

Council for Technical Education and Vocational Training

School of Health Science

Bharatpur-10, Chitwan, Nepal

Quality Management Unit (QMU)

Quality Improvement Objectives 2016-17 ACTION PLAN

1. GOVERNANCE AND MANAGEMENT

GAP AND GAP ANALYSIS

Though roles and responsibilities of the SOHS are clearly identified and available for review of staffs, stakeholder and the community, SOHS is till now on advocacy period for its roles, responsibility and importance. Many community people and stakeholders come to SOHS to get information related to CTEVT Council office. Though SOHS has long term plans, their review is missing.

OBJECTIVE(S)

- Publish citizen charter even in newspaper and various articles including its website.
- Prepare Yearly Plan of Operation linking it with strategic plan involving inputs from various departments and sections.
- Specify Annual Quality Improvement objectives and Action Plan clearly and posted.

ACTION PLAN

- Identify and publish roles and responsibility of SOHS by Q1.
- Publish citizen charter in Wall, notice board, magazine, newspaper, website and various media
- Prepare YPO, Maintenance Plan, Income Generation Plan, QMU work-plan for 2016-17 by Q1.
- Review plans as per YPO
- Specify Annual Quality Improvement Objectives and Action Plan by Q1.

2. TEACHING AND LEARNING

GAP AND GAP ANALYSIS

- Class observation and providing guidance for teaching improvement is lacking.
- Teaching quality is not systematically evaluated.
- Feedback to poor performance is often given, not proactive

OBJECTIVE(S)

- Prepare Annual Academic Calendar before commencement of new session
- Develop duty roster and detail planning before conducting practical and OJT.
- Link teachers performance evaluation to effective design of session and course plan,
- Introduce continuous evaluation system (daily and weekly).
- Develop Course Module.

ACTION PLAN

- Develop Annual Academic Calendar before commencement of new session
- Conduct Performance Appraisal of each teacher (permanent and short-term) as per schedule.
- Prepare performance improvement or enhancement plan based on the annual evaluation by Q1.
- Interact with every staffs to develop performance improvement plan by Q1.
- Implement performance improvement plan
- Review progress of performance improvement plan quarterly
- Develop Course Module on Career Counselling by Q1.
- Sustain use of Teachers' Diary.

3. SUPPORT TO STUDENT

GAP AND GAP ANALYSIS

- Lack of detail process and procedure of Academic Counseling.
- There is no schedule for Academic Counseling.
- There is lack of recording system of Academic Counseling.
- There is lack of process and procedure of carrier counseling.
- There is no provision of career counseling.
- Students are getting admission without proper counseling, often they are making choice by market propaganda/rumors.
- A detail list of the employers is not available.
- There is 50 bedded girl's hostel, criteria to select applicants is made however it may not have GESI concept on that criteria.
- There is no support group for women and no weekly or monthly meeting is organized
- Though we have 16 buildings most of them are single story and are accessible to physically handicapped people. We have two two-story classroom buildings without ramps facility. Physically disable people can't use 2nd story of those buildings.
- Football ground, & volley ball court are available. However indoor games like table tennis, badminton are also in outdoor.

OBJECTIVE(S)

- Develop or use readymade process and procedure of Placement Counseling and Career Counselling by Q1.
- Develop or use readymade GESI procedure by Q1.
- Develop a system of investigating and addressing and settling claims of discrimination by Q1.
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- Plan for continuous counseling.
- Make schedule of Placement and Career Counseling
- Develop and maintain systemic recording system of Placement and Career Counseling and keep it up to date.
- Provide classes on Placement and Career Counselling, GESI, ED to students and participants.
- Constructs ramps in first story of no. 12 and no.13 building.
- Develop criteria to select applicant in hostel with giving highest preference to physically handicapped girls.
- Participate girls in various games during sports week and cultural program equally as boys.
- Organize, manage and celebrate MNDAP together with students.
- Develop and implement schedule for recreational activities.

ACTION PLAN

- Develop Plans, Procedure, and schedule, course Module for Placement and Care counseling by Q1.
- Prepare and update a list of potential employers by Q2.
- Develop recording system and format by Q1.
- Records counseling activities as schedule.
- Institutionalize GESI concept during selection (for training, hostel etc) from this year.
- Develop a system of investigating and addressing and settling claims of GESI discrimination by Q1.
- Conduct sessions on GESI, life skills and business skills, Entrepreneurship Development and Career counseling to students/ participants as schedule.
- Construct ramps in ground story of no. 12 and no. 13 building.
- Institutionalize preference system to physically handicapped people for selection of hostel.
- Organize, manage and celebrate MNDAP School Day and CTEVT Day together with students

4. TEACHERS/ FACULTY

GAP AND GAP ANALYSIS

- There is no system of identifying instructional methodology courses or training by department, however SOHS is organizing various types of training programs every year with consent from management committee.
- Most of teachers have completed ToT training.
- There is no such individual plan. Sometimes teachers come to request on a particular training or workshop and management provides them opportunities. These all are on ad hoc basis.

OBJECTIVE(S)

- Prepare and implement system to identify and recommend trainings for teaching and non teaching staffs once a year by department heads.
- Organize various training programs continuously as previous.
- Make a system to disseminate learning among staffs once a staff comes back after participating a training or workshop.
- Train every staffs to prepare their own plan for their performance improvement
- Institutionalize personal planning system
- Provide different options for improvement – training, coaching, peer support.
- Implement plan and monitor it by HOD or senior staffs of HRD unit.

ACTION PLAN

- Identify the instructional methodology courses or training sessions for staff by Q1.
- Organize various training programs as schedule
- Develop system and make it mandatory to disseminate learning after participating out school training/workshop
- Train every staffs to develop performance improvement plan (Standard 17) by Q1.
- Implement performance improvement plan (Standard 17)
- Monitor the Performance Improvement Plan by HoD, VP, or Principal.

5. BUDGET AND FUNDING

5.1 GAP AND GAP ANALYSIS

- Till now there is no staffs assigned to make him/her responsible for support services for GESI and s/he has no input into budget development and review.
- SOHS tries every year to prepare a report on inventory with making a committee. However there is lack of such detail report on inventory.
- Depreciation, and the cost of tools and equipment replacement is not determined and not calculated annually. Though there is provision for depreciation, it is not done.

OBJECTIVE(S)

- Allocate funds to train staffs on GESI principles and practice and make fund effective.
- Organize a team to prepare inventory report every year
- Prepare inventory report with accepting general rules of CTEVT and GoN.
- Whenever required auction those non-repairable and non-usable tools and furniture.
- Set annual income generation target.
- Develop and implement plan for income generation.

ACTION PLAN

- Sustain use of Computerized Accounting System.
- Develop and Implement GESI based budgeting by Q3.
- Organize a team to prepare inventory report every year by Shrawan.
- Prepare Inventory Report with accepting general rules of CTEVT and GoN
- Calculate depreciation, and the cost of tools and equipment replacement annually
- Auction those non-repairable and non-usable tools and furniture with CTEVT permission
- Develop and implement Income generation plan by Q1.

6. FACILITY AND MAINTENANCE

6.1 GAP AND GAP ANALYSIS

- The new academic building which is under construction is on the process of handover. After it we will shift to that building.
- Most of buildings of SOHS are single story and accessible to physically challenged persons. Only multipurpose hall and washrooms of the hall have ramps.

OBJECTIVE(S)

- Prepare and implement Maintenance Plan of the buildings by Q1.
- Prepare ramps in no. 12 and no. 13 buildings.

ACTION PLAN

- Develop Maintenance plan for 2016-17 by Q1.
- Prepare a list of non-repairable tools and equipment BY Q1.
- Prepare ramps for ground story in every building
- Install device to block cellphone network in classrooms, laboratories and hostel.
- Shift ot new building by Q1, Q2 and Q3.

7. MANAGEMENT INFORMATION SYSTEM

7.1 GAP AND GAP ANALYSIS

- Databases are updated randomly. There is no schedule to update database.

OBJECTIVE(S)

- Plan to update database.
- Update database as it is planned.

ACTION PLAN

- Update students, staffs and graduates database by Q2.
- Disaggregate Staff, student, and graduate data according to sex and excluded group by Q2.
- Develop format and conduct student evaluation by Q2.
- Develop format and conduct tracer study by Q2.

8. LINKAGE TO INDUSTRY

8.1 GAP AND GAP ANALYSIS

- SOHS is using part-time and visiting faculty from industry every year in every courses. Records are also maintained by administration section of SOHS.
- Every program organizes student and teacher exposure visits to industrial and employment settings. Students and teachers conduct industry visits at least once per year.
- The record of industry exposure visits is maintained by the administration section.

OBJECTIVE(S)

- Sustain the use of part-time and visiting faculty from industry as schedule.
- Sustain the industrial exposure visits and maintain the records as schedule.

ACTION PLAN

- Sustain use of part-time and visiting faculty from industry as schedule
- Sustain the industrial exposure visits and maintain the records as schedule.