



HARYANA SCHOOL SHIKSHA PARIYOJNA PARISHAD

(Regd. Under Societies Registration Act, 1860)

Shiksha Sadan, 3rd& 4th Floor, Sector-5, Panchkula-134109

Tel: 0172-2590505, 2586026(F) | E-mail: nsqfharyana2@gmail.com | Website: www.hsspp.in



Ref. No. *SS/IEC/NSQF/Internship/43134-44171*

Dated: *12/11/2019*

To

1. All District Project Coordinators, Samagra Shiksha, Haryana State
2. All Principal of 1001 Schools covered under CSS-VHSE in F.Y 2012-13 to 2017-18
3. All Vocational Training Providers engaged in CSS-VHSE, Haryana.

Subject: Guidelines and administrative cum financial approval for Internship for Higher Secondary Students (11th & 12th class) for the session 2019 - 20 in 1001 govt. schools covered under CSS-VHSE in F.Y 2012-13 to 2017-18.

The objective of Internship is to provide students with an opportunity to gain relevant skills and experience in the field of their vocational studies. It provides student's exposure to the 'world of work' and helps in smooth transition from 'school to work'. It gives the students a first-hand experience of working in a real-life work environment. Thus, providing an opportunity for students to:

1. Translate their acquired skills and theoretical knowledge from the classroom to practical experience in the professional ecosystem
2. Gain an understanding of specific trade and the various practices and protocols within the chosen industry
3. Develop transferable skills such as communication, networking and thus helping in personal development and boosting their future job prospects.

Internship Guidelines:

- a. Higher secondary students are required to undergo 100 hours (spread across 14 days) of Internships in an organization.
- b. It should be arranged preferably during the school vacations. Alternatively, it can be arranged before/after school hours based on mutual consent of students, organization/industry, vocational trainers, HoS and parents/local guardians.
- c. Internships should be arranged with organization/industry (micro, small, medium or large business enterprises) in the area related to student's trade and job role; located preferably in close proximity of the school.

Roles and Responsibilities of Head of School (HoS)

- a. Hands on Training in form of internships is a major requirement and milestone in the completion of a student's vocational education. Overall responsibility of all eligible students to complete their internship lies with the HoS.



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- HoS to extend complete support to VT, Coordinators, Vocational In-charge and SMC members for facilitation and monitoring of internship for the higher secondary students.
- HoS to provide dedicated time to VT for Employer visits. HoS to mark VT as 'On-Duty' in the attendance, when they go for Employer visits for internship facilitation and get status after Employer Visits on the same day.
- HoS to endorse and issue/sign appropriate documents to support and on-board employers for internship.
- HoS to ensure that students should carry their ID cards while going for internship and are dressed in school uniform.
- HoS, VTs, Coordinators, Program Coordinators, VTPs to monitor that adequate measures have been taken to ensure the safety and security of students during internship
- HoS to monitor the status and progress of internship by interacting periodically with students, VT, Coordinators and employers and review the student attendance sheet during visits.
- HoS to facilitate and ensure that conveyance money for internship is provided to vocational trainers on a timely basis.

Roles and Responsibilities of Vocational trainers and Coordinators

- It is the responsibility of the vocational trainers along with coordinators (both State and Technical Coordinators) to conduct and monitor internship for the higher secondary students by utilizing industry linkages.
- Industry data collection:** Vocational trainers (VTs) along with the Technical Coordinators would be responsible to take industry data of their districts from VTPs and onboard Employers for the Internship. They should brief the employers on guidelines of Internship, expected learning outcomes, documentation and monitoring requirements. They also need to ensure that student safety and security guidelines are followed by the employers.
- Letter of confirmation:** VTs should ensure that 'Letter of Confirmation for internship' (*Annexure 1 enclosed*) is duly signed by the Employer and HoS, before the commencement of internship. This process should be facilitated by VTP coordinator.
- VT, VTP Coordinators along with HoS, Vocational In-charge are responsible to orient students and their parents/local guardians about the Internship programme, its importance & benefits and overall requirements.
- Consent form:** VT should ensure that 'Consent Form for internship' (*Annexure 2 enclosed*) is duly filled and signed by student and parent / local guardian, before the commencement of internship
- Onboarding of employers:** VT, VTP Coordinators along with HoS, Vocational In-charge should facilitate smooth onboarding of students at the employer. They



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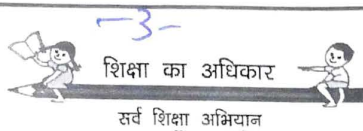
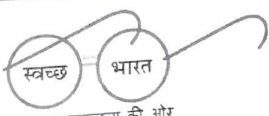
They should communicate to students that during internship students should maintain the following documents: -

- 'Student Attendance Sheet for internship' (*Annexure 3 enclosed*),
 - 'Student Daily Work Register' (*Annexure 4 enclosed*)
 - 'Internship Report' (*Annexure 5 enclosed*).
- g. **Attendance Sheet:** VTs and VTP Coordinators to regularly monitor the student's attendance sheet that is to be maintained by students during internship. VTs should ensure that students write details about their daily learning in the 'Daily Work Register' and prepare 'Internship Report' in the prescribed format, at the end of internship.
- h. **Vocational Teachers and VTP Coordinators** are responsible for the safety and security of students during internship. So, they have to monitor that adequate measures have been taken to ensure the safety and security of students during internship.
- i. **Data and reporting:** VTs should collect internship related data and report it to VTP Coordinators on a weekly basis, as per the prescribed data collection formats (*Annexure 6 enclosed*)
- j. **Certification:** VT, Coordinators & Program Coordinators (HSSPP), Technical Coordinator (by VTPs) to coordinate the provision of Internship completion certificates to students and seek feedback from employers on completion of internship.

Roles and Responsibilities of Coordinators and Program Coordinators (by HSSPP)

- a. Coordinator and Program Coordinator to ensure the following:
- a. Orientation of District Project Coordinator (DPC), APCs, Principals, Vocational Teachers, Employer and Students in their respective should be done as per timeline given below.
 - b. Minimum 100 Large or Micro, Medium and Small enterprises (MSME) Industries should be onboard in their respective district.
 - c. Submission the status regarding the employer onboarded in their respective district as per the timeline given below.
 - d. Oversee internships to monitor students on a regular basis and to ensure their safety, security, comfort and learnings of the students. They should perform regular visits to employers for monitoring of the programme. They are also supposed to ensure that VTP coordinators maintain the tracker sheet for monitoring purposes (*Annexure 6*).
 - e. Activities/Task should complete on time and submit the status of their progress to Computer Programmer (NSQF).

Roles and Responsibilities of Computer Programmer (NSQF)





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- Computer Programmer (NSQF) to develop the google drive (online excel sheets, forms etc.) to monitor the internship and share it with Coordinators and Program Coordinators.
- Follow up with Coordinators and Program Coordinators for activities as per timeline and submit the status to Program Manager (NSQF) on weekly basis.

Roles and Responsibilities of Vocational Training Providers (VTPs)

- Vocational Training Providers to ensure that enough employers are onboard to provide internship to all higher secondary students in schools allotted to them. Employer on-boarding for industry linkage will be considered as the performance parameter for the next year contract renewal and if sufficient are not on-board to provide internship then, Management cost for 3 months may be hold as industry linkage is major task of their agreement/bid.
- Submit the Report to Parishad at the end of Internship.

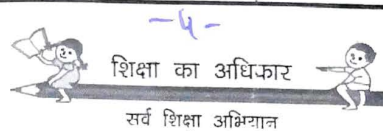
Budget Bifurcation: Following are the guidelines to utilize the funds for Internship of Higher Secondary Students approved under the head 166. Internship for Higher Secondary Students

Table 1:

S.no	Head	Unit Cost (in Rs.)	Physical	Total
1.	Marketing of internship to on-board employers and aware community (Flex, newspaper advertisement, brochure).	20000	22	440000
2.	Printed Daily Work Register for student	60	27580	1654800
3.	Internship Commute Expense for each student	1000	27580	27580000
4.	Printing of Internship Certificates for Students	30	27580	827400
5.	Felicitation of Students at district level and inviting employers	20000	22	440000
	Total			30942200

District Wise Budget Bifurcation

Table 2:





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S.no	Districts	No. of School	Target No. of Students per district	Student Commute Expense @Rs. 1000	Marketing @Rs. 20,000 per district	Daily Register Printing Fund @Rs. 20,000	Printing of Certificate @Rs. 30 per students	Felicitation at the end of the meeting @Rs. 20,000 per district	Total Fund required per district
A	B	C	D	E	F	G	H	I	J= E+F+G+H+I
1	AMBALA	59	1593	1593000	20000	95580	47790	20000	1776370
2	BHIWANI	52	1456	1456000	20000	87360	43680	20000	1627040
3	CHARKI DADRI	11	308	308000	20000	18480	9240	20000	375720
4	FARIDABAD	37	1036	1036000	20000	62160	31080	20000	1169240
5	FATEHABAD	42	1176	1176000	20000	70560	35280	20000	1321840
6	GURUGRAM	49	1372	1372000	20000	82320	41160	20000	1535480
7	HISAR	63	1764	1764000	20000	105840	52920	20000	1962760
8	JHAJJAR	27	756	756000	20000	45360	22680	20000	864040
9	JIND	59	1652	1652000	20000	99120	49560	20000	1840680
10	KAITHAL	68	1836	1836000	20000	110160	55080	20000	2041240
11	KARNAL	70	1890	1890000	20000	113400	56700	20000	2100100
12	KURUKS HETRA	50	1400	1400000	20000	84000	42000	20000	1566000
13	MAHENDRA GARH	31	868	868000	20000	52080	26040	20000	986120
14	MEWAT	38	1064	1064000	20000	63840	31920	20000	1199760
15	PALWAL	42	1134	1134000	20000	68040	34020	20000	1276060
16	PANCHKULA	27	756	756000	20000	45360	22680	20000	864040
17	PANIPAT	44	1232	1232000	20000	73920	36960	20000	1382880
18	REWARI	40	1080	1080000	20000	64800	32400	20000	1217200
19	ROHTAK	38	1064	1064000	20000	63840	31920	20000	1199760
20	SIRSA	62	1612	1612000	20000	96720	48360	20000	1797080
21	SONIPAT	47	1316	1316000	20000	78960	39480	20000	1474440
22	YAMUNA NAGAR	45	1215	1215000	20000	72900	36450	20000	1364350
	Total	1001	27580	27580000	440000	1654800	827400	440000	30942200



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Following are the guidelines for reimbursement process of Internship facilitation:

DPCs will transfer the Internship Commute Expense i.e Rs.1000/- per student directly into the Aadhaar linked bank account of the students undergoing internship on submission of 'Letter of completion for Internship' (annexure 7 enclosed) and 'Student Attendance Sheet for Internship' (annexure 3 enclosed) after completion of 100 hours of Internship duly signed by Vocational Teacher/Trainer, Employer and Principal.

Timeline - Table 3

S.no	Activity/Task	Dates	Responsibilities	Remarks
1.	Orientation of Principals	18-12-2019	Coordinators & Program coordinators (HSSPP)	Submit the attendance of Principals upto 20-12-2019
2.	Employer Survey and On-boarding	12-12-2019 to 25-12-2019	Vocational Teachers and Coordinators (VTPs)	VT and VTPs to update the data on weekly basis on the link. (provided through e-mail)
3.	Student Orientation	13-12-2019 to 30-12-2019	Vocational Teachers and Coordinators (HSSPP & VTPs)	Submit the attendance of students on daily basis school wise.
4.	Student started internship	25-12-2019 till 31-03-2019	Principal, Vocational Teachers and Coordinators	Before commencement of Internship, submission of required data of students should be uploaded on the drive (provided through e-mail).

Place: Chandigarh

Dated:

Dr. Mahavir Singh, IAS

Principal Secretary School Education, Haryana

Endst. No. 44172-44231

Dated: 12/12/2019

A copy of the above is forwarded to the followings for further information necessary action: -

1. All Deputy Commissioner of Districts, Haryana State for information and instruct industry department in the district to provide support in on-boarding of industries for schools.
2. All District Education Officers in Haryana State for information and instructing Principals to conduct internship in the spirit of the letter and expense to be booked under 166. Internship for Higher secondary students budget head of Vocational Education.
3. All District Project Coordinators in Haryana State for information and further necessary action and monitoring internship in their respective district. Further to ensure the safety and security of students while on internships.



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4. All the VTPs to ensure that enough employers are onboard to provide internship to higher secondary students in schools allotted to them. Employer on-boarding will be considered as the performance parameter for the next year contract renewal and if enough employer on-boarding is not done to provide internship then Management cost for 3 months may be put hold as industry linkage is major task of their agreement/bid.
5. Coordinators and Program Coordinators for information and further ensure the internship of students is conducting on time with safety and security of students.
6. *Programmer, NSQF for information and further necessary action.*

12/12/19
Joint Director (PM)
For State Project Director
HSSPP, Panchkula

CC:

- 1) PS/PSSE for information of W/PS(SE)
- 2) AM/SPD for information of W/SPD

