

Annexure-I

Guidelines regarding giving Pre-Vocational Exposure to students of Classes 6 to 8 as per National Education Policy 2020

Pre-vocational education has been conceptualized in Samagra Shiksha as the integration of work based activities with teaching-learning processes, rather than a separate add on to the existing scheme of studies of education from Classes VI-VIII.

Pre-vocational Education will help students to:-

- Identify the productive activities, plan and organise productive work;
- Identify the tools, equipment and material, used in the production of goods and services;
- Develop basic skills to observe, manipulate and participate in work practice;
- Inculcate socially desirable values, such as cooperativeness, teamwork, perseverance, tolerance, etc. ;
- Develop respect for manual work (dignity of labour) and regard for workers.

In order to realize the goal of National Education Policy 2020, all the Children will be exposed to Vocational Education from Class 06 onwards in all Secondary and Higher Secondary Schools through integration of VE with general education subjects as they can make informed choices while selecting vocational subjects at the secondary level.

The Principal or the Headmaster of the concerned school shall act as the Chief Coordinator of the programme and shall ensure seamless coordination and effective Pre-Vocational Exposure to students of Classes 6 to 8 in Govt. Schools by majorly ensuring the following:-

1. Connecting knowledge to life outside the School.
2. Ensuring that learning is shifted from rote methods to experiential methods.
3. The general education teachers of languages, mathematics, science, social sciences, art, music and work experience would be involved in the organization of the skill-based activities related to the themes that they are teaching.
4. Introduction of Vocationalisation of school education from classes 6 to 8 help in connecting skill based activities with general academic subjects, like science, language, social science etc.
5. Work based activities is to make them as an integral part of the teaching – learning process rather than as an add on to the existing scheme of studies of education from classes 6 to 8.

PART-A (Suggested Topics for Pre-Vocational Exposure)

S#	Pre-vocational Skills	Suggested Topics for Pre-Vocational Exposure
1	Agriculture	<ul style="list-style-type: none"> • Various characteristics of seed with their suitability to the location • Preparing the site for seed bed • Factors affecting seed germination – seed viability, seed pests and diseases, etc. • Identification of common pests and plant diseases. • Vegetative propagation of plants through budding, grafting, cutting, layering, etc. • Vermicompost Production • Agriculture Crops & seasons • Milking of dairy animals - Animal Husbandry
2	Food Processing	<ul style="list-style-type: none"> • Baking process • Categories of bakery products • Roles and responsibilities of Baking Technician • Tools and equipment used in bakery unit • Hygiene and sanitation standards in processing unit • Preparation of milk products • Preparation of pickle.
3	Paper Work	<ul style="list-style-type: none"> • Preparation of stationery items, such as files, file boards, writing pads, etc. • Book binding • Preparing paper out of waste paper
4	HealthCare	<ul style="list-style-type: none"> • Different parts of the human body • Hand Washing • Grooming and Dressing • Child's Habits & teaching Self-Control <ol style="list-style-type: none"> a. Bedtime Basics b. Binge Eating Disorder c. Nail biting d. Cutting • Common Illness • Various components of a Hospital System • Various equipment used in hospital • Purpose of First Aid and enlist the items.
5	Apparel	<ul style="list-style-type: none"> • Understanding of types of fabrics for different type of Garments. • Different types of Special Purpose machines like:- (i) Embroidery (ii) Button hole (iii) Pico (iv) Interlock (v)Over-lock (vi)Buttonhole Sewing machine etc.

S#	Pre-vocational Skills	Suggested Topics for Pre-Vocational Exposure
		<ul style="list-style-type: none"> • Various cutting tools and explain their usage: scissors, electric cutters, and notcher etc. • Various measuring and marking tools, and their usage: L-curve, French curve, pattern master, chalk, carbon paper, and tracing wheel etc. • Importance of safety measures and Tools and equipment used for safety measures. • Explain types of design with the help of examples <ul style="list-style-type: none"> • Natural • Floral • Abstract • Geometrical • Tribal • Mythological • Architectural • Stylized • Nursery
6	Automotive	<ul style="list-style-type: none"> • Describe the Invention of wheel, Invention of wheel cart and animal powered horse cart, Invention of Automobiles and Evaluation till date, Invention of automobile (Post world war II). • Able to identify Two Wheelers Three Wheelers , Passenger vehicle, Commercial vehicle, Agricultural vehicle, Construction Equipment Vehicle, Special Vehicles. • Identify and discuss major systems and components of an automobile. • Use of Lubrication System, Cooling System, Fuel Supply system, Transmission System, Suspension System. • Different road safety symbols and their interpretations • Rules of safety riding • Different segments of Automotive 2 Wheeler, 3 Wheeler & 4 Wheeler.
7	Beauty & Wellness	<ul style="list-style-type: none"> • Hand Care and Nail Care • Hair Care and Skin Care • Maintaining good health and posture. • Advantages and disadvantages of using natural and synthetic products. • Importance of sanitization and cleanliness • Identify different services in beauty therapy (i) Pedicure (ii) Manicure (iii) Threading (iv) Waxing (v) Bleaching (vi) Face clean up (vii) Make up (viii) Hair do
8	IT/ITeS	<ul style="list-style-type: none"> • Basics of Computers, How to use computer and Parts of computers. • Input, output and memory devices. • Hardware and Software • Brief on MS Office • Uses of Computers • Importance and need of care and maintenance of computer

S#	Pre-vocational Skills	Suggested Topics for Pre-Vocational Exposure
		<ul style="list-style-type: none"> • Introduction to Information and Communication Technology (ICT) • Role and importance of ICT in personal life and at workplace • ICT in our daily life (examples) • ICT tools – Mobile, tab, radio, TV, email, etc.
9	Physical Education & Sports	<ul style="list-style-type: none"> • Brief of what makes you healthy. • Brief of postures • Brief of Nutrient and balance diet and importance of water. • Safe acts and safety measures in playground • Basic First Aid and response to emergency • Prepare a plan for maintaining good physical health • Identify games for everyday activities • Factors influencing child health and hygiene
10	Retail	<ul style="list-style-type: none"> • What is business? • Different types of Markets. • Meaning of Buyer and Seller. • Difference between a Retailer and a Whole-seller. • Concepts of Marketing: production, Product, Selling, Marketing • Meaning of organised and unorganised retailing • Meaning of store and non-store retailing • Meaning of goods and types of goods a. Consumer goods b. Industrial goods
11	Security	<ul style="list-style-type: none"> • Define Safety and Security. • Road Safety tips. • Types of safety signs (signs for prohibition, warning, mandatory, emergency, escape of first aid, safety colour, fire safety, etc.) • Electronic security systems (Intrude Alarm System, Close circuit Television system, Access control system, Security lighting system , Fire detection system, Safety and emergency system) • Patrolling a premise • Security searches: people and baggage • Norms during search and seizure • Electronic equipment used in search
12	Media Entertainment & Animation	<ul style="list-style-type: none"> • Sketching/ Coloring Basics of drawing Chart making • M.S Paint • Basics of Animation • Animation Movies and their making

S#	Pre-vocational Skills	Suggested Topics for Pre-Vocational Exposure
13	Banking, Financial Services & Insurance	<ul style="list-style-type: none"> Describe the history and evolution of banking in India Meaning, Types, Functions of bank Concept, History, Types of banking
14	Plumbing	<ul style="list-style-type: none"> Meaning of plumbing. Application and Uses. Different types of tools used in plumbing and their uses. Knowledge of tools. Safety precautions to be taken while using the tools. Importance and use of plumbing pipes. Types and quality of pipes.
15	Power	<ul style="list-style-type: none"> Origin, Importance and Generation of electricity. Electricity – concept and definition. Difference between power and energy. Earthing importance and types. Lightning arrester. Various electrical hand tools.
16	Telecom	<ul style="list-style-type: none"> Broadband technology and types of broadband Illustrate the use of fiber optic technology in broadband industry Concept of data communication Transmission media and its types
17	Construction	<ul style="list-style-type: none"> Materials used for stone masonry work Types and properties of brick Method of laying brick in wall Types and uses of masonry tools

PART-B (Common Personality Development Activities for Class 06th to 08th students)

1	Activity 1: Who Am I ?	<p>Objective: To expose the students to a variety of occupations in the world of work and the tasks performed by people working in these occupations</p> <p>Procedure: Trainees are divided into teams Each team is given some names of the occupations, like mason, carpenter, plumber, technician for home appliances, floriculturist, microirrigation technician, beauty therapist, gardener, solar power technician, etc. The team members will write the tasks performed by the persons in different occupations A member from the team shall come forward and state the task (s) performed by a skilled person</p>
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		The other team members shall guess the occupation. Points shall be given for each right guess.
2	Activity 2: Group Discussion	Objective: To orient the participants on developing an understanding of the importance of work based education. Procedure: Form groups with three trainees in each group. Ask each group to discuss on the historical perspectives on work based education and vocational education. Each group shares their knowledge on the events that followed during pre-independence and post- independence which led to the development of vocational education in India.
3	Activity 3: Group Work on Leading Pre-vocational education	Connecting skill based activities with general academic subjects, like science, language, social science etc. Discussion on vocational education, vocational courses/curriculum, roles and functions of a vocational teacher and opportunities for children if they choose vocational education
4	Activity 4: Participate in role-playing exercises	Soft Skills Communication Skills Preparing students regarding their Basic self-introduction etc. for developing interpersonal communication skills, expressing needs and wants without appearing demanding.

PART-C (Common Exposure based Activities for Class 06th to 08th students)

Activities to be conducted along with financial implications by concerned School Principal majorly along with Upper Primary Teachers and support may also be taken from Vocational Teachers to give Pre-Vocational Exposure to students of Classes 6 to 8 are as under:-

1. Session/Lectures

S#	Activity	No. of activities to be conducted	Unit Cost	Total	Remarks
1	Session/Lectures	2	750	1500	1. Resource Person from Industry/Local Artisan/Craftsman like Carpenters, Gardner's, Potters, Artists, Farmers, Nurses/Health Worker, Beauticians, Automotive Technicians, Electricians, Mechanics, Plumbers, Bakers, Persons involved in production of goods and services etc. may be invited at school level to provide the exposure and share their experience with them by conducting Session/Lectures on Bagless day of the week. 2. Proper record of Session/Lectures and expenditure incurred is to be maintained at School level.

S#	Activity	No. of activities to be conducted	Unit Cost	Total	Remarks
					3. The subcommittee of SMC will be responsible for granting approval and to ensure that the funds have been utilized as per the guidelines issued by the HSSPP.

2. Workshop

S#	Activity	No. of activities to be conducted	Unit Cost	Total	Remarks
1	Workshop	2	1000	2000	<p>1. Local Artisan/Craftsman like Carpenters, Gardner's, Potters, Artists, Farmers, Nurses/Health Worker, Beauticians, Automotive Technicians, Electricians, Mechanics, Plumbers, Bakers, Persons involved in production of goods and services etc. will visit at school level and organize the Workshop at School to make students aware about the Local Art and Craft on Bagless day of the week.</p> <p>2. Proper record of Session/Lectures and expenditure incurred is to be maintained at School level.</p> <p>3. The subcommittee of SMC will be responsible for granting approval and to ensure that the funds have been utilized as per the guidelines issued by the HSSPP.</p>

3. Internships

S#	Activity	No. of days activities to be conducted	Unit Cost	Total	Remarks
1	Internship	10 (05 days outside the School with local vocational experts such as Local Artisan/Craftsman and remaining 05 days with in the School in existing Vocational Labs on Bagless day of the week)	2260	Rs. 2260X5 days=11,300 /- per School	<p>1. All students of Grades 6-8 should participate in a 05 day bagless period where they intern with local vocational experts such as Local Artisan/Craftsman like Carpenters, Gardner's, Potters, Artists, Farmers, Nurses/Health Worker, Beauticians, Automotive Technicians, Electricians, Mechanics, Plumbers, Bakers, etc. for insightful knowledge, skills related to potential areas of future employment and to bring vocational awareness among the students about what people do in various occupations.</p> <p>2. Proper record of Session/Lectures and expenditure incurred is to be maintained at School level.</p> <p>3. The subcommittee of SMC will be responsible for granting approval and to ensure that the funds have been utilized as per the guidelines issued by the HSSPP.</p>

4. Training of Upper Primary Teachers on the Vocational Activities at DPC Level

S#	Activity	No. of days activities to be conducted	Unit Cost	Total	Remarks
1	Training of Upper Primary Teachers on the Vocational Activities	1	1000	Rs. 1000/- per District	<p>1. Under the Chairpersonship of DPC concerned, Training of Upper Primary Teachers on the Vocational Activities to be conducted during first week of October 2021 with the help of Vocational Teachers/Coordinators/ Technical Coordinators. Proper record of attendance along with Minutes of Meeting of the Training, to be shared with this office at hrnsqfharyana@gmail.com</p> <p>2. Proper record of Training of Upper Primary Teachers on the Vocational Activities and expenditure incurred is to be maintained at DPC level.</p>