

NOTE:

Sub: Role and job chart of Instructors / Assistant Instructors and Senior Demonstrators / Demonstrators - Regarding

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The role and job chart of Instructors / Assistant Instructors and Senior Demonstrators / Demonstrators have been periodically spelt out in the various circulars, minutes of monthly review meetings and in other forms. All these instructions are consolidated and are furnished below.

Role and job chart of Instructor/Assistant Instructor

All the Instructors / Assistant Instructors in a center will be reporting both functionally and administratively to the Center-in-Charge and will be responsible for the following:

- (a) Mobilization / selection of students for the courses being conducted at the center.
- (b) For mobilization of candidates, the guide lines issued in this office letter no.NAC/Admn//E1/1443 dated 14-03-2011 (copy enclosed) shall be followed.
- (c) Counseling of trainees for maintaining good attendance, behavior, discipline, retention etc.
- (d) Follow admission procedure by conducting aptitude test etc.
- (e) Maintaining attendance registers of trainees trade-wise and ensuring proper use of biometric systems, wherever available, at the center.
- (f) Display of block syllabus for the concerned trade at the center.
- (g) Preparation of lesson plans of his trade.
- (h) Maintain all registers, records, files as per approved systems and procedures at the center for the concerned trade.
- (i) Cooperate with visiting officers/monitoring cell officers in proper inspection of records being maintained at the center.
- (j) Provide quality in-puts to the trainees and ensure that the trainees learn properly through proper interaction.
- (k) Hold periodical exams, evaluate immediately thereafter, educate the trainees on their mistakes and seek feedback from trainees.
- (l) Constant interaction with the officials and representatives of sponsor organizations and also liaise with NGOs and SHGs [Self Help Groups] in collaboration with Center -In-Charge and seek full support for running of our courses.
- (l) Each Instructor / Assistant Instructor, Senior Demonstrator / Demonstrator and Center in charge is given a target of placing a minimum of 75% of those trained in their center.

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- (m) Coordinating for facilities being provided by sponsor organizations through Center-in-Charge.
- (n) Ensuring infrastructure facilities, tools and tool kits, tackles mock structures within the premises, consumables and non-consumables for the concerned trade for which he or she is in-charge.
- (o) Actively associate with Center In-Charge for generating MIS of the center in relation to his/her trade.
- (p) Work as an effective team member at the center.
- (q) Ensuring strict discipline at the center in wearing uniform, helmets, shoes etc., attending classes on time, conducting theory and practical classes in collaboration with concerned Demonstrator as per pre-determined schedules, maintaining discipline in the class rooms etc.
- (r) Providing feedback to Center –in- Charge on day to day developments in relation to his / her trade.
- (s) Helping the Stores Assistant in maintaining proper systems so that records are kept in an orderly fashion.

Role and job chart of Demonstrator

All the Demonstrators in the center will be reporting both functionally and administratively to the concerned Instructor / Assistant Instructor and will be responsible for the following.

- (a) Mobilization / selection of students for the courses being conducted at the center.
- (b) For mobilization of candidates, the guide lines issued in this office letter no.NAC/Admn//E1/1443 dated 14-03-2011 (copy enclosed) shall be followed.
- (c) Counseling of trainees.
- (d) Follow admission procedure by conducting aptitude test in consultation with Instructor / Assistant Instructor.
- (e) Maintaining attendance registers of trainees trade-wise and ensuring proper use of biometric systems, wherever available, at the center in the absence of Instructor / Assistant Instructor.
- (f) Display of block syllabus for the concerned trade at the center.
- (g) Preparation of Demo Plans.
- (h) Maintain all registers, records, files as per approved systems and procedures in the center for the concerned trade.
- (i) Cooperate with visiting officers/monitoring cell officers in proper inspection of records being maintained at the center.

- (j) Provide quality in-puts to the trainees and ensure proper learning by the trainees through proper conduct of practicals.
- (k) Hold periodical exams, evaluate immediately thereafter, educate the trainees on their mistakes and seek feedback from trainees to see that the learning has taken place.
- (l) Constant interaction with the officials and representatives of sponsor organizations and also liaise with NGOs and SHGs [Self Help Groups] in collaboration with Center –In-Charge / Instructor / Assistant Instructor and seek full support for running of our courses.
- (l) Each Instructor / Assistant Instructor, Senior Demonstrator / Demonstrator and Center in charge is given a target of placing a minimum of 75% of those trained in their center.
- (m) Coordinating for facilities being provided by sponsor organizations through Instructor / Assistant Instructor.
- (n) Ensuring infrastructure facilities, tools and tool kits, tackles, mock structures within the premises, consumables and non-consumables for the concerned trade for which he or she is in-charge.
- (o) Actively associate with Instructor / Assistant Instructor for generating MIS of the center in relation to his/her trade.
- (p) Work as an effective team member at the center.
- (q) Ensuring strict discipline at the center in wearing uniform, helmets, shoes etc., attending practical sessions on time, as per pre-determined schedules, maintaining discipline while the practical sessions are in progress
- (r) Providing feedback to Center –in- Charge / Instructor / Assistant Instructor on day to day developments in relation to his / her trade
- (s) Helping the Stores Assistant in maintaining proper systems so that records are kept in an orderly fashion.

30.06.2011
Director General, NAC

Encl: As above.

To

All Regional Directors and Assistant Directors (to inform all the staff working under them).

Copy to ADG-I, ADG-II and ADG-III

Copy to all Directors

Copy to Deputy Director and Assistant Director of Monitoring Cell.