

NOTIFICATION

Subject: - SOP FOR LAUNCH OF MEAT TECHNOLOGY COURSE
(3 MONTHS)


No. TEVTA / GM (O-II) / Short Courses / 244 – 15/ The standard Operating Procedure (SOP) for conduct of Meat Technology short course (3 months), launched in collaboration with University of Veterinary & Animal Sciences (UVAS) Lahore is hereby notified for its implementation in letter and spirit.

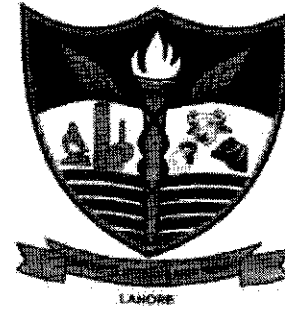
No. Even
Dated: October 13, 2015

Chief Operating Officer
TEVTA

A copy of SOP is forwarded to: -

1. The Vice Chancellor University of Veterinary & Animal Sciences (UVAS) Lahore.
2. All General Managers, TEVTA.
3. All Deputy General Managers, TEVTA.
4. Zonal Manager (Centre), TEVTA, Lahore.
5. District Manager TEVTA, Lahore / Shahdara for necessary action.
6. The Manager (MIS), TEVTA.
7. SA to the Chairperson TEVTA.
8. PS to C.O.O TEVTA.


Manager (Operations-II)
TEVTA



**LAUNCH OF 3 MONTHS
MEAT TECHNOLOGY COURSE
A JOINT VENTURE OF
TECHNICAL EDUCATION AND VOCATIONAL
TRAINING AUTHORITY (TEVTA)
&
UNIVERSITY OF VETERINARY & ANIMAL
SCIENCES (UVAS) LAHORE**

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

October, 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. This short course has been designed and being launched in collaboration with University of Veterinary & Animal Sciences (UVAS) Lahore to create job opportunities for the skilled youth of Punjab in the business of livestock and to enhance capability for the supply of healthy meat in the market.

2. SALIENT FEATURES OF PROGRAMME

- To create job opportunities for the youth of Punjab.
- To enhance capability for the supply of healthy 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
- Registration fee will be paid by TEVTA.
- TEVTA will bear the training cost as per MoU.

3. TRAINING SCHEDULE

Start of class from October 12, 2015.

4. TRAINING VENUES

- University of Veterinary & Animal Sciences (UVAS) Lahore
- Any other venue as and when approved by the authority

5. TRAINING PARAMETERS

- | | |
|--|----------------------------|
| • Entry level: | Middle preferably Matric |
| • Courses duration | 3 months |
| • Total Contact hours | 400 hours |
| • Training Methodology | Practical 80% - Theory 20% |
| • Labs / Faculty of UVAS will be utilized | |
| • UVAS will arrange Bulls / Sheep for training | |

5.1 Timings

The training / classes will be conducted in morning / evening shifts

5.2 Number of Trainees per Class

- 30 trainees / class
- Two Groups (Morning / Evening Shifts)

6. ADMISSION PROCEDURE

6.1 Admission will be processed by District Manager Lahore. Candidates must be encouraged, facilitated and guided. Copies of educational certificate and CNIC / B Form would be asked to verify the pre-requisites for admission. A simple admission form (free of cost) will be provided to the applicants without prospectus for the purpose.

6.2 Selection of candidates shall be done on the recommendations of admission committee comprising members of UVAS 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 18 years.
- CNIC / B. Form is mandatory for admission.
- Students already enrolled in TEVTA institutions for other courses / studies will not be eligible 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

Centralized advertisement by TEVTA. However, District Manager TEVTA Lahore will make the publicity for admission under programme at local level through Local cable network, newspapers, FM Broadcast, Leaflets & Panaflex Banners. The expenditure on local media campaign will be met from the regular Non-Salary budget.

7. CURRICULUM AND TRAINING MANUALS

7.1 Curriculum

The curriculum of the course will be provided by the curriculum section of TEVTA Secretariat.

7.2 Training Manuals

The training manual for the course will be provided by the curriculum section of TEVTA Secretariat.

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 UVAS as per MoU.

8.2 District Manager TEVTA Lahore will furnish the estimated budget demand according to MoU on the basis of enrolled trainees to Finance Wing TEVTA within two weeks after the start of course under intimation to Operations Wing.

8.3 TEVTA will release the training cost to UVAS

8.4 Registration Cost

TEVTA will disburse the Registration cost to Trade Testing Board (TTB).

9. QUALITY ASSURANCE

- UVAS shall be responsible for quality of training and management of classes.
- UVAS 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.
- UVAS shall provide photocopy of course wise Summary of Sessional Evaluation to the District Manager Lahore 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.
- UVAS 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.

10. MONITORING / EVALUATION

- The District Manager Lahore shall visit the UVAS weekly.
- The Zonal Manager shall visit the UVAS fortnightly.
- The General Manager (Operations), Deputy General Manager (Operations) & Manager (M&E) shall visit the UVAS on monthly basis.
- TEVTA Board Member Committee may conduct surprise visits of UVAS.
- The District Manager 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 | (Convener) |
| b) | Representative of UVAS | (Member) |

- The District Manager 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 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 General Manager (Operations) within seven (7) days after the completion of the course.

11. Blanket NOC

Blanket NOC is hereby granted to run Meat Technology Course (3-Months).

12. REGISTRATION, EXAMINATION AND CERTIFICATION

- Student below 80% attendance shall not be admissible to appear in the examination.
- UVAS will compile the complete profile of the student and same will be provided to TEVTA.
- Parent teacher meeting shall be held once during the course and certificates shall be distributed in a ceremony as mutually agreed by the parties.