

DEPARTMENT OF TECHNICAL EDUCATION
HIMACHAL PRADESH

**GUIDELINES
FOR
VOCATIONAL TRAINING CENTRES
IN HIMACHAL PRADESH**

FIRST EDITION
2006

**DIRECTORATE OF TECHNICAL EDUCATION VOCATIONAL &
INDUSTRIAL TRAINING HIMACHAL PRADESH
SUNDERNAGAR DIST. MANDI HP. 174401**

INDEX

Preface to the First Edition

Ser. No.	Contents	Para No.
CHAPTER-1		
1.	Organization	1.1
2.	Objective of SCVT	1.2
3.	Basic Aim of SCVT	1.3
4.	Composition of SCVT	1.4
5.	Composition of Executive Committee of SCVT	1.5
6.	Functions of SCVT	1.6
7.	Board of Exam.	1.7
8.	Local Advisory Committee for VTC	1.8
CHAPTER-2		
General Instruction		
10.	Organization chart of VTC	2.1
11.	Channel of correspondence	2.2
12.	Admissions	2.3
13.	Fee for application form/Regn. of new VTCs	2.4
14.	Reservation Policy	2.5
15.	Session	2.6
16.	Mode of selection for management quota seats	2.7
17.	Management quota seats	2.8
18.	Fees other charges	2.9
19.	Securities	2.10
20.	Medical Examination	2.11
21.	Migration	2.12
22.	Concession to trainees	2.13
23.	Tuition Fee	2.14
24.	Working Hours	2.15
25.	Holidays	2.16
26.	Minimum compulsory attendance for trainees	2.17
27.	Leave admissible to trainees	2.18
28.	Un-authorized leave	2.19
29.	Absconders	2.20
30.	Suspension, discharge & resignation	2.21
31.	Supply of raw material	2.22
32.	Supply of overalls	2.23
33.	Manufacturing of certain items of tools & eqpt.	2.24
34.	Progress cards	2.25
35.	Record card of trainees	2.26
36.	State Trade Certificate	2.27
37.	Issue of duplicate certificate	2.28
38.	Routine/Surprise Inspection of VTCs	2.29
39.	Educations Tour	2.30
40.	Library	2.31
41.	Statistical Return	2.32
42.	Management Information System	2.33

43.	Traveling allowance for Competition	2.34
44.	Training in dual trades	2.35
45.	Wearing of Uniforms by trainees	2.36
46.	Training Standard	2.37
46A	Audit of the VTCs account	2.38
CHAPTER-3		
47.	Opening of new VTCs	3.1
48.	Minimum Norms	3.2
CHAPTER-4		
49.	Procedure for affiliation/disaffiliations	4.1
50.	Inspection Committee	4.2
51.	Standing Committee	4.3
52.	Disaffiliation of VTC	4.4
53.	Space requirement for VTC	4.5
CHAPTER-5		
54.	Suggested duties of Principal, Supervisory and Instructional staff of VTCs	5.1
55.	Staff Meetings	5.2
56.	Reference Material & Training aids	5.3
57.	Internal Inspection	5.4
58.	Salaries to the Staff of VTCs	5.5
59.	Development of Instructional Material to improve the quality of Training	5.6
60.	Responsibility for care & custody of Hostel	5.7
61.	Provision of Diesel Generating Set	5.8
62.	Progress Card	5.9
63.	Passing criteria	5.10
64.	Sessional Marks	5.11
65.	Provisional Certificate	5.12
66.	Final Trades Certificate	5.13
67.	Note	5.14

CHAPTER -1

1.1 Organization

The State Council for Vocational Training (SCVT) is a council constituted at state level for advising the state Govt. for starting vocational courses as per the need of the state keeping in view the requirement of world of work. Normally this council stands constituted at the state level as a requirement of NCVT (National Council for Vocational Training) for advising it for implementation of Vocational Training in the state either under the aegis of NCVT or under its own ambit for the Courses/Trades not falling in the list of designated Trades under NCVT or in the cases where the state Govt. feels that the infrastructure norms of NCVT being stringent, the training and certification of Vocational Training is to be done at state level only under the aegis of SCVT. The brief introduction of SCVT is as under:

1.2 Objective of State council for Vocational Training (SCVT)

There is State Council corresponding to the National Council for Vocational Training to deal with all matters relating to vocational training at level of the State. The State Council which is affiliated to the National Council for Vocational Training, functions as a State agency to advise the State Government in carrying out the training policy laid down by the National Council and to co-ordinate the Vocational Training Programme throughout the State.

1.3 Basic Aims of SCVT:-

1. Vocational Training in various courses which are not included in the list of courses under NCVT as per the need of the State.
2. Identify the vocational courses to make the youth of the State self-employable.
3. Encourage the Private Sector to start Vocational Training Centres in the State.

1.4 Composition of SCVT:

The composition of the SCVT is as under:-

- | | |
|---|----------------|
| 1. Hon'ble Chief Minister | -Chairman |
| 2. Hon,ble Technical Education Minister | -Vice Chairman |
| 3. Principal Secretary (TE) | -Member |
| 4. Secretary Law | -Member |
| 5. Secretary Finance | -Member |
| 6. Chairman HP State Electricity Board | -Member |
| 7. Chairman Technical Education Board | -Member |
| 8. Engineer –in-Chief / Chief Engineer , HPPWD, Deptt | -Member |
| 9. Engineer –in-Chief / Chief Engineer I&PH, Deptt. | -Member |
| 10. Director Tourism Himachal Pradesh Shimla | -Member |
| 11. Director Industry H.P Shimla | -Member |
| 12. Director Planning HP Shimla | -Member |
| 13. Director Soldier Welfare Board Hamirpur | -Member |

- | | | |
|-----|--|-------------------|
| 14. | Director General Employment & Training,
Ministry of Labour, Govt. of India, New Delhi | -Member |
| 15. | Labour Commissioner-cum-Director
Employment, H.P Shimla | -Member |
| 16. | Chairman CII Parwanoo | -Member |
| 17. | Principal ITI Shimla | -Member |
| 18. | Principal NIT Hamirpur | -Member |
| 19. | President, Vanijya & Udyog Mandal, Shimla | -Non Govt. Member |
| 20. | 03 Representatives from Industries (As nominated by the Govt.) | -do- |
| 21. | Director Technical Education Vocational &
Industrial Training, Sundernagar | -Member Secretary |

1.5 Composition of Executive Committee of SCVT:

Govt. of Himachal Pradesh has notified the following composition for Executive Committee under the SCVT vide notification EDN(TE) (A)(2)-1/96-Loose dated 01.07.2002

- | | | |
|----|--|-------------------|
| 1. | Principal Secretary (Tech. Edu.)
to the Govt. of Himachal Pradesh | -Chairman |
| 2. | Secretary (Finance)
to the Govt. of H.P | -Member |
| 3. | Chairman Tech. Edu. Board
Dharamshala Distt. Kangra | -Member |
| 4. | Labour Commissioner H.P Shimla | -Member |
| 5. | Director Technical Education
Sundernagar | -Member-Secretary |

1.6 Functions: The functions of the SCVT are:

1. to implement the decision and carry out the policy laid down by the National Council in respect of syllabi, equipment, scale of accommodation, duration of courses and method of training;
2. to arrange for ad-hoc or periodical inspection of the training institutes/centres in the State and ensure that the standards prescribed by the National Council are being followed;
3. to ensure that the staff is employed according to the qualifications prescribed by the National Council and relax qualifications in special circumstances to be recorded, for trades where such staff is not easily available;
4. to ensure that the examinations are conducted by the State Board of Examinations according to standards and the manner prescribed by the National Council;
5. to counter-sign the Trade Certificates to successful candidates of courses running under SCVT;

6. to recommend the provision of additional training facilities, wherever necessary, and render such assistance in the setting up of additional training programmes as may be necessary;
7. to advise the State Government regarding expenditure on different training schemes; and
8. to perform such other functions as may be entrusted to it by the State Government.

1.7 Board of Examinations: H.P. Takniki Shiksha Board , Dharamshala, Distt. Kangra (H.P.)

1.8 Local Advisory Committee for Vocational training Centre (VTC)

Local Advisory Committees should be attached to VTCs to study the needs of industry in the region served by the Centre and suggest measures to adopt the training programmes to meet local needs. The Committee will consist of the following members:

- | | | |
|----|--|-------------------|
| 1. | Principal of the nearest Industrial training institute | -Chairman |
| 2. | One representatives of the local industry, | -Member |
| 3. | One representative of Industry Deptt. | -Member |
| 4. | Local employment officers. | -Member |
| 5. | Principal of the VTC | -Member Secretary |

CHAPTER - 2

General Instructions

2.1 Organizational Chart - Organizational Chart of the Vocational Training Centres should be displayed in the Principal's office. Each VTC will be headed by a Principal. All correspondence by and with VTC will be in the name and stamp of the Principal.

2.2 Channel of Correspondence

All correspondence with DTE will be made only in the name of Institute giving full address and latest telephone number. The management / in-charge of Vocational Training Scheme will correspond with the Directorate of Technical Education through their respective Principals on the subjects involving policy matters. All matters which are to be taken up with the State Governments, must route through the Directorate of Technical Education and no direct communication / correspondence will be made with the Govt. Unnecessary correspondence at all levels by the Management / Principal must be avoided

2.3 Admissions:

Admissions will be made by the concerned Institutions it self or as per the directions issued by the Directorate from time to time. However, the Applications Form / Notification of admission, guidelines for admissions, cut of date for admissions will be issued / specified by the Directorate. The VTCs will submit the nominal roll (in triplicate) of admitted trainees as per **Appendix – I** within 30 days from cut off date of admission for registration.

2.4 Fees - Cost of Application form, Registration fee and affiliation / renewal of affiliation fee.

As decided by the State Govt. from time to time.

2.5 Reservation Policy – As per State Govt. rules / directions issued by the DTE from time to time.

2.6 Session -

- (i) Mar to Aug and Sep to Feb every year for six months duration courses.
- (ii) Sep to Aug for one or two years duration courses.

2.7 Mode of Selection for management quota seats. Strictly as per instructions / directions issued by the Govt. from time to time.

2.8 Management quota seats.

Not more than 15% of sanctioned intake or as decided by the State Govt. from time to time.

2.9 Fees and other charges.

As per the fee structure approved by the State Govt. from time to time.

2.10 Securities.

- (a) To guard against the loss or damage to equipment, tools and other articles entrusted to his charge, each candidate will be required to deposit with the head of the training Centre, a sum of Rs. 500/- as Security at the time of joining the Centre.
- (b) To guard against the loss or damage to hostel articles each hostel boarder of an VTC will also be required to deposit with the Head of the training Centre a sum of Rs. 500/- only as "Hostel Security (only where hostel facility is provided)
- (c) Both the Securities deposited by the trainees may be refunded to them in the event of their discharge from the institute/hostel on any ground.
- (d) All deposits should be refunded normally on satisfactory completion of the institutional training.

2.11 Medical Examination.

- (a) Trainees should be medically examined by the Medical Officer attached to the VTC soon after their admission. They should also be examined, thereafter, once in a year. In the case of trainees of doubtful health, the medical examination may be held every three months. At the training institutes/centres, where no medical officer has been appointed, arrangements for medical examination may be made through a local doctor. Trainees found medically unfit on admission should be discharged forthwith by the head of the training institutes/centres.
- (b) Candidates with proper and adequate vision in one eye should be made eligible for admission to VTCs for the trades in which vision in one eye is adequate for receiving training and seeking employment thereafter.
- (c) No rigid physical standards have been prescribed for admission under Vocational Training Scheme. Trainees with contagious and infectious diseases should not be admitted. Proper publicity should be given to inform the prospective trainees about the physical standards/norms required for employment, so that candidates are fully aware of the requirements before seeking admission.
- (d) Candidates who seek admission in PTI course must produce their Medical fitness certificate before his selection.

2.12 Migration:

The State Director may order the migration of a trainee from one training Centre to another or the exchange of trainees between the training centres within the sanctioned intake. The migration application form complete in all respects along-with demand draft for Rs. 300/ (non refundable) as per **Proforma enclosed as Appendix –II** will only be considered within one month from the cut off date of admission. No Migration will be allowed for six months duration courses except in very compelling circumstances.

2.13 Concessions to Trainees.

The management of VTC must provide facilities of games and recreational activities free of cost.

2.14 Tuition Fees

As per fee structure approved by the Govt. / Prospectus issued by DTE.

2.15 Working Hours. Total working hours: 42 hours per week.

- (a) Practical Instruction - 28 hours per week.
- (b) Theoretical Instruction - 10 hours per week

- (c) Extra-curricular activities including library studies and physical training etc. - 4 hours per week.
- (d) Time Table in this regard will have to be maintained and followed and displayed in the VTC as per the directions / syllabus for the course.

2.16 Holidays

- (a) Trainees may be allowed the same holidays as are fixed by the State Director for observance by the staff. With a view to have uniformity in the working of ITIs/ ITCs / VTCs all over the State, it is decided that the number of working hours at the VTCs should be fixed 7.5 hours per day with second Saturday of a month as holiday.
- (b) There will be no winter/summer holidays as such, but the State Government may close the Institutes / Centres which are in areas inaccessible/snow-bound for a period which the highest local administrative authority deems fit. Efforts should be made to complete the loss due to such closure by working extra hours during the year. This closure need not therefore apply to all the VTCs in the State.

2.17 Minimum Compulsory Attendance for Trainees.

As prescribed by the HP Takniki Shiksha Board from time to time.

2.18 Leave Admissible to Trainees

(a) Casual Leave

1. In addition to usual holidays in the year, casual leave at the rate of 12 days per year for the course with duration of training as one year as well as two years will be admissible to trainees subject to a maximum of 10 days at any one time. Any holidays intervening during the period of casual leave shall not be counted for the purpose of the limit of 12 days. There is a provision of medical leave and special leave. Casual leave not utilized during the 1st year of the two years course shall stand lapsed at the end of the 1st year and shall not be permitted to be carried forward to the 2nd year.
2. Casual leave cannot be combined with any other kind of leave. If casual leave is preceded or followed by medical or special leave, the entire leave taken will be treated as medical or special leave provided that it shall not be allowed to exceed the maximum leave prescribed in respect of medical/special leave.

(b) Medical Leave

1. A trainee who is unable to attend training owing to illness other than injuries received while at work may be allowed medical leave up to 15 days. Leave for a further period, not exceeding three weeks for one year trade courses and six weeks for two year trade courses in continuation or in addition to 15 days absence, may be granted to a trainee on producing the medical certificate from a medical officer or a registered medical practitioner, irrespective of whether he goes to hospital or not. This leave should only be granted in case of serious illness and only once during the period of training. A trainee who requires extension of leave in case of serious illness beyond 15 days and who does not go to a hospital for treatment may be granted leave on the recommendations of the Medical Officer.

2. Trainees who are not fit for training or do not report for training for continuous two months, should be discharged from the training. They may, however, be readmitted for training by the State Director at his discretion.

(c) Special Leave

1. Special leave on private affairs may be allowed to trainee up to 10 days. In extraordinary cases, where the head of the centre/institute is satisfied that the requirement is genuine, the period of special leave may, at his discretion, be raised to a maximum of 15 days for trainees of one-year courses and 30 days for trainees of two years trade courses.
2. If a trainee over stays the maximum period of special leave, he should be struck off the rolls from the day following the date of expiry of the period and treated as an absconder.

(d) Tuition Fee for the period of leave

Tuition fee will be payable to Vocational Training Centers with regard to trainees who avail of the above kinds of leave.

- (e)** A fine of Rs. 5/- may be charged from the Trainees who remain on unauthorized leave/absent himself/herself from the class. The amount so collected will be spent for the welfare activities of the students.

2.19 Unauthorized Absence.

For unauthorized absence of less than 10 consecutive days at a time, the Principal of the Institute/Centre should issue a written warning to the trainee for the first occasion. If the offence is repeated, his case should be reported to the State Director, with a view to discharge.

2.20 Absconders.

A trainee who absents himself from a training Institute/Centre for 10 consecutive days without permission and without informing the Principal of the Institute/Centre of the reasons for his absence should be treated as an absconder and struck off the rolls with effect from the first day of his absence. If a trainee returns to the training Institute/Centre within two weeks after having been struck off as an absconder, he may be readmitted by the Principal of the Institute/Centre -with the approval of the State Director, provided the trainee gives a satisfactory explanation of his absence.

2.21 Suspensions, Discharges and Resignations

The State Directors may discharge at their discretion such trainees as are recommended for discharge by the Principals of training institutes/centres on account of unsatisfactory progress in training, misconduct, etc. For acts of indiscipline and misconduct, the Principal of the Institute/Centre should issue a written warning for the first offence. If the offence is repeated, his case should be reported to the Director with a view to discharge.

2.22 Supply of raw material to Trainees

Each Trainees in the trades will be supplied with the raw materials @ 150/PM to conduct practical by the concerned VTC and keep the record of the same.

2.23 Supply of Overalls (Workshop Clothing)

One overall per annum may be provided to the trainees who are required to work on or near moving machines.

2.24 Manufacture of Certain Items of Tools and Equipment/ other use at Vocational Training Centres by Trainees.

State Directorate may be consulted separately for which the approval may be obtained from the Directorate.

2.25 Progress Cards

A progress card (**Proforma enclosed as Appendix –III**) should be maintained in respect of every trainee from the date of admission to the Institute/Centre. The monthly test be conducted in all the subjects and the performance recorded as usual on monthly and quarterly basis for awarding sessional marks.

2.26 Record Cards of Trainees who pass out – Follow up.

- (a) The format of record card to be maintained in respect of ex-trainees of the Vocational Training Centres is given in **Appendix IV**.
- (b) The record cards should be maintained to ensure that the passed out trainees have been able to secure employment. If employed, the name of the employer, etc. should be given, failing which; the whereabouts of the unemployed trainees should be shown in the record cards.
- (c) The instructional staff should be advised to mix with the trainees and create confidence in their minds so that they may, after leaving the Institutes/Centre keep in close touch with the instructors. **When the trainees present themselves for receiving the State Trade Certificates, the importance of keeping the Principal informed about their future careers must be impressed upon them. They should also be asked to report periodically, say every three months, till they succeed in getting employment. Further, with a view to encourage correspondence by the trainees, they may be permitted to write letters to the instructional staff without having to pay for the postage.** Such a system is already in vogue in the employment exchanges where free postage cards are issued to the registrants. Similar cards can be issued to the trainees who pass out from the institutes/centres. A register in this regard will have to be maintained by the concerned VTC and shown to the inspection teams as and when required.

2.27 State Trade Certificates

HP Takniki Shiksha Board will be the examining body. Trainees who pass the SCVT trade test will be awarded certificate by HPTSB. The VTCs will submit a list of pass out students to the HPTSB within three days after declaration of result. The Secretary HPTSB after preparing and signing the certificates in ink, will send these certificates to Directorate HQ for obtaining the facsimile signature of the Secretary, SCVT. After affixing the facsimile signature, the certificates will be sent back to HP Takniki Shiksha Board for onward distribution to the concerned Principal of ITCs/VTCs. Certificates will be prepared, recorded and distributed by the HP Takniki Shiksha Board within one month after declaration of result.

2.28 Issue of Duplicate State Trade Certificates

Duplicate certificate, in case loss of original certificate, will be issued by HPTSB as per **Board rules**.

2.29 Routine / Surprise Inspection of Vocational Training Centres

The inspection of VTC will be carried out by the officers of the Directorate of Technical Education as per need with or without prior information to the Centre in which inspecting officer will have the right to inspect every aspect of training programme, faculty

deployed and its qualifications and financial status. Following points will be generally inspected by the inspection teams.

- (i) Availability of latest copies of the syllabi.
- (ii) Logical break-up of syllabi by the instructors, in respect of.
 - (a) Time Schedule.
 - (b) Lesson Plan.
 - (c) Demonstration Plan.
- (iii) Use of audiovisual aids in training. Results of test checks.
- (iv) Preparation and updating of instructional material prepared by the instructors.
- (v) Design of practical exercises for covering the entire syllabi.
- (vi) Availability of adequate quantity of raw material for carrying out practical exercises.
- (vii) Periodic assignment of progress of trainees and system followed for evaluation.
- (viii) Arrangements for industrial visits for the trainees.
- (ix) Item of commercial utility manufactured by the trainees.
- (x) Does the training imparted over various machines in your view is enough to meet industrial demand?
- (xi) Application of special tools.
- (xii) Measures taken by the instructors to uplift the trainees lacking in skills as identified from the evaluation of exercises.
- (xiii) Any specific problem in skill training.
- (xiv) Annual audit report of the VTCs.

2.30 Educational Tours by Trainees.

The following concessions shall be made available to trainees of the Vocational Training Institutes/ Centres.

1. For the purpose of obtaining an idea of the actual working conditions, trainees from Vocational Training Institutes/ Centres nearing completion of their courses, may be sent for to nearby workshops at least for one week or as prescribed in concerned syllabi.
2. Each party of trainees has to be under the charge of a supervisory staff whose absence from the Institute will be treated as on duty for the period of tour.

2.31 Library

1. It is necessary for each Centre to have technical books, technical magazines and other books related to the trades taught at the Institute for guidance of instructional staff and trainees. For this, an expenditure of Rs. 5/- per month per trainee is allowed.
2. In view of the fact that the existing provision of Rs. 5/- per trainee per month for purchasing technical magazines and books for the libraries at the VTCs is inadequate for setting up **technical libraries** on a proper footing, an additional initial expenditure is considered necessary for the purpose.

At the time of establishing a new VTC, initial expenditure for the setting up of a library will be as follows:

(i)	For an VTC with seats up to 250	-	Rs.20,000.00
(ii)	For an VTC with seats more than 250	-	Rs. 40,000.00

2.32 Statistical Returns Pertaining to Vocational Training Scheme

- (a) Statistical returns proforma / information pertaining to Vocational Training Scheme as required from time to time will be sent by the ITCs/VTC to State Director.

- (b) VTCs are required to send the computerized returns in respect of Vocational Training Scheme. The return should include details like list of trainees admitted (within one month from cut off date of admission), passed out trainees, their placement, and drop-outs and certificates pending to issue.

2.33 Management Information System.

Management Information System is to be established all VTC/ ITCs level for a good networking between the State Training Directorates, industries and the VTCs to facilitate the planning and decision-making, both at State and VTCs level.

2.34 Traveling Allowance/Daily Allowance for the Competitors under the Scheme

The trainees should be provided facilities for attending the competitions /exhibitions/ seminars. Possible help should be extended to them in shape of T.A./D.A. etc.

2.35 Training in Dual Trades

There is no objection to an ex-trainee of an Vocational Training Institute/Centre, who is already a State Trade Certificate holder in one of the trade under the Vocational Training Scheme, for admission to the Vocational Training Institute/Centre, provided he fulfills all the conditions regarding educational qualifications, age, etc. prescribed for the purpose of admission.

2.36 Wearing of Uniforms by Trainees

For the sake of discipline and oneness in the VTC following Uniform is advised:-

For Females:-

- (a) Summer (1st April to 30 Sept):-
Green Kameej and White Salwar, White Duppatta, Black shoes and white socks
- (b) winter:- (1st Oct to 31March):- Maroon pullover / coat

For Males:-

- (a) Summer (1st April to 30 Sept):-
White shirt and Black trousers and Black shoes and white socks
- (b) winter:- (1st Oct to 31March):-
White shirt and Black trousers and Black shoes and white socks, maroon pullover /coat

For Games:-

Track suit, White fleet, White socks, White Nikker, White Shirt.

Note:-The trainee should have at least double set of uniform to use.

2.37 Training Standard

Training standard should be at par with the requirement in the syllabus.

- 2.38 Audit of the VTCs account.** The annual audit report of the VTC by the authorized Chartered Accountant must be kept in records for verification by authorities any time.

CHAPTER - 3

3.1 Opening of New Vocational Training Centres.

- (a) Where new training institutes/centres are to be started, they should be opened so as to conform to the All HP dates of admission to the Vocational Training Scheme.
- (b) The new institutes/Centres should as far as possible be located in industrial estates or in close proximity to them.

The following factors shall be taken into consideration while deciding the starting/opening of new VTCs:

1. Society/Trust/Association should have been registered under Society Registration Act, XXI. 1860 and having sufficient experience may apply for opening a new VTC.
2. Financial status report of the societies duly verified by the Account officer/ Chartered Account should be attached.
3. Working experience of the society will be taken into consideration.
4. Availability of sufficient electric power.
5. Industrial concentration or potential of development of industry in the area.
6. Availability of suitable land / building in the name of Regd. Societies
7. -----BLANK-----
8. Societies/Trust/Associations should have their own/rented building structure as per approved building plan in accordance with the norms confirming to the requirement of the courses proposed to be run by the Societies/Trust/Associations.
9. The Institution normally / preferably should be housed in one building under one roof and have sufficient area for morning assembly, proportionately to the strength of trainees, in the campus of Institution.
10. Necessary provisions for fire / other hazards as per State Govt. rules must be taken into consideration in the proposed building for the Institute.
11. In addition to above, rules and instructions given in the application form for starting new VTC will also be followed.

3.2 Minimum Norms.

(a) Regarding Staff

1. There should be a suitably qualified Principal/Head of the VTC.
2. The trained staff should be as per the requirement of the syllabus for the Course.

(b) Buildings.

1. Buildings for VTC should be as per norms / syllabus issued from time to time.
2. The workshop building should satisfy the trade-wise carpet area norms as per the course to be started.
3. Allied trade facilities should be provided in the Institute/Centre itself as per requirements.
4. Store should be provided with an area of 15 per cent of total area of the workshop.

(c) Location of VTC.

As far as possible the Institute should be in the vicinity of educational environment.

(d) Power Supply: Power supply should be available as per requirement for the proposed course.

(e) Staff Qualifications and Experience:

All the instructional staff should be qualified and experienced as per norms for staff given in syllabi for the course to be started. The certificates / testimonials of the staff engaged must be from the State Board of Education / Universities recognized by the State Govt.

CHAPTER –4

4.1 Procedure for affiliation / disaffiliation.

(a) Affiliation of VTCs/Trades/Units.

As per rules / instruction issued from time to time by the State Govt. / Directorate of Technical Education.

(b) Process :-

As per rules / instructions issued from time to time by the State Govt. / Directorate of Technical Education.

4.2 Inspection Committee.

The inspection committees will be constituted by the Director, Technical Education, Vocational & Industrial Training Himachal Pradesh, Sundernagar

4.3 Standing Committee.

There will be a standing committee at Directorate level for carrying out routine / surprise inspection of the VTCs. This committee will also inspect VTC against which any complaint is received in the Directorate to ascertain the factual position. The Standing committee will be as under: -

- (a) One officer (not below the rank of Dy. Director) from DTE - Chairman
- (b) One official (not below the rank of Foreman) from DTE - Member
- (c) Expert in relevant field, if required (to be nominated by the Director) - Member

4.4 Disaffiliation of VTCs.

Any VTC, if found not adhering the instructions / rules of the Govt. the Director Technical Education will issue so cause notice to the concerned VTC, which should be replied/ responded by the VTC within 15 days from issuance. The reply received from the VTC will be scrutinized by a committee to be constituted by the Director. The committee will submitted its findings to the Director for further decision. The Director may allow one more chance to the VTC to make the things good or recommend the case to the Govt. for disaffiliation of concerned VTC.

Notice (Format)

It has come to our notice that your Institute/Centre does not maintain infrastructural facilities as per prescribed norms/standards in the trades/courses/units, which have already been granted affiliation under SCVT. Therefore, it has been decided to get your Institute inspected on.....(date) by a Departmental Committee constituted to ascertain availability of infrastructural facilities therein. You are hereby informed that if facilities provided and training imparted in the affiliated trades/units are not found adequate as per prescribed norms/standards, these Trades/Courses/Units may be disaffiliated. It is also informed that all necessary assistance and cooperation is to be extended to the Committee for inspecting the VTCs /ITCs/Trades/Units on the fixed

date. If the Departmental Committee is not allowed inspecting the Institute or necessary cooperation is not extended to the Committee, it may be viewed seriously by the State Government.

4.5 **Space Requirement of VTCs and Various Trades under Vocational Training Scheme**

(a) Space Norms for Workshops . For space norms for workshops for VTCs/ITCs are according to the need of the course. The norms can be changed/revised as per the need/revision of the syllabus.

(b) General Space Requirement for Main Building in VTCs:

S1. No	Description	Area in sq. mtr Recommended by SCVT
1	2	3
1	Principal's Room	10-15
2	Staff Room	10
3	Office	15
4	Store	10
5	Library and Reading Room	20

(c) Space Requirement in VTCs (Workshop Building):

As per the syllabus of the Course to be started.

CHAPTER- 5

GENERAL DUTIES

5.1 Suggested Duties.

(a) Principal.

1. All instructions issued to him by the higher authorities are properly and expeditiously carried out;
2. Accounts are maintained properly, stores are properly accounted for and verified periodically, and the purchases are according to specification and in good condition;
3. Training programmes are carried out according to schemes;
4. Raw materials are purchased in time and duly supplied;
5. Machine and equipment are properly maintained;
6. Manufactured products are properly accounted for and disposed of in accordance with the rules and instructions issued from time to time;
7. Foremen and supervisors maintain an extremely close supervision on the work of instructors and the progress of the classes;
8. Proper discipline is maintained in the institute;
9. Close relationship between the trainees and the instructional staff,
10. Proper follow-up is maintained of the passed out trainees;
11. Proper security arrangements are maintained and safety precautions observed;
12. Trainees get proper medical aid and welfare arrangements are available; and
13. proper facilities are made available to the inspection staff of the State Directorate and other authorized bodies.

(b) Second In charge / Vice Principal

1. Proper coordination is maintained in all the sections and the training programme is carried out efficiently, by personal close check and inspections;
2. The tests are regularly carried out, the trainees' work is correctly assessed, and proper record is kept in the progress cards;
3. Raw material requirements of the sections are prepared well in advance to enable supply to be arranged in time;
4. Safety precautions are observed in the workshop; and
5. The sections function are strictly according to the time schedule laid down and proper discipline maintained.

Note: (i) The lessons prepared by the instructors should be checked by the concerned **Second In-charge/Vice Principal** for its correct planning and accuracy. This may be done in beginning of each working day for which the **Second Incharge/Vice Principal** may spend about 15 minutes in each section.

(ii) The **Second In-charge/Vice Principal** may also carry out a check of **a certain Percentage of these** lessons to ensure proper planning of lessons and right standard

(iii) The **Second In-charge/Vice Principal** will also from time to time attend these lectures to ensure that proper teaching technique is followed.

(c) Hostel Superintendent-Cum-Physical Training Instructors

They will be responsible for:

1. imparting physical training to the trainees: and
2. arranging such cultural activities as are considered essential **for creating team** responsibility and sense of discipline amongst the trainees.

(d) Vocational Instructors/ Lecturer (Theory/Practical)

The instructors/lecturers will be responsible for:

1. Taking of class of trainees in theory and practice according to the prescribed syllabus and graded exercises;
2. Maintenance of attendance register, progress cards, raw **material register, tool and** equipment register, manufacturing -register and other sectional records in accordance with the instructions;
3. Checking and correcting of theory notes, practical work and journals of trainees;
4. Preparing charts, drawing and other visual aid material for the section;
5. Ensuring that the machines in the section are in good working condition and are properly cleaned at the closing time daily;
6. Requisitioning of tools and raw materials required for the section;
7. Ensuring close relationship with the trainees; and
8. Attending to leave applications of trainees.

Note: (i) In giving theoretical training, the instructor will not depend on the textbooks or his old notes. He will prepare his lessons for each lecture and use the current technique of teaching.

(ii) The instructor will check the conditions of tools and equipment in his section and will see that the machines are in good working condition before beginning the practical class.

5.2 Staff Meetings

One of the regular features of training activities in an Vocational Training Centres should be instructional/supervisory staff meetings at different levels to take stock of the progress made in the training programme, to spell out and discuss difficulties encountered at different levels in implementing the programme and to chalk out the future plan of action. The Principal may hold the meeting of the supervisory and instructional staff, depending upon the size of the institute, at a regular interval, at least once in a month. Proper record should be kept of the minutes of these monthly meetings and of the decisions arrived at and actions taken. These records should be submitted to the Inspecting Officers.

5.3 Reference Material and Training Aids

The following reference material should normally be available in the institute.

(a) In the office of the Principal:

1. Layout plan of the institute/Centre
2. Layout plan of the workshop, giving locations of machines installed
3. Layout showing the electrical installation in the workshop
4. Layout of the electrical distribution in the institute premises
5. Organizational charts of the institute
6. Chart showing the up-to-date trade-wise/Course-wise number of trainees who have passed their trade test from the institute (Additional information of the number of passed-out trainees who have secured employment or settled down may also be displayed wherever available)
7. Duty charts of instructional/supervisory staff
8. Weekly timetable of each section

(b) In the workshop sections:

1. Section layout plan showing position of the machines installed, their specifications, individual and total connected load
2. Prescribed syllabus and standard tools and equipment list for the trade
3. Charts showing the break-up of syllabus on the week wise/ month wise basis
4. Weekly timetable of the section
5. Section progress card, showing practical exercises completed by trainees individually
6. Visual aids, charts, drawing and models (This will also include drawing of each type of machine installed in the section, showing its parts and special features)
7. Instructions on the maintenance of machines and equipment
8. Chart showing safety rules to be observed in the section
9. First aid instructions

5.4 Internal Inspection of Institutes

Regular internal inspections of the institute may be carried out for ensuring smooth working of Training programme and to increase efficiency of the administration.

(a) Internal inspections of institute may be carried out at two different levels:

1. Second In-charge / Vice Principal
2. Principal's

These inspections should be confined to one section at one time and should be intensive and thorough, covering all aspects of the activities of the section and factors affecting the training programme

- (b)** The inspection date will normally be fixed in advance and the section will be informed of the date
- (c)** The Principal will normally spend two hours in the section under inspection, and the inspections will preferably be done on four days per week.
- (d)** In institutes where it may not be possible for the Principal to inspect all the sections of the institute due to administrative reasons, the Group Instructor may carry out the inspections. In that case, inspections may be so arranged that the Principal and the Group Instructor may inspect different sections during their consecutive inspections.

- (e) Proper record should be kept of these inspections. The deficiencies observed and the remedies suggested to remove them may be noted. The action taken on these suggestions should also be checked and recorded at the time of the next inspection.

5.5 Salaries to be Paid to the Staff Being Engaged by Private VTCs/ITC's

As per State Govt. Rules.

5.6 Development of Instructional Materials to Improve Quality of Training

State Governments should set up media resource centres and efforts should be made to develop instructional material in local languages.

5.7 Responsibility for Care and Custody of Hostels

To be assigned by the management

5.8 Provision of Diesel Generating Set

A diesel generating set of capacity sufficient to keep training activities continuing at the time of load shedding/power cut may be provided to VTCs/Training Institutes under SCVT to conduct the training programme effectively.

5.9 Progress Card for Vocational Training Scheme.

The progress card will be maintained for each student and course as per proforma given at **Appendix-III**

5.10 Passing criteria

As per HPTSB rules. Strict measures are to be ensured as per the directions of HP Takniki Shiksha Board regarding regulations for examinations.

5.11 Sessional (Internal Assessment) marks.

Sessional marks (Internal Assessment) will be supplied by the VTC to HPTSB well in advance as per syllabus of the course.

5.12 Provisional Trade Certificate.

The VTC will award provisional certificate to all candidates strictly as per result supplied by the HPTSB. Proforma for Provisional certificate is enclosed as **Appendix – V**

5.13 Final Trade Certificate

Final certificate will be awarded by HP Takniki Shiksha Board.

5.14 The terms and conditions contained in this guidelines document are subject to change at any time by the State Govt. and can not be claimed as a matter of right.

**DIRECTORATE OF TECHNICAL EDUCATION,
VOCATIONAL & INDUSTRIAL TRAINING, HIMACHAL PRADESH, SUNDERNAGAR.**

(Guidelines for VTCs, Item No. 2.12 refer)

MIGRATION FORM

for the candidates undergoing training in VTCs running under SCVT.

Part – I (to be filled in by the candidate)

1. Name of candidate : _____
2. Father's name : _____
3. Name of course : _____
4. Name of VTC : _____
5. Date of admission in the course : _____
6. Registration No. (allotted by HPTSB) _____
7. Name of the VTC for which migration is sought: _____

8. Reason for migration (attach supporting documents) _____

Signature of candidate.

Part – II (to be filled in by the Head of the VTC where the candidate is under training).

1. Name of VTC: _____
2. Name of course: _____
3. Sanctioned intake : _____
4. Actual on roll strength : _____

It is certified that the information provided in Part –II is correct. There is no objection to the migration of Sh. / Smt. / Ms. _____
student of _____(name of course) to
_____ (name of VTC to which migration is sought).

Signature and stamp of the
Head of the Vocational Training Centre.

Contd.2.

Part – III (to be filled in by the Head of Vocational Training Centre to which the migration is sought)

1. Name of the Vocational Training Centre. _____
2. Name of the Course : _____
3. Sanctioned intake of the course : _____
4. Actual on roll students : _____

It is certified that the information provided above is correct. There is no objection to the migration of Sh. / Mrs. / Ms. _____ in the _____ (Name of course) from _____ (name of VTC from which migration is sought) to this VTC.

Signature & stamp of
Head of the Vocational Training Centre.

Forwarded in original to the Director, Technical Education, Vocational & Industrial Training, Himachal Pradesh, Sundernagar along-with bank draft for Rs. 300/- bearing No. _____ dated _____ drawn in favour of Director Technical Education payable at Sundernagar.

Signature & stamp of
Head of the Vocational Training Centre.

PROGRESS CARD
(for all courses)
(Guidelines item 2.25 refer)

Name of course : _____ Name of VTC _____

Roll No. : _____ Date of admission : _____

Qualification : _____ Date of leaving _____

Week No.	Exercise done during the week	Grading	Instructor's initial	remarks
1				
2				
3				
4				
5				
6				
7				
8				
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10				
11				
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14				
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34				

RECORD CARD OF EX- TRAINEES – FOLLOW UP

(Guidelines item 2.26 refer)

(The follow up record of each student has to be maintained by each VTC and should be shown at the time of inspection. This card will reflect the Employability / Popularity of the course).

1.	Name in full (block letters)	
2.	Father's name	
3.	Full postal address	
4.	Temporary address (if different from above)	
5.	Date of birth	
6.	Physical fitness	
7.	Trade and year of passing	
8.	Assessment in the Centre / Institute	
9.	Date of completion of training	
10.	Trade Certificate of HPTSB issued on	
11.	Pay drawn and scale of pay, if employed	
12.	If unemployed and registered at employment exchange.	
	(a) Name of employment exchange	
	(b) Registration No.	
	(c) Date of registration	
13.	Particulars of further career	

Signature
Principal / Placement officer

PROVISIONAL TRADE CERTIFICATE

(Guideline item 5.12 refer)

This is to certify that Sh. / Kumari _____
 son / daughter of Sh. _____ has completed the
 course of training at _____ (Name
 of Vocational Training Centre) and passed the prescribed trade test in the trade of _____
 _____ held in _____ under the aegis of State Council for Vocational Training,
 Himachal Pradesh, Sundernagar, Distt. Mandi H.P.)

Period of Training : _____

From _____ To _____

Character : _____

Date of birth as recorded in the matriculation Certificate : _____ (in figure)
 _____ (in words)

Details of marks

Srl. No.	Subject	Max. Marks	Marks obtained
Total			

Signature of certificate holder _____

Prepared by _____

Checked by _____

**Principal
(Office seal)**