

MAHARASHTRA STATE BOARD OF VOCATIONAL EDUCATION EXAMINATION, MUMBAI

1	Name of Course	C. C. IN Vocational Teacher Training (W. E. F. 2015-16)						
2	Course Code	411216						
3	Max.No.of Students Per Batch	25 Students						
4	Duration	1 year						
5	Type	Full Time						
6	No.Of Days / Week	6 Days						
7	No.Of Hours /Days	7 hrs.						
8	Space Required	1) Practical Lab = 200 sq. feet 2) Class Room = 200 sq. feet TOTAL = 400 sq. feet						
9	Minimum Entry Qualification	1) S.S.C. AND 1) 1Year / 2 Year Vocational Course awarded by MSBVEE OR Bifocal OR HSC (VOC) OR ITI OR Diploma OR Degree / PG / Post Graduate Diploma in respective branches of Vocational Education.						
10	Objective Of Course	1) To create Qualified Vocational Teacher and Skill Assessor. 2) To create Career Councilor.						
11	Employment Opportunity	1) Vocational Teacher in different stream of vocational education. 2) Career Councilor						
12	Teacher's Qualification	(1) One Teacher as a coordinator of Programme with qualifications as M.A. / M.Com / M.SC with M.Ed. OR BE / M.Tech (Education) / OR (2) Three Part Time / CHB Teacher. i) Education Psychology – P.G. with M.Ed / B.Tech with Specialization in student Psychology. ii) Teaching Methodology – Diploma / Degree / P.G. with B.Ed / M.Ed / CTI / M.Tech. Education. iii) Employability Skill - Degree with MBA						
13	Training System	Training System Per Week						
		Theory		Practical		Total		
		24 hrs		18 hrs		42 hrs		
14	Exam. System	Sr. No.	Paper Code	Name of Subject	TH/PR	Hours	Max. Marks	Mini. Marks
		1	41121611	Teaching Methodology	TH-I	3 hrs.	100	50
		2	41121612	Educational Psychology	TH-II	3 hrs.	100	50
		3	41121613	Employability Skill	TH-III	3 hrs.	100	50
		4	41121621	Teaching Methodology	PR-I	3 hrs.	100	60
		5	41121622	Teaching Practice	PR-II	3 hrs.	100	60
		6	41121623	Project / OJT	PR-III	3 hrs.	100	60
				Total			600	330

Academic Calendar :-

1st July To 31st December	TH – 1 / TH – 2 / TH – 3 & PR – I are to be conducted	
1st January To 31st January	Class room Teaching in different Vocational Institute	Daily - 7 Hours
1st February To 31st March	1) Project, preparation on standard exercises and on Job Training in relevant field. 2) Skill Assessment practice under Master Trainer Supervision .	

Teaching Methodology

Theory - I & Practical - I (Theory & Practical's)

Unit No.	Lesson No.	Particular of Teaching	Practical
Unit -1		Role of Vocational Teacher <ul style="list-style-type: none"> • Overview of vocational & Technical education system in India. • Different schemes of Vocational, Technical Education & Training in India. • Concept of Vocational Education & Training. • Organizational structure in Vocational Education. • VET target setting and planning, financing. 	
Unit -2	1 2 3	Educational Texonomy Cognitive domain Affective domain Psychomotor domain	Industrial Psychology & Motivation <ul style="list-style-type: none"> • Information of Human Behavior and Psychological parameters like: Characteristics, Attitude, Activities, Reservation, Values, Skills, Potential and Deficits etc., - By Trainer • Questionnaires on personality development for assessing the psychological attributes - By Trainer • Tips on motivation & developing will power - By Trainer • What are the avenues of learning - Discussions by Trainees and Trainer • Video show on motivating the people - By Trainer
Unit -3	1 2 3 4 5 6 7 8 1 2 3 4 5 6 7 8	Fundamentals of teaching and learning (I) Introduction to Principles of Teaching Teaching Profession Meaning of Education Vocational Training Instructor and his job Transfer of occupational skills Methods of acquiring skills Development of Trainees attitude Fundamentals of teaching and learning (II) Motivation Maintaining Learners interest Instructor and his responsibilities Pre-requisite of a good instructor Traits of a good instructor Characteristics of good instructions Common defects in instruction Evaluating personal qualities	Instruction for Vocation <ul style="list-style-type: none"> • Overview on elements of Vocational Training by Trainer • What Kind of Learner are you - Questionnaire to be answered by Trainees • What do you already know about Training Procedure - Questionnaire by Trainees • Video Show on learning process by Trainer • Feedback & Final conclusive by Trainer

Unit -4		<p>Communication and the Learning Process</p> <p>1 Learning Process</p> <p>2</p> <p>3 Theories of Learning</p> <p>4</p> <p>5</p> <p>6 Conditions for Learning</p> <p>7 Percept and concept</p> <p>8 Senses as avenues of Learning</p> <p>9 Principles of Learning</p> <p>10 Principles of teaching</p> <p>11 Understanding</p> <p>Skill transfer process</p> <p>Steps in Skill transfers.</p> <p>12 Teaching methods, classification & applicability.</p> <p>13 Factor governing selection of a method.</p> <p>14 Teaching strategy.</p>	<p>Barriers & Factors Affecting Communication- Micro Teaching Analysis/Teaching practice:</p> <ul style="list-style-type: none"> • Case studies of each Teaching methods. • Seminar. • Games. • Simulation. • Simulation games • Role play • Project method • Demonstration • Tutorial • Group discussion. • Team teaching. • How good listener and what type of communicator you are – By Trainer • Question –answer teachings. • Discussion with trainer on improving talents in public speaking – By Trainer • Teaching practices – micro teaching analysis
Unit -5		<p>Measurement and Evaluation Testing & Evaluation of student performance</p> <p>1 Tests – Function and characteristics</p> <p>2 Tests – Advantages and classification</p> <p>3 Oral Tests and its Advantages</p> <p>4 Subjective type Tests</p> <p>5 Objective type Tests – Advantages and disadvantages</p> <p>6 Performance Tests</p> <p>7 Analysis of Tests</p> <p>8 Design of test.</p> <p>9 Standard bench marking.</p> <p>10 Criteria for measurement.</p> <p>11 Assessment factor for evaluation of skills.</p> <p>12 Standard practices in world.</p>	<p>Administration & Analysis of Tests: Micro Teaching Analysis/Teaching Practice:</p> <ul style="list-style-type: none"> • Individual assignment. • Group assignment on setting different types of questions – By Trainer (Purpose, application, comprehensive etc.) • Design to tests. • Setting an ideal question paper and evaluation – By Trainees • Evaluation techniques and marking schemes – By Trainer and Trainees • Preparation of standard bench marking charts for given job/project/task. • Practice for skill evaluations. • Evaluation criteria/mechanism.

Unit –6	<p>Planning for Instruction</p> <p>1 Organizing a Training Programme</p> <p>2 Trade syllabus analysis</p> <p>3 Related information and skill</p> <p>4 Construction of course</p> <p>5 Planning a Lesson</p> <p>6 Four Steps of Teaching</p> <p>7</p> <p>8 Requirements of a Lesson</p> <p>9 Lesson Plans - Advantages and</p> <p>10 disadvantages</p> <p>11 Lesson Plans standard format</p> <p>12 Methods of Presentation</p> <p>13 Characteristics of instruction and material</p> <p>14 Demonstration Techniques (Standard format of Demonstration Plan)</p> <p>15 Training Vehicles</p> <p>16 Training Wheels</p> <p>17 Written Instructional Material - Factors to be considered while preparing W.I.M. - W.I.M. - Qualities and advantages</p> <p>18 Instruction and Media – use, types and</p> <p>19 characteristics of instruction material</p> <p>20 W.I.M. – Information Sheet</p> <p>21 W.I.M. – Operation Sheet</p> <p>22 W.I.M. – Job Sheet W.I.M. – Assignment Sheet W.I.M. – Exercise Sheet</p>	<p>Preparation of Teaching Skills:</p> <ul style="list-style-type: none"> • Defining objectives and preparation of lesson plan – By Trainer & Trainees • Defining objectives and preparation of demonstration plan – By Trainees and Trainer • Preparation of different instructional materials – By Trainer and Trainees • Question – Answer debate session – By Trainer • Teaching practice – body languages, skills in presentation – By Trainees
Unit –7	<p>Teaching Aids/Audio Visual Aids</p> <p>1 Importance of Teaching Aids</p> <p>2 Classification of Training Aids</p> <p>3 The Chalkboard</p> <p>4 Display Boards – Magnetic Board, Flannel Board, Bulletin Board, Scroll Holes</p> <p>5 Charts and Posters</p> <p>6 Three Dimensional Aids – Advantages, types of models and mock up</p> <p>7 Projected Aids – Film strip projector, slide projector, Overhead Projector, Opaque Projector</p> <p>8 Sound Films and Film Projectors</p> <p>9 Use of Computer in E- content development.</p> <p>10 Use of Computer in Methodology and Educational Administration and Management</p> <p>11 Information Technology – Internet, browser, Websites, surfing, electronic mail Power point presentation technique using LCD projector & interactive board.</p>	<p>Operate and Use of Audio Visual Aids/Equipment's :</p> <ul style="list-style-type: none"> • Group task on preparation of charts, transparencies, slides, posters, mock up – By Trainees and Trainer • Teaching practice – presentation skills and use of AV aids • Information Technology in today's Teaching and training process – By Trainer • Use of internet and world wide web • Preparation of PPT presentation • Sample PPT presentation with LCD – By Trainer • E text & content preparation. • Collection of photos, videos, animations related to subject and presentations.

Unit -8	1 2 3 4 5 6 7 8 9 10	Organization of Facilities and Management of Training Areas Good Housekeeping Workshop Layout and organization Management of Workshop Procurement and maintenance of tools and materials Colour dynamics in Instruction Maintenance of Records Safety precautions and shop discipline Specialized classrooms layout Library of Audio-Visual Aids and Teaching Aids New type of AVA/RI classroom with preparatory room	Housekeeping and Safety Measures : <ul style="list-style-type: none"> • Instructional areas layout - Utility space - By Trainer • Safety Measure slogans, precautions, etc. • Videos show on excellent housekeeping • Layout of modern classrooms
Unit -9	A B C D E	Modules of Practical's (For Submission and before) A Five skills of Micro Teaching with ten lessons - Two Simulated lessons (Role play, modules of teaching, games, creative teaching, etc.) B Two computer assisted lessons and ten school lessons C Five Days Internship in school/institute D Preparation of Training Programme E Preparation of one project	

Theory - II - Educational Psychology

Objectives :-

- 1 To develop understanding of the Nature and Scope of Psychology with reference to Education.
- 2 To apply the knowledge of the methods of Psychology in understanding the needs of the Education.
- 3 To acquire knowledge of Heredity and Environment with individual Differences.
- 4 To acquire knowledge of the characteristics of growth and development in the Infancy, Childhood & Adolescence adolescent and understand the problems faced by them in today's world.
- 5 To understand the theories of Learning and factor affecting on Learning with reference to Memory, Forgetting and Habit.
- 6 To Understand the Imagination, Thinking and Intelligence Theory and appreciate the role of the teacher in promotion intelligence and creativity among learners.
- 7 To acquire knowledge of the Mental Tension-method of removing it, Mental Disease-causes and remedy on it, type of Defense Mechanism & Understand the concept of Personality and the role of the teacher in promoting mental health of students.

Module - 1	Fundamental of Psychology with reference to Learner		Month July- (24) periods
Unit –A	Introduction to Psychology with reference to Learner		
i	Meaning Psychology & Educational Psychology	02	
ii	Nature, Scope and Relevance of Psychology in Education	02	
iii	Method of Educational Psychology- (a)Introspection (b) Observation (c) Experimental (d) Clinical Methods (f) Psychophysical Method	12	
Unit –B	Growth and Development of Learner		
i	Heredity And Environment	04	
ii	Growth And Development	04	
iii	Individual Differences	02	Month August – (24) periods-
iv	Development Characteristics of Infancy, Childhood & Adolescence with reference to Physical, Cognitive, Emotional and Social Aspects.	08	
v	Role of teacher-how to tackle Adolescent students?	02	

Module - 2	Learning And Learning Theories		
Unit –C	Learning		
i	Concept, Meaning, Definitions & Characteristics	02	
ii	Laws of Learning	02	
iii	Learning Curve and Transfer of Learning	04	
iv	Learning Theories –Thorndike,	02	
	Pavlov,	02	
	Skinner	02	Month of September (24) Periods
	Kohler	02	
Unit-D	Factors Affecting on Learning		
i	Motivation- Meaning and Concept	02	
ii	Needs-Types of Needs, Drive-Incentive & Maslow’s Theory of Needs	02	
iii	Attention-Meaning, Characteristics and Types	02	
iv	Interest-Nature-Meaning-Bases of Interest & Educational Implications	02	
v	Maturation-concept and importance	02	
vi	Memory and Forgetting –Nature, Importance	02	
vii	Analysis of Memory and Method of Memorizing	02	
viii	How to develop Memory	02	
xi	Habit-Meaning –formation of Habits- Advantages and Disadvantages of Habits	02	
Module - 3	Intelligence and Imagination, Thinking & Creativity		
Unit-E	Intelligence and Imagination, Thinking & Creativity		
i	Meaning and Nature of Intelligence	01	
ii	Two Factor Theory of Intelligence	01	
iii	Primary Mental Abilities Theory of Thurston	01	Month of October (24) Periods
iv	Three Dimensional Theory of Gulford’s	01	
v	History of Measurement of Intelligence	02	
vi	Meaning, Importance of Imagination, Memory and Imagination, Individual differences in Imagination,	04	
vii	Thinking, Types of Thinking, Concept Formation –Process of Concept-Formation	02	
viii	Creativity –Meaning, Definition and Nature	06	

Module - 4	Personality & Adjustment		
Unit –F	Personality		
i	Nature of Personality	01	
ii	Theory of Sigmund Freud	01	
iii	Theory of Sheldon's	01	
iv	Theory of Cattell	01	
v	Methods/Types of Personality Measurement	06	Month of November (15) Periods
Unit-G	Mental Health, Mental Tension, Mental Disease and Defense Mechanism		
i	Meaning of Mental Health	01	
ii	Characteristics of Mentally Healthy Person	01	
iii	Factors Influencing on Mental Health of Person	02	
iv	Meaning of Mental Tension	01	
v	Methods of Removing Mental Tension.	01	
vi	Meaning of Mental Disease	01	
vii	Causes of Mental Disease and Remedy on Mental Disease	01	
viii	Meaning of Defense Mechanism	05	
ix	Type of Defense Mechanism		
x	Improving concentration through yoga		
Module - 5	Assignments		Month of December (20) Periods
A	5 Group Psychological Assignments	20	
	Psychological Experiments Report Writing (Under the Guidance of Teacher)	One Day (05 Periods)	
B	Case Study (Age of 16 to 18 years old Student) field work	Two day (10 Periods)	
	Report Writing (Under the Guidance of Teacher)	05	
C	Visit to Guidance Center – School/College/University/any recognize Guidance Center should submit the Report. Or Find out the Types of Guidance and should write 10 page Note on it and submit report	20 Periods	
D	Visit to Counseling Center- School/College/University/any recognize Counseling Center Should submit the Report Or Find out the techniques of Counseling and submit the 10 page report.	20 Periods	

Theory – III - Employability Skills

Unit – 1

Introduction to Employability Skill, Self Management, Self Evaluation, self discipline, self criticism, Recognition of one's SOWT limits and deficiencies, Independency etc. Thoughtful & Responsible Self Awareness, Application of various SWOT ANALYSIS TECHNIQUE for Identification & improvement of one's strength by overcoming weakness.

Unit – 2

Time Management Technique – Practice by game play and other learning methodology for achieving targets and getting of right first time.

Unit – 3

Team building / Coordinating, Team building practices through group exercises, Team task Role play. Ability to mixing & accommodation, Ability to work together.

Motivation Inspiration – Ability to shape and direct working / process methods according to self defined criteria. Motivate customers, Ability to think for oneself.

Ethics & Values Fairness : To behave in an open, just, and just respectable way toward other people, Openness and respect for Individual, Helpfulness, Honesty, Social responsibility Inclusiveness / Belongingness, etc.

Unit – 4

Interpersonal Skill Development, Positive Relationship, Positive Attitudes, Empathies : Comprehend other's opinions, points of views and face them with understanding.

Unit – 5

Stress Management -- What is the stress and its causes.

Unit – 6

Cross occupational competency - Organizing and implementation of exercises, Communication, Cooperation, Independency & Responsibility.

Unit – 7

Consciousness Quality, Introduction to quality Kaizen, TPM, SGA Introduction to concept of TEM and ISO (QMS – quality Management System)

Understand the concepts of occupational health and safety and follow them rigorously in work environment and day to day life.

Unit – 8

Understanding business and consumer, assess the market for successful Entrepreneurship

Unit – 9

Resources Mobilization – Various resources required for setting up an enterprise, network analysis, role of various schemes and Institutions for self employment i.e. DIC, MCED, MITCON, SIDA, SISI, NSIC, SIDO, KHADI GRAMODYOG, Various Semi Govt. Corporations for SC, ST, OBC, VJNT, Women etc. Financial Institutions and Banks.

Unit – 10

Study and understand various elements of business projects, prepare actual detail project report to set up business enterprise

Unit – 11

Understand the procedure, legal formalities, loan procurement and banking process to initiate the project.
Understand financial management of an enterprise, Understand marketing management of an enterprise
Understand industrial relations and personnel management of an enterprise

Tools and Equipments required for 1 Unit

Sr.No.	Name of Items	Quantity Required
1	Dual Desk / Bench or Chairs	25
2	Computers with Internet Facility	04
3	LCD Projector	01
4	Audio-Visual Aids	As per requirement
5	Scanner / Printer	01
6	White Board 5 x 6	02
