

**Quality Evaluation Procedure for Universities,
Institutions and Educational Institutions
Teaching Medical Education 2077**



Government of Nepal
Ministry of Law, Justice and Parliamentary Affairs
Law Books Management Board
Kathmandu, Nepal
Nepal

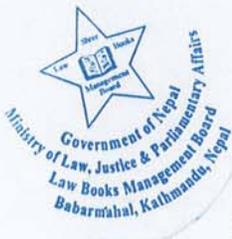
**Quality Evaluation Procedure for Universities, Institutions
and Educational Institutions Teaching Medical Education,
2077**

Approved by the Executive Committee on 2077.11.4

Preamble: To evaluate the quality of universities, institutions and educational institutions teaching medical education, the spirit of the preamble of the National Medical Education Act 2075, Article 17 (1) and the provisions of clause (d) of Rule 27 of the National Educational Regulations, 2077 are required to be implemented.

The Medical Education Commission Executive Committee has formulated this procedure.

1. **Short Title and Commencement:** (1) This Standard may be called as "Quality Evaluation Procedure for Universities, Institutions and Educational Institutions Teaching Medical Education 2077".
(2) This Procedure shall come into force immediately.
2. **Definition:** Unless the subject or context otherwise requires, in this Procedure
 - (a) "Commission" means the Commission as per the Section (3) of the National Medical Education Act, 2075.
 - (b) "Medical Education" Means education in all disciplines and levels related to the health profession.
 - (c) "Director" shall mean the Director as per Section 29 of the National Medical Education Act, 2075.



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(d) "Directorate" means the Directorate of Standards and Accreditation.

(e) "Executive Committee" means the Executive Committee as per Section 8 of the National Medical Education Act, 2075.

3. **Quality Evaluation:** (1) Details in relation with quality standards of shall be compiled by experts at the Commission on a yearly basis through on-site monitoring and the compliance of universities, institutions and educational institutions teaching medical education with the prescribed quality standards shall be determined through the checklist, describing indicators of quality standards, based on the format described as per Rule 10 Sub-rule (3) of The National Medical Education Regulations.

(2) Faculties as well as Program-based monitoring pursuant to sub-section (1) shall be conducted in accordance with the monitoring form prescribed by Schedule 1.

(3) The expert group shall present recommendations with regards to the determination of number of seats in respective universities, institutions and educational institutions teaching medical education on the basis of details obtained as per Sub-section (1) defining them as the yardstick.

(4) The Directorate may, if required, refer to the Executive Committee for additions or alterations to the Schedule.

4. **To Apply :** (1) Educational institutions teaching undergraduate level or above will have to fill up the Online Self-Appraisal System Form



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developed by the Commission on a yearly basis specifying their capacities with regards to their physical infrastructure, teaching faculties, academic activities, delivery of services etc. to ensure their number of seats allocated by the Commission.

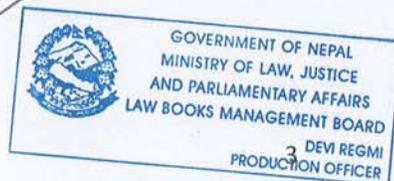
(2) The number of seats to be allocated to the respective universities, institutions and educational institutions teaching medical education shall be as per the National Medical Education Act 2075 and shall be determined in accordance with recommendations obtained from the monitoring committee as well as the points secured by them in the monitoring form prescribed by Sub-section (1).

5. **Assignment of the Team of Experts:** (1) The Commission, in accordance with Rule 10 of the National Medical Education Rules, 2077, shall, on a yearly basis, assign a roster of experts or shall form a team of experts in the related subject as prescribed by the Directorate of Standards and Accreditation responsible of monitoring universities, institutions and educational institutions teaching medical education. The reports presented by the teams of experts shall also be a basis of determination of number of seats to be allocated.

(2) An expert team, through on-site monitoring, shall compile and analyze the details obtained in accordance with the form prescribed by Schedule (4) of the National Medical Education Regulations, 2077 and report to the Directorate of Standard and Accreditation for determination of the number of seats.



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(3) There will be a Seat Determination Recommendation Committee consisting of the following members accountable of analyzing reports, presented by the team of experts, in relation with the programs being conducted by the respective educational institutions, updated status of the faculty and shall be responsible of recommending the Executive Committee for determining the number seats to be allocated.

- (a) Director of the Directorate of Standard and Accreditation - Coordinator
- (b) Experts on the related subjects appointed by the Vice-Chairperson on the recommendation of the Coordinator (maximum 7 persons) - Member
- (c) Under Secretary, Directorate of Standards and Accreditation - Member Secretary

(4) The functions of the committee pursuant to Sub-section (5) shall be as follows:

- (a) To analyze the reports received from experts assigned for monitoring
- (b) To study and analyze documents of Self-appraisal submitted by various educational institutions.
- (c) To provide recommendations to the Director of the Directorate of Standard and Accreditation, in accordance with the prescribed Standard and Yardsticks, in relation with the maximum number of



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seats to be allotted to respective educational institutions.

- (d) To complete tasks, on ad hoc bases, prescribed by the Directorate in relation with the determination of the number of seat to be allocated to respective educational institution

(5) Meeting allowances to the members of the committee pursuant to Sub-section (5) shall be provided in accordance with the existing laws in force.

6. **Orientations:** (1) The Directorate shall provide necessary orientations and trainings to experts assigned by the Commission responsible for monitoring educational institutions in relation with determining the number of seats to be allocated or other academic purposes.

(2) Daily Travel Allowances will be provided to experts assigned in accordance with Sub-section as per the Accepted Economic Procedures of the Commission.

(3) Upon return from the field, for preparation of reports, daily allowances for a maximum of three days for stay within the valley shall be provided. Daily travel allowances, in accordance with existing rules, shall also be provided to the assigned experts for their participation in orientations within as well as outside the valley.

(4) The team shall be required to submit their report to the Directorate in the form of a hard copy, or a soft copy or both (as per requirement) within seven days of returning from the field.

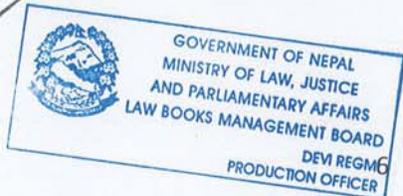
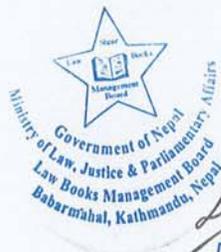


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7. **Neutrality:** Experts shall be expected to remain fair and neutral while monitoring educational institutions assigned to them. In case of any kind of involvement of a member of the monitoring committee in the organization assigned to them, the member shall be required to present a self-declaration form as prescribed by Schedule 2.
8. **Code of Conduct for Members of the Monitoring Committee :** (1)
The Code of Conduct for members of the monitoring committee shall be as follows:

- (a) The member shall, in no way, leak information regarding the tasks assigned or about the educational institution/s to be monitored, prior to the completion of the task.
- (b) No form of favor offered by an institution being monitored, hospitality or presents, shall be received by a member of the monitoring committee.
- (c) The integrity and dignity of the educational institution/s being monitored shall be preserved at all costs. No aspect, good or bad, in relation with the educational institution/s being monitored shall be commented upon.
- (d) No member of the monitoring committee should have connections of any kind with the institution/s being monitored.



(2) The information of the tasks accomplished by a member of a committee pursuant to Sub-section (1) shall be kept confidential by the person concerned, whether or not they are in the position.

9. **Regular Monitoring:** (1) The Commission may, if it deems it necessary, conduct regular academic and administrative monitoring as per the requirement of the university / academy / educational institution.

(2) The Directorate of Standards and Accreditation may add and amend the monitoring form included in the schedule of this guideline as required.

10. **Supervision:** The Commission may closely supervise the activities of the experts assigned by the Commission in relation with monitoring at all times.



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July 08, 2022

