

Volume 3

Annex 3.24a: The MUSOM Academic
Operating and Development
Implementation Guidelines -
2019, Policy about ECA (pp. 70).

**The MUSOM Academic
Operating & Development Implementation
Guidelines- 2019**

**MUSOM Operating Guide to
Academic/Administrative/Financial/Research/Innovation**



**MU SCHOOL OF
MANAGEMENT**

Approved by MUSOM Governing Council on 22 of the July 2019

A handwritten signature in black ink, appearing to be "Rajendra", is written over the page.

**Mid-Western University School of Management (MUSOM)
Surkhet, Karnali Province, Nepal**

5.6.1 Objective of Teacher's Welfare Council

- To support administration in line with faculty member's skills and expectation.

5.6.2 Constitution of Teacher's Welfare Council

Constitution of Teacher's Welfare Council is as follows:

Senior Faculty Member-Coordinator

Two Persons from amongst Teachers-Member

5.6.3 Functions and Duties of Teacher's Welfare Council

Functions and Duties of Teacher's Welfare Council are as follows:

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

5.6.4 Policy and Procedure relating Teacher's Welfare Council

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

5.7 Extra-Curricular Activities Committee (ECAC)

There shall be ECAC to enhance the holistic development of the students studying in MUSOM with focus on extra-curricular activities including teaching learning activities.

5.7.1 Objective of the ECA Committee:

To organize various programs with the aim to nurture student's talent.

5.7.2 Constitution of ECAC Committee

1. One Full-Time Lecturer: Coordinator
2. Two Skilled faculty members- Member
3. One female faculty member- Member
4. One Non- teaching staff -Member

5.7.3 Functions and Duties of ECAC

Functions and Duties of ECAC shall be as follows:

- Determine the overall annual activities with comprehensive work-plan and recommend to the institution head for the publication.
- Manage the sport related materials.
- Maintain all the records of the activities and submit it to the MUSOM administration.
- Organize various intellectual and sport related contests as inter- semester and inter-campus competitions.
- Formulate and implement various plan and policies for the internal and external sports and intellectual contests.

4.7.4 Policy and Procedures Relating to ECAC

- Meeting of ECAC shall be held as per need.
- Tenure of the members shall be two years.

