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Revised:1 year 2009

Syllabus For

Armature Motor Rewinding Trade

Under G.C.V.T. Pattern



Directorate of Employment & Training

(An ISO-9000:2000 Certified Organization)

Block No.:1/8, 3 rd Flor, Dr. Jivraj Mehta Bhavan, Old Sachivalaya,
Gandhinagar, Gujarat State.

Web : www.talimrojgar.org



SYLLABUS COMMITTEE

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General Information

1	Name of the Trade	Armature Motor Rewinding
2	Entry Qualification	Passed in 10 th class Examination under 10+2 System
3	Duration	One Year
4	Unit Strength	16
5	On Job Training	Two Months
6	Institute Time	As per Institute Rules
7	Job Placement Call	Available as per Institute Placement Bureau



DETAILED SYLLABUS FOR THE COURSE OF ARMATURE MOTOR REWINDING

Week No.	Trade Theory	Practical	Foundation Course		Soft Skill Topic No.
			Work Shop Calculation	Work Shop Science	
1	Objective test Organization of the institute departments, various trades & their Function Types of responsibility, to be undertaken, incentive and future planning of the profession	Visit to the institute introduction with the principal & staff	Simple addition Simple subtraction	Atomic structure	1.11 , 1.12 , 2.01 , 3.01 , 6.01 , 7.01 , 8.02 , 11.01
2	Safety precaution First aid	Use of safety material	Simple multiplication	Electron theory & electric current	1.13 , 1.21 , 2.02 , 3.01 , 5.01 , 6.02 , 8.01 , 11.02
3	Conductor and insulator Size & Application	Removing of insulation from assorted Wires Joining practice with single & stranded conductor	Simple division	Properties & use of copper, zinc, lead, tin, alluminium bronze solder timber & rubber	1.14 , 1.22 , 2.02 , 3.01 , 6.03 , 8.02 , 8.03 , 9.01 , 11.03
4	Description, specification,	Demonstration & practice in using trade hand tools.	Fraction conversion from fraction to decimal	Unit of length, weight, time, CGS/MKS system	1.23 , 2.02 , 3.02 , 4.01 , 6.04 , 8.03 , 11.04

5	Soldering Common electrical accessories & fuses	Soldering practice Connection of different accessories & fuses	Decimal addition subtraction	Unit of work power & energy	1.15 , 1.24 , 2.03 , 3.02 , 5.02 , 6.04 , 8.02 , 8.07 , 11.05
6	Different types of insulating material Fundamental terms definition & unit related to the trade	Use of insulating Material Demo & practice in connecting simple ckt.	Decimal multiplication division	Unit of temperature & pressure	1.25 , 2.03 , 6.04 , 8.02 , 8.07 , 10.01 , 11.06
7	Ohm's law, statement explanation & illustration, Explanation of voltage drops in ckt. Relation I V R W & energy	Verification of Ohm's law Series ckt Reading /calculation	Fraction addition subtraction	Unit of ele. Pressure ele. current	1.16 , 1.26 , 2.04 , 6.05 , 8.02 , 8.11 , 8.12 , 8.13 , 10.02 , 11.07
8	Ohm's law, statement explanation & illustration, Explanation of voltage drops in ckt. Relation I V R W & energy	Verification of Ohm's law Series ckt Reading /calculation	Squire root of perfect squire of a whole number	Unit of work power 7 energy	2.05 , 6.05 , 8.02 , 8.04 , 8.08 , 10.03 , 11.07
8	ACHIVEMENT : Make simple electrical circuit. With suitable controlling & protective device				



9	TEST	1.17 , 1.27 , 2.01 , 3.01 , 6.01 , 7.02 , 8.05 , 10.01
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MODULE 2		8 MONTH			
Week No.	Trade Theory	Practical	Foundation Course		Soft Skill Topic No.
			Work Shop Calculation	Work Shop Science	
10	ELECTRICAL INSTRUMENT Ammeter Voltmeter Wattmeter Techometer Cliponmeter Meggar Earth tester Multimeter EnergymeterSeries/ Parallel board	Study and use of all the meters	Introduction to engg. Drawing free hand sketching of t. lines & simple geometric figures rectangle, circle, polygons etc.	Logarithm Use of log table for multiplication and division	1.17 , 4.01 , 5.03 , 6.01 , 8.05 , 9.01 , 11.01
11	ELECTRICAL INSTRUMENT Ammeter Voltmeter Wattmeter Tachometer Cliponmeter Meggar Earth tester Multimeter Energymeter Series/Parallel board	Study and use of all the meters	Introduction to engg. Drawing free hand sketching of st. lines & simple geometric figures rectangle, circle, polygons etc.	Logarithm Use of log table for multiplication and division	1.18 , 1.27 , 2.02 , 3.01 , 6.02 , 7.02 , 8.06 , 10.03
12	Concept of ac and dc DC 2 wire system AC 1 phase system AC 3 phase 3 wire system AC 3 phase 4 wire system Star-Delta connection Concept of rotating magnetic	Identify the AC & DC supply Test the different electrical system Star delta connection	Free hand sketching with dimensions sketching to scale and proportionate sketching	Practice in the use of log tables	1.18 , 4.02 , 5.03 , 6.02 , 8.06 , 9.02 , 11.02

13	Concept of ac and dc DC 2 wire system AC 1 phase system AC 3 phase 3 wire system AC 3 phase 4 wire system Star-Delta connection Concept of rotating magnetic field	Identify the AC & DC supply Test the different electrical system Star delta connection	Free hand sketching with dimensions sketching to scale and proportionate sketching	Practice in the use of log tables	1.19 , 1.27 , 2.04 , 3.02 , 6.03 , 7.03 , 8.02 , 10.03
14	Define earthing it's importance	Improvement of earthing	Diagram of plate & pipe earthing as per BIS	Properties and use cast iron, wrought iron, plain carbon steel, high speed steel, & alloy steel	4.02 , 5.04 , 6.03 , 8.09 , 9.02 , 11.03
15	Plate earthing Pipe earthing	Measurement of earth resistance	Diagram of plate & pipe earthing as per BIS	Properties and use cast iron, wrought iron, plain carbon steel, high speed steel, & alloy steel	1.27 , 1.31 , 2.05 , 3.02 , 6.04 , 7.03 , 8.09 , 10.03
16	Magnet electromagnet magnetic field Principle of electromagnetic field	Winding/ Rewinding of electro magnetic coils/ ceiling fan, bells, buzzer	Electrical symbols (motor starter, meter accessories)	Meaning of tenacity, elasticity, malleability, brittleness, handiness, compressibility & ductility with illustration	1.32 , 4.03 , 5.04 , 6.04 , 8.1 , 9.02 , 11.04
17	Concept of AC&DC m/c	Motor and Generation	Emf induced in armature	Self and separately excited generator	1.27 , 1.33 , 2.06 , 3.01 , 6.05 , 7.04 , 8.1 ,

					10.04
18	Connection & generate electric power by AC and DC generator	Connection & run & change the direction and regulate the speed of DC motor	Electrical symbols (motor starter, meter accessories)	Meaning of tenacity, elasticity, malleability, brittleness, handiness, compressibility & ductility with illustration	1.34 , 4.03 , 5.05 , 6.05 , 9.03 , 11.05
19	Concept of AC&DC m/c	Motor and Generation	Emf induced in armature	Self and separately excited generator	1.28 , 1.35 , 2.07 , 3.01 , 6.06 , 7.04 , 8.11 , 10.04
20	Connection & generate electric power by AC and DC generator	Connection & run & change the direction and regulate the speed of DC motor	Electrical symbols (motor starter, meter accessories)	Effect of alloying metals	1.36 , 4.04 , 5.05 , 6.06 , 8.12 , 9.03 , 11.05
21	Necessity of starter in DC motor	Study different DC motor starter	Internal connection of 2 point 3 point & 4 point Dc motor starter	Practice in reading panel diagram of D.C. motor	1.28 , 1.37 , 2.01 , 3.02 , 6.01 , 7.05 , 8.13 , 10.04
22	Types of armature winding like lap, wave, simplex, duplex, progressive, retrogasive Selection of winding wire Calculate pitch table	Practice of different types of armature winding	Armature winding diagram of D.C. motor	Meaning & example of friction. Explanation of centre of gravity Explanation of specific gravity	1.31 , 4.04 , 5.06 , 6.01 , 9.03 , 11.05
23	Types of armature winding like lap, wave, simplex, duplex, progressive,	Practice of different types of armature winding	Armature winding diagram of D.C. motor	Meaning & example of friction.	1.28 , 1.32 , 2.02 , 3.02 ,


	retrogressive Selection of winding wire Calculate pitch table			Explanation of centre of gravity Explanation of specific gravity	6.02 , 7.05 , 8.14 , 10.04
24	Types of armature winding like lap, wave, simplex, duplex, progressive, retrogressive Selection of winding wire Calculate pitch table	Practice of different types of armature winding	Armature winding diagram of D.C. motor	Calculation of volume & weight of simple solid bodies, cubes, parallelepiped, prism & shop problems	1.33 , 4.05 , 5.06 , 6.02 , 8.03 , 9.04 , 11.05
25	Stator winding of single phase motor like Shaded pole motor Capacitor start motor Split phase motor Fan motor	Practice for different type of single phase AC motor	Single phase motor winding diagram	Calculation of volume & weight of simple solid bodies, cubes, parallelepiped, prism & shop problems	1.28 , 1.34 , 3.01 , 6.03 , 8.03 , 10.04
26	Stator winding of single phase motor like Shaded pole motor Capacitor start motor Split phase motor Fan motor	Practice for different type of single phase AC motor	Single phase motor winding diagram	Heat, temperature, thermometric scale farenhit, centigrade scale their conversion, name & nature of temperature measuring instrument normally used in workshop	1.35 , 4.05 , 5.03 , 6.03 , 8.03 , 9.04 , 11.06
27	Stator winding of single phase motor like Shaded pole motor Capacitor start motor Split phase motor Fan motor	Practice for different type of single phase AC motor	Free hand sketching of rivets, washers, screw & threads with dimension from sample	Heat, temperature, thermometric scale farenhit, centigrade scale their conversion, name & nature of temperature measuring instrument normally used in	1.29 , 2.04 , 3.01 , 6.04 , 7.05 , 8.02 , 8.07 , 10.05



				workshop	
28	Stator winding of single phase motor like Shaded pole motor Capacitor start motor Split phase motor Fan motor	Practice for different type of single phase AC motor	Free hand sketching of rivets, washers, screw & threads with dimension from sample	Heat, temperature, thermometric scale farenhit, centigrade scale their conversion, name & nature of temperature measuring instrument normally used in workshop	1.36 , 4.02 , 5.04 , 6.04 , 8.07 , 9.04 , 11.06
29	Stator for 3 phase AC motor Classification of 3 phase AC motor Concept of rotating magnetic field Working of 3 phase induction motor	Connect & run the 3 phase induction motor with DOL starter	Simple isometric view of simple object such as squire rectangles cubes etc.	Geometry property's of lines angles, triangles & circle	1.29 , 2.05 , 3.02 , 6.05 , 7.05 , 8.02 , 8.12 , 10.05
30	Relation between speed and pole Slip ring induction motor	Connect and run the 3 phase I.M with star delta starter (manually operated, semi automatic, fully automatic)	Practice in reading panel diagram of 3 phase A.C. motor	Geometry property's of lines angles, triangles & circle	1.37 , 3.02 , 4.03 , 6.05 , 8.14 , 9.05 , 11.06 , 11.06
31	Necessity of 3phase I.M starter Study of DOL starter manually operated star delta starter Semi Automatic star delta starter Fully Automatic star delta starter Auto transformer starter	Connect & run 3 phase I. M. with auto transformer starter	Practice in reading schematic diagram for squirrel cage motor starter and slip ring motor starter	Simple problems of line, angle, triangle & circle	1.29 , 2.06 , 3.01 , 6.05 , 7.06 , 8.02 , 8.03 , 10.05
32	Necessity of 3phase I.M starter Study of DOL starter Hand operated star delta starter Semi Automatic star delta	Connect & run 3 phase I. M. with auto transformer starter	Practice in reading schematic diagram for squirrel cage	Simple problems of line, angle, triangle & circle	1.31 , 2.07 , 3.01 , 6.06 , 8.03 ,

	starter Fully Automatic star delta starter Auto transformer starter		motor starter and slip ring motor starter		9.05
33	Rotor resister slip ring induction motor Selection of starter Relay setting Fault location	Connect & run the slip ring I.M. with rotor resistance starter	stator winding diagram of A.C. 3 phase motor	Definition of vector and scaler quantities with examples	1.32 , 2.01 , 3.02 , 6.06 , 7.06 , 8.02 , 8.03 , 10.05
34	Winding equation & calculation	Connect & run the slip ring I.M. with rotor resistance starter	stator winding diagram of A.C. 3 phase motor	Definition of vector and scaler quantities with examples	1.31 , 2.02 , 3.02 , 6.06 , 8.07 , 9.05 , 11.07
35	Winding equation & calculation	Connect & run the slip ring I.M. with rotor resistance starter	stator winding diagram of A.C. 3 phase motor	Vector addition	1.32 , 2.04 , 3.01 , 6.06 , 7.06 , 8.05 , 8.07 , 10.05
36	Three phase winding diagram Calculation Pitch table	Different type of 3 phase stater winding	stator winding diagram of A.C. 3 phase motor	Vector addition	1.31 , 2.05 , 3.01 , 6.06 , 8.07 , 9.06 , 11.07
37	Three phase winding diagram Calculation Pitch table	Different type of 3 phase stater winding	stator winding diagram of A.C. 3 phase motor	Meaning of horse power & brake horse power, simple problems of work, power & energy	1.32 , 2.06 , 3.02 , 6.06 , 7.06 , 8.05 , 8.09 , 10.06
38	Three phase winding diagram Calculation Pitch	Different type of 3 phase stator winding	stator winding diagram of A.C. 3 phase motor	Meaning of horse power & brake horse power, simple problems	1.31 , 2.07 , 3.02 , 8.09 ,



	table			of work, power & energy	9.06 , 11.07
39	Method of rewinding testing	Different type of 3 phase stater winding	Reading of chart like cutting section view of D.C motor A.C. 1 phase & 3 phase motor	Meaning of horse power & brake horse power, simple problems of work, power & energy	1.32 , 2.01 , 3.01 , 7.07 , 8.05 , 8.1 , 10.06
40	Growler	Different type of 3 phase stater winding	Reading of chart like cutting section view of D.C motor A.C. 1 phase & 3 phase motor	Meaning of horse power & brake horse power, simple problems of work, power & energy	1.33 , 2.02 , 3.01 , 8.1 , 9.06 , 11.07
41	Table of full load current of different HP enameled copper conductor etc.	Different type of 3 phase stater winding	Drawing of method of termination of different types of cable	Meaning of horse power & brake horse power, simple problems of work, power & energy	1.33 , 2.04 , 3.02 , 7.07 , 8.06 , 8.14 , 10.06 , 12
42	Revision				1.34 , 2.05 , 3.02 , 7.07 , 8.06 , 10.06 , 12
43	Test				1.34 , 2.06 , 3.01 , 7.07 , 8.07 , 10.06 , 12
44					1.34 , 2.06 , 3.01 , 7.07 , 8.07 , 10.06 , 12

45 to
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LOCAL INDUSTRIAL TRAINING

8
Week

NOTE : Set the timetable to provide 2 hrs workshop calculation & 2 hrs engineering drawing alternatively per week.



ARMATURE MOTOR REWINDING

DETAIL OF MACHINERY TOOLS EQUIPMENT

SR. NO.	LIST OF ITEMS	QUANTITY
1.	1 phase all purpose fan	2 no.
2.	1 phase table fan	2 no.
3.	1 phase ceiling fan 900m.m. / 1200 m.m. / 1400 m.m.	2 no.
4.	1 phase universal motor 5 h.p 230 volt	1 no.
5.	Capacitor start Induction run motor 5 H.P, 230 volt, 1440 rpm	2 no.
6.	3 phase slipring induction motor 5 HP 230 volt 1440 rpm	2 no.
7.	3 phase squirrel cage induction motor 3 H.P, 1440 RPM, 440 volt	2 no.
8.	3 phase slipring induction motor 7H.P, 2800 RPM, 440 volt	2 no.
9.	D.C shunt motor 3 H.P, 1440 RPM, 220 volt	2 no.
10.	Dynemo of auto mobile engine D.C 240 volt	2 no.
11.	1 phase D.O.L starter 230 volt	
12.	Auto transformer starter (automatic) 5 H.P 440 v, induction motor	2 no.
13.	Star delta starter (automatic) for 7.5 H.P. 440 volt I.M.	2 no.
14.	Starter for 3 H. P. 220 volt D.C motor	2 no.
15.	Meggar 500 volt	2 no.



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| 16. | Techo meter 20,000 RPM | 2 no. |
| 17. | Volt meter 0 -250 -500 volt D.C | 2 no. |
| 18. | Volt meter 0 -30 -100 volt A.C | 2 no. |
| 19. | Volt meter 100 -200 volt D.C | 2 no. |
| 20. | Ammeter 0 -10 A.C | 2 no. |
| 21. | Ammeter 0 - 5 A.C | 2 no. |
| 22. | Ammeter 0 -15 A.C | 2 no. |
| 23. | Ammeter 0 -10 D.C | 2 no. |
| 24. | Ammeter 0 -5 D.C | 2 no. |
| 25. | Ammeter 0 -1 D .C | 2 no. |
| 26. | Rheostat of differential capacity | 2 no. |
| 27. | watt meter 150 – 358 volt
0 - 5 -10 Amp dynamic type | 2 no. |
| 28. | Multi meter | 1 no. |
| 29. | 1 phase energy meter 230 volt 5 amp | 1 no. |
| 30. | 3 phase energy meter 440 volt 10 amp | 1 no. |
| 31. | Clip on meter 0-3-15 amp | 1 no. |
| 32. | Coil winding | 1 no. |
| 33. | I.C.T.P switch 415 volt 16 amp | 2 no. |
| 34. | I.C.T.P switch 500 volt 10 amp | 2 no. |
| 35. | I.C.T.P switch 300 volt 10 amp | 2 no. |
| 36. | Hammer rubber of nylon | 2 no. |
| 37. | Plier | 2 no. |
| 38. | Nose plier | 2 no. |
| 39. | Cutting plier | 2 no. |



40.	Scissor	2 no.
41.	Measuring tape 3 meter	2 no.
42.	Screw driver set	2 no.
43.	Drop forged spanner set	2 no.
44.	Heavy forged double ended spanner set	2 no.
45.	Electric soldering iron	1 no.
46.	½ L.B hammer	1 no.
47.	Adjustable spanner	1 no.
48.	Smithy cheisel	1 no.
49.	12" cold hacksaw	2 no.
50.	Neon tester	2 no.
51.	Knife	2 no.
52.	S.W.G wire guage	1 no.
53.	Buzzer motor for winding testing (master frame)	1 no.
54.	Ammeter 0-10 M.I type	1 no.
55.	Mili voltmeter 0-100 mv	1 no.
56.	Mili voltmeter 0-500 mv	1 no.
57.	Mili ampere meter 0-600 mv	1 no.
58.	Armature core small size	1 no.
59.	Armature core size with Commutator for auto armature	1 no.
60.	Armature core small size with Commutator for auto armature	1 no.
61	Armature core small size wit Commutator for auto armature	1 no.



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| 62. | External growler for auto armature | 1 no. |
| 63. | External growler for small armature | 1 no. |
| 64. | External internal growler for small armature | 1 no. |
| 65. | Micro meter 0-25 micro Amp | 1 no. |



TOOLKIT LIST OF TRADE

SR. NO.	LIST OF ITEMS	QUANTITY
1.	Insulated plier 150 mm	[Each has 17
2.	Side cutting plier 150 mm	No. of unit]
3.	Steel rule 300 mm	
4.	0.25 inch bredowl	
5.	Centre punch 150 mm × 9mm	
6.	Cross pane hammer 115 gm with handle	
7.	Electrical knife 100mm	
8.	Cross pane hammer 750 gm with handle	
9.	Hand hacksaw 250 mm	
10.	Firmer chisel 250 mm	
11.	Screw driver 250 mm with plastic handle	
12.	Screw driver 150 mm with plastic handle	
13.	Screw driver 100 mm with plastic handle	
14.	Screw driver 75 mm with plastic handle	
15.	Electrician tester	



LIST OF FURNITURE

SR. NO.	LIST OF ITEMS	QUANTITY
1.	Instructor table	1 no.
2.	Chair	1 no.
3.	Steel cupboard	1 no.
4.	Trainee locker	1 no.
5.	Working bench 2.5 × 1.2 × 0.15 meter	3 no.
6.	Working tools standard size	16 no.
7.	Almirah	1 no.
8.	Metal rack	1 no.
9.	Wooden black board	1 no.
10.	Wooden classroom bench	60. no.



Syllabus of Life (Soft) Skill

Week	Topic No.	Name of Topic
1	1.11	Articles, Numbers
1	1.12	Prepositions, Phrasal
1	2.01	Barrier to communication and method to over come
1	3.01	The basic problem-solving element
1	6.01	What is Motivation?
1	7.01	What is Self Esteem? (Self-concept, Self Esteem, Self-ideal)
1	8.02	Use of Internet
1	11.01	Benefits of Team Work, The Team Function
1		1.11 , 1.12 , 2.01 , 3.01 , 6.01 , 7.01 , 8.02 , 11.01
2	1.13	Pronouns
2	1.21	Art of conversation & listening
2	2.02	Channel of communication formal / informal
2	3.01	The basic problem-solving element
2	5.01	What is Self-Confidence?
2	6.02	Motivation & Hygiene Factors
2	8.01	Windows Operating System
2	11.02	Team Leader responsibilities
2		1.13 , 1.21 , 2.02 , 3.01 , 5.01 , 6.02 , 8.01 , 11.02
3	1.14	Modal verbs,
3	1.22	Verbal & Non verbal communication, Vocabulary & Word building
3	2.02	Channel of communication formal / informal
3	3.01	The basic problem-solving element
3	6.03	The Tree need for motivation
3	8.02	Use of Internet
3	8.03	Toolbars & Menu bars features in WORD
3	9.01	Global Environmental Issues, Ecological Communities, Humans and the Environment
3	11.03	Planning for effective teamwork
3		1.14 , 1.22 , 2.02 , 3.01 , 6.03 , 8.02 , 8.03 , 9.01 , 11.03
4	1.23	How to pronounce English word and phrases, spell, count and tell time, How to greet and address people appropriately
4	2.02	Channel of communication formal / informal
4	3.02	Request-Response-Result
4	4.01	Environmental Health and Safety
4	6.04	Intrinsic Vs Extrinsic Motivation
4	8.03	Toolbars & Menu bars features in WORD
4	11.04	Techniques for teamwork
4		1.23 , 2.02 , 3.02 , 4.01 , 6.04 , 8.03 , 11.04
5	1.15	If-Conditional Sentences,
5	1.24	How to talk about family. How to ask and answer simple equations, How to form positive negative statement in the present, future & simple
5	2.03	Body language
5	3.02	Request-Response-Result
5	5.02	What Causes a Lack of Self-Confidence
5	6.04	Intrinsic Vs Extrinsic Motivation
5	8.02	Use of Internet
5	8.07	Toolbars & Menu bars features in EXCEL
5	11.05	Working as a team, Typical team difficulties
5		1.15 , 1.24 , 2.03 , 3.02 , 5.02 , 6.04 , 8.02 , 8.07 , 11.05
6	1.25	Practice pronouncing the Letters, Vowels, Vowel Combination, Consonants, Consonants combination
6	2.03	Body language
6	6.04	Intrinsic Vs Extrinsic Motivation



Syllabus of Life (Soft) Skill

Week	Topic No.	Name of Topic
6	8.02	Use of Internet
6	8.07	Toolbars & Menu bars features in EXCEL
6	10.01	Self Introduction and types of manners, The importance of the first impression
6	11.06	Responsibilities of Team members
6		1.25 , 2.03 , 6.04 , 8.02 , 8.07 , 10.01 , 11.06
7	1.16	Adverb / Adjective,
7	1.26	Basic Vocabulary Numbers, Time, Calendar, Colors.
7	2.04	Voice modulation
7	6.05	Problem with Motivation
7	8.02	Use of Internet
7	8.11	Main point of Presentation.
7	8.12	Slide Layouts & Slide Design
7	8.13	Different Slide View
7	10.02	Improving Business Etiquette, Basic of Business etiquette
7	11.07	Typical Team Skills needed & Team Leader's Role
7		1.16 , 1.26 , 2.04 , 6.05 , 8.02 , 8.11 , 8.12 , 8.13 , 10.02 , 11.07
8	2.05	Smile and its philosophy
8	6.05	Problem with Motivation
8	8.02	Use of Internet
8	8.04	Creating document, Non-document files.
8	8.08	Entering & Editing Worksheet , Different view of Worksheet
8	10.03	Business Etiquette and electronics communication.
8	11.07	Typical Team Skills needed & Team Leader's Role.
8		2.05 , 6.05 , 8.02 , 8.04 , 8.08 , 10.03 , 11.07
9	1.17	Reported Speech,
9	1.27	How to obtain goods and services, How to obtain goods and services in emergency situations.
9	2.01	Barrier to communication and method to over come
9	3.01	The basic problem-solving element
9	6.01	What is Motivation?
9	7.02	Real Self Esteem
9	8.05	Book marks, Hyperlinks, Creating brochures
9	10.01	Self Introduction and types of manners, The importance of the first impression
9		1.17 , 1.27 , 2.01 , 3.01 , 6.01 , 7.02 , 8.05 , 10.01
10	1.17	Reported Speech
10	4.01	Environmental Health and Safety
10	5.03	Tips for Increasing Self-Confidence-1
10	6.01	What is Motivation?
10	8.05	Book marks, Hyperlinks, Creating brochures
10	9.01	Global Environmental Issues, Ecological Communities, Humans and the Environment
10	11.01	Benefits of Team Work, The Team Function
10		1.17 , 4.01 , 5.03 , 6.01 , 8.05 , 9.01 , 11.01
11	1.18	Passives,
11	1.27	How to obtain goods and services, How to obtain goods and services in emergency situations
11	2.02	Channel of communication formal / informal
11	3.01	The basic problem-solving element
11	6.02	Motivation & Hygiene Factors
11	7.02	Real Self Esteem
11	8.06	Creating templates, tables, Formation the text, Mail Merge
11	10.03	Business Etiquette and electronics communication
11		1.18 , 1.27 , 2.02 , 3.01 , 6.02 , 7.02 , 8.06 , 10.03



Syllabus of Life (Soft) Skill

Week	Topic No.	Name of Topic
12	1.18	Passives
12	4.02	Key workplace safety issues-1
12	5.03	Tips for Increasing Self-Confidence-1
12	6.02	Motivation & Hygiene Factors
12	8.06	Creating templates, tables, Formation the text, Mail Merge
12	9.02	Geographical Analysis and Techniques
12	11.02	Team Leader responsibilities
12		1.18 , 4.02 , 5.03 , 6.02 , 8.06 , 9.02 , 11.02
13	1.19	Message wrting.
13	1.27	How to obtain goods and services, How to obtain goods and services in emergency situations
13	2.04	Voice modulation
13	3.02	Request-Response-Result
13	6.03	The Tree need for motivation
13	7.03	How is self-concept build & destroyed
13	8.02	Use of Internet
13	10.03	Business Etiquette and electronics communication
13		1.19 , 1.27 , 2.04 , 3.02 , 6.03 , 7.03 , 8.02 , 10.03
14	4.02	Key workplace safety issues-1
14	5.04	Tips for Increasing Self-Confidence-2
14	6.03	The Tree need for motivation
14	8.09	Creating worksheets with Insert Different things
14	9.02	Geographical Analysis and Techniques
14	11.03	Planning for effective teamwork
14		4.02 , 5.04 , 6.03 , 8.09 , 9.02 , 11.03
15	1.27	How to obtain goods and services, How to obtain goods and services in emergency situations
15	1.31	Direct and Indirect Speech
15	2.05	Smile and its philosophy
15	3.02	Request-Response-Result
15	6.04	Intrinsic Vs Extrinsic Motivation
15	7.03	How is self-concept build & destroyed
15	8.09	Creating worksheets with Insert Different things
15	10.03	Business Etiquette and electronics communication
15		1.27 , 1.31 , 2.05 , 3.02 , 6.04 , 7.03 , 8.09 , 10.03
16	1.32	Supplementary reading and answering the questions
16	4.03	Key workplace safety issues-2
16	5.04	Tips for Increasing Self-Confidence-2
16	6.04	Intrinsic Vs Extrinsic Motivation
16	8.1	Creating worksheet with Mathematical formula & Graphs
16	9.02	Geographical Analysis and Techniques
16	11.04	Techniques for teamwork
16		1.32 , 4.03 , 5.04 , 6.04 , 8.1 , 9.02 , 11.04
17	1.27	How to obtain goods and services, How to obtain goods and services in emergency situations
17	1.33	Multiple-Choice Questions
17	2.06	Manners and etiquette, Attitude and aptitude
17	3.01	The basic problem-solving element
17	6.05	Problem with Motivation



Syllabus of Life (Soft) Skill

Week	Topic No.	Name of Topic
17	7.04	Tips for building Self Esteem
17	8.1	Creating worksheet with Mathematical formula & Graphs
17	10.04	Office etiquette
17		1.27 , 1.33 , 2.06 , 3.01 , 6.05 , 7.04 , 8.1 , 10.04
18	1.34	Elementary / Pre-Intermediate
18	4.03	Key workplace safety issues-2
18	5.05	Things To Remember When Improving Self-Confidence
18	6.05	Problem with Motivation
18	9.03	Environment, Economy and Society in World
18	11.05	Working as a team, Typical team difficulties
18		1.34 , 4.03 , 5.05 , 6.05 , 9.03 , 11.05
19	1.28	How to express yourself in different tonts and moods, How to express yourself efficiently with pronouns
19	1.35	Mini-stories with cloze exercises
19	2.07	Group discussion
19	3.01	The basic problem-solving element
19	6.06	Reflection Questions
19	7.04	Tips for building Self Esteem
19	8.11	Main point of Presentation
19	10.04	Office etiquette
19		1.28 , 1.35 , 2.07 , 3.01 , 6.06 , 7.04 , 8.11 , 10.04
20	1.36	Speed reading exercises
20	4.04	Safety Engineering
20	5.05	Things To Remember When Improving Self-Confidence
20	6.06	Reflection Questions
20	8.12	Slide Layouts & Slide Design
20	9.03	Environment, Economy and Society in World
20	11.05	Working as a team, Typical team difficulties
20		1.36 , 4.04 , 5.05 , 6.06 , 8.12 , 9.03 , 11.05
21	1.28	How to express yourself in different tonts and moods, How to express yourself efficiently with pronouns
21	1.37	Extensive reading
21	2.01	Barrier to communication and method to over come
21	3.02	Request-Response-Result
21	6.01	What is Motivation?
21	7.05	How do values and morals fit into feeling good about yourself?
21	8.13	Different Slide View
21	10.04	Office etiquette
21		1.28 , 1.37 , 2.01 , 3.02 , 6.01 , 7.05 , 8.13 , 10.04
22	1.31	Direct and Indirect Speech
22	4.04	Safety Engineering
22	5.06	Assumptions That Hinder Self-Confidence
22	6.01	What is Motivation?
22	9.03	Environment, Economy and Society in World
22	11.05	Working as a team, Typical team difficulties
22		1.31 , 4.04 , 5.06 , 6.01 , 9.03 , 11.05
23	1.28	How to express yourself in different tonts and moods, How to express yourself efficiently with pronouns
23	1.32	Supplementary reading and answering the questions



Syllabus of Life (Soft) Skill

Week	Topic No.	Name of Topic
23	2.02	Channel of communication formal / informal
23	3.02	Request-Response-Result
23	6.02	Motivation & Hygiene Factors
23	7.05	How do values and morals fit into feeling good about yourself?
23	8.14	Inserting Different Things
23	10.04	Office etiquette
23		1.28 , 1.32 , 2.02 , 3.02 , 6.02 , 7.05 , 8.14 , 10.04
24	1.33	Multiple-Choice Questions
24	4.05	Tasks & Rules for Construction & Carpentry Safety
24	5.06	Assumptions That Hinder Self-Confidence.
24	6.02	Motivation & Hygiene Factors
24	8.03	Toolbars & Menu bars features in WORD
24	9.04	Habitat Conservation and Management Planning
24	11.05	Working as a team, Typical team difficulties
24		1.33 , 4.05 , 5.06 , 6.02 , 8.03 , 9.04 , 11.05
25	1.28	How to express yourself in different tones and moods, How to express yourself efficiently with pronouns
25	1.34	Elementary / Pre-Intermediate
25	3.01	The basic problem-solving element
25	6.03	The Tree need for motivation
25	8.03	Toolbars & Menu bars features in WORD
25	10.04	Office etiquette
25		1.28 , 1.34 , 3.01 , 6.03 , 8.03 , 10.04
26	1.35	Mini-stories with cloze exercises
26	4.05	Tasks & Rules for Construction & Carpentry Safety
26	5.03	Tips for Increasing Self-Confidence-1
26	6.03	The Tree need for motivation
26	8.03	Toolbars & Menu bars features in WORD
26	9.04	Habitat Conservation and Management Planning
26	11.06	Responsibilities of Team members
26		1.35 , 4.05 , 5.03 , 6.03 , 8.03 , 9.04 , 11.06
27	1.29	How to narrate a sequence of events, How to express conjecture, options and emotions.
27	2.04	Voice modulation
27	3.01	The basic problem-solving element.
27	6.04	Intrinsic Vs Extrinsic Motivation
27	7.05	How do values and morals fit into feeling good about yourself?
27	8.02	Use of Internet
27	8.07	Toolbars & Menu bars features in EXCEL
27	10.05	Professional wardrobe to increase business
27		1.29 , 2.04 , 3.01 , 6.04 , 7.05 , 8.02 , 8.07 , 10.05
28	1.36	Speed reading exercises
28	4.02	Key workplace safety issues-1
28	5.04	Tips for Increasing Self-Confidence-2
28	6.04	Intrinsic Vs Extrinsic Motivation
28	8.07	Toolbars & Menu bars features in EXCEL
28	9.04	Habitat Conservation and Management Planning
28	11.06	Responsibilities of Team members



Syllabus of Life (Soft) Skill

Week	Topic No.	Name of Topic
28		1.36 , 4.02 , 5.04 , 6.04 , 8.07 , 9.04 , 11.06
29	1.29	How to narrate a sequence of events, How to express conjecture, options and emotions.
29	2.05	Smile and its philosophy
29	3.02	Request-Response-Result
29	6.05	Problem with Motivation
29	7.05	How do values and morals fit into feeling good about yourself?
29	8.02	Use of Internet
29	8.12	Slide Layouts & Slide Design
29	10.05	Professional wardrobe to increase business
29		1.29 , 2.05 , 3.02 , 6.05 , 7.05 , 8.02 , 8.12 , 10.05
30	1.37	Extensive reading
30	3.02	Request-Response-Result
30	4.03	Key workplace safety issues-2
30	6.05	Problem with Motivation
30	8.14	Inserting Different Things
30	9.05	Environmental Processes. Globalization in the Contemporary World
30	11.06	Responsibilities of Team members
30	11.06	Responsibilities of Team members
30		1.37 , 3.02 , 4.03 , 6.05 , 8.14 , 9.05 , 11.06 , 11.06
31	1.29	How to narrate a sequence of events, How to express conjecture, options and emotions.
31	2.06	Manners and etiquette, Attitude and aptitude
31	3.01	The basic problem-solving element.
31	6.05	Problem with Motivation
31	7.06	Who has contributed to your self esteem?
31	8.02	Use of Internet
31	8.03	Toolbars & Menu bars features in WORD
31	10.05	Professional wardrobe to increase business
31		1.29 , 2.06 , 3.01 , 6.05 , 7.06 , 8.02 , 8.03 , 10.05
32	1.31	Direct and Indirect Speech
32	2.07	Group discussion
32	3.01	The basic problem-solving element
32	6.06	Reflection Questions
32	8.03	Toolbars & Menu bars features in WORD
32	9.05	Environmental Processes. Globalization in the Contemporary World.
32		1.31 , 2.07 , 3.01 , 6.06 , 8.03 , 9.05
33	1.32	Supplementary reading and answering the questions
33	2.01	Barrier to communication and method to over come
33	3.02	Request-Response-Result
33	6.06	Reflection Questions
33	7.06	Who has contributed to your self esteem?
33	8.02	Use of Internet
33	8.03	Toolbars & Menu bars features in WORD
33	10.05	Professional wardrobe to increase business
33		1.32 , 2.01 , 3.02 , 6.06 , 7.06 , 8.02 , 8.03 , 10.05
34	1.31	Direct and Indirect Speech

Syllabus of Life (Soft) Skill

Week	Topic No.	Name of Topic
34	2.02	Channel of communication formal / informal
34	3.02	Request-Response-Result
34	6.06	Reflection Questions
34	8.07	Toolbars & Menu bars features in EXCEL
34	9.05	Environmental Processes. Globalization in the Contemporary World
34	11.07	Typical Team Skills needed & Team Leader's Role
34		1.31 , 2.02 , 3.02 , 6.06 , 8.07 , 9.05 , 11.07
35	1.32	Supplementary reading and answering the questions
35	2.04	Voice modulation
35	3.01	The basic problem-solving element.
35	6.06	Reflection Questions
35	7.06	Who has contributed to your self esteem?
35	8.05	Book marks, Hyperlinks, Creating brochures
35	8.07	Toolbars & Menu bars features in EXCEL
35	10.05	Professional wardrobe to increase business
35		1.32 , 2.04 , 3.01 , 6.06 , 7.06 , 8.05 , 8.07 , 10.05
36	1.31	Direct and Indirect Speech
36	2.05	Smile and its philosophy
36	3.01	The basic problem-solving element.
36	6.06	Reflection Questions
36	8.07	Toolbars & Menu bars features in EXCEL
36	9.06	Environmental Management and Business Strategy, Hydrogeology and Pollution
36	11.07	Typical Team Skills needed & Team Leader's Role
36		1.31 , 2.05 , 3.01 , 6.06 , 8.07 , 9.06 , 11.07
37	1.32	Supplementary reading and answering the questions
37	2.06	Manners and etiquette, Attitude and aptitude
37	3.02	Request-Response-Result
37	6.06	Reflection Questions
37	7.06	Who has contributed to your self esteem?
37	8.05	Book marks, Hyperlinks, Creating brochures
37	8.09	Creating worksheets with Insert Different things
37	10.06	Meeting etiquette, Creativity & Problem Solving
37		1.32 , 2.06 , 3.02 , 6.06 , 7.06 , 8.05 , 8.09 , 10.06
38	1.31	Direct and Indirect Speech
38	2.07	Group discussion
38	3.02	Request-Response-Result
38	8.09	Creating worksheets with Insert Different things
38	9.06	Environmental Management and Business Strategy, Hydrogeology and Pollution
38	11.07	Typical Team Skills needed & Team Leader's Role
38		1.31 , 2.07 , 3.02 , 8.09 , 9.06 , 11.07
39	1.32	Supplementary reading and answering the questions
39	2.01	Barrier to communication and method to over come
39	3.01	The basic problem-solving element
39	7.07	Self-Concept Circle & Advantages of Good Self Esteem
39	8.05	Book marks, Hyperlinks, Creating brochures
39	8.1	Creating worksheet with Mathematical formula & Graphs



Syllabus of Life (Soft) Skill

Week	Topic No.	Name of Topic
39	10.06	Meeting etiquette, Creativity & Problem Solving
39		1.32 , 2.01 , 3.01 , 7.07 , 8.05 , 8.1 , 10.06
40	1.33	Multiple-Choice Questions
40	2.02	Channel of communication formal / informal
40	3.01	The basic problem-solving element.
40	8.1	Creating worksheet with Mathematical formula & Graphs
40	9.06	Environmental Management and Business Strategy, Hydrogeology and Pollution
40	11.07	Typical Team Skills needed & Team Leader's Role
40		1.33 , 2.02 , 3.01 , 8.1 , 9.06 , 11.07
41	1.33	Multiple-Choice Questions
41	2.04	Voice modulation
41	3.02	Request-Response-Result
41	7.07	Self-Concept Circle & Advantages of Good Self Esteem
41	8.06	Creating templates, tables, Formation the text, Mail Merge
41	8.14	Inserting Different Things
41	10.06	Meeting etiquette, Creativity & Problem Solving
41	12	Preparation of Curriculum Vitae
41		1.33 , 2.04 , 3.02 , 7.07 , 8.06 , 8.14 , 10.06 , 12
42	1.34	Elementary / Pre-Intermediate
42	2.05	Smile and its philosophy
42	3.02	Request-Response-Result
42	7.07	Self-Concept Circle & Advantages of Good Self Esteem
42	8.06	Creating templates, tables, Formation the text, Mail Merge
42	10.06	Meeting etiquette, Creativity & Problem Solving
42	12	Preparation of Curriculum Vitae
42		1.34 , 2.05 , 3.02 , 7.07 , 8.06 , 10.06 , 12
43	1.34	Elementary / Pre-Intermediate
43	2.06	Manners and etiquette, Attitude and aptitude
43	3.01	The basic problem-solving element.
43	7.07	Self-Concept Circle & Advantages of Good Self Esteem
43	8.07	Toolbars & Menu bars features in EXCEL
43	10.06	Meeting etiquette, Creativity & Problem Solving
43	12	Preparation of Curriculum Vitae
43		1.34 , 2.06 , 3.01 , 7.07 , 8.07 , 10.06 , 12
44	1.34	Elementary / Pre-Intermediate
44	2.07	Group discussion
44	3.02	Request-Response-Result
44	7.07	Self-Concept Circle & Advantages of Good Self Esteem
44	8.12	Slide Layouts & Slide Design
44	10.06	Meeting etiquette, Creativity & Problem Solving
44	12	Preparation of Curriculum Vitae
44		1.34 , 2.07 , 3.02 , 7.07 , 8.12 , 10.06 , 12

