

**DGET-19/06/2014-CD**  
**Government of India**  
**Ministry of Labour & Employment**  
**Directorate General of Employment & Training (DGE&T)**

Shram Shakti Bhawan, New Delhi  
Dated: 06<sup>th</sup> June, 2014

To,

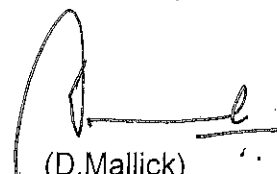
1. The Directors dealing with Vocational/Craftsmen Training of all States/ UT Administrations
2. All Sub-committee members dealing with Norms & Courses

**Subject: Minutes of the meeting of Sub-Committee of National Council for Vocational Training (NCVT) on Norms and Courses**

Sir,

Please find enclosed minutes of the meeting of Sub-committee of NCVT which was held under the Chairmanship of DG/JS on 2<sup>nd</sup> June, 2014 at 11.00 a.m. to 2:30 p.m. in Main Committee room 'C' Wing, first floor, Shram Shakti Bhawan, Rafi Marg, New Delhi.

Yours faithfully



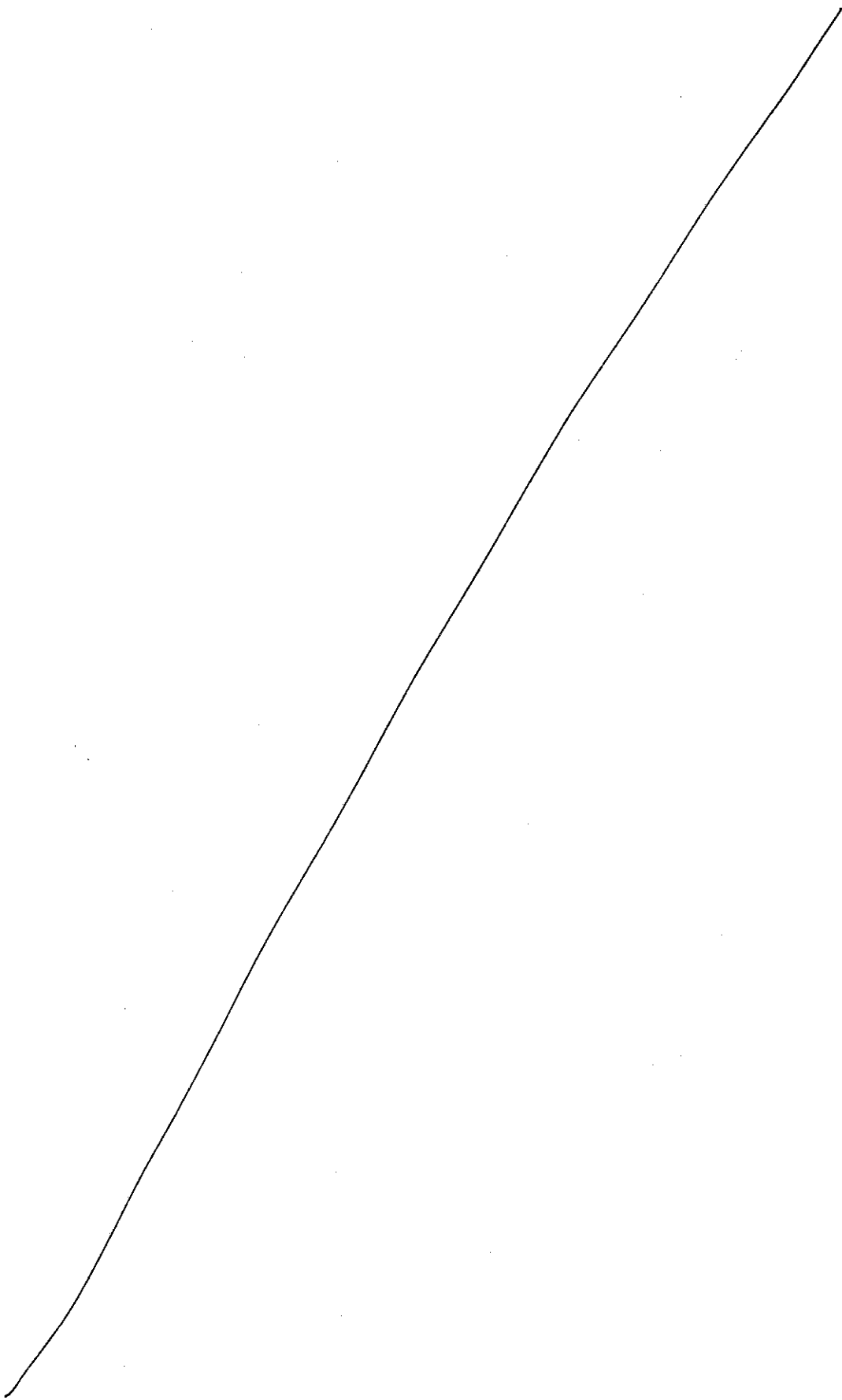
(D.Mallick)

Director of Training

Encls: As state above

Copy to:

1. All Directors at DGE&T (HQ)
2. PPS to Secretary (L&E), PS to DG/JS for information, please.



**Minutes of the meeting of Sub-Committee of NCVT on Training norms and courses held on 2<sup>nd</sup> June, 2014**

A meeting of the Sub-committee of NCVT on Training Norms and Courses was held on 2nd June, 2014 in Committee Room, C-Wing, New Delhi under the Chairmanship of DG/JS. List of participants who attended the meeting is annexed.

DG/JS welcomed all the members of committee and gave a brief introduction to the events leading to major initiative taken by DGE&T for improvement in quality of curricula, for imparting demand driven and industry relevant training in ITIs. He informed the members that DGE&T has received inputs from various forums that the curricula used in ITIs are not relevant to industry and only 50 to 60 percent ITI passed outs are employable. The mismatch in demand and supply is the major concern and bottleneck for economic development. DG/JS further informed the member only 10% of total Workforce i.e. 5 crore have acquired some technical education/training formally or informally. Out of this 10%, only one fourth have formal technical education and just about 50% of these technically trained persons are Certificate holders. A large majority of these are from ITIs. The present seating capacity of ITI is 15 Lakh and around 8 Lakh trainees appear for Final All India Trade Test out of this around 6 Lakh trainees pass the exam and 3.6 Lakh are employed.

Thereafter, he requested DDG(T) to give presentation on the agenda item.

DDG(T) made a brief presentation on the agenda items listed for discussion in the meeting. He informed the committee that NCVT in its 41<sup>st</sup> meeting held on 30.4.2014, has authorized Sub-Committee of NCVT on Norms and Courses for approval of new courses /courses revised and updated / deleted as recommended by mentor councils of the respective sectors. Thereafter point wise agenda items were taken up for discussion.

**Item No. 1: Approval of Course Curricula revised/updated by Mentor Councils for Theory and Practical content , for trades under Craftsmen Training Scheme and Skill Development Initiative Scheme.**

DDG(T) informed the Sub-committee that mammoth task of revision of curricula was initiated in October,2013. All the courses under the various schemes were grouped into sectors of economic activity. A meeting was then called of all Advanced Training Institutes and Regional Vocational Training Institutes. Champion Instructors from 11 sectors (where about 90% seating capacity is concentrated presently) were identified and with the support of NIMI, CSTARI and one coordinator from DGE&T, core groups were formed to review and revise the curriculum in these sectors. To ensure that the core groups get adequate guidance and support, Mentor Councils with participation

from academia, industry and Champion ITIs were formed. Over this period, curriculum under 3 schemes, i.e. CTS, CoE and SDIS across 11 sectors has been reviewed and revised. These curricula were further put up on DGE&T website for wider consultation and comments and number of comments and suggestions were received from various stake holders. These comments were further examined by respective mentor council. Mentor Councils agreed with a large number of the suggestion for incorporation in respective syllabi. Accordingly, these syllabi were further revised. While revising these curricula, due care has been taken that no change in machinery are proposed in 1<sup>st</sup> semester of the course, to allow immediate implementation of revised curricula and provide adequate time for procurement. The following strategy is proposed to be adopted for implementation of revised/deleted/new curricula under CTS.

- i. The revised/updated curricula would be implemented w.e.f. August, 2014.
- ii. The trades suggested for deletion will be effective w.e.f. August, 2015.
- iii. The new trades would be brought under the umbrella of CTS Scheme but training would be imparted only after ITIs are duly affiliated in these trades as per NCVT norms.

He further added that as far as possible not many new machineries are proposed in the revised curricula, however obsolete machineries have been replaced by latest model as it may not be appropriate to give hands on training to trainees in ITIs on obsolete machines merely due the region that they are cheap.

DDG (T) requested mentors of the respective sectors to give presentation on the recommendation of MC for their respective sectors. Thereafter, Sector wise presentation was made by the mentors of that sectors. The Sector wise discussions have been summarized as under:

#### **1. Automobile:**

Following points were discussed and concluded.

CTS: Existing 12 CTS trades have been reduced to 07 trades and 02 new trades have been introduced. Unpopular trades have been deleted/merged and new trades have been introduced based on industrial suggestion. Thus, there are total 09 trades in CTS.

Feedback received from different sources were discussed and wherever applicable the suggestion have been incorporated in the syllabus.

MES: Existing 18 Modules have been reduced to 09 Modules. The duration of the modules have been increased as per the guidelines from CSTARI, Kolkata by clubbing the related modules together/adding the additional topics in syllabus. Unpopular module was deleted. By increasing the duration, NCO code may be made available and the

trainee will get good pathway for appearing for further higher levels. i.e lateral entry into the CTS 2nd semester for 10th passed candidates.

Thus MES have 09 Modules.

COE: In order to utilise the resources optimally, it has been proposed to convert the 06 BBBT modules into CTS Traditional Trades from which they have been merged for starting the COE-BBBT. By using the resources available for Advanced module and by acquiring additional tool, equipment, shop outfit and Machinery, any one of the CTS trade like Mechanic Motor Vehicle, Mechanic Diesel, Mechanic Auto electrical and Electronics and Mechanic Auto body repair /Mechanic Auto body Painting may be started by concerned ITI.

Thus COE BBBT will be converted into 06 traditional trades and COE Advanced module will be converted into any 01 of above trade as per the advanced modules available with ITIs.

The List of trades revised under CTS/ MES, new courses introduced and deleted is at **Annex – 1.**

## **2. Beauty and Wellness**

The name of course "Hair and Skin Care" which is running CTS has been renamed as Basic Cosmetology because new name is popular in the market and it is well accepted by the students. Duration of the course "Hair and Skin Care" has been raised from six months to one year in line with the guidelines of CTS by adding more topics. Recommendations received on Basic Cosmetology have been incorporated. Under SDI scheme some of the courses have been merged and there are now 10 courses instead of 14 courses. Sub-committee suggested to explore the possibilities of adding module on Ayurveda under SDI scheme and same will be discussed with the members of Mentor Council.

The List of trades revised under CTS/ MES, new courses introduced and deleted is at **Annex – 2.**

## **3. Construction, Construction Material and Real Estate**

Feedbacks discussed and decision made are as under

- i. Carpenter (CTS) qualification has been reduced from 10<sup>th</sup> to 8<sup>th</sup> standards.

- ii. Duration of Architecture Draftsmanship has been reduced from 2 years to 1 year considering the courses being lengthy due to extra theory topics which were not relevant.
- iii. Duration of Surveyor (CTS) has been reduced from 2 years to 1 year as content was less in compare to the time allotted, i.e. 2 years.  
In addition to this comments were also discussed regarding the syllabus changes

The List of trades revised under CTS/ MES, new courses introduced and deleted is at **Annex-3**.

#### **4. Electronics & Hardware**

There was a feedback that SMD Devices and Optical Fibre Trainers will be very costly and they should be removed from the equipment list. It was explained that they are costing between 20-30 thousand rupees and this cannot be treated as costly equipment and hence it was retained. There was also a suggestion that 8085 microprocessor should be retained for teaching. It was explained that all the devices are based on microcontrollers. Nowadays there are kits for microcontrollers which can teach microcontroller directly. Hence, there was no need to go into history and teach microprocessor 8085.

Sub-Committee was satisfied and they approved the modifications.

The List of trades revised under CTS/ MES, new courses introduced and deleted is at **Annex – 4**.

#### **5. Fabrication**

Following points were discussed:

- i. Mentor Council initially proposed the minimum qualification for Welder & Sheet Metal Worker trades as 10<sup>th</sup> standard which was however, reverted back to 8<sup>th</sup> standard, based on the feedback from stakeholders.

The above points was raised during the meeting and after deliberation, the entry qualifications for the above trades was kept as 8<sup>th</sup> standard, as it was felt that ITIs would not be getting 10<sup>th</sup> standard students for the above courses & the seats would remain unutilized.

- ii. Under MES courses, the entry qualification for TIG Welder (300 hrs.), CO2 Welder (300 hrs.) & pipe welder (TIG & SMAW) (300 hrs.) was updated & revised.

iii. Remaining courses as proposed by Mentor Council was accepted by the Sub-committee

The List of trades revised under CTS/ MES, new courses introduced and deleted is at **Annex – 5.**

## **6. Food Processing & Preservation**

The List of trades revised under CTS/ MES, new courses introduced and deleted is at **Annex – 6,** which was approved by Sub -committee.

## **7. IT & ITES**

The following points were discussed

Out of 15 feedbacks received, 5 feedbacks have been accepted and incorporated. For 6 feedbacks, no action being required as their suggestions were already taken care. 2 suggestions are not accepted, and for 2 suggestions, solution was provided.

Feedbacks which were not accepted were discussed in detailed as under.

1) Feedback : Entry qualification under COPA should be changed from “Passed 10th Class Examination “to 10th Class Pass Under 10+2 System to restrict the entry of 10th Pass students under Open Schooling as these students jump from 8th class to 10th without much exposure to Maths and Science.

Action Taken: This suggestion has not been accepted; otherwise 10th pass under open schooling system may lose their chances. Our purpose is to promote education and provide employability. If our educational system allows for Open Schooling then it should also be recognized. Hence the entry qualification “10th Standard Pass” has been retained.

NCVT Sub Committee: Accepted the action

2) Feedback: Data Entry Operator (DEO) Trade is a good course. People are getting good job after completing this course. The course should not be deleted.

Action Taken: As per DGE&T Policy decision, any course under CTS should be minimum 1 year duration. Hence the Existing DEO course (6 months) can be upgraded to COPA with required additional infrastructure as most of the DEO syllabus is covered under the 1st semester of the COPA syllabus.

NCVT Sub Committee: Accepted the action taken

3) Feedback: Graduate or Diploma in Electronics should also be Instructor's qualification for IT (COE) as in BBT modules most of the syllabus of electronics field is here.

Action Taken: Not accepted, as CoE course has been proposed to be discontinued .Moreover, only one module of BBT is covering Electronics portion which also can be very well managed by the Instructor with IT/Computer qualification.

NCVT Sub Committee: Accepted the action taken

4) Feedback: DET, Tripura has given the feedback as follows

- It is not clear which modules of IT (CoE) would be converted to Information technology (CTS).
  - Infrastructure created with Rs. 3.00 Crore would be waste.
  - Intake capacity would decrease from 180 to 20.
  - Instructors employed would be idle.
  - All these will lead to waste of Public money.
  - Not clear whether fresh affiliation would be required.
- Therefore, it is proposed that the CoE(IT sector ) may continue
- Action taken: The proposal for discontinuation of CoE is a policy decision and during 2014-15 the States have the option to continue multi skilling courses or to convert the CoE units into pre-identified CTS courses with deemed affiliation from August, 2014 itself. However, in specific cases where Employability of CoE trainees were reasonably high, based on the recommendation of the state governments, DGE&T may permit to continue admission in CoE courses beyond year 2015 also.

At the same time, for the effective utilization of Infrastructure created under CoE as well as the faculties, It has been proposed that the ITI can opt for any or more of the following CTS courses and units as per the suitability of their infrastructure and market demand with deemed affiliation provided their related advanced modules have been affiliated already.

- 1) Information Technology -2 years under CTS (formerly CoE)
- 2) Information and Communication Technology System Maintenance – 2 years
- 3) Computer Hardware & Network Maintenance – 1year
- 4) COPA (by addition of Accounts software – tally)

Or any other IT course (multimedia, DTPO, STA, DBSA) with additional infrastructure with NCVT approval.

NCVT Sub Committee: Accepted the suggestion.

The List of trades revised under CTS/ MES, new courses introduced and deleted is at **Annex –7.**



## **8. Power Generation, Transmission, Distribution, Wiring and Electrical Equipment**

i. One of the comments received from Government ITI, Chandigarh regarding the trade 'Electrician' was not accepted as for conducting practical of basic electronics (analog/digital), logic gates, Motor control, etc the trainer's kit is required. Also Air Circuit Breaker of Capacity available in local market has been permitted. Remaining comments received from various stakeholders were accepted.

ii. The courses as proposed by Mentor Council for the sector were accepted by Sub-committee.

The List of trades revised under CTS/ MES, new courses introduced and deleted is at **Annex – 8**.

## **9. Production & Manufacturing**

Under CTS scheme, two courses named Plate making – cum – Imposer & Litho Offset Machine Minder have been deleted from the mainstream since the technology is outdated and not in demand. One new CTS course Re-factory technician with two years duration and batch size 20 has been introduced. One course under CTS scheme i.e. Metal Cutting Attendant for visually impaired persons with two years duration has been revised. Course curriculum for these courses has not been designed and we have to take the help of Employment Directorate/VRCs. For developing the instructional material.

Regarding the feedback received for the CTS courses, majority of the feedbacks have been incorporated and taken care of except one feedback given by Shri D. Nijhawan, Director DGE&T Headquarter that duration of the Tool and Die Making course to be increased from 2 to 3 years. In this case, it was informed by Sh. Sukhdev Singh, Joint Director /Team Leader, P&M Sector that at present there are two Tool and Die Making Courses of two years duration each namely :

- 1) Tool & Die Making (Jig & Fixture, Press tool)
- 2) Tool & Die Making (Dies & Mould) having two different area of specialisation.

The matter was also discussed among the P & M Members and outside experts dealing with the trade and It was revealed that two years is sufficient for the certificate course. Earlier also around the year 2000 the duration of this course was increased to three years but after having a feedback from the industries, it was reverted back to two years.

Production and Manufacturing Sector, at present, did not change the duration of the course and mentor council recommended two years of duration. They feel that the duration of two years for this course is adequate. After a long discussion with other members on this subject Shri R. L. Singh, DDG informed that two years duration is sufficient and that poor persons come in ITI courses and can't afford long duration of course and Sub committee finally agreed to 2 year duration it.

Other main changes in the replacement of CNC trainer with CNC machine and other members strongly agreed to it and said it is must. DG informed that No tie up with industry for the CNC machine should be made and it is mandatory item and it was further elaborated that shared CNC machines in each institute might serve the purpose. Specifications of machine to be checked so that it should be clear & easily procurable.

The List of trades revised under CTS/ MES, new courses introduced and deleted is at **Annex -9.**

#### **10. Textiles and Apparel**

Subcommittee approved the modified courses in Apparel and Textile sector.

The List of trades revised under CTS/ MES, new courses introduced and deleted is at **Annex – 10.**

#### **11. Travel, Tourism, and Hospitality**

Since the trades under Travel , Tourism & Hospitality sector are directly related to servicing of customers thus more emphasis should be given on soft skills and spoken English. Hence additional training over and above employability should be given to candidates.

In view of above, 1 hour of additional training on every working day has been added in the curriculum in both the semesters for spoken English and soft skills.

List of trades revised under CTS/ MES, new courses introduced and deleted is at **Annex – 11.**

**Sub-committee approved all the modified curricula with above decision points, in respect of Sectors at Sl. No. (1) to (11).**

After detailed discussion on each sector, following guidelines were also recommended by Committee:

i. Quantity of raw material required in each curricula must be prescribed in the syllabus itself.

ii Regulatory authority if any in the particular sector must be consulted while designing curricula in that area.

iii. In case of new trades , for initial 5 years, instructors with Diploma/ Degree qualifications could be appointed as per detailed qualification given in syllabi of respective trade.

**Item No.2 : Integration of soft skills and entrepreneurial skills in DGE&T courses:**

Members were apprised that “ Employability Skills” course under CTS was mandatory for trainees of ITIs of all trades. The course has been further revised with the help of selected Mentor Councils . The topics proposed to covered and training hours allocated in Employability Skills Course, are under :

Sl. No.	Topics	Allotted Hours	Marks Allotted	To be covered in
01	English Literacy	15 hrs.	8	First semester
02	I.T. Literacy	15 hrs.	7	
03	Productivity	10 hrs.	5	
04	Communication Skills	10 hrs.	5	
05	Entrepreneurship Skills	10 hrs.	5	Second semester
06	Environment Education	10 hrs.	5	
07	Occupational safety and health	10 hrs.	5	
08	Labour Welfare Legislation	10 hrs.	5	
09	Quality Tools	10 hrs.	5	
TOTAL		100 hrs.	50	

Committee deliberated in length on each of the topics and allocated time for covering the detailed content in that topics.

Ms Tharhai Cuthbert , Women representative , was of the opinion that the content and duration on topics on English be increased keeping in view the requirement of language in trades in Tourism Sector. DG/JS has proposed that advance module on English Language may be included in the trade specific curricula. Mentors of concerned Mentor Council were directed to make a note of it.

Finally it was agreed that the total duration of “Employability Skills” course under CTS be made 110 Hrs. .Duration of English, IT Literacy and Entrepreneurship Skills be increased and for other components be decreased.

### **Soft Skills for MES courses**

DG/JS informed the members that Apex Committee of Skill Development Initiative (SDI) has recommended that a module on Soft Skills of 100 Hrs must be embedded with all MES courses of SDI scheme so as to enhance the employability of trainees of SDI scheme.

The proposed curricula was reviewed by the committee. It was agreed that Common topics be taken from theory content of Employability Skill under CTS. Accordingly, it was decided to finalise the content of syllabus of "Soft Skills" for MES courses.

### **Item No 3: Converting COE courses into CTS courses**

DDG(T) informed the members that the multiskilling courses under CoE scheme are facing the various challenges like courses are not reflected in Recruitment Rules, no integrated certificate for these courses, equivalence with CTS courses not possible due to difference in duration and specialized modules are not conducted by industry. The issue was discussed by Working Group, constituted by M/o L&E for examining all aspects of the various DGE&T schemes including Craftsmen Training Scheme (CTS) and suggesting improvements therein. The WG was well represented by State Governments dealing with Vocational Training. The WG concluded that the employment patterns of CoE, and that of traditional CTS courses are very different from each other. Accordingly following was recommended:

- Specialised modules to be dropped
- BBT / AM courses to be converted into semester system
- AM modules may be restructured like CTS
- NTC to be awarded to candidates opting for restructured courses
- CoE modules with low popularity may be converted into SDIS modules

It was, therefore proposed that to discontinue COE multi skill courses from August 2015 with following provision

- During 2014-15 the States have the option to continue multi skilling courses or to convert the CoE units into pre-identified CTS courses with deemed affiliation from August, 2014 itself
- The States may revive old-surrendered trades or they could also opt for newly designed trades based on the recommendations of mentor councils (and approved by Sub committee) and availability of machine equipment in advance modules.

Trades based on revived surrender units would be treated as affiliated. Similarly, trades based on advance modules would be treated as affiliated provided advance modules are affiliated.

Sub Committee discussed the above proposal in depth and following was approved.

- i. ITIs are permitted to admit trainees in CoE courses in the session starting from August,2014.
- ii. ITIs would not be allowed to admit trainees in CoE courses in the session starting from August, 2015. However, in specific cases/sectors where Employability of CoE trainees were reasonably high, based on the recommendation of the state governments, DGE&T may permit to continue admission in CoE courses beyond year 2015 also.
- iii. During 2014-15 the States have the option to continue multi skilling courses or to convert the CoE units into pre-identified CTS courses with deemed affiliation from August, 2014 itself
- iv. The States may revive old-surrendered trades or they could also opt for newly designed trades based on the recommendations of mentor councils and availability of machine equipment in advance modules. Trades based on revived surrender units would be treated as affiliated. Similarly, trades based on advance modules would be treated as affiliated provided advance modules are affiliated.

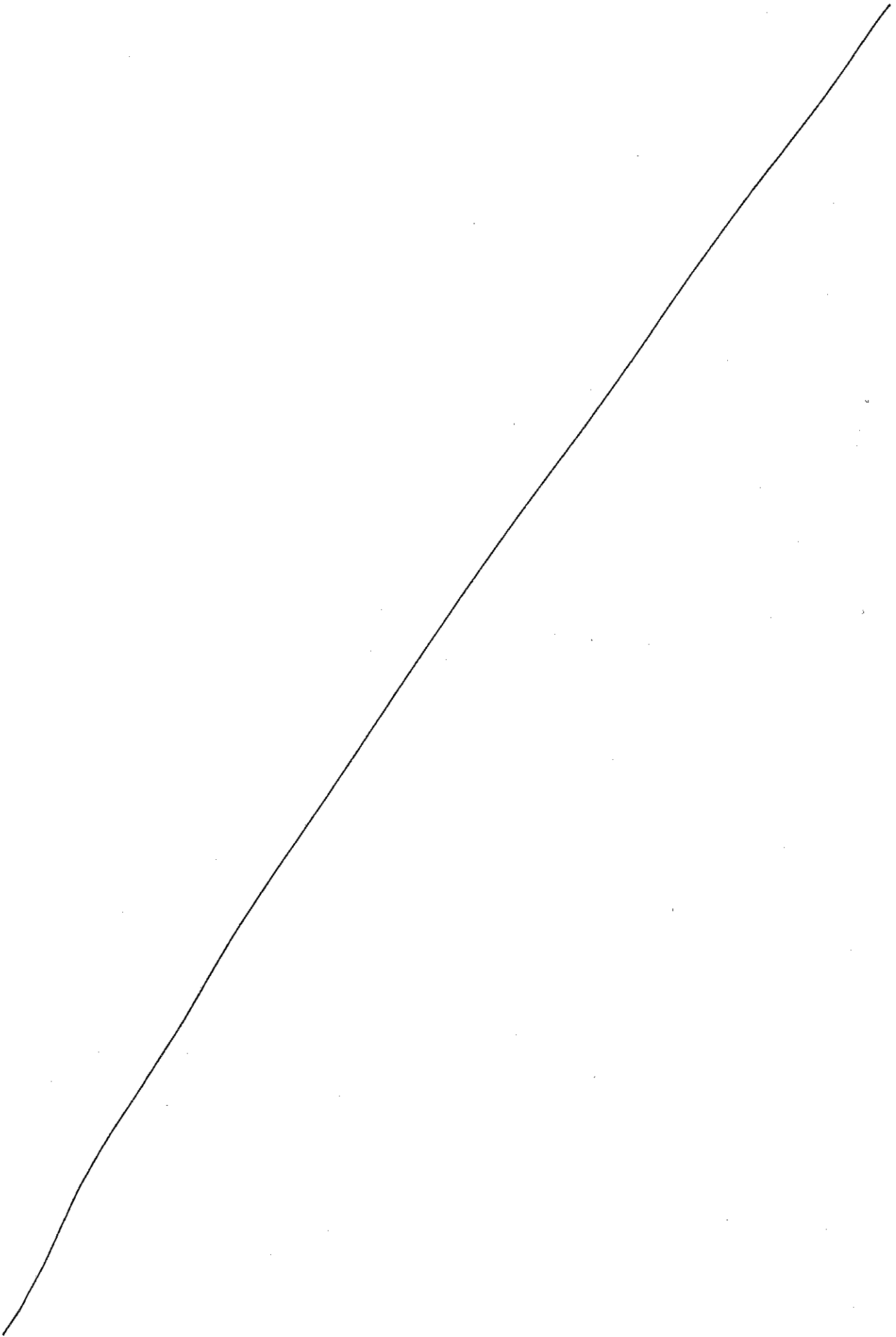
**Item No. 04: Proposal for modified specifications of Lathe machine for Fitter trade Existing specification for Lathe Machine for Fitter trade under CTS are as follows:**

The Committee did not agree with the proposal for allowing use of Pulley driven Lathe Machine for Fitter trade as this technology has now become very old. However, committee agreed to specify the length of the lathe bed as 4.5 feet which was not specified earlier. Committee approved specification of all geared Lathe Machine for Fitter trade under CTS as under

“Lathe all geared head stock S.S. and S.C. height of centre over bed 15 cm.-gap head complete with accessories, such as pump, all fittings, and splash guard driving plate with drives, face plate 3 jaw and 4 jaw chucks fixed and travelling steady compound turret tool post, taper turning attachment, fixed and running center, driving dogs straight and bent tail”. Length of Bed as 4.5 feet.

The meeting ended with a vote of thanks to the Chair.

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## Annex

**List of Participants in the Meeting of Sub-Committee of NCVT on Norms & Courses held on 2<sup>nd</sup> June, 2014 at Main Committee room, 'C' Wing, S.S.Bhavan, New Delhi**

S.No.	Name/ S/Shri	Designation	Organization	E-Mail ID	Contact No.
1.	Alok Kumar	DG/JS	DGET		
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SECTOR-WISE INFORMATION

1. Name of the Sector: AUTOMOBILE SECTOR
2. Scheme: Craftsmen Training Scheme (CTS)
3. Names of existing trades/ courses:

12 Trades

- a) Mechanic (Diesel)
- b) Mechanic (Motor Vehicle)
- c) Mechanic (Tractor)
- d) Pump operator cum Mechanic
- e) Mechanic Auto electrical and Electronics
- f) Mechanic Agricultural Machinery
- g) Mech. Repair & maintenance of Two wheelers
- h) Mech. Repair & maintenance of Three wheelers
- i) Mech. Repair & maintenance of Heavy Vehicles
- j) Mech. Repair & maintenance of Light Vehicles
- k) Marine Diesel
- l) Driver cum Mechanic

4. Names of modified trades/ courses:

07 Trades

- a) Mechanic (Diesel)
- b) Mechanic (Motor Vehicle)
- c) Mechanic (Tractor)
- d) Pump operator cum Mechanic
- e) Mechanic Auto electrical and Electronics
- f) Mechanic Agricultural Machinery
- g) Mechanic Motor Cycle

5. Newly introduced trades/ courses:

02 Trades

- a) Mechanic Auto body repair.
- b) Mechanic Auto body Painting.

6. Trades/ courses deleted:

06 Trades

- a) Mech. Repair & maintenance of Two wheelers
- b) Mech. Repair & maintenance of Three wheelers
- c) Mech. Repair & maintenance of Heavy Vehicles
- d) Mech. Repair & maintenance of Light Vehicles
- e) Marine Diesel
- f) Driver cum Mechanic

## SECTOR-WISE INFORMATION

1. Name of the Sector: AUTOMOBILE SECTOR
2. Scheme: Centre of Excellence (CoE) - equated with CTS affiliation
3. Names of existing trades/ courses:
  - a) BBT- 06 Modules
  - b) Advanced modules -06

a) Basic Broad Based Training (BBBT) :

Trades surrendered for BBT may be revived under CTS – affiliated surrendered trade will be treated as deemed affiliated.

### Trades are

- i) Fitter
- ii) Welding / Sheet Metal
- iii) Electrical/ Electronic, Mechanic/ Auto Electrical & Electronics
- iv) COPA/IT&ESM
- v) Mechanic (Motor Vehicle) / Mechanic (Diesel)

- b) Advance modules :

Converted into CTS – affiliated Advance Modules will be treated as deemed affiliated

### Trades are :

By acquiring additional tools & equipment, shop outfit & General Machinery, any one the following trades may be started

Mechanic Motor Vehicle / Mechanic Diesel Engine / Mechanic Auto electrical & electronics/ Mechanic Auto body Repair/ Mechanic Auto Body painting

## Required Sector-wise Information

1. Name of the Sector: Beauty and wellness sector
2. Scheme: Craftsmen Training Scheme (CTS)
3. Names of existing trades/ courses: 1. Hair & Skin Care. 2. Spa Therapy
4. Names of modified trades/ courses: 1. Basic Cosmetology 2. Spa Therapy
5. Centre of Excellence (CoE) equated with CTS affiliation Not Applicable
6. Newly introduced trades/ courses: Not Applicable
7. Trades/ courses deleted: Not Applicable

## SECTOR-WISE INFORMATION

1. Name of the Sector: AUTOMOBILE SECTOR
2. Scheme: MES courses under Skill Development Initiative (SDI) Scheme
3. Names of existing trades/ courses:

### 18 Modules

- a) Basic Automotive Servicing (4 Wheelers)
- b) Wheel alignment & balancing
- c) Basic Automotive Servicing (2-3 wheelers)
- d) Bicycle & Tricycle Repair
- e) Repair & Overhauling of Engine Systems (Petrol / diesel)
- f) Diesel Fuel Injection Technician
- g) Repair & overhauling of 2 wheelers (scooter)
- h) Repair & overhauling of 2 wheeler(motor cycle)
- i) Repair & Overhauling of 3 Wheelers
- j) Repair & Overhauling of Mopeds
- k) Repair of Auto Electrical & Electronics Systems
- l) Repairing of Auto Air Conditioning System.
- m) Auto body Painting
- n) Minor repair of Auto body
- o) Repair & Overhauling of Chassis System (Heavy Vehicle)
- p) Repair & Overhauling of Chassis System (Light Vehicle)
- q) Driver Cum Peon
- r) Sun control Film Fixing

4. Names of modified trades/ courses:

### 08 Modules

- a) Basic Automotive Servicing (4 Wheelers)
- b) Basic Automotive Servicing (2-3 wheelers).
- c) Bicycle & Tricycle Repair
- d) Repair & Overhauling of Engine Systems.
- e) Repair & overhauling of 2 wheeler & 3 wheeler
- f) Repair of Auto Electrical Electronic and A/C System
- g) Auto body Repair Denting& painting.
- h) Repair and overhauling of Chassis system (LMV & HMV)

5. Newly introduced trades/ courses : a) Driver cum Mechanic
6. Trades/ courses deleted :

### 09 Modules

- a) Diesel Fuel Injection Technician
- b) Wheel alignment & balancing
- c) Repair & overhauling of 2 wheelers (scooter)
- d) Repair & overhauling of 2 wheeler(motor cycle)
- e) Repair & Overhauling of 3 Wheelers
- f) Repair & Overhauling of Mopeds
- g) Repairing of Auto Air Conditioning System.
- h) Driver Cum Peon
- i) Sun control Film Fixing

## Required Sector-wise Information

1. Name of the Sector: **Construction, Construction Material and Real Estate sector**
2. Scheme: (A.)- **Craftsmen Training Scheme (CTS)**
3. Names of existing trades/ courses: 1. Carpenter, 2. Surveyor, 3. Interior Decoration & Designing, 4. Architecture Draughtsman, 5. Sanitary hardware fitter, 6. Civil Draughtsman, 7. Mechanic Refrigeration and Air-conditioning, 8. Plumber, 9. Architecture Assistant, 10. Mason
4. Names of modified trades/ courses: 1. Carpenter, 2. Surveyor, 3. Interior Decoration & Designing, 4. Architecture Draughtsman, 5. Civil Draughtsman, 6. Mechanic Refrigeration and Air-conditioning, 7. Plumber, 8. Architecture Assistant, 9. Mason
5. Centre of Excellence (CoE) equated with CTS affiliation
  - a. Basic Broad Based Training (BBBT) : Trades surrendered for BBBT may be revived under CTS – affiliated surrendered trade will be treated as deemed affiliated
  - b. Advance modules : converted into CTS – affiliated Advance Modules will be treated as deemed affiliated
    - Mechanic Air-conditioning Plant- Equated Trade under CTS for Refrigeration and air conditioning under COE considering all BBBT and Advanced Module.
    - Civil Engineer Assistant- Equated Trade under CTS for Construction and Wood Working under COE considering all BBBT and Advanced Module.
6. Newly introduced trades/ courses: 1. Mechanic Air-conditioning Plant  
2. Civil Engineer Assistant
7. Trades/ courses deleted : Sanitary hardware fitter
8. Scheme: (B.)- **MES courses under Skill Development Initiative (SDI) Scheme**

Names of existing trades/ courses: 1. Assistant Shuttering Carpenter & Scaffolder, 2. Building Carpenter, 3. System Shuttering carpenter, 4. Conventional shuttering carpenter, 5. Scaffolder, 6. Plumber, 7. Work supervisor, 8. Assistant Plumber, 9. Assistant Work Supervisor, 10. Mason, 11. Senior land surveyor, 12. Assistant highway works supervisor, 13. Refrigeration/Air Conditioning/Ventilation Mechanic (Electrical Control), 14. Repair and Maintenance of Coolers, 15. Repair and Maintenance of Window and Split AC, 16. Repair and Maintenance of Automobile and Air Conditioning, 17. Repair and Maintenance of Central Air Conditioning Plants, 18. REPAIR AND MAINTENANCE OF REFRIGERATOR, 19. Bar Bender, 20. Assistant Work

Supervisor, 21. Junior Rural Road Layer, 22. Junior land Surveyor, 23. Assistant Bar Bender and Steel Fixer 24. 3D Advanced designer using PRoE (Construction).

9. Names of modified trades/ courses: 1. Assistant Shuttering Carpenter & Scaffolder, 2. Building Carpenter, 3. System Shuttering carpenter, 4. Conventional shuttering carpenter, 5. Scaffolder, 6. Plumber, 7. Work supervisor, 8. Assistant Plumber, 9. Assistant Work Supervisor, 10. Mason, 11. Senior land surveyor, 12. Assistant highway works supervisor, 13. Refrigeration/Air Conditioning/Ventilation Mechanic (Electrical Control), 14. Bar Bender, 15. Assistant Work Supervisor, 16. Junior Rural Road Layer, 17. Junior land Surveyor, 18. Assistant Bar Bender and Steel Fixer 19. 3D Advanced designer using PRoE (Construction)

10. Newly introduced trades/ courses: 1. Repair and Maintenance of Coolers, 2. Repair and Maintenance of Window and Split AC, 3. Repair and Maintenance of Automobile and Air Conditioning, 4. **REPAIR AND MAINTENANCE OF REFRIGERATOR**, 5. Repair and Maintenance of Central Air Conditioning Plants,

11. Trades/ courses deleted : Nil

**REQUIRED SECTOR-WISE INFORMATION**

1. **Name of the Sector :** Electronics and Hardware
2. **Scheme :** Craftsmen Training Scheme (CTS)
3. **Names of existing trades/ courses :**
  - (a) Electronics Mechanic
  - (b) Mechanic Radio and TV
  - (c) Mechanic Industrial Electronics
  - (d) Mechanic Consumer Electronics
  - (e) Mechanic Communication Equipment Maintenance
  - (f) Information Technology and Electronic System Maintenance (ITESM)
  - (g) Mechanic cum Operator Electronic Communication Systems
  - (h) Mechanic Computer Hardware
  - (i) Mechanic Medical Electronics
  - (j) Network Technician
4. **Names of modified trades/ courses :** The trade of **Information Technology and Electronic System Maintenance (ITESM)** has been modified into **Mechanic Consumer Electronics Appliances**.
5. **Newly introduces trades/ courses :**

Technician Power Electronic System
6. **Trades/ courses deleted :**
  - (a) Mechanic Radio and TV
  - (b) Mechanic Industrial Electronics
  - (c) Mechanic Consumer Electronics
  - (d) Mechanic Communication Equipment Maintenance
  - (e) Mechanic cum Operator Electronic Communication Systems

**7. Merged in IT Sector**

- (a) Mechanic Communication Equipment Maintenance
- (b) Mechanic Computer Hardware
- (c) Network Technician

**8. Centre of Excellence (CoE) equated with CTS affiliation**

- a. **Basic Broad Based Training (BBBT):** Trades surrendered for BBBT may be revived under CTS. Affiliated surrendered trade will be treated deemed affiliated.
- b. **Advance modules :** converted into CTS – affiliated Advance Modules will be treated deemed affiliated.

**9. List of MES Courses :**

- (a) Repair and maintenance of Domestic Electronic Appliances – 520 hrs.
- (b) Repair and maintenance of office electronic systems – 520 hrs.
- (c) Repair and maintenance of personal electronic devices – 520 hrs.
- (d) Operation and maintenance of physiotherapy equipment – 200 hrs.
- (e) Operation and maintenance of ECG & ICCU – 200 hrs.
- (f) Operation and maintenance of X-RAY and physiotherapy – 200 hrs.
- (g) Operation and maintenance of Clinical Equipment – 200 hrs.



## Sector-wise Information

1. Name of the Sector: **Fabrication Sector**
2. Scheme: **Craftsmen Training Scheme (CTS) / MES courses under Skill Development Initiative (SDI) Scheme**
3. Names of existing trades/ courses:

CTS	
1	Welder ( Gas & Electric)
2	Sheet Metal Worker
3	Cane Willow & Bamboo work
MES (Fabrication)	
4	Basic Welding (Gas)
5	Basic Welding (Arc)
6	Gas Cutting
7	TIG Welding
8	MAG/ CO2
9	Pipe welding (TIG & ARC)
10	Basic Fitting work
11	Basic Sheet Metal work
12	Fabrication Welding
13	Pipe Fabrication
14	Structural Fabrication
MES ( Bamboo)	
15	Primary Bamboo Processing
16	Mechanic for Bamboo Machineries
17	Secondary Processing of Bamboo
18	Bamboo Construction
19	Bamboo Handicraft
20	Mat Weaving
21	Bamboo Furniture Making

4. Names of modified trades/ courses:

CTS	
1	Welder
2	Sheet Metal Worker
MES (Fabrication)	
3	Arc & Gas Welder
4	TIG welder
5	CO2 Welder
6	Pipe Welder (TIG & SMAW)
7	Welder (Repair & maintenance)
8	Sheet Metal Worker (Panels, Cabins & Ducts)

<b>MES (Bamboo)</b>	
9	Primary Bamboo Processing
10	Mechanic for Bamboo Machineries
11	Secondary Processing of Bamboo
12	Bamboo Construction
13	Bamboo Handicraft
14	Bamboo Mat and Blinds Weaving
15	Bamboo Furniture Making

5. Centre of Excellence (CoE) equated with CTS affiliation

- a. Basic Broad Based Training (BBBT) : Trades surrendered for BBBT may be revived under CTS – affiliated surrendered trade will be treated as deemed affiliated

**Fabrication Sector**

<b>BBBT</b>	<b>Revived CTS trades</b>
Basic Fitting & Measurement	Fitter
Basic sheet metal work & fastening	Sheet metal worker
Basic machine shop Practice (Turning/Milling/Grinding)	Machinist
Metal & surface finishing Techniques	Industrial painter
Basic Electrical & Electronics & computer skills	Mech. Radio & TV

**Bamboo Sector**

<b>BBBT</b>	<b>Status</b>
Basic Electrical and Basic of Computer, AutoCAD	Deleted
Bamboo Processing	CTS: Bamboo works – I semester
Basic Course on Bamboo Processing Machine	
Basic Course on Secondary Processing of Bamboo	
Basic course of construction and Furniture making	
Basic course interpretation and Bamboo handicraft products	

- b. Advance modules : converted into CTS – affiliated Advance Modules will be treated as deemed affiliated

### Fabrication Sector

BBBT	+	Advanced Module	=	New CTS Course
Basic Welding	+	TIG/MIG WELDING	=	Welder(GMAW&GTAW)
Basic Welding	+	STRUCTURAL FITTING	=	Welder (Fabrication & Fitting)
Basic Welding	+	Structural welding	=	Welder (Structural)
Basic Welding	+	Pressure vessel	=	Welder (Pipe)
Basic Welding	+	Inspection & Testing	=	Welder(Welding & Inspection)

### Bamboo Sector

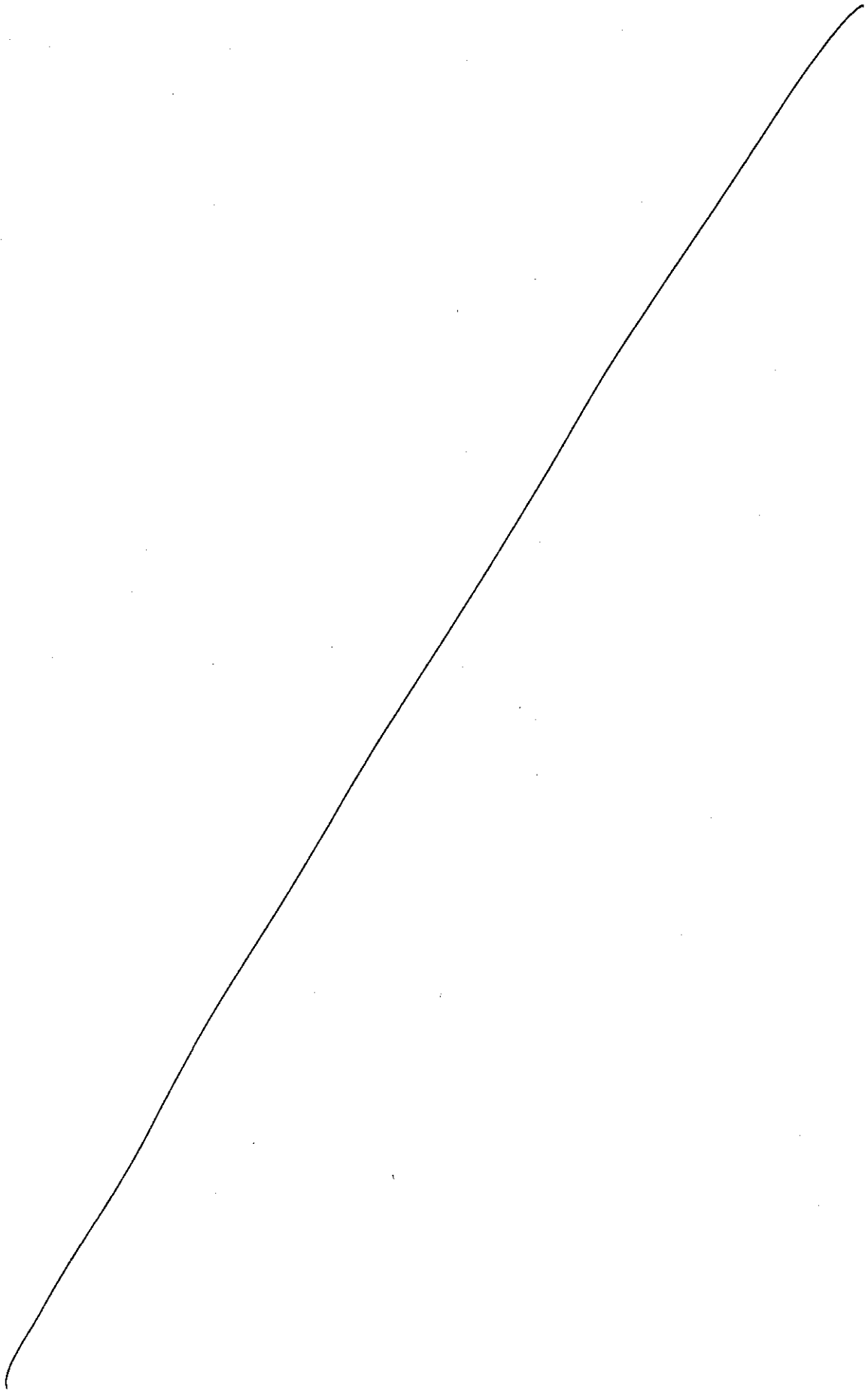
Industrial Handicraft	Deleted
Industrial Processing of Bamboo	CTS: Bamboo works <del>II</del> semester
Innovative Bamboo Housing and Construction	Deleted

#### 6. Newly introduced trades/ courses:

Welder related Trade	
1	Welder(GMAW&GTAW)
2	Welder (Fabrication & Fitting)
3	Welder (Structural)
4	Welder (Pipe)
5	Welder(Welding & Inspection)
Bamboo	
6	Bamboo woks

#### 7. Trades/ courses deleted:

<b>CTS Bamboo</b>	
1	Cane Willow & Bamboo work
<b>MES Fabrication</b>	
2	Basic Fitting work
3	Basic Sheet Metal work
4	Fabrication Welding
5	Pipe Fabrication
6	Structural Fabrication
<b>CoE Bamboo</b>	
7	Basic Electrical and Basic of Computer, AutoCAD - BBBT
8	Industrial Handicraft – Adv. Module
9	Innovative Bamboo Housing and Construction – Adv. Module



## Required Sector-wise Information

1. Name of the Sector: Food Processing & Preservation
2. Scheme: Craftsmen Training Scheme (CTS)/ MES courses under Skill Development Initiative (SDI) Scheme
3. Names of existing trades/ courses:
  - a. CTS Courses
    - i) Preservation of Fruits & Vegetables
  - b) MES Courses
    - i) Fruits & Vegetable Processing
    - ii) Bakery & Confectionery
    - iii) Technology of Cereal & Pulses
    - iv) Agro based Product
    - v) Meat & Meat Product
4. Names of modified trades/ courses:
  - a. CTS Course
    - i) Fruits & Vegetable Processing
  - b. MES Course
    - i) Fruits & Vegetable Processing
    - ii) Bakery & Confectionery
    - iii) Technology of Cereal & Pulses
    - iv) Agro based Product
    - v) Meat & Meat Product
5. Centre of Excellence (CoE) equated with CTS affiliation
  - a. Basic Broad Based Training (BBBT) : Trades surrendered for BBBT may be revived under CTS – affiliated surrendered trade will be treated as deemed affiliated
    - i) Fruits & Vegetable Processing
    - ii) Milk & Milk Products
    - iii) Agro Processing
    - iv) Food Beverage
    - v) Bakery & Confectionery (Course transferred to Hospitality Sector)
  - b. Advance modules : converted into CTS – affiliated Advance Modules will be treated as deemed affiliated – (i) Meat & Meat Product

6. Newly introduced trades/ courses:

a. CTS Course

- i) Milk & Milk Products
- ii) Agro Processing
- iii) Food Beverage

c. MES Course

- i) Meat and Meat Product

7. Trades/ courses deleted : Nil

## Required Sector-wise Information

1. Name of the Sector: IT-ITES
2. Scheme: Craftsmen Training Scheme (CTS)/ MES courses under Skill Development Initiative (SDI) Scheme

### CTS Courses

3. Names of existing trades/ courses:

- 1) Computer Operator and Programming Assistant (1 year duration)
- 2) Multimedia Animation and Special Effects (1 year duration )
- 3) Desk Top Publishing Operator (1 year duration)

4. Names of modified trades/ courses:

Information Technology & Electronic System Maintenance-(2 years) modified and renamed as Information Technology & Communication System Maintenance (2 years duration)

**Remark:** Those who are running the trade “Information Technology & Electronics System Maintenance” and “Mechanic Computer Hardware” can be allowed to switch over to this course by default by the additional of only 10% new equipments.

5. Centre of Excellence (CoE) equated with CTS affiliation

- a. Basic Broad Based Training (BBBT) : Trades surrendered for BBBT may be revived under CTS – affiliated surrendered trade will be treated as deemed affiliated
- b. Advance modules : converted into CTS – affiliated Advance Modules will be treated as deemed affiliated
- c. In order to utilize Infrastructure and faculties created under CoE ,it is proposed that the ITI can freely opt for any or more of the following CTS courses and units as per the suitability of their infrastructure and market demand by **deemed affiliation** provided related advanced modules are affiliated.

- 1) Information Technology (2 years) under CTS (formerly CoE)
- 2) Information and Communication Technology Maintenance ( 2 years)
- 3) Computer Hardware & Network Maintenance (1 year)
- 4) COPA (by addition of Accounts software – tally) ( 1 year)

Or

any other IT course (Multimedia Animation & Special Effects , Desk Top Publishing Operator, Software Testing Assistant, Data Base System Assistant) with additional infrastructure with **NCVT approval**.

**6. Newly introduced trades/ courses:**

- 1) **Information Technology**( 2 years duration) by merging 6 BBBT modules & 3 Advanced modules – (i)Maintenance of Computer Hardware & Peripherals ,(ii) Computer Networking & (iii) Multimedia & Page Design
- 2) Computer Hardware & Network Maintenance ( 1 year duration )
- 3) Data Base System Assistant ( 1 year duration)
- 4) Software Testing Assistant (1 year duration )

**7. Trades/ courses deleted :**

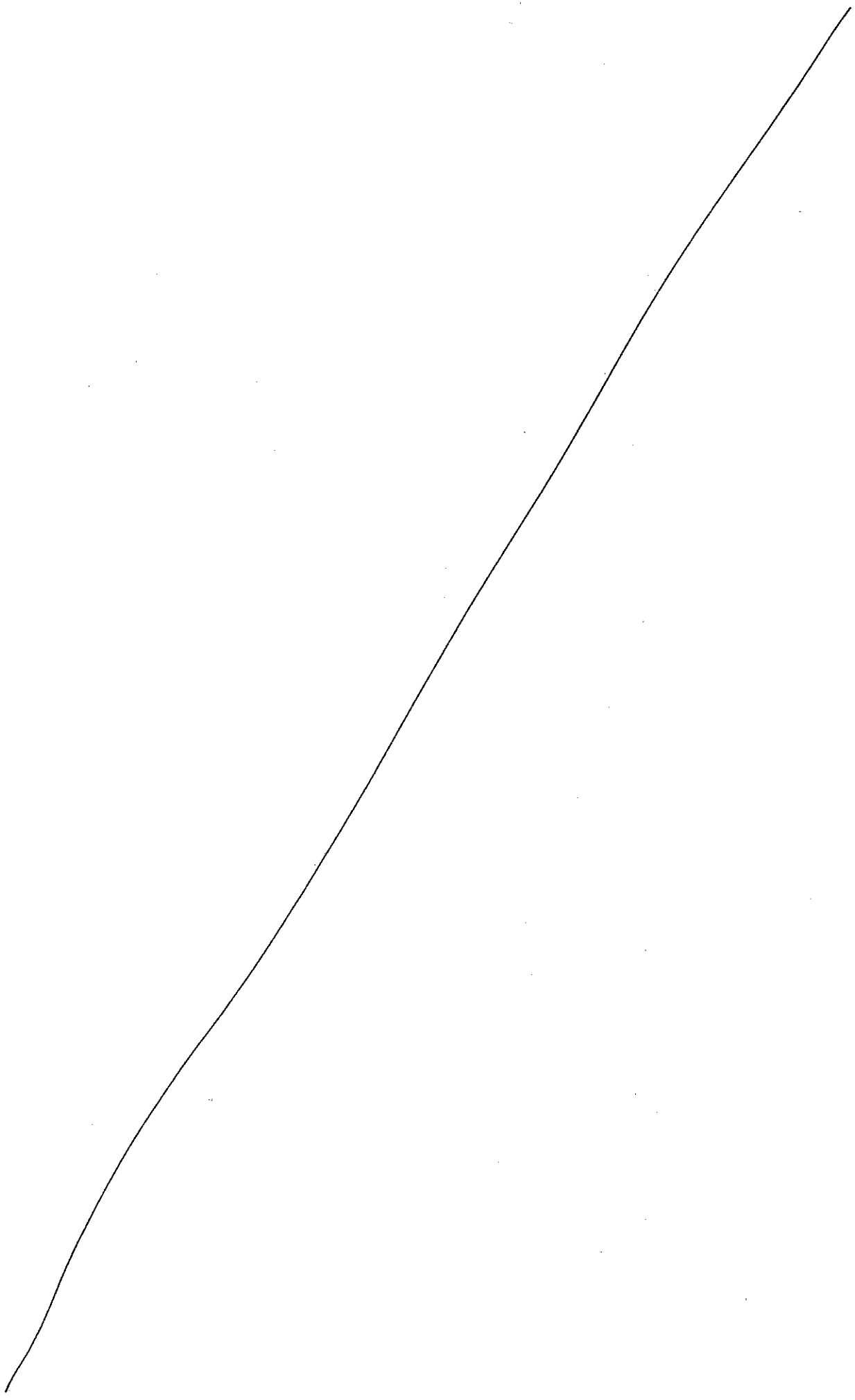
- 1) Data Entry Operator (6 months)
- 2) Office Assistant cum Computer Operator ( 1 year)
- 3) Front Office Assistant(6 months)
- 4) Mechanic Computer Hardware( 2 years)
- 5) Networking Technician(6 months)

**MES Courses**

Courses deleted to form corresponding new Modules			
Sl. No.	Modules deleted and combined to form a corresponding new module	Corresponding new Modules	
		Name	Duration
1	ICT101-Computer Fundamentals, MS-Office & Internet soft skills	Accounts Assistant using Tally	500 Hrs
	ICT102-Tally		
	ICT222-E- Commerce-Start an On line business		
2	ICT101-Computer Fundamentals, MS-Office & Internet soft skills	DTP and Print Publishing Assistant	500 Hrs
	ICT203-Desk Top Publishing		
	ICT208-Internet Kiosk Operators		
	ICT219-Print Publishing		
3	ICT101-Computer Fundamentals, MS-Office & Internet soft skills	Computer Hardware Assistant	500 Hrs
	ICT205-Computer Hardware		
4	ICT206-Computer Networking	Computer Network Assistant	500 Hrs
	ICT221-UNIX (R) Essentials Featuring the SOLARIS™ 10 Operating System		
	ICT327-System Administration for the SOLARIS™ 10 operating System		
	ICT223-LINUX Operating System		
5	ICT101-Computer Fundamentals, MS-Office & Internet soft skills	BPO - Non voice	500 Hrs
	ICT207-Domestic BPO		



	ICT113-BPO Non Voice business training		
6	ICT114-BPO Voice business training	BPO - voice	500 Hrs
	ICT129-Behavioural Basics		
	ICT230-Advanced Behavioural Basics		
7	ICT101-Computer Fundamentals, MS-Office & Internet soft skills	Web Designing and Publishing Assistant	1000 Hrs
	ICT209-Web Designing		
	ICT220-Web Publishing		
	ICT326-Advanced Web Publishing		
8	ICT101-Computer Fundamentals, MS-Office & Internet soft skills	Animation & Multimedia Assistant	1000 Hrs
	ICT110-2D Pre-Production Animator		
	ICT111-3D - Animation Production		
	ICT217-Classical Animation		
	ICT218-Advanced 3D Animation Production		
	ICT234-Character Animation		
	ICT235-Clean-Up for 2D Animation		
	ICT236-In Betweening for 2D Animation		
	ICT237-Ink and Paint for 2D Animation		
9	ICT101-Computer Fundamentals, MS-Office & Internet soft skills	Media Assistant Developer	500 Hrs
	ICT233-Interactive Media Design		
	ICT112-Fundamentals of JAVA™ Programming Language-SL110		
B	Courses Deleted		
1	ICT112-Fundamentals of JAVA™ Programming Language-SL110		
2	ICT231-JAVA™ Programming Language - SL 275 (Advance)		
3	ICT232-Software Testing		



1. Name of the Sector: Power Generation, Transmission, Distribution, Wiring and Electrical Equipment Sector
2. Names of existing trades/ courses:

Craftsmen Training Scheme (CTS)

- i. Electrician
- ii. Wireman
- iii. Electroplater
- iv. Lift Mechanic

MES courses under Skill Development Initiative (SDI) Scheme

- i. Basic Electrical Training ELE101
- ii. Repair of Home Appliance ELE202
- iii. House Wiring ELE203
- iv. Electronic Choke & CFL Assembling ELE204
- v. Transformer Winding ELE205
- vi. Armature Winding ELE206
- vii. Rewinding of AC/DC Motors ELE207
- viii. Repair of Electrical Power Tools ELE208
- ix. Maintenance of Batteries ELE209
- x. Power Transmission Line Tower Erection ELE110
- xi. Power Transmission Line Stringing ELE111
- xii. Basic Electricity and Industrial Wiring IEL101
- xiii. Motors, Transformers and Earthing IEL102
- xiv. Cables and Industrial Equipments (Inverter, Lead Acid Battery & Operation of DG set) IEL103
- xv. Basics of Solar Electricity RNE-101
- xvi. Solar Hot Water Tank Technician RNE-102
- xvii. Grooving and Collar Making Operator RNE-103
- xviii. Puffing & Tank Cleaner RNE-104
- xix. Packer (Total Solar Water Heater System) RNE-105
- xx. Solar Heater and Solar Cooker System RNE- 206
- xxi. Solar Lighting System RNE- 207
- xxii. Small Power Generation by using Water RNE- 208
- xxiii. Solar Electric System Installer & Service Provider RNE- 209
- xxiv. Solar Hot Water System Installer (Domestic System up to 2000L)- Including servicing RNE- 210

a. Names of modified trades/ courses:

Craftsmen Training Scheme (CTS)

- i. Electrician
- ii. Wireman
- iii. Electroplater
- iv. Lift and Escalator Mechanic

MES courses under Skill Development Initiative (SDI) Scheme

3. Centre of Excellence (CoE) equated with CTS affiliation

- a. Basic Broad Based Training (BBBT) : Trades surrendered for BBBT may be revived under CTS – affiliated surrendered trade will be treated as deemed affiliated
- b. Advance modules : converted into CTS – affiliated Advance Modules will be treated as deemed affiliated

4. Newly introduced trades/ courses *by merging & modifying existing modules*

MES

- i. Electrician Domestic
- ii. Electrical Winder
- iii. Electrician Transmission line
- iv. Electrician Industrial
- v. Solar Electric system Installer & service provider
- vi. Solar Hot water system installer (Domestic system upto 2000L)- including servicing
- vii. Manufacturing Assistant – Solar Hot Water System

5. Trades/ courses deleted : MES module on 'Small Power Generation by using Water' RNE- 208

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Required Sector Wise Information.

1. Name of Sector : Production & manufacturing.

2. Scheme : CTS

3. Name of Existing trades/Courses

- i. Turner
- ii. Machinist
- iii. Machinist (Grinder)
- iv. D/man (Mechanical)
- v. Mechanic Machine Tools Maintenance
- vi. Operator Advanced Machine Tools
- vii. Fitter
- viii. Tool & Die Maker (Dies & Moulds)
- ix. Tool & Die Maker (Press Tools, Jigs & Fixtures)
- x. Foundryman
- xi. Metal Cutting Attendant (For Visually Impaired Person)
- xii. Plate Maker-cum-Imposer (Non-Engg)
- xiii. Litho – Offset Machine Minder(Non-Engg)

4. Name of Modified trades/courses.

- i. Turner
- ii. Machinist
- iii. Machinist (Grinder)
- iv. D/man (Mechanical)
- v. Mechanic Machine Tools Maintenance
- vi. Operator Advanced Machine Tools
- vii. Fitter
- viii. Tool & Die Maker (Dies & Moulds)
- ix. Tool & Die Maker (Press Tools, Jigs & Fixtures)
- x. Foundryman
- xi. Metal Cutting Attendant (For Visually Impaired Person)

5. Centre of Excellence (CoE) equated with CTS affiliation.

a Basic Broad based Training (BBBT) : Trades surrendered for BBBT may be reviewed under CTS-affiliated surrendered trade will be treated as deemed affiliated.

- i. Turner
- ii. Fitter
- iii. Machinist
- iv. Welder

b Advanced modules : converted into CTS-affiliated Advanced Module will be treated as deemed affiliated

- i. Drafts man

6. Newly introduced trades/courses.

i. Refractory

7. Trades /courses deleted.

i. Plate Maker-cum-Imposer (Non-Engg)

ii. Litho – Offset Machine Minder(Non-Engg)

Required Sector Wise Information.

1. Name of Sector : Production & manufacturing.
2. Scheme : MES
3. Name of Existing trades/Courses
  - i. Turning (MAN 101)
  - ii. Advance Turning(MAN 202)
  - iii. CNC Turning(MAN 307)
  - iv. Milling(MAN 103)
  - v. Advance milling(MAN 204)
  - vi. CNC Milling(MAN 308)
  - vii. Basic Mechanical Drafting(MAN 112)
  - viii. Advanced Mechanical Drafting(MAN 213)
  - ix. Surface Grinding(MAN 105)
  - x. Cylindrical Grinding(MAN 206)
  - xi. Die Manufacturing, Inspection of Die & Handling(MAN 210)
  - xii. Basics of Forging Technology & Process (MAN 109)
  - xiii. Advanced Forging Technology & Heat Treatment (MAN 311)
  - xiv. CNC Installation and Commissioning
  - xv. CNC Maintenance
  - xvi. Maintenance of Servo drives of CNC Machines
  - xvii. Basic Book Binding (PRI102)
  - xviii. Book Binder (PRI204)
  - xix. Advanced/Supervisory (Book Binding) (PRI310)
  - xx. Basic for printing sector (except book binding) (PRI101)
  - xxi. Offset plate maker (PRI 207)
  - xxii. Offset machine Operator sheet fed (PRI 205)
  - xxiii. Offset machine Operator Web perfect (PRI 206)
  - xxiv. Screen printing (PRI 203)
  - xxv. Desk Top Publishing Operator(PRI 208)
  - xxvi. Advanced/Supervisory for PRINTING SECTOR(Except Book Binding) (PRI 309)

4. Name of Modified trades/courses.

- i. Turning
- ii. CNC Turning
- iii. milling
- iv. CNC Milling
- v. Drafting ( Mechanical)
- vi. Grinding
- vii. Die Inspection & Handling
- viii. Forging & Heat Treatment
- ix. CNC Installation and Commissioning
- x. CNC Machine Tool Maintenance
- xi. Maintenance of servo Drives
- xii. Book Binder
- xiii. Supervisor (Book Binding)
- xiv. Printing Operator
- xv. Supervisor for PRINTING SECTOR (Except Book Binding)

5. Centre of Excellence (CoE) equated with CTS affiliation.

- a. a Basic Broad based Training (BBBT) : Trades surrendered for BBBT may be reviewed under CTS-affiliated surrendered trade will be treated as deemed affiliated.

NA

6. b Advanced modules : converted into CTS-affiliated Advanced Module will be treated as deemed affiliated

NA

8. Newly introduced trades/courses.

- i. Quality Inspector.

9. Trades /courses deleted.

Courses are not deleted but merged.



### Required Sector-wise Information

1. Name of the Sector : Textile and Apparel
2. Scheme : Craftsmen Training Scheme (CTS) / MES Courses under Skill Development Initiative (SDI) Scheme
3. Names of Existing Trades / Courses :

#### CTS Courses

Sl. No.	Trade
1	Fashion Technology
2	Cutting and sewing
3	Dress making
4	Embroidery and needle work
5	Computer aided embroidery and needlework
6	Spinning Technician
7	Textile Mechatronics
8	Textile wet Processing Technician
9	Weaving Technician
10	Weaving of Silk & Woollen Fabrics
11	Weaving of Woollen Fabrics

#### MES Courses

Sl. No.	Course (Module)
1	Hand Embroider
2	Machine Embroidery Operator
3	Garment packer
4	Garment Ironer
5	Tailor (Basic Sewing Operator)
6	Maintenance of Machines in Garment Sectors
7	Computerized Embroidery Machine Operator
8	Numbering Helper
9	Panel Checker
10	Issuer-Cutting Section
11	Feeding Helper
12	Sewing Helper
13	Data Entry Operator
14	Stock Keeper
15	Trim Quality Checker
16	Cutting Quality Controller
17	Office Assistant
18	Visual Display Assistant
19	Helper Washing
20	Sampling Tailor
21	Data Collection Operator - Costing
22	Gerber Cutting Machine Operator
23	Sand Blasting Machine Operator

24	Mechanic General
25	Finishing Supervisor
26	System Controller
27	Training Instructor
28	Ornamentalist –Bead work for Garments
29	Ornamentalist – Ikkat Designer
30	Ornamentalist – Chikkan Kari Designer
31	Ornamentalist – Kasuti Designer
32	Ornamentalist –kantha Designer
33	Ornamentalist – Kashida kari Designer
34	Ornamentalist – Phulkari Designer
35	Ornamentalist – Chamba Rumal Designer
36	Ornamentalist – Zardosi Specialist –Zari
37	Ornamentalist – Zardosi specialist –sequence
38	Ornamentalist – Zardosi specialist –Glass
39	Ornamentalist – Zardosi specialist – Metal Zardosi
40	Ornamentalist – Zardosi specialist –woolen/ pique
41	Ornamentalist –Zardosi specialist –Mirror
42	Ornamentalist – Hand Work specialist- Applique
43	Ornamentalist – Hand Work specialist- Patch Work
44	Ornamentalist – Hand Work specialist-Combination of different skills
45	Jacket Maker
46	Advance Apparel Manufacturing
47	Apparel Manufacturing Technology -Woven
48	Apparel CAD/CAM
49	Apparel Product Socialty Trouser,Knits,Jackets,Lounge wear
50	Apparel quality assurance & compliance
51	Apparel manufacturing technology -Knits (Advance)
52	Apparel pattern making &CAD
53	Textile design technology
54	Apparel production supervision
55	Apparel export merchandising
56	Apparel pattern making Basic
57	Apparel manufacturing technology-knits(foundation)
58	Apparel production supervision and quality control
59	Textile/ garment testing and quality control
60	Apparel production planning & IE
61	Garment construction techniques
62	Software application in pattern making
63	Computerized machine Embroidery
64	Apparel quality & compliance
65	Software application in textile design
66	Shirt Maker
67	Kurta and Safari Maker
68	Trouser and Pyjama Maker
69	Jacket Maker
70	Sherwani and Jodhpuri Maker
71	Trouser and Pyjama Maker
72	Jacket Maker
	<b>FASHION DESIGN</b>
73	Assistant Fashion Sales Representative
74	Assistant Showroom Sales Representative
75	Showroom Sales Executive

76	Apparel Ornamentalist Grade I
77	Batik Printing Specialist
78	Tie and Dye Specialist
79	Block Printer
80	Fashion Accessories Designer
81	Fashion Sales Representative
82	Textile Designer – Grade I
83	Advance fashion design
84	Fashion design technology
85	Retail Sales Associates
86	Software application in fashion design
87	Fashion Designer-Grade I
88	Formal Wear Designer Grade I
89	Software application in apparel merchandising
<b>TEXTILE –COTTON SPINNING</b>	
90	Draw Frame Tenter
91	Sliver Lap Tenter
92	Ribbon Lap Tenter
93	Speed Frame Doffer
94	Sped Frame Cleaner
95	Ring Frame Doffer
96	Open end Machine Tenter
97	Card Tenter-High Speed/ Super high speed cards
98	Speed Frame Machine Operator
99	Ring Frame Sider – (Operator)
<b>TEXTILES – WINDING</b>	
100	Winder – Automatic Winding machine
101	Yarn Packer – Carton packing
102	Fitter – Manual Winding
103	Fitter – Automatic Winding
<b>TEXTILES – WEAVING PREPARATION</b>	
104	Creel Attendant – Warping
105	Warper- Sectional Warping
106	Warper- Beam Warping- Super High Speed
107	Front Attendant- Multi Cylinder Sizing
<b>TEXTILES – WEAVING</b>	
108	Warp Dresser for Tying Machine
109	Weaver – 2 looms- Plain Power loom
110	Weaver – 4 looms- Plain Power loom
111	Weaver – Auto loom
112	Weaver – Dobby loom
113	Oiler
114	Weaver – Shuttleless Rapier Looms
115	Weaver – Shuttleless Gripper/ Projectile looms
116	Weaver – Shuttleless Air Jet looms
117	Weaver – Shuttleless water jet looms
118	Warp typing Operator- Machine-man
119	Loom Fitter
<b>TEXTILES – CHEMICAL PROCESSING</b>	
120	Effluent Water Treatment plant operator
121	Hot air dryer operator
122	Batching Machine Operator
123	Soaper machine operator

124	Desizing Machine Operator
125	Fabric singeing machine Operator
126	Fabric Mercerising machine operator
127	Jigger Machine Operator
128	HT-HP Cheese dyeing of Yarns- machine operator
129	Pre- shrinking machine operator- Zero-zero finishing or Felt Calendar
130	Stenter Finishing machine operator- Cylinder dryer
131	Inspection Operator/ piece checker (near Bailing)
132	Continuous Bleaching Plant-Machine Operator
<b>TEXTILES – QUALITY CONTROL</b>	
133	Inspector – Fabric – Visual inspection for Quality
<b>TEXTILES – KNITTING</b>	
134	Hand knitter – Flat Knitting
135	Knitter – Flat Knitting Machine
<b>TEXTILES – HDPE/PP</b>	
136	Slit Tape Extruder Operator
137	Heavy Duty Tailor
138	Quality Inspector

4. Names of Modified Trades / Courses:

**CTS Courses**

Sl. No.	Trade
1	Fashion Design Technology
2	Sewing technology
3	Dress Making
4	Surface Ornamentation Techniques (Embroidery)
5	Computer Aided Embroidery And Designing
6	Spinning Technician
7	Textile Mechatronics
8	Textile wet Processing Technician
9	Weaving Technician
10	Weaving Technician for Silk & Woollen Fabrics

**MES Courses**

Sl. No.	Course (Module)
1	Surface Ornamentation Techniques
2	Industrial sewing Machine Operator (Basic & Advance)
3	Visual Merchandising
4	Accessories designing
5	Ziz-zag machine embroidery
6	Apparel Ornamentalist
7	Batik Printing Specialist
8	Tie & Dye Specialist
9	Advanced Fashion Design
10	Fashion Design Technology
11	Software Application in Fashion Design
12	Software Application in Apparel Merchandising

13	Retail Sales Associates
14	Advanced Apparel Manufacturing
15	Apparel Manufacturing Technology (knits) Advance
16	Apparel CAD/CAM
17	Apparel Product Speciality (Trousers, knits, jackets, lounge wear)
18	Apparel Quality Assurance & Compliance
19	Apparel Manufacturing Technology – Woven
20	Apparel Pattern Making & CAD
21	Apparel Production Supervision
22	Apparel Export Merchandising
23	Apparel Pattern Making Basic
24	Apparel Manufacturing Technology (knits-Foundation)
25	Apparel Production Supervision and Quality Control
26	Textile Garment Testing and Quality Control
27	Apparel Production Planning & IE
28	Garment Construction Techniques
29	Software Application in Pattern Making
30	Apparel Quality & Compliance
31	Industrial Sewing Mechanic Technician
32	Hand Embroider
33	Tailor (Basic Sewing Operator)
34	Ornamentalist – Bead work for Garments
35	Ornamentalist – Ikkat Designer
36	Ornamentalist – Hand Work Specialist- Applique
37	Ornamentalist – Hand Work Specialist – Patch Work
38	Ornamentalist – Hand Work Specialist – Combination of different skill
39	Block Printer
40	Textile Design Technology
41	Software Application in Textile Design
42	Card Tenter High Speed /super high speed cards
43	Draw Frame Tenter & cleaner
44	Open End Machine Tenter
45	Silver Lap & Ribbon Lap Tenter
46	Speed Frame Machine Operator
47	Speed Frame Doffer & cleaner
48	Weaver -4 looms –plain power looms
49	Weaver Dobby Loom
50	Loom Fitter
51	Weaver Shuttle less Rapier looms
52	Weaver Shuttle less Air jet looms
53	Weaver Shuttle less Gripper /projectile looms
54	Warp Dressing and Tying Operator
55	Weaver-Shuttless water Jet Looms
56	Weaver Auto Loom
57	Winder – Automatic Winding machine
58	Yarn Packer – Carton packing
59	Fitter – Manual Winding
60	Fitter – Automatic Winding
61	Warper- Sectional Warping
62	Warper- Beam Warping- Super High Speed
63	Front Attendant- Multi Cylinder Sizing
64	Effluent Water Treatment plant operator
65	Hot air dryer operator

66	Batching Machine Operator
67	Soaper machine operator
68	Desizing Machine Operator
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75	Inspection Operator/ piece checker (near Bailing)
76	Continuous Bleaching Plant-Machine Operator
77	Inspector – Fabric – Visual inspection for Quality
78	Hand knitter – Flat Knitting
79	Knitter – Flat Knitting Machine
80	Slit Tape Extruder Operator
81	Heavy Duty Tailor
82	Quality Inspector

5. Centre of Excellence (CoE) equated with CTS Affiliation

- a. Basic Broad Based Training (BBBT) : Trades surrendered for BBBT may be revived under CTS – affiliated surrendered trade will be treated as deemed affiliated
- b. Advanced Modules : Converted into CTS – affiliated Advanced Modules will be treated as deemed affiliated

CoE	1	Apparel	Proposed to continue COE – multi-skilling courses during 2014-15 . However States will have option to organize training in related CTS courses
	2	Textile	All the multi-skilling CoE courses are proposed to be discontinued from Aug 2015

6. Newly Introduced trades / courses :

CTS Courses

NIL

MES Courses

Sl. No.	Course (Module)
1	Home Furnishing
2	Merchandising
3	Export documentation and procedure
4	Machine Ari
5	Software Application in Fashion Technology
6	Traditional Embroidery

7	Zardosi Work
8	Computersied Embroidery Techniques
9	Assistant Fashion Sales Representative
10	Apparel Finisher & Checker
11	Ring Frame Machine Operator
12	Garment Packer / Ironer / Fusing Technician

7. Trades / Courses deleted :

**CTS Courses**

Sl. No.	Trade
1	Weaving of Woollen Fabrics

**MES Courses**

Sl. No.	Course (Module)
1	Numbering Helper
2	Issuer-Cutting Section
3	Feeding Helper
4	Sewing Helper
5	Data Entry Operator
6	Stock Keeper
7	Trim Quality Checker
8	Cutting Quality Controller
9	Office Assistant
10	Helper Washing
11	Sampling Tailor
12	Data Collection Operator - Costing
13	Gerber Cutting Machine Operator
14	Sand Blasting Machine Operator
15	Mechanic General
16	System Controller
17	Training Instructor
18	Jacket Maker
19	Shirt Maker
20	Kurta and Safari Maker
21	Trouser and Pyjama Maker
22	Sherwani and Jodhpuri Maker
23	Trouser and Pyjama Maker
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36	Ornamentalist – Zardosi specialist – Metal Zardosi
37	Ornamentalist – Zardosi specialist –woolen/ pique
38	Ornamentalist –Zardosi specialist –Mirror
39	Computerized Embroidery Machine Operator
40	Computerized machine Embroidery
41	Assistant Fashion Sales Representative
42	Assistant Showroom Sales Representative
43	Panel Checker
44	Finishing Supervisor
45	Ring Frame Doffer
46	Ring Frame Sider – (Operator)
47	Speed Frame Doffer
48	Sped Frame Cleaner
49	Oiler
50	Garment packer
51	Garment Ironer
52	Fashion Designer-Grade I
53	Formal Wear Designer Grade I
54	Creel Attendant – Warping
55	Weaver – 2 looms- Plain Power loom
56	Warp typing Operator- Machine-man



## Required Sector-wise Information

1. Name of the Sector: Travel, Tourism & Hospitality
2. Scheme: Craftsmen Training Scheme (CTS)
3. Names of existing trades/ courses: Table 1
4. Names of modified trades/ courses: Table 1
5. Centre of Excellence (CoE) equated with CTS affiliation

1	Hospitality (Basic) (Coe)
2	Hospitality (Advanced) (Coe)
3	Tourism (Basic) (Coe)
4	Tourism (Advanced) (Coe)
5	Eco-Tourism (Advanced) (CEO)
6	Tourist Guide
7	Travel and Tour Assistant

- a. Basic Broad Based Training (BBBT) : Converted into CTS Trades, – affiliated surrendered trade will be treated as deemed affiliated
- b. Advance modules : Converted into CTS – affiliated Advance Modules will be treated as deemed affiliated
6. Newly introduced trades/ courses: House keeper
7. Trades/ courses deleted : Craftsman Food Production (Vegetarian)

Table 1

Name of course		Course	Existing/ New/ Deleted
			Existing
1	Baker and Confectioner	Baker & Confectioner	Modified
2	Steward	Food & Beverages Service Assistant	Modified
3	Craftsman Food Production (General)	Craftsman Food Production (General)	Modified
4	Craftsman Food Production (Vegetarian)	NIL	Deleted
5	Front Office Assistant	Front Office Assistant	Modified
6	Institutional House Keeping	House Keeper	New
7	Corporate House Keeping		
8	Domestic House Keeping		
9	Old Age Care	Old Age Care Assistant	Modified
10	Preparatory School Management (Assistant)	Pre/Preparatory School Management Assistant	Modified

11	Secretarial Practice	Secretarial Practice(English)	Existing
12	Stenography (English)	Stenography & Secretarial Assistant(English)	Modified
13	Stenography (Hindi)	Stenography & Secretarial Assistant (Hindi)	Modified
14	Tourist Guide	Assistant Tourist Guide	Modified
15	Travel and Tour Assistant	Travel & Tour Assistant	Modified

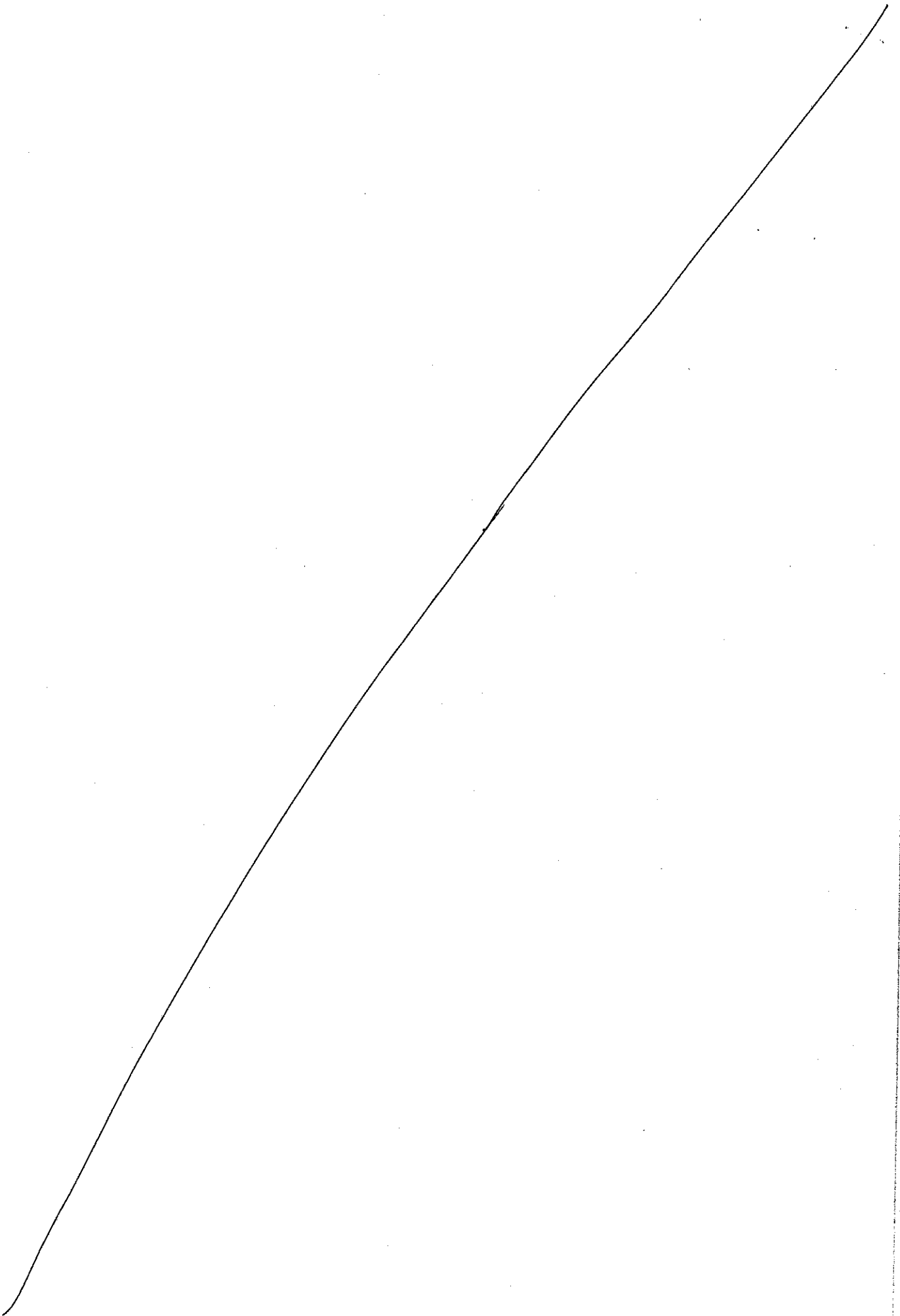
## Required Sector-wise Information

1. Name of the Sector: Travel, Tourism & Hospitality
2. Scheme: Skill Development Initiative
3. Names of existing trades/ courses:Table 2
4. Names of modified trades/ courses: Table 2
5. Centre of Excellence (CoE) equated with CTS affiliation
  - c. Basic Broad Based Training (BBBT) : Trades surrendered for BBBT may be revived under CTS – affiliated surrendered trade will be treated as deemed affiliated
  - d. Advance modules : converted into CTS – affiliated Advance Modules will be treated as deemed affiliated
6. Newly introduced trades/ courses:
7. Trades/ courses deleted : details as in table 2

Table2

Name of course		Course Existing/ New/ Deleted/ Modified
Existing courses deleted	Revised	
1	Assistant Cook	NEW
2	Head Cook	
3	Cook Indian	
	Assistant Cook	NEW
4	Cook Chinese	
5	Cook Continental	
6	Cook Fast Food	

7	Assistant Cook	Cook (Indian Cuisine)	NEW
8	Cook Amritsari		
9	Cook South Indian Cuisine		
10	Houseman Cum Room Attendant	House Keeper	NEW
11	Head Housemen cum Linen/Uniform Room Supervisor		
12	Public Area Supervisor		
13	Hospitality Assistant (General)	Hospitality Assistant	NEW
14	Household ( General)	Household Help( General)	New
15	House Hold help(Kitchen)		
16	Household help(Cleaning & washing)		



2014

# EMPLOYABILITY SKILLS

CRAFTSMAN TRAINING SCHEME (CTS) /  
APPRENTICESHIP TRAINING SCHEME (ATS)



सत्यमेव जयते

Government of India  
Ministry of Labour & Employment  
Directorate General of Employment & Training  
CENTRAL APRENTICE TRAINING AND RESEARCH INSTITUTE  
Block - EN - 3E, SECTOR - V, SALT LAKE, KOLKATA - 700 091

Syllabus for  
**EMPLOYABILITY SKILLS**

Under

**CRAFTSMAN TRAINING SCHEME (CTS) /  
APPRENTICESHIP TRAINING SCHEME (ATS)**

Redesigned in

2014

By

**Government of India  
Ministry of Labour & Employment  
Directorate General of Employment & Training  
CENTRAL STAFF TRAINING AND RESEARCH INSTITUTE  
EN-Block sector -V, Salt Lake  
Kolkata -700091**

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## **A. RATIONALE**

Hard skills are a person's skill set and ability to perform a certain type of activity or task. Soft skills are a person's ability to interact effectively with co-workers and customers. Hard skills are mainly applicable at the work place. Soft skills are broadly applicable both at and outside the work place. Soft skills complement the hard skills which are occupational requirement of a job. It also complements many other activities even outside the work place. Presently soft skills are increasingly sought out by employers in addition to standard qualification. There are instances of professions where soft skills proved to be more important, on a long term basis than occupational skills. Soft skills refer to a number of features viz. behavior, personal finance management, communication, etc. those make persons excellent workers and suitable to work in a team. Studies suggest that soft skills are equally important indication of job performance as hard skills.

Recognizing this importance of soft skills the National Council for Vocational Training (NCVT) during its 38<sup>th</sup> Meeting held on 31<sup>st</sup> May, 2011 recommended introduction of subject "Employability Skills" replacing "Social Studies" in ITI curricula. Government of India accepted the above recommendation of the council (NCVT) and introduced the subject "Employability Skills" in ITI curricula in place of "Social Studies" from the August, 2012 session.



## **B. GENERAL INFORMATION**

1. **Name of the subject:** EMPLOYABILITY SKILLS
2. **Applicability:**
  - CTS- Mandatory for all trades
  - ATS- Mandatory for fresher only
3. **Hours of Instruction:** 110 Hrs.
4. **Examination:** The examination will be held at the end of semesters
5. **Instructor Qualification:**

**MBA OR BBA with two years experience OR Graduate in Sociology/ Social Welfare/ Economics with Two years experience OR Graduate/ Diploma with Two years experience and trained in Employability Skills from DGET institutes**

**AND**

**Must have studied English/ Communication Skills and Basic Computer at 12<sup>th</sup> / Diploma level and above**

**OR**

Existing Social Studies Instructors duly trained in Employability Skills from DGET institutes

6. **Instructor:**
  - One full time instructor is required for 1000 seats and above
  - For seats less than 1000, the instructor may be out sourced/ hired on contract basis.

### C. ALLOTMENT OF TIME AND MARKS AMONG THE TOPICS

Sl. No.	Topics	Allotted Hours	Marks Allotted	To be covered in
01	English Literacy	20 hrs.	9	First semester
02	I.T. Literacy	20 hrs.	9	
03	Communication Skills	15 hrs.	7	
	<b>SUB TOTAL:</b>	<b>55</b>	<b>25</b>	
04	Entrepreneurship Skills	15 hrs.	6	Second semester
05	Productivity	10 hrs.	5	
06	Occupational safety , health and Environment Education	15 hrs.	6	
07	Labour Welfare Legislation	05 hrs.	3	
08	Quality Tools	10 hrs.	5	
	<b>SUB TOTAL:</b>	<b>55</b>	<b>25</b>	
	<b>TOTAL</b>	<b>110 HRS.</b>	<b>50</b>	

### D. Distribution of Topics between Semesters

<b>Course Duration</b>	<b>Semester1</b>	<b>Semester2</b>
	<b>Topics</b>	<b>Topics</b>
<b>01 Year (Two semesters)</b>	<b>1. English Literacy 2. I.T. Literacy 3. Communication Skills</b>	<b>4. Entrepreneurship Skills 5. Productivity 6. Occupational safety , Health and Environment Education 7. Labour Welfare Legislation 8. Quality Tools</b>
<b>02 Years (Four Semesters)</b>	<b>1. English Literacy 2. I.T. Literacy 3. Communication Skills</b>	<b>4. Entrepreneurship Skills 5. Productivity 6. Occupational safety , Health and Environment Education 7. Labour Welfare Legislation 8. Quality Tools</b>

## E. Detail of Syllabus

<b>1. English Literacy</b>	
<b>Hours of Instruction: 20 Hrs.</b>	
<b>Marks Allotted: 09</b>	
<b>Pronunciation</b>	Accentuation (mode of pronunciation) on simple words, Diction (use of word and speech)
<b>Functional Grammar</b>	Transformation of sentences, Voice change, Change of tense, Spellings.
<b>Reading</b>	Reading and understanding simple sentences about self, work and environment
<b>Writing</b>	Construction of simple sentences Writing simple English
<b>Speaking / Spoken English</b>	Speaking with preparation on self, on family, on friends/ classmates, on know, picture reading gain confidence through role-playing and discussions on current happening job description, asking about someone's job habitual actions. Cardinal (fundamental) numbers ordinal numbers. Taking messages, passing messages on and filling in message forms Greeting and introductions office hospitality, Resumes or curriculum vita essential parts, letters of application reference to previous communication.

<b>2. I.T. Literacy</b>	
<b>Hours of Instruction: 20 Hrs.</b>	
<b>Marks Allotted: 09</b>	
<b>Basics of Computer</b>	Introduction, Computer and its applications, Hardware and peripherals, Switching on-Starting and shutting down of computer.
<b>Computer Operating System</b>	Basics of Operating System, WINDOWS, The user interface of Windows OS, Create, Copy, Move and delete Files and Folders, Use of External memory like pen drive, CD, DVD etc, Use of Common applications.
<b>Word processing and Worksheet</b>	Basic operating of Word Processing, Creating, opening and closing Documents, use of shortcuts, Creating and Editing of Text, Formatting the Text, Insertion & creation of Tables. Printing document. Basics of Excel worksheet, understanding basic commands, creating simple worksheets, understanding sample worksheets, use of simple formulas and functions, Printing of simple excel sheets
<b>Computer Networking and INTERNET</b>	Basic of computer Networks (using real life examples), Definitions of Local Area Network (LAN), Wide Area Network (WAN), Internet, Concept of Internet (Network of Networks), Meaning of World Wide Web (WWW), Web Browser, Web Site, Web page and Search Engines. Accessing the Internet using Web Browser, Downloading and Printing Web Pages, Opening an email account and use of email. Social media sites and its implication. Information Security and antivirus tools, Do's and Don'ts in

	Information Security, Awareness of IT – ACT, types of cyber crimes.
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<b>3. Communication Skills</b>	
<b>Hour of Instruction: 15 Hrs.</b>	
<b>Marks Allotted: 07</b>	
Topic	Contents
<b>Introduction to Communication Skills</b>	Communication and its importance
	Principles of Effective communication
	Types of communication – verbal, non verbal, written, email, talking on phone.
	Non verbal communication –characteristics, components-Para-language
	Body – language
	Barriers to communication and dealing with barriers.
	Handling nervousness/ discomfort.
<b>Listening Skills</b>	Listening-hearing and listening, effective listening, barriers to effective listening guidelines for effective listening.
	Triple- A Listening – Attitude, Attention & Adjustment.
	Active Listening Skills.
<b>Motivational Training</b>	Characteristics Essential to Achieving Success
	The Power of Positive Attitude
	Self awareness
	Importance of Commitment
	Ethics and Values
	Ways to Motivate Oneself
	Personal Goal setting and Employability Planning.
<b>Facing Interviews</b>	Manners, Etiquettes, Dress code for an interview
	Do's & Don'ts for an interview
<b>Behavioral Skills</b>	Problem Solving
	Confidence Building
	Attitude

<b>4. Entrepreneurship Skills</b>	
<b>Hour of Instruction: 15 Hrs.</b>	
<b>Marks Allotted: 06</b>	
<b>Concept of Entrepreneurship</b>	Entrepreneur – Entrepreneurship – Enterprises:- Conceptual issue Entrepreneurship vs. management, Entrepreneurial motivation, Performance & Record, Role & Function of

	entrepreneurs in relation to the enterprise & relation to the economy, Source of business ideas, Entrepreneurial opportunities, The process of setting up a business.
<b>Project Preparation &amp; Marketing analysis</b>	Qualities of a good Entrepreneur, SWOT and Risk Analysis. Concept & application of PLC, Sales & distribution Management. Different Between Small Scale & Large Scale Business, Market Survey, Method of marketing, Publicity and advertisement, Marketing Mix.
<b>Institutions Support</b>	Preparation of Project. Role of Various Schemes and Institutes for self-employment i.e. DIC, SIDA, SISI, NSIC, SIDO, Idea for financing/ non financing support agencies to familiarizes with the Policies /Programmes & procedure & the available scheme.
<b>Investment Procurement</b>	Project formation, Feasibility, Legal formalities i.e., Shop Act, Estimation & Costing, Investment procedure – Loan procurement – Banking Processes.

<b>5. Productivity</b>	
<b>Hour of Instruction: 10 Hrs.</b>	<b>Marks Allotted: 05</b>
<b>Productivity</b>	Definition, Necessity, Meaning of GDP.
<b>Benefits</b>	Personal / Workman – Incentive, Production linked Bonus, Improvement in living standard. Industry Nation.
<b>Affecting Factors</b>	Skills, Working Aids, Automation, Environment, Motivation How improves or slows down.
<b>Comparison with developed countries</b>	Comparative productivity in developed countries (viz. Germany, Japan and Australia) in selected industries e.g. Manufacturing, Steel, Mining, Construction etc. Living standards of those countries, wages.
<b>Personal Finance Management</b>	Banking processes, Handling ATM, KYC registration, safe cash handling, Personal risk and Insurance.

<b>7. Occupational Safety, Health and Environment Education</b>	
<b>Hour of Instruction: 15 Hrs.</b>	<b>Marks Allotted: 06</b>
<b>Safety &amp; Health</b>	Introduction to Occupational Safety and Health importance of safety and health at workplace.
<b>Occupational Hazards</b>	Basic Hazards, Chemical Hazards, Vibroacoustic Hazards, Mechanical Hazards, Electrical Hazards, Thermal Hazards. Occupational health, Occupational hygienic, Occupational Diseases/ Disorders & its prevention.
<b>Accident &amp; safety</b>	Basic principles for protective equipment. Accident Prevention techniques – control of accidents and safety measures.
<b>First Aid</b>	Care of injured & Sick at the workplaces, First-Aid & Transportation of sick person

<b>Basic Provisions</b>	Idea of basic provision of safety, health, welfare under legislation of India.
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<b>Ecosystem</b>	Introduction to Environment. Relationship between Society and Environment, Ecosystem and Factors causing imbalance.
<b>Pollution</b>	Pollution and pollutants including liquid, gaseous, solid and hazardous waste.
<b>Energy Conservation</b>	Conservation of Energy, re-use and recycle.
<b>Global warming</b>	Global warming, climate change and Ozone layer depletion.
<b>Ground Water</b>	Hydrological cycle, ground and surface water, Conservation and Harvesting of water
<b>Environment</b>	Right attitude towards environment, Maintenance of in – house environment

### 7. Labour Welfare Legislation

**Hour of Instruction: 05 Hrs.**

**Marks Allotted: 03**

<b>Welfare Acts</b>	Benefits guaranteed under various acts- Factories Act, Apprenticeship Act, Employees State Insurance Act (ESI), Payment Wages Act, Employees Provident Fund Act, The Workmen's compensation Act.
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### 8. Quality Tools

**Hour of Instruction: 10 Hrs.**

**Marks Allotted: 05**

<b>Quality Consciousness</b>	Meaning of quality, Quality characteristic.
<b>Quality Circles</b>	Definition, Advantage of small group activity, objectives of quality Circle, Roles and function of Quality Circles in Organization, Operation of Quality circle. Approaches to starting Quality Circles, Steps for continuation Quality Circles.
<b>Quality Management System</b>	Idea of ISO 9000 and BIS systems and its importance in maintaining qualities.
<b>House Keeping</b>	Purpose of House keeping, Practice of good Housekeeping.
<b>Quality Tools</b>	Basic quality tools with a few examples

**F. Tools & Equipments for Employability Skills:**

<b>Sl. No.</b>	<b>Name of the Equipment</b>	<b>Quantity</b>
1	Computer (PC) with latest configurations and Internet connection with standard operating system and standard word processor and worksheet software	10 nos.
2	UPS – 500VA	10 nos.
3	Scanner cum Printer	1 no.
4	Computer Tables	10 nos.
5	Computer Chairs	20 nos.
6	LCD Projector	1 no.
7	White Board 1200mm x 900mm	1 no.

\* Note: Above Tools & Equipments not required, if Computer LAB is available in the institute.