

## Help document for RPL – CITS Online PoT Course by NIMI, Chennai

### NIMI, चेन्नई द्वारा RPL - CITS ऑनलाइन PoT कोर्स के लिए सहायता दस्तावेज़

- 1) Login
- 2) Entering the Course
- 3) Accessing the course materials ( Videos, PDFs, etc )
- 4) Assignments, Quizzes and submissions
- 5) Weekly assessment
- 6) FAQ/

- 1) लॉगिन करें
- 2) पाठ्यक्रम में प्रवेश करना
- 3) पाठ्यक्रम सामग्री तक पहुँचना (वीडियो, पीडीएफ, आदि)
- 4) असाइनमेंट, क्विज़ और सबमिशन
- 5) साप्ताहिक मूल्यांकन
- 6) अक्सर पूछे जाने वाले प्रश्न

<http://rpl.nimilearningonline.in>

The screenshot displays the NIMI Learning Online website. The header includes the Ministry of Skill Development and Entrepreneurship logo, the NIMI logo, and the text 'National Instructional Media Institute'. A navigation bar contains links: HOME | CONTACT, NIMILearningOnline.in, NIMI, About us, Ebooks, Interactive EBooks, Online Courses, Videos, Question Bank, and Contact Us. The main banner features the 'Skill India' logo, the text 'Transforming the Skill Landscape', and a large circular graphic with various icons representing skills and technology. Below the banner, there is a section for 'Updates' and a registration notice for CITS RPL 2022. The registration notice states: 'CITS RPL 2022 - REGISTRATION Register Now (Last Date of Registration 23-07-2022) | RPL Guidelines'. It also mentions that the User ID and Password of the Candidates Verified sent Via Registered Emails. Can login by 1st April 2023 after 10.00 a.m. Below this, there is a list of resources: 13 Languages, 1100 Titles, 2Lac+ Question Bank Items, 60+ eLearning Contents, and 150+ eBooks. The 'ACTIVITIES' section is partially visible, showing 'Development of Instructional Material'.

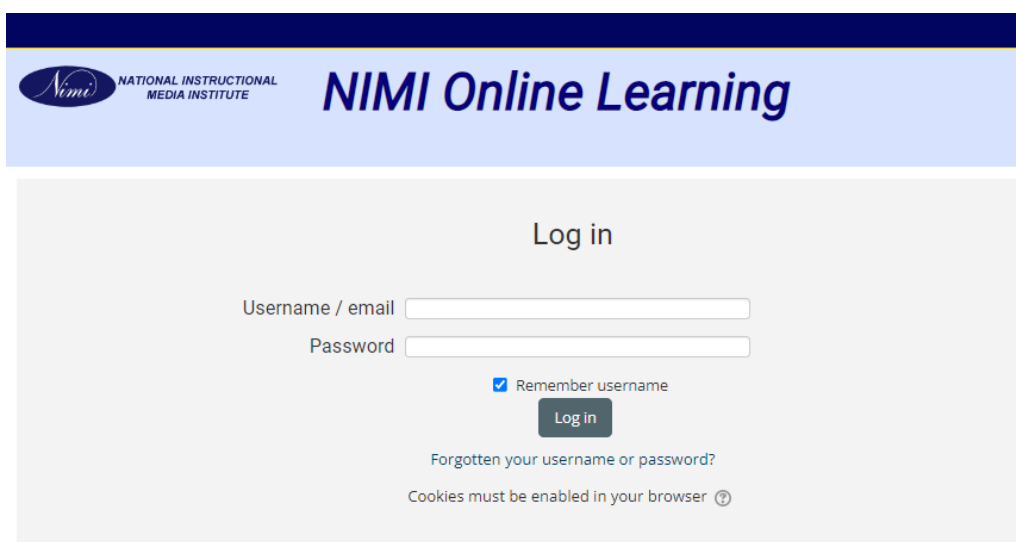
### **1) Login into RPL CITS Online PoT Course/ RPL CITS** ऑनलाइन पीओटी कोर्स में लॉग इन करें

The user credentials are already sent via Email to all the Participating Verified Instructors through their Registered email Ids./

उपयोगकर्ता क्रेडेंशियल पहले से ही सभी भाग लेने वाले सत्यापित प्रशिक्षकों को उनके पंजीकृत ईमेल आईडी के माध्यम से ईमेल पर भेज दी गयी हैं।

Through the link in the email you can login into the Online PoT course. You can use the following link to login : <http://rpl.nimilearningonline.in/PoTLogin/>

ईमेल में दिए गए लिंक के माध्यम से आप ऑनलाइन PoT कोर्स में लॉग इन कर सकते हैं। आप लॉग इन करने के लिए निम्न लिंक का उपयोग कर सकते हैं: : <http://rpl.nimilearningonline.in/PoTLogin/>



NIMI Online Learning

Log in

Username / email

Password

☒ Remember username

Log in

[Forgotten your username or password?](#)

Cookies must be enabled in your browser ⓘ

After logging in, it will enter in to the Course Dashboard. Please scroll on the **My Courses** tab and click on POT course to continue/

लॉग इन करने के बाद, यह कोर्स डैशबोर्ड में प्रवेश करेगा। कृपया **My Courses** टैब पर स्कॉल करें और जारी रखने के लिए पीओटी पाठ्यक्रम पर क्लिक करें।



## 2) Entering in to the Online PoT Course/ ऑनलाइन पीओटी कोर्स में प्रवेश

After PoT is selected from the courses, you will be directed to Course page of Online PoT as below :  
पाठ्यक्रमों से पीओटी का चयन होने के बाद, आपको नीचे दिए गए ऑनलाइन पीओटी के पाठ्यक्रम पृष्ठ पर निर्देशित किया जाएगा

The screenshot displays the 'Principles of Teaching (Vocational Training)' course page. The top navigation bar includes links for Home, Dashboard, Events, My Courses, and This course. The main content area is divided into three sections:

- About this course:** Features a circular diagram with icons representing various teaching concepts. Below it, a list of learning outcomes is provided, such as 'Develop ideal instructor characteristics' and 'Prepare the trainees for the class using the basics of Educational Psychology'.
- Course Outline:** A table listing 10 units with their descriptions and durations in hours.
- Completion Progress:** A grid-based progress indicator showing the status of each unit.

On the right side, there is a 'My courses' section listing the current course and a 'Activities' section with links to Assignments, Chats, Feedback, Forums, Quizzes, and Resources.

# Unit	Course Description	Hours
1	Unit 1: Traits of Instructor	08 Hrs
2	Unit 2: Psychology of learning	20 Hrs
3	Unit 3: NSQF and Analysis of syllabus	24 Hrs
4	Unit 4: Planning for Instruction	16 Hrs
5	Unit 5: Instructional Materials	08 Hrs
6	Unit 6: Test and Evaluation	12 Hrs
7	Unit 7: Organisation and Management of Instructional Functions	16 Hrs
8	Unit 8: Instructional Technology	16 Hrs
9	Unit 9: Computer aided Teaching	08 Hrs
10	Unit 10: Teaching practice	32 Hrs

The above screen has the preview, as there is Menu Bar for navigation, Course contents in the left side, status of the completion of the tasks in the Flow Bars, access the Assignments, Quizzes, etc. through the navigation available.

उपरोक्त स्क्रीन में पूर्वावलोकन है, क्योंकि नेविगेशन के लिए मेनू बार, बाईं ओर पाठ्यक्रम सामग्री, फ्लो बार में कार्यों के पूरा होने की स्थिति, नेविगेशन के माध्यम से असाइनमेंट, क्विज़ आदि उपलब्ध है।






Scroll down for more and get idea of the course first.

अधिक जानकारी के लिए नीचे स्क्रॉल करें और पहले पाठ्यक्रम कि कल्पना प्राप्त करें।

### **3) Accessing the Course Materials/ पाठ्यक्रम सामग्री तक पहुँचना**

You can find many tabs are there one by one as Tasks, which are scheduled time by time/  
आप कार्य के रूप में एक-एक करके कई टैब पा सकते हैं, जो समय-समय पर निर्धारित होते हैं।

#### **Week 1 Course Structure**

	Video Materials	80 minutes
	Reading Material	125 minutes
	Test your Understanding	50 minutes
	Assignment	150 minutes
	Reference Materials	150 minutes

After Scrolling the Weekly Program Details are Visible/  
स्कॉल करने के बाद साप्ताहिक कार्यक्रम विवरण दिखाई देगा।

While you Click UNIT 1 Lesson, the following screen will be visible/  
जब आप UNIT 1 पाठ पर क्लिक करते हैं, तो निम्न स्क्रीन दिखाई देगी।

HomeDashboardEventsMy CoursesThis course

Weekly Program for Week 1

2Day 1 Unit - I BROAD VOCATIONAL SCENARIO & TRAITS OF INSTRUCTOR

Lesson 1.1 Overview of vocational scenario in India

Lesson 1.2 Roles and Responsibilities of an Instructor

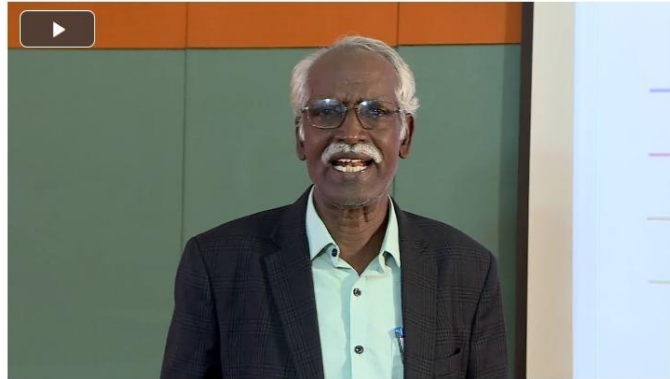
Lesson 1.3 Essential traits of a good Instructor

Lesson 1.4 Characteristics of good Instruction and common defects in Instruction

Objectives: At the end of this unit you shall be able to

- state the importance of vocational training in India
- brief the governing body of vocational training in India
- describe the various schemes of NCVT
- brief the various skill implementing bodies.
- distinguish the terms teacher, trainer and instructor
- state the role of an instructor
- explain the responsibilities of an instructor.
- state the prerequisites of an instructor
- explain the personality of good instructor
- brief the qualities of an instructor
- list the traits of a good instructor
- explain the characteristics of good instruction
- state the elements of vocational training
- brief the common defects in instructor

Reading material for Lesson 1.1 Overview of vocational scenario in India



Reading material for Lesson 1.2 Roles and Responsibilities of an Instructor

Reading material for Lesson 1.3 Essential traits of a good Instructor



It is required, to view the tasks one by one. After clicking the task, it will be marked as Checked in the right side Check Box. If not, please click it to mark it as completed/

कार्यों को एक-एक करके देखना आवश्यक है। कार्य पर क्लिक करने के बाद, इसे दाईं ओर स्थित चेक बॉक्स में चेक के रूप में चिह्नित किया जाएगा। यदि नहीं, तो कृपया इसे पूर्ण रूप में चिह्नित करने के लिए इसे क्लिक करें।

There are reading documents in PDFs also, where you have to view them to get knowledge by reading them/

PDF में पढ़ने के दस्तावेज़ भी होते हैं, जहाँ आपको ज्ञान प्राप्त करने के लिए उन्हें देखना और पढ़ना होता है।

Home
Dashboard
Events
My Courses
This course

My courses > POT > Day 1 Unit - I BROAD VOCATIONAL SCENARIO & TRA... > Reading material for Lesson 1.2 Roles and Responsi...

## Reading material for Lesson 1.2 Roles and Responsibilities of an Instructor

### 2. Roles of an Instructor

**Teacher :** A person who works to impart knowledge in an official institution of formal education being responsible for the overall learning progress of the learners undertaken by him/her. It would include those teachers in preschools, schools, colleges and universities, etc.

**Trainer :** A person who guides and supports someone in acquiring new physical skills by participating in the physical activities and demonstrating the ways to properly achieve the desired goals in a systematic manner. A gym trainer, a sports trainer, a dance trainer, etc. are a few examples.

**Instructor :** A person who provides live interactions to the learners during a learning activity which is a part of the program. An instructor cannot work without a teacher. Either the instructor has acted as a teacher to teach the basic pre-requisites of that activity or there has to be a separate teacher to do that, e.g. in the case of a flight instructor.

**Role of an Instructor** Instructor has the following important roles to play in the training institute.

**As an Organizer**

- Organize a training programme: Based on the syllabus provided, the Instructor has to organize the entire training programme by analyzing it further.
- Prepare training material: Before commencing the course the Instructor has to prepare various kinds of teaching aids like lesson plan, information sheet, training aids, demonstration plan, etc. This requires a lot of preparation.
- Conduct a training programme: The main job of a vocational instructor is to conduct training programme, which includes planning, preparation, presentation, testing and evaluation.
- Workshop demonstration: For acquiring particular skill there will be certain steps which are to be followed. For example, stitching of a garment, an instructor has to draw the style feature on the chalkboard. Then instructor has to do the drafting of the same either on the board or on a paper. The paper pattern is marked on the cloth & then cutting is performed. The cut component will be stitched with the help of sewing machine. By attending the demonstration the trainees will learn the entire cutting & stitching procedure.
- Attitude Formation: An instructor must motivate and guide to improve the attitude of the trainees towards the training without which they will not be able to acquire the skill which has been taught.
- Evaluation & Grading: No training is completed if it is not properly evaluated & graded. The extent of instructional objectives achieved will be known through testing and evaluation. Grading will help the learners to perform better than the previous test. Instructor's efficiency in teaching also will be known by means of evaluation and grading.

**As a Manager**

- Maintenance of tools & equipments: For conducting training various kinds of tools & equipments are required. An instructor has to procure all tools and equipments as per the syllabus & maintain them properly.
- Supervise the practical training: During the practical exercise it is very much necessary for the instructor to be present with the trainee. Just by giving the theoretical knowledge to the trainees and then asking them to do practical work is not enough. But the instructor must be physically present to supervise and guide the trainees.
- Liaison with the institution: The instructor is the link between administration & the trainees. So instructor has to inform the administration about the training activity of the trade. At the same time instructor must also keep the student informed about the instructions issued by the administration.

**As a Student** Vocational instructor should always update their knowledge, upgrade their skill with new techniques, depending upon the changes in latest technology.

## **4) Assignments, Quizzes and submissions/ असाइनमेंट, क्विज़ और सबमिशन**

There are assignments on most of the days, quizzes for evaluating the learning done through the online Course. While assignment is clicked the following screen will be opened/  
ऑनलाइन पाठ्यक्रम के माध्यम से किए गए सीखने के मूल्यांकन के लिए, अधिकांश दिनों में असाइनमेंट, क्विज़ होते हैं। असाइनमेंट पर क्लिक करने के बाद, निम्न स्क्रीन खुल जाएगी।

[Home](#) [Dashboard](#) [Events](#) [My Courses](#) [This course](#)

[My courses](#) > [POT](#) > [Day 1 Unit - I BROAD VOCATIONAL SCENARIO & TRA...](#) > [Assignment for Lesson 1.1 Vocational Scenario in O...](#)

## Assignment for Lesson 1.1 Vocational Scenario in Other Countries

Browse the internet and analyse the vocational scenario in other countries and submit a brief outline of the scenario in any two countries. compare it with our nation

Suggest changes that can be effected in our Vocational system.

The work should be of your own.

### Submission status

Attempt number	This is attempt 1.
Submission status	No attempt
Grading status	Not graded
Due date	Monday, 1 May 2023, 11:59 PM
Time remaining	30 days 11 hours
Last modified	-
Submission comments	<a href="#">Comments (0)</a>

## End Date Pending Date

Add submission

You have not made a submission yet

To submit your assignment, click the **Add Submission** button to proceed/  
अपना असाइनमेंट जमा करने के लिए, आगे बढ़ने के लिए **Add Submission** बटन पर क्लिक करें।

In the next window, you will have following screen, where there is a provision to type your content and submit it live/

अगली विंडो में, आपके सामने निम्न स्क्रीन होगी, जहां आपकी सामग्री टाइप करने और लाइव सबमिट करने का प्रावधान है/

Another option is you can create a Word document and upload using the Upload Option/  
एक अन्य विकल्प यह है कि, आप एक Word document बना सकते हैं और अपलोड विकल्प का उपयोग करके अपलोड कर सकते हैं।

After uploading your document or typing of the assignment, to confirm submission, you have to **Save Changes** using the given button/

अपना दस्तावेज़ अपलोड करने या असाइनमेंट टाइप करने के बाद, सबमिशन की पुष्टि करने के लिए, आपको दिए गए बटन - **Save Changes** का उपयोग करके परिवर्तन कर सकते हैं।



Then the submissions will be ready to be evaluated by your Assessors and will be reverted to you through your dashboard/

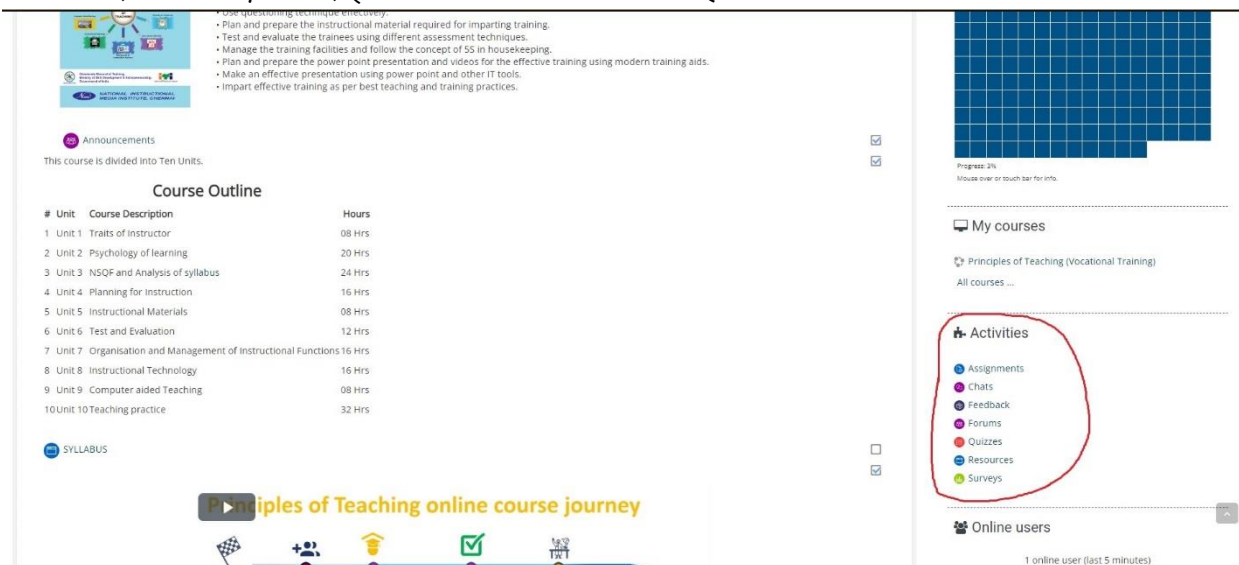
उसके बाद, सबमिशन आपके मूल्यांकनकर्ताओं द्वारा मूल्यांकन के लिए तैयार हो जाएगा और यह आपके डैशबोर्ड के माध्यम से आपको वापस कर दिया जाएगा।

In the same way, you can attend Quizzes and Weekly evaluations as required/

उसी तरह, आप आवश्यकतानुसार क्विज़ और साप्ताहिक मूल्यांकन में भाग ले सकते हैं।

Link to view the tasks are available in the **Activities** tab of the right side/

कार्यों को देखने के लिए लिंक दाईं ओर **Activities** टैब में उपलब्ध है।



**Principles of Teaching online course journey**

**Course Outline**

# Unit	Course Description	Hours
1 Unit 1	Traits of instructor	08 Hrs
2 Unit 2	Psychology of learning	20 Hrs
3 Unit 3	NSQF and Analysis of syllabus	24 Hrs
4 Unit 4	Planning for Instruction	16 Hrs
5 Unit 5	Instructional Materials	08 Hrs
6 Unit 6	Test and Evaluation	12 Hrs
7 Unit 7	Organisation and Management of instructional Functions	16 Hrs
8 Unit 8	Instructional Technology	16 Hrs
9 Unit 9	Computer aided Teaching	08 Hrs
10 Unit 10	Teaching practice	32 Hrs

**Activities**

- Assignments
- Chats
- Feedback
- Forums
- Quizzes
- Resources
- Surveys

**Online users**

1 online user (last 5 minutes)

If Assignment is clicked, it will show all the assignments to be submitted with status of submission/ यदि असाइनमेंट पर क्लिक किया जाता है, तो यह सबमिशन की स्थिति के साथ सबमिट किए जाने वाले सभी असाइनमेंट दिखाएगा।

## Assignments

Section	Assignments	Due date	Submission	Grade
Day 1 Unit - I BROAD VOCATIONAL SCENARIO & TRAITS OF INSTRUCTOR	Assignment for Lesson 1.1 Vocational Scenario in Other Countries	Monday, 1 May 2023, 11:59 PM	No submission	-
	Assignment for Lesson 1.2 Roles and responsibilities of an instructor	Monday, 1 May 2023, 11:59 PM	No submission	-
	Assignment for Lesson 1.3 Traits of a Good Instructor	Monday, 1 May 2023, 11:59 PM	No submission	-
	Assignment for Lesson 1.4 Good instruction and defects in instruction	Monday, 1 May 2023, 11:59 PM	No submission	-
Day 2 Unit - II Psychology of Learning	Assignment for Lesson 2.1	Wednesday, 3 May 2023, 11:59 PM	No submission	-
	Assignment for Lesson 2.2	Wednesday, 3 May 2023, 11:59 PM	No submission	-
Day 3 Unit - II Psychology of Learning - continued	Assignment for Lesson 2.4	Friday, 5 May 2023, 11:59 PM	No submission	-
	Assignment for Lesson 2.3	Friday, 5 May 2023, 11:59 PM	No submission	-
Day 4 Unit - III NSQF and Analysis of Syllabus	Assignment for Lesson 3.1	Monday, 8 May 2023, 11:59 PM	No submission	-
Day 5 Unit - III NSQF and Analysis of Syllabus - continued	Assignment for Lesson 3.2	Wednesday, 10 May 2023, 11:59 PM	No submission	-
	Assignment for Lesson 3.3	Wednesday, 10 May 2023, 11:59 PM	No submission	-

## Navigation

Dashboard

Site home

Site pages

My courses

POT

Participants

Badges

Competencies

About this course

Weekly Program for Week - I

Day 1 Unit - I BROAD VOCATIONAL SCENARIO & TRAITS OF INSTRUCTOR

Day 2 Unit - II Psychology of Learning

Day 3 Unit - II Psychology of Learning - continued

Day 4 Unit - III NSQF and Analysis of Syllabus

Day 5 Unit - III NSQF and Analysis of Syllabus - continued

Graded Exam for week - I

Weekly program for Week - II

Day 1 Unit - III NSQF and Analysis of Syllabus - continued

Day 2 Unit - IV Planning for Instruction

Day 3 Unit - IV Planning for Instruction continued

Day 4 Unit - V Instructional Material

Likewise, quizzes can be accessed/  
इसी तरह, क्विज़ तक पहुँचा जा सकता है।

### **5) Weekly assessment**

Every week a consolidated weekly assessment is there as Quiz format. All the learnt ideas will be randomly evaluated by this/

प्रत्येक सप्ताह एक समेकित साप्ताहिक मूल्यांकन प्रश्नोत्तरी प्रारूप में उपलब्ध होगी। इसके द्वारा सभी सीखे गए कल्पना का यादृच्छिक मूल्यांकन किया जाएगा।

Do attend all the tasks without fail to complete the course.

पूर्ण पाठ्यक्रम पूरा करने के लिए, कृपया बिना असफल हुए सभी कार्यों में भाग लें

## 6) FAQs

### a) What if there is login error as 'Resource Limit Exceeds' ?

-Please login after sometime as too many users as trying to logging in at same time./

#### a) क्या होगा यदि 'संसाधन सीमा से अधिक' के रूप में लॉगिन त्रुटि हो?

-कृपया कुछ समय बाद लॉगिन करें क्योंकि बहुत से उपयोगकर्ता एक ही समय में लॉग इन करने का प्रयास कर रहे हैं।

### b) How to get our User ID and Password ?

-UserID and Password are sent to the registered emails of the Verified Candidates. If not received, it can be obtained by sending an Email to : [nimionlineadmission@gmail.com/](mailto:nimionlineadmission@gmail.com/)

#### b) हमारी यूजर आईडी और पासवर्ड कैसे प्राप्त करें?

-UserID और Password सत्यापित उम्मीदवारों के पंजीकृत ईमेल पर भेजे जाते हैं। यदि प्राप्त नहीं होता है, तो इसे ईमेल भेजकर प्राप्त किया जा सकता है

### c) I am seeing a different screen in the website

-Please ensure you have logged in into RPL course. On the right top, it will be showing the user name, who has logged in. If not, please logout once and re-login to access. Please follow the instructions in this user manual for proper accessing./

#### C) मैं वेबसाइट में एक अलग स्क्रीन देख रहा हूँ

-कृपया सुनिश्चित करें कि आपने आरपीएल कोर्स में लॉग इन किया है। आरपीएल पोर्टल में किसने लॉग इन किया है, यह दाहिने शीर्ष पर उसका उपयोगकर्ता नाम दिखाएगा। यदि नहीं, तो कृपया एक बार लॉगआउट करें और इसे एक्सेस करने के लिए पुनः लॉगिन करें। उचित जानकारी के लिए कृपया इस उपयोगकर्ता पुस्तिका में दिए गए निर्देशों का पालन करें।

### d) What is the timeline to complete the course ?

-It is given 45 days of time to complete the course. The original timeline is 30 days, due to non availability of Internet issues, examinations of other sections, it is being extended for 45 days. It should be completed within the timeline and all the tasks given to be completed./

#### d) कोर्स पूरा करने की समय-सीमा क्या है?

-कोर्स पूरा करने के लिए 45 दिन का समय दिया जाता है। मूल समय-सीमा 30 दिन है, इंटरनेट की समस्या, अन्य वर्गों की परीक्षाओं की अनुपलब्धता के कारण इसे 45 दिनों के लिए बढ़ाया जा रहा है। इसे दिए गए सभी कार्यों के साथ समय-सीमा के भीतर पूरा किया जाना चाहिए।

### e) Formats accepted to tasks involved ?

-MS-Word (doc, docx) for assignments, JPG, PNG for images uploads. Use commonly accepted formats for ease of uploads./

e) शामिल कार्यों में स्वीकृत प्रारूप?

-असाइनमेंट के लिए MS-Word (doc, docx), इमेज अपलोड करने के लिए JPG, PNG।  
अपलोड में आसानी के लिए आमतौर पर स्वीकृत प्रारूपों का उपयोग करें।

f) In case of any queries, whom to contact ?

-You may contact NIMI helpline through **9498087085 - 9498069086 – 7904739434** For availability, please use Whatsapp to the number to get faster reply instead of calling. In case of any online course doubts, you may share the screenshot where you stuck, for easy solutions./

f) किसी भी प्रश्न के मामले में, किससे संपर्क करें?

-आप NIMI हेल्पलाइन से 9498087085 - 9498069086 - 7904739434 पर संपर्क कर सकते हैं। किसी भी ऑनलाइन पाठ्यक्रम के संदेह के मामले में, आप आसान समाधान के लिए उस स्क्रीनशॉट को साझा कर सकते हैं जहां आपको समस्या का सामना करना पड़ा है।