

INSERVICE SHORT TERM/CRE TRAININGS/WORKSHOPS 2017-2018

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. Kurukshetra University 2. NIEPVD , Dehradun	30	2
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 acquire efficiency in Hindi/Regional Braille Reading & Writing 3. Developing and preparing Braille TLM and its use in	Teachers of General Schools, Parents and Volunteers	1. RC, Chennai 2. KFB, Kerala Federation of the Blind, Thiruvananthapuram Kerala 3. CRC, Sundernagar 4. Institute for the Blind, Chandigarh 5. Devnar Foundation for	30	10

		Teaching		the Blind, Hyderabad 6. TCTVH, Bhubaneshwar 7. TCTVH, Haldia 8. NAB, Goa 9. TCTVH, Nehru Nagar, Secundrabad 10. RSVI, Lucknow		
4.	Training in Use of Carnatic and Hindustani Braille Music Notation	1. Hindustani Braille Music Notation 2. Carnatic Braille Music Notation 3. Proficiency in transcribing music Notation and taal into Braille	Music Teachers of the Blind	1. Mitra Jyoti, Bangalore - Carnatic Music 2. R.C. Chennai 3. NIEPVD - Hindustani Music 4. CRC, Sundernagar	30	4
5.	Adaptation of Text Books	Guidelines for adapting text books Adapting two text books for primary class - 1 for Primary, 1 for Secondary (experienced teachers alongwith Braille Press Staff & B.Ed students)	Special teachers of VI	1. Blind Boys Academy, Kolkata 2. CBP. NIVH 3. RC Chennai	25	3
6.	Training in the use of Modern smart devices for preparing Master Trainers	Use of Smart Cane, Daisy Players, Vizcam, Tablet and Smart Phones, Scanners etc.	Special Education Teachers, Computer Instructors, Mobility Instructors, General Education Teachers, Lecturers and Assistant Professors in Special Education	1. Institute for the Blind, Chandigarh 2. Reg. Centre Chennai 3. NFB, Karnataka 4. Udaan Welfare Society, Punjab	20	4

7.	Recent Methods in Teaching Braille - Reading & Writing	i)Acquiring standard English Braille ii)Helping the Teachers to acquire efficiency in Hindi/regional Braille - Reading & Writing	Special teachers in VI Teacher Educator in Special Education (VI)	1. Blind Peoples Association, Ahmedabad 2. Blind Boys Academy, Kolkata 3. NIEPVD 4. CRC, sundernagar	30	4
8.	Preparation of TLM	i)Material to be used for preparing no cost/low cost TLC ii)Preparing 5 TLM and their use in teaching	Special teachers in VI Teacher Educator in Special Education (VI)	1. RC, Cehnnai 2. TCTVH, Haldia	30	2
9.	Maintenance of Braille Appliances	i)Mechanism of Brailier, Writing Slate, Tailor Frame and Abacus ii)Repairing of Brailers	Special teachers in VI Teacher Educator in Special Education (VI) ii)Professional trained in maintenance of Braille appliance	1. NIEPVD, Dehradun - 2	30	2
10.	Use of modern devices in Teaching of life skills	i)Performing 5 daily living skills under blind fold condition ii)Teaching the use of non-visual senses in daily living activities iii)Demonstration lessons on daily living activities	Special teachers in VI Teacher Educator in Special Education (VI)	1.Institute for the Blind, Chandigarh 2. NAB, Faridabad	20	2
11.	Use of recent techniques In Assessment and Teaching of Low (Primary level Spl. Edu. V.I.)	i)Modern trends in assessment low vision children ii)Developing visual efficiency iii)Teaching the use of remaining residual vision	Special teachers in VI Teacher Educator in Special Education (VI)	1. NIEPVD, Dehradun 2. AICB, New Delhi	30	2

12.	Orientation to Advance Braille (Secondary level Spl. Edu.)	Transcribing mathematical textbooks up to class VIII 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 and science teachers of the V.I. Teachers Educator/ special education teacher having 10 years experience in teaching Braille	1. NIEPVD, Dehradun 2. R.C. Chennai	30	2
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TWO DAYS SHORT TERM TRAINING PROGRAMMES

13.	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	20
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ONE DAY SHORT TERM TRAINING PROGRAMMES

Sl. No.	Name of the Programme	Target Population	Coordinating Agency	No. of seats	No. Of courses
1.	Integrated Workshop to activate innate human potential	Blind Persons of all ages and the professionals working for the Blind	1. NAB India Centre, Delhi -2 2. NIVH, Dehra Dun- 3 (TCAB, MSVH & Dept. of Special Education 3. NAB, R.K. Puram -2 (IGP)	100	09

			4. NAB, Faridabad-2		
2.	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. Pragya Chakshu, Surendernagar, Guj. 6. NAB, Chandigarh 7. NAB, Faridabad	50	10
3.	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	50	10
4.	Training in Disaster Management covering fire safety, earthquakes & Floods	Teachers of the V.I. and Hostel staff and students	1. BRA, New Delhi 2. Andhjan Kalyan Trust, Rajkot, Guj. 3. Montfort, Tura 4. Jyoti Sroat, Shilong 5. NIVH, Dehradun - 2 6. R.C. Chennai - 2 7. R.C. Secunderabad -2 8. R.C. Kolkata - 2 9. CRC, Sundernagar -2 10. NAB, Nainital 11. Blind School, Mizoram 12. Jyoti Sroat School for the V.I. Shillong 13. Assam Andh Shishu Vihyalaya,	50	20

			Lakhinpur 14. RSVI, Lucknow -2		
5.	Orientation to R.P.D. Act	Teachers & Professionals of Special Education Schools for V.I.	<ol style="list-style-type: none"> 1. NIVH, B.Ed Dept. 2. R.C. Chennai 3. B.R.A., New Delhi 4. R.K. Mission, Kolkata 5. TCTVH, Hyderabad 6. CRC, Sundernagar 7. TCTVH, Lucknow 8. TCTVH, Patna 9. TCTVH, Sriganganagar 10. TCTVH, Ahmedabad 11. TCTVH, Bhubaneswar 12. Vivekananda Mission Ashram, Haldia 	50	12
6.	Orientation to Right to Education	Teachers & Professionals of Special Education Schools for V.I.	<ol style="list-style-type: none"> 1. NIVH, B.Ed Dept. 2. R.C. Chennai 3. B.R.A., New Delhi 4. R.K. Mission, Kolkata 5. TCTVH, Hyderabad 6. CRC, Sundernagar 7. TCTVH, Lucknow 8. TCTVH, Patna 9. TCTVH, Sriganganagar 10. TCTVH, Ahmedabad 11. TCTVH, Bhubaneswar 12. Vivekananda Mission Ashram, Haldia 	50	12

Annexure "B"

FINANCIAL NORMS FOR PROGRAMME FOR ONE, TWO, THREE & ONE WEEK PROGRAMMES (2017-18)

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

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

TWO DAYS PROGRAMME

Sl. No.	Items	Amount in Rs.	Tentative amount for the course	Total amount
1.	Stay (number of local participants should be 50% of the total participants and 50% outstation participants)	@ Rs. 100/- per head	50 participants x 2days x 100	10,000.00
2.	Food for out station participants (50%)	@ Rs. 200/- per head	50 participants x 2 days x200	20,000.00
3.	Food for local participants 50%)	@ Rs. 120/- per head	50 participants x 2 x 120	12,000.00
4.	Travel allowance to local participants	@ 200/- per head (as per actual)	50 x 200	10,000.00
5.	TA/DA to outstation participants (50%)	@ Rs. 1,000/- per head (as per actual)	50 participants x1000 (for both sides)	
6.	TA/DA to outstation 1 faculty	@ Rs. 2,800/- per head (as per actual)	1 faculty x 2,800	2,800.00
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 2 days =1,200 500x 2 lectures daily x 2days =2,000/-	3,200.00
9.	Honorarium to faculty from the Implementing Agency	Rs. 100/- per lecture	100 x 2 lectures daily x 2 days	400.00
	Total (from Sl. 1-9)			60,400.00
10.	Contingency	10% of the total amount of Sl.No. 1-8	10% of the total amount of Rs. 6,040/-	6,040.00
11.	Honorarium to Course Coordinator	Rs. 1,000/-		1,000.00
Total				67,440.00

ONE DAY PROGRAMME

Sl. No.	Items	Amount in Rs.	Tentative amount for the course	Total amount
1.	Stay (number of local participants should be 100% of the total participants and no outstation participants allowed)	-	-	-
2.	Food for out station participants not allowed	-	-	-
3.	Food for local participants (100%)	@ Rs. 120/- per head	30 participants x 1 x 120	3,600.00
4.	Travel allowance to local participants	@ 200/- per head (as per actual)	30 x 200	6,000.00
5.	TA/DA to outstation participants - not allowed	@ Rs. 1,000/- per head (as per actual)	-	-
6.	TA/DA to outstation faculty- not allowed	@ Rs. 2,800/- per head (as per actual)	-	-
7.	Local conveyance to Guest Faculty	Rs. 2000/- (as per actual)	Rs.2000/-	2,000.00
8.	Honorarium to Guest Faculty- not allowed	-	-	-
9.	Honorarium to faculty from the Implementing Agency	Rs. 100/- per lecture	100 x 6 lectures daily x 1 days	600.00
Total (from Sl. 1-10)				12,200.00
11.	Contingency	10% of the total amount of Sl.No. 1-8	10% of the total amount of Rs.	1,220.00
12.	Honorarium to Course Coordinator	Rs. 750/-		750.00
Total				14,170.00

***up to 15,000/- only**

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.

BUDGET ESTIMATE OF TRAINING PROGRAMMES – 2017-18

SL. No.	Details of Programme	Details of Trg. Programme	No. of Trg. Programme	Number of beneficiaries	BDUGET ESTIMATE OF TRAINING PROGRAMMES FOR THE YEAR 2015-16		
					Amount for Per Programme	Total amount of Trg. Programme	Total Amount
1.	Two week Programme	02	06	180	1,32,620.00	1,32,620X6 = 7,95,720.00	7,95,720.00
2.	One week programme	10	35	975	74,210.00	74,210X35 = 25,97,350.00	25,97,350.00
3.	Two days programme	01	20	1000	67,440.00	67,440x20 = 13,48,800.00	13,48,800.00
4.	One day Programme	06	73	4100	15,000.00	15,000x73 =10,95,000.00	10,95,000.00
Total		19	134	6255			58,36,870.00

Primary Level Special Education Visual Impairment

Rehabilitation Council of India
Programme Division, 1st October, 2014

Appendix B

Sl.No	Topics	Content	Target group	Recourse Person	No. of days
1					
2					
3	Advance Level Training in Orientation & Mobility Skills	i)Techniques of orientation and mobility ii)Blind fold training	Special teachers in VI	Teacher Educator in Special Education (VI)	5days
4	Technology	i)Knowledge of various screen reading softwares ii)Demonstration of Braille production devices	Special teachers in VI	Teacher Educator in Special Education (VI)	5days
5					

6					
7	Teaching of Creative Writing	i)Introduction to creative writing ii)Inculcating habits of creative writing	Special teachers in VI	Teacher Educator in Special Education (VI)	5days
8					
9.	Teaching of pre-vocational skills	i)Types of pre-vocational skills ii)Practical demonstration of teaching pre-vocational skills	Special teachers in VI	Teacher Educator in Special Education (VI)	5days
10.	Recent advancement Adaptation of Text Books	1. Guideline for adapting text Books 2. Adapting one text books for primary class	Special teachers in VI	Teacher Educator in Special Education (VI)	5days

Sl.No	Topics	Content	Target group	Recourse Person	No. of days
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Secondary Level Special Education

1	Introduction to Unified English Braille	Grade II Braille with proficiency in reading, writing and teaching including various formats in Braille	Special educators of VI and O and M instructors	Teachers Educator/ special education teacher having 10 years experience in teaching Braille.	5days
2	Recent changes in Bharati Braille	Hindi /regional Braille with proficiency in reading, writing and teaching including various formats in Braille.	Special educators of VI and O and M instructors	Teachers Educator/ special education teacher having 10 years experience in teaching Braille	5days
3					5days
4	Braille music notation	Proficiency in transcribing musical notation and taal into Braille	Music teachers of the V.I.	Music teachers / special educators knowing	5days
	Vision	iv)Writing and Interpreting the Assessment Report			
9	Teaching of pre-vocational skills	i)Types of pre-vocational skills ii)Practical demonstration of teaching pre-vocational skills	Special teachers in VI	Teacher Educator in Special Education (VI)	5days
10	Recent advancement Adaptation of Text Books	1. Guideline for adapting text Books 2. Adapting one text books for primary class	Special teachers in VI	Teacher Educator in Special Education (VI)	5days

ITEM NO. TO CONSIDER SHORT- TERM TRAINING PROGRAMMES FOR THE YEAR - 2017-18

The Institute conducts Short Term Training Programmes with the aim of professional development, capacity building and sensitization of key functionaries of various mainstream and specialized institutions. E.C. in its 94th Meeting held on 21-6-2016 approved the schedule of Short Term Training Programmes to be conducted during the financial year. **As per approved schedule, - 200 programmes have been conducted covering 10,123 beneficiaries as on 31-3-2017.** These programmes are conducted by the NIVH Headquarters; Regional Centre at Poonamallee, Chennai; Regional Chapters at Secunderabad, Kolkata; Composite Regional Centre at Sundernagar and in collaboration with nearly 50 voluntary Organizations and academic institutions.

The Institute proposes to conduct **155** Short-term Training Programmes, Seminars and Workshops during the financial year 2017-18 covering 7,720 persons. A detailed schedule of these programmes is placed at **Annexure '---** (Pages ----- to -----).

The Council is requested to accord its approval for conducting 155 Short-term Training programmes covering 7,720 beneficiaries as per the training schedule along with their financial implications of Rs. 49,81,760/-.

EC may also approve ----- Short-term Training Programems in respect of CRC, Sundernagar placed at Annexure ----- (pages to) along with their financial implication to the tune of Rs.-----/-.

