



GOVERNMENT OF THE PUNJAB
TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY

DEENI MADARIS
TEVTA SECRETARIAT

96-GULBERG ROAD, LAHORE.

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Dated: - 01st January, 2013

NOTIFICATION

SUBJECT: VOCATIONAL TRAINING IN DEENI MADARIS.

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.

3. **LIST OF TEVTA SHORT COURSES.**

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/ Sanviya Aamma & Mutvastta
7.	Electronics Equipment Repair.	6	Matric & Middle/ Sanviya Aamma & Mutvastta
8.	Computer Application (M &F)	6	Matric/ Sanviya Aamma
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. **ADMISSION.**

- 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.

6. **CURRICULUM & TRAINING MANUALS.**

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

7. **BUDGET DISBURSEMENT**

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. **ENGAGING/ HIRING OF STAFF, RATES OF REMUNERATION FOR TEACHING & ADMINISTRATIVE STAFF.**

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.

11.3 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. DISPOSAL OF STUDENTS FINISHED JOBS/PROJECTS

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.

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

Annex-A

This Memorandum of Understanding is signed on _____

Between

Technical Education and Vocational Training Authority, having office at 96-Gulberg Road, Lahore, hereinafter referred as "TEVTA", as party one.

And

Deeni Madrassah hereinafter referred as "_____", as party two.

WHEREAS it is the intention of both the parties hereto to cooperate by entering into this Memorandum of Understanding bearing the following provisions:

PURPOSE OF THE AGREEMENT

The main purpose of the MOU is to establish working relationship between 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

- TEVTA will provide Machinery, equipment, furniture, training material, textual material and teaching/ non-teaching staff for conduct of trade courses in Deeni Madaris.
- All items will be TEVTA property.
- Testing & certification of all trade courses will be conducted by TEVTA
- No fee will be charged from trainees.
- Repair and maintenance of equipment will be carried out by TEVTA.

ROLE OF DEENI MADARIS

- Deeni Madaris will provide space/rooms in its buildings for workshops classes & office free of rent.
- They will provide groups of 20 eligible students and release them from their studies for the training according to an agreed schedule.
- The duration of training session would be of 6 months & 06 days a week.
- Safe-guard of TEVTA property and cleanliness of workshops will be carried out by Madaris in their premises.

GENERAL

- TEVTA and its employees will not be responsible for any accident occurred during the course of training. Student, his parents and relatives will not demand for any sort of compensation in case of any accident occurred during the training period from TEVTA the teacher concerned or on any other staff appointed by TEVTA for the purpose.
- It is a registered Deeni Madrassah without involvement in extremism and illegal activities.
- All disputes between the parties relating to the implementation of any term of the MOU shall be referred to the mutually agreed arbitrator whose decision therein shall be final and binding on all the parties.
- This MOU can be cancelled by either party on two months notice. However, the cancellation would take effect on completion of running training session. 

Signature: _____
(Name of District Manager)
District Manager _____
TEVTA (Authorized Officer)

Witness 1: _____
(Witness Name + CNIC)

Witness 2: _____
(Witness Name + CNIC)

Signature: _____
(Name of Mohtamim & Address of Madrassah)

Witness 1: _____
(Witness Name + CNIC)

Witness 2: _____
(Witness Name + CNIC)