SOP FOR UTILIZATION OF STEVTA STAFF TRAINING ACADEMY FACILITIES (STEVTA HQ / SUBORDINATE OFFICES / INSTITUTES)

1. Purpose

The purpose of this document is to establish standardized procedures for utilizing the facilities of the Staff Training Academy operated by the Sindh Technical Education and Vocational Training Authority (STEVTA) for the programs of STEVTA HQ / Subordinate offices / institutes working under Sindh TEVTA.

2. Scope

This SOP applies to STEVTA HQ / Subordinate offices / institutes Working under Sindh TEVTA seeking to use the facilities of the STEVTA Staff Training Academy, including hostels, canteens, training halls, auditoriums, seminar rooms, and conference rooms, participates and others.

2. Eligibility:
All employees of Sindh Technical Education & Vocational Training Authority are eligible to avail of STA facilities and services. Subject to the Proper requisition from the Competent Authority i-e Managing Director through Addl. Director (STA).

3. Reservation

3.1. Facility Request

A formal request for facility usage at the STEVTA's Staff Training Academy. The request should include:

a. Name of the department offices / institutes.
b. Purpose of facility usage (training, seminar, conference, accommodation etc.)
c. Number of participants.
d. Dates & time of the event.
e. Requirement of Meal
f. Requirement of Mess / Canteen
g. Hostel Utilization (Executive Rooms / Normal Rooms)

3.2. Approval

The STEVTA, Staff Training Academy administration will review the request and provide written approval if the facilities are available and the purpose align with the academy's objectives. If denied, reasons for rejection will be communicated.

4. Facilities Available

4.1. Hostel

Sindh TEVTA employees of any office / institute throughout the Sindh Province are eligible to use the hostel facilities (if requested by organizer).

- Sindh TEVTA employees requiring accommodation must submit a request in advance.
- The allocation of hostel rooms shall be based on availability.

4.2. Canteen

- The canteen is available for meals during the training period
- Menu options and pricing will be provided by the STA administration.
- All menus / foods shall be provided by STA Administration
- No food / crockery from outside shall be allowed within the STA during training.

4.3. Training Halls

- Training halls can be utilized only for specific time / dates of booking.
- Audio-visual equipment and technical support can be provided on request in advance.

4.4. Auditorium

- The Auditorium can be reserved for large events and conferences.
- Technical support if required should be communicated in advance.

4.5. Seminar and Conference Rooms

- Rooms are available for small meetings, seminars, and conferences.
- Audio-visual equipment can be provided on request.

5. Compliance and Regulations

- All participants shall must adhere all regulations and policies as per SOP.
- Any damages to the facilities or equipment must be reported immediately, and the organizer shall be held accountable.

6. Charges and Payments

- Any charges associated with facility usage, including accommodation and meals, will be communicated by the STEVTA administration.
- Payments must be made in advance or as per the agreed-upon terms

7. Trainer Provision:

A. If any organizer requires an external trainer for a specific program, a formal request should be submitted in advance.

B. Staff Training Academy will assess the request and provide a qualified trainer based on availability.

8. Review and Amendments:

- The SOP will be reviewed periodically and may be amended from time to time with the approval of Managing Director STEVTA as necessary to accommodate changing requirements.

(MUNAWAR ALI MITHANI)
MANAGING DIRECTOR