

“ഭരണഭാഷ-മാതൃഭാഷ”

**വ്യാവസായിക പരിശീലന വകുപ്പ്
(കേരള സംസ്ഥാനം)**

ട്രെയിനിംഗ് ഡയറക്ടറേറ്റ്,
തൊഴിൽ ഭവൻ,
വികാസ് ഭവൻ.പി.ഒ,
തിരുവനന്തപുരം-33,
തീയതി: 13/07/2017.

നമ്പർ: F3/27648/16

ചുറ്ററിയിപ്പ്

വിഷയം:- വ്യാവസായിക പരിശീലന വകുപ്പ്- ട്രെയിനിംഗ് ഡയറക്ടറേറ്റ്-
റിട്ടൺ ഇൻസ്ട്രക്ഷണൽ മെറ്റീരിയൽസിന്റെ മാതൃക
അയയ്ക്കുന്നത് - സംബന്ധിച്ച്.

സൂചന:- 13/07/2017ലെ എസ്.യു.ഐ.ഐ.റ്റി കേരള സ്പെഷ്യൽ
ഓഫീസറുടെ നോട്ട്.

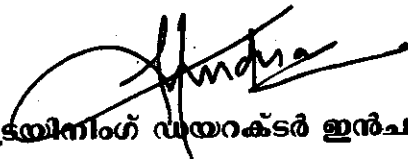
മെച്ചപ്പെട്ട പരിശീലനം ട്രെയിനീസിന് നൽകുന്നതിന്റെ ഭാഗമായി, ചിട്ടയോടെ പാഠ്യഭാഗം (തിയറി, പ്രാക്ടിക്കൽ) പഠിപ്പിക്കുന്നതിനായി പല തരത്തിലുള്ള ഫോർമാറ്റുകൾ - റിട്ടൺ ഇൻസ്ട്രക്ഷണൽ മെറ്റീരിയൽസ് - ഇൻസ്ട്രക്ടർമാർ തയ്യാറാക്കണമെന്നും, അവ ഗ്രൂപ്പ് ഇൻസ്ട്രക്ടർ, വൈസ്പ്രിൻസിപ്പാൾ/പ്രിൻസിപ്പാൾ എന്നിവർ പരിശോധിക്കണമെന്നും ട്രെയിനിംഗ് മാനുവലിൽ വ്യക്തമാക്കിയിട്ടുള്ളതിനാൽ എന്നാൽ ഇത്തരത്തിൽ തയ്യാറാക്കുന്ന മെറ്റീരിയലുകൾ പല സ്ഥാപനങ്ങളിലും വ്യത്യസ്തമായി കാണുന്നു (ചില സ്ഥാപനത്തിലെ വ്യത്യസ്ത ട്രേഡുകളിൽ വ്യത്യസ്ത തരത്തിലുള്ളവ ഉപയോഗിക്കുന്നതായി കാണുന്നു.)

വ്യാവസായിക പരിശീലന വകുപ്പിന്റെ കീഴിലുള്ള സർക്കാർ/സ്വകാര്യ ഐ.ടി.ഐകളിൽ ഒരേ മാതൃകയിലുള്ള Written Instructional Materials (WIM) തയ്യാറാക്കി പരിശീലനത്തിന് ഉപയോഗിക്കേണ്ടതുണ്ട്. ഈ സാഹചര്യത്തിൽ സർക്കാർ/സ്വകാര്യ ഐ.ടി.ഐകളിൽ ഉപയോഗിക്കേണ്ട ചുവടെ കുറിക്കുന്ന WIM ന്റെ മാതൃക ഇതോടൊപ്പം ചേർക്കുന്നു.

1. ലെസ്സൻ പ്ലാൻ
2. ഡെമോൺസ്ട്രേഷൻ പ്ലാൻ
3. ഇൻഫർമേഷൻ ഷീറ്റ്
4. ഓപ്പറേഷൻ ഷീറ്റ്
5. ജോബ് ഷീറ്റ്
6. അസൈൻമെന്റ് ഷീറ്റ്

എല്ലാ ഐ.ടി.ഐകളിലും ആഗസ്ത് മാസം മുതൽ ഈ മാതൃകയിൽ തന്നെ ടി മെറ്റീരിയൽസ് തയ്യാറാക്കി പരിശീലനത്തിന് ഉപയോഗിക്കേണ്ടതും, പരിശോധനക്ക് വിധേയമാക്കേണ്ടതും ആകുന്നു. ഇത് നടപ്പിലാക്കിയത് സംബന്ധിച്ച് പ്രതിമാസ റിപ്പോർട്ട് അയച്ചുതരേണ്ടതാണ്.

(ശേഷിക്കുന്ന WIM ന്റെ മാതൃകകൾ ഉടനെ തന്നെ അയക്കുന്നതാണ്.)


ട്രെയിനിംഗ് ഡയറക്ടർ ഇൻചാർജ്ജ്

ഉള്ളടക്കം- Written Instructional Materials ന്റെ മാതൃക

സ്വീകർത്താവ്:

എല്ലാ ഗവ./ സ്വകാര്യ ഐ.ടി.ഐകൾ/ബി.റ്റി.സി/എ.വി.റ്റി.എസ്.

പകർപ്പ്:

1. സി.എ to എ.ഡി.റ്റി/ജെ.ഡി.റ്റി,
2. സ്പെഷ്യൽ ഓഫീസർ,എസ്.യു.ഐ.ഐ.റ്റി. കേരള
3. ഡി.എസ്.എ
4. ജൂനിയർ സൂപ്രണ്ട്(എഫ്3 സെക്ഷൻ/ കരുതൽ ഫയൽ)

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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.....

TOPICS	INFORMATION POINTS	CHALK BOARD SUMMARY/ SPOT HINTS

QUISTION

SUMMERY

ASSIGNMENT

NEXT LESSION

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

TOPICS	INFORMATION POINTS	SPOT HINTS

QUISTION

NEXT DEMONSTRATION

INSTRUCTOR

GROUP INSTRUCTOR

VICE- PRINCIPAL/PRINCIPAL

INFORMATION SHEET PROFORMA

TRADE:.....

UNIT NO......

LESSON NO:.....

TITLE OF THE UNIT:.....

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

DATE.....			
TRADE:.....	TITLE:.....(Name of the operation).....	SHEET No:.....	
OBJECTIVES:			
	1.....		
	2.....		
	3.....		
INTRODUCTION:			
<u>TOOLS & EQUIPMENTS:</u>	<u>RAW MATERIAL:</u>	<u>OTHER REQUIRMENTS:</u>	
1.	1.	1.	
2.	2.	2.	
3.	3.	3.	
4.	4.	4.	
Sl. No.	PROCEDURES	SAFETY PRECAUTIONS	SKETCHES, CALCULATION, PROBLEMS, DRAWINGS ETC. & HOW TO WORK
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

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:

RAW MATERIAL:

OTHER REQUIRMENTS:

- 1.
- 2.
- 3.
- 4.
- 5.

- 1.
- 2.
- 3.
- 4.
- 5.

- 1.
- 2.
- 3.
- 4.
- 5.

SI. No.	OPERATIONAL STEPS	SAFETY PRECAUTIONS	RELATED SKETCHES AND CALCULATIONS
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

OPERATIONAL STEPS:

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

ASSIGNMENT SHEET PROFORMA

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 lesson 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 class room.
- 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, equipments, 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.

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.