

No. EDN-ISSE (18)-01/2019-20-VOC-DIETs  
Office of the State Project Director, ISSE  
Himachal Pradesh, Shimla-1

8716

11/8/23

Dated Shimla

Aug, 2023

To

All the DPOs cum Principals (DIETs)  
Himachal Pradesh

**Subject: Regarding transfer of budget/Funds towards recurring cost (Financial Support for Resource Persons, Raw Material, Hands on Training (OJT) and Office Expenses/Contingencies) Grants under NSQF Project for 2023-24.**

Sir,

This is with reference to the implementation of Vocationalisation of School Education under NSQF Project in Himachal Pradesh by Government of India (GoI), MoE, New Delhi.

In this regard, it is to inform that as per PAB approvals for Samagra Shiksha 2023-24, funds have been approved under various sub activities for support of Vocational Education. Funds are being released for further utilization by the Vocational Schools as per the detail mentioned below:

- 1. Financial Support for Resource Persons (Existing)** - The grant is being released @Rs 15,000/- for double trade school and @Rs 7500/- for single trade school for conducting online/offline Guest lectures for class 9 to 12 (3 guest lectures for class 9 and 10 each @Rs 500/- per lecture and 4 guest lectures for class 11 and 5 guest lectures for class 12 each @Rs 500/- per lecture for single trade). This amount has to be utilized by 30<sup>th</sup> Sept, 2023 to conduct the Guest Lectures. The Guest Lectures will be conducted by the faculties from the nearby ITIs/Polytechnics/Engineering Colleges of the State. In this regard, the request has been sent from this office, to the Director, Technical Education, Vocational and Industrial Training, Himachal Pradesh, Sundernagar (copy enclosed). The School Heads are requested to onboard the aforesaid Institution(s) as per trade specific requirement, prepare the list of the Resource Persons of these Institutions (after taking their consent) and accordingly, transfer the funds to the identified RPs in order to expedite the expenditure. The remaining amount pertaining to this sub-activity shall be released to the schools after utilization of this fund.
- 2. Raw material grant (Existing)** – The grant is being released @Rs 50,000/- per school. This amount can be utilized for purchase of study material for students, stationery for making portfolios, purchase of necessary Equipments and Tools, maintenance of Vocational Labs and Tools, Equipment and Furniture, printing of text books, e-learning material and any other activity that deem necessary to facilitate the Vocationalisation of Education.
- 3. Cost of Providing Hands on Training (Existing)/OJT/Internship** – A student is expected to undergo On-Job-Training/Hands on Training in his/her job role in an Academic year. The School Heads (with the support from their

VTs and VTPs) are responsible to search (map) and onboard ITIs/Polytechnics/Engineering Colleges of the State for the conduction of OJT/Internship in the trades, available in these Institutions.

The process of mapping and bringing onboard Institution/Organization/Industry for Hands on Training/OJT must be completed well before conduction of OJT. **It is to be ensured that the OJT/Internship will be conducted by the nearby Institutions such as - ITIs/Polytechnics/Engineering Colleges of the State, in the trades available in those Institutions (Please refer to the copy enclosed above).** Initially, a sum of Rs. 50,000/- per school is being released under this component. **This amount will have to be disbursed by the Districts to the schools proportionately, keeping in view the strength of the Vocational students in each school.** The expenditure can be incurred as per the availability of the funds released. However, the remaining amount shall be released after utilization of this fund. Detailed Guidelines regarding the OJT/Internship are enclosed at Annexure "A".


4. **Office Expenses/Contingencies for school (Existing)** - The grant is being released @Rs 50,000/- per school. Fund under this head will be utilized for following purposes:
- I. **Publicity:** This includes printing of Information Education Communication (IEC) material for the students, community and media etc, awareness activities and advertisements etc.
  - II. **Guidance and Counseling:** For mobilization/outreach activity, printing of admission form, printing of registration form and printing of interest inventory forms etc.
  - III. **Postage:** Any expenditure related to postage/courier etc.
  - IV. **Stationery:** Office related articles such as staplers, pins, paper and gum etc. related to the project.
  - V. **Electricity charge:** An amount of Rs 700/- per lab and maximum of Rs. 8000/- per annum shall be incurred under this activity.
  - VI. **Internet charges:** An amount of Rs 1000/- per month per lab and maximum of Rs 12,000/- per annum shall be incurred under this activity.
  - VII. **Training/Meeting/Orientation Programme:** (Only Working Lunch & Tea and snacks) as per norms approved. Proceedings of such meeting be kept in record.
  - VIII. TA/DA for Vocational Trainer(s)/Vocational Coordinators/School Heads during the field visits, OJT, ToT or for any other purpose related to Vocational Education Activity. The tour programme must be duly approved by the competent authority i.e Principal of the concerned school and the rates will be admissible as per the prevailing financial rules.
  - IX. Purchase of UPS, stablizer, office almirah, box, extension board, electrical and computer accessories etc.
  - X. To meet any short fall of funds, if any, for conducting OJT.

You are therefore, requested to release the funds to Vocational Schools in your District at the earliest, as per the detail attached at Annexure 'B'. The second installment of funds will be released after obtaining the utilization certificates in r/o the released funds. Proper record of expenditure incurred thereon must be maintained as per the existing financial norms.

All the codal formalities as per the financial norms be completed before effecting any purchase(s).


**Annexures as above**

Yours faithfully,

  
**State Project Director (ISSE)**  
**Himachal Pradesh, Shimla-1**

**Copy for information to:**

1. The Secretary, (Education) to the Government of Himachal Pradesh, Himachal Pradesh.
2. The Director, Technical Education, Vocational and Industrial Training, Himachal Pradesh.
3. The Director Higher Education, Government of Himachal Pradesh.
4. Guard file.

  
**State Project Director (ISSE)**  
**Himachal Pradesh, Shimla-1**

Funds Disbursement to Vocational Schools in all District in H.P. Under Vocational Education for the session 2023-24

Annexure-'A'

S.No.	District Name	No. Of double trade schools	No. Of single trade schools	Total no. Of schools	Raw material grant for school per course (Existing) (@ Rs. 50,000 per school) (in lakhs)	Financial support for Resource Persons (Existing) for double trade schools (@ Rs. 15000 per school) (in lakhs)	Financial support for Resource Persons (Existing) for single trade schools (@ Rs. 7500 per school) (in lakhs)	Office Expenses/Contingencies for schools (Existing) (@ Rs. 50000 per school) (in lakhs)	Hands on Training Students (Existing) / On Job Training (OJT) for schools (@ Rs. 50000 per school) (in lakhs)	Total (In lakh)
1	Bilaspur	50	23	73	36.50	7.50	1.725	36.50	36.50	118.73
2	Chamba	78	39	117	58.50	11.70	2.925	58.50	58.50	190.13
3	Hamirpur	48	16	64	32.00	7.20	1.200	32.00	32.00	104.40
4	Kangra	112	80	192	96.00	16.80	6.000	96.00	96.00	310.80
5	Kinnaur	10	1	11	5.50	1.50	0.075	5.50	5.50	18.08
6	Kullu	58	18	76	38.00	8.70	1.350	38.00	38.00	124.05
7	Lahul & Spiti	6	2	8	4.00	0.90	0.150	4.00	4.00	13.05
8	Mandi	122	66	188	94.00	18.30	4.950	94.00	94.00	305.25
9	Shimla	67	70	137	68.50	10.05	5.250	68.50	68.50	220.80
10	Sirmour	76	26	102	51.00	11.40	1.950	51.00	51.00	166.35
11	Solan	65	32	97	48.50	9.75	2.400	48.50	48.50	157.65
12	Una	64	25	89	44.50	9.60	1.875	44.50	44.50	144.98
	<b>Total</b>	<b>756</b>	<b>398</b>	<b>1154</b>	<b>577.00</b>	<b>113.40</b>	<b>29.850</b>	<b>577.00</b>	<b>577.00</b>	<b>1874.25</b>

Handwritten signature and initials in blue ink.

State Project Director, ISSE  
Shimla-1, Himachal Pradesh

Guidelines regarding Hands on Training/On-Job Training (OJT)/Internship under NSQF - reg.

The objective of Hands on Training/OJT/Internship is to provide students with an opportunity to gain relevant skills and experience in the field of their vocational studies. It provides student's exposure to the 'world of work' and helps in smooth transition from 'school to work'. It gives the students a first-hand experience of working in a real-life work environment.

Thus, providing an opportunity for students to:

- Translate their acquired skills and theoretical knowledge from the classroom to practical experience in the professional ecosystem.
- Gain an understanding of specific trade and the various practices and protocols within the School Principals in industry.
- Develop transferable skills such as communication, networking and thus helping in personal development and boosting their future job prospects.

Hands on Training/OJT/Internship has to be arranged for students enrolled under NSQF Project, for a minimum of 80 hours per student in a Job Role. Hands on Training/OJT needs to be facilitated with consent from parents/local guardians and support from VTPs and School Principals. Hands on Training/OJT/Internship needs to be closely monitored and evaluated by VTPs with help of respective School Principals.

Following are the guidelines for Hands on Training/OJT/Internship facilitation and monitoring:

**1. Hands on Training/OJT/Internship overall requirements:**

- a. Students are required to undergo minimum 80 hours of Hands on Training/OJT/Internship in an Organization set-up.
- b. A student of Class 12th is expected to undergo an Internship in his or her Job Role.
- c. Hands on Training/OJT/Internship should be arranged preferably during school vacations.
- d. It is to be ensured that the OJT/Internship will be conducted by the nearby Institutions such as - ITIs/Polytechnics/Engineering Colleges of the State, in the trades available in those Institutions. However, in cases, where the Trade is not available in the aforesaid Institution the OJT/Internship will be arranged with Organization/Industry (micro, small, medium or large business enterprises) in the field related to student's trade and job role; located preferably in close proximity of the school.
- e. Monitoring and evidences collection of OJT/Internship shall be collected through a tool. State head office will provide the tool to all the schools.

**2. Roles and Responsibilities:**

- a. It is the responsibility of the Vocational Training Providers and Vocational Trainers to organize and monitor Hands on Training/OJT/Internship for the respective students with existing industries with a view for suitability for employment.
- b. Vocational Trainer are responsible to search, orient and onboard Government ITI/Polytechnic/Engineering College and any other Organization/Industry for Hands on Training/OJT/Internship and brief the School Heads regarding the possibility of OJT/Internship in the vicinity of the Institution. They should brief Organization/Industry on guidelines of Hands on Training/Internship, expected learning Outcomes, documentation and monitoring requirements. They should ensure that child safety & security guidelines are followed by the

*Hand  
over*

Organization/Industry.

- c. Vocational Trainer should ensure that 'Letter of Confirmation for Hands on Training/OJT/Internship' (Annexure "1") is duly signed by the Government Institution or the Organization/Industry and School Principals, before the commencement of Hands on Training / OJT/Internship.
- d. Vocational Trainer along with School Principals are responsible to orient students and their parents/local guardians about the Hands on Training/OJT/Internship program, its importance & benefits and overall requirements. They should ensure that 'Consent Form for OJT' (Annexure "2") is duly filled and signed by student and parent/local guardian, before the commencement of Hands on Training/OJT/Internship.
- e. Vocational Trainer along with School Principals should brief students on overall guidelines of Hands on Training/OJT/Internship, expected learning outcomes and safety and security norms. They should communicate to students about the documents that need to be maintained for Hands on Training/OJT/Internship, namely – 'Student Attendance Sheet for OJT' (Annexure "3"), 'Student Daily Work Register' (Annexure "4") and 'Hands on Training/OJT Report' (Annexure "5").
- f. Vocational Trainer along with School Principals and SMC members should monitor students on a regular basis to ensure their safety, security, comfort and learning of the students.
- g. Vocational Trainer should regularly monitor the student's attendance sheet that is to be maintained by students during Hands on Training/OJT/Internship. Vocational Trainer to ensure that students write details about their daily learning in the 'Daily Work Register', prepare 'Hands on Training/OJT/Internship Report' and fill details in the 'Kobo tool' for class 12<sup>th</sup> students in the prescribed format, at the end of Hands on Training/OJT/Internship.
- h. Vocational Trainer should collect Hands on Training/OJT/Internship related data with a cumulative report to be submitted to Vocational Department, as per the prescribed data collection formats (Annexure "6").
- i. Vocational Trainer to coordinate the provision of Hands on Training and Internship completion certificates to students and seek feedback from Organization/Industry on completion of Hands on Training/OJT/Internship.
- j. Hands on Training/OJT/Internship is a major requirement and milestone in the completion of a student's vocational education. Overall responsibility of all eligible students to complete their Hands on Training/OJT/Internship lies with the School Principals.
- k. School Principals to extend complete support to Vocational Trainer and SMC members for facilitation and also monitor of Hands on Training/OJT/Internship.
- l. School Principals to provide dedicated time to Vocational Trainer for Organization of Industry visits.
- m. School Principals to endorse and issue/sign appropriate documents to support and on-board Organization/Industry for Hands on Training/OJT/Internship.
- n. Heads of School to ensure that students carry their ID cards while going for OJT/Internship and are dressed in uniform.
- o. School Principals will ensure that adequate measure have been taken to ensure the safety and security of students during Hands on Training/OJT/Internship.
- p. School Heads will monitor the status and progress of Hands on Training/OJT/Internship by interacting periodically with students, Vocational Trainer, Organization/Industry and review the student attendance sheet during visits.

Ans  
NO (VE)

Letter of Confirmation for OJT/Internship

Date: \_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_

On-Job Training/Internship is an essential component of learning for Senior Secondary students pursuing vocational education across Himachal Pradesh Government Senior Secondary Schools. The primary objective of OJT/Internship is to enable students to acquire hands-on skills by getting exposure to the real work environment. As per guidelines from vocational department, the students are expected to engage in focused OJT/Internship for a minimum of 80 hours.

We acknowledge your support in providing on-job-training/Internship to the following class (mention class) students:

School Name:

Trade-Job Role:

OJT Period/Internship:

(Start — End)

Student Names:

Name and Signature

Vocational Trainer:	School Principal:
Employer/Head of the Institution:	

For Information of Employers/Head of the Institution while facilitating OJT/Internship:

1. To engage students in their trade-specific work and provide required guidance or support to ensure their learning and growth.
2. To monitor attendance and work completed by students on a daily basis. To provide experience letter/certificate of OJT/Internship to students at the end of the OJT/Internship training (if applicable).
3. In case students need to extend beyond agreed hours, prior intimation needs to be given to students, vocational trainer and School Principals.
4. To abide by Prevention of Sexual Harassment Act (POSH) for students undergoing OJT/Internship.

**As per the POSH Act, 'sexual harassment' includes unwelcome sexually tinted behavior, whether directly or by implication, such as**

- (i) physical contact and advances,
- (ii) demand or request for sexual favors
- (iii) making sexually colored remarks
- (iv) showing pornography
- (v) any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

*With  
no fee*

Where any of these acts are committed in circumstances under which the victim of such conduct has a reasonable apprehension that in relation to the victim's employment or work (whether she is drawing salary or honorarium or voluntary service, whether in government, public or private enterprise), such conduct can be humiliating and may constitute a health and safety problem, it amounts to sexual harassment in the workplace. It is the duty of the employer to provide safe environment and take sexual harassment as serious misconducts and liable to punishments.

~~Not~~  
No (ve)



Consent Form for OJT/InternshipStudent and Parent consent for Hands on Training (OJT)/Internship

Name of Student:

Name of School:

Name of Trade:

Date of Birth (dd/mm/yyyy):

Permanent Residential Address:

Present Residential Address:

(If different from permanent address)

Contact Number (Mobile number):

Student Consent:

I Mr./Ms. \_\_\_\_\_ Do/So of \_\_\_\_\_  
 have signed up for Hands on Training (OJT) /Internship as a part of vocational subject. This is  
 to declare that the school and industrial authority shall not be in any way responsible or  
 liable for any damage/expense in case of any loss/injury which may be sustained by me  
 during the course of the Hands on Training/Internship. I will fully abide by the rules and  
 regulations of the workplace.

Signature of Student

Parent/Local Guardian Consent:

Mr./Ms. \_\_\_\_\_ father/mother/guardian of \_\_\_\_\_  
 have no objection in sending my ward for Hands on Training (OJT) /Internship at workplace  
 to enhance his/her practical skills. The school and industrial authority shall not be in any way  
 responsible or liable for any damage/expense in case of any loss/ injury which may be  
 sustained by my ward at any time in the workplace or while commuting to and fro from the  
 workplace.

Signature of Parent/Local Guardian

*Not  
NO (VE)*

**Student Attendance Sheet for OJT/Internship**

Student Name: \_\_\_\_\_ Trade: \_\_\_\_\_ School: \_\_\_\_\_

Workplace Name & Address: \_\_\_\_\_

Type of work assigned: \_\_\_\_\_

Date:	Total Works Hours	Sign of Employer/Head of Institution	Sign of Trainer	Vocational Coordinator Visit	School Principals Visit
Details of Work Done					
Date:	Total Works Hours	Sign of Employer/Head of Institution	Sign of Trainer		
Details of Work Done					
Date:	Total Works Hours	Sign of Employer/Head of Institution	Sign of Trainer		
Details of Work Done					
Date:	Total Works Hours	Sign of Employer/Head of Institution	Sign of Trainer		
Details of Work Done					
Date:	Total Works Hours	Sign of Employer/Head of Institution	Sign of Trainer		
Details of Work Done					
Date:	Total Works Hours	Sign of Employer/Head of Institution	Sign of Trainer		
Details of Work Done					
Date:	Total Works Hours	Sign of Employer/Head of Institution	Sign of Trainer		
Details of Work Done					

Date:

School Principal's Signature:

*(Handwritten Note)*

Student Daily Work Register

Student Name: \_\_\_\_\_ Trade: \_\_\_\_\_ School: \_\_\_\_\_

Work place Name: \_\_\_\_\_ Address: \_\_\_\_\_

Type of work assigned: \_\_\_\_\_

Date: \_\_\_\_\_

1. I observed / worked on the following activities today:

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2. I learnt the following things today:

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3. I faced the following challenges today (if any):

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Vocational Trainer Signature

*Bob*  
ND(VF)

Hands on Training (OJT) Report/Internship Report**Guidelines for OJT/Internship Report preparation:**

- Students are required to create an OJT/Internship report after completion of OJT (80-100 hours)
- The objective is to capture overall OJT/Internship experience and learnings. The report can be added to overall student portfolio and also used for placements
- Report can be created in English or Hindi. It is recommended to include photos/videos of OJT/Internship work in the final report.
- Students can use any creative format to present their learnings in the report (Project files, Powerpoint, Word document, Photos/Videos, Hand-written, etc.)
- Students can include the following information in the OJT/Internship report:

Sr.No	Section	Expected Details
1.	Report Title	<ul style="list-style-type: none"> <li>• Title of the Report</li> <li>• Student Name, School, Class, Roll No.</li> <li>• Trade/Job Role Name,</li> <li>• Vocational Trainer Name</li> </ul>
2.	OJT Overview	<p><b>Employer/Workplace Details</b></p> <ul style="list-style-type: none"> <li>• Workplace Name, Address, Supervisor Name, Website, list of Departments, etc.</li> <li>• Brief Profile of the Organization (Govt./Private, Business Activity/Nature of work, etc.)</li> </ul> <p><b>OJT Summary</b></p> <ul style="list-style-type: none"> <li>• OJT Dates (Start-End), Timings, Number of Hours completed</li> <li>• Dept. of OJT/Internship, Nature of work done</li> <li>• Modes of commutation used</li> </ul>
3.	OJT Details	<ul style="list-style-type: none"> <li>• Activities performed and observations made during OJT/Internship</li> <li>• List of Tools and Equipment used during OJT/Internship</li> <li>• Key Learnings and Challenges faced during OJT/Internship</li> <li>• Mention any memorable/success incident/story during OJT/Internship</li> <li>• Mention if you learnt/did any innovative work during OJT/Internship</li> <li>• Any changes have you observed in yourself post OJT /Internship — in terms of communication, confidence, soft skills, personality, etc.</li> <li>• How learnings from OJT/Internship can help in future career goals</li> </ul>

**Data Collection Format for OJT/Internship**

The following is the format for reporting data on OJT/Internship:

VTP Details	1.1 VTP Name
	1.2 VC name
	1.3 VT Name
	1.4 VT Contact Number
School Details	2.1 School UDISE No.
	2.2 School Name
	2.3 Trade/Sector
Employer/Institution Details	3.1 Name of the Industry / Institution/ Company / Enterprise
	3.2 Company Address
	3.3 Type or Nature of Business
	3.4 Primary Contact Name
	3.5 Primary Contact Phone No.
	3.6 Primary Contact Email Address
Student Details	4.1 Student Roll No.
	4.2 Student Name
	4.3 Student Gender
	4.4 Student Class
	4.5 Student Contact No
OJT/Internship Planning Details (to be filled once OJT/Internship begins)	6.1 Planned Start Date (dd/mm/yyyy)
	6.2 Planned End Date (dd/mm/yyyy)
	6.3 Consent Form signed by Student and Parents/Local Guardian?
	6.4 Letter of Confirmation Signed by Employer & HoS?
	6.5 OJT/Internship Schedule (When is students going for OJT/Internship?)
	6.6 Remarks (Any additional information on OJT/Internship)
OJT/Internship Closure Details (to be filled once OJT/Internship ends)	7.1 Actual Start Date (dd/mm/yyyy)
	7.2 Actual End Date (dd/mm/yyyy)
	7.3 Total Days completed in OJT/Internship (Days)
	7.4 Total Hours covered in OJT/Internship (Hours)
	7.5 Student Attendance Sheet maintained?
	7.6 Student Daily Work Register maintained?
	7.7 OJT/Internship Certificate given by Employer to student?
	7.8 OJT/Internship Report created by student?
	7.9 Remarks (Any additional information on OJT/Internship)

11/11/2024