

**Far Western University  
Tikapur Multiple Campus  
Tikapur, Kailali**

**Academic and Policy Frameworks for Operation and Governance**



**Website: [www.tikapur.fwu.edu.np](http://www.tikapur.fwu.edu.np)**

**Email: [tikapur@fwu.edu.np](mailto:tikapur@fwu.edu.np)**

**Ph: 091-560088/5610088**

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*Approved by Campus Administration  
Committee  
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[Signature]*



## 1. Introduction

Tikapur Multiple Campus (TMC) requires a coherent set of academic and policy frameworks to ensure excellence, accountability, and responsiveness to local and national needs. This document recommends an integrated governance model that separates strategic oversight (governing board) from executive management (campus leadership), sets out transparent academic governance layers (faculty boards, programme committees), and defines cross-cutting policies (admissions, examinations, finance, HR, ICT, safety). It also provides operational guidance for curriculum development, teaching quality assurance, assessment, student welfare, and research-community engagement. Implementation guidance, key performance indicators (KPIs), and a phased action plan are included to facilitate adoption.

## 2. Institutional Governance

### 2.1 Vision, Mission and Core Values

- **Vision:** To be a leading campus delivering high-quality education, research, and public service suited to regional development
- **Mission:** Deliver inclusive, relevant, and research-informed programmes; strengthen student success; foster partnerships with government, industry, and civil society
- **Core Values:** Academic integrity, equity and access, excellence, community engagement, transparency, and innovation

### 2.2 Governing Board (Campus Administrative Committee)

- i. **Role:** Strategic oversight, responsibility, appointment and evaluation of the Campus units, making the budgets and plans, decisions and policy implementation
- ii. **Composition:** Campus Chief, Assistant Campus Chief, Teaching Committee Heads, teacher representative, and administrative staff
- iii. **Key functions:**
  - Making strategic plans, annual budgets, and major capital projects
  - Review institutional performance (academic, financial, compliance)
  - Appoint and review the different committees
  - Ensure legal/regulatory compliance and risk management
  - Other functions will be as per the rules and regulations of the university.
- iv. **Meetings:** Minimum four meetings a year with agendas and minutes



## 2.3 Executive Management

- i. Campus Chief: Responsible for day-to-day management and execution of Board policy; leads senior management team
- ii. Senior Management Team (SMT): Campus Chief, Assistant Campus Chief, Teaching Committee Head, Program Coordinator, Administrative Officer, Finance Officer

## 3. Academic Frameworks

### 3.1 Programme Portfolio Design

- i. Principles: Relevance to regional labour markets, multidisciplinary offerings, alignment with national qualification frameworks, and pathways for lifelong learning
- ii. Programme types: Undergraduate (BBA, BBS, BA, & B.Ed.), Graduate (MBS, MA, & M.Ed.), Professional B. Ed. and training/capacity-building short courses. Other programmes can be introduced based on the needs of the society.
- iii. Needs analysis: Annual market and stakeholder mapping to define programme priorities involving local government, businesses, NGOs

### 3.2 Curriculum Development and Review

- i. Curriculum lifecycle: Curriculums which are approved by the Dean's Office and the university have been implemented by the campus
- ii. Learning outcomes: All modules must be expressed as measurable learning outcomes aligned with assessment methods.
- iii. Credit system: The existing curriculum adopts a credit-based framework allowing flexible learning, transferability, and recognition of prior learning that has already been approved by the university.
- iv. Periodic review: Full programme shall be reviewed with annual progressive and monitoring reports.

### 3.3 Teaching, Learning and Assessment

- i. Teaching methods: Blend of lectures, seminars, practical labs, fieldwork, community projects, internship and online/hybrid approach to increase access
- ii. Assessment principles: Validity, reliability, fairness, transparency, a mixed-methods approach (exams, coursework, projects, presentations, portfolios)
- iii. Examination policy: Follow rules of Office of the Controller of Examinations on exam scheduling, invigilation, marking, moderation, and release of results; penalties for plagiarism and cheating with proportionate sanctions



- iv. Academic support: Remedial classes, learning labs, tutor systems, and accessible learning resources for students with diverse needs

### **3.4 Quality Assurance (QA)**

- i. Internal Quality Assurance Committee (IQAC): Responsible for programme monitoring, staff development, student feedback mechanisms, and preparing for external accreditation
- ii. QA Processes: Module evaluations each semester, graduate surveys and tracer study, students' dropout and pass rate analysis, annual progress report, academic audit report, self-evaluation report, student feedback report, and EMIS report.
- iii. Key QA indicators: Completion and pass rates, graduate employment rates, student satisfaction, research outputs, and accreditation status. The campus has completed the second cycle and is in the process of the third cycle of QAA from UGC, Nepal.

## **4. Policies and Procedures**

The campus has implemented the policies of the university with brief operational guidelines. Each policy is clearly articulated in the campus/department operational guideline with formation, definitions, responsibilities, procedures, and forms.

### **4.1 Admissions Policy**

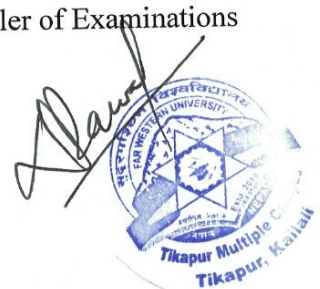
- i. Transparent, equity-oriented admissions criteria; publish the admission notice according to the university
- ii. Clear application timelines, documentation requirements, and limited seats for technical and professional programs
- iii. Procedures for appeals, waitlists, late admissions, and university registration

### **4.2 Academic Integrity and Misconduct**

- i. Definitions (Plagiarism and fabrication), detection processes (use of similarity-detection tools), penalties, and an appeals mechanism
- ii. Preventive measures: Training for students and staff, clear referencing guides, and formative assessments

### **4.3 Examination and Assessment Policy**

- i. Roles and responsibilities (examination section, examiners), internal evaluation marking, evaluation grading submission deadlines, and confidentiality safeguards
- ii. Procedures for re-marking, grade appeals, and handling exam irregularities
- iii. Follow up on all rules and regulations of Office of the Controller of Examinations



#### **4.4 Grievance, Discipline and Appeals**

- i. Confidential, timely grievance handling for students and staff by the Student Grievance Management and Counseling Cell
- ii. Disciplinary code for non-academic misconduct with proportional sanctions
- iii. Display and implementation of the code of conduct and charter for staff and students

#### **4.5 Finance and Procurement Policy**

- i. Prepare the budget cycle, approval hierarchy, procurement plan, tendering processes, expense reimbursement process, asset management and internal controls
- ii. Annual external (final) audit and internal audit function reporting
- iii. Implement the financial policy of university and the government procurement act and policy effectively

#### **4.6 Human Resources Policy**

- i. Transparent recruitment, performance appraisal, promotion and professional development processes
- ii. Code of conduct and conflict-of-interest declarations; equal opportunity and display anti-harassment rules
- iii. Implement the campus and university's HR policy and procedures effectively

#### **4.7 Research and Ethics Policy**

- i. Ethical review procedures, research governance, data management and intellectual property rules
- ii. Incentives for faculty research (small grants, workload allocation, recognition in promotion criteria).
- iii. Implement the research guideline through the Research Management Committee

#### **3.8 Student Services and Welfare Policy**

- i. Student services shall be made effective through teaching notes, counselling, health referrals, career guidance, disability support, student scholarship, educational tour, extracurricular activities, and sports.
- ii. A clear student code of conduct and campus safety protocols shall be introduced.



#### **4.9 ICT and Data Protection Policy**

The campus will implement IT systems, acceptable software use, data protection measures, secure data storage, backups, disaster recovery plan, and online teaching platform policies.

#### **4.10 Health, Safety and Environmental Policy**

The campus shall ensure occupational health and safety procedures, fire safety, lab safety rules, first-aid, and campus environmental management (Waste Management and Energy Saving Guidelines).

### **5. Administration, Finance and HR**

#### **5.1 Administrative Systems**

- Maintain the well record management for financial and administrative record-keeping, student enrolment, results, transcripts, and certificates
- Digitalize the educational management information system (EMIS) to automate admissions, registration, attendance, and examinations

#### **5.2 Financial Management**

- i. Multi-year budgeting and forecasting, cost center accounting per faculty/department, and cash liquidity management
- ii. Clear revenue streams mapping (government grants, tuition fees, research grants, donors) and tuition fee policy including scholarships

#### **5.3 Human Resource Development**

- i. Make and implement the campus Human Resource Development Plan
- ii. Performance appraisal system tied to teaching quality, service, research and community engagement

### **6. Students and Community Engagement**

#### **6.1 Student Voice and Participation**

- i. Free Student Union, Monitor Forum, Student Quality Circle, Youth Red Cross Circle, Alumni Association, with formal representation on campus committees as appropriate
- ii. Regular meetings, interaction and feedback sessions with student representatives



## **6.2 Career Services and Employability**

- i. Internship partnerships with local employers, job fairs, CV workshops, and alumni mentorship programmes
- ii. Training for entrepreneurship and skill development

## **6.3 Community Engagement and Extension**

- i. Service-learning projects integrated into curricula; outreach programmes in local schools and municipalities
- ii. Use the campus incubation center as a hub for local continuing education and skills training
- iii. Regular meetings, interaction, and feedback sessions with community leaders and stakeholders

## **7. Research, Innovation and Knowledge Transfer**

- i. Promote the small seed grant
- ii. Conduct the research, seminar, conference and journal publication for knowledge transfer
- iii. Counseling and collaboration with social institutions

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