



Assessment Criteria for Technical & Vocational Training Institutes

Information about the Institute

Name of Institute: _____

Name of Head of Institute & Focal Person _____

Postal Address: _____

Tehsil:- _____ District:- _____ Division: _____

Year of Establishment:- _____ Type of Institute (Public/Private/Other): _____

Tel: _____ Fax:- _____ Email: _____ Website: _____

MANDATORY REQUIREMENTS

- The grading of the institute shall be determined on over all scoring as below:
A1=85 & above A=70-84 B= 55-69 C=40-54,
Below than 40% are non qualifying institutes
- The proforma consists of following 02 Sections

For official use only

Grading of institute:

Rating obtained :

General Parameters (Section-A)

Technical Parameters (Trade specific) (Section-B)

- Accreditation/ Registration/affiliation.
- Infrastructure, Type of building/ Training unit (Hired, owned)
- No. of class rooms/ Training unit
- Management (Governance, Curricula, Linkage, Enrollment).
- Financial sustainability / mode of funding (Govt , PPP, NGO, Fee charging etc)
- Trades offered in institute/ Industrial requirement.
- Teaching & non-teaching staff / Trainer
- Employability of graduates/Apprenticeship
- Health & Safety Regulation
- Proactive IMC/Industrial representation
- Continuous Evaluation assessment

- No. of Labs / workshops (Trade-wise)
- Curricula adopted
- Quality of Equipment / machinery
- Qualification of instructor
- Qualification relevancy
- Instructor's job experience
- Trainee-teacher ratio
- Annual Pass-outs

- Categorization includes all Public/Private, NGOs & Welfare Trust etc TVET institutes in Pakistan.
- 01 proforma for General Parameters and the technical parameters may be filled trade-wise.
- A Committee may be constituted at respective Regional Offices, for carrying out the assignment. The Committee may be flexible while scoring the institute in less developed area of the country.
- The rating against assessment must be undertaken as a = Maximum , d = Minimum, e = 0

Note: Please tick the exact/suitable category (a, b, c, d or e) and encircle the weightage given at right side accordingly whereas, documentary evidences are required to be attached while selecting category A, B & C

1. Section-A (General Parameters)

| Sr # | ATTRIBUTES | | MAXIMUM/OBTAINED RATING | REMARKS |
|------------|--|---|-------------------------|--|
| 1.1 | Registration/Affiliation/Accreditation | | 10 | |
| | a. | Institute Accredited with NAVTTC/ International forum Large Industry registered under Industrial Act or small industry having membership of local chamber of Commerce & Industries | 10 | documentary evidence is attached at <u>Annex - A</u> |
| | b. | Institute Registered / Affiliated with (TEVTA / NTB / HEC Recognized university)/ Registered under industrial Act | 07 | |
| | c. | Affiliated with BTE / TTB | 05 | |
| | d. | None of above but Accreditation with NAVTTC (in – process) | 03 | |
| | e. | Registration/Affiliation expired/in-process for renewal | 02 | |
| 1.2 | Type of Building | | 04 | documentary evidence is attached at <u>Annex - B</u> |
| | a. | Owned (ownership documents + building plan) | 04 | |
| | b. | Hired for more than 05 years (with documentary evidence) | 03 | |
| | c. | Shared with other Institute/Organization | 02 | |
| | d. | Hired for < 5Years (no evidence) | 01 | |
| | e. | No evidence (No documents & plan exist) | 00 | |
| 1.3 | Adequacy of No. of class rooms& Labs/Infrastructure | | 10 | |
| | a. | Sufficient rooms (20& above), fully equipped | 10 | documentary evidence is attached at <u>Annex – C</u> |
| | b. | Sufficient rooms (15-20), poorly equipped | 08 | |
| | c. | Insufficient rooms(08 to 14), equipped | 06 | |
| | d. | Insufficient rooms (< 03 to 07)not equipped (Dimensions/Capacity/Chairs/Fans/Provision of drinking water/sanitation must be reviewed) | 04 | |
| | e. | 02 or below rooms | 00 | |
| 1.4 | Financial sustainability / Mode of funding/Budget | | 04 | |
| | a. | Sufficient / Govt, PPP & NGO funded/Budget plan | 04 | documentary evidence is attached at <u>Annex – D</u> |
| | b. | Fee charging & Public Private Partnership/Budget | 03 | |
| | c. | In-sufficient / Fee charging & NGO operating | 02 | |
| | d. | Very limited provision (only fee charging source) | 01 | |
| | e. | Budget scarcity/Constraints | 00 | |
| 1.5 | Trades offered within the institute | | 10 | |
| | a. | DAEs + Vocational (Quantity. 10 or above) | 10 | documentary evidence is attached at <u>Annex – E</u> |
| | b. | 7 to 9Trades | 08 | |
| | c. | 4 to 06 trades | 06 | |
| | d. | 5 to 03 trades | 04 | |
| | e. | 2 or less | 00 | |
| 1.6 | Teaching & Non-Teaching staff with defined JDs | | 04 | |
| | a. | 91-100% as per sanctioned strength with defined JDs | 04 | documentary evidence is |

| | | | | |
|--|--|--|-----------|--|
| | b. | 81 to 90% as per designated job with defined JDs | 03 | attached at Annex – F |
| | c. | 71 to 80% as per designated job with defined JDs | 02 | |
| | d. | 51 to 70% or less as per designated job (Designated Teacher / Trainer for each subject of trade & Designated Officer for each non-instructional activity) | 01 | |
| | e. | Less than 50% filled/vacant posts with No JDs | 00 | |
| 1.7 | Employability of Graduates/OJT/Tracer Studies | | 04 | |
| | a. | 70% or above (Record/Evidence Exist) | 04 | documentary evidence (Tracer study) is attached at Annex – I |
| | b. | 50% to 69% (Record/Evidence Exist) | 03 | |
| | c. | 30% to 49% (Record/Evidence Exist) | 02 | |
| | d. | 20 to 29% or below (Record/Evidence Exist) (Assessed through Tracer Study report or documentary evidences, which may be provided for review) | 01 | |
| | e. | Below than 20 % (Record/Evidence Exist) | 00 | |
| 1.8 | Health & Safety Regulations | | 04 | |
| | a. | Dispenser/Dispensary/Fire hozers/ security CCTV/Water Filters/weapon-ed security personnel | 04 | documentary evidence is attached at Annex – J |
| | b. | Dispenser/First Aid box/Fire hozers/ security Water Filters/Security personnel | 03 | |
| | c. | First Aid box/ Water Filters/Security personnel | 02 | |
| | d. | Water Filters/Security personnel | 01 | |
| | e. | None of above | 00 | |
| 1.9 | Proactive IMCs/ Industrial representation | | 04 | |
| | a. | Active & fully Functional IMCs | 04 | documentary evidence is attached at Annex – K |
| | b. | Notified but Inactive | 02 | |
| | c. | No IMCs exist | 00 | |
| 2.0 | Continuous Evaluation Assessment | | 04 | |
| | a. | Fortnightly | 04 | documentary evidence is attached at Annex – L |
| | b. | Monthly | 03 | |
| | c. | Quarterly | 02 | |
| | d. | Yearly | 01 | |
| | e. | External mechanism only | 00 | |
| 2.1 | Continuous Quality improvement | | 04 | |
| | a. | Quality Manual, Quality Policy/SoPs/ToRs/Committees IMCs/Parent teacher Meetings | 04 | documentary evidence is attached at Annex – M |
| | b. | Effective feedback system with Fortnightly Meetings with Minutes/follow-up actions | 03 | |
| | c. | Less defined system | 02 | |
| | d. | Not defined but committed | 00 | |
| Total for General Parameter (Section-A) | | | 62 | |

2. OTHER FACILITIES

| Attributes (if "yes" then attached documentary evidences) | Yes/No | Write 1 for YES and 0 for NO |
|--|--------|------------------------------------|
| 1) Has the institute any Linkages with the local/national/international industry? | | |
| 2) Is there Orientation/Counseling/ Job Placement Services in the institute? | | |
| 3) Is there any trainer' evaluation assessment (feedback)/ /ToT/Enhancement system in the institute? | | |
| 4) Does the institute have any mechanism for professional /career development of staff? | | |
| 5) Whether accounts of the institute are audited by qualified auditors or firm? | | |
| 6) International accreditation or any distinction/ award/acquired by the institute? | | |
| 7) Are the training program and objectives/lesson planes with out-comes are well defined? | | |
| 8) Are the sports (Indoor-out-door games)/Hostel facilities Available? | | |
| 9) Is there transport facility for student & Staff (Owned/hired) available at the institute? | | |
| 10) Is there Library / book bank (E-Library, Multi-Media lectures)facility available? | | |
| Total | | /10 |

Over All rating

| Sr # | Attribute | Maximum Score | Score Obtained | Remarks |
|---|----------------------|---------------------|----------------|-------------------------------|
| 1 | General Parameters | 62 | A | |
| 2 | Other facilities | 10 | B | |
| Total (General parameters + other facilities) | | 72 | A +B = C | |
| 3 | Technical parameters | Max 28 each | | |
| Total for Trade: x (Percentage) | | <u>72</u>+28 | C + x | Rating : (A1 or A or B or C) |
| Total for Trade: y (Percentage) | | <u>72</u>+28 | C +y | Rating : -do- |
| Total for Trade: z (Percentage) | | <u>72</u>+28 | C+ z | Rating : -do- |

Member 1: _____

Member 2: _____

Chairman: _____

| 3. Section-B (Technical Parameters) Name of Trade : | | | |
|--|---|------------|---|
| 3.1 | Lab/Workshop (Trade-wise) | 04 | Remarks/Details |
| | a. Up to date Labs / workshops (List of tools & equipments with allied facilities are to be attached) | 04 | documentary evidence is attached at <u>Annex –I</u> |
| | b. Traditional Labs / workshops (Dedicated/List) | 03 | |
| | c. Sufficient Labs / workshops (To some extent) | 02 | |
| | d. Insufficient Labs /workshops (Lab / workshop may be assessed in purview of facilities against strength for applied program) | 01 | |
| 3.2 | Equipment &Machinery installed in Labs/Workshops | 04 | |
| | a. State of the art /Functional equipment & machinery | 04 | documentary evidence is attached at <u>Annex -II</u> |
| | b. Sufficient (as per requirement)/Functional | 03 | |
| | c. Insufficient & Partially Functional | 02 | |
| | d. Rare facilities (Equipment machinery may be assessed in purview of latest market technological updations). | 01 | |
| 3.3 | Qualification of Instructors | 04 | |
| | a. Qualification of an instructor (B.E/B.Tech/ Bachelor or above qualification in relevant area) | 04 | documentary evidence is attached at <u>Annex –III</u> |
| | b. Qualification of instructor (Intermediate/D.A.E & formal certification in relevant areas) | 03 | |
| | c. Qualification of instructor (Formally certified by competent forum i.e. NAVTTC or TEVTAs/As per SoPs) | 02 | |
| | d. Informally trained & experienced instructor | 01 | |
| 3.4 | Curricula adopted | 04 | |
| | a. NAVTTC/NTB/Provincial TEVTA curricula adopted | 04 | documentary evidence is attached at <u>Annex –IV</u> |
| | b. TTB/Provincial TVET curricula adopted | 03 | |
| | c. Customized curricula adopted (Need clarification) | 02 | |
| | d. Self designed Curricula, endorsement by TEVTA/NAVTTC | 01 | |
| | e. Self designed Curricula with no endorsement | | |
| 3.5 | Faculty / Instructors Job experience | 04 | |
| | a. Teaching/Training -5 yrs or more Job experience | 04 | documentary evidence is attached at <u>Annex –V</u> |
| | b. Teaching/Training -3-5 yrs Job experience | 03 | |
| | c. Teaching/Training - 1-2 yrs Job experience | 02 | |
| | d. Teaching/Training – 6-11 months Job experience | 01 | |
| 3.6 | Qualification / relevancy of laboratory / workshop staff | 04 | |
| | a. Formally certified & 5 yrs or more relevant experience | 04 | documentary evidence is attached at <u>Annex –VI</u> |
| | b. Formally certified & 3-4 years relevant job experience | 03 | |
| | c. No certification but 03 yrs or more experience | 02 | |
| | d. No formal certification but 1 to 2 yrs job experience | 01 | |
| 3.7 | Trainee/Student – teacher / trainer ratio | 04 | |
| | a. 20:1 | 04 | documentary evidence is attached at <u>Annex –VII</u> |
| | b. 21-24:1 | 03 | |
| | c. 24-28:1 | 02 | |
| | d. 29-35 :1 | 01 | |
| | e. 36 or more : 1 | 00 | |
| Total for Technical Parameter (Section-B) | | /28 | |