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# Skill Assessment and Certification by NIELIT Kolkata for Students trained by Institutes in West Bengal

## Unit I:

Jadavpur University Campus,  
Kolkata-700032.

Telephone (EPABX): (033)2414-6054/6081.

Fax:(033)2414-6549

## Unit II:

SaltLake Campus, BF-267,  
Sector-I, SaltLake,  
Kolkata-700064.

Phone: +91(033)-46022246/46020938

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## Introduction to NIELIT

National Institute of Electronics & Information Technology (NIELIT), (erstwhile DOEACC Society), an Autonomous Scientific Society under the administrative control of Ministry of Electronics & Information Technology (MeitY), Government of India, was set up to carry out Human Resource Development and related activities in the area of Information, Electronics & Communications Technology (IECT). NIELIT is engaged both in Formal & Non-Formal Education in the area of IECT besides development of industry oriented quality education and training programmes in the state-of-the-art areas. NIELIT has endeavoured to establish standards to be the country's premier institution for Examination and Certification in the field of IECT. It is also one of the National Examination Body, which accredits institutes/organizations for conducting courses in IT in the non-formal sector.

As on date, NIELIT has forty seven (47) centers located at Agartala, Aizawl, Ajmer, Alawalpur (Saksharta Kendra), Aurangabad, Bhubaneswar, Calicut, Chandigarh, Chennai, Chuchuyimlang, Churachandpur, Daman, Delhi, Dibrugarh, Dimapur, Gangtok, Gorakhpur, Guwahati, Haridwar, Imphal, Itanagar, Jammu, Jorhat, Kargil, Kohima, Kolkata, Kokrajhar, Kurukshetra, Lakhanpur (Saksharta Kendra), Leh, Lucknow, Lunglei, Majuli, Mandi, Pasighat, Patna, Pali, Ranchi, Ropar, Senapati, Shillong, Shimla, Silchar, Srinagar, Tezpur, Tura and Tezu with its Headquarters at New Delhi. It is also well networked throughout India with the presence of about 700 + institutes.

Over the last two decades, NIELIT has acquired very good expertise in IT training, through its wide repertoire of courses, ranging from 'O' Level (Foundation), 'A' Level (Advance Diploma), 'B' Level (MCA equivalent), 'C' Level (M-Tech level), IT literacy courses such as CCC (Course on Computer Concept), BCC (Basic Computer Course) and other such long term and short term course in the non formal sector like courses on Information Security, ITeS-BPO (Customer Care/Banking), Computer Hardware Maintenance (CHM-O/A level), Bio-Informatics (BI-O/A/B level), ESDM etc, besides, high end courses offered by NIELIT Centres at Post-Graduate level (M.Tech) in Electronics Design & Technology, Embedded Systems etc. which are not normally offered by Universities/Institutions in the formal sector, in association with the respective state Universities.

The basket of activities of NIELIT is further augmented by the wide range of projects that it undertakes. NIELIT has demonstrated its capability and capacity to undertake R&D projects,

consultancy services, turnkey projects in office automation, software development, website development etc. NIELIT is also the nodal implementing agency on behalf of MeitY for Data Digitization of the population of 15 assigned States and 2 Union Territories for the creation of National Population Register (NPR) project of Registrar General of India (RGI).

NIELIT is also successfully executing the Agriculture Census and Input Survey project under which tabulation of about 10 crore data records have to be done. NIELIT has planned a roadmap for adopting appropriate pedagogy for metamorphosing NIELIT into an Institute of National Importance.

## Introduction to NIELIT Kolkata

Welcome to NIELIT Kolkata, one of the oldest Centres among all 47 NIELIT offices in the country and a paradise of learning in the field of Information, Electronics and Communications Technology (IECT) resulting in Digital Literacy, Skill Development and Capacity Building towards a Digital Society.

*Our Vision is "to be the leader in the development of industry oriented quality education and training and be the country's premier Institution for examination and certification in the field of Information, Electronics and Communications Technology (IECT)".*

Since its inception in 2003, NIELIT Kolkata has established itself as a premier institution providing affordable quality education as per the job market requirements for candidates from all over India. Apart from these, we also offer customised courses for Government and Corporate clients. As a committed and dedicated institute, our aim is to provide quality computer training/services that exceed the expectation of our students. We offer various NSQF aligned Skill Oriented short and long-term courses starting from Digital Literacy courses (ACC, BCC, CCC, CCC Plus, ECC, etc.) to specialised courses (Data Science, AI, IoT, Multimedia and Animation Technology 'O' Level, ESDM, etc.) as per industry demand leading to skill development in the area of IECT. Our Centre is also reaching out in rural areas by implementing the Capacity Building initiative of NIELIT for weaker section of the society, funded by Govt of India.

We have started a cluster of Centre of Excellence in new emerging areas for Future Skills PRIME capacity building projects (Blockchain, Data Analytics, AR/VR, Robotic Process Automation, Cyber Securities, IoT, etc.) of Ministry of Electronics and Information Technology (MeitY), Government of India. The basket of activities of NIELIT Kolkata is further augmented by the wide range of projects that it undertakes. NIELIT has demonstrated

its capability and capacity to undertake R&D projects, consultancy services, turnkey projects in office automation, software development, website development etc.

The Kolkata Centre has been entrusted with execution of the national level project on "Computerization (software development and data processing) of Agriculture Census 2021-22" by the Department of Agriculture, Cooperation & Farmers Welfare, Ministry of Agriculture & Farmers Welfare, Govt of India, which conducts Agriculture Census in the country at five yearly intervals to collect detailed data on operational holdings in the country. The Centre was associated with the NIC for carrying out data entry and processing for the last 5 Agriculture Censuses.

NIELIT Kolkata is the implementing agency for the Govt. of India sponsored Training program in the area of Electronic System Design and Manufacturing (ESDM) in the state of West Bengal with the help of its Accredited Training Partners and thereby providing an opportunity to the youths of West Bengal for making their career in ESDM sector. We are also implementing training program for the youths of West Bengal under the project "Skill Development of youths in Aspirational Districts in area of IECT leading to enhancement in Employability". We are also implementing ST/SC job seekers scheme by Directorate General of Employment for SC/ST youths in the state of West Bengal with IT-O Level & CHM-O level courses.

NIELIT, being a key constituent unit of Ministry of Electronics and Information Technology (MeitY), Government of India, also undertakes a wide range of Upskilling / Reskilling and Capacity Building programs aimed towards supporting the initiatives of the State Government in IECT and related areas. It is, in fact, the preferred agency for rollout of Government initiatives on self-sustainable basis in areas ranging from skilling and empowerment of SC/ST, under-deprived, Women, weaker section etc; recruitment of technical manpower; R&D in IT and Electronics; Online services and many other technical related projects. Most of our courses are free of cost for eligible SC/ST candidates.

The institute provides quality education in online, blended and class room modes delivered through modern ICT tools. Our strength is in our qualified and experienced faculty members and state of the art infrastructure. We focus on providing excellence in training, by conducting research and development activities, consultancies. In all training courses, our goal is to maintain a learner-centric focus towards producing competent professionals in Computer Science and Electronics and Communication technologies contributing towards

the development of new technologies to achieve our Vision by contributing towards the welfare of entire mankind.

Under the dynamic and visionary leadership of Director General, NIELIT in the last few years has metamorphosed into a national institute of repute, scripting an extraordinary growth story, which can be rarely matched by other organizations. I encourage you all to be a part of this growth story and explore all that NIELIT Kolkata Centre has to offer!

NIELIT Kolkata is fulfilling the dream of Atmanirbhar Bharath through advanced Science and Technology Training in the area of Information, Electronics and Communications Technology. Come, join the NIELIT Kolkata family now to transform your life; and explore a bright future ahead.

## Skill Assessment and Certification according to the skill of the student

**Objective:** NIELIT Kolkata invites interested institutes to conduct Training in different Skill Development Courses as per information attached herewith. NIELIT Kolkata will conduct the entire process through registration, evaluation and certification. Stakeholder details are as under:

- **Stakeholder1: NIELIT Kolkata**

Roles and responsibility-Registration, Evaluation and Certification

- **Stakeholder2:**

NIELIT Accredited, NIELIT Affiliated, ESDM Training Partner, Webel Training Partner, Common Service Centre (CSC), Training Partner of National Skill Development Corporation (NSDC), Institutes having prior experience in imparting training in Govt. Organizations. Charitable Trusts/Organizations & Others who are having specialization in advance area of multimedia/ IoT/ Machine Learning/ Artificial Intelligence/ Blockchain experience in conducting industry oriented courses linked with placement.



## Responsibilities of Stake Holder-1

- **Registration:** Students will be registered by the institutes with NIELIT Kolkata as per guideline provided by the NIELIT Kolkata from time to time. For registration – appropriate Registration Fees + GST per course will be charged by NIELIT Kolkata.
- **Skill assessment process:** The Skill will be judged by NIELIT Kolkata through its own mechanism. Key skill will be evaluated through practical / viva examination. Practical will be a combination of different testing of the knowledge they have acquired while undergoing the training program. The assessment will also reflect the market demand so that a demand versus availability may be mapped. For Examination and Certification – appropriate Examination fees+ GST per paper will be charged by NIELIT Kolkata.
- **Certification:** Certificates will be issued by NIELIT Kolkata to successful (passed) candidates only. In case if a candidate fails to clear the examination he can reappear by making the payment for each appearance. Only Two (02) No. of attempts are allowed for successful completion of the Course.

## Responsibilities of Stake Holder-2

- **Mobilization, Registration and Admission of the students:** Concerned Institute/individual will mobilize and register students with NIELIT Kolkata as per guideline provided by the NIELIT Kolkata from time to time. Suitable training fees to be collected by the institutes from the candidates. For eligibility of the candidates and course fees in different courses refer Table1.
- **Training Conduction:** The training will be provided by the identified/selected institutes for the courses specified by NIELIT Kolkata. Minimum no of candidates required for conducting examination is minimum 40 or as decided by NIELIT Kolkata from case to case basis for institutes located within 200km and min 80 for institutes located above 200km.
- **Faculty Development program:** NIELIT Kolkata will assess the qualities of the faculties deployed or to be deployed with respect to the courses to be implemented. In case the faculties are not up to the required standards but can be groomed than they will be trained by NIELIT Kolkata as per convenience of both the stakeholders.

- **New Course Addition:** If an institute requests to include a new course within our existing course list in EOI, then the institute have to pay Rs 5000/- (Five Thousand). This fee is applicable for maximum 3 (three) proposed courses at a time.

## Infrastructure requirement for conduction of training:

- **Hardware:**
  - a) Minimum 10 number of Computer Systems (for a batch size of minimum 20 and will increase proportionately) having latest configurations (Dual Core and above, Minimum of 4GB / 8GB RAM, 500 GB Hard Disk) or appropriate infrastructure as per the course being offered.
  - b) Internet Connectivity: 10 Mbps line/ 100 Mbps line / Broadband
  - c) Projector: Minimum 1
  - d) Printer: Minimum 1 Printer
  - e) Scanner: At least 1
  - f) UPS Power supply– adequate as per system requirement
  - g) Webcam, Speaker
- **Software:**
  - a) Windows 10 or above
  - b) Antivirus
  - c) Tally Package
  - d) AutoCAD Package
  - e) Multimedia Course related Software
  - f) Any other software related to the course

## Faculty Member Qualification:

Qualification of faculties would be according to the following

- **Computer Oriented Courses:**
  - a) Faculty–Science Graduate with A Level cleared/B Level/MCA/B.E/ B.Tech / M.Sc in Computer Science / M.Sc with Diploma on Computer Courses or higher,
  - b) B.Com/M.Com candidates with experience in teaching Financial Accounting related subject.
  - c) Relevant Experience/specialization in respective subject is required.
- **Electronics Oriented Courses:**
  - a) Faculty - B.E / B.Tech / Diploma/ ITI in Computer Science, Electrical or Electronics & communication, Instrumentation for Hardware Course.
  - b) Relevant Experience/specialization in respective subject is required.
- **Lab Instructor:**
  - a) Graduation/Diploma in Computer Science, Electrical or Electronics & communication, Instrumentation or higher with relevant experience.

**Table-1 (List of Courses)**

Sl	Course Name	Course duration in hrs	Month wise duration*	Min Eligibility (appearing/ appeared)	Registration Fees without GST	Examination Fees without GST
1	Post Graduate Diploma in Computer Application and IT trends	600	12	Graduation	1000	1000
2	Diploma in Computer Application with Accounting, Business Application and Digital Marketing Schemes	500	6-8	X	750	750
3	Computer & Soft Skills with Communicative English	500	6-8	X	750	750
4	Career-Ready Skills Development Program (Digital, Communication & Entrepreneurship)	400	4-6	X	750	750
5	Advance Diploma in Computer Application	300	6-8	XII	750	750
6	Diploma in Computer Application	200	4-6	XII	600	600
7	Diploma in Hardware and Networking	120	3-4	XII/10 +ITI	600	600
8	Certificate Course in Advance JAVA	80	2-3	XII	600	600
9	Certificate Course in “C” Language	80	2-3	XII	600	600
10	Certificate Course in C++	80	2-3	XII	600	600
11	Certificate Course in Auto-CAD	80	2-3	ITI/ Polytechnic/HS /BE/ B.Tech	600	600
12	Certificate Course in Desktop Publishing	80	2-3	XII	600	600
13	Certificate Course in Financial Accounting and GST using Tally	80	2-3	XII (preferably Commerce)	600	600
14	Certificate Course in Web Designing	80	2-3	XII	600	600
15	Certificate course in PHP and MySQL	80	2-3	XII	600	600
16	Certificate Course in Data Science using Python	80	2-3	XII	600	600
17	Certificate Course in Office Tools	40	1-2	VIII	375	375
18	Certificate Course in Soft Skill and Communicative English	40	1-2	X	375	375
19	Ethical Hacking Basics & Counter measures	40	1-2	XII	375	375
20	Data Analytics and Data Visualization [DADV] (50 Hrs)	40	1-2	XIII	375	375
21	Certificate Programing in 2D Animation	150	4-6	XII	600	600
22	Certificate Course in Multimedia Developer & Tools	180	4-6	XII	600	600

Sl	Course Name	Course duration in hrs	Month wise duration*	Min Eligibility (appearing/ appeared)	Registration Fees without GST	Examination Fees without GST
23	Certificate course in Revit	80	2-3	XII	600	600
24	Course in Autodesk Inventor	80	2-3	XII	600	600

**Graduation Table**

SINo	Marks	Grade
01	100% to 90%	A+
02	89% to 80%	A
03	79% to 70%	B+
04	69% to 60%	B
05	59% to 50%	C+
06	49% to 40%	C
07	Below 40%	Fail

**1. Post Graduate Diploma in Computer Application & IT trends (600 hrs)**

S.No	Topic	Minimum No. of Hours
1	Introduction to Computers & Operating Systems - Basics of Computers (Hardware & Software), Number System (Digital, Binary, Octal and Hexadecimal), Boolean Algebra Postulates, logic gates: NOT, AND, OR, NAND, XOR, XNOR, truth tables, History and Generations of Computers, Types of Computers (Supercomputers, Mainframes, PCs, etc.), Operating Systems (Windows), File Management & System Navigation	50
2	Microsoft Office Suite – MS Word: Document Formatting, Tables, Mail Merge, Picture Shapes, Header & Footer, Hyperlink, Watermark, Macro, MS Excel: Formulas, Functions, Charts, Pivot Tables, Conditional formatting, MS PowerPoint: Slide Design, Animations, Presentations, MS Access: Basics of Databases & Queries	100
3	Network, Internet & Web Technologies - Basic of Network (Analogue and digital Communication >>Mode of Communication- Simplex, half duplex and full duplex >>Network Architecture- Client server, Peer to Peer), Network Type and Topologies, Basics of the Internet & Browsing, Email Management & Online Communication, Cloud Storage & Online Collaboration, Cyber Crime: Definition, hacking, eavesdropping, phishing and fraud emails, ransomware, cyber trolls, cyber bullying, Cyber safety: Safely browsing the web, identity protection, confidentiality	50
4	Programming Fundamentals - Introduction to Programming Logic, HTML (Basic Tags and Document structure, HTML Tags, Head Tags, Title Tags, Introduction to HTML and Web design, how to create simple Web page, how to format text, Create Table, Adding Web link and Images, Forms), Basics of C Programming, Flowcharts & Algorithms	80
5	Accounting & Business Applications – Introduction to Tally, Billing, GST, and Payroll Management, Financial Reporting & Analysis	80
6	Desktop Publishing (DTP) – Introduction to DTP, Adobe Photoshop: Image Editing & Graphic Design, CorelDRAW: Vector Graphics & Logo Design, Adobe PageMaker	70

	/ InDesign: Layout Design & Publishing	
7	Digital Marketing & IT Trends – Basics of Digital Marketing (SEO, Social Media, Email Marketing), Cybersecurity Awareness	70
8	Project Real-World Projects, Case Studies & Live Demonstrations	100
<b>Theory/Lecture Hours:</b>		<b>300</b>
<b>Practical/Tutorial/Lecture Hours:</b>		<b>300</b>
<b>Total Hours:</b>		<b>600</b>

## 2. Diploma in Computer Application with Accounting, Business Application and Digital Marketing Schemes (500hrs)

S.No	Topic	Minimum No. of Hours
1	<b>Introduction to Computers &amp; Operating Systems -</b> Basics of Computers (Hardware & Software), Number System (Digital, Binary, Octal and Hexadecimal), Boolean Algebra Postulates, logic gates: NOT, AND, OR, NAND, XOR, XNOR, truth tables, History and Generations of Computers, Types of Computers (Supercomputers, Mainframes, PCs, etc.), Operating Systems (Windows), File Management & System Navigation	70
2	<b>Microsoft Office Suite –</b> MS Word: Document Formatting, Tables, Mail Merge, Picture Shapes , Header & Footer, Hyperlink, Watermark, Macro MS Excel: Formulas, Functions, Charts, Pivot Tables, Conditional formatting MS PowerPoint: Slide Design, Animations, Presentations MS Access: Basics of Databases & Queries	100
3	<b>Network, Internet &amp; Web Technologies -</b> Basic of Network, Basics of the Internet & Browsing, Email Management & Online Communication, Cloud Storage & Online Collaboration	70
4	<b>Accounting &amp; Business Applications -</b> Introduction to Tally, Billing, GST, and Payroll Management, Financial Reporting & Analysis	80
5	<b>Digital Marketing &amp; IT Trends –</b> Basics of Digital Marketing (SEO, Social Media, Email Marketing), Cybersecurity Awareness	80
6	<b>Project –</b> Real-World Projects, Case Studies & Live Demonstrations	100
<b>Theory/Lecture Hours:</b>		<b>200</b>
<b>Practical/Tutorial/Lecture Hours:</b>		<b>300</b>
<b>Total Hours:</b>		<b>500</b>

## 3. Computer & Soft Skills with Communicative English (500 hrs)

S.No	Topic	Minimum No. of Hours
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1	<p><b>Computer Fundamentals &amp; Basics –</b>  <b>Introduction to Computers:</b>          What is a Computer, Importance of Computers in Government &amp; Private Jobs, Components of a Computer (Hardware &amp; Software), Types of Computers: Desktop, Laptop, Tablet, Smartphone, Understanding Input, Output &amp; Storage Devices</p> <p><b>Operating System Basics – Windows &amp; Linux:</b>          Introduction to Operating Systems (Windows &amp; Linux), Understanding the Windows Desktop, Taskbar &amp; Start Menu, File &amp; Folder Management (Creating, Renaming, Moving, Deleting), Using the Control Panel &amp; System Settings, Installing &amp; Uninstalling Software, Understanding User Accounts &amp; Permissions, Introduction to Linux: Basics of Ubuntu/Linux Mint</p> <p><b>Typing Skills &amp; Speed Building:</b>          Importance of Typing Speed in CBT Exams &amp; Office Work, Introduction to Touch Typing Techniques, Practice with Typing Software (Rapid Typing, TypingMaster, Online Tools), Setting Speed &amp; Accuracy Goals</p> <p><b>Basic Troubleshooting &amp; Maintenance:</b>          Common Computer Problems &amp; Their Solutions, How to Update Software &amp; Drivers, Managing Storage Space &amp; Cleaning Unwanted Files, Understanding Antivirus &amp; Security Essentials</p>	50
2	<p><b>Office Productivity for Exams &amp; Workplace –</b>  <b>MS Word – Creating &amp; Formatting Documents:</b>          Introduction to Microsoft Word &amp; Google Docs, Creating, Saving &amp; Opening Documents, Formatting Text: Fonts, Colors, Alignment, Spacing, Inserting Tables, Images, Shapes, Hyperlinks, Page Layout &amp; Printing Options, Creating Cover Letters, Job Applications, &amp; Official Letters, Resume Writing &amp; Formatting</p> <p><b>MS Excel – Data Entry, Formulas &amp; Charts:</b>          Introduction to Microsoft Excel &amp; Google Sheets, Basics of Rows, Columns &amp; Cells, Formatting Data (Bold, Colors, Borders, Merging Cells), Entering &amp; Managing Data, Essential Formulas: SUM, AVERAGE, COUNT, IF, VLOOKUP, Creating &amp; Formatting Charts: Bar, Line, Pie Charts, Sorting &amp; Filtering Data, Using Excel for Data Analysis (Basic Level)</p> <p><b>MS PowerPoint – Presentations &amp; Slides:</b>          Introduction to Microsoft PowerPoint &amp; Google Slides, Creating &amp; Designing Slides, Inserting Text, Images, Shapes, and Graphs, Applying Transitions &amp; Animations, Preparing PPT for Interviews &amp; Job Presentations</p>	100
3	<p><b>Internet, Email &amp; Online Applications -</b>  <b>Email Communication &amp; Professional Writing:</b>          Creating &amp; Managing Email Accounts (Gmail, Outlook), Writing Formal Emails (Structure, Subject, Salutation, Body, Signature), Attaching Files &amp; Using CC/BCC, Managing Inbox, Folders &amp; Spam Filters, Email Etiquette for Government &amp; Private Jobs</p> <p><b>Internet Browsing &amp; Digital Literacy:</b>          Introduction to Web Browsers (Chrome, Firefox, Edge), Effective Use of Search Engines (Google, Bing), Using Google Search</p>	50



	<p>Operators for Better Results, Identifying Fake News &amp; Safe Browsing Practices, Understanding Digital Footprints &amp; Cyber Safety</p> <p><b>Government e-Services &amp; Online Applications:</b>  Registering on Government Job Portals (SSC, WBPSC, IBPS, etc.), Filling Online Job Application Forms (Step-by-Step Guide), Uploading Photos, Signatures &amp; Other Documents, Online Payment Methods &amp; Troubleshooting Payment Issues, Checking Admit Cards, Results &amp; Notifications Online</p>	
4	<p><b>Computer-Based Test (CBT) Practice &amp; Mock Tests -</b>  <b>Understanding CBT Exam Format:</b>  What is a Computer-Based Test (CBT), Navigating the CBT Exam Interface, Time Management Strategies for CBT Exams, Avoiding Common Mistakes in Online Tests  <b>CBT Mock Tests &amp; Question Solving:</b>  Practicing Online Tests for: General Awareness (Current Affairs, History, Geography, Politics), Reasoning &amp; Logical Thinking, Quantitative Aptitude (Basic Math, Data Interpretation), Analyzing Test Results &amp; Improving Weak Areas</p>	40
5	<p><b>Resume Building, Job Readiness &amp; Digital Skills –</b>  <b>Resume Writing &amp; Cover Letters:</b>  Importance of a Well-Formatted Resume, Creating ATS-Friendly Resumes, Customizing Resumes for Government &amp; Private Jobs, Writing Professional Cover Letters  <b>Job Search Strategies &amp; Application Process:</b>  Using LinkedIn, Naukri, Govt Job Portals Effectively, Understanding Job Descriptions &amp; Matching Skills, Preparing for Walk-in Interviews &amp; Online Applications  <b>Digital Payments &amp; Government Services:</b>  Using UPI, Net Banking &amp; Mobile Wallets, Applying for Aadhar, PAN, Ration Card Online, Understanding Digital India &amp; Govt Schemes, Using Government Apps for Jobs &amp; Education</p>	60
6	<p><b>Confidence Building &amp; Communication Skills –</b>  <b>Building Self-Confidence &amp; Motivation:</b>  Understanding the importance of self-confidence in career growth, Identifying personal strengths and weaknesses, Overcoming fear of public speaking through practical exercises, Developing positive thinking habits and self-motivation techniques, Setting SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals for career success, Practicing daily confidence-building exercises and affirmations  <b>Leadership &amp; Teamwork:</b>  Defining leadership and its importance in professional environments, Understanding different leadership styles and their applications, Developing decision-making and problem-solving skills, Practicing real-life leadership scenarios through case studies, Importance of teamwork in professional and exam settings, Strategies for effective team coordination and collaboration, Handling conflicts within a team and resolving disputes professionally  <b>Time Management &amp; Productivity:</b></p>	40

	Learning time management principles for balancing studies and work, Using prioritization techniques like Eisenhower Matrix & Pomodoro Technique, Creating effective to-do lists, planners, and digital scheduling tools, Identifying time-wasting habits and replacing them with productive routines, Practicing focus and concentration exercises for enhanced productivity	
7	<p><b>Workplace Readiness &amp; Professional Etiquette – Professional Etiquette &amp; Grooming:</b> Understanding the significance of professional appearance, Dress codes for government and private job roles, Basics of personal grooming and hygiene in the workplace, Workplace do's and don'ts: punctuality, discipline, and professional behaviour</p> <p><b>Business Communication Skills:</b> Writing structured and professional business emails and reports, Formatting emails correctly with appropriate subject, salutation, and tone, Understanding telephone and video call etiquette for formal communication, Handling client and colleague interactions effectively</p> <p><b>Conflict Resolution &amp; Decision-Making:</b> Learning strategies to manage workplace conflicts diplomatically, Developing emotional intelligence for better workplace relationships, Understanding different problem-solving techniques, Practicing real-life workplace scenarios for better decision-making</p>	30
8	<p><b>Government Job Interview Preparation – Interview Preparation:</b> Understanding the most common questions in government job interviews, Learning the STAR (Situation, Task, Action, Result) method for structured responses, Mastering body language and non-verbal communication for interviews, Conducting mock interviews for real-time feedback and improvement.</p> <p><b>Public Speaking &amp; Group Discussion:</b> Techniques to develop clear and confident speech, Learning how to structure and express opinions effectively in group discussions, Overcoming stage fear and nervousness through guided practice, Conducting role-playing exercises for public speaking confidence</p> <p><b>Handling Stress in Interviews:</b> Practicing mindfulness and relaxation techniques to stay calm under pressure, Developing mental resilience through guided meditation exercises, Managing last-minute nervousness with effective self-control strategies</p>	30
9	<p><b>English Grammar for Competitive Exams – Sentence Construction &amp; Tenses:</b> Understanding the rules for constructing proper sentences, Learning and applying Present, Past &amp; Future tenses correctly in writing and speaking, Subject-verb agreement, sentence connectors, and modifiers</p> <p><b>Common Grammar Mistakes &amp; Corrections:</b> Identifying confusing words and commonly misused phrases, Correcting punctuation errors for proper sentence flow, Learning prepositions, conjunctions, and interjections</p> <p><b>Building Vocabulary:</b> Understanding government job-related terminologies, Learning</p>	40



	synonyms, antonyms, idioms & phrases, Practicing daily vocabulary exercises for improved retention	
10	<b>Spoken English &amp; Fluency for Interviews – Pronunciation &amp; Accent Training:</b> Identifying and correcting common mispronunciations, Improving clarity and natural speech flow, Learning phonetics and sound variations in English <b>Conversational Practice &amp; Role-Plays:</b> Engaging in real-life situations like greetings, job interviews, office communication, Building confidence through daily conversation practice, Role-playing job interview scenarios, office discussions, and presentations <b>Group Discussions &amp; Debates:</b> Learning structured speaking techniques for discussions, Improving fluency and confidence in delivering opinions, Practicing debate techniques for formal argumentation and persuasion	30
11	<b>Business &amp; Workplace English- Email &amp; Formal Letter Writing:</b> Learning structured formats for professional emails and memos, Writing effective and concise business emails, Structuring official letters and formal reports <b>Speaking in Meetings &amp; Presentations:</b> Preparing effectively for workplace meetings, Structuring and presenting ideas clearly and concisely, Developing public speaking confidence for office presentations <b>Negotiation &amp; Handling Difficult Conversations:</b> Learning professional ways to agree or disagree in formal discussions, Techniques for negotiating salaries, promotions, and benefits, Handling workplace disagreements diplomatically and professionally	30
Theory/Lecture Hours:		200
Practical/Tutorial/Lecture Hours:		300
Total Hours:		500

#### 4. Career-Ready Skills Development Program (Digital, Communication & Entrepreneurship) ( 400 Hours)

S.No	Topic	Minimum No. of Hours
1	<b>Basic Computer Skills &amp; Operating Systems</b> <ul style="list-style-type: none"> <li>• <b>Introduction to Computers:</b> Basic concepts, hardware &amp; software, types of computers, devices.</li> <li>• <b>Operating System Basics:</b> Windows &amp; basic troubleshooting.</li> <li>• <b>Typing Skills &amp; Speed Building:</b> Touch typing techniques, speed and accuracy.</li> <li>• <b>Basic Troubleshooting &amp; Maintenance:</b> Solving common issues, software updates, and antivirus essentials.</li> </ul>	50
2	<b>Mastering MS Office for Professional Use</b>	100

	<ul style="list-style-type: none"> <li>• <b>MS Word:</b> Document creation, formatting, letter &amp; resume writing.</li> <li>• <b>MS Excel:</b> Data entry, formulas, charts, and analysis.</li> <li>• <b>MS PowerPoint:</b> Presentation design and interview preparation.</li> </ul>	
3	<b>Digital Literacy &amp; Online Communication</b> <ul style="list-style-type: none"> <li>• <b>Email Communication:</b> Writing formal emails, inbox management, and etiquette.</li> <li>• <b>Internet Browsing &amp; Digital Literacy:</b> Safe browsing, search engines, and digital footprints.</li> </ul>	50
4	<b>Personal Growth, Leadership, &amp; Team Skills</b> <ul style="list-style-type: none"> <li>• <b>Self-Confidence Building:</b> Overcoming public speaking fear, positive thinking, and SMART goals.</li> <li>• <b>Leadership &amp; Teamwork:</b> Decision-making, team coordination, conflict resolution, and emotional intelligence.</li> <li>• <b>Time Management &amp; Productivity:</b> Eisenhower Matrix, Pomodoro Technique, and focus exercises.</li> </ul> <p><b>Leadership in Action:</b> Real-life case studies on leadership challenges and teamwork dynamics.</p>	70
5	<b>Workplace Etiquette &amp; Effective Communication</b> <ul style="list-style-type: none"> <li>• <b>Professional Etiquette &amp; Grooming:</b> Dress codes, personal grooming, and workplace behavior.</li> <li>• <b>Business Communication:</b> Writing professional emails, handling calls, and client interaction.</li> <li>• <b>Conflict Resolution &amp; Decision-Making:</b> Strategies for managing workplace conflicts and making decisions under pressure.</li> <li>• <b>Effective Networking:</b> Building relationships and presenting yourself in professional settings.</li> </ul>	60
6	<b>English Proficiency for Career Advancement</b> <ul style="list-style-type: none"> <li>• <b>Pronunciation &amp; Accent Training:</b> Correcting mispronunciations and improving clarity.</li> <li>• <b>Conversational Practice &amp; Role-Plays:</b> Job interviews, office communication, and real-world scenarios.</li> <li>• <b>Group Discussions &amp; Debates:</b> Structured speaking techniques, debate practice, and persuasion skills.</li> <li>• <b>Business Writing:</b> Email &amp; Formal Letter Writing, Report Writing, and Professional Proposals.</li> <li>• <b>Public Speaking &amp; Presentations:</b> Speaking in meetings, pitching ideas, and handling public speaking situations.</li> </ul>	70

7	<b>Entrepreneurship, Business Strategy &amp; Financial Management</b> <ul style="list-style-type: none"> <li>• <b>Business Planning &amp; Strategy:</b> Developing a business idea, market research, and strategic planning.</li> <li>• <b>Financial Management:</b> Budgeting, financial forecasting, and managing cash flow for startups.</li> <li>• <b>Marketing &amp; Branding:</b> Creating a brand identity, marketing strategies, and digital marketing tools.</li> <li>• <b>Leadership &amp; Risk Management:</b> Managing teams, handling challenges, crisis management, and mitigating risks.</li> <li>• <b>Pitching &amp; Networking:</b> Crafting a business pitch and building professional networks for growth.</li> </ul>	70
<b>Total Hours:</b>		<b>470</b>

### 5. Advance Diploma in Computer Application (250 hrs)

S.No	Topic	Minimum No. of Hours
1	<b>Introduction to Computer</b> Computer and Latest IT gadgets, Evolution of Computers & its applications, IT gadgets and their applications, Basics of Hardware and Software, Central Processing Unit, Input devices, Output devices, Computer Memory & storage, Application Software, Systems Software, Utility Software, Open source and Proprietary Software	4
2	<b>Introduction to Operating System</b> Operating System, Basics of Operating System, Operating Systems for Desktop and Laptop, User Interface for Desktop and Laptop, Task Bar, Icons & shortcuts, running an application, Operating System simple setting, using mouse and changing its properties, changing system date and time, changing display properties, to add or remove Program and its features, adding, removing & sharing Printers, File and Folder management, types of file extensions.	6
3	<b>Information Technology and Office Tools-</b> Introduction to Computer; Introduction to Operating System; Word Processing; Spreadsheet; Presentation; Introduction to Network, Internet and WWW; E-mail, Social Networking and e-Governance Services; Digital Financial Tools and Applications.	50

4	<b>An Overview of the Database Management System</b> What is database?, Why database?, database system, database management system (DBMS), advantages of DBMS. An Architecture of the Database system: Three levels of architecture, mappings, role of Database Administrator(DBA), E-R model, three approaches of DBMS- relational, hierarchical and network. Relational Database Management System (RDBMS): Introduction, RDBMS terminology, relational model, base tables, keys. Normalization: Normal forms, Boyce-Codd Normal form, higher normal forms. The SQL Language: Introduction, Characteristics of SQL, data definition, data manipulation, SQL commands, SQL operators, Queries, aggregate functions. Backup and Recovery: Transaction recovery, system recovery, SQL support.	50
5	<b>HTML Programming Basics</b> Introduction, Basic Structure of HTML, Head Section, Formatting Tags: Bold, Italic, Underline, Strikethrough, Anchor links and Named Anchors Image Tag, Paragraphs, Tables: Attributes – (Border, Cellpadding, Cellspacing, height, width), TR, TH, TD, Rowspan, Colspan Lists : Ordered List, Unordered List, Forms, Form Elements, Input types, Input Attributes, Text Input Text Area, Dropdown, Radio buttons, Check boxes, Submit and Reset Buttons Frames: Frameset, nested Frames. CSS: Introduction to CSS, Types of CSS, CSS Properties: Back Ground properties, Block Properties, Box properties, List properties, Border Properties, Positioning Properties, CSS Lists CSS Tables, CSS Menu Design CSS Image Gallery. JavaScript: Introduction to Scripting Language, Variables in Java Script, Operators in JS, Conditions Statements, JS Popup Boxes, JS Events, Basic Form Validations in JavaScript. Photo Editor: Basic photo editing using Photo editor software.	50
6	<b>Problem solving and programming on Python</b> Introduction to Python, Operators, Expressions and Python Statements, Sequence Data Types, Functions, File Processing, Scope and Modules, NumPy Basics.	50
7	<b>Internet of Things and its Applications (IOT)</b> Introduction to Internet of Things – Applications/Devices, Protocols and Communication Model, Sensors, Actuators and Microcontrollers	40
8	Project	50
Theory/Lecture Hours:		100
Practical/Tutorial/Lecture Hours:		200
Total Hours:		300

## 6. Diploma in Computer Application (200hrs)

S.No	Topic	Minimum No.of Hours
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1	<b>Information Technology and Office Tools</b> Introduction to Computer; Introduction to Operating System; Word Processing; Spreadsheet; Presentation; Introduction to Network, Internet and WWW; E-mail, Social Networking and e-Governance Services; Digital Financial Tools and Applications.	50
2	<b>Problem solving and programming on Python</b> Introduction to Python, Operators, Expressions and Python Statements, Sequence Data Types, Functions, File Processing, Scope and Modules, NumPy Basics.	40
3	<b>Database Management System</b> What is database?, Why database?, database system, database management system (DBMS), advantages of DBMS. An Architecture of the Database system: Three levels of architecture, mappings, role of Database Administrator(DBA), E-R model, three approaches of DBMS- relational, hierarchical and network. Relational Database Management System (RDBMS): Introduction, RDBMS terminology, relational model, base tables, keys. Normalization: Normal forms, Boyce-Codd Normal form, higher normal forms. The SQL Language: Introduction, Characteristics of SQL, data definition, data manipulation, SQL commands, SQL operators, Queries, aggregate functions. Backup and Recovery: Transaction recovery, system recovery, SQL support.	40
4	<b>HTML Programming Basics</b> Introduction, Basic Structure of HTML, Head Section, Formatting Tags: Bold, Italic, Underline, Strikethrough, Anchor links and Named Anchors Image Tag, Paragraphs, Tables: Attributes – (Border, Cell padding, Cell spacing , height , width), TR, TH, TD, Row span, Col span Lists : Ordered List , Unordered List , Forms, Form Elements, Input types, Input Attributes, Text Input Text Area, Dropdown, Radio buttons , Check boxes, Submit and Reset Buttons Frames: Frameset, nested Frames. CSS: Introduction to CSS, Types of CSS, CSS Properties: Back Ground properties, Block Properties, Box properties, List properties, Border Properties, Positioning Properties, CSS Lists CSS Tables, CSS Menu Design CSS Image Gallery. JavaScript: Introduction to Scripting Language, Variables in Java Script, Operators in JS, Conditions Statements, JS Popup Boxes, JS Events, Basic Form Validations in JavaScript. Photo Editor: Basic photo editing using Photo editor software.	50
5	Project	20
<b>Theory/LectureHours:</b>		<b>100</b>
<b>Practical/Tutorial/LectureHours:</b>		<b>100</b>
<b>TotalHours:</b>		<b>200</b>

**7. Diploma in Hardware and Networking (120 hrs)**

S.No	Topic	Minimum No. of Hours
1	Power Supply	6
2	Motherboards	10
3	Primary & Secondary Memories	10
4	Buses and IO Ports	10
5	Computer Peripherals	10
6	Display units	6
7	Establishing LAN Connection	20
8	Bluetooth and Wireless Networking	6
9	Booting and POST test	6
10	Virus removal and protection	6
Theory/LectureHours:		20
Practical/Tutorial/Lecture Hours:		70
Total Hours:		90

**8. Certificate Course in Advance JAVA (80 hrs)**

S.No	Topic	Minimum No. of Hours
1	Introduction to Core Java	10
2	Introduction to J2EE	06
3	SQL & JDBC	20
4	Beans in Servlets	14
5	Introduction to struts framework	10
6	JSP	10
7	Hibernation	10
Theory/Lecture Hours:		30
Practical/Tutorial/Lecture Hours:		50
Total Hours:		80

**9. Certificate Course in C Language (80hrs)**

S.No	Topic	Minimum No.of Hours
1	Introduction to C	02
2	Data types & operator	06
3	Logical & looping constructs	15
4	Functions	06
5	Arrays & Pointers	25

6	Structures & union	10
7	Standard library & header files	06
8	File Handling Operations	10
Theory/Lecture Hours:		30
Practical/Tutorial/Lecture Hours:		50
Total Hours:		80

**10. Certificate Course in C++ (80 hrs)**

S.No	Topic	Minimum No. of Hours
1	Introduction to OOP's concept	02
2	Data types. Operator & Logical/looping	05
3	Functions and arrays	15
4	Classes & objects	10
5	Inheritance	10
6	Polymorphism	10
7	Operator overloading	05
8	Function overloading	05
9	Exception handling	05
10	File Handling Operations	08
11	Introduction to Template	05
Theory/Lecture Hours:		30
Practical/Tutorial/Lecture Hours:		50
Total Hours:		80

**11. Certificate Course in AutoCAD (80 hrs)**

S.No	Topic	Minimum No. of Hours
1	Introduction, GUI, Coordinate, Limit, Grip, Snap	10
2	Drawing, Viewing, modify, editing commands	20
3	Plot, Linetype, Model Space Paper Space, 2D Isometric	10
4	3D drawing, Modeling	40
Theory/Lecture Hours:		20
Practical/Tutorial/Lecture Hours:		60
Total Hours:		80

**12. Certificate Course in Desktop Publishing (80 hrs)**

S.No	Topic	Minimum No. Of Hours
1.	MS paint	10



2.	Photoshop	24
3.	Page maker	12
4.	Coral draw	24
5.	Project work	10
Theory/Lecture Hours:		20
Practical/Tutorial/Lecture Hours:		60
Total Hours:		80

### 13. Certificate Course in Financial Accounting & GST using Tally (80 hrs)

S.No	Topic	Minimum No. of Hours
1	<b>Advance Financial Accounting</b> Financial Accounting (Definition, Concept, Process Voucher, Journal & Ledger, Double Entry System). Classification of A/Cs (Personal, Real & Nominal) and Golden Rules of Accounting. Capital & Revenue Expenditure, Depreciation. Reports (Trial Balance, Statement of Profit & Loss/ Receipts & Payments and Balance Sheet). Day Books (Purchase & Sale), Cash/ Bank Book, A/Cs Receivable & Payable, Debit Note, Credit Note, Bank Reconciliation.	04
2	<b>TallyERP9</b> Accounting Software (ERP/SAP, Self-developed software used by organizations, TallyERP9, etc.). Tally–Introduction, System Requirement, Main Features, Company Creation, Group Creation, Ledger Creation, Voucher entry, View Reports–Theory & Practical. Receipts & Payments Voucher, Purchase (inward supply) Voucher/ Register & Sales (outward supply) Voucher/ Register, Journal Voucher/ Register, Bill adjustment method & Outstanding statement, Credit period–Theory & Practical.	16
	Opening Balance & Opening Balance Sheet, Creation of Admin and Non-admin users, Password Policy–Theory & Practical. Concept of Financial & Assessment year, IT Act & Rules.	02
3	TDS/ TCS under Income Tax Act & GST (Concept, Payments, Returns/e-filing (Theory & Practical using Tally ERP9))	04
4	GST (Concept, Act/ Rules, overview) CGST, SGST, IGST, UTGST, Composition Tax, Reverse Charge Mechanism ITC, Registration, Tax Payments, Returns, Hands-on Training.	16
5	<b>Costing using Tally (Theory &amp; Practical)</b> Concept of Cost Centre, Cost Unit & Cost Category Budget & Budgetary Control, Standard Costing & Variance Analysis, Job & Contract Costing Data Import & Export, Change Company, Backup, Restore, Year ending etc.	06



6	<b>Sales Invoice &amp; Inventory using Tally</b> Sales Invoice with singly/ multiple items, POS Billing, Stock Summary, Stock Category creation and Stock Transfer, Godown Creation, ABC analysis, Stock Journal, Physical Verification of Stock, Manufacturing Inventory.	10
7	Payroll(PF,ESI,P.Tax, IncomeTax,Bonus,Gratuity,Leave Encashment and Components of salary & allowances).	04
8	Ratio Analysis(Theory & Practical)	02
9	Revision of Tally Package	08
10	Revision of GST	04
11	How to appear interview in different organization as Accounts Professional	02
12	Interactive Session	02
<b>Theory/Lecture Hours:</b>		<b>50</b>
<b>Practical/Tutorial/Lecture Hours:</b>		<b>30</b>
<b>Total Hours:</b>		<b>80</b>

#### 14. Certificate Course in Web Design (80hrs)

S.No	Topic	Minimum No. of Hours
1.	Introduction to Internet & Web	4
2.	HTML	20
3.	JavaScript	20
4.	CSS	20
5.	J Query	10
6.	BootStrap	10
<b>Theory/Lecture Hours:</b>		<b>20</b>
<b>Practical/Tutorial/Lecture Hours:</b>		<b>60</b>
<b>Total Hours:</b>		<b>80</b>

#### 15. Certificate course in PHP and MySQL (80 hrs)

SIN o	Topics	Minimum No. of Hours
1	What is a Scripting Language? Programming Language Vs Scripting Language, What does PHP stand for? Why use PHP? PHP File Extensions.	2
2	How to Download & Install XAMPP & Net Beans: PHP Tutorial What is XAMPP? Why use XAMPP? How to Download and Install XAMPP Basic Webserver configuration XAMPP Control Panel Configure XAMPP What is the PHP IDE? Introduction to Netbeans IDE	4

3	Introduction to PHP:Evaluation of Php Basic Syntax Defining variable and constant Php Datatype Operator and Expression	6
4	Handling Html Form With Php Capturing Form Data Dealing with Multi-valuefiled Generating File uploaded form Redirecting a form after submission	6
5	DECISIONS AND LOOP Making Decisions Doing Repetitive task with looping Mixing Decisions and looping with Html PHP If...Else...Elseif PHP Switch PHP While Loops PHP For Loops	6
6	FUNCTION What is a function Define a function Call by value and Call by reference Recursive function	8
7	STRING Creating and accessing String Searching & Replacing String Formatting String Related Library function	4
8	ARRAY Anatomy of an Array Creating index based and Associative array Accessing array Element Looping with Index based array Looping with associative array using each() and foreach() Some useful Library function	6
9	Working with File and Directories:Understanding File & directory Opening and closing a file Copying,renaming and deleting a file Working with directories File Uploading & Downloading	10
10	STATE MANAGEMENT Using query string(URL rewriting) Using Hidden field Using cookies Using session	6
11	String matching with regular expression:What is regular expression Pattern matching in Php Replacing text Splitting a string with a Regular Expression	6
12	Database Connectivity with MySql:Introduction to RDBMS Connection with MySql Database Performing basic database operation(DML)(Insert,Delete,Update,Select) Setting query parameter Executing query	16
Theory/Lecture Hours:		20
Practical/Tutorial/Lecture Hours:		60
Total Hours:		80

### 16.Certificate Course in Data Science using Python (80Hrs)

S. No	Topic	Minimum No. of Hours
1	Introduction to Data Science: Introduction, Types of Data, Data collection and pre-processing methods	10

2	Basics of Python/R, Data visualization: Introduction to Python, Data Structures in Python, Control Structures and functions, Classes and Objects, Introduction to NumPy, NumPy Arrays, Introduction to Panda, Matplotlib, Data visualisation using Panda, Matplotlib.	20
3	Statistics Fundamental: Descriptive & Inferential Statistics, Probability Concept: Marginal, Joint & Conditional Probability, Bayes Theorem, Probability Distributions, Entropy & Information Gain, Regression & Correlation, Confusion Matrix, Bias & Variance, Covariance and correlation	10
4	Machine learning using Python: Applications of Machine Learning, Supervised and Unsupervised Learning, Regression and Classification, Introduction to Clustering, Python Libraries used for Machine Learning, Intuition using Python	20
5	Case study using Machine learning concepts: Pre-processing, data analysis and modelling, model evaluation and deployment of model.	20
Theory/Lecture Hours:		40
Practical/Tutorial/Lecture Hours:		40
Total Hours:		80

### 17. Certificate Course in Office Tools (40 hrs)

S.No	Topic	Minimum No. of Hours
1	Knowing Computer	02
2	Operating Computer using GUI based OS	04
3	Word Processing	12
4	Spread Sheet	12
5	Communicating using the Internet	02
6	WWW & Web Browsers	02
7	Communication & Collaboration	04
8	Making Small Presentation	02
Theory/Lecture Hours:		20
Practical/Tutorial/Lecture Hours:		20
Total Hours:		40

### 18. Certificate Course in Soft skill and Communicative English (40 hrs)

S.No	Topic	Minimum No. of Hours
1	Brief introduction to: Spoken variety of English Vocabulary	03
2	Consonants, Vowels in English: Pure vowels (Long vowels And short vowels) Phonetic Symbols,	03
3	Refresher classes on English Grammar and Vocabulary	03

4	Connected Speech: Word stress and sentence stress	04
5	Reading from texts, computer aided teaching and learning exercises	02
6	Entry behaviour evaluation, Introductory Module on Personality Development	03
7	Presentation and speech giving techniques	01
8	Module on Office Etiquette	01
9	Module on Customer Care	02
10	Telephone handling Techniques	02
11	Module on Active Listening	01
12	Module on Product features and benefits	01
13	Module on call structure	01
14	Module on objection handling and questioning Techniques	01
15	Powerpoint Presentation	01
16	Module on Telemarketing and Prospecting	01
17	Module on Complain handling and handling of difficult people	01
18	Group Discussion	01
19	Lesson on 'How to Face Interview', Body Language,	04
20	Debating Competition	01
21	Conduction of role-plays	01
22	Conducting Mock interviews	01
23	Interactive sessions	01
<b>Total Hours:</b>		<b>40</b>

### 19. Ethical Hacking Basics & Counter Measures (40 hrs)

S. No	Topic	Minimum No.of Hours
1	Need of Cyber security, Concept of Ethical hacking, Scope of Ethical hacking, Types of hackers, Phases of Ethical hacking.	2

2	Cryptography (Symmetric, Asymmetric), PKI with PGP, Steganography	3
3	Security attacks and counter measures: Information gathering, sniffing, scanning and vulnerability analysis.	6
4	Network security: Network basics, ARP cache poisoning and MITM attack, Brute Force attack, IP spoofing & MAC spoofing, IPS and IDS.	6
5	System hacking with Metasploit Framework	5
6	Website penetration Testing (SQL Injection, XSS, CSRF etc.)	5
7	WiFi Hacking	3
8	DoS& DDoS	4
9	Social Engineering	4
10	Cyber law and forensic basics	2
<b>Total Hours:</b>		<b>40</b>

## 20. Data Analytics and Data Visualization [DADV] (50 Hrs)

Sl. No.	Topics	Hours
<b>Module-I [MS-Excel: 20 hours]</b>		
1	Data Analysis with MS Excel, Tables, Cleaning Data with Text Functions, Cleaning Data Containing Date, Working with Time Values	2
2	Excel Data Analysis - Conditional Formatting, Sorting, Filtering, Excel Subtotal with Ranges, Working with Multiple Sheets	2
3	Excel Data Analysis - Quick Analysis, Lookup Functions, PivotTables, Data Visualization, Data Validation	2
4	Excel Data Analysis - Formula Auditing, Inquire	2
5	Excel Data Financial Analysis	2
6	Advanced Data Analysis - What-If Analysis, What-If Analysis with Data Tables, What-If Analysis with Scenario Manager, What-If Analysis with Goal Seek	2
7	Optimization with Excel Solver	2
8	Importing Data into Excel	2
9	Advanced Data Analysis - Data Model, Exploring Data with Pivot Table Exploring Data with Power Pivot,	2

	Exploring Data with Power View, Aesthetic Power View Reports	
10	Key Performance Indicators, Slicer, VBA	2
<b>Module-II [SQL : 12 hours]</b>		
1	Basic concepts	1
2	Creating Database	1
3	Entity-relationship modelling	2
4	Adding Records to a table	2
5	Relational model	2
6	SQL Subqueries	2
7	Data Manipulation	2
<b>Module-III [Power BI/Tableau: 18 hours]</b>		
1	Introduction: Understand data visualization and BI tools. Learn about Power BI and Tableau features.	3
2	Basic Visualization: Install, connect to data, and create fundamental visualizations like bar charts, line charts, and pie charts in both tools.	3
3	Intermediate Techniques: Build interactive dashboards, explore advanced charts (e.g., maps, heatmaps), and introduce data calculations with DAX and calculated fields.	4
4	Advanced Features: Cover advanced filtering, cross-filtering, and connecting to diverse data sources. Introduce Power BI Dataflows and Tableau Prep.	4
5	Projects and Best Practices: Apply storytelling principles, design best practices, and work on hands-on projects, culminating in final project presentations.	4

### 21. Certificate Programing in 2D Animation (150 Hrs)

Sl No.	Topics	Duration (In Hrs.)
1	<b>Drawing Fundamentals for Animation</b>	<b>9</b>
	<ul style="list-style-type: none"> <li>Basics of Character Design</li> <li>Concept of Anatomy Study &amp; Proportion of Figure</li> </ul>	3
	<ul style="list-style-type: none"> <li>Anatomy Basic Figure Sketch</li> <li>Cartoon Character Head Drawing &amp; Rotation</li> <li>Cartoon Palm Drawing (4 &amp; 5 finger)</li> <li>Cartoon Body Shape Drawing</li> <li>Character Rotation</li> <li>Character Expression &amp; Pose Drawing</li> <li>Character Design from Script follow</li> </ul>	3
	<ul style="list-style-type: none"> <li>Basics Perspective drawing</li> </ul>	3

2	<b>Introduction to Storyboard &amp; Animatics</b>	<b>6</b>
	• Importance of Storyboard in Animation	1
	• Camera Angle Staging for Storyboard	
	• Creating Storyboard for an Animation Space	
	• Manual/ Digital Storyboard Drawing by Script Follow	1
	• Introduction of Animatics By using Adobe Flash	
3	<b>Background Drawing in Photoshop</b>	<b>18</b>
	• Basics Knowledge of Photoshop	3
	• Digital Drawing of Props	3
	• Background Layout Concept & Sketch from STB	6
	• Basic Digital Painting of BG by Photoshop	6
4	<b>Adobe Flash</b>	<b>30</b>
	• Concept of ActionScript	3
	• Interface of Adobe Flash & Uses of Tools	
	• Concept of Layers, Properties of Library & Timeline	
	• Concept of Keyframe	3
	• Introduction to 2D Animation	
	• Frame by Frame Animation	
	• Tracing	3
	• Background Drawing by Using Flash	3
	• Concept of Masking & Symbol	3
	• Basic Whiteboard Animation	3
	• Concept of Tweening for smoother Animation	3
	• Car Animation	
	• Butterfly Animation by using Guideline	3
	• Bird Animation	3
	• Day & Night Animation	3
5	<b>Character Rigging</b>	<b>6</b>
	• Basic of Character Rigging for Animation	3
	• Lip Sync of Front, Profile & 3/4th Character & Expression	3
6	<b>Introduction to 2D Animation</b>	<b>3</b>
	• Overview of 2D Animation	3
	• History of Animation & Evaluation	
	• Flip book Concept	
7	<b>Application of 2D Animation Principle</b>	<b>9</b>
	• Introduction of 12 Principle of Animation	3
	• Application of 12 Principle like Ball Bounce, Feather, Iron Ball etc.	6
8	<b>2D Animation</b>	<b>33</b>
	• Basic Walk Cycle by Brush	3
	• Profile Walk by Rigging Character	3
	• Progressive Walk & Non-progressive Walk	3
	• Walk to Stand & Vice-versa	3
	• Front Walk	3



	• 3/4th Walk	3
	• Run Cycle in Profile view	3
	• Posing by Rigging Character	3
	• Staging & In-between	3
	• Hand Action	3
	• Lip Sync & Expression	3
9	<b>Project Work &amp; Portfolio Development</b>	<b>30</b>
	• Create an Animation of a short story by the Student Individually	24
	• Create Portfolio Individually	6
10	<b>Video Editing</b>	<b>6</b>
	• Introduction to Adobe Premier Pro Interface	3
	• Video Editing & Rendering Video	3
<b>Total Hours</b>		<b>150</b>

## 22. Certificate Course in Multimedia Developer & Tools (180 Hrs)

Sl No.	Topics	Duration (In Hrs.)
1	<b>Introduction to Multimedia:</b> Basic Multimedia Concepts, Definitions of Multimedia, Multimedia objects: Text, Graphics, Animation, Audio, Images, video, definition of hypertext and hypermedia. Multimedia applications in education, entertainment, advertising world etc. Components of a Multimedia system, desirable features for a multimedia system, requirements of multimedia communication.	10
2	<b>Image Editing &amp; Graphic Designing:</b> Concepts on Image and Photo Editing, Graphic Designing, Masks and Channels, Retouching and Repairing, Painting and Editing, Basic Pen tool techniques, creating special effects. Digital Design, Page Layout Design, Interactive Design, 3D Modelling, Texturing, Digital Illustration, User Interface Design, Compositing and 3D Animation.	25
3	<b>Audio Editing:</b> Sound editing, recording, sound effects, Audio compression, audio production, basic sound editing and navigation, advanced editing, recording, applying sound effects, applying sound process	20
4	<b>2D Animation:</b> Introduction to 2D Animation, Computer based animation, sprite animation, rendered animation. Introduction to tweening, warping, morphing, walk cycle. Shapes and Objects. Transformation Tools.	30
5	<b>Video Editing &amp; Special Effects:</b>	25



	Multiple exposure, mattes and introduction to computer generated imagery. Basic to Advanced level video editing, Basic Overview, Transitions and Titles, Editing Techniques, Adding video effects and motion, adding audio, Alpha Channels and Mattes, Tools and Techniques for advanced editing, Media Management(Post-edit), colour correction, Titleing and composting, Packaging Timeline, Edit to tape(mastering) & exporting to different media Introduction to Mechanical Effects and optical effects. Scenery, scale models, animatronics, pyrotechnics and atmospheric effects.	
6	<b>3D Animation:</b> Introduction to 3D animation, Understanding of 3D Coordinate systems, concept of Viewport, navigation in space, modelling of objects in 3D space, Viewing Transformations: Camera models, Using Transformation Tools.	30
7	<b>Introduction to Web Page Development:</b> Introduction to Web Page Development, Introduction to the Internet and World Wide Web, Designing and Building your website, using content types effectively, hypertext theory and node link diagrams. Planning a website. Design Guidelines.	20
8	<b>Development of Interactive Multimedia Project:</b> Industry Level Project Work undertaken in a peer group setting, Learn problem solving and integration of different components of multimedia viz. image, graphics, audio, video & animation for development of multimedia applications using an appropriate authoring tool.	40
<b>Total Hours</b>		<b>180</b>

### 23. Certificate course in Revit (80 hrs)

Sl. No.	Topic	Minimum No of Hours
1	<b>Introduction, Create Grid and Layer</b>	01
	Practise of Foundation for grid making and draw Elevation for layer	01
2	<b>Column &amp; beam drawing , create wall, and door-window placement.</b>	02
	Draw the column and beam from the note and place them in right position. Prepare a building plan showing the wall and place doors-windows in the right place.	04
3	<b>Building Design, Create Stair and Saft opening, copy &amp; paste procedure.</b>	04
	Creating new design in projected space of building elevation Creating 3D models from various types of 2D stair drawings. Prepare saft opening.	06

	Paste a typical ground floor drawing on the first or above floor.	
4	<b>Interior Lighting &amp; Ceiling &amp;</b>	02
	Project: Make a building plan and add interior stuff and paste in position. Make a building plan showing the details of the false ceiling. Make a building plan showing the details of interior and exterior lighting arrangements.	10
5	<b>3D Project Camera view adjustment:</b>	01
	Create multiple 3D views, Creating Camera views, and Creating Interior 3D views.	03
6	<b>Create a full steel structure</b>	04
	Create a full structural drawing (Foundation Plan, Column, Beam, Brace, Purlin, connector, Elevator, Elevation, section, stair) with details.	12
7	<b>Full MEP design:</b>	02
	M = Mechanical full ducting arrangement E = Electrical (Cable, conduit, DB, and various types of load arrangement and their place) P = Plumbing (Wastewater, rainwater) various types of water piping position and there.	16
8	<b>Full Project Rendering</b>	02
	<b>Project:</b> Draw a Bangalow-type model building and decorate it with whatever you learn earlier, make it so realistic by using Enscape software.	08
9	<b>Place and component, Model place and print:</b>	02
<b>THEORY/ LECTURE HOURS:</b>		<b>20</b>
<b>PRACTICAL/ TUTORIAL/ LECTURE HOURS:</b>		<b>60</b>
<b>TOTAL HOURS:</b>		<b>80</b>

#### 24. Course in Autodesk Inventor (80 Hrs.)

SL.NO	TOPIC	Minimum No of Hours
1	<b>Introduction to Autodesk Inventor and Create the Base Feature</b>	2
	→ Exercise: Fundamentals, Interface, Model Manipulation. → Creating a New Part File, Sketched Base Features, Primitive Base Features.	2
2	<b>Sketching geometry for creating and editing sketches in the sketch environment to create part features.</b>	
	→ Sketch Geometry, → Advanced Editing Tools, Rectangular Sketch Patterns Circular Sketch Patterns, Over-Dimensioned Sketches, Sketch Preferences. → Extruded Secondary Features, Revolved Secondary Features, Using Existing Geometry, Editing Sketched Secondary Features, 3D Grip Modification	8
3	<b>Pick-place of dynamic objects by robot manipulator.</b>	2

	→ Edge Chamfer, Constant Fillets, Variable Fillets, Face Fillets, Full Round Fillets, Straight Holes, Threads, Editing Pick and Place features, Creation Sequence Work Planes, Work Axes, Work Points → Equations, Parameters, → Creating a Shelling a Face or Part, Shells, Ribs, Bend Part → Reordering Features, Inserting Features, Suppressing Features, Section Views, Design Views.	10
4	<b>Combination of loft and sweep features.</b>	2
	→ Sketch Failure, Feature Failure → Sweep Features → Loft Cuts, Centre Line Lofts, Advanced Loft Options. → Manipulate Features Patterns, Circular Feature Patterns, Mirror Parts or Features, Mirror Parts and Mirror Features	4
5	<b>Joint conflict in assembly with multiple Occurrences of the component.</b>	2
	→ Establishing Relationships, Controlling Relationships, Investigating Relationships, Changing Relationships → Constraints, Assembly Constraints, Content Centre, Assembly Browser, Saving Files → Assembling Components using Joints → Moving and Rotating Assembly Components, Suppressing Constraints, Component Display, Selection Options in Assemblies	10
6	<b>Design presentation &amp; animation with Assembly modelling</b>	2
	→ Measurement Tools, Model Properties → Exploded View Presentations	3
7	<b>Assembly Tools, parts and features.</b>	2
	→ Replacing Components, Restructuring Components, Driving Constraints, Contact Solver, Interference, Error Recovery → Assembly Parts, Assembly Features → Create Virtual Components, Create a Bill of Materials	4
8	<b>Assembly Bill of Materials (BOM)</b>	2
	→ How to create BOM in INVENTOR & how to get Automated BOM from INVENTOR	
9	<b>Top-down assembly detail Design for projects.</b>	2
	→ New Drawing Views, Manipulating Views → Dimensions, Drawing Sheets, Parts List, Balloons, Styles and Standards, Hatching → Text, Symbols, Hole and Thread Notes, Chamfer Notes, Centre Marks and Centre Lines, Hole Tables, Revision Tables and Tags.	10

10	edit the view annotation style.	2
	→ Application Options, Document Settings, File Properties, Changing Part Units, Command Customization.	3
Theory / Lecture Hours:		20
Practical / Tutorial / Lecture Hours:		60
Total Hours:		80

## Annexure –II

### APPLICATION FORM

1	Training Centre Name	
2	Training Centre Location	District: City/Village: Address: Contact Person Mobile No:
3	Full details of Centre In-Charge a) Name b) Centre Address c) Telephone No. d) Mobile No. e) E-Mail: f) Fax No. g) NIELIT Accreditation No: /ESDMTPID: /NIELIT Facilitation No: /WIL Registration No: /CSC Number:	
4	Complete Address of the Centre with brief description of location	
5	Experience in conducting NIELIT Courses (Mention the Course names etc.)	
6	List of course to be applied for	Attach separate sheet for multiple courses
7	Hardware Availability	Attach details
8	Software Availability	Attach details
9	Faculty Profile	Attach details
10	Experience in Education & Training activities	Attach details

## DECLARATION:

- i. I..... Son/daughter/wife  
of.....have read and understood the  
GUIDELINES/INSTRUCTIONS FOR CONDUCTING THE COURSE and  
agree to abide by the same.
- ii. I certify that I am the competent authority, by virtue of the  
administrative and financial powers vested in me by  
..... To furnish the above information and to  
undertake the above stated commitment on behalf of the organization  
referred to in col. No. 1 above.
- iii. I am aware that in case any information given by me is found false or  
misleading my organization would be debarred from the conduction of  
the course besides being subjected to any other action that may be  
deemed fit by NIELIT Kolkata.
- iv. The details furnished with regard to faculty and infrastructure is  
correct to the best of my knowledge and belief and we will ensure  
availability of these facilities on a continued basis till we continue to  
offer candidates the courses applied for.
- v. I agree to abide by the decisions of the NIELIT, Kolkata or its  
designated agencies in respect of my application for permission to offer  
candidates for the courses.
- vi. I agree to all terms & conditions mentioned in the EOI Ref  
no: \_\_\_\_\_

### Signature of the Witness:

Name:  
Designation:  
Date:  
Address:  
Seal of the organization

### Signature of the Authorized Signatory:

Name:  
Designation:  
Date:  
Address:  
Seal of the organization