

**Volume 1**

**Annex 14a: The MUSOM Academic  
Operating and Development Implementation  
Guidelines 2023  
MUSOM Faculty Operating Guidelines (P.10,11)**



### 1.5.5.1 Objective of Exam Conducting Committee

2. To lead MUSOM exam in line with university exam policy and rules.

### 1.5.5.2 Constitution of Exam Committee

As prescribed by Mid-Western University Autonomy Bylaws 2075 it is presented as follows:

1	Director of Autonomous Institution- Chairperson
2	Two persons nominated by university exam committee -Member
3	Two persons nominated by management council from amongst teachers of autonomous institution-Member

### 1.5.5.3 Functions, Duties and Powers of the Exam Conducting Committee

Functions, Duties and Powers of the exam conducting committee are as follows:

1. To conduct all forms (written, oral and practical) of exam relating to academic programs of autonomous campus with scientific supervision and controlling mechanism.
2. To publish exam schedule, to conduct exam on the basis of exam schedule published and with reasons change and postpone exam schedule published.
3. To nominate experts, examiners, scrutiny and other experts on recommendation of head of departments.
4. To maintain standards of exam and manage manpower to regulate exam properly without questioning standards of exam.
5. To publish exam result and provide grade sheet.
6. To follow policy and rules as provided by central exam committee.
7. To prepare and provide annual exam calendar to central exam committee and management council.
8. To keep and provide record relating to student pass rate after result publication to examinations management office for original certificate.
9. To ask university to provide certificate in the name of autonomous institution.
10. To perform other functions as prescribed.

### 1.5.5.4 Policy and Procedure relating to Exam Conducting Committee

- a) Tenure of nominated members shall be two years as subsection (2) part 2 and 3.
- b) Three persons shall be full quorum of exam committee but meeting of the committee shall be held as subsection (2) of part a, b, and c at least presence of one person from.
- c) Decision of exam conducting committee shall be based on majority.
- d) If necessary Chairperson of the management council can invite invitee to speak on the concerned topic and offer advice, but invitee does not have voting right.
- e) Chairman, members, member-secretary and invitees shall receive allowance as determined by management council.

### 1.5.6 Selection Committee

There shall be the selection committee of autonomous institution.





### 1.5.6.1 Objective of Selection Committee

1. To recommend for the appointment term appointment/contract appointment and promotion of the teachers and employees of autonomous institution.

### 1.5.6.2 The Selection Committee shall be constituted as follows.

1	Person appointed by the governing council -Chairman
2	One person from amongst teachers- Member
3	One person from amongst teachers nominated by director of the school
4	Head of administration -Member Secretary

### 1.5.6.3 Policy and Procedure relating to Selection Committee

- a) Management council as subsection 2 of part b can nominate Prof. in the place of head of concerned department.
- b) Chairman, members, member-secretary and invitees shall receive allowance as determined by management council.

### 1.5.6 Quality Assurance Sub-Committee (QASC)

Main responsibility of Quality Sub-Committee is to assess and promote QAA related activities. It oversees policy and procedure for improving and addressing MUSOM SAT and quality assurance performance throughout the year. It maintains and controls integrity of quality management education with the support from all MUSOM functional committees, departments, sections, and stakeholders.

The Quality Assurance Sub-Committee will come into effect upon the endorsement of the provision and committee formation by the MUSOM. Structure of QASC is as per university Operational Policy and Guidelines on Quality Assurance 2019.

### 1.5.8 Dean/Director of Autonomous Institution

MUSOM shall have dean/director as the administrative head with the responsibility and authority of executing all managerial and administrative jobs. The Director works by exercising all authority vested in him subject to MUSOM management policy.

1. With recommendation of Chairman Governing Council Vice Chancellor shall appoint Director/ Dean of institution as per provision set in Mid-Western University Autonomous Bylaws-2075.
2. Only candidate having received PhD in the respective field with relevant academic publication and experiences or PhD in any other subject with relevant publication and experiences would apply for the post of dean /Chief/Director of the autonomous institution.
3. Director/ Dean shall be responsible towards governing council and Vice Chancellor.
4. Tenure of director/dean shall be four years.