



GOVERNMENT OF HARYANA / हरियाणा सरकार

Directorate of School Education विद्यालय शिक्षा निदेशालय

Directorate School Education

विद्यालय शिक्षा निदेशालय

शिक्षा, संस्कृति एवं विकास
Education, Culture and Development
EDUCATION DEPARTMENT
शिक्षा विभाग, हरियाणा
तमसो मा ज्योतिर्गमय
From Darkness lead me to Light

Important/Personnel Attention/NSQF Project

From

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

To

The Principals
GSSS/GGSSS/GMSSS/AMSSS (Concerned 250 Schools).
Haryana.
Memo No.: 10/24-2015 (NSQF)
Dated: 30/03/2015

Subject Orientation of Principals of 250 Govt. Sr. Sec. Schools covered under CSSVE during 2015-16.

Orientation of Principals of 250 Sr. Sec. Schools (50 on each day) from 26.3.2015 to 30.3.2015 was held in SCERT Haryana, Gurgaon. A copy of minutes of the meeting/orientation organized is enclosed for information and necessary action.

K. Agnihotri
Additional Director (NSQF)/Hony. Advisor
for Director Secondary Education
Haryana, Panchkula
Camp SEE RT, Haryana GEN.
Dated: 30.03.2015

Enst. No.: 3/2-2012 (NSQF Cell)

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

- 1) The District Education Officer (21 Districts)
- 2) Internal circulation.

K. Agnihotri
Additional Director (NSQF)/Hony. Advisor
for Director Secondary Education
Haryana, Panchkula
Camp SEE RT, Haryana GEN.

CC:

- 1) PS/PSSE
- 2) PA/SPD
- 3) PS/DSE
- 4) B.O.S.E

Subject - Orientation of Principals of 250 Govt. Senior Sec. Schools having been allotted 2 Skills each from 2015-16 academic session.

A meeting to brief the process regarding implementation of Centrally Sponsored Scheme of Vocationalisation of Sec. & Sr. Sec. Education in alignment with NSQF (250 new Schools having been allotted two skills each from 2015-16) was held from 26th to 30th March, 2015 in conference hall of SCERT Gurgaon. The meeting was chaired by Addl. Director (NSQF). The meeting attended by NSQF team, officials from SSC's, Haryana Board of School Education & Principals of 250 new Schools where the Project is being implemented.

District wise no. of Schools, Principals and dates as scheduled for orientation is given below:-

Sr. No.	Date	Districts covered	No. of Schools
01	26-03-2015	Ambala, Yamuna Nagar, Kurukshetra, Bhiwani.	52
02	27-03-2015	Kaithal, Karnal, Panchkula.	50
03	28-03-2015	Jind, Panipat, Sonapat, Mewat.	55
04	29-03-2015	Hisar, Sirsa, Fatehabad.	47
05	30-03-2015	Mahendergarh, Rewari, Gurgaon, Faridabad, Rohtak, Palwal, Jhajjar.	46
Total			250

The list of participants is as per annexure-I.

Additional Director (NSQF) in the welcome address/opening remarks while welcoming all present, put on record the importance of the Project being innovative and skill oriented which is the need of the hour. This is a Centrally Sponsored Programme being run in financial partnership between the State and the Centre with the sole objective of enhancing the employability skills of the students. The State as well as the Centre has accorded it the highest priority. The applied skills have been integrated with Academic Stream.

Presently the programme with 2 skills in each school being implemented in 240 Schools. The total Skills introduced are 07 (IT/ITeS, Security, Automobile, Retail, Physical Education & Sports, Beauty & Wellness, Patient Care Assistant). Now the Govt. of India has approved 250 additional Schools from academic session 2015-16 coupled with the permission to add 03 more Skills namely (i) Agriculture (ii) Media & Entertainment (Animation) and (iii) Travel Tourism & Hospitality. The total number has now reached 490.

He shared with the Principals the success story of the previous 240 Schools where these Skills were introduced during 2012-13(40 Schools), 2013-14(100 Schools) & 2015-16 (100 Schools) under NSQF. The Project has been widely appreciated at National level. Haryana has emerged the only State having successfully implemented it. This has been possible in a team spirit, hard work, put in by the Teachers, supervision by the Head of Institutions, DEO's and the State level team. Since the Project has now been expanded to cover 250 Schools & the other States are now keen to study/adapt model used by

Haryana/implementation mechanism put in place, it is the responsibility of the Principals to take the programme to new heights.

Various steps/parameters to identify Schools, proximity to the Industry, students strength/student counseling, community mobilization, aptitude of the students, recruitment of Teachers, their induction training, setting up of Labs etc. etc. to be taken by the Principals were shared with the School Heads. The Principals were also given overview of the Project since Sep 2012 through video. They were also explained the salient features of the revised guidelines CSSVE & the steps – students counseling, parents, community awareness, enrollment of students, transaction of curriculum, scheme of studies, incurring of expenditure under various components, maintenance of records, submission of various reports, Job Roles, roles and responsibilities of various stakeholders – Industry/District Coordinators, Teachers, Principals, DEO's, SSC's, NSDC, HBSE, PSSCIVE, Department of School Education, MHRD, Govt. of India etc. etc.

The Principals were counseled to go through the guidelines, instructions issued/to be issued by the Department/Board of School Education Haryana and ensure the success of the programme of National importance. They were also provided a folder containing important instructions/guidelines issued by the Department from time to time. They were also advised to regularly visit NSQF portal. The need for making the Project a success by closely monitoring each and every aspect was emphasized.

After detailed deliberations on each day, the following recommendations were made for follow up action:-

- 1) A subcommittee of SMDC is to be formed and the meeting of subcommittee as constituted for the implementation of the Project at School level need to be held regularly. The participation of the parents has to be ensured – **action by Principals.**
- 2) 02 periods per Skill/per Class/per day have to be allotted. The time table for Vocational courses has to be integrated with the School time table– **action by Principals.**
- 3) 02 rooms to be allotted for each of the two Skills allotted to respective Schools for Lab setup- **action by Principals.**
- 4) Vocational courses being basically and predominantly Skill and practical oriented, optimum use of the Computer labs has to be ensured. Setting up of separate Lab for IT/ITeS may take some time. Till then ICT Labs would be used and for that instructions have already been issued by the Department – **action by Principals.**
- 5) There is a provision to organize guest lecture till the time regular Teacher is appointed. Principals were asked to identify resource persons in the relevant Skill in view of Qualification, experience required to teach Skill and pay them Honorarium for each lecture strictly as per guidelines contained in the folder. Since initial chapters in each Skill are basic, even the services of existing faculty be utilized just as a stop gap arrangement. Till the printed Books are

- made available, transaction of curriculum be started by downloading 1 – 2 chapters of student workbook from PSSCIVE website – **action by Principals.**
- 6) Principals to immediately open a separate Bank account, NSQF ID & intimate to NSQF Cell (HR) accordingly– **action by Principals.**
 - 7) Programme Manager (HR) will send communication to the Principals for necessary authorization to open Bank account – **action by Principals/Programme Manager (HR).**
 - 8) The Vocational Teachers will maintain a daily diary which would contain daily, weekly & monthly plans and the task accomplished. This would be regularly checked by the Head of the institution & inspected by NSQF team– **action by Vocational Teachers, Principals & NSQF Team.**
 - 9) Assessment & Certification – Mr. M. R. Kharbas (B.O.S.E.) briefed the participants regarding scheme of assessment, certification of the students having taken up Vocational Skills as also the place of the subject in the scheme of studies. Therefore the Principals were advised to adhere to the guidelines of the scheme of studies which will be circulated by the Board – **action by Principals/Board.**
 - 10) Principals are to enroll a minimum of 25 students in each of the two Skills being introduced in their respective Schools. Students of good height and well built are to be taken in Security Skill. In exceptional cases in view of attitude and demand from students the no. may go up to 30 per Skill– **action by Principals.**
 - 11) Principals are to ensure that one Hobby class per week in the relevant Skills are conducted for 06th, 07th & 08th Class in their respective Schools after the appointment of regular Vocational Teachers and the topics to be covered have been provided to them in the folder– **action by Principals.**
 - 12) Role of different stakeholders were explained to all the School Principals by Programme Manager (Technical-NSQF). Their contact numbers were also provided for contacting them for any clarification/guidance– **action by Principals.**
 - 13) All the Accounts related details were explained to all the School Principals by Programme Manager (HR-NSQF)– **action by Department/Principals**
 - 14) Job Roles along with the National Occupation Standards along with the Guest Lecture, Industry Visit & Practical Training in detail were explained by respective Industry/District Coordinators of concerned Skills, representative of SSC (Security), SSC (Agriculture), SSC (Tourism, Travel & Hospitality). Principals were asked to sensitize students/parents accordingly - **action by Principals.**

The meeting ended with vote of Thanks.