

POST GRADUATE DIPLOMA IN VOCATIONAL EDUCATION AND TRAINING

REGULATIONS AND SCHEME OF STUDIES



PSS Central Institute of Vocational Education

(a constituent unit of NCERT, under Ministry of Education, Government of India)

Shyamla Hills, Bhopal - 462 002, Madhya Pradesh, India

www.psscive.ac.in

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PREFACE

Dear Learners,

Welcome to the Post Graduate Diploma in Vocational Education and Training (PGDVET) programme!

This programme has been designed in alignment with the National Education Policy (NEP) 2020, emphasizing the integration of vocational education with general education, addressing industry skill demands, and enhancing employability skills.

The PGDVET curriculum is structured to cater to individuals aspiring to become vocational educators. Whether you are an experienced professional or new to the field, this programme provides a well-defined pathway to develop teaching competencies, pedagogical skills, and domain-specific expertise. With a flexible learning approach through a combination of distance and contact modes, we ensure quality education while accommodating diverse learning needs.

Our experienced faculty, along with experts from PSSCIVE and industry professionals, are committed to guiding you throughout this learning journey.

KEY FEATURES OF THE PGDVET PROGRAMME:

Duration: 12 months, divided into two semesters, covering all essential aspects of vocational education.

- ❖ **Multiple Entry & Exit Options:** As per NEP 2020, learners can:
 - Exit after successfully completion of Semester I with a Certificate in Vocational Pedagogy.
 - Continue to Semester II to earn the Post Graduate Diploma in Vocational Education and Training.
- ❖ **Practical Learning:** Internship and project work opportunities for hands-on skill development.
- ❖ **Industry-Recognized Certification:** Attainment of NSQF Level 5.5 certification, ensuring alignment with national industry standards.

The Programme Regulations and Scheme of Studies will serve as your roadmap, guiding you through the course structure, teaching methodologies, assessment process, and elective choices tailored to your professional goals.

We look forward to your participation in this transformative journey toward becoming a skilled vocational educator and trainer.

Dr. Deepak Paliwal

Joint Director

PSS Central Institute of Vocational Education (NCERT), Bhopal

ABOUT THE PROGRAMME

The Post Graduate Diploma in Vocational Education and Training (PGDVET) is a specialized programme designed to prepare future Vocational Educators with the skills and knowledge required to excel in their field. Aligned with the National Skill Qualifications Framework (NSQF) and the National Education Policy (NEP) 2020, this programme serves as a bridge between academic theory and industry practices, ensuring a seamless integration of Vocational Education with real-world demands.

Structured over 12 months and divided into two semesters, the PGDVET programme offers a balanced blend of theoretical learning and practical application, catering to the diverse needs of Vocational Educators.

KEY FEATURES OF THE PGDVET PROGRAMME:

Pedagogical Excellence: Comprehensive training in instructional strategies, curriculum development, and assessment techniques tailored for Vocational Education.

Domain-Specific Skills: Focus on specialized knowledge and expertise in vocational disciplines, enabling educators to deliver industry-relevant training.

Industry Integration: Collaboration with industry stakeholders ensures that the curriculum remains aligned with emerging trends, skill requirements, and workforce needs.

Internships & Project Work: Practical exposure through internships and project-based learning, allowing learners to apply theoretical concepts in real-world Vocational settings.

Certification & Recognition: Upon successful completion, learners receive a Post Graduate Diploma in Vocational Education and Training, recognised by PSSCIVE (NCERT) and equivalent to NSQF Level 6, demonstrating proficiency in vocational education.

The PGDVET programme prepares participants with the necessary expertise, confidence, and teaching skills to become effective vocational educators. The programme contributes significantly to enhancing Vocational Education and workforce development at a national level by fostering quality educators.

Dr. Pravin Narayan Mahamuni

PGDVET Coordinator

Associate Professor, Department of Business and Commerce,
PSS Central Institute of Vocational Education (NCERT), Bhopal

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ABOUT PSSCIVE

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 National Council of Educational Research and Training (NCERT), established in 1993 by the Ministry of Education (MoE), Government of India. The Institute has a picturesque 38-acre campus at Shyamla Hills in Bhopal. It comprises six academic disciplines, namely Agriculture and Animal Husbandry, Business and Commerce, Engineering and Technology, Health and Paramedical Science, Home Science and Hospitality Management and Humanities, Science, Education and Research with 05 Centres.

The Institute is also a UNEVOC (International Project on Technical and Vocational Education) Network Centre in India, which coordinates all the activities, including communication with UNESCO-UNEVOC International Centre, Bonn, Germany. Through the network, the Centre shares knowledge and experiences related to all aspects of VET, exchange country experiences, and discuss issues of common relevance.

VISION

To be a leading organization to strengthen Vocational Education and Training system to meet the skills needs of the current and future workforce.

MISSION

To build the capacity of VET institutions for meeting the skill needs of current and future workforce.

GOALS

- ❖ Promote Vocational Education and Training, to enhance the socio-economic development of the country.
- ❖ Enhance the quality of Vocational Education and Training system through systemic policy interventions.
- ❖ Foster lifelong learning through delivery of employability and 21st Century skills.
- ❖ Design and offer programmes for professional development of Vocational Teachers to enhance the quality of Vocational Education and Training in school.
- ❖ Enhance synergic partnership and networking with organisations, institutions and agencies for delivery of VET products and services.

VALUES:

- Zeal for Excellence
- Teamwork for Success
- Customer Satisfaction
- Better Performance

ROLES AND FUNCTIONS:

- ❖ **Advisory:** Advises and assists the Ministry of Human Resource Development (MHRD), Government of India and State Governments in the implementation of vocationalisation of education programme in schools, under the National Skill Qualification Framework (NSQF).
- ❖ **Research:** Promotes and conducts research to gain new knowledge and to bring about qualitative improvement in vocationalisation of education.
- ❖ **Development:** Develops curricula, student textbooks and teacher guides with the help of experts in different disciplines and organizations or industries to cater to the educational resources for Vocational Education in schools.
- ❖ **Training:** Conducts training programs for the key functionaries and vocational teachers in collaboration with State/UTs on aspects related to vocational pedagogy, employability skills and emerging technologies, such as information and communication technology in vocational education, entrepreneurship and innovation, industry 4.0 etc.
- ❖ **Extension:** Share experiences and ideas through extension activities including awareness programs, information dissemination and publication of newsletter and journal.

DEPARTMENTS



CENTRES

- Centre for Innovation, Incubation & Entrepreneurship (CIIE)
- Curriculum Development and Evaluation Centre (CDEC)
- Information and Communication Technology Centre (ICTC)
- Programme Planning and Monitoring Centre (PPMC)
- Centre for International Relations (CIR)
- UNEVOC - Network Centre (UNEVOC-NC)
- Computer Centre (CC)
- Library (LIB)

REGULATIONS AND SCHEME OF STUDIES

1. BACKGROUND

India's demographic profile highlights a significant youth population, with approximately 43% of individuals below the age of 25 as of 2025. Also, the working-age population (15-64 years) constitutes about 68.4% of the total population.

Projections suggest that India's demographic dividend a period where the working-age population exceeds the non-working-age share will continue until 2055–56, peaking around 2041, when the working-age population (20–59 years) is expected to reach 59%. However, some studies indicate that this advantage may start diminishing by 2040, underscoring the urgent need to capitalize on this window of opportunity for economic growth and skill development.

THE NEED FOR VOCATIONAL EDUCATION AND TRAINING (VET)

In response to this demographic shift, India's education system has undergone significant transformation, with Vocational Education and Training (VET) emerging as a key driver in equipping youth with industry-relevant skills and fostering human capital development.

To strengthen vocational education, the Government of India has undertaken major initiatives to integrate vocational education with general education at all levels. The Vocationalisation of School Education initiative aims to introduce vocational subjects in lower grades and establish them as compulsory subjects at the secondary level.

Furthermore, the Ministry of Skill Development and Entrepreneurship (MSDE) has identified major priority sectors based on detailed skill gap analyses, covering a range of technical and non-technical domains, including:

- Agriculture
- Apparel
- Automotive
- Food Processing
- Retail
- Security
- Tourism & Hospitality

The National Occupation Standards (NOS), developed by the National Skill Development Corporation (NSDC), set clear benchmarks to ensure that students acquire industry-specific knowledge, vocational skills, and core competencies necessary to excel in their respective fields.

THE NEED FOR QUALIFIED VOCATIONAL EDUCATORS

Despite these advancements, vocational educators employed in VET institutions, vocational training providers, and schools often lack specialized training in vocational pedagogy due to the absence of formal teacher preparation in this domain.



To address this gap, the Post Graduate Diploma in Vocational Education and Training (PGDVET) has been carefully designed to equip educators and trainers with advanced vocational teaching methodologies. This programme prepares educators to:

- ❖ Deliver vocational courses in alignment with the objectives of Samagra Shiksha, NEP 2020, and other national frameworks.
- ❖ Implement learning outcome-driven, experiential, and activity-based teaching approaches.
- ❖ Integrate hands-on methodologies with competency-based assessment practices.

India's demographic dividend, coupled with the growing importance of skills and innovation in the global economy, presents both opportunities and challenges. The government's commitment to strengthening Vocational Education and training along with targeted efforts to bridge skill gaps has the potential to unlock India's economic potential and ensure sustainable growth in the year.

2. OVERVIEW OF THE PROGRAMME

Recognizing the growing need for skilled vocational educators across the country, the PSS Central Institute of Vocational Education (PSSCIVE) has launched the Post Graduate Diploma in Vocational Education and Training (PGDVET) programme. This initiative is designed to support in-service and pre-service teachers looking to enhance their competencies in vocational education and training (VET). By combining distance learning with contact sessions, the programme ensures flexibility, accessibility, and effectiveness for working professionals.

CURRICULUM STRUCTURE

The PGDVET curriculum consists of:

- Eight compulsory papers
- Two elective papers
- Internship and project work

Each course is meticulously developed by experienced faculty from PSSCIVE and subject matter experts, ensuring that the content remains rigorous, industry-relevant, and pedagogically sound.

PRACTICAL EXPOSURE AND INDUSTRY INTEGRATION

A key highlight of the PGDVET programme is its strong emphasis on practical learning. The practicum component provides learners with hands-on experience in both school and industry settings, helping them:

- Acquire practical knowledge and skills crucial for effective vocational teaching.
- Engage in internships and project work that refine their training methodologies and skill-based instructional techniques.

ALIGNMENT WITH NATIONAL EDUCATION POLICY (NEP) 2020

The syllabus section of this document outlines the rationale, objectives, and detailed unit contents of each paper within the PGDVET curriculum. Upon successful completion of the programme, participants will:

- Be equipped with competencies to deliver high-quality vocational education and training.
- Align their teaching practices with the National Education Policy (NEP) 2020.
- Be prepared to contribute meaningfully to the expansion and improvement of vocational education in India.

A Pathway to Excellence

The PGDVET programme stands as a landmark initiative, fostering pedagogical excellence and industry integration in vocational education. By empowering educators with confidence, proficiency, and innovative teaching strategies, the programme ensures that vocational education remains a dynamic and impactful force in India's evolving educational landscape.

2.1 AIMS

The Post Graduate Diploma in Vocational Education and Training (PGDVET) aims to enhance the competencies and expertise of educators and professionals in the field of vocational education and training (VET). By equipping participants with advanced skills and knowledge, the programme seeks to:

- Strengthen the vocational education system.
- Ensure its alignment with industry demands and evolving learner needs.
- Promote effective and innovative teaching methodologies in VET.

2.2 OBJECTIVES

The PGDVET programme is designed to achieve the following objectives:

- To develop effective teaching practices by training educators in modern instructional strategies tailored to vocational education.
- To enhance curriculum design and implementation by empowering participants to develop, implement, and assess industry-relevant and competency-based vocational curricula.
- To improve instructional methods and media usage by enabling educators to integrate varied teaching techniques and learning resources to optimize student engagement and learning outcomes.
- To strengthen assessment and evaluation skills by equipping participants with the ability to select and apply valid, reliable assessment techniques for accurate evaluation of student progress.
- To integrate ICT in vocational education by promoting the effective use of Information and Communication Technology (ICT) tools for teaching, learning, and assessment.
- To provide vocational guidance and career support by developing educators' ability to mentor students in career development and enhance their employability skills.
- To foster research and innovation in vocational education and training (VET) by encouraging research-driven approaches to improve and innovate teaching practices.

To bridge classroom learning with real-world application by facilitating hands-on learning experiences in authentic work environments, ensuring students gain practical, job-ready skills.

2.3 RECOGNITION

This PGDVET is recognised by the Pandit Sunderlal Sharma Central Institute of Vocational Education (PSSCIVE), a constituent unit of NCERT under the Ministry of Education, Government of India. PSSCIVE is responsible for the development and promotion of vocational education and training in India, ensuring alignment with the National Skills Qualification Framework (NSQF) and industry standards. The recognition by PSSCIVE signifies that the programme meets the required academic and vocational standards, making it valuable for both skill development to enhance employment opportunities.

2.4 TARGET GROUP

The PGDVET programme is designed for individuals seeking to establish or advance their careers in vocational education and training (VET). It caters to:

Pre-service candidates – Aspiring educators and professionals looking to enter the field of vocational education.

In-service educators and trainers – Current vocational educators seeking specialized skills, professional development, and career advancement.

This programme offers a comprehensive platform for skill enhancement, ensuring educators and trainers can effectively deliver industry-relevant vocational education.

2.5 DURATION

The Post Graduate Diploma in Vocational Education and Training (PGDVET) is a one-year programme structured into two semesters, combining online and distance learning, internships, and project works. The programme must be completed within five years from the date of enrolment; otherwise, the candidate's enrolment will be cancelled.

Semester	Activity	Duration
I*	- Guided Self-learning, Online Classes, Assignments, Portfolio Development. - Examinations 5 Days Contact Mode at PSSCIVE, Bhopal - Internship in School (15 working days) - Project Work in School (15 working days)	6 Months (October-March)
II	- Guided Self-learning, Online Classes, Assignments, Portfolio Development. - Examinations 15 Days Contact Mode at PSSCIVE, Bhopal - Internship in Industry (20 working days) - Project Work in Industry (20 working days)	6 Months (April-September)

** An exit option is available after the completion of Semester I, upon which students shall be awarded a Certificate in Vocational Pedagogy.*

2.6 MEDIUM OF INSTRUCTION

The programme is delivered in English. Therefore, participants are required to have a basic proficiency in written and spoken English to effectively engage with the coursework.

2.7 STUDY CENTRE

The PSS Central Institute of Vocational Education (PSSCIVE), Shyamla Hills, Bhopal- 462 002, M.P., India

2.8 PGDVET Highlights

The Post Graduate Diploma in Vocational Education and Training (PGDVET) is a comprehensive and industry-oriented programme designed to equip aspiring vocational trainers with the skills and expertise needed for excellence in vocational education.

KEY FEATURES:

- **Blended Learning Approach** – Combines distance learning, online instruction, and hands-on training through structured contact sessions.
 - **Practical Exposure** – Includes field visits, school and industry internships, and project-based learning to enhance real-world application.
 - **Experiential Learning** – Focuses on skill development through internships and project work.
 - **Alignment with National Policies** – Adheres to:
 - National Education Policy (NEP) 2020** – Ensuring a flexible and competency-based education system.
 - National Credit Framework (NCrF) 2023** – Implementing a credit-based evaluation system.
- (a) Flexible Entry & Exit Modes:** Allows seamless progression in vocational education. Students may exit after Semester I and shall be awarded a Certificate in Vocational Pedagogy.
- (b) Accredited Qualification:** Upon successful completion, participants receive a PG Diploma in Vocational Education and Training, recognized at NSQF Level 6, enhancing their professional credentials in the vocational education landscape.

Credits	Hours of Learning (Total)	NSQF Level	Descriptor Summary
40	1,200 hours	Level 6	Demonstrates specialized knowledge, autonomy in professional roles, and ability to apply skills in varied contexts.

3. ADMISSION REQUIREMENTS

3.1 QUALIFICATION

To be eligible for the PG Diploma in Vocational Education and Training (PGDVET), applicants must meet the following criteria:

ESSENTIAL QUALIFICATION:

- Applicants must be Indian Nationals.
 - A three-year (10+2+3) University Degree in any discipline OR a four-year (10+2+4) degree in Engineering, Technology, Medicine, or any other discipline, recognized by UGC/AIU/AICTE/MCI/NCTE with minimum 55% marks for General Category and 50% in case of SC/ST/PwBD.
- Equivalent qualifications from any Government of India-recognized University or Institution are also accepted.

DESIRABLE QUALIFICATION:

- Minimum one year of experience in teaching vocational courses in a school OR working in an industrial setting.
- Basic proficiency in English and ICT skills

3.2 NUMBER OF SEATS & RESERVATION POLICY

The maximum number of seats: 100

Reservations are provided as per the Government of India's guidelines:

Category	Reservation %
EWS (Economically Weaker Sections)	10%
OBC (Non-Creamy Layer)	27%
SC (Scheduled Castes)	15%
ST (Scheduled Tribes)	7.5%
PH (Physically Handicapped)	4%

Important Note: Any candidate found submitting forged certificates under any category will have their admission cancelled and face legal action as per the Government of India's rules.

3.3 ADMISSION PROCEDURE

Application Form: Candidates must visit the official PSSCIVE website (www.psscive.ac.in) for the application form and follow the instructions for the submission of the application form.

Application Fee: ₹1000 (non-refundable) to be paid online.

No Objection Certificate (NOC): Candidates have to submit the NOC from the current employer. The format for NOC is as below.

Submission: Follow the instructions given in the Application form for Submission.

Format of No Objection Certificate (NOC)

Date: _____

To
The PGDVET Coordinator,
PGDVET Section,
PSS Central Institute of Vocational Education,
Bhopal, M.P. – 462002

Subject: No Objection Certificate to enrol and pursue PGDVET programme

Dear Sir,

This is to certify that Mr./Ms. _____, holding the position of _____ (Designation) in our organization, has been granted permission to enrol and pursue the **Post Graduate Diploma in Vocational Education and Training (PGDVET)**.

We hereby issue this **No Objection Certificate (NOC)** and confirm that the organization has **no objection** in deputing and relieving the employee for the following academic and practical components of the programme, as required by the PGDVET curriculum:

1. Contact Mode:
 - Semester I: 5 days
 - Semester II: 15 days
2. School Internship: 15 working days
3. School Project Work: 15 working days
4. Industry Internship: 20 working days
5. Industry Project Work: 20 working days

The employee will be permitted to fulfil the programme requirements during the specified periods.

We wish him/her success in the PGDVET programme.

Sincerely,
(Seal & Signature)

Name of the Competent Authority
Designation
Organization Name

KEY GUIDELINES:

- Late applications will not be accepted.
- Applications without fees, incomplete information, missing signatures, or supporting documents will be rejected.

3.4 SELECTION PROCESS

- A Screening Committee, constituted by the Joint Director, PSSCIVE, Bhopal, will review applications.
- A merit list will be prepared based on marks obtained in the qualifying examination and as per the Government of India's reservation policy.
- Aptitude Test & Personal Interview (Online) may be conducted if required.
- Selected candidates will be informed via email and the list will be published on www.psscive.ac.in.

POST-SELECTION:

- Candidates must pay the Programme Fee for Semester I to confirm their admission.
- Physical verification of documents will be done later. If discrepancies are found, admission will be cancelled.

For Queries: Email: pgdvet@psscive.ac.in

3.5 PROGRAMME FEES & OTHER EXPENSES

Application Fee: ₹1,000 (non-refundable) to be paid online via any Nationalized Bank.

Programme Fee: The selected students must pay a non-refundable fee as per the following structured:

Fee Component	Amount (₹)
Admission Fee	1,000
Tuition Fee (Exempted for SC/ST candidates)	4,000
Semester I: Delivery of the Programme	10,000
Semester II: Delivery of the Programme	10,000
Total Programme Fee	₹25,000

Note 1: For SC/ST candidates tuition fee of ₹4000 is waived.

Note 2: An examination fee of ₹2,000 will be charged if a student fails to earn the total credits of the respective semester and wishes to make an additional attempt to earn the remaining credits.

Payment Mode: Payments must be made online through any Nationalized Bank using the following details:

- **Account Name:** PT SUNDERLAL SHARMA CIVE
- **Account Number:** 10121604354
- **Bank:** STATE BANK OF INDIA
- **Branch:** R.C.E. Bhopal
- **IFSC Code:** SBIN0002889



BOARDING AND LODGING:

Expenditure for boarding and lodging during the contact programme is included in the fees paid by the students. Boarding and lodging facilities are available on the campus in the hostel. However, students are required to make their own travel arrangements (to and from) for attending the contact programme.

4. FRAMEWORK AND DELIVERY OF THE PROGRAMME

4.1 PROGRAMME (LEARNING) OUTCOMES

The Post Graduate Diploma in Vocational Education and Training (PGDVET) aims to equip participants with a range of competencies and skills to excel in the field of vocational education. Upon completion of the programme, participants are expected to achieve the following learning outcomes:

- **Pedagogical Proficiency:** Demonstrate effective teaching methodologies and strategies tailored to vocational education settings, fostering entrepreneurial mind-set and skills among students.
- **Curriculum Development:** Design, implement, and evaluate vocational education curricula that integrate entrepreneurship education, empowering students to identify and pursue entrepreneurial opportunities.
- **Assessment Expertise:** Apply valid and reliable assessment methods to evaluate entrepreneurial competencies and readiness, providing personalized guidance and support for entrepreneurial development.
- **Integration of Technology:** Utilize Information and Communication Technology (ICT) tools effectively to promote entrepreneurship education, enabling students to leverage digital resources for business innovation and growth.
- **Vocational Guidance:** Provide comprehensive vocational guidance and support for entrepreneurship, equipping students with the knowledge and skills to start and manage their own ventures successfully.
- **Research Capabilities:** Conduct research on entrepreneurship education and its impact on vocational training, contributing to the advancement of knowledge in the field and informing evidence-based practices.
- **Practical Application:** Facilitate hands-on entrepreneurial experiences and projects, enabling students to apply entrepreneurial concepts and skills in real-world contexts.
- **Collaboration and Communication:** Foster collaboration and communication skills essential for entrepreneurial success, encouraging networking, team-building, and effective communication with stakeholders.
- **Lifelong Learning:** Cultivate a culture of lifelong learning and entrepreneurial mind-set among educators and learners, promoting continuous innovation and adaptation to changing market dynamics.

4.2 PROGRAMME STRUCTURE

The PGDVET is divided into the two semesters. The details of the semester-wise subject are as below.

SEMESTER I

Sr. No.	Paper Code	Paper title	Credits	Marks
1	101	Vocational Education and Training System	2	100
2	102	Curriculum Development, Implementation & Evaluation	2	100
3	103	Instructional Design and Development	2	100
4	104	Assessment and Evaluation	2	100
5	105	Employability Skills Development	2	100
6	106	Vocational Guidance and Counselling	2	100
7	107	Research in Vocational Education and Training	2	100
8	108	Internship in School	3	150
9	109	Project Work in School	3	150
TOTAL			20	1000

SEMESTER II

Sr. No.	Paper Code	Paper title	Credits	Marks
1	201	ICT Application in Vocational Education and Training	4	200
2	202	*Sector Specific Elective Paper-1	4	200
3	203	*Sector Specific Elective Paper-2	4	200
4	204	Internship in Industry	4	200
5	205	Project Work in Industry	4	200
TOTAL			20	1000

* Students have to choose any sector as per their requirements.

DETAILS OF SECTOR SPECIFIC ELECTIVE PAPERS	
SECTOR: AGRICULTURE	
202-AG	Advances in Agriculture
203-AG	Advances in Horticulture
SECTOR: IT/ITES	
202-IT	Multimedia and Web Technology
203-IT	Python Programming
SECTOR: HEALTH CARE	
202-HC	Changing Health Care and Education Context
203-HC	Infection, Prevention and Control
SECTOR: RETAIL	
202-RE	Fundamentals of Marketing and Salesmanship
203-RE	Retail Marketing Management
SECTOR: AUTOMOTIVE	
202-AU	Automobile Technology Development
203-AU	Automobile Sales and Marketing
SECTOR: APPAREL, MADE-UPS AND HOME FURNISHING	
202-AP	Hand Embroidery
203-AP	Hand Embroidery- Adda work
SECTOR: TOURISM AND HOSPITALITY	
202-TH	Fundamentals of Tourism and Hospitality
203-TH	Advances in Tourism and Hospitality
SECTOR: BANKING FINANCIAL SERVICES & INSURANCE	
202-BI	Indian Financial System
203-BI	Financial Institutions and Services
SECTOR: FOOD PROCESSING	
202-FP	Fundamentals of Food Science & Technology
203-FP	Advanced Food Processing & Preservation
SECTOR: SECURITY	
202-SE	Security System in India
203-SE	Private Security System

4.3 DELIVERY OF THE PROGRAMME

❖ **Contact Mode:** During the contact mode, students are required to be physically present at PSSCIVE. This phase includes:

- Subject-specific classroom sessions
- Hands-on practical activities and demonstrations
- Group discussions and peer learning
- Supervised field experiences and on-site observations
- Interaction with faculty, experts, and vocational education practitioners etc.

Attendance in contact mode sessions is mandatory and is essential for bridging theory with practical exposure.

NOTE: Those who leave the Programme during the Contact Programme, will have to repeat it from the beginning in next session.

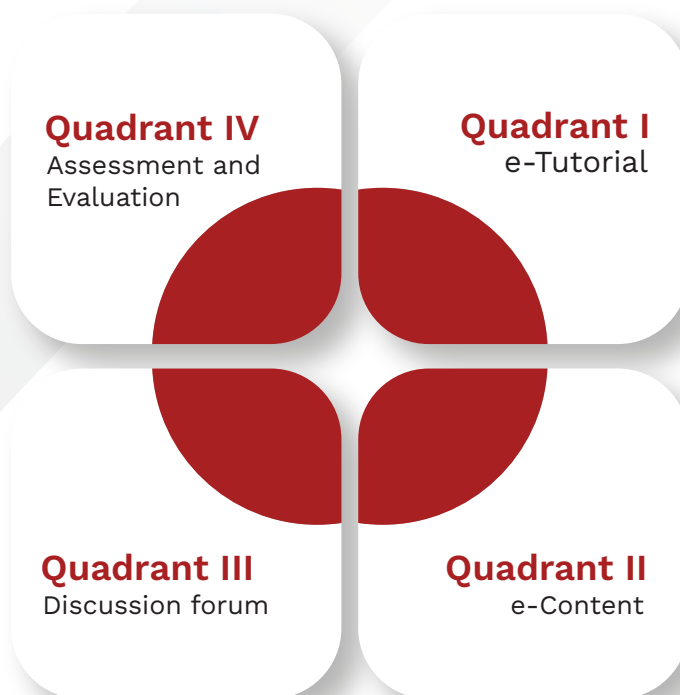
❖ **Self-learning:** In this phase, student engage in guided self-study and online learning activities. Each week, the student is expected to:

- Read and review the provided self-instructional study materials.
- Watch subject-specific educational videos and multimedia content.
- Attend scheduled online sessions conducted by subject experts.
- Complete weekly assignments, reflections, or project-related tasks assigned by the subject coordinator.
- Participate in online discussion forums or group learning (if applicable).

Distance mode activities are structured to promote self-learning and continuity of academic progress between contact sessions.

❖ **QUADRANT APPROACH**

The programme will follow the four quadrant approach as below:



- **Quadrant-I:** e-Tutorial (which shall contain: Online Sessions, Video and Audio Content in an organized form, Animation, Simulations, video demonstrations, Virtual Labs, etc, along with the transcription of the video).
- **Quadrant-II:** e-Content (which shall contain; self-instructional material digital Self Learning Material, e-Books, illustrations, case studies, presentations etc, and also contain Web Resources such as further references, Related Links, Open source Content on Internet, Video, Case Studies, books including e-books, research papers and journals, Anecdotal information, Historical development of the subject, Articles, etc.).
- **Quadrant-III:** Discussion forum (Raising of doubts and clarifying the same on real time basis by the Course Coordinator or his/her team).
- **Quadrant-IV:** Assessment and Evaluation (which shall contain; Problems and Solutions, which could be in the form of Multiple-Choice Questions, Fill in the blanks, Matching Questions, Short Answer Questions, Long Answer Questions, Quizzes, Assignments and solutions, Discussion forum topics and setting up the FAQs, Clarifications on general misconceptions).

❖ CREDITS VALUE OF THE COURSE

Definition of Credit One Credit is equivalent to 30 hours of study time for this programme which is inclusive of all learning activities from the point of view of a standard learner.

Credits value of the Course		2 Credits	3 Credits	4 Credits
No. of Interactive Sessions	Synchronous online counselling/ webinars/ interactive live lectures	6 Hours	9 Hours	12 Hours
	Discussion forum/ asynchronous mentoring	12 Hours	18 Hours	24 Hours
Hours of study Material	E - tutorial in hours	10 Hours	15 Hours	20 Hours
	E - content hours	10 Hours	15 Hours	20 Hours
Self- Study hours including Assessment		22 Hours	33 Hours	44 Hours
Total hours of study (based on 30 hours per credit)		60 Hours	90 Hours	120 Hours

E-STUDY MATERIALS

Learners will receive e-study material after their enrolment. These materials will include a concise introduction to the content, outlining the assessment activities for online and distance learning. Learners will also benefit from expert online lectures and opportunities for personal interaction to address any questions and support their learning needs.

Following are the Audio-Video Resources for learning purpose.

Digital Resource	Description	URL
Official YouTube Channel of PSS Central Institute of Vocational Education	A repository of a vast array of videos on various aspects of vocational education, vocational pedagogy and domain-specific skills for teachers and students	http://www.youtube.com/@PSSCIVEOFFICIAL
National Digital Library of India (NDLI)	A repository of a vast array of digital resources across different subjects and disciplines.	https://ndl.iitkgp.ac.in/
SWAYAM	An online platform offering courses across various fields, facilitating active learning for young aspirants.	https://swayam.gov.in/
National Repository of Open Educational Resources (NROER)	A comprehensive repository providing open educational resources for diverse learning needs.	https://services.india.gov.in/service/detail/national-repository-of-open-educational-resources-by-ministry-of-education
Earthhole	A digital platform providing access to educational content, including textbooks and other resources.	https://epathshala.nic.in/
Digital India Portal	A government initiative providing access to digital resources and services, enhancing digital literacy and education.	https://digitalindiaportal.co.in/
DIKSHA	A Ministry of Education platform offering teacher training content and educational resources to support educators.	https://pmevidya.education.gov.in/diksha.html
PM e Vidya	An initiative by the Ministry of Education aimed at providing digital education to students through various channels,	https://pmevidya.education.gov.in/

4.4 ASSESSMENT AND EVALUATION

Assessment	Semester I	Semester II
Formative	• Assignment • Portfolio • School Internship • Project Work	• Assignment • Portfolio • Industry Internship • Project Work
Summative	End Semester Examination (ESE)	End Semester Examination (ESE)

1. ASSIGNMENT

Assignment Process	Details
Number of Assignments per Paper	01 assignment per paper will be provided.
Delivery Method	Assignments will have to be sent by the students through speed post or submitted in person.
Assignment Content	Each assignment will be related to specific units of the course material and accompanied by detailed instructions and a calendar for submission.
Feedback Mechanism	The paper coordinator will provide feedback on completed assignments.
Submission Deadline Importance	Completing and submitting assignments on time is mandatory as they are used to evaluate trainees' performance in the distance learning phase.
Consequences of Late Submission	Failure to submit assignments before the contact learning phase will result in the student being marked as absent.
Timetable Distribution	Enrolled students will receive the timetable for assignment submission via Email.

Submission deadline for assignment will be intimated in advance. The envelop and first page should have the following information for each activity of each paper.

Activity: Assignment

Paper Code & Paper Title:

Name and Enrolment Number:

Signature with Date:

Proforma for Report of the Assignments			
Paper Code	Title of the Assignment	Date of submission	Feedback by the paper coordinator

2. PORTFOLIO

A portfolio is a curated collection of an individual's work, accomplishments, and experiences, typically compiled to showcase skills, competencies, and achievements in a particular field.

PROCESS FOR DEVELOPING AND MAINTAINING A PORTFOLIO

- Collect all relevant documents, projects, assignments, certificates, and any other work that reflects your skills and achievements.
- Choose pieces that best demonstrate your abilities and achievements. Quality is more important than quantity.
- Arrange items in a logical sequence, often chronological, to show development and progress over time.
- Divide the portfolio into sections, each with a specific focus (e.g., education, work experience, projects, skills).
- Include a clear table of contents to help viewers navigate your portfolio.
- Ensure that your portfolio looks professional. This includes using high-quality images and clean formatting.
- Carefully proofread all text for spelling and grammar errors.
- Reflect on what you learned from each experience or project and how it contributed to your development.

PORTFOLIO ASSESSMENT

The weightage given to the various criteria for assessment of portfolio is as follows:

Criteria	Description
Completeness	All required elements are present and thoroughly addressed.
Quality of Work	The standard of the work included (e.g., accuracy, creativity, depth of analysis).
Reflection and Insight	The depth and thoughtfulness of the learner's reflections and self-assessments.
Organization	The portfolio is well-structured and easy to navigate.
Progress and Growth	Evidence of learning progress and skill development over time.

3. INTERNSHIP (SCHOOL AND INDUSTRY)

The internship in the PGDVET programme provides students with practical experience in both school and industry settings. It aims to enhance their technical skills by applying theoretical and practical knowledge in real-world job situations. The school internship focuses on teaching and training, while the industry internship allows students to gain exposure to sector-specific job roles, industry practices, and professional skills.

The assessment of the internship includes evaluations from both school and industry supervisors based on various criteria such as lesson planning, teaching skills, professional behavior, punctuality, and practical application of knowledge. It also considers students' ability to engage in industry-specific tasks, problem-solving skills, and overall performance during the internship.

Note: For more details and annexures, please refer to the Guideline Manual for Internship.

4. PROJECT WORK (SCHOOL AND INDUSTRY)

Project work is an essential component of the PGDVET programme, it allows students to apply their theoretical knowledge and practical experiences to analyze real-world industry scenarios. The project work is designed to develop students' research, analytical, and problem-solving skills, focusing on a specific vocational sector chosen during the second semester.

Assessment: The project work is evaluated based on the parameters such as project planning, execution, report writing, outcome of the project, presentation, viva voce etc.

Note: For more details and annexures, please refer to the Guideline Manual for Project work.

5. End Semester Examination (ESE)

The End Semester Examination assesses learners' knowledge, comprehension, application, and analytical skills acquired throughout the semester. It covers the entire syllabus or curriculum taught during the semester, including lectures, readings, assignments, projects, and any other learning activities.

Component	Description
Format	The examination format may include multiple-choice questions, short answer questions, essay questions, problem-solving questions, and practical assessments.
Duration	As per the UGC norms.
Preparation	Learners are expected to prepare thoroughly by reviewing course materials, revising key concepts, and practicing sample questions.
Evaluation	Examination papers are evaluated by qualified instructors or examiners according to predetermined criteria and standards.

4.5 AWARD OF THE CERTIFICATE / PG DIPLOMA

To be eligible for the Certificate in Vocational Pedagogy or the Post Graduate Diploma in Vocational Education and Training (PGDVET), students must meet the following academic and practical criteria:

SEMESTER I

Sr.No.	Parameters	Criteria
1.	Assignments	Submission within the timeline with a minimum of 50% qualifying marks per subject
2.	Portfolios	Submission within the timeline with a minimum of 50% qualifying marks per subject
3.	Contact Mode	Minimum 80% attendance
4.	School Internship	Minimum 50% qualifying marks
5.	Project Work	Minimum 50% qualifying marks
6.	End Semester Examination	Minimum 50% qualifying marks per subject

Students who **choose to exit after successfully completing Semester I** (i.e. earn 20 credits) will be awarded the Certificate in **Vocational Pedagogy**. The **maximum duration** to complete **Semester I** requirements is **two years from the date of enrolment**.

SEMESTER II

Sr.No.	Parameters	Criteria
1.	Assignments	Submission within the timeline with a minimum of 50% qualifying marks per subject
2.	Portfolios	Submission within the timeline with a minimum of 50% qualifying marks per subject
3.	Contact Mode	Minimum 80% attendance
4.	Industry Internship	Minimum 50% qualifying marks
5.	Project Work	Minimum 50% qualifying marks
6.	End Semester Examination	Minimum 50% qualifying marks per subject

To be awarded the Post Graduate Diploma in Vocational Education and Training (PGDVET), students must successfully complete both Semester I and Semester II, thereby earning a total of 40 credits.

The maximum duration for completion of the Post Graduate Diploma is 5 years from the date of enrolment.

GRADING

The Programme follows a 10-point Grading System as per UGC Guidelines.

Letter Grade	Numerical Grade	Percentage
O (Outstanding)	10	90% -100%
A+ (Excellent)	9	80% -89%
A (Very good)	8	70% -79%
B+ (Good)	7	60% -69%
B (Above Average)	6	55% -59%
C (Average/ Pass)	5	50% -54%
F (Fail)	0	Below 50%

Note: The conduct of the Programme will be based on Rules and Regulations as stated under:

- After selection of the candidates, they have to send acceptance and enrol in the Programme by the due date as per communication made by the study centre. If students fail to pursue the Programme after taking admission, or drops out, they have to apply fresh in subsequent years. Programme fees once deposited will not be refunded.
- Any misconduct by a student can lead to their discontinuation from the programme with immediate effect.
- If a student indulges in any malpractice such as copying of assignments and practical reports, copying in written examination etc., it will be construed as serious misconduct and she/he could be debarred from the Programme.
- Attendance in all sessions is mandatory during all the phases of the Programme.
- It is mandatory to submit all assignment responses, project reports and portfolio etc. within the stipulated timeline, failing which a trainee will be required to repeat the Programme.



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NCERT

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