Council for Technical Education and Vocational Training Supervision and Evaluation Tools for Technical Schools

Overall objective:

To ensure quality of technical and vocational education and training by assessing institutional performance, identifying strengths and weaknesses, and providing necessary support for continuous improvement to produce competent human resource.

Specific objectives of supervision are to:

- Identify the strengths and weaknesses/shortcomings of the individual institute.
- Monitor and supervise compliance with CTEVT standards.
- Assess student satisfaction.
- Provide feedback and appropriate guidelines to the institute for further improvement.
- Identify support needs for institutional improvement.
- Evaluate institution functionality.
- Recognize and reward high performing training institutes.

S.N	Standard	Weightage %	Obtained Scale	Rating	Remarks
	Governance and Management	18			
	Physical and Learning Resources	19			
	Human Resources	10			
	Instruction and Learning	23			
	Market Linkage and Sustainability	10			
	Student Support Service	10			
	Research and Development	10			

Overall Evaluation Criteria

Supervision Team Members:

S.N.	Name	Designation	Signature
1.			
2.			
3.			
4.			
5.			

Date of visit:

Team Leader (CTEVT)

A. Administrative Aspect

Information about the Institute

Name of Institute:

Name of Institute	Type of Institute					
		Constituted	TECS	Partnership	Private	
Address:						
Province:						
District:						
Municipality:						
Ward No.:						
Telephone No:						
E- Mail:						
Website:						
Name of Principal:						

Date of Affiliation/ Establishment:	
The Year Instruction Commenced:	
Date of Renewal (If applicable):	

Agreements with different organization:

S. N	Descriptions	Date of Agreement	Valid Date	Renew Date
1	Hospital			
2	Lab			
3	Industry			
4	Retailer			
5	Health Post			
6	Others			

Name of the Persons Interviewed:

Chairperson:	
Principal:	
Administrative Chief:	
HOD/Instructor:	
Others (Please Specify)	

Program Details (Up to 3 Years):

S. N	Acad. Year	Program	Approved	Course	No. of st		of students	udents	
			Quota	Duration	Male	Female	Drop-out	Total	
1									
2									
3									
4									
5									
6									
7									

Enrolment Record of Disadvantaged Group: (As recommended by Government of Nepal)

Acad. / Year	Program	D	DalitPerson with Disability (PWD)Remote area				Ethnic Group		
		Male	Female	Male	Female	Male	Female	Male	Female

Students Record: (Last 3 Years)

S.N	Programs	Academic Year	Applicants	Enrolled	Appeared in the final exam	Passed Students	Remarks

Note: Attach additional sheet if necessary

S. N	Programs	Total Fee
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

School property:

	Land Building			Remarks
Types	Area	No. of Building	No. of Rooms	
Own				
Rented				
Others				

Human Resources:

S.N	Name of Staffs			Full/Part Time	Experiences
		Position	Qualification		
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Income generating activities if any. (Please specify in bullet)

••••

Community / service-oriented activities if any.

•••	•••	•••	•••	•••	•••	•••	•••	•••	••	•••	•••	•••	••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••
•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	••	•••	•••		•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••
	•••	•••	•••	•••			•••	•••	•••	• • •	•••	•••	••	•••	•••		•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	••	•••	•••	•••	•••	•••
••••	••••		••••	••••	••••	••••	••••	••••	••••	••••		••••	•••	••••	•••	••••	•••	••••	••••		•••		••••		••••	••••	••••	••••	••••	••••	••••	••••	••••	••••	••••	••••	••••	••••	••••	
	•••	•••	•••	•••		•••	•••	•••	•••	•••	•••	•••	••	•••	•••		•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••			•••	•••	•••	•••	•••	•••
	•••	•••	•••	•••		•••	•••	•••	••	•••	•••	•••	•••	•••	•••		•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••	•••		•••	•••	•••	•••	•••	•••	
		•••	• • •	•••				•••	•••				•••	•••	•••			••		•••	• • •	•••	•••	•••		•••	•••	••••	•••	•••	•••	•••		•••	•••	•••	•••		•••	
	•••	•••	•••	•••		•••		•••	•••	•••	•••	•••	•••	•••	•••		•••	•••																	•••					

In order to maintain required quality CTEVT has divided overall performance of schools into different standards and items and set rating as follows.

1= I nadequate (< 60%)	2 = Adequate with Recommendation (60%-70%)	<i>3</i> = <i>Adequate</i> (70% -80%)
4 = Effective (80% - 90%)	5 = Highly Effective (>90%)	

Performance Criteria 1: Governance and Management

S.N.	Items to be Supervised		Rat	tings	scale		Remark
		1	2	3	4	5	
1.	Maintained an updated annual achievements report of the school in visual form (i.e., showing the number of applicants, enrollment, gender distribution, disadvantaged groups, dropouts, and graduates per year).						
2.	Prepared and followed a long-term strategic plan.						
3.	Prepared and followed the Yearly Plan of Operation (YPO).						
4.	Prepared and displayed an organizational chart with the names and qualifications of each individual.						
5.	Prepared job descriptions for individual staff members and provided a copy to each.						
6.	Prepared and followed the by-laws of the school.						
7.	Prepared and updated the institutional brochure.						
8.	Maintained records of sending the annual progress report to CTEVT and ensured regular coordination with CTEVT.						
9.	Constituted a Management Committee (MC) as per CTEVT guidelines (including expert and technical members).						
10.	Recorded the number of MC meetings conducted.						
11.	Audited the annual financial statement.						
12.	Maintained an inventory of the organization.						
13.	Implemented a performance-based reward system for staff and students.						
14.	Maintained evidence of an authority delegation system.						
15.	Provided an overall orientation of the school to students before the start of a new session.						

16.	Maintained records of conducting coordination committee meetings before practical fieldwork.			
17.	Conducted staff meetings at least once a month.			
18.	Implemented the GESI policy and greening TVET practices.			
	Total out of 90 (18x5)			

Performance Criteria 2: Physical and Learning Resources

(Class room/Workshop/Lab/Library/Office Room & Hostel)

S.N.	Items to be Supervised		Rat	ting	scale	•	Remarks		
		1	2	3	4	5			
1.	Number of classrooms per program.								
2.	Size of theory classrooms as per CTEVT standards.								
3.	Condition and number of furniture pieces in the classroom to ensure comfortable seating.								
4.	Provision of natural and artificial lighting systems in the classroom.								
5.	Adequate ventilation system.								
6.	Availability and condition of the whiteboard.								
7.	Provision of audio-visual aids as per program requirements (e.g., television, media player, projector, smart board, and overhead projector).								
8.	Cleanliness and hygiene of classrooms, workshops, and laboratories.								
9.	Availability of a safe drinking water supply for students.								
10.	Safe and conducive teaching and learning environment.								
11.	Availability of well-equipped and separate toilets for male and female students.								
12.	Availability of well-equipped and separate office rooms for the School Chief, Program Coordinator, Teaching Staff, and Administrative Staff.								
13.	Provision of a well-managed library that accommodates at least 25% of the approved student quota at a time.								
14.									
15.	Availability of reference books, manuals, reports, magazines, journals, daily and weekly newspapers, research papers, and relevant curriculum materials in the library.								
16.	Proper operation of the library, ensuring it remains open during off-hours (at least for 1 hour for students' convenience).								

17.	Provision of a safe playground and a garden enclosed by				
	a boundary wall.				
18.	Provision of office equipment and other electronic				
	devices as required (e.g., computers, printers, furniture,				
	photocopiers, telephones, fax machines).				
19.	Provision of a well-maintained inventory system.				
20.	Provision of a well-managed storeroom.				
	Total out of 100 (20X5)		•		

Performance Criteria 3: Human Resources

S.N.	Items to be Supervised	Ra	ting	sca	le		Remark
		1	2	3	4	5	
1.	The Principal, Vice-Principal, or Coordinator must be						
	from the same discipline as the running program.						
2.	Provision of full-time teaching staff per program (two						
	instructors and two assistant instructors for pre-diploma						
	programs, and at least 50% of the 12 instructors for						
	diploma programs).						
3.	Full-time teaching staff should have a teaching workload						
	of 25 hours per week.						
4.	The annual turnover rate of teaching staff should be less						
	than 25%.						
5.	Provision of a teaching and skill development career plan						
	for teaching staff.						
6.	Provision of a professional development and Human						
	Resource Development (HRD) plan for staff.						
7.	Teaching staff must meet the qualification and experience						
	requirements prescribed by the curriculum.						
8.	Provision of qualified teaching staff as per the curriculum.						
9.	All teaching positions should be filled with full-time staff.						
10.	Teaching staff should receive workplace-based						
	Occupational Skills Upgrading (OSU) training organized						
	by a recognized body.						
11.	Monthly meetings should be conducted for teaching staff.						
	Total out of 55 (11x 5)						•

Performance Criteria 4: Instructions and Learnings

S.N.	Items to be Supervised	Ra	ting	S			Remark
		1	2	3	4	5	
1.	Prepared and followed the annual teaching plan.						
2.	Prepared and followed the daily teaching/lesson plan.						
3.	Maintained the theory-to-practical class ratio as per the						
	curriculum.						

4. Prepared and displayed the class routine on the notice board. 5. Prepared and used various instructional materials. 6. Maintained a teaching staff-to-student ratio of 1:10 for practical work. 7. Conducted all subject classes as per the routine. 8. Conducted theory and practical classes simultaneously. 9. Covered all topics of each subject as per the curriculum. 10. Prepared and followed a rotation plan for practical work. 11. Used appropriate instructional methods (at least two methods). 12. Ensured the utilization of labs, workshops, and equipment (checked for tools, equipment, fire-fighting devices, and displayed safety measures). 13. Conducted practical work as per the planned schedule. 14. Organized excursions and study tours for students/trainees. 15. Developed and followed a riteria for the performance evaluation of teaching staff (based on students/trainees' feedback and other relevant factors). 17. Maintained a studen/trainee attendance rate of at least some. 90%. Ensured transparency in the student/trainee evaluation system (with provisions for re-totaling and rechecking of answer sheets). 17. Maintained a nistructional logbook. Image: students/trainee as prescribed by CTEVT. 18. Conducted threa valuation formats as pr			-		
5. Prepared and used various instructional materials. Image: Conducted and the experiment of the experiment in experiment in experiment of the experi	4.	Prepared and displayed the class routine on the notice			
6. Maintained a teaching staff-to-student ratio of 1:10 for practical work. 7. Conducted all subject classes as per the routine. 8. Conducted theory and practical classes simultaneously. 9. Covered all topics of each subject as per the curriculum. 10. Prepared and followed a rotation plan for practical work. 11. Used appropriate instructional methods (at least two methods). 12. Ensured the utilization of labs, workshops, and equipment (checked for tools, equipment, fire-fighting devices, and displayed safety measures). 13. Conducted practical work as per the planned schedule. 14. Organized excursions and study tours for students/trainees' practical fieldwork and on-the-job training (OJT) evaluation. 16. Developed and followed a supervision checklist for students/trainees' practical fieldwork and on-the-job training the relevant factors). 17. Maintained a student/trainee attendance rate of at least 90%. 18. Conducted three internal assessments per program per year for both theory and practical subjects. 19. Ensured transparency in the student/trainee evaluation system (with provisions for re-totaling and rechecking of answer sheets). 20. Maintained an instructional logbook. 21. Used standard evaluation formats as prescribed by CTEVT. 22. Develope					
practical work. Image: Conducted all subject classes as per the routine. 8. Conducted theory and practical classes simultaneously. 9. Covered all topics of each subject as per the curriculum. 10. Prepared and followed a rotation plan for practical work. 11. Used appropriate instructional methods (at least two methods). 12. Ensured the utilization of labs, workshops, and equipment (checked for tools, equipment, fire-fighting devices, and displayed safety measures). 13. Conducted practical work as per the planned schedule. 14. Organized excursions and study tours for students/trainees' practical fieldwork and on-the-job training (OJT) evaluation. 16. Developed and followed a supervision checklist for students/trainees' practical fieldwork and on-the-job training (OJT) evaluation. 17. Maintained a student/trainee attendance rate of at least 90%. 18. Conducted three internal assessments per program per year for both theory and practical subjects. 19. Ensured transparency in the student/trainee evaluation system (with provisions for re-totaling and rechecking of answer sheets). 20. Maintained an instructional logbook. 21. Used standard evaluation formats as prescribed by CTEVT. 22. Developed and used a practical evaluation tools checklist (checked for evidence). 21	5.	*			
7. Conducted all subject classes as per the routine. 8. Conducted theory and practical classes simultaneously. 9. Covered all topics of each subject as per the curriculum. 10. Prepared and followed a rotation plan for practical work. 11. Used appropriate instructional methods (at least two methods). 12. Ensured the utilization of labs, workshops, and equipment (checked for tools, equipment, fire-fighting devices, and displayed safety measures). 13. Conducted practical work as per the planned schedule. 14. Organized excursions and study tours for students/trainees. 15. Developed and followed a supervision checklist for students/trainees. 16. Developed and followed criteria for the performance evaluation of teaching staff (based on students'/trainees' feedback and other relevant factors). 17. Maintained a student/trainee attendance rate of at least 90%. 18. Conducted three internal assessments per program per year for both theory and practical subjects. 19. Ensured transparency in the student/trainee evaluation system (with provisions for re-totaling and rechecking of answer sheets). 20. Maintained a nistructional logbook. Image: staft (checked for evidence). 21. Used standard evaluation formats as prescribed by CTEVT. Imaintained an instructional logbook.	6.	-			
8. Conducted theory and practical classes simultaneously.	7.				
9. Covered all topics of each subject as per the curriculum. Image: Covered all topics of each subject as per the curriculum. 10. Prepared and followed a rotation plan for practical work. Image: Covered all topics of each subject as per the practical work. 11. Used appropriate instructional methods (at least two methods). Image: Covered all topics of each subject as per the planned schedule. 12. Ensured the utilization of labs, workshops, and equipment (checked for tools, equipment, fire-fighting devices, and displayed safety measures). Image: Covered all topics of each subject as per the planned schedule. 14. Organized excursions and study tours for students/trainees. Image: Covered all topics of practical fieldwork and on-the-job training (OJT) evaluation. 16. Developed and followed criteria for the performance evaluation of teaching staff (based on students'/trainees' feedback and other relevant factors). Image: Covered as present topics of the student/trainee as per covered as per topics of the student/trainee evaluation system (with provisions for re-totaling and rechecking of answer sheets). Image: Covered as per criteria topics as perscribed by CTEVT. 20. Maintained a sudard evaluation formats as prescribed by CTEVT. Image: Criteria topic topic topics and equipment as per CTEVT standards. 22. Developed and used a practical evaluation tools checklist (checked for evidence). Image: Criteria topic topic topics and equipment as per CTEVT standards. Image: Criteria topic topic top					
10. Prepared and followed a rotation plan for practical work. Image: construction of the properties of the planned set					
11. Used appropriate instructional methods (at least two methods). 12. Ensured the utilization of labs, workshops, and equipment (checked for tools, equipment, fire-fighting devices, and displayed safety measures). 13. Conducted practical work as per the planned schedule. 14. Organized excursions and study tours for students/trainees. 15. Developed and followed a supervision checklist for students/trainees' practical fieldwork and on-the-job training (OJT) evaluation. 16. Developed and followed criteria for the performance evaluation of teaching staff (based on students'/trainees' feedback and other relevant factors). 17. Maintained a student/trainee attendance rate of at least 90%. 18. Conducted three internal assessments per program per year for both theory and practical subjects. 19. Ensured transparency in the student/trainee evaluation system (with provisions for re-totaling and rechecking of answer sheets). 20. Maintained an instructional logbook. 21. Used standard evaluation formats as prescribed by CTEVT. 22. Developed and used a practical evaluation tools checklist (checked for evidence). 23. Ensured the availability of required tools and equipment as per CTEVT standards. 24. Maintained tools and equipment in good working condition. 25. Ensured a well-maintained lab/workshop.	9.	Covered all topics of each subject as per the curriculum.			
methods). Image: Second Se	10.	Prepared and followed a rotation plan for practical work.			
12. Ensured the utilization of labs, workshops, and equipment (checked for tools, equipment, fire-fighting devices, and displayed safety measures). 13. Conducted practical work as per the planned schedule. 14. Organized excursions and study tours for students/trainees. 15. Developed and followed a supervision checklist for students'/trainees' practical fieldwork and on-the-job training (OJT) evaluation. 16. Developed and followed criteria for the performance cvaluation of teaching staff (based on students'/trainces' feedback and other relevant factors). 17. Maintained a student/trainee attendance rate of at least 90%. 18. Conducted three internal assessments per program per year for both theory and practical subjects. 19. Ensured transparency in the student/trainee evaluation system (with provisions for re-totaling and rechecking of answer sheets). 20. Maintained an instructional logbook. 21. Used standard evaluation formats as prescribed by CTEVT. 22. Developed and used a practical evaluation tools checklist (checked for evidence). 23. Ensured the availability of required tools and equipment as per CTEVT standards. 24. Maintained tools and equipment in good working condition. 25. Ensured a well-maintained lab/workshop. 24. 	11.				
equipment (checked for tools, equipment, fire-fighting devices, and displayed safety measures). Image: Checked for tools, equipment, fire-fighting devices, and displayed safety measures). 13. Conducted practical work as per the planned schedule. Image: Checked for tools, equipment, fire-fighting devices, and displayed safety measures). 14. Organized excursions and study tours for students/trainees. Image: Checked for tools, equipment, fire-fighting devices, and displayed safety measures). 15. Developed and followed a supervision checklist for students'/trainees' practical fieldwork and on-the-job training (OJT) evaluation. Image: Checked for tools, equipment, fire-fighting devices, fieldwork, and on-the-job training (OJT) evaluation. 16. Developed and followed criteria for the performance evaluation of teaching staff (based on students'/trainees' feedback and other relevant factors). Image: Checked for evaluation formance evaluation formate as the subjects. 17. Maintained a student/trainee attendance rate of at least 90%. Image: Checked for evaluation formats as prescribed by Checked for evaluation formats as prescribed by CTEVT. Image: Checked for evaluation formats as prescribed by CTEVT. 20. Maintained an instructional logbook. Image: Checked for evidence). Image: Checked for evidence). 23. Ensured the availability of required tools and equipment as per CTEVT standards. Image: Checked for evidence). Image: Checked for evidence). 24. Maintained tools and equipment in good working condition. Image: Checked for evidence).	12.				
devices, and displayed safety measures). Image: Conducted practical work as per the planned schedule. 13. Conducted practical work as per the planned schedule. Image: Conducted practical work as per the planned schedule. 14. Organized excursions and study tours for students/trainees. Image: Conducted practical work as per vision checklist for students'/trainees' practical fieldwork and on-the-job training (OJT) evaluation. Image: Conducted practical fieldwork and on-the-job training (OJT) evaluation. 16. Developed and followed criteria for the performance evaluation of teaching staff (based on students'/trainees' feedback and other relevant factors). Image: Conducted three internal assessments per program per year for both theory and practical subjects. 17. Maintained a student/trainee attendance rate of at least 90%. Image: Conducted three internal assessments per program per year for both theory and practical subjects. 19. Ensured transparency in the student/trainee evaluation system (with provisions for re-totaling and rechecking of answer sheets). Image: Conducted transparency in the student/trainee total subjects. 20. Maintained an instructional logbook. Image: CrEVT. Image: CrEVT. 22. Developed and used a practical evaluation tools checklist (checked for evidence). Image: CrEVT standards. Image: Condition. 23. Ensured the availability of required tools and equipment as per CTEVT standards. Image: Condition. Image: Condition. Image: Condition. 24. Maintained tools and e		-			
13. Conducted practical work as per the planned schedule. 14. 14. Organized excursions and study tours for students/trainees. 15. 15. Developed and followed a supervision checklist for students/trainees' practical fieldwork and on-the-job training (OJT) evaluation. 16. 16. Developed and followed criteria for the performance evaluation of teaching staff (based on students'/trainees' feedback and other relevant factors). 17. 17. Maintained a student/trainee attendance rate of at least 90%. 90%. 18. Conducted three internal assessments per program per year for both theory and practical subjects. 90%. 19. Ensured transparency in the student/trainee evaluation system (with provisions for re-totaling and rechecking of answer sheets). 10. 20. Maintained an instructional logbook. 11. 21. Used standard evaluation formats as prescribed by CTEVT. 11. 22. Developed and used a practical evaluation tools checklist (checked for evidence). 11. 23. Ensured the availability of required tools and equipment as per CTEVT standards. 11. 24. Maintained tools and equipment in good working condition. 12. 25. Ensured a well-maintained lab/workshop. 11.					
14. Organized excursions and study tours for students/trainees. 15. Developed and followed a supervision checklist for students/trainees' practical fieldwork and on-the-job training (OJT) evaluation. 16. Developed and followed criteria for the performance evaluation of teaching staff (based on students'/trainees' feedback and other relevant factors). 17. Maintained a student/trainee attendance rate of at least 90%. 18. Conducted three internal assessments per program per year for both theory and practical subjects. 19. Ensured transparency in the student/trainee evaluation system (with provisions for re-totaling and rechecking of answer sheets). 20. Maintained an instructional logbook. 21. Used standard evaluation formats as prescribed by CTEVT. 22. Developed and used a practical evaluation tools checklist (checked for evidence). 23. Ensured the availability of required tools and equipment as per CTEVT standards. 24. Maintained tools and equipment in good working condition. 25. Ensured a well-maintained lab/workshop.	13.				
students/trainees. Image: Constraint of the students of the student					
students'/trainees' practical fieldwork and on-the-job training (OJT) evaluation.	14.	-			
training (OJT) evaluation.Image: Construction of teaching staff (based on students'/trainees' feedback and other relevant factors).16. Developed and followed criteria for the performance evaluation of teaching staff (based on students'/trainees' feedback and other relevant factors).Image: Construction of teaching staff (based on students'/trainees' feedback and other relevant factors).17. Maintained a student/trainee attendance rate of at least 90%.Image: Construction of teaching staff (based on students'/trainees' feedback and other relevant factors).18. Conducted three internal assessments per program per year for both theory and practical subjects.Image: Construction of the student/trainee evaluation system (with provisions for re-totaling and rechecking of answer sheets).20. Maintained an instructional logbook.Image: Construction of the student of	15.				
16. Developed and followed criteria for the performance evaluation of teaching staff (based on students'/trainees' feedback and other relevant factors). Image: staff (based on students'/trainees' feedback and other relevant factors). 17. Maintained a student/trainee attendance rate of at least 90%. Image: staff (based on students'/trainees' feedback and other relevant factors). 18. Conducted three internal assessments per program per year for both theory and practical subjects. Image: staff (based on student/trainee evaluation system (with provisions for re-totaling and rechecking of answer sheets). 20. Maintained an instructional logbook. Image: staff (based on students as prescribed by CTEVT. 22. Developed and used a practical evaluation tools checklist (checked for evidence). Image: standard staff (based on students as prescribed by crtEVT standards. 23. Ensured the availability of required tools and equipment as per CTEVT standards. Image: standard staff (based on students) 24. Maintained tools and equipment in good working condition. Image: standard staff (based on students) 25. Ensured a well-maintained lab/workshop. Image: staff (based on students)		students'/trainees' practical fieldwork and on-the-job			
evaluation of teaching staff (based on students'/trainees' feedback and other relevant factors). Image: Constant of teaching staff (based on students'/trainees' feedback and other relevant factors). 17. Maintained a student/trainee attendance rate of at least 90%. 18. Conducted three internal assessments per program per year for both theory and practical subjects. 19. Ensured transparency in the student/trainee evaluation system (with provisions for re-totaling and rechecking of answer sheets). 20. Maintained an instructional logbook. 21. Used standard evaluation formats as prescribed by CTEVT. 22. Developed and used a practical evaluation tools checklist (checked for evidence). 23. Ensured the availability of required tools and equipment as per CTEVT standards. 24. Maintained tools and equipment in good working condition. 25. Ensured a well-maintained lab/workshop.		training (OJT) evaluation.			
feedback and other relevant factors).Image: Constraint of the end of the e	16.	Developed and followed criteria for the performance			
17. Maintained a student/trainee attendance rate of at least 90%. Image: student/trainee attendance rate of at least 90%. 18. Conducted three internal assessments per program per year for both theory and practical subjects. Image: student/trainee evaluation system (with provisions for re-totaling and rechecking of answer sheets). 20. Maintained an instructional logbook. Image: student/trainee evaluation formats as prescribed by CTEVT. Image: student/trainee evaluation system (with provisions for re-totaling and rechecking of answer sheets). 20. Maintained an instructional logbook. Image: student/trainee evaluation formats as prescribed by CTEVT. Image: student/trainee evaluation tools checklist (checked for evidence). 22. Developed and used a practical evaluation tools checklist (checked for evidence). Image: student/trainee evaluation tools checklist as per CTEVT standards. Image: student/trainee evaluation tools and equipment as per CTEVT standards. Image: student/trainee evaluation tools and equipment as per CTEVT standards. Image: student/trainee evaluation tools and equipment as per CTEVT standards. Image: student/trainee evaluation tools and equipment as per CTEVT standards. Image: student/trainee evaluation tools and equipment as per CTEVT standards. Image: student/trainee evaluation tools and equipment as per CTEVT standards. Image: student/trainee evaluation tools and equipment as per CTEVT standards. Image: student/trainee evaluation tools and evaluati		evaluation of teaching staff (based on students'/trainees'			
90%.Image: Second conducted three internal assessments per program per year for both theory and practical subjects.Image: Second conducted three internal assessments per program per year for both theory and practical subjects.19.Ensured transparency in the student/trainee evaluation system (with provisions for re-totaling and rechecking of answer sheets).Image: Second conducted three internal aspective conducted three internal as prescribed by CTEVT.Image: Second conducted three internal conducted three internal conducted three internal conducted three internal as per CTEVT standards.Image: Second conducted three internal con		feedback and other relevant factors).			
18. Conducted three internal assessments per program per year for both theory and practical subjects. Image: Conducted three internal assessments per program per year for both theory and practical subjects. 19. Ensured transparency in the student/trainee evaluation system (with provisions for re-totaling and rechecking of answer sheets). Image: Conducted three internal assessments per program per year for both theory and practical international and rechecking of answer sheets). Image: Conducted transparency in the student/trainee evaluation for answer sheets). 20. Maintained an instructional logbook. Image: Conducted transparency in the student formats as prescribed by CTEVT. Image: Conducted transparency in the student formats as prescribed by CTEVT. 22. Developed and used a practical evaluation tools checklist (checked for evidence). Image: Conducted transparency in the student formats and equipment as per CTEVT standards. Image: Conducted transparency in the student formats as prescribed by international logbook. 23. Ensured the availability of required tools and equipment as per CTEVT standards. Image: Conducted transparency in the student formats as per CTEVT standards. Image: Conducted transparency in the student formats in good working condition. Image: Conducted transparency in the student formats in good working condition. Image: Conducted transparency in the student formats in good working in the student formats in good working in the student formats in the student f	17.	Maintained a student/trainee attendance rate of at least			
year for both theory and practical subjects.Image: Constraint of the student/trainee evaluation system (with provisions for re-totaling and rechecking of answer sheets).Image: Constraint of the student/trainee evaluation for answer sheets).20.Maintained an instructional logbook.Image: Constraint of the student		90%.			
19. Ensured transparency in the student/trainee evaluation system (with provisions for re-totaling and rechecking of answer sheets). Image: Construction of the student is the student is the system (with provisions for re-totaling and rechecking of answer sheets). 20. Maintained an instructional logbook. Image: Construction of the student is the system of the system	18.	Conducted three internal assessments per program per			
system (with provisions for re-totaling and rechecking of answer sheets).Image: Constraint of the system (with provisions for re-totaling and rechecking of answer sheets).20.Maintained an instructional logbook.Image: Constraint of the system (with provisions for re-totaling and rechecking of answer sheets).Image: Constraint of the system (with provisions for re-totaling and rechecking of answer sheets).Image: Constraint of the system (with provisions for re-totaling and rechecking of total logbook.Image: Constraint of the system (with provisions for re-totaling and rechecking of total logbook.Image: Constraint of the system (with provisions for rechecking of the system (with provisions for required tools and equipment as per CTEVT standards.Image: Constraint of the system (with provisions for required tools and equipment in good working condition.Image: Constraint of the system (with provisions for required tools for system (with provisions for required tools for system (with provisions for required tools and equipment in good working condition.Image: Constraint of the system (with provisions for required tools for s		year for both theory and practical subjects.			
answer sheets).Image: Constructional logbook.20.Maintained an instructional logbook.21.Used standard evaluation formats as prescribed by CTEVT.22.Developed and used a practical evaluation tools checklist (checked for evidence).23.Ensured the availability of required tools and equipment as per CTEVT standards.24.Maintained tools and equipment in good working condition.25.Ensured a well-maintained lab/workshop.	19.	Ensured transparency in the student/trainee evaluation			
20. Maintained an instructional logbook. Image: Constructional logbook. 21. Used standard evaluation formats as prescribed by CTEVT. Image: CTEVT. 22. Developed and used a practical evaluation tools checklist (checked for evidence). Image: Construction of the availability of required tools and equipment as per CTEVT standards. 23. Ensured the availability of required tools and equipment as per CTEVT standards. Image: Condition. 24. Maintained tools and equipment in good working condition. Image: Condition. 25. Ensured a well-maintained lab/workshop. Image: Condition.		system (with provisions for re-totaling and rechecking of			
21. Used standard evaluation formats as prescribed by CTEVT. Image: CTEVT. 22. Developed and used a practical evaluation tools checklist (checked for evidence). Image: CTEVT standards. 23. Ensured the availability of required tools and equipment as per CTEVT standards. Image: CTEVT standards. 24. Maintained tools and equipment in good working condition. Image: CTEVT standards. 25. Ensured a well-maintained lab/workshop. Image: CTEVT standards.		answer sheets).			
CTEVT. Image: CTEVT. 22. Developed and used a practical evaluation tools checklist (checked for evidence). Image: CTEVE standards. 23. Ensured the availability of required tools and equipment as per CTEVT standards. Image: CTEVE standards. 24. Maintained tools and equipment in good working condition. Image: CTEVE standards. 25. Ensured a well-maintained lab/workshop. Image: CTEVE standards.	20.	Maintained an instructional logbook.			
CTEVT. Image: CTEVT. 22. Developed and used a practical evaluation tools checklist (checked for evidence). Image: CTEVT standards. 23. Ensured the availability of required tools and equipment as per CTEVT standards. Image: CTEVT standards. 24. Maintained tools and equipment in good working condition. Image: CTEVT standards. 25. Ensured a well-maintained lab/workshop. Image: CTEVT standards.	21.	Used standard evaluation formats as prescribed by		1 1	
(checked for evidence).Image: Checked for evidence).23. Ensured the availability of required tools and equipment as per CTEVT standards.Image: Checked for evidence condition.24. Maintained tools and equipment in good working condition.Image: Checked for evidence condition.25. Ensured a well-maintained lab/workshop.Image: Checked for evidence condition.					
(checked for evidence).Image: Checked for evidence).23. Ensured the availability of required tools and equipment as per CTEVT standards.Image: Checked for evidence condition.24. Maintained tools and equipment in good working condition.Image: Checked for evidence condition.25. Ensured a well-maintained lab/workshop.Image: Checked for evidence condition.	22.	Developed and used a practical evaluation tools checklist			
23. Ensured the availability of required tools and equipment as per CTEVT standards. Image: CTEVT standards. 24. Maintained tools and equipment in good working condition. Image: CTEVT standards. 25. Ensured a well-maintained lab/workshop. Image: CTEVT standards.					
as per CTEVT standards. Image: CTEVT standards. 24. Maintained tools and equipment in good working condition. Image: CTEVT standards. 25. Ensured a well-maintained lab/workshop. Image: CTEVT standards.	23.				
24. Maintained tools and equipment in good working condition.	_ •				
condition.	24.				
25. Ensured a well-maintained lab/workshop.					
	25.				

Performance Criteria 5: Market Linkages and Sustainability

S.N.	Items to be Supervised	Ra	ting	Remark			
		1	2	3	4	5	1
1.	Provision of Memorandums of Understanding (MoUs) and agreements with potential organizations for practical fieldwork and on-the-job training (OJT) (refer to agreement documents).						
2.	Evidence of coordination with the user agency prior to OJT placement or practical fieldwork.						
3.	Representationofbusinessandindustrymembers/associations(BIAs)intheinstitute'smanagement committee.						
4.	Collaboration with the community and other organizations such as government organizations (GO), non-governmental organizations (NGO), and international non-governmental organizations (INGO) (e.g., conducting outreach services, celebrating the school's annual day, etc.).						
5.	Establishment of Business Incubation Centers.						
6.	Organization of exposure visits to relevant industries, mega projects, and communities as part of learning exchange or outreach programs.						
7.	Availability of internship and apprenticeship programs.						
8.	Regular industry visits and guest lectures by industry experts.						
9.	Establishment of a practice for effective annual budgeting and expenditure.						
10.	Organization of career counseling sessions and job fairs for graduates.						
	Total out of 50 (10 x 5)		-				

Performance Criteria 6: Students Support Services

S.N.	Items to be Supervised		Rat	Remark			
		1	2	3	4	5	
1.	Provision of a Counseling and Placement Unit.						
2.	Provision of pre- and post-counseling services for students.						
3.	Provision of health and first aid services in the school.						
4.	Provision of scholarships for students.						
5.	Provision of extracurricular activities.						
6.	Arrangement of a parents' meeting with the school management at least once a year.						
7.	Provision of a well-furnished cafeteria serving hygienic food.						
8.	Provision of extra coaching classes for students in need.						

9.	Provision of transportation facilities if necessary.			
10.	Provision of well-furnished hostel facilities.			
11.	Establishment of an alumni network.			
12.	Coordination for financial literacy programs on startups			
	and entrepreneurship for graduates.			
	Total out of 60(12X5)			

Performance Criteria 7: Research and Development

S.N.	Items to be Supervised		Rat	Remark			
		1	2	3	4	5	
1.	Provision of a nodal officer and a knowledge management system.						
2.	Availability and operationalization of the TVET Management Information System (MIS).						
3.	Availability and operationalization of the Labor Market Information System (LMIS).						
4.	Conducted learning-sharing workshops with stakeholders.						
5.	Operationalization of the financial management information system.						
6.	Provision of tracer studies and utilization of their reports for quality enhancement.						
7.	Conducted local market surveys, including market research, employer interactions, and meetings with Business and Industry Associations (BIA).						
8.	Total number of applicants per program (twice the approved quota is desirable).						
9.	Enrollment rate per program (at least 50% of the approved quota).						
10.	Student/trainee dropout rate (should be less than 5% of the total enrolled students).						
11.	Pass percentage in the final exam (expected to be more than 50%).						
12.	graduates is desirable).						
	Total out of 60 (12 X 5)						

Monitoring Field Trip Report

General observation:

Strengths:

1.
2.
3.
4.
5.
6.
7.
8.
Weakness/ Shortcomings:
1.
2.
3.
4.
5.
6.
7.
8.
Comments:

.....

Team Leader Signature

Feedback provided to the Concerned Institution

Name of Institute:
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.
15.
16.

Signature of the Team LeaderSignature of Chief of the InstitutionDate:Date:

Team members:

1	
2	
3	
4	
5	