

## CRITERIA FOR PRIVATE INSTITUTES/ COLLEGES ASSESSEMENT.

### Assessment criteria for Institute seeking affiliation with Khyber Pakhtunkhwa Trade Testing Board Information about Institute

#### I Basic Information

- Note:-*
- a. Answer Should be clear and defined.*
  - b. Please attached extra sheet if required.*

### CRITERION FOR AFFILIATION

- **FINANCIAL SUSTAINABILITY**
  - Does the Institute have sufficient Bank Balance? If yes please attach Bank Statement.
  - Is the receipt/ Bank Statement in the name of Institute/ owner? (YES/ NO).
  - What are the sources of annual income and assets of the Institute?
  
- **INFRASTRUCTURE**
  
  
  
  
  
  
  
  
  
  
- **LAND & BUILDING**
  - For Vocational Institute--- Minimum Total Area should be ( 5 to10 Marlas).

- **COVERED AREA**

- According to applied number of trades and strength of trainees.

**CALCULATION FOR 25 TRAINEES EACH TRADE**

**WORKSHOP/ LAB**

Description	Required		Available		Trainees
	No	Area	No	Area	
Electrician	1	20 * 25 = 500			
D/M Civil	1	20 * 25 = 500			
Plumbing	1	20 * 25 = 500			
Safety	1	20 * 25 = 500			
Computer	1	20 * 25 = 500			
Survey	1	20 * 25 = 500			
Tailoring	1	20 * 25 = 500			
Embroidery	1	20 * 25 = 500			

Total		_____ Sft			
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- **BUILDING**

- Is the Institute housed in Govt:/Own/ Rented building (in case of own attach ownership documents, in case rented, attach Rent Deed).
- Is the line plan of the building with room size given therein attached? (YES/NO). If No please describe the following.
- Is the Workshop has attached lab/ Class Room, adequate for training? (YES/ NO).
- How many Workshops are there? \_\_\_\_\_ No
- How many Class Rooms are there? \_\_\_\_\_ No
- Are the workshops are properly equipped with Machine & Equipment? (YES/ NO).
- Is the building is equipped with safety equipment? (YES/ NO).
- Other common facilities like, Dispensary, Play Ground, Common Room, Transportation etc are available? (YES/ NO).

- **MANAGEMENT**

- Is the Institute is registered with any other Board/ Certification Body? If YES Name it \_\_\_\_\_
- Has the Institute any Governing/ managing body? If **YES**, Please attach detailand also constitution.

- **STAFF**

- Number of Managerial Staff? \_\_\_\_\_
- Number of Technical Staff? \_\_\_\_\_
- Is the Staff Qualified and Trained in their respective field, Trade/ Technologies?

- Is the staff appointed on written agreement? If YES please attach TOR
- Is salary paid to the staff in accordance with Govt:/ Labour Policies? (YES/ NO)

• **TRAINING PROGRAMS/ COURSES OFFERED**

S.No	Course Name	Duration	Curriculum adopted	Relevant equipment	Accumulative Assessment of the Institute			
					Score-4	Score-3	Score-2	Score-1
	Draftsman Civil. With Auto CAD (M/F)	6-months	TTB	Available				
	Civil Surveyor	6-months	TTB					



**Re-assessment Check List**

S/No	Indicator	Score-4	Score-3	Score-2	Score-1
1	Workplace for practical training is available.				
2	Basic tools and equipment are available according to the No of Trainees and Course.				
3	Machinery and equipment accordingly installed and operational				
4	Training consumable is sufficiently available.				
5	Classrooms are available and properly equipped				
6	Instructors/ Teachers are qualified and trained.				
7	Curricula is available				
8	Location of the institute				
9	Time table according to syllabus is available				
10	Instructor trainees ratio is reasonable				
11	Library provides sufficient copies of relevant books and other media.				
12	Trainees' admission record properly maintained.				
13	Trainees' attendance recorded and available				
14	Trainees' performance assessment/ progress record is maintained and available.				

***Committee Recommendation:***

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***Name & Designation of the Assessor (1)*** \_\_\_\_\_

*Name & Designation of the Assessor (2)* \_\_\_\_\_

*Name & Designation of the Assessor (3)* \_\_\_\_\_

*Name & Designation of the Assessor (4)* \_\_\_\_\_

***Secretary Remarks:***

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***Signature*** \_\_\_\_\_