

# 5.

# Courses of Study

NIOS offers a number of vocational education courses in different areas. These have been carefully selected and designed to meet the prevailing demands of the job market and interest of the learners. A list of the courses on offer is given in the Table I below together with course code, essential contact hours, medium of study, duration, entry requirements and course fee.

Please note that one can register in only one vocational course at a time.

**Table I : Courses Offered by Vocational Education Department**

Sl. No.	Name of the Course <i>Medium &amp; *Batch Size</i> (Number of students × Number of batches)	Modules/Subjects	Course Code	Essential Contact Hrs		Entry Level	Course Fee (in Rs.) (AVI Share+ NIOS Share)
				Theory	Practical		
1. Agriculture							
I. Six Months Certificate Courses							
1.	Mushroom Production (English/Urdu) (25 × 2)		618	100	200	8 <sup>th</sup> class pass	600 (500+100)
2.	Bee Keeping (Hindi) (25 × 2)		619	60	140	8 <sup>th</sup> class pass	400 (300+100)
3.	Vermicomposting (Hindi/English/Urdu) (25×2)		621	100	200	Literate	800 (600+200)
II. One Year Stand Alone Certificate Courses							
Secondary Level Courses (10 <sup>th</sup> Standard)							
4.	Jute Production, (English/Hindi/Urdu) (25 × 2)		251	100	200	8 <sup>th</sup> class Pass	300 (200 + 100)
Senior Secondary Level Courses (12 <sup>th</sup> Standard)							
5.	Plant Protection (Hindi & English) (30 × 2)		351	100	200	10 <sup>th</sup> class Pass	700 (600 + 100)
6.	Water Management for Crop Production (Hindi & English) (30 × 2)		352	100	200		700 (600 + 100)
7.	Oyster Mushroom Production (Hindi & English)( 30 × 2)		353	100	200		700 (600 + 100)
8.	Poultry Farming (Hindi/English/Urdu) (30 × 2)		361	100	200		700 (600 + 100)
9.	Soil and Fertilizer Management (Hindi & English) (30 × 2)		362	100	200		700 (600 + 100)
2. Business and Commerce							
I. One Year Certificate & Diploma Courses							
10.	Diploma in Modern Secretarial Practice English/Hindi/Urdu (25 × 2)	(i) Secretarial Procedure (ii) Computer Applications in Office (iii) Business Communication (iv) Shorthand Writing	412 413 414 415	40 50 40 50	20 100 – 100	12 <sup>th</sup> pass	4500 (3500+1000)

Sl. No.	Name of the Course Medium & *Batch Size (Number of students × Number of batches)	Modules/Subjects	Course Code	Essential Contact Hrs		Entry Level	Course Fee (in Rs.) (AVI Share+ NIOS Share)
				Theory	Practical		
11.	Secretarial Practice (PA/PS) English/Hindi/Urdu (25 × 2)	(i) Typewriting (Hindi) Or	422	20	100	10 <sup>th</sup> class pass	3500 (3000+500)
		Typewriting (English) Or	423	20	100		
		Typewriting (Urdu)	464	20	100		
		(ii) Stenography (Hindi) Or	424	30	100		
		Stenography (English)	425	30	100		
		(iii) Secretarial Practice (Revised)	426	50	20		
12.	Diploma in Insurance Services(New Course) (English/Hindi )(25x2)	(i) Business environment	456	60	40	12 <sup>th</sup> class Pass	5500 (4400+ 1100)
		(ii) Principles of Insurance	457	60	40		
		(iii) Practice of life insurance	458	60	40		
		(iv) Practice of General Insurance	459	60	40		
		(v) Legal Framework	460	70	30		

## II. One Year Stand Alone Certificate Courses

### Secondary Level Courses (10<sup>th</sup> Standard)

13.	Typewriting (Hindi) (20 × 3)	217	20	80	8 <sup>th</sup> class Pass	1000 (800+ 200)
14.	Typewriting (English) (20 × 3)	218	20	80		1000 (800+ 200)
15.	Typewriting (Urdu) (20 × 3)	221	20	80		1000 (800+ 200)

### Senior Secondary Level Courses (12<sup>th</sup> Standard)

16.	Typewriting (Hindi) (20 × 5)	322	20	100	10 <sup>th</sup> class Pass	1400(1200 + 200)
17.	Typewriting (English) (20 × 5)	323	20	100		1400(1200 + 200)
18.	Typewriting (Urdu) (20 × 5)	364	20	100		1400(1200 + 200)
19.	Stenography (Hindi) (20 × 5)	324	30	100		1400 (1200+ 200)
20.	Stenography (English) (20 × 5)	325	30	100		1400 (1200+ 200)
21.	Stenography (Urdu) (20 × 5)	329	30	100		1400 (1200+ 200)
22.	Secretarial Practice (Hindi & English) (20 × 5) (Revised)	326	50	20		1400 (1200+ 200)

## 3. Computer and Information Technology

### I. Six Months Certificate Courses

23.	Basic Computing (English/Urdu) (25 × 2)	608	40	100	Literate	1200 (1000+200)
24.	Desk Top Publishing (DTP) (English) (10 × 2)	613	40	100	10 <sup>th</sup> class pass	2500 (2000 + 500)
25.	Computer Hardware Assembly and Maintenance (CHAM) (English) (10 × 3)	616	60	100	10 <sup>th</sup> class pass	2500 (2000 + 500)
26.	Web Designing (CWD) (English) (10 × 2)	622	60	100	10 <sup>th</sup> class pass	4000 (3000 + 1000)
27.	Computer & Office Applications (English) (10 × 2)	631	40	100	10+2 class Pass or Certificate in CCA from NIOS	3000 (2500+500)

Sl. No.	Name of the Course <i>Medium &amp; *Batch Size</i> (Number of students × Number of batches)	Modules/Subjects	Course Code	Essential Contact Hrs		Entry Level	Course Fee (in Rs.) (AVI Share+ NIOS Share)
				Theory	Practical		
28.	Data Entry Operations <i>English (25×2)</i>		632	30	70	10 <sup>th</sup> class pass	3000 (2500+500)
29.	Advanced Web Designing ( <i>English</i> ) (10 × 2)		633	60	100	10+2 class Pass or Certificate in Web Designing from NIOS	5000 (4000+1000)
30.	IT Essentials: PC Hardware and Software in collaboration with CISCO ( <i>On-line Course</i> ) ( <i>English</i> )		651	40	80	10 <sup>th</sup> class pass	4000 (3200+800)
<b>II. One Year Certificate Course</b>							
31.	Certificate in Computer Applications (CCA) <i>English</i> (20×3)	(i) Basic Computing Skills (ii) Computer Applications	711 712	80 80	160 160	10 <sup>th</sup> class pass	3500 (3000+500)
<b>4. Engineering and Technology</b>							
<b>I. Six Months Certificate Courses</b>							
32.	House Wiring and Electrical Appliance Repairing ** ( <i>Hindi &amp; English</i> ) (25 × 2)		601	100	400	10 <sup>th</sup> class pass or 8 <sup>th</sup> class with 2 years experience in relevant area	2000 (1750+250)
33.	Motor and Transformer Rewinding ** ( <i>Hindi &amp; English</i> ) (25 × 2)		602	100	300		2000 (1750+250)
34.	Radio and Tape Recorder Repairing ( <i>Hindi, English &amp; Urdu</i> ) (25 × 2)		603	100	200		2000 (1750+ 250)
35.	TV Repairing ** ( <i>Hindi, English &amp; Urdu</i> ) (25 × 2)		604	100	400		2000 (1750+ 250)
36.	Plumbing ( <i>English/Urdu/Hindi</i> ) (20 × 2)		611	100	200	8 <sup>th</sup> class pass	1000(800+200)
37.	Construction Supervision (Civil) ** ( <i>English/Hindi</i> ) (25×2) ( <i>New Course</i> )		620	60	240	10 <sup>th</sup> Class Pass	12,500 (10,000+2500)
38.	Fourwheeler Chassis Mechanism ( <i>Hindi/English/Urdu</i> ) (25 × 2)		623	100	300	8 <sup>th</sup> class pass	2000 (1800 + 200)
39.	Fourwheeler Engine Mechanism ( <i>Hindi/English/Urdu</i> ) (25 × 2)		624	100	300	8 <sup>th</sup> class pass	2000 (1800+ 200)
<b>II. One Year Package Courses</b>							
40.	Electrical Technician** <i>Hindi/English</i> (25 × 2)	(i) House Wiring & Electrical Appliances Repairing (ii) Motor and Transformer Rewinding	701 702	100 100	400 300	10 <sup>th</sup> class pass or 8 <sup>th</sup> class with 2 years experience in relevant area	4000 (3500+500)

\*\* The learner should have completed 18 years of age.

Sl. No.	Name of the Course <i>Medium &amp; *Batch Size</i> (Number of students × Number of batches)	Modules/Subjects	Course Code	Essential Contact Hrs		Entry Level	Course Fee (in Rs.) (AVI Share+ NIOS Share)
				Theory	Practical		
41.	Radio and T.V. Technician ** <i>Hindi/English/Urdu</i> (25 × 2)	(i) Radio and Tape Recorder Repairing (ii) TV Repairing	703 704	100 100	200 400	10 <sup>th</sup> class pass or 8 <sup>th</sup> class with 2 years experience in Radio and TV repair	4000 (3500+500)
42.	Refrigeration and Air Conditioning ** <i>Hindi &amp; English</i> (25 × 2)	(i) Refrigeration (ii) Air Conditioning	709 710	100 100	300 400	8 <sup>th</sup> class pass	4000 (3500+500)
43.	Certificate in Two Wheeler Mechanism <i>English/Hindi/Urdu</i> (25 × 2) (Revised)	Two Wheeler Mechanism	713	100	300	5 <sup>th</sup> class Pass	2000 (1800+200)
44.	Certificate in Footwear Design and Production (CFDP) <i>English &amp; Hindi</i> (10 × 2)	Footwear Design and Production	716	200	600	10 <sup>th</sup> class pass	12500 (12000+500)
45.	Certificate in Four Wheeler Mechanism <i>Hindi/English/Urdu</i> (25 × 2)	(i) Four Wheeler Chassis Mechanism (ii) Four Wheeler Engine Mechanism	723 724	100 100	300 300	8 <sup>th</sup> class pass	4000 (3600+400)

### III. One Year Stand Alone Certificate Courses

Secondary Level (10th Standard)					8th Class Pass	
46.	Carpentry ( <i>English &amp; Hindi</i> ) (25 × 2)	252	100	200		1400(1200+200)
47.	Solar Energy Technician ( <i>English &amp; Hindi</i> ) (25 × 2)	253	100	200		800 (600 + 200)
48.	Bio-Gas Energy Technician ( <i>English &amp; Hindi</i> ) (25 × 2)	254	100	200		800 (600 + 200)
49.	Welding Technology ** ( <i>English, Hindi &amp; Urdu</i> ) (25×2)	257	100	200		3000(2600 + 400)
Senior Secondary Level (12th Standard)						
50.	Furniture and Cabinet Making ( <i>Hindi &amp; English</i> ) (30 × 2)	354	100	200	10th Class Pass	1400 (1200+ 200)
51.	Electroplating ( <i>Hindi &amp; English</i> ) (30 × 2)	355	100	200		1200 (1000+ 200)

## 5. Health and Paramedical

### I. Six Months Certificate Courses

52.	Yog ( <i>Hindi &amp; English</i> ) (50 × 2)	614	50	150	8 <sup>th</sup> class	1000 (800+ 200)
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### II. One Year Certificate Courses

53.	Rural Health for Women (Gram Sakhi) <i>Hindi/Urdu</i> (25 × 1)	(i) Basics of Health Care (ii) Health and Environment (iii) Health Education (iv) Health Extension Activities	401 402 403 404	90 55 40 50	48 64 16 176	5th class Pass	3500 (2800+700)
54.	Advanced Certificate in Rural Health for Women (Gram Sahyogini) ( <i>Marathi</i> )	(i) Communication skills in Health Education (ii) Medical, Clinical and Diagnostic skills (iii) Health Management (iv) Emerging Issues in Health Care	405 406 407 408	<p>Passed Gram Sakhi Course</p> <p>Currently offered in AVI 610010 only in Pune</p>			

\*\* The learner should have completed 18 years of age.

Sl. No.	Name of the Course Medium & *Batch Size (Number of students × Number of batches)	Modules/Subjects	Course Code	Essential Contact Hrs		Entry Level	Course Fee (in Rs.) (AVI Share+ NIOS Share)
				Theory	Practical		
55.	<b>Care of Elderly (CCE)</b> English & Hindi (25 × 2)	(i) Basic Life Sciences (ii) Aspects of Aging (iii) General Care and Specific Needs of Elderly (iv) Yog for Elderly	445 446 447 448	25 25 25 25	75 75 75 75	10 <sup>th</sup> class pass Or 8 <sup>th</sup> class pass with two years experience	3500 (3000+500)
56.	<b>Community Health</b> English, Hindi (25 × 2)	i) Basic Life Sciences ii) Maternal and Child Health Care iii) Prevention & Management of Diseases & Emergency	449 450 451	34 33 33	100 100 100	10 <sup>th</sup> class Pass	5000 (4000+1000)
57.	<b>Homeopathic Dispensing</b> Hindi/English/Urdu (25 × 2)	(i) Introduction to Homeopathy (ii) Introduction Homeopathy Dispensing	718 719	260	100	10 <sup>th</sup> class pass	6000 (5500+500)
58.	<b>Ayurvedic Therapy</b>	(i) Introduction to Fundamentals of Ayurveda (ii) Introduction to different therapies in Ayurveda	721 722	50 70	80 100	12th Pass	10,000 (9,000+1000)

### III. Two Year Diploma Course

59.	<b>Diploma in Radiography</b> English (10 × 1)	<b>(First Year)</b> (i) Orientation to X-ray Department (ii) Radiation Physics (iii) Human Anatomy and Physiology <b>(Second Year)</b> (iv) Dark Room Layout and Practices (v) Regional Radiography and Contrast Media (vi) Advanced Imaging and Special Diagnostic Procedures	430 431 432 433 434 435	90 120 120 80 90 100	110 80 80 120 110 100	12th class Pass with science subjects	14000 (For two years) 11500+2500)
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## 6. Home Science

### I. Six Months Certificate Course

60.	Cutting and Tailoring (Hindi/English/Urdu) (25 × 2)	605	40	160	Literate	1000 (850+150)
61.	Dress Making (Hindi/English/Urdu) (30 × 2)	606	40	160	Literate	1000 (850+150)
62.	Beauty Culture (Hindi/English/Urdu) (20 × 2)	612	100	270	8 <sup>th</sup> class	1000 (800 + 200)
63.	Certificate in Indian Embroidery (English/Hindi) (25x 2)	628	60	100	8 <sup>th</sup> class pass	800 (600+200)

### II. One Year Package Course

64.	<b>Cutting, Tailoring and Dress Making</b> Hindi/English/Urdu (25 × 2)	(i) Cutting and Tailoring (ii) Dress Making	705 706	40 40	160 160	Literate	2000 (1700+300)
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Sl. No.	Name of the Course <i>Medium &amp; *Batch Size</i> (Number of students × Number of batches)	Modules/Subjects	Course Code	Essential Contact Hrs		Entry Level	Course Fee (in Rs.) (AVI Share+ NIOS Share)
				Theory	Practical		
III. One Year Stand Alone Certificate Courses							
Secondary Level (10th Standard)							
65.	Laundry Services ( <i>English &amp; Hindi</i> ) (25 × 2)		255	40	260	8th Pass	400 (300 + 100)
66.	Bakery and Confectionery ** ( <i>English/Hindi/Urdu</i> ) (25 × 2)		256	80	320	8th Pass	3500(3000+500)
Senior Secondary Level (12th Standard)							
67.	House-Keeping ( <i>Hindi/English/Urdu</i> ) (30 × 2)		356	40	260	10th class Pass	1500 (1200+ 300)
68.	Catering Management ( <i>Hindi/English/Urdu</i> ) (30 × 2)		357	40	260		2000 (1500+ 500)
69.	Food Processing ( <i>Hindi/English/Urdu</i> ) (30 × 2)		358	40	260		1500 (1200+ 300)
70.	Hotel Front Office Operations ( <i>Hindi &amp; English</i> ) (30 × 2)		360	40	260		2000 (1500+ 500)
71.	Preservation of Fruits and Vegetables ( <i>Hindi/English/Urdu</i> ) (30 × 2)		363	40	260		3000 (2500+ 500)
7. Teachers Training							
I. One Year Certificate Courses							
72.	Certificate in Toy Making and Joyful Learning <i>English/Hindi/Urdu</i> (30 × 1)	(i) Learning through Toys (ii) Art of Toy Making (iii) Toy Making as an Industry	416 417 418	120 120 120	180 180 180	10 <sup>th</sup> class pass	3500 (3000+500)
73.	Certificate in Early Childhood Care and Education (ECCE) <i>English/Hindi/Urdu</i> (25 × 2)	(i) Understanding the Child (ii) Early Childhood Care and Education : Principles and Processes (iii) Organising and Managing an Early Childhood Care and Education Centre	439 440 441	190 190 220	110 110 80	10 <sup>th</sup> class pass	3000 (2500 + 500)
II. One Year Stand Alone Certificate Courses							
Senior Secondary Level Courses (12th Standard)							
74.	Play Centre Management ( <i>Hindi, English &amp; Urdu</i> ) (30×2)		359	80	320	10 <sup>th</sup> Pass	2000 (1500+ 500)
8. Miscellaneous Courses							
I. Six Months Certificate Courses							
75.	Library Attendant (25 × 2)		607	60	140	8 <sup>th</sup> pass	700 (500+200)
76.	Hindustani Music ( <i>English/Hindi</i> ) (10 × 2)		609	60	140	8 <sup>th</sup> pass	2000 (1600 + 400)
77.	Security Service ( <i>Hindi</i> ) (50 × 4)		615	100	200	8 <sup>th</sup> pass	600 (500+100)
78.	Jeevan Vigyan ( <i>Hindi</i> ) (25 × 2)		617	120	180	10 <sup>th</sup> pass	600(400+200)
79.	Dance Course		610	60	140	8th pass	2000 (1600 + 400)
80.	Sarala Sangeeta Shiksha – Carnatic Music		625	60	140	8 <sup>th</sup> pass	2000 (1600 + 400)

\*\* The learner should have completed 18 years of age.

Sl. No.	Name of the Course Medium & *Batch Size (Number of students × Number of batches)	Modules/Subjects	Course Code	Essential Contact Hrs		Entry Level	Course Fee (in Rs.) (AVI Share+ NIOS Share)
				Theory	Practical		
81.	Fire Prevention and Industrial Safety**	(English/Hindi) (25 × 2)	626	90	210	8 <sup>th</sup> class pass	7000 (6000+1000)
II. One Year Package Courses							
82.	<b>Certificate in Library Science (CLS)</b> English/Hindi/Urdu (25 × 4)	(i) Libraries: Functions and Services	436	50	50	10 <sup>th</sup> class pass	1500 (1100+400)
		(ii) Organisation of Library Materials	437	50	50		
		(iii) Records of Library	438	50	50		
83.	<b>Library Clerk</b> (25 × 4)	(i) Library and Society, and Library Organisation	707	60	100	10 <sup>th</sup> class pass	1100 (800+300)
		(ii) Classification, Cataloguing and Library Organisation	708	70	70		
III. Two Year Diploma Course							
84.	<b>Diploma in Basic Rural Technology</b> (New Course) (English/Hindi) (25 × 2)	<b>First Year</b>	452	50	80	8 <sup>th</sup> class Pass	4000 (3500+500)
		i) Our Health	453	70	100		
		<b>Second Year</b>					
		iii) Rural Engineering	454	50	100		
		iv) Our Home Environment	455	50	100		
9. Life-Enrichment Courses							
85.	Paripurna Mahila		801	Hindi		8 <sup>th</sup> class pass	800 (600+200)
86.	Yog		803	Hindi & English			These courses are non-examinable
87.	Hindustani Music		805	Hindi & English			
88.	Jeevan Vigyan		806	Hindi		10 <sup>th</sup> class pass	

\*\* The learner should have completed 18 years of age.

AVIs are free to charge less than the amount prescribed as AVI's share, at their discretion, but in no case student should be charged extra. AVIs are also free to charge this amount in convenient installments at their discretion.



**Table II : Scheme of Examinations**

Code No.	Name of the Subject	Time (in hrs.)		Marks			Total
		Theory	Practical	Theory	Practical	Internal Assessment	
1. Agriculture							
I	Six Months Certificate Courses						
618	Mushroom Production	2 ½	3	60	100	40	200
619	Bee Keeping	2 ½	3	40	60	–	100
621	Vermicomposting	2 ½	3	60	100	40	200
II. One Year Stand Alone Certificate Courses							
Secondary Level (10 <sup>th</sup> Standard)							
251	Jute Production	2	3	60	40	–	100
Senior Secondary Level (12 <sup>th</sup> Standard)							
351	Plant Protection	2	3	60	40	–	100
352	Water Management for Crop Production	2	3	60	40	–	100
353	Oyster Mushroom Production	2	3	60	40	–	100
361	Poultry Farming	2	3	60	40	–	100
362	Soil and Fertilizer Management	2	3	60	40	–	100
2. Business and Commerce							
I. One Year Certificate & Diploma Courses							
Diploma in Modern Secretarial Practice							
412	Secretarial Procedure	3	2	70	30	–	100
413	Computer Applications in Office	2	2½	30	70	–	100
414	Business Communication	3	–	100	–	–	100
415	Shorthand Writing	1½	1½	30	70	–	100
Secretarial Practice (PA/PS)							
422	Typewriting (Hindi)	1½	1½	30	70	–	100
423	Typewriting (Englsih)	1½	1½	30	70	–	100
464	Typewriting (Urdu)	1½	1½	30	70	–	100
424	Stenography (Hindi)	1½	1½	30	70	–	100
425	Stenography (English)	1½	1½	30	70	–	100
426	Secretarial Practice (Revised)	3	1½	70	30	–	100
Diploma in Insurance Services (New Course)							
456	Business environment	3	2	80	20	–	100
457	Principles of Insurance	3	2	80	20	–	100
458	Practice of life insurance	2½	2	60	40	–	100
459	Practice of General Insurance	2½	2	60	40	–	100
460	Legal Framework	3	2	80	20	–	100



Code No.	Name of the Subject	Time (in hrs.)		Marks			Total
		Theory	Practical	Theory	Practical	Internal Assessment	
II. One Year Stand Alone Certificate Courses							
Secondary Level (10 <sup>th</sup> Standard)							
217	Typewriting (Hindi) or	1½	1	30	70	–	100
218	Typewriting (Englisih) or	1½	1	30	70	–	100
221	Typewriting (Urdu)	1½	1	30	70	–	100
Senior Secondary Level (12 <sup>th</sup> Standard)							
322	Typewriting (Hindi)	1½	1½	30	70	–	100
323	Typewriting (English)	1½	1½	30	70	–	100
364	Typewriting (Urdu)	1½	1½	30	70	–	100
324	Stenography (Hindi)	1½	1½	30	70	–	100
325	Stenography (English)	1½	1½	30	70	–	100
329	Stenography (Urdu)	1½	1½	30	70	–	100
326	Secretarial Practice	3	1½	70	30	–	100
3. Computer and Information Technology							
I. Six Months Certificate Courses							
608	Basic Computing	2	2	40	60	–	100
613	Desk-Top Publishing (CDTP)	2	2	40	60	–	100\
616	Hardware Assembly and Maintenance	2	3	40	60	–	100
622	Web Designing	3	3	80	70 + 30	20	200
631	Computer and Office Applications	2	2	40	60	–	100
632	Data Entry Operations	2 hrs	3 hrs	30	70	–	100
633	Advanced Web Designing	2	2	40	60	–	100
651	IT Essentials: PC Hardware and Software	Online	2 hrs	40	60	–	100
II. One Year Certificate Course							
Certificate in Computer Applications (CCA)							
711	Basic Computing Skills	2	2	40	60		100
712	Computer Applications	2	2	40	60		100
4. Engineering and Technology							
I. Six Months Certificate Courses							
601	House Wiring and Electrical Appliance Repairing	1 ½	3	30	90	80	200
602	Motor and Transformer Rewinding	1 ½	3	30	90	80	200
603	Radio and Tape Recorder Repairing	1 ½	3	30	90	80	200
604	TV Repairing	1 ½	3	30	90	80	200
611	Plumbing	1 ½	3	30	90	80	200
620	Construction Supervision (Civil)	2	2½	30	70	–	100

Code No.	Name of the Subject	Time (in hrs.)		Marks			Total
		Theory	Practical	Theory	Practical	Internal Assessment	
623	Four Wheeler Chassis Mechanism	3	4	80	150	20T + 50Pr	300
624	Four Wheeler Engine Mechanism	3	4	80	150	20T + 50Pr	300
<b>II. One Year Package Courses</b>							
<b>Electrical Technician</b>							
701	House Wiring & Electrical Appliances Repairing	1 ½	3	30	90	80	200
702	Motor & Transformer Rewinding	1 ½	3	30	90	80	200
<b>Radio and TV Technician</b>							
703	Radio & Tape Recorder Repairing	1 ½	3	30	90	80	200
704	T V Repairing	1 ½	3	30	90	80	200
<b>Refrigeration and Air Conditioning</b>							
709	Refrigeration	1 ½	3	30	90	80	200
710	Air Conditioning	1 ½	3	30	90	80	200
<b>Two Wheeler Mechanism</b>							
713	Two Wheeler Mechanism	2	3	30	70	–	100
<b>Footwear Design and Production</b>							
716	Footwear Design & Production	3	5	100	200	–	300
<b>Four Wheeler Mechanism</b>							
723	Four Wheeler Chassis Mechanism	3	4	80	150	20T + 50Pr	300
724	Four Wheeler Engine Mechanism	3	4	80	150	20T + 50Pr	300
<b>III. One Year Stand Alone Certificate Courses</b>							
<b>Secondary Level (10th Standard)</b>							
252	Carpentry	2	3	30	70	–	100
253	Solar Energy Technician	2	3	30	70	–	100
254	Bio-gas Energy Technician	2	3	30	70	–	100
257	Welding Technology	2	3	30	70	–	100
<b>Senior Secondary Level (12th Standard)</b>							
354	Furniture and Cabinet Making	2	3	30	70	–	100
355	Electroplating	2	3	30	70	–	100
<b>5. Health and Paramedical</b>							
<b>I. Six Months Certificate Courses</b>							
614	Certificate in YOG	2	2	40	60	–	100

Code No.	Name of the Subject	Time (in hrs.)		Marks			Total
		Theory	Practical	Theory	Practical	Internal Assessment	
II. One Year Certificate Course							
Certificate in Rural Health for Woman (Gram Sakhi)							
401	Basics of Health Care	2	½	30	30	40	100
402	Health and Environment	2	½	30	30	40	100
403	Health Education	2	½	30	30	40	100
404	Health Extension Activities	2	½	30	30	40	100
Advance Certificate in Rural Health for Women (Gram Sahyogini)							
405	Communication Skills in Health Education	2	½	40	25	35	100
406	Medical, Clinical & Diagnostic Skills	2	½	40	25	35	100
407	Health Management	2	½	40	25	35	100
408	Emerging Issues in Health Care	2	½	40	25	35	100
Care of the Elderly							
445	Basic Life Sciences	2	3	40	50	10	100
446	Aspects of Aging	2	3	40	50	10	100
447	General Care and Specific Needs of Elderly	2	3	40	50	10	100
448	Yog for Elderly	2	3	40	50	10	100
Community Health							
449	Basic Life Sciences	3	4	70	100	10T+20Pr	200
450	Maternal & Child Health care	3	4	70	100	10T+20Pr	200
451	Prevention & Management of Diseases & Emergency	3	4	70	100	10T+20Pr	200
Homeopathy Dispensing							
718	Introduction to Homeopathy	2 ½	3	60	40	–	100
719	Introduction to Homeopathy Dispensing	2½	3	60	40	–	100
Ayurvedic Therapy							
721	Introduction of Fundamentals of Aurveda	3	3	80	100	20	200
722	Introduction to different therapis in Ayrveda	3	3	80	100	20	200
III. Two Year Diploma Course							
Diploma in Radiography							
430	Orientation to X-ray Department	3	–	50	–	–	50
431	Radiation Physics	3	6	50	100	–	150
432	Human Anatomy and Physiology	3	–	50	–	–	50
433	Dark Room Layout and Practices	3	6	50	100	–	150

Code No.	Name of the Subject	Time (in hrs.)		Marks			Total
		Theory	Practical	Theory	Practical	Internal Assessment	
434	Regional Radiography and Contrast Media	3	6	50	100	–	150
435	Advanced Imaging and Special Diagnostic Procedures	3	6	50	100	–	150
<b>6. Home Science</b>							
<b>I. Six Months Certificate Course</b>							
605	Cutting and Tailoring	1 ½	3	30	90	80	200
606	Dress Making	1 ½	3	30	90	80	200
612	Beauty Culture	1 ½	3	30	90	80	200
628	Certificate in Indian Embroidery	2	3	40	50	10	100
<b>II. One Year Package Course</b>							
<b>Cutting, Tailoring and Dress Making</b>							
705	(i) Cutting & Tailoring	1 ½	3	30	90	80	200
706	(ii) Dress Making	1 ½	3	30	90	80	200
<b>III. One Year Stand Alone Certificate Courses</b>							
<b>Secondary Level (10th Standard)</b>							
255	Laundry Services	2	3	40	60	–	100
256	Bakery and Confectionery	2	3	40	60	–	100
<b>Senior Secondary Level (12th Standard)</b>							
356	House Keeping	2	3	40	60	–	100
357	Catering Management	2	3	40	60	–	100
358	Food Processing	2	3	40	60	–	100
360	Hotel Front Office Operations	2	3	40	60	–	100
363	Preservation of Fruits and Vegetables	2	3	40	60	–	100
<b>7. Teachers Training</b>							
<b>I. One Year Certificate Courses</b>							
<b>Toy Making and Joyful Learning</b>							
416	Learning through Toys	2	2	40	60	–	100
417	Art of Toy Making	2	2	40	60	–	100
418	Toy-Making as an Industry	2	2	40	60	–	100
<b>Early Childhood Care and Education (ECCE)</b>							
439	Understanding the Child	3	2	70	30	–	100
440	Early Childhood Care and Education – Principles and Processes	3	2	70	30	–	100

Code No.	Name of the Subject	Time (in hrs.)		Marks			Total
		Theory	Practical	Theory	Practical	Internal Assessment	
441	Organising and Managing an Early Childhood Care and Educational Centre	3	2	70	30	–	100
<b>II. One Year Stand Alone Certificate Courses</b>							
<b>Senior Secondary Level (12th Standard)</b>							
359	Play Centre Management	2	3	40	60	–	100
<b>8. Miscellaneous Courses</b>							
<b>I. Six Months Certificate Courses</b>							
607	Library Attendant	1 ½	3	30	90	80	200
609	Hindustani Music	1 ½	3	30	70	–	100
615	Security Service (CSS)	2	2	40	60	–	100
617	Jeevan Vigyan	2	1	40	60	–	100
610	Dance	1½	3	25	75	–	100
625	Sarala Sangeet Shiksha - Carnatic Music	1½	3	30	70	–	100
626	Fire Prevention & Industrial Safety	3	4	80	150	20T+50Pr	300
<b>II. One Year Package Courses</b>							
<b>Certificate in Library Science (CLS)</b>							
436	Libraries: Function and Services	3	–	60	–	40	100
437	Organization of Library Materials	3	–	60	–	40	100
438	Records of Library	3	–	60	–	40	100
<b>Library Clerk</b>							
707	Library, and Society, & Library Organization	1 ½	3	30	90	80	200
708	Classification, Cataloguing and Library Organisation	1 ½	3	30	90	80	200
<b>III. Two Year Diploma Course</b>							
<b>Diploma in Basic Rural Technology (Revised)</b>							
452	Our Health	1	2	30	50	20	100
453	Agriculture and Animal Husbandry	1	2	30	50	20	100
454	Rural Engineering	1	2	30	50	20	100
455	Our Home Environment	1	2	30	50	20	100

**TABLE III : PASS CRITERIA**

Course Code	Name of the course	Certification criteria (in percentage)			
		Theory	Practical	Internal Assessment	Aggregate
1. Agriculture					
I. Six Months Certificate Courses					
618	Mushroom Production	40	60	60	–
619	Bee Keeping	50	50	–	50
621	Vermicomposting	40	60	60	–
II. One Year Stand Alone Certificate Courses					
Secondary Level (10 <sup>th</sup> Standard)					
251	Jute Protection	–	–	–	33
Senior Secondary Level (12 <sup>th</sup> Standard)					
351	Plant Protection	33	33	–	33
352	Water Management for Crop Production	33	33	–	33
353	Oyster Mushroom Production	33	33	–	33
361	Poultry Farming	33	33	–	33
362	Soil and Fertilizer Management	33	33	–	33
2. Business and Commerce					
I. One Year Certificate & Diploma Courses					
412-415	Diploma in Modern Secretarial Practice	40	50	–	–
Secretarial Practice (PA/PS)					
422-426, 464	Secretarial Practice (PA/PS)	33	33	–	33
Diploma in Insurance Services					
456-460	Diploma in Insurance Services	40	50	–	50
II. One Year Stand Alone Certificate Courses					
Secondary Level (10 <sup>th</sup> Standard)					
217/218/221	Typewriting (Hindi/English/Urdu)	–	–	–	33
Senior Secondary Level (12 <sup>th</sup> Standard)					
322, 323, 364	Typewriting (Hindi/English/Urdu)	33	33	–	33
324, 325, 329	Stenography (Hindi/English/Urdu)	33	33	–	33
326	Secretarial Practice (Hindi/English)	33	33	–	33
3. Computer and Information Technology					
I. Six Months Certificate Courses					
608	Basic Computing	50	50	–	50
613	Desk-Top Publishing (CDTP)	50	50	–	50

Course Code	Name of the course	Certification criteria (in percentage)			
		Theory	Practical	Internal Assessment	Aggregate
616	Hardware Assembly and Maintenance	50	50	–	50
622	Web Designing	50	50	50	50
631	Computer and Office Applications	50	50	–	50
632	Data Entry Operations	50	50	–	50
633	Advanced Web Designing	50	50	–	50
651	IT Essentials: PC Hardware and Software	50	50	–	50
<b>II. One Year Certificate Course</b>					
<b>Certificate in Computer Applications (CCA)</b>					
711	Basic Computing Skills	50	50	–	50
712	Computer Applications	50	50	–	50
<b>4. Engineering &amp; Technology</b>					
<b>I. Six Months Certificate Courses</b>					
601	House Wiring and Electrical Appliance Repairing	40	50	40	50
602	Motor and Transformer Rewinding	40	50	40	50
603	Radio and Tape Recorder Repairing	40	50	40	50
604	TV Repairing	40	50	40	50
611	Plumbing	40	50	40	50
620	Construction Supervision (Civil)	50	50	–	50
623	Four Wheeler Chassis Mechanism	40	60	40T+60Pr	–
624	Four Wheeler Engine Mechanism	40	60	40T+60Pr	–
<b>II. One Year Package Course</b>					
<b>Electrical Technician</b>					
701	House Wiring and Electrical Appliance Repairing	40	50	40	50
702	Motor and Transformer Rewinding	40	50	40	50
<b>Radio and TV Technician</b>					
703	Radio & Tape Recorder Repairing	40	50	40	50
704	T V Repairing	40	50	40	50
<b>Refrigeration and Air Conditioning</b>					
709	Refrigeration	40	50	40	50
710	Airconditioning	40	50	40	50
<b>Two Wheeler Mechanism</b>					
713	Two Wheeler Mechanism	40	50	–	–



Course Code	Name of the course	Certification criteria (in percentage)			
		Theory	Practical	Internal Assessment	Aggregate
Footwear Design and Production					
716	Footwear Design & Production	50	50	–	50
Four Wheeler Mechanism					
723	Four Wheeler Chassis Mechanism	40	60	40T+60Pr	–
724	Four Wheeler Engine Mechanism	40	60	40T+60Pr	–
III. One Year Stand Alone Certificate Courses					
Secondary Level (10th Standard)					
252	Carpentry	–	–	–	33
253	Solar Energy Technician	–	–	–	33
254	Bio-gas Energy Technician	–	–	–	33
257	Welding Technology	–	–	–	33
Senior Secondary Level (12th Standard)					
354	Furniture and Cabinet Making	33	33	–	33
355	Electroplating	33	33	–	33
5. Health and Paramedical					
I. Six Months Certificate Course					
614	Certificate in YOG	50	50	–	50
II. One Year Certificate Course					
401-404	Rural Health for Woman (Gram Sakhi)	40	40	40	–
405-408	Advance Certificate in Rural Health for Women (Gram Sahyogini)	40	40	40	–
445-448	Care of the Elderly	40	60	60	–
449-451	Community Health	40	60	40T+60Pr	–
718-719	Homeopathic Dispensing	40	50	–	–
721-722	Ayurvedic Therapy	40	50	50	–
III. Two Year Diploma Course					
430-435	Diploma in Radiography	50	50	–	50
6. Home Science					
I. Six Months Certificate Course					
605	Cutting and Tailoring	40	50	40	50
606	Dress Making	40	50	40	50
612	Beauty Culture	40	50	40	50
628	Indian Embroidery	40	50	50	–
II. One Year Package Course					
705-706	Cutting , Tailoring & Dress Making	40	50	40	50

Course Code	Name of the course	Certification criteria (in percentage)			
		Theory	Practical	Internal Assess-ment	Aggregate
III. One Year Stand Alone Certificate Courses					
Secondary Level (10th Standard)					
255	Laundry Services	–	–	–	33
256	Bakery and Confectionery	–	–	–	33
Senior Secondary Level (12th Standard)					
356	House Keeping	33	33	–	33
357	Catering Management	33	33	–	33
358	Food Processing	33	33	–	33
360	Hotel Front Office Operations	33	33	–	33
363	Preservation of Fruits and Vegetables	33	33	–	33
7. Teachers Training					
I. One Year Certificate Courses					
416-418	Toy Making and Joyful Learning	40	50	–	–
439-441	Early Childhood Care and Education (ECCE)	33	33	–	33
II. One Year Stand Alone Certificate Courses					
Senior Secondary Level (12th Standard)					
359	Play Centre Management	33	33	–	33
8. Miscellaneous Courses					
I. Six Months Certificate Courses					
607	Library Attendant	40	50	40	50
609	Hindustani Music	33	36	–	–
615	Security Service (CSS)	50	50	–	50
617	Jeevan Jeevan Vigyan	33	50	–	–
610	Dance	33	36	–	–
625	Sarala Sangeeta Shiksha - Carnatic Music	33	36	–	–
626	Fire Prevention & Industrial Safety	40	60	40T+60Pr	–
II. One Year Certificate Courses					
436-438	Certificate in Library Science (CLS)	33	–	33	33
707-708	Library Clerk	40	50	40	50
III. Two Year Diploma Courses					
452-455	Diploma in Basic Rural Technology	40	50	50	–