



MINUTES OF 19TH MEETING OF STEVTA BOARD HELD ON 19TH DECEMBER, 2017

The 19th Meeting of STEVTA Board of Governors was held on 19th December, 2017 at 11.00 a.m. in the Conference Room of STEVTA Headquarters, Karachi under the chairmanship of Chairman STEVTA. Following attended the meeting:

Sr #	Name	Designation
1.	Engr: Shahid Thahim	Chairman STEVTA – In Chair
2.	Mr. Faraz Dero	Member of Provincial Assembly Sindh
3.	Mr. Majyd Aziz	Chairman, Employers Federation of Pakistan
4.	Mr. Sohail Wajahat Siddiqui	Industrialist – Businessman
5.	Mr. Sajid Ahmed Junejo	Vice Chairman Kotri Association of Trade & Industry
6.	Mr. Abdul Rahim Shaikh	Director General NAVTTC.
7.	Dr. Masroor Ahmed.	Chairman, Sindh Board of Tech: Education
8.	Prof: Dr. Abdul Sami	Dean FOST&H, Mehran University of Engg: & Tech:
9.	Ms. Anjum Iqbal	Addl: Secretary, Inf: Science & Tech: Deptt: GOS.
10.	Mr. Noor Muhammad Shah	Addl: Secretary Universities & Boards Deptt: GOS.
11.	Mr. Altaf Hussain Sario	Dy: Secretary (B&E), Finance Department, GOS.
12.	Mr. Muzafar Ali Bhutto	Managing Director STEVTA

2. The meeting started with the recitation from the Holy Quran. The Chairman STEVTA, in his opening remarks welcomed the participants and thanked them for sparing time for meeting from their busy schedule. The members introduced themselves and then the Agenda of the meeting was discussed.

3. The Managing Director STEVTA informed the forum that the minutes of 18th meeting held on 31st July 2017, were circulated; since no observations / non-conformities to the reported decisions were received; therefore, he requested the BoG to confirm the minutes.

4. Mr. Majyd Aziz recalled the discussions made in last meeting regarding participation of Board members in attending the meeting that some of the notified members are not attending the Board meetings regularly or every time a new nominee is coming to attend the meeting, resultantly, it becomes difficult for the new comer to understand what has been discussed and decided in earlier BoG meetings. He desired that if the notified members are busy/occupied in their other commitments/assignments; they should nominate in writing one senior person next to them to regularly attend the STEVTA BoG meetings.

Majyd Aziz also stated that STEVTA should have a full time Managing Director instead of Acting MD. It was decided to advertise the post. My personal proposal is to regularize the present MD.

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5. Mr. Altaf Hussain Sario expressed that in Government setup there are frequent transfers and postings of officers in the Departments. Besides, the officers of the one Department are members on several Boards & Committees. Hence, this may be the reason that every time a different officer of a department is attending the BoG meeting. However, efforts can be made that one specific officer, nominated by the Department, may attend the BoG meetings, till such time he/she is posted in the department.

As per Good governance rules adopted by Govt. of Sindh, one shall not be member of more than 10 boards.

6. Mr. Sohail Wajahat opined that the Chairman STEVTA BoG should take the attendance of members. If one of the members is submitting his leave of absence; that should be granted for upto three consecutive meetings and if one member is absent without any leave of absence for two consecutive meetings, he should be declared as "Retired".

7. Chairman STEVTA seconded the proposal and Board decided as follows:

The Board decided to declare a Board Member as "Retired", if he/she is absent even after grant of leave of absence for three consecutive meetings OR he is absent without any leave request for two consecutive meetings.

8. Chairman STEVTA further suggested that he should write a letter to the Secretaries of all the Government Departments; who are on STEVTA Board, to nominate an officer (not below the rank of BS-18), who should ensure to attend the STEVTA BoG meetings regularly and also to send a copy of the same to Hon'ble Chief Minister Sindh.

The Board decided that Chairman STEVTA shall write a letter to the Secretaries to Govt. of Sindh, who are on STEVTA Board, to nominate an officer (not below the rank of BS-18) who should ensure to attend the STEVTA BoG meetings regularly.

8. Mr. Sohail Wajahat enquired about his query regarding H.R. Head. The Managing Director informed that this matter has been taken as a separate agenda item for discussion by Board under the 'Revision of STEVTA Organogram'.

9. Chairman STEVTA requested that Board to firstly confirm the minutes of 19th meeting held on 31st July 2017 and then to proceed on other agenda items, as per working paper document.

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10. Mr. Majyd Aziz proposed confirmation of minutes of last meeting. Mr. Sohail Wajahat appreciated the efforts of Managing Director STEVA for properly recording the discussions, observations and decisions made in the last meeting as well circulation of minutes well in time. However, he expressed that there are some remarks on the minutes, hence proposed confirmation of minutes subject to remarks.

The Board confirmed the minutes of 18th meeting of STEVA BoG held on 31st July 2017, subject to remarks.

11. Following further discussions and decisions were made on agenda items:

Agenda Items	Discussion / Observations	Decision
2. Progress on the decisions of last meeting.	<u>STEVA Employees PF & Pension Fund</u> The Managing Director apprised the Board that a meeting of STEVA Employees PF & Pension Fund Trust Committee convened on 07.08.2017, wherein the draft rules were also reviewed. The member of Trust from Finance Deptt: suggested some changes therein, which have been made. The progress shall be reported to Board in next meeting.	Board decided to pursue the matter of STEVA Employees PF & Pension Fund Rules and to get it notified after vetting from Law Department, at the earliest.
	Mr. Majyd Aziz enquired about the composition of Trust. The Managing Director informed that the Trust is comprise of Director Finance, Rep: of Secretary Finance, Rep: of KATI, Rep: of Secretary Labour & Rep: of STEVA Employees Union.	Board showed its satisfaction on the progress and actions yet taken by the Managing Director on various decisions of Board taken in its last meeting.
	Mr. Sohail Wajahat expressed to pursue the matter and to finalize it at the earliest.	
	<u>Audit of STEVA Accounts</u> The Managing Director apprised that the STEVA accounts have been got audited by the Director General Audit uptill FY 2016-17. Report mentions No serious irregularity. Only some minor observations have been communicated on 10.12.2017, which are being replied with documentary evidences. He further apprised that in order to get audit the accounts from Chartered accounts firm, the accounts are required to be prepared on double entry system with specific schedules & statements.	Board appreciated the efforts of Mr. Liaquat Ali Jamro, Director (A&T) STEVA, on presenting the progress of STEVA and representing the Sindh province in a very well manner, in a recent meeting held at Ministry of Overseas Pakistanis, Islamabad.

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Agenda Items	Discussion / Observations	Decision
	<p>For the purpose, a contract has recently been awarded to M/s. Tariq Abdul Ghani & Co. (chartered accountants) to hire the services of professionals to develop accounts on required format, schedules and financial statements, so that the accounts could be get audited from Chartered Accountants firm.</p> <p><u>Appointment of Contingent basis</u></p> <p>The Managing Director apprised that even for appointment on contingent basis, vacant posts are required to be available. The STEVTa has already approached the Finance Department through Administrative Department to shift 1,054 posts meant for initial recruitment from the Govt. of Sindh Budget book to STEVTa mode and also to transfer its budget pertaining to salaries. The matter is in process.</p> <p><u>Change of Sugar Technology</u></p> <p>The Managing Director apprised that as desired by Board in its last meeting, the funding agency; i.e. Asian Development Bank has been informed regarding change of Sugar Technology.</p> <p>Mr. Sohail Wajahat desired that whenever STEVTa state the progress on any matter, the relevant minutes or letter may be annexed with the working paper, as documentary evidence.</p> <p><u>Machinery/equipment for Electric Tech: Labs:</u></p> <p>The Managing Director apprised that Mr. Liaquat Ali Jamro, Director (A&T) and Convener Inspection Committee is closely monitoring the specifications and delivery of stores. Almost 95% of stores delivered, rest is expected within couple of weeks. The delivery is being delayed due to shipment & custom clearance issues, as the articles are of import nature. Commissioning; installation, testing & training shall be completed very soon.</p>	<p><i>we must appoint one acct firm from EA firm.</i></p> <p><i>Appointment of contingent staff shall be as per law.</i></p>

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Agenda Items	Discussion / Observations	Decision
	<p>Mr.Majyd Aziz aside from agenda expressed that recently he attended a meeting at Ministry of Overseas Pakistanis at Islamabad, in which Mr.Liaquat Ali Jamro, Director A&T STEVTA given a nice presentation and he very well represented the Sindh province. He appreciated Mr. Jamro and desired to place it on record.</p>	
	<p><u>Approval of STEVTA Budget 2017-18</u></p> <p>The Managing Director apprised that a summary has been sent to Hon'ble Chief Minister Sindh for out-of-grant budget of Rs.500.00 million for the new/on-going schemes (ph-II) of civil works. The matter is being persuaded.</p> <p>Besides, the detail of expenditure made during CFY 2017-18 was presented before Board by multimedia presentation.</p> <p>Board was informed that out of total allocated budget of Rs.1,224.60 million, funds amounting Rs.306.15 million have yet been released by Finance Department. Out of released funds, expenditure of Rs.218.899 million has been made so far.</p> <p>On enquiry by Mr. Sohail Wajahat, the Board was informed that the expenditure of Rs.5.762 million under PPP pertains to payment under civil works at SVTI Jacobabad.</p> <p>Mr.Majyd Aziz enquired whether PAF also share under PPP projects.</p> <p>Dr.Masroor Ahmed Shaikh, informed the Board that currently Air Force is running two institutes of STEVTA; one at Benazirabad and the other at Jacobabad. The cost under civil works and the management cost is borne by STEVTA. Air Force provides the faculty staff and also share its facilities. The contribution of Air Force is that they have placed their faculty and they paid their salaries. They train STEVTA teachers. They place the passed-out trainees into employment.</p>	<p>Keeping in view the output of quality skilled education at SVTI Jacobabad and Benazirabad (Nawabshah), Board decided that the scheme VTI Korangi, being established under PPP, be preferably offered to Air-Force.</p> <p>Board decided to contact to IBA Sukkur for the capacity building of STEVTA instructors as well training of students at some specified institutes under joint venture.</p> <p>Board decided that the Managing Director may furnish complete information on civil side budget as well STEVTA budget, with enrolment and staffing position of each institute.</p> <p>Board decided to fix the next meeting of BoG on 3rd January 2018 to peruse & discuss the agenda on Budget, Audit and H.R. in which Organogram and</p>

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	<p>On enquiring about Hunar Foundation under PPP, the Director (Works & Services) informed that a payment of about 40.00 million was made under civil works. Hunar foundation was to share 20% in shape of machinery/equipment after completion of civil works, but they quit before completion because of law & order situation at the site of institute. Now, the Hunar Foundation again trying to continue with the project, besides the Air Force is also interested in this scheme.</p> <p>Mr. Sohail Wajahat expressed that the STEVTA should first go for a joint venture with Air-Force instead of Hunar Foundation, for a better skilled quality education.</p> <p>Mr. Abdul Rahim Shaikh expressed that at Jacobabad in the same vicinity of SVTI Jacobabad, there is another institute; i.e. GPI Jacobabad, but there is a lot of difference in standard of both the institutes. So we should also upgrade GPI Jacobabad by improving civil structure, by providing equipment, machinery & furniture and by deputing a good administrator.</p> <p>Mr. Majyd Aziz suggested that STEVTA should contact to IBA Sukkur for the capacity building of STEVTA instructors as well training of students at some specified institutes under joint venture.</p> <p>Mr.Sohail Wajahat expressed that he has learnt that STEVTA yearly budget is around 6 billion, whereas the budget shows only Rs.1,224.6 million. The Managing Director informed that the STEVTA is allocated funds under two main modes; the civil mode and the single line grant. The funds under civil mode remains with Accountant General Sindh or the District Treasury Office and all the expenditure at institute level is incurred through AG Sindh or Treasury concerned. Each office or institute is assigned a cost centre code. For each cost centre, a D&DO is declared who makes the expenditure; usually the head of Institute.</p>	Insurance shall also be discussed.

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	<p>On further queries by Mr. Sohail Wajahat regarding both modes resources and expenditure, Mr. Noor Muhammad Shah opined that there should be an exclusive meeting on this agenda of budget & expenditure.</p> <p>Managing Director apprised that though the STEVTA Board is mainly concerned with the STEVTA fund (annual grants and other receipts) however, for the sake of information of Hon'ble members of STEVTA Board, the information pertaining to budget under civil mode shall be presented to Board in its next meeting.</p> <p>Mr. Altaf Hussain seconded the M.D and informed that under civil mode funds are allocated to institutions for payment of salaries according to approved sanctioned strength and making usual operating expenses. The approving forum of such budget is different. However, for the information of Board members that information can be provided.</p> <p>Board discussed and decided to fix the next meeting of BoG on 3rd January 2018 to peruse & discuss the agenda on Budget, Audit and H.R. in which Organogram and Insurance shall also be discussed.</p> <p>Mr. Sohail Wajahat opined to issue the meeting notice today, by mentioning the time at 10:00 a.m. and that meeting may continue uptill 04:00 p.m.</p> <p>Mr. Sohail Wajahat also opined that rest of the matters given in progress agenda shall be discussed in the meeting fixed on 3rd Jan. 2017, as that pertains to H.R and Budget.</p>	<p><i>above</i></p> <p><i>Complete financials 7. A. Picture</i></p> <p><i>because all funds used in STEVTA for improvement but we have not seen any significant result except of 80 much funding!</i></p> <p><i>A</i></p>
3. Progress on Admission in DAE and D.Com Program (2017-18).	The Director (A&T) apprised the Board that the Admission Policy & Merit Assessment Methodology/ SOPs were ensured and admission was processed as per Admission Policy 2017-18 for DAE & D.Com. As per centralized Admission policy, the Prospectus was printed in four colors through Production Unit PSIT Karachi, at the lowest cost (in comparison to previous Prospectus 2016-17); Rs.400/per package	<p>Board appreciated the efforts of Academics & Training Section in finalizing the admissions in DAE & D.Com program.</p> <p>Board showed its satisfaction on the</p>

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	<p>for DAE and Rs. 200/per package for D.Com. This extended economic benefit of Rs.5.026 million to the youth of Sindh.</p> <p>He further apprised that against a demand of 28,000, we got printed 27,000 forms and sold-out 25,128 forms. Against the seating capacity of 21,887, admissions were granted to 14,000 applicants in different technologies, throughout province of Sindh.</p> <p>He added that according to admission policy, only such students were granted admission who had obtained minimum 40% marks in Matric exam.</p> <p>Dr.Masroor Ahmed Shaikh expressed that in a recent meeting of IBCC, it was decided that a student securing 33% marks can be granted admission in DAE.</p> <p>Mr. Majyd Aziz expressed that a matriculate student should have easy access to the Diploma level program.</p> <p>Mr. Sohail Wajahat expressed that STEVTA should frame a standard policy for the meritorious admissions.</p>	admission procedure.
4. Progress/Status of expenditure made during 1st Qtr FY 2017-18	<p>Mr. Sohail Wajahat expressed that the matter has already been discussed while reviewing progress on decisions of last meeting. Hence, further discussion could be made on 3rd Jan. 2018 in BoG next meeting.</p>	<p>Board decided to review the expenditure again on BoG next meeting.</p>
5. Establishment of GPI at Pano Aqil Cantt: under PPP.	<p>The Managing Director apprised the Board that STEVTA and Pakistan Army have developed understanding for the common goal in the best interest of general public to establish Polytechnic Institute at Pano Aqil Cantt: as Center of Excellence to provide technical education & vocational training facilities to the people of Sindh province in particular rural areas to make people educated & skilled enabling them to contribute in the development activities of the country. The prime objectives of the institute are to establish modern technical education</p>	<p>Board in principle approved the Establishment of Govt. Polytechnic Institute at Pano Aqil Cantt.</p> <p>Board approved to refer the draft MoU to Legal Section of STEVTA for vetting and incorporating</p>

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	<p>& vocational training facilities in the major fields comprised of state of art, well-equipped labs & workshops and a full fledge campus providing qualitative education & vocational training leading to well-recognized domestic certifications to the level of DAE. The institute would have additional facilities for skill development programs in several short courses. In this respect, a MoU has been furnished by Pak Army to be signed by the STEVTA and the Pak Army.</p> <p>M.D requested the Board to discuss and approve the scheme in principle so that the MoU may be referred to Legal section for vetting and to proceed further.</p> <p>Mr. Altaf Hussain expressed that the MoU does not contain roll of STEVTA in institute BoG. Managing Director informed that the Principle of the Institute will be the employee of STEVTA. Besides, while vetting of MoU, this issue shall also be addressed. Once STEVTA prepares the PC1 and finalize the MoU after vetting, the matter shall again be placed before Board for discussion and approval.</p>	<p>necessary terms.</p> <p>Board approved to prepare PC1 of the scheme, so as financial implication of the scheme could be worked-out.</p>
<p>6. Business Plan for Production Unit.</p>	<p>The Project Director (Production Units) presented the proposed Business Plan of both the Printing and Garment units.</p> <p>Mr. Sohail Wajahat expressed that the Business Plan of Printing unit is showing a profit of Rs.0.50 million only. This needs to be revised by incorporating details of further orders, work plan etc. and to bring it again for discussion and approval in BoG next meeting.</p>	<p>Board deferred the matter with the advice to bring it in its next meeting; scheduled on 3rd Jan. 2018.</p>
<p>7. Matter regarding appointment of candidates to implement the orders of Provincial Ombudsman Sindh.</p>	<p>The Managing Director apprised the Board that on a summary moved to Hon'ble C.M. Sindh, he has desired to place this matter before STEVTA Board. The M.D. briefly stated the details given in working paper.</p> <p>Mr. Sohail Wajahat opined that the matter pertains to litigation, hence, it would be better if the Legal Advisor of Board may brief the Board on the orders</p>	<p>Board decided that the matter be referred to the Legal Advisor of Board and the Legal Advisor after scrutinizing the relevant documents & judgments, may brief the Board with his valuable advice.</p>

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	and judgments of Hon'ble court as well Provincial Ombudsman Sindh, so that the Board may apprise the position to Hon'ble C.M. Sindh. Board seconded his opinion.	
8. Upgradation of GVS(G) to GVI(G) Shahdadpur.	The Managing Director apprised the Board that in view of the demand of community of Shahdadpur and its vicinity, it is felt essential that the Govt. Vocational School (Girls) Shahdadpur may be upgraded as Govt. Vocational Institute (Girls) Shahdadpur, with the following trades: <div style="display: flex; justify-content: space-between;"> <div>1) Tech: School Certificate</div> <div>2 years</div> </div> <div style="display: flex; justify-content: space-between;"> <div>2) Garments (Diploma level)</div> <div>2 years</div> </div> <div style="display: flex; justify-content: space-between;"> <div>3) Beautician (certificate level)</div> <div>1 year</div> </div> <div style="display: flex; justify-content: space-between;"> <div>4) Dip: in Info: Tech:</div> <div>1 year</div> </div>	Board in principle approved the scheme, and desired to furnish the financial implication relevant to proposal. <i>m 3rd Jan 2018</i>
9. Any other item with the permission of Chair.	<u>Efforts & Achievements of STEVTA</u> Mr. Abdul Ghani Rajput, Deputy Director MIS presented a multimedia presentation to Board on the recent achievements made by STEVTA. He stated that it is already approved in the Rules of Business of IMC that the nomination of Chairman IMC should be from the Employer Federation of Pakistan. For the purpose we have already written letters several times for different IMCs. We will follow the same practice in future too. He added that under PPP, we have already given one Institute located at Naushero Feroz, to IBA Sukkur. The result is that they had to run the vocational and Diploma programs, but they have introduced Associate Degree programs and much focusing on it, which is not the mandate of STEVTA. He added that in order to introduce market driven training programs, the STEVTA has taken initiatives by coordination with the TVET Sector Support Program (funded by European Union, Netherland, Norway & Germany) through competitive procedure. Our 30 institutes applied, out of which 07 have been selected for the program and grant in total Rs.92.830 million has been approved to provide to institutes.	Board appreciated the efforts and achievements made by STEVTA management; specifically with regard to TVET Sector support program.

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	<p>The important thing of program to note that the Principal concerned with the involvement of industry shall ensure 70% employment of passed-out trainees. In this program, 89 industries have signed a MoC for the purpose.</p> <p>He added that under TVET Sector support program, a Centre of Excellence is being established at GCT Hyderabad, where training shall be provided in market driven trades in collaboration with industry with 70% placement surety. The centre shall also serve as Trainer of Teacher.</p> <p>Mr. Sohail Wajahat desired to see 2-3 teachers who have undergone the teachers training program under CBT. Besides, he also asked to work-out details of gender ratio.</p> <p>Mr. Ghani further apprised that STEVTA 60 institutes have yet applied for accreditation with NAVTTC, out of which 30 institutes have got accreditation and rest are in process.</p> <p>He added that TVET Sector program has recently introduced the Monitoring & Evaluation system in STEVTA through digitization of TVET. Initially, the system shall be introduced at five institutes as a model, later it will be extended. In this system, web-based Bio-metric machines shall be placed at centres with its monitoring at STEVTA H.Qs.</p> <p>He further added that under National Vocational Qualification Framework (NVQF), 472 students were registered, out of which 297 declared competent. The competency ratio was 72%. This is the highest ratio throughout Pakistan.</p>	<p><i>Now with ramp controls.</i></p> <p><i>* after wire no use.</i></p> <p><i>SP</i></p>


[Signature]

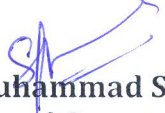
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12. The meeting ended with a vote of thanks to and from the Chair.



(Muzafar Ali Bhutto)
Managing Director/
Secretary STEVTA Board



(Altaf Hussain)
Deputy Director (B&E)
Finance Department

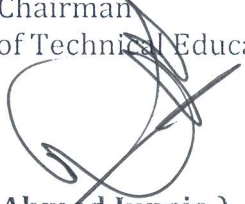

(Noor Muhammad Shah)
Additional Secretary
Universities & Boards Deptt:
Sindh HEC


(Ms. Anjum Iqbal)
Additional Secretary
Info: Science & Tech: Deptt:

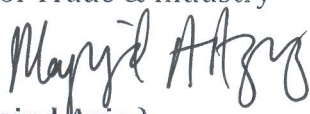

(Dr. Abdul Sami)
Dean FOST&H
Mehran Univ: of Engg: & Tech:


(Dr. Masroor Ahmed)
Chairman
Sindh Board of Technical Education

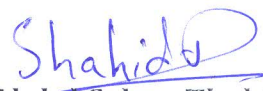

(Abdul Rahim Shaikh)
Director General
NAVTTTC *Sindh*


(Sajid Ahmed Junejo)
Vice Chairman
Kotri Assoc: of Trade & Industry


(Sohail Wajahat Siddiqui)
Industrialist


(Majyd Aziz)
Chairman
President
Employers Fed: of Pakistan


(Faraz Dero)
Member Prov: Assembly Sindh


(Shahid Abdul Salam Thahim)
Chairman STEVTA