Council for Technical Education and Vocational Training

School of Health Science

Bharatpur-10, Chitwan, Nepal

Quality Management Unit (QMU)
<u>Quality Improvement Objectives 2016-17</u>

A. Governance and Management
1. Update citizen charter.
2. Review Ten Year Master Plan
3. Review Five Year Strategic Plan
4. Prepare YPO 2016-17 linking with Strategic Plan
5. Prepare QMU Work-plan 2016-17
6. Review and update other plans, e.g. Income Generation, Maintenance, GESI Action Plan

B. Teaching and Learning
1. Develop Course Module on Career Counselling
2. Prepare Annual Academic Calendar 2016-17
3. Conduct Performance Appraisal
4. Use Teacher's Diary to conduct every classes

C. Support to Students
1. Develop process, procedure, course module for Placement and Counselling and Career Counselling.
2. Train Students according to module
3. Train Students on topics of GESI and Entrepreneurship Development.
4. Construct ramps in remaining two buildings for ground floor.
5. Organize, manage and celebrate MNDAP School Day, CTEVT Day together with students.

D. Teachers/ Faculty

1. Train identified faculty on Instructional skills, computer Skills, Administrative and Managerial Skills, and Library Skills.
2. Develop and Implement *Individual Performance Improvement Plan.*

E. Budget and Funding sources

1. Implement computerized Accounting System.
2. Adjust budget for the provision of recreational and cultural programme
3. Develop and Implement GESI based budgeting.
4. Prepare Inventory Report
5. Auction those non-repairable and non-usable tools and furniture.
6. Prepare and Implement Income Generation Plan for 2016-17

F. Facility and Environment

1. Develop and implement Maintenance Plan 2016-17.
2. Install device to block cell phone network in classrooms, laboratories and hostel.
3. Shift and set up office, examination, store, library, laboratories and classrooms for General Medicine, Medical Laboratory Technology in new building

G. Management Information System/ Research and Development

1. Update graduate, students and staff data base.
2. Disaggregate staff, students, and graduate data according to sex and excluded group.
3. Develop format and conduct student evaluation
4. Develop format and conduct tracer study

H. Linkage to Industry
1. Sustain use of part-time and visiting faculty from Industry
2. Sustain industrial exposure visit