

CURRICULUM

FOR THE TRADE OF

DATA ENTRY OPERATOR

UNDER

APPRENTICESHIP TRAINING SCHEME



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

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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 five categories of apprentices namely; **trade apprentice, optional trade apprentice, graduate, technician and technician (vocational) apprentices.**

Qualifications and period of apprenticeship training of trade apprentices and optional trade apprentices vary from trade to trade. The apprenticeship training 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. LEARNING OUTCOMES

- Basic understanding of computer and its terminology
- Different software needed for report writing including MS office suit or open source office
- Basic and advance pc workstation configuration, maintenance, networking as well as trouble shooting
- Good knowledge of the operation and use of a standard alphanumeric keyboard
- How to compile simple reports from data entered and ability to make comparisons between them through use of various database management software
- How to make error free data entry with the help of various software, devices, equipment
- Typical problems raised by customers and their solutions, including workaround (alternate/situational) solutions
- The importance of documenting, classifying, prioritizing service requests, crowd management and others.
- Entering customer and account data from source documents within time limits
- Compiling, verifying accuracy and sorting information to prepare source data for computer entry
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output
- Obtain sufficient information from the customer /client to understand the need and perform initial task

3. COURSE STRUCTURE

Training duration details: -

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

[illegible]

4. GENERAL INFORMATION

1. Name of the Trade : **Data Entry Operator**
2. Duration of Apprenticeship Training : **15 Months**
 - (i) Basic Training : 3 Months
 - (ii) Practical Training : 12 Months
3. Duration of Basic Training :
 - a) Block – I : 3 months
4. Duration of Practical Training
 - B) Block – II (On -job Training) : 12 Months
5. Entry Qualification : Passed 10th class examination under 10+2 of education or its equivalent.
6. Rebate for ITI passed trainees : Three months in the trade of **“Data Entry Operator”**
7. Selection of Apprentices : The apprentices will be selected as per the Apprentices Act amended time to time

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 remains as 1 year.

5. SYLLABUS

5.1 BASIC TRAINING (BLOCK – I)

DURATION: 03 MONTHS

GENERAL INFORMATION

Name of the Trade	:	Data Entry Operator
Hours of Instruction	:	390 Hrs. + 110 hrs (Employability skill)
Batch size	:	20 apprentices
Power Norms	:	4 KW
Space Norms	:	50.Sq.m.
Examination	:	The internal assessment will be held on completion of the Block.
Trainer Qualification	:	

- ***Degree/Diploma in Computer Science and engineering or MCA or degree or diploma in computer application***

Tools, Equipment's & Machinery required: - As per Annexure - I

5.1 DETAIL SYLLABUS OF BASIC TRAINING

5.1.1 DETAIL SYLLABUS OF TRADE THEORY AND PRACTICAL

Block – I

Basic Training Syllabus for Data Entry Operator

Sl. No.	Trade Practical	Trade Theory
1	Safety precautions, Electrical Safety. Demonstration and operation of Fire Extinguishers. Demonstration of Artificial Respiration	Accidents, safety precautions, Electrical safety, types of fire extinguishers. Artificial Respiration. Data, Information, data types, physical & logical concepts of data. Environmental Hazards : Pollution through e – waste, Waste recovery facility.
2	Visit to establishments with general purpose and special purpose computers. Visit to Computer centers installed with Mini and Micro computers. Familiarization of Laptop Computers. Identification and using different input/output devices. Connecting and dismantling cords, cables and input/output devices. Identifying and handling of different types of Pen Drives and CDs/ DVDs(Latest removable storage devices). Understanding the keys and their functions in keyboard. Practicing mouse.	Basic definition of computer, features and applications, hardware, software, firmware and liveware. Representation of information inside a computer. Generation of Computers – classification of computers according to purpose (general and special purpose), according to working(analog, digital and hybrid), according to processing capability (Super, mainframe, mini, micro, laptop and palmtop) Block diagram of a Computer system – Standard and common input/output devices. Processing – CPU, ALU, CU Memory, unit and different types

		<p>Bit, byte, kilobyte, megabyte and Gigabyte.</p> <p>Semiconductor memories such as ROM, RAM, PROM, EPROM, EEPROM.</p>
3	<p><u>Operating system</u></p> <p>Working with MS DOS, Operating Hard disks and Latest removable storage devices.</p> <p>Demonstrating the partition of hard disk.</p> <p>Booting process. Booting computer in DOS and Windows environment</p> <p>Practicing DOS commands - formatting, copying, deleting, moving and renaming etc.</p>	<p>Secondary storage devices – NTFS, Latest removable storage devices, hard disk and CDs/DVDs.</p> <p>Storage & retrieval of data - concepts of tracks, sectors, cylinders, boot record, disk partition and file allocation tables (FAT).</p> <p>Types of software – system software & application software, functions of operating system, interpreter, compiler and assembler.</p> <p>Operating system - familiarization with MS DOS, Windows and Linux.</p> <p>Booting the computer – booting, post, booting sequence, cold boot, warm boot, booting in DOS and Windows, booting files and their functions. Concept of LILO booting.</p>
4	<p><u>MS Windows</u></p> <p>Using desktop, task bar, start button, title bar, menus and windows help.</p> <p>My computer & Recycle bin.</p> <p>Creating, deleting and renaming of files, folders & short cuts. Opening & closing of different windows. Using different windows at a time. Moving through windows and mouse, maximize/minimize windows, use of help feature, exit windows starting an application and closing application.</p> <p>File management through Windows Explorer - select files and directories, copy, move, delete files/directories.</p>	<p>MS Windows – different versions, advantages and applications of windows. Starting windows and their operations.</p> <p>File management through Windows explorer.</p>

	<p>Expand compressed directories and files. Open and manage multiple director windows. View and sort files. Creating and renaming files/directories. Disk operation using file manager.</p>	
5	<p>Using essential accessories – starting and using notepad, WordPad, editing formatting text, saving text and printing text in notepad/WordPad.</p> <p>Working with image, paintbrush.</p> <p>Using calculators, calendar and character map, system tools, entertainment.</p> <p>Using windows media player and sound. Using multimedia and accessibility.</p> <p>Setting, using control panel, setting of date, time and sound.</p> <p>Setting display properties – wallpaper, screen savers & font management. Setting sound cords and graphic adopter cords.</p> <p>Installing and removing programs from start and program menu. Setting hardware such as printers, scanners, modem and dial up network.</p> <p>Zippping and unzipping files in windows.</p> <p>Installing CD Drive, driver software and other software through CD drives, working with CDs and copying data in CD writer. Registering the software.</p>	<p>Applications of essential accessories such as notepad, WordPad, paintbrush, images, calculator, calendar, media players and sounds. Multimedia. Setting, using and applications of control panel.</p> <p>Display properties, sound properties, different screen savers, and font management. Installation of programs.</p> <p>Setting hardware such as scanners printers modem and dialup network.</p> <p>Concepts of zipping and unzipping and applications.</p> <p>Using CD drives, different types and capacities of CDs CD writer. Computer virus – their causes and remedial measures. Anti virus, virus scanning and deleting.</p>

	<p>Installing Antivirus software. Scanning and deleting virus.</p> <p>Knowledge on Computer safety.</p>	
6.	<p>Word processing under MS Windows</p> <p>MS word commands and practicing – text selection. Opening document and creating document, saving and quitting documents. Cursor control, moving around in document, manipulating windows using tool bars. Printing documents, Editing text, auto text character formatting, page formatting. Closing and opening files. manipulating windows using tool bars. Printing documents, Editing text, auto text character formatting, page formatting. Closing and opening files. Table formation, Tabs, indents. Using Interface (Menu tool bars, help). Finding and replacing text. Spell checking, creating bold, italic and underlines, aligning text, auto numbering/bullets, colouring text, changing fonts and their sizes, paragraph setting, changing cases, spacing between words, lines and paragraphs.</p> <p>Creating master documents, data sources, merging documents, using mail merge feature for labels and envelopes.</p> <p>Graphics and using templates and wizards. Hyper linking, sending through internet</p> <p>Inserting drawings, auto shapes, text boxes, word art, pictures such as images and clip art, colouring, shading and 3D effects. Inserting graphs.</p> <p>Operating various types of printers – dot matrix, inkjet and laser printers.</p>	<p>Data processing. Data processing in various software, their features, versions and advantages.</p> <p>Introduction to the various applications in office.</p> <p>Introduction to Word features, Office button, toolbars.</p> <p>Creating, saving and formatting and printing documents using Word.</p> <p>Working with inserting objects, macro, mail merge, templates and other tools in Word.</p> <p>Page setup and Printing Documents using word.</p>

7	<p><u>MS Excel</u></p> <p>Worksheet basics</p> <p>Data entry in cells, entry of numbers, text and formulae.</p> <p>Moving data in worksheet, moving around in a worksheet, selecting data ranges.</p> <p>Using interface(Tool bars, Menus), editing basics, working with workbook</p> <p>Saving and quitting, cell referencing</p> <p>Formatting and calculations, using auto fill, working with formulae.</p> <p>Efficient data display with data formatting</p> <p>Creating borders colouring text, bold, italic and underlining, aligning text, finding and replacing data.</p> <p>Margin setting working with ranges, setting print area and printing</p> <p><u>Advanced application of MS Excel</u></p> <p>Creating multiple sheets in a worksheet, transferring data from one sheet to other sheet.</p> <p>Working with multiple sheets and files</p> <p>Working with graphs and charts</p> <p>Auto formatting, creating embedded chart using chart wizard, sizing and moving parts, updating charts, changing chart types.</p> <p>Creating separate chart sheet, adding titles, legends and gridlines, colouring charts, printing charts</p> <p>Functions of Excel</p> <p>Database management through Excel</p> <p>Finding records with data form, adding deleting records, Sorting & filtering records in a work sheet</p>	<p>Introduction to Excel features and Data Types.</p> <p>Cell referencing. Use of functions of various categories, linking Sheets.</p> <p>Introduction to various functions in all categories of Excel.</p> <p>Concepts of Sorting, Filtering and Validating Data.</p> <p>Analyzing data using charts, data tables, pivot tables, goal seek and scenarios.</p> <p>Working with Macros</p>
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8	<p><u>MS PowerPoint</u></p> <p>Creating slides, designing slides, back ground, layout of slides Editing text, adding/deleting aligning, making bold, italic and underlining, colour text. Changing background colours and designs Creating auto shapes, drawing clip art, word art, text boxes, images, shading and 3-d effects. Rotating text and pictures, text wrapping Saving, quitting and printing slides Inserting new slides, making animation effects Viewing the slides, slide transition, making sound effects Grouping and ungrouping the objects.</p>	<p>Introduction to the properties and editing of images.</p> <p>Introduction to Power Point and its advantages.</p> <p>Fine tuning the presentation and good presentation techniques.</p> <p>Creating Slide shows, Inserting objects.</p> <p>Animating Slide transitions and Objects.</p>
9	<p><u>MS Access</u></p> <p>Working with Access, files, records, creating files, records, creating table with different fields such as number, text, date/time etc. Entering data, modifying structure, modifying data in tables, forms, reports and queries. Hyper linking with Excel and Word Practicing data entry in Access</p>	<p>Concept of Database/relational database management systems Records, fields, files, different types of fields</p> <p>Various types of database systems</p>
10	<p><u>PageMaker</u></p> <p>Working with tool bar Setting defaults Opening, saving and closing publications Inserting and removing pages Flowing text, resizing the object Paste items, editing objects, rotating text box, Layout window, viewing pages, changing previous and next pages, zooming and hyperlinks Font style, size, case, subscript and superscript</p>	<p>PageMaker – introduction to various versions, concepts and applications</p> <p>Application of PageMaker</p>

	<p>Special characters, bullets, page numbering</p> <p>Spacing of character, line, word and paragraph, breaking and non breaking Text editing – selecting word, paragraph and a range of text Indenting/Tabs</p> <p>Find and change dialogue box, Text re-composition</p> <p>Removing master page objects from pages, control pallets</p> <p>Making tables, editing data in tables.</p>	
11	<p><u>CorelDRAW</u></p> <ul style="list-style-type: none"> • Exploring the CorelDraw Screen • File Management • Setting Up the Page • Moving Around and Viewing Drawings <ul style="list-style-type: none"> ◦ Moving Around the Current Page ◦ Viewing Modes ◦ Inserting and Deleting Pages ◦ Changing Page • Customizing Options <ul style="list-style-type: none"> ◦ Using Multiple Workspaces ◦ Customizing the Toolbars ◦ Using Shortcuts ◦ Saving Defaults ◦ Setting File Backups • Selecting & Manipulating Objects <ul style="list-style-type: none"> ◦ Selecting and Deselecting Objects ◦ Moving Objects ◦ Copying and Deleting Objects ◦ Deleting Objects ◦ Sizing Objects 	<p><u>Introduction to CorelDRAW</u></p> <ul style="list-style-type: none"> • Getting Started • Moving Around and Viewing Drawings • Customizing Options <p><u>Basic Drawing Skills</u></p> <ul style="list-style-type: none"> • Selecting and Manipulating Objects • Drawing and Shaping Objects • Arranging Objects <p><u>Using Text and Colour</u></p> <ul style="list-style-type: none"> • Using Text and Color • Working With Color • Working With Paragraph Text • Special Text Effects <p><u>Working With Objects</u></p> <ul style="list-style-type: none"> • Outlining and Filling Objects • Using Symbols and Clipart • Transforming Objects <p><u>Adding Special Effects</u> Special Effects</p> <p><u>Creating Output</u></p> <ul style="list-style-type: none"> • Exporting Drawings • Printing

		<u>Styles and Templates</u> <ul style="list-style-type: none"> • Using Styles and Templates
12	<u>Working with LAN</u> Basic operation of LAN. Data entry in other clients, data storing in different clients. Data shearing from server and other clients. Practicing data entry in networking.	Networking concepts, LAN, WAN, their applications.
13	<u>Antivirus</u> Installation of Antivirus Software <u>Internet</u> Operations, browsing, downloading articles and other text, down loading pictures from internet, sending and receiving emails, sending and receiving attachments.	Concept of virus, how computer get affected, Antivirus tools, protection. Concept of network, Internet, intranet, ISDN, Broad band concepts and applications.

5.1.2 EMPLOYABILITY SKILLS

GENERAL INFORMATION

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

MBA/BBA with two years' experience or graduate in sociology/social welfare/Economics with two years' experience and trained in Employability skill from DGT Institute.

And

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

OR

Existing Social Study Instructor duly trained in Employability Skill from DGT Institute.

5.1.2.1 SYLLABUS OF EMPLOYABILITY SKILLS

A. Block – I Basic Training

Topic No.	Topic	Duration (in hours)
	English Literacy	15
1	Pronunciation : Accentuation (mode of pronunciation) on simple words, Diction (use of word and speech)	
2	Functional Grammar Transformation of sentences, Voice change, Change of tense, Spellings.	
3	Reading Reading and understanding simple sentences about self, work and environment	
4	Writing Construction of simple sentences Writing simple English	
5	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.	
	Communication Skill	25
1	Introduction to Communication Skills Communication and its importance Principles of Effective communication Types of communication - verbal, non-verbal, written, email, talking on phone. Nonverbal communication -characteristics, components-Para-language Body - language Barriers to communication and dealing with barriers. Handling nervousness/ discomfort. Case study/Exercise	
2	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.	
3	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.	

	Case study/Exercise	
4	Facing Interviews Manners, Etiquettes, Dress code for an interview Do's & Don'ts for an interview	
5	Behavioral Skills Organizational Behavior Problem Solving Confidence Building Attitude Decision making Case study/Exercise	
	Entrepreneurship skill	15
1	Concept of Entrepreneurship Entrepreneurship- Entrepreneurship - Enterprises:-Conceptual issue Entrepreneurship vs. Management, Entrepreneurial motivation. 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.	
2	Project Preparation & Marketing analysis 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	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 /Programs& procedure & the available scheme.	
4	Investment Procurement Project formation, Feasibility, Legal formalities i.e., Shop Act, Estimation & Costing, Investment procedure - Loan procurement - Banking Processes.	
	Productivity	10
1	Productivity Definition, Necessity, Meaning of GDP.	
2	Affecting Factors Skills, Working Aids, Automation, Environment, Motivation How improves or slows down.	
3	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.	
4	Personal Finance Management Banking processes, Handling ATM, KYC registration, safe cash handling, Personal risk and Insurance.	

	Occupational Safety, Health & Environment Education	15
1	Safety & Health Introduction to Occupational Safety and Health importance of safety and health at workplace.	
2	Occupational Hazards Basic Hazards, Chemical Hazards, Vibro-acoustic Hazards, Mechanical Hazards, Electrical Hazards, Thermal Hazards. Occupational health, Occupational hygienic, Occupational Diseases/ Disorders & its prevention.	
3	Accident & safety Basic principles for protective equipment. Accident Prevention techniques - control of accidents and safety measures.	
4	First Aid Care of injured & Sick at the workplaces, First-Aid & Transportation of sick person	
5	Basic Provisions Idea of basic provision of safety, health, welfare under legislation of India.	
6	Ecosystem Introduction to Environment. Relationship between Society and Environment, Ecosystem and Factors causing imbalance.	
7	Pollution Pollution and pollutants including liquid, gaseous, solid and hazardous waste.	
8	Energy Conservation Conservation of Energy, re-use and recycle.	
9	Global warming Global warming, climate change and Ozone layer depletion.	
10	Ground Water Hydrological cycle, ground and surface water, Conservation and Harvesting of water	
11	Environment Right attitude towards environment, Maintenance of in -house environment	
	Labour Welfare Legislation	5
1	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.	25
	Quality Tools	
1	Quality Consciousness : Meaning of quality, Quality Characteristic	
2	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.	
3	Quality Management System : Idea of ISO 9000 and BIS systems and its importance in maintaining qualities.	
4	House Keeping : Purpose of Housekeeping, Practice of good Housekeeping.	
5	Quality Tools Basic quality tools with a few examples	

5.2 PRACTICAL TRAINING (ON-JOB TRAINING)

(BLOCK – I)

DURATION: 12 MONTHS

Sl.No.	PRACTICAL TRAINING (ON-JOB TRAINING)
1	Keep Safety Measures and Precautions for Computer Usage
2	Must upkeep Basic Housekeeping of the office.
3	Identify and Classify basic Computer Components and Peripherals
4	Basic Handling of Computer Peripherals
5	Identification of Basic Operating Systems and their command usage
6	Understand the knowledge of Computer Networking
7	Basic level troubleshooting of Computers
8	Familiarization with Windows operating system desktop, using icons, buttons and customizing the desktop. Managing files and folders, using removable drives
9	Upkeeping of the Computer System with all basic backups and recovery, Scanning of computers for viruses and scheduled backups as per company profile
10	Creating, saving and editing documents using Word. Inserting and formatting tables and other objects. Mail- merge ,Computer typing in MS word
11	Using Excel functions of all major categories
12	Using various data types in Excel, Sorting, filtering and validating data. Computer typing in Excel
13	Creating Slide shows, Inserting objects
14	Animating Slide transitions and Objects
15	Creating a simple presentation project using Open Office
16	Creating database and designing a simple tables in Access , Creating Forms, data entry in MS Access Form
17	PageMaker- Preparation of flyers, advertisement, pamphlets, reports
18.	CorelDraw- creating and editing image, advertisement , logo
19.	Justified usage of Computers and Peripherals with efficiency
20.	Browsing the Internet for information
21.	Creating and using e – mail for communication
22.	Communication using text, video chatting and social networking sites
22	Identifying various threats to the system connected to the net

6. ASSESSMENT STANDARD

6.1 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 scrap/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 above 75%- 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

ANNEXURE – I

TOOLS & EQUIPMENT FOR BASIC TRAINING

TRADE: DATA ENTRY OPERATOR

A. TOOL KIT FOR 20 APPRENTICES

SL. No.	Name of the items	Quantity
1	Desktop Computers of the latest configuration prevalent at the time of procurement or with the following minimum features: CPU: 32/64 Bit Core 2 Duo/Quad Core/i3/i5, Speed: 3 GHz or Higher. RAM:-8 GB DDR-III or Higher. Hard Disk Drive: 500GB or Higher, 7200 rpm(minimum) or Higher, Wi-Fi Enabled. Network Card: Integrated Gigabit Ethernet(10/100/1000) - Mouse, Keyboard and Monitor.	5 nos.
2	Multi purpose printer	2 nos.
3	16 Port Hub	1 no.
4	Individual UPS with 10 minutes backup or above	5 nos.
5	Air Conditioner 1.5 tone	2 nos.
6	Modem	1 no
7	Telephone line (For Internet) / Broad Band connection	1 no.
8	Fire extinguisher	1 no.
<u>SOFTWARE</u>		
1	Windows O.S./ Equivalent O.S. Network Support with 5 User license	1 nos.
2	MS Office latest version / Open Office/Free Office	5 nos.
3	Adobe PageMaker latest version / Equivalent Software for 5 users	1 no.
4.	CorelDraw latest version for 5 version	1 no.
5.	Anti Virus Latest version/ Total Security software	5 Nos.
<u>FURNITURE</u>		
1	Computer Tables	5 nos.
2	Printer Tables	4 nos.
3	Instructor Table	1 no
4	Instructor's Chair	1 no
5	Class room chairs with writing pad moulded type	20 nos.