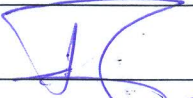

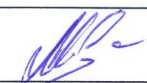

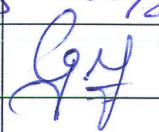


**LIST OF PARTICIPANTS DURING THE MEETING OF THE COMMITTEE FOR THE REVIEW OF RoBS(IMC) HELD  
ON 28.01.2019 AT 0930 HRS.**

S#	NAME & DESIGNATION	DEPARTMENT/ORGANIZATION	CONATACT NO/EMAIL ID	SIGN
01	Tahir Khan Regional coord	G12-TVET SSP	0334-5699991	
02	Sajjad Ali Shah	MD KP-TEVTA		
03	ABID JAN	Principal GCT. Tangri	0301-8889252	
04	Haji M. Javed	TVETA	0300-8584525	
05	Qaiser Sarwar Khan	G12 TVET	0302-8584665	
06				
07				
08				
09				
10				

**Minutes of the meeting to review Rules of Business (RoB) for Institute Management  
Committees (IMCs), held on January 28, 2019**

A meeting was convened by the IMC committee under the Chairmanship of Mr. Haji Javed, to review the RoB at Head Office KPTEVTA, 0930 hrs. The following attended the meeting;

- 1- Mr. Haji Muhammad Javed, Chairman, SDC, Peshawar (Chairman IMC committee to review RoB)/ Member BoD KPTEVTA
- 2- Mr. Abid Jan, Principal, GCT Tangi/ Member BoD KPTEVTA
- 3- Mr. Sajjad Ali Shah, Managing Director, KPTEVTA
- 4- Mr. Tahir Khan, Regional Coordinator, TVET, GIZ
- 5- Mr. Qaiser Sarwar Khan, Technical Advisor, TVET, GIZ

The RoB of IMCs were deliberated by the quorum at length to align the functions of IMCs with that of KPTEVTA, Act. Inter alia, the following key decisions were mutually agreed with the approval of the Chair;

**Decisions:**

- 1- The maximum members of IMCs were agreed seven (7), however the IMC may co-opt additional members if need arises.
- 2- In addition to training plan, the IMC shall also formulate an annual work plan to reflect all mandated activities and their respective timelines.
- 3- The minutes of IMC meetings, should be duly communicated to MD KPTEVTA.
- 4- The IMC shall also conduct periodic tracer studies to ascertain the employability rate of the pass outs.
- 5- The services of model IMCs will be recognized and their way of doing things will be replicated in other IMCs.
- 6- The allocation of seed money will be as under;
  - GCTs/GPIs= 500,000/-
  - GTVCs with more than 300 enrollment= 300,000/-
  - GTVCs with more than 200 enrollment = 200,000/-
  - GTVC with less than 200 enrollment = 100,000/-

The aforementioned decisions were incorporated in the revised RoB for IMCs and were duly signed by the IMC committee members.

The meeting ended with the vote of thanks to and from the Chair.

*Approved*  
*[Signature]*  
28/1/19

# Rules of Business of Institute Management Committees (IMC)

## (4) COMPOSITION OF COMMITTEE

The Institute Management Committee shall comprise of 7 members (including its Chairperson and the Secretary) of which 50% will be Employers representatives including its Chairperson; at least 10% Workers representatives / reputable NGO representatives and 40% Government representatives including Principal as Member Secretary as prescribed below:

Position	Description	Role in IMC
Chairperson	The Chairperson shall be: <ul style="list-style-type: none"><li>• An employer preferably from manufacturing industrial or services sector having not less than ten years of experience as employer.</li><li>• At least a graduate from a reputed institute.</li><li>• Nominated from the local leading industry or business from among a panel of 4 suggested by the TVET Institute.</li></ul>	Advisory & Supervisory
Member Secretary	Principal/Administrator of the concerned TEVT Institution.	Management/ Operations/ Implementation
Members	<b>May Include:</b> <ul style="list-style-type: none"><li>• Representative from the local businesses and industries</li><li>• Representatives of Workers nominated by the accredited Trade Union or from amongst the workers of the local industries and businesses</li><li>• Nominations from Overseas Employment Promoters</li><li>• Job Placement and vocational counselling officer or any other relevant person from the TEVTA Institute.</li><li>• An Employed (self/wage) Pass out from the TEVTA Institute</li></ul>	Advisory & Technical Support for Implementation

## (5) TERM OF OFFICE OF IMC MEMBERS

The term of office of IMCs shall be three years which can be extended for a further period of two years by KP-TEVTA.

Three months prior to the ending of the term of IMC, KP-TEVTA shall form a new committee and shall capacitate the new members on the rules of business and roles and responsibilities of the IMC via training. If otherwise, the existing IMCs may continue its routine operations and functions.

**Note:** No member of the committee, appointed by virtue of his/ her office shall continue to be a member if he / she cease to hold that office of the IMC.

KP-TEVTA through its institute shall provide office space to the IMC members for carrying out its day to day operations and for carrying out IMC meetings.



# Rules of Business of Institute Management Committees (IMC)

## (5 A) APPOINTMENT OF SUB COMMITTEE

The IMC may appoint one or more sub committees (with prior intimation to KP-TEVTA) as and when considered necessary to report on any specific problem or task to be carried out by the Committee.

## (5 B) REMOVAL OF THE MEMBER

- KP-TEVTA may remove Chairperson or any other member of the IMC subject to recommendation of the IMC with two third majorities.
- KP-TEVTA, on the recommendations of the IMC, may remove Chairperson or any member from membership of IMC if he/she has absented himself/herself from three consecutive meetings of the Committee without prior notification.
- TEVTA may remove a Chairperson or any other members of IMC on misconduct after serving a show cause notice.

## (5 C) CO-OPTED MEMBERS

- The IMC may co-opt any person against the vacant position (e.g. Worker Representative by Worker Representative or Employer Representative by Employer Representative) for the remaining tenure of the IMC in the event of any casual vacancy (e.g. death, resignation, removal etc.).

## (6) ROLES/RESPONSIBILITIES AND FUNCTIONS OF IMC

The IMCs may perform its activities in line with the following roles and responsibilities. The IMCs will be responsible for supervising and managing training activities in the TEVT institutions and will take all measures necessary for carrying out its functions but not in contravention to Government Rules and Regulations. The functions of the committees shall include, but not limited to the followings:

- i. Identify local employment opportunities or requirements of skilled labor force.
- ii. Establish linkages with industry and employers and enhance employment prospects of trainees.
- iii. Prepare annual training plan/work plan, based on identified training needs for implementation alongside regular programs.
- iv. Ensure optimum utilization of available facilities by ensuring regulatory and punctuality of the institutes/center/college staff, timely availability of training material, academic plans and efficient utilization of budget in accordance with annual plan.
- v. To prepare and approve annual budget estimates of the respective TEVT institute for utilization of funds generated by IMCs.
- vi. Generation and utilization of IMC funds for maintenance and repair as well as for promotion/expending of training based on market needs.
- vii. Faculty evaluation, development and suggesting/requesting KP-TEVTA for awards/honoraria.
- viii. Facilitating enterprise-based training (on-the-job, off-the-job & apprenticeship training).
- ix. Support informal sector by offering training to the master trainers for their employees (ustad-shagird system).
- x. Plan and implement TEVT programs for lifelong learning of existing workforce.
- xi. Promote and regulate Recognition of Prior Learning (RPL).
- xii. Facilitate placement of trainees in the industry, this also includes internship, on-the-job training and off-the-job training, apprenticeship training or employment.
- xiii. Overseeing equipment maintenance & repair.

## Rules of Business of Institute Management Committees (IMC)

- xiv. Support TEVTA Institute in organizing seminars, workshops and exhibitions.
- xv. Facilitate lectures by industries engineers/technician to TVET trainees/students.
- xvi. Providing suggestions for curriculum revision / development.
- xvii. Support the process of assessment & examination for ensuring fairness with special focus on annual examination under Qualification Awarding Boards (i.e. TTB/BTE).
- xviii. Arrange career guidance and counseling sessions for the trainees of TEVT Institutes and to motivate the school or college students for TEVT.
- xix. Offer internal/external consultancies as per need.
- xx. To promote and regulate production cum service activities to generate funds for IMC and provide hand on experience to trainees.
- xxi. Facilitate exposure visit of academic staff to industry in order to update their skills and knowledge.
- xxii. Report activities and achievements of the institute on quarterly basis to KP-TEVTA.
- xxiii. Initiate activity/program other than the existing activity or program to strengthen functioning of the institution.
- xxiv. Accord approval to donors/NGOs supported skill training programs by ensuring that at least 1/3 of the programs revenue is deposited in IMCs funds.

### **(7) PROCEDURE TO CONDUCT THE MEETING**

- i. The Committee shall meet at-least once in every two (02) months, however the chairperson IMC may call frequent meeting if required so.
- ii. Meeting shall be called by the Member Secretary of the Committee with the prior consent of Chairperson at a convenient date and place. The meeting can also be convened at the written request of 25% of the total members of the Committee within 10-15 days of such a requisition.
- iii. The agenda of the meeting shall be prepared by Member Secretary with the consent and approval of the Chairperson taking into consideration the suggestions received, if any, from any member of the Committee.
- iv. The Member Secretary shall send prior information of the meeting to all the members and KP-TEVTA along with its agenda and working papers together with the minutes of the last meeting at least 7 days prior to such meeting.
- v. The quorum for the meeting shall be 50% of the total numbers of the committee with at least one member from Employers. However, it is the responsibility of the member secretary to ensure that equal representation of both the employers and institute members is maintained.
- vi. The meeting of the Committee shall be presided over by the Chairperson and in his/ her absence, by the Member Secretary.
- vii. All decisions in the meeting shall be by majority votes of the members present and that the responsibility of all the decisions of the IMC rests will all the IMC members.
- viii. Each member shall have one vote and in the event of tie, the Chairperson or in his absence, the Member secretary shall have the second casting vote.
- ix. The minutes of every meeting shall be drawn up by Member Secretary duly approved by the Chairperson. The minutes should be duly communicated to MD KPTEVTA.

### **(8) INDICATORS FOR PERFORMANCE MONITORING OF IMC**

- Number of IMC meetings held.
- Number of Training Programs/courses started with IMC interventions.
- Students output to sanctioned capacity.



## Rules of Business of Institute Management Committees (IMC)

- Enterprise based trainings per year.
- Number of students/trainees received on the job training-OJT.
- Employment rate after end of training program.
- Career Guidance and Counselling Sessions.
- Guest speaker lectures and visit to institute/college.
- Number of visits/attachment of faculty members and student to work places/industries.
- Production cum service unit.
- Generation and utilization of IMCs funds through evening extension training programs or through initiation of any other commercial activities such production cum training etc.
- Tracer study conducted

The services of model IMCs will be recognized and their way of doing things will be replicated in other IMCs.

### **(9) ACCOUNTABILITY**

The IMC shall be accountable to KP-TEVTA within their defined roles and functions. The IMC progress will be monitored against the set indicators by M&E section of KP-TEVTA. The KP-TEVTA will take appropriate measures in the light of M&E reports.

### **(10) FINANCIAL RULES**

#### **i) FUNDS OF IMC**

#### **Funds of IMC may consist of the following:**

- a) Funds provided to IMC as seed money by KP-TEVTA (initial grant). The allocation of seed money will be as under;
  - GCTs/GPIs= 500,000/-
  - GTVCs with more than 300 enrollment= 300,000/-
  - GTVCs with more than 200 enrollment = 200,000/-
  - GTVC with less than 200 enrollment = 100,000/-
- b) Grants, donation, fees, rental or any other income.
- c) Funds generated by IMC through evening extension programs, commercial activities or donors supported skill training programs.

**Note:** The funds of the TEVTA Institute and IMC will be separate and will also be treated separately. The TEVTA Institute shall not utilize IMC initial grant funds for any other purpose than IMC's affairs.

#### **ii) ACCOUNTS AND PROCEDURE PERTAINING TO THE FUNDS**

- a) The bank accounts shall be maintained in the National Bank of Pakistan or any other scheduled bank as approved by IMC.
- b) The Committee shall maintain properly, its accounts in respect of receipts and expenditures and share monthly statements on prescribed format defined by KP-TEVTA.
- c) The Committee shall submit reconciliation statement to KP-TEVTA each year with closing of account on 30th of June.

## **Rules of Business of Institute Management Committees (IMC)**

- d) All cash received in favor of IMC shall be deposited immediately in the bank.
- e) All the crossed cheque, bank drafts, postal orders etc. in favor of the IMC shall be deposited with the bank by the Accounts Officer of the IMC.
- f) All moneys received in the IMC office shall be acknowledged on the prescribed receipt duly signed and stamped by the authorized person.
- g) All payments from the IMC account will be made against a bill or debit voucher.
- h) A petty cash advance up (as specified under Annexure A) shall be placed at the disposal of Member Secretary with the approval of the IMC to be known as imprest advance.
- i) All payments shall be made by a cheque signed by the Chairperson and Member Secretary jointly.
- j) Proper payment vouchers will be prepared by Account Officer (appointed by IMC from IMC funds), and approved by Member Secretary and Chairperson.
- k) The cheque book shall be kept under lock and key in the personal custody of the Account Officer of the IMC. All the fresh cheque books shall be counted and a certificate to this effect shall be recorded by the Account Officer.
- l) When a cheque is cancelled, the fact of the cancellation shall be recorded by the Account Officer on the counterfoil of the cheque and on the "Register of Cancelled Cheques".
- m) Cancelled cheques shall be carefully retained till the accounts for the period are audited.
- n) If a cheque is lost or destroyed, the Member Secretary shall send an intimation of the fact at once to the Bank. A fresh cheque may be issued, after due confirmation of the lost cheque from the bank.
- o) When any defalcation or loss of the IMCs money or property is discovered, an enquiry shall be initiated at once by the Chairperson. The Chairperson will apprise the other members of the incident in the following meeting and will share the proceedings of the meeting immediately with KP-TEVTA.

### **iii) PROCUREMENT PROCEDURE**

All expenditures related to procurement shall be incurred, as per procedure laid down by KP-TEVTA (in line with the PPRA Rules) for the IMCs.

### **iv) SECURITY OF THE BILLS**

- a) Every claim against the IMC shall be cross-checked by the Account Officer/accountant before payment.
- b) The Account Officer shall ensure that the rules and procedures are fully observed in respect of all monetary transactions of the IMC.
- c) If there is any difference in the interpretation of the rules or any other matter between the Account Officer and Member Secretary or Chairperson, the matter shall be referred to KP-TEVTA, whose decision shall be final.

### **v) AUDIT**

- a) The account of the IMC shall be audited by KP-TEVTA audit section.
- b) The annual Audit Report shall be sent to the KP-TEVTA.

### **vi) RECRUITMENT OF STAFF BY IMCs**

The IMC Chairperson in consultation with IMC's member secretary, after due process, may appoint staff (technical as well as non-technical) as and when required on the basis of each activity/program of IMC on contract basis under criteria approved by IMC. Such contract staff have to be paid from IMC's funds.



## Rules of Business of Institute Management Committees (IMC)

### (11) ADMINISTRATIVE AND FINANCIAL POWER

- The Chairperson and Secretary of the Committee will exercise financial powers jointly to meet expenditures connected with the activities/ programs of the Committee as per powers approved by KP-TEVTA for IMC.
- From non-government funds, IMC, with the consent of KP-TEVTA may award contract/ consultancies for any specialized work, fulfilling codal formalities.
- IMC shall nominate staff for training and shall make payments for related expenditures.
- IMC shall monitor and evaluate the performance of government staff and recommend to KP-EVTA for appropriate capacity building actions.
- Financial authority to sanction expenditures out of IMC funds are specified under Annexure – A: Financial powers allocated to the IMC.
- Role of IMC members are specified under Annexure B: Roles and Duties of IMC Members.





# Rules of Business of Institute Management Committees (IMC)

## ANNEXURE – A: FINANCIAL POWERS ALLOCATED TO THE IMCS FOR UTILIZATION OF IMC Funds only

Description	Sanctioning Authority	Extent
Advance Petty cash (up to Rs. 50,000/-)	I.M.C	Full powers
Re-appropriation of IMC funds	I.M.C	Full powers
<b>A. <u>Utility Bills</u></b>		
(a) Electricity	Secretary	Up to 5000/-
(b) Telephone and Trunk calls	-do-	Up to 2000/-
(c) Water Charges	-do-	Up to 500/-
(d) Sui Gas Charges		Up to 2000/-
Postage/Courier/Fax Charges	-do-	Up to 500/-
P.O.L Charges	-do-	Up to 150 km per meeting
Publicity and Advertisement Charges	-do-	As per actual
<b>B. <u>Purchase of Durable Goods</u></b>		
(a) Furniture/ Equipment	Secretary Chairperson	Rs. 25,000 per annum Rs. 50,000
(b) Furniture / Equipment	I.M.C	Full powers
<b>C. <u>Repair and Maintenance of Durable Goods</u></b>		
(a) Furniture and Fixture	Secretary Chairperson	Rs. 10,000/= per annum Rs. 50,000/-
(b) Equipment	Secretary Chairperson	Rs. 10,000/= per annum Rs. 50,000/-
(c) Vehicle	Secretary Chairperson	Rs. 10,000/= per annum Rs. 50,000/-
(d) R&M of above	IMC	Full Power
<b>D. <u>Hiring of Sub-Committees/Experts</u></b>		
(a) Consultancy/Service Charged	I.M.C.	Full Power
(b) Remuneration for Subject/Trade experts	I.M.C.	Full Power
<b>E. <u>Training and Development</u></b>		
(a) Staff Training	I.M.C.	Full Power
(b) Industry Visits	I.M.C.	Full Power
(c) Training Delivery	I.M.C.	Full Power

Note: The irrecoverable balance or embezzled money may be written off with the written permission of:

- i) Chairperson if the amount does not exceed Rs.5,000/-
- ii) IMC if the amount exceeds Rs.10,000/-

# Rules of Business of Institute Management Committees (IMC)

## ANNEXURE B: ROLES AND DUTIES OF IMC MEMBERS

<b>Roles and Duties: He/She shall</b>	<b>Chairperson</b>	<b>Member Secretary</b>	<b>Members</b>
1- Personally preside over every meeting	X	--	--
2- Nominate another member of the IMC to chair the meeting in his/her absence	X	--	--
3- Encourage active participation of the IMC members in the meetings	X	X	X
4- Ensure that the meetings are held as scheduled	--	X	--
5- Ensure that members are invited for the meeting	--	X	--
6- Provide inputs to Member Secretary for preparing Agenda of the meeting	X	--	X
7- Prepare and float the agenda of the meeting	--	X	--
8- Honor the opinion of every member and allow the proposals/suggestions of the members to be discussed in the meetings	X	--	--
9- Ensure that the roles, responsibilities and functions of the IMC are observed by the IMC members	X	X	--
10- Ensure that the activities initiated by IMC are in line with the roles, responsibilities and functions of the IMC and the rules for conducting operations of IMC	X	X	--
11- Ensure that the activities suggested by the IMCs are implemented in the TVET institutes	--	X	--
12- Hold meetings with the TVET Institutes staff for sharing the suggestions made by the IMCs for implementation	--	X	--
13- Propose and discuss the need for appointing sub-committees on as and when required basis	X	X	X
14- Ensure that the IMC funds are utilized in accordance with the financial rules and financial powers allocated to the IMC	X	X	X
15- Propose and initiate joint activities via IMCs-Industry Partnership for TVET Institute and trainees development	X	X	X
16- Ensure the minutes of the meetings are recorded and the recommendations for implementation of activities shall be shared with KP-TEVTA.	--	X	--
17- Demonstrate patience and tolerance, in case of dissent of views of the members and try to resolve it with reason and logic	X	X	--
18- Develop and discuss the implementation plan for the activities proposed by the IMC members	--	X	--
19- Assist in opening of bank account and preparation and maintaining of financial accounts	--	X	--
20- Monitor the progress of the activities initiated by the IMC	X	X	X
21- Submit proposal for recruitment of subject/trade experts	X	X	X
22- Set annual targets regarding institutional activities and programs and sharing the same with KP-TEVTA	X	X	X
23- Ensure that procurement procedures, as specified in the Rules of Business of IMCs are followed	X	X	--