

വ്യാവസായിക പരിശീലന വകുപ്പ്
(കേരള സംസ്ഥാനം)

നമ്പർ. എഫ്3/15315/12.

തൈക്കാട്, തിരുവനന്തപുരം-14
തീയതി :24/05/2012

ട്രെയിനിംഗ് ഡയറക്ടർ.

എല്ലാ ഐ.ടി.ഐ/ആർ.ഐ.സെന്ററുകൾക്കും.

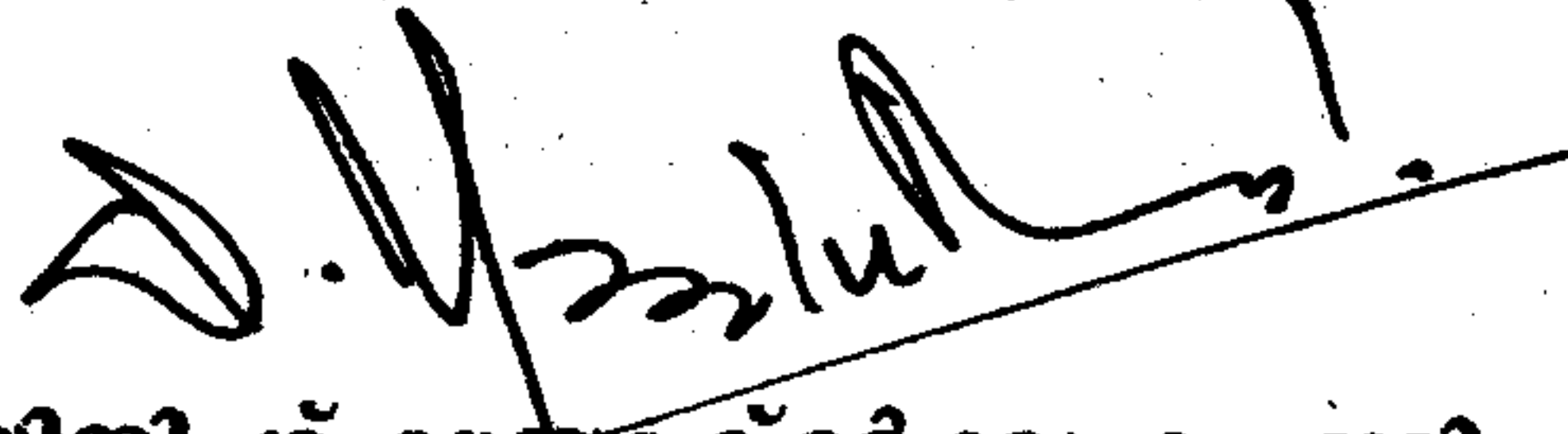
സർ,

വിഷയം:- വ്യാവസായിക പരിശീലന വകുപ്പ് - ട്രെയിനിംഗ് വിലാസം - സെൻട്രൽ സ്റ്റാഫ് ട്രെയിനിംഗ് ആന്റ് റിസർച്ച് ഇൻസ്റ്റിറ്റ്യൂട്ട് നടത്തുന്ന വിവിധ കോഴ്സുകൾ - പരിശീലനം നൽകുന്നത് സംബന്ധിച്ച്

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സെൻട്രൽ സ്റ്റാഫ് ട്രെയിനിംഗ് ആന്റ് റിസർച്ച് ഇൻസ്റ്റിറ്റ്യൂട്ട് നടത്തുന്ന വിവിധ കോഴ്സുകളിൽ പങ്കെടുക്കുവാൻ ആഗ്രഹിക്കുന്നവർ അതിനുള്ള സമ്മത പത്രം ഇതോടൊപ്പം ഉൾക്കൊള്ളിച്ചിട്ടുള്ള പ്രൊഫോമയിൽ ഈ കാര്യം ഉൾപ്പെടുത്തി അയച്ചു തരേണ്ടതാണ്. ട്രെയിനിംഗ് കലണ്ടറും അപേക്ഷാ ഫോറങ്ങളും ഇതോടൊപ്പം ഉൾക്കൊള്ളിക്കുന്നു.

വിശ്വസ്തതയോടെ,


ട്രെയിനിംഗ് ഡയറക്ടർക്കു വേണ്ടി.
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Training Courses for the year 2012-2013 under VTIP Scheme

Sl. No.	Programme	Category of Participants	Schemes	Duration	Course No.	Date		No. of seats in each course
						From	To	
1	Procedure for Affiliation of Trades with NCVT & Implementation of Apprenticeship Training Programme (AAP)	Asstt./Dy. Apprenticeship Advisers of State Directorates & RDATs, Principal & Vice Principal, Training Officers of ITIs/ITCs, Managers of Industry	VTIP	1	34 35 36 37	16/04/2012 06/08/2012 26/11/2012 28/01/2013	20/04/2012 09/08/2012 30/11/2012 01/02/2013	15
2	Computer Application in Training (CAT)	Instructor, Trainer of ITIs/ITCs/Educational Institute & Private Individuals	VTIP	2	41 42 43 44	09/04/2012 04/06/2012 10/09/2012 04/02/2013	20/04/2012 15/06/2012 21/09/2012 15/02/2013	15
3	Designing Training Curriculum (DTC)	Foreman, Training Executive, Planner, Training Administrators of ITIs / ITCs / Educational Institute and interested Private Individuals.	VTIP	1	33 34 35 36	28/05/2012 13/08/2012 19/11/2012 07/01/2013	01/06/2012 17/08/2012 23/11/2012 11/01/2013	15
4	Development of Teaching & Instructional Skills (DTIS)	Instructors, Training Executive, Planner, Training Administrators of ITIs / Educational Institute and interested Private Individuals.	VTIP	2	92 93 94 95 96	07/05/2012 30/07/2012 05/11/2012 14/01/2013 18/03/2013	18/05/2012 09/08/2012 16/11/2012 25/01/2013 25/03/2013	15
5	Enhancement of Administrative Management of Institute (EAMI)	Principal/Supdt. & Sr. Training Administrator of ITIs/ITCs/Educational Institute and Interested Private Individual	VTIP	1	82 83 84 85	23/04/2012 21/08/2012 29/10/2012 25/02/2013	27/04/2012 24/08/2012 02/11/2012 01/03/2013	15
6	Micro Teaching & Audio Visual Aids (MTAV)	Instructional & Teaching Staff of ITIs/ITCs/Educational Institute and Interested Private Individuals	VTIP	1	67 68 69 70 71	23/04/2012 23/07/2012 24/09/2012 03/12/2012 11/03/2013	27/04/2012 27/07/2012 28/09/2012 07/12/2012 15/03/2013	15
7	Modern Trend in Training (MTT)	Training Executive, Instructor, Trainer, Training Administrator of ITIs/ITCs/Educational Institute and Interested Private Individuals	VTIP	1	39 40 41	30/04/2012 15/10/2012 14/01/2013	04/05/2012 19/10/2012 18/01/2013	15
8	Organizing & Managing Training Institute (OMTI)	Principal, Group Instructor/Jr. Training Administrator/Executive of ITIs/ITCs /Educational Institute and interested private Individuals.	VTIP	1	61 62 63 64	09/04/2012 09/07/2012 24/09/2012 11/03/2013	13/04/2012 13/07/2012 28/09/2012 15/03/2013	15
9	Training Faculty Development Programme (TFDP)	Trainer, Training Supervisor, Training Officer of ITIs/ITCs/Educational Institute and Interested Private Individuals	VTIP	1	53 54 55 56	23/04/2012 16/07/2012 19/11/2012 18/02/2013	27/04/2012 20/07/2012 23/11/2012 22/03/2013	15
10	Communication and Interpersonal Skill (CIS)	Training Executive, Planner, and Training Administrators of ITIs/ITCs/Educational Institute and Interested Private Individuals.	VTIP	1	01 02 03 04	30/04/2012 27/08/2012 29/10/2012 07/01/2013	04/05/2012 31/08/2012 02/11/2012 11/01/2013	15
11	Employability Skill (ES)	Instructional & Teaching Staff of ITIs / ITCs / Educational Institute and Interested Private Individuals	VTIP	1	01 02 03 04 05	28/05/2012 13/08/2012 08/10/2012 03/12/2012 25/02/2013	01/06/2012 17/08/2012 12/10/2012 07/12/2012 01/03/2013	15

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Sl. No.	Programme	Category of Participants	Schemes	Duration	Course No.	Date		No. of seats in each course
						From	To	
12	ISO 9001:2008 & Total Quality Management (TQM)	Principal, Vice Principal, Training Administrators, Supervisor, Foreman of ITIs / ITCs / Educational Institute and Interested Private Individuals	VTIP	1	10 11 12	21/05/2012 08/10/2012 28/01/2013	25/05/2012 12/10/2012 01/02/2013	15
Training Courses for the year 2012-2013 under Non-VTIP Scheme								
13	Computer Application in Office (CAO)	Office Staff from Govt./Private/Autonomous Organizations and interested Private Individual (Having less knowledge in Computer)	Non-VTIP	2	09 10 11 12 13 14 15	09/04/2012 07/05/2012 04/06/2013 09/07/2012 10/09/2012 17/12/2012 04/02/2013	20/04/2012 18/05/2012 15/06/2012 20/07/2012 21/09/2012 28/12/2012 15/02/2013	15
14	Effective Office Management (EOM)	Office Staff of Govt. & Autonomous Organization implementing Central Govt. Rules and Staff of DGE&T field Institutes	Non-VTIP	1	46 47 48 49	25/06/2012 03/09/2012 12/11/2012 21/01/2013	29/06/2012 07/09/2012 16/11/2012 25/01/2013	15
15	Induction Programme for Newly Recruited Officers (IPO)	Newly recruited and promoted officers of State Directorate & DGE&T field Institute	Non-VTIP	1	40 41	18/06/2012 10/12/2012	22/06/2012 14/12/2012	15
16	Management Development Programme (MDP)	Officers of Public / Private Organisation / Institution / ITIs / ITCs / Industries and DGE&T field Institutes	Non-VTIP	1	35 36 37	02/07/2012 05/11/2012 17/12/2012	06/07/2012 09/11/2012 21/12/2012	15
17	Training Methodology (TM)	Sponsored of ITIs/ITCs Instructors and Private candidates with NCVT certificates in relevant fields.	Non-VTIP	3 Months	21 22 23 24	01/05/2012 01/08/2012 01/11/2012 01/02/2013	27/07/2012 31/10/2012 31/01/2013 30/03/2013	30

Re-imbusement of TA/DA to the eligible participants under VTIP Scheme :

- 1) Re-imbusement of TA/DA: Sponsored participants of State Training Directorate for the courses under VTIP scheme only.
- 2) Basis for TA/DA payment: As per concerned state TA/DA Rules; Maximum TA will be AC-III tier train fare.
- 3) Special Case: Economy air-fare for participants from Andaman Nicobar, Tripura, Mizoram & Manipur only.

Note : Bus (Non-AC)/Train/Steamer/Air tickets are essential for TA re-imbusement (to & fro).

Programme Coverage & Its Objectives for the year 2012-2013

1. Procedure for Affiliation of Trades with NCVT & Implementation of Apprenticeship Training Programme (AAP).

Course Objective: On completion of this course the participants will be able to perform their respective roles more effectively in the process of affiliation of trades with NCVT and Performing duties of implementation of Apprenticeship training programme under Apprentices act 1961 on their respective states on behalf of State Apprenticeship Adviser /Central Apprenticeship Adviser.

Course Content : Apprentices Act 1961/ 73 (amendment), Apprenticeship Rules, 1992, Functional requirements of Jr./Asst./Dy. Apprenticeship Advisor. Records and return settlement of disputes, Mode of conducting Survey and Problem involved in locating seats/ industrial training, Registration and termination of contracts. Compensation for injury, power of entry to the establishment; Problem and remedial measure in implementation of Apprentices act. NCVT Sub-committee for Affiliation to NCVT, Role of DGE&T/State Director for Affiliation on trades with

NCVT, formation of standing committee. Affiliation procedure, terms and conditions for Affiliation to NCVT, Filling up of Annexure III,

2. COMPUTER APPLICATION IN TRAINING (CAT)

Course Objective : The course is designed to impart training on basic level computer application in training environment and on completion of the training the participants will be able to use computer and internet for effective training.

Course Content : Introduction to computer, DOS/Windows environment, MS Office Package (Word, Excel, Power Point), Multimedia Package, Use of LCD Projector, Internet use and application (Browsing/Searching/Using/Printing), use of Computer Based Training.

3. DESIGNING TRAINING CURRICULUM (DTC)

Course Objective: To develop the competency of the participants in designing a need based and result oriented curriculum so as to meet the skilled man-power requirement of the organization.

Course Content : System Approach to Training, Analysis of manpower structure within an organization, determination of training needs, Feasibility Study, Job, Task and Skill analysis, setting of Learning Objectives, DACUM-The curriculum Development Process, Infrastructure and Space Requirement.



Trade Committee meeting in progress.

4. DEVELOPEMENT OF TEACHING & INSTRUCTIONAL SKILLS (DTIS)

Course Objective : After completion of the course the participants will be capable of applying teaching & instructional techniques in both theoretical and practical areas of teaching/training.

Course Content : Psychology of Learning, Organizational Changes & New Approach to Training, Class Room Communication, Motivation in Teaching, Different Teaching Methods & Techniques - Lecturing, Demonstration, Discussion, Job and Guide Text Method, Job and Transfer Oriented Teaching, 4-step technique of teaching, Role and responsibility of trainer & Trainees, Structuring of content, Preparation of Lesson plan, Demonstration Plan, Micro Teaching and Practice, Role of Audio Visual Aids & handling, Computer Aided Instruction.

5. ENHANCEMENT OF ADMINISTRATIVE MANAGEMENT OF INSTITUTE (EAMI)

Course Objective : To develop requisite competency and to improve proficiency of the participants in the effective management of administrative, financial and training functions.

Course Content : Functional requirement of Head of Institute, Changing concept of Management, Human Communication, Motivational Technique, Grievance Handling, Decision Making, Leadership & Team Building, Training Methods and Media, Performance Appraisal, Maintenance Management in Training Institute, Salient features of Apprentices Training, Affiliation procedure of



Republic Day Celebration at CSTARI.

ITIs/ ITCs, Budget and budgetary control, Role and Responsibilities of DDOs., Stress Management, Time Management, Conflict Management. Total Quality Management, Organizational Reforms and Integrated Training Approach, Transactional Analysis, Computer Application in Training.

6. MICRO-TEACHING AND AUDIO VISUAL AIDS (MTAV)

Course Objective : Participants will be exposed to the knowledge of Training Methodology and the use of Audio Visual Aids.

Course Content : Psychology of learning, Training Methods and their application, Role of AV aids, Preparation of lesson and demonstration plan, Preparation of transparencies, Handling of AV aids, Micro-teaching technique and practice, New methods of Training & Presentation.

7. MODERN TREND IN TRAINING (MTT)

Course Objective : The course is designed to give well classified practical oriented instruction with close look in to those aspect which promote instructional & communication skills of the participants. On completion of the training they will develop Social, Methodological & Occupational competencies.

Course Content : Organizational Reforms, New Approach to Training. New Approach to system & systematic training Didactic approach to requirement & addressee analysis, Structuring & processing of lesson plan, New teaching methods & techniques of teaching, Comparison of new & old methods of training, Computer Based Training with Multimedia, Role of Audio Visual Aids, development of Communication skills, Effective presentation through motivation etc., Quality in Training, Multi Skilling.

8. ORGANISING AND MANAGING TRAINING INSTITUTE (OMTI)

Course Objective : After completion of the course the participants will be able to mobilize the resources and manage the training activities in conformity to the standards prescribed by National council of Vocational Training.

Course Content : Functional requirement of Vice Principals/Group Instructors/Jr. Trg. Administrators, Code

of conduct of Trainees & Staff, Maintenance of Records and Work Diaries, Training Plan, Teaching Techniques, Training Need Analysis, Transfer of Skills, Development of Graded Exercise and Conservation of Raw materials, A.V. Aids in Training. Class Room Communication, Motivation in Teaching and Training, Identification of Problems and Decision Making, Staffing Pattern, Layout of Training Centre and Space Norms for Various Trades, Selection of Machine and Equipment, Safety and Hygiene for Trainees, Trade Testing and Certification, Affiliation Procedure for ITIs/ ITCs. Use of Computer in Training, Quality in Training, Organizational Reforms and New Methods of Training.

9. TRAINING FACULTY DEVELOPMENT PROGRAMME (TFDP)

Course Objective : After completion of the training course, the participants will be able to plan, organise, execute and supervise training programme.

Course Content : Over view of Vocational training system in India and Abroad, System Approach to Training, Identification of Training Needs, Designing Training Curriculum, Framing Syllabus, Setting Learning & Instructional Objectives, Psychology of learning, Class Room Communication, Transfer of Skills, Motivation, Training Methods & Technique, Role of A.V. Aids in Training, New approach to Training & Its Methods, Preparation of Lesson Plan & Demonstration Plan, Role & Responsibility of Trainer, Computer Application in Training, Testing & Evaluation, Quality in Training.

10. COMMUNICATION AND INTERPERSONAL SKILL (CIS)

Course Objective : The course is designed to highlight the importance of effective communication in organized endeavour and in all interpersonal relations for the achievement of organizational goal.

Course Content : Foundation of modern communication, Distortion and barrier in communication, Verbal and non-verbal communication, Listening skills, Report writing and Written communication, Perception, Transactional analysis, Interpersonal skills, Interviewing, Meetings and Discussion leading, Rapport and establishing rapport, Trust and Development of trust, International trends in communication.

11. EMPLOYABILITY SKILL (ES)

Course Objective : After completion of the course the participants will be able

- i) To improve effective communication, manner and attitude.
- ii) To identify job hazards and occupational safety.
- iii) To develop clean work culture and quality consciousness.

Course Content : Need for communication, barriers in communication, listening skill, the power of positive attitude, ways to motivate oneself, facing interviews, time management skill, 5s concept, kaizen, TPM, Occupational safety and Health (OSH)

12. ISO 9001:2008 & TOTAL QUALITY MANAGEMENT (TQM)

Course Objective : On completion of this course the participants will be able to understand the need of quality tools and implementation of ISO 9001:2008.

Course Content : Evaluation of ISO-9001:2008 standard, Requirements of QMS-ISO9001-2008, Overview of Total Quality Management, Quality tools: 5S & Kaizen, Benchmarking & Six Sigma; ISO 9001: 2008, Quality Audit, Registration/Certification process.

13. COMPUTER APPLICATION IN OFFICE (CAO)

Course Objective : The course is designed to perform work on basic level computer application in office environment and on completion of the training the participants will be able to use computer and internet for effective office work.

Course Content : Introduction to computer, DOS/Windows environment, MS Office Package (MS Word, Excel, Power Point), Internet use and application (Browsing/Searching/Down loading/Printing).

14. EFFECT OFFICE MANAGEMENT (EOM)

Course Objective : On completion of this course the participants will understand the importance of their roles in office management and be able to discharge the day to day duties responsibilities systematically and effectively.

Course Content : Receipts, noting and drafting filing system including guard file, Maintenance of basic records, Service Book, Forms & Returns and House keeping etc. Office Communication, Duties & Responsibilities of Staff (Attendance, Punctuality, Conduct & Discipline etc.), Purchase Procedure, Store & Store Accounting system, Disposal of obsolete, Unserviceable items, Replying to audit queries, and handling court cases, Inter work study unit work, Entitlement of employees (TA/DA/OTA/LTC/Advance CGEIS, CGHS, CCA etc.), Recruitment & Promotion, DPC & its activities, Roster, Recruitment Procedure, Grievance handling Procedure, Preparation of budget and budgetary control, Statement of employee claims (TA/DA, Medical, GPF, Advances, withdrawal etc.), Maintaining various register, (ask book etc.), principle & policies with regard to case handling.

Welfare Measures : Retirement benefits and payment of dues to deceased Govt. Servant/Pensioner, Rajbhasha Implementation. Office Automation : Letters, MS Office package, MS Word, MS Excel, Reply through Internet, Human Communication, Development of Interpersonal Skills, Motivational Techniques, Quality awareness, Team Building & Leading, Time Management.

15. INDUCTION PROGRAMME FOR NEWLY RECRUITED OFFICERS (IPO)

Course Objective : To apprise the participants about the various functions of DGE&T organization, Duties, Responsibilities and Entitlement of Officers and Management of Training under DGE&T.

Office Administration Recruitment and Promotion : Conduct & Discipline, Grievance Handling, Internal Work Study, Staffing pattern, Maintaining Roster, Disciplinary Proceedings, Handling of Court Cases, O & M Procedures, Entitlement of working employee.

Accounting and Store Management System : Function of DDO and Store Officer, Purchase Procedure, Store & Store Management.

Human Resources Management : Communication, Motivation, Leadership, development of Interpersonal Skills, TQM, Performance Appraisal, Stress Management etc.

16. MANAGEMENT DEVELOPMENT PROGRAMME (MDP)

Course Objective : To develop the competency of the participants in management functions in Training & HRD.

Course Content : Trend & issues in Training System (Special emphasis to Vocational Training), Organizational reforms & Integrated Training Approach, Effective Organizational Culture & Climate, Organizational

Communication, Effective Leadership, Team Building and Group Dynamics, Motivation, Development of Interpersonal Skills, Problem Solving & Decision making, Stress Management, Conflict Management, Discipline & Grievances handling, TQM, Purchase procedure & Inventory Control, Performance Appraisal, Transactional Analysis, Management Information System.

17. TRAINING METHODOLOGY (TM): MODULAR PATTERN

Course Objective : To equip the Instructor trainee with requisite knowledge and skill in Instructional technology, so as to make him competent to impart Training at Craftsman and the apprentices based on sound pedagogies principles and concept. To ensure that the uniform approach and effective methods are applied for imparting training at Crafts and Apprentices level so as to improve the quality of training.

To train participants in the preparation and the utilization of learning aids and handling of Audio Visual equipment.

Course Content : As per DGE&T Syllabus.

Lodging & Boarding

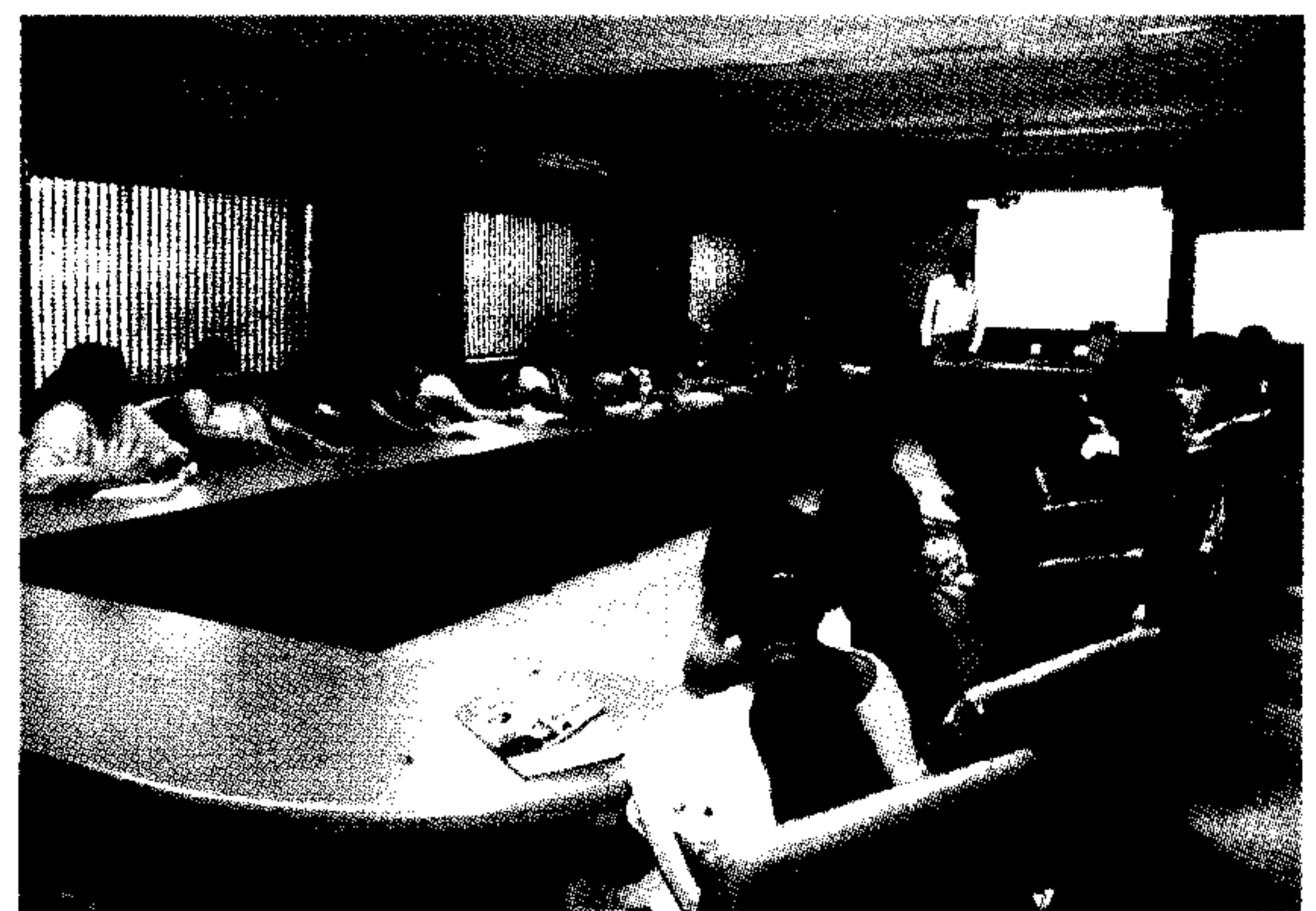
Hostel facilities consisting of modestly furnished double bedded rooms with attached bath room are available at nominal rent of Rs.50/- per day per head on twin sharing basis. There is also a female wing consists of 5 double bedded rooms.

Family accommodation is not available.

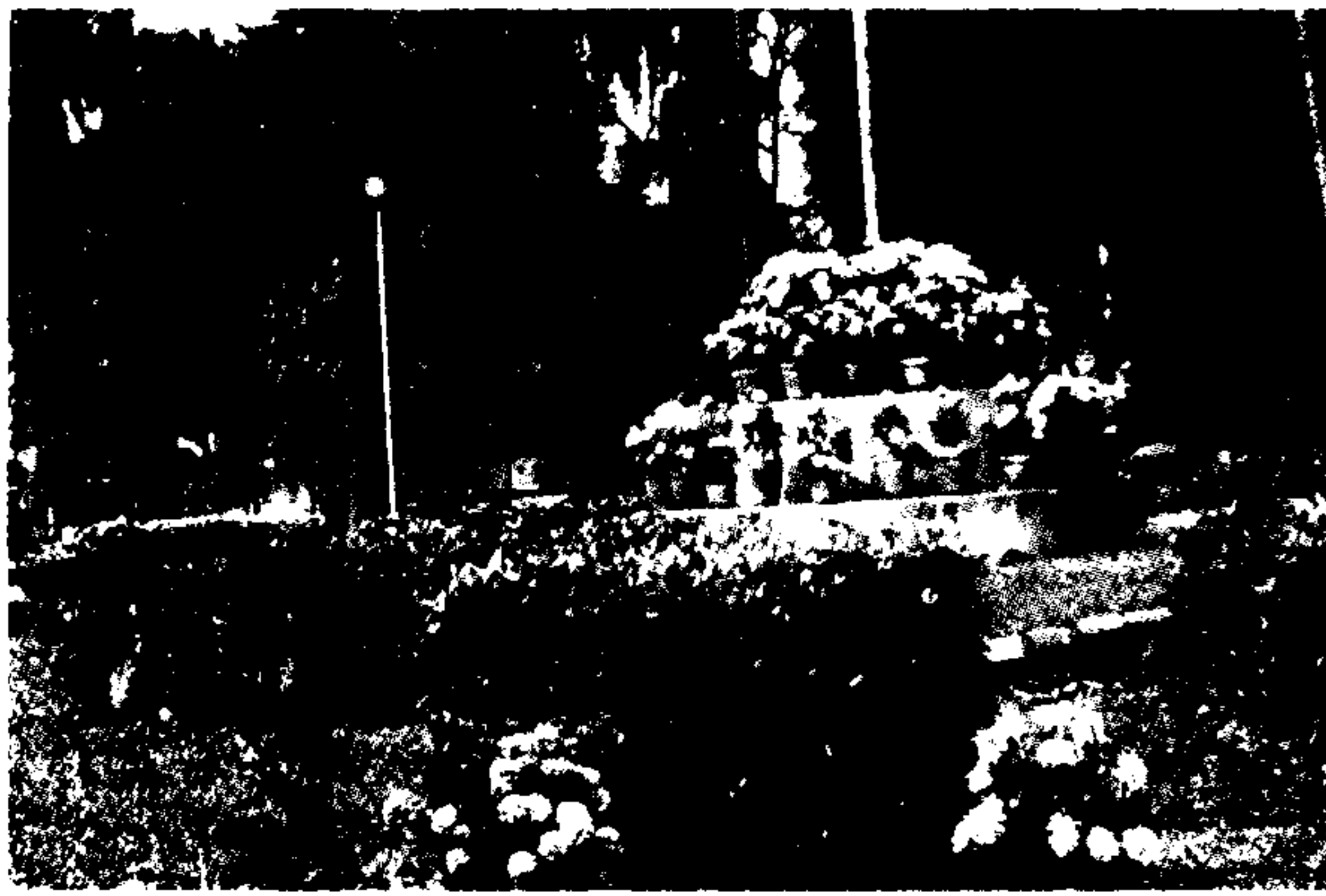
Course fee and hostel rent are to be deposited separately. Fooding charges are to be paid separately in cash directly to the Mess Contractor (private).



A presentation in class room.



A class in progress.



Horticulture work at CSTARI

Transport & Communication

From **Howrah Railway** (Bus Route No.): 44A, 71, 215A*, 215A/1*, S-18*, 38B*, S-12*, 239B.

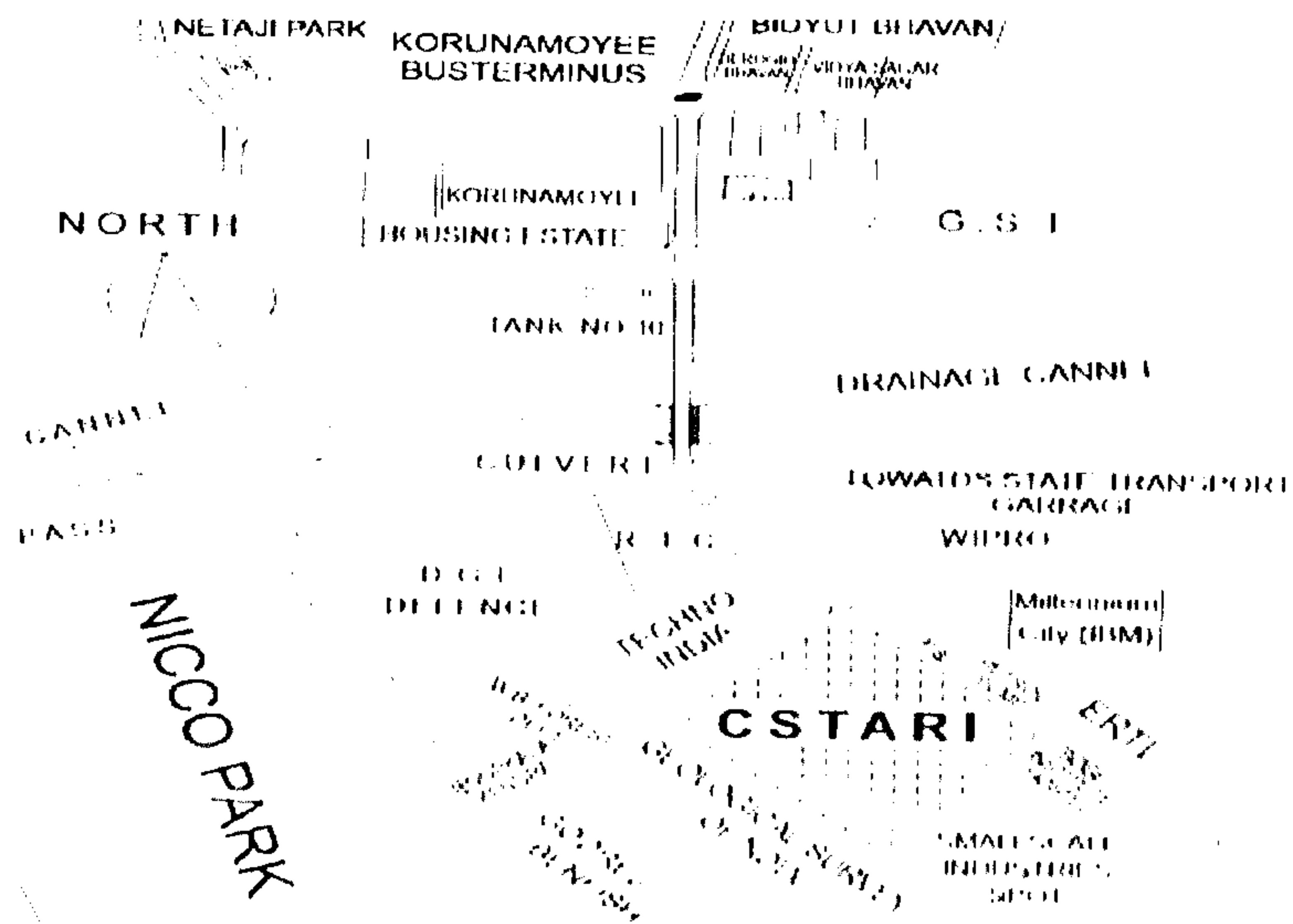
From **Sealdah Railway Station** (Bus Route No.): S-14*, S-16, S-22*, 39A, 44A, MS35*, 239A.

From **Esplanade** (Dharmatala) (Bus Route No.): S-23*, S-16, 46A, MS35*, 239A.

All buses go to **Karunamoyee**, Salt Lake bus stand. Bus Route Nos. marked (*) go beyond **Karunamoyee**, Salt Lake.

Nearest city bus stoppages: **IBM Millennium City/College Moor, Salt Lake, Sector-V, Kolkata.**

Auto Rickshaws are available from **Karunamoyee** to **CSTARI**; distance about 1.5 Km.



Guidance Map

PROFORMA

**OPTION FOR THE ADMISSION TO SHORT TERM COURSES AT
CENTRAL STAFF TRAINING & RESEARCH INSTITUTE, KOLKATA**

1. Name :
2. Designation :
3. Trade/Subject (Appointed) :
4. Trade/Subject (Now Working):
5. Institute :
6. Date of Birth :
7. Sex & Caste :
(SC/ST/OBC specify if any)
8. Educational Qualifications :

Sl No.	Course	Trade/Branch	Board/Council/University	Month & Year of Pass	% of Marks
A	SSLC/SSC/THS etc.				
B	Pre-Degree/+2/HSC/VHSC				
C	NTC				
D	NAC				
E	Diploma				
F	Degree (Technical)				
G	Degree (Arts & Science)				
H	Post-Graduation (Technical)				
I	Post-Graduation (Arts & Science)				

9. Service Details

Sl No.	Office/Institution	Designation	From	To
A				
B				
C				
D				
E				
F				
G				
H				

10. Training Details (CTI/POT/IMG/CSTARI/APEX/ATI Etc.)

Sl No.	Name of Course	Institute	From (Date)	To (Date)	Result, if any
A					
B					
C					
D					
E					
F					

Option for Apex High Tech Course

Sl. No.	Name of Course	Period
1		
2		
3		
4		

I wish to participate the short term courses as mentioned above.....
at Central Staff Training and Research Institute, Kolkata.

Name and signature of the Employee

Place:

Date:

Recommendations of the Principal:

Name and Signature

Place:

Date:

(Office Seal)

APPLICATION FORMAT

**CENTRAL STAFF TRAINING AND RESEARCH INSTITUTE, KOTKATA
EN-BLOCK, SECTOR-V, SALT LAKE CITY, KOLKATA-700 091.
APPLICATION FOR PARTICIPATION IN STAFF TRAINING COURSE**

Name of the Course :
Date of the Commencement :

1. Name of the Candidate :
(in block letters)
2. Designation :
3. Mailing Address :
4. Deputing Authority :
(Indicate correct postal address including
PIN code & Telephone No., E-Mail address if any)
5. Candidate's present pay and
scale of pay :
6. Date of birth :
7. Qualification :

(a) Academic	(b) Technical	(c) Professional

8. Experience (in years) :

(a) In Industries	(b) Training field

9. Foreign visit (if any), place and
purpose of visit :
10. Whether belongs to SC/ST/OBC : Yes/No
(for statistical records)
11. Sources of information about the :
Course.
(i) Through known person: (ii) From which news paper (.....)
(iii) Website: (iv) Institute Training Calendar

Signature of the Sponsoring
Authority with office seal

Signature of the candidate