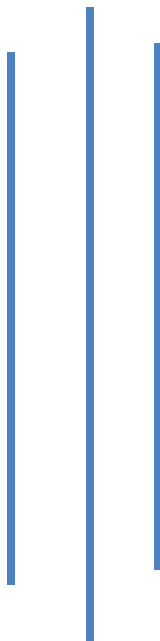


Job Description Manual
Samriddhi College
Lokanthali, Bhaktapur



Updated: September 2022





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Sandeep Shrestha
Principal



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Sandeep Shrestha
Principal



About the College

Samriddhi College was established with a mission to equip students with the competencies they need to thrive and grow in an ever-competitive economic landscape. Samriddhi College believes that there are cross-learning opportunities among students and faculty across the range of academic streams that it offers leading to the holistic learning outcome. Samriddhi College takes extra measures to ensure that ICT courses are aligned with the dynamism shaping the sector characterized by rapid technological progress and its ramifications in the market.

1. Front Desk

Basic Job Information

Job category: Front Desk

Job Level: Junior level

Employment type: Full Time

Primary Job Location: Samriddhi College

Scope

The front desk staff is responsible for greeting and regards the guests and visitors at the front desk, addressing queries with humbleness and respect, recommending activities, and answering any phone calls. The front desk should also be watchful of students in and out of activities.

Key roles and Responsibilities

- Keeping the front desk tidy and presentable with all necessary material
- Answer any questions related to college, (including but not limited to admission, fee, and so on)
- Answer the phone calls and direct the calls to the concerned department or personnel during office hours.
- Address concerns and problems of visitors and students.
- Liaise communication with on behalf of the college and departments.
- Maintain the record of students that have checked in and out.
- Perform secretarial duties to coordinate with other departments or personnel in the college
- Prepare outgoing mail by drafting correspondence, and parcels.
- Check emails on main officials and forward them to respective departments and personnel,
- Monitor and advise security guards to maintain security in the college
- Monitor office supplies and place orders when necessary.
- Keep updated logs, records, and files of students and visitors. Instruct and advise blue-color and office assistant workforce to maintain hygiene and neatness of the college.

Other Duties

- Performs other duties as instructed by the administrative head and required by the college management.

Knowledge, Skills, and Abilities

- Front Desk staff must possess good Interpersonal and interaction skills.
- Excellent oral, written, and customer service skills.

- Attention to detail and capacity of scheduling the meeting times of the Guardians and students.
- Having fundamental knowledge in office secretarial management

Benefits

The college offers a competitive benefits package for an eligible candidate, along with certain social security and other benefits.

Qualification and Eligibility

- H+2 Education with minimum training in the area of front desk management/ or office secretary

Benefits

The college offers competitive benefits and social security. The employee may participate in any benefits program that is offered by the college for which they are eligible.

Non-discrimination Statement

Samriddhi College does not discriminate based on race, color, national origin, sex, gender, age, disability, or status as a veteran in any of its policies, practices, or procedures.

Employment Terms and Conditions

Employment terms and conditions are as defined in the operating policy of the institution. These policies and procedures may be amended but will be brought to employees' notice.

2. Junior Officer (Administration and Operation)

Basic Job Information

Job category: Administrative

Job Level: Entry Level (Junior Officer)

Employment type: Full Time

Primary Job Location: Samriddhi College

Scope

Junior officer (Administrative) performs clerical activities that include managing files of student records and answering calls assisting in looking after floor management and rapport building and facilitation to visitors and students.

Key roles and Responsibilities

- Relationship development with a guardian, student, and visitors.
- Liaise to support visitors' concerns
- Coordinate with the administrative department for physical facilities.
- Assist finance supporting fee collection and releasing notices.
- Assist in releasing and communicating the college's activities notices
- Preparation of part-time service contract after approval from HoD/Program Director.
- Assist arrange meetings by reserving rooms and managing refreshments.
- Provide necessary support for the EMIS unit with existing information related to students and facilities
- Communicate with faculties, and visiting faculties to update schedules and routines
- Take care of the calendar and activities in the institution related to lab, exam, and administration so that the calendar does not contradict each other.
- In addition to the above, all the activities related to the department must be done as per the instruction of immediate seniors and seniors in the institution.

Knowledge, Skills, and Abilities

- Thorough understanding of office management procedures
- Good Communication Skills and Presentable
- Excellent organizational and time management skills
- Proficiency in MS Office and email, internet, and social media handling

Benefits

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Qualification and Eligibility

+2 Level with proven experience as a back-office assistant, or in another relevant administrative role.

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3. Discipline in-charge

Basic Job Information

Job category: Discipline in charge (Administrative Support)

Job Level: Mid Level

Employment type: Full Time

Primary Job Location: Samriddhi College

Scope

The discipline in charge is responsible for planning and monitoring the matters relating to students' and teachers' discipline in the college.

Key roles and Responsibilities

- To maintain discipline at all times in the college premises and strictly implement College Discipline-related regulations and code of conduct.
- Monitor the daily grooming standard of all the students and take necessary actions for those falling under the standard.
- Report to the program coordinator and collaboratively set dialogue with parents of students with behavior problems, and them to overcome their difficulties.
- Recommend students with behavior problems for counseling in the respective department.
- Maintaining and oversight of standards pertaining to the discipline in academia, and preservation of disciplinary integrity.
- Engage in sports and other extracurricular activities to assure with disciplinary involvement of the students.
- Oversight exam for disciplinary concerns and report to exam department.
- Adapt the reward and punishment approach to students' behavior, while recommending punishment- there shall be no physical punishment.
- Prepare and avoid possible conflicting situations inside the college premise by students or outsiders, and report possibilities of such activities in a timely manner. Liaise and monitor security guards and instruct them with disciplinary concerns.

Knowledge, Skills, and Abilities

- Must be an energetic and positive attitude with good physical fitness.
- Must have good communication skills in English and Nepali language
- A better observation quality and record-keeping skill
- Capable of motivating students to friendly and respectful behavior

Qualification and Eligibility

- +2 in any streams with a minimum of a year of experience in a related field

Other Duties

Performs other duties as required by the college management and Principal of the college in changing environment.

Benefits

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4. ECA Coordinator

Basic Job Information

Job category: Extra Curricular Activities (ECA) Coordinator

Job Level: Mid-level

Employment type: Full Time

Primary Job Location: Samriddhi College

Scope

ECA Coordinator is responsible for planning, coordinating, and executing extracurricular and co-curricular activities in the college for the overall development of the students. The comprehensive functions lie in preparing schedules, working on students' interests and monitoring their performance beyond academia, and expanding students' exposure.

Key Responsibilities:

- Plan and organize a variety of extracurricular activities to ensure the holistic development of students and support overall learning outcomes,
- Prepare a year extracurricular activities calendar in advance in coordination with the Administrative Head, Department Heads, and Exam Department.
- Coordinate with the administrative head for related ECA facilities, instruments, and logistics for scheduled extra-curricular activities.
- Conduct various in-house activities to encourage the participation of students and boost their confidence.
- Coordinate and consult with coaches/specialists regularly to enhance extra-curricular activity programs to avoid overlapping activities.
- Recommend to the administrative head and department head the overall ECA budget and the purchase of all supplies and equipment for school activities.
- Keep track records of the performance of the students in specified extra-curricular or co-curricular activities.
- Keep records of student attendance, performance, and participation in all activities
- Attend staff training and professional development sessions,
- Be attentive to safety measures and remind coaches/specialist teachers to abide by the safety guidelines,
- Enforce the school's rules, regulations, and policy in the ECA department and its programs,
- Other Duties
- Perform other duties as per the instruction of the direct line supervisor, principal, or college management.

Knowledge, Skills, and Abilities

- Planning and executing extra-curricular activities

- Ability to identify and assess students' interests and attributes.
- Good knowledge in planning and execution of activities/event
- Organizing, communicating, and leadership skills

Qualification and Eligibility

- Master's degree in Management, Business Administration, and HR
- Experience of 3 years in a similar profile

Benefits

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Employment Terms and Conditions

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5. Assistant Instructor (Lab Oriented)

Basic Job Information

Job category: Assistant Instructor

Job Level: Junior-Level

Employment type: Full Time

Primary Job Location: Samriddhi College

Scope of the Assistant Instructor

Prepare classroom equipment and instructional materials for lessons. Perform lab records associated with the college including attendance, grade calculation, and proper lab procedures. All assistant instructors shall be under the assigned supervision of a regular member of the faculty.

Key roles and Responsibilities

- Prompt Maintenance/installation of the lab equipment and accessories to ensure smooth operation of regular lab sessions.
- Maintaining discipline and the environment around the labs.
- Prepare all the lab equipment up-to-date for the next lab sessions.
- Assist subject teachers to conduct regular lab sessions.
- Keep a record of the regular attendance of the students, teachers, and lab assistants at each lab session.
- Keep a record/file of the lab sheets submitted by the students.
- Check the equipment regularly and reports the issue, if any, to the Dy. HoD / HoD.
- Prepare the demand form for the purchase of the equipment/ accessories and submit it to the Dy. HoD / HoD.
- Prepare a self-appraisal form and note down the difficulties faced to discharge the duties and submit it to the Dy. HoD / HoD.

Other Duties

- Performs other duties as required by the school management and Principal.

Knowledge, Skills, and Abilities

- An ability to build good working relationships with both students and teachers.
- Flexibility and creativity.
- Ability to manage groups of pupils and deal with challenging behavior.

Benefits

The college offers a competitive benefits package for an eligible candidate, along with certain social security and other benefits.

Qualification and Eligibility

- Hold a Bachelor's degree or 2-year Diploma in elementary education.

Non-discrimination Statement

The Morgan International College does not discriminate on the basis of race, color, national origin, sex, gender, age, disability, or status as a veteran in any of its policies, practices, or procedures.

Employment Terms and Conditions

Employment terms and conditions are as defined in the operating policy of the institution.

6. Teaching Assistant

Basic Job Information

Job category: Teaching Assistant

Job Level: Mid-Level (Teaching)

Employment type: Full Time

Primary Job Location: Samriddhi College

Scope

Teaching Assistant (TA) responsible for performing teaching or teaching-related duties to assist senior faculties and department heads associated with Samriddhi College. Scope under this position includes creating lesson plans, documenting progress and teaching materials, assisting students in understanding lessons, and overseeing lesson preparations.

Key roles and Responsibilities

A. Academic Support

- Assist senior faculties with lesson preparation, collecting teaching materials, and setting up equipment.
- Supervising students in class, between classes, and during recreation periods and field trips
- Reviewing lessons or lectures with students on a one-on-one basis or in small groups
- Tracking attendance, grading assignments, and calculating grades
- Giving extra help to students who need special attention struggling with a concept or comprehending lessons
- Edit and revise students reading materials and support with selected study resources.
- Conduct tests monitor and evaluate students properly in coordination with lead faculty.
- Evaluate assignments and projects of the students.
- Conduct tutorials, labs, or review sessions and conduct mark assignments and tests.

B. Semester Activities

- Scrutinize different problems of students and find the best feasible solution.
- Monitor and report academic & co-curricular activities and performances.
- Report the performances of the respective semester to the Principal.
- Plan and execute semester (class) flow, service learning, cooperative education regularity, discipline, project activity, and overall performances of an individual student.

C. Laboratory Support

- Coordinate with students and senior faculty to ensure that lab instruments are running smoothly.
- Ensure that lab equipment is purchased and operated properly.

- Ensure lab equipment and machines are handled safely and with utmost care.

Other Duties

Other duties and responsibilities shall be as directed by the immediate supervisor (Senior Faculty) or as of assignment provided by the Head of the Department.

Knowledge, Skills, and Abilities

- Good command over the subject matter
- Good understanding of students learning comprehension
- Ability to manage students and deal with challenging behavior.
- Good organizing skill

Qualification and Eligibility

- A Master's degree in a relevant field is preferred.
- A minimum of 2 years experience as a teaching

Benefits

The college offers competitive benefits and facilities for an eligible candidate, along with certain social security and other benefits

Attendance

Individuals in this position are expected to be generally available during the normal business hours of the college, and may frequently be required to vary their schedule to meet department and institutional requirements and to participate in professional conferences, workshops, and presentations.

Limitations

This job description is intended to provide guidelines for job expectations and the employee's ability to perform over the position. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and Smariddhi college reserves the right to change this job description and/or assign tasks for the employee to perform, as appropriate.

Non-discrimination Statement

The Samriddhi college does not discriminate on the basis of race, color, national origin, sex, gender, age, disability, or status as a veteran in any of its policies, practices, or procedures.

Employment Terms and Conditions

Employment terms and conditions are as defined in the operating policy of the institution.

7. Teaching Faculty/ Senior Faculty

Basic Job Information

Job category: Teaching Faculty Full-time (All levels)

Job Level: Top-Level

Employment type: Full Time

Primary Job Location: Samriddhi College, Lokanthali, Bhaktapur

Immediate Supervisor: Department Head

Scope of the Job

Full-time teaching faculties are responsible to conduct classroom teaching-learning activities, prepare learning materials, promote the academic environment, and supervising students including other academic and professional responsibilities.

Key roles and Responsibilities

A. Academic

- Make overall planning of the respective subject assigned for teaching.
- Deliver lectures, seminars, and tutorials and prepare courses, modules, and teaching materials.
- Conduct tests to monitor and evaluate students properly.
- Provide regular assignments to the students and evaluate them.
- Developing and revising study materials and contributing to education planning.
- Prepare assessment plans and questionnaires for student evaluation.
- Undertake individual and collaborative research projects that are published in peer-reviewed journals and actively contribute to your institution's research profile.
- Contribute to professional conferences and seminars and establish collaborative links with other institutions, industries, and the public.
- Coordinate with the librarian in textbook and other learning resources selection and purchase.
- Supervise your research group, and provides proposals to attract external funding for a range of research projects

B. Laboratory (*if applicable)

- Coordinate for the smooth running of related Electronics and Computer labs.
- Ensure required lab equipment is purchased and operated properly.
- Ensure lab equipment and machines are handled safely and with utmost care.
- Coordinate and ensures placing the equipment purchase orders timely.

C. Semester Activities

- Scrutinize different problems of students and find the best feasible solution.
- Monitor and report academic and co-curricular activities and students' overall performances.
- Plan and execute semester (class) flow, service learning, cooperative education regularity, discipline, project activity, and overall performances of an individual student.

C. Students Relations and Performance Target

- Assist students with research and project activities
- Contribute to enhancing students' overall performance as a regular mentor of the students.
- Enable students to participate in Presentations, and understand and solve Case Studies.
- Ensure a Minimum of 70% pass in internal tests and 80% pass in external tests.

Other Duties

Other duties and responsibilities shall be as directed by HoD or/and the Principal of the College.

Workload and Working Hours

The normal working hours of the college are between 6:30 Am to 2:00 PM. However, in the case of full-time faculties, faculties must conduct a minimum 15hrs of teaching-learning activities which might go up to 18 hrs in a week.

If classes are limited to 15hrs a week, a faculty must contribute to institutional development or student development programs including research and lab engagements.

Knowledge, Skills, and Abilities

- Ability to work well in a team.
- Expertise in the subject area
- Enthusiasm for research activities and the ability to pass this passion on to your students and peers.
- Published research and a willingness to participate in professional conferences and seminars.

Benefits

The college offers competitive benefits and social security. The employee may participate in any benefits program that is offered by the college for which they are eligible.

Qualification and Eligibility

- Most have completed a minimum Master's Degree or above degree in the relevant teaching area.

- Aspiring to become a lecturer and am interested in teaching-learning activities.

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Employment Terms and Conditions

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8. Assistant Program Coordinator

Basic Job Information

Job category: Assistant program coordinator

Job Level: Entry Level (Officer)

Employment type: Full Time

Primary Job Location: Samriddhi College

Direct Supervisor: Program Coordinator/HoD

Scope

An assistant program coordinator is responsible to facilitate all of the day-to-day activities in their department to maintain an academic environment performing administrative as well as operational tasks within their respective department.

Key roles and Responsibilities

A. Department Service

- Effectively implement updated policies and plans in the respective departments
- Facilitate conducting special programs such as entrance tests, interview sessions, and other college-sponsored programs.
- Organize intradepartmental and interdepartmental meetings
- Ensure the code of conduct is strictly followed and that the associates within the department maintain good discipline.

B. Networking & Public Relations

- Execute as the college's interface authority to meet visitors, communicate with them, and transfer to the appropriate authority, if necessary.
- Collect necessary data from departments and maintain the profile of guardians/ parents/ students.
- Stay connected with guardians/ parents/ students. Capitalize them for the university's/ students' benefits in coordination with the Faculty/ departments.
- Establish and maintain liaison between the college and prospective people/organizations.
- Plan and conduct in-house activities/ training/workshops/seminars that are important to the college.

C. Student's Services

- Perform as a first-contact person to students, handling and resolving all the beyond-academic affairs of students.
- Handle and assist with all matters related to student fees and fines.
- Document all the prime issues handled that are related to students, and maintain a log of all the important visitors and issues discussed with them.

- Facilitate addressing student grievances related to classrooms, lab facilities, library, sports facilities, cafeteria, and other infrastructure issues.
- Conduct regular supervision of the college facilities that include computer labs, engineering labs, library, and classrooms.

D. Reporting

- Prepare students and staff's monthly appraisals and report to the Program Coordinator/HoD.
- Report to HoD and principal about infrastructure-related issues on a timely basis.

E. Other Duties

Other duties and responsibilities shall be as directed by the Program Coordinator/ HoD

Knowledge, Skills, and Abilities

- Demonstrates the ability to be well-organized
- Displays leadership, management, and interpersonal skills.
- Has the ability to encourage and motivate others, particularly when dealing with students, guardians, and external stakeholders.

Benefits

The college offers competitive benefits and social security. The employee may participate in any benefits program that is offered by the college for which they are eligible.

Qualification and Eligibility

- Minimum a year experience with a Master's Degree in business administrator, psychology, or in the areas relevant to the respective department of the college
- Minimum three years experience with a Bachelor's degree in business administration, psychology, or in the areas relevant to the respective department of the college.

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9. Research Coordinator

Basic Job Information

Job category: Research Coordinator

Job Level: Research (RMC)

Employment type: Full Time

Primary Job Location: Samriddhi College

Scope

Coordinates with Research Management Cell at the college and administers research study-associated activities. Defines research and project work protocol to standardize and smoothly operate research activities in the institution. Contributes to developing and maintaining recordkeeping systems and procedures in collaboration with EMIS.

Key roles and Responsibilities

A. General Duties

- Develop research and project work protocols in the institution in coordination with Research Management Cell.
- Contribute to maintaining record keeping of research activities in EMIS
- Introduce plans and systems for digital data collection tools and help the IQAC team in taking decisions for quality concerns of the institution.
- Update, review and standardize the existing research publications.
- Proceed thesis proposal, and thesis work for evaluation through dedicated evaluators in coordination with RMC
- Conduct workshops, and seminars in the college to build the capacity of students and faculties in the research area.
- Liaise with students and faculties participation for paper presentations in national/international conferences.
- Maintain continuity of research/journal publication in the institution.
- Assist faculties and institutions to engage in research writing, project work, and academic publications.
- Assist in the development and revision of the annual work plan, and M&E strategies to assess college performance

B. Support capacity-building initiatives

- Design and develop forms and formats for data capturing
- Work closely with HoDs, Program Coordinators, and the RMC team regularly review and update methodical research activities.
- Facilitate data collection, analysis, and learning activities to help improve accountability and efficiency for faculties, students, and departments.

C. Other Duties

Other duties are as instructed by the department head or immediate line supervisor.

Benefits

The college offers competitive benefits and social security. The employee may participate in any benefits program that is offered by the college for which they are eligible.

Qualification and Eligibility

- A minimum Master's Degree with comprehensive skills in Academic Research Activities, thesis supervision with at least two years of experience in relevant areas
- Having basic skills in journal article publication

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10. Librarian

Basic Job Information

Job category: Librarian

Job Level: Junior level

Employment type: Full Time

Primary Job Location: Samriddhi College

Scope

Librarian is responsible for looking after organizing and maintaining books, magazines, and journals in the library, issuing books, and maintaining records. Further, the librarian has to handle e-books, periodicals, and e-resources for various purposes such as education and research.

Key roles and Responsibilities

- Maintain records of books and journals and subscription
- Assist in procuring the library resources in coordination with department heads and the library advisory committee
- Provide suggestions, guidance, and service to library users.
- Developing, labeling, numbering, and managing collections of books, magazines, and journals.
- Entering book records in the EMIS system and contributing to making libraries use digital
- Selecting, acquiring, and cataloging information using the library and information software
- Check books and other materials in and out of the library along with managing the new materials acquired
- Look into the management of library furniture, equipment, and other facilities.
- Deal with member inquiries and day-to-day administrative duties in the library.

Other Duties

- Performs other duties as required by the college management and in coordination with Library Advisory Committee.

Knowledge, Skills, and Abilities

- Having the knowledge to operate library software, procurement of books, and facilities to improve library use.
- Having knowledge in handling e-journals and their subscription management

Qualification and Eligibility

- A Bachelor Degree in Library Science or Equivalent

- A minimum bachelor's degree having basic library management training or a minimum of two years of experience as a librarian.

Benefits

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11. Exam Head

Basic Job Information

Job category: Exam Coordinator

Job Level: Mid Level

Employment type: Full Time

Primary Job Location: Samriddhi College (Exam Department)

Scope

The exam head is responsible to conduct all types of exams in the institution and coordinate with the exam controller of the university to process the evaluation. Further, the exam head needs to maintain a fair examination process for students, and coordinate exam schedules and types at the beginning of the academic calendar.

Key roles and Responsibilities

- Responsible to execute all activities related to exam form fillup and internal exams in coordination with Department Head, Principal, and Vice Principal.
- Publish evaluation and results in systematic and transparent ways on both the notice board and the website.
- Execute university registration for students.
- Plan internal budgeting, procurement, and strategy for effective operations of the department.
- Coordinate setting up annual and semester calendars from exam-related concerns, and assist in implementing calendar.
- Coordinate with faculties and Department Heads to receive project work evaluation, and thesis evaluation marks in a timely manner.
- Deal with the student's issues and concerns related to exams, certificates, marks laser, and evaluation.
- Managing the examination entry process ensuring students' examination entries are made correctly before the exam.
- Execute exam process including examination timetables, and entry cards, creating seating plans for each examination room, and securely storing confidential examination materials.
- Preparation of Question Bank, Managing examination results, and issuing examination certificates.
- Prepare examination duty charts for the teachers
- Updating examination-related policies to the examination coordinator.

Other Duties

Performs under the duties as assigned by the affiliated university, and as instructed by the college management and principal.

Knowledge, Skills, and Abilities

- Good organizational and planning skills.
- Skills in managing exams and results of the institution. A better understanding of schemes in the curriculum and evaluation process of the respective university.

Qualification and Eligibility

- A Bachelor Degree with a minimum of 3 years experience in an exam department

Benefits

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12. Finance Head

Basic Job Information

Job category: Finance Head

Job Level: TOP level management

Employment type: Full Time

Primary Job Location: Morgan International College

Duties: On Campus as agreed by senior management

Scope

The Head of Finance creates forecasting models, assesses risk in investments, and ensures all accounting activities comply with regulations. Finance head crafting financial strategies and managing accounting teams. Ultimately, maintain Morgan International College's sound financial health and increase profitability in the long run. The Head of Finance provides strategic and financial guidance to ensure that the college's financial commitments are met.

Key roles and Responsibilities

- Manage cash flows, conduct profit, and cost analyses and recommend cost-reducing solutions and funding options to BOD.
- Direct and control finance staff to ensure that they are appropriately motivated and developed and so that they carry out their responsibilities to the required standard.
- Forecasting monthly, quarterly, and yearly financial reports to assist the management in making financial decisions and to ensure these are presented accurately and on time.
- Contribute to the achievement of the college business objectives and decide on investments by providing financial advice and guidance on financial strategy.
- Develop and control college annual budget planning to ensure that all financial targets are met and statutory regulations are complied with.
- Develop accounting activities and conduct internal audit programs and External Audits to ensure that the college complies with financial procedures and regulations.
- Ensuring the maintenance of an up-to-date teachers/students database with the modern accounting software system.
- Monitor external contracts and services and collaborate with National and International College to ensure they are expanding their scopes and providing the best value.
- Develop and maintain all necessary systems, policies, and procedures to ensure effective and efficient financial management within Morgan International College.

Other Duties

Performs other duties as required by the school management and Campus Chief.

Knowledge, Skills, and Abilities

- In-depth understanding of cash flow management, bank reconciliation, and bookkeeping

- Hands-on experience with budgeting and risk management
- Excellent knowledge of data analysis and forecasting models
- Proficiency in accounting software
- Solid analytical and decision-making skills

Benefits

The college offers a competitive benefits package for an eligible candidate, along with certain social security and other benefits.

Qualification and Eligibility

- Chartered Accountant /ACCA with 3 Years of work experience
- MBA Graduates in Finance with at least 5 Years of work experience in the accounts and finance department.

Non-discrimination Statement

The Morgan International College does not discriminate on the basis of race, color, national origin, sex, gender, age, disability, or status as a veteran in any of its policies, practices, or procedures.

Employment Terms and Conditions

Employment terms and conditions are as defined in the operating policy of the institution.

13. Accountant

Basic Job Information

Job category: Accountant

Job Level: Mid-level

Employment type: Full Time

Primary Job Location: Samriddhi College

Scope

The accountant at the college is responsible for managing payroll, coordinating internal and external audit functions, fee collection, payroll management, financial report preparations, releasing recommended funds, and contributing to financial planning. and financial management. Further, the accountants shall be responsible for preparing accounts, budgeting, and managing financial information.

Key roles and Responsibilities

- Records all transactions relating to Journal/receipts/Payment voucher and handle petty cash books.
- Handle daily accounts, maintain the system up to date, operate account software, and prepare monthly reports.
- Supervise faculty payment, employee tax computation, payroll process, and banking transactions.
- Verify all the debtors/creditors and finalize Trial Balance.
- Responsible for timely payment of VAT/ TDS/ Education tax.
- Assist in the preparation of audit-related work to ensure legal compliance.
- Ensure that financial statements and records comply with laws and regulations.
- Advising on how to reduce costs and increase profits.
- Compiling and presenting Income/Expenditure, budget reports, and financial forecasts.
- Work in maintaining financial reports, tax returns, and Tax clearance.
- Maintain confidential and secure storage of important financial data.
- Liaise with concerned government authorities to fulfill institutional annual reporting and renewal.
- Manage accounting staff assisting in payroll management, fee collection, and procurement financial transactions.
- Coordinate with the Principal and Board of Directors to take financial decisions.

Other Duties

Performs other duties as required Principal, Finance Head, Chairperson of the college.

Knowledge, Skills, and Abilities

- Ability to work on financial planning, budgeting, and implementation of financial activities
- Ability to handle and monitor accounting work and run accounting software
- Ability to guide and monitor associated staff members in the department
- Interpersonal Communication and time management skills.

Qualification and Eligibility

- A Bachelor Degree in Management/Commerce stream field with minimum 2 years experience in a related field.

14. IT Operation Head

Basic Job Information

Job category: IT (IT Department- Tech Operation)

Job Level: Senior Level (Tech Job)

Employment type: Full Time

Primary Job Location: Smariddhi College

Duties: On Campus and home office as agreed by senior management

Scope

The Director of Information Technology provides strategic and day-to-day leadership for all functions of the Information Technology (IT) department to achieve the organization's operational and strategic goals. This senior position is also responsible for charting the future architecture and technology infrastructure to give a pace with dynamism to the institution. IT director, thus, oversees projects and supervises the associate members in the department, and enforces policies and procedures.

Key Responsibilities and Functions

A. Leadership and Strategic Input

- Establish and execute strategies, plans of action, and prioritization for accomplishing key objectives of the college in collaboration with the institutional heads.
- Provide direction and prioritization to IT staff as well as oversee the growth and professional development of the staff members.
- Provide project management direction for the existing and proposed projects, including project prioritization, resource allocation, and timely monitoring and evaluation.

B. Planning and Development

- Plan and manage the IT budget of the college, including the purchasing of all technology and information services for the University, including negotiating, service agreements, and vendor management. -Planning and Development
- Proactively manage vendors, and ensure the IT facilities are intact in the institution
- Develop and implement appropriate IT policies and procedures, architecture, security standards, purchasing, and service provision. Function
- Implement the systems and processes that result in sustainable, reliable, and efficient operations.
- Quickly evaluate the nature of the problem, and provide a solution rapidly and decisively.
- Maintain the existing technologies and determine what new technology solutions and implementations will meet business and system requirements.

C. Communication and Coordination

- Communicate regularly with institutional heads and concerned departments and the leaders about services and systems, including technology issues.
- Develop, advocate and analyze appropriate information system and technology architecture/solutions to support the current and future business processes required to achieve the strategic priorities of the college.
- Works in a consultative and collaborative fashion with other directors, such as enrollment, student services, admin and finance, and advisor of technologies that may improve their efficiency and effectiveness.

Other Duties

- Performs other duties as required by the line supervisor and heads of the institution.

Knowledge, Skills, and Abilities

- Excellent interpersonal communication skills and a commitment to working effectively with a diverse faculty and staff.
- Well-developed collaboration and negotiation skills.
- Ability to work collaboratively across the organization.
- Must have exceptional problem-solving skills
- Strong understanding of cloud computing solutions.
- Very strong leadership and management skills within a technology area.
- Excellent in developing and implementing cohesive strategies serving multiple needs.
- Strong organizational skills, detail-oriented, with an ability to plan and manage multiple projects concurrently in a timely manner.
- Ability to adapt to a changing environment and facilitate change positively.
- Ability to formulate, interpret, adapt, and apply policies and regulations with the affiliated complex university system.
- A positive, cooperative, Christ-like attitude is supportive of the college and its mission.
- Ability to research, gather data, compile information, prepare reports, and draw conclusions.

Expertise and Comprehension

- System Automation for beneficiaries
- Productivity suite —Microsoft Office and Google Applications for Education (email, docs, sheets, and slides)
- Learning Management System
- Student & Financial Information System
- HR and Operation System
- Library and Exam System
- Client Relationship Management- CRM

- Project Management Software
- Cloud Computing Solutions
- Virtual Meeting Software

Benefits

The college offers a competitive benefits package for an eligible candidate, along with certain social security and other benefits.

Qualification and Eligibility

- Minimum Bachelor's Degree in computer science, information technology, or a related field with a minimum
- Minimum six to eight years of progressive technical and managerial experience in several IT disciplines with at least two years at the management level.
- Breadth and depth of knowledge and experience in operations, applications, networks, and systems architecture in an enterprise-wide environment.

Attendance

Individuals in this position are expected to be generally available during the normal business hours of the college, and may frequently be required to vary their schedule to meet department and institutional requirements and to participate in professional conferences, workshops, and presentations.

Limitations

This job description is intended to provide guidelines for job expectations and the employee's ability to perform over the position. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and Smariddhi college reserves the right to change this job description and/or assign tasks for the employee to perform, as appropriate.

Non-discrimination Statement

The Samriddhi college does not discriminate on the basis of race, color, national origin, sex, gender, age, disability, or status as a veteran in any of its policies, practices, or procedures.

Employment Terms and Conditions

Employment terms and conditions are as defined in the operating policy of the institution.

15. Deputy Head of Department

Basic Job Information

Job category: Deputy HOD

Job Level: Senior-Level

Employment type: Full Time

Primary Job Location: Samriddhi College

Duties: On Campus as agreed by senior management

Scope

Deputy HOD is a progressive leadership role and the personnel under this position shall be responsible for planning the growth of the department and looking into academic growth strategy and research activities, whereas facilities growth, budget development, and implementation, development of a business plan, student intake plan of the college. Deputy HoD must contribute to policy and personnel development and look into proceeding with internal performance enhancement.

Key roles and Responsibilities

- Prepare the academic semester calendar specifying the program, exam schedules, project, and other activities taking the support of the Program Coordinator, and submit it at least 15 days before the semester starts for approval.
- Active involvement in admission activities and promotional strategies of the college
- Contribute to preparing an internal budget of the department in coordination with HoD/Line Supervisor and program coordinator.
- Sort out grievances with the support of internal staff members and program coordinators
- Manage and conduct academic projects at the optimum level on a timely basis.
- Review the semester and forward the final report to the immediate senior two weeks before the completion of the semester.
- Represent the college on behalf of the respective department, and coordinate between the university and college for that program in case of necessity.
- Extend the network to expand opportunities for students through the academic-industry network.
- Report program performance on weekly basis to the immediate reporting line.
- Coordinate with concerned department in-charges while making plans to use common resources such as lab, exam, and administration so that the calendar does not contradict the other departments.
- Coordinate with HoD / Principal or immediate reporting line for the related task.

Other Duties

Other duties and responsibilities shall be as directed by the Head of HOD and Principal.

Knowledge, Skills, and Abilities

- Having a very good understanding of the academic disciplines within the department
- Have the ability to engage constructively with people
- Have the ability to look into operation and academia simultaneously
- Be flexible and adapt to changing circumstances and exercise judgment and take risks.

Benefits

The college offers competitive benefits and social security. The employee may participate in any benefits program that is offered by the college for which they are eligible.

Qualification and Eligibility

A well-merited individual with a minimum Masters's Degree in relevant disciplines of the associated department, and carrying at least three years of experience with both academic and operational functions of the departments.

Non-discrimination Statement

Samriddhi College does not discriminate on the basis of race, color, national origin, sex, gender, age, disability, or status as a veteran in any of its policies, practices, or procedures.

Employment Terms and Conditions

Employment terms and conditions are as defined in the operating policy of the institution. These policies and procedures may be amended but will be brought to employees' notice.

16. Head of Department / Program Director

Document Category: Job Description

Respective Department: Head of Department / (Program Director)

Document Code:

Operating Category: Department Leadership

Scope

The Head of the Department contributes to the achievement of the strategic plans by providing effective management and academic leadership within the department.

The Head of the Department is accountable, through the Principal, for matters relating to the management of departmental staff, the organization of teaching, research, and associated activities, and the effective performance of staff duties. The Head of the Department is required to be in regular communication with departmental staff and to be responsive to staff and the interests of the wider college.

The Head of the Department will demonstrate vision, management skills, the ability to acquire resources, and the skills to influence others to contribute to getting the job done.

Key Responsibilities and Functions

A. Leadership and Development

- Contribute to the formulation and dissemination of the strategic plan.
- Assess, plan and execute the budget, resource need, and staffing plans.
- Encourage and support the contributions of academic staff by developing/sustaining appropriate structures for consultation, decision-making, and communication with all staff.
- Develop and promote the internal and external profiles of the department.
- Ensure appropriate interaction with stakeholders, such as professional bodies, and potential employers, as appropriate to the department.
- Develop collaborations and strategic alliance partners with other institutions both nationally and internationally.
- Ensure administration and management information is available as required by the Principal and responsibly handle the major process in the department.
- Be responsible for dealing with student issues, including issues referred to by other academic staff.

- Creates a cohesive team approach within the department and faculty and across faculties. Communicating the needs of change, reasons for change, and monitoring change

A. Academic Management

- Oversee, organize and develop the core activities of teaching, research, examining, advising, and other service activities.
- Ensure that the department's responsibilities to students in respect of admission, teaching, and progress are met.
- Facilitate and promote the development of intra- and inter-disciplinary academic activity (in teaching and research).
- Align the activities of the department with those of other departments to ensure their coherence with those of the faculty as a whole.
- Teaching- Learning
- Ensure that the quality and standards of programs within the department are maintained and enhanced.
- Form a subject committee, and adapt effective teaching-learning and assessment methods for the programs and courses, support innovation

B. Research

- Raise the research profile of the department within the faculty and externally.
- Enhance the quality and volume of research by encouraging and enabling demonstrable research achievement within the department.
- Contribute to the research undertaken within the faculty/department.

C. Resource Management

Staff and Team

- Manage all staff within the department, including performance management, staff development, appraisal, induction, and succession planning.
- Contribute to the recruitment and retention of staff following the college's policies.
- Create an environment that provides appropriate learning opportunities that enable staff fulfilling their potential and support succession planning processes.
- Monitor and regularly review the performance of the staff and the department against agreed objectives and report regularly to the Principal

D. Physical

- Ensures the effective use of resources by appropriately managing and monitoring budgets and controlling the flow and quality of work. Allocates resources appropriately in line with department objectives.
- Ensure that appropriate arrangements are in place to account for and maintain the physical assets and resources of the department.

E.Quality and Standards

- Ensure compliance with operating policies and procedures within the department.
- Responsible for promoting diversity and equal opportunities within the department.
- Having knowledge of and ensuring compliance with academic regulations, quality standards, and processes in relation to teaching, learning, and assessment.

F.Relationship and Network

- Strengthen external relations at local, regional, national, and international levels.
- Maintaining effective relationships with relevant stakeholders; directing external and internal communications, media relations, and alumni relations; and enhancing the international reputation and profile of the college.
- Promote the work of the department internally and externally, including fostering relationships with academic staff, prospective employers, other academic and research organizations, visiting and honorary dignitaries, the business community, and government organizations.

Key competencies and Experiences

- Minimum 6 years of experience working with academic institutions.
- Competence to give purpose and direction to take the department forward.
- Ability to take Takes action to make sure things happen, delegation strategy for enhanced performance.
- Result-focused, having skills to manage staff and their performance with honesty and integrity.

Qualification

Master's Degree in the respective department

Benefits

The college offers a competitive benefits package for an eligible candidate, along with certain social security and other benefits

Attendance

Individuals in this position are expected to be generally available during the normal business hours of the college, and may frequently be required to vary their schedule to meet department and institutional requirements and to participate in professional conferences, workshops, and presentations.

Limitations

This job description is intended to provide guidelines for job expectations and the employee's ability to perform over the position. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and Smariddhi college reserves the right to change this job description and/or assign tasks for the employee to perform, as appropriate.

Non-discrimination Statement

The Samriddhi College does not discriminate on the basis of race, color, national origin, sex, gender, age, disability, or status as a veteran in any of its policies, practices, or procedures.

Employment Terms and Conditions

Employment terms and conditions are as defined in the operating policy of the institution.

17. Coordinator – IQAC

Document Category: Job Description

Respective Department: IQAC-Coordinator

Document Code:

Operating Category: Internal Quality Leadership

Scope

The internal Quality Assurance Committee Coordinator is directly responsible to the Principal for the development of quality culture in the institution through the Internal Quality Assurance Committee.

Key Responsibilities

A. Quality Assurance

- Development of quality benchmarks/parameters for various academic and administrative activities of the institution and carrying out the gap analysis for GRIET.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process carrying out periodic checks of course outcome attainment and action taken from each faculty and its mapping onto POs, and PEOs.
- Monitor the action taken by departments on feedback response from students, parents, and other stakeholders on quality-related institutional processes;
- Dissemination of information on various quality parameters of higher education;
- Organization of inter and intra-institutional workshops, seminars on quality-related themes, and promotion of quality circles;
- Documentation of the various programs/activities leading to quality improvement;
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including the adoption and dissemination of best practices;
- Development and maintenance of institutional database through MIS to maintain/enhance the institutional quality;
- Development of Quality Culture in the institution;
- Preparation of the annual review and reports in relation to quality matters.

B. Coordination and Development

- Dissemination of information on various quality parameters of higher education
- Coordinate the documentation of the various programs/activities leading to quality improvement
- Coordinate the quality-related activities of the institution

- Coordinate with Self Assessment Team (SAT) and other functions for Self Study Report (SSR) to be submitted to University Grants Commission
- Ensure timely and efficient execution of the decisions of the IQAC committee
- Coordinate with the functional committees in the institution, and embrace the development of quality notes.

Key competencies and Experiences

- Minimum five years of experience working with academic institutions.
- Having knowledge in the area of Quality Assurance
- People in key leadership positions are encouraged to lead the IQAC Committee

Qualification

Master's Degree or higher respect to the particular department

Benefits

No additional regular benefit except the compensation for the additional workload.

Attendance

This is not a regular executive function, but rather a leadership of a functional committee such as IQAC. The responsibilities shall be carried out in an effective manner and meetings shall be carried out at regular intervals.

Non-discrimination Statement

The Samriddhi college does not discriminate on the basis of race, color, national origin, sex, gender, age, disability, or status as a veteran in any of its policies, practices, or procedures.

18. Administrative Head

Basic Job Information

Job category: Administrative Head

Job Level: Senior level

Employment type: Full Time

Primary Job Location: Samriddhi College

Scope

The administrative head of the college is responsible for fulfilling day-to-day administrative functions and supervision of the institution's operational activities, separate from the faculty or academics. The scope of role assumes a wider scope under the following specific domains

Key roles and Responsibilities

A. Liaison

- Oversee school operations: budgeting, accounting, human resources, contract management, compliance, etc.
- Work closely with outside organizations regarding the legal needs of the institution.
- Manage any required facility acquisition, maintenance, and renovation efforts.

B. Administrative Leadership Functions

- Leading the Admin Department of the College.
- Supervise and assist in academic/administrative affairs such as hiring, promotion, and tenure.
- Maintenance of official records on financial matters in coordination with the accountant of the institution.
- Assist in enabling the environment in the institution for admission and academic promotion.
- Monitor the available facilities in the institution and assure that all facilities are in proper function.
- Assist to materialize the plans related to student activities, extracurricular activities, and sports activities of the college.
- Build vendor relationships and liaise with them for prompt service support of the college in need.
- Assist in planning and execution of Maintenance and construction of campus buildings, grounds, and other infrastructures of the College.
- Assist in the recruitment process and vacancy announcement of the college.
- Assist in identifying the right venues and coordinate logistics arrangements for the meeting, workshops, conferences, or seminars.

- Properly monitor and maintain the safety and security of people and property on the campus and conduct safety-related orientation and training.
- Coordinate with the IT department/ personnel to assure that computers and networks are in the proper place.
- Set work scheme and responsibilities of all blue color assistant level workforce. Coordinate to resolve the conflict and misunderstandings in the institution in coordination with the Principal.

C. Duties Align with Plan and Monitoring

- Assist departments with their activities related to quality development, and implementation of strategy and action plans.
- Assure all institutional functions/operations are in line with\ the college vision, mission, and overall direction, and communicate the vision and goals of students to the associates
- Overseeing the Administrative functions of the College in accordance with the direction established in the strategic plans.
- Monitor all non-academic functions including security, maintenance, procurement, exam, and library.

Other Duties

- Perform other duties as required by the college management and the Principal

Knowledge, Skills, and Abilities

- Project management and supervision of the administrative team.
- Written and verbal communication skills.
- Planning and execution, personnel management
- Knowledge of logistics arrangement
- Organizing, communicating, and leadership skills

Qualification and Eligibility

- Master's degree in Management, Business Administration, and HR
- Experience of 3 years in a similar profile

Benefits

The college offers competitive benefits and social security. The employee may participate in any benefits program that is offered by the college for which they are eligible.

Non-discrimination Statement

Samriddhi College does not discriminate on the basis of race, color, national origin, sex, gender, age, disability, or status as a veteran in any of its policies, practices, or procedures.

Employment Terms and Conditions

Employment terms and conditions are as defined in the operating policy of the institution. These policies and procedures may be amended but will be brought to employees' notice.

19. Principal/Campus Chief

Job Title: Campus Chief/Principal

Reports to: Chairperson/Board of Directors

Dept./School: Campus as assigned

Scope:

Provide executive direction to the vision and mission of the institution. Take decisions over the academic planning, lead and supervise operations, focus on quality and raise the business activities. Provide leadership to ensure high standards of instructional service. Oversee the policy and complaisance, and provide strategic inputs for the growth and expansion of the institution.

A. Major Duties and Responsibilities

Institutional Development

1. Build a common vision for institutional development with staff. Direct planning activities and put programs in place with staff to ensure the attainment of the school's mission
2. Identify, analyze, and apply research findings to promote institutional improvement.
3. Develop and set annual campus performance objectives for each of the Academic Excellence Indicators using the campus planning process and site-based decision-making committee.
4. Develop, maintain, and use information systems and records necessary to show campus progress on performance objectives addressing each Academic Excellence Indicator.

Instructional Management

5. Monitor instructional and managerial processes to ensure that program activities are related to program outcomes and use findings to take corrective actions.
6. Regularly consult with the campus-level committee about planning, operation, supervision, and evaluation of the campus educational program. Include students and community representatives when appropriate.

School or Organization Morale

7. Provide instructional resources and materials to support teaching staff in accomplishing instructional goals. Foster collegiality and team building among staff members.
8. Encourage their active involvement in the decision-making process.
9. Provide two-way communication with the Board of Directors, staff, students, parents, and community.
10. Communicate and promote expectations for high-level performance to staff and students. Recognize excellence and achievement.
11. Ensure the effective and quick resolution of conflicts, if any, that affect the working environment and reputation of the campus.

Personnel Management

12. Interview, select, and orient new staff. Approve all personnel assigned to the campus.
13. Define expectations for staff performance with regard to instructional strategies, classroom management, and communication with the public.
14. Observe employee performance, record observations, and conduct evaluation conferences with staff.
15. Work with campus-level planning and decision-making committees to plan professional development activities.
16. Confer with subordinates regarding their professional growth. Work with them to develop and accomplish improvement goals.

Management of Fiscal, Administrative, and Facilities Functions

17. Comply and update institutional policies and regulations in compliance with the University policies and instructions.
18. Comply with state and federal laws and regulations associated with or affecting college operations.
19. Develop campus budgets based on documented program needs, estimated enrollment, personnel, and other fiscal needs. Keep programs within budget limits. Maintain fiscal control. Accurately report fiscal information.
20. Compile, maintain, and file all physical and computerized reports, records, and other documents required including accurate and timely reports.
21. Manage the use of campus facilities. Supervise maintenance of facilities to ensure a clean, orderly, and safe campus.

Student Management

22. Work with faculty and students to develop a student discipline management system that results in positive student behavior and enhances the campus climate.
23. Ensure that campus rules are uniformly observed and that student discipline is appropriate and equitable in accordance with the Student Code of Conduct.
24. Conduct meetings about student and school issues with parents, students, and teachers.

Professional Growth and Development

25. Develop professional skills appropriate to the job assignments of the staff members
26. Demonstrate professional, ethical, and responsible behavior. Serve as a role model for all campus staff.

Campus and Community Relations

27. Demonstrate awareness of school and community needs and initiate activities to meet those needs.
28. Use appropriate and effective techniques to encourage community and parent involvement.

Supervisory Responsibilities:

29. Supervise and evaluate the performance of staff assigned to campus including Heads of Departments teachers, counselors, librarians, finance heads, clerical support staff, and custodians.

Qualifications and Skills Required for Campus Chief/Principal

Education/Certification:

A minimum Qualification M.Phil Degree in the area of main instructional program provisions in the institution.

Special Knowledge/Skills:

- Working knowledge of curriculum and instruction
- Ability to evaluate the instructional program and teaching effectiveness
- Ability to manage budget and personnel
- Ability to coordinate campus functions
- Ability to implement policy and procedures
- Ability to interpret data
- Strong organizational, communication, public relations, and interpersonal skills

Experience:

Minimum 5 years experience as faculty in HEI including involvement in administrative functions with additional experience that demonstrates instructional leadership roles.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Benefits

The campus chief/principal of campus is one of the most abhorrent leadership positions. The college provides competitive social security and benefits. The college may offer a variety of benefits that assure full physical and mental dedication to the institution's success.

Non-discrimination Statement

Samriddhi College does not discriminate on the basis of race, color, national origin, sex, gender, age, disability, or status as a veteran in any of its policies, practices, or procedures.

Employment Terms and Conditions

Employment terms and conditions are as defined in the operating policy of the institution. These policies and procedures may be amended but will be brought to employees' notice.

20. Approval

The details in the job description has been approved by the governing body of the college.

Recommended by:

Mr. Sandeep Shrestha
Principal

Reviewed by:

Mr.....
Director

Approved by:

Chairperson