

आज मिति 2076/6/26 गतेका दिन यस आनन्दोत्सव  
 सामुदायिक क्याम्पसका संसदको सभामा अध्यक्ष  
 स्व.श्री. क. शर्माको अध्यक्षतामा बैठक बसी विषयसम्बन्धी  
 विषयसम्बन्धी निर्णय गरियो।

अध्यक्ष:- श्री खड्ग को शर्मा

सदस्य:- श्री कर्ण को भुजेल

" श्री धुवराज थापा

" श्री कृष्ण को थापा

" श्री होमनाथ धिमरे

" श्री आम्बिका थापा

" श्री गणेश प्रसाद धिमरे

" श्री प्रकाश को पन्डित

विद्यार्थी प्रतिनिधी:- श्री सुष्मा को शर्मा

अध्यक्ष प्रतिनिधी:- श्री खड्ग धिमरे

स-क्या प्रमुख:- श्री महेश कुमार पुकेदी

सदस्य सचिव:- श्री गणेश प्रसाद पन्डित

विषय:-

१. HRM/HRD plan सम्बन्धी

निर्णय:-

यस आनन्दोत्सव सामुदायिक क्याम्पस Research  
 management Committee को 2076/6/26 को निर्णयले  
 HRM/HRD plan विषयसम्बन्धी संचालक सभामा  
 सहमत पत्रा गरीएको सो plan स्वीकृत गर्ने निर्णय  
 गरियो।

*(Handwritten signatures)*



# **Gyan Jyoti Samudayik Campus**

Champadevi -6, Ghorakhori, Okhaldhunga

## **Human Resource Management/Development Plan**

Infrastructures such as buildings and furniture are the basics of a higher education institution. In addition, human resources are essential components of the institution. We need a human resource strategy to operate an academic institution. A human resources strategy is a comprehensive plan to effectively manage human resources with specific principles, goals, and actions. It also includes the strategy for the capacity development of human resources.

Gyan Jyoti Samudayik Campus is a public campus affiliated with Tribhuvan University (TU) and approved by the University Grants Commission (UGC). This campus operates with inadequate funds raised by the community, a meager amount of student fees, financial aid from the local, provincial, and federal governments, and financial support from the UGC and other agencies. In this context, this campus has to make a human resource management (HRM) plan. This plan also includes a human resource development (HRD) plan to develop knowledgeable faculties and build the capacity of teaching and non-teaching staff. Understanding the need that an institution that lacks high-level human resources needs to make strategic plans for effective management and capacity development of the staff. Therefore, this campus has made the following HRM/HRD plan with its vision, mission, goals, and activities:

### **Vision**

Gyan Jyoti campus is envisioned as a reputable higher education institution that aims to educate the people residing in geographically remote areas of eastern Nepal and economically underprivileged people at an affordable price.

### **Mission**

By 2028, Gyan Jyoti Samudayik Campus has its mission to become a well-recognized higher education institution that offers quality education from knowledgeable and experienced human resources.

### **Goal**

Gyan Jyoti Campus aims to strengthen the capacity of its faculty members and non-teaching staff. For this purpose, it has planned the following steps for its human resource development.

### **HRD plan**

Gyan Jyoti Samudayik Campus has decided to implement the following HRM/HRD plan. This plan describes the capacity development of teaching and non-teaching staff of the Campus. It includes the short-term, mid-term, and long-term plans and programs of human resource management and development.

### **(a) Selection, Recruitment, Promotion and Job Security**

Gyan Jyoti Samudayik Campus is operated by full-time and part-time faculties and non-teaching staff considering the financial condition. This campus has a constitution made by the Campus Assembly and approved by the concerned body of Tribhuvan University. It will manage the human resources within the limitations of legal provisions.

- The Campus will create positions for teachers and office staff as per the needs.
- It will publish the vacancy of seats that shows the minimum criteria for the job.
- The Campus will formulate a selection committee for selecting the faculties and staff with excellent grades and a high level of competence. It will conduct written tests and will interview the shortlisted applicants with the fixed criteria as per the Campus constitution, rules, and regulations. Selection will be based on open competition and merit.
- They will be promoted based on competence and performance in terms of quality teaching and research.
- The working staff will not be dismissed from the job without an opportunity to explain the genuine reasons for an inability to perform the tasks of the assigned responsibility.

### **(b) Knowledge Management**

Knowledge is one of the basic prerequisites for the continuous growth of a higher education institution. With the understanding that knowledge is not a static object, but a dynamic process, the Campus will organize knowledge management initiatives for its internal human resources with external experts. It will utilize the internal financial resources and ask for financial support from local, provincial, and federal governments as well as the University Grants Commission.

- A teaching faculty of the Gyan Jyoti Campus may take unpaid leave for higher studies at the MPhil or PhD level in the universities within the country or outside on the subject discipline that the campus needs on the condition that he or she returns to the campus and serve the campus after completing the study.
- To add to the knowledge and scholarship, the campus will arrange (inter)national seminars, workshops, conclaves, conferences, and similar other programs at least once a year.
- The campus will form a research management cell to organize and conduct research activities regularly.
- The campus will conduct collaborative research in association with other higher education institutions or professors or (inter)national experts.
- The Campus will publish periodicals, bulletins, and scholarly journals to enhance the quality of teaching and research at least once a year.



### **(c) Capacity Development Programs**

- The campus will arrange seminar workshops on research methodology and writing techniques for quality enhancement of faculties.
- The Campus will organize training programs for the development of cognitive skills among teaching faculties.
- The Campus will organize training programs on socio-economic skills to enhance the management capacity of faculties, non-teaching staff, and the administration.
- The campus will manage training programs such as technical skills and digitization skills to make its employees new technology-friendly.
- The campus will organize academic events to share ideas, knowledge, and experiences with the faculties and staff of other higher education institutions.
- The Campus will organize peer learning activities that involve physical visits to the quality assurance and accredited campus(es) and experience-sharing programs with experts.

### **(d) Performance Evaluation System**

- The Campus will develop and implement a 360 evaluation system to understand the performance of the campus employees. While doing so, students and other stakeholders will evaluate the faculties, non-teaching staff, and the campus administration on both a vertical and horizontal basis.
- The Campus will decide on reward and punishment based on the objective criteria of the performance evaluation system.

### **(e) Others**

For things that have not been mentioned above but may come across in the way under unforeseeable circumstances, the campus management committee will formulate appropriate HRM/HRD policy and make appropriate decisions for the overall development of the campus.