



NETAJI SUBHAS OPEN UNIVERSITY  
SCHOOL OF EDUCATION

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**PLANNING OF WORKSHOP BASED ACTIVITIES**

**A.) Manpower Planning during WORKSHOP BASED activities (100 students/one unit)**

	Days	Plenary Session 10.0-11.0	General Session 11.0-12.0	Group Activity 12.0-2.0 (Two hrs.)	General Session/ Group Activity 2.30 – 3.30	Group Activity/ General Session 3.30-4.30	Total
1. 26/12	Thursday	1	1	4+4=8	1	4	15
2. 27/12	Friday	-	1	4+4=8	1	1	11
3. 28/12	Saturday	1		4+4=8	1	4	15
4. 29/12	Sunday	1		4+4=8	1	4	15
5. 30/12	Monday	1		4+4=8	1	4	15
6. 31/12	Tuesday	1		4+4=8	4	4	18
7. 1/1/14	Wednesday	1		4+4=8	4	4	18
8. 2/1/14	Thursday	-		4+4=8	-	-	09
<b>Total</b>		<b>6</b>		<b>64</b>	<b>13</b>	<b>25</b>	<b>116*</b>

N.B. Figures in the boxes indicate Manpower required during WORKSHOP BASED activities

**\*Total manpower required during workshop (one Unit) 116**

**B.) Additional contingency for conducting WORKSHOP will be allotted for each institution**

**according to the following rates:-**

For one unit (100 students) – Rs.15,000.00

For two unites (200 students) – Rs. 25,000.00

The above contingencies will be spent only for the following purposes:-

- One Workshop Director/Manager – Rs. 2000.00 (for one unit)  
Rs. 3000.00 (for two units)
- Honorarium and conveyance to External Expert (if any)
- Refreshment for counsellors / experts
- Hiring Generator (if required)



- Any other expenses (if required)
- Honorarium of the counsellors / experts will not be spent from this fund.

### **C.) Selection of Workshop Director /Workshop Manager**

- Workshop Director /Workshop Manager will be selected from among the senior faculties other than the Principal, Coordinator and Asst. Co-ordinator.
- In case of two unites the Asst. Co-ordinator will help the Workshop Director/Workshop Manager to start the session every day.
- Workshop Director /Workshop Manager will organise workshops, and start the first Plenary sessions every day.
- Workshop Director /Workshop Manager will keep records, attendance of the students and other papers and do formalities of workshop. He/She will contact Facilitator / Counsellor/ Expert before hand for smooth running of the workshop.

### **D.) Honorarium of Counsellors / Experts:-**

- Each Facilitator / Counsellor/ Expert may take a maximum of 4 sessions/ classes per day for workshop activities.
- In workshop activities for each session/ class for one hr. duration, honorarium will be of Rs.500.00 (consolidated).  
For two hrs, it will be Rs. 500X2=Rs. 1000.00 and so on.
- Payment of Honorarium for workshop activities will be given like the PCP classes.

### **E.) Group Activities**

1. In Group Activity sessions one facilitator will be in one group, eg., in all science subjects in Science group (Math, Physical Sc, Life Sc etc.) one teacher will act as Facilitator / Counsellor/ Expert. Again, in all Language subjects in Language group one teacher will act as Facilitator / Counsellor/ Expert and so on.
2. In Group Activity sessions, one student may attend his /her second method activity in the next hour of the group activity or may attend another method class in the next day in the corresponding activity.

### **F.) Inspection of Workshop Activities:-**

Inspection of **Workshop Activities** will be made by the NSOU and SoE any time/any day from 26<sup>th</sup> December 2013 to 2<sup>nd</sup> January 2014 during 10 am to 4.30 pm without informing the institution.



**G.) Submission of Evaluation Report:-**

- **Workshop and School Based Activities** are to be submitted to the Coordinator (through the Workshop Director /Workshop Manager) on or before 17<sup>th</sup> January 2014. Internal evaluation will be made on or before 17<sup>th</sup> January 2014. The Coordinator will send the evaluation report to the SoE, NSOU on or before 1<sup>st</sup> February 2014.

- **External Evaluation of School Based Activities** will be made by the external expert and the name and date will be informed by the SoE, NSOU in time.

- **Remuneration of Workshop and School Based Activities** is as follows:
  - a) Internal examiner – Rs. 5/- for each copy of Workshop based and School Based Activities
  - b) For External examiner – Rs. 8/- per copy (only school based activities)

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