

Volume 8

**Annex 8.112a : The MUSOM Operating
Regulations and Implementation
Guidelines-2023 (P.59-60)**

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

4.3.	Field visit TADA expenses (as per approved rule of the University)		
4. Logistics Staff Remuneration (per day)			
5.1.	Officer	1200	1500
5.2.	Non-officer	800	1000
5.3.	Attendant staff	300	500

Note: These financial norms should be approved by the Management Council of the MUSOM and in future changes in these rates may take place as decided by the respective Management Council.

8.6 MIS and Library Management Committee

MIS is an integral part of managing information that guides academic and administrative process. It promotes academic and administrative activities for healthy and productive teaching-learning. MUSOM shall have MIS that also includes library management.

8.6.1 Objective of MIS and Library Management Committee

1. To create and manage online and printed information

8.6.2 Constitution of MIS and Library Management Committee

Constitution of MIS and Library Management Committee is as follows:

- a) MIS Assistant: Coordinator
- b) Assistant Librarian: Member
- c) One Male and one Female student nominated by Director from among Student's Welfare Council-Member

Tenure of all members shall be two years.

8.6.3 Functions and 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
- f) Maintain and update the individual records of the semester-wise and level-wise enrolled students. Also, keep record of all the information of library and E-Library.
- g) Provide the necessary information as demanded by the internal system of the MUSOM, MWU as well as University Grants Commission.
- h) Publish all the records of students and various records in reports and website of the institution.
- i) Disseminate various types of records and information to the stakeholders.
- j) Maintain the public relations with the stakeholders and receive feedback from them.

8.6.4 Policy and Procedures

Data Creation

Data needs to be collected or created from various fields in an organization and once the data collect from them, MIS person need to keep the data in a secure site as under:

- a) Faculty Member
- b) Administrative staff and students
- c) Teaching learning activities
- d) Library/Digital books purchased record etc.
- e) Example of data creation -> College setup Tab:
- f) College - The College details can be viewed, edited from this section from MIS.

- g) Management Stream - Type of employee working with the organization
- h) Department - academic discipline can be added and altered.
- i) Position - Designation of staff and teacher.

Storage of Data:

Data are stored in a network hosting server. According to the availability data can be retrieved.

Edit or Modification of Data:

Edit or Modification accesses are provided only to MIS head. If any kind of data loss these people need to come up with solution.

Retrieval and Sharing System:

Data can be share to faculty member, staff and student according to their needs. The performance of data search can be faster compare to traditional system.

Data Backup and System Security:

Keep the data secure from unauthorized access and stop from the Hackers. Data backup tools helps us to back up the data in case of system failure

Accountability and Responsiveness:

- a) MIS person need to keep track of all the information technology with long term basis.

Work Space and Resources Availability:

- a) Provide the uninterrupted internet services.
- b) Provide the digital library access
- c) Provide the ID card
- d) Provide the digital attendance access

8.6.5 Line of Reporting:

MIS senior assistant will receive the information form teacher, staff, students and report to the program coordinator and director.

8.7 MUSOM Enrollment Policy and Procedures

Eligibility:

Students from any stream who have completed Grade 12 or equivalent level with a minimum of Grade "C" in all subjects or 50% overall aggregate score may apply for the program. Students who have successfully completed Grade 11 (with 50% or above) and are awaiting Grade 12 results may apply for admission on provisional basis.

Admission Procedure

Step 1: Required Documents

An applicant must complete the application form with copies of the following documents:

- a) Transcripts and certificates of Grade 12 or equivalent examinations
- b) Certificate and transcript of Grade 10 (SLC or equivalent)
- c) Character certificate (SLC and Grade 12)
- d) Provisional certificate
- e) Migration certificate
- f) Citizenship certificate

