



GOVERNMENT OF THE PUNJAB
TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY
HUMAN RESOURCE DEPARTMENT
96- H Gulberg -II, Behind Siddique Trade Centre Lahore.
Web site:www.tevta.gop.pk



Training Section

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No. TEVTA/Trg/Misc/Ped/94/2831

Dated: 14-07-2011

NOTIFICATION

The Competent Authority has approved the following responsibilities/ instructions to follow for “Training Coordinator” for fruitful training.

- The “Training Coordinator” will coordinate with Principal, Master Trainer, Participants and Training Section to facilitate the smooth execution of the program at the Venue.
- The training will be coordinated by the “Training Coordinator” concerned. He will responsible to assure to provide the logistics support.
- The “Training Coordinator” will be responsible to get work done by the support staff selected for the trainings.
- The attendance of the Participants & Master Trainers is to be maintained daily by the “Training Coordinator” to forward to Manager (Trainings) by e-mail and also by post duly signed by Venue Principal & “Training Coordinator” on weekly basis.
- Leave of all kinds will be discouraged. Short leave will be marked on late comings or early departure of participant on concerned day during training by the Venue Principal. The “Training Coordinator” will assist and assure in the matter.
- The “Training Coordinator” will be responsible of making contact with Master Trainers to assure the classes according to the Time Table or in time adjustments, if any.
- The “Training Coordinator” will help and assure that the concerned Master Trainer are conducting the Pre and Post tests and evaluate to submit the results to the Training Section.
- The “Training Coordinator” will follow up for the lesson plans are prepared by Master Trainer and available during training.
- The “Training Coordinator” will assure the arrangements & refreshment/ food etc for Participants.

- Some commonly used items are mentioned below for the convenience of The “Training Coordinator”. However, any special requirements of trainings can be worked out well in time for provision.
 1. White Board/ Markers
 2. Computers/ Networking/ Internet
 3. Training material
 4. Multimedia/ OHP etc
 5. Generator
 6. Clean Washrooms
 7. Drinking Water
 8. Display of Time Table & other related information
 9. Refreshment
- The “Training Coordinator” will actively work in maintaining the discipline of Training.
- The daily activity accomplishment reports initiated by Master Trainer will be forwarded by “Training Coordinator”.
- The provision of required photocopies is the responsibility of the “Training Coordinator”.
- The multimedia and other equipment & training material required must be arranged by the “Training Coordinator” for the trainings.
- The facility of cold drinking water & other logistic support must be made available to the Participants of the training.
- The “Training Coordinator” will assure that generator is working during the load shedding at Venue.
- The cleanliness at the venue in general and at the training place in particular must be ensured. Outlook of the class room must be impressive. Brief introduction of the training being conducted must be displayed at the prominent place of the class room.
- The “Training Coordinator” will solve the day to day problems, if any, in consultation with Venue Principal & Training Section.
- At the end of the program, the feed back from the Participants will be obtained on Proforma and the same may be forwarded to the Training Section along with the comments of the master trainer.
- The “Training Coordinator” will arrange the certificates comprising grades of the Participants, to be awarded to the Participants after successful completion of the training. Sample of certificate will be provided by Training Section.

- The Certificates will not be awarded to the participants having less than 90% attendance.
- The funds case will be prepared by the “Training Coordinator” with the help of concerned staff within 03 days at the end of training program for T.A / D.A. or special conveyance allowance to the local participants, cost of training material, refreshment, remuneration to Venue Principal, Venue Coordinator & Master Trainer etc. under the TEVTA notification No. TEVTA / fin / Cur / 2008 / 1965 dated 15.03.2008. However, the Venue Principal will manage to meet the expenditures at his own from the local funds in advance.
- The “Training Coordinator” will facilitate in consultation with Venue Principal the Participants for their accommodation at TEVTA institutions (if hostel facility available) or hotel accommodation.
- The “Training Coordinator” will perform all other functions deem necessary to manage & coordinate the training well.
- A check list is attached for the convenience of Venue Principal and Training Coordinator.

No. Even & Dated

July 14, 2011

(Muhammad Asif Waseem)

General Manager (HRM)

A copy is forwarded for information to:

1. All General Managers, TEVTA Secretariat, Lahore
2. All Managers TEVTA Secretariat, Lahore
3. All Zonal Managers, TEVTA
4. All District Managers, TEVTA
5. All Principals, TEVTA
6. SA to Chairperson, TEVTA Secretariat, Lahore
7. PS to COO, TEVTA Secretariat, Lahore

(Muhammad Naeem Akhtar)
Manager (Trainings)

Daily Check List for Teacher

Training Course: _____

Name of Teacher: _____

Starting Date: _____ Closing Date: _____

Venue: _____

Kindly "✓" or "X" or "NN" (Not needed) against each item before the start of class during training.

S#	Items	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13
1.	Time Table													
2.	Training Manual													
3.	CD for presentation													
4.	Lesson Plan													
5.	Photocopy of resource material for trainees													
6.	Stationery													
7.	Multimedia													
8.	White Board													
9.	Markers													
10.	Attendance Sheet													
11.	Cleanliness of class room and furniture													
12.	Availability of Generator													
13.	Signature of Teacher													

S#	Items	Day 14	Day 15	Day 16	Day 17	Day 18	Day 19	Day 20	Day 21	Day 22	Day 23	Day 24
1.	Time Table											
2.	Training Manual											
3.	CD for presentation											
4.	Lesson Plan											
5.	Photocopy of resource material for trainees											
6.	Stationery											
7.	Multimedia											
8.	White Board											
9.	Markers											
10.	Attendance Sheet											
11.	Cleanliness of class room and furniture											
12.	Availability of Generator											
13.	Signature of Teacher											