
	GOVERNMENT OF THE PUNJAB TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY 96-H, GULBERG II, LAHORE PHONE: 042-99263055-9 www.tevta.gop.pk	
	OPERATIONS-I WING	
No. TEVTA /OPS-II <i>05T/2-80/533</i>	Rev No. 00	Dated: August, <i>29</i> , 2025

To,

1. All Regional Directors, TEVTA
2. All District Directors, TEVTA

SUBJECT: INSTRUCTIONS REGARDING 100% PRACTICAL TRAINING DELIVERY BY ENHANCING TRAINING MATERIAL FOR TEVTA STUDENTS

Quality of skill education largely relies on extensive practical training for all courses/programs of TVET sector. In most of our institutes, the orientation towards practical training has lost focus due to multiple factors including non-serious attitude towards practical's, limited resources (training material) and old vintage machinery & equipment (M&E). In the past one year, due emphasis has been accorded to these aspects by introducing Teachers' Training on industrial floor, increase in per student cost of training material and focus on maintenance of M&E. This year, TEVTA's Finance Wing shall be releasing the funds for training material as per the increased rates for ensuring the conduct of practical trainings as per the SOP/Curricula.

Following instructions are being issued for proper utilization, monitoring and accountability of training material:-

1. Availability of Training Material:

- Purchase requisition from concerned HOD (90 days in advance).
- Principals must ensure timely provision of required training material in labs.
- Material must only be issued and consumed against practical classes as per curricula.

2. Practical Performance:

- All prescribed practicals must be completed in full by every student.
- No compromise on practical exposure will be accepted.

3. Standardized Process for Training Material Consumption:

The Institutes must maintain complete transparency & record for training material consumption as under:-

- Each lab maintains consumable register.

- List of practicals, job sheets and evaluation sheets maintained for each practical.
- Annexures' (A1, A2, A3) are followed as per Institute Operating Manual.
- All records must be signed, filled and available for inspection.

4. Video Recording of Practical:

- Every practical must be video recorded and archived.
- Copies must be shared with RD/DD offices for random review.

5. Daily Record Maintenance:

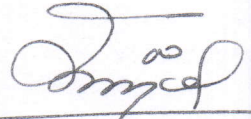
- Institute must keep daily log of:
 - Training material consumed (practical-wise).
 - Jobs/finished goods prepared by students.
 - Finished jobs should also be properly stocked and disposed of as per policy.
- These records must be readily available for inspection by any visitor from TEVTA.

6. Responsibility & Monitoring:

- **Principals/Institutes**
 - Ensure training material availability and proper use.
 - Guarantee 100% completion of practicals.
 - Maintain daily logs, job sheets, evaluation sheets and videos.
 - Provide records during inspection.
 - Accountability of completion of jobs, auction of non-essential completed jobs as per rules and depositing the said amount in training material head of accounts.
- **Regional/District Directors**
 - Monitor & verify utilization of material at institutes.
 - Review records & practical performance regularly.
 - Check videos/documents randomly.
 - Submit consolidated monitoring reports to Head Office.
 - Foresee problem areas through frequent visits and advise/assist principals for its resolution.

○ **TEVTA Head Office**

- Issue policies and allocate training material budgets.
- Define bench marks for utilization and monitoring of training material funds.
- DG Ops-I & II to evolve a monitoring mechanism to ensure strict implementation of these instructions and intermittent checks.



BRIG (RETD)
MUHAMMAD SAJID KHOKHAR, SI (M)
CHAIRPERSON TEVTA

CC:

1. All Director Generals, TEVTA, Lahore
2. PS to the Chief Operating Officer, TEVTA, Lahore.
3. Director MIS.
4. PS to the Senior Director General, TEVTA, Lahore.