



GOVERNMENT OF THE PUNJAB
TECHNICAL EDUCATION & VOCATIONAL
TRAINING AUTHORITY
96-H, GULBERG II, LAHORE PHONE: 042-99263055-9
www.tevta.gop.pk



NOTIFICATION

Subject: SOP FOR LAUNCH OF 03 MONTHS SHORT COURSE REGARDING CNC MACHINIST UNDER MOU WITH RAVI AUTOS SUNDAR PVT LTD.

No. TEVTA / DGM (P) / MoUs / Ravi Sundar/ 1-03 / 16 The Standard Operating Procedure (SOP) is hereby notified for conduct of CNC Machinist Course (03 months) in selected TEVTA Institute (s). The SOP is attached for implementation in true letter and spirit.

No. Even

Dated: 17 May, 2016


**CHAIRPERSON
TEVTA**



Endst: No. Even

Dated: 31 May, 2016

A copy is forwarded for information to:-

1. All the General Managers, TEVTA Secretariat Lahore.
2. All the DGMs, TEVTA Secretariat Lahore.
3. The Secretary PBTE, 21-A Kashmir Block Allama Iqbal Town Lahore.
4. The Zonal Manager (Central) TEVTA, Lahore.
5. The District Manager TEVTA, Lahore with request to forward the same to the concerned Principal immediately for further necessary action.
6. The Manager (MIS), TEVTA Secretariat Lahore.
7. S.A to Chairperson TEVTA Secretariat Lahore.
8. P.S to C.O.O
9. Master File.


31/05/16
Ms Bushra Akhtar
DGM (ACAD) TEVTA

	<p style="text-align: center;">GOVERNMENT OF THE PUNJAB TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY 96-H, GULBERG II, LAHORE PHONE: 042-99263055-59 www.tevta.gop.pk</p>	
	<p style="text-align: center;">COLLABORATION BETWEEN TEVTA & RAVI AUTOS SUNDAR PVT LTD FOR THE COURSE OF CNC MACHINIST (03 MONTHS)</p>	

No. TEVTA / DGM (P) / MoUs / Ravi Sundar / 1-03 / 16

Date: May 31 , 2016

STANDARD OPERATING PROCEDURES (SOPs)

**COLLABORATION BETWEEN TEVTA & RAVI AUTOS SUNDAR
PVT LTD FOR THE COURSE OF CNC MACHINIST (03 MONTHS)**

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

TABLE OF CONTENTS

Sr No	TOPICS	Page No.
1.	INTRODUCTION	2
2.	SALIENT FEATURES OF PROGRAME	2
3.	TRAINING SCHEDULE	2
4.	TRAINING VENUES	2
5.	TRAINING PARAMETERS 5.1 Timings 5.2 No. of Trainees per Class 5.3 Enrollment 5.4 On Job Training	2-3
6.	ADMISSION PROCEDURE	3
7.	CURRICULUM AND TRAINING MANNUALS 7.1 Curriculum 7.2 Training Manuals 7.3 Lesson Plan	4
8.	REGISTRATION, EXAMINATION AND CERTIFICATION	4
9.	MONITORING & EVALUATION	4-5
10.	QUALITY ASSUARANCE	5
11.	DISBURSEMENT OF STIPEND AMOUNT	5
12.	BUDGET AND EXPENDITURE	5

1. INTRODUCTION

In line with the policy directions of the Government of the Punjab, TEVTA and Ravi Autos Sundar Pvt Ltd has entered into MoU to provide skills for employability to the youth of Punjab in sectors relevant to CNC Machinist.

It has been decided to initially launch a pilot course of CNC Machinist (03 months) only with 15 trainees with an entry level of Matriculation with Science, with a practical training component to be sponsored by Ravi Autos Sundar Pvt Ltd at its facility.

2. SALIENT FEATURES OF PROGRAMME

- 2.1. To train youth on multiple skill sets for their placement in Autos companies and to explore employment opportunities.
- 2.2. No fee / training expenses will be charged from trainees.
- 2.3. Registration and examination fee will be paid by TEVTA.
- 2.4. Stipend @ Rs. 1000 / month will be paid to trainees by TEVTA during Institutional training in the institute.
- 2.5. Furthermore, a suitable amount of stipend i.e Rs.7000/- per month during OJT may be provided by Ravi Autos Sundar Pvt Ltd.

3. TRAINING SCHEDULE

Start of class from 1st week of June, 2016.

4. TRAINING VENUES

Government College of Technology Railway Road Lahore or any other selected TEVTA Institute (s).

5. TRAINING PARAMETERS

Course:

CNC Machinist

- Courses Duration 03 Months (300 hours)
- Total Training Hours 01 Month Institutional Training (100 hours)
02 Months On Job Training (200 hours) at Ravi Autos Sundar Pvt Ltd.

5.1. Timings

The District Manager TEVTA / Principal of the institute will decide the timings by considering the institute time table.

5.2. Number of Trainees

15 trainees / course / Batch

5.3. Compulsory on Job Training (OJT)

Ravi Autos Sundar Pvt Ltd will provide "On Job Training" for a period of two Months after completion of 01 Month institutional training.

5.4. Placement

Ravi Autos Sundar Pvt Ltd will facilitate trainees for their placement, subject to fulfillment for the post criteria. While hiring, Ravi Autos Sundar Pvt Ltd will accommodate the pass outs of the course.

6. ADMISSION PROCEDURE

A comprehensive media campaign at local level will be launched by the concerned District Manager TEVTA by publishing in newspaper, using banners, posters, hand bills, local cable network, announcement in mosques and other resources. All efforts should be made by the concerned District Manager TEVTA to ensure enrollment against the target capacity. Following steps will be taken to admit the students in this program:-

- 6.1. Concerned institutes will be responsible to enroll the trainees, having qualification Matriculation with science.
- 6.2. CNIC / B. Form is mandatory for admission.
- 6.3. Class size 15 Trainees / Course.
- 6.4. One copy of educational certificates would be required to verify the minimum entry qualification.
- 6.5. A simple Application Form will be developed by the concerned District Manager TEVTA, the same will be provided by the Principal free of cost to the Candidates, who are desirous for admission. Candidates must be encouraged, facilitated and guided.
- 6.6. Selection of the candidates shall be done on the basis of interview, to minimize dropouts, serious candidates for getting skills training should be considered for admission.
- 6.7. The selection committee, comprising of the following will conduct interview and finalize the list of candidates for admission.

6.7.1.	Principal of the concerned institute	Convener
6.7.2.	Instructor of the concerned trade	Member
6.7.3.	Representative of Ravi Autos Sundar Pvt Ltd	Member
- 6.8. Minimum age limit is 18 years. Under age applicants will not be eligible for training.
- 6.9. No candidate will be enrolled / registered in more than one course at a time.
- 6.10. The person who has already received training in the same course in any organization will also not be eligible.

07. CURRICULUM AND TRAINING MANUALS

7.1. Curriculum

The curriculum of the course will be provided by the curriculum section of ACAD wing of TEVTA Secretariat. However, the curriculum will be developed in consultation Ravi Autos Sundar Pvt Ltd.

7.2. Training Manuals

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

7.3. Lesson Plan

The teachers will develop lesson plan to impart training effectively.

08. REGISTRATION, EXAMINATION AND CERTIFICATION

- 8.1. Punjab Board of Technical Education (PBTE) will register and conducts the Final Exam.
- 8.2. Certificate will be awarded by PBTE.
- 8.3. The registration and examination fee of trainees, to PBTE will be paid by TEVTA through concerned institute.
- 8.4. The Principals and concerned District Manager TEVTA will ensure timely coordination and registration with PBTE.

09. MONITORING / EVALUATION

- 9.1. Following committee will monitor the training activities in the respective institute at regular basis to ensure impartation of quality training.

9.1.1.	District Manager, TEVTA concerned	Convener
9.1.2.	Principals / Head of concerned Institutes	Member
9.1.3.	Representative from Ravi Autos Sundar Pvt Ltd	Member
- 9.2. The concerned Principals will provide a report about the course, by the 1st week of every month. This report will be duly vetted by the concerned District Manager TEVTA.
- 9.3. The District Manager, TEVTA concerned individually or along with the member of monitoring committee will visit each institute fortnightly and will provide copies of the visit report to the concerned Zonal Manager of TEVTA within 03 days.
- 9.4. The concerned Zonal Manager TEVTA will send the consolidated report along with his observations to the Operation Wing of TEVTA and Ravi Autos Sundar Pvt Ltd, within 03 days after receipt of the reports from the concerned District Manager, TEVTA.
- 9.5. The Zonal Manager concerned will monitor training activities of all courses / classes

being run under this program.

- 9.6. The concerned Zonal / District Manager / Principal (s) will take appropriate action / measure to ensure improvement of the weak areas. The progress on the observations regarding weak areas will be communicated to the Operations wing of TEVTA.

10. QUALITY ASSURANCE

- 10.1. The Principals concerned will ensure the quality of training and management of classes and will check classes regularly to monitor the attendance and trade management of teachers.
- 10.2. 75 % attendance of students is mandatory to appear in the final examination. The name of those students will be struck off who fail to attend the classes for more than one week.
- 10.3. The instructors 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 concerned on 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 concerned will verify the performance of the teachers and countersign the fortnightly report.

11. DISBURSEMENT OF STIPEND AMOUNT

Each trainee is entitled for stipend of Rs.1000/- per month, during institutional training, subject to fulfillment of 75 % attendance in the month. The payment will be made as per TEVTA Notification No.TEVTA / GMF / Stipend / 2016 dated: 25-02-2016.

12. BUDGET AND EXPENDITURE

- 12.1. The enrollment status and budget demand will be forwarded by the concerned Principal to Operations wing of TEVTA, by the end of the month through concerned District Manager TEVTA.
- 12.2. The Finance Department of TEVTA will transfer the budget to concerning institute on receiving demand from Operation Wing of TEVTA.
- 12.3. The remuneration of visiting faculty will be paid through cross cheque by the Institute.
- 12.4. Cost estimate during institutional training will be borne by TEVTA (attached at **Annexure – A**).

Annexure - A

Rough Cost Estimate under MoU with Ravi Autos Sundar Pvt Ltd

(For starting 03 months short course of

• CNC Machinist)

(A) Operational Cost

Sr No	Head of Account		Cost (Rs) for 1st Batch	Cost for 04 Batch
1	Trainer Cost per hour	Rs. 550 x 100 hours	55000	220000
2	Training Material	Rs. 550 x 15 trainees x 01 months	8250	33000
3	Operational cost (utilities , Advertisement & Repair of machinery & equipment)	Rs. 300 x 15 trainees x 01 months	4500	18000
4	Stipend	Rs. 1000 x 15 trainees x 01 month	15000	60000
Total			82750	331000

(B) Registration Cost

5	Board Registration and Examination Cost	Rs. 600 x 15 trainees	9000	36000
Total			91750	367000

Grand Total Cost (Rs.) of 04 Batches (Operation + Registration Cost) at one institute			367000	
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Note:

- 1) 15 students per Batch
- 2) 60 students in 4th Batches

Cost Break up of Trainer Cost

Sr No	Description		Amount per month
Remuneration of the teaching staff			
1	As per TEVTA Notification No.TEVTA/GM(O)/2nd shift/242/1838	Rs.550 x 100 hours	55000
Total			55000