

HEAD OFFICE KP-TEVTA	HEAD OFFICE	SOP NO. 01
	STANDARD OPERATING PROCEDURE (SOP)	ISSUANCE DATE: 11-03-2019
TITLE	PROCEDURE FOR PRODUCTION-CUM-SERVICE UNITS AND SCHEMES DISPOSAL AT KP-TEVTA	NO. OF PAGES. 05
		REVISION NO. 01
		REVISION DATE 03.03.2021

1. Introduction:

Technical and Vocational Education in Khyber Pakhtunkhwa province is subsidized and to a great extent depends on the government's budget allocation. This burden on the national exchequer can be reduced if the expertise and resources of the institutions are used on commercial basis by converting the institutions in to production-cum-service units. By doing this skill of the student will also enhance as they will get more practical experience. This initiative will further improve Sustainable Development Goals (SDGs).

Khyber Pakhtunkhwa Technical Education and Vocational Training Authority (KP-TEVTA) is therefore, converting some of its institutions into production-cum-service units. This will not only bridge the gap between industry and academia, but will also produce skilled workforce as per market demand. Conversion will be made in a phase manner.

2. Purpose:

The purpose of this SOP is to devise methodology and provide instructions for commercial use of KP-TEVTA resources, expertise, services and various skill capabilities like, Auto Mechanic, Beauty Therapy, Dress Making, Carpentry, Welding, Plumbing, Solar PV Designing, Maintenance and Installation etc. to enable KP-TEVTA students get more experience and reduce expenditure on training material. This besides providing guidelines to the students and endow them with more hands on experience, will also allow them to develop linkage with market and to have knowledge regarding market based work requirement. Conversion into production units will bridge the gap of skill mismatch between industry and academia and will be a step forward towards sustainability of TVET Institutions.

B. Khan
3/3/21

3. Competent Authority:

Office of the Primary Interest (OPI) for this SOP is Directorate of Academics. OPI shall prepare and amend this SOP. Managing Director KP-TEVTA is the competent authority to approve this SOP.

4. Applicability:

This shall be applicable to all KP-TEVTA Institutions.

5. Responsibility:

This SOP shall be implemented under the guidance of IMC (Institute Management Committee). Principal/Administrator of the respective institute is responsible for implementation of this SOP.

6. Procedure:

Following procedure shall be strictly followed;

- a. An individual desirous to use KP-TEVTA technical facilities may apply on the Performa attached as Annex-I.
- b. Performa dully filled in all respects should be submitted at the institute for the approval of concerned Principal or Administrator where ever available. The Principal or Administrator's approval must be sought before commencement of the job.
- c. Material required for the work can either be provided by the applicant or can be purchased by the concerned staff of the institute on the request of the applicant. However, expenditure of the material would be borne by the individual.
- d. Finally, a manager or marketing officer will be employed to manage this activity in the institutes.

7. Production-cum-services:

Initially this activity will be launched with the existing resources, later on after generation of revenue and achieving sustainability proper manpower and financial resources would be allocated to the institutions and the labs would be upgraded as per market requirements.


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8. Profit Sharing:

The profit sharing is as follows;

- i. Trainee/Student: 40%
- ii. Supervisor/Instructress: 20%
- iii. IMC Fund: 20%
- iv. Any designated staff member who gets the order: 20%

9. Schemes Disposal

Schemes or students' training products produced by the institute(s) during conduct of practicals out of the KP-TEVTA budget provided in the head of training material (consumables) shall be disposed-off by selling out in the market or events/exhibitions.

Procedure:

➤ Procedure for disposal of already available products:

- I. A committee comprising of senior faculty members need to be constituted in order to valuate sale prices for each item of already available products produced during training activities in each institute. The same sale prices must be approved by the Institute Management Committee (IMC) prior to marketing.
- II. A simple inventory register of items against sale price need to be maintained by each institute.
- III. After finalizing inventory list will be shared with HO for seeking permission for sale.
- IV. HO will inspect the prices fixed by the committee if deemed necessary.
- V. Each institute shall arrange exhibition of product by inviting nearby community/Market retailers and female institutes for sale proceedings.

S.No.	Product Name	Approx. Cost	Material	Proposed Product Sale Price.	Sale Price

➤ Procedure for disposal of future products:

- I. A committee comprising senior faculty members need to be constituted in order to valuate sale prices for each item produced during training


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activities in each institute. The same sale prices must be approved in the Institute Management Committee prior to marketing.

- II. Institute should maintain inventory on below mentioned format for the future training products, so valuation can easily be tracked.

Training Product Inventory Register

S.No	Product Name	Consumable stock register page no.	Description of training material	Material cost as per stock register	Approx. Product Cost	Proposed Product Sale Price	Product Code

➤ **Disposal of leftover items for two years:**

- I. The leftover item's price may be decreased/depreciated by 25% per year to attract the market.
- II. If items still left unsold for two years, list thereof shall be shared with HO for getting permission for donating to nearby charity organization(s).

10. Instructions for the Principals / Administrators

- a. Principal/Administrator will be the person of primary interest (PI) and will monitor and supervise all the activities pertaining to production-cum-services and schemes disposal. Reports thereon, shall be presented in the IMC meeting.
- b. Service charges are to be kept at least 15% lessor than the market.
- c. Principal/Administrator will receive 50% payment in advance from the client at the time of agreement.
- d. After execution of the job, the institute management will inform the client to collect his product within 03 working days positively. In case of any damage to the product inside the premises of the institution, management of the institute will be responsible. In case the client fails to collect his product within the stipulated time frame, then institute


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management will not be responsible for any loss or damage to the product and will charge Rs. 100 per day as storage charges.

- e. Funds state of the subject activity along-with the total jobs carried out is to be submitted to the Head Office KP-TEVTA on monthly basis latest by the 5th of every month.

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**Managing Director
KP-TEVTA**

Copy to;

1. Director (Admin/HR), KP-TEVTA.
2. Director (Monitoring and Audit), KP-TEVTA.
3. Director (F&A), KP-TEVTA.
4. Director (Procurement), KP-TEVTA.
5. All the Principals/Chairmen IMCs/CMCs, KP-TEVTA Institutes.
6. DD ICT, KP-TEVTA with the request to circulate the same among All KP-TEVTA Institutes and upload on KP-TEVTA's Official website.
7. Audit Officer, KP-TEVTA Head Office.
8. Coordinator to Managing Director on Women Institutes, KP-TEVTA.
9. PA to Managing Director, KP-TEVTA.
10. File Concerned.


**Director Academics
KP-TEVTA**

WORK REQUEST FORM

Description of Job

Requesting Unit/Individual

Official	
Private	

Type of Job	
Repair	
Trial Repair	
Manufacturing	

Attachment

Drawing	
Sketch	
Picture	

Requesting Person name:
Signature:
Contact No:
Date:

For Office use

Date Schedule		Date started		Date Completed	
Labor Charges		Material Charges		Transport Charges	

Instructions:

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Approving Authority
Approved/Not Approved
Signature
(Name)
Principal/Administrator _____
Date :