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**Government of Pakistan**  
 National Vocational & Technical Training Commission,  
 NAVTTC, HQs ISLAMABAD  
 Assessment Criteria for  
 Selection of Technical & Vocational Training Institutes / Industry



Name of Institute / Industry: \_\_\_\_\_

Name of Focal Person: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Tehsil: \_\_\_\_\_ District: \_\_\_\_\_ Division: \_\_\_\_\_

Year of Establishment: \_\_\_\_\_ Type of Institute (Public/Private/Other): \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_ Website: \_\_\_\_\_

**For Official Use only**

NAVTTC Visiting Officer : \_\_\_\_\_ Program : \_\_\_\_\_

Date of visit : \_\_\_\_\_ Visit Recommended by : \_\_\_\_\_

Grading of institute:

Rating obtained :

General Parameters (Section-A)	Technical Parameters (Trade specific) (Section-B)
<ul style="list-style-type: none"> <li>• Accreditation/ Registration/affiliation.</li> <li>• Infrastructure, Type of building/ Training unit (Hired, owned)</li> <li>• No. of class rooms/ Training unit</li> <li>• Management (Governance, Curricula, Linkage, Enrollment).</li> <li>• Financial sustainability / mode of funding (Govt , PPP, NGO, Fee charging etc)</li> <li>• Trades offered in institute/ Industrial requirement.</li> <li>• Teaching &amp; non-teaching staff / Trainer</li> <li>• Employability of graduates/Apprenticeship</li> <li>• Health &amp; Safety Regulation</li> <li>• Proactive IMC/Industrial representation</li> <li>• Continuous Evaluation assessment</li> </ul>	<ul style="list-style-type: none"> <li>• No. of Labs / workshops (Trade-wise)</li> <li>• Curricula adopted</li> <li>• Quality of Equipment / machinery</li> <li>• Qualification of instructor</li> <li>• Qualification relevancy</li> <li>• Instructor's job experience</li> <li>• Trainee-teacher ratio</li> <li>• Annual Pass-outs</li> </ul>

**Guidelines**

- Categorization includes all Public/Private, NGOs & Welfare Trust etc TVET institutes in Pakistan.
- 01 proforma for General Parameters and 01 for technical parameters may be filled for each trade.
- 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 each parameter must be undertaken as a = Maximum , d = Minimum, e = 0
- Applicant Institutes are required to attach the documentary & pictorial evidences with application
- Institutes are required to tick the exact/suitable category (a, b, c, d or e) and encircle the weightage given at right side accordingly

## 1. Section-A (General Parameters)

Sr #	ATTRIBUTES	MAX/ OBTAIN ED RATING	REMARKS
<b>1.1</b>	<b>Registration/Affiliation/Accreditation</b>	<b>10</b>	
	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	
<b>1.2</b>	<b>Type of Building</b>	<b>04</b>	documentary evidence (rent deed) is attached at <u>Annex – B</u>
	a. Owned (ownership documents + building plan)	04	(also specify the date of expiry of rent agreement, if rented)
	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	
<b>1.3</b>	<b>Adequacy of No. of class rooms &amp; Labs/Infrastructure</b>	<b>10</b>	
	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	
<b>1.4</b>	<b>Financial sustainability / Mode of funding/Budget</b>	<b>04</b>	
	a. Sufficient / Govt, PPP & NGO funded/Budget plan Fee charging & Public Private Partnership/Budget	04	documentary evidence is attached at <u>Annex – D</u>
	b. In-sufficient / Fee charging & NGO operating	03	
	c. Very limited provision (only fee charging source)	02	
	d. Budget scarcity/Constraints	01	
	e. Budget scarcity/Constraints	00	
<b>1.5</b>	<b>Trades offered within the institute</b>	<b>10</b>	
	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	
<b>1.6</b>	<b>Teaching &amp; Non-Teaching staff with defined JDs</b>	<b>04</b>	
	a. 91-100% as per sanctioned strength with defined JDs	04	documentary evidence (staff statement alongwith Curriculum Vitae) is attached at <u>Annex – F</u>
	b. 81 to 90% as per designated job with defined JDs	03	
	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	

<b>1.7</b>	<b>Employability of Graduates/OJT/Tracer Studies</b>		<b>04</b>	
	a.	70% or above (Record/Evidence Exist)	04	documentary evidence (Tracer study) is attached at <u>Annex – I</u>
	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	
<b>1.8</b>	<b>Health &amp; Safety Regulations</b>		<b>04</b>	
	a.	Dispenser/Dispensary/Fire hozers/ security CCTV/Water Filters/weaponed security personnel	04	documentary evidence is attached at <u>Annex – J</u>
	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	
<b>1.9</b>	<b>Proactive IMCs/ Industrial representation</b>		<b>04</b>	
	a.	Active & fully Functional IMCs	04	documentary evidence is attached at <u>Annex – K</u> ( precisely mention the industrial linkages – names of industrial units) – OJT arrangements
	b.	Notified but Inactive	02	
	c.	No IMCs exist	00	
<b>2.0</b>	<b>Continuous Evaluation Assessment</b>		<b>04</b>	
	a.	Fortnightly	04	documentary evidence is attached at <u>Annex – L</u>
	b.	Monthly	03	
	c.	Quarterly	02	
	d.	Yearly	01	
	e.	External mechanism only	00	
<b>2.1</b>	<b>Continuous Quality improvement</b>		<b>04</b>	
	a.	Quality Manual, Quality Policy/SoPs/ToRs/Committees IMCs/Parent teacher Meetings	04	documentary evidence is attached at <u>Annex – M</u>
	b.	Effective feedback system with Fortnightly Meetings with Minutes/follow-up actions	03	
	c.	Less defined system	02	
	d.	Not defined but committed	00	
<b>Total for General Parameter (Section-A)</b>			<b>62</b>	

**Optional (For Institutes with attached Hostel facility for atleast 100 Trainees)**

<b>3.0</b>	<b>Hostel Facility</b>		<b>No.</b>	<b>Remarks</b>
	a.	Available Hostels / Blocks		
	b.	Total Rooms available for accommodation		
	c.	Capacity in each room		
	c.	Specify other facilities: (i) Staff :Y/N                      (ii) Mess : Y/N                      (iii) Dispensary: Y/N                      (iv) Tuck Shop: Y/N  (vi) Common Room : Y/N                      (vii) Indoor Games & Sports facilities : Y/N		

## 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) Does institute promotes & implements soft skills (Lifelong) skills? (Job / work place ethics / foreign languages etc.)		
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?		
<b>Total</b>		<b>/10</b>

### Over All Rating

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

### Technical scrutiny Committee (Appraisal / comments / recommendations):

Member 1:

\_\_\_\_\_

Member 2:

\_\_\_\_\_

Chairman:

\_\_\_\_\_

### Visiting (appraisal) Officer [at the time of visit]:

\_\_\_\_\_

<b>3. Section-B (Technical Parameters) Name of Trade :</b>			
<b>3.1</b>	<b>Lab/Workshop (Trade-wise)</b>	<b>04</b>	<b>Remarks/Details</b>
	a. Up to date Labs / workshops (List of tools & equipments with allied facilities are to be attached) b. Traditional Labs / workshops (Dedicated/List) c. Sufficient Labs / workshops (To some extent) d. Insufficient Labs /workshops (Lab / workshop may be assessed in purview of facilities against strength for applied program)	04 03 02 01	documentary evidence is attached at <u>Annex –I</u>
<b>3.2</b>	<b>Equipment &amp; Machinery installed in Labs/Workshops</b>	<b>04</b>	
	a. State of the art /Functional equipment & machinery b. Sufficient (as per requirement)/Functional c. Insufficient & Partially Functional d. Rare facilities (Equipment machinery may be assessed in purview of latest market technological updations).	04 03 02 01	documentary evidence is attached at <u>Annex -II</u>
<b>3.3</b>	<b>Qualification of Instructors</b>	<b>04</b>	
	a. Qualification of an instructor (B.E/B.Tech/ Bachelor or above qualification in relevant area) b. Qualification of instructor (Intermediate/D.A.E & formal certification in relevant areas) c. Qualification of instructor (Formally certified by competent forum i.e. NAVTTC or TEVTAs/As per SoPs) d. Informally trained & experienced instructor	04 03 02 01	documentary evidence (staff statement alongwith Curriculum Vitae) is attached at <u>Annex –III</u>
<b>3.4</b>	<b>Appropriate arrangements for implementation of Curricula</b>	<b>04</b>	
	a. Upto the mark arrangements for implementation of NAVTTC/NTB Curricula (Conventional & CBT) and being followed b. Arrangement for provincial TEVTA / Board curricula only c. Customized curricula is being implemented d. Self designed Curricula, endorsement by TEVTA/NAVTTC Self designed Curricula with no endorsement e. Following No Curricula	04 03 02 01 0	documentary evidence is attached at <u>Annex –IV</u>
<b>3.5</b>	<b>Faculty / Instructors Job experience</b>	<b>04</b>	
	a. Teaching/Training -5 yrs or more Job experience b. Teaching/Training -3-5 yrs Job experience c. Teaching/Training - 1-2 yrs Job experience d. Teaching/Training – 6-11 months Job experience	04 03 02 01	documentary evidence is attached at <u>Annex –V</u>
<b>3.6</b>	<b>Qualification / relevancy of laboratory / workshop staff</b>	<b>04</b>	
	a. Formally certified & 5 yrs or more relevant experience b. Formally certified & 3-4 years relevant job experience c. No certification but 03 yrs or more experience d. No formal certification but 1 to 2 yrs job experience	04 03 02 01	documentary evidence is attached at <u>Annex –VI</u>
<b>3.7</b>	<b>Trainee/Student – teacher / trainer ratio</b>	<b>04</b>	
	a. 20:1 b. 21-24:1 c. 24-28:1 d. 29-35 :1 e. 36 or more : 1	04 03 02 01 00	documentary evidence is attached at <u>Annex –VII</u>
<b>Total for Technical Parameter (Section-B)</b>		<b>/28</b>	