

**Proposal on Books for school Library**  
***Universal College Preparatory School***  
**Baluwatar, Kathmandu**

**Introduction**

Universal College Preparatory School, a well reputed school is located in Baluwatar, Kathmandu was established in February 1996, ever since UCPS has become a sound education with career and confidence. The school has celebrated 28 years of excellence as well. It is a private school. Students are guided through a rigorous curriculum with individualized attention and are asked to consider challenging questions through defined learning principles. This school is not only for academic splendor, but also for extracurricular activities. It has provided various facilities that come along the way for uplifting the educational standard of students. Experienced, qualified and highly dedicated staff members are yet another precious ornament of Universal College Preparatory School. There are about 35 school teachers including staffs and about 350 students from grade nursery to grade 12. There is Scout in the school where our girls are also a part of it. Various infrastructures necessary for this school have added brilliance in students. Along with that, proper care, scholarship for bright and financially poor students has been provided since 2023. Basically, this school hopes to make the students access to quality education.



**School Library**

**Objectives**

The main objectives of this project are:

- I. To create a friendly learning environment by providing access to diverse range of books and resources useful reference books, magazines, biography, history, etc. to encourage a love of reading.
- II. To encourage independent learning and critical analysis through access to a wide range of information sources.
- III. To make the provision of getting extra knowledge and creativity.

## Work Plan

S.N	Activities	Date	Working Days	Who?	What to do?	How?
1.	Meeting with committee members	21 <sup>st</sup> July 2024	1 day	Committee Members	Held a meeting	Discussion
2.	Arrange separate book rack to put books	22 <sup>nd</sup> July 2024	1 day	Committee Members	Arrangement in library	Engagement and Arrangement
3.	Make list of books to buy from book store	23 <sup>rd</sup> July 2024	1 day	Committee Members	Listing the books	Listing
4.	Research in the market about the books	24 <sup>th</sup> July 2024- 25 <sup>th</sup> July 2024	2 days	Committee Members	Researching in the market	Researching
5.	Buying books from the list from book store	28 <sup>th</sup> July 2024	1 day	Committee Members	Buying books from book store	Buying
6.	Arranging books in the library	29 <sup>th</sup> July 2024 – 30 <sup>th</sup> July 2024	2 days	Committee Members	Arranging books in the library	Arrangement
7.	<b>READY TO READ books in the library</b>	<b>10<sup>th</sup> August onwards</b>	-	-	-	-

## Budgeting

S.N	Materials	Quantity	Rate	LSF/E4E Share	Community/School Share	Total
1.	Books	200	350 (Average)	70,000	-	70,000
2.	Book Rack	2	25,000	-	25,000	25,000
3.	Table	2	5,000	-	5,000	5,000
4.	Chairs	10	4,000	-	4,000	4,000

5.	Register	2	1,000	-	1,000	1,000
6.	Decoration Items		5,000	-	5,000	5,000
7.	Transportation		2,000	-	2,000	2,000
8.	Communication		500	-	500	500
9.	Lunch		3,000	-	3,000	3,000
	VA 13%			11,568		
	Project management & reporting			14,000		
	<b>Total</b>			<b>95,568 (67.7 %)</b>	<b>45,500 (32.3%)</b>	

### Committee Members

1. Manju Shrestha (Coordinating Mentor) – Leader
2. Rachit Tamang (Principal) – Member
3. Rajan Lamsal (Shareholder) - Member
4. Kalyan Shrestha (Teacher) – Member
5. Sushma Sunuwar (Librarian)- Member
6. Karishma Rasaili (LSF/E4E Girl) - Member
7. Sabina Lungeli Magar (LSF/E4E Girl) - Member
8. Deepika Shyantana (LSF/E4E Girl) - Member
9. Sima Tiruwa (LSF/E4E Girl) - Member
10. Ritu Majhi (LSF/E4E Girl) - Member

### Reason for approving it:

1. Make habit of book reading.
2. Provide spaces and resources for group projects, class works and collaborative learning activities.
3. Make our girls habituate on doing community activities and show their leadership abilities.
4. The leisure time spent in playing by students can be utilized in sitting in the library reading new- new books.