

DEPARTMENT OF TECHNICAL EDUCATION

From The Director of Technical Education Directorate of Technical Education Guindy Chennai-600025	To The Principals of Government, Government Aided and Self Financing Polytechnic Colleges
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Letter No. 22639/Y3/CDC/2014, Dated 29.11.2016

Sir / Madam,

Sub:		Technical Education – Curriculum Development Center – ‘M’ Scheme - Life and Employability Skill Practical (Common for all branches of Diploma in Engineering and Technology) – syllabus, scheme of evaluation, model question paper and question bank – Regarding.
Ref:	1	This Office Letter 22639/Y3/CDC/2014, Dt 07.01.2016
	2	This Office Letter 22639/Y3/CDC/2014 Dt. 12.02.2016
	3	This Office 22639/Y3/CDC/2014, Dated 03.08.2016

The Life and Employability Skill Practical is the new common practical subject introduced under M Scheme for all branches of Diploma in Engineering and Technology. The above paper provides knowledge about communication and Employability skill to the students.

Diploma level student are having less knowledge in the Communication and Employability skills. In order to improve the Communication and Employability skill, it is necessary to give more number of practices to the student. Therefore, it is essentials to prepare question bank consisting of more number of exercises and practice which enhance and develop students reading, listening, writing and speaking skills on the focused content as well as the skill required for the employability.

In this regard, the revised Life and Employability skill Practical syllabus, Model question paper, Scheme of evaluation and question bank are enclosed in the annexure.

Hence, the Principals of Government, Government Aided and Self Financing Polytechnic Colleges are requested to instruct the staff and student to follow the syllabus (enclosed in the annexure) meticulously and the same has to be made available to the concerned HODs, Staff and the students.

Encl: Annexure (in the next page)

Sd/-
Director of Technical Education

Annexure

STATE BOARD OF TECHNICAL EDUCATION & TRAINING, TAMILNADU DIPLOMA IN ENGINEERING – SYLLABUS – M Scheme

(Being implemented from the Academic Year 2016-2017 onwards)

Course Name : All Branches of Diploma in Engineering and Technology and Special Programmes

Subject Code : 30002

Semester : IV /V

Subject Title : LIFE AND EMPLOYABILITY SKILLS PRACTICAL

Teaching and Scheme of Examination:

No. of Weeks per Semester: 15 Weeks

Subject	Instruction		Examination			
	Hours/ Week	Hours/ Semester	Marks			Duration
			Internal assessment	Board Examination	Total	
Life and Employability Skills	4 Hours	60 Hours	25	75	100	3 Hours

Topics and Allocation of Hours:

Sl. No.	Section	No. of Hours
1	Part – A LISTENING ACTIVITY TOPICS: Global Warming, Pollution, Environment	12
2	Part – B SPEAKING ACTIVITY TOPICS: Communication; Behavioural Skills; Productivity – Comparison with developed countries; Occupational Safety, Health Hazard; Accident & Safety, First-Aid;	28

	Part – C	
3	READING AND WRITING ACTIVITY TOPICS: Facing Interviews; Entrepreneurship and Project Preparation	08
	Part – D	
4	GOOGLE SEARCH AND PRESENTATION in Record note (for Continuous Assessment as assignments on any five topics) TOPICS: Productivity; Quality Tools, Quality Circles, Quality Consciousness; Labour Welfare Legislation, Labour Welfare Acts; Gender Sensitisation (a. Important Constitutional & Legal Provisions for Women in India, b. Harassment of Women at Workplace (Prevention & Prohibition & Redressal) Act 2013, c. Guidelines & Norms laid down by Hon'ble Supreme Court in Vishaka and Others, d. National Commission for Protection of Child Rights (NCPCR), e. Protection of Children from Sexual Offences (POCSO) Act & Rule 6 of POCSO Rules, 2012.	12
TOTAL		60

RATIONALE:

Against the backdrop of the needs of the Industries, as well as based on fulfilling the expectations of the Industries, the Diploma Level students have to be trained directly and indirectly in toning up their competency levels. Proficiency in Communication only, equips them with confidence and capacity to cope with the employment. Hence, there is a necessity to focus on these in the curriculum. At the end of the Course, the student is better equipped to express himself in oral and written communication effectively.

SPECIFIC INSTRUCTIONAL OBJECTIVES:

1. Emphasize and Enhance Speaking Skills
2. Increase Ability to Express Views & Opinions
3. Develop and Enhance Employability Skills
4. Induce Entrepreneurship and Plan for the Future
5. Expose & Induce Life Skills for Effective Managerial Ability

LIFE AND EMPLOYABILITY SKILLS PRACTICAL

SYLLABUS

S.NO	SECTION	SKILLS TO BE ACQUIRED	ACTIVITY	NO. OF HOURS
1	<p style="text-align: center;">Part – A</p> <p>LISTENING ACTIVITY TOPICS: Global Warming, Pollution, Environment</p>	<ul style="list-style-type: none"> ➤ Deductive / Reasoning Skills ➤ Cognitive Skills ➤ Retention Skills 	<ul style="list-style-type: none"> • Taking down notes / hints • Answering questions • Fill in the blanks the exact words heard 	<p style="text-align: center;">04</p> <p style="text-align: center;">04</p> <p style="text-align: center;">04</p>
2	<p style="text-align: center;">Part – B</p> <p>SPEAKING ACTIVITY TOPICS: Communication; Behavioural Skills; Productivity – Comparison with developed countries; Occupational Safety, Health Hazard; Accident & Safety, First-Aid;</p>	<ul style="list-style-type: none"> ➤ Personality/Psychological Skills ➤ Pleasing & Amiable Skills ➤ Assertive Skills ➤ Expressive Skills ➤ Fluency/Compatibility Skills ➤ Leadership/Team Spirit Skills 	<ul style="list-style-type: none"> • Instant sentence making • Say expressions/phrases • Self-introduction/another higher official in company • Describe/explain products • Dialogues on technical grounds • Discuss & interact • Group Discussion 	<p style="text-align: center;">02</p> <p style="text-align: center;">02</p> <p style="text-align: center;">04</p> <p style="text-align: center;">06</p> <p style="text-align: center;">06</p> <p style="text-align: center;">08</p>
3	<p style="text-align: center;">Part – C</p> <p>READING AND WRITING ACTIVITY TOPICS: Facing Interviews; Entrepreneurship and Project Preparation</p>	<ul style="list-style-type: none"> ➤ Creative & Reasoning Skills ➤ Creative & Composing Skills ➤ Attitude & Aim Skills ➤ Entrepreneurship Skills 	<ul style="list-style-type: none"> • Frame questions based on patterns • Make sentences based on patterns • Prepare a resume • Prepare an outline of a project to obtain loan from bank in becoming an entrepreneur 	<p style="text-align: center;">02</p> <p style="text-align: center;">02</p> <p style="text-align: center;">02</p> <p style="text-align: center;">02</p>

4	<p style="text-align: center;">Part – D</p> <p>GOOGLE SEARCH AND PRESENTATION in Record note (for Continuous Assessment as Assignments on any five topics)</p> <p>TOPICS: Productivity; Quality Tools, Quality Circles, Quality Consciousness; Labour Welfare Legislation, Labour Welfare Acts; Gender Sensitisation (a. Important Constitutional & Legal Provisions for Women in India, b. Harassment of Women at Workplace (Prevention & Prohibition & Redressal) Act 2013, c. Guidelines & Norms laid down by Hon’ble Supreme Court in Vishaka and Others, d. National Commission for Protection of Child Rights (NCPCR), e. Protection of Children from Sexual Offences (POCSO) Act & Rule 6 of POCSO Rules, 2012.</p>	<ul style="list-style-type: none"> ➤ Cognitive Skills ➤ Presentation Skills& Interactive Skills 	<ul style="list-style-type: none"> • Search in the website • Prepare a presentation • Discuss & interact • Record as assignment 	12
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Suggested Reading:

1. Production and Operations Management by S.N. Chary, TMH
2. Essentials of Management by Koontz &Weihrich, TMH
3. Modern Production / Operations Management by E.S. Buffa and R.K. Sarin, John Wiley & Sons
4. Production Systems: Planning, Analysis and Control by J.L.Riggs, 3rd ed., Wiley.
5. Productions and Operations Management by A.Muhlemann, J.Oakland and K.Lockyer, Macmillan
6. Operations Research - An Introduction by H.A.Taha, Prentice Hall of India
7. Operations Research by J.K.Sharma, Macmillan
8. Business Correspondence & Report Writing by R.C. Sharma and K.Mohan, TMH

9. How to prepare for Group Discussion & Interview (With Audio Cassette) by Prasad, TMH
10. Spoken English – A self-learning guide to conversation practice (with Cassette)
11. Introduction to Environmental Engineering by Mackenzie, L. Davis and A. David, Cornwell, McGrawHill, 3rd Ed.
12. Environmental Engineering by Peary, Rowe and Tchobanoglous, McGrawHill
13. Total Quality Management – An Introductory Text by Paul James, Prentice Hall
14. Quality Control and Applications by Housen&Ghose
15. Industrial Engineering Management by O.P. Khanna

LABORATORY REQUIREMENT:

1. An echo-free room
2. Necessary furniture and comfortable chairs
3. A Computer with internet access
4. An English newspaper
5. A minimum of Three Mikes with or without cords
6. Colour Television
7. DVD/VCD Player with Home Theatre speakers
8. Projector

LEARNING STRUCTURE

100 Marks

- Focus more on Speaking & Listening Skills
- Attention less on Reading & Writing Skills
- Apply the skills in fulfilling the Objectives on Focused Topics

a) Listening 25 Marks

1. Deductive Reasoning Skills (taking down notes/hints) **10**
2. Cognitive Skills (answering questions) **10**
3. Retention Skills (filling in blanks with exact words heard) **05**

b) Speaking Extempore/ Prepared 30 Marks

1. Personality/Psychological Skills (instant sentence making) **05**
2. Pleasing & Amiable Skills (say in phrases/expressions) **05**
3. Assertive Skills (introducing oneself/others) **05**
4. Expressive Skills (describe/explain things) **05**
5. Fluency/Compatibility Skills (dialogue) **05**
6. Leadership/Team Spirit Skills (group discussion) **05**

c) Reading & Writing 20 Marks

1. Creative & Reasoning Skills (frame questions on patterns) **05**
2. Creative & Composing Skills (make sentences on patterns) **05**
3. Attitude & Aim Skills (prepare resume) **05**
4. Entrepreneurship Skills (prepare outline of a project) **05**

d) Continuous Assessment (Internal Marks) 25 Marks

(search, read, write down, speak, listen, interact & discuss)

1. Cognitive Skills (Google search on focused topics)
2. Presentation Skills & Interactive Skills (after listening, discuss)

Total Marks:

100 Marks

Continuous Assessment (Internal Marks)

I	LISTENING (3 exercises), SPEAKING (6 exercises) and READING & WRITING (4 exercises). All activities shall be recorded in the Record note. 13 exercises x 10 marks = 130 marks. Reduced to 10 marks	10 Marks
II	Assignment in the record note, on any five topics , from the list of topics given page number 8.	10 Marks
III	Attendance	5 Marks
	Total	25 Marks

MODEL QUESTION

Time: 3 Hours

Maximum Marks: 75

A. LISTENING 25 Marks

1. Listen to the content and take down notes/hints 10
2. Listen to the content and answer the following questions. 10
3. Listen to the content and fill in the blanks the exact words heard. 05

B. SPEAKING 30 Marks

1. Say in a sentence instantly on hearing the word (2 words, one after another). 05
2. Say any two expressions commonly used in communication. 05
3. Imagine, a consultant has come to your department.
Introduce him to your subordinates. 05
4. Explain/describe the product you are about to launch in the market. 05
5. Speak with your immediate boss about the progress you have made. 05
6. Discuss within the group on the topic of focus in the syllabus. 05

C. READING & WRITING 20 Marks

1. Frame new questions from the pattern given by changing sets of words with your own. 05

a.	When	do	you	return?
b.	How	is	his performance?	
c.	Where	has	the manager	gone?
d.	What	is	the progress	today?
e.	Why	are	the machines	not functioning?

2. Make sentences from the pattern given by changing sets of words with your own. 05

a.	The workers	are	on strike		
b.	The labourers	are paid	well	in this factory	
c.	There	is	a rest room	for the workers	
d.	These	are	the new products	launched	by our company
e.	Almost everyone	came	to the company	on motorbikes	

3. Prepare a resume for the post of Department Manager. 05
4. Prepare an outline of a project to obtain a loan. (Provide headings and subheadings) 05

XXXXXXXXXXXX

I. Guidelines for setting the question paper.

A. LISTENING : **Only Topics** related to **POLLUTION / ENVIRONMENT / GLOBALWARMING** are to be taken for listening section.

The same Matter should not however be repeated in the above 3 Listening Activities.

B. SPEAKING :
1. WORDS of common usage
2. Fragments – expression of politeness, courtesy, cordiality
3. Introduce yourself as an engineer with designation or Introduce the official visiting your company/department
4. Describe/Explain the product/machine/department
5. Dialogue must be with someone in the place of work.
6. Group of eight
Discuss the focused topic prescribed in syllabus(Question Bank)

C. READING & WRITING:
1. Provide five different structures.
Students are to substitute at least one set with some other word/words
2. Provide five different structures.
Students are to substitute at least one set with some other word/words
3. Provide some post related to industries.
4. Outline of the project (skeleton/structure) (Question Bank)
Only the various headings and subheadings
Content is not needed

II. Guidelines for recording the material on the Focused Topics in the Record note.

Write in the record note, **on any five topics**, from the list of topics given below. **10 Marks**
(5 topics x 10 marks = 50 marks. Thus, the **Average of 5 topics is 10 Marks**)

(5 students can form a group and choose 5 topics and Google search and then present them in the class for interaction. Finally they have to be written as assignments in the Record Note.)

1. Productivity in Industries – Comparison with developed countries
2. Quality Tools, Quality Circles and Quality Consciousness
3. Effective Management
4. House Keeping in Industries
5. Occupational Safety and Hazard
6. Occupational Accident and First Aid
7. Labour Welfare Legislations
8. Labour Welfare Acts and Rights
9. Entrepreneurship
10. Marketing Analysis, Support and Procurement
11. Important Constitutional and Legal Provisions For Women in India
12. The Harassment of Women at Workplace (Prevention and Prohibition and Redressal) Act, 2013
13. Guidelines and Norms laid down by the Hon'ble Supreme Court in Vishaka and Others
14. The National Commission for Protection of Child Rights (NCPCR)
15. The Protection of Children from Sexual Offences (POCSO) Act and Rule of POCSO Rules, 2012

TIME MANAGEMENT IN THE END EXAMINATION

PART – A. LISTENING	35 Minutes
PART – B SPEAKING	115 Minutes
PART - C READING AND WRITING	30 Minutes
Total	180 Minutes

PART – A. LISTENING: (35 Minutes)

1. Listen to the content and take down notes/hints	
<ul style="list-style-type: none"> ➤ The First Listening Topic decided by the external Examiners shall be read to the students for three to five minutes. ➤ The Students ask to listen and they can take down notes. ➤ They shall be given 10 minutes to restructure the notes. 	5+10 Minutes
2. Listen to the content and answer the following questions	
<ul style="list-style-type: none"> ➤ Then, the Second Listening Topic (a different topic) shall be read to the students. ➤ They shall be asked to write the answers for the two questions dictated by the examiner one after another within 10 minutes. ➤ (2 question x 5 Marks = 10 Marks) 	10 Minutes
3. Listen to the content and fill in the blanks the exact words heard	
<ul style="list-style-type: none"> ➤ Next, the Third topic (a new topic) is read to the students. ➤ Then they are dictated the sentences with the blanks, on which they shall fill in the exact word heard. ➤ This shall be completed within 10 minutes. ➤ (Five fill in the blanks x 1 marks = 5 Marks) 	10 Minutes

PART – B SPEAKING: (115 Minutes)

I For Question Number 1 to 4: (One Man Communication) Both Internal and External Examiners (simultaneously) are to examine the students.	
<ul style="list-style-type: none"> ➤ Four Minutes for each student. ➤ 15 Students for External & 15 Students for Internal ➤ Within 60 Minutes (4 Minutes x 15 Students = 60 Minutes) both Internal and External Examiners complete the first four question such as: <ol style="list-style-type: none"> 1. Say in a sentence instantly on hearing the word (2 words must be given one after another) 2. Say any 2 expressions commonly used in communication 3. Introducing Oneself/Others in Organisation 4. Explain/Describe the Product/Machine/Department 	60 Minutes

<p>II For Question Number 5 - Dialogues on technical grounds (One Pair Communication) Both Internal and External Examiners (simultaneously) are to examine the students.</p>	
<ul style="list-style-type: none"> ➤ 5 minutes for each pair. ➤ 15 pairs in total. ➤ 8 pairs for external and 7 pairs for internal examiners ➤ Within 40 Minutes (8 pairs x 5 minutes = 40 minutes) both internal and external examiners complete the examination. 	40 Minutes
<p>III For Question Number 6 (Group Discussion) Both Internal and External Examiners (simultaneously) are to examine the students.</p>	
<ul style="list-style-type: none"> ➤ 8 Members in each group. ➤ 7 to 8 minutes discussion for each group. ➤ 4 group in total. ➤ 2 group for external and 2 group for internal examiners. ➤ Within 15 Minutes (2 Group x 8/7minutes = 15 minutes) all the four group to be examined by both internal and external examiner. 	15 Minutes

PART - C READING AND WRITING: (30 Minutes)

<p>READING AND WRITING ACTIVITY Written part Exercise:</p>	
<ol style="list-style-type: none"> 1. Frame questions based on patterns 2. Make sentences based on patterns 3. Prepare a resume 4. Prepare an outline of a project 	30 Minutes

LIFE AND EMPLOYABILITY SKILLS

QUESTION BANK

A. LISTENING

25 Marks

1. Listen to the content and take down notes/hints. 10 Marks
2. Listen to the content and answer the following questions. 10 Marks
3. Listen to the content and fill in the blanks with the exact words heard. 5 marks

NOTE:

Only Topics related to POLLUTION/ENVIRONMENT/GLOBAL WARMING are to be taken for listening section.

The same Matter should not however be repeated in the above 3 Listening Activities.

B. SPEAKING

30 Marks

1. Say in a sentence instantly on hearing the word (2 words must be given one after another) 5 Marks

NOTE:

The examiners at the time of Practical Exam may provide Words which are commonly used in day to day life.

2. Say any 2 expressions commonly used in communication. 5 Marks

NOTE:

Students are supposed to say 2 expressions reflecting Politeness, Courtesy, Cordiality etc.,

3. Introducing Oneself/Others in Organisation.

5 Marks

QUESTIONS: (Any One)

- Introduce yourself as a prospective candidate for the company while facing the interview.
- Imagine the General Manager from the Head Office of your company has come to inspect your factory. Introduce him.
- Imagine a Consultant has come to your department. Introduce him to your subordinates.
- New Factory Manager has been appointed. Introduce him to all the employees of your firm.
- Introduce yourself after joining the department/factory/company.
- Assume that the Inspector of Factories has come to check the quality of products and the safety standards adopted as per Govt. Norms and Regulations. Introduce him to the staff of all departments for their co-operation, in this regard.
- A Marketing Company Representative visits your factory to buy your product. Introduce him to your Supervisors.

4. Explain/Describe the Product/Machine/Department.

5 Marks

QUESTIONS: (Any One)

- Explain/Describe the product, you are about to launch in the market.
- Describe the newly installed modern machine in your company which is purchased for the purpose of increasing the production.
- Explain the functioning and the efficiency of the machine that you have manufactured in your company.
- Illustrate the launch of new model car and its capabilities.
- Describe your department

5. Dialogue at the Place of Work.

5 Marks

QUESTIONS: (Any One)

- As the Department Head, call the Supervisor and talk to him about the installation of the new machines in your factory.
- Talk to your colleague working in the factory about the safety standards to be implemented in your factory after the visit of Inspector of Factories.
- Speak to your colleague about the training you had at the Head Quarters and the outcome of the training in handling the latest machine installed in your factory.
- Call the Subordinate who is irregular and careless in his work. Advise him.
- Speak to your Higher Officer about the steps taken to stop the strike proposed by the workers of your factory.
- Speak with your immediate boss about the progress you have made.

6. Group Discussion

5 Marks

NOTE:

Depending on the strength of the students in a session, they may be divided into groups of eight and be asked to discuss on anyone of the following topics given below.

QUESTIONS:

Discuss within the group on any one of the topics given below.

1. Productivity in Industries – comparison with developed countries
2. Quality Tools, Quality Circles and Quality Consciousness
3. Effective Management
4. House Keeping in Industries
5. Occupational Safety and Hazard
6. Occupational Accident and First- Aid
7. Labour Welfare Legislation
8. Labour Welfare Acts and Rights
9. Entrepreneurship
10. Marketing Analysis, Support and Procurement
11. Global Warming
12. Environment
13. Pollution

14. Importance of Communication in English
15. Constitutional and Legal Provisions for Women in India
16. Harassment of Women at Workplace (Prevention and Prohibition, And Redressal) Act, 2013
17. Guidelines & Norms laid down by Honourable Supreme Court in Vishaka and Others
18. National Commission for Protection of Child Rights (NCPCR)
19. Protection of Children from Sexual Offences (POCSO) Act and Rule 6 of POCSO Rules, 2012

C. READING & WRITING

20 Marks

1. Frame new questions from the pattern given by changing sets of words with your own.
5 Marks

QUESTION: (Any One)

When	do	you	return?
How	is	his performance?	
Where	has	the manager	gone?
What	is	the progress	today?
Why	are	the machines	not functioning?

Model answers. (change of one set is sufficient in each of the sentences)

1. When do you come?
2. Where is his performance?
3. Where has the supervisor gone?
4. How is the progress today?
5. Why are the machines not working?

What	are	the methods	adopted?
When	is	the manager	coming?
Why	will	he	give?
Where	has	the product	gone?
How	do	you	perform?

Why	do	you	go?
Which	has	he	completed?
What	will be	the outcome?	
How	does	this	work?
Where	is	the progress?	

What	would be	the result?	
Whose product	has come out	recently?	
When	shall	the new product	be launched?
How	can we	overcome	this problem?
Who	is	the manager	in this factory?

On Whom	would you	put	the blame?
Who	shall be	responsible	for this?
What	do you	want to	convey?
When	can we	see	performance?
How	will you	solve	this problem?

When	do	they	award	the winners?
Why	don't	you	realise	your weakness?
Who	will make	him	responsible?	
What	do	you	want	coffee or tea?
Where	can	we	meet	him?

2. Make sentences from the pattern given by changing sets of words with your own.

5 Marks

QUESTION: (Any One)

The workers	are	on strike.	
The labourers	are paid	well	in this factory.
There	is	a rest room	for the workers.
These	are	the new products	launched.
Almost everyone	came	to the company	on motorbikes.

Model answers. (change of one set is sufficient in each of the sentences)

1. The engineers are on strike.
2. The labourers are paid less in this factory.
3. There is a rest room for the women staff.
4. These are the new products introduced.
5. No one came to the company on motorbikes.

We	work	for the society.	
They	introduce	new techniques	for efficiency.
Wearing	helmets	is	compulsory.
Our company	announces	bonus	for the employees.
Labour laws	are followed	strictly	in our company

The Supervisor	enquired	the workers.	
The industry	is shut	for May Day.	
New methods	are introduced	in the company.	
Gopi	works	in the first shift.	
We	manufacture	bolts & nuts.	

The workers	are	the assets	of this factory.
The welfare	of the employees	is looked after.	
Safety	is	the first priority	for any company.
Labour welfare laws	are	strictly	followed.
I	take	pride	to work here.

He	was promoted	as G.M	yesterday.
My life	has been	wonderful	here.
These	will be	my targets.	
They	are	in the canteen	now.
We	have	a bike stand	near the gate.

The doctor	is	on duty.	
Edison	was	a great scientist.	
There	were	many trees	in our village.
Our teachers	give	us	useful guidance.
Most children	go	to school	by vans.

3. Prepare a resume.

5 Marks

QUESTIONS: (Any One)

- Prepare a resume for the post of Department Manager.
- Write a resume for the post of Programme Trainee in a software firm.
- Prepare a resume for the post of Site Supervisor in a Tower Erection company.
- Prepare a resume for the post of Senior Sales Manager, in an organisation.
- Write a resume for the post of Site Engineer in a company.
- Prepare a resume for the post of Lecturer in a Polytechnic College.

4. Prepare an outline of a Project.

5 Marks

QUESTIONS: (Any One)

- Prepare an outline of a Project to obtain a loan. (Provide only headings and subheadings)
- Prepare an outline of a Project to start a factory with your own funds. (Provide only headings and subheadings)
- Prepare an outline of a Project to start a Retail Selling Showroom with your friends as partners. (Provide headings and subheadings only)
- Prepare an outline of a Project so as to start a factory on Job-work Basis from the order you can get from a big company. (Provide only headings and subheadings)