

Madan Bhandari University of Science and Technology
Rules Pertaining to Terms of Employment of Director

The Board of Trustees of Madan Bhandari University of Science and Technology has approved the following Rules pursuant to Clause 37 of Madan Bhandari University of Science and Technology Act, 2079 (2022 AD).

1. Director: (1) The Director of an Institute of the University shall be a person who has obtained academic distinction and administrative experience. The Director shall be Executive working full time.

2. Qualification of Director:


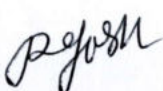
- a. At least PhD degree in relevant subjects.
- b. At least 10 years of relevant experience.
- c. Experience in executive positions of at least one year.
- d. Experience of the head of a budgetary unit of at least one year.
- e. Experience of work in public institutions, preferably academic, of at least three years.
- f. Experience of working with various levels of the Government, development partners, businesses and communities will be preferred.
- g. Experience of supervising student research, preferably PhD.
- h. Actively engaged in research and publications. Impeccable integrity and honesty.
- i. High level of commitment to the developmental cause.
- j. Excellent leadership and interpersonal skills.
- k. Proven analytical, writing and oratorial skills. Proficiency in Nepali language is required.
- l. Life time achievements recognized by the society.
- m. Good understanding of developmental issues and challenges for developing a world-class university.

3. Appointment of Director: (1) To recommend names for the appointment of the Director, the Executive Council shall constitute a three-member recommendation committee comprising:

(a) President – Convener

(b) Vice President Academic and Research – Member

(c) An expert of the subject relevant to the Institute for which the Director is being appointed nominated by the President – Member



- (2) When the position of Vice President Academic and Research is vacant an individual nominated by the President with successful experience of managing research and teaching shall be a member.
 - (3) The Recommendation Committee as per Sub-Rule (1) shall publish a public notice and invite applications for the post of Director.
 - (4) The Recommendation Committee shall prepare a short list of candidates who have submitted their applications pursuant to Sub-Rule 3. The Recommendation Committee shall invite short-listed candidates for interviews and presentations.
 - (5) The Recommendation Committee shall determine other criteria and procedures for selecting the Director on its own.
 - (6) The Recommendation Committee shall recommend a candidate for the appointment to the position of the Director to the President based on the Sub-Rules (3) and (4).
 - (7) The Executive Council shall appoint the recommended candidate to the position of the Director.
 - (7) Should the BOT determine that the recommended candidate not suitable for the position it may ask for a second recommendation.
 - (8) The Recommendation Committee may send a second candidate provided there is one. If not, the position would be advertised again.
- 4. Tenure and Termination of the Tenure of Director:** (1) The tenure of the Director shall be four years. He/she can be appointed for another term.
- (2) The post of the Director shall be terminated in the following cases:
- (a) If the resignation submitted by him/her to the President is accepted, or
 - (b) On the expiry of his/her tenure, or
 - (c) If officially proved to be insane or mentally unsound, or
 - (d) In case of death, or
 - (e) If there is a conflict of interests with the University that cannot be managed.
 - (f) If he/she acts against the interest of the University.
 - (g) If found guilty by a court of law for moral turpitude or other criminal charges.
- 5. Benefits:** (1) Director's salary and other facilities will be as specified in the Financial Rules of the University.
- 6. Vacation and Leave:** (1) During his/her tenure, the Director may take leave with full pay up to 6 months at the rate of two months a year as approved by the President.
- (2) The Director shall receive payments for the unused vacation and leave of up to 4 months at the end of the tenure.

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7. Duties and Responsibilities of the Director: (1) The duties and responsibilities of the Director shall be as follows:

1. To provide technical, academic and management leadership as the chief executive of an Institute of the University.
2. To be responsible for teaching programs of the University.
3. To be responsible for promotion of research related to the mandate of the Institute.
4. To mobilize resources for the Institute, including for scholarships, tuition fee waivers and research
5. To strengthen collaboration with the industry and public and private agencies – government and non-government.
6. To strengthen collaboration with national and international universities.
7. To prepare annual plan and projects of academic and research according to the long-term plan of the University, and submit it to the Vice President Academic and Research.
8. Develop policies and procedures for research, promote and guide research activities in the University ensuring that research activities are in line with the objectives of the University.
9. To ensure that the institute meets the required standards of accreditation and quality assurance. To perform the standardization of knowledge, quality improvement and other activities of the Institute.
10. To manage student admissions, scholarships and other financial support.
11. Providing academic advice to students, assistance in student activities, access to necessary resources.
12. To evaluate staff on a periodic basis and provide feedback for improvement.
13. To conduct short-term programs, seminars and workshops.
14. To update the existing curriculum according to the existing global trend and implement it as approved.
15. To conduct examination and manage all examination related activities maintaining the academic and educational quality of the examinations.
16. To establish and manage laboratories, libraries, museums and equipment needed for teaching training and research, perform physical asset management.
17. To assist the Vice-President in academic and administrative work, higher learning and research.
18. To execute other functions as assigned by the Vice-President Academic and Research and President.

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8. Removal from the Office

- (1) The Vice-President may submit a proposal for removal of a Director from the office with supporting evidence to the President of the University, if he/she determines that the Director has not fulfilled his/her official responsibilities, has not behaved in accordance with the position, has not fulfilled his duties honestly or has done something contrary to the interests of the university.
- (2) If an application is received in accordance with Sub-Rule (1), the Executive Council shall form a three-member Investigation Committee from among the members of Executive Council to investigate such an allegation.
- (3) The Investigation Committee as per Sub-Rule (2) may also take the assistance of related experts during the investigation.
- (4) The Investigation Committee shall investigate the allegations against the Director and submit a report to the Executive Council within one month from the date of effectiveness of the Committee.
- (5) Based on the report submitted under Sub-Rule (4), the Executive Council shall make an appropriate recommendation to the Board of Trustees. Based on the report, a two-thirds majority of the Board of Trustees may remove the Director from the office. However, before deciding to remove the Director from the office, the BOT should give him/her an opportunity to submit clarifications of the allegations against him/her.
- (6) The Director will be automatically suspended from the date of formation of the Investigation Committee until the final decision is taken by the BOT according to Sub-Rule (5).
- (7) During the period of suspension of the Director, functions of the Director shall be carried out according to an arrangement made by the President.

Miscellaneous

- 9. Interpretation of Rules:** The Executive Council shall have the right to interpret these Rules.

Remuneration

The remuneration for the Director shall be determined later. The remuneration may be adjusted for market rates upon recommendation of the Remuneration Review Committee pursuant to Rule 61 of Personnel Administration Rules.

