

PROCEEDINGS OF THE COMMISSIONER OF INTERMEDIATE EDUCATION
ANDHRA PRADESH :: HYDERABAD

Present: Adhar Sinha, I.A.S.,

Rc.No.Voc.1-2/9224/2013

Dated: 13.12.2013

Sub:- Vocational Education - ON JOB TRAINING to the Vocational Students -
Participation of Lab Attenders along with Junior Lecturers -
Constituting of Committee - Orders - Issued

The skills inculcated in Govt. Junior Colleges through practical experience are to be practiced and refined through OJT. Every learner offering any vocational course has to undergo OJT for a specific period in a related industry. For this purpose 'industry' is understood in a wider sense, it implies any such organization [or even an individual entrepreneur] that has direct relevance with the vocational course offered, has a set up of a real work-place and has potential for employment. The students have to consolidate their learning, practice skills at a real work place, learn of communicate, solve problems and achieve time targets. For this, they have to undergo OJT and this is the responsibility of Govt. Junior Colleges offering vocational courses to forge such linkages with the related industries so as to be able to appropriately place every vocational student for OJT. Vocational Lecturers may play an important role in this.

In view of the above, the following committee is constituted with instructions to visit the Government Junior Colleges where the Vocational Courses are functioning and to submit a report on OJT (ON THE JOB TRAINING) Programmes conducting at +2 Level in the State.

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| (1) Principal, Govt. Vocational Junior College | : | Member |
| (2) Principal, GJC (where Vocational Courses functioning) | : | Member |
| (3) Two Vocational Junior Lecturers | : | Members |
| (4) District Vocational Education Officer | : | Member |
| (5) Professor (SIVE) | : | Convenor |

They are therefore, instructed to submit a consolidated report on the functioning of OJT in Govt. Junior Colleges within 10 days.

Receipt of these proceedings should be acknowledged.

ADHAR SINHA
COMMISSIONER OF INTERMEDIATE EDUCATION

To
All the officers concerned
Copy to all District Vocational Education Officers in the State
Copy to all the Regional Joint Directors of Intermediate Education in the State
Spare-2

//True Copy Attested//


for COMMISSIONER OF INTERMEDIATE EDUCATION

ANNEXURE

GUIDELINES FOR THE INSPECTION TEAM ON OJT (ON THE JOB TRAINING)

1. To check the appointment of Vocational Junior Lecturer as Co-ordinator for OJT arrangements for each course by the principal.
2. To check the **consent** from the identified firm/ agency for conducting the OJT for students.
3. Fixing up of the Schedule for OJT ((i.e) duration, Training Schedule, Evaluation etc.
4. Checking the attendance of the students (as OJT is compulsory) & Daily Practical work diary.
5. Checking the attendance of OJT Co-ordinator (JL) along with the students at the OJT centre.
6. To ensure the facilities provided at the centre for the students.
7. Visit of the principal to OJT centre and progress details.
8. Inspecting team shall also visit the OJT centres for Evaluation.
