

**STATE INSTITUTE FOR STAFF TRAINING AND TECHNOLOGY UPDATING  
KAZHAKUTTOM, THIRUVANANTHAPURAM-695582 PHONE NO. 0471-2412012**

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No: STI/241/2012

Date: 27/07/2012

**CIRCULAR**

Sub:- STI- Off campus training programme - list of instructors called off

Ref:- .- STARI/TRG/OFFCAM/2011-12 Dtd. 20-07-2012

The Central Staff Training and Research Institute, Kolkata was set up in 1968 by the Govt. of India, Ministry of Labour, DGE&T in Collaboration with the Govt. of Federal Republic of Germany to cater multifarious requirements of Industrial training activities. The main objective of CSTARI is to conduct Training Programmes in the field of Training Management and HRD for Training Executives of the institutes and industry. CSTARI conducts two types of training programmes.

1. Residential training programmes
2. Off-Campus training programmes.

**Off -Campus training programme.**

As per this programme, CSTARI faculties itself conduct the classes, and certificates will be issued to the successful candidates . T.A and D.A will awarded to the participants by CSTARI. The benefits of off campus training programme is that the participants can save their journey time, so that their normal duties are not considerably affected and get quality skill training in their home state.

As per the letter cited, CSTARI authorities has proposed to conduct the following two types VTIP courses, as off-campus training in Kerala.

**1. DEVELOPMENT OF TEACHING & INSTRUCTIONAL SKILLS**

**Course Objective:** After completion of the course the participants will be capable of applying modern 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.

## 2. 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.

The course schedule is listed bellow.

Training Programme	Period	Venue	Faculty
Micro Teaching and Audio Visual Aids (MTAV)	17/09/2012 to 21/09/2012	STI, Kazhakuttam	T K Ghosh, TO, G Nandi, Jr. D/M.
Micro Teaching and Audio Visual Aids (MTAV)	24/09/2012 to 28/09/2012	Govt. ITI for Women, Kalamassery.	B K Singha, DDT , T K Ghosh, TO.
Development of Teaching and Instructional Skills (DTIS)	01/10/2012 to 05/10/2012	Govt. ITI for Women, Kozhikkode.	Asish Chakraborty, TO H Das, TO.
Development of Teaching and Instructional Skills (DTIS)	08/10/2012 to 12/10/2012	Govt. ITI Kannur	Asish Chakraborty, TO H Das, TO.

All the principals are requested to send the list of instructors ( At least 8 from major ITIs and two from other ITIs ) to the under signed so as to reach here on or before 12-08-12

Encl: Lr. Dtd. 20-07-2012

Additional Director/Special Officer