



Pokhara University

Curriculum Development Center

A Brief Description of the Activities Accomplished

(2069 - 2072)

Activities Accomplished by Curriculum Development Center

Pokhara University (PU) was established in 1997 under the Pokhara University Act, 1997. The Curriculum Development Center is established under section 19 of Pokhara University Act 2053 in 2069 BS. The main objective of Curriculum Development Centre is to develop curricula of all the programs of the university. The main functions of the CLC are as follows:

- design and develop curriculum.
- revise the existing curriculum as per the national and international need.
- organize training, workshop, seminar etc. related to curriculum design and development.
- develop teaching pedagogies and evaluation tools.
- organize various refresher & orientation programs to enhance & upgrade teaching-learning practices.
- develop books and reference materials.
- conduct small scale research projects to explore new trends & dimensions of higher studies.

The Curriculum Development Centre (CDC) has accomplished the following achievements since its inception.

Collection and Compilation of the Curriculum

Before the establishment of the Curriculum Development Centre, the faculties had the record of the curriculum of few common programs only. There was a trend that the concerned college used to develop the curriculum of the program and university did not have any record of that curriculum. Immediately after the establishment, the Curriculum Development Centre has collected all these scattered documents and compiled them to form complete curriculum of the concerned program. Now, the CDC has the hard copies and electronic copies of the curriculum of all the programs.

Curriculum Structure Revision of Old Programs

The Curriculum Development Centre has revised the curriculum structure of the following programs.

1. **Engineering Programs:** Before the establishment of the Curriculum Development Centre, the Faculty of Science and Technology had already developed the detail syllabus of all the courses taught in first and second semesters of all the engineering programs. However, this process started without developing the detailed curriculum structure (four year structure) of these programs. The CDC has developed the curriculum structure of these programs immediately after its establishment.

- i) Bachelor of Civil Engineering
- ii) Bachelor of Electrical & Electronics Engineering
- iii) Bachelor of Electronics & Communication Engineering
- iv) Bachelor of Computer Engineering
- v) Bachelor of Software Engineering, and
- vi) Bachelor of Engineering in Information Technology

2. **Bachelor of Computer Application:** Before the establishment of the Curriculum Development Centre, the Faculty of Science and Technology had already developed the detail syllabus of all the courses taught in first and second semesters. However, this process started without developing the detailed curriculum structure (four year structure) of this program. The CDC has developed the curriculum structure of this program immediately after its establishment.
3. **Management Programs:** The Management Subject of the university had already developed the draft copy of the revised curriculum structure of the following programs before the establishment of CDC. The CDC has organised workshops to collect the feedbacks of the concerned faculties on the draft curriculum structure. These workshops were very much fruitful to finalize the curriculum structure of the following programs.
 - i) Bachelor of Business Administration
 - ii) Bachelor of Business Administration in Banking and Insurance
 - iii) Bachelor of Business Administration in Travel and Tourism
 - iv) Bachelor of Computer Information System
 - v) Bachelor of Health Care Management
 - vi) Bachelor of Hotel Management
4. **Bachelor of Science in Environmental Management**
5. **Master of Science in Natural Resources Management:** This program started as 18 month program in 2000 and continued till 2014. The Curriculum Development Centre has revised its curriculum structure and developed this as a 2 year program in 2013.
6. **Master of Science in Construction Management:** This program started as 18 month program in 2000 and continued till 2013. The Curriculum Development Centre has revised its curriculum structure and developed this as a 2 year program in 2013.
7. **Master of Science in Environmental Management**
8. **Master of Population, Gender and Development**

Curriculum Structure Development of New Programs

The Curriculum Development Centre has developed the curriculum structure of the following new programs.

1. **Bachelor of Nursing:** The Faculty of Science and Technology had already developed the curriculum structure of this program. The Curriculum Development Centre has revised this structure in such a way that one can specialize in one of the following areas: Geriatric Nursing, Psychiatric Nursing, and Oncology Nursing in the third year.
2. **Master of Science in Information System Engineering**
3. **Master of Science in Structural Engineering**
4. **Master of Development Studies**
5. **Master of Public Health**

Detailed Syllabus Development

The Curriculum Development Centre has developed the revised syllabus of the following programs.

1. **Engineering Programs:** The Curriculum Development Centre has completed the course detailing task of all the remaining semester (3rd semester to 8th semester) courses of the following programs.
 - i) Bachelor of Civil Engineering
 - ii) Bachelor of Electrical & Electronics Engineering
 - iii) Bachelor of Electronics & Communication Engineering
 - iv) Bachelor of Computer Engineering
 - v) Bachelor of Software Engineering, and
 - vi) Bachelor of Engineering in Information Technology
2. **Bachelor of Computer Application:** The Curriculum Development Centre has completed the course detailing task of all the remaining semester (3rd semester to 8th semester) courses.
3. **Management Programs:** The Curriculum Development Centre has completed the task of course detailing of all the courses (including concentration courses and elective courses) of all the following programs.
 - i) Bachelor of Business Administration
 - ii) Bachelor of Business Administration in Banking and Insurance
 - iii) Bachelor of Business Administration in Travel and Tourism
 - iv) Bachelor of Computer Information System
 - v) Bachelor of Health Care Management

- vi) Bachelor of Hotel Management
4. **Bachelor of Science in Environmental Management:** The Curriculum Development Centre has revised the syllabus of all the courses of this program.
 5. **Master of Science in Natural Resources Management:** The Curriculum Development Centre has incorporated various new subjects and developed the the syllabus of all these courses. It has revised the syllabus of old courses.
 6. **Master of Science in Construction Management:** The Curriculum Development Centre has incorporated various new subjects and developed the the syllabus of all these courses. It has revised the syllabus of old courses.
 7. **Master of Science in Environmental Management:** The Curriculum Development Centre has completed the curriculum development of this program.
 8. **Master of Population, Gender and Development:** The Curriculum Development Centre has completed course detailing task of first year courses of this program.

The Curriculum Development Centre has developed the detailed curriculum of the following **New Programs**.

1. **Bachelor of Nursing:** The Curriculum Development Centre has completed the course detailing task of all the courses of this program.
2. **Master of Science in Information System Engineering:** The Curriculum Development Centre has completed the course detailing task of all the courses of this program.
3. **Master of Science in Structural Engineering:** The Curriculum Development Centre has completed the course detailing task of all the courses of this program.
4. **Master of Development Studies:** The Curriculum Development Centre has completed the course detailing task of first year courses of this program.
5. **Master of Public Health:** The Curriculum Development Centre has completed the course detailing task of almost all the courses of this program.

Orientation Program on New Curriculum

The Curriculum Development Centre has organized orientation programs at various parts of the country for faculty members. The objective of the program is to impart the

vision of course developer to the concerned faculty members so that the objective of particular course can be achieved.

Work in Progress

- 1 Curriculum Detailing of second year courses of Master of Population, Gender and Development and Master of Development Studies programs.
- 2 Work in Progress: Curriculum revision of B. Pharm. And BPH programs.
- 3 Payment process of BBA, BBA-BI, BBA TT, BHCM, BCIS, and BHM Programs (5th to 8th semesters).
- 4 Payment process of BE Electrical & Electronics, BE Electronics & Communication, BE Computer, BE Software and BE IT Programs (8th semester).
- 5 Editing of Detailed Curriculum of BE Civil, BE Electrical & Electronics, BE Electronics & Communication, BE Computer, BE Software and BE IT Programs.

Seminar/Workshop/Orientation Programs Organized by the Curriculum Development Center

S. N.	Date	Detail of the Activities	Venue	Participants
1.	Poush 5 - 6, 2069	Organised a workshop for detailing and finalizing the syllabus of all the courses from 5 th semester to 8 th semester (25 courses) of B. Devs. Program of the university.	Hotel Grande, Begnash Tal, Kaski	Dean, Faculty of Humanities and Social Sciences; Concerned Subject Committee Members & Experts
2.	Poush 20, 2069	Organised a workshop for finalizing the revised curriculum structure of BHM Program of the university.	Base Camp Resort, Pokhara	Concerned Subject Committee Members & the Experts from Concerned Colleges
3.	Poush 22 - 23, 2069	Organised a workshop for finalizing the revised curriculum structure of BBA, BBA BI, and BCIS programs of the university.	Crimson College of Technology, Butwal	Concerned Subject Committee Members (Standing Committee) & College Representatives running
4.	Magh 5- 6, 2069	Organised a workshop for finalizing the 2 nd year revised curriculum structure of BE Civil, BE Electrical & Electronics, BE Electronics & Communication, BE Computer, BCA, BE Software and BE IT Programs	Ace Institute of Management, Kathmandu	Concerned Subject Committee Members & Experts
5.	Magh 17 - 18, 2069	Organised a workshop for developing Evaluation Tools of B Sc Nursing Program	Seminar Hall, Pokhara University	Concerned College Representatives

6.	Magh 22, 2069	Organised a workshop for detailing the courses of BCA third semester subjects	SchEMS, Kathmandu	Concerned Subject Committee Members & Concerned College Representatives
7.	Magh 23, 2069	Organised a workshop for detailing the courses of third semester subjects of BE Civil, BE Electrical & Electronics, BE Electronics & Communication, BE Computer, BE Software and BE IT Programs	Ace Institute of Management, Kathmandu	Concerned Subject Committee Members & Experts
8.	Baishakh 21, 2070	Organised a workshop for finalizing the curriculum structure of Third Year and Fourth Year of BE Civil, BE Electrical & Electronics, BE Electronics & Communication, BE Computer, BE Software and BE IT Programs	Ritz Hospitality Management College, Balkumari, Lalitpur	Concerned Subject Committee Members & Concerned College Representatives & Experts
9.	Jestha 18, 2070	Organised a workshop for revising/developing the course codes of our existing bachelor level programs	Indreni Foodland Pvt. Ltd, New Baneshwor, Kathmandu	Chairpersons of all the Subject Committee, Experts, and Deans
10.	Ashadh 7, 2070	Organised a workshop for Curriculum Structure Revision and Course Detailing of Master of Science in Construction Management Program	Greenwich Hotel, Lalitpur	Concerned Subject Committee Chairperson & Concerned College Representatives & Experts
11.	Ashadh 8, 2070	Organised a meeting for finalizing the	Nobel College,	Chairpersons of Health

		course codes related to Health and Allied Science Programs	Kathmandu	Science related Subject Committees and concerned teachers
12.	Ashadh 9, 2070	Organised a meeting for finalizing the course codes related to Engineering Programs	Nobel College, Kathmandu	Chairpersons of Engineering related Subject Committees and concerned teachers
13.	Sawan, 2070 ✓	Developed the Course Codes, and developed Detailed Curriculum of First Year of: BBA, BBA-BI, BBA TT, BHCM, BCIS, and BHM Programs	Pokhara University contact office, Kathmandu	Concerned Subject Committee Members and Experts
14.	Bhadra 29 - 30, 2070 ✓	Organized a Seminar/Workshop on the New English Courses in Undergraduate Level Programs of Faculty of Management Studies	Apex College and Ace Institute of Management, Kathmandu	Faculty Members of all the Colleges
15.	Ashoj, 2070	Developed the BN Curriculum	Pokhara University contact office, Kathmandu	Concerned Subject Committee Members and Experts
16.	Poush 15, 2070 ✓	Organized a Teachers' Orientation Program which covered the presentations like, Implementation Challenges of Revised Curriculum, Revised Evaluation Tools and Techniques, and Subject Specific Orientation of the Subjects: Business Mathematics I, Financial Accounting I, and Principles of Management of BBA/ BBA-BI/ BBA-TT/	Pokhara University Academic Complex,	Concerned Subject Committee Members & Faculty Members of all the Colleges in Kathmandu & Pokhara

		BCIS/BHCM Programs		
17.	✓	Poush 17, 2070	Organized a Teachers' Orientation Program which covered the presentations like, Implementation Challenges of Revised Curriculum, Revised Evaluation Tools and Techniques, and Subject Specific Orientation of the Subjects: Business Mathematics I, Financial Accounting I, and Principles of Management of BBA/ BBA-BI/ BBA-TT/ BCIS/BHCM Programs	Kshitiz International College, Kalika Nagar, Butwal
18.		Magh 03, 2070	Organized a workshop on curriculum structure finalization and course detailing of BCA Program	Faculty Members of all the Colleges except Kathmandu & Pokhara
19.	✓	Magh 9, 2070	Organized a workshop for incorporating Climate Change Course in Bachelor of Science in Environmental Management program	ICT Center, Pokhara University
20.		Falgun 02, 2070	Organised a workshop for curriculum structure revision and course detailing of Master of Science in Natural Resource Management	Concerned College Representatives
21.		Falgun 09 - 10, 2070	Organized a workshop for Finalizing the Curriculum of BE Civil (5th to 8th Semesters) Program	Concerned Subject Committee Members and Experts from various concerned fields
				Concerned Subject Committee Members and Experts from various concerned fields
				Concerned Subject Committee Members & Experts

22.	Chaitra 06, 2070	Organized a Teachers' Orientation Program which covered the presentations like, Implementation Challenges of Revised Curriculum, Revised Evaluation Tools and Techniques, and Subject Specific Orientation of the Subjects: Computer and IT Applications, Fundamentals of Sociology, and General Psychology of BBA/ BBA-BI/ BBA-TT/ BCIS/BHCM Programs	Uniglobe College, Naya Baneshwor, Kathmandu	Concerned Faculty Members of all the Colleges
23.	Baishakh 26, 2071	Organized a faculty meet of B Devs program to improve the curriculum of the program	Lakeside, Pokhara	Concerned Faculty Members of the Constituent College and Camad College
24.	Jestha 04, 2071	Organized a Seminar Program to involve concerned teachers (Stakeholders) in curriculum development process (particularly, to get feedback on the proposed courses of management	Saathi Hotel, Dhangadhi, Kailali	Concerned experts and faculty members
25.	Falgun 24, 2071	Organized a faculty meeting of BCA program to discuss and finalize the curriculum of 7 th and 8 th semesters	Oxford College, Gaidakot, Nawalparasi	Concerned college faculty members
26.	Baishakh 12 - 13, 2072	Developed the final curriculum of M Devs program with the help of concerned subject committee	Lakeside, Pokhara	Experts and concerned subject committee members
27.	Falgun 23, 2072	Organized a Teachers' Orientation	Pokhara University	Concerned Subject

		Program for Management Teacher in association with Faculty of Management Studies	Academic Complex	Committee Members & Faculty Members of all the Colleges in Kathmandu & Pokhara
28.	Falgun 25, 2072	Organized a Teachers' Orientation Program for Management Teacher in association with Faculty of Management Studies	Crimson College of Technology, Butwal	Faculty Members of all the concerned Colleges



POKHARA UNIVERSITY

Seminar/Workshop on New English Courses

(BBA/ BBA-BU/ BBA-TT/ BCIS/BHCM/BHM)

*Venue: Apex College, Kathmandu (2070/5/29)***Program Schedule (Day 1)**

Time	Activity
7:00 – 7:30	Registration & Breakfast
7:30 – 8:00	Inauguration
8:00 – 9:30	Session 1 <i>Prof. Dr. Shridhar Lohani</i> (Chairperson, English Subject Committee, PU)
9:30 – 11:00	Session 2 <i>Prof. Dr. Shridhar Lohani</i> (Chairperson, English Subject Committee, PU)
11:00 – 12:30	Session 3 <i>Prof. Dr. Shridhar Lohani</i> (Chairperson, English Subject Committee, PU)
12:30 – 13:30	Lunch Break
Session 4 (Parallel Sessions)	
13:30 – 15:00	• Dr Anand Sharma (Associate Professor) • Dr Farindra Upadhye (Associate Professor) • Dr Anita Dhungel (Associate Professor) • Mr Fatik Poudel (Assistant Professor)
Session 5 (Parallel Sessions)	
15:00 – 16:30	• Dr Anand Sharma (Associate Professor) • Dr Farindra Upadhye (Associate Professor) • Dr Anita Dhungel (Associate Professor) • Mr Fatik Poudel (Assistant Professor)
16:30 – 18:00	Session 6 <i>Prof. Dr. Shridhar Lohani</i> (Chairperson, English Subject Committee, PU)

POKHARA UNIVERSITY

Seminar/Workshop on New English Courses

(BBA/ BBA-BI/ BBA-TT/ BCIS/BHCM/BHM)

Venue: Ace Institute of Management, Kathmandu (2070/5/30)

Program Schedule (Day 2)

Time	Activity
7:30 – 8:00	Tea & Breakfast
8:00 – 9:30	Session 1 <i>Prof. Dr. Shridhar Lohani</i> (Chairperson, English Subject Committee, PU)
9:30 – 11:00	Session 2 <i>Prof. Dr. Shridhar Lohani</i> (Chairperson, English Subject Committee, PU)
Session 3 (Parallel Sessions),	
11:00 – 12:30	• Dr Anand Sharma (Associate Professor) • Dr Farindra Upadhye (Associate Professor) • Dr Anita Dhungel (Associate Professor) • Dr Arun Gupto (Associate Professor) • Mr Fatik Poudel (Assistant Professor)
12:30 – 13:30	Lunch Break
Session 4 (Parallel Sessions)	
13:30 – 15:00	• Dr Anand Sharma (Associate Professor) • Dr Farindra Upadhye (Associate Professor) • Dr Anita Dhungel (Associate Professor) • Dr Arun Gupto (Associate Professor) • Mr Fatik Poudel (Assistant Professor)
15:00 – 16:30	Session 5 <i>Prof. Dr. Shridhar Lohani</i> (Chairperson, English Subject Committee, PU)

POKHARA UNIVERSITY
Schedule for Teachers' Orientation
(BBA/ BBA-BI/ BBA-TT/ BCIS/BHCM)

Venue: Pokhara University Academic Complex, Lekhnath -12, Kaski

(December 30, 2013)

Time	Activity
7:00 – 7:30	Registration & Breakfast
7:30 – 8:00	Inauguration
8:00 – 9:30	BBA/BBA-BI Programs – Highlights of the Revised Curriculum and Implementation Challenges <i>Prof. Dr. Prem R Pant (Chairperson, Management Subject Committee, PU)</i>
9:30 – 11:00	Teaching Methods for Business Subjects <i>Prof. Dr. Kundan D Koirala (Member, Management Subject Committee, PU)</i>
11:00 – 12:30	Roles and Responsibilities of Faculty Members Regarding Evaluation <i>Mr. Balram Bhattarai, Exam Controller, PU</i>
12:30 – 13:15	Lunch
13:15 – 14:45	Revised Question Model <i>Prof. Dr. Prem R Pant (Chairperson, Management Subject Committee, PU)</i>
14:45 – 16:15	Pros & Cons of Case Based Evaluation <i>Prof. Dr. Kundan D Koirala (Member, Management Subject Committee, PU)</i>
16:15 – 17:45	Subject-wise Orientation
	Principles of Management <i>Prof. Dr. Prem R Pant (Chairperson, Management Subject Committee, PU)</i>
	Business Mathematics I <i>Mr. Rajesh K Thagurahi (Executive Director, CDC, PU)</i>
	Financial Accounting I <i>Mr. Gyneshwor Sharma (Member, Management Subject Committee, PU)</i>
17:45 – 18:00	Closing Remarks

POKHARA UNIVERSITY
Schedule for Teachers' Orientation
(BBA/ BBA-BI/ BBA-TT/ BCIS)

Venue: Kshitiz International College, Kalika Nagar, Butwal

(January 01, 2014)

Time	Activity
7:00 – 7:30	Registration & Breakfast
7:30 – 8:00	Inauguration
8:00 – 9:30	BBA/BBA-BI Programs – Highlights of the Revised Curriculum and Implementation Challenges <i>Prof. Dr. Prem R Pant (Chairperson, Management Subject Committee, PU)</i>
9:30 – 11:00	Teaching Methods for Business Subjects <i>Prof. Dr. Kundan D Koirala (Member, Management Subject Committee, PU)</i>
11:00 – 12:30	Roles and Responsibilities of Faculty Members Regarding Evaluation <i>Mr. Balram Bhattarai, Exam Controller, PU</i>
12:30 – 13:15	Lunch
13:15 – 14:45	Revised Question Model <i>Prof. Dr. Prem R Pant (Chairperson, Management Subject Committee, PU)</i>
14:45 – 16:15	Pros & Cons of Case Based Evaluation <i>Prof. Dr. Kundan D Koirala (Member, Management Subject Committee, PU)</i>
16:15 – 17:45	Subject-wise Orientation
	Principles of Management <i>Prof. Dr. Prem R Pant (Chairperson, Management Subject Committee, PU)</i>
	Business Mathematics I <i>Mr. Rajesh K Thagunani (Executive Director, CDC, PU)</i>
	Financial Accounting I <i>Mr. Gyneshwor Sharma (Member, Management Subject Committee, PU)</i>
17:45 – 18:00	Closing Remarks

POKHARA UNIVERSITY
Teachers' Orientation Program
(BBA/ BBA-BI)

Venue: Crimson College of Technology, Butwal
(March 08, 2016)

Program Schedule

Time	Activity
10:00 – 10:30	Inauguration Session
10:30 – 11:30	Revised Curriculum: Features and Highlights <i>Prof. Dr. Prem R Pant</i> (Chairperson, Management Subject Committee, PU)
11:30 – 11:45	Curriculum Implementation Issues <i>Dr. Karnbeer Paudel</i> , Dean, FMS, PU
11:45 – 12:00	Curriculum Related Issues <i>Rajesh Kumar Thagurathi</i> , Executive Director, CDC, PU
12:00 – 13:00	Teaching Methods for Business Courses <i>Prof. Dr. Kundan D Koirala</i> (Member, Management Subject Committee, PU)
13:00 – 13:30	Tea Break
13:30 – 15:00	Area-wise Orientation (Parallel Sessions) • General Management Area <i>Prof. Dr. Prem R Pant</i> (Chairperson, Management Subject Committee, PU) • Marketing Area <i>Prof. Dr. Kundan D Koirala</i> (Member, Management Subject Committee, PU) • Finance and Insurance Area <i>Prof. Dr. Rajan B Paudel</i> (Member, Management Subject Committee, PU) • Accountancy Area <i>Mr. Gyaneshwor Sharma</i> (Member, Management Subject Committee, PU)

अनुसूची - ८



UNIVERSITY GRANTS COMMISSION

Sanathimi, Bhaktapur, Nepal

Application form for Training/Seminar/Conference/Symposium/Workshop

1. General Information of Institution

University/University affiliated to	Pokhara University
Name of the institution (Campus/Department/School/Faculty)	Curriculum Development Center
Contact no	061 561789
Email	Pu.curriculum@pu.edu.np
Name of the institution head	Mr. Rajesh Kumar Thagurathi
Designation	Executive Director
Contact no (Telephone/Mobile)	9756000872
Email	rthagurathi@gmail.com
Program Coordinator	
Designation	
Contact no (Telephone/Mobile)	
Email	

2. Program Detail

Program intended to conduct	Training/Workshop
Level of the program	Regional/National
Area of program	Management
Date and schedule of program	2070 Poush 10, 12, and 14
Title of program	Orientation/Workshop on the revised courses of BBA, BBA-BI, BBA-TT, BCIS, BHM Programs
Venue of program	Pokhara, Butwal and Dhangadi
Total expected no. of participants (Host and others)	140 persons in Pokhara, 60 persons in Butwal, and 40 persons in Dhangadi
Type of the participants	Faculty members of constituent and affiliated colleges of Pokhara University
Relevancy of the program	Pokhara University has recently revised the curriculum of BBA, BBA-BI, BBA-TT, BCIS, BHM Programs. For effective implementation of revised curriculum this program is highly relevant.
Collaboration with other institutions	
No. of invitees (National & International) (Please attached a list of all possible invitees)	
Registration Fee, If applicable (National/International/Students/Disabled)	No registration fee
Name of the proposed experts, presenters (oral and poster) and title of papers	Prof Dr Prem Raj Pant, Prof Dr Kundan Dutta Koirala, and others



3. Budgeting

Any other institution supporting for this program	Pokhara University	
Amount	Rs.99,000	
Purpose	Travelling, Lodging, and food expenses for expert group (KTM-PKR-BTL-DHN-KTM)	
Amount of support requested to UGC	Rs.230,000	

4. Estimated cost for the program with detail breakdown

SN	Particulars	Rate	Quantity	Amount	Remarks
1.	Remuneration to experts	Rs.2000	15x3	Rs.90,000	
2.	Logistic support/materials			Rs.81,000	Travelling, Lodging, and food expenses for expert group
3.	Stationeries	Rs.100	240	Rs.24,000	
4.	Refreshment	Rs.400	260	Rs.104,000	
5.	Printing and binding			Rs.14,000	Photocopy & Printing
6.	Contingencies			Rs.5,000	
7.	Others			Rs.12,000	Miscellaneous expenses

Confirmation by the Program Coordinator

I certify that the statements made above have been verified and found true. If the grant is provided, I shall solely be responsible for its proper utilization of the fund.

Name of the Institution: Curriculum Development Center, Pokhara University _____

Address: Lekhnathi 12, Dhungepatan, Kaski _____

Name: Rajesh Kumar Thagurathi _____

Signature: _____

Designation: Executive Director _____

Date: _____

Official Seal

Undertaking by the Institution Head

I hereby undertake and affirm that:

- All the information provided above is true to the best of my knowledge.
- If the grant is provided, I shall solely be responsible for its proper utilization and provide the receipts of expenditure to UGC.
- All the supporting should be verified and attested at the Institute.

Applicant's Signature: _____

Date: _____

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Document Checklist — Mandatory



- o Brochure containing aims, objectives and themes
- o Complete application form
- o CV

After program,

- o Certificate of the program
- o A narrative report of the program
- o Bills and receipts of expenditure

