



# HARYANA SCHOOL SHIKSHA PARIYOJNA PARISHAD

(Regd. Under Societies Registration Act, 1860)

Shiksha Sadan, 3<sup>rd</sup> & 4<sup>th</sup> Floor, Sector-5, Panchkula-134109

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



Ref no. SS/NSQF/GL/5/IEC/ -175298-18598.

Dated: 08-08-2019

To

All Principals of 1051 schools covered under NSQF,  
Samagra Shiksha, Haryana

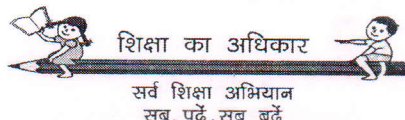
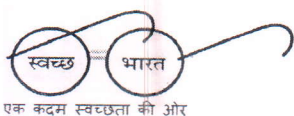
**Subject:** Guidelines and administrative cum financial approval to conduct Guest Lecture in the session 2019-20 in 1051 govt. schools covered under CSS VHSE.

Guest Lecture is essential and integral part for the transaction of the course curriculum and are pre-requisites for the success of the scheme. Guest lecture is to fill the gap between the knowledge which the students have and what is required in the curriculum of the specific trade to bridge the industry gap.

### Procedure for selection of Resource Persons for Guest Lecture(GL): -

In this context, selection of Resource Persons for the Guest Lectures becomes an important task. To ensure the quality of resource person for Guest Lecture and providing quality skill education, procedure to be adopted for selection of guest lecture is as follows:

1. For the academic year 2019-20, Vocational Teachers should shortlist 10 Guest Lecturers (Resource Persons) and submit the list of 5 guest lecturers of their respective skill after recommendation of Principals of school to Parishad through Google form.
2. Vocational Teachers should strictly follow the format for submitting the names of the shortlisted resource persons (at Annexure I).
3. Vocational trainers should pay due consideration to the following factors before shortlisting the names:
  - a. Resource person has achieved some place in his life which can encourage students.
  - b. While deciding the resource persons' eligibility, experience of the person should be given more weightage than their qualification.
  - c. Considering female resource person is important while identifying guest lecturer.
  - d. If any parent of student is working in respective trades can also be considered as Guest lecturer.
  - e. The desirable competencies for a GL are as follows-
    - Knowledge of the respective skill
    - Good communication,
    - Good facilitation skill,
    - Good orator,





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- Ability to connect with students and motivate them.

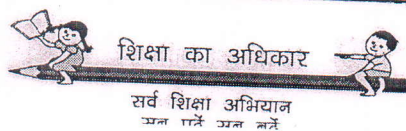
4. After receiving the recommendations from District, Coordinators will compile the recommendations of their respective districts (provided by concerned VTs) and shortlist the resource person from recommendation based on experience, qualification in relevant skill and further create a district-wise pool to share with School Principals and VTs, for reference.

## Guidelines for organising Guest Lecture at School Level: -

1. One Guest lecture is to be organized for each level (L-I, II, III & IV) per month by inviting skilled, semiskilled rural artisans and crafts persons, concerned Industry expert/Resource Person in the schools and to be paid an honorarium @ 1000/- inclusive of all per hour for maximum duration of 2 hours.
2. The VTP in the skill concerned will also have a liaison with the Industry and facilitate the process of Guest lecture and also create guest lecture's expert list and provide it to Parishad in the starting of Academic Session.
3. Guest Lecture will be approved by concerned school Principal and it will be the duty of School Principal/Vocational Teacher to have a close liaison with Industry experts and invite them for Guest Lecture. Conducting Guest Lecture on monthly basis will be responsibility of Vocational Teacher with support of Principal. Format for approval of guest lecture from Principal is at Annexure II.
4. Honorarium to Guest lecturer to be paid within 7 days of Guest lecture, to conduct above-mentioned activities on monthly basis and send monthly Utilization certificate to DPC or HSSPP.
5. Proper record of the expert invited, payment made (through RTGS only), topics covered have to be maintained by the Principal and expenditure is to be reflected accordingly in the monthly expenditure statement.

## The Following is to be ensured while organizing by Vocational Teacher and Principal:

- a. A Guest Lecturer should be a Practitioner from the relevant Field
- b. A letter from the Head of the school requesting for Guest Lecture to be sent to the person concerned giving the details about what is expected from the Guest lecture, objective of the lecture, honorarium, time and venue.
- c. Students should be briefed about the Guest Lecture Topic, Date and Time in advance to ensure 100% attendance on the day.
- d. Ensure to invite different experts for each session, and same expert/resource should not take more than 3 Guest Lectures in a school.





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- e. Feedback from the Students as well as the Guest lecturers is to be obtained and documented.
- f. After the Guest Lecture, reflection session by the students' needs to be conducted to fill the gaps, if any.
- g. A detailed Guest Lecture report as per the format with the Photograph is to be sent to the Parishad by 30<sup>th</sup> or 31<sup>st</sup> of each month through google drive. Format for Guest lecture report is attached at Annexure III.

## Roles & Responsibilities of Coordinators and Program Coordinators: -

1. Collecting, uploading and submitting status/information related to Guest lecture of districts will be responsibility of all Coordinators and Program Coordinators allocated to them.
2. This will be responsibility of all Coordinators and Program Coordinators to collect the monthly Guest Lecture Report from Vocational Teachers of their respective district.
3. All Coordinators and Program Coordinators will upload the collected & compiled reports on google drive\* and put up the status of guest lecture of their respective districts by 31<sup>st</sup> of each month.

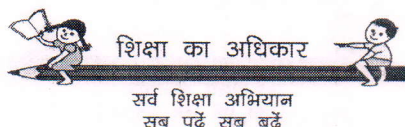
## Monitoring of Guest Lecture: -

Activity will be closely monitored by Computer Programmer NSQF and following are the role and responsibilities:

1. Create google drive and further share with coordinators and program coordinators to collect the recommendation of resource persons for guest lecture from Vocational Teachers.
2. Create a google drive to monitor the submission of guest lecture reports by Vocational Teachers, Coordinators and Program coordinators as per the timeline of activity mentioned above.
3. Regular e-mail the progress of information or report to coordinators and program coordinators regarding timely submission of information and reports related to the activity.

## District-wise Budgetary Bifurcation: -

District wise budget bifurcation for organizing 10 Guest Lecture per level @Rs. 1000 per Guest Lecture upto 31.03.20 in 1051 Govt. Schools covered under CSS-VHSE is below and school wise budget is placed at Annexure IV:-





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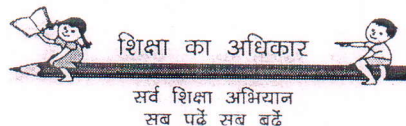
Table 1:

| S.no | Districts          | Number of Schools in District | Fund proposed to organize 10 Guest Lectures upto 31-03-2020 in Rs. @ Rs. 1000 per guest lecture per level per skill. |
|------|--------------------|-------------------------------|--|
| 1    | Ambala             | 59                            | 4720000  |
| 2    | Bhiwani            | 54                            | 4180000  |
| 3    | Charki dadri       | 11                            | 880000   |
| 4    | Faridabad          | 41                            | 3080000  |
| 5    | Fatehabad          | 43                            | 3400000  |
| 6    | Gurugram           | 56                            | 4200000  |
| 7    | Hisar              | 68                            | 5220000  |
| 8    | Jhajjar            | 27                            | 2160000  |
| 9    | Jind               | 60                            | 4740000  |
| 10   | Kaithal            | 69                            | 5460000  |
| 11   | Karnal             | 74                            | 5720000  |
| 12   | Kurukshetra        | 51                            | 4020000  |
| 13   | Mahendragarh       | 32                            | 2520000  |
| 14   | Mewat              | 43                            | 3240000  |
| 15   | Palwal             | 44                            | 3440000  |
| 16   | Panchkula          | 28                            | 2200000  |
| 17   | Panipat            | 47                            | 3640000  |
| 18   | Rewari             | 40                            | 3200000  |
| 19   | Rohtak             | 39                            | 3080000  |
| 20   | Sirsa              | 66                            | 5120000  |
| 21   | Sonipat            | 48                            | 3800000  |
| 22   | Yamunanagar        | 51                            | 3840000  |
|      | <b>Grand Total</b> | <b>1051</b>                   | <b>81860000</b>  |

All DPCs are directed to book the expenditure under the Budget head 166.b Financial Support for Resource Person (Existing) of Vocational Educational.

Dated: 05-08-2019

Dr. Mahavir Singh, IAS  
Principal Secretary,  
School Education, Haryana





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Endst: ~~18598-34/55~~ 18599-18637

Dated: 08-08-2019

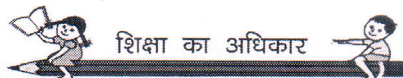
A copy of above letter is forwarded to the following for information and further necessary action.

1. Controller (Finance and Accounts) is requested to release the funds to DPCs of all district of Haryana at the earliest.
2. To all DPCs to release the funds to schools in their respective district within 2 working days on receiving the funds from Parishad. (22)
3. To all Coordinators, Program Coordinators and Computer Programmer (NSQF) for information and further necessary action. (14)

*Savitri Sihag*  
Savitri Sihag  
Joint Director (PM)  
for Principal Secretary (SE)  
HSSPP, Panchkula  
*Ac*

CC: A copy of above letter is forwarded to the following for information

1. PA/PS (SE) for the information of W/PS (SE).
2. AM/WPD for the information of W/SPD.



सर्व शिक्षा अभियान  
सब पढ़ें सब बढ़ें





**Guest Lecture Approval Format**

| Sr. No | Particular   | Description |
|--------|--|-------------|
| 1.     | School Name & Code   |             |
| 2.     | Principal Name & Contact Number                                    |             |
| 3.     | Date   |             |
| 4.     | District   |             |
| 5.     | Skill  |             |
| 6.     | Purpose  |             |
| 7.     | Class  |             |
| 8.     | Topics to be covered during Guest Lecture                          |             |
| 9.     | Scope of work/Learning   |             |
| 10.    | Total Number of Guest Lecture conducted till date (Excluding this) |             |
| 11.    | Total No. of Students  |             |
| 12.    | Name of Guest Lecturer with Contact Number/Designation             |             |
| 13.    | Qualification of the Guest Lecturer with Experience                |             |
| 14.    | Total duration and Expenditure                                     |             |

**Remarks: All the Above Mentioned information is true and according to the norms shared by the Department.**

Signature of VT

Signature & Stamp of School Principal

## Guest Lecture Report Format

| Sr. No | Particular  | Description |
|--------|---|-------------|
| 1.     | School Name & Code  |             |
| 2.     | Principal Name & Contact Number                                       |             |
| 3.     | Date  |             |
| 4.     | District  |             |
| 5.     | Skill   |             |
| 6.     | Purpose   |             |
| 7.     | Class   |             |
| 8.     | Topics to be covered during Guest Lecture                             |             |
| 9.     | Brief description of topic covered during Guest Lecture (10-15 lines) |             |
| 10.    | Total No. of Students   |             |
| 11.    | Students Feedback for Resource Person                                 |             |
| 12.    | Resource person suggestion regarding students                         |             |
| 13.    | Name of Guest Lecturer with Contact Number/Designation                |             |
| 14.    | Qualification of the Guest Lecturer with Experience                   |             |
| 15.    | Total duration  |             |

**Remarks: All the Above-Mentioned information is true and according to the norms shared by the Parishad.**

Signature of VT

Signature & Stamp of School Principal