

NOTIFICATION

Subject: - SOP FOR 4 ½ MONTHS LTV DRIVING COURSE

No. TEVTA / GM (O-II) / Short Courses / 244 – 15/ In supersession of notification even No. dated 06.08.2015. The revised Standard Operating Procedure (SOP) to conduct 4 ½ months duration LTV Driving course at NH & MP approved venues all over the Punjab for the course started from 28 March, 2016 and for the forthcoming batches is hereby notified. The copy of SOP is attached for implementation in letter and spirit.

No. Even
Dated: April 12, 2016

Chairperson
TEVTA

A copy is forwarded to:

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


14/4/16
Manager (Operations-II)

**STANDING OPERATING PROCEDURES (SOPs)
LAUNCH OF LTV DRIVING 4 ½ MONTHS
COURSE AGREEMENT BETWEEN TEVTA AND
NH&MP**



TEVTA SECRETARIAT, 96-H, GULBERG-II, LAHORE
Website: www.tevta.gop.pk

March, 2016

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1. INTRODUCTION

National Highway & Motorway Police (NH&MP) is running Road Safety Training Institutes (RSTIs) at various locations throughout the country, offering training programs on vehicle driving and road safety measures to the citizens with a view to increase awareness among drivers and decrease road accidents and violation of law; and whereas TEVTA Punjab, the largest public sector TVET service provider working under administrative control of Govt. of the Punjab, joins hands with NH&MP for launching driving skills training program at RSTIs located in Punjab to facilitate the citizens in acquiring professional driving training & certification.

2. SALIENT FEATURES OF PROGRAMME

This program will be titled "Joint Venture for Driving Skills Training Program", designed to facilitate the citizens for equipping with LTV driving skills. It will also address the skilled drivers' demand of employers. Following are the salient features of LTV Driving 3-months course.

- 2.1 Training will be imparted by National Highway & Motorway Police (NH&MP) trainers at Road Safety Training Institutes
- 2.2 Cost of training will be borne by (TEVTA), Punjab. All financial transactions at selected training locations will be coordinated through the nearest TEVTA institute in that area.
- 2.3 Training will be conducted at the 36 venues (RSTIs) working under the National Highway & Motorway Police in Punjab
- 2.4 TEVTA will provide advertisement material (brochures, banners and signboards) to NH&MP for displaying at suitable locations.
- 2.5 Admission criteria for selection of candidates for the course is specified in clause 5 of SOP.
- 2.6 Examination will be conducted by NH&MP whereas Certification of passing out candidates will be jointly carried out by TEVTA and National Highway & Motorway Police, Punjab.
- 2.7 Trainees from all RSTIs shall receive certificates in a formal passing out ceremony upon conclusion of each course. The ceremony shall be held at the NH&MP Training College, Sheikhpura and shall be organized at the expense of TEVTA.
- 2.8 TEVTA will pay a monthly stipend to trainees during the course of training.
- 2.9 A joint steering committee (SC) will be formed consisting of representatives of both parties for overall management and monitoring of program.

3. TRAINING SCHEDULE 3rd BATCH

Classes will start from 28 March, 2016.

4. TRAINING PARAMETERS

4.1. Course Title	:	LTV Driving
4.2. Course duration	:	4 ½ Months
4.3. No. of days in a week	:	5 Days / week
4.4. Average daily contact hours	:	7 Hours / Day
4.5. Training Hours	:	400 Hours
4.6. Special driving practice during rush hour on busy roads	:	45 days

4.1 Timings

This program will be conducted in the morning shifts from 8.00 A.M to 3.00 P.M and may be launched in evening shift subject to recommendations of steering committee with the consent of both the parties.

4.2 Number of Trainees per Class

25 - Trainees/Batch at all venues except Lahore, Multan, Rawalpindi and Faisalabad, where the number of trainees would be 50.

5. LIST OF TRAINING VENUES

The list of training venues is annexed at "A".

6. ADMISSION PROCEDURE

The NH&MP shall be responsible for placing the publicity/advertisement of the training event at the location and will prominently display a banner / signboard supplied by the TEVTA. NH&MP shall also arrange for promotional campaigns on main roads & highways for creating awareness among citizens to join the training course.

The admission criteria for selection of candidates, is as follows:

- The minimum qualification will be Matric.
- Attested copies of educational certificates would be required to verify the minimum entry qualification.
- Admission application form will be provided by the concerned institute free of cost to the students, who are desirous for admission.
- The age limit for admission to the program is 21 years - 35 years (bearing a valid CNIC issued by NADRA will be mandatory).
- Admission will be granted subject to successful screening test by NH&MP.
- A committee comprising of respective, District Manager TEVTA, DSP NH&MP and incharge RSTI will finalize the list of candidates strictly on merit.


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7 ADVERTISEMENT FOR ADMISSION

- TEVTA shall be responsible for publishing advertisement in national newspapers and other media.
- The advertisement / publicity material such as banners, signboard etc. shall be supplied by respective TEVTA District Manager offices to the NH&MP.
- The advertisement / publicity material shall be prominently displayed at each training location by NH&MP.
- The NH&MP shall arrange for promotional campaigns on highways & motorways for creating awareness among citizens to join the training course.

8. CURRICULUM AND STANDARDS OF TRAINING

- The curricula for LTV driving course developed by TEVTA shall be adopted for training.
- NH & MP shall be responsible for the provision of training & learning materials including books / manuals, stationary, consumable etc to all the trainees necessary for the provision of trainees as per specified curriculum in training plan
- NH & MP shall provide skills training services and carry out related activities with the highest standard of professional, ethical competency, integrity and quality of modules / material of training as per agreed standards
- The teachers will develop lesson plan to impart training effectively.
- Rotation plan will be developed by the respective teachers.

9. BUDGET AND EXPENDITURE

- Cost of training will be borne by TEVTA, Punjab. All financial transactions at selected 36 training locations will be coordinated through the nearest TEVTA institute in that area.
- Total cost of training for each batch shall be computed on per trainee basis by NH&MP after enrolment of students at the selected RSTI in accordance with the terms & conditions of agreement between the parties. Payment shall be made in monthly installments against the invoice submitted by NH&MP.
- The 10% of total training cost for each batch will be paid within 15 days of enrolment of students at each location subject to submission of proof of enrolment and accompanying invoice. This amount shall be adjusted from the monthly invoice submitted by NH&MP during the course of training till completion.
- TEVTA will also pay a stipend of Rs. 1,000/- per trainee per month to the students enrolled at RSTIs in the above training program.

10. QUALITY ASSURANCE

- The NH&MP shall provide skills training services and carry out related activities with the highest standard of professional, ethical competency, integrity and quality of modules/material of training as per agreed standards.
- NH&MP shall be responsible for medical test & drug test of students to ensure fitness for driving & licensing

- The Incharge of concerned RSTI will check classes regularly to monitor the attendance and trade management of teachers.
- The name of those students will be struck off who fail to attend the classes for more than one week.
- The NH&MP shall be responsible for the provision of machinery, equipment, tools, driving training vehicles, practice driving track and furniture as per requirement of the curriculum.
- The NH&MP shall be responsible for the Provision of training & learning materials including books/manuals, stationary, consumables etc. to all the trainees necessary for the provision of training as per the curriculum specified in the training plan.
- The instructor will be responsible for taking measure to ensure the quality of training i.e. regular evaluation and monitoring of practical exercises, monthly test etc. and will submit the report to the Principal and fortnightly basis along with the certificate that practical exercises have been completed as per curricula. The Principal will verify the performance of the teachers and countersign the fortnightly report

11. MANAGEMENT AND SUPERVISION

The project will be managed and supervised by a steering committee (SC) which will comprise of 02 members, one from each party. The members may be added / changed with mutual consent of both parties. Sub-committees will be working at district / institute level comprising of 02-members from each party and will provide feedback to the SC. Supporting staff for project management & supervision will be provided by the parties. Detailed procedures of documentation, monitoring, evaluation, and reporting will be developed by the SC. Annual report will also be generated by the SC.

12. MONITORING / EVALUATION

The committees as mentioned in clause 10 above shall be responsible for monitoring and evaluation of program on a regular basis and suggest corrective actions as & when necessary to meet the goals & objectives of the joint venture in an efficient and effective manner.

13. REGISTRATION, EXAMINATION AND CERTIFICATION

Examination will be conducted by NH&MP whereas certification will be jointly conducted by NH&MP and TEVTA, bearing the logos of both parties. Trainees will receive certificates in a formal passing out ceremony upon conclusion of each course as mutually agreed by the parties.

1. Assessment and evaluation

According to already evolved criteria of RSTI.


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Annexure-A

List of Training Institutes				
Sr. No	Zone	District	Name of Training Location	Total Capacity
1	Center	Lahore	RSTI Babo Sabo Lahore	50
2	Center	Gujrat	Rescue 1122	25
3	Center	M B Din	Rescue 1122	25
4	Center	Hafizabad	Police Civil Line	25
5	Center	Gujranwala	Rescue 1122	25
6	Center	Kasur	Motor High Way Police Kasur	25
7	Center	Okara	National Highway Authority & Motorway Police	25
8	Center	Sheikhupura	RSTI, Sheikhupura	25
9	Center	Nankana Sahib	RSTI, Nankana	25
10	Center	Sahiwal	RSTI, Sahiwal	25
11	Center	Pakpattan	District Council Office, Pakpattan	25
12	Center	Sialkot	RSTI, Sialkot	25
13	Center	Narowal	RSTI, Narowal	25
14	South	Khanewal	RSTI, Khanewal	25
15	South	Vehari	RSTI, Vehari	25
16	South	Bahawalnagar	RSTI, Bahawalnagar	25
17	South	Bahawalpur	RSTI, Bahawalpur	25
18	South	Lodhran	RSTI, Lodhran	25
19	South	Rahim Yar Khan	RSTI, R.Y Khan	25
20	South	D.G.Khan	District Police Lines, D. G. Khan	25
21	South	Rajanpur	ETO Office Building, Rajanpur	25
22	South	Layyah	RSTI, Police Line Layyah	25
23	South	Muzaffargarh	RSTI, Police Line Muzaffargarh	25
24	South	Multan	RSTI Line Head Quarter Multan	50
25	North	Bhakkar	RSTI, Bhakkar	25
26	North	Mianwali	RSTI, Mianwali	25
27	North	Jhelum	RSTI Jhelum	25
28	North	Chakwal	RSTI, Chakwal	25
29	North	Rawalpindi	RSTI, Rawalpindi	50
30	North	Attock	RSTI, Attock	25
31	North	Jhang	RSTI, Jhang	25
32	North	Chiniot	RSTI, Chiniot	25
33	North	T.T.Singh	RSTI, T.T.Singh	25
34	North	Faisalabad	RSTI, Faisalabad	50
35	North	Saroghda	RSTI, Sargodha	25
36	North	Khushab	RSTI, Khushab	25
G - Total				1000

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