

| SN | Monitoring tools | Where | When | How | Who |
|----|---|------------------|--|--|-------------------|
| | | | | completion date, benefits should clearly mentioned | |
| 7 | Weekly lesson plan | Training venue | weekly | Weekly lesson plan based on CTEVT curriculum | Trainer |
| 8 | Trainer's log book | Training venue | Daily | Based on weekly lesson plan | Trainer |
| 9 | Visitor's log book | Training venue | Daily | During each and every visit of guest/client/management team | Trainer |
| 10 | Trainees Attendance sheet | Training venue | Daily | Trainees need to signed daily | Trainer |
| 11 | Performance evaluation form | Training venue | weekly | Each Friday, based on the weekly lesson plan | Trainer |
| 12 | Time sheet | Program district | Daily | Salary paid staffs need to submit time sheet at the end of the month | Board of director |
| 13 | Monthly work plan | Program district | Monthly | should clearly outline monthly scheduled activities | Board of director |
| 14 | Trip report | program district | Each trip | Should fill up the trip report along with monitoring form during every visit to training venue | Board of director |
| 15 | Local transportation claim form | Program district | Monthly | Based on time sheet | Board of director |
| 16 | Stipend distribution form | Training venue | Monthly | Based on trainees attendance sheet | Trainer |
| 17 | Life skills training attendance sheet | Training venue | After completion first month of training | Trainees attend the training | Trainer |
| 18 | list of the trainees applied for the skill test | Training venue | After completion first month of training | Trainees cent percent ready for the skill test | Trainer |
| 19 | OJT plan | Training venue | After completion 2nd month of training | Location, no of days, employer's contact details | Trainer |
| 20 | list of the trainees appeared in skill test | Training venue | On the day of skill test | Trainees appeared in the skill test | NSTB Manager |
| 21 | Detail list of potential employers | Program district | Regular | Prepare a roster of key stakeholders and potential employers with contact details | Board of director |
| 22 | Employment and self-employment plan | Training venue | After OJT | Need to fill up together with trainee to explore employment opportunities | Board of director |
| 23 | Placement verification form | Program district | within 3 months after skill test | Placement status of each training graduates | Board of director |
| 24 | Income verification form | program district | Income at the end of 6 month | Gainful income | Board of director |
| 25 | Monthly progress report | Program district | Monthly | Major accomplished activities and achievement | Board of director |

2.9 Indicators for Performance Evaluation

| SN | Evaluation Indicators | Means of Verification |
|----|-----------------------|---|
| I | Trainee selection | Gender |
| | | Caste and Ethnicity |
| | | Socioeconomic status |
| | | Target group |
| | | Training completion commitment |
| | | Motivation level |
| | | Employment plan after completion training |