



No. TEVTA/Fin/Short Courses/2008

Dated: September 02, 2008

NOTIFICATION

Subject: TEVTA SHORT COURSES

No. TEVTA/ Fin / Short Courses / 2008. In super session of all previous notifications on the subject, the competent authority is pleased to notify the following policy to run Short Courses in various Institutes of Technical Education and Vocational Training Authority Punjab:

1. Definition

All the courses other than regular and less than one year shall be treated as short courses.

2. Tuition Fee

Principals in consultation with the executive committee will propose fee rate for short courses for each stream. Each District Manager will accord approval of fee for TEVTA Short courses and shall notify comprehensive notification showing institute wise fee for each sector/course. The board registration fee shall be charged in addition to short courses fee.

3. Executive Committee

Following executive committee is constituted for the operations of short courses in concerned Institute.

1. The principal
2. Two senior most faculty members

4. Registration and Examination :

The institute will get these students registered from Punjab Board of Technical Education. The PBTE will conduct the examination and issue certificates to successful students.

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5. Timing of Classes

The duration of the period shall not be less than regular period and classes shall start after regular classes at 1400 hours. The over lapping of short courses with regular classes will not be permitted. However, Zonal Manager concerned may permit to start classes at 1300 hours keeping in view the geographical constraints and transportation problems.

6. Title of Bank Account & Collection of Fee

A separate bank account (if not already in operation) shall be opened in the name of Principal (Short Courses) in approved scheduled banks of TEVTA for the deposit of the amount. The admission/tuition fee shall be deposited by students directly in the said bank account through challans.

7. Operation of Account

The bank account will be operated jointly by the principal and the senior member of the Executive Committee. The names of the Cosignatories will be sent by the institution to the bank for joint operation of the account.

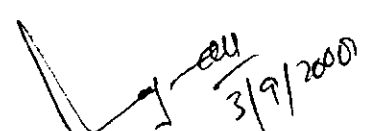
8. Fixation of Remuneration

The remuneration to the existing teaching staff taking classes beyond the normal working hours and visiting faculty will be as under-

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|-------|--|----------------------------------|
| (i) | Teachers possessing qualification required for the post of BS-14 | @ Rs.100/-
per teaching hour |
| (ii) | Teachers possessing qualification required for the post of BS-17 & 18 | @ Rs.125/-
per teaching hour |
| (iii) | Teachers possessing qualifications required for the posts of BS-19 & above | @ Rs.150/-
per teaching hour. |
| (iv) | Female vocational teachers (BS-8 to 13) | @ Rs.150/-
per working day. |

Following staff will be paid 20% of their basic pay provided they perform the duty for the conduct of short courses **beyond normal working hours.**

- | | | |
|-----|-------------------------------|-----|
| (v) | Principal/In charge Principal | One |
|-----|-------------------------------|-----|

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(vi)	Accountant/Senior/Junior Clerk	One
(vii)	Workshop/Lab Assistant/Attend. in	One for each Shop/Lab
(viii)	Sweeper	One

Note

The admin staff is entitled for the above mentioned remuneration only if few short courses are conducted in an institute at a time after the regular courses classes. The Principal can teach classes but he shall not claim remuneration as teacher.

9. **Purchase Procedure and Financial Powers**

Purchase Procedure and Financial powers shall be followed as per standard TEVTA Delegation of financial powers, 2007 duly issued vide Notification No. TEVTA/GM (F&A) F. Powers dated 04.04.2007 or as amended /issued from time to time.

10. **Books of Accounts**

Separate books of account (Cash Book) will be maintained by the accounting staff of the relevant Institute. The books of accounts will be checked by the Assistant Manager (Finance) of relevant district once a month. The monthly Income and Expense Account shall be submitted to concern Assistant Manager (Finance) for reconciliation of bank account and accounting entry in accounting software.

11. **Break Even Point and Promotional Activities**

All institutions running short courses will ensure BREAK EVEN POINT. The break even includes utilities, consumables, transportation of consumables besides remuneration.

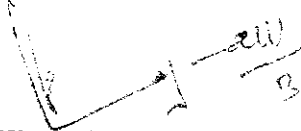
The Principal concerned will advertise the introduction of short courses through banners, posters, pamphlets and brochures etc. to attract the students. District Manager concerned may give comprehensive advertisement in the newspaper.

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12. Class Size and Scope of Operation.

The normal student strength for each group/course will be in accordance with the equipment, tools, laboratory, curriculum etc and enough number of students should be admitted to achieve the breakeven. The break even includes utilities, consumables, transportation of consumables besides remuneration.

Short courses shall only be started in those trades for which equipment/tools, curriculum & staff is available.


(Khawaja Adnan Zahir)
General Manager (F&A)

C.C to: -

1. All General Managers TEVTA Secretariat, Lahore
2. All Zonal Managers TEVTA, Lahore, Rawalpindi & Multan
3. All Managers TEVTA Secretariat Lahore.
4. Manager Service Center, Shahdra Lahore.
5. All District Managers TEVTA in the Punjab.
6. All Project Directors/Managers of Service Centers in the Punjab
7. All Principals / Head of Institutes of TEVTA
8. PSO to Chairman TEVTA
9. PSO to Secretary TEVTA


(Mirza Umar Farooq)
Manager Finance