

Volume 2

Annex 2.11b: The MUSOM Academic
Operating and Development
Implementation Guidelines –
2019; Formation of SWC and QC
(pp.71-73).

- ECAC shall be responsible towards Management Council.

5.8 Alumni

There shall be alumni with aim to enrich and promotion of the academic networking for sharing and caring past and present student's career.

5.8.1 Objective of Alumni

- To enhance the cordial relationship among the students from the past and the present for support and care.

5.8.2 Constitution of Alumni

Constitution of the Alumni is as follows:

One person student from amongst passed out students- President
 Two persons from amongst passed out student- Member
 One person from amongst passed out student- Secretary
 One person from amongst passed out student-Treasurer
 Former President De-facto-Member

5.8.3 Functions and Duties of Alumni

- Play a crucial role in finding financial- physical aid for the institution.
- To help in fund- raising for the scholarships and other support for the students of MUSOM
- Organize and conduct the skill-based programs for the professional development (career) of the students and provide counseling to the students.
- Help students getting employment and self- employment.
- Perform other tasks having the coordination with the head of the institution.

5.8.4 Policy Relating to Alumni

- Meeting shall be held least twice a year.
- Alumni shall be responsible towards management council.
- Tenure of all members shall be two years.
- Alumni shall be a voluntary body.

5.9 Student's Welfare Council

With a view to assisting the students in various problems regarding teaching-learning and other issues there shall be a student welfare council.

5.9.1 Objectives of the Council

- To conduct various academic and extra-activities to foster student-centered learning environment.

5.9.2 Constitution of Student's Welfare Council

One Senior Student- President
 Three female students from each different semester-Member
 Three male students from each different semester-Member

5.9.3 Functions and Duties of Student's Welfare Council

- Support administration for various programs.
- Communication and cooperation with professors.

Kyan



- Involvement in school planning, quality control and school environment.
- Having a say in school policies e.g. anti-bullying policy, homework, substance use, mobile phones, code of discipline, uniform, school tracksuit etc.
- Optional activities: Making suggestions about improving school facilities like parking area, reference room, lab room, toilets and seminar hall.
- Help ECA committee in planning, organizing and conducting the extra- curricular activities.
- Help in fund-raising campaign.
- Organize social events.
- Carrying out survey and questionnaire.

5.9.4 Policy Relating to Student's Welfare Council

- Meeting of the Council shall be held as per need of MUSOM programs.
- Tenure of all members shall be two years.
- Council shall be the voluntary body.
- Council shall be responsible towards management council.

5.10 Parent's Council

There shall be parent's council to give advice and assist MUSOM activities.

5.10.1 Objective

- To help MUSOM management council for sound academic environment.

5.10.2 Constitution of the Parent's Council

One senior person from amongst parents-Coordinator
 One female from among parents-Member
 Two professional persons from amongst parents- Member

5.10.3 Functions and Duties of Parent's Council

- To give advice to management council and others on social networking.
- To support MUSOM programs morally and other ways.
- To help students and MUSOM administration in solving any disputes.

5.10.4 Policy Relating to Parent's Council

- Meeting shall be held at least twice a year.
- Tenure of all members shall be two years.
- Council shall be responsible towards management council.

5.11 MUSOM Quality Circle

MUSOM Quality Circle (MUSOM QC) meets voluntarily, on a regular basis, to discuss problems, seek solutions, and cooperate with management in the implementation of those solutions. Quality circles operate on the principle that employee participation in decision-making and problem-solving improves the quality of work. Through the circle, members generate mutual respect and trust as they work on solutions to common, on-the-job problems.

MUSOM QC organizes the meetings at least in every two months and provides feedbacks on the basis of the comments and feedback from the students, teachers, and other stake holders for the betterment of the institutional performance.

5.11.1 The Structural Organization of MUSOM QC

One senior student studying at MUSOM- Coordinator

M. A.



Six persons from different working background-Member

5.11.2 Functions and Duties

- To give feedback to management council
- To collect information on MUSOM status from market and report it to MUSOM.
- To give advice to management council on academic quality improvement.

5.11.3 Working Procedure of MUSOM Quality Circle

1. MUSOM working procedure of MUSOM QC is based on the IQAC rules and regulations.
2. The comment, feedback, suggestions are received from the students, parents and other related stake holders.
3. The received comment, feedback and suggestions are discussed and forwarded to the respective departments.
4. The circle meets regularly to identify, analyze and solve work-related problems.
5. The Quality Circle prepares the complete report of each department and programs of MUSOM.
6. This Circle works in a voluntary basis.
7. The feedbacks and comments are forwarded in a formal process by means of meeting minutes.
8. The circle follows up on the previous feedbacks and comments.
9. The meetings of QC should be held at least 6 times in a year.
10. The comments and feedback should not be indicted to a specific person or department.

5.12 Primary Health Care Initiative

There shall be primary health care initiative to provide basic health service and counseling to MUSOM students, faculties, and Staff with focus on its extension to the community.

5.12.1 Objective

- To provide basic medical support and service to MUSOM and its stakeholders.

5.12.2 Constitution of Primary Health Care Initiative

Constitution is as follows:

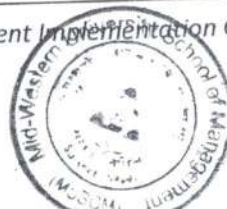
- One person from amongst provincial hospital medical doctors-Coordinator
- One staff nurse-Member
- One person from Student's welfare council-Member
- One person from amongst faculty members-Member

5.12.3 Functions and Duties

- To provide basic medical service to students and others.
- To develop plan for community health support.
- To give advice to management council on medical service.
- To responsible towards management council.

5.12.4 Policy Relating to Primary Health Care Initiative

- Meeting shall be held as per need.
- Tenure of all members shall be two years.
- Follow international health provision.



MUSOM Student's Welfare Council 2076



Submitted By:

**Student's Welfare Council
Mid-Western University
School of Management
(MUSOM)**



Submitted To:

**Mid -Western University
School of Management (MUSOM)
Birendranagar, Nepal**

2076

Introduction of MUSOM Student's Welfare Council:

MUSOM Student's Welfare Council is a representative structure for students of MBA and BBA of MUSOM only, through which they can become involved in the affairs of the school, working in partnership with school management, staff and parents for the benefit of the school and its students.

Objectives of MUSOM Student's Welfare Council:

MUSOM Student's Welfare Council is a representative structure for all the students of MBA and BBA in the MUSOM. Following are the major objectives of council:

- Helping MUSOM management to successfully organize events of the institution.
- Design and organize programs focused on student's social, intellectual and professional development.
- Assist the student clubs to execute their duties.
- Maintain and promote coordination between the students and the management.
- Protect and promote the right and interest of students.

Responsibilities of MUSOM Student's Welfare Council:

- Forming different students clubs, as mentioned in MUSOM policy to organize different programs.
- Working with the staff, Board of Management and Advisors in the school.
- Communicating and consulting with all of the students and different clubs in the school.
- Involving as many students as possible in the activities of the Council.
- Planning and managing the Council's Programme of activities for the year.
- Managing and accounting to the student council and Board of Management, for any funds raised by the Council.

MUSOM Student's Welfare Council activities:

The MUSOM Student's Welfare Council can be involved in many activities in the school. Here are some major activities of MUSOM Student's Welfare Council:

1. Standard Activities

- Liaising with principal and board of management on issues of concern to students.
- Communication and co-operation with school staff.
- Co-operating with management and faculty members on the development of school rules and regulations.
- Involvement in school planning, quality control and school environment.
- Having a say in school policies e.g. anti-bullying policy, homework, substance use, mobile phones, code of discipline, uniform, school tracksuit etc.

2. **Optional Activities:** Making suggestions about improving school facilities like parking areas, reference room, lab room, toilets, and seminar hall.
3. **Extra-curricular activities.**
4. **Getting involved with the community** e.g. inviting in senior citizens for help with mobile phones, internet, e-mail, recording from the television..., tidy towns, holding a party for students of a local special school, etc
5. **Mentoring programs for younger students:** table quizzes, poster competitions, guide to the school for new students, mental health awareness.
6. **Fund-raising.**
7. **Organizing recycling in school:** getting involved or introducing the Green Schools, running an anti-litter campaign, clean up an area of the school or helping out in the community on environmental issues.
8. **Carrying out surveys and questionnaires** on issues and reporting back to the school management with the gathered information.
9. **Organizing social events:** such as talent shows, fashion shows, battle of the bands, quiz events, sports tournaments.
10. **School newsletter / magazine:** putting together a school record for the year using photographs etc.
11. **Linking in with other Student Councils** in the area and organizing a meeting with a view to sharing ideas and maybe a joint project.
12. **Student award ceremonies, Student's welfare Council Award**

Logo of MUSOM Student's Welfare Council:



Officers of the MUSOM Student's Welfare Council:

The Students including MBA and BBA program of MUSOM has appointed following members to run an effective Student's Welfare Council of MUSOM.

President: Er. Birendra Bikram Lama
V. President: Youbraj Gurung
Secretary: Namrata Acharya
V. Secretary: Sumit Kafle
Treasurer: Punam Pokhrel





Members:

1. Niraj Baduwal
2. Basanta Shahi
3. Gagan Sunar
4. Sandhya Gurung
5. Sanjina Giri
6. Khagnedra Gurung
7. Devendra Sawat
8. Hari Prasad Bhattarai
9. Nirmal Bhedi
10. Bhojendra Upadhya
11. Tirtha Basnet



