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Revised:1 year 2009

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Syllabus For

General Mechanic Trade

Under G.C.V.T. Pattern



Directorate of Employment & Training

(An ISO-9000:2000 Certified Organization)

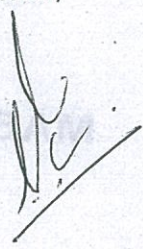

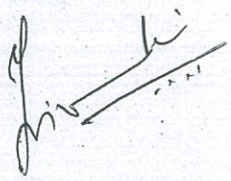
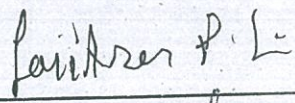
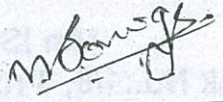
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812

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GENERAL INFORMATION

MASTER COPY

1	Name of the Trade	General Mechanic
2	Entry Qualification	Pass In 8 th Class Examination Of Education Or Its Equivalent.
3	Duration	2 Year
4	Unit Strength	16
5	On Job Training	2 Month
6	Institute Time	As Per Institute Rules
7	Job Placement Call	Available As Per Institute Placement Bureau



Detailed Syllabus for the Course Of General Mechanic

Week No.	Trade Practical	Trade Theory	Foundation Course		Life Skills
			Free Hand Sketching and Job Drawing	Material Calculation and Costing	
1.	Familiarization with the institute. Importance of trade training. Machinery used in the trade. Types of work done by the trainee. Introduction to safety equipment and their uses.	Importance of safety & general precautions observed in the institute & in the section. Importance of the trade in the development of industrial economy of our country.	Free hand sketch of caliper & Divider	Introduction & necessary of workshop calculation & science in this trade	1.11 , 1.12 , 2.01 , 3.01 , 6.01 , 7.01 , 8.02 , 11.01
2.	Care & maintenance of hand tools, measuring the old jobs by rule. check the surface by outside caliper & marking out lines by jenny caliper.	Introduction of hand tools, specification & use. i.e. rules, calipers & divider.	Free hand sketch of Diff. types of Hammer	Simple calculation practice on Addition, Subtraction, Multiplication, Division., Table up to 20	1.13 , 1.21 , 2.02 , 3.01 , 5.01 , 6.02 , 8.01 , 11.02
3.	Parallel filing – filing flat & square – rough finish	Files – description, material, grade, cut. File & its elements, uses.	Free hand sketch of Various types of files and chisel	Simple calculation practice on Addition, Subtraction, Multiplication, Division.	1.14 , 1.22 , 2.02 , 3.01 , 6.03 , 8.02 , 8.03 , 9.01 , 11.03
4.	Filing practice – surface filing, right angle filing	File & its elements, uses.	Free hand sketch of Welding Hand Screen, Goggles & electrode holder	Simple Measurement of Standard Material by rule and balance	1.23 , 2.02 , 3.02 , 4.01 , 6.04 , 8.03 , 11.04

5.	Marking of straight line, punching on it & do hacksawing practice on it	Layout tools, punch-material, type, use. Hammer – material, type, use.	Free hand sketch of Vernior Caliper and Outside Micrometer	Mathematical Tables & Simple Calculation	1.15 , 1.24 , 2.03 , 3.02 , 5.02 , 6.04 , 8.02 , 8.07 , 11.05
6.	Step filing & parallel filing practice to an accuracy of 0.5mm	Try square – parts, type & use	Free hand sketch of Anvil and Swedge Block	Volumetric calculation of material	1.25 , 2.03 , 6.04 , 8.02 , 8.07 , 10.01 , 11.06
7.	Chipping practice – Chip the metal with chisel.	Chisel – material, type & use	Free hand sketch of Diff. types of tongs	Standard Weight of different profiles of ferrous and non ferrous materials calculation and costing of the same.	1.16 , 1.26 , 2.04 , 6.05 , 8.02 , 8.11 , 8.12 , 8.13 , 10.02 , 11.07
8.	Curve filing practice, curve along with line	Vice – parts – materials, types & uses	Free hand sketch of Various Spanners & Cutting Tools.	Simple calculation of materials used in standard job work as per market rate.	2.05 , 6.05 , 8.02 , 8.04 , 8.08 , 10.03 , 11.07
	Trade Practical	Trade Theory	Engineering Drawing	W/s Calculation & Science	Life Skills
9.	Drilling practice	Drill bit – parts, material, type & uses. Drilling machine – parts, types, size & use.	Use of drawing, instruments & layout of drawing, title block Geometrical construction – of polygon	Further practice on percentage & shop problems practice	1.17 , 1.27 , 2.01 , 3.01 , 6.01 , 7.02 , 8.05 , 10.01
10.	Tapping practice.	Tap – set of tap, method of tapping & tapping hole calculation	Printing of letters & figures. Printing letters practice Geometrical construction – of polygon	Further practice on percentage & shop problems practice	1.17 , 4.01 , 5.03 , 6.01 , 8.05 , 9.01 , 11.01
11.	Filing a convex surface	'V' block – material, size, use Angle plate – material, size, use	Freehand Sketch of lines	Ratio & proportion. Simple examples on trade.	1.18 , 1.27 , 2.02 , 3.01 , 6.02 , 7.02 , 8.06 , 10.03



12.	Drilling & Grooving practice	Surface gauge – material, type, & use.	Freehand Sketch of square, rectangles, circle etc.	Ratio & proportion. Simple examples on trade.	1.18 , 4.02 , 5.03 , 6.02 , 8.06 , 9.02 , 11.02
13.	To make geometrical shape – pentagon	Reamer – parts, material, type & use.	Geometrical construction, angles, triangles Freehand Sketch of simple geometrical solids ,cubes, cone & pyramid etc.	Further practice on percentage & shop problems practice	1.19 , 1.27 , 2.04 , 3.02 , 6.03 , 7.03 , 8.02 , 10.03
14.	'C' filing practice	Surface plate – material, type, use & method of checking	Freehand Sketch of Prism , cylinder, sphere etc	Simple example practice on shop problem	4.02 , 5.04 , 6.03 , 8.09 , 9.02 , 11.03
15.	'T' filing practice	Scraper – types, size, method of scraping.	Construction of scale, plain scale, various example	Simple example practice on trade calculation	1.27 , 1.31 , 2.05 , 3.02 , 6.04 , 7.03 , 8.09 , 10.03
16.	To find the centre of a round job	Vernior caliper – parts, principle, graduations, care.	Construction of scale, diagonal scale with various example.	Further practice on percentage & shop problems	1.32 , 4.03 , 5.04 , 6.04 , 8.1 , 9.02 , 11.04
17.	To make hexagonal shape from the round bar.	Vernior height gauge – material, parts, principle, Graduations, care.	Simple dimensioning technique, size & location	Examples on ratio & proportion on the trade examples.	1.27 , 1.33 , 2.06 , 3.01 , 6.05 , 7.04 , 8.1 , 10.04
18.	Drilling on a hexagonal job by radial drilling machine.	Ferrous & Non ferrous metals.	Dimension for hole, angle, taper ,screw etc.	Properties of materials.	1.34 , 4.03 , 5.05 , 6.05 , 9.03 , 11.05
19.	Threading practice in a hexagonal job by use of tap.	Coolants & lubricants – types & its uses.	Hexagonal nut & bolts.	Properties of materials.	1.28 , 1.35 , 2.07 , 3.01 , 6.06 , 7.04 , 8.11 , 10.04

20.	Practice of Lapp joint by use of rivets.	Rivet joint – types & use.	Square nut & bolts	Units – types, its use in the trade.	1.36 , 4.04 , 5.05 , 6.06 , 8.12 , 9.03 , 11.05
21.	Practice of butt joint by use of rivets	Locking device – types & its use.	Types of rivets.	Units & conversion to each other.	1.28 , 1.37 , 2.01 , 3.02 , 6.01 , 7.05 , 8.13 , 10.04
22.	Square fitting practice.	Out side micrometer – material, parts, principle, graduations & care.	Types of Washer	Units – further example practice.	1.31 , 4.04 , 5.06 , 6.01 , 9.03 , 11.05
23.	'T' slot fitting practice.	Inside micrometer – parts , principle, graduations, use & care.	Various types of screw thread.	Units – further example practice	1.28 , 1.32 , 2.02 , 3.02 , 6.02 , 7.05 , 8.14 , 10.04
24.	Tong & Groove fitting practice.	Depth Gauge micrometer – parts, principle, graduations, use & care.	Various types of foundation bolts.	Metals & Non metals – types, uses in the workshop.	1.33 , 4.05 , 5.06 , 6.02 , 8.03 , 9.04 , 11.05
25.	Location fitting practice by using of Dowel pin.	Combination set – parts, size, use & care.	Various types of locking devices.	Metals & Non metals – types, uses in the workshop.	1.28 , 1.34 , 3.01 , 6.03 , 8.03 , 10.04
26.	B.S.W. / metric thread cutting practice by use of die.	Die & diestock – material, types & use. method of dieing	Various types of locking devices.	Metals & Non metals – types, uses in the workshop.	1.35 , 4.05 , 5.03 , 6.03 , 8.03 , 9.04 , 11.06
27.	True a cylindrical job on lathe by using of four jaw chuck	History of lathe machine & introduction of lathe	Hand tools – various types of hammers	Metals & Non metals – types, uses in the workshop.	1.29 , 2.04 , 3.01 , 6.04 , 7.05 , 8.02 , 8.07 , 10.05



28	Facing & centering practice on lathe.	Precautions to be taken at the time of work on lathe.	Various types of spanners	Metals & Non metals – types, uses in the workshop.	1.36 , 4.02 , 5.04 , 6.04 , 8.07 , 9.04 , 11.06
29	Plain turning on lathe.	Main parts of a lathe machine & its description	Various types of files & other hand tools.	Metals & Non metals – types, uses in the workshop.	1.29 , 2.05 , 3.02 , 6.05 , 7.05 , 8.02 , 8.12 , 10.05
30	Step turning on lathe.	Types of Lathe machine & its description.	Simple isometric drawing, cube, rectangle.	Mass & Weight.	1.37 , 3.02 , 4.03 , 6.05 , 8.14 , 9.05 , 11.06 , 11.06
31	Taper turning by compound rest.	Method of Taper turning – its formula & calculation.	Simple isometric drawing of Pyramid	Definition & Diff. between Mass & Weight.	1.29 , 2.06 , 3.01 , 6.05 , 7.06 , 8.02 , 8.03 , 10.05
32	Taper turning by offset method	Method of Taper turning. Calculation of examples.	Simple isometric Drawing of cone, cylinder	Simple machines types, formulas & its use in the work shop	1.31 , 2.07 , 3.01 , 6.06 , 8.03 , 9.05
33	Taper tuning by attachment	Taper by Taper tarring attachment – its description & method of setting.	Oblique projection example	Simple Marching type. & Formula I for each for M.A., V.R. & efficiency	1.32 , 2.01 , 3.02 , 6.06 , 7.06 , 8.02 , 8.03 , 10.05
34	Boring & Knurling Practice	Theory About knurling tool & boring tool	Free hand sketch of measuring instruments	Simple machines types, formulas & its use in the Section / Trade.	1.31 , 2.02 , 3.02 , 6.06 , 8.07 , 9.05 , 11.07
35	Step boring practice	Lathe centre & its types. Commonly used in the work shop.	Four quadrant introduction & sketch.	Simple machines types, formulas & its use in the Section / Trade	1.32 , 2.04 , 3.01 , 6.06 , 7.06 , 8.05 , 8.07 , 10.05

36	Eccentrics turning practice – single throw.	Lathe chuck type, material, size, care & maintenance.	Simple orthographic projection of cube with dimension	Simple machines types, formulas & its use in the Section / Trade	1.31 , 2.05 , 3.01 , 6.06 , 8.07 , 9.06 , 11.07
37	Eccentrics turning practice – double throw.	Catch plate & face plate – material, size & its use.	Simple orthographic projection of rectangle with dimension.	Simple machines types, formulas & its use in the Section / Trade & example practice about the trade.	1.32 , 2.06 , 3.02 , 6.06 , 7.06 , 8.05 , 8.09 , 10.06
38	Turning a Bush – Female.	Dogs carrier & mandrel – material, size & its use.	Simple orthographic projection of cone	Simple machines types, formulas & its use in the Section / Trade & example practice about the trade.	1.31 , 2.07 , 3.02 , 8.09 , 9.06 , 11.07
39	Turning a Long Shaft – Male	Steady rest – material, type & its use.	Simple orthographic projection of cylinder	Simple machine trade examples.	1.32 , 2.01 , 3.01 , 7.07 , 8.05 , 8.1 , 10.06
40	To make a lathe dead center M.T. Number-3	Standard taper, types & use	Simple Orthographic projection(1 st Angle)	Algebra	1.33 , 2.02 , 3.01 , 8.1 , 9.06 , 11.07
41	Internal Step Cutting Practice	Cutting Speed & feed & its calculation	Simple orthographic projection (3 rd Angle)	Algebra Examples Simple Calculation	1.33 , 2.04 , 3.02 , 7.07 , 8.06 , 8.14 , 10.06 , 12
42	Reaming Practice on Lathe	General Training Operation	Simple Orthographic projection (3 rd Angle)	Algebra Simple Calculation	1.34 , 2.05 , 3.02 , 7.07 , 8.06 , 10.06 , 12
43	Gear blank Turning practice	Gear Train	Sketch of keys	Algebra further Example practice	1.34 , 2.06 , 3.01 , 7.07 , 8.07 , 10.06 , 12
44	Bevel Gear blank Turning Practice	Gear Train formula & Calculation	Sketches of pin joints	Algebra Equation calculation	1.34 , 2.07 , 3.02 , 7.07 , 8.12 , 10.06 , 12

45	Taper turning by compound rest internal	Types of Lathe Cutting Tools.	Riveted joints	Algebra Example calculation	
46	Male & Female fitting practice	Types of Lathe Cutting Tools.	Riveted joints	Simple reading of Logarithm	
47	B. S.W. Thread Cutting Practice	Theory of Screw Thread	Welding Hand Tools	Simple reading practice of Logarithm	
48	Metric Thread Cutting Practice	Theory of metric thread & its calculation	Drug of welding transformer and other equipment	Logarithm reading practice	
49	Square thread cutting practice	Theory of square thread & its calculation	Simple conventional symbols for materials & parts Diff. welding joints and symbols	Use of Logarithm & reading practice for various values.	
50	ACME Thread cutting practice	Theory of ACME thread & its calculation	Diff. Welding joints and symbols	Simple Calculation by use of log table	
51	Internal 'V' Thread cutting practice	Thread calculation & its sums	Revision (Preliminary test paper solution)	Revision of Math Topics	
52	Revision & Test	Revision & Test	Test (Preliminary)	Revision on Science Topics	
53.	Fusion without filler rod and Fusion run with filler rod	Information & Introduction about welding method. Types and description.	Detail assembly 'V' block with clamps	Area of various shapes i.e. square, triangle round, rectangle etc	
54.	Arc straight line-single bid	Safety precautions in the arc welding. Before welding, during welding & after welding process	Detail assembly of shafts	Area of various shapes i.e. half round, Rhomboid	
55	Edge joint by gas	Safety precautions in the gas welding. Before welding, during welding & after welding process	Detail assembly of pulley	Further practice on various shapes light regular hexagonal, circle	
56	Square but joint – down hand position by arc	Electric arc welding .arc welding machine .Types disadvantages ,advantages	Detail assembly of Bush-Bearing	Area of hollow circle ,ellipse, sector, segment	
57	Flat Lapp joint by arc	Tools & accessories of arc welding i.e. chipping hammer Wire brush, hand screen, welding screen hamlet type. Tong, electrode holder, earth clamp	Detail assembly of simple coupling	Area of regular polygon & irregular shapes.	

58	Outside corner joint –down hand position by arc	Cleaning method before welding. its method	Types of vice	Heat & Temperature	
59	Lapp weld- horizontal position by gas	Tools & equipments of oxy-acetenc gas welding. i.e. oxygen gas cylinder ,acetylene gas cylinder, pressure regulator, rubber houses ,blow pipe set .	Detail assembly of a simple hand wise	Heat treatments of steel hardening ,annealing, tempering ,normalizing	
60	Pipe but joint by gas	Gases to be used in gas welding types, its combination its results .	Detail assembly of vee block clamp	Case hardening standard & measurements equation simple simultaneous- quadratic.	
61	Open corner joint – down hand position by arc	Left word & right word welding techniques .its properties	Simple pipe union with line dressing.	Case hardening standard & measurements equation simple simultaneous- quadratic	
62	Flat tee joint – down hand position by arc	Left word & right word welding techniques .its properties	Simple pipe union with line dressing	Magnet & magnetism	
63	Inside corner joint –down hand position by arc	Welding joints. Its types & description	Orthographic projection first angle	Magnet & magnetism	
64	Flat weld in flank position by arc	Edge preparation, welding position and types of weld. Type ,method	Orthographic projection first angle	Magnet & magnetism Types of magnet & safety of magnet	
65	Pipe but joint by arc	Flux coated electrodes. Type, size why cutting necessary pipe welding arc	Orthographic projection third angle	Electricity & its uses.	
66	Pipe elbow joint by arc	Difficulties in arc welding & its solution. Types visible fault & invisible fault	Orthographic projection third angle	Volume, definition, units , rectangle , cube.	
67	Pipe tee joint by arc	Types of welding. Fusion Welding .Non fusion welding & pressure welding .	Missing view-related to dimension	Volume of cylinder con etc .	
68	Pipe E joint by arc	Soldering & brazing . Type , properties , flex method , difference	Missing View-related to dimension	Volume further practice of example	

69	Butt weld horizontal position by arc	Polarity-introduction- How to reduce it during welding method	Missing view-related to view	Volume further practice of example	
70	Butt weld-vertical by arc	Arc blow and its effect on weld	Missing view-related to view	Geometry –types of triangles	
71	Tee joint-vertical position by arc	Prevention of arc blow its method	Ortho .proj. by 1 st angle	Geometry –types of Arcs, Pythagoras law	
72	Copper weld-down hand position by gas	Selection of filler rod for the gas welding. Material, size of its.	Ortho .proj. by 1 st angle	Pythagoras law	
73	Brass weld-down hand position by gas	Gas pressure regulator its type, commonly use ,Advantage	Ortho .proj. by 1 st angle	Geometry Centro of triangle & its internal radius	
74	Stainless steel weld-horizontal position by gas	Oxy-acetylene cutting & equipments, Cutting blow pipe- its function	Ortho .proj. by 1 st angle	Geometry Centro of triangle & its internal radius	
75	Pipe single 'v' butt joint by arc	Pipe welding arc	Ortho .proj. by 3 rd angle	Geometry Outer radius of regulator	
76	Pipe 'w' joint practice by arc branch joint	Principle of gas cutting operation & its action	Ortho .proj. by 3 rd angle	Triangle & conversion from degree into minutes	
77	Inside corner joint-down hand position by gas	Gas cutting & machine its types and description	Ortho .proj. by 3 rd angle	Further practice by the various	
78	Revision & test	Revision & test	Revision & Test	Revision & Test	
79	Make a round ring by cold process	Introduction & information about smithy work	Ortho projection by 3 rd angle	Transmission of motion & power	
80	Make a round ring by cold process	Safety precaution taken in smithy work	Ortho projection by 3 rd angle	Transmission of motion & power Types of drive	
81	Make a square from the round bar	Introduction & use of smithy shop equipments	Sectional view circular block	Transmission of drive like gear ,chain, belt	
82	Preparation 'j' shape by forging practice	Types of forge	Sectional view (horizontal section)	Transition by rop & find ratio of speed practice	
83	Make a Flat shape the round bar by forging	Preparation of forge for forging process	Sectional view (vertical section)	Further example on transmission system	

84	Make a eye bolt by forging process	Introduction & uses of forging measuring tools	Sectional view (horizontal section)	Density & specific density	
85	Bending practice of flat job by forging	Various operation of smithy work	Blue print reading related to line	Density & specific density	
86	Flat cutting practice by Hot chisel	Types of chisel i.e. hot & cold	Blue print reading related to view	Force & types of Force	
87	Make a round shape from square bar by forging process	Introduction & use of anvil	Blue print reading related to dimension	Force & types of Force & Simple calculation in it	
88	Prepare a hook by forging practice.	Introduction & use of swag block	Orthographic projection by third angle.	Stress & Strain.	
89	Make a square head bolt by forging.	Introduction , uses and types of leg vice.	Orthographic projection by third angle.	Stress & Strain. Types formats & Examples.	
90	Flat bending practice by forging method ,i.e. Iron type of cart wheel.	Types of fixtures & its uses in black smithy shop.	Orthographic projection by third angle.	Stress & Strain. Further example practice.	
91	Make on flat chisel by forging practice.	Introduction, uses of files, falter & set Hammers.	Revision of paper solution.	Revision of paper solution.	
92	Prepared a flat nose tongs by forging process.	Type of tongs & uses & its material.	Preparation & Revision for Industrial Examination .	Preparation & Revision for Industrial Examination.	
93 & 94	Institutional Test.	Institutional Test.	Institutional Test.	Institutional Test.	
95	Tempering process on various cutting tools	Process of heat treatment on carbon steel materials	Preparation for final exam from past examination papers	Preparation for final exam from past examination papers	
96	Forging a crowbar from alloy steel (EN-series)	Introduction 7 user of a power hammer	Preparation for final exam from past exam papers	Preparation for final exam from past exam papers	
97	Industrial visit to a local industry/engineering work shop where students call see & learn mechanical operations like filing –hacksawing –drilling & tapping				
98	Industrial visit to a local industry/ Engg. work shop where students call see & learn mechanical operation like grooving-male& female fitting in assembly shop				
99	Industrial visit to a local industry/ Engg work shop where students call see & learn mechanical operations like facing, plain turning, centering, topper turning & boring.				

100	Industrial visit to a local industry/ Engg work shop where students can see & learn mechanical operation like knurling, eccentrics turning, drilling, reaming & thread cutting.	
101	Industrial visit to a local Industry /Engg work shop where students can see & learn Mechanical operation like gas welding joint i.e. Lapp , butt , edge, Edge, open corner , Square butt , "T" joint . Pipe welding of brass & copper plates.	
102	Industrial visit to a local Industry /Engg work shop where students can see & learn Mechanical operation like Arc welding joint i.e. lapp , butt , Edge, Square "T" . Pipe welding , cast iron welding & How to do fabrication as well as Structural work.	
103	Industrial Visit to a local Industry/Engg work shop where students can see & learn Mechanical operation like cutting, bending, drawing, upsetting, drilling.	
104	Industrial Visit to a local Industry/Engg work shop where students can see & learn Mechanical operation like punching, falling, forging & shrinkage fitting as well as Hardening Tempering of steel.	



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



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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, Formatting 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 writing.
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

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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



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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 overcome
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



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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

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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

