

MSDE(DGT)-07/15/2020-CD
Directorate General of Training
Ministry of Skill Development & Entrepreneurship
Government of India

Employment Exchange Building, Library Avenue,
Pusa Complex, New Delhi-110012
Dated 26th November, 2020

To

All the Director/Commissioner of States/UTs dealing with Craftsmen Training Scheme (ITIs).

Subject: Online Blended Learning Training of Trainers of ITIs (Govt. & Pvt.) for 3 days in 6 most demanded trades (Fitter, Electrician, Mechanic Diesel, COPA, Cosmetology and Welder).

Ref: Letter no. MSDE (DGT)-07/15/2020-CD Dated 20th August, 2020
Letter no. MSDE (DGT)-07/15/2020-CD Dated 27th August, 2020
Letter no. MSDE (DGT)-07/15/2020-CD Dated 11th September, 2020
Letter no. MSDE (DGT)-07/15/2020-CD Dated 3rd November, 2020

Sir/Madam,

Vide our above referenced letters we had requested for the nominations for the training of Master Trainers for adept usage of Blended Learning Material being uploaded on Bharatskills portal in 06 trades that have maximum trainees, i.e. Electrician, Fitter, Welder, Mechanic Diesel, COPA & Cosmetology.

Towards roll out of these programmes that, apart from synchronous /asynchronous tools & making more & more standard contents available for all trainees, would also help in staggering time & maintaining social distancing in the class rooms. As the unit could attend many classes remotely. Towards this CSTARI, Kolkatta has already trained masters trainers - a list of state wise numbers can be seen at **Annexure-I**. This 2 days training has helped them orient on the material placed at bharatskills. The State Directors are now requested to organise online training in coordination with RDSDEs & NSTIs for both the Government and Private ITI instructors (Regular, Guest & contractual) of these trades.

A 3 days training schedule can be seen at **Annexure-II**. States like Uttar Pradesh that would need to train almost 15,000 instructors for **Electrician**, would need on a batch size of 40, at least 375 training programmes of 3 days each. Needless to say if they would have at least 100 master trainers required for around 4 weeks to orient & train all the Instructors. State wise & tradeswise aspected number of instructors to be trained are at **Annexure-III**. Considering the massive efforts & requirement the States may take up necessary steps at next page:-

1. States will assess & ensure that they have adequate Master Trainers for each trade(s). In case of shortfalls, they may take support of CSTARI/NSTI.
2. CSTARI will be the Apex Centre for training of Master Trainers in blended learning at **Level-1**.
3. Content/Training material in digital form could be resourced from NIMI & CSTARI.
4. RDSDEs with their attached States/UTs would be nodal point of coordination for the 3 day program to be conducted by the master trainers to the ITI trainers.
5. NSTIs under RDSDE/ State nominated ITI would be resource center at **Level-2** for online registration of the trainers of Govt & Pvt. ITIs & imparting 3 days online training in Blended learning.
6. The online blended learning training would be delivered by NSTI/ ITI nominated by the States, with consultation of between RDSDE and States, for this purpose.
7. State Director would ensure online registration of their trainers (Govt & Pvt. ITIs) in coordination with concerned RDSDE, for assisting appropriate NSTI.
8. For States with more number of Trainers (Such as Uttar Pradesh, Bihar, Rajasthan); DGT has identified Institutes of Excellence to cover the targeted number of Trainers within a stipulated time, as given in the table below.
9. Master Trainers support can also be referenced from CSTARI/following NSTIs:

S.No.	Trades (Blended Mode)	Institutes of Excellence	RDSDEs
I	Fitter	NSTI (V), Hyderabad	RDSDE, Telangana
		NSTI, Kanpur	RDSDE, Uttar Pradesh
II	Electrician	NSTI, Howrah	RDSDE, West Bengal
III	(a). Electrician & (b). Welder	NSTI, Bengaluru,	RDSDE, Karnataka
IV	Mechanic Diesel	NSTI, Chennai-	RDSDE, TamilNadu
V	COPA	NSTI (W), Noida	RDSDE, Delhi (NCR)
VI	Cosmetology	NSTI (W), Jaipur	RDSDE, Rajasthan

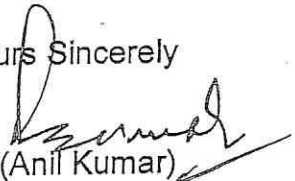
10. States like Chhattisgarh/ Andhra Pradesh/ NE with no NSTIs attached, and such NSTIs who do not impart training in these 6 trades (Fitter, Welder, Mechanic Diesel, COPA and Cosmetology); the online training would be provided by the above Institutes of Excellence.
11. Respective RDSDEs/NSTIs have to ensure online registration of trainers for such States.

12. Each NSTI will have unique link for online registration of trainers; with payment gateway address; for fee charges; generation of Registration ID, Application tools to capture alternative details.
13. CSTARI will also be imparting parallel training of Master Trainers of NSTIs/ITIs.
14. RDSDEs may plan accordingly with the States/UTs & NSTIs to ensure that trainers of all States/UTs shall be trained by **31st December, 2020**.
15. Trade wise Data collection of trained trainers and further submission of Data to DGT-HQ (CD section Shri Rahul Priyadarshi, Assistant Director at email ID : rahul.priy95@nic.in) will also be the responsibility of the concerned RDSDE/NSTIs.

Directors/ HODs of RDSDES/NSTIs are advised to have necessary infrastructure viz. Video Conference lincense as per requirement (like Zoom/google meet/Microsoft team/Cisco WebEx) and suitable Internet connectivity etc. for the online Blended Learning Training Program.

In view of above, all the instructors (including regular and contractual/guest faculty instructors) in all the Govt. & Pvt. ITIs covering all the districts of all the states/UTs, have to get trained in blended learning.


Yours Sincerely


(Anil Kumar)
Director-CD

Encls: as above.

Copy to

1. Sr PPS to DG/AS, DGT, MSDE,
2. PPS to DDG-I, DDG-II & DDG-III, DGT
3. Director CSTARI, Executive Director NIMI, Chennai, Director CFI, DGT for necessary action.
4. Respective STCC Conveners, HoD IT Section, DGT.
5. All the Regional Directors RDSDEs/HODs of NSTIs with a request to create provision in their official website for Online registration of 3 days blending learning training through google link (similar to CSTARI) for registration of trainers of ITIs (Govt. & Pvt.) and payment gateway including bank details for remitting fee etc. for conduct the training.


(Punita Bhatia)
Deputy Director-CD



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Government of India

Ministry of Skill Development and Entrepreneurship

Directorate General of Training

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Annexure-II

Course : TOT (Blended Learning)
Duration : 3 Days (Multiplier program- Trade specific)
Venue : On Line and Webinar

Date	Time	Topics	Brief content
DAY-1	10:00 to 10:30	Registration and Course Brief	
	10:30 to 11:30	Blended Learning	Introduction, need of blended learning, benefits and constraints, types of blended learning, suitability w.r.t skill training.
	11:30 to 11:45	Tea Break	
	11:45 to 12:15	LO/Syllabus analysis for Blended Learning	Analyse the syllabus of a few weeks of the related Trade and explain the type of online learning resources available and suitability for conventional and e-learning
	12:15 to 13:00	Bharat Skills Portal	Brief of Bharat Skills Portal, Learning categories and resources such as videos, Question banks. Mock test features et. Gateway to other portals and their content,
	13:00 to 14:00	Lunch Break	
	14:00 to 15:30	Online assessment tools -Google forms/sheets etc	Assessment techniques, design & usage of online assessment tools, google sheet and forms usage
	15:30 to 17:00	Practice on online assessment tools	<u>Self Practicel:</u> practice on design google form for assessment like Question paper Objective (MCQ, T/F, Matching), Subjective, Image integration, set time limits for paper, set P/Ws, create result charts, creation of auto certificate. Setting activation time of google form using add-ons.
DAY-2	10:00 to 10:50	LMS Technologies, tools, platforms available for BL (Google class rooms etc)	Intro, need of LMS, benefits and pitfalls, LMS software available
	10:50 to 11:00	Tea Break	
	11:00 to 12:00	Demonstration of NIMI online resources of DGT (Moodle resources & Mock test)	Demo of various e-learning resources on NIMI Portal, features like syllabus analysis (bilingual), ebook, topic specific videos, chat room, games, quiz, assignments, discussion forum etc. and sequencing w.r.t concerned CTS trade for blended learning
	12:00 to 13:00	Online tools for Training(Zoom)	Set up of zoom with ID and PW, feature setup like mute/unmute, admission control with pw, chat features, meeting invite features, Share

			Doc/Ppt/video, attendance reporting, chat responses, Download recorded class
	13:00 to 14:00	Lunch Break	
	14:00 to 17:00	Practice on Online tools	Self Practice2: Develop Lesson/ Demo Plan and overview iro a few LOs. Develop weekwise formative assessment and summative assessment iro a few LOs. Customizing the learning material by adding from other sources(text, image, ppt, AR pictures etc). Design various games and Quizzes to support/assess learning. Chats and handling responses using moodle chatroom.. Design and simulate virtual labs for selected exercises.
DAY-3	10:00 to 11:00	Online tools for Training(Microsoft teams)	Additional online tools for training like Microsoft teams, Google class room etc for managing training
	11:00 to 11:15	Tea Break	
	11:15 to 12:00	Preparation of videos for Blended learning	Making, editing, customizing and uploading of Videos and Video setup for BL
	12:00 to 12:30	Practice on Online tools	Self Practice3: setup online classes using MS Team/google class room.
	12:30 to 13:30	Lunch Break	
	13:30 to 15:30	Practice on Online tools	Prepare ppt for LO, voice over on ppt, merge ppt with voice over, Conversion to video and finally uploading to the learning depository/ You tube platform and further linking with NIMI portal.
	15:30 to 16:30	Preparation & Presentation by participants, Q&A Session, Feedback & Conclusion	Trainee data compilation and forwarding RDSDE for further sharing with DG, HQ.