

EDN-HE(17)-24/2012-Voc.  
Office of the State Project Director, RMSA  
Himachal Pradesh

Dated : Shimla -170001

the 23<sup>rd</sup> June, 2014

To

Principal,  
Govt. Sen. Sec. Schools (Vocational),  
Himachal Pradesh

Subject: Regarding implementation of National Skill Qualification Framework (NSQF).

Memo;

It has come to the notice of the undersigned that the syllabus of some vocational subjects under NSQF is lagging behind in many schools. Many Principals have informed that due to late joining of 2<sup>nd</sup> Vocational trainers, it is not possible to achieve the target of 200-300 teaching hours in vocational subjects. It has also been observed that the field/industrial visits and guest lectures are not being conducted properly as per the schedule and provisions of the scheme.

Therefore, you are directed to ensure that during summer vacations the vocational trainers should make all the necessary arrangements required for the whole session. The vocational trainers should be available in the school for the students of vocational education during summer vacations. The vocational trainers will perform the following duties/ assignments in summer vacations schools in addition to teaching and practical work:-

- Attend TOT programme of RMSA/ VTP concerned.
- Prepare teaching calendar for the session 2014-15.
- Translation of syllabus into Hindi.
- Preparing separate notes for Hindi medium students.
- Establishment/Renovation of Labs.
- Seek permission for field visit /Industrial visit from different industries /organizations etc. as per schedule.
- Contact/make panel of guest lecturers with the coordination of Distt. Coordinators.
- Download the required study material from internet for all chapters of concerned subjects.
- Prepare budget estimates for field visit/industrial visit/guest lectures etc.

These instructions be followed in letter & spirit, failure to comply with these instructions will warrant disciplinary action against the defaulters.

  
State Project Director, RMSA  
Himachal Pradesh

Endst. No even dated

Shimla-171001 Dated

the 23<sup>rd</sup> June, 2014

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

1. The Principal Secretary (Higher Education) to the Govt. of Himachal Pradesh.
2. All the Dy. Directors of Higher Education in H.P.
3. All the Distt. Project Officers NSQF in H.P.
4. All the Distt. Co-ordinators NSQF in H.P.
5. All the Vocational Training Partners (VTP's).
6. The Programme Manager Wadhvani Foundation.

State Project Director, RMSA  
Himachal Pradesh