

2025



## INSTITUTE GUIDELINES AND STANDARD OPERATING PROCEDURES

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Technical Training Institute – Chumig, Bumthang

Department of Workforce Planning and Skills Development

Ministry of Education and Skills Development

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**Second Edition: 2025**

## FOREWORD

This document (Institute Operational Guidelines and termed institute policy) is intended to guide all the stakeholders of this institute who desire to associate with the institute's functions in a more transparent, effective, efficient and accountable manner. It is a ready reference of this institute's policies framed in line with the Department of Workforce Planning and Skills Development Guidelines.

The personnel and trainees at this institute put their collective efforts into creating this document. It symbolises the institute's deliberate and forward-thinking efforts to teach our students the ideals of our TVET system and provide them with the most excellent education and training. Its material is derived from numerous policies and papers periodically offered by the Ministry of Education and Skills Development and is pertinent to the setting of this institute.

The decentralised management structure makes it more desirable for people to have access to information. For this reason, the institute management has carefully considered and evaluated each guideline to enlighten each stakeholder. On the other hand, the document is not inflexible or unchangeable. It has enough room to be revised and improved upon as needed. The document is subject to revision and amendment following the social and cultural principles of the institute, as well as the evolving demands of the country and its goals.

Finally, it is hoped that this guideline will serve its purpose as its first edition, continue to develop, and become a valuable document to all the institute's stakeholders in carrying out their roles and responsibilities more effectively and efficiently.

**SANGAY TSHEWANG**

**(Principal)**

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## VISION OF THE INSTITUTE

*To provide world-class wood technology education and training, empowering students with skills and knowledge to succeed in the industry and pursue their passion.*

## MISSION

*To produce a highly competitive and skilled workforce that is versatile, competent and prepared for modern technology.*

## OBJECTIVES

1. Provide young people with the skills to make them employable, enhance their livelihoods, and create wealth.
2. Ensure skills and TVET drive development across the country.
3. Enhance the TVET graduates to make them globally competitive.
4. Develop a healthy attitude towards work and life among trainers/trainees/graduates.
5. Uplift the image of blue colour jobs.

## MANDATES

1. Implement plans and programs as per the policy and direction of the Department and Ministry;
2. Supply skilled workforce into the Bhutanese economy based on Labour market needs;
3. Foster innovation and entrepreneurship and nurture creativity in youth to generate diverse opportunities for socio-economic development;
4. To provide theoretical and practical knowledge and skills in the trades that are in the Institute.

## QUALITY POLICY STATEMENT

*"Deliver well-prepared graduates for the workforce while cultivating a culture of innovation and collaboration through a commitment to quality TVET programs, continuous improvement, industry alignment, and learner-centric approaches."*

## COMMITTEE GUIDELINES

The institutional committee contributes to the efficient operation of the institute by communicating information and assisting the leadership in the decision-making process by providing needed information. It was determined through collective wisdom, usually superior to anyone providing the best solutions to a problem. The Institute committee must have a minimum of five staff members.

1. The committee should have a Chairman, Secretary, members, and treasurer if financial matters are involved.
2. The principal instates the committee with proper office order.
3. Send the meeting call and agenda at least a day in advance through written notice.
4. Maintain the minutes of the meeting on every sitting
5. Confidentiality and privacy of meeting outcomes is maintained.
6. Respect, consider and include the views of other members.
7. Members are appointed based on their knowledge or interest in the committee's activity area.
8. The specific responsibilities of the committee are spelled out.
9. Research the associated practices, policies, and procedures before decision-making.
10. The committee should be appointed in the general staff meeting
11. The committee meeting will be held with a minimum attendance of 70%.
12. The committee meetings are conducted in proper uniform and national attire.
13. The committees will disband after two years unless reappointed by the general staff meeting.
14. The committee's decision will be final and binding.
15. Study the agenda carefully before the committee meeting and ask for clarification if any items are unclear.
16. Stick to the agenda during the meeting.
17. Determine how and what to contribute to the committee meeting.
18. Keep replies short and specific to the point.
19. Sum up remarks of a lengthy discussion.
20. Comment, criticize constructively or disagree with the agenda to make it meaningful.
21. Any other issues beyond the committee's capacity will be forwarded to the general staff meetings/seek professional advice from external sources.

## **MINUTES OF MEETING FORMAT**

### **Instruction**

The minutes of the meeting template are divided into three areas: Information, Agenda and endorsement block. Each represents its value and importance. All the information must and should be filled in accurately.

#### **Information block**

It is relatively simple; specific information is required about the conducted meeting.



- 1.Date: *Enter the date of the meeting*
- 2.Start time: *Enter the start of meeting time*
- 3.End time: *Enter the ending of meeting time*
- 4.Venue: *Enter the location of the venue*
- 5.Types of meeting: *Enter the name of the meeting. For example (Admission committee meeting)*
- 6.Members present (Initials only): *Enter the first letter of your Name (e.g., Ugyen Dorji=UD)*
- 7.Members absent (Initials only) *Enter the first letter of your Name (e.g., Ugyen Dorji=UD)*

**Agenda block**

- 8.Serial number: *Enter the sequential number of the meeting agenda*
- 9.Agenda: *Enter the name of the agenda proposed*
10. Discussion rationale: *Enter the reason behind the agenda proposed*
11. Discussion outcome: *Enter the resolution of the discussion*
12. Responsibility: *Enter the name of the responsible members of the Execution (If required only)*

**Endorsement block**

13. Name and signature of meeting attendee: *Enter the name and receive the signature of the meeting attendee.*
14. Minutes recorded by: *Enter the name of the meeting minute's recorder.*

Note:

*1. The draft minutes of the meeting should be printed within 24 hours of the meeting and presented to the members for suggestion, addition and deletion.*

2. *The final and fair minutes of the meeting should be printed and endorsed within 12 hours after editing the draft minutes of the meeting*
3. *The minutes should be printed in two copies (01 for the staff notice file and 01 for the office record)*

## **COMMITTEE DISTRIBUTION CHART**

### **ADMINISTRATION AND FINANCE DIVISION (AFD)**

The administration and Finance are responsible for coordinating, implementing and monitoring the administrative activities of the organisation's economic-financial and human resources potential.

### **STANDARD OPERATING PROCEDURE**

1. Maintain financial records
2. Maintain personal records of staff and trainees
3. Maintain admission records
4. Maintain correspondence records
5. Assist the principal, HOD and instructor in establishing the budget planning and financial controls and procedures through which they shall be achieved, including the development of resource plans as required.
6. Maintain Institute data
7. Provide information to headquarters and website
8. Attend the guest
9. Maintain protocol

### **ROLES AND RESPONSIBILITIES OF ACCOUNTANT FOCAL**

1. Upload bills in Google sheet provided by cluster finance
2. Filing and securing documents After uploading
3. Prepare vouchers for sanctioned bills
4. Upload bills in the Google sheet provided by cluster finance
5. Maintain cashbook and prepare cheque
6. Filing of deposit and withdrawal document
7. Collect fees, deposit trainees' fees (300) to IDF,
8. Deposit the token fee (50) to the account section in the Dzongkhag administration, Bumthang.
9. Collect the student security deposit (500), secure it in the cashbox, and issue it as and when they pass out.
10. Maintained record of collection from trainees for future references

## ROLES AND RESPONSIBILITIES OF ADM ASSISTANT

1. Draft correspondence in Dzongkha and English, proofreading and dispatching.
2. Liaise with various people about office work.
3. Attend official calls
4. Keep records of personal files of staff and trainees with updated information
5. Carryout printing and issuing of certificates and personal files to outgoing trainees
6. Receive mail from the post office and do a follow-up
7. Attend to visitors
8. Coordinate and schedule appointments and meetings
9. Maintain records as per QMS guideline
10. Attend to auditing
11. Maintain the employment status of graduates
12. Arrange and serve tea for the staff during the official meeting.

## ROLES AND RESPONSIBILITIES OF JANITOR

1. Maintain cleanliness in and around the office, restroom and staff room
2. Assist ADM in serving tea and snacks
3. Assist cooks in the preparation of meals during special occasions
4. Place the dustbin in a prominent location
5. Water plants and flowers in and around the ADM block
6. Remove the cobwebs
7. Open and close the office and staff room before and after 15 minutes  
(*Note: any staff remaining after the office hour should inform the janitor*)
8. Maintain housekeeping as per OMS guidelines
9. Carry out any work assigned by the senior.
10. Maintain the guest house neat and clean
11. Maintain cleanliness of the toilets of staff and principal
12. Take care of government properties
13. the BCSR 2023, 4.5 will guide their roles and responsibilities.

## ROLES AND RESPONSIBILITIES OF CARETAKER

1. Ensure protection of ADM block, workshops, hostel, staff quarter in campus and other properties during off hours and vacations.
2. Execute minor repair and maintenance of the institute.
3. Keep animals at bay from campus
4. Put lights on and off as follows;  
Note:
  - Winter-5 PM switch on and 6 am switch off
  - Summer - 7 pm switch on and 5 am switch off
5. Ensure there is enough water in the institute all the time
6. Open and close the institute gates mentioned below;

*Note:*

- *Open from 6 am-9 pm*
- *Closing from 9 pm-6 am*

7. Maintain vehicle entry and exit register
8. Inform management of violations/trespass/nuisance in the premises.
9. Carry out any work assigned by the superior.
10. Their roles and responsibilities will be guided by the BCSR 2023, 4.5

## ROLES AND RESPONSIBILITIES OF COOK (S)

1. Maintain cleanliness in and around the kitchen premises
2. Clean utensils at all times
3. Ensure you handle utensils properly
4. Dispose of kitchen waste properly
5. Maintain personal hygiene
6. Wear PPE (apron, facemask, chef hat and safety shoes) all the time
7. Prepare meals as per the menu.
8. Inform damaged utensils to mess in-charge
9. Serve food on time
10. Take care of water tape and pipelines.
11. Carry out any work assigned by the superior
12. Their roles and responsibilities will be guided by the BCSR 2023, 4.5

*Note: Prohibited entry of trainees and outsiders into the kitchen*

## ROLES AND RESPONSIBILITIES OF DRIVER(S)

1. Maintain the log book, movement orders, etc., daily and renew all necessary documents on time.
2. Drive the vehicle in a manner that is safe, reliable and efficient
3. Transport either passengers or goods safely to their destination
4. Observe and comply with all road safety regulations, health and safety regulations, RSTA Acts and RGoB rules and regulations
5. Supervise other drivers if necessary
6. Carry out minor repairs and maintenance of the vehicle on a routine basis
7. Report to the immediate supervisor for any vehicle faults and necessary repairs
8. Keep the vehicle clean and tidy at all times.
9. Waste is disposed of at the waste field every Saturday.
10. Carry out emergency health services as and when required
11. Carry out mess transportation as and when required
12. Carry out any other task assigned by the supervisors.

## HUMAN RESOURCE COMMITTEE

Human capacity building will be given the highest priority. The guidelines are based on providing equal opportunities for acquiring knowledge and experience.

### HUMAN RESOURCE COMMITTEE MEMBERS

1. Principal (chairperson)
2. Welding HoD (member)
3. Carpentry HoD (member)
4. Masonry HoD (member)
5. Academic HoD (Member Secretary)
6. Plumbing HoD (member)
7. ADM/ Office Assistant (member)

### STANDARD OPERATING PROCEDURE

1. Provide vision and direction to the Institute.
2. Safeguard the institute-level policies and enhance efficiency in management.
3. Approve ad hoc programs and activities.
4. Ensure reviews and assessment of the institute's performance.
5. Facilitate support to plan and carry out developmental works.
6. Mobilize human and material resources support from the community.
7. Assist in organising major events.
8. Provide guidance and support to the institute management team.
9. Ensure pleasant, purposeful, quality leadership with clear and attainable goals.
10. Give a clear sense of direction and purpose to all the activities in the institute.
11. Ensure consistent monitoring and support system.
12. Nominate relevant and appropriate persons for the HRD program.
13. Rationalize the frequency of staff availing of the HRD program.
14. Ensure effective succession planning while implementing LTT/EOL.
15. Look into the relevancy of the training as per field.
16. Draw a lot amongst the eligible ones if more than one person avails of the HRD program.
17. Maintain up-to-date records of HRD programs available.
18. Conduct a meeting and discuss the nominee irrespective of pre-nomination from the concerned agency or to be nominated from the institute before departure for the HRD program.
19. Sign conflict of interest during the HRC meetings.
20. Maintain confidentiality of matters discussed in the meetings.
21. Decisions made by the committee are final and binding.
22. Conduct meetings on a need basis.
23. Maintain a quorum of  $\frac{2}{3}$  of the committee members.
24. Execute HRD programs as per Chapter 7 of BCSR 2023.

*Note: If the nominee rejects the offer for domestic or other reasons, a clarification letter will be submitted to the office for future reference.*

## **ROLES AND RESPONSIBILITIES OF CHAIRPERSON**

1. Chair the HRC meeting.
2. Initiate the HRC meeting as per the need basis.
3. Provide support and supervise committee members.
4. Review the progress of the institute and provide necessary feedback.
5. Maintain good staff group dynamics.
6. Look after the institute's welfare.

## **ROLES AND RESPONSIBILITIES OF MEMBER SECRETARY**

1. Assist the chairperson in implementing the plan and activities.
2. Chair the HRC meeting in the absence of the chairperson.
3. Prepare a succession plan while implementing LTT/EOL.
4. Delegate the task to committee members.
5. Keep records of the meeting

## **ROLES AND RESPONSIBILITIES OF MEMBERS**

1. Participate in the HRC meeting.
2. Keep records of the HRD programs.
3. Keep minutes of the HRC meeting.
4. Carry out any HR-related work assigned by the chairperson/Officiating chairperson

## **ADMISSION POLICY**

To promote fair, transparent, coherent and efficient selection of candidates for the training program offered by the institute. The admission committees shall clarify the criteria for nomination, application procedures, selection procedures and other training formalities, mainly to provide training opportunities to support Bhutanese youth efficiently. The admission committee will consist of the chairman (principal/vice principal), secretary (ADM), and five members from the teaching faculty (one from each department and assessment coordinator).

## **PURPOSE**

The Guideline shall promote a fair, transparent, coherent and efficient selection of candidates for the training programs the TTI-Chumig offers. The guidelines will clarify the criteria for nomination, application procedures, selection procedures, and other training formalities. In particular, the Guidelines shall have the following objectives:

1. Provide training opportunities and support to all Bhutanese in the fairest, most transparent, coherent, and efficient manner.
2. Ensure that trained human resources are appropriately assigned and utilised in the relevant sectors. In selecting candidates for training, consideration shall be given to how the skills, knowledge and capabilities acquired through training will be used upon completion of the training.

*The admission committee will consist of the chairman (principal/vice principal), secretary (ADM), and five members from the teaching faculty (one from each department and assessment coordinator).*

## **ELIGIBILITY CRITERIA**

### **General Criteria:**

3. Fulfill the age, qualification and other requirements in the relevant field of study as specified by the institute;
4. Have motivation to undertake employment in the relevant field.

### ***Specific criteria for TTI programs***

1. Minimum qualification as required by the course with required documentation certified by competent authority;
2. Minimum age and other physical criteria as specified by the course requirements;
3. Positive attitude towards becoming a skilled worker;
4. Should not be reflected in the youth delinquent management system at the time of selection;
5. Must produce school leaving certificate with character certification;
6. Must produce proof of citizenship;
7. Must produce a medical certificate from a competent medical authority;
8. Both genders are eligible to undergo training
9. Duly filled forms should be submitted to the office during admission
10. Apply online through TVET-MIS.

### **Application procedure**

5. Availability of all long-term training and planned/customised training shall be announced in the media and on the Institute website, seeking applications or nominations. The announcement shall contain details on the program title, venue of the program, commencement date, duration, funding agency, application procedures and requirements;
6. Application shall be submitted using appropriate Selection and Recruitment form

4/1 or 4/2 along with relevant documents, in compliance with these guidelines and the requirements specified in the announcement. The forms shall be made available on the institute's websites.

7. Application shall be submitted on or before the last submission date as announced by the training provider.

#### *Selection procedure*

8. Candidate(s) shall be short-listed by an admission committee based on class X marks;
9. All short-listed candidates shall be informed to take part in the selection interview through the institute website, [www.ttisamthang.bt](http://www.ttisamthang.bt)
10. The admission committee must verify all documents per the relevant program criteria during the selection interview.
11. The admission committee must conduct interviews as per format and may perform written interviews or physical tests if applicable;
12. The admission committee members shall be empowered to make final and binding decisions deemed necessary if needed.
13. The final selection shall be based on set weighting for selection criteria as prescribed in form 4/3.

#### STANDARD OPERATING PROCEDURE

1. Conduct admission committee meetings.
2. Make training announcements in the media.
3. Conduct a pre-conference before the interview.
4. Sign conflict of interest.
5. Conduct the primary interview.
6. Declare the interview result within three working days.
7. Declare the result by the chairperson only.
8. Carry out roles and responsibilities with diligence.
9. Maintain proper documentation of the selected trainees

#### ROLES AND RESPONSIBILITIES OF CHAIRPERSON

1. Chair the meeting.
2. Fix interview date & venue.
3. Provide support and supervise committee members.
4. Represent as head of the committee.
5. Uphold any legal action related to the interview.
6. Offer closing remarks.
7. Ensure proper completion of candidate evaluation by team members within the given time frame.
8. Brief the candidates about the interview procedure.



## ROLES AND RESPONSIBILITIES OF SECRETARY

1. Organize and minute committee meetings effectively.
2. Coordinate admission interviews in national media.
3. Set meeting agenda in line with the secretary.
4. Maintain adequate records of the entire interview process.
5. Provide timely correspondence and communication with the committee members.
6. Delegate the task to panel members.
7. Assign interview questions to team members.
8. Coordinate in arranging the interview hall.
9. Display the short-listed candidates on the notice board.
10. Ensure to declare a conflict of interest among panel members.
11. Declare the interview result within three working days.

## ROLES AND RESPONSIBILITIES OF MEMBERS/PANEL

1. Assist in arranging the interview hall.
2. Develop interview questions.
3. Arrange interview materials.
4. Ask questions as per written format.
5. Take notes on candidates' responses.
6. Complete candidate evaluation forms correctly.
7. Submit the evaluation form on time.
8. Maintain secrecy.

*Admission checklist for the shortlisted candidate during the time of interview and after the selection  
as prescribed in Annexure 3*

## TRAINING PROGRAM

As this institute is socially responsible for providing Knowledge, Skills and Attitude (KSA) to meet the nation's needs through quality education and recognised training programs, it is crucial to follow the standard operating procedure. The Department of Occupational Standards mandate to certify the quality of the workforce is also to teach the proper flow of training programs.

### STANDARD OPERATING PROCEDURE

1. Conduct departmental meetings.
2. Record minutes of meetings and submit to the principal.
3. Develop weekly or monthly plans per the QMS format and curricula.
4. Develop a training plan per the QMS format and curricula training hours.
5. Verify the weekly plan and training plan.

6. Submit one copy each to HOD and principal
7. Indent the required training materials as per the weekly plan.
8. Develop a lesson plan and task sheet
9. Verify lesson plan.
10. Develop or design instructional materials.
11. Prepare for session delivery (training materials, equipment, tools, etc.)
12. Maintain the trainees' attendance.
13. Conduct the session (theory or practical).
14. Maintain the CA for each module.
15. Provide theory assignment as per QMS format
16. Provide at least one or two project work as per QMS format
17. Evaluate the project work by panel members (minimum of three) and maintain the record
18. Instruct the trainees to record daily tasks and activities in the trainee's logbook.
19. Verify the trainee's logbook weekly.
20. Submit the trainee's logbook weekly.
21. Verify the trainee's logbook submitted by instructors.
22. Maintain allotted training vehicle for the smooth functioning of the training program.
23. Monitor the training vehicle allotted to instructors.
24. Submit the monitoring report to the principal.
25. Submit the M&E report for each module to the principal.
26. Provide remedial classes as per the M&E report and maintain a record.
27. Prepare module assessment resources as per the training plan.
28. Conduct module assessment as per assessment guidelines.
29. Prepare institutional assessment resources as per the curriculum.
30. Conduct institutional assessment.
31. Maintain the allocated rooms/workshops as per allocation.
32. Maintain the progress chart after every module

### ROLES AND RESPONSIBILITIES OF PRINCIPAL

1. Verify the weekly plan and training plan and maintain a record.
2. Verify the lesson plan of HODs.
3. Monitor training delivery and institutional assessment.

### ROLES AND RESPONSIBILITIES OF DEPARTMENT HEAD

- 1 Chair departmental meeting.
- 2 Verify the weekly plan and training plan.
- 3 Verify lesson plan.
- 4 Verify the trainee's logbook submitted by instructors.
- 5 Submit the monitoring report to the principal.
- 6 Monitor module and institutional assessment.
- 7 Appoint a minute recorder before every meeting.
- 8 Submit the trainee's logbook monthly to the principal.

- 9 Attend auditing.

## ROLES AND RESPONSIBILITIES OF TRAINER

- 1 Record minutes of the meeting.
- 2 Develop weekly or monthly plans as per the QMS format and curricula.
- 3 Develop a training plan per the QMS format and curricula training hours.
- 4 Submit one copy each to HoD.
- 5 Requisition the required training materials as per the weekly plan.
- 6 Develop lesson plan and task sheet.
- 7 Develop or design instructional materials.
- 8 Prepare for session delivery.
- 9 Maintain the attendance of the trainees.
- 10 Conduct the session (theory or practical).
- 11 Maintain CA in every module (theory and practical).
- 12 Provide theory assignment as per QMS format.
- 13 Provide project work as per QMS format.
- 14 Evaluate the project work involving panel members and maintain the record.
- 15 . Instruct the trainees to record daily tasks and activities in the trainee's logbook.
- 16 Verify the trainee's logbook weekly.
- 17 Submit the trainee's logbook monthly to HoD.
- 18 Maintain allotted training equipment for the smooth functioning of the training program.
- 19 Prepare module assessment resources as per the training plan.
- 20 Conduct module assessment.
- 21 Prepare institutional assessment resources as per the curriculum.
- 22 Maintain the allocated rooms/workshops as per allocation.
- 23 Maintain the progress chart after every module.
- 24 Attend auditing.

Annex 7 – Lesson Plan format

Annex 8 – Task sheet format

Annex 9 – Practical Task sheet format

## MAINTENANCE OF TRAINING EQUIPMENT

Maintaining training equipment well is one of the most critical aspects of showcasing the quality of training programs. Adequately serviced, clean and well-maintained equipment will enable the delivery of quality training. The institute is equipped with expensive and sensitive equipment and, from the safety and operation point of view, requires periodic maintenance. Therefore, a maintenance in-charge will coordinate the installation and maintenance of training equipment.

## STANDARD OPERATING PROCEDURE

- 1 Prepare semestrial preventive maintenance schedule.
- 2 Verify the preventative maintenance schedule plan.
- 3 Submit one copy each to HoD and Principal.
- 4 Allocate the overall equipment cleaning schedule and responsibility.
- 5 Brief the trainees regarding the cleanliness of the training equipment maintenance.
- 6 Monitor the cleanliness of training equipment daily.
- 7 Allocate and maintain the training equipment maintenance chart.
- 8 Prepare a maintenance checklist based on experience or manufacturer's recommendation.
- 9 Carry out maintenance as per schedule.
- 10 Tag "UNDER MAINTENANCE" label in the equipment if the parts are removed and under the process of repair.
- 11 . Requisition and replace the parts.
- 12 . Test or operate the equipment after carrying out maintenance.
- 13 Remove the tag "UNDER MAINTENANCE".
- 14 Update the maintenance schedule chart.
- 15 Assess the maintenance of equipment monthly.
- 16 Submit the report to HoD and the Principal for further recommendations.
- 17 Report on training equipment problems to the maintenance in charge.

## ROLES AND RESPONSIBILITIES OF HEAD OF DEPARTMENT

- 1 Verify the periodic maintenance schedule.
- 2 Assess the maintenance of equipment monthly.
- 3 Submit the report to the management for further recommendations.

## ROLES AND RESPONSIBILITIES OF MAINTENANCE IN CHARGE

- 1 Prepare semestrial preventive maintenance schedule.
- 2 Allocate the overall equipment cleaning schedule and responsibility
- 3 Brief the trainees regarding the maintaining of cleanliness of the training equipment.
- 4 Monitor the cleanliness of training equipment daily.
- 5 Allocate and maintain the training equipment maintenance chart.
- 6 Prepare a maintenance checklist based on experience or the manufacturer's recommendation.
- 7 Coordinate the maintenance as per schedule.
- 8 Update the maintenance schedule chart
- 9 Re-schedule and carry out the maintenance.

## ROLES AND RESPONSIBILITIES OF TRAINER

- 1 Assist in carrying out the maintenance of equipment as per schedule.
- 2 Inform the maintenance in charge of the breakdown of the training equipment.

## INDUSTRIAL LIAISON PUBLICITY AND PLACEMENT UNIT (ILPU)

The Industrial Liaison, Publicity and Placement Unit (ILPU) provides independent analysis and judgment to develop, coordinate, and supervise complex and varied administrative tasks to determine exemplary career services to the trainees. ILPU aims to build a strong partnership bond with the industry through OJT or Industry Attachment placements and other exchange programs. It also advocates the institute's roadmap through different modes and means to educate the public and the youth about TVET and career choices. The ILPU consists of a committee chaired by the principal, supported by a focal person and a member from each Department for smooth functioning.

## STANDARD OPERATING PROCEDURES

### *Industry Institute Interaction (III)*

- 1 Establish and cultivate strong Industry partnerships through a proper Memorandum of Understanding.
- 2 Build and manage a strong and sustainable on-the-job training program.
- 3 Plan and execute an industrial tour and staff attachment for trainees and Staff.
- 4 Coordinate guest lectures from the industry personnel.
- 5 Coordinate short-term professional development training in collaboration with the partner Industries.
- 6 Review the attachment plan as per the report.
- 7 Facilitate regional/international collaboration.
- 8 Conduct a pre-visit to the industries for relevant company attachment or OJT.

### *Mentoring*

- 1 Provide trainees with fundamental marketable skills and an understanding of what possible career options are available to them.
- 2 . Assist trainees in building their transition plans, helping them develop self-advocacy, independence and professional skills.
- 3 Mentor trainees throughout their OJT cycle to understand the intricacies of a professional work setting (e.g., how to dress, answer the phone, communicate with one's supervisor, etc).
- 4 Administer monthly monitoring of the trainees on on-the-job training.
- 5 Provide accountability by checking attendance and punctuality and following up with trainees as required.
- 6 Cultivate partnerships and identify OJT sites aligned with trainee interests and transition

- plans.
- 7 Develop and control logbooks and program materials for partner organisations.
- 8 Communicate bi-weekly with each supervisor to answer questions and address concerns.
- 9 Conduct a tracer study, evaluate the result and share the result with the staff.
- 10 Record database of job profiles of various occupations and disseminate information to all trainees and staff.
- 11 . Work in line with QMS guidelines

#### ***Reporting system***

- 1 Report ILPU service tour/visit verbally and in writing by the visiting team
- 2 Report to the management after every visit.
- 3 Make the summary report in the quarterly review meeting.
- 4 Facilitate the OJT presentation.

#### ***Advocacy and publicity***

- 1 Plan and advocate in public settings (schools and public gatherings).
- 2 Plan, prepare and distribute Institute leaflets.
- 3 Plan, prepare and print the Institute newsletter.

#### ***Employment services***

- 1 Planned, prepared, and facilitated in-campus recruitment and employment program of graduates.
- 2 Facilitate the CV, medical certificate, and security clearance for employment.
- 3 Facilitate self-employment.
- 4 Facilitate funds activities or programs
- 5 Facilitate finding temporary jobs for trainees during vacations.

### **ROLES AND RESPONSIBILITIES OF CHAIRPERSON**

- 1 Chair the ILPU-related meeting.
- 2 Maintain the discipline of ILPU members.
- 3 Provide direction and guidance.
- 4 Solve any issues related to OJT and industry attachment.
- 5 Seek approval for OJT monitoring.

### **ROLES AND RESPONSIBILITIES OF FOCAL PERSON (ILPU)**

- 1 Coordinate the ILPU-related meeting
- 2 Plan yearly ILPU activities
- 3 Endorse facts and figures of ILPU reports
- 4 Propose an ILPU-related budget.

- 5 Ensure the quality of OJT or company training placements and intervene if necessary.
- 6 Plan and execute ILPU-related professional development activities.
- 7 Communicate plans in advance with management, members, and Industries.
- 8 Maintain ILPU documents as per QMS guidelines
- 9 Attend QMS auditing.
- 10 Facilitate and coordinate life skill classes.
- 11 Coordinate OJT briefing and Industrial tour norms.
- 12 Forward any correspondence to the ADM for necessary action.
- 13 Initiate regional and international collaboration.
- 14 Conduct OJT visit as per plan.

## ROLES AND RESPONSIBILITIES OF MEMBERS

- 1 Maintain meeting minutes on a turn-wise basis as appointed by the focal person/chairperson.
- 2 File a copy of the minutes in the ADM office for future reference.
- 3 Support the coordinator on ILPU activities.
- 4 Venture into new areas of Industry Institute Interaction.
- 5 Design and indent ILPU-related posters for advocacy within and outside the campus.
- 6 Assist in the execution of regional and international collaboration.
- 7 Conduct OJT monitoring as per plan.

## OCCUPATIONAL HEALTH AND SAFETY GUIDELINES

Safety guidelines ensure that the institute complies with the Occupational Health and Safety guidelines. It provides guidelines for establishing and implementing programs to reduce workplace risk and hazards, protect lives and promote society's overall health.

## STANDARD OPERATING PROCEDURE

- 1 Ensure that all reasonable steps are taken to prevent accidents.
- 2 Ensure that all instructors and trainees are instructed in the procedures and requirements of Occupational Health & Safety.
- 3 Familiarize with Occupational Health & Safety guidelines about health and safety.
- 4 Ensure all accidents are reported and investigated.
- 5 Review all accidents and near misses, determining root and primary causes, with suggestions/implementation of changes to prevent re-occurrence.
- 6 Ensure all instructors, in-charges and trainees are trained in occupational health and safety (OHS)
- 7 Ensure that first aid facilities are available at all time
- 8 Maintain the OHS Incident Report form

## ROLES AND RESPONSIBILITIES OF TRAINERS

- 1 Ensure trainees' safety is advocated and maintained.
- 2 Seek prior permission from the institute administration to take trainees for a short tour
- 3 Create awareness of different types of disasters (like earthquakes, fires, landslides, outbreaks of communication diseases, etc.)
- 4 Maintain classrooms, workshops, and any playground or recreational space accessible to sharp and harmful objects.
- 5 Respond to accidents and notify the superior.
- 6 Carry out risk assessments.
- 7 Record and submit the incident report to the OHS focal person.
- 8 Ensure all incidents, accidents and near misses are investigated within three working days.
- 9 Orient the location of fire extinguishers.

## ROLES AND RESPONSIBILITIES OF OHS FOCAL PERSON

- 1 Display safety notices, OHS information and safety signs in prominent places on the campus.
- 2 Coordinate safety meeting.
- 3 Plan and develop an annual safety work plan.
- 4 Maintain injury records.
- 5 Attend auditing.
- 6 Maintain first aid box.
- 7 Maintain appropriate workshop gear.
- 8 Record and submit the incident report to the management.
- 9 Carry out any official work related to OHS assigned by the superior.

**Instructions:** Instructors/ In-charges should use this form to report all work-related injuries, illnesses, or “near miss” events (which could have caused an injury or disease) – no matter how minor. This helps us to identify and correct hazards before they cause serious injuries.

## DISASTER MANAGEMENT

Disaster Management is responsible for the mitigation, preparedness, response, and recovery when TTI Chumig encounters any disaster of natural calamities or artificial (human error) disasters. The members should comprise six members headed by the Principal/ Vice Principal as a chair. This SOP will address the following agendas:

- ❖ To use Institute resources to **protect** and **prevent** potential emergencies whenever possible and deal efficiently with the effects of these events if they occur
- ❖ To **respond** to save lives and protect properties



- ❖ To promote a means to **recover** and **resume** the everyday mission and critical business functions
- ❖ To **provide** and **support** health, safety and primary care services
- ❖ To **assess** damages
- ❖ To restore **essential** programs and general campus operations

## STANDARD OPERATING PROCEDURE

- 1 Develop disaster management plans and activities.
- 2 Identify possible hazards and risks.
- 3 Activate the incident command system in case of a major disaster on campus.
- 4 Coordinate and conduct the disaster drill quarterly with all the trainees.
- 5 Coordinate and conduct half-year disaster drills with the Chumig family (Staff, Trainees and families).
- 6 Conduct firefighting mock drills and use of equipment every year.
- 7 Invite the guest lecture on Disaster Management and First Aid.
- 8 Provide First Aid training to the trainees.
- 9 Install fire extinguishers in prominent locations and ensure the equipment is functional.
- 10 Maintain and ensure the fire hydrants are functional on the campus.
- 11 Ensure the emergency contact numbers of the core management are displayed in a prominent place.
- 12 Maintain and update the Institute emergency evacuation map.
- 13 Maintain a fire-sand area in a potential fire zone area.
- 14 Ensure training labs and workshops have one first aid corner with appropriate tools and medications.
- 15 Assist the OHS focal person in equipping the first aid and recovery room with essential first aid equipment and a stretcher.
- 16 Inspect the escape route weekly.
- 17 Ensure that the institute has a VHF wireless phone and proper call signs assigned.

### *Emergency Contact Numbers*

Nationwide		In campus
BPC for emergencies:	1250	Principal Office: 03-641301
Fire Department for fire disasters:	110	Account Section: 03-641386
Police for crime reporting:	113	Adm Section: 03-641300
Hospital ambulance service:	112	Store: 03-641302
Traffic Police Division:	111	
Forest fire:	211	Email: <a href="mailto:tti.chumey@gmail.com">tti.chumey@gmail.com</a>
Telecom inquiry:	1600	Website: <a href="http://www.ttichumey.bt">www.ttichumey.bt</a>

## ROLES AND RESPONSIBILITIES OF CHAIRPERSON

1. Chair the meeting and control the resolution

## ROLES AND RESPONSIBILITIES OF SECRETARY

1. Overall planning, coordination and supervision of the Disaster Management initiatives, including Disaster Management Programs in the institute.
2. Release the meeting agenda.
3. Maintain meeting minutes turn-wise, ensuring to submit a copy to ADM for record.
4. Summarize the activities in the general staff quarterly meeting.

## ROLES AND RESPONSIBILITIES OF MEMBER

1. Execute the activities addressed in the SOP based on the annual plan
2. Propose the budget for disaster-related activities
3. Report the progress of activities in writing to the Chairman

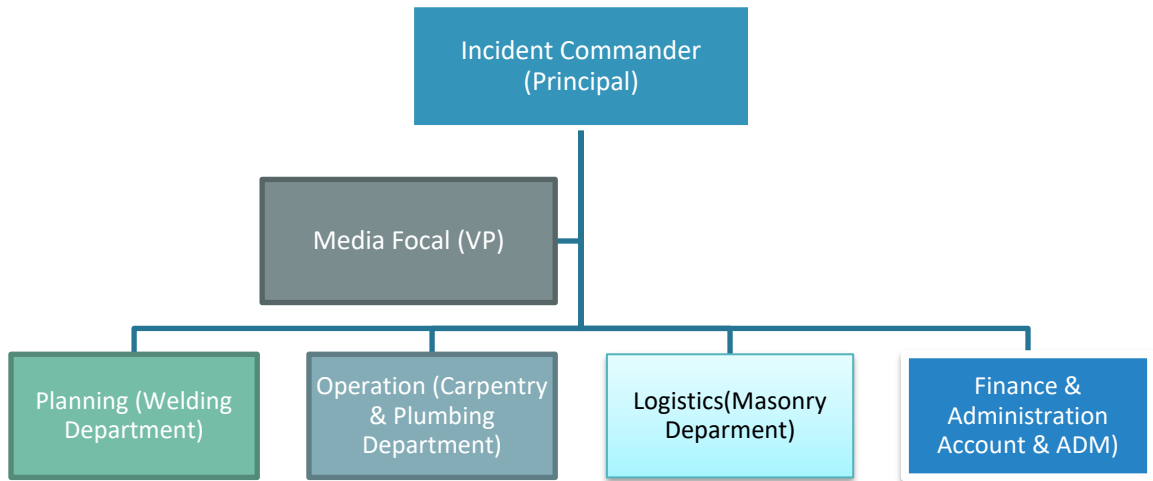
## INCIDENT COMMAND SYSTEM

The TTI Chumig incident command system will have five primary management functions as the foundation during the disaster. These functions are:

- a. Incident Commander**  
Sets the incident objectives, strategies, and priorities and is responsible for the incident.
- b. Operation Unit**  
Conduct operations to reach the incident objectives. Establish the tactics and direct all operational resources.
- c. Planning Unit**  
Support the incident action planning process by tracking resources, collecting/analysing information and maintaining documentation.
- d. Logistics Unit**  
Provide resources and needed services to support the achievement of the incident objectives.

**e. Finance & Administration Unit**

Monitors costs related to the incident. Provides accounting, procurement, time recording, and cost analyses.



## STANDARD OPERATING PROCEDURE

1. Ensure to report to ICs hourly on the operation status; however, they should be contacted as deemed fit in an emergency.
2. Ensure that only the media focal person shares the information with the media.
3. Ensure that you report to the media focal person hourly.
4. Prohibit any population entering the disaster-stricken areas.
5. Mobilize the resources from the departments.

## ROLES AND RESPONSIBILITIES OF IC (PRINCIPAL)

1. Manage the incident by establishing objectives, planning strategies and implementing tactics.
2. Manage ICS management functions.
3. Assess outcomes to determine the effectiveness of the incident action plan.
4. The IC will report to Dasho Dzungdag and the Director of the Technical Department.
5. Education is the priority, and I will also respond to queries from any relevant agencies.

## ROLES AND RESPONSIBILITIES OF MEDIA FOCAL PERSON

1. Authorize the release of information to the news media.
2. Request for additional resources.
3. Use of volunteers and auxiliary personnel and release of resources.
4. Get information from the Incident Commander.

## ROLES AND RESPONSIBILITIES OF OPERATION SECTION

1. Manage all incident-specific operations of an emergency response.
2. Expand as dictated by the number of resources involved in the response and the span of control.
3. Depute personnel to safeguard the institute's properties from theft and vandalism.
4. Back up the faculty of the Automobile Department.

## ROLES AND RESPONSIBILITIES OF PLANNING SECTION

1. Collect, monitor, evaluate, and disseminate information relating to the response effort.
2. Develop and update the Incident Action Plan throughout the response.

## ROLES AND RESPONSIBILITIES OF THE LOGISTICS SECTION

1. Provide a basic, comfortable situation addressing the food, clothing and shelter during the emergency.
2. Ensure the total safety of the evacuated population within the relief camp.
3. Provide the evacuees with first aid and medical assistance and ensure no other disease outbreaks within the relief camp.
4. Provide transportation services.

## ROLES AND RESPONSIBILITIES OF AFD

1. Manage as many resources regarding financial aid or goods as possible to curb the disaster phase.
2. Maintain total transparency and bookkeeping to be accountable for future queries.

## ESTATE MANAGEMENT

Estate Management is the top level in the AFD department. They work directly with the management to plan and execute the overall management of property and service. Estate Managers typically set the service standard and are responsible for hiring, training, and managing staff to meet the organisation's service needs.

## STANDARD OPERATING PROCEDURE

1. Oversee the development of the estate
2. Organize repairs and maintenance
3. Ensure that all the facilities within the estate are properly utilized
4. Assess and evaluate the condition of existing infrastructure and facilities once a year
5. Plan and execute annual properties maintenance

## ROLES AND RESPONSIBILITIES OF ESTATE MANAGER

1. Plan and maintain routine and regular inspection of the buildings, water supply, electricity and sanitation facilities
2. Attend queries and problems raised by tenants/occupants.
3. Execute proper handing and taking over of the buildings and fittings.
4. Keep good working relations with the municipal authorities, power Department and telecommunication in availing required facilities from them
5. Coordinate payment of land tax on time
6. Record the maintenance of properties.
7. Attend auditing
8. Carry out any official work assigned by the supervisor

## STORE MANAGEMENT

A store manager oversees a store's daily operations, ensuring it runs smoothly and effectively.

### STANDARD OPERATING PROCEDURE

1. Maintain housekeeping.
2. Maintain stock and fixed assets register.
3. Update the stock balance at all times.
4. Procure and store materials, tools and equipment on time in compliance with the needs of the Department/institute.
5. Maintain good issue notes (GIN) and Good Received notes (GRN).
6. Dispose of the unserviceable tools, materials and equipment with proper formalities.
7. Keep the store neat and clean.
8. Maintain vehicle history sheets.
9. Prepare, float and collect quotation documents with proper formalities
10. Maintain the details in stock ledger.

### ROLES AND RESPONSIBILITIES OF PROCUREMENT IN-CHARGE

1. Procure the tools, materials and equipment on time in compliance with the needs of the Department/institute as per the indent form.
2. Prepare the supply order as per the indent form
3. Prepare the plans for purchasing and placing supply orders.
4. Prepare and float annual quotation
5. Coordinate the opening of the tender, evaluate the quotation, and award the tender.
6. Prepare the limited enquiry and direct quotation
7. Negotiate all purchases complying with the government's PRR Standards.
8. Maintain inventories and pricing records according to GIMS.
9. Maintain E-procurement

10. Prepare an evaluation report
11. Attend auditing
12. Carry out official work assigned by supervisor

### ROLES AND RESPONSIBILITIES OF STORE IN-CHARGE

1. Receive the deliveries of goods in an orderly manner.
2. Maintain the records of goods and inventories.
3. Maintain the housekeeping
4. Maintain vehicle history sheets
5. Maintain personal relationship
6. Update stock ledger as per the excellent issue note
7. Maintain daily record of issues and return of SST, tools and equipment
8. Coordinate to verify the goods received
9. Maintain and enter bills in the stock ledger
10. Forward the bills for payment
11. Maintain the good receiving note
12. Update the stock balance at all times.
13. Maintain records and dispose of unserviceable tools, materials and equipment
14. Attend auditing
15. Carry out any official work assigned by the supervisor.

### REQUISITION OF MATERIALS

To systematically issue and procure training materials for the store, the instructors should put up requisitions based on the training plan, curriculum, and requirements in advance. The store in charge should also maintain specific numbers of training materials in stock to help the other instructors use during emergency requirements. The instructors should also share the training materials to solve the above issues.

### STANDARD OPERATING PROCEDURE

1. Discuss the same topic/module with the instructors teaching it and list the required training materials.
2. Fill out the requisition form referring to the quotation list 50 days before the commencement of the training.
3. Prepare a note sheet if the required items are not listed in the quotation list.
4. Get verified/signed by the concerned HOD, Store in-charge, Accountant and Principal.
5. Check and verify the duly filled requisition form before preparing the supply order.
6. Issue the training materials as per requirement.
7. Fill out the good issue note and get it verified/signed by the HOD and Principal.
8. Maintain the good issue note and requisition form.
9. Maintain the stationaries items in stock.

## ROLES AND RESPONSIBILITIES OF TRAINERS

1. Ensure to discuss the same topic/module with instructors teaching and list the required training materials.
2. Fill out the requisition form referring to the quotation list 50 days before the commencement of the training.
3. Prepare a note sheet if the required items are not listed in the quotation list.
4. Get verified/signed by the concerned HOD, Store in-charge, Accountant and Principal.

## ROLES AND RESPONSIBILITIES OF STORE IN-CHARGE

1. Check and verify the duly filled requisition form.
2. Prepare supply order.
3. Dispatch supply orders to the suppliers and follow up.
4. Facilitate verifying goods with the goods receiving committee.
5. Issue the training materials as per requirement.
6. Maintain stock ledger and receive notes.
7. Maintain the good issue note and requisition form.
8. Ensure that stationery items are maintained in stock.

## ASSESSMENT GUIDELINES

An assessment aims to certify trainees' learning through reliable and transparent methods. The following guidelines will help design assessments and certify the trainees' learning. These guidelines shall apply to all the teaching faculty, the assessment committee, and institute trainees.

**Definition** as per these guidelines:

- a. Chairperson means the head of the institute; Principal.
- b. Deputy Chairperson means the second in command; Vice-principal.
- c. HoD means the Head of the Department.
- d. Teaching faculty means any person entrusted with the teaching responsibility.
- e. The assessment committee is the group of members entrusted with executing assessments within the institute and controlling the fairness of assessments.

### **Appointment** of Assessment Members

For the smooth running of the whole assessment system, the concerned person has been categorized into various designations and groups, as shown below, along with an individual's and group's duties and responsibilities.

The Assessment Committee shall be composed of seven members and appointed in the general staff meeting.

- a. Assessment Coordinator
- b. One member from each department

### **Mode of Assessment**

1. Assessment is conducted at the end of each module with the due information to the assessment coordinator by the concerned teaching faculty.
2. The record of the module assessment should be kept with the concerned teaching faculty and made available for auditing and result compilation at the end of the course.
3. The learning progress of the trainees based on the module assessment should be communicated in the Module Progress Chart (Smart Board).
4. Institutional Assessment is conducted at the end of the course.
5. The chairperson should monitor Institutional Assessment.

### **Eligibility Criteria for Assessment**

1. Trainees should obtain a minimum of 90% class and workshop attendance in all the subjects.
2. In case of illness, trainees should produce authentic medical documents from a competent authority and a certificate of fitness. However, if trainees halt their studies due to medical leave for over a month, they will be declared medically unfit and compelled to repeat the courses.
3. If trainees fail to obtain the minimum attendance requirement for official reasons like representing the institute/country in sports and cultural competitions, etc., it will be relaxed by the chairperson as deemed necessary.

### **Criteria to Qualify the Course**

1. Trainees should obtain a minimum percentage of 40% in theory and 60% in practical to qualify for the course.
2. Trainees should obtain a pass percentage of 40% in all academic subjects.
3. To qualify for the course, trainees who fail to fetch the required percentage in their assessment should acquire the eligible marks from the supplementary evaluations.
4. Trainees must pass the OJT component as well.
5. Trainees must complete OJT duration at their own expense if they fail to attend arranged by the Institute.



### **Approach of Supplementary Assessment (Re-assessment)**

1. Supplementary Assessment will be conducted during the last winter/summer vacation week. However, conferring on the readiness of trainees can be completed right after the primary assessment.
2. Trainees who fail to clear the reassessment paper will be declared 'not yet competent' and assigned to clear their assessment after one year for long-term courses and after half a year for short-term courses with their forthcoming batch.
3. From the supplementary assessment, only the required pass mark of 40% in theory & Academic subjects and 60% in practical assessments will be taken to compile the trainee's results.

### **Eligibility criteria for Supplementary Assessment (Re-assessment)**

1. Trainees failing in not more than two practical and theory assessments will be eligible to appear for the supplementary assessment.
2. Trainees failing to obtain pass marks in not more than two academic subjects.
3. Trainees who are eligible for assessment but fail to appear in the evaluation on medical grounds will be eligible for supplementary assessment only with the consent of authentic medical documents from a proficient authority and a certificate of fitness.
4. The trainees who fail to acquire the required attendance in the industrial attachment will be qualified to sit for reassessment upon producing an OJT certificate.
5. The trainee declared not yet competent due to unethical practices in the assessment will be eligible to sit for reassessment by submitting a statement of commitment to follow the assessment rules and regulations strictly.

### **Eligible criteria for repetition of the course**

1. Trainees suffering from illness for more than one month will be eligible to repeat the course as per their willingness.
2. Trainees who do not satisfy the minimum attendance requirement in core and soft skills for long-term courses and core skills for short-term courses can repeat the course.
3. Trainees who cannot clear the reassessment papers will be scheduled to repeat the course.
4. Trainees failing in more than three assessments, including the practical and theory assessments, will be eligible to repeat the course.

5. The trainee who fails to clear the supplementary assessment for academic subjects.
6. The trainee who fails in three or more academic subjects.

### **Mode of Industrial Attachment**

1. The duration of industrial attachment for the long-term and short-term courses is three months and two months, respectively.
2. Trainees with an attendance shortage of more than one week for industrial attachment should be accountable for producing the authentic certificate at their expense to qualify for assessment.

***Note:** Trainees who fail to obtain required attendance in OJT should report to the institute before the date of institutional assessment to confirm their seats, fulfilling clause G (2)*

### **Use of Unfair Means**

1. Trainees adopting unfair means for any subject in a test/Assessment will be declared as “Not Yet Competent”.
2. They will be eligible to sit for reassessment if they submit a statement of commitment to follow the exam rules and regulations strictly.

The following will be considered unfair means by the assessment committee: -

1. Carry any written material into the assessment hall.
2. Changing the allotted seat.
3. Conversing/Discussing with friends.
4. Helping or taking help from friends or assessors.
5. Exchanging materials/answer scripts or other things inside the assessment hall.
6. Copying or attempting to copy the work of others.

### **Review/Re-Evaluation of Answer Scripts and observation checklist**

1. If a trainee is unsatisfied or needs clarification regarding the evaluation of their answer scripts, they may express in writing to the Chairperson along with the re-evaluation fee of Nu. 200/- per module/ subject within one week of the result declaration. Subsequently, the Assessment Committee and the concerned subject Instructor shall review the answer script and observation checklist. However, the review will be limited to the following actions:
  - a. Check if any question or checklist thereof was left without correction.
  - b. If any mistake was committed in adding the marks allotted to each

question in the answer script and the observation checklist.

- c. Verify the total marks.
2. Appropriate disciplinary action will be taken against the individual Instructor who is found to have committed any mistake in their evaluation due to negligence, lack of seriousness, or partiality.
3. The whole exercise will be executed in the presence and under the supervision of the chairperson/deputy chairperson only.

### Continuous Assessment Marks

1. For national Assessment, the distribution of marks for CA will be as follows:

- i. Institutional assessment - 80
- ii. Attendance - 10
- iii. Social competence -10
  1. Teamwork 02
  2. Interpersonal Relations 02
  3. Attitude 02
  4. Punctuality 02
  5. Social co-curricular activities 02

Attendance	0-60%	61%-70%	71%-80%	81% - 90%	91% - 95%	96% - 100%
Marks	00	03	05	07	09	10

2. For the institutional assessment, the following shall be applied.
  - ❖ OJT – 20 marks
  - ❖ Academic subject-10% (For long term courses)
  - ❖ *Note: Institutional assessment will be converted to 10% as CA for National Assessment.*
3. Award of module recognition certificate
  - i. Trainees should obtain 50% in theory and 50% in the practical assessment for each module.
  - ii. Trainees will be awarded the module recognition certificate after completion of each module.

## **Assessment Norms**

While appearing for any assessment, the trainees should strictly adhere to the following norms: -

1. Each trainee should carry their pens, pencils, and other required materials.
2. They should not possess any forbidden materials (Electronic devices and any written paper) while sitting for assessment.
3. The trainees should move within the Assessment Hall as noiselessly as possible to keep up the ethics and etiquette of the Assessment Hall.
4. The trainees should read the question papers thoroughly within the first 15 minutes and get their doubts cleared by the assessor/subject in charge.
5. The trainees shall write their details on the assessment sheet demanding consultation or conversing with anyone during the h will lead to immediate expulsion from the assessment hall.
6. Answer script should be submitted only after one and a half hours from the commencement of the assessment.
7. Submission of the answer script should be done in total silence and orderly.
8. Trainees are not allowed to leave the assessment hall during the assessment period, before one and a half hours for 2 hours papers and before 2 hours for 3 hours papers. However, if a trainee happens to be ill, he/she should obtain the necessary written permission from the assessor and inform the assessment supervisor accordingly.
9. If a trainee falls ill in the assessment hall and cannot continue the Assessment, they will forgo the chance for the particular assessment and need to sit for reassessment.
10. If a trainee does not submit their answer script, a warning letter will be issued and “Zero” marks will be awarded in the particular subject.
11. The attendance cum answer script checklist has to be signed by the candidate upon the submission of the paper.
12. An answer script without personal information will lose five marks from the total marks scored by the individual trainee.
13. If question numbers are not reflected in the answer script, no marks will be awarded for an objective-type question, and half of the scored marks for a subjective-type question will be deducted.
14. The candidate must adhere to occupational health and safety rules during the practical assessment.
15. The candidate must not talk to or disturb other candidates once the assessment has started.

## STANDARD OPERATING PROCEDURE FOR INSTITUTIONAL ASSESSMENT

### ***Pre-assessment activities:***

1. Plan an assessment schedule in consultation with the management and head of the department.
2. Issue and dispatch notice to develop assessment resources before one month of assessment.
3. Issue and dispatch the assessment timetable one week before the assessment schedule.
4. Circulate a copy of the assessment notice to the principal, HoD, staff, and trainees.
5. Display the notice and timetable on the notice boards.
6. Develop assessment resources using the prescribed format (Annexures 1, 2 & 3) and submit them to the assessment coordinator.
7. Carry out the moderation of the assessment resources.
8. Carry out validation of the assessment resources.
9. Make the required copies of question papers and keep them secured.
10. Indent the materials required for the assessment.
11. Arrange the hall for both practical and theoretical assessments.
12. Issue materials required for the practical assessment from the store.
13. Brief the trainees regarding the dos and don'ts of assessment.

### ***During assessment:***

1. Collect the complete set of assessment resources from the assessment coordinator.
2. Carry out pre-assessment meetings to familiarize and confirm the questions.
3. Conduct the assessment as per the guidelines.
4. Obtain the signature of the candidate in the attendance sheet provided.

### ***Post assessment activities:***

1. Submit the trainees' attendance sheet signed by the Principal/Vice Principal and assessors/invigilators.
2. Check the observation checklist signed by the assessors.
3. Arrange the theory answer scripts and observation checklist in sequence and submit it to the assessment coordinator.
4. Rearrange the assessment hall.
5. Distribute the theory answer sheets to the person in charge of evaluation.
6. Compile the continuous assessment marks to prepare the result of the institutional assessment.
7. Prepare and declare the institutional assessment results.
8. Maintain a safe record of assessment documents.

## ROLES AND RESPONSIBILITIES OF ASSESSMENT COORDINATOR

1. Prepare the schedule for assessments and submit the same to the Principal/Vice Principal on time.
2. Issue notice for the development of the assessment resources.
3. Prepare the assessment roster for the teaching staff and trainees.
4. Collect question papers and marking schemes as per the schedule.
5. Appoint an assessment supervisor for the assessment.
6. Coordinate the moderation of assessment questions as per the assessment notice.
7. Make arrangements for reproducing the required number of copies of question papers.
8. Calculate the attendance requirements of trainees to sit for assessment before one week of the assessment.
9. Conduct the follow-up action if the trainees fail to obtain 90% attendance.
10. Coordinate the assessment.
11. Arrange cross and random checking of corrected assessment answer scripts and observation checklists.
12. Collect and compile mark sheets from the various subjects in charge.
13. Prepare results and maintain the records.
14. Collect and submit the assessment fee to the BQPCA two weeks before the National Assessment.
15. Compile the trainees' details per the standard format provided by the Assessment and Certification Division and submit it to the department two months before the National Assessment.
16. Prepare continuous assessment (CA) for the national evaluation and submit it to the Assessment and Certification Division one week before the National Assessment.
17. Indent the materials required for both institutional and national assessment.
18. Prepare and declare institutional assessment results.
19. Maintain confidentiality of the assessment records.
20. Delegate and assign tasks to the members of the committee.
21. Brief the assessment guidelines to the trainees at the course's beginning.
22. Facilitate the arrangement of logistics for national assessment.
23. Nominate/appoint the assessment supervisor.
24. Attend QMS auditing.

## ROLES AND RESPONSIBILITIES OF ASSESSMENT SUPERVISOR

1. Coordinate the seating arrangements for theory assessment and setting the practical assessment hall.
2. Ensure that the complete set of Assessment Resources (AR) is received before the commencement of the assessment.
3. Brief the trainees regarding the dos and don'ts of assessment.
4. Check the trainees' attendance during assessment times and submit them to the

assessment coordinator on completion of the assessment.

5. Check the trainee's attendance sheet signed by the monitoring team and submit it to the Assessment Coordinator.
6. See the orderly collection of answer scripts and observation checklists and submit them to the assessment coordinator.

## ROLES AND RESPONSIBILITIES OF ASSESSMENT COMMITTEE MEMBERS

1. Arrange the theory assessment hall and set the practical assessment hall.
2. Carry out the question paper moderation. Assist the Assessment Coordinator as and when required for the smooth running of the whole assessment system.
3. Collect the answer script and observation checklist from the Assessment supervisor based on the trainees' list.
4. Segregate the papers section-wise and hand them over to the concerned instructors for correction in consultation with the assessment coordinator.
5. Archive the Assessment sheets and hand them over to the assessment coordinator for the record.
6. Maintain confidentiality of assessment marks and proceed until the results are officially declared.

## ROLES AND RESPONSIBILITIES OF ASSESSOR(S)

1. Ensure justice while evaluating the answer script of trainees (in case they are found guilty, appropriate disciplinary actions will be taken against an individual instructor).
2. Plan and gather necessary materials, tools, and equipment, including safety gear.
3. Notify trainees of any resources they need to bring during the assessment.
4. Take the trainees' attendance.
5. Observe the procedure and evaluate the performance of the candidates in case of practical assessment.
6. Ensure that the observation checklist is signed.
7. Hand over the remaining materials and tools to the store and assessment coordinator.
8. Ensure the workplace is rearranged and cleaned after the assessment.
9. Ensure the confidentiality of sensitive information and marks obtained by individual trainees.
10. Ensure that the conflict of interest is declared before the assessment.

## ROLES AND RESPONSIBILITIES OF SUBJECT TEACHER

1. Develop the two- and three-hour trade theory assessment questions for Engineering Drawing and Academic subjects.

2. Allot 70% for objective type questions and 30% for subjective type following Bloom's Taxonomy.
3. Submit the written assessment papers along with marking schemes.
4. Develop the assessment resources for the practical assessment for all modules based on the Criterion-Referenced Test.
5. Develop the assessment resources per the format in the annexure.
6. Ensure to be present in the assessment hall before fifteen minutes to clear any doubts the trainees may have.
7. Ensure justice while evaluating the trainee's answer scripts. (If found guilty, appropriate disciplinary action will be taken against an individual instructor by the Principal/Vice Principal).
8. Maintain the module assessment and assignment marks record per the prescribed format. (Annexure)
9. Maintain secrecy of the assessment resources.
10. Ensure to declare the conflict of interest.

## STAFF LEAVE POLICY

1. Staff are entitled to various forms of leave as per the BCSR 2023 clause 8.2, such as casual, extraordinary, paternity, medical, study, bereavement, annual, preparatory, medical escort, and maternity leave. However, any leave should not be claimed as a matter of right except for maternity, paternity, bereavement, and emergencies that could not have been anticipated.
2. Trainers/teachers need to assign a substitution and provide tasks to the trainees to keep them engaged meaningfully in their absence.
3. Staff applying for leave must fill out the form (Leave application form 8/A) before availing the rest and get it sanctioned by the principal or immediate officiating principal.
4. Staff on leave must ensure the institute is not affected in their absence.
5. Any key role, be it in terms of service or infrastructure, should be handed over to an equally competent colleague.
6. In case of leave availed for more than ten days by staff, the extra leave days will be adjusted from their earned leave or treated as extraordinary leave with prior approval from the relevant agency.
7. During emergencies, the staff must inform through the official institute group chat and consider the leave to be made by the management according to the degree of seriousness. However, the concerned staff should complete the leave form and get approval upon arrival.
8. Short leave would be entertained during free periods; however, the concerned person should inform his or her supervisor.
9. One who avails of EOL must complete the undertaking form (8/B).



10. Maternity/paternity, medical, extraordinary, study, bereavement, and medical escort leave should produce authentic supporting documents.
11. For the convenience of the leave processing, all staff are to fill out the online leave application form.
12. For transparency, candid leave records must be accessible to all staff through the institute website.
13. For non-vacation staff, 21 days of annual leave is eligible as per BCSR2023.

## TRAINEES LEAVE POLICY

1. Trainers/teachers can grant short leaves during class hours. However, the concern is that trainers/teachers must sign the permission card on leaving and arrival.
2. The matron and warden have the authority to grant leave to trainees for 1-3 nights. The trainees must submit the leave application. However, the information must be shared in the institute's official group chat.
3. Leave for more than three nights will be granted based on the need of the situation by the Principal/Vice Principal. However, leave should be routed through the warden or matron.
4. Unapproved absences will be considered unethical and will call for administrative actions.
5. Written applications, phone calls and verbal requests will be accepted to seek leave for day scholar trainees, provided they come with authentic documents on joining the institute.
6. Only written applications will be accepted for borderers. However, phone calls and verbal requests will be accepted in emergencies, and trainees must provide authentic documents on joining the institute.
7. If a trainee undergoes medical treatment, they should produce a medical certificate and prescription. In case of failure to produce the above requirements, then they will be considered as ABSENT.
8. Trainees representing on behalf of the institute (sports meet, religious discourse scout programs, etc.) will not be considered on leave.
9. Any leave availed by the trainees must be reported to the warden/matron/concerned trainer/teacher upon joining.

## WELFARE AND CELEBRATION POLICY

Welfare guidelines are intended to render support and promote the welfare of the staff and trainees when in need. This is also in line with the BCSR2023 chapter 18.2.6. The welfare committee will consist of a chairman (principal/vice principal) and five members from the teaching faculty (one each from each department and an accountant as treasurer/secretary).

## **1. Objectives**

- 1.1 To provide financial help in the fields of unavoidable circumstances like the death of a member and their family
- 1.2 To provide any other support when deemed necessary by members.
- 1.3 To initiate activities that will benefit the staff, trainees and people in the society
- 1.4 To provide tokens to outgoing staff (when they get transferred or retire from their job)
- 1.5 To provide financial help in the field of health.

## **2. Staff Welfare Committee:**

- 2.1 The following members have been identified and appointed as staff welfare committee on 7<sup>th</sup> February 2023
  - a. Principal as chairperson
  - b. Ms. Phub Lhamo - coordinator
  - c. Ms. Karma Dema - member
  - d. Mr. Sajaindra Rai - member
- 2.2 The chairperson will remain as a permanent member, while the rest of the members will be changed after the term of one year through voting
- 2.3 The Welfare Committee members jointly have the authority to decide on the disbursement of funds for approved activities.
- 2.4 The elected members will conduct meetings during emergencies.
- 2.5 The welfare secretary will prepare and present accounts and expenditure reports to all the members every six months.
- 2.6 It is also decided that during committee meetings if some members are absent, the majority of members can conduct meetings and make decisions in the interest of the Institute.

## **3. Couple contribution:**

- 3.1 In case of decease/ Natural calamities/ hospitalisation of family members, only one person from a couple shall contribute. Similarly, only one contribution will be made to the couple as well.
- 3.2 Members not making the contributions: 1<sup>st</sup> Time: Give a gentle reminder in the group and provide a three-day duration. If not, the defaulter shall no longer be a member of welfare.
- 3.3 All the staff will contribute as per [Annexure 6](#)
- 3.4 For the benefit of staff and the interest of the institute, the members of the staff welfare scheme jointly amended the guidelines on **26<sup>th</sup> July 2023** to avoid inconvenience in future.

## **STANDARD OPERATING PROCEDURE**

1. Deliberate matters regarding the welfare of staff and trainees
2. Collect timely contributions from the staff
3. Plan and organise welfare-related events and activities
4. Conduct meetings when necessary

5. Represent the institute in welfare-related events

#### ROLES AND RESPONSIBILITIES OF CHAIRPERSON

1. Chair the meeting
2. Provide support and supervise committee members
3. Represent as head of the committee
4. Uphold any legal action related to welfare
5. Offer closing remarks

#### ROLES AND RESPONSIBILITIES OF SECRETARY/TREASURER

1. Prepare and distribute agendas before each meeting.
2. Co-ordinate meetings.
3. Record minutes of the meeting
4. Make cash collection as per guideline
5. Collect and disburse the collected amount

#### ROLES AND RESPONSIBILITIES OF COMMITTEE MEMBERS

1. Study the authentic needs of the staff and trainees for eligibility for welfare support.
2. Verify and endorse claims
3. Participate in meeting

#### STANDARD OPERATING PROCEDURE FOR MESS MANAGEMENT

1. Trainees will be coordinated by a committee comprising some trainees of different classes and staff nominated at the beginning of the year.
2. Trainees' representatives and the mess manager will run the mess for a month.
3. Proper handing taking of stock balance of food items and record registers need to be done in a standard format whenever there is change of mess management committee.
4. The mess management committee will maintain receipt, issue and balance records.
5. All food and vegetable items need to be received after recording the items in the received form, which needs to be entered in the receive register.
6. Trainees' representatives will be involved in receiving and daily issuing of the food items.
7. Mess In-charge(s) will monitor stock balance and issue weekly to ensure that mess items are not misused.
8. Daily issues of the items should be strictly done as per the menu prepared by the mess management committee at the beginning of the academic session.
9. Monthly stipend details with expenditures to be displayed for general information.
10. The accountant will handle financial matters (payment of bills).

11. The mess in charge will monitor the cleanliness of the kitchen, utensils and cooks daily.
12. Empty sacks and containers are to be collected by cooks and kept properly.
13. The accountant will make payment upon receipt of a bill from the supplier countersigned by all the committee members

## ROLES AND RESPONSIBILITIES OF MESS CAPTAINS

1. Assist the mess in charge of mess-related activities.
2. Ensure the quality and quantity of food in the mess are improved.
3. Coordinate monthly mess review meetings.
4. Assist in maintaining the cleanliness of the store and kitchen.
5. Responsible for the care of sacks and empty containers and their sale records.
6. Maintain the record of vegetables supplied by the houses and display it on the general notice board.
7. Display the menu on the board.

## LIBRARY POLICY

### **Opening hours**

Monday – Friday, 9:00 AM to 3:30 PM

The library is closed on Sundays and all public holidays.

### **Membership card**

1. Staff and trainees should possess a membership card from the library
2. Membership card is nontransferable. Trainees must not lend their Readers Ticket to any other trainee to borrow books from the library. Library facilities will be withdrawn for trainees misusing cards
3. Reader's ticket must be renewed every semester/ year as notified.
4. First-year trainees should get their Reader's Ticket issued from the library
5. If a trainee loses their Reader's Ticket, the trainee should report the ticket loss immediately to the librarian and apply for a duplicate card by paying Nu. 20/- per ticket.

### **Discipline**

1. All trainees must observe total silence in the library at all times
2. Trainees must maintain the decorum of the library room
3. All trainees and faculties are required to show their institute membership card

- to the librarian upon entrance to the library
4. Use of mobile phones is strictly prohibited in the library
  5. personal belongings must not be brought inside the library. The librarian shall not take any responsibility for loss of personal property or books already signed out to a trainee
  6. Anyone caught marking, defacing or mutilating books or any other library material will have to pay for the material with the most current edition
  7. Good order must be observed in the library at all times. For example, placing feet on the furniture, eating and drinking, smoking, sleeping, etc., will not be allowed
  8. Trainees must reshelve books after they select the book of their choice
  9. The institute Leaving Certificate or Transfer Certificate will be issued to trainees only after they have returned all the library books and cleared all library dues.

### **Borrowing procedure**

1. Borrowing period is strictly between 9:00 am and 3:30 pm on weekdays and 9:30 am and 12:30 pm on Saturdays
2. A trainee must have a membership card to be able to use the library services
3. All trainees must present their institute membership card before borrowing any library materials
4. Library materials may not be removed from the library unless the librarian has adequately issued them out
5. Trainees can borrow a maximum of three books for two weeks.
6. All borrowed materials must be returned on or before the deadline
7. Trainees are not allowed to borrow books on behalf of others or transfer borrowed materials to other Trainees
8. Trainees with overdue materials and overdue fines will not be allowed to use the library services
9. All reserve materials must be returned at the specified time
10. The following materials should only be used within the library:
11. Reference books, Manual books (Vehicle repair and service manual books)
12. Kuensel, Journals and magazines.

**Note:** For trainees, the manual books are issued only for a day and must be returned by 3:30 PM. If failing to return, shall fine Nu.20 per manual book.

### **Damage/ loss of library materials**

1. All trainees will be held responsible for any damage or loss of library materials in their possession and will be required to meet the cost of replacement
2. Trainees must ensure that the books they borrow are in good condition to avoid

- being held responsible for any damages noted while returning the books
3. When books are issued, trainees should check the printed books' pages; if they are found missing, they should report the same to the Librarian before leaving the library.
  4. On returning the books, if pages are found missing, the borrower of the book shall be held accountable for the missing pages and shall accordingly be fined
  5. Lost books must be reported to the librarian immediately. If the book is not found, the trainee should replace the book or pay double the price
  6. Lost library books that are recovered must be handed to the librarian as they remain the property of the institute library.

## ROLES AND RESPONSIBILITIES OF LIBRARIAN

1. Ensure the decorum of the library room is maintained.
2. Maintain the stock register
3. Receive the library books and invoices and verify physical items. Then, hand over the invoices to Accounts for necessary action.
4. Ensure books are arranged appropriately
5. Ensure the library furniture is arranged appropriately
6. Maintain every book with accession numbers
7. Sort out the books according to the trades
8. Every trade will have a library period allotted in a week.
9. Ensure that several books are issued as per norms.
10. Ensure review of library rules
11. Keep records of the books issued
12. Collect fines in case of lost or damaged and late submission of textbooks or library books.
13. Make requisition for library books in consultation with the Head of Department and Principal.
14. Carry out any academic and non-academic responsibilities bestowed by the Head of the Institute.
15. The principal/vice principal may check the books are correctly maintained and give suggestions whenever necessary
16. Take accountability for any Library items in the library room (Books, Electronics/Electrical items, furniture, equipment, etc.)

## TOOLS AND EQUIPMENT MANAGEMENT

To use tools and equipment sustainably, the maintenance committee will lead the good practices of using tools and equipment following the Standard Operating Procedure (SOP). The maintenance committee will coordinate the maintenance annually per the schedule to ensure equipment maintenance. The maintenance committee will also be responsible for proper tools and equipment management with HODs, staff, and trainees. The tools and equipment include machines, training vehicles, laboratory equipment, and hand tools.

## STANDARD OPERATING PROCEDURE

1. Develop the periodic maintenance schedule
2. Report to maintenance in charge when the equipment breaks down
3. Orient the trainees regarding the tools and equipment
4. Tag the responsible person for the maintenance
5. Keep proper record of tools and equipment by the respective in charge
6. Prepare the maintenance logbook for the designated equipment
7. Maintain the allotted training vehicle in running/operating condition
8. Update the registered training vehicle documents
9. Clean and arrange the tools and equipment regularly
10. Check and verify the maintenance logbook of tools and equipment
11. Maintain the issue register for the standard tools (Ensure return the tools on the same day)
12. Inform the store in charge about the defective tools
13. Replace the defective tools and equipment on time
14. Perform the maintenance as per the maintenance schedule
15. Record the maintenance logbook
16. Coordinate the maintenance of the equipment annually
17. Allow use of the allotted training equipment through the issue register for training delivery
18. Update the registered vehicle history book after the maintenance
19. Update the vehicle logbook of the registered vehicle
20. Fix the accountability if the equipment is found damaged and not reported
21. Carry out the practical as per the SOP displayed on the training model
22. Maintain the register for the use of laboratory and training vehicle
23. Monitor the maintenance of the tools and equipment
24. Use the right tools for the right job
25. Check the equipment after use (switching off the machine, proper intact components, and cleaning)
26. Indent tools and equipment for the replacement
27. Take ownership and accountability of the tools and equipment
28. Surrender the damaged tools and equipment to DNP
29. Maintain the issue register for tools and equipment
30. Clean and arrange tools and equipment in the store
31. Display notice if the equipment is under maintenance

## ROLES AND RESPONSIBILITIES OF MAINTENANCE IN CHARGE

1. Develop the periodic maintenance schedule
2. Tag the responsible person for the maintenance
3. Keep proper record of tools and equipment
4. Prepare the maintenance logbook for the designated equipment
5. Check and verify the maintenance logbook of tools and equipment

6. Perform the maintenance as per the maintenance schedule
7. Record the maintenance logbook
8. Coordinate the maintenance of the equipment annually
9. Fix the accountability if the equipment is found damaged and not reported
10. Monitor the maintenance of the tools and equipment
11. Indent tools and equipment for the replacement
12. Take ownership of the tools and equipment
13. Display notice if the equipment is under maintenance

## ROLES AND RESPONSIBILITIES OF THE TRAINER/INSTRUCTORS

1. Report to maintenance in charge when the equipment breaks down
2. Orient the trainees regarding the tools and equipment
3. Keep proper record of tools and equipment by the respective in charge
4. Ensure that the allotted training vehicle is in running/operating condition
5. Inform the validity of the registered vehicle documents to MTO
6. Ensure to clean and arrange the tools and equipment regularly
7. Inform the store in charge about the defective tools
8. Indent tools and equipment for the replacement
9. Perform the maintenance as per the maintenance schedule
10. Allow the use of allotted training equipment through the issue register for training delivery
11. Update the registered vehicle history book after the maintenance
12. Ensure to perform the practical as per the SOP displayed on the training model
13. Maintain the register for the use of laboratory and training vehicle
14. Monitor the maintenance of the tools and equipment
15. Ensure the use of the right tools for the right job
16. Ensure that the equipment is after use (switching off the machine, properly intact components, and cleaning)
17. Take ownership of the tools and equipment
18. Display notice if the equipment is under maintenance

## ROLES AND RESPONSIBILITIES OF HODS

1. Fix the accountability if the equipment is found damaged and not reported
2. Monitor the maintenance of the tools and equipment
3. Take ownership and accountability of the tools and equipment

## ROLES AND RESPONSIBILITIES OF WARDEN AND MATRON

1. List down the list of all the boarders and take regular attendance
2. Provide them with beds
3. Do not allow any weapons in the hostel
4. Draw room and restroom cleaning routine in the hostel



5. Maintain clean surroundings in the institute
6. Ensure trainees are on the campus at all times.
7. Ensure trainees stay calmly and quietly in the room
8. Make sure every trainee takes care of their belongings
9. Ensure trainees attend studies and prayer on time
10. Do not entertain trainees to be sick unless they are genuinely sick
11. Sick trainees should be sent to the hospital for check-ups and get a prescription
12. In case of seriously sick trainees, intimate office or call parents to get their children to attend further medical checkups
13. Ensure to put off and on the light
14. Make sure every bedding is appropriately maintained at all times
15. Attend all the meals with proper dress without fail
16. Do not allow food and any edible things in the room to maintain cleanliness
17. All the practical classes should be attended in institute uniform except on Sundays
18. The door should be under lock and key on all days
19. Do not allow trainees to dry clothes on the doors and windows
20. Ensure no guests/parents/relatives can sleep in the dormitory
21. Be available within the institute premises.

#### ROLES AND RESPONSIBILITIES OF TRAINEES

1. Report to maintenance in charge when the equipment breaks down
2. Clean and arrange the tools and equipment regularly
3. Return the standard tools and equipment on the same day
4. Inform the store in charge about the defective hand tools
5. Perform the practical as per the SOP displayed on the training model
6. Use the right tools for the right job
7. Check the equipment after use (switching off the machine, proper intact components, and cleaning)
8. Take ownership of the tools and equipment

#### ROLES AND RESPONSIBILITIES OF STORE IN-CHARGE

1. Keep proper record of tools and equipment
2. Surrender the damaged tools and equipment to DNP
3. Maintain the issue register for tools and equipment
4. Ensure cleanliness and proper arrangement of tools and equipment in the store
5. Maintain the issue register for the standard tools
6. Ensure the tools and equipment are returned on the same day
7. Replace the defective tools and equipment on time
8. Ensure the update of the vehicle history book after the maintenance
9. Fix the accountability if the tools and equipment are not returned
10. Place supply order after the indent of tools and equipment by the concern in charge

11. Take ownership and accountability of the tools and equipment.

## TRANSPORTATION

To provide efficient transportation facilities to all the trainees and staff in times of need, like medical emergencies, school-going children, waste disposal, mess shopping, and trainees' departure for OJT and vacation. It is mainly to ensure the welfare of the trainers and trainees. Therefore, it is crucial to have a Standard Operating Procedure for the smooth and fair transportation of goods and services.

## STANDARD OPERATING PROCEDURE FOR MEDICAL TRANSPORTATION

1. Fill out the transportation requisition form from MTO's office.
2. Manage the transportation as needed. The management/MTO will assign a substitute driver if the driver is out of the station.
3. Provide transportation for both to and fro movement

## SOP FOR WASTE DISPOSAL

1. Prepare a movement order by the concerned driver.  
Note: The waste in charge will make a schedule and assign a driver if the driver is out of the station.
2. Get approval from MTO
3. Dispose of waste on every Saturday
4. Consider the next day to dispose of waste if Saturday falls on a government holiday.

## SOP FOR MESS SHOPPING

Institute Management is ultimately responsible for ensuring that the regulations (SOP) concerning trainees' messes are observed and that a satisfactory standard of messing is maintained. With the revision of stipend and enrollment of many short courses and trainees with diverse backgrounds, developing an SOP to manage mess efficiently and provide delicious and healthy food is essential. Thus, this SOP will guide the mess management and in-charges in effectively running the institute's mess.

1. Management shall float tender for the supply of Vegetables, Groceries and Meat items
2. Grocery available in FCB will be purchased from FCB, and a few exceptional items from the local market.
3. The mess in charge should prepare and submit an expenditure forecast at the beginning of the month.
4. The mess in charge shall place the supply order, verify the bill, and submit it to the Accounts Office.
5. Bill payments will be made every Monday.

6. The stipend will be released at the end of the month after submitting attendance from the concerned trainer on the 30th of every month.
7. A stipend will be deducted from takeaway if they are absent from class except for the demise of an immediate family member or hospital admission.
8. The institute will provide transportation services as needed.
9. The mess in charge and the management will conduct Frequent inspections of the quality and hygiene of food.
10. Food will be served as per the approved menu.
11. Only the mess captains are allowed to enter the kitchen.

## ROLES AND RESPONSIBILITIES OF THE CHAIRPERSON

1. Approve action plan
2. Approve the budget on a weekly basic
3. Conduct regular monitoring of mess management.

## ROLES AND RESPONSIBILITIES OF MESS IN-CHARGE

1. Place supply order.
2. Receive and verify goods.
3. Submit the bill for settlement.
4. Maintain a stock register.
5. Seek approval for transportation from management.
6. Conduct proper handing taking of stock balance and a stock register.
7. Submit kerosene requirement documents to procurement.

## ROLES AND RESPONSIBILITIES OF THE ACCOUNT FOCAL

1. Verify attendance of Trainees
2. Verify bills with supply order.
3. Prepare a disbursement voucher.
4. Upload bills for disbursement

## ROLES AND RESPONSIBILITIES OF MTO

1. Provide vehicle requisition form
2. Verify and arrange transportation
3. Provide vehicle damage report form
4. Maintain the record and appraise management
5. Assign driver for transportation
6. Verify the validity of the documents for the registered training vehicles
7. Update the documents of registered training vehicles

8. Take accountability for the registered training vehicle

## ROLES AND RESPONSIBILITIES OF THE DRIVER

1. Prepare movement order
2. Get approval from MTO/management.
3. Check any damages to the vehicle before driving.
4. Report on any damages found during pre-check to MTO.
5. Carry out duty assigned by the management or other staff

## HEALTH AND SANITATION

**Description:** To provide a comprehensive learning environment and primary health care services, including proper sanitation, safe drinking water, and adequate waste management to trainers and trainees.

## STANDARD OPERATING PROCEDURE FOR SANITATION

1. Develop an action plan
2. Approve action plan
3. Create sanitation awareness
4. Develop a periodic maintenance schedule
5. Propose a sanitation budget
6. Provide adequate handwashing and safe drinking facilities
7. Segregate waste from the source
8. Provide an adequate waste bin
9. Repair and replacing waste bins and drinking water facilities
10. Allocate the proper location for the waste bin
11. Co-ordinate sanitation work
12. Dispose of the waste on need-based
13. Develop a waste disposal schedule in the absence of a driver
14. Conduct regular monitoring
15. Maintain a record
16. Repair and replace waste bins and drinking water facilities.

## ROLES AND RESPONSIBILITIES OF THE CHAIRPERSON

1. Approve action plan
2. Explore the health and sanitation budget
3. Conduct regular monitoring

## ROLES AND RESPONSIBILITIES OF SANITATION IN CHARGE

1. Develop an action plan
2. Create sanitation awareness
3. Develop a periodic maintenance schedule
4. Propose a sanitation budget
5. Install adequate handwashing and safe drinking facilities
6. Co-ordinate sanitation work
7. Provide an adequate waste bin
8. Repair and replace waste bins and drinking water facilities
9. Allocate the proper location for the waste bin
10. Dispose of the waste on need-based
11. Develop a waste disposal schedule in the absence of a driver
12. Conduct regular monitoring
13. Maintain a record

## STANDARD OPERATING PROCEDURE FOR HEALTH

1. Propose the health facility budget (water filter, water boiler, window curtain)
2. Verify the budget
3. Identify sick room/quarantine facility
4. Approve sick room
5. Facilitate necessities for a sick person
6. Identify the seriousness of the sick person
7. Nominate trainee health captain
8. Arrange basic medicines
9. Coordinate maintenance of the sick room
10. Maintain a record of sick application
11. Inform the concerned instructor
12. Maintain sick register
13. Verify health support required
14. Produce valid out pass and prescription before and after visiting the hospital
15. Verify out pass and prescription
16. Facilitate transportation for a sick person
17. Practice health protocol
18. Inform health in-charge
19. Inform the warden/ matron

## ROLES AND RESPONSIBILITIES OF THE CHAIRPERSON

1. Study the situation appropriately.
2. Verify the budget
3. Approve sick room

## ROLES AND RESPONSIBILITIES OF HEALTH IN-CHARGE

1. Propose the health facility budget (water filter, water boiler, window curtain)
2. Identify sick room/quarantine facility
3. Facilitate necessities for a sick person
4. Verify health support required
5. Approve our pass and verify the prescription
6. Facilitate transportation for a sick person
7. Maintain a record of sick application
8. Inform the concerned instructor

## ROLES AND RESPONSIBILITIES OF HEALTH CAPTAIN

1. Report sick person to health in-charge
2. Provide meals to the sick person
3. Maintain the sick room
4. Fill up the vehicle requisition form
5. Inform the health warden/ matron

## ROLES AND RESPONSIBILITIES OF WARDEN AND MATRON

1. Identify the seriousness of the sick person
2. Inform health in-charge

## ROLES AND RESPONSIBILITIES OF A SICK PERSON

1. Produce valid pass and prescription before and after visiting the hospital
2. Practice health protocol

## COMMUNITY SERVICES

Community services refer to a wide range of activities and programs designed to support and improve the well-being of individuals and communities. The primary goal of community services is to address the needs of people within a specific geographic area or with shared interests and to enhance the overall quality of life. To provide services to the community without hampering the institute's training program and to get adequate hands-on practice by the trainees, the following Standard Operating Procedure (SOP) will be implemented. Creating Standard Operating Procedures (SOPs) for community services is essential to ensure consistency, efficiency, and quality in the delivery of services.

## STANDARD OPERATING PROCEDURES

1. Receive an application for the community service by the management
2. Discuss service with the relevant HoDs

3. The relevant HoD submits the materials, tools and equipment requirement and cost estimate
4. Management discusses the modality and the schedule
5. The client must get approval from the Ministry/Department if the whole TTI must be involved longer
6. Any service required from the institute must be rooted in the management
7. No individual(staff) will provide any service without prior approval.
8. Money received for the service is to be deposited in the IDF after deducting labour charges.
9. A minimum cost for using institute tools and equipment must be charged.
10. In no way will institute training materials be used for private work or in return.
11. The Principal will consider the institute's urgency and capacity to provide services.

## TRAINEES' OFFICE BEARERS

By being selected as Leaders, first and foremost, they are responsible for setting good examples and adhering to the institute's rules and regulations besides the duties they shouldered.

## ROLES AND RESPONSIBILITIES OF TRAINEES' OFFICE BEARERS

### **Chief Counselors(s)**

1. Should act as a bridge between the student trainees and the office for the smooth functioning of the institute, assisted by other house councilors, coordinators and class captains.
2. Report to the duty place ahead of others.
3. Supervise morning social work.
4. Conduct the assembly.
5. Ensure the safety of the institute property.
6. Supervise the captains in coordinating their work.
7. Close vigilance must be kept over student trainees.
8. Report any misconduct to the provost.

### **House Counselors**

1. Report to the duty place ahead of others.
2. Assist the provost.
3. Lead and attend all the house activities.
4. Maintain hostel discipline.

5. Maintain cleanliness in and around the hostel.
6. Help the border student trainees in need.
7. Ensure the hostel doors and windows are closed, and all electrical appliances are removed when unused.
8. Report any misconduct to the provost.
9. Maintain and update records of attendance daily.
10. Drop the hostel keys in the VP's office before the morning assembly and collect them only during lunch time and after school.
11. Assist the health coordinator during health-related activities.
12. Inform the provost and mess in charge about the sick children.
13. Make sure the trainee patients are referred to the hospital in a timely manner.
14. Maintain a record of attendance for sick trainees in the hostel. Use it to regulate the sick trainees referred to the hospital.
15. Ensure that the concerned IoD is informed about the number of sick students

### **Class Captain**

1. Report to the duty place ahead of others.
2. Control the class in the absence of a teacher/trainer.
3. Maintain the classrooms.
4. Assist class teachers and subject teachers whenever necessary.
5. Remind the concerned teacher if they don't arrive in the classroom after 5 minutes.
6. Take the initiative to decorate the classroom.
7. Inform class teachers and subject teachers of absentees.
8. Ensure classroom doors and windows are closed, and all electrical appliances are turned off.
9. Maintain and update the attendance sheet and submit it daily concerning the instructor.
10. Maintain the reading record and submit it to the Librarian.
11. Collect and submit the trainees' log book to the instructor.

### **Games Captain**

1. Assist games and sports coordinators.
2. Encourage and motivate other students to participate.
3. Attend, initiate and conduct various games and sports activities.
4. Inform other trainees on the rules and regulations of various games and sports.
5. Assist in taking care of the game's equipment.
6. Organize games during weekends and holidays with prior approval from the Games in charge.
7. Collect ground fees and hand them over to an accountant



## **Cultural Captain**

1. Coordinate all prayers in the institute.
2. Ensure the altar and prayer hall are kept clean.
3. Arrange the altar before the conduct of morning and evening prayer.
4. Take care of all religious items in the prayer hall.
5. Maintain records and report on the absentees to the teacher/instructor on duty.
6. Ensure the doors and windows are closed, and electrical appliances are turned off after the prayer hall is used.
7. Take attendance of the trainees during the prayers
8. Maintain the decorum of the prayer hall
9. Ensure absentees are accorded fines as per the institute rules and regulation
10. Assist the culture in charge in all the cultural-related programs.
11. Assist and coordinate cultural activities in the institute.
12. Take care of the cultural items, equipment and audio-visual facilities.

### **ABBREVIATION:**

DMP: Disaster Management Plan  
TTI: Technical Training Institute  
GLOF: Glacial Lake Outburst Flood  
VHF: Very high frequency  
ICS: Incident Command System  
OJT: On-the-job Training  
ILPU: Industrial Liaison, Publicity and Placement Unit  
III: Industry Institute Interaction  
ADM: Administration  
QMS: Quality Management System  
CV: Curriculum Vitae

**ANNEXURE****ANNEX 1 MINUTES OF MEETING**

Reference Number:

Date:

**1. Information**

Date:	Start time:	End time:
Venue:	Types of Meeting:	
Members Present (Initials only)	Members Absent (Initials only)	

**2. Agenda**

Sl.No	Agenda	Discussion rationale	Discussion outcome	Responsibility
<b>Any other remarks:</b>				

**3. Endorsement**

<i>Name and signature of attending members</i>
Minutes recorded by:

## ANNEX 2 COMMITTEE DISTRIBUTION CHART

Name of Staff	Committee												
	Admission	Exam	Games	Cultural	Welfare	Tender	Tender Evaluation	Good Receiving	IDF	Quarter	Mess	Disaster	News letter
<b>Eg. Ugyen Dorji</b>		✓					✓			✓			✓

**In-country Registration Form**

Registration No.....Date.....Year.....

*(Please print in block letters)***National Certificate Level-III****I. Personal information of the Candidate**

Name of Candidate.....

Gender: M ( ) F ( )

Citizen ID Card No:.....

Date of birth: Day.....Month.....Year.....

Mobile No.....

Working Agency if employed.....

**II. Permanent address:**

Father's Name:

Village:

Gewog :

Dzongkhag

Mobile No:

**III. Document Required:**

1. Photocopy of NC 2 Pass Certificate
2. Photo copy of ID card
3. Security Clearance
4. Medical Certificate
5. Character Certificate

I, here by certify that the above information I have provided is correct to my knowledge. I understand that my application for selection to a program is liable to be rejected in the event the information I provided above is incomplete or incorrect.

Date.....

Signature of the Applicant

**In Country Registration Form****NC-II**

Registration No..... Year..... Date.....

**I. Personal information of the Candidate**

Name of Candidate.....Gender: M/F.....

Citizen ID Card No:.....

Date of birth: Day.....Month.....Year.....

**Permanent address:**

Father's Name:.....

Gewog:.....Village:.....

Dzongkhag..... Mobile No.....

**II. Personal Contact Address:**

Name of Parent/Guardian.....Relationship.....

Agency/Company.....Tel#no.....

**III. Document Required:**

1. Photocopy of Class X and XII Mark sheet
2. photocopy of ID Card (-do)
3. Security Clearance (-do)
4. Medical Certificate (-do)
5. Character Certificate (-do)

**IV. Courses offered: 1. Construction Carpentry 2. Furniture Making and Design 3. Masonry 4. Welding 5. Plumbing**

First	Second	Third	Fourth	Fifth

I, here by certify that the above information I have provided is correct to my knowledge. I understand that my application for selection to a program is liable to be rejected in the event the information I provided above is in complete or incorrect.

Date.....

Signature of the Applicant

## General Weightage for Selection Criteria

Name:

CID No:

Sl. no	Criteria	Total Marks	Marks awarded	Remarks
1	<b>APPEARANCE AND MANNER</b>	<b>30</b>		
a.	Hair style	10		
b.	Tattoo	10		
c.	Dress code	10		
2	<b>LANGUAGE PROFICIENCY</b>	<b>15</b>		
	Dzongkha	5		
	English	5		
c.	Others	5		
3	<b>INTELLIGENCE, ABILITY &amp; COMPETENCE</b>	<b>35</b>		
a.	Awareness of trade applied for	5		
b.	General awareness	7		
c.	Presentation skills (organization of thought)	7		
d.	Analytical ability	6		
e.	Promptness in comprehension and clarity in expression	5		
	Confidence	5		
4	<b>EXTRACURRICULAR ACTIVITIES CERTIFICATES</b>	<b>10</b>		
	Academic performance certificate	3		
	Scout/Cultural/Literary	1		
	Social/community Service	2		
	Leadership	2		
	Games and Sports	2		
	<b>Total</b>	<b>100</b>		

Note:

1. The out of 90 marks are to be converted to 45% for the final ranking. (If a candidate scored 80/90 in the interview, then this will convert to 40% in the final ranking criteria)

## 2. Refer rubric

### Rubrics

Sl. No	Criteria/Marks		5	4	3	2	1
1	<b>APPEARANCE AND MANNER</b>						
a.	Hair style	Female	Neck length without any color	Shoulder length without any color	Back length without any color	Neck length with color	Shoulder length with any color
		Male	2cm length without color	3cm without color	4cm without color	5cm without color	6cm without color
b.	Tattoo		No tattoo	Tattoo on the shoulder	Tattoo on the <u>arm</u>	Tattoo on shoulder and arm	Tattoo on body
c.	Dress code	Male	In proper national attire	In national attire but with half stocking and dandy	National attire length beyond knee and without gong	In national attire wearing beyond the knee with half stocking and without gong and <u>lagay</u> .	Unpresentable from head to toe
		Female	Full kira with <u>wonju</u> and <u>togo</u>	Full kira without <u>wongju</u>	Half kira with <u>wongju</u> and <u>togo</u>	Half kira without <u>wongju</u>	Unpresentable from head to toe
d.	Ear ring	Male	No earring	1 earring	2 earrings	3 earrings	More than 4
		Female	A pair	3 earrings	4 earrings	5 earrings	More than 5 earrings

2	<b>LANGUAGE PROFICIENCY</b>						
a.	English		Response very fluently without using other languages	Response fluently using 2 different languages	Response less fluently using 3 different languages	Response not fluently using 2 different languages	Cannot response not fluently using 3 different languages
b.	Dzongkha		Response very fluently without using other languages	Response fluently using 2 different languages	Response less fluently using 3 different languages	Response less fluently using 3 different languages	Cannot response not fluently using 3 different languages
c.	Other languages		Can speak more than 5 languages	Can speak more than 4 languages	Can speak more than 3 languages	Can speak more than 2 languages	Can speak more than 1 languages
3	<b>INTELLIGENCE, ABILITY &amp; COMPETENCE</b>						
a.	Awareness of trade applied for		Can answer 5 questions	Can answer 4 questions	Can answer 3 questions	Can answer 2 questions	Can answer 1 question
b.	General awareness		Can answer 5 questions	Can answer 4 questions	Can answer 3 questions	Can answer 2 questions	Can answer 1 question
c.	Presentation skills (organization of thought)		Present well and in organized form	Good level of understanding and some minor mistakes	Some understanding and minimum acceptable	Some correct and limited understanding	Un-organized presentation
d.	Analytical ability		Take 2 minutes to respond	Take 3 minutes to respond	Take 4 minutes to respond	Take 5 minutes to respond	Take more than 5 minutes to respond
e.	Promptness in comprehension and clarity in expression		Answer according to question vividly	Relatable answer	Answer closed to the question	Answer through example	Fairly relatable answer

## ANNEX 6 : INSTITUTE STAFF WELFARE SCHEME

Sl.no.	Degree of contribution	Contribution per head	IDF	Remarks
1	Choku / rimdo in staff's resident	P1-O4=350; ESP & GSP=250	nil	On invitation only
2	Visit of Patient (staff member, Legal Parents, Legal parents-in-law, legal spouse, and legal children hospitalized within the country. (Three nights and above)	Nu.300/- (All)	nil	Nu.300 per Head
3	Visits to the Patient (staff member or his family members, including legal parents, legal spouse, legal children, and legal parents-in-law) are referred to outside the country for treatment.	Nu.500/- (All)	Nu. 10,000	Nu.500 per head and the addition of Nu. 10,000 from the Institute Development Fund for members only, however, subject to approval from the Ministry
4	House Consecration/ Inauguration/House warming.	P1-O4=300 GSP& ESP=200	Nil	On invitation Only
5	School Rimdo and Picnic/housewarming invited by other organizations.	P1-O4=200 GSP& ESP=100	Nil	Upon invitation only
6	Staff member's baby shower	Nu. 350	Nil	Compulsory
7	She is a deceased Welfare member.	Nu. 2,000	Nu. 20,000	Nu. 2,000 per head and additional nu. 20,000 from IDF. Seek approval from the Ministry.
8	Death of family member, which includes legal parents, legal spouse, legal children, and legal parents-in-law.	Nu. 1,000		
		P1-P5=650		IDF will meet the



9	Institute Rimdo	S5-S1=500 O1-O4=400 GSP & ESP=300		additional budget
10	Farewell of the outgoing member.	P1-O4=350 GSP & ESP=350		Dinner will be given from the collected money. A gift worth 3500 from IDF
11	Staff promotion (on invitation only)	P1-O4=350 GSP & ESP=250		Individual staff should get a khaddar each to offer.
12	In case of the death of trainees' legal parents.		Nu. 3,000/-	
13	Deceased of Trainees	Nu. 250	Nu. 10,000/-	
14	Permanent Disabilities of a member.	Nu. 2,000/-		
15	Miscarriage (Members, Legal Spouse)	Nu. 300/-		The collection will be directly given to the victim.
16	Procuring Vehicle for member	P1-O4=350 ESP & GSP=250		On invitation only
17	Legal Marriage	P1-O4=350 ESP & GSP=250		On invitation only
18	Hospitalized trainees (For three nights and above)		Nu. 3000	Based on the Severity, the committee will decide.
19	Other natural calamities (Fire/ flood/earthquake/storm)	Nu. 1,000 Based on severity	Nu. 20,000	Major loss of belongings

## LESSON PLAN

<b>Course Title:</b>				<b>NC Level:</b>
<b>Module Code:</b>				<b>Duration:</b>
<b>Module Title:</b>				
<b>Learning Outcome:</b>				
<b>Skill/Task/Topic:</b>				
<b>Terminal Performance Objective:</b>				
<i>(Note: Write narrative statement extracted from TPO of Task Sheet)</i>				
<b>Enabling Objectives (Related knowledge):</b>				
<i>By the end of the lesson, learners will be able to:</i>				
i)				
ii)				
iii				
)				
<b>What (Content/Activity)</b>	<b>Who (T/L)</b>	<b>How (Methods/ Media)</b>	<b>Duration (Min.)</b>	<b>Questions</b>
<b>Introduction:</b>				
<b>Main body</b>				
<b>Conclusion</b>				

**Projects/Problems:**

**Annex 8:**

**Form: 004**

**LESSON PLAN**

<b>Instructional Resources Plan</b>				
<b>Skills/Task/Topic:</b>				
<b>No. of Trainees:</b>				
<b>Sl. No.:</b>	<b>Instructional materials/resources</b>	<b>Specifications</b>	<b>Qty.</b>	<b>Remarks</b>
<b>Prepared by :</b>		<b>Signature</b>	<b>Date:</b>	
<b>Revised by:</b>		<b>Signature</b>	<b>Date:</b>	
<b>Approved by:</b>		<b>Signature</b>	<b>Date:</b>	

<b>PRACTICAL TASK SHEET</b>
-----------------------------

TS-1/4: Practical Plan			
<b>Course Title:</b>		<b>N C Level:</b>	
<b>Module code:</b>		<b>Duration:</b>	
<b>Module Title</b>			
<b>Learning outcome</b>			
<b>Skills/Task Title:</b>		<b>Task no:</b>	
<b>Terminal Performance Objective:</b> ( <i>Write narrative statement</i> )  			
<b>Enabling Objectives (Related Skills):</b> <i>By the end of a lesson, the learners will be able to:</i> i) ii) iii) iv)			
<b>Activities</b>	<b>Who (T/L)</b>	<b>How (methods/ media)</b>	<b>Duration</b>
<b>Project/Assignment:</b>  			

**TS-2/4: Tool and Equipment required:**

[illegible]

### Training Materials required:

[illegible]

## TS-3/4: Performance Guide

**Skill/Task:**

Date:

**Directions:** Use the following performance criteria to rate the learner. Check YES/NO to indicate whether the learner performed each step as indicated.

[illegible]

**Note:**

**Critical steps:** All \* marked steps should be carried out very carefully. For a quality performance guide, all items should be checked “YES.”

**TS-4/4: Instruction and Drawing*****General Instructions for Trainees***

- i)
- ii)
- iii)
- iv)

***Drawing (if any)*****Safety Precaution**

- i)
- ii)
- iii)

**Prepared by :****Signature****Date:****Revised By:****Signature****Date:****Approved by :****Signature****Date:**

## Annex 10: Trainees Task Sheet

<b>Module Title:</b>	<b>Performing woodworks</b>	<b>Module Code:</b>	<b>7115- L2-M1</b>	
<b>Learning Outcome 1:</b>	<b>Maintain hand tools</b>	<b>Task</b>	<b>A1.01 Sharpen plane/chisel blade</b>	
<b>Description of Task</b>				
<b>Task Objective</b>	By the end of the task, the trainees will be able to:  Ö			
<b>Diagram (Circuit diagram, wiring diagram, control diagram, development diagram, but not limited to)</b>  <p style="text-align: center; color: red;">(To be drawn on the Blank page of the Lab with proper border)</p>				
<b>Tools Required: (Tabulate)</b>				
<b>Materials Required (Tabulate)</b>				
<b>Performance Guide (Tabulate)</b>				
<b>Checked By</b>	<b>Name &amp; Signature</b>	<b>Training Location</b>	<b>Industry or Institute</b>	<b>Date:</b>



<b>Module Title:</b>	<b>Performing woodworks</b>		<b>Module Code:</b>	<b>7115- L2-M1</b>
<b>Learning Outcome 1:</b>	<b>Maintain hand tools</b>	<b>Task</b>	<b>A1.02 Set plane blade</b>	
<b>Description of Task</b>				
<b>Task Objective</b>	By the end of the task, the trainees will be able to:  Ö			
<b>Diagram (Circuit diagram, wiring diagram, control diagram, development diagram, butnot limited to)</b>  <p style="color: red; text-align: center;">(To be drawn on the Blank page of the Lab with proper border)</p>				
<b>Tools Required: (Tabulate)</b>				
<b>Materials Required (Tabulate)</b>				
<b>Performance Guide (Tabulate)</b>				
<b>Checked By</b>	<b>Name &amp; Signature</b>	<b>Training Location</b>	<b>Industry or Institute</b>	<b>Date:</b>

<b>Module Title:</b>	<b>Performing woodworks</b>		<b>Module Code:</b>	<b>7115- L2-M1</b>
<b>Learning Outcome 1:</b>	<b>Maintain hand tools</b>	<b>Task</b>	<b>A1.03 Sharpen saw blade</b>	
<b>Description of Task</b>				
<b>Task Objective</b>	By the end of the task, the trainees will be able to:  Ö			
<b>Diagram (Circuit diagram, wiring diagram, control diagram, development diagram, butnot limited to)</b>  <p style="color: red; text-align: center;">(To be drawn on the Blank page of the Lab with proper border)</p>				
<b>Tools Required: (Tabulate)</b>				
<b>Materials Required (Tabulate)</b>				
<b>Performance Guide (Tabulate)</b>				
<b>Checked By</b>	<b>Name &amp; Signature</b>	<b>Training Location</b>	<b>Industry or Institute</b>	<b>Date:</b>

### Annex 11: Maintenance record

TTI CHUMIG						
Name of Equipment:			Trainee responsible for equipment:			
Date	Maintenance Description	Maintenance performed by:	Date of validation before put into service:	Validation performed by:	Next maintenance planned on (date):	Remarks

TTI CHUMIG	
REPAIR and MAINTENANCE TAG	
Date: _____ Location: _____	
Problem:	
_____	
_____	
Expected date of completion:	
Maintenance In-charge:	

## Annex 12: Endorsement

Endorsed on: \_\_\_\_\_

[illegible]