**Meeting Minutes**

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| **Project Name** | Campus Management Application at WSC |
| **Meeting Place** | WSC , 11th Floor - Meeting Room |
| **Meeting Date** | 22-Mar-2023 |
| **Meeting Time** | 3:00pm |
| **Meeting Duration** | 2 hours |
| **Meeting Topic** | Training of Trainers (TOT) |

**In Attendance (WSC)**

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| **Attendee’s Name** | **Department** |
| Parthavi Padhy | SOE |
| Bhimsen Tudu | SOE |
| Azad Pradhan | SOE |
| Himanshu | SOE |
| Amaresh | SOE |
| Pragyan Panda | Academy |
| Kaibalya Sethi | Academy |
| Dhananjaya Sarangi | IT |

**In Attendance (SOUL)**

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| --- | --- |
| **Attendee’s Name** | **Department** |
| Abhishek Adhikari | SOUL |
| Sukalayan Nayak | SOUL |
| Shaik Tousiff | SOUL |
| Sharmistha Panda | SOUL |

**Points Discussed**

The following points were discussed :

1. TOT currently has 2 branches: SOE and Academy
2. SOE TOT are called TOT skills and participants are mostly Polytechnic and ITI people, from government institutes
3. Polytechnic participants for TOT include Lecturers , Senior Lecturer , Lab assistants and Principals (principal currently not included but plan to include in future)
4. ITI participants include Assistant Training Officer (ATO) , Training Officer (TO)
5. SOE programs for TOT: - 4 courses
6. MCE(8 modules)/ET(7 modules)/ACR(6 modules)/MES(6 modules)
7. Each course has its own modules. For example: ET has 7 modules like EMC , ECP , IBA , CAD , EPSB , IC , EIST. Any module might have around 18/20 practicals and 5/6 competencies (depends on each course)
8. TOT participants might also avail hostel facilities
9. Batch Size is 40 for each module currently and a max people can be 2400 in a course
10. Each TOT will lasts for 5/6 days and is around 40 Hrs.
11. In future, there might be a case when 2 or multiple modules under a course are merged
12. WSC prepares and provides a course synopsis which is works as an eligibility criteria.Modules are assigned to the participants based on their current working domains . Participants cant go into completely different course in TOT but can participate in multiple modules.
13. For example: If someone request to participate in multiple modules, they can but cannot participate in a completely different course.
14. When the person are selected for TOT when someone has to fill up their data in the system
15. The committee involved to design and conduct this program are :
16. Chief Coordinator - Dy Director
17. Coordinator - Course Manager - Administration
18. Assistant Coordinator - Trainer - to handle logistics, hospitality, attendance, certification
19. Trainer - 2 trainers
20. Technicians - 1
21. At the end of each day, attendance for participants are taken. The TOT program is planned one month in advance
22. Assessment and Certification:
23. Participants are provided with 6/7 job sheets , submitted on that day or the next day (no system involved in assessment but marks will be kept in the system) (Similar to a unit test)
24. Pracitcals - 100 marks(includes mostly job sheets)
25. MCQ - 30 marks
26. Attendance - 100%
27. Pass - 50% (depends on where they scored higher, if the practical alone provides for higher %
28. then that will be considered , if the avg provides higher % the avg will be considered)
29. On Day 5 - Certificate is provided
30. Generation of certification is done by WSC Academy. The certificate will include the candidate's name, rank
31. Academy programs for TOT: - 4 courses
32. Each TOT will lasts for 5/6 days and is around 40 Hrs
33. Directly receives a list of participants from DTET
34. Has 2 parts : Pedagogy and Assessment Techniques
35. Pedagogy and Assessment Techniques has 3 parts: - Foundation level , Deepening Skill , Master(Currently only foundation level is taught)
36. After getting a list of from DTET , google form is sent to the principals of the respective institutes of the participants which has to filled by 2 days. Submission of the form is considered as a confirmation of participation. Also the form filled has a pre-requisite question to fill regarding living quarters, fooding and transport
37. Evaluation Term (Need to score at least 50% in all the modules)
38. In Pedagogy -
39. Lesson plan (Resources ) needs to be prepared with students based on given template
40. CAM
41. Microteaching (Done in video format and needs to be attached)
42. Assessment Techniques:-
43. SEQ
44. MCQs
45. Rubrics
46. To move on to Intermediate level of any course, one has to complete all modules of the previous level
47. For academy, there are only 3 levels for management:
48. Chief Condinators - Dy Director
49. Co-coordinators - Course Manager
50. Asst co-coordinators - Training - logistics , hospitality , attendance , certification(finds the
51. phone number and calls participant regarding TOT also ask regarding fooding and lodging)
52. Certificates are printed and sent through post in the case of academics
53. If a student gets less the 50% in any one of modules, then the participants will have a online feedback session with a WSC trainer, where the trainer provides input and the participants resubmit the assignment