

Syllabus for the subject
of
“Training Methodology” (TM)
Under
Craft Instructor Training Scheme (CITS)

Re- Designed in - 2014

Designed by:
Government of India
Ministry of Labour & Employment
Directorate General of Employment and Training
CENTRAL STAFF TRAINING AND RESEARCH INSTITUTE
EN Block, Sector – V, Salt Lake City,
Kolkata – 700 091

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A. RATIONALE

The economic prosperity and pace of development of a nation depend upon the development of human resources of that nation. The significant fact in the development of human resources refers to the level of competencies and the factors responsible for efficient delivery of these competencies. It largely depends on those who develop these competencies. Therefore, for this purpose highly competent instructors for imparting these competencies are need of Hour. Instructors imparting these competencies should have the capability to perform efficiently too. For this, Capacity Building of Instructors is crucial.

Objectives:

1. To equip the Instructors and prospective instructors with requisite knowledge and skill in instructional technology.
2. To make them competent to impart skill under various schemes of DGE&T based on sound pedagogical principles and concept.
3. To develop the competencies of the Instructors and prospective instructors in preparation and utilization of teaching aids and handling of visual and audio visual equipments supported by Information and Communication Technology (ICT).

A.GENERAL INFORMATION

1. Name of the Course : Craft Instructor Training
2. Duration of Instructor Training : 1 Year (Two semesters each of six months duration).
3. Subjects covered in the Semesters : Detailed in Section - C
4. Name of the Subject : **TRAINING METHODOLOGY**
5. Applicability : ALL TRADES – to be imparted in the second semester
6. Examination : AITT to be held at the end of the semester.
7. Space Norms :
 - (a) One class room of minimum 30 sq.m. area having minimum width of 5 m.and with Illumination of 6000 lumen
 - (b) Audio Visual Lab : 120 sq. meter having minimum width of 8 m. and with Illumination of 30000 lumen

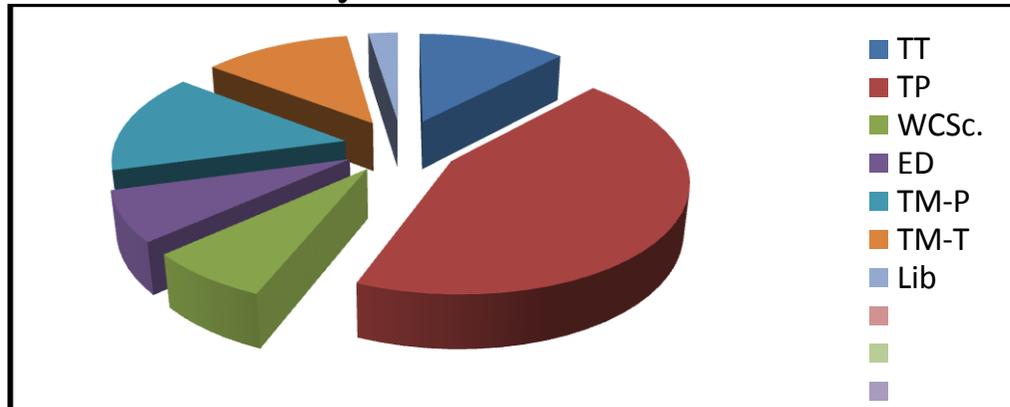
The electrical equipments of Class room should conform to minimum 3 star Building energy rating as per Bureau of Energy Efficiency (B.E.E.)
8. Power Norms :
 - (a) 1 KW for Class room
 - (b) 10 KW for Lab.
9. Unit strength(Batch Size) : 20
10. Entry qualification : Diploma/Degree in appropriate branch of Engineering from AICTE recognized Board / University commensurate with intended trade
OR
Completed Semester – I of any trade under CITS
11. Trainers' Qualification : Graduate from AICTE recognized University with two years experience
12. Desirable: Passed National Craft Instructor Training course in same or relevant trade.

In case of two units, one trainer must be Degree in Engineering.

B. SEMESTER WISE ALLOTMENT OF TIME & MARKS AMONG THE SUBJECTS FOR CITS

	SUBJECTS	Hrs. / Week	% of time allotted	Marks	Sessional	Full Marks	Pass Marks		
							Exam.	Sessional	Total
First semester	Trade Practical – 1	20	50	200	30	230	120	18	138
	Trade Theory - 1	6	15	100	20	120	60	12	72
	Workshop Cal. & Sc.	6	15	50	-	50	30	-	30
	Engineering Drawing	6	15	100	-	100	60	-	60
	Library	2	5	-	-	-	-	-	-
	TOTAL for Sem. - I	40		450	50	500	270	30	300
Second semester	Trade Practical – 2	16	40	200	30	230	120	18	138
	Trade Theory - 2	4	10	100	20	120	60	12	72
	Training Methodology - Practical	12	30	200	30	230	120	18	138
	Training Methodology - Theory + IT	6+2	20	100	20	120	60	12	72
	TOTAL	40		600	100	700	360	60	420
	GRAND TOTAL	80		1050	150	1200	630	90	720

Hourly Distribution



TOTAL: 1200 marks for 2 semesters Pass marks: 720

Subject	Time in %	Marks in %
Trade Practical	45	38
Trade Theory	12.5	20
Total for Trade	57.5	58
Training Methodology (Practical)	15	19
Training Methodology (Theory) + IT	12.5	10
Total for Training Methodology & IT	27.5	29
Engineering Drawing	7.5	12
Workshop Cal. & Sc.	7.5	4
Library	2.5	-

C. RE-DESIGNED SYLLABUS FOR THE SUBJECT: TRAINING METHODOLOGY CRAFT INSTRUCTOR TRAINING SCHEME

Note: During the discussion of any machine tools, related precautions and safety measures should be discussed.

Trade Theory				Trade Practical		
<i>Unit No.</i>	<i>Topics</i>	<i>Hours</i>	<i>Marks</i>	<i>Topics</i>	<i>Hours</i>	<i>Marks</i>
I	Roles and Responsibilities of an Instructor	18		Roles and Responsibilities of an Instructor	27	
II	Psychology of Learning	15		Psychology of Learning	21	
III	Analysis of Syllabus and Course Construction	12		Analysis of Syllabus and Course Construction	18	
IV	Planning for Instruction	15		Planning for Instruction	24	
V	Instructional Technology	15		Instructional Technology	33	
VI	Written Instructional Materials	18		Written Instructional Materials	27	
VII	Assessment and Certification	15		Assessment and Certification	21	
VIII	Organization and Management of Instructional Functions	15		Organization and Management of Instructional Functions	21	
IX	Counseling & Mentoring	12		Counseling & Mentoring	20	
X	Distance Learning Programme	15		Distance Learning Programme	21	
XI	Entrepreneurship Development	15		Entrepreneurship Development	24	
XII	ICT and Internet	11		ICT and Internet	17	
	TOTAL -	176			264	

One session = 1.5 Hrs.

One session = 3 Hrs.

**D. Syllabus for the Subject of “Training Methodology”
under Craft Instructor Training Scheme (CITS)**

Unit No.I <u>Instructor: Roles & Responsibilities of an Instructor</u> (09 sessions)		
Lesson No.	Theory	Practical
1.1	Introduction	Overview on elements of vocational training - by trainer
1.2	Orientation	What kind of Learner are you - Questionnaire to be answered by Trainees
1.3	Skill Development programmes of DGET – Current Status	What do you already know about training procedures - Questionnaire - By Trainees
1.4	Teaching Vs Trainer/Teacher	Video show of a teacher given a classroom lecture to the students and a trainer given a demonstration to the trainees
1.5	Difference between Vocational Education and Vocational Training	Conduct a group discussion among the trainees about the topic
1.6	Principles of Vocational Training	Video/PPT for highlighting the principles of Vocational Training
1.7	Instruction vs. Teaching – (i) Principles of Instruction (ii) Principles of Instruction (iii) Difference between Instruction and Teaching (iv) Common defects in Instruction	Video/PPT for highlighting the topic
1.8	Characteristics of good Instruction	(i) Practical based on Feed Back from trade Instructors about nature of their instructions. (ii) Video show / ppt. on model of instructions: Markle’s and Ausubel’s model of instructions.
1.9	Qualities, Personality Traits and Responsibilities of good Instructor – (I) Qualities (Requisites) of Good Instructor (II) Personality Traits of good Instructor (III) Responsibilities of good Instructor	Ppt for highlighting specific traits and skills for specific trades

		<ul style="list-style-type: none"> • Elements of skills - Discussions by Trainees and Trainer
3.3	Methods of Analyzing the Syllabus - Break-up of syllabus and schedule of instruction with time duration	Outlines of a syllabus : <ul style="list-style-type: none"> • Must know, should know, & could know - Discussion by Trainees and Trainer
3.4	Identification of skills and Knowledge ADDIE Model Instructional Designing Process	Project work on making break up of syllabus and list of topics - By Trainees, Video show/PPT of ADDIE Model
3.5	Construction of course outline - Course construction (Arrangement related classes etc.,)	Preparation of schedule of instructions – By Trainees
3.6	Time management and its concept in formulation of a trade syllabus and instruction with time duration	Course Construction : <ul style="list-style-type: none"> • Simple to complex • Concrete to Abstract - Trainer

Unit No. IV Planning for Instruction (08 Sessions)

Lesson No.	Theory	Practical
4.1	Skill and its basic elements (Behavioral objects Bloom Taxonomy)	Guide the trainees to set questions on different levels of learning in psychomotor domain according to Bloom Taxonomy
4.2	Phases of acquiring skills	PPT /Video show for highlighting the different phases of skill learning
4.3	Steps in imparting Skills	Video show or giving a demonstration about the steps imparting skills
4.4	Question & questioning techniques	Question - Answer - Debate session
4.5	Lesson plan	Defining objectives and preparation of lesson plan
4.6	Demonstration plan	Defining objectives and preparation demonstration plan
4.7	Different methods of imparting skills	Preparation of different written instructional materials – shift to unit 6 WIM
4.8	Delivery techniques of different methods (4 Ste method)	Teaching practice - body languages skills in presentation

UNIT NO. V

Instructional Technology (08 Sessions)

Lesson No.	Theory	Practical
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5. 1.	Instructional Technology: <ol style="list-style-type: none"> Teaching practice through moderation A comparison with conventional method with modern Training – By Trainer Group discussion of 4 step method – Test method – By Trainer Project work & display on making working model – mockups Project Work By Trainer & Trainees 	Group discussion of 4 step method and analyze a Video show of a trainer conducting a class by 4-step method
5. 2.	Communication: (Class Room) <ol style="list-style-type: none"> Communication process & elements of communication – By Trainer. How good listener and what type of communicator you are - By Trainer Discussion with trainer on improving individual talents in public speaking - By Trainees. 	Practice on identify the process of communication and use of non-verbal communication to convey messages Practice on pre-listening activity and respond them and respond after the CD track by directed by CD track
5. 3.	Dale cone of experience Different Types of Teaching Learning Aids: Projected/ Non Projected Using different types of board in a class room session. Black board, White board, Flannel board, Magnetic board etc.	PPT/Video show for highlighting the effects of Dale cone of experience in learning Preparation of charts, transparencies, slides, posters, mock-ups
5. 4.	Chalk Board/ White Board practice How to use it.	Using different types of board in a classroom session : <ul style="list-style-type: none"> Black board, white board, flannel board, magnetic board etc
5. 5.	Application, use & maintenance of OHP.	Use and maintenance of OHP.
5. 6.	Application, use & maintenance of Digital Camera.	Use and maintenance of Digital Camera.
5. 7.	Application, use & maintenance of LCD projector and Smart board	Use and maintenance of LCD projector and smart board.
5. 8.	Micro – Teaching concept	Teaching practical – micro teaching analysis.

<u>UNIT NO. VI</u>		<u>Written Instructional Materials (09 Sessions)</u>
Lesson No.	Theory	Practical
6. 1.	Written Instructional Materials	Guide the trainees to prepare the different WIM
6. 2.	Operation sheet	Guide the trainees to prepare the different WIM
6. 3.	Job sheet	Teaching practice (Lesson & Demonstration) – Micro teaching
6. 4.	Information Sheet	Teaching practice (Lesson & Demonstration) – Micro teaching
6. 5.	Assignment Sheet	Teaching practice (Lesson &

		Demonstration) – Micro teaching
6. 6.	Experiment Sheet	Teaching practice (Lesson & Demonstration) – Micro teaching
6. 7.	Pre-job Check Sheet	Teaching practice (Lesson & Demonstration) – Micro teaching
6. 8.	Final Job Check Sheet	Teaching practice (Lesson & Demonstration) – Micro teaching
6. 9.	Daily Dairy, Progress Chart, Maintaining Theory & Practical records.	Guide the trainees how to maintain the records properly

<u>UNIT NO. VII</u>		<u>Assessment & Certification: - (07 Sessions)</u>
Lesson No.	Theory	Practical
7. 1.	Test & Evaluation – its important	Overview on different types of test & its necessity – By Trainer
7. 2.	Current methods applied in DGET Schemes	Various test conducted under aegis of NCVT
7. 3.	Characteristic of a good Test	Purpose, application & comprehension of a test.
7. 4.	Rule for preparation of Objectives types test Items. Preparing Student Multiple Choice Types Matching Types Short Answer Types	Group assignment on setting different types of question on different levels of learning in cognitive domain according to Bloom Taxonomy – By Trainees
7. 5.	Preparation of Questions Paper	Setting an ideal question paper & evaluation – By Trainees
7. 6.	Evaluation of Theory & Practical Test (Kirkpatric evaluation model)	Evaluation techniques & marking schemes Theory & Practical By Trainer & Trainees. Formative Assessment techniques for awarding seasonal marks
7. 7.	NCVT as a certifying agency – certificates issue under aegis of NCVT.	Discussion among the trainees

UNIT NO. VIII <u>Organization & Management of Instructional Functions :</u> <u>(07 Sessions)</u>		
Lesson No.	Theory	Practical
8. 1.	Training & Managerial responsibilities Introduction & discussion on managerial responsibilities	Group discussion among the trainees
8. 2.	Management of Workshop & Class room	Instructional areas layout – utility space – By Trainer
8. 3.	Group teaching and learning	Group activates to complete a particular job.
8. 4.	Instructional area – house keeping Need for proper housekeeping & safety rules and overview – By Trainer	Showing a model video of proper housekeeping and analyze the same
8. 5.	Basic Qquality Concept & 5’S	Debate on conventional housekeeping vs. 5’s concept – By Trainer & Trainees
8. 6.	Colour Dynamics	Introductions to Colour Dynamics
8. 7.	Safety in Instructional Area.	Safety measure, slogans, precaution etc. – By Trainers

UNIT NO. IX <u>Counseling & Mentoring (06 sessions)</u>		
Lesson No.	Theory	Practical
9.1	Handling trainee’s grievances - Define Grievances, Types of Grievances, Co-operate Grievances, Do’s & Don’ts in Grievances.	Communication Lab - Language Proficiency
9.2	Boosying Morale - Boosting ethics & Development work environment, ethics theory, Development of work environment & training process, knowledge of presentation & self motivation.	Determine the rating of characteristic according to graph printing Analyze the different characteristics that forms the base of ethics React to real life ethical situation
9.3	Identifying the strengths - SWOT Analysis. Define Swot analysis, Important of swot analysis, characteristics of swot analysis, Example of swot analysis related with Trade development in detail.	Prepare the parameters for skills required to become a good trainer and list out in the chart format Rate your skills in each area by circling the appropriate number
9.4	Seeking / Retriving Labour Market Informations - Labour Market Strategy / Potencial. Define marketing, Tools of marketing, 7 Ps define market strategy, important of market strategy, use of strategy in trade theory (Labour Market Information)	Group discussion

9.5	Techniques of writing good CV	Tips to crack interview Answer questions about yourself, your skills with confidence Practice tricky questions meant to test your thinking skills using lateral thinking
9.6	Further Learning pathways	- Do -

UNIT NO. X <u>Distance Learning Programme (07 sessions)</u>		
Lesson No.	Theory	Practical
10.1	Why Distance Learning - Define Distance Learning, Types of Distance Learning Advantages & Disadvantages of Distance Learning, Importance of distance Learning.	Interactive Class on Video Conference / Practice.
10.2	Distance Pathways - Define Distance Pathways, Types of Pathways, Handling of Pathways.	Practice on installation and commissioning of equipments at Spokes
10.3	Organisations adopting Distance Learning	Interactive Class on Video Conference / Practice.
10.4	Initiative of DGET – current detail/ History of DGET & Further scope.	Do
10.5	Success stories / Best Practices – Inspection, inspect, Demo displacement.	Do
10.6	Future Trends – Smart Learning, e-Learning, Virtual Classroom	Do
10.7	Limitations of Distance Learning	Do

UNIT NO. XI <u>Entrepreneurship Development (08 sessions)</u>		
Lesson No.	Theory	Practical
11.1	Leadership - Define leadership, types of leadership, leadership Traits, Functions of leadership, styles of leadership.	Video (Current Entrepreneur) / Case studies
11.2	Stress management - Define Management, Type of stress Management, How to improve stress in workplace, Team leader in workplace.	PPT/Video show for highlighting howto improve stress in workplace
11.3	Time management - Workplace time Management, maintain Time management, Benefits of Time Management in workplace, Time management schedule.	PPT/Video show for highlighting the importance
11.5	Self Employment as a Career path - Define Entrepreneurship, Strategy of entrepreneurship, Market Research.	Trace and interpret the sequence of operation for setting up a small business from the flow sequence

	Implementation of self Employment in workplace Ps, Mange self employment in workplace.	diagram Draw a similar diagram for the product chosen by you
11.6	Quality consciousness – its relevance	Trainee has to prepare the impact of quality and list the importance of quality and analyze
11.7	Interaction with Industries current example of different ITI.	Group discussion
11.8	Conducting Seminars / Case studies.	Case studies video

UNIT NO. XII ICT and Internet (03 sessions)

Lesson No.	Theory	Practical
12.1	Use of Internet in teaching , Training and learning - How to use internet, Email application, Fax,	Use of internet, Email application, Fax,
12.2	Computer aided learning, training and teaching..	Preparation of transparency with the help of computer.
12.3	Use, application and maintenance of computer	Preparation of Slides by Power Point

ACHIEVEMENTS / OBJECTIVES

UNIT – I : Roles and Responsibilities of an Instructor

On completion of this Unit the Instructor Trainee shall be able to :

1. Justify the importance of teaching as a profession.
2. Identify the importance of vocational education and its social and economic inter-relationship.
3. List out his duties and responsibilities.
4. State the pre-requisites and requisites of a good instructor.
5. Identify the characteristics of good instruction.
6. List out the common defects in instruction.

UNIT – II : PSYCHOLOGY OF LEARNING

On completion of this Unit the Instructor Trainee shall be able to :

1. Define in clear terms the words – perception and conception.
2. Define motivation and classify the same.
3. Identify individual differences of the learners and means to meet the same.
4. State the importance of senses in the acquisition of skill and knowledge.
5. State the theories of learning.
6. Use the laws and principles of learning and know how to apply the same in different teaching situations.
7. Define and describe domains – Behavioral science – Learning process – Attitudinal changes.

UNIT – III : ANALYSIS OF SYLLABUS AND COURSE CONSTRUCTION

On completion of this Unit the Instructor Trainee shall be able to :

1. State the factors that determine the formulation of the syllabus for a particular course.
2. List the purposes of analyzing the syllabus.
3. Select the correct method of analyzing the syllabus.
4. Write the steps of analyzing the syllabus.
5. Identify the blocks of syllabus and their performance objectives.
6. Analyze each block into its practical and theoretical components.
7. List out the subjects of related information i.e. Theory, Workshop Science, Workshop Calculation and Engineering Drawing.
8. Outline ratio of theory and practice.
9. Compile the correct content for constructing a course outline.

UNIT – IV : PLANNING FOR INSTRUCTION

On completion of this Unit the Instructor Trainee should be able to :

1. Prepare Lesson Plans.
2. Conduct class with the use of class-room events.
3. Adopt different methods of instruction.
4. Adopt different techniques in instruction.
5. Use questioning as a technique during instruction.
6. Motivate the learner effectively.
7. Define skill and identify its basic elements.
8. Identify the phases of skill learning – Cognitive, Fixation and Autonomous phase.
9. List various requirements of an instructor to teach skill.
10. Plan and incorporate various steps involved in teaching skills.
11. Prepare Demonstration Plan.
12. List various points to be considered before, during and after giving Demonstration.

UNIT – V : INSTRUCTIONAL TECHNOLOGY

On completion of this Unit the Instructor Trainee shall be able to :

1. State what is Instructional Technology and its application in teaching and learning situations.
2. Classify various Training Aids.
3. Use Chalk Board for written matters and sketches, maintaining proper layout, clarity and use colour judiciously.
4. Prepare simple and non Projected Aids i.e. charts, posters, models, mock ups and other display materials for effective instruction.
5. Operate projection equipment such as Overhead Projectors, educational television, LCD projector, and video camera as per facilities available.
6. Prepare transparencies needed for Overhead Projector as required for his instructional areas.

UNIT – VI : WRITTEN INSTRUCTIONAL MATERIALS

On completion of this Unit the Instructor Trainee shall be able to :

1. Identify the types of written instructional materials and their applications.
2. List the purposes and advantages of W.I.M.
3. Prepare written instructional materials i.e. Information Sheet, Operation Sheet, Job Sheet, Assignment Sheet, Experiment Sheet, Pre-job Check Sheet, and use the same for effective learning.
4. Compare and contrast their relative merits and demerits.

UNIT – VII : ASSESSMENT & CERTIFICATION

On completion of this Unit the Instructor Trainee shall be able to :

1. List the purpose for which the tests are conducted.
2. Classify different types of tests to be conducted.
3. Identify the characteristics of a good test.
4. Construct different types of tests and administer the same.
5. Perform item analysis of test results to determine the effectiveness of teaching and learning.
6. Differentiate between objective measurement and subjective evaluation of the total achievement of the trainees covering both personal and professional aspects.

UNIT – VIII : ORGANISATION & MANAGEMENT OF INSTRUCTIONAL FUNCTIONS

On completion of this Unit the Instructor Trainee shall be able to :

1. Classify teaching and managerial responsibilities in a class room and instructional responsibilities on the shop floor.
2. State various factors to be considered in organizing and managing a class room.
3. Choose an appropriate method of organizing instructional shop areas with regard to layout and housekeeping.
4. List various safety measures to be planned and ensuring total safety in the instructional areas.

UNIT NO. IX Counseling & Mentoring

On completion of this Unit the Instructor Trainee shall be able to :

1. How to handle the trainee's grievances?
2. Analyze the different characteristics that form the base of ethics.
3. The importance of SWOT analysis and Prepare the parameters for skills required to become a good trainer.
4. How to write a good CV?
5. The importance of market strategy, 7 Ps define market strategy and use of market strategy in trade theory.

- UNIT NO. X Distance Learning Programme**
On completion of this Unit the Instructor Trainee shall be able to :
1. Importance of distance learning in today's education and limitations of distance learning.
 2. Future trends in the learning world.
 3. Participate/familiar with distance learning.
- UNIT NO. XI Entrepreneurship Development**
On completion of this Unit the Instructor Trainee shall be able to :
1. Exhibit the Leadership traits and style.
 2. Justify the importance of stress management and time management.
 3. Trace and interpret the sequence of operation for setting up a small business.
 4. Quality consciousness – its relevance.
- UNIT NO. XII ICT and Internet**
On completion of this Unit the Instructor Trainee shall be able to :
1. Importance of internet in teaching and learning and how to use it for best purpose.
 2. Use of Computer aided learning, training and teaching in today's education.

**E. LIST OF TOOLS & EQUIPMENT FOR TRAINING METHODOLOGY SECTION
FOR BATCH OF 20**

SL.NO	NAME OF EQUIPMENT	QUANTITY
1.	Teaching Board	
	(i) Ceramic Chalk Board 4" x 6"	01
	(ii) Felt Board 4" x 6"	01
	(iii) White Magnetic Market Board	01
2.	Over Head Projector	02
3.	LCD/DLP Projector	01
4.	Copier cum Scanner	01
5.	LED TV 40" to 48"	01
6.	Digital Video Camera (hard Disk) with Tripod stand	02
7.	Multimedia computer with printer . UPS	01
8.	White projection Screen	01
9.	Multimedia Software	01
10.	Caller Microphone	01
11.	PA system	01
12.	Almirah (Big size)	03
13.	Modern seating with writing attachment	20
14.	Equipment table (as per requirement)	As required
15.	Visual / Document presenter	01
16.	Interactive board	01
17.	1.5 ton A.C.	02
18.	Laptop	01

F. List of members of the Trade Committee Meeting held on 23.07.2014 at CSTARI, Kolkata to Re-Design the syllabus of Training Methodology under Craft Instructor Training Scheme (C.I.T.S.)

Sl. No.	Name & Designation Shri/Smt.	Representing Organization	Committee Members
1.	R.N.Bandyopadhyaya, Director	CSTARI, Kolkata -91	Chairman
2.	M.Thamizharasan, Jt. Director	CSTARI, Kolkata -91	Member
3.	Dr. Dibyendu Chatterjee	IEST, Shibpur	Member
4.	Debasish Pal Chaudhuri, Asst. Professor	Techno India University, Salt Lake City, Kolkata-91	Member
5.	Dr. Rajyasri Roy, Professor	Govt. Training College, Hooghly	Member
6.	Satiprasad Tripathi, Asst. Professor	Sammilani Teachers' Training College, Barakhola, KrishakPally, Mukundapur, Kol.-99.	Member
7.	Rabin Devnath, Principal	Directorate of Industrial Training, West Bengal, VTI Buildings, Kolkata-156.	Member
8.	S.P.Some, Course Co-Ordinator	Assembly of God Church Vocational School, Tangra, Kolkata-46	Member
9.	Brenner Charls Jha, Teacher	The Assembly of God church vocational School 34, Mathaswartala Road, Kol-46	Member
10.	G. Gin, DDt./Principal	MITI, choudwa, cuttaetc	Member
11.	L.K. Mukherjee, DDT	CSTARI, Kolkata	Member
12.	N. Nath, ADT	CSATRI, Kolkata	Member
13.	L.K. Maiti, T.O.	ATI, Dasnagar –Howrah- 5	Member
14.	P.S. More, T.O.	ATI, Mumbai -22	Member
15.	M. B. Kerketta, T.O.	CSTARI, Kolkata -91	Member
16.	P. K. Gonguly, T.O.	CSATRI, Kolkata -91	Member
17.	A.B. Dhara, T.O.	CSTARI, Kolkata-91	Member
18.	R.N. Manna, T.O.	CSTARI, Kolkata-91	Member
19.	M. K. Batabyal, T.O.	CSTARI, Kolkata -91	Member
20.	P. Biswas, Jr.D/M	CSTARI, Kolkata -91	Member
21.	H..Kujur, Jr. D/M	CSTARI, Kolkata -91	Member

PRACTICE TEACHING SESSION

Duration :

4 Weeks

Objectives :

Prepare lesson plan with information & assignment sheet.

Conduct class Lesson effectively.

Motivate the learner effectively.

Prepare demonstration Plan with operation sheets & job sheet

Teach skills through demonstration.

Use questioning as a technique during Instruction.

Use Chalk Board for written matters and sketches, maintaining proper layout.

Use of various Training Aids for effective Learning.

Practical Session:

Description of each Session

- Model Lesson by the Trainer.(4 Sessions)
- Model demonstration by the Trainer.(4 Sessions)
- Practice Teaching by Micro Teaching Process.
(36 Sessions)
- Practice Demonstration. (36 Sessions)

List of Reference Books :

1. Moshman, D.S.; Developmental Psychology, Little Brown 1987
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3. Anastasi, Anne, Psychology Testing (5th Edition) Macmillan Publishing Co. N.Y. 1982
4. Brown, J.W. et al (1983) Technology, Media and Methods, A.V. Instruction, 6th ed. McGraw Hill, New York.
5. Heinich, Robert, et al (1983) Instructional Media, The New Technologies of Instruction, Willy, New York.
6. Hergenhahn, B.R. (1982) An Introduction to Theories of Learning, Practice Hall, Eaglewood Cliffs, New Jersey.
7. Kibler, R.J. (1981) Objectives for Instruction and Evaluation, Allyn and Bacon, Boston.
8. Nadler, Leonard (1982) designing Training Programmes, Addisa Wesley, Reading, M.A.
9. Advanced Educational Psychology S.S.Chauhan, Vikas Publishing House Pvt. Ltd., Sixth Edition, 1997.
10. Psychology of Learning –
 - (i) Educational Psychology/Elliot. Pub : McGraw Hill International
 - (ii) Introduction to Psychology/Morgan. Pub : Tata McGraw Hill.

- (iii) Psychology Applied to Teaching/Biehler and Snowman. Pub: Houghton & Mifflin Co.
11. Educational/Instructional Technology –
- (i) Essentials of educational technology/J.C.Aggarwal. Pub : Vikash
 - (ii) Essentials of Instructional Technology/A.R.Rathar. Pub : Discovery
 - (iii) Encyclopedia of educational technology/C.H.Giridhar. Pub : Commonwealth
 - (iv) Global Source Book of Educational Technology/Ved Prakash Gandhi, Vol.I & II. Pub : Kanishka.
 - (v) Information and Communication Technology/Ed. Kiran Prasad. Pub : B.R.DC
12. Vocational & Guidance –
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