

Volume 2

Annex 2.9a: The MUSOM Operating Regulations
and Implementation Guidelines-2023;
function and duties of Alumni, Student
Welfare Council, Parent's Council,
MUSOM Quality Circle, (P.14-16)

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

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



Approved by
Governing Council

2023

MID-WEST UNIVERSITY SCHOOL OF MANAGEMENT
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**OPERATING REGULATIONS & IMPLEMENTATION 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)

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:

- a) To create harmonious network between faculty members and administration.
- b) To lead teachers into academic and research activities.
- c) Design the proposal for well-being of Teaching staff and work for it.
- d) Settle down the disputes, if any, among the staff.
- e) Deal with different problems related to teaching learning activities.
- f) Assist in conducting programs.
- g) To give advice to administration on academic and other aspects.

1.5.18.3 Policy and Procedure relating Teacher's Welfare Council

- a) Tenure of Coordinator and Council shall be two years.
- b) Meeting of the council shall be held as per need.
- c) The Council shall be responsible towards academic accountability.

1.5.19 Student's Welfare Council (SWC)

Main function of SWC is to prepare policy of its own and plan for overall professional development of all students studying at MUSOM as per MUSOM policy with being responsible to director. It leads students into major functions and events organized by MUSOM and helps in arranging events for harmonious cooperation between administration, faculty and students.

1.5.19.1 Structure of SWC is presented as below:

	Position
1	President elected or nominated by assembly of MUSOM students
2	Three male students elected or nominated by assembly of MUSOM students -Member
3	Three female students elected by assembly of MUSOM students-Member
4	One student from undergraduate nominated by president-Member

1.5.19.2 Objectives of the Council

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

1.5.19.3 Responsibilities and Duties of Student's Welfare Council

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

1.5.19.4 Policy Relating to Student's Welfare Council

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