EMIS AND ANNUAL REPORT

2077/2078

National College of Computer Studies

Paknajol - 16, Kathmandu

01-4251711, 01-4228807

EXECUTIVE SUMMARY

National College of Computer Studies (NCCS) is centrally located at Paknajol, Kathmandu. It is affiliated to the Tribhuvan University (T.U.) for Bachelor of Information Management (BIM), Bachelor of Hotel Management (BHM), Bachelors of Science in Computer Science & Information Technology (B.Sc. CSIT), Bachelor of Business Management (BBM) and Bachelor of Computer Application (BCA) with the objective of achieving excellence in education field has established as Pvt.Ltd. Company in 1999. NCCS College came into operation since 2002 by starting the BIM class under the TU affiliation.

The fundamental purpose of NCCS is to provide outstanding educational programs in a safe, well-equipped class rooms by the well-educated and friendly teachers teaching in a homely atmosphere. Throughout the education period, NCCS is doing regular follow-up of the students' progress and full attention is given to each and every students. We provide opportunities to all students, to explore, be challenged and become connected with caring and dedicated educators.

We, at NCCS, are blessed with latest and wonderful facilities. However, it is what takes place within the walls; in the classrooms and throughout the complex that makes NCCS a special place. We strive to continued development of new programs and incorporate new techniques which will make our students most competitive both within the country and in abroad also.

The education system of NCCS is such that the students will understand the real value of learning, the academic skills and knowledge needed for their successful future, and also they will get opportunities to develop leadership skills as well as dynamic personality. Our graduates will have acquired the knowledge needed for a successful post graduate career and happy productive life.

From the very inception of NCCS, our aim was to equip our students with the best possible high quality education from our well qualified, experienced, dedicated and friendly teachers. Our past experience shows that all-round development of students can be achieved with the help of full dedication. Our students have achieved excellence not only in the academic field but also in extra-curricular activities on which NCCs believes on.

We believes on the fact that, for the better education we the partners i.e. NCCS, Teachers and Parents have to cooperate each other and work together, if we really wants to have our students one of the best and became patriotic and diligent citizen of the country.

EMIS INTRODUCTION

Primary role of Education Management Information System (EMIS) is to collect, process, analyze, disseminate and manage educational data and information necessary for educational management functions. EMIS is responsible for the promotion and use of information for policy planning and implementation, decision-making and the monitoring and evaluation of the educational system. EMIS aids efforts made to access the performance of an education system. It closely monitors the equitable distribution of resources and plays an active role in providing information to top management about the deployment of teachers, student performance assessment and resource allocation.

In summary, EMIS is aimed to strengthen capacities in management, planning and dissemination of information for all levels of decision-making.

MAJOR OBJECTIVES

- To collect, organize and report accurate, relevant and timely data needed for strategic planning, policy formulation and decision-making purposes.

- To prepare EMIS report along with Annual Report and publish information to stakeholders

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CHAPTER - I

INTRODUCTION

1.1 Background

National College of Computer Studies (NCCS) was established in November 19, 1999 under Company Act with Registration No. 11487/056/57 with the vision of "A literate society with a purpose, a progressive society with ideals, and a conscious society working towards establishing a better and bright future for all".

NCCS is a highly professional and experienced college based in Kathmandu. It is affiliated with Nepal's foremost and prestigious Tribhuvan University in the year 2002 and is fully dedicated in providing quality and complete education based on university curriculum to students. NCCS is working towards the direction of becoming the center of learning for young learners who are determined to meet the challenges posed by the increasing pace of the scientific advancements and mobilization. It attempts to generate self-confident, self-disciplined and self-reliant candidates bystressing value education, social work, counseling, career guidance, leadership training and other extracurricular activities.

NCCS is an institution of IT and Management studies. It is a highly professional and experienced college that comprises of multitalented professionals considered among the best in the industry. It educates all students, not only to face the challenges of the fast-moving industry but also to perform exceedingly well. The institution is fully dedicated in providing upon good education based upon Tribhuvan University curriculum to students. In this regard it is running four years semester based programs on different discipline like: Bachelor in Information Management (BIM), Bachelor of Hotel Management (BHM), and Bachelors of Science in Computer Science and Information Technology (B.Sc.CSIT). Bachelor of Business Management (BBM) and Bachelor of Computer Application (BCA).

Apart from academic services, NCCS is also engaged in developing software, conducting IT training programs and providing consultancy services to government offices and other institutions.

1.2 Vision, Mission, Goal, Objectives and Target

Vision

A literate society with a purpose, a progressive society with ideas and a conscious society working towards establishing better and brighter future for all.

Mission

To achieve our mission, we will work diligently in the field of education to impart upon eager minds the tools, skills, knowledge and solutions required for visible and rapid progress in our society.

Goal

1. To offer variety of application and career oriented educational programs based on the need of course in accordance with market requirement.
2. To generate qualified and skilled professionals to meet the current and forthcoming need of the national and international market and can also able to pursue higher education.
3. To develop international industry standard software and web related application and place the company in the IT globe.
4. To upgrade present education system to technology base education system.

Objective & Targets:

1. To produce well knowledgeable, skilled professional with moral values and ethics.
2. To develop and establish the Quality Management System to assure compliance and quality of service as per guide line provided by the QAAD-UGC and ISO, in order to get certification from QAAD-UGC.
   a) To prepare the document of quality policy, department's objectives, role and responsibility, job description etc.
   b) To establish the quality management system.
   c) To complete Internal quality audit
   d) To complete SSR form

3. To introduce personality & skill development short term training program in academic calendar, such as Communication skill, Numerical skill development training, New Software application training program.

1.3 Quality Policy

Quality is about trust and it is an integral part of NCCS's Business Principles. These principles guide our actions to deliver consistent and better services that are valid, compliant and preferred by our students, their parents and stakeholders. They are essential for the achievement of our ambition to be recognized and trusted as the leading educational service provider institution.

NCCS is committed to provide quality education to the students enabling them to excel in the fields of Science & Technology and Management to cater to the changing and challenging needs of society and industry. This requires everybody to be engaged, to understand their responsibility in achieving our quality objectives and to be empowered to take action in order to protect our learners, stake holders and our brand image.

Our Quality Policy summarizes the essential elements of our commitment for excellence and includes:

- Contributing to the academic standing and overall knowledge development of the students,
- Enhancing the competence of the faculty to high level and to make them adopt all modern and innovative methods in teaching-learning process
- Disseminating technical knowledge through continued education programs and promoting Research and Development program for the growth of the economy
- To produce qualified, motivated and efficient graduates to meet the current and forthcoming need of the national and international market and inculcating moral and ethical values among the students and staff.
- Maintaining state-of-the-art infrastructure and congenial learning environment.
- Complying with relevant laws and regulations as well as internal requirements.
- Encouraging participation and promotion of quality responsibilities amongst all employees and third parties through standards, effective communication, education, training, coaching and supervision.

- Continuously challenging ourselves to improve the quality management system to guarantee service quality i.e. ensuring continual improvement of Quality Management System.

At NCCS the Quality Policy implemented through Internal Quality Assurance Committee (IQAC) & Self-Assessment Team (SAT).

Teamwork, engagement, ownership and support by everyone are vital for achieving our quality objectives. In this context, we are committed to provide the required leadership, management and resources and we will ensure that Quality Policy is reviewed *annually* and communicated to all teachers and employees.

The institution hires a company URS Pvt. Ltd. and a business consultant for quality enhancement and better management practice. The academic audit recommends for further improvement of learning environment, exams, library management and related activities.

Besides, this institution is an ISO 9001: 2015 certified Institution. URS conduct quality audit every year.

CHAPTER – II
ACADEMIC PROGRESS

National College of Computer Studies aims to become a center of learning for students who are determined to meet the challenges posed by the increasing pace of the scientific advancements and mobilization. NCCS prepares students for the best possible pursuit of further education in the desired and deserving field. NCCS has qualified, teachers considered the most experienced and the best in this field. Not only knowing what and how, but making students self-confident, self-disciplined and self-reliant by stressing value education, social work, counseling, career guidance, leadership training and other extracurricular activities has been the major focus at NCCS.

The admission of new graduates is broadly conducted in two parts: First part of admission process is conducted by TU. The university publishes notice for appearing in the entrance exam for admission in different program in their website or in daily newspapers. Interested students submit the form along with education certificate in university exam office. The examination department checks the academic record and eligible candidates get admit card for appearing in the exam. TU takes the entrance exam and publishes the result through notice board and website. The qualified candidates then select and approach the college.

Second part of admission process is conducted by the college. When students approach the college, administration officer/front desk officer provides them with a form which they have to fill and submit along with the required qualification certificate. The admission in-charge/committee reviews the certificates and information provided in form and fixes date for group discussion and interview. Students attend the group discussion and interview and then the admission committee informs the selected students for payment of fees. After payment, the college provides registration/enrollment number and issue identity card along with program details and orientation date to students.

1.2 Enrollment Status

Particulars	Batch 12: Year: 2074./2075 2017			Batch 13: Year: 2075/2076 2018		Year: 2076/2077 2019	
	Bachelors	Total	Bachelors	Total		Bachelors	Total
Admitted to the program	196	196	198	198		265	265
Drop-outs							
a. Within four months of joining							
b. Afterwards	5	5	16	16		4	4
Appeared for the final year examinations	94	94	164	164		143	143
Passed in the final examinations	91	91	162	162		142	142
Pass % of number appeared(Total)	96.80%	96.80%	98.78%	98.78%		99.30%	99.30%
Pass % with distinctions	60.63%	60.63%	64.63%	64.63%		24.47%	24.47%
Pass %, (First class)	34.04%	34.04%	34.15%	34.15%		74.82%	74.82%
Pass %, (Second class)	1.06%	1.06%	-`	-		-	-
Pass %, (Third class)	-	-	-	-		-	-

Number of students expelled from examination hall if any	-	-	-	-	-	-

2.2 Academic Program

National college of computer studies (NCCS) has conducted five bachelor levels program which are affiliated to Tribhuvan University (TU).

a) Bachelor of Science in Computer Studies and Information Technology (B.Sc. CSIT)
b) Bachelor of Computer Application (BCA)
c) Bachelor of Information Management (BIM)
d) Bachelor of Business Management (BBM)
e) Bachelor of Hotel Management (BHM)

Bachelor of Information Management [BIM]

Program's Objectives

The mission of Faculty of Management's Bachelor in Information Management (BIM) program is to develop socially responsible, scientific approached, result oriented information technology (IT) professionals. The BIM program is designed to equip graduates with the skills and attributes required to be effective and efficient information technology professionals.

The specific objectives of the program are to:

Prepare IT professionals proficient in the use of computers and computational techniques in order to develop effective information systems to solve real life problems in the organizational milieu.

Develop student's skill in object-oriented software design methods and data management systems.

Develop student's skill in object-oriented software design methods and data management systems.

Provide professional training to students by combining information technology with managerial skills.

Prepare students to proceed on to post graduate level study in information management within and outside the country.

Bachelor of Hotel Management [BHM]

Program's Objectives

Upon completion of the Bachelor of Hotel management the students have become a service-minded specialist for hotel, restaurant and tourism industry. Graduates have developed an entrepreneurial spirit and are able to develop applicable problem solving methods in practical situations. Furthermore, they will be able to process ideas on a theoretical level and apply this knowledge independently and creatively in different situations related to hotel business. The aim of the programme is that the graduates have the necessary qualifications for supervisory, managerial, consulting, planning and development positions in the international hotel industry.

Bachelor of Science in Computer Science & Information Technology [B. Sc. CSIT]

Bachelor of Science in Computer Science and Information Technology (B. Sc. CSIT), affiliated to T.U. is the course composition of 4 years IT and computer courses. For fulfilling the need of the job market in the field of IT profession, many elective courses have been also introduced. The program comprises computer science and allied courses of 126 credit hours. The program involves, in addition to conventional lectures, a great deal of practical and project works. The program develops the underlying principles of both Computer Science and Information Technology and shows how these principles can be applied to real world problems. this program develops the skills that are essential for both for both computer professionals and IT managers.

Program's Objectives

The main aim of B.Sc. (CSIT) program is

To offer intensive knowledge in the theory, design, programming and application of computers.

To provide necessary knowledge in the field of functional knowledge of hardware system and necessary knowledge of computer software system.

Bachelor of Business Management [BBM]

The BBM program of Faculty of Management, Tribhuvan University is designed for aspiring business leaders and managers of the future. The BBM graduates are equipped with the necessary knowledge, skills and self-confidence to assist in effective and successful management, within constantly changing and highly competitive national and global business environment. This course

has been designed with the objective of producing middle-level managerial manpower in the sectoral areas.

Program's Objectives

The program is designed with the following objectives:

The program is designed with the following objectives:
1. Develop students' skills in creative thinking, decision making, leadership, communication, and gain understanding of operations and change.
2. Develop students' understanding of entrepreneurship and innovation, and effective management of business operations in a dynamic business environment.
3. Prepare students for professional life to work as business manager and entrepreneur.

Bachelor of Computer Application [BCA]

Bachelors in Computer Application (BCA) is an Information Technology based career that awards the undergraduate degree in Computer Applications. This program provides a sound academic base for an advanced career in computer application. It is a 4 years (8 semesters) degree. This 4 years' program in Computer Application has been started with an objective to produce qualified computer software developers having wide range of knowledge in the technical field. Students learn to solve computer based problems of different types of business and industries.

Program's Objectives

The program is designed with the following objectives:
1. To produce professionals in the field of computer application as programmer and software developers.
2. To provide knowledge about various tools and techniques used in software development.
3. To provide students with both practical and theoretical aspect of studies related to computer applications.
4. To enhance the skill of students to create solutions of technical problems that arises in industrial, commercial as well as in government companies.
5. To provide students a fine base to continue their studies further in MIT, MBA, MCA, etc.

2.3 Education Pedagogy

The institution has well defined teaching policy which includes all implementable teaching procedures for better learning and skill transfer to students. The teaching policy emphasis various approaches for better learning. Some adopted approaches are: class assignment, case presentation, educational field tour, report preparation, project work/research and so on. Educational tour is one of the best ways for students have an opportunity to familiarize themselves with real business practice, history, culture, geography and real challenges of the local people. The outcomes are very satisfactory when these methods are implemented. The students have better and in-depth knowledge about subject matter. They get more confident in their understanding and such activities can play supportive role in their career development.

CHAPTER - III

Pedagogy of Teaching

Abstract

This paper presents on the latest advancements in professional practice in higher education in NCCS, and highlights the gains and challenges of faculty development programs, that influence pedagogical approaches and impact student success. It discusses initiatives taken at NCCS go generate learning environment. It discusses the teaching methods applied by teachers to grant the subject matters. Besides it deals how students are evaluated and the overall environment generated by the college and teachers to make students ready to face the challenge in the real field. Besides, it explores teachers and college effort to educate more to the students.

Introduction

This paper attempts to explore to present the applied pedagogy of teaching, institutional effort in research and quality education, further strategies to grant quality education, educational research, to connect the institution goal. In the present context, most of the institutions of higher learning across the nation are facing challenges from political, economic, social and technological level to be more responsive to students' needs and NCCS is also not out of it. NCCS is also connected and assumed future societal roles or their output in the society. To meet the mentioned challenges faculty are already feeling the pressure to lecture less, to make learning environments more interactive, to integrate technology into the learning experience, and to use collaborative learning strategies when appropriate.

Institutions of higher education are struggling with the issues of high stakes testing and accountability. Teacher preparation programs are being held to high standards in order to prepare the best teachers to meet the challenges of today's diverse classrooms. This study investigated the experience teacher education faculty in NCCS which actually teaching in higher education classrooms, what pedagogical methods and assessment strategies are being used, and what pedagogical and assessment strategies are perceived as effective for use in higher education classrooms has been discussed.

Moreover, higher education institutions like NCCS are facing new challenges especially in this age of rapid technological changes and adoption in this sector. Educators need to face and address today's higher education learning landscape offering new insights, fresh ideas and learning experiences from different educator perspectives. The future for education is seen as hugely

dynamic and mobile. Knowledge comes from reflection and contemplation. The engine for learning is a continuous cycle of engagement and reflection. With the advent of social or participatory web, it has enabled users to participate actively in knowledge building. The principles of active production, collaboration, sharing, publishing and social bookmarking have been transferred to education. Educators in NCCS of higher learning have been preparing as hugely dynamic and mobile, and incorporate them in their teaching interactions with the students? The best way for universities to stay relevant is to innovate and introduce dynamic and new methods of teaching.

Objective of Teaching

NCCS aims to become a center of learning for young students who are determined to meet the challenges posed by the increasing pace of the scientific advancements and mobilization. NCCS not only knowing what and how but making students self-confident, self-disciplined and self-reliant by stressing value education, social work, counseling, career guidance, leadership training and other extracurricular activities has been the major focus at NCCS.

Teaching Pedagogy adopted by NCCS

Pedagogy may be commonly defined as the art and science of teaching. However, viewing pedagogy in this way fails to honor the historical experience and connect crucial areas of theory and practice. To understand the term fully, it needs to be explored through the thinking and practice of those educators who look to accompany learners, care for and about them, and bring learning into life. Teaching is just one aspect of their practice. In recent years, there has been more intense and wider discussions on this term perceived from different directions.

Teaching and learning are just like two sides of a coin. The most crucial factor of learning how student learning that occurs. Since teaching is a skill and it determines how skillfully instructor present idea to the learners. As there is a saying: "Tell me I forgot. Show me I remember. Involve me I understand."

There are different types of teachings methods which can be cauterized into four broad types.

1. Teacher Centered Method
2. Learner Centered Method
3. Content Focus Method
4. Interactive/ Participative Method

Broadly NCCS teachers have been using the following teaching methods. Which have been put front and the rest are not common in each class however teachers have been using according to the demand of subject matter. Some of the major methods are as below:

Lecture method:

Some of the teachers in NCCS have been teaching using lecture method. This method is mostly used to teach theoretical subjects. Although lecture model of teaching is frequently criticized however this is a fact that it has managed to survive so long in pace of many technological developments. Lectures are often used to teach organized bodies of knowledge which is an important part of the school curriculum at all levels, and they have continued as a primary form of instruction in colleges and universities even at different school stages. Teachers have been using this technique to introduce topics, summarize the main points of the learning activity and stimulate further learning. Most of the subject matters are organized by teacher as the chart shows:
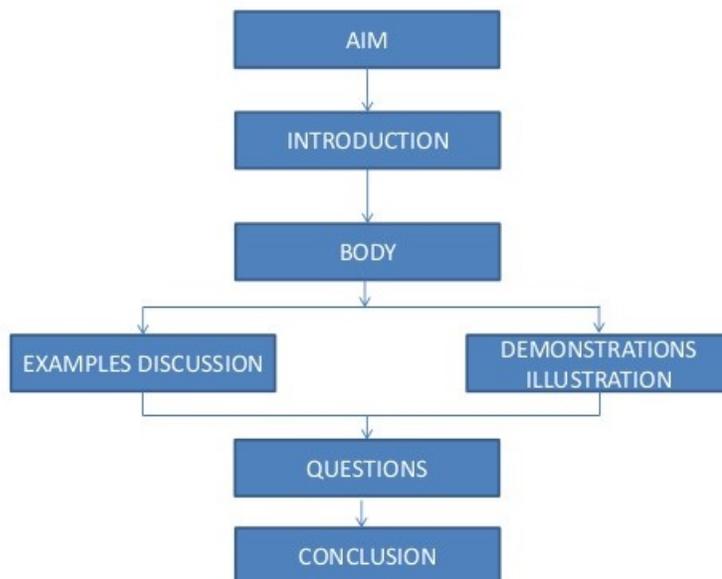
Besides, to make lecture method, most of the teachers are using multimedia to deliver lecture. They are saving time and even presenting difficult subject method using power-point slide.

Discussion method

The another method of teaching specific method is discussion method and teachers in NCCS have been using this method according to the subject matter. Mostly, teachers are using this method in theoretical subject and at the time of starting topic of the teaching subject matter. It is considered that discussion methods are a variety of forums for open-ended, collaborative exchange of ideas among a teacher and students or among students for the purpose of furthering students thinking,

learning, problem solving, understanding, or literary appreciation. Participants present multiple points of view, respond to the ideas of others, and reflect on their own ideas in an effort to build their knowledge, understanding, or interpretation of the matter at hand.

Case study Method

Case teaching grounds academic instruction in reality by engaging students in discussion of specific situations. Case teaching is learner centered, characterized by intense interaction between instructor and student as well as among students in a group. Conceptually, case teaching assumes that learning is more effective if students discover or construct knowledge with faculty guidance than if they sit passively and receive content from a distant "sage on the stage.

How Does Case Teaching Differ from Traditional Teaching? First, it may be important to specify how case teaching and traditional—lecture—teaching are alike. The objectives are largely the same. No matter what pedagogy is used to deliver an education, most faculty want their students to learn significant disciplinary content, to refine their critical thinking and communication skills, and to gain in self-confidence and social awareness.

Group Discussion

NCCS teachers have been using group discussion method in some of the case only. On the demand of subject matters, they have been doing the practice of it. It is considered that group discussion is a child centered strategy, in which students are divided into groups and they are encouraged to discuss on the subject matter given. It helps in developing self-confidence among the learners; provides freedom for expression to the learners; develops the habit of cooperation; makes patience in the habit of listening one's own criticism. However, group-discussion cannot be used as a teaching strategy but it can be used as a supplement technique after lecture and demonstration method of teaching.

Teaching and learning methods

In the process of learning it is impossible to learn any concrete issue by using only one method. The teacher has to use different methods during the teaching process; also a combination of methods is frequently used in NCCS. In the process of teaching methods often supplement one other.

The most widely spread teaching and learning methods as well as their definitions are given below. A teacher should choose the proper method according to the concrete aim and problem.

1. Discussion/debates. This is the most widely spread method of interactive teaching. A discussion process greatly increases the quality of students' involvement and their activity. A discussion may turn into an argument and this process is not merely confined to the questions posed by the teacher. It develops students' skills of reasoning and substantiating their own ideas.

2. Cooperative teaching is a teaching strategy in the process of which each member of a group not only has to learn the subject himself, but also to help his fellow-student to learn it better. Each member of the group works at the problem until all of them master the issue.

3. Collaborative work; using this method implies dividing students into separate groups and giving each group its own task. The group members work at their issues individually and at the same time share their opinions with the rest of the group. According to the problem raised, it is possible to shift the functions among the group members in this process. This strategy ensures the students' maximum involvement in the learning process.

4. Problem-based learning (PBL) is a method which uses a concrete problem as the initial stage both for acquiring new knowledge and integration process.

5. Heuristic method is based on the step-by-step solving of a given problem. It is realized by means of independent fixing of the facts in the teaching process and determining the ties among them.

6. Case study – the teacher discusses concrete cases together with the students and they study the issue thoroughly. E.g., in the sphere of engineering safety it can be a discussion of a concrete accident or catastrophe, or in political science it can be a study of a concrete, e.g., Karabakh problem (Armenian-Azeri conflict).

7. Brain storming – this method implies forming and presenting as many radically different ideas and opinions on a given topic as possible. This method sets conditions for developing a creative approach towards a problem. This method is effective in a large group of students and consists of the following stages: using a creative approach for defining a problem/issue;
   - for a certain period of time listing (mainly on the blackboard) students' ideas on the problem without any
   - criticism; determining the evaluation criteria for stating the correspondence of the idea to the aim of the research;
   - evaluating the chosen ideas according to the previously determined criteria;
   - selecting the ideas that most of all correspond to the given issue by applying the method of exclusion;

- revealing the best idea for solving the given problem.

8. Role-playing games and simulations – games played according to a previously prepared scenario enable students to estimate the problem from different standpoints. They help students to form alternative points of view. Such games as well as discussions help students to develop skills of independently expressing their own ideas and participating in discussions.

9. Demonstration method implies presenting information with the help of visual aids. It is quite effective in reaching the required result. It is frequently advisable to present the material simultaneously through audio and visual means. The material can be presented both by a teacher and a student. This method helps us to make different steps of perceiving the teaching material more obvious, specify what steps the students are supposed to take independently; at the same time this strategy visually shows the essence of an issue/problem. Demonstration can be very simple.

10. Demonstration method implies presenting information with the help of visual aids. It is quite effective in reaching the required result. It is frequently advisable to present the material simultaneously through audio and visual means. The material can be presented both by a teacher and a student. This method helps us to make different steps of perceiving the teaching material more obvious, specify what steps the students are supposed to take independently; at the same time this strategy visually shows the essence of an issue/problem. Demonstration can be very simple.

11. Deductive method determines such a form of conveying any kind of knowledge which presents a logical process of discovering new knowledge on the basis of general knowledge, i.e. the process goes from general to concrete.

12. Analytical method helps us to divide the whole teaching material into constituent parts. In this way the detailed interpretation of separate issues within the given complex problem is simplified.

13. Synthetic method implies forming one issue from several separate ones. This method helps students to develop the ability of seeing the problem as a whole.

14. Verbal or oral method comprises a lecture, narration, conversation, etc. During the process the teacher conveys, explains the material verbally, and students perceive and learn it by comprehending and memorizing.

15. Written method implies the following forms of activity: copying, taking notes, composing theses, writing essays, etc

16. Laboratory method implies the following forms of activity: conducting experiments, showing video materials, etc

17. Practical methods unite all the teaching forms that stimulate developing practical skills in students. In this case a student independently performs different kinds of activity on the basis of the knowledge acquired e.g. field study, teaching practice, field work, etc.

18. Explanatory method is based on discussing a given issue. In the process of explaining the material the teacher brings concrete examples the detailed analysis of which is made in the framework of the given topic.

19. Activity-oriented teaching implies teachers' and students' active involvement in the teaching process, when practical interpretation of the theoretical material takes place.

20. Designing and presenting a project. While designing a project a student applies the knowledge and skills he has acquired for solving a problem. Teaching by means of designing projects increases students' motivation and responsibility. Working on a project involves the stages of planning, research, practical activity and presenting the results according to the chosen issue. The project is considered to be completed if its results are presented clearly, convincingly, and correctly. It can be carried out individually, in pairs or in groups; also, within the framework of one or several subjects (integration of subjects); on completion the project is presented to a large audience.

ICT Base Teaching & Learning Practice

At NCCS, we encourage our faculty to utilize Information Technology actively to enhance the learning experience of the students, improve communication way to teachers, students, parents and College administration. Since the use of information technology has become more than just an option, we strive to stay up to date and integrate the latest technology and educational tools to increase efficient learning and communication for our students and teachers. In this regard NCCS must provide the facility of high speed internet connection for all.

Some of the tools that we use are as follows:
- NCCS EMIS System.
- TU resource center to provide resources for students and teachers
- NCCS Portal
- NCCS Library Management System
- Audio, visual tools

The above tools are used to provide following services:

Allow students to access learning materials to add on to materials provided by College by accessing TU resource center directly from their personal computer or from the computer at College.

NCCS is giving continuity to education for students by providing remote classroom services meeting the unique demand of current day and age. Using the NCCS EMIS and Portal, teachers and students are able to communicate assignments, test scores, educational materials efficiently

NCCS faculties actively use audio and visual tools and materials, such as ppt. presentation, U-tube educational videos related to subject to guide students more effectively and efficiently

NCCS also uses the EMIS system to keep records of students' Results, Attendance, counseling reports, Books borrowed from library, account details securely. it helps students, parents and teachers can access using the credential provided by the school admin at any given time.

Learning Evaluation

Learning science is a cumulative process; each new piece of information is added to what students already know (or believe) about the topic at hand. If students have a solid foundation, the new pieces fit together more easily. However, if the students' preparation is spotty or incomplete, they may find it harder to grasp the new material. If the new material conflicts with earlier misconceptions or firmly held assumptions, the students unfortunately may ignore or distort the new information so that it fits into their old framework of understanding.

The most common way to evaluate a course and a faculty member's teaching is to use a student rating form at the end of the term. These forms often are used by faculty committees and administrators to make personnel decisions about merit increases, promotion, and tenure for faculty. A substantial body of research has concluded that administering questionnaires to students can be both valid and reliable, providing faculty and administrators with a wealth of knowledge about the attitudes, behavior, and values of students.

NCCS has adopted three methods to evaluate the student's learning:

1. Class Test: In all the teaching programs students are taken two class tests, which covers short course of learning.
2. Exams: NCCS takes two exams of the full marks in two times. The first covers the course from the beginning and the last exam covers the whole course.

3. Assignment: Some of the courses have practical marks and it needs to be sent in Tribhuvan University. To evaluate their overall learning they are given assignment as report writing or journal writing and they are evaluated.

Bachelor's Internal Evaluation for TU

S.N.	Criteria	BIM / BBM Internal Assessment (40)	BHM / BCA Theory Subjects Internal Assessment (40)	BHM / BCA Practical Subject Internal Assessment (20)	B.Sc. CSIT Internal Assessment (20)
1	Class Test	5	5	2.5	2
2	Mid-Term Exam	10	10	5	5
3	Final Exam	15	15	7.5	10
4	Attendance / Grooming	5	5	2.5	3
5	Project work / Assignment	5	5	2.5	

General criteria for appearing in final exam

Specially, college has generated two general criteria before they appear in the final exam. The first is attendance and second exam taken by the college. Students at least should present 80% and they also need to pass exam taken by the college. Students need to appear in exam frequently unless they pass the college test. They are given extra support and guidance by the teachers to prepare for the final test.

General passing criteria in the college tests

NCCS takes at least four tests for students during a semester. The passing criterion is 50% of the full marks in the written as well as in assessment or project writing. Students are asked questions on the basis of TU format however most of the cases they have to appear a bit tough questions than the board exam.

Teachers' role to the students

Teachers in NCCS have been generating friendly relationship with students. To explore the student potentialities and strength they create good environment in college premises. They believe that teachers can play an important role in student's life to become successful in career and business. They help students to become a good human being in society and agood citizen of the country. They know that students are the future of any nation.So the future development of any nation is in the hands of teachers. What students become in life is depends on teachers. Teachers impart the

data and information in the brain of students to analyze. Analyzing the situation that is possible is the most important thing that students learn from teachers. With the spirit of the idea teachers have been teaching in NCCS.

College role for the sake of students

College can play crucial role to make the teaching and learning environment more effective. NCCS has been creating friendly environment to the students. College thinks that the primary purpose of granting education is to prepare graduates for their future career. While thousands of people would enroll for the sake of acquiring general knowledge and skills which will make them competitive in the job market, there is a portion of them who would expect to obtain the specific qualifications only for their dream job. College organizes their courses' programs in order to provide future employees with all the skill sharpening professional training for their specific occupation.

In general, students have more positive perceptions of supportive campuses where faculty members interact frequently with them on issues related to their courses and college environment. For first-year students, average faculty reports of frequency of course-related interactions are positively related to a supportive campus environment, interpersonal support, and support for learning. However, after institutional controls are introduced, the effect reduced and became insignificant. Students get exposure with the college environment.

Facility for research work for faculty as well as students

NCCS has been encouraging for both teachers and students. The college believes that research is quite important to make learning environment better than today's time. Especially, for the teachers they are given leave without any hesitation if they want to participate in workshop, seminar either in Nepal or abroad. Besides students are also motivating for the research work and project works in real field.

Budget for research and motivation

Every year NCCS allocates at least NPR 13, 50,000 budgets in research works and to motivate students and teachers to create effective learning environment. College invites professionals for guest lecture to enhance the knowledge of both teachers and students. Students are taken in field visit to accomplish their project works. Seminars and workshops are frequently organized to examine as well to grant much information. So the budget is allocated for research, workshops, seminars, guest lectures, field visit and so on.

Classroom management for effective learning environment

NCCS has been attempting to manage classroom in different ways. In some of the programs there are about 24 students only and in some programs there are up to 42 students and it is not exceed than the university rules to put students in a classroom. It has managed three students in a bench and there is space to put bags and books of the students in the bench and desks. Sufficient light has managed in the classroom. Fans are adjusted sufficient numbers to make the classroom environment cool. Teacher rostrum is put in front and college staff manages multimedia as per the requirement of teachers. College has managed projectors and sound system for each classroom.

Additional program & elective subject provision

Universities in Nepal do not change their curriculum frequently. Students are forced to learn old course that might not be applicable in the real field. Especially, IT students face several challenges when they do not get the opportunity to learn the subject matter that is applicable in the market. To meet the market demand, NCCS has been granting extra IT training to students beyond the TU syllabus. Besides, students learn Chinese and Japanese language to make them fit in the Chinese and Japanese environment.

Facilities for weak students

All the students cannot compete and learn equally although there is same subject matter to learn and even the subject is taught by the same teacher. There can be several reason behind this. However, some of the students need special care to make them familiar with the subject matter. Recently, NCCS has generated Google Classroom for IT students and in other subject, students they are taught online by their subject teacher. The institution has provision for revision class for all student and extra classes for weak student.

Teaching plan for effective teaching and learning

Unquestionably, a good lesson planning is essential to the process of teaching and learning. To deliver subject matter effectively it needs the significance of classroom management and that is possible from the effective lesson plan. A teacher needs to play effective role to attract students whatever teaching method they apply.

Still, universities in Nepal have not developed effective academic plan and both students and teacher often become the victim of it. However, to cope with the challenge, in NCCS all teachers make micro-syllabus and lesson plan before they start teaching. They have to submit itto the faculty

coordinator and it is approved by program director. If a teacher needs extra classes then they have to consult with faculty coordinator and college manages extra classes for the subject.

Extracurricular activities for students

NCCS have been providing playing environment in the leisure time of students. The college management provide one designated personal for extra curriculum activity (ECA). The college years are one of the best opportunities you will ever get to explore new activities, try different things, and see what you're passionate about. Inside the classroom and outside of it, student'll start to get a better idea of who you are and what drives you. It may seem odd that colleges are going to be interested in how you choose to spend your free time. The reality is that, combined with your grades and test scores, extracurricular activities are one of the best waysthat colleges will be able to get an idea of who you are.

NCCS applies different types of extracurricular activities that actually want to see from the students. Every year students participate in the following extracurricular activities:

a. Academic Club: To expose students in learning environment different teams are created in the classrooms. Students learn things in group before their presentation. The prime motif of this activity is to generate leadership skill.

b. Debate/Opponent Team: To make students learning more effective, students are given specific task to do in groups. They are put in debate or they have to present their as competition. Finally, the best one is awarded by prize or certificates.

C. Internship: To produce students capable, dedicated and mature enough in the work force in real field students are send for internship. IT related students are sent in IT institutions, hotel management students are sent in hotels either in the nation or in abroad, management students are sent in banks or management related organizations.

d. The student's magazine: Writing is a basic skill however it is not easy to all students. Students are encouraged to explore themselves in their subject matter. So, the college publish a magazine in every two years.

e. Sports: Indeed, sports help to generate environment to work in group. The learn how to make teamwork to accomplish task and it also develops leadership skills. It generates a platform to demonstrate their potentialities. Students participate in sport competition in every year.

Scholarship/medal for meritorious students

In NCCS, scholarships are given to meritorious students to push them in their creative freedom and their true self-worth. The primary purpose behind this is to ensure that each student may avail the crucial push during their educational journeys. NCCS have been producing TU toppers probably every year and they are given financial reward every year. Sport players are awarded by medals and certificates. Besides, best performer group in internship or project works are also awarded by certificates.

Conclusion

A quality educational program has clear outcomes for student learning that address the needs of the twenty-first century, with the program preparing students accordingly. This means that very often, educational programs and the inherent assessment processes cannot remain as they were in the past but require review to retain their currency and relevance, and therefore their quality. Consequently, academic staff in higher education institutions has a responsibility to keep their academic programs current and to look for the best teaching approaches to prepare students for society and their future lives. In the same way, the "shape" of the educational program has major implications for what can be considered appropriate assessment approaches. Assessment of student learning, being integral to the educational program, is also not a static process that can be repeated in the same form over time. That is, as well as grasping subject content which, in itself is evolving and developing, students in higher education today need to be prepared for the changing world. Continuous professional development is an imperative to ensure competent professional practice in higher education. The individual performance of each faculty member is a crucial factor in achieving quality teaching. Institutional policies, procedures and standards are essential to encourage and support the achievement of excellence in learning and teaching. Self-evaluation of experimentations, peer-reviewing, benchmarking of practices, and reflective practice promulgate quality teaching and learning standards.

CHAPTER – IV

PHYSICAL INFRASTURUCTURE

3.1 Infrastructure Development

NCCS has excellent infrastructure and all the necessary facilities to promote academic excellence. Apart from providing excellence, NCCS also believes in the fact that it is the duty of college to provide an opportunity for full-fledged development of students.

In order to facilitate this opportunity in terms of physical infrastructure, NCCS has 28,064 square feet (5.2 Ropanies) of land with 3 buildings equipped with all the necessary facilities to promote academic excellence. It has well ventilated 30 large class rooms and modern equipment (from overhead multimedia projectors to LCD projectors) to facilitate teaching-learning activities. The land and building are on lease for 20 years.

NCCS has the state-of-art computer laboratory that caters to the needs of the students. The computer lab is well equipped, fully air conditioned rooms containing more than 123 networked computers. NCCS has forty-five computer stations in lab-1, forty-five computer stations in lab-2 and thirty-three computers in lab-3. All computers are provided with power back up and they are connected to several laser printers, offering standard black and white or color printing options. All the computers have internet capabilities and personalized instruction on the latest equipment and software programs. NCCS also has one DCCN Lab with eight computers and eight digital logic kit with power back up as well as one physics and one microprocessor lab with all necessary equipment.

The institution has full facilitated multipurpose hall (Capacity of 130 Students) and a very large seminar hall. Along with this, the institution also provides facility of locker room for ladies and gents separately, a well-furnished teacher's room, canteen with annex extension for all students and employees, dining with kitchen for staffs and staffs' quarter. Moreover, NCCS has built ten drinking water stations, eighteen gents urinal, and twenty toilets.

The institution has good facility for sports and ECA activities. In this regard ,NCCS has one badminton court, one basketball court, three sets of table tennis boards, three sets of pool table and two sets of carom board.

Master plan for existing and future expansion

The institution is well established and successful. However, there is always a room for improvement. The BODs of NCCS along with the help of civil engineer and architect have developed a master plan with provision for expansion of infrastructure in future. The design of site plan along with buildings and other facilities plan is attached in annex.

Health Service

The institution has two-bed capacity seek room with first-aid. The management also has personal contacts with doctors and ensures their services whenever needed. There is also a public hospital with sufficient emergency and general services facilities situated at five-minute walking distance from the college which is a plus point for the institution.

Departments' computers Detail:

All the departments and units are well equipped with computer and all computers are connected with high speed internet facilities and printers. These facilities are provided for the use of faculty member and staffs.

The faculty of Bachelor of Information Management (BIM), Bachelor of Hotel Management (BHM), Bachelor of Science in Computer Science & Information Technology (B.Sc. CSIT), Bachelor of Business Management (BBM) and Bachelor of Computer Application (BCA) has three computers in each faculty. Similarly, Admin & Finance department has five computers, Public Information & student Affair department has two computers and Library has five computers in which four computers are made available for use of all students.

Library and Study Materials

It is widely acknowledged that meaningful reference works and research support is absolutely essential to ensure successful dissemination of knowledge. NCCS provides study materials, information, resources and services necessary to support academic programs and research for faculty, students, staff, and the college administration. NCCS makes it a point to upgrade its study materials, resources with the fast changing technology. The institution has formed a three member separate committee for library management whose job include monitoring, controlling and providing guidelines for effective operation of the library. The program director is head of the committee. The head of public information department looks after all the affairs of library activity and report it to the library management committee head. The function of library management

committee is well defined and documented. Similarly, operational guidelines for library is also documented and approved by the board. The library management committee defines the role and responsibility of library-in-charge. The library management committee is also responsible to frame general library policy and regulations as well as prepare budget and proposals for the development of the library services. The head of public information and student affair department, on the other hand, is responsible for the management of daily activities as well as annual report preparation.

The operation time of library is from 7:30 AM to 4:30 PM on working day. The library provides free access and service to all enrolled students and institution staffs. The library has 10,500 text books, 1,500 reference books and 100 magazines. The library also provides free access of TU e-library which has very rich resource for book, journals and other information materials. The library has enough space (54 square meters) where 50 students can easily accommodate at a time for study purpose. The library has five computers with internet connection and power backup. There are two photocopying and printing machine with scanner in the library to facilitate students. The library houses a separate reading and reference sections and has subscription for both national and international journals. All most all dailies and magazines are subscribed to the library.

NCCS PREMISES (PAKNAJOL)

E-1	ENTRANCE 1		WAITING ROOM
E-2	ENTRANCE 2		GARDEN
B-1	BUILDING 1	P	PARKING AREA
B-2	BUILDING 2 CHAIRMAN'S RESIDENCE		SEMINAR HALL
B-3	BUILDING 3		LIBRARY
B-4	BUILDING 4		CANTEEN
B-5	BUILDING 5		SPORTS HALL
			BASKETBALL COURT
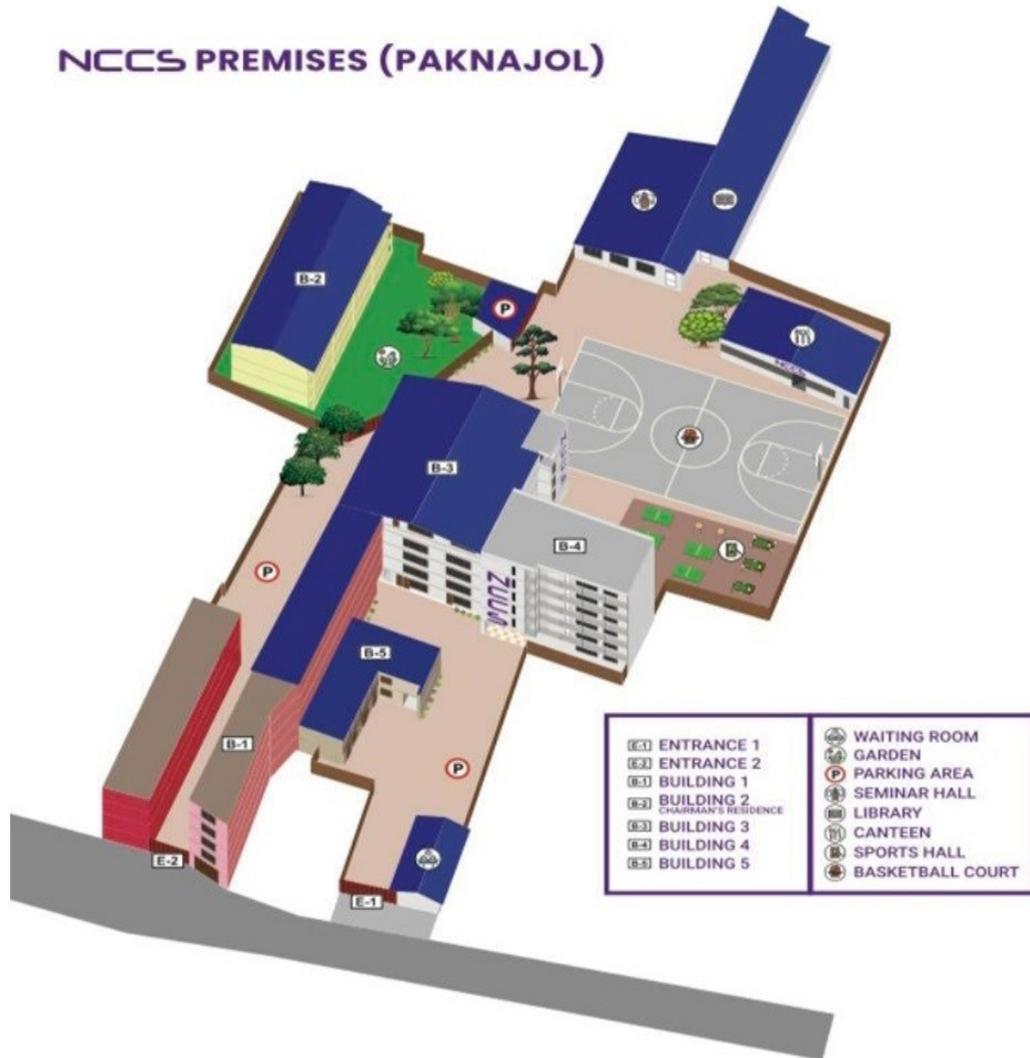
Total area covered: 22588+5476 Square Feet (5.2 Ropanies)

A.<u>Building I</u>

Ground floor

1. Front office - furnished (13' x 26')
2. Administrative Room (25' x 13')
      a. Front office desk
      b. Telephone with PABX
      c. Computer with Printer
      d. Sofa
      e. Side table with chair
      f. Podium

g. Coffee table

1st Floor

1. Double Bed Room (15' x 24')
   a. standard bed with all accessories (like pillow, bed sheet, bed cover, mattress, mattress guard, blanket, cushion etc)
   b. side tables with lamps
   c. TV with rack
   d. Sofa
   e. Writing table with chair
   f. Cabinet
   g. Bathroom (sink, basin, commode, tile)
2. Ladies toilet (5' x 4')
3. Sahakari Room - furnished (10' x 8')
4. Ladies Locker Room (15' x 12')

2nd Floor

1. King Size Bed Room (26' x 14')
   a. standard bed with all accessories (like pillow, bed sheet, bed cover, mattress, mattress guard, blanket, cushion etc)
   b. side tables with lamps
   c. TV with rack
   d. Sofa
   e. Writing table with chair
   f. Cabinet
   g. Bathroom (sink, basin, commode, tile)
2. Gents toilet (5'x 4')
3. Gents Locker Room (25' x 12')
4. Linen Room ((6'x 4')

3rd Floor

1. Computer Lab II- 45 computers with power back up (25' x 14')
2. Computer Lab III-33 computers with power back up (26' x 14')

4th Floor

1. Restaurant / Bar / Coffee shop / toilet (66' x 16')
   a. Square tables with chairs
   b. Rectangular tables with chairs
   c. Cutlery rack
   d. Bar rack
   e. Bar desk and chairs
   f. Washing sink
   g. Coffee machine
   h. Coffee tables with chairs

5th Floor

1. Double Bed Room (31' x 15')
   a. Double & twin beds with all accessories(like pillow, bed sheet, bed cover, mattress, mattress guard, blanket, cushion etc)
   b. side tables with lamps
   c. TV with rack
   d. Writing table with chair
   e. Cabinet
   f. Carpet
   g. Bathroom (sink, basin, bathtub, tile, commode)

B. Building II

Ground Floor

1. Office room - furnished (11' x 14')
2. Office room - furnished (14' x 14')
3. Office room - furnished (10' x 14')
4. Ladies toilets - (9' x 12' + 3' x 12')
5. Gents urinal and toilet (9' x 10')
6. Class 4 – for 42 students (14' x 26')
7. Teachers Room (14' x 26')
8. Class 6 - for 42 students (28' x 14')
9. Server Room – (10' x 11')
10. Computer Lab 4 - (12' x 20')

1st Floor

1. Class 8 - for 36 students (14' x 22')
2. Class 9 - for 45 students (14' x 25')
3. Class 12 - for 45 students (14' x 25')
4. Computer Lab I – 45 computers with power back up (15' x 46')
5. DCCN Lab - 8 computers / 8 Digital Logic kit with power back up (14' x 26')
6. Physics / Microprocessor Lab with Equipment (14' x 21')

2nd Floor

1. Class 14 - for 36 students (14' x 22')
2. Class 15 - for 45 students (15' x 29')
3. Class 16 - for 45 students (14' x 26')
4. Class 17 - for 42 students (15' x 32')
5. Class 18 - for 42 students (14' x 24')
6. Class 19 - for 45 students (14' x 25')
7. Class 20 - for 45 students (14' x 24')

3rd Floor

1. Class 21 - for 45 students (14' x 21')
2. Class 22 - for 45 students (13' x 24')
3. Class 23 - for 42 students (14' x 24')
4. Class 24 - for 36 students (14' x 27')
5. Class 25 – for 45 students (14' x 27')
6. Class 26 - for 45 students (14' x 27')
7. Class 27 - for 42 students (14' x 27')

4th Floor

1. Training Kitchen and Bakeries (Basic, Demo, Buck, satellite, Advance, Bakeries) – (48' x 38' + 42' x 14')

   a. Kitchen Station - 7
   b. Demo Kitchen - 1
   c. Buck Kitchen - 1
   d. Satellite kitchen - 1
   e. Fridge 550 ltr
   f. Deep fridge 330 Ltr
   g. Salamandar
   h. Griller
   i. Fryer
   j. Dish landing table
   k. Clean dish table
   l. Service table
   m. Hot case
   n. Ban Marry
   o. Glass rack
   p. Plate rack
   q. Sink table
   r. Washing / pot wash
   s. Dinning table and bench
   t. Washing sink
   u. Single deck gas ovan
   v. Doe mixer

C. **Building III**

1. Chairman Residence
2. Board Meeting Room

D. Building IV

Ground Floor

1. Sweet Room With Modern furnishing

1st Floor

1. Class 30 - for 42 students (16' x 22')
2. Class 31 - for 42 students (16' x 22')

2nd Floor

1. Class 32 - for 42 students (16' x 22')
2. Class 33 - for 42 students (16' x 22'

3rd Floor

1. Class 34 - for 42 students (16' x 22')
2. Class 35 - for 42 students (16' x 22'

4th Floor

1. Class 36 - for 42 students (16' x 22')
2. Class 37 - for 42 students (16' x 22'

5th Floor

1. Class 38 - for 42 students (16' x 22')
2. Class 39 - for 42 students (16' x 22'

E. Building V

Ground Floor

1. Reception - furnished (11' x 10')
2. Office room - furnished (10' x 8')
3. Account room - furnished (10' x 8')
4. Teachers room - furnished (14' x 14')

1st Floor

1. Faculty room (12' x 10')
2. Staff   (10' room 8')
3. Meeting   room - (10' x 8')
4. Principal   room - (12' x 10')

2nd Floor

1. Staff Kitchen   (14' x 12')

F. Canteen with Annex Extension (19' x 42' + 20' x 21')

- Capacity of 110 Students.

Kitchen Utilities:

a. Fridge - 2
b. Kitchen Station – 4 burner
c. Working Station – 1
d. Rack – 2
e. Exhaust Hood - 1

G. Playing Ground

1. Basketball Court

2. Table Tennis – 3 nos

3. Pool – 3 nos

4. Carom board – 2 nos

6. Gents Rest room

7. Ladies Rest room

H. Library (29' x 46') – sitting Capacity of 50 persons

I. Seminar Hall (38' x 74') – sitting Capacity of 100 persons

OTHERS

1. Projector ……………..… ……..15
2. LAPTOP…………………………25

3. CC Camera……………………………35
4. 3 in 1 Brother printer 7030 ………………1
5. Brother Printer Blank/White -----------------3
6. OHP – 2
7. PA system (Mike, amplifier and speaker)
8. Washing Machine – 2
9. Hot Water Solar - 1
10. Generator -I (capacity -5KVA)
11. Generator -II (capacity -25KVA)
12. Generator -III (capacity -45KVA)

List of Laboratory Equipment

S.N	Items	S. No.	Particulars	Adjustment	Quantity
1	**Computer and accessories**	1	Computer Server	Office	2
		2	Wireless Router	Office	2
		3	Computer Workstation	Office	15
		4	UPS for Server	Office	2
		5	Laser Printer	Office	3
		7	Scanner	Office	1
		8	Hub/Switch	Office	3
		10	Laptop	Office	3
		11	Multimedia Projector	Office	9
		12	Generator	Office	3
		13	Display Screen	Office	2
2	**Electronics Equipment**	1	Exhaust Fan	Office	9
		2	Celling Fan	Office	9
		3	Tea/Coffee Maker	Office	1
		4	EPABX Set	Office	2
		5	Telephone Set with 4 lines	Office	8
		6	Laminator	Office	1
		7	Refrigerator	Office	1
		8	PhotoCopy Machine	Office	2

		9	Euro Guard Water Cleaner	Office	1
3	**Furniture**	1	Table	Office	18
		2	Chair	Office	20
		3	Rack	Office	5
		4	Shelf	Office	15
		5	Sofa	Office	2
		6	Table	Library	12
		7	Chair	Library	72
		8	Rack	Library	10
		9	Shelf	Library	5
		10	Table	Cafeteria	28
		11	Bench	Cafeteria	55
		12	Rack	Cafeteria	1
		14	Desk / Bench	Class Room	460
		15	Podium	Class Room	12
		16	White Board	Class Room	30
		17	Chair	Class Room	27
		19	Chair	Multipurpose Hall	84
4	**Books & Software**	1	Books in Library	Library	5000
		2	Software CD	Library	100
5	**Sports & ECA**	1	Basketball Court	Sport	1
		2	Table tennis Board	Sport	2
		3	Pool Table	Sport	3
		4	Carom	Sport	2

		5	Badminton Court	Sport	1

List Of Office Equipment and Machines

S.N	Items		Particulars	Adjustment	Qty
1	**Computer and accessories**	1	Computer Server	Computer Lab	1
		2	Wireless Router	Computer Lab	3
		3	Computer	Computer Lab	150
		4	UPS for Server	Computer Lab	2
		5	Hub/Switch	Computer Lab	6
		7	4 in 1 laser multi function Printer	Computer Lab	1
2	**Electronics Equipments**	1	Exhaust Fan	Computer Lab	2
		2	Ceiling Fan	Computer Lab	6
		3	Overhead Projector	Computer Lab	2
		4	Dl Kits	DL Lab	8
		5	Microprocessor Kits	Microprocessor Lab	6
		6	Multi Meter	DL Lab	2
		7	Measuring Instrument Set	DL Lab	1
3	**Furniture**	1	Table	Computer Lab	15
		2	Chair	Computer Lab	150
		3	Dish Landing table	HM Practical Lab.	1
		4	Clean dish table	HM Practical Lab.	1
		5	Service table	HM Practical Lab.	1

		6	Glass Rack	HM Lab.	Practical	1
		7	Plate Rack	HM Lab.	Practical	1
		8	3 sink table	HM Lab.	Practical	1
		9	Square table (3' x 3') with chairs for 4	HM Lab.	Practical	4
		10	Rectangular table (2'6" x 4'6") with chairs for 6	HM Lab.	Practical	4
		11	Round table with 3' diameter with chairs for 4	HM Lab.	Practical	1
		12	Gents locker	HM Lab.	Practical	120
		13	Ladies locker	HM Lab.	Practical	48
		14	Racks	HM Lab.	Practical	13
		15	Working table	HM Lab.	Practical	5
		18	Bed with all accessories	HM Lab.	Practical	4
		20	sofa	HM Lab.	Practical	4
		21	writing table	HM Lab.	Practical	4
		22	Cabinet	HM Lab.	Practical	4
		23	Desk with marble on the top and drawer	HM Lab.	Practical	1
		24	Bar chairs	HM Lab.	Practical	4
		25	Support table in between 2 big burner	HM Lab.	Practical	2
		26	working table for 3 medium burner	HM Lab.	Practical	2

				HM Practical Lab.	
		28	Dining table (8'□2')	HM Practical Lab.	2
		29	Dining bench (8'□1')	HM Practical Lab.	4
		30	Table 6' X 18'	HM Practical Lab.	1
		31	Chair	HM Practical Lab.	24
		32	White Board	HM Practical Lab.	1
		33	Podium	HM Practical Lab.	1
4	**Laboratory Equipment**	1	8 Kitchen station (7'□7) '	HM Practical Lab.	10
		2	Demo Kitchen (7'□8) '	HM Practical Lab.	1
		3	Fridge 550Ltr	HM Practical Lab.	2
		4	Deep fridge 350Ltr	HM Practical Lab.	2
		5	Salamander	HM Practical Lab.	1
		6	Griller	HM Practical Lab.	1
		7	Fryer	HM Practical Lab.	1
		8	Hot case	HM Practical Lab.	1
		9	Ban Mary	HM Practical Lab.	1
		10	Gas Bank: 10 gas cylinder for main kitchen	HM Practical Lab.	10
		11	Single deck gas oven	HM Practical Lab.	1
		12	Doe mixer (20kg)	HM Practical Lab.	1

		13	Cooking range (domestic, putin stand)	HM Practical Lab.	1
		14	Fridge (550Ltr)	HM Practical Lab.	1
		15	Deep fridge (350Ltr)	HM Practical Lab.	1
		16	Sink with range	HM Practical Lab.	2
		17	Washing / pot wash : 25sq.ft	HM Practical Lab.	1
		18	Washing machine with dryer	HM Practical Lab.	1
		19	Iron with stand	HM Practical Lab.	4
		20	Side table	HM Practical Lab.	4
		21	T.V	HM Practical Lab.	4
		22	Mini fridge	HM Practical Lab.	1
		23	Bathroom with tub and other accessories	HM Practical Lab.	4
		24	carpet	HM Practical Lab.	4
		25	Side lamps	HM Practical Lab.	8
		26	Telephone with PABX	HM Practical Lab.	4
		27	Computer set	HM Practical Lab.	4
		28	Washing sink	HM Practical Lab.	4
		29	3 medium Burner (60"$\square$24")	HM Practical Lab.	3
		30	2 big burner (24"$\square$24")	HM Practical Lab.	2

		31	Washing sink	HM Practical Lab.	2
		32	Griller plate	HM Practical Lab.	1
		33	Masala grinder	HM Practical Lab.	1
		34	Potato pillar	HM Practical Lab.	1
		35	Exhaust with fan	HM Practical Lab.	1
		36	Gas Bank = 10 cylinder for bakery and bulk kitchen	HM Practical Lab.	10
		37	Ban Mary including support table and other accessories for 100	HM Practical Lab.	1
		38	Washing sink	HM Practical Lab.	2

CHAPTER – V

FINANCIAL PROGRESS

Financial Audit

The Audited Consolidated Financial Statements for National College of Computer Studies (NCCS) are part of the public record and made available on the College.

National College of Computer Studies Pvt. Ltd.

Paknajol, Kathmandu

Estimate Budget

FY – 078/079

Total Annual Budget Income	10,13,10,000
Total Annual Budget Expenditure	8,36,30,000

Annual Budget Expenditure Detail

S.No.	Particulars	Amount
1.	Salary and Allowances	5,10,00,000
2.	House Rent	13,00,000
3.	Stationery	41,50,000
4.	Electricity, Water and Telephone	7,50,000
5.	Books (Students)	4,60,000
6.	Repairs and Renewals	6,10,000
7.	Publicity	20,00,000
8.	Health & Medicine	3,00,000
9.	R&D	13,50,000
10.	ECA (Sports)	4,50,000
11.	Insurance	11,00,000
12.	Internet and Web	12,00,000
13.	Faculty Development	30,00,000
14.	Workshops Seminar	40,00,000
15.	Capital Exp.	41,25,000
16.	Library	14,00,000
17.	Exam fee, Reg. etc	50,00,000
18.	Other Exp.	14,35,000
	Total Expenditure	**8,36,30,000**

Annual Budget Income Detail

S.No.	Particulars	Amount
1.	Fee from Students	10,00,00,000
2.	Interest received	5,70,000
3.	Other Income	7,40,000
	Total Income	**10,13,10,000**

Note:

While computing the percentages share of R&D expenses and Library expenses fixed cost like Salary and Allowances, Rent and Capital Expenditure has been deducted.

A. Share of R&D: 4.96%
B. Library: 5.15%

*Total Budgeted Expenses: 8,36,30,000

Less:

a) Fixed Exp.

   Salary and allow: 5,10,000

   Rent   13,00,000

b) Capital_Exp (Computer Lab & Equipment, Renovation of Hotel Management Kitchen) 41,25,000
   Figure used for % calculation 2,72,05,000

T.R. PANT & CO.

Registered Auditors
Kuleshwor, Kathmandu
Nepal

Regd. No. : S. 2054/059/60

☎ : 4-277029
Date : 2077/06/13

To,
The Share Holders
National College of Computer Studies Pvt.Ltd.
Paknajol, Kathmandu

Auditor's Report

We have audited the Balance Sheet of the M/S National College of Computer Studies Pvt.Ltd. Paknajol, Kathmandu as on 31st Ashad 2077, and related Financial Statement for the period. Preparation of Financial statements is the responsibility of the National College of Computer Studies Pvt.Ltd. Management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conduct our audit in accordance with Nepal Standards on Auditing or relevant practices. Those Standards or relevant practices require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant. We believe that our audit provides a reasonable basis for our opinion.

On the basis of above we reports that :-
1. We have obtained all the information and explanation, which to the best of our knowledge and belief where necessary for the purpose of our audit.
2. In our opinion proper books of account as required by law have been kept by the National College of Computer Studies Pvt.Ltd. so far as appears from our examinations of those books.
3. In our opinion and to the best of our information and according to the explanations given to us, the financial statements give a true & fair view in conformity with the accounting principles generally accepted in Nepal.

In our opinion the financial statements give a true and fair view of the financial position of the National College of Computer Studies Pvt.Ltd., Paknajol, Kathmandu as of 31st Ashad, 2077 and the results of its operation show profit(Loss) for the year then ended in accordance with Nepal Accounting Standards or relevant practices and comply with company Act

Kuleshwor -14, Kathmandu
Nepal

Toya Raj Pant
Registered Auditor
Class 'B'

National College Of Computer Studies pvt.Ltd
Paknajol,Kathmandu
Balance Sheet
As on 31 nd Ashadh 2077

Source of Fund	Annex	Current Year (NPR)	Previous Year (NPR)
Capital & Liabilites			
1. Share Capital & Reserve			
a) Share Capital	1	3,000,000.00	3,000,000.00
b) Reserve Fund & Surplus	2	25,475,634.27	25,209,422.69
2. Medium & Long -Term Loan			
a) Secured	3	10,873,833.32	15,236,414.78
b) Unsecured			
Total		**39,349,467.59**	**43,445,837.47.**
Application of Fund			
Assets			
1) Fixed Assets	4	33,678,597.40	31,680,040.35
2) Investment			
3.Current Assets			
a) Inventory Stock			
b)Commerical & Other Receivable	5	1,152,068.70	1,201,217.50
c) Cash & Bank Balance	6	8,911,535.58	9,744,935.58
d) Pre-Paid Expenses & Advance,Loan,Deposite	7	1,526,912.91	1,022,852.11
Total		**11,590,517.19**	**11,969,005.19**
4. Less: Current Liabilites Provision			
Current Liabilites Audit,Education	8	5,919;647.01	203,208.08
Total		**5,919,647.01**	**203,208.08**
Net Current Assets (3-4)		**5,670,870.18**	**11,765,797.11**
Total		**39,349,467.59**	**43,445,837.47**

....
Accountant
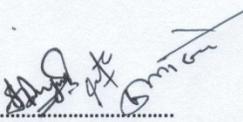
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Board Members

....
Auditor

National College of Computer Studies

Paknajol, Kathmandu

Fy 076/077

Cash Flow Statement

Particular	Amount (NPR)
A. Cash Flow From Operating Activites	**10,903,527.01**
Net Profit	266,211.59
Depreciation	5,375,788.50
Com and other receivable(Increase) Decrease	49,148.80
Advance Increase (Decrease)	(504,060.80)
Current Liabilities Increase (Decrease)	5,716,438.93
B. Cash Flow from Investing Activities	**(7,374,345.55)**
Purchase of Equipment	(7,374,345.55)
C. Cash Flow From Financing Activities	**(4,362,581.46)**
Loan	(4,362,581.46)
Total Cash Flow fot the year (A+B+C)	**(833,400.00)**
Add: Opening Cash and Bank Balance	9,744,935.58
Current year ending Cash and Bank Balance	**8,911,535.58**

Accountant   Bord Members   Auditor
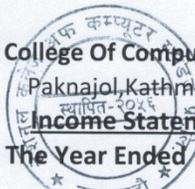
National College Of Computer Studies P.ltd
Paknajol,Kathmandu
Income Statement
For The Year Ended FY-076/077

Annex - 2

Particular	Annex	Current Year (NPR)	Previous Year (NPR)
Fee Income	10	79,591,875.00	88,263,638.00
Less:Administration Overheads	9	(73,066,927.16)	(74,900,942.04)
Less: Depericiation		(5,375,788.50)	(4,713,636.64)
Operating Profit		1,149,159.34	8,649,059.32
Other Income		616,648.04	3,384,794.00
Interest Income		472,542.94	483,761.50
Less: Interest Expenses	9	(1,883,401.54)	(2,272,441.68)
Profit Before Tax		354,948.78	10,245,173.14
Income Tax		(88,737.20)	(2,561,293.29)
Net Profit After Tax		266,211.59	7,683,879.85
Profit & Loss Appropriation A/C			
Net Profit(Loss) for the Year		266,211.59	7,683,879.85
Previous Years Profit(Loss) Balance		25,209,422.69	17,525,542.83
Transfer to Balance Sheet		25,475,634.27	25,209,422.69
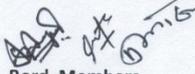
Accountant   Bord Members   Auditor

नेपाल सरकार

अर्थ मन्त्रालय

आन्तरिक राजस्व विभाग

आन्तरिक राजस्व कार्यालय, बालाजु

(आयकर नियमावली,२०५९ को नियम २६ संग सम्बन्धित)

प.सं: २०७७.०७८
च.नं. ९ ५ २९
नं. ७७१२०७९८२

यो विवरण मिति २०७७.०६.२५ मा रुजु भएको छ।

मिति: २०७७.०६.२५

बिषय : कर चुक्ता प्रमाण पत्र ।

श्री नेशनल कलेज अफ कम्प्यूटर स्टडिज प्रा. लि.

१६ - काठमाडौं,

स्थायी लेखा नं : ५०००३५०६ ७

यस कार्यालय अन्तर्गत दर्ता रहेका तपाईं ले आ.व २०७६ .०७७ मा देहाय बमोजिमको आय रकमको आय विवरण मिति २०७७.०६.२२ मा यस कार्यालयमा पेश गरी सो अनुसार देहाय बमोजिमको आयकर दखिला गरेकोले यो कर चुक्ताको प्रमाण पत्र प्रदान गरिएको छ ।

आय विवरण पेश गरेको मिति	जम्मा आय (कारोबार) रकम रू	कर योग्य आय रु.	दाखिला गरेको कर रकम र
२०७७.०६.२२	८०,६८१,०६ ५.००	३५४,९४८.००	८८,७३७.००

(कर अधिकृत)

पुनश्च: यो प्रमाणपत्र त्यस फर्म/ उद्योग कम्पनी / संस्थाले पेश गरेको विवरणको आधारमा जारी गारिएको छ । पेश भएको आय विवरण छानबिनम

CHAPTER – VI

Social Responsibility

Workforce Development and Community Programs

The college organizes programs from time-to-time as a part of their social responsibility. Programs like blood donation, cloths distribution to needy people, conducting environment awareness campaign during college tour etc. are some of the examples where institution encourages students for active participation. The code of conduct also mentions respecting the rights, beliefs, and opinions of others. To address this, during the leisure period, member from college management committee takes classes and discusses this topic with students so as to make them aware about their civic responsibility such as following traffic rules, importance of cleanliness, respect and priority for old/differently-able people and pregnant woman, respect and obedience towards federal, state, and local laws and so on.

The institution gives high importance to moral values and ethics. It provides clear guidelines to all the employees to demonstrate high moral value and ethics not only by speech but also through their behavior so that students will understand the importance of these qualities and encouraged to learn these traits. Moreover, from very first day, the institution initiates to inject the values of ethics, morality, and hard work in students mind. The orientation program (Day One Program) is the first program of the college which includes a session on the values of ethics and morality. This session is conducted by a senior management member or a role model of society. They deliver the information and instruction to all new comers (student) about college rules and regulations, 27 importance of moral and ethical values, teaching and learning facilities, career development opportunity etc. Apart from these, the institution also conducts counseling, orientation, motivational program in which we focus on hardworking, honesty, success technique. The program coordinator monitors student's activities and behavior regularly. These are some efforts taken by institution to produce well knowledgeable, skilled professionals with high moral ethical value.

The institution providing scholarship for 10% students enrolled. This criteria set by TU and this institution follows TU guideline. As TU fixed the no of seat for admission so every year 69 students benefited with NCCS scholarship program.

The institution has well established placement cell and they provide good placement services to students. The job placement service of the institution offers to help individuals find work. The placement cell matches the requirements of a job with the qualifications of the candidate and then suggests a specific rank and responsibility to an individual. The program is free and no any charges are applied to students. The management of institution has developed a very good network with both national and international institutions mostly in hospitality industry for internships and placements. Through these network, number of students get gob just after graduation.

The college organizes needy programs frequently as a part of their social responsibility. Programs like: blood donation, cloths distribution, conducting environment awareness campaign during college tour etc. Besides, students are encouraged for active participation. The code of conduct also mention respecting the rights, beliefs, and opinions of others. The institution financially supports for the preservation of local festivals, cultures and traditions like: Dashain, Tihar, Mahashivratri and organizes Saraswoti Puja. The institution also supports local community club (Swet Ganesh club) for community development program. It also provides financial support to old age home located at Sorhakhutte, Kathmandu.

CHAPTER – VII

Action Plan

SN.	Action	Status	Responsibility	Accomplishment Date
1.	**Objective:** To Provide Adequate Facilities for Teaching and Learning			
1.1	Facilities of library and e-library having sufficient book, journal, magazine and computers connected with high speed internet & printer.	Library is well maintained. To ensure facilities of e-library	Library Management Committee	1 month
1.2	Provision for guest lecture, seminar and training for interpersonal skill development	Implemented, need to address in academic calendar.	Program Coordinator	Continuous on Every Semester
1.3	To provide facility for ECA, Sports, Educational tour	Need to define ECA	Program Coordinator	1 month
1.4	Encouragement and support for involvement in social activities.	In practice	Program Coordinator & faculty member	Continuous effort
2	**Objective:** To Ensure Availability of Qualified & Dedicated Faculty Member who can motivate and encourage student for learning;			
2.1	To revise HR Policy and include criteria of salary, incentive, promotion, award, provident fund, medical insurance,	Need to update HR policy	HR officer consultation with all HOD	1 month
	Define support for research work, training for enhancement of skill and knowledge etc. in HR policy.	Need to update HR policy	HR officer consultation with all HOD	1 month
	SOP for selection and recruitment process of teaching & non-teaching staff.	Implemented		In practice
3	**Objective:** Design and implementation of additional support to enhance the knowledge and skill of student for better performance in job			
3.1	To establish cell for student counseling	Implemented, need some improvement	Public Information & Student Support	1 month
SN.	Action	Status	Responsibility	Accomplishment Date

3.2	Networking with business organization for internship and placement services	Need to Increase	MD, Principal and Public Information Head.	1 year
3.3	Financial support- develop policy for financial support to student e.g. concession in fee, scholarship, incentives, aid, etc.	Need to address issue		Head- Finance and Administration
3.4	Budget allocation and policy to promote research work	Fulfill criteria as per QAAD-UGC guide line		Implement in financial year 2078/79
4	**Objective:** To explore and run various bachelor level professional program to meet the needs of community.			
4.1	To run present program BHM, B.SC. CSIT, BBM, BCA.	Running	Management team	Completed
4.2	To prepare proposal for other professional bachelor level program to meet the changing needs of community		Program Coordinator, Public Information Head.	To complete proposal in 6 months.
5.	**Objective:** Explore and implement additional short term supporting program to enhance the knowledge and skill for better performance in job			
5.1	To prepare proposal regarding additional support program to enhance the knowledge and skill for better performance in job e.g. software development, robotics programming, opportunity for learning language, communication skill, report and proposal writing skill, preparation of business plan etc. or any other relevant program which can be implemented in institution	Complete the proposal and present to Principal	Vice Principal Program Coordinator	6 month
5.2	**Objective:** To maintain and refine support systems for enhancing college functions and student success.			
5.3	To prepare academic calendar and class routine to complete the syllabus in time.	Prepared	Sr. Prog. Coordinator	In practice

5.4	To conduct academic and quality audit once a year to enhance management practice.		IQAC	
5.5	Proper evaluation of student and faculty member and analyze what should be done to enhance their performance.	In practice but need to include in EMIS.	Program coordinator Faculty member HR. Officer	Continuous process
6.	**Objective:** Upgrade current teaching and learning practice to ICT base teaching and learning practice			
6.1	To include ICT base teaching and learning practice in teaching pedagogy.	Partially included	Principal & Academician	1 month
6.2	Provide technical support and tools for ICT base teaching and learning practice	Partially in practice	Technical Manager-IT	3 month
7.	**Objective:** To revive organization structure, policies and guidelines			
7.1	Proper division of work i.e. creation of department, unit, committee with clear role, responsibility and authority.	Need to revise	Pradeep Jha	1 month
7.2	Strengthen coordination among department/units and employee.	Improve coordination	Principal, Vice Principal	Continuous process
7.3	Formulation of Standards, Procedure (SOP), and policies		Pradeep Jha	Completed
7.4	Preparation of teaching pedagogy, HR policy, financial policy, quality policy, strategic plan etc.	Need to revive and update	Management Team	2 month
7.5	Design and implementation of EMIS	In practice, need to improve	Technical Manager-IT	3 month
7.6	Design and implementation of QMS	In practice	Pradeep Jha	
7.7	Design and implementation of performance appraisal	In practice, need to train employee.	Pradeep Jha	At the end of fiscal year 2077/78.
8.	**Objective:** Improvement in existing infrastructure and resources to support NCCS's commitment to excellence			

8.1	To provide well ventilated and spacious classroom equipped with multimedia and smart board.	Well managed. Decide for smart board	College management	2 years
8.2	Provide common office space for faculty members where they can carry their work	Common room for faculty member has been allocated.	Head Administration Dept.	Completed
8.3	To provide space for seminar and event with necessary appliances	Available	Head Administration Dept.	Completed
8.4	Provide facilities for sports, canteen	Available	Vice Principal	Completed
8.5	Ensure high speed internet connection for all within college	Access the requirement	Technical manager	4 month
9.	To build/acquire own hotel equipped with all the necessary amenities, facilities and services to support the tourism of Nepal as well as in house support to the students of BHM, BBM and BIM.			
9.1	Preparation of business plan	Future plan	External agency	8 years
9.2	Resource allocation (manpower, money and time) and construction of building.	Future plan	External agency	10 years
9.3	Site planning, design of building and supporting system.	Future plan	External agency	8years
9.4	Comply with safety measures.	Future plan	External agency	9 years
9.5	Design of services- Blue print design.	Future plan	External agency	10 years
10.	To run the college in its own land & building in 12 years			
10.1	Selection of location, land acquisition,	Future plan	External agency	
10.2	Development of infrastructure and facilities	Future plan	External agency	
10.3	Shifting resources and facility for operation	Future plan	External agency	
11	Develop international standard software and web related application & Provide IT solution			
11.1	Formulate promotion and market strategy	Initiated	Director IT & Service	3 years
11.2	Allocate separate space and resources for work	Initiated	Director IT & Service	3 years

| 11.3 | Create team of well skilled and qualify professional for Software development & IT solution | Initiated | Director IT & Service | 3 years |
| 12 | To address the recommendation by HEQAAC | Initiated | SAT & IQAC | 1 month |

CHAPTER – VIII

Human Resources

Human Resources in the Institution

Category	Number
Full Time Faculty Members	33
Part Time Faculty Members	21
Visiting/Guest Faculty Members/ Course Contract	06
Non-teaching Staffs	34

Details of the Faculty Members

SN	Designation of the Faculties	No. of the Faculties by Nature/Type		
		Full Time	Part Time	Visiting
1	Faculty Member	33	21	6
2	Teaching Assistant/Instructor	-	6	-
Total		**33**	**27**	**6**

Other Details of the Faculty Members (including full time and part time)

Academic Qualification	No. of Faculties	Experience (in Yrs)	No. of Faculties
Post Doc.	-	More than 20 years	-
PhD	-	15 to 20 years	-
M. Phil	-	10 to 15 years	1
Master's	-	5 to 10 years	53
Bachelor's	-	Less than 5 years	-

Details of the Non-teaching Staff

Particulars	Distribution of Staffs by Gender		
	Male	Female	Total

Administrative Staff	20	14	34
Technical Staff	10	1	11
Total	**30**	**15**	**45**

<div align="right">(Source: NCCS EMIS)</div>

CHAPTER – IX

CONCLUSION

NCCS is truly an institution on the move, committed towards excellence in the field of education. Focusing in the field of Information Technology & Management. It grants a good opportunity to the students to have all-round development. Its surplus extracurricular activities, games and participation in inter college events bring forth all the talents of the young minds to take the challenges of this century to stand as the best in every aspect of the life.

NCCS provides peaceful educational environment to entire learners. It actively conveys equal opportunity and freedom to all. To promote academic excellence this institution has excellent infrastructure and all the necessary facilities to students and teachers. It has well ventilated 30 large class rooms with all modern equipment and state-of-art computer laboratory that caters to the needs of the students. The computer lab is well equipped with 123 networked computers in air conditioned room. It has three computer stations with forty-five computer stations in lab-1, forty-five computer stations in lab-2 and thirty-three computers in lab-3.Besides, it has also one DCCN Lab with eight computers and eight digital logic kit with power back up as well as one physics lab and one microprocessor lab with all necessary equipment. Moreover, NCCS has well managed library in wide space where 50 learners can accommodate at a time. It provides free internet and reading books access and service to all enrolled students, instructors, and staffs. More than 14,000 text books, and 1,500 reference books and 100 magazines are kept in it. They can get free access of TU e-library in five computers which have very rich resource for books, journals and other informative materials. With the help of experienced and qualified teachers and efficient management staffs, NCCS has been getting successful result in university examinations.

NCCS has well defined vision, mission, goal and objectives. To achieve its goals it has prepared a six year strategic plan and walking on it. Moreover, the institution recently prepared a quality policy and formed an Internal Quality Assurance Committee (IQAC) to implement and monitor

Quality Management System (QMS). It adopts systematic internal quality assurance system tasks and external agency which allows concrete and comprehensive feedback on the performance of the Organization and Management and the expectations of stakeholders towards the institution. The institution have clear strategic plan and action plan and well defined functional structure to achieve its goal. There are four board member team and eleven member College Management Committee (CMC) having different professional backgrounds who takes all the final decisions of the institution. For smooth functioning the management of institution created three major department and four committee. The institution has also defined each department's objective, role and responsibility of all unit head for better performance. The institution prepare academic calendar every year in which all major events, class test, exam etc. are mentioned. For better lesson planning the institution also developed its own micro syllabus with consultation from TU. The institution provide bridge/remedial courses to the academically weak and disadvantaged students. The institution also emphasis on moral and ethical value based education where civic responsibility and discipline also taught. More over NCCS has established remarkable network with many national and international organization for internship and job training. The institution has been developed its own software for EMIS which record each student's data so that the performance of each student can be generated at any time. The department collects and analyzes various data and information about performance of students and faculty members, program relevancy, infrastructures, facilities and other additional activities. It has adopted regular survey feedback system to find the areas in which institution needs to improve. Moreover the institution regularly publishes magazine name "Palaa".

The institution has appointed a HR officer who work under admin and finance head. HR officer has responsibility to recruit right staff as per requirement, define role and responsibility of staff and conduct performance evaluation of each staff every year.

In brief, NCCS is an immensely facilitated institution to conduct various academic programs in systematic and scientific ways. It is committed towards excellence in the field of education.