

EDN- RMSA (17)-85/2014-Voc.-NSQF -9921-59
Office of the State Project Director, RMSA
Himachal Pradesh, Shimla-1
Dated : Shimla – 171001 the 13th December, 2017

To

All the Principal,
Govt. Sen. Sec. Schools (Vocational),
Himachal Pradesh.

Subject: - Regarding Clarification for Conducting Field/Industry Visit under Vocational Education.

Memo,


This is in continuation to this office letter no even dated 02.05.2017 regarding the implementation of Vocational Education in schools. In this regard it is to inform you that the guidelines for implementation of Vocational Education in schools were issued to all the Principal. The guideline no 13 of said letter is as under “Regular Guest Lectures, Field Visit, Industry Visits & Practicals should be conducted as per guidelines & schedule of RMSA with the help of District Coordinator & VTP State Coordinator concerned”.

Moreover it has been mentioned in the clause 21 (P116) of chapter 11 of the HP School Education code 2012 that “ The Principal should manage Field Visit/Industrial Visit & On the Job Training facility for Vocational Students preferably during vacation period”.

But it has come into the notice of the undersigned that these instruction are being not followed in many schools and the activity of Industry/Field Visit is not being conducted properly as per the calendar of activities issued for this purpose. This lapse has been seriously viewed by the department as the students are being deprived of this facility. The provision of sufficient budget has also been made for this purpose under RMSA.

Therefore you are directed to conduct the regular Field/Industry Visits for students of Vocational Education as per schedule after completing all codal formalities. If this activity is to be conducted out of the state/beyond jurisdiction the approval of the undersigned may be sought well in advance, so that the maximum students may be benefitted as per the mandate of the Scheme of the Centrally Sponsored Scheme of Vocationalisation of Secondary & Higher Secondary Education of Government of India.

However you are authorized to conduct field/Industry Visits with in the state as and when required, as per the calendar of activities of Vocational education under NSQF.


Mission Director-cum-
Director of Higher Education
Himachal Pradesh, Shimla-1


Endst. No.: Even Dated

Shimla-171001

December, 2017

Copy for information & further necessary action to:

1. The Principal Secretary (Edu.) to the Govt. of Himachal Pradesh, Shimla-2.
2. The Addl. Director of Higher Education (S), Himachal Pradesh, Shimla-1
3. All the Dy. Director of Higher Education, Himachal Pradesh.
4. All the CEO's VTP's HP NSQF Project.
5. All the District Project Officer/District Coordinator in DIET's in HP.


Mission Director-cum-
Director of Higher Education
Himachal Pradesh, Shimla-1

Annexure –B

Guidelines for implementation of Vocational Education in schools

1. **Minimum seats:** -The number of seats per vocational sector per school will be 25 as per norms of MHRD. However, the seats can be increased up to 35 per subject/course per school on availability of infrastructure in the school on public demand.
2. **Internet availability:** -Separate Internet connection and facilities should be dedicated only to Vocational Trainers of NSQF program in every school. District Project Officer/District Coordinators will ensure every month that internet facility is available, the unavailability of the internet will be viewed seriously by the Deptt/RMSA.
3. **Attendance Report of VT's:-** Principals will submit the monthly attendance of VT's on the last working day of the every month positively and send monthly details of salary paid by VTP's to VT's through RTGS by 7th of the next month to the District Project Officer/District Coordinators RMSA who will submit the consolidated report of the same to RMSA.
4. **Low enrollment Schools:** - The students from nearby Boys school and Girls school will study the vocational subject allotted to the Vocational Schools of that locality. The Vocational Trainer deployed by the VTPs will go to that nearby school if the school is within the radius of 3 Kms. Accordingly the enrollment of 9th class should be increased by directing the Vocational Trainer to go to the nearby Government High Schools and teach the Vocational subject concerned to students in those schools to achieve the target of prescribed enrollment of 25. However, the practicals will be conducted in the established lab of the actual allotted/mother school for all boys and girls students. The concerned Principals/Headmaster will adjust the time table of the school in such a manner so that maximum desirous students could be admitted in Vocational Courses from the surrounding schools.
5. **Fee Structure:** -No additional fee other than fee mentioned in education code shall be charged for opting vocational subject. However being practical subject in nature, practical fee/fund shall be charged like any other practical subjects.
6. **Criteria for Admission:** - The admission to this subject shall be purely on merit basis of previous class. However, preference should be given to SC, ST, OBC & girls' students.
7. **Nodal Officer:** - Dr. Girija Nand Chauhan Technical Officer will act as Nodal officer on behalf of Department of Higher Education, Himachal Pradesh/RMSA for the implementation of NSQF Project. (Phone No.0177-2658668)
8. **Counseling:** -Counseling of the students/candidates and their parents/guardians may be held by the school authorities before permitting admission to this subject.
9. **Online Filling of Form:** An online Performa for each student/candidate opting for these subjects shall be filled by the school to maintain the student record for the purpose of

certification etc. by NSDC (National Skill Development Corporation)/SSC (Sector Skill Council), New Delhi for enabling the candidate for the purpose of employment in India or abroad as these councils are recognized by various placement agencies worldwide and also for verification of degrees and certificates.

10. **Medium of Instructions:** - The medium of instructions for Level 1 & Level 2 should be bilingual. Whereas, for level 3 & 4 English medium should be encouraged keeping in view the career of the students.
11. **Re-admission of students:** - If any student completely fails in any class but passes in Vocational subject can be re-admitted in that subject next year.
12. **Appointment of Vocational School Coordinator:** - one Vocational School Coordinator should be appointed from amongst the regular School Lecturers. He will be the overall incharge of Vocational Education under NSQF at School level.
13. Regular Guest Lectures, Field visits, Industry Visits & Practicals should be conducted as per guidelines and schedule of RMSA with the help of District Coordinator and VTP State Coordinator concerned.
14. Monthly report should be submitted regularly to DPO/DCO and State Coordinator of VTP concerned on last working day of every month.