



Government of the Punjab
Technical Education & Vocational Training Authority
96-H, Gulberg-II, TEVTA Secretariat, Lahore.
PABX: 99263055-59, Ext: 393 Dir: 99263090
Website: www.tevta.gop.pk
Email: manager.ops@tevta.gop.pk



NOTIFICATION

No. TEVTA/Ops-II/Voc-II/86 The Competent Authority has been pleased to notify the Operating Instructions for implementation of the project titled "NAVTTTC – UNHCR Skill Development Programme" 2018. These instructions will be read in conjunction with the MOU signed between NAVTTTC Islamabad & TEVTA Lahore.

Dated Lahore the
April 20, 2018


CHIEF OPERATING OFFICER
TEVTA

No. & Even & date

A Copy is forwarded for information and necessary action to the:

1. All General Managers, TEVTA, Secretariat, Lahore
2. The Regional Director, NAVTTTC Islamabad.
3. The Dy. General Manager (Academics) TEVTA, Secretariat, Lahore
4. The Manager (Placement), TEVTA, Secretariat, Lahore
5. The Manager (MIS), TEVTA, Secretariat, Lahore
6. S.A to Chairperson, TEVTA Secretariat, Lahore
7. The District Manager (Rawalpindi / Attock & Jhelum / Chakwal)
8. All Principals concerned
9. P.S to Executive Director NAVTTTC Islamabad
10. P.S to C.O.O TEVTA Secretariat, Lahore
11. P.A to General Manager (Finance) TEVTA Secretariat, Lahore
12. P.A to General Manager (Operations-II) TEVTA Secretariat, Lahore
13. Master File


MANAGER (VOCATIONAL)

OPERATING INSTRUCTIONS

FOR

NAVTTTC – UNHCR SKILL DEVELOPMENT PROGRAMME



MANAGER (VOCATIONAL-I)
OPERATIONS WING
TEVTA SECRETARIAT, 96-H, GULBERG, LAHORE
Ph# 042-99263090 Ext: 393 Cell #0300-7193123
E-mail: manager.ops@tevta.gop.pk
April , 2018

TABLE OF CONTENTS

SR.#	CONTENTS	PAGE NO.
1.	GENERAL	2
2.	SALIENT FEATURES OF PROGRAMME	2
3.	TRAINING SCHEDULE	2
4.	TRAINING PARAMETERS	2
5.	LIST OF COURSES WITH INSTITUTE AND CAPACITY	3
6.	ADMISSION PROCEDURE	3-4
7.	CURRICULUM AND TRAINING MANUALS	4
8.	ENROLLMENT / ADMISSION	4
9.	BUDGET AND EXPENDITURE	5-6
10.	ENGAGING / HIRING OF STAFF	6
11.	STIPEND	6
12.	TOOL KITS	7
13.	FINANCIAL PROCEDURE AND MAINTENANCE OF ACCOUNTS	7-8
14.	QUALITY ASSUARANCE	8
15.	MONITORING	8-9
16.	REGISTRATION, EXAMINATION AND CERTIFICATION	9-11
	ANNEXURES	
	• Targeted Enrollment (Annexure – A)	12
	• Admission Form (Annexure – B)	13
	• Student information at completion of course (Annexure – C)	14
	• Enrollment of the Institute (Annexure – D)	15
	• Stipend Disbursement Form (Annexure – E)	16
	• Sessional Evaluation (Annexure - F)	17
	• Spot Evaluation Proforma Annexure - G)	18
	• Proforma for Registration (Annexure - H)	19
	• Result Evaluation Sheet (Annexure - I)	20

NAVTTTC – UNHCR SKILL DEVELOPMENT PROGRAMME

1-GENERAL

NAVTTTC with the collaboration of P-TEVTA is starting NAVTTTC - UNHCR Skill Development Programme Courses in some Districts of North Punjab to train the youth in various employable skills, so as to provide employment and alleviate poverty.

The program envisages to train 170 persons in 04 Institutes of TEVTA in 06 skills.

2-SALIENT FEATURES OF PROGRAMME

To attract the poor unemployed youth for training in employable skills, NAVTTTC - UNHCR Skill Development Programme has following features:

- No fee will be charged
- Training will be free of cost.
- Stipend will be awarded to the students @ Rs. 3000/- per month.
- Free toolkit will be provided on completion of course to trainees of selected trades.
- 10% quota for the Handicapped

3-TRAINING SCHEDULE

- Start of classes 27.12.2017

4-TRAINING PARAMETERS

- Courses duration 6 months
- Total conduct hours 600 hours
- Average daily conduct hours 4 hours/day (6 days/week)

4.1 Timings

2:00 P.M TO 6:00 P.M. No class will be arranged outside the premises of institution.

4.2 Number of Trainees per Class

Admission target for each institute has been fixed and finalized as per plan at Annexure- A.

Principal will be responsible for quality training and proper management of classes. In case students are admitted more than the target fixed, the concerned Principal will be liable for disciplinary action.

5-THE LIST OF COURSES WITH INSTITUTE AND CAPACITY

Sr. No.	District	Institute	Course	Male	Female
1	Rawalpindi / Attock	GCT Rawalpindi	Professional Cooking	20	
2		GTTI Attock 3-Meela More Kamra Road, Attock	Auto Mechanic	25	
			Industrial Electrician	25	
3		GVTI(W) Attock	Fashion Designing		25
			Beautician		25
4	Jhelum / Chakwal	GVTI(W) Chakwal	Beautician		25
			Hand & Machine Embroidery		25
Total				70	100

6-ADMISSION PROCEDURE

There is no need of any prospectus for the purpose. A simple admission form (free of cost) will be provided to the applicants as per **Annexure- B**. Only attested copies of educational certificate, along with Domicile, CNIC and two Passport size Photographs will be asked.

- Age limit for PMYSDP Programme courses 18 to 40 years
- Minimum Qualification As per relevant curriculum

Following be must kept in view:

- i. The admission committees comprising of Principal / Manager and one Sr. Instructor and a member from the Regional Office of NAVTTC be constituted which will follow the selection criteria.
- ii. Students already enrolled for other courses / studies in any institute will not be eligible for admission.
- iii. Admission be made strictly as per approved strength, qualification and age limit.
- iv. Vacant seats on account of drop-out April be filled within 7 days of start of classes
- v. The timetable and daily lesson plans be prepared.
- vi. Students remaining absent for six consecutive days without information will be dropped from the course.
- vii. No candidate will be enrolled / registered in more than one course at a time.
- viii. In case of low response from the applicants, not reaching the 70% of the agreed strength in any particular trade, the training in that particular trade will, not be started without prior approval / authorization of TEVTA.
- ix. Internal test / assignments will be conducted and evaluated by the institute on monthly basis and a proper record to this effect must be maintained.

- x. On completion of each batch, student information on **Annexure-C** must be provided to NAVTTC, M&E and record maintained in the Institute.
- xi. Teachers / staff involved in this program are not eligible for admission.

6.1 Advertisement for Admission

- a. Centralized admission campaign has been launched by NAVTTC. The Principal / Hols will however ensure that one Signboard @ Rs. 15000/- should be erected at prominent / appropriate place.
- b. Apart from "a" above the Principal / Hols will use posters / banners / leaflets etc. for publicity of the programme. Announcement through Loudspeakers April also be made to attract maximum students.

7-CURRICULUM AND TRAINING MANUALS

7.1 Curriculum

Curricula of courses notified by NAVTTC shall be adopted by the partner institute. Courses for which NAVTTC notified curricula are not available shall be shared by the partner institute with regional office NAVTTC before adoption.

7.2 Training Manuals

Training Manuals developed by the NAVTTC or Academics Department of TEVTA will be used for training. Teachers are required to develop lesson plans to impart training effectively.

7.3 Industrial linkage and On Job Training (OJT)

The concerned Principal / Hol will make industrial linkage of the trainees and ensure a minimum of 02 week of OJT as part of overall training programme.

8- ENROLLMENT / ADMISSION

Applications will be made strictly in accordance with the criteria and application forms collection summary must be E-mailed to NAVTTC as per given format.



9-BUDGET AND EXPENDITURE

Funds will be released to TEVTA Secretariat by NAVTTC Islamabad as per computation of cost sheet (Annexure-C) of each institute:

District Manager will provide hard copy of monthly enrollment (**course wise / institutes wise**) on **Annexure-D** to the Finance Section of TEVTA. The report must be submitted within 7 days of the commencement of course.

TEVTA Secretariat will release these funds to concerned District Manager for onward transfer to the concerned Institute.

Funds for stipends to the trainees will be released @ Rs.3000/- per trainee per month. However the trainee will be paid this scholarship on monthly basis subject to minimum of 90% attendance per month.

9.1 Budget Disbursement

The funds shall be disbursed from the TEVTA Secretariat directly in the Non Salary Bank Account of the concerned District Managers, and then these will be transferred to concerned institutes.

9.2 Expense Mechanism

The expenditure on below mentioned "Heads of Accounts" shall be made as per computation of cost / Annexure-C of each institutes, such as:

- i. Remuneration of Teaching Staff.
- ii. Remuneration of Admin Staff.
- iii. Training Material.
- iv. Overheads.
- v. Stipend.

9.3 Expenses

Any expense on the items "Training Material" and "Overheads" shall be incurred within the limits defined as per standard delegation of financial powers of TEVTA. The standard purchase procedure of TEVTA shall be followed through purchase committees already notified.

9.4 Bifurcation of Remuneration for Admin Staff

Sr. No.	Category	% age of remuneration of non-teaching staff as per relevant Annexure-C
1	Principal / Manager / Head of Institution	36%
2	Accounts Clerk	16%
3	Admission Clerk	16%
4	Store Keeper	16%
5	Naib Qasid	8%
6	Sweeper	8%

10-ENGAGING / HIRING OF STAFF

Teaching staff will be paid on basis of per hour. Instructors are eligible to claim remuneration for number of period taken at the rate reflected in para 8.

Principals are authorized to assign one or more than one duties to one person. In such case the individual performing additional duties will be entitled to draw full remuneration of additional duty subject to the condition that total remuneration drawn will not exceed the maximum limit of original duty. Also, when two persons are performing one duty, then each will be entitled to draw a fraction of full rate of remuneration of that duty.

11-STIPEND

Rate for payment of stipend will be Rs.3000/- per month (For all courses).

- i) The stipend will be paid to the students on the basis of actual attendance during the course.
- ii) Only 90% attendance per month is allowed to become eligible to receive full stipend.
- iii) Proper record will be maintained regarding disbursement of stipend to the students. Each student will fix thumb impression along with signature for receiving the stipend on Annexure-E. The witness of respective class teacher will be recorded in stipend register.
- iv) Trainees will be paid stipend @ 3000/- per month on monthly basis subject to minimum of 90% attendance in that month.

12-TOOL KITS

7

NAVTTTC has not included cost of Tool Kits in the Annexure – C, however NAVTTTC may provide Tool Kits to the trainees as per their policy in vogue.

13- FINANCIAL PROCEDURES AND MAINTENANCE OF ACCOUNT

Following Accounting Procedures for NAVTTTC - UNHCR Skill Development Programme Courses will be followed:

- a) Budget for NAVTTTC - UNHCR SDP will be transferred in Non-Salary Bank Account of the concerned District Manager and same will be transferred to relevant Institute through normal banking procedure. The amount so received shall be recorded on Receipt side of Cash Book of Non salary Bank Account under the Head "NAVTTTC - UNHCR SDP" Budget.
- b) Budget received shall be exclusively spent on the expenses to run the PMYSDP as per Operating Instructions for NAVTTTC - UNHCR SDP. The total amount so spent in a month shall be recorded on Payment side of Cash Book of Non Salary Bank Account under the head "NAVTTTC - UNHCR SDP" Expenditures.
- c) Separate Subsidiary Cash Book shall be maintained by the accounting staff of the relevant Institute for NAVTTTC - UNHCR SDP. The Cash Book so maintained shall be used for the detailed recording of Budget Received and Payments made in specific heads of accounts (Salary & Non Salary & Stipend). Subsidiary Cash Book should match with the Main Cash Book referred at "b" above.
- d) The Books shall be checked and signed by the Assistant Manager (Finance) of relevant District once in a month and after the completion of the batch.
- e) Quarterly budget and expenditure report shall be provided by the concerned Institute to relevant Assistant Manager (Finance) for recording in accounting software.
- f) A consolidated report shall be submitted by AM (F) concerned to Finance Wing, TEVTA Secretariat Lahore.

- g) The relevant Assistant Manager (Finance) shall record Budget and Expenditure in accounting software under the head NAVTTC - UNHCR SDP Budget & NAVTTC - UNHCR SDP Expenditure Account
- h) All items of training material / consumables shall be properly recorded in store register as store receipt, store issued and store balance in the respective columns with rate, quantity and amount. The closing balance at the end of each month of the store register must be reconciled with the physical balance available at store

14- QUALITY ASSURANCE

- The Principal / HoI will be responsible for quality of training and management of classes.
- The Principal / HoI will check classes regularly to monitor the attendance of students and trade management of teachers.
- 90 % attendance of student is must to appear in final examination. The name of those students will be struck off, who fail to attend the class for more than 15 days.
- The instructor will be responsible for taking measures to ensure quality of training i.e. regular evaluation and marking of jobs, monthly tests etc. and submit the report to the Principal on fortnightly basis.
- Principal will provide photocopy of class wise Summary Sheet of Sessional Evaluation Annexure - F to District Manager on fortnightly basis.
- Monthly test will also be considered as a practical exercise and its marks will be depicted in summary of sessional evaluation sheet.

15- MONITORING

- Apart from the Monitoring by NAVTTC Monitoring & Evaluation, each District Manager will constitute District Monitoring Committees (DMC) in consultation with the President, BOM for monitoring and evaluation of NAVTTC - UNHCR SDP.
- The following will be composition of committee District Monitoring Committee:
 - a) District Manager
 - b) Representative of BOM
 - c) Principal / Head of the concerned institution



- The District Manager individually or alongwith member(s) of DMC will visit each institute once a month. The visit report will be submitted on prescribed proforma attached as **Annexure-G**. The District Manager will provide copies of the visit reports, duly signed by him to the General Manager (Operations-II), within three days after the visit.
- District Manager will monitor training activities of all courses / classes being run under NAVTTC - UNHCR SDP. He will also sign attendance register and summary sheet of sessional evaluation of each class.
- District Manager will take appropriate actions / measures to ensure improvement of weak areas. Progress on the observations regarding weak areas will be communicated to General Manager (Operations-II).
- General Manager (Operations-II) & Manager (Vocational) may make surprise visits.

16- REGISTRATION, EXAMINATION AND CERTIFICATION

- Punjab Board of Technical Education, Lahore will be the authority for final examination and Certification for NAVTTC - UNHCR SDP courses.

The registration & examination fee will be paid directly by TEVTA Institutes to Punjab Board of Technical Education.

- The fee for Testing and Certification @Rs. 600/- per trainee per course is being provided by NAVTTC.

16.1 Procedure for Registration and Examination

- The Principal / Hol of the concerned institute will provide particulars of each candidate on the "PROFORMA FOR REGISTRATION" to the concerned District Manager within 10 days after the closing date of admission on **Annexure – H**.
- The District Managers will compile the data of their concerned institutes in one Excel worksheet / file within 10 days from the close of admission date and forward the same to the PBTE with information to the General Manager (Operations-II).

- The Board will issue registration numbers for each student and forward the list of registered students to the concerned District Managers with information to the General Manager (Operations-II).
- The Board will arrange to provide sealed papers for each institute to the concerned District Managers two days before the examination.
- The District Manager will in turn arrange the delivery of the paper to the institute for the conduct of examination.
- The Registration Number will also be used as examination Roll No.
- The institute will conduct the examination of NAVTTC - UNHCR SDP on the fixed date notified by PBTE.
- The institute will mark the theory & practical papers and will provide result on the prescribed "RESULT EVALUATION SHEET" (Annexure-I) to the respective District Manager within two days after the conduct of examination.
- At the time of final examination, the Principal / Hol will also provide signed copy of Summary Sheet of Sessional Evaluation (Annexure-F) for each class along with Result Evaluation Sheet to District Manager.
- District Manager will endorse the result sheets after verifying sessional marks of result evaluation sheet and will forward to the Controller of Examinations PBTE within 7 days after the conduct of examinations.
- The Board will transfer the result data provided by the District Managers and compile the result of various trades according to the approved assessment and grading system.
- The Board will also prepare the Result Gazette and notify the result within 35 days after the conduct of examination. The result will also be uploaded on the Board's website www.pbte.edu.pk immediately after the declaration of result.
- The Board will prepare the Certificates for the Programme, maintain necessary record and hand over the same to the respective District Managers within 48 days after the conduct of examination.



16.2 Assessment And Evaluation

Attendance

Student below 90 % attendance will not be admissible to appear in examination.

Conduct

- Conduct of theory paper final, practical/skill test and its marking will be done by a staff member of the same institution nominated by the Principal / Hol.
- The officers of PBTE Lahore shall have random checking on the day of examination.
- The examination day will be considered as working day of the course.

Methodology

Following testing methodology will be adopted:

(a)	SESSIONAL PERFORMANCE (Practical exercises / Quizzes / Assignment /Monthly Test)	=	50 marks
(b)	FINAL EXAMINATION.		
	i. Theory (consisting of 20 MCQs)	=	10 marks
	ii. Practical.	=	<u>40 marks</u>
	Total: -	=	<u>100 marks</u>

Passing criteria

- Minimum Pass marks for Theory: 4
- Minimum Pass marks for Practical: 24
- Minimum Pass marks for Sessional: 30
- Candidate has to pass both in Theory & Practical.

NAVTTTC - UNHCR SKILL DEVELOPMENT PROGRAMME

Targeted Enrollment

Sr. No.	District	Institute							Total Target	
			Auto Mechanic	Beautician	Fashion Designing	Industrial Electrician	Hand & Machine Embroidery	Professional Cooking		
		Sr. No.	Institute Name	1	2	3	4	5	6	
1	Rawalpindi / Attock	1	GCT Rawalpindi						20	20
		2	GTTI Attock 3-Meela More Kamra Road, Attock	25			25			50
		3	GVTI(W) Attock		25	25				50
2	Jhelum / Chakwal	4	GVTI(W) Chakwal		25			25		50
		Grand Total			25	60	25	25	25	20

Annexure - B

تک جمع کروائیں

درخواست فارم بمعہ شناختی کارڈ اور تعلیمی اسناد متعلقہ ادارے کو بتاریخ 04.2018.

فارم نمبر:



نیشنل ووکیشنل اینڈ ٹیکنیکل ٹریننگ کمیشن

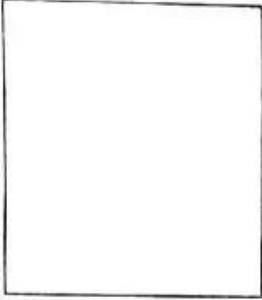
P-



NAVTTTC نونیک

وزیر اعظم کانوجوانوں کو ہنرمند بنانے کا پروگرام

درخواست فارم (فوٹوکاپی قابل قبول ہے)



کورس کا نام

انشٹیوٹ کا نام جہاں ٹریننگ کرنا چاہتے ہیں

نام

والد کا نام

تاریخ پیدائش

ڈومیسائل

کمپیوٹرائزڈ شناختی کارڈ نمبر

فون نمبر

موبائل

ڈاک / مستقل پتہ

جنس: مرد عورت خولجہ سراء کوٹہ: * معذور

نوٹ: معذور افراد اور خولجہ سراء صرف اس پیشے کیلئے درخواست دیں جس کی تربیت حاصل کرنے کی وہ صلاحیت رکھتے ہوں

تعلیمی قابلیت

سکول ایورڈ ایونورٹی	سرٹیفکیٹ اذگری
	مڈل ایمرک
	انٹرمیڈیٹ ادیکر

دستخط (درخواست کنندہ)

تاریخ:

رستید

شناختی کارڈ نمبر

نام

فارم نمبر:

دستخط / ادارے کی مہر

کورس کا نام

انشٹیوٹ کا نام

ANNEXURE - D

NAVTTTC - UNHCR SKILL DEVELOPMENT PROGRAMME

Enrollment of the Institute

Sr. No.	District	Institute		TRADE						Total Target	
				Auto Mechanic	Beautician	Fashion Designing	Industrial Electrician	Hand & Machine Embroidery	Professional Cooking		
		Sr. No.	Institute Name	1	2	3	4	5	6		
1										0	
										0	
											0
											0
		Total									

NAVTC – UNHCR SKILL DEVELOPMENT PROGRAMME

Stipend Disbursement Form

Name of Institute: _____ District: _____

Trade: _____ Duration (from): _____ To: _____ Stipend for the period: _____ Stipend Rate Rs. _____

Sr. No.	Roll No.	Name of Student	Father's Name	Attended Days	Net Absentees	Deduction	Net Payment in Rs.	Receiving of Student		Witness	Remarks
								Signature	Thumb Impression		

Note: Net Absentee = Total Absent / Leaves less one allowed Leave per calendar month.

Total Disbursement Rs: _____ In Words: _____ Signature of Account Officer: _____ Signature & Stamp of Principal: _____



**TECHNICAL EDUCATION &
VOCATIONAL TRAINING AUTHORITY
OPERATIONS WING
Monitoring & Evaluation**



Spot Evaluation Proforma

Name of Institute: _____ Dist: _____ Zone: _____
 Contact (Add/Telephone/Fax/Email): _____
 Date of Visit: _____ Time: _____ HOI: _____

S #	ACTIVITIES	Place a tick ✓ as appropriate				Remarks
		Below (0)	Sat (1)	Good (2)	N/A	
1.	Availability of authorization (NOC) for running courses					
2.	Infrastructure as per scope of the institute (Class rooms / Labs / Workshops)					
3.	Physical condition - Classrooms (Doors,locks,windows,boards,lights,walls,roof)					
4.	Physical conditions - Labs / Workshops (S/N 3 + machines, tools, material)					
5.	Availability of training equipment as per scope of the institute (courses)					
6.	Availability of training material / consumable (register of consumable material)					
7.	Institute Time Table (Updated, display)					
8.	Availability of Curriculum for the running courses (Revised, version in use)					
9.	Student attendance (Proper maintenance of attendance register)					
10.	Availability of Lesson Plans with teacher in class					
11.	Availability of Teaching / Supporting Staff (Staff Data)					
12.	Capabilities of Lab / Workshop Staff to Operate Machine (Practicals)					
13.	Turn out of teachers and staff is presentable (Dress, footwear)					
14.	Placement Officer availability and productivity (meetings with industry, output)					
15.	Cash Book Status (availability / up-dated record/ signatures)					
16.	Availability/Usage of office automation tools (Fax,Tele,Photocopier,Multimedia)					
17.	IT availability and capability for usage (computers / internet / staff responsible)					
18.	First Aid Arrangement (Dispensary / Medicines / Store)					
19.	Fire Fighting Arrangement (Fire extinguishers / Buckets / Hoses)					
20.	Security Arrangement (Staff, in-out register, lock/key, lights etc)					
21.	Institute Outlook (Boards, Walls, Gate, Paint)					
22.	Condition of Institute washrooms/toilets (working systems, drainage, light etc)					
23.	Hostel facility condition (Structure, doors & windows, toilets, utilities, kitchen)					
24.	Overall cleanliness (Grounds, classrooms, corridors, offices, garden)					
25.	Unused / Unserviceable / Surplus items disposition)					
Points Achieved Total						

Evaluated by: _____ Name: _____ Designation: _____ Signature: _____
 Date: _____

