



Standard Operating Procedure for **Training Delivery for Flexi-MoU**

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FLEXI MOU TRAINING METHODOLOGY SOP

I. L&D DELIVERY PROCESS

1.1. INDUSTRY CLUSTER MAPPING:

- Mapping industries into regional clusters: North - East - South - West.

Each Indian Industry is divided into four regions i.e, North, East, South and West respectively.

- Enrolment data collection of Trainees every week.

After the division of the industries according to the regions mentioned, the data of the trainees is collected either directly or indirectly from the industries and it is held every week.

- L&D Resource allocation for each industry cluster.

Secondly, after the collection of the data, the L&D department provides trainers to the industries as per the regions.

- Assigning trainers according to the regions:

Mostly the trainers are assigned to the industries keeping in the region of both the parties i.e trainers and trainees.

1.2. HR ENGAGEMENT:

- Permission for conducting physical training inside the industry premises.

The conduction of the training takes place after being permitted by HR. So, the L&D must take the permission of the HR team before entering the industry premises.

- Arrange the counsel of the Trainees.

Providing counselling to the trainees before attempting the physical training session with them

- Permitting weekly physical classes within / outside shifts.

Conduct the physical training sessions according to the trainee's availability.

1.3. BATCH ONBOARDING:

- Post-counseling assigning trainees to relevant programs.

Before assigning the batches, the trainers must provide counselling to the trainees according to the principal subject of the course & job training.

- Adding trainees on a WhatsApp Group.

To maintain the connection between the trainees and trainers, the trainer should create a WhatsApp group where the trainees can get the link of the meeting, and the assessment and also be able to clear their doubts.

- Creation of Gooru Logins.

Another medium of communication between the trainees and the trainers is the Gooru Navigator. So, the login credentials should be provided to each trainee by the assigned trainer.



- Creation of batches for each industry.

Now all the trainees should be divided into batches in reference to the common timings, similar code of subjects and study.

1.4. TRAINING SCHEDULING:

- Scheduling classes as per trainee availability.

The class must always be scheduled as per the availability of the trainee industry shift timings.

- Merging multiple similar batches.

To avoid any kind of inefficiency or ineffectiveness, the L&D must merge similar kinds of batches into a common one.

- Trainer assignment.

As per the availability of trainers, they will be assigned to the online as well as offline sessions to the batches.

- Publication of Training Schedule.

For the awareness of offline & online classes of the trainees, the L&D must publish the training schedule on all the mediums of communication.

1.5. TRAINING DELIVERY:

- Blended mode of training delivery.

The training is delivered on the basis of three modes- online which is through zoom, offline through LMS which is self-learning and onsite which is by visiting the industries and conducting the physical training for the trainees.

- 01 physical & 02 online classes per week for each batch.

The onsite training needs to be conducted once a week and online training twice a week for every batch.

- Sharing batch-wise weekly training reports with industry HR.

The training reports must be delivered to the Hr industry on a monthly basis.

- Certification on successful course completion.

After the completion of the course, it is the responsibility of the L&D to provide the certification to the trainees.

2. L&D DELIVERY MODEL

The learning system of Lernern provides a holistic view of learning to the student that ensures that she/ he is skilled for the job market. Lernern has no intention of diluting the learning of the student from the current system but instead reinforces that learning with more practical/ hands-on learning. This is done through the three phases of learning.

2.1. On-site Physical Training:

- 1-2 hrs class/batch/week inside industry premises or at a nearby training facility.
- Capture of practical training delivery through OJT LogBook & Practice workbook.
- Physical attendance records to be maintained.

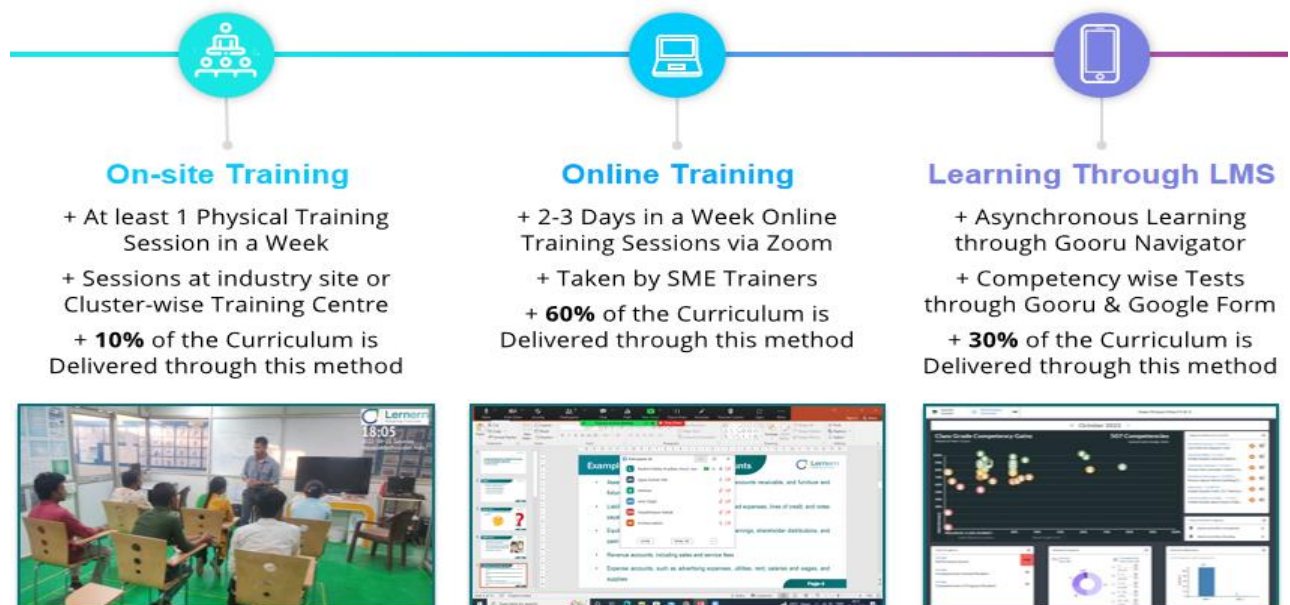
2.2. Synchronous Virtual Classroom:

- Two online classes/batch/week each class of 60 min duration.
- Repeat classes if the trainees work in different shifts.
- Flexi class timings as per industry shifts.
- Merged classrooms.

2.3. Asynchronous Virtual Classroom:

- Self-paced learning at Gooru & Competency-based online tests.
- Gooru-based offline activity.
- Video-based learning & assessments using Google Forms.

The program will begin with 2 years of OJT at Industry where 1-2 Faculty will be assigned for weekly physical sessions at the industry premise or training centre post-work hours. Remaining Theory Credits through Online classes on the Lernern LMS Platform and project work/assignments. Credits from On the Job learning & Projects to be accumulated through submissions on the Lernern Platform.





3. ASSESSMENT METHODOLOGY

Assessment is a continuous process with daily assessment of practical learning on dimensions of accuracy, process & time taken. In-class performance is then reviewed & rated to recognize the performers of each batch. Assessment through NIMI assessment cell for final certification.

The program will be focused on enabling the trainer to effectively take the trainee through these three phases of learning focusing on learning outcomes. Special attention will be given to the trainee trainer towards their facilitation and training skills

FORMATIVE & SUMMATIVE ASSESSMENT PLAN

- Formative Assessment** - Assessment will be conducted during the learning process, usually, it will be done to gauge where a learner is. will conduct an assessment to pinpoint if the learner is progressive. This will be done through summative and formative assessments
- Summative- Assessment** - The post-assessments will be used to determine if the learner met the learning outcomes or objectives.

ON THE JOB LEARNING EVALUATION

The various instruments that can be used for work experience evaluation are done by any of the following methods:

#	Categories of Evidence-Based Learning / Internal Record Keeping	Examples
1.	Direct demonstration/ observation	Performance of an assignment, or range of assignments, either in the workplace or in a simulated work environment, witnessed and observed directly by an assessor
2.	Indirect demonstration	Use of photographs, videos, performance records etc. showing the performance of a task when the assessor cannot be present
3.	Review of Products	Models, items, and objects that have been made, upgraded or repaired by the candidate
4.	Workplace documents	Written communication, Rosters, budgets, reports, standard operating procedures, log book etc. developed by the candidate
5.	Questions, Oral Written	Asking the candidate about real, imaginary or hypothetical situations to check understanding, task and contingency management skills. Maybe a short answer, discussion, multiple choices, etc. response to the scenarios, knowledge of processes and procedures.
6.	Assignments	Write-ups, Case Analysis, Projects, reports, essays
7.	Third-party reports	Documented and verified reports from the supervisor, colleague, subject expert, trainer or others, performance review, in-depth investigation, interview with employers, supervisors and peer group
8.	Self-assessment	A candidate's personal statement on his performance (not generally sufficient in isolation)
9.	Simulation	Simulated activity to accommodate difficult areas to demonstrate criteria e.g. emergencies, contingencies, difficult behaviour, challenges, abrupt situations, and safety challenges
10.	Portfolios	Collections of evidence compiled by the candidate, the product with supporting documents, historical evidence, journal, log book, information about life experiences

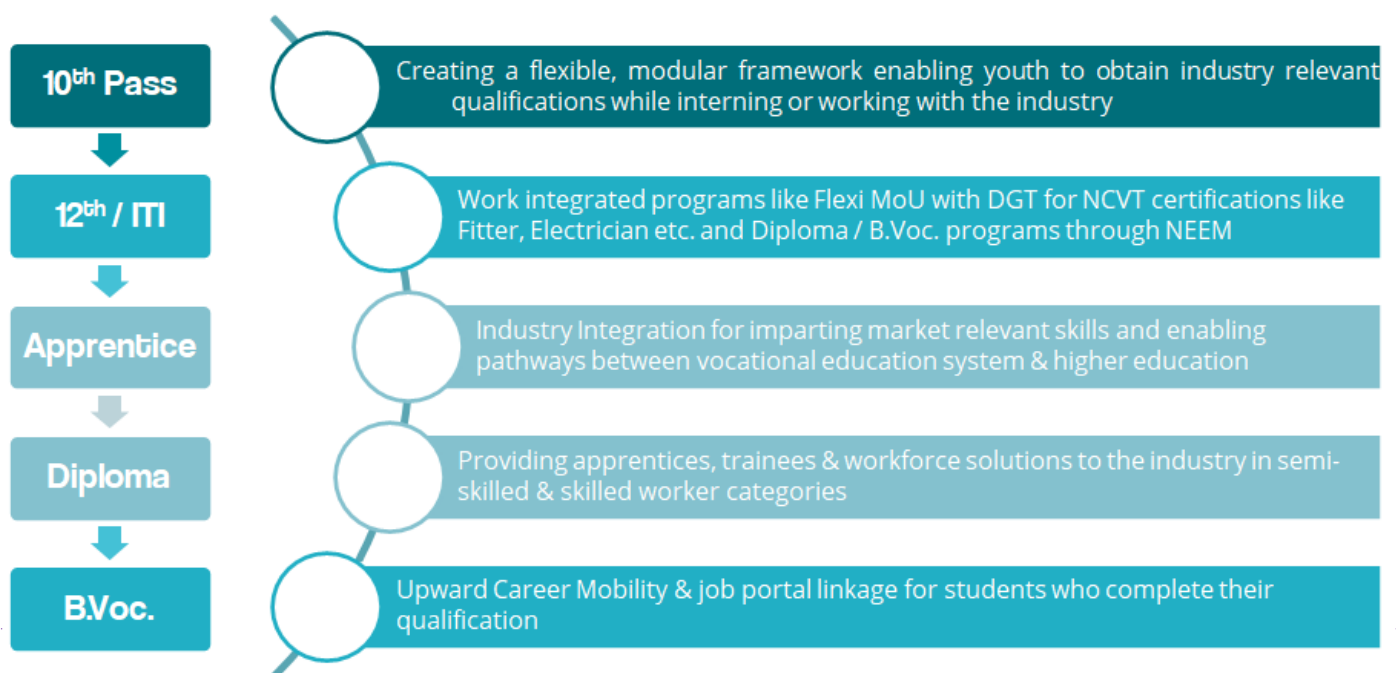
BACKGROUND

Centurion University, a UGC approved state enacted & NAAC A Grade accredited the Skill University of Odisha and an NCVET approved awarding body also operates a MSDE notified multi-sector Center of Excellence in the domains of Automotive, Electrical, Electronics, CNC & Precision Machining, 3D Printing, Design, Apparel & Textiles, Healthcare & Paramedics, Hospitality & Agriculture. Centurion University is a partner of NSDC in implementing NSQF in the country and has incubated two entrepreneurial outreach entities – Gram Tarang Employability Training Services (Brick and mortar skilling) and Lernern (Technology Enabled Work Integrated Learning). Centurion University is also the preferred associate of the State Skill Mission for conducting ToT in the state of Odisha. The Assessment Cell of Centurion University is the only accredited body for accrediting assessors in this part of India.

Gram Tarang Employability Training Services (GTET) & Gram Tarang Technical Vocational Education & Training are incubators of CUTM and have brought in leading industry partners to set up world-class labs and training facilities at the Bhubaneswar & Paralakhemundi campuses of CUTM such as Ashok Leyland, Yamaha, Volvo Eicher, Hyundai, TVS motors, Schneider Electric, Godrej & Boyce, SKH, SP Apparel, Cotton Blossom etc. The industry offers technical expertise, curriculum support and joint certifications and also provides opportunities for short-term ToT programs at their premises.

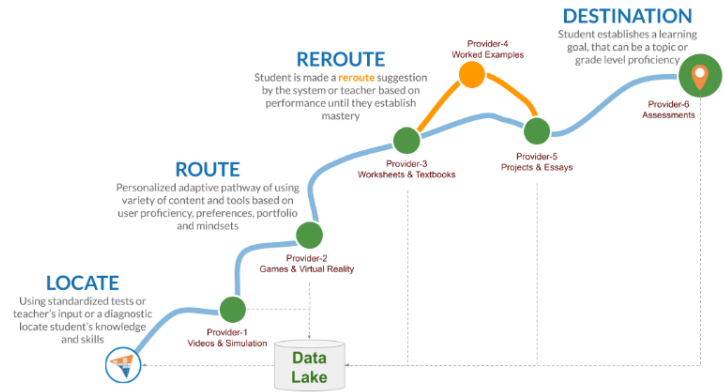
Lernern is the EdTech & blue-collar staffing services initiative of the group enabling a mission of making technology-enabled learning for all. The team has pioneered a '**Work integrated Skill Training & Apprenticeship**' program which enables further education for blue-collar workers in India through the dual model by integrating academia & vocational education with industry. Blue collar workers enroll for various courses on the technology platform accredited by Directorate General of Training (DGT) & Skills Universities which enable the accumulation of credits towards higher qualifications while working.

The Centurion-Gram Tarang ecosystem offers the most beneficial environment to learners, especially blue-collar workers within the industry for the capacity building and upskilling of technicians for improving the quality of the workforce.



CUTM & Lernern have partnered with Gooru, a Silicon Valley-based organization that aims to enable equal educational access and opportunity by creating technology that enables learner competency mapping, tracking and facilitating training delivery to improve learning outcomes for all. Gooru has pioneered a unique Navigated Learning System which is an integrated learning exchange that enables all stakeholders in the ecosystem to interact and accelerate learning outcomes. The Navigator functions like a GPS for student learning. It locates each learner's current knowledge and skills and then designs a personalized route to their destination

Navigator: Gooru Navigator is a “GPS for Learning” that locates each learner in terms of their knowledge and mindsets, then recommends an adaptive pathway of activities based on a learner's proficiencies, the language of instruction, and access to technology. The pathway continuously evolves based on performance to guide each learner to their learning destination. Gooru Navigator enables system change with tools for parents, instructors, and school leadership that provide real-time evidence of learning and struggles. Navigator is free for learners, their guardians, and instructors.

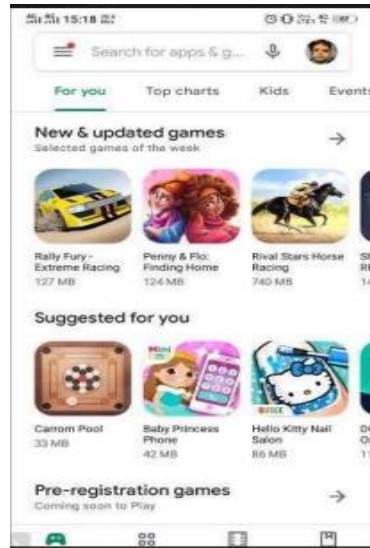


The Navigator is accessible and effective for lifelong learning worldwide, regardless of the abilities of the learner, discipline of learning, technology infrastructure, and language of instruction. Gooru Navigator is free and open-source and all data is owned by the learners and their institutions.

STEPS TO LOGIN YOUR GOORU NAVIGATOR

HOW TO DOWNLOAD & INSTALL GOORU APP

STEP – 1: Open Play Store from your mobile phone

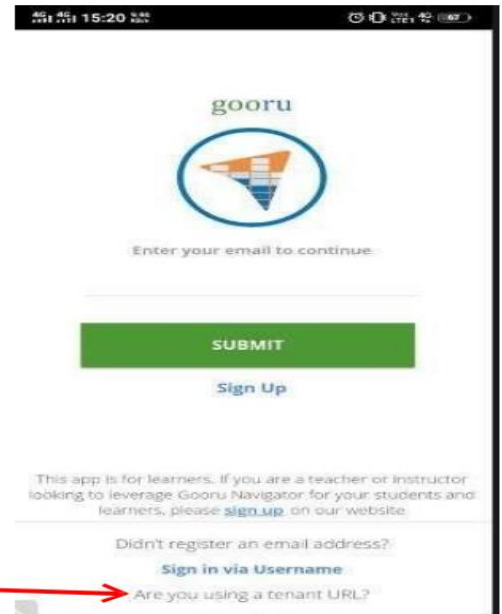


STEP – 2: Search for Gooru Navigator App and click on Install

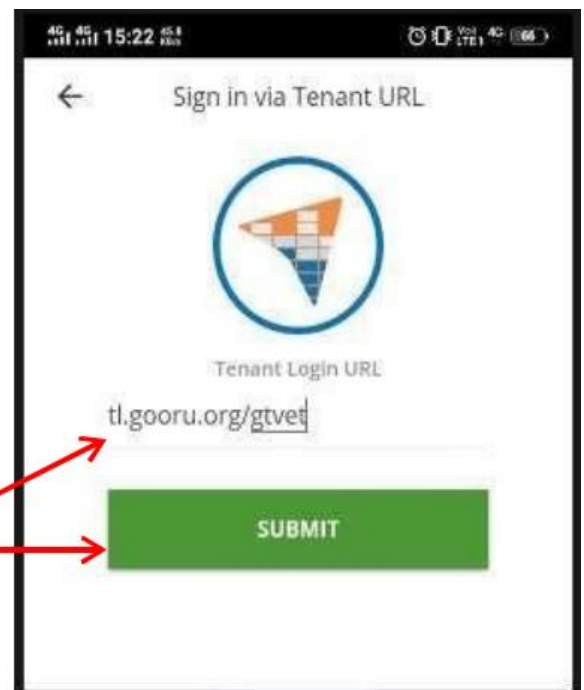


HOW TO LOGIN TO THE APP

STEP – 1: Once done, open the Gooru Navigator App.



STEP – 2: Click on Enter URL



STEP – 3: Just type GTVET & Click on SUBMIT

STEP – 4: Enter your email address in Username field and password as Gtvet@123 and click on Submit

USERNAME (email address)

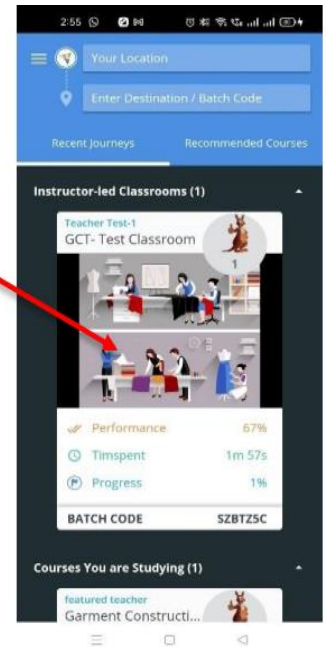
PASSWORD (Gtvet@123)

You can see the list of classes you have registered

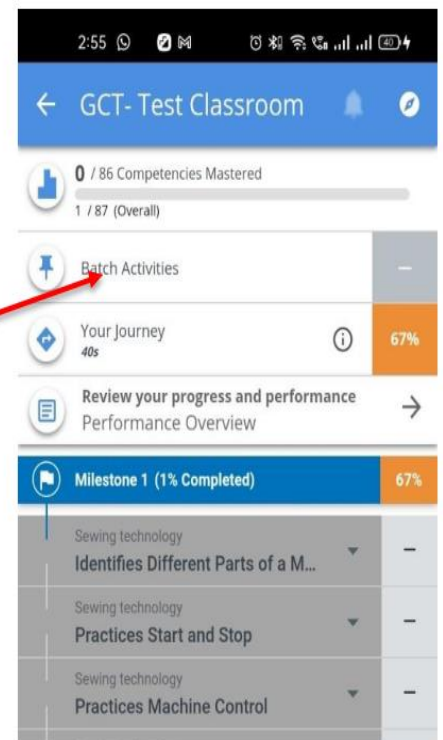


HOW TO ATTEND QUIZ

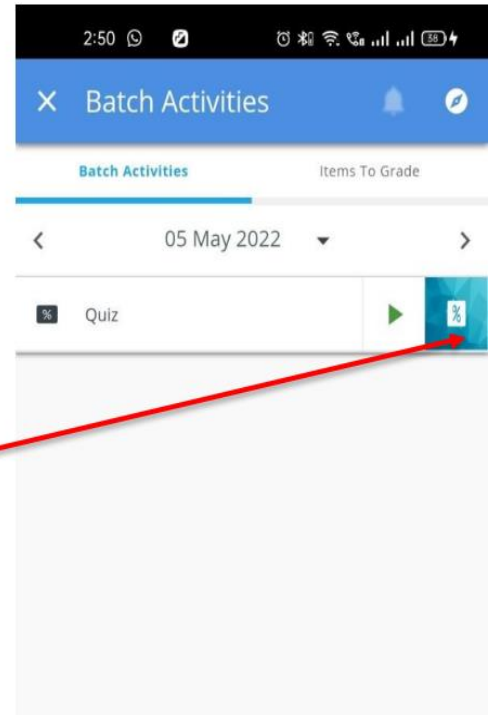
STEP – 1: Go to your classes you have registered



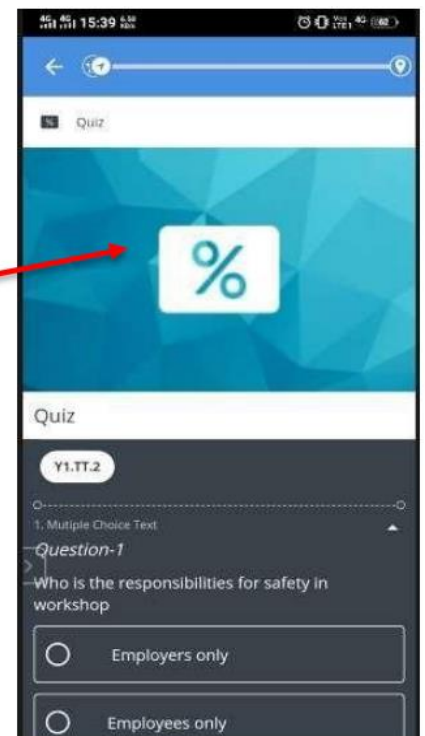
STEP – 2: Click on batch activities to attend any access any assignments given to you



STEP – 3: Click on the quiz icon you can able to see



STEP – 4: Appear for the Quiz and click on Submit button once done along box as shown in the below screenshot





STEP –5: You can see your result as shown in the above snapshot

