TO BE SUBSTITUTED WITH THE SAME EVEN NO. & DATE.

Government of the Punjab
Technical Education & Vocational Training Authority
96-H, Gulberg-II, TEVTA Secretariat, Lahore.
PABX: 99263055-59, EXT: 393 DIR: 99263090 Fax: 99268054
E-mail: manager.me@tevta.gop.pk
M&E SECTION, OPERATIONS WING

Dated: 07 June, 2011

NOTIFICATION

SUBJECT: **INFORMATION TECHNOLOGY CERTIFICATION COURSES.**

No. TEVTA/M&E/IT Courses/2011   The competent authority is pleased to notify the following policy to run Information Technology Certification Courses in various Institutions of Technical Education and Vocational Training Authority Punjab:

1.   **Definition**

All the Information Technology Certification Courses other than regular courses shall be treated as Information Technology Certification Courses.

2.   **Tuition Fee**

The tuition fee will be charged @ Rs. 2000/- per month or as notified by competent authority from time to time.

3.   **Executive Committee**

Following executive committee is constituted for implementation & execution of Information Technology Certification Courses in concerned Institute.

      3.1 The Principal
      3.2 IT Instructor
      3.3 Instructor of Electronics / Telecom

4.   **Registration and Examination:**

The institute will get students registered with concerned certification body (Prometric, Microsoft, CISCO etc) and manage the examination and issue certificates to successful students.

5.   **Class Size, Scope of Operation & Duration of Classes:**

The normal student strength for each group / course will be almost 25 for each batch to meet expenditures and remunerations of staff.

Duration of Information Technology Certification Courses shall be as per the requirements of Certification body to complete required study hours i.e. (3 – 4 hours daily Monday to Saturday). Zonal Manager concerned will notify the timings keeping in view the availability of labs & equipment, geographical constraints and transport problems after consultation with District Manager & HOI.

6. **Title of Bank Account & Collection of Fee**

    6.1.   The fee would be deposited by students on fee challan directly in TEVTA Fee Collection Account.

    6.2.   The Head of Institutions will submit student wise fee detail along with Cheque in the name of District Manager Office concerned for depositing the said funds in non-salary bank account of District Manager, after retaining the funds for staff remuneration mentioned at para 7 of this notification. The expenditure mentioned at para 9 and 10 will be met through regular non-salary budget of the institute.

    6.3.   The concerned District Manager will submit consolidated (Institution wise / student wise) fee detail along with one Cross Cheque in favor of "Chairman TEVTA" to TEVTA Secretariat, Lahore immediately after receiving funds in Non salary bank account.

7. **Staff and its Remuneration and Demand of Budget**

The visiting faculty / staff would be hired on Ad-hoc basis maximum for the duration of batch following the minimum qualification and experience criteria of the post through EXECUTIVE COMMITTEE by District Manager concerned.

The remuneration to the administrative, support and teaching staff conducting classes beyond the normal working hours and hired visiting faculty/staff will be paid by concerned institute as under:-

7.1	IT Instructor	@ Rs.10,000/- per month per batch
7.2	Computer Lab Assistant	@ Rs.5,000/- per month per batch
7.3	Principal	@ Rs.3,000/- per month per batch
7.4	Accountant/Senior/Junior Clerk	@ Rs.2,000/- per month per batch
7.5	Sweeper/Chowkidar/Attendant	@ Rs.2,000/- per month per batch

The institute will submit quarterly budget demand to District Manager Office and District Manager Office will submit the institute wise consolidated budget to Finance Wing of TEVTA Secretariat through Zonal Manager concerned for release of funds. The payment to staff would be made in their bank accounts by District Managers for Instructor Computers of Microsoft IT Academies hired on TEVTA pay scale.

8.   **Books of Accounts**

Books of account (cash book) of TEVTA fee collection account will be maintained by the accounting staff of the relevant Institute. 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.

9.   **Purchase Procedure and Financial Powers**

Purchase Procedure and Financial Powers shall be followed as per standard TEVTA Delegation of Financial & Administrative Powers, as amended / issued from time to time to meet expenditures for purchase, repair & maintenance of IT related equipments and consumables.

10.   **Promotional Activities**

The District Manager concerned will launch Media Campaign for the introduction of Information Technology Certification Courses through banners, posters, pamphlets, brochures and Local Cable Operators etc. with consultation of HOI to attract the students. District Manager concerned will publish comprehensive advertisement in the newspaper.

11.   **Monitoring**

Regular monitoring shall be conducted for implementation & execution of Information Technology Certification Courses by the Zonal Managers and District Managers concerned. Monitoring & Evaluation Section of TEVTA Secretariat shall conduct regular visits to ensure compliance of policy and quality education.

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**CHAIRPERSON
TEVTA**

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CC to:

1. All General Manager, TEVTA Punjab
2. Deputy General Manager (Finance), TEVTA
3. All Zonal Manager, Lahore, Rawalpindi & Multan TEVTA, Punjab
4. All Manager TEVTA Punjab
5. Manager (M&E), TEVTA Punjab
6. All Assistant Manager (Finance), TEVTA Punjab
7. All District Managers TEVTA in the Punjab with the directions to provide a copy of this Notification to the lower formation of your district.
8. All Projects Directors / Manager of Service Centers in the Punjab
9. All Principals / Head of Institutes of TEVTA, Punjab
10. S.A to Chairperson TEVTA, Punjab
11. P.S to Chief Operating Officer, TEVTA, Punjab
12. Master File

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(FAKHAR CHEEMA)
GENERAL MANAGER (F&A)
TEVTA, PUNJAB

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