



**Sindh Technical Education &
Vocational Training Authority (STEVTA)**

ST-19, Block 6, Gulshan-e-Iqbal, near NIPA, Karachi.

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**MINUTES OF 7TH MEETING OF STEVTA BOARD
HELD ON 8TH JUNE, 2011**

The 7th Meeting of STEVTA Board was held on 8th June, 2011 at 10:30 am in the Conference Room of Sindh Technical Education & Vocational Training Authority (STEVTA) at ST-19, Block 6, Gulshan-e-Iqbal, near NIPA, Karachi.

2. Following attended the Meeting:

S. No.	Name	Designation
1	Mr. Abdul Salam Thahim	Chairman / Minister, STEVTA
2	Prof: M. Saeed Siddiqui	Chairman, SBTE, Karachi
3	Mr. Naveed Ahmed Awan	Additional Secretary (Labour)
4	Mr. Muhammad Hussain Soomro	Additional Secretary (Education Department)
5	Mrs. Aftab Inayat	Additional Secretary (Education Department)
6	Mr. Aurangzeb Aziz	Additional Secretary (I.T. Department)
7	Mr. Waheed Ahmed	Deputy Secretary (Finance Department)
8	Mr. Tassadduq Shahab	Director NAVTEC
9	Dr. Iqbal Saeed Khan	Additional Secretary (Social Welfare Dept.)
10	Mr. Saeed Ahmed Shaikh	Deputy Secretary (Admin) CM Secretariat
11	Mr. Abdul Wahid Uqaily	Managing Director / Secretary STEVTA Board

3. The meeting started with recitation from Holy Quran by Mr. Abdul Wahid Uqaily, Managing Director / Secretary STEVTA Board.

4. The Minister / Chairman, STEVTA in his opening remarks welcomed all the participants and thanked them for sparing time out of their hectic schedule for attending the meeting.

5. After the welcome address of the Minister / Chairman, STEVTA, the Managing Director / Secretary, STEVTA Board started discussion on the item-wise agenda points.

6. At the outset, the Chairman, SBTE referring to last meeting, observed that the Notification at the end of STEVTA for formation of committee under agenda item Serial # 26 "The provision in STEVTA Act 2009 and SBTE Ordinance 1970" as decided in 5th meeting regarding Curriculum Development has not been issued. The M.D STEVTA, apologized the forum regarding delay in issuance of Notification and assured the members that the same will be done within one week time.

6. The Chairman SBTE, referring to Development works and restoration of Academic Activities in GCT, Hyderabad observed that same was required to be replicated by the STEVTA at GCT, Karachi. The Minister / Chairman referring to the observation explained that he has approved the Steering Committee for the purpose and hopefully the required action will be taken for GCT, Karachi as well.

7. Taking notice of presence of many proxies in the meeting, the Chairman SBTE observed that whether proxies are allowed in the Board meeting. The Managing Director clarified that the spirit of Ex-Officio members in the Board is to accommodate the point of view of various departments in the decision-making process. Therefore, the proxies when duly authorized by Ex-Officio members may be permitted. The Chairman SBTE further pointed out that the Ex-Officio Board members may be informed to nominate relatively senior officers for the meeting so as to ensure logical decision making. The Minister / Chairman STEVTA directed to inform all the members accordingly. The Chairman SBTE further pointed out that the Board meetings must be more frequent so as to have relatively smaller agenda for meaningful discussion. Besides, he also desired that all pages of the minutes of the meeting must be signed by the Managing Director / Secretary STEVTA Board. The Managing Director assured compliance to the pointed out observations.

Thereafter, the item-wise agenda points were taken up for discussion. The observations of the members as well as the decisions taken are enumerated below:

S. No.	Agenda Items	Observation / Discussion	Decision
01	Agenda Item No. 2.1 PPP Projects	The scope enhancement and pictorial presentation of Shaheen Vocational Training Institute, Nawabshah established under STEVTA – PAF joint venture in compliance to President Directive was reviewed and appreciated by Board members.	The proposal for revision of cost from Rs. 20. Million to Rs. 45 Million due to increased scope of work proposed at the request of PAF was approved.
02	Agenda Item No. 2.2 Model Institutions Project	The pictorial presentation of renovation / upgradation work of 10 units was reviewed by the Board members. It was pointed out by the members that in future such presentations must reflect the “Before” and “After” scenario.	No decision was involved.
03	Agenda Item No. 2.3 Sindh Skill Development Project (SSDP)	The Board members were apprised of various components of SSDP and approval status by PDWP, CDWP, ECNEC and BoD of World Bank.	The Board approved and appreciated the project.
04	Agenda Item No. 2.4 Establishment of STEVTA Headquarter	The Board members reviewed pictorial presentation of renovation / upgradation work of STEVTA HQ. The MD apprised the members about resultant savings of recurring expenditure of Rs.5 Million per annum over rented premises in Shaheen Complex, co-location of 2 core directorates of STEVTA and increased space for expansion.	The Board appreciated the project.

05	<p>Agenda Item No. 2.7 DAE Admission Session 2010 – 2011 and 2011 - 12</p>	<p>The Board members critically reviewed the DAE admission statistics and declining trend of admissions in some of technologies during Academic Session 2010-11. The Chairman, SBTE objected to reservation of over 20% seats for TSC and G-III / G-II. He observed that proposed reserved quota will decrease admission opportunities for TSC candidates. Responding to the observation, the MD clarified that the idea behind the proposal is to encourage TSC and G-II / G-III candidates (with Matric Science) because of their aptitude for technical training and to segregate them from competing against a large number of Matric (Science) candidates. Thereafter, the members agreed to the proposal and directed to increase the reserved quota to 30% instead of 20% for TSC and G-III/G-II (with Matric Science) candidates.</p>	<p>The Board unanimously approved 30% reserved quota for TSC and G-III/G-II (with Matric Science) candidates.</p>
06	<p>Agenda Item No. 2.8 E-Monitoring System (EMS)</p>	<p>The STEVTA Board perused the demo of E-Monitoring System (EMS) implemented by STEVTA. The MD apprised the Board that besides daily staff attendance, students' attendance will also be subsequently maintained through EMS to strictly enforce 75% attendance requirement for submission of Exam forms.</p> <p>Mrs. Aftab Inayat, AS (Education) appreciated the EMS and informed that E-Monitoring is already in practice in Punjab. The Chairman, SBTE keeping in view the data authenticity of biometric machines, proposed to install biometric machines for student attendance. Mr. Aurangzeb Aziz, Additional Secretary (IT) informed the forum that IT Department is undertaking installation of Biometric machines in Sindh Secretariat in the light of directions of President of Pakistan and can include STEVTA or its institutions in its automation plan.</p>	<p>The Board members appreciated the EMS and gradual enforcement of student attendance. The Board further directed MD to coordinate with IT Department for necessary support.</p>
07	<p>Agenda Item No. 2.9 Human Resource Development (Capacity Building)</p>	<p>The Board reviewed and appreciated various Capacity Building activities initiated by STEVTA. The MD presented schedule of Training sponsored through International Labour Organization at the estimated cost of US \$0.4 million.</p>	<p>No decision was involved.</p>

08	Agenda Item No: 2.10 Conference, Seminars and Exhibitions	The Board reviewed and appreciated pictorial presentation. Mr. Tassadduq Shahab, Director NAVTEC suggested that invitation may be given to all the Board members for such events. Responding the observation, MD apprised the forum that invitation for all such events is usually sent to all Board members. A personal follow-up shall be ensured in future.	No decision was involved.
09	Agenda Item No: 3.1 Engagement of Visiting Faculty	The Board members appreciated the measure for ensuring quality education. However, Chairman, SBTE observed that a complete list of teachers engaged alongwith their qualifications may be presented before a committee for review and approval. He further proposed that in order to ensure transparency & merit, a committee comprising of Board members representing Education & Literacy, Finance, SBTE and STEVTA may be constituted to grant approval on behalf of the Board. The MD also apprised the forum that from the next academic session, the candidates possessing technical teachers certification by National Testing Service (NTS) shall be preferred for engagement as Visiting Faculty.	The Board approved constitutions of committee and authorized it to approve the engagement of Visiting Faculty.
10	Agenda Item No: 3.2 Accreditation & Certification through City & Guilds London	Mr. Abdul Waheed, DS, Finance Department observed that before seeking accreditation with City & Guilds London, STEVTA should also see best available models besides Punjab TEVTA. MD apprised that other TEVTAs except Punjab TEVTA are still in formative phase. Therefore, the proposed accreditation & certification through City & Guilds as adopted by Punjab TEVTA is the best available model and may also be replicated in Sindh initially in 10 Model Institutes and 05 other selected institutes.	The Board approved the proposal in principle subject to fulfillment of codal formalities.
11	Agenda Item No: 3.3 Appointment of Chartered Accountant Firm	The MD STEVTA apprised that M/s Tariq Abdul Ghani & Company has been identified for engagement as External Auditor through the procedure prescribed by SPPRA Rules, 2010. Mr. Abdul Waheed, DS Finance observed that the procedural requirements have not been fulfilled so far. He therefore suggested that approval may be made conditional to fulfillment of codal formalities.	The proposal was approved by the majority of Board members subject to fulfillment of codal formalities under SPPRA Rules, 2010.

12	<p>Agenda Item No: 3.4 PPP Phase – II (2011-2012)</p>	<p>The MD / Secretary apprised the Board members about the outcome of Phase-I of PPP and relatively less utilization of funds allocated for projects under Public Private Partnership (PPP) in the year previous years. he therefore proposed that the Phase-II of PPP may be launched under the policy for PPP previously approved by STEVTA Board.</p>	<p>The proposal was approved by the Board.</p>
13	<p>Agenda Item No: 3.5 Single Line Grant for Vacant Posts reflected in SNE</p>	<p>The MD apprised the forum that as per the STEVTA Act only the existing employees are protected as civil servants. Therefore, for effective control over the employees recruited by STEVTA, their payroll must be managed by STEVTA. Besides, the STEVTA has now developed capacity for managing the payroll for its employees through Oracle based ERP. He therefore proposed that the Finance Department may be requested to transfer the salary component of vacant posts in the approved SNE of various institutes / offices under STEVTA as a single line grant. Besides, till such transfer, the salaries of new appointees as STEVTA employees may be disbursed by STEVTA out of the existing budget provision.</p> <p>The Chairman SBTE observed that STEVTA employees are to be governed by STEVTA under the terms of engagement. Therefore, disbursement of salary through AG / District Account Offices will not restrict the effective control of STEVTA over its employees. The MD pointed that the Salary disbursement is the key to Organizational Autonomy and effective control over its employees. Therefore, it is essential that salaries for STEVTA employees may be disbursed through STEVTA. Majority of Board members seconded the observation of the MD. However, Mr. Abdul Waheed, DS (Finance) requested to record his dissenting note to the preposition.</p>	<p>The Board by majority vote approved the proposal for payment of salaries out of STEVTA Funds and making reference to Finance Department for transfer of SNE based Salary Component as Single-line Grant.</p>
14	<p>Agenda Item No: 3.6 (a) Revision of Organogram</p>	<p>Mr. Abdul Waheed DS Finance observed that creation of Posts may only be approved by Finance Department, Government of Sindh. The MD / Secretary pointed out that the creation of posts within Authority is the domain STEVTA Board as per the STEVTA Act 2010.</p>	<p>The proposal was approved by the Board.</p>

	Agenda Item No: 3.6 (b) Terms of appointment	No any observation was made.	The proposal was unanimously approved by Board members.
15	Agenda Item No: 3.7 Amendments to STEVTA Recruitment Policy, 2010	<p>The MD / Secretary apprised the Board that during the recently advertised recruitment process for non-teaching positions (SPS-1 to 10), very few applications were received for menial posts such as Gardener, Security Guard and Janitor, due to relatively high qualification requirement of matriculation. He therefore proposed for relaxation of qualification criteria for these posts.</p> <p>Dr. Iqbal Saeed, AS Social Welfare apprised the Board about the decision of Supreme Court of Pakistan for extending the employment opportunities to the 3rd gender (She-Male) and implementation of existing policy of reservation of quota for disabled persons may also be incorporated in STEVTA Recruitment Policy. The Chairman, STEVTA pointed out that the disabled quota is already incorporated in the existing recruitment policy. However, the provision for 3rd gender (she-male) may be incorporated in the policy.</p>	The proposal was unanimously approved by the Board.
16	Agenda Item No: 3.8 Re-appropriation Budget 2010-2011	The Chairman, SBTE pointed out that the budget related items require a lengthy discussion. Therefore, due to time constraints, the same may be included in the agenda of next Board meeting. The majority of Board members agreed to the preposition. The MD / Secretary requested the Board members to decide the date for next Board meeting to discuss the budget related and any other emergent issues.	The Board unanimously agreed to proposal and directed to convene the 8 th meeting of STEVTA Board on 2 nd July, 2011 at 11 am.
17	Agenda Item No: 3.9 Budget Estimate 2011-12		

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

(Abdul Wahid Uqaily)
Managing Director / Secretary
STEVTA Board