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

No. TEVTA/R&D/287/	Rev No. 000	Dated: Jan. // , 2016.
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NOTIFICATION


No. TEVTA / R&D / 287 / 33 The Standard Operating Procedure (SOP) for conduct of 03 months duration Poultry Farming (Controlled Shed) & Dairy Technician Courses in the University of Agriculture Faisalabad (UAF) and University of Agriculture Faisalabad (UAF), Campus at Toba Tek Singh is hereby notified.

No. Even
Dated: Jan 02, 2016.

CHAIRPERSON
TEVTA

A copy is forwarded for information and necessary action to: -

1. All General Managers, TEVTA.
2. Prof. Dr. Mahmood A. Randhawa, Chairman, Department of Continuing Education, University of Agriculture, Faisalabad.
3. All Deputy General Managers, TEVTA.
4. The Zonal Manager (North) TEVTA, Rawalpindi.
5. The District Managers TEVTA, Faisalabad and Jhang / T.T. Singh
6. The Manager (MIS), TEVTA.
7. SA to the Chairperson TEVTA.
8. PS to C.O.O TEVTA.
9. PS to Vice Chancellor, University of Agriculture (UAF), Faisalabad.


(Farooq Ahmed Cheema)
DGM (Operations)



**LAUNCH OF 3 MONTHS
POULTRY FARMING (CONTROLLED SHED) &
DAIRY TECHNICIAN COURSES
A JOINT VENTURE OF
TECHNICAL EDUCATION AND VOCATIONAL
TRAINING AUTHORITY (TEVTA)
&
UNIVERSITY OF AGRICULTURE
FAISALABAD**

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

December, 2015

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1. INTRODUCTION

In line with the policy directions of the Government of the Punjab, TEVTA has already launched industry demand driven courses to provide skills for employability to the youth of Punjab. These short courses have been designed and being launched in collaboration with University of Agriculture (UAF) Faisalabad to create job opportunities for the skilled youth in agriculture and livestock sectors of Punjab to meet the increasing demand of Chicken food and dairy farming.

2. SALIENT FEATURES OF PROGRAMME

- To produce skilled manpower for the dairy industry
- Enhance capability for the supply of healthy white meat in the market
- To absorb youth in the businesses of Livestock.
- To explore more business opportunities for the youth in the local and international markets.
- No fee will be charged
- TEVTA will bear the training cost as per Agreement / MoU.

3. TRAINING SCHEDULE

Start of class from December 15, 2015.

4. TRAINING VENUES

- University of Agriculture (UAF) Faisalabad
- University of Agriculture (UAF) Campus at Toba Tek Singh.
- Any other venue as and when approved by the authority

5. TRAINING PARAMETERS

- | | |
|--|-------------------------------------|
| • Entry level: | Literate preferably Middle / Matric |
| • Minimum age limit | 15 years |
| • Courses duration | 3 months |
| • Total Contact hours | 180 hours |
| • Training Methodology | Practical 67% - Theory 33% |
| • Labs / Faculty of UAF will be utilized | |

5.1 Timings

The training / classes will be conducted as per schedule of UAF (3 hours daily and 5 days a week)

5.2 Number of Trainees

- 25 trainees / Course / UAF Faisalabad
- 25 trainees / Course / UAF Campus at Toba Tek Singh

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6. ADMISSION PROCEDURE

6.1 UAF shall provide a simple admission form (free of cost) to the applicants without prospectus for the purpose. Trainees having valid CNIC / B Form will be eligible for admission. On completion of admission, UAF will provide complete particulars of admitted candidates dully supported with copies of CNIC / B Form and educational certificates to District Managers TEVTA Faisalabad and Jhang / Toba Tek Singh.

6.2 Selection of candidates shall be done on the recommendations of admission committee comprising members of UAF and TEVTA on the basis of interview. To minimize dropouts, serious candidates for getting skills training should be preferred for admission.

6.3 Following must be kept in view:

- Minimum age limit is 15 years.
- CNIC / B. Form is mandatory for admission.
- Students once enrolled in one batch under this program shall not be eligible for any other course under this program.

6.4 Advertisement for Admission

TEVTA shall publish advertisement in National Newspaper / other media and will also provide publicity material such as banners, signboard etc. to UAF. The UAF shall arrange for promotional campaigns for awareness among citizens to join the training course.

7. CURRICULUM AND TRAINING MANUALS

7.1 Curriculum

Curriculum of UAF

7.2 Training Manuals

The training manual for the course will be provided by the UAF.

7.3 Lesson Plan

The teachers will develop lesson plan to impart training effectively.

8. BUDGET AND EXPENDITURE

8.1 TEVTA will pay the training cost to UAF as per MoU.

8.2 District Managers TEVTA Faisalabad and Jhang / Toba Tek Singh will furnish complete record of admitted trainees to TEVTA for release of funds within two weeks after the start of course.

8.3 TEVTA will release the training cost to District Managers TEVTA Faisalabad and Jhang / Toba Tek Singh for its further disbursement to UAF.

8.4 10% of total cost for each batch shall be paid within 15 days of final selection of students for admission at UAF. This amount shall be adjusted from the monthly invoice submitted by UAF during the course of training till completion.

8.5 TEVTA shall pay a stipend @ Rs. 1000 / trainee / month through UAF dully verified by the District Managers TEVTA Faisalabad and Jhang / Toba Tek Singh.

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8.6 UAF shall provide the stipend disbursement record / evidence to TEVTA within one week after payment of stipend to students

9. QUALITY ASSURANCE

- UAF shall be responsible for quality of training and management of classes.
- UAF shall regularly monitor the conduct of classes.
- 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 15 days. The resource person shall be responsible to assure quality of training by regular evaluation / marking of jobs, monthly tests, etc. and shall maintain record.
- UAF shall provide photocopy of course wise Summary of Sessional Evaluation to the District Managers Faisalabad and Jhang / Toba Tek Singh time to time or as and when required by TEVTA.
- Monthly test shall be a practical exercise / test and its marks shall be counted in the summary of sessional evaluation sheet.
- UAF shall invite and arrange an address of employer (s) to the trainees to boost up the moral of the trainees and its impact for employability, if possible.

10. MONITORING / EVALUATION

- The District Managers Faisalabad and Jhang / Toba Tek Singh shall visit the UAF weekly.
- The Zonal Manager shall visit the UAF fortnightly.
- The officers from the TEVTA Secretariat shall visit to UAF on monthly basis.
- TEVTA Board Member Committee may conduct surprise visits of UAF.
- The District Managers shall provide a duly signed hard copy of monthly enrollment in the course on the already circulated format for the Industry Demand Driven Short Courses. In the Monthly Enrollment Report status of enrolled trainees as on 30th of each month shall be reflected.
- Following Monitoring Committee shall evaluate the training program.

- | | | |
|----|------------------------------|------------|
| a) | District Manager (concerned) | (Convener) |
| b) | Representative of UAF | (Member) |

- The District Managers shall provide copies of the visit report to the Zonal Manager within 03 days after the visit and the Zonal Manager shall send the report along with his observations to the Deputy General Manager (Operations) within 03 days after receipt of the reports from the District office.
- On the completion of the course, the Zonal / District Managers will prepare a comprehensive course report and will send it to the Operations Wing TEVTA Secretariat within seven (7) days after the completion of the course.

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11. EXAMINATION AND CERTIFICATION

- Examination of passing out candidates shall be carried by UAF.
- UAF will compile the result and same will be provided to TEVTA along with complete profile of the students.
- Certificates to the trainees will be distributed in a ceremony as mutually agreed by the parties.
- Certificate shall be jointly issued by TEVTA and University of Agriculture Faisalabad (UAF) bearing of logos of both parties.

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