

MINUTES of Validation committee meeting dated 18-09-24 regarding “Validation / Approval” of
“3-Nos. Short Courses on Cutlery Mfg.” (Non-CBT&A/ Conventional)
under NAVTTC

Agenda Items:-

Sr. No.	Item(s)
1.	Validation and approval of the subject 3 Nos. Curricula in pursuance of meeting notice by NAVTTC dt. 16-09-24, which was initiated for development through input of Pakistan Cutlery and Stainless Utensils Manufacturers and Exporters Association (PCSUMEA) Wazirabad, related industry and finalized through joint deliberative meetings of relevant experts and faculty members from market and TEVTA, Punjab as well, was held on 18-09-24. The main agenda points were as under:- • Introduction of Participants from NAVTTC, TEVTA-Punjab Head office, Industry / Market and Academia (TEVTA faculty). • Understanding & Brief Presentation of following courses by convener Mr. Adnan Javed, Sr. Vice Chairman, M/s Pak HandiCraft, Wazirabad (as Convener of Validation committee):- ○ Welding Methods & Plasma Cutting (3-Month) ○ Knife Mfg, Techniques (6-Month) ○ Cutlery Mfg. Techniques (3-Month) • Briefing regarding salient features and template of 3 & 6-Month short vocational trade Certificates and accordingly the contents of programme, by Director (Cur.) TEVTA. • Formally presenting and deliberating the course contents of this 6-Month curriculum • Discussion and Q&A session, alongwith minor refinements related to template, format and subject related topics/ Sub-topics (if and where required) • Consent & Grant of approval by worthy members/ experts of validation committee, alongwith List of Equipment, Job Occupations/ Positions and Teachers / Instructors' qualification.

Date & Time: 18th September, 2024 (09:30 A.M to 04:30 P.M)

Venue: Multi-purpose hall of GTTI / CoE Mughalpura, Lahore

Participants:-

1. Mr. Adnan Javed, Sr. Vice Chairman, (PCSUMEA) M/s Pak Handi Crafts, Wazirabad
2. Mr. Zafar Iqbal Bhutta, M/ s Sahar industries, G.T Road, Wazirabad
3. Mr. Hassan Raza Khan, Instructor TEVTA CSTISC
4. Mr. Zeeshan, Instructor, TEVTA CSTISC
5. Engr. Muhammad Aasim Jamal, Dy. Director, NAVTTC HQ, Islamabad (Coordinator)
6. Engr. Syed Waqar Uddin, Director Curriculum TEVTA, Punjab (P-TEVTA rep.).
7. Muhammad Nasir Khan, NAVTTC Facilitator

The meeting started with the recitation of Holy Quran and welcoming remarks by the coordinator and representative of NAVTTC, and P-TEVTA being the host. All the participants introduced themselves to each other. The representatives from NAVTTC and TEVTA-Secretariat thanked the participants from Industry and Academia for their extended support and visiting the venue for a just and noble TVET educational related cause.

Mr. Adnan Javed, Convener of Validation Committee along with other members, briefed the house including NAVTTC facilitator regarding their working and main features of 3-Nos. Cutlery Mfg. short courses in 3 & 6-Month duration. He also highlighted the benefits of these Cutlery specific 3-Nos. Course for the training of students as well as advantages to Industry plus their related job opportunities

for passing out students of these specialized field short vocational trade course, mainly in the area of District Wazirabad and Gujranwala.

Director (Cur.) P-TEVTA furnished in-depth detail related to salient and template of such short courses' curriculum and related characteristics for theory and practical as per hours in Scheme of studies, and existing subjects in it. Approval processing mechanism was also introduced to the participants. The concept and requirement of formal certifications and trainings for "Cutlery Mfg" related workers was also well deliberated. He informed that said courses are being designed on the demand of Pakistan Cutlery and Stainless Utensils Manufacturers and Exporters Association (PCSUMEA)

Subsequent to the above, Main subjects / Skill standards were discussed w.r.t contents & sub-contents' wise by the field related validation experts belonging to Industry & Academia. Hence, the above mentioned Curricula were totally discussed while following recommendations and refinements were made by the validation committee for better delivery of theoretical & practical aspects, to the trainee, as well as betterment in employment opportunities in various relevant sectors, after addressing and incorporation of the same. The course curricula were then recommended for the approval by validation committee of experts under NAVTTC at National level, so that after notification, same may be implemented alongwith uploading in the list of approved courses on PSDA website :-

- i. Green Skills related topics of "Disposal & Recycle and OHSE Measures were added being the need of era and as per NAVTTC guidelines, while contact hours were adjusted, accordingly.
- ii. Relevant topic with nomenclature of "Comply with Health & safety guidelines" was included.
- iii. Min. Qualification of "Lab. Technician" was added, specifically for conduct of practical work for students.
- iv. Some formatting and technical terms related spelling mistakes were also rectified by the experts of validation committee.
- v. Actual Job occupations / position of Cutlery Industry was also added in curriculum.

Other proposals are also being furnished as under:-

- The Skill Standards / Main subjects/ Modules as per Industry requirement have been validated for the subject course, as annexed at **"Annex-A"**
- As a process of "Reverse Engg. regarding subject matter, NAVTTC may develop the formal detailed "Skill standards" for the same course, regarding future facilitation in qualification framework.
- The subject wise/ course wise "Question Bank" may be developed by the related experts of Qualification Review / validation committee after formal approval of this course, if desired by the quarter concerned.
- List of Tools, Equipment & Machinery has also been checked and validated, alongwith Teachers' Instructor qualification for this course, alongwith addition of Job Occupations & designations for graduates, accordingly.

“Annexure-A”

Welding Methods and Plasma Cutting (3–Months Course)

S.No	Main Topics
1.	Comply Health & Safety guidelines
2.	Introduction to Hand tools and Measuring tools
3.	Brazing
4.	Gas Welding and Cutting
5.	Arc Welding
6.	Argon Welding
7.	Laser Welding
8.	Plasma Welding and Cutting

Knife Manufacturing Techniques (6–Months Course)

S.No	Main Topics
1.	Introduction to Hand tools and Measuring tools
2.	Introduction to Knives & Selection of Materials
3.	Engineering Drawing with CAD
4.	Cutting & Forging
5.	Processing of Blade (Rough Grinding, Heat Treatment, Polishing)
6.	Types of Handles and Handle Materials
7.	Assembling of Knives
8.	Handle Shaping and Finishing

9.	Edge Profiling
10.	Branding & Packaging
11.	Comply Health & Safety guidelines
Total	

Cutlery Manufacturing Techniques (3–Months Course)

S.No	Main Topics
1.	Comply Health & Safety guidelines
2.	Introduction to Hand tools and Measuring tools
3.	Material Selection & Polishing Compounds
4.	Forming Techniques
5.	Specialization Techniques
6.	Finishing Process
7.	Quality Control & Finishing Touches
8.	Branding & Packaging

EMPLOYABILITY SECTORS / AREAS

(According to commonly followed Entry & vertical mobility in the area for such courses)

Cutlery Mfg. Techniques

The pass outs of this course may find job / employment opportunities in the following areas / sectors: -

1. Cutlery Industry
2. Cutlery Vendor Workshop
3. Self-Employment

OCCUPATIONS & Job Designations in various Industries/ Market

- Workshop Assistant
- Press man
- Grinding and Polishing Expert
- Foreman

Knife Mfg. techniques

The pass outs of this course may find job / employment opportunities in the following areas / sectors: -

1. Knife Industry
2. Knife Vendor Workshop
3. Self-Employment
4. E. Commerce

OCCUPATIONS & Job Positions in various Industries/ Market

- Workshop Assistant
- Press man
- Grinding and Polishing Expert
- Handle Assembling and Finishing Expert
- Foreman

Plasma Cutting & Welding Methods

The pass outs of this course may find job / employment opportunities in the following areas / sectors: -

1. Cutlery Industry
2. Steel manufacturing industry.
3. Construction industry.
4. Industrial projects.
5. Shipyards.
6. Railway.
7. Pakistan Ordnance Factory Wah.
8. Heavy Mechanical Complex Taxila.
9. Heavy Forge and Foundry Taxila.
10. Tractor and Agricultural Equipment Industry.
11. Automobile industry.
12. Local industry.
13. Local metal fabrication shops.
14. Self-employment.

OCCUPATIONS & Job Designations in various Industries/ Market

- Assistant Welding Technician
- Welding Technician