



# CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY, BHILAI

## छत्तीसगढ़ स्वामी विवेकानंद तकनीकी विश्वविद्यालय, भिलाई

Ref.: CSVTU/CSDIE/2020/2405

Bhilai, Date: 12/10/2020

### CENTRE FOR SKILL DEVELOPMENT AND INFORMAL EDUCATION (CSDIE)

#### NOTICE

Education, Training and Skill Development (capacity building) for all sects of society in informal manner is the basic motive behind establishment of "Centre for Skill Development and Informal Education (CSDIE)". The center aims to bridge the gap between educated youths and job-oriented skill requirements. The center will provide informal education and demand driven training & capacity building for any person of society who needs it. The informal education will be provided in the form of specific skill-based training/certificate programs to the all section of society such as students, professionals, consultants, workers and women. The training programs will augment employability of the participants. Different need-based trainings/courses are going to be launch by the CSDIE soon.

The Centre for Skill Development and Informal Education (CSDIE) of CSVTU Bhilai, invites proposal for **online certificate programmes** from interested faculty members from various institutions / colleges / departments / centers. The proposer shall act as Course Coordinator. The Course coordinators are require to furnish the following details with their proposal:

- Propose the name of course/certificate programme.
- The duration of program should not be less than 1 hours/day.
- If course is more than 3 weeks then divide the course in two part first is basic and second is advance with separate fee structure for both the module.
- Proposed tutor/facilitator's details with qualifications.
- Details of the remunerations will be given after the submission of course.

In case of acceptance of course, the course would be started only after enrolment of sufficient number of students. The Course coordinator shall have to monitor and control over the classes, examination and valuation. In due course of time, he/she will have to develop 'Instruction Manuals' for the students.

The major responsibilities of faculty/staff are detailed overleaf. The proposals are invited from course coordinators and required to submit undersign. **Last Date for submitting the proposals: 31<sup>st</sup> October 2020.**

#### **Note:**

1. Any competent person can discharge duties of more than one component and accordingly will be remunerated. For example, if a coordinator acts as a facilitator additionally, he/she shall be remunerated for lectures as per prevalence rates of the facilitator.
2. In case of any differences/dispute the decision of Chairman will be final.

Cont....2.

[Signature]





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### Major Responsibilities/Duties

1. **Course Coordinator** of a proposed course/training will have the following duties:

- To identify the thrust areas of courses/training and to propose courses/training accordingly.
- To prepare a detailed syllabus of the course and to propose the duration of the course.
- To arrange a qualified/trained tutor for the proposed course/training.
- To develop the study materials/manuals for the courses in collaboration with the tutor under the supervision of Informal Education Centre for Society (IECS) Coordinator.
- To get examination paper set by the tutor or by any other expert as suggested by IECS Coordinator.
- To cooperate in conduction of examination and get the valuation done in accordance to the instructions of IECS Coordinator.
- To follow the instructions of IECS Coordinator.

2. **Facilitator** will have following duties:

- To conduct the classes as per syllabus and subject material prepared by the course coordinator.
- To help course coordinator regarding preparation of course material etc.
- To maintain attendance, progress records of the entire candidate enrolled in the course.
- To conduct the examination/tests for the candidates enrolled in the course.
- To carry-out the evaluation of answer book and preparation of results.

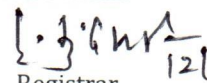
3. **Technical Assistant** will have following duties:

- To make all necessary arrangements for the course/training as per the instruction of the IECS Manager.
- To open and close the laboratory half an hour prior and subsequent of the scheduled course timings.
- To maintain the equipment in working condition during the course/training.
- To report to the IECS Manager in case of any technical/equipment problems and to do the needful in its rectification.

4. **Skilled Labour [Class IV]** will have following duties:

- To look after the cleaning of the laboratory & equipment.
- To do all the necessary works during the courses/training as per the instructions of IECS Manager.

**Note:** In case of any differences/dispute the decision of chief coordinator will be final.

  
Registrar  
12/10/2020  
CSVTU Bhilai (CG)

**Copy to:**

1. HVC Sir for information.
2. All Directors/Principals of the institutions (affiliated with CSVTU Bhilai) for circulation.