**MAUZE TR GRADING FORM – Instruction Sheet (PART A)**

**Introduction**

In order to supervise, monitor and control all activities of Mauze on a regular basis HQHB has developed a tool called Administrative Grading. Mauze Grading is an ongoing process after every regular interval as per the Idaarah directions. The primary objective of grading is to keep track of Mauze performance and compliance of the Mauze with the policies of HQHB. This serves as credentials that help in evaluating the performance of the mauze. The primary step to start a Mauze Grading process is to first collect the required data, scrutinize and then fill up the questionnaire listed in Grading Form.

**Key Terms used in the Grading Form**

**Grading Point No. –** It represents each point on which the Mauze is evaluated. There are total 43 grading points upon which a Mauze is evaluated under “Part A” of the Tijaarat Raabehah grading.

**Section** –The Tijaarat Raabehah grading is been bifurcated into 5 Sections.

1. Tijaarat Raabehah Awareness
2. Human Resource
3. Infrastructure
4. Administration
5. Services.

**Main Subject –** Main subject within a particular section upon which the Mauze is graded.

**Sub Subject –** These are sub-points under the main subject.

**Standard / Rule** - It lists down the Standard/Rule as statements/questions of T.R. grading pointers.

**Evaluation Guidelines** – To ensure that the Standard / Rule as stated in the Mauze are followed, evaluation guidelines provide directions to the coordinator as to what points or calculations needs to be done.

**Files to be checked** – These states which files need to be checked in order to answer the points stated in the Evaluation Checklist. Pick the listed files and look for the data stated in the evaluation guidelines. (In order to expedite the process, the coordinator can put a filter in this column and arrive at all the checklist questions that need to be addressed from a single file).

**Evaluation Checklist-** These are Rubric statements on basis of which the correct score should be entered in the Scores Achieved column.

**Standard Scores** – These are the highest scores given to each grading point if there is 100% compliance of standard (*currently the highest score is 5 and lowest for non-compliance is 1*).

**Scores Achieved** – These are the actual scores achieved by a Mauze in each grading point based on their evaluation of the standard. Coordinators to feed the score against each Standard/Rule in this field/box.

**Approval** – The coordinator and respective Team Lead should sign in the requisite box with his Name and Date.

**Special Remarks** – If any remarks or comments which needs to be highlighted should be mention in this field.

**Selection of Sample**

Since the number of activities during the year by the Mauze are high, it is not practically possible to go through all the files and arrive at a result. In such cases there is a need to pick up few files on a sample basis and arrive at a conclusion.

Some Criteria needs calculation of percentage of cases where the standard is followed, same can be done as follows:

* + - The number of cases where standard is appropriately followed = xx%

 Total number of cases picked up in the sample

**Steps for picking up samples**

**Step 1**: Co-coordinator should ask Mauze to provide a list of data as mentioned in the Evaluation Guidelines or File to be checked.

**Step 2:** From the list provided by Mauze, coordinator shall pick sample files based on the following rules:

* Sample data should consist of at least 20% of the entire data.
* Sample data should be stratified from the entire database, representing all possible cases and not concentrated on a particular period.
* Sampling is not required in case the data count is below 10

**Step 3**: Mail the list of sample files selected and need to be kept ready by the Mauze on his arrival.

**Way Forward –** Tijaarat Raabeha Grading “Part B” will be introduced in near future to track Mauze performance and compliance as per the TR Objectives. (Result Orient).