

**GOVERNMENT OF PUDUCHERRY  
DIRECTORATE OF SCHOOL EDUCATION  
SAMAGRA SHIKSHA**

No.: 945/SS/VS&HSE/2019-20

Date: 14.02.2020

CIRCULAR

Sub: DSE – SS - Vocationalisation of Secondary and Higher Secondary Education Scheme – Release of Fund – Guidelines issued – Reg.

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It is informed that the Centrally Sponsored Scheme of Vocationalisation of Secondary and Higher Secondary Education (VS&HSE) has been implemented in Four Govt. Schools in Pondicherry region and Five Govt. Schools in Yanam Region from the academic year 2019-20. In that connection, the funds for Setting up of Laboratory and Maintenance of Tools and Raw Materials has been released to the school (As per Annexure I).

The details of Fund, Guidelines for VS&HSE, List of Lab Tools, Action Points for the Head of the Institution are attached herewith for necessary action.

The Head of the Institutions are requested to allocate a Classroom for Laboratory setup for each trade and establish Laboratory as per the list of Lab Tools mentioned in Annexure III using the fund provided. Further a Compliance Report along with Photos (softcopy) may be sent to the undersigned on or before 28.02.2020.

/By Order/

  
(N. DINAKAR) *mlw*  
State Project Director

Encl.: As stated above.

To  
The Concerned Heads of the Institutions.

Copy to:

1. The Joint Director, DSE, Puducherry.
2. The Delegate to DSE, Yanam.
3. The ADPC, Pondicherry/ Yanam.
4. The BRC, Pondicherry/Yanam.
5. The PA to DSE/SS
6. The EDP Section to host in the Website

## ANNEXURE - I

**Details of Fund released**

S. No.	Name of the School	Region	No. of Trade	Setup of Laboratory for each Trade (in Rs.)	Maintenance of Tools, Raw Material	Total Amount
1	GGHSS Kathirkamam	Pondy	2	2,50,000/-	28,125/-	5,56,250/-
2	Sinnatha GGHSS, Muthialpet	Pondy	2	2,50,000/-	28,125/-	5,56,250/-
3	Maraimalai Adigal GHSS, Embalam	Pondy	2	2,50,000/-	28,125/-	5,56,250/-
4	Kamban GHSS, Nettapakkam	Pondy	2	2,50,000/-	28,125/-	5,56,250/-
5	Kamala Nehru GGHS, Yanam	Yanam	1	-	28,125/-	28,125/-
6	Mahatma Gandhi GBHS, Yanam	Yanam	1	-	28,125/-	28,125/-
7	Perunthalaivar Kamarajar GHS, Guriempet	Yanam	1	-	28,125/-	28,125/-
8	SSKSPVRN GHS, Kanakalapeta	Yanam	1	-	28,125/-	28,125/-
9	Rajiv Gandhi GHS, Yanam	Yanam	1	-	28,125/-	28,125/-



(N. DINAKAR)

State Project Director

## ANNEXURE II

### **GUIDELINES FOR VOCATIONALISATION OF SECONDARY AND HIGHER SECONDARY EDUCATION (VS&HSE)**

#### **INTRODUCTION**

Schools provide an environment for systematic teaching-learning to the learners for acquiring knowledge, skills and attitude required to meet the varied aspirational needs and educational goals. Vocationalisation of education refers to the inclusion of those practical subjects or courses, which shall generate among the students some basic knowledge, skills and disposition that prepare them to think of becoming skilled workers or entrepreneurs. It serves as an instrument to bring about the connectivity between general education and vocational education. It may be seen as an instrument for providing diversification of educational opportunities, enhancing individual's employability and enabling individual to pursue higher education.

The Vocationalisation of School Education has been aligned with the National Skill Qualification Framework (NSQF) notified by the Ministry of Finance. It has been developed in a way that it links the various elements of vocational education in schools with those of the general education, businesses and industry so that the vocational pass outs can exit with employment-related skills. It envisages close partnership with the industry in the design, development, delivery, assessment and certification of skills content.

#### **AIMS AND OBJECTIVES:**

The aim of introducing vocational education in schools is to prepare educated, employable and competitive human resource for various sectors of the economy and the global market. The main objectives are to enhance the employability of youth through demand driven competency based, modular vocational courses, to bridge the divide between the academic and applied learning and reduce the dropout rate in schools.

#### **SCOPE:**

The Vocationalisation of School Education shall make funding arrangements for the introduction of vocational courses along with general education subjects from Classes IX to XII. The vocational subjects are to be introduced as an additional or compulsory subject at the Secondary level and as compulsory (elective) at the Senior Secondary level. The scheme will primarily cover Government schools. Government aided schools, in those States/UTs where Government schools have already been covered under the Scheme, may also be considered for financial assistance as per the norms. Exposure to Vocational Education would also be provided in Classes VI to VIII with an aim to provide opportunities to the students to orient themselves with the skills required for the various occupations in a sector and to equip them to make informed choices while selecting their subjects in higher classes.

#### **CLASSROOM-cum-LAB/WORKSHOP:**

State of the art classroom-cum-lab and workshop may be developed in the school to ensure effective practical training of the students. Lab equipment and resources may be based on the requirements of the subject and the financial limits. The state needs to ensure timely procurement of the lab equipment and raw materials so that the lab is set up before the start of the academic session.

### **EQUIPMENT AND RAW MATERIALS:**

Tools, equipment and machinery for the development of soft and basic technical skills would be provided to the schools. The list of the tools and equipment mentioned in the curriculum developed by PSSCIVE would form the basis for procurement.

If required, the States may constitute a committee for finalizing the list of equipment with the help of experts and the representatives from the respective Sector Skill Council. Proper inventory and upkeep of all items purchased under the scheme should be ensured. Procurement of tool and equipment through GeM Portal is recommended wherever course specific tools and equipment list is readily available.

### **ENGAGEMENT WITH INDUSTRIES/ EMPLOYERS/USER ORGANIZATIONS:**

The industry shall provide support in terms of providing resource persons, qualified assessors, skill trainers and support for apprenticeship training. The Corporate Social Responsibility Initiatives of the industries may also be leveraged where ever feasible. In all such cases, funding for such components under the Scheme will be appropriately targeted to avoid overlap.

### **CURRICULUM TRANSACTION:**

Learning by doing is the most important aspect in vocational education. Therefore, the curriculum transaction should focus on activity based teaching-learning so that students learn by doing. Students should be made accountable for both their academic and on-the-job learning by providing continuous feedback through formative assessment and evaluation.

Field visit of students needs to be organized in industry, business and actual work situations to enable them to understand and appreciate the real time work requirements and make choices accordingly.

Special classes on entrepreneurship may be conducted for those students who opt for self-employment. Besides giving necessary guidance to the students for setting up their ventures, the teachers/skill trainer may continue to provide technical support to them for the transition period. Efforts may be made at appropriate levels to arrange soft loans and to devise marketing strategies for these young skilled entrepreneurs.

### **ASSESSMENT AND CERTIFICATION:**

The competencies acquired at each level would be assessed and certified by the Awarding Bodies i.e. the concerned National and State Education Boards to which the schools are affiliated, with the involvement of Sector Skill Councils. If the SSCs are not in place, industry associations /employers shall be associated. The results and the credits received therein would be collated by the Awarding Body with the assessment and certification of the theoretical component of the syllabi assessed in the educational institution and the skill proficiency assessed in association with the industry/SSCs. The examination shall include both written and oral elements for assessment of vocational knowledge and practical tests for vocational skills. The certificate awarded should mention the competencies and marks received in both theory and skills. The skills being duly assessed by SSCs/industry should be recognized and accepted by industry and prospective employers.

Guidelines for competency based assessment and certification of students will be provided by PSSCIVE, Bhopal, to be adapted by the concerned State Boards. While drawing the assessment and certification framework, PSSCIVE will consult the industry/Sector Skills Councils. The assessment and certification framework would provide for weightage of marks for skill and theory components, minimum qualifying benchmarks, duration and design of exams, modalities of internal and external assessment of theory and skills, qualification of assessors, etc. Internal assessment of the performance of students will be done by the school in a continuous comprehensive manner. The National or State Boards, as the case may be, would conduct external competency based assessment of skills of the students in collaboration with the concerned Sector Skill Council/industry/employer. The state /UT need to adhere to the Assessment and Certification time lines. Local capacity for assessment may be developed by working with state bodies (State Skill Development Mission).

The grades/marks obtained by the student in the vocational subject shall be necessarily factored in the final mark sheet. External assessment with the involvement of SSC may be taken up only at the end of Classes X and XII. The States/UTs need to follow the assessment timeline. In Classes IX and XI, the practical assessment may be done by the State/UT by interchanging the teachers/trainers amongst different schools for the purpose of assessment.

**In case a student is not able to clear academic subject(s) but clears the vocational subject in class 10 and / or class 12 board exams, the student would be entitled to get a competency based certificate of vocational subject from the Sector Skill Council, certifying the job role/level completed. This will help the student to continue to study the vocational education course at an ITI or gain employment based on the skill certification.**

#### **VERTICAL MOBILITY:**

The vertical progression in vocational education would be strengthened so that the vocational pass outs of schools can gain entry into vocational courses offered by Polytechnics, Industrial Training Institutes and higher education, including Bachelor of Vocational Education (B. Voc).

The School Education Department in coordination with the Department of Higher and Technical Education of the State/UT may create more avenues for vertical mobility like introducing Bachelor of Vocational Courses in universities. They may assist and facilitate the students in pursuing higher education in vocational subjects. School vocational education qualifications should be recognized by higher education institutions at par with academic qualifications for admission to diploma and degree courses.

## **CAREER INFORMATION AND GUIDANCE:**

Vocational guidance, which is a process of assisting an individual to select an occupation, prepare for it, enter upon and progress in it, will be critical in ensuring requisite enrolment of students in various vocational courses and for assisting the students in making an informed choice of vocational courses. Specific counselling drives should be organized in the school involving suitable experts. It shall be the responsibility of the Principal of the school to invite / involve the Counsellors / resource persons/experts from the industry from time to time for providing necessary guidance to students and parents regarding market trends and suitable vocational choices. The Counselor would also inform students about the various job opportunities, possibilities of vertical and horizontal mobility and also opportunities for self-employment.

## **ORGANIZATION OF CAREER MELAS:**

The placement of students passing out with vocational subjects will be an important parameter for measuring the outcome and impact of the scheme. As an important stakeholder of the Scheme, the industry/ employers in the area, in close association with schools may endeavor to conduct /organize career/job fairs, campus interviews, recruitment drives, etc. for suitable placement of students. The services of the industry co coordinators can be utilized for this purpose.

## **GIRLS' PARTICIPATION:**

Special guidance and counselling session may be organized for girls as per need. The Principal of the school should take necessary steps to remove gender bias, if any, in the minds of employers /financiers against giving the girls employment or loans. The implementation aspects in favour of girls mentioned in other appropriate sections of the scheme would be ensured. All the reporting, data generation shall be in gender segregated manner.

## ANNEXURE III

## List of Tools to be setup in the Laboratory

## 1. Name of the Trade: Apparel and Made-ups

Sl.NO	Name of the tools /Equipments	Description	Quantity
1	Single Needle Machine	With External Motor(Lock Stitching)	13
2	Cutting Table	6' x4' (6 Foot x 4 Foot)	2
3	Machine Stools	12" Wooden Top& Steel Bottom	13
4	Shears(Fabric Cutting)	with plastic handle	13
5	Sewing Thread	poly cotton	13
6	Bobbin		26
7	Bobbin Case		13
8	Sewing Needle	Groz Beckert	15
9	Pinking shears		2
10	Yellow Carbon	1 Packet With 50 Sheet's	1
11	Seam Ripper		15
12	Paper Cutting Scissors	6 Inches Plastic	25
13	Hip Curve	2 Feet Wooden	25
14	Trimmer	Thread Trimmer	40
15	Measuring Tape	60 Inches	40
16	French Curve	Plastic Small Size	25
17	Fabric	popplin	80
18	Bell Pins	Packets	20
19	Pattern Roll(Without Lamination)	Brown Paper Roll	80
20	Machine Oil	Liters	3
21	Lace	Meters	20
22	Ribbon	Rolls	3
23	Button	3 Buttons Per Student	20
24	Patches	Motives	40
25	Hooks And Loops	Packets	1
26	Zipper		40
27	Velcro	Meter	8
28	Dummy	male	1
29	Iron Box & Table		1
30	Hand Needle	Packets	2
31	Embroidary frame		40
32	Embroidary floss		40
33	Zipper Foot	Attachments	10
34	Hemmer Folder	Attachments	10
34	Fusing	Non Woven- Meters	10
		<b>Total</b>	<b>710</b>

2. Name of the Trade: **Beauty and Wellness**

<b>MANICURE</b>			
<b>S. No.</b>	<b>Items</b>	<b>Description</b>	<b>Quantity</b>
1	Manicure trolley with bowls	5	5
2	Towels	40	40
3	Manicure equipment trolley	5	5
4	Plastic big bowls	40	40
5	Plastic small bowls	40	40
<b>CONSUMABLES FOR MANICURE</b>			
1	Acetone	6 bottles	6
2	Ammonia	6 bottles	6
3	Hydrogen peroxide	6 bottles	6
4	Savlon	6 bottles	12
5	Rock salt	1 kg	2
6	Cuticle softner cream(50 gms)	2 box	4
7	Scrub(500 gms)	2 box	4
8	Massage cream(500 gms)	2 box	4
9	Manicure shampoo	1 ltr	2
10	Nail polish	6 pc	12
11	Base coat	2 pc	4
12	Top coat	2 pc	4
13	Manicure steel kit	10	10
<b>PEDICURE</b>			
1	Pedicure chair	1	2
2	sterilizer	2	2
3	Gloves	1 pkt	2
4	Pedicure stools(plastic)	20	40
5	Foot scraper	20	40
6	Pumic stone	20	40
7	Dry scrapper	20	40
8	Induction stove	1	1
<b>THREADING</b>			
1	powder	1 box	2
2	Thread	10 box	20
3	Threading Scissors	20 p c	40
4	Moisturizer	1 kg	2
<b>MEHENDHI</b>			
1	Mehendhi powder(kg)	2 kg	4
2	Fine cloth sieve	5 cloth pc	5
3	Plastic Cover	5	5
4	Cello tape	10	10
5	Scissors	10	10
6	Mehendhi book	40	40
7	Eucalyptus Oil -100 ml	2	2
<b>WAXING</b>			
1	Wax heaters	10	10
2	Wax knife	20	30
3	Wax strips(pkts)	10 pkts	20



4	Paraffin wax heater	1	2
5	Paraffin wax (500 gm)	500 gm	2
6	Wax powder (500 gm)	500 gm	2
7	Moisturizer	1 ltr.	3
8	Hot wax	5 kg	2
<b>BLEACHING</b>			
1	Bleach brush	10	20
2	Bowls	10	20
3	Oxy bleach	2 kg	4
4	Tissues (roll)	2 rolls	4
5	Sponges	20	40
6	Bleach Variety ( Fruit . Gold Ect..)	4 Packet	4
<b>FACE CLEAN UP</b>			
1	Therapy bed	6	6
2	Towels	20	20
3	Head band	30	30
4	Face steamer	6	6
5	Black head extractor	15	15
6	Facial tissue(roll)	2	4
7	High frequency	1	1
8	Ultrasonic	1	1
9	Galvanic	1	1
10	Cotton(roll)	2	4
11	Cleansing milk(ltr)	1	2
12	Toner (ltr)	1	3
13	Massage cream	2 kg	4
14	Scrub	2 kg	4
15	Face pack	2 kg	4
16	Peel -off mask	2 pkt	4
17	Sun screen lotion	1 no	2
18	Sponges (pc)	10 pc	10
19	Rose Water	1 ltr	2 Ltr
<b>MAKE UP</b>			
1	Make up brush	20	20
2	Make up brush Set ( 36 pc )	1	1
3	Primer	3	3
4	Liquid foundation	6	6
5	Compact powder	6	6
6	Translucent powder	6	6
7	Eye liner	6	6
8	Kajal pencil	6	6
9	Mascara	6	6
10	Lip pencil	6	6
11	Lip stick	6	6
12	Lip glass	6	6
13	Blush	6	6
14	Sanitizer	5	5
15	Make up remover	6	6

16	Highlighter	2	2
17	Concener	2	2
<b>HAIR DO</b>			
1	Detangle comb	12 pc	20
2	Tail comb	12 pc	20
3	Back comb brush	12 p c	20
4	U pins (box)	2 box	2
5	Rubber bands (pkt)	2 pkt	2
6	Hair pins (box)	2	2
7	False hair	1	1
8	Hair spray	1	1
9	Hair accessories-needle black thread, kunjam, artificial flowers, small stones, invisible pins	1	1
10	Haircut Scissor	2	2
11	Henna Hair Color	1	1
12	Buff Set	1	1
13	Hair Dryer	2	2
14	Attached Hair	1	1
<b>DOMAIN EQUIPMENT LIST</b>			
1	Mirrors front & rear		
2	Dustbins	20	20
3	Chairs	40	40
4	Aprons	40	40
5	Floor mats	10	10
6	Mouth mask	1	1
7	Facial gowns	10	10
8	Dummy head	10	10
9	Steel Bowles	4	4
10	Steel Spoons - 1 Dzs	12	12
11	First aid kit	1	1
12	Moveable Wash passion	1	1
<b>HERBAL PRODUCTS</b>			
1	Herbal products making combo set, Like Oil, Soap, Shampoo, Cream & Powder	1	1

### 3. Name of the Trade: Electronics and Hardware

S.no	Name of the tools/ equipment	Description	Qty
1	Clamp meter	meco clamp meter 27 auto	6
2	Electrical drilling machine	bosch machine with drill bit	3
3	Grinder		3
4	Juicer		3
5	Lead solder	250 gram each	6
6	Microwave Owen		3
7	Mixer		3
8	Soldering iron	25 watts	6
9	Spanner set		3
10	Tds meter		6
11	Water purifier		3
12	Screw driver set	taparia	6
13	Soldering flux		6
14	Measuring tape	5 meter	3
15	Sprit level		6
16	Line tester	taparia	30
17	Multimeter	digital lcr transistor ac/dc	6
18	Electricians scissors	metal plate carbon steel	3
19	Hacksaw frame + blade	recurring Blade	3
20	Ball pell hammer		6
21	Wire stripper		6
22	Cutting plier		6
23	Glue gun +gun		4
24	Iso propyle alcohol		6
25	Waste cloth	recurring	2
26	Screw ss	recurring	600
27	Washers		600
28	Nuts ss	recurring	600
29	Nut driver		12
30	Insulation tape		15
31	Adjustable wrench	10 inch	6
32	Wire (r,g,block	1.5 sq mm	3
33	Crimping tool	cable crimping tool	3
34	File	Various Type	6
35	Capacitor	1, 10, 22,100,470, 1000 micro farad	15
36	Wooden gatta		1
37	Modular socket		6
38	Modular switch		6
39	Desoldering twig		15
40	Desoldering pump		6
41	Mob	Floor Cleaning	2
42	Cable tie		2

43	Hand gloves		3
44	Fire extinguisher	CO2 type	1
45	Dot Board	pcb board 6*4 dot board	100
46	Bread Board		20
47	Diode	IN4007	100
48	Transistor	bc 547	100
49	ADAPTER	12V DC	10
50	9 V Battery with cap	non recharge able	20
51	Drilling Bit	Wall & Wood ( Set - each )	2
52	LDR		20
53	Transformer	Center tap (24V / 12V )	5
54	Relay	12V DC coil voltage	5
55	Regular IC	7805	5
56		7812	5
57		7824	5
58	1.5 Sq MM Lug	U type	100
59		Round Type	100
60		Pin type	100
61	MCB	2 Pole schenider make	2
62		3 Pole schenider make	2
63	Contactor	3 pole , Coil voltage 230V AC schenider make	4
64	Contactor Add on block	nc and no 5 nos	4
65	Resistor 1/2 watt	100, 220, 330,470,1k, 10k, 4.7k, 47k, 100k,220k,470k,1m each 150 nos	1800
66	Variable resistor 5W, Potentio meter	upto 1mega ohm	10
67	First Aid Box		2
68	Single stand single core wire	Red, Black	2
69	LED	Multicolor	500
70	Fuse	LV FUSE, REWIRE FUSE, CATRIGE FUSE , LINK FUSE EACH TWO NUMBERS	2
71	Over load relay (Analog)	2-4 A 3 pole	2
72	Steel Almirah	steel	2
73	First Aid Box		2
74	Work table	6 *4	5

### Extra Tools List

Sl.no	Tools	Description	Qty
1	Dot Board	pcb board 6*4 dot board	100
2	Bread Board		20
3	Diode	IN4007	100
4	Transistor	bc 547	100
5	ADAPTER	12V DC	10
6	9 V Battery with cap	non recharge able	20
7	Drilling Bit	Wall & Wood ( Set - each )	2
8	LDR		20
9	Transformer	Center tap (24V / 12V )	5
10	Relay	12V DC coil voltage	5
11	Regular IC	7805	5
12		7812	5
13		7824	5
14	1.5 Sq MM Lug	U type	100
15		Round Type	100
16		Pin type	100
17	MCB	2 Pole schenider make	2
18		3 Pole schenider make	2
19	Contactator	3 pole , Coil voltage 230V AC schenider make	4
20	Contactator Add on block	nc and no 5 nos	4
21	Resistor 1/2 watt	100, 220, 330,470,1k, 10k, 4.7k, 47k, 100k,220k,470k,1m each 150 nos	1800
22	Variable resistor 5W, Potentio meter	upto 1mega ohm	10
23	First Aid Box		2
24	Single stand single core wire	Red, Black	2
25	LED	Multicolour	500
26	Fuse	LV FUSE, REWIRE FUSE, CATRIGE FUSE , LINK FUSE EACH TWO NUMBERS	2
27	Over load relay (Analog)	2-4 A 3pole	2

### Practical Examination Tool List

Sl.no	Exam Needs	Quantity
1	Soldering Lead	3
2	Soldering Paste	3
3	Single Stand Single core wire	1 coil
4	9V Battery	10
5	Dot Board	20
6	Bread Board	6
7	LED	100
8	1 Kilo Ohm Resistor	50

4. Name of the Trade: **Automotive**

a) List of Lab Tools:

S.No	NAME OF THE TOOLS/EQUIPMENT	DESCRIPTION	QUANTITY
1	Cylinder Bore Dial Gauge (Mitutoyo)	50 To 160 Mm	1
2	Inside Micro Meter (Mitutoyo)	50 To 250	1
3	Outside Micro Meter (Mitutoyo)	(0-25 Mm)	2
4	Multi Meter	Digital	1
5	Vernier Caliper (Mitutoyo)	0-150 Mm	2
6	Feeler Gauge	0.04 To 0.63 Mm	1
7	Socket Set	8 To 32 Mm	1
8	Ring Spanner Set	6 To 32 Mm	1
9	Double End Spanner	6 To 32 Mm	1
10	Spark Plug Spanner	Tubler Type	1
11	Screw Driver	2 Head/Medium, 2 Head/Big, 3 Head/Small, 4 Head/Small, 4 Head/ Medium	1 EACH
12	Grip Or Plier(Monkey)		1
13	Cutting Plier	6'7'8'	1 EACH
14	Hydrometer		1
15	File With Handle	12"	2
16	Punches	Centre, Hole, Number And Letter	1 EACH
17	Tyre Lever	15"18"	2 EACH
18	Ring Sticker	Consumable	1 PKT
19	Battery Charger	6 To 24 Volts With One Battery	1 NOS
20	Battery (For Four Wheeler) (New)	12v, 60 To 80 Amps	1
21		90 Amps	1
22	Ball-Peen Hammer		2 NOS
23	Piston Ring Expander		1 NOS
24	Piston Ring Compressor		1
25	Mechanical Screw Jack	2.5 Ton	2 NOS
26	Horse Jack		2 NOS
27	Hydraulic Jack	2.5 Ton	2 NOS
28	Battery Conditioner Tester	With Old Battery	1
29	Bearing Puller	8"2leg,6"3leg	2 NOS
30	Circlip Plier	Inside - 1,Out Side -1	2 NOS
31	Allen Key	In Mm-2 Nos, Inches-1 No	3 SET
32	Chissel	150mm	2 NOS

33	Ball Peen Hammer		4 NOS
34	Flat Files Smooth	12"	2 NOS
35	Round File	12"	2 NOS
36	Half Round File	12"	2NOS
37	Valve Spring Compressor		1
38	Dial Gauge With Magnetic Stand (Adapotr)		1
39	Grease Gun	Small	2
40	Filter Wrench	73mm-85 Mm (Oil Filter)	2 NOS
41	Tools Box		1
42	Special Tools		1 SET
<b>Engine And Engine Components (Old)</b>			
43	Two Stroke Engine	Two Wheeler (Old)	1
44	Four Stroke Engine	Two Wheeler (Old)	1
45	Petrol Engine	Four Wheeler Working Condition	1
46	Diesel Engine	Four Wheeler Working Condition	1
47	Petrol Engine	3 or 4 Cylinder Engine Old	1
48	Two Wheeler (Without Gear)	Old With Running condition	1
49	Two Wheeler (With Gear)	Old With Running condition	1
50	Simple Carburetor	Old	2
51	Solex Carburetor	Old	3
52	Gear Box(Old)	Four Wheeler (Constant Mesh/Synchromesh Type)	1
53	Clutch Assembly(Old)	Coil Spring Type One And Diaphragm Type One (Flywheel Clutch Plate,Pressur Plate)All Three Members Must	2
54	Ac Mechanical Fuel Pump	Old	2
55	12 Volt Electrical Fuel Pump	Old	1
56	Gear Oil Pump	Rotor & Gear Type Old	(2 +2)
57	Water Pump	Old	2
58	Steering Gear Box	Recirculating Ball Type	1
59		Rack And Pinion Type	1
60	Dynamo	Old	2
61	Alternator	Old	2
62	Starter Motor	Old	2
63	Lighting Circuit Setup	Head Lamps, Indicator Lights, Brake Lights And Other Lights Fitted In One Board New	1

64	Wiper Circuit	Full Setup Fitted In One Board With Working Condition	1
65	Horn Circuit	Full Setup Fitted In One Board With Working Condition	2
66	Spokes Wheel	Wheel With Tier And Tube	1
67	Disc Wheel		1
68	Split Wheel		1
69	Hydraulic Braking System	Full Setup Fitted In One Board With Working Condition	1
70	Injector Tester	New	1
71	Injector Diesel Engine		2
72	Battery Coil Ignition System Setup	Full Setup Fitted In One Board	1
73	Magneto Coil Ignition System Setup	Full Setup Fitted In One Board	1
74	Oil Can	New	2
75	Fire Extinguisher	Re-Fillable New (5kg)	1
76	First Aid Kit	Consumable	1
77	Drain Pan	Metal New	2
78	Hacksaw Frame	Standard Size	2
79	Bench Grinder	New	1
80	Tire Pressure Gauge	New	1
81	Gear Puller	New	1
82	Air Compressor	Air Compressor With Hose And Filling Nozzle	1
83	Bench Vice	New	4
84	Working Table	Wooden Industrial Type New	2
85	Steel Almirah	New	2
86	Overcoat	Industrial Safety Overcoat New	40
87	Rasp File	New	2
88	Valganaising Machine Hot And Cold	New	1
89	Telescopic Type Shock Absorber	Two Wheeler Front Setup Old	1
90	Differential Unit	Full Setup With Housing, Axle And Wheel Hub And Brake Drum Old	1
91	Propeller Shaft And Universal Joint	Old	1



b) List of Consumable Items:

S. No		CONSUMABLE	QUANTITY
1	Oil Sae 20/40		1 LTRS
2	Brake Oil		1 LTRS
3	Grease		1 KG
4	Petrol		1 LTR
5	Diesel		1 LTR
6	Kerosene		1 LTR
7	Cotton Waste	Colour Waste	1 KG
8	Soap Oil For Hand wash		2 LTRS
9	Ring Sticker		1 PACKET
10	Emery (Water)		5 Nos
11	Hack Saw Blade		25 Nos



(N. DINAKAR)  
State Project Director

## ANNEXURE IV

### Action Points for the Head of the Institutions

#### A) STUDENT ALLOCATION:

- There are 2 trades in every school
- One class will have not be more than 40 students
- These 40 students may be of only one medium, either English or Tamil
- All these 40 students may be in one section.
- So, there will be 2 sections with 40 students each for 2 different trades

#### B) CLASS ALLOCATION

- Allot 200 hours (including practical and theory) period for all these classes should be within the school time table.
- 2 days in a week with one period per day for theory classes.
- 2 days with 2 periods of practical class in between the week.
- 2 lab rooms for the practical class conduction.
- For schools having Multi skill, additional half acre of cultivable land inside the school campus is necessary to practice cultivation.

#### C) CONSTRUCTION OF FULL LAB

- The Head of the Institution must procure the exact tool with the specification given on the proceedings sent to them as they follow industrial standards.
- If the tools and equipment are not in the industrial standards, Sector Skill Council would not conduct examination for class 10.
- The Head of the Institutions may form a Procurement Committee with minimum of Three Members including One SMC Member and Vocational Trainer.
- Before procuring, the Head of the Institution must involve their Vocational Trainers for Subject matter knowledge and verification
- After the procurement, the fund provided for Maintenance of Tools and Raw Material may be utilized for Lab set up Items, purchase of Raw materials & consumable items etc. to make proper installments.

- The vendor or supplier must make the installment of the equipment and make sure the demo is also given to the Vocational Trainer in presence of Head of the Institution.
- A separate File Folders, Registers may be maintained for keeping the guarantee/warranty cards to kept safe with the Head of the Institution
- After the whole process of procurement and setting up of the full lab is done, the Head of the Institution should submit a Utilization Certification and Photos (softcopy) on the total expenditure made for this process to the State Project Office, Samagra Shiksha, Puducherry.
- The stock register for the labs should be maintained by the Vocational Trainer in the supervision of the Head of the Institution.
- Raw material funds will also be given to schools on an yearly basis for procuring consumables and maintenance of the lab.

#### **D) STATIONARY EXPENSES**

- Since this course is practical extensive, the amount for procuring stationaries will also given to the schools.
- In the amount given the Head of the Institution should buy the list of stationaries given by the Vocational Trainers.
- Every student will have a portfolio to be done and carried along for all the 4 years in school and the Folders, papers, sketch, chart papers and other stationaries must be given to the student by the Head of the Institution.
- A table, chair and Almirah for maintaining the Registers should also be provided to the Vocational Trainer.

#### **E) EXPOSURE VISITS**

- **Field visits –**

In order to connect to reality, the Vocational Trainer will take the students to nearby places to help the students understand the subject better. This does not involve cost and mostly in walk ables distance from the school. The field visit is conducted as per the availability of places and resources around the school

- **Industrial Visit –**

This must be conducted 3 times in a year, after completion of every 2 units. Rs. 13,000 per trade (to conduct 2 Visits for this year 2019-20) will be given to school for the same. This will involve taking all the students to an industry in the district or a nearby district. This expense includes cost for transportation to and fro from the school and also some snacks for the students.

- **VC/VT –**

To find the trade related industries in the districts and permitting students for Industrial visits/guest lectures /Internships and Job fairs

- **Guest Lecture –**

A renowned practitioner who has been performing this skill to earn his/her living must be invited to give a lecture on the topic in the curriculum of the course. There must be 2 Guest lectures conducted in a month and the practitioner will be paid Rs. 1000 per lecture inclusive of TA/DA.

- **Internships –**

When the student is in 11<sup>th</sup> standard, every student does an 80 hour of internship to get an exposure of the skilling reality in our world.

- **Apprenticeship, Job fair, career counseling and placements –**

Post completion of 12<sup>th</sup> Standard, the student should undergo the following and make sure that apprenticeship opportunities are given to all the students, job fairs, career counseling are conducted and students who opt for jobs are placed with a good salary. This is the responsibility of the the Head of the Institution in accordance with the VTs.

## **E) ASSESSMENTS**

- Conduct Internal Assessment in 9<sup>th</sup> and 11<sup>th</sup> standard with 70 marks for practical and 30 marks for theory.
- Vocational Trainers will be exchanged within different districts to conduct practical examination for 9<sup>th</sup> and 11<sup>th</sup> standard.
- The Head of the Institution will conduct the theory exam in their schools for 9<sup>th</sup> and 11<sup>th</sup> standards
- For 10<sup>th</sup> and 12<sup>th</sup> standard, 70 marks practical will be conducted by Sector Skill Council. The date for this should be either before or after the theory examinations.
- 30 marks will be conducted for theory by the DGE as one of the main exams
- Assess the progress of student portfolios every month

## **F) REPORTS:**

### **HOIs to check the following in monthly basis:**

- Portion completion in Practical and theory in Vocational and Employability skills
- Number of Guest lectures conducted
- Number of Industrial Visits conducted
- Number of internal assessments conducted in practical and theory
- Number of student portfolios created and the updation of it every month
- Status of the stock register.
- School visit register to check if the Vocational Coordinator has visited atleast once in a month.

## **G) VTs DUTIES AND REPORTS TO SUBMIT TO HEAD OF THE INSTITUTION**

- Year plan of 2019 - 20 including theory, practical and exposure visits, and employability skills.
- Proposals for Industrial visits and Guest lecture to raise funds
- Monthly maintenance of stock register and stationeries register
- Give the list for stationary requirement and get it procured from Head of the Institution
  
- Establish Laboratory fully with the guidance of the Head of the Institution and ADPC, Samagra Shiksha.
- Conduct mobilization camps before the academic year begins
- Monthly Vocational Trainer report
- Guest lecture report
- Industrial Visit report
- Testimonials from stakeholders about the program
- Case studies about student progress with pictures/videos
- Maintain student portfolio and assessment of it monthly
- Conduct internal assessment monthly and give the results to the Head of the Institution
- Search of industries around and get a point of contact for tie up, give the list of industries to Head of the Institution
- Analyze student enrollment and drop out throughout the program, report to be given to Head of the Institution
- Conduct Parent-Teacher meeting at regular intervals according to the school



(N. DINAKAR) 4/12

State Project Director