Tribhuvan University

Institute of Engineering

Faculty Capacity Enhancement Training Guideline, 2025

Dean's Office

Institute of Engineering

December, 2025

1. Background

This guideline is developed for the purpose of capacity enhancement training program (CETP) conduction to all IOE faculties under the strategy developed by IOE (Faculty Capacity Development and Engineering Education Promotion Strategy, 2082) following the regulations developed by Tribhuvan University viz. "Regulations relating to the Specialized Higher Education Promotion Bylaw, 2079"

2. Objectives

a. Define norms for the selection of faculties in capacity building training

b. Properly conduct capacity building/training and other promotion programs as defined by IOE/TU policies.

3. CETP Monitoring and Advisory Committee (CETP-MAC)

A central level CETP committee lead by Dean of IOE shall be formed to monitor, evaluate and regulate overall training program during conduction. The CETP-MAC shall be as follows:

a. Convenor – Dean of IOE.

b. Members – Asst. Deans of IOE (3)

c. Members – Two from among the senior faculties of IOE (2)

d. Member – Two from among the constituent campus chiefs of IOE (2)

e. Member Secretary – Director, Continuing Education Division of IOE.

4. Terms of Reference of CETP-MAC shall be as follows:

a. Finalize and approve the CETP policy of the office of Dean, IOE, review CETP curriculum.

b. Monitor and review/approve the CETP conduction activities, schedules, expert roster, and training modules.

c. Approve the trainees recommended by campus chief.

d. Approve and recommend financial transactions and expenses related to CETP to be executed by TEC.

e. Coordinate and facilitate the TEC.

f. Anything deems necessary for successful conduction of training program.

5. **CETP Training Execution Committee (CETP-TEC)**

A training execution committee (CETP-TEC) shall be formed to conduct training in coordination with the CETP-MAC and the Office of the Dean, IOE. The CETP-TEC shall be as follows.

   a. Convenor – One from among the Asst. Deans of IOE

   b. Member – Director, CED, IOE

   c. Member – Chief, CIMDU, IOE

   d. Member – Head, Account Section, IOE Dean/CED

   e. Member Secretary– Head, Administration Section, IOE

6. **The CETP-TEC shall have following terms of reference**

   a. Formulate/review the CETP policy and training curriculum and forward it to the CETP-MAC for approval.

   b. Prepare/review the training module, schedule it, and communicate to the CETP-MAC for approval.

   c. Process for trainee participants selections, prepare the schedule, arrange necessary logistics for training conduction.

   d. Properly execute the training sessions in coordination with the CETP-MAC.

e. Prepare training completion reports and forward to the Dean's Office, NEHEP Program Support Unit (TUPSU), and UGC.

f. Compile the training feedback form participants and summarize it to send to CETP-MAC.

g. Offer revision, if necessary, on the training module, schedule, and training reports after completion of each training program.

h. Anything deems necessary for successful conduction of training program as per assigned tasks and scheduled routines.

7. Faculty Selection Procedure

a. CETP-TEC request campus chiefs of all constituent campuses to recommend faculties for the particular training series.

b. Campus chief of constituent campus notifies all faculties to apply to the announced training sessions.

c. The minimum norms for faculty selection shall be as follows.

    i. The eligible faculties shall be from Full professors, Assoc. Professors, Asst. Professor/Lecturer, Asst. Lecturer, and Instructors

    ii. For a total of 30 participants in a training program: 10% from Full Professors, 20% from Assoc. Professors and 40% from among the Asst. Professors/Lecturers and 20% from among the Asst. Lecturers/Instructors.

    iii. At least two faculties per program should be ensured by IOE/Campus in each training sessions from among the twelve bachelor programs of IOE. But this does not apply to the training of dedicated programs.

    iv. 20% ladies' faculties following procedure (ii) above should be ensured as per availability in each training cohort.

v. In case of exceeded applications, priority must be given to permanent faculties and then to contract faculties with seniority, teaching/research and class performance.

d. CETP-MAC has the right to address issues related to selection of faculties in the training program as well as issues during the training conduction. Individual or organizations of IOE shall file complain to CETP-MAC for justice and necessary action in the raised issues if any.

e. CETP-MAC shall recommend necessary amendment to IOE for approval in this guideline any time if necessary.