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Technical Education & Vocational Training Authority

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NOTIFICATION

No. TEVTA/Ops-I/307 The competent authority has been pleased to notify the Standard Operating Procedure (SOP) for imparting training in TEVTA Institutes of selected Districts of South Punjab under service agreement signed between TEVTA and Louis Berger U.S. Inc. to improve income generation opportunities for the poor and vulnerable population of the area.

Dated Lahore the
August 23 2017


IRFAN QAISER SHEIKH
CHAIRPERSON, TEVTA

CC:

1. All General Managers, TEVTA, Secretariat, Lahore
2. The Zonal Manager (South), TEVTA Multan
3. The Manager (MIS), TEVTA, Secretariat, Lahore
4. The District Managers, Bahawalpur, Layyah, Multan
5. S.A to Chairperson, TEVTA Secretariat, Lahore
6. All concerned Principals / HOIs
7. P.S to C.O.O TEVTA Secretariat, Lahore
8. Master File


ENGR. MUHAMMAD MOHSIN
MANAGER (OPERATIONS - I)



**STANDARD OPERATING PROCEDURE (SOP)
FOR IMPARTING TRAINING
IN
SELECTED TEVTA INSTITUTES**

**UNDER SERVICE AGREEMENT BETWEEN
TECHNICAL EDUCATION AND VOCATIONAL
TRAINING AUTHORITY (TEVTA)
&
LOUIS BERGER U.S; INC.**

TEVTA SECRETARIAT, 96-H, GULBERG-II, LAHORE
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1. INTRODUCTION

This special training program is started to improve income generation opportunities for the poor and vulnerable population of four selected districts of South Punjab by enabling skills development through promotion of complete skill training, under service agreement between TEVTA and Louis Berger U.S., Inc.

2. SALIENT FEATURES OF PROGRAMME

This program is launched to attract the poor youth to provide them skill training particularly in the southern four districts of the Punjab i.e Muzaffargarh, Multan Bahawalpur and Lodhran where the poverty level in the rural areas is strikingly high. The Punjab Youth Workforce Development Program has following features:-

- i. Free of cost training will be provided to the trainees
- ii. No tuition fee will be charged from trainees
- iii. No Registration fee will be charged from trainees
- iv. Free training material will be provided to the trainees
- v. Monthly stipend Rs. 1500 will be given for financial support to each trainee

3. TRAINING SCHEDULE FOR 1st BATCH

Start of classes of 1st Batch w.e.f 24.04.2017.

4. TRAINING PARAMETERS

- Total duration of Course 6 months
- Total Training hours 800 Contact hours
- Average daily conduct hours 5 hours / day (6 days / week)

4.1 Timings

The training / classes will be conducted in morning / evening shifts as per following break up

	From	To	Time relaxation, if deems necessary
Summer / Winter			
Morning	08:00 AM	01:00 PM	Not allowed
Evening	1:00 PM	6:00 PM	Early start of class upto 1 $\frac{1}{2}$ hour in winter season.

5. NO. OF TRAINEES PER CLASS

- The Admission target in each course for each institute has already been agreed between TEVTA and Louis Berger U.S., Inc. The capacity for trainees for each trade was assessed as per demand of the Industry in the each district indicated by the Louis Berger U.S., Inc. and mutually agreed by the TEVTA.
- The admission of 3-5 students per class over and above the fixed target is allowed to overcome the drop outs if any. However, if trainee drops during 1st month then these will not be considered as enrolled and Louis Berger U.S., Inc. will also pay the dues of these over and above trainees as well, if students are attending the classes regularly.
- The Principal/HOI of the Institute will be responsible for delivery of quality training and proper management of classes. The concerned District Manager will be fully responsible for the effective implementation of training program.

6. LIST OF INSTITUTES WITH COURSES AND CAPACITY

The list of coursed along with capacities and technical parameters is as under:-

Sr. No.	District	Name of Institute	Name of Trade / Course	Duration of Course	Capacity per batch
1	Multan	GTTI Daulat Gate Multan	Electrician	06 Months	25
2		GVTI (W) Multan Old , Qasimpur Colony, Multan	Domestic Tailoring	06 Months	25
3	Bahawalpur	GTTI, Bahawalpur	Electrician	06 Months	25
4		GVTI (W) Yazman	Domestic Tailoring	06 Months	25
5	Lodhran	GTTI, Lodhran	Electrician	06 Months	25
6		GVTI (W) Hatti Motton Mull	Domestic Tailoring	06 Months	25
7	Muzaffargarh	GTTC (M), Jatoi	Electrician	06 Months	25
8		GVTI (W) Muzaffargarh	Domestic Tailoring	06 Months	25

Note:- This program has been launched in 8 institutes (with 2 trades in each institute) as a pilot project. TEVTA has to train 4000 students of this program during three years. The institutes / courses / capacity will be further extended at any time with the approval of General Manager (Operations), as and when requested by Louis Berger to fill the gap.



7. ADMISSION PROCEDURE

Louis Berger will select and provide trainees for admission in each course to the concerned Principal.

8. CURRICULUM AND TRAINING MANUALS

8.1 Curriculum

Approved Curricula of Academics Wing of TEVTA will be followed for imparting training.

8.2 Training Manuals

The training manual for each course will be provided to the trainees by Curriculum section of TEVTA Secretariat, and Louis Berger will bear the cost of Rs. 200 per trainee for provision of training manuals.

8.3 Lesson Plan

Teacher will develop lesson plan to impart training effectively. Lesson plan must be available with teacher in folder at the time of lecturing / demonstration. The teacher must display weekly breakup of course contents in the class room as well.

9. BUDGET AND EXPENDITURE

- Funds will be released to the concerned District Manager Office by TEVTA Secretariat.
- Rs.1500/- per trainee as stipend will be paid by the Louis Berger based on monthly classroom attendance of at least 70%. The payment of stipend shall be made on advice / information regarding attendance by the concerned Principal.
- TEVTA will be responsible for disbursement of stipend / traveling allowance to trainees in cash.
- Louis Berger team will maintain their monitoring activities in the field and will seek support / information from TEVTA as and when required.
- The breakup of salary / non salary component is attached as **Annexure- A**.
- The institute is authorized to utilize funds for training material, keeping in view the requirement of each trade instead of trade wise uniform distribution of training material, because the training material cost is calculated on average cost of all trades.
- The Principal of the institute will be responsible to cover all training cost i.e. remuneration training material and others etc from budget provided for the purpose.
- The Principal of the institute will make final decision regarding hiring/engaging of teaching and other staff. The Teaching staff will be paid remuneration as per rates already notified by TEVTA.



10. ENGAGING / HIRING OF STAFF

- The Teaching and Admin staff will be paid remuneration on monthly basis.
- The engaged / hired Teaching staff must be experience / competent and skilled to impart the relevant skills and theoretical instructions.
- Hiring of highly skilled person is recommended from market if the instructor from the institute is not available or not competent to impart training.

11. NON SALARY EXPENSES

11.1 Stipend

- Trainees will be paid stipend provided by the Louis Berger as mentioned at Sr. No. 7.

12. ATTENDANCE REGISTER

The concerned principal will ensure the following on daily basis;

- Daily Attendance Register of trainees will be maintained in each class separately by concerned teachers and duly checked / signed by the respective Principal / HOIs on daily basis.
- No cutting / overwriting in Attendance Register will be acceptable
- Attendance must be marked within 20 minutes after start of classes
- No empty spaces be left in attendance register (Not Marking the Attendance of Absentees as Absent)
- Avoid Fake / Ghost Trainees (i.e. Trainee marked Present but found Absent by Monitoring team / Authority during visit of institute)
- If a trainee is present, "P" should be recorded in front of his name in the relevant box
- If a trainee is absent, "A" should be recorded in front of his name in the relevant box with red ball point
- Short Leave may be given to trainees only on compelling circumstances, and should be allowed by HODs / HOIs / Principals, indicating time left supported by signed hand written application.

13. FINANCIAL PROCEDURES AND MAINTENANCE OF ACCOUNTS

Below mentioned Accounting Procedures for programme will be followed in true letter and spirit:

- Budget for programme will be transferred in Non-salary Bank Account of the concerned Institute through concerned District Managers. The Amount so received shall be recorded on Receipt side of Cash Book of Non-salary Bank Account under the Head programme Budget.
- Budget received shall be exclusively spent on the expenses to run the programme as per TEVTA Instructions / guidelines. 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 programme expenditures.
- Separate subsidiary Cash Book shall be maintained by the accounting staff of the relevant Institute for programme. 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, Registration & stipends etc). Subsidiary Cash book should be match with the main cash book.

- The relevant Assistant Manager (Finance) shall record Budget and Expenditure in accounting software under the head 6 months short course programme Budget & programme expenditure account.
- The institute wise monthly expenditures report (Annexure –B) will be sent by the Assistant Manager (Finance) to the concerned Zonal Manager office for consolidation in its office. The Zonal Manager concerned will submit monthly expenditures report to General Manager (Finance).
- 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.
- All invoices provided by the institute must contain details of the bank account to which payments are to be made and must be presented in original to the TEVTA. Details of expenditure shall be clearly stated in the invoice.
- All invoices provided by the institute should be endorsed as follows:
 "We certify that the amounts claimed in the invoice have been wholly and necessarily incurred for the purpose of this training or service and have not been claimed before".

14. QUALITY ASSURANCE

- The Principal shall be responsible for quality of training and management of classes.
- Principals / HOIs will ensure the discipline and punctuality of all staff and trainees of the institute.
- Principals/ HOIs will have healthy working environment with staff and will make all efforts as team work with all institutional staff to uplift the dignity of institute
- Cleanliness of Classrooms / Premises of institute will be ensured by the Principal / nominee of institute through menial staff on daily basis. Concerned Principals / HOIs should also have round of institute to check the same on frequent basis.
- The Principal shall regularly monitor the attendance of students and trade management of the teachers.
- 80 % attendance of students is mandatory to appear in the final examination. The name of a trainee will be struck off, in case he fails to attend the class for more than 07 days continuously.
- The instructor shall be responsible to assure quality of training by regular evaluation / marking of jobs, monthly tests, etc. and shall submit the report to the Principal on fortnightly basis.
- Principal shall provide photocopy of class wise Summary Sheet of Sessional Evaluation to the respective District Manager on fortnightly basis to be submitted to Head Office
- Monthly test shall be a practical exercise / test and its marks shall be counted in the summary of sessional evaluation sheet.
- The Principal shall invite and arrange an address of employer (s) /Guest Speaker to the trainees, at least twice during course, to boost up the moral of the trainees and its impact for employability. Employers / Guest Speaker will record their comments in the Visitor's Book of the institute regarding training activities.



15. MONITORING / EVALUATION

- The District Manager shall monitor the operational activities of institute on monthly basis and issue the instructions to principal pertaining to observations (if any) pointed out during the visit in order to up lift delivery of quality training. The District Managers will also ensure compliance of the observations so highlighted prior to next visit of institute in question.
- The Zonal Manager shall visit the institutes monthly and issue directions to the respective District Manager / Principal pertaining to observations (if any) pointed out during the visit in order to up lift delivery of quality training. The District Managers will also ensure compliance of the observations so highlighted well in time under intimation to the office of concerned Zonal Manager.
- Head Office Team shall make surprise visit of the institutes as well.
- Louis Burger Member / Committee shall conduct surprise visits of the institutes, offering short courses.
- Following District Monitoring Committee shall evaluate the training program.

a)	District Manager	(Convener)
b)	Assistant Manager	(Member)
c)	Principal / Head of concerned institute	(Member)
- The District Monitoring Committee shall visit each institute once in a month and shall furnish report.
- The District Manager shall provide copies of the visit report to the Zonal Manager within 03 days of visit and the Zonal Manager shall send the consolidated report along with his observations to the General Manager (Operations) within 03 days after receipt of the reports from the District offices.
- Zonal Manager / District Manager shall monitor the training activities of all courses / classes being run under the program.
- The Zonal / District Manager / Principal shall take appropriate action / measures to ensure delivery of quality of the training. The record of the remedial actions taken shall be maintained / recorded in visiting book by the concerned District / Zonal offices.
- The Zonal / District Managers will prepare a comprehensive course report and will send it to the General Manager (Operations) within seven (7) days after the completion of the programme.

16. BLANKET NOC

- Blanket NOC is hereby granted for run of short courses under the program.

17. REGISTRATION, EXAMINATION AND CERTIFICATION

- Punjab Board of Technical Education, Lahore will be the authority for registration of trainees, conduct of final examination and award of certificate as per the prescribed procedure. The registration & examination fee shall be paid directly by the concerned District Manager / Principal / HOI to Punjab Board of Technical Education. Respective Administrative staff of the institutes shall be responsible for any mistake in data regarding registration of trainees with the PBTE and over payment, if any.



18. ASSESSMENT AND EVALUATION

a. Attendance

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

b. Conduct

- Conduct of theory paper final, practical / skill test and its marking shall be done by a staff member of the same institution, nominated by the principal. The marking shall be done under supervision of the respective Principal. PBTE shall provide key for all theory papers to the Principals separately.
- The officers of PBTE and Monitoring and Evaluation Section shall have random checking on the day of examination.
- The assessment & testing shall be conducted in respective institutions under overall supervision of PBTE.
- The examination day will be considered as working day of the course.

c. Methodology

Following testing methodology will be adopted:

- | | | |
|------|---|---------------------------|
| (i) | Sessional Performance
(Practical exercises / Quizzes /
Assignment /Monthly Test) | = 50 marks |
| (ii) | Final Examination. | |
| | i. Theory (consist on 20 – MCQs) | = 10 marks |
| | ii. Practical | = 40 marks |
| | | Total: = 100 marks |

Fail below 50% in theory and 60% in practical and sessional.

d. Passing Criteria

- Candidate has to pass both in Theory & Practical.

- | | |
|-------------------------------------|-------------------|
| • Minimum Pass marks for Theory: | 5 |
| • Minimum Pass marks for Practical: | 24 |
| • Minimum Pass marks for Sessional: | 30 |
| Total: | = 59 marks |

- e. The teacher Incharge will compile the complete profile of the student in the students log maintained and checked by the Principal.
- f. Parent teacher meeting shall be held once during the course and certificates shall be distributed in a ceremony held in the institute / college.



BREAK- UP OF COST

Annexure - A (Page-I)

Sr. No.	Head of Account	Amount / trainee / month (Rs.)
1	Trainer Cost	960
2	Institute Admin Cost	640
3	Training Material	1000
4	Stationery / Register etc cost	350
5	Uniform (Apron / Overall) Cost	650
6	Repair of Machinery & Equipment Cost	410
7	Utilities Cost	500
8	Others / Secretariat, Zonal, District, Management cost	1490
Total		6000

A. Remuneration at Institute Level

1. Trainer Cost		
a.	Instructor @ Rs. 16000 for 8 trades	144000
b.	Lab Assistant @ Rs. 6000 for 8 trades	48000
Total		192000
2. Institute Admin cost		
a.	Principal @Rs. 6000 for 8 institutes	48000
b.	Accountant @ Rs. 3000 for 8 Institutes	24000
c.	Admission Clerk @ Rs. 2000 for 8 institutes	24000
d.	Naib Qasid @ Rs. 2000 for 8 students	16000
e.	Sweeper @ Rs. 2000 for 8 institutes	16000
Total		128000

B. Secretariat / Zonal / District Management Cost		
1. Remuneration at Secretariat LEVEL		Amount per month
1	Project Director (General Manager, Ops)	10000
2	Project Coordinator (Manager Ops-I)	8000
3	Project Finance Manager (Manager Finance)	8000
4	Project Management Team (AM Ops)	6000
5	Project Management Team (Assistant Ops)	4000
6	Project Management Team, (C.Opt. Ops)	3000
Total		39000

2. Remuneration at Zonal Office Level		Amount per month
1	Project Manager (Zonal Manager South)	9000
2	Project Finance Officer (Dy. Manager Finance)	7000
4	Project Management Team (AM concerned)	5000
Total		21000

3. Remuneration at District Office Level		Amount per month
1	Project Field Executers (District Managers. Bahawalpur, Layyah, Multan) @ Rs. 8000 each	24000
2	Assistant Manager Finance of each district Assistant Manager Concerned of each district @ Rs. 5000	30000
Total		54000

4. Total Secretariat, Zonal, District Management Cost		Amount per month
a.	Total Secretariat Level	39000
b.	Total Zonal Level	21000
c.	Total District Level	54000
Total		114000

