



Government of the Punjab
Technical Education & Vocational Training Authority

96-H, Gulberg-II, TEVTA Secretariat, Lahore.
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OPERATIONS WING

NOTIFICATION

No. TEVTA/Ops-II/ 15

The competent authority has been pleased to notify the Revised Standard Operating Procedure (SOP) for implementation of the MOU between TEVTA & Orient Electronics, for training of students in Injection Molding Courses, 03 months duration (01 month Institutional and 02 months On Job Training at Orient Electronics, Multan Road, Lahore) as per approved curricula of Academics Wing.

Dated Lahore, the
January 12 , 2017

CHIEF OPERATING OFFICER
TEVTA

A Copy is forwarded for information and necessary action to the:-

1. All General Managers TEVTA Secretariat, Lahore
2. The Deputy General Manager (Academics) TEVTA Secretariat, Lahore
3. The Deputy General Manager (Placement) TEVTA Secretariat, Lahore
4. The Zonal Manager, TEVTA (Center)
5. The Manager (MIS), TEVTA Secretariat, Lahore.
6. The District Manager, TEVTA (Lahore / Shahdara)
7. The Principal, GCT, Raiwind Road, Lahore
8. S.A to Chairperson, TEVTA Secretariat, Lahore
9. P.S to Chief Operating Officer, TEVTA Secretariat, Lahore
10. P.A to General Manager (Operations) TEVTA Secretariat, Lahore
11. Master File

Manager (Operations - I)



REVISED
STANDARD OPERATING PROCEEDURE (SOP)
FOR IMPLEMENTATION OF
MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN
TECHNICAL EDUCATION AND VOCATIONAL
TRAINING AUTHORITY (TEVTA)
&
ORIENT ELECTRONICS (PVT) LIMITED

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

1. Introduction:

TEVTA and Orient Electronics (Pvt.) Limited have entered into an MOU to promote Technical and Vocational Education in various sectors relevant to electronic industry through strategic collaboration between the both parties. A pilot course of Injection Moulding Machine Operator (3 months) duration will be launched in 4 Batches with 25 students each batch for Orient, with a practical training component to be sponsored by Orient at its facility.

2. Salient Features of the program:

This program is designed to facilitate the unemployed youth by equipping them with skills for employability, particularly in Lahore. It will also address the needs of the skilled workforce of Orient Electronics (Pvt) Limited. The salient features of the collaboration are:

- a) No fee will be charged.
- b) Stipend of Rs. 1,000/- per student per month will be paid by TEVTA during theoretical training in the institute (1st month).
- c) Orient Electronics will pay a reasonable stipend and accommodation during the On-job Training (2nd & 3rd months).
- d) Free training material will be provided to the trainees by TEVTA.
- e) Internships followed by placements will be provided by Orient Electronics
- f) Orient will place the pass outs subject to human resource demand generated on the basis of departmental approved strength.

3. Training schedule

Classes will be started w.e.f 1st January, 2017.

4. Implementation schedule

(already implemented before revision of SOP)

Sr. #	Activity	Start Date	End Date
1
2
3
4
5
6

(C) These batches will be started as detailed below:

5th Batch: 1st January 2017 at GCT, Raiwind Road, Lahore
6th Batch: 1st April 2017 at GCT, Raiwind Road, Lahore
7th Batch: 1st July 2017 at GCT, Raiwind Road, Lahore
8th Batch: 1st October 2017 at GCT, Raiwind Road, Lahore

- After revision of SOP other batches will be started as detailed below:
 - 5th Batch 1st January 2017 at GCT, Raiwind Road ,Lahore
 - 6th Batch 1st April 2017 at GCT, Raiwind Road ,Lahore
 - 7th Batch 1st July 2017 at GCT, Raiwind Road ,Lahore
 - 8th Batch 1st October 2017 at GCT, Raiwind Road ,Lahore

Note: The above schedule may be changed as per convenience of Orient Electronics.

5. Timings

This program will be conducted in the morning / evening shift.

6. No. of Trainees per class

- 6.1) All Batches of Injection Molding (3 months duration) will be started at GCT, Raiwind Road, Lahore with an enrollment of 25 students.
- 6.2) Total 100 students in 4 Batches will be enrolled in the year 2017.
- 6.3) The admission of 4 students per class over and above the fixed strength is allowed to accommodate the drop outs, if any.

7. Admission procedure and eligibility criteria:

A comprehensive media campaign at local level will be launched by the Principal / HOI (as per schedule mentioned above) by using banners, posters, hand bills, local cable network, announcement in mosques and other resources. All efforts should be made by the Principal / HOI to attract the needy and poor youth for this program. Moreover, Orient Electronics (Pvt) Limited will refer its candidates to the Principal, Govt. College of Technology, Raiwind Road, Lahore. Expenses of Media campaign will be met from the relevant head of Non-salary budget of the institute. However District Manager, Lahore will supervise the administrative process to meet the admission capacity

Following steps will be taken to admit the students in this program:

- 7.1) The minimum qualification will be Matric or equivalent but preference will be given to higher qualification candidates.
- 7.2) One copy of educational certificate would be required to verify the minimum entry qualification.
- 7.3) A simple application form will be developed by the DM Lahore, the same will be provided by the Principal free of cost to the students, who are desirous for admission.
- 7.4) The selection committee comprising of the following will be notified for the interview and admission of the eligible candidates:
 - 7.4.1) Principal Convener
 - 7.4.2) Instructor of the concerned trade Member
 - 7.4.3) Representative of Orient Electronics (Pvt) Limited Member
- 7.5) The students already enrolled for other courses will not be eligible till the completion of the course already they are studying.
- 7.6) Minimum age limit will be 18 years. Under age applicants will not be eligible for training.
- 7.7) The candidates who have already received trainings in the same course in any organization will not be eligible.

8. Duration of Training:

This program will be of 3 months duration with 1 month of theoretical training at GCT, Raiwind Road, Lahore with 2 months internship / on-job training at Orient Electronics (Pvt) Limited platforms.

9. Curriculum & Training Manuals

9.1) Curriculum

The curriculum for each course will be provided by the Curriculum Section of TEVTA Secretariat. However, the curriculum will be developed in consultation with Orient Electronics (Pvt) Limited.

9.2) *Curriculum parameters*

9.2.1) Course duration	:	3 Months
9.2.2) No. of days in a week	:	6 Days
9.2.3) Average daily contact hours	:	4 Hours
9.2.4) Total Contact Hours	:	300 Hours
9.2.5) On Job Training	:	2 Months

9.3) *Teaching Learning Resources (TLRs)*

The teaching learning resources (TLRs) for each course will be developed by the Curriculum section of TEVTA Secretariat in consultation with Orient Electronics (Pvt) Limited.

9.4) *Lesson plans:*

The teachers will develop lesson plans for effective training.

10. Assessment and evaluation

10.1) *Attendance:*

Students below 80% attendance will not be admissible to appear in examination.

10.2) *Prequalification test:*

Prequalification test for final exams will be conducted by Orient Electronic (Pvt) Limited, if Orient so desire.

10.3) *Conduct:*

10.3.1) A mechanism for examination of the practical component will be mutually decided by Orient Electronics (Pvt) Limited and PBTE.

10.3.2) Final theory and practical exams will be conducted as per PBTE criteria.

10.3.3) The assessment & testing shall be conducted in respective institutions under overall supervision of PBTE.

10.3.4) The examination day will be considered as working day of the course.

10.4) *Methodology:*

Testing methodology will be adopted as per PBTE criteria.

11. Registration, examination & certification

11.1) Punjab Board of Technical Education will be authority to conduct final exam.

- 11.2) Certificate will be awarded by PBTE.
- 11.3) The registration and exam fee will be paid directly to PBTE by TEVTA.
- 11.4) The Principal of both institutes will be responsible for timely provision of correct data to PBTE for arrangement of examination as per notified schedule of PBTE.

12. Management and supervision:

- 12.1) The District Manager TEVTA, Lahore, Principal of GCT, Raiwind Road, Lahore will be responsible for quality training and proper management of classes during their respective batches.
- 12.2) The District Manager TEVTA, Lahore will be fully responsible for the effective implementation of training programs.
- 12.3) The DGM (Operations-II) will be responsible for overall supervision.
- 12.4) The Principal of GCT, Raiwind Road, Lahore will act as Focal Person, for effective implementation of the MOU.

13. Monitoring and evaluation

- 13.1) The DGM (Operations-II) will monitor the activities at GCT, Raiwind Road, Lahore. The District Manager TEVTA, Lahore will submit monthly monitoring report on prescribed format to the DGM (Operations-II) and Orient Electronics (Pvt) Limited. However, the following monitoring committee is constituted at District level for monitoring and implementation:

a) District Manager, TEVTA, Lahore	Convener
b) Principal/Head, GCT, Raiwind Road, Lahore	Member
c) Representative from Orient Electronics (Pvt) Limited	Member

- 13.2) The DM, Lahore individually or along with the member of monitoring committee will visit institute fortnightly. The visit report will be submitted on prescribed proforma to DGM (Operations-II).

14. Quality assurance:

- 14.1) The Principal will ensure the quality of training and management of classes and will check classes regularly to monitor the attendance and trade management of teachers.
- 14.2) The students who fail to attend classes for more than one week will not be allowed to sit in the class.
- 14.3) The instructor will be responsible for taking measures to ensure the quality of training i.e. regular evaluation and monitoring of OJTs, monthly tests etc. and will submit the report to the Principal on

fortnightly basis along with the certificate that practical jobs / exercises have been completed as per curriculum and the prepared jobs have been marked. The Principal shall verify the performance of the teachers and countersign the fortnightly report to measure the eligibility of the instructor for remuneration.

15. Budget and expenditure

- 15.1) Enrollment status will be forwarded by the Principal to Operations Department, TEVTA by the end of the month and the stipend @ Rs. 1,000/= per month per trainee (for 1st month) will be disbursed by Finance Department, TEVTA. Furthermore, the Orient Electronics will pay reasonable stipend during internships / OJTs.
- 15.2) The remuneration of visiting faculty will be paid by TEVTA through cross cheque in favor of Orient Electronics (Pvt) Limited.
- 15.3) Registration and examination fee of trainees to PBTE will be paid by TEVTA.
- 15.4) Major operational costs during institutional training will be borne by TEVTA. Cost estimates are attached at Annexure - A.

16. Focal persons and relevant officers for coordination

Sr. #	Name of Focal person / relevant officers	Contact information
1.	Focal Person from TEVTA: Ms. Bushra Akhtar DGM (Academics)	TEVTA Secretariat, 96-H, Gulberg II, Lahore. Contact # 042-99263055-59 Ext. 431 / 0300-4152161 Email: dgm.acad@tevta.gop.pk
2.	Focal Person from Orient Electronics: Mr. Muhammad Arslan, HR Manager	Orient Electronic (Pvt) Limited, 26 KM, Multan Road, Lahore. Contact # 042-37543571, 37543574 / 0321-8484735 Email: marслан@orient.com.pk
3.	Mr. Waheed Asghar, DGM (Operations-II), TEVTA	TEVTA Secretariat, 96-H, Gulberg II, Lahore. Contact # 042-99263055-59 Ext. 352 / 0334-4296532 Email: dgm.ops@tevta.gop.pk
4.	Manager (Curriculum), TEVTA	TEVTA Secretariat, 96-H, Gulberg II, Lahore. Contact # 042-99263055-59 Ext. 424 Email: manager.cur@tevta.gop.pk

Sr. #	Name of Focal person / relevant officers	Contact information
5.	District Manager TEVTA, Lahore	District Manager (Lahore & Shahdara) Govt. Polytechnic Institute for Printing and Graphic Art, Wahadat Road, Lahore. Contact # 042-99239017 Email: dm.lhr@tevta.gop.pk
6.	The Principal GCT, Raiwind Road, Lahore	Dubai Town Raiwind Road Lahore Contact:042-35321818 / 042-35321830 Email: gctrainwindroad@yahoo.com



ROUGH COST ESTIMATES

(For starting the 3 months short course of Injection Moulding)

1 Operational Cost					
Sr. No.	Head of Account	Amount / trainee / month (Rs.)	Cost for 01 Batch per month (Rs.)	Cost for 01 Batch for 03 month (Rs.)	Cost for 04 Batches (Rs.)
1	Trainer Cost	1,160	29,000	87,000	348,000
2	Training Material	550	13,750	41,250	165,000
3	Operational cost (Utilities, Advertisement & Repair of Machinery & Equipment)	300	7,500	22,500	90,000
4	Stipend	1,000	25,000	25,000	100,000
Total		3,010	75,250	175,750	703,000

Note:-

- 1) 25 students per Batch.
- 2) 100 students in 4 batches (GCT, Raiwind Road, Lahore)
- 3) All batches will be commenced at GCT, Raiwind Road, Lahore
- 4) Stipend will be paid only for 1st Month of each batch by TEVTA during theory, therefore, Rs. 100,000/- is total cost for 4 batches

2 Registration and Examination Cost			
Sr. No.	Designation	Per Trainee	Cost for 100 Trainees
1	Registration and Examination Cost	580	58,000
Total		580	58,000
Grand Total of 4 Batches (Operational + Registration Cost)			761,000

Cost Break up of Trainer Cost

1 Remuneration at Institutional Level		
Sr. No.	Designation	Amount per Month
1	Teaching faculty for Injection Moulding (Rs. 200 x 5 Hours daily x 26 days in a month)	26,000
2	Shop Assistant	3,000
Total		29,000