

TVET Quality Council

Bhutan Qualifications and Professionals Certification Authority

Thimphu Bhutan

**Accreditation of TVET Program**

**On-site Evaluation Report**

Developed by: Quality Assurance Services

Revised December 2023

**Accreditation Standards**

Programs will be assessed in six performance areas. For each performance areas a set of process-oriented criteria has been formulated to give a clear and transparent indication of the strength and weaknesses of the program. Each criterion is rated individually weighed according to its importance. The performance areas are:

|  |  |  |
| --- | --- | --- |
| **Criterion** | **Category** | **Weighted Points**  |
| 1: Teaching and Learning  | **Critical**  | 350 |
| 2: Training Facilities and Resources | **Critical**  | 200 |
| 3: Human Resources (Trainers) | **Critical**  | 150 |
| 4: Assessment and Evaluation | Essential  | 100 |
| 5: Quality Management System | Essential  | 100 |
| 6: Support to Students | Essential  | 100 |
|  |  | **1000** |

The criteria are divided in two categories: “Criteria” and “Essential”. Programs that do not meet the majority of critical criteria cannot be accredited. “Essential” criteria are those criteria that usually are associated with the registration system focusing mostly on processes in the different performance areas.

**Grading Levels of Accreditation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Level/Category**  | **Total Points** | **Duration** | **Conditions for Award**  |
| Accredited  | 800-1000 | Accredited for threeyears | 1. Meets all major criteria
2. No major non compliance
 |
| Not Accredited | 799 and below | - | 1. Not meeting the majority of critical criteria
2. Major non-compliance
 |

**Criterion 1: Teaching and Learning-350 (Critical)**

The institute has a clearly defined training program based on the curriculum and revised National Competency Standards. Have effective training delivery plans and instructional resources to ensure success in meeting the learning objectives and enable the trainees to achieve the indented outcomes

**Indicator A- Course Curriculum - 50**

Is the course curriculum based on the revised NCS, developed in-consultation with subject matter experts from relevant industry?

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.no** | **Elements** | **Points** | **Remarks** |
| YES | NO | Weighted(50) | AccreditorsEvaluation |
| 1 | Curriculum is developed based on revised/validated NCS |  |  | 10 |  |  |
| 2 | Curriculum is endorsed by TTTRC (refer endorsement letter) |  |  | 5 |  |  |
| 3 | Curriculum has validity of minimum 3years and valid at the time of on-site evaluation |  |  | 10 |  |  |
| 4 | Curriculum contains 80% Practical and 20% Theory |  |  | 10 |  |  |
| 5 | Curriculum contents includes values/employability skills |  |  | 5 |  |  |
| 6 | Curriculum contains provision of OJT/field visit  |  |  | 10 |  |  |
|  | **Total**  | **50** | **39** |  |
| Sources of evidence:* Copy of curriculum
* Refer time distribution sheet in the curriculum
* Refer course information in the curriculum
* Current NCS
 | * Curriculum endorsement letter issued by TTTRC
 |

**Indicator B- Instructional Materials - 100**

Is teaching and learning enhanced by the availability of print and non-print instructional materials, use of audio-visual aids and other resources.

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.no** | **Elements** | **Points** | **Remarks** |
| YES | NO | Weighted(100) | AccreditorsEvaluation |
| 1 | Printed instructional materials such as workbook, manuals, handouts, competency based learning materials (CBLM)  |  |  | 20 |  |  |
| 2 | Visual aids such as wall chart, models and simulator |  |  | 20 |  |  |
| 3 | Advanced learning/technologies such as online learning and power point presentation  |  |  | 20 |  |  |
| 4 | Audio-visual/instructional equipment such as projector, TV screen and white board in classroom |  |  | 20 |  |  |
| 5 | Instructional materials are maintained/stored properly |  |  | 20 |  |  |
|  | **Total** | **100** |  |  |
| Sources of evidence:* Resource Centre,
* Instructional Materials
* Online learning platform
 |

**Indicator C- Course Delivery Plans - 100**

Is teaching and learning enhanced by the availability of structured training delivery plans? Training plans are developed as per curriculum, approved HoDs and endorsed by the head of the institute/management.

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.no** | **Elements** | **Points** | **Remarks** |
| YES | NO | Weighted(100) | AccreditorsEvaluation |
| 1 | Course plan is developed as per the content and duration specified in the curriculum  |  |  | 20 |  |  |
| 2 | Weekly/monthly training plan is developed as per the course plan and curriculum  |  |  | 25 |  |  |
| 3 | Lesson plans are developed for every competencies as per weekly/monthly plan |  |  | 20 |  |  |
| 4 | Task sheets are developed for every competencies/task as per weekly/monthly plan |  |  | 20 |  |  |
| 5 | Project work and assignment memos are developed and assessed  |  |  | 10 |  |  |
| 6 | Trainees log book is maintained and verified for individual trainers |  |  | 5 |  |  |
|  | **Total** | **100** |  |  |
| Sources of evidence:* Training/course plan
* Weekly/monthly plan
* Assignment sheet
 | * Lesson plan
* Task sheet
* Trainees notebook
* Trainees logbook
 |

**Indicator D- Training Methods and Techniques- 100**

To what extent do the trainers effectively adopt the following training methods and techniques? Have practical and theory ratio of 80-20 percent and established OJT system.

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.no** | **Elements** | **Points** | **Remarks** |
| YES | NO | Weighted(100) | AccreditorsEvaluation |
| 1 | Deliver 80% practical training such as simulations and experiments |  |  | 20 |  |  |
| 2 | Deliver 20% classroom theory of interactive teaching such as lecture, group discussion, brainstorming and individual activity |  |  | 15 |  |  |
| 3 | Group and individual assignments/project works are developed/ assigned and evaluated |  |  | 15 |  |  |
| 4 | OJT implemented/planned as per the curriculum  |  |  | 10 |  |  |
| 5 | OJT monitoring plan developed/implemented  |  |  | 20 |  |  |
| 6 | Industry experts/professional identified/invited as trainers/guest speakers to teach specific contents  |  |  | 5 |  |  |
| 7 | Feedback forms developed/implemented for each module by trainers |  |  | 15 |  |  |
|  | **Total** | **100** |  |  |
| Sources of evidence:* Training/course plan
* Weekly/monthly plan
* Assignment sheet
* Lesson plan and Task sheet
 | * Trainees notebook
* OJT logbook
* Trainees feedback form
* Record of industry expert invitation
 |

**Criterion –Based**

**Summary of Points**

**Criterion 1: Teaching and Learning- 350 (minimum 280 points)**

|  |  |  |
| --- | --- | --- |
| **Indicators** | **Weighted Points**  | **Accreditors’ Points** |
| 1. Course Curriculum
 | 50 | 40 |
| 1. Instructional Materials
 | 100 |  |
| 1. Course Delivery Plans
 | 100 |  |
| 1. Training Methods and Techniques
 | 100 |  |
| **Total**  | **350** |  |

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Accreditor’s Name &Signature

Team Leader’s Name & Signature

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Criterion 2: Training Facilities and Resources-200 (Critical)**

The institute provides adequate training facilities and learning environment which is conducive to effective teaching and learning that supports the training program offered by the institute. The adequacy of workshops/laboratories/classroom, tools and equipment, multimedia Centre, outdoor training field, are paramount

**Indicator A- Workshops/Labs/Classroom– 100**

How compliant is the Institute with regard to training facilities such as workshops/laboratories/classroom, tools and equipment, multimedia Centre, outdoor training field as per standard requirements? Whether there is adequate space, are well-ventilated and properly maintained.

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.no** | **Elements** | **Points** | **Remarks** |
| YES | NO | Weighted(100) | AccreditorsEvaluation |
| 1 | Sufficient classroom space for training available  |  |  | 10 |  |  |
| 2 | Sufficient workshop/lab space for training available |  |  | 20 |  |  |
| 3 | Safety signs and symbols are displayed in workshops/labs |  |  | 10 |  |  |
| 4 | Classrooms are maintained, labeled, cleaned and arranged orderly |  |  | 15 |  |  |
| 5 | Workshops/labs are maintained, labeled, cleaned and arranged orderly |  |  | 20 |  |  |
| 6 | Adequate, accessible and clean restroom separately for male and female |  |  | 10 |  |  |
| 7 | Safe drinking water facility (hot and cold water) available in workshop/labs/classroom |  |  | 15 |  |  |
|  | **Total** | **100** |  |  |
| Sources of evidence:* Workshops/labs
* Classrooms
 | * Signage
* Restroom
* Drinking water facility
 |

**Indicator B- Tools, Equipment and Training Materials – 100**

Does the Institute have sufficient tools and equipment for training? Are these tools and equipment installed well, maintained and safe for training?

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.no** | **Elements** | **Points** | **Remarks** |
| YES | NO | Weighted(100) | AccreditorsEvaluation |
| 1 | Sufficient hand tools for training available  |  |  | 10 |  |  |
| 2 | Sufficient training equipment (machinery/power tools) |  |  | 15 |  |  |
| 3 | Training equipment are installed safely, maintained and functional  |  |  | 10 |  |  |
| 4 | Training tools are maintained properly  |  |  | 10 |  |  |
| 5 | Sufficient fire safety and first aid facility in the workshop/labs/classroom |  |  | 5 |  |  |
| 6 | Adequate storage facility for tools, equipment and materials  |  |  | 10 |  |  |
| 7 | Sufficient personal protective equipment (PPE) for the training |  |  | 10 |  |  |
| 8 | Proper maintenance plan for equipment developed  |  |  | 5 |  |  |
| 9 | Sufficient training materials available for training as per curriculum and training plan |  |  | 15 |  |  |
| 10 | Adequate budget for purchase of training materials  |  |  | 10 |  |  |
|  | **Total** | **100** |  |  |
| Sources of evidence:* Stores
* Workshops
* Maintenance plan
* OHS equipment and Facility
 | * Personal Protective Equipment (PPE)
* Tools and Equipment
* Training materials
* Budget plan
 |

**Criterion –Based**

**Summary of Points**

**Criterion 2: Training Facilities and Resources – 200 (minimum 160)**

|  |  |  |
| --- | --- | --- |
| **Indicators** | **Weighted Points**  | **Accreditors’ Points** |
| 1. Workshops/Labs/classroom
 | 100 |  |
| 1. Tools and Equipment
 | 100 |  |
| **Total**  | **200** |  |

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Accreditor’s Name &Signature

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Team Leader’s Name & Signature

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Criterion 3: Human Resources (Trainers)- 150(Critical)**

The quality of training is greatly measured by the qualification, skills, experience and professional competence of trainers. The institute maintains high quality faculty in terms of their qualifications, experience and professional competence. It maintains an effective system of maintaining and developing an adequate number of highly qualified and appropriate faculty members.

**Indicator A- Qualification and Registration of Trainer-100**

Does the Institute have sufficiently trained and certified trainers to deliver effective training? Trainer-trainee ratio is maintained as per standards.

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.no** | **Elements** | **Points** | **Remarks** |
| YES | NO | Weighted(100) | AccreditorsEvaluation |
| 1 | Trainer qualification and experience are relevant to course  |  |  | 10 |  |  |
| 2 | Full time and substitute trainers to deliver the training program |  |  | 10 |  |  |
| 3 | Qualifications of trainers are one level higher than the course |  |  | 10 |  |  |
| 4 | Trainers are registered with TVET Quality Council |  |  | 10 |  |  |
| 5 | Trainers have undergone TOT training  |  |  | 15 |  |  |
| 6 | Minimum of 2 years teaching experience  |  |  | 10 |  |  |
| 7 | Minimum of 1 year industry experience  |  |  | 10 |  |  |
| 8 | Undergone skills enhancement program  |  |  | 5 |  |  |
| 9 | Trainee-trainer ratio of 1:12 for practical  |  |  | 10 |  |  |
| 10 | Trainee-trainer ratio of 1:20 for theory |  |  | 5 |  |  |
| 11 | Professional development plans for trainers |  |  | 5 |  |  |
|  | **Total** | **100** |  |  |
| Sources of evidence:* Trainer registration certificates
* Industry training and experience certificate
* Academic certificate
* Training of Trainer (ToT) certificate
 | * HR record
* TVET-MIS
 |

**Indicator B- Job Responsibility and Guidance - 50**

What is the average percentage of Trainers’ workload and assignments? Proper support and guidance are provided by the Institute.

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.no** | **Elements** | **Points** | **Remarks** |
| YES | NO | Weighted(50) | AccreditorsEvaluation |
| 1 | Other job responsibility besides teaching and training  |  |  | 20 |  |  |
| 2 | Sufficient facility and resources to prepare for training session  |  |  | 20 |  |  |
| 3 | Sufficient professional support and guidance are provided |  |  | 10 |  |  |
|  | **Total** | **50** |  |  |
| Sources of evidence:* Job responsibilities of trainers
* Facility and resources
 |

**Criterion –Based**

**Summary of Points**

**Criterion 3: Human Resources (Trainers)- 150 (minimum 120)**

|  |  |  |
| --- | --- | --- |
| **Indicators** | **Weighted Points**  | **Accreditors’ Points** |
| 1. Qualification and Registration of Trainer
 | 100 |  |
| 1. Job Responsibility and Guidance
 | 50 |  |
| **Total**  | **150** |  |

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Accreditor’s Name &Signature

Team Leader’s Name & Signature

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Criterion 4: Assessment and Evaluation- 100(Essential)**

Assessment and evaluation system are critical in effective teaching and training delivery. The Institute conduct modular assessment at the end of each module and each task performed by the trainee is assessed and records maintained as a part of continuous assessment.

**Indicator A-Practical Task Assessment – 50**

Is there a system of assessing the practical task performed by the trainees through a proper assessment sheet for both process and product? Assessment records are maintained for each task.

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.no** | **Elements** | **Points** | **Remarks** |
| YES | NO | Weighted(50) | AccreditorsEvaluation |
| 1 | Practical task/activities are developed for each module |  |  | 15 |  |  |
| 2 | Practical task assessment sheet is developed and assessment done for each tasks (process or product) |  |  | 10 |  |  |
| 3 | Evidence of trainee’s achievement of competency is maintained |  |  | 10 |  |  |
| 4 | Proper assessment system for project works/assignment  |  |  | 10 |  |  |
| 5 | Proper assessment record for OJT/Field visit and project work are maintained |  |  | 5 |  |  |
|  | **Total** | **50** |  |  |
| Sources of evidence:* Task sheet
* Practical assessment sheet
* OJT logbook
* Project work/assignment memo
 |

**Indicator B- Module Assessment – 50**

Does the Institute comply with the requirements to conduct modular assessment at the end of each module?

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.no** | **Elements** | **Points** | **Remarks** |
| YES | NO | Weighted(50) | AccreditorsEvaluation |
| 1 | Question bank is developed for each module  |  |  | 10 |  |  |
| 2 | Test items are validated and moderated  |  |  | 10 |  |  |
| 3 | Module assessment result are maintained |  |  | 10 |  |  |
| 4 | Continuous assessment result is maintained. |  |  | 10 |  |  |
| 5 | Continuous assessment result is displayed |  |  | 10 |  |  |
|  | **Total** | **50** |  |  |
| Sources of evidence:* Test items
* Question bank
* Continuous assessment record
* Module assessment record
 |

**Criterion –Based**

**Summary of Points**

**Criterion 4: Assessment and Evaluation- 100 (minimum 80)**

|  |  |  |
| --- | --- | --- |
| **Indicators** | **Weighted Points**  | **Accreditors’ Points** |
| Practical Task Assessment  | 50 |  |
| Module Assessment  | 50 |  |
| **Total**  | **100** |  |

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Accreditor’s Name &Signature

Team Leader’s Name & Signature

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Criterion 5: Quality Management System- 100(Critical)**

The institute has established functional QMS based on the standard processes set by the TVET QC. Proper filing and documentation of training documents, records with proper labeling, file rack, rules and regulations of institute established etc.

**Indicator A- Administration and Management– 100**

Is the Institute implementing the QMS related to administration and management such as filing, documentation, institute rules and regulations, monitoring and supervision, student registration and selection.

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.no** | **Elements** | **Points** | **Remarks** |
| YES | NO | Weighted(100) | AccreditorsEvaluation |
| 1 | Established academic committee/team with TOR to oversee program planning, implementation, evaluation etc |  |  | 20 |  |  |
| 2 | Displayed training plans, institute rules and regulations, assessment results etc.) on notice board |  |  | 10 |  |  |
| 3 | Maintained proper filing and records keeping system |  |  | 20 |  |  |
| 4 | Established institute rules and regulations |  |  | 20 |  |  |
| 5 | Established internal monitoring and supervision of training activities  |  |  | 20 |  |  |
| 6 | Established proper trainee registration and selection system as per entry requirements in the curriculum |  |  | 10 |  |  |
|  | **Total** | **100** |  |  |
| Sources of evidence:* Notice board
* Institute rules and regulations
* Monitoring and supervision forms
* Student registration and selection criteria/ forms/committee
 |

**Criterion –Based**

**Summary of Points**

**Criterion 5: Quality Management System-100 (minimum 80)**

|  |  |  |
| --- | --- | --- |
| **Indicators** | **Weighted Points**  | **Accreditors’ Points** |
| 1. Administration and Management
 | 100 |  |
| **Total**  | **100** |  |

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Accreditor’s Name &Signature

Team Leader’s Name & Signature

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Criterion 6: Support to Students- 100 (Essential)**

Trainees are the main customer of the training institutes. it is the responsibility of the institutes to develop not only the intellectual ability of the trainees but his total personality as well. Towards this a career and employment counseling is implemented to help the trainees, throughout his academic life, attain his maximum potential and become a worthy members of the society.

**Indicator A- Career and Employment Counselling– 40**

Does the Institute have system of providing career and employment counseling services to trainees? Have trained counselor in the Institute?

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.no** | **Elements** | **Points** | **Remarks** |
| YES | NO | Weighted(40) | AccreditorsEvaluation |
| 1 | Conducted career guidance and counselling |  |  | 10 |  |  |
| 2 | Liaise with relevant agency to provide counseling services |  |  | 10 |  |  |
| 3 | Conducted career training for CV writing, job interview etc  |  |  | 10 |  |  |
| 4 | Grievance procedure for disciplinary/harassment issues in the Institute  |  |  | 10 |  |  |
|  | **Total** | **40** |  |  |
| Sources of evidence:* Job responsibility
* Invitation letter for guest lecturer/counselors from relevant agency
* PPT for career training
 |

**Indicator B- Recruitment & Job Placement Services – 30**

Does the Institute have established job placement services/unit for graduates after completion of training program?

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.no** | **Elements** | **Points** | **Remarks** |
| YES | NO | Weighted(30) | AccreditorsEvaluation |
| 1 | Trainees recruited as per recruitment criteria for the course |  |  | 10 |  |  |
| 2 | Maintained employment/job placement record of graduates |  |  | 5 |  |  |
| 3 | Facilitated job placement services for the graduates  |  |  | 10 |  |  |
| 4 | Established linkages with industry for employment and OJT for trainees  |  |  | 5 |  |  |
|  | **Total** | **30** |  |  |
| Sources of evidence:* Job placement record
* MoU signed with Industry
* OJT record
* Trainee recruitment criteria
 |

**Indicator C- Library and Recreational Facilities – 30**

Does the Institute have Library/resources Centre and Recreational facilities?

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.no** | **Elements** | **Points** | **Remarks** |
| YES | NO | Weighted(30) | AccreditorsEvaluation |
| 1 | Institute provides services to promote health and social wellbeing of the trainees including social activities |  |  | 5 |  |  |
| 2 | Access to recreational and sports facilities for trainees  |  |  | 5 |  |  |
| 3 | Institute have enough stock of Library reference books for trainees and trainers  |  |  | 10 |  |  |
| 4 | Accessible and effective internet facilities  |  |  | 10 |  |  |
|  | **Total** | **30** |  |  |
| Sources of evidence:* Recreational and sports facilities
* Library /e-library
* Annual plan/calendar
* Internet facilities
 |

**The Indicators of Quality**

To capture the qualitative data of the Institute being evaluated, the following indicators shall be looked into; but this portion of the evaluation will NOT be rated; and thus, it will not be given weight, nor will it gain points.

|  |
| --- |
| 1. Commendations |
| 2. Affirmations |
| 3. Recommendations  |

**Criterion –Based**

**Summary of Points**

**Criterion 6: Support to Students- 100 (minimum 80)**

|  |  |  |
| --- | --- | --- |
| **Indicators** | **Weighted Points**  | **Accreditors’ Points** |
| 1. Career and Employment Counseling
 | 40 |  |
| 1. Job Placement Services
 | 30 |  |
| 1. Library and Recreational facilities
 | 30 |  |
| **Total**  | **100** |  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Accreditor’s Name &Signature

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Team Leader’s Name & Signature

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Summary of Points Earned**

|  |  |  |
| --- | --- | --- |
| **Criteria**  | **Weighted Points**  | **Earned Points**  |
| 1. Teaching and Learning
 | 350/280 |  |
| 1. Training facilities and resources
 | 200/160 |  |
| 1. Human Resources (Trainers)
 | 150/120 |  |
| 1. Assessment and Evaluation
 | 100/80 |  |
| 1. Quality Management System
 | 100/80 |  |
| 1. Support to Students
 | 100/80 |  |
|  | **1000/800** |  |

**Note:** The cut-off figure is 800 points. Any Institute that has earned 800 points or higher shall get accredited status, while those with 799 or less will be given a “NOT Accredited” status

**Accreditation Status**

|  |
| --- |
| Name of Training Institute: |
| Accredited | NOT Accredited  |
| Name of Accreditor | Signature  | Name of Team Leader | Signature  |
| 1. |  | 2. |  |

Date ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DECLARATION:**

We the undersigned, members of the team of accreditors hereby certify that we have physically gone through all aspects of the evaluation process entrusted to us by TVET QC, and declare that this evaluation report depicts the actual situation, which prevailed at the training institution at the time of our evaluation.

Name/signature of Team Leader ……………………………………………..

Name/Signature of Accreditor ………………………………………………...

Name/Signature of Accreditor………………………………………………...

Name/signature of accreditor/observer (TVET QC): ……………………………………………………

Date of Assessment: ………………………………………………

**Recommendation by:**

**Quality Assurance Services:**

In considering the comments and recommendations made by the Accreditors signed above after the physical assessment of the………………………………………………………………...(Course name) against the relevant National Competency Standard. It is recommended / not recommended that the course referred to above, conducted by ……………………………………………………………………be accredited/accreditation to within /for a period of………………………………….year from………………to……………………… Qualifications……………….. Code: ………………..

……………………………

Name (signature) Date:

**Endorsed by:**

**Head, Quality Assurance Services**

In considering the Accreditors’ report and recommendation, the course is hereby approved and endorsed for accreditation.

…………………………..

signature Date:

**Annexure 1**

**Criterion 2 (Indicator B)**

**List of tools and equipment**

|  |  |  |  |
| --- | --- | --- | --- |
| **SI NO** | **Particular** | **Quantity** | **Remarks** |
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**Annexure 2**

**Criterion 3 (Indicator A)**

**List of Trainer**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SI NO** | **Name** | **Qualification** | **Years of Experience****(work/teaching)** | **Meet the criteria(Yes/No)** |
|  |  |  |  |  |
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**Accreditation Summary Report and Approval**

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| **Institute Name:** |  |
| **Program Title and Level** |  |
| **Part 1: Declaration** We the undersigned, members of the team of Accreditors hereby certify that we have physically gone through all aspects of the evaluation process entrusted to us by the TVET QC and we declare that this evaluation report depicts the actual situation which prevailed at the training institute at the time of the evaluation. We declare that:1. the information provided in the attached report is true, complete and accurate and
2. any false, fictitious, or fraudulent information may be subjected to administrative penalties.
 |
| **Parameters** | **Meet the Criteria** | **Do not meet the Criteria** | **Remarks** |
| 1. Teaching and Learning
 |   |   |  |
| 1. Training facilities and resources
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| 1. Human Resources (Trainers)
 |  |  |  |
| 1. Assessment and Evaluation
 |  |  |  |
| 1. Quality Management System
 |  |  |  |
| 1. Support to Students
 |  |  |  |
| **SLN** | **Name** | **Signature** |
|  |  |  |
|  |  |  |
| **Submission Date:** |
| **Part 2: Approval of Review & Endorsement Committee (REC) Members** Based on the report submitted by the team of Accreditors, the REC hereby: |
|  **Approve Reject** |
| **Signature of Review & Endorsement Committee (REC) members** |
| **SLN** | **Name** | **Signature** |
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| **Approval Date:** |
| **Remarks if any:** |

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| 1.Teaching and Learning | Meet theCriteria | Do not meet the Criteria | Remarks |
| 1.1. Course Curriculum  |   |   |  |
| 1.2. Instructional materials  |   |   |  |
| 1.3. Course Delivery Plan  |   |   |  |
| 1.4. Delivery methods and Techniques  |  |  |  |
|    Name and Signature of Accreditor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| Name and Signature of Team Leader (Accreditor)  Signature | Coordinator (TVET QC) Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| 2.Training facilities and resources  | Meet theCriteria | Do not meet the Criteria | Remarks |
| 2.1. Workshops/labs/classroom  |   |   |  |
|  2.2 Tools, Equipment and  Training materials  |   |   |  |
|  Name and Signature of Accreditor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| Name and Signature of Team Leader (Accreditor) Signature | Coordinator (TVET QC) Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| 3. Human Resource (Trainers) | Meet theCriteria | Do not meet the Criteria | Remarks |
| 3.1 Qualification and Registration of Trainers  |   |   |  |
| 3.2 Job Responsibility  |   |   |  |
|   Name and Signature of Accreditor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |
| Name and Signature of Team Leader (Accreditor) Signature | Coordinator (TVET QC) Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| 4. Assessment and Evaluation  | Meet theCriteria | Do not meet the Criteria | Remarks |
| 4.1 Continuous assessment  |   |   |  |
| 4.2 Module assessment  |   |   |  |
|   Name and Signature of Accreditor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |
| Name and Signature of Team Leader (Accreditor) Signature | Coordinator (TVETQC) Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| 5. Quality Management System | Meet theCriteria | Do not meet the Criteria | Remarks |
| 5.1 Records keeping and Documentation (Filing, e-database system)  |   |   |  |
|   Name and Signature of Accreditor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| Name and Signature of Team Leader (Accreditor) Signature | Coordinator (TVETQC) Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| 6. Support to Students  | Meet theCriteria | Do not meet the Criteria | Remarks |
| 6.1 Counselling Services |   |   |  |
| 6.2. Remedial Learning service  |  |  |  |
| 6.3. Library and recreational facilities  |  |  |  |
|  Name and Signature of Accreditor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |
| Name and Signature of Team Leader (Accreditor)Signature | Coordinator (TVET QC) Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Upon onsite evaluation of the course conducted on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by the Accreditors would like to submit **recommendation** of the course to be: Awarded provisional accreditation: Awarded full accreditation NOT Accredited  |

Shortcoming Report

The following shortcomings have been identified during the on-site evaluation of course for Accreditation. Please take necessary corrective actions to rectify the shortcomings and inform the same to the TVET QC within the specified time agreed by the Institute. The TVET QC will further review the shortcomings and award accreditation certificate (provisional/full accreditation) after fulfilling all major shortcomings.

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| Accreditors (Name and Signature | Name of concerned focal person  |
| Program Coordinator, TVET QC\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | Date of corrective actions to be submitted to TVET QC\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Accreditors (Name and Signature1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of concerned focal person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Program Coordinator, TVET QC\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date of corrective actions to be submitted to TVETQC\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |