

**INFORMATION BROCHURE
2020
SPO GUIDELINES
&
REPORTING FORMATS
[OF ESSENTIAL ACTIVITIES UNDER
NATIONAL SKILL QUALIFICATION
FRAMEWORK (NSQF)]**

Content		
SN	Particular	Page No.
1	Samagra Shiksha (ISSE)	3
2	National Skill Qualification Framework (NSQF) Introduction	4-6
3	Bachelor of vocation (B. Voc.) Introduction	7
4	B. Voc. colleges in HP & India	8-12
5	Notification of Phase VI 80 schools.	13-14
6	Guidelines for opening of new schools (Annexure B)	15-16
7	New Job Roles 2020 for 9 th and 11 th classes	17-18
8	Old Job Roles for 10 th and 12 th (New) classes	20-21
9	Old Job Role for 12 th class (old)	22
10	Admission of Failure Students	23
11	Notification regarding enrolment of students (40 per section/class)	24
12	Practical Fee for NSQF students as per HP Education code (Education Code Page for ref.)	25
13	Regarding maintaining of vocational Fund, Use of ICT and other labs, Installing Vocational items like computer and printer in Vocational labs only	26-28
14	Reg. handover of Vocational charge after transfer of vocational trainer	29
15	Documents to be maintain at school, vocational trainers and SCO level	30-31
16	Sample Format of documents to be maintain at school level by VTs	32-46
17	Regarding Regular grant under NSQF Grants	47
18	Guidelines regarding conducting of Guest lecturer	48-51
19	Guidelines to utilize various grants under NSQF	52-54
20	Guidelines to conduct industry visit	55-58
21	Activity calendar month wise to conduct various activities Annexure (A & B)	59-60
22	Clarification for conduct industry visit with in state by DHE	61
23	Bus Fare notification (Transport Deptt.)	62-63
24	Honorarium rates of students during industry visit as per sport norms by DHE	64
25	Regarding assign of non-teaching activities to vocational trainer	65
26	Regarding presence of vocational trainer during holidays	66
27	Regarding On- Job Training and certificate to vocational students after OJT	67-68
28	Regarding Entry of books in Library	69
29	MOU page highlighting leave entitlement to vocational trainer	70
30	Medical leave to Vocational trainer	71
31	Maternity Leave to Vocational trainers (Female)	72
32	TA/DA to vocational Trainer	73
33	TA/DA to vocational trainer for in service trainer training	74
34	TA/DA to vocational trainer for internal practical assessment	75
35	Day wise planning of Guest lecture and industry visit	76-78
36	Maintenance of vocational funds sample cash and ledger book	78-80
37	Utilization certificate	81
38	Providing Separate Room/ Space to vocational sectors in school	82
39	Vocational Trainers daily diary (Sample)	83-86

SAMAGRA SHIKSHA – AN INTEGRATED SCHEME FOR SCHOOL EDUCATION

The government is implementing the scheme of vocationalisation of school education under the umbrella of ‘samagra shiksha - an integrated scheme for school education’, a centrally sponsored scheme. The scheme seeks to integrate vocational education with general academic education with an aim to prepare educated, employable and competitive human resource for various sectors of the economy and the global market.

- 1) Vocational education to be introduced as an integral part of general education at secondary and senior secondary level as per guidelines of vocational education scheme. The vocational subjects are to be introduced as an additional subject at the secondary level and as compulsory (elective) at the senior secondary level.
- 2) Under the program, there is a provision for arranging hands on training for students in industrial set up and guest lectures from industry.
- 3) On-job training may be provided during vacations for at least 80 hours in a job role.
- 4) One/two job roles may be covered in the span of 4 years based on content and notional hours. First job role may be completed in classes 9-10 and the other in classes 11-12. Further, some job roles which require longer duration of training will be completed in 4 years.
- 5) One time non-recurring grant for purchase of tools and equipments may be approved at the time of introduction of new job roles.
- 6) External assessment with the involvement of ssc may be taken up only at the end of classes 10 and 12. The states/uts need to follow the assessment timeline. In classes 9 and 11, the practical assessment may be done at the state/ut by interchanging the teachers/trainers amongst different schools for the purpose of assessment. The assessment and certification cost of rs. 600 per student may be approved for 40 students per class per job role in classes 10 and 12.
- 7) The scheme will cover government schools. Government aided schools, in those states/uts where govt. Schools have already been covered under the scheme, may also be considered for financial assistance as per the norms of the scheme.
- 8) Ministry of skill development has notified certain common norms for all skill development schemes. However these norms will not be applicable to vocationalisation component which seeks to integrate vocational education with general curriculum in schools, funding and placement related norms are not applicable to school education, as objective is to enhance employability and reduce drop-outs and not only employment.

INTRODUCTION OF NATIONAL SKILLS QUALIFICATION FRAMEWORK (NSQF)

National Skills Qualification Framework NSQF is a competency-based framework is being anchored and operationalized by The National Skill Development Agency (NSDA) which is a part of Ministry of Skill Development and Entrepreneurship (MSDE)

Before sharing the salient features of NSQF, let us first understand the need for such framework.

- In India, general education and vocational education have been operating in separate verticals with almost no convergence. The importance given to general education is very high as compared to vocational education.
- Youth and their parents still consider general education as the solution to their problems and as the surest way to secure a job and get a decent life. Their perception towards vocational education is negative when they compare it with higher qualifications and degrees, completely ignoring the inability of competency and skill development through the latter.
- Focus on input and teacher-centric education and training has resulted in the absence of outcome based approach.
- Absence of pathways of learning and progression especially in vocational education and training makes vertical and horizontal mobility difficult and unclear.
- Problem in establishing the equivalence of certificates/diplomas and degrees as the courses offered by different institutions in different parts of the country differ in duration, curriculum, entry level and nomenclature.
- Absence of a framework to recognize and certify skills acquired in the informal sector as majority of the currently employed workforce in India has acquired skills informally.
- Majority of Indian qualifications and certifications do not align with their foreign equivalents and are not recognized internationally.
- Absence of credit accumulation and transfer mechanism that takes away the convenience, continuity and flexibility from general and vocational education.
-

Understanding the need and urgency to solve the above-stated issues, National Skills Qualification Framework NSQF, was notified on 27th December 2013.

National Skills qualification Framework NSQF is a competency-based framework that organizes qualifications according to a series of levels of knowledge, skills and aptitude. NSQF is outcome based and learning-centric framework. Each level of NSQF is defined and described in terms of competency level that needs to be achieved.

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The levels are defined in terms of learning outcomes which the learner must possess regardless of whether they are obtained through formal, non-formal or informal learning. Level 1 is entry level and 10 is the highest. Each level is described by a statement of learning outcomes in five domains named as level descriptors. They are:

i) Process: General summary of the other four domains corresponding to the level

ii) Professional Knowledge: It is the knowledge in terms of kind, depth, breadth and complexity of the subject that the person should know and understand about a job at a particular level.

iii) Core Skills: It is the ability of a person to do and use the methods, materials, tools and instruments to perform a particular job at a given level

iv) Professional Skills: Cognitive, creative, communication, interpersonal and soft skills required to successfully contribute to the workplace

v) Responsibility: The degree of supervision that needs to be exercised over the person while performing the job. As the level increases from 1 to 10, the supervision exercised over the person reduces and he, in turn, becomes capable of supervising others work.

The objective of National Skills Qualification Framework NSQF is to:

- Accommodate the diversity of the Indian education and training systems.
- Allow the development of a set of qualifications for each level based on outcomes that are accepted across the nation
- Provide structure for development and maintenance of progression pathways which provide access to qualifications and assist people to move easily and readily between different education and training sectors and between those sectors and the labour market.
- Give individuals an option to progress through education and training and gain recognition of their prior learning and experiences.
- Underpin national regulatory and quality assurance arrangements for education and training.
- Support and enhance the national and international mobility of persons with NSQF-compliant qualifications through increased recognition of the value and comparability of Indian qualifications.
- Facilitate the award and transfer of credits and progression routes within the Indian education and training systems.

History:

Vocational education started in HP since 1988 but due to poor industry tie up and vertical mobility it fails. In 2011 MHRD started planning about new VE framework and launched in 2012 in Haryana and 2013 in H.P in the name of NSQF.

Highlight of NSQF:-

- NSQF is industry based curriculum and syllabus framed are as per industry demand so lots of job opportunities.

- NSQF framework is merged in scheme of study of HPBOSE Dharamshala Distt Kangra HP. So triplicate signatory certification from HPBOSE, SSC and NSDC is issued to the students who successfully complete the course.
- NSQF sector falls in Group II B in scheme of study so students can opt these courses in option not in addition.
- Students can take admission in 9th and 11th from middle as well as from high school in NSQF
- Skilling through Guest lecture, field visit, industry visit, preparing portfolio, Group activities (Peer learning; students learn more in group of students) prepare chart, models, communication with friend to enhance communication skill.
- Free Books are supplied by the department and the students are not charged any fee except practical fee.
- Sufficient budget such as 15 lacs.(approx.) per school for lab equipments, Activities, computers printers Photostat mcs, Projector, furniture and 10.36 lacs for construction of workshop are sanctioned per school
- Practical Assessment of students from assessor appointed from NSDC Delhi. Rs. 600/- for 9th & 10th students and 800/- for 11 & 12 students are bearded by department per students.
- Ten levels in NSQF starting from 9th (Level I) to PhD (Level 10).
- Two Job roles are available for student's studying from 9th to 12th class. First Job role for 9th and 10th whereas second job role for 11th and 12th.
- Job fairs of students done in June 2015, June 2016, June 2017, 2018 and 2019 and 10+2 pass students are placed between 8500 to 15000 PM.
- Linked with kaushal vikas yojana., A students who has attain age of 16 years and having annual income below 2 lac. are eligible for 1000/- PM for two years that is 24000/= and if students is handicap then 1500/ PM that is total of 36000/= can be deposited to bank account of students.

NSQF Structure in distt Level: -

- 1) District Project Chairman cum Deputy Commissioner
- 2) District Project Coordinator cum Dy. Director of Higher Education
- 3) District Project Office cum Principal DIET
- 4) District Coordinator NSQF

Block Level:-

- 1) Block Project Officer cum Principal
- 2) Block Resource Coordinator

School Level:-

- 1) Vocational School Principal
- 2) SMDC President
- 3) School Coordinator
- 4) Vocational Trainers

Activities to enhance the skill development and learning outcome of students in district and school level

- 1) Guest/ Expert Lecturer from the concerned industry/ Sector.
- 2) Industry visit
- 3) Role Play
- 4) E-learning
- 5) Preparing Portfolio
- 6) Preparing Models
- 7) Preparing Charts
- 8) Activities through local fairs like Red Cross Mela & Dussehra Festival
- 9) Activities through International Skill Day
- 10) Activities through Tourism Fest.

Challenges in Vocational Education:

- 1) Drop out due to Young Mind without Future
 - Students feel that there is nothing new in class room.
 - Single/ two children; so parents are giving all facilities.
 - Children are used of easy growing equipped with all facilities good food, clothes, mobile Dish/cable, vehicle.
 - Due to these facilities expectation of students is very high like good job, good package.
 - But now a day's even high educated youth are unable to get Job.
 - If youth get job then that is also "by chance not by choice".
 - So due to these facts lot of drop out. In india 27 million students drop out at under graduate level.
- 2) Students enrolment in govt schools are less due to many private schools.
- 3) Public is orthodox only opt. traditional education.
- 4) Non awareness in public regarding implementation of NSQF

Different Steps to improve:

- 1) Attach complex SSS/HS with sanction schools to enhance students' enrolment in school.
- 2) Improve Skilling through Guest lecture, field visit, industry visit,

3) Skill Through Peer learning; students learn more in group of students such as Role play, Chart/model making and communication with friend to enhance communication skill

4) Exposure to students through community awareness programs such as Red cross fair, State level exhibition, Local villages Fair, Competitions in school, distt and state during skill day, Tourism Fest and other activities, Participation in Job fair to get interaction with officials of different companies.

Lastly Growth of children is not about learning or gathering knowledge, but it's about the reality to treat with their young mind. So we can say Every Human Being will not become Doctor, Engineer or Scientist but can become skilled by choosing vocational educational under NSQF.

B.Voc Implementation in college Level:-

Vocational Education is soon to become one of the most important elements of India's path to development through work-integrated learning, industry-relevant courses for better employment and entrepreneurship. The fundamental goal of Vocational education is to provides an alternative to any other conventional college degree that mainly focuses on gaining knowledge with negligible practice at workplace. As a college student you need to be aware that you should Be Skilled Be Relevant.

Vocational education will help in effectively changing the educational and employment scenario of the country. This can be said with assurance as the design of vocational education targets the purpose of making optimal use of a large population industry-ready. So taking up vocational education will help you get prepared for your job or become an entrepreneur through work-integrated learning!

How Bachelor of Vocation, B.Voc combines education with skills:-

The term 'vocation' in B.Voc indicates something skill based or work related. So if you have a vocational qualification, it implies that you possess the learning skills which will not only help you get the job you are applying for, but it will also help you do the job with more skill and hence be more productive overall. You must remember that vocational education is not an 'easier' alternative to a college degree, it is something that just provides you with practical skills and an underlying knowledge which will again, in turn help you need to understand how to use these skills.

All said and done, vocational education is still viewed as a risky option and seen as a narrow route. Vocational education shouldn't be considered as a compensation for students who can't afford a college education or as something that students who did not qualify for any of the A-level colleges. For instance, there is teaching, healthcare, travel and tourism, journalism, law qualifications and a huge variety of courses like so.

B. Voc courses are hence becoming popular in our country, as they bridge the gap between the 'knowing' and 'doing' by combining education with skills. Listed out below are some of the institutions* offering B.Voc courses in India:

Name of the college/University	Location	subjects/courses offered
Govt Colleges in HP	All district Head	B.Voc in Tourism and Retail, will start in other sector in future.
Indus International University, [IIU] Una	Una HP	B.Voc in Graphic Design [GD], Tourism and Hospitality Management [THM], Information Technology [INFO TECH], Construction [CONST]
Bahra University	Shimla	B.Voc in Tourism
Himachal Institute of Engineering and Technology Kangra (HIET KANGRA)	Kangra	B. Voc. In Software Development [SOFT DEVP], Graphic and Multimedia [G&M]
Central University of Himachal Pradesh Kangra (CUHP KANGRA)	Kangra	B Voc. In Mass Communication and Videography [MCV]
DAV College Chandigarh	Chandigarh	B.Voc in Medical Laboratory Technology, Food Science & Technology
A.S.College, Samrala Road, Khanna Dist. Ludhiana Pin- 141402, Punjab	Ludhiana	B Voc. in Banking Financial Services and Insurance • Multimedia
Apeejay College of Fine Arts, Mahavir Marg Jalandhar, Punjab – 144 004.	Jalandhar	B Voc in Theatre & Stage Craft • Media and Entertainment • Contemporary of dance • E Commerce and Digital Marketing

BBK DAV College for Women, Lawrence Road Amritsar, Punjab	Amritsar	B Voc in Theatre and Stage Craft • Entertainment Technology • Fashion Technology
Doaba College, Vidyalaya Marg, Opp. Devi Talab Mandir, Jalandhar City, Dist-Jalandhar, Punjab-144004	Jalandhar	B Voc in Financial Market Management • Modern Office Practices
Guru Nanak College Budhlada, Mansa, Punjab- 151502	Mansa	B Voc. in Software Development • Fashion Technology • Food processing
Guru Nanak Dev University College Patti, Taran Taran Punjab	Taran Taran	B Voc in Refrigeration and Air Conditioning • Automobile Technology
Guru Nanak Dev University College, Verka, Dist- Amritsar, Pin- 143501	Amritsar	B Voc in Refrigeration and Air Conditioning • Automobile Technology
Hans Raj Mahila Mahavidyalaya, Mahatma Hans Raj Marg, Jalandhar, Punjab	Jalandhar	B Voc in Web Technology and Multimedia • Banking & Financial Services
Kamla Nehru College for Women, Phagwara Kapurthala Punjab-144401	Kapurthala	B Voc in Fashion Technology • Journalism and Mass Communication • Nutrition and Dietics
Khalsa College for Women, Amritsar	Amritsar	B Voc in Retail Management and IT • Fashion Syling and Grooming
Lyallpur Khalsa College, Jalandhar, Punjab	Jalandhar	B Voc in Software Development • Printing Technology
Mata Gujri College Fatehgarh Sahib, Punjab-140406	Fatehgarh	B Voc in Retail Management • Software Development
Amar Shaheed Baba Ajit Singh Jujhar Singh Memorial College, Village Bela Tehsil Chamkaur Shahib Distt. Ropar, Punjab	Ropar	B Voc in Food Processing • Retail Management and IT
G.H.G Khalsa College, Ludhiana	Ludhiana	B Voc in Food Processing & Quality Management • Medical Laboratory Technology

Multani Mal Modi College, Near Sunami gate, Patiala, Punjab	Patiala	B Voc in Software Development • Industrial Waste Treatment Technology
Shanti Devi Arya Mahila College, Beena Nagar, Gurdaspur, Punjab	Gurdaspur	B Voc in Software Development • Financial Market & Services
Shri Guru Tegbahadur Khalsa College, Anandpur Sahib, Punjab	Anandpur Sahib	B Voc in Software Development • Agriculture
Banasthali Vidyapeeth Banasthali Rajasthan	Rajasthan	B Voc in Software Development • Fashion Design Technology • Textile Design
Maharashi Dayanand Saraswati University, Ajmer Rajasthan	Ajmer	B Voc in Tourism and Travel
Multani Mal Modi College, [MMMC] Patiala	Patiala	B.Voc. in Software Development
Rayat Bahra University, Mohali	Mohali	B.Voc. in Tourism & Hospitality , Fashion Technology & Interior, Theater Studies
Aggarwal College, Ballabgarh Haryana	Ballabgarh	B Voc in Retail Management • Software Development
Arya College, G.T. Road, Panipat, Haryana	Panipat	B Voc in Textile and Fashion Designing • Interior Designing
KVA DAV College for Women Railway Road, Karnal	Karnal	B Voc in Food Science & Quality Control • Fashion Technology
Kanya Mahavidyalaya, Kharkoda, Sonipat	Sonipat	B Voc in Catering Technology and Hotel Management • Sports Nutrition & Physiotherapy
Tata Institute of Social Sciences – School of Vocational Education TISS-SVE	Mumbai	B.Voc in Agriculture, Automotive, Banking & Financial Services , Childcare and Geriatric Care, Dialysis Technology, Electronics, Hospitality, Healthcare, Industrial safety, Industrial tool Manufacturing, Information Technology Enabled Service (ITES), Management & Entrepreneurship, Media & Entertainment, Pharmaceuticals, Printing & packaging technology, Renewable Energy, Telecom, Travel & Tourism
Dr. Bhim Rao Ambedkar University/ Agra University	Agra U.P	BA (Advertising, Sales Promotion and Sales management)

Gokhale Memorial Girl's college	Kolkata, west Bengal	BA (Advertising, Sales Promotion and Sales management)
Punjab University	Chandigarh	BA (Advertising, Sales Promotion and Sales management)
Benson College of Hotel Management and Culinary arts	Chennai TN	B.Sc.(Catering Management)
Karapagam University	Coimbatore TN	B.Sc.(Catering Management)
Arunachal University of Studies	Arunachal Pradesh	B.Voc (Beauty and wellness)
JSS College of Arts, Science and Commerce	Mysore, Karnataka	B.Voc (Food Processing)
Tuljaram Chatuchand College	Pune, Maharashtra	B.Voc (Food Processing)
Arunachal University of Studies	Arunachal Pradesh	B.Voc (Hospitality and Tourism)
Guru Nanak Dev Institute of Technology	Delhi	B.Voc (Software Development)
TISS- SVE	Delhi	B.Voc (Automotive Manufacturing)
M.S Ramaiah University of Applied Sciences	Bangalore	B.Voc (Product Design and Modelling) B.Voc (Garment Manufacturing & Quality Control) B.Voc (Dental Hospital Assistance)
St Francis College	Hyderabad	B.Voc in Retail Management and Information Technology Degree Course Industrial Microbiology Degree Course
Chatrapathi Shahuji Maharaj University	Kanpur, U.P	BA (Advertising, Sales Promotion and Sales management)
Banaras Hindu University	Banaras	Bachelor of Vocation Programme (B) Bachelor of Vocation in Food Processing & Management
Banaras Hindu University	Banaras	Bachelor of Vocation in Retail Management
Banaras Hindu University	Banaras	B.F.A. (Bachelor of Fine Arts)
Guru Gobind Singh Indraprastha University	Delhi	BACHELOR OF VOCATION(REFRIGERATION AND AIR CONDITIONING)
Stella Maris College	Chennai	Bachelor in Vocational Skills programme in Food Processing and Quality Control
Stella Maris College	Chennai	B.Voc (Sustainable Energy Management.

No. EDN-ISSE (08/2018-19 VOC. MHRD - 9413-43.
Office of the State Project Director, ISSE
Himachal Pradesh, Shimla-1.

Dated: Shimla the 27th February, 2020

To


The Principals,
Govt. Sr. Sec. Schools Vocational Education (Phase-VI),
Himachal Pradesh.

Subject: - To Introduce National Skill Qualification Framework (NSQF) under Vocationalisation of School Education W.E.F 2020-21 in the Schools of Himachal Pradesh.

Memo,

The Government of Himachal Pradesh has decided to introduce Vocational Education in new 80 Govt. Sr. Sec. Schools of the State from the session 2020-21 for the students of classes IX to XII, with seven subjects i.e. Automotive, Apparel made ups and Home Furnishing, Beauty & Wellness, Electronics and Hardware, IT/ITeS, Plumber and Tourism & Hospitality (As per list enclosed annexure-A).


From the current academic Session 2020-21 the above mentioned courses will be introduced from Level-I in class IX in the trade/ Sector mentioned in the list against your school. The Faculty (Vocational Trainers) for teaching and training of these subjects will be provided very shortly by the Vocational Training Providers recommended by National Skill Development Corporation, New Delhi. The List of Schools and Guidelines for admission are being enclosed as annexure -B for the information of all stakeholders.


State Project Director, ISSE
Himachal Pradesh, Shimla-1

Endst. No.: Even Dated Shimla-171001 February, 2020

Copy for information is forwarded to :

1. The Principal Secretary (Education) to the Government of Himachal Pradesh.
2. The Dy. Secretary MHRD, GOI, Shastri Bhawan New Delhi.
3. Smt. Rekha Menon, Head-Standard & QA NSDC, New Delhi.
4. The Joint Director PSSCIVE Bhopal (M.P.).
5. The Secretary, H.P. Board of School Education Dharamshala.
6. The CEOs all Sector Skill Councils of concerned Sectors/Trades.
7. All the Dy. Director of Higher Education, Himachal Pradesh.
8. All the DPOs/ DCOs in DIETs of Himachal Pradesh.
9. Guard File.


State Project Director, ISSE
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 40 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:** Shri Vinod Sood, State Project office Shimla 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.
-

No. EDN-ISSE (19)-01/2019-20-VOC-DIETs - 10016 -10041,
Office of the State Project Director, ISSE
Himachal Pradesh, Shimla-1.

Dated: Shimla the 06th May, 2020

To


All the District Project Officers (DIETs),
Himachal Pradesh.

Subject: - The Scheme of Vocationalisation of School Education –List of Job Roles.

Sir,

It is informed that Pt. Sunder Lal Sharma Central Institute of Vocational Education, Bhopal has revised Vocational Curricula for job roles in two year pattern Class IX & X and Class XI & XII and Govt. of India, Ministry of Human Resource Development New Delhi under National Skill Qualification Framework (NSQF) approved the new job roles for Vocationalisation of School Education for current session 2020-21. The list of the Vocational Courses/ Sectors along with job roles is being attached as annexure "A" for implementation of Vocational Education in Govt. Sr. Sec. Schools (NSQF) of Himachal Pradesh for the session 2020-21.


Further it is informed to intimate concerned School Principals (NSQF) to start admission in class IX and XI as per job roles specified in above said list and students may not be admitted in Private Security Sector/Trade class XI due to non available of Job role till further direction.


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

Endst. No: Even Dated Shimla-171001 May, 2020

Copy Forwarded for information :-

- 1) The Principal Secretary (Education) to the Government of Himachal Pradesh, Shimla-1.
- 2) The Director of Higher Education Himachal Pradesh, Shimla-1.
- 3) The Secretary H.P. Board of School Education Dharamshala.
- 4) The CEO, NSDC New Delhi
- 5) All Dy Directors (HE) H.P.
- 6) All the Principals GSSS (NSQF) H.P.
- 7) All the VTPs state coordinators of NSQF HP
- 8) MIS Incharge to upload on official website.
- 9) Guard File


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

Annexure A

LIST OF SECTORS (JOB ROLE WISE) FOR VOCATIONAL EDUCATION SCHOOLS IN R/O HIMACHAL PRADESH FOR THE SESSION 2020-21

S.N.	Sector	Job Role for Class IX & X	QP Code	Job Role for Class XI & XII	QP Code
1	Agriculture	Paddy Farmer	AGR/Q0101	Floriculturist (Open Cultivation)	AGR/Q0701
2	Automotive	Automotive Service Technician L-3	ASC/Q1401	Automotive Service Technician L-4	ASC/Q1402
3	Healthcare	Home Health Aide	HSS/Q5102	General Duty Assistant	HSS/Q5101
4	IT/ITES	Domestic Data Entry Operator	SSC/Q2212	Junior Software Developer	SSC/Q0508 SSC/Q0508
5	Media and Entertainment	Story Board Artist	MES/Q0507	Texturing Artist	MES/Q2503
6	Retail	Store Operations Assistant	RAS/Q0101	Sales Associates	RAS/Q0104
7	Physical Education	Early Years Physical Activity Facilitator	SPF/Q4004	Primary Years Physical Activity Facilitator	SPF/Q4005
8	Private Security	Unarmed Security Guard	MEP/Q7101	JOB ROLE NOT RECEIVED	QP CODE NOT RECEIVED
9	Telecom	Optical Fiber Splicer	TEL/Q6400	Optical Fiber Technician	TEL/Q6401
10	Tourism and Hospitality	Food and Beverages Service Trainee	THC/Q0307	Tour Guide	THC/Q4502
11	Banking, Financial Services & Insurance	Microfinance Executive	BSC/Q2401	Business Correspondent And Business facilitator	BSC/Q8401
12	Apparels, Made ups & Home Furnishing	Sewing Machine Operator	AMH/Q0301	Specialized Sewing Machine Operator	AMH/Q2301
13	Beauty & Wellness	Assistant Beauty Therapist	BWS/Q0101	Beauty Therapist	BWS/Q0102
14	Electronics and Hardware	Field Technician – other Home Appliances	ELE/Q3104	Field Technician - Wireman Control Panel	ELE/Q7302
15	Plumber	Plumber (General)	PSC/Q0104	Plumber (General-II)	PSC/Q0110


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

HIMACHAL PRADESH BOARD OF SCHOOL EDUCATION DHARAMSHALA-176213

HB(4)Academic/05/Vol-V/2020 -660755

Dated: 22.05.2020

NOTIFICATION

In pursuance to letter No-EDN-ISSE(19)-01/2019-20-VOC-DIETs-10010-10041 dated 06.05.2020 from the State Project Director (ISSE) Himachal Pradesh Shimla, the Chairman, Himachal Pradesh Board of School Education, in exercise of the powers vested in him under Section 19 (3) of the Himachal Pradesh Board of School Education Act 1968, is pleased to introduce the new job roles for Vocationalisation of School Education in two year pattern for class 9th & 10th and for class 11th & 12th under National Skill Qualification Framework (NSQF). It will start for class 9th and 11th from current academic session 2020-21. The syllabus for these subjects shall be as prepared by PSSCIVE (Pt. Sunder Lal Sharma Central Institute of Vocational Education) Bhopal .

The Scheme of Studies for class 9th to 12th stands amended to this extent .

List of sectors (Job Role Wise) for Vocational Education schools in respect of Himachal Pradesh is enclosed. **(Annexure-A)**.


SECRETARY

Endst.No. As above

Copy of above is forwarded to the following for information and necessary action.

1. Principal Secretary (Education) to the Govt. of H.P Shimla-2.
2. Director of Higher Education Shimla-1.
3. Director of Elementary Education Shimla-1.
4. State Project Director (ISSE) H.P. Shimla-1.
5. All Deputy Director Higher/Elementary Education in H.P.
6. SPS/PS to Chairman/Secretary, HPBOSE Dharamshala.
7. All Deputy/Assistant Secretaries of School Board.
8. Section Officer IT Cell to upload the notification on the Board website.
9. All Section Officer H.P. Board of School Education.
10. Section Officer (General Branch), with the direction to place the matter before the forthcoming meeting of the board for ratification.
11. PRO H.P. Board of School Education.


SECRETARY

NO. EDN-RMSA(18)2/2018-Mis. Vocational - 2421-47.
OFFICE OF THE STATE PROJECT DIRECTOR (ISSE)

H.P.SCHOOL EDUCATION SOCIETY

DPEP BHAWAN, BELOW MAIN BUS STANTD SHIMLA-1

Dated : Shimla

25th June, 2018.

To,

All the District Project Officers (ISSE)
DIET, Himachal Pradesh.


Subject:

The Scheme of Vocationalization of Secondary and Higher Secondary Education- List of job roles under revised pattern.

Sir,

In continuation of this office letter of even number dated 5.6.18, the job roles with QP Code under various trades/ sectors annexed at annexure "A". These job roles will be applicable in the 9th class of current academic session. The trades/ sectors against which job role/ QP Code has not been mentioned continue to governed by the existing job roles.

Further it is informed that students may not be admitted in classes-9th in those sectors/ trades against which job roles has not been mentioned w.e.f. next academic session 2019-20


State Project Director (ISSE)
Himachal Pradesh


June 2018.

Endst. No As above

Dated : Shimla - 171001

Copy forwarded for information and necessary action to :-

- 1) The Secretary (Education) to the GoHP.
- 2) The Director of Higher Education H.P.
- 3) All DD(HE) H.P.
- 4) The Principal (Vocational Education) H.P.


State Project Director (ISSE)
Himachal Pradesh

Annexure "A"

SN	Sector	Job Role Class 9 th & 10 th	QP Code	Job role Class 11 th & 12 th	QP Code
1	Agriculture	Paddy Farmer	AGR/Q0101	Floriculture (Open Cultivation)	AGR/Q0701
2	Automotive	Automotive Service Technician L-3	ASC/Q1401	Automotive Service Technician L-4	ASC/Q1402
3	Healthcare	---	---	General Duty Assistant	HSS/Q5101
4	ITeS	Domestic Data Entry Operator	SSC/Q2212	Domestic Biometric Data Entry Operator	SSC/Q2213
5	Media & Entertainment	---	---	Texturing Artist	MES/Q2503
6	Retail	Store Operations Assistant	RAS/Q0101	Sales Associates	RAS/Q0104
7	Physical Education & Sports	Physical Trainer/ Teacher	---	---	---
8	Private Security	Unarmed Security Guard	QP Code not received	-	-
9	Telecom	Optical Fiber Splicer	TEL/Q6400	-	-
10	Tourism & Hospitality	Food & Beverages services trainee	THC/Q0307	Tour Guide	THC/Q4502
11	BFSI	Business	QP Code not received	-	-
12	Apparels, made ups and Home Furnishing	Sewing machine operator	AMH/Q0301	Self Employed tailor	AMH/Q1947
13	Beauty & Wellness	Assistant Beauty Therapist	BWS/Q0101	Beauty Therapist	BWS/Q0102
14	Electronics & Hardware	Filed Technician - other Home Appliance	ELE/Q3104	Field Technician - wireman control panel	ELE/Q7302
15	Plumber	Plumber (General)	PSC/Q0104	Plumber (General)-II	PSC/Q0110

EDN-RMSA (17)-85/2014-Voc. -NSQF — 4892
O/o the State Project Director, RMSA
Himachal Pradesh, Shimla-1

Dated : Shimla -170001 the 31st December, 2016

To
The Principals,
Govt. Sen. Sec. Schools (Vocational),
Himachal Pradesh

Subject: Implementation of Job Roles in Vocational Education under NSQF.

Memo,

This is with ref. to implementation of NSQF in 850 GSSS in the State in 11 different sectors. In this regard it is informed to you that the job roles have been defined under Vocational Subjects/Sectors by MHRD Government of India with the consultation of PSSCIVE Bhopal.

Keeping in view the above the different job roles being implemented by the State are as under:-

Sr. No	Sector	Job Role
1.	Security	Unarmed Security Guard
2.	ITeS	Domestic IT Help Desk Attendant
3.	Automobile	Automobile Service Technician
4.	Retail	Sales associate
5.	Healthcare	General Duty Assistant/Patient care Assistant
6.	Telecom	Field Sales Executive
7.	Agriculture	Floriculturist (Open Cultivation)
8.	Travel and Tourism	Tour Operator
9.	Media and Entertainment	Texturing Artist
10.	Physical Education and Sports	Physical Trainer/Teacher
11.	BFSI	Business Correspondent , Mutual Fund Agent and Loan Approval Assistant etc.

Therefore you are directed to inform all the concerned accordingly.

State Project Director, RMSA
Himachal Pradesh, Shimla-1

Endst. No.: EvenDated

Shimla-171001

December, 2016

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

- 3596-3612.

Dated: Shimla the 31st August, 2019

To

All the Principals, Vocational Education(NSQF),
Himachal Pradesh Shimla-1.

Subject: - Regarding retain the students of Vocational Subject under NSQF.

Sir

As you are aware that Government of India vide letter No. D.O. No. 1-5/2017-RMSA-IV/VE dated 2nd January, 2019 includes a specific provision to provide competency-based certificate of vocational subject to the students irrespective of their academic performance, The relevant provision of scheme is :

"In case a student is not able to clear academic subject(s) but clear the vocational subject in 10th and 12th board exams, the student is entitled to get a competency based certificate of vocational subject from the Sector Skill council, certifying the job role/level completed. This will help the student to continue to the study the vocational education course at an ITI or gain employment based on the skill competition."

There is no provision in H.P. Board of Schools Education regulation to carry forward the TOC (Transfer of Credit) of subject marks of previous session to the next year for Secondary and Sr. Sec. examination for regular students, when he/she actually passes the class. It is not possible to carry forward the obtained marks of vocational subjects of pervious year when he/she passes the academic subjects in the next year.

Therefore, in view of the above, it is directed that students who pass/clear the vocational education in class 10th or 12th of the board exam. but not able to clear/pass other subjects, may be retrain with same vocational subject in new job role in class 10th and 12th under NSQF Project.

State Project Director, ISSE
Himachal Pradesh, Shimla-1

Endst. No. Even Dated August, 2019

Copy for information is forwarded to:

1. The Principal Secretary Education to Govt. of Himachal Pradesh, Shimla-1
2. The Director of Higher Education Himachal Pradesh, Shimla-1.
3. All the District Project Officer, ISSE (DIETs) Himachal Pradesh.
4. The Incharge MIS to upload on Official Website
5. Office file.

State Project Director, ISSE
Himachal Pradesh, Shimla-1

No. EDN- RMSA(18) 2/2018-Misc. Voc. -1790-1803.
State Project Office, SSA/RMSA
Himachal Pradesh, Shimla-1

Dated Shimla - the ~~May~~, 2018
05-06-

To

All the District Project Officers (SSA/RMSA),
DIETs ,Himachal Pradesh Shimla-1.

Subject: - The Scheme of Vocationalization of Secondary and Higher Secondary Education
.List of job roles under the revised pattern.


Sir,

As you are aware, Govt. of Himachal Pradesh has been implemented CSS-VSHSE in 873 Govt. Sr. Sec. Schools with 11 Skills . As per recent guidelines received from MHRD, GOI for the implementation of Vocational Education, the Schools can offer two Vocational job roles in each Skill, one in 09th & 10th and other in 11th & 12th with 40 students in each section. Thus each course may be covered in a span of two years.

It is also informed that the job roles which are already under implementation will be phased out after the completion of the 04 years cycle and new Vocational courses are to be implemented from the current year i.e. 2018-19 according to the revised model of implementation i.e. the course will be taken up in class 09th & 10th with exit at class 10th and another course preferably in the same line of progression will be taken up in class 11th, 12th with exit at class 12th.

In 873 Govt. Sr. Sec. Schools covered between 2013-14 to 2017-18 where 2 skills already stand introduced, the same will continue in classes X, XI & XII till the students now in class X pass out class XII. Copy of Job Roles is attached in annexure- A

So you are requested to comply with these instructions/ guidelines.


State Project Director, RMSA
Himachal Pradesh, Shimla-1
May, 2018

Endst. No. Even dated Shimla 171001 the

Copy for information is forwarded to:

1. The Secretary (Education) to the Government of Himachal Pradesh.
2. The Director of Higher Education, H.P., Shimla.
3. Office File.

State Project Director, RMSA
Himachal Pradesh Shimla-1

HP Education Code (Reference)

or institution should make satisfactory arrangements for its safe custody. In any case, if the safe has double locks, one of the keys should remain with the head of the office or institution.

4.5 Student's Funds:

4.5.1. Source of Income:

The students studying in the government schools in the State shall pay subscription towards student's funds as shown below, *w.e.f.* academic session 2012-13. The rate of funds, in high and senior secondary schools/classes, are as under:

4.5.2. Chart Showing the Detail of School Account Funds Chargeable from Students Studying in Govt. Schools of Himachal Pradesh:

Sl. No.	Name of Funds	9 th and 10 th Rate	10+1 and 10+2 Rate
	Annual Charges		
1.	Magazine Fund	----	40.00
2.	Identity Card Fund	10.00	10.00
3.	Furniture Repair/Replacement Fund	----	5.00
4.	Cultural Activity	----	5.00
5.	Library Security (Refundable) once only at the time of admission	----	30.00
6.	Examination Fund	75.00	100.00
	Monthly Charges		
1.	Amalgamated (Union) Fund	10.00	15.00
2.	Building Fund	5.00	10.00
3.	Science & other practical subject funds	3.00	----
	(i) Physics	--	10.00
	(ii) Chemistry	--	10.00
	(iii) Biology	--	10.00
	(iv) Geography	--	10.00
	(v) Home Science	--	10.00
	(vi) Any other Practical subject	--	10.00
4.	NCC Fund (to be charged where NCC unit is functioning)	--	1.00
5.	Scouts and Guide	2.00	3.00
6.	Sports Fund	2.00	3.00
7.	Sports Equipment Fund	2.00	3.00
8.	Absence Fine Fund	1.00 per day	1.00 per period, 2.00 per practical, 5.00 per terminal test per paper
9.	Late return of Library books	--	1.00 per book per day

Note:

1. Absence after 10 consecutive school days, name will be struck off in case of both boys and girls.
2. Under no circumstances any other fund except with the approval of the Govt. will be realized from the students and any contravention to these instructions will invite disciplinary action against the concerned Head of Institution.

No.EDN-HE(17)-24/2012-Voc.
Directorate of Higher Education
Himachal Pradesh
Dated: Shimla -170001

the

20th December, 2014

Office of State project Director
RMSA, Himachal Pradesh
Shimla-171001

To

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

Subject: Implementation of Vocational Education under –NSQF in H.P.

Memo,

The vocational courses under NSQF are running smoothly in 200 GSS Schools of the State. The department is committed to enhance the skill development of the students which should be unmatched in delivery and uncompromising in quality .But it has come to the notice of the department that still there are some shortcomings at grass root level. Department has issued directions from time to time for the smooth implementation of the programme so that the students may be benefitted. You are again requested to follow the instructions for the Skill Development of the students as follows:-

1. Proper installation of vocational items in vocational labs only.
2. Fulfill the requirement of raw material which a vocational trainer need for doing practical work it is to inform you that an amount to the tune of Rs.50,000/- for old schools and Rs.25000/- for new schools has already been released to perform different activities related to NSQF.
3. Vocational committee should be constituted in schools having vocational education. The committee should have enormous knowledge of vocational Education and it should help Principal in maintaining the documents of vocational Department at school level.
4. The stock register, cash book, ledger and vouchers etc. should be maintained properly by the vocational school coordinator with the help of vocational trainers.
5. The vocational labs should be maintained properly neat and clean. The charge of vocational lab should be handed over to the existing lab attendants or vocational trainers concerned of the school.
6. The internet connection is a compulsory requirement for the students of vocational education.
7. All the computer labs viz ICT lab, IT lab, MMC lab and CAL lab should be made available for the students of vocational education.


State Project Director, RMSA
Himachal Pradesh, Shimla-1

Only for existing schools

1. **For issues regarding Level III & Level IV books:** - Principals will download the books/materials from the website of the PSSCIVE and make available 5 sets of books for each trade and each level for the time being. The cost will be incurred by the concerned school. Concerned District Coordinators will facilitate the same.
2. **Installation of Photocopier/ Multipurpose Printer:** - Photocopier/ Multipurpose Printer provided in the schools should be installed the ITes labs. Where ITes is not available than it should be installed in the Retail lab. In no case it should not be installed in other places/offices etc.


State Project Director, RMSA
Himachal Pradesh, Shimla-1

EDN-RMSA (17)-85/2014-Voc. -NSQF
O/o the State Project Director, RMSA
Himachal Pradesh, Shimla-1

54912 55/5

Dated : Shimla -170001 the

Sept, 2016

To

The Principals,
Govt. Sen. Sec. Schools (Vocational),
Himachal Pradesh

20/9/16

Subject: Regarding provision of Computer Hardware and Internet for Vocational Labs.

Memo,

It has come into the notice of the undersigned that in many Vocational Schools the facility of computer and Internet has not been provided in the Vocational Labs. The department has already supplied one computer system along with printer and UPS for each vocational Lab. whereas a lab with 10 PCs has been established for ITeS lab under Vocational Education.

It is pertinent to mention here that knowledge of computer is compulsory for the students of all Vocational Sectors. More over all the vocational subject are to be taught through E-Learning.

Keeping in view the above you are directed to install One Computer System along with Printer and UPS in each Vocational Lab with provision of Internet facility. Any deviation in implementation of these orders will be viewed seriously. The action taken report in this regards may be submit to the undersigned within a week positively.

State Project Director, RMSA
Himachal Pradesh, Shimla-1

Endst. No.: Even Dated

Shimla-171001

Sept, 2016

Copy for information & further necessary action to:

1. The Principal Secretary (Edu.) to the Govt. of Himachal Pradesh, Shimla-2.
2. The Director of Higher Education, Himachal Pradesh, Shimla-1.
3. All the Dy. Director of Higher Education, Himachal Pradesh.
4. All the DPO's /DCO's in DIET's of Himachal Pradesh.
5. The Programme Manager Wadhwani Foundation, New Delhi.

State Project Director, RMSA
Himachal Pradesh, Shimla-1

No.- EDN-RMSA(2018) -2/2018 All VTP(voc)
Office of the State Project Director, ISSE
Himachal Pradesh, Shimla-1

6774-86.

Dated Shimla the

11th
Dec. 2019


To

All Principal
NSQF, Himachal Pradesh

Subject: - Regarding vocational charge and awareness of vocational education.
Sir,


It has been observed that in some institutions when the Vocational Trainers proceed on maternity leave/long leave/transfer case they don't hand over the charge with the result that Vocational labs are not optimally utilized during this period by students. Hence Vocational Trainers proceeding on maternity leave/long leave/transfer case may be directed to hand over the charge to Vocational Coordinator of the schools.

It is also suggested that Vocational Trainers may participate in SMC meeting to make the parents/guardians aware of the Vocational courses being runs by the Government.


State Project Director, ISSE
Himachal Pradesh, Shimla-1

Endst.No. Even dated Shimla-171001 the Dec. 2019

Copy for information is forwarded to:-
1. All Principal cum DPOs NSQF, Himachal Pradesh.


State Project Director, ISSE
Himachal Pradesh, Shimla-1

Documents to be maintained under NSQF Project

School Level

- 1) Movement Register
- 2) Attendance Register
- 3) Account Register
- 4) Voucher/Bill book
- 5) Utilization certificates of all grants released by SPO Shimla through DPO of concerned Distt.

Trainer level

- 1) Students attendance register
- 2) Daily Diary(Contents)
- 3) Monthly attendance on 30th (Upload to NSQF Portal on Last day of every month)
- 4) Weekly/monthly/Quarterly reports
- 5) EL/Ind. Visit Plan
- 6) Year /Teaching plan till 31st Jan every year
- 7) Portfolio self and students
- 8) Role play/E learning record
- 9) Chart/Model/Practical copy
- 10) Checked Home work copies
- 11) Weekly /monthly class/house test record
- 12) Question paper

School Coordinator Level

- 1) MIS(Students and Trainers) Soft and Hard copy
- 2) SPD office letter files
- 3) Guest/Industrial voucher/report file
- 4) Result record
- 5) Monthly/Quarterly report submitted by trainers
- 6) Placement data wef 2015,2016and 2017 till date.
- 7) DCF/U-DISC format
- 8) Identify and Coordinate with guest lecturer and help in execute same.

**Integrated Scheme for School Education (ISSE) HP
GSSS _____ Distt. _____**

No. EDN-GSSS-

Distt _____ HP/-

Dated-

Honorarium Bill for Resource Person/Guest faculty

- 1) Name of the Resource Person
- 2) Designation
- 3) Working Experience
- 4) Address
- 5) Date and Time of Lecture
- 6) Honorarium @ Rs. 500/= Per Lecturer
- 7) Total
- 8) Bank Name
- 9) Account No.
- 10) IFSC Code

Signature of Resource Person

Certified that the Lecturer delivered in my presence and the quality was _____

Signature of Vocational Trainer

Signature of School Coordinator

Verified by

Sanctioned and passed for Rs. _____ (Rupees _____
_____)

Principal
GSSS _____
District _____ HP

Received Payment
Signature of Resource Person

Integrated Scheme for School Education (ISSE) HP

GSSS _____ **Distt.** _____

No. EDN-GSSS-

Distt _____ HP/-

Dated-

Guest Lecture Report

Name of School:					
Name of Trainer :					
Date	Class	Trade	Attendance	Classes covered	Duration of Lecture

1.	Name of Guest Lecturer	
2.	Designation and institution of the Guest Lecturer	
3.	Topics/ Content Covered	
4.	Questions raised by students	

5.	Feedback of the Guest Lecturer about the Students/ program in general	
6.	Feedback of the students about the topics covered, depth of information shared, method of teaching, about the Guest lecture	
7.	Remarks of the Teacher about the Guest lecture on the following: <ol style="list-style-type: none"> 1. Method of teaching 2. Topics covered or not as per the planned 3. Depth of Information covered 4. Overall feedback about the session 	
8.	Picture attached or not	
9.	Overall Feedback about the Guest Lecture Conducted	Very Good

Signature of Vocational Trainers

Signature of Resource Person

Signature of School Coordinator

Principal Signature & Stamp

Integrated Scheme for School Education (ISSE) HP

GSSS _____ **Distt.** _____

No. EDN-GSSS-

Distt _____ HP/-

Dated-

Industry Visit Report

Name of the School:

Date	Class	Trade	Attendance	Institution / Place visited	Person met

1	Name of Institution Visited	
2	Designation of Person met	
3	Areas visited or activities covered	
4	Observation of students	
5	Feedback of the personal from the Industry about the Students/ program in general	

6	Feedback of the students about the Industry visit, areas visited, depth of information shared.	
7	Remarks of the Teacher about the Industry Visit on the following: <ul style="list-style-type: none"> 5. Method of teaching 6. Topics covered or not as per the planned 7. Depth of Information covered 8. Overall feedback about the session 	
8	Picture attached or not	
9	Overall Feedback about the Industry Visit	

Signature of Vocational Trainers

Signature and Stamp of In charge of Venue

Signature of School Coordinator

Principal Signature & Stamp

Portfolio of Trainers (Activity Copy)

- 1) Name of Activity :- Guest Lecturer
- 2) Name of Guest Lecturer :-
- 3) Designation :-
- 4) Qualification :-
- 5) Content Covered :-
- 6) Class :-
- 7) Date & Time :- 00/00/2020 One hour (00.00 to 00.00)
- 8) Media Used :-



Question rose by the students:-

- 1) –
- 2)
- 3)
- 4)
- 5)

Feedback from the SCO/Principal about the Guest Lecturer:- Average/Good

Signature of Trainer

Signature of SCO

Signature of Principal

Portfolio of Trainers (Activity Copy)

- 1) Name of Activity :- Industry Visit
2) Venue of Industry Visit :-
3) Content Covered :-
4) Class :-
5) Date & Time :- 00/00/2020 Six hours (00.00 to 00.00)



Detail of Hand on training by the students:-

- 1)
- 2)
- 3)
- 4)
- 5)

Feedback and learning output from the Students about the venue:-

Feedback from the SCO/Principal about learning output of students:-

Signature of Trainer

Signature of SCO

Signature of Principal

Role Play Register

- 1) Name of Activity :- Role Play (Introduction-core content-summary)
2) Venue of Role Play :- Class Room/ Morning Assembly/CCA(Period)
3) Title of Role Play :-
4) Content Covered :-
5) Name of students Participated:-
6) Class :-
7) Date & Time :- 00/00/2020 5 min to 10 min



Question rose by other students from participant of Role Play:-

- 1)
- 2)
- 3)

Feedback and learning output from the Students about the Role Play:-

Feedback from the SCO/Principal about learning output of students:-

Signature of Trainer

Signature of SCO

Signature of Principal

E-learning Register

- | | |
|------------------------|--|
| 1) Name of Activity | :- E-learning |
| 2) Venue of E-learning | :- NSQF lab/ ICT lab/Smart Class Room/CS lab |
| 3) Title of E-learning | :- |
| 4) Content Covered | :- |
| 5) Class | :- |
| 6) Date & Time | :- 00/00/2020 20 min to 30 min |



Question rose by the students from trainer about E-learning:-

- 1)
- 2)
- 3)

Feedback and learning output from the Students about the E-learning:-

Feedback from the SCO/Principal about learning output of students:-

Signature of Trainer

Signature of SCO

Signature of Principal

Portfolio of Students (First Page)

Self Introduction

- 1) Name :-
- 2) Class:-
- 3) Roll No.
- 4) Postal Address:-
- 5) Aadhar Card No.:-
- 6) Email ID:-
- 7) Contact No.:-
- 8) Height:-
- 9) Weight:-
- 10) Blood Group:-
- 11) My Skill:-
- 12) My Best Teacher:-
- 13) My Best Friend:-
- 14)

Portfolio of Students (Second Page)

Family & Other information

1) Father's Name:-

2) Mother Name:-

3) Brother's Name:-

4) Sister's Name:-

5) Name of the Person in family who has special achievements in life:-

Aim of My Life

Person from which inspired and why:

My Hobby

Portfolio of Students (Third Page)

Activity No 1

Divide the total no. of students of a class into five or six groups. Try to identify five to six best activity / block diagram/figures/photos of same topic from beginning to the present days(first computer/vehicle till latest) from one unit and distribute to all five or six groups.

So activities in the portfolio of all groups will be different and you can have five to six sets of different portfolios.

So total activities from contents = no. of units = 5/6/7

No. of GL for 9th and 10th = 10

No. of GL for 11th and 12th = 20

No. of Industry visit for all classes = 03

So total nos. of activities in portfolio of students

9th and 10th = 6+10+3=19

11th and 12th = 6+20+3=29

These all activities will be listed in portfolio date wise as per activities covered in a year

Note:- During monitoring it was found that the students are not aware and remember the name of GL, venue of Industry Visit and content covered during these activities. So with this pattern students can easily recall the activities done during the session.

Portfolio of Students

Activity No. 5

- 1) Name of Activity :- Guest Lecturer
- 2) Name of Guest Lecturer :-
- 3) Designation :-
- 4) Qualification :-
- 5) Content Covered :-
- 6) Class :-
- 7) Date & Time :- 00/00/2020 One hour (00.00 to 00.00)
- 8) Media Used :-



9) Question raised by me (Student):-

10) Reply from the GL:-

11) Feedback from the student about the Guest Lecturer

Signature of Vocational Trainer

Portfolio of Students

Activity No. 8

- 1) Name of Activity :- Industry Visit
2) Venue of Industry Visit :-
3) Content Covered :-
4) Class :-
5) Date & Time :- 00/00/2020 Six hours (00.00 to 00.00)



6) Hand on training done by me (Student) :-

- 1)
- 2)
- 3)

Feedback and learning output from the Student about the venue:-

Signature of Vocational Trainer

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

- 24851-65

Dated: Shimla the 17th October, 2019

To

All the District Project Officers (DIETs),
Himachal Pradesh.

Subject: - Regarding regular grants under NSQF Project.

Sir,


As you are aware that National Skill Qualification Framework (NSQF) Programme is implemented under Vocationalisation of School Education in the schools of Himachal Pradesh by Govt. of India, MHRD New Delhi.

In this regards it is informed that as per the guide lines of Govt. India MHRD New Delhi, all the components of NSQF Project i.e. Guest Lectures, Field Visit/ Industry Visit etc. must be organised well in time before the financial year 2019-20.

The allocation of funds to vocational schools to organise the essential activities under NSQF Project is as under :

S.No.	Name of components	Amount	Remarks
1	Guest Lecture	30,000	10G.L.for Class IX & X and 20 for Class XI & XII (each class)
2	Field /Industry Visit	30,000	3 Field/ Industry Visit for Class IX to XII (each class)
3	Raw material Grant	5,000	
4	Contingency Grant	5,000	
	TOTAL	70,000	

Therefore you are directed to allocate the funds @ 70,000/ (Rupees Seventy Thousand only) per vocational school as divided in component wise to organise the above said activities well in time before this financial year 2019-20. The funds must be utilised as per directions. The diversion of funds is totally prohibited.


State Project Director, ISSE
Himachal Pradesh, Shimla-1

Endst. No.: Even Dated Shimla-171001 October, 2019

Copy for information is forwarded to:

1. The Secretary (Education) to the Government of Himachal Pradesh, Shimla-1.
2. The Director of Higher Education Himachal Pradesh, Shimla-1
3. MIS Incharge to upload on website.
4. Guard File.


State Project Director, ISSE
Himachal Pradesh, Shimla-1

EDN- RMSA (17)-85/2014-Voc.-NSQF - 8350-77
Office of the State Project Director, RMSA
Himachal Pradesh, Shimla-1

Dated : Shimla - 171001 the 28th October, 2017

To

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

Subject: - Suggestive Guidelines for Conducting Guest Lectures in Schools under Vocational Education.

Memo,

Enclosed please find herewith the suggestive guidelines for conducting Guest Lectures in schools under Vocational education for all subject/sectors. Therefore you are directed to conduct the Guest Lectures as per the targets of calendar of activities issued by this office in accordance with these guidelines.

The Monthly Report of the same should be submitted to District Project Officer RMSA/Vocational Training Provider's State Coordinators concerned every month. Any violation in this regard will be viewed seriously.

State Project Director, RMSA
Himachal Pradesh, Shimla-1

Endst. No.: Even Dated

Shimla-171001

October, 2017

Copy for information & further necessary action to:

1. The Principal Secretary (Edu.) to the Govt. of Himachal Pradesh, Shimla-2.
2. The Director of Higher Education, 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 to submit the consolidated Monthly Report of Vocational Education by 10th of every month.

State Project Director, RMSA
Himachal Pradesh, Shimla-1

Suggestive Sector-wise Resource Persons

1. **Healthcare:-** Master Trainers of Sector Skill Council, Professor/Lecturer of Medical Colleges/Nursing Colleges/Universities, Doctors, Staff Nurse, Pharmacist, Healthcare Educator, Lecturer (Biology), X-Ray Technician, Lab attendants/Technician etc. .
2. **Automobile:-** Master Trainers of Sector Skill Council, Professor/Lecturer of IIT's, Engineering Colleges/Polytechnics/ITI's/Institute, Mechanical Engineers, Fireman, Mechanics, Salesman etc.
3. **Tourism:-** Master Trainers of Sector Skill Council, Professor/Lecturer of Universities/Colleges, Hotel Manager, Tour Operator, Tour agents, Representative etc.
4. **ITeS:-** Master Trainers of Sector Skill Council, Professor/Lecturer of Universities/Colleges, IT Professionals, Hardware Engineer, Manager/Trainers of Lok Mitra Kendra, Cyber Café, Computer Center.
5. **Security:-** Master Trainers of Sector Skill Council, Professor/Lecturer of Universities/Colleges, Army Officers, Police Officer Fire Officers, Security Officers etc.
6. **Agriculture:-** Master Trainers of Sector Skill Council, Professor/Lecturer of Agriculture/Horticulture/Forestry Universities/Colleges, Field Extension Officers/ Inspector Leading Farmers/Growers etc.
7. **Retail:-** Master Trainers of Sector Skill Council, Professor/Lecturer Colleges/Universities, Lectures of Managements/Commerce, Manager of Big Bazar/ Industrial Houses, Local Retailers & Sales Managers etc.
8. **Telecom:-** Master Trainers of Sector Skill Council, Professor/Lecturer Colleges/Universities, Lectures of Managements/Commerce, Sales Executive of different Telecom Companies/ Mobile Companies etc.
9. **BFSI:-** Master Trainers of Sector Skill Council, Professor/Lecturer of Colleges/Universities, Manager of Bank/LIC/GIC etc, Professional in Banking/Insurance sector etc.
10. **Physical Education:-** Master Trainers of Sector Skill Council, Professor/Lecturer Universities/Colleges, National/State level Sports person.
11. **Media & Entertainment:-** Master Trainers of Sector Skill Council, Professor/Lecturer of Universities/Colleges, Persons/ Professionals related to media & Journalism Industry/Sector.

**SUGGESTIVE GUIDELINES FOR CONDUCTING GUEST LECTURES IN SCHOOLS UNDER
CSS FOR VSHSE**

Things to cover:

- Provide inputs from Practitioners to students
 - Share real life experiences
 - Organizational dynamics
 - Key Skills needed in work situations
 - Focus on modules/content, taught/trained
- Expose the Practitioners to the profile of students
 - Know the Profile of students
 - Explore the possibilities of collaboration for internship and placement
- Bridge the divide between the World of Studies and the World of Work
 - Relate theory to practice
 - Provide an understanding to the students of real life situations

Things to remember while organizing GL:

- TP to share quarterly plan including following information with State Govt. (RMSA), 1 week in advance from the beginning of next quarter
 - Topics to be covered (adhering to lesson plan)
 - Organization details from where GL to be sourced
 - Guest Lecturer details – profiles
- No Guest Lecturer to be repeated (invited twice) within a span of at least 2 months in the same school for same trade

Payment methodology to Guest Lecturer:

- TPs to organize for GL
- Payment towards Guest Lecturer for the sessions may be routed through Principals / HMs of respective schools
- RMSA may share the funds for conducting GL with the Principals, at least for 3 months in advance
- On completion of each GL, Principal / HM may make the necessary payments (honorarium) to Guest Lecturers by **E-payment**.
- A receipt of the check may be recorded by Principal / HM, for submission to RMSA as UC

Specimen

District Level

Proposal for (Suggestive) Field Visit/ Industrial Visit for the Session 2017 -18

Sr No	Trade	Guest lectures	Industry Visit
1	Automobile	Guest Lecturers provided as per the request received from the schools, by these offices/organisations	HRTC WORKSHOP ,COMPETENT AUTOMOBILE ,SATLUJ MOTOR,DEVBHOOMI AUTOMOBILE AND OTHER AUTOMOBILE AGENCY NEAR NERCHOWK
2	Security		POLICE TRAINING CENTER PANDOH,FIRE STATION MANDI,POLICE STATIONS
3	Healthcare		ZONAL HOSPITAL MANDI, PRIVATE HOSPITALS.AUYERVIDIC COLLEGE PAPROLA
4	ITES		BSNL EXCHANGE SUNDERNAGAR,BANKS ,POST OFFICE ,CSC
5	Retail		DOMINOS ,BIG BAZAAR ,COMPETENT AND OTHER CAR SHOWROOM
6	Tourism		MANALI ,REWALSAR PANDOH,PARASHAR, BAROT,TIC
7	BFSI		BANKS AND FINANCIAL COMPANIES, KARVY
8	Telecom		BSNL EXCHANGE ,POLYTECHNIC,TELECOM COMPANIES OFFICES IN MANDI
9	Physical Education		ZYMS , DSO PADDAL
10	Multi Media		PUNJAB KESARI OOFFICE PHOTO LAB
11	AGRICULTURE		AGRICULTURE TRAINING CENTER ,AGRICULTURE MARKETING BOARD ,NAUNI UNIVERSITY,PALAMPUR UNIVERSITY
12			
13			
14			
15			
16			
17			
18			
19			
20			

No. EDN- RMSA (17)-68/2013-Voc. - 7773-7823.
Office of the State Project Director, RMSA
Himachal Pradesh, Shimla-1.

To Dated : Shimla-171001 the th 12, October, 2017

The DPO-cum-Principals,
All the DIET's in HP,

Subject:- Regarding Transfer of Budget/Funds for Re-curring Expenditure under Vocational Education.

Memo,

This is with reference to the Implementation of Vocational education under NSQF in 873 GSS Schools of the State during the current session. In this regard it has been decided to release first Installment of Budget/Funds to meet out the Re-curring Expenditures for different activities under following heads:-

1. Contingencies funds: -

This fund will be utilized for following purposes:

- i. Publicity: this includes the printing of the Information Education Communication (IEC) material for the students, community, industry and media etc.
- ii. Guidance and counseling: during the mobilization/outreach activity printing of admission form, printing of registration form, printing of interest inventory forms etc.
- iii. Postage: any expenditure related to postage/courier etc. by the staff of the project and the school should be booked.
- iv. Stationary: office stationary like printing of training materials, staplers, pins, gum any other office stationary related to the project should be booked.
- v. Electricity Charges: Rs. 700/- per month per lab or maximum upto Rs. 8000 per annum.
- vi. Internet charges Rs. 1000/- per month per lab or maximum upto Rs. 12000 per annum.
- vii. Training/Meeting/Feedback/Orientation Programmes (Only Working Lunch & Tea etc), as per norms approved. Proceedings of such meetings be kept in record.
- viii. TA/DA for Vocational Trainers to attend Vocational Programmes/Activities under NSQF, as per norms. Tour programme should be duly approved by the competent authority i.e Principal of concerned school.
- ix. Purchase of UPS/Stablizer, office almirah, extension board & electrical/computer accessories etc.

W

2. Raw Material, maintenance of Tools & Equipments & purchase of software/E-Learning material:-

This Fund will utilized for following purposes:-

- i. Any raw material as per syllabus of the Sector/Class required to conduct practical's of Vocational Students.
- ii. Spare parts, old articles, screws, acids, thermo coal, scrap books, tape roles, models, charts, sketch pens, pencils, colours, practical's note books, paper & other stationary items etc.

3. Flexible Pool for engaging Resource Persons/Skill Trainers & Guest Faculty etc.

The best qualified industry based quality Resource Persons/Faculties should be arranged to deliver Guest Lectures as per the curriculum of particular sector for each class separately. The Resource Persons should be approved by the concerned school principal & Vocational Training Provider. The Resource Person cannot deliver more than 2 lectures per day & duration of each lecture should not be less than 1 hour.

The officers/officials working in HP NSQF Project and the staff of concerned school will not be allowed to perform as Resource Persons/Guest Faculties. The honorarium rates for the quality resources persons/guest faculties will be as under:-

- I. Block/Districts level RP – Rs. 500 per lecture
- II. State level RP – Rs. 1000 per lecture
- III. National level RP – Rs. 2500 per day

After the completion of Guest Lecture the "Guest Lecture Report" should be submitted in the prescribed format to concerned DIET and VTP State Coordinator concerned on the same day through email after the completion of the guest lecture.

4. Cost of Providing Hands on Skill Training to Students in Industrial & Commercial Establishment (Industry/Field Visits):-

The Industry/Field Visit should be conducted as per the timeline of calendar of activities issued by the State project Office, RMSA. The guidelines for Field/Industry Visits should followed strictly while conducting these activities as per annexure – A. Field/Industry Visit report should be submitted on the prescribed format to concerned DIET and VTP State Coordinator concerned.


The School wise distribution of funds will be as under:-

S. N.	Head of Account (Recurring Expenditure)	Phase-1	Phase-2	Phase-3	Phase-4	Phase-5
1	Contingencies funds	50,000	50,000	37,500	25,000	12,500
2	Raw Material, maintenance of Tools & Equipments & purchase of software/E-Learning material:-	50,000	50,000	37,500	25,000	12,500
3	Flexible Pool for engaging Resource Persons/Skill Trainers & Guest Faculty etc.	1 Lac	1 Lac	75,000	50,000	25,000
4	Cost of Providing Hands on Skill Training to Students in Industrial & Commercial Establishment (Industry/Field Visits)	1 Lac	1 Lac	75,000	50,000	25,000

21 /

Proper record of expenditure incurred there-on, may be kept as per financial rules of RMSA. The balance amount if any will be utilized as per guidelines issued by the Headquarters. Codal formalities as per HPFR may be completed before effecting any purchase.


It may please be ensured that above guidelines are complied with strictly. Any Lapse, on this account will be viewed seriously.


State Project Director, RMSA
Himachal Pradesh, Shimla-1

Endst. No. Even dated Shimla-171001 the 12th October, 2017

Copy for information and further necessary action is forwarded to:-

1. The Principal Secretary (Edu.) to the Government of Himachal Pradesh, Shimla-2.
2. The Director of Higher Education, Himachal Pradesh, Shimla-1.
3. All the Deputy Director Higher Education, Himachal Pradesh.
4. All the District Coordinator DIET's in Himachal Pradesh.
5. All the Principals of 873 GSSS (Vocational) of Himachal Pradesh.


State Project Director, RMSA
Himachal Pradesh, Shimla-1

Annexure - A

Guidelines regarding Industry /Field visits under NSQF project

As you are aware that Industry visit is an essential part for the transaction of the curriculum as the emphasis is on overall development of skills of the students and they are required to undergo practical training in a designed fashion.

Keeping in view the design of the course content, the skills and the competency expected from the students, Industry visit has been made an essential feature of this programme. Some of the Head of the Institutions have already planned /executed the plan of conducting Industry visits. There is a specific provision of funds for the implementation of this programme. The matter has been under active consideration of the department and the department in consultation with Wadhvani Foundation has finalized guidelines for the conduct of such visits.

Process

- 1) It will be the duty of the VTP's to coordinate and to have close liaison with the Industry and to plan such visits. Once a contact is established with the Industry relevant to the subject being taught, the VTP along with the District Coordinator and the Vocational Teacher would plan visit in consultation with Head of the institution.
- 2) District Coordinator must visit the place of visit prior to the actual visit of the students along with the VTP.
- 3) Choose to take the students preferable during the non peak business hours.
- 4) The staff at the organization to be visited must spend time with the students.
- 5) Vocational Trainer to submit the checklist of the visit stating what all things will be covered in the visit, what will be the learning outcomes/gains etc.
- 6) The staff of the organization should brief the students about their organization, business, operations, etc.
- 7) Each VTP should organize these visits as per the following plan:-

Maximum 3 Industry visit in one Academic Year		
1	1st Industry Visit	After completion of unit 1 & 2
2	2 nd Industry visit	After completion of unit 3 & 4
3	3 rd Industry Visit	After completion of course content -Level I/II

Once a proposal is finalized, the same is to be submitted to the Department through email with a copy to VTP State Coordinator and District Coordinator of the concerned DIET. The proposal should contain the following details:-

1. Plan/Plans identified for such a visit.
2. Students who have opted the course should be the part of visit along with the number of students.
3. Vocational Teachers and District Coordinators must accompany the students. In case there are girl students too and the vocational Teacher and District Coordinator both of them happen to be male, a lady teacher should accompany the girl students in addition to District Coordinator and Vocational Teacher.
4. The visit is to be conducted by hiring HRTC buses. In case of non availability, buses from the private registered operators be hired on competitive rates but the rates should not be higher than the rates quoted by HRTC. The visits are to be so planned that the students are back to the school during the school hours and it is to be ensured that they reach home safely.
5. Proper bills/voucher has to be maintained about the field trip.
6. Attendance copy of the students should be the part of the record.
7. Each proposal for such visit /visits should include the financial implications and the date of visit with place/places to be visited. The financial implications should include hiring of bus charges, and other expenses.
8. The field trip should be planned according to the syllabus and the lesson plans planned by the teacher. So that the students can relate their learning's with the ground realities
9. The teacher must inform about the trip a week in advance to the students and discuss in detail the purpose and the place of visit so that the parents of the students be informed in advance and be taken into confidence by laying emphasis that such visits are essential part of course and are to the benefit of their children.
10. It shall be the personal responsibility of the teachers in regard to security of the children and head of the institution should personally supervise all the arrangements and to remain present in the institution till the students return and join their parents.
11. Ensure students wear the school uniforms, ID card, carry their note books and pen/pencil to make notes
12. The head of the institution must send complete report of such visits along with photographs by email to the DIET concerned and VTP State Coordinator.

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 40 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:** Shri Vinod Sood, State Project office Shimla 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.

Proposal for the Session 2017-18 Summer Closing Schools for Syllabus Completed Guest Lecture & Field/Industry Visit conducted under NSQF Project HP.

S. No.	Till the Month	Target of Syllabus to be Completed (L1 -L4)	Target of Guest Lecture to be conducted	Target of Field/Industry Visit to be Conducted
			L-1 & L-2	L-1 - L4
1	April	10%	2	
2	May	20%	4	
3	June	30%	6	
4	July			1st
5	August	40%	8	
6	September	50%	10	
7	October	70%	12	2nd
8	November	90%	14	
9	December	100%	16	
10	January	Revision	18	3rd
11	February	Revision	20	
12	March	Final exam		

[Handwritten signature]

Annexure B

Proposal for the Session 2017-18 Winter Closing School for Syllabus Completed Guest Lecture & Field/Industry Visit conducted under NSQF Project HP.												
S. No.	Till the Month	Target of Syllabus to be Completed (L1 - L4)		Target of Guest Lecture to be conducted		Target of Field/Industry Visit to be Conducted						
		L-1 & L-2	L-3 & L-4	L-1 & L-2	L-3 & L-4	L-1 & L-2	L-3 & L-4					
1	March	10%		1	2	L-1 & L-2	L-3 & L-4					
2	April	20%	10%	2	2							
3	May	30%	20%	3	4	1st (L-1&2)						
4	June	40%	30%	4	6							
5	July	50%		5	8		1st (L3 & L4)					
6	August	65%	40%	6	10	2nd (L1 & L2)						
7	September	85%	50%	7	13							
8	October	100%	70%	8	15	3rd (L1&L2)	2nd (L3&L4)					
9	November	Revision	90%	9	18							
10	December	Exam	100%	10	20		3rd (L3&L4)					
11	January	Revision	Revision									
12	February	Revision	Revision									
13	March	Final exam	Final exam									

Dr. [Signature]

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

**Government of Himachal Pradesh
Department of Transport**

No-TPT-F(5)13/2018

Dated: Shimla-2 the

29-09-2018

NOTIFICATION

In supersession of this department notification No. TPT-F(6)-6/2003 dated 30th September, 2013 and 5th October, 2013, the Governor, Himachal Pradesh in exercise of the powers conferred by sub-section (1) of Section-67 of the Motor Vehicles Act, 1988 (Act No. 59 of 1988) is pleased to issue following directions to the State Transport Authority, Himachal Pradesh, Shimla-04 and all Regional Transport Authorities in Himachal Pradesh regarding fixation of fare rates of stage carriage bus services in Himachal Pradesh.

Directions

The State Transport Authority Himachal Pradesh and all Regional Transport Authorities in Himachal Pradesh shall ensure that the following rates of fares are fixed/charged for stage carriage bus services in the State of Himachal Pradesh in the public interest.

- | | | |
|------|---|-----|
| I) | Ordinary Bus Services Including Mini Buses
(Fare per passenger per kilometre in paisa) | |
| (i) | Roads in Plains | 112 |
| (ii) | Roads in Hills | 175 |
| II) | Deluxe Bus Service
(Fare per passenger per kilometre in paisa) | |
| (i) | Roads in Plains | 137 |
| (ii) | Roads in Hills | 217 |
| III) | AC/Volvo Bus Service
(Fare per passenger per kilometre in paisa) | |
| (i) | Roads in Plains | 274 |
| (ii) | Roads in Hills | 362 |

2. The fares show above are maximum fares inclusive of all taxes. These directions will come into force with immediate effect.

Note:-The minimum fare shall be Rs.6/- for first 3 kilometres. The fraction of rupee i.e. 50 paise or above will be rounded off to next rupee and fraction of rupee below 50 paise shall be ignored.

By order

Jagdish Chander Sharma
Principal Secretary (Transport) to the
Government of Himachal Pradesh.

Endst. No. No. TPT-F(5)13/2018

Dated: Shimla-2, the


29-09-2018

Copy forwarded to:-

1. The Joint Secretary to the Government of India, Ministry of Shipping, Road Transport and Highways, Department of Road Transport Bhawan, I-parliament street, New Delhi-11.
2. The Accountant General, Himachal Pradesh, Shimla-03
3. The Secretary (E&T) to the Government of Himachal Pradesh.

--2--

4. The Director of Transport, Parivahan Bhawan, Shimla-04 for information and necessary action.
5. The Managing Director of Himachal Road Transport Corporation Shimla-03.
6. The Director of Information and public Relation Himachal Pradesh, Shimla-02.
7. The Additional Secretary (GAD) to the Government of Himachal Pradesh Shimla-02. This may be treated as implementation report in respect of Transport Department for item No. 65 of CMM dated 24.09.2018.
8. The Director General of police, Himachal Pradesh, Shimla-2.
9. All the Deputy Commissioners of HP.
10. All the Superintendents of Police in HP.
11. The Secretary, State Transport Authority Shimla-04.
12. All the Regional Transport Officers in Himachal Pradesh.
13. The Private Secretary to the Hon'ble Chief Minister, HP for the kind information of Hon'ble Chief Minister.
14. The Private Secretary to the Hon'ble Transport Minister, Himachal Pradesh.
15. The Private Secretary to the Chief Secretary, Himachal Pradesh, Shimla-02.
16. The Controller, Printing & Stationary, Shimla-05, Himachal Pradesh for immediate publication the above notification in H.P. Rajpatra (Extraordinary).
17. Guard file-50 spare copies.


28/9/2018

(Ramesh Chand Sharma)
Under Secretary (Transport) to the
Government of Himachal Pradesh.
Telephone No.0177-2628481

I

No. EDN-HE (17)-85/2014-NSQF-Voc.
Office of the State Project Director, RMSA
Himachal Pradesh

Dated : Shimla -170001 the th 16 December, 2014

To

The Principals,
Govt. Sen. Sec. Schools (Vocational),
Himachal Pradesh

Subject: Guidelines for expenditure in r/o Vocational Education under NSQF.

Memo;

This is to continuation to this office letter No. EDN-HE (17)-68/2013 dated 9th October, 2013.

In this connection it is informed that while conducting the various activities under Vocational Education such as Field visits, Industrial visits, Guest lectures and purchase of materials for practicals the guidelines issued by the Department of Higher Education and RMSA from time to time should be followed strictly to avoid audit objections. These instructions will also prevail to these activities when conducted by VTP's.

Therefore, you are directed to follow RMSA manual while making expenditure under various activities of vocational education. During the fields/Industrial visits the rate approved by DHE for sports activities will prevail. Similarly the revised rates of RMSA for Recourse persons /Guest Lectures should be followed strictly. Any violation in this regard will be viewed seriously.


State Project Director, RMSA,
Himachal Pradesh.

Endst. No.: Even Dated Shimla-171001 | 6th December, 2014

Copy for information & further necessary action to:

1. The Additional Chief Secretary (Edu.) to the Govt. of Himachal Pradesh.
2. The Director of Higher Education, Himachal Pradesh..
3. All The Dy. Director of Higher Education, Himachal Pradesh.
4. All the DPO's /DCO's in DIET's of Himachal Pradesh.
5. Sh. Basab Banerjee, Head-Standard & QA NSDC, New Delhi.
6. The Programme Manager, Wadhawani Foundation, DHE, Shimla-1.
7. Guard file


State Project Director, RMSA,
Himachal Pradesh.

No.EDN-HE(17)-77/13-Voc-Lab Construction
O/o State Project Director, RMSA
Himachal Pradesh

Dated: Shimla the 30th Sep, 2014

To

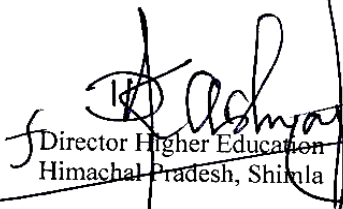
✓ All the Principals
GSS Schools (Vocational)
Himachal Pradesh

Subject:- **Implementation of Vocationlisation of Secondary Education under CSS in HP.**

Memo

As you are aware that the Vocational Education has been introduced in 200 GSSS of the State. The Department is committed to provide more skills oriented Vocational Courses to the students of the State. But it has come into the notice of the undersigned that in many schools the Vocational Education is not being provided to the students as per the provisions of this scheme. The study hours mentioned for each level are not being completed properly because the VT's have been assigned with many non teaching assignments in some schools. Moreover some VTP's are also collecting daily, weekly & monthly reports from the Vocational Trainers in which a lot of time is being utilized. All these non teaching activities are hampering the studies of the Vocational students.

Therefore you are directed not to assign any non teaching activity to the Vocational Trainers so that the study Hours of the vocational subject could be completed as per norms for the successful implementation of the scheme. Special attention may be taken for skilling of the students through practical work, field visit, Guest Lecture and industrial training etc with the help of DPO & DCO of concerned DIET's. All these instruction should be followed in letter & spirit. Any violation in this regard will be viewed seriously and disciplinary action as warranted under rule will be initiated against the defaulters.


Director Higher Education
Himachal Pradesh, Shimla 30/09/2014.

Endst. No.: Even Dated

Shimla-171001

... Sep,2014

Copy for information & further necessary action to:

1. The Principal Secretary (Edu.) to the Govt. of Himachal Pradesh.
2. The State Project Director RMSA.
3. All the DDHE in H.P.
4. All the District Project Officer DIET's in HP.
5. All the District Co-ordinator NSQF in DIET's.
6. The Director Skills Colleges NSDC in New Delhi.

EDN- RMSA (17)-85/2014-Voc.-NSQF
Office of the State Project Director, RMSA
Himachal Pradesh, Shimla-1

3761-68

Dated: Shimla - 171001

the

29th June, 2017

To

The Principal,
Govt. Sen. Sec. Schools Vocational,
Himachal Pradesh

Subject: - Regarding Presence of Vocational Trainers during Vacations.

Memo,

This is in supersession to this office letter no even dated 17.01.2017, regarding the subject cited above.

In this connection it has been decided that Vocational Trainers will have to come to school during Vacations. The Vocational Trainers will be provided training during this period and their help will be sought in designing vocational education evaluation mechanism. All VT's will complete activity plan for the whole year, identify the places to organize the field visits, industrial visits and also arrange guest faculty from the concerned field. They will also translate the whole syllabus in Hindi medium for 9th - 12th classes and complete the pending jobs related to school activities during these Holidays/Vacations. The officials related to this scheme will monitor these activities during Holidays/Vacations.

Therefore, you are directed to depute the Vocational Trainers of your School to different places/organizations to complete these activities with immediate effect. The District Project Officer concerned will ensure that this job profile is done by the Vocational Trainers before the schools are re-opened.

State Project Director, RMSA
Himachal Pradesh, Shimla-1

Endst. No.: Even Dated

Shimla-171001

June, 2017

Copy for information & further necessary action to:

1. The Addl. Chief Secretary (Edu.) to the Govt. of Himachal Pradesh, Shimla-2.
2. The Director of Higher Education, Himachal Pradesh, Shimla-1
3. All the Dy. Director of Higher Education, Himachal Pradesh.
4. All the District Project Officers DIET's in HP.
5. All the District Coordinator DIET's in H.P.
6. All the Vocational Training Partners (VTP's).
7. The Programme Manager Wadhvani Foundation.

State Project Director, RMSA
Himachal Pradesh, Shimla-1

No. EDN-RMSA(18)-03/2018-Voc-Meeting(VTP) -538-63.
OFFICE OF THE STATE PROJECT DIRECTOR
INTEGRATED SCHEME OF SCHOOL EDUCATION (SAMAGRA SHIKSHA)
DPEP BHAWAN LAL PANI SHIMLA 171001
HIMACHAL PRADESH

Dated : 30th April, 2019

To,

1. All District Project Officer(s)
Samarg Shiksha HP.
2. All The Principals (NSQF)
Himachal Pradesh.

Subject:- Regarding On-job training of the vocational students

Sir,

As you are aware that eleven trades/ subjects are being taught under vocational education in the State . The main objective of vocational education is to enhance the employability of youth through demand driven competency bases , modular vocational courses , to bridge the divide between academic and applied learning . To enhance the technical / professional competence of students , Government of India has mandated that students would be required to complete minimum of 80 hours of workplace learning or on job training . This will also helps students for exploring new and expanding opportunities in the labour market .

It has been decided that on -job training be imparted in phased manner , therefore , you are directed to plan the on-job training accordingly and this office may be intimated accordingly.

M
(Ashish Kohli) HAS
State Project Director (ISSE)
Himachal Pradesh
April, 2019 .

Endst no As above

Dated Shimla -171001

Copy forwarded for information and necessary action to :-

- 3) The Director , Higher Education HP
- ✓ 4) All the Deputy Director , Higher Education .
- 5) Guard File .
- 6) MIS INCHARGE TO UPLOAD ON OFFICIAL WEBSITE .

State Project Director (ISSE)
Himachal Pradesh

No. EDN-RMSA(18)-03/2018-19-voc. Meeting(VTP) -10897-908
Office of the State Project Director, ISSE
Himachal Pradesh, Shimla-1.

Dated: Shimla the 29th March, 2019


To
All the DPOs Cum Principal DIETs
Himachal Pradesh Shimla-1.

Subject: - Regarding provision of Certificates to Vocational Students on successful completion of On-Job-Training.

Sir,

As per Government of India guidelines under Vocationalisation of Senior and Higher Secondary Education in Himachal Pradesh, vocational students have to undergo On-Job-Training for at least 80 hours in a job role.

In this regards ,it has been decided that certification may be given to these students, who have completed requisite On Job Training . The expenditure on procuring / printing of On Job Training Certificate may be borne out of MMER. All codal formalities may be completed .


State Project Director, ISSE
Himachal Pradesh, Shimla-1

No.EDN-HE(17)-52/2013-Voc
Department of Higher Education
Himachal Pradesh

Phone No. 2653922, 2653575, 2653386, 2653120 Ext. – 216, 316, Fax – 2812882
email-dir.edu@rediffmail.com, dirhe-hp@hp.gov.in

Dated Shimla the 27th August, 2013

To

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

Subject:- Regarding supplying of Books.

Memo,

It is to inform you that M/s Zaware Creative Enterprises Pvt. Ltd. Pune will be supplying the books very soon in your schools of Level I & Level-II of four subjects/Trades under NVEQF except Healthcare i.e. Automobile, Retail, Security and ITeS.

In this regard you are hereby directed to enter these books in the School Library and then books will be issued to the students. After the completion of the examination/course these books will be returned back by the students.



Joint Director of Higher Education (C)
Himachal Pradesh

MOU Page highlighting Leave entitlement to vocational trainer

- Arrange campus interview wherever possible and needed.

r) Performance Matrix/Measurement: VTP's performance will be measured through RMSA/SSC for:

- Content delivery as per timeline.
- Industry Engagement.
- Placement of eligible students, who desire to seek employment after attaining Level 4 certification
- Percentage of students getting certified.
- Timely and accurate reports.
- Regularity of VT's in the schools

s) Leave:
(i)

The trainer deployed will be entitled one casual leave per month with the prior approval of the Principal concerned. The record of leave will be maintained on the basis of calendar year (from January to December). The Honorarium during Maternity Leave will be paid by the RMSA to the vocational trainers under Maternity benefit Act, on the production of relevant documents from competent authority. The VTP shall have to make an arrangement of substitute vocational trainer during the period of maternity leave for which honorarium will also be paid by the RMSA.

t) Penalty Clause: If any trainer is absent for more than 7 working days without intimation or 10 working days with intimation (a copy of the leave application should be sent to the RMSA through Principal concerned), RMSA /Principal concerned will impose a penalty on concerned VTP.

1. Financial implications would be laid out on the VTP after 20 days @ Rs 800 per day.
2. The VTP shall provide alternate VT on the 11th day to the school and in case of violation, penalty @ Rs. 800/- per day shall be charged.
3. Post step (2) RMSA, NSDC will hear to the concerns of the VTP why no replacement/substitution was provided in the school and will take decision accordingly.
4. In case of delay in hiring/substitution in hard and tribal areas special permission needs to be taken from SPD, RMSA for extension of time.

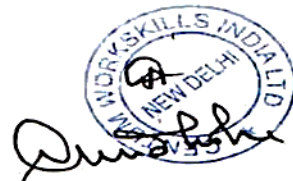
u) Termination of trainer: - If any trainer is not found suitable up to the satisfaction of the Department up to two months the concerned VTP will straight way terminate the services of the said trainer and provide the substitute within ten days.

E) Roles & Responsibility of Telecom Sector Skill Council (Coordination to facilitate the following):

- a. SSC will provide the guidelines that can help in ensuring quality control of Training of Trainer process. RMSA part in association with the VTP will conduct Training of Trainer as per the norms of the SSC, for trainers deployed in the program
- b. A master trainer may be identified by SSC for providing training on the subject matter to the trainers, deployed by VTP with prior approval from RMSA. An honorarium of INR 2500 per day

Page 8 of 11

[Signature]
State Project Director
H.P. Prv. Education Society
S.S.A. Shindole-1



NO. EDN-RMSA(2017)-85/2018-19 - 2553
OFFICE OF THE STATE PROJECT DIRECTOR (ISSE)
H.P.SCHOOL EDUCATION SOCIETY
DPEP BHAWAN, BELOW MAIN BUS STANTD SHIMLA-1

Dated : Shimla 30th June , 2018.

To,


1. All the District Project Officers(ISSE)
DIET , Himachal Pradesh .
2. All Vocational Training Provider (VTP)

Subject: Regarding allowing Medical Leave to the outsourced staff deputed in Government departments .

Sir,

Matter regarding allowing the Medical Leave to outsourced vocational trainer engaged in schools is under consideration for sometime . After consideration , it has been decided to implement the Finance Department Office Memorandum no Fin (C)-B(15)-21/2013-loose dated 25.7.2016 in respect of vocational trainer engaged on outsourced basis in schools. Vocational trainer will be entitled to 6(six) days medical leave in a calendar year which will not be carried forwarded for next calendar year .

This orders will come into force with immediate effect.


State Project Director (ISSE)
Himachal Pradesh

June 2018.

Endst. No As above Dated : Shimla -171001

Copy forwarded for information and necessary action to:-

- 1) The Secretary (Education) to the GoHP.
- 2) The Director of Higher Education H.P.
- 3) All DD(HE) H.P.
- 4) The Principal (Vocational Education) H.P.


State Project Director (ISSE)
Himachal Pradesh

EDN- RMSA (17)-85/2014-Voc.-NSQF -9254- 94
Office of the State Project Director, RMSA
Himachal Pradesh, Shimla-1

Dated : Shimla – 171001 -the ~~October~~, 2017
21-11-

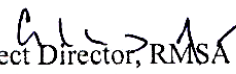
To
All the Chief Executive Officers,
HP NSQF Project.

Subject: - Clarification Regarding Maternity Leave.

Sir,

It has come into the notice of the undersigned that many applications are being received in this office regarding grant of maternity leave to female Vocational Trainers. In this connection it is informed to you that the maternity leave shall be given to the Vocational Trainers as per the provision of "The Maternity Benefit (Amendment) Act 2017" for a period of 26 weeks only (182 days). As per the agreement the honorarium during maternity leave will be paid by the RMSA to the Vocational trainers under Maternity Benefit Act, through Vocational Training Provider on the production of relevant documents from competent authority. The Vocational Training Provider shall have to make an arrangement of substitute Vocational trainer during the period of maternity leave for which honorarium will also be paid by the RMSA.

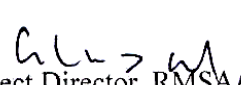
Therefore you are requested to decide the matter at your own level under intimation to the undersigned in future.


State Project Director, RMSA
Himachal Pradesh, Shimla-1

Endst. No.: Even Dated Shimla-171001 October, 2017

Copy for information & further necessary action to:

1. The Principal Secretary (Edu.) to the Govt. of Himachal Pradesh, Shimla-2.
2. The Director of Higher Education, Himachal Pradesh, Shimla-1
3. The Chief Executive Officer NSDC New Delhi.
4. All the Dy. Director of Higher Education, Himachal Pradesh.
5. All the District Project Officer/District Coordinator DIET's in HP.
6. All the Principals (Vocational) schools in Himachal Pradesh.


State Project Director, RMSA
Himachal Pradesh, Shimla-1

Government of Himachal Pradesh
Finance(Regulations) Department

No.Fin(C)- B (15)6/94

Dated Shimla-171002

11th June,2015.

OFFICE MEMORANDUM

Subject: Regarding allowing Daily Allowance to the outsourced staff deputed in Government departments.

The undersigned is directed to refer to the subject cited above and to say that the matter regarding allowing Daily Allowance in respect of the outsourced staff deputed in Government Departments was under consideration of the Government for some time past. After careful consideration of the matter, it has been decided that outsourced staff is entitled for Daily Allowance @ ₹ 130/- per day for travel within State and ₹ 200/- per day for travel outside State .

These orders will come into force with immediate effect.



Under Secretary(Finance) to the
Government of Himachal Pradesh

All the Administrative Secretaries to the
Government of Himachal Pradesh

No.Fin(C)- B (15)6/94

dated Shimla-171002

11th June,2015.

Copy to:-

1. The Principal Accountant General, H.P. Shimla-171003.
2. The Accountant General(A&E), H.P. Shimla-171002.
3. All the Divisional Commissioners, Himachal Pradesh.
4. All the Deputy Commissioners, Himachal Pradesh.
5. Department of Personnel- Appointment-II, H.P. Secretariat with 5 copies.
6. All the Heads of Department, Himachal Pradesh.
7. The Director, Treasury & Accounts Organization, Shimla-9.
8. Guard file.



Under Secretary(Finance) to the
Government of Himachal Pradesh

No. EDN-ISSE (18)-11/2018-19-VOC-Training VTs -1874-1900
Office of the State Project Director, ISSE
Himachal Pradesh, Shimla-1.

Dated: Shimla the 29th June, 2019

To

The DPOs Cum Principal DIETs
Himachal Pradesh, Shimla-1.

Subject: - Regarding In-Service Training of Vocational Trainers under NSQF Project.

Sir,

This is in continuation of this letter No. Even dated 24/06/2019 on the subject cited above.

In this connection you are hereby directed to make the necessary arrangement for the smooth conduct of training as per the schedule and module.

The expenditure of said training will be borne by the concern DIET. The State Project Office, ISSE Himachal Pradesh Shimla-1 will provide the funds for the aforesaid purpose separately under Teacher Training component.

The Govt. of India has prescribed an amount of Rs. 500/- (Rupees Five Hundred Only), unit cost per trainee per day which include all expenses i.e. Lodging and Boarding, Working Lunch, Tea & Snacks, Stationery and drinking water etc.

TA/DA of the participants will be made out at school level from regular grants of Vocational Education. The expenditure on account of Resource Personnel may be made as per norms prescribed and be booked under "Provision for Financial Support for engaging Resource Personnel". The District Project Officer, DIET may adhere all codal formalities before incurring the expenditure.

In addition the concern DPO cum Principal DIETs may change the module as per their requirement.


State Project Director, ISSE
Himachal Pradesh, Shimla-1

Endst. No.: Even Dated Shimla-171001 June, 2019

Copy for information is forwarded to:

1. The Secretary (Education) to the Government of Himachal Pradesh, Shimla-1.
2. The CEO, NSDC, New Delhi with the request to direct the respective Sector Skill Council to depute resource person for concerned Sector.
3. The Director of Higher Education, Himachal Pradesh, Shimla-1
4. The Dy. Director of Higher Education, all Districts of Himachal Pradesh.
5. Guard File.


State Project Director, ISSE
Himachal Pradesh, Shimla-1

No. HPSES (SSA) -HQ (Assessment Voc.)2018-19 - 6134-63
Office of the state Project Director, SSA
Himachal Pradesh, Shimla-1

To Dated: Shimla- 171001 the 25th October, 2018

All the District Project officer (SSA)
Himachal Pradesh

Subject: Regarding Practical Assessment of 9th class students enrolled under Vocational Education at Secondary and Senior Secondary level.

Madam/Sir

In compliance to the revised guidelines received from GOI, vocational students practical assessment for 9th class for the academic session 2018-19 will be conducted internally by the school in the month of December 2018 and March 2019 in winter and summer closing schools respectively by interchanging the teachers/ vocational trainers amongst different school. In this regards you are requested to collate trade wise vocational trainer's data for conducting practical assessment by interchanging amongst different school on proximity basis and depute Vocational trainers for assessment. TA/DA to assessor should be borne by respective schools from contingency funds available under vocational head.

So therefore you are requested to provide practical assessment schedule for school level in the Performa attached on or before 15th November, 2018 to under sign.

Yours faithfully,


State Project Director (ISSE)
Himachal Pradesh, Shimla- I
dated

Endst: No even the Shimla
Copy forwarded to: -

- (1) The Secretary (Education) to Govt. of Himachal Pradesh, Shimla-2 for information.
- (2) The Secretary HPBOSE Dharmashala Himachal Pradesh.
- (3) The Director of Higher Education- Himachal Pradesh for information.
- (4) All Deputy Director of Higher Education Himachal Pradesh for information
- (5) All Principal (NSQF/ Vocational Schools) Himachal Pradesh.
- (6) Nodal officer Vocational Education , SPO Himachal Pradesh.
- (7) Accounts Branch (ISSE) H. P. for necessary action please.
- (8) Guard file.


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

Planning of Guest Lecturer and Industrial visit under VE(NSQF)

A) Advance preparation

Prepare tentative yearly plan for session 2020-21 by identification of the following: -

- 1) Identify various guest lecturers of concerned sector.
- 2) Identify various venues for industrial visit according to sector concerned.

B) Planning of Activities

The planning of Guest lecturer should be of minimum three days.

Whereas the planning of Industrial visit should be of seven days before execution.

C) Planning of Guest Lecturer

Day 1

1. Identify the guest lecturer from the tentative yearly plan for proposed lecturer.
2. Contact Guest lecturer and check availability on proposed day that is third day from today.
3. If he/she is available then inform School coordinator and tell him to talk to this particular Guest lecturer.
4. If school coordinator is satisfied than accompany SCO to Principal and finalize the guest lecturer.
5. Now inform Guest lecturer about final date and tell him about content to be covered and tell him to use available media. If he has material then OK otherwise provide him material through social media and request him/her to cover proposed contents.
6. Now prepare official letter from principal to the department of that Guest lecturer (if GL in Govt./Pvt. sector) otherwise in the name of guest lecturer and send copy of this letter to District Project Officer DIET and VTP coordinator.
7. This official letter should have all details as follows:
 - a) Detail and particular of GL.
 - b) Contents to be covered
 - c) Date and Time of Guest lecturer.
 - d) Expenditures
8. Requested Principal to give direction to the teacher/Lecturer whose period is supposed to be clubbed in this proposed guest lecturer and try to give message to that particular teacher on first day positively.
9. Now most important inform students about the Guest lecturer contents and tell them to get ready for interactive session with GL

Day 2

- 1) Give reminder call to the guest lecturer, teacher/ Lecturer whose period is clubbed and students.
- 2) Print out the honorarium format, Guest lecturer report.
- 3) Inform Press reporter if possible.
- 4) Request Principal and School Coordinator to visit venue of GL if possible.

Day 3

- 1) Welcome Guest Lecturer and introduce him/her to Principal/SCO and Students.
- 2) Request him to give interactive session to students
- 3) Motivate students to ask question during session.
- 4) Take pictures.
- 5) After completion of lecturer fill the honorarium form and guest lecturer report and take signature and bank detail of guest lecturer.
- 6) Scan and send guest lecturer report to District Project officer/DCO and VTP coordinator positively.
- 7) Prepare bank letter to Bank Manager for NEFT transfer.

D) Planning of Industry visit

Day 1

- 1) Identify venue for industrial visit as per units and contents delivered.
- 2) Discuss with school coordinator and together with the Principal concerned school.
- 3) If all are agreed then send official letter to the venue incharge and request him to give permission for proposed industrial visit on scheduled date.(7th day from today) and request to allot some responsible person to accompany students during industrial visit and also name of guest lecturers for those particular contents.(This is for the schools situated in villages and unable to find subject expert.)

Day 2 & 3

- 1) If permission granted then prepare an official letter from Principal to DPO DIET for information. This letter should contain all information's as per detail:
 - a) Detail of Venue b) Detail of class, students c) Content to be covered d) Expenditure as per HRTC norms plus refreshment per students e) Total expenditure class wise. f) Also send copy of this letter to VTP coordinator.
- 2) If permission not received from proposed venue then visit should be planned by school coordinator/trainer to that venue and try to get permission and detail of guest lecturers.
- 3) Inform students about industrial venue and contents to be covered and instruct them to inform their parents about this. Also give consent forms to students and tell them to bring signed form till fifth day positively

Day 4

- 1) Survey about transportation during industrial visit.
- 2) Talk to HRTC bus stand about timing of HRTC bus to that venue.
- 3) Print out Expenditure sheet format, industrial visit report, honorarium forms (in case of Guest Lecturer), Guest lecturer report for all classes separately.

Day 5

- 1) Fill and complete expenditure sheet and calculate total amount.

- 2) Discuss with students about feedback from parents and collect the consent form brought by the students duly signed by the parents.
- 3) If some parents are unable to understand then try to convince them telephonically about the importance of industrial visit in this scheme.
- 4) Finalize the bus and talk to the driver/owner about the number of students who will travel on 7th day from school to venue and back.

Day 6

- 1) Withdrawal the advance expenditure as per expenditure sheet strictly.
- 2) Give reminder call to the students, bus official, and school staff (SCO, Male/Female Teacher, Trainer).
- 3) Give instruction to the students about venue and tell them to bring copy, pen and water bottle.
- 4) Update all concerned about timing of bus and time at which all will assemble at particular place.

Day 7

- 1) Try to start your journey well in time from station and reach venue by 8.45 AM.
- 2) Contact the assigned guest lecturer and start first lecturer from 9.00 to 10.00 AM.
- 3) As we all aware the venue incharge will not allow students in institution during peak hours. So motivate and instruct students to collect all information about venue from outside the venue from advertisements, holdings and notice.
- 4) Now execute the industry visit as per timing by venue incharge. Industry visit should be combination of different hand on training skills for minimum six hours.
- 5) Complete all format, report, take pictures at venue.

After completion of industry visit collect all TA forms of staff, honorarium format of GL, balance amount if any and transfer through RTGS.

Maintenance of vocational Funds under VE(NSQF)

Cash Book

- 1) To keep record of only cash transactions.
- 2) All cash receipts are recorded in debits side.
- 3) All payments are recorded in credits side.

Contents of Cash Book

- 1) Date:- Day, month and year of transaction is recorded in this column.
- 2) Particular:- The name of the account in respect of which cash received or payments has been made is recorded in this column

- 3) R.No.(Receipt number):- The serial no. of the receipt certifying the amount received is written.
- 4) V.No.(Voucher number):- The serial no. of the voucher certifying the payment is written.
- 5) L.F.(Ledger Folio):- This column record the page number of ledger where posting of fund is recorded.
- 6) Amount:- The amount of transaction is recorded .
- 7) Balance b/d :- The balance brought down as opening balance
- 8) Balance c/d:- The balance carried down as closing balance.

Sample Cash Book

Sample Cash Book									
Debits (Receipts)					Credits (Payments)				
Date	Particular	R.No.	LF	Amount	Date	Particular	V.No.	LF	Amount
01-06-2020	BRCC ____ (Contingency Fund+ Raw Material+ Flexible pool for engaging GL+ Industry visit = 5000+5000+30000+30000)	1	1	70000=00			1	1	
					02-06-2020	Shyam Lal(Guest Lecturer)	2	3	500=00
					05-06-2020	M/S Ajay Verma & Sons (Contingency)	3	2	530=00
					06-06-2020	Pankaj(Guest Lecturer)	4	3	500=00
					07-06-2020	Draft Charges	5	2	15=00
					12-06-2020	M/S Dev bhomi Stationary(Raw Material)	6	4	650=00
					15-06-2020	SMS Charges	7	2	17=70
					17-06-2020	VT(For Industry visit)	8	5	2500=00
					20-06-2020	Bank Charges	9	2	120=00
					30-06-2020	By Balance c/d			65167=30
				70000=00					70000=00
01-07-2020	To balance b/d			65167=30					

Ledger

- 1) It is a permanent summary of all amounts which list individual transactions by date.
- 2) The financial statements are generated from summary of all ledger transactions.
- 3) Prepare four different pages of ledger book for all four vocational heads separately session wise and voucher number wise.
- 4) The entries of all vocational funds voucher wise will be used to prepare utilization certificates separately. These UCs will be submitted to the BRCC offices of concerned blocks on or before March month every year positively.

- 5) Assume Ledger folio (Page) 1 for total amount received=70000, Ledger Folio = 2 for contingency, LF 3 for Engaging GL, LF 4 for Raw material and LF 5 for industry visit.

Sample Ledger Page

Account:- Contingency Fund
Session:- 2020-21

Ledger Folio:- 2
Amount :- 5000=00

Date	Details	Debit	Credit	Balance	V.No.
01-06-2020	SPO Shimla	5000=00	0	5000=00	1
05-06-2020	M/s Ajay Verma & Sons	0	530=00	4470=00	3
07-06-2020	Draft charges		15=00	4455=00	5
15-06-2020	SMS Charges		17=70	4437=30	7
20-06-2020	Bank Charges		120=00	4417=30	9

Note:- The voucher numbers between these number can be of raw material, engaging guest lecturer or industry visit. So follow the sequence as per expenditure dates.

Note: - The Draft charges, SMS charges and Bank charges should be detected from Contingency fund only not from interest.

Formation and Certificate for Purchase committee

- 3. Purchase of goods by the Purchase Committee.** - (1) Purchase of goods costing above Rs. 3,000/- (three thousand rupees) only and up to Rs.1,00,000/- (one lac rupees) only on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of three members of an appropriate level as may be decided by Head of the Department. The said committee shall survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee shall jointly record a certificate as under.

“Certified that we, the following members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question”.

No. EDN-RMSA(18)-03/2018-19-VOC.-Meeting (VTP) -10910-23.
Office of the State Project Director, ISSE
Himachal Pradesh, Shimla-1.

Dated: Shimla the 29th March, 2019

To

All the Principals, Vocational Education(NSQF),
Himachal Pradesh Shimla-1.

Subject: - Regarding allocation of sufficient lab space/room for proper implementation of
Vocational Education in the Schools of Himachal Pradesh.


Sir,

As you are aware that in the state of Himachal Pradesh Vocational Education
Schools of Himachal Pradesh are being implemented under the Centre Sponsored Scheme of
Vocationalisation of Secondary and Higher Secondary Education.

In this regards it is informed that without lab facilities vocational education may not
be fulfil their objectives in vocational education .Keeping in view the quality education there must be
a sufficient space/room for vocational lab in the school.

So you are directed to provide sufficient space/room for Vocational Lab. in
vocational schools to provide practical knowledge to the students.

Treat it most urgent.



State Project Director, ISSE
Himachal Pradesh, Shimla-1

Endst. No.: Even Dated Shimla-171001 March, 2019

Copy for information is forwarded to :

1. The Secretary (Education) to the Government of Himachal Pradesh.
2. The Director of Higher Education, Himachal Pradesh, Shimla-1
3. All Distt. Project Officer, ISSE H.P.
4. Guard File.

5. MIS Incharge to upload


State Project Director, ISSE
Himachal Pradesh, Shimla-1

Syllabus of Studies (Sample Trainer Diary)

Class	Contents Unit wise	Distribution of Marks
9 th	Unit -1	

