



NOTIFICATION

No. TEVTA/GM(O-I)/2-44 /109 The Standard Operating Procedure (SOP) for On Job Training (OJT) / Internship of the TEVTA Students in Regular Courses is hereby notified with immediate effect.

Sr.#	Duration of Regular TEVTA Courses	Mandatory Duration of (OJT) / Internship
1	DAE 03-Years	06-Months (2 Months each year)
2	02-Years	04-Months (2 Months each year)
3	01-Year	02-Months
4	06-Months	01-Month (after completion of programme)

Standard Operating Procedure (SOP) for launching of On Job Training (OJT) / Internship is as under:-

- All On Job Trainings (OJT) / Internships will be held preferably during summer vacation.
- Placement / Apprenticeship Section will conduct the entire On Job Training (OJT) / Internship.
- Operation Wings will provide the technology / trade wise student data for On Job Training (OJT) / Internship 04-months before the summer vacation, to Placement / Apprenticeship Section.
- Placement / Apprenticeship Section will arrange On Job Training / Internship only in relevant Industries situated in the locality.
- On Job Training (OJT) / Internship will be mandatory for all regular TEVTA courses.
- Diploma / Certificate issued by the examining board i.e. PBTE / TTB will be awarded to the student by the Principal /HOI concerned subject to the completion of On Job Training (OJT) / Internship.

Chairperson TEVTA

No. Even Dated: - 21/02/2018.

A copy is forwarded for information and further compliance to:-

- All General Managers TEVTA
- All the Deputy General Manager TEVTA.
- All the Zonal Managers TEVTA, Punjab.
- All Managers / Directors TEVTA.
- All the District Manager TEVTA, Punjab.
- All the Principal/HOI TEVTA Institutions / Colleges.
- SA to the Chairperson TEVTA.
- PS to COO, TEVTA.


21/2/18
Manager (Technical)
Operations-I Wing