

CURRICULUM

FOR THE TRADE OF

ASSISTANT BEAUTICIAN

UNDER

APPRENTICESHIP TRAINING SCHEME



Government of India

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

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2. Sahiba salon academy
3. VLCC, health care ltd.

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2. BACKGROUND

1.1 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.

1.2 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.

1.3 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 ASSISTANT BEAUTICIAN trade)

1. The greater degree of relevance of the training with latest advancements of the industry will enhance the employability opportunities.
2. Ability to set trolley and facial bed as per industry standard.
3. Ability to use latest tool&equipments and their different techniques.
4. Acquire knowledge of skin, Nail structure and identify Skin & Nail condition.
5. Ability to select and use latest products suitable for the client skin condition.
6. Ability to identify contraindications related to chemical services.
7. Exposure to the procedure to sterilize and disinfect equipment/tools.
8. Able to manage client expectations.
9. Able to communicate and behave in a professional manner when dealing with clients.
10. Able to provide after care advice for clients.
11. Exposure to facial treatments to improve skin condition.
12. Able to carry out basic epilation services to suit client requirements.
13. Ability to understand make-up application according to different facial shapes & age.

4. JOB ROLES: REFERENCE NCO

Brief description of Job roles:

An Assistant Beautician needs to be aware of the basics of beauty therapy, health and hygiene, safety about various beauty products. Assistant Beautician is expected to perform basic epilation, manicure, pedicure and basic face care services and also assist the beautician in providing advanced services. The person also assists in salon ambience maintenance and also does various other odd jobs in the salon including selling salon retail products after obtaining knowledge of them.

Reference NCO:

5. GENERAL INFORMATION

1. Name of the Trade : ASSISTANT BEAUTICIAN

2. N.C.O. Code No. : 560.30

3. Duration of Apprenticeship Training

(Basic Training + Practical Training): 15 Months

4. Duration of Basic Training: -

Block –I: 3 months

Total duration of Basic Training: 3 months

5. Duration of Practical Training (On -job Training): -

Block–I: 12 months

Total duration of Practical Training: 12 months

6. Entry Qualification : Passed 8th class

7. Selection of Apprentices: The apprentices will be selected as per Apprenticeship Act amended time to time.

8. Rebate for ITI passed trainees : Nil

Note: Industry may impart training as per above time schedule, 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 aspect is compromised and duration of industry training to be remain as 1 year.

6. COURSE STRUCTURE

Training duration details: -

Time (in months)	1-3	4-15
Basic Training	Block– I	-----
Practical Training (On - job training)	----	Block – I

Components of Training	Duration of Training in Months														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Basic Training Block - I															
Practical Training Block - I															

7. SYLLABUS
7.1 BASIC TRAINING
(BLOCK – I)
DURATION: 03MONTHS

GENERAL INFORMATION

- 1) **Name of the Trade** : **ASSISTANT BEAUTICIAN**
- 2) **Hours of Instruction** : 500Hrs.
- 3) **Batch size** : 20
- 4) **Power Norms** : 6 KW for Workshop
- 5) **Space Norms** : 70 Sq.m.
- 6) **Examination** : The internal assessment will be held on completion of the Block.
- 7) **Instructor Qualification** :

i) Degree/Diploma in **Beauty culture or Cosmetology** from recognized university/Board with one/two year post qualification experience respectively in the relevant field.

OR

ii) NTC/NAC in the trade of **Basic Cosmetology/Hair and skin care** with three year post qualification experience in the relevant field.

Preference will be given to a candidate with Craft Instructor Certificate (CIC)

- 8) **Tools, Equipments & Machinery required** : - As per Annexure – I

7.1 DETAILSYLLABUS OF BASIC TRAINING

7.1.1DETAIL SYLLABUS OF PROFESSIONAL SKILLS & PROFESSIONAL KNOWLEDGE

Block –I

Basic Training (120 Hrs)

Topic	Professional Skills	Hrs.	Professional Knowledge
1	Preparation and maintenance of the treatment work areas	10	<ul style="list-style-type: none"> • Maintain salon safety & legal requirements, waste disposal, Service standard and image. • Work procedure to ensure safety, effectiveness and hygiene. • Procedure for obtaining suitable materials, equipment and staff assistance.
2	Provide basic skin care service	30	<ul style="list-style-type: none"> • The structure & function of the skin • Methods to recognize the skin type & skin conditions. • Methods to treat the skin types & conditions. • Suitable course of treatment for various skin types & conditions & recommended frequency. • Reasons for & benefits of cleansing the skin , exfoliating the skin, applying massage, & applying Mask . • Possible contraction which may accrue during the facial and bleach treatment and how to deal with them
3	Carry out basic epilation services	10	<ul style="list-style-type: none"> • The structure of skin, structure of hair & basic principles of hair growth. • Various techniques associated with hair removal. • Suitability of specific product based on hair types • Method of application and removal in relation to the direction of hair growth. • Other methods of hair removal and the effects of these methods.
4	Provide manicure and pedicure services	20	<ul style="list-style-type: none"> • The structure of nail & nail shapes. • Identification of treatable nail & skin condition.

			<ul style="list-style-type: none"> • Different types of techniques used within manicure how to carry them out. • Selection & adaption of manicure & pedicure services to suit individual clients needs. • Benefits and effects of the hand and nail treatments. • Different types of manicure & pedicure tools & equipments & their application. • Importance of aftercare & maintainace requirements.
5	Assist the beautician performing beauty services	10	<ul style="list-style-type: none"> • Understanding of various products and their selection and application based on skin types. • Types of tools, Materials and equipment used for skin treatments and make up. • The importance of using products economically.
6	Maintain health and safety at the workplace	10	<ul style="list-style-type: none"> • The health, safety and legal requirements, waste disposal, service standard and brand image related details of the salon. • Safe, effective and hygiene practices to be followed while providing skin services.
7	Carry out Day, Evening, applying of false eyelashes.	20	<ul style="list-style-type: none"> • Consulting with clients to determine their needs & preferences. • Understanding of cosmetic color theory. • Applying appropriate cosmetics to enhance a client's appearance. • Basic make-up procedure for any occasion. • Safety measures to be followed during make-up application.
	10		Internal Assessment

7.1.2EMPLOYABILITY SKILLS

GENERAL INFORMATION

- 1) **Name of the subject** : **EMPLOYABILITY SKILLS**
- 2) **Applicability** : **ATS- Mandatory for fresher only**
- 3) **Hours of Instruction** : **110Hrs.**
- 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.

7.1.2.1 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	
	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)

DURATION: 12MONTHS

GENERAL INFORMATION

- 1) **Name of the Trade** : **Assistant Beautician**
- 2) **Duration of On-Job Training** : As per Apprenticeship Act amended time to time.
- 3) **Batch size** : 20
- 4) **Examination** :
 - i) The internal assessment will be held on completion of the block
 - ii) NCVT exam will be conducted at the end of Apprenticeship Training
- 5) **Instructor Qualification** :

i) Degree/Diploma in **Beauty culture or Cosmetology** from recognized university/Board With one/two year post qualification experience in the relevant field.

OR

ii) NTC/NAC in the trade of **Basic Cosmetology/ Hair and skin care** with three year post qualification experience in the relevant field.

Preference will be given to a candidate with Craft Instructor Certificate (CIC)

- 6) **Infrastructure for On-Job Training** : - As per Annexure – II

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

BLOCK – I (270 Hrs.)

1. Develop good appearance and behavior, practice, tasks as per industry standard and express good communication skills.
2. Prepare and maintain work area as per industry standard and maintain health and safety at the work place.
3. Carry out epilation and depilation services. Illustrate and explain hair structure & hair growth cycle.
4. Carry out manicure and pedicure services. Explain anatomy of nail. Differentiate between and identify nail disease nail disorders.
5. Carry out facial treatments and explain skin structure.
6. Demonstrate day, evening, party and explain effects of light on makeup.

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 above75%- 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	Sessional marks	Full Marks	Pass Marks	Duration of Exam.
Block – I	Block - I					
	Practical	300	100	400	240	8 hrs.
	Trade Theory	100	20	120	48	3 hrs.
	Employability Skill	50		50	17	2 hrs.
	Grand Total	450	120	570	-	

Marks Distribution TOTAL: 570 marks

Note: - The candidate pass in each subject conducted under all India trade test.

9. FURTHER LEARNING PATHWAYS

1. On successful completion of the course trainees can opt for ATS Beautician course
2. On successful completion of the course trainees can opt for ATS Basic cosmetology course

Employment opportunities:

On successful completion of this course, the candidates shall be gainfully employed in the following Job rolls:

1. Manicurist & Pedicurist
2. Assist the beauty therapist performing beauty services

TOOLS & EQUIPMENT FOR BASIC TRAINING

**INFRASTRUCTURE FOR PROFESSIONAL SKILL & PROFESSIONAL
KNOWLEDGE**

TRADE: ASSISTANT BEAUTICIAN

LIST OF TOOLS & EQUIPMENTS FOR 20 APPRENTICES

A : LIST OF TOOLS & EQUIPMENTS FOR BASIC TRAINING:-

S.No.	Description	Qty.
1	Student's chair with flap	20 Nos.
2	Teacher's Table and chair set	01 No.
3	White Magnetic Board	01 No.
4	Display board	02 No.

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 ON-JOB TRAINING**TRADE: ASSISTANT BEAUTICIAN****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. 12 months) are imparted. In case of any short fall the concern industry may impart the training in cluster mode/ any other industry/ at ITI.

B : LIST OF TOOLS & EQUIPMENTS FOR ON-JOB TRAINING:-

S. No.	Description	Qty.
1	Magnifying lamp	03No
2	High frequency*	4 No
3	Wet Sterilizer	2 No
4	Wax heater	4 No
5	Beauty Trolleys	6 No
6	Facial Bed	6 No.
7.	Brush unit	02 No.
8	Manicure Bowls	20 No
9	Pedicure tub	10 No
10	Manicure stools	12 no.
11	Manicure table	06 No.
12	Pedi stool	10 No.
13	Vapozone	03 No.
14	Manicure Trolley	04 No.

15	Dry Sterilizer (Ultra Violet)	2 No
16	Boiler	01 No.
17	Front wash Basin	2 No
18	Curtain/Blinds for Lab	As required
19	Blanket	04 No
20	Heat Convector	02 No.
21	Air conditioner split 2 ton with stabilizer	As Required
22	Student Lockers	1 per student
23	Teacher's Chair and table set	1 No.
24	Black head remover	10 No.
25	Display board (minimum 3X4 feet size)	As Required
26	Mirror Panel	10 No.
27	Styling Chair (multipurpose beauty services)	10 No.

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.