

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 26<sup>th</sup> 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, Diesel Mechanic, 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 3<sup>rd</sup> 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, Diesel Mechanic COPA & Cosmetology.

Towards roll out of these programmes that would, 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 instructors to be trained are at **Annexure-III**. Considering the massive efforts & requirement the States may take up necessary steps as iterated below:-

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. Training material in digital form will be provided by CSTARI/NIMI.
3. CSTARI will be the Apex Centre for training of Master Trainers in blended learning at **Level-1**.
4. Content/Training material would be resourced from NIMI & CSTARI.
5. 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.
6. NSTIs under RDSDE or State nominated ITI would be resource center at **Level-2** for online registration of their trainers (Govt & Pvt. ITIs) & imparting 3 days online training in Blended learning.
7. The online blended learning training would be delivered by NSTI/ ITI nominated by the States, in consultation with RDSDE for this purpose.
8. State Director would ensure online registration of their trainers (Govt & Pvt. ITIs) in coordination with concerned RDSDE, for assisting appropriate NSTI.
9. States with more number of Trainers (Such as Uttar Pradesh, Bihar, Rajasthan); DGT has indentified Institutes of Excellence to cover the targeted number of Trainers within a stipulated time.
10. Master Trainers support can be referenced from CSTARI/following NSTIs:

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

11. States like Chhattisgarh/ Andhra Pradesh with no NSTI attached, and such NSTIs who do not impart training in above 6 trades (Fitter, Welder, Mechanic Diesel, COPA and Cosmetology), the online training would be provided by the above Institutes of Excellence. However, 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 **31<sup>st</sup> 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

## Number of Master Trainers (MT) Trained by CSTARI

Sl No	Name of State/UT	Trained in 1st phase				Trained in 2nd phase							Total Trainers Trained				
		State wise MTs trained Details(ITI)	Trade wise State wise			Trade wise State wise MTs trained Details(ITI)											
			COP A	Cosmetology	Diesel Mechanic	COPA	Cosmetology	Diesel Mechanic	Electrician	Fitter	Welder	COP A		Cosmetology	Diesel Mechanic	Electrician	Fitter
1	ANDAMAN AND NICOBAR ISLANDS																0
2	ANDHRA PRADESH				2		3	7	4								16
3	ARUNACHAL PRADESH																0
4	ASSAM	25			3	1	1	3	1	2							36
5	BIHAR	16															16
6	CHANDIGARH	4															4
7	CHHATTISGARH				5		4	3	5	5							22
8	DADRA AND NAGAR HAVELI																0
9	DAMAN AND DIU																0
10	DELHI	6															7
11	GOA	33			4	1	7	15	12	4							76
12	GUJARAT	25									1	1					27
13	HARYANA																0
14	HIMACHAL PRADESH	21				1	1										23
15	JAMMU AND KASHMIR	9															9
16	JHARKHAND	5															6
17	KARNATAKA	49															49
18	KERALA	1	1		20		21	59	27	6							135
19	Ladakh	1															1
20	LAKSHADWEEP																0
21	MADHYA PRADESH	24		1	4		5	24	12	10	1						81
22	MAHARASHTRA	177			7	5	6	5	6	5	2	1			2		216
23	MANIPUR	20															20
24	MEGHALAYA	10															10
25	MIZORAM																0
26	NAGALAND																0
27	ODISHA				6		4	22	22	11							65
28	PUDUCHERRY																0
29	PUNJAB				2	1	1	2	4				1	2	1		16
30	RAJASTHAN	2															3
31	SIKKIM																0
32	TAMIL NADU	37			5		3	6	8	5		1					65
33	TELANGANA						2	1	1	2							5
34	TRIPURA	9															10
35	UTTAR PRADESH	5		1													6
36	UTTARAKHAND																0
37	West Bengal	8	2		1												11
	Grand Total	487	3	2	59	10	58	149	101	50	4	2	1	1	4	2	935



सत्यमेव जयते

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 Ministry of Skill Development and Entrepreneurship  
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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	<b>Tea Break</b>	
	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	<b>Lunch Break</b>	
	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	<b>Self Practice1:</b> 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	<b>Tea Break</b>	
	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	<b>Lunch Break</b>	
	14:00 to 17:00	Practice on Online tools	<u>Self Practice2</u> : 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	<b>Tea Break</b>	
	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	<b>Lunch Break</b>	
	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.

Statewise & tradewise expected no. of trainers to be trained

Annexure -III

Sl. no	State/UT	RSOSE	Name of Regional Director/HOD/JD/DO	Email ID and contact no.	NSTI	Number of units and Trainer of ITIs to be trained									
						Fitter	Electrician	Diesel Mechanic	Welder	COPA	Cometology	total (Trainers)			
A	B	C	D	E	F	G	H	I	J	K	L	M			
1	JAMMU AND KASHMIR	Jammu & Kashmir	Shri S. Santhiramanian	rsdsde-jk-msde@gov.in, 9445070655, 9384813132	NSTI(W) Jammu	8	40	4	19	45	0	0	116		
2	Ladakh					0	0	0	0	0	0	0	0		
3	Bihar	Bihar	Shri Bhadr Acharya	rsdsde-bhr-msde@gov.in, 9482590782	NSTI(W) Patna	3933	7316	328	139	40	0	0	11758		
4	Jharkhand	Jharkhand	Shri Bhadr Acharya	rsdsde-jhr-msde@gov.in, 9482590782	NSTI Jambhadpur	1885	2041	195	170	51	2	2	4344		
5	Delhi	RSOSE NCR	Smt. Swati Sethi (H-OD)	rsdsde-del-msde@gov.in, 9810658295	NSTI(W) Noida	71	105	3	32	75	15	15	301		
6	GUJARAT	Gujarat	Shri Jagdish Prasad Meena	rsdsde-guj-msde@gov.in, 9654300773	NSTI(W) Vadodara	1183	901	507	602	0	0	86	3279		
7	DADRA AND NAGAR HAVELI					3	3	0	2	0	0	0	8		
8	DAMAN AND DIU					5	4	1	2	0	0	0	12		
9	Himachal Pradesh	Himachal Pradesh	Shri S. Santhiramanian/Shri D.L.Meena, Dy. Director	rsdsde-hp-msde@gov.in, 017-22775999, 9445070655/ 9384813132/9968981772	NSTI(W) Shimla	310	697	36	90	141	27	27	1301		
10	Karnataka	Karnataka	Shri TVLN Rao	rsdsde-ka-msde@gov.in, 9440875775	NSTI-Bengaluru	3312	2886	162	294	225	2	2	6881		
11	KERALA	Kerala	S.Manthiraman Joint Director (H-OD)	rsdsde-ker-msde@gov.in, 9384765446	NSTI(W) Bengaluru										
12	LAKSHADWEEP					280	5252	137	143	178	4	4	5994		
13	Madhya Pradesh	Madhya Pradesh	Shri Y.K. Bangia, Joint Director /Shri A.P. Parthar DDT	rsdsde-mp-msde@gov.in, 9873915889 /8902757107	NSTI(W) Triandrum	0	0	2	2	2	2	0	6		
14	MAHARASHTRA	Maharashtra	Shri S.Harshath Babu	rsdsde-mha-msde@gov.in, 9819531961	NSTI(W) Indore	1667	5457	249	381	584	19	19	8357		
15	GOA					2570	2796	428	1143	515	148	148	7600		
16	ODISHA	Odisha	Dr.BK Ray	rsdsde-odi-msde@gov.in, 067-42974438	NSTI Mumbai	3131	2759	246	203	125	5	5	6254		
17	PUNJAB	Punjab	Shri Manjit Singh	rsdsde-pun-msde@gov.in, 016-12501871	NSTI(W) Mumbai	213	789	246	515	312	110	110	2185		
18	HARYANA	Haryana	Shri Manjit Singh	rsdsde-hry-msde@gov.in, 9464931550	NSTI(W) Mohali	661	1525	118	386	987	75	75	3752		
19	CHANDIGARH					4	2	2	2	5	2	2	17		
20	RAJASTHAN	Rajasthan	Shri Mihir Parial	rsdsde-raj-msde@gov.in, 9582709233	NSTI Ludhiana	1547	11238	973	253	441	47	47	14499		
21	TAMIL NADU	Tamil Nadu	Shri K. Srinivasa Rao	rsdsde-tm-msde@gov.in, 9840249646	NSTI Ludhiana	1002	1020	213	397	131	2	2	2765		
22	ANDAMAN AND NICOBAR ISLANDS					2	10	0	4	2	0	0	18		
23	PUDUCHERRY	Telangana	Shri A Venkateswara Rao	rsdsde-te-nsde@gov.in	NSTI Chennai	19	17	2	2	4	4	4	44		
24	TELANGANA					775	1688	316	86	108	0	0	2973		
25	ASSAM	Assam	Shri SS Naik	rsdsde-as-msde@gov.in, 9435532257	NSTI(W) Hyderabad (Amantapur)	57	61	26	43	14	10	10	211		
26	ARUNACHAL PRADESH					3	6	1	3	3	2	2	18		
27	MEGHALAYA					4	7	0	4	3	3	3	20		
28	MIZORAM					2	3	0	1	3	2	2	11		
29	MANIPUR					1	1	1	1	1	0	0	4		
30	NAGALAND					1	4	1	1	3	0	0	10		
31	TRIPURA					8	27	5	9	30	1	1	80		
32	UTTAR PRADESH	Uttar Pradesh	Shri J.D.Masilamani, Director Shri L.K. Mukherjee, Joint Director	rsdsde-uk-msde@gov.in, 9449041918	NSTI Kanpur	11925	15448	338	760	993	389	389	29653		
33	UTTARAKHAND	Uttarakhand	Shri Shriyahan	rsdsde-up-msde@gov.in, 9433026188	NSTI(W) Allahabad										
34	West Bengal	West Bengal	Shri S.L.Kuli	rsdsde-wb-msde@gov.in, 9447764279	NSTI Haldwani	445	395	5	61	57	6	6	969		
35	SIKKIM					1006	1016	74	329	121	11	11	2557		
36	CHHATTISGARH	Chhattisgarh	Shri M.C. Kardam	rsdsde-ctg-msde@gov.in, 9968270647	NSTI Howrah	242	603	0	71	85	0	0	1461		
37	ANDHRA PRADESH	Andhra Pradesh	Shri TVLN Rao	rsdsde-ap-msde@gov.in, 9440875775	NSTI(W) Kolkata	1630	2744	508	244	114	0	0	5240		
					TOTAL	36061	63547	4425	6090	5216	975	975	123015		