

Mid-West University

# School of Management (MUSOM)



# 2020

2077/78 BS

Annual Report



## Contents

<b>Brief Reflection on The Fiscal Year 2020</b> .....	5
MUSOM QAA Process Reaches Final Stage .....	5
New Program: BHM .....	6
Enrollment .....	6
New Departments & Sections.....	6
New Exam Section .....	7
Enhanced Admin and Finance Section.....	7
New Head of Department & Section .....	7
New Research & Special Training Initiative .....	8
<b>Faculty Development Program (FDP)</b> .....	9
Scholarship Awards.....	10
Response to COVID-19 Pandemic .....	13
Out-reach and Extension .....	13
Boot camp and UGRP Workshop .....	14
Paradigm Shift to Remote Learning.....	14
Digital Skills Development Training .....	15
<b>LMS Application</b> .....	15
COVID-19, National and Global Education Market Policy Response .....	15
<b>First MUSOM Tracer Study</b> .....	15
First Academic Audit .....	15
Meeting of Governing Council .....	16
Council Curricula Revision & Development .....	16
Collaboration .....	16
MUSOM Live Classroom.....	17
Financial Status of FY 2020 (2077 BS) .....	17
Revenues.....	17
Expenses -2077/78 BS.....	17
Balance Sheet 2077/78 BS .....	19

### **MUSOM Family, VC**

It is my pleasure to present to you the 2020 (2077 BS) Annual Report of Mid-West University School of Management (MUSOM) prepared by MUSOM. I am proud of short history with remarkable achievement in terms of providing quality management education in Karnali Province. As we look at future, MUSOM is committed to enhancing world class management education by offering market relevant academic programs.

### **MUSOM Friends, Chariman**

MUSOM, committed to offering market driven management education, presents Annual Report 2020 (2077 BS) that includes both academic and financial statements supported by visual and verbal evidences. The report is capable of providing a clear picture of MUSOM accomplishments in 2020.

## Words from Director

The Fiscal Year 2020 was a year of unexpected barriers as created by COVID-19 Pandemic, separating a professional life from the real workplace. Yet challenges and opportunities we faced during the first and second wave of the emerging Pandemic and beyond have become more visible in terms of poor access of marginalized groups to online learning, and wider exposure of faculty members and students to e-learning platform. This report will provide you some clear insights into how the MUSOM community responded to this challenge creatively to maintain the school's academic and financial well-being.

Our commitment to developing MUSOM into the center of offering global level management education was visible on many aspects of the school's academic activities. MUSOM QAA process reached the final stage and LMS was successfully introduced having paradigm shift from traditional face to face teaching-learning to remote learning at the time many colleges and universities in Nepal made no any attempt to move from traditional face to face to online mode.

The pandemic led us to respond to many questions. What activities does our school of management carry out and share on the crisis created by pandemic? How is it possible for the school whose learning is based on the classroom discussion to make its learning productive and result-oriented in the virtual world? How can our faculty members and students who have never used remote learning platform before pandemic get success in the remote learning? Exciting experiences we came up with we were able to find answers to each questions. Our passion for innovation was evident as when we moved on to remote learning from the classroom in the span of two weeks. Our faculty members and students have never before become active in making remote learning a great success, research and training.

Despite the crisis, the school has overcome internal and external challenges such as poor connectivity and limited resources. The school never overlooked challenges. I am sure that the school will be equipped with strategies and actions in the days to come for better

performance. I would like appreciate efforts and support from university authority, UGC, World Bank, faculty members, student's council, alumni, IT staff and stakeholders.



Dr. Sushil Kumar Shahi

Director

## Brief Reflection on The Fiscal Year 2020



COVID -19 pandemic made unexpected impact on MU School of Management, forcing the school stop in-classroom learning and making decision in November for shift to remote learning. Implementing a decision for remote learning the school successfully carried out remote learning along with internal assessments and end exam in stimulating ways.



### MUSOM QAA Process Reaches Final Stage

MUSOM prepared its final SSR and submitted it to UGC via online. After finding SSR good enough for further progress UGC council sent pre-visit team led by Prof. Dr. Kesar Jung Baral arrived at the school in month for observation and cross verification of SSR submitted to UGC. Team found SSR based on ground evidences and reality. An agreement was signed between MUSOM and team for final PRT visit for certification as soon as MUSOM would move to new building of its own in the span of three to four months ahead.



## New Program: BHM



Bachelor in Hotel Management (BHM) gets started at MUSOM as a new academic program to produce labor market relevant human capitals.

## Enrollment



More than 190 applicants expressed their interests in the BBA program, about 39 applicants in the BHM program and nearly 41 applicants in the MBA program. Through CMAT and interview applicants were selected for an admission. MBA class of 2020 got 24 students enrolled, BBA class of 2020 got 80 students enrolled and BHM class of 2020 got 10 students enrolled for the first time.

## New Departments & Sections

New departments such as department of graduate studies and department of undergraduate studies were established to lead BBA, BHM and MBA program into progressive direction for quality learning. With mission as presented in 10-Year Strategic Plan and Annual Plan of Action for providing daily care and support to students, departments started carrying out departmental responsibilities assigned.

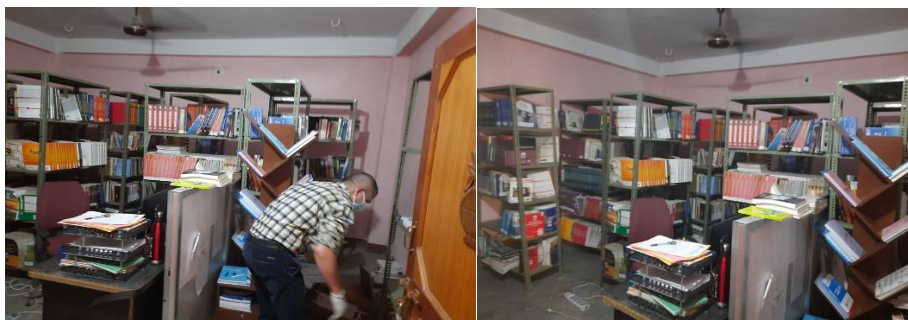
### New Exam Section

Approval from university executive council was received for initiative of exam section for accurate implementation of autonomy of MUSOM. Exam section office managed everything for smooth functioning of exam as per university end exam policy. MUSOM has gained an outstanding space in terms of conducting exams and publishing result within the given span of time.

### Enhanced Admin and Finance Section

To ensure administrative and financial structure and function would be more clients service based at MUSOM, admin and finance section was improved and enhanced with giving whole day service.

### Improved IT and Library Section



Initiative of IT and library section put IT and library functions in place. MUSOM library was reorganized with reference section, general section, magazine self, special section, core text section, and digital section for better service. Nearly 200 books covering 3 lakh cost were purchased step by step.

### New Head of Department & Section

Making initiative of new departments and sections more constructive and result-oriented MUSOM appointed new heads to execute roles and responsibilities as per regulations.



Assistant Prof. Rishi Khanal  
Head of Department of Research, Innovation and Entrepreneurship



Assistant Prof. Mukunda Sharma  
Head of Department of Graduate Studies



Assistant Prof. Veetihotra Vasista  
Head of Exam Section

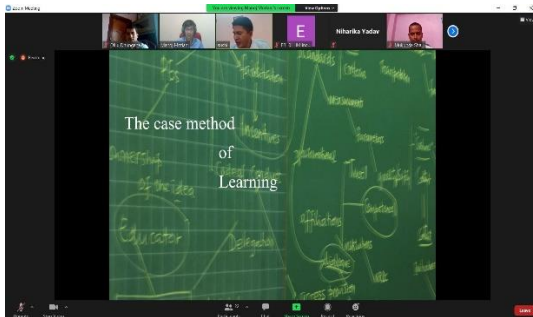
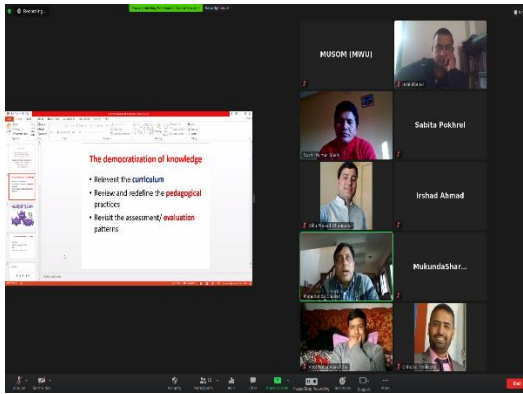


Assistant Prof. Dillu Dhungana  
Head of Department of Undergraduate Studies

### New Research & Special Training Initiative



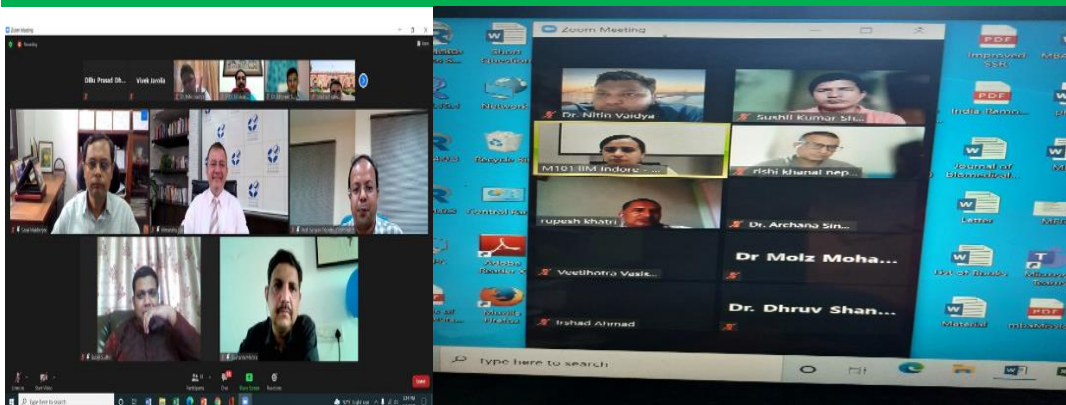




Initiative of Department of Research, Innovation and Entrepreneurship started linking research & publication with teaching-learning at MUSOM. Department has already, conducted mini research and tracer study, and launched collaborative research with support from MUSOM and field related support from FNCCI Karnali Province. With support from MUSOM department also conducted special faculty development training. Special training on case teaching method, writing and evaluation procedures led by Prof. from IIM Indore was conducted. Special training led by Prof. from TU School of Management and special one-day session led by Prof. Chandra Rijal on designing questions were successfully conducted helping faculty members gain practical insights into teaching-learning and evaluation. Special training was conducted for administrative, finance, library and IT staff.

Department would be responsible to expose faculty members and graduates to intensive research, publication and entrepreneurship development.

### Faculty Development Program (FDP)



Apart from special training, MUSOM initiated annual faculty development program. Eight faculty members participated in Five-Week Annual FDP led by Indian Institute of Management (IIM) Indore and supported by MUSOM. Intense five-week FDP would provide an overview of world class business school and a window into research, publication, the case teaching method, case writing, simulation pedagogy, communication skills, remote learning and so on.

### Scholarship Awards

Scholarship was awarded/granted to 53 BBA students, including earlier scholarship in pending and 2 MBA students.

Name list with details

Batch 8th				
First Semester				
S.N	Name of Students	Semester	Categories	
1	Kishor Mahatara	BBA 1st	topper	Full
2	Sandip Dangi	BBA1st	Disability	Half
3	Dinesh Kumar Shahi	BBA 1st	Remote& rular area	Half
4	Samjit Gurung	BBA 1 st	Partial Scholarship for janajati	Half
5	Bikram Singh	BBA 1st	Partial scholarship for financial	Half
6	<del>Seventh Batch</del> From June	BBA 1st	semester topper &	Half
S.N.	Name of Students	Semester	Scholarship Type	Remarks
7	Dikshya Shahi	BBA 1st	Female Topper	Half
1	Punam Pokhrel	1st	Semester Topper	Full
2	Laxmi Sunar	1st	Dalit	Half
3	Anjali Bista	1st	Financila Needy	Half
4	Sarita KC	1st	Female Semester Topper	Half
5	Govinda Bahadur Shahi	1st	Rural	Half

6	Khagendra Gurung	1st	Janajati	Half
---	------------------	-----	----------	------

S.N.	Name of Students	Semester	Scholarship Type	Remarks
1	Punam Pokhrel	2nd	Female Semester Topper	Half
2	Laxmi Sunar	2nd	Dalit	Half
3	Roshani Darlami	2nd	Janajati	Half
4	Goma Kumari Dhamala	2nd	Financial Needy	Half
5	Naroj Bogati	2nd	Topper	Full
6	Govinda Bahadur Shahi	2nd	Rural Area	Half

S.N.	Name of Students	Semester	Scholarship Type	Remarks
1	Asmita Shahi	BBA 3rd	Semester Topper	Full
2	Roshani Darlami	BBA 3rd	Janajati	Half
3	Laxmi Sunar	BBA 3rd	Dalit	Half
4	Khagendra Gurung	BBA 3rd	Janajati	Half
5	Prabesh Shahi	BBA 3rd	Rural Area	Half
6	Goma Kumari Dhamala	BBA 3rd	Financial Needy	Half
7	Prabha Kumari Thapa	BBA 3rd	Female Semester Topper	Half

**Batch: 6th**

S.N.	Name of Students	Semester	Scholarship Type	Scholarship
------	------------------	----------	------------------	-------------

1	Anu Aryal	BBA 3 <sup>rd</sup>	Semester Topper	Full
2	Sabina Subedi	BBA 3 <sup>rd</sup>	Financial Needy	Half
3	Dinesh Chaudhary	BBA 3 <sup>rd</sup>	Janajati	Half

S.N.	Name of Students	Semester	Scholarship Type	Scholarship
1	Rajan Oli	BBA 4th	Semester Topper	Half
2	Anu Aryal	BBA 4th	Semester Topper	Half
3	Priyanka Acharaya	BBA 4th	Financial Needy	Half
4	Dinesh Chaudhary	BBA 4th	Janajati	Half

S.N.	Name of Students	Semester	Scholarship Type	Scholarship
1	Rajan Oli	BBA 5th	Semester Topper	Half
2	Anu Aryl	BBA 5th	Semester Topper	Half
3	Devendra Sauth	BBA 5th	Rural	Half
4	Nidesh Phauja	BBA 5th	Janajati	Half

**BBA 5th Batch**

S.N.	Name of Students	Semester	Categories	Scholarship
1	Tikaram Timilsena	7th	Semester Topper	Full
2	Dipa Yogi	7th	Female Semester Topper	Quarter
3	Sanjina Giri	7th	Female Semester Topper	Quarter
4	Ranjana Kandel	7th	Female Semester Topper	Quarter
5	Arjun Pandey	7th	Remote area	Half
6	Nisha Gautam	7th	Financial Needy	Half
7	Maushami Rana Magar	7th	Financial needy & Janajati	Half

S.N.	Name of Students	Semester	Categories	Scholarship
1	Basanta Shahi	6th	Topper	Full
2	Purna Bdr Bhandari	6th	Financial Needy	Half

S.N.	Name of Students	Semester	Categories	Scholarship
1	Rachana Giri	5 <sup>th</sup> Batch/5 <sup>th</sup> Sem.	Topper	25%
2	Basant Shahi	" "	Topper	25%

3	Sandhya Gurung	"	"	Topper	25%
4	Laxmi Kumari Baudel Magar	"	"	Topper	25%
5	Dolak Thapa	"	"	Remote	Half
6	Anita Buda	"	"	Janajati	Half
7	Nisha Gautam	"	"	Financially weak	Half

### Response to COVID-19 Pandemic



COVID-19 pandemic generated many changes in teaching-learning process of all higher education institutions across the globe. Remote learning platform has been the alternative to traditional face to face teaching –learning since outbreak of COVID-19 in Wuhan City, Hubei Province in China, by the end of 2019. As during COVID-19 pandemic, nation-wide lockdown led all higher education institutions of Nepal to remain closed with increasing pressure for e-learning, MUSOM also closed face to face teaching-learning for online learning.

### Out-reach and Extension

MUSOM donated food items to poor people living at Mahila Staff Center, Birendranagar, Surkhet.



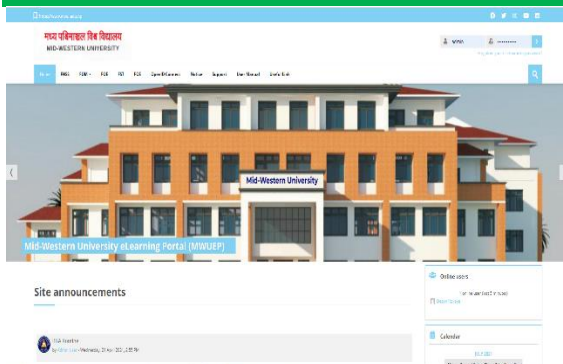


was charged with orienting faculty members and students with the support from the office of the director to create engaging virtual learning environment. Online teaching routine was prepared by HOD. Zoom ID, laptops, writing pads, and data support were managed.

### Digital Skills Development Training

Ten-day virtual training led by IT experts such as Dr. Sambhidhan Acharya and Padam Pant from Kathmandu, and Amrit Shahi from MUSOM was completed to enhance faculty members providing insights into use of virtual learning. Training led by Amrit Shahi to orient all students was also successfully done phase by phase.

### LMS Application



As a response to COVID-19 LMS has been introduced to all programs. Rubrics for effective virtual learning was developed and applied with the support from Prof. Dr. Chandra Rijal.

### COVID-19, National and Global Education Market Policy Response

- Maturing Excellence in Higher education Nepal: Organized by UGC and World Bank from .....
- Interaction with World Bank Head Office consultant
- Digital Preparedness Survey: Organized by World Bank South Asian Education

### First MUSOM Tracer Study



Tracer study is done offering details into MUSOM passed out graduates' career and professional progress and achievement.

### First Academic Audit

First MUSOM Academic Audit is accomplished with a clear picture of SWOT analysis of the school, including what to do and what not to do in the days to come.

## Meeting of Governing Council



Meeting of MUSOM Governing Council was held on .....in-person at MUSOM. Meeting approved:

- FY 2077/78 B.S budget
- Department and section establishment
- Academic report 2019/20
- Academic Development Implementation Guidelines 2021
- Financial and academic decisions made by MUSOM Management

## Council Curricula Revision & Development



In course of revising existing MBA and BBA syllabus, MBA courses cycle has prepared with course detailing of the first semester and BBA syllabus is under revision process.

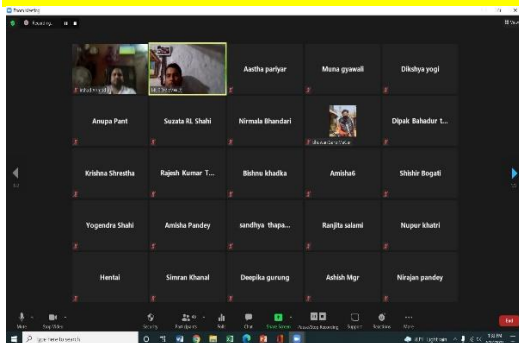
New syllabus for BBA in Entrepreneurship and Agribusiness Management is under development process.

## Collaboration

New MOU signed between MUSOM and FNCCI, Karnali Province for joint and collaborative business, policy and entrepreneurship research.



## MUSOM Live Classroom



## Financial Status of FY 2020 (2077 BS)

### Revenues

SN	Sources	Amount
1	UGC Autonomy Grants	2,47,64,766.62
2	MBA Tuition & Fees	32,02,452: 00
3	BBA Tuition & Fees	1,47,62,592: 00
4	BHM Tuition & Fees	5,83,500:00

### Expenses -2077/78 BS

SN	Particulars	Internal Expenditure	HERP Expenditure
1	Furniture		127590
2	Water & Electricity		876820
3	Teaching & Scientific Equipment	220350	220350
4	Office Equipment	184190	1405513.84
5	Books		325735.85
6	Misalinous	350	219967.35
<b>Total Capital Expenditure</b>		<b>404890</b>	<b>3175977.04</b>
<b>Operation Expenditure</b>			
1	Salary	5700306	
2	Extra-Work payment	262456217	24918
3	Salary for Administration	2380936	

4	Extra-payment for administration	76712	
5	Allowance	1955101	
6	Gratitude	293276.21	
7		293276.21	
8	Water & electricity	34651	
9	Telephone	9300	445898
10	Rent	1188000	170000
11	Printing	41800	315125.09
12	Exam	460724	
13	Daily allowance	33330	106315
14	Office	40661	113073.3
15	Repairing	33988	36400
16	Advertisement	13000	56750
17	Office vehicle Petrol	24700	2831
18	Bank commission	5016	4991
19	Newspaper	6150	
20	Guest	485	33370
21	Meeting Allowance	149390	17800
22	Study & Research	143800	120000
23	Scholarship		603396
24	Training & seminars	1028998	183623.4
25	Publication		7346
26	Out-reach & extension	11770	72600
27	Rent	7695	13710
28	Curriculum		45000
29	QAA		411280
30	Out-reach & extension	8000	53015

31	Education visit	1258000	875430
<b>Total</b>		<b>17823627.59</b>	<b>3712871.79</b>

### Balance Sheet 2077/78 BS

Internal Income	46,93,198: 00
UGC Autonomy Grants	2,18,58,077: 00

### 2- Year Summary of Balance

2076/77BS	2077/78 BS
Internal Income: 8, 07, 978.26	Internal Income: 46,93,198: 00
UGC Autonomy Grants: 3820432:00	UGC Autonomy Grants: 2,18,58,077: 00