

CURRICULUM

FOR THE TRADE OF

**MECHANIC POWER ELECTRONICS (INVERTER,
UPS AND MAINTENANCE OF DRIVES)**

UNDER

APPRENTICESHIP TRAINING SCHEME

2017



GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT & ENTREPRENURESHIP
DIRECTORATE GENERAL OF TRAINING

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2. BACKGROUND

2.1 Apprenticeship Training Scheme under Apprentice Act 1961

The Apprentices Act, 1961 was enacted with the objective of regulating the programme of training of apprentices in the industry by utilizing the facilities available therein for imparting on-the-job training. The Act makes it obligatory for employers in specified industries to engage apprentices in designated trades to impart Apprenticeship Training on the job in industry to school leavers and person having National Trade Certificate(ITI pass-outs) issued by National Council for Vocational Training (NCVT) to develop skilled manpower for the industry. There are four categories of apprentices namely; **trade apprentice, graduate, technician and technician (vocational) apprentices.**

Qualifications and period of apprenticeship training of **trade apprentices** vary from trade to trade. The apprenticeship training for trade apprentices consists of basic training followed by practical training. At the end of the training, the apprentices are required to appear in a trade test conducted by NCVT and those successful in the trade tests are awarded the National Apprenticeship Certificate.

The period of apprenticeship training for graduate (engineers), technician (diploma holders and technician (vocational) apprentices is one year. Certificates are awarded on completion of training by the Department of Education, Ministry of Human Resource Development.

2.2 Changes in Industrial Scenario

Recently we have seen huge changes in the Indian industry. The Indian Industry registered an impressive growth during the last decade and half. The number of industries in India have increased manifold in the last fifteen years especially in services and manufacturing sectors. It has been realized that India would become a prosperous and a modern state by raising skill levels, including by engaging a larger proportion of apprentices, will be critical to success; as will stronger collaboration between industry and the trainees to ensure the supply of skilled workforce and drive development through employment. Various initiatives to build up an adequate infrastructure for rapid industrialization and improve the industrial scenario in India have been taken.

2.3 Reformation

The Apprentices Act, 1961 has been amended and brought into effect from 22nd December, 2014 to make it more responsive to industry and youth. Key amendments are as given below:

- Prescription of number of apprentices to be engaged at establishment level instead of trade-wise.
- Establishment can also engage apprentices in optional trades which are not designated, with the discretion of entry level qualification and syllabus.
- Scope has been extended also to non-engineering occupations.
- Establishments have been permitted to outsource basic training in an institute of their choice.
- The burden of compliance on industry has been reduced significantly.

3. RATIONALE

[Need for Apprenticeship in Mechanic Power Electronics (Inverter, Ups and Maintenance of Drives)]

Mechanic Power Electronics is one of the many labour-intensive sectors that provide a gateway for developing countries in entering into the global market. It offers important opportunities to countries to start industrializing their economies and in course of time diversify away from commodity dependence. Forty years ago, the industrialized countries dominated global exports in this area. Today, developing countries produce half of the world's electronic exports. Moreover, the economic performance of the industrial Electronic in developing countries has large impact on employment opportunities especially for industrial providers.

A Technician will not only install electrical components and systems associated with building automation, cable routing or technical equipment and their associated automation systems, but will also organize the installation of equipment and monitor all the related operational task.

4. JOB ROLES: REFERENCE NCO

Brief description of Job roles:

Electronics Fitter, General fits, assembles and repairs various kinds of electronic equipment in factory or workshop or at place of use. Examines drawings and wiring diagrams; checks parts for accuracy of fit and minor adjustments; assembles parts or mounts them on chassis or panels with aid of hand tools; installs and connects wiring, soldering joints equipment, diagnoses faults with aid of electronic testing equipment; dismantles equipment if required and replaces faulty parts or wiring.

Electronics Fitter, other include all other workers engaged in fitting, assembling, repairing and maintaining electronic equipment, machinery, appliances, etc., not elsewhere classified.

Electronics Mechanic; Electronic Equipment Mechanic repairs electronic equipment, such as computers, industrial controls. Tests faulty equipment and applies knowledge of functional operation of electronic units and systems to diagnose cause of malfunction. Tests electronic components and circuits to locate defects, using instruments, such as oscilloscopes, signal generators, ammeters and voltmeters. Replaces defective components and wiring and adjusts mechanical parts, using hand tools and soldering iron. Aligns, adjusts and calibrates testing instruments.

An Technician will not only install electrical components and systems associated with building automation, cable routing or technical equipment and their associated automation systems, but will also organize the installation of equipment and monitor all the related operational task.

Plan and organize assigned work and detect & resolve issues during execution. Demonstrate possible solutions and agree tasks within the team. Communicate with required clarity and understand technical English. Sensitive to environment, self-learning and productivity.

Reference NCO:

5. GENERAL INFORMATION

1. **Name of the Trade** : **MECHANIC POWER ELECTRONICS (INVERTER, UPS AND MAINTENANCE OF DRIVES)**
2. **N.C.O. Code No.** :
3. **Duration of Apprenticeship Training (Basic Training + Practical Training):** 2years
- 3.1 **For Fresher's:- Duration of Basic Training: -**
- a) Block –I : 3 months
 - b) Block – II : 3 months
- Total duration of Basic Training: 6 months**
- Duration of Practical Training (On -job Training): -**
- a) Block–I: 9 months
 - b) Block–II : 9 months
- Total duration of Practical Training: 18 months**
- 3.2 **For ITI Passed: - Duration of Basic Training: - NIL**
- Duration of Practical Training (On -job Training): 12 months**
4. **Entry Qualification** : Passed 10th Class under 10+2 System of Education or its equivalent
5. **Selection of Apprentices** : The apprentices will be selected as per Apprenticeship Act amended time to time.
6. **Rebate to ITI Passed out Trainees:** i) One year in the trade of Electronics Mechanic/
Mechanic Consumer Electronic Appliances/
Technician Power Electronics Systems
ii) One year in the trade of Mechanic Industrial Electronics
iii) Passed one year BBBT and Advanced module of Inverters, UPS, Voltage stabilizers and Industrial Drives in CoE of Electronics sector

Note: Industry may impart training as per above time schedule for different block, however this is not fixed. The industry may adjust the duration of training considering the fact that all the components under the syllabus must be covered. However the flexibility should be given keeping in view that no safety aspects is compromised.

6. COURSE STRUCTURE

Training duration details: -

Time (in months)	1-3	4-12	13-15	16-24
Basic Training	Block- I	-----	Block - II	-----
Practical Training (On - job training)	----	Block - I	-----	Block - II

Components of Training ↓	Duration of Training in Months →																								
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Basic Training Block - I	█	█	█																						
Practical Training Block - I				█	█	█	█	█	█	█	█	█													
Basic Training Block - II													█	█	█										
Practical Training Block - II																█	█	█	█	█	█	█	█	█	█

7. SYLLABUS

7.1 BASIC TRAINING (BLOCK - I & II)

DURATION: 06 MONTHS

GENERAL INFORMATION

- 1) **Name of the Trade** : **MECHANIC POWER ELECTRONICS
(INVERTER, UPS AND MAINTENANCE OF
DRIVES)**
- 2) **Hours of Instruction** : 1000 Hrs. (500 hrs. in each block)
- 3) **Batch size** : 20
- 4) **Power Norms** : 3 KW
- 5) **Space Norms** : 56 sq. mtr.
- 6) **Examination** : The internal assessment will be held on
completion of each Block.
- 7) **Instructor Qualification** :
 - a) B.E./B. Tech in Electronics/Electronics & Telecommunication/Electronics &
Communication with one year experience in the relevant field.
OR
 - b) Diplome in Electronics/Electronics & telecommunication/Electronics &
Communication from recognized board of technical education with two years
experience in the relevant field.
OR
 - c) NTC/NAC in the trade with three years' experience respective in the relevant field.
- 8) **Tools, Equipments & Machinery required** : - As per Annexure – I

7.1.1 DETAIL SYLLABUS OF CORE SKILL

A. Block- I Basic Training

Topic No.	a) Engineering Drawing	Duration (in hours)	b) Workshop Science & Calculation	Duration (in hours)
1	<p>Engineering Drawing: Introduction and its importance</p> <p>-Viewing of engineering drawing sheets. Method of Folding of printed Drawing Sheet as per BIS SP:46-2003 Drawing Instruments : their Standard and uses</p> <p>- Drawing board, T-Square, Drafter (Drafting M/c), Set Squares, Protractor, Drawing Instrument Box (Compass, Dividers, Scale, Diagonal Scales etc.), Pencils of different Grades, Drawing pins / Clips.</p>	30	<p>Unit: Systems of unit- FPS, CGS, MKS/SI unit, unit of length, Mass and time, Conversion of units.</p>	20
2	<p>Lines :</p> <p>- Definition, types and applications in Drawing as per BIS SP:46-2003</p> <p>- Classification of lines (Hidden, centre, construction, Extension, Dimension, Section)</p> <p>- Drawing lines of given length (Straight, curved)</p> <p>- Drawing of parallel lines, perpendicular line</p> <p>- Methods of Division of line segment</p>		<p>Fractions & Simplification: Fractions, Decimal fraction, Multiplication and Division of Fractions and Decimals, conversion of Fraction to Decimal and vice versa. Simple problems Simplification using BODMAS.</p>	
3	<p>Drawing of Geometrical Figures: Definition, nomenclature and practice of -</p> <p>- Angle: Measurement and its types, method of bisecting.</p> <p>- Triangle -different types</p> <p>- Rectangle, Square, Rhombus, Parallelogram.</p> <p>- Circle and its elements.</p>		<p>Square Root : Square and Square Root, method of finding out square roots, Simple problem using calculator</p>	

4	Lettering and Numbering as per BIS SP46-2003: - Single Stroke, Double Stroke, inclined, Upper case and Lower case.		Ratio &Proportion: Simple calculation on related problems.	
5	Free Hand sketch: Hand tools and measuring instruments used in electronics mechanics rades		Percentage: Introduction, Simple calculation. Changing percentage to decimal and fraction and vice-versa.	
6	Free hand drawing : - Lines, polygons, ellipse, etc. - Geometrical figures and blocks with dimension. -Transferring measurement from the given object to the free hand sketches.		Material Science : Properties - Physical & Mechanical, Types – Ferrous & Non-Ferrous, difference between Ferrous and Non-Ferrous metals, introduction of Iron, Cast Iron, Wrought Iron, Steel, difference between Iron and Steel, Alloy steel, carbon steel, stainless steel, Non-Ferrous metals, Non-Ferrous Alloys.	

B. Block- II
Basic Training

Topic No.	a) Engineering Drawing	Duration (in hours)	b) Workshop Science & Calculation	Duration (in hours)
1	Symbolic Representation (as per BIS SP:46-2003) of : - Fastener (Rivets, Bolts and Nuts) - Bars and profile sections - Weld, brazed and soldered joints. - Electrical and electronics element - Piping joints and fittings	30	Mass ,Weight and Density : Mass, Unit of Mass, Weight, difference between mass and weight, Density, unit of density, specific gravity of metals	20
2	Construction of Scales and diagonal scale		Work, Power and Energy: work, unit of work, power, unit of power, Horse power of engines, mechanical efficiency, energy, use of energy, potential and kinetic energy, examples of potential energy and kinetic energy.	
3	LED, IRLED, photo diode, photo transistor, opto-coupler symbols symbol of Logic gates			
4	Half adder, full adder, multiplexer and de-multiplexer		Algebra: Addition, Subtraction, Multiplication, Division, Algebraic formula, Linear equations (with two variables).	
5	UJT, FET, MOSFET, DIAC, TRIC, SCR, IGBT symbols and circuits of FET Amplifier, SCR using UJT triggering, snubber circuit, light dimmer circuit using TRIAC, UJT based free running oscillator.		Mensuration: Area and perimeter of square, rectangle, parallelogram, triangle, circle, semi circle. Volume of solids – cube, cuboid, cylinder and Sphere. Surface area of solids – cube, cuboid, cylinder and Sphere. Trigonometry: Trigonometrical ratios, measurement of angles. Trigonometric tables. Finding height and distance by trigonometry.	

7.1.2 DETAIL SYLLABUS OF PROFESSIONAL SKILLS & PROFESSIONAL KNOWLEDGE

A. Block -I Basic Training

Week No.	Professional Skills	Professional Knowledge
1.	<p>Importance of trade training, List of tools & Machinery used in the trade.</p> <p>Health & Safety: Introduction to safety equipments and their uses. Introduction of first aid, operation of Electrical mains.</p> <p>Occupational Safety & Health</p> <p>Importance of housekeeping & good shop floor practices.</p> <p>Basic safety introduction, Personal protective Equipments(PPE):- Use of Fire extinguishers.</p>	<p>Importance of safety and general precautions observed in the in the industry/shop floor. All necessary guidance to be provided to the new comers to become familiar with the working of Industrial Training Institute system including stores procedures. Soft Skills: its importance and Job area after completion of training.</p> <p>Introduction of First aid. Operation of electrical mains. Introduction of PPEs. Introduction to 5S concept & its application. Response to emergencies eg; power failure, fire, and system failure.</p>
2.	<p><u>Hand Tools and their uses</u></p> <ul style="list-style-type: none"> • Demonstration and uses of hand tools- screw drivers, pliers, tweezers, tester, wire stripper, electrician knife, steel rule, scribe, punches, hacksaw, hammer, files, bench vice and drilling machine. • Simple mechanical fixtures • Identification of types of screws, bolts, nuts, washers, rivets, clamps, connectors • Fix screws of different sizes on wooden boards • Cutting of wooden blocks using hand/hack saw • Simple fitting practice and drilling practice 	<p>Identification, specifications, uses and maintenance of commonly used hand tools.</p>
3.	<p>Basics of AC and Electrical Cables</p> <p>Identify the Phase, Neutral and Earth on power Socket.</p> <p>Use a Tester to monitor AC power.</p> <p>Measure the voltage between phase and ground and rectify earthing.</p> <p>Identify and test different AC mains cables.</p>	<p>Basic terms such as electric charges, Potential difference, Voltage, Current, Resistance. Basics of AC & DC. Terms such as +ve cycle, -ve cycle, Frequency, Time period, RMS, Peak, P-P, Instantaneous value. Single phase and Three phase supply. Terms like Line and Phase voltage/ currents. Insulators, conductors and semiconductor</p>

	<p>Skin the electrical wires /cables using the wire stripper and cutter.</p> <p>Prepare the mains cable for termination.</p>	<p>properties. Different type of electrical cables and their Specifications.</p> <p>Types of wires & cables, standard wire gauge (SWG).</p> <p>Classification of cables according to gauge (core size), number of conductors, material, insulation strength, flexibility etc.</p>
4.	<p><u>AC & DC measurements</u></p> <ul style="list-style-type: none"> Identify the meter for measuring AC & DC parameters Use the multi meter to measure the various functions (AC V, DC V, DC I, AC I, R) Identify the different controls on the CRO front panel and observe the function of each controls Identify the different controls on the function generator front panel and observe the function of each controls Connect the function generator to CRO and observe the different wave forms 	<p>Introduction to electrical measuring instruments, Importance of meter, classification of meters, forces necessary to work a meter. MC and MI meter, range extension, need of calibration, characteristics of meters and errors in meters. Multi meter, use of meters in different circuits. Care and maintenance of meters. Use of CRO, Function generator, LCR meter</p>
5.	<p><u>Soldering & De-soldering and switches</u></p> <ul style="list-style-type: none"> Identify different types of soldering guns and practice soldering of different electronic active and passive components and IC bases on lug boards and PCBs Join the broken PCB track and test Demonstrate soldering and de-soldering using soldering and de-soldering stations Identify and use SPST, SPDT, DPST, DPDT, tumbler, push button, toggle, piano switches used in electronic industries 	<p>Different types of soldering guns, related to Temperature and wattages, types of tips. Solder materials and their grading. Use of flux and other materials. Selection of a soldering gun for specific requirement. Soldering and De-soldering stations and their specifications. Different switches and their specification, uses.</p>
6 &7	<p><u>Passive Components</u></p> <ul style="list-style-type: none"> Identify the different types of resistors Measure the resistor values using colour code and verify the reading by measuring in multi meter Verify ohms law Measure the resistance, Voltage, Current through series and parallel connected networks using multi meter Identify different inductors Identify the different capacitors and 	<p>Ohm's law and its variables. Resistor-definition, types of resistors, their construction & specific use, color-coding, power rating. Equivalent Resistance of series parallel circuits. Distribution of V & I in series parallel circuits. KVL& KCL with applications.</p> <p>Principles of induction, inductive reactance,</p>

	<p>measure capacitance of various capacitors using LCR meter</p> <ul style="list-style-type: none"> • Dismantle and identify the different parts of a relay. • Connect a relay in a circuit and test for its working 	<p>Capacitance and Capacitive Reactance, Impedance. Types of capacitors, construction, specifications and applications. Dielectric constant. Significance of Series parallel connection of capacitors. Electromagnetic Relays, types, construction, specifications- coil voltage and contact current capacity.</p>
8 to 10	<p><u>Computer Hardware, OS, MS office Networking</u></p> <ul style="list-style-type: none"> • Identification of various indicators, Connectors, ports on the computer cabinet • Identify drives and their capacity. • Identify various connectors and cables inside the cabinet & Identify connections to rear side and front panel of the cabinet • Identify various parts of the system unit and motherboard • Configuring and troubleshooting display problems • Practice various features of OS • Install a Printer driver software and test for print outs • Install MS office software • Explore different Menu/Tool/Format/status bars of MS word and practice the options: Editing the text, saving the text, changing the font and size of text. • Prepare a power point presentation on any three known topics with various design features • Invoke excel sheet from MS WORD and vice versa • Identify the cables and network components. • Making UTP cross cables and testing, Making straight cables and testing, Making cable layout drawing 	<p>Basic blocks of a computer, Hardware and software, I/O devices, keyboard, types of mouse and their working, Different types of printers, their function and inter-connection and their advantages HDD, CDD, DVD. Various ports in the computer. POST Booting concept.</p>
11-12	<p><u>Electronic circuit simulation software</u></p> <ul style="list-style-type: none"> • Prepare simple digital and electronic circuits using the software • Simulate and test the prepared digital 	<p>Study the library components available in the circuit simulation software. Various</p>

	<p>and analog circuits</p> <ul style="list-style-type: none"> • Convert the prepared circuit into a layout diagram. • Explore various troubleshooting and fault finding resources provided in the simulation software. 	resources of the software.
13	Assessment / Examination (03 days)	

B. Block -II
Basic Training

Week No.	Professional Skills	Professional Knowledge
1-2	<p><u>Basic Gates and combination circuits</u></p> <ul style="list-style-type: none"> • Identify different Logic Gates (AND, OR, NAND, NOR, X-OR, X-NOR, NOT ICs) by the number printed on them and draw I/O pin-out numbers. • Verify the truth tables of all Logic Gate ICs by connecting switches and LEDs. • Construct and verify the truth table of all the gates using NAND and NOR gates • Use digital IC tester to test the various digital ICs (TTL and CMOS) • Construct Half Adder/Full adder circuit and verify the truth table. • Construct the Adder cum Subtractor and verify the result 	<p>Introduction to Digital Electronics.</p> <p>Difference between analog and digital signals, Logic families and their comparison, Logic levels of TTL and CMOS. Number systems (Decimal, binary, octal, Hexadecimal) BCD code, ASCII code and code conversions.</p> <p>Logic Gates and their truth tables.</p> <p>Combinational logic circuits such as Half Adder, Full adder, Parallel Binary adders, 2-bit and four bit full adders. Magnitude comparators. Half adder, full adder ICs and their applications for implementing arithmetic operations</p>
3-5	<p><u>Flip Flops and Counters</u></p> <ul style="list-style-type: none"> • Identify different Flip-Flop (ICs) by the number printed on them • Verify the truth tables of Flip-Flop ICs (RS, D, T, JK, MSJK) by connecting switches and LEDs • Construct and test a four bit asynchronous binary counter using 7493. • Construct and test synchronous Decade counter. • Identify and test common anode and common cathode seven segment LED display using multi meter • Display the two digit count value on seven segment display using decoder/driver ICs. • Construct a shift register using RS/D/JK flip flop and verify the result • Construct and test four bit SIPO register • Construct and test four bit PIPO register • Construct and test bidirectional shift registers 	<p>Introduction to Flip-Flop. S-R Latch, Gated S-R Latch, D- Latch. Flip-Flop: Basic RS Flip Flop, edge triggered D Flip Flop, JK Flip Flop, T Flip Flop, Master-Slave flip flops and Timing diagrams, Basic flip flop applications like data storage , data transfer and frequency division.</p> <p>Basics of Counters, types of counters, two bit and three bit Asynchronous binary counters and decade counters with the timing diagrams.</p> <p>Types of seven segment display, BCD display, BCD to decimal decoder. BCD to 7 segment display circuits.</p>
5-6	<p><u>Op - Amp & Timer 555 Applications:</u></p> <ul style="list-style-type: none"> • Use analog IC tester to test the various 	<p>Block diagram and Working of Op-Amp,</p>

	<p>analog ICs</p> <ul style="list-style-type: none"> • Construction and testing of various Op-Amp circuits Inverting, Non-inverting and Summing Amplifiers • Construct and test Differentiator and Integrator • Construct and test a zero crossing detector • Construct and test Instrumentation amplifier • Construct and test a Binary weighted and R-2R Ladder type Digital-to-Analog Converters. • Construct and test Astable timer circuit using IC 555. • Construct and test mono stable timer circuit using IC 555. • Construct and test VCO (V to F Converter) using IC 555. • Construct and test 555 timers as pulse width modulator. 	<p>importance, Ideal characteristics, advantages and applications.</p> <p>Schematic diagram of 741, symbol, Non inverting voltage amplifier, inverting voltage amplifier, summing amplifier, Comparator, zero cross detector, differentiator, integrator and instrumentation amplifier, other popular Op-Amps.</p> <p>Block diagram of 555, functional description w.r.t. different configurations of 555 such as mono stable, as table and VCO operations for various application</p>
7-9	<p><u>Microcontroller (8051)</u></p> <ul style="list-style-type: none"> • Identify various ICs & their functions on the given Microcontroller Kit • Identify the address range of RAM & ROM. • Write data into RAM & observe its volatility • Measure the crystal frequency, connect it to the controller. • Identify the port pins of the controller & configure the ports for Input & Output operation • Connect an input switch & control a lamp using necessary program • Demonstrate the initialization, load & turn on a LED with delay using Timer. • Demonstrate the use of a Timer as an Event counter to count external events. • Demonstrate entering of simple programs, execute & monitor the results 	<p>Introduction to 8051 Microcontroller, architecture, pin details & the bus system. Function of different ICs used in the Microcontroller Kit. Differentiate microcontroller with microprocessor. Interfacing of memory to the microcontroller. Internal hardware resources of microcontroller. I/O port pin configuration. Different variants of 8051 & their resources. Register banks & their functioning. SFRs & their configuration for different applications. Utilization of on chip resources such as ADC. Availability of assembly software & compiler for 8051. Application of microcontroller in domestic, consumer & industries.</p> <p>Comparative study of 8051 with 8052. Introduction to PIC Architecture.</p>
10-12	<p><u>Sensors ,Transducers and Applications</u></p> <ul style="list-style-type: none"> • Identify sensors used in process industries such as RTDs, Temperature ICs, Thermocouples, proximity switches 	<p>Basics of passive and active transducers. Role, selection and characteristics. Working principles of RTD, PT-100</p>

	<p>(inductive, capacitive and photo electric), load cells, strain gauge. LVDT by their appearance</p> <ul style="list-style-type: none"> • Measure temperature of a lit fire using a Thermocouple and record the readings referring to data chart. • Measure temperature of a lit fire using RTD and record the readings referring to data chart. • Measure the strain of a given material using strain gauge • Measure the DC voltage of a LVDT • Detect different objectives using capacitive, inductive and photoelectric proximity sensors 	<p>Thermocouple, Sensor voltage and current formats.</p> <p>Thermistors – salient features –operating range, composition, advantages and disadvantages.</p> <p>Thermocouples – basic principle – commonly used combinations, operating range, advantages and disadvantages.</p> <p>Strain gauges – principle, gauge factor, types of strain gauges.</p> <p>Load cell –definition, uses, working of strain gauge load cell</p> <p>Principle of operation of capacitive transducers,- advantages and disadvantages</p> <p>Principle of operation of inductive transducers,- advantages and disadvantages</p> <p>Principle of operation of LVDT-its advantages and disadvantages</p> <p>Proximity sensors – applications, working principles of eddy current , capacitive and inductive proximity sensors</p>
13	Assessment / Examination (03 days)	

7.1.3 EMPLOYABILITY SKILLS

GENERAL INFORMATION

- 1) **Name of the subject** : **EMPLOYABILITY SKILLS**
- 2) **Applicability** : **ATS- Mandatory for fresher only**
- 3) **Hours of Instruction** : **110 Hrs. (55 hrs. in each block)**
- 4) **Examination** : **The examination will be held at the end of two years Training by NCVT.**
- 5) **Instructor Qualification** :

i) MBA/BBA with two years experience or graduate in sociology/social welfare/Economics with two years experience and trained in Employability skill from DGET Institute.

And

Must have studied in English/Communication Skill and Basic Computer at 12th /diploma level

OR

ii) Existing Social Study Instructor duly trained in Employability Skill from DGET Institute.

7.1.3.1 SYLLABUS OF EMPLOYABILITY SKILLS

A. Block – I Basic Training

Topic No.	Topic	Duration (in hours)
	English Literacy	15
1	Pronunciation : Accentuation (mode of pronunciation) on simple words, Diction (use of word and speech)	
2	Functional Grammar Transformation of sentences, Voice change, Change of tense, Spellings.	
3	Reading Reading and understanding simple sentences about self, work and environment	
4	Writing Construction of simple sentences Writing simple English	
5	Speaking / Spoken English 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.	
	I.T. Literacy	15
1	Basics of Computer Introduction, Computer and its applications, Hardware and peripherals, Switching on-Starting and shutting down of computer.	
2	Computer Operating System 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.	
3	Word processing and Worksheet 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.	
4	Computer Networking and INTERNET 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.	
	Communication Skill	25
1	Introduction to Communication Skills 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. Case study/Exercise	
2	Listening Skills Listening-hearing and listening, effective listening, barriers to effective listening guidelines for effective listening. Triple- A Listening - Attitude, Attention & Adjustment. Active Listening Skills.	
3	Motivational Training 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. Case study/Exercise	
4	Facing Interviews Manners, Etiquettes, Dress code for an interview Do's & Don'ts for an interview	
5	Behavioral Skills Organizational Behavior Problem Solving Confidence Building Attitude Decision making Case study/Exercise	

B. Block- II
Basic Training

Topic No.	Topic	Duration (in hours)
	Entrepreneurship skill	15
1	Concept of Entrepreneurship Entrepreneurship- 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.	
2	Project Preparation & Marketing analysis Qualities of a good Entrepreneur, SWOT and Risk Analysis. Concept & application of Product Life Cycle (PLC), Sales & distribution Management. Different Between Small Scale & Large Scale Business, Market Survey, Method of marketing, Publicity and advertisement, Marketing Mix.	
3	Institutions Support 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.	
4	Investment Procurement Project formation, Feasibility, Legal formalities i.e., Shop Act, Estimation & Costing, Investment procedure - Loan procurement - Banking Processes.	
	Productivity	10
1	Productivity Definition, Necessity, Meaning of GDP.	
2	Affecting Factors Skills, Working Aids, Automation, Environment, Motivation How improves or slows down.	
3	Comparison with developed countries 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.	
4	Personal Finance Management Banking processes, Handling ATM, KYC registration, safe cash handling, Personal risk and Insurance.	
	Occupational Safety, Health & Environment Education	15
1	Safety & Health Introduction to Occupational Safety and Health importance of safety and health at workplace.	
2	Occupational Hazards Basic Hazards, Chemical Hazards, Vibro-acoustic Hazards, Mechanical Hazards, Electrical Hazards, Thermal Hazards. Occupational health, Occupational hygienic,	

	Occupational Diseases/ Disorders & its prevention.	
3	Accident & safety Basic principles for protective equipment. Accident Prevention techniques - control of accidents and safety measures.	
4	First Aid Care of injured & Sick at the workplaces, First-Aid & Transportation of sick person	
5	Basic Provisions Idea of basic provision of safety, health, welfare under legislation of India.	
6	Ecosystem Introduction to Environment. Relationship between Society and Environment, Ecosystem and Factors causing imbalance.	
7	Pollution Pollution and pollutants including liquid, gaseous, solid and hazardous waste.	
8	Energy Conservation Conservation of Energy, re-use and recycle.	
9	Global warming Global warming, climate change and Ozone layer depletion.	
10	Ground Water Hydrological cycle, ground and surface water, Conservation and Harvesting of water	
11	Environment Right attitude towards environment, Maintenance of in -house environment	
	Labour Welfare Legislation	5
1	Welfare Acts 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.	
	Quality Tools	10
1	Quality Consciousness : Meaning of quality, Quality Characteristic	
2	Quality Circles : 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.	
3	Quality Management System : Idea of ISO 9000 and BIS systems and its importance in maintaining qualities.	
4	House Keeping : Purpose of Housekeeping, Practice of good Housekeeping.	
5	Quality Tools Basic quality tools with a few examples	

7.2 PRACTICAL TRAINING (ON-JOB TRAINING)

(BLOCK - I & II)

DURATION: 18 MONTHS (9 months in each block)

GENERAL INFORMATION

- 1) **Name of the Trade** : **MECHANIC POWER ELECTRONICS
(INVERTER, UPS AND MAINTENANCE OF
DRIVES)**
- 2) **Batch size** : : a) Apprentice selection as per
Apprenticeship Guidelines
b) Maximum 20 candidates in a group
- 3) **Examination** : i) The internal assessment will be held on
completion of each block
ii) NCVT exam will be conducted at the end
of 2nd year.
- 4) **Instructor Qualification** :
 - a. B.E./B. Tech in Electronics/Electronics & Telecommunication/Electronics &
Communication with one year experience in the relevant field.
OR
 - b. Diplome in Electronics/Electronics & telecommunication/Electronics &
Communication from recognized board of technical education with two years
experience in the relevant field.
OR
 - c. NTC/NAC in the trade with three years' experience respective in the relevant field.
- 5) **Infrastructure for On Job Training** : - As per Annexure – II

7.2.1 BROAD SKILL COMPONENT TO BE COVERED DURING ON-JOB TRAINING

A. BLOCK – I

1. Safety and best practices (5S, KAIZEN etc.)
2. Record keeping and documentation
3. Identification and testing of electronic components/devices
4. Repair & Maintenance work

DURATION: 09 MONTHS (39 WEEKS)	
SL NO	LIST OF OPERATIONS/SKILLS TO BE COVERED DURING INDUSTRIAL TRAINING
1	Perform basic mechanical workshop operations using suitable tools for fitting riveting, drilling etc observing suitable care & safety.
2	Test various electrical/electronic components using proper measuring instruments. <ol style="list-style-type: none"> 1. Introduction to measuring instrument 2. Difference between MI Type and MC Type 3. Difference between analog & Digital Multimeter. 4. Use of analog & Digital Multimeter. 5. Introduction & use of front control of CRO. 6. Measuring Voltage, current, resistance using Multimeter. 7. Measurement of Voltage, current, Frequency and Phase angle using CRO 8. Introduction and use of Wattmeter.
3	Configure, install, troubleshoot, upgrade, interconnect given computer system(s) and demonstrate & utilize application packages for different application. <ol style="list-style-type: none"> 1. Safety precaution while handling pc internal component. 2. Introduction & use of various component used in pc 3. Demo on assembling of PC. 4. Motherboard connection. 5. Symptom of beep 6. Formatting of HDD 7. Installation of OS 8. Installation of Application Software. 9. Installation & Use of Antivirus. 10. Troubleshooting & Maintenance.
4	Simulate and analyze the analog and digital circuits using Electronic simulator software. <ol style="list-style-type: none"> 1. Introduction to simulation software 2. Introduction & use of all menu

	<ol style="list-style-type: none"> 3. Use of library. 4. Assemble circuit & test. 5. See the graphical result.
5	<p>Assemble, test and repair the various analog circuits and apply this knowledge to troubleshoot AF amplifier of PA system, fan regulator, light dimmer circuit, display systems, digital clock, digital timer and event counter.</p> <ol style="list-style-type: none"> 1. Identify the component given for assembly of above circuit. 2. Assemble the circuit with proper precaution. 3. Test the application circuit. 4. Repair, maintenance & troubleshooting the circuit.
6	<p>Assemble various electronic circuits using SMD components and test them using suitable test equipment and perform the repair work on the PCB tracks.</p> <ol style="list-style-type: none"> 1. Introduction to ESD belt. 2. Introduction to identify the SMD component. 3. Soldering concept of SMD, ie. Substrate, Solder paste Machine, component assembly (using pick & place machine), Reflow and Rework etc. 4. Testing of SMD assembled PCB using suitable test jig.
7	<p>Prepare, crimp, terminate and test various cables used in different electronics industries.</p> <ol style="list-style-type: none"> 1. Introduction to various connector/ Jack used in industry and their use. 2. Use of various crimping tools. 3. Crimping of RJ-11 and RJ 45 connector. 4. Crimping of straight and cross cable.
8	<p>Demonstrate the proficiency in the constructional features of AM/FM communication receiver circuits and devices and trouble shoot them.</p> <ol style="list-style-type: none"> 1. Introduction to AM/FM communication receiver. 2. Check the frequency response of AM/FM communication receiver. 3. Troubleshooting of AM/FM communication receiver.
9	<p>Dismantle, trouble shoot and replace the modules of a cell phone/smart phone and assemble.</p> <ol style="list-style-type: none"> 1. Introduction to cell phone/smart phone. 2. Identification of various parts used in cell phone/smart phone 3. Assembly of cell phone/smart phone. 4. Dismantle of cell phone/smart phone. 5. Software loading / Up gradation of software. 6. Configuration & Installation of various Application.

B. BLOCK – II

1. Safety and best practices (5S, KAIZEN etc.)
2. Record keeping and documentation
3. Identification and testing of electronic components/devices
4. Repair & Maintenance work

DURATION: 09 MONTHS (39 WEEKS)	
SL NO	LIST OF OPERATIONS/SKILLS TO BE COVERED DURING INDUSTRIAL TRAINING
1	Latest Power Devices and their Ratings <ol style="list-style-type: none">1. List various Power devices2. Identification & pin layout of various power devices3. Read the data sheet.4. Testing of various power device like SCR, TRIAC, Power MOSFET, IGBT etc
2	Understand, Familiarize, assembling, aligning, testing, servicing & Installation of single phase Digital / Sine wave Inverters with respect to industries.
3	Understand, Familiarize, assembling, aligning, testing, servicing & Installation of three phase / Digital / Sine wave Inverters with respect to industries.
4	Understand, Familiarize & Fault finding of single phase Digital / Sine wave Inverters.
5	Understand, Familiarize & Fault finding of three phase / Digital / Sine wave Inverters with respect to industries.
6	Understand, Familiarize, Installation and testing of single phase Off line UPS and develop SoP for installation & testing.
7	Understand, Familiarize, Installation and testing of three phase Off line UPS and develop SoP for installation & testing.
8	Understand, Familiarize, Installation and testing of single phase On line UPS.
9	Understand, Familiarize, Installation and testing of three phase On line UPS.
10	Understand, Familiarize, assembling, aligning, testing, servicing & Fault finding of single phase / On line / Off line UPS.
11	Understand, Familiarize, assembling, aligning, testing, servicing & Fault finding of three phases / On line / Off line UPS with respect to industries.
12	Assembling, testing & Fault finding of Voltage stabilizer of different ratings with respect to industries.
13	Understand, Familiarize, assembling, testing & Fault finding of Servo stabilizer of different ratings with respect to industries.
14	Understand, Familiarize, assembling, testing & Fault finding of S.M.P.S. of different ratings with respect to industries.
15	Understand, Familiarize, testing, Fault finding & Installation of DC drives (single phase, three phases). Rectifier bridges and their ratings.
16	Understand, Familiarize, testing, Fault finding & Installation of AC drives (single

	phase, three phases).
17	Understand, Familiarize, testing, Fault finding & Installation of speed control of D.C. motor using D.C. Drive.
18	Understand, Familiarize, testing, Fault finding & Installation of speed control of A.C. motor using A.C. Drive with respect to industries.
19	Understand, Familiarize, testing, assembling, Fault finding in Microcontroller 8051 based application in system programming & applications such as, a) Generation of Firing angle for inverter, chopper, cycloconverter etc. with respect to industries b) To assemble, Implementation & view the system signal waveform on CRO. c) Fault finding in applications circuit. d) Fault finding in designed circuit. e) Applications on Micro controller 8751, 8032, 8052, 8752, 68HC05, 68HC11, 68HC32 based system design for power electronics control circuits. with respect to industries.
20	Understand, Familiarize, testing, assembling, Fault finding, installation & operate/maintain solar based systems such as, 1) UPS 2) Street light 3) Water heaters etc with respect to industries
21	Develop a Project with SOP of Installation, repair & maintenance of Inverter, chopper, Stabilizer etc.
22	Introduction and application of Soft Starter
23	Rectifier, Multiplier, Buck, Boost, Buck-boost converters.

8. ASSESSMENT STANDARD

8.1 Assessment Guideline:

Appropriate arrangements should be made to ensure that there will be no artificial barriers to assessment. The nature of special needs should be taken into account while undertaking assessment. Due consideration to be given while assessing for team work, avoidance/reduction of scrape/wastage and disposal of scarp/wastage as per procedure, behavioral attitude and regularity in training.

The following marking pattern to be adopted while assessing:

a) Weightage in the range of 60-75% to be allotted during assessment under following performance level:

For this grade, the candidate with occasional guidance and showing due regard for safety procedures and practices, has produced work which demonstrates attainment of an acceptable standard of craftsmanship.

In this work there is evidence of:

- Good skill levels in the use of hand tools, machine tools and workshop equipment
- Many tolerances while undertaking different work are in line with those demanded by the component/job.
- A fairly good level of neatness and consistency in the finish
- Occasional support in completing the project/job.

b) Weightage in the range of above 75%- 90% to be allotted during assessment under following performance level:

For this grade, the candidate, with little guidance and showing due regard for safety procedures and practices, has produced work which demonstrates attainment of a reasonable standard of craftsmanship.

In this work there is evidence of:

- Good skill levels in the use of hand tools, machine tools and workshop equipment
- The majority of tolerances while undertaking different work are in line with those demanded by the component/job.
- A good level of neatness and consistency in the finish
- Little support in completing the project/job

c) Weightage in the range of above 90% to be allotted during assessment under following performance level:

For performance in this grade, the candidate, with minimal or no support in organization and execution and with due regard for safety procedures and practices, has produced work which demonstrates attainment of a high standard of craftsmanship.

In this work there is evidence of:

- High skill levels in the use of hand tools, machine tools and workshop equipment
- Tolerances while undertaking different work being substantially in line with those demanded by the component/job.
- A high level of neatness and consistency in the finish.
- Minimal or no support in completing the project

8.2 FINAL ASSESSMENT- ALL INDIA TRADE TEST (SUMMATIVE ASSESSMENT)

SUBJECTS	Marks	Internal assessment based on competency	Full Marks	Pass Marks	Duration of Exam.
Basic Training(Block-I)		250	250	150	
Professional Skill	250		250	150	08 hrs.
Professional Knowledge	100		100	40	3 hrs.
Workshop Cal. & Sc.	50		50	20	3 hrs.
Engineering Drawing	50		50	20	4 hrs.
Employability Skill	50		50	20	3 hrs.
Basic Training (Block-II)		250	250	150	
Grand Total	500	500	1000	550	

9. FURTHER LEARNING PATHWAYS

On successful completion of the course,

- The trainees will be employed in reputed Industries / Organizations.
- On successful completion of the course trainees can opt for Diploma course (lateral entry).
{Applicable for candidates only who undergone ATS after CTS}

Employment opportunities:

On successful completion of this course, the candidates shall be gain fully employed in the following industries:

1. Various Industrial Electronics Equipment Manufacturing Industries.
2. Automobile electronics and allied industries
3. Industries manufacturing SMPS, UPS, Drives and inverters.
4. Self employment

TOOLS & EQUIPMENT FOR BASIC TRAINING
INFRASTRUCTURE FOR PROFESSIONAL SKILL & PROFESSIONAL
KNOWLEDGE

TRADE: MECHANIC POWER ELECTRONICS (INVERTER, UPS AND MAINTENANCE OF DRIVES)

LIST OF TOOLS & EQUIPMENTS FOR 20 APPRENTICES

A: TRAINEES TOOL KIT:-

Sl. No.	Name of the items	Quantity (indicative)
1.	Connecting screwdriver 100 mm	10 Nos.
2.	Neon tester 500 V.	6 Nos.
3.	Screw driver set (set of 5)	10 Nos.
4.	Insulated combination pliers 150 mm	6 Nos.
5.	Insulated side cutting pliers 150 mm	8 Nos.
6.	Long nose pliers 150 mm	6 Nos.
7.	Soldering iron 25 W. 240 V.	10 Nos.
8.	Electrician knife	6 Nos.
9.	Tweezers 100mm	10 Nos.
10.	Digital Multimeter (3 ½ digit)	10 Nos.
11.	Soldering Iron Changeable bits 10 W	6 Nos.
12.	De- soldering pump	10 Nos.

B: TOOLS INSTRUMENTS AND GENERAL SHOP OUTFITS.

Sl. No	Name of the items	Quantity (Indicative)
1.	Steel rule 300mm	4 Nos.
2.	Steel measuring tape-3 m	4 Nos.
3.	Tools makers vice 100mm (clamp)	1 No.
4.	Tools maker vice 50mm (clamp)	1 No.
5.	Crimping tool (pliers)	2 Nos.
6.	Magneto spanner set	2 Nos.
7.	File flat 200mm bastard	2 Nos.
8.	File flat 200mm second cut	2 Nos.
9.	File flat 200mm smooth	2Nos.
10.	100mm flat pliers	4 Nos.
11.	100mm round Nose pliers	4 Nos.
12.	Scriber straight 150mm	2 Nos.
13.	Hammer ball pen 0.5Kg	1 No.
14.	Allen key set (set of 9)	1 No.

15.	Tubular box spanner (set of 6Nos)	1 set.
16.	Magnifying lenses 75mm	2 Nos.
17.	Continuity tester	6 Nos.
18.	Hacksaw frame adjustable	2 Nos.
19.	Cold chisel 20mm	1 No.
20.	Scissors 200mm	1 No.
21.	Handsaw 450mm	1 No.
22.	Hand Drill Machine	2 Nos.
23.	First aid kit	1 No.
24.	Fire Extinguisher	2 Nos.
25.	Bench Vice	1 No.
26.	Dual DC regulated power supply 30-0-30 V, 2 Amps	4 Nos.
27.	DC regulated variable power supply 0-24 V, 1Amp	2 Nos.
28.	LCR meter (Digital)	1 No.
29.	CRO Dual Trace 20 MHz (component testing facilities)	2 Nos.
30.	Signal Generator, 0-100 KHz	2 Nos.
31.	Analog multimeter	4 Nos.
32.	Function generator (Triangular, square and sine wave)	2 Nos.
33.	Dimmer start 3 Amps	2 Nos.
34.	Analog Component Trainer	2 Nos.
35.	Op Amp trainer	2 Nos.
36.	Digital IC Trainer	2 Nos.
37.	Digital IC Tester	1 No.
38.	Digital and Analog Bread Board Trainer	2 Nos.
39.	Rheostats various values and ratings	2 Nos.
40.	Computers in the assembled form (including cabinet, motherboards, HDD, DVD, SMPS, Monitor, KB, Mouse, LAN card, Blue-Ray drive and player), MS Office education version.	2 Nos.
41.	Laptops latest configuration	1 No.
42.	Laser jet Printer	1 No.
43.	Internet broadband connection	1 No.
44.	Electronic circuit simulation software with 6 user licenses	1 No.
45.	Different types of Analog electronic components, digital ICs, power electronic components, general purpose PCBs, bread board, MCB, ELCB	As required
46.	Microcontroller kits (8051) along with programming software (Assembly level Programming).	4 Nos.
47.	Application kit for Microcontroller with minimum 6 applications.	1 Set
48.	Soldering & De soldering Station	2 Nos.
49.	SMD Soldering & De soldering Station with necessary accessories	1 No.
50.	Smart phones of different make (different operating system) 3G,4G enabled	2 Nos.
51.	Sensor trainer kit (containing Various sensors like Thermocouple, RTD, Thermocouple, load cell, strain gauge, LVDT, smoke sensors, speed sensor)	2 Nos.

Note: In case of basic training setup by the industry the tools, equipment and machinery available in the industry may also be used for imparting basic training.

INFRASTRUCTURE FOR WORKSHOP CALCULATION & SCIENCE AND ENGINEERING DRAWING

TRADE: MECHANIC POWER ELECTRONICS (INVERTER, UPS AND MAINTENANCE OF DRIVES)

LIST OF TOOLS& EQUIPMENTS FOR 20 APPRENTICES

- 1) **Space Norms** : 45 Sq. m.(For Engineering Drawing)
2) **Infrastructure:**

A: TRAINEES TOOL KIT:-

Sl. No.	Name of the items	Quantity (indicative)
1.	Draughtsman drawing instrument box	20 Nos.
2.	Set square celluloid 45 ⁰ (250 X 1.5 mm)	20 Nos.
3.	Set square celluloid 30 ⁰ -60 ⁰ (250 X 1.5 mm)	20 Nos.
4.	Mini drafter	20 Nos.
5.	Drawing board (700mm x500 mm) IS: 1444	20 Nos.

B: FURNITURE REQUIRED

Sl. No.	Name of the items	Quantity (indicative)
1	Drawing Board	20 Nos.
2	Models : Solid & cut section	as required
3	Drawing Table for trainees	as required
4	Stool for trainees	as required
5	Cupboard (big)	1 No.
6	White Board (size: 8ft. x 4ft.)	1 No.
7	Trainer's Table	1 No.
8	Trainer's Chair	1 No.

INFRASTRUCTURE FOR ON-JOB TRAINING

TRADE: MECHANIC POWER ELECTRONICS (INVERTER, UPS AND MAINTENANCE OF DRIVES)

For Batch of 20 APPRENTICES

Actual training will depend on the existing facilities available in the establishments. However, the industry should ensure that the broad skills defined against On-Job Training part (i.e. 9 months + 9 months) are imparted. In case of any short fall the concern industry may impart the training in cluster mode/ any other industry/ at ITI.

GUIDELINES FOR INSTRUCTORS AND PAPER SETTERS

1. Due care to be taken for proper & inclusive delivery among the batch. Some of the following some method of delivery may be adopted:

- A) LECTURE
- B) LESSON
- C) DEMONSTRATION
- D) PRACTICE
- E) GROUP DISCUSSION
- F) DISCUSSION WITH PEER GROUP
- G) PROJECT WORK
- H) INDUSTRIAL VISIT

2. Maximum utilization of latest form of training viz., audio visual aids, integration of IT, etc. may be adopted.

3. The total hours to be devoted against each topic may be decided with due diligence to safety & with prioritizing transfer of required skills.