



GOVERNMENT OF HARYANA / हरियाणा सरकार

Directorate School Education विद्यालय शिक्षा निदेशालय

शिक्षा, संस्कृति एवं विकास
Education, Culture and Development
School Education, Haryana
विद्यालय शिक्षा, हरियाणा
समस्त मा ज्योतिर्गमय
Lead me from Darkness to Light

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From

The Director
Secondary Education, Haryana
Shiksha Sadan, Sector-5 Panchkula

To

Principal
100 Schools (list enclosed)

Memo No.: 14/9 -2013(NVEQF Cell)
Dated: 12.11.2013

Subject: Guidelines for the implementation of NVEQF project in 100 schools covered during 2013-14.

As you are aware your school has been allotted two Applied Skills (list enclosed for ready reference) under Centrally Sponsored Scheme of Vocationalisation of Higher Secondary Education in alignment with NVEQF. 40 schools were covered last year and this year 100 additional schools in which your school is the one All the Heads of Institutions were given orientation for the implementation of the project in SCERT, Haryana, Gurgaon on 28th/29th September, 2013.

Applied Skills in IT/ITeS, Retail, Security and Automobile are being directly managed by the Department whereas three applied skills viz. Beauty & Wellness, Patient Care Assistant and Physical Education & Sports are being managed through LabourNet and Health Care Sector Skill Council as per instructions/policy of the Department. The Department has overall control/superintendence in this regard too.

In this regard in addition to instructions/decision already conveyed to you, the following guidelines are being issued for strict compliance.

Procurement of Machinery & Equipment

1. Procurement of Machinery & Equipment for Retail, Security and Automobile Skills will be done by the schools.(Annexure-I).Instructions issued for 40 schools are to be followed. Instructions in regard to placing orders for procurement will follow.
2. For Beauty & Wellness, Patient Care Assistant and Physical Education & Sports procurement of Machinery & Equipment, Furniture, Raw Material etc. is the responsibility of the respective stakeholder. They would provide necessary details to the Heads of Institutions and the school administration is required to maintain separate stock register for the same. The School Heads would also be responsible for proper safety of the labs/equipments etc. etc.

P.T.O.

Students Handbooks

1. As intimated earlier books of Level-1 in Retail, Security and Automobile Skills (if not already collected) should be immediately collected from the NVEQF Cell of the Directorate on any working day within a week without fail.
2. Books for Beauty & Wellness, Patient Care Assistant and Physical Education & Sports have been/are being supplied by the respective organizations. These books are being supplied free of cost and to be deposited by the Students with the School Book Bank on the completion of Level.

Use of IT labs

Students enrolled under applied skills are also to be allowed to use ICT labs established in schools as per letter enclosed. Instructions issued for 40 schools are to be followed (Annexure-II).

Practical Training

Schools are required to arrange Practical Training of the students enrolled under applied skills. Guidelines issued for 40 schools are to be followed (Annexure-III).

In case of Beauty & Wellness, Patient Care Assistant and Physical Education & Sports, Practical training will be got conducted by the respective organizations in co-ordination with Heads of Institutions.

Financial Arrangements

The amount for carrying out activities under various components is to be remitted to you through RTGS from time to time. In this regard a separate letter no. 7/3-2013 (NVEQF) dated 31.10.2013 has been issued to schools. The expenditure is to be incurred strictly as per the following guidelines:

1. For incurring the expenditure all the schools are required to constitute a sub-committee under the School Management Development Committee (SMDC) comprising three members from SMDC including the Chairman of the SMDC and three official members – two Vocational Teachers and the Head of the Institution i.e. Principal.
2. The sub-committee of SMDC will be responsible for granting approval to make the purchases and to ensure that the funds are utilized as per the guidelines issued by the department. The monitoring will be done by the sub-committee regularly.
3. The expenditure is to be made within the budget provisions/allocations. Component wise expenditure statement is required to be sent to the Department (Format is enclosed Annexure-IV).
4. Persons appointed on contractual basis by the Department under the NVEQF project should be paid remuneration/salary as per the rates mentioned in the sanction through bank only. Attendance register, movement register, leave register etc. of all the Vocational Teachers whether appointed by the Department or by the organizations are to be maintained by the school. They are directly under your control for day-to-

day superintendence, discharge of duties and various responsibilities in regard to implementation of the project.


5. **Office Expenses/Contingencies** Expenditure would be incurred broadly as per guidelines earlier circulated. Instructions issued for 40 schools extract (Annexure-V)
6. **Guidelines for TA/DA:** As per enclosed Annexure-VI.
7. **Honorarium** to be utilized for the Guest Lecture @ Rs. 200/- per hour.

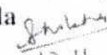
Expenditure is to be incurred strictly by following financial rules for the objectives for which it has been provided as per the instructions of the Department.

Monthly Progress Report

Head of the institutions will monitor the performance of the project regularly and submit a compiled monthly report to the Department by 5th of every month without fail through e-mail at nveqharyana@gmail.com.

All the District Education Officers are requested to visit the schools from time to time and maintain the progress.


Additional Director (NVEQF&TE)
For Director Secondary Education,
Haryana, Panchkula



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Dated: 12.11.2013

A copy for information and necessary action is forwarded to the following:

1. All the District Education Officer in the State.
2. CEO LabourNet.
3. CEO Health Care Sector Skill Council.
4. Ms.Rekha Menon WF.


Additional Director (NVEQF&TE)
For Director Secondary Education,
Haryana, Panchkula


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CC:

1. PS/PSSE
2. PS/DSE
3. Internal circulation.