

# Human resource management – college



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Acknowledgment First of all I am grateful to Almighty ALLAH. the Beneficent. the Merciful. for giving me so much strength and strength to work on this internship study and complete it successfully. I would wish to show my thankfulness to all my instructors particularly for giving me sort counsel and supplying me a opportunity to work on this undertaking right through from the start my classs. I am besides grateful to all TEVTA Staff and preparation staff for his valuable suggestions. soft supervising and encouragement throughout my internship.

Along with all this I am really atrocious to the Human Resource Department of TEVTA and their cooperation during my stay in the organisation.

Particularly I am grateful to those people of HRM Department who helped me in finishing my Internship Report. VIRTUAL UNIVERISTY OF PAKISTAN vi  
TECHNICAL EDUCATIONAL & A ; VOCATIONAL TRAINING AUTHORITY vii  
Executive Summery TEVTA was formed by an Ordinance No XXIV of 1999 promulgated by Governor of the Punjab. Government of Punjab passed an regulation to supply for the fundamental law of the Technical Education and Vocational Training Authority ( TEVTA ) of the Punjab.

The premier purpose of TEVTA is to supply technically and skilled trained human resources to the Industry in the state. as per their demand. Another map of TEVTA is Develop and offer Need Based Short Courses in the sector of new engineerings to the Industry and besides to offer services for solutions sing associated production jobs and set up a Staff Development System to offer demand oriented teacher & A ; teacher preparation and upgrading public presentation.

TEVTA Regulate and develop criteria of proficient instruction and vocational preparation including internationally recognized course of study. scrutiny and enfranchisement system and measure the Manpower Training Needs in the context of domestic and planetary markets. Technical Education and Vocational Training Authority ( TEVTA ) was set up by Government of the Punjab for advancing & A ; heightening proficient instruction & A ; vocational preparation in the state. TEVTA is running about 25 Technical institutes/colleges. 114 commercialism colleges. 303 vocational institutes and 17 Service Centres entire 472 Institutions for this intent & A ; more than 11000 Staff is working under its umbrella.

TEVTA besides supplying Training to their employees and pupils all over the Punjab in assorted proficient classes. There are two sub-departments of Human Resource Management section. One is Training Department and 2nd one is Career Planning section. This study briefly discoursing the maps of HR section in TEVTA. This study besides including the suggestions and points out the country in betterments can be. In this study I briefly discussed the concern sector of TEVTA organisation. history of the organisation. nature of the organisation. service lines of TEVTA organisation.

I have besides presented the organisation hierarchy chart with inside informations of each section and debut. I have besides given the remarks on organisation construction that what is the impact of organisation hierarchy on different factors and I VIRTUAL UNIVERISTY OF PAKISTAN vii TECHNICAL EDUCATIONAL & A ; VOCATIONAL TRAINING AUTHORITY eight have besides discussed the determination doing impact. concatenation of bid and span of control. I have besides discussed the brief debut of my section where I

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worked in and wrote the elaborate description of operation and activities of the sections I worked in.

Following I described HRM section hierarchy and its subdepartments.

Following I explained the HR demands, beginnings of campaigners,

employment choice procedure, Training Need Assessment ( TNA ) .

Performance Appraisal, types of compensation and benefits, organisation

occupation alterations, separations, layoff, labour direction dealings,

expirations, surrender and retirement I have besides discussed the publicity,

transportation, demotion. After traveling through all these subjects I have

besides included Critical Analysis and SWOT analysis of organisation in the

service sector. After that reader will happen decision and recommendation

for betterment of services.

In this study I have explained all my observations and experience got in

TEVTA during my internship term of office sing HRD, enlisting and selectio n,

public presentation assessment. I go into the assignments with inside

informations given by the internship supervisors with item of each

assignment. I spent good clip in larning and learnt to cover with different

state of affairss and had experience of organisation environment. I would

wish to foreground that my experience with TEVTA organisation was really

memorable and full of learning's. VIRTUAL UNIVERISTY OF PAKISTAN viii

TECHNICAL EDUCATIONAL & A ; VOCATIONAL TRAINING AUTHORITY ix Table

of Contents S.

No Description Introduction Of Technical Education Sector 8-Brief debut of

the organization's concern sector 9-Overview of TEVTA a. History B. Nature

of TEVTA c. Business volume d. Product lines e. Rivals 10-Organizational Structure a. Organizational Hierarchy chart B. Number of employees c. Main offices d. Introduction of all sections e. Remarks on the organisational construction 11-Plan Of Your Internship Program a. Introduction of TEVTA Secretariat Lahore B. Get downing & A ; stoping day of the months of internship c. Description of the sections 12-Training Program a.

Descriptions of the operations/activities of the sections b. Descriptions of the undertakings assigned 13-Structure Of The HR Department a. Department hierarchy B. Number of employees c. Descriptions of Sub Departments. 14-Functions of HR Department a. Human resource planning and prediction? HRP procedure? Forecasting Hour demands? Methods to calculate HR needs B. Employees Recruitment & A ; Selection? Beginnings of campaigners? Employment choice procedure c. Training & A ; Development? Training demand appraisal? Employee development Page No 1 3 4 4 4 9 10 13 13 14 22 24 25 25 26 28 36 36 36.

39 39 39 41 41 42 46 VIRTUAL UNIVERISTY OF PAKISTAN ix TECHNICAL EDUCATIONAL & A ; VOCATIONAL TRAINING AUTHORITY x d. Performance Management? Puting public presentation criterions & A ; outlooks? How public presentation studies are written e. Employee Compensation & A ; Benefits? Type of compensation & A ; benefits f. Organizational Career Management? Employee occupation alterations? Job alterations with the organisation? Promotion? Transfer? Demotion? Separations? Layoff? Termination? Resignation? Retirement g. Labor Management Relations 15-Critical Analysis a. Success and failure B. Future chances 16-SWOT Analysis a.

Strengths B. Weaknesses c. Opportunities d. Threats 17-Conclusion

Evaluation & A ; Assessment 18-Recommendations For Improvement

Solution of Discrepancies 19-Reference & A ; Beginnings Used 20-Annexes

46 47 56 57 57 57 57 58 59 59 60 60 61 62 65 66 67 68 68 67 70 71 72

VIRTUAL UNIVERISTY OF PAKISTAN x TECHNICAL EDUCATIONAL & A ;

VOCATIONAL TRAINING AUTHORITY 1 8-Brief debut of the organization's

concern sector The nature of this organisation is to develop a skilled work force for the local industry. TEVTA develops the skilled and technically experient work force for local industries.

TEVTA besides provides concern solutions to industrial units. TEVTA playing really of import function for Re-engineering and consolidate the bing proficient instruction and vocational preparation system under one direction construction. TEVTA Established close relationships with assorted sectors of economic system viz. Agriculture. industry. Services and Commerce. TEVTA Regulate and develop criterions of proficient instruction and vocational preparation including internationally recognized course of study. scrutiny and enfranchisement system and measure the Manpower Training Needs in the context of domestic and planetary markets.

Another map of TEVTA is Develop and offer Need Based Short Courses in the sector of new engineerings to the Industry and besides to offer services for solutions sing associated production jobs and set up a Staff Development System to offer demand oriented teacher & A ; teacher preparation and upgrading public presentation. E D U C A T I O N & A ; T R A I N I N G S E C T O R Labour Market Bachelor of Technology ( B. Tech. ) Diploma of Associate

Engineers ( D. A. E. ) Technical Education M. Com. B. Com. D. Com & A ; DBA  
Apprenticeship Training Certificate G-II & A ; G-III Certificate.

Vocational Diploma/ Certificate Commerce Education Vocational Training  
High School Middle School Primary School VIRTUAL UNIVERISTY OF PAKISTAN  
1 TECHNICAL EDUCATIONAL & A ; VOCATIONAL TRAINING AUTHORITY 2  
TEVTA is engaged in leaving proficient instruction and vocational preparation  
through its 472 establishments which fall under the below mentioned  
class. ? ? ? ? ? Government Technical Training Centres Government  
Technical Training Institutes Government Vocational Training Institutes  
Government Commercial Training Institutes Government Polytechnic  
Institutes Government Colleges of Technology.

TEVTA in service sector besides supplying proficient solutions to the industry.  
It registers the organisations through website interface and provides the  
solution of their jobs registered with TEVTA. Courses of different degrees and  
of different continuance are being offered in TEVTA establishments to turn to  
the populace and employer's demand. In add-on to vocational / proficient  
classs of up to 3 old ages. “ Degree classs for B-Com. B-Tech ( Pass ) and B-  
Tech ( Honour ) are besides offered in Government Colleges of Commerce  
and Government Colleges of Technology” .

In instruction sector TEVTA provides the cheapest instruction and  
preparation to their pupils that low cost course of study books and practical  
and in some instances TEVTA charge no fee from pupils. free preparation  
stuffs is provided by the establishments and pupils are supported with  
stipend. TEVTA in instruction sector supplying proficient. commercialism and

vocational preparation instruction and occupied the big portion of proficient instruction sector in Punjab. All institutes registered with TEVTA are funded by TEVTA. TEVTA approves PC-1 and issues the finance to the concerned institutes.

TEVTA helps all registered institutes with procurance. purchasing machinery and building of institute edifices. TEVTA is in direct relationship with industry sector. instruction sector. agribusiness. commercialism and service sector.

TEVTA develops the course of study with the audience of industry sector like leather. fabric and agribusiness. VIRTUAL UNIVERISTY OF PAKISTAN 2

TECHNICAL EDUCATIONAL & A ; VOCATIONAL TRAINING AUTHORITY 3 9-

Overview of the organisation TEVTA is a Technical Education & A ; Vocation Training Authority board who is responsible for the proficient instruction & A ; developing throughout the Punjab.

It is formed by an Regulation No. Twenty-four of 1999 promulgated by the Governor of the Punjab to carry through the demands. wants and work force of local industry by using the huge web of preparation establishments. a.

History TEVTA in coaction with Chambers of Commerce & A ; Industry.

Lahore has established its help-Desk within the premises of Chambers of Commerce & A ; Industry. Lahore. To assist/help the local industry by using its huge web of preparation establishments. qualified and experienced module. to accomplish the aims of the undertaking.

Before TEVTA many proficient institutes were working independently or under PSIC ( Punjab Small Industries & A ; Export Corporation ) . PSIC was established by the authorities of Punjab to back up. development and



publicity of all little industrial units in Punjab. In 1999 PSIC handover many proficient institutes to TEVTA authorization. In 1999 TEVTA started work and get down functioning the all proficient institutes in the Punjab and behavior foremost academic session in Punjab. In 1999 all proficient institutes in Punjab started enrollment with TEVTA authorization. The session was conducted of all proficient institutes in 1999.

The TEVTA board was to the full functional at the terminal of twelvemonth 1999 and all academic activities started under TEVTA board in 1999. Mission Statement To heighten planetary fight in Punjab. through a quality and productive work force by developing demand driven standardized. dynamic and incorporate proficient instruction and vocational preparation service. Service Volume TEVTA's concern volume is spread through out the Punjab functioning 459 colleges. TEVTA has 17 Service Centres in all over the Punjab. supplying services to all the institutes. And PBTE ( Punjab Board of Technical Education ) is besides working under TEVTA.

45000 pupils enrol every twelvemonth in TEVTA and PBTE. 3 VIRTUAL UNIVERISTY OF PAKISTAN TECHNICAL EDUCATIONAL & A ; VOCATIONAL TRAINING AUTHORITY 4 B. Nature of TEVTA TEVTA is a vocational authorization board who is responsible for career developing all over the Punjab. For this intent TEVTA board has established PBTE ( Punjab Board of Technical Education ) . There are 472 vocational colleges who are working under TEVTA. TEVTA provides full finacness and services to all registered institutes. And be aftering. forming. taking and commanding all vocational institutes.

The nature of this organisation is to develop skilled work force for the local and international industry. TEVTA besides provides concern solutions to industrial units. TEVTA playing really of import function for Re-engineering and consolidate the being proficient instruction and vocational preparation system under one direction construction. c. Service Lines TEVTA has a really long list of services supplying. TEVTA offering many type of short and associate technology classes in all O ver the Punjab. The list of TEVTA's merchandise line is given below. TEVTA supplying Commerce Education. Training Education and career Education.

d. Courses Offered Degree B. Tech Auto & A ; Diesel Chemical Civil Mechanical Refrigeration & A ; Air Conditioning Electrical Electronics Auto and Farm B. Tech ( Hons ) Auto & A ; Diesel Electronics and Communication Chemical Civil Mechanical Refrigeration & A ; Air Conditioning Electrical Auto & A ; Diesel Electronics and Communication DAE Duration 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 old ages old ages old ages old ages old ages old ages old ages old ages old ages old ages old ages old ages old ages old ages old ages old ages old ages VIRTUAL UNIVERISTY OF PAKISTAN 4 TECHNICAL EDUCATIONAL & A ; VOCATIONAL TRAINING AUTHORITY 5.

Architecture Auto & A ; Diesel Chemical Civil Mechanical Refrigeration & A ; Air Conditioning Auto and Farm Automation Bio Medical Computer Information Technology Electrical Electronic Textile Weaving Technology Foundry & A ; Pattern Making Instrumentation Printing & A ; Graphic Arts Textile Spining Welder Food Technology Telecom Petroleum Petrochemical Dress Designing & A ; Making Diploma Diploma in Electronics Publishing Technology Higher National Diploma ( Telecom ) Higher National Diploma <https://assignbuster.com/human-resource-management-college/>

( Chemical ) Higher National Diploma ( Electronics ) Higher National Diploma  
( Mechanical ) Higher National Diploma ( Textile ) .

Diploma in Commerce Diploma in Information Technology Diploma in Office  
Management Post Diploma Bio Medical Technology Environmental Control  
Technology Commerce Education Master Degree M.

Com Graduation Degree B. Com Diploma ( 2 twelvemonth ) Diploma in  
Business Administration Diploma in Commerce Diploma in Information  
Technology 3 old ages old ages old  
ages old ages old ages old ages old ages old ages old ages old ages old ages old ages  
old ages old ages old ages old ages old ages old ages old ages old ages old ages old  
ages old ages old ages old ages 1 twelvemonth 2 Old ages 2 Old ages 2 Old  
ages 2 Old ages 2 Old ages 2 Old ages 1 twelvemonth 1 twelvemonth 1 Year  
1 Year 2 Old ages 2 Old ages 2Years 2 Old ages 1 Year 5 VIRTUAL  
UNIVERISTY OF PAKISTAN TECHNICAL EDUCATIONAL & A ; VOCATIONAL  
TRAINING AUTHORITY 6.

Diploma in Vocational Girls Certificate Certificate in Computer Applications  
Certificate in Computer Applications Spoken English Spoken English  
Vocational Education Vocational Diploma ( 1-2 old ages ) Diploma in  
Commerce Diploma in Information Technology Dress Designing & A ; Making  
Diploma in Vocational Girls Diploma in Vocational Girls Diploma G-II ( 2 old  
ages ) Diploma in Commerce Diploma in Information Technology Dress  
Designing & A ; Making Diploma in Vocational Girls Diploma in Vocational  
Girls Diploma G-III ( 1 twelvemonth ) Mechanical ( G-III ) Refrigeration & A ;  
Air Conditioning ( G-III ) .

Car and Farm ( G-III ) Electrical ( G-III ) Electronics ( G-III ) Auto & A ; Farm Machinery ( G-III ) Auto Electrician ( G-III ) Auto Mechanic ( G-III ) Carpenter ( G-III ) Commercial Arts / Graphics ( G-III ) Computer and Electronics ( G-III ) Computer Operator ( G-III ) Draftsman Civil ( G-III ) Draftsman Mechanical ( G-III ) Electrician ( G-III ) Fitter General ( G-III ) Industrial Electronics ( G-III ) Machinist ( G-III ) Mechanist ( G-III ) Painter ( G-III ) Electronics Application ( Radio & A ; Television ) ( G-III ) Tractor and Auto Mechanic ( G-III ) Welder ( G-III ) Computer Hardware ( G-III ) General Mechanic ( G-III ) .

2 Old ages 3 Calendar months 6 Calendar months 3 Calendar months 4 Months 2 Old ages 1 Year 2-Year 2 Old ages 2 Old ages 2 Old ages 1 Year 2-Year G-II 2 Old ages 2 Old ages 1 Year 6 VIRTUAL UNIVERISTY OF PAKISTAN TECHNICAL EDUCATIONAL & A ; VOCATIONAL TRAINING AUTHORITY 7.

Motor Winding ( G-III ) Tailoring ( G-III ) Wood Work ( G-III ) Auto Mechanic ( Diesel ( G-III ) Auto Mechanic ( Petrol ) ( G-III ) Heating Ventilation Air Conditioning ( HVACR ) ( G-III ) Turner ( G-III ) Electrical Wiring Technician ( G-III ) Machine Shop ( G-III ) Bulldozer Operator ( G-III ) Textile Printing ( G-III ) Office Secretary ( G-III ) Mill Wright ( G-III ) Sports Goods Leather Work ( G-III ) Sports Goods Wood ( G-III ) Office Management Assistant ( G-III ) Dress Designing & A ; Making ( G-III ) Machine Embroidery ( G-III ) Beautician ( G-III ) Hair and tegument Care ( G-III ) Fashion Designing ( G-III ) .

Certificate Refrigeration & A ; Air Conditioning Auto and Farm Auto & A ;  
 Farm Machinery Auto Electrician Carpenter Computer Operator Computer  
 Operator Electrician Machinist Mechanist Welder Driving Motor Winding  
 Plumber Plumber Plumber Tailoring Tailoring Wood Work Auto Cad Auto Cad  
 Auto Mechanic ( Diesel ) Auto Mechanic ( Petrol ) 1 Year 1 Year 1 Year 1 Year  
 1 Year 1 Year 1 Year 1 Year 1 Year 1 Year 1 Year 1 Year 1 Year 1 Year 1 Year  
 1 Year 1 Year 1 Year 1 Year 1 Year 1 Year 6 6 6 6 6 3 6 6 6 6 6 3 6 3 12 6 3 6  
 6 3 6 6 6 7 VIRTUAL UNIVERISTY OF PAKISTAN TECHNICAL EDUCATIONAL & A  
 ; VOCATIONAL TRAINING AUTHORITY 8.

Certificate in Computer Applications Certificate in Computer Applications  
 Electronics Equipment Repair Home Appliances & A ; Repair Heating  
 Ventilation & A ; Air Conditioning Mason/Bricks Layer Tractor Operator Turner  
 Electrical Wiring Technician Machine Shop Bulldozer Operator Sheet Metal  
 Civil Surveyor Mobile Repairing Mobile Repairing Certificate in Computer  
 Graphics Wireman Paint Polish Electrical Appliances Machine Process for  
 Wood Furniture Motor Cycle Mechanic Dress Designing & A ; Making Dress  
 Designing & A ; Making Hand Embroidery Hand Embroidery Knitting Hand  
 Machine Embroidery Machine Embroidery Beautician Beautician Certificate  
 Vocational Girls ( 1 Year Certificate ) .

Diploma in Vocational Girls ( Additional ) ( Diploma 1 Year ) Handicraft  
 Industrial Stitching Machine Operator Leather Work Painting Painting Rural  
 Poultry Spoken English Spoken English Stain Glass Painting Cooking & A ;  
 Baking Domestic Tailoring Drawing & A ; Designing Electrical Mechanical  
 ( Vocational ) 3 6 3 6 6 6 6 6 6 6 6 6 6 3 6 6 6 6 6 6 3 6 3 6 3 3 6 3 12 12

12 6 3 3 3 6 6 3 4 3 3 3 3 6 8 VIRTUAL UNIVERISTY OF PAKISTAN TECHNICAL EDUCATIONAL & A ; VOCATIONAL TRAINING AUTHORITY 9.

Diploma in Vocational Teacher Training ( Diploma 1 Year ) Decoration

Printing English Language e. Rivals There is non any considerable rival in Punjab Province. 12 3 3 3 VIRTUAL UNIVERISTY OF PAKISTAN 9 TECHNICAL EDUCATIONAL & A ; VOCATIONAL TRAINING AUTHORITY 10.

10-Organization Structure a. Organizational Hierarchy chart Organizational hierarchy is the formal model by which occupation undertakings are divided. grouped and coordinated. To accomplish the chief aim of the TEVTA construction is designed which is given asunder. Chairman TEVTA Secretary TEVTA Chairman PBTE COO Chairman TEVTA has the concluding authorization in TEVTA to do amendments in TEVTA organisation Structure.

The Secretary TEVTA. COO ( Chief Operating Officer ) and the Chairman of PBTE ( Punjab Board of Technical Education ) is reported to Chairman TEVTA. Secretary TEVTA Manager P. Relations Manage HRM Manager Establishment Manager Inquiry Manager Legal All Managers of TEVTA. 1. Manager Public Relations ( PR ) . 2. Manager Human Resource Management ( HRM ) .

3. Manager Establishment. 4. Manager Inquiry and 5. Manager Legal affairs are make studies to Secretary TEVTA. And all directors are besides reported to their General Managers. COO TEVTA General Manager Finance General Manager SCs General Manager HRM General Manager Projects General Manager Operations General Manager Academic VIRTUAL UNIVERISTY OF PAKISTAN 10.

## TECHNICAL EDUCATIONAL &amp; A ; VOCATIONAL TRAINING AUTHORITY 11

Chairman PBTE Trade Testing Board ( Development Cell ) General Manager

Finance Manager Audit Manager Finance Manager MIS General Manager

Human Resources Manager Career Planning Manager Training General

Manager Projects Manager Works General Manager Operations Manager

Planning Manager Operations-I Manager Operations-II Manager Monitoring

Manager Technical General Manager Academics Manager AA Manager AT

Manager Curriculum Manager R & A ; D VIRTUAL UNIVERISTY OF PAKISTAN

## 11 TECHNICAL EDUCATIONAL &amp; A ; VOCATIONAL TRAINING AUTHORITY 12

General Manager Service Centres Manager Service Centres Organization

Hierarchy Chart Organization Structure Of TEVTA.

Chairman TEVTA BOARD Director ( R & A ; D ) ( D ) Secretary/C. O. O. ( A )

District Boards of Management Chairman ( PBTE ) Manager PR ( I ) Manager

Legal ( C ) Manager HRM ( A ) Manager Enquiry ( S ) Manager Estt ( B ) GM

Finance ( A ) Manager ( MIS ) ( M ) GM ( Projects ) ( N ) Manager ( Admin )

( Z ) Advisor ( P & A ; P ) ( G ) GM Operations ( A ) GM Service Center ( L ) GM

HRM ( K ) GM Academics ( A ) Dy. GM Finance ( L ) Dy. GM Service Centers

( O ) Manager Development ( N ) Manager Accounts ( M ) Manager Finance

( A ) Manager Works ( N ) Manager Projects ( N ) Manager Service Centers ( F

) Manager Training ( A/R ) Manager C625.

Zareer Planning ( P/R ) Manager Ops. I ( E ) Manager Ops. II ( E ) Manager

Tech. 3 ( E ) Manager M & A ; E ( E ) ZN-N ( A ) . 1

ZM-C ( A ) ZM-S ( A ) Manager ( AA ) ( M ) Manager Apprenticeship ( J )

Manager Curriculum ( A ) Manager ( A & A ; C ) ( K ) 07 DMs 07 DMs 07 DMs (

A ) ( A ) ( A ) Principals Principals Principals VIRTUAL UNIVERISTY OF PAKISTAN 12 TECHNICAL EDUCATIONAL & A ; VOCATIONAL TRAINING AUTHORITY 13 B. Number of Employees Civil Employees. TEVTA Secretariat Institutes Zonal Office DM Office RDAT Development Cell Total 155 7830 24 71 58 31 8169 TEVTA Employees. 308 3285 20 162 12 2 3789 PSIC 2 663 0 0 0 0 665 Entire 465 11778 44 233 70 33 12623 Vacant 145 3183 21 87 20 11 3467 degree Celsius Main Offices Sr # 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26.

Offices Public Relation Office Gulberg Human Resource Management Office Gulberg Career Planning Office Gulberg Establishment Office Gulberg Operations Management Offices Gulberg Inquiry Office Gulberg Research and Development Office Gulberg Curriculum Office Gulberg Service Centers Office Gulberg Training Office Gulberg A & A ; D Office Gulberg Academic Audit Office Gulberg Project Management Office Gulberg Administration Office Gulberg Examination and Certification Office Gulberg Govt. Institute of Leather Technology. Gujranwala. Cutlery & A ; Small Tools Industry Service Centre. Wazirabad. Light Engineering Service Centre. Gujranwala.

Institute of Ceramics. Gujrat. Wood Working Service Centre. Gujrat. Govt. Wool Spinning & A ; Weaving Cum-Training Centre. Jhang Centre for Agricultural Machinery Industries. Govt. Weaving & A ; Finishing Institute. Shahdara. Govt. Polytechnic Institute. Shahdara. Pak German Institute of Cooperative Agriculture. Multan Institute of Blue Pottery Development. Multan ( Productive/Service Centre ) 13 VIRTUAL UNIVERISTY OF PAKISTAN TECHNICAL EDUCATIONAL & A ; VOCATIONAL TRAINING AUTHORITY 14 27. 28. 29. 30. 31.



Wood Work Centre. Kot Addu ( Productive/Service Centre ) Wood Working Service Centre. Rawalpindi Metal Industry Development Centre. Sialkot Cantt. Govt. Weaving & A ; Finishing Centre Shahdara Knitwear Hosiery Centre. Faisalabad d. Introduction of All Departments Human Resource Management Department.

The chief map of Human Resource Management section is to recruitment. carry oning staff preparation. managing pension instances. managing publicity instances. question affairs. service affairs. amendments in service regulations and brotherhood affairs. Main maps of HRM section. ? ? ? ? ? ? ? ? ? ? Employee's public presentation rating Evaluation public presentation and better organisational public presentation Job Evaluation Job

analysis Develop occupation Descriptions/positions harmonizing to the organisation needs. Staffing. Issue of vacancies of civil employees. Employee's publicities and transportations. Recruitment and choice of people. Record Maintenance. Training Department Training section is a sub section of Human Resources section. Training section is responsible for carry oning preparation plans. Training section buttocks the weak countries of the organization's employees and carry on the preparation plan for them. If there is any development in TEVTA course of study and sallybus so developing section behavior the preparation plan for instructor for effectivity in surveies. Main maps of Training Department. ? Study spread analysis. 14

VIRTUAL UNIVERISTY OF PAKISTAN TECHNICAL EDUCATIONAL & A ;

VOCATIONAL TRAINING AUTHORITY 15? ? ? ? ? ? ? ? ? ? ? ? Trraining demand appraisal. . All skill up-gradation preparations. Pedagogy Trainings.

Matters associating with course of study % manuals. Create preparation or development specification. Plan preparation and rating. Prepare Annual Training Plan/ Calendar.

Finalization of Nominations. Venue & A ; Master Trainer Monitoring of Training activity. Proposal of nominations after short listing. Forward Nominations to P & A ; D. Preparation of cost / budget estimations & A ; release of finacess. At the terminal of developing plan carry oning Feedback from pupils. Data entry in MIS.

Career Planing Department Career planning section is working under Human Resource Management section. Career planning section is a new forces map. Career be aftering section of TEVTA is concentrating on to actuate their employees towards their occupations with high expeditiously and effectivity.

Career planning section of TEVTA has deep focal point on single employee potencies for publicity towards the organisation demands and chances. Career planning section besides aid and collaborate with all internees came in TEVTA. Main maps of Career planning section. ? ? ? ? ? ? Guidance of pupils. internees. and organisation employees. Developing of occupation specifications and occupation descriptions.

Maintaining of some kind of HR records of employees. Behavior of workshops/seminars for Placement Officers. Placement of Internees under NIP. Leave Account Termination of contract VIRTUAL UNIVERISTY OF PAKISTAN 15 TECHNICAL EDUCATIONAL & A ; VOCATIONAL TRAINING AUTHORITY 16? ?

Control absenteeism Short leave and late Attendance Financial Management Financial Management section handles the all money & A ; revenue enhancement affairs of and manages the fiscal resources of TEVTA and besides leads the Administration section of TEVTA. Financial Management section performs the extended duties. Main map of Financial Management section? ? ? ? ? ? ? ? ? ? ? ? ? ? Policy forming.

Fiscal dicipline Financial analysis Tax affairs Bugdeting Auiditing Internal Audit Physical Stocktaking Preparation of fiscal statements Approving of Purchase Cases Release of Salary Development of Annual Budget and all processs till blessing Handling Financial Assistance Cases GPF Advance. Marriage. Funeral Grants Pension of PSIC Employees Release of LFA Administration Department Administration section execute all managerial maps.

It handles three farther sections. Diary and Dispatch section. Transport section. shop section and to transport out any sort of security agreements. Functions of Administration section? Recruitment of contract employees in TEVTA secretariat and institutes all over the Punjab. VIRTUAL UNIVERISTY OF PAKISTAN 16.

TECHNICAL EDUCATIONAL & A ; VOCATIONAL TRAINING AUTHORITY 17? ? ? ? ? ? ? ? ? ? ? ? Care of clip in / clip out registry. Number of blessing for local vehicles Record maintaining of journal and despatch. LFA. shop subdivision and conveyance subdivision.

Tenders open in the presence of purchase commission and the Bidders Examining demand & A ; fixing advertizement Submiting advertisement to <https://assignbuster.com/human-resource-management-college/>

Public Relation subdivision Request for interview agenda to Appointing  
authorization Short listing of campaigners Call letters are issued Preparation  
of Marks Sheets/Files Consolidated Markss sheet for signatures

Establishment Department Functions of Establishment

section? ? ? ? ? ? ? ? ? ? ? ?

Examination & A ; Give proposal Final defining of the Case for acquiring  
Approval of the Competent Authority Preparing sum-up For S & A ; GAD /  
Finance etc Issuance of NOC to the nominee Decision / Minutes are put up for  
blessing of authorization to convey for execution Coordinate meeting  
Receiving Ailments Fixing the instance for investigation / enquiry  
Amendments in service regulations of TEVTA Postings and transportations  
House edifice advances Matters associating to PBTE.

Pull offing all sort of foliages such as. medical leave. earned leave. survey  
leave. excess ordinary leave. ? ? ? Deputation of instances. Marriage grants  
and funeral grants. Finance aid instances. VIRTUAL UNIVERISTY OF PAKISTAN  
17 TECHNICAL EDUCATIONAL & A ; VOCATIONAL TRAINING AUTHORITY 18? ?  
To cover with Chief Minister's ailment cell.

Governments Circulars and Notifications. Legal Department Legal section is  
responsible for readying of instances and proposals on TEVTA activities to  
assist TEVTA to avoid from statute laws. Finalize the parawise remarks and  
submit to the competent authorization. acquire signed the parawise remarks  
from the Authority. show the unsmooth bill of exchange of parawise remarks.  
register the parawise remarks in the Court. attend the Court on each day of  
the month of hearing & A ; present/explain the instance if necessary. set up

the tribunal order to the authorization for execution. go to the Court on each day of the month of hearing and present/explain the in the Court and to supply legal sentiments to TEVTA governments.

Enquiry Department Enquiry section is responsible of carry oning question of inefficiencies. misconduct. corruptness. absence record of instructor and employees all over the Punjab. insurgent activities and disciplinary actions. They investigate the activities/cases against the province in TEVTA establishments and all territory directors and zony directors.

The competent authorization of Enquiry section is secretary TEVTA. Enquiry section receive the instances of question from grade 17 graduated table officers to 22 class graduated table officers from all over the Punjab. Functions of enquiry section is to bring forth enquiry study. carry oning question of absence. corruptness. misconduct. inefficiencies and activities against province affairs. fix the charge sheet / penal of enquiry officers / departmental representative.

Research and Development Department Research and development section is responsible for overall development of TEVTA and its establishments. exercising market research. developing need appraisal and to organize with course of study section for in development of course of study.

Research and Development have to place new trades and engineerings in the market and TEVTA intuitions all over the Punjab. Functions of research and development section. blessing of action programs industry visits. meetings with the stakeholders. reappraisal of bill of exchange TNA study. readying of organisation programs. co-ordinate with course of study section

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and maintain on oculus on VIRTUAL UNIVERISTY OF PAKISTAN 18 TECHNICAL EDUCATIONAL & A ; VOCATIONAL TRAINING AUTHORITY.

19 alterations & A ; development in sallybus. to program. supervise and organize research and development activities in Punjab and to place engineerings trades at new intuitions Curriculum Department The duty of Curriculum development is to develop the course of study of TEVTA establishments. They develop the course of study of 3 twelvemonth DAE classes. B. Tech classes. 1 twelvemonth. 6 months and 3 months class.

But they have they authorization of hallmark the course of study of classs below the period of 3 old ages. 3 old ages a course of study is approved by the NEVTEC the higher authorization of TEVTA. Curriculum section evaluates alteration and develop the course of study. Functions of Curriculum section? Proposal for course of study development commission. curricula alteration commission and curricula rating commission. ? ? ? Scrutiny of Proposal Approval of CDC/CRC/CEC Proposal for manual development commission.