



CTEVT

SOHS STRATEGIC PLAN (2015-2019)

REVIEW 2017

Vision

School of Health Science is recognized as a “Centre of Excellence” in producing competent health professionals in Nepal.

Mission

School of Health Science produces competent and confident skilled health workforce required for the promotion and development of quality health services in Nepal.

Goals

1. Run quality Medical and Allied Health Courses
2. Develop TVET Medical and Allied Health Course Hub
3. Generate Income
4. Provide Academic and Career Counseling Services
5. Develop and Maintain Physical Infrastructure
6. Provide Community Services

Goal 1: Run quality Medical and Allied Health Courses

Strategies

1.1 Ensure effective teaching learning environment (Physical, technical, managerial)

1.2 Ensure effective and efficient organogram

1.3 Ensure student attendance more than 90%

1.4 Develop efficient system of hard copy and softcopy recording

1.5 Ensure availability of teaching learning materials and tools

1.6 Established, develop and operationalize different units and committees

<u>Strategy 1.1: Ensure effective teaching learning environment (Physical, technical, managerial)</u>										
S. No.	Intervention	Indicators	Timeline					Technical lead	Collaborators	Remarks
			15-16	16-17	17-18	18-19	19-20			
1	Develop Academic Calendar and YPO	AC and YPO will publish	√	√				Principal	VPs, HODs	
2	Prepare tentative plan of action, duty roster, schedule for theory, practical and field, objective of field	Products will publish	√	√				HODs	VPs, related teacher	
3	Supervise classroom, laboratory and field activities	Supervision report	X √	√				HODs	VPs, HRD Unit	
4	Conduct at least three internal assessment	Result of internal assessment	√	√				HODs	VPs, Teachers, Examinatio	

									n section	
5	Develop criteria of internal evaluation (includes attendance, class test, project works etc)	Criteria of internal evaluation	X	X				VPs	HODs, Teachers, Examination section, students representative	
6	Encourage students on project work	Project work report	√	√				HODs	VPs, A & CC unit	
Strategy 1.2: Ensure effective and efficient Organogram										
S. No.	Intervention	Indicators	Timeline					Technical lead	Collaborators	Remarks
			15-16	16-17	17-18	18-19	19-20			
1	Review no. of fulltime and part-time staffs mentioned in curriculum	List of no.	X	√				HRDU	VPs, HODs, Admin	
2	Prepare an organogram	Organogram	X	X				HRDU	VPs, HODs, Admin	
3	Request CTEVT to reshape the organogram	Request letter	X	X				HRDU	VPs, HODs, Admin	
4	Hire part-time teachers from industry (facility institutions)	Part-time from industry	√	√				Principal	VPs, HODs, Admin	
5	Develop and implement performance assessment format	Format	√	√				HRDU	VPs, HODs, Admin	

6	Assess performance of staffs continuously	Grading of staffs	X	X				HRDU	VPs, HODs, Admin	
7	Provide instructional and other training as required	Participation on training	X	X				HRDU	VPs, HODs, Admin	
8	Provide occupational upgrading training as required	Participation	X	X				HRDU	VPs, HODs, Admin	
9	Encourage staffs to participate on workshop, seminar, training	Participation	X	√				HRDU	VPs, HODs, Admin	
10	Institutionalize peer education system	Orientation by staff	X	X				HRDU	VPs, HODs, Admin	

Strategy 1.3: Ensure student attendance more than 90%

S. No.	Intervention	Indicators	Timeline					Technical lead	Collaborators	Remarks
			15-16	16-17	17-18	18-19	19-20			
1	Prepare list of student having less than 90% attendance	Black list student	X	X				A & CCU	MIS Unit	
2	Notice those students to visit A & CCU	notice	X	X				A & CCU	MIS Unit	
3	Plan for counseling	Plan	X	X				A & CCU	MIS Unit	
4	Conduct and record counseling	record	X	X				A & CCU	MIS Unit	

5	Observe result in next month	Black list	X	X				A & CCU	MIS Unit	
6	Call parents and local guardians	Meeting with parents and local guardians	X	X				A & CCU	MIS Unit	
7	If possible provide replace duty in field practice	On replace duty	X	√				A & CCU	MIS Unit, Facility staffs	
8	Publish notice mentioning students having <90% attendance will not qualified for annual exam and sign by black list students if possible	Notice with black listed students signature	X	√				A & CCU	MIS Unit, HODs, Exam section, Facility staffs	
9	Include marks for attendance of students	Internal evaluation	X	X				VP	HODs, Exam section	
10	Do not allow student to sit in final exam who has <90% attendance	NQ in exam	X	√				VP	HODs, Exam section	
Strategy 1.4: Develop efficient system of hard copy and softcopy recording										
S. No.	Intervention	Indicators	Timeline					Technical lead	Collaborators	Remarks
			15-16	16-17	17-18	18-19	19-20			
1	Establish MIS Unit	MIS Unit	√	√				Principal	P, VP, HODs	
2	Develop digital attendance system of students	Digital attendance	X	X				MIS Unit	P, VP, HODs	

3	Develop digital attendance system of Staffs	Digital attendance	√	√				MIS Unit	P, VP, HODs	
4	Prepare manual recording formats	List of courses	√	√				MIS Unit	P, VP, HODs	
5	Develop digital recording formats (software)	Plan	√	√				MIS Unit	P, VP, HODs	
6	Enter students details on hardcopy and softcopy	Hard and soft copy of recording	√	√				MIS Unit	P, VP, HODs	
7	Enter staffs detail on hardcopy and softcopy	Hard and soft copy of recording	X	X				MIS Unit	P, VP, HODs	
8	Prepare, update and publish various graphs, tables on achievement	Graphs, charts on achievement	X	√				MIS Unit	P, VP, HODs	
9	Conduct tracer study	Tracer study report	X	√				MIS Unit	P, VP, HODs	
Strategy 1.5: Ensure availability of teaching learning materials and tools										
S. No.	Intervention	Indicators	Timeline					Technical lead	Collaborators	Remarks
			15-16	16-17	17-18	18-19	19-20			
1	Prepare list required teaching learning materials and tools	A list	√	√				Store	HODs	
2	Plan to purchase	Purchase list	√	√				Store	HODs	
3	Purchase according to plan	Materials and tools	√	√				Store	Principal	

4	Maintain inventory	Inventory	√	√				Store		
5	Distribute materials and tools after official process	Distribution of tools, materials	√	√				Store		
6	Review for efficient use of resources	Review meeting	X	X				Store	Principal, Acc/Admin	
Strategy 1.6: Established, develop and operationalize different units and committees										
S. No.	Intervention	Indicators	Timeline					Technical lead	Collaborators	Remarks
			15-16	16-17	17-18	18-19	19-20			
1	Establish Quality Management Unit (QMU)	QMU	√	√				Principal	VPs, HODs, Admin	
2	Establish Human Resource Development Unit (HRD)	HRD Unit	√	√				Principal	VPs, HODs, Admin	
3	Establish Academic & Career Counseling Unit (A & CCU)	A & CCU	√	√				Principal	VPs, HODs, Admin	
4	Establish Student Support Unit (SSU)	SSU	X	X				Principal	VPs, HODs, Admin	
5	Establish Income Generation Unit (IGU)	IGU	√	√				Principal	VPs, HODs, Admin	
6	Establish Management Information	MIS Unit	√	√				Principal	VPs, HODs, Admin	

	System Unit (MIS)								
7	Establish Library Committee (LC)	LC	√	√				Principal	VPs, HODs, Admin
8	Establish Recreational Committee (RC)	RC	√	√				Principal	VPs, HODs, Admin
9	Establish Hostel & Resident Committee (H & RC)	H & RC	√	√				Principal	VPs, HODs, Admin
10	Establish Industrial Advisory Committee (IAC)	IAC	√	√				Principal	VPs, HODs, Admin
11	Develop roles, responsibility, process and procedures of working of Units and Committees	Working protocol	√	√				Related Units and Committee	VPs, HODs

Goal 2: Develop TVET Medical and Allied Health Courses Hub

Strategies

2.1 Expand Courses gradually

2.2 Ensure accessibility to poor, DAG and Women to study

2.3 Develop and Implement partnership modality with potential hospitals, medical colleges and other agencies

2.4 Ensure utilization of facility available in the market (hospitals, medical colleges and other agencies)

2.5 Identify benchmark of TVET Medical and Allied Health Courses Hun

Strategy 2.1: Expand courses gradually										
S. No.	Intervention	Indicators	Timeline					Technical lead	Collaborators	Remarks
			15-16	16-17	17-18	18-19	19-20			
1	Survey required courses	Survey report	X					VPs	MIS unit, IAC	
2	List required courses	List of courses	√					VPs	MIS unit, IAC	
3	Plan to introduce new programs	Plan	√					VPs	MIS unit, IAC	
4	Conduct feasibility study to expand programs	Feasibility study	X					VPs	MIS unit, IAC	
5	List potential hospitals, medical colleges and other agencies for partnership	A list	√					VPs	MIS unit, IAC	
6	Develop partnership modality with assigning hospital practicum to	Partnership modality	X √					VPs	MIS unit, IAC	

	partner to launch courses									
7	Institutionalize visiting faculty from facility institution	Visiting faculty from facility institution	√					VPs	MIS unit, IAC	
8	Develop infrastructure		√					Principal		
9	Launch new programs	New program	√					Principal	VPs, Admin/Account	
Strategy 2.2: Ensure accessibility to poor, DAG and Women to study										
S. No.	Intervention	Indicators	Timeline					Technical lead	Collaborators	Remarks
			15-16	16-17	17-18	18-19	19-20			
1	Analyze enrolled and graduated students data and disaggregate it according to sex, region, ethnic group and so on	analysis	X					VPs	MIS unit, IAC	
2	Conduct social mapping to target DAG and Women	Social map	X					VPs	SSU	
3	Reform quota system	New quota system	X					Principal	SSU	
4	Do not increase subsidy fee	Subsidy fee same	√					Principal	SSU	
5	Link students to financial institutions and other agencies to provide financial	A linkage	X					Principal	SSU	

	assistance									
6	Provide community services to DAG and Women social areas	Community services	√						Principal	SSU
7	Institutionalize GESI criteria to select hosteller	GESI friendly criteria	√						Principal	GESI focal person
Strategy 2.3: Develop and Implement partnership modality with potential hospitals, medical colleges and other agencies										
S. No.	Intervention	Indicators	Timeline					Technical lead	Collaborators	Remarks
			15-16	16-17	17-18	18-19	19-20			
1	List potential hospitals, medical colleges and other agencies for partnership	A list	X						VPs	MIS unit, IAC
2	Develop partnership modality with assigning hospital practicum to partner to launch courses	Partnership modality	√						VPs	MIS unit, IAC
3	Institutionalize visiting faculty from facility institution	Visiting faculty from facility institution	√						VPs	MIS unit, IAC
4	Build rapport with them	Participation on meeting, seminar etc	√						Principal	IAC
5	Prepare and sign	Signed MOU	X						Principal	IAC

	MOU with them		√							
6	Request CTEVT to approve MOU	CTEVT approval	√						Principal	IAC
Strategy 2.4: Ensure utilization of facility available in the market (hospitals, medical colleges and other agencies)										
S. No.	Intervention	Indicators	Timeline					Technical lead	Collaborators	Remarks
			15-16	16-17	17-18	18-19	19-20			
1	List potential hospitals, medical colleges and other agencies for partnership	A list	√						VPs	MIS unit, IAC
2	Build rapport with them	Participation on meeting, seminar etc	√						Principal	IAC
3	Institutionalize visiting faculty from facility institution	Visiting faculty from facility institution	√						VPs	MIS unit, IAC
4	Prepare and sign MOU with them for industrial practicum	Signed MOU	√						Principal	IAC
Strategy 2.5: Identify benchmark of TVET Medical and Allied Health Courses Hub										
S. No.	Intervention	Indicators	Timeline					Technical lead	Collaborators	Remarks
			15-16	16-17	17-18	18-19	19-20			
1	List various model TVET school	A list	X						Principal	MIS unit
2	Select one model institution	Benchmark institution	X						Principal	MIS unit
3	Compare our institution with	Comparison chart	X						Principal	MIS unit

	benchmark institution									
4	Develop standards, protocol to meet benchmark	Standards, protocol formed	X					Principal	MIS unit	
5	Get approval from CTEVT	CTEVT approval	X					Principal	MIS unit	
6	Plan to implement	Plan and implementation schedule	X					Principal	MIS unit	
7	Implement, evaluate and re-implement to meet benchmark	Execution of work	X					Principal	Other units	

Goal 3: Generate income

Strategies

3.1 Established income generating unit

3.2 Ensure income generating activities

Strategy 3.1: Establish Income Generation Unit										
S. No.	Intervention	Indicators	Timeline					Technical lead	Collaborators	Remarks
			15-16	16-17	17-18	18-19	19-20			
1	Assign staffs to work in IGU	IGU	√					Principal		
2	Prepare roles, responsibility, process and procedures and make it approve	Working TOR	√					IGU	VPs, HODs, Admin/Account	
3	Equip the IGU with logistics	IGU establish	√					Principal	IGU	
Strategy 3.2: Ensure Income Generation Activities										
S. No.	Intervention	Indicators	Timeline					Technical lead	Collaborators	Remarks
			15-16	16-17	17-18	18-19	19-20			
1	Prepare a list of possible income generation sources	A list	√					IGU	IAC, HC, RC	
2	Set annual income target	Income target	√					IGU	IAC, HC, RC	
3	Provide consultation services	Consultation service	X					IGU	IAC	
4	Prioritize to launch sponsored	List of short-term training	√					IGU	P, VPs, HODs,	

	short-term training								Admin/Account	
5	Submit proposal to launch short-term training to providers	Submission document	√					IGU	P, VPs, HODs, Admin/Account	
6	Develop and implement plan for income generation	A plan	√					IGU	P, VPs, HODs, Admin/Account	
7	Manage efficient and effective staffs	Up dated staffs	X					HRD Unit	P, VPs, HODs, Admin/Account	
8	Manage sound workshops	workshops	√					IGU	P, VPs, HODs, Admin/Account	
9	Review activities half yearly	Review meeting	√					IGU	IAC, HC, RC	

Goal 4: Provide Academic and career counseling services

Strategies

4.1 Established Academic and Career Counseling Unit

4.2 Ensure counseling service to the staff and students

Strategy 4.1: Establish Academic and Career Counseling Unit										
S. No.	Intervention	Indicators	Timeline					Technical lead	Collaborators	Remarks
			15-16	16-17	17-18	18-19	19-20			
1	Assign staffs to work in ACCU	ACCU						Principal		
2	Prepare roles, responsibility, process and procedures and make it approve	Working TOR	√					ACCU	VPs, HODs, Admin/Account	
3	Equip the ACCU with logistics	ACCU establish	√					Principal	ACCU	
Strategy 4.2: Ensure Counseling services to the staffs and students										
S. No.	Intervention	Indicators	Timeline					Technical lead	Collaborators	Remarks
			15-16	16-17	17-18	18-19	19-20			
1	Orient staffs and students on ACCU	orientation	√					ACCU	VPs, HODs, Admin/Account	
2	Identify needs	List of needs	X					ACCU	VPs, HODs, Admin/Account	
3	Be proactive to solve problems	Settle down of possible issues	X					ACCU	VPs, HODs, Admin/Account	

4	Make schedule for counseling	A schedule	X					ACCU	VPs, HODs, Admin/Acc	
5	Prepare and update a list of potential employers	Updated list	X					ACCU	P, VPs, HODs, Admin/Acc	
6	Organize a workshop to interact employers and students (final year)	Workshop	X					ACCU	P, VPs, HODs, Admin/Acc, IAC	
7	Develop a system and format of recording	A system and format	X					ACCU	MISU	
8	Record activities	Updated record	X					ACCU	MISU	
9	Review the progress half yearly	Review meeting	X					ACCU	P, VPs, HODs, Admin/Acc, IAC	

Goal: 5 Develop and maintain physical infrastructure

Strategies

5.1 Materialize master plan

5.2 Ensure buildings and facilities are learning friendly

Strategy 5.1: Materialize Master Plan										
S. No.	Intervention	Indicators	Timeline					Technical lead	Collaborators	Remarks
			15-16	16-17	17-18	18-19	19-20			
1	Conduct detail engineering survey	Engg survey	√					Principal	VPs, HODs, Admin/Account	
2	Identify list of existing and possible courses and infrastructures	Meeting	√					Principal	VPs, HODs, Admin/Account	
3	Prepare 10 year master plan	Master plan	√					Principal	VPs, HODs, Admin/Account	
4	Review and modify the master plan if required	Review meeting	√					Principal	VPs, HODs, Admin/Account	
5	Request CTEVT to approve the master plan	Request letter	√					Principal	VPs, HODs, Admin/Account	
Strategy 5.2: Ensure buildings and facilities are learning friendly										
S. No.	Intervention	Indicators	Timeline					Technical lead	Collaborators	Remarks
			15-16	16-17	17-18	18-19	19-20			
1	Develop and implement 5 year	A plan	√					Principal	VPs, HODs, Admin/Account	

	buildings and facility development plan								unt, Store	
2	Develop and implement 5 year buildings and facility repairing plan	A plan	√					Principal	VPs, HODs, Admin/Account, Store	
3	Review and modify the plan if required	Review meeting	√					Principal	VPs, HODs, Admin/Account, Store	
4	Request CTEVT to approve the plan	Request letter	√					Principal	VPs, HODs, Admin/Account, Store	

Goal: 6 Provide Community Services

Strategies

- 6.1 Expand community services activities
- 6.2 Ensure services are provided to DAG and women
- 6.3 Increase employment of livelihood training

Strategy 6.1: Expand Community Services activities										
S. No.	Intervention	Indicators	Timeline					Technical lead	Collaborators	Remarks
			15-16	16-17	17-18	18-19	19-20			
1	Develop schedule, objectives and activities of Community Service Activity	Schedule with objectives and activities	√					Principal	VPs, HODs	
2	Provide Awareness programs to 3000 HH	Awareness programs	√					Principal	VPs, HODs	
3	Conduct 6 MHP	MHP	√					Principal	VPs, HODs	
4	Conduct 2 Medical camps	Medical camps	X					Principal	VPs, HODs	
5	Conduct livelihood trainings	Livelihood training	√					Principal	VPs, HODs	
Strategy 6.2: Ensure services are provided to DAG and Women										
S. No.	Intervention	Indicators	Timeline					Technical lead	Collaborators	Remarks
			15-16	16-17	17-18	18-19	19-20			
1	Conduct social mapping to target DAG and Women	Social map	X					SSU		

2	Assess their needs	Need identification	X						SSU		
3	Identify Training interventions	Training modules	X						SSU		
4	Identify support activities	Support activities	X						SSU		
5	Prepare a project with them	Project	X						SSU		
6	Implement and evaluate the project	Implementation strategy and schedule, evaluation report	X						SSU		
7	Review the project	Review meeting	X						SSU		
Strategy 6.3: Increase employment of livelihood training											
S. No.	Intervention	Indicators	Timeline					Technical lead	Collaborators	Remarks	
			15-16	16-17	17-18	18-19	19-20				
1	Keep and update record including address of participant	Up-to-date record	X						SSU	MIS Unit	
2	Follow up and rapport with participant	Follow up and rapport recording	X						SSU	MIS Unit	
3	Target per cent of employment	target	X						SSU	MIS Unit	
4	Provide business skill and planning training (entrepreneurship development)	Training	X						SSU	MIS Unit	
5	Help participants to prepare	Business groups	X						SSU	MIS Unit	

	business group									
6	Link participant to financial institutions to agencies	Participant linkage	X					SSU	MIS Unit	
7	Support participant for employment including self employment	Support activities	X					SSU	MIS Unit	