

Rajasthan Skill and Livelihoods Development corporation

(A Government of Rajasthan enterprise)

Course Module

A - (General Information)

Name of the Course / Module	:	MEPSC
Name of the Sector	:	Secretary
QP Code for domain module	:	MEP/Q0201
Batch Size	:	30 Trainees Max.
Total Duration of training including Softskill (Hours)	:	572 Hours
Theory		Practical
180 Hours		292 Hours
		IT & Softskills
		100 Hours
		Total Duration
		572 Hours
Content Status	:	Yes
Trainee Min. Qualification	:	All Graduate

B :

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

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).