

Annexure I

Training Delivery Plan

Training Delivery Plan			
Program Name:	Mechanic/Fitter		
Qualification Pack Name & Ref. ID	Mechanic/Fitter & Ref ID: MIN /Q0306		
Version No.	1.0	Version Update Date	26/09/2019
Pre-requisites to Training (if any)	<p>Education: Minimum Class VIII Pass Maximum Graduate</p> <p>Experience: 0-1 years related experience</p>		
Training Outcomes	<p>By the end of this program, the participants will be able to:</p> <ul style="list-style-type: none"> To clean the work area and assist the Technician in conducting daily inspection and check of different machine. Follow all the work instruction from Fitter / Technician related to routine maintenance. Take direction from Technician and identify right machine spares, tools and tackles required for the repair and maintenance job on the machines. Assist Mechanic/Fitter to execute preventive maintenance schedule. Assist mechanic in overhauling of subassemblies like engine, transmission, final drive etc. Assist in changing the seal kit of hydraulic cylinders. Assist in performing the overhaul of brake and brake system. To assist technicians in checking of machine before handing over. To dispose of waste material and broken parts at appropriate place. Carry out preliminary & visual checks. Assist technician in identifying any unusual noise, vibration, leak, spillage, accumulation etc. Issue spare parts after obtaining Technician's approval and to carry all the tools and tackles and spares required for the job to the worksite. Follow safety measures during operations to ensure that the health and safety of self or others (including members of the public) is not at risk. To assist technicians in checking of all gauges, indicators and sensor and machine performance before handing over and recommissioning. Carry out Dry acetylene and arc welding. Operate grinding wheel safely and at correct RPM. Fabricate plate, angle, channel etc and to repair some of the breakdown parts of vehicle, machine and equipment. Barricade the drop zone if welding cutting is being performed at height. Read work instructions and standard operating procedures (SOP). Read equipment manual and process documents, check lists given by the Equipment manufacturers. Discuss repetitive issue in any equipment with supervisor. Effectively communicate to Operators, Technicians and others about job completion and any observations. 		

Sl. No.	Module Name	Session Name	Session Objectives	NOS Reference	Methodology	Training Tools/Aids	Duration
1	Introduction	Introduction to mine	<ul style="list-style-type: none"> Describe the overview of a mine- open cast & u/g mine. Differentiate between the types of mines and know details of the mine he is working in. Restate Mine Organization, time keeping, need for discipline and punctuality 	MIN/Q0313 KA3,KA4,	<ul style="list-style-type: none"> Instructor Led Training Demonstration Lecture 	<ul style="list-style-type: none"> Projector Laptop 	8
					<ul style="list-style-type: none"> Mine Visit to Open Cast and Underground 	<ul style="list-style-type: none"> Model of Opencast Mine 3D Video 	8
2	Introduction	Brief - description about mining cycle	Learn about mining cycle of operation, different types of mining method, mining machineries etc	MIN/Q0313 KA1,KA2,KA5,KA6,KA7,KA8,KA9	<ul style="list-style-type: none"> Instructor Led Training Demonstration Lecture 	<ul style="list-style-type: none"> Projector Laptop 	8
					<ul style="list-style-type: none"> Mine Visit to Open Cast and Underground 	<ul style="list-style-type: none"> Model of Opencast Mine Video 	8
3	Introduction	Introduction to Mechanic/Fitter	<ul style="list-style-type: none"> Identify the minimum requirement to become a certified Mechanic/Fitter. Describe the work area of Mechanic/Fitter. Learn about the role and responsibility of Mechanic/Fitter. Identify the opportunities available for Mechanic/Fitter. 	Bridge model	<ul style="list-style-type: none"> Instructor Led Training Demonstration Lecture 	<ul style="list-style-type: none"> Projector Laptop 	8
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4	Mechanical Maintenance of Machinery	Performing Maintenance Checks	<ul style="list-style-type: none"> To clean the work area and assist the Technician in conducting daily inspection and 	MIN 0313 PC1, PC2, PC3, PC4, PC5, PC6,	<ul style="list-style-type: none"> Instructor Led Training Demonstration Lecture 	<ul style="list-style-type: none"> Projector Laptop 	8

			<p>check of different machine.</p> <ul style="list-style-type: none"> • Carry out preliminary & visual checks. Observe any unusual noise, vibration, leak, spillage, accumulation etc. and communicate the same to Mechanic/Fitter. • To check gauges, indicators, and sensor are fully functional. Observe any alarm message and report the same to Technician or Operator. • Follow all the work instruction from Fitter / Technician related to routine maintenance. • Check oil and lubricant level and perform greasing & lubrication in accordance with charts; check and changes oil, oil filters and air filters, replaces hoses, belts, water pumps and other parts. • Check fan belts, hoses, wiper blades and other safety equipment; check water and antifreeze levels; check air in tires and inflate tires and changes tires as necessary. • Check belts, chains and other drive components. Check track chain bolts and give torque if required. 	PC7		<ul style="list-style-type: none"> • Hands on Practical 	<p>Mining Company SOP</p>	
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5	Mechanical Maintenance of Machinery and HEMM	Taking Directions	<ul style="list-style-type: none"> Take direction from Technician and identify right machine spares, tools and tackles required for the repair and maintenance job on the machines. To get necessary authorization and approval from Technician and mechanic for issuance of the spares and other materials. 	MIN 0313 PC8, PC9	<ul style="list-style-type: none"> Instructor Led Training Demonstration Lecture 	<ul style="list-style-type: none"> Projector Laptop 	4
					<ul style="list-style-type: none"> Hands on Practical 	Daily Report Sheet	8
6	Mechanical Maintenance of Machinery and HEMM	Issuing Material from Store	<ul style="list-style-type: none"> To get the items issued from store and carry right tools and tackles required to attend the breakdown. 	MIN 0313 PC10	<ul style="list-style-type: none"> Instructor Led Training Demonstration Lecture 	<ul style="list-style-type: none"> Projector Laptop 	4
					<ul style="list-style-type: none"> Hands on Practical 		8
7	Mechanical Maintenance of Machinery and HEMM	Assisting Technician	<ul style="list-style-type: none"> Assist Mechanic/Fitter to execute preventive maintenance schedule Assist in installing new machines. 	MIN 0313 PC11, PC12	<ul style="list-style-type: none"> Instructor Led Training Demonstration Lecture 	<ul style="list-style-type: none"> Projector Laptop 	4
					<ul style="list-style-type: none"> Mine Visit Guest Lecture 		8
8	Mechanical Maintenance of Machinery	Assisting in Maintenance	<ul style="list-style-type: none"> Assist mechanic in overhauling of subassemblies like engine, transmission, final 	MIN 0313 PC13, PC14, PC15	<ul style="list-style-type: none"> Instructor Led Training Demonstration Lecture 	<ul style="list-style-type: none"> Projector Laptop 	6

			<ul style="list-style-type: none"> drive etc. To clean the machine components and assist the Mechanic/Fitter in fitment of the right components. Assist in changing the seal kit of hydraulic cylinders. Assist in performing the overhaul of brake and brake system. 		<ul style="list-style-type: none"> Hands on Practical 	<ul style="list-style-type: none"> Mechanical Tools Spare seals of hydraulic systems 	8
9	Mechanical Maintenance of Machinery and HEMM	Disposing Waste	<ul style="list-style-type: none"> To assist technicians in checking of machine before handing over. To dispose of waste material and broken parts at appropriate place. 	MIN 0313 PC16, PC17	<ul style="list-style-type: none"> Instructor Led Training Demonstration Lecture 	<ul style="list-style-type: none"> Projector Laptop 	5
					<ul style="list-style-type: none"> Hands on Practical 	<ul style="list-style-type: none"> Mechanical Tools Cleaning tools and equipment 	8
10	Mechanical Maintenance of Machinery and HEMM	Lubrication	<ul style="list-style-type: none"> Basic knowledge of checklist for machine and component condition Manufacturer's guidelines for proper maintenance. Know right lubricants for conveyors, drives, gearboxes, chain and sprocket drives and greasing point of different machines. 	MIN 0313 KB1, KB2, KB3	<ul style="list-style-type: none"> Instructor Led Training Demonstration Lecture 	<ul style="list-style-type: none"> Projector Laptop 	6
					<ul style="list-style-type: none"> Hands on Practical 	Manufacturer guides of machines in mining	8
11	Mechanical Maintenance of Machinery	Tools and Equipment	<ul style="list-style-type: none"> Know the right set of tools and tackles required for 	MIN 0313 KB4, KB5, KB6	<ul style="list-style-type: none"> Instructor Led Training Demonstration Lecture 	<ul style="list-style-type: none"> Projector Laptop 	6

			<ul style="list-style-type: none"> Maintenance. • Procedure of acquisitions of tools and tackles from store and return policies. • different types of jacks and lifting tackles and their capacity 		<ul style="list-style-type: none"> • Hands on Practical 	<ul style="list-style-type: none"> • Jacks of different capacity • Lifting Mechanism 	8
12	Mechanical Maintenance of Machinery and HEMM	Routine check	<ul style="list-style-type: none"> • How to operate compressors and another mine machinery with or without load. • How to dismount subassemblies like engine, transmission, final drive etc. 	MIN 0313 KB7, KB8	<ul style="list-style-type: none"> • Instructor Led Training • Demonstration • Lecture 	<ul style="list-style-type: none"> • Projector • Laptop 	6 Hr
					<ul style="list-style-type: none"> • Hands on Practical 	<ul style="list-style-type: none"> • Compressor • Engine • Transmission 	8
13	Mechanical Maintenance of Machinery and HEMM	Writing Skills	<ul style="list-style-type: none"> • Fill the respective maintenance checklist • Create small notes or work documents for Fitter or Technician for any machine problem or observation. • Write requisition to internal customer on the requirement of tools, gauges etc 	MIN 0313 SA1, SA2, SA3	<ul style="list-style-type: none"> • Instructor Led Training • Demonstration • Lecture 	<ul style="list-style-type: none"> • Projector • Laptop 	8
					<ul style="list-style-type: none"> • Hands on Practical 	-----	8

14	Mechanical Maintenance of Machinery and HEMM		<ul style="list-style-type: none"> • Read the instructions given in the checklist • Read the types of lubricants, grease etc. • Read the problems reported by the operators • Read work instructions and standard operating procedures (SOP). • Read internal memos and circulars, safety instructions. • Read equipment manual and process documents, check lists given by the Equipment manufacturers. 		<ul style="list-style-type: none"> • Instructor Led Training • Demonstration • Lecture 	<ul style="list-style-type: none"> • Projector • Laptop 	6
		Reading Skills		MIN 0313 SA4, SA5, SA6, SA7, SA8, SA9	<ul style="list-style-type: none"> • Hands on Practical 	-----	8
15	Mechanical Maintenance of Machinery	Oral Communication	<ul style="list-style-type: none"> • Discuss repetitive issue in any equipment with 	MIN 0313 SA10, SA11, SA12, SA13, SA14	<ul style="list-style-type: none"> • Instructor Led Training • Demonstration • Lecture 	<ul style="list-style-type: none"> • Projector • Laptop 	6

			<ul style="list-style-type: none"> supervisor. Effectively understand about operational requirements. Answer queries or explain problems related to machine condition to Technicians, Supervisor, Operators and others. Effectively communicate to Operators, Technicians and others about job completion and any observations. Attentively listen and comprehend the information given by speaker. 		<ul style="list-style-type: none"> Hands on Practical 		4
16	Mechanical Maintenance of Machinery	Professional Skills	<ul style="list-style-type: none"> Decide when to conduct the routine maintenance Decide on 	MIN 0313 & MIN0314 SB1, SB2, SB3, SB4,	<ul style="list-style-type: none"> Instructor Led Training Demonstration Lecture 	<ul style="list-style-type: none"> Projector Laptop 	6

			<p>types of tools and tackles to be used.</p> <ul style="list-style-type: none"> • Planning of work according to the schedule • Planning for cleaning of the equipment. • Detect problems in day to day tasks. • Report problem that he can't resolve to appropriate authority • Identify sources of support that can be availed for problem solving. • Analyze repetitive issues and discuss with supervisor/mechanic. • Use common sense and make judgments during day to day basis. 	SB5, SB6, SB7, SB8, SB9	<ul style="list-style-type: none"> • Hands on Practical 	<ul style="list-style-type: none"> • Mechanical Tools 	8
17	Breakdown Servicing	Daily inspection and fault reporting	<ul style="list-style-type: none"> • To clean the work area and broken assemblies; assist the Technician in conducting inspection and check of the machine. • Carry out preliminary & 	MIN 0314 PC1, PC2, PC3	<ul style="list-style-type: none"> • Instructor Led Training • Demonstration • Lecture 	<ul style="list-style-type: none"> • Projector • Laptop 	6

			<p>visual checks. Assist technician in identifying any unusual noise, vibration, leak, spillage, accumulation etc.</p> <ul style="list-style-type: none"> To check drives, gauges, indicators, and sensor. Observe any alarm message and report the same to Technician or Fitter. 		<ul style="list-style-type: none"> Hands on Practical 	<ul style="list-style-type: none"> Mechanical Tool 	8
18	Breakdown Servicing	Assist in repairing the fault	<ul style="list-style-type: none"> To clean the machine components and assist the Mechanic/Fitter in fitment of the right components. <ul style="list-style-type: none"> Issue spare parts after obtaining Technician's approval and to carry all the tools and tackles and spares required for the job to the worksite. To carry out required lubrication, greasing and oil change as required. To assist technicians in checking of all gauges, indicators and sensor and machine performance before handing over and recommissioning. 	MIN 0314 PC4, PC5, PC6, PC7	<ul style="list-style-type: none"> Instructor Led Training Demonstration Lecture 	<ul style="list-style-type: none"> Projector Laptop 	6
					<ul style="list-style-type: none"> Hands on Practical 	<ul style="list-style-type: none"> Mechanical Tool 	8

19	Breakdown Servicing	Assist in simple gas cutting, welding, grinding, chipping, brazing etc.	<ul style="list-style-type: none"> Carry out Dry acetylene and arc welding. Operate grinding wheel safely and at correct RPM. 	MIN 0314 PC8, PC9, PC10	<ul style="list-style-type: none"> Instructor Led Training Demonstration Lecture 	<ul style="list-style-type: none"> Projector Laptop 	6
			<ul style="list-style-type: none"> Fabricate plate, angle, channel etc. and to repair some of the breakdown parts of vehicle, machine and equipment. Barricade the drop zone if welding cutting is being performed at height. 		<ul style="list-style-type: none"> Hands on Practical 	<ul style="list-style-type: none"> Dry Acetylene gas welding machine Arc Welding Machine Grinding Machine Steel Plates Chipping Hammer, Chisel 	8
20	Breakdown Servicing	Basic Maintenance	<ul style="list-style-type: none"> Basic knowledge of checklist for machine and component condition 	MIN 0314 KB1, KB2	<ul style="list-style-type: none"> Instructor Led Training Demonstration Lecture 	<ul style="list-style-type: none"> Projector Laptop 	3
			<ul style="list-style-type: none"> Manufacturer's guidelines for proper maintenance. 		<ul style="list-style-type: none"> Hands on Practical 	<ul style="list-style-type: none"> Mine Machinery Mechanical Tool 	8
21	Breakdown Servicing	Lubrication	<ul style="list-style-type: none"> Know right lubricants for conveyors, drives, gearboxes, chain and sprocket drives and greasing point of different machines 	MIN 0314 KB3	<ul style="list-style-type: none"> Instructor Led Training Demonstration Lecture 	<ul style="list-style-type: none"> Projector Laptop Lubricants Machine with conveyor, belts, gear box and chain-sprockets 	3
					<ul style="list-style-type: none"> Hands on Practical 	<ul style="list-style-type: none"> Mechanical Tool kit Lubricants Machine with conveyor, belts, gear box and chain-sprockets 	8

22	Breakdown Servicing	Tools and Equipment	<ul style="list-style-type: none"> Know the right set of tools and tackles required for Maintenance. Procedure of acquisitions of tools and tackles from store and return policies. Different types of jacks and lifting tackles and their capacity 	MIN 0314 KB4, KB5, KB6	<ul style="list-style-type: none"> Instructor Led Training Demonstration Lecture 	<ul style="list-style-type: none"> Projector Laptop Jack and lifting tools Mechanical Toolkit 	3
					<ul style="list-style-type: none"> Hands on Practical 	<ul style="list-style-type: none"> Cleaning Tools and Equipment Jack and lifting tools Mechanical Toolkit 	8
23	Breakdown Servicing	Compressor and Machinery Servicing	<ul style="list-style-type: none"> How to operate compressors and another mine machinery with or without load. 	MIN 0314 KB7	<ul style="list-style-type: none"> Instructor Led Training Demonstration Lecture 	<ul style="list-style-type: none"> Projector Laptop Compressor HEMM Maintenance Toolkit 	3
					<ul style="list-style-type: none"> Problem Solving 		8
24	Breakdown Servicing	Reading and Writing Skills	<ul style="list-style-type: none"> Fill the respective maintenance checklist. Create small 	MIN 0314 SA1, SA2, SA3, SA4, SA5,	<ul style="list-style-type: none"> Instructor Led Training Demonstration Lecture 	<ul style="list-style-type: none"> Projector Laptop 	3

			<p>notes or work documents for Fitter or Technician for any machine problem or observation.</p> <ul style="list-style-type: none"> • Write requisition to internal customer on the requirement of tools, gauges etc. • The Read the instructions given in the checklist. • Read the types of lubricants, grease etc. • Read the problems reported by the operators. • Read work instructions and standard operating procedures (SOP). • Read internal memos and circulars, safety instructions. • Read equipment manual and process documents, check lists given by the Equipment manufacturers. 	SA6, SA7, SA8, SA9,	<ul style="list-style-type: none"> • Hands on Practical 	Logbook	8
25	Breakdown Servicing	Oral Communication	<ul style="list-style-type: none"> • Discuss repetitive issue in any equipment with supervisor. • Effectively understand about 	MIN 0314 SA10, SA11, SA12, SA13, SA14	<ul style="list-style-type: none"> • Instructor Led Training • Demonstration • Lecture 	<ul style="list-style-type: none"> • Projector • Laptop 	3

			<p>operational requirements.</p> <ul style="list-style-type: none"> • Answer queries or explain problems related to machine condition to Technicians, Supervisor, Operators and others. • Effectively communicate to Operators, Technicians and others about job completion and any observations. • Attentively listen with full attention and comprehend the information given by speaker. 				8
26	Health & Safety Comply with Workplace	Safety Guidelines	<ul style="list-style-type: none"> • Comply with safety, health, security and environment related regulations/guidelines at the work site. 	MIN/N 0901 PC2	<ul style="list-style-type: none"> • Instructor Led Training • Demonstration • Lecture 	<ul style="list-style-type: none"> • Projector • Laptop 	3
					<ul style="list-style-type: none"> • Hands on Practical 	<ul style="list-style-type: none"> • PPE • Health and Safety Guide 	8
27	Health & Safety Comply with Workplace	Personal Protective Equipment	<ul style="list-style-type: none"> • Use Personal Protective Equipment (PPE) and other safety 	MIN/N 0901 PC1, PC3, PC4	<ul style="list-style-type: none"> • Instructor Led Training • Demonstration • Lecture 	<ul style="list-style-type: none"> • Projector • Laptop 	3

			<p>gear such as seat belt, body protection, respiratory protection, eye protection, ear protection and hand protection.</p> <ul style="list-style-type: none"> • Follow safety measures during operations to ensure that the health and safety of self or others (including members of the public) is not at risk. 		<ul style="list-style-type: none"> • Hands on Practical 	<ul style="list-style-type: none"> • PPE • Health and Safety Guide 	8
28	Health & Safety Comply with Workplace	Worksite Safety	<ul style="list-style-type: none"> • Carry out operations as per the manufacturer's and worksite related health and safety guidelines. 	MIN/N 0901 PC5	<ul style="list-style-type: none"> • Instructor Led Training • Demonstration • Lecture 	<ul style="list-style-type: none"> • Projector • Laptop 	3
			<ul style="list-style-type: none"> • Follow the manufacturer's instructions for care and safe operation of the equipment 		<ul style="list-style-type: none"> • Hands on Practical 	<ul style="list-style-type: none"> • Health and Safety Guide 	8
29	Health & Safety Comply with Workplace	Hazardous Material Handling	<ul style="list-style-type: none"> • Handle the transport, storage and disposal of hazardous 	MIN/N 0901 PC6	<ul style="list-style-type: none"> • Instructor Led Training • Demonstration • Lecture 	<ul style="list-style-type: none"> • Projector • Laptop 	3

			<p>materials and waste in compliance with worksite health, safety and environmental guidelines.</p> <ul style="list-style-type: none"> Follow safety regulations and procedures with regard to worksite hazards and risks. 		<ul style="list-style-type: none"> Hands on Practical 	<ul style="list-style-type: none"> Health and Safety Guide 	8
30	Health & Safety Comply with Workplace	Fire Extinguisher	<ul style="list-style-type: none"> Operate various grades of fire extinguishers, as applicable. Knowledge of different types of fire extinguisher and its application Location of fire extinguisher ,fire hydrants and emergency assembly points. 	MIN/N 0901 PC7,PC11, KA3, KB5	<ul style="list-style-type: none"> Instructor Led Training Demonstration Lecture 	<ul style="list-style-type: none"> Projector Laptop 	3
					<ul style="list-style-type: none"> Hands on Practical 	<ul style="list-style-type: none"> Fire Extinguisher 	8
31	Health & Safety Comply with Workplace	Health and Safety Policy	<ul style="list-style-type: none"> Health, safety and environment policy of the company. Reporting and documentation procedure of HSE and security matters. 	MIN/N 0901 PC8, KA1, KA4, KB1	<ul style="list-style-type: none"> Instructor Led Training Demonstration Lecture 	<ul style="list-style-type: none"> Projector Laptop 	3
					<ul style="list-style-type: none"> Hands on Practical 	<ul style="list-style-type: none"> Health and Safety Policy 	8
32	Health & Safety Comply with Workplace	Emergency Plan	<ul style="list-style-type: none"> Respond promptly and appropriately to an accident/incident or 	MIN/N 0901 PC9,PC10,KA 2	<ul style="list-style-type: none"> Instructor Led Training Demonstration Lecture 	<ul style="list-style-type: none"> Projector Laptop 	3

			<p>emergency situation, within limits of your role and responsibility.</p> <ul style="list-style-type: none"> Record and report details related to operations, incidents or accidents, as applicable Contact details of all key personnel to contact in case of emergency. 		<ul style="list-style-type: none"> Hands on Practical 	<ul style="list-style-type: none"> Emergency Plan 	8
33	Health & Safety Comply with Workplace	Case study	<ul style="list-style-type: none"> Case study-major/minor accident 	Bridge module	<ul style="list-style-type: none"> Instructor Led Training Demonstration Lecture 	<ul style="list-style-type: none"> Projector Laptop 	3
					<ul style="list-style-type: none"> Hands on Practical 		8
34	Health & Safety Comply with Workplace	PPE Case Study	<ul style="list-style-type: none"> Working of Personal Protective Equipment and fire extinguishers Case study 	MIN/N 0901 KB5	<ul style="list-style-type: none"> Instructor Led Training Demonstration Lecture 	<ul style="list-style-type: none"> Projector Laptop 	2
					<ul style="list-style-type: none"> Hands on Practical 	<ul style="list-style-type: none"> Fire Extinguisher 	8
35	Health & Safety Comply with Workplace	Ergonomics	<p>Knowledge of emergency response plan of the worksite.</p> <ul style="list-style-type: none"> Awareness on health risks that may exist at worksite. Knowledge of ergonomics. 	MIN/N 0901 KB2, KB3, KB4	<ul style="list-style-type: none"> Instructor Led Training Demonstration Lecture 	<ul style="list-style-type: none"> Projector Laptop 	3
					<ul style="list-style-type: none"> Hands on Practical 	<ul style="list-style-type: none"> Emergency Escape Plan 	8
36	Health & Safety Comply with	First-Aid	<ul style="list-style-type: none"> Support in administering basic first aid and report to concerned team members, as required, in case of an accident 	MIN/N 0901 PC8	<ul style="list-style-type: none"> Instructor Led Training Demonstration Lecture 	<ul style="list-style-type: none"> Projector Laptop 	2
					<ul style="list-style-type: none"> Hands on Practical 	<ul style="list-style-type: none"> First Aid Kit 	8

37	Health & Safety Comply with	First Aid Kit and Toolbox	<ul style="list-style-type: none"> Conduct or ask for tool box talk before start of any job. 	MIN/N 0901 PC5	<ul style="list-style-type: none"> Instructor Led Training Demonstration Lecture 	<ul style="list-style-type: none"> Projector Laptop 	2
					<ul style="list-style-type: none"> Hands on Practical 	<ul style="list-style-type: none"> Toolbox 	8

38	Entrepreneurship and Softskills	<ul style="list-style-type: none"> • Personal Strengths & Value Systems • Digital Literacy: A Recap • Money 	<ul style="list-style-type: none"> • Explain the meaning of health • List common health issues • Discuss tips to prevent common health issues • Explain the meaning of hygiene • Understand the purpose of Swachh Bharat Abhiyan • Recall the functions of basic computer keys • Discuss the main applications of MS Office • Discuss the benefits of Microsoft Outlook • Discuss the different types of e-commerce • List the benefits of e-commerce for retailers and customers • Discuss how the Digital India campaign will help boost e-commerce in India • Explain how you will sell a product or service on an e-commerce platform • Discuss the need for CRM • Discuss the benefits of CRM • Discuss the 		<ul style="list-style-type: none"> • Instructor Led Training • Demonstration 	Handbook, White board, marker, computer system, projector, PPTs	
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39	Digital Literacy	Digital Literacy	<ul style="list-style-type: none"> • Discuss the functions of Windows 7 or Windows 8 • Discuss the functions of Microsoft Office • Describe the basics of computers • Know how to use internet and world wide web • Understand the computer security and privacy concepts 		Self-study	Computer system, internet connection, note book	20 Hr
40		Practice sessions	8 Practice session under trainer guidance on Mechanical Maintenance and repair		Hands on Practical under guidance of instructor	All used in previous sessions	64 Hr