



NOTIFICATION

Subject: SOP FOR LAUNCH OF 03 MONTHS SHORT COURSE REGARDING BUILDING PAINTER UNDER MOU WITH BERGER PAINTS PAKISTAN LTD.

No. TEVTA / DGM (P) / MoUs / Berger / 1-02 / 16 The Standard Operating Procedure (SOP) is hereby notified for conduct of Building Painter Course (03 months) in selected TEVTA Institute (s). The SOP is attached for implementation in true letter and spirit.

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 DGMs, TEVTA Secretariat Lahore
3. The Secretary PBTE, 21-A Kashmir Block Allama Iqbal Town Lahore
4. The Zonal Manager (Central) TEVTA, Lahore
5. The District Manager TEVTA, Lahore with request to forward the same to the concerned Principal 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

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|  TEVTA TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY 96-H, GULBERG II, LAHORE PHONE: 042-99263055-59 www.tevta.gop.pk | GOVERNMENT OF THE PUNJAB |  |
| | COLLABORATION BETWEEN TEVTA & BERGER PAINTS PAKISTAN LTD FOR THE COURSE OF BUILDING PAINTER (03 MONTHS) | |

No.TEVTA / DGM (P) / MoUs / Berger / 1-02 / 16 | Date: May 24, 2016

STANDARD OPERATING PROCEDURES (SOPs)

**COLLABORATION BETWEEN TEVTA & BERGER PAINTS
PAKISTAN LTD FOR THE COURSE OF BUILDING PAINTER
(03 MONTHS)**

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

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1. INTRODUCTION

In line with the policy directions of the Government of the Punjab, TEVTA and Berger Paints Pakistan Ltd has entered into MoU to provide skills for employability to the youth of Punjab in sectors relevant to Paint Industry.

It has been decided to initially launch a pilot course of Building Painter (03 months) only with 20 trainees with an entry level of literate, with a practical training component to be sponsored by Berger Paints Pakistan Ltd at its facility.

2. SALIENT FEATURES OF PROGRAMME

- 2.1. To train youth on multiple skill sets for their placement in Paint Industries and to explore employment opportunities.
- 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 Institutional training in the institute.
- 2.6. Furthermore, a suitable amount of stipend Rs.8000/- per month during OJT will be provided by Berger Paints Pakistan Ltd.

3. TRAINING SCHEDULE

Start of class from 1st week of June 2016.

4. TRAINING VENUES

Government College of Technology Raiwind Road Lahore or any other selected TEVTA Institute (s).

5. TRAINING PARAMETERS

Course: Building Painter

- Courses Duration 03 Months
- Total Training Hours 02 Months institutional training (200 hours)
01 Month On Job Training (100 hours) at Berger Paints Pakistan Ltd.

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

20 Trainees / Course / Batch

5.3. Compulsory on Job Training (OJT)

Berger Paints Pakistan Ltd will provide "On Job Training" for a period of one month after completion of institutional training.

5.4. Placement

Berger Paints Pakistan Ltd will facilitate trainees for their placement, subject to fulfillment of post criteria. While hiring, Berger Paints Pakistan Ltd will accommodate the pass outs of the course.

6. ADMISSION PROCEDURE

A comprehensive media campaign at local level will be launched by the concerned District Manager TEVTA 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. Concerned institutes will be responsible to enroll the literate trainees.
- 6.2. CNIC / B. Form is mandatory for admission.
- 6.3. Class size 20 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 Candidates, 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 considered for admission.
- 6.7. The selection committee, comprising of the following will conduct interview and finalize the list of candidates for admission.

| | | |
|--------|--|----------|
| 6.7.1. | Principal of the concerned institute | Convener |
| 6.7.2. | Instructor of the concerned trade | Member |
| 6.7.3. | Representative of Berger Paints Pakistan 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 Berger Paints Pakistan 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 Berger Paints | Member |

- 9.2. The concerned Principals will provide a report about the course, by the 1st 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 Berger Paints, 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 Principals 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 instructors will be responsible for taking measure to ensure the quality of training i.e. regular evaluation and monitoring of jobs, monthly test etc. and will submit the report to the Principal concerned on fortnightly basis along with the certificate that practical jobs / exercises have been completed as per curricula and the prepared jobs have been marked. The Principal concerned will verify the performance of the teachers and countersign the fortnightly 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**).

Annexture - A

ROUGH COST ESTIMATE under MoU with BERGER PAINTS

For starting the following 03 months short course of

. Building Painter

(A) Operational Cost

| Sr No | Head of Account | | Cost (Rs) for 1st Batch | Cost for 04 Batch |
|--------------|---|------------------------------------|-------------------------|-------------------|
| 1 | Trainer Cost per hour | Rs. 350 x 200 hours | 70000 | 280000 |
| 2 | Training Material | Rs. 550 x 20 trainees x 02 months | 22000 | 88000 |
| 3 | Operational cost (utilities , Advertisment & Repair of machinery & equipment) | Rs. 300 x 20 trainees x 02 months | 12000 | 48000 |
| 4 | Stipend | Rs. 1000 x 20 tarinees x 02 months | 40000 | 160000 |
| Total | | | 144000 | 576000 |

(B) Registration Cost

| | | | | |
|--------------|---|-----------------------|---------------|---------------|
| 5 | Board Registration and Examination Cost | Rs. 600 x 20 tarinees | 12000 | 48000 |
| Total | | | 156000 | 624000 |

| | |
|--|---------------|
| Grand Total Cost (Rs.) of 04 Batches (Operation + Registration Cost) at one institute | 624000 |
|--|---------------|

Note:

- 1) 20 students per Batch
- 2) 80 students in 4th Batches

Cost Break up of Trainer Cost

| Sr No | Description | | Amount per month |
|---|--|--------------------|------------------|
| Remuneration of the teaching staff | | | |
| 1 | As per TEVTA Notification No.TEVTA/GM(O)/2nd shift/242/1838 | Rs.350 x 200 hours | 70000 |
| Total | | | 70000 |