

## Rajasthan Skill and Livelihoods Development corporation

(A Government of Rajasthan enterprise)

### Course Module

#### **A - (General Information)**

<b>Name of the Course / Module</b>	:	<b>MEPSC</b>
<b>Name of the Sector</b>	:	Multifunctional Administration Executive merged with Receptionist and Office Assistant
<b>QP Code for domain module</b>	:	<b>MEP/Q0205</b>
<b>Batch Size</b>	:	30 Trainees Max.
<b>Total Duration of training including Softskill (Hours)</b>	:	<b>734 Hours</b>
<b>Theory</b>		<b>Practical</b>
252 Hours		382 Hours
		<b>IT &amp; Softskills</b>
		100 Hours
		<b>Total Duration</b>
		734 Hours
<b>Content Status</b>	:	Yes
<b>Trainee Min. Qualification</b>	:	All Graduate

**B :**

<b>1- Mandatory Minimum Lab size( in Square Feet for batch of 30 students )</b>	:	300
<b>2- Do you allow Hybrid arrangement (Lab + Classroom) Yes/ No</b>	:	Yes
<b>3- Is there any Additional Training Area required (apart from Lab or Classroom )</b>	:	No
<b>4- Is requirement in column 3 mandatory If Yes, TC would be rejected in case of non-compliance</b>	:	No
<b>5- Minimum Carpet Area of additional Training Area in sq ft (Refer to point no. 3)</b>	:	0
<b>6- Can the lab for this Job Role be treated as IT Lab (IT lab implies the lab for Soft Skills)</b>	:	Yes
<b>7- Remarks</b>	:	NA

**Note :-**

1. Class Room Size 1 Sq. Mtr. Per Trainee.
2. Hybrid arrangement is also allowed with a condition that the area of Hybrid room should be minimum of 120% of the size of the bigger of the two rooms (Classroom or Lab).  
(example: if Classroom is 200 sq ft., and Lab is 400 sq. ft., then Hybrid room should be 480 sq ft at least).