

GOVERNMENT OF SINDH
UNIVERSITIES & BOARDS DEPARTMENT

Karachi dated. 30th May, 2017

NOTIFICATION

NO. SO (C-I) / CMS / IV (44) / 63 / 2014: In exercise of the powers conferred by Section 22 of the Sindh Technical Education & Vocational Training Authority Act, 2009, the Government of Sindh is pleased to make the following rules:-

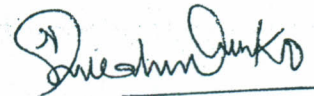
1. **Short title and commencement.** (1) These rules may be called the Sindh Technical Education and Vocational Training Authority Institute Management Committee (Conduct of Business) Rules, 2015.

(2) These rules shall come into force on such date as Government may, by notification in the official gazette, specify.

2. **Definitions.** (1) In these rules, unless otherwise the context requires:-

- a. "Account" means the Account maintained and operated by the Committee in a Bank.
- b. "Act" means the Sindh Technical Education and Vocational Training Authority Act, 2009.
- c. "Bank" means and includes National Bank of Pakistan or any other scheduled bank as approved by the Committee.
- d. "Chairperson" means and includes Chairperson of the Committee.
- e. "Committee" means the Institute Management Committee constituted under these rules;
- f. "Income" means the income, grants, profits, donations, fees and any other amount received by Committee in the Account.
- g. "Institution" means technical education or vocational training institute run or controlled by the Authority.
- h. "Member" means and includes Member of Committee;
- i. "Secretary" means and includes the Principal of the Institute;

(2) All words and expressions used but not defined in these rules shall have the same meaning as assigned to them in the Act.



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3. Composition of the Committee. (1) The Institute Management Committee shall comprise of the following:-

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| (i) The Chairperson shall be nominated from the local leading industry of the area from amongst a panel suggested by Employers' Federation of Pakistan or local employer association. | Chairperson |
| (ii) Three Representatives of the relevant Employers preferably including a Woman to be nominated by Employers' Federation of Pakistan or local employer association. | Member |
| (iii) Two Representatives of Workers nominated by the accredited Trade Union or from amongst the workers of the local industry. | Member |
| (iv) One nominee of the local accredited and registered NGO; | Member |
| (v) Regional Director of the Authority or his nominee; | Member |
| (vi) Regional Manager / Manager Employment Exchange of the area, or his nominee; | Member |
| (vii) Principal of the concerned Institution. | Member / Secretary |

(2) The Committee may co-opt any expert for the purpose of advice on any special matter or programme under consideration of the Committee but shall not have a right to vote.

(3) A non-official member shall hold office for a period of three years, unless he resigns or is removed earlier by the Authority.

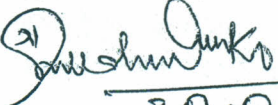
(4) A non-official member may, at any time, resign from membership by addressing a letter to the Managing Director of the Authority and his resignation shall take effect from the date on which it is accepted by the Authority.

(5) Authority shall, by notification, remove a non-official member who has incurred any of the disqualifications mentioned in rule 4.

(6) A casual vacancy in the office of non-official member shall be filled in accordance with sub-section (1) and the member appointed in such vacancy shall hold office for the unexpired portion of term.

4. **Disqualification of Member.** No member shall be or continue to be a Member if he:-

- a. Has been convicted of an offence involving moral turpitude;
- b. Has been removed from service for misconduct;
- c. Has been adjudicated as insolvent;
- d. Is incompatible of discharging his duties by reasons of physical or mental incapacity and has been so declared by a Medical Board appointed by the Authority; or


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- e. Fails to disclose any conflict of interest at or within the time provided for such disclosure by or under these rules or contravene any of the provisions of these rules.

5. **Meetings of the Committee.** (1) The meetings shall be held as and when called by the Chairperson on such date, time and place as may be fixed by the Chairperson: provided that the Committee shall meet atleast once in three months.

(2) A special meeting shall be convened as soon as may be on receipt of requisition in writing by atleast one third of total number of members.

(3) The meeting of the Committee shall be presided over by the Chairperson and in his absence the members present shall elect from amongst themselves a member to preside the meeting.

(4) Seven days clear notice shall be given for an ordinary meeting and three days clear notice for a special meeting. The Secretary shall cause a notice to be served on the members and a copy thereof be posted at the office of the Committee, which shall inter alia specify the place, date and time of the meeting and be accompanied by an agenda.

(5) The quorum for a meeting shall be one half of the total number of members, fraction being counted as one.

(6) A meeting shall be adjourned for want of a quorum but no quorum shall be necessary at a meeting held after the meeting which was adjourned for want of quorum.

(7) The agenda for a meeting shall be prepared by the Secretary with the approval of Chairperson.

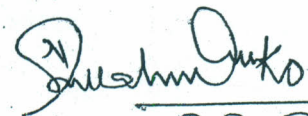
(8) (a) The agenda for an ordinary meeting shall be prepared in the following order:-

- i. Confirmation of the minutes of the previous meeting;
- ii. All matters deferred in previous meeting including direction of Authority, if any;
- iii. Reports of the Committee or Sub-Committee;
- iv. Any other business with the permission of the Chairperson.

(b) The agenda for special meeting shall be prepared in the following order:-

- i. Consideration of the matter for which the meeting has been convened;
- ii. Any other business approved by the Chairperson;

(c) Subject to the availability and the orders of the Chairperson, the members shall be provided copies of documents or information relating to the matters on agenda.



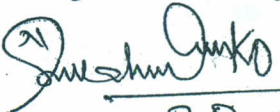
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(9) All matters in the meeting shall be decided by majority of votes of the members present in the meeting and the voting shall be by show of hands; provided that in case of equality of votes, the Chairperson or Member presiding a meeting shall have a casting vote.

6. **Powers and Functions of the Committee.** (1) The Committee shall be responsible for overall supervision and management of training activities in the Institution and take all measures necessary for carrying out its functions but not in contravention to Government Rules and Regulations.

(2) Notwithstanding the foregoing powers and functions; the Committee shall:-

- i. Establish linkages with industry and employers and enhance employment prospects of trainees;
- ii. Identify, prepare and implement demand driven training programs for the industry;
- iii. Ensure optimal utilization of facilities and resources of the institution including renting out or sub-contracting the facilities and establishing training-cum-production or service units;
- iv. Make addition and deletion of trades and technologies as per emerging needs of industry and the labour market;
- v. Facilitate placement of trainees in the industry for internship, on-the-job training or employment;
- vi. Arrange vocational guidance and career counseling to motivate the school or college students for technical education and vocational training.
- vii. Facilitate exposure of academic staff to industry to update their skills and knowledge;
- viii. Make recommendations for annual budget (Government funds) as per needs of the institution and approve expenditure other than salaries;
- ix. Prepare budget for non-Government funds including self-generated funds, approve and incur expenditures;
- x. Evaluate and upgrade training infrastructure and facilities in the institution;
- xi. Monitor and evaluate the performance of the trainers, other staff and suggest improvements and incentive for better performance;
- xii. Report the activities and achievements of the institute on quarterly basis to the Authority;
- xiii. Initiate other than existing activity or programme to strengthen functioning of the institution;


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- xiv. Prepare and implement technical education and vocational training programmes for lifelong learning of existing workforce;
- xv. Support informal sector by offering training to the master trainer for their employees (Ustaad – Shaagird System);
- xvi. Rent out or sub-let facilities to allow local industry or recognized bodies to use institutional facilities for improving income and supporting training needs on payment basis as approved by the Committee;
- xvii. Charge for training, consultancy and other activities and shall utilize the funds so generated;
- xviii. Submit quarterly and annual programme and financial reports to the Authority;
- xix. Constitute sub-committees and outsource activities necessary for carrying out business and discharging its functions.

7. **Account.** There shall be an Account for every Committee which shall consist of:-

- (a) Funds provided as seed money or initial grant;
- (b) Grants, donations, fees, rental or other income from any source.

8. **Accounts and Procedure:** (1) The bank accounts shall be maintained in the National Bank of Pakistan or any other scheduled bank as approved by the Committee.

(2) The Committee shall maintain properly, its accounts in respect of receipts and expenditures and submit reconciliation statement to the Authority each year with closing of account on 30th of June.

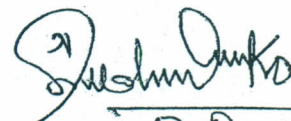
(3) All cash received in favor of the Committee shall be deposited immediately in the bank.

(4) All the crossed cheque, bank draft, postal orders etc. in favor of the IMC shall be deposited with the bank by the Accounts Officer of the Committee.

(5) All money received by the Committee shall be acknowledged on the prescribed receipt duly signed and stamped by the authorized person.

(6) The Committee may invest its surplus funds in the government securities without prejudice to the activities of the institute.

(7) All payments from the Committee account shall be made against a bill or debit voucher.


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(8) A petty cash advance not exceeding rupees ten thousand shall be placed at the disposal of Secretary with the approval of the Committee to be known as imprest advance.

(9) All payments shall be made by a cheque signed by the Chairperson and Secretary or such other person(s) as may be decided by the Committee.

(10) Proper payment vouchers shall be prepared by the Accounts Officer and approved by the Secretary and Chairperson.

(11) The cheque book shall be kept under lock and key in the personal custody of the Accounts Officer of the Committee. All the fresh cheque books shall be counted and a certificate to this effect shall be recorded by the Accounts Officer.

9. **Procurement Procedure.** All procurements shall be made in accordance with the procedure laid down under the Sindh Public Procurement Regulatory Authority Act and rules made thereunder and the same shall be reported to the Authority once the procurement procedure is completed.

10. **Accounts and Audit.** (1) The accounts of the Committee shall annually be audited by the Firm of Chartered Accountants approved by the Committee.

(2) The accounts audited by the Firm shall be reported to the Authority.

11. **Engagement of the Staff.** The Committee may engage any person(s) to perform such specific function or duties required for implementation of the functions of the Committee or training programmes on temporary basis for a period of six months which may be extendable keeping in view of the performance and requirement of the person concerned.

(NAVID AHMED SHAIKH)
-SECRETARY TO GOVT. OF SINDH-

NO. SO (C-1) / CMS / IV (44) / 63 / 2014

Karachi, dated the 30th May, 2017

A copy is forwarded for information & necessary action to:

1. The Chief Secretary, Sindh, Karachi.
2. The Accountant General Sindh, Karachi.
3. The Senior Member, Board of Revenue, Hyderabad.
4. The Administrative Secretaries (All), Government of Sindh.
5. The Superintendent, Sindh Government Printing Press, Karachi.
6. The Registrar, High Court of Sindh, Karachi.
7. The Managing Director, STEVTA, Karachi.
8. The Master File.


(NASRULLAH MAKO) 30/05/17
SECTION OFFICER (STEVTA)