

**MINISTRY OF EDUCATION**  
**In-service Education of Teachers (INSET)**  
**Guidelines for NBIP**

*(The implementing agencies (IAs) must strictly follow this guidelines for NBIP proposal; implementation; & reporting)*

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**A. NBIP Proposal:**

1. All NBIP proposals must be read, thoroughly discussed and endorsed by the Head of the Department before submission to HRD for onward submission to HRC.
2. All NBIP proposals must be reviewed and approved by the HRC before submission to UN-AWP and RGoB meetings for budget discussion and finalization.
3. All Programme Coordinators must coordinate and explore possibility for convergence of NBIPs to avoid duplication and minimize costs.
4. All NBIP proposals must reach TPSD, DSE, MoE on or before 20<sup>th</sup> November 2018 as per the format given in Annexure II. Late receipt of the same beyond the given deadline shall not be entertained.
5. All Programme Coordinators must ensure using competent local resource persons unless there is special need for other resource persons.
6. All Programme Coordinators must submit a list of at least 2 resource persons with CV (as per Annexure III) along with the NBIP proposals for committee's review and approval.
7. All Programme Coordinators must submit the confirmed list of participants against each NBIP to TPSD, DSE, MoE as per the format given in Annexure IV soon after Programme Coordinators receive the HRC's approval for the NBIPs. The Programme Coordinators must design comprehensive criteria and the participants are selected accordingly.
8. All Programme Coordinators must ensure that venue for the NBIPs must be located closest to the maximum number of participants.
9. All In-country Award-bearing Programme candidates must not be listed for any NBIP if the dates for NBIP coincide with the award-bearing programme(s).

**B. NBIP Implementation:**

All Programme Coordinators must:

1. Conduct the NBIPs on time and at the venues as proposed and approved.
2. Ensure that prior approval of the Committee is accorded before conducting the NBIPs, should there be need for change in venue, name and number of participants, and resource persons.
3. Inform the TPSD, DSE, MoE on any change of date before the conduct of NBIPs.



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4. Maintain attendance of each participant which shall include name, employee ID, address, date and signature.
5. Ensure that a candidate does not participate in more than one NBIP.
6. All budgetary requirements shall be met from the respective approved NBIP budget and strictly observe the financial rules and regulations.
7. Provide at least one week time to Finance Division, DoS, MoE to process for NBIP budget release. AFD shall not release budget for NBIP without TPSD'S approval on the NBIP budget release form (Annexure VI)
8. Engage the competent local resource persons as proposed and approved by HRC to conduct/facilitate the NBIPs.
9. Design a feedback form and gather feedback from the participants at the end of each NBIP in order to provide a comprehensive report as well as improve facilitation of future NBIPs.

**C. NBIP Report:**

The Department heads must:

1. Ensure that NBIP Reports submitted by the Programme Coordinators of the respective Departments are compiled together, duly endorsed by them and then submit to HRD, MoE.

The Programme Coordinators must:

2. Prepare NBIP Reports (as per the format given in Annexure II) and submit to the Department head within one month after NBIPs have been conducted.
3. Settle the accounts with FD, DoS, MoE soon after the conduct of the NBIPs.
4. Maintain a record of the video clippings, pictures, power point presentation, etc. for future references.

