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ENRICHING LIVES THROUGH
VOCATIONAL EDUCATION & TRAINING

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एन सी ई आर टी
NCERT

PROSPECTUS



DIPLOMA IN VOCATIONAL EDUCATION AND TRAINING (DVET)

PSS Central Institute of Vocational Education, Bhopal
(A Constituent unit of NCERT, New Delhi, Under Ministry of Human Resource Development, Govt. of India)

www.psscive.ac.in

CONTENTS

NO.	TITLES	PAGE NO.
1.	INTRODUCTION	02
2.	AIMS AND OBJECTIVES OF THE PROGRAMME	03
3.	ADMISSION REQUIREMENTS	03
	■ QUALIFICATION	
	■ NUMBER OF SEATS	
	■ ADMISSION PROCEDURE	
4.	COURSE DURATION	04
5.	ATTENDANCE	04
6.	COURSE FEE	04
7.	MEDIUM OF INSTRUCTION	04
8.	EXAMINATION	04
9.	CERTIFICATION	04
10.	COURSE STRUCTURE	05
11.	ASSESSMENT AND EVALUATION	05
12.	SCHEME OF STUDY	05
13.	SCHEME OF MARKS	06
14.	ADMISSION SCHEDULE	06
15.	PROGRAMME FACULTY	06
16.	APPLICATION FORM	08

1.0 INTRODUCTION

Vocational Education and Training (**VET**) plays a vital role in human resource development of the country by creating skilled manpower, enhancing industrial productivity and improving the quality of life. **VET** covers courses and programmes in a variety of engineering and non-engineering fields, including Information Technology enabled Services, Retail, Security, Logistics, Apparels, Automotive, Agriculture, Horticulture, Banking, Finance and Insurance, Tourism and Hospitality, Beauty and Wellness, Healthcare, etc. It prepares students for the knowledge, skills and values needed to perform the various tasks related to certain craft or trade. It is provided through formal and non-formal means to students who aspire to acquire skills related to the occupation or start their own enterprise or business.

The Government of India has developed the **National Skill Development and Entrepreneurship Policy in 2015** to provide necessary direction to the skill development activities in the country. The policy envisages that efforts will be made to provide youth with knowledge and skills across several occupational fields in various sectors to reduce the gap between the demand and supply of skilled manpower and the skills mismatch. Under the **National Skill Development Mission**, the government has taken various steps of making provisions for **VET** through government and private vocational training providers in public-private partnership mode. This has led to a transition from a government driven model of VET to PPP driven model of VET in the country. In order to create opportunities for all to acquire skills throughout life, especially for youth, women and disadvantaged groups, vocational teachers/trainers will have to be trained on the application of teaching and training skills in **VET** so that effective teaching and training takes place in schools, colleges and Universities.

In order to respond to a wide variety of skill needs of the **VET** teachers / trainers the **Diploma in Vocational Education and Training (DVET)** programme has been designed and developed to prepare teachers/trainees as instructional designers and assessors so that they can become master trainers for addressing the training needs of the learners. They would also be expected to play a vital role in providing guidance and advice to other trainers and assessors and promoting innovative practices in **VET**.

The **DVET** programme comprises 8 compulsory papers and 2 elective papers. A student/trainee would also be required to complete internship and project work. The curriculum and course materials for each of the compulsory and elective paper is prepared by qualified faculty of **PSS Central Institute of Vocational Education** and experts from the field. The programme will be delivered in a blended teaching-learning mode, combining face-to-face delivery, online assignments and a practicum component.

Provisions for both institution and industry based training has been made so that the learners acquire necessary knowledge and skills required for effective teaching and training. The internship programme and project work will help teachers/trainees in developing necessary understanding and skills required for conducting skill based training.

The teachers/trainees will learn to design and develop instructional and assessment strategies in VET through demonstrations, practical sessions, group work and case studies. The graduates of DVET programme will be able to apply knowledge and skills to initiate, plan, implement and evaluate knowledge and skills related to VET and subject filed and also respond to the challenges, issues and opportunities for change in VET. They may play a leading role in mentoring the future trainers in VET.



2.0 AIMS AND OBJECTIVES OF THE PROGRAMME

After the implementation of the programme, trainees will be able to:

- Illustrate the vocational education and training system;
- Describe the process of curriculum development, implementation and evaluation;
- Explain the concept of teaching, learning & instruction;
- Write learning objectives/outcomes in different domains;
- Use appropriate method & media for enhancing vocational teaching- learning effectiveness;
- Select valid & reliable method of student assessment & evaluation;
- Apply ICT tools in teaching, learning & evaluation in the context of vocational education; and
- Provide proper Vocational Guidance & Counselling to student;
- Develop employability skills among students;
- Carryout research/action research to solve vocational education and training related problems;
- Enrich vocational education skills in work related environment;
- Prepare project report related to the projects in the six major areas viz., Agriculture, Business and Commerce, Engineering and Technology, Health and paramedical, Home science and Humanities.

3.0 ADMISSION REQUIREMENTS

Candidates desirous of seeking admission into the Diploma Programme are required to fill in the prescribed application form which can be downloaded from the PSSCIVE website (www.psscive.ac.in) and submitted electronically through email (dvetpsscive@gmail.com) along with the DD for Rs 500/- as application fees. The DD should be taken from a Nationalized bank paid in favour of Joint Director, PSSCIVE, Shyamla Hills, Bhopal. The application along with DD may also be submitted by postal mail to the **Programme Coordinator, Diploma in Vocational Education & Training (DVET), PSS Central Institute of Vocational Education (PSSCIVE), Shyamla Hills, Bhopal-462013, M.P. India.**

The applications received from the applicants will be scrutinized by a committee for selection of candidates. The selected candidates will be informed about their admission through admission letters. The selected candidates shall appear in person on the first day of the first trimester for registration of course and orientation programme. Students/Trainees will be allowed to register for the trimester only after payment of the programme fee.

3.1 Qualification

Candidates seeking admission to the Diploma in Vocational Education and Training programme should have the following qualifications:

Essential: Bachelor's Degree/Diploma in any discipline from University/Institutions recognized by UGC/AICTE.

Desirable: One year working experience in an Institution/Industry

3.2 Number of Seats:

Total : 40 Seats

10% seats are reserved for students outside India.

3.3 Admission Procedure

Screening of applications will be done according to eligibility and other criteria decided by the screening committee. List of selected candidates will be uploaded on the Institute's website. Selected candidates would be required to get their certificates/documents verified against the original documents at the time of admission.

4.0 COURSE DURATION

1 year.
There will be four phases in the programme (**Exclusive of the period of admission**) for classroom transaction, practicum, field study/internship and conduct of examination. A minimum of thirty hours in a week (**Five days**), during which faculty and students concerned shall be available for the requirements of the programme, including interaction and mentoring.

5.0 ATTENDANCE

The minimum attendance of students shall be 75% for Classroom Courses and Practicum and 90% for Field attachment.

6.0 COURSE FEE

Candidates from India : **Rs. 10,000** (Rupees Ten Thousand only)
Candidates outside India : **US\$ 600** (US Dollar Six Hundred only)

Boarding and lodging facility will be arranged on first come first served basis. Payment is to be done in advance.

Hostel Fee : Rs. 1,200 per month.
Mess Fee : Rs. 5,000 per month.

7.0 MEDIUM OF INSTRUCTION

The medium of instruction is English.

8.0 EXAMINATION

- Examination will be conducted by the PSS Central Institute of Vocational Education (PSSCIVE), Bhopal.**
- A.** The written examination in theory papers of the programme shall be held in October, November and December.
 - B.** In order to be successful the examinee must obtain at least 50% of marks in each theory paper, project and internship both in sessional and trimester-end examination.
 - C.** Successful candidates shall be placed in one of the Grades- **A, B, or C** in the examination taken together in accordance with the following scale:
 - (i)** Those obtaining 50% or more but less than 60% will be placed in “C” Grade
 - (ii)** Those obtaining 60% or more but less than 75% will be placed in “B” Grade
 - (iii)** Those obtaining above 75% will be placed in “A” Grade

9.0 CERTIFICATION

The certificate will be awarded by National Council of Educational Research and Training (**NCERT**), New Delhi.

10.0 COURSE STRUCTURE

No.	Paper Code	Title	Credits	Total Marks
Compulsory Foundation Papers - 700 marks				
1.	DVET-101	Vocational Education and Training System	03	100
2.	DVET-102	Curriculum Development, Implementation & Evaluation	03	100
3.	DVET-103	Instructional Design and Development	03	100
4.	DVET-201	Assessment and Evaluation	02	50
5.	DVET-202	Vocational Guidance and Counselling	02	50
6.	DVET-203	Employability Skills Development	03	100
7.	DVET-301	Research in Vocational Education and Training	03	100
8.	DVET-302	ICT Application in Vocational Education and Training	03	100
Elective Papers : Two [02] (From the Relevant Sector) - 200 marks (100 + 100)				
9.	DVET-303	Sectors: i. Agriculture ii. IT/ITeS iii. Banking, Financial Services & Insurance iv. Retail v. Automotive vi. Apparel, Made-ups and Home Furnishing	(3+3)= 06	200
Internship- 100 marks (50 each)				
10.	DVET-401	Internship i - Industry based training ii - School based training	04	100
Project Work - 100 marks				
11.	DVET-402	Project Work	04	100
			Total	36
				1100

11.0 ASSESSMENT AND EVALUATION

The assessment and evaluation scheme of the trainees will comprise of theory examination & comprehensive skill evaluation. Trainees will be required to maintain logbook/portfolio of the activities that they have performed during the course. They would be required to submit a case study report and project report at the end of the course/programme.

12.0 SCHEME OF STUDY

No.	Phase	Code & Credits								Total Credits	Total Marks
		101	03	102	03	103	03	-	-		
1.	I	101	03	102	03	103	03	-	-	09	300
2.	II	201	02	202	02	302	03	303	03	10	300
3.	III	203	03	301	03	303	03	402*	01	10	300 + 25 *
4.	IV	401	04	402*	03	-	-	-	-	07	100 + 75*
Total										36	1100

*Paper Code 402 shall be distributed in two phases (III & IV)

13.0 SCHEME OF MARKS:

Allotment of marks in each paper will be as follows:

No.	Title	Paper	Marks	Credits
1.	Compulsory Foundation Papers	08	700	22
2.	Elective Papers	02	200	06
3.	Internship	-	100	04
4.	Project Work	-	100	04
	Passing Percentage : 50%	10	1100	36

14.0 ADMISSION SCHEDULE

No.	Particulars	Important Dates
1.	Date for obtaining Prospectus and Application Form for Admission (Print or On-line)	05 Jul 2018
2.	Closing date for receipt of Completed Application for Admission (Print or On-line)	31 Jul 2018
3.	Last date for Sponsorship by the States (If any)	31 Aug 2018
4.	Date of Declaration of List	01 Sep 2018
5.	Last Date of Admission and Depositing Fees	04 Sep 2018

15.0 PROGRAMME FACULTY

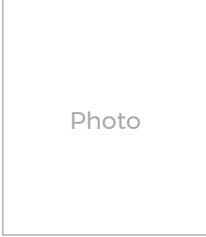
No.	Name of Faculty	Designation Departments Centers and Cell	Mobile Phone No	E-mail
1.	Dr. Rajesh P. Khambayat	Joint Director PSSCIVE	08989120801 0755-2660651	jdpsscive@gmail.com
2.	Dr. Mridula Saxena	Professor Department of Home Science and Hospitality Mgmt.	09425012371 0755-2704126	mridulacive@gmail.com
3.	Dr. Ravindra Kumar Shukla	Professor Department of Business and Commerce	09977466514 0755-2704118	dr_ravindrashukla@rediffmail.com
4.	Dr. Saurbh Prakash	Professor Department of Engineering and Technology	09425301901 0755-2704123	saurabh_p@yahoo.com
5.	Dr. Rajiv Kumar Pathak	Professor Department of Agriculture and Animal Husbandry	09425150401 0755-2704116	rkpathak22@gmail.com
6.	Dr. Vinay Swarup Mehrotra	Professor & Head Department of Agriculture and Animal Husbandry	09424485821 0755-2704117	drvs.mehrotra@gmail.com
7.	Dr. Abhijit Nayak	Professor & Head Department of Health and Paramedical Sciences	07552778614 0755-2704104	nayak60@hotmail.com

No.	Name of Faculty	Designation Departments Centers and Cell	Mobile Phone No	E-mail
8.	Dr. Pinki Khanna	Professor & Head Department of Home Science and Hospitality Mgmt.	09425372280 0755-2704127	khannapinki@yahoo.co.in
9.	Dr. Vipin Kumar Jain	Associate Professor & Head Department of Humanities, Science & Edu Research	09425025302 0755-2704144	drvkjain2012@gmail.com
10.	Dr. Kuldeep Singh	Associate Professor Department of Agriculture and Animal Husbandry	09136179878 0755-2704146	kuldeepsahraawat@gmail.com
11.	Dr. Dipak Shudhalwar	Associate Professor & Head Department of Engineering and Technology	09425018802 0755-2704124	dipakds@yahoo.com, dds.ncert@nic.in
12.	Dr. Punnam Veeraiah	Associate Professor & Head Department of Business and Commerce	08989014432 0755-2704119	vp672000@gmail.com
13.	Dr. Uadal Singh	Assistant Professor Department of Agriculture and Animal Husbandry	09424482576 0755-2704121	usmeena07@gmail.com





PSS CENTRAL INSTITUTE OF VOCATIONAL EDUCATION
 Shyamla Hills, Bhopal - 462013, (M.P.), India
 Phone (EPBX): 91-755-2660691, 2660651, 2704100, 2660564 Fax: 0091- 2660481
 Website: www.psscive.ac.in / Email: jdpsscive@gmail.com



Application for Admission to the Diploma in Vocational Education and Training

Note: You can download this Application form from our website (www.psscive.ac.in). Please enclose a Demand Draft of Rs. 500/- drawn in favour of Joint Director, PSSCIVE, Bhopal, payable at Bhopal towards fees for prospectus and form.

For the batch starting on _____

PARTICULARS OF APPLICATION FEE	FOR OFFICE USE ONLY
Bank Draft No. _____	Application Reg. No. _____
Issuing Bank _____	Scholar Reg. No. _____
Date of Issue _____	

PLEASE FILL THE ENTRIES IN BLOCK LETTERS (IN ENGLISH ONLY)

Name (As in degree certificate)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Father's Name:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Mother's Name:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Address:

Phone No. _____ Mobile No. _____

E-mail Address _____

Date of Birth _____ Nationality _____

Gender _____ DD MM YYYY

Details of Qualifications:

No.	Name of Examinations	Subjects Offered	University/ Board and Year of Examination	Percentage of Marks/CGPA	Division/ Grade
1.	Matriculation / High School				
2.	Higher Secondary / Intermediate				
3.	Bachelor's Degree (write name of degree)				
4.	Master's Degree (write name of degree)				
5.	Any other (Qualification / Examination passed)				

Note: Attested/Certified Xerox copies certificates/mark-sheets of every year/Semester should be attached.

First Year

No.	Papers	Year of Passing	Max. Marks	Marks Obtained	Class/ Division/ Grade	Results

Second Year

Professional Experience, if any (Please use additional sheets if necessary)

No.	Organisation	Designation	Nature of Work	Period of Service	
			Teaching/Industry/ Administration	From	To
1					
2					
3					
4					

Proficiency in English **Yes** **No**

Can read well

Can speak well

Can write well

Examination passed _____

DECLARATION OF THE CANDIDATE

I declare that the information given above is correct. If I am selected for the DVET programme, I promise to follow any changes incorporated therein from time to time and the rules and regulations of the Institute.

Place: _____ Date: Signature _____

(Name of Applicant) _____

Details of Posting in NCERT, New Delhi (Applicable only for internal candidates)

No.	Name of Post	Pay Scale with Present Basic	Date of joining the Post	Whether post is on Probation/ Contractual/ Permanent	Date of		
					Probation completed	Contractual Period	Permanent
1.							
2.							
3.							
4.							

To be filled in by the Forwarding/Sponsoring Authority, in case, the candidate is being sponsored for admission.

(Strike out whichever is not applicable).

Mr./ Mrs./ Ms. _____

who is working in this organisation as _____ in a Permanent / Temporary capacity is hereby sponsored for Admission to Diploma in Vocational Education and Training (DVET). We will ensure that his/her fees are paid regularly. During sponsorship period he/she will be paid salary or any other amount of Rs. _____

(Rupees _____ only)

by the Management towards fellowship/stipend/ scholarship (Strike out if not applicable by the Management.

Place: _____

Date: _____

Signature: _____

Designation: _____

(Seal)

Remarks by Programme Coordinator, PSSCIVE, Bhopal

Admitted/Admitted Provisionally/Not Admitted

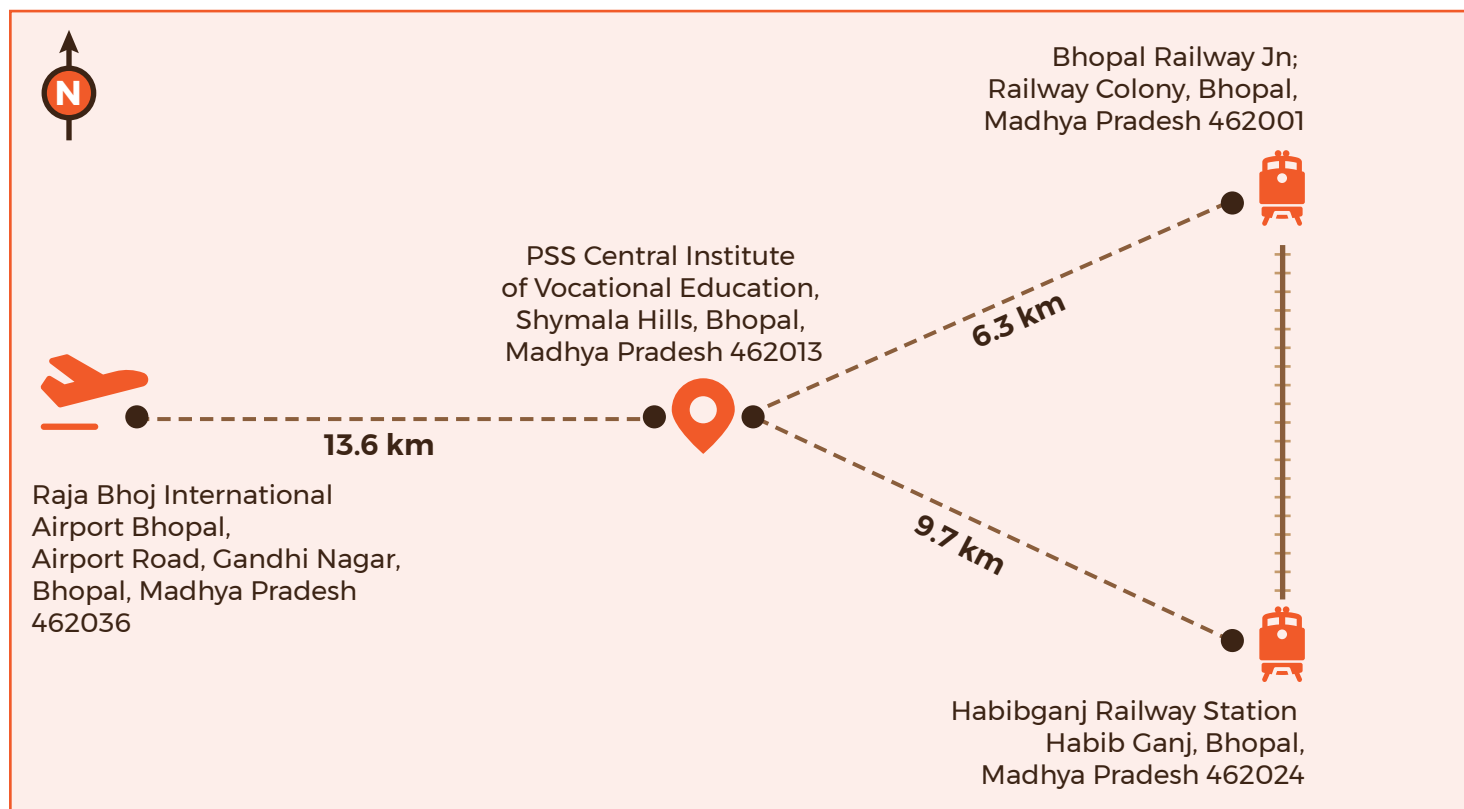
Joint Director

PSSCIVE

INSTRUCTIONS TO APPLICANTS FOR FILLING THE APPLICATION FORM

1. Application forms should be filled legibly
2. Full name of the candidate should be written. The name of the Applicant must correspond to the name mentioned in the University/Board Certificates.
3. Application form should be accompanied by the following in the same order:
 - A Crossed Demand Draft from any Bank for **Rs. 10,000/- (Rupees Ten Thousand only)** by Indian candidates and equivalent of this amount in **US\$ 600** in case of foreign candidates, endorsed in favour of Joint Director, PSSCIVE, Bhopal, payable at Bhopal. The application fee is not refundable in any case.
 - B Qualifying Diploma or Bachelor's degree/grade card/marksheet showing the marks/ division/ CGPA.
 - C Experience certificate
4. Applicants seeking for sponsorship can submit their advance copy of the application form.

HOW TO REACH



ABOUT THE INSTITUTE

The Pandit Sunderlal Sharma Central Institute of Vocational Education (**PSSCIVE**) is an apex research and development organization in the field of vocational education. It is a constituent unit of the National Council of Educational Research and Training (**NCERT**), established by the Ministry of Human Resource Development (**MHRD**), Government of India. The **PSSCIVE** is a **UNESCO-UNEVOC** Centre in India.

The Institute advises and assists the central and state governments on the various aspects of planning and implementation of vocational education and training programmes. It develops guidelines, national curricula, courseware, training modules and e-learning materials for a wide spectrum of target groups, including children with special needs.

The **PSSCIVE** collaborates with national and international organizations, institutions, and agencies for organizing national and international seminars, conferences, and workshops. The Institute conducts capacity building programmes for the key functionaries and teacher development programmes in vocational education.

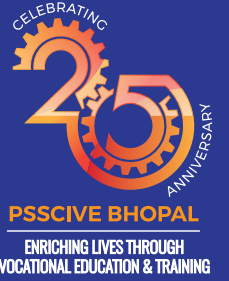


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The Institute fortifies its role in capacity building in the 21st Century, as PSSCIVE strongly advocates Quality Vocational Education and Training across national borders. To achieve our mission, PSSCIVE will continue to build strategic partnerships with government and private institutions to ensure vocational educational development which enables the youth to successfully contribute to the economic and social advancement of the country. We invite Technical and Vocational Education and Training (TVET) institutions, international and regional partner Institutions and all our stakeholders to extend their support to the institutional activities.

Prof. Rajesh P. Khambayat, Ph.D.
Joint Director , PSSCIVE

”



CONTACT US

JOINT DIRECTOR

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