
	<p><b>GOVERNMENT OF THE PUNJAB</b>  <b>TECHNICAL EDUCATION &amp; VOCATIONAL</b>  <b>TRAINING AUTHORITY</b>  96-H, GULBERG II, LAHORE PHONE: 042-99263055-59  www.tevta.gop.pk</p>	
<p><b>(Corporate Affairs Unit)</b></p>		

## NOTIFICATION

**Subject: SOP FOR 3 MONTHS SHORT COURSES IN GARMENT SECTOR**

**No. TEVTA/CA/Ops/2015/7-59** The Standard Operating Procedure (SOP) is hereby notified for conduct of 3 months short course of Industrial Stitching in GCT Pindi Bhatian and GVTI (W) Sukheki with collaboration of Crescent Bahuman Mills Limited . The SOP is attached for implementation in letter and spirit.

**NO. Even & Dated**  
May 18, 2015



**CHAIRPERSON**  
TEVTA

**No. Even & Dated:**  
June 05, 2015

A copy is forwarded to:-

1. All General Managers, TEVTA Secretariat.
2. All Deputy General Managers, TEVTA Secretariat.
3. The Zonal Manager (Centre), TEVTA Punjab
4. The District Manager Gujranwala/Hafizabad, TEVTA Punjab
5. The Principal GCT Pindi Bhatian, TEVTA
6. The Principal GVTI(W) Sukheki, TEVTA
7. The Director (R&D), TEVTA Secretariat.
8. The Manager (MIS), TEVTA Secretariat.
9. Crescent Bahuman Mills Limited, 45 A Off Zafar Ali Road, Gulberg V, Lahore 54660, Pakistan
10. S.A to Chairperson, TEVTA.
11. P.S to Chief Operating Officer, TEVTA.
12. Master File.

  
**(Aisha Qazi)**  
DGM (Corporate Affairs Unit)

	<b>GOVERNMENT OF THE PUNJAB</b> <b>TECHNICAL EDUCATION &amp; VOCATIONAL TRAINING AUTHORITY</b> 96-H, GULBERG II, LAHORE PHONE: 042-99263055-59 www.tevta.gop.pk	
	<b>Collaboration between TEVTA and CBL</b>	
Doc Code: TEVTA/CA/Ops/2015/7-59	Rev No. 00	Dated: 18 <sup>th</sup> May-15

**STANDARD OPERATING PROCEDURES (SOPs)**  
*(Collaboration between TEVTA and Crescent Bahuman Mills Limited (CBL) in the Garment Sector with a Focus on Denim)*

## 1. Introduction

TEVTA and Crescent Bahuman Limited (CBL) have entered into an agreement to promote Technical and Vocational Education in Garment Sector in Punjab through strategic collaboration between the both parties in the Garment sector with a focus on Denim.

## 2. Salient Features of the program

This program is designed to facilitate the low income community for equipping with skills particularly in Hafizabad District. It will also address the skills workers demand of CBL. Following are the salient features of the collaboration:

- a) No fee will be charged.
- b) Stipend of Rs. 1,000/- per student per month will be paid by CBL.
- c) Free training material will be provided to the trainees by TEVTA.

## 3. Training schedule

Classes will be started w.e.f 1<sup>st</sup> May, 2015.

## 4. Training parameters

- 4.1. Course duration : 3 Months
- 4.2. No. of days in a week : 06 Days
- 4.3. Average daily conduct hours : 05 Hours
- 4.4. Total Conduct Hours : 180 Hours
- 4.5. On Job Training : 06 Weeks

## 5. Timings

This program will be conducted in the morning shift from 8.00 A.M to 1.00 P.M

## 6. No. of Trainees per class

- 6.1) Phase - I is designed to rollout the Industrial Stitching course for 3 months duration with an intake of 50 trainees for the pilot.
- 6.2) The admission of 04 students per class over and above the fixed strength is allowed to overcome the drop outs, if any.

## 7. List of courses along with capacity and technical parameters

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

Sr. #	District	Name of Institute	Courses	Duration	Capacity
1.	Hafizabad	GCT, Pindi Bhattain	Industrial Stitching	03 - Months	25
		GVTI (W), Sukheki	Industrial Stitching	03 - Months	25
<b>Total:</b>					<b>50</b>

## **8. Management and supervision:**

- 8.1) The Principals / HOIs of the institutes will be responsible for quality training and proper management of classes.
- 8.2) The District Manager TEVTA, Gujranwala / Hafizabad will be fully responsible for the effective implementation of training program.
- 8.3) The GM (Operations) will supervise the whole activity as head of the section.

## **9. Admission procedure:**

A comprehensive media campaign at local level will be launched by the District Manager TEVTA, Gujranwala/Hafizabad by using banners, posters, hand bills, local cable network, announcement in mosques and other resources. All efforts should be made by the DM to attract the needy and poor youth for this program. Following steps will be taken to admit the students in this program.

- 9.1) The minimum qualification will be Middle but preference will be given to the Matriculate or higher.
- 9.2) One copy of educational certificate would be required to verify the minimum entry qualification.
- 9.3) A simple application form will be developed by the DM Gujranwala/Hafizabad and the same will be provided by the Principal free of cost to the students, who are desirous for admission.
- 9.4) The selection committee comprising of the following will be notified for the interview and admission of the eligible candidates:

9.4.1) Principal	Convener
9.4.2) Instructor of the concerned trade	Member
9.4.3) Representative of CBL	Member
- 9.5) CBL will provide entry test formats for admission. However, final test examination representation will be given by CBL.
- 9.6) Medical check-up by CBL.
- 9.7) The student already enrolled for other course will not be eligible till the completion of the course already they are studying.
- 9.8) Minimum age limit is 18 years. Under age applicants will not be eligible for training.
- 9.9) No candidate will be enrolled / registered in more than one course at a time.
- 9.10) The person who has already received training in the same course in any organization will also not be eligible.

## **10. Curriculum & Training Manuals**

### **10.1) Curriculum**

The curriculum for each course will be provided by the Curriculum Section of TEVTA Secretariat

### **10.2) Training manual**

The training manual for each course will be provided by the Curriculum section of TEVTA Secretariat

### **10.3) Lesson plan:**

The teachers will develop lesson plan to impart training effectively

### **10.4) Rotation Plan:**

Rotation plan will be developed by the respective teachers.

## **11. Registration, examination & certification**

11.1) Trade Testing Board (TTB) will be authority to conduct final exam.

11.2) Certificate will be awarded jointly by TTB and CBL.

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

11.4) The admin staff of both institutes will be responsible to provide correct data of trainees to TTB.

## **12. Assessment and evaluation**

### **12.1) Attendance:**

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

### **12.2) Prequalification test:**

Prequalification test for final exams will be conducted by CBL, if CBL so desirous.

### **12.3) Conduct:**

12.3.1) Final theory and practical exams will be conducted as per TTB criteria.

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

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

**12.4) Methodology:**

Following testing methodology will be adopted:

**12.4.1) Final examination**

- |               |                    |
|---------------|--------------------|
| i. Theory     | = 30 Marks         |
| ii. Practical | = 70 Marks         |
| <b>Total</b>  | <b>= 100 Marks</b> |

Fail below 40% in theory and 60% in practical and sessional.

**12.4.1) Passing criteria**

- |   |      |
|---|------|
| i. Minimum Pass marks for Theory                            | = 12 |
| ii. Minimum Pass Marks for Practical                        | = 42 |
| iii. Candidate will have to pass both in Theory & Practical |      |

**13. Monitoring and evaluation**

13.1) The GM (Operations) being Chief Pattern will monitor the activities at both institutions. However, the following monitoring committee is constituted at District level for monitoring and implementation:

- |   |          |
|---|----------|
| a) District Manager, Gujranwala / Hafizabad           | Convener |
| b) Assistant Manager DM Office                        | Member   |
| c) Principal/Head of institute of concerned institute | Member   |
| d) Representative from CBL                            | Member   |

13.2) The DM, Gujranwala / Hafizabad individually or along with the member of monitoring committee will visit each institute fortnightly. The visit report will be submitted on prescribed pro forma.

13.3) The DM will provide copies of the visit report to the Zonal Manager within 03 days of visit and the Zonal Manager will send the consolidated report along with his observations to the General Manager (Operations) and MD CBL, within 03 days after receipt of the reports from the DM office.

13.4) The Zonal / District Managers will monitor training activities of all courses / classes being run under this program.

13.5) The Zonal/District Manager (s) / Principal (s) will take appropriate action / measure to ensure improvement of the weak areas. The progress on the observation regarding weak areas will be communicated to the Zonal Manager and the GM (Operations).

#### **14. Quality assurance:**

- 14.1) The Principal will ensure the quality of training and management of classes. The Principal will check classes regularly to monitor the attendance and trade management of teachers.
- 14.2) The name of those students will be struck off who fail to attend the classes for more than one week.
- 14.3) The instructor 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 and 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 will verify the performance of the teachers and countersign the fortnightly report to make the instructor eligible for remuneration.
- 14.4) The instructor will be imposed penalty at the rates mentioned below if he/she is not able to mark the jobs/conduct of monthly test.
  - a) Non marking of jobs: Deduction @ 25% of remuneration
  - b) Non conduct of monthly test: Deduction @ 15% remuneration

#### **15. Budget and expenditure**

- 15.1) Enrollment status will be forwarded by the Principal to the CBL by the end of the month and the stipend @ Rs. 1,000/= per month per trainee will be disbursed by the representative of CBL in the presence of respective Principal during the first week of each month.
- 15.2) The remuneration of visiting faculty will be paid by TEVTA through cross cheque in favor of CBL.
- 15.3) Registration and examination fee of trainees to TTB will be paid by TEVTA.
- 15.4) Major operational costs during institutional training will be borne by TEVTA. Cost estimates are attached at Annexure - A.

**ROUGH COST ESTIMATES (PILOT BATCH)**

(For starting the 3 months short course of Industrial Stitching in collaboration with Crescent Bahuman Limited)

<b>1 Operational Cost</b>				
Sr.No	Head of Account	Amount / trainee/ month	Cost for 50 Trainees Per month	Cost for 50 Trainees for 03 month
		(Rs.)	(Rs.)	(Rs.)
1	Trainer Cost	1,160.00	58,000.00	174,000.00
2	Training Material	550.00	27,500.00	82,500.00
3	Other Cost (Utilities, Advertisement etc)	1,000.00	50,000.00	150,000.00
4	Machinery repair and maintenance	430.00	21,500.00	64,500.00
<b>TOTAL:</b>		<b>3,140.00</b>	<b>157,000.00</b>	<b>471,000.00</b>

<b>2 Registration and Exams Cost</b>			
Sr. #	Designation	Per Trainee	Cost for 50 Trainees
1	Registration and Examination cost	600.00	30,000.00
<b>TOTAL</b>		<b>600.00</b>	<b>30,000.00</b>

<b>Grand Total (Operational (3 Months) + Registration Cost)</b>	<b>501,000.00</b>
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**Cost Break up of Trainer Cost**

<b>1 Remuneration at Institution Level</b>		
Sr. #	Designation	Amount per month
<b>Remuneration of the teaching staff</b>		
1	Visiting faculty at GCT, Pindi Bhattian (Rs. 200 x 5 Hours Daily x 26 Days in a month )	26,000.00
2	Shop Assistant at GCT, Pindi Bhattian	3,000.00
3	Visiting faculty at GVTI (W) Sukheki (Rs. 200 x 5 Hours Daily x 26 Days in a month )	26,000.00
4	Shop Assistant at GVTI (W), Sukheki	3,000.00
<b>Total</b>		<b>58,000.00</b>