



Affiliated to Purbanchal University

**Birgunj Public College**

Murlibagiacha, Birgunj, Parsa

# Education Management Information System



**Annual Report**  
**2081/82**

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# INSTITUTIONAL INFORMATION AND CONTACT DETAILS

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## FOREWORD

I am pleased to bring out the first annual report of Education Management Information System (EMIS). The EMIS Unit of the campus was given responsibility to study all possible aspects related to information system, and this report is the output of the study. The report covers the key areas of information in the campus including students, teachers, non-teaching staff, examination, library, financial status, research, scholarships, freships and so on. I hope that the report will provide required information to the stakeholders.

Since 2018, we have made significant progress in our academic activities. New programs have been added, student enrollment has increased, and examination results have improved. Recently we have concentrated on use of technology in classrooms and creation of student friendly environment. In the past years, college record was paper work only, but now it is digitalized through the use of software. I believe that the publication of this report will encompass the progress made by the campus recently.

I appreciate the efforts of the EMIS Unit to make the report as comprehensive as possible by including analysis of all possible aspects. I request all the readers to provide feedback so that improvements will be made in future reports.

**Dr. Binay Shrestha**

**Campus Chief**

## ACKNOWLEDGEMENTS

We express our sincere gratitude to Dr. Binay Shrestha, Campus Chief, Mr. Arbind Shrestha, Assistant Campus Chief, and Mr. Sankalp Shakya CMC Chair as well as all the CMC Members of Birgunj Public College for believing in us and giving the task of preparing this report. We are particularly thankful to all sections of the campus for providing required information for this report. Finally, we gratefully acknowledge all HoDs, teachers, non-teaching staff and students for helping us to collect information and prepare the report.

**EMIS Unit, Birgunj Public College**

## EXECUTIVE SUMMARY

Birgunj Public College gives top priority to keeping records of its valuable information and disseminating it to the stakeholders. To ensure availability of information when required, the Education Management Information System (EMIS) unit has been given responsibility to collect, store, process, analyze and keep records of relevant data. The unit has been assigned the task of keeping a record of information related to all the departments as well as Administration, Finance, Library and Examination sections. It records and analyzes data related to students' personal information, enrollment, library and examinations. Moreover, it keeps a record of infrastructure, land, equipment and other assets of the campus. Previously activities related to information system of the college were primarily performed manually, but with the use of EMIS software, this institution has been better able to bring efficiency in data processing, storage, analysis and supply of educational management information.

The report is organized in 12 different sections presenting analysis of college information. Each section presents statistical data related to these areas and brief analysis. The first section is divided into three subsections presenting brief background and scope of the report, methodology adopted and limitations. The second section presents information related to different programs and departments under management faculty. The third, fourth, fifth, sixth and seventh sections present the analysis of the number and ratio of students, teachers, non-teaching staff and graduates. The eighth, ninth, tenth, eleventh and twelfth sections report information related to examination results, financial status research and publications, library, and scholarships. The major sections covered by the report include the following

### **Programs, Faculties and Departments**

Including one programs of study in Bachelors level and one in Masters level, there are two academic programs in one faculties. Program in Masters level are run under semester system. In Bachelors level, semester system is followed.

The programs of BBA and MBA are run under Faculty of Management which includes common departments in different fields of management teaching.

Department of English, Department of General Management, Department of Accounts and Mathematics, Department of Finance and Economics, Department of Information & Technology are the departments.

Department of Management is the largest department in teachers' number.

## **Student Enrollment**

In both programs of Bachelors and Masters levels, the number of enrolled students was 941 in 2080/81. The number increased to 1082 in 2081/082.

BBA program consists of larger number of students than MBA Comparison of enrollment in two years also shows that the number of students has increased by 141 students in the latter year, with the increment in the number of both male and female students. The number of male students has increased by 16, and the number of female students has increased by 125.

Bachelors level occupied 76.51% of the enrolled students in 2080/081. In 2081/082 Bachelors level has 76.98% of the total enrollment. Masters level has just 23.02% enrollment at the college. In BBA program female enrollment is larger than male enrollment but in MBA program male enrollment is larger than female.

The largest number of students have been enrolled from Parsa district i.e 960. Student enrollment from other districts like Bara, Rautahat and Sarlahi is less.

## **Gender Parity Index**

In 2080/81, average GPI was 1.22, which has decreased to 1.23 in 2081/082. In Bachelors programs, GPI has increased from 1.36 in 2080/081 to 1.41 in 2081/082. GPI value is more than 1 in BBA program and it is also more than one in MBA program. In both the programs GPI increased from previous year to current year.

## **Teaching and Non-Teaching Staff**

There are 24 (18 full-time and 06 part-time) teachers and 17 non-teaching staff. The number of female teachers ( 2 full-timers and 1 part-timers) and non-teaching (4 female non-teaching staff) staff is far smaller compared to male staff.

Most of the teachers are Masters Degree passed. There are four teachers with PhD degree, and one teacher with M Phill. There is no teacher at the level of Professor and only five teachers working as an Associate Professors and 15 teachers are working as Assistant Professors

1 non-teaching staff are Masters Degree passed, 5 are Bachelors passed, 2 have qualifications of PCL or equivalent, 3 are SLC passed and 2 are literate. The positions held by the staff are: 1Administrative, 1 Head of Examination, 1 Head of Library, 1 Administrative Assistant, 1 Lab Assistant, 2 Accountant, 1 Library, 1 Security guard, 3 Peon, 1 Gardner

## **Student-Teacher Ratio**

The overall STR of the campus is 45.08:1. This means that in average a teacher teaches about 45 students.

## **Graduate Information (pass out ratio)**

The campus produced 109 graduates in 2021, 133 in 2022, 149 in 2023, 155 in 2024 and 123 in 2025. This indicates the number of graduates gradually increasing every year. The number of employed graduates is gradually increasing. Most of the graduates are involved in banking profession. The number of graduates pursuing further studies is increasing in the recent years.

## **Examination and Result Analysis**

125 students appeared and 13 (10.4%) students were dropped out in the semester examinations held in 2080. The largest number of students were from BBA program, and less number of students were from Two-Year MBA Program. The average pass percentage was 84%. BBA program has greater dropout rate (11.25%), than MBA Program drop out rate (6.89%).

Total 106 students appeared students in semester examinations of 2081/82 and 29 (21.48%) were dropped out. The average pass percentage was 100%. MBA program have greater drop out rate than BBA program.

## **Financial Aspect of the College**

The total assets of the campus are worth Rupees 13300 thousands. Total land area of the campus is 6 kattha 8.5 dhur. The two buildings have 38 rooms. Other fixed assets include laboratory equipment, electronic equipment and furniture.

Total incomes of the campus in 2079/080 and 2080/081 were 58896 Rupees thousands and 64911 thousands rupees respectively. The income has increased by Rupees 6015 thousands in the latter year. The total expenditures in these years were Rupees 52365 and 58787 thousands respectively. The expenditure has increased by Rupees 6422 thousands in the latter year.

The average unit cost of the campus in 2079/080 was Rupees 55638.60, but in 2080/081 it has decreased by 1306.81 to become 54331.79 per student.

## **Research and Publications**

The academic publications of the college include Journal of Economics and Management (JEM).

## **Library and Learning Resources**

Recently, the library has completed some important tasks including addition construction of reading room, e-library and sections, , use of software, automation.

The total number of collections in the library include 5500 circulating textbooks, 3370 reference books, 102 books in special collection, 800 theses, 2 magazines, 10 newspaper types.

The total number of book issues in 2081/082 was 1570.

## **Scholarships**

The campus offers, scholarship to students under Purbanchal University Scholarship Grant, which are subject to satisfactory academic progress, good conduct and economic condition of students.

In 2080/81 the scholarships of worth Rs. 11,25000 were provided to 15 students. The scholarships amount per students are Rs. 75000. The number of female students receiving scholarships is higher than male students.

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## ABBREVIATIONS AND ACRONYMS

BBA	Bachelor of Business Administration
BS	Bikram Sambat
BPC	Birgunj Public College
CMC	Campus Management Committee
EMIS	Education Management Information System
F	Female
FA	Financing Agreement
FNCCI	Federation of Nepalese Chamber of Commerce & Industry
GoN	Government of Nepal
GPA	Grade Point Average
GPFS	Graduates Pursuing Further Studies
GPI	Gender Parity Index
HEIs	Higher Education Institutions
H-EMIS	Higher Education Management Information System
HERP	Higher Education Reform Project
HoD	Head of Department

HSEB	Higher Secondary Education Board
ICT	Information Communication Technology
IDA	International Development Association
Ltd.	Limited
M	Male
M Ed	Master of Education
MBS	Master of Business Studies
MPhil	Master of Philosophy
PCL	Proficiency Certificate Level
PhD	Doctor of Philosophy
PU	Purbanchal University
No.	Number
RMC	Research Management Cell
SLC	School Leaving Certificate
SN	Serial Number
STR	Student-Teacher Ratio
T	Total
UGC	University Grants Commission

## SECTION 1: INTRODUCTION

After Financing Agreement (FA) was made between Government of Nepal (GoN) and International Development Association (IDA) of the World Bank in 2014, Higher Education Reforms Project (HERP) has been activated since 2015. University Grants Commission (UGC) Nepal has played the key role in implementing this project by allocating and disbursing government grants to universities and higher Educational Institutions (HEIs), and taking appropriate steps for the promotion and maintenance of standards of higher education in Nepal. The main purpose of this project is to support reform activities of HEIs for improving quality, relevance and efficiency of education; and to assist underprivileged students for equitable access. Birgunj Public College (BPC) is continuously taking to strengthen quality. Education Management Information System (EMIS) is a part of the campus's efforts for quality improvement. Based on Higher Education Management Information System (H-EMIS) developed by UGC Nepal, this campus has made an attempt to develop the first EMIS report.

BPC has implemented comprehensive education management through the application of integrated information system. For this purpose, EMIS Unit has been formed to collect, compile, analyze and publish various academic data available in the campus. The unit has been assigned the task of keeping a record of information related to all the departments as well as Administration, Finance, Library and Examination sections. It records and analyzes data related to students' personal information, enrollment, library and examinations. Moreover, it keeps a record of infrastructure, land, equipment and other assets of the campus.

To undergo into the official accreditation for quality from University Grants Commission, the campus has determined more to improve its quality. Quality comes about in many forms, but information management system the campus has used lies at the heart of its primary activities, along with teaching, learning and research. Information in terms of its collection, relevance, dissemination, and retrieval supports integral functions of the campus.

It has been realized that the application of information management system has helped to improve our efficiency in data processing, storage, analysis and the timely supply of educational information. Using information management system, the campus has started working on collecting, processing, storing and transmitting its relevant information. With the recent application of

centralized information system, the campus has been able to generate relevant, accurate, consistent and timely data, and positioned to meet its internal aims and objectives and serve its stakeholders.

It is expected that the publication of this report will make positive impact on the overall performance of the campus. Through the careful examination of this report, it will be easier for the campus management to monitor the distribution of resources and allocation of budget among various aspects of institutional development.

## **1.1 Organization of the Report**

The report is organized in 12 different sections presenting analysis of information in the aforementioned areas. Each section presents statistical data related to these areas and brief analysis. The first section is divided into three subsections presenting brief background and scope of the report, methodology adopted and limitations. The second section presents information related to different programs and departments under four faculties. The educational programs run at the college are affiliated to Purbanchal University (PU), Nepal. It provides higher education through Faculty of Management.

There is only one program at Bachelor level and one program at Master's level under faculty of Management (Four Year BBA and Two Year MBA).

The third, fourth, fifth, sixth and seventh sections present the analysis of the number and ratio of students, teachers, non-teaching staff and graduates. The third section presents the number students enrolled in various programs of study. The fourth section compares the male and female students through Gender Parity Index (GPI). The fifth section shows the number and academic qualifications of teaching and non-teaching staff. The Sixth section presents analysis of student-teacher ratio. The seventh section summarizes the information of graduates in the recent years.

The eighth section of the report presents a glimpse of examination results of both the programs. Similarly, the ninth section reports information related to fixed and capital assets of the campus as well as analysis of income and expenses. The tenth section includes information related to research activities and publications of the college. The eleventh section presents information related to collection and circulation of library resources. Final section of the report is related to scholarships distributed to students.

## **1.2 Methodology**

### **1.2.1 Data collection source**

Data were collected from secondary source for the study. While bulk of information has been extracted from the EMIS software, publications released by the college are also source of data for this report. BPC has been using 'Pathshala Software' to store, process, and analyze information obtained from different sections of the campus. With the application of this software, fragmented data in different sections are easily accumulated within a single framework, which makes possible to record and disseminate campus information. Most of the information related to student enrollment, teaching and non-teaching staff, examination, library has been taken from 'Pathshala' software' used by the college. Besides, Annual Progress Report, Graduate Tracer Study Reports of last five years, Annual Report Submitted to College Management Committee and Audit Report have also been consulted to draw information related to finance, graduates, research and publications, and scholarships.

### **1.2.2 Data analysis tools and procedure**

The data presented in this report have been compiled and analyzed in the EMIS software used in the campus. Mostly, data related to student enrollment, teachers, non-teaching staff, examination and library were analyzed in the software. Since information related to research, publications, scholarships were not collected in the software, separate statistical tools were designed to process and analyze such data.

## **1.3 Scope and Limitations**

The report attempts to be comprehensive by covering analysis of information related to 12 areas. Mostly, the analysis is based on quantitative information. There are some areas which are deliberately ignored because of lack of official record. The report does not include information related to extracurricular activities and activities and public information. Similarly, the report presents information related to programs conducted in Bachelors and Masters level. moreover, information related to internal examinations have been excluded because of lack of systematic records. Gender-wise analysis has not been made in Examination and Result Analysis section.

## SECTION 2: PROGRAMS, FACULTIES AND DEPARTMENTS

Birgunj Public College has been running two different programs under management faculty. All the programs run at the college are affiliated to Purbanchal University (PU). Therefore, all the programs follow PU regulations for admission, teaching and learning and evaluation.

### 2.1 Academic Programs

Including one program of study in Bachelors level and one in Masters level, there are two academic programs. Program in Masters level run under semester system. In Bachelors level, BBA program run under semester system. Details of the programs are outlined in the table below.

**Table 1: Programs Run at BPC**

Level	Academic Program	Duration (years)	Affiliation Date	Teaching system (annual/Semester)	Admission Qualification
Bachelors	BBA	4	2059/03/32	Semester	Class 12 passed or equivalent
Masters	MBA	2	2062/05/26	Semester	Bachelor Degree and Equivalent

The table shows that there is one program in Bachelors and one program in Masters. Two programs run under semester system. The table does not show the addition of any new program.

### 2.2 Faculties and Departments

The academic programs of BPC are conducted under Management faculty. The programs and specialization subjects are presented in the following table.

**Table 2: Faculties run at the campus**

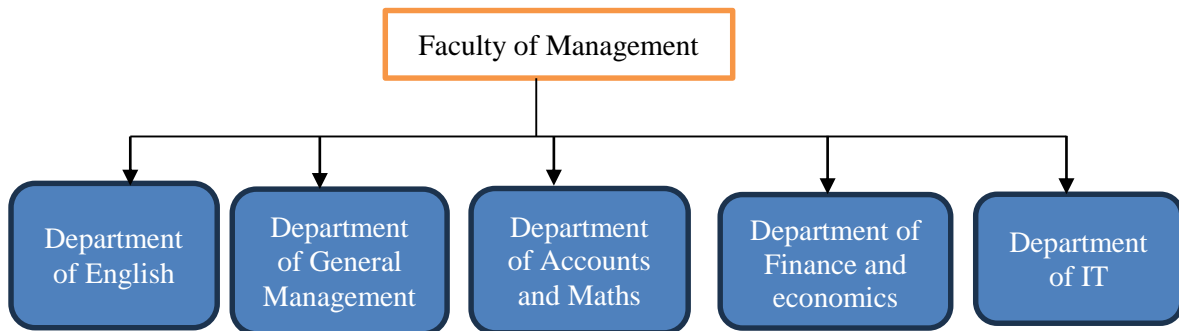
SN	Faculty	Programs	Specialization subjects
1	Management	BBA	Finance, Marketing, HRM.
		MBA	Finance, Marketing, HRM, Production & Operation

As the table shows, Management Faculty of college is running two programs having 3 specialization fields at bachelor level and 4 specialization fields at masters level.

Two programs of study are run under five departments. Both programs are run under common departments. The departments under each faculty are represented in the following figure.

**Figure 1: Faculties and departments at BPC**

The figure shows five departments in management faculty.



The campus's plan of setting five departments in these faculties has been materialized. Faculty of Management runs its academic programs in the common departments. Details of the departments at BPC are outlined in Table 3.

**Table 3: Departmental information**

SN	Department	Name of HoD
1	English	Mr. Sanjay Mishra
2	General Management	Dr. Neha Agrawal
3	Finance and Economics	Mr. Dipak Singh
4	Accounts and Maths	M.L Hada
5	Information Technology	Mr. Birendra Yadav

Department of General Management is the largest department in terms the number of teachers. Faculties of Management have been departmentalized according to subjects, different departments keep records of students, assigning teaching loads and analyzing results of students.

## SECTION 3: STUDENT ENROLLMENT

In programs of Bachelors and Masters levels, the number of enrolled students was 880 in 2080/81. The number increased to 941 in 2081/082.

### 3.1 Program-wise Enrollment

The total enrollment in 2078/079 was 730. This year the number has reached to 796. In both years, the number of female students is higher than that of male students. Table 4 presents a summary of enrolled students in 2080/81 and 2081/082.

**Table 4: Program-wise enrollment in 2080/081 and 2081/082**

Program	2080/081					2081/082				
	Number of Students			Proportion (%)		Number of Students			Proportion (%)	
	M	F	T	M	F	M	F	T	M	F
BBA	277	443	720	42.36	57.64	287	546	833	34.45	65.55
MBA	140	81	221	63.16	36.84	146	103	249	58.63	41.37
<b>Total</b>	<b>417</b>	<b>524</b>	<b>941</b>	<b>44.35</b>	<b>55.65</b>	<b>433</b>	<b>649</b>	<b>1082</b>	<b>40.00</b>	<b>60.00</b>

The study of enrollment in two years shows that BBA program is the largest program in terms of the number of enrolled students in both years. Comparison of enrollment in two years also shows that the number of students has increased by 141 students in the latter year, with the increment in the number of both male and female students in BBA and in MBA number of enrolled students has also increased in both categories in recent year. The number of male students has increased by 10, and the number of female students has increased by 103 in BBA program. Although the number of the male students is smaller in both years. The study of male students' enrollments in two years shows that there is slight increment in their proportion. Yet, the overall proportion of male students is still smaller over the proportion of female students. Enrollment has increased in BBA program, and also in Two-Year MBA program.

The table also shows higher proportion of female students over male students in general.

**Table 5: Student enrollment from different districts in 2081/082**

SN	District	Number of Students			Proportion (%)
		Male	Female	Total	
1	Parsa	362	598	960	88.72
2	Bara	62	46	108	10
3	Rautahat	6	2	8	0.74
4	Sarlahi	3	3	6	0.56
	<b>Total</b>	<b>433</b>	<b>649</b>	<b>1082</b>	<b>100%</b>

The table shows that largest number of students have been enrolled from Parsa district i.e.,960. Other students have been enrolled from districts like Bara, Rautahat, Sarlahi. All the students are enrolled from Madhesh Pradesh. No students are from outside Madhesh Pradesh

Number of male students enrolled from Bara, Rautahat and Sarlahi is higher than that of female students. The female students are more from Parsa district than male students.

## SECTION 4: GENDER PARITY INDEX

Gender parity generally refers to equal participation of girls and boys in education. Gender parity in enrollment is a key indicator of success in educational institutions. It is calculated by dividing the female value of an indicator by the male value for the given level of education

$$\text{GPI for given indicator} = \frac{\text{Female Value in given indicator}}{\text{Male Value in given indicator}}$$

GPI of one (1) indicates parity between the genders. A GPI that varies between zero (0) and one (1) means a disparity in favor of males, and a GPI greater than one (1) indicates a disparity in favor of females. As GPI value of 1 is highly unlikely, the value ranging from 0.97 to 1.03 has generally been considered gender parity. An increase in the GPI can mean that girls' enrollment or completion has improved or that boys' enrollment or completion has decreased.

#### 4.1 Overall GPI

The number of female students is higher than that of male students. Nearly 55% of the enrolled students are female. This indicates that the value of overall GPI is more than 1. The following table summarizes overall GPI in student enrollment.

**Table 6: Overall GPI in 2080/081 and 2081/082**

Level	2080/081			2081/082		
	Male	Female	GPI	Male	Female	GPI
Bachelors (BBA)	366	499	1.36	339	579	1.71
Masters (MBA)	104	75	0.72	94	70	0.75
<b>Total</b>	<b>470</b>	<b>574</b>	<b>1.22</b>	<b>433</b>	<b>649</b>	<b>1.50</b>

The table reveals lack of gender parity in both levels. Average in both years indicates gender disparity in favor of female students. This indicates significantly higher proportion of female students' proportion. The average GPI has increased slightly in 2081/082. GPI of Masters level has also slightly decreased, and it has increased in Bachelor's level. While Bachelors level had gender disparity in favor of female students and in Masters level gender disparity is in favor of male students.

#### 4.2 Program-wise GPI

The BBA program at BPC have larger proportion of female enrollments. Due to this the overall GPI value is more than 1 in the programs conducted at the campus.

The comparison of GPI of both the programs in 2080/081 and 2081/082 reveals some changes, which is presented in Figure 6 below.

## Program-wise GPI in 2080/081 and 2081/082

	BBA	MBA
2080/081	1.36	0.72
2081/082	1.71	0.75

The above diagram shows gender disparity in both the programs.

Two-year MBA program have gender disparity in favor of male students. Four-year BBA programs have gender disparity in favor of female students. Among both programs, GPI of Four-Year BBA in 2081/082 is highest i.e., 1.71. The GPI value of 0.72 of MBA program in 2080/081 is the lowest. In BBA program GPI value has increased from 2080/081 to 2081/082. No programs show parity in gender.

## SECTION 5: TEACHING AND NON-TEACHING STAFF

Birgunj Public College aims at promoting high standards in teaching, research and student service. As teaching-learning is at the center of institutional ethos, it has a policy of attracting eminent scholars known for diligence, experience and commitment in its faculty, and professionally dedicated people in non-teaching service. There are currently 24 teachers and 17 non-teaching staff working at different positions of BPC.

Overall composition of teaching and non-teaching staff is represented in table 10.

**Table 7: Teaching and non-teaching staff**

	Teachers			Non-teaching staff			All staff		
	M	F	T	M	F	T	M	F	T
Full-time	16	2	18	9	8	17	25	10	35
Part time	5	1	06	-	-	-	05	01	06
Total	21	3	24	9	8	17	30	11	41

The table shows nearly Forty one staff working at the campus. There are two categories of teachers: full-time and part-time. Above 90% of the teachers are full-time. About 10% of the teachers are part-timers. The number of female teachers and non-teaching staff is far smaller compared to male staff. Number of full-time teachers is higher than that of part time teachers.

### 8.1 Teachers

Since faculty of management consists of several management specialization fields. Teachers of BPC are working under different departments as per their specialized areas to provide technical and specialized knowledge to students.

Table 11 represents the number of teachers in different departments.

**Table 8: Number of teachers in different departments**

SN	Department Name	Number of Teachers			Proportion
		M	F	T	
1	Department of English	3	-	3	12.5%
2	Department of General Management	8	2	10	41.67%
3	Department of Accounts and Maths	4	-	4	16.67%
4	Department of Finance and Economics	3	1	4	16.67%
5	Department of Information and Technology	3	-	3	12.5%
<b>Total</b>		<b>21</b>	<b>3</b>	<b>24</b>	<b>100%</b>

The table shows that Department of Management is the largest department in teachers' number. The reason for large number of teachers in this departments is that it represent whole faculties. Including all the departments, the number and proportion of female teachers is very low. Although the campus has an objective to strengthen quality-driven capacity development of teachers by encouraging them to upgrade qualifications, very few seem motivated. Department wise representation of teachers is captured in the following figure.

### Department-wise qualifications of teachers

	English	Gen. Mgt	Acc. & Math	Eco. & Finance	I T
<b>Ph.D.</b>	<b>0</b>	<b>4</b>	<b>2</b>	<b>2</b>	<b>0</b>
<b>M.Phil.</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Masters</b>	<b>3</b>	<b>6</b>	<b>2</b>	<b>2</b>	<b>3</b>

Most of the teachers at BPC are working at the level of Assistant Professor. There is no teacher at the level of Professor and six teachers working as an Associate professor. Position-wise distribution of teachers is presented in the following table.

**Table 9: Positions held by teachers**

Position	Number and share					
	Male		Female		Total	
	Number	Proportion	Number	Proportion	Number	Proportion
Associate Professor	5	20.83%	1	4.17%	6	25%
Assistant Professor	16	66.67%	2	8.33%	18	75%
<b>Total</b>	<b>21</b>	<b>87.5%</b>	<b>3</b>	<b>12.5</b>	<b>24</b>	<b>100%</b>

The number of male teachers is almost six times greater than that of female teachers. Majority of teachers are working at the position of Assistant Professor. Full-time assistant professors occupy largest proportion of the teaching faculty. Only limited teachers are working at higher positions.

This shows that the campus needs to work more on the faculty development of teachers.

## 8.1 Non-teaching staff

There are only 17 non-teaching staff working at the campus. As some of them have been assigned over time work responsibilities, the number looks small as per the number of teachers and students. Academic qualifications of the non-teaching staff are represented in figure 6 below.

	<b>Masters</b>	<b>Bachelors</b>	<b>PCL or Equivalent</b>	<b>SLC</b>	<b>Literate</b>
<b>Male</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Female</b>	<b>0</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>2</b>
<b>Total</b>	<b>1</b>	<b>8</b>	<b>2</b>	<b>2</b>	<b>4</b>

Most of the teaching staff have academic qualification above SLC. Majority of the staff have academic qualification above Proficiency Certificate Level (PCL) or equivalent. Average qualification of male staff is higher than that of female staff. One of the male staff have completed masters and one of the female staff have completed Bachelors.

The non-teaching staff have been working at different positions which are presented in table 13 below.

**Table 10: Positions held by non-teaching staff**

<b>Position</b>	<b>Number and share</b>					
	<b>Male</b>		<b>Female</b>		<b>Total</b>	
	<b>Number</b>	<b>Share</b>	<b>Number</b>	<b>Share</b>	<b>Number</b>	<b>Share</b>
Administrative	1	5.88%	1	5.88%	2	11.76%
Head of Examination	1	5.88%	0	0.00%	1	5.88%
Head of Library	1	5.88%	0	0.00%	1	5.88%
Administrative Assistant	1	5.88%	1	5.88%	2	11.76%
Lab Assistant	1	5.88%	0	0	1	5.88%
Accountant	0	5.88%	2	11.76%	2	11.76%
Library	1	5.88%	2	11.76%	3	17.64%
Security guard	1	5.88%	0	0	1	5.88%
Peon	1	5.88%	2	11.76%	3	17.64%
Gardner	1	5.88%	0	0	1	5.88%
<b>Total</b>	<b>9</b>	<b>52.92%</b>	<b>8</b>	<b>47.04%</b>	<b>17</b>	<b>100%</b>

The table shows lack of officers in different sections of the campus. The number of female staff is very low as more than 80 percent of non-teaching division is occupied by male staff.

## SECTION 6: STUDENT -TEACHER RATIOS

Student-teacher ratio (STR) is generally perceived as the number of enrolled students per teacher. It is therefore calculated by dividing the number of students by number of teachers at a given level of education. It is one of the key determinants of the quality of education. It is also an indicator of teacher workload and teacher availability to students. Lower student-teacher ratios are highly beneficial because they allow for large amount of attention teachers give to individual students. However, they will also result in higher expenditure per student. Although quality delivered by teacher is the most influential factor of educational quality, STR is still an important determinant of learning achievement of students and overall quality of education in an institution.

Total enrollment of students in Bachelors and Masters levels is 1082. Total number of teachers available to teach these students is 24. STR is obtained by using the following formula:

$$\text{STR} = \frac{\text{Number of enrolled students}}{\text{Number of Teachers}}$$

Using this formula, overall STR of the campus in 2081/082 is calculated as:

$$\frac{1082}{24}$$
$$=45.08:1$$

Thus, the overall STR of the campus is 45.08:1. This means that in average a teacher teaches about 45 students.

## SECTION 7: GRADUATE INFORMATION

After the accreditation given by UGC Nepal in 2015, this campus has determined more to improve its quality. This institution produces hundreds of graduates every year with the expectation that their qualification is valued in the job market. The campus regularly conducts tracer study survey to fulfill both accreditation and quality requirements. The campus has kept the record of its graduates since 2014. The information obtained from the graduates serves as the basis for the institutional reform of the campus.

### 6.1 Number of graduates

The number of graduates is gradually increasing each year. The following figure incorporates graduates from BPC in the last five years.

#### Traced graduates in the last five years

	2021	2022	2023	2024	2025
Male	41	54	54	57	69
Female	68	79	95	98	61
Total	109	133	149	155	130

The figure shows that the number of female graduates is gradually increasing every year, but there is slight fluctuation in year 2025 number of graduates has decreased.

## 6.2 Employment Status

In the tracer studies, the graduates were asked about their current position with regard to paid work. The number of employed and unemployed graduates in the last five years is represented in table 14 below.

**Table 11: Employed and unemployed graduates**

Year	Employed			Unemployed		
	Male	Female	Total	Male	Female	Total
2021	48	22	70	22	17	39
2022	49	26	75	37	21	58
2023	79	23	102	28	19	47
2024	78	29	107	32	16	48
2025	65	22	87	23	13	36

The number of employed graduates is gradually increasing whereas the number of unemployed graduates is fluctuating. Deeper observation of graduates can be obtained in the employed rates, which are presented in figure 8 below.

### Employment rates in the last five years

	2021	2022	2023	2024	2025
Male	48	49	79	78	65
Female	22	26	23	29	22
Total	70	75	102	107	87

Gradual increment in overall employment rate among graduates shows improving employments prospects at BPC. The figure also shows consistently increasing rates among male graduates. Female employment rates are rather fluctuating in the figure. Male employment rates are higher than female employment rates.

Analysis of the employed graduates' profession shows that largest number of graduates is involved in banks and financial institutions. Profession-wise representation of in the last five years is presented in the following figure.

<b>Students Profession</b>	<b>Percentage %</b>
Government	5%
Banks and Financial	39%
Teaching	18%
Business	25%
Other	13%

The figure clearly shows that BPC is primarily a producer of banking personnel required for financial institutions. More than two quarters of the employed graduates from this college are involved in banks and financial institutions. Some graduates MBA program were found to be working in business firms. Very small number of graduates was found to be doing government service.

### **6.3 Graduates pursuing further studies (GPFS)**

The tracer study reports provide information about proportion of graduates pursuing further studies in different educational institutions. In all tracer studies, GPFS were found from both bachelors and masters programs both. There was no record of GPFS in foreign countries. Figure 10 represents the number and proportion of GPFS.

	2021	2022	2023	2024	2025
Male	80	74	73	74	51
Female	21	26	27	26	21
Total	81	83	88	80	72

The figure shows increasing number of GPFS in the recent years.

## SECTION 8: EXAMINATION AND RESULT ANALYSIS

Examinations are crucial part of evaluation and are carried out to fulfill the academic requirements. They are the most reliable method in assessing students' academic progress, which are related to effective teaching and learning activities. Although each day spent at college is important, how students perform in examinations will identify their skill and capability. Birgunj Public College conducts different types of examinations under the examination guidelines of Purbanchal University to reflect students' academic achievements.

Results Analysis provides valuable information about how students are learning, and how they have performed each year/semester of their studies. The information obtained from the results will help to identify overall trends in the performance of the college and provide constructive feedback for individual students. It will also help to identify areas of strengths and weaknesses in order to focus the areas where teaching needs improvement. It can also be used to provide support in overall administration decisions.

Birgunj Public College conducts two fold examinations within an academic year. The information related to internal examinations and their results have been excluded from this report. The report only analyzes the information related to final semester examinations of different programs. Semester examinations are conducted separately for both BBA and MBA programs.

The details of results regarding semester examination is presented in the following section.

### 8.1 Examinations

The details of numbers of examinations appeared students, dropouts and examinations passed students is presented for both MBA and BBA programs in this section.

#### Enrolment, Completion, and Drop-out Status

**Table 12 Program-wise Completion (graduation) and Drop-out rates of students for the last four years.**

Program (A)	Year of Enrolment (B)	Enrolment Number (C)	Final Year / Semester Examination (D)	Number of Students Appeared in Final Year / Semester Examination (only regular) (E)	Completion Number (include only regularly completing the program) (F)	Completion % = Graduate within postulated time (Cohort Year) / Enrolment of Cohort year *100 ) (F/C)*100	Drop-out % = Appeared in the Final semester or Year exam / Enrolment number of Cohort Year =100-(E/C*100)
BBA	2074	80	2078	71	69	86.25	11.25
	2075	80	2079	66	54	67.5	16.25
	2076	80	2080	71	58	72.5	11.25
	2077	80	2081	71	71	88.75	11.25
MBA (Spring and Fall)	2076	60	2078	44	37	61.66	26.67
	2077	60	2079	58	39	65	3.33
	2078	58	2080	54	47	81.03	6.89
	2079	55	2081	35	35	63.63	36.36

The table presents a cohort-wise analysis of enrolment, completion, and drop-out rates for the BBA and MBA (Spring and Fall) programs of Birgunj Public College. It tracks each batch from the year of enrolment through the final year/semester examination and records the number of students who completed the program within the stipulated time.

For the BBA program, enrolment remained consistent at 80 students per cohort from 2074 to 2077. Completion rates show a generally positive trend, ranging from 67.5% to 88.75%, with the highest completion observed in the 2077 cohort. The drop-out percentage across BBA cohorts remains relatively low and stable, indicating effective academic progression and retention mechanisms.

In the MBA program, enrolment varied between 55 and 60 students across cohorts. Completion rates fluctuate more noticeably, ranging from 61.66% to 81.03%. The 2078 cohort recorded the highest completion rate, while the 2079 cohort shows comparatively higher drop-out levels. These variations reflect cohort-specific factors such as academic load, professional commitments of students, and progression patterns typical of graduate programs.

Overall, the data indicate satisfactory completion rates and manageable drop-out levels in both programs. The trends highlight the institution's commitment to supporting timely program completion, while also identifying areas for further academic counseling and retention support, particularly in the MBA program.

## SECTION 9: FINANCIAL ASPECT

**Table 13: Total assets of the campus in 2081, in ‘000**

SN	Particulars	Amount
1	Fixed assets	13757
2	Current assets	18840
3	Current liabilities	5067
<b>4</b>	<b>Total assets (1+2-3)</b>	<b>27530</b>

*Source : Audit Report 2080/081*

### 4.1 Fixed assets

The fixed assets of the campus include land, building, lab equipment, furniture, books and other physical properties. Details of the different portions of land area covered by campus are presented the following table.

**Table 14: Area occupied by campus premises**

SN	Particulars	Area	Remarks
1	Total land area	6 kattha and 8.5 dhur (00541.7)	Lease contract

The table shows that the campus premises have covered a large area with buildings and incubation center for entrepreneur development. The land occupied by the campus is in the single location.

The constructed modern concrete buildings are major physical asset of the campus. All the constructed buildings have been protected with addition of trusses at top. Office of the Campus Chief, Assistant Campus Chiefs, HoDs, Research Management Cell (RMC), Practice Teaching, the administrative office, Canteen are included in the building. Details of the buildings and rooms are presented in Table 21.

**Table 15: Number of buildings and rooms**

Particulars	Number	
Buildings	Teaching	2
	(Adm. building 1 including above)	2
	<b>Total</b>	<b>2</b>
Classrooms	19	
ICT	2	
Office Rooms	7	

Library Rooms	2
Program Hall	1
Seminar Hall	1
Research Management Cell (RMC)	1
Canteen rooms	1
Incubation rooms	3
<b>Total Rooms</b>	<b>37</b>

The campus has set up well equipped computer labs. There are two ICT rooms with adequate number of tables, lab equipment and chairs. Details of the lab equipment are presented in table 22.

**Table 16: Lab equipment**

Particulars	Number
Lab tables	57
Desktop computers available for students	53

The college has most of electronic equipment required in an educational institution. Table 23 shows the number of electronic equipment available at college.

**Table 17: Electronic equipment**

SN	Particulars	Number	SN	Particulars	Number
1	Desktop computers	68	11	Camera	1
2	Laptops	4	12	Invertors Batteries	4
3	Multimedia projectors	20	13	UPS	2
4	Television sets	2	14	Generators	1
5	Water Chiller Machine	2	15	Water Pumping motors	3
6	Printers	8	17	Ceiling fans	130
7	Photocopy machines	4	18	Stand fans	8
8	Scanners	4	19	Wall fans	4
9	Central Stabilizer	1	20	Air conditioners	13
10	Telephone sets	11	21	CC Cameras	27

As the table shows, the campus has two back-up generators and four invertors to compensate unexpected power cut. BBA classrooms have been equipped with 130 ceiling fans, and modern furniture have been added to ICT and BBA classrooms. Addition of 27 CC Cameras have ensured security and effective monitoring of all activities. All classrooms have been equipped with multimedia projectors. The use of photocopy machines is limited to office use. Students are still deprived from using photocopy facility from the campus.

**Table 18: Furniture details**

SN	Particulars	Number	SN	Particulars	Number
1	Wooden Drawers	15	11	Teacher stands	20
2	Library card holder drawers	3 sets	12	Computer tables	26
3	Sofas	8 sets	13	Benches (plain)	180
4	Book Cabinet	10	14	Office Tables	20
5	Intercom Box	1 sets	15	Cushion armchairs	6 sets
6	Steel Drawers	3	16	Plain chairs	400
7	White boards	20	17	Plastic chairs	100
8	Study tables	360	18	Podium	2
9	Revolving Chairs	20	19	Beds: Palang	4 sets
10	Notice Boards	7			

Table shows availability of sufficient lab and modern teaching equipment in the campus.

## 4.2 Income and Expenses

Income and expenditure are very important to maintain infrastructure, teaching learning, research and other academic activities. The details of income made by the campus in 2077/079 are presented in table 25 below.

**Table 19: Total income in the last two years, in ‘000**

SN	Particulars	Income Amount in Rupees		
		2079/080	2080/081	
1	Student fees	Admission fee	7723	7254
		Monthly fee	35072	31477
		Exam fee	3965	3298
		Development & maintenance fee	11658	22367
		Admission form sale	478	515
		<b>Total</b>	<b>58896</b>	<b>64911</b>

*Source : Audit Report 2080/081*

The comparison of income in the last two fiscal years shows that it has increased by Rupees 6015 in 2080/081. In both years the largest source of income was monthly fees collected from students. Other sources of income were admission fees, exam fee, development and maintenance fee, admission form sale fee. Compared to 2079/080, income has increased.

The Audit Report 2080/081 shows total expenses of Rupees 54052, which is more in amount than that of the previous year. The largest factor of expenses is the salary spent on teachers and non-teaching staff. Table 26 shows the expenses of the campus in 2079/80 and 2080/081.

**Table 20: Expenses in the last two years, in ‘000**

SN	Particulars		Expenses Amount in Rupees	
			2079/080	2080/081
1	Salary		41533	46249
2	Administration expenses	Fuel	1242	1440
		House rent	2400	2400
		Staff Welfare	450	558
		Other Administrative expenses	2089	3295
		Printing and Stationary	1401	1486
		Research and Development	1019	840
		Examination	1463	1763
		Miscellaneous	768	756
		<b>Total</b>		<b>52365</b>

*Source: Audit Report 2080/081*

The comparison of expenses in 2079/080 and 2080/081 shows that the expenses have increased by Rupees 6422. Expenses have increased in both salary and administration. Particularly, expenses have increased in fuel, house rent, loan interest, meeting expenses, printing and stationary, repair and maintenance etc.

### 4.3 Unit cost analysis

Unit cost of education means cost per unit i.e. per student, per graduate, per credit, etc. Generally, unit in unit costs means the total number of learners enrolled in a course in a particular year. Generally, the unit cost of an educational institution is calculated using the following formula.

$$\text{Unit cost} = \frac{\text{Total Expenses}}{\text{Total enrollment}}$$

Using the above formula, the unit cost of BPC for the year 2079/080 has been calculated as:

$$\frac{52356000}{941} = \text{Rs. } 55638.60 \text{ per student}$$

In 2080/081 the unit cost was calculated as:

58787000

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1082

= Rs. 54331.79 per student

Comparison of the unit costs in the past two years shows that cost per student has decreased by Rs. 1306.81 per student in 2080/081.

## SECTION 10: RESEARCH AND PUBLICATION

Birgunj Public College has established Research Management Cell (RMC) as a platform for conducting research activities for both teaching faculty and students. Although the campus is yet to establish research as its distinguished and competitive strength, it has a firm belief on knowledge generated through research. In addition, RMC provides support to students at Masters Level to carry out research activities as partial fulfillment of their academic degrees.

The campus publishes its institutional and academic information through various publications. They include academic journals, reports, prospectus and academic calendar. Table 29 provides a general preview of the campus publications.

**Table 21: Campus publications**

SN	Publication Title	Publication Type	Publication Year	Publication Period
1	Journal of Economics and Management Vol 5 Issue1	Research Journal	2082	Annual
4	Prospectus BBA	Prospectus	2082	Annual
5	Prospectus MBA	Prospectus	2082	Annual
6	Academic Calendar	Calendar	2082	Semester
7	Annual Progress Report	Activities Report	2082	Annual
8	Tracer Study Report	Report of Graduates	2082	Annual

Although the table shows various information and research related publications, there seems a problem in regularity of academic journals, as discontinuity in such publications have appeared in before last year.

## SECTION 11: LIBRARY AND LEARNING RESOURCES

With the aim to provide a good quality learning center, Birgunj Public College offers a resourceful library with books, journals, theses, magazines and electronic resources upon which students and teachers depend for their research and study. It is an essential element of the campus's attempt to create and maintain learning platform, which has been fortified with recently set up separate reading room facility with access to electronic and online resources.

In 2078 BS, the library saw a completion of some important tasks including addition construction of reading room in library, e-library, addition of department libraries, use of software, automation, open access and tracking the library users.

### 11.1 General Information

The library remains open all days open. It also offers flexible study hours during winter and summer vacations. The general information about library is summarized in Table 29.

**Table 22: General information on library**

SN	Particulars	Number
1	Opening hours/day	8
2	Number of staff	5
3	Study seats	20
4	Student computers	5
5	Number of photocopies	1
6	Number of printers	1
7	Number of departmental libraries	2

### 11.2 Total collection

The central library has a collection of over 9784 resource materials. In recent years the campus library received a remarkable number of learning resources through direct purchase. The total collections of materials are presented in table 30.

**Table 23: Collection size up to 2081**

<b>Print Sources</b>	
Collection Type	Collection
Textbooks (Circulating)	5500
Special collection	102
Reference books	3370
<b>Total Books</b>	<b>8972</b>
Theses	800
Magazines	2
Newspaper types	10
<b>Total resources</b>	<b>9784</b>

### 11.3 Circulation and provision of borrowing books

The library mainly offers service of circulation of books to students and teachers of BPC. Reference materials can be borrowed and studied in the reading room. The circulation privileges provided to teachers and students are summarized in table 25.

**Table 24: Conditions of borrowing books**

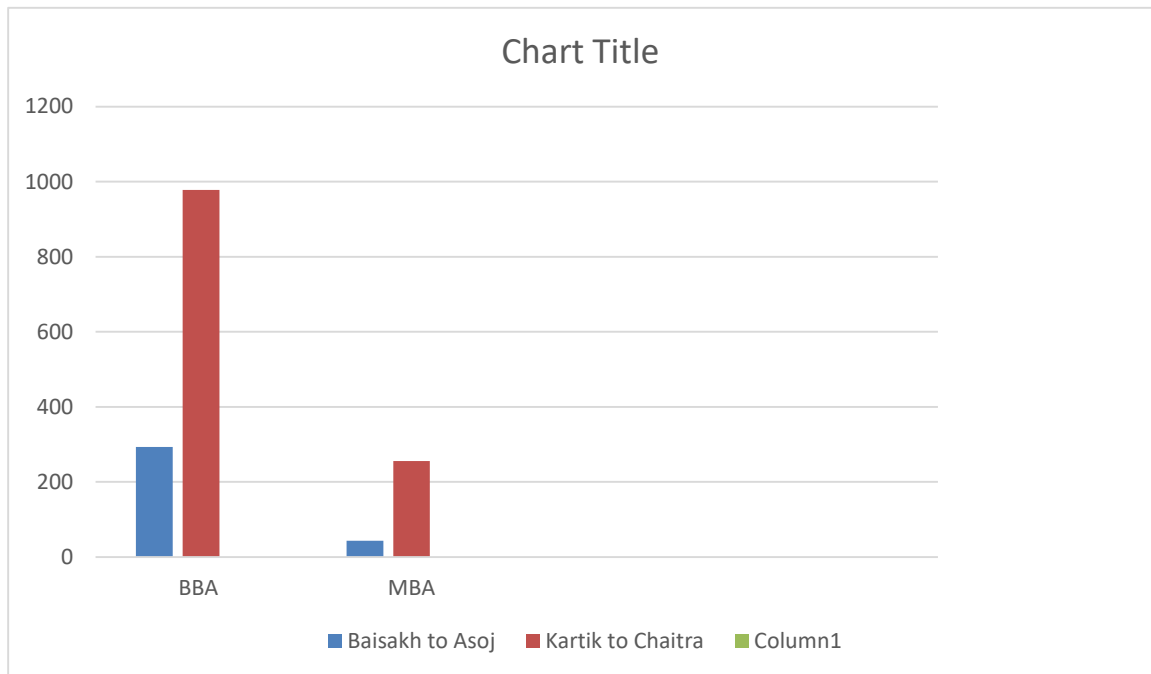
SN	Types of Users		No. of Books allowed	Period
1	Students of BPC	BBA students	5	Full semester
		MBA students	6	Full semester
2	Teachers of BPC		Unlimited	Books have to be submitted by the last of academic year
3	Non-teaching staff of BPC		Unlimited	Books have to be submitted by the last of academic year
4	Students from other institutions		No books	

The table shows different conditions of borrowing books for teachers non-teaching staff and students. Students from other institutions cannot borrow books

## 11.4 Book issues in 2081/082

The total number of issues for these books was 1570. The following diagram shows the six monthly book issues details in the year.

**Figure 1: Book issues in 2081/082**



The diagram shows book-issues from 2081 Shrawan to 2082 Ashad. Among twelve months in the academic year, the month from Baisakh to Ashoj have total number of books issued 293 and from Kartik to Chaitra total number of books issued was 978 in Bachelor level program. In Master level program the number of books issued from the months of Baisakh to Ashoj was 43 and from month of Kartik to Chaitra was 256. The chart shows total number of books issued in bachelor program was more than master program, the reason behind this may be as total number of students in bachelor program are more than master's program.

## SECTION 12: SCHOLARSHIPS DISTRIBUTION

The campus offers, scholarship to students under Purbanchal University Scholarship Grant, which are subject to satisfactory academic progress, good conduct and economic condition of students. This enable students from diverse socio-economic backgrounds to study at affordable cost, and ensure students' equitable access to higher education.

### 12.1 Scholarships

BPC believes in the positive impact of fair scholarship on students' education. Therefore, some awarding criteria have been set to choose students for the opportunities. The biggest criteria for selecting students for academic scholarships provided at the campus are academic merit and reservation. Some scholarships are also provided on the basis of social and economic status and physical disabilities.

In last two years 15 students of different programs were provided scholarships under two categories i.e., academic merit and reservation. Table 26 summarizes the scholarships provided in 2080/81.

**Table 25: Scholarships provided in 2080/081**

SN	Scholarship Name/Category		Number of students			Amount Per student (Rupees)	Total amount (Rupees)
			M	F	T		
1		Purbanchal University Scholarship Grants	5	10	15	75000	1125,000
<b>Total</b>			<b>5</b>	<b>10</b>	<b>15</b>		<b>1125,000</b>

The table shows the scholarship amount of Rs. 1125,000 provided to students in 2080/81. The number of female students is higher than that of the male students.