

Kathmandu Shiksha Campus
Chandragiri, 15 Satungal Kathmandu
Terms of Reference of the Teaching Faculties

Dear sir,

It is the immense pleasure of Kathmandu Shiksha Campus to get you as a deserving, committed and dedicated faculty. We are expecting long-term contribution to this campus from you and we would like to ensure you the incentives, salary and perks as per the regulation of KSC. You must have to make sure us that you will be abiding with the responsibilities given below:

General Responsibilities

- a. ***Delivering high-quality education:*** Ensure the delivery of comprehensive and effective teaching programs aligned with the curriculum.
- b. ***Student engagement:*** Foster an engaging and inclusive learning environment that promotes student participation, critical thinking, and active learning.
- c. ***Curriculum development:*** Contribute to the development, evaluation, and improvement of the curriculum, including the design of learning outcomes, assessments, and teaching materials.
- d. ***Continuous professional development:*** Engage in ongoing professional development activities to enhance teaching skills and stay updated with advancements in the field.

Teaching and Learning

- a. ***Course delivery:*** Effectively deliver lectures, tutorials, practical sessions, and other teaching activities as required.
- b. ***Assessment:*** Develop fair and rigorous assessment methods, including examinations, assignments, projects, and presentations, and provide timely and constructive feedback to students.
- c. ***Academic support:*** Provide academic guidance and support to students, including mentoring, advising, and monitoring their progress.
- d. ***Classroom management:*** Maintain discipline and create a positive learning environment that respects diversity, encourages participation, and ensures equal opportunities for all students.

Research and Scholarly Activities

- a. ***Research contributions:*** Engage in research activities, publish scholarly work, and contribute to the advancement of knowledge in the respective field.
- b. ***Funding and grants:*** Actively seek research funding and grants to support research initiatives and projects.

c. **Collaboration:** Foster collaboration with colleagues, students, and external stakeholders to promote interdisciplinary research and knowledge sharing.

Professional Service

a. **Institutional engagement:** Participate in departmental, campus, and institutional committees, meetings, and events as required.

b. **Faculty development:** Contribute to the development of teaching resources, mentor junior faculty, and share best practices to enhance the overall teaching quality.

c. **Community engagement:** Engage in outreach activities, promote educational initiatives within the local community, and establish partnerships with external organizations.

Ethical Standards

a. **Professional conduct:** Maintain the highest ethical standards, demonstrating fairness, integrity, respect, and professionalism in all interactions with students, colleagues, and other stakeholders.

b. **Confidentiality:** Ensure the confidentiality of student records, assessment materials, and any other sensitive information in accordance with relevant policies and regulations.

c. **Academic integrity:** Promote academic honesty, discourage plagiarism and cheating, and address any instances of academic misconduct promptly and fairly.

Performance Evaluation

a. **Evaluation process:** Subject to regular performance evaluations to assess teaching effectiveness, research contributions, and professional service.

b. **Feedback:** Actively seek feedback from students, colleagues, and supervisors, and use it constructively to improve teaching methods and practices.

c. **Professional growth plan:** Develop and implement a personal professional growth plan to enhance teaching skills, research capabilities, and overall professional development.

Compliance and Amendments

a. **Compliance:** Comply with all relevant institutional policies, regulations, and codes of conduct.

b. **Amendments:** The TOR may be reviewed and updated periodically to reflect changes in the institution's policies, curriculum requirements, and educational standards.

Note: The above terms of reference are general guidelines and can be customized or expanded based on the specific requirements and context of the campus or educational institution.

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Mr. Shatrughan Prasad Gupta
Campus Chief

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Dr./ Mr./Ms./.....
Department of.....
Kathmandu Shiksha Campus