



## **Human Resource Development Plan 2080/2085**

Prepared by

Campus Administration

Jana Adarsha Multiple Campus

Rapti Municipality, Chitwan

Submitted to

Campus Management Committee

Jana Adarsha Multiple Campus

Rapti Municipality, Chitwan

2024

## **Introduction**

Human Resources are an integral part of academic institutions capabilities without which objectives of the institution cannot be achieved. In this era of globalization, human resources have proved themselves, to be the most important element organizational success. So it is always necessary to develop human resources in a planned and systematic way according to environmental dynamism.

Jana Adarsha Multiple Campus (JAMC) has a small number of teaching as well as non-teaching staffs. The number of teaching staff is 21, out of which 5 are permanent, 13 are temporary but serving in full time basis and remaining 9 are in part time contract. The total number of non-teaching staff is 6 out of which one is on contract and other 5 are full time staff. Only 2 of non-teaching staff are permanent and other 3 are working on temporary basis.

## **Purpose of the Plan**

The Human Resources Plan is developed as part of implementing the strategic plan 2080-2084 of JAMC. This plan is designed to bring together in a uniform way as a planning document to achieve human Resources goals and objectives as set in Strategic Plan (2080/084). This Plan is developed for the development of human resources for coming five years to run the campus more effective way.

The specific objectives of this plan are as follows:

1. The objective of this HR Plan is to align human resource development with JAMC's Strategic Plan 2080-2084, ensuring effective recruitment and retention of teaching and non-teaching staff.
2. It aims to enhance workforce excellence through continuous professional development, including training programs, workshops, and further education opportunities for faculty and staff.
3. The plan focuses on creating a positive and equitable working environment by regularly reviewing policies, job descriptions, and reward systems.
4. It emphasizes fostering strong relationships between the Campus Management Committee, administration, faculties, and staff, with a focus on participative decision-making and conflict resolution.



5. It tries to improve the institutional performance by developing skilled, motivated, and committed human resources capable of meeting future challenges in education.

#### **Areas focused in the Plan**

The human resources plan of this campus addresses key areas essential for enhancing the overall effectiveness of the campus. First, the plan strengthens the Campus Service Commission, ensuring a structured and transparent approach to faculty and staff recruitment. It also focuses on improving workforce excellence by providing opportunities for professional development and skill enhancement. The working environment is a critical component, aiming to maintain fairness and a supportive atmosphere for all staff. Furthermore, the plan prioritizes fostering strong, collaborative relationships between the Campus Management Committee (CMC), administration, and faculty, creating a harmonious and productive work culture for all involved. The major focuses on human resource area of JAMC are as follows:

- 1) Campus Service Commission
- 2) Recruitment and Selection
- 3) Workforce Excellence
- 4) Working Environment and
- 5) Relationship among CMC, Campus Administration and Faculties-staff.

#### **Composition of Campus Service Commission**

The campus has in place a service commission, which comes under campus management committee. The service commission is composed of five members. The coordinator and three members of the commission are selected from the campus management committee and the campus chief is the member secretary. The commission is responsible for selection and recruitment of faculties and staffs. The selection procedure is based on the rule and regulation prescribed in the bylaws of the campus. Another responsibility of the commission is to provide the opportunities of professional development and promotion of the faculties and staffs based on their qualification, experiences, and skills. The commission is also responsible for providing necessary training and development programs to the teachers and staffs. All the activities of the commission are based on the recommendation provided by the campus chief.



2/5  
me

1/5  
me

2/5  
me

### **Recruitment and Selection Procedure**

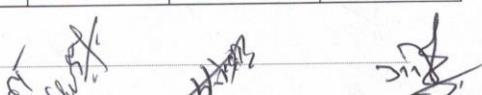
The vacancy for a teaching staff is being first identified by the departmental heads and they ask for the same to campus chief. The campus chief discusses the matter with the CMC chairman and coordinator of the Campus Service Commission. For the genuine requirement of a teaching faculty the Service Commission set the criteria of selection as indicated in the bylaws of the campus. After this a vacancy is announced for the application forms the interested candidates.

The requirement for a non-teaching staff is being first identified by the administration/Campus chief. As in the case of teaching staff the campus chief discusses the matter with the chairman and coordinator of the Campus Service Commission and for genuine requirement Service Commission set the criteria of selection as indicated in the bylaws of the campus and vacancy is announced for the post. Service commission meets and decides for every type of vacancy announcement. After the vacancy announcement, the selection procedure is conducted by selection committee formed by campus service commission. Written examination, class/work observation and interview test are conducted for selection of the candidates. Final decision of selection is recorded on service committee minute and recommended for appointment to the campus management committee. Campus management committee finally decides about appointment of faculties and non-teaching staff.

### **Human Resource composition of JAMC**

All together there are 30 working staffs in JAMC out of which 24 are teaching staffs and other 6 are non-teaching staffs. The composition of this 31 member employee and their composition, academic qualification experience and nature of job can be described as follows:

Teaching Staffs						
S.N	Name	Designation	Qualification	Appointment Date	Teaching Subject	Types of appointment
1	Khimananda Aryal	C.Chief Lecturer	M.Phil./M BA/M.A.(Eco)	2056/04/03	Finance/ Economics	Permanent
2	Gokul Silwal	Asst .C. Chief Lecturer	M. Phil/ MA(Eng)	2066/04/01	English	Temporary



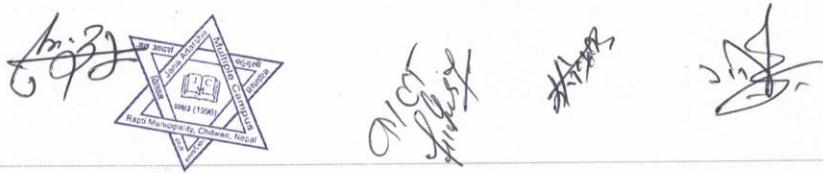
3	Dhruba Pd Adhikari	HoD Lecturer	M. A. (Eng)	2056/04/16	English	Permanent
4	Bishnu Pd. Sapkota	HoD Lecturer	M. Ed . (Nep)	2055/04/01	Nepali	Permanent
5	Ram Nath Pathak	HoD Lecturer	M. A. (Pop)	2059/08/08	Population	Temporary
6	Bhawani Pd. Timilsina	HoD Lecturer	MBS	2063/04/07	Finance	Temporary
7	Prem Kumar Kandel	Lecturer	M.A (Nep)	2063/04/07	Nepali	Temporary
8	Nabin Khanal	Asst. Lecturer	M.A. (Eng)	2063/09/02	English	Permanent
9	Tulasi Sapkota	Asst. Lecturer	M. A. M.Ed(Edu)	2064/08/11	Education	Permanent
10	Chandra K.C.	Asst. Lecturer	M.A (Nep)	2073/04/01	Nepali	Temporary
11	Ujjal Projapati	HoD Asst. Lecturer	MBS	2065/05/16	Accountancy	Temporary
12	Shankar Ghimire	Asst. Lecturer	M.A . (Eco)	2069/07/21	Economics	Temporary
13	Bhoj Raj Tiwari	Asst. Lecturer	M.A. (Eco)	2073/04/01	Economics	Temporary
14	Krishna Kandel	Asst. Lecturer	M. Ed. (Math)	2073/01/01	Mathematics	Temporary
15	Sunita Dharel	Asst. Lecturer	MBS	2076/05/15	Marketing	Temporary
16	Krishna Prasad Tiwari	Asst. Lecturer	M.Ed. (Eng)	2080/04/18	English	Temporary
17	Rajendra Silwal	Asst. Lecturer	M. Ed. (Eng)	2080/08/16	English	Temporary



18	Apsara Panta	Asst. Lecturer	MBS	2076/08/01	Taxation	Part-Time
19	Sadhu Ram Danai	Asst. Lecturer	MBS	2076/08/01	Management	Part-Time
19	Sundar Mainali	Asst. Lecturer	MBS	2076/08/01	Marketing	Part-Time
20	Sugam Chhatkuli	Instructor	BCA	2076/04/10	Computer	Temporary
21	Dinesh Chaudhary	Asst. Lecturer	M.A. (Eng)	2080/08/16	English	Part-Time
Non Teaching Staff						
1	Resham Kumar K.C.	Head Assistant	B. Ed	2054/05/18	Library Head	
2	Namaraj Sedhai	Head Assistant	BBS	2066/08/05	Exam. Head	
3	Tika Ram Ghale	Head Assistant	BBS	2076/05/12	Account Head	
4	Toknath Adhikari	Support Staff	Literate	2055/06/03		
5	Ujwal Prasad Mahato	Support Staff	Literate	2066/05/17		
6	Fulwa Devi Raut	Support Staff	Literate	2064/08/11		

### Working Environment and Workforce Efficiency

Campus always tries to maintain an equitable working environment to all teaching and non-teaching staff. An employee recruited by the CMC is inducted and socialized by staff meeting conducted jointly by campus administration and teacher staff association. Campus administration provides appointment letter and a clear job description when an employee is appointed and welcomed by the meeting. Campus follows T.U. rule and regulation to determine financial benefit to each employee and also provide participation in decision making of the campus. Development and promotion policies of the campus are not defined and depend on needs and capabilities of the campus.



### **Relationship among CMC, Campus Administration, Faculties and Staff**

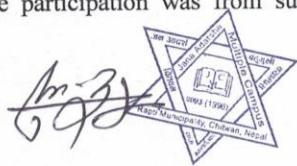
Campus has good working relationship among CMC, Campus administration, faculty- staff and even with student and surrounding community. A grievance handling mechanism and its working procedure has been developed and activated when necessary to foster a positive working relationship with the public campus teacher association to resolve potential issues/conflicts in a timely and professional manner. Campus plans to engage in negotiations with community campus teachers association in a professional and collegial manner. Interaction among campus management committee, campus administration, faculties and staff often organized to share their experiences and obstacles faced by them. Participative decision making is the guiding principle of the campus and every member is provided opportunity to participate in decision making process of the campus.

### **Performance Appraisal**

Campus is weak in performance appraisal system. It has developed a performance appraisal form to be filled by immediate supervisor for both faculties and staffs but it has not been executed effectively. Campus management committee/campus service commission gets evaluation information of staff performance informally with direct observation of campus chief and assistant campus chief and uses it for the purpose of promotion and development of the employee. Self-evaluation and peer evaluation is performed when discussing final exam and internal exam results of students especially in staff meeting.

### **Training and Development**

Here at JAMC, our focus is to identify the loopholes in our education system like lack of knowledge and subject content, inability to use modern technology etc. Campus has providing necessary training to teachers so that we are able to fill up the gaps. The campus used to send the teachers to seminars, conferences, workshops and other capacity development program. Campus is committed in organizing research workshops and training program for the development of teaching staffs for their academic development. This year the campus conducted a research training mobilizing its own resources and quantitative research training in association of UGC. In latter training program, not only the faculty members of JAMC, the participation was from surrounding campuses from eastern part of Chitwan district.



## Planned Activities

Campus is planning some important Human resource activities during coming 5 years period.

The summary of the strategies and their timeline can be summarized as below.

### Year 1 (2080/2081) – Foundation and Initial Actions

- Qualification upgrading of faculty members

Target: 1- One faculty member to pursue PhD/M.Phil

Activities:

Identify potential faculty members for higher studies.

Provide financial and logistical support for higher studies.

Initiate partnerships with universities for scholarships.

- Staff Training & Development

Target: 2- Conduct a Need-based Training Program for faculty (20 participants)

Activities:

Organize workshops and seminars on teaching methodologies, technology integration in education, and research skills.

- Provide training in modern classroom techniques and academic leadership.

Target 3- Promote a Positive Working Environment

Activities:

Strengthen the grievance handling mechanism.

Regularly review working conditions and address staff concerns.

- Conduct an employee satisfaction survey to gather feedback on work culture.

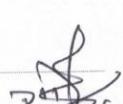
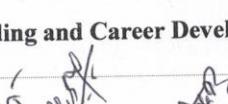
Target 4- Performance Appraisal System Enhancement

Activities:

Implement a structured performance appraisal system, introducing self-assessments and peer evaluations.

Organize training for supervisors on how to provide constructive feedback.

### Year 2 (2081/2082) – Capacity Building and Career Development



➤ Faculty Promotion

Target: 1- Promote 1 faculty member to Assistant Professor, 1 faculty to Associate Professor

Activities:

Develop clear promotion criteria based on teaching, research, and service.

Encourage faculty to engage in research and publication.

➤ Permanent Employment for Faculty

Target: 2- One Assistant Professor to gain permanent status

Activities:

Review the tenure status of teaching staff.

Evaluate performance and contribute to securing permanent positions.

➤ Staff Development Programs

Target: 3- Need-based training for 1 staff member

Activities:

Provide workshops on administrative skills, management, and office technologies.

Send one staff member for external training in management.

➤ Refresher Courses for Faculty

Target: 4- Conduct refresher courses for 12 faculty members

Activities:

Organize academic refresher courses focusing on current trends in education.

Ensure faculty members are updated on new teaching methodologies.

**Year 3 (2082/2083) – Expansion and Leadership Development**

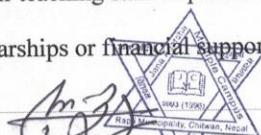
➤ Qualification Upgrading of Staff

Target: 1 non-teaching staff member to pursue Master's degree

Activities:

Encourage non-teaching staff to pursue further education.

Provide scholarships or financial support for continued education.



✓ ✓ ✓

✓

➤ Faculty Promotion

Target: 2- One Assistant Professor to Associate Professor

Activities:

Support faculty to fulfill the criteria for promotion through research, conferences, and academic leadership.

➤ Faculty and Staff Research Support

Target: 3- Facilitate research methodology training for 25 faculty members and staff

Activities:

Organize a campus-based research training program.

Encourage faculty to publish their work in journals.

➤ Peer Learning

Target: 4- Arrange a faculty visit to higher education institutions for 12 faculty members

Activities:

Facilitate exchange programs and visits to other academic institutions.

Foster collaboration and knowledge sharing.

**Year 4 (2083/2084) – Consolidation and Advanced Skills Development**

➤ Faculty Promotion & Career Advancement

Target: 1- Promote one faculty member to Assistant Professor, 2 to Associate Professor

Activities:

Create clear promotion pathways to ensure staff development.

Ensure that promotion criteria are based on merit, teaching impact, and research.

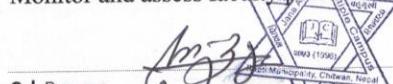
➤ Permanent Status for Faculty Members

Target: 2- Permanency for 2 lecturers

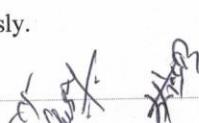
Activities:

Review probationary staff members and offer permanent positions where appropriate.

Monitor and assess faculty performance continuously.



■ I P a a P

➤ Capacity Development Training

Target: 3-Conduct need-based training for All Faculty and Staff

Activities:

Organize workshops focused on skills development in digital literacy, curriculum design, and classroom management.

Offer leadership training for senior faculty members.

➤ Research and Publication Support

Target : 4- Support publication in national/international peer-reviewed journals

Activities:

Establish a dedicated research fund for faculty.

Assist faculty in presenting papers at international conferences.

**Year 5 (2084/2085) – Institutional Strengthening and Leadership in Education**

➤ Qualification Upgrading for Faculty and Staff

Target: 1- faculty member to pursue PhD/M.Phil

Target for staff: 1 staff member to complete a Master's degree

Activities:

Continuously support higher education for faculty and staff.

Encourage staff to apply for scholarships and fellowships.

➤ Faculty Promotion and Development

Target: 2- faculty members promoted to Assistant Professor and 1 staff member to Officer

Activities:

Focus on fostering leadership and academic growth for senior faculty members.

Conduct annual reviews for promotion criteria and career development.

Performance Appraisal System – Full Implementation

Activities:

Formalize and review the performance appraisal process.



Conduct regular evaluations for both faculty and staff.

➤ International Peer Learning Opportunities

Target: 3-Send 1 faculty member for an international visit

Activities:

Organize international conferences and exchange programs for faculty.

Foster global academic collaborations to enhance the campus's academic profile.

We have developed a well-defined strategy whereby we focus on sending at least one of our faculties each year to pursue higher education like M. Phil and PhD. Some other important strategies are as follows;

**Human Resources Development Action Plan 2080-2085**

SN	Themes	Activities	No. of Participants to be benefited from the Human Resource Development program					Remarks
			1st year	2nd year	3rd year	4th year	5th year	
1	Qualification Upgrading of the Faculty	PhD/ M. Phil	1	1	1	1	1	
2	Qualification Upgrading of the Staff	Master's	0	0	1	0	1	
3	Promotion of the Faculty Member	Associate Professor	0	1	0	1	1	
		Assistant Professor	1	1	1	2	2	
4	Permanency of Faculty members	Assistant professor	0	0	0	0	1	
		Lecturer	0	1	2	2	2	
4	Promotion of the	Officer	0	0	2	0	1	



SN	Themes	Activities	No. of Participants to be benefited from the Human Resource Development program					Remarks
			1st year	2nd year	3rd year	4th year	5th year	
	staff member	Head Assistant	0	0	0	1	1	
5	Permanency of staff members	Officer	0	0	1	0	0	
		Head Assistant	0	0	1	0	0	
6	Publication Support	Support for Article Publication in campus journal	2	2	2	2	2	
		Support for Article Publication in the national/International peer reviewed Journal	1	1	1	2	2	
7	Capacity Development Program	Refresher Courses for Faculty	12	12	15	15	20	
8	Capacity Development Training	Need-based training to faculty	20	20	All	All	All	
		Need-based forr Staff	0	1	All	All	All	
9	Research Training	Research Methodology Training (in Campus)	25	25	All	All	All	
10	Travel Grants	Presentation of Research Paper/Abstract (National/)	0	1	1	1	1	
		Presentation of Research Paper/Abstract (International)	0	0	1	1	1	
11	Peer Learning	Visit by Faculties in Higher Education Institutions (National)	10	10	12	12	14	



Handwritten signatures of officials are placed across the bottom of the page, corresponding to the signatures on the document header.

SN	Themes	Activities	No. of Participants to be benefited from the Human Resource Development program					Remarks
			1st year	2nd year	3rd year	4th year	5th year	
		Visit by Faculties in Higher Education Institutions (International)	0	0	1	1	1	
12	Resource Person	Faculty Involvement as Resource	0	1	1	2	2	

### Conclusion

This HR Development Plan for 2080/2085 focuses on continuous growth, skill development, and career progression for both faculty and non-teaching staff at JAMC. The primary goals are to enhance academic standards, build a positive working environment, provide leadership development, and ensure staff retention through professional growth and academic opportunities. By following this plan, JAMC aims to strengthen its position as a leading institution in the region and achieve long-term success.



Prepared By

Chandra Bahadur K. C.  
(Asst. Campus Chief)

Certified by

Khimananda Aryal  
Campus Chief

Approved By

Govinda Prasad Kandel  
CMC Chairperson