



GOVERNMENT OF THE PUNJAB
TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY
HUMAN RESOURCE DEPARTMENT
96- H Gulberg -II, Behind Siddique Trade Centre Lahore.
Web site:www.tevta.gop.pk



Training Section

☎: 042-9263078 & 9263055-59 Ext.359

E.mail: manager.trg@tevta.gop.pk

No. TEVTA/Trg/Misc/Ped/94/2832

Dated: 14-07-2011

NOTIFICATION

The Competent Authority has approved the following responsibilities/ instructions to follow for “Venue Principal” to manage the trainings and make it purposeful.

- The “Venue Principal” will supervise, facilitate and manage the training activities through Training Coordinator at his venue.
- The “Venue Principal” will select a suitable Training Coordinator amongst his teaching staff of not less than BS-16 and support staff for all trainings going on in the Venue as per notification No. TEVTA/Trg./Mgt./124 dated 25.11.2010.
- The “Venue Principal” will be responsible for implementing all instructions issued by training section and sharp communication with concerned persons/ sections etc.
- It is responsibility of the “Venue Principal” to ensure the provision of physical facilities at training venue.
- The “Venue Principal” will make request, well in time for documents/ letter/ proforma/ contents etc, if not available at Venue.
- The “Venue Principal” will assure that the attendance of the Participants & Master Trainers is maintained daily at 08:30 AM through Training Coordinator.
- The weekly report will be forwarded to Manager (Trainings) on daily basis by e-mail and also by post duly signed by Venue Principal & Training Coordinator on weekly basis.
- Time table of training will be displayed at three prominent places and all training activities should be performed according to the time table.
- The “Venue Principal” will assure that Pre and Post tests is conducted and evaluated by the concerned Master Trainer and submit the results to the Training Section.
- Leave of all kinds will be discouraged. Short leave will be marked on late comings or early departure of Participant on concerned day during training. The “Venue Principal” will assure the implementation of same.

- The “Venue Principal” will monitor the training ways of Master Trainer and submit the formal/ informal feedback to TEVTA Training Section by actually visiting the classes and staying there for observations.
- The “Venue Principal” will at least pay one visit per week during lecture/ training hours to observe the training process, training ways, value of training, training management etc as mentioned above to solve the issues in consultation with Training Section and report to Training Section.
- The “Venue Principal” will forward the course evaluation forms (Feed back forms) duly filled by the participants, attendance record, test results and other required documents & material etc to Training Section well in time.
- The “Venue Principal” will submit suggestions for the improvement of training, if any.
- The “Venue Principal” will be responsible to manage and provide all kind of training material, multimedia, stationary, photocopies and other teaching aids to Master Trainer and Participants through Training Coordinator.
- The “Venue Principal” can arrange the Generator from market, if not available in the institute on rent basis where required.
- The photostat copies of the information sheets will be provided to each Participant one-day before the lesson.
- The funds will be provided to the “Venue Principal” at the end of training program for T.A / D.A. or special conveyance allowance to the local Participants, cost of training material, refreshment, remuneration to Venue Principal, Master Trainer and Training Coordinator, Computer Operator, Accountant, Naib Qasid (appointed by the Venue Principal) etc. according to TEVTA notification No. TEVTA/Trg./Mgt./124 dated 25.11.2010. However, the Venue Principal will meet the expenditures at his own from the local funds in advance.
- The “Venue Principal” will pay TA/DA to the Participants (contract and regular employees) according to TEVTA notifications of rules/ policy etc.
- The “Venue Principal” will facilitate the Participants for their accommodation at TEVTA institutions (if hostel facility available) or hotel accommodation as per instructions & notification in this matter.

- The “Venue Principal” will practically work to manage the training well and assure the quality of training. The “Venue Principal” will take all concerned initiatives in consultations with Training Section.

No. Even & Dated

July 14, 2011

(Muhammad Asif Waseem)

General Manager (HRM)

A copy is forwarded for information to:

1. All General Managers, TEVTA Secretariat, Lahore
2. All Managers TEVTA Secretariat, Lahore
3. All Zonal Managers, TEVTA
4. All District Managers, TEVTA
5. All Principals, TEVTA
6. SA to Chairperson, TEVTA Secretariat, Lahore
7. PS to COO, TEVTA Secretariat, Lahore

(Muhammad Naeem Akhtar)
Manager (Trainings)

Daily Check List for Teacher

Training Course: _____

Name of Teacher: _____

Starting Date: _____ Closing Date: _____

Venue: _____

Kindly "✓" or "X" or "NN" (Not needed) against each item before the start of class during training.

S#	Items	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13
1.	Time Table													
2.	Training Manual													
3.	CD for presentation													
4.	Lesson Plan													
5.	Photocopy of resource material for trainees													
6.	Stationery													
7.	Multimedia													
8.	White Board													
9.	Markers													
10.	Attendance Sheet													
11.	Cleanliness of class room and furniture													
12.	Availability of Generator													
13.	Signature of Teacher													

S#	Items	Day 14	Day 15	Day 16	Day 17	Day 18	Day 19	Day 20	Day 21	Day 22	Day 23	Day 24
1.	Time Table											
2.	Training Manual											
3.	CD for presentation											
4.	Lesson Plan											
5.	Photocopy of resource material for trainees											
6.	Stationery											
7.	Multimedia											
8.	White Board											
9.	Markers											
10.	Attendance Sheet											
11.	Cleanliness of class room and furniture											
12.	Availability of Generator											
13.	Signature of Teacher											