

***Government of Pakistan***  
***National Vocational & Technical Training Commission***  
***Proposal for conducting Technical / Vocational Training***  
***(High-Tech Program)***

**Section-A**

**Institute / Entity / Industry Profile**

Name of Institute / Industry:

Hope Vocational Training Institute

Name of Head of Institute & Focal Person:

Muhammad Usman

Postal Address:

Near Nadra Mega Center GT Road Gujranwala

Tehsil: Gujranwala District: Gujranwala Division: Gujranwala

Year of Establishment: 2021 Type of Institute:(Public/Private/Other): Private

Tel: 03237406224 Fax: \_\_\_\_\_ Cell: 03217841708

Email: saadhaf21@gmail.com Website: \_\_\_\_\_

**Specify your Training Plan**

Trade Name	Sector	Eligibility /Entry Qualification	Course duration	Max Training Capacity
Web and graphic Designing	Information technology	Matriculation / O Levels	6 Months	50
E-commerce	Information technology	Matriculation / O Levels	6 Months	50
Certificate in Office Management (Computer Applications and Official correspondence etc.)	Information technology	Matriculation / O Levels	6 Months	50
Advance Web Application Development	Information technology	FA / FSc / A Levels (12 Years)	6 Months	50
Amazon Virtual Assistant	Information technology	Matriculation / O Levels	3 Months	50

Evidence on basis of which you consider your Institute / Industry, potentially competent to be engaged for NAVTTC Skill Development Program/Hunarmand Pakistan.

**(Elaborate and support with documentary evidence)**

**Section-B**

**GENERAL INFORMATION OF DEMAND SKILLS LABOUR**

Q-1 *population (with male / female ratio) around your institute / Industry?*

Female	Male	Total
450000	450000	900000

Q-2 *Nature of sector-specific Industry (manufacturing, services, etc.) around your Institute/industry?*

Industry / Sectors
Information technology

Q-3 *Emerging/Popular trends for employment/self-employment of your area?*

Trade	Employment Trend
Amazon Virtual Assistant	Employment
Certificate in Office Management (Computer Applications and Official correspondence etc.)	Self-Employment
Web and graphic Designing	Self-Employment
Advance Web Application Development	Self-Employment
E-commerce	Employment

Q-4 *Quantify potential demand for the skilled workforce (sector-specific) in your area (demand of skilled workforce of your area and also provide evidence/surveys if available)?*

Trade	Demand of Skilled Work force
Amazon Virtual Assistant	100
Certificate in Office Management (Computer Applications and Official correspondence etc.)	100
Web and graphic Designing	100
Advance Web Application Development	100
E-commerce	100

### Section-C

#### INFORMATION OF INSTITUTE & ASSESSMENT FOR ELIGIBILITY

Q-5 *Facilities and faculty available in your entity (25 Marks)*

Trade	Faculty	Class Room	Workshop
Amazon Virtual Assistant	1	1	1
Certificate in Office Management (Computer Applications and Official correspondence etc.)	1	1	1
Web and graphic Designing	1	1	1
Advance Web Application Development	1	1	1

Trade	Faculty	Class Room	Workshop
E-commerce	1	1	1

Q-6 *Relevance of trades offered by your institute/industry with employment prospects (5 marks)?*

Trade	Relevancy
Amazon Virtual Assistant	Highly Relevant
Certificate in Office Management (Computer Applications and Official correspondence etc.)	Highly Relevant
Web and graphic Designing	Highly Relevant
Advance Web Application Development	Highly Relevant
E-commerce	Highly Relevant

Q-7 *Institute/Arrangements made by your Institute / Industry to utilize demand and materialize these employment/self-employment prospects (Agreements etc.)? Industrial Linkages of your institute/industry (10 marks)?*

No. Of Signed Aggrements	No. Of Passouts placed in Job Market
0	100

Q-8 *Do you have any formal Career Counseling & Vocational Guidance mechanism in place in your institute/industry?(5 Marks)*

Formal Career Counselling	Vocational Guidance Center
Yes	Yes

Q-9 *Employment/self-employment data and success stories of previously passed-out trainees of your Institute/ Industry (In-country &Abroad) based on evidence/tracer study etc? (20 Marks)*

**OR**

*In the case of New Institutes/Joint Ventures of reputed entities, their potential, reputation, international linkages, and employment plans will be considered, to increase national capacity for TVET.(20 Marks)*

Success Stories Printed On
Employer

Q-10 *If the proposal is for High-TECH/High-End Technologies, provide details of Curricula & Teaching Learning Material being along with source and endorsing agency of technical contents of curricula being followed by your institute/industry\*?*

Do you have your own tailor made curricula
No

Q-11 *Your proposed Training Plan (Trades/duration/Number of Trainees/Training methodology)? (15 Marks)*

Trade	Trainees	Training Methodology
Amazon Virtual Assistant	50	On Job Training
Certificate in Office Management (Computer Applications and Official correspondence etc.)	50	Institute Base
Web and graphic Designing	50	On Job Training
Advance Web Application Development	50	Institute Base
E-commerce	50	Institute Base

Q-12 *Arrangements made by your institute for On-the-Job Training (OJT)? (10 Marks)*

Any Arrangements For OJT
Yes

Q-13 *Post Training employment/Placement Plan of passed-out(s)? (10 Marks)*

Trade	Industry/Organization Name	Potential No. of Trainees placed in Industry
Amazon Virtual Assistant	E-commerce	20
Certificate in Office Management (Computer Applications and Official correspondence etc.)	Education and Banking sector	25
Web and graphic Designing	Self employment and Industries	30
Advance Web Application Development	Industries and Education sector	20
E-commerce	FMGC and self employment	25

Q-14 *Any other information you want to provide in support of your application?*

Any Additional Information
We are newly established institute aiming to provide exceptional training in IT sector in Gujranwala and adjacent locations

*\* Teaching Learning Materials and Curricula for High-TECH& High-End technologies to be offered in an institute/industry needs to be mandatorily provided*

**Section-D**

**ASSESSMENT OF INSTITUTE/ENTITY/INDUSTRY/UNIVERSITY**  
**RELEVANT BOX TO BE TICKED BY THE INSTITUTE/ENTITY**  
**IT MAY BE COUNTERCHECKED BY NAVTTC**

**(General Parameters)**

Sr #	ATTRIBUTES		MAX./OBTAINED RATING	REMARKS
1.1		<b>Registration/Affiliation/Accreditation</b>	<b>10</b>	Provide documentary evidence
	a.	Registered / Affiliated with (TEVTA / NTB / HEC Recognized university )/Registered under industrial Act	7	
	b.	Affiliated with BTE / TTB	5	
	c.	Accreditation with NAVTTC (in –process)	3	
	d.	Registration/Affiliation expired/in-process for renewal	2	
	e.	Accredited with NAVTTC/International forum / industrial Training Units of industry registered under Industrial Act-1948	10 ✓	
1.2		<b>Type of Building</b>	<b>4</b>	Provide documentary evidence
	a.	Owned (ownership documents + building plan)	4	
	b.	Shared with other Institute/Organization	2	
	c.	No evidence (No documents & plan exist)	0	
	d.	Hired for <5Years (no evidence)	1	
	e.	Hired for more than 05 years (with documentary evidence)	3 ✓	
1.3		<b>Adequacy of No. of Class rooms&amp; Labs/Infrastructure</b>	<b>10</b>	Provide documentary evidence
	a.	Sufficient rooms (10 & above)	4	
	b.	Insufficient rooms(02 to 04)	1	
	c.	02 or below rooms	0	
	d.	Sufficient rooms (05-09)	2 ✓	
1.4		<b>Sustainability of an Institute / Industry</b>	<b>4</b>	Provide documentary evidence
	a.	Trainees passed-out(s) during last 02 years (100-199)	1	
	b.	Trainees passed-out(s) during last 02 years (0-99)	0 ✓	
	c.	Trainees passed-out(s) during last 02 years (200-399)	2	
	d.	Trainees passed-out(s) during last 02 years (>400) / Industrial Training Unit (ITU)	4	
1.5		<b>Trades being offered in Institute</b>	<b>10</b>	Provide documentary evidence
	a.	5 to 03 trades	4	
	b.	DAEs + Vocational (Quantity 10 or above)/ ITU	10	
	c.	4 to 06 trades	6	
	d.	2 or less	0	
	e.	7 to 9 Trades	8 ✓	
1.6		<b>Teaching &amp; Non-Teaching staff with defined JDs</b>	<b>4</b>	Provide documentary evidence
	a.	91-100% as per sanctioned strength with defined JDs	4 ✓	
	b.	81 to 90% as per designated job with defined JDs	3	
	c.	71 to 80% as per designated job with defined JDs	2	
	d.	51 to 70% or less as per designated job(Designated Teacher / Trainer for each subject of trade & Designated Officer for each non-instructional activity)	1	
	e.	Less than 50% filled/vacant posts with No JDs	0	

Sr #	ATTRIBUTES		MAX./OBTAINED RATING	REMARKS
1.7		<b>Employability of Graduates/OJT/Tracer Studies</b>	<b>10</b>	Provide documentary evidence
	a.	70% or above (Record/Evidence Exist)	10	
	b.	50% to 69% (Record/Evidence Exist)	5 ✓	
	c.	30% to 49% (Record/Evidence Exist)	3	
	d.	Below than 20 % (Record/Evidence Exist) (Assessed through Tracer Study report or documentary evidences, which may be provided for review)	1	
	e.	20 to 29% or below (Record/Evidence Exist)	2	
1.8		<b>Health &amp; Safety Regulations</b>	<b>4</b>	Provide documentary evidence
	a.	First Aid box/ Water Filters/Security personnel	2	
	b.	None of above	0	
	c.	Dispenser/First Aid box/Fire hozers/ security Water Filters/Security personnel	3	
	d.	Water Filters/Security personnel	1	
	e.	Dispenser/Dispensary/Fire hozers/ security CCTV/Water Filters/weapon-ed security personnel	4 ✓	
1.9		<b>Proactive IMCs/ Industrial representation</b>	<b>4</b>	Provide documentary evidence
	a.	Notified but Inactive	2	
	b.	No IMCs exist	0	
	c.	Active & fully Functional IMCs	4 ✓	
2.0		<b>Continuous Evaluation Assessment</b>	<b>4</b>	Provide documentary evidence
	a.	Quarterly	2	
	b.	Yearly	1	
	c.	External mechanism only	0	
	d.	Monthly	3	
	e.	Fortnightly	4 ✓	
2.1		<b>Continuous Quality improvement</b>	<b>4</b>	Provide documentary evidence
	a.	Less defined system	2	
	b.	Not defined but committed	0	
	c.	FortnightlyQuality Manual, Quality Policy/SoPs/ToRs/Committees IMCs/Parent teacher Meetings	4	
	d.	Effective feedback system with Fortnightly Meetings with Minutes/follow-up actions	3 ✓	
<b>Total for General Parameter (Section-D)</b>			<b>68</b>	

## OTHER FACILITIES

Attributes (if “yes” then attached documentary evidences)	Yes / No	Write 1 for YES & 0 for NO
Does the institute have any Linkages with the local/national/international industry?	Yes	
Is there Orientation/Counseling/ Job Placement Services available in the institute?	Yes	
Is there any trainer’ evaluation assessment (feedback)/ /ToT/Enhancement system in the institute?	Yes	
Does the institute have any mechanism for professional /career development of staff?	Yes	
Whether accounts of the institute are audited by qualified auditors or firm?	No	
International accreditation or any distinction/ award/acquired by the institute?	No	
Are the training program and objectives/lesson planes with outcomes are well defined?	Yes	
Are the sports (Indoor-out-door games)/Hostel facilities Available?	No	
Is there transport facility for student & Staff (Owned/hired) available at the institute?	No	
Is there Library / book bank (E-Library, Multi-Media lectures)facility available?	Yes	



**Section-E**

**ASSESSMENT OF INSTITUTE/ENTITY/INDUSTRY/UNIVERSITY**  
**RELEVANT BOX TO BE TICKED BY THE INSTITUTE/ENTITY**  
**MAY BE COUNTERCHECKED BY NAVTTC**

**Advance Web Application Development**

Sr #	ATTRIBUTES		MAX./ OBTAINED RATING	REMARKS
2.2		<b>Lab/Workshop (Trade-wise)</b>	<b>4</b>	Provide documentary evidence
	a.	Up to date Labs / workshops (List of tools & equipment with allied facilities are to be attached)	4 ✓	
	b.	Traditional Labs / workshops (Dedicated/List)	3	
	c.	Sufficient Labs / workshops (To some extent)	2	
	d.	Insufficient Labs /workshops	1	
2.3		<b>Lab/Workshop (Trade-wise)</b>	<b>4</b>	Provide documentary evidence
	a.	State of the art /Functional equipment & machinery	4 ✓	
	b.	Sufficient (as per requirement)/Functional	3	
	c.	Insufficient & Partially Functional	2	
	d.	Rare facilities (Equipment machinery may be assessed in purview of latest market technological updations)	1	
2.4		<b>Lab/Workshop (Trade-wise)</b>	<b>4</b>	Provide documentary evidence
	a.	Qualification of an instructor (B.E/B.Tech/ Bachelor or above qualification in relevant area)	4 ✓	
	b.	Qualification of instructor (Intermediate/D.A.E& formal certification in relevant areas)	3	
	c.	Qualification of instructor (Formally certified by competent forum i.e. NAVTTC or TEVTAs/As per SoPs)	2	
	d.	Informally trained & experienced instructor	1	
2.5		<b>Lab/Workshop (Trade-wise)</b>	<b>4</b>	Provide documentary evidence
	a.	NAVTTC/NTB/Provincial TEVTA curricula adopted	4 ✓	
	b.	TTB/Provincial TVET curricula adopted	3	
	c.	Customized curricula adopted (Need clarification)	2	
	d.	Self-designed Curricula, endorsement by TEVTA/NAVTTC	1	
	e.	Self designed Curricula with no endorsement	0	
2.6		<b>Lab/Workshop (Trade-wise)</b>	<b>4</b>	Provide documentary evidence
	a.	Teaching/Training -5 yrs or more Job experience	4 ✓	
	b.	Teaching/Training -3-5 yrs Job experience	3	
	c.	Teaching/Training - 1-2 yrs Job experience	2	
	d.	Teaching/Training – 6-11 months Job experience	1	
2.7		<b>Lab/Workshop (Trade-wise)</b>	<b>4</b>	Provide documentary evidence
	a.	Formally certified & 5 yrs or more relevant experience	4 ✓	
	b.	Formally certified & 3-4 years relevant job experience	3	
	c.	No certification but 03 yrs or more experience	2	
	d.	No formal certification but 1 to 2 yrs job experience	1	

Sr #	ATTRIBUTES		MAX./ OBTAINED RATING	REMARKS
2.8		<b>Lab/Workshop (Trade-wise)</b>	<b>4</b>	Provide documentary evidence
	a.	20:1	4	
	b.	21-24:1	3 ✓	
	c.	24-28:1	2	
	d.	29-35 :1	1	
	e.	36 or more : 1	0	
<b>Total for General Parameter (Section-E)</b>			<b>28</b>	

### Amazon Virtual Assistant

Sr #	ATTRIBUTES		MAX./OBTAINED RATING	REMARKS
2.9		<b>Lab/Workshop (Trade-wise)</b>	<b>4</b>	Provide documentary evidence
	a.	Up to date Labs / workshops (List of tools & equipment with allied facilities are to be attached)	4 ✓	
	b.	Traditional Labs / workshops (Dedicated/List)	3	
	c.	Sufficient Labs / workshops (To some extent)	2	
	d.	Insufficient Labs /workshops	1	
3.0		<b>Lab/Workshop (Trade-wise)</b>	<b>4</b>	Provide documentary evidence
	a.	State of the art /Functional equipment & machinery	4 ✓	
	b.	Sufficient (as per requirement)/Functional	3	
	c.	Insufficient & Partially Functional	2	
	d.	Rare facilities (Equipment machinery may be assessed in purview of latest market technological updations)	1	
3.1		<b>Lab/Workshop (Trade-wise)</b>	<b>4</b>	Provide documentary evidence
	a.	Qualification of an instructor (B.E/B.Tech/ Bachelor or above qualification in relevant area)	4 ✓	
	b.	Qualification of instructor (Intermediate/D.A.E& formal certification in relevant areas)	3	
	c.	Qualification of instructor (Formally certified by competent forum i.e. NAVTTC or TEVTAs/As per SoPs)	2	
	d.	Informally trained & experienced instructor	1	
3.2		<b>Lab/Workshop (Trade-wise)</b>	<b>4</b>	Provide documentary evidence
	a.	NAVTTC/NTB/Provincial TEVTA curricula adopted	4 ✓	
	b.	TTB/Provincial TVET curricula adopted	3	
	c.	Customized curricula adopted (Need clarification)	2	
	d.	Self-designed Curricula, endorsement by TEVTA/NAVTTC	1	
	e.	Self designed Curricula with no endorsement	0	
3.3		<b>Lab/Workshop (Trade-wise)</b>	<b>4</b>	Provide documentary evidence
	a.	Teaching/Training -5 yrs or more Job experience	4 ✓	
	b.	Teaching/Training -3-5 yrs Job experience	3	
	c.	Teaching/Training - 1-2 yrs Job experience	2	
	d.	Teaching/Training – 6-11 months Job experience	1	
3.4		<b>Lab/Workshop (Trade-wise)</b>	<b>4</b>	Provide documentary evidence
	a.	Formally certified &5 yrs or more relevant experience	4 ✓	
	b.	Formally certified & 3-4 years relevant job experience	3	
	c.	No certification but 03 yrs or more experience	2	
	d.	No formal certification but 1 to 2 yrs job experience	1	
3.5		<b>Lab/Workshop (Trade-wise)</b>	<b>4</b>	Provide documentary evidence
	a.	20:1	4	
	b.	21-24:1	3 ✓	
	c.	24-28:1	2	
	d.	29-35 :1	1	
	e.	36 or more : 1	0	
<b>Total for General Parameter (Section-E)</b>			<b>28</b>	

**Certificate in Office Management (Computer Applications and Official correspondence etc.)**

Sr #	ATTRIBUTES		MAX./OBTAINED RATING	REMARKS
3.6		<b>Lab/Workshop (Trade-wise)</b>	<b>4</b>	Provide documentary evidence
	a.	Up to date Labs / workshops (List of tools & equipment with allied facilities are to be attached)	4 ✓	
	b.	Traditional Labs / workshops (Dedicated/List)	3	
	c.	Sufficient Labs / workshops (To some extent)	2	
	d.	Insufficient Labs /workshops	1	
3.7		<b>Lab/Workshop (Trade-wise)</b>	<b>4</b>	Provide documentary evidence
	a.	State of the art /Functional equipment & machinery	4 ✓	
	b.	Sufficient (as per requirement)/Functional	3	
	c.	Insufficient & Partially Functional	2	
	d.	Rare facilities (Equipment machinery may be assessed in purview of latest market technological updations)	1	
3.8		<b>Lab/Workshop (Trade-wise)</b>	<b>4</b>	Provide documentary evidence
	a.	Qualification of an instructor (B.E/B.Tech/ Bachelor or above qualification in relevant area)	4 ✓	
	b.	Qualification of instructor (Intermediate/D.A.E& formal certification in relevant areas)	3	
	c.	Qualification of instructor (Formally certified by competent forum i.e. NAVTTC or TEVTAs/As per SoPs)	2	
	d.	Informally trained & experienced instructor	1	
3.9		<b>Lab/Workshop (Trade-wise)</b>	<b>4</b>	Provide documentary evidence
	a.	NAVTTC/NTB/Provincial TEVTA curricula adopted	4 ✓	
	b.	TTB/Provincial TVET curricula adopted	3	
	c.	Customized curricula adopted (Need clarification)	2	
	d.	Self-designed Curricula, endorsement by TEVTA/NAVTTC	1	
	e.	Self designed Curricula with no endorsement	0	
4.0		<b>Lab/Workshop (Trade-wise)</b>	<b>4</b>	Provide documentary evidence
	a.	Teaching/Training -5 yrs or more Job experience	4 ✓	
	b.	Teaching/Training -3-5 yrs Job experience	3	
	c.	Teaching/Training - 1-2 yrs Job experience	2	
	d.	Teaching/Training – 6-11 months Job experience	1	
4.1		<b>Lab/Workshop (Trade-wise)</b>	<b>4</b>	Provide documentary evidence
	a.	Formally certified &5 yrs or more relevant experience	4 ✓	
	b.	Formally certified & 3-4 years relevant job experience	3	
	c.	No certification but 03 yrs or more experience	2	
	d.	No formal certification but 1 to 2 yrs job experience	1	
4.2		<b>Lab/Workshop (Trade-wise)</b>	<b>4</b>	Provide documentary evidence
	a.	20:1	4	
	b.	21-24:1	3 ✓	
	c.	24-28:1	2	
	d.	29-35 :1	1	
	e.	36 or more : 1	0	
<b>Total for General Parameter (Section-E)</b>			<b>28</b>	

## E-commerce

Sr #	ATTRIBUTES		MAX./OBTAINED RATING	REMARKS
4.3		<b>Lab/Workshop (Trade-wise)</b>	<b>4</b>	Provide documentary evidence
	a.	Up to date Labs / workshops (List of tools & equipment with allied facilities are to be attached)	4 ✓	
	b.	Traditional Labs / workshops (Dedicated/List)	3	
	c.	Sufficient Labs / workshops (To some extent)	2	
	d.	Insufficient Labs /workshops	1	
4.4		<b>Lab/Workshop (Trade-wise)</b>	<b>4</b>	Provide documentary evidence
	a.	State of the art /Functional equipment & machinery	4 ✓	
	b.	Sufficient (as per requirement)/Functional	3	
	c.	Insufficient & Partially Functional	2	
	d.	Rare facilities (Equipment machinery may be assessed in purview of latest market technological updations)	1	
4.5		<b>Lab/Workshop (Trade-wise)</b>	<b>4</b>	Provide documentary evidence
	a.	Qualification of an instructor (B.E/B.Tech/ Bachelor or above qualification in relevant area)	4 ✓	
	b.	Qualification of instructor (Intermediate/D.A.E& formal certification in relevant areas)	3	
	c.	Qualification of instructor (Formally certified by competent forum i.e. NAVTTC or TEVTAs/As per SoPs)	2	
	d.	Informally trained & experienced instructor	1	
4.6		<b>Lab/Workshop (Trade-wise)</b>	<b>4</b>	Provide documentary evidence
	a.	NAVTTC/NTB/Provincial TEVTA curricula adopted	4 ✓	
	b.	TTB/Provincial TVET curricula adopted	3	
	c.	Customized curricula adopted (Need clarification)	2	
	d.	Self-designed Curricula, endorsement by TEVTA/NAVTTC	1	
	e.	Self designed Curricula with no endorsement	0	
4.7		<b>Lab/Workshop (Trade-wise)</b>	<b>4</b>	Provide documentary evidence
	a.	Teaching/Training -5 yrs or more Job experience	4 ✓	
	b.	Teaching/Training -3-5 yrs Job experience	3	
	c.	Teaching/Training - 1-2 yrs Job experience	2	
	d.	Teaching/Training – 6-11 months Job experience	1	
4.8		<b>Lab/Workshop (Trade-wise)</b>	<b>4</b>	Provide documentary evidence
	a.	Formally certified &5 yrs or more relevant experience	4 ✓	
	b.	Formally certified & 3-4 years relevant job experience	3	
	c.	No certification but 03 yrs or more experience	2	
	d.	No formal certification but 1 to 2 yrs job experience	1	
4.9		<b>Lab/Workshop (Trade-wise)</b>	<b>4</b>	Provide documentary evidence
	a.	20:1	4	
	b.	21-24:1	3 ✓	
	c.	24-28:1	2	
	d.	29-35 :1	1	
	e.	36 or more : 1	0	
<b>Total for General Parameter (Section-E)</b>			<b>28</b>	

## Web and graphic Designing

Sr #	ATTRIBUTES		MAX./OBTAINED RATING	REMARKS
5.0		<b>Lab/Workshop (Trade-wise)</b>	<b>4</b>	Provide documentary evidence
	a.	Up to date Labs / workshops (List of tools & equipment with allied facilities are to be attached)	4 ✓	
	b.	Traditional Labs / workshops (Dedicated/List)	3	
	c.	Sufficient Labs / workshops (To some extent)	2	
	d.	Insufficient Labs /workshops	1	
5.1		<b>Lab/Workshop (Trade-wise)</b>	<b>4</b>	Provide documentary evidence
	a.	State of the art /Functional equipment & machinery	4 ✓	
	b.	Sufficient (as per requirement)/Functional	3	
	c.	Insufficient & Partially Functional	2	
	d.	Rare facilities (Equipment machinery may be assessed in purview of latest market technological updations)	1	
5.2		<b>Lab/Workshop (Trade-wise)</b>	<b>4</b>	Provide documentary evidence
	a.	Qualification of an instructor (B.E/B.Tech/ Bachelor or above qualification in relevant area)	4 ✓	
	b.	Qualification of instructor (Intermediate/D.A.E& formal certification in relevant areas)	3	
	c.	Qualification of instructor (Formally certified by competent forum i.e. NAVTTC or TEVTAs/As per SoPs)	2	
	d.	Informally trained & experienced instructor	1	
5.3		<b>Lab/Workshop (Trade-wise)</b>	<b>4</b>	Provide documentary evidence
	a.	NAVTTC/NTB/Provincial TEVTA curricula adopted	4 ✓	
	b.	TTB/Provincial TVET curricula adopted	3	
	c.	Customized curricula adopted (Need clarification)	2	
	d.	Self-designed Curricula, endorsement by TEVTA/NAVTTC	1	
	e.	Self designed Curricula with no endorsement	0	
5.4		<b>Lab/Workshop (Trade-wise)</b>	<b>4</b>	Provide documentary evidence
	a.	Teaching/Training -5 yrs or more Job experience	4 ✓	
	b.	Teaching/Training -3-5 yrs Job experience	3	
	c.	Teaching/Training - 1-2 yrs Job experience	2	
	d.	Teaching/Training – 6-11 months Job experience	1	
5.5		<b>Lab/Workshop (Trade-wise)</b>	<b>4</b>	Provide documentary evidence
	a.	Formally certified &5 yrs or more relevant experience	4 ✓	
	b.	Formally certified & 3-4 years relevant job experience	3	
	c.	No certification but 03 yrs or more experience	2	
	d.	No formal certification but 1 to 2 yrs job experience	1	
5.6		<b>Lab/Workshop (Trade-wise)</b>	<b>4</b>	Provide documentary evidence
	a.	20:1	4	
	b.	21-24:1	3 ✓	
	c.	24-28:1	2	
	d.	29-35 :1	1	
	e.	36 or more : 1	0	
<b>Total for General Parameter (Section-E)</b>			<b>28</b>	

- *Institutes in developed areas will not be given preference for conventional trades.*
- *crutiny committees (Regional) - ToRs*
- *03 stage evaluation: (step 1 Scrutiny committee) Step-2 presentation by Regions Step 3 Review by NAVTTC HQs – if deemed necessary by NAVTTC HQs)*
- *Visit (01 day regional briefings)*
- *Committee ToRs and checklists*
- *New Institutes/Joint Ventures of reputed entities with potential will be given due weightage to increase national capacity forTVET*

## Section-F

### MANDATORY REQUIREMENTS

- *All applicant Institutes /universities/Entities are required to furnish hard copies of documentary evidence against claimed attributes in support of the application to be submitted in regional offices.*
- *Any Institute/entity/Industry is eligible to apply for a training program that meets NAVTTC criteria of Accreditation*
- *Institute/Industry/entity will submit a comprehensive project proposal encompassing all technical & financial details on the given proforma*
- *Institute/Industry will provide the detailed mapping of potential employment/self-employment prospects for enrolled youth in the market their Job placement, induction plan*
- *Institute/Industry will provide the documentary evidence for demand analysis and their past contribution for the relevant sector in terms of employed/self-employed youth through tracer study*
- *Institute should have Job Placement and Career Counselling Cells*
- *The grading of the institute shall be determined by NAVTTC's prescribed SoPs based on the technical capacity of an institute and the trades being offered*
- *NAVTTC's Accreditation-based Assessment criteria for institutes/Industry encompasses the following performance areas. The mechanism of institute rating and categorization can be revised/updated at the execution stage to make it more proficient and aligned with the needs of job market*
- *01 proforma for General Parameters and the technical parameters may be filled trade-wise.*
- *A committee will be constituted at the respective Regional Offices level to carry out the assessment of institutes for rating categorization. The Committee may be flexible while scoring the institute in less developed areas of the country.*
- *• The rating against assessment must be undertaken as a = Maximum , d= Minimum, e = 0 (A=\_\_\_\_, B=\_\_\_\_, C=\_\_\_\_,D=\_\_\_\_,E=\_\_\_\_)*

General Parameters (Section-D)	Technical Parameters (Trade specific)(Section-E)
<ul style="list-style-type: none"><li>• Accreditation/Registration/affiliation.</li><li>• Infrastructure, Type of building/ Training unit (Hired, owned)</li><li>• No. of classrooms/Training unit</li><li>• Management (Governance, Curricula, Linkage, Enrollment).</li><li>• Financial sustainability/mode of funding (Govt, PPP, NGO, Fee charging, etc)</li><li>• Trades offered in the institute/Industrial requirement.</li><li>• Teaching &amp; Non-teaching staff/Trainer</li><li>• Employability of graduates/Apprenticeship</li><li>• Health &amp; Safety Regulation</li><li>• Proactive IMC/Industrial representation</li><li>• Continuous Evaluation Assessment</li><li>• Reputation</li></ul>	<ul style="list-style-type: none"><li>• No. of Labs/workshops (Trade-wise)</li><li>• Curricula adopted</li><li>• Quality of Equipment/machinery</li><li>• Qualification of instructor</li><li>• Qualification relevancy</li><li>• Instructor's job experience</li><li>• Trainee-teacher ratio</li><li>• Annual Pass-outs</li><li>• Past Performance</li></ul>

**Note:** Please tick the exact/suitable category (a,b,c,d or e) and encircle the weightage given at right side accordingly whereas, documentary pieces of evidence are required to be attached while selecting category A, B & C



**Section-G**

**Assessment Criteria for Technical & Vocational Training**

**Institutes/Industry/Entity/University**

**Information about the Institute**

Name of Institute:

Hope Vocational Training Institute

Name of Head of Institute& Focal Person:

Muhammad Usman

Postal Address:

Near Nadra Mega Center GT Road Gujranwala

Tehsil: Gujranwala District: Gujranwala Division: Gujranwala

Year of Establishment: 2021 Type of Institute(Public/Private/Other): Private

**Acknowledgement**

I hereby acknowledge everything on this application to be accurate and true.

Signature & Stamp: \_\_\_\_\_

Name: \_\_\_\_\_

Date of signature: \_\_\_\_\_

**For official use only**

Grading of institute:

\_\_\_\_\_

Rating obtained:

\_\_\_\_\_