

No. EDN-HE (17)-70/2013-Voc-Practicals
Directorate of Higher Education
Himachal Pradesh
Phone No.2653922,2653575,2653120 Ext. 216, 316, Fax-2812882
Email- dir.edu@rediffmail.com
Dated: Shimla the 7th December, 2013

To

1. COO, ASTM, 45-Chimbai Rd. Offhill Rd. BandraWest,Mumbai -50.
2. CEO,B-ABLE, 315/274, 2nd Floor, west end Marg, Said-ul-Ajaib, Saket, New Delhi
3. CEO,IISD, K-2/5,DLF City, Phase-2, Gurgaon-122002 (Haryana).
4. ILFS, 2nd Floor NiryatBhawan Opposite Army R&R Hospital, Rao Tula Ram Marg, New Delhi.
- 5.Gram Tarang, D-206,KSRreenvalley, Madhavadhra, Vishakhapatanam-530018.
- 6.MIHER, 15, Aurangzeb Road, New Delhi-110011.
- 7.Vidyanta Skills, C-511 Chitranjan Park, New Delhi-110019.
- 8.Skill Tree, B 105, Pacific Business Park, Sahibabad, (U.P.)
- 9.Centum Workskills India Ltd.-127, Neelagagan, Mandi Rd, Sultanpur, Mehrauli, New Delhi
- 10.Empower Pragti Vocational & Staffing Pvt. Ltd.-B-87A, Kalkaji, New Delhi.

Subject: Guidelines regarding Industry /Field visits under NVEQF project for the session 2013-14.

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 Wadhwani 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 Teacher 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

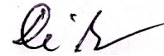
Once a proposal is finalized, the same is to be submitted to the Department through email with a copy to Wadhwani Foundation and District Coordinator of the concerned district. The proposal should contain the following details:-

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. The expenses for the Industry visits are to be met by the concerned VTP's.
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. Check list (Retail, Automobile & Security) for industry visit and post visit activity in respect of the vocational subjects is enclosed. Framework of checklist for IT/ITeS and Health Care would be on the same pattern and visit be planned accordingly. Further details based on content would follow shortly.
13. The head of the institution must send complete report of such visits along with photographs by email to the NVEQF Cell and Wadhwani Foundation.

Please take follow up action accordingly and also ensure compliance of these instructions/guidelines.

Yours faithfully



(Dinkar Burathoki)
Director of Higher Education
Himachal Pradesh

Endst. No. Even

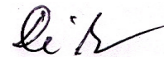
Dated

Shimla-171001

7th December, 2013.

A copy for information is forwarded to :

1. Principal Secretary (Hr. Edu.) to the Govt. of Himachal Pradesh, Shimla-2.
2. The Dy. Directors of Higher Education in H.P.
3. The Project Manager, Wadhwani Foundation, H.P.
4. The District Project Officers, NVEQF in H.P.
5. The District Coordinators NVEQF in H.P.



Director of Higher Education
Himachal Pradesh

Check lists for Industry Visit

1st Industry Visit Checklist NVEQF Pilot Project for Retail Sector.

Introduction to Retailing, Customer Service

1	Types of Product	Note down the different types of products available in the outlet along with their classification (Consumer Products, Convenience Product, Shopping products, Tangible Product, Tangible Products, Intangible Products.)
2	Merchandise Product	Brief on Fast moving Consumer Goods and Consumer Durables.
3	MRP/ Final Price	Brief the team on Maximum Retail price concept in Retail
4	EMI Concept	Explain the Easy monthly installment concept in Retail and if any EMI offer available with the visit outlet. If yes please make a note.
5	Store Design & Display	Explain the format design of the store and the Visual Merchandise concept. Identify the type of store.
6	Current Promotion	Explain the current promotion running in the store along with their advantage to the customer.
7	Type of Store	Explain the type of store Whether Franchise/ Direct store.
8	Customer Handling	Show them a live customer handling with proper explanation of identifying the needs of the customer along with the different level of sales and sales closing.
9	Effective Customer Service	On the bases of customer handling ask them to write notes to make it more effective.
10	Consumer Buying Decision Process	Explain them a consumer buying decision process / stages.

2nd Industry Visit Checklist NVEQF Pilot Project for Retail Sector.

Careers in Retailing & Handling of Products		
1	Different Jobs and profile in Retail	Organize a visit to the Retail outlet where students can interact with Store Managers, ASM, Sales executives, Retail Bagger, Junior Merchandisers, Customer Service Associate, Retail Sales Associate, Retail buyers and Merchandisers and would get a chance to understand their profile and further growth in carrier.
2	Managerial Jobs in Retail Operations and Customer Service	Brief them about the concept of Merchandising and job profile of Merchandising Manager, Retail Sales Merchandiser and arrange a session in Retail outlet with them for the participants.
3	Handling Of Products in Stores	Show them the instore activity where they use different methods used to handle the material.

**Note- Post visit ask students to fill up the assignment mentioned in the book on page no. 92 to 95.

3rd Industry Visit Checklist NVEQF Pilot Project for Retail Sector.

Basic Hygiene & Safe Practices and Communication at Workplace		
1	Housekeeping Department	Explain them the roll of Housekeeping department in Organized Retail and show them different section and their cleaning Schedule. Schedule a session with Housekeeping In charge in Retail outlet.
2	Safe Practices at Retail Store	Show them the different safety tools used in the store.
3	Preventing and Extinguishing Small Fires	Show them different Fire Extinguishers installed in the Store.
4	Importance of Communication at Workplace.	Show them interaction of employees with the customers and explain the importance of effective communication.

Note - Post visit ask them to complete the activity on 137 to 139 & 152 to 155

Checklist for Industry Visit:**Industry Visit Checklist for NVEQF Pilot Project under Security Skill.**

SR.N	Name of Industry	Purpose and Equipment to be shown
1	Fire Station	1. To brief them how the equipments are used and show them all the different types of fire extinguishers & equipments used for controlling fire. 2. To brief them about how evacuate drill's are carried out. 3. Roles and responsibilities of different staff in fire station.
2	Police Station	1. To brief them about the importance of security. 2. To brief them about the Road safety signs.
3	Shopping Malls	1. To brief them about different types of fire safety & security equipments used in the premises. 2. A brief description of the duties of Security staff.
4	Industries	1. To brief them about different types of fire safety & security equipments used in the premises. 2. A brief description of the duties of Security staff.
5	Airforce/Army Station	1. To brief them about the importance of security. 2. Role of defence forces. 3. Identifying opportunities in National Security forces. 4. Keeping Physically fit.
6	Hospitals	1. Brief them about how first aid is given in different types of injuries (accident, snake bite etc). 2. Brief them about Equipment and material for first aid.

Note: Vocational Teacher can plan any other relevant places subject to the approval of District Coordinator and VTP's.

Checklists for Industry Visit :-

Industry Visit Checklist of NVEQF Pilot Project for Automobile Sector.

Guide lines for Industry Visit in Manufacturing of Automobile Parts		
1	Types of Product	Note down the different types of products made in the Industry and for which type of vehicle they are making.
2	Visit of different Bays	Industry Representative will explain the students, how the work is done in engine mounting bay, gearbox bay, differential bay etc.
3	Visit of Assembling bay	After showing them how the engine, clutch, gearbox, propeller shaft and differential are assembled, all these major parts are mounted on chassis, and how the complete vehicle rolled out after QAS check.

2nd Industry Visit Checklist NVEQF Pilot Project for Automobile Sector.

Careers in Automobile & About working procedure in workshop of Authorized Dealer: Visit in Nearby Authorized Dealer of Automobile.		
1	Different Jobs and profile in Automobile Workshop	Organize a visit to the Auto Workshop of a authorized dealer where students can interact with Workshop Manager, Store Managers, Sales executives, Customer Service Associate, technicians in different bays and would get a chance to understand their profile/work and further growth in carrier.
2	Hand on Practical Job	Student can work with technician and can know procedure of servicing of vehicle.

Note: Post visit ask students to refresh the servicing and maintenance chapter.

3 rd Industry Visit Checklist NVEQF Pilot Project for Automobile Sector.

Road Safety and Automobile & Environment		
1	Visit to Traffic Police HQ.	Traffic police representative can tell the student about Road Safety can show them the traffic signal on projector.
2	Safe Practices at automobile workshop	Show them the different safety tools used in the workshop. How the safety is important?
3	Preventing and Extinguishing Small Fires	Show them different Fire Extinguishers installed in the store and workshop.
4	Importance of Communication at Workplace.	Show them interaction of employees with the customers and explain the importance of effective communication . This is very important for every technicians.