

Summarized list of Vocational Courses

Commerce based

1. Office Secretaryship

This course is intended to make students proficient in the skill of office secretaryship. The office secretary's work includes supporting management, including executives, using a variety of project management, communication & organizational skills. They are responsible for most front-office procedures, such as photocopying, faxing, scheduling, word processing, filing, greeting clients, mail sorting and phone call routing. Most employers prefer secretarial experience to education, and do not usually require applicants to have more than a high school education. Good communication and interpersonal skills are essential. The students will be able to learn about office procedures, names of accounts and vendors, accounts receivable, accounts payable and so forth.

2. Stenography and Computer Applications-

This course intends to develop professional skills with an objective to train students not only in shorthand and typing but also in the use of modern office equipment, and effective communication at all levels of human relations. This course prepares the student for all the wings of the Govt. – Executive, Judiciary & Legislative and Public Sector Undertakings, private sector as well as self-entrepreneurship.

3. Accountancy and Auditing

The course is designed to enable students to develop conceptual, skill and application skill in the commerce related field. The course will familiarize students with current business process and practices. This will help students in developing capabilities to identify business opportunities, analyze their risk- return possibilities and support business development in socially desirable avenues with strong moral commitment.

4. Marketing and Salesmanship

This course aims to develop “selling” capabilities in students. The student will understand how a product is marketed, considering various factors involved in marketing. Understanding of consumer behavior and helping consumers in making right choice of products is essential quality of salesman. Appreciation of consumer rights and legislations will help students in developing a good marketing sense, enabling them to later start their own enterprise.

5. Banking

Banking has emerged as one of the lucrative career options among the students in India. The curriculum is open for all streams such as Arts, Science and Commerce. The students are exposed to the fundamentals of banking, where they learn the operation of bank deposits, handling of negotiable instruments along with knowledge of accountancy. This package will

enable students to move into banks in either public sector, private sector, overseas banks or multinationals. A sound knowledge of both finance and management is taught to improve their efficiency.

6. Retail

This course aims to enable students to get absorbed in organized Retail sector. This course will facilitate the students to be industry ready and to meet the employability criteria set by different companies. The students will be prepared enter at different levels of Retail industry by equipping them with thorough understanding of Customer Service areas and equipment handling. Knowledge of retail marketing mix, brands in the retail industry, product placement and development, pricing alternatives, location options, and the promotion of goods and/or services will be emphasized upon. Application of technology to retail marketing management, e-commerce, international retailing, and customer relationship management will be introduced.

7. Financial Market Management

This course is designed to survey the field of finance and provide the foundation for more advanced finance coursework. Topics include sources of business and financial information, financial statement analysis, the time value of money, the nature and measurement of risk, financial institutions, investments and corporate finance. An examination of investment markets, transactions, planning and information. Topics include investment risk and return measures, debt and equity instruments, evaluation techniques, hybrid and derivative securities, mutual funds, real estate investments, tax planning and the investment process, and portfolio management.

8. Business Administration-

Administrators are the key to an efficiently run organization. This course will enable students to acquire qualification which will enable them with specialist skills of business administration including accounts, keyboard skills and word processing.

Engineering based-

9. Electrical Technology

After successfully completing two year (+2 stage vocational course), the student would have acquired relevant, appropriate and adequate technical knowledge together with professional skills and competencies in the field of Electrical Technology. The basic concepts in engineering drawing, the functioning of electrical motors and appliances, measuring and testing instruments and electrical circuits will be taught to increase competency level of the students so that they are equipped to take gainful employment in the said vocation.

10. Automobile Technology

This course intends in making student efficient in handling all major systems of automobile; handling of tools, servicing of vehicles, customer sales care and innovation and development aspects. The safety aspects are introduced to make students more aware and alert when they are working in the workshops. The skills imparted are to increase both technical knowledge as well as the professional skills of the students.

11. Civil Engineering

This course is envisaged keeping in mind the employment opportunities and activity profile of vocational students in civil engineering technology. The students will be exposed to competencies such as preparing, reading and interpreting drawing pertaining to civil engineering and allied works. Knowledge of various types of construction materials and their characteristics, construction techniques, supervisory skills, principles and methods of surveying, estimating and costing, skills in communication along with use of computers in the field of civil engineering will be instilled.

12. Air Conditioning and Refrigeration Technology

The course intends to develop appropriate technical knowledge as well as the professional skills of the students. This course will enable them to understand the concepts and principals involved in working of refrigeration and air conditioning equipment. The processes involved in testing, fault identification and repair procedures are taught. The concepts involved in installing, commissioning, preventive maintenance and preparing estimates and costing are imparted.

13. Electronics Technology

This course aims to help students acquire knowledge of testing procedures of components and circuits by making use of different test instruments. The understanding of concepts and principles used in radio, audio, television and video system. Locating faults at component level and at the stage level. This course will develop appropriate technical knowledge as well as the professional skills of the students, so that they are equipped to take gainful employment in the said vocation.

14. Geo Spatial Technology

Geospatial technology is using digital spatial data acquired from remotely sensed images, Photogrammetry techniques, and analysis by geographical information systems (GIS) and visualized on the computer screen or on paper through Geo- engineering. This course focuses on developing professional education dealing with mapping and Geospatial production ensure that students obtain insight into Geospatial database concepts creating and implementing databases, spatial analysis, developing GIS applications, through both theoretical concepts and supported by extensive practical exercises with hands on training.

15. Foundry

This course aims to introduce students to the foundry industry and provide clear understanding to the students of the technology processes, design flow and the techniques that can be employed to realize effective designs using our latest toolkits. The student will learn about foundry drawing, molding techniques, raw materials used, melting and pouring and cast metal techniques and so on. This course aims to develop appropriate technical knowledge as well as the professional skills of the students, so that they are equipped to take gainful employment in the said vocation.

16. IT Application

The course intends to develop skills related to web applications and advanced web designing. Knowledge of network safety and security, digital designing, multimedia anchoring, web content creation, interactive web page creating and troubleshooting will be taught. The curriculum is designed to develop appropriate technical knowledge as well as the professional skills of the students, so that they are equipped to take gainful employment in the said vocation.

Health and Para medical based-

17. Ophthalmic Techniques

This course intends to qualify students to carry out ophthalmic investigations. They will be able to do refraction work including prescription of glasses, contact lenses and low vision aids. Knowledge of recognizing common eye diseases, principles of fabricating spectacle lenses so on will be taught. The course aims to enable student to work under the supervision of ophthalmologist so as to render assistance, develop skills and to perform other optometric jobs.

18. Medical Laboratory Techniques

The objective of this course is to produce versatile medical laboratory technologist equipped with adequate knowledge and skills in performing various laboratory analyses and tests related to patients diagnosis and treatment and also for the prevention of disease. A Medical Laboratory Technologist (MLT) is an important member of a medical team because the practise of modern medicine depends greatly on the outcome of the laboratory results. A MLT is responsible for providing reliable and accurate laboratory results to doctors who used them to make diagnosis and to treat their patients. MLT 's carry out various procedures, analyses and laboratory investigations on tissue sample and body fluids such as blood and urine.

19. Auxiliary Nursing & Midwifery

The course aims to train students on how to take care of health related problems of children, mothers and old aged people especially in rural areas. Assessment of the nursing needs of individual, families and communities throughout life from birth till death. Major objective of this course is promotion of health, precaution against illness, restoration of health and rehabilitation.

ANM nurses have to utilize relevant knowledge from the humanities, biological and behavioral sciences in carrying out health care and nursing activities and functions.

20. X-Ray Technician

The vocational course of X-ray technician aims at meeting the demand for trained Para medical personnel in the field of radiology/radiotherapy. The student will help in providing better radiological services. Knowledge of Basic Principles and components of electrical circuits, X-ray equipment and its accessories, processing of films etc., radiological anatomy and physiology of human body, Radiographic techniques and various positions for different parts of human body will be imparted. Basic knowledge of X-ray tube, Basic concept of special investigative procedures like, Barium, IVP, Hysterosalpingo-graphy, Ultrasound, CT, etc. will be introduced.

21. Healthcare Sciences

This course intends to enable students to focus on population studies through incorporating both epidemiologic and laboratory skills. The course teaches the basic principals in public health and epidemiology, followed by laboratory knowledge and skills from the fields of microbiology, biochemistry, immunology and genetics as applied to health and disease, and their applications in epidemiologic activities (disease surveillance, outbreak investigations, identifying transmission patterns, risk factors and biomarkers, early detection of pathogens etc). The course includes a strong grounding in the ethical, legal, regulatory and social aspects of new health technologies entering the private and public health sectors of the country.

22. Health and Beauty Studies

This course intends to enable students to acquire skill sets required in beauty, spa and holistic health industries. These industries are growing at phenomenal rate, with high deficit in trained man power. The students will be able to demonstrate understanding of anatomy and physiology, dietetics in relation to beauty culture and hair dressing, understanding of basic principles and properties of various types of cosmetics, their applications and their effects. Students will be trained in spa therapies, yoga exercises and communication. Thus, this course in this subject will empower the students either as an assistant or self-entrepreneur in spa and beauty industry, which is not cash extensive.

23. Medical Diagnostics

The course will enable the student to identify and study function of different organs and systems in human body. Didactic and clinical experience necessary to acquire knowledge in Clinical Laboratory Science and General Education subjects will be provided. Students will be instructed in the analysis and interpretation of laboratory tests. The course aims to instill in the students the importance of honesty and professionalism in the workplace.

Home Science based-

24. Fashion Design & Clothing Construction

Fashion design is the applied art dedicated to the designing of clothing and lifestyle accessories created within the cultural and social influences of a specific time. The curriculum is designed to expose students to the cultural heritage of the country and to provide the appropriate structure for formation and the development of creative, technical, and emotional competences required for students willing to work and stand out in the vibrant Fashion market in India.

25. Textile Design

The principle objective of this course is to study textiles, that is, the basic material of fashion, creating a balance between the challenge represented by the future (that the textile must fulfill the needs of being “intelligent”, multi-functional, eco-sustainable, ethical and esthetic) and as an expression of creativity, tied to the traditions and values. The course is therefore calibrated between developing the handmade textiles, knowledge of the industrial processes of production of textiles and its commercialization; which can act as both source of inspiration and grounds for experimentation.

26. Design Fundamental

Design is inherently multidisciplinary. It is necessary both for the principles of design to be enriched by interactions with other disciplines and, in turn, for these disciplines to be enriched by the principles of design. This course provides students with the ability to create and communicate design concepts using various design technologies and techniques.

27. Music Technical Production

This course intends to introduce students to the technical aspect of music. This qualification will provide students with a practical introduction to recording processes including, mixing, editing and post-production.

28. Beauty Services

This course will enable students to acquire qualification towards successful learning of beauty services. Throughout the studies they will gain the knowledge and skills to provide a variety of basic beauty treatments and services to clients. Skills will be taught where they are able to start their own entrepreneurship ventures.

Others-

29. Transportation System & Logistic Management

This course intends to introduce students to the world of transport management. The curriculum aims to skill students in understanding and utilizing measurable criteria to evaluate how well the multimodal transportation system operates. Identify and address the impacts of freight movement on areas surrounding truck routes (noise, air quality, safety). Identify and reduce/eliminate freight linkage deficiencies with the objective of improving freight movement through roadways, railroads, and rivers.

30. Life Insurance

This course aims to provide students with the historical perspective of Insurance with a special reference to Life Insurance. This will enable students to know the role Life Insurance in the life of an individual and the society. Understanding of the principles and practices of Life Insurance will equip students with skills and exercises that are relevant to their efficient and effective functioning in the organization and at the same time, promoting professionalism. Students will be able to develop and use relevant tools, generate data and interpret them for better insights into the organizational needs and processes.

31. Library and Information Sciences

This course aims at training basic theories and principles of administration for effective management of public, academic, special libraries and information centers. Practical and theoretical understanding of and basic competencies required in evaluating, selecting and organizing information sources will be taught. Learning of the professional attitudes and the interpersonal and interdisciplinary skills needed to communicate and collaborate with the colleagues and the information users; and to understand the above goals within the perspective of prevailing and emerging technologies.

Agriculture based

32. Poultry Farming

The course will introduce students to poultry farming, highlighting the attributes of poultry species and why it is a profitable venture. It traces the origin of poultry species and looks at them as a biological entity. The systems of poultry management are discussed with emphasis on housing and appliances available to the poultry farmer. Factors necessary for successful incubation, brooding, rearing and management of adult birds are discussed. The principles of poultry nutrition, record keeping and marketing are also covered. The course aims to develop entrepreneurial skills in poultry farming.

33. Horticulture

Horticulture is associated with the cultivation of vegetables, fruits, flowers, crops, tuber crops and medicinal, aromatic and ornamental plants. The curriculum will enable students to gain knowledge about crop production, plant propagation, plant breeding, genetic engineering, preparation of soil and plant physiology and biochemistry and simultaneously can work in various fields including floral design, garden centers, teaching, fruit and vegetable production, arboriculture, landscape construction, etc.

34. Dairying Science and Technology

This course intends to introduce students to Dairying. The curriculum will educate students about the methods of handling milk from production to consumption to processing, packaging, storage, transport and physical distribution. The prime objective being to prevent spoilage, improve quality, increase shelf-life, and make milk palatable and safe for human consumption.

Hospitality and Tourism based

35. Food Production

The course intends to introduce students to the basics of cooking food coupled with the scientific approach by trying to understand the basic commodities utilized in preparation of food. Cooking of food is a skill based education that requires both the style of art and the method of science. Describe kitchen operations including culinary terminology, operational software, cooking methods, and basic food handling skills: such as food safety and food quality. Demonstrate proper kitchen management systems, such as cost control, labor control, inventory control, production scheduling, sales history, menu development, and forecasting.

36. Food and Beverage Services

The course intends to introduce students to the concepts of food cost control, costing and beverage control system through numerous activities based on it. The book also emphasizes upon various operating activities like purchasing receiving storing and issuing. This course is an overview of the management practices utilized to direct, operate and control foodservices. This course will teach practical knowledge of appropriate service behaviors for a variety of guest types, understand the concept and techniques of good service and demonstrate the skills acquired and capacity and demonstrate various service techniques.

37. Mass Media Studies and Media Production

This course aims at grooming the natural talent of students and exposing them to ever-changing skills needed in the media and entertainment industry with hands-on experience. The course is designed to provide fundamental information on analysis of film, TV(including News), print

articles, understanding of the pipeline multiple products of the media & Entertainment industry (TV show/ segment, film, article, ad – film, etc), concept of assembly line, animation, roles people play, skills & specializations, the creative process, aesthetics, design, framing, composition, writing, ideation and finally technology usage in the media & entertainment industry.

38. Bakery and Confectionery

This course envisages in helping students to acquire basic skills of Bakery and Confectionery. The curriculum is designed in a way to stimulate and lay foundation for further training in Bakery and Confectionery. It will also enable students to acquire knowledge of commodities used in Bakery / Confectionery, the processing they have undergone, their selection, composition, functions, reaction to heat/baking, refrigeration, chilling and freezing, their interaction with each other and storage. The students will develop ability to assess the characteristics of good quality baked goods, identify common faults and be able to take corrective action where necessary; will know the principals involved in balancing formulas; and will acquire technical knowledge how in setting up small scale baking units.

39. Front office

This course focuses on the management role in the organization and structure of hotels, restaurants, clubs, and resorts. The students will understand the role of Front Office as the public face of the hotel, primarily by greeting hotel patrons and checking in guests. It also provides assistance to guests during their stay, completes their accommodation, food and beverage accounts and receives payment from guests.

40. Travel and Tourism

This course aims to introduce students to the great Tourism potential of India. This course will provide complete knowledge of our great country i.e. our culture, traditions, our social history, hidden treasures of our country (natural beauty, monuments, places of pilgrimages etc.), development scenario and aspirations. Tourism can be considered as a passport for international understanding, peace and prosperity.