

Volume 2

Annex 2.5b: The MUSOM Operating Regulations
and Implementation Guidelines - 2023, (pp.23-28).

OPERATING REGULATIONS & IMPLEMENTATION GUIDELINES FOR MID-
WEST-UNIVERSITY SCHOOL OF MANAGEMENT 2023

Operating Guide to Academic Excellence, Administration,
Finance/Research/Innovation



MUSCHOOL
MANAGEMENT

Approved by
Governing Council

2023

**OPERATING REGULATIONS & IMPLEMENTION GUIDELINES FOR
MID-WEST-UNIVERSITY SCHOOL OF MANAGEMENT 2023**



**Operating Guide to Academic Excellence
Administration/Finance/Research/Innovation**

Approved by MUSOM Governing Council on Wednesday, Aug 2, 2023(2080/04/17)

a) Communication and Motivation.

- a) Ensure that teaching resources are made available to colleagues
- b) Organize regular meetings, circulating information
- c) Identify and monitoring students at risk
- d) Encourage and promote positive relationships with staff, students and parents
- e) Being proactive in conflict resolution.
- f) Meeting regularly with staff
- g) Meet the Director with minutes of curriculum area meetings

f) Represent the institution.

- a) Participate in professional activities outside the college.
- b) Represent the MUSOM in different program in coordination with Director.

g) Accountability and responsiveness.

- a) BBA and MBA head is accountable for effective curriculum delivery, the achievement of departmental goals, learning outcomes and the meeting of targets and benchmarks.
- b) They have a key responsibility in the development of a positive work environment – one that is innovative and responsive to student needs. They are expected to be careful agents of college assets and effective managers of budgets. They work with the leadership team to achieve the college vision and mission

h) Work space and resources available.

- a) The BBA and MBA head has provided working station with sufficient technical equipment. i.e. laptop, printer, cupboard etc.

i) Line of reporting.

- b) The BBA and MBA head collects the information through the various cell of the program i.e. faculties, exam section, account section, MIS section etc. and report to the Director.

j) Reward and benefit. Get rewarded as per performance.

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

1. Job Specification

The head of DFDTCE is expected to exhibit the assertive and sound personality having the leadership qualities with the advanced skills of communication, public relation and community research. Head is required to have minimum Master degree in any discipline along with minimum 1-year of related work experience.

2. Job Description

The outreach and extension coordinator makes connectivity and builds professional relationship with various organizations, conducts various required activities, and follows up the impact of those activities periodically. Specifically, the head explores and accesses various institutions for sustainable collaborations in various areas of mutual benefits through inclusive community empowerment and resource sharing, particularly focusing on student learning, exposure, networking, placement as well as research for bilateral and multilateral benefits.

3. Duties

The head has to do the following duties and activities:

A. Project development and planning

- a. Explore the various programs of short, mid and long term periods in different areas of collaborations
- b. Searches various institutions at local, provincial, national and international level and approaches them with clear areas of mutual collaboration.

B. Resource search and acquisition

- a. Identifies resource requirements for institution and coordinates between the institution and sources of financial, technical and skill based resources.

C. Communication and public relations

Identifies the key officials of those institutions and establishes and maintains communication with the stakeholders

D. Monitoring and supervision

- a) Maintains the records of all functions and proceedings undertaken based on respective institutional policy and continuously report the senior authority about the status and progress underway.

1. Accountability and responsiveness

- a. The candidate is accountable for all community based activities and building communication with the institutions based on institutional values
- b. The person is answerable to formulation, administration, monitoring and control of programs being initiated under the candidate.

2. Resources available

- a. The candidate resourcefully works in the respective work cabin and is provided with stable office system with need based external workstation.

3. Line of reporting

- a. The head collects information from the project leaders, institutional partners and agencies as necessary.
- b. The candidate reports to program directors, works in coordination with department heads and coordinators as necessary.

4. Rewards and benefits

- a. The head receives the regular remuneration as well as the extra payment and certificate on the basis of his positive performance.

2.2.3 Full Time Faculty Member

1. Job Specification

The job incumbent of position of lecturer on full contract is expected to exhibit a sound personality disposition showing favorable level of cognitive, Psycho-social, and physical fitness.

The job incumbent should have minimum Master degree educational qualification in related field with a minimum of two years teaching experience.

2. Job Description:

Lecturer has to be involved in course detailing, course planning, conducting classes, performing evaluation, providing feedback, counseling and linking students with research and industry.

3. Duties:

- a. *Develop semester-based Plan of action on course delivery.*
 - a) Perform course detailing of the assigned course.

- b) Develop and communicate session plan with specification of contents, resources, teaching-learning methods and assessment system.
- b. *Develop and generate teaching-learning resources***
 - a) Determine text books, reference books to be followed.
 - b) Develop additional sources of resources to support students learning
 - c) Collect short and long cases.
 - d) Develop and administer local level cases.
 - e) Select and recommend guest lecturers to the program coordinator.
- c. *Manage the class room and learning instructions.***
 - a) Take classes as per schedule ensuring maximum level of student participation
 - b) Maintain record of attendance of students.
 - c) Provide take home-assignment and communicate deadline for submission.
 - d) Make arrangement for the individual presentation and group discussion
 - e) Provide feedback to the students.
 - f) Provide necessary suggestions to program coordinator when any facilities in classroom are not working properly.
 - g) Report any behavioral issues that can arise in the classroom, to the concerned Program coordinator.
- d. *Administer graduate assessment and feedback***
 - a) Keep record of assignments given and submitted within deadline and beyond.
 - b) Keep timely evaluation score of each students
 - c) Develop model questions to make students familiarize with the questions that can be asked in the exams.
 - d) Provide feedbacks to the students in areas needing improvement.
 - e) Provide students with 3-4 mini cases to test their conceptual skills.
 - f) Provide support as GRP/UGRP director to provide guidance to students in completing their GRP/UGRP in time.
- e. *Link students with the industry and community***
 - a) Motivate students to participate in various workshop and seminars.
 - b) Encourage students to participate in various social works serving the community.
 - c) Arrange industrial visit at local and national level to acquaint them with the real life business scenario.
 - d) Provide students with trending events occurring in the global business.
 - e) Encourage students to work as young researcher under the senior researcher of the MUSOM.
- f. *Provide general administrative support.***
 - a) Besides teaching, full time faculty are expected to provide support in general administration.
 - b) They should be present in the office for at least six hours.
 - c) Attend visitors visiting MUSOM and address any queries from their side regarding MUSOM.
 - d) Attend and participate in different meetings.
- g. *Provide with personalized counseling and support to the students.***
 - a) Provide career counseling to students, guiding them out of various dilemmas.
 - b) Provide individualized support to differently able students.

h. Involve in self-professional development.

- a) Each faculty member is expected to stay current in the subject by undergoing self-study and research.
- b) Attend the training program needed to enhance own skills.
- c) Participate in various workshops and seminar organized by MUSOM.
- d) Involve in experience sharing to learn from the senior faculty.
- e) Publish at least two research articles in a year.

4. Accountabilities and responsiveness

- a) The lecturer is accountable for managing effective teaching-learning in the assigned courses.
- b) Faculty should continuously motivate students to improve their learning skills by developing positive attitude towards career and life.

5. Work space and resources available

- a) Full time faculties are provided with separate cabin, laptop, and internet to carry out their duties in a convenient way.

6. Line of reporting

- b) The full time faculty is responsible to report to the Program coordinator.

7. Rewards and benefits

- a) Remuneration will be given as per MUSOM provision.
- b) Salaries are provided at the end of the month.
- c) Promotion on the basis of performance appraisal.
- d) Provision of "Teacher of the year award".

2.2.4 Part Time and Visiting Lecturer

1. Job Specification

The lecturer on contract basis is expected to exhibit sound personality disposition showing favorable level of cognitive psycho-social and physical fitness having at least Master's degree in the respective discipline. In addition, the person must have at least two-year teaching experience in related field.

2. Job Description

The prime responsibilities of lecturer on contract are to demonstrate standard classroom delivery and to report to the respective head about the overall classroom ambience. Furthermore, to enhance the performance of students the person also should focus on regular assignment and assessment as well as linking teaching with research activities. For the differently able students customized services should be explored and implemented.

3. Duties

a. Develop a detailed plan of action on course delivery.

- a) Perform course detailing of the assigned course.
- b) Develop session plan with allocation of teaching-learning activities and tools for assessment.

b. Develop and generate the teaching-learning resources

- a) Manage the textbook, reference books and other study material
- b) Facilitate in using virtual material from MIS system
- c) Manage guest lecture.

c. Manage the classroom and instructional activities

- a) Ensure whether the multimedia instruments are working properly or not and report to the administration.
- b) Maintain the regular attendance and conducive environment for teaching learning activities.

d. Provide individual support to the students

- a) Motivate the students and provide them individual feedback.

- b) Provide extra classes for the academically weak and slow witted students consulting with administration.
- e. **Link the teaching with research**
 - a) Discuss case studies of other organizations or individuals referencing the topic of the course
 - b) Engage the students in some research works. E.g. report, project works, field visits, etc.
- f. **Assessment and reporting**
 - a) Conduct frequent tests, e.g. unit test, class test and presentations.
 - b) Assess the holistic development of students regarding academic performance, extracurricular activities and discipline and communication skills.
- g. **Perform other tasks as per the need of institution**
 - a) The tasks other than mentioned above may have to perform as assigned by the institution.
- h. **Accountability and responsiveness**
 - a) The candidate should be accountable and responsive regarding the performance and Final result.
- i. **Work space and resources available**
 - a) Internet
 - b) Teaching resources
 - c) Syllabus
- j. **Line of reporting**
 - a) Report the holistic environment of class room and performance of students to the respective program coordinator
- k. **Rewards and benefits**
 - a) Remuneration will be provided as per the MUSOM provision.
 - b) Extra benefits will be given as per the decision of management committee.

2.2.5 Account Officer

1. Job Specification

The candidate is required to have team work skills, effective communication ability, be go-getter and able to work under pressure occasionally for extended hours.

The candidate must have Bachelor's Degree in Management preferably BBA/BBS.

The candidate is required to have minimum of two- year work experience in any reputed organization (public, INGOs or private sector) with best management practices.

2. Job Description:

The account officer must be responsible for financial planning, monitoring and control. The candidate will execute day to day financial activities and be accountable for all financial matters of the institution.

3. Duties

- a) Plan the budget
 - a) Prepare the annual budget as required by the organization
 - b) Breakdown the budget into sub categories like BBA program, MBA program, Salary & benefits, Travel & tour, Research, Miscellaneous, etc
- b) Involve in all financial activities of the institutions0
 - a) Prepare monthly payment of salary
 - b) Collect fees from students
 - c) Provide scholarship to respected students
 - d) Maintain provident fund, citizen investment trust fund, gratuity fund
 - e) Make exam related expenses
- c) Deal with different stakeholders, partners and suppliers
 - a) Deal with suppliers for maintenance and payment

- b) Deal with stakeholders regarding an academic programs, and fee/scholarships related issues
- d) Management of various resources within and outside the institutions
 - a) Managed training/seminar and required resources
 - b) In-house management of resources
 - c) Managed resources outside the organization too
- e) Report the revenue and expenses report monthly, quarterly, semi-annually and annually to respected authority
 - a) Prepare monthly, quarterly, semi-annually and annually reports of revenue and expenses
- f) Helps in internal & external audit
 - a) Coordinate with internal auditor by providing all required documents
 - b) Coordinate with external auditor by providing all required documents
- g) Involvement in procurement
 - a) Engaged in procurement as suggested by financial committee
- 4. Accountability and responsiveness**
 - a) The account officer is accountable for effective financial management and discipline in the organization. The incumbent is responsible for concerned authorities.
- 5. Work space & resources available**
 - b) Healthy work station with energized colleagues to work in team. Necessary equipment mandatory for accomplish the target as such table, chair, computer, laptop, printer etc.
- 6. Line of reporting**
 - c) The account officer collects information from different stakeholders, parties, suppliers, staffs, faculties, coordinators and disseminates that information to director and concerned authorities.
- 7. Rewards & benefits**
 - d) Provide career based training as required. Overtime payment according to the work load and high performance. Participate in exposure visit organized by the institutions.

2.2.6 MIS Senior Assistant

1. Job Specification:

MIS is short for management information system. MIS used in a organization to evaluate data in a electronic format. MIS Senior Assistant needs to monitor the information system which was in the form of software. MIS person has given all the access of data and information of an organization to provide security.

- a) **Personality:** The candidate needs to be proactive with right workplace attitude to support team based culture of the institution. The person must have effective communication and problem solving skills.
- b) **Education:** Person need to have at least Bachelor Degree in a Computer science or related field and also should have a prior experience in related fields.
- c) **Experience:** MIS Senior Assistant must have a good Software/Technical skill (1+ years Preferred Certified in a MIS Technology/ software)

2. Job Description

Main actives of MIS Senior Assistant is to handle the organizational data like - student profile, teacher profile, staff profit and soon and also flexible in office time.

3. Duties

- a) Data Creation
- b) Storage of data
- c) Edit or Modification of data
- d) Information Retrieval and sharing system
- e) Data Backup and System Security