



GOVERNMENT OF HARYANA / हरियाणा सरकार
Directorate School Education
विद्यालय शिक्षा निदेशालय

शिक्षा, संस्कृति एवं विकास
 Education, Culture and Development



तमसो मा ज्योतिर्गमय
 Lead me from Darkness to Light

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Important/Date Bound/NVEQF-A Pilot Project

From

The Director General
 Secondary Education, Haryana
 Shiksha Sadan, Sector-5 Panchkula

To

The Director,
 SCERT, Gurgaon

Memo. No. 4/1-2012 (NVEQF Cell)

Dated: 09.01.2013

Subject: Vocational Coordinators Training on Industry linkage for placement under NVEQF-A Pilot Project.

Please refer to the subject noted above.

In this regard it is mentioned that the Vocational Coordinators Training on Industry linkage for placement under NVEQF has been scheduled from 14/01/2013 to 16/01/2013 at SCERT, Gurgaon. Total expected participants as Vocational Coordinators will be 43. The training would be organized by Wadhvani Foundation.

For the above mentioned program, you are requested to nominate one Officer from your office for coordination of this Training Program including all the required boarding and lodging arrangements for the participants on all the days. The details for logistics arrangements are as under:-

1	Training Program (from 14/01/2013 to 16/01/2013)	
	Total number of Vocational Coordinators	43
	Total number of Trainers	5
	Breakfast, Lunch, Dinner including Morning Tea and Evening Tea.	

Financial norms for the conduct of this training would be the same as had earlier been made applicable and the expenditure is to be incurred out of the training component of the project.

Additional Director (NVEQF)
 for The Director General School Education
 Haryana, Panchkula

P.T.O.

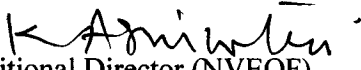
Important/Date Bound

Endst. No. 4/1-2012 (NVEQF Cell)

Dated: 09.01.2013

Copy of the above is forwarded to the following for information and necessary action:

1. The District Education Officer (Concerned).
2. All concerned school Principals with the request to relieve concerned Vocational Coordinator (School) and ensure that they report for training to Director, SCERT Gurgaon on 14.01.2013 at 10:00 A.M. positively.
3. All Concerned Vocational Coordinator (School). They are to ensure their reporting and participation accordingly. Agenda for training is enclosed.
4. Vocational Coordinator (Industry) in Retail, Automobile and Security Skills are also deputed to organize/attend the training.
5. Mrs. Renu Suri, Program Manager, Wadhvani Foundation.
6. Mrs. Rekha Menon, Program Coordinator, Wadhvani Foundation.


Additional Director (NVEQF)
for The Director General School Education
Haryana, Panchkula

CC:

1. PS/PSSE
2. PS/DGSE

Training Programme on Industry Linkages for Placement linked Training for the Vocational Coordinator's for Pilot Project under National Vocational Education Qualification Framework (NVEQF)

Dates: 14 January to 16 January 2013
Venue: Conference Hall, SCERT, Gurgaon
Time: 10:00 am to 05:00 pm

Day 1: 14th January, 2013

Sr. No	Program	Time	Resource person
1.	Welcome	11:00 to 11:05	WF
2.	Opening Remarks and Objectives of the training	11:05 to 11:30	
3.	PPT presentation of Status update by VC s	11:15 to 01:00	VC's
4.	Observations and remarks	01:00 to 01:30	WF & Industry Coordinator
LUNCH BREAK		01:30 to 02:30	
5.	Job Description and Expected Deliverables from VC	02:30 to 03:30	WF
6.	Experience Sharing with regard to Roles and Responsibility of VC	03:45 to 04:15	VC
7.	Procurement of Equipments and Setting up of Lab	04:15 to 04:45	Industry Coordinator
8.	Monitoring Formats and Documentation	04:45 to 05:00	WF

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Day 2: 15th January, 2013

Sr. No	Program	Time	Resource person
1.	Recap of day one	09:30 to 09:45	WF
2.	Students output profile with special focus on class X11 and Students portfolio	09:45 to 10:45	WF/ Industrial Coordinators
3.	Guest Lecture and Industry Visit	11:00 to 01:00	Resource Person
4.	Sharing experiences of guest lecturers till date	01:00 to 01:30	VCs.
LUNCH BREAK		01:30 to 02:00	
5.	Steps to establish linkages with the relevant industries	02:30 to 03:30	Resource Person
6.	Role play on establishing industrial linkages	03:45 to 05:00	VCs District wise

Day 2: 16th January, 2013

Sr. No	Program	Time	Resource person
1	Recap of day 2	09:30 to 09:45	WF
2	Placement: 1. Process 2. Industry Linkages	09:45 to 01.00	Resource persons
LUNCH BREAK		01:00 to 01:30	
3	Work readiness module: 1. Preparation of CV 2. Mock Interviews 3. Case Studies - FGD	01:30to 03:30	Resource Person
4	Action Plan	03:30 to 04:30	VC's

Each Vocational Coordinator (School) is required to make ppt as per the following template:

Principles Responsibilities

Status

- Regularity of Vocational courses.
- Students attendance
- Teachers regularity
- Data base of students
- Availability of course material
- Lab status
- Records of field visits

Record maintenance of assessments and reporting documents

- Steps taken for quality assurance process of NVEQF project

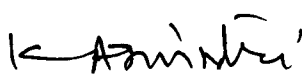
Partnership and Net working

- Details of guest lecturers arranged and its out come
- Industries visited
- No. of SMDC meetings held and their outcome
- Steps taken for Promotion of NVEQF

Continuous assessment across all levels of NVEQF project

- Syllabus completion reports as per expected time lines
- Submission status of project reports.
- Details of the records of the communications received from DSE
- Policies and guidelines of NVEQF
- Records of inputs from students, parents, community leaders and other role players.

Any other observation/ learning.


Additional Director (NVEQF)
for The Director General School Education
Haryana, Panchkula