

S. No	Week No.	Name of Topic	No. of Hours
1	1st	All necessary guidance to be provided to the new comers to become familiar with the working of Industrial Training Institute system including stores procedures. Soft Skills, its importance and Job area after completion of training. Importance of safety and general precautions observed in the in the industry/shop floor.	7
2		Introduction of First aid. Operation of electrical mains and electrical safety. Introduction of PPEs. Response to emergencies e.g.; power failure, fire, and system failure. Importance of housekeeping & good shop floor practices. Introduction to 5S concept & its application. Occupational Safety & Health: Health, Safety and Environmentguidelines, legislations ®ulations as applicable.	
3		Basic understanding on Hot work, confined space work and material handling equipment.	