

INTRODUCTION

TRAINING METHODOLOGY

Greek Course requires proper Guidance & Teaching procedure, which will be based on-

- Regular classes/Training
- Highly qualified instructors / faculties
- Provide material for lab assist. /self study.
- Counselor are available at study Centre to provide require guidance for selection of their.
- Fully equipped computer lab for training. As per different national language used in school & colleges, course material will be provided in Hindi & English to cover maximum benefits to students, Basically the entire course materials are designed in Hindi for state in the Hindi region, and English course material for other states, course materials are designed in Hindi for state in the Hindi region, and English course material for other states, course material in the regional languages are being worked out.

DOCUMENTS TO BE SUBMITTED ALONG WITH THE FORM

- Photo copy the last passed examination & Aadhar Card Copy is to be submitted along with the form, (attested)
- SC/ST students are required to submit their religion proof (duty attested) on recent passport size photos are to be pasted in each form and one stamp size photos are to be pasted in each form and one stamp size photos attested for I-card.
- An identity card (I-card) will be issued to all the students by the centers which they are expected to bring along to attend classes.

COURSE MATERIAL

For 3month, 6 month, 1 year & 18 Month above course, course material will be provided at free of cost or at nominal cost, along with student I-card.

EXAMINATION DETAILS

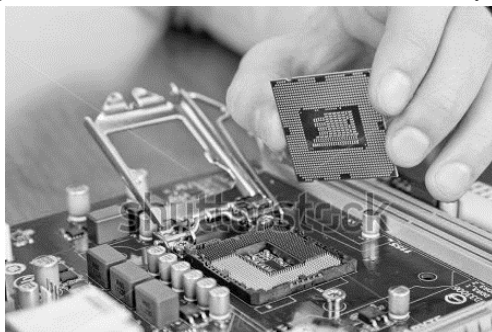
Semester System is allowed only in 1 year course. The Mark sheet and certificates will be issued by the H.O. student has to secure at least 40% Marks in Eight Test to qualify the semester examination & eligible for next examination. If any student does not clear his/her semester exams in any attempt will be given one more chance to pass out the exam with fine of Rs. 500/- if any student remains absent in examination for whatever reasons has of pay Rs. 350/- as penalty.

CERTIFICATE

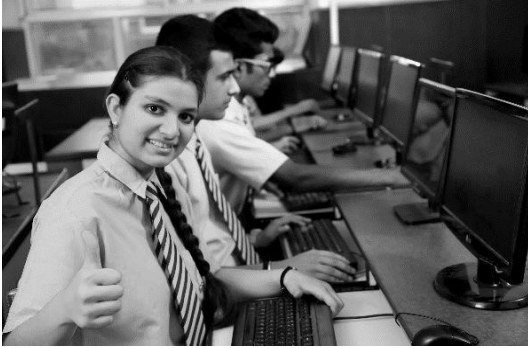
Certificate awarded to student will be based not overall performance in terminal and final examination . in case a student loss certificate, the same can be reissued on submitting the photo copy of old Mark sheet, Certificate, ID card attested by our authorized center director with Rs.550/- to HEAD OFFICE.

ACADEMIC RULES

Irrespective of age position , the student is expected to maintain appropriate relation with the management & staff. The student when asked to met the management with parent/guardian, should follow the instruction strictly.



GREEK SOFTWARE ZONE



Course Code – GC – 01

Advance Diploma in Information Technology (ADIT)

Eligibility-10th Duration-1 Year

- Basic Fundamental of Computer
- Word Pad, Notepad & Paint, Typing in Hindi & English
- Operating System (Dos/XP or Vista)
- M.S.-Office 2019(World, Excel, Power Point)
- Out look
- D. T. P. (Page Maker, Corel Draw, or Photoshop)
- Accounting (TallyERP.9)
- Internet Application / E-mailing/ Chatting

Course Code – GC - 02

Advance Diploma in Computer Programming & Publication (ADCPP)

Eligibility-10th Duration -18 Months

- Fundamentals of Computer
- Operating System (Dos/XP or Vista)
- M.S. –Office 2019 (Word, Excel, PowerPoint)
- M.S. Access
- Tally & FoxPro
- C&C++ Programming

Part – II (9 Month)

- HMTL/DHTML
- M.S. Front Page 2000
- Visual Basic
- D.T.P. (PageMaker, CorelDraw or Photoshop)

- Oracle & Java programming
- Introduction of Internet

Course Code – GC - 03

Advance Diploma in Computer Application and Programming (ADCAP)

Eligibility-10th Duration-1 Year

- Fundamentals of Computer
- Operating System (Dos/XP or Vista)
- M.S.–Office 2019 (Word, Excel, PowerPoint)
- FoxPro programming or HTML
- Concept of C programming
- TallyERP.9
- D.T.P. (PageMaker, CorelDraw)
- Introduction of Internet Project

Course Code – GC - 04

Advance Certificate in Computer Application and Programming (ACCAP)

- Fundamentals of Computer
- Operating System (Dos/XP or Vista)
- FoxPro programming or HTML
- TallyERP.9
- D.T.P. (PageMaker, CorelDraw)
- Introduction of Internet Project

Course Code – GC - 05

Post Graduate Diploma in Information Technology (PGDIT)

Eligibility- Graduate Duration-1 Year

- Fundamentals of Computer
- Operating System (Dos/XP or Vista)
- M.S. –Office 2019 (Word, Excel, PowerPoint)
- FoxPro programming or HTML/DHTML
- Concept of C programming, Visual Basic
- TallyERP.9
- D.T.P. (PageMaker, CorelDraw)
- Introduction of Internet Project

Course Code – GC - 06**Post Graduate Diploma in Computer Application (PGDCA)**

Eligibility- Graduate Duration-1 Year

Semester –I (Module)

- Fundamentals of Computer
- Operating System (Dos/XP or Vista)
- M.S. –Office 20019 (Word ,Excel, PowerPoint)
- FoxPro programming or Tally or MS Access

Semester –II (Module)

- Oops & C++ programming
- Oracle, HTML DHTML
- Internet

Course Code – GC - 07**Diploma in Computer Application (DCA)**Eligibility-10th Duration-1 Year

- Fundamentals of Computer
- Operating System (Dos/XP or Vista)
- M.S.-Office 20019(World, Excel, Power Point)
- FoxPro programming or MS Access
- HTML
- Concept of C programming
- TallyERP.9
- D.T.P. (PageMaker, CorelDraw)
- Introduction of Internet Project

Course Code – GC – 08**Advance Diploma in Computer Programming (ADCP)**Eligibility-10th Duration-1 Year

- Basic Fundamental of Computer
- Operating System (Dos/XP or Vista)
- M.S.-Office 2019(World, Excel, Power Point)
- C programming,
- HTML
- Introduction to VB. Net
- Java programming,
- Introduction to Oracle
- Internet (Networking / TCP / IP/ Web Server)

Course Code – GC - 09**Advance Diploma in Office Automation & Publishing (ADOAP)**Eligibility-10th Duration-1 Year

- Fundamental of Computer
- Windows Desk Top
- M.S. Paint Brush, Word Paid
- M.S. – Office 2019(Word ,Excel, PowerPoint)
- TallyERP.9
- Page Maker
- Coral Draw
- Photo Shop
- Scanning
- Typing of Hindi & English
- Multimedia (Making C.D. MP3 Video)
- Internet(Email Chatting Searching Website)
- Email Creation
- Sanding &Receiving Email
- Knowledge of Every Computer part
- Installation of all types of Application Software
- On Sight 2-Month Computer Teacher’s Training
- Basic & Introduction of Networking

Course Code – GC - 10**Diploma in Computer Application (General) (DCA) G**Eligibility-10th Duration- 6 Months

- Basic Fundamental of Computer
- Operating System (Dos/XP or Vista)
- M.S.-Office 2019(World, Excel, Power Point)
- Accounting (TallyERP.9) or Page Maker

Course Code – GC - 11**Diploma in Desk Top Publishing (D. T. P.)**Eligibility-10th Duration- 6 Months

- Basic Fundamental of Computer
- Operating System (Dos/XP or Vista)
- M.S.-Office 2019(World, Excel, Power Point)
- Page Maker
- Corel Draw
- Photoshop
- Scanning

Course Code – GC – 12

Certificate in Office Automation

Eligibility-10th Duration- 3 Months

- Basic Fundamental of Computer
- Operating System (Dos/XP or Vista)
- M.S.-Office 2019(World, Excel, Power Point)

Course Code – GC - 13

Certificate in Financial Accounting

Eligibility-10th Duration- 3 Months

- Basic Fundamental of Computer
- Operating System (Dos/XP or Vista)
- Accounting (TallyERP.9)

Course Code – GC - 14

Diploma in Practical Accounting

Eligibility-10th Duration- 6 Months

Fundamental of Accountancy

Preparation of all kinds of Documents

Cash/Bank payment Voucher, Petty Cash

Payment Voucher, Cash /Bank Receipts,

Preparation of Sales bills, Journal Voucher,

Debit/Credit Notes etc.

Writing of Book of Account (Involves

Technical maintenance as per Sales Tax, Income Tax and Bank Purpose)

Writing of Books of Account (Involves

Technical Maintenance as per Sales tax, Rules and Bank Purpose)

- Cash and Bank Book
- Petty Cash Book/Factory cash Book
- Sales Register
- Purchase Register
- Journal Register
- Debit/Credit Note register

Salary Register, Stock Register, Ledger posting

and balancing procedure, Preparation of

monthly Trial Balance, How to locate difference

in Trial Balance, Interest Calculation of bank

and Loan Account, Interest Calculation of Bank

and Loan Account, Interest Calculation of Bank

and Loan Account, Passing of

Rectification/Opening and Closing entries, Bank

Reconciliation Statement..., Profit & Loss

Account and Balance sheet of Proprietary

Concern, Partnership Concerns., Companies

Final Accounts (As per Companies Act.)

income Tax Advance Tax and Tax Deducted at source(T.D.S)

Course Code – GC - 15

Certificate Course for Kids

Age Group- 4 to 8 Years Dur. - 3 Months

- Educational Games
- Computer Games
- Mind Teasers
- Paint Brush

Course Code – GC - 16

Certificate in Office Automation

Age Group-8 to12 Years Dur. - 6 Months

- Basic Fundamental of Computer
- Operating System (Dos/XP or Vista)
- Word Pad, Notepad & Paint, Typing in Hindi & English
- Internet Application / E-mailing/ Chatting/ Multimedia

Course Code – GC - 17

Certificate Course for Housewives/ Girls

Duration- 6 Months

- Fundamental of Computer
- M.S.-Office 2019(World, Excel, Power Point)
- Internet, Overview of Multimedia Operations

Course Code – GC - 18

Course on Computer Concept (CCC)

Eligibility-10th Duration- 3 Months

- Fundamental of Computer
- MS-Office 2019 (Word, Excel, PowerPoint)
- Libre Office
- Computer Communication & Internet
- E-mail & Outlook Express
- Printing Technology
- Software Installation

Course Code – GC - 19

Advance Diploma in Computer Application (ADCA)

Eligibility-10th

Duration-1Year

- Fundamental of Computer
- Introduction of Computer
- Paint, Notepad, Word Paid, Calculator
- Operating System Window 7/10
- M.S. – Office 2016/2019(Word ,Excel, PowerPoint)
- E-Commerce & M-Commerce
- TallyERP.9
- Page Maker
- Coral Draw
- Photo Shop
- Typing of Hindi & English
- Internet(Email Chatting Searching Website)
- Email Creation
- Sanding &Receiving Email
- H.T.M.L
- Installation of all types of Application Software
- Basic & Introduction of Networking

Course Code – GC - 20

O'Level

IT Tools and Business Systems

- Computer Appreciation
- Computer Organization
- Operating System
- Word Processing
- Spreadsheet Package
- Presentation Package
- Data Base Operations
- Information Technology and Society

Internet Technology and Web Design

- Introduction to Internet
- TCP/IP – Internet Technology and Protocol
- Internet Connectivity
- Internet Network
- Services on Internet (Definition and Functions)
- Electronic Mail
- Current Trends on Internet
- Web Publishing and Browsing
- HTML Programming Basics
- Interactivity Tools

- Internet Security Management Concepts, Information Privacy and Copyright Issues.

Programming and Problem Solving Through 'C' Language

- Introduction to Programming.
- Algorithms for Problem Solving .
- Introduction to 'C' Language.
- Conditional Statements and Loops.
- Functions
- Storage Classes
- Structures and unions
- Pointers
- Self-Referential Structures and Linked Lists
- File Processing

Application of NET Technology

- The .NET framework
- C# Basics
- C# Using Libraries
- Advanced Features Using C#
- NET 2.0
- Introduction to Programming with Visual Basic.NET
- File and Database Applications
- Advanced Programming Constructs
- .NET Architecture and Advanced Tools

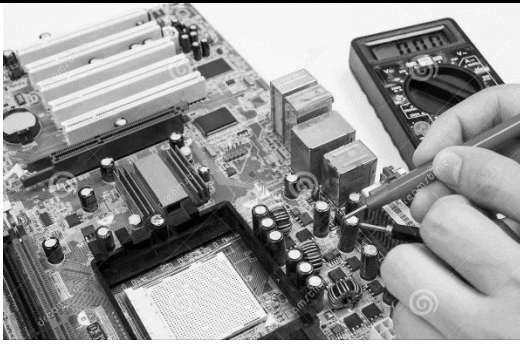
Introduction to Multimedia

- Introduction to Multimedia
- Computer Fonts and Hypertext
- Audio fundamentals and representations
- Image fundamentals and representations
- Video and Animation
- Multimedia Authoring

Introduction to ICT Resources

- PC Assembly and Operation
- Utilities
- Networking Concepts
- Network Administration

GREEK HARDWARE ZONE



Course Code-GH-01

Advantage Diploma in Computer & Software Technology (ADCHST)

Eligibility-10th Duration-18 Months

Part-1 (9 Months)

- Basic Fundamental of Computer Hardware & Software.
- Operating System DOS/ Win95/ 98/ 2000/ me/ XP
- MS-Word, Excel, PowerPoint.
- Study of analog Electronic, Voltage, Integrated.
- Circuit, Define Conductors, Insulators, Semi-Conductors and Faction of Electronic Components.
- Use of Multi meter, Multi vibrator, Soldering etc.
- Introductions to Microprocessor 8085.
- Types of Memory.
- Study of Computer Hardware & Peripherals.
- Motherboards, Intel Processors, Inkjet Prints.
- Laser Printer, Scanner of Web Camera etc.

Part-II(Month)

- Installation of all Types of OS & Application Software.
- PC Maintenance, Upgrading & Troubleshooting.
- Assembling & Disassembling.
- Study of Multimedia, Sound Card.
- Study of CD-ROM, Speaker Phone etc.

- Internet, Installation of Internet Browser Program.
- Computer Virus & Antivirus Utilities.
- Student of Networking.
- Types of Networking, Peer to Peer
- Server to Client, Networking Topologies.
- Adapter Client Protocol Services.
- Networking Devices.
- Networking Operating Systems.
- Networking Cable, Networking Troubleshooting.
- Programming Languages C & C++
- Visual Basic.
- Oracle or Java.

Course Code-GH-02

Advantage Diploma in Computer Hardware & Networking (ADCHN)

Eligibility-10th Duration-18Months

Part-I (9 Month)

- Basic of Electronics.
- Master in Different Operating System.
- DOS/Win 95/98/2000/me/xp
- Introduction of Microprocessor 8085.
- Introduction Keyboards, Mouse, Printer, Monitor, SMPS.
- Modem, UPS, CTV, Optical & Multimedia Devices.
- Introduction to connectors, CPU, BIOS, Cable & BUS.
- I.O. Port. Memory, Ram, Cache, ROM, Advance Comes Setup.
- Hard Disk Partitioning.
- Film System Concept's.
- Installation of CB Drive in Dos.
- Installation of Win95/98/2000/me/xp.
- Introduction to Device Manager, System Tool's.
- Introduction to Motherboard, Intel Processors.

Part-II(9Month)

- Assembling & Disassembling of PC.
- PC Maintenance, Upgrading & Troubleshooting.
- Study of Computer Virus, Antivirus,
- Making of Ghost Image's.
- Installation of Different Devices.
- Installation of Utility Software's.
- Basic & Introduction of Networking.
- LAN & WAN.
 - Networking Topology Star, Ring, Mesh, Mixed.
 - LAN Access Method.
 - Networking Media Bounded, Unbounded, Networking.
 - Architecture Internet, Arc Net.
 - Networking Component Networking Card Cable.
 - Connector HUB, Switches.
 - Networking Operating Systems NT Linux, Novel,.
 - Networking Model Peer to Peer, Client Server.
 - Networking Cabling.

Course Code-GH-03

Diploma in Computer Hardware & Software Technology-(DCHST)

Eligibility-10th Duration-1Year

- Basic Fundamental of Computer Hardware & Software
- Operation System Win95/98/200/me/xp & DOS
- Software Application MS-Word, Excel, PowerPoint
- MS Access
- Basic of Analog & Disassembling of Computer
- Multimedia, Installation of Software
- Computer Virus & Antivirus Utilities
- Networking Concept, Types of Networking

- Networking Device, OS or Troubleshooting
- Programming Languages C & C++

Course Code-GH- 04

Advance Diploma in Hardware Technology (ADHT)

Eligibility – 10th Duration -1Year

- Basic Fundamental of Hardware
- Basic of Electronics & Its Structure
- Define Electrical Current, Voltage, Conductors, insulators, Semiconductors
- Integrated Circuit, Electronic Components
- Microprocessor 8085
- Memory & Its types
- Computer Boot Processing & MS DOS Commands
- Creating Hard Disk Partition
- Installation of Operating System & Software
- Assembling & Disassembling of PC
- PC maintenance, Upgrading & Troubleshooting
- installation of Modem Driver & Its use system Tools
- internet Surfing & installation of internet Browser Programmer
- Computer Virus Antivirus Utilities Virus Free System
- Introduction of inkjet Printer Scanner Web Camera
- Multimedia Sound Card CD-ROM Speaker Microphone

Course Code – GH- 05

Diploma in Computer Hardware (DCH)

Eligibility – 12th Duration -6 Months

- Basic Fundamental of Hardware
- Basic of Analog Electronic & Digital Electronic
- Microprocessor 8085
- Memory & Its types
- Assembling & Disassembling of PC

- PC maintenance, Upgrading & Troubleshooting
- Installation of Win 95/98/2000/Me/xp
- introduction of inkjet Printer Scanner
- Web Camera Multimedia Sound Card
- CD- Rom Speaker Microphone

Course Code – GH- 06

Diploma in Computer Networking (DCN)

Eligibility -12th Duration – 6 Months

- Introduction & Basic of Networking
- Why Networking Necessary
- LAN & WAN Networking Topology Star, Ring, mesh, Mixed
- LAN Access method
- Networking Media Bounded, Unbounded
- Networking Architecture Ethernet, Arcnet
- Networking Component Networking Card, Cable, Connector, Hub, Switches
- Networking Operating System NT<Linux, Novell
- Networking Model Peer to peer, Client Server
- Networking Caballing

Course Code – GH – 07

Diploma in Computer Hardware Maintenance (DCHM)

Eligibility – 10th Duration -6 Months

- Computer Based Management Information
- Computer Hardware Modelers
- Principals of Hardware Engineering
- Introduction to Mathematical (Concept)
- Digital Electronics
- System Software's Hardware Troubleshooting
- Communication Technology
- Assembling & Disassembling of Computer
- Installation of Win95/98/ME/2000XP & Software

Course Code – GH -08

Certificate in PC Assembling & hardware (CPAH)

Duration -4 Months

- Computer Based Management Information
- Computer Hardware Modelers
- Principals of Hardware Engineering
- Introduction To Mathematical (Concept)
- Digital Electronics
- System Software's Hardware Troubleshooting
- Communication Technology
- Assembling & Disassembling of Computer
- Installation of Win95/98/ME/2000XP & Software

Course Code – GH – 09

Certificate Computer Hardware & Peripherals (CCPH)

Duration – 6 months

- Study of Computer system
- Study of Address Bus, Data Bus, Control Bus etc.
- Study of Intel, Pentium, Processor – 486/Cyrix/Celeron/etc.
- Concept of Memory Conventional / Extended / Expanded.
- Cache Memory
- Installing of Win95/98/me/2000/xp & Software
- Installing Motherboard
- Installing Display/I/o/cards, Keyboard, Mouse
- Installing Floppy Drive, CD_ROM Drive,
- Installing Monitor, Modem
- Installing Printer in DOS/Windows.

Course Code – GH – 10

Certificate Computer Hardware Electronic (CBE) Analog & Digital Electronic

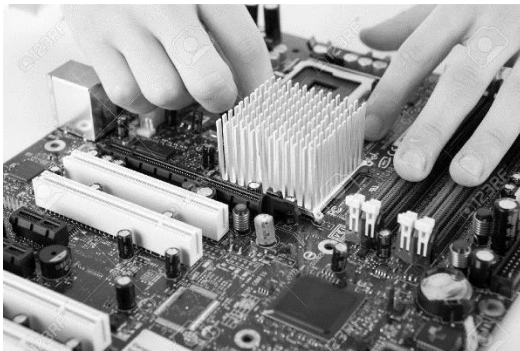
- Define Electronics
- History of Electronics

- Structure of Electronics
- Define Conductors, Insulators, Semi-Conductors
- Electric Current
- Type of Memory
- Function of Electronic Components
- Resistor, Capacitor, Transistor ,etc.
- Number System
- Logic Gates, Flip- Flop. Combination Circuit
- Multidirector, op- AMP, Soldering, Using Multimeter

Course code- GH-11

Multimedia Technologies

- Over View of MM
- Multimedia PC, Sound Card,
- CD- Rom
- Speaker, Microphone,
- PC Upgrading / Maintenance
- PC Troubleshooting, Assembly
- Disassembly of PC



GREEK TECHNICAL ZONE



Course Code- GT-01

Digital Mobile Repairing course

Eligibility-10th

Duration- 6Months

- Basic of Electronics
- Basic Electronics File Completion
- Introduction to parts
- Checking of parts using Digitally
- Soldering / D, Soldering of Telephone & parts
- Voltage Checking, Cool Testing
- Introduction of basic telephone and cordless
- Fault finding on Telephone
- Section Wise fault finding
- Introduction to mobile parts
- Soldering / D. Soldering of mobile parts
- Track & Jumper Setting
- Introduction of Charger, Charger Repairing
- Types of Batteries, battery Repairing
- Checking of Batteries
- Mobile operating Systems
- Introduction to Mobil Operations
- Introduction to Mobil Sections
- Work of Sections, Types of Faults
- Attaching & Detaching of Mobil Parts, Display Setting
- Introduction to WLL, Introduction to CDMA Mobile
- Introduction to Reliance Info COMM, Types of Mobile
- Introduction to Reliance Info COMM, Type of Mobiles

Course Code –GT-02

Computerized Mobile Repairing

- Basic of Computers, Computer Coding
- Loading Software, Mobile Lock Setting

Course Code-GT-03

Diploma in Electronics Audio & Video (DEVA)

Eligibility- 10th Duration-1Year

- Basic of Electronics
- Basic Electronic file Completion
- Checking of parts using Digital/ Analogically
- Transistor Tape Recorder
- Compact Disc(CD)
- Sterilizers Assembling & Repairing
- Computer Monitor Basics
- Satellite Receiver Basics

Course Code –GT-04

Motor Rewinding Course

Eligibility-10th Duration- 6 Months

- Basic Electricity
- Table Fan 2 Type (Winding & Repairing)
- Sealing Fans (Winding & Repairing)
- Cooler Motor (Winding & Repairing)
- Cooler Pump (Winding & Repairing
- Mixcy (Winding & Repairing)AC Vertical Pump (Winding & Repairing)
- Egoist Fan (Winding & Repairing)
- Washing Machine motor (Winding & Repairing)
- AC/DC vertical Armature Type
- Mono Block Monitor (Winding & Repairing)
- Single Phase Motor (Winding & Repairing)
- Tree Phase Mother 2HP, 12.5HP, 5HP
- Starter Dipole & Star Delta (Repairing)
- Compression (repairing)
- Stabilizer (Repairing)

Course Code-CT -05

Refrigeration freeze Course

Eligibility-10th Duration-5 Months

- Basic Electricity
- Theory of Refrigeration
- Godrej Puff Slow Speed
- Kirloskar Slow/High Speed ,Volts
- Alvin super, Hitachi,LG,
- Compression Repairing (All Types)
- Air Conditioner
- Fan motor Repairing
- Water Cooler (Theory/Repairing)
- GAS Charging, Spilt Air Conditioner

Course Code –CT-06

Repairing of House Hold Electronic

Equipment's

Duration-6 Months

- Automatic Press, Geiger
- Water Heater, Miscy
- Tube Light, Table Fan
- Washing Machine, juicer
- Toaster Electronic Oven
- Sealing Fan, Wiring of three Phase
- Inverter Fitting
- UPS Fitting

Course Code-CT-07

Auto Electric Course

Duration-3Months

- Introduction of Electricity
- Battery
- Cutout Fitting & Wiring
- Armature Wind & Testing

Course Code GT-08

Color TV &CD Repairing Course

Duration -4 Month

- Basic Theory of all major Tvs
- Fault Tracing & Repairing
- Basic of CD
- Audio to Video CD Conversion
- Cody Card Fitting in CD
- Mother Fitting CD Mechanical Repairing

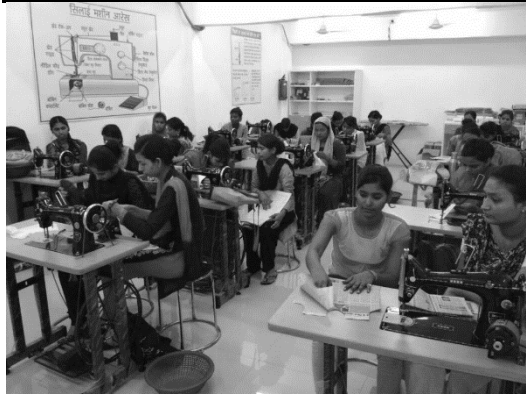
Course Code –GT-09

Photography Video Shooting Video Mixing

Duration-2 months

- Introduction to Photography
- Parts and Work
- Film & Paper
- Photo Exposing & General Knowledge
- Film Developing & Chemical
- Other General Information
- Color Photo Exposing & Printing
- Tape recording
- Video Cassette Recording
- Audio Cassette & Audio Video Casing
- VCR
- Video Camera
- Came Cards
- Halogen Lights

GREEK VOCATIONAL ZONE



ADVANCE DIPLOMA FASHION DESIGNING –ADFD

Eligibility – 10th Duration-2 years
(1st year as per Diploma in Fashion Designing)

Syllabus

Triangular Figers, Stylize Figure, Texture File,
EOD File (Element of Designing), Draping

Stitching

Suit – 3 Extra Garment Western- 3 Extra
Garment, Frocks -3 Extra Garment, Frocks-3
Extra garment, Blous-2 Extra Garment, Boys- 2
Extra Garment, Parten reading

Textila

Dyes painting
Table mats (fabric painting)

Computer Designing

Concept of Computer
CorelDraw
Windows
Photoshop

Course Code – GT- 10

Special Courses

- Photo Copy Maintenance
(Duration: 4 months)
- Phone (Cordless Intercom STD PCO
Monitor)
(Duration: 6 months)
- Black & White TV Repairing
(Duration: 3 months)
- Video Shooting
(Duration : 1 months)
- Video Mixing
(Duration : 1 months)

Course code -VFD-03 (A)**Certificate in dress Designing Salwar Suit**

Duration-2 Months

Simple Kurta, Simple Salwar, Short Kurta with Open Collar, Patiyala Salwar, Chudidar, One Kali Kurta, Princes Kurta, Empire Cut Kurta, Paraller, Designer Kurta, Lining Suit.

Course Code -VFD-03 (B)

Western Garment Duration-3 Months

Wrap Round Skirt, Tight Skirt, Designer Skirt, Fish Skirt, Simple Top, Reglon Top Coat Collar Top, Cowl Neck Top, Hipster

Course Code -VFD-03(C)

Frocks Duration 3 Months

Baby Frock, Simple Frock, Party Frock, A-Line Frock, One Piece Divider Frock , Garara, Princes Cut Frock, Novelty Gather Frock,Umbrella Frock String Frock

Course Code -VFD-03(D)

Blouses Duration-3 Months

Simple blouse, Ureb Blouse, Three Piece Blouse, One Dart Blouse, Princes Cut Blouse, Jaipuri Blouse, Petticoat, Umbrella Lehanga, Designer Blouse, Lining Blouse.

Course code -VFD-03 (E)

Boys Garment Duration - 3Months

Dhoti, Kurta, Night Shirt Night Suit Payjama, Romper , short Top Style Shirt Hipster Full Baba Suit

Course code -VFD -03 (F)

Certificate in Machine Embroidery

Duration -4 Months

GREEK TEACHER TRAINING**COMPUTER TEACHER TRAINING (C.T.T.)**

Eligibility- +2

Duration-1 year

Part-1

Fundamentals of computer
Operating System (Dos, window)
PC Packages
MS-Word 2019
MS-Excel 2019
MS-Power Point 2019
Tally Or FoxPro

Part-2

Database (Access)
HTML, DHTML Or Front Page
Programming Concept in C & C++
Introduction of `Oracle & Java
PageMaker Or CorelDraw

Part-3

Modern Method of Teaching & Personality Development
Skills in Computer Teaching
Internet On Sight Practical Teaching (With Certificate)
(2 Month) Final Examination

After the Final Examination

- 1 Year Diploma
- Mark Sheet
- Experience Certificate of 2 Months
- Teacher Training Certificate

Eligibility- 10th (Minimum) Duration- 1 Year**(A) Theory Structure**

1. (a) Child psychology
(b) Child care \$Health Topics
2. sociology & Guidance Topics
3. School Organization
4. principal of Education & Educational
5. Modern Method of Teaching & Teaching Topic
6. (a) Working with parents & Community
7. Pre primary (Nursery) Education.

(B) Practical Structure

1. Lesson plan & Teaching practical (15days)
2. Art Files & Basics of English
Grammar or Basics Computer
(Word pad, paint, Brush, Educational

Games)

3. Nursery Rhymes
Group Songs,
English poems & patriotic Songs)
& Viva

- अगर कोई भी विद्यार्थी बिना बताये 1 माह के लिए अनुपस्थित होता है तो उसको अगले महीने में 350रु जुर्माना देना होगा।
- अगर कोई भी विद्यार्थी बिना बताये 6 माह के लिए अनुपस्थित होता है तो उसको 1500रु जुर्माना देना होगा।
- अगर कोई भी विद्यार्थी बिना बताये 8 माह के लिए अनुपस्थित होता है तो उसको दोबारा रजिस्ट्रेशन करवाना होगा तथा पिछली फीस को नहीं जोड़ा जायेगा।
- प्रत्येक विद्यार्थी को माह का एडवान्स शुल्क जमा करना होगा ऐसा न करने पर उसके अगले माह में 50रु जुर्माना देकर जमा करना होगा।
- प्रत्येक विद्यार्थी को 70% उपस्थित देना अनिवार्य है ऐसा न करने पर 550रु जुर्माना देना होगा।
- प्रत्येक विद्यार्थी के एक साल में 12 टेस्ट होंगे जिसमें 8 टेस्ट देना अनिवार्य है 8 टेस्ट के नम्बर ही आपकी मार्कशीट में प्रदान किये जायेंगे।
- अगर विद्यार्थी 12 टेस्ट में लगातार पास हो रहा है तो उसको 8 टेस्ट में जो नम्बर ज्यादा होंगे वही आपकी मार्कशीट में जोड़ दिये जायेंगे।
- अगर विद्यार्थी 8 में से किसी भी एक विषय में फेल है तो उस विद्यार्थी 250रु जुर्माना देना होगा और उसको 40% अंक प्रदान किये जा सकते हैं।
- अगर किसी विद्यार्थी की सार्टीफिकेट एवं मार्कशीट खो जाती है तो विद्यार्थी को 550रु जमा करके नई मार्कशीट प्रदान की जायेगी।
- अगर कोई भी विद्यार्थी रजिस्ट्रेशन करने के बाद अपनी फीस को वापस करवाना चाहता है तो किसी भी कन्डीशन में फीस वापिस नहीं की जायेगी।
- अगर कोई भी विद्यार्थी रजिस्ट्रेशन कराते समय एक मुश्त फीस जमा करता है तो उसको फीस में डिस्काउन्ट दिया जायेगा।