

1. Brief about Vocational Education

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

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

2. Action to be taken by School Principal:-

School Principal shall act 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 aptitude of the students is ascertained and at least 40 students should be enrolled in each Skill allotted 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 Workshop/Classroom.
- Allocation of slot in School Timetable for the Skill subjects under Vocational Education and ensure the students' presence in the class rooms, empowering the staff, interaction with the Teachers to improve teaching and learning situations etc.
- To ensure effective linkage with the Industry for conducting various activities as mentioned by MHRD, GOI in the Scheme. i.e. Arrangement of Guest Lecture, Field Visit, On Job Training/Internship etc.

- Funds utilization should be done strictly as per the Govt. norms & timely submission of Expenditure Report/Utilization Certificates pertaining to Vocational Education.
- Vocational Teachers in relevant Skills allotted in the concerned Schools will be deployed by Vocational Training Providers (through outsourcing by VTPs).
- Schools Principals should not assign extra work i.e. to inspect the mid-day meal, to maintain other record of Schools, also teach other subjects and other District level work etc. to Vocational Teachers as they are playing very important role and their inputs determine the quality of the programme. In case of any urgency permission from HSSPP HQ is mandatory.
- **School Principals should ensure the following records are maintained at 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) & fulfil 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 Sub committee 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 classroom/labs and their maintenance.
- The subcommittee would review the progress of the project against the timelines.

- The subcommittee would review the actual classroom activities, Guest Lecture, field visits etc.
- The subcommittee would give suggestions in the best interest of the students.
- 01 monthly meeting should be conducted to review the progress and better implementation of Vocational Education in the School in presence of all the members. Proper record of each meeting should be recorded in the register and maintained at school level.

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