

Chapter 3

Accreditation Process

3.1. The Accreditation Process

The accreditation process involves several stakeholders at different levels of the process. This chapter outlines the sequence of steps and the role and functions of the stakeholders in each step.

The process starts with the submission of the required documentation by the applicant institute. A detailed application form for program accreditation is provided (see appendix).

In an on-site verification by the accreditation assessment team, who physically observe all facilities and facts reported by the TVET institute in an application and collect evidences, the accreditation assessment team shall verify the documentation and discuss open questions with the management, the faculty and the students and if required alumni, employers and parents.

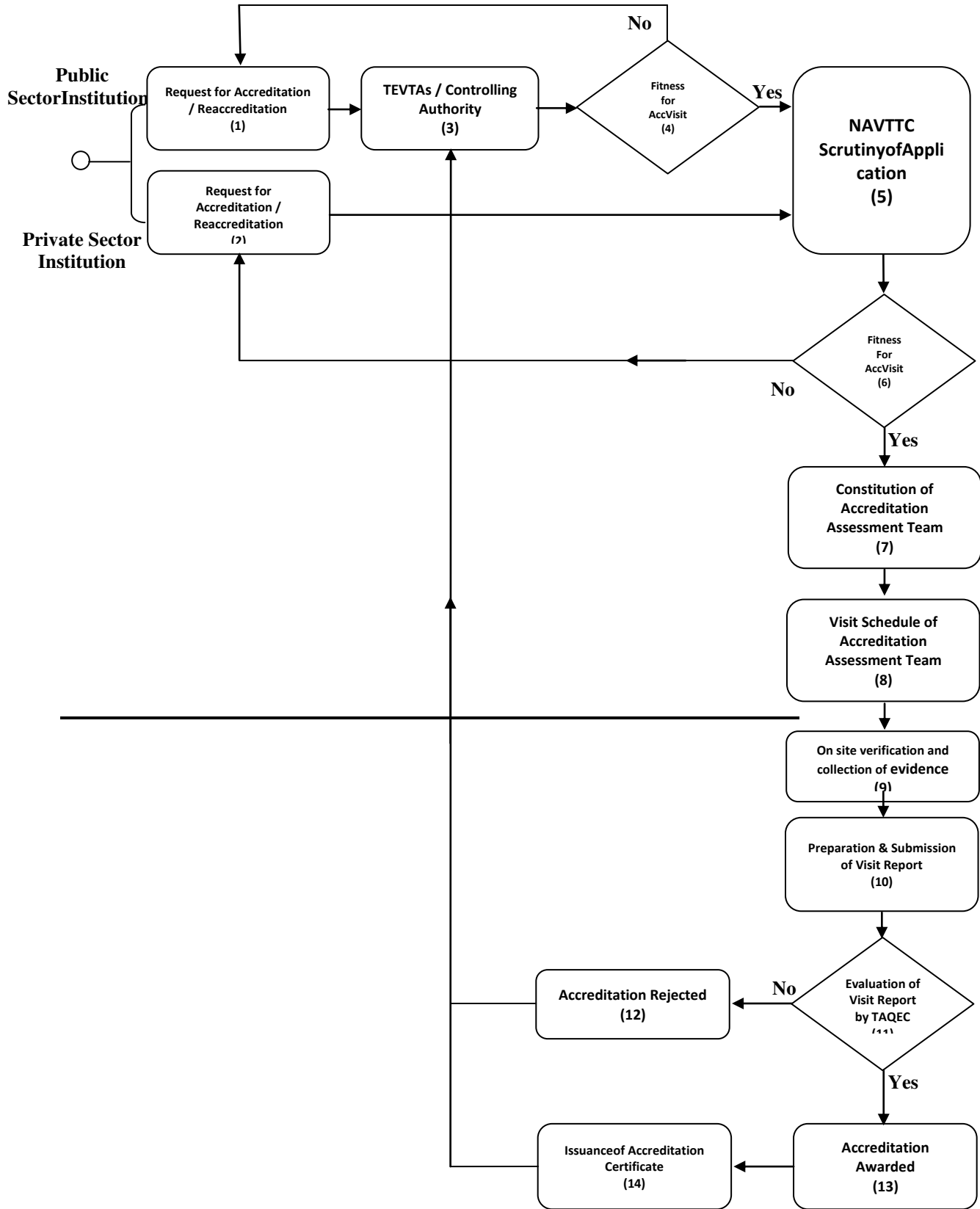
The assessors will evaluate whether the program offered fulfils the accreditation criteria (see accreditation criteria). They will lay down their findings in an accreditation assessment report which will be submitted to NAVTTC/NAC-TVS along with the findings of the accreditation assessment team, the summary of the report shall be issued to the institute by NAVTTC/NAC-TVS within a week indicating weaknesses & strengths. However the final decision on accreditation shall be awarded by TVET Accreditation and Quality Evaluation Committee (TA&QEC) of NAVTTC/NAC-TVS.

Successful institutes will be awarded a certificate of accreditation.

3.2. Accreditation Process Flowchart

The Accreditation Process Flowchart and its detailed explanations are given in the succeeding pages.

3.2 Accreditation Process Flowchart



3.3 Steps in the Accreditation Process

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| STEP 1 | <ul style="list-style-type: none"> ○ TVET institutes will contact NAVTTC / NAC-TVS for information about the accreditation process. NAVTTC/NAC-TVS will provide a self-assessment guide, TVET program standards and the application guidelines. ○ Public sector TVET institutes will apply for accreditation of programs through their controlling authorities. ○ Private sector TVET institutes can apply for accreditation of programs directly to NAVTTC / NAC-TVS. ○ For their applications institutes shall use the application guidelines provided by NAVTTC (see annexure). The application shall be submitted along with the institutional self-assessment report. ○ A master list of exhibits arranged according to the given criteria should also be provided by the institution. ○ Application guidelines can be downloaded from NAVTTC/NAC-TVS official website (www.navttc.org) |
| STEP 2 | <ul style="list-style-type: none"> ○ Record of all the applications received at NAVTTC/NAC-TVS will be entered in a central database in a proper sequence (i.e. date of receipt and category of programs (technology programs /vocational trades)) for official record and further processing. ○ A formal letter will be sent to the institute to acknowledge the receipt of application. ○ Preference will be given to the applications having complete information along with required supporting documents and on the basis of their receipt date. |
| STEP 3 | <ul style="list-style-type: none"> ○ NAVTTC /NAC-TVS will scrutinize the accreditation / reaccreditation application for completeness as per checklist. ○ NAVTTC/NAC-TVS may ask for additional information if deemed necessary for deciding as to the usefulness of conducting an accreditation visit. |
| STEP 4 | <ul style="list-style-type: none"> ○ On the basis of the application NAVTTC/NAC-TVS will nominate an accreditation assessment team, consisting of a lead assessor and assessors with pedagogical-methodological, technology/trade and industry expertise. The team will be supported by a convener from NAVTTC/NAC-TVS convener. ○ The accreditation assessment team will receive the accreditation documents, the accreditation manual and the assessor's handbook. The team of assessors will thoroughly study the application and may ask for clarification and/or additional information through NAVTTC/NAC-TVS office. NAVTTC/NAC-TVS office will get the required information/documents from the institute and forward it to the assessors. ○ In case the assessors have severe doubts whether the institution / the program will be up to minimum standards they will contact NAVTTC/NAC-TVS to discuss with the institute whether it wants to continue the accreditation process or cancel it. |
| STEP 5 | <ul style="list-style-type: none"> ○ NAVTTC/NAC-TVS office will then make a schedule for the assessment evaluation and get in contact with the institute and the assessors to confirm a suitable date for the evaluation and verification. |

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| | <ul style="list-style-type: none"> ○ The Accreditation Evaluation shall take place during training session when all training is under way. ○ It is recommended that the institute nominates a contact group who will take care of the preparations for the assessor's evaluation and collection of evidences and will stay in contact with NAVTTC/NAC-TVS for any queries. ○ The institute will be informed after the assessment team is nominated and may seek institutional input for any conflict of interest. Response of institute shall be awaited for one week after that 'conflict of interest' will be considered Nil. |
| STEP 6 | <ul style="list-style-type: none"> ○ One day prior to the on-site assessment the assessors will conduct a team meeting chaired by the convener. Roles and responsibilities will be assigned and all team members will be updated. |
| STEP 7 | <ul style="list-style-type: none"> ○ In an opening meeting, the assessor shall brief the management on the proceedings/schedule of the on-site evaluation and verification and may request for any additional information during the accreditation evaluation of the programmes offered by the Institution. ○ The team shall collect all evidence to evaluate the programmes and verify the evidences collected. ○ The accreditation assessment team shall compile reports for each programme along with the proofs collected and will review, discuss their findings to record observations and recommendations in a joint draft report. ○ The summary of the draft report will be shared verbally with the management/Principal/HoDs for removal of factual errors, and for a rejoinder if the programme does not qualify for accreditation in a discussion mode. |
| STEP 8 | <ul style="list-style-type: none"> ○ The completed final report will be again reviewed by the accreditation assessment team and shall be signed by the convener and the accreditation assessment team members. ○ The institute will get a brief summary of the findings within one week. ○ Final reports will be presented to TA&QEC of NAVTTC/NAV-TCS. ○ TA&QEC will evaluate the report. ○ The decision of TA&QEC regarding program accreditation will be communicated to the institutes concerned along with detailed comments on strengths and weaknesses of the program. ○ The institutes may point out any factual errors through a rejoinder within 30 days of the receipt of the main findings. ○ If the institutional rejoinder is not received by the due date, it will be assumed that the institution agrees to the observations of the team. |
| STEP 9 | <ul style="list-style-type: none"> ○ In case TA&QEC evaluates a particular institution fit for award of accreditation status, it would generate a comprehensive report on a prescribed form (1-Accreditation Awarded) indicating strengths and weaknesses of the institution and areas requiring further improvement. ○ In case TA&QEC evaluates a particular institution unfit for award of accreditation status, it will generate a detailed report on weaknesses observed and areas requiring improvement on a prescribed form (2-Accreditation Rejected). |

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| STEP 10 | <ul style="list-style-type: none">○ TA&QEC communicates its accreditation decision to the institutes and informs the relevant TEVTA.○ For successful applicants an accreditation certificate is awarded within one month after final decision of TA&QEC of NAVTTC/NAC-TVS.○ The results of the accreditation will be published on NAVTTC's/NAC-TVS' website. |
| STEP 11 APPEAL | <ul style="list-style-type: none">○ Any institute aggrieved by a decision of the commission/Council, may appeal against the decision.○ The appeal will be forwarded for decision to NAC-TVS's appeal committee. |