

1.2 Infrastructures Development

1.2.1 Land Management	Acquisition of 30 Bigha Land	Campus Management Committee	New land will be managed by 31 st December, 2023	<ul style="list-style-type: none"> Detailed Project Report (DPR) will be prepared for the protection and possible constructions of the buildings.
1.2.2 Construction of Hostel (Boys and Girls)	As per policy guidelines	Coordinator, Construction and Procurement Sub-committee	31 st December, 2023	
1.2.3 Construction of Academic Blocks in New Land (Academic Block-I & Administrative Block-I)	As per policy guidelines	Coordinator, Construction and Procurement Sub-committee	30 th August, 2024	Mapping, drawing and estimation of cost for the proposed buildings will be prepared and executed accordingly.

Strategic Priority II: Mechanism for EMIS

2.1 To install and upgrade softwares

Activities	Action recommended	Responsible authority	Time frame	Remarks
2.1.1 Installing EMIS Software	Discussion with software provider	Coordinator, EMIS	EMIS has already been installed	
2.1.2 Up-gradation of Existing Software as Per Requirement	Interaction with software developer	Coordinator, EMIS	31 st December, 2020	Completed
2.1.3 Maintaining and Upgrading Websites	A separate website developer is needed	Coordinator, EMIS	15 th December, 2020	Campus is going to admit new IT Faculty.
2.1.4 Online Classes and Evaluation	Virtual classes using Zoom, Google Class rooms, Microsoft Teams, Google Meet, Moodle and through Learning Management System (LMS) are recommended.	Campus Administration	April, 2020	Due to COVID-19 Lockdown
2.1.5 Campus App Development	Consultation with app developer company	Coordinator, EMIS	15 th April, 2022	An app containing the entire information of the Campus will be developed and be brought into practice.

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2.2 To maintain and upgrade library records

Activities	Action recommended	Responsible authority	Time frame	Remarks
2.2.1 Searching Comparative Advantage between <i>Libra</i> , <i>Systematic</i> and Other Alternatives	Interaction with software developer and concerned HODs	Coordinator, EMIS	<i>Systematic</i> has been replaced by <i>EMIS of Cross OVER Solutions</i>	
2.2.2 Recording of all Library Inventories	Advice from software developer	Coordinator, EMIS	Already done	
2.2.3 New Formation of Library Monitoring and Evaluation Cell	Decision from meeting of teaching and non-teaching staffs	Campus Chief	Completed	
2.2.4 Forwarding Monthly Library Data to EMIS	Soft copy	Head, Library	Monthly	
2.2.5 Reporting to IQAC by Library Cell	Soft copy	Head, Library Cell	Monthly	

2.3 To maintain human resource information system (HRIS)

Activities	Action recommended	Responsible authority	Time frame	Remarks
2.3.1 Assessing existing human resource inventory (quantity and quality both)	Collection of data from different departments	General Administration	Already done	
2.3.2 Identification and approval of human resource need	Decision from board and sub-committee	Member Secretary, Campus Management Committee	Annually	
2.3.3 Maintaining records of recruitment, selection, promotion and retirement	Data entry	Coordinator, EMIS	Regularly	
2.3.4 Maintaining records of human resource performance (accessible to authority only)	Using Peer Appraisal, Self-appraisal and 360 degree appraisal	Coordinator, IQAC	Annually	
2.3.5 Identification and approval of human resource for <i>Faculty of Science and Technology</i>	Decision from board and sub-committee	Member Secretary, Campus Management Committee	15 th July, 2024	

2.4 To maintain the records of students

Activities	Action recommended	Responsible authority	Time frame	Remarks
2.4.1 Applicants data and intake information	Data entry using LBC MAT	Head, Examination	Regularly	
2.4.2 Internal evaluation of the students	Attendance, class test, term exam, project work, presentation, case study, flipped classroom, GD etc.	Subject teacher, Class teacher and Coordinator	Regularly	
2.4.3 External evaluation of students	Final examination result	Head, Examination	Regularly	
2.4.4 ECA related skills	Formation of clubs and conducting events	Head, ECA and Concerned Clubs	Regularly	

2.5 To maintain campus inventory records

Activities	Action recommended	Responsible authority	Time frame	Remarks
2.5.1 Numbering of electronic devices, furniture, installations and vehicles, buildings and blocks	Assignment to painter	Store keeper	Time to time	Through General Administration

2.6 To maintain record of Governing bodies

Activities	Action recommended	Responsible authority	Time frame	Remarks
2.6.1 Personal information of Campus Council	Developing form and collecting data	Co-ordinator, IQAC	Completed	Through General Administration
2.6.2 Personal information of Campus Management Committee	Developing form and collecting data	Co-ordinator, IQAC	Up to date	Through General Administration
2.6.3 Recording of meetings	Data entry regarding number, date meetings, and members' attendance of all the meetings held	General Administration	Regularly	
2.6.4 Recording details of different sub-committees of the board	Data entry regarding number, date, meetings, and members' attendance of all the meetings held	General Administration	Regularly	

Strategic Priority III: Research, Development and Publication

3.1 To develop teaching faculty academically competent and research oriented activities

Activities	Action recommended	Responsible authority	Time frame	Remarks
3.1.1 Revision of by-laws pertaining to R&D	Formation of review team by Management Committee	Chairperson	Completed	
3.1.2 M Phil, Ph. D, Post Doc & FDP	3 Years paid leave for 2 faculties yearly	Campus Administration	Regularly	2 faculties are sent yearly for FDP
3.1.3 Administrative Staff Development	3 years paid leave	Campus Administration	Regularly	2 staffs will be sent for higher education
3.1.4 Publication Cell	Formation of 3 member publication cell	Head, R&D	Completed	
3.1.5 Research Article Training	Training for teachers and students	Head, R&D	Regularly	
3.1.6 Journal Publications	Collecting, selecting, editing articles and indexing as referred journal	<ul style="list-style-type: none"> Head, R&D Head, Department of English & Business Communication 	Biannually/ Annually	<i>The Lumbini Journal of Business Economics</i> (biannually) by Department of Research and Development and <i>The Lumbini Journal of Language and Literature</i> (annually) are regularly being published.
3.1.7 Seminar and Conference	National / International Seminars or Conferences	Head, R&D	At least once a year	

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3.2 To conduct research work in collaboration with National and International Universities, Government Agencies, Business Communities, NGOs and INGOs

Activities	Action recommended	Responsible authority	Time frame	Remarks
3.2.1 Interaction Programs	Visiting and drawing attention of local community and concerned	Head, R&D	Regularly	
3.2.2 Joint Applied Research	Identifying labor need through Focus Group Discussion	Head, R&D	Need based	
3.2.3 National and International Seminars/Webinars/Workshops/Conferences	A <i>Think Tank</i> may be formed and program will be organized physically/virtually.	Head, R&D	Need-based	
3.2.4 Developing the Campus as a Research and Training Centre	<ul style="list-style-type: none"> Co-ordination and collaboration with other academia, research centres, campuses and colleges Upgradation of e-Library and establishment of well-equipped studio 	Head, R&D	30 th December, 2022	

Strategic Priority IV: Renovation, Construction and Procurement

4.1 To Construct campus buildings

Activities	Action recommended	Responsible authority	Time frame	Remarks
4.1.1 Construction of Academic Building-II in Butwal	As per policy guidelines	Coordinator, Construction and Procurement Sub-committee	30 th August, 2023	First two floors have been completed and additional three floors will be built.
4.1.2 Repair and Maintenance	As per policy guidelines	Coordinator, Construction and Procurement Sub-committee	Regularly	

4.2 To develop program based facilities

Activities	Action recommended	Responsible authority	Time frame	Remarks
4.2.1 Construction of Confidential Exam Division	As per policy guidelines	Coordinator, Construction and Procurement Sub-committee	Completed	
4.2.2 Construction of garden, Green park and parking space	As per policy guidelines	Coordinator, Construction and Procurement Sub-committee	Recurring	
4.2.3 Shifting Generator to Reasonable Site	As per policy guidelines	Coordinator, Construction and Procurement Sub-committee	Completed	
4.2.4 Construction of reception counter	As per policy guidelines	Coordinator, Construction and Procurement Sub-committee	Completed	
4.2.5 Construction of staff quarter, labs and studio	As per policy guidelines	Coordinator, Construction and Procurement Sub-committee	31 st December, 2024	Staff quarter, IT Lab, HR Lab, Bank Lab, TV studio are preferred
4.2.6 ECA Office	As per policy guidelines	Coordinator, Construction and Procurement Sub-committee	Completed	

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4.2.7 Installation of 3-Phase electricity	As per policy guidelines	Coordinator, Construction and Procurement Sub-committee	Completed	Underground of Electrical Cables will be completed by 30 November, 2022
4.2.8 Construction of 1 st floor over canteen building & Erection of the Truss in the First Floor	As per policy guidelines	Coordinator, Construction and Procurement Sub-committee	First floor has been constructed, erection of truss will be completed by 30 June, 2022	Currently BBA-FA class is running there.
4.2.9 Construction of Campus Road	As per policy guidelines	Coordinator, Construction and Procurement Sub-committee		
4.2.10 Renovation of Auditorium Hall	As per policy guidelines	Coordinator, Construction and Procurement Sub-committee	Completed	
4.2.11 Construction of Compound Wall	As per policy guidelines	Coordinator, Construction and Procurement Sub-committee	Completed	
4.2.12 Fencing the New Land of the Campus at Butwal-12, Charpala	As per policy guidelines	Coordinator, Construction and Procurement Sub-committee	15 th January, 2024	

4.3 To procure equipment and tools

Activities	Action recommended	Responsible authority	Time frame	Remarks
4.3.1 Multimedia Projectors	As per policy guidelines	Coordinator, Construction and Procurement Sub-committee	As per requirement	
4.3.2 Air Conditioners	As per policy guidelines	Coordinator, Construction and Procurement Sub-committee	As per requirement	
4.3.3 Computer and Laptop	As per policy guidelines	Coordinator, Construction and Procurement Sub-committee	As per requirement	
4.3.4 Water Purifier, Freezer and Dispenser	As per policy guidelines	Coordinator, Construction and Procurement Sub-committee	As per requirement	
4.3.5 Equipment for meditation hall	Facilitated by Brahmakumaris, Butwal	Coordinator, Construction and Procurement Sub-committee	Completed	
4.3.6 Furniture and Fixture	As per policy guidelines	Coordinator, Construction and Procurement Sub-committee	As per demand	

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Strategic Priority V: Internal Quality Control Mechanism (IQCM)

5.1 To establish ethics and norms for enhancing the moral confidence of teachers and students

Activities	Action recommended	Responsible authority	Time frame	Remarks
5.1.1 Restructuring of IQAC	Reformation of IQAC through general meeting	Coordinator, IQAC	Continued	
5.1.2 Conducting monthly meeting by department, cell and quality circle	Heads of department, cell and quality circle.	Coordinator, IQAC	Regularly	
5.1.3 Conducting refreshment program to the faculty and staffs	By organizing refreshment programs and trainings to upgrade faculties and enhance non-teaching staff	Coordinator, IQAC	Regularly	

5.2 To enhance qualitative academic environment

Activities	Action recommended	Responsible authority	Time frame	Remarks
5.2.1 Size of the Classrooms	By limiting the no. of students in class as per rules	Campus Administration	Regularly	
5.2.2 Improvement of results	<ul style="list-style-type: none"> Adoption of advanced teaching learning approach Attracting students for consulting library and websites Motivating good performers with scholarship Conducting remedial classes By rewarding students for outstanding performance 	Campus Administration, IQAC and program coordinator	Regularly	

5.3 To adopt the calendar of operation

Activities	Action recommended	Responsible authority	Time frame	Remarks
5.3.1 Preparation of departmental annual plan based on the calendar of operation	Interaction with teacher and staff	HODs of respective departments	Regularly	
5.3.2. Monitoring and supervision of course plans/lesson plans	As per copy submitted to IQAC	IQAC	Regularly	

Strategic Priority VI: Counseling, Placement and Tracer Study

6.1 To bridge the gap between students and employers as counselor

Activities	Action recommended	Responsible authority	Time frame	Remarks
6.1.1 Bridging Gap	Gathering information on job avenues and placements available in different institutions/corporate houses/industrial houses etc. through - <ul style="list-style-type: none"> Interaction with the potential employers Introducing skill development programs Providing training related to Government job Encouraging students for self-employment 	Co-ordinator, Counseling & Placement and Tracer Study	At least twice a year	

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6.2 To prepare up-to-date tracer report

Activities	Action recommended	Responsible authority	Time frame	Remarks
6.2.1 Preparation of Tracer Report	<ul style="list-style-type: none"> Data collection from graduates Data entry Data editing and analysis Preparing report 	Coordinator, Tracer Study Team	Regularly	

6.3 To prepare Entrepreneurship Incubation Center

Activities	Action recommended	Responsible authority	Time frame	Remarks
6.3.1 Entrepreneurship Development and Incubation Center	<ul style="list-style-type: none"> Establishment of Entrepreneurship Incubation Center by Campus/MOU with BUCCI, Antarprerana, Youth Entrepreneurs Forum, Butwal 	Coordinator, Counseling and Placement Cell	Regularly	Entrepreneurship Development and Incubation Center has been established and other works will regularly be done.

Strategic Priority VII: Good Governance and Social Responsibilities

7.1 To ensure shared governance

Activities	Action recommended	Responsible authority	Time frame	Remarks
7.1.1 Amendment of Academic Policies and By-Laws	A sub-committee led by one of the members of Campus Management Committee	Member Secretary, Campus Management Committee	Completed	
7.1.2 Ensuring fair appointments of teachers	According to campus by-laws	LBC Service Commission	Regularly	
7.1.3 Ensuring fair appointments of administrative employees	According to campus by-laws	LBC Service Commission	Regularly	
7.1.4 Feedback from students	Accommodating students' and guardians' constructive inputs	Coordinator, IQAC and Teacher-Guardian Association	Regularly	
7.1.5 Erection of Citizen Charter	A flex board of Citizen Charter is being affixed on the wall or hanged on the visible place	Campus Administration	Amendment regularly	
7.1.6 Publicizing annual report	Through website, Campus Management and Development Council, Annual Function	Member Secretary	Regularly	

7.2 To determine clear right and responsibilities

Activities	Action recommended	Responsible authority	Time frame	Remarks
7.2.1 Reconstruction of present organization structure	Forming a Sub-committee by Campus Management Committee	Chairperson, Campus Management Committee	Completed	A committee headed by legal advisor will be managed to reconstruct organizational structure when campus converted into deemed university.

7.2.2 Job analysis	Determining job description and job specification, and evaluating job and performance to take corrective action	Head, IQAC (Approval by Management Committee)	Regularly	Performance evaluation as per Campus By-laws
7.2.3 Reviewing and redefining the right and responsibilities of Board members	To be determined by Council Assembly	Member Secretary	As per need	

7.3 To introduce meritocratic selection system

Activities	Action recommended	Responsible authority	Time frame	Remarks
7.3.1 Students' Intake	Enrollment of students based on merit and score obtained in entrance exam	Coordinator, Examination Department	During Admission Session	
7.3.2 Scholarship Provision	Formulation of by-laws for meritorious scholarship to educationally disadvantaged and deprived cluster	Campus Administration	Implemented	

7.4 To maintain financial transparency

Activities	Action recommended	Responsible authority	Time frame	Remarks
7.4.1 Budgeting and resource allocation	Preparation of program-based budget in the transparent manner using bottom-up approach	Management committee (Approval by CMDC)		
7.4.2 Internal audit	3-member internal audit committee	Management committee	Monthly	submitted to CMC
7.4.3 External Audit	Registered Auditor or chartered accountant as Appointed by CMDC	Management committee	Annually	Announcement in Campus Anniversary
7.4.4 Disclosure of final audit report	Uploading the report on website, announcing the final audit report in campus anniversary and in campus management & development council	Member Secretary	Annually	
7.4.5 Procurement and construction	Procurement and construction committee headed by one of the members of Management Committee	CMC	When deemed necessary	As per by-laws of campus based on Government Procurement Policy
7.4.6 Utilization of donation	As per the agreement with donor agency	Management Committee	Regularly	

7.5 To regularly test the standard

Activities	Action recommended	Responsible authority	Time frame	Remarks
7.5.1 Measuring the quality of teaching and learning practices through both students perspective and supervisor's perspective	Through implementing peer evaluation, self-evaluation, Coordinator, program director, program in-charge's evaluation and student evaluation mechanism	Coordinator, IQAC	Annually	

7.5.3 Initiating socially responsible activities towards the community	Helping people	through Member-Secretary, Teacher-guardian Association and Student Alumni	Regularly	
7.5.4 Improving collaboration with Public Institutions for Quality Enhancement	Conducting Academic Exchange Programs	Campus Administration	Regularly	

7.6 To set up the grievance handling cell

Activities	Action recommended	Responsible authority	Time frame	Remarks
7.6.1 Formation of grievance handling committee	By Management Committee as recommended by Campus Chief	CMC	Completed	The seven-member committee led by Assistant Campus Chief has been formed.
7.6.2 Grievance handling	Managing complaint box, complaint book, e-grievances	Assistant Campus Chief	Regularly	

Strategic Priority VIII: Program extension and enhancement of co-curricular aspect

8.1 To develop academic curriculum as per the current trend

Activities	Action recommended	Responsible authority	Time frame	Remarks
8.1.1 Conducting local and international seminar and workshop	Participation and involvement of research scholars, employers and people from local community	Head, Research and Development	Annually	
8.1.2 Extension of further autonomous programs	Launching BIM, BMIT, BTM, BHM, Hospitality Management, MMS, EMBA, Engineering, Science and Technology, Non-credit Courses, Online Academic Programs etc.	Campus Administration	Gradually as per demand	
8.1.3 Revision of existing curriculum	As per contemporary market demand	Coordinator, Curriculum Development Committee	As per market demand	

8.2 To connect academic curricular activities to the career path

Activities	Action recommended	Responsible authority	Time frame	Remarks
8.2.1 Labor market need identification	Inviting guest lecturers from national and international universities and other professionals such as CEOs, Government officials and successful entrepreneurs	Coordinator, Counseling and Placement Cell	During academic sessions	
8.2.2 Adopting the best practices	Benchmarking the best practices of accredited colleges and universities	Coordinator, IQAC	Annually	
8.2.3 Enhancing research exposures of students	Involving students in mini research projects	Head, Research and Development	During academic sessions	

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8.3 To create, refine, and implement integrated co-curricular and extra-curricular program

Activities	Action recommended	Responsible authority	Time frame	Remarks
8.3.1 Launching co-curricular and extra-curricular activities for overall development of students	Organizing training programs and forming different clubs such as volleyball club, football club, basketball club, cricket club, table tennis club, cultural club.	Coordinator, ECA and HODs	Regularly	
8.3.2 Conducting student exchange programs	Inviting students from neighboring universities and colleges and sending students to their institution to exchange culture	Campus Administration	Once in two years	
8.3.3 Conducting employee exchange programs	Inviting teaching and non-teaching staffs from colleges; and sending LBC staffs to exchange their culture	Campus Administration	Once in two years	

Strategic Priority IX: Strengthening the management

9.1 To make the members of management committee aware

Activities	Action recommended	Responsible authority	Time frame	Remarks
9.1.1 Visiting different universities	Organizing a visit program in deemed-to-be universities, universities and colleges of Nepal and abroad	Campus Administration	Once in three years	
9.1.2 Enhancing the managerial knowhow	Conducting management development training for members of Management Committee	Campus Administration	Once in three years	
9.1.3 Communicating management committee in project works	Inviting members of Management Committee when the project works are presented	Campus Administration	During presentation of project works	
9.1.4 Interaction with Faculties and Staff	Organizing joint meeting with CMC ,faculties and staff	Campus Administration	Annually	

Strategic Priority X: Health and Environment

10.1 To enhance the health and safety level of employee and students

Activities	Action recommended	Responsible authority	Time frame	Remarks
10.1.1 Health and hygiene	Conducting health camp	Campus Administration	Annually	
10.1.2 First Aid and Sanitary Pad for Girls' Students	Managing first aid box, students suffering within campus premises will be taken to hospital after primary treatment	Campus Administration	Whenever needed	
10.1.3 Joint insurance policy	Renewal of joint insurance policy for staffs and students	Campus Administration	Regularly	
10.1.4 Appointment of Health Personnel		Campus Administration	30 th June, 2023	

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10.2 To create an impressive and naturally green environment

Activities	Action recommended	Responsible authority	Time frame	Remarks
10.2.1 Gardening inside the campus	Gardening the North and West side of campus premises	Administration	Done	
10.2.2 Plantation outside the campus	Plantation on the both sides of the campus road in front of main gate	Administration	30 th July, 2022	
10.2.3 Maintenance of garden	Plantation, replantation of the different species of flowering and non-flowering plants	Gardener through Campus Administration	Regularly	

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