



SHAHEED SMARAK COLLEGE

EDUCATIONAL MANAGEMENT INFORMATION SYSTEM

A REPORT

2080/081

Website

sscbakhanpur.edu.np/
Bharatpur-19, Chitwan



EDUCATION MANAGEMENT
INFORMATION SYSTEM
REPORT 2080/081 (2023/24)

Edition : First (2081)

Tribhuvan University

Shaheed Smarak College

Bharatpur Metropolitan City-19, Shardanagar, Chitwan

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Designed & : EMIS Cell

Published by Shaheed Smarak College
Bharatpur Metropolitan City-19, Chitwan



FOREWORD

It is with great pleasure and enthusiasm that we present the Education Management Information System (EMIS) Report published by Shaheed Smarak College (SSC), in alignment with the guidelines set forth by the University Grants Commission (UGC) of Nepal. This report is a reflection of our institution's commitment to enhancing the quality of education and promoting effective and transparent management practices within higher education.

In this era of rapid technological advancement, it is essential for educational institutions to embrace information systems to streamline operations, improve decision-making processes, and enhance overall institutional efficiency. The EMIS Report stands as a comprehensive document that highlights the vital role of technology in educational management and offers valuable insights into its application and benefits at the campus level.

The UGC has been instrumental in setting national standards and guidelines for educational institutions in Nepal, ensuring they adhere to international best practices while responding to the unique educational needs of the country. Their unwavering commitment to fostering a culture of innovation and continuous improvement has significantly contributed to strengthening Nepal's higher education sector.

Through the preparation and publication of this EMIS Report, Shaheed Smarak College has demonstrated its dedication to upholding these national standards and advancing the education sector. This report encompasses critical aspects of educational management, including systematic data collection, storage, analysis, and reporting. Furthermore, it emphasizes the strategic integration of technology to support informed decision-making and efficient resource management.

The EMIS Report is the result of the collaborative efforts, expertise, and dedication of the academic and administrative community of the College. It serves as a valuable resource for the College Management Committee, faculty, staff, and all stakeholders committed to optimizing institutional operations, ensuring accountability, and improving student outcomes. By harnessing the power of an effective information management system, Shaheed Smarak College aims to bridge the gap between data and decision-making, empowering academic leadership to make evidence-based choices that positively impact the educational ecosystem.

We take this opportunity to extend our heartfelt gratitude to all individuals who contributed to the collection, compilation, and preparation of this report. We also sincerely welcome constructive feedback and suggestions from our readers to further improve the quality, scope, and impact of future reports.



Mr. Basanta Kumar Poudel

Campus Chief

Shaheed Smarak College



ACKNOWLEDGEMENT

We express our sincere gratitude to Mr. Basant Kumar Poudel, Principal, Mr. Raju Bhat, Vice-Principal and Mr. Bel Bahadur Tamang, CMC Chairman as well as all the CMC Members of Shaheed Smarak College for believing in us and giving the task of preparing this report.

We are particularly thankful to all cells, faculty and staff members, students and guardians who diligently provided the necessary data and information for the EMIS report. Their cooperation and promptness in responding to queries have been instrumental in the timely completion of the report.

We express our appreciation to the management and leadership team for their guidance and support throughout the preparation of the EMIS report. Their vision and commitment to quality education have laid the foundation for our college's success.

Lastly, we would like to thank everyone who has contributed in any way to the EMIS report but may not be explicitly mentioned here. Your efforts have been instrumental in the compilation of this report, which will serve as a valuable resource for informed decision-making and strategic planning. Your dedication and hard work have been pivotal in achieving this milestone.

EMIS Coordinator

Raju Bhat



Abbreviations and Acronyms

BA	Bachelor of Arts
BBS	Bachelor in Business Studies
B. Ed.	Bachelor of Education
BCA	Bachelor's In Computer Application
DOE	Department of Education
EMIS	Education Management Information System
GER	Gross Enrollment Ratio
GPI	Gender Parity Index
HE	Higher Education
HERP	Higher Education Reform Project
IT	Information Technology
MBS	Master of Business Studies
M. Ed.	Master of Education
M. Phil.	Master of Philosophy
MOE	Ministry of Education
UGC	University Grants Commission
SSC	Shaheed Smarak College
FOE	Faculty of Education



EXECUTIVE SUMMARY

This EMIS Report 2080/81 (2023/24) outlines the academic, physical, financial, and social progress of Shaheed Smarak College (SSC), Bharatpur-19, Chitwan. SSC is a community-based higher education institution offering +2, Bachelor, and Master level programs across three faculties: Management, Education, and Humanities.

In the academic year 2080/81, a total of **343 students** were enrolled. The Faculty of Management holds the highest number of enrolments, particularly in the Bachelor of Business Studies (BBS) program. Enrollment in the Bachelor of Education (B.Ed.) program has declined steadily, while the Bachelor of Computer Applications (BCA) program shows growth with consistent enrollment across diverse backgrounds. Female enrollment has been notably strong across all faculties, and female graduates continue to outnumber males, especially in B.Ed. and MBS programs.

The **pass rates** in BBS have shown steady improvement over the past three years. Girls and EDJ students have achieved commendable pass rates, while the pass rates of Dalit students show a declining trend, especially in 2079/80. BCA pass rates remain consistently high across all categories.

A total of **25 graduates** were recorded this year, with females representing 50% of the graduates. Graduation numbers were highest in the BBS program, followed by B.Ed. The share of Dalit graduates remains lower in comparison to other groups.

SSC operates from three academic blocks with **32 classrooms**, supplemented by sufficient sports grounds and educational resources. Financially, the college depends primarily on self-generated income through student fees, while additional support is received from the University Grants Commission (UGC) and government agencies. Capital expenditure has been increasing in comparison to recurrent expenditure, indicating investment in infrastructure and facilities.

Socially, SSC remains actively engaged in community development activities, consistent with its founding by socially conscious citizens, educators, and intellectuals. As a community-driven institution, it maintains strong ties with local society.

Despite progress, the college faces multidimensional challenges, including limited funding, declining enrollment in certain programs, and the need to introduce new programs aligned with market demands. Policy shifts at the national level also impact institutional planning. SSC is committed to addressing these challenges through strategic initiatives and quality enhancement measures.



SECTION-1 INTRODUCTION

Institutional Information

Campus Name:	Shaheed Smarak College
Address:	Bharatpur Metrpolygon City-19,Chitwan ,Nepal
Contact No.:	056-591031
Email:	info@sscbakhanpur.edu.np
Website/ URL:	sscbakhanpur.edu.np
Chair person:	Basant Kumar Poudel
Contact Person:	Bel Bahadur Tamang
Post:	Campus chief
Est. Date:	2051
Affiliation:	Tribhuvan University
Level:	Master and Bachelor
Program:	Bachelor in Computer Application, bachelor in Education, Bachelor in BBS, Master in Business Studies
Subjects:	Education, Business Studies, Computer application

The Shaheed Smarak College undertook the task of publishing basic statistical information about the higher education (Bachelors and Masters) through its annual publication in the form EMIS report. This report presents information about the higher education in the College through comprehensive data. It is expected that the information in this report will be useful for planning, policy making, designing programs and projecting resources of the higher education with special reference to Shaheed Smarak College.

Shaheed Smarak College established an Education Management Information System (EMIS) under the second higher education project in 2014 A.D. It aims to provide updated information

of the education system in the College. The main purpose of this volume is to provide adequate, accurate, timely and reliable data to the stakeholders.

This report comprises information about higher education institution (SSC College), student enrollment, pass graduates, gender parity index (GPI), teaching and non-teaching staffs, academic department and programs, research and publication, physical status of the College



SECTION-2 FACULTY AND DEPARTMENT

Shaheed Smarak College has 3 Faculties. Each offers excellent teaching learning and research environments in a wide-ranging variety of fields. Its academics offer excellence across disciplines and around the country.

Department of Humanities & Social Sciences

The Department of Humanities, Social Sciences, and Computer Applications at Shaheed Smarak College is recognized as a center of academic innovation and excellence. The department offers students a broad, interdisciplinary education across areas such as English, Mathematics, Political Science, Rural Development, and Population Studies. Additionally, the department proudly runs the Bachelor of Computer Application (BCA) program, where students gain expertise in subjects such as Programming Fundamentals, Database Management Systems, Web Technology, Artificial Intelligence, Software Engineering, and Computer Networks. By integrating humanities, social sciences, and cutting-edge technological education, the department prepares graduates to meet the demands of both the academic and professional worlds with confidence and competence.

Department of Management

The Department of Management at Shaheed Smarak College aims to provide higher education to students for academic and professional pursuits in business, industry, and government. It produces dynamic and innovative entrepreneurs capable of promoting business and industry for the socio-economic development of Nepal.

Department of Education

The Department of Education at Shaheed Smarak College is the leading institution in producing dynamic and innovative future teachers, and education educators/trainers. Faculty of Education (FOE) is the leading institution in the field of teacher education in the country.

Courses Offered

Academic departments at Shaheed Smarak College produce higher degree graduates, leading the way in many fields of study. The students can check with the following courses on offer and download the latest degrees and their syllabus prescribed by the Curriculum Development Centre of Tribhuvan University.

Bachelor's Level (4 Years Annual based)	Bachelor's Level (4 Years Semester based)
Bachelor of Arts (BA)	Bachelor in computer Applications (BCA)
Bachelor in Business Studies (BBS)	Bachelor of Education (B.Ed.)

Master's Level (2 Years Semester based)
Master of Business Studies (MBS)



Section3: Student Enrollment

The present trend of student's enrollment and composition is satisfactory. The present number of students at this college as well as the status of the college is leading towards its bright future. The college has been centered of the wide range of the place like Sharadanagar, Parbatipur, Shivangi, Mangalpur, Gunjanagar, Divyanagar, Sukranagar. The trend of students and past enrollment and composition of last three years is given in the table below.

Enrolment students of BBS (Female, EDJ and Dalit) in the last three years.

Year	Girls	EDJ	Dalit	Total
2078/079	89	25	4	166
2079/080	106	20	12	170
2080/081	123	13	16	198

Figure 1. Enrolment Students of BBS in the last three years

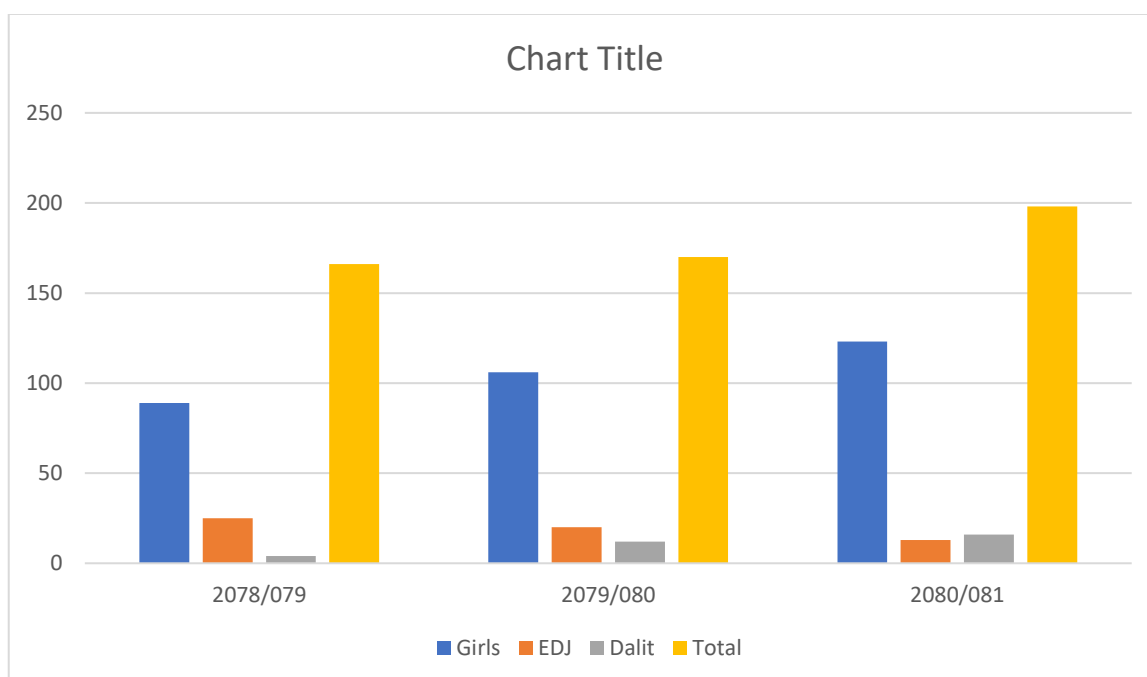


Table 1 reveals that the BBS program experienced its highest enrollment in the academic year 2079/080, with a total of 170 students. Subsequently, in the last academic year (2080/081), there was a decrease in enrollment, with a total of 153 students.

Enrollment students of BED (Female, EDJ and Dalit) in the last three years.

Year	Girls	EDJ	Dalit	Total
2078/079	105	24	13	142
2079/080	76	15	20	91
2080/081	92	11	14	104

Figure 2. Enrolment of B.Ed. in the last three years

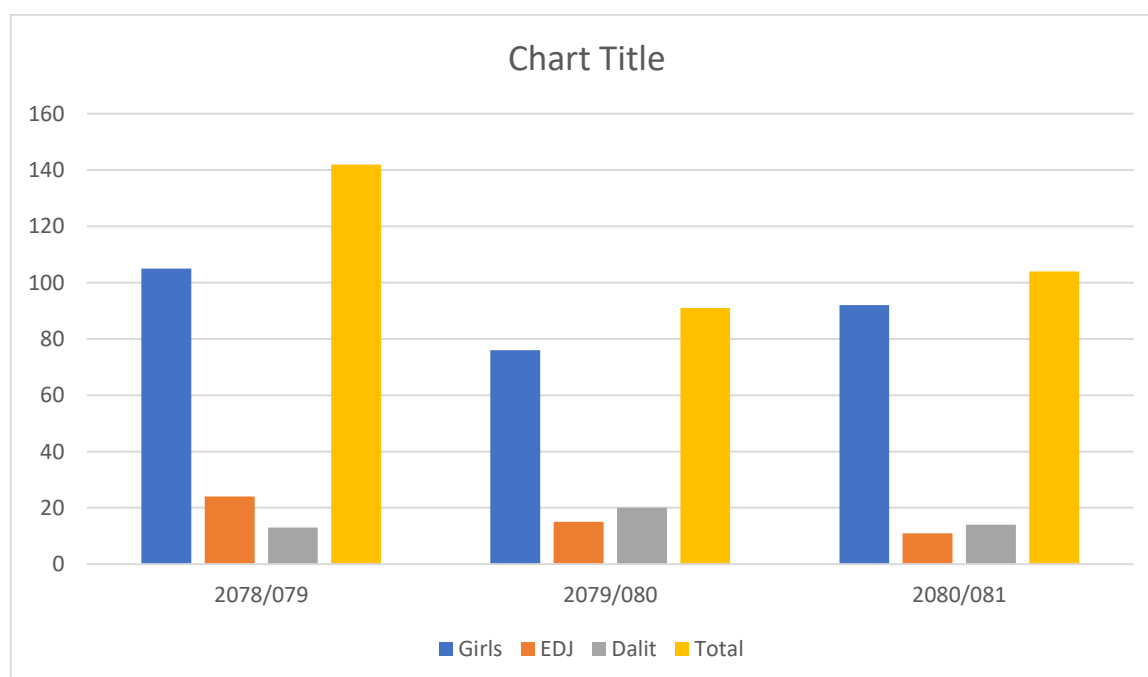


Table 2 Illustrates a consistent decline in B.Ed. program enrollment over the three years. showcasing a stable representation within the decreasing overall enrollment.



Enrollment students of Bachelor Level (BCA & MBS) in the last three years.

Year	Girls	EDJ	Dalit	Total
2078/079	7	7	0	22
2079/080	9	6	1	26
2080/081	18	6	2	47

Figure 4. Enrolment of Program wise number of students

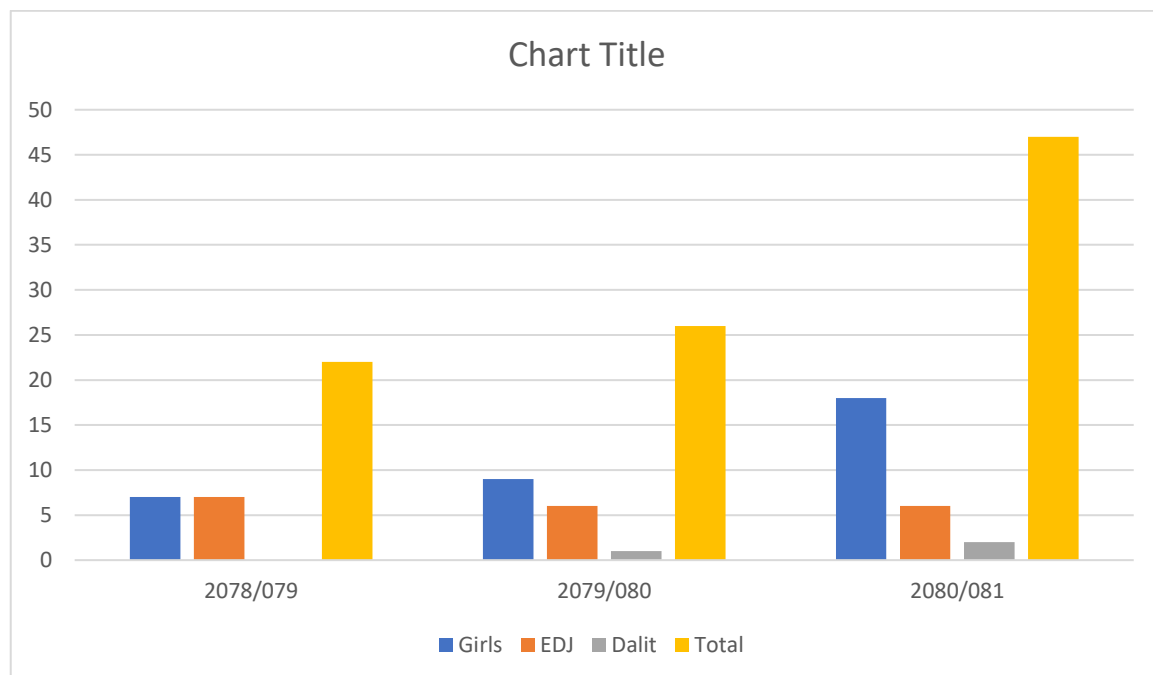


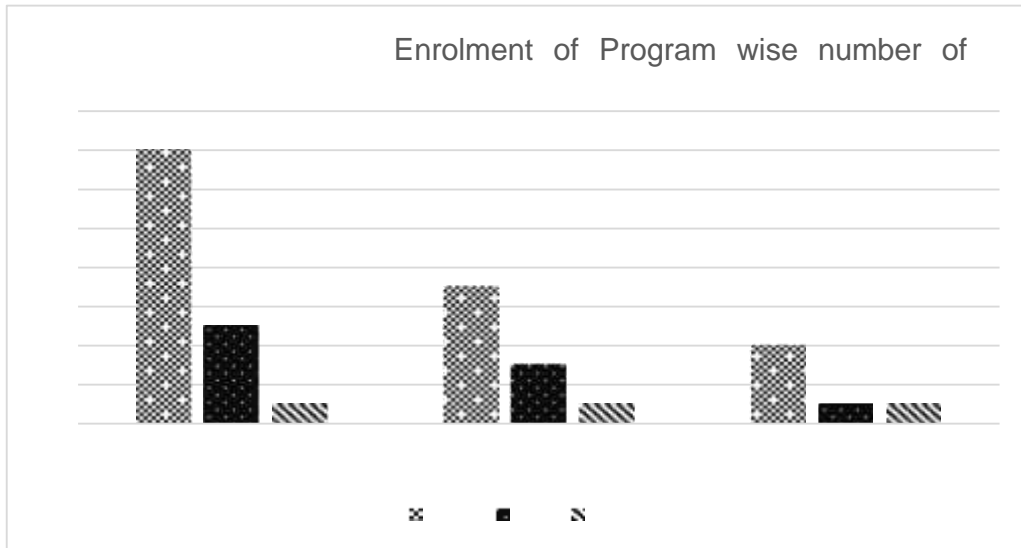
Table 4: The enrollment in the BCA program shows an increasing trend over the three years, with a consistent representation of girls, EDJs, and a small presence of Dalit students. The numbers reflect a positive trajectory in program enrollment.

Table 5. Enrollment students of Master Level (MBS) in the last three years.

Year	Girls	EDJ	Dalit	Total
2078/079	14	5	1	29
2079/080	7	3	1	15

2081/081	4	1	1	12
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Figure 5. Enrolment of Program wise number of students



Pass rate Student pass rate reflects the performance of any educational institution. This section presents the student pass rate of the college. The pass rate of college is analyzed in terms of the types of programs, gender, EDJ Dalit and academic year.


Principal

4. Student Results

Level: Bachelor's

Program: B.B.S (Faculty: Management)

Academic Year	Total Students	Passed	Pass %	Total Girls	Girls Passed	Total EDJ	EDJ Passed	Total Dalit	Dalit Passed	Total Others	Others Passed
2078–2079	115	33	30.4%	86	25	29	11	3	2	92	31
2079–2080	109	30	27.52%	72	21	12	2	3	0	95	30
2080–2081	115	24	20.87%	65	15	13	2	4	1	98	21

Program: B.Ed (Faculty: Education)

Academic Year	Total Students	Passed	Pass %	Total Girls	Girls Passed	Total EDJ	EDJ Passed	Total Dalit	Dalit Passed	Total Others	Others Passed
2078–2079	70	15	21.4%	66	14	13	4	9	2	47	9
2079–2080	93	17	18.27%	79	21.52%*	16	12.5%	10	10	67	(20.89%*)
2080–2081	67	10	14.92%	63	10	6	1	12	2	49	7

Program: B.C.A (Faculty: Humanities)

Academic Year	Total Students	Passed	Pass %	Total Girls	Girls Passed	Total EDJ	EDJ Passed	Total Dalit	Dalit Passed	Total Others	Others Passed
2078–2079	20	13	65%	5	5	5	3	0	0	9	5
2079–2080	17	9	52.94%	5	4	5	1	0	0	12	8
2080–2081	40	26	65%	9	6	4	4	1	1	21	15

Level: Master's

Program: M.B.S (Faculty: Management)

Academic Year	Total Students	Passed	Pass %	Total Girls	Girls Passed	Total EDJ	EDJ Passed	Total Dalit	Dalit Passed	Total Others	Others Passed
2078–2079	32	19	59.3%	15	9	7	3	0	0	17	12
2079–2080	18	12	66.67%	8	5	0	0	1	1	17	11
2080–2081	13	10	76%	7	5	1	1	1	0	11	9

Section 5: Graduates

Graduate Trend analysis of the Last three Years program wise (BBS/BED)

Data presented in this table is based on the college's record list as well as the statistical data form that submitted on the UGC.

Table 11. Number of graduates in Bachelor Level

Year	Girls	Boys	EDJ	DALIT	Total
2078/079	16	6	5	1	22
2079/080	6	4	0	2	10
2080/081	14	10	1	3	25

Figure 10. Graduate numbers in bachelor level interms of Girls, EDJs and Dalits

Graduate numbers in bachelor level interms of Girls, EDJs and Dalits

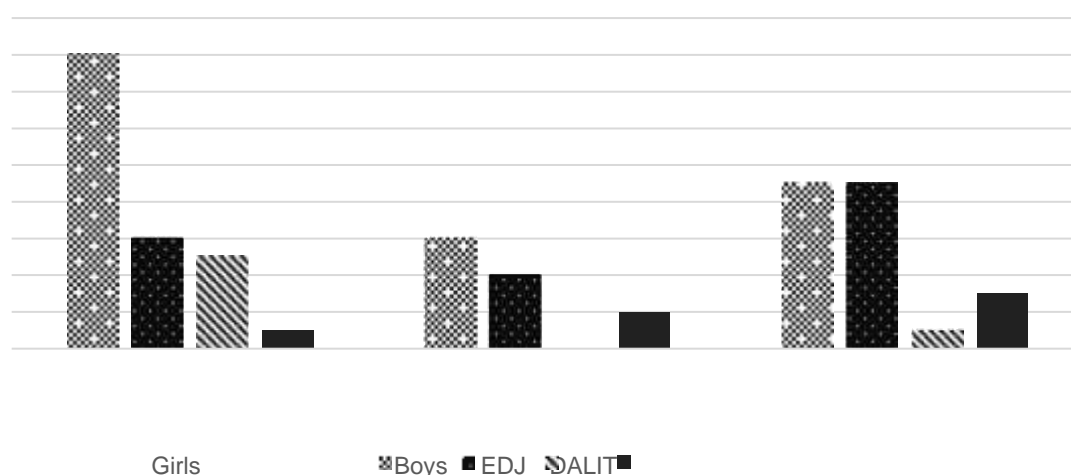
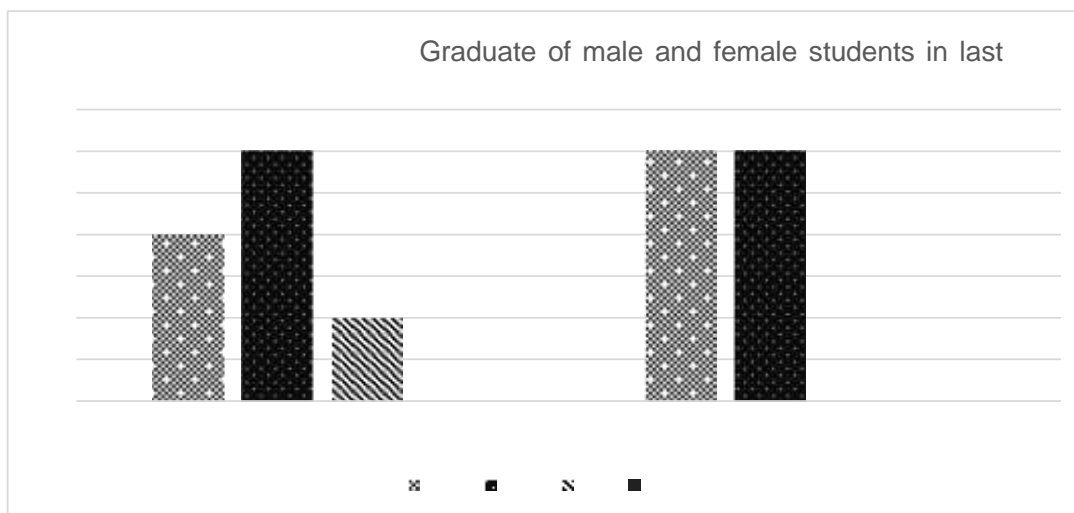


Table 12. Number of graduates Master Level

Year	Girls	Boys	EDJ	DALIT	Total
2079/080	2	3	1	0	5
2080/081	3	3	0	0	6

Figure 11. Graduate of male and female students in last two years.



Above Table 11 & 12 shows the number of graduates of SSC in the last three years. The Highest number of graduates are in the year of 2078/079 in Bachelor level.

Table 13. Number of Graduate in Program-wise

Table 12. Number of graduates in Bachelor of Computer Application

Year	Girls	Boys	EDJ	DALIT	Total
2079/080	0	0	0	0	0
2080/081	4	3	1	0	7

Year	Program: BBS				Program : B.Ed.				Program : MBS			
	Total	Girls	EDJ	Dalits	Total	Girls	EDJ	Dalits	Total	Girls	EDJ	Dalits
2078/079	17	11	5	1	5	5	0	0	5	2	1	0
2079/080	6	3	0	0	4	3	0	2	0	0	0	0
2080/081	8	3	1	1	4	3	0	2	6	3	0	0

†

Year	Program: BCA			
	Total	Girls	EDJ	Dalits
2078/079	-	-	-	-
2079/080	-	-	-	-
2080/081	7	4	1	0

SECTION-6 GENDER PARITY INDEX (GPI)

Gender Parity Index (GPI) tells us about the access of girls students to Higher Education. It is one of the most important indicators which are used to measure the participation of girls in higher education. GPI in higher education is expressed as the ratio of the number of girls to the number of boys enrolled in higher education. A value of near one indicates equality, less than 1 display in favour of boys and value larger than 1 means disparity in favour of girls.

The Formula for GPI is as below:

$$\text{GPI} = \frac{\text{Number of females enrolled or attaining a certain level}}{\text{Number of males enrolled or attaining that same level}}$$

A GPI value close to **1.0** indicates parity between genders, whereas values below or above 1.0 suggest disparities:

GPI helps in understanding whether policies are successfully addressing gender imbalances. Data-driven insights from GPI can guide targeted interventions, such as scholarships, support programs, and outreach efforts. Educational authorities use GPI to monitor progress towards gender equality goals and to set benchmarks for improvements.

The GPI index by program, level, and faculty is shown in the table below.

GPI of Shaheed Smarak College (Year Wise)

Year	Male	Female	Total	GPI
2079/80	116	227	343	1.95

Table 12: GPI of Shaheed Smarak College

GPI in different level of Education

Level	Male	Female	Total	GPI
Bachelor	112	223	1317	1.9
Master	4	8	12	2

Table 13: GPI in different level of Education

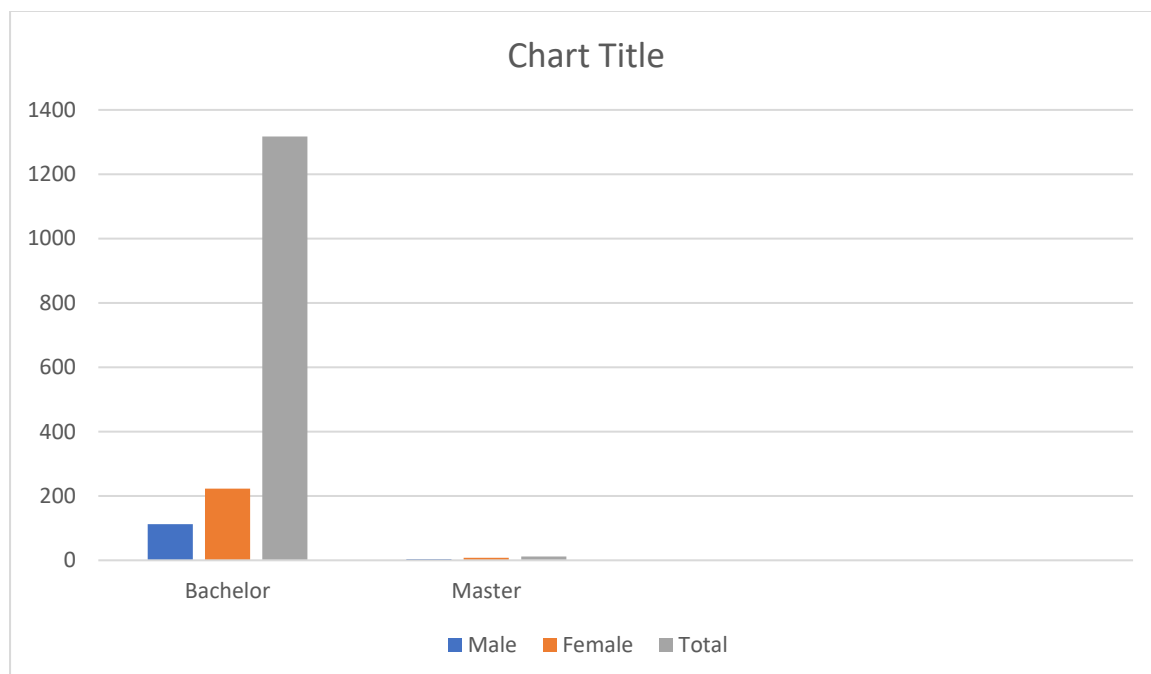


Figure 12: GPI in different level of Education

Faculty	Male	Female	GPI
Management(MBS,BBS)	75	120	1.6
Education(B.Ed)	12	89	7.4
Humanities(BCA)	29	18	0.6

Table 14: GPI in different faculties

Figure 13: GPI in different faculties

Program	Male	Female	Total	GPI
BBS	67	116	183	1.7
B.Ed.	12	89	101	7.4

BCA	29	18	47	0.6
MBS	8	4	12	2

Table 15: GPI in different program

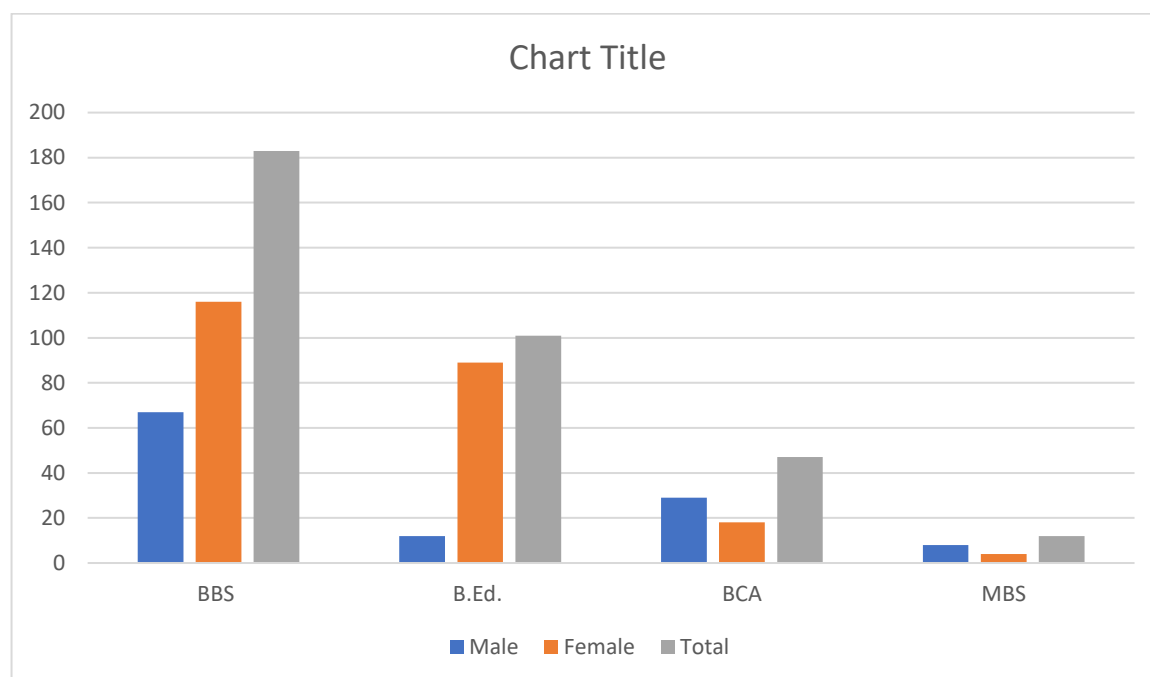


Figure 14: GPI in different program

Section 7: Public Financing

Regular Sources (Internal and External)

College has following internal and external income sources.

- Student's Admission and Tuition Fee
- Land
- Interest
- Constitution Assembly fund
- Other donors
- Grants Sought
- UGC Grants
- Municipality Grants
- DDC Grants
- Other Grants

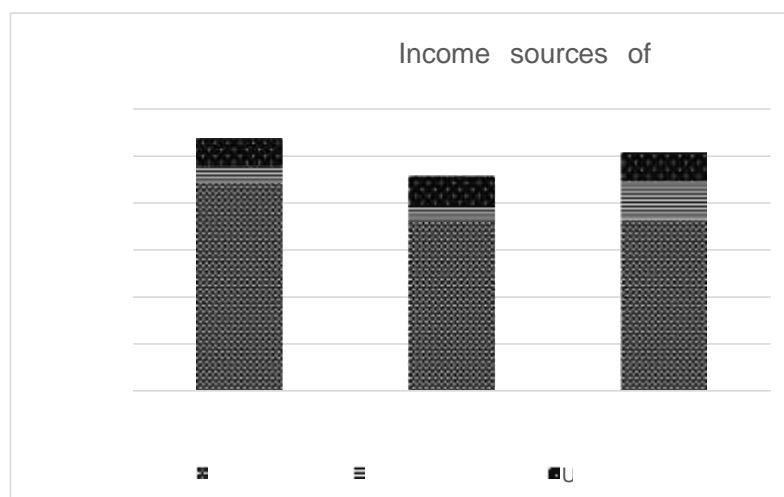
Table 18. Income sources of the last three years

Year	Self Generated	UGC & Government	Others
2078/079	2,21,65,566.00	18,52,400.00	27,76,449.57
2079/080	1,80,18,374.00	17,29,000.00	30,78,711.34
2080/081	1,82,81,064.00	42,17,338.04	28,11,701.35

Table 18 presents the income of the college. Self-Generated income is the key sources of income.

Figure 15. Income sources of the last three years





Expenditures Trends.

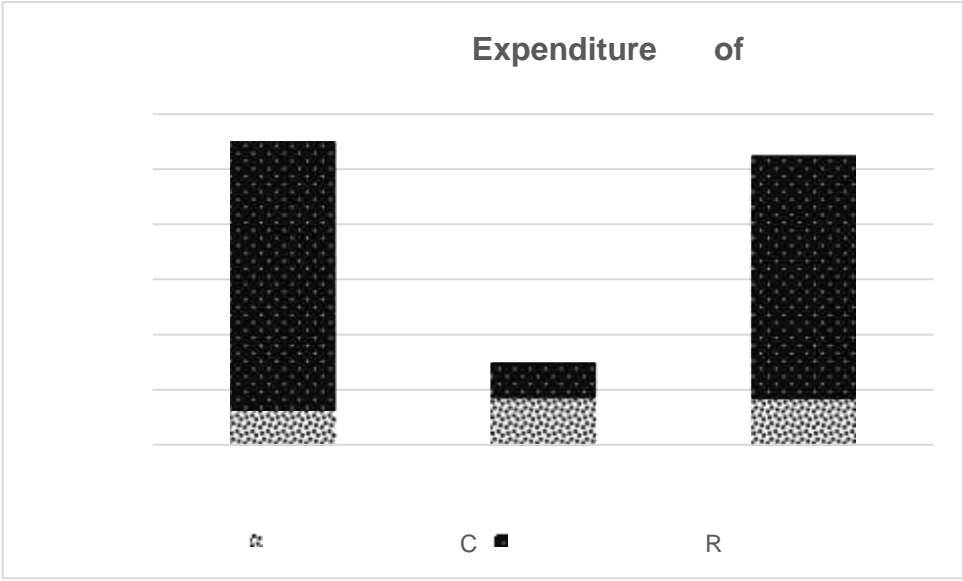
College has following Capital and recurrent Expenditure. Capital expenditure includes building, books, furniture, and education equipment whereas recurrent expenditure includes salary and others.

Table 19. Expenditure of the last three years



Year	Capital Expenditure	Recurrent Expenditure
2078/079	31,44,896.81	2,43,32,254.79
2079/080	42,91,536.40	31,44,896.81
2080/081	42,17,338.04	2,19,65,692.60

Table 19 presents the Expenditure of the college of the last 3 years. Compared to Capital Expenditure and Recurring expenditure, it shows that recurrent expenditure is steadily greater than capital expenditure.

Figure 16. Expenditure of last three years



Section-10

 
Principal

Section 8: Teachers and Staff

Since its establishment, Shaheed Smarak College has been supported by a team of skilled, experienced, and dedicated faculty members. The recruitment of required teaching staff is conducted through open competitive processes managed by the Campus Management Committee.

At present, the college has 14 Associate Professors and 11 Assistant Professors appointed under contractual services, along with several Teaching Assistants. Additionally, the administrative team consists of 1 Account Officer, 1 EMIS Officer, 1 Librarian, and 6 other administrative staff members.

To ensure the continuous improvement and updating of staff capacities, the college organizes regular refresher training programs. The human resources currently engaged at the college are listed as follows:



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S.N.	Faculty	Teacher's Name	Qualification	Subject Taught	Full-time / Part-time
1	Management	Basanta Kumar Paudel	MA	Mathematics	Full-time
2	Management	Raju Bhat	MBS	Finance	Full-time
3	Education	Arunbilash Adhikari	M.Ed	Nepali	Full-time
4	Management	Chhabindra Dawadi	MBS	Finance	Full-time
5	Humanities	Delraj Aryal	MA	Population Studies	Full-time
6	Humanities	Lila Bhandari	MA	Sociology	Full-time
7	Management	Yurung Pakhrin	MA/BL	Law	Full-time
8	Education	Milan Paudel	M.Ed/MA	Health Education	Full-time
9	Management	Rupakumari Sapkota	MA	Economics	Full-time
10	Management	Bishweshwor Ghimire	MA	Economics	Full-time
11	Management	Shreekant Dhakal	MBS	Accounting	Full-time
12	Education	Saroj Gyawali	MA	English	Full-time
13	Education	Ek Maya Gurung	MA	English	Full-time
14	Management	Yubaraj Adhikari	M.Phil/MBS	Accounting	Full-time
15	Humanities	Sunil Kumar	MCA	Computer Science	Part-time
16	Humanities	Padam Thapa Chhetri	MCA	Computer Science	Part-time
17	Humanities	Pareshwar Devkota	MCA	Computer Science	Part-time
18	Management	Kalpana Gurung	MBS	Accounting	Part-time
19	Management	Harihar Sharma Paudel	MBS	Accounting	Part-time
20	Management	Uday Kumar B.K.	M.Ed.	Nepali	Part-time
21	Humanities	Shirish Gautam	MCA	Computer	Part-Time
22	Education	Gyanu Ranabhat	M.Ed	Nepali	Part-Time
23	Education	Govinda Bhatt	M.Ed.	Education Science	Part-time
24	Management	Rabindra Ghimire	MBA	Accounting	Part-time
25	Management	Pradip Lamichhane	MBA	Accounting	Part-time

Non-teaching staff according to their position

The summary of non-teaching staff at Phulbari Campus shows a total of 3 members. There is 1 male Office Assistant, while the roles of "Other" and Assistant Accountant are held by 2 female staff. There is no representation from other gender categories.

Table 158. Non-teaching staffs according to their position

Non-teaching staff according to their position

The summary of non-teaching staff at Phulbari Campus shows a total of 3 members. There is 1 male Office Assistant, while the roles of "Other" and Assistant Accountant are held by 2 female staff. There is no representation from other gender categories.

S.N	Postion	Male	Female	Other	Total
1	Office Assistant	2	0		1
2	EMIS & IT	1			1
3	Ass. Accountant	1			1
	Liberian		1		1
	Cleaner & Helper		1		1
	Driver	1			1
Total of Non-teaching staff		5	2		7



Section 9: Student-Teacher Ratio

About Student-Teacher Ratios

The **student-teacher ratio** is a metric used to measure the number of students assigned to each teacher in a college. It gives an idea of the average class size and how much individual attention a student might receive. Lower ratios usually indicate smaller class sizes, allowing for more personalized instruction and Higher ratios might suggest crowded classrooms, which can impact learning quality. The standard formula of the student-teacher ratio is as below:

$$\text{Student-Teacher Ratio} = \frac{\text{Number of Students}}{\text{Number of Teachers}}$$

The Student-teacher ratio is a key indicator that reflects the level of attention and support students may receive in an educational setting.

The student-Teacher Ratio at Shaheed Smarak College for the academic year 2080/81 is **approximately 14:1**. This indicates that, on average, there is one teacher for every fourteen students, reflecting a healthy academic environment conducive to personalized instruction and better learning support.

Given:

- Total number of students = **343**
- Total number of teachers = **25**

$$\text{Student-Teacher Ratio Calculation:} = \frac{\text{total Students}}{\text{Total Teacher}} = \frac{343}{25} = 13.72$$

Therefore, the **Student-Teacher Ratio** at **Shaheed Smarak College** is approximately

BRIEF DESCRIPTION OF THE COLLEGE

About Shaheed Smarak College

Shaheed Smarak College situated in Ward No. 19 of Bharatpur metropolitan city in Western Chitwan, has been established with the hard labour of social workers, intellectuals and aware guardians in the memory of known and unknown martyrs of this area who sacrificed their life for the cause of democracy in the country. Beginning with classes of proficiency certificate level, this college has run the classes of 11 and 12 affiliated with HSEB and BEd., BBS, BCA of Bachelor level and MBS of Master Level affiliated with T.U. with 343 students of different level studying regularly at present, this college has been in the path of its development along with changing time and context. This college with 41 lectures and 8 administrative and other staffs has a strong management committee of social, intellectual and educated personalities to manage and run the college. This college is run by social personality and not motivated for personal gain or economic benefit and established for providing social service. The management committee of this college being self-motivated to uplift the status of this college and ever contemplating on how to spread the light of education and in the society has regularly conducted the meeting, interaction and conference of students, teachers and other stakeholders.

History and Development

Historical Background

Since there were not any colleges in Western Chitwan, the realization of the need of college has been felt for a long time in this area. Especially, after the restoration of multiparty democracy, the gathering of local people, local intellectual and social workers felt the need of college and formed a committee to establish the college in this area in Poush 27, 2050. The chairperson of the committee was the chairperson of Sharadangar VDC Mr. Ash Bahadur Lama. The committee decided to collect funds and voluntary economic help from the local people. Because of this great attempt, the dream of establishment of college became successful when the inauguration of the beginning of the class held in Bhadra 15, 2051 as a branch of Balkumari College, Narayangarh. But, the college was named ShaheedSmarak College by considering the great contribution of known and unknown martyrs of this area. According to this decision, and by completing the process of getting affiliation from TU on 9 Poush 2054, the college is re-organized and changed as Shaheed Smarak College, Bakhanpur, Sharadanagar.

Geographical Setting:

This college is situated in ward no. 19 of Bharatpur Metropolitan city. It is about 11 km West from its district headquarter, Bharatpur. It is located in remote part of this district. The geographical setting is located in the community where majority of the people are ethnic and aborigines. Especially the Gurung, Tamang and Tharus communities are settled in the Catchments area of this college. The college is a community-based college. Due to the condition of having the occupation of traditional agriculture and lack of proper irrigation, the economic condition of people is poor. The local people have been unable to help the college to maintain the infrastructure. Despite this poor condition, the attempts of local intellectuals, social workers and local people led to establish this college and education up to Bachelor level has been provided here. The college is situated in one and 2 half hector of land with strong wall. The college also owns three hectores land in another place of same ward.

Social, Cultural, Economic and Political Setting:

The Western Chitwan itself is relatively poor and remote in comparison to Central and Eastern Chitwan. There is lack of infrastructure like transportation, irrigation, education etc. The roads are muddy and not properly graveled and black topped. Most of the people are farmers. But there is lack of irrigation. So, most of the people are poor. Especially, social condition of the people of Sharadanagar and adjacent area is not advanced. The majority of the people are still following traditional agriculture. It is the community of multi-ethnic and aborigines. Especially, the Gurungs and Tharus people are in majority in this area. Although Sharadanagar is the land of great martyrs, this area is still backward politically. The local people are still far behind politically. So, The College has been unable to get sufficient concern from political leaders and parties.

Educational Status and Scope:

Education status of this region is quite matched with this college. There are more than 6 +2 high school in the catchment area of this college. This college is located at the center of these schools. Bachelor level college has not been established around this area. Except in headquarter, there is only one college in far western side of this district in Divyanagar. So, this college has the catchment area of Sharadanagar, Gunjanagar, Parbatipur, Mangalpur and some village of Jagatpur, Phulbari and Shivanagar. Since the economic condition of local people is not so strong, they cannot afford much to send their children to study in district headquarter. Due to

inaccessibility in the colleges of district headquarter; most of the +2 graduates have been compelled to leave their academic education. So, the Bachelor level college has one of the most required educational infrastructures of this region.

Stake Holders and Scope of their Participation:

All the local people irrespective of caste, class, sex, religion, ethnicity, students, guardians and teachers are the true stake holders of this college. It is a community based college. Its main aim is providing higher level education in very affordable cost in local area. It is also a multiple college. It aims to provide Bachelor as well as Master level education in all streams as much as possible. The participation of local people is must to run this college smoothly. The college itself had born from the donation of local people who have open heartily given donation by saving some income of their hard labor. The participation of stake holders has the great scope. As long as they participate, the college will run smoothly, and it runs in the path of becoming the educational center of western Chitwan. The local people can be benefited by getting higher level education in their own region in affordable cost

A handwritten signature in blue ink is written over a circular official stamp. The stamp features a star in the center and text around the perimeter. Below the signature, the word "Principal" is printed in a bold, sans-serif font.

REPORT PREPARATION

To prepare this EMIS report, the required data were collected from multiple reliable sources, including various faculties, departments, program units, administrative offices, the QAA (Quality Assurance and Accreditation) Unit of Shaheed Smarak College, the Student Council, and the University Grants Commission (UGC) Nepal. The primary source of information was the EMIS software operated by the college, which centrally manages student records, library data, and accounting data through a secure server system.

In addition to data extraction from the EMIS software, supplementary data collection methods were employed, such as:

- Structured survey forms
- Official emails
- Telephone communications
- Personal visits to respective departments and units

The collected raw data were first organized in a standard tabular format using spreadsheet software. The following steps were then undertaken to complete the report preparation process:.

- Those data were inserted into the standard spread sheet format of the College.
- From spread sheet those data were uploaded to database using database tool.
- From the aggregate Table, summary Tables required to prepare the report was generated □

Those summary Tables were analyzed and interpreted.



Data Management System of Campus

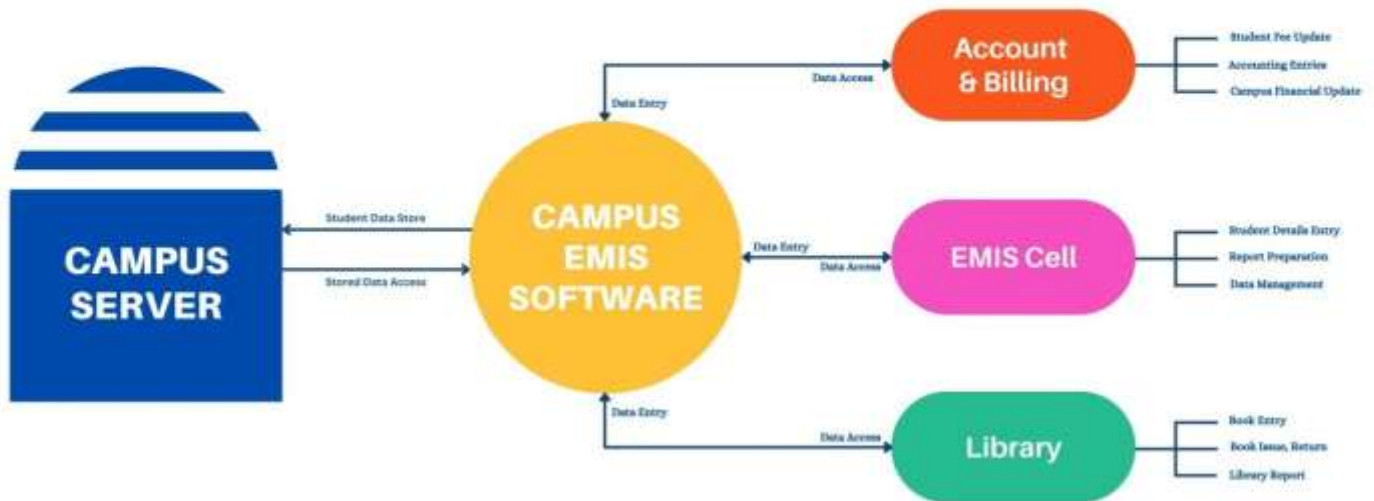


Figure 30: College Data Management Workflow

ABOUT EMIS

Shaheed Smarak College (SSC College), a prestigious institution renowned for its commitment to academic excellence, established an Education Management Information System (EMIS) Cell under the Second Higher Education Project. The EMIS Cell is dedicated to maintaining an updated, reliable, and comprehensive information system that reflects the academic, administrative, and operational aspects of the College. This initiative aims to provide accurate, timely, and sufficient data to educational stakeholders, supporting informed decision-making, strategic planning, and continuous improvement. Through its systematic data management and reporting functions, the EMIS Cell plays a pivotal role in enhancing the overall educational environment and ensuring transparency and accountability at Shaheed Smarak College.

Objectives of EMIS

The primary objective of EMIS is to ensure that all stakeholders have access to adequate, accurate, timely, and reliable data. This information is crucial for decision-making processes, policy formulation, and improving the quality of education at SSC College. The EMIS system is designed to serve various departments, students, teachers, and staff by providing technical assistance and managing computer-related tasks.

Key Functions of EMIS

The Education Management Information System (EMIS) section at Shaheed Smarak College plays a central role in maintaining the digital, administrative, and academic information systems essential for the smooth operation of the College. Its key functions are outlined below:

1. College Network and Internet Services Management

The EMIS section manages the College-wide network infrastructure, ensuring uninterrupted internet access for academic and administrative purposes. It oversees the library network and the computer laboratory servers, ensuring they are updated and operational. Through proactive maintenance and troubleshooting, EMIS guarantees that digital resources remain easily accessible to students and staff, contributing to the college's academic efficiency.

2. Enhancing the Digital Presence

EMIS is actively involved in strengthening the college's digital visibility by maintaining an updated and interactive online presence. It manages official social media platforms, including Facebook and LinkedIn, and regularly updates the official college website with academic notices, announcements, achievements, and events, ensuring timely communication with students, parents, alumni, and stakeholders.

3. Official Document Management

A critical responsibility of EMIS is the preparation and management of official documents. This includes tasks such as letter drafting, notice preparation, proposal writing, result compilation, and maintaining organized records of official communications received from external institutions. The section ensures the smooth documentation flow required for College administration.

4. Student Enrollment and Demographics

The EMIS report provides comprehensive data on student enrollment, including ethnicity, gender, and faculty-level distributions. Such demographic insights are essential for monitoring diversity, ensuring inclusivity, and supporting strategies that promote equitable educational opportunities. The Gender Parity Index (GPI) is a significant indicator tracked to maintain a balanced academic environment for both male and female students.

5. Academic Performance Monitoring

The EMIS report compiles important statistics on pass rates, graduation rates, and dropout trends across different faculties and programs. By analyzing this data, the college can identify academic strengths and areas requiring intervention, allowing for informed decision-making to improve academic outcomes.

6. Teaching and Non-Teaching Staff Profiles

The report documents the qualifications, professional experience, and roles of the teaching and administrative staff. A strong, qualified workforce is essential for maintaining academic quality, and the EMIS system ensures that staff records are updated and accessible for planning, evaluation, and institutional reporting purposes.

7. Academic Departments and Programs Overview

The report also details the various academic programs and departmental activities at Shaheed Smarak College. It supports departmental heads in preparing annual plans to enhance academic outcomes, improve program offerings, and address performance gaps.

8. Research and Publication

Research and academic publication activities by faculty and students are systematically documented. By promoting research engagement, Shaheed Smarak College strengthens its academic profile and provides valuable scholarly opportunities for its academic community.

9. Physical Infrastructure Monitoring

EMIS tracks and documents the status of physical facilities, including classrooms, laboratories, and administrative offices. Information on infrastructure adequacy and development needs supports effective planning for College expansions, renovations, and maintenance.

10. Technical Assistance

The EMIS section provides technical support across the College, assisting academic departments, administrative offices, faculty, and students. From network management to troubleshooting digital systems, the EMIS team enhances overall College productivity and ensures a technology-driven learning environment.

11. Organizational Support through Documentation

Beyond digital management, EMIS handles day-to-day administrative documentation needs, ensuring accurate record-keeping of all internal and external communications. Efficient documentation supports transparent, accountable, and organized College operations.

Conclusion

The establishment of the Education Management Information System (EMIS) at Shaheed Smarak College has played a vital role in strengthening the overall education system of the institution. By delivering accurate, timely, and reliable data, the EMIS section actively supports evidence-based decision-making and contributes to enhancing the academic and administrative quality of the College. Beyond data management, the EMIS section also oversees the maintenance of the College network infrastructure, promotes the college's digital presence through online platforms, and manages the preparation and documentation of official communications. Through its continuous commitment to innovation and service improvement, the EMIS section ensures that Shaheed Smarak College maintains its standing as a leading institution of higher education in Nepal.

The image shows a handwritten signature in blue ink over a circular official stamp. The stamp features a star in the center and text around the perimeter, including "SHAHID SMARAK COLLEGE" and "KATHMANDU". Below the stamp, the word "Principal" is printed in a bold, sans-serif font.

EMIS SOFTWARE

Shaheed Smarak College (SSC College) has significantly enhanced its educational and administrative operations through the implementation of a sophisticated Education Management Information System (EMIS) developed by E-zone International Pvt.Ltd., a Kathmandu-based software company, this comprehensive system integrates a Library Management System, an Accounting & Billing System, and an Admission & Examination System, all working cohesively to streamline College management.

Development and Integration

The EMIS system by E-zone International Pvt.Ltd. is designed to cater to the diverse needs of the College. It seamlessly integrates the Library Management System, Accounting & Billing System, and Admission & Examination System, ensuring a unified and efficient approach to College management. This integration allows for real-time data sharing and synchronization across different departments, thereby enhancing the overall operational efficiency. the software is developed with UGC requirements.

Library Management System: This component manages the cataloging, circulation, and inventory of library resources.

- a. Create member (staff or student)
- b. Create, Print and Assign student card with barcode
- c. Issue and Return Book with Barcode scanner
- d. Assign Book Limit and book fine based on program.
- e. Auto creates spine, book barcode and book's accession number (unique no.)
- f. Track individual Book history
- g. Track individual student's library record
- h. Settings (Manage Author, Publication, Fine setting etc.)
- i. Supports English and Unicode
- j. Reports (Catalogs, Book entry, Patrons, Book History, Returned and Issued Book reports and more)



- k. Keep track of individual operator action on app

Accounting System: The accounting module handles all financial transactions, including fee collection, payroll, and budget management. It ensures accurate and transparent financial reporting, which is crucial for the College's financial health and accountability.

1. Accounting Management System

- a. Ledger Group Management
- b. Ledger Account Management
- c. Vouchers & Voucher Entry Management
 - i. Journal Voucher
 - ii. Payment Voucher
 - iii. Receipt Voucher
 - iv. Contra Voucher
- d. Integration of Sales Modules with account and create daily Sales Voucher e. Reports
 - i. Group wise Report
 - ii. Ledger wise report
 - iii. Day Book
- iv. Billing Sales Report
- v. Cash/Bank Flow Statement
- vi. Payable & Receivable Reminder
- vii. Balance Sheet
- viii. Profit & Loss A/c
- ix. Cash Flow Report

2. Billing & Transaction Management System

- a. Manage Fee structure
- b. Editable Fee amount during billing
- c. Perform Billing of student
- d. Keep track of previous bills, show total paid amount
- e. Deposit Return
- f. Show Not returned book count

- g. Bill reprint , Bill void
- h. Denomination
- i. Reports (Sales Report, Sales Detail Report, Fee head based report, void report and more)
- j. Keep track of individual operator action on app

Admission & Examination System: This system manages the entire admission process, from application submission to enrollment. It also oversees the examination schedules, grading, and result publication, ensuring a smooth and efficient process for both students and faculty.

- a. Dashboard displaying Total student, Category based on Male, Female and Ethnicity.
- b. Registration and Admission
- c. Mange Subjects and syllabus
- d. Examination (Exam, Routine, Attendance, Mark sheet)
- e. Create Seat plan, Create exam routine, and Create student exam attendance
- f. Mark sheet entry for only assigned teacher
- g. Manage Settings (Faculty, Staff record, Department, Designation, and Operator)
- h. UGC Report (Ethnicity based, Sex Based, Annual Profile, Dynamic Student Report, Program Based and more) and other reports i.e. Mark sheet, Student Ledger etc.
- i. Keep track of individual operator action on app

Web-Based and Cloud Deployment

Currently, the EMIS system is web-based, allowing users to access it from any internet-enabled device. This accessibility facilitates the efficient management of College operations, as users can log in and perform their tasks remotely. The web-based nature of the system also ensures that it can be easily updated and maintained, reducing downtime and ensuring continuous availability.

In the near future, the EMIS system will be deployed on a cloud server. This transition to cloud computing offers several advantages:

- **Scalability:** The cloud server will allow the system to scale according to the College's needs, accommodating an increasing number of users and data without compromising performance.

- **Data Security:** Cloud servers provide robust security measures to protect sensitive data from unauthorized access and cyber threats.
- **Cost Efficiency:** Cloud deployment reduces the need for extensive on-premises infrastructure, lowering maintenance costs and capital expenditure.
-

Conclusion

The implementation of the EMIS system by E-zone International Pvt.Ltd. has revolutionized the management of Shaheed Smarak College. By integrating the Library Management System, Accounting & Billing System, and Admission & Examination System, the College has achieved significant improvements in operational efficiency and data management. The current web-based system, soon to be deployed on a cloud server, ensures accessibility, scalability, and data security, positioning SSC College at the forefront of educational innovation. With its robust features and seamless integration, the EMIS system is a vital tool in supporting the College's mission of providing high-quality education and fostering academic excellence.



ANNEX-6

EMIS PHOTOS

