

**SELF – ASSESSMENT FORM PART-I**

**A: INSTITUTE**

1. Name of Institute \_\_\_\_\_

\_\_\_\_\_

2. Location and Address \_\_\_\_\_

\_\_\_\_\_

3. a. Phone No. \_\_\_\_\_ b. Fax No. \_\_\_\_\_

c. Email: \_\_\_\_\_

4. Name of Head of Institute \_\_\_\_\_

a. Cell No. \_\_\_\_\_ b. Fax No. \_\_\_\_\_

c. Email: \_\_\_\_\_

5. Date of inception \_\_\_\_\_

6. Date of commencement of classes \_\_\_\_\_

7. Is the Institute registered by any regulatory authority/body?

\_\_\_\_\_

8. Does the Institute possess its own building or hired building? \_\_\_\_\_

9. Please attach a copy of building plan

**B. MANAGEMENT**

1. Is the Managing Body Registered?

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2. Name and address of the Manager/Secretary of the Managing Body.

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3. Is the Head of the Institute a member of the managing Body?

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4. **Please Attach:**

- a) A list of members of Managing Body.
- b) A copy of constitution/ rules of business (if any)

**C. TRADES AND COURSES**

Name of Trades and Courses for which registration is applied

S. No	Name of Trade	Duration	Number of enrolled trainees
1.			
2.			
3.			
4.			
5.			

NOTE: Please attach additional sheet if required.

When does the academic session start for each course/ trade?

**D. CLASSROOMS/WORKSHOPS**

1. Nos. and size of Workshops/Laboratories- trade wise

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2. No's and size of classrooms-trade wise

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3. Nos. and type/specifications of computers...

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4. No. of workplace/space per student in each Room/workshop-trade wise. Please provide layout diagram.

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**E. EQUIPMENT AND TOOLS**

1. Please provide detailed list with size, capacity, specifications and Nos. of equipment/tools available in each trade.

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**F. STAFF**

1. List of staff with their qualifications and experience.

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2. Are the Teachers/Instructors employed through written agreement?

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3. Statement showing salary, scales of pay and allowances for teachers /instructors.

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4. Service Rules and Regulations, if any.

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5. Is there any capacity building program for Teachers/Instructors?

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**G. FINANCES**

1. Does the Institute possess sufficient amount in Endowment Fund?

Please state the balance available in the Fund.

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2. Are the receipts in the name of the Institute?

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3. What are the sources of annual income and assets of the Institute?

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4. What will be the expected annual income from fee?

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5. What is the annual total expenditure of the Institute?

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6. What is the admission/registration fee charged per trainee (Trade wise)?

7. What is the monthly fee charged per trainee (Trade wise)?

**H. RESEARCH AND DEVELOPMENT**

1. Does the Institute have any R&D Program? \_\_\_\_\_

2. If yes, what are the dissemination and utilization of R&D outputs?  
\_\_\_\_\_

**I. PHYSICAL FACILITIES**

(Please  $\checkmark$  or X)

**Comments, if any**

1	Hostel	<input type="checkbox"/>	
2	Playground	<input type="checkbox"/>	
3	Library	<input type="checkbox"/>	
4	Common/Recreation Room	<input type="checkbox"/>	
5	Washrooms/bathrooms	<input type="checkbox"/>	
6	Firefighting equipment	<input type="checkbox"/>	
7	Medical Aid	<input type="checkbox"/>	
8	Any other	<input type="checkbox"/>	

**J. STUDENT SUPPORT**

(Please  $\checkmark$  or X)

**Comments, if any**

1	Stipend	<input type="checkbox"/>	
2	Uniform	<input type="checkbox"/>	

3	Transport	<input type="checkbox"/>	
4	Guidance Counsellor	<input type="checkbox"/>	
5	Stationery.	<input type="checkbox"/>	
6.	Any other.	<input type="checkbox"/>	

### **K. TEACHING AND LEARNING**

Please provide the following documents.

(Please  $\checkmark$  or X)

**Comments, if any**

1	Prospectus	<input type="checkbox"/>	
2	Students registration form	<input type="checkbox"/>	
3	Curriculum	<input type="checkbox"/>	
4	Syllabus	<input type="checkbox"/>	
5	Instruction manuals	<input type="checkbox"/>	
6	Teaching methods and techniques	<input type="checkbox"/>	

## SELF – ASSESSMENT FORM PART- II

### A. Institute Performance Evaluation

<b>Performance Area 1: Governance and Management</b>			
<b>Ser.</b>	<b>Indicator</b>	<b>Marks</b>	<b>Marks Obtained</b>
1.1	The institute has a mission statement which is publicly accessible. The mission statement includes the institute's quality objectives	20	
1.2	The institute defines realistic annual objectives and sets up an annual action plan	10	
1.3	The institute has an adequate organizational structure with defined scope of work (SOW) of each function.	20	
1.4	The institute's management meets regularly. Decisions and follow-up actions are taken and recorded.	10	
1.5	The management assures participation of personnel in the institute's activities.	10	
1.6	The management takes responsibility for an effective organization of teaching and learning	10	
1.7	The management has a clear communication system	10	
1.8	The management has established a complaint management for students and other stakeholders	10	
<b>Total</b>		<b>100</b>	

<b>Performance Area 2: Finance</b>			
<b>Ser.</b>	<b>Indicators</b>	<b>Marks</b>	<b>Marks Obtained</b>
2.1	The institute has an effective annual budgeting with regard to the		
	• Administrative budget	10	
	• Development budget	10	
	• training material budget	10	
2.2	The institute has an effective financial management for		
	• administrative fund	10	

	<ul style="list-style-type: none"> <li>development fund</li> </ul>	10	
	<ul style="list-style-type: none"> <li>training material fund</li> </ul>	10	
2.3	The institute's income is sufficient to operate effectively	10	
2.4	The institute has a strategy to generate extra income when necessary		
2.5	The institute is monitoring the adequate use of allocated finances	10	
2.6	The institute exercises an effective inventory control and management	10	
2.7	Adequate resources for the institute's programs (esp. CBT) are allocated for the duration of the accreditation period, esp. with respect to training material budget	10	
<b>Total</b>		<b>100</b>	

<b>Performance Area 3: Faculty and Staff</b>			
<b>Ser.</b>	<b>Indicators</b>	<b>Marks</b>	<b>Marks Obtained</b>
3.1	The institute ensures that faculty are suitably qualified and curricula compliant.	20	
3.2	The institute takes care of an adequate student-teacher ratio that facilitates good teaching-learning conditions: <ul style="list-style-type: none"> <li>a) in theoretical courses</li> <li>b) in lab / practical courses</li> </ul>	10	
3.3	The institute maintains an even teaching load among teachers.	10	
3.4	The institute has a concept for faculty development	20	
3.5	The Faculty have attained additional qualification in the last two years	15	
3.6	The institute has a concept for the training of administrative staff	15	
3.7	The institute familiarizes new faculty and staff with their tasks	10	
<b>Total</b>		<b>100</b>	



<b>Performance Area 4: Physical Infrastructure</b>			
<b>Ser.</b>	<b>Indicators</b>	<b>Marks</b>	<b>Marks Obtained</b>
4.1	The institute maintains an adequate training infrastructure	10	
	<ul style="list-style-type: none"> <li>Classrooms are properly equipped (with regard to their function)</li> </ul>		
	<ul style="list-style-type: none"> <li>Labs / workshops are available, in good shape and adequate for the programs</li> </ul>	10	
	<ul style="list-style-type: none"> <li>Training equipment / machinery is adequate in terms of numbers and state of repair</li> </ul>	10	
	<ul style="list-style-type: none"> <li>Training consumables are sufficiently available</li> </ul>	10	
	<ul style="list-style-type: none"> <li>The library provides sufficient copies of relevant books and other media.</li> </ul>	10	
	<ul style="list-style-type: none"> <li>Library opening hours are user-friendly.</li> </ul>	5	
4.2	The institute manages to maintain an adequate administrative infrastructure	10	
4.3	ICT resources are available	10	
4.4	Hostel is available, in good shape and adequately equipped	5	
4.5	The institute provides recreational facilities for the students (e.g. playgrounds, indoor games facilities, meeting rooms, cafeteria etc.)	5	
4.6	The institute takes care of a good and pleasant appearance of the buildings and facilities	5	
4.7	The institute maintains an adequate health, safety and environment management	10	
<b>Total</b>		<b>100</b>	

<b>Performance Area 5: Effectiveness of Teaching Learning Process</b>			
<b>Ser.</b>	<b>Indicators</b>	<b>Marks</b>	<b>Marks Obtained</b>
5.1	The institute has a policy to implement notified curriculum of National/Provincial mandated body and provides weekly time tables for all the program(s)	20	

5.2	Lesson plans are provided for all program(s)	10	
5.3	The institute has a policy to introduce competency-based learning	10	
5.4	The institute monitors the students' learning progress	20	
5.5	Students practical workbooks, tasks etc. are checked regularly	10	
5.6	The institutes integrates industrial practice into the teaching (e.g. through regular visits to relevant industries, visits from employers and/or representatives of the labor market, etc.) and maintains adequate records	10	
5.7	The institute keeps proper records of students' achievements	10	
5.8	Students' projects, achievements and distinctions are recorded and displayed	10	
<b>Total</b>		<b>100</b>	

<b>Performance Area 6: Assessment &amp; Evaluation</b>			
<b>Ser.</b>	<b>Indicator</b>	<b>Marks</b>	<b>Marks Obtained</b>
6.1.	Continuous Assessment and Evaluation	20	
6.2.	The institute makes sure that representatives of industry take part in relevant assessments	20	
6.3.	Trainee Projects (for current session)	20	
6.4.	The institute uses itemized question banks	10	
6.5.	The institute makes sure that internal assessment and evaluation are transparent	10	
6.6.	The institute maintains a pool of Assessors	20	
<b>Total</b>		<b>100</b>	

<b>Performance Area 7: Job Market Linkages</b>			
<b>Ser.</b>	<b>Indicator</b>	<b>Marks</b>	<b>Marks Obtained</b>
7.1	The institute has established links with the labor market	20	
7.2	The institute maintains an active exchange with representatives of industry	20	

7.3	The institute regularly invites guest speakers from industry	15	
7.4	The institute maintains record of job trainings	20	
7.5	The institute maintains record of job placements	15	
7.6	New programs are developed by a cooperation of industry and institute	10	
<b>Total</b>		<b>100</b>	

<b>Performance Area 8: Student Support Services</b>			
<b>Ser.</b>	<b>Indicator</b>	<b>Marks</b>	<b>Marks Obtained</b>
8.1	The institute provides admission facilitation services	20	
8.2	The institution provides counseling and orientation on the suitability of programs to parents and students prior to admission	20	
8.3	The institute puts into practice a counseling concept for students' personal and educational problems	10	
8.4	The institute carries out parents teachers meetings and maintains proper records	10	
8.5	The institute puts into effect a concept to reward outstanding achievements of students	10	
8.6	The institute puts into practice a concept to support weaker students	10	
8.7	The institute has effective services to support job placement for students	20	
<b>Total</b>		<b>100</b>	

<b>Performance Area 9: Continuous Quality Improvement</b>			
<b>Ser.</b>	<b>Indicator</b>	<b>Marks</b>	<b>Marks Obtained</b>
9.1	The institute has described key processes for its management in the quality manual	20	
9.2	The institute has defined responsibilities for regular evaluation of quality	10	
9.3	The institute invites systematic feedback from all stakeholders (e.g. students, teachers, parents, employers, alumni, etc.) and uses it to enhance education	20	
9.4	The institute takes care of a transparent analysis of the evaluation	10	
9.5	Evaluation results are used to identify strengths and weaknesses and measures are taken to adjust weaknesses	10	

9.6	The institute monitors annual improvements in results	10	
9.7	The institute monitors annual improvements in Placements	10	
9.8	The institute maintains contacts with its alumni	10	
<b>Total</b>		<b>100</b>	

<b>Performance Area 10. Competency Based Training</b>			
<b>Ser.</b>	<b>Indicator</b>	<b>Marks</b>	<b>Marks Obtained</b>
10.1	The institute has implemented CBT programs in line with the NVQF	20	
10.2	Teachers teaching in CBT programs are certified CBT-teachers	20	
10.3	The institute has certified assessors for formative Assessments	20	
10.4	Labs are equipped according to the requirements of the CBT programs	20	
10.5	The institute has laid down a schedule for CBT courses	20	
<b>Total</b>		<b>100</b>	

**B. Course / Trade Performance Evaluation (need to be filled for each course / trade)**

<b>Ser.</b>	<b>Performance Measurement Indicators</b>	<b>Marks</b>	<b>Obtained Marks</b>
1.	<b>Course / Trade</b>		
	1.1 Efficacy of course with respect to Industry	10	
	1.2 Employability as per local industry needs	10	
2.	<b>Trainer / Instructor</b>		
	2.1 Trainers / Faculty certified as CBT&A Assessor	10	
	2.2 Existence of Training of Teacher (ToT) program	10	
3.	<b>On the Job Training / Internship</b>		
	3.1 On the job training / internship program	10	
	3.2 Job Placement Centre at the institute	10	

4.	<b>Industry Linkages</b>		
	4.1 Details of guest speaker invited from the industry in the last 12 months	10	
	4.2 Relationship of curriculum with the industry demand	10	
5.	<b>Student Support Program</b>		
	5.1 Soft skills development program	07	
	5.2 Mock interview, CV development program	06	
	5.3 Extra curriculum activity program	07	
<b>Total</b>		<b>100</b>	

**C. Grading Criteria** to award NUTECH affiliation certificate, institutes may be divided into two categories:

1. **Institute running 4 or less courses** the institute must score 50% marks in all courses to be eligible for NUTECH affiliation.
2. **Institute running more than 4 courses** the institute must score 50% marks in at least 4 courses to be eligible for NUTECH affiliation.

**D. Grading Table**

<b>Category Awarded</b>	<b>Percentage</b>	<b>Duration</b>
A	80% & above	18 Months
B	60% - 79%	12 Months
C	50% - 59%	6 Months
Not affiliated	Below 50 %	