

Government of Rajasthan
Commissionerate of College Education
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FNo. CCE/ISDC/Voc Course/Budg Ann/2023-24-05841/260

Date: 22/9/2023

Guidelines for Vocational Courses-2023

1. Introduction

Hon'ble CM has announced during budget debate (16.02.2023) reply that "युवाओं को employable बनाने में एवं Skill Development की महती भूमिका को देखते हुए राजकीय महाविद्यालयों में विभिन्न पार्टनर्स के माध्यम से vocational certificate courses शुरू किए जाएंगे। इस पर 50 करोड़ रुपये का व्यय होगा। More than 5 lakh students are currently enrolled in various streams at Government Colleges. The State Government has launched several initiatives aimed at empowering young individuals with knowledge and skills relevant to employment and entrepreneurship. This scheme will further boost the employment of students in the job fairs conducted in district and college campuses

This program will prioritize the National Occupational Standards, placing a strong focus on meeting the specific employability demands of local industries and enhancement of knowledge, skills, and aptitude of students. Additionally, this initiative will place special emphasis on enhancing vocational education by seamlessly integrating it with general education. This integration will empower students to acquire a diverse range of skills to meet industry demands and elevate the overall quality of education.

2. Objectives

- a) To provide vocational course opportunities for students who have completed their 10+2 education and are currently studying in Government Colleges.
- b) To equip students with the requisite knowledge and skills to seamlessly integrate into the workforce while pursuing their studies at colleges.
- c) To boost students' employability in line with industry standards as specified by the National Skills Qualification Framework (NSQF).
- d) To instill both the necessary professionally balanced and a well-rounded foundation in General Education through Vocational Courses.
- e) To ensure a readily available workforce for local industries.

3. Scheme Overview:

- a) Initially, Agency for Vocational Training (AVT) will deliver vocational training in 50 Government Colleges, aligning with the National Skill Qualification Framework (NSQF).

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- b) The selection of vocational courses will preferably be prioritized with local employment opportunities and job requirements in nearby industries.
- c) At each College at-least two trades will be conducted
- d) A registration fee of Rs. 500 per student will be collected, with a refund to students upon successful completion of their vocational courses.
- e) The time table of vocational courses should not clash with the regular college classes of enrolled students.
- f) Vocational Agency Trainers (VATs) will track student attendance using Aadhar-enabled biometric machines and physical attendance registers.
- g) To monitor Vocational Courses effectively, classrooms in colleges will be equipped with CCTV surveillance.
- h) Nodal Officers of Government Colleges will receive training from Sector Skill Councils (SSCs), autonomous industry led bodies by National Skill Development Corporation (NSDC) under Ministry of Skill Development and Entrepreneurship (MSDE) Govt, to enhance their skills and knowledge.
- i) Nodal Officers at Government Colleges, College Principals, and Vocational Trainers will undertake the task of disseminating information about the budget announcement for Vocational Courses. Their aim is to encourage students to participate in the appropriate vocational courses.
- j) The assessment, examination, and certification of students enrolled in Vocational Courses will be conducted by the relevant Sector Skill Councils (SSCs).
- k) Execution, and supervision of the vocational course budget announcement shall be done through portal/online mode
- l) Oversight and implementation of the Vocational Course Budget Announcement will be the responsibility of a Project Management Unit (PMU) composed of expert(s).
- m) Commissionerate of College Education will tie-up with SSCs through MoUs.

4. Project Management Unit (PMU) at Commissionerate College Education, Jaipur For effective implementation of scheme, following PMU is constituted to enforce the guidelines of the scheme

1	Nodal Officer	Coordinator
2	Nominee(s) of National Skill Development Corporation	Member
3	Expert(s) from Sector Skill Councils	Member
4	Vocational Consultant	Member
5	Professor, College Education	Member
6	Programmer from DoIT&C or higher rank officer	Member
7	Accounts Official	Member
8	Information Assistant	For IT support

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- a. The PMU will ensure widespread promotion of the scheme through social media, electronic and print media, as well as the scheme's website in colleges, to extend its benefits to students.
- b. The PMU, in collaboration with SSCs, will periodically conduct training programs to update Nodal Officers, Vocational Coordinators, College Faculties, and Vocational Trainers on content development, training methods, and alignment with industry needs.
- c. PMU will coordinate with respective SSCs for nomination of experts for guest lectures at Government Colleges as per provision 5.2 (e)
- d. The PMU will have the overarching responsibility for implementing the scheme.
- e. The PMU may invite external experts as necessary and required.
- f. The PMU will organize weekly, bi-weekly, and monthly review meetings to supervise and monitor vocational courses as per the scheme's requirements.
- g. In case any technical clarification is required, PMU will take appropriate decisions in consultation with SSCs
- h. The PMU will devise an online monitoring mechanism for vocational courses in consultation with NSDC/SSCs/DoIT/NIC.

5. Participating Organizations/Institutions in execution of Vocational Course Scheme

5.1 National Skill Development Corporation (NSDC) – (Autonomous Corporation under the Ministry of Skill Development and Entrepreneurship of Govt. of India for Providing Skill and Vocational Training)

- a) Commissionerate of College Education will tie-up with NSDC through MoUs
- b) Expert(s) from NSDC will be placed in PMU
- c) NSDC will coordinate with SSCs for appointment of assessors
- d) NSDC will supervise and monitor the outcomes of vocational courses as part of PMU
- e) NSDC will offer technical assistance for the creation of a portal and mobile app for monitoring and smooth functioning of vocational courses

5.2 Sector Skill Councils (SSCs) - (Autonomous bodies under the Ministry of Skill Development and Entrepreneurship of Govt. of India for providing Skill and Training Program)

- a) The Commissionerate of College Education will establish collaborative agreements with Sector Skill Councils through Memoranda of Understanding (MoUs).
- b) As part of the Project Management Unit (PMU), SSCs will validate the specifications of instruments and equipment within their respective trades and sectors.

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- c) SSCs will make suggestions regarding the vocational courses to be offered in Government Colleges.
- d) SSCs will be responsible for conducting training sessions for Nodal Officers of Government Colleges.
- e) SSCs experts may deliver two guest lectures per month, with a minimum ten-day gap between each session, for each trade at every college. These lectures will also encompass essential soft skills.
- f) SSCs will appoint assessors to administer practical exams in the respective trades within colleges.
- g) SSCs will have the responsibility of finalizing the examination and assessment framework for the vocational courses.
- h) SSCs will provide certificate to the students, subject to their successful completion of the applicable National Occupational Standards (NOS)/Qualification Packs (QPs) of the vocational courses

5.3 Agencies for Vocational Training in Government Colleges (AVT)

- a) AVTs will provide services of vocational trainers to deliver vocational courses in Government Colleges within their respective trades as stipulated in the work order.
- b) AVT will assign full-time vocational trainers to each college, adhering to the specified job roles. The qualifications of these Vocational Trainers must align with the standards defined by SSCs.
- c) AVT will guarantee the delivery of both theoretical and practical classes in accordance with the guidelines established by SSCs.
- d) AVT will offer guidance and counseling services to students and their parents/guardians whenever necessary.
- e) AVT will organize On the Job Training (OJT) as required for the respective trade or sector, following the directives provided by SSCs.
- f) AVT will ensure that students complete their On the Job Training (OJT) in accordance with NSQF parameters, ideally during winter, summer, or other designated vacations.
- g) AVT will furnish students with hard copies of study materials at no cost to them.

5.4 Consultant for Vocational Training (CVT)

- a. The Commissionerate of College Education, Government of Rajasthan, will hire the services of VCs (consultants) in accordance with RIPP rules 2013 or as decided at the competent level
- b. Each VC will visit a minimum of 20 colleges per month to gather student feedback and monitor vocational courses.
- c. One VC will be associated with the PMU located at the Commissionerate College Education in Jaipur.

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- d. During college vacations, VCs will report to the Assistant Director Offices at Regional Headquarters or the Commissionerate College Education.
- e. VCs must make periodic visits to the PMU at Commissionerate College Education in Jaipur and submit reports, at least once a month, or as required.

5.5 Industry Partners (CII, ASSOCHAM, GOOGLE, Local Industrial Bodies and others as per requirement) may be engaged by PMU as per need and requirement

6. Eligibility of students

- a. Regular Undergraduate and postgraduate students currently studying in Government Colleges.
- b. Each college will collect a fee of Rs 500 per student, which will be refunded upon successful completion of the vocational course examination.
- c. Students from nearby Government Colleges will also have the opportunity to enroll in vocational courses.
- d. Each student is limited to enrolling in a single vocational course.

7. Beneficiaries

- 10,000 (Ten thousand students) students of Government Colleges

8. Scheme of studies, examination and evaluation

- a. An external examiner (assessor), designated by SSCs or Expert Organization(s), will oversee the practical examination at the respective colleges.
- b. Certificates for students who successfully complete the program will be co-issued by the respective SSCs and the Commissionerate of College Education or the relevant Government College.
- c. Evaluation criteria, including theory, practical assessments, On-the-Job Training (OJT), and other parameters, will align with the sector-specific or trade-specific guidelines issued by SSCs.

9. Responsibility of College

- a. Adequate availability of classrooms, laboratories, ICT facilities, and other essentials necessary for the seamless delivery of Vocational Courses.
- b. Scheduling College-level committee meetings on a monthly basis.
- c. Offering administrative assistance to the Nodal Officer in the execution of vocational courses.

10. Committee at College level

- a) Principal -Chairman
- b) Nodal Officer (Vocational Course)-Member
- c) Nominee from District Industry Centre-Member
- d) Nominee from Industrial Association-Member
- e) Vocational Consultant -Member
- f) Vocational Agency Trainer-Member

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- g) Three experts (may be invited by Chairman in consultation with Nodal Officer) as per requirement
- h) This committee will meet at-least once in a month, and will supervise, monitor the execution of vocational courses at College level. The committee will suggest measures for better outcomes of these courses. The quorum of the committee will be presence of at-least four members. Committee will submit monthly report to PMU.

11. Selection of Students in Respective Vocational Courses

- a. Colleges will invite applications using the prescribed format from regular students enrolled in Government Colleges.

Vocational Courses for students studying in undergraduate classes:

- b. Preference will be granted to senior undergraduate students. For example, third- year students will receive priority over second-year students. In trades that accept students from all streams, a ratio of 30:50:20 for science, arts, and commerce will be followed respectively. If vacancies persist, preference will be extended to the stream with more applications. Among the same class, students with higher marks in the preceding class will be given priority.

Vocational courses for students studying in post graduate classes:

- c. For trades requiring a graduation degree in a specific stream, only postgraduate students will be eligible, with preference given to final-year postgraduate students. Among the same class, students with higher marks in the preceding class will be given priority.

12. Financial provisions:

- a) Colleges will collect Rs. 500 as registration charges from students and deposit the amount in vikas samiti kosh.
- b) Government Colleges will make payments for the guest lectures. For each lecture a payment of Rs. 2000 will be made. Expenses for TA , lodging and boarding will be made to SSCs experts on production of tickets and vouchers, as per rules of Sector Skill Councils
- c) Government College will make expenditure for miscellaneous arrangements necessary for conduction of the vocational courses from Boys fund
- d) The current rate of each assessment cum certification (all inclusive) shall be as mutually agreed between Commissionerate of College Education and respective SSCs. The amount will be disbursed by the respective Government College, to the SSCs on submission of a report (mentioning activities/ lectures/ examination, etc conducted by SSC which is verified by Principal/ Nodal Officer) and copy of assessment report/ certificates issued by the SSCs is also submitted with invoices.

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- e) SSCs will submit relevant invoices annexed with supporting documents as specified above within 30 working days from the completion of assessments of the entire batch, to the Principal of respective Government College. The Nodal Officer at Government College will verify and accounts personnel at the College will check the invoices.
 - f) The respective Government College would release the payment to the SSCs within 30 working days of receiving the invoices and supporting documents, as specified above using the pay manager and treasury mode.
 - g) College will withdraw the necessary amount payable to respective SSCs from the relevant budget head. Bills will be prepared using Pay Manager and payment will be done through treasury.
 - h) PMU will make the payment to SSCs for conducting training sessions for Nodal Officers of Government Colleges, after receiving the invoice from SSCs using the pay manager and treasury mode within 30 working days.
 - i) In the event of any change in amount payable for assessment and certification would be applicable after mutually decided by Commissionerate of College Education and SSCs (to facilitate obtaining approval of Finance Department if required owing to need for extending present limits of expenditure due to such change).
 - j) The budget head of the scheme is 2202-03-800-06-01-29
13. This scheme bears approval from Finance Department vide id 152301784 dated 11.08.2023
 14. ACS/ Pr. Secretary/ Secretary, Department of Higher Education will be the final authority for interpretation of provisions of guidelines

(Sunil Sharma)
Commissioner,
College Education

F.No. CCE/ISDC/Voc Course/Budg Ann/2023-24-05841 ²⁶⁰ Jaipur, Date: 22/9/2023

Copy forwarded for information and necessary action: -

1. Principal Secretary to Hon'ble Governor, Rajasthan, Jaipur
2. Principal Secretary to Hon'ble Chief Minister, Government of Rajasthan, Jaipur
3. SA to Hon'ble Minister, Higher Education, Government of Rajasthan, Jaipur
4. PS to Additional Chief Secretary, Finance Department, Government of Rajasthan, Jaipur
9. PS to All ACS/ Principal Secretaries/Secretaries Government of Rajasthan, Jaipur
10. PS to Principal Secretary, Higher Education, Government of Rajasthan, Jaipur
11. PS to Commissioner, College Education, Jaipur
12. All District Collectors, Rajasthan
13. All HoDs, Government of Rajasthan, Jaipur
14. Chief Accounts Officer, College Education, Jaipur
16. All Joint Directors, College Education, Jaipur
17. All Principals, Government Colleges, Rajasthan
18. Website in-charge, CCE, Jaipur
19. Guard File.

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Vocational Courses हेतु राजकीय महाविद्यालयों की सूची

क्र. सं.	महाविद्यालय का नाम	स्थान
1.	सम्राट पृथ्वीराज चौहान राजकीय महाविद्यालय	अजमेर
2.	सनातन धर्म राजकीय महाविद्यालय	ब्यावर
3.	श्री रतनलाल कंवरलाल पाटनी राजकीय स्नातकोत्तर महाविद्यालय	किशनगढ़
4.	गौरी देवी राजकीय कन्या महाविद्यालय	अलवर
5.	बाबू शोभाराम राजकीय कला महाविद्यालय	अलवर
6.	राजकीय महाविद्यालय	राजगढ़ (अलवर)
7.	श्री गोविन्दगुरु राजकीय महाविद्यालय	बांसवाड़ा
8.	स्व. मामा बालेश्वर दयाल राजकीय महाविद्यालय	कुशलगढ़
9.	राजकीय महाविद्यालय	बारां
10.	राजकीय स्नातकोत्तर महाविद्यालय	बाडमेर
11.	महारानी श्री जया राजकीय स्नातकोत्तर महाविद्यालय	भरतपुर
12.	मास्टर आदित्येन्द्र जी राजकीय महाविद्यालय	डीग
13.	श्री माणिक्य लाल वर्मा. राजकीय महाविद्यालय	भीलवाड़ा
14.	श्री प्रताप सिंह बारहट राजकीय महाविद्यालय	शाहपुरा
15.	राजकीय डूंगर महाविद्यालय	वीकानेर
16.	राजकीय महाविद्यालय	बूंदी
17.	महाराणा प्रताप राजकीय स्नातकोत्तर महाविद्यालय	चित्तौड़गढ़
18.	राजकीय लोहिया महाविद्यालय	चूरू
19.	सेठ बुधमल दूगड राजकीय महाविद्यालय	सरदारशहर
20.	ज्ञानीराम हरखचन्द सरावगी राजकीय स्नातकोत्तर महाविद्यालय	सुजानगढ़
21.	स्व. पं. नवलकिशोर शर्मा राजकीय स्नातकोत्तर महाविद्यालय	दौसा
22.	राजकीय महाविद्यालय	धौलपुर
23.	एस.बी.पी. राजकीय महाविद्यालय	डूंगरपुर
24.	श्रीमती नर्मदा देवी बिहाणी राजकीय स्नातकोत्तर महाविद्यालय	नोहर
25.	राजकीय नेहरू मेमोरियल महाविद्यालय	हनुमानगढ़
26.	सेठ आर.एल. सहरिया राजकीय स्नातकोत्तर महाविद्यालय	कालांडेश
27.	लाल बहादुर शास्त्री राजकीय महाविद्यालय	कोटपूतली
28.	शाकम्बर राजकीय महाविद्यालय	सांभरलेक
29.	सेठ संगीदास बालकिशन कोठारी राजकीय महाविद्यालय	जैसलमेर
30.	वीर वीरमदेव राजकीय स्नातकोत्तर महाविद्यालय	जालौर
31.	राजकीय महाविद्यालय	झालावाड
32.	स्वामी विवेकानन्द राजकीय महाविद्यालय	खेतड़ी
33.	श्री राघेश्याम आर मोरारका राजकीय पी.जी. महाविद्यालय	झुझुनू
34.	राजकीय महाविद्यालय	जोधपुर
35.	राजकीय महाविद्यालय	करौली

36.	राजकीय विज्ञान महाविद्यालय	कोटा
37.	राजकीय बांगड महाविद्यालय	डीडवाना
38.	श्री बलदेवराम मिर्धा राजकीय महाविद्यालय	नागौर
39.	राजकीय बांगड महाविद्यालय	पाली
40.	राजकीय स्नातकोत्तर महाविद्यालय	प्रतापगढ़
41.	सेठ रंगलाल कोठारी राजकीय स्नातकोत्तर महाविद्यालय	राजसमंद
42.	शहीद कैप्टन रिपुदमन सिंह राजकीय महाविद्यालय	सवाईमाधोपुर
43.	डॉ. भीमराव अम्बेडकर राजकीय महाविद्यालय	श्रीगंगानगर
44.	सेठ नन्दकिशोर पटवारी राजकीय महाविद्यालय	नीमकाथाना
45.	श्री कल्याण राजकीय कन्या महाविद्यालय	सीकर
46.	संघवी मातु श्री पूरीबाई भूरमल जैन राजकीय महाविद्यालय	शिवगंज
47.	राजकीय महाविद्यालय	सिरोही
48.	राजकीय महाविद्यालय	टोंक
49.	राजकीय मीरा कन्या महाविद्यालय	उदयपुर
50.	हाडा रानी राजकीय स्नातकोत्तर महाविद्यालय	सलूम्बर