

Nesfield Cell Operational Guidelines 2024

(With Second Amendment 2025)

(T.U. affiliate)

Nesfield

INTERNATIONAL COLLEGE



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Lalitpur, Nepal

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PART I

1.1 Preamble

The main goal of the college is to create an environment in which the mechanisms and committees of the college can function from a creative perspective. If the mechanisms and committees of the college carry out their work by following the principles of independence, creativity and demonstrating professional ability, they will be able to fulfill the role of higher education that the world wants in a timely manner. A collective decision will definitely be more mature and result-oriented than a single decision. This procedure will guide the collective, mature and result-oriented decisions.

1.2 Definitions

Until and unless the subject or the context differs, in this guideline:

- 2.1 "College" means Nesfield International College (Nesfield).
- 2.2 "University" means Tribhuvan University.
- 2.3 "CMC" means the College Management Committee.
- 2.4 "Principal" means the Principal of Nesfield.
- 2.5 "Cell" means respective Cell.
- 2.6 "Coordinator" means Coordinator of the respective cell.
- 2.7 "Member" means member of the respective cell.
- 2.8 "HoD" means Head of Department.

1.3 Objectives of the Guideline

The guideline envisages that the objectives will be fulfilled as per the details:

- a. This guideline will lead to the creation of the structure of committees and units necessary for the college or for the effective management of the academic programs.
- b. The working areas, objectives, tasks and responsibilities of the committees and units to be formed will be clearly defined.
- c. Make the formation of committees and units inclusive and apply the concept of participatory decision-making and implementation.
- d. It will ensure the participation of students.



1.4 Title and Commencement

- This guideline is called the "Nesfield Cell Operational Guidelines 2024".
- The guideline shall come into force from the date of its approval by the CMC.

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Nesfield Internal Quality Assurance Committee Guidelines

1. Background

Academic and managerial qualitative transformation is the stated goal of Nesfield. An Internal Quality Assurance Committee (IQAC) has been envisioned to advance and improve the academic and managerial quality of the college. The committee will carry out the works aimed at internal quality improvement based on the specified standards, while it will facilitate the quality assurance to be carried out from the external level.

2. Title

This guideline is called the 'Nesfield Internal Quality Assurance Committee Guidelines'. This guideline remains as a part of 'Nesfield Cell Operation Guidelines 2024'.

3. Goals of IQAC

All the activities carried out by the IQAC will be directed to achieve the following objectives:

- To develop and implement the Quality Monitoring Framework to ensure the academic quality of the campus,
- Acting as a facilitator to improve educational quality,
- To carry out internal quality improvement work in accordance with the standards set by the University Grants Commission, as well as to make necessary preparations for the successful completion of quality assurance work from external levels, and
- To collaborate with internal and external stakeholders for quality improvement.

4. Functions of IQAC

Primary function of IQAC is to improve the overall quality of the college in line with achieving social and national goals related to education. Apart from this, IQAC will carry out the following tasks:

a. Plan

- Formulate the annual action plan based on the norms, standards and indicators set by the Tribhuvan University, University Grants Commission, and other governing agencies.



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b. Execute

- Implement the action plan in line with improving quality of the college.
- Conducting training, seminars and discussion programs to improve educational quality.

c. Evaluate

- Review the academic quality of the college and to conduct research and evaluation.
- Ensure the quality of academic, research and administrative activities based on the criteria, standards and guidelines set by the University Grants Commission.
- Conducting academic review, research and studies required for quality assurance.
- Periodically monitor every cell, unit, department of the college.

d. Report

- Prepare self-study report periodically and submit it to the University Grants Commission.
- Conduct academic audit annually.
- Prepare annual progress report related to quality improvement.
- Publishing and disseminating information related to quality improvement.
- Compile progress reports of cells, units and departments.
- Track the work progress and submit progress report to CMC annually.

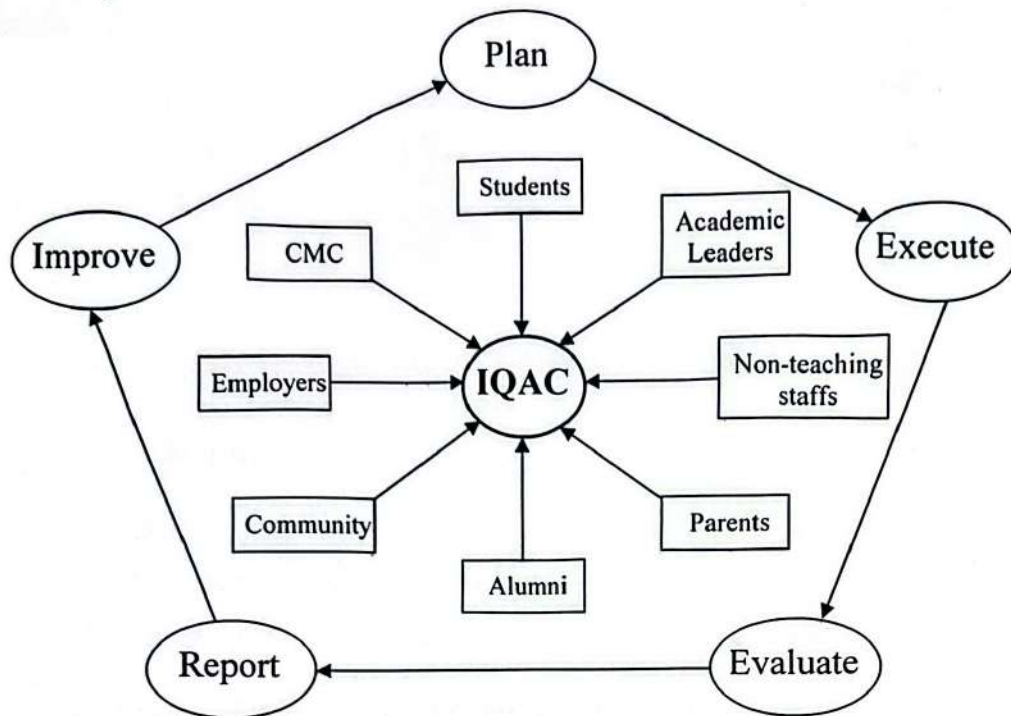
e. Improve

- Conduct research for improving overall quality of the college.
- Collecting suggestions from faculties, staff, students and stakeholders and incorporate in college plans and policies.
- Improve the quality measures for future course of action.
- Improve the internal system of college for internal quality improvement.

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Figure 1
IQAC Flow Chart



5. Formation of IQAC

The IQAC comprises 13 members and the composition shall be as follows:

Coordinator	: College Principal (Member Secretariat, CMC)
Member Secretariat	: SAT Coordinator
Member	: Faculty - 3
Member	: Non-Teaching Staff - 1
Member	: Student - 2
Member	: Parent - 2
Member	: Community People - 1
Member	: Employer - 1
Member	: Alumni - 1

6. Appointment

The College Principal shall act as the IQAC coordinator and the coordinator shall appoint IQAC members. The nomination of the member shall be informed to the CMC in the



subsequent meeting. The CMC shall provide a copy of ToR to the coordinator and the coordinator shall provide copies of ToR to the members.

7. Conflict of Interest

IQAC members must disclose any actual or potential conflicts of interest related to any IQAC initiative. Members with a conflict of interest must be absent from activities associated with such conflict.

8. Tenure

Members, including the Coordinator, shall be appointed for a period of four (4) years.

9. Lapse of Membership

Membership will lapse if a member fails to attend five (5) consecutive IQAC meetings without apology, unless exceptional circumstances exist. Members will be notified in writing of their disqualification.

10. Roles and Responsibilities of Coordinator and Members

10.1 Roles and Responsibilities of Coordinator

The roles and responsibilities of the Coordinator are:

1. To prepare the annual plan of the internal quality assurance committee and get it approved by the CMC.
2. To coordinate and facilitate with other cells, units and departments while formulating the annual program of internal quality assurance committee.
3. To include the annual programs of other cells, units and departments of the college in the annual action plan of IQAC.
4. To establish the programs for quality improvement.
5. To follow and implement the instructions and suggestions of the CMC.
6. To help maintain the quality of all programs and activities within the college by holding regular meetings of the internal quality assurance committee.
7. To perform other necessary work for the achievement of the objectives of the IQAC.
8. To evaluate the work of the IQAC annually.
9. To perform academic audit.



10.2 Roles and Responsibilities of Members

The roles and responsibilities of the members are:

1. To assist the coordinator in the preparation of the annual plan of the IQAC.
2. To assist the Cells and academic department in the preparation of their annual plan and programs.
3. To implement the programs for quality improvement.
4. To provide necessary support to the Coordinator of the IQAC.
5. To act according to the authority and instructions delegated by the coordinator of the IQAC.
6. To assist in the academic audit and preparing reports to other cells, units and departments.

11. Conduction of Meeting

IQAC meetings shall be conducted according to the procedures outlined in this guideline.

11.1 Meetings. IQAC meeting will be held quarterly. The coordinator can call meeting any time in case of urgency.

11.2 Quorum. The number of delegates attending the meeting of the IQAC must be greater than 50% of the total number of members of the cell.

11.3 Decision making. The IQAC shall make all the decision with the majority of its members and the decisions shall be immediately forwarded to all cells, units, departments, and individuals. The coordinator shall inform IQAC decision to the CMC in subsequent meeting.

11.4 Records. The coordinator is responsible for writing minute and preparing and maintaining other records of the IQAC activities.



3. To collect and communicate the necessary information for the formulation, implementation, decision, monitoring and evaluation of the policy plan of the college.
4. Contribute to increase the academic achievement and success rate of students by integrating the technology with teaching learning activities.
5. To prepare printing and electronic materials to be published and transmitted from the college,
6. Inform the interested parties with appropriate means of information related to the activities of the college and collect information,
7. Evaluate the collected data and make necessary decisions.
8. Updating electronic means of communicating information.

4. Functions of EMIS

Primary objective of EMIS is make all the educational information readily available at the time of academic decision making of Nesfield. In addition, the EMIS will carry out the following tasks:

1. To establish easy access to educational management information system for all,
2. Managing reliable internet in the college,
3. Creating an environment for using educational technologies,
4. Facilitating the integration of educational management information systems with educational methods and research,
5. Analyzing and analyzing strategic information and statistics and contributing to deciding the educational plan based on information,
6. Integrating the academic management information system and library,
7. Updating information and statistics about the college,
8. To control the unlimited and wrong use of educational information systems.
9. Prepare and publish prospectus and other printing materials,
10. Updating the college website, social media and educational information system, 3)
Collaborate with external media,
11. Collaborate with the Research Committee to collect suggestions from stakeholders regarding the published information and follow up on the suggestions when publishing them in the future.
12. Monitoring and preparing reports:



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- This unit will conduct a self-evaluation of the performance of EMIS every three months.
 - This unit will submit its work progress report annually to IQAC.

5. Formation of EMIS

The EMIS comprises 5 members and the composition shall be as follows:

- Coordinator : Academic Department Head or Faculty
Member : Administrative Head - 1
Member : Staff, Information Technology - 1
Member : Faculty - 1
Member : Staff - 1

6. Appointment

The college principal shall appoint coordinator and members and informs to the CMC in the subsequent meeting. The college principal shall provide copies of ToR to the coordinator and the members.

7. Conflict of Interest

EMIS members must disclose any actual or potential conflicts of interest related to any EMIS initiative. Members with a conflict of interest must be absent from activities associated with such conflict.

8. Tenure

Members, including the Coordinator, shall be appointed for a period of four (4) years.

9. Lapse of Membership

Membership will lapse if a member fails to attend five (5) consecutive EMIS meetings without apology, unless exceptional circumstances exist. Members will be notified in writing of their disqualification.

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Nesfield Educational Management Information System Cell Guidelines

1. Background

In order to enhance the academic success and academic achievements of the students, it is necessary for the college to operate various types of modern and user-friendly educational technologies. Which makes the educational process and educational management agile and effective. Educational management information system is a platform from which educational information can be managed in an integrated manner. Educational institutions have a wide scope, it is challenging to collect, synthesize and analyze information and data from all fields. In addition, it is necessary to inform the internal and external stakeholders of the college about the activities, educational processes and programs of the college. This information process makes it easy to establish cooperation between the college and the stakeholders. To facilitate all those activities, there is a need for an effective educational management information system cell (EMIS) works to conduct those activities and facilitate changes thereafter. The areas to be covered by EMIS Cell are:

- Management of information
- Update website and social platforms
- Provide information to the public

2. Title

This guideline is called the 'Nesfield Educational Management Information System Cell Guidelines'. This guideline remains as a part of 'Nesfield Cell Operation Guidelines 2024'.

3. Goals of EMIS

All the activities carried out by the EMIS will be directed to achieve the following objectives:

1. Making the educational management information system user-friendly creating an environment that everyone can use.
2. Integrating educational management information system with educational methods and other related activities.



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10. Roles and Responsibilities of Coordinator and Members

10.1 Roles and Responsibilities of Coordinator

The roles and responsibilities of the Coordinator are:

1. Prepare the annual plan of the educational management information system unit and submit it to IQAC.
2. To follow and implement the instructions and suggestions of the college management committee and IQAC.
3. Regularize the meeting of Educational Management Information System Unit Committee.
4. Evaluating the quarterly work of the educational management information system unit.
10. Working to achieve the objectives of the Educational Management Information System Unit.

10.2 Roles and Responsibilities of Members

The roles and responsibilities of the members are:

1. Provide necessary support to the Coordinator of Educational Management Information System Unit.
2. To act according to the authority and instructions delegated by the unit coordinator.
3. To assist in the preparation of quarterly self-evaluation and annual report.
4. To assist in the preparation of the annual plan of the educational management information system unit.

11. Conduction of Meeting

EMIS meetings shall be conducted according to the procedures outlined in this guideline.

11.1 Meetings. EMIS meeting will be held monthly. The coordinator can call meeting any time in case of urgency.

11.2 Quorum. The number of delegates attending the meeting of the EMIS must be greater than 50% of the total number of members of the cell.

11.3 Decision making. The EMIS shall make all the decision with the majority of its members and the decisions shall be immediately forwarded to all cells.

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departments, and individuals. The coordinator shall inform EMIS decision to the CMC in subsequent meeting.

11.4 Records. The coordinator is responsible for writing minute and preparing and maintaining other records of the EMIS activities.

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Nesfield Research Management Cell Guidelines

1. Background

Nesfield International College has been dedicated to delivering high-quality education since its establishment in 2007 and has developed into a well-known institution of higher learning. As a leading institution of higher education in Nepal, it has always been focused on developing and improving its research culture. To achieve its research objectives, the college recognizes the importance of a formal body to pursue, promote, facilitate, coordinate all research activities within the institution and collaborate with other organizations. Out of this necessity, Nesfield established Research Management Cell (RMC) and went into operation. To make it work more efficiently, the management intends to develop the RMC guideline and bring all research initiatives under it. This guideline aims to improve the standard, scope, and visibility of the college's research activities and its outputs.

The Nesfield RMC directs, encourages, and supports Nesfield's research initiatives. All of the college's faculty and student research initiatives are coordinated and managed by it. In order to engage them in research activities and link their extracurricular pursuits with research, it sets up research-related programs for faculty and students. Besides, it acts as the body for research initiatives in collaboration with other institutions. In order to discover new areas of knowledge, the RMC recognizes and embraces the exploration and validation of novel ideas in research, innovation, and other intellectual pursuits. The areas to be covered by RMC are:

- Research activities
- Publication of The Batuk
- Conduct trace study
- Organize research related capacity building programs for students and teachers
- Guide students in preparing reports and dissertation

2. Title

This guideline is called the 'Nesfield Research Management Cell Guidelines'. This guideline remains as a part of 'Nesfield Cell Operation Guidelines 2024'



3. Goals of RMC

Nesfield focuses on contributing to create and update knowledge to address global challenges by fostering the eco-system of research mechanism. RMC of the college plays role in expansion of research related facilities and infrastructure and for the development of academic research in line with the organizational development. All of its functions are guided to achieve the following objectives:

1. Corporate development of research systems and internal capacity of the college
2. Conduct community-based research and contribute in community development
3. Develop plan for research lab and expansion of facility
4. Build relationship with local, national, and international agencies
5. Develop research projects
6. Provide research related consultancy services
7. Arrange requirements for students' research work
8. Build faculty/staff capacity of teaching, research and innovation

4. Functions of RMC

To realize the objectives, RMC performs research related activities as follows:

1. To reform research related mechanism and eco-system of the college
2. To develop research related capacity of internal stakeholders so as to enhance quality of academic research
3. To conduct community-based research and help in making extension and outreach activities effective
4. To develop plan for the extension of research lab, facilities and infrastructure and forward to the upper level
5. To conduct research in collaboration with local, national, and international agencies
6. To plan budget for research activities and projects and forward through IQAC
7. To recommend economic support for the research projects of prospective students and teachers
8. To conduct tracer study
9. To develop and implement policies, strategies and rules in order to make research work effective and standard



10. To publish research journal (The Batuk) and research reports
11. To develop and execute the 'The Batuk Publication guideline'
12. To award mini-research to teachers and students
13. To facilitate and help in publishing research articles of teachers and students in national and international journals
14. To conduct faculty/staff development programs (workshop, seminar, conference etc.)
15. To facilitate faculties and students to participate in the workshop, seminar and conference organized by national and international organizations
16. To accept research proposal from students, conduct proposal defense, allocate supervisors, conduct viva-voce and forward to the academic administration

5. Formation of RMC

From the date of its establishment, Nesfield has been prioritizing research activities at the top. All the research activities were used to be conducted under the name of Research Management Committee. Later, the CMC decision dated 2077 Baisakh, 21 formed Research Management Cell. The RMC comprises 5 members and the composition shall be as follows:

- Coordinator : Expert in the field of Research
- Member : CMC member - 1
- Member : Academic Program Coordinator - 1
- Member : Faculty from Department of Linguistic - 1
- Member : Faculty - 1

6. Appointment

The college principal shall appoint coordinator and members and informs to the CMC in the subsequent meeting. The college principal shall provide copies of ToR to the coordinator and the members.

7. Conflict of Interest

RMC members must disclose any actual or potential conflicts of interest related to any research initiative. Members with a conflict of interest must be absent from activities associated with such conflict.

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8. Tenure

Members, including the Coordinator, shall be appointed for a period of four (4) years.

9. Lapse of Membership

Membership will lapse if a member fails to attend five (5) consecutive RMC meetings without apology, unless exceptional circumstances exist. Members will be notified in writing of their disqualification.

10. Roles and Responsibilities of Coordinator and Members

10.1 Roles and Responsibilities of Coordinator

The roles and responsibilities of the Coordinator are:

- i. To chair the meetings of RMC
- ii. To ensure the regular meetings of RMC
- iii. To prepare annual plan of RMC
- iv. To present annual plan of RMC to IQAC for approval
- v. To execute the direction and suggestions of CMC and IQAC
- vi. To appraise the performance of RMC semiannually
- vii. To act as Research Committee Head for the approval of project reports and dissertations prepared by students as per the university guideline
- viii. To conduct other regular activities in line to the achievement of RMC objectives
- ix. To report regularly on plans, activities and progress to IQAC and CMC

10.2 Roles and Responsibilities of Members

The roles and responsibilities of the members are:

- i. To support the coordinator and other members
- ii. To perform the activities as per the authority delegated and direction given by the coordinator
- iii. To help coordinator in preparing annual plan of RMC
- iv. To coordinate in making semiannual appraisal of RMC activities
- v. To keep information and documents confidential

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11. Conduction of Meeting

RMC meetings shall be conducted according to the procedures outlined in this guideline.

11.1 Meetings. RMC meeting will be held monthly. The coordinator can call meeting any time in case of urgency.

11.2 Quorum. The number of delegates attending the meeting of the RMC must be greater than 50% of the total number of members of the cell.

11.3 Decision making. The RMC shall make all the decision with the majority of its members and the decisions shall be immediately forwarded to all the concerned authorities and cells including college principal and IQAC.

11.4 Records. The coordinator is responsible for preparing and maintaining minute and other records of the RMC activities.

12. Appointment of Staff

RMC can request the college management for the appointment of separate staff. Upon the requirement, with prior approval from the Principal or college authority, RMC can involve existing administrative staff for its operation. The coordinator shall provide copy of ToR to the staff if hired separately.

13. Publication of Research Work

The RMC is responsible to publish research journal 'The Batuk'. For this, the RMC shall:

- i. Publish 'The Batuk' biannually.
- ii. Encourage, support, guide and train the faculties and students to prepare and publish research articles.
- iii. Publish special issues of research works.

14. Research Award

RMC can award research works in the following category:

14.1 Mini Research Award

- RMC shall call the mini research proposal
- RMC selects proposals for the Mini Research Award (ANNEX I: Criteria for the Selection of Proposal for Mini Research Award)

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14.2

Award to Students' Report

- Best Project report prepared by Bachelors level students and Dissertation prepared by Masters level students will be selected for the financial award
- Best reports will be selected following the criteria of the University

15. Research Award Amount

- Amount of the financial award is subject to the decision of RMC
- RMC coordinator recommends college administration for the disbursement of award



Nesfield Library Management Cell Guidelines

1. Background

The country can achieve the desired quality from the university level only if the study and teaching activities can be carried forward in consultation with the library. A library equipped with updated books and technology friendly helps to enhance the desire of students to acquire knowledge. Similarly, the belief that the library should be open continuously according to the needs of the students is linked to their academic success. Acknowledging this reality, Nesfield has been making significant investments for the upgradation of its library. In addition, all the library related plans, policies, and activities are performed through a separate Library Management Cell (LMC). It is expected that this guideline will be helpful in strengthening the LMC, the college library and its activities in the days to come. The areas to be covered by LMC are:

- Library management
- Library digitalization

2. Title

This guideline is called the 'Nesfield Library Management Cell Guidelines'. This guideline remains as a part of 'Nesfield Cell Operation Guidelines 2024'.

3. Goals of LMC

All the activities carried out by the LMC will be directed to achieve the following objectives:

1. Advance the library as an electronic library through the use of educational management information technology,
2. Develop the library as a supplementary system of classroom teaching work,
3. Enhancing the satisfaction of students, teachers and other stakeholders towards library facilities,
4. Develop the library as a reference material source for researchers.

4. Functions of LMC

In order to realize the goals, LMC intends to perform the following activities:



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1. To make the library technology friendly in time,
 2. To develop the necessary policies and rules for the operation and upgradation of the library,
 3. To study, make plans to modify and add library related services and activities, and give related advice to the college administration,
 4. To facilitate communication between the library and its users; students, teachers, and the community,
 5. To closely monitor the activities and services the library delivers to its users,
 6. To conduct library audit,
 7. Monitoring and preparing reports:
 - Make self-evaluation of its performance semi-annually.
 - Submit progress reports to IQAC quarterly.

5. Formation of LMC

The LMC comprises 5 members and the composition shall be as follows:

Coordinator	: Academic Department Head or Faculty
Member	: Library Head - 1
Member	: Faculty - 1
Member	: Students - 2

6. Appointment

The college principal shall appoint coordinator and members and informs to the CMC in the subsequent meeting. The college principal shall provide copies of ToR to the coordinator and the members.

7. Conflict of Interest

LMC members must disclose any actual or potential conflicts of interest related to any LMC initiative. Members with a conflict of interest must be absent from activities associated with such conflict.

8. Tenure

Members, including the Coordinator, shall be appointed for a period of four (4) years.



9. Lapse of Membership

Membership will lapse if a member fails to attend five (5) consecutive LMC meetings without apology, unless exceptional circumstances exist. Members will be notified in writing of their disqualification.

10. Roles and Responsibilities of Coordinator and Members

10.1 Roles and Responsibilities of Coordinator

The roles and responsibilities of the Coordinator are:

1. To prepare the annual action plan of the library management committee.
2. To approve the annual action plan of the library management committee from IQAC.
3. To follow and implement the instructions and suggestions of the college management committee and IQAC.
4. To conduct regular meeting of library management committee.
5. To evaluate the work of the Library Management Committee on an annual basis.
6. To work for the achievement of the objectives of the Library Management Committee.

10.2 Roles and Responsibilities of Members

The roles and responsibilities of the members are:

1. Provide necessary assistance to the Coordinator of the Library Management Committee.
2. To act according to the authority and instructions delegated by the Coordinator of the Library Management Committee.
3. To assist in the preparation of the annual report of the Library Management Committee.
4. To assist in the preparation of the annual plan of the Library Management Committee.

11. Conduction of Meeting

LMC meetings shall be conducted according to the procedures outlined in this guideline.

11.1 Meetings. LMC meeting will be held monthly. The coordinator can call meeting any time in case of urgency.



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11.2 Quorum. The number of delegates attending the meeting of the LMC must be greater than 50% of the total number of members of the cell.

11.3 Decision making. The LMC shall make all the decision with the majority of its members and the decisions shall be immediately forwarded to all cells, units, departments, and individuals. The coordinator shall inform LMC decision to the CMC in subsequent meeting.

11.4 Records. The coordinator is responsible for writing minute and preparing and maintaining other records of the LMC activities.

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Nesfield Extension and Extra-Curricular Cell Guidelines

1. Background

With the aim that it is the college's responsibility to make the students successful professionals and ethical and responsible citizens in the future, the Extracurricular Activities and Sports Committee has been formed as a mechanism to achieve this objective. Extracurricular activities and sports programs provide opportunities and motivation for overall personality development in students. In addition, extracurricular activities and sports programs develop professional skills, socialization and teamwork skills.

Based on the belief that institutions providing higher education should contribute to improving the quality of life in the society, the college aims to conduct community development programs. The community development program will improve the standard of living of the society as well as create an opportunity to give students knowledge and experience about various aspects of community development. It will also strengthen the mutual relationship between the college and the community. In addition, the college aims at connecting curricular and extra-curricular activities with the society. Participating students in the sports and other social well-being events helps them gain real life experience, develop professional skills, socialization and teamwork skills. This will in return help in making college brand and reputation in the society. The areas to be covered by Extension and Extracurricular Cell (EEC) are:

- Extracurricular and sports activities
- Student mobilization
- College branding
- Extension and outreach programs

2. Title

This guideline is called the 'Nesfield Extension and Extra-Curricular Cell Guidelines'. This guideline remains as a part of 'Nesfield Cell Operation Guidelines 2024'.



3. Goals of EEC

All the activities carried out by the EEC will be directed to achieve the following objectives:

1. To improve the standard of living of the society by conducting extension and outreach programs with the participation of the community.
2. To increase students' knowledge, skills and concepts related to rural and community development programs through extension and outreach programs.
3. Conducting extra activities to develop personality and professionalism of students,
4. Conducting sports programs as well as expanding sports related services in the college,
5. To mobilize the Alumni Association,
6. Provide necessary technical support to form and operate various student clubs according to the nature and needs of the faculties,
7. To create an atmosphere of coordination and cooperation between alumni association, student clubs and other mechanisms of the college,
8. To help Alumni Association and Student Clubs in mobilizing resources for social development.
9. To ensure health related facilities for students, teachers and non-teaching staffs within the boundary of the college.

4. Functions of EEC

In order to realize the goals, EEC intends to perform the following activities:

- 1) Conducting training for faculty and staff to conduct extension and outreach programs in a planned and effective manner,
- 2) Conducting extension and outreach programs such as public health services and sanitation programs with community and student participation,
- 3) Developing sports related service facilities and organizing sports competitions,
- 4) Conducting other extracurricular activities according to the demands and needs of the students,
- 5) Conducting training to develop students' ability in the area of communication, use of information, group work, personality development, civic responsibility, and the

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- 6) Provide basic health services to sick students and teaching staff by regularly managing the patient rest room.
- 7) Providing advice, suggestions and technical support to the Student Council as needed to carry out its work,
- 8) Establishing relationship with Alumni and mobilize the alumni association to conduct activities,
- 9) Form and operate various student clubs, and create an environment for mutual interaction and cooperation by coordinating and cooperating with alumni associations and student clubs of other colleges
- 10) Assisting the Alumni Association and Student Clubs in raising and mobilizing resources for social development activities,
- 11) Conduct various communication programs for the purpose of increasing the reputation of the college,
- 12) Monitoring and preparing reports:
- Make self-evaluation of its performance semi-annually.
 - Submit progress reports to IQAC on a quarterly basis.

5. Formation of EEC

The LMC comprises 5 members and the composition shall be as follows:

Coordinator	: Academic Department Head or Faculty
Member	: Non-teaching Staff - 1
Member	: Faculty - 1
Member	: Student Council Representative - 1
Member	: Students Club Coordinator - 1

6. Appointment

The college principal shall appoint coordinator and members and informs to the CMC in the subsequent meeting. The college principal shall provide copies of ToR to the coordinator and the members.



7. Conflict of Interest

EEC members must disclose any actual or potential conflicts of interest related to any EEC initiative. Members with a conflict of interest must be absent from activities associated with such conflict.

8. Tenure

Members, including the Coordinator, shall be appointed for a period of four (4) years.

9. Lapse of Membership

Membership will lapse if a member fails to attend five (5) consecutive EEC meetings without apology, unless exceptional circumstances exist. Members will be notified in writing of their disqualification.

10. Roles and Responsibilities of Coordinator and Members

10.1 Roles and Responsibilities of Coordinator

The roles and responsibilities of the Coordinator are:

1. Prepare the annual action plan of EEC and get it approved by IQAC.
2. To follow and implement the instructions and suggestions of the college management committee and IQAC.
3. Mobilizing the necessary teachers and staff to run the programs of EEC in a participatory manner.
4. To evaluate the work of the additional activities and sports committee on an annual basis.
5. Regularize the meeting of the committee.

10.2 Roles and Responsibilities of Members

The roles and responsibilities of the members are:

1. Provide necessary assistance to the Coordinator of the EEC.
2. To act according to the authority and instructions delegated by the Coordinator of the EEC.
3. To assist in the preparation of the annual report of the EEC.
4. To assist in the preparation of the annual plan of the EEC.

11. Conduction of Meeting

EEC meetings shall be conducted according to the procedures outlined in this guideline.

11.1 Meetings. EEC meeting will be held monthly. The coordinator can call meeting any time in case of urgency.

11.2 Quorum. The number of delegates attending the meeting of the EEC must be greater than 50% of the total number of members of the cell.

11.3 Decision making. The EEC shall make all the decision with the majority of its members and the decisions shall be immediately forwarded to all cells, units, departments, and individuals. The coordinator shall inform EEC decision to the CMC in subsequent meeting.

11.4 Records. The coordinator is responsible for writing minute and preparing and maintaining other records of the EEC activities.

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Nesfield Career Guidance Cell Guidelines

1. Background

In today's competitive world, one has to compete continuously to succeed professionally after studying. Also, it is important to develop various professional and entrepreneurial skills on students for their professional growth. Students need proper counseling and guidance to choose their career path and for which Career Guidance Cell (CGC) exists. Additionally, the CGC puts effort on creating an environment of innovation and creativity that cultivates the entrepreneurship culture within the college family. The aim is to equip students to start and grow their own business as well. The areas to be covered by CGC are:

- Career guidance
- Career counseling
- Job placement
- Internship management
- Entrepreneurial development
- Operationalize incubation center/entrepreneurship lab

2. Title

This guideline is called the 'Nesfield Career Guidance Cell Guidelines'. This guideline remains as a part of 'Nesfield Cell Operation Guidelines 2024'.

3. Goals of CGC

All the activities carried out by the CGC will be directed to achieve the following objectives:

1. Encourage students and faculties to adopt an entrepreneurial mindset by organizing discussions, group discussions, workshops, seminars, webinar, trainings, conferences and events related to professional capacity building and entrepreneurship development.
2. Establish and manage incubation center to assist aspiring entrepreneurs on developing and launching their startups.
3. Encourage the culture of innovation, risk taking, leadership and entrepreneurship within the institution, creating an environment conducive to entrepreneurial thinking.



4. Developing and conducting Soft Skill programs to improve the professional skills of students.
5. Build connection with local industries, business and investors to provide students with exposure to real world professional and entrepreneurial experiences.
6. Providing internship and placement services.

4. Functions of CGC

In order to realize the goals, CGC intends to perform the following activities:

1. Providing life counseling and guidance services to all students.
2. Conducting various programs for students to make decisions about career strategies.
3. Select and develop Soft Skill and Non-Credit Course to enhance the professional ability of students.
4. Work to introduce an entrepreneurial mindset among students, faculties and staffs encouraging them to think creatively and identify opportunities.
5. Organize workshops, seminars and training on startup methodologies, business planning, communication, leadership, negotiation & problem solving for professional and entrepreneurial development of students.
6. Facilitate connections between students, faculties, staffs and employers to create a supportive network for career advancement and business startups.
7. Organize events to showcase students' startups, allowing them to demonstrate their products or services within the college premises.
8. Managing internship and job placement services to students.
9. Monitoring and preparing reports:
 - Make self-evaluation of its performance semi-annually.
 - Submit progress reports to IQAC on a quarterly basis.

5. Formation of CGC

The CGC comprises 5 members and the composition shall be as follows:

- Coordinator : Academic Department Head or Faculty
- Member : Vice Principal
- Member : BHM Program Coordinator
- Member : Alumni Representative – 1
- Member : Employer Representative – 1



6. Appointment

The college principal shall appoint coordinator and members and informs to the CMC in the subsequent meeting. The college principal shall provide copies of ToR to the coordinator and the members.

7. Conflict of Interest

CGC members must disclose any actual or potential conflicts of interest related to any CGC initiative. Members with a conflict of interest must be absent from activities associated with such conflict.

8. Tenure

Members, including the Coordinator, shall be appointed for a period of four (4) years.

9. Lapse of Membership

Membership will lapse if a member fails to attend five (5) consecutive CGC meetings without apology, unless exceptional circumstances exist. Members will be notified in writing of their disqualification.

10. Roles and Responsibilities of Coordinator and Members

10.1 Roles and Responsibilities of Coordinator

The roles and responsibilities of the Coordinator are:

1. To prepare the annual action plan of the Career Guidance Cell.
2. To submit the annual action plan of the Career Guidance Cell to IQAC.
3. To follow and implement the instructions and suggestions of the college management committee and IQAC.
4. Regularize the meetings of the Career Guidance Cell.
5. To evaluate the work of the Career Guidance Cell on an semi-annual basis.
6. To work for the achievement of the objectives of the Career Guidance Cell.

10.2 Roles and Responsibilities of Members

The roles and responsibilities of the members are:

1. To help in formulating annual strategic plan and creating roadmap for achieving them.



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2. To contribute to design and develop the career guidance programs, courses, workshop and trainings.

3. To be responsible for allocating resources such as funding, facilities, mentorship support.
4. To play a role in establishing and maintaining partnerships with local industry professionals, successful entrepreneurs, investors and other stakeholders.
5. To help in making semiannual appraisal of the committee.
6. To keep information and documents confidential.

11. Conduction of Meeting

CGC meetings shall be conducted according to the procedures outlined in this guideline.

11.1 Meetings. CGC meeting will be held monthly. The coordinator can call meeting any time in case of urgency.

11.2 Quorum. The number of delegates attending the meeting of the CGC must be greater than 50% of the total number of members of the cell.

11.3 Decision making. The CGC shall make all the decision with the majority of its members and the decisions shall be immediately forwarded to all cells, units, departments, and individuals. The coordinator shall inform CGC decision to the CMC in subsequent meeting.

11.4 Records. The coordinator is responsible for writing minute and preparing and maintaining other records of the CGC activities.

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Nesfield International Student Support Committee Guidelines

1. Background

Nesfield International College has aimed to develop its identity at least within the SAARC countries and enroll students from those countries. An International Student Support Committee (ISSC) stands to assist students who are willing to come to study from other countries. It will help students in the visa and other legal process, offer socialization opportunities and counseling in the area of sociocultural issues.

2. Title

This guideline is called the 'Nesfield International Student Support Committee Guidelines'. This guideline remains as a part of 'Nesfield Cell Operation Guidelines 2024'.

3. Goals of ISSC

The goal of the International Student Support Committee will be to facilitate the legal process for the students who want to be admitted from around the world and to provide counseling services to the admitted students to create a study environment and to facilitate their adjustment in the Nepali society.

4. Functions of ISSC

In order to realize the goals, ISSC intends to perform the following activities:

1. To complete the immigration process for students coming to study from abroad, to adjust them to the internal and external society of the college, and to provide other necessary support for the student's study process,
2. To assist in the admission process for students who wish to come to study from an international level,
3. Assisting students coming to study from the international level in the visa process,
4. To assist in completing the administrative and legal process according to the rules of the Government of Nepal,
5. Arranging hostel for students coming to study from international level,
6. To provide information about the prevailing laws of Nepal,



7. Arranging Nepali language teaching for students who came to study from international level,

8. If there are legal and administrative problems for the students coming to study from the international level, they will coordinate with the embassies of the respective countries to help them solve them.

9. Monitoring and preparing reports:

- Make self-evaluation of its performance semi-annually.
- Submit progress reports to IQAC on a quarterly basis.

5. Formation of ISSC

The ISSC comprises 3 members and the composition shall be as follows:

Coordinator : Vice-Principal

Member : Academic Department Head - 1

Member : Non-Teaching Staff - 1

6. Appointment

The college principal shall appoint coordinator and members and informs to the CMC in the subsequent meeting. The college principal shall provide copies of ToR to the coordinator and the members.

7. Conflict of Interest

ISSC members must disclose any actual or potential conflicts of interest related to any ISSC initiative. Members with a conflict of interest must be absent from activities associated with such conflict.

8. Tenure

Members, including the Coordinator, shall be appointed for a period of four (4) years.

9. Lapse of Membership

Membership will lapse if a member fails to attend five (5) consecutive ISSC meetings without apology, unless exceptional circumstances exist. Members will be notified in writing of their disqualification.



10. Conduction of Meeting

ISSC meetings shall be conducted according to the procedures outlined in this guideline.

10.1 Meetings. ISSC meeting will be held monthly. The coordinator can call meeting any time in case of urgency.

10.2 Quorum. The number of delegates attending the meeting of the ISSC must be greater than 50% of the total number of members of the cell.

10.3 Decision making. The ISSC shall make all the decision with the majority of its members and the decisions shall be immediately forwarded to all cells, units, departments, and individuals. The coordinator shall inform ISSC decision to the CMC in subsequent meeting.

10.4 Records. The coordinator is responsible for writing minute and preparing and maintaining other records of the ISSC activities.



Nesfield Grievance Redressal Cell Guidelines

1. Background

The Grievance Redressal Cell (GRC) works as a system and mechanism for redressal of grievances and complaints of stakeholders in the college. The cell brings grievances and complaints under the redressal process, identify their nature and seriousness, acts as soon as possible, and effectively solves the problem.

2. Title

This guideline is called the 'Nesfield Grievance Redressal Cell Guidelines'. This guideline remains as a part of 'Nesfield Cell Operation Guidelines 2024'.

3. Goals of GRC

The goals of Grievance Redressal Cell are as follows:

1. To create an environment where students, staff and professors can submit complaints and grievances through the use of the educational information management system.
2. To establish a means of creating an environment where written and verbal complaints and complaints can be made in the case of external stakeholders.
3. To resolve grievances and complaints as soon as possible and with judicial certainty.
4. To take necessary initiatives to minimize the negative impact that may arise from the complaints and complaints, considering the seriousness of the issues.

4. Functions of GRC

In order to realize the goals, GRC intends to perform the following activities:

1. Establish and operate a means of reaching the relevant body for complaints and complaints.
2. Formulate the necessary policies and rules to investigate and resolve matters related to complaints and complaints.
3. Investigate complaints and complaints and take necessary action.



4. Create an environment through educational management information system that allows complaints and complaints to be made between the parties, including ensuring the necessary confidentiality.
5. Monitoring and preparing reports:
- Make self-evaluation of its performance semi-annually.
 - Submit progress reports to IQAC on a quarterly basis.

5. Limitations of GRC

1. In case of complaints and complaints of criminal activities and criminal nature, inform the relevant government agencies without delay. And inform about it to the college management committee.
2. Sending matters which do not fall within the definition of 5(a) and cannot be acted upon by the cell itself as per 4(c) to the College Board of Directors with recommendations for necessary action.

6. Formation of GRC

The ISSC comprises 5 members and the composition shall be as follows:

Coordinator	: Principal
Member	: Program Incharge
Member	: Faculty (Female) – 1
Member	: Student (Male) – 1
Member	: Student (Female) – 1

7. Appointment

The college principal shall appoint members and informs to the CMC in the subsequent meeting. The college principal shall provide copies of ToR to the GRC members.

8. Conflict of Interest

GRC members must disclose any actual or potential conflicts of interest related to any GRC initiative. Members with a conflict of interest must be absent from activities associated with such conflict.



9. Tenure

Members, including the coordinator, shall be appointed for a period of four (4) years.

10. Lapse of Membership

Membership will lapse if a member fails to attend five (5) consecutive GRC meetings without apology, unless exceptional circumstances exist. Members will be notified in writing of their disqualification.

11. Conduction of Meeting

GRC meetings shall be conducted according to the procedures outlined in this guideline.

11.1 Meetings. GRC meeting will be held monthly. The coordinator can call meeting any time in case of urgency.

11.2 Quorum. The number of delegates attending the meeting of the GRC must be greater than 50% of the total number of members of the cell.

11.3 Decision making. The GRC shall make all the decision with the majority of its members and the decisions shall be immediately forwarded to all cells, units, departments, and individuals. The coordinator shall inform GRC decision to the CMC in subsequent meeting.

11.4 Records. The coordinator is responsible for writing minute and preparing and maintaining other records of the GRC activities.



Nesfield Student Council Guidelines

1. Background

Student Council (SC) is a team of students which is formulated with the objective of helping college management to operationalize academic activities on a regular basis. Nesfield International College has organized the SC practice from its starting days. Moreover, SC works with the notion of Student Quality Circle; motivates students and make them aware of various dimensions of quality enhancement of the college, proactively identifies the problem and works to solve by adopting participatory approach, and devote their effort voluntarily.

2. Title

This guideline is called the 'Nesfield Student Council Guidelines'. This guideline remains as a part of 'Nesfield Cell Operation Guidelines 2024'.

3. Goals of SC

The goals of SC will be as follows:

1. To develop team working skill among students
2. To proactively identify the problem and develop problem-solving skills by applying various problem-solving methods to find a solution to the problem
3. To make students aware about quality dimensions and quality enhancement
4. To help management in operationalize the academic and co-curricular and extra-curricular activities

4. Functions of GRC

In order to realize the goals, SC intends to perform the following activities:

1. Propose and organize team work skill building trainings
2. Ensure that the students equally participate in all activities of the college
3. Help college management in identifying problems that may hinder overall quality of the college
4. Help college management in developing solution to the problem in line safeguarding the academic interest of the students



5. Organize programs to make students aware about quality, its parameter and the importance of quality to the students

6. Participate in strengthening quality parameters of the college

7. Play bridging role between students and management

8. Help management to execute its academic calendar so that all the academic and co-curricular and extra-curricular plans go on a right track.

9. Offer counseling services to newly enrolled students and prospective students who want to enroll in the college.

10. Monitoring and preparing reports:

- Make self-evaluation of its performance semi-annually.
- Submit progress reports to IQAC on a yearly basis.

5. Formation of SC

The SC comprises 19 members and the composition shall be as follows:

President	: 1
Vice-president	: 1
General Secretary	: 1
Joint Secretary	: 1
Treasurer	: 1
Joint Treasurer	: 1
Senior Member	: 7
Junior Member	: 6

6. Appointment

The college principal shall appoint coordinator and members and informs to the CMC in the subsequent meeting. The college principal shall provide copies of ToR to the coordinator and the members.

7. Conflict of Interest

SC members must disclose any actual or potential conflicts of interest related to any SC initiative. Members with a conflict of interest must be absent from activities associated with such conflict.

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8. Tenure

Members, including the Coordinator, shall be appointed for a period of one (1) year.

9. Lapse of Membership

Membership will lapse if a member fails to attend three (3) consecutive SC meetings without apology, unless exceptional circumstances exist. Members will be notified in writing of their disqualification.

10. Roles and Responsibilities

10.1 Roles and Responsibilities of President

The roles and responsibilities of the President are:

1. Chair over all student council meetings.
2. Know basics of meeting procedures to ensure smooth meetings.
3. Representing and communicating students' voice with college administration.
4. Building harmonious relationship with students, staffs, faculties and college administration.
5. Coordinate the work of the council through other members and committees.
6. Sharing the ideas on behalf of the council to the principal regarding college welfare.
7. Identify the students' needs and requirements and communicate to the college administration
8. Coordinate the college for the development and organization of ECA programs and other plans.
9. Speak at local events or meetings when required.
10. To develop and convey student council's plans and policies for the betterment of students and college.
11. Call executive meetings, as per the requirement.
12. Participate in student council sponsored activities.

10.2 Roles and Responsibilities of Vice-president

The roles and responsibilities of the Vice-president are:

1. Coordinating and cooperating the president.



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2. Leading and supporting other members of the council.
3. Work closely with the president.
4. Assume the president's duties, if necessary.
5. Coordinate the work of the committees and chair an important committee.
6. Work with the president and treasurer in preparation of budget and calendar.
7. Assist the president in preparation of meeting agendas
8. Bridging the gap between the president and students.

10.3 Roles and Responsibilities of General Secretary and Joint Secretary

The roles and responsibilities of the General Secretary and Joint Secretary are:

1. Prepare and distribute the agendas for meeting.
2. Consult the president of the student council for the agendas of meeting.
3. Take roll of the attendees at the meeting.
4. Take minutes of the proceedings of all student council meetings.
5. Receive all main motions and amendments proposed during a meeting to be included in the minute.
6. Prepare and distribute minutes in a timely manner.
7. Type all required letters of the president, vice-president and advisor.
8. Maintain files of student council.
9. Send thank you notes, cards, or correspondence to teacher, administrators, and support staff members.
10. To assist in academic writing on behalf of student council
11. To assist president in formulation of plans of student council.

10.4 Roles and Responsibilities of Treasurer and Joint Treasure

The roles and responsibilities of the Treasurer and Joint Treasurer are:

1. To keep record of financial transaction of student council
2. Work closely with the president and vice-president in preparation calendar and budget.
3. Oversee council expenses and revenues.
4. To update and covey the financial record to the president

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5. To access students' organization funds, donation and fundraising program of the council.
6. Maintain an accurate and detailed financial record.
7. To prepare annual financial report and action plan for the year.
8. Give monetary advice to the student council.

10.5 Roles and Responsibilities of Members

The roles and responsibilities of the Members are:

1. Assist in formulating agendas for meeting
2. Volunteer in college programs
3. Assist in maintaining harmonious environment in college.
4. Assist in developing plans and policies of the student council.
5. To help to raise fund of the council
6. To convey respective classroom problems to college administration through council's president

11. Conduction of Meeting

SC meetings shall be conducted according to the procedures outlined in this guideline.

11.1 Meetings. SC meeting will be held monthly. The coordinator can call meeting any time in case of urgency.

11.2 Quorum. The number of delegates attending the meeting of the SC must be greater than 50% of the total number of members of the cell.

11.3 Decision making. The SC shall make all the decision with the majority of its members and the decisions shall be immediately forwarded to all cells, units, departments, and individuals. The coordinator shall inform SC decision to the CMC in subsequent meeting.

11.4 Records. The coordinator is responsible for writing minute and preparing and maintaining other records of the SC activities.

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NESFIELD ENTREPRENEURSHIP LAB GUIDELINES

Introduction

Nesfield Entrepreneurship Lab (NEL) stands to foster entrepreneurship culture among students, faculties, and non-teaching staffs, facilitate them to develop entrepreneurship idea, nurture them to make their idea matured enough, and leverage them in translating their idea into reality. It operates under Career Guidance Cell (CGC) and functionalizes with the help of Nesfield Entrepreneurship Club and the like. Collaboration with external and professional agencies for the impactful sustainability of NEL is always open.

Name of the Guideline

This guideline is known as 'Nesfield Entrepreneurship Lab Guidelines 2025'.

Objectives of NEL

Core objectives of NEL are:

- i. To foster entrepreneurial mindset among students of Nesfield.
- ii. To promote and support ventures led by the students of Nesfield.

Management of NEL

CGC with the support of Nesfield Entrepreneurs Club consisting students and teachers manage the NEL. The college principal forms the club and appoints the members.

Functions of NEL

Preincubation functions of NEL are:

- i. Establish and run physical office of NEL
- ii. Prepare entrepreneurial teaching materials and resources
- iii. Plan the incubation program
- iv. Form and functionalize entrepreneurship clubs
- v. Orientation for ideation
- vi. Facilitate students in developing business plan
- vii. Business idea call for incubation



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Incubation functions of NEL are:

- i. Organize industrial visits
- ii. Organize business idea pitching program
- iii. Bridge students to participate in idea hunt programs organized by external agencies
- iv. Reward business idea with resources (working space, seed money and the like)

Post-incubation functions of NEL are:

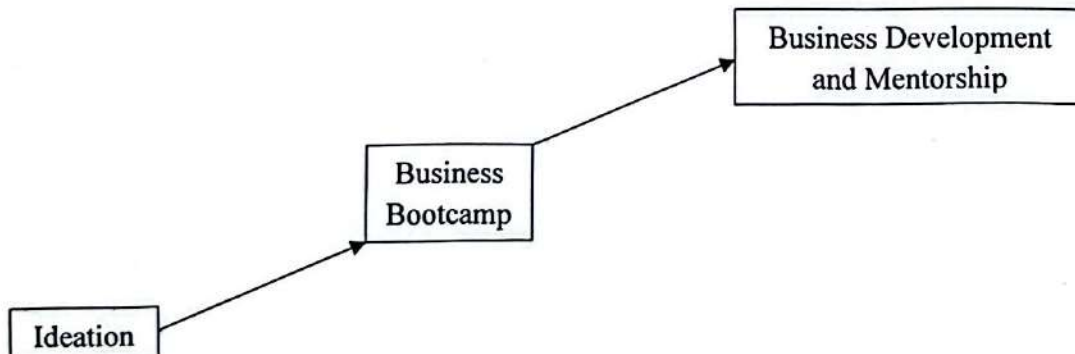
- i. Build network with business stakeholders
- ii. Connect students to funding agencies and angel investors
- iii. Run 'sales booth' inside college to showcase products of student led business
- iv. Facilitate access to market
- v. Organize mentorship to nurture innovation and early stage enterprise led by Nesfield students

Incubation Process

Incubation process led by NEL flows at three stages (Figure 1):

Figure 1

Incubation Process



Ideation: It is the stage where students learn and develop an entrepreneurial mindset. Experts create thrust on the participants and lead them to identify/internalize/generate some business idea.

Business Bootcamp: At this stage, experts guide ideators to document their business ideas into actionable business model.

Business Development and Mentorship: In this stage, the ideators build network with business stakeholders; marketing, finance, talent, suppliers, customers, distributors etc.

and establish their venture. NIC mentors them in each step so as to minimize the time and cost of business establishment and growth, and decrease the chance that startup fails.

Components of Incubation Center

Major components of NEL are as follows:

Space: Where entrepreneurial ideas generate and nurture (physical office, meetings, workshops)

Support: To transform the business idea into reality (technological facility, seed fund, financing, lab, search of angel investors)

Service: Mentoring, legal advice, financing, office space, networking, collaboration

Process: Nurturing business idea among graduates, supporting them to establish the venture, helping them survive and grow during the start-up period

Entrepreneurs Club: A formal team that operates the NEL

Functioning of Incubation Center

NIC is functionalized by two hierarchical teams; management team and operational team. Management of NEL is directly lead by IQAC. The role of IQAC in this regard is to ensure the sustainability of NEL through plan, development, resource arrangement, and communication. In the meantime, CGC in the capacity of operational team stands there for successful completion of incubation programs.

Seed Money and the Refund Plan

Nesfield holds the right to reward business idea and the students led startup with seed money. The seed money receiving student does not need to provide any collateral and is liable to refund the seed money in the following plan:

Year	Refund Proportion
1 st year	15%
2 nd year	35%
3 rd year	50%

Nesfield will not charge interest and any type of service charge for the seed money.



ANNEX I

Table 1

Criteria for the Selection of Proposal for Mini Research Award

Evaluation Criteria	Total Score	Obtained Score
1. Research Title	20	
Research Issue	10	
Variables	10	
2. Research Objective	10	
3. Rational of the Research	10	
Theoretical Implications	5	
Practical Implications	5	
4. Limitations of the Research	10	
5. Literature Review	20	
Conceptual Review	10	
Empirical Review	10	
6. Research Methodology	20	
Research Design	4	
Population, Sample and Sampling Method	4	
Nature and Sources of Data	4	
Methods of Data Analysis	4	
Research Framework	4	
7. Citation and Reference (APA/MLA/any applicable)	10	
Grand Total	100	

Note. Proposal scoring below 60 (less than 50% in each criteria) will not be accepted for the Mini Research Award.

