

**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.

**Overall Evaluation Criteria**

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

**Supervision Team Members:**

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

**Date of visit:**

Day	Month	Year	

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Team Leader (CTEVT)

**A. Administrative Aspect**

**Information about the Institute**

**Name of Institute:**

Name of Institute	Type of Institute			
	Constituted <input type="checkbox"/>	TECS <input type="checkbox"/>	Partnership <input type="checkbox"/>	Private <input type="checkbox"/>
<b>Address:</b>				
Province:				
District:				
Municipality:				
Ward No.:				
Telephone No:				
E- Mail:				
Website:				
Name of Principal:				



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

Acad. / Year	Program	Dalit		Person 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
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							

Note: Attach additional sheet if necessary

**Programs Fee**

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)**

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**Community / service-oriented activities if any.**

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## B. Technical Aspect:

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

<i>1 = Inadequate (&lt; 60%)</i>	<i>2 = Adequate with Recommendation (60%-70%)</i>	<i>3 = Adequate (70% -80%)</i>
<i>4 = Effective (80% -90%)</i>	<i>5 = Highly Effective (&gt;90%)</i>	

### Performance Criteria 1: Governance and Management

S.N.	Items to be Supervised	Rating 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.						
<b>Total out of 90 (18x5)</b>							

## Performance Criteria 2: Physical and Learning Resources

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

S.N.	Items to be Supervised	Rating 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.	Availability of textbooks in the library as prescribed by the curriculum, maintaining a book-to-student ratio of 1:4 per subject.						
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.						
	<b>Total out of 100 (20X5)</b>						

### Performance Criteria 3: Human Resources

S.N.	Items to be Supervised	Rating scale					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.						
	<b>Total out of 55 (11x 5)</b>						

### Performance Criteria 4: Instructions and Learnings

S.N.	Items to be Supervised	Ratings					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 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.						
	<b>Total out of 125 (25 x 5)</b>						

### Performance Criteria 5: Market Linkages and Sustainability

S.N.	Items to be Supervised	Rating scale					Remark
		1	2	3	4	5	
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.	Representation of business and industry members/associations (BIAs) in the institute's management 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.						
	<b>Total out of 50 (10 x 5)</b>						

### Performance Criteria 6: Students Support Services

S.N.	Items to be Supervised	Rating scale					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.						
	<b>Total out of 60(12X5)</b>						

### Performance Criteria 7: Research and Development

S.N.	Items to be Supervised	Rating scale					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.	Employment rate of graduates (at least 50% of the total graduates is desirable).						
	<b>Total out of 60 (12 X 5)</b>						

## Monitoring Field Trip Report

**General observation:**

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**Strengths:**

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- 8.

**Weakness/ Shortcomings:**

- 1.
- 2.
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- 4.
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- 6.
- 7.
- 8.

**Comments:**

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**Team Leader Signature**

**Feedback provided to the Concerned Institution**

**Name of Institute:** .....

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- 16.

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**Signature of the Team Leader**

**Date:** .....

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**Signature of Chief of the Institution**

**Date:** .....

**Team members:**

- 1. ....
- 2. ....
- 3. ....
- 4. ....
- 5. ....