

**Department of Workforce Planning and Skills Development (DWPSD)**  
**Ministry of Education and Skills Development (MoESD)**

**COMMON MINIMUM FACILITY GUIDE (CMFG) FOR TVET INSTITUTES**  
**Approved in July 2024**

## **1. Introduction**

The Common Minimum Facility Guide (CMFG) has been developed to establish a standardized guideline for essential infrastructure and resources. The CMFG aims to create a level playing field for all TVET institutes under the direct administration of the Department of Workforce Planning and Skills Development (DWPSD), thereby enhancing the quality of TVET training provided in these institutes. The CMFG will be reviewed on a periodic basis to ensure its relevance and effectiveness in meeting evolving infrastructure standards, technological progress, and best practices.

The CMFG is designed to serve as a comprehensive framework that outlines the fundamental facilities necessary for the optimal functioning of TVET institutes. These facilities encompass a wide range of aspects, including classrooms, laboratories, workshops, equipment, and support services. By setting minimum standards for each of these components, the guide ensures that all TVET institutions have access to resources essential for delivering high-quality TVET training. Moreover, the CMFG takes into account the diverse needs and contexts of different institutes, allowing for flexibility while maintaining consistency in standards.

## **2. Objectives**

- **Standardization:** Establish uniform standards for essential facilities and resources across all TVET institutes to ensure consistency and quality in vocational education delivery.
- **Equity:** Reduce disparities among TVET institutes by providing equal access to fundamental infrastructure and resources, regardless of geographical location or size of the institution.
- **Quality Enhancement:** Enhance the quality of vocational education and training programs by ensuring that all institutes meet minimum requirements for facilities, equipment, and support services.
- **Industry Alignment:** Align TVET facilities with industry needs and standards to ensure that graduates are equipped with relevant skills and knowledge demanded by the job market.
- **Efficiency:** Optimize resource utilization and operational efficiency within TVET institutes by defining clear guidelines for facility planning, maintenance, and management.
- **Flexibility:** Provide flexibility within the CMFG framework to accommodate diverse regional contexts, technological advancements, and evolving industry trends while maintaining core standards.

- Continuous Improvement: Establish mechanisms for ongoing evaluation, feedback, and revision of the CMFG to adapt to changing educational landscapes and emerging industry requirements.
- Universal Access: Basic facilities are universally accessible to all individuals.

The CMFG is grouped into nine categories:

1. Training Facilities
2. Internet Connection
3. WASH (Water, sanitation, and hygiene)
4. Games and sports facilities
5. Health Facilities
6. Boarding Facilities (trainees)
7. Housing for Staff
8. Administrative facilities
9. Other facilities

All infrastructure and facilities within the institute premises should have the following features:

- Reliable internet connectivity.
- Accessibility including for those with disabilities.
- Safety features such as emergency exits should be marked in facilities such as classrooms, hostels, dining hall, training workshops, staff rooms, and other facilities.
- Functioning/accessible fire extinguishers should be placed at all strategic and critical points/places.
- Appropriate cooling/heating facilities/building materials as per the climatic condition of the place.
- Proper signboard and direction.

SN	FACILITIES	TVET INSTITUTIONS
<b>TRAINING FACILITIES</b>		
1	Classroom	<ul style="list-style-type: none"> <li>● A minimum of 1.5 sqm per trainee</li> <li>● Accommodate a minimum of 20 trainees</li> <li>● Flooring and ceiling as per the climatic condition of the place</li> <li>● Dust-free and ventilated</li> <li>● Good lighting facilities</li> <li>● Standard and quality chairs with load-bearing capacity and strength</li> <li>● Standard and quality tables with load-bearing capacity and strength</li> <li>● A separate chair and table for the trainer</li> <li>● White Board/Green Board/Interactive board (a minimum of two classrooms should be equipped with interactive/smart board)</li> <li>● One bookshelf</li> <li>● Pigeon holes or storage shelf for 20 trainees</li> <li>● First aid box</li> </ul>
2	Library	<ul style="list-style-type: none"> <li>● The library should be a size of at least 3 classrooms (1.5 sqm x 20 x 3)</li> <li>● Trainee-to-book title ratio of 1:20</li> <li>● Minimum of ten desktop computers (8-16 GB RAM) connected to the internet and with ebooks/online resources</li> <li>● Standard and quality reading tables and chairs to accommodate at least 20 trainees</li> <li>● Heavy-duty photocopier with provision of printing</li> </ul>
3	Counselling room	<ul style="list-style-type: none"> <li>● Room size of at least 10 sqm</li> <li>● Comfortable seating (Desks, chairs/sofas)</li> <li>● Calming decor and soft lighting</li> <li>● Soundproofing</li> <li>● A lockable cupboard to securely keep confidential documents</li> </ul>

4	Training Workshop	<ul style="list-style-type: none"> <li>● A minimum of 2.25 sqm per trainee</li> <li>● Accommodate a minimum of 20 trainees</li> <li>● Exhaust hoods, air filters, and other ventilation systems</li> <li>● A dedicated shelf for tools and equipment</li> <li>● Tools and equipment as per the curriculum</li> <li>● Storage space for chemicals, reagents, and other hazardous materials, with clear labelling and safety protocols</li> <li>● Industry relevant workshop tables and chairs</li> <li>● Proper lighting and electrical plug points</li> <li>● Acoustic insulation to reduce noise produced while using machines</li> <li>● White Board/Green Board</li> <li>● First aid box</li> <li>● A separate space with a table and chair for trainer</li> </ul>
5	Computer Laboratory	<ul style="list-style-type: none"> <li>● A minimum of 1.5 sqm per trainee</li> <li>● Accommodate a minimum of 20 trainees</li> <li>● 20 desktop computers (8-16 GB RAM)</li> <li>● Computer station desk and chairs</li> <li>● One printer</li> <li>● Sufficient electrical outlets for computers and other devices</li> <li>● Workstation with table and chair for trainer/lab assistant</li> </ul>
6	Lecture Theater	<ul style="list-style-type: none"> <li>● Adequate seating capacity for at least 50 trainees</li> <li>● Podium for speaker</li> <li>● Audio system with microphone for amplification</li> <li>● Projector and screen for presentations</li> <li>● Whiteboard or green board for writing notes</li> <li>● Adequate lighting for clear visibility</li> <li>● Sufficient electrical outlets for charging laptops, tablets, and other devices</li> <li>● Secure storage space for equipment, materials, and personal belongings</li> <li>● Workstation with table and chair for trainer</li> </ul>

7	Multi-purpose Hall	<ul style="list-style-type: none"> <li>● The size of MP Hall size should be as follows: <ul style="list-style-type: none"> <li>○ Less than 100 trainees: 80 sqm</li> <li>○ 100 to 499 trainees: 200 sqm</li> <li>○ 500 to 999 trainees: 400 sqm</li> <li>○ 1000+ trainees: 800 sqm</li> </ul> </li> <li>● A detachable/collapsible stage for performance</li> <li>● A podium</li> <li>● Adequate and quality stackable chairs</li> <li>● Quality sound system</li> <li>● Proper lighting system</li> <li>● Separate changing rooms for boys and girls</li> <li>● Separate washrooms for boys and girls</li> </ul>
<b>INTERNET CONNECTION</b>		
1	Reliable Internet Connection	<ul style="list-style-type: none"> <li>● Minimum speed is at least 50 to 100 Mbps</li> <li>● Sufficient bandwidth to support users</li> <li>● Network secured with firewalls, anti-virus, and anti-malware software, and other security measures to protect against cyber threats</li> <li>● Sufficient wireless/wi-fi coverage on the institute campus</li> </ul>
2	Server	<ul style="list-style-type: none"> <li>● Minimum specification: multi-core processor, 8-16 GB RAM, and 1 TB storage</li> <li>● A secured and separate server room</li> <li>● Cooling system to regulate temperature effectively</li> <li>● Reliable power supply with backup supply such as uninterruptible power supplies (UPS) or generators</li> <li>● Lightning arrester</li> </ul>
<b>WASH (Water, Sanitation and Hygiene)</b>		
1	Toilets	<ul style="list-style-type: none"> <li>● Conveniently located, separate for girls and boys, and accessible to all trainees</li> <li>● Toilet to trainee ratio: 1:20 for boys and 1:15 for girls</li> <li>● Spacious, well-ventilated, slip-resistant flooring and handrails installed</li> <li>● A mirror for grooming</li> </ul>
2	Handwashing facilities	<ul style="list-style-type: none"> <li>● One handwashing facility for every 20 to 25 trainees</li> <li>● Located conveniently and accessible to all trainees</li> <li>● Set up near MP Hall, training workshop, kitchen, toilets, dining hall and other strategic areas</li> </ul>
3	Safe Drinking water	<ul style="list-style-type: none"> <li>● Access to 1-3 litres per trainee according to the occupancy type</li> <li>● Proper water filtration system in place</li> <li>● Water filters for warm/hot water (Dispenser)</li> </ul>

		<ul style="list-style-type: none"> <li>● Set up near MP Hall, training workshop, kitchen, toilets, and other strategic areas</li> </ul>
4	Water supply	<ul style="list-style-type: none"> <li>● High quality and safe for consumption</li> <li>● One drinking tap or dispenser for every 20 to 25 trainees</li> <li>● Sky hydrant to be installed for drinking purposes</li> <li>● The water tank size: 120 litres per trainee per day</li> </ul>
<b>GAMES AND SPORTS FACILITIES</b>		
1	Game & Sports	<p>An institute should have at least three sports facilities:</p> <ul style="list-style-type: none"> <li>● Football/ futsal ground (natural/artificial/hybrid turf)</li> <li>● Basketball court</li> <li>● Volleyball court</li> <li>● Table tennis room</li> <li>● Badminton court</li> <li>● Lawn Tennis</li> <li>● Gymnasium</li> </ul> <p>* An institute may use one multi-purpose ground (with suitable or vulcanized rubber athletic flooring) to cater to multiple games and sports.</p>
2	Sports Equipment	<p>Adequate supply based on the games and sports played</p> <ul style="list-style-type: none"> <li>● Football to trainee ratio of 1:30</li> <li>● Basketball to trainee ratio of 1:50</li> <li>● Volleyball to trainee ratio of 1:40</li> <li>● Table tennis set to trainee ratio of 1:20</li> <li>● Badminton set to trainee ratio of 1:20</li> <li>● Lawn tennis set to trainee ratio 1:50</li> </ul>
<b>HEALTH FACILITIES</b>		

1	Infirmary	<ul style="list-style-type: none"> <li>● Clinic/sick rooms with two beds and attached washroom for both boys and girls separately in an appropriate location</li> <li>● Well-lit with adequate ventilation and temperature control</li> <li>● Equipped with basic first aid supplies (Bandages, Antiseptic solution, gauze, pain reliever, BP monitor, thermometer etc.)</li> <li>● Stretcher for Emergency</li> </ul>
<b>BOARDING FACILITIES</b>		
1	Hostel	<ul style="list-style-type: none"> <li>● A minimum of 4.5 sqm per trainee</li> <li>● Room to trainee ratio of 1:8</li> <li>● Standard and quality bed, study table, chair, and cupboard for each trainee</li> <li>● Separate toilet facilities at the ratio of 1:8 for both boys and girls within hostel infrastructure</li> <li>● Separate shower/bathroom</li> <li>● Well-lit with adequate ventilation and temperature control</li> <li>● A separate recreational room with TV, internet connection, comfortable seating, and indoor games facilities</li> </ul>
2	Dining hall	<ul style="list-style-type: none"> <li>● A minimum of 1.0 sqm per trainee</li> <li>● Equipped with adequate and quality dining chairs and tables</li> <li>● Well-lit with adequate ventilation and temperature control</li> <li>● Designated space for food serving</li> <li>● Clear display of daily menu and dietary information</li> <li>● Plate and mug racks</li> <li>● Handwashing stations with running water</li> </ul>
3	Kitchen and Store	<ul style="list-style-type: none"> <li>● A minimum of 105 sqm</li> <li>● Appropriate ventilation and exhaust systems</li> <li>● Adequately equipped with electric cooking stoves and other cooking/serving utensils</li> <li>● Separate storage room for storing food items</li> <li>● Cold storage facilities</li> <li>● Separate washroom facilities for cooking staff</li> </ul>
<b>HOUSING FOR STAFF</b>		
1	Housing for staff	<ul style="list-style-type: none"> <li>● Head of Institute (HoI) - 3 BHK</li> <li>● Warden/Matron - 2 BHK</li> <li>● Support staff (security/cook/driver/cleaner) - 2 BHK</li> </ul>
<b>ADMINISTRATIVE FACILITIES</b>		

1	Head of Institute (HoI)	<ul style="list-style-type: none"> <li>• A room size of at least 25 sqm</li> <li>• Working table, chair, seating for visitors, and filing cabinets</li> <li>• Attached washroom</li> <li>• Up-to-date technologies like printer, and telephone,</li> </ul>
2	Administrative Office	<ul style="list-style-type: none"> <li>• Size of 4 sqm per person, including space for furniture like tables, chairs, and cabinets</li> <li>• Up-to-date technologies like printers and telephones</li> <li>• Pantry room with wash basin to prepare tea for staff and guests</li> <li>• The administrative office should have adequate space to house staff office, administrative office, International Student Unit (ISU), and other unit/division/department in the institute</li> </ul>
3	Conference room	<ul style="list-style-type: none"> <li>• Size of 40 sqm</li> <li>• With conference table and chairs</li> <li>• Equipped with screen/interactive board</li> </ul>
4	Toilets (Washrooms)	<ul style="list-style-type: none"> <li>• The toilet ratio: 1:10 for male and female</li> <li>• Accessible to trainers and staff including those with disabilities</li> <li>• Accessible and separate for both genders</li> </ul>
<b>OTHER FACILITIES</b>		
1	Drainage and sewer network system	<ul style="list-style-type: none"> <li>• Proper drainage and sewer network system</li> </ul>
2	Compound Lighting	<ul style="list-style-type: none"> <li>• All spaces in the institute should be well-lit</li> </ul>
3	Institute Bus	<ul style="list-style-type: none"> <li>• 22 seater bus</li> </ul>
4	Utility vehicle	<ul style="list-style-type: none"> <li>• At least one medium utility vehicle</li> <li>• At least one light utility vehicle</li> </ul>
5	Security guard station	<ul style="list-style-type: none"> <li>• At least 5 sqm</li> <li>• Equipped with table and chair</li> <li>• Telephone</li> <li>• Computer with access to CCTV camera</li> </ul>
6	Approach Road	<ul style="list-style-type: none"> <li>• Black-topped approach road connected to all institute facilities</li> </ul>
7	Disaster Management and OHS	<ul style="list-style-type: none"> <li>• Adequate and functional fire extinguishers in hostels, dining hall, training workshops, and all appropriate spaces</li> <li>• Fire hydrant in all critical locations</li> </ul>



8	CCTV (360 degrees)	<ul style="list-style-type: none"><li>● CCTV at strategic locations</li></ul>
9	Waste management	<ul style="list-style-type: none"><li>● Segregated waste disposals at strategic locations</li><li>● Waste disposal system for hazardous waste</li><li>● Proper wet waste management system</li></ul>
10	Greenery	<ul style="list-style-type: none"><li>● Flowers and trees within the institute campus depending on the vegetation of the location and space available</li></ul>