

Directorate of School Education

Proceedings of the Director of School Education, Chennai - 600006.

RC. No. 50510/PD2/S2/2021 dated 13.09.2023

Sub: School Education Department- Vocational Education-Revamped
Vocational Education- Mode of Implementation for the AY 2023-24
-Internships for class 12- reg

Ref: 1. G.O (Ms) No: 173 School Education (SE7(1)) Department
dated: 13.12.2021
2. G.O(Ms) No: 125 School Education (SE7(1)) Department
dated:15.07.2022

As per G.O.(Ms)No: 173 dated 13.12.2021 & G.O(Ms) No: 125 dated 15.07.2022, orders were issued towards revamping the curriculum of Vocational Education in Higher Secondary schools. The objective of revamping the syllabus is to update the Syllabus with the Industry aligned contents so that the Employability of the students can be enhanced. In coordination with TNSDC, the two specific job roles (One for Class XI & the other for Class XII) prescribed by TNSDC is been incorporated in the revamped 8 VE Subjects so that each student in Vocational Education after the successful completion of the course will be getting two value added skill certificate recognised by TNSDC. The two Job roles which are prescribed by TNSDC for Class XI & XII for the Eight Revamped VE Subjects are as follows,

| S. No | VE Subject | Job Role for Class XI | Job Role for Class XII |
|--------------|------------------------------|--|-------------------------------|
| 1 | Accountancy & Auditing | Domestic Data Entry Operator | Tally - ERP 9 |
| 2 | Agriculture Science | Gardener | Organic Grower |
| 3 | Basic Electrical Engineering | Field Technician - Other Home appliances | Wireman Control Panel |

| | | | |
|---|-----------------------------------|--|--|
| 4 | Basic Electronics Engineering | Assistant Installation - Computing & Peripherals | Field Technician - Computing & Peripherals |
| 5 | Basic Mechanical Engineering | Draughtsman - Mechanical | Fitter - Fabrication |
| 6 | Office Management & Secretaryship | Domestic Data Entry operator | Secretary |
| 7 | Nursing | General Duty Assistant (TNSDC) | Home Health Aide (TNSDC) |
| 8 | Textiles & Dress Designing | Sewing Machine operator | Assistant Fashion Designer |

1. As per the revamped Vocational Education, in order to enhance the Hands on Training for Students - Industry aligned Vocational Laboratory will be established in the upcoming days through the tender process. Once the Laboratory is established, it needs to be maintained with Stock Registers, Tool Inventory register etc.
2. Thereby, ensuring the implementation of below mentioned activities will be conducted academic year 2023 -24 in Periodical manner as per the State Proceeding. The fund disbursement for the below mentioned activities will be planned and detailed guidelines will be shared by Samagra Shiksha.

| Sl. No | Name of the Activity | Timeline |
|--------|----------------------|---|
| 1 | Guest Lectures | Every Quarter |
| 2 | Industrial Visit | Every Quarter |
| 3 | Internships | Class 12- In October (03.10.2023 to 20.10.2023) |

| | | |
|---|---|---|
| | | Class 11- In November (06.11.2023 to 23.11.2023) |
| 4 | HM Orientation | In the month of October Cluster 1- 13.10.2023 Cluster 2- 17.10.2023 Cluster 3- 20.10.2023 Cluster 4- 27.10.2023 |
| 6 | Skill Competition, Subject Specific Day Celebrations and Vertical Mobility Drives | As per State proceedings for the specific activity |

In this regard, for the academic Year 2023 -24 with respect to the previously mentioned industry exposure activities, it is planned to conduct internships for all current **Class 12 Vocational students** enrolled in vocational education stream (all **12 subjects**) for a **minimum of 80 hours per student from 03.10.2023 to 20.10.2023**. Internships should be arranged with **Employer (Internship Provider)/ Industry** (micro, small, medium or large business enterprises or local enterprises) in the field related to the student's subject/jobrole and located preferably in close proximity to the school. **Before the commencement of Internships**, schools will be provided with funds to arrange travel facilities to the internship location and upon successful completion of the internship the students will receive a **stipend as DBT** and **dual certification** from the Directorate of School Education and the Employer.

In this regard, all the Chief Educational Officers are advised to undertake the necessary preparatory work to engage students in the industry for the 80 hours of Internship for Class XII students by **25th September 2023 in the format given as Annexure 1**.

Objectives for the Internship are as follows:

- Translate their acquired skills and theoretical knowledge from the classroom to practical experience in the professional ecosystem.
- Gain an understanding of specific trade and the various practices and protocols within the chosen industry.

- Develop transferable skills such as communication, networking and thus helping in personal development and boosting their future job prospects.

1. Guidelines for District:

1. To carry out the internship activity in progressive manner, **a district level committee shall be formed with PA HSS to CEO, District Education officer(Sec), Additional Project Officer(APO), District Coordinator (DC), nominated Vocational Teacher/Trainer** within the District so that the basic guidelines on Internship and the Monitoring aspects are discussed and planned.
2. Support Vocational Schools (Teacher/trainer) in employer onboarding.
3. To facilitate the process of issuing any letter to be issued by the District Education Officer regarding Internship as per the requirement of the employer.
4. To ensure that an individual student is taking the 80 Hrs of Internship in one designated Industry.
5. During the Internship days, PA HSS to CEO, District Education officer, Additional Project Officer(APO), District coordinator (DC) shall visit the Internship Training venue and monitor students to ensure their safety, security, comfort and learning from Internship.
6. To interact with the employer engaged in Internship to understand their concern to facilitate quality Internship. Ensure the necessary documents are maintained by the student during the Internship.
7. **A detailed report on the Internship along with sufficient photos & video links can be submitted to the Directorate of School Education through mail at jdvocational@gmail.com and rmsatnve@gmail.com.**
8. After the successful completion of the Internship Training, in coordination with the Vocational Teacher & Vocational Trainer - the necessary action points can be taken from the District so that each student is getting the certificate from the respective Industries/Employer.
9. After the completion of the Internship program, the Utilisation Certificate for the funds released to schools for the Transportation cost should be collected from the school.

An online orientation meeting will be conducted by the State to discuss the guidelines for organising Internships. In this regard, Head Master (HM), Vocational Teacher and Vocational Trainer, i.e. **3 Representatives from every school** are requested to join the call as per the schedule shared by the State as **Annexure 2**. Post the completion of the Orientation meeting, **a detailed SOP for Internships** (document with complete guidelines and formats) will be sent to all the schools through Chief Educational Officers. Thereby the necessary pre-works and action points as per the SOP needs to be completed for Internship.

2. Guidelines for Head Master (HM):

1. Overall responsibility of all students to complete their internship lies with the HM
2. Internship needs to be facilitated with consent from parents/ guardians and support from Head Master, Vocational Teacher/ Vocational Trainers (VTs) and subject specific micro/small/medium Employers in their community. HM may organise PTMs, SMC meetings to mobilise the parents and students to pursue the internship.
3. The HMs are requested to do a preliminary interaction with the teachers and students regarding this opportunity and make sure that all the students in the Vocational Streams are enrolled for Internship in their schools.
4. Internship needs to be closely monitored and evaluated by Vocational Teachers/ Trainers and Vocational Coordinators with the support and under supervision of the respective HM. To ensure **quality internship, the HM will sporadically check by calling and visiting 10% of the student, employer, and internship location.**
5. HMs **to endorse and sign appropriate documents to support and for on-boarding Employers / Organisations/ Industry Partners.** HM should ensure that an optimum number of employers are on board as per the strength of students. Batch of students should be in such a way that employers/ instructors can engage all the students and overcrowding should not happen and ensure quality internships.
6. HM to **ensure and verify the bank account of student and share with the district** and in case student does not have any bank account HM to ensure that student should open his/her bank account and share.
7. HM to ensure that **students carry their ID cards** while going for Internships and are dressed in proper **school uniform.**
8. HM to ensure that adequate measures have been taken to **ensure the safety and security of students while commuting** and at the workplace.

9. HM to organise an **internship celebration ceremony** at school after completion of internship.
10. HM to ensure that **students receive certificates after successful completion** of Internship.
11. HM needs to facilitate the student by providing stationery, forms and basic raw materials to initiate the internship activity.

3. Roles and Responsibilities of Vocational Teachers/Trainers:

1. It is the responsibility of the Vocational Teacher/Trainer **to organise and monitor Internship** for the Class XI and XII students.
2. Invite employers for interaction with students before the commencement of internship and showcase the practical work.
3. **Orient the HM concerned and stakeholders** regarding guidelines and facilitation of Internships.
4. Teachers/Trainer and/with the support of Vocational Coordinator (VC) are **responsible to search, and onboard Organization/ Industry for Internship**. They should brief Employers / Organizations/ Industry Partners on guidelines of Internships, expected learning outcomes, documentation and monitoring requirements. They should ensure that students' safety & security guidelines are followed by the Employer / Organisations/ Industry Partners.
5. Teachers/Trainer along with HM are responsible to orient students and their parents / local guardians about the Internship programme, its importance & benefits and overall requirements. It should be ensured that '**Consent Form for Internship**' is duly filled and signed by the student and parent / local guardian, before the commencement of Internship.
6. Vocational Teacher/ Trainer should create a WhatsApp group of Parents to share ongoing activities & pictures of Internships with them.
7. Should ensure that '**Consent Letter from Employers**' is duly signed by the Employer / Organization/ Industry Partner and HM, before the commencement of Internship and all records are maintained in order and kept at School.
8. Vocational Teacher/ Trainer along with HM should **brief students on overall guidelines of Internships, expected learning outcomes and safety and security norms**. They should communicate to students about the documents that

need to be maintained, namely '**Internship Booklet**' which covers 'Student Attendance Sheet for Internship', 'Student Daily Diary' and 'Internship Report'.

9. Vocational Teacher/ Trainer needs to compile the **student's bank account details and Aadhaar** details in EMIS for the DBT.
10. Teachers/Trainer along with HM should monitor students on a regular basis to ensure their safety, security, comfort and learning.
11. Teachers/Trainer **has to ensure that students update their attendance, daily learnings, feedback in Internship Booklet and prepare 'Internship Report' in the prescribed format after the completion of Internship.**
12. Teachers/Trainer should collect Internship related data and report it to the State in the prescribed formats before starting the Internship and after the completion of Internship.
13. Teachers/Trainer to coordinate and seek feedback from Employer/ Industry after the completion of Internship.
14. HM, Teachers/Trainer need to ensure printing of Internship certificates shared by the State.
15. Teachers/Trainer to organise an Internship certification ceremony in the school premises and invite employer, parent and SMC member as a guest.

4. Documents / Records to be maintained by Vocational Teacher/Trainer:

| Sl.No. | Document | Description | Timeline & Frequency | Maintained by |
|---------------|---------------------------|--|---------------------------------|---|
| 1. | Employer Mapping | Necessary details of Employer mapped with the students | Pre Internship – Once | Vocational Teacher/ Trainer |
| 2. | Consent Form | Student & Parent consent to undergo Internship | Pre-Internship – Once | Vocational Teacher/ Trainer |
| 3. | Internship Booklet | Maintenance working days & hours of Internship | During Internship – Daily | Student and Vocational Teacher/ Trainer |
| 4. | Student Internship Report | Overall documentation of Internship experience | Post Internship – Once | Student |

| | | | | |
|----|----------------------------|--|------------------------|-----------------------------|
| 5. | Overall Internship Report | Overall documentation of Internship conducted in the school | Post Internship – Once | Vocational Teacher/ Trainer |
| 6. | Case Studies and Feedbacks | Feedbacks from all stakeholders (Student/Parent/Employer /Teacher/HM etc) and selected stories of exceptionally performed students | Post Internship – Once | Vocational Teacher/ Trainer |

All documents/records are to be maintained in order and kept at School for future verification and review/inspection.

5. Major Quality Parameters for Internship need to be adhered while planning & facilitating Internships:

- A minimum of 80 hours of internship is completed by each student. At least a **minimum of 4-6 hours of a working day is spent at the Internship workplace.**
- Internship Booklet is to be duly documented and maintained by student & V. Teacher/Trainer.
- Student to be engaged **in hands on activities and optimum practical experience** to be ensured during Internship by VTs
- Student Employer Ratio needs to be maintained as 5:1
- Continuously monitor, handhold and support students undergoing Internships by HM/VT/VCS on ground
- Continuous interaction with Employers engaged in Internships to understand their concerns by HM/VT/VCS to facilitate quality Internships
- All necessary safety measures to be taken care of by students & employers during Internship.
- Regular sharing of Internship updates by V.Teacher/Trainers to HM and Parents.

These are standing instructions and will remain applicable in every academic year unless otherwise modified. With respect to the **above cited guidelines for District/School, all**

the Chief Educational Officers are requested to carry out the necessary activities for completing the internship without any complaints.

Encl: Annexure 1: Employer Mapping Format

Annexure 2: Schedule of Online Internship Meeting by the State


For Director of School Education
13/9/23

To,

Chief Education Officer (CEO), All districts.

Copy to

State Project Director,

Samagra Shiksha

Annexure 2: Schedule of Online Internship Meeting by the State

| Slot 1 | Date | District | No. of Schools | No. of Entities |
|--------|------------|-----------------|----------------|-----------------|
| 1 | 19.09.2023 | ARIYALUR | 12 | 13 |
| | | CHENGALPATTU | 7 | 7 |
| | | CHENNAI | 11 | 11 |
| | | COIMBATORE | 15 | 17 |
| | | CUDDALORE | 19 | 28 |
| | | DHARMAPURI | 20 | 27 |
| | | DINDIGUL | 18 | 21 |
| | | ERODE | 21 | 27 |
| | | KALLAKURICHI | 11 | 13 |
| 2 | 20.09.2023 | KANCHEEPURAM | 12 | 12 |
| | | KANYAKUMARI | 16 | 22 |
| | | KARUR | 11 | 11 |
| | | KRISHNAGIRI | 16 | 24 |
| | | MADURAI | 27 | 31 |
| | | MAYILADUTHURAI | 9 | 12 |
| | | NAGAPATTINAM | 15 | 18 |
| | | NAMAKKAL | 24 | 29 |
| | | PERAMBALUR | 7 | 8 |
| 3 | 21.09.2023 | PUDUKKOTTAI | 21 | 27 |
| | | RAMANATHAPURAM | 17 | 20 |
| | | RANIPET | 19 | 19 |
| | | SALEM | 31 | 45 |
| | | SIVAGANGAI | 18 | 18 |
| | | TENKASI | 17 | 22 |
| | | THANJAVUR | 19 | 22 |
| 4 | 22.09.2023 | THE NILGIRIS | 11 | 14 |
| | | THENI | 19 | 20 |
| | | THOOTHUKUDI | 16 | 21 |
| | | TIRUCHIRAPPALLI | 19 | 22 |
| | | TIRUNELVELI | 11 | 19 |
| | | TIRUPATHUR | 3 | 3 |
| | | TIRUPPUR | 10 | 13 |

| | | | | |
|---|------------|----------------|----|----|
| | | TIRUVALLUR | 16 | 22 |
| | | TIRUVANNAMALAI | 24 | 30 |
| 5 | 25-08-2023 | TIRUVARUR | 13 | 14 |
| | | VELLORE | 14 | 15 |
| | | VILLUPURAM | 11 | 14 |
| | | VIRUDHUNAGAR | 13 | 14 |