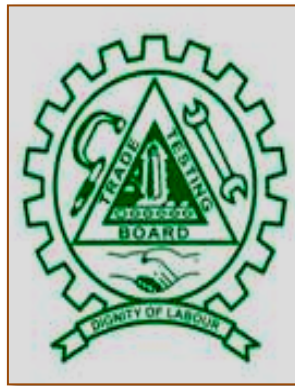


# **GUIDELINES FOR PRIVATE / AFFILIATED TRAINING INSTITUTIONS**

**REGISTRATION, EXAMINATION AND CERTIFICATION  
OF SHORT COURSES**

**January 2015**



## **TRADE TESTING BOARD TEVTA PUNJAB**

**45- GARDEN BLOCK, NEW GARDEN TOWN, LAHORE**

**Ph:- 042-99239756, 042-99239392**

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# **GUIDELINES FOR PRIVATE/AFFILIATED TRAINING INSTITUTIONS**

## **REGISTRATION, EXAMINATION AND CERTIFICATION OF SHORT COURSES**

Short Courses give you the opportunity to enter in the job market as Basic Skilled Worker. A short course not only updates your skill set for career growth but also improves creativity to enhance performance at work place.

Trade Testing Board Punjab (TTB), Lahore conducts final examination of short courses (3-months & 6-months) and award certificates to the pass out trainees. This manual has been developed to assist Principals / Heads of training institutions to manage registration & examination of Short Courses efficiently.

Private Training Institutions having Registration from TEVTA may get Affiliation from Trade Testing Board for examination and certification of their trainees from TTB. However, TTB will not conduct examination of such trainees who got admission prior to issuance of Affiliation from TTB.

- 1. TEVTA approved curriculum, Training Contents & Conduct Hours, will be followed for training of Short Courses. TTB officers may inspect institutes at any time for its verification.**
- 2. Only Matric pass candidates will be eligible for registration with TTB in Short Courses.**
- 3. Class size 10-25 trainees will be observed strictly; and maximum number in any trade in any Session should not be more than 50 trainees. TTB will not accept more than 50- trainees in any trade.**



4. **Registration & Examination Schedule** is attached at ANNEX-TTB-I & II.  
The data of trainees must reach in Trade Testing Board as per schedule notified by TTB.

5. **Nature of Papers & Methodology to Conduct Examination** is at ANNEX-TTB-III.

6. **Registration Examination and Certification Charges @ Rs.600/- per trainee** (with single fee) will be paid to Trade Testing Board in advance, in form of Bank Draft / Pay Order/ On-line in favour of Deputy Manager (TT) Development Cell.  
Payment will be made to :

**Account No: 0001010022**

**Bank of Punjab, 17- Ali Block, New Garden Town Lahore.**

**Branch Code: 0702**

7. Rs. 1200 per trainee will be charged as Double Fee.

8. The Examination Charges for Supplementary trainees will be paid @Rs.400/- per trainee.

9. **Depositing the fee on time but sending the data after scheduled dates will not bound TTB to attend the data. In such cases data will be returned in original without refund of fee.**

#### **10. PROCEDURE FOR REGISTRATION AND EXAMINATION**

A. The Principal/Head of the institute will provide particulars of trainees on the **“PROFORMA FOR REGISTRATION OF TRAINEES”** to Trade Testing Board on ANNEX-TTB-IV & V along with copy of TTB charges/fee deposit slip.



- B.** While sending the data of trainees to TTB , copy of Matric Certificate and **Admittance Slip** ANNEX-TTB-VI of each trainee will also be attached.
- C.** Data of 3-months & 6-months courses should be provided on separate sheet of excel file. Full name of institute, student, father's name & trades etc; should be used while filling up the proforma, as the same data has to be printed on the certificate of the student later on. **Abbreviation should not be used.** If the same information is to repeat in row below, the information should be written again instead of using the word "as above". The institute will be responsible for any mistake in data regarding registration of trainee with TTB.
- D.** Data of Short Courses should not be mixed / attached with Regular Courses. There should be separate covering letter for data of short courses.
- E.** TTB will tabulate same data in examination software, allot the Registration Number to each trainee and will send **"LIST OF REGISTERED TRAINEES"** to the concerned Institute.
- F.** Any error/mistake in data of registered trainees will be informed to TTB within one week for its correction; otherwise the institute will be responsible for any mistake in the data of registered trainees.
- G.** 80% attendance is essential to appear in examination. The status regarding attendance %age of all trainees will be provided to Trade Testing Board, 15- days before the conduct of examination. For this purpose copy of **"LIST OF REGISTERED TRAINEES"** may be used.



- H. TTB will e-mail Material List for the conduct of practical test 10-days before the conduct of examination. A copy of the same will also be placed on website [www.ttb.edu.pk](http://www.ttb.edu.pk)
- I. TTB will provide Examination Material (Question Papers for Theory & Practical, Admittance Slips of trainees, Attendance Sheets & Award Lists) to the institutes before the conduct of examination.
- J. The institute will manage conduct of examination on the fixed date notified by TTB. Conduct of Practical may be arranged in groups, depending upon the workshop facilities. The Principal of Institute will inform TTB in advance, regarding grouping of trainees along with timing for each group; so that Inspection Teams may be informed accordingly.
- K. During examination, the trainees will keep Admittance Slip attached/ fixed on their shirt for their identity.
- L. TTB will depute Examination Panel; consist of instructor / teacher from relevant trades. TTB will also depute different officers for inspection as representative of Trade Testing Board.
- M. The testing and assessment will be conducted by instructor / teacher deputed in Examination Panel, as per marking criteria specified by TTB. He / She will mark the theory & practical papers and will provide result on the prescribed **“AWARD LISTS”**. Any cutting on AWARD LIST will be verified with signature of concerned instructor / teacher.
- N. Instructor / teacher of Examination Panel will send sealed **“AWARD LISTS”** and **“ATTENDANCE SHEETS”** directly to Trade Testing Board, within two days after the conduct of examination.



- O. TTB will not accept entry of any new candidate/name against the registration number already allotted to any other trainee/candidate.**
- P.** TTB will tabulate result in examination software and compile the result of various trades according to the approved assessment and grading system. A copy of result, duly approved by Chairperson TTB, will be provided to the Institutes.
- Q.** TTB will prepare the Certificates and the same will be provided to the institutes within one month after declaration of result. The Principal of Institute will provide “**Acknowledgement Receipt**” to TTB, within one week after receipt of these certificates.
- R.** The officers of TTB will remain in touch with Institutes & District Managers to resolve issue, if any. **Kindly contact on V.Phone: 042-99239756.**



**GOVERNMENT OF THE PUNJAB**  
**TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY**  
**TRADE TESTING BOARD (DEVELOPMENT CELL)**

**Registration Schedule of Short Courses**  
**For The Year- 2015**

S.No	Name of Institute/Centre.	Shift.	Duration in Months	Start of Class	Receiving Date of Particulars for Registration.	
					Last Date of Single Fee (Rs .600/- per Trainee)	Last Date of Double Fee (Rs .1200/- per Trainee)
1	TEVTA Institutes & Private Affiliated Institutes All Punjab.	M E	06 M 03 M	1st Jan, 2015	8th Jan, 2015	15th Jan, 2015
2	TEVTA Institutes & Private Affiliated Institutes All Punjab.	M E	06 M 03 M	1st April, 2015	8th April, 2015	15th April, 2015
3	TEVTA Institutes & Private Affiliated Institutes All Punjab.	M E	06 M 03 M	1st July, 2015	8th July, 2015	15th July, 2015
4	TEVTA Institutes & Private Affiliated Institutes All Punjab.	M E	06 M 03 M	1st Oct, 2015	8th Oct, 2015	15th Oct, 2015

Note: No particulars for Registration shall be entertained after the expiry of above mentioned dates.



**GOVERNMENT OF THE PUNJAB**  
**TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY**  
**TRADE TESTING BOARD (DEVELOPMENT CELL)**

**Examination Schedule of Short Courses**  
**Final & Supplementary**  
**For The Year- 2015**

S.No	Name of Institute/Centre.	Shift.	Duration in Months	Receiving Date of Particulars for Supplementary Trainees		Date of Conducting Final Trade Test \ Examination
				Last Date of Single Fee	Last Date of Double Fee	
1	TEVTA Institutes & Private Affiliated Institutes All Punjab.	M E	06 M 03 M	2nd March, 2015	9th March, 2015	30th March, 2015
2	TEVTA Institutes & Private Affiliated Institutes All Punjab.	M E	06 M 03 M	1st June, 2015	8th June, 2015	29th June, 2015
3	TEVTA Institutes & Private Affiliated Institutes All Punjab.	M E	06 M 03 M	1st September, 2015	8th September, 2015	28th September, 2015
4	TEVTA Institutes & Private Affiliated Institutes All Punjab.	M E	06 M 03 M	1st December, 2015	8th December, 2015	28th December, 2015

Note: No particulars for Examination shall be entertained after the expiry of above mentioned dates.

Local Holidays will not affect the examination date.

**NATURE OF PAPERS &**





## **METHODOLOGY TO CONDUCT EXAMINATION**

### **Short Courses (3 & 6- Months)**

### **Theory Paper**

- One paper consist of questions related to course contents.
- In theory Pass Marks will be 40%.

Subject	Time	No. of Questions	Type of Questions	Marks	
				Division	Total
Theory	30-min	20-Qs.	10-MCQ	10	20 Marks
			10-Fill in the Blank	10	

### **Practical Test**

- Time for practical test is 2- hrs.
- In Practical Pass Marks will be 60%.

Subject	Nature of Test	Assessment Factors	Marks	
			Division	Total
Preparation of job consist of different parts.	One job	Completion of job as per requirements.	45	80 Marks
		Finishing & Quality of work.	15	
		Handling of Tools & machines and Safety Measures.	10	
Viva	5-Qs	Oral	10	

- The testing and assessment shall be conducted by respective institutions under overall supervision of TTB.
- Theory (30-min) and Practical Test (2- hrs) will be conducted in one day. Trainees may be divided in groups for practical test, if required.
- Student below 80 % attendance will not be eligible to appear in examination.

**ANNEX-TTB-VI**



**ADMITTANCE SLIP**  
**Short Courses**

Name of Institute/Center: \_\_\_\_\_

Name of Trainee: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Trade: \_\_\_\_\_ Duration: \_\_\_\_\_

Examination on: \_\_\_\_\_ Signature of Candidate: \_\_\_\_\_

Registration No. of TTB: \_\_\_\_\_

\_\_\_\_\_  
Assistant Manager  
Trade Testing Board

Signature & Stamp  
Principal/Head

Write the name of  
trainee & father's name  
on back side of photo

and  
Staple Here

**Copy For TTB Record**  
**Short Courses**

Name of Institute/Center: \_\_\_\_\_

Name of Trainee: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Trade: \_\_\_\_\_ Duration: \_\_\_\_\_

Examination on: \_\_\_\_\_ Signature of Candidate: \_\_\_\_\_

Registration No. of TTB: \_\_\_\_\_

\_\_\_\_\_  
Assistant Manager  
Trade Testing Board

Signature & Stamp  
Principal/Head

Write the name of  
trainee & father's name  
on back side of photo

and  
Staple Here

While sending the data of trainees to TTB, duplicate copy of Admittance Slip of each trainee will also be attached.

