

Volume 1

**Annex 12b: Structure and Job of Department as Written
in MUSOM Operating and Development
Guidelines 2020.**

1.5. 10 Department of Research, Innovation and Entrepreneurship (DRIE)

DRIE is to assist RMC functions such as collaborative research, faculty research and mini-research. It also includes support of research, innovation and entrepreneurship programs allied with community development and employment opportunities. Its main responsibility is to carry out day- to-day administration and research, innovation and entrepreneurship development implementation programs. It is responsible to Management Council and MUSOM director.

1.5.10.1 The Structure of DRIE is presented as under.

	Job Position
1	Head of DRIEP appointed by Management Council
2	Member (1) from amongst Graduate Department nominated by DRIE
3	Member (1) from amongst Senior faculty members nominated by Director
4	Scientist or Innovator (1) as nominated by director-Member
5	Industrialist/entrepreneur (1) nominated by head of DRIE-Member

1.5.10.2 Responsibilities and Tenure of Head of DRIE and its members

Head: To prepare annual action plan and activities-based-proposal for research, innovation plan and submit to Management Council for approval and implement approved action plan and activities. Tenure of Head and members will be two years.

1.5.11 Department of Graduate Program (DGP)

Primary responsibility of DGP is to lead and control graduate programs. It looks after graduate admission, day-to-day operation.

1.5.11.1 The Structure of DGP is presented as under:

	Job Position
1	Head of GDP

1.5.11.2 Responsibilities and Tenure

Head: To carry out day-to-day class operation and fully manage and lead admission, internal examination with responsible towards director. Tenure will be two years.

1.5.12 Department of Undergraduate Program (DUP)

Primary responsibility of DGP is to lead and control graduate programs. It looks after graduate admission, day-to-day operation. It will come into effect upon endorsement of the provision.

1.5.12.1 The Staff Structure of DUP is presented as under:

	Job Position
1	Head of GUP

1.5.12.2 Responsibilities and Tenure

Head: To carry out day-to-day class operation and fully manage and lead admission, internal examination with responsible towards director. Tenure will be two years.

1.5.13 Exam Management Section (EMS)

The primary responsibility is to conduct final examination of MUSOM as per University and MUSOM examination policy and guidelines 2019.

1.5.13.1 The Staff Structure of EMS is as presented under:

	Job Position
1	Head of EMS appointed by Management Council
2	Lead MIS faculty member appointed by Management Council
3	MIS head assistant (1)
4	Head assistant (1)
5	Helper (1)

1.5.13.2 Responsibilities and Tenure

Head: To carry out day-to-day class operation of EMS in line with the Exam Conducting Committee strictly following exam policy and guidelines of University and MUSOM. Head will be responsible towards Exam Conducting Committee and other team members will be responsible towards head of EMS. To keep the record of examination. Tenure of head and members will be two years.

1.5.14 Department of Faculty Development, Training, Consultancy & Extension (DFDTCE)

The main responsibility is to conduct faculty development program, training, seminar, and workshop as per annual plan of action and provide consultancy to the community development through research, innovation and entrepreneurship development projects.

1.5.14.1 The Staff Structure of DFDTCE is presented as below:

	Job Position
1	Head of DFDTCE appointed by Management Council
2	Faculty Member nominated by head of DFDTCE
3	MIS head assistant (1) Member

1.5.14.2 Responsibilities and Tenure

Head: Lead program to implement annual plan of action being responsible to director and management council. Tenure of head and team members will be of two years.

1.5.15 Department of Information and Technology Management (DITM)

Primary responsibility of DITM is to prepare and implement all IT related activities. It also includes assistance to coordination and collaboration with IT national and International Network institutes and help managing IT training to faculty and student.

1.5.15.1 The Staff Structure of DITM is presented as below:

	Job Position
1	Head of DITM appointed by Management Council
2	MIS faculty member nominated by head of DITM
3	MIS Head Assistant

Specified responsibilities, procedures and policy are included in the later of part of the MIS policy and procedures.