Tribhuvan University

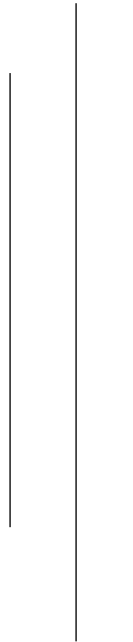**Institute of Engineering**

Chitwan Engineering Campus

Rampur, Chitwan

Policy Document

Table of Contents

A) Quality Assurance Policy

1. Introduction

Chitwan Engineering Campus (CEC) is committed to providing high-quality education and services that meet national and international standards. This policy establishes a framework to ensure continuous quality improvement across academic, administrative, and research activities in alignment with the mandates of the Institute of Engineering (IOE), Tribhuvan University (TU), and Nepal Engineering Council (NEC).

2. Objectives

- To implement and sustain Outcome-Based Education (OBE) system effectively.
- To establish an Internal Quality Assurance System (IQAS) that monitors and enhances institutional performance.
- To foster a culture of quality, accountability, and transparency among all stakeholders.
- To ensure compliance with NEC accreditation criteria and TU regulations.
- To engage all stakeholders in quality assurance processes including students, faculty, employers, and alumni.

3. Scope

This policy applies to all programs, departments, faculty, administrative units, students, and external stakeholders of CEC.

4. Quality Assurance Structure

- **Quality Assurance Committee:** Comprising senior faculty, IQAS coordinator, and administrative representatives to oversee QA implementation.
- **Internal Quality Assurance System (IQAS) Unit:** Responsible for data collection, analysis, reporting, and recommending improvements.
- **Program Review Teams:** Conduct periodic program audits and curriculum reviews.

5. Key Activities

- Participation in curriculum design and periodic revision based on stakeholder feedback conducted by the Institute of Engineering (IOE).
- Regular monitoring of student learning outcomes, pass rates, dropout rates, and graduate employability.
- Faculty development programs and continuous professional training.
- Student feedback collection through surveys, focus groups, and evaluations.
- Annual institutional self-assessment and external audits.
- Documentation and reporting of QA activities and outcomes.

6. Roles and Responsibilities

- **Campus Chief:** Provides leadership and resources for QA activities.
- **IQAS Coordinator:** Plans, executes, and monitors QA processes; reports to campus management.

- **Faculty Members:** Participate actively in curriculum development, self-assessment, and training.
- **Students:** Engage in feedback and quality improvement initiatives.
- **Administrative Staff:** Ensure efficient service delivery and support QA processes.

7. Monitoring and Evaluation

- Establish Key Performance Indicators (KPIs) for academic and non-academic units.
- Conduct internal audits annually and external evaluations biennially.
- Use findings to develop action plans for improvement.

8. Review of Policy

This policy will be reviewed every two years to incorporate evolving educational standards and stakeholder expectations.

B) Research Policy

1. Introduction

CEC recognizes research as a fundamental element of academic excellence and societal development. This policy defines the framework to promote ethical, high-quality research, secure funding, and manage intellectual property effectively.

2. Research Objectives

- Encourage innovative and multidisciplinary research aligned with national priorities.
- Ensure research integrity and adherence to ethical standards.
- Facilitate research funding acquisition from diverse sources.
- Manage intellectual property rights responsibly.
- Promote dissemination and commercialization of research outputs.

3. Research Ethics

- All research must comply with ethical norms regarding honesty, fairness, confidentiality, and respect for subjects.
- Approval from the Research Management & Innovation Unit (RMIU) is mandatory for studies.
- Misconduct such as plagiarism, fabrication, or falsification is strictly prohibited.

4. Research Funding

- Faculty and students are encouraged to apply for internal and external grants.
- Transparent procedures for budgeting, procurement, and financial reporting will be followed.
- CEC will support proposal writing, partnership development, and compliance with funding agency requirements.

5. Intellectual Property Management

- Research outcomes including inventions, patents, copyrights, and software belong to CEC unless agreed otherwise.
- An Intellectual Property (IP) Office will manage disclosures, patents, licensing, and commercialization efforts.
- Revenue sharing policies between inventors and CEC will be defined.

6. Research Support

- Establishment of research centers and labs with adequate facilities.
- Provision of training on research methods, ethics, and grant writing.
- Organizing seminars, workshops, and conferences to foster research culture.

7. Roles and Responsibilities

- **Campus Chief:** Approval of research projects, resources and funding.
- **RMIU Coordinator:** Sets research priorities, approves projects, and oversees ethical compliance.
- **Principal Investigators:** Ensure project execution, ethics adherence, and reporting.
- **Faculty and Students:** Engage actively in research and publication activities.
- **Research Office:** Provides administrative and technical support.

8. Monitoring and Reporting

- Annual research performance reports including publications, projects, and patents.
- Periodic research audits for quality assurance.

C) Faculty Development Policy

1. Introduction

Faculty development is critical to maintain academic quality and keep pace with advances in engineering education and research. This policy aims to support the continuous professional growth of faculty at CEC.

2. Objectives

- Recruit qualified faculty with appropriate academic and professional credentials.
- Provide orientation and induction programs for new faculty members.
- Facilitate ongoing training in pedagogy, research skills, and emerging technologies.
- Support faculty in pursuing advanced degrees and research projects.
- Encourage participation in national and international academic forums.

3. Recruitment and Selection

- Transparent, merit-based recruitment following TU/IOE guidelines.
- Preference for candidates with PhDs or equivalent and research publications.

4. Training and Capacity Building

- Mandatory orientation covering institutional policies, teaching methodologies, and OBE.
- Regular workshops on curriculum development, ICT integration, and assessment techniques.
- Support for sabbaticals and higher education sponsorships.
- Mentoring programs pairing junior faculty with experienced members.

5. Performance Appraisal

- Annual appraisal based on teaching effectiveness, research output, and service contributions.
- Use of student feedback, peer review, and self-assessment.
- Linking appraisal outcomes to promotions, incentives, and professional development plans.

6. Roles and Responsibilities

- **Campus Chief:** Approves faculty development plans and resources.
- **Faculty Development Coordinator:** Plans and organizes training and development activities.
- **Faculty Members:** Commit to continuous learning and professional excellence.

D) Employees Bylaws

1. General Provisions

- Employment governed by the rules of Tribhuvan University and IOE.
- Clear job descriptions, employment contracts, and terms of service for all staff.

2. Code of Conduct

- Employees shall maintain professionalism, integrity, and confidentiality.
- Punctuality, discipline, and respect for colleagues and students are mandatory.
- Conflict of interest must be disclosed and managed appropriately.

3. Working Hours and Leave

- Standard working hours and flexible arrangements as per institutional norms.
- Leave entitlements include casual, sick, maternity/paternity, study, and special leaves following TU regulations.
- Leave applications require appropriate approvals and documentation.

4. Remuneration and Benefits

- Salaries as per TU pay scales and government policies.
- Provident fund, health insurance, and other benefits provided.
- Incentives and allowances based on performance and institutional policies.

5. Grievance Redressal and Discipline

- Formal procedure for lodging complaints and resolving disputes fairly and promptly.
- Disciplinary measures include warnings, suspension, and termination for violations of policy.
- Right to appeal and representation assured.

6. Professional Growth

- Access to training, workshops, and seminars for skill enhancement.
- Encouragement to contribute to institutional development activities.

7. Termination and Retirement

- Termination follows TU regulations including notice periods and severance.
- Retirement age and post-retirement benefits as per government and university rules.

Approved by:

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