

# NTT 1<sup>st</sup> Year Internal Practical Work (25 Marks)

## 1. Lesson Plan

English/Language Arts Lesson Plans,  
Kindergarten Environmental Lesson Plans  
Kindergarten Math Lesson Plans  
Kindergarten Science Lesson Plans  
Kindergarten Social Studies Lesson Plans

## 2. Arts & Craft

- Card Making
- Origami Composition
- Glass Painting
- Clay Work
- Decoration Idea with Waste Material
- Making Craft with Quelling

## 3. Art File & other file (Provide PDF for Sampling)

## 4. Preparation of Teaching Aids

## 5. Viva + Internal Assessment (Attendance Behavior Conduct Participation)

# NTT 2<sup>nd</sup> Year Internal Practical Work (25 Marks)

## Project Work

- Crazy Creation Origami
- My Rhymes Books
- Art & Craft
- My Alphabets
- My Book of Numbers

## Case Studies

Creative & Productive Work (Provide PDF for Sampling)

Group Discussion / Micro Teaching

Viva + Internal Assessment (Attendance Behavior

Conduct Participation)

# PTT 1<sup>st</sup> Year Internal Practical Work (25 Marks)

## Art & Craft

- Paper Butterfly Craft
- Make a Parachute Toy
- Footprint Penguin
- Angel Craft

**Computer Practical** (Internet Work, MS Office, Notepad, Email, Windows Paint)

**Cultural Activity** (Literature, Libraries and Spoken Word, Visual Arts and Craft)

**Practice Teaching (A) Macro Teaching (B) Micro Teaching Internal**

**Assessment (Attendance Behavior Conduct Participation)**

# PTT 2<sup>nd</sup> Year Internal Practical Work (25 Marks)

## Lesson Plan & Teaching

English/Language Arts Lesson Plans,  
Kindergarten Environmental Lesson Plans  
Kindergarten Math Lesson Plans  
Kindergarten Science Lesson Plans  
Kindergarten Social Studies Lesson Plans

## Visual Arts and Craft Work (Practical)

Paper Butterfly Craft  
Make a Parachute Toy  
Footprint Penguin  
Angel Craft

## Communication Skills (Practical)

HOW TO HELP PRESCHOOLERS WITH COMMUNICATION SKILLS  
DEVELOPING COMMUNICATION SKILLS IN PRESCHOOL  
10 Ways to Promote the Language and Communication Skills of Infants and Toddlers  
Promoting communication skills in preschool  
Social Communication (Pragmatics)

**Viva & Internal Assessment** (Attendance Behavior Conduct Participation)

# **NPTT 1<sup>st</sup> Year Internal Practical Work**

## **(25 Marks)**

**Rhymes, Action Song, Speech, Story**

### **Project Work**

Crazy Creation Origami  
My Rhymes Books  
Art & Craft  
My Alphabets  
My Book of Numbers

**Preparation of Teaching Aids**

**Creative Art & Craft Work (Provide PDF for Sampling)**

**Internal Assessment (Attendance Behavior Conduct Participation)**

# **NPTT 2<sup>nd</sup> Year Internal Practical Work**

## **(25 Marks)**

### **Lesson Plan & Teaching**

English/Language Arts Lesson Plans,  
Kindergarten Environmental Lesson Plans  
Kindergarten Math Lesson Plans  
Kindergarten Science Lesson Plans  
Kindergarten Social Studies Lesson Plans

**Case Study & Project Work**

**Computer Practical File (Internet Work, MS Office, Notepad, Email, Windows Paint)**

**Communication Skill & Personality Development**

**Viva & Internal Assessment (Attendance Behavior Conduct Participation)**

# Art & Craft

## Painting; Any one of the followings:

- Calligraphy
- Charcoal Painting
- Clay Painting
- Glass Painting
- Wall Hanging
- Oil Painting

## Geometrical Drawing

## Crafts; Any one of the followings:

1. Clay Modeling
2. Paper Craft
3. Dress Designing
4. Wood Work

## Painting Work; Any one of the followings:

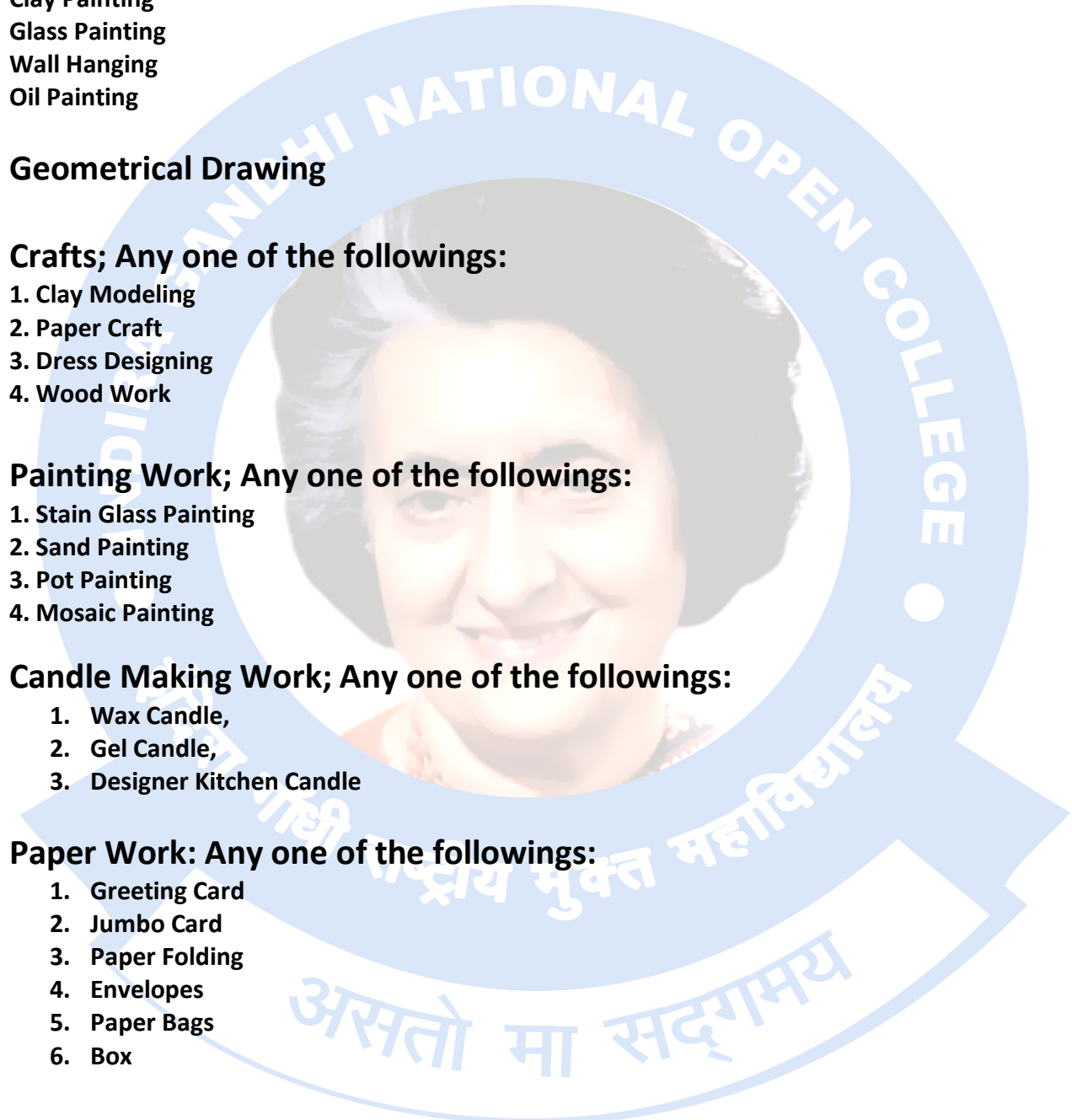
1. Stain Glass Painting
2. Sand Painting
3. Pot Painting
4. Mosaic Painting

## Candle Making Work; Any one of the followings:

1. Wax Candle,
2. Gel Candle,
3. Designer Kitchen Candle

## Paper Work: Any one of the followings:

1. Greeting Card
2. Jumbo Card
3. Paper Folding
4. Envelopes
5. Paper Bags
6. Box



## Fine Arts

Indoor & Outdoor Drawing & Sketching

Calligraphy

Clay & Plaster Modeling

Collage Painting & Print Media

Poster Design

### Anganwadi Worker

- Make Anganwadi Registers
- Make List of Panchayat Secretary/Gram Sabha Sewak
- Guide Anganwadi Student in Conducting Household Surveys & Updating the survey data on quarterly basis
- Child Health Record Management Assignment File
- Preschool Activities by Demonstrating techniques of storytelling, organizing pay, identification of shades and colours etc.

## CHW- COMMUNITY HEALTH WORKER

- Select Nearby Village- Promote Awareness about Diseases & Community Health Care
- Community Mobilizer- Organization of community health events, such as the digging of latrines, identification of clean water sources, and organization of nutrition and sanitation days.
- Select Nearby Village- **Make a practical file of Peoples- Age, Gender & Group wise with their medical issues.**
- Select Nearby Village- Participating in making referrals, care coordination and/or case management, with an emphasis on connecting individuals to their medical home/primary care provider.
- Select Nearby Village- Providing individual support and informal coaching. Motivating and encouraging people to obtain insurance coverage, care and other services

## PETT 1<sup>st</sup> Year Internal Practical Work (25 Marks)

### Art & Craft

- Paper Butterfly Craft
- Make a Parachute Toy
- Footprint Penguin
- Angel Craft

**Computer Practical** (Internet Work, MS Office, Notepad, Email, Windows Paint)

**Cultural Activity** (Literature, Libraries and Spoken Word, Visual Arts and Craft)

**Practice Teaching (A) Macro Teaching (B) Micro Teaching Internal**

**Assessment (Attendance Behavior Conduct Participation)**

# PETT 2<sup>nd</sup> Year Internal Practical Work (25 Marks)

## Lesson Plan & Teaching

English/Language Arts Lesson Plans,  
Kindergarten Environmental Lesson Plans  
Kindergarten Math Lesson Plans  
Kindergarten Science Lesson Plans  
Kindergarten Social Studies Lesson Plans

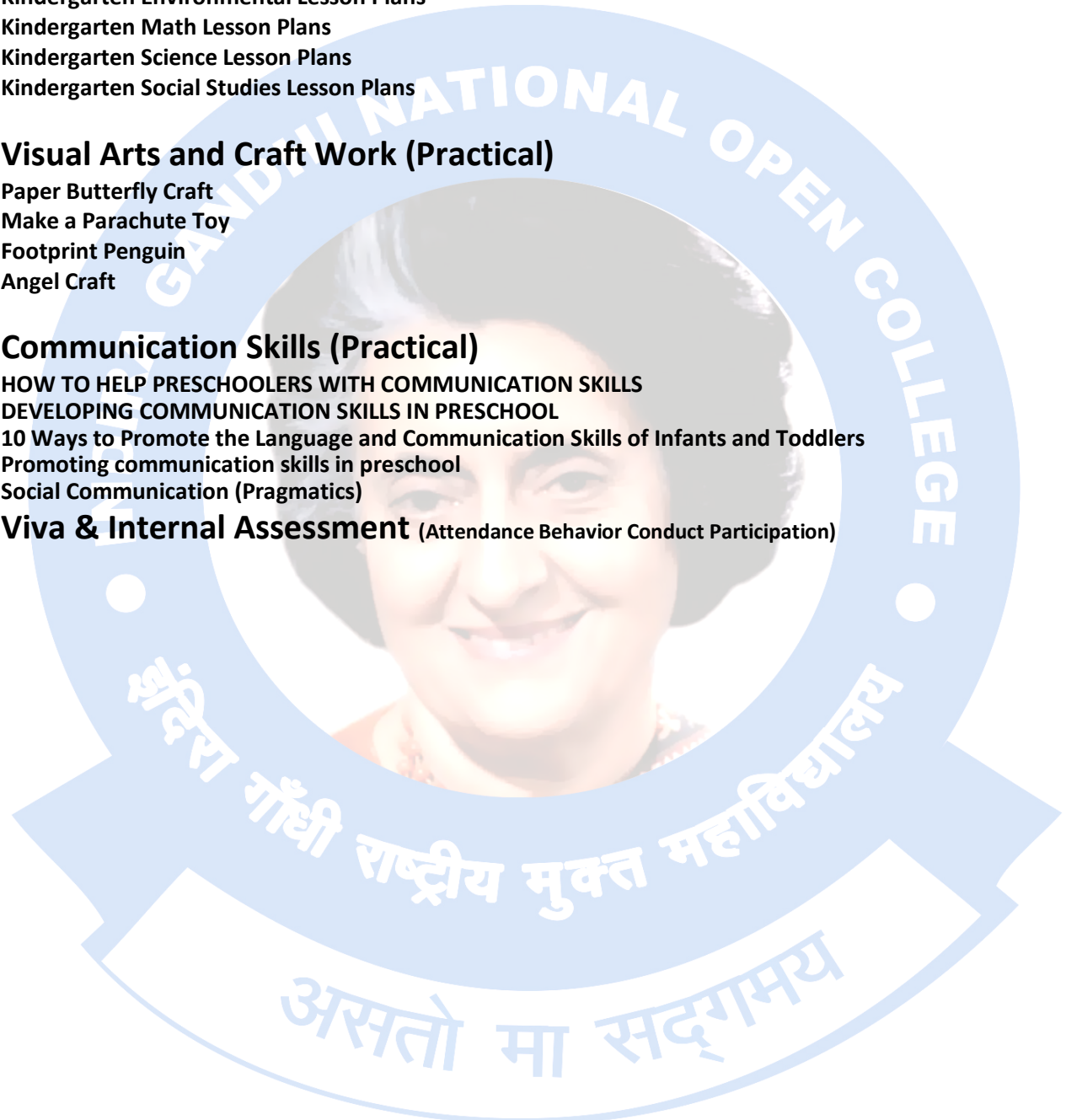
## Visual Arts and Craft Work (Practical)

Paper Butterfly Craft  
Make a Parachute Toy  
Footprint Penguin  
Angel Craft

## Communication Skills (Practical)

HOW TO HELP PRESCHOOLERS WITH COMMUNICATION SKILLS  
DEVELOPING COMMUNICATION SKILLS IN PRESCHOOL  
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Promoting communication skills in preschool  
Social Communication (Pragmatics)

**Viva & Internal Assessment** (Attendance Behavior Conduct Participation)



# DEO Data Entry Operator

## Internal Practical Work (25 Marks)

### MS Windows

Using desktop, task bar, start button, title bar, menus and windows help. My computer & Recycle bin. Creating, deleting and renaming of files, folders & short cuts. Opening & closing of different windows. Using different windows at a time

### Operating system

Working with MS DOS, Operating Hard disks and Latest removable storage devices. Demonstrating the partition of hard disk. Booting process. Booting computer in DOS and Windows environment Practicing DOS commands - formatting, copying, deleting, moving and renaming etc.

### Word processing under MS Windows

MS word commands and practicing – text selection. Opening document and creating document, saving and quitting documents. Cursor control, moving around in document, manipulating windows using tool bars. Printing documents, Editing text, auto text character formatting, page formatting. Closing and opening files. manipulating windows using tool bars. Printing documents, Editing text, auto text character formatting, page formatting. Closing and opening files. Table formation, Tabs, indents. Using Interface (Menu tool bars, help). Finding and replacing text. Spell checking, creating bold, italic and underlines, aligning text, auto numbering/bullets, colouring text, changing fonts and their sizes, paragraph setting, changing cases, spacing between words, lines and paragraphs.

### Advanced application of MS Excel, MS PowerPoint, PageMaker, Corel DRAW

Creating multiple sheets in a worksheet, transferring data from one sheet to other sheet. Working with multiple sheets and files Working with graphs and charts Auto formatting, creating embedded chart using chart wizard, sizing and moving parts, updating charts, changing chart types. Creating separate chart sheet, adding titles, legends and gridlines, colouring charts, printing charts Functions of Excel Database management through Excel Finding records with data form, adding deleting records, Sorting & filtering records in a work sheet. Create a Pages by Page Maker Software, Create a logo Design by Corel Draw, Create a interactive presentation by MS Power Point.

### Working with LAN

Basic operation of LAN. Data entry in other clients, data storing in different clients. Data shearing from server and other clients. Practicing data entry in networking



# **RDM (CERTIFICATE IN RURAL DEVELOPMENT MANAGEMENT) Internal Practical Work (25 Marks)**

**Villages Survey, Report Writing (Practical & Presentation)**

**Participatory Methods of data collection and Hands-on practice**

**Make a file on Rural Entrepreneurship**

**Make a list of nearby NGOs and their works**

**Dissertation, Seminar Presentation and Comprehensive viva**



**CLIS  
Certificate in LIBRARY &  
INFORMATION SCIENCE  
Internal Practical Work (25 Marks)**

**ICT Project File**

**Observation of Library/Information Centre Assignment File**

**Make a Project file on Library Information Topic**

**Observation of an Automated Library and its features Assignment File**

**Viva & Internal Assessment**

# PHTT 1<sup>st</sup> Year Internal Practical Work (25 Marks)

## Art & Craft

- Paper Butterfly Craft
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- Angel Craft

**Computer Practical** (Internet Work, MS Office, Notepad, Email, Windows Paint)

**Cultural Activity** (Literature, Libraries and Spoken Word, Visual Arts and Craft)

**Practice Teaching (A) Macro Teaching (B) Micro Teaching Internal**

**Assessment (Attendance Behavior Conduct Participation)**

# PHTT 2<sup>nd</sup> Year Internal Practical Work (25 Marks)

## Lesson Plan & Teaching

Hindi/Language Arts Lesson Plans,  
Kindergarten Environmental Lesson Plans  
Kindergarten Math Lesson Plans  
Kindergarten Science Lesson Plans  
Kindergarten Social Studies Lesson Plans

## Visual Arts and Craft Work (Practical)

Paper Butterfly Craft  
Make a Parachute Toy  
Footprint Penguin  
Angel Craft

## Communication Skills (Practical)

HOW TO HELP PRESCHOOLERS WITH COMMUNICATION SKILLS  
DEVELOPING COMMUNICATION SKILLS IN PRESCHOOL  
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Promoting communication skills in preschool  
Social Communication (Pragmatics)

**Viva & Internal Assessment** (Attendance Behavior Conduct Participation)

# ECCE Internal Practical Work (25 Marks)

## 1. Lesson Plan

- o Paper Folding File (cat, fish, flower, hut, butterfly, stick etc with relevant composition)
- o Block Building (Related to topics of class I & II)
- o Soft Toy (Teddy Bear/ Rabbit/ Dog)
- o Paper Toy – 3 (Dog, Cat, Turtle)
- o Collages- wool Collage, Mix Collage
- o Magazine Holder
- o Best out of waste (Making useful things through waste material like old CD, waste paper, old bottles etc.)
- o Paper Quilling
- o Mats -2
- o Folders – 3

## 2. Creative Art & Craft

- Card Making
- Origami Composition
- Glass Painting
- Clay Work
- Decoration Idea with Waste Material
- Making Craft with Quelling

## 3. Child Health & Nutrition

- a. Preparation of temp. chart
- b. Preparation of hot water bottle
- c. preparation of first-aid box
- d. Preparation of health record
- e. Preparation of immunization schedule
- f. Preparation of nutritious food using the process of combination, fermentation and germination (one dish each).
- g. Preparation of low cost nutrition breakfast, lunch, snack and desserts( two dishes each) bites, Electric shock, Poisoning)

4. Preparation of Story Book (Moral Based Hindi & English Stories with drawings of various characters related to the story), Language Puzzle (Related to topics of class I & II)

5. Viva + Internal Assessment (Attendance Behavior Conduct Participation)

# CTT COMPUTER TEACHER TRAINING)

## Internal Practical Work (25 Marks)

### MS Windows

Using desktop, task bar, start button, title bar, menus and windows help. My computer & Recycle bin. Creating, deleting and renaming of files, folders & short cuts. Opening & closing of different windows. Using different windows at a time

### Operating system

Working with MS DOS, Operating Hard disks and Latest removable storage devices. Demonstrating the partition of hard disk. Booting process. Booting computer in DOS and Windows environment Practicing DOS commands - formatting, copying, deleting, moving and renaming etc.

### Word processing under MS Windows

MS word commands and practicing – text selection. Opening document and creating document, saving and quitting documents. Cursor control, moving around in document, manipulating windows using tool bars. Printing documents, Editing text, auto text character formatting, page formatting. Closing and opening files. manipulating windows using tool bars. Printing documents, Editing text, auto text character formatting, page formatting. Closing and opening files. Table formation, Tabs, indents. Using Interface (Menu tool bars, help). Finding and replacing text. Spell checking, creating bold, italic and underlines, aligning text, auto numbering/bullets, colouring text, changing fonts and their sizes, paragraph setting, changing cases, spacing between words, lines and paragraphs.

### PageMaker, Corel DRAW

Creating multiple sheets in a worksheet, transferring data from one sheet to other sheet. Working with multiple sheets and files Working with graphs and charts Auto formatting, creating embedded chart using chart wizard, sizing and moving parts, updating charts, changing chart types. Creating separate chart sheet, adding titles, legends and gridlines, colouring charts, printing charts Functions of Excel Database management through Excel Finding records with data form, adding deleting records, Sorting & filtering records in a work sheet. Create a Pages by Page Maker Software, Create a logo Design by Corel Draw, Create a interactive presentation by MS Power Point.

### Make ICT File

**WEJ**  
**Certificate in WRITING & EDITING**  
**JOURNALISM**  
**Internal Practical Work (25 Marks)**

**Article Writing**

Write an Article on Any Indian Social Issue.

**Editing Process Project File**

Make a Project File

- Handling of news copy
- Planning and visualization of news
- News selection: News Value and other parameters
- Rewriting news stories
- Headlines and intro
- Stylebook and Style sheet
- Use of synonyms and abbreviations
- Importance of Grammar

**Editing Work Project File** Make a Project File

- Editing: concept, process and significance
- Editorial Values: objectivity, facts, impartiality and balance
- Concept of news and news making
- Difference between newspaper/ radio and TV news editing
- Challenges for the Editor: bias, slants and pressures

**Specialised Writing Note File** Make a Project File

- Writing features and human interest stories, backgrounders
- Oped articles
- Editorials
- Articles
- Middles
- Columns
- Research articles for academic journals

**VIVA & INTERNAL**