

**PERFORMANCE EVALUATION - AFFILIATION OF INSTITUTION**

<b>Performance Area 1. Governance and Management</b>			
<b>S No</b>	<b>Indicator</b>	<b>Marks</b>	<b>Obtained Marks</b>
1.1	The institute has a mission statement which is publicly accessible. The mission statement includes the quality objectives the institute	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	Management of the institute meets regularly. Decisions and follow-up actions are taken and recorded.	10	
1.5	The management assures participation of staff and students in all major 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>Indicator</b>	<b>Marks</b>	<b>Obtained Marks</b>
2.1	The institute has an effective annual budgeting with regard to the		
	<ul style="list-style-type: none"> <li>• Administrative budget</li> </ul>	10	
	<ul style="list-style-type: none"> <li>• Development budget</li> </ul>	10	
	<ul style="list-style-type: none"> <li>• training material budget</li> </ul>	10	
2.2	The institute has an effective financial management for		
	<ul style="list-style-type: none"> <li>• administrative fund</li> </ul>	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 income of the institute 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: Physical infrastructure</b>			
<b>Ser.</b>	<b>Indicator</b>	<b>Marks</b>	<b>Obtained Marks</b>
3.1	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	
3.2	The institute manages to maintain an adequate administrative infrastructure	10	
3.3	ICT resources are available	10	

3.4	Hostel is available, in good shape and adequately equipped	5	
3.5	The institute provides recreational facilities for the students (e.g. playgrounds, indoor games facilities, meeting rooms, cafeteria etc.)	5	
3.6	The institute takes care of a good and pleasant appearance of the buildings and facilities	5	
3.7	The institute maintains an adequate health, safety and environment management	10	
<b>Total</b>		<b>100</b>	

<b>Performance Area 4: Effectiveness of Teaching Learning Process</b>			
<b>Ser</b>	<b>Indicator</b>	<b>Marks</b>	<b>Obtained Marks</b>
4.1	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	
4.2	Lesson plans are provided for all program(s)	10	
4.3	The institute has a policy to introduce competency-based learning	10	
3.4	The institute monitors the students' learning progress	20	
4.5	Students practical workbooks, tasks etc. are checked regularly	10	
4.6	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	
4.7	The institute keeps proper records of students' achievements	10	
4.8	Students' projects, achievements and distinctions are recorded and displayed	10	
<b>Total</b>		<b>100</b>	

<b>Performance Area 5: Job Market Linkages</b>			
<b>Ser</b>	<b>Indicator</b>	<b>Marks</b>	<b>Obtained marks</b>
5.1	The institute has established links with the labor market	20	
5.2	The institute maintains an active exchange with representatives of industry	20	
5.3	The institute regularly invites guest speakers from industry	15	
5.4	The institute maintains record of job trainings	20	
5.5	The institute maintains record of job placements	15	
5.6	New programs are developed by a cooperation of industry and institute	10	
<b>Total</b>		<b>100</b>	
<b>Performance Area 6. Student Support Services</b>			
<b>Ser</b>	<b>Indicator</b>	<b>Marks</b>	<b>Obtained marks</b>
6.1	The institute provides admission facilitation services	20	
6.2	The institution provides counseling and orientation on the suitability of programs to parents and students prior to admission	20	
6.3	The institute puts into practice a counseling concept for students' personal and educational problems	10	
6.4	The institute carries out parents teachers meetings and maintains proper records	10	
6.5	The institute incorporates reward for outstanding achievements of students	10	
6.6	The institute puts into practice a concept to support weaker students	10	

6.7	The institute has effective services to support job placement for students	20	
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<b>Performance Area 7. Competency Based Training</b>			
<b>Ser</b>	<b>Indicator</b>	<b>Marks</b>	<b>Obtained marks</b>
7.1	The institute has implemented CBT&A programs in line with the NVQF	20	
7.2	Teachers teaching in CBT&A programs are certified CBT-teachers	20	
7.3	The institute has certified assessors for formative assessments	20	
7.4	Labs are equipped according to the requirements of the CBT&A programs	20	
7.5	The institute has laid down a schedule for CBT&A courses	20	
<b>Total</b>		<b>100</b>	

### Grading

- To award affiliation, the institute must secure 60% marks as per required performance indicator mentioned in self-assessment form in all applied courses/ qualifications.
- The grading table is as follows: -

<b>Category Awarded</b>	<b>Percentage</b>	<b>Duration</b>
Excellent	90% - 100%	24 Months
Good	80% - 89%	18 Months
Fairly good	70% - 79%	12 Months
Satisfactory	60% - 69% -	6 Months
Not affiliated	Below 60 %	