
 <p>TEVTA GOVERNMENT OF THE PUNJAB</p>	<p align="center">GOVERNMENT OF THE PUNJAB TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY 96-H, GULBERG II, LAHORE PHONE: 042-99263055- 59(Ext. 310) dgm.ops-ii@tevta.gop.pk, www.tevta.gop.pk</p>	
<p align="center">(Operations Wing)</p>		

NOTIFICATION

Subject: SOP FOR LAUNCH OF OF SECURITY GUARD COURSE (3 MONTHS)

No. TEVTA/DGM (Ops-II)/Security Guard/2015-12 The Standard Operating Procedure (SOP) is hereby notified for conduct of Security Guard Course (3 Months) in selected TEVTA institutes. The SOP is attached for implementation in letter and spirit.

Endst No. Even

Dated: 13th November, 2015


**CHAIRPERSON
TEVTA**

Endst No. Even

Dated: 16th November, 2015

A copy is forwarded for information to:-

- 1) All the General Managers, TEVTA.
- 2) The Advisor (P&P), TEVTA.
- 3) All the DGMs, TEVTA
- 4) The Zonal Manager (Central), TEVTA, Lahore.
- 5) The District Manager, TEVTA Lahore / Shahdra with the request to forward the same to the concerned Principals immediately for further necessary action.
- 6) The Manager (MIS), TEVTA.
- 7) S.A to Chairperson TEVTA Secretariat.
- 8) P.S to C.O.O, TEVTA Secretariat.
- 9) Master File.


(SHAIR ALI) 16/11/15
DGM (Operations-II)

	<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>	
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STANDARD OPERATING PROCEDURES (SOPs)
For Training of Security Guard

1. Training Objectives

The objectives of this course are that the pass-outs must be able to render quality security services by handling and using latest security gadgets. Due to increase in demand of security services and change in training requirements of nationally and internationally, security guards training program is being designed to cope with the needs of the area. An emphasis is also given on character building of trainees during the training by motivational talk on patriotism, work ethics, physical fitness and professionalism.

A

security guards is trained / skilled at wide range of security equipment, firefighting, first aid, noting and reporting, Access / Exist Control and Surveillance gadgets, communication, traffic and parking and knows basic laws relating to traffic and security operations.

Curriculum of security guards is developed by considering these facts so that pass-outs of this course would have skills of good quality security guard able to perform his duties nationally and internationally.

2. Salient Features of the program

- 3.1. This program is designed to facilitate the youth of Punjab for training of Security Guards.
- 3.2. One 1000 stipend will be given to each qualified student at the end of courses.

3. Training schedule

Classes will be started w.e.f 20th November, 2015.

4. Training parameters

4.1. Course duration	:	3 Months / 12 weeks
4.2. No. of days in a week	:	06 Days
4.3. Average daily conduct hours	:	05 Hours
4.4. Total Conduct Hours	:	300 Hours / 10 weeks 30 Contact Hours per week (6 Days per week)
4.5. Internship	:	50 Hours / 2-weeks
4.6. Height Medically Fit	:	5ft-8 inch (Minimum)
4.7. Age	:	18-45 Years
4.8. Training Methodology	:	Practical 50% Theory 50%

5. Timings

This program will be conducted in the morning and evening shifts from 8.00 A.M to 1.00 P.M and 1.00PM to 6.00 PM respectively.

6. **No. of Trainees per class** **50 Students**

7. Detail of course

The 200 students will be trained in one institute in 3 Months. Total 1600 students will be trained in 1 year in two institutes.

Sr. No.	District	Name of Institute	Duration	Entry Level	Group Size
1	Lahore	GCT Raiwind Road, Lahore	03 Months	Middle (Male)	50+50 Morning 50+50 Evening
2		GTTI Gulberg, Lahore			50+50 Morning 50+50 Evening
Total Capacity for 3 Months					400 Students
Total Capacity for 1 year					400 X 4 Batch=1600

8. Management and supervision:

- 8.1) The Principals / HOIs of the institutes will be responsible for quality training and proper management of classes.
- 8.2) The District Manager TEVTA, Lahore will be fully responsible for the effective implementation of training program.
- 8.3) The Operations Wing will supervise the whole activity as head of the section.

9. Admission procedure:

A comprehensive media campaign at local level will be launched by the District Manager TEVTA, Lahore by using banners, posters, hand bills, local cable network, announcement in mosques, FM radio, mobile networks and other possible resources. All efforts should be made by the DM to attract the youth for this program. Marketing expenses will be borne by non salary budget of DM office, TEVTA.

- 9.1) The minimum qualification will be Middle (Male)
- 9.2) Copies of educational certificates would be required to verify the minimum entry qualification.
- 9.3) A simple application form will be developed by the principal concerned and the same will be provided by the Principal free of cost to the students, who are desirous for admission.
- 9.4) The selection committee comprising of the following will be notified by DM Lahore for the interview and admission of the eligible candidates:

9.4.1) Principal	Convener
9.4.2) Consultant (Placement)	Member
9.4.3) Instructor of the concerned trade	Member

10. Curriculum & Training Manuals

10.1) *Curriculum*

The Curriculum Section of TEVTA will provide the curriculum

10.2) *Lesson plan:*

The teachers will develop lesson plan to impart training effectively

10.3) *Rotation Plan:*

Rotation plan will be developed by the respective teachers.

11. Registration, examination & certification

11.1) The Punjab Trade Testing Board(TTB), Govt of the Punjab, working with TEVTA Punjab will conduct the examination of all the students enrolled in the said courses.

11.2) Certificate will be awarded by TTB

11.3) The registration and exam fee will be paid to TTB by concerned institute.

12. Assessment and evaluation

12.1) *Attendance:*

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

12.2) *Medical test:*

The candidate will provide the physical fitness certificate during the admission.

12.3) *Conduct:*

12.3.1) Final theory and practical exams will be conducted as per TTB criteria.

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

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

12.4) *Methodology:*

Following testing methodology will be adopted:

12.4.1) **Final examination**

- | | |
|---------------|--------------------|
| i. Theory | = 50 Marks |
| ii. Practical | = 50 Marks |
| Total | = 100 Marks |

12.4.1) *Passing criteria*

- | | |
|-------------------------------------------------------------|------|
| i. Minimum Pass marks for Theory | = 30 |
| ii. Minimum Pass Marks for Practical | = 30 |
| iii. Candidate will have to pass both in Theory & Practical | |

13. **Monitoring and evaluation**

13.1) The Operations Wing will monitor the activities at institute level. However, the following monitoring committee is constituted at District level for monitoring and implementation:

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|-------------------------------------------------------|----------|
| a) District Manager, Lahore | Convener |
| b) Consultant Placement | Member |
| c) Deputy / Assistant Manager DM Office | Member |
| d) Principal/Head of institute of concerned institute | Member |

13.2) The DM, Lahore individually or along with the member of monitoring committee will visit the institute fortnightly. The visit report will be submitted on prescribed Performa.

13.3) The DM will provide copies of the visit report to the Zonal Manager within 03 days of visit and the Zonal Manager will send the consolidated report along with his observations to the General Manager (Operations) within 03 days after receipt of the reports from the DM office.

13.4) The Zonal / District Managers will monitor training activities of all courses / classes being run under this program.

13.5) The Zonal/District Manager (s) / Principal (s) will take appropriate action / measure to ensure improvement of the weak areas. The progress on the observation regarding weak areas will be communicated to the Zonal Manager and the GM (Operations).

14. **Quality assurance:**

14.1) The Principal will ensure the quality of training and management of

classes. The Principal will check classes regularly to monitor the attendance and trade management of teachers.

- 14.2) The name of those students will be struck off who fail to attend the classes for more than one week.
- 14.3) The instructor will be responsible for taking measure to ensure the quality of training i.e. regular evaluation and monitoring of exercises, monthly test etc. and will submit the report to the Principal and fortnightly basis along with the certificate that exercises have been completed as per curricula and the tests have been marked. The Principal will verify the performance of the teachers and countersign the fortnightly report to make the instructor eligible for remuneration.
- 14.4) The instructor will be imposed penalty at the rates mentioned below if he/is not able mark exercises/conduct of monthly test.
 - a) Non marking of exercises: Deduction @ 25% of remuneration
 - b) Non conduct of monthly test: Deduction @ 15% remuneration

15. Faculty:

Concerned District Manager and institute will be responsible to recruit the competent faculty for training of Security Guards.

16. Detail of Faculty:

1 Instructor + 1 teaching assistant for each section.

17. Equipment:

Equipment will be procured by field offices/Institutes level as per list of Machinery/Equipment/Tools given in curriculum and till the provision of equipment DM Lahore will arrange/manage the equipment from existing recourses at district level.

18. Internship

Internship will be arranged by concerned DM.

19. Budget and expenditure

- 19.1 Budget for equipment will be provided by TEVTA from unspent balances after appropriation.
- 19.2 Registration and examination fee of trainees to TTB will be paid by concerned institute.
- 19.3 Major operational costs during institutional training will be borne by TEVTA.
- 19.4 Till the provision of budget from TEVTA, institute will use their non

salary budget/own funds for smooth conduct of classes.

19.5 Budget will be released on quarterly basis on the request of concerned Principal. Further budget for procurement will be released to procurement wing.

20. Qualification of Staff

20.1 **Teaching Staff:** Retired Major having graduation degree

20.2 **Assistant:** Retired Junior Commissioned Officer(JCO) having Matric Certificate

21. Detail of expenditures

20.1 Remuneration of visiting teaching staff for one Class.

20.1.1 Instructor = Maximum up to 415 Rs. per hour.

20.1.2 Teaching Assistant= Maximum up to 250 Rs. per hour.

20.2 Registration fee= 600 Rs. per trainee.

20.3 Stipend per student per month= 1000 Rs.

20.4 HOI / Principal will get 40 Rs. per Student per month.

20.5 In charge program/focal person will get 40 Rs. per student per month.

20.6 Clerk/Accounts clerk will get 35 Rs per student per month.