



HUMAN RESOURCE DEVELOPMENT PLAN MARSYANGDI MULTIPLE CAMPUS

2020-2024

I. The Office of Human Resources

The Office of Human Resources provides as a strategic plan to Marsyangdi Multiple Campus's Management Committee stated in the policy to faculty, and staff to meet Campus mission, vision, goal, and objectives. To accomplish this, the Office of Human Resources provides a human resource cell which delivers range of centralized and comprehensive human resources services. In addition, the Office of Human Resource Cell works with the CMC and its employees to ensure compliance with local, province, and federal laws that concerns to personnel and employment matters, including Equal Employment Opportunity (EEO).

II. Planning Overview

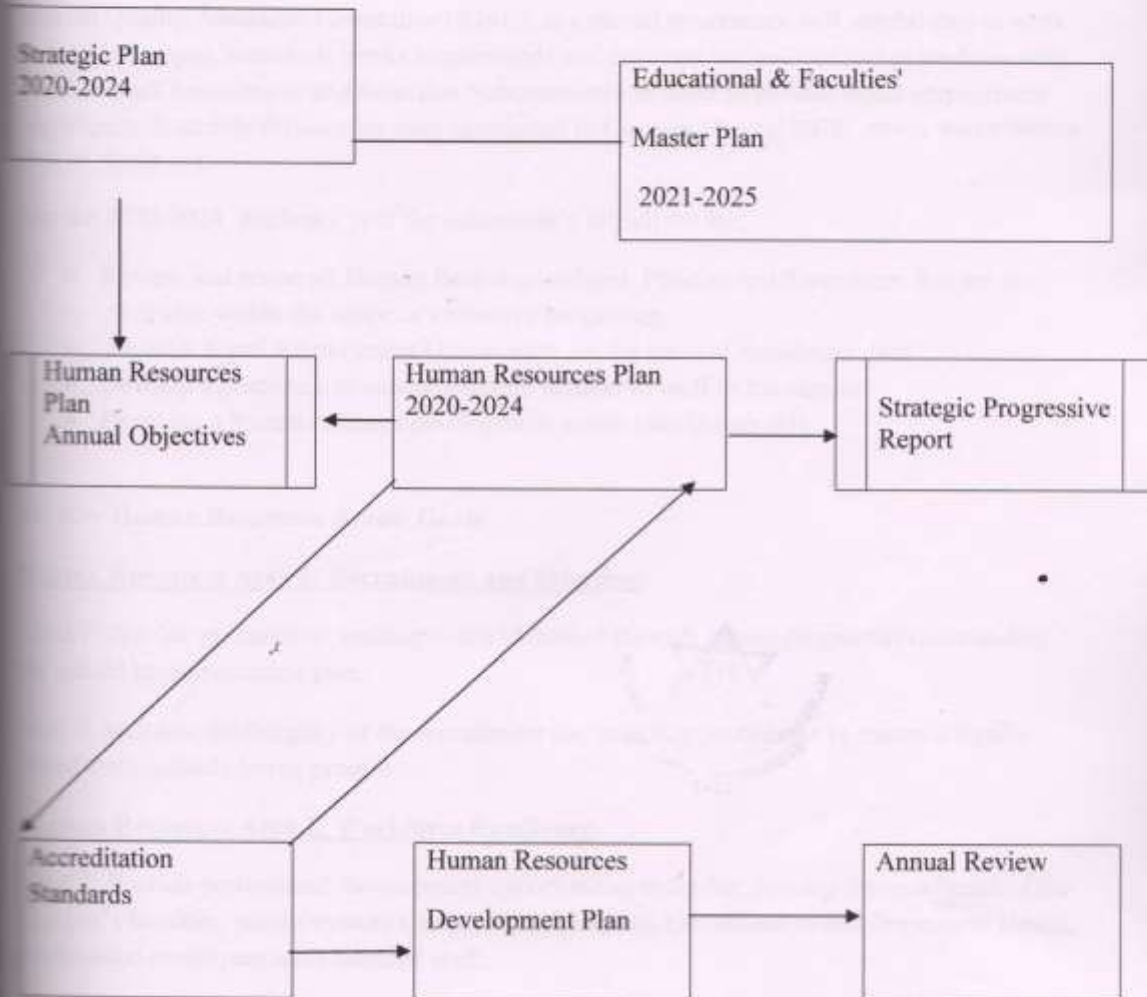
The Human Resources Plan is established as a part of the strategic plan (2020-2024) of Marsyangdi Multiple Campus, Besishahar, Lamjung. This plan is designed to bring together in a uniform planning document. The Human Resources goals and objectives are as set in the Campus's Strategic Plan (2020-2024), and the Human Resources Program manages and review the Annual Human Resources Program. This Plan, in addition to setting forth those goals and objectives which are established in other plans, establishes five key areas in which the Cell of Human Resources has established long-term and/or ongoing goals. These five areas are:

- 1) Internal Quality Assurance Committee
- 2) Recruitment and Selection Sub-committee
- 3) Workforce Excellence & Evaluation Process
- 4) Work Environment;
- 5) Human Resources Office.

The following flow chart sets forth the relationship between the various CMC's plans and the Human Resources Plan:



Human Resources Plan Flow Chart





III. Internal Quality Assurance Committee (IQAC)

Internal Quality Assurance Committee (IQAC) is a shared governance cell established to work under the Campus Statute. It works recommends and develops the policies and procedures with Teacher/Staff Recruitment and Selection Subcommittee in order to provide equal employment opportunity. It strictly follows the rules mentioned in Campus Manual 2076. (क्याम्पस संचालन निर्देशिका को परिच्छेद ४.२)

For the 2020-2024 academic year the committee's objectives are:

- Review and revise all Human Resources-related Policies and Procedures that are not otherwise within the scope of collective bargaining.
- Monitor Equal Employment Opportunity on the basis of enrollment date.
- Develop a procedure to ensure required number of staff in the campus.
- Develops a human resource development action plan (annex-01)

IV. Key Human Resources Areas- Goals

Human Resources Area 1: Recruitment and Selection:

Goal 1: Provide guidance on staffing needs identified through annual program reviews and/or the annual implementation plan.

Goal 2: Maintain the integrity of the recruitment and selection procedures to ensure a legally sound and equitable hiring process.

Human Resources Area 2: Workforce Excellence:

Goal 1: Provide professional development opportunities to further develop the excellence of the Campus's faculties, administrators Campus Chief, Deputy, Co-ordinators and Department Heads, confidential employees and classified staff.

Goal 2: Enhance the knowledge and skills of administrators, managers, supervisors and confidential employees in the areas of human resources management and employee-employer relations.



Human Resources Area 3: Work Environment:

Goal 1: Maintain an equitable work environment.

Goal 2: Marsyangdi Multiple Campus will maximize existing economical, physical, personnel and technical resources via effective planning and resources management.

Human Resources Area 4: Employer- Employee Relations:

Goal 1: Foster a positive working relationship with the three ties associations; administration, department, faculty members to resolve potential issues/conflicts in a timely and professional manner.

Goal 2: Engage in negotiations with the three ties employee associations in a professional and collegial manner.

Human Resources Area 5: Human Resources Office:

Goal 1: Ensure that the cell of Human Resources provides timely and effective service to the campus.

Goal 2: Review job descriptions and work schedules across campus to maximize and share personnel resources and periodically evaluate the college's organizational structure against major planning documents (such as the Educational Master Plan with Faculties) to assign personnel as needed.

Goal 3: Enhance the sustainable practices in the operation of the Human Resources cell.



Institutional Support Plan : Human Resources Plan

- Purpose** Meet strategic objectives from the Strategic Plan aligned with Human Resources
 Meet aligned objectives from the educational and Faculties
 Master Plan
- Process** Develop and implement objectives
 Communicate the achievement of the Institutional Goals and
 Strategic Objectives each spring through the Strategic
 Progress Report and every five years through the Institutional
 Support Program Review.
- Timeline** Develop every five years and review annually, revise as appropriate
- Initiation** Director of Human Resources
- Recommendation to** Administrator/Campus Chief/ Deputy /Co-ordinator / President



Marsyangdi Multiple Campus, Besishahar-7, Lamjung

HUMAN RESOURCES DEVELOPMENT ACTION PLAN 2020-2024

Themes	Activities	No. of Participants to be benefited from the HRD Programme					Remarks
		2020	2021	2022	2023	2024	
Upgrading qualification of the Faculty	Doctor in Philosophy		1	1	1	1	
	Master in Philosophy		1	1	1	1	
Upgrading qualification of the Staff	Doctor in Philosophy			1	1		
	Master's Degree		1				
	Bachelor's Degree			1			
Promotion of the Faculty Member	Professor					2	
	Associate Professor			1	1	2	
	Assistant Professor	1	1	2	2	2	
Promotion of the Staff Member	First Class Officer						
	Second Class Officer						
	Third Class Officer						
	Nayab Subba						
	Kharidar						
Research Promotion	Faculty Research		1	1	1	1	
	Mini Research		2	2	2	2	
Publication Support	Support in Indexed Journal		1	1	1	1	
	Support in International Journal		1	1	1	1	
	Support in National Peer Reviewed Journal		2	2	2	2	
	Support in Non ranked Journal		3	3	3	3	
Capacity Development Programme (Training)	Refresher Courses for Faculty Member		3	3	3	3	
	Refresher Courses for Staff Member		2	2	2	2	
Capacity Development Training	Need based in-service Training for Faculties		1	1	1	1	
	Demand based in-service Training for Faculties		2	2	2	2	
	Need based in-service Training for Staff		1	1	1	1	
	Demand based in-service Training for Staff		2	2	2	2	
Research & Publication Promotion (Training)	Research Methodology (In Campus)		2	2	2	2	
	Research Methodology (Out Campus)		1	1	1	1	
	Seminar/Workshop/Conference		3	3	3	3	

	(Local/National)					
	Seminar/Workshop/Conference (Local/International)			1	1	
	Training for Research Paper/Article Writing and Editing	2	2	2	2	
Travel Grants	Presentation of Research Paper/ Abstract/ Poster (National)	1	1	1	2	
	Presentation of Research Paper/ Abstract/ Poster (International)					
Peer Learning	Visit by Faculties in HEIs (National)		1	1	1	
	Visit by Faculties in HEIs (International)				1	
	Visit by Staff in HEIs (National)		1	1	1	
	Visit by Staff in HEIs (International)				1	
Resource Person	Faculty Involvement as Resource Person (Consultant/Trainer/Guest/ Expert etc.)				2	

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Prepared By

IQAC

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Certified By

Campus Chief

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Approved By

CMC Chairman





Marsyangdi Multiple Campus, Besishahar-7, Lamjung

COMPREHENSIVE ANNUAL OPERATIONAL PLAN (2076/077)

S.No.	Date	Activities	Responsibility Concerned	Level	Year/ Semester	Time	Remarks
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 Prepared By
 Administration

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 Verified By
 IQAC Coordinator

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 Approved By
 CMC Chairman

