

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

Dated : Shimla -170001 the 30<sup>th</sup> June, 2014

To

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

Subject: To introduce National Skill Qualification Framework (NSQF) under CSS  
"Vocationalization of Higher Secondary Education" w.e.f. 2014-15.

Memo;

The Government of India has approved to introduce Vocational Education in 100 more Govt. Sr. Sec. Schools of the State from the session 2014-15 (Phase-2), for the students of classes 9<sup>th</sup> to 12<sup>th</sup>, with six subjects/trades i.e. Agriculture, Tourism, Automobile, Retail, Security & Healthcare, at least 2 trades in every school under NSQF.

From current academic session the above mentioned courses will be introduced from Level-1 in 9<sup>th</sup> class only. Number of seats specified by the MHRD for vocational education under NSQF is 25 per course.

Keeping in view the decisions of the Government of India, you are hereby directed to start admission in class 9<sup>th</sup> in the trades mentioned in the list against your school. Faculty for teaching of these subjects will be deployed very shortly. List of schools and guidelines for admission is enclosed for information.

State Project Director, RMSA  
Himachal Pradesh.

Endst. No.: Even Dated

Shimla-171001

3rd June, 2014

Copy for information & further necessary action to:

1. The Principal Secretary (Edu.) to the Govt. of Himachal Pradesh.
2. The Secretary, H. P. Board of School Education Dharamshala.
3. The Director of Higher Education, Himachal Pradesh, Shimla.
4. The Director of Technical Education, Sunder Nagar, Distt. Mandi.
5. Sh. Basab Banerjee, Head-Standard & QA NSDC.
6. Sh. Ajay Mohan Goel, Director-Skill Colleges Wadhvani Foundation.
7. The Sector Skill Councils of Agriculture, Tourism/Automobile/ Security/Retail/ Healthcare.
8. All the Dy. Directors of Higher Education, Himachal Pradesh.
9. The Principal SCERT, Solan.
10. The Principal GCTE Dharamshala.
11. All Branch Officers Directorate of Higher Education, Himachal Pradesh.
12. The Technical Officer, Directorate of Higher Education, Himachal Pradesh.

State Project Director, RMSA  
Himachal Pradesh.

## **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 35 per 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 NVEQF program in every school. District Coordinators will ensure every month that internet facility is available, the unavailability of the internet will be viewed seriously by the deptt.
- 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 7<sup>th</sup> of the next month to the District Coordinators 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 1 Kms. Accordingly the enrollment of 9<sup>th</sup> & 10<sup>th</sup> 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 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, if number of candidates is more than the allotted number of seats per sector then the candidates who are not in merit may be allowed to opt for this subject as an additional subject. But in case of any candidate opting for this subject as an additional subject shall be liable to pay certification fee and any other charges as per norms of NSDC (National Skill Development Corporation)/ SSC (Sector Skill Council), New Delhi. An undertaking shall be taken from the parents/ Guardians of such candidates by the school authorities before confirming their admission to this subject as an additional subject.
7. **Nodal Officer :** - Dr. GirijaNandChauhan (T.O.) will act as Nodal officer on behalf of Department of Higher Education, Himachal Pradesh/RMSA. Phone No.0177-2653922.
8. **Counseling :** -Counseling of the 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 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 should be re-admitted in that subject next year if he or she desires to.
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.

### **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.