

Volume 3

Annex 3.19c: The MUSOM Academic
Operating and Development
Implementation Guidelines -
2019, (pp.79,192).

**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**

- Fabrication: using invented or false information or similar
- Unapproved advantages: using advantages not approved by the instructor (e.g., unauthorized review of a copy of an exam ahead of time)
- Sabotage: Preventing or attempting to prevent others from completing their work. This includes disrupting the work or efforts of others.

There are serious consequences to academic misconduct, including receiving an "F" on the work or examination, an "F" in the course and, in the most serious cases, suspension or expulsion from the University. All disciplinary actions become part of the student's permanent record. BBA encourages students to build self-respect and self-confidence by doing their own work in examinations and all other graded work. Remember, your integrity is more important than your academic record.

6.13 Course Registration

The MUSOM registration procedure is completed only when the student both 1) successfully registers and; 2) pays the tuition fee. Students who fail to complete the registration or to pay the tuition fee within the first three weeks of the semester will no longer be considered students of MUSOM BBA program.

For those who have completed the registration procedure but wish to resign or drop must file the relevant documents before the beginning of the semester in order to receive full or partial refund of tuition fees. If curriculum expenses are incurred before the semester starts, a deduction will be made from the refund of tuition fees. There will be no refunds for those who file the documents after the beginning of the semester.

Students are required to ensure that their registration for each course in each semester is correct and complete. Students should double check registration slips (Course Registration Report- List of Registered Students, Individual Registration Report) to verify they are registered for the correct courses. The BBA Office will not be responsible for any registration oversights. Please pay special attention to the three periods (add, drop and withdraw) and their deadline dates.

6.14 MUSOM International English Language Teaching and Testing System

A. Eligibility and Application

English language teaching and testing system is open to all 4th year students in good academic standing and who have less than 30 marks in behavioral penalties. This program is typically for all semesters.

All English language teaching and testing system applications must be processed through the Center for International English Language Teaching and Testing System prior to the deadline date.

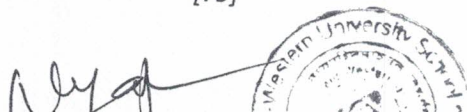
Program selection is made by Center for IELTTS based on availability and student suitability and achievements. All courses must be completed by a student to receive credit and certificate.

1. The first step in applying is to visit the Center for an overview of the requirements, to obtain forms and to review available courses.
2. Submit completed requisition form with required documentation.
3. Attend the Final Selection Session where students will be informed if they have been accepted for the program.

Note: Students withdrawing from the Program after being accepted will not be allowed to participate in the future unless their reasons are judged genuine and compelling by BBA Office.

B. Banning IELTTS Program Study

The students who get deducted 30 or more penalty points will be sanctioned by preventing them from participating in the IELTTS program.



8.3 Concept Paper on MUSOM Leadership Training Project to School

Introduction

Mid-Western University has realized that school children and university graduates in many different parts of Nepal are unable to discover their way to enlightenment. In addition, many university graduates are also not in position to understand knowledge, understanding, and wisdom. Yet, this is time for children and university graduates to explore the way to enlightenment. This means school children and university graduates need education that could shape their critical and creative mind set. You know that mind is the most complex organ of human body. Mind contains right side and left side. Left mind is critical and analytical. Right mind is creative. Yet, we need to focus on how to develop mind set of children through development of critical and creative thinking. Enhancement of critical and creative thinking helps in shaping children's mind set. Albert Einstein argues "education is not the learning of facts, but the training of the mind to think". This means children come to school to train their mind or develop their mind. Shaping Mind Set has been designed to introduce children and university graduates to critical and creative thinking process of their own mind. It motivates them to improve their mind through active participation in curricular and extracurricular activities such as effective reading, speaking and writing. The main purpose of the training based program is to generate new ideas and practices in the area of school education by active participation of children and university graduates in this program.

Existing Context

Nepal is multilingual and multicultural nation with its beautiful topography based on Himalaya, hill and tarai. Thousand Schools and ten universities provide education. But many School children and university graduates lack positive thinking guided by concept and practice of critical and creative thinking skills. Moreover, children and university graduates of Karnali province are waiting for the special education program that could lead them into the world of great awakening.

Problems

Nepalese School and university education programs face the following problems:

- ✓ Lack of market and need based curriculum and problem-solving skills.
- ✓ Lack of practical orientation classes to lead students into the process of awakening.
- ✓ Lack of parents' counseling

Rationale

The present education of Nepal goes through many challenges. To overcome the basic challenge relating to failing to produce critical and creative children and university graduates the program entitled "Shaping mind set" is designed.

Vision

To help academic institutions of Karnali province for enhancing productive teaching and research environment to lead school children and university graduates into the process of personality development.

Mission

