



# 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](http://www.hsspp.in)



Ref no. SS/NSQF/IEC/IV/5/-18681-19734

Dated: 08-08-2019

To

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

**Subject: Guidelines cum administrative and financial approval to conduct Industry Visit in the session 2019 - 20 in 1051 Govt. Schools covered under CSS VHSE**

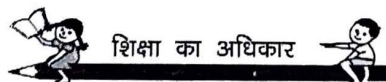
Industry Visits are essential and integral part for the transaction of the course curriculum and are pre-requisites for the success of the scheme. Further, under the scheme the emphasis is on overall development of skills of the students and they are required to undergo industry visit.

**Guidelines for organising Industry Visit at School Level: -**

1. Two Industrial Visits are to be organized for each level (L-I, II, III & IV) per year.
2. Timelines:  
1st Industrial visit in month of August.  
2nd Industrial Visit in December.
3. Principal is authorized to incur expenditure up to Rs. 4,000/- per visit.
4. The students may be sent to a local industry for a visit where the various aspects of the industry and the skills required to run/ work in the industry would be explained to the students.
5. The Industry visit should be planned according to the syllabus and the lesson plans by the teacher so that the students can relate their learning's with the ground realities.
6. Vocational Teacher must visit the Organization prior to the actual visit of the students.
7. School Principal along with the Vocational Teacher must inform about the Industry visit a week in advance to the students and discuss in detail the purpose and the place of visit so that the parents of the students be informed in advance and be taken into confidence, consent obtained in writing by laying emphasis that such visits are essential part of course and are to the benefit of their children.
8. Safety of the students is the responsibility of Vocational Teacher and School Principal. In Case of Girl students, a female regular teacher (selected by School Principals) from the school should accompany the students during the time of visit alongwith the Vocational Teachers.
9. School Principals are advised to take the students during the non-peak business/ study hours and also take care of School time table. It is also to be ensured that the staff at the organization to be visited spends time with the students.
10. Feedback from the Students after industry visit is to be obtained and documented for each student as per format at Annexure I.



एक कदम स्वच्छता की ओर



सर्व शिक्षा अभियान  
सब पढ़ें सब बढ़ें





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11. It will be the duty of Technical Coordinator, Department Coordinator and Vocational Teacher to have close liaison with the Industry and to plan such visits. Once a contact is established with the Industry relevant to the subject being taught, the Technical Coordinator and Department Coordinator along with Vocational Teacher would plan visit to such industry in consultation with the Head of the school.
12. In the first place Govt. transport is to be hired. In case of non-availability, the school head will take three quotations from private registered operators and would match it with the Govt. transport rate. It should in no case be higher than the Govt. Transport rate and the lowest quoted rates be processed.
13. Proper bills/vouchers, attendance record must be maintained about the industry visit.
14. Attendance signed & stamped by the Organization where Industrial visit is planned is to be taken.

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

1. Collecting, uploading and submitting status/information related to Industry Visit 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 Industry Visit 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 the month in which Industry Visit is organized.

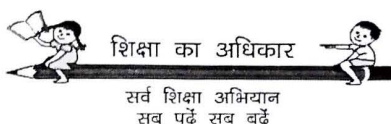
## Monitoring of Industry Visit: -

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

1. Create a google drive to monitor the submission of industry visit reports by Vocational Teachers, Coordinators and Program coordinators as per the timeline of activity mentioned above.
2. 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 2 Industry Visit per level @ Rs.4000/- per industry visit per level (i.e Rs 8000/- per level for one academic year) upto 31-03-2020 in 1051 Govt. Schools covered under CSS-VHSE is below and school wise budget is placed at Annexure II.





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Table 1:

S.no	Districts	Number of Schools in District	No. of visit per level in one academic year	Fund proposed to conduct 2 Industry Visit upto 31-03-2020 in Rs. @ Rs. 4000 per Industry Visit per level per skill (i.e Rs 8000/- per level for one academic year)
1	AMBALA	59	2	3776000
2	BHIWANI	54	2	3344000
3	CHARKI DADRI	11	2	704000
4	FARIDABAD	41	2	2464000
5	FATEHABAD	43	2	2720000
6	GURUGRAM	56	2	3360000
7	HISAR	68	2	4176000
8	JHAJJAR	27	2	1728000
9	JIND	60	2	3792000
10	KAITHAL	69	2	4368000
11	KARNAL	74	2	4576000
12	KURUKSHETRA	51	2	3216000
13	MAHENDRAGARH	32	2	2016000
14	MEWAT	43	2	2592000
15	PALWAL	44	2	2752000
16	PANCHKULA	28	2	1760000
17	PANIPAT	47	2	2912000
18	REWARI	40	2	2560000
19	ROHTAK	39	2	2464000
20	SIRSA	66	2	4096000
21	SONIPAT	48	2	3040000
22	YAMUNANAGAR	51	2	3072000
	<b>Grand Total</b>	<b>1051</b>		<b>65488000</b>

All DPCs are directed to book the expenditure under the Budget head 166.d Cost of Providing Hands Training Students (Existing) of Vocational Educational.

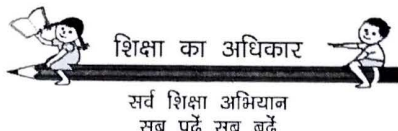
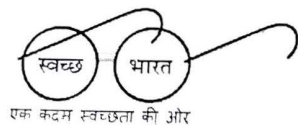
Dated: 05-08-2019

Endst: 19732-19770

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

Dated: 08-08-2019

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





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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 and to book the expenditure under 166.d Cost of Providing Hands Training Students (Existing) budget head of Vocational Education. (32)
3. To all Coordinators, Program Coordinators and Computer Programmer (NSQF) for information and further necessary action. (14)

4/4  
9/5/19

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

ta

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.

4/4  
9/5/19

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

ta

# Student Feedback Form

Q1. Was the Industrial Visit related to the skill you are studying?

Yes/No

Q2. Was the industrial Visit related to your course/curriculum?

Yes/No

If Yes, explain how it is related to course/curriculum

If No, explain

Q3. How was your experience at the INDUSTRIAL VISIT?

Exceptional, Very Good, Good, Average, Below Average

Q4. Write your overall experience of the visit?

Q5. Was the industrial visit co-ordinator co-operative with you?

Yes, No, Somewhat

Q6. Did the industrial visit was as per your expectations?

Yes, No, Somewhat

Q7. If "No" is the answer to the previous questions, what expectation of yours we couldn't met, describe in few words.

Q8. Would you like to be a part of such industrial visits in the future?

Yes, No, Maybe

Q9. Kindly describe the knowledge you gained from the visit in few words.

Q10. Which part of the visit you disliked, describe in few words?

Q11. Were you satisfied with the type of service you received in the whole tour of industrial visit?

Very much satisfied

Not much satisfied

Would not like to comment

Q12. Any suggestions that you would like to give us to improve our services.

# Industry Visit Format

1.	School Name & Code	
2.	Principal Name & Contact Number	
3.	District	
4.	Skill	
5.	Purpose	
6.	Class	
7.	Date of Field visit	
8.	Topics to be covered during field visit	
9.	Scope of work/Learning	
10.	Total No. of Students	
11.	Distance from School	
12.	Name of Organization/Stadium/Other	
13.	Certificate to be issues to the students for having undergone the training by the organization. If no, the reason thereof	
14.	Mention which field visit is this- 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup>	
15.	Curriculum covered till date	
16.	Total Expenditure	

**Q1. Whether any relevant technical literature/knowledge is obtained from the Industry?**

**Q2. Was the opportunity given to students to work on real time problem or practical problem?**

**Q3. Kindly describe the knowledge students gained from the visit in 10-15 lines.**

**Q4. Describe how visit is related to course/curriculum**

**Q5. Describe the various component students have visited during industry visit**

### Industry Visit Approval Format

Sr. No	Particular	Description
1.	School Name & Code	
2.	Principal Name & Contact Number	
3.	District	
4.	Skill	
5.	Purpose	
6.	Class	
7.	Date of Field visit	
8.	Topics to be covered during field visit	
9.	Scope of work/Learning	
10.	Total No. of Students	
11.	Distance from School	
12.	Name of Organization/Stadium/Other	
13.	Certificate to be issues to the students for having undergone the training by the organization. If no, the reason thereof	
14.	Name of Manager & Contact Number (Where the students are going for field visit)	
15.	Mode of Transportation	
16.	Mention which field visit is this- 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup>	
17.	Curriculum covered till date	
18.	Total Expenditure	
19.	Expenditure breakup	

**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