

INSERVICE SHORT TERM/CRE TRAININGS/WORKSHOPS 2016-2017

SL. NO.	NAME OF THE PROGRAMME	CONTENTS	TARGET GROUP	COORDINATING AGENCY	No. of Seats	No. of Courses
TWO WEEK SHORT TERM TRAINING PROGRAMMES						
1.	Training Course on the Application of unified English Braille Code	a) Changes in standard English Braille code b) Use of UEB c) Rules of transcription	Special Educators, Teacher Educators, Proof Readers & Transcribers	1. AICB, New Delhi 2. NIVH, Dehradun 3. Reg. Centre, Chennai 4. Blind Boys Academy, Kolkata	30	4
2.	Training in Advance Braille Codes on Science & Maths	Transcribing Mathematical Text Books upto Class X into Braille for all participants and the complete mathematical Braille Code for maths and Science Teachers.	Special Educators of VI preference be given to registered maths & Science teachers of VI	1. Kurukshetra University 2. R.K. Mission, Coimbatore 3. NAB India Centre, Mumbai 4. TCTVH, Haldia	30	4
ONE WEEK SHORT TERM TRAINING PROGRAMMES						
3.	Orientation to Braille (English/Hindi & one Regional language)	1. Grade - II, Braille with proficiency in reading writing and teaching including various formats in Braille 2. Helping the teachers to	Teachers of General Schools, Parents and Volunteers	1. RC, Chennai 2. KFB, Kerala Federation of the Blind, Thiruvananthapuram Kerala 3. CRC, Sundernagar	30	10

		<p>acquire efficiency in Hindi/Regional Braille Reading & Writing</p> <p>3. Developing and preparing Braille TLM and its use in Teaching</p>		<p>4. NAB, Faridabad</p> <p>5. Institute for the Blind, Chandigarh</p> <p>6. Devnar Foundation for the Blind, Hyderabad</p> <p>7. TCTVH, Bhubaneswar</p> <p>8. TCTVH, Haldia</p> <p>9. NAB, Goa</p> <p>10. TCTVH, Nehru Nagar, Secundrabad</p>		
4.	Training Programme on Bhutia & Lepcha Braille Codes	<p>1. Introduction to Bhutia & Lepcha Braille Code</p> <p>2. Rules on the use of Bhutia & Lepcha Braille Codes</p> <p>3. Transcription of one chapter of a school text book using Bhutia & Lepcha Braille Codes.</p>	V.I. Persons & Special Educators from the State of Sikkim	<p>1. NAB, Sikkim</p> <p>2. Jawahar Lal Memorial Institute for the Handicapped, Sikkim</p>	30	2
5.	Training in Use of Carnatic and Hindustani Braille Music Notation	<p>Hindustani Braille Music Notation</p> <p>2. Carnatic Braille Music Notation</p> <p>3. Proficiency in transcribing music Notation and taal into Braille</p>	Music Teachers of the Blind	<p>1. Mitra Jyoti, Bangalore - Carnatic Music</p> <p>2. R.C. Chennai</p> <p>3. NIVH - Hindustani Music</p> <p>4. Swami Ajranand Andh Vidyalaya, Haridwar</p>	30	4

6.	Training Course on Daisy Book Production	<ol style="list-style-type: none"> 1. Recording techniques, duplication, editing and text and speech synchronization 2. Using Daisy books on various playback systems including mobile homes 	Special educators of VI teachers educators of V.I. and professionals involved in audio book production	<ol style="list-style-type: none"> 1. SAKSHAM 2. Talking Book Library, HQ-NIVH 	30	2
7.	Training Programme on Assamese Braille Code to orient Learners with the modifications under the Project - ' Review of Bharati Braille'	<ol style="list-style-type: none"> 1. Introduction to Assamese Braille Code 2. Rules on the use of Assamese Braille Codes 3. Transcription of one chapter of a school text book using Assamese Braille Codes 	V.I. Persons & Special Educators from the State of NE	<ol style="list-style-type: none"> 1. Jyoti Niketan School for the Blind , Guwahati 2. Jorhat Blind Institution, Jorhat 3. Assam Andh Shishu Vidhyalaya, Lakhimpur 4. Blind School Basistha, Guwahati 	30	4
8.	Adaptation of Text Books	<p>Guidelines for adapting text books</p> <p>Adapting two text books for primary class - 1 for Primary, 1 for Secondary (experienced teachers alongwith Braille Press Staff & B.Ed students)</p>	Special teachers of VI	<ol style="list-style-type: none"> 1. CBP. NIVH 2. RC Chennai 	25	2
9.	Training in the use of Modern assistive	Use of Smart Cane, Daisy Players, Vizcam, Tablet and	Special Education Teachers,	<ol style="list-style-type: none"> 1. NIVH, H.Q (ADIP) 2. Reg. Centre Chennai 	20	6

	Devices for preparing Master Trainers	Smart Phones, Scanners etc.	Computer Instructors, Mobility Instructors, General Education Teachers, Lecturers and Assistant Professors in Special Education	3. CRC, Sundernagr 4. RSVI, Lucknow 5. NAB Chandigarh 6. SAKSHAM, N. Delhi		
THREE DAYS SHORT TERM TRAINING PROGRAMMES						
10.	Orientation & Awareness Programme on Modern assistive Devices for Blind & Low Vision Students of Special Schools and Special Units	Giving hands on Training to users in the correct use of Smart devices such as Smart Cane, s Smart Phones, Tablet, Daizy Players, liquid level indicator etc.	V.I. students from schools and colleges where modern devices have been distributed by NIVH	To be allotted later on	50	50
ONE DAY SHORT TERM TRAINING PROGRAMMES						
Sl. No.	Name of the Programme	Target Population	Coordinating Agency	No. of seats	No. Of courses	
11.	Integrated Workshop to activate innate human potential	Blind Persons of all ages and the professionals working for the Blind	1. NAB India, Delhi 2. NIVH, Dehra Dun- 2 3. R.C. Chennai -2 4. CRC, sundernagar - 2 5. School for the Blind, Chandigarh	100	16	

			6. Pragma Chakshu, Surendar Nagar, Guj. 7. NAB, Delhi 8. Raj. Netraheen Kalyan Sangh, Jaipur 9. Sharp Memorial School, Dehradun 10. D.R. Narendra Bhiwapurkar Blind School Camp, Amravati 11. Gyan Jyoti Residential School for the Blind, Nagpur 12. School for the Blind, Ashram Road, Ahmedabad 13. V.D. Parikh Andh Mahila Vikas Griha, Rajkot		
12.	Antrachakshu	Members of common Public, students of B.Ed/M.Ed/ Medical/ Nursing and other similar/ service providers from students school / College / Banks/Railway/Post Office etc. *****	1. NIVH - 3 2. R.C. Chennai	50	4
13.	Orientation to Reproductive Rights	Blind Youth & Special schools for the Blind (Age - 14 - 20 years)	1. R.C. Chennai -2 2. R.C. Secunderabad 3. NIVH, Dehra Dun - 2 4. CRC, Sundernagar - 2 5. Govt. School for V.H., Raipur, MP.	50	12

			6. Asha- The Hope, Raigarh, Chhattisgarh 7. Pragma Chakshu, Surendernagar, Guj. 8. NAB, Chandigarh 9. NAB, Faridabad		
14.	Training in First Aid and CPR	Visually impaired persons, hostel staff and Teachers of Special and Integrated Schools	1. R.C. Chennai -2 2. NIVH -2 3. CRC, Sundernagar - 2 4. RC, Secunderabad 5. R.K. Vivekananda Mission, Suryapur Barrackpur, Kolkata 6. Mitra Jyoti, Bagalore 7. NFB Kanpur (Kanpur Andh Vidyalaya) Kanpur 8. Shri Hanuman Prasad Poddar Intermediate School, Varanasi	50	11
15.	Sensitization Programme for members of Panchayati Raj Institutions on Disability issues	Members of Panchayati Raj Institutions	1. CRC, Sundernagar 2. Reg. Chapter, Kolkata	50	02
16.	Training in Disaster Management covering fire safety, earthquakes & Floods	Teachers of the V.I. and other staff members working in their Institutes	1. BRA, New Delhi 2. Andhjan Kalyan Trust, Rajkot, Guj. 3. Montfort, Tura 4. Jyoti Sroat, Shilong	50	11

			<ul style="list-style-type: none"> 5. NIVH, Dehradun 6. R.C. Chennai 7. R.C. Secunderabad 8. R.C. Kolkata 9. CRC, Sundernagar 10. NAB, Nainital 11. Blind School, Mizoram 		
17.	Fire safety & Earthquake drill for Visually Impaired students	Visually Impaired students of all age groups	<ul style="list-style-type: none"> 1. NIVH -2 2. CRC, Sundernagr - 2 3. R.C. Chennai - 2 4. Reg. Chapter, Secunderabad 5. Pragaya Chakshu, Guj. 6. NAB, Chandigarh 7. SHUBHAM, Muzaffarpur 8. KFB, Kerala 	50	11

Annexure "B"

FINANCIAL NORMS FOR PROGRAMME FOR ONE, TWO, THREE & ONE WEEK PROGRAMMES (2016-17)

TWO WEEKS PROGRAMME

Sl. No.	Items	Amount in Rs.	Tentative amount for the course	Tentative Total amount
1.	Stay (number of local participants should be 50% of the total participants and 50% outstation participants)	@ Rs. 100/- per head	15 participants x 12 days x 100 = 18,000/-	18,000.00
2.	Food for out station participants (50%)	@ Rs. 200/- per head	15 participants x 12 days x 200	36,000.00
3.	Food for local participants 50%)	@ Rs. 120/- per head	15 participants x 12 days x120	21,600.00
4.	Travel allowance to local participants	@ 200/- per head (as per actual)	15 x 200	3,000.00
5.	TA/DA to outstation participants (50%)	@ Rs. 1,000/- per head (as per actual)	15 participants x1000 (for both sides)	15,000.00
6.	TA/DA to outstation 2 faculty	@ Rs. 2,800/- per head (as per actual)	2 faculties x 2,800	5,600.00
7.	Local conveyance to Guest Faculty/participants	Rs. 2000/-	If the hostel is far from training place	2,000.00
8.	Honorarium to Guest Faculty	Rs. 300/- per lecture or 500/- per lecture for Sr. technical faculties (only for four lectures daily)	300x 2 lectures daily x 10 days =6,000 /- & 500x 2 lectures daily x10 days =10,000 /-	16,000.00
9.	Honorarium to faculty from the Implementing Agency	Rs. 100/- per lecture	100 x 2 lectures daily x 10 days	2,000.00
	Total (from Sl. 1-9)			1,19,200.00
10.	Contingency	10% of the total amount of Sl.No. 1-8	10% of the total amount of Rs. 11,920/-	11,920.00
11.	Honorarium to Course Coordinator	Rs. 1,500/-		1,500.00
				1,32,620.00

Rs. 1,32,620 (per programme) x 8 (programme) = 10,60,960/-

ONE WEEK PROGRAMME

Sl. No.	Items	Amount in Rs.	Tentative amount for the course	Tentative Total amount
1.	Stay (number of local participants should be 50% of the total participants and 50% outstation participants)	@ Rs. 100/- per head	15 participants x 5 days x 100 = - 7,500/-	7,500.00
2.	Food for out station participants (50%)	@ Rs. 200/- per head	15 participants x 5 days x 200	15,000.00
3.	Food for local participants 50%)	@ Rs. 120/- per head	15 participants x 5 days x120	9,000.00
4.	Travel allowance to local participants	@ 200/- per head (as per actual)	15 x 200	3,000.00
5.	TA/DA to outstation participants (50%)	@ Rs. 1,000/- per head (as per actual)	15 participants x1000 (for both sides)	15,000.00
6.	TA/DA to outstation 2 faculty	@ Rs. 2,800/- per head (as per actual)	2 faculties x 2,800	5,600.00
7.	Local conveyance to Guest Faculty/participants	Rs. 2000/-(as per actual)	If the hostel is far from training place	2,000.00
8.	Honorarium to Guest Faculty	Rs. 300/- per lecture or 500/- per lecture for Sr. technical faculties (only for four lectures daily)	300x 2 lectures daily x 5 days =3,000/- & 500x 2 lectures daily x 5 days = 5,000/-	8,000.00
9.	Honorarium to faculty from the Implementing Agency	Rs. 100/- per lecture	100 x 2 lectures daily x 5 days	1,000.00
Total (from Sl. 1-9)				66,100.00
10.	Contingency	10% of the total amount of Sl.No. 1-8	10% of the total amount of Rs. 6,610/-	6,610.00
11.	Honorarium to Course Coordinator	Rs. 1,500/-		1,500.00
				74,210.00

Rs. 74,210 (Per programme) x 30 (Programme) = 22,26,300/-

THREE DAYS PROGRAMME

Sl. No.	Items	Amount in Rs.	Tentative amount for the course	Total amount
1.	Tea & snacks	Rs. 30 per head per day x 50 students (Blind)/low vision/ participants)	Rs. 30x50 participants x3 days = 4,500/-	4,500.00
2.	Food expenses (Boarding / lodging)	Rs. 5,000 per head for 3 days	5,000/-	5,000.00
3.	Fee to Resource Persons	Rs. 3000 per day x 3 days	3000x3 days = 9,000/-	9,000.00
4.	T.A.	Rs. 4,000 per Master trainer	4,000/-	4,000.00
Total				22,500.00

RS. 22,500/- (Per programme) X 50 programme = 11,25,000/-

ONE DAY PROGRAMME

Sl. No.	Items	Amount in Rs.	Tentative amount for the course	Total amount
1.	Tea & snacks	Rs. 30 per head per day x 50 students (Blind)/low vision/ participants)	Rs. 30x50 participants = 1,500/-	1,500.00
2.	Food expenses	Rs. 1,000 per head	1,000/-	1,000.00
3.	Fee to Resource Persons	Rs. 3,000 per day	3,000/-	3,000.00
4.	TA	Rs. 3,000 (Out station)/Rs. 1,200/- (for local Resource Person)	3,000/- or 1,200/-	3,000.00 (As per actual)
Total				8,500/- (As per actual)

Rs. 8,500/- (Per programme) x 67 (Programme) = 5,69,500/-

PARTICIPATION NORMS:

1. In case of one day Orientation and sensitization programmes, implementing agency will not invite any outstation participants for one day sensitization programme. They may be from outside the implementing agency, but local.
2. In case of orientation programmes of **two, three to five days duration**, the ratio of local and outstation participants should be **50:50**. In case the number of local participants exceeds the limit, same will be permissible. However, the limit prescribed for outstation participants will not be enhanced under any circumstances.

NORMS FOR RESOURCE PERSON

1. Implementing agency will not invite any outstation resource person for one day sensitization programme. They may be from outside the implementing agency, but local.
2. Not more than one outstation resource person would be permissible for courses of two to three days duration. They may be from outside the implementing agency. This is as an economy measure.
3. For programmes exceeding the limit of five days, implementing agency will be allowed to invite a maximum of two outstation resource persons.

NOTE: In no event, the Institute will reimburse air fare for one resource person. However, air fare will not be permissible for programmes of one to three days duration.

GENERAL CONDITIONS:

1. Outstation participants and guest faculty shall be provided accommodation for one night only in exceptional cases for two nights. However, the food expenses shall be restricted to one extra day in addition to one day programme both for faculty as well as outstation participants.
2. Expenditure will be reimbursed only under the approved heads and as per norms approved by the Executive Council of NIVH.
3. Additional cost on any item or items will be the responsibility of the implementing agency.
4. As per the decision of RCI, implementing agency will not schedule inaugural or valedictory sessions. However, Institute may invite persons of eminence and experts to deliver key note address on the theme of the course.