

Volume 9

Annex 9.117b: Minute of Management Council  
on Public Information Cell.





Ref: Terms of reference (TOR) of MUSOM Quality Standards Committee (MQSC)

1. Each MQSC member will generate the required level of information to develop the MUSOM Quality Standards and required procedures and guidelines.
2. Each MQSC member will collaborate with each member of MQSC to draft the MUSOM Quality Standards and required procedures and guidelines.
3. Each MQSC member will attend the regular meeting of MQSC to discuss and reach the conclusions.
4. Each MQSC member will allocate and divide the task and jobs of MQSC to collaborate with each member of MQSC to draft the MUSOM Quality Standards and required procedures and guidelines.
5. Each member of MQSC will report the weekly progress on the assigned task.
6. MQSC will develop and design the following procedures, guidelines, and quality standards based on the MUSOM practices and university rules and regulations and University 25 year strategic plan will be the guiding principles of the MQSC.
  - a. Determine the job description and code of conduct of each faculty members, program directors, deputy directors, coordinators, department heads, account and admin section, exam section library and store.
  - b. Determine the operating procedure, job description and code of conduct and major role and accountability of each of the following divisions including disciplinary action.
    - MUSOM Research management cell,
    - MUSOM Human resources development committee,
    - MUSOM Extracurricular committee,
    - MUSOM Internship and placement cell,
    - MUSOM Students support and guidance cell
    - MUSOM Grievance redressal cell
    - MUSOM EMIS cell
    - MUSOM Public information cell
    - MUSOM Students welfare council
    - MUSOM Faculty welfare council
    - MUSOM Alumni association
    - MUSOM Quality circles of students and faculty
    - MUSOM Examination committee
    - MUSOM health desk
    - MUSOM Class teacher/professor
    - MUSOM IQAEC
    - MUSOM SAT
    - MUSOM Library
    - MUSOM Disciplinary committee
    - MUSOM canteen
    - MUSOM staffs

MUSOM Quality Standards Committee (MQSC) will submit the detail reports within the period of one month of their nomination.

MUSOM will provide the remuneration as per the outcomes of the MUSOM Quality Standards and procedure guidelines based on university rule and MUSOM standards.