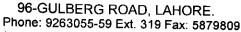
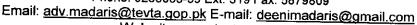


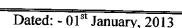
GOVERNMENT OF THE PUNJAB TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY

DEENI MADARIS TEVTA SECRETARIAT





Web site: www.tevta.gop.pk



NOTIFICATION

SUBJECT: <u>VOCATIONAL TRAINING IN DEENI MADARIS</u>.

No. TEVTA/Deeni Madaris/84-2009. In supersession of previous notification No. TEVTA/Fin/Deeni/2nd/1-8/ dated 23rd April, 2008 Technical Education and Vocational Training Authority (TEVTA) is pleased to notify the following policy to organize/conduct Vocational Training at Deeni Madaris in the Punjab under Special initiative. The execution of training will be based on mutual understanding between TEVTA & Deeni Madaris through written MOU (Annex-A).

1. SALIENT FEATURE OF THE PROGRAM.

The program has following features:-

- 1.1 The vocational training in madrasah will be arranged through a nearby TEVTA institute.
- 1.2 The vocational training at one madrasah will be commenced in two trades.
- 1.3 The training will be arranged in the premises of Deeni Madrassah according to an agreed schedule with Madrassah Management.
- 1.4 No fee will be charged from trainees.
- 1.5 Salary & Non salary expenditures will be borne by TEVTA.
- 1.6 Machinery, equipment & training material etc. will be provided for training purpose by TEVTA and it will be property of TEVTA.
- 1.7 In case of poor enrollment or refusal of Mohtamim to continue this program or any other reason, the training will be shifted to another suitable madrasah.

2. TRAINING PARAMETERS.

2.1 Course duration.

6 months.

2.2 Average daily hours.

3 hours per day/ (6 days in a week).

- 2.3 Training timing will be fixed in consultation with madrasah management.
- 2.4 Capacity of class in one trade will be 20.

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3. <u>LIST OF TEVTA SHORT COURSES.</u>

The following TEVTA Short Courses for Deeni Madaris have been approved to run in selected Deeni Madaris.

Sr. #	Course	Duration	Minimum Entry Qualification
1.	Electrician	6	Middle/Mutvastta
2.	Electrical Wiring Technician.	6	Middle/Mutvastta
3.	Motor Winding.	6	Middle/Mutvastta
4.	Home Appliances Repair.	6	Middle/Mutvastta
5.	HVACR (RAC).	6	Matric Science/ Sanviya Aamma
6.	Mobile Phone Repair.	6	Matric Science & Middle/
0.			Sanviya Aamma & Mutvastta
7.	Electronics Equipment Repair.	6	Matric & Middle/ Sanviya Amma
			& Mutvastta
8.	Computer Application (M &F)	6	Matric/ Sanviya Amma
9.	Plumber.	6	Middle/Mutvastta
10.	Machine Embroidery	6	Middle/ Mutvastta
11.	Machine & Hand Embroidery		Middle/ Mutvastta
12.	Domestic Tailoring (M &F)	6	Middle/ Mutvastta

4. <u>ADMISSION.</u>

- 4.1 Students recommended by Mohtamim of Madarsa will be admitted in the course verifying the minimum entry qualification from copy of educational certificates with minimum age of 14 years.
- 4.2 Admission must commence 10 days before start of the course and shall complete till start of the course.
- 4.3 In the event of poor admission/refusal of Mohtamim, this office would be intimated along with the new madrasah and its assessment report for shifting of vocational training to a new suitable madrasah.
- 4.4 After completion of admission, enrollment data shall be communicated to Operations Department TEVTA within 15 days.
- 4.5 After announcement of result, the number of graduates shall be communicated to Operations Department TEVTA.
- 4.6 No admission notice will be published in newspaper. In case of poor admission, the students of nearby Madrassah & Madrassah graduates may be admitted.

5. REGISTRATION AND EXAMINATION SCHEDULE

Registration and Examination schedule for TEVTA Short courses (06 Months) will be followed as announced by the Punjab Board of Technical Education, Lahore & Trade Testing Board, Lahore.

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6. <u>CURRICULUM & TRAINING MANUALS.</u>

The curriculum and manuals already approved and published by Curriculum Section of Academics Department shall be followed for teaching purpose.

7. <u>BUDGET DISBURSEMENT</u>

Funds will be released quarterly to the attached institutes regarding salary & non-salary component.

7.1 EXPENSES MECHANISIM

The expenditure on below mentioned "Head of Accounts" shall be made as per standard procedure of TEVTA: -

- i. Remuneration of Teaching Staff.
- ii. Remuneration of Admin Staff
- iii. Training Material
- iv. Tools, Equipment, Furniture.
- v. Others (for all other expenses)

8. <u>ENGAGING/ HIRING OF STAFF, RATES OF REMUNERATION FOR TEACHING & ADMINISTRATIVE STAFF.</u>

8.1 Principal of respective institute will assign the duty to an experienced teacher to work as Incharge cum Instructor in respective Deeni Madrassah who could teach one of the trades being started in Madrassah. The rates of remuneration will be as under: -

Sr#	Category.	Rates per Month.
1.	Incharge cum Instructor (Visiting) Male/Female	Rs. 200 per hour (In addition to the pay drawing from the institutes.) and 2000 per month as Administrative Allowance.
2.	Instructor/Trade Instructor (Visiting) Male/Female	Rs. 200 per hour
3.	Accountant-cum-Clerk (Male/Female)	Rs. 3000/- Per month
4.	Shop Attendant (Male/Female)	Rs. 3000/- Per month

8.2 The above mentioned remuneration rates are applicable w.e.f. 1st July, 2012.

9. NON SALARY EXPENSES

- 9.1 Non-Salary expenses are permissible for following head of accounts.
 - a. Tools, equipment and improvement of facilities.
 - b. Purchase of Training material.
 - c. Other (for all Non-Salary expenses)
- 9.2 An expense on the items (a), (b) & (c) shall be incurred within the limit defined as per standard delegation of financial powers of TEVTA duly notified vide No. TEVTA/GM (F&A)F.Powers/2011 Dated 08th June, 2011 as substituted vide even No. dated 12th May, 2012. The standard purchase procedure of TEVTA shall be followed through purchase committee already notified. The registration/examination fee shall be paid as notified by the Punjab Board of Technical Education, Lahore and Trade Testing Board, Lahore.



10. FINANCIAL PROCEDURE & MAINTENANCE OF ACCOUNT.

Below mentioned Accounting Procedures for vocational training in Deeni Madaris shall be followed without fail: -

- 10.1 Budget for Deeni Madaris will be transferred in Non-Salary Bank Account of the concerned institute through normal banking procedure. The amount so received shall be recorded on Receipt side of Cash Book of Non salary Bank Account.
- 10.2 Budget received shall be exclusively spent on the expenses to run the vocational training at Deeni Madaris as per TEVTA Instructions/guidelines. The total amount so spent in the Account under the head "Expenditure for Vocational Training at Deeni Madaris".
- 10.3 Separate Subsidiary Cash Book shall be maintained by the accounting staff of the relevant institute for Vocational Training at Deeni Madaris. 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). Subsidiary Cash Book should match with the Main Cash Book.
- 10.4 The Books shall be checked and signed by the Assistant Manager (Finance) of relevant District once in a month.
- 10.5 Quarterly budget and expenditure report as per prescribed format shall be provided by the concerned Institute to relevant Assistant Manager (Finance) for recording in accounting software. A consolidated report shall be submitted by Assistant Manager (Finance) concerned to Finance Wing, TEVTA Secretariat Lahore.
- 10.6 The concerned Assistant Manager (Finance) shall record Budget and Expenditure in accounting software under the head of Vocational Training at Deeni Madaris Budget and Expenditure Account. The purchase of durable goods (tools, equipment and furniture) shall be recorded as asset in General Ledger.
- 10.7 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.

11. QUALITY ASSURANCE

- 11.1 80% attendance of student is must to appear in final examination. The name of those students who failed to attend the class for more than 15 days will be struck off.
- 11.2 The instructor will be responsible for taking measures to assure quality of training i.e. regular evaluation and marking of jobs, monthly tests. The instructor will submit a certificate to the Principal on monthly basis that



practical jobs/ exercises have been marked and a certificate that monthly test has been conducted by him/her. The Principal will verify the performance of teacher and countersign the certificates to make him/her eligible for remunerations.

Instructor will be imposed penalty at the below mentioned rates, if he/she is not able to mark the jobs or conduct monthly tests.

(a) Non-Marking of Jobs:

Deduction @ 20% of remuneration

(b) Non-Conduct of Monthly Test:

Deduction @ 10% of remuneration

12. MONITORING.

- 12.1 The Principal and Incharge will check classes regularly to monitor attendance of students and management of teachers.
- 12.2 District Manager will monitor training activities of all courses/classes being run under this program. He will take appropriate actions/measures to ensure improvement of weak areas.

13. **EVALUATION**

The Zonal Manager will inspect each madrasah once during three months. The Principal and District Manager both will make maximum efforts to improve the weak areas, if any. Progress on the observations regarding weak areas will be communicated to the General Manager (Operations) TEVTA.

14. REGISTRATION, EXAMINATION & CERTIFICATION

- 14.1 Punjab Board of Technical Education Lahore and Trade Testing Board, Lahore will be authority to conduct final examination and award certificates following the procedure of TEVTA Short Courses.
- 14.2 The registration of enrolled students with PBTE & TTB will be processed as per rules for registration of TEVTA Short Courses.
- 14.3 The revised rate of registration and examination fee will be paid to PBTE and TTB by the institution directly from Non-Salary head.

15. <u>DISPOSAL OF STUDENTS FINISHED JOBS/PROJECTS</u>

Finished Jobs/ project prepared by the students during training may be disposed of as prescribed vide notification no. TEVTA/Fin/Jobs/ dated September 17, 2007.

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16. GENERAL INSTRUCTIONS

- 16.1 One working place may be arranged for one trainee.
- 16.2 Course contents, Time Table, Progress Chart must be displayed.

- 16.3 Complete name & address of Institute, Total Study Hours (Theory + Practical) must be correctly/clearly mentioned on result sheet while forwarding it to the Punjab Board of Technical Education, Lahore & Trade Testing Board, Lahore.
- 16.4 In case of non receipt of certificates, the PBTE & Trade Testing Board, Lahore may be approached along with name of student, registration number, session and name of the attached TEVTA institute.
- 16.5 Appearance certificates may be issued to graduates of this program by the Principal of TEVTA institute as per practice.
- 16.6 Result of passed trainees may be informed to Operations Department TEVTA by e-mail on its receipt from Punjab Board of Technical Education (PBTE)/Trade Testing Board (TTB).
- 16.7 Data of employed/self employed may also be maintained at institute level.

Dated Lahore, the 21st December 2012

-Sd/-(ARIF SAEED) CHAIRPERSON TEVTA

Even No. & Dated 01/01/2013

Copy is forwarded for information and necessary action: -

- 1 All the General Managers TEVTA, Lahore.
- 2 The Deputy General Manager (Operations), TEVTA Secretariat, Lahore.
- 3 The Deputy General Manager (Finance) TEVTA Lahore.
- 4 The Chairman, Punjab Board of Technical Education, Lahore.
- 5 All the Zonal Managers TEVTA (Centre, North, South)
- 6 The Manager (Operations-II), TEVTA Lahore.
- 7 The Manager (Finance), TEVTA Lahore.
- 8 The Chairperson/Manager, Trade Testing Board, Lahore.
- 9 The Manager (MIS) with the request to upload the same on TEVTA website.
- 10 All the District Managers TEVTA, Punjab.
- 11 The concerned Principals attached with Deeni Madaris.
- 12 SA to Chairperson TEVTA
- 13 PS to C.O.O TEVTA

(MASOOD ANWAR)
Deputy Manager

Deeni Madaris (TEVTA)

Memorandum of Understanding

	000000000000000000000000000000000000000
This Memorandum of Understanding is signed on	
Betwee	
Technical Education and Vocational Training Authority, havi as "TEVTA", as party one.	
And	
Deeni Madrassah hereinafter referred as "	
WHEREAS it is the intention of both the parties hereto to cool bearing the following provisions:	perate by entering into this Memorandum of Understanding
PURPOSE OF THE AGREEMENT	
The main purpose of the MOU is to establish working relationship be	etween TEVTA and Deeni Madrassah
to coordinate and run technical training trade/course jointly at Deeni	Madaris, to provide technical
& vocational training to students in mutually agreed technical trades	/ courses.
ROLE OF TEVTA	
 for conduct of trade courses in Deeni Madaris. All items will be TEVTA property. Testing & certification of all trade courses will be conduct 	aining material, textual material and teaching/ non-teaching staff ed by TEVTA
	N. TEVTA
Repair and maintenance of equipment will be carried out be	y 12410.
ROLE OF DEENI MADARIS	
 an agreed schedule. The duration of training session would be of 6 month 	release them from their studies for the training according to
GENERAL	
 Student, his parents and relatives will not demand for during the training period from TEVTA the teacher the purpose. It is a registered Deeni Madrassah without involventhe All disputes between the parties relating to the important mutually agreed arbitrator whose decision therein shape. 	lementation of any term of the MOU shall be referred to the
District Manager TENTA (Authorized Officer)	(Name of Mohtamim & Address of Madrassah) Witness 1:
	Witness 1:(Witness Name + CNIC)
(Witness Name + CNIC)	Witness 2: (Witness Name + CNIC)

(Witness Name + CNIC