

Annexure-I

1. Brief about Vocational Education:

National Skill Qualification Framework (NSQF) is a framework to enhance the employability skills of our students by introducing Vocational Courses in integration with an academic stream. Vocational Education may be seen as an instrument for providing diversification of educational opportunities, enhancing individual's employability, and enabling individuals to pursue higher education.

The Vocational subjects are to be introduced as an optional subject at the Secondary level (Class 09th & 10th) and as compulsory (elective) at the Senior Secondary level (Class 11th & 12th).

2. Action to be taken by School Principal:

The school Principal shall act as the Chief Coordinator of the programme and will ensure seamless coordination and effective implementation of Vocational courses as the students are not very well familiar about Vocational Courses available for them in the school hence there is a need to mobilize or create awareness among the students about the skill subjects and future opportunities.

- Programme awareness among the students, communities, and Parents regarding each Skill allotted under Vocational Education of their concerned Schools.
- School Principals should ensure that a maximum no. of students should be enrolled in each Skill allotted as per the interest of the students, under Vocational Education in Level-1 (09th Class) of their concerned Schools.
- To allot one room for each of the Skills introduced in their Schools under Vocational Education which would be used as a Labraioray or Workshop cum Classroom for imparting practical training to vocational students.
- Allocation of slots in the School Timetable for the Skill subjects under Vocational Education and ensuring the students' presence in the classrooms, empowering the staff, interacting with the Teachers to improve teaching and learning situations etc.

- To ensure effective linkage with the Industry as per the sector/skill/vocational course for conducting various activities as mentioned by the Ministry of Education, GoI in the Scheme i.e. Arrangement of Guest Lectures (experts), Field Visit cum Industry Visits, On Job Training/internships etc. for the students opted for Skill subjects under VE.
- Funds utilization should be done strictly as per the Govt. norms & timely submission of Expenditure Report/Utilization Certificates pertaining to Vocational Education.
- School principals should not assign extra work i.e. to inspect the mid-day meal, to maintain other records of Schools, teach other subjects and other District-level work, etc. to Vocational Teachers as they play very important role and their inputs determine the quality of the programme. In case of any urgency permission from HSSPP HQ is mandatory.

3. **School Principals should ensure the following records are maintained at the School level through Vocational Teachers (NSQF):**

Maintaining the record pertaining to Vocational Education i.e. Cash book, Bill/Vouchers File, Updated Pass Book, Expenditure Report, Utilization Certificate, Stock Register, Guest Lecture, Field Visit, On Job Training, Attendance Register of Vocational Teachers, Daily Dairy of Vocational Teachers, SMCs Register, Movement Register, Visitor Feedback Register, Attendance Register of each class/Skill should be maintained, Note Book should be maintained by each student, Student's Portfolio, Student Handbooks, Enrolment Details of students, Result of students of each academic year, CCE record etc.

Formation of a functional Sub-committee of SMC for Vocational Education (NSQF) & fulfilling all the Administrative responsibilities/Formalities in regard to the implementation of the project at the School level. Schools are required to constitute a subcommittee under the School Management Committee (SMC) comprising three members from SMC including the Chairman of the SMC and two official members - Parents, Vocational Teachers and the Head of the institution.

Role & Responsibility of Subcommittee members:

- The subcommittee of SMC will be responsible for granting approval to make the purchases and to ensure that the funds have been utilized as per the guidelines issued by the department.
- The Subcommittee would review physical infrastructure which includes Vocational classrooms/labs and their maintenance.
- The subcommittee would review the progress of the project against the timelines.
- The subcommittee would give suggestions in the best interest of the vocational students.
- The subcommittee would review the actual classroom activities i.e. Roleplay, Chart & Project making, Practical, and also a review of exposure-based activities namely Guest lectures, Field visits, On Job Training cum Internship, etc.
- 01 meeting in a month should be conducted to review the progress and better implementation of Vocational Education in the School in the presence of all the members. Proper records of each meeting should be recorded in the register and maintained at the school level.

Apart from the above, instructions being issued by the Department/HSSPP are to be complied by all the respective stakeholders for implementation of Vocational Education from time to time.