

## FOLLOW UP OF : GTVC (WOMEN) CHARSADDA

Visit No	Visit Date	Approval Date	Compliance Date	Monitoring Team & Designations	Principal	Administrator
1	04-Jul-2019	30-Aug-2020	19-Aug-2019	1. Mr. Nazir Ahmed (Director M&E) 2. Mr. Naseer Ullah (M&E Officer) 3. Ms.Shandana Khan (DEPUTY DIRECTOR M&E)	robeena nisar (BPS 17)	Marina liaqat (BPS 17)
2	14-Sep-2019		15-Sep-2020	1. Mr. Nazir Ahmed (Director M&E) 2. Mr. Naseer Ullah (M&E Officer) 3. Ms.Shandana Khan (DEPUTY DIRECTOR M&E)	-	-

Visit Date	Total Observations	Task Declined	Task Done	Task in Progress	Non-Compliance	
					INST	HO

Visit Date	Total Observations	Task Declined	Task Done	Task in Progress	Non-Compliance	
					INST	HO
14-Sep-2019	29	0	17	5 * Security (SI #2) * Vocational counseling & Job placement (SI #1) * Library (SI #1) * Status of Building (SI #1) * Furniture (SI #1)	4 * Main Cash Book (SI #1) * Main Cash Book (SI #2) * Stock/Consumable Registers (SI #1) * Emergency Control (SI #1)	3 * Institute Management Committee (SI #1) * Staff (SI #1) * Furniture (SI #2)

## SECTION II: OBSERVATIONS AND RECOMMENDATIONS

### 1) Administration

S#	Indicators	SI#	Visit Date	Status	Recommendation	Responsibility	MD Directives	Actions	Progress
1	Security	i.	04-Jul-2019	02 Chowkidars and 02 private security guards were working in the centre.	Nil	Principal / Administrator		Principal: Nil Administrator: Nil	

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		i.	14-Sep-2019	As Above	Nil	Principal / Administrator		Principal: <b>No Response</b> Administrator: <b>No Response</b>	DONE
		ii.	04-Jul-2019	CCTV cameras were not installed	<i>CCTV cameras may be installed for security concerns</i>	Administrator / Deputy Director ICT		Administrator: Demand Letter No. GTVC(W)CHD/593 dated 29-9-2018, Reminder No. GTVC(W) CHD/737 dated 19-8-2019 Deputy Director ICT: Total No of 11 CCTV cameras with 1 DVR was made part of PC1, but as the building is on rent Therefore the Competent Authority (Managing Director) excluded the institute from the above Mentioned PC1	

S#	Indicators	SI#	Visit Date	Status	Recommendation	Responsibility	MD Directives	Actions	Progress
		ii.	14-Sep-2019	Not installed. File was moved at Head Office.	<i>Installation of CCTVs be expedited.</i>	Administrator / Deputy Director ICT / Director (Procurement)		Administrator: <b>No Response</b> Deputy Director ICT: <b>No Response</b> Director (Procurement): <b>No Response</b>	PROGRESS
2	ICT System	i.	04-Jul-2019	Bio metric device was functional	<i>Attendance and MIS may be strictly maintained continually for close surveillance</i>	Administrator / Deputy Director ICT		Administrator: Attendance and MIS is maintained monitor regularly. Deputy Director ICT: Nil	
		i.	14-Sep-2019	Functional - record was maintained separately in hard for cross verification	<i>Be maintained.</i>	Administrator		Administrator: <b>No Response</b>	DONE
3	Logical Distribution of accommodation	i.	04-Jul-2019	Class strength and accommodation were not in compatible	<i>Logical distribution of accommodation may be executed</i>	Administrator		Administrator: Issue resolved.	

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		i.	14-Sep-2019	Still incompatible but necessary arrangements had been made to facilitate the students.	<i>The issue of logical distribution will be resolved as soon as new building is taken over and shifted to.</i>	Administrator		Administrator: <b>No Response</b>	DONE
4	Co-Curricular Activities	i.	04-Jul-2019	Not practiced as the building is congested.	<i>The centre may take steps to engage the students in indoor activities</i>	Principal / Administrator		Principal: nil Administrator: Different games/ activities like badminton etc are started in the institute and record will be maintained	
		i.	14-Sep-2019	Convenient indoor activity had been started at the centre in compliance but due to inadequate space and tight academic schedule the practice seemed cumbersome	<i>Indoor activities or sports event / week may be arranged at intervals if regular practice is not convenient.</i>	Principal / Administrator		Principal: <b>No Response</b> Administrator: <b>No Response</b>	DONE

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5	Cleanliness	i.	04-Jul-2019	Satisfactory	<i>Needs to be maintained.</i>	Principal		Principal: maintained	
		i.	14-Sep-2019	Overall satisfactory (improved). Cupboards for securing the training materials were disorganized and dusty.	<i>The cupboards need to be properly tagged, organized and cleaned.</i>	Principal / Administrator		Principal: <b>No Response</b> Administrator: <b>No Response</b>	DONE
6	Institute Management Committee	i.	04-Jul-2019	Nil	<i>Nil</i>	Principal / Administrator		Principal: Nil Administrator: Please refer to our letter no. GTVC(W)CHD/636 dated 12-11-2018 in this regard. IMC was reconstituted and sent for approval to Head office, again CV collection of IMC members are in process.	

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		i.	14-Sep-2019	Not formed yet. Nominations had been sent from center.	<i>Committee needs to be notified at earliest.</i>	Administrator / Director (Academics/Ops)		Administrator: <b>No Response</b> Director (Academics/Ops): <b>No Response</b>	HO

## 2) Staff Management & Student Enrollment

S#	Indicators	SI#	Visit Date	Status	Recommendation	Responsibility	MD Directives	Actions	Progress
1	Staff	i.	04-Jul-2019	01 principal 01 Administrator 01 trade instructress for beautician 01 HSI for DDM Ms. Tamanna was hired on contingent basis for Hand embroidery in CM FTE program	<i>Trade instructress and HSI may be engaged instead of hiring on contingent basis</i>	Principal / Director (Admin / HR) / Director (Academics/Ops)		<b>Principal:</b> Issue resolved <b>Director (Admin / HR):</b> Total KP-TEVTA Posts as per budget: 06 Filled: 03 (01 Administrator, 01 Jr. Office Assistant & 01 Naib Qasid) Vacant: 03 (Trade Instructress Tailoring, Embroidery and Beautician) Recruitment in process, the concerned staff will	

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								<p>be provided within 02 months</p> <p><b>Director (Academics/Ops):</b></p> <p>Responsibility of staff engagement in CM-FTE is vested in Institute, upon inquiring it has been revealed that the incumbent engaged on contingent basis has previously rendered services voluntarily in regular programs without any financial implications. Keeping her previous experience in view, she has been engaged in CM-FTE by the Institute Management. Moreover, trade instructress has also been equally engaged in the same training.</p>	



S#	Indicators	SI#	Visit Date	Status	Recommendation	Responsibility	MD Directives	Actions	Progress
		i.	14-Sep-2019	06 KP-TEVTA posts  03 Filled  3 Vacant  Remaining staff was not provided to the center within the stipulated time period by HR	<i>Vacant posts be filled at earliest.</i>	Principal / Director (Admin / HR)		Principal: <b>No Response</b> Director (Admin / HR): <b>No Response</b>	HO
2	Trades /Technologies Offered	i.	04-Jul-2019	02 trades were taught. Beautician Dress making	<i>Nil</i>	Principal / Director (Academics/Ops)		Principal: As of Status Director (Academics/Ops): <b>No Response</b>	

S#	Indicators	SI#	Visit Date	Status	Recommendation	Responsibililty	MD Directives	Actions	Progress
		i.	14-Sep-2019	CM FTE Program  1. Beautician  2. DDM  CBT 1. Beautician 2. Tailoring  Regular Program 1. Dress Making 2. Machine embroidery	Nil	Principal / Director (Academics/Ops)		Principal: No Response Director (Academics/Ops): No Response	DONE

S#	Indicators	SI#	Visit Date	Status	Recommendation	Responsibililty	MD Directives	Actions	Progress
3	Student Enrollment	i.	04-Jul-2019	CBT Beautician (13) <b>Regular Program</b> Dress Making 1st yr (18) Dress Making 2nd yr (18) Machine embroidery 1st year (23) <b>Total = 72 students</b> <b>CM-FTE</b> Beautician (30) DDM (25) Fully Occupied	<i>The enrollment in regular program is less than the seating Capacity therefore; the enrollment needs to be increased at least up to 120 in the upcoming session.</i>	Principal		<b>Principal:</b> Pamphlets are distributed in schools, colleges and other areas in locality and on social media for Increase in enrollment in upcoming session	

S#	Indicators	SI#	Visit Date	Status	Recommendation	Responsibility	MD Directives	Actions	Progress
		i.	14-Sep-2019	CBT 1. Beautician (14)  2. Tailoring (36)  <b>Total = 50 students</b>  <b>Regular Program</b>  <b>2nd Year</b> 1. Dress Making (19) 2. Machine embroidery (04)  <b>Total = 23 students</b>  <u><b>Grand Total</b></u> = 73 students  <b>CM-FTE</b> 1. Beautician (30) 2. DDM (25) Fully Occupied	Nil	Principal / Director (Academics/Ops)		Principal: <b>No Response</b> Director (Academics/Ops): <b>No Response</b>	DONE

### 3) Academics

S#	Indicators	SI#	Visit Date	Status	Recommendation	Responsibility	MD Directives	Actions	Progress
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S#	Indicators	SI#	Visit Date	Status	Recommendation	Responsibility	MD Directives	Actions	Progress
1	Class Management	i.	04-Jul-2019	Teachers were naive to students files	<i>Student files and class activity record may be maintained heedfully as per CBT&amp; A criteria.</i>	Principal / Director (Academics/Ops)	-	<p><b>Principal:</b> Both files maintained</p> <p><b>Director (Academics/Ops):</b> The Taskforce in its first visit (19-06-2019) raised the same observation (See Annexure-A), in response to that this office directed the Institute to do the needful at the earliest (See Annexure-B). Complying with directions the Institute submitted their reply and apprised that the same files have been maintained now (See Annexure-C), which shall be verified in forthcoming TF visit.</p>	

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		i.	14-Sep-2019	<u>Instructor and Student files</u> were improved to the standards of CBT&A	<i>Record be maintained</i>	Principal / Director (Academics/Ops)		Principal: <b>No Response</b> Director (Academics/Ops): <b>No Response</b>	DONE
2	Lesson Plan Execution	i.	04-Jul-2019	Lesson plan execution was considerably lagging behind.	<i>Module may be taught in congruence with lesson plan.</i>	Principal / Director (Academics/Ops)	-	Principal: Daily and weekly lesson plans are prepared and followed. Director (Academics/Ops): Lesson plan is a part of the course file, execution thereof shall be verified accordingly.	
		i.	14-Sep-2019	Followed as scheduled	<i>Daily and weekly plans be followed</i>	Principal / Director (Academics/Ops)		Principal: <b>No Response</b> Director (Academics/Ops): <b>No Response</b>	DONE
3	Vocational counseling & Job placement	i.	04-Jul-2019	Nil	<i>Nil</i>	Principal / Administrator	-	Principal: nil Administrator: Nil	

S#	Indicators	SI#	Visit Date	Status	Recommendation	Responsibility	MD Directives	Actions	Progress
		i.	14-Sep-2019	No regional arrangement	<i>Record be maintained for all trainees facilitated with job seeking and inductions. Academics section be contacted for guidance and instructions.</i>	Principal / Administrator / Director (Academics/Ops)		Principal: <b>No Response</b> Administrator: <b>No Response</b> Director (Academics/Ops): <b>No Response</b>	PROGRESS
4	Library	i.	04-Jul-2019	Nil	<i>Nil</i>	Principal / Administrator	-	Principal: Nil Administrator: Nil	
		i.	14-Sep-2019	Not established.	<i>Library be established with available count of books. In case of deficiency, books and furniture be demanded from Academics and Procurement respectively.</i>	Principal / Administrator / Director (Procurement) / Director (Academics/Ops)		Principal: <b>No Response</b> Administrator: <b>No Response</b> Director (Procurement): <b>No Response</b> Director (Academics/Ops): <b>No Response</b>	PROGRESS

S#	Indicators	Sl#	Visit Date	Status	Recommendation	Responsibility	MD Directives	Actions	Progress
1	Main Cash Book	i.	04-Jul-2019	Maintained	<i>Nil</i>	Principal / Administrator	-	Principal: nil Administrator: Maintained	
		i.	14-Sep-2019	Principal signatures were missing in main cashbook on previous three months transactions and on multiple vouchers as well.	<i>Principal needs to ratify all the transaction statements and vouchers.</i>	Principal / Administrator		Principal: <b>No Response</b> Administrator: <b>No Response</b>	INST
		ii.	14-Sep-2019	<b>CM-FTE Accounts</b>  CM-FTE funds were being withdrawn and operated from the same account as that of regular program on the same cashbook.	<i>Separate cashbooks are mandatory even if separate accounts are not possible to be maintained for CM-FTE funds.</i>	Principal / Administrator		Principal: <b>No Response</b> Administrator: <b>No Response</b>	INST
2	Bank Reconciliation Statements	i.	04-Jul-2019	Available	<i>Nil</i>	Administrator	-	Administrator: Nil	



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		i.	14-Sep-2019	Available	Nil	Administrator		Administrator: No Response	DONE
3	TA/DA file	i.	04-Jul-2019	Maintained	Nil	Administrator	-	Administrator: Nil	
		i.	14-Sep-2019	Maintained	Nil	Principal / Administrator		Principal: No Response Administrator: No Response	DONE

## 5) Assets and Infrastructure Management

S#	Indicators	SI#	Visit Date	Status	Recommendation	Responsiblilty	MD Directives	Actions	Progress
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S#	Indicators	SI#	Visit Date	Status	Recommendation	Responsibility	MD Directives	Actions	Progress
1	Status of Building	i.	04-Jul-2019	The building is rented with a congested infrastructure.	<i>Whitewash and other minor repairs need to be undertaken.</i>	Principal / Director (P&D)	-	<p><b>Principal:</b> Being a rented building, the building owner has been contacted but he is reluctant to do the required work.</p> <p><b>Director (P&amp;D):</b> A letter has been sent on 31/7/2019, Ref# KP-TEVTA/P&amp;D/5014/(1-3), to Principal to ask for pretty repair work/whitewash from owner of the building as per agreed terms &amp; condition of contract agreement. (copy of the letter already dispatched to M&amp;E section for information)</p>	

S#	Indicators	SI#	Visit Date	Status	Recommendation	Responsibility	MD Directives	Actions	Progress
		i.	14-Sep-2019	Since the building is rented, the owner was intimated by the center to undertake whitewash and some other minor repairs but the issue was unresolved due to non cooperation.	<i>Appropriate mechanism may be devised in order to cope with the issue or be conveyed to the management if otherwise.</i>	Principal / Administrator / Director Works		Principal: No Response Administrator: No Response Director Works: No Response	PROGRESS
2	Training Material	i.	04-Jul-2019	The displayed training material was expired in beauty therapy lab	<i>Muddled display of materials may be taken down.</i>	Principal / Administrator	-	Principal: nil Administrator: Expired Materials from display are taken down	
		i.	14-Sep-2019	Adequate. Newly purchased for the new session.	<i>Nil</i>	Principal / Administrator		Principal: No Response Administrator: No Response	DONE

S#	Indicators	SI#	Visit Date	Status	Recommendation	Responsibility	MD Directives	Actions	Progress
3	Machinery and Equipment	i.	04-Jul-2019	Total zigzag machines = 10 These machines were not utilized for want of minor repair.	<i>These machines need repair without delay. In case of lack of funds, the Center management needs to place the required demand for funds to Head Office.</i>	Principal / Administrator	-	Principal: As submitted Administrator: Demand of funds for repair of machinery is included in the estimated budget 2019-2020	
		i.	14-Sep-2019	10 zigzag machines available. 03 repaired as per the requirement whereas 07 will be repaired subject to availability of funds.	Nil	Principal / Administrator		Principal: No Response Administrator: No Response	DONE

S#	Indicators	SI#	Visit Date	Status	Recommendation	Responsibility	MD Directives	Actions	Progress
		ii.	04-Jul-2019	Sewing machines = 22 Where 3 machines were observed to be out of order. It was noticed that these machines were not provided to the students rather dumped in store.	<i>The unserviceable machines need repair without delay. In case of lack of funds, the Center management needs to place the required demand for funds to Head Office. Moreover, surplus machines should be brought in the notice of the concerned section of Head Office.</i>	Principal / Administrator	-	<b>Principal:</b> Demand of funds for repair of machinery is included in the estimated budget 2019-2020 <b>Administrator:</b> Demand of funds for repair of machinery is included in the estimated budget 2019-2020	

S#	Indicators	SI#	Visit Date	Status	Recommendation	Responsibility	MD Directives	Actions	Progress
		ii.	14-Sep-2019	<ul style="list-style-type: none"> <li>All sewing machines were functional (03 repaired).</li> <li>Funds for repair (included in estimated budget 2019-20) had been released which were utilized for the repairs.</li> </ul>	Nil	Principal / Administrator		Principal: No Response Administrator: No Response	DONE
4	Labs/Workshop	i.	04-Jul-2019	Nil	Nil	Principal / Administrator	-	Principal: nil Administrator: nil	

S#	Indicators	SI#	Visit Date	Status	Recommendation	Responsibility	MD Directives	Actions	Progress
		i.	14-Sep-2019	Congested (Rented building issue).  Well maintained.	<i>Nil</i>	Principal / Administrator		Principal: <b>No Response</b> Administrator: <b>No Response</b>	DONE
5	Stock/Consumable Registers	i.	04-Jul-2019	Issuance Entries were not recorded and signatures were missing	<i>Issuance entries may strictly be recorded and ratified by the signatory body</i>	Principal	-	Principal: In process	
		i.	14-Sep-2019	Status remained the same. Indent registers were not available.	<i>Stock registers need considerable improvement as guided during the visit. Issuance may strictly be recorded and ratified by the signatory body.</i>	Principal / Administrator		Principal: <b>No Response</b> Administrator: <b>No Response</b>	INST
		ii.	04-Jul-2019	The Number of available stock was erroneously recorded.	<i>The errors in count of available stock may be rectified without delay.</i>	Principal	-	Principal: Rectified	

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		ii.	14-Sep-2019	Rectified.	Nil	Principal / Administrator		Principal: <b>No Response</b> Administrator: <b>No Response</b>	DONE
6	Furniture	i.	04-Jul-2019	Almost all the furniture (chairs and tables) was defective.	<i>The reparable item may be repair</i>	Director (Procurement) / Director (P&D)	-	Director (Procurement): Director Procurement Directed Administrator GTVC (W) Charsadda (Engr. Marina) for fresh demand of furniture as per requirement of each running trade. Director (P&D): Nil	



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		i.	14-Sep-2019	Almost all chairs and tables were broken. A fresh demand of furniture was sent to procurement section on 28-8-2019. This center is facing the issue of shortage of furniture for the past two years and poor condition of the available stock is rather troublesome.	<i>Keeping in consideration the poor condition of the available furniture, the deficiency may be met at the earliest.</i>	Administrator / Director (Procurement)		Administrator: <b>No Response</b> Director (Procurement): <b>No Response</b>	PROGRESS

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		ii.	04-Jul-2019	Considerable amount of defective chairs were dumped in veranda. Though it was decided that the Procurement Section should find ways and means for auctioning or otherwise to dispose-off such items	<i>Non serviceable items may be auctioned.</i>	Director (Procurement)	-	Director (Procurement): Director Procurement visited GTVC (W) Charsdda, found furniture lying in veranda for Auction non repairable and directed Mr. Shah Riaz, DD (Estt) to visit the facility for Auction of these Auction items.	
		ii.	14-Sep-2019	Auction still pending. Dead stock register was being prepared for auction of items.	<i>Auction process be expedited.</i>	Administrator / Director (Procurement)		Administrator: <b>No Response</b> Director (Procurement): <b>No Response</b>	HO

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7	Purchase Committee	i.	04-Jul-2019	The membership was extended to inclusion of the teaching staff i.e. Ms Rana and Ms Faiza Bibi in addition to Principal, Administrator & Clerk	Nil	Principal	-	Principal: nil	
		i.	14-Sep-2019	Active.	Nil	Principal / Administrator		Principal: No Response Administrator: No Response	DONE
8	Emergency Control	i.	04-Jul-2019	Nil	Nil	Principal / Administrator	-	Principal: nil Administrator: Nil	
		i.	14-Sep-2019	Not available.	First aid and fire extinguishers be arranged at earliest.	Principal / Administrator		Principal: No Response Administrator: No Response	INST

### SECTION III: GENERAL RECOMMENDATION

1. Different sections from Head Office, especially Academics Section and Procurement Section need to keep liaison with the Center via visits and telephonic/ electronic correspondence, for speedy addressal of issues.
2. Head office shall respond to the demand/ request/ complain etc well in time. Any delay identified on part of any section will be brought in to the notice of management, invoking strict action.
3. The management of the center, particularly the Administrator, should pay heed to management of classes, labs, stores and other, so that good order and discipline is maintained.

#### SECTION IV: PICTORIAL EVIDENCE

04-Jul-2019

Veranda



Tailoring Class



Training Material Storage



Kitchen storage



14-Sep-2019

Training Material Cupboard (Dress Making)



Training Material Cupboard (Beautician)



Dumped chairs



Prepared by :

*Thandana Chauhan*  
Deputy Director (M&E)

Approved by :

*Zinab*

(Managing Director, KP-TEVTA)

Dated : 01-Jan-1970