

Template for the Application Letter

[Campus letter head]

Date: (DD/MM/YYYY)

To,

University Grants Commission (UGC)
Sanothimi, Bhaktapur, Nepal

Subject: Application for Extended Performance Based Grants under NEHEP

Dear Sirs,

We are pleased to submit the application for Extended Performance Based Grants as announced by the University Grants Commission on, 2023. Please find below the list of necessary documents, which are enclosed herewith. Documents substantiating the statements in the submitted application are also attached.

List of documents submitted

- i. Campus official letter signed by the authorized person;
- ii. Proposal (*as per the provided template*);
- iii. Application form.
- iv. Copies of documental evidences (*as mentioned in the application form*)

Sincerely yours,

[Signature]

[Authorized Signatory's name]

[Name of Campus Authority, and contact details: email/ phone]

[Official Seal]

Template for Proposal cover page

Nurturing Excellence in Higher Education Program

[Insert Campus Logo]

Proposal for Extended Performance Based Grants

Submitted to
University Grants Commission
Sanothimi, Bhaktapur

Submitted by
[Insert Campus Name]
[Insert District]
[Insert Name of Local Level]
[Insert Date/Month/Year]

Template for Proposal preparation¹

1. General Introduction: Briefly explain the goals and objectives of the campus and how the campus priority programs are closely connected with local/national socio-economic, educational and other context to meet the goals and objectives. Max 1-2 paragraphs

2.1 Campus Performance: Briefly explain campus efforts on the following areas:

2.1.1 Efficiency: Briefly explain the campus initiatives related to increasing efficiency and effectiveness (such as increasing pass rate; reducing drop-outs; student to faculty ratio, cost per students, students' attendance rate, maintaining campus' academic calendar; resource mobilization; peer learning practices; increasing percentage of students achieving high grades; etc).

2.1.2 Employability: Briefly explain campus strategy to enhance graduate employability and graduate competency; implement academic programs that collaborate with industries; implementing systematic graduate tracking system, internships, placement, extra-curricular activities, etc.

2.1.3 Promotion of LMDP/ Technical Programs: Briefly explain the activities pertaining to the enrolment expansion in the S&T and also in the labor market driven academic programs with student internship provisions at local market, visiting classes from industry CEOs, career centers at HEIs and so on.

2.1.4 Gender Equity: Briefly explain the campus efforts on increasing equitable access in the campus by prioritizing the promotion of female participation as students, teachers and academic leaders/ decision makers. Also, explain the efforts for increasing female share in the technical as well as the labor market driven programs. Additionally, elucidate activities related to training of female faculty members for their capacity development as faculties as well as academic leaders.

2.1.5 Infrastructure: Briefly explicate the activities related to create conducive learning atmosphere for students through well planned and maintained physical facilities at the campus with the focus on adequately equipped laboratories including library, teaching-learning technologies, etc.

2.1.6 Research, Development and Innovation (RDI): Please explain how the campus has been contributing the higher education sector and thus, the national development through RDI activities with specific focus on collaborations (such as inter and intra university collaboration, industry-

¹ Proposal shall be within 8 pages in A-4 size with font size 11 and, spacing 1, page margin: 1 inch (25 mm) all sides

Note: Delete the **Red Highlighted Sections** after you have developed the proposal

academia collaboration to bring results like joint research publications; entrepreneurship development; development of patent) with the public and private sectors.

2.1.7 Quality Enhancement: *Please briefly explain the campus endeavors for assuring quality assurance and establishing a system of further improvement in the educational service delivery through quality enhancement initiatives.*

2.1.8 Capacity Development: *Please briefly explain capacity development plan to increase teacher's ability to successfully deliver knowledge and skills to students; number of faculties with advance certification or degree such as MPhil and/ or PhD; attracting the best into teaching (merit based recruitment practice); motivating teachers to perform, supporting them to improve teaching and knowledge dissemination, preparing them for best teaching, monitoring teaching and learning, matching teachers' knowledge and skills with students' need, and enhancing teachers' knowledge, and linking of teachers' performance evaluation with the students' achievements; faculties retention rate, etc.*

2.1.9 Improved Governance: *Please briefly write the efforts related to strengthening of governance system of the campus which would nurture excellence in terms of quality, relevance, sustainability, equitable access, accountability and efficiency in HE system specific in the areas such as teaching and learning, employability, sustained and applicable RDI, merit based enrolment/ recruitment system, internal quality assurance, efforts to mitigate climate change, resolving of audit irregularities, resource mobilization and restructuring through mergers/ acquisition of fringe campuses.*

2.1.10 Response to Climate Change: *Please briefly write the campus' approach related to the climate change and its mitigation including the adaptation measures such as climate-resilient and energy-efficient campus facilities (for example, increase in the use of solar panels, recycle system, and so on); share of courses that teach climate mitigation and adaptation contents (impacts and causes of climate change, energy conservation techniques, disaster preparedness, and so on); including the number of research projects on climate mitigation and adaptation methods and environmental technologies, etc. Also, mention the environmental/ social safeguard initiatives.*

3. Conclusion

Annex: Action plan of the FY 2080/081 specific to the performance indicators as per the Standards, Operational Policies and Guidelines (SOPG) of Extend Performance Based Funding uploaded in UGC's website.

