



Government of the Punjab
Technical Education & Vocational Training Authority

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NOTIFICATION

No. TEVTA/Ops-1/04 The Competent Authority has been pleased to notify the Revised Standard Operating Procedure (SOP) for implementation of MOU signed between TEVTA and Orient Electronics, for training of students in Injection Moulding Machine Operator Course 03 Months duration (01 month Institutional training and 02 months On Job Training at Orient Electronics, Multan Road Lahore), as per approved curriculum of Academics Wing TEVTA.

Dated Lahore the
January 04 2018

CHIEF OPERATING OFFICER
TEVTA

CC:

1. All General Managers, TEVTA, Secretariat, Lahore
2. The Dy. General Manager (Academics) TEVTA, Secretariat, Lahore
3. The Manager (Placement), TEVTA, Secretariat, Lahore
4. The Manager (MIS), TEVTA, Secretariat, Lahore
5. The District Manager, Lahore / Shahdara
6. S.A to Chairperson, TEVTA Secretariat, Lahore
7. The Principal, GTTI Mughalpura Lahore
8. P.S to C.O.O TEVTA Secretariat, Lahore
9. P.A to General Manager (Operations-II) TEVTA Secretariat, Lahore
10. Master File

MANAGER (VOCATIONAL)



REVISED
STANDARD OPERATING PROCEEDURE (SOP)
FOR IMPLEMENTATION OF
MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN
TECHNICAL EDUCATION AND VOCATIONAL
TRAINING AUTHORITY (TEVTA)
&
ORIENT ELECTRONICS (PVT) LIMITED

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

1. Introduction:

TEVTA and Orient Electronics (Pvt.) Limited have entered into an MOU to promote Technical and Vocational Education in various sectors relevant to electronic industry through strategic collaboration between the both parties. A pilot course of Injection Moulding Machine Operator (3 months) duration will be launched in 4 Batches with 25 students each batch for Orient, with a practical training component to be sponsored by Orient at its facility.

2. Salient Features of the program:

This program is designed to facilitate the unemployed youth by equipping them with skills for employability, particularly in Lahore. It will also address the needs of the skilled workforce of Orient Electronics (Pvt) Limited. The salient features of the collaboration are:

- a) No fee will be charged.
- b) Stipend of Rs. 1,000/- per student per month will be paid by TEVTA during theoretical training in the institute (1st month).
- c) Orient Electronics will pay a reasonable stipend and accommodation during the On-job Training (2nd & 3rd months).
- d) Free training material will be provided to the trainees by TEVTA.
- e) Internships followed by placements will be provided by Orient Electronics
- f) Orient will place the pass outs subject to human resource demand generated on the basis of departmental approved strength.

3. Training schedule

Classes will be started w.e.f _____, 2017.

4. Implementation of schedules

4.1 First Schedule (w.e.f. 15.12.2015 till 31.12.2016)

Sr. #	Activities	Time line	Responsibility
1.	Finalization of Curricula of Injection Moulding Machine Operator (3 Months)	10-12-2015	GM (Acad.) in consultation with Orient Electronics (Pvt) Limited
2.	Provision of TLRs.	10-12-2015	GM (Acad.)
2.	Provision of Master Trainers	10-12-2015	Orient Electronics (Pvt) Limited / open market visiting faculty
3.	Training of TEVTA Teachers, if required	10-12-2015	Manager (Training) & Orient Electronics (Pvt) Limited
4.	Availability of labs / equipment	10-12-2015	Orient, factory premises
5.	Advertisement	01-12-2015	District Manager TEVTA, Faisalabad, Principal, GTTL, Faisalabad

6.	Completion of Admissions	12-12-2015	District Manager TEVTA, Faisalabad Principal, GTTI, Faisalabad
7.	Commencement of Classes	15-12-2015	Principals, GTTI, Faisalabad
8.	Completion of registration of students with PBTE	05-01-2016	District Manager TEVTA, Faisalabad Principal, GTTI, Faisalabad, and PBTE
9.	Provision of factory premises for practical training	As per curriculum	Orient Electronics (Pvt) Limited
10.	Examination	As per PBTE schedule	PBTE
11.	Placement	After completion of course	Orient Electronics (Pvt) Limited

• **Other three batches will be started as detailed below:**

- 2nd Batch 15th March, 2016 at GCT, Sialkot
- 3rd Batch 15th June, 2016 at GTTI, Faisalabad
- 4th Batch 15th September, 2016 at GCT, Sialkot

4.2 Second Schedule (w.e.f. 01.01.2017 till 30.09.2017)

- 5th Batch 1st January 2017 at GCT, Raiwind Road ,Lahore
- 6th Batch 1st April 2017 at GCT, Raiwind Road ,Lahore
- 7th Batch 1st July 2017 at GCT, Raiwind Road ,Lahore

4.3 Third Schedule (started w.e.f 01.10.2017)

- 8th Batch 1st October, 2017 at GTTI Mughalpura,
& more Lahore (and onwards)

5. Timings

This program will be conducted in the morning / evening shift.

6. No. of Trainees per class

- 6.1) All Batches of Injection Molding (3 months duration) will start at GTTI Mughalpura, Lahore with an enrollment of 25 students per batch.
- 6.2) Total 100 students in 4 Batches will be enrolled in the year 2017.
- 6.3) The admission of 4 students per class over and above the fixed strength is allowed to accommodate the drop outs, if any.

7. Admission procedure and eligibility criteria:

A comprehensive media campaign at local level will be launched by the Principal / HOD (as per schedule mentioned above) by using banners, posters, hand bills, local cable network, announcement in mosques and other resources. All efforts should be made by the Principal / HOD to attract the needy and poor youth for this program. Moreover, Orient Electronics (Pvt) Limited will refer its candidates to the Principal, Govt. Technical Training Institute, Mughalpur, Lahore. Expenses of Media campaign will be met from the relevant head of Non-salary budget of the institute. However District Manager, Lahore will supervise the administrative process to meet the admission capacity.

Following steps will be taken to admit the students in this program:

- 7.1) The minimum qualification will be Matric or equivalent but preference will be given to higher qualification candidates.
- 7.2) One copy of educational certificate would be required to verify the minimum entry qualification.
- 7.3) A simple application form will be developed by the DM Lahore, the same will be provided by the Principal free of cost to the students, who are desirous for admission.
- 7.4) The selection committee comprising of the following will be notified for the interview and admission of the eligible candidates:

7.4.1) Principal	Convener
7.4.2) Instructor of the concerned trade	Member
7.4.3) Representative of Orient Electronics (Pvt) Limited	Member
- 7.5) The students already enrolled for other courses will not be eligible till the completion of the course already they are studying.
- 7.6) Minimum age limit will be 18 years. Under age applicants will not be eligible for training.
- 7.7) The candidates who have already received trainings in the same course in any organization will not be eligible.

8. Duration of Training:

This program will be of 3 months duration with 1 month of theoretical training at GTTI Mughalpur, Lahore with 2 months internship / on-job training at Orient Electronics (Pvt) Limited platforms.

9. Curriculum & Training Manuals

9.1) Curriculum

The curriculum for each course will be provided by the Curriculum Section of TEVTA Secretariat. However, the curriculum will be developed in consultation with Orient Electronics (Pvt) Limited.

9.2) Curriculum parameters

9.2.1) Course duration	:	3 Months
9.2.2) No. of days in a week	:	6 Days
9.2.3) Average daily contact hours	:	4 Hours
9.2.4) Total Contact Hours	:	300 Hours
9.2.5) On Job Training	:	2 Months

9.3) Teaching Learning Resources (TLRs)

The teaching learning resources (TLRs) for each course will be developed by the Curriculum section of TEVTA Secretariat in consultation with Orient Electronics (Pvt) Limited.

9.4) Lesson plans:

The teachers will develop lesson plans for effective training.

10. Assessment and evaluation

10.1) Attendance:

Students below 80% attendance will not be admissible to appear in examination.

10.2) Prequalification test:

Prequalification test for final exams may be conducted by Orient Electronic (Pvt) Limited.

10.3) Conduct:

10.3.1) Final theory and practical exams will be conducted as per PBTE criteria.

10.3.2) The assessment & testing shall be conducted in respective institutions under overall supervision of PBTE.

10.3.3) The examination day will be considered as working day of the course.

10.4) Methodology:

Testing methodology will be adopted as per PBTE criteria.

11. Registration, examination & certification

11.1) Punjab Board of Technical Education will be authority to conduct final exam.

11.2) Certificate will be awarded by PBTE.

11.3) The registration and exam fee will be paid directly to PBTE by TEVTA.

11.4) The Principal of both institutes will be responsible for timely provision of correct data to PBTE for arrangement of examination as per notified schedule of PBTE.

12. Management and supervision:

- 12.1) The District Manager TEVTA, Lahore, Principal of GTTI Mughalpura, Lahore will be responsible for quality training and proper management of classes during their respective batches.
- 12.2) The District Manager TEVTA, Lahore will be fully responsible for the effective implementation of training programs.
- 12.3) The DGM (Operations) will be responsible for overall supervision.
- 12.4) The Principal of GTTI Mughalpura, Lahore will act as Focal Person, for effective implementation of the MOU.

13. Monitoring and evaluation

- 13.1) The District Manager TEVTA, Lahore will submit monthly monitoring report on prescribed format. The following monitoring committee is constituted at District level for monitoring and implementation:
 - a) District Manager, TEVTA, Lahore Convener
 - b) Principal/Head, GTTI Mughalpura, Lahore Member
 - c) Representative from Orient Electronics (Pvt) Limited Member
- 13.2) The DM, Lahore individually or along with the member of monitoring committee will visit institute fortnightly. The visit report will be submitted on prescribed proforma to DGM (Operations).

14. Quality assurance:

- 14.1) The Principal will ensure the quality of training and management of classes and will check classes regularly to monitor the attendance and trade management of teachers.
- 14.2) The students who fail to attend classes for more than one week will not be allowed to sit in the class.
- 14.3) The instructor will be responsible for taking measures to ensure the quality of training i.e. regular evaluation and monitoring of OJTs, monthly tests etc. and will submit the report to the Principal on fortnightly basis along with the certificate that practical jobs / exercises have been completed as per curriculum and the prepared jobs have been marked. The Principal shall verify the performance of the teachers and countersign the fortnightly report to measure the eligibility of the instructor for remuneration.

15. Budget and expenditure

- 15.1) Enrollment status will be forwarded by the Principal to Operations Department, TEVTA by the end of the month and the stipend @ Rs. 1,000/= per month per trainee (for 1st month) will be disbursed by Finance Department, TEVTA. Furthermore, the Orient Electronics will pay reasonable stipend during internships / OJTs.
- 15.2) The remuneration of visiting faculty will be paid by TEVTA through cross cheque in favor of Orient Electronics (Pvt) Limited.
- 15.3) Registration and examination fee of trainees to PBTE will be paid by TEVTA.
- 15.4) Operational costs during institutional training will be borne by TEVTA. Cost estimates are attached at Annexure - A.

16. Focal persons and relevant officers for coordination

Sr. #	Name of Focal person / relevant officers	Contact information
1.	Focal Person from TEVTA: DGM (Academics)	TEVTA Secretariat, 96-H, Gulberg II, Lahore. Contact # 042-99263055-59 Ext. 431 Email: dgm.acad@tevta.gop.pk
2.	Focal Person from Orient Electronics: Mr. Muhammad Arslan, HR Manager	Orient Electronic (Pvt) Limited, 26 KM, Multan Road, Lahore. Contact # 042-37543571, 37543574 / 0321-8484735 Email: marlsan@orient.com.pk
3.	DGM (Operations), TEVTA	TEVTA Secretariat, 96-H, Gulberg II, Lahore. Contact # 042-99263055-59 Ext. 306 Email: dgm.ops@tevta.gop.pk
4.	Manager (Curriculum), TEVTA	TEVTA Secretariat, 96-H, Gulberg II, Lahore. Contact # 042-99263055-59 Ext. 424 Email: manager.cur@tevta.gop.pk
5.	District Manager TEVTA, Lahore	District Manager (Lahore & Shahdara) Govt. Polytechnic Institute for Printing and Graphic Art, Wahadat Road, Lahore. Contact # 042-99239017 Email: dm.lhr@tevta.gop.pk
6.	The Principal GTI Mughalpura, Lahore	Whetman Road, Mughalpura Lahore. Contact: 042-36823030-1 Email: gttimpl@gmail.com

ROUGH COST ESTIMATES

Annexure - "A"

(For starting the 3 months short course of Injection Moulding Machine Operator)

1 Operational Cost					
Sr. No.	Head of Account	Amount / trainee / month (Rs.)	Cost for 01 Batch per month (Rs.)	Cost for 01 Batch for 03 month (Rs.)	Cost for 04 Batches (Rs.)
1	Trainer Cost	1,160	29,000	87,000	348,000
2	Training Material	550	13,750	41,250	165,000
3	Operational cost (Utilities, Advertisement & Repair of Machinery & Equipment)	300	7,500	22,500	90,000
4	Stipend	1,000	25,000	25,000	100,000
Total		3,010	75,250	175,750	703,000

Note:-

- 1) 25 students per Batch.
- 2) 100 students in 4 batches (GTTI Mughalpura, Lahore)
- 3) All batches will commence at GTTI Mughalpura, Lahore
- 4) Stipend will be paid only for 1st Month of each batch by TEVTA during theory, therefore, Rs. 100,000/- is total cost for 4 batches

2 Registration and Examination Cost			
Sr. No.	Designation	Per Trainee	Cost for 100 Trainees
1	Registration and Examination Cost	580	58,000
Total		580	58,000
Grand Total of 4 Batches (Operational + Registration Cost)			761,000

Cost Break up of Trainer Cost

1 Remuneration at Institutional Level		
Sr. No.	Designation	Amount per Month
1	Teaching faculty for Injection Moulding (Rs. 200 x 5 Hours daily x 26 days in a month)	26,000
2	Shop Assistant	3,000
Total		29,000

