



## NOTIFICATION

**Subject: SOP FOR LAUNCH OF 03 MONTHS SHORT COURSES REGARDING PACKAGING INDUSTRY UNDER MOU WITH BULLEH SHAH PACKAGING PVT LTD.**

No. TEVTA / DGM (P) / MoUs / BPS / 1-01 / 16 The Standard Operating Procedure (SOP) is hereby notified for conduct of following 03 months courses in GTTI Kasur. The SOP is attached for implementation in true letter and spirit.

- (i) Material Handling & Wrapping for Packaging Industry
- (ii) Operational Safety for Fork Lifter
- (iii) Waste Handling & Recycling for Packaging Industry
- (iv) Workplace Skills and Occupational Health & Safety (OHS) for Packaging Industry.

**No. Even**

Dated: 18 May, 2016


**CHAIRPERSON  
TEVTA**

**Endst: No. Even**

Dated: 24 May, 2016

A copy is forwarded for information to:-

1. All the General Managers, TEVTA Secretariat Lahore
2. All the DGM, TEVTA Secretariat Lahore
3. The Zonal Manager (Central) TEVTA, Lahore
4. The Secretary PBTE, 21-A Kashmir Block Allama Iqbal Town Lahore
5. The District Manager TEVTA, Okara / Kasur with request to forward the same to the Principal GTTI Kasur immediately for further necessary action.
6. The Manager (MIS), TEVTA Secretariat Lahore
7. S.A to Chairperson TEVTA Secretariat Lahore
8. P.S to C.O.O
9. Master File

  
24/05/16  
Ms Bushra Akhtar  
DGM (ACAD) TEVTA



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



**Collaboration Between TEVTA and Bulleh Shah  
Packaging Pvt. Ltd**

No.TEVTA / DGM (P) / MoUs / BPS / 1-01 / 16

Date: 24 May, 2016

# **STANDARD OPERATING PROCEDURES (SOPs)**

*(Collaboration between TEVTA and Bulleh Shah  
Packaging Pvt. Ltd)*

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**TEVTA SECRETARIAT, 96-H, GULBERG-II, LAHORE**  
Website: [www.tevta.gop.pk](http://www.tevta.gop.pk)

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## 1. INTRODUCTION

In line with the policy directions of the Government of the Punjab, TEVTA and Bulleh Shah Packaging Pvt. Ltd has entered into MoU to provide skills for employability to the youth of Punjab in Packaging Industry sectors relevant to (i) Material Handling & Wrapping for Packaging Industry (ii) Operational Safety for Fork Lifter (iii) Waste Handling & Recycling for Packaging Industry and (iv) Workplace Skills and Occupational Health & Safety (OHS) for Packaging Industry.

## 2. SALIENT FEATURES OF PROGRAMME

- 2.1. To train and develop resources on multiple skill sets that is essential for the attainment of jobs in Packaging Industry sectors and to explore employment opportunities for the skilled youth.
- 2.2. No fee will be charged
- 2.3. Registration and examination fee will be paid by TEVTA.
- 2.4. No training expense will be charged from trainees.
- 2.5. Stipend @ Rs. 1000 / month will be paid to trainees by TEVTA, during 03 months course. However, Bulleh Shah Packaging Pvt Ltd will not provide any stipend during OJT.

## 3. TRAINING SCHEDULE

Start of class from 1<sup>st</sup> week of June, 2016.

## 4. TRAINING VENUES

Government Technical Training Institute, Kasur

## 5. TRAINING PARAMETERS

<b>Courses</b>	i) Material Handling & Wrapping for Packaging Industry (03 months) ii) Operational Safety for Fork Lifter (03 months) iii) Waste Handling & Recycling for Packaging Industry (03 months) iv) Workplace Skills and Occupational Health & Safety (OHS) for Packaging Industry (03 months)
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<b>Courses</b>	03 Months
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<b>Duration</b>	
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<b>Total Training Hours</b>	02 Days in a week will be held in Institutional Training (Institutional Training 100 hours).
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	04 Days in a week will be held in Industry for on job training at Bulleh Shah Packaging Pvt. Ltd (OJT 200 hours).
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### 5.1. Timings

The District Manager TEVTA / Principal of the institute will decide the timings by considering the institute time table.

## **5.2. Number of Trainees**

25 Trainees / Course / Batch

## **5.3. Enrollment**

The enrollment in following first 03 courses will be provided by Bulleh Shah Packaging (PVT) Ltd.

- i) Material Handling & Wrapping for Packaging Industry.
  - ii) Operational Safety for Fork Lifter.
  - iii) Waste Handling & Recycling for Packaging Industry.
  - iv) Workplace Skills and Occupational Health & Safety (OHS) for Packaging Industry
- In 4<sup>th</sup> trade, 10 trainees will be provided by Bulleh Shah Packaging (PVT) Ltd & 15 trainees will be provided by TEVTA.

## **5.4. Compulsory on Job Training (OJT)**

Bulleh Shah Packaging Pvt. Ltd will provide "On Job Training" for a period of two months i-e two days in a week will be the academics at GTTI, Kasur and four days will On Job Training (OJT) at Bulleh Shah Packaging (PVT) Ltd.

The timing of OJT will be decided by the Management of Bulleh Shah Packaging (PVT) Ltd.

## **5.5. Placement**

Bulleh Shah Packaging (PVT) Ltd will assist TEVTA in placement of trainees after completion of training course if they meet the hiring criteria. The wages will be equal to or more than the minimum wages set by the government.

# **6. ADMISSION PROCEDURE**

A comprehensive media campaign at local level will be launched by the District Manager TEVTA, concerned by publishing in newspaper, using banners, posters, hand bills, local cable network, announcement in mosques and other resources. All efforts should be made by the concerned District Manager TEVTA to ensure enrollment against the target capacity. Following steps will be taken to admit the students in this program:-

- 6.1. Bulleh Shah Packaging (PVT) Ltd will be responsible to enroll the students at the required entry level criteria (Middle preferably Matric).
- 6.2. CNIC / B. Form is mandatory for admission.
- 6.3. Class size 25 Trainees / Course.
- 6.4. One copy of educational certificates would be required to verify the minimum entry qualification.
- 6.5. A simple Application Form will be developed by the concerned District Manager TEVTA, the same will be provided by the Principal free of cost to the students, who are desirous for admission. Candidates must be encouraged, facilitated and guided.
- 6.6. Selection of the candidates shall be done on the basis of interview. To minimize dropouts, serious candidates for getting skills training should be preferred for admission.
- 6.7. The selection committee comprising of the following will be constituted for the interview and the admission of the eligible candidates.

- |  |          |
|--|----------|
| 6.7.1. Principal of the concerned institute              | Convener |
| 6.7.2. Instructor of the concerned trade                 | Member   |
| 6.7.3. Representative of Bulleh Shah Packaging (PVT) Ltd | Member   |
- 6.8. Minimum age limit is 18 years. Under age applicants will not be eligible for training.
- 6.9. No candidate will be enrolled / registered in more than one course at a time.
- 6.10. The person who has already received training in the same course in any organization will also not be eligible.

## **07. CURRICULUM AND TRAINING MANUALS**

### **7.1 Curriculum**

The curriculum of the course will be provided by the curriculum section of ACAD wing of TEVTA Secretariat. However, the curriculum will be developed in consultation with Bulleh Shah Packaging (PVT) Ltd.

### **7.2 Training Manuals**

The training manual for each course will be provided by the Curriculum section of ACAD wing of TEVTA Secretariat

### **7.3 Lesson Plan**

The teachers will develop lesson plan to impart training effectively.

## **08. REGISTRATION, EXAMINATION AND CERTIFICATION**

- 8.1. Punjab Board of Technical Education (PBTE) will register and conducts the Final Exam.
- 8.2. Certificate will be awarded by PBTE.
- 8.3. The registration and examination fee of trainees, to PBTE will be paid by TEVTA through concerned institute.
- 8.4. The Principals and concerned District Manager TEVTA will ensure timely coordination and registration with PBTE.

## **09. MONITORING / EVALUATION**

- 9.1. Following committee will monitor the training activities in the respective institute at regular basis to ensure impartation of quality training.

9.1.1. District Manager, TEVTA concerned	Convener
9.1.2. Principals / Head of concerned Institutes	Member
9.1.3. Representative from Bulleh Shah Packaging	Member

- 9.2. The concerned Principals will provide a report about the course, by the 1<sup>st</sup> week of every month. This report will be duly vetted by the concerned District Manager TEVTA.

- 9.3. The District Manager, TEVTA concerned individually or along with the member of monitoring committee will visit each institute fortnightly and will provide copies of the visit report to the concerned Zonal Manager of TEVTA within 03 days.
- 9.4. The concerned Zonal Manager TEVTA will send the consolidated report along with his observations to the Operation Wing of TEVTA and Bulleh Shah Packaging Pvt Ltd, within 03 days after receipt of the reports from the concerned District Manager, TEVTA.
- 9.5. The Zonal Manager concerned will monitor training activities of all courses / classes being run under this program.
- 9.6. The concerned Zonal / District Manager / Principal (s) will take appropriate action / measure to ensure improvement of the weak areas. The progress on the observations regarding weak areas will be communicated to the Operations wing of TEVTA.

## **10. QUALITY ASSURANCE**

- 10.1. The Principal (s) concerned will ensure the quality of training and management of classes and will check classes regularly, to monitor the attendance and trade management of teachers.
- 10.2. 75 % attendance of students is mandatory to appear in the final examination. The name of those students will be struck off who fail to attend the classes for more than one week.
- 10.3. The instructor will be responsible for taking measure to ensure the quality of training i.e. regular evaluation and monitoring of jobs, weekly test etc. and will submit the report to the Principal concerned on weekly basis along with the certificate that practical jobs / exercises have been completed as per curricula. The Principal concerned will verify the performance of the teachers and countersign the report.

## **11. DISBURSEMENT OF STIPEND AMOUNT**

Each trainee is entitled for stipend of Rs.1000/- per month subject to fulfillment of 75 % monthly attendance in every month. The payment will be made as per TEVTA Notification No.TEVTA / GMF / Stipend / 2016 dated: 25-02-2016.

## **12. BUDGET AND EXPENDITURE**

- 12.1. The enrollment status and budget demand will be forwarded by the concerned Principal to Operations Wing of TEVTA, by the end of the month through concerned District Manager TEVTA.
- 12.2. The Finance Department of TEVTA will transfer the budget to concerning institute on receiving demand from Operation Wing of TEVTA.
- 12.3. The remuneration of visiting faculty will be paid through cross cheque by the Institute.
- 12.4. Cost estimate during institutional training will be borne by TEVTA (attached at **Annexure – A**).

## Annexure - A

**ROUGH COST ESTIMATE**

(For starting the following 03 months short courses of

- (i) Material Handling & Wrapping for Packaging
- (ii) Operational Safety for Fork Lifter
- (iii) Waste Handling & Recycling for Packaging Industry
- (iv) Workplace Skills and Occupational Health & Safety (OHS) for Packaging Industry)

**(A) Operational Cost**

Sr No	Head of Account	Cost for 01 Trade	
		Cost (Rs) for 1st Batch	Cost for 4th Batch
1	Trainer Cost Rs. 550 x 100 hours x 4 courses	220000	880000
2	Training Material Rs. 550 x 25 trainees x 01 months x 4 courses	55000	220000
3	Operational cost (utilities , Advertismnt & Repair of machinery & equipment) Rs. 300 x 25 trainees x 01 months x 4 courses	30000	120000
4	Stipend Rs. 1000 x 25 tarinees x 03 months x 4	300000	1200000
<b>Total</b>		<b>605,000</b>	<b>2,420,000</b>

**(B) Registration Cost**

5	Board Registration and Examination Cost Rs. 600 x 25 tarinees x 4 courses	60000	240000
<b>Grand Total</b>		<b>665,000</b>	<b>2,660,000</b>

<b>Grand Total Cost (Rs.) of 04 Batches (Operation + Registration Cost)</b>	<b>2,660,000</b>
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**Note:**

- 1) 25 students per Batch per course
- 2) 100 students per Batch for 4 courses
- 3) 400 students till 4th Batch in four courses

**COST BREAK UP OF TRAINER COST**

Sr No	Description	Amount per month
<b>Remuneration of the teaching staff</b>		
1	As per TEVTA Notification No. TEVTA/GM(O)/2nd shift/242/1838	Rs.550 x 100 hours 55000
<b>Total</b>		<b>55,000</b>