

No. EDN – RMSA (18)-03/2018-19 -Voc.- Meeting (VTPs)

Dated: 11.02.2019

### Agenda of the Monthly Review Meeting of HP NSQF Project

Meeting: Meeting of HP NSQF Project with District Coordinators (DIET) and VTP State Coordinators.  
Date & Time: 11.02.2019 at 11:30 AM  
Venue: State Project Office; ISSE, Shimla-1  
Attendees: District Coordinators (DIET) and VTP State Coordinators.  
Chairpersonship: State Project Director (ISSE) HP, Shimla-1

S. N.	Agenda	Discussion Summary	Action Point Authority Responsible
1	Internal Assessment data for the year 2018-19.	Presentation of Internal Assessment data for the year 2018-19 and discussion on data.	
2	Presentation of monitoring of schools by VTP State Coordinators along with the list of schools of the whole session.	Presentation of Monitoring of Schools for the month January, 2019 and should be submitted OMR sheets and list of the monitored school w.e.f. April, 2018 to December, 2018.	
3	Online Monitoring of Schools	All the VTP State Coordinators and District Coordinators (DIET) will monitor the schools w.e.f. February, 2019 by on line portal.	
4	Status of Field/Industry visit till date.	The VTP State Coordinators should submit the status of Field/Industry visit as per the target given to them (District wise and School wise).	
5	Status of Guest Lecture till date	The VTP State Coordinators should submit the status of Guest Lecture as per the norms of MHRD District wise and School wise.	
6	Quarterly Meeting of Vocational Trainees at DIET Level	The District Project Officer should call the quarterly meeting of vocational trainees at DIET Level to monitor the feed back of vocational	

Submission of monthly status report for the month of January, 2019.	education . All VTP State Coordinators should submit monthly status report for the month of January, 2019 during the meeting.	
VT salary RTGS detail from VTP.	The RTGS details of the monthly honorarium paid to State Coordinators and VTs should be submitted the State Project Office along with monthly invoice before 7 <sup>th</sup> of every month.	
Approval for monitoring.	All VTP State Coordinators should submit approval for monitoring on/before 10 <sup>th</sup> of every month as per decide previous monthly meeting.	
Registration of Vocational Students on line portal.	All the DCOs & State Coordinators should register the vocational students in portal.	
Any other issue with the permission of the chair.	i. Delay in monthly honorarium of VTs. ii. Vacant post of VTs.	

*DP*

State Project Director, ISSE  
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