

## **National Institute of Open Schooling (Vocational Department)**

A review meeting of Vocational Department was held on 11<sup>th</sup> April, 2011 at 3.30 pm under the Chairmanship of CM in his chamber. The following members were present in the meeting.

- 1) Dr. K.P. Wasnik, Director (Voc.)
- 2) Dr. Mamta Srivastava, Deputy Director
- 3) Dr. Manju Gupta, Deputy Director
- 4) Ms. Koushalya Barik, Assistant Director
- 5) Dr. P.K. Chauhan, E.O., HPM
- 6) Dr. Praveen Chauhan, SEO, H.Sc.
- 7) Dr. Ajay Garg, SEO, B&C
- 8) Ms. Shivali Chawla, AO, SP

Dr. K.P. Wasnik, Director (VE) presented the progress report of the Vocational Education Department. While reviewing the progress of the Vocational Department, Chairman directed to announce only those courses in prospectus which are to be launched by July 2011.

### **1. Launching of new courses**

The concerned officer will have to observe the given deadlines to introduce the following programmes:

S.N	Name of course	Target/launch date	Official responsible
1.	Ayurvedic Therapy	July 2011	Dr P.K. Chauhan
2.	Diploma in Insurance Services	July 2011	Mr. Ajay Garg
3.	Certificate for Construction Supervision	July 2011	Ms Koushalya Barik
4.	Rural Entrepreneurship Programme for Postal Department	July 2011	Mrs. Manju Gupta
5.	Diploma in Apparel Designing (4 Modules)	Jan 2012	Dr Praveen Chauhan
6.	Diploma in Financial Services (4 Modules)	Jan 2012	Dr Ajay Garg
7.	Certificate in aquaculture	Jan 2012	RD Kochi / Dr Mamta Srivastava
8.	Diploma In Communicative Arabic and Office Automation	Jan 2012	RD Kochi / Dr Mamta Srivastava

## 2 . Revision of courses

Work of revision of some of the courses has already been initiated by the Headquarters staff and will be finished by the following dates

S.N	Name of course	Target date	Official responsible
1.	Revised course Security Services	July 2011	Dr P.K. Chauhan/ Dr Mamta Srivastava
2.	Secretarial Practice (revised)	July 2011	Mr. Ajay Garg Ms. Shivali Chawla
3.	Diploma In Radiography (Revised) Editing stage	Jan 2012	Dr. P.K. Chauhan

The concerned officer should observe these deadlines, if failed, concerned individual official will be held responsible.

3. The Chairman directed Mr. Ajay Garg to handover the Secretarial Practice to the new Academic Officer (SP).

## 4. Translation of course material

Director (Vocational Education) appraised about the progress of translation of courses in regional languages, following courses have been undertaken by the staff for translation

S. No.	Name of Course	Officer Responsible
i	Certificate in Security Services(Hindi)	- Dr. P.K. Chauhan
ii	Diploma in Basic Rural Technology (Hindi)	- Dr. P.K. Chauhan
iii	Certificate in Ayurveda Therapies(Hindi)	- Dr. P.K. Chauhan
iv	Secretarial Practice (Hindi & Urdu)	- Ms. Shivali Chawla
v	Beauty culture (Hindi & Urdu)	- Dr. Praveen Chauhan
vi	Diploma in Apparel Designing (Hindi)	- Dr. Praveen Chauhan
vii	Insurance services (Hindi)	- Dr. Ajay Garg
viii	Data entry operations (Hindi)	- Ms. Koushalya Barik
ix	Mushroom Technology (Hindi)	- Mr. Abhishek Singh

Smt. Manju Gupta (DD) will coordinate this work. Director (VED) further reported that RD's have been instructed to translate the existing vocational courses which are in demand in respective regional languages. The Chairman directed that as per the directives of the General Body of NIOS, separate Vocational Stream has to be launched from July 2011 in all four areas i.e. Computers, Home Science, Business and Commerce, Rural Entrepreneurship. Hence work related to the above four areas has to be completed. Compulsory module on Communication skills in the English subject at 12<sup>th</sup> level has to be developed in alliance with Academic Department.

**(Action Dr. Manju Gupta, Ms. K Barik, Dr. Praveen Chauhan, Dr. Ajay Garg)**

5. Director (VED) further informed that as per direction of GB meeting on 10<sup>th</sup> Feb. 2011, department has approached to IT Ministry inter-alia CDAC for translation of courses into regional languages. Presently CDAC has software ready in four languages namely Gujrati, Punjabi, Marathi, Bengali. Accordingly RD's have been requested to indicate courses for translation in these languages. Initially CDAC will do translation of any one chapter of existing course to test efficacy of the software. The Chairman directed to expedite the task and complete translation work in a time bound manner.

**(Action Dr. Praveen Chauhan)**

6 . Vocational Education Department will undertake following new courses. These courses have already been approved by Academic council in its meeting on 4<sup>th</sup> March 2011

- |   |                                     |
|---|-------------------------------------|
| i. Certificate in Paravet   | <b>(Action Mr. Abhishek Singh)</b>  |
| ii. Certificate in Ayurveda Pharmaceutics                             | <b>(Action Dr. P.K. Chauhan)</b>    |
| iii. Diploma in Medical Lab Technology                                | <b>(Action Dr. P.K. Chauhan)</b>    |
| iv. Diploma in X-ray and Imaging                                      | <b>(Action Dr. P.K. Chauhan)</b>    |
| v. Diploma in Cardiac Technology                                      | <b>(Action Dr. P.K. Chauhan)</b>    |
| vi. Diploma in Medical Record Keeping                                 | <b>(Action Dr. P.K. Chauhan)</b>    |
| vii. Blood Bank Technology  | <b>(Action Dr. P.K. Chauhan)</b>    |
| viii. Diploma in Floriculture and Landscaping                         | <b>(Action Mr. Abhishek Singh)</b>  |
| ix. Diploma in Interior Design & Decoration                           | <b>(Action Dr. Praveen Chauhan)</b> |
| x. Diploma in Retail Management                                       | <b>(Action Dr. Ajay Garg)</b>       |
| xi. Entrepreneurship Development and Functional/Communicative English | <b>(Action Ms. Shivali Chawla)</b>  |
| xii. Diploma in Naturopathy   | <b>(Action Dr. P.K. Chauhan)</b>    |
| xiii. Certificate in Event Management                                 | <b>(Action Dr. Praveen Chauhan)</b> |
| xiv. Certificate in Web designing in collaboration with NIC           | <b>(Action Ms. K Barik)</b>         |

7. The Chairman directed that separate advertisement for all the Vocational Courses.

**(Action Dr. Manju Gupta)**

8. Dr. Mamta Srivastava reported that about 95 proposals have been received against RFP invited. Chairman directed to have at least 10 firms, with whom MOU can be finalised by May 2011.

**(Action Dr. Mamta Srivastava)**

9. Guidelines for the Appointment of Vocational Facilitators may be expedited by April 30, 2011.

**(Action Dr. Mamta Srivastava)**

10. The following directions have been given by the Chairman to the Vocational Department:

- i. Development of a Promotional strategy for all the Vocational courses.

**(Action Dr. Manju Gupta)**

- ii. Credit based modality needs to be developed. All new courses should be transferred into credit based mode. Introduction of small modules of one/two months duration and linking it to the MES where skill training should be given in hrs.

**(Action Ms. Koushalya Barik)**

- iii. Modification of the existing fee collection pattern for the vocational courses. The pattern should be such that where total fee collection should come to NIOS and then disbursed to study centres. Department should come out with modalities

**(Action Dr. Mamta Srivastava)**

- iv. Effective monitoring mechanism of study centres should be developed by VED and a separate website of Vocational Department should be created & its linkage should be given to the main website of NIOS so as to take online feedback from the students, teachers and AVI coordinators. For enhancing the reach of NIOS should explore the linkages with such institutions which are having large network.

**(Action Ms. Koushalya Barik)**

11. Director (VED) reported that operationalisation of Recognition of Prior Learning (RPL) has been allotted to Dr. Mamta Srivastava. The Chairman directed for the development of Concept Paper on RPL within a month.

Status of all the pending, MOU's may be given to Chairman.

The meeting ended with a vote of thanks to the chair.