# STANDARD FORM OF SOP

## SF 4.5A: Activity cum lesson planner

| GoI Logo | AS/ Roshni logo | | PIA logo | SRLM logo | | | |
|---|---|---|---|---|---|---|---|
| **Name of the PIA** | | | | | | | |
| **DDU-GKY** | | | | | | | |
| **Ministry of Rural Development, Government Of India** | | | | | | | |
| **Activity cum lesson planner** | | | | | | | |
| | **Period 1 (mention the period start and end time)** | | | **Period 2 (mention the period start and end time)** | | | **Repeat for other periods** |
| **Day** | **Subject** | **Topic** | **Instructional mode (see codes below)** | **Subject** | **Topic** | **Instructional mode** | |
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |
| 4. | | | | | | | |
| 5. | | | | | | | |
| 6. | | | | | | | |
| .. | | | | | | | |
| .. | | | | | | | |
| 71 | | | | | | | |
| 72 | | | | | | | |

# STANDARD FORM OF SOP

**Codes for mode of Instruction:**

1 – Traditional Class room,

2 - Traditional class room with tablet

3 - With Tablet under a trainer's guidance

4 - Distance education using live studio instruction assisted by a trainer in the class room

5 - Others (please specify)

6 - Others (please specify)

**Instruction:**

- Schedules for the fortnightly, middle of the course and end of the course test will be indicated in the planner appropriately.
- The periods for OJT and items to be learned during OJT should also be indicated.

**Note:** Information regarding split batches (If any) should also be reflected in the activity cum lesson planner. Minor deviations are permitted in the activity cum lesson planner