



DIRECTORATE OF PUBLIC INSTRUCTION  
(COLLEGES), PUNJAB.

No.0101/DDT-DPIC, Dated: 01-01-2022.

**VERY URGENT/OUT TODAY**

All the Directors of Education (Colleges)  
In the Punjab.

**Subject: COMMENCEMENT OF MANDATORY PROMOTION LINKED TRAINING OF ASSISTANT PROFESSORS (FEMALE) & SENIOR INSTRUCTORS OF HIGHER EDUCATION DEPARTMENT WORKING IN THE PUBLIC SECTOR INSTITUTIONS OF PUNJAB TO BE CONDUCTED BY PUNJAB HIGHER EDUCATION COMMISSION LAHORE W.E.F. 03-01-2022 (4-WEEK ONLINE MS-TEAMS)-BATCH-I**

Apropos the approval accorded by the Competent Authority, in the light of the direction of the Higher Authority and the schedule finalized and conveyed to all Assistant Professors (Female) & Senior Instructors in range of the PLT BS-18 to BS-19 by PHEC vide email dated 31-12-2021 at 4:49 PM to be held w.e.f. 03-01-2022, on the subject referred to SUPRA.

2. I am directed by the Higher Authority to inform that the Punjab Higher Education Commission (PHEC), in collaboration with Directorate of Public Instruction (Colleges) Punjab and Higher Education Department (HED) Govt. of Punjab, is organizing a four-week (January 3, 2022 (Monday) to January 28, 2022 (Friday)) promotion-linked Training workshop for Assistant Professors (Females) & Senior Instructors of Public sector colleges of Punjab (General & Commerce Wings). The training will be conducted online through MS Teams software (Software Instructions attached).

**DETAIL OF THE BATCH-I TRAINEES**

Sr.	Designation & Grade	Gender	Serial No.
1.	Assistant Professors (BS-18)	Male	1 to 24 List attached
2.	Assistant Professors (BS-18)	Female	1 to 54 List attached
3.	Senior Instructors (BS-18)	Male	1 to 14 List attached.

3. I am further directed to request kindly to convey to all Assistant Professors (Females) & Senior Instructors (General+Commerce Wings), through the DDCs & Principals concerned through a general intimation letter to all Assistant Professors (Females)/ Senior Instructors who have received training intimation emails from PHEC or they are

**included in the PHEC Whatsapp Group for the subject trainings of Batch-I (already informed via emails by PHEC)** working in different Public Sector Colleges/Institutions/Departments of the districts/Divisions under your kind administrative jurisdiction to join the training workshop by clicking the separate links (already emailed to all **w.e.f. 03-01-2022 (Monday)**). The PHEC will share the Links for the remaining three weeks separately through the provided email addresses & formed whatsapp group of all the Assistant Professors (Females)/Senior Instructors hence please convey to the DDCs and the Principals of the Assistant Professors (Females)/Senior Instructors to stay in tune with their email inboxes to get information to be shared by the Training Wing of PHEC from time to time and **take the training regularly from 10:00 AM to 4:00 PM on daily basis without missing any session of the Training for 4-Weeks w.e.f. 03-01-2022 to 28-01-2022.**

4. The schedule of sessions **w.e.f. 03-01-2022 to 07-01-2022 (First Week)** has already been emailed to all Assistant Professors (Females)/Senior Instructors by the PHEC Training Wing. For the stated purpose please intimate all Assistant Professors (Females)/ Senior Instructors to sift through their email inboxes regularly. The Assistant Professors (Females)/ Senior Instructors in range of the PLT are also requested please **to install the MS Teams software on their Android Cell Phones, Laptops or Desktops (Method to download and install the software is attached)** and they will just click the day/date link of the session and they after writing their name, upon demand, will right be inside the MS Teams Class Room.

5. Please note that training sessions, as per PHEC policy, can be transposed/merged/extended keeping in view the requirement/exigency of the topic/resource person.

### **TRAINING SESSIONS**

Week 1 Training Links soft clickable links have already been emailed & posted in the whatsapp group by PHEC		
Day-1	January 3 <sup>rd</sup> , 2022 (Monday)	<a href="#">Click here to join the meeting</a>
Day-2	January 4 <sup>th</sup> , 2022 (Tuesday)	<a href="#">Click here to join the meeting</a>
Day-3	January 5 <sup>th</sup> , 2022 (Wednesday)	<a href="#">Click here to join the meeting</a>
Day-4	January 6 <sup>th</sup> , 2022 (Thursday)	<a href="#">Click here to join the meeting</a>
Day-5	January 7 <sup>th</sup> , 2022 (Friday)	<a href="#">Click here to join the meeting</a>

### **PHEC Instructions for Training Session Participants:**

1. Please ensure that the Assistant Professors (Females)/ Senior Instructors, who have received email intimations, name is typed along with organization/college name helping others to recognize for reference purpose during discussion.

2. Please Mute your microphones during training sessions and only Unmute if you want to ask any question from Resource person in Q/A Session. If Your microphone is Unmute and there is background noise so all the training participants will disturb.
3. It is requested that Please Turn OFF your Video during Training Sessions and Only Turn ON if you have any question/Query in Question Answer Session. It also helps to free your internet bandwidth for smooth conduct of training Session.
4. You can Click Raise Hand option to ask question during Question/Answer Session.
5. Please select Noise Free Location so that during Training session you can concentrate on training and select location where your internet signals are in good strength so that your session can continue without any interruption.
6. Please find "MS Teams Meeting Joining Guide" in attachments for further help.
7. It is recommended to join training session using Laptop/PC.

**8. In case of issue during joining of training session, please contact Mr. Tayyab [Mob No: 03214532047].**

**9. In case of any query related to training material, Name and Email address correction, related to Feedback forms, please contact Mr. Bilal PHEC [Mobile No: 03334497566]**

### **INSTRUCTIONS FROM HIGHER EDUCATION DEPARTMENT**

The following are the instructions from the Higher Education Department, Government of the Punjab, for the Director of Education Colleges in the Punjab, for all DDCs of the Province and all Principals of Male Graduate & Associate Colleges/Commerce Associate Colleges from where the Assistant Professors (Females)/ Senior Instructors shall attend the online PHEC 4-week training w.e.f. 03-01-2022. (Monday) as per the already sent time schedule & time table.

(1) The attendance in the **FOUR WEEKS PLT ONLINE TRAINING** by the PHEC is **Mandatory**.

(2) **Missing or leaving of any session of the Training for two weeks** is not allowed, in case of such dispensation, only Competent Authority has been vested with this special dispensation.

(3) Absentees in any one or more sessions or complete absence from the training of a day or more will tantamount misconduct and the absentees will be proceeded against under the prevalent disciplinary rules besides having promotion problems.

(4) Please convey to all Assistant Professors (Females)/Senior Instructors in range of this PLT (who have received the email intimation from the PHEC for the training or those who are included in the PHEC training whatsapp Group) that they must have fast internet connection, all effective connectivity tools and internet modem that work fast in their respective areas as no excuse on the basis of such matters shall be entertained for being disconnected or absent from the MS Teams Sessions of this PHEC PLT Training please.

(5) All The Directors of Education (Colleges) in the Province and all DDCs shall strictly monitor and supervise the sessions personally or through strong departmental monitors and upon intimation from the office of the DPI Colleges Punjab, will act promptly to ensure the presence of the participants in the sessions please.

(6) The Training is a full day instructional work i.e. commencing from 10:00 AM to 4:00 PM on daily basis for 04 Weeks w.e.f. 03-01-2022 to 28-01-2022 hence being a mandatory requirement for promotion the Assistant Professors (Females)/ Senior Instructors concerned are required to be regular and punctual in attending the training as per the time schedule on daily basis. Short or no attendance in 04 weeks training will entail one reason of deferment of the Promotion case of the concerned.

(7) A post training test based upon the lectures attended during the 04-weeks PLT will be conducted by the PHEC, failure in the test will entail deferment of the Promotion case of the Assistant Professors (Females)/Senior Instructors concerned.

(8) If any of the Assistant Professor (Female)/ Senior Instructor (who has received the training intimation from the PHEC) has already got the subject training, the officer must approach the office of the DPI (Colleges) Punjab, Lahore for removal of the name from the list of trainees through proper channel and similarly, if any Assistant Professor (Female)/ Senior Instructor has been missed out in the subject training list may follow the same process through proper channel to get his/her name included in the list of the to be trained officers.

**NOTE:** For any query or training related information or assistance please feel free to contact the undersigned at Cell No.0300-4128970 or through email address: dd.training.dpi@gmail.com please.

2. All the Directors of Education Colleges in the Province are requested kindly to transmit the instant intimation IMMEDIATELY to all DDCs and Principals concerned for strict compliance under intimation to the office of DPI Colleges, Punjab, Lahore.

3. No slackness in the transmission of the instant intimation to all the DDCs & Principals of the Province/Institutions/Organization shall not be tolerated as per the directions of the Higher as well as that of the Competent Authority please.

BEST OF LUCK TO ALL THE TRAINEES!

  
01-01-2022  
MUHAMMAD ZAHID MIAN)  
DEPUTY DIRECTOR (TRAININGS)

CC.

1. PS to Secretary, Govt. Of the Punjab, Higher Education Department.
2. PS to Special Secretary, Govt. Of the Punjab, Higher Education Department.
3. PA to Additional Secretary (E&G), Govt. Of the Punjab, Higher Education Department.
4. Mr. Asif Munir, the Director (Trainings) Punjab Higher Education Commission, Lahore w/r to the email on the subject referred to supra.
5. PS to DPI (Colleges) Punjab, Lahore.
6. All Lecturers (Male)/Instructors in range of the instant PLT (Via Email)
7. The PLT (Lecturers/Instructors-M) File-2022.

  
01-01-2022  
**MUHAMMAD ZAHID MIAN)**  
**DEPUTY DIRECTOR (TRAININGS)**