



Sl. No.	NAMES OF THE COURSES	CLASSES			Minimum Eligibility
		Duration (months)	Days per week	Classes per day	
<b>ELECTRONICS</b>					
1	Colour TV & Video Technician	6	3	3 hours.	Passed Class X Board Exam. + qualification in basic electronics
2	Computer Hardware & Networking Engineering <i>(with Networking - (LAN))</i>	18	3	3 hours	Appeared Class XII Board Exam.
3	Computer Hardware Technician	6	3	3 hours	Passed Class X Board Exam. + qualification in basic electronics
4	Mobile & Telephone Repairing Technician	12	3	3 hours	Passed Class X Board Exam.
	<i>Module I : Basic Electronics, EPBT</i>	6			Completed
	<i>Module II : Computer Software Overview, Mobile handsets (GSM)</i>	6			Module I
5	Mobile & Telephone Mechanic <i>(with EPBT, Cordless, Mobile handsets)</i>	6	3	3 hours	Passed Class IX
<b>ELECTRICAL</b>					
6	Electrical Technician <i>(Including Wireman, Electrician, Armature Winder Overview &amp; Engineering Drawing)</i>	12	5	16 hours/ week (4daysX3hrs+1dayX4hrs)	Appeared Class X Board Exam.
	7				Armature Winder
<b>CIVIL &amp; MECHANICAL</b>					
8	Automobile Engineering	24	3	3 hours.	Passed Class X Board Exam.
9	Automobile Technician <i>(Two &amp; Three Wheeler)</i>	12	3	3 hours	Appeared Class X Board Exam.
10	Automobile Mechanic <i>(with driving)</i>	6	3	3 hours	Passed Class VIII
11	Motor Vehicle Technician	12	3	3 hours.	Appeared Class X Board Exam.
12	Diesel & Electric Pump & Generator Mechanic	6	3	3 hours.	Class IX
13	Air-conditioning & Refrigeration Engineering	24	3	3 hours.	Passed Class X Board Exam.
14	Air-conditioning & Refrigeration Technician	12	3	3 hours	Passed Class IX
	<i>Part I</i>	6			Completed Part I
15	Civil Draughtsmanship (with CAD)	12	5	15 hours/week (5daysX3hrs.)	Passed Class X Board Exam.
	<i>Part I</i>	6			Completed Part I
	<i>Part II</i>	6			16 hours/week (4daysX3hrs+1dayX4hrs)
16	Mechanical Draughtsmanship (with CAD)	12	5	15 hours/week (5daysX3hrs.)	Passed Class X Board Exam.
	<i>Part I</i>	6			Completed Part I
	<i>Part II</i>	6			16 hours/week (4daysX3hrs+1dayX4hrs)
17	CIVIL CONSTRUCTION TECHNOLOGY	12	3	4 hours	Passed Class XII Board Exam.
18	Field Surveying <i>(with CAD Overview)</i>	12	3	3 hours.	Passed Class X Board Exam.
19	Field Surveying (Amin)	6	3	3 hours.	Passed Class X Board Exam.
<b>COMMERCIAL</b>					
20	Office Management (Module I + Module II) As given below	10	3	3 hours	Passed Class XII Board Exam.
21	Front Office Management (Module I)	6	3	3 hours	Passed Class XII Board Exam.
22	Back Office Management (Module II)	4	3	3 hours	Passed Class XII Board Exam.
23	Professional Executive Secretary	12	5	4 1/2 hrs.	Graduation
24	Stenography	18	3	1 1/2 hours	Passed Class X Board Exam.
25	Shorthand	12	3	45 min	Passed Class X Board Exam.
26	English Typing	12	3	45 min	Passed Class X Board Exam.
27	Telephone Operator & Receptionist <i>(with computer software overview)</i>	6	3	3 hours 45 min.	Passed Class X Board Exam.
<i>Class Time and Class Day may vary in exigency of circumstance</i>					
Communicative English is Compulsory for Courses having duration of 1 year and above. These Classes will be held additionally beyond normal class timings. (One Class of 45 mins. Per Week)					
For courses of six months in duration					
For courses of one year and more in duration					
<b>N.B. The following documents are required at the time of admission</b>					
A. Photocopy of age-proof Certificate					
B. Photocopy of last board/council/university examination Mark Sheet/Certificate					
C. 3 copies of recent passport size photograph					
ORIGINALS OF ITEMS A AND B ABOVE MUST BE PRODUCED FOR VERIFICATION					Principal



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<b>COMPUTER SOFTWARE</b>					
1	<b>Computer Application &amp; Programming (CAP)</b>	12	4	3 hours	Passed Class X Board Exam.
	<i>Module I: Computer Fundamentals, Operating Systems, Word, Powerpoint, Excel, Access, "C" Language, Internet, E-mail, Project</i>	6			
	<i>Module II: Overview on HTML, Front Page &amp; Java Script, PHP with MySQL, Oracle, OOP with C++, Basic Project.</i>	6			
2	<b>Office &amp; Internet</b>	6	3	2 hours	Passed Class X Board Exam.
	<i>Base Module: Computer Fundamentals ■ Operating Systems</i>	1			
	<i>Module I: Word ■ Excel ■ PowerPoint ■ Internet (Browsing &amp; E-mailing)</i>	2			
	<i>Module II: Outlook ■ Access ■ PhotoDraw ■ Publisher</i>	3			
3	<b>Internet &amp; Web Publishing</b>	3	3	2 hours	Passed Class X Board Exam.
	<i>Base Module: PC Fundamentals ■ Operating Systems ■ IT Concepts ■ Internet</i>	1			
	<i>Module I: Word ■ PhotoShop ■ HTML ■ FrontPage ■ Flash</i>	2			
4	<b>Desk Top Publishing (DTP)</b>	6	3	2 hours	Passed Class X Board Exam.
	<i>Base Module: Computer Fundamentals ■ Operating Systems ■ IT Concepts</i>	1			
	<i>Module I: Word ■ PowerPoint ■ Publisher ■ PageMaker</i>	2			
	<i>Module II: CorelDraw ■ PhotoShop ■ Freehand</i>	3			
5	<b>Computer Aided Drafting (CAD)</b>	6	3	2 hours	D'man/Polytech.
	<i>Base Module: Computer Fundamentals ■ Operating Systems ■ IT Concepts</i>	1			
	<i>Module I: Drafting Concepts ■ Basic CAD</i>	2			
	<i>Module II: Intermediate CAD &amp; Advanced CAD</i>	3			
6	<b>Computerised Financial Accounting (CFA) (Including VAT &amp; TDS)</b>	6	3	2 hours	Completed ATE/ARE from GTTI
	<i>Base Module: Computer Fundamentals ■ Operating Systems ■ IT Concepts</i>	1			
	<i>Module I: Word ■ Excel ■ ACE ■ FACT</i>	2			
	<i>Module II: EX-NGN ■ Tally (Including VAT &amp; TDS)</i>	3			
7	<b>Computerised Financial Accounting (CFA) (Including VAT &amp; TDS)</b>	6	4	2 hours	Passed Class XII Board Exam. (Non-Com.)
	<i>Module I: Computer Fundamentals ■ Operating Systems ■ IT Concepts ■ Word ■ Excel ■ Induction to Accounting</i>	3			
	<i>Module II: ■ ACE ■ FACT ■ EX-NGN ■ Tally (Including VAT &amp; TDS)</i>	3			
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