

HUMAN RESOURCE EXECUTIVE

COMPETENCY BASED CURRICULUM

(Duration: 1yr 03 months.)

APPRENTICESHIP TRAINING SCHEME (ATS)

NSQF LEVEL- 4



SECTOR – Management & Entrepreneurship and Professional Skills



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



HUMAN RESOURCE EXECUTIVE

(Designed in 2020)

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NSQF LEVEL - 4

Developed By

Ministry of Skill Development and Entrepreneurship

Directorate General of Training

**Sectoral Trade Course Committee of Management & Entrepreneurship and
Professional Skills Sector**

&

CENTRAL STAFF TRAINING AND RESEARCH INSTITUTE

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ACKNOWLEDGEMENT

The DGT sincerely express appreciation for the contribution of the Industry, State Directorate, Trade Experts and all others who contributed in revising the curriculum. Special acknowledgement to the following industries/organizations who have contributed valuable inputs in revising the curricula through their expert members:

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1. BACKGROUND

1.1 Apprenticeship Training Scheme under Apprentice Act 1961

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

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

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

1.2 Changes in Industrial Scenario

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

1.3 Reformation

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

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

2. TRAINING SYSTEM

2.1 GENERAL

Directorate General of Training (DGT) under Ministry of Skill Development & Entrepreneurship offers range of vocational training courses catering to the need of different sectors of economy/ Labour market. The vocational training programmes are delivered under aegis of National Council of Vocational Training (NCVT). Craftsman Training Scheme (CTS) and Apprenticeship Training Scheme (ATS) are two pioneer programmes of NCVT for propagating vocational training.

Human Resource Executive trade under ATS is one of the most popular courses delivered nationwide through different industries. The course is of one year and three months (01 Block of 15 months duration including basic training) duration. It mainly consists of Domain area and Core area. In the Domain area Trade Theory & Practical impart professional - skills and knowledge, while Core area - and Employability Skills imparts requisite core skills & knowledge and life skills. After passing out the training programme, the trainee is being awarded National Apprenticeship Certificate (NAC) by NCVT having worldwide recognition.

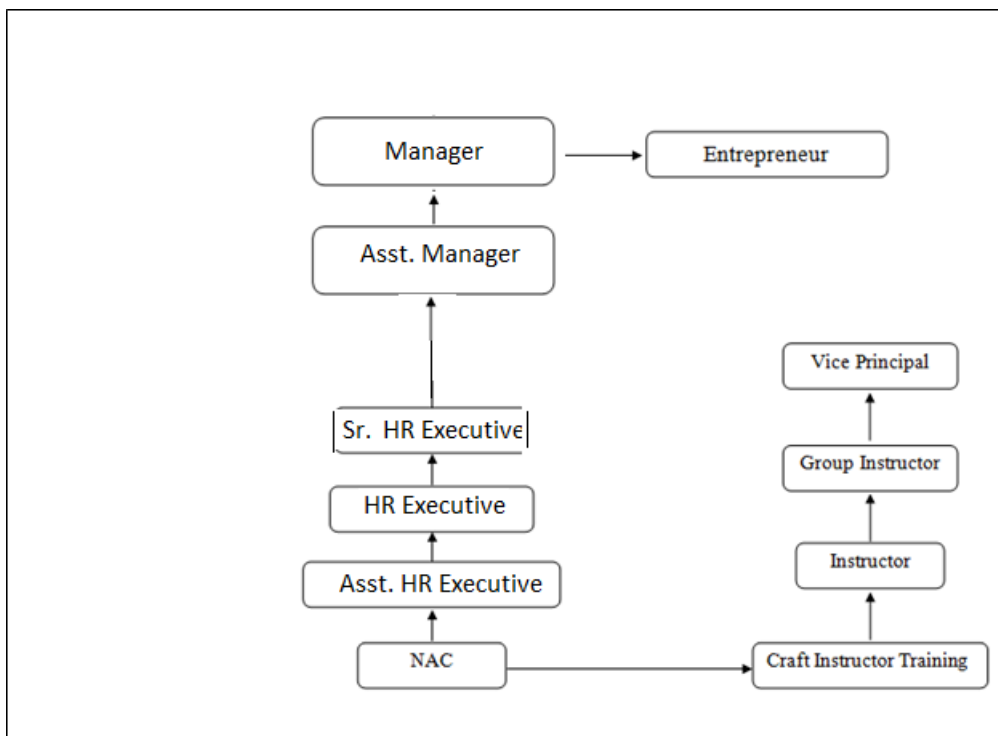
Broadly candidates need to demonstrate that they are able to:

- Read & interpret technical parameters/document, plan and organize work processes, identify necessary materials and tools;
- Perform task with due consideration to safety rules, accident prevention regulations and environmental protection stipulations;
- Apply professional skill, knowledge, core skills & employability skills while performing jobs and solve problem during execution.
- Document the technical parameters related to the task undertaken.

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2.2 CAREER PROGRESSION PATHWAYS:

- Can join Crafts Instructor Training Scheme (CITS) in the trade for becoming instructor in ITIs.
- Indicative pathways for vertical mobility.



2.3 COURSE STRUCTURE:

Table below depicts the distribution of training hours across various course elements during a period of one year (*Basic Training and On-Job Training*):-

Total training duration details: -

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

A. Basic Training

For 02 yrs. Course (Non-Engg.):**-Total 03 months:** 03 months in 1styr.only

For 01 yr. Course (Non-Engg.):**-Total 03 months:** 03 months in 1styr.

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Sl. No.	Course Element	Total Notional Training Hours (For 01 yr. Course)
1	Professional Skill (Trade Practical)	270
2	Professional Knowledge (Trade Theory)	120
3	Employability Skills	110
	Total (including Internal Assessment)	500

B. On-Job Training:-

For 01 yr. Course (Non-Engg.) :- (**Total 12 months**)

Notional Training Hours for On-Job Training: 2080 Hrs.

C. Total training hours:-

Duration	Basic Training	On-Job Training	Total
For 02 yrs. Course (Non-Engg.)	500 hrs.	3640 hrs.	4140 hrs.
For 01 yr. Course (Non-Engg.)	500 hrs.	2080 hrs.	2580 hrs.

2.4 ASSESSMENT & CERTIFICATION:

The trainee will be tested for his skill, knowledge and attitude during the period of course and at the end of the training programme as notified by Govt of India from time to time. The Employability skills will be tested in first two semesters only.

a) The **Internal assessment** during the period of training will be done by **Formative assessment method** by testing for assessment criteria listed against learning outcomes. The training institute have to maintain individual *trainee portfolio* as detailed in assessment guideline. The marks of internal assessment will be as per the template (Annexure – II).

b) The final assessment will be in the form of summative assessment method. The All India Trade Test for awarding NAC will be conducted by NCVT on completion of course as per guideline of Govt of India. The pattern and marking structure is being notified by govt of India from time to time. **The learning outcome and assessment criteria will be basis for setting question papers for final assessment. The examiner during final examination will also check individual trainee's profile as detailed in assessment guideline before giving marks for practical examination.**

2.4.1 PASS REGULATION

The minimum pass percent for Practical is 60% & minimum pass percent for Theory subjects 40%. The candidate pass in each subject conducted under all India trade test.

2.4.2 ASSESSMENT GUIDELINE

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

Assessment will be evidence based comprising the following:

- Job carried out in labs/workshop
- Record book/ daily diary
- Answer sheet of assessment
- Viva-voce
- Progress chart
- Attendance and punctuality
- Assignment
- Project work

Evidences of internal assessments are to be preserved until forthcoming semester examination for audit and verification by examination body. The following marking pattern to be adopted while assessing:

Performance Level	Evidence
(a) Weightage in the range of 60 -75% to be allotted during assessment	
For performance in this grade, the candidate with occasional guidance and showing due regard for safety procedures and practices, has produced work which demonstrates attainment of an acceptable standard of craftsmanship.	• Demonstration of good skill in the use of hand tools, machine tools and workshop equipment • Below 70% tolerance dimension/accuracy achieved while undertaking different work with those demanded by the component/job/set standards. • A fairly good level of neatness and consistency in the finish • Occasional support in completing the

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	project/job.
(b)Weightage in the range of above75% - 90% to be allotted during assessment	
For this grade, the candidate, with little guidance and showing due regard for safety procedures and practices, has produced work which demonstrates attainment of a reasonable standard of craftsmanship.	• Good skill levels in the use of hand tools, machine tools and workshop equipment • 70-80% tolerance dimension/accuracy achieved while undertaking different work with those demanded by the component/job/set standards. • A good level of neatness and consistency in the finish • Little support in completing the project/job
(c) Weightage in the range of above 90% to be allotted during assessment	
For performance in this grade, the candidate, with minimal or no support in organization and execution and with due regard for safety procedures and practices, has produced work which demonstrates attainment of a high standard of craftsmanship.	• High skill levels in the use of hand tools, machine tools and workshop equipment • Above 80% tolerance dimension/accuracy achieved while undertaking different work with those demanded by the component/job/set standards. • A high level of neatness and consistency in the finish. • Minimal or no support in completing the project.

Brief description of Job roles:

Manpower Officer/Area Manager, Human Resource; assesses manpower supply and requirements, prepares schemes for meeting shortages, conducts enquiry into employment market trends and other man power problems and makes plans for efficient utilization of human resources and achievement of nations major objectives. Plans, organizes and conducts surveys for collection of data regarding manpower availability and utilization in different spheres of economic activity, and analyses data from all available sources like census reports and special studies for preparation of reports on selected aspects of manpower problems. Identifies fields to which flow of manpower is not adequate and takes appropriate steps to accelerate flow. Studies problem; of manpower training, labour mobility, labour force participation, relationship of educational and training programmes to demand for special skills, and labour utilization in different fields of economic activity. May specialize in any field of study like problems relating to availability and utilization of scientific manpower, managerial personnel, technical and low-skilled personnel, or white-collar workers. May also examine recruitment and employment matters, service conditions etc., and advise on formulation of manpower policies.

Human Resource Manager; plans, directs, and co-ordinates human resource management activities of an organization to maximize the strategic use of human resources and maintain functions such as employee compensation, recruitment, personnel policies, and regulatory compliance. Administer compensation, benefits and performance management systems, and safety and recreation programmes. Advise managers on organizational policy matters such as equal employment opportunity and sexual harassment, and recommend needed changes. Allocate human resources, ensuring appropriate matches between personnel. Analyse statistical data and reports to identify and determine causes of personnel problems and develop recommendations for improvement of organization's personnel policies and practices. Analyze training needs to design employee development, language training and health and safety programmes. Conduct exit interviews to identify reasons for employee termination. Develop, administer and evaluate applicant tests. Identify staff vacancies and recruit, interview and select applicants. Maintain records and compile statistical reports concerning personnel related data such as hires, transfers, performance appraisals, and absenteeism rates. Negotiate bargaining agreements and help interpret labour contracts.

Reference NCO2015:

- i) 2424.0100- Manpower Officer/Area Manager, Human Resource
- ii) 2424.0300 - Human Resource Manager

4. NSQF LEVEL COMPLIANCE

NSQF level for Human Resource Executive trade under ATS: **Level 4**

As per notification issued by Govt. of India dated- 27.12.2013 on National Skill Qualification Framework total 10 (Ten) Levels are defined.

Each level of the NSQF is associated with a set of descriptors made up of five outcome statements, which describe in general terms, the minimum knowledge, skills and attributes that a learner needs to acquire in order to be certified for that level.

Each level of the NSQF is described by a statement of learning outcomes in five domains, known as level descriptors. These five domains are:

- a. Process
- b. Professional knowledge,
- c. Professional skill,
- d. Core skill and
- e. Responsibility.

The Broad Learning outcome of Human Resource Executive trade under ATS mostly matches with the Level descriptor at Level- 4.

The NSQF level-4 descriptor is given below:

Level	Process Required	Professional Knowledge	Professional Skill	Core Skill	Responsibility
Level 4	work in familiar, predictable, routine, situation of clear choice.	factual knowledge of field of knowledge or study	recall and demonstrate practical skill, routine and repetitive in narrow range of application, using appropriate rule and tool, using quality concepts	language to communicate written or oral, with required clarity, skill to basic Arithmetic and algebraic principles, basic understanding of social political and natural environment.	Responsibility for own work and learning.

5. GENERAL INFORMATION

Name of the Trade	Human Resource Executive
Course Code	DGT/3207
NCO - 2015	2424.0100, 2424.0300
NSQF Level	Level – 4
Duration of Apprenticeship Training (Basic Training + On-Job Training)	3 months+ One year (01 Block of 15 months duration including basic training).
Duration of Basic Training	a) Block –I : 3 months Total duration of Basic Training: 3 months
Duration of On-Job Training	a) Block–I: 12 months Total duration of Practical Training: 12 months
Entry Qualification	12 th Passed
Selection of Apprenticeship	The apprentices will be selected as per Apprenticeship Act amended time to time.
Instructors Qualification for Basic Training	As per ITI instructors qualifications as amended time to time for the specific trade.
Infrastructure for basic training	As per related trade of ITI.
Examination	The internal examination/ assessment will be held on completion of each block. Final examination for all subjects will be held at the end of course and same will be conducted by NCVT.
Rebate to Ex-ITI Trainees	03 months
CTS trades eligible for Human Resource Executive(Apprenticeship)	Human Resource Executive- CTS

Note:

- Industry may impart training as per above time schedule for different block, however this is not fixed. The industry may adjust the duration of training considering the fact that all the components under the syllabus must be covered. However the flexibility should be given keeping in view that no safety aspects is compromised.
- For imparting Basic Training the industry to tie-up with ITIs having such specific trade and affiliated to NCVT.

6. LEARNING OUTCOME

6.1 GENERIC LEARNING OUTCOME

The following are minimum broad Common Occupational Skills/ Generic Learning Outcome after completion of the Cutting and Sewing Machine Operator course of 01 years duration under ATS.

Block I:-

1. Recognize & comply safe working practices, environment regulation and housekeeping.
2. Select and ascertain measuring instrument and measure dimension of components and record data.
3. Explain the concept in productivity, quality tools, and labour welfare legislation and apply such in day to day work to improve productivity & quality.
4. Explain energy conservation, global warming and pollution and contribute in day to day work by optimally using available resources.
5. Explain personnel finance, entrepreneurship and manage/organize related task in day to day work for personal & societal growth.
6. Plan and organize the work related to the occupation.

6.2 SPECIFIC LEARNING OUTCOME

Block – I

1. Develop communication skill on English language.
2. Identify and select various official English languages for official works.
3. Generate a personalized informal official letter of appropriate structure complying with MS office applications.
4. Display competence in oral, written, and visual communication.
5. Apply safe working practices with OSH legislations in India.
6. Select the appropriate search engines for creation of document and data record with proper internet skill.
7. Apply the proper corporate guidelines for women at work place
8. Identify the conceptual skills and quantitative skills in an economic context as per Indian scenario.
9. Perform a range of recognised time management techniques.
10. Identify and select key terms, theories/concepts and practices within the field of HRM.
11. Analyse the demand and need of the market for the trained / skilled personnel.
12. Recognize different ways of converting job evaluation point scores to wages.

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13. Compare and contrast the different techniques involved in the performance appraisal process.
14. Develop, analyse and apply training strategies and specifications for the delivery of training programs.
15. Develop best practice of mediation and negotiation processes and bargaining.
16. Develop role of HR planning in functions such as training and development, health and safety at work.
17. Identify the Human Resource Management effective in workers participation in corporate governance.

Note: Learning outcomes are reflection of total competencies of a trainee and assessment will be carried out as per assessment criteria.

7. LEARNING OUTCOME WITH ASSESSMENT CRITERIA

GENERIC LEARNING OUTCOME	
LEARNING OUTCOMES	ASSESSMENT CRITERIA
1. Recognize & comply safe working practices, environment regulation and housekeeping.	1. 1. Follow and maintain procedures to achieve a safe working environment in line with occupational health and safety regulations and requirements.
	1. 2. Recognize and report all unsafe situations according to site policy.
	1. 3. Identify and take necessary precautions on fire and safety hazards and report according to site policy and procedures.
	1. 4. Identify, handle and store / dispose off dangerous/unsalvageable goods and substances according to site policy and procedures following safety regulations and requirements.
	1. 5. Identify and observe site policies and procedures in regard to illness or accident.
	1. 6. Identify safety alarms accurately.
	1. 7. Report supervisor/ Competent of authority in the event of accident or sickness of any staff and record accident details correctly according to site accident/injury procedures.
	1. 8. Identify and observe site evacuation procedures according to site policy.
	1. 9. Identify Personal Productive Equipment (PPE) and use the same as per related working environment.
	1. 10. Identify basic first aid and use them under different circumstances.
	1. 11. Identify different fire extinguisher and use the same as per requirement.
	1. 12. Identify environmental pollution & contribute to avoidance of same.
	1. 13. Take opportunities to use energy and materials in an environmentally friendly manner
	1. 14. Avoid waste and dispose waste as per procedure
	1. 15. Recognize different components of 5S and apply the same in the working environment.
2. Select and ascertain measuring instrument and measure dimension of components and record data.	4.1 Select appropriate measuring instruments (as per tool list).
	4.2 Ascertain the functionality & correctness of the instrument.

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	4.3 Measure dimension of the components & record data to analyse the with given drawing/measurement.
3. Explain the concept in productivity, quality tools, and labour welfare legislation and apply such in day to day work to improve productivity & quality.	5.1 Explain the concept of productivity and quality tools and apply during execution of job.
	5.2 Understand the basic concept of labour welfare legislation and adhere to responsibilities and remain sensitive towards such laws.
	5.3 Knows benefits guaranteed under various acts
4. Explain energy conservation, global warming and pollution and contribute in day to day work by optimally using available resources.	6.1 Explain the concept of energy conservation, global warming, pollution and utilize the available recourses optimally & remain sensitive to avoid environment pollution.
	6.2 Dispose waste following standard procedure.
5. Explain personnel finance, entrepreneurship and manage/organize related task in day to day work for personal & societal growth.	7. 1. Explain personnel finance and entrepreneurship.
	7. 2. Explain role of Various Schemes and Institutes for self-employment i.e. DIC, SIDA, SISI, NSIC, SIDO, Idea for financing/ non financing support agencies to familiarizes with the Policies /Programmes & procedure & the available scheme.
	7. 3. Prepare Project report to become an entrepreneur for submission to financial institutions.
6. Plan and organize the work related to the occupation.	8. 1. Use documents, drawings and recognize hazards in the work site.
	8. 2. Plan workplace/ assembly location with due consideration to operational stipulation
	8. 3. Communicate effectively with others and plan project tasks
	8. 4. Assign roles and responsibilities of the co-trainees for execution of the task effectively and monitor the same.
SPECIFIC OUTCOME	
<u>Block-I</u>	
<i>Assessment Criteria i.e. the standard of performance, for each specific learning outcome mentioned under Block – I(section: 10) must ensure that the trainee works in familiar, predictable, routine, situation of clear choice. Assessment criteria should broadly cover the aspect of Planning (Identify, ascertain, etc.); Execution apply factual knowledge of field of knowledge, recall and demonstrate practical skill during performing the work in routine and repetitive in narrow range of application, using appropriate rule and tool, complying with basic arithmetic and algebraic principles and language to communicate in written or oral with required clarity; Checking/ Testing to ensure functionality during the assessment of each outcome. The assessments parameters must also ascertain that the candidate is responsible for his/her own work and learning.</i>	

BASIC TRAINING (Block – I)**Duration: Three Months (500 Hours)**

Week No	Professional Skills (Trade Practical)	Professional Knowledge (Trade Theory)
1	1. Orientation to the programme and objectives of the course. 2. Linking the job opportunities with the programme of study. Stress and accents, accentuation mode of pronunciation marks. 3. Intonation using a particular tone. Diction use of word and speech using audio-visual aids.	General Introduction to Programme. Orientation to vowels and Consonants, word making, and Pronunciation. Accident prevention techniques, Occupational Safety and Health legislations in India
2	4. Construction of simple sentences. 5. Preparation of news reports , paragraphs; form filling, addressing envelopes , layout of letters. 6. Answering to queries – written and over email, letters of application, letters of appointments, office notifications, job-orders, simple comprehension.	Functional Grammar , developing grammatically correct statements- written and verbal Writing – how to put thoughts in written texts, minimizing errors, crosschecking for errors, filing reports. (38 hrs.)
3	Computer components 7. Identify computer peripherals, ports, connectors, cables and internal components of a desktop computer and laptop. 8. Identify and record the functionality of various keys on the keyboard and mouse. Using Windows Operating System 9. Practice on Windows interface and navigating windows. 10. Practice on managing files and folders including zipping and unzipping using removable drives	Introduction to Computer components Introduction to computer system. Concepts of Hardware and Software. Function of motherboard components. Various Input/ Output devices in use and their features. Computer basics and Software Installation Introduction to the booting process. Introduction to various types of

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	11. Customize the desktop settings and manage user accounts. 12. View system properties and control panel details. 13. Work with keyboard shortcut commands. 14. Print and scan document using different commands.	memories and their features. Types of Application software and Antivirus.
4-5	Using Word Processing Software 15. Open MS Word and familiarise with basic word components. 16. Edit document using basic formatting tools. 17. Practice Inserting and formatting tables and other objects. 18. Use templates, autocorrect tools, and record and execute a macro. 19. Use Mail merge tool. Use conditional Mail Merge, External Data Source. Practice Letters, Label & Envelop printing using Mail Merge. 20. Use Table of Context, Indexing, Hyperlink, Bookmark, Comment, equation, symbols, citation, cross-reference, footnote, translate, synonyms, thesaurus, spell check & grammar, compare etc. 21.	Introduction to MS Word, its features and tools. Introduction to Notepad, Wordpad, Paint, images, calculator, calendar Control panel setting; display properties, audio-video settings, printer / scanner properties, user account management, etc. Introduction to various files and their formats, viz., doc, txt, xls, html, ppt, jpg, mpeg, etc.
6-7	Using Spread Sheet Application 22. Open MS Excel and familiarise with basic application components. 23. Practice creating, saving and formatting excel spread sheets. 24. Use absolute and relative referencing, linking sheets, conditional formatting etc. 25. Practice Excel functions of all major categories i.e. Financial, Logical, Text, date & time, Lookup, Math, Statistical etc. 26. Use various data types in Excel, sorting, filtering and validating data.	Spread Sheet Application Introduction to Excel features and Data Types. Cell referencing and linking Sheets. Introduction to various functions in all categories of Excel. Concepts of sorting, filtering and validating data. Analyzing data using charts, data tables, pivot tables, goal

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	27. Create and format various static and dynamic charts. 28. Practice Importing & exporting excel data. 29. Perform data analysis using “what if” tools and Pivot Table and record and execute a macro. 30. Modify Excel page setup and printing and use open office as Spreadsheet application. Execute simple projects using Excel & Word.	seek and scenarios.
8-9	31. Use Windows Paint or image editing software. 32. Resize images/photos to the required resolution and size. 33. Open power point presentation and familiarise with basic application components. 34. Create Slide shows, Insert picture and theme. 35. Add new slide, format text, link with word and excel documents. 36. Create slide shows by inserting audio & video and synchronise with presentation. 37. Modify slide page setup and print the slides.	Image editing, Presentations Introduction to the properties and editing of images. Introduction to different formats of images and their uses. Introduction to Power Point and its advantages. Creating Slide Shows with different features. Types of ppt templates for different applications. good presentation technique.
10	Using Internet 38. Browse the Internet for information (use at least 3 popular browsers). 39. Create and use e-mail for communication with attachment, priority setting, address book. 40. 54. Resume building, introductory notes, e-mail communication, request for meetings and written acknowledgements. 41. Using the social media – networking, making friends, business prospects hrs.	Internet Concepts Introduction to www, Concept of Internet, Web Browsers, internet servers and search engines. Concepts of Domain naming Systems and E mail communication. Speaking – how to express yourself verbally, importance of good spoken communication in any field of advancement Business Communication –

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		verbal Women and Occupational Safety; Managing work and family Online Social Media.
11	42. Practice on how to greet, wish, bid goodbye; how to exchange business cards. 43. Practice on how to speak with seniors and juniors, how to maintain corporate decorum. 44. Demonstration on how to eat/drink in social/corporate get-together and thank people.	Social / Formal etiquettes Introduction to quality consciousness Basics of Economics – an overview of micro and macro economics, theory of demand and supply, production, markets, GDP, inflation, wage market, basic concept of employment.
12	45. Interviewing techniques - Practice on what and how to answer, what not to answer, Salary negotiations; Listening skills – span of attention, skimming information; Barriers to listening – noise (useless information). 46. SWOT analysis of self as an individual and of your business proposition.	Tax implications for your business – GST etc. Different schemes like PMJDY, PMMY etc and support organizations of government – DIC, SIDA, SISI, NSIC, SIDO, National Scheduled Tribes Finance and Dev Corporation NCTFDC, etc
13	47. Scheduling your day and prioritize your work, how to plan your goals, brief about project planning processes 48. Competencies required to be a successful entrepreneur, Case studies on successful entrepreneurs Creativity and entrepreneurship; how to think creatively and innovatively. 49. Basic HR and Personnel Concepts in the real life – what is so important about human resources.	Time Management. Introduction to Entrepreneurship, who can become an entrepreneur, how can entrepreneur start his venture How and when to implement the 5S Concept, Kaizen, TPM, SGA, Quality Circle , Just in Time, 6 Sigma What is Human Resource management. · HR jobs in India at the entry level

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Note: - *More emphasis to be given on video/real-life pictures during theoretical classes. Some real-life pictures/videos of related industry operations may be shown to the trainees to give a feel of Industry and their future assignment.*

9. SYLLABUS - CORE SKILLS

9.1 EMPLOYABILITY SKILLS

(DURATION: - 110 HRS.)

Block – I (Duration – 110hrs.)	
1. English Literacy Duration : 20 Hrs. Marks : 09	
Pronunciation	Accentuation (mode of pronunciation) on simple words, Diction (use of word and speech)
Functional Grammar	Transformation of sentences, Voice change, Change of tense, Spellings.
Reading	Reading and understanding simple sentences about self, work and environment
Writing	Construction of simple sentences Writing simple English
Speaking / Spoken English	Speaking with preparation on self, on family, on friends/ classmates, on know, picture reading gain confidence through role-playing and discussions on current happening job description, asking about someone's job habitual actions. Cardinal (fundamental) numbers ordinal numbers. Taking messages, passing messages on and filling in message forms Greeting and introductions office hospitality, Resumes or curriculum vita essential parts, letters of application reference to previous communication.
2. I.T. Literacy Duration : 20 Hrs. Marks : 09	
Basics of Computer	Introduction, Computer and its applications, Hardware and peripherals, Switching on-Starting and shutting down of computer.
Computer Operating System	Basics of Operating System, WINDOWS, The user interface of Windows OS, Create, Copy, Move and delete Files and Folders, Use of External memory like pen drive, CD, DVD etc, Use of Common applications.
Word processing and Worksheet	Basic operating of Word Processing, Creating, opening and closing Documents, use of shortcuts, Creating and Editing of Text, Formatting the Text, Insertion & creation of Tables. Printing document. Basics of Excel worksheet, understanding basic commands, creating simple worksheets, understanding sample worksheets, use of simple formulas and functions, Printing of simple excel sheets.
Computer	Basic of computer Networks (using real life examples), Definitions of

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Networking and Internet	Local Area Network (LAN), Wide Area Network (WAN), Internet, Concept of Internet (Network of Networks), Meaning of World Wide Web (WWW), Web Browser, Web Site, Web page and Search Engines. Accessing the Internet using Web Browser, Downloading and Printing Web Pages, Opening an email account and use of email. Social media sites and its implication. Information Security and antivirus tools, Do's and Don'ts in Information Security, Awareness of IT - ACT, types of cyber crimes.
3. Communication Skills Duration : 15 Hrs. Marks : 07	
Introduction to Communication Skills	Communication and its importance Principles of Effective communication Types of communication - verbal, non verbal, written, email, talking on phone. Non verbal communication -characteristics, components-Para-language Body language Barriers to communication and dealing with barriers. Handling nervousness/ discomfort.
Listening Skills	Listening-hearing and listening, effective listening, barriers to effective listening guidelines for effective listening. Triple- A Listening - Attitude, Attention & Adjustment. Active Listening Skills.
Motivational Training	Characteristics Essential to Achieving Success. The Power of Positive Attitude. Self awareness Importance of Commitment Ethics and Values Ways to Motivate Oneself Personal Goal setting and Employability Planning.
Facing Interviews	Manners, Etiquettes, Dress code for an interview Do's & Don'ts for an interview.
Behavioral Skills	Problem Solving Confidence Building Attitude
4. Entrepreneurship Skills Duration: 15 Hrs. Marks : 06	
Concept of Entrepreneurship	Entrepreneur - Entrepreneurship - Enterprises:-Conceptual issue Entrepreneurship vs. management, Entrepreneurial motivation.

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	Performance & Record, Role & Function of entrepreneurs in relation to the enterprise & relation to the economy, Source of business ideas, Entrepreneurial opportunities, The process of setting up a business.
Project Preparation & Marketing analysis	Qualities of a good Entrepreneur, SWOT and Risk Analysis. Concept & application of PLC, Sales & distribution Management. Different Between Small Scale & Large Scale Business, Market Survey, Method of marketing, Publicity and advertisement, Marketing Mix.
Institutions Support	Preparation of Project. Role of Various Schemes and Institutes for self-employment i.e. DIC, SIDA, SISI, NSIC, SIDO, Idea for financing/ non financing support agencies to familiarizes with the Policies /Programmes& procedure & the available scheme.
Investment Procurement	Project formation, Feasibility, Legal formalities i.e., Shop Act, Estimation & Costing, Investment procedure - Loan procurement - Banking Processes.
5. Productivity Duration: 10 Hrs. Marks : 05	
Benefits	Personal / Workman - Incentive, Production linked Bonus, Improvement in living standard.
Affecting Factors	Skills, Working Aids, Automation, Environment, Motivation - How improves or slows down.
Comparison with developed countries	Comparative productivity in developed countries (viz. Germany, Japan and Australia) in selected industries e.g. Manufacturing, Steel, Mining, Construction etc. Living standards of those countries, wages.
Personal Finance Management	Banking processes, Handling ATM, KYC registration, safe cash handling, Personal risk and Insurance.
6. Occupational Safety, Health and Environment Education Duration: 15 Hrs. Marks : 06	
Safety & Health	Introduction to Occupational Safety and Health importance of safety and health at workplace.
Occupational Hazards	Basic Hazards, Chemical Hazards, Vibroacoustic Hazards, Mechanical Hazards, Electrical Hazards, Thermal Hazards. Occupational health, Occupational hygienic, Occupational Diseases/ Disorders & its prevention.
Accident & safety	Basic principles for protective equipment. Accident Prevention techniques - control of accidents and safety measures.

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First Aid	Care of injured & Sick at the workplaces, First-Aid & Transportation of sick person.
Basic Provisions	Idea of basic provision legislation of India. safety, health, welfare under legislative of India.
Ecosystem	Introduction to Environment. Relationship between Society and Environment, Ecosystem and Factors causing imbalance.
Pollution	Pollution and pollutants including liquid, gaseous, solid and hazardous waste.
Energy Conservation	Conservation of Energy, re-use and recycle.
Global warming	Global warming, climate change and Ozone layer depletion.
Ground Water	Hydrological cycle, ground and surface water, Conservation and Harvesting of water.
Environment	Right attitude towards environment, Maintenance of in -house environment.
7. Labour Welfare Legislation	
Duration: 05 Hrs. Marks : 03	
Welfare Acts	Benefits guaranteed under various acts- Factories Act, Apprenticeship Act, Employees State Insurance Act (ESI), Payment Wages Act, Employees Provident Fund Act, The Workmen's compensation Act.
8. Quality Tools	
Duration: 10 Hrs. Marks : 05	
Quality Consciousness	Meaning of quality, Quality characteristic.
Quality Circles	Definition, Advantage of small group activity, objectives of quality Circle, Roles and function of Quality Circles in Organization, Operation of Quality circle. Approaches to starting Quality Circles, Steps for continuation Quality Circles.
Quality Management System	Idea of ISO 9000 and BIS systems and its importance in maintaining qualities.
House Keeping	Purpose of House-keeping, Practice of good Housekeeping.
Quality Tools	Basic quality tools with a few examples.

10. DETAILS OF COMPETENCIES (ON-JOB TRAINING)

The **competencies/ specific outcomes** on completion of On-Job Training are detailed below: -

Block – I

1. Develop communication skill on English language.
 2. Identify and select various official English languages for official works.
 3. Generate a personalized informal official letter of appropriate structure complying with MS office applications.
 4. Display competence in oral, written, and visual communication.
 5. Apply safe working practices with OSH legislations in India.
 6. Select the appropriate search engines for creation of document and data record with proper internet skill.
 7. Apply the proper corporate guidelines for women at work place
 8. Identify the conceptual skills and quantitative skills in an economic context as per Indian scenario.
 9. Perform a range of recognised time management techniques.
 10. Identify and select key terms, theories/concepts and practices within the field of HRM.
 11. Analyse the demand and need of the market for the trained / skilled personnel.
 12. Recognize different ways of converting job evaluation point scores to wages.
 13. Compare and contrast the different techniques involved in the performance appraisal process.
 14. Develop, analyse and apply training strategies and specifications for the delivery of training programs.
 15. Develop best practice of mediation and negotiation processes and bargaining.
 16. Develop role of HR planning in functions such as training and development, health and safety at work.
 17. Identify the Human Resource Management effective in workers participation in corporate governance.
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Note:

1. Industry must ensure that above mentioned competencies are achieved by the trainees during their on-job training.
2. In addition to above competencies/ outcomes industry may impart additional training relevant to the specific industry.

INFRASTRUCTURE FOR PROFESSIONAL SKILL & PROFESSIONAL KNOWLEDGE

HUMAN RESOURCE EXECUTIVE			
List of Tools & Equipment for basic training (For batch of 24 Candidates)			
S No.	Name of the Tools and Equipment	Specification	Quantity
A. FURNITURE FOR LANGUAGE LAB/CLASS ROOM			
1.	Human Skull with cross-sectional view of speech organs graphical representation of the same is also accepted as an alternative	NA	1 No.
4.	Classroom chairs with writing support	NA	24 Nos.
5.	Instructor's Table	NA	1 No.
6.	Instructor's Chair	NA	1 No.
7.	Storage Cabinet	NA	1 No.
8.	Book Shelf	NA	1 No.
9.	Air Conditioner	NA	As required
B. EQUIPMENT / FURNITURE FOR IT LAB/WORKSHOP			
10.	Desktop Computer CPU: 32/64 Bit i3/i5/i7 or latest processor, Speed: >3 GHz. RAM:-4 GB DDR-III or Higher	Wi-Fi Enabled. Operating System and Antivirus compatible with trade related software.	12 Nos.
11.	Printer any basic model and printer table		1 No. each
12.	Office Packages MS Word, MS PowerPoint, MS Excel, MS Outlook		12 Nos.
13.	Computer table		12 Nos.
14.	LCD projector along with screen		1 No.
16.	Chairs		24 Nos.
17.	Instructor's table and chair		1 No. each
19.	Air Conditioner		As required

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

FORMAT FOR INTERNAL ASSESSMENT

Name & Address of the Assessor :						Year of Enrollment :								
Name & Address of ITI (Govt./Pvt.) :						Date of Assessment :								
Name & Address of the Industry :						Assessment location: Industry / ITI								
Trade Name :			Semester:			Duration of the Trade/course:								
Learning Outcome:														
Sl. No	Maximum Marks (Total 100 Marks)		15	5	10	5	10	10	5	10	15	15	Total internal assessment Marks	Result (Y/N)
	Candidate Name	Father's/Mother's Name	Safety consciousness	Workplace hygiene	Attendance/ Punctuality	Ability to follow Manuals/ Written instructions	Application of Knowledge	Skills to handle tools & equipment	Economical use of materials	Speed in doing work	Quality in workmanship	VIVA		
1														
2														