



**Government of Nepal  
Ministry of Education and Sports  
Curriculum Development Centre**

## **Introduction**

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### *Introduction*

Curriculum Development Centre (CDC), an academic centre, under the Ministry of Education is established with an aim to make a provision of curricula, textbooks along with other instructional materials for school education in order to achieve the national goals of education. This centre conducts annual as well as periodic discussion, interaction, dissemination programmes on the usefulness of the instructional materials. Furthermore, it also conducts research-oriented programmes to make school education time relevant, practical and competitive. School education is considered as the foundation stone for the development of responsive and capable citizens. Therefore CDC is determined to synchronize the needs and interests of students in school education by making teaching learning learner centred right from its inception in 1971. The office of this centre is located at Sanothmi, Bhaktapur.

### *Vision*

The vision of CDC is to identify itself as an academic centre by developing appropriate curricula, textbooks and other instructional materials in order to develop job-oriented, student centred, practical, life skill oriented, vocational, competitive and qualitative school education.

### *Objectives*

- Develop, revise and improve school curricula and textbooks and implement them
- Develop, disseminate, and distribute instructional materials such as: curricula, teacher's guides, teacher resource materials and children's reference materials
- Scrutinize and approve additional instructional materials
- Award equivalence certificate for those who have passed the secondary level education from foreign academic institutions
- Design and implement co-curricular activities
- Conduct research programmes related to school education
- Assist GoN/MoES in making policy related to curricula and textbooks
- Formulate plans and implement them to establish CDC as an academic centre

- Assist and coordinate national as well as foreign educational institutions in compliance with the approved policy
- Take necessary steps regarding congruence and coordination among pre-primary, primary and secondary level education
- Find out and implement various techniques to evaluate curricula as well as students
- Carry out the CDC programmes involving other related organizations
- Utilize the latest knowledge, skills and technology available so far
- Include the local technology in school level education

### *Main functions*

- Implement the school education curriculum that has been developed and revised through piloting
- Develop and implement curricula related materials; and revise and improve them by incorporating the feedbacks received from the piloting programmes
- List and publicize additional instructional materials
- Make necessary provision for conducting school level co-curricular activities
- Undertake responsibility to conduct national cultural programmes
- Conduct research studies on curricula and textbooks
- Develop and distribute reference materials as required
- Work as the secretariat of National Curriculum Development and Assessment Council
- Disseminate curricula and curricula related materials
- Provide certificate of equivalence for those who have passed the Secondary Level Examination from foreign educational institutions
- Carry out activities related to curriculum and students' assessment
- Exploit latest knowledge skills and technology used so far in the present world in the teaching learning field
- Promote and transfer the local knowledge, skills and technology
- Specify the benchmarks of learning achievement
- Involve and coordinate private sectors, civil society and local organisations in curricular activities

- Receive/record feedbacks related to school curricula from the group of subject wise academicians, as well as concerned institutions or persons

### Annual programmes

- Conduct workshops, seminars, trainings continuously in order to develop, improve and revise curricula and textbooks
- Conduct field research programmes to improve curricula and textbooks, and find out effective teaching techniques
- Develop subject wise guides for teachers
- Evaluate and enlist additional reading materials, which can be used in schools
- Collect informative articles of education sectors and publish them in a magazine
- Develop materials on population education and organize teacher training/seminars
- Plan and organize national, regional and district level cultural programmes and provide training as such to the concerned instructors to conduct co-curricular and extra curricular activities at schools
- Award equivalence certificate to those who have passed the Secondary Level Examination from foreign educational institutions
- Organize workshops or meetings for the revision and updating tasks of curricula and textbooks
- Prepare the annual action plan/programmes for the forthcoming year

### Section-wise structure and their functions

#### (i) Language Education Section

The main responsibility of this section is to develop, revise and update the language curricula, textbooks and other related materials.

#### (ii) Mathematics, Science and Vocational Education Section

The main responsibility of this section is to develop, revise and update the mathematics, science, and other vocational subject curricula, textbooks and related materials.

#### (iii) Social Studies Section

The main responsibility of this section is to develop, revise and update Social Studies curricula, textbooks and other related materials.

#### (iv) Assessment, Evaluation, Planning and Research Section

In addition to the evaluation of curricula, textbooks and reference materials, this unit assesses the student evaluation procedures, assessment of classroom teaching. Besides, it also formulates the annual and periodic plans and programmes, and assesses the centre's ongoing programmes. Above all this unit conducts research and monitoring as per its working procedures to enhance the effectiveness of curricula and curricular materials.

#### (v) Editing and Publishing Section

The main task of this unit is to edit language and prepare camera ready copy (CRC) of those materials developed and revised from this centre. This unit is responsible for printing the CRCs or getting them printed and exploring the proper channels for distribution. Besides this, it also formulates and implements rules and regulations required for developing curricula and textbooks.

#### (vi) Finance Administration Section

This unit deals with the preparation of centre's annual budget, maintaining the accounts resource and expenditure, and keeping the record of irregular expenditure.

#### (vii) Administration Section

Security, sanitation, daily administration of its personnel and maintenance of office properties are the main functions of this section.

