***Template for the Letter of Intent (LOI)[[1]](#footnote-1)***

*[Campus letter head]*

Date: (D/M/Y)

**To,**

The University Grants Commission (UGC)

Sanothimi, Bhaktapur, Nepal

Phone Number:

Email:

***Subject: Request for Equity Grants under NEHEP***

Dear Sirs,

We are pleased to submit the Letter of Intent (LOI) for Equity Grants as announced by the University Grants Commission on ………………, 2022. Please find below the list of necessary documents, which are enclosed herewith. Documents substantiating the statements in the submitted Proposal are also attached.

*List of documents submitted*

1. Campus official letter signed by the authorized person;
2. Campus constitution, copy of university affiliation and its renewal released by the related university *(for community campuses)*;
3. Campus rules and regulations *(for decentralized/autonomous constituent campuses that have developed their own rules/regulation)*;
4. Audit report of FY 2067/068. *(with management letter)*;
5. UGC specified statistical form *(fully/dully filled with student numbers disaggregated by stream, program, level, gender)*;
6. A copy of mark ledger of students *(latest)*;
7. Latest annual report of the campus;
8. Copy of immediate latest two board meeting minutes; and
9. Proposal as per the provided template.

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 Equity Grants**

Submitted to

University Grants Commission

Sanothimi, Bhaktapur

Submitted by

***[Insert Campus Name]***

***[Insert District]***

***[Insert Name of Local Level]***

***[Insert Date/Moth/Year]***

***Template for Proposal preparation[[2]](#footnote-2)***

1. **EQUITABLE QUALITY EDUCATION[[3]](#footnote-3)**

**1.1 Academic Quality/ Professional Quality:**

***General Introduction****: Briefly explain the goal 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*

***Campus Performance:*** *Briefly explain campus provision about monitoring: class monitoring, students’ performance; and periodic reviews (monthly, six-monthly and annually whatever is the practice) including stakeholders participation (student, teacher, guardian, others) in the reviews.* ***Max. 1-2 paragraphs***

***Code of Conduct:*** *Briefly explain if the campus has developed or plans to develop/or update Code of Conduct (CoC) related with the fulfilment of individual responsibilities of the faculty members, staff, students and executive members; gender-based violence, provision of grievance redressal mechanism in relation with the fulfilment of the CoC.* ***Max 1-2 paragraphs***

**1.2 Climate change adaptations and mitigations**:

***Green Approach:*** *Briefly explain if there are plans and or practices in the campus about green and alternative energy use such as solar, bio-gas, plastic free campus, use of local resources/tools/materials, campus awareness programs within campus and with communities to promote green approach. Also explain about the campus plan for initiating or strengthening the existing practices of faculty training and campus leaders sensitization on climate change mitigation and adaptation for timely warning of the flood and other disasters in the community based on the nationally available real-time information.* ***Max 2-3 paragraphs***

* 1. **Equity**:

*Briefly explain about the campus practice and vision on equity. Also provide share of students, faculty members and administrative staff in the campus disaggregated by gender. Also explain about the campus future plan to provide equal opportunities for people from different communities in the campus as students, teachers and staff. Also explain about the communication and sensitization strategy and activities if campus has been launching or plans to launch in the community on equity issues to empower the community, including peer learning from other campuses and communities.* ***Max 1-2 pages***

* 1. **Innovative Initiatives:**

*Briefly write about the innovative ideas the campus practices already in implementation or being planned. These may be any of the aspects related with equitable quality service delivery by the campus in higher education.* ***Max one paragraph***

**2.INSTITUTIONAL PLAN AND COMMITMENT OF LEADERS**

**2.1 Dedication of academic leaders and their career vision:**

*Explain the practices the campus has initiated towards improving delivery by the faculty members, and campus leadership. Also explain if these are the subject of discussions in the campus management and teacher meetings. If yes, also mention the issues the teachers, and the management team, students and communities focus to make the teachers as well the management team motivated and accountable. Also explain if the campus has a practice of evaluation of teachers and campus leaders by peers and based on job description. Also explain the campus plan for improving teacher, management leaders’ performance.* ***Max 2-3 paragraphs***

**2.2** **Fiduciary Management:**

*Explain in brief about good practices in the financial and procurement management of the campus and also challenges being faced during the planning and implementation stages. Also explain if the annual external audits are carried out timely and if there are any issues observed by the auditors in the last two years audit reports. Also explain the gaps if any the campus is addressing to improve the financial and procurement management of the campus.* ***Max 1-2 paragraphs***

**2.3** **Human Resource Management:**

*Briefly explain if the campus has prepared Organization and Management (O&M) System. If yes, also explain how it was prepared, and if the stakeholders/communities have owned it. Also explain in brief about the job description and performance evaluation system in the campus, and if there are regulation/guidelines for preparation of job description and evaluation. Also explain in brief about the current practices and or future plan of competitive recruitment of management leaders, faculty members, staff, and training arrangement for their capacity building and also if there are any in practice or in future plan to offer competitive package to attract competitive people in the campus.* ***Max 2-3 paragraphs***

**2.4** **Sustainability plan:**

*Explain the campus initiatives for financial resources mobilization/ generation, inter program cost sharing (within campus), provision of student learning and earning (e.g.: agricultural productions, IT software, etc.), campus merger with nearby campuses) to achieve the economy of scale (EoS).* ***Max 1-2 paragraphs***

**4. STAKEHOLDER PARTICIPATION IN DECISION MAKING:**

*Briefly explain on how the students, faculty members, staffs, local government, communities and other stakeholders (from private, public and social sectors) participate in campus policy decision and help build community engagement and ownership.* ***Max 1-2 paragraphs***

**5. DIGITALIZATION:**

*Briefly explain how the campus is coping with the pace of modern information and communication technologies (MICTs). Also explain in brief how your campus has been managing or planning to manage campus Education Management and Information System (EMIS), information sharing, online/blended teaching-learning system.* ***Max 1-2 paragraphs***

1. *Delete the* ***Red Highlighted Sections*** *in your final LOI* [↑](#footnote-ref-1)
2. *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* [↑](#footnote-ref-2)
3. “Quality of Proposal” as noted in the Guideline is rephrased for clarity. [↑](#footnote-ref-3)