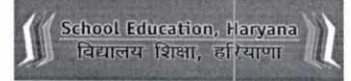




GOVERNMENT OF HARYANA/हरियाणा सरकार

Directorate School Education

विद्यालय शिक्षा निदेशालय

शिक्षा, संस्कृति एवं विकास
Education, Culture and Developmentतमसो मा ज्योतिर्गमय
Lead me from Darkness to Light

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Important
ToThe Principal's Concerned
(100 Schools covered during 2014-15)

Memo No. 4/18-2014 (NSQF Cell)

Dated: 05.08.2014

Sub: Guidelines regarding field visit under NVEQF Project.

As you are aware, NSQF Project is being implemented in 240 schools in the State now, and your institution is the one having been allotted the Project. Your schools have been allotted 2 trades in class 9th (either two of these IT/ITeS, Security, Retail, Automobile, Beauty & Wellness, Patient Care Assistant and Physical Education & Sports.) Level-I has been introduced in class IX which will be completed during the current academic session.

Industry visits & Guest Lecture is an essential part for the transaction of course curriculum as the emphasizes 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, Monthly Guest Lecture & Industry visit has been made an essential feature of this programme.

Head of the Institutions have to ensure the monthly at least 1 Guest Lecture in the trade, after inviting the experts from the relevant Industries and School can arrange the guest lecture @ Rs. 200 per hour per lecture (maximum 2 lectures per day.)

There is a specific provision for the conduct of Field Visit Programme and the process is laid down below for further implementation.


Process

- 1) It will be the duty of Principal/Vocational Teacher 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 vocational teacher would plan visit in consultation with Head of the institution.
- 2) Vocational teacher must visit the place of visit prior to the actual visit of the students.
- 3) Choose to take the students preferable during the non-peak business hours and also take care of school time table.
- 4) The staff at the organization to be visited must spend time with the students.
- 5) The staff of the organization should brief the students about their organization, business, operations, etc.
- 6) Each institution 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

Once a proposal is finalized, the same is to be submitted to the Department through email with a copy to Wadhvani Foundation and Vocational Coordinator- Industry in the Department. 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.
- 3 Vocational Teachers must accompany the students. In case there are girls students too and the vocational Teacher and Vocational Coordinator (if there) both of them happen to be male, a lady teacher should accompany the girl students in addition to Vocational Teacher.
- 4 The visit is to be conducted by hiring Haryana Roadways buses. In case of non-availabilities, private registered operators to be roped in by following proper laid down procedure and the rates should not be higher than the rates quoted by Haryana Roadways. 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, viz-a-viz the funds available under this component.
- 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, consent attained in writing 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. Vocational Teachers has to prepare the Check list for Industry visit and post visit and get it approved from the respective Industry Coordinators. The head of the institution must send complete report of such visits along with photographs by email to the NVEQF Cell and Wadhvani Foundation.



Additional Director (NVEQF /Hon. Advisor)
For Director School Education Haryana,
Panchkula

Endst. 4/18-2014 (NSQF Cell)

Dated: 05.08.2014

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

- 1) The District Education Officers, concerned (8 Districts)
- 2) For internal circulation


Additional Director (NVEQF/Hon. Advisor)
For Director School Education Haryana
Panchkula

CC : 1) PS/ACS (SE)
2) PS/DSE
3) MS Rekha Menon