

**Volume 1**

**Annex 12b: Structure and Job of Department as  
written in Operating Regulation and  
Implementation Guidelines 2023.**

### **1.5.9 Director performs the following duties:**

- a) Execute leadership role, as the head of the institution, thereby formulating, imposing and promoting excellent academic climate based on core MUSOM values and guiding principles.
- b) Design quality management model emphasizing effective outcomes of all units and work centers and performance measures for each unit and employees.
- c) Approves the academic plans and activities of program directors.
- d) Regularly organizes the meeting of MUSOM management committee and determines needs of resources and makes provisions for their acquisition
- e) Oversee the functions of all units and employees and take corrective measures as necessary.
- f) Maintains external relations for institutional development and credibility
- g) Reviews and proposal of different committees of MUSOM and makes arrangement of their implementation.
- h) Periodically measures the performance of each employee and take suitable steps to maintain and enhance institutional performance through feedback and right actions.
- i) Works as the chief of financial management of institution and executes the affairs of financial administration including budgeting and control.
- j) Explores new revenue streams there by formulating new academic and professional development programs at MUSOM.
- k) Designs and implements marketing programs of MUSOM at institutional and program levels.
- l) Conducts human resource audit, determine HR needs and recruitment policy and undertakes task of human resource acquisition based on Human Resource Policy of MUSOM.
- m) Designs and implements faculty development programs preferably three times in a year.
- n) CED has absolute authority of allocating responsibilities and authority to subordinates, approving new proposals from subordinates and taking correcting and control actions against the activities and individuals working under him or her.
- o) To punish students going against campus rules and creating disturbance in campus.
- p) To vacant hostels and campus if necessary due to strikes and other serious causes and report it to university executive council.
- q) To follow directives of governing council and management council.
- r) To perform other duties as prescribed.

### **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**

- a) 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.
- b) 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**

- a) 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

**2.5.12.2 Responsibilities and Tenure**

- a) To carry out day-to-day class operation and fully manage and lead admission, internal examination with responsible towards director.
- b) 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**

- a) 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.
- b) Head will be responsible towards Exam Conducting Committee and other team members will be responsible towards head of EMS.
- c) 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**

- a) 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.

### 1.5.16 Admin and Finance Section (AFS)

Primary function of AFS is to carry out administrative and financial activities of MUSOM as University administrative and financial procedures and regulations 2069 and MUSOM Operating and Implementation Guidelines. It assists all MUSOM committees and departments as per regulations.

#### 1.5.16.1 Staff Structure of AFS is presented as below:

	Job Position
1	Head of AFS of MUSOM
2	Head assistant of admin
3	Head Assistant of IT Section
4	Front Desk Head Assistant
5	Library head assistant
6	Helpers

#### 1.5.16.2 Responsibilities and Tenure

- a) Maintain record of all administrative and financial decisions, programs and events being responsible towards director.
- b) Help all MUSOM committees and heads of departments as per university rules and regulations.
- c) Tenure of all staffs will be as per university policy and autonomy bylaws 2075.

### 1.5.17 Procurement Committee (PC)

Primary responsibility of PC is to carry out procurement related activities as per university procurement procedures and MUSOM procurement regulations and procedures as mentioned in Part Four of this guideline.

#### 1.5.17.1 Structure of PC is presented as below:

	Job Position
1	Director -Chair of PC
2	One faculty member nominated by management council-Member
3	One faculty member nominated by financial Committee-Member
4	Engineer appointed by Management Council -Member
5	Head of Finance Section-Member

#### 1.5.17.2 Responsibilities and Tenure

- a) Lead procurement process as per regulations and procedures of University and MUSOM. Tenure will be of two years.

### 1.5.18 Teacher's Welfare Council (TWC)

Primary function of TWC is to help faculty members for their career development and coordinate with MUSOM administration and students for solving problems occurred.

#### 1.5.18.1 Structure of TWC is presented as below:

	Position
1	President of TWC nominated by faculty meeting
2	One Faculty member nominated by director
3	One faculty member nominated by president of TWC

#### 1.5.18.2 Responsibilities and Duties of Teacher's Welfare Council

They are as follows: