

SIDDHARTHA MULTIPLE COLLEGE

Bafal, Kathmandu, Nepal

Phone: 01-5233002

www.siddharthacollege.edu.np



Terms of Reference (TOR) for Full-Time Faculty

This Terms of Reference (TOR) defines the duties, responsibilities, and professional expectations of full-time faculty members at Siddhartha Multiple College, Bafal, Kathmandu.

1. Position Details

Position: Full-Time Lecturer / Faculty Member

Reporting To: Head of Department and Campus Chief

Work Hours: As prescribed by the routine/schedule

2. Major Responsibilities

1. Conduct classes regularly as per the assigned timetable.
2. Prepare lesson plans, teaching materials, and maintain academic records.
3. Guide students in their academic, research, and co-curricular activities.
4. Evaluate student performance through tests, assignments, and examinations.
5. Participate in departmental meetings, workshops, and institutional programs.
6. Contribute to curriculum development and quality enhancement activities.
7. Maintain discipline, punctuality, and professional ethics at all times.

3. Administrative and Institutional Duties

1. Maintain accurate student attendance and academic records.
2. Assist in organizing seminars, academic events, and student activities.
3. Collaborate with administrative units for institutional growth and development.
4. Comply with all decisions and policies of the Campus Management Committee.

4. Professional Conduct

1. Uphold academic integrity, respect, and inclusivity in all professional interactions.
2. Avoid any activity that may affect the institution's image or reputation.
3. Abide by all college rules, regulations, and the faculty code of conduct.

5. Duration and Evaluation

The appointment shall be full-time, with a probation period as stated in the appointment letter.

Performance shall be periodically evaluated based on teaching effectiveness, punctuality, and overall contribution to the institution.

Acknowledgment

I, Gangadhar Adhikari, have read, understood, and agree to comply with the above Terms of Reference (TOR) as part of my professional responsibilities at Siddhartha Multiple College, Bafal, Kathmandu.

Signature: _____

Date: 2082-05-03

PHONE: 01-2533903
SIDDHARTHA MULTIPLE COLLEGE

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Acknowledgment

I, Madhu Cauri, have read, understood, and agree to comply with the above Terms of Reference (TOR) as part of my professional responsibilities at Siddhartha Multiple College, Bafal, Kathmandu.

Signature: 

Date: 2082/04/07

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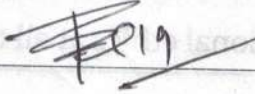
5. Duration and Evaluation

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Acknowledgment

I, Keshav Ohungana, have read, understood, and agree to comply with the above Terms of Reference (TOR) as part of my professional responsibilities at Siddhartha Multiple College, Bafal, Kathmandu.

Signature: 

Date: 2082-04-01

1. Maintain accurate student attendance and academic records.
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Acknowledgment

I, Srijana Devi Ranjit, have read, understood, and agree to comply with the above Terms of Reference (TOR) as part of my professional responsibilities at Siddhartha Multiple College, Bafal, Kathmandu.

Signature: 

Date: 2082-04-04

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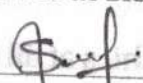
5. Duration and Evaluation

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Acknowledgment

I, Sourav Aryal, have read, understood, and agree to comply with the above Terms of Reference (TOR) as part of my professional responsibilities at Siddhartha Multiple College, Bafal, Kathmandu.

Signature: 

Date: 2082/03/04

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Acknowledgment

I, Om Bahadur Thapa Kshatriya have read, understood, and agree to comply with the above Terms of Reference (TOR) as part of my professional responsibilities at Siddhartha Multiple College, Bafal, Kathmandu.

Signature: Bahadur Thapa

Date: 2072/08/12

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Acknowledgment

I, Asmita Basaula, have read, understood, and agree to comply with the above Terms of Reference (TOR) as part of my professional responsibilities at Siddhartha Multiple College, Bafal, Kathmandu.

Signature: Asmita

Date: 2082-04-04

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Acknowledgment

I, Nizam Shah, have read, understood, and agree to comply with the above Terms of Reference (TOR) as part of my professional responsibilities at Siddhartha Multiple College, Bafal, Kathmandu.

Signature: 

Date: 2082/04/15

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Acknowledgment

I, Indira Pokharel, have read, understood, and agree to comply with the above Terms of Reference (TOR) as part of my professional responsibilities at Siddhartha Multiple College, Bafal, Kathmandu.

Signature: Indira Pokharel

Date: 2082-04-09

1. Maintain accurate student attendance and academic records.
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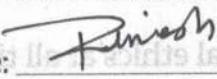
5. Duration and Evaluation

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Acknowledgment

I, Dinesh Bhandari, have read, understood, and agree to comply with the above Terms of Reference (TOR) as part of my professional responsibilities at Siddhartha Multiple College, Bafal, Kathmandu.

Signature: 

Date: 2082-04-06

1. Maintain accurate student attendance and academic records.
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Acknowledgment

I, Rashna K.C., have read, understood, and agree to comply with the above Terms of Reference (TOR) as part of my professional responsibilities at Siddhartha Multiple College, Bafal, Kathmandu.

Signature: Rashana K.C.

Date: 2082-04-05

1. Maintain accurate student attendance and academic records.
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Acknowledgment

I, Netrakala shahi, have read, understood, and agree to comply with the above Terms of Reference (TOR) as part of my professional responsibilities at Siddhartha Multiple College, Bafal, Kathmandu.

Signature: [Signature]

Date: 2082-04-26