

PSS Central Institute of Vocational Education, NCERT

Shyamla Hills, Bhopal

F.No. 1-1/MoM/PSSCIVE/2024-25/

Date: 6/8/2024

Minutes of the Meeting

A faculty meeting was held on 5th August 2024 under the chairmanship of Dr. Vinay Swarup Mehrotra, In-charge Joint Director with regard to the preparations made so far for the upcoming visit of the Hon'ble Minister of State (Education), Ministry of Education to PSSCIVE.

The following members were present in the meeting:

1. Prof. R.K. Pathak
2. Prof. Pinki Khanna
3. Dr. P. Veeraiah
4. Dr. Deepak Shudhalwar
5. Dr. V.K. Jain
6. Dr. R. Ravichandran
7. Dr. Pravin N. Mahamuni
8. Dr. Prakash Chandra Rout
9. Dr. Rakesh Raman
10. Dr. Sangmesh Hugar
11. Dr. Soonam Singh
12. Dr. Anoop Kumar
13. Dr. Rajneesh
14. Shri S. Meena
15. Shri Raju Borkar
16. Shri Francis Demore
17. Shri Praveen Katolkar

The following members could not attend the meeting due to leave or official commitment:

1. Dr. Saurabh Prakash
2. Dr. A. Nayak
3. Dr. Munesh Chandra
4. Dr. Vinod Kumar Yadav

In his opening remarks, Dr. V.S. Mehrotra welcomed the faculty members and administrative officials to the meeting and apprised them of the tentative dates, i.e., **21 & 22 August 2024 for the visit of the Hon'ble Minister of State to PSSCIVE, Bhopal**. He then suggested the following to the committee constituted for making necessary arrangements for the visit and also to the faculty and staff members:

1. All the labs should be ready for the visit. Proper displays/standees with flex, highlighting the key activities undertaken in the labs, are to be arranged.
2. Popularisation folders for the vocational subjects as per the 88 job roles are to be developed and printed. The draft popularisation folders are to be prepared by the faculty members and submitted through the Heads of the Departments to the Head of CDEC for printing.
3. The curricula developed by the various departments/centres are to be updated and submitted to the Head of CDEC for printing.
4. The content of the curricula for Employability Skills (ES) will be updated and provided by the Head of CDEC **by 7th August 2024** to all the curriculum/textbook coordinators, as the textbooks of Employability Skills for Grades 9 to 12 have already been published by NCERT. The coordinators will have to update the curriculum of ES in the vocational curricula of all subjects before submitting them for printing. A template for the cover page of the curriculum will be designed and finalised by Dr. Pinki Khanna and the same will be circulated to all the faculty members.
5. The content of all the curricula should be aligned with that given in the textbooks, whether published or not, to avoid any mismatch between the two.
6. The list of the documents, along with the soft copies, to be released during the visit of the Hon'ble State Minister should be submitted **by 9th August 2024 so that necessary preparations can be made for printing well in advance**. The faculty members of the departments may prepare the lists of curriculum/popularisation folders/standee/flex/banner and other documents to be released during the visit and submit the same through the Head of the Department to the Joint Director for approval.
7. With regard to the budget requirement, the Sr. Accounts Officer suggested that a detailed financial proposal may be submitted by the committee to the Accounts Office for appraisal and comments at the earliest.
8. Dr. Veeraiah suggested that the report of the "**National Consultation Meeting on Vertical Mobility of School Students,**" which was coordinated by him, may be printed for release. The final report will be submitted by him at the earliest.
9. Dr. Pathak suggested that the documents on "**Fun-based Learning Activities**" for Grades 6-8 be released in the programme to be organised during the visit. In this regard, Dr. Mehrotra asked him to draft the foreword, which will be sent to the Director of NCERT for approval.

10. Dr. Mehrotra asked the Assistant Librarian to display the new books published by NCERT in the Library and the Exhibition Hall, along with the vocational textbooks, reports, guidelines, and other publications. He also asked to prepare the content for the standees which highlight recent publications, such as guidelines for 10 Bagless Days, Career Guide Book with 500 Career Cards, On-the-Job Training Guidelines, Research Reports, etc. The draft contents may be submitted to the Head of CDEC **by 9th August 2024** so that the same can be submitted to the Joint Director for printing approval at the earliest.
11. Dr. Mehrotra asked the Section Officer (C&W) to identify the areas/places which require repair or painting and prepare the list of such areas/places at the earliest. The repair and painting work is to be completed **by 14th August 2024**. Cleaning of the places where the open floor areas have slippery conditions should be done immediately to avoid any casualties due to slips and falls.
12. Dr. Pathak informed that the mowing of the lawn and thinning of trees will be given top priority. Further, he mentioned that a suitable place will be identified for the planting of a sapling by the Hon'ble State Minister.
13. During the discussion, a point regarding the inauguration of the solar panels in the car parking area was also raised. Dr. Mehrotra informed that this will be looked after by Dr. Saurabh Prakash, as discussed in the previous faculty meeting held on 31.7.2024.
14. Dr. Pinki Khanna informed that during the period of the visit, two training programmes will be organized, with the possibility of participation of a total of 60 participants from different States/UTs.
15. Dr. Mehrotra apprised that faculty from RIE and DMS and students of DMS will also be part of the programme and suggested that officials from the Directorate of Public Instructions, SCERT, Rajya Shiksha Kendra, and Boards of Madhya Pradesh should be invited to the programme to be organized during the visit of the Hon'ble State Minister.

Dr. Mehrotra requested all faculty members to prioritize the work to be done for this important visit of the Hon'ble Minister, as it is an opportunity to showcase the activities and work done by the Institute.

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

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