

Council for Technical Education and Vocational Training
Technical Division
Sanothimi, Bhaktapur

A. Guidelines for Annual Report Preparation – 2018

1. Current Status of School/Institute

1.1 Academic Programs

1.1.1 FY 2074/075 achievements & target based on program (YPO)

1.1.2 Number of programs – Diploma/PCL, TSLC

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

1.1.4 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 2074/075)

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 – 2018

1. Progress of running achievements/activities of FY 2074/075

a. Achievements

b. OJT

c. Placement and Counseling

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)*