**Council for Technical Education and Vocational Training**

**Technical Division**

Sanothimi, Bhaktapur

**A. Guidelines for Annual Report Preparation– 2020**

**1. Current Status of School/Institute**

1.1 Academic Programs

1.1.1 FY 2075/076 achievements & target based on program (YPO)

1.1.2 Number of programs – Diploma/PCL, TSLC

1.2.3 Total Graduates to till date (by gender and ethnicity breakdown)

1.2.4 Employment status of the graduates.

1.2 Vocational Training Programs

1.2.1 Number of Trainees/Graduates in each Trades

1.2.2 Trade wise total graduates to till date (by gender and ethnicity breakdown)

1.3 Human Resource

1.3.1 Status of Instructional and Administrative Staffs

1.3.2 HRD (Training & Study): Details of Training, Exposure visits for last 5 years

1.3.3 Staff Work load status

1.4 Infrastructure & Properties ( with added building and/or properties in the last FY 2075/076)

1.5 Financial Status

1.5.1 Progress Report

1.5.2 Proposed and Current Budget

1.5.3 Beruju status

**2. Major Issues and Challenges**

**3. Opportunities and Future Programs**

**4. Conclusion and Recommendations**

**5. Annexes**

**-------------------------------------------------------------------------------------------------------------------------------**

**B. Guidelines for Presentation – 2020 follow the PowerPoint template (Presentation.pppt)**

1. Progress of running achievements/activities of FY 2075/076

a. Achievement*s (Enrollment Capacity, Enrolled number, Learner achievement (success rate) and dropout rate)*

b. OJT Placement (Short courses – long course) list of main OJT provider

c. Employment Report

2. Major Issues/Challenges for effective delivery of the programs

3. Initiations taken to resolve the issues/challenges

4. Future directions

a. Income generation

b. Sustainability activities

5. Recommendations

**Note:**

* *Presentation time - 15 Minutes (5 Minute Presentation & 10 Minute interaction)*

**Annex A**: Brief progress review of school strategic plan (not more than 2 pages)

**Annnex1: School Facilities, Services and Environment**

|  |  |  |  |
| --- | --- | --- | --- |
| Area | Details | Number | **Status** |
| Facilities and Services | Land |  |  |
| Buildings |  |  |
| Class Rooms |  |  |
| Laboratory |  |  |
| Workshops |  |  |
| Instructors Rooms |  |  |
| Library |  |  |
| Drinking Water |  |  |
| Toilet /Bathroom |  |  |
| *Add more* |  |  |
|  |  |  |
| Human Resources | Approved Darbandi |  |  |
| Permanent Instructors |  |  |
| Permanent Admin Staff |  |  |
| Deputation staff |  |  |
| Contracted Instructors |  |  |
| Contracted Admin staffs |  |  |
| Part time instructors |  |  |
| Support staffs |  |  |
|  | *Add more* |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Annex 2 Approved TSLC and 3 years Program details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sn | Program( TSLC, Diploma Certificate) | Approved Seat(**quota** ) | 2076 Enrolled Number | Remarks |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Total School open Days:**

**Total Class delivered Days:**

**Class delivered percentage:**

**Annex 3: Three years comparative students’ achievement details *(Please provide first year students achievement data for newly operated program)***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Program TSLC/Diploma | 2073 | | 2074 | | 2075 | | Total | |
| Exam appear students | Pass Students | Exam appear student | Pass Students | Exam appear student | Pass Students | Exam appear student | Pass Students |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**Annex4 Students Information (TSLC and Diploma)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sn** | **Trade** | **Year** | **Dalit** | | **Adibasi/Janjati** | | **Madhesi** | | **Others** | | **Total** | | **Grand Total** |
| **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** |  |
|  |  | 1 |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 2 |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 3 |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Annex5 Student Information professional and short term course (3 months to one year)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sn** | **Trade** | **Year** | **Dalit** | | **Adibasi/Janjati** | | **Madhesi** | | **Others** | | **Total** | | **Grand Total** |
| **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Annex :6 Number of quota, Scholarship and tuition fee students**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SN** | **Trade** | **Quota** | | | **Scholarship** | | | **Fee paying** | | |
| M | F | Total | M | F | Total | M | F | Total |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

**Annex 6: Human Resource Information**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **SN** | **Name** | **Age** | **Position** | **Qualification** | **Major subject** | **Experience** | **Remarks** |
|  |  |  | Principal |  |  |  |  |
|  |  |  | Vice Principal Admin |  |  |  |  |
|  |  |  | Vice Principal Teaching |  |  |  |  |
|  |  |  | Trade/Department |  |  |  |  |
|  |  |  | Trade/Department |  |  |  |  |
|  |  |  | Trade/Department |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  | Permanent instructor |  |  |  |  |
|  |  |  | Assistant instructor |  |  |  |  |
|  |  |  | Teaching Aid |  |  |  |  |
|  |  |  | Part time Instructor |  |  |  |  |
|  |  |  | General Administrative staff |  |  |  |  |
|  |  |  | Temporary staff |  |  |  |  |
|  |  |  | Volunteers |  |  |  |  |