

## **NOTIFICATION**

**Subject: SOP FOR LAUNCH OF CHINESE LANGUAGE COURSE (3 MONTHS)**

**No. TEVTA/GM (O-II)/Chinese Language/311/ 176** The Standard Operating Procedure (SOP) is hereby notified for conduct of Chinese Language Short Course (3 months) in selected TEVTA institutes. The SOP is attached for implementation in letter and spirit.

**No. Even**  
**Dated: March 01, 2017.**

**CHIEF OPERATING OFFICER**  
**TEVTA**

A copy is forwarded to: -

1. All General Managers, TEVTA.
2. The Chairperson, PBTE, Lahore.
3. All Deputy General Managers, TEVTA.
4. The CTO, TEVTA, Lahore.
5. All Zonal Managers, TEVTA, Punjab.
6. Concerned District Managers, TEVTA, Punjab with the request to forward the same to the field formation immediately for further necessary action.
7. The Manager (MIS), TEVTA.
8. SA to the Chairperson TEVTA.
9. PS to C.O.O TEVTA.

  
**(Dr. Waheed Asghar)** 11/3/17  
**DGM (Operations-II)**



**LAUNCH OF 3 MONTHS  
CHINESE LANGUAGE SHORT COURSE  
A JOINT VENTURE OF  
TECHNICAL EDUCATION AND VOCATIONAL  
TRAINING AUTHORITY (TEVTA)  
&  
PAK CHINA JOINT CHAMBER OF  
COMMERCE AND INDUSTRY (PCJCCI)**

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**TEVTA SECRETARIAT, 96-H, GULBERG-II, LAHORE**  
Website: [www.tevta.gop.pk](http://www.tevta.gop.pk)

February, 2017

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## 1. INTRODUCTION

In line with the policy directions of the Government of the Punjab, TEVTA has already launched industry demand driven courses to provide skills for employability to the youth of Punjab. This short course has been designed and being launched in collaboration of Pak China Joint Chamber of Commerce and Industry to create jobs opportunities for the skilled youth of Punjab in the business of Chinese Investors and to enhance trade and investment relations with China up to optimal level by breaking the language barrier.

## 2. SALIENT FEATURES OF PROGRAMME

To enhance trade and investment relations with China up to optimal level by breaking the language barrier.

- To absorb youth in the businesses of Chinese Investors.
- To explore more business opportunities for the business community.
- No fee will be charged
- Registration fee will be paid by TEVTA.
- Free training material will be provided by the institutions.

## 3. TRAINING SCHEDULE

Start of class from January, 2017 & February, 2017. However, this will not affect the existing courses schedule.

## 4. TRAINING VENUES

- Govt. College of Technology, Railway Road, Lahore.
- Govt. Technical Training Institute, Gulberg, Lahore.
- Govt. College of Technology (W), Lytton Road, Lahore.
- Govt. Technical Training Institute (W), Township, Lahore.
- Govt. College of Technology, Gujranwala.
- Govt. College of Technology, Sialkot.
- Govt. Technical Training Institute, Khanewal Road, Multan.
- Govt. Technical Training Institute, Kohati Bazar Rawalpindi.
- Govt. Technical Training Institute, Faisalabad.
- Govt. Staff Training College, Faisalabad.
- Govt. Swedish Pakistani College of Technology, Gujrat.
- Govt. College of Technology, Raiwind Road, Lahore.
- Govt. Technical Training Institute, Sheikhupura.
- Govt. College of Technology, Taxila.
- Govt. College of Technology, Rawalpindi.
- Govt. College of Technology, Sargodha.
- Govt. Technical Training Institute, Khanewal.
- Govt. College of Technology, Multan.
- Govt. College of Technology, Bahawalpur.
- Govt. Institute of Emerging Technologies, Kot Lakhpat, Lahore.
- Any other venue as and when approved by the authority

## 5. TRAINING PARAMETERS

- |                       |           |
|-----------------------|-----------|
| • Courses duration    | 3 months  |
| • Total Contact hours | 280 hours |



- Average daily conduct hours 4 hours / day (Monday to Thursday & Saturday) and Friday – 3 ½ Hours

### 5.1 Timings

The training / classes will be conducted in morning / evening shifts

- Morning 09:00 AM to 01:00 PM (Friday 09:00 AM to 12:30 PM)
- Evening 02:00 PM to 06:00 PM (Friday 03:00 PM to 06:30 PM)

### 5.2 Number of Trainees per Class

50 trainees / class

## 6. ADMISSION PROCEDURE

**6.1** Candidates must be encouraged, facilitated and guided. Copies of educational certificate and CNIC / B Form would be asked to verify the pre-requisites for admission. A simple admission form (free of cost) will be provided to the applicants without prospectus for the purpose.

**6.2** Selection of candidates shall be done on the recommendations of concerned admission committee on the basis of interview. To minimize dropouts, serious candidates for getting skills training should be preferred for admission.

**6.3** Following must be kept in view:

- No age limit.
- CNIC / B. Form is mandatory for admission.
- Students already enrolled in TEVTA institutions for other courses / studies will not be eligible for admission.
- Students once enrolled in one batch under this program shall not be eligible for the same course in any other batch.

### 6.4 Advertisement for Admission

Centralized admission campaign is being launched by TEVTA. However, District Manager / Institute will make the publicity for admission under programme at local level through Local cable network, newspapers, FM Broadcast, Leaflets & Panaflex Banners. The expenditure on local media campaign will be met from the regular Non-Salary budget.

## 7. CURRICULUM AND TRAINING MANUALS

### 7.1 Curriculum

The curriculum of the course will be provided by the curriculum section of TEVTA Secretariat.



## 7.2 Training Manuals

The training manual for each course will be provided by the curriculum section of TEVTA Secretariat.

## 7.3 Lesson Plan

The teachers will develop lesson plan to impart training effectively.

## 8. BUDGET AND EXPENDITURE

8.1 Training cost will be disbursed by TEVTA.

8.2 The concerned District Managers / Principals will procure Machinery / Equipment / Furniture (wherever required) within the short span of time out of institute own / pupil funds for establishment of Lab in order to launch the Chinese Language Course. In case, own / pupil funds are not available in respective institute then the concerned District Manager will arrange / manage the same from the other institute within the district where funds are available.

8.3 District Manager will submit budget demand of the district to Zonal Manager concerned within 1<sup>st</sup> week of start of course. The Zonal Manager will submit consolidated demand to the GM (Finance) in the 2<sup>nd</sup> week after start of course under intimation to operations wing for release of funds.

8.4 The Principals shall ensure that all expenditures regarding program remain within the limit of different heads of accounts.

### 8.5 Expense Mechanism

The expenditure on below mentioned "Heads of Accounts" shall be made as per standard procedure of TEVTA:

- Remuneration of Resource Person @ Rs. 1200 / hour or as notified time to time by TEVTA.
- Training Material.
- Registration cost (if applicable).
- Any other cost

8.5 Principal will be responsible to cover all training costs of the program within allocated / released budget for the said course.

## 9. FINANCIAL PROCEDURES AND MAINTENANCE OF ACCOUNT

As per prevailing practice / instructions issued by the Finance Wing TEVTA for the similar courses. However, separate record will be maintained for this course.

## 10. QUALITY ASSURANCE

- The Principal shall be responsible for quality of training and management of classes.
- The Principal shall regularly monitor the attendance of students and trade management of the teachers.
- 75 % attendance of students is mandatory to appear in the final examination. The name of a trainee will be struck off, in case he fails to attend the class for more than 15 days.



- The instructor shall be responsible to assure quality of training by regular evaluation / marking of jobs, monthly tests, etc. and shall submit the report to the Principal on fortnightly basis.
- Principal shall provide photocopy of class wise Summary Sheet of Sessional Evaluation to the respective District Manager on fortnightly basis on the already circulated format for the Industry Demand Driven Short Courses.
- Monthly test shall be a practical exercise / test and its marks shall be counted in the summary of sessional evaluation sheet.
- The Principal shall invite and arrange an address of employer (s) to the trainees, at least once in a month, to boost up the moral of the trainees and its impact for employability. Employers will record their comments in the Visitor's Book of the institute regarding training activities.

## 11. MONITORING / EVALUATION

- The Principal shall send daily report to the concerned District Manager.
- The District Manager shall visit the institutes weekly.
- The Zonal Manager shall visit the institutes fortnightly.
- The General Manager (Operations), Deputy General Manager (Operations), Manager (M&E) & Manager (Operations – II) shall visit the institutes on monthly basis.
- TEVTA Board Member Committee shall conduct surprise visits of the institutes, offering short courses.
- The District Manager shall provide a duly signed hard copy of monthly enrollment in the course on the already circulated format for the Industry Demand Driven Short Courses.
- In the Monthly Enrollment Report status of enrolled trainees as on 30<sup>th</sup> of each month shall be reflected.
- Following District Monitoring Committee shall evaluate the training program.
 

a)	District Manager	(Convener)
b)	Assistant Manager	(Member)
c)	Principal / Head of concerned institute	(Member)
- The District Monitoring Committee shall visit each institute once in a month and shall furnish report on the already circulated format for the Industry Demand Driven Short Courses.
- The District Manager shall provide copies of the visit report to the Zonal Manager within 03 days after the visit and the Zonal Manager shall send the consolidated report along with his observations to the General Manager (Operations) within 03 days after receipt of the reports from the District office.
- The Zonal / District Manager / Principal shall take appropriate action / measures to ensure quality of the training. The record of the remedial actions taken shall be maintained in the District / Zonal offices.
- On the completion of the course, the Zonal / District Managers will prepare a comprehensive course report and will send it to the General Manager (Operations) within seven (7) days after the completion of the course.

*[Handwritten Signature]*

- Batch wise audit of the institution shall be conducted by the respective Assistant Manager (Finance). The officers of the Finance Wing, TEVTA Secretariat shall conduct surprise visits.

## 12. Blanket NOC

Blanket NOC is hereby granted for run of Chinese Language Course (3-Months).

## 13. REGISTRATION, EXAMINATION AND CERTIFICATION

- The registration schedule will be issued by the Punjab Board of Technical Education Lahore.
- The concerned Principal will forward the requisite data of candidates to the PBTE Lahore for registration.
- The exam will be conducted by the Punjab Board of Technical Education Lahore.
- Student below 75 % attendance will not be admissible to appear in the examination.
- The teacher Incharge will compile the complete profile of the student in the students log maintained and checked by the Principal.
- Parent teacher meeting shall be held once during the course and certificates shall be distributed in a ceremony as mutually agreed by the parties.
- The certificates will be issued to the successful candidates by PBTE, Lahore.

