



PUNJAB VOCATIONAL TRAINING COUNCIL
Government of the Punjab

NOTIFICATION
(ADMISSION POLICY)

No: PVTC/CURRI/2025/3615 : In pursuance of the approval accorded by the Worthy Chairman, Punjab Vocational Training Council, the PVTC Admission Policy is hereby notified for implementation across all Vocational Training Institutes (VTIs) operating under PVTC. The policy appended hereunder, shall govern all admission-related matters and shall be implemented strictly with immediate effect.

1. About

The Punjab Vocational Training Council (PVTC) Admission Policy provides a unified and authoritative framework governing the entry of trainees into all Vocational Training Institutes across the province. It establishes clear standards and procedures to ensure that every admission decision is transparent, merit-based, and consistent with PVTC's mandate to deliver high-quality, industry-relevant skills training. The policy defines the eligibility requirements, application processes, selection mechanisms, and documentation standards that all VTIs must follow, regardless of course type, funding category, or location. By setting uniform rules for regular, self-finance, sponsored, and short-term training programs, the policy strengthens institutional discipline, safeguards fairness for all applicants, and supports the overall credibility and effectiveness of PVTC's training ecosystem.

2. Objectives:

- 2.1 To establish a transparent and merit-based admission system across all VTIs.
- 2.2 To ensure equal opportunity and fairness for all applicants seeking vocational training.
- 2.3 To provide uniform eligibility criteria, documentation requirements, and selection standards for every course and institute.
- 2.4 To maintain academic integrity through well-defined assessment and verification processes.
- 2.5 To enhance institutional discipline by standardizing admission procedures and timelines.
- 2.6 To improve operational efficiency by ensuring proper use of MIS, record management, and reporting mechanisms.
- 2.7 To align admissions with PVTC's mission of producing a skilled, competent, and industry-relevant workforce.

3. Admission Categories and Calander

3.1 Merit-Based (Government Sponsored Free Training) Admissions

3.1.1 Admissions to all regular courses offered under Government sponsored Free Training) shall be strictly merit-based.

3.1.2 Applicants must meet the prescribed educational entry requirements, age limits, and selection criteria defined in this policy.

3.1.3 No socioeconomic or need-based documentation is required, as selection is determined entirely through merit.

3.2 Self-Finance Admissions

3.2.1 Self-Finance seats are offered to support institutional sustainability while expanding training opportunities.

3.2.2 Selection shall remain merit-based and subject to the same eligibility and assessment criteria as government funded allocated seats.

3.2.3 Self-finance trainees shall receive the same curriculum, training environment, assessments, and certification as per SOPs.

3.3 Admissions under Sponsored a Child scheme

3.3.1 External organizations, companies, or philanthropists may sponsor trainees through PVTC's Sponsored Training framework.

3.3.2 Sponsors may nominate candidates in coordination with the concerned VTI.

3.3.3 Sponsored trainees will join regular training classes and will follow the same academic, attendance, and assessment requirements as other trainees.

3.4 Short Course Admissions

3.4.1 Admissions to short-duration courses shall follow PVTC's approved Short Course Guidelines.

3.5 Admission Calander

3.5.1 Admissions for all regular and self-finance (regular) programs will commence twice a year: January Session and July Session.

4 Eligibility Criteria

PVTC provides equal Vocational Training opportunities for all residents of Punjab.

4.1 Educational Requirements

4.1.1 Applicants must fulfill the minimum educational qualifications specified in the approved curriculum for the trade in which they seek admission.

4.1.2 Each course has clearly defined entry-level requirements, and candidates must provide authentic academic documents that match these criteria.

4.2 Age Requirements

4.2.1 Regular Courses (Government Sponsored Training, Self-Finance and Sponsored a Child): Applicants must be between 15 and 40 years of age at the time of admission. However, candidates above the age of 40 may be



considered only with the prior approval of the Managing Director, PVTC, who is the competent authority for such cases.

4.2.2 Short Courses: There is no age limit, and individuals of any age may apply.

4.3 Required Documents

All applicants must submit the following documents at the time of application:

4.3.1 Completed PVTC admission form

4.3.2 CNIC or Form-B

4.3.3 Educational certificates relevant to trade

4.3.4 Two passport-size photographs

4.3.5 Experience certificate / Letter as required for qualifications

5. Admission Promotion and Outreach

To ensure widespread awareness and equitable access to training opportunities, each VTI shall implement a well-planned and comprehensive outreach campaign prior to the commencement of every admission cycle. The objective of this campaign is to inform the community about available courses, admission requirements, and timelines, while encouraging participation from diverse groups, including women, youth, and underrepresented segments of the population. Outreach activities may include:

5.1 Display of banners, standees, and admission posters at prominent public locations, including markets, bus stands, educational institutes, and community centers.

5.2 Distribution of handbills and informational leaflets within surrounding communities to provide clear guidance on available trades and entry requirements.

5.3 Use of social media platforms and digital communication, such as Facebook pages, WhatsApp groups, or local online networks, to reach a broader audience effectively.

5.4 Community announcements through mosques, local influencers, and neighborhood networks, enabling communication to individuals who may have limited access to digital channels.

5.5 Coordination with nearby schools, colleges, community organizations, and employers to promote training opportunities and encourage referrals for potential applicants.

5.6 For implementation, the guidelines will be developed and further reviewed in consultation with the PR & Marketing Wing.

All admission announcements and promotional materials must clearly mention the eligibility criteria, age limits, categories of seats offered, fee structure for self-finance or short courses, required documents, and application deadlines, ensuring transparency and enabling applicants to make informed decisions before applying.



6. Application Submission and Verification

To ensure accuracy, fairness, and compliance with institutional requirements, all applicants must follow a standardized process for submitting their admission applications.

6.1 Applications must be submitted on the official PVTC admission form.

6.2 All applicants must present their copied documents—including educational certificates, CNIC/Form-B, and other relevant documents.

6.3 Submission of forged, altered, or falsified documents will result in immediate cancellation of admission, and the matter may be escalated for disciplinary action in accordance with applicable rules.

7. Written Test and Interview

7.1 Written Test

7.1.1 All candidates applying for regular/self-finance courses shall be required to sit for a written test designed to assess basic aptitude, theoretical understanding, and foundational competencies relevant to the trade.

7.1.2 The written test provides an objective measure to differentiate applicants and ensures that selections are made on merit.

7.2 Interview

7.2.1 Applicants who qualify for the written test shall undergo a structured interview, which forms an essential component of the selection process.

7.2.2 All applicants must present their Original documents—including educational certificates, CNIC/Form-B, and other relevant documents – for verification at the time of interview.

7.2.3 The interview shall evaluate the applicant's documents, motivation, communication skills, general suitability for the trade, and readiness to undertake technical or vocational training. This helps to determine whether the applicant possesses the attitudes and personal qualities required for successful training and future employability.

7.3 Merit Calculation

7.3.1 Unless PVTC prescribes a different formula for specific trades, the overall merit score shall be calculated using the following standard distribution:

Entry Level Matric and Above	Entry Level Below Matric
<ul style="list-style-type: none">30% — Academic Score (25% for minimum entry level + 5% for additional qualification)40% — Written Test Score (Based on minimum Entry Level 80% — objective + 20% — Subjective)20% Interview Score	<ul style="list-style-type: none">30% - Academic Score (25% minimum + 5% additional qualification)30% — Written Test Score30% — Interview Score10% Special category (Orphan, Widow, Divorced or

o 10% - Special category (Orphan, Widow, Divorced or differently abled)	differently abled)
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7.3.2 The admission committee comprises of Principal (Convenor), CGPO / AAO - Where CGPO is not available (Secretary), and relevant Trade Instructor (Member) after scoring, the VTI shall prepare and publicly display both the final merit list and a waiting list to ensure a transparent and accountable selection process.

8 Selection, Waiting Candidates, and Enrollment

8.1 Final Selection

8.1.1 Candidates who qualify through the merit-based evaluation process shall be included in the final selection list, which will be displayed prominently at the VTI.

8.2 Waiting List

8.2.1 In addition to the selected candidates, the VTI shall maintain a waiting list comprising 15% of the total seat capacity.

8.2.2 Candidates from this waiting pool may be contacted to fill seats that become vacant before the final grant of admission at MIS portal, ensuring optimal utilization of available training slots.

8.3 Enrollment Requirements

Selected candidates must complete all enrollment formalities within the stipulated timeframe by fulfilling the following requirements:

8.3.1 Paying the prescribed fee (in case of Self-finance), where applicable, for self-finance or sponsored training categories through the designated payment channels.

8.3.2 Collecting the timetable and formal joining instructions issued by the institute.

8.3.3 Enrollment shall be considered fully confirmed only after the successful verification of documents and completion of the MIS entry (Final Grant).

9 Special Rules for Short Courses

Short courses are conducted under PVTc's approved Short Course SOPs and are designed to provide flexible, targeted training opportunities. To ensure consistency and quality, the following rules apply:

9.1 Classes may be scheduled in morning, evening, or weekend formats, depending on local demand and availability of instructors.

9.2 Each short course must meet the minimum class size requirement of 15 trainees to ensure viability and effective learning.

9.3 Trainees must maintain at least 80% attendance to be eligible for participation in examinations and final assessments.

9.4 All registration fees, course fees, payment procedures, and instructor remuneration shall be managed strictly in accordance with the approved Short Course SOPs.

10 Sponsored Admission Procedures

Where external organizations, companies, or individual benefactors sponsor trainees for vocational training, the following procedures apply a formal sponsorship consent form must be completed and signed by the sponsor, outlining the terms of support and responsibilities.

- 10.1 The full course/Monthly fee must be deposited in advance before the sponsored trainee is formally enrolled, in accordance with Self-finance procedures.
- 10.2 Sponsored trainees shall be distinctly recorded and tagged in the MIS, ensuring clear financial and administrative tracking.
- 10.3 VTIs shall share monthly progress reports with the sponsor, providing updates on attendance, performance, and training status.
- 10.4 All fees paid for sponsored trainees are non-refundable, regardless of withdrawal or discontinuation, in line with Self-finance SOPs.

11 MIS-Based Admission Management

All admission-related data and trainee information must be managed through PVTC's centralized Management Information System (MIS) to ensure standardization, accuracy, and system-wide transparency. VTIs are required to use the MIS to:

- 11.1 Enter and maintain trainee profiles for all applicants and enrolled students.
- 11.2 CGPO / Computer Operator / acting CGPO / any deputed staff shall be responsible to upload admission data, assessment results, and training progress on regular basis in MIS.
- 11.3 Track attendance records on a daily basis.
- 11.4 Maintain up-to-date trade lists for every course batch including shifts.
- 11.5 Record course completions and generate trainee codes required for certification processing.
- 11.6 The Principal/Acting Principal holds responsibility for the final approval/grant of admission in MIS.

12 Dropout Control, Verification, and Approval Mechanism

To preserve the integrity of trainee records and prevent any unauthorized or manipulated removal of trainees from the system, all VTIs shall follow the mandatory procedures outlined below. No trainee may be declared dropped without complete documentation, proper due process, and formal approval.



12.1 Definition and Conditions for Dropout

A trainee shall only be declared a dropout under the following clearly defined and verifiable circumstances:

12.1.1 Continuous absence for continuous 02 weeks without an approved leave application, demonstrating disengagement from training.

12.1.2 Voluntary withdrawal initiated by the trainee or guardian, submitted through a written and signed application.

12.1.3 Medical or family emergencies that prevent the trainee from continuing training, and only when these reasons are fully supported by valid documentary evidence.

12.1.4 Termination due to disciplinary action, executed strictly in accordance with PVTTC-approved disciplinary procedures.

Under no circumstances shall a trainee be marked as a dropout based on hearsay, verbal communication, or assumptions made by staff.

12.2 Written Application and Evidence Requirement

12.2.1 A dropout case shall not proceed without a written and signed application from the trainee or guardian.

12.2.2 If the trainee is unreachable, the VTI must record three attempts to contact the trainee (phone calls, SMS, WhatsApp, or physical visit) and attach documented proof of each attempt.

12.2.3 The Trade Instructor must include complete attendance records, showing the pattern of absence that led to the dropout referral.

12.2.4 No dropout status shall be processed or approved unless all evidence is attached, verified, and complete.

12.3 Step-by-Step Dropout Approval Workflow

12.3.1 Instructor Level

12.3.1.1 The Trade Instructor shall prepare a Dropout Justification Report, summarizing the trainee's absence record, communication attempts, and known reasons for non-attendance.


12.3.1.2 The instructor shall attach attendance sheets and all evidence to the file.

12.3.1.3 The complete file shall be forwarded to the AAO and CGPO for verification.

12.3.2 AAO and CGPO Verification

12.3.2.1 The AAO shall verify that there are no pending fees at the end of trainee / sponsored.

12.3.2.2 All MIS entries related to the trainee are accurately entered.



- 12.3.2.3 The CGPO/CO/Acting official shall verify that counseling attempts were made, confirm the trainee's stated reasons (if any), and record a summary of communication or counseling.
- 12.3.3 Principal Approval
- 12.3.3.1 The principal shall review the file in detail and sign the Dropout case, confirming that: All required evidence is properly attached, the trainee was duly counseled or contacted, attendance and records are accurate and free from manipulation.
- 12.3.3.2 The decision is justified based on verifiable facts.
- 12.4 MIS Update
- 12.4.1 Only the principal shall update the trainee's status in MIS as dropped out.
- 12.5 Appellate Authority for Dropout Cases
- 12.5.1 The Area Manager shall review all appealed dropout cases and forward eligible cases to the PVTC Dropout Committee, constituted under Notification No. PVTC/HR/21/135 dated 15 January 2021, which shall serve as the appellate authority for the final consideration and decision on such cases
- 12.5.2 Upon receipt of an appeal, the Area Manager shall conduct a thorough and impartial review of the complete dropout case file, including attendance records, evidence of communication attempts, justification reports, and all supporting documents, to determine whether the dropout decision was made properly and in accordance with PVTC policies.
- 12.5.3 If the Area Manager finds that the dropout decision was unjustified, procedurally flawed, inadequately documented, or based on incorrect or manipulated information, the case shall be escalated to the PVTC Dropout Committee for formal consideration.
- 12.5.4 Any dropout case identified as incomplete, manipulated, or supported by insufficient evidence shall also trigger disciplinary proceedings against the responsible officials in accordance with PVTC Employees Service Regulations 2014 and PEEDA rules.
- 12.6 Restrictions and Safeguards
- 12.6.1 No instructor or staff member may independently remove or mark a trainee as dropped in the MIS.
- 12.6.2 Dropout status may only be changed after Principal-level approval and proper supporting documentation.
- 12.6.3 Once a trainee is marked as dropped, the status cannot be reversed without prior written approval from PVTC Dropped out committee.



12.6.4 The MIS system shall maintain a permanent digital audit trail, ensuring that all dropout actions remain traceable for monitoring and audit purposes.

12.7 Accountability and Liability

The following officials are responsible for maintaining accuracy and integrity in the dropout process:

12.7.1 Trade Instructor: Responsible for accurate attendance marking and proper documentation of communication attempts.

12.7.2 CGPO: Responsible for counseling efforts, MIS updates, and maintaining all dropout-related records.

12.7.3 AAO: Responsible for verifying fee liabilities, if any.

12.7.4 Principal: Responsible for reviewing the complete file, approving or rejecting dropout requests, and ensuring that no manipulation occurs.

12.7.5 Any staff member found involved in manipulation, falsification, unauthorized MIS updates, or deliberate mishandling of dropout cases shall be subject to disciplinary action.

13 Transfers and Special Cases

13.1 VTI to VTI Transfers / migration of trainees

13.1.1 Transfers between VTIs may be permitted only under genuine and justified circumstances, such as relocation or other documented constraints.

13.1.2 All transfers require verification of trainee records, confirmation of seat availability at the receiving VTI, and formal approval from PVTc.

13.1.3 Trainees must continue with the same trade and training pathway unless explicitly approved otherwise.

13.2 Transfer Procedures for CBT&A Trainees (Aligned with NVQF Framework)

13.2.1 Eligibility for Transfer

13.2.1.1 A trainee shall be considered eligible for transfer only if they are enrolled in a CBT&A qualification that is formally recognized under the National Vocational Qualifications Framework (NVQF), and the qualification is active and ongoing at the time of the transfer request.

13.2.1.2 A transfer request shall be accepted only when the receiving VTI offers the exact same NVQF qualification, at the same NVQF level, with the same competency standards, the same list of competency units, and the same occupational profile that is being delivered by the sending VTI.

13.2.1.3 The trainee must have completed all required assessments, tasks, or activities assigned up to the point of transfer, and



those completed components must be recorded, signed, and authenticated by certified assessors at the sending VTI.

13.2.1.4 A transfer request shall not be entertained after the commencement of final summative assessments or after the trainee has been scheduled for final competency determination.

13.2.1.5 Only trainees who demonstrate regular attendance, compliance with VTI rules, and satisfactory performance in completed competencies shall be considered for transfer, and any trainee with pending disciplinary matters shall not be eligible.

13.3 Verification of Competency Records

13.3.1 Before a transfer can be processed, the receiving VTI must verify the trainee's competency progress by reviewing all of the following documents in original:

13.3.1.1 The Record of Achievement (ROA) documenting every competency unit in which the trainee has been declared "Competent," along with the signatures of the assessor and internal verifier.

13.3.1.2 The trainee's complete assessment portfolio including evidence files, practical demonstration sheets, observation records, assignments, projects, and workplace evidence—each properly dated and authenticated.

13.3.1.3 A unit-wise breakdown of completed competencies showing Competent (C) or Not Yet Competent (NYC) status for every module.

13.3.1.4 The trainee's NSIS/NVQF registry profile, ensuring every achieved competency, training activity, and assessment outcome is accurately recorded and matches the documentation held by the institute.

13.3.1.5 Transfer processing shall not proceed unless all documents are complete, original, verifiable, and mutually consistent.

13.4 Approval Workflow Including PVTCT Transfer Evaluation Committee

All CBT&A transfer cases must go through the following approval workflow:

13.4.1 The trainee shall submit a formal written transfer application, clearly stating the reasons for transfer and attaching all required documentation.

13.4.2 The sending VTI shall verify the authenticity of each document, sign off on the trainee's competency status, and forward the complete case file to the receiving VTI.

13.4.3 The receiving VTI shall review the trainee's submitted evidence, verify seat availability, assess competency equivalence, and prepare a preliminary recommendation / NOC.



- 13.4.4 The complete transfer file—consisting of all documents, equivalence analysis, bridging requirements (if any), and the recommendations of both VTIs—shall be forwarded to the GM Operations.
- 13.4.5 The GM Operations shall thoroughly examine all competency evidence, verify credit alignment with NVQF, and determine whether the trainee meets the required standards for transfer.
- 13.4.6 The GM Operations shall make a final decision—approval or rejection—and shall record the decision in writing, signed by all committee members.
- 13.4.7 No CBT&A transfer shall be considered valid or operational until the PVTC Transfer Evaluation Committee issues formal written approval.

14 Transfer Procedures for Conventional Courses

14.1 Eligibility for Transfer

- 14.1.1 A trainee shall be considered eligible for transfer only if they are enrolled in a conventional training program currently being offered at the sending VTI.
- 14.1.2 A transfer request shall be accepted only when the receiving VTI offers the same conventional trade, with the same training duration (e.g., 6 months, 1 year), and follows the same PVTC-approved curriculum.
- 14.1.3 The trainee must have no pending disciplinary issues, must demonstrate satisfactory conduct, and must be complying with all VTI rules and regulations.
- 14.1.4 The trainee must not have any outstanding fee, and all dues at the sending VTI must be cleared before transfer request processing.
- 14.1.5 A transfer request shall not be entertained after the commencement of final examinations, assessment week, or once final examination (if applicable) has been finalized.

14.2 Required Documents for Transfer Verification

Before the transfer request is processed, the receiving VTI must verify the trainee's academic and administrative standing by reviewing the following original documents:

- 14.2.1 Attendance Record, duly signed by the Trade Instructor and validated by the principal.
- 14.2.2 Progress Report / Monthly Evaluation, showing trainee performance in theory and practical work completed to date.
- 14.2.3 Discipline and Conduct Record, confirming that the trainee has adhered to institute rules.
- 14.2.4 Fee Clearance Certificate (for Self-Finance or Sponsored categories), verified by the AAO.
- 14.2.5 Training Progress Summary, showing topics/units covered to date based on the standardized curriculum.



- 14.2.6 Trainee File including admission documents, CNIC/Form-B copies, photographs, and other required forms.
- 14.2.7 Transfer evaluation shall not proceed unless all documents are complete, authentic, consistent, and verifiable.
- 14.3 Approval of Workflow for Conventional Course Transfers
- All transfers for conventional courses must follow the workflow below:
- 14.3.1 The trainee (or guardian) shall submit a written transfer application, clearly stating the reason for transfer and attaching all required documents.
- 14.3.2 The sending VTI shall:
- 14.3.2.1 Verify trainee's attendance, performance, discipline, and fee status.
 - 14.3.2.2 Prepare a Transfer Report, confirming the trainee's eligibility.
 - 14.3.2.3 Forward the complete file to the receiving VTI.
- 14.3.3 The receiving VTI shall:
- 14.3.3.1 Verify the availability of seat(s) in the requested trade.
 - 14.3.3.2 Review the training progress based on the prescribed curriculum.
 - 14.3.3.3 Determine whether the trainee can be smoothly integrated into the ongoing batch.
 - 14.3.3.4 Record and submit a No Objection Certificate (NOC) or written recommendation.
- 14.3.4 The complete transfer file—including documentation from both VTIs—shall be forwarded through proper channel with the remarks of concerned Area Manager and Regional Manager to Operations office for centralized processing.
- 14.3.5 The Operations office shall:
- 14.3.5.1 Evaluate the trainee's training progress, attendance, and overall eligibility.
 - 14.3.5.2 Ensure program compatibility and confirm that training quality will not be compromised.
 - 14.3.5.3 Approve or reject the transfer request based on merit and available evidence.
 - 14.3.5.4 The final approval shall be issued in writing by the GM Operations. No transfer shall be considered valid or actionable until formal approval is granted.
- 14.4 MIS-Based Completion of Transfer
- After approval by GM Operations:
- 14.4.1 The MIS wing shall change the status of trainees as Transferred out from sending VTI and enroll him/her into receiving VTI under the correct trade, batch, and schedule.
- 14.4.2 All trainee data—including attendance, training progress, and profile—must be accurately updated in MIS.



14.4.3 After completion the process of transfer, both VTI shall be informed accordingly.

14.4.4 The trainee shall be issued a revised training plan and timetable aligned with the receiving VTI's delivery schedule.

14.5 Limitations and Restrictions

14.5.1 Transfers shall not be allowed between different trades, different course durations, or mismatched curriculum structures.

14.5.2 Transfers shall not be permitted after the final assessment cycle begins.

14.5.3 Transfers shall not proceed if any required documentation is missing, inconsistent, or unverifiable.

14.5.4 Transfers must not disrupt training quality, class discipline, or instructor workload at either VTI.

15 Attendance & Leave Policy

The Attendance & Leave Policy ensures that all trainees maintain the minimum required training exposure essential for competency development and successful completion of vocational qualifications. These rules apply uniformly to all VTIs operating under PVTC across regular, self-finance, sponsored, and short-course streams.

15.1 Attendance Requirements

15.1.1 All trainees are expected to maintain regular and punctual attendance throughout the duration of the course.

15.1.2 Regular Courses: Trainees must maintain a minimum of 85% attendance to be eligible for final examinations and summative assessments.

15.1.3 No trainee shall be allowed to sit in the final examination if attendance falls below the required minimum, regardless of performance in class.

16 Absence Within or Exceeding 30%

16.1.1 Absence Exceeding 30% (Attendance Below 70%)

If a trainee's total verified absence exceeds 30% of total training days (attendance below 70%):

16.1.1.1 The trainees shall not be eligible for make-up classes within the current session; MIS shall automatically restrict such cases.

16.1.1.2 The trainee shall be shifted to the upcoming batch to repeat all missed chapters/units strictly as per the approved curriculum.

16.1.1.3 The trainee shall appear in the final examination of the next session only after completing all required training hours, practical tasks, and assessments in the new batch.

16.1.1.4 If absence of trainees increases to more than 50%, he/she shall be considered as dropped out.



16.1.2 Absence Within 30% (Attendance Between 70% and 85%)

If a trainee's verified absence is within 30% (attendance between 70% and 85%):

- 16.1.2.1 The trainees shall continue with the same batch and shall remain eligible for make-up classes within the current session.
- 16.1.2.2 A structured Make-Up Training Plan shall be prepared by the Trade Instructor, specifying Chapters/competence missed, required theory and practical hours, and Required assessments, tasks, or workshop activities
- 16.1.2.3 All make-up training must be completed before the final examination; no trainee shall be examined until all deficiencies are cleared.
- 16.1.2.4 Completion of make-up work shall be documented, signed by the Instructor and Principal, and updated in MIS for audit and monitoring.
- 16.1.2.5 The principal shall monitor trainee attendance on a weekly basis. If a trainee's attendance drops below 85%, the trainee must be issued a written warning to improve attendance. This notice must be retained in the trainee file.

17 Policy Amendments

PVTC retains the exclusive authority to revise, update, or supersede this Admission Policy whenever necessary to align with organizational needs, regulatory requirements, or evolving training standards. Any changes, additions, or modifications to this policy shall be communicated formally to all VTIs through official PVTC notifications, and such notifications shall take precedence over previous instructions.

Dated: December 31st, 2025

BY ORDER OF THE CHAIRMAN PVTC

Copies to: -

- 1. All President DBOMs
- 2. All General Managers
- 3. All Heads of Departments
- 4. All Regional Managers
- 5. All Sr./Area Managers
- 6. All VTIs
- 7. PSO to Chairman
- 8. PSO to Managing Director
- 9. Master File


(MUHAMMAD NADEEM AKRAM)
General Manager Operations

