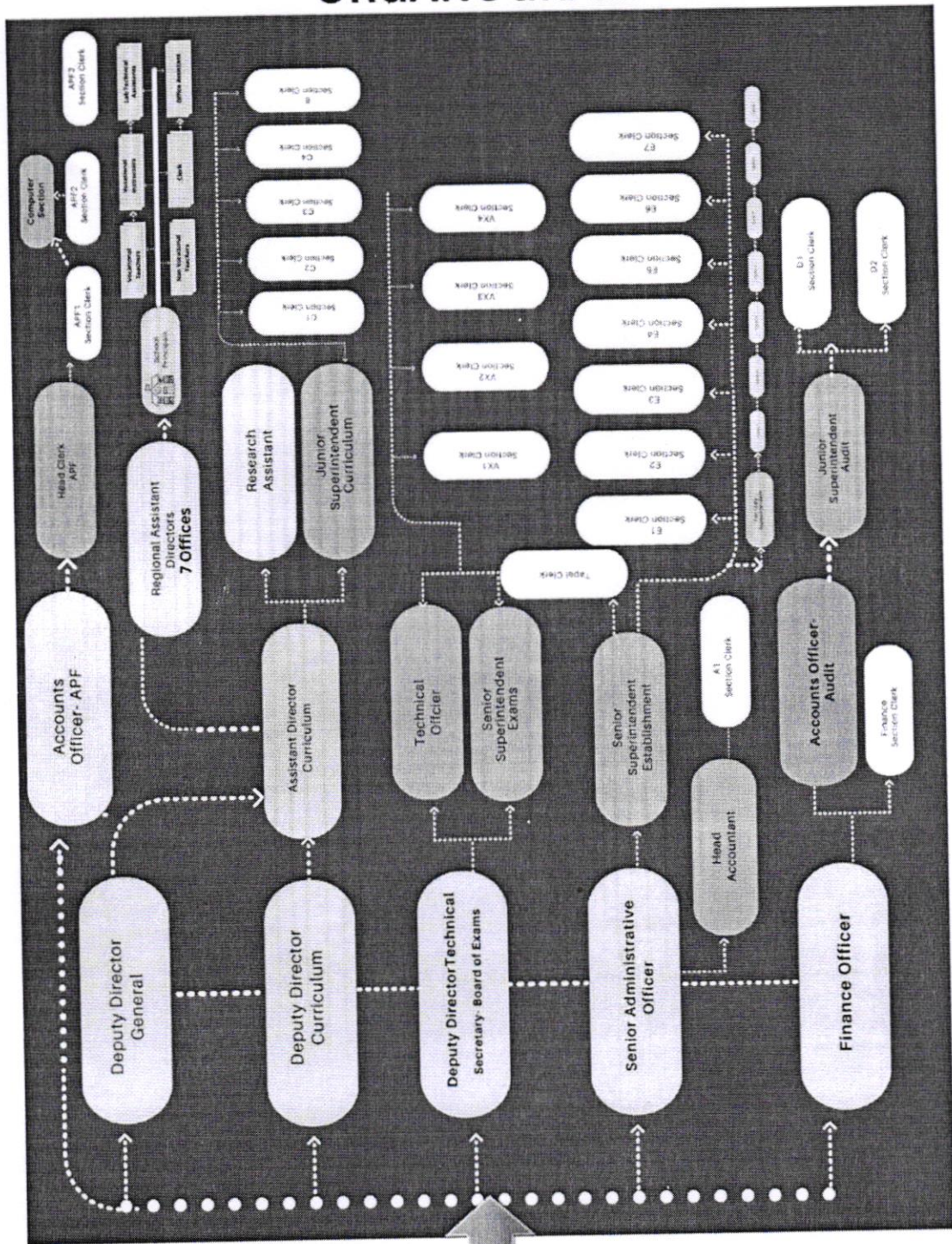


Department of General Education- VHSE Wing ORGANOGRAM



Organizational Chart

DVHSE

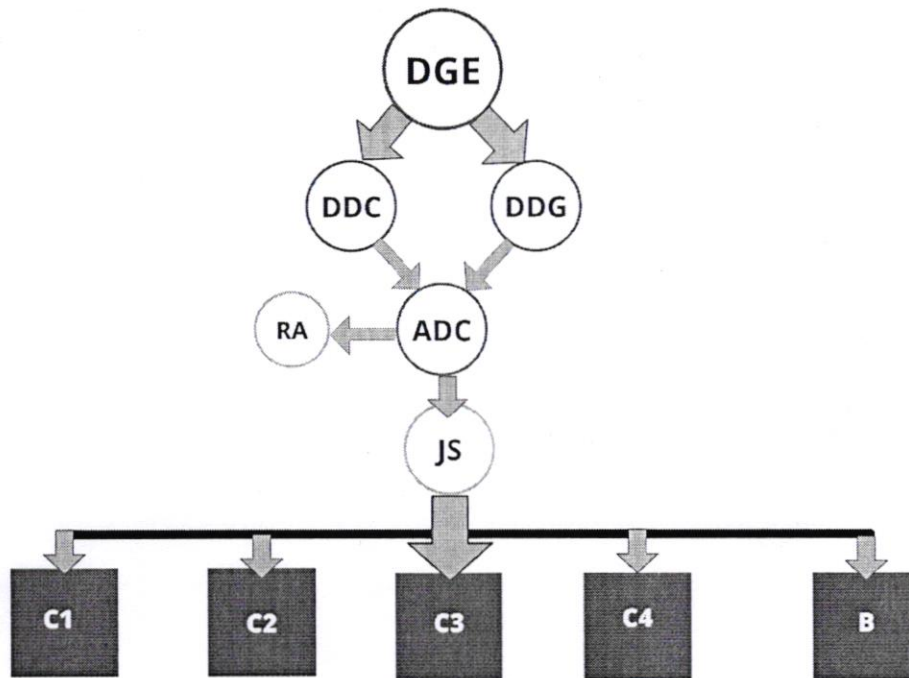
Director of General Education

CA to Director

DIRECTORATE OF GENERAL EDUCATION - VHSE

Job Roles and File Flow chart of Various Sections

(A)Curriculum Section



Deputy Director -Curriculum (DDC)
Deputy Director-General (DDG)-1
Assistant Director- Curriculum (ADC)-1
Research Officer-1
Junior Superintendent-1
Section Clerk- 5

- Controlling Officer
- Controlling Officer
- Unit Officer

Immeluk
DD 1/c

Curriculum Sections deals with the following business

Deputy Director -Curriculum

(Controlling Officer)

Deputy Director -General

(Controlling Officer)

Assistant Director - Curriculum

Supervisory Officer

Research Assistant

Statistics and Academic Researchers for various purposes

Apprenticeship Management

Career Guidance and Placement Officer

Junior Superintendant Curriculum

(Unit Officer)

Assistant RTI Officer

Supervise the following activities

Apprenticeship Management

Career Guidance and Counselling

Admission and related matters (VHS CAP)

Curriculum & Course

School Inspections and Enquiry

The budget proposal and Follow up

Annual Plan

Purchase- AS/PS

Procedures in the Construction of School Building

C1 Section Clerk	C2 Section Clerk
Training (Staff) Academic Cluster Equivalency Certificate Boarding and Diet Charges Open School CE Monitoring Terminal Examinations Grace Marks Day Celebrations Tour Management- Assistant Directors RTI	Development of Vocational Curriculum Design and Development of Course Selection of Courses Preparation of Course Materials Annual Plan Policy Matters Acts & Rules NSQF Implementation Liaisoning with Sector Skill Councils On-the-Job Training Vocational Curricular Activities