

PRODUCT EDP

PRODUCT EDP

PRODUCT EDP

PRODUCT EDP

PRODUCT EDP

PRODUCT EDP

PRODUCT EDP

PRODUCT EDP

PRODUCT EDP

PRODUCT EDP

PRODUCT EDP

PRODUCT EDP

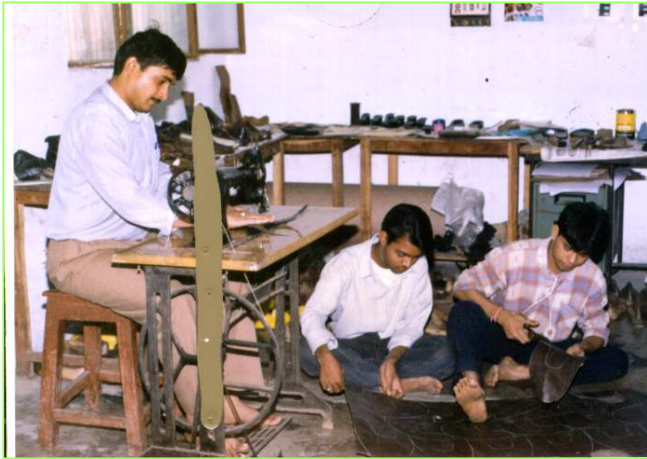
PRODUCT EDP

PRODUCT EDP

PRODUCT EDP

PRODUCT EDP





IV. PRODUCT EDP

MODULE - I

INTRODUCTION & BEHAVIORAL ASPECTS

CONTENTS AND METHODS:

Subject	Content	Methodology	No. of sessions
About the Institute	Objectives of the training programme, activities of the institute, usefulness of the programme, highlighting the success stories	Lecture, presentations, interaction, video	1
Micro lab	Ice breaking - Breaking the barriers, sharing of thoughts, improving interpersonal skills, heterogeneous to homogeneous group	Game, skit, role play, sharing experience & thoughts	2
Achievement motivation	Empowerment - Developing self confidence, motivation, removing inferiority and low self esteem, importance of positive attitude & human values	Lecture, story telling, interactions, audio & videos	1
Entrepreneurial Development	Dynamics of entrepreneurship - Description, importance and relevance	Lecture, story telling, interactions, audio & videos	1
Entrepreneurial Competencies	Description of 15 competencies & their importance - Narrations with examples	Lecture, interactions, case study	2
Self Rating Questionnaire (SRQ)	Self evaluation - Identification of competencies - Internalization of competencies	Self Rating Questionnaire	Post evening
Ring Toss exercise	Competencies - Risk taking & Goal setting	Administering the game and its analysis, interaction/discussions	2
Boat Building exercise	Competencies - Systematic planning and efficiency orientation, concern for quality	Administering the game and its analysis, interaction/discussions	2
Tower Building exercise	Competencies - Developing self confidence, eradication of dependency syndrome	Administering the game and its analysis, interaction/discussions	1
Problem Solving	Diagnosis of problems, their types, use of creativity for finding alternative solutions	Lecture, games and exercises	1

MODULE - II

SKILL ACQUISITION/TECHNICAL INFORMATION

CONTENTS AND METHODS:

Subject	Content	Methodology	No. of sessions
Skill Training - Technical information and knowledge	Technical inputs depending on the type of training programme. The sequencing and the duration of this training will be as per the details furnished in the respective time table.	Interactive lecture sessions, demonstrations, discussions, hands on experience, field visit, presentations, Audio and video interaction, Theory & Practical	As per the respective time table

MODULE - III

ENTERPRISE LAUNCHING ASPECTS

CONTENTS AND METHODS:

Subject	Content	Methodology	No. of sessions
Market Survey	Methodology, Need and importance, Process of conducting Marketing survey, Key components, Questionnaire, tips for effective market survey, collection of data, analysis of data and report preparation, defining the size of the activity	Lecture, interaction, field visits, collection of data, report preparation, group discussions, presentation & analysis	7
Business Plan Preparation	Why & what of business plan?, format - process of preparation, understanding the concepts i.e. Fixed Cost, Variable Cost, Break Even Point, Assessment of Working Capital - Practical preparation.	Lecture, exercise, group discussions, presentations, analysis, evaluation	2
Banking	Banking - Background & its services, Deposits & Advances, Lending Schemes, Government Schemes, Supporting Facilities for Entrepreneurs.	Lecture & interaction with Branch Manager/s	2
Insurance	Need for Insurance and its advantages, types, schemes, coverage, premium, exclusion clause, claim settlement	Lecture & interaction	1
Interaction with successful entrepreneur/ visit to successful unit	Experience sharing, First hand information for starting the enterprise, strategies for problem solving, logistics, clarification of doubts	Lecture, interaction & visits - practical field exposure	1

Subject	Content	Methodology	No. of sessions
Launching Formalities	Viability of selected project, selection of place, source of funds, licensing & logistics, supply of electricity & water, fixing of furniture/equipment, labour, raw materials, suppliers & procurement, production/ servicing, identifying the customer group, marketing, profit, evaluation	Lecture, exercise, group discussions, presentations, lecture, exercise, group discussions, presentations	1
Pitfalls in Launching	Improper selection of project & place, inadequacy of knowledge/ skill/ information, supporting factors, situational factors, change of technology, inadequate infrastructure, changing market trend, Government policies, improper finance, misutilisation of funds	Lecture, exercise, group discussions, presentations, lecture, exercise, group discussions, presentations	1

MODULE - IV

MANAGERIAL ASPECTS

CONTENTS AND METHODS:

Subject	Content	Methodology	No. of sessions
Marketing Management	Marketing aspects - Marketing strategy, 4Ps of marketing, marketing of services, importance of USP in marketing of service oriented activities	Lecture, discussions, interaction	1
Costing & pricing	Fixed cost, variable cost, break even point, profit	Lecture, interaction & exercises	1
Book Keeping & accountancy	Accounts - Revenue, capital, cash accounts, sales & purchase - Methods in book keeping	Lecture, interaction & exercises	2
Time Management	Importance, efficient time management techniques, correlation between time & stress, delegation of work, commitment to work contract, etc	Lecture and exercises	1
Effective Communication skills	Need and importance of effective communication, types of communication, body language, listening skills, art of convincing and negotiation	Lecture, exercises, demonstration, role play	1
Human Relations	Need, importance & tips for better human relations, human values, networking, self interest vs. selfishness, honesty and integrity, positive thinking	Lecture and exercises	1

1. *After entrepreneurial competencies, other behavioural inputs may be spread in between other inputs to reinforce the competencies.*
2. *In skill Development programmes, the General EDP inputs will be distributed in a specific sequence as denoted in the respective modules.*

GEMS AND ARTIFICIAL JEWELLERY

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Achievement Motivation - Confidence building
	II	Why self employment - Advantages over wage employment, Entrepreneurship Development - What, Why & How? - (Introduction)
	III & IV	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies
03	I	Problem solving - Explanation through case studies and exercises, Creativity - Creative thinking
	II	Time management
	III & IV	Risk taking and goal setting - Ring Toss exercise
04	I to IV	Basic metals - copper, bronze, silver & gold - History, description - Theory
05	I to IV	Indian and exotic Jewels - Theory
06	I to IV	Jewel designing - Outer design - Theory & Practical
07	I to IV	Jewel designing - Inner design - Theory & Practical
08	I to IV	Jewel designing - Joints design - Theory & Practical
09	I to III	Tools for Jewel making - Theory & demonstration
	IV	Tower building - Decision making & eradicating dependency syndrome
10	I	Effective communication skills
	II to IV	Different parts of Jewels - Assembling - Theory & demonstration
11	I to IV	Making of Jewels - Ring, chain - Practical
12	I to IV	Making of Jewels - Ring, chain - Practical (Contd)
13	I to IV	Making of Jewels - Necklace - Practical
14	I	Experience Sharing - Interaction with a successful entrepreneur
	II to IV	Making of Jewels - Necklace - Practical
15	I to III	Making of Jewels - Necklace - Practical (Contd)
	IV	Market Survey - Theory
16	I to IV	Market Survey - Collection of information and field visits
17	I & II	Market Survey - Report writing, presentation, group discussion & analysis
	III & IV	Making of Jewels - Bangles - Practical
18	I to III	Making of Jewels - Bangles - Practical (Contd)
	IV	Business game - Boat Building exercise
19	I to IV	Making of Jewels - Stead and Dollars - Practical
20	I	Marketing Management - 4Ps of marketing, managing the customers
	II to IV	Making of Jewels - Stead and Dollars - Practical
21	I to IV	Electroplating - Theory
22	I to IV	Enameling and sand flash - Demonstration
23	I to IV	Casting techniques - Theory
24	I to IV	Stone setting - Theory
25	I to IV	Stone setting - Demonstration
26	I to IV	Assaying and refining - Theory & demonstration

Day	Session	Subject
27	I to IV	Jewels - Hallmarking
28	I to III	Appraisal of Gold Jewels - Theory and demonstration
	IV	Export potential for Gems/Artificial Jewellery -Scope & procedure
	Post evening	Final evaluation test
29	I	Costing, pricing, fixed cost, variable cost, breakeven point etc.
	II	Business plan/project report preparation
	III & IV	Banking - Deposits & advances, lending schemes/Government schemes
30	I	Human Relations
	II	Maintenance of records & book keeping - Methodology
	III	Launching formalities - Steps in launching of an enterprise, Pitfalls and their control
	IV	Feedback & Valedictory

Space for updations/additions:

HAND EMBROIDERY

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Achievement Motivation - Confidence building
	II	Why self employment - Advantages over wage employment, Entrepreneurship Development - What, Why & How? - Introduction
	III & IV	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies
03	I	Information on thread and needles (Kamal work, Zardosi & Suzan), Fabric & ring - Practical
	II	Design tracing on cloth - Practical
	III	Running stitch - Practical
	IV	Risk taking and goal setting - Ring Toss exercise
04	I	Problem solving - Explanation through case studies and exercises, Creativity - Creative thinking
	II	Flower making in running stitch - Theory & practical
	III	Running with single coat - Theory & practical
	IV	Running with double coat - Theory & practical
05	I	Time Management
	II	Chain stitch - Practical
	III	Double chain stitch - Practical
	IV	Magic chain stitch - Practical
06	I	Tower building - Decision making & eradicating dependency syndrome
	II	Lazy dazy stitch - Practical
	III	Knot stitch - Practical
	IV	Lace work - Net work - Practical
07	I	Effective communication skills
	II to IV	Kamal work & satin work - Practical
08	I to IV	Satin tape work - Rose making & flower making - Practical
09	I & II	Long & short stitch - Practical
	III	Spider work - Practical
	IV	Button hole stitch - Practical
10	I	Market Survey - Theory
	II to IV	Patch work & cut work - Practical
11	I	Business Game - Boat Building Exercise
	II to IV	Zardosi work with Suzan, Chain, Tickly, Mothi, Pipe, Cut beds work etc
12	I	Marketing Management - 4Ps of marketing, managing the customers
	II to IV	Zardosi and kundan work on sari
13	I to IV	Glitter work, Kashmiri stitch - Glass work, needle work - Practical
14	I	Revision of syllabus
	II	Licensing procedure and other logistics
	III	Launching formalities - Steps in launching of an enterprise, pitfalls & their control

EMBROIDERY AND FABRIC PAINTING

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Achievement Motivation - Confidence building
	II	Why self employment - Advantages over wage employment, Entrepreneurship Development - What, Why & How? - (Introduction)
	III & IV	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies
03	I	Risk taking and goal setting - Ring Toss exercise
	II	Value addition to Garment - Embroidery & Fabric Painting - Need, scope & types
	III	Hand Embroidery & design tracing
	IV	Needles and threads - Range of products, types & Thread combinations
04	I & II	Hand embroidery - Theory
	III & IV	Hand embroidery - Practical
05	I	Problem solving - Explanation through case studies and exercises, Creativity - Creative thinking
	II to IV	Machine embroidery - Leg control
06	I	Tower building - Decision making & eradicating dependency syndrome
	II to IV	Machine embroidery - Varieties of stitches
07	I	Effective communication skills
	II to IV	Machine embroidery - Varieties of stitches (Contd)
08	I to IV	Machine embroidery - Technical aspects
09	I	Fabric painting - Theory
	II	Colour mixing and brushes - Methodology & types
	III	Selection of cloth & painting
	IV	Business Game - Boat Building Exercise
10	I	Market Survey - Theory
	II to IV	Shading - Theory & Practical
11	I	Marketing management - 4Ps of marketing, managing the customers
	II	Finger painting, nib painting
	III & IV	3D painting outline
12	I	Interaction with a successful entrepreneur
	II to IV	Painting - Saree, pillow covers, bed covers and door curtain
13	I to IV	Preparation of hand bag & purse
14	I	Human Relations
	II	Costing, pricing, fixed cost, variable cost, breakeven point etc.
	III & IV	Revision & Final evaluation test
15	I	Banking - Deposits & advances, lending schemes/government schemes
	II	Business plan/project report preparation
	III	Launching formalities - Steps in launching of an enterprise, Pitfalls and their control
	IV	Feedback & Valedictory

STAINED GLASS ETCHING & PAINTING

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Achievement Motivation - Confidence building
	II	Why self employment - Advantages over wage employment, Entrepreneurship Development - What, Why & How? - (Introduction)
	III & IV	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies
03	I to III	Introduction to stained glass etching & painting - Materials, equipments- Theory
	IV	Risk taking and goal setting - Ring Toss exercise
04	I to IV	Types of Stained glass paintings - Theory
05	I	Problem solving-explanation through case studies and exercises, Creativity - Creative thinking
	II to IV	Acid etching - Theory & Practical
06	I	Tower building - Decision making & eradicating dependency syndrome
	II to IV	Sand blasting - Theory & Practical
07	I	Effective communication skills
	II to IV	Frosting - Theory & Practical
08	I to IV	Mirror etching and painting - Theory & Practical
09	I to IV	Glass carving - Theory & Practical
10	I	Market Survey - Theory
	II to IV	Cluster work - Theory & Practical
11	I to III	Cluster work - Name boards ,Lamp shade etc
	IV	Business Game - Boat Building Exercise
12	I	Marketing management-4Ps of marketing, managing the customers
	II to IV	Cluster work - Memento, house hold items, fiber glass sheets
	Post evening	Export potential -Scope & procedures
13	I to IV	Revision and summing up of important subjects/sessions
14	I	Interaction with a successful entrepreneur
	II	Human Relations
	III	Costing, pricing, fixed cost, variable cost, breakeven point etc.
	IV	Final evaluation test
15	I	Banking - Deposits & advances, lending schemes/government schemes
	II	Business plan/project report preparation
	III	Launching formalities - Steps in launching of an enterprise, Pitfalls and their control
	IV	Feedback/Valedictory

FOOD PROCESSING & BAKERY PRODUCTS

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Achievement Motivation - confidence building
	II	Why self employment - Advantages over wage employment, Entrepreneurship Development - What, Why & How? - (Introduction)
	III & IV	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies
03	I	Hygiene, licensing from Municipality/Corporation
	II	Introduction to preservation - Why and How? Use of different preservatives, Preservation of fresh fruits/vegetables /fish/milk/jam/ jelly and their process
	III	Processing of Dhal, cereals, pickles, jam, jellies and masala powder
	IV	Risk taking and goal setting - Ring Toss exercise
04	I & II	Preparation of Chatni powder, Sambar powder, idly/dosa powder - Theory & Practical
	III & IV	Preparation of Roti, gravy, chenna masala - Theory & Practical
05	I	Problem solving-explanation through case studies and exercises, Creativity - Creative thinking
	II & III	Preparation of masala powder for different non vegetarian dishes - Theory & Practical
	IV	Preparation and packing of lemon rice powder, coconut rice powder, rasam powder - Theory & Practical
06	I	Tower building - Decision making & eradicating dependency syndrome
	II to IV	Preparation of Gulab jamun mix, jilebi, Mysore pak, adai mix, kurma mix, kalakhand, basundi - Theory & Practical
07	I	Effective communication skills
	II & III	Preparation of juices - Mango, Grape, Papaya, Guava, Pineapple, Amla, Ginger, Lemon - Theory & Practical
	IV	Usage of preservatives to improve shelf life of juices- Theory & Practical
08	I & II	Preparation of tamarind paste, vatha kulambu paste, tomato paste, chat masala, bhel puri, golguppe, dhahi puri & masala puri - Theory & Practical
	III & IV	Packaging of Food products - Theory
09	I	Market Survey - Theory
	II to IV	Preparation of different varieties of Pickles & Sauces - Theory & Practical
10	I	Marketing Management - 4Ps of marketing, managing the customers
	II to IV	Preparation of Fruit jams, vegetable jams - Theory & Practical Preparation of Chinese foods - fried rice, noodles, spring roll and vegetable soups - Theory & Practical
11	I	Preparation of Biscuits - Theory & Practical
	II & III	Preparation of Hot Chips - Potato, Banana, Jackfruit, Tapioca, Sweet potato - Theory & Practical

Day	Session	Subject
	IV	Business Game - Boat Building Exercise
12	I to IV	Preparation of varieties of Bread, Buns, Puffs & Cakes - Cake Icing, cake decoration work
13	I	Interaction with a successful entrepreneur
	II to IV	Preparation of Pizza, Samosa - Theory & Practical
14	I to IV	Revision and summing up of important subjects/sessions
	Post evening	Final evaluation test
15	I	Banking-Deposits & advances, lending schemes/Government schemes
	II	Business plan/project report preparation
	III	Launching formalities - Steps in launching of an enterprise, Pitfalls and their control
	IV	Feedback & Valedictory

Space for updations/additions:

PREPARATION OF DOMESTIC PRODUCTS

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Achievement Motivation - Confidence building
	II	Why self employment - Advantages over wage employment, Entrepreneurship Development - What, Why & How? - (Introduction)
	III & IV	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies
03	I & II	Preparation of domestics products - Listing, introduction
	III	Preparation of herbal products - Tooth Powder, Pain balm, Herbal oil (Bramhi Oil), Snana Choorna (Meera type), Soapnut powder etc.
	IV	Risk taking and goal setting - Ring Toss exercise
04	I	Preparation of Black Phenyl and also of different colours
	II	Preparation of Shampoo
	III & IV	Preparation of cleaning powder, cleaning bar and soap powder
05	I & II	Candle making - Different types
	III & IV	Preparation of acid & bleaching Powder
06	I	Problem solving-explanation through case studies and exercises, Creativity - Creative thinking
	II to IV	Agarabathi & dhoop making
	Post Evening	Tower building - Decision making & eradicating dependency syndrome
07	I	Preparation of body perfumes
	II to IV	Agarabathi making - Adding scent to raw sticks & packing
08	I & II	Manufacturing of Grass Brooms
	III & IV	Manufacturing of Stick Brooms
09	I to IV	Preparation of detergent Powder
10	I	Business Game - Boat Building Exercise
	II to IV	Preparation of Toilet soaps and detergent soaps
11	I	Effective communication skills
	II to IV	Preparation of herbal Mosquito repellent
12	I	Marketing management - 4Ps of marketing, managing the customers
	II to IV	Preparation of Camphor & naphthalene balls
13	I & II	Preparation of Liquid blue
	III & IV	Preparation of Liquid soap
14	I	Human Relations
	II	Costing, pricing, fixed cost, variable cost, breakeven point etc.
	III & IV	Revision & Final evaluation test
15	I	Banking - Deposits & advances, lending schemes/government schemes
	II	Business plan/project report preparation
	III	Launching formalities - Steps in launching of an enterprise, Pitfalls and their control
	IV	Feedback/Valedictory

DRESS DESIGNING FOR MEN

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Achievement Motivation - Confidence building
	II	Why self employment - Advantages over wage employment, Entrepreneurship Development - What, Why & How?- Introduction
	III & IV	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies
03	I to III	Sewing Machine - Operation, maintenance and minor repairs
	IV	Risk taking and goal setting - Ring Toss exercise
04	I to IV	Petty coat - Theory & Practical
05	I to IV	Half shirt - Running Models -Theory & paper cutting
06	I	Effective communication skills
	II to IV	Half shirt - Practical
07	I to IV	Full shirt - Running Models -Theory & paper cutting
08	I to IV	Full shirt - Practical
09	I to III	Khurtha shirt/Jubba/Pyjama - Theory & paper cutting
	IV	Tower building - Decision making & eradicating dependency syndrome
10	I	Problem solving - Explanation through case studies and exercises, Creativity - Creative thinking
	II to IV	Khurtha shirt/Jubba/Pyjama - Practical
11	I to IV	Three button shirt - Theory & Practical
12	I	Experience sharing - Interaction with a successful entrepreneur
	II to IV	Revision and Mid term evaluation test
13	I & II	Half pant and Bermuda - Theory & paper cutting
	III & IV	Half pant and Bermuda - Practical
14	I & II	Baggy pant, Boot cut, Comfort, Pencil cut, etc. - Theory & paper cutting
	III & IV	Baggy pant, Boot cut, Comfort, Pencil cut, etc. - Practical
15	I	Business Game - Boat Building Exercise
	II to IV	Baggy pant - Practical (Contd)
16	I	Market Survey - Theory
	II to IV	Salwar Kameez/dress - Theory & Paper cutting
17	I	Marketing management-4Ps of marketing, managing the customers
	II to IV	Salwar Kameez/dress - Practical
18	I & II	School Uniform - Theory & paper cutting
	III & IV	School Uniform - Practical
19	I & II	Sari Blouse - Theory & paper cutting
	III & IV	Sari Blouse - Practical
20	I	Human Relations
	II	Costing, pricing, fixed cost, variable cost, breakeven point etc.
	III & IV	Revision & Final evaluation test

DRESS DESIGNING FOR WOMEN

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Achievement Motivation - Confidence building
	II	Why self employment - Advantages over wage employment, Entrepreneurship Development - What, Why & How? - (Introduction)
	III & IV	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies
03	I	Introduction to Dress Designing - Basics of stitching & measurement
	II & III	Petty coat - Theory, paper cutting & practical
	IV	Risk taking and goal setting - Ring Toss exercise
04	I to IV	Petty coat - Theory, paper cutting & practical (Contd)
05	I to IV	Saree skirts - Varieties of frills -Theory, paper cutting & practical
06	I	Effective communication skills
	II to IV	Nighties, night suits, night gowns, fancy nighties - Theory & Practical
07	I	Problem solving - Explanation through case studies and exercises, Creativity - Creative thinking
	II to IV	Nighties- Night suits, night gowns, fancy nighties - Theory & Practical (Contd)
08	I to IV	School uniform for Boys - Shirts, half pants, uniform coats & Bermuda - Theory & Practical
09	I	Experience sharing - Interaction with a successful entrepreneur
	II to IV	School uniforms for Boys - Shirts, half pants, uniform coats & Bermuda - Theory & Practical (Contd)
10	I	Business Game - Boat Building Exercise
	II to IV	School uniforms for Girls - Blouse & skirt, belt & tie, bull bulls, cubs, Scout & guides - Theory & Practical
11	I & II	School uniforms for Girls - Blouse & skirts, belts & tie, bull bulls, cubs, Scout & guides -Theory & Practical (Contd)
	III & IV	Saree blouse - Simple blouse, varieties, cross patti, semi koori, double koori, cross cutting, high neck, back button blouse & fancy blouses
12	I to IV	Saree blouse - Simple blouse, varieties, cross patti, semi koori, double koori, cross cutting, high neck, back button blouse & fancy blouses (Contd)
	Post Evening	Mid term evaluation test
13	I & II	Market Survey - Theory
	III & IV	Saree blouse - Simple blouse, varieties, cross patti, semi koori, double koori, cross cutting, high neck, back button blouse & fancy blouses (Contd)
14	I to IV	Chudidhar - Punjabi, Patiala, Arabic, Rajasthani & Pushup -Theory & Practical
15	I	Marketing management-4Ps of marketing, managing the customers
	II & III	Chudidhar - Punjabi, Patiala, Arabic, Rajasthani & Pushup - Theory & Practical (Contd)

Day	Session	Subject
	IV	Tower building - Decision making & eradicating dependency syndrome
16	I	Interaction with a successful entrepreneur
	II to IV	Yoke frock & Salwar, Punjabi, Patiala, Arabic, Rajastani, Pushup - Theory & Practical
17	I	Time Management
	II to IV	Baby frocks - varieties - Theory & Practical
18	I to IV	Saree zigzag, saree fall, preparing variety of bunches
19	I & II	Saree zigzag, saree fall, preparing variety of bunches (Contd)
	III	Basics of sewing machine repairs
	IV	Visit to units of successful entrepreneurs
20	I	Human Relations
	II	Costing, pricing, fixed cost, variable cost, breakeven point etc.
	III & IV	Revision & Final evaluation test
21	I	Banking - Deposits & advances, lending schemes/government schemes
	II	Business plan/project report preparation - Practical
	III	Launching formalities - Steps in launching of an enterprise, Pitfalls and their control
	IV	Feedback and Valedictory

Space for updations/additions:

LAMBANI KASUTI & KARNATAK KASUTI

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Achievement Motivation - Confidence building
	II	Why self employment - Advantages over wage employment, Entrepreneurship Development - What, Why & How? - (Introduction)
	III & IV	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies
03	I	Risk taking and goal setting - Ring Toss exercise
	II	Introduction to kasuti work - A birds eye view
	III	Types of threads, needles, fabric & net cloth - Theory
	IV	Hand work on cloth - Practical
	Post Evening	Lambani Langa (Lehanga) - Theory & paper cutting
04	I & II	Cloth cutting and Stitching - Practical
	III	Lambani top (Choli) - Theory & paper cutting
	IV	Cloth cutting - Handwork and stitching - Practical
05	I	Lambani Muska Kasuti and top stitching- Practical
	II	Six piece Langa (Lehanga) and top (Choli) - Theory & paper cutting
	III & IV	Six piece Langa & top - Cloth stitching, Kasuti on six piece Langa & Top stitching - Practical
06	I	Problem solving-explanation through case studies and exercises, Creativity - Creative thinking
	II	Wool design and Glass work - Theory & Practical
	III & IV	Handwork on Gagra Choli for children
07	I	Tower building - Decision making & eradicating dependency syndrome
	II	Introduction to Karnatak Kasuti
	III	Karnatak Kasuti trace on Sarees - Practical
	IV	Karnatak Kasuti work on Sarees - Practical
08	I	Effective communication skills
	II	Pallu of Sarees - Practical
	III	Borders of Sarees - Practical
	IV	Butta of Sarees - Practical
09	I & II	Introduction to Roll work, Chumki work, Kundan work - Practical
	III & IV	Lambani Kasuti and mirror work on bags and Purses - Cloth cutting, stitching, Kasuti - Theory & Practical
10	I	Anarkali top - Theory & paper cutting
	II & III	Anarkali top - Cloth cutting and Lambani work - Practical
	IV	Business Game - Boat Building Exercise
11	I to III	Anarkali dress stitching
	IV	Market Survey - Theory

APPAREL DESIGNING COURSE

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Achievement Motivation - Confidence building
	II	Why self employment - Advantages over wage employment, Entrepreneurship Development - What, Why & How? - (Introduction)
	III & IV	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies
03	I	Problem solving - Explanation through case studies and exercises, Creativity - Creative thinking
	II	Time management
	III & IV	Risk taking and goal setting - Ring Toss exercise
04	I & II	Introduction to garment making, garment machines - cutting machines, button holing machine & attaching machines and their parts
	III & IV	Pedal control - Theory and demonstration
05	I & II	Paper exercise - Low speed straight stitching - worksheet No. 1
	III & IV	Paper exercise - Adjustment of thread tension- worksheet No. 2
06	I & II	Paper exercise - High speed straight stitching - worksheet No. 3
	III & IV	Paper exercise - Manual reverse stitching at high speed - worksheet No. 4
07	I & II	Paper exercise - Cornet stitching (with back tack at ledges) -worksheet No. 5
	III & IV	Paper exercise - Corner stitching - Worksheet No. 6
08	I & II	Paper exercise - Curve stitching (right & left) - Worksheet No. 7
	III & IV	Sewing exercise, Straight stitching - Worksheet No. 1
09	I & II	Sewing exercise, Straight stitching with accurate stops - Worksheet No. 2
	III	Sewing exercise, Straight stitching with precise turns - Worksheet No. 3
	IV	Business Game - Boat Building Exercise
10	I & II	Sewing exercise, Straight stitching with precise turns - Worksheet No. 4
	III & IV	Sewing exercise, Stitching with curved turns - Worksheet No. 5
11	I	Basic measurement
	II & III	Machine threading & Bobbin winding
	IV	Effective communication skills
12	I to IV	Fabric exercise (No. 01 - 07)
13	I	Experience sharing - Interaction with a successful entrepreneur
	II to IV	Fabric exercise (No. 01 - 07) (continued)
14	I to III	Fabric exercise (No. 01 - 07) (continued)
	IV	Market Survey - Theory
15	I to IV	Market survey - Collection of information and field visits
16	I & II	Market Survey - Report writing, presentation, group discussion & analysis
	III	Factory code words
	IV	Collars - Steam iron
17	I to III	Preparation and cutting of collars - Theory & Practical
	IV	Marketing management - 4Ps of marketing, managing the customers

Day	Session	Subject
18	I to IV	Preparation and cutting of cuffs - Theory & Practical
19	I to III	Preparation and cutting of shirt pockets - Theory & Practical
	IV	Tower building - Eradicating dependency syndrome
20	I to IV	Preparation and cutting of pant pockets - Theory & Practical
21	I & II	Visit to Garment Factory
	III & IV	Fabric defects & stitching defects - Theory & demonstration
22	I & II	Garment preparations - Shirt cutting - Theory & Practical
	III & IV	Garment preparations - Shirt stitching - Theory & Practical
23	I & II	Garment preparations - Pant cutting - Theory & Practical
	III & IV	Garment preparations - Pant stitching - Theory & Practical
24	I & II	Garment preparations - Pant stitching - Theory & Practical
	III & IV	Garment preparations - Blouse cutting - Theory & Practical
25	I to IV	Garment preparations - Blouse stitching - Theory & Practical
26	I & II	Garment preparations - Chudidaar cutting - Theory
	III & IV	Garment preparations - Chudidaar stitching - Practical
27	I & II	Garment preparations - Night dress cutting & stitching - Theory & Practical
	III & IV	Garment preparations - Bermuda cutting & stitching - Theory & Practical
28	I & II	Garment preparations - Gagra-choli cutting - Theory & Practical
	III	Garment preparations - Gagra-choli designing & stitching
	IV	Final evaluation test
29	I	Costing, pricing, fixed cost, variable cost, breakeven point etc.
	II	Business plan/project report preparation
	III & IV	Banking-Deposits & advances, lending schemes/Government schemes
30	I	Human Relations
	II	Maintenance of records & book keeping - Methodology
	III	Launching formalities - Steps in launching of an enterprise, Pitfalls and their control
	IV	Feedback & Valedictory

Space for updations/additions:

JARDOSI & MAGGAM WORK

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro-lab - Ice breaking exercise
02	I	Achievement Motivation - Confidence building
	II	Why Self employment - Advantages over wage employment, Entrepreneurship Development - What, Why & How? - (Introduction)
	III & IV	Entrepreneurial competencies - importance, explanation with examples, case study for identification of different competencies
03	I to III	Introduction to Jardosi and maggam work-Chain stitch, Reverse chain stitch - Theory & Practical
	IV	Risk taking and goal setting - Ring Toss exercise
04	I to IV	Zig Zag stitch - Theory & Practical
05	I to IV	Kashmir Stitch - Theory & Practical
06	I to IV	Kashmir Stitch - Theory & Practical (Contd)
07	I	Problem solving - explanation through case studies and exercises, Creativity - Creative thinking
	II to IV	Chain filling work - Theory & Practical
08	I to IV	Chain filling work - Theory & Practical (Contd)
09	I to IV	Antique work - Theory & Practical
10	I	Business game - Boat Building Exercise
	II to IV	Antique work - Theory & Practical (Contd)
11	I to IV	Zari Work type 1 - Theory & Practical
12	I to IV	Mirror work - Theory & Practical
13	I & II	Market survey - Theory
	III & IV	Zari work type 4 - Theory & Practical
14	I to IV	Zari work type 4 - Theory & Practical (Contd)
15	I	Marketing management - 4 Ps of marketing, managing the customers
	II to IV	Flower chamki work - Theory & Practical
16	I to III	Flower chamki work - Theory & Practical (Contd)
	IV	Tower Building - Decision making & eradicating dependency syndrome
17	I	Time Management
	II to IV	Beads - Theory & Practical
18	I to IV	Beads - Theory & Practical (Contd)
19	I to IV	Cut bit work - Theory & Practical
	Post evening	Final evaluation test
20	I	Costing, pricing, fixed cost, variable cost, break even point etc.
	II	Business plan/project report preparation - Practical
	III	Maintenance of records & book keeping - Methodology
	IV	Human Relations - Importance, principles & methodology
21	I & II	Banking - Deposits & advances, lending schemes/Government schemes
	III	Launching formalities - Steps in launching of an enterprise, pitfalls and their control
	IV	Feedback & Valedictory

AGARABATHI MAKING

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Achievement Motivation - Confidence building
	II	Why self employment - Advantages over wage employment, Entrepreneurship Development - What, Why & How? - (Introduction)
	III & IV	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies
03	I & II	Agarabathi - Brief history, introduction to raw materials of agarabathi - Description, availability, market rates, etc.
	III	Methodologies of mixing - Theory
	IV	Risk taking and goal setting - Ring Toss exercise
04	I & II	Methodologies of mixing - Practical
	III & IV	Rolling of Agarabathi sticks, 8" thickness - Practical
05	I	Problem solving-explanation through case studies and exercises, Creativity - Creative thinking
	II to IV	Rolling of Agarabathi sticks, 8" thickness - Practical (Contd)
06	I	Tower building - Decision making & eradicating dependency syndrome
	II to IV	Rolling of Agarabathi sticks, 9" thickness - Practical
07	I to IV	Methods of Drying sticks - Counting, bundling, methods of packing & pricing
08	I	Effective communication skills
	II to IV	Production of sticks through latest machines - Theory & Practical
09	I	Marketing management-4Ps of marketing, managing the customers
	II to IV	Production of Loban variety of sticks - Theory and Practical
10	I	Market Survey - Theory
	II to IV	The process of special flora bathi mixing - Theory & Practical
11	I	Business Game - Boat Building Exercise
	II to IV	Introduction to Dhoop bathi, mixing of raw materials - Practical
12	I	Interaction with a successful entrepreneur
	II to IV	Introduction to Agarabathi tubes - Theory & Practical
13	I to IV	Introduction to Agarabathi Perfumes - Theory & mixing process
14	I & II	Scent spraying & Mixing - Theory & Practical
	III & IV	Loban sticks and Dhoop bathi packing - Theory & Practical
	Post evening	Final evaluation test
15	I	Banking - Deposits & advances, lending schemes/government schemes
	II	Business plan/project report preparation
	III	Launching formalities - Steps in launching of an enterprise, Pitfalls and their control
	IV	Feedback/Valedictory

JUTE PRODUCTS MANUFACTURING

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Achievement Motivation - Confidence building
	II	Why self employment - Advantages over wage employment, Entrepreneurship Development - What, Why & How? - (Introduction)
	III & IV	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies
03	I & II	Introduction & Scope of Jute and its products
	III	Tools required for preparation of Jute products, preparation of raw materials
	IV	Risk taking and goal setting - Ring Toss exercise
04	I & II	New designs in jute foot wear
	III & IV	Money purses, ladies purses - Varieties & new designs
05	I	Problem solving-explanation through case studies and exercises, Creativity - Creative thinking
	II to IV	Preparation of bags - College bag, ladies hand bag, side bag and letter bag - Theory & Practical
06	I	Tower building - Decision making & eradicating dependency syndrome
	II to IV	Preparation of bags - Camera bag, shopping bag, luggage bag, office bag - Theory & Practical
07	I	Effective communication skills
	II to IV	Preparation of office files & photo frames - Theory & Practical
08	I to IV	Preparation of mat sets for dining table, walls etc.
09	I	Marketing management- 4Ps of marketing, managing the customers
	II to IV	Preparation of mat sets for dining table, walls etc (Contd)
10	I	Market Survey - Theory
	II to IV	Preparation of decoration items-Hangings, flower pots etc. - Theory & Practical
11	I	Interaction with a successful entrepreneur
	II & III	New varieties of curtains, joolas, key chains etc. - Theory & Practical
	IV	Business Game - Boat Building Exercise
12	I & II	Preparation of hanging sets i.e. pot holders- Theory & Practical
	III & IV	Preparation of letter boxes & letter holders - Theory & Practical
13	I & II	Preparation of various types of toys
	III & IV	Visit to jute products manufacturing industry
14	I	Human Relations
	II	Costing, pricing, fixed cost, variable cost, breakeven point etc.
	III & IV	Revision & Final evaluation test
15	I	Banking - Deposits & advances, lending schemes/government schemes
	II	Business plan/project report preparation
	III	Launching formalities - Steps in launching of an enterprise, Pitfalls and their control
	IV	Feedback/Valedictory

SOFT TOYS MAKING

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Achievement Motivation - Confidence building
	II	Why self employment - Advantages over wage employment, Entrepreneurship Development - What, Why & How? - Introduction
	III & IV	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies
03	I	Introduction to fancy items - Scope
	II	Toys making - Theory & Practical
	III	Preparation of paper model of toys - Practical
	IV	Risk taking and goal setting - Ring Toss exercise
04	I	Preparation of paper model of toys - Practical (Contd)
	II to IV	Key bunch - Cutting, stitching & finishing
05	I	Problem solving - Explanation through case studies and exercises, Creativity - Creative thinking
	II to IV	Santa clause - Cutting, stitching & finishing
06	I	Tower building - Decision making & eradicating dependency syndrome
	II	Opportunities in soft toys making
	III & IV	Dogs - Varieties
07	I to III	Birds - Sound & movement - Varieties
	IV	Panda - Varieties
08	I	Effective communication skills
	II	Flowers, car hangings
	III & IV	Elephant - Varieties
09	I	Market Survey - Theory
	II to IV	Hugging birds - Varieties
10	I & II	Teddy bear, polar bear
	III & IV	Monkey - Varieties
11	I	Business Game - Boat Building Exercise
	II	Marketing management - 4Ps of marketing, managing the customers
	III & IV	Packing - Varieties
12	I	Interaction with a successful entrepreneur
	II to IV	Selection of cloth, fur/felt - Theory
13	I & II	Different type of bags, purse with toys
	III & IV	Introduction of new fancy items - Door/wall hangings
14	I	Human Relations
	II	Costing, pricing, fixed cost, variable cost, breakeven point etc.
	III & IV	Revision & Final evaluation test
15	I	Banking - Deposits & advances, lending schemes/government schemes
	II	Business plan/project report preparation
	III	Launching formalities - Steps in launching of an enterprise, Pitfalls and their control
	IV	Feedback/Valedictory

FLEXI BOARD AND LAMINATION

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Achievement Motivation - Confidence building
	II	Why self employment - Advantages over wage employment, Entrepreneurship Development - What, Why & How? - (Introduction)
	III & IV	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies
03	I	Tower building - Decision making & eradicating dependency syndrome
	II	Introduction to lamination & flexi board - Present scenario, scope
	III	Introduction to screen Printing - Basic principles
	IV	Screen printing - Visiting cards, Invitation cards, letter heads etc. -Practical
04	I & II	Introduction to Book binding - Spiral binding, Ledger etc,
	III & IV	Introduction to lamination - Photo, Certificate & Documents etc,
05	I to IV	Introduction to photo framing
06	I	Marketing management-4Ps of marketing, managing the customers
	II to IV	Digital Printing - Cup, Glass, Chain, Jug Printing etc.
07	I	Interaction with a successful entrepreneur
	II & III	Introduction to flex lighting board and flex advertisement board - Theory & Practical
	IV	Business Game - Boat Building Exercise
08	I & II	Flex lighting board and flex advertisement board - Practical (Contd)
	III & IV	Visit to established unit of Flex print, Digital Print
09	I	Human Relations
	II	Costing, pricing, fixed cost, variable cost, breakeven point etc.
	III & IV	Revision & Final evaluation test
10	I	Banking - Deposits & advances, lending schemes/government schemes
	II	Business plan/project report preparation
	III	Launching formalities - Steps in launching of an enterprise, Pitfalls and their control
	IV	Feedback & Valedictory

Space for updations/additions:

PAPER COVER, PAPER BAG, ENVELOP & FILE MAKING

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Why self employment - Advantages over wage employment, Entrepreneurship Development - What, Why & How? - Introduction
	II	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies
	III	Need for paper products - a substitute to plastic, evaluation of papers
	IV	Selection of products, paper quality, availability of papers
03	I	Tower building - Decision making & eradicating dependency syndrome
	II to IV	Paper covers from used cement cover and newspaper cover - Practical
04	I to IV	Paper covers from used cement cover and newspaper cover - Practical (Contd)
05	I	Market survey - Theory
	II to IV	Market Survey - Collection of information and field visits
06	I & II	Market Survey- Report writing, presentation, group discussion & analysis
	III & IV	Paper bags, envelopes and files - Theory & Practical
07	I to III	Paper bags, envelopes and files - Practical (Contd)
	IV	Business Game - Boat Building Exercise
08	I to IV	Paper bags, envelopes, files and pusti - Practical (Contd)
09	I	Interaction with a successful entrepreneur
	II	Business plan/project report preparation
	III & IV	Banking-Deposits & advances, lending schemes/Government schemes
10	I & II	Visit to servicing units of successful entrepreneurs
	III	Launching formalities - Steps in launching of an enterprise,Pitfalls and their control
	IV	Feedback & Valedictory

Space for updations/additions:

HANDICRAFTS MANUFACTURING

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Achievement Motivation - confidence building
	II	Why self employment - Advantages over wage employment, Entrepreneurship Development - What, Why & How? - (Introduction)
	III & IV	Entrepreneurial competencies - importance, explanation with examples, case study for identification of different competencies
03	I	Problem solving-explanation through case studies and exercises, Creativity - Creative thinking
	II	Time management
	III & IV	Risk taking and goal setting - Ring Toss exercise
04	I	Introduction to handicrafts - scopes and challenges
	II to IV	Introduction to Tools - Bench Grinder and hand drill fit etc.
05	I to IV	Experiencing the tools - Basic designs
06	I to IV	Bamboo products - Designs and production of kitchen utensils, Puttu maker and Pappad maker
07	I to IV	Kitchen utensils - Spoon, thava, fork,
08	I to IV	Bamboo - Flower stands (Two types)
09	I	Tower building - Eradicating dependency syndrome
	II to IV	Bamboo - Mobile stands (Two types)
10	I	Effective communication skills
	II to IV	Bamboo - Wall flower stand (Two types)
11	I to IV	Introduction to design of products with coconut shell
12	I to IV	Basic designs with coconut shell
13	I & II	Coconut shell - Different models -animals
	III & IV	Coconut shell - Different models -animals (Contd)
14	I to III	Coconut shell - Different models- birds
	IV	Market Survey - Theory
15	I to IV	Market Survey - Collection of information and field visits
16	I	Market Survey - Report writing, presentation, group discussion & analysis
	II to IV	Coconut shell - Mobile stand - different models
	Post Evening	Mid term evaluation test
17	I & II	Coconut shell - Puttu maker - Varieties
	III	Coconut shell - Puttu maker - Varieties (Contd)
	IV	Business Game - Boat Building Exercise
18	I & II	Coconut shell - Jewel box
	III & IV	Bamboo - Jewel box
19	I & II	Coconut shell - Pickle Jar -different varieties
	III & IV	Coconut shell - Pickle Jar -different varieties (Contd)
20	I to III	Torch - Coconut shell and Bamboo

Day	Session	Subject
	IV	Marketing Management - 4 Ps of marketing, managing the customers
21	I to IV	Bamboo products - Flute
22	I to IV	Coconut shell - Different types flower boxes
23	I to IV	Coconut shell - Bangles, lockets-different varieties
24	I to IV	Coconut shell - Different types of ornamental boxes
25	I to IV	Bamboo - Advanced designs of house hold utensils
26	I to IV	Coconut shell - Wall standing products
27	I & II	Visit to Handicrafts centers of successful entrepreneurs
	III & IV	Handicrafts - Tools and techniques for better finishing
28	I to IV	Handicrafts - Tools and techniques for better finishing (Contd)
	Post evening	Final evaluation test
29	I	Costing, pricing, fixed cost, variable cost, break even point etc.
	II	Business plan / project report preparation
	III & IV	Banking - Deposits & advances, lending schemes/ Government schemes
30	I	Human Relations - Importance, principles & methodology
	II	Maintenance of records & book keeping - methodology
	III	Launching formalities - steps in launching of an enterprise, Common crisis in business- pitfalls and their control
	IV	Feedback & Valedictory

Space for updations/additions:

MANUFACTURE OF UTILITY ITEMS FROM WASTE

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro-lab - Ice breaking exercise
02	I	Achievement Motivation - Confidence building
	II	Why Self employment - Advantages over wage employment, Entrepreneurship Development - What, Why & How? - (Introduction)
	III & IV	Entrepreneurial competencies - importance, explanation with examples, case study for identification of different competencies
03	I	Door mat - Theory
	II & III	Design of different door mat
	IV	Risk taking and goal setting - Ring Toss exercise
04	I & II	Different types of Mats
	III & IV	Door mat work from Jute
05	I to IV	Door mat work from Pent cloth
06	I	Problem solving - explanation through case studies and exercises, Creativity - Creative thinking
	II to IV	Doormat from Waste Sari
07	I to III	Mat from Waste sari
	IV	Tower Building - Decision making & eradicating dependency syndrome
08	I & II	Moti Toran - Theory
	III & IV	Moti Toran - Practical
09	I	Designing Tildi Toran
	II & III	Moti Toran - Practical (Contd)
	IV	Zooda Work
10	I	Business game - Boat Building Exercise
	II	Moti Toran - Practical (Contd)
	III & IV	Flower vase from waste bottle
11	I	Market Survey - Theory
	II to IV	Handkerchief from waste bottle cap
12	I	Marketing Management - 4 Ps of marketing, managing the customers
	II & III	Wall piece - Theory
	IV	Billa Wall piece - Theory
	Post evening	Time Management
13	I & II	Decoration on wall piece , Flower pot - Theory, Flower on lamp - Practical
	III & IV	Flower on Ring
14	I	Effective communication skills
	II	Costing, pricing, fixed cost, variable cost, break even point etc.
	III	Banking - Deposits & advances, lending schemes/Government schemes
	IV	Revision & Final evaluation test
15	I	Business plan/project report preparation - practical
	II	Human Relations - importance, principles & methodology
	III	Launching formalities - steps in launching of an enterprise, pitfalls and their control
	IV	Feedback/Valedictory

COMPUTER TALLY (WAGE EMPLOYMENT)

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab-Ice breaking exercise
02	I	Achievement Motivation-Confidence building
	II	Why self employment-Advantages over wage employment, Entrepreneurship Development - What, Why & How?-(introduction)
	III & IV	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies
03	I	Problem solving- Explanation through case studies and exercises, Creativity - Creative thinking
	II	Time management
	III & IV	Risk taking and Goal setting - Ring Toss exercise
04	I to IV	Computer concepts IO Devices, CPU, Memory, System Software, Application Software, Concept OS, MS Office, Accounts Software
05	I to IV	Ms Office (Excel) - Practical
06	I to IV	Introduction to Accounts - Features, Types, Rules, Account Transactions, Transaction Entry, Balance Sheet, Trial Balance, Profit & Loss accounts, manual Exercise with Accounts
07	I to IV	Tally - Fundamentals, Features, Startup, Screen Components, Mouse/Keyboard Functions, Screen Areas, Company Data, Creation/ Altering Company in Tally, Base of Currency information, Working with Multiple company - Practical Exercise
08	I to IV	Tally Accounting, Ledger Creation, Single & Multiple Ledger Creation, Direct Income/Expenses, Indirect Income/Expenses, Opening Balance, Payment Vouchers and Receipt Vouchers.
09	I	Tower building - Eradicating dependency syndrome
	II to IV	Accounts only Voucher Entry (Individual Company Creation & Voucher Entry)-Practical
10	I to IV	Debit note and Credit Note - Practical
11	I	Effective Communication skills
	II to IV	Contra Entry, Sundry Debtor/Sundry Creditor, Capital Accounts
12	I to IV	Introduction to Bank Receipts and Bank Payments
13	I	Experience sharing - Interaction with successful entrepreneur
	II to IV	Types of viewing methods, with conditions (Queries), Short cut Keys
14	I to III	Practical Viewing Reports with Midterm evaluation
	IV	Market Survey - Theory
15	I to IV	Market Survey - Collection of information and field visits
16	I & II	Market survey - Report writing, presentation, group discussion & analysis
	III & IV	Reports of Tally - Practical
	Post evening	Mid term evaluation test
17	I to III	Charts of accounts, Pre-defined Groups, Manual Group creation, Multiple Ledger creation, Practical and Multiple Groups/Ledger
	IV	Business Game - Boat Building Exercises

Day	Session	Subject
18	I to IV	Printing with Tally, All Reports, Balance Sheet. PL Accounts, Trial Balance, Cash / Bank Accounts, Ledger wise report, Group wise report, Day wise/Weekly/Monthly/Quarterly/Yearly with Queries
19	I	Marketing Management - 4Ps of marketing, managing the customers
	II to IV	Introduction to Inventory, Pure Inventory, Accounts with Inventory, stock, Category, Units of Measure, Groups, Stock Item, Manual Exercise (Assignment)
20	I to IV	Working with Tally Inventory, Configuration / Features Settings with Tally, Inventory Masters, Stock Categories, Location /Godowns, Creating the Unit of Measure, Stock Group Creation, Creating Single & Multiple Stocks, Single/Multiple stock item, Displaying and altering stocks groups/items - Practical Exercise
21	I to IV	Tally Vouchers, Credit/Cash Purchase and Sales Vouchers, Payment/Receipt Vouchers for Inventory, Journal Vouchers, Stock Journal, Sales returns and Purchase returns, Delivery Note, Receipt Note, Memo Voucher, Post Dated Vouchers, Display and Alter option for voucher types. Voucher Creation,
22	I to IV	Purchase order and Sales order, Re order Lever - Practical Exercise
23	I to IV	Invoice Bill, Printing the Invoice - Practical Exercise
24	I to IV	Registration Formalities for Tax Consultancy services.
25	I to IV	Set Password, Administrator Password, User Password, User management, Permission Grant/Revoke for the user, Short cut Keys - Practical Exercise
26	I to IV	Introduction to Vat, TCS, CST, TDS..., Vat Activation Settings, vat forms - Practical
27	I to IV	Introduction to payroll - Practical Exercise Introduction to New Concept, ODBC (Object Data Base Connectivity) Server, ERP 9, Tally Multi Language Support - Practical Exercise with regional Language.
28	I to III	Visit to servicing units of successful entrepreneurs.
	IV	Final evaluation test
29	I	Costing, pricing - Fixed Cost, variable cost, breakeven point etc
	II	Business plan/project report preparation
	III & IV	Banking-Deposits & advances, lending schemes/Government schemes
30	I	Human Relations
	II	Maintenance of records & book keeping - Methodology
	III	Launching formalities - Steps in launching of an enterprisePitfalls and their control
	IV	Feedback & Valedictory

Space for updations/additions:

COMPUTERIZED FINANCIAL ACCOUNTING (WAGE EMPLOYMENT)

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Achievement Motivation - Confidence building
	II	Why self employment - Advantages over wage employment, Entrepreneurship Development - What, Why & How?- (Introduction)
	III & IV	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies
03	I	Problem solving - Explanation through case studies and exercises, Creativity - Creative thinking
	II	Time management
	III & IV	Risk taking and goal setting - Ring Toss exercise
04	I	Accounting - Introduction, Definition - Objectives of Accounting - Branches of Accounting - Accounting Process, Accounting Cycle - Accounting concepts and conventions
	II	Installation and Activation of TALLY, Sharing of License and Data in LAN (Multi user).
	III & IV	Generation of Transactions/Vouchers, manual accounting entries of transactions, ledger posting and balancing of ledgers,
05	I to IV	Preparation of Trial Balance, Finalization of Accounts (Profit & Loss A/c. and Balance Sheet)
06	I to IV	Creation of Company, Setting up F-11 Features (Activating Various applicable Features & Functionalities of Tally)
07	I to III	Setting up F-12 Configuration (PC Configuration for Entries), Alteration / Creation of Required Voucher Types, Setting up Voucher Numbering Pattern, etc
	IV	Tower building - Eradicating dependency syndrome
08	I & II	Creation of Required Accounting Groups Creation of Ledger Masters
	III & IV	Leadership, Group Dynamics and Team Building - Theory & Group Exercise
09	I to IV	Creation of Inventory Groups and Items, Accounting Entries and Inventory Entries
10	I to IV	Ledger and Group Reports Trial Balance and Profit & Loss A/c & Balance Sheet
11	I to IV	Ledger and Group Reports Trial Balance and Profit & Loss A/c. & Balance Sheet (Continued)
12	I to IV	Generation of Various existing Accounting MIS Reports Generation of Various existing Inventory MIS Reports
13	I to IV	Advanced Tally: Inventory Movement Analysis, Exceptional Reports
14	I to IV	VAT & CST: Creation of VAT & CST Ledgers (as per Tally's requirement) Setting up of VAT & CST Classes in Sales Voucher Type for auto Calculation of VAT
15	I to IV	VAT & CST: Creation of VAT & CST Ledgers (as per Tally's requirement) Setting up of VAT & CST Classes in Sales Voucher Type for auto Calculation of VAT (Continued)
	Post Evening	Mid term evaluation test

Day	Session	Subject
16	I to III	Accounting entries for VAT & CST, Generation of VAT & CST reports & forms
	IV	Effective communication skills
17	I to IV	Service Tax - Creation of service tax ledgers (as per Tally's requirement), Accounting entries for service tax, Generation of service tax reports, ST3, Challan, Input credit form, etc.
18	I & II	e-TDS: Creation of TDS ledgers (as per Tally's requirement), Accounting entries for TDS, Printing of TDS challan , Challan reconciliation, Generation of TDS computation chart
	III & IV	TDS outstanding report, Generation of Form 16 (TDS Certificate), Generation of e-TDS report for filing of returns
	Post Evening	Time Management
19	I to IV	TCS: creation of TCS ledgers (as per Tally's requirement), Accounting entries for TCS, Generation of TCS reports
20	I & II	TCS: Creation of TCS ledgers (as per Tally's requirement), Accounting entries for TCS, Generation of TCS reports (continued)
	III & IV	Business game - Boat Building exercise
21	I to IV	FBT: Creation of TCS ledgers (as per Tally's requirement)., Accounting entries for TCS, Generation of FBT reports
22	I to IV	Payroll Masters: Creation of pay heads, Creation of unit of measurement, Creation of employee's master, Creation of salary base for individual employees, Creation of attendance types
23	I to IV	Payroll Vouchers: Entries in attendance voucher, Entries in payroll vouchers, Entry of salary payment
24	I to IV	Payroll Reports: Generation of pay slips, Generation of attendance registers, Generation of bank advice, Generation of expat reports, Generation of other MIS reports for payroll
25	I to IV	Introduction to PEACH TREE SOFT WARE, Applications of PEACH TREE
26	I to IV	Theory and Applications of PEACH TREE
27	I to IV	Theory and Applications of PEACH TREE
28	I to III	Theory and Applications of PEACH TREE
	IV	Final evaluation test
29	I & II	Banking- Deposits and Advances, Lending schemes
	III	Effective communication
	IV	Human Relations - importance, principles & methodology
30	I	Decision Making
	II & III	Conflict Management, Conflict resolution and Negotiation skills
	IV	Feed back and Valedictory

Space for updations/additions:

COMPUTER - DATA ENTRY OPERATION (WAGE EMPLOYMENT)

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Achievement Motivation - Confidence building
	II	Why self employment - Advantages over wage employment, Entrepreneurship Development - What, Why & How?- (Introduction)
	III & IV	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies
03	I	Problem solving - Explanation through case studies and exercises, Creativity - Creative thinking
	II	Time management
	III & IV	Risk taking and goal setting - Ring Toss exercise
04	I	Introduction to Computer & Characteristics of a Computer
	II	Classification of Computer Generation
	III	History of Computer, Input & Output
	IV	Introduction to Windows
05	I	My Computer, Recycle Bin, My Documents, Setting
	II	Control Panel, Display Background, Font
	III & IV	Appearance Keyboard, Mouse, C.P.U.
06	I	Microsoft Word (All Toolbars), the contents of Work window
	II	Efficient mode of text editing, facility of cut, copy & paste
	III & IV	File saving & Page setup
07	I	Search & Identification, Find, Replace, Go to
	II & III	Practical of the above
	IV	Tower building - Eradicating dependency syndrome
08	I	Auto Text, Foot note, Caption, Cross reference, Book mark,
	II	Hyperlink, Spelling & Grammar check, Mail merging
	III & IV	Leadership, Group dynamics and Team building - Theory & Group exercise
09	I to IV	Mail merging - Practical
10	I	Recording of receptive work (Macro)
	II	Web page, preview, table creation
	III & IV	Web page, preview, table creation - Practical
11	I to IV	All queries regarding Microsoft word
12	I to IV	Excel - Classification of functions, statistical function, text function etc.
13	I	Chart, finding the value using goal seek
	II	Practical of the above
	III & IV	Border, Pattern, Pivot Table, Filter Table
14	I	Auditing
	II	Formatting
	III & IV	Worksheet (Number, Alignment)
15	I to IV	Worksheet (Number, Alignment) (Contd)
	Post Evening	Mid term evaluation test

Day	Session	Subject
16	I	Consolidating data
	II & III	Validation & Printing solution - Practical
	IV	Effective communication skills
17	I & II	Validation & printing solution - Practical (Contd)
	III & IV	Formula (sum if, sum, etc.) - Practical
	Post Evening	Time Management
18	I to IV	Formula (sum if, sum, etc.) - Practical (Contd)
19	I	Introduction to Power point
	II	Animating an object
	III	Slide transition, Custom animation
	IV	Design template, set up show
20	I	Animation preview
	II & III	Animation - Practical
	IV & Post Evening	Business game - Boat Building exercise
21	I	Introduction to Microsoft Access
	II	Creation of database
	III & IV	Record of database
22	I & II	Design view of database - Theory & Practical
	III & IV	Setting properties for table fields - Theory & Practical
23	I	Validation rule, dropdown list
	II	Simple query wizard, creation of form
	III	Reports wizards
	IV	Basic taxation and reinforcement
24	I	Introduction to Internet
	II	Creation of E-mail ID
	III & IV	Sending & receiving mail - Theory & Practical
25	I to IV	Creation of E-mail ID, Sending and receiving Mail - Practical
26	I	Attach documents in mail
	II	Download attachment
	III	Web surfing
	IV	Introduction to Google & Wikipedia
27	I to IV	Introduction of Google & Wikipedia (continued)
28	I to III	Information about Cyber law
	IV	Final evaluation test
29	I & II	Human Relations - importance, principles & methodology
	III & IV	Banking- Deposits and Advances, Lending schemes
30	I	Leadership skills
	II & III	Team building and Group dynamics - Theory & Group exercise
	IV	Feedback and Valedictory

