

Manual 4
Norms set for the discharge of functions
[Section 4(1)(b)(iv)]
Details of norms and standards set out can be given in respect of
various activities.

Training Activities

TOTAL WORKING HOURS- 42 HOURS PER WEEK

S.No.	Activity	Time frame/Norm	Remarks
1.	Practical instruction	28 Hrs./week	
2.	Theoretical Instruction	10Hrs./week	
Theoretical instruction as details below:			
(a)	Trade theory	4 Hrs./ week	
(b)	Workshop calculation science	2 Hrs./ week	
(c)	Engineering Drawing	2 Hrs./ week	
(d)	Social Studies including IT Primer course	2 Hrs./ week	

Administrative Activities

S.No.	Activity	Time frame/Norm	Remarks
1.	Diary of letter	Same day	
2.	Dispatch of letter	Same day	
3.	Typing Job	Same day	