"അതിഥിക്കാരാണി"

ഖരാബകൊണ്ട് പിണ്ഡിയിടുക മാവു
(കാണും നാമാംകൃതം)

ഭരണരംഗം: പാർക്കേഡ്, വെള്ളിയം,
നിറവോട്ട് കെ.പി.എൽ.,
നിലവാർഡ് സെന്റൗറൻ-33,

ഭൂതനായി:

നിയമങ്ങൾ:- ഖരാബകൊണ്ട് പിണ്ഡിയിടുക മാവു- ഓഫീസർ ബാബ്ലറമാരുമാണ്
ആർ-ഡി തിരുന്നടക്കാരാണ് ആർ-ഡി-6000  
യിലെ വിദേശജ്ഞാനാംശനിയനു സമൂഹത്തിൽ.

നോട്ട:- 13/07/2017-ൽ പുറത്തുപോകേണ്ടതിനു മുൻപ് നോട്ടം ലഭ്യമായതിൽ

**********

എന്നാലും വാൻവിക്കാരം താനാറില്ല ഹിന്ദിയും, പുരുഷോതരം
പൊന്നാനിയും (പുരുഷാന്തരം) പാതിപ്പുന്നതിനു മുൻപ് തദ്ദേശം
വ്യവസായപ്രവൃത്തിയും - ഇരയിൽ വ്യവസായപ്രവൃത്തിയും താവളരിയും - കൃഷിസാമൂഹ്യാം
മേഖലയിൽ സ്ഥാനം പിടിച്ചുവരുന്ന വ്യവസായപരിപാലനം. അതായത് തുടടങ്ങിരിക്കുന്ന ഭയപ്പെട്ടത്, ആധുനികകലകള്‌/ഇന്ത്യയിലെ
ഇന്ത്യാസിയം സാമ്പുഷ്ടികാട്ടിയാണ് താനാലം സ്വതാരുത്തം പുറപ്പെടുന്നത് അൽപനാണ് ഈ പാതാലിലായി
ഒരു പ്രീയിപ്പിക്കാൻ ക്രമപ്രക്രിയ 
(അതിന്റെ പ്രശ്നങ്ങളിൽ അവിഭാജ്യ അനാവശ്യത്ത്
സ്ഥിരപ്പണം തീർക്കുന്നത് ഇന്ത്യയിൽ സ്വതന്ത്രമായി അനുബന്ധം). 

നോട്ടത്തിൽ പുറത്തുവരുന്ന വിവിധവാങ്ങലുകൾ/പ്രസിദ്ധീകരണം ഗ്രന്ഥമാക്കുന്ന Written Instructional Materials (WIM)
മാന്ധാനം വിവിധവാങ്ങലുകള്‌ക്ക് തിരിച്ചുപിടിപ്പിക്കുന്നതിനു.

ഓപ്പറേറ്ററുടെ
പ്രശ്നങ്ങളും/പ്രശ്നങ്ങളും വിവിധവാങ്ങലുകളും ഇന്ത്യയ്ക്ക് വിനോദം വിവിധവാങ്ങലം WIM
ജി എന്നതാകുന്നു വിവിധവാങ്ങലം കാര്യങ്ങൾ.

1. എന്തും പുറത്തു
2. എന്തും പുറത്തുവരുന്ന പുറത്തു
3. എന്തും പുറത്തു 
4. എന്തും പുറത്തു
5. എന്തുമാലാണ്
6. എന്തുമാലാണ്
വി公积്യന്റെ അനുമതിയുടെ പ്രകാരം ഇവിടെ അവസാനിക്കുന്നു. അനുമതി പ്രകാരം വെളുപ്പ് എഡ്യൂക്കേഷനിൽ വിടുന്നു. പ്രശ്നങ്ങൾ
വി公积്യന്റെ പ്രശ്നപ്രകാരം പ്രവൃത്തി നടത്തിയാൽ

(വി公积്യന്റെ വർധനബദ്ധ വിപ്ലവം)


drmananda


drmananda സ്റ്റീഗൽ


drmananda - Written Instructional Materials എന്ന നിയമ


drmananda


drmananda എന്ന നിയമ


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FORMAT OF LESSON PLAN

NAME OF INSTRUCTOR........................................... UNIT NO....... LESSON NO........

TRADE:............................................................. TIME:...........................Hrs./min

PROPOSED DATE: ...................... CONDUCTED DATE.......................

LESSON/TOPIC..................................................

PURPOSE/OBJECTIVE:
1).................................................................

2):............................................................

MATERIALS, EQUIPMENTS AND TRAINING AIDS REQUIRED..........................

REVIEW..................................................................

MOTIVATION..........................................................

<table>
<thead>
<tr>
<th>TOPICS</th>
<th>INFORMATION POINTS</th>
<th>CHALK BOARD SUMMARY/ SPOT HINTS</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

QUISTION
SUMMERY
ASSIGNMENT
NEXT LESSON

INSTRUCTOR GROUP INSTRUCTOR VICE- PRINCIPAL/ PRINCIPAL
FORMAT OF DEMONSTRATION PLAN

NAME OF INSTRUCTOR…………………………. UNIT NO………
DEMONSTRATION NO……….

TRADE:……………………………………………… TIME:……………Hrs./min

PROPOSED DATE:   ………………  CONDUCTED DATE……………….

DEMONSTRATION/TOPIC……………………………

PURPOSE/OBJECTIVE:
1):……………………………………
2):………………………………

MATERIALS AND EQUIPMENTS REQUIRED …………………………………
……………………………………………………………………………………………

<table>
<thead>
<tr>
<th>TOPICS</th>
<th>INFORMATION POINTS</th>
<th>SPOT HINTS</th>
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</table>

QUITSTION

NEXT DEMONSTRATION

INSTRUCTOR                GROUP INSTRUCTOR                VICE- PRINCIPAL/ PRINCIPAL
# INFORMATION SHEET PROFORMA

<table>
<thead>
<tr>
<th>TRADE:…………………………..</th>
<th>UNIT NO………………………</th>
</tr>
</thead>
<tbody>
<tr>
<td>LESION NO:…………..</td>
<td>TITLE OF THE UNIT:………………………..</td>
</tr>
</tbody>
</table>

## TOPIC TITLE:
Exact title, so that the learner will know what this information sheet about.

## OBJECTIVES:
Clear statements to indicate what the learner is expected to achieve from the information.

## INTRODUCTION:
A few sentences of statement to link between what the learner knows and what he is going to learn. It may be other examples also.

## INFORMATION:
Main section of the information’s. Selected points briefly explained in sequence and to be in line with the objectives.

- Some sketches will be provided as and when necessary.
- Some additional and minor points may be added as helpful instruction which will be helpful to the learner to improve the learners proficiency in the field.
- Language should be simple and effective.

## CONCLUSION:
Any special direction if any with regard to the topic or next work.

## QUESTIONS:
What the student has learnt from this lesson?
1. 
2. 
3. 
4. 
5.

## REFERENCE:
Where to look the additional information?
1. 
2. 
3.
## OPERATION SHEET PROFORMA

<table>
<thead>
<tr>
<th>DATE</th>
<th>[\text{DATE}]</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRADE:</td>
<td>[\text{TRADE}]</td>
</tr>
<tr>
<td>TITLE:</td>
<td>[\text{TITLE}]</td>
</tr>
<tr>
<td>SHEET No:</td>
<td>[\text{SHEET No}]</td>
</tr>
</tbody>
</table>

### OBJECTIVES:
1. \[\text{1st Objective}\]
2. \[\text{2nd Objective}\]
3. \[\text{3rd Objective}\]

### INTRODUCTION:
\[\text{INTRODUCTION}\]

### TOOLS & EQUIPMENTS:

<table>
<thead>
<tr>
<th>[\text{Sl. No}]</th>
<th>[\text{PROCEDURES}]</th>
<th>[\text{SAFETY PRECAUTIONS}]</th>
<th>[\text{SKETCHES, CALCULATION, PROBLEMS, DRAWINGS ETC. &amp; HOW TO WORK}]</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>2.</td>
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<td>4.</td>
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</tbody>
</table>

### QUESTIONS:
Any suitable question related to the operation performed.

### Note:
After completion of work, trainees will put their name and roll no. on the job and submit the same to the instructor/teacher for evaluation. Trainees will practice as demonstrated. Sometimes drawing for operation is also supplied.
# JOB SHEET PROFORMA

**TRADE:**

**UNIT NO.:**

**JOB NO.:**

**TITLE:** (Name of the job/exercise)

**OBJECTIVES:**

1. 
2. 
3. 

**TOOLS & EQUIPMENTS:**

<table>
<thead>
<tr>
<th></th>
<th>OPERATIONAL STEPS</th>
<th>SAFETY PRECAUTIONS</th>
<th>RELATED SKETCHES AND CALCULATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<tr>
<td>5</td>
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</tr>
</tbody>
</table>

**OPERATIONAL STEPS:**

Here only write the operations or skills are to be performed in sequence. No details about doing each skill are required.
TRADE :………………………… UNIT NO :……………………

LESSON NO. :…….. TITLE OF THE UNIT :……………………

PURPOSE FOR THIS PARTICULAR ASSIGNMENT

ASSIGNMENT

1. 
2. 
3. 
4. 
5. 
6. 
7. 
8. 
9. 
10. 

REFERENCES :

1) 
2) 
3) 
4)
Instructions for Preparing Written Instructional Materials

I. LESSON PLAN & DEMONSTRATION PLAN

REQUIREMENTS OF LESSON PLAN

1. Plan should be written on paper.
2. It should not remain at mental or oral stage.
3. It should be simple, brief and flexible.
4. Today’s subject should have linked with previous lesson taught.
5. It must be made ready before starting the class.
6. Language and technical terms should be at learner’s level.
7. To be decided as a class room lecture or shop floor demonstration.
8. Teacher must know what to teach under each item with pre allotted time period.
9. Selecting training aid or audio visual aids and motivating factors should be in proper sequence.
10. It should provide for significant number of students activity with physical as well as mental variety.
11. It should suggest activities, which will help to achieve individual differences of the trainees.
12. It should suggest variety of teaching and learning procedures.
13. It should list assignment to be given.
14. Learners’ participation must be included.
DESCRIPTION OF LESSON PLAN FORMAT

a. LESSON: Name of the lesson.

b. PURPOSE/OBJECTIVES: Main stages of instruction to lead up the target of the lesson.

c. UNIT NO: Break up of main syllabus into different units.

d. LESSON NO: Split up of each unit into different lessons.

e. CLASS: Category of trainees & Trade.

f. TIME: Total duration of the lesson.

g. Review/ Motivation: This must be some previous work taught and link with the new instruction for foundation of the lesson.

h. Aids: List of tools, materials, teaching aids-visual / audio visual and things required for conducting the theory lesson.

STEPS OF LESSON

1. PREPARATION/INTRODUCTION/WHY STEP:
   - Instructor to prepare himself for the presentation of new information.
   - Prepare the students to receive new information.
   - Motivate the students for effective training.
   - How to relate previous lesson.
   - How to project future needs.
   - How to ask questions.
   - How to narrate experiments or work
   - Specify the aim or target

2. PRESENTATION/DEVELOPMENTS/TELL & SHOW STEP:
   - Main step of learning
   - Importing new knowledge and skill
   - Main body of lesson
   - Impart new knowledge by using proper teaching aids, in order to avoid lengthily explanation.
   - How to project main points.
   - Connect previous knowledge.
   - Explain the lesion step by step in correct sequence.
• Explain and show clearly by which each trainee must understand.
• Use simple language.

3. APPLICATION/RECAPITULATION/IMITATION/DO STEP
   • This step follows presentation.
   • The trainees should use, what he has been learned.
   • The instructors follow up the trainees during this step.
   • The instructor should not help the trainees without their request.
   • Main learning step.
   • Learners perform / do/try himself the knowledge.
   • Summarise the entire lesson in brief.
   • Make sure that all have understand.
   • Help the learner to perform the answer when necessary.

4. CONSOLIDATION/CHECKING/TEST STEP:
   This is the final stage of lesson after teaching teacher must check - how each learner has learnt.
   Review further work taught if necessary.
   Test by questioning.
   Try to stimulate the thinking when answering.

“METHODS” COLUMN:
   This column is to guide the instructor for teaching new lesson. Here instructor should note his teaching methods. How he will proceed in logical sequence etc.

CHALK BOARD SUMMARY (CBS):
   In this column chalk board notes are planned and noted. Here note only short notes, problems, sketches which are to be copied by learners to record and future references.
CONCLUSION STEP:

- Next lesson may be declared.
- Information sheet/Assignment sheet may be issued for further study and for preparation of next lesson.

ADVANTAGES OF LESSON PLAN:

- Lesson plans form a record of teaching–learning activity.
- Lesson plans help one to put information sequentially.
- Lesson plans helps the teacher to get confidence, as he need not always depends on his memory.
- Lesson plans helps the instructor to select and used teaching aids properly.
- Lesson plans serve to organize the whole activity in a smooth way.

DISADVANTAGES OF LESSON PLAN:

- Lesson plans becomes in effective if they are not revised to accommodate innovations and new information.
- Instructor may cultivate the habit of writing every bit of information in the lesson in the lesson plan and read them in the classroom.
- Lesson plan should not be crutch.

II. DISCRIPTION OF DEMONSTRATION PLAN
FORMAT:

1. TITLE: Name of the skill to demonstrate.
2. PURPOSE/OBJECTIVE: Main stages of demonstration to lead up the target.
3. TURGATE: What skill trainees must learn by the end of this demonstration.
4. PREVIOUS KNOWLEDGE/WORK DONE: This must be some previous skills learnt and link new demonstration for foundation.
5. UNIT No: Break up of main syllabus into different units.
6. DEMONSTRATION No: Split up of each unit into different demonstration or skill.
7. CLASS and TRADE: Categories of trainees i.e. Sr. or Jr. Batches and name of the trade.
8. TIME: Scheduled duration of Skill to be demonstrated.
9. **TOOLS/EQUIPMENTS/SUPPLIES/TRAINING AIDS:** List of tools, equipment, supplies and training aids required for conducting the demonstration.

10. **STEPS:** As per lesson.

11. **PROCEDURE IN SEQUENCE:** Step of operations/skills to be noted in brief and in proper sequence, which helps the instructor for successful instruction.

12. **KEY POINTS:** These are the key points which are important in working steps and safety points to be followed.

13. **CONCLUSION STEP:** Next skill may be declared. Operation sheet/job sheet may be issued for further practice the skill learnt without guidance of instructor.

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**OPERATION SHEET**

**GENERAL INFORMATION:**

It is the performances or doing a basic skill operation, it is in the form of written or printed matter, supplied to the learner to intimate or practice the skill in operational sequence and correct method as shown or demonstrated by the teacher.

In every step the detailed methods are to be written with drawing, problems and calculation etc as needed.

**USES OF OPERATION SHEET:**

1. Used to teach basic or fundamental skill.
2. One sheet is used to teach only one skill.
3. Used for imitation and practice of a skill by the learner after given demonstration by the instructor/teacher.

**ADVANTAGES OF OPERATION SHEET:**

This is very important teaching tool. It is to be prepared by the instructor/teacher correctly and use easy and simple language in the directive form for easy understanding for learners.
1. Trainees can imitate and practice skill after demonstration without delay.
2. Trainees can practice skill without teachers’ presence.
3. Minimize chance of forgetting by the learner.
4. Helps correct imitation and follow correct methods.
5. Avoid loss of time.
6. Each learner can work according to his ability and speed.
7. Supervision becomes easy and effective.
8. Individual progress and performance can be checked and necessary feedback can be given.

**JOB SHEET**

Job is the work with combination of operations. It has got utility (commercial) value. Job Sheet, in which student should write the plan and procedure in sequence perform (do) the job or exercise (having different skill).

Learners should write in this sheet tools, equipments, materials etc. which are needed for doing the job. Prepare plan and drawing of the job as required.

Teacher should check the sheet, guide and help for the correct steps and methods before allowing the learners to start the work to correct misconception, avoid loss of materials and time.

Job sheet can be prepared from the drawing, sample job or exercise or blue print of work description when supplied.

**A GOOD JOB SHEET HELPS THE TRAINEES TO:-**

1. Plan his work in logical operational sequence required for the job.
2. Decide what tools, equipment etc. he will need for his work.
3. Calculate size of material required.
4. Learn how to sketch a job in stages.
5. Work with necessary speed to complete in time.

6. Reading of drawing.

7. Conceive about the required accuracy.

ASSIGNMENT SHEET

GENERAL PURPOSE OF ASSIGNMENT:

1. To consolidate learning after teaching.

2. To give some practice for clear conception and better learning.

3. To check individual learning progress and ability.

4. To develop discipline in private study.

5. To encourage use of library.