

**CURRICULUM**

**FOR THE TRADE OF**

**HEALTH & SLIMMING ASSISTANT**

**UNDER**

**APPRENTICESHIP TRAINING SCHEME**



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

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# 1. ACKNOWLEDGEMENT

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1. VLCC, health care ltd.

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**Co-ordinator for the course:Ms. SunitaBhat and Ms. RuchiChamoli**

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## 2. BACKGROUND

### 1.1 Apprenticeship Training Scheme under Apprentice Act 1961

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

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

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

### 1.2 Changes in Industrial Scenario

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

### 1.3 Reformation

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

- Prescription of number of apprentices to be engaged at establishment level instead of trade-wise.

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

### **3. RATIONALE**

(Need for Apprenticeship in Health & Slimming assistant trade)

1. The greater degree of relevance of the training with latest advancements of the industry will enhance the employability opportunities.
2. Acquire knowledge of different systems of the body.
3. Ability to give massages through acupressure techniques
4. Ability to assist in planning different diet charts.
5. Exposure to different latest slimming gadgets and ability to use them.
6. Ability to assist in performing different yogic exercises.
7. Ability to assist in performing different yoga asanas.

#### **4. JOB ROLES: REFERENCE NCO**

##### **Brief description of Job roles:**

A slimming assistant needs to be aware of basics of slimming, human anatomy, health and hygiene, safety and needs. Slimming assistant is expected to assist in performing different body therapies, yogic exercises, asanas, Ability to assist in making diet Charts and operation of slimming gadgets. The slimming assistant also maintains the slimming room and gadgets.

Reference NCO:

## 5. GENERAL INFORMATION

1. **Name of the Trade** : **Heath and slimming Assistant**

2. **N.C.O. Code No.** : 089.50

3. **Duration of Apprenticeship Training**

**(Basic Training + Practical Training): 15 Months**

4. **Duration of Basic Training:** -

Block –I: 3 months

**Total duration of Basic Training: 3 months**

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

Block–I: 12 months

**Total duration of Practical Training: 12 months**

6. **Entry Qualification** : 10<sup>th</sup> passed

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

8. **Rebate for ITI passed trainees** : Nil

*Note: Industry may impart training as per above time schedule, however this is not fixed. The industry may adjust the duration of training considering the fact that all the components under the syllabus must be covered. However the flexibility should be given keeping in view that no safety aspect is compromised and duration of industry training to be remain as 1 year.*

## 6. COURSE STRUCTURE

Training duration details: -

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

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

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

**GENERAL INFORMATION**

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

Degree/Diploma in a Physio Therapist/ Nutritionist from recognized university/Board with one/two year post qualification experience respectively in the relevant field.

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

## 7.1 DETAILSYLLABUS OF BASIC TRAINING

### 7.1.1DETAIL SYLLABUS OF PROFESSIONAL SKILLS & PROFESSIONAL KNOWLEDGE

**Block –I**

**Basic Training (120 Hrs.)**

Topic	Professional Skills	Hrs.	Professional Knowledge
1	Knowledge of human physiology	10	Brief knowledge of human body systems <ul style="list-style-type: none"> <li>• Muscular system.</li> <li>• Endocrine system.</li> <li>• Circulatory/lymphatic system.</li> <li>• Digestive system.</li> <li>• Excretory system</li> </ul>
2	Basic Light yogic exercises and asanas for correcting body posture	20	<ul style="list-style-type: none"> <li>• Ensure health condition is fit for practicing yoga.</li> <li>• Follow specific sequence.</li> <li>• Precautions related to yogic exercises.</li> </ul>
3	Body therapies	30	<ul style="list-style-type: none"> <li>• knowledge of practicing shirodhara.</li> <li>• hydro therapy.</li> <li>• mud therapy</li> <li>• body wrap (hot &amp; cold treatment) to detoxify.</li> <li>• Acupressure</li> <li>• Shiatsu.</li> <li>• Reiki.</li> <li>• reflexology</li> </ul>
4	Slimming gadget	20	<ul style="list-style-type: none"> <li>• Knowledge of operating different slimming gadgets.</li> <li>• Tread mill</li> <li>• Vibratory belt</li> <li>• Rowing Machine</li> <li>• Tummy Trimmer</li> <li>• Multi gym</li> <li>• Health cycle</li> <li>• Safety Precautions</li> </ul>
5	Diet & nutrition	20	<ul style="list-style-type: none"> <li>• What is nutrition and nutrients</li> <li>• Methods of Cooking and effect on food by dry heat, moist heat and use of oil.</li> </ul>

			<ul style="list-style-type: none"> <li>• Technologies to improve the quality of food – germination, fermentation and fortification.</li> <li>• BMI, BMR, expected height and weight for ages.</li> <li>• Diet for life style related disorders: Obesity, underweight, Hypertension.</li> <li>• Diet for weight loss.</li> <li>• Sample diet for different age groups.</li> </ul>
6	Maintain health and safety at the workplace	10	<ul style="list-style-type: none"> <li>• The health, safety and legal requirements, waste disposal, service standard and brand image related details of the salon.</li> <li>• Safe, effective and hygiene practices to be followed while providing skin services.</li> </ul>
		<b>10</b>	<b>Internal Assessment</b>

## **7.1.2EMPLOYABILITY SKILLS**

### **GENERAL INFORMATION**

- 1) **Name of the subject** : **EMPLOYABILITY SKILLS**
- 2) **Applicability** : **ATS- Mandatory for fresher only**
- 3) **Hours of Instruction** : **110Hrs.**
- 4) **Examination** : **The examination will be held at the end of two years Training by NCVT.**
- 5) **Instructor Qualification** :

**i)MBA/BBA with two years experience or graduate in sociology/social welfare/Economics with two years experience and trained in Employability skill from DGET Institute.**

**And**

**Must have studied in English/Communication Skill and Basic Computer at 12<sup>th</sup> /diploma level**

**OR**

**ii) Existing Social Study Instructor duly trained in Employability Skill from DGET Institute.**

## 7.1.2.1 SYLLABUS OF EMPLOYABILITY SKILLS

### A. Block – I Basic Training

Topic No.	Topic	Duration (in hours)
	<b>English Literacy</b>	<b>15</b>
<b>1</b>	<b>Pronunciation :</b> Accentuation (mode of pronunciation) on simple words, Diction (use of word and speech)	
<b>2</b>	<b>Functional Grammar</b> Transformation of sentences, Voice change, Change of tense, Spellings.	
<b>3</b>	<b>Reading</b> Reading and understanding simple sentences about self, work and environment	
<b>4</b>	<b>Writing</b> Construction of simple sentences Writing simple English	
<b>5</b>	<b>Speaking / Spoken English</b> 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.	
	<b>I.T. Literacy</b>	<b>15</b>
<b>1</b>	<b>Basics of Computer</b> Introduction, Computer and its applications, Hardware and peripherals, Switching on-Starting and shutting down of computer.	
<b>2</b>	<b>Computer Operating System</b> 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.	
<b>3</b>	<b>Word processing and Worksheet</b> 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	
<b>4.</b>	<b>Computer Networking and INTERNET</b> Basic of computer Networks (using real life examples), Definitions of Local Area Network (LAN), Wide Area Network (WAN), Internet, Concept of Internet (Network of Networks),	

	<p>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.</p> <p>Information Security and antivirus tools, Do's and Don'ts in Information Security, Awareness of IT - ACT, types of cyber crimes.</p>	
	<b>Communication Skill</b>	<b>25</b>
<b>1</b>	<p><b>Introduction to Communication Skills</b>  Communication and its importance  Principles of Effective communication  Types of communication - verbal, non verbal, written, email, talking on phone.  Non verbal communication -characteristics, components-Para-language  Body - language  Barriers to communication and dealing with barriers.  Handling nervousness/ discomfort.  Case study/Exercise</p>	
<b>2</b>	<p><b>Listening Skills</b>  Listening-hearing and listening, effective listening, barriers to effective listening guidelines for effective listening.  Triple- A Listening - Attitude, Attention &amp; Adjustment.  Active Listening Skills.</p>	
<b>3</b>	<p><b>Motivational Training</b>  Characteristics Essential to Achieving Success  The Power of Positive Attitude  Self awareness  Importance of Commitment  Ethics and Values  Ways to Motivate Oneself  Personal Goal setting and Employability Planning.  Case study/Exercise</p>	
<b>4</b>	<p><b>Facing Interviews</b>  Manners, Etiquettes, Dress code for an interview  Do's &amp; Don'ts for an interview</p>	
<b>5</b>	<p><b>Behavioral Skills</b>  <b>Organizational Behavior</b>  Problem Solving  Confidence Building  Attitude  Decision making  Case study/Exercise</p>	
	<b>Entrepreneurship skill</b>	<b>15</b>
<b>1</b>	<p><b>Concept of Entrepreneurship</b>  <b>Entrepreneurship-</b> Entrepreneurship - Enterprises:-Conceptual issue  Entrepreneurship vs. Management, Entrepreneurial motivation.  Performance &amp; Record, Role &amp; Function of entrepreneurs in relation to the enterprise &amp; relation to the economy, Source of business ideas,  Entrepreneurial opportunities, The process of setting up a business.</p>	

2	<b>Project Preparation &amp; Marketing analysis</b> Qualities of a good Entrepreneur, SWOT and Risk Analysis. Concept & application of Product Life Cycle (PLC), Sales & distribution Management. Different Between Small Scale & Large Scale Business, Market Survey, Method of marketing, Publicity and advertisement, Marketing Mix.	
3	<b>Institutions Support</b> Preparation of Project. Role of Various Schemes and Institutes for self-employment i.e. DIC, SIDA, SISI, NSIC, SIDO, Idea for financing/ non financing support agencies to familiarizes with the Policies /Programmes& procedure & the available scheme.	
4	<b>Investment Procurement</b> Project formation, Feasibility, Legal formalities i.e., Shop Act, Estimation & Costing, Investment procedure - Loan procurement - Banking Processes.	
	<b>Productivity</b>	<b>10</b>
1	<b>Productivity</b> Definition, Necessity, Meaning of GDP.	
2	<b>Affecting Factors</b> Skills, Working Aids, Automation, Environment, Motivation How improves or slows down.	
3	<b>Comparison with developed countries</b> Comparative productivity in developed countries (viz. Germany, Japan and Australia) in selected industries e.g. Manufacturing, Steel, Mining, Construction etc. Living standards of those countries, wages.	
4	<b>Personal Finance Management</b> Banking processes, Handling ATM, KYC registration, safe cash handling, Personal risk and Insurance.	
	<b>Occupational Safety, Health &amp; Environment Education</b>	<b>15</b>
1	<b>Safety &amp; Health</b> Introduction to Occupational Safety and Health importance of safety and health at workplace.	
2	<b>Occupational Hazards</b> Basic Hazards, Chemical Hazards, Vibro-acoustic Hazards, Mechanical Hazards, Electrical Hazards, Thermal Hazards. Occupational health, Occupational hygienic, Occupational Diseases/ Disorders & its prevention.	
3	<b>Accident &amp; safety</b> Basic principles for protective equipment. Accident Prevention techniques - control of accidents and safety measures.	
4	<b>First Aid</b> Care of injured & Sick at the workplaces, First-Aid & Transportation of sick person	
5	<b>Basic Provisions</b> Idea of basic provision of safety, health, welfare under legislation of India.	
6	<b>Ecosystem</b> Introduction to Environment. Relationship between Society and Environment, Ecosystem and Factors causing imbalance.	
7	<b>Pollution</b> Pollution and pollutants including liquid, gaseous, solid and hazardous waste.	

8	<b>Energy Conservation</b> Conservation of Energy, re-use and recycle.	
9	<b>Global warming</b> Global warming, climate change and Ozone layer depletion.	
10	<b>Ground Water</b> Hydrological cycle, ground and surface water, Conservation and Harvesting of water	
11	<b>Environment</b> Right attitude towards environment, Maintenance of in -house environment	
	<b>Labour Welfare Legislation</b>	<b>5</b>
1	<b>Welfare Acts</b> 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.	
	<b>Quality Tools</b>	<b>10</b>
1	<b>Quality Consciousness :</b> Meaning of quality, Quality Characteristic	
2	<b>Quality Circles :</b> Definition, Advantage of small group activity, objectives of quality Circle, Roles and function of Quality Circles in Organization, Operation of Quality circle. Approaches to starting Quality Circles, Steps for continuation Quality Circles.	
3	<b>Quality Management System :</b> Idea of ISO 9000 and BIS systems and its importance in maintaining qualities.	
4	<b>House Keeping :</b> Purpose of Housekeeping, Practice of good Housekeeping.	
5	<b>Quality Tools</b> Basic quality tools with a few examples	

## **7.2 PRACTICAL TRAINING (ON-JOB TRAINING)**

### **(BLOCK – I)**

**DURATION: 12MONTHS**

#### **GENERAL INFORMATION**

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

Degree/Diploma in a Physio Therapist/ Nutritionist from recognized university/Board with one/two year post qualification experience respectively in the relevant field.
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- 6) **Infrastructure for On-Job Training** : - As per Annexure – II

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

### **BLOCK – I (270 Hrs.)**

1. Prepare and maintain work area and maintain health and safety at the work place.
2. Perform light yogic exercises and asanas for body perfection yogic sukshamvayayam, Yogic stholVyayam, suryanamskar, padmasana, vajrasana, paschimuttanasana, gomukhasana, ardhmatsendrasana, konasana, ustrasana, dhnurasanasarvangasana.
3. Ability to give massages through acupressure techniques
4. Assist the slimming expert in giving different body therapies.
5. Assist the slimming expert in planning diet charts for good health and slimming.
6. Assist the slimming expert for operation of slimming gadgets.

## **8. ASSESSMENT STANDARD**

### **8.1 Assessment Guideline:**

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

The following marking pattern to be adopted while assessing:

**a)**Weightage in the range of 60-75% to be allotted during assessment under following performance level:

For this grade, the candidate with occasional guidance and showing due regard for safety procedures and practices, has produced work which demonstrates attainment of an acceptable standard of craftsmanship.

In this work there is evidence of:

- good skill levels in the use of hand tools, machine tools and workshop equipment
- many tolerances while undertaking different work are in line with those demanded by the component/job.
- a fairly good level of neatness and consistency in the finish
- occasional support in completing the project/job.

**b)**Weightage in the range of above75%- 90% to be allotted during assessment under following performance level:

For this grade, the candidate, with little guidance and showing due regard for safety procedures and practices, has produced work which demonstrates attainment of a reasonable standard of craftsmanship.

In this work there is evidence of:

- good skill levels in the use of hand tools, machine tools and workshop equipment
- the majority of tolerances while undertaking different work are in line with those demanded by the component/job.
- a good level of neatness and consistency in the finish
- little support in completing the project/job

c)Weightage in the range of above 90% to be allotted during assessment under following performance level:

For performance in this grade, the candidate, with minimal or no support in organization and execution and with due regard for safety procedures and practices, has produced work which demonstrates attainment of a high standard of craftsmanship.

In this work there is evidence of:

- high skill levels in the use of hand tools, machine tools and workshop equipment
- tolerances while undertaking different work being substantially in line with those demanded by the component/job.
- a high level of neatness and consistency in the finish.
- minimal or no support in completing the project

## 8.2 FINAL ASSESSMENT- ALL INDIA TRADE TEST(SUMMATIVE ASSESSMENT)

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

**Marks Distribution**      TOTAL: 570 marks

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

## **9. FURTHER LEARNING PATHWAYS**

1. On successful completion of the course trainees can opt for Diploma in Physio therapy course.

### **Employment opportunities:**

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

1. Assistant Physio therapist
2. Assistant Slimming expert
3. Assistant Dietician

**TOOLS & EQUIPMENT FOR BASIC TRAINING**

**INFRASTRUCTURE FOR PROFESSIONAL SKILL & PROFESSIONAL  
KNOWLEDGE**

**TRADE:HEALTH & SLIMMING ASSISTANT**

**LIST OF TOOLS & EQUIPMENTS FOR 20 APPRENTICES**

**A :LIST OF TOOLS&EQUIPMENT FOR BASIC TRAINING:**

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

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

**INFRASTRUCTURE FOR ON-JOB TRAINING****TRADE: Health & Slimming Assistant****For Batch of 20 APPRENTICES**

Actual training will depend on the existing facilities available in the establishments. However, the industry should ensure that the broad skills defined against On-Job Training part (i.e. 12 months) are imparted. In case of any short fall the concern industry may impart the training in cluster mode/ any other industry/ at ITI.

**B :LIST OF TOOLS&EQUIPMENT FOR ON-JOB TRAINING :**

<b>Sl. No.</b>	<b>Name of the items</b>	<b>Quantity (indicative)</b>
1.	Yoga mats	20 No.
2.	House keeping equipment	As Required
3.	Trash bin	06 no.
4.	Refrigerator	01 no
5.	Linen	As Required
6.	Massage bed	04 No.
7.	Treatment trolley	06 No.
8.	Anatomy & physiology charts	As Required
9.	Ultra violet sterilizer	04 No.
10.	Hot cabinet	02 No.
11.	Cold cabinet	02 No.
12.	Hot plate	02 No.
13.	Plastic bowls	As Required
14.	Plastic containers small	As Required
15.	Shirodhara stand	04 No
16.	Ayurvedic wooden bed	04 No
17.	Foot Ladder	04 No
18.	Wooden trolley	04 No
19.	Wooden tray	04 No
20.	Soap/ Lotion dispenser	06 No
21.	Oil Bottle with corks	04 No
22.	Electric water cattle	01 No
23.	Tread mill	01 No.

24.	Vibratory belt	01 No.
25.	Rowing Machine	01 No.
26.	Tummy Trimmer	01 No.
27.	Multi Gym	01 No.
28.	Health Cycle	01 No.

**GUIDELINES FOR INSTRUCTORS AND PAPER SETTERS**

1. Due care to be taken for proper & inclusive delivery among the batch. Some of the following some method of delivery may be adopted:

- A) LECTURE
- B) LESSON
- C) DEMONSTRATION
- D) PRACTICE
- E) GROUP DISCUSSION
- F) DISCUSSION WITH PEER GROUP
- G) PROJECT WORK
- H) INDUSTRIAL VISIT

2. Maximum utilization of latest form of training viz., audio visual aids, integration of IT, etc. may be adopted.

3. The total hours to be devoted against each topic may be decided with due diligence to safety & with prioritizing transfer of required skills.