
	GOVERNMENT OF THE PUNJAB TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY 96-H, GULBERG II, LAHORE PHONE: 042-99263055-59 www.tevta.gop.pk	
	(OPERATIONS WING)	

NOTIFICATION

TEVTA / GM (OPS-II) /MOU/35-30 The Standard Operating Procedure (SOP) is hereby notified for conduct of 03 months Financial Markets Employability course in collaboration with Minds & Markets Inc. at TEVTA, Institutes.


No. even &

Dated: - 21 June, 2017.

**CHAIRPERSON
TEVTA**

C.C:

1. All General Managers, TEVTA
2. All the Deputy General Manager TEVTA Lahore
3. The Zonal Manager (Central), TEVTA Lahore
4. The District Managers Lahore with the request to forward the same to their respective institute's formation and compliance.
5. All Manager / Directors TEVTA, Lahore.
6. S.A to Chairperson TEVTA Secretariat.
7. P.S to C.O.O,TEVTA Secretariat


21/6/17
Manager (Operations-II)



STANDARD OPERATING PROCEDURE FOR

LAUNCH OF “FINANCIAL MARKETS EMPLOYABILITY” COURSE (3 MONTHS)

IN COLLABORATION WITH

MIND & MARKETS Inc.

TEVTA SECRETARIAT, 96-H, GULBERG-II, LAHORE
Website: www.tevta.gop.pk

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1. INTRODUCTION

In pursuance of the policy directions of the Government of the Punjab, TEVTA has launched FINANCIAL MARKETS EMPLOYABILITY course in collaboration with MIND AND MARKETS Inc. to provide skills for employability to the youth of Punjab. The course of FINANCIAL MARKETS EMPLOYABILITY program has been designed and launched to create job opportunities for the skilled youth of Punjab in financial sector. The target district in this phase is Lahore in 07 institutes of TEVTA.

2. SALIENT FEATURES OF PROGRAMME

To enhance the employment and business opportunities for the skilled youth, the program has following features:

- Minimum Qualification for admission is Intermediate or equivalent.
- Minimum age limit is 18 years.
- No fee will be charged.
- Registration fee will be paid/ provided by TEVTA.
- Training material (4-Books, 2DVDs and online portal access) will be provided
- No training expense will be charged from trainees.

3. TRAINING SCHEDULE

- Start of class from 08th May, 2017.

4. TRAINING PARAMETERS

1. Course Duration	3- Months
2. Institutional Training	3- Months
3. Total Training Hours	300- Hours
4. Average Daily Conduct Hours	3 Hours

5. TIMINGS

1. Morning	-	09:00 AM	to	12:00 PM
2. Evening	-	02:00 PM	to	05:00 PM

6. TRAINING VENUES			
S#	Name of Institute	Capacity	
		Morning	Evening
1.	GCT Railway Road Lahore	50	50
2.	GCT W Lytton Road Lahore	35 + 35 (two batches)	35 + 35 (two batches)
3.	GCT PGA	50+ 50 (two batches)	50 + 50 (two batches)
4.	GCT Raiwind Road Lahore	35	35
5.	GTTI Mughalpura Lahore	35	35
6.	GIET Lahore	50	50
7.	GTTI W, Township	35	35
Total		375	375

7. ADVERTISEMENT/ ADMISSION CAMPAIGN

A comprehensive and centralized media campaign will be launched by the TEVTA Secretariat, Lahore. However, a comprehensive media campaign at local level will be launched by the Principal/ HOIs by using local cable network, newspapers, FM Broadcast, Leaflets & Panflex banners and announcement in mosques etc. The expenditure on local campaign will be met from the regular Non-salary budge.

8. ADMISSION PROCEDURE

7.1) – The District Manager, TEVTA & Mind and Markets Inc. will be responsible jointly for the selection of trainees from the target group/eligible trainees. In case of excess demand, preference will be given to fresh graduates having the required minimum educational level and aptitude for the trade on a professional basis.

7.2) - Candidates must be encouraged, facilitated and guided by institute admission committee. Only a copy of educational certificate and copy of a valid CNIC/B-Form issued by NADRA must be obtained from trainees prior to admission to verify fulfillment of minimum entry qualification condition. A prescribed form (free of cost) will be provided to the applicants at the time of admission. There is no need of prospectus for the admission.

- Minimum age limit 18 years

7.2) - Selection of candidates shall be done on the recommendations of concerned admission committee on the basis of interview and further, District Manager concerned and M/S Mind and Markets Inc. will ensure that selection is done in a fair and objective manner.

7.3) - Following must be kept in view:

- Trainees must have a valid CNIC or B-Form.
- Trainees cannot be temporary or permanent employee of any institute / center
- No underage candidate shall be admitted.
- Students already enrolled in TEVTA institutions for other courses/studies will not be eligible for admission.
- Students once enrolled in one batch under this program shall not be eligible for any other batch of this program.

7.4) - The District Manager shall ensure to fulfill the admission target of respective district.

9. CURRICULUM AND TRAINING MANUALS

9.1 - Curriculum

The curricula will be provided by the Curriculum Section, Academics Wing of TEVTA Secretariat which has been developed/ customized in consultation with Mind and Markets Inc.

9.2 - Training and Learning Material

The M/S Mind and Markets Inc. shall be responsible for the provision of training and learning materials including books/manuals, stationery, consumables etc. to all the trainees as per the curriculum.

9.3 - Lesson Plan

Teacher will develop lesson plan to impart training effectively. Lesson plan must be available with teacher in folder at the time of lecture/ demonstration. The teacher must display weekly breakup of course contents in the class room as well.

10. OTHER ESSENTIAL TRAINING RELATED ARRANGEMENTS

The concerned Principal will nominate **TRAINING COORDINATOR** from his institute who will be responsible for making training related arrangements on behalf of Principal which may include the following tasks:

- 01 Computer and 01 Multimedia should be made available in the class for whole duration of the training
- Training curricula/ manuals will be made available and properly displayed by the Training Coordinator
- Daily breakup of activities will be prepared/ ensured and displayed accordingly by the Training Coordinator
- To ensure the availability of training material required on daily basis
- To prepare the list of items required for the course in consultation with the Trainers on daily basis for timely provision of material.
- To maintain the daily attendance register of Trainers and students

11. FINANCIAL PROCEDURES AND MAINTENANCE OF ACCOUNT

Below mentioned accounting procedures for program will be followed without any fail:

1. The TEVTA shall pay the contractor on per trainee basis under this agreement as per term and conditions of RFP.
2. The TEVTA shall make the 50% payment to the contractor on completion of 2nd month of the course after feedback of TEVTA monitoring committee. Service provider will submit invoice at the end of 2nd month on the basis of actual number of students. 25% payment

will be made after completion of course on the basis of actual number of students appeared in the exam of PBTE. Remaining 25% payment will be made after submission of placement report of 35% students within forty days of completion of course.

3. Applicable Govt. Taxes, if any, shall be deducted by TEVTA before making any kind of payment to the M/S Mind and Markets Inc.
4. If a trainee does not appear in the test conducted by the PBTE, the TEVTA shall not make any payment of the testing fee in respect of that trainee. Any testing fee already paid by the TEVTA to the M/S Mind and Markets Inc. shall be deducted from the payable training cost; provided there are extenuating circumstances, as determined by the TEVTA, which prevented the trainee from appearing in the test.
5. If more than 20% trainees of a class fail in the test of the testing/certifying agency, the TEVTA shall deduct 10% of the training cost per trainee for all failed trainees.
6. Admn cost as Per PSDF. @ Rs 6500/-per Institute
7. PBTE Registration cost Rs.580/-per trainee.
8. Training material will provide by Minds and Market inc @ Rs 4000 per trainee per month.

12. QUALITY ASSURANCE

- The M/S Mind and Markets Inc. shall ensure that the qualified trainers are engaged to impart training as specified in curricula.
- The M/S Mind and Markets Inc. shall provide complete and accurate reports to Monitoring committee members as per requirements of transparency and honest disclosure.
- The Principal shall be responsible for quality of training and management of classes.
- Principals / HOIs will ensure the discipline and punctuality of all staff and trainees of the institute.
- Cleanliness of Class / Premises of institute will be ensured by the Principal / nominee of the institute through menial staff on daily basis. Concerned Principals / HOIs should have round of institute to check the same on frequent basis.
- The Principal shall regularly monitor the attendance of students and course management of the teachers.
- Attendance of trainees shall be continuously monitored by TEVTA Monitoring team. Any trainee having less than 80% attendance in a calendar month shall be issued warning before his/her expulsion by M/S Mind and Markets Inc. to improve his/her attendance and his/her re-port will be sent to the TEVTA.
- The trainee having less than 80% attendance on the basis of overall possible attendance days would be considered expelled from the training program except in extenuating circumstances such as illness.

- Principal shall provide photocopy of class wise summary sheet of sessional evaluation to the respective District Manager on fortnightly basis.

13. MONITORING / EVALUATION

- The Principal/ Training Coordinator shall be responsible for checking/ signing daily attendance report.
- The District Manager shall monitor the operational activities of institutes on weekly basis and issue the instructions to Principal pertaining to observations (if any) pointed out during the visit in order to up lift delivery of quality training. The District Managers will also ensure compliance of the observations so highlighted prior to next visit of institute in question.
- The Zonal Manager shall visit the institutes fortnightly and issue directions to the respective District Manager / Principal pertaining to observations (if any) pointed out during the visit in order to up lift delivery of quality training. The District Managers will also ensure compliance of the observations so highlighted well in time under intimation to the office of concerned Zonal Manager.
- The District Manager shall provide a duly signed hard copy of monthly enrollment (institute wise) on prescribed Performa.
- In the Monthly Enrollment Report status of enrolled trainees as on 30th of each month shall be reflected.
- Following TEVTA Monitoring team/committee shall evaluate the training program.

a) District Manager (concerned)	(Convener)
b) Assistant Manager, DM Office (concerned)	(Member)
c) Principal / Head of concerned institute	(Member)
- The TEVTA Monitoring Committee shall visit each institute frequently as required and shall furnish report.
- The District Manager shall provide copies of the visit report to the Zonal Manager within 03 days of visit and the Zonal Manager shall send the consolidated report along with his observations to the General Manager (Operations) within 03 days after receipt of the reports from the District offices.
- Zonal Manager / District Manager shall monitor the training activities of course being run under the program.
- The Zonal / District Manager / Principal shall take appropriate action / measures to ensure quality of the training. The record of the remedial actions taken shall be maintained in the District / Zonal offices.
- The Zonal / District Manager will prepare a comprehensive course report and will send it to the General Manager (Operations) within seven (07) days after the completion of the programme.
- Batch wise audit of the institution shall be conducted by the respective Assistant Manager (Finance). The officers of the Finance Wing, TEVTA Secretariat shall conduct surprise visits.



14. REGISTRATION, EXAMINATION AND CERTIFICATION

The examination of all the enrolled trainees in the said training program will be conducted by PBTE and certificates will be issued to the successful candidates accordingly.

The M/S Mind and Markets Inc. shall present all its eligible trainees (excluding ineligible, double or dropped of enrollees) to PBTE on specified dates.

Note: All other conditions of the agreement will be considered as an integral part of this SOP

