



NATIONAL INSTRUCTIONAL MEDIA INSTITUTE

(AN AUTONOMOUS INSTITUTION)

Directorate General of Training Government of India

Ministry of Skill Development and Entrepreneurship

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EMPANELMENT OF EXPERTS

National Instructional Media Institute (NIMI) is an Autonomous Institute under Ministry of Skill Development & Entrepreneurship with the objective of preparing Instructional Media Packages (IMPs) for the use of the trainees and trainers for securing overall improvement in the standard of training imparted in Industrial Training Institutes (ITIs), short term skill development courses, for various sectors under National Skills Development Corporation (NSDC) and also for the Industries & Establishments implementing the Apprenticeship training programme. **QUALIFICATION:** Experts (Working/Retired) in various disciplines/trades/sectors in the field of Mechanical/ Electrical/ Electronics/ Production/ Civil/ Automobile/ IT/ Computer/ Food production, Stenography, Tourism etc. (refer annexure for list of trades) with experience in relevant field in Industry / Teaching / Training organization or other Institutions/Organization involved in Development of curricula/ course material. **DESIRABLE:** Knowledge of Pedagogy MDC Methodology NIMI books are different and unique when compared with other technical books since it is developed by a group of experts in the field unlike other books which are developed by single subject expert. NIMI books are developed by a team of subject experts named as Media Development Committee (MDC) members. These MDC members are identified and selected in each sector/subject. These members are given an Orientation program to develop Instructional material in the NIMI norms/pattern. The members analyze the syllabus and identify the skills involved in the syllabus. The skills can be imparted effectively by suitable design of exercises. Suitable exercises are framed compiled in the form of a practical book. The theoretical knowledge required to acquire the identified skills, is prepared in the form of theoretical lessons and compiled as theory book. Development of Manuscript, Question bank and translation is done by these MDC members. This is further processed by Data entry of manuscripts, proof reading, development of CAD drawing, DTP, technical vetting etc to get the final book ready for printing and publishing.

- **Scope of Work:**

The work to be submitted must adhere to the following guidelines:

- **Time Duration:**

Experts are required to complete a minimum of 2 work orders (equivalent to 2 hours of video content) per day.

- **Limit of Corrections:**

For each work order (1 hour of content), language corrections can be requested a maximum of 2 times. No further corrections will be allowed beyond this limit.

- **Repeated Errors and New Errors:**

Experts must thoroughly review the entire video content at least once.

Repeated corrections and new errors are not permitted after the initial review.

- **Submitting to Vendor:**

After identifying errors, experts must submit an error report to the coordinators on a daily basis.

- **Receiving Corrected Videos from Vendor:**

Corrected videos (if any) will be shared with experts either online or offline for final approval and verification.

- **Verification of Corrections:**

Experts must verify whether the corrections provided by the vendor have been accurately implemented.

If necessary, the video will be sent back to outsourcing experts for re-checking.

- **Remuneration:**

Payment will be made as per NIMI norms.

- **Inhouse Team Checkpoints:**

Corrections made by the in-house team should not overlap with those made by external experts.

Guidelines for Noting Corrections in Videos:

The following corrections should be noted during the verification process:

- Wrong Pronunciation
- Improper Sentence Formation
- Voice Synchronization Issues
- Missing Words
- Fast Audio/Voiceover
- Unclear Audio/Voiceover
- Gaps or Delays in Voiceover
- Wrong Pronunciation of Regional Language Words
- Mismatch of Technical Words/Sentences
- Improper Lip-Sync
- Mismatch of Audio and Video

Format for Noting Corrections:

Corrections should be written or marked in phonetic format and regional language.

Example: [Correction] - கருவிகள் (karuvigal) - audio only

Example: [Should be read as] - டூல்ஸ் (tools) - in regional language **Terms &**

Conditions:**Additional Manpower Requirement:**

External resources will be engaged to supplement the NIMI Translation team to meet the project's demands.

Re-evaluation by Same Expert:

The same outsourced expert who initially reviewed a video must re-evaluate it after corrections are made by the vendor.

Cost Finalization:

The cost for the above scope of work is finalized at Rs. 1000 per work order.

Work Volume:

Vetting and verifying language proficiency for one hour of video content in one language is equivalent to 8 hours of work per day.

Outsource Mode:

The proposed amount is applicable only for work completed through outsource mode.

Current Payment Structure:

Currently the DET instructors has been paid for the above said works - **Rs. 750** per day + Accommodation + food allowance as per NIMI norms

There will be some variations in the honorarium / Remuneration provided per day to DET instructors depending on their designation as per NIMI norms.

The proposed outsource rate of **Rs.1000** per work order is more economical, considering the flexibility of online and offline work modes.

Work Rate:

1 Hour of Content Video (Work Order): **Rs. 1000/-**

Approval:

The committee hereby approves the proposed cost for outsourced personnel as outlined above.