

**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,

<b>S. No</b>	<b>VE Subject</b>	<b>Job Role for Class XI</b>	<b>Job Role for Class XII</b>
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

		Class 11- In November <b>(06.11.2023 to 23.11.2023)</b>
4	HM Orientation	In the month of October <b>Cluster 1- 13.10.2023</b> <b>Cluster 2- 17.10.2023</b> <b>Cluster 3- 20.10.2023</b> <b>Cluster 4- 27.10.2023</b>
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.

**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.

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

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