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CHAPTER : 2 :: NATURE OF THE SCHEME AND ITS
ADMINISTRATION ::

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I) THE SALIENT FEATURES OF THE
VOCATIONAL SCHEME :

The Scheme of Vocationalised Education at 10+2 level aims at development of specific skills among the students, either for employment or self-employment. This scheme aims at blending together theory with practical or job experience. Here the learning process is expected to be greatly enriched by integrating classroom teaching with on the job experience or practicals.

The features of the scheme can be mentioned as follows :

1. Permission for Starting the Courses :

In order to start Vocational Courses, institutions have to take permission from the Government. For this institutions have to make an application in the

prescribed form. Then the Director of Technical Education selects the institutions. These institutions (Junior Colleges) can introduce Vocational Courses at the higher secondary classes viz. XIth and XIIth standards.

2. Admissions, Curriculum and Examinations :

These selected institutions give admissions to these courses. Any institute cannot start more than four courses. Further each course can have a strength of maximum 25 students. After getting the requisite permission from the Director of Technical Education, an institution is competent to open a course in a vocational subject, only if a minimum of 20 students opt for it. This limit of 20 students is relaxable to 15 students in deserving cases by the Director of Technical Education or an Officer designated by him in this behalf.

These institutions impart instructions in vocational courses in accordance with the scheme of subjects prescribed by the Maharashtra State Board of Secondary and Higher Secondary Education Board, Pune from time to time. These institutions also conduct examinations in accordance with the scheme given by the Board. In accordance with the regulations of the Board, a student is permitted to take a vocational subject in lieu of one language and one optional academic subject. According to the scheme of teaching, instructions comprise of classes in theory and practicals relevant to each subject.

In Commerce Group following methods are used for imparting instructions to vocational students :

a) Teaching Method :

Along with other academic subjects, vocational subjects also have regular teaching periods every day i.e. two periods per day.

b) Field Visits :

In order to give the knowledge and experience of practical field, visits are arranged to offices, banks, insurance companies, market places and industrial units. At least five visits should be arranged in Commerce Vocational Courses. For this Rs.20/- per student per year are granted for expenses of the student.

c) Guest Lectures :

In order to give the practical knowledge of a business, experts from the field are invited for delivering the lectures on different topics. An honorarium of Rs.25/- per period is paid to guest lecturer.

d) Visit Reports :

After completion of visits, students are asked to write visit reports and record of them is maintained.

e) On the Job Experience :

On the job experience is also to be given by placing the students in different business units.

For teaching periods of practicals/tutorials

all the students of a Vocational Courses are split up into batches of manageable number, so that practicals are effective. In case of vocational courses belonging to commerce group the batch for practical is of ten students.

3. Appointment of Teachers and Instructors :

For conducting the vocational courses the institutions are allowed to appoint teachers and instructors on full-time and part-time basis. They can also invite guest lecturers. Thirty two guest lectures are allowed per course.

For conducting vocational courses in Commerce Group, one teacher and one instructor (Assistant to Vocational teacher) can be appointed for one subject. Full-time teacher should have the following qualifications and experience -

- a) Master's degree in at least IInd Class of a statutory university in the respective subject/faculty or its equivalent qualification recognised by the Government of Maharashtra.
- b) 3 years' experience either in the teaching line or in the profession or both combined - his scale of pay is B. 500-20-700-25-900.

Instructor should also have 3 years' teaching or professional experience or both combined and at least Bachelors' degree in IInd class with respective subject.

For guest lectures - Rs.800/- per year per course are allowed as an honorarium.

If teachers or instructors possessing these qualifications and experience are not available the Director of Technical Education is authorised to relax the above qualifications and experience on the basis of the merits of each case. Teachers in respect of whom the academic or professional qualifications are so relaxed have to acquire the prescribed qualifications within a period of five years.

8. Financial assistance to vocational courses is given by two ways :

- a) Recurring Grants-in-aid which includes -
 - i) Payment of salary and other allowances to the teachers.
 - ii) Payment of Salary and other allowances to the instructors.
 - iii) Payment to guest lecturer as honorarium Rs.800/- per year per course.
 - iv) Field visit expenses to students Rs.20/- per student per year.
 - v) Purchase of raw materials and other consumable items required in connection of courses are not granted to vocational commerce group, alongwith other vocational groups.

b) Non Recurring Grants -

Institutions selected for teaching vocational subjects are expected to find resources on their own for meeting expenditure of non-recurring kind of items like purchase of equipment, setting up of workshops etc. Thus no institution can claim non-recurring expenses as a matter of right. However, as exception to the above rule such of the institutions as impart instruction in technical group may be given such grant by Government. However such grant is not given to commerce vocational group.

II) THE ADMINISTRATIVE MACHINERY AND CONTROL ASPECT :

In order to implement and control vocational courses in the State of Maharashtra, following machinery is in existence.

I. STATE LEVEL :

At the state level, there is Ministry of Education, under its control there are three separate wings, looking after -

Source : Government of Maharashtra Education and Youth Services Department - Resolution No. VOC.1078/4/XXXVIII - 1978

1. General Education
2. Technical Education and
3. Apprenticeship

To assist, to look after to control and to implement vocational courses there is -

1) The Directorate of Technical and Vocational Education at Bombay which is assisted by 2) Deputy Directorate of Technical and Vocational Education, Bombay.

II) REGIONAL LEVEL :

For implementing and controlling vocational and Technical Courses four regions have been established namely :

1. Bombay Region
2. Pune Region
3. Nagpur Region
4. Aurangabad Region

These regions are under the control of the Regional Deputy Director of Technical and Vocational Education.

III) DISTRICT LEVEL :

Each and every region includes the number of districts. Kolhapur district comes under Pune Region. The Pune Region includes following districts :

1. Poona District
2. Satara District
3. Solapur District
4. Ahmadnagar District
5. Sangli district

For implementing and controlling vocational courses of each district there is the post of "District Vocational Education Officer" who has the direct linkage with Junior Colleges, conducting these Vocational Courses.

SELECTION PROCEDURE OF INSTITUTIONS :

The permission for starting vocational courses is not given by the State Government to all Junior Colleges. For selecting the institutions following procedure is followed :

Usually Regional Dy. Director of Technical Education gives an advertisement, requesting all institutions in his region to make applications in the prescribed forms for starting vocational courses. Many times the District Vocational Education Officer also sends letters to all institutions requesting them to send prescribed application form* within the particular time limit. In the form following type of information is required - infrastructural facilities like library, hostel, teaching staff. Along with application form, other required documents should also be sent.

After the receipt of applications scrutiny is undertaken. Those applications meeting basic requirements are separated and list of those institutions is prepared.

The panel of Inspection is sent to verify various facilities as mentioned in the applications. This

Committee consists of 4 to 5 members - Regional Dy.
Director of Education or his representative, District
Vocational Education Officer, one or two subject experts.
This Committee prepares Inspection Report.

After inspection, selected forms are sent
directly to the Director of Vocational Education, Bombay
along with Inspection Reports and recommendations. Then
the permissions are granted and communicated to institu-
tions. A copy of the approval is sent to the District
Vocational Education Officer. This Officer looks after
the various dimensions of the scheme and its implementa-
tion in his district.

*** PROFORMA OF APPLICATION FORM**

Address :

Date :

To,

The District Vocational Education Officer,

Sir,

1) Our management intends to introduce vocational courses at +2 stage from the academic year.....

2) The management has studied the syllabi of the following course/s proposed to be introduced under vocational scheme at +2 stage and undertakes to make all necessary arrangements for teaching effectively the proposed course/s.

1) _____ 2) _____

3) The management will bear all extra cost if any, other than the admissible approved grants-in-aid, as decided by the Government from time to time. No additional grants will be claimed.

4) The management further agrees to abide by the rules and regulations etc. and will present the records whenever asked for by the Govt. authorities.

5) The necessary details of the Institution for starting Vocational Courses are given below.

Yours faithfully,

Signature,
Head of Institute

P A R T - I

General Information of the Institute

1. Name of the Institute :
and Address

2. Name of the Office :
bearers and their addresses
and Telephone Nos., if any

Sr.No.	Name	Address	Telephone No.
1.			
2.			
3.			
4.			
5.			

3. Name of the Head of :
Institute/Principal

<u>Name</u>	<u>Address</u>	<u>Qualification</u>
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4. If the Institution is registered its details i.e.
Registration No..... under which
Rule..... Year..... of Registration.

P A R T - II

Information to be supplied by the Institutions who propose to start Vocational Courses.

1. Name of the Courses proposed to be introduced.

1) - - - - -

2) - - - - -

2. Reasons for selecting the above courses and objects.

1)

2)

3)

4)

5)

3. While giving admissions, whether reservations of seats for backward classes will be filled up as prescribed by Government.

4. Existing Courses/facilities and strength of students during the last 3 years

Courses/ Facilities	XIth Std.			XIIth Std.		
	Year	Year	Year	Year	Year	Year
1. Arts						
2. Commerce						
3. Science						
4. Technical						
5. Other Pl. Specify						

Note : Attach copy of the letter of authority granted by the Education Deptt. to start XIth and XIIth Stds.

5. Size of the batch
6. Details of the Staff (Teaching/Non-teaching) their qualifications, experience, pay etc. available or likely to be available for the proposed courses.

Sr.No.	Name	Designation	Qualifications	Experience
1.				
2.				
3.				
4.				
5.				

7. Details regarding infrastructural facilities as contemplated :

I) Accommodation :

- a) Class Rooms :
- b) For Practicals :
- c) For Other required purposes :

II) Details of furniture available for training

* Source : Directorate of Technical Education,
Maharashtra State, Bombay.

P A R T - III

1. Financial Position of the Institute :

1. The total funds raised to implement Vocational Training Rs. _____
 - a) The share of the Management/Institute Rs. _____
 - b) The grant-in-aid paid by Government/Semi-Government Rs. _____
 - c) Aid given by International Agency Rs. _____

2. Attach copy of the audited statement of Accounts for last two years.

Station :

Signature :

Date :

Name of the Institute.