

## **POLICY FOR SECOND SHIFT**

No. TEVTA/ GM(O)/2<sup>nd</sup> Shift/ 242/1838 The competent authority is pleased to notify the following policy for admission in Diploma of Associate Engineer (DAE) in Second Shift in Govt. Colleges of Technology (GCTs) of Technical Education and Vocational Training Authority (TEVTA) Punjab w.e.f. 25<sup>th</sup> September, 2012.

1. **Aim:**

The aim of this policy is to launch the 2<sup>nd</sup> Shift courses (DAE) in Technical Colleges of TEVTA smoothly for imparting quality education and training to the youth of Punjab.

2. **Objective:**

- Optimum utilization of existing infrastructure and technical expertise available at GCTs.
- To provide quality education and training to Matric graduates who may otherwise remain deprive.
- To enhance the enrolment in GCTs.

3. **Admission Criteria:**

Admission in 2<sup>nd</sup> Shift shall be made on open merit and strictly in accordance with the rules/policy of TEVTA. The admission schedule will be advertised in the newspapers as per admission policies for GCTs. However, TEVTA Secretariat may issue consolidated advertisement for saving time and resources. The age limit for Second shift would be 28 years.

4. **Executive Committee:**

Following executive committee will be constituted for administrative, operational and financial control of Second Shift by each GCT:

1. The Principal concerned
2. Two senior most faculty members engaged in Second Shift

5. **Timings of Classes:**

Second Shift classes will start after completion of morning shift classes and over lapping of both shifts would not be admissible. The Principal of the college will be responsible in case of violation. Duration of a period would be 45 minutes. Following timings would be observed in GCTs running Second shift classes:

Period	1 <sup>st</sup> SHIFT	2 <sup>nd</sup> SHIFT (Winter)	2 <sup>nd</sup> SHIFT (Summer)
1 <sup>st</sup>	0745 to 0830	1315 to 1400	1330 to 1415

2 <sup>nd</sup>	0830 to 0915	1400 to 1445	1315 to 1500
3 <sup>rd</sup>	0915 to 1000	1445 to 1530	1500 to 1545
4 <sup>th</sup>	1000 to 1045	1530 to 1615	1545 to 1630
5 <sup>th</sup>	1045 to 1130	1615 to 1700	1630 to 1715
6 <sup>th</sup>	1130 to 1215	1700 to 1745	1715 to 1800
7 <sup>th</sup>	1215 to 1300	1745 to 1830	1800 to 1845

**6. Change of Shift:**

Change in the shift would not be allowed to a student in any case i.e. Principal will not allow any student of 2<sup>nd</sup> shift to attend the classes in the morning shift.

**7. Fee:**

Fee will be charged @ Rs.2000 per month in two equal annual installments. This fee will be exclusive of Hostel dues, transport charges, certificate verification charges.

The list of selected candidates shall be displayed on the Institute's notice board as per admission policy of GCTs. The selected candidate shall be required to deposit admission dues through challan form in Second Shift Bank Account by the notified date, failing which his/her admission will be cancelled.

**8. Transport Facility:**

The College may hire private transport for pick & drop facility for students through open bidding in case of non availability of transport. In order to meet the expenditures of privately hired transport, the institute will take appropriate transport charges from those students only who desire to avail this facility. Furthermore, transport charges shall not be taken from the students who refuse to avail the transport facility.

**9. Remuneration:**

Remuneration to teaching, administrative and support staff, engaged in Second Shift, shall be paid as per rates given in **Annex "A"**.

In case of Break Even, remuneration to teaching as well as admin staff will be paid as per explained procedure of proportionate payment of remuneration (PPR) **Annex "B"**.

The payment of remuneration to teaching & shop staff will be made on the actual period taught instead of allocated in time table. The payment to admin staff will be made for academic duration only.

**10. Budget Approval:**

Each institution will get approval of the Second Shift budget from the Zonal Manager concerned before the start of each academic year but not later than 30<sup>th</sup> September. The Zonal Manager concerned shall notify the approved budget and forward a copy of the same to GM (Operations) and GM (Finance).

**11. Bank Account / Operation:**

A new account with the title "TEVTA - Second Shift" will be opened by the Institute. 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. Separate book of accounts will be maintained by the accounting staff of the relevant Institute. The book of accounts will be checked by the Assistant Manager (Finance) of relevant district once in a month and monthly financial statements duly signed and verified by the Accounts Officer / Accountant, Principal and Assistant Manager (Finance), will be sent to the District Manager.

**12. Collection of Dues:**

Institutes will provide printed dues challan forms to the students. The students will deposit their dues directly in the bank against said account and will submit original receipt of bank challan to the institute. Principal will draw deposited funds from the bank for onward deposit to relevant head within 3-days after completion of admissions.

**13. Allocation of 2<sup>nd</sup> Shift Funds:**

The funds so collected would be allocated with the following ratio after deducting the TEVTA Fee (Admission and Tuition Fee):-

- i) Expenditure for payment of visiting faculty, teaching, non-teaching and administrative staff shall not exceed 60% of the total funds collected. Efforts shall, however, be made to keep this expense to the barest minimum.
- ii) 20% of the total funds collected will be used for development activities of the College
- iii) Remaining 20% will be used for Non-Salary / operating expenditures of the College.

However, for the 1<sup>st</sup> year of current academic session 2012-13, the above mentioned percentage allocation of funds are exempted.

**14. Financial Powers:**

Financial powers shall be exercised as per standard TEVTA Delegation of financial powers in vogue issued by TEVTA.

**15. Financial Statements / Audit:**

Institution-wise consolidated financial statements duly verified by Assistant Manager (Finance) will be sent to Manager (Accounts), TEVTA within 14 days after the end of each month. General Manager (Finance) will submit the report to Chief Operating Officer with a copy to General Manager (Operations) at the end of each quarter. Institution-wise Internal Audit of Second Shift will be conducted by a committee of college on quarterly basis and once in a year by Assistant Manager (Finance).

**16. Payments by Cheques:**

Payments up to Rs.10000 may be made in cash. All payments over Rs.10000/- shall be made through Cross Cheque. Remuneration to the staff whatsoever amount to be will be paid through cross cheque or through bank transfer.

**17. Rewards:**

The reward will be paid to the students at District Level, Zone and Punjab Levels for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Positions announced by the Board/ University.

**18. Funds Utilization:**

Funds generated through "Second Shift" will be utilized for the following major activities:

- 1) Purchase of machinery / equipment, sports goods, furniture and training material of the institute.
- 2) Repair / up-gradation of machinery / equipment, furniture and college building.
- 3) Purchase of Generator / UPS or any expenditure to be incurred to overcome the power shutdown problem.
- 4) Remuneration to the institute's teachers conducting classes in the relevant technologies and admin / support staff engaged in the process according to the prescribed rates.
- 5) Payment of remuneration to visiting teaching staff.
- 6) Payment of remuneration for the hiring of bus driver and conductor.
- 7) Utility bills i.e. electricity, telephone, water, Sui gas, etc., at the proportionate rate.
- 8) Study tours for the students of Second Shift.
- 9) Improvement of the library facilities.
- 10) Holding seminars / workshops.
- 11) Purchase of College buses with the approval of Chairperson TEVTA (as per Govt. procedure).
- 12) New Construction / modification can be executed / processed on the recommendations of the respective Works Committee as per Notification issued by TEVTA.
- 13) Expenses on student's progress report, exams purchase of answer sheets and printing of question papers, college magazine, student ID card, cycle/motor cycle stand and financial assistance to poor students, etc.
- 14) Any other expenditure relating to Second Shift subject to the approval of General Manager (Ops) with the recommendations of concerned District Manager and Zonal Manager.

**19. Hiring of Visiting Faculty:**

- 1) All out efforts including advertisement in newspapers, display of banners and cable advertisement will be made to establish a pool of qualified and experienced visiting faculty.
- 2) A committee comprising of Principal, executive members and expert of the relevant technology/course of the institute will select the visiting faculty giving due consideration to academics achievements, relevant experience and interview. The candidate possessing higher qualification/experience will be preferred "**Annex-C**".
- 3) Principal of the institute can teach Second Shift classes subject to non-availability of relevant teacher and without disturbing administrative functions. However, principal will not claim remuneration for teaching Second Shift classes.

**20. Staff Engagement:**

Principal will also ensure that all administrative and supporting staff will be engaged on actual need and requirements of Second Shift courses, avoiding unnecessary payments of remunerations.

**21. Allocation of Periods:**

- The work load of teaching staff of the college in 2<sup>nd</sup> shift would be 50% of the work load of morning shift.

- A teacher can teach maximum 7 periods per day for both shifts.
- The Principals will make a detailed plan of the teacher's engagements.

**22. Monitoring & Feedback Mechanism:**

A committee of following be constituted for monthly review of the program:

- ZM concerned
- DM concerned
- Principal concerned
- Any co-opted member from the concerned BoM nominated by the President BoM.

The reports of the above committee would be quarterly re-viewed by the following committee, headed by a member of TEVTA Board, comprising of following:

- A Member TEVTA Board
- General Manager (Operations) TEVTA
- Zonal Managers

**23. Settlement of Issue:**

In case of any problem during the implementation of the scheme, the matter should be referred to Zonal Manager who will be responsible to resolve the issue within seven days.

**24. Drop-out:**

In case of drop-out, two sections may be merged but strength of merged section should not be more than 60.

**25. N.O.C:**

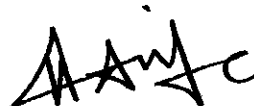
There would be no need of NOC. The blanket NOC is hereby granted for offering DAE courses in the 2<sup>nd</sup> shift for the current academic year as per available infrastructure.

**No. Even & Dated:**  
**September 22, 2012**

  
**Chairperson TEVTA**

**C.C:**

1. All General Managers TEVTA Secretariat, Lahore.
2. All Deputy General Managers TEVTA Secretariat, Lahore.
3. All Zonal Managers TEVTA Lahore, Rawalpindi & Multan.
4. All Managers in TEVTA Lahore.
5. Manager Service Centers, Ceramics Shahdara.
6. All Project Directors of Service Centers in Punjab.
7. All District Managers TEVTA in Punjab with the request to circulate it in lower formation.
8. All Assistant Manager Finance TEVTA in Punjab.
9. P.S.O to Chairman TEVTA, Lahore.
10. P.S. to C.O.O TEVTA, Lahore.

  
**General Manager  
(Operations)**

**SECOND SHIFT**  
**MAXIMUM REMUNERATION RATES LIMITS FOR TEACHING, ADMINISTRATIVE**  
**AND SUPPORT STAFF**

**1. For DAE courses of GCTs**

Sr. No.	Name of Post	Number	Maximum Rate of Remuneration per Month (Amount in Rupees)
1.	Principal	1	<b>Rs.2000</b> for one section up to maximum <b>Rs.20000</b> (Rs.10000 minimum)
2	Vice Principal	1	8000/-
3	Head of Department/In-charge 2 <sup>nd</sup> Shift	1 for each Technology	6000/-
4	Head Clerk / Superintendent	1	According to Scale mentioned in point 4 Annex "A"
5	DPE	1	
6	Accountant /Accounts Officer/ Senior Clerk	1	
7	Storekeeper	1	
8	Dispenser	1	
9	Student Clerk	2 Max.	
10	Steno / Computer Operator	1	
11	Librarian	1	
12	Registrar / Controller Exam. Monthly /Mid-Term /Sendup Test / Sessional of practical	1	
13	Shop Assistant	01 Shop Asstt. will be appointed for one Shop/Lab with at least 15 periods. If less than 15 periods than 01 Shop Asstt. for 02 Shop/Lab	
14	Naib Qasid	1	
15	Attendant	01 Attendant will be appointed for one Shop/Lab with at least 15 periods. If less than 15 periods than 01 Attendant for 02 Shop/Lab	
16	Sweeper	2 Max.	
17	Chowkidar	2 Max.	
18	Driver	1 for each bus providing pick & drop service to the students of 2 <sup>nd</sup> shift	
19	Conductor	1 for each bus	

- i. DPE will manage evening Assembly, evening sports and maintenance of discipline in the college and maintenance of grounds, lawns especially responsible to take remedial measures against Dengue problem.
- ii. One section will comprise of 50 students in 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> years.
- iii. Senior most faculty member who is also willing to perform Admin duties will be declared as Vice Principal and his duty timing will start from 11:00AM till closing of 2<sup>nd</sup> shift. He will be the Focal person of 2<sup>nd</sup> shift.

## 2. MAXIMUM REMUNERATION RATES LIMITS FOR INSTITUTE TEACHERS

Scale	Rate Per Period
14	Rs.250/-
16	Rs.300/-
17	Rs.350/-
18	Rs.400/-
19	Rs.450/-
20	Rs.600/-

**Note:**

- i. Teaching staff holding qualification of M.Sc. Engr. will get one step higher scale remuneration. Ph.D staff will get two step higher scale remuneration.
- ii. All BS-14 / 16 staff who hold the qualification of Master Degree/B.ScEngg/B.Tech (Hon's) in the relevant field/ discipline will get one step higher scale remuneration.
- iii. All TEVTA contract employees in BS-14/16 who hold the qualification of masters in the relevant field will get one step higher scale remuneration.
- iv. Practical period is equal to half of the theory period.

## 3. MAXIMUM REMUNERATION RATES LIMITS FOR VISITING TEACHERS

Qualification	Rate Per Theory Period
Ph.D (Natural Sciences)	Rs.1000/-
M.Sc. Engg. / M.Phil (Natural Sciences)	Rs.800/-
B.Sc. Engg. / Master Degree / B.Tech. (Hons.-Four Year Program)	Rs.550/-
B.Tech (Pass-Two years Program)	Rs.450/-
DAE	Rs.350/-

**Note:**

- i. Qualified faculty will be preferred.
- ii. Necessary bond between visiting faculty member and hiring institute will be executed for one academic session. Payment of remuneration to the visiting faculty member will be made after teaching eight (8) academic weeks (after two months).
- iii. GTTI staff of TEVTA institutes, possessing above mentioned qualification, may also be engaged as visiting faculty.
- iv. Practical period is equal  $\frac{1}{2}$  theory period.

## 4. SCALE WISE MAXIMUM REMUNERATION RATES TO THE SUPPORTING AND ADMN. STAFF PER MONTH

I. BS-1 to 4	Rs.5000/-
II. BS-5 to 9	Rs.7000/-
III. BS-10 to 15	Rs.8000/-
IV. BS-16 to 17	Rs.9000/-

**Note:(1)** A person engaged in the administrative as well as teaching activities will be entitled to draw remuneration from both the heads.

(2) In case of absence of more than three days of admin staff (whether due to Government duty or due to any other reason), proportionate deduction will be made. The Principal will be responsible for alternate arrangements and deduction will be made to the alternate person.

***EXPLANATION:***

***PROCEDURE OF PROPORTIONATE PAYMENTS OF REMUNERATION (PPR) TO ACHIEVE BREAK EVEN POINT.***

To ensure Break Even Point for Second Shift courses, institutions running these courses with less enrolment will adopt the Procedure of Proportionate Payments for remunerations payable to the staff i.e. (teaching, administrative and supporting) engaged for Second Shift courses.

$$\text{Proportionate Payment of Remuneration} = \frac{\text{Actual Enrolment in 2nd shift}}{\text{Enrolment at break even point}} \times \text{Rate of Remuneration}$$

**EXAMPLE**

If break even point reaches for enrolment of 200 but actual enrolment is 150 than proportionate rates are calculated as under:-

Sr. No.	Name of Post	Max. Rate	Proportionate Rate	Admissible with PPR
1.	Admin Staff BS 16 to 17	Rs. 9000 per month	9000 x 150/200 per month	Rs. 6750 per month
2.	Instructor BS. 17	Rs. 350 per period	350 x 150/200 per period	Rs. 263 per period
3.	Visiting Faculty B.Sc. Engr.	Rs. 550 per period	550 x 150/200 per period	Rs. 413 per period



**SELECTION CRITERIA FOR HIRING VISITING FACULTY**

Maximum Marks = 100

Distribution of marks will be as under:-

Sr.#	Item	Marks
1	Qualification	60 Marks
2	Additional Professional Technical Qualification (i.e. more than requisite)	12 marks (one step higher = 7, further higher =12) OR 12 marks for Professional / Technical / Additional / parallel qualification in relevant field.
3	Experience	13 marks (for over & above the prescribed experience) One year = 5 marks Two years = 7 marks Three years & above = 13 marks
4	Interview	15 marks
	<b>TOTAL</b>	<b>100 Marks</b>

- (i) The criteria for awarding marks for Related Studies teacher (Master of Science):-

Maximum = 60

% of marks obtained	80% & above	70% to 79%	60% to 69%	45% to 59%
Matriculation or equivalent	7	6	5	4
Intermediate or equivalent	10	9	8	7
Degree or equivalent (2-year Degree)	14	13	12	10
Master or equivalent	29	22	20	19
<b>Total</b>	<b>60</b>	<b>50</b>	<b>45</b>	<b>40</b>

- (ii) The criteria for awarding marks for teachers of Technical subjects [B.Sc. Engg./B-Tech (Hons) qualified]:-
- 
- (Four Year Degree)

Maximum = 60

% of marks obtained	80% & above	70% to 79%	60% to 69%	45% to 59%
Matriculation or equivalent	10	8	7	6
Intermediate or equivalent	20	18	16	14
Degree or equivalent [B.Sc. Engg. / B-Tech (Hons)]	30	24	22	20
<b>Total</b>	<b>60</b>	<b>50</b>	<b>45</b>	<b>40</b>

- (iii) The criteria for awarding marks for DAE qualified teachers:-

Maximum = 60

% of marks obtained	80% & above	70% to 79%	60% to 69%	45% to 59%
Matriculation or equivalent	20	18	16	15
DAE	40	32	29	25
<b>Total</b>	<b>60</b>	<b>50</b>	<b>45</b>	<b>40</b>