National Institute of Electronics & Information Technology (NIELIT), Kolkata

(An autonomous society under Ministry of Electronics & Information Technology Govt. of India)

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Corrigendum

Date: 22/02/2023

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

In partial modification of the Expression of Interest (EoI) no. NIELIT/KOL/2022/01 for *Skill Assessment and Certification by NIELIT Kolkata for Students trained by Institutes in West Bengal,* the revised EoI no. NIELIT/KOL/2023/01 is given below.

Executive Director

Kolkata

Date: 22.02.2023

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

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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 endeavourer 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 causes, 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 under an MoU with Department of Agriculture & Farmers Welfare (DA&FW), Ministry of Agriculture, Govt. of India and following activities are being performed by NIELIT Kolkata:

- ✓ Preparation of Software Requirement Specification (SRS) for computerization of Agriculture Census 2020-21.

- ✓ Development of modules for extracting land record data available from all States/UTs NIC Office in India.

- ✓ Development of Software modules like Digitization and Validation of schedules , Error List Generation, Estimation, Processing, Tabulation on digitized records and preparation of various reports on Village, Block, District & State wise as well as National Level for all three phases. The software is being prepared for Android & Web based compatibility.

- ✓ Development of Website, maintenance and upload the reports.

- ✓ Estimation & Processing on about 20 crore digitized records and preparation of various statistical reports from village to national level.

- ✓ Training to Master Trainers of State Department Officials on developed software

- ✓ Providing technical support to the state Enumerators/Primary Workers during data collection from field level.

  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 maneuver the entire process through registration, evaluation and certification. Stakeholder details are as under:

- **Stakeholder 1: NIELIT Kolkata**

  Roles and responsibility-Registration, Evaluation and Certification

- **Stakeholder 2:**

  NIELIT Accredited, NIELIT Affiliated, ESDM Training Partner, Webel Training Partner, Common Service Centre (CSC), Training Partner of National Skill Development Corporation (N.S.D.C), 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.

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 200 km and min 80 for institutes located above 200 km.

- **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 stake holders.

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	Advance Diploma in Computer Applications	250	6-10	Graduation	1000	1000
2	Diploma in Computer Application	200	4-6	XII	600	600
3	Diploma Hardware and Networking.	120	3-4	XII/10 +ITI	600	600
4	Certificate Course in Advance JAVA	80	2-3	XII	600	600
5	Certificate Course in "C" Language	80	2-3	XII	600	600
6	Certificate Course in C++	80	2-3	XII	600	600
7	Certificate Course in Auto-CAD	80	2-3	ITI/ Polytechnic/HS/ BE/ B.Tech	600	600
8	Certificate Course in Desktop Publishing	80	2-3	XII	600	600
9	Certificate Course in Financial Accounting and GST using Tally	80	2-3	XII (preferably Commerce)	600	600
10	Certificate Course in Oracle DBA	80	2-3	XII	600	600
11	Certificate Course in Website Designing	80	2-3	XII	600	600
12	Certificate course in PHP and MySQL	80	2-3	XII	600	600
13	Certificate Course in Data Science using Python	80	2-3	XII	600	600
14	Certificate Course in Office Tools	40	1-2	VIII	375	375
15	Certificate Course in Soft Skill and Communicative English	40	1-2	X	375	375
16	Certificate Course in Laptop, Printer& Desktop Repairing	40	1-2	X	375	375
17	Certificate Course in CAD, Drafting and 3D Modeling	40	1-2	ITI/ Polytechnic /BE/B. Tech	375	375
18	Ethical Hacking Basics & Counter measures	40	1-2	XII	375	375
19	Foundation Program in 2D Animation Film Making	150	4-6	XII	1500	1500
20	Advance Program in Character Design	150	4-6	XII	1500	1500
21	Advance Program in Storyboard & Animatics	150	4-6	XII	1500	1500
22	Advance Program in Background Design	150	4-6	XII	1500	1500
23	Advance Program in 2D Animation	150	4-6	XII	1500	1500
24	Certificate in Graphics Design	150	4-6	XII	1500	1500
25	Certificate in Video Editing & Post Production	150	4-6	XII	1500	1500
26	Diploma in Graphics, 2D Animation	300	6-8	XII	3000	3000

SI No	Hours	Proposed Duration in Months
01	<=40HRS	1-2
02	>40and<=80	2-4
03	>80and<=200	4-6
04	>200 and <=300	6-8

& Post Production						

*Month wise duration Table

Gradation Table

SI No	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. Advance Diploma in Computer Application (250 hrs)

S. No	Topic	Minimum No. of Hours
1	Introduction to Computer 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	Introduction to Operating System 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	Information Technology and Office Tools- 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	An Overview of the Database Management System: 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
5	HTML Programming Basics: 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
6	Problem solving and programming on Python – Introduction to Python, Operators, Expressions and Python Statements, Sequence Data Types, Functions, File Processing, Scope and Modules, NumPy Basics.	40
7	Internet of Things and its Applications (IOT) Introduction to Internet of Things – Applications/Devices, Protocols and Communication Model, Sensors, Actuators and Microcontrollers	40
8	Project	20
Theory/Lecture Hours:		100
Practical/Tutorial/Lecture Hours:		150
Total Hours:		250

2. Diploma in Computer Application (200hrs)

S.No	Topic	Minimum No.of Hours
1	Information Technology and Office Tools- 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	Problem solving and programming on Python – Introduction to Python, Operators, Expressions and Python Statements, Sequence Data Types, Functions, File Processing, Scope and Modules, NumPy Basics.	40
3	An Overview of the Database Management System: 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	HTML Programming Basics: 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
Theory/Lecture Hours:		100
Practical/Tutorial/Lecture Hours:		100
Total Hours:		200

3. Diploma in Hardware and Networking (120hrs)

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/Lecture Hours:		20
Practical/Tutorial/Lecture Hours:		70
Total Hours:		90

4. Certificate Course in Advance JAVA (80hrs)

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

5. 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

6. Certificate Course in C++ (80hrs)

S.No	Topic	MinimumNo. 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

7. Certificate Course in Auto-CAD (80hrs)

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

8. Certificate Course in Desktop Publishing (80hrs)

S.No	Topic	MinimumNo. ofHours
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

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

S.No	Topic	Minimum No.of Hours
1	Advance Financial Accounting:- 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	TallyERP9:- Accounting Software (ERP/SAP, Self developed software used by organizations, Tally ERP9, etc.). Tally–Introduction, System Requirement, Main Features, Company Creation, Group Creation, Ledger Creation, Voucher entry, View Reports–Theory & Practical. Receipts & Payments Voucher, Purchase (in ward 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, over view) CGST, SGST, IGST, UTGST, Composition Tax, Reverse Charge Mechanism ITC, Registration, Tax Payments, Returns, Hands-on Training.	16
5	Costing using Tally (Theory & Practical):- 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	Sales Invoice & Inventory using Tally:- 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	Pay roll(PF, ESI, P. Tax, Income Tax, 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
Theory/Lecture Hours:		50

	Practical/Tutorial/Lecture Hours:	30
	TotalHours:	80

10. Certificate Course in Oracle DBA (80hrs)

S.No	Topic	Minimum No.of Hours
1.	Oracle architecture	02
2.	Database administration tools	03
3.	Oracle instance	03
4.	Creating a database	02
5.	Data dictionary & views	02
6.	Control files	02
7.	Log files	02
8.	Table space	03
9.	Storage, structure & relationship	04
10.	Managing undo data	04
11.	Managing tables & index	02
12.	Maintaining data integrity	02
13.	Managing password security & resources	03
14.	Users & privileges	03
15.	Managing rules	02
16.	Auditing & loading data	01
Theory/Lecture Hours:		30
Practical/Tutorial/Lecture Hours:		60
Total Hours:		80

11. 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.	Boot Strap	10
Theory/Lecture Hours:		20
Practical/Tutorial/Lecture Hours:		60

Total Hours:	80

12. Certificate course in PHP and MySQL (80hrs)

SINo	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 Web server configuration XAMPP Control Panel Configure XAMPP What is the PHPIDE? Introduction to Net beans IDE	4
3	Introduction to PHP: Evaluation of Php Basic Syntax Defining variable and constant Php Data type Operator and Expression	6
4	Handling Html Form With Php Capturing Form Data Dealing with Multi-value filed Generating File uploaded form Redirecting a form after submission	6
5	DECISIONSANDLOOP Making Decisions Doing Repetitive task with looping Mixing Decisions and looping with Html PHP If...Else...Else if PHP Switch PHP While Loops PHP For Loops	6
6	FUNCTION What is a function Define a unction 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 Coping, 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 Usingsession	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

13. 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
Practical/Tutorial/Lecture Hours:		30
Total Hours:		50

14. 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

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

S.No	Topic	MinimumNo.of Hours
1	Brief introduction to: Spoken variety of English	03
2	Consonant sounds, Vowel sounds 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 behavior 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	Power point Presentation	01
16	Module on Tele marketing and Prospecting	01
17	Module on Complain handling and handling of difficult tpeople	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
Total Hours:		40

16.Certificate Course in Laptop, Printer& Desktop Repairing(40hrs)

S.No	Topic	MinimumNo. of Hours
1	Introduction and Assembling of Desktop Computer	6
2	Introduction to Operating System , Window XP, 7, 8, 10 Installation & UBUNTU Installation	7

3	Application Software & Driver installation	3
4	Identification of different Parts &Basic repairing and troubleshooting of Laptop	10
5	Toner refilling, Installation, Repair &Basic Troubleshooting of Printer	10
6	CCTV Installation	4
Total Hours:		40

17. Certificate Course in CAD, Drafting and 3D Modeling (40 Hrs)

S. No	Topic	Minimum No. of Hours
1	Limits ,units ,Line , O-snap , Polygon , Arc , Circle , Elipse, Rectangle , Array , Move , Copy .	02 hrs
2	Rotate , Offset ,Revision cloud , Trim , Stretch , Break , Joint , Selection Method	02 hrs
3	Mirror , Solid , Scale , Extend , Explode , Fillet , Chamfer ,Donut , Layer , Match Properties , Text , Multi Text .	02 hrs
4	Block, Insert, Dynamic Block , W Block , Attribute , External Reference , Hatch ,Gradient .	02 hrs
5	Table , Align , Boundary , Divide , Measure , Point , Region , Polyline .	02 hrs
6	Layout Management , Plotting, Dimension , Properties , Match Properties ,Edit , Edit with grips .	02 hrs
7	Polyline , Lengthen , spline	02 hrs
8	Project of a 2D Drawing	02 hrs
9	Draft setting, Isolate, Different shape in Isometric	02 hrs
10	Project drawing of anisometric model.	02 hrs
11	3D Box , cylinder , Cone , Pyramid , Torus , Extrude , UCS setting , Region , Subtract	02 hrs
12	Loft, loft reference to guide curve, Sweep, Revolve, Union, Intersect, Polysulfide.	02 hrs
13	Planar, surface, Press/ Pull, Slice, Thicken, Smooth object, Extract Face, Imprint.	02 hrs
14	Extrude face, Taper face, Move Face, Copy Face, Color Face, Shell.	02 hrs
15	Helix, Align, Array, Marrow, Fillet, Chamfer, Move Gizmo.	02 hrs
16	Mesh revolves, Mesh edge, Surface, Ruled surface, Tabulate Surface.	02 hrs
17	Convert to solid or surface, material input, Render, Sky off-on, Walk Through.	02 hrs

18	Project	02 hrs
19	Project	02 hrs
20	Project	02 hrs
	Theory / Lecture Hours:	10
	Practical / Tutorial / Lecture Hours:	30
	Total Hours:	40 rs

18. Ethical Hacking Basics & Counter measures (40hrs)

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
Total Hours:		40

19.   Foundation Program in 2D Animation Film Making (150hrs)
Eligibility – 18+ years / 10+2 onwards

Sl No	Topics	Hours
1	Drawing - Character and Props design	32
2	Concept of Perspective, Camera, Shots, Angle	4

3	Concept Of Animation Film Making	4
4	Adobe Flash	30
5	Story Boarding and Animatics	12
6	Background Design	14
7	Character Rigging	10
8	Application of 2D Animation Principles	8
9	2D Animation	30
10	Editing	6
	Total	150

20. Advance Program in Character Design (150hrs)

Eligibility – 18+ years / 10+2 onwards / Fundamental of Multimedia & Animation Software

Sl No	Topics	Hours
1	Digital / Manual Drawing – Character Design	40
2	Character Rigging Applications	60
3	Live Project	50
	Total	150

21. Advance Program in Storyboard & Animatics (150hrs)

Eligibility – 18+ years / 10+2 onwards / Fundamental of Multimedia & Animation Software

Sl No	Topics	Hours
1	Digital / Manual Drawing - Storyboard	44
2	Concept of Animation Film making	2
3	Storyboard and Animatics Applications	54
4	Live Project	50
	Total	150

22. Advance Program in Background Design(150hrs)

Eligibility – 18+ years / 10+2 onwards / Fundamental of Multimedia & Animation Software

Sl No	Topics	Hours
1	Digital / Manual Drawing - Background Design	40

2	Background Designs Applications	60
3	Live Project	50
	Total	150

23. Advance Program in 2D Animation(150hrs)

Eligibility – 18+ years / 10+2 onwards / Fundamental of Multimedia & Animation Software

Sl No	Topics	Hours
1	Character Rigging	20
2	Application of 2D Animation Principal	10
3	2D Animation Applications	70
4	Live Project	50
	Total	150

24. Certificate in Graphics Design (150hrs)

Sl No.	Topics	Hours
1	**Graphics for print Media**	
1.1	Design Methodology	2
1.2	Vector Illustration.	4
1.3	Vector Vs. Raster.	2
1.4	Colour Schemes and Theories.	2
1.5	Packaging Design.	4
1.6	Techniques of LOGO Design	4
1.7	Creating collages and masks.	4
1.8	Image manipulation techniques.	6
1.9	Image correction techniques.	8
1.10	Designing Brochures, Catalogues and Newspapers.	12
2	**Graphics for Digital Media**	
2.1	Digital media representation	4
2.2	Fonts management	8
2.3	Graphics for television media.	12
2.4	Matt Painting	15
2.5	Web Graphics	8
3	**Internship & LIVE Projects**	55
	Total	150

25. Certificate in Video Editing & Post Production (150hrs)

Sl No	Topics	Theory / Practical Hours
1	The historical development of editing.	4
2	Various styles of editing and their differences	8
3	Narrative film editing methodology– Visual story making	8
4	Creative thinking to explore the role of video editing in audience reaction.	10
5	Camera positions and Shots.	10
6	Colour Correction.	14
7	Transfer and Output Technique.	6
8	Editing styles and techniques	6
	A. Movies	4
	B. Documentary productions	4
	C. Commercials	4
	D. Television Mega episode	4
	E. News	6
	F. Titling and Montage	6
	G. Promo	6
9	**Internship & LIVE Projects**	50

26. Diploma in Graphics, 2D Animation & Post Production (300Hrs)

Topics	Subtopics	Estimated Duration
Graphics & Illustration		
Design method ology	UNIT1: History & Evolution of Design; Purpose of Graphics; Laws of Design, Philosophy of Design.	4
	UNIT 2: User Interface Design; Factors for illustration, Visual Design Methodology and process; color & style issue.	
Graphic design	UNIT 1: Introduction to Graphics, Raster and Vector Graphics, Different forms of Graphics, Color Theory, Resolution, File Format, Advanced Raster techniques, Image manipulation techniques. Image Correction techniques.	
	UNIT2: Print and Electronic media-History & Growth/Difference Between print and Electronic media	

	UNIT3:Graphics design: masking: Simple Selections Using Tools; Using Keys to Modify Selections; Feathering Selections; Expand/Contract; Modifying Selections In Quick Mask; Changing the Quick Mask Color; Use Refine Edge; Understanding Channels; The Essence of a Mask; Luminance Masks ;Making Masks from Scratch; Using the Batch Tools in Masks; Gradients with Masks ; Inverting Masks.	
	UNIT4:Layermanagementandcompositing:ImageLayers; Transparent Layers; Adjustment Layers; Duplicating Layers; Selecting Layers; Moving Layers; Reordering Layers; Layer Visibility; Using Layer Masks; Layer Order; Layer Masks to Hide and Reveal; Applying Layer Masks; Quick Compositing; Quick Transformations; Controlling Transforms; Layer Interaction; Merging Single Layers; Layer Management; Layer Management; Clipping Layers; Layer Management; Clipping Layers; Locking Layers; Transforming Layers	16
	UNIT5:Retouching:CloningOptions;Cleanand Heal Differences; Patch Tool; Brush Tool Options; Making Skin Textures; Dodging &Burning Concepts; The Gradient tool; Skin Sculpting; Bringing out Skin Highlights; Faking a Tan; Removing Creases and Crumples; Retouching Backgrounds; Making Patterns; Using Patterns to Fill; Reconstructing Elements; Grafting Techniques; Clarity; Sharpening Controls; Channel Mix; Color Matching; Driving one Color Against Another; Black& White Appearance in the RGB; Black & White Command; Digital Lith Effect; Cool/Warm Split Toning; Sepia Effects; Selenium Effect	
	UNIT6:INTRODUCTIONtoPrintmediagraphics-Illustrator Overview, Uses of Illustrator/ Illustrator UI/ Color Profiles &settings/ Navigating through the Document, Modifier keys/ Customizing Workspace.	
	UNIT 7: Demonstrate knowledge of Vector graphics, image size, and image file Format for print-Using Illustrator tools & Layers.	
	UNIT8:DrawingBasicShapes|UsingBrushes/Creating Compound Paths/Working with Color and Strokes/Editing Objects, Layers & Groups/ Transparency & Graphic Styles, Masking using Clipping Path/ Opacity Mask using Illustrator	
Drawing &Sketching	UNIT 1: Introduction to Sketch- Basic Technique of Sketching and Drawing, Different Forms of Sketching and Drawing, Perspective drawing (Linear perspective, Zero Point Perspective, One Point perspective, Two Point Perspective, Three-Point perspective ,Isometric Perspective, Atmospheric Perspective)	8

	UNIT 2: Pencil drawing and shadow: Advantages and Disadvantages of Pencil Drawing Basic Elements of Light, Shadows, and Shading(Light, Shadows and Shadow Box, Constructing a Simple Shadow box, Kinds and Quality of Light, Hard Light, Soft light, Basic Elements of Shading-The Highlight or Full Light, The Cast Shadow, The Half tone; The Reflected Light,	
	UNIT3:StudyofBodyParts(hands, feet, torso, legs, arms and more)	
	UNIT 4: Placement and Proportion of Facial Features (head, eyes, ears, eyebrows, eyelashes, nose, mouth, teeth, hair);Facial Poses; Expressions.	
Layout Designing	UNIT1:Layout Principle; Scribbling layouts,	
	UNIT2:Analysis of different types of layouts	
	UNIT3:Layout design of LOGO	
	Project work	
	UNIT4:Layout design of Paper ADVT	20
	Project work	
	UNIT5:Layout design of E-Card	
	Project work	
	UNIT6:Layout design of Handout	
	Project work	
Background Designing	UNIT1:Digitalpaintingingraphics:Introductionto paintings; Type of painting methods; Digital Painting using different tool ; Type of brushes; Colors; Colors shades; Color Tints; Opacity; Flow; Brush tool; Brush presets; Defining Brush presets; Brush palette; Brush palette options; Brush size; Types of Brushes; Brush shape dynamics; Scattering; Dual Brush; Color Dynamics; Wet edges; Air brush; Brush angles; Brush hardness & softness; Use of layer in digital painting; layer opacity; layer arrangements; Mixer brush; History brush; Art History brush.	14
	UNIT2:Matt Painting: landscape(village)	
	Project work	
	UNIT3:MattPainting:landscape(city)	
	Project work	
	UNIT4:MattPainting:exteriordesign(palace)	
	Project work	
	UNIT5:MattPainting: interior design (palace)	
	Project work	
	UNIT6: Matt Painting: interior design(modern room)	
	Project work	
	UNIT7:MattPainting :Props design	
	Project work	
	UNIT8:MattPainting:characterdesign	
	Project work	

2D Animation

Evaluation of Animation	History of Animation, Animation Industry-Today	2
Types of Animation	Theoretical description of Digital animation, Classical animation, Stop motion animation, Cut Out Animation, Clay animation…etc.	2
Story writing- Story Boarding	Story Ideation and conceptualization Making a story board for animation content. Project work	6
Anatomy Classes(Human and animal study)	Figure Drawing; Human Figure Proportions using software -Flash Figure Drawing; Animal Figure Proportions using software-Flash	4
Perspective drawing	Character posing and perspective drawing. Project work	4
Animation Principle	Detail discussion on animation principle Application of animation principle by scribble drawing	4
Clean-Up assignments	Overview of Flash-Timeline, frames and tools Tracing an object by using of Flash	6
Frame by frame animation and In-between	Frame by frame animation using Flash Utilization of in between frames Application of animation principle using frame by frame animation Project work	8
Tween Animation	Overview of Flash-symbols, tween animation Application of animation principle using tween animation	4
Script writing &Acting	UNIT 1: Principles of script writing, Directors script, Aesthetics of script, Script breakdown, Screenplay dialog ,Three act structure Plot points, Scene description and Narrative treatment, Script development	10
	UNIT2:Selectatheme;Researchatheme;Writeasynopsis,Write Character notes; Write a treatment; Understand the drafting process.	
	UNIT3:ImportanceofActinginanimation;,StagingCharacters, Scene Composition, Effective Scene development process, Creative Body Movements, Gestures, postures, body language, compositions, Acting Workshop.	
	UNIT4:BasicsofActing- Principle of Acting, Actor responsibility, Body Language of an actor, Dialogues, Expression, Script, Understanding, Pronunciation and accent, Necessity of Voice Modulation	
	UNIT5: Dubbing concept: Art of dubbing. Dubbing process-voice-Over for movies, television, animation series; Diction & importance of clarity of speech—	

	articulation as well as expressions.		
Character Lip Syncing &expression	UNIT1:Makinglipsampleforthecharacter	10
	UNIT2:RecordingthevoiceusingSoundForge,importingtheVOinflash.Theprocessoflip Syncing	
	Project work	
	UNIT3: Making lip &Facial expression according to dialogue	
	Project work	
Advance 2DCharacterAnimation	UNIT1:Profile Walk Cycle [two legs]	24
	Practice	
	UNIT2:Front Walk Cycle[two legs]	
	Practice	
	UNIT3:3/4thWalk Cycle[two legs]	
	Practice	
	UNIT4:Profile Walk Cycle[four legs]	
	Practice	
	UNIT5:Run Cycle[two legs]	
	Practice	
	UNIT6:Run Cycle[four legs]	
	Practice	
Editing & Post Production		
Video editing fundamentals	Basic concept of video editing; : Explain Video Editing; Explain Linear and non-linear editing; Explain On-Line and Off-Line Editing.	2
Camera positions and Shots.	UNIT 2 : CAMERA-the basics- Camera fundamental, Types of camera, Camera for movie, Equipment check list, Focus, Shutter Speed; Camera Movement-Pan, Tilt, Zoom, Types of Shots, Camera angles.	2
Introduction Of Editing Software(Premiere)	UNIT 1: Project setup in Premiere Pro: Creating projects, Importing footage into Premiere Pro, Supported file formats, Transferring and importing files, Importing sequences. Clip lists, and compositions, Importing still images, Importing digital audio, Working with time code. Setting up your system for HD, DV, or HDV capture , Create clips for offline editing, Capture HD, DV, or HDV video.	4
	UNIT4:Practice	
Editing Sequence and clips. Sequence	UNIT1:EditingsequencesandclipsinPremierePro :Add clips to sequences	6
	UNIT2:Multi-cameraediting workflow, Working with markers	

and Rendering Setup	,Create and play clips, Trimming clips, Working with offline clips, Re-linking offline media, Synchronizing audio and video with Merge Clips, Modifying clip properties with Interpret Footage Freeze and hold frames	
	UNIT3:Practice	
Working with captions and titles.	UNIT1:Creatingandeditingtitles,Creatingandformatt ingTextintitles, working with text and objects ,Adding image to titles , live text templates, Title text style, Drawing shapes in titles, Fills stroke and shadows in title, Rolling and crawling in titles	4
	UNIT2:Practice	
Effects and transitions in Premiere Pro	UNIT 1: Types of effects in Premiere Pro, Video effects and transitions in Premiere Pro, Apply and remove effects, Viewing and adjusting effects and key frames. Masking and tracking, Modifying and customizing transitions, Change duration and Speed of clips, Use Motion effect to edit and animate clips.	6
	UNIT 2: Adjustment Layers ,Color correction effects, Three-Way Color Corrector, Inter lacing And field order, Eliminate flicker	
	UNIT3:Practice	
Animation and key frames in Premiere Pro	UNIT1: Animating effects, Adding, navigating, and setting key frames, ,Moving and copying key frames, Controlling effect changes using key frame interpolation	4
	UNIT2:Practice	
Editing audio in Premiere Pro	UNIT 1: Editing, repairing, and improving audio using Essential Sound panel, Using the Essential Sound panel in Premiere Pro, Audio channel mapping in Premiere Pro, Over view of audio and the Audio Track Mixer, Editing audio in a Timeline panel, Adjusting volume levels, Monitor clip volume and pan using Audio Clip Mixer, Panning and balancing, Recording audio	4
	UNIT2:Practice	
Advance audio editing	UNIT1:Recording audio mixes, Control surface support, Apply effects to audio, Working with Audio transitions, Multiple stereo assignments for tracks to multichannel masters ,Control surface supports, Advance mixing, Applying effect to audio.6	4
	UNIT2: Practice	
Color correction and adjustmen t	UNIT1:FastColorCorrector,Luma and RGB Curve, Three-Way Color Corrector, Secondary Color Correction, The Lumetri Color Panel	2
	UNIT2:Practice	

Compositing in Premiere Pro and Exporting media from Premiere Pro	Blending modes ,Compositing, alpha channels, and adjusting clip opacity, Workflow and overview for exporting, Exporting projects ,Exportastillimage,Exportingtovideotape,Exportingfo rtheWebandmobiledevices	2
Projects	Episode editing for Television	6
Organizing media in FCP	UNIT 1 : Working with Metadata: Using metadata that is part of imported (source) content, Using auto-analysis and adding metadata, Using metadata views and creating new metadata views Working with and editing existing metadata views, Using and organizing Key words Applying markers.	4
	UNIT2:Using filters to locate clips Creating Smart Collections Batch renaming, Re linking clips, Using Libraries: closing and duplicating Final Cut Pro libraries; sharing and moving libraries; moving clips between libraries Using Projects: working with project snapshots and back- ups Managing disk space and removal of render files Managing proxy Media Adjusting storage locations Using optimized media.	
Advanced final cut pro editing techniques	Understanding an editing strategy for Final Cut projects, Combining edits, Understandingstorylinesandsecondarystorylines,Usin gtrimtoplayhead,Usingtrimtoselection,Workingwithc ompoundclips, Applying titles to connected clips, Back timing edits	2
Understa nding audio editing in final cut pro	Audio levels and mastering, Using audio meters, Understanding waveforms, Applying timeline volume adjustments, Adjusting volume in specific areas, Using volume adjustments r, Adjusting Volume from the Modify Menu or Keyboard Applying fades and cross fades, Using audio channels, Panning, stereo and surround pans, pan effects, and using panning in the timeline, Using pan presets, Working with Audio channels, Synchronizing audio and video, Resetting all volume edits.	4
Applying audio effects	Equalizing audio in Final Cut Pro, Equalization Filters Disabling clip effects, Sharing effects between clips, Leveling effects Creating reverb, space, time, and echo, Using distortion presets, Manipulatingvoiceandpitchusingeffects,Maintainin gvoicepitchwithretiming	4
	UNIT2:Practice	

Multi-camera (multi-cam) editing	Creating multi-cam clips, Viewing and editing multi-cam clips, Cutting between camera angles, Using channel selection, Trimming when working with multi-cam clips, Changing clip sequences, Adjusting Synchronization between clips Adding or removing clips	4	
	UNIT2:Practice		
Animation and Key frames in Premiere Pro	UNIT1: Animating effects, Adding, navigating, and setting key frames, Moving and copying key frames, Controlling effect changes using Key frame interpolation	4	
	UNIT2:Practice		
Editing audio in Premiere Pro	UNIT 1: Editing, repairing, and improving audio using Essential Sound panel, Using the Essential Sound panel in Premiere Pro, Audio channel mapping in Premiere Pro, Overview of audio and the Audio Track Mixer, Editing audio in a Timeline panel, Adjustingvolumelevels,Monitorclipvolumeandpanu singAudioClipMixer, Panning and balancing, Recording audio	4	
	UNIT2:Practice		
Advance audio editing	UNIT1: Recording audio mixes, Control surface support, Apply effects to audio, Working with Audio transitions, Multiple stereo assignments for tracks to multi channel masters, Control surface supports, Advance mixing, Applying effect to audio.	4	
	UNIT2:Practice		
Color correction and adjustment	UNIT 1: Fast Color Corrector, Luma and RGB Curve, Three-Way Color Corrector, Secondary Color Correction, The Lumetri Color Panel	2	
	UNIT2:Practice	6	
Internship & LIVE projects		70	

Annexure –II

APPLICATION FORM

1	Training Center name	
2	Training Center 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: Signature of the
                                                    Authorized Signatory:

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