University Grants Commission
Curriculum for Post of Monitoring and Evaluation Officer
Paper II

(Officer Level, III Class)

Full marks 100

Time 3 hours

Course outline

1. Monitoring   *(16 marks)*

Concept of Monitoring

Monitoring and supervision

Follow up support and feedback mechanism

Result based monitoring

Participatory monitoring

Compliance monitoring

Monitoring indicators

2. Evaluation   *(12 marks)*

Concept of evaluation

Types

Tools and techniques

Evaluation process

Evaluation criteria

Reporting and feedback mechanism

Differences between Monitoring and Evaluation

3. Planning Programme Project   *(12 marks)*

Project design

Relationship between planning and monitoring

Result based monitoring

Management Information System

4. EMIS *(6 marks)*

Concept of MIS/EMIS

EMIS mechanism

Use of EMIS data

Data Gathering Processes

Data Management Systems

Methods and Techniques of Data Summarization/Analysis

5. Institutional arrangement *(12 marks)*

Government's policy and program

- Result based monitoring and evaluation directives, 2067
- Good governance action plan, 2068
- Government's policy and programme
- Monthly, trimester, biannual, eight monthly and annual review of the projects and programs
- Citizen charter
- Priority programmes

6. Mechanism of M\E *(12 marks)*

Monitoring system of University Grants Commission

Monitoring system of Ministry of Education

Monitoring system of Universities

Central level Agencies

Role of RED, Role of DEO, Role of RC, Role of SMC

Role of School Supervisors and Resource Persons

Reporting system

7. M&E of Higher Education *(12 marks)*

Existing situation of M/E in Higher education

M/E mechanism in Higher education

Quality Assurance in Higher education

Measuring quality in educational services

Monitoring, Supervision and Follow up support
Quality of Monitoring Indicators

8. Use of M&E results in policy formulation, planning and program development *(10 marks)*

How to use the M/E result in Policy?

Mechanism of feedback

Role of monitoring and evaluation in improving education

9. Research and Development *(4 marks)*

Concept

General research and Formative research

Use of research findings

10. Issues and challenges of Monitoring *(4 marks)*

Coordination Issue

Feedback mechanism

Financial matter

Capacity development

Mark distribution for each area

S.N	Areas	Marks allocated
1	Monitoring	16
2	Evaluation	12
3	Planning, Programme, Project	12
4	EMIS	6
5	Institutional arrangement	12
6	Mechanism of M\E	12
7	M&E of Higher Education	12
8	Use of M&E results in policy formulation, planning and program development	10
9	Research and Development	4
10	Issues and challenges	4
	Total	**100**

069/5/22