

# JANKI DEVI VOCATIONAL CENTRE

Under the aegis of Shri Banarsidas Chandiwalla Sewa Smarak Trust Society



## PROSPECTUS





# **JANKI DEVI VOCATIONAL CENTRE** **जानकी देवी वोकेशनल सेन्टर**

Under the aegis of Shri Banarsidas Chandiwalla Sewa Smarak Trust Society

## **SHORT TERM COURSES**

- ★ **Computers / DTP**
- ★ **Personality Development**
- ★ **Beauty Culture & Makeup**
- ★ **Illustration (Sketching)**
- ★ **Financial Accounting / Tally-ERP 9**
- ★ **Spoken English**
- ★ **Indian Classical Dance & Music**
- ★ **EDP in Boutique Management**
- ★ **3D MAX with V-Ray & Mental Ray**
- ★ **Home Science**
- ★ **Computer Application in Fashion & Textile Designing (CAD)**
- ★ **Fashion Journalism**
- ★ **Jyotish Vani Level-I, II, III**
- ★ **Social Media Marketing**
- ★ **EDP in Textile Designing**
- ★ **Furniture Designing**
- ★ **Personal Grooming**
- ★ **Radio Jockeying & Script Writing**
- ★ **Typing and Shorthand**
- ★ **CAD Architecture Planning & Drafting-3D**
- ★ **Cutting & Tailoring**
- ★ **Tuka CAD / Studio**
- ★ **Art & Craft**
- ★ **Textile Designing**
- ★ **Vastu**
- ★ **Pattern Making**
- ★ **TV Journalism**
- ★ **Vedic Maths (IIVA)**
- ★ **Abacus (IIVA)**
- ★ **Resin Art**
- ★ **Caricature Art**
- ★ **Photography**

Connect us on Social Media



**jdvcjdm@gmail.com**

**website: www.jdvc.org**

**For Details Contact :**

## **JANKI DEVI VOCATIONAL CENTRE** **(Janki Devi Memorial College)**

Under the aegis of Shri Banarsidas Chandiwalla Sewa Smarak Trust Society

Sir Gangaram Hospital Marg, Near Karol Bagh Metro Station

New Delhi-110060 Mobile : 9711828269, 9818100369

**Morning, Afternoon & Online Batches Available**

**(9:00 am to 5:00 pm Monday to Friday)**



## From the Desk of Chairperson

From the Desk of Chairperson

The objective of Janki Devi Vocational Center(JDVC) is to impart skills to women and make them more employable. The courses at JDVC are tailor made to suit the specific needs of young women aspiring to become entrepreneurs or professionals in their chosen field. Careful consideration is given to the requirements of the job while designing courses at JDVC and we constantly update the curriculum to stay abreast of changing requirements.

At JDVC you will join a group of young enterprising students constantly mentored by passionate faculty. I welcome you to JDVC and will you a successful career ahead.

With best regards

**(Aditya Krishna)**

Chairperson

JDVC



## From the Desk of Co-ordinator

Hello, Dear Students of 2024!!

I would like to welcome you all to the Janki Devi Vocational Centre!

Janki Devi Vocational Centre under the aegis of Shri Banarasi Das Chandiwalla Sewa Smarak Society is committed to empowering girls and women from the last four decades by providing them with quality education and upskilling opportunities.

Janki Devi Vocational Centre since its inception supported women's empowerment. We believe that with quality education and skill development will lead to their financial independence and personal & professional growth. It is our belief, rooted in our core values, that equipping women with education and skills will empower them to carve their paths and leave a meaningful impact on society.

We nurture our students and enhance their skills by organising a diverse range of opportunities and activities such as Fashion shows, Exhibitions, Industry visits, Workshops, and networking with industry experts and accomplished Alumni to foster their entrepreneurial skills. Our collaborations with industry. Fashion Weeks, Art gallery and different organisation have provided our students an opportunity to interact with people within their respective industries before graduation and build a strong portfolio by participating in these events.

We have designed our academic programmes meticulously to align with industry requirements, and we even update our curriculum from time to time to bridge the gap and to ensure that our students are equipped with the latest industry-relevant skills. We take immense pride in providing our students with an exceptional learning environment with an interactive learning methodology in classes supported by well-developed infrastructure, and well-equipped & well-maintained labs and studios.

We aim to inspire our students to discover their talents and strengths and unlock their full potential, so they can leave a remarkable impact in their respective industries.

We want you to embrace this wonderful opportunity, and seize every moment of your journey with us in college, which will transform your life for the better in the future. We are always here to support you in every step of your journey and wish you all the success in your future endeavours.

Well in the end, on behalf of the entire JDVC team, I extend a warm and joyous welcome to all the students joining us in 2024. Once again, Welcome to Janki Devi Vocational Centre.

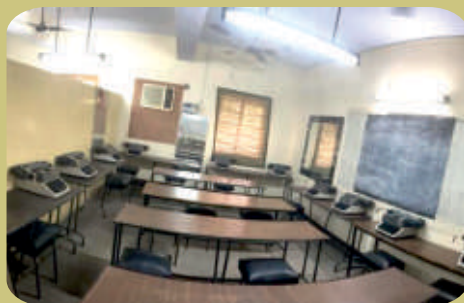
With best regards

**(Madhuri Verma)**

Co-ordinator

JDVC

# Labs & Studio



# Labs & Studio



# JANKI DEVI VOCATIONAL CENTRE

Janki Devi Vocational Centre (JDVC), operating under the aegis of the Shri Banarsidas Chandiwalla Sewa Smarak Trust Society, was established with the primary goal of empowering women. The society was founded in 1952 by the eminent Gandhian and philanthropist, Late Shri Brijkrishan Chandiwalla, in memory of his revered father, Late Shri Banarsidas Chandiwalla.

Since the last four decades, Janki Devi Vocational Centre (JDVC), has been driven by its commitment to excellence, constantly evolving and adapting to future challenges. As an institution at JDVC, our ethos centres on continuous improvement, which has also been reflected in our curriculum, specifically designed to meet the evolving needs and demands of the modern-day workforce.

Our comprehensive range of diploma and certificate courses spans diverse fields such as Computer Software Applications, Fashion Design, Nursery and Primary Teacher Training (NPTT), Library Science, Astrology, Office Management, Translation, Digital Marketing, Advertising & Public Relations etc. We have designed our academic programmes meticulously to align with industry requirements, and we even update our curriculum from time to time to bridge the gap and ensure that our students are equipped with the latest industry-relevant skills to excel in the workforce.

We nurture our students and enhance their skills by organising a diverse range of opportunities and activities, such as Fashion shows, Exhibitions, Industry visits, Workshops, and networking with industry experts and accomplished Alumni to foster their entrepreneurial skills. Like our collaborations with Gallery Sree Arts, Moving Media Workshop, Pracheen Kala Kendra, and India Style Fashion Week, to name a few, these collaborations have provided our students with an opportunity to interact with people within their respective industries before graduation, help them to build a strong portfolio by participating in these events, and prepare them for real-world challenges.

At JDVC, we strive to nurture not only skilled professionals but also well-rounded individuals equipped with essential social and interpersonal skills. Through courses in Home Science, Personality Development, and Arts & Crafts, we empower students to succeed both professionally and personally.

Our dedication to excellence and holistic education underscores JDVC's commitment in shaping a brighter future for aspiring female professionals and entrepreneurs.

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# FASHION DESIGN TECHNOLOGY

The Fashion and Garment Industry in India is growing at a rapid pace. Every year an Increasing Number of professionals are being Added to the Industry. The need for Professionals at all managerial and technical Levels are increasing day by day. To cater to the growing demand for professionals in the Fashion industry, our Institute offers a comprehensive course in Fashion Design Technology and Garment Manufacturing Technology.

## FASHION DESIGN

- 1) Fashion Design - (One Year)
- 2) Fashion Design - (Two Year)
- 3) Fashion Design - (Three Year)  
(Advanced)

Direct Admission in II year will be subject to Presentation of portfolio.

The areas covered in Fashion Design Include

### 1 YEAR

1. Design Ideas
2. Sketching -I
3. Colour and Design Theory
4. Fashion Fundamentals
5. Drafting and Pattern Making-I
6. Garment Construction -I
7. Indian Embroideries -I
8. Textile Theory
9. Computer-I
10. Project-Fashion Show
11. Market Survey
12. Communication Skill Development
13. Visits

### II YEAR

- I. Drafting and Pattern Making-II
2. Garment Construction-II
3. Sketching -II
4. Advanced Pattern Making
5. Fashion History
6. Fabric Theory
7. Indian Embroideries -II

8. Computer Application -II
9. Projects
10. Personality development & Communication Skills
11. Market Survey
12. Project - Fashion Show
13. Internship

## III YEAR

1. Advanced Sketching & Illustration  
(Female/Male)
2. Advanced Apparel Construction  
(Male/ Female)
3. Apparel Marketing & Merchandising
4. Drafting & Pattern Marking - III
5. Garment Construction
6. Project ( Line Development & Presentation)
7. Draping
8. Surface Ornamentation
9. Grading
10. Computer Application  
(TUKA CAD, MS-OFFICE, ILLUSTRATOR)
  - Tuba Design
  - Tuba Mark
  - Grading
11. Project - Fashion Show
12. Internship

## DURATION - ONE YEAR

1. Design Ideas
2. Sketching
3. Colour and Design Theory
4. Fashion Fundamentals
5. Drafting and Pattern Making
6. Garment Construction
7. Indian Embroideries
8. Textile Theory/Practical
9. Computers
10. Project - Fashion Show
11. Communication Skill Development
12. Internship

# FINE ART

## **DURATION - ONE YEAR**

1. Sketching
2. Nature Study
3. Outdoor Sketching
4. Still Life - I
5. Object Drawing - 2
6. Colour Medium & Techniques -I (Charcoal, Acrylic, Water Colour, Pencil Colour, Dry Pastel)
7. History of Indian Art - I
8. Theory of Art
9. Colour Theory
10. Framing of Artwork
11. Stencil Art
12. Power Point Presentation
13. Exhibition
14. Linework + POP Sculpting

### **PKK, (Pracheen Kala Kendra)**

1. Line Drawing & Free Hand Drawing
2. Sketching
3. Perspective In Drawing
4. Geometrical Design (Poster Colour)
5. Mass Volume & Proportion Line, Dark & Light in Drawing Or (Effect) (Medium Pencil, Water Colour & Oil Colour)
6. Letter Writing (Ink Pen / Poster Colour)
7. Ornamental & Geometrical Design
8. Alpna

## **DURATION - TWO YEARS**

1. Model Study
2. Still Life-II
3. Nature Study -II
4. Sketching
5. Outdoor Sketching
6. Colour Medium & Techniques –II (Oil, Poster Colour, Pen & Ink)
7. Application Of Computer
8. Creative Photography Project
9. History Of Indian Art-II
10. Knowledge Of Materials (Canvas, Frame, Colours, Display, Canvas Making)
11. Presentation-I
12. Calligraphy
13. Clay Modelling
14. Book Cover
15. Story Book
16. Stencil Art
17. Collage Art
18. Bottle Painting

19. Study of Artist
20. In Print Making (woodcut)
21. Craft Work
22. Exhibition -II

### **PKK (Pracheen Kala Kendra)**

1. Still Life Composition (Pastel & Water Colour)
2. Design
  - (a) Geometrical
  - (b) Triangle, Circle, Squares Rectangles Etc.
3. The Colour Wheel, Properties Of Colours,
4. Land Scene, Sketching, Colours, On The Spot Landscaping (Water Colour /Poster Colour)
5. Madhubani Painting.

## **DURATION - THREE YEARS**

1. Life Study Oil & Acrylic Medium
  2. Modern & Abstract Art
  3. Traditional Art
  4. Folk Art
  5. Western Art
  6. Study Of Artists
  7. Application Of Fine Art In Commercial Design Industry
  8. Application Of Computers-III
  9. Experimental Art + Conceptual
  10. Photography & Video /Editing
  11. Presentation - II
  12. Art & Craft
  13. Communication Ski. & Personality Development
  14. Lino Cut
  15. Clay Modelling
  16. Wall Painting
  17. Story Book - III
  18. Pot Making & Pot Painting
  19. Fabric/Cloth Painting
  20. Glass Painting
  21. Exhibition
  22. Portrait
  23. Still Life
  24. Outdoor Painting
- ### **PKK (Pracheen Kala Kendra)**
1. Antique Study (Pencil)
  2. Life Study (Life Model) (Pencil)
  3. Sketching From Nature (Pencil & Pastel Colour)
  4. Curtain Design, All Over Design.
    - i. Pillow Cover
    - ii. Sari Design
    - iii. Table Corner Design Etc.
- \*(Previous Year Questions Will Be included)

# ART & CRAFT

Art & Craft are the soul of Indian Heritage as each region of Indian has Its own “Artistic Treasures”, An Understanding of medium, material and their intrinsic qualities are as relevant to Arts & Crafts today as it has been in the past. Art & Craft describes a wide variety of activities improving making things with ones own hands. The Art & Craft course at I.D.V.C offers an opportunity to get enhanced in the aura of creative essence and learn elaborate techniques to craft out the best of student's ability.

**Duration: One Year / Two Years**

## ONE YEAR / 1<sup>ST</sup> YEAR CURRICULUM

1. Introduction Of Art Material & Techniques
2. Basic Drawing & Sketching
3. Object Drawing & Painting
4. Craft Work
  - a) Paper Craft
  - b) Stencil Craft
  - c) Flower Making Etc.
5. Indian Traditional Arts - I
6. Shilpkar Work
7. Oil Painting
8. Pot Decoration
9. Exhibition
10. Workshops
11. Visits

## Duration: Second Year

1. Drawing & Sketching
2. Colour Theory
3. Oil Painting
4. Paper Sculpture
5. Flower Making
6. Paper Craft
7. Paper Mache
8. Madhubani Painting
9. Kalamkari
10. Warli Painting
11. Tin Craft
12. Mirror Glass Painting
13. Batik
14. Crackle Medium Painting
15. Moch Poch Work
16. Resin Art
17. India Traditional Art-II
18. Computer Applications
19. Communication & Skill Development
20. Personal Grooming Sessions
21. Enterprecur Skill Development

## JOR OPPORTUNITIES:

School Crafts Teacher, Exposition Decoration  
Running Hobby Centre's, Handicrafts Industry  
Interior Decoration, Conduct Craft Workshop.

# DIPLOMA IN LIBRARY & INFORMATION SCIENCE

## DURATION-ONE YEAR

The Diploma in Library Science (DLS) programme is intended to develop professional knowledge and to impart skills to meet the growing manpower needs in library management in school, college, university, Public and special Libraries both at Government and non-Government levels.

### **Objectives:**

To know the purpose and function of different types of libraries.

Understand the classification of reading material.

Acquaint students with cataloguing and familiarize them with various sections of libraries.

Know the maintenance of a library.

Learn about various types of library records.

### **The course curriculum:**

1. Library and Society
2. Library Classification (Theory)
3. Library Classification (Practical with DDC & CC)
4. Library organization and management
5. Library Catalogue (Theory)
6. Library Catalogue (Practical with AACR-2 & CCC)
7. Information Sources and Services
8. Computer application software (Theory & Practical)
9. Communication & Skill Development
10. Internship

# COMPUTER

## **1. Diploma In Graphic Designing- Duration - One Year**

1. Corel draw
2. Photoshop
3. Illustrator
4. Indesign
5. Ms-word
6. Ms-excel
7. MS- Powerpoint

## **2. Diploma In Web Designing Duration - One Year**

1. Corel Draw
2. Photoshop
3. HTML
4. Dreamweaver
5. Java Script
6. CSS

## **3. Diploma In Computer Applications Duration - One Year**

### **1. SQL**

1. Retrieving data with select statements
2. Restrict & Sort Data
3. Single Row Functions
4. Group Functions
5. Multiple Tables Using Joins
6. Sub Queries
7. Set Operator
8. Data Manipulation Statements
9. DDL Statements to Create & Manage Tables
10. Other Schema Objects

### **2. C++**

1. Object Oriented Programming Principles
2. Introduction to C++
3. Basic Programming
4. Control Statement
5. Arrays
6. Structures
7. Functions
8. Object Oriented Programming
9. Function Overloading
10. Constructor & Destructors
11. Inheritance
12. I/O Streams & files
13. Exception Handling

## **3. Introduction Of Networking**

## **4. Diploma In Computer Applications Duration - Two Years**

- a) SQL, C++, Introduction of networking
- b) Python

## **CURRICULUM OF CORE & ADVANCE PYTHON**

1. Getting Started
2. Python Fundamental
3. Data Handling
4. String Manipulation
5. List Manipulation
6. Tuples
7. Dictionaries
8. Set & Frozen set
9. Operators
10. Program Control Flow
11. Introduction to Functions  
(Built in functions)
12. User Defined Functions
13. Recursion Functions
14. Modules & Packages(Built in Modules)
15. User Defined Modules
16. File Operations (Text & Bytes Files)
17. Format Classes & Objects
18. Exception Handling
19. Introduction to OOPS
20. Database
21. GUI Programming
22. Revisiting Python
23. Introduction to Data Analytics
24. Library for Data Analyti.
25. Statistics
26. Jupiter Notebook
27. Numpy
28. Scipy
29. Pandas
30. Matplotlib
31. Seaborn
32. Web Scraping
33. Introduction to ML
34. Projects
35. Note : Prerequisites

# DIPLOMA IN BUSINESS ANALYTICS

## CURRICULUM OF CORE & ADVANCE PYTHON

1. Getting Started
2. Python Fundamental
3. Data Handling
4. String Manipulation
5. List Manipulation
6. Tuples
7. Dictionaries
8. Set & Frozen set
9. Operators
10. Program Control Flow
11. Introduction to Functions  
(Built in functions)
12. User Defined Functions
13. Recursion Functions
14. Modules & Packages(Built in Modules)
15. User Defined Modules
16. File Operations (Text & Bytes Files)
17. Format Classes & Objects
18. Exception Handling
19. Introduction to OOPS
20. Database
21. GUI Programming
22. Revisiting Python
23. Introduction to Data Analytics
24. Library for Data Analytics
25. Statistics
26. Jupiter Notebook
27. Nurnpy
28. Scipy
29. Pandas
30. Matplotlib
31. Seaborn
32. Web Scraping
33. Introduction to ML
34. Projects
35. Note : Prerequisites

## CURRICULUM OF SQL

1. Retrieve Data Using the SQL  
Select Statement
2. Learn to Restrict and Sort Data
3. Usage of Single-Row Functions to  
Customize output
4. Invoke Conversion Functions and  
Conditional Expressions
5. Aggregate Date Using the Group  
Functions
6. Display Data from Multiple Tables  
using Joins
7. Use sub-queries to Solve queries
8. The set operators
9. Data Manipulations Statement
10. Use of DDL Statements to Create  
and Manage Tables
11. Other Schema Objects
12. Control User Access
13. Retrieve Data Using Sub-Queries

## CURRICULUM OF POWER BI

1. Introduction
2. Sign up for Power BI
3. The Power BI Desktop
4. Creating Reports in Power BI Desktop
5. Visualizations & Graphs 6. Dashboards
7. Dax Formulas
8. Dax Measures
9. Power BI Editors
10. Relationships
11. Corona Case Study

# MODERN SECRETARIAL PRACTICE

Liberalization and globalization have brought with them ever increasing business activity. There therefore a constant demand For personal who can efficiently manage office routine. This course offers opportunities for girls who wish to work as secretaries, stenographers and office assistants. Three courses are offered.

## A. OFFICE MANAGEMENT

### DURATION - ONE YEAR

1. Typing
2. Shorthand Basic
3. Computerized Business Communication
4. Basic English & Advance English  
(Imparting effective skills to crack competitive exams preparation for interview)
5. Communication Skills
6. Business Communication
7. Modern Office Management & Procedure
8. Practical Accounting
9. Computer Applications:  
MS Word, Excel, PowerPoint, Tally, Internet
10. Personal Grooming
11. Internship

## B. MODERN SECRETARIAL PRACTICE

### DURATION- TWO YEARS

1. Typing Paper 1 & 2
2. Shorthand Paper 1 & 2  
(Outlines & speed practice magazines)
3. Computerized Business  
Communication Paper 1 & 2
4. Basic English / Advance English Paper 1 & 2  
(Imparting effective skills to crack competitive exams preparation for interview)
5. Communication Skills Paper 1 & 2
6. Business Communication

7. Modern Office Management & Procedure  
Paper 1 & 2
8. Practical Accounting Paper I & 2
9. Computer Applications:  
MS Word, Excel, PowerPoint, Tally, Internet.
10. Personal Grooming
11. Internship

## C. STENOGRAPHY-

### DURATION - ONE YEAR

1. Typing
2. Shorthand - Basic
3. Basic & advance English
4. Business communication
5. Personal Grooming
6. Computer Applications  
(MS Office & Internet)

### JOB OPPORTUNITIES IN:

1. Multinational Companies
2. Private Organizations
3. Banks
4. Government Offices
5. Institutes, Schools, Colleges, Hospitals

### AS:

- 1) Stenographer
- 2) Secretary
- 3) Office Assistant
- 4) Office Co-Ordinator/Manager
- 5) Computer Operator
- 6) Accounts Assistant
- 7) Front Office Executive

### Training/Internship

On completion of the Office Management, Stenography & Modern Secretarial Practice course, the meritorious students are sent for training to reputed organizations.

# INTERIOR DESIGNING

The interior Designing Course Is appropriate for those who have a passion for designing and creating comfortable and innovative interiors. In this course students learn to understand interiors and develop design by analyzing the function (utility) of space. With design Ideas we impart knowledge about the practical aspects like Colour, Lighting, Presentation, Psychology, Vaastu, Budgeting, Utility and Designing related to residential and commercial projects. After completion of the course students will be able to generate innovative ideas and execute them with proper technique to produce unique designs.

## **DURATION - ONE YEAR, TWO YEARS, THREE YEARS**

### **1st YEAR/ONE YEAR**

1. Art & Graphics
2. Building Material & Construction-1
3. Furnishing & Fitting
4. Interior Design & Drafting
5. Furniture Design -1
6. History of Interior -1
7. CAD (2d)
8. Product Development -1
9. Market Survey
10. Residential Project -1
11. Exhibition
12. Power Point Presentation
13. India Art & Craft -1

Computer Basic Classes(2 Classes in a month)  
Communication Skill & development (2 Classes in a month)

### **2nd year**

1. Art & Graphics - II
2. Building Material & Construction - II
3. Plumbing & Electrical

5. Furniture Design - II
  6. History of Interiors - II
  7. Vastu & Feng Shui
  8. CAD (3D)
  9. Product Development & Presentation \_II
  10. National Designer Study
  11. Market Study
  12. Estimation & Costing
  13. Commercial Project
  14. Visit Outdoor
  15. Exhibition
  16. Work Shop
  17. Power Point Presentation
  18. India Art & Craft II
- Computer Basic Classes(2 Classes in a month)  
Communication Skill & development  
(2 Classes in a month)

### **3rd YEAR**

- I. Design Development
  2. Construction
  3. Costing & B.O.Q. ( Bill Of Quantities)
  4. Design Presentation
  5. Product Development & Presentation
  6. Entrepreneurship Skills
  7. Visits-Outdoor
  8. Exteriors
  9. Residential & Commercial Project On 3D (Max)
  10. CAD-3D (Max) With Vray & Photoshop
  11. Exhibition
  12. Workshop
  13. International Designer Study
  14. Power Point Presentation
- Computer Basic Classes(2 Classes in a month)  
Communication Skill & development  
(2 Classes in a month)

# NURSERY AND PRIMARY TEACHER TRAINING

As an individual responsible for shaping young impressionable minds, the nursery teacher plays one of the most Important roles in the life of a growing child.

In this course we train our students In child psychology, nutrition, recreation, child development and the skill of using teaching aids to make education interesting for children.

Courses Offered:

N.P.T.T.2 Years

N.T.T.1 Year

## DURATION - TWO YEARS

### First year

1. Indian Education System
2. Child Psychology
3. Principles & Methods of Teaching
4. Child Health & Nutrition
5. Lesson Planning & Teaching Skills - I
6. Art -I for Audio Visual Teaching Aids
7. Craft -I for Audio Visual Teaching Aids
8. Computers in Education
9. Files & Projects
10. Communication Skills
11. Educational Visits & Excursions
12. Workshops
13. Phonics
14. Practical VIVA VOCE
15. Nursery School Organisation
16. Personality Grooming Skills - I

### Second Year

1. Core English
2. Core E.V.S.
3. Core Hindi
4. Core Maths
5. Abacus & Vedic Maths
6. Computer Aided Teaching Skills
7. Simulation

8. Art - II
9. Craft - II
10. Files & Projects
11. 6 P. & Teaching Skills- II
12. Educational Visits & Excursions
13. Interactive Workshops
14. Internship
15. Communication Skills
16. VIVA VOCE

## NURSE. TEACHER TRAINING

### DURATION - ONE YEAR

#### Course Content

1. Indian Education System
2. Child Psychology
3. Principles & Methods of Teaching
4. Child Health & nutrition
5. Lesson Planning & Teaching Skills
6. Art (Audio Visual Teaching Aids)
7. Craft (Audio Visual Teaching Aids)
8. Computers in Education
9. Files & Projects
10. Communication Skills
11. Educational Visits and Excursions
12. Interactive Workshops
13. Internship
14. VIVA VOCE
15. Personality Grooming Skills-I

## JOB OPPORTUNITIES

JOB AREA	JOB PROFILE
* Educational Institutions	* Nursery Teacher
* Private Schools	* Assistant Nursery Teacher
* Coaching Centres	* Tutor
* NGO's	* Co-Ordinator
	* Administrator

# DIPLOMA IN PRINT & ELECTRONIC MEDIA

## DURATION - ONE YEAR

### Paper - 1 Communication

- \* Mass Communication ( Meaning, Principles & Procedure)
- \* Models of Mass Communication
- \* Medium and Characteristics of Communication
- \* Importance and role of Mass Communication in Democracy

### Paper - 2 Print Media

- \* History and Development of Print Media
- \* Importance and role of Print Media in Society
- \* Working of Print Media
- \* Structure of Print Media / Various Departments
- \* Printing Procedure and Management
- \* News and News Sources
- \* Press Laws/ Media Ethics
- \* Report / Special Report / Editorial / Feature / letter to Editor
- \* Writing and Reporting for Print Media
- \* Computer Application (Page Making & Typing)

### Paper - 3 Electronic Media

- \* History and Development of Radio and Television
- \* Difference between radio and television
- \* Working of Radio and Television
- \* Script Writing ( Writing for Radio and Television)
- \* Voice Modulation / Pronunciation / Clarity
- \* Radio Jockeying
- \* Various Programmers of Radio and Presentation Thereof
- \* Studio Visit or Programme Participation
- \* Means of Broadcasting
- \* Reporting for Television
- \* TV News Room and Structure
- \* News Editing

- \* TV News Room and Structure
- \* News Editing
- \* Tv News Anchoring PTC
- \* Croma / Hot Switch / Phone-In
- \* On Camera Training
- \* Introduction to Camera —Shots
- \* Weather Anchoring
- \* Show Anchoring
- \* Interviewing
- \* Reporting and Beats
- \* Outdoor Reporting
- \* On Camera Training for Reporting

### Paper - 4 Advertisements

- \* The Role and importance of Advertisement
- \* The purpose of Advertisement
- \* Types of Advertisement
- \* Target Groups and Commercial Ads
- \* Advertisements for Social Causes
- \* Language of Advertisement
- \* Script Writing
- \* Introduction of Public Relations

### Paper -5 Practical

- \* Page Making
- \* On Camera Training

## **ADVERTISING & PUBLIC RELATION**

**DURATION — ONE YEAR**

### **SUBJECT - ADVERTISING**

Requirement and Role / Principles, Concept and Management. Means of Advt., Consumer Behaviour

### **SUBJECT - COMMUNICATION**

Communication Skills (Hind, English Language), Corporate Communication, Computer Skills for Communication, Effective Writing Skills and Public Speaking (Oration)

### **SUBJECT - MEDIA PLANNING & MARKETING**

Online Marketing, Brand Management / Planning & Implementation.

### **SUBJECT - PUBLIC RELATION**

Mass Media, Concept, Technique, Role & Principles of PR. Quality of PRO.

## **DIPLOMA IN TRANSLATION (ENGLISH - HINDI & VICE VERSA)**

**DURATION ONE YEAR (One Hour Class  
Thrice a Week)**

### **COURSE CONTENT:-**

- (a) Anuvad Sidhant (Principles & Theory of Translation)
- (b) Anuvad Prakriya (Procedure of Translation)
- (c) Anuvad ke Prakar (Kinds of Translation)
- (d) Karyalai Evam Vyavharik Anuvad (Official & Practical Translation)
- (e) Anuvad ka Vyavharik Prashikshan (Practice of Practical Translation)
- (f) Takniki Anuvad (Technical Translation)  
Scope with Course (Freelance) Translator.  
Hindi Translator in Govt. Sector, Hindi Officer in Banks. Translator in News Papers and Translator in All Public Sectors. Translator in Legislative Assemblies and Parliament.

# COSMETOLOGY

## A. PROFESSIONAL DIPLOMA IN COSMETOLOGY - One Year

1. Skin Anatomy
2. CTM (for all skin types)
3. How to handle mature, flakes, pigments skin
4. Brow defining with thread and wax
5. Upper lips with thread and was
6. Face waxing
7. Full body waxing
8. Full body rica waxing
9. Pedicure & Manicure (Basic & Deluxe)
10. Heena application (Hair)
11. Heena application (Head)
  - A. Basic heena
  - B. Bridal heena
12. Hair colouring (|Global & Highlight)
13. Hair rebounding
14. Basic hair cutting
15. Facial (Normal, Mature & Problematic Skin)
16. Body polishing
17. Bikini Wax
18. Draping
19. Nail art
20. Nail paint application
21. Advance makeup techniques
  - A. Basic makeup
  - B. HO makeup
  - C. Bridal makeup
22. Home Remedies

# COSMETOLOGY

## B. BASIC DIPLOMA IN COSMETOLOGY

### One Year/1st Year

Timing 2 hrs Monday to Friday

1. Skin Anatomy
2. Body Polishing
3. Threading
4. Waxing
5. Pedicure & Manicure
6. Heena application (Hands)
7. Heena application (Hair)
8. Hair Colouring
9. Hair straightening
10. Hair styling (Pressing, Curling, Crimping etc.)
11. Nail paint application
12. Cleansing
13. Facial
14. Basic makeup
15. Home remedies

## C. ADVANCE DIPLOMA IN COSMETOLOGY

### IIInd Year

1. Skin care knowledge
2. CTM according to skin type
3. How to handle mature, flakes, pigmented skin
4. Deluxe pedicure & Manicure
5. Bridal heena application
6. Hair colouring (Highlights)
7. Hair styling
8. Facial
9. Advance waxing techniques
  - A. Rica Waxing
  - B. Bikni Wax
10. Body polishing with Organic Products
11. Nail Art
12. Permanent nail paint
13. Advance makeup techniques
  - A. HD makeup
  - B. Bridal makeup
14. Home remedies

# DIPLOMA IN ASTROLOGY

Classes: Twice a week (1.5 Hr. per class)

## ज्योतिष वाणी भाग-1

### Contents:

- Basic of Astrology
- Signs and their characteristics
- Ownership of signs characteristic planets
- Mooltrikona Rashi
- Combustion etc.
- Planet relationships
- Signs and houses
- Malefic & beneficial planets
- Planet in different houses
- Dhan yog
- Key planets
- Raj yog
- Mangal Dosh
- General rules of judgement of horoscope

## ज्योतिष वाणी भाग - 2

### Contents:

- Astrology and Karma
- General Astrology
- Astrology and Psychology
- History of Astrology
- Mythological Story of Planets
- Panchang
- Nakshatra
- Gandmool Nakshatra
- Dashas
- Vimshottari Dasha
- Mahadsha
- Anter Dasha
- Pratyantar Dasha
- Yogini Dasha
- Use of Dasha
- Kundali Analysis

# DIPLOMA IN ASTROLOGY

## ज्योतिष वाणी भाग-3

### Contents:

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- Complete Predictions by Kundli  
(Marriage/love/family/business/abroad/  
health/children/mental peace etc.
- Transit
- Planetary transit and their effects
- Sade Sati
- Special Transit
- Double Transit
- Muhurat
- Muhurat and its importance
- Classification and Utilization of tithi vaar
- Yog
- Karan
- Nakshatra for choosing a muhurat
- Shodash Sanskar
- Profession (Business or job)  
Prediction of Kundli

# **SHORT TERM HOBBY COURSES**

# **CERTIFICATE COURSE** **SHORT TERM / HOBBY COURSES** **FEE STRUCTURE & DURATION**

NOTE :- (a) Admission fees of ₹ 150/- to be paid along with each course fee.

(b) Fee includes 18% GST

Timing: Confirm with J.D.V.C office

## **COMPUTER SHORT TERM COURSES**

1	Graphic Designing (Corel Draw, Photoshop)	₹ 10,030	3 Months
2	Corel Draw	₹ 5,310	20 hrs.
3	Photoshop	₹ 5,310	20 hrs.
4	Illustrator	₹ 4,720	30 hrs.
5	Internet	₹ 1,180	10 hrs.
6	Webpage Designing	₹ 11,800	60 hrs.
7	Oracle	₹ 9,440	40 hrs.
8	C++	₹ 5,900	40 hrs.
9	Computer Fundamentals	₹ 4,956	25 hrs.
10	In Design	₹ 2,360	10 hrs.
11	2 D Animation in Power Point	₹ 2,360	5 hrs.
12	Advance M S Excel	₹ 1,770	5 hrs.
13	Python	₹ 10,000	6 months
14	SQL	₹ 8,000	3 months
15	Power BI	₹ 10,000	3 months

# SOCIAL MEDIA MARKETING

**FEE : 11,800**

**Class Duration : 1.5hr. per class (Thrice a week)**

S.No	Topics	Days	Hours
1	Facebook	3	6 Hours
2	Instagram	2	4 Hours
3	Twitter	1	2 Hours
4	Printerest	2	4 hours
5	Youtube	3	6 hours
6	Linkedin	3	6 Hours
7	Content Marketing	3	6 Hours
8	How To Study Social Media Analytics	1.5	3 Hours
9	Build Your Personal Brand	2-4 Days	8 Hours
10	All About Freelancing	2-3	4-6 Hours

## **Facebook**

- Course Introduction
- Understanding Facebook
- Understanding the Facebook algorithm
- Understanding the Facebook Pages, Groups, Messenger and Live
- How to manage Facebook
- Basic Understanding of Facebook Ads(We can take forward if students are interested)
- Discover the key elements involved in creating an outstanding content strategy for Facebook.
- Grow your organic Facebook reach.
- Learn How to plan and optimize your Facebook Ads.

## **Instagram**

- Course Introduction
- Understanding Instagram
- Understanding the Instagram algorithm
- How to build your profile
- Different ways to use content
- which content to choose and when

## **Linkedin**

- Understanding Linkedin
- Why Linkedin
- Objective of using Linkedin
- Understanding Linkedin Algorithm
- Elements of linkedin

## **Pinterest**

- Introduction
- Difference between profiles
- Why do we use Pinterest
- Strategy for Pinterest
- Elements of Pinterest

## **YouTube**

- Understanding YouTube
- Understanding YouTube algorithm
- Difference between shorts & video
- How to create YouTube channel
- What type of content to post
- Understanding the YouTube dashboard.
- Livestream on YouTube

## **Twitter**

- Introduction
- How to create account
- How to create tweets
- Discover how to choose the Twitter content mix for your band.
- Understand the Twitter algorithm so you can make the right marketing & sales decisions.

# ART AND CRAFT

## ART COURSES

A	Basic Sketching	₹ 3,540	24 Classes	1hr. each class
B	Calligraphy Writing	₹ 3,540	24 Classes	1hr. each class
C	Water Color Paintings	₹ 3,540	24 Classes	1hr. each class
D	Acrylic Color Paintings	₹ 4,130	24 Classes	1.5hr. each class
E	Poster Color Paintings	₹ 3,540	12 Classes	1hr. each class
F	Step by Step Drawing	₹ 3,540	24 Classes	1hr. each class

## CRAFT COURES

A	1 Month Course (any 1)	₹ 2,360	12 Classes	1hr. each class
B	2 Month Course (1-4)	₹ 4,130	24 Classes	1hr. each class
C	4 Month Course (1-8)	₹ 7,080	48 Classes	1hr. each class
D	6 Month Course (1-12)	₹ 21,240	72 Classes	1hr. each class
	<b>TOPICS</b>			
1.	Bottle Decoration			
2	Paper Craft			
3.	Glass Painting			
4	Flower Making			
5.	Lippan Art			
6.	Clay Work			
7.	Calligraphy Painting			
8.	Pot Decoration			
9.	Textures			
10.	Paper Sculpture			
11.	Coffee Painting			
12.	Foil Painting			
E	Origami	₹ 2,950	15 Classes	1hr. each class
F	Stuffed Toys	₹ 2,950	10 Classes	1hr. each class
G	Gift Wrapping	₹ 2,950	10 Classes	1hr. each class
H	Flower Making	₹ 2,950	10 Classes	1.5hr. each class
I	Puppet Making	₹ 2,950	12 Classes	1hr. each class
J	Resin Art	₹ 5,000	6 Classes	2hr. each class

## HOME SCIENCE

1.	Food Craft, Clothing & Embroidery, Art & Craft, Personal Grooming & Beauty, Communication Skills, Basic of Computer	₹21,240	6 Months	5 Days a week 2 hrs each class
a	Food Craft-Snacks, Chinese, South Indian, Deserts, North Indian, Mocktail, Soups etc.			
b	Stiching-Basic Stitches, Frock Simple, A-line Ladies Kurta etc.			
c	Embroidery-Basic Embroidery, Hankies, Pillow Covers & Dupattas			
d	Art & Craft-Glass Painting, Flower making, Pot Decoration or Paper Bags, Orgami etc.			
e	Beauty (personal Grooming)- Threading, Manicure, Pedicure, Facial, Make Up, Hair Style etc			
f	Communication Skills- Tenses, Understanding of Verbs Articles, Day to Day Communication etc.			
g	Basic Computers			

## FASHION / APPAREL MANUFACTURING SHORT TERM COURESE

1.	<b>Pattern Making 1</b> a) Gathered Skirt, b) Night Suit c) Frock d) Shorts e) Spaghetti f) How to make measurement & Landmarks etc	₹3,540	1 Months (12 Classes)	1 Hour Each Class
	<b>Pattern Making 2</b> a) Ladies Shirt b) Salwar - Basic + Variation c) Pajami d) Petticoat - 4 Panel, 6 Panel e) Blouse f) Nighty	₹4,130	1 Months (12 Classes)	1 Hour Each Class
2.	<b>Cutting &amp; Tailoring</b>			
	Basic Concept of Stitching, Basic-Seams, Hemming, Fastener Facing, Piping Etc. a) Kids - Frock, Shorts, Night Suit-Upper and Pajama, Spaghetti, Gather's Skirt, Girls Top	₹5,900	2 Months (24 Classes)	1 Hour Each Class
	b) Basic Ladies Wear : Ladies Shirt, Belted Salwar Petticoat, Pajami, Blouse, Nighty	₹5,900	2 Months (24 Classes)	1 Hour Each Class
	c) Advanced Ladies Wear : Variations In Ladies Kurtas, Variation In Ladies Salwars (patiala, Dhoti) Lehenga Choli Plazo, Pants, Padded Blouse, Choli Cut Blouse	₹7,080	2 Months (24 Classes)	1 Hour Each Class
	Options Available:- a) A+B b) B+C c) A+B+C	₹10,620 ₹11,800 ₹17,700		
3.	Embroidery Course-Traditional Embroidery, Kantha, Kasuti, Chikankari, Phulkari, Kasida, Chamba And Katch etc.	₹2,832	2 Months (24 Classes)	1 Hour Each Class

4	E.D.P in Boutique Management a) Sketching, b) Basic Embroidery + knowledge of Traditional embroidery in theory, c) Pattern Making-Ladies Garment d) Garment Construction, e) Design Concept & Colour Knowledge f) Entrepreneurship Skills Development	₹21,240	3 Months (36 Classes)	1 hour each class
5	Apparel Manufacturing Marketing & Merchandising A) Introduction To Apparel & Textile Industry B) Textile Science C) Manufacturing Process D) Apparel Merchandising System E) Marketing Process & Visual Merchandising F) Sample Development & Pricing G) Quality Control H) Presentation & Communication Skills	₹29,500	6 Months (72 Classes)	2 hour each class Twice in a week
6	Fashion illustration Block and fleshing of figure, hairstyle, features, rendering and draping	₹4,720	1 Months (12 Classes)	1 hour each class



#### COMPUTER COURSES RELATED TO FASHION DESIGNING

1.	Digital Illustration (Basic)	₹5,310/-	2 Months (24 Classes)	1 hr. per class
2.	Digital Illustration (Advance)	₹5,900/-	2 Months (24 Classes)	1 hr. per class
3.	Professional Portfolio Development for Fashion Designers	₹7,080/-	2 Months (24 Classes)	1 hr. per class
4.	Application of Computer in Fashion & Textile Designing a) Level - I - Coreldraw b) Level - II - Photoshop c) Level - III - Illustrator <b>Option Available</b> a) Level - I + II b) Level - I + II + III	₹5,900/- ₹5,900/- ₹5,900/-  ₹10,620/- ₹15,340/-	1.5 Months 1.5 Months 1 Months	1.5 hr. per class (Twice in a week)
5.	Computer App. in Pattern Design and Product Development (Tuka CAD)	₹11,800/-	11/2 Months (12 Classes)	1.5 hr. Each class Twice in a day

## TEXTILE DESIGNING COURSES

1.	1 Month Course (Any 1)	₹ 2,360	12 Classes	1 hr. each class
2.	2 Month Course (Any 2)	₹ 4,130	24 Classes	1 hr. each class
3.	4 Month Course (Any 4)	₹ 7,080	48 Classes	1 hr. each class
	<b>TOPICS</b>			
a	Fabric Painting			
b	Block Printing			
c	Tie and Dye			
d	Stencil Printing			
e	Batik			
f	Madhubani Painting			
4.	<p>E.D.P In Textile Designing</p> <p>a. Design Development</p> <p>b. Basic Embroidery</p> <p>c. Fabric Science</p> <p>d. Traditional Indian Textile (Theory &amp; Practical), Kantha, Kalam Kari, Phulkari, Kashida Kari, warli, Chicken kari</p> <p>e. Colour Psychology</p> <p>f. Computers</p> <p>g. Entrepreneurship Skill Development</p> <p>h. Practical Projects</p> <p>i. Tie and die</p> <p>ii. Block printing</p> <p>iii. Stencil &amp; spray printing</p> <p>iv. Batik</p> <p>v. Hand Painting etc.</p>	₹ 21,240	6 Months (120 Classes)	2 hr. each class
5.	C.A.D. in Textile Designing	₹ 5,900	2 Months (16 Classes)	1.5 hr. each class
		₹ 10,620	4 Months (32 Classes)	1.5 hr. each class
6.	Computer Application in Printing & Weaving (TUKA STUDIO)	₹ 9,440	1 Months (12 Classes)	1 hr. each class

## TEACHING SKILL COURSES

<b>1.</b>	<b>ABACUS (IIVA)</b>	<b>₹ 12,000</b>	<b>6 Months</b>
	Abacus course for 12th pass students for up skilling increase job opportunities and entrepreneurship. Abacus is the brain development program which improve concentration and memory power. Four module course which can make you trainer, covers all basic operations of Mathematics i.e. Addition, Subtraction, Multiplication, Division. Advanced Calculations such as decimals. L.C.M. H.C.F. Square roots, Cube roots and much more. ★  VIVA		(4 modules) each modules 25 hours
<b>2.</b>	<b>VEDIC MATHS (IIVA)</b>	<b>₹ 12,000</b>	<b>6 Months</b>
	Vedic Maths for 12th pass students for upskilling. Vedic Maths course make you play with numbers with an ease It has short cut techniques which removes the phobia of Mathematics and make you master of techniques of addition Subtraction, Multiplication, Division, Squares, Cubes, Square roots, Cube roots, Factorization and much more. ★  VIVA		(4 modules) each modules 25 hours
<b>3.</b>	<b>STORY TELLING</b>	<b>₹ 1,800</b>	<b>6 Classes</b>
	Vocabulary, Expression, Teaching Aids, Four Skills Voice Modulation		1 hour per classes

## INTERIOR DESIGNING

1.	Application of Computer in interior Designing (2D Autocad, Photoshop) Architectural Planning an Design of Buildings	₹ 9,440	1.5 months (18 classes)	2 hr. each class
2.	3D Max with Mental Ray + Rendering With light and texture	₹ 11,800	1.5 months (18 classes)	2 hr. each class
3.	3D Max with V-Ray and 360 Views + Photoshop	₹ 23,600	2 months (18 classes)	2 hr. each class
4.	Vastu-I Basic Knowledge of Vastu, Furniture Placement, Kitchen, Wash Room, Stairs & Accordingly Construction Planning and Remedy	₹ 7,080	1 months (12 classes)	1 hr. each class
5.	Furniture Design	₹ 3,540	1 months (12 classes)	1 hr. each class
6.	CAD - Architecture Planning & Drafting - 3D	₹ 11,800	1.5 months (18 classes)	2 hr. each class

## PERSONALITY DEVELOPMENT/PERSONAL GROOMING

1.	Personality Development Communication Skills & Interview, Home Aesthetics, Culinary Concept and Party Planning, Beauty Tips and Hair Styling	₹ 4,130	2 Months (24 classes)	1 hr. each class
2.	Personality Grooming Threading, Manicure, Pedicure, Face Clean-up, Bleach, Basic Hair Styles	₹ 2,360	1 Months (12 classes)	1 hr. each class
	Facial, Waxing, Fitness Exercise, Skin Care, Home Made Packs, Basic Makeup, Hair Style (Advance)	₹ 4,130	2 Months (24 classes)	1 hr. each class

## LANGUAGE COURSE

1.	<b>Spoken English</b>			
	<b>Level -1 Beginner</b> Detailed understanding of parts of Speech & Rules of English Grammar. (Tenses, Understanding of Verbs, Active Passive, Preposition, Prepositional Phrases, Articles, Translations, Pronunciation, Vocabulary, Day to Day Communication.)	₹ 7,080	2 months (24 classes)	1 hr. each class
	<b>Level -2 Intermediate</b> (All the above briefly), Stress laid on Communication Skills Related to Various Situations :- Business, Friends, Metro, Market, Old Person, Parents, Boss, Pronunciation, Vocabulary, Effective ways of Communication related to situations and day to day Interaction, Structure Formation, Correct use of Vocabulary and pronunciation.	₹ 5,900	1 months (12 classes)	1 hr. each class

## OFFICE MANAGEMENT

1	Financial Accounting	₹ 7,080	3 Months (36 classes)	1 hr. each class
2	Financial Accounting with Tall ERP 9	₹ 11,800	3 Months (36 classes)	1 hr. each class
3	Tally ERP 9 & Introduction of Tally Prime	₹ 5,900	2 Months (24 classes)	1 hr. each class
4	Typing	₹ 1,180	1 Months (5 classes in a week)	1 hr. each class
5	Shorthand (English / Hindi)	₹ 1,180	1 Months (5 classes in a week)	1 hr. each class

## MEDIA

1	Certificate Course in Radio, Jockeying & Scripting	₹ 17,700	3 Months (36 classes)	2 hr. each class
	<b>Radio Jockeying</b> Pronunciation Voice Modulation Radio Jockeying & Radio Presentation Know Your Studio Radio News Concepts Of Information Fm Channels Studio Visit Recording Session Career Counseling Certificate Ward Function <b>SCRIPTING</b> Art Of Script Writing Language Of Script Style Of Script Target Group Importance Of Literature Scripting For Radio Use Of Information In Radio Shero-shayri, Poems, Quotations			
2	Certificate Course In T.V Journalism	₹ 17,700	3 Months (36 classes)	2 hr. each class
	<b>TV NEW AND ANCHORING</b> News and Press Laws Pronunciation Modulation, Diction Posture, Scripting (Ppractice Session) News Reading Interviewing Hot Switch Phone-In On Camera Training Studio Visit & Technical Aspects Certificate Award Function			

	<b>TV NEWS REPORTING</b> What Is Reporting How To Report Reporting And Package Beats On Camera Training Outdoor Reporting Practice Session DSNG <b>WEATHER ANCHORING</b> What Is Weather Reporting How To Face Camera How To Learn The Script How To Act With Croma Pronunciation			
3	<b>Fashion Journalism</b>	₹ 17,700	3 Months (36 classes)	2 hr. each class
	1) TV Show Anchoring 2) Fashion Reporting 3) Fashion Magazine Preparation 4) Pronunciation & Modulation 5) Art Of Interview 6) Fashion Script Writing 7) Introduction To Fashion Industry 8) Studio Visit/on Camera Training			

## PHOTOGRAPHY

1	Product Photography and Communication	₹ 4,130	3 Months Twice a week 24 classes	1 hr. each class
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## COSMETOLOGY

<b>A</b>	<b>SELF GROOMING</b>	<b>₹ 7,080</b>	<b>1 Months Thrice a Week (12 classes)</b>	<b>1 hr. each class</b>
	CTM Personal Hygiene Bleaching Self Makeup Basic Hair (front Styling, Pressing, High Bun, Pony)			
<b>B</b>	<b>NAIL ART</b>	<b>₹ 7,080</b>	<b>1 Months Thrice a Week (12 classes)</b>	<b>1 hr. each class</b>
	Nail Anatomy Filling & Buffing Techniques Product Knowledge UV Gel Nail Extensions Permanent French Look With Pink & White With Different Styling Permanent Nail Colour Refills & Removal Nail Shapes (almond, Oval, Square Coffin)			
<b>C</b>	<b>HAIR STYLING</b>	<b>₹ 7,080</b>	<b>1 Months Thrice a Week (12 classes)</b>	<b>1 hr. each class</b>
	Pressing Tight Curls Beach Waves Crimping Low Bun Front Hair Setting			
<b>D</b>	<b>SKIN CARE &amp; TREATMENT</b>	<b>₹ 29,500</b>	<b>2 Months Thrice a Week (24 classes)</b>	<b>2 hr. each class</b>
	Skin Anatomy CTM Chemical Peeling DIY For Peeling ( By Natural & Organic Things) Tan Removal How To Treatment Hyper Pigmentation Hair Scalp Care Cleansing For Acne Porn Skin Herbal Facial			
<b>E</b>	<b>BASIC MAKEUP</b>	<b>₹ 17,700</b>	<b>3 Months Thrice a Week (36 classes)</b>	<b>1 hr. each class</b>
	CTM Product Knowledge Hd Makeup Eyeliner Application Glitter Application How To Achieve Perfect Brows 3 Types Of Eye Makeup			

F	HAIR DESIGNING & TREATMENT	₹ 47,200	6 Months Thrice a Week (36 classes)	2 hr. each class
	<b>Level-1 Hair Treatment</b> Hair Anatomy Product Knowledge Rebounding Smoothing Keratin Easy Diy For Hair Treatment Shampoo & Conditioner Application Split Ends Removing Trimming Trimming With Candle Blow Drying  <b>Level-2 Hair Designing</b> Pressing Curling (tight, Beach, Messy) Crimping Braids (regular, French, Fishtail, Dutch) Advance 3d Hair Buns Front 3d Hair Styling Hair Cutting (all Around Layers, Front Layers, Bob Cut)			
G	ADVANCE MAKEUP	₹ 41,300	6 Months 5 Days a Week (120 classes)	2 hr. each class
	Ctm Product Knowledge Mehndi Look Cocktail Look Hd Bridal Look Air Brush Bridal Reception Look Muslim Bride Sikh Bride Engagement Look Bengali Bride Groom Makeup Celebrity Makeup Ramp Makeup			

## CARICATURE ART

1.	<b>Basic Caricature Art</b> <ul style="list-style-type: none"> <li>- Basic Concepts Or Caricature</li> <li>- Visualisation Of Faces</li> <li>- Study Of Feature</li> <li>- Strokes &amp; Line Work</li> <li>- Shapes And Styles Of Face Cut</li> <li>- Colour Rendering</li> <li>- Different Mediums</li> <li>- Photo Colours, Water Colours, Dry Pastel</li> <li>- Pencil Colours</li> <li>- Brush Pen, Black Pen, Charcoal, 6b, Marker</li> <li>- Brushes &amp; Tools</li> <li>- Distortaion Of Shape And Features</li> <li>- Final Drawing Of Caricature</li> </ul>	₹ 4,720	3 Months Twice a Week (24 classes)	2 hr. each class
2.	<b>Advance Caricature Art</b> <ul style="list-style-type: none"> <li>- Basic Concepts About Caricature</li> <li>- Visualisation Of Faces</li> <li>- Study Of Features</li> <li>- Strokes &amp; Line Work</li> <li>- Shapes And Styles Of Face Cut</li> <li>- Colour Rendering</li> <li>- Different Mediums In Digital</li> <li>- Colour Mixing</li> <li>- Procreate Introduction</li> <li>- Brush Introduction In Digital</li> <li>- Studio Pen</li> <li>- Texture Brushes</li> <li>- Rendering In Procreate Of Caricature</li> <li>- Work In Layers</li> <li>- Time Laps Of Art Work</li> <li>- Final Digital Drawing Of Caricatures</li> </ul>	₹ 7,080	3 Months Twice a Week (24 classes)	2 hr. each class

## JYOTISH VANI

1.	<b>JYOTISH VANI</b> <b>ज्योतिष वाणी भाग - १</b>	₹ 15,000	<b>3 Months</b> <b>Twice a Week</b> <b>(Tue. &amp; Thurs.)</b> <b>(24 classes)</b>	<b>1.5 hr. each</b> <b>class</b>
	Baise Of Astrology Signs And Their Characteristics Ownership Of Signs Characteristics Planets Mooltrikona Rashi Combustion Etc. Planet Realtionships Signs And Houses Malefic & Beneficial Planets Planet In Different Houses Dhan Yog Key Planets Mangal Dosh General Rules Of Judgement Of Horoscope			
2.	<b>ज्योतिष वाणी भाग - २</b>	₹ 15,000	<b>3 Months</b> <b>Twice a Week</b> <b>(Tue. &amp; Thurs.)</b> <b>(24 classes)</b>	<b>1.5 hr. each</b> <b>class</b>
	<u>Contents :-</u> Astrology And Karma General Astrology Astrology And Psychology History Of Astrology Mythological Story Of Planets Panchang Nakshatra Gandmool Nakshatra Dashas Vimshottari Dasha Mahadsha Anter Dasha Pratyantar Dasha Yogini Dasha Use Of Dasha Kundali Analysis			

3.	ज्योतिष वाणी भाग - ३	₹ 15,000	3 Months Twice a Week (Tue. & Thurs.) (24 classes)	1.5 hr. each class
	<p>Contents:-</p> <p>Complete Predictions By Kundli (marriage/love/family/business/abroad/ Health/children/mental Peace Etc.)</p> <p>Transit</p> <p>Planetary Transit And Their Effects</p> <p>Sade Sati</p> <p>Special Transit</p> <p>Double Transit</p> <p>Muhurat</p> <p>Muhurat And Its Importance</p> <p>Classification And Utilization Of Tithi Vaar</p> <p>Yog</p> <p>Karan</p> <p>Nakshatra For Choosing A Muhurat</p> <p>Shodash Sanskar</p> <p>Profession (business Or Job)</p> <p>Prediction Of Kundli</p>			

## PRACHEEN KALA KENDRA PROGRAMMES

### Music - Bhav Sangeet, Bhartiya Shastriya Sangeet

**Total Free 18,000 PA. (Rs. 4500/- Per Quater or Rs. 1500/- Per Month)**

S.No.	COURSE	DURATION	CLASSES	QUALIFICATION
A	SANGEET BHUSHAN	3 Yrs.	Twice a week 90 min. per class	10 <sup>th</sup> Pass
B	SANGEET VISHARAD	2 Yrs.	Twice a week 90 min. per class	10 <sup>th</sup> Pass
C	SANGEET BHASKAR	2 Yrs.	Twice a week 90 min. per class	10 <sup>th</sup> Pass

### Dance - Kathak, Orissi, Bharatnatyam

**Total Free 18,000 PA. (Rs. 4500/- Per Quater or Rs. 1500/- Per Month)**

S.No.	COURSE	DURATION	CLASSES	QUALIFICATION
A	NRITYA BHUSHAN	3 Yrs.	Twice a week 90 min. per class	10 <sup>th</sup> Pass
B	NRITYA VISHARAD	2 Yrs.	Twice a week 90 min. per class	10 <sup>th</sup> Pass
C	NRITYA BHASKAR	2 Yrs.	Twice a week 90 min. per class	10 <sup>th</sup> Pass

### Instrument - Sitar, Key Board, Guitra, Tabla

**Total Free 18,000 PA. (Rs. 4500/- Per Quater or Rs. 1500/- Per Month)**

S.No.	COURSE	DURATION	CLASSES	QUALIFICATION
A	TANTRA VAADYA BHUSHAN	3 Yrs.	Twice a week 90 min. per class	10 <sup>th</sup> Pass
B	TANTRA VAADYA VISHARD	2 Yrs.	Twice a week 90 min. per class	10 <sup>th</sup> Pass
C	TANTRA VAADYA BHASKAR	2 Yrs.	Twice a week 90 min. per class	10 <sup>th</sup> Pass

These above mentioned course are under the Collaboration of Pracheen Kala Kendra.

## GENERAL INFORMATION

### 1. ADMISSION

Students seeking admission to Janki Devi Vocational Centre required to fill the prescribed form provided at the end of the Prospectus. Admission is granted on a first come first served basis. Students are therefore advised to apply well in time for confirmed admission. The number of seats in each course is prescribed. Admissions will be closed (as the seats will be filled) of individual courses. Admission will commence on 01 May 2024 and classes will start from 15th July, 2024 for morning batches. The classes for afternoon batches will start from 10th October, 2024. The application form complete in all respects should be deposited in J.D.V.C. office along with the under mentioned documents.

- a) Photocopy of 10th & 12th Marksheet and last attended School/College.
- b) Photocopy of Adhar Card of Students & Parents.
- c) Three (3) Passport Size Photographs of Student & one photograph of Mother & Father.
- d) Documents required for fee concession / discount.

### 2. DIPLOMA/CERTIFICATE:

J.D.V.C. offers diploma and certificates as specified in the fee schedule. All short term courses are awarded certificates. Diploma will be awarded in the month of November. Certificate will be issued after the completion of a course.

### 3. FEES:

All fees shall be paid in cheque/DD at office in accounts department of JDVC in favors of "JANKI DEVI VOCATIONAL CENTRE". Fee can be paid by online mode Details are as follows:-

Online payment - NEFT/RTGS: Janki Devi Vocational Centre.

Account No.: 8594101053245

IFSC Code: CNRB0008594

Bank Name: Canara Bank

If payment is done through UPI or NEFT mode than mail us the payment screenshot with transaction.

reference number on [jdvcdm.accounts@yahoo.com](mailto:jdvcdm.accounts@yahoo.com) fees for the current session can be paid either in full or in four installments. All installments should be deposited within the stipulated time including holidays. A fine of 10 per day installment will be charged after due date. The institution has a right to strike off the names of the students who have not paid their fee on time.

Installments:	i) Admission time
Schedule	ii) 1st Week of September
For	iii) 1st Week of November
Morning Batches	iv) 1st Week of January
Installments:	
Schedule	i) Admission time
For	ii) 1st Week of December
Afternoon Batches	iii) 1st Week of February
	iv) 1st Week of March

Second year students of Morning Batches. will pay their first installment first in the first week of June and the students of afternoon Batches will pay their 1st Installment of fees in the 1st week of September.

Third year students will pay their first Installment of fee in the month of June.

In Case if any students is having compartment in annual examination, so they will not deposit their fee within 10 days from declaration of re-exam Result.

### 4. LATE ADMISSION FEE:

Rs. 1000/- will be charged as late admission fee, once the session will start.

### 5. CONCESSIONS:

At the time of Admission submit following documents.

- a) J.D.V.C. grants fee concession to handicapped, poor and needy students of all courses. Applications along with proof of income must be submitted to the office. Student must apply for concession along with the admission form with all the documents at the time of admission.
- b) Students studying in 1st yr & 2nd yr in D.U. & already given the exam of 1st yr or 2nd yr, will be given 10% Discount as DU Students, on tuition fee in one yr/1st yr only for JDVC courses. In 2nd & 3rd yr they are supposed to pay full fee without any discount.

Real sisters studying in JDVC will get 10% Discount on Tuition Fee in One Year/1st Year of JDVC Course Only. Only one sister can avail this facility.

Students must submit related documents for discount/concession along with admission form at the time of admission only. Otherwise the discount will not be considered.

List of Documents for Discount/Concession.

1. Application for Discount / Concession

2. In case of DU Student Discount copy of DU ID Proof.

3. In case of real sister Parents ID Proof of both Sisters, Copy of Ration Card.

4. In case of fee Concession Income Proof Certificate along with an application.

Discount/Concession will be given in the last installment of one year/1<sup>st</sup> year Fee only, in the II<sup>nd</sup> yr. and III<sup>rd</sup> yr. no discount will be given. It is the responsibility of students to check their details with A/c Department regarding their fee concession.

#### **6. UPGADATION OF COURSE**

(1) One year students are permitted to upgrade their course to two or three year course. If they upgrade their course before 4 week of December 2024 then no fee will be charged. But if they upgrade their course after 20th December 2024 then Rs. 1500 will be charged for upgradation of course after that down grade of course will not be allowed.

2) If you will upgrade your course after the Annual Examination then you have to pay fee according to one yr. & you can upgrade it before session starts. so you will be considered as a I<sup>st</sup> yr. student in same session otherwise if you will upgrade after starting the session so you will be considered as direct admission of II<sup>nd</sup> year or III<sup>rd</sup> year student and you will not be able to get a diploma in continuation two different diplomas will be given for different year and duration.

3) Once taken admission in 2yrs or 3 yrs programme, the students will not be allowed to down grade their course and the fee will not be refunded.

#### **7. REFUND OF FEES:**

Refund of fees is permissible only if the students has not attended any class. Attending even a single class disqualifies the students from refund. Once the session has been started in that case also the fee will not be refunded.

In case of refund only the tuition fee, ECA, Security, Annual Charges and examination fee will be refunded. Admission charges & Registration fee will not be refunded.

The last date of refund of fee will be 15<sup>th</sup> July, 2024 for morning Batches and the last date of Refund of fee for afternoon Batches will be 10<sup>th</sup> Oct. 2024

Short Term course Fee once paid will not be refunded. Diploma course Fee will not be adjusted in any Short term course fee. Security deposit is refundable within a period of one year after completion of course, after the deduction of Rs. 100/- as maintenance fund. After one year the security amount will not be refunded. Registration charges will not be refunded can be adjusted within a week of deposition of an amount.

#### **8. CHANGE OF COURSE:**

Change of course is permitted (for diploma course only) within 15 days from the date of commencement of classes at the discretion of Co-ordinator. The J.D.V.C. reserves the right to discontinue a particular course if the numbers of students fall below the desired level. The affected students will be given the option of change of course or withdrawal.

#### **9. MIGRATION:**

Migration from other vocational institutes is permissible subject to production of mark sheets/ portfolio. Direct admission to second year is also available in certain cases. For further details contact the office.

#### **10. ATTENDANCE:**

All students must obtain 75% attendance in the lectures & practicals. Absence from the Centre without permission is improper. In case of absence due to illness for more than a week, a medical certificate must be submitted immediately on joining.

The students will not be allowed to sit in certificate the examination if the required attendance is not there

### **11. EXAMINATION:**

A. The J.D.V.C. follows the system of internal Assessment and Final Exams. Students must appear in both the exams. 40% is the minimum pass percentage for theory subjects and 50% is the pass percentage for practical subjects, and students are supposed to clear all exams. Failing even a single Certificate/ Diplomas for achieving Diploma are awarded only to successful students. Annual examination for morning batch will be held in the month April-May. The Annual Result will be declared on 31<sup>st</sup> May & their re-exams will be held in the first week of July. Annual Examination for afternoon batches will be held in the month of July. The Annual Result of afternoon batches will be declared in last week of July. Re exams will be held in August. Diploma will be issued in the month of November. All students who could not clear their main exams are allowed to reappear on payment of re-examination fees of 3 Rs. 200/- per paper. In case of not clearing Annual Exam because of any reason like delay in Submission of file or project or you are fail in that particular subject. Students can avail a chance of re-examination once only.

B. Under Pracheen Kala Kendra for different programmes like Bhushan, Visharad and Bhaskar Students are supposed to follow the examination process of Pracheen Kala Kendra.

### **12. AWARDS & PRIZES:**

Diploma & Certificates will be awarded by Janki Devi Vocational Centre. Under the Aegis of Shri Banarsidhas Chandiwalla Sewa Smarak Trust Society.

Students for their best performance from different department will be awarded at Annual event Sankalan of JDVC.

### **13. EXTRA CURRICULAR ACTIVITIES (ECA):**

A variety of programmes are conducted throughout the academic year to provide a sense of Involvement.

Fee of Rs. 1500 will be charged from all the students of all dept. every year for different activities throughout the year with Tuition Fee-1. It includes One yr./1<sup>st</sup> yr., II<sup>nd</sup> yr., III<sup>rd</sup> yr. students.

### **14. VISITS/WORKSHOP**

Institute Organize industrial visit & workshop at college for students of all the Departments for Practical.

### **15. TRAINING & CAMPUS INTERVIEW:**

Only meritorious students are sent for training to organizations of repute. A large number of trainees subsequently get absorbed into the same organizations. We have collaboration with different companies & schools for internship of students for various courses.

### **FASHION SHOW/EXHIBITION:**

a) Students of Fashion Designing Dept., will pay Rs 7000/- annually as a sponsorship fee for Annual Fashion Show in the month of October. It is compulsory for all Fashion Designing and Students to Participate in Fashion Show otherwise Diploma will not be awarded.

This fee is included GST.

b) Interior Designing and Fine Arts Students will pay Rs. 3000/- annually as a sponsorship fee for JDVC Exhibition. It is compulsory for all the students of above mentioned departments to pay the amount during October Month. Otherwise Diploma will not be awarded. This fee is included GST.

### **GENERAL RULES:**

1. Identity cards will be issued to students by the teachers. In case of loss of I card & fee Card an application must be submitted to the office for duplicate card, with fee of Rs. 100/-

2. In case of lost of Certificate/Diploma /Marksheet a new duplicate Certificate /Diploma/Marksheet will be issued after the submission of application with the fee of Rs. 500/- for Certificate/Marksheet and Rs. 500/- for transcript.

3. Students are required to maintain discipline in the college. Breach of discipline shall lead to removal from the rules

4. Rs. 50/- will be charged from the students for loose admission form.

5. Prospectus amount is non refundable

6. It is the moral responsibility of the student to read the prospectus carefully before taking admission in any course.

7. Rs. 4800 will be paid by NPTT IIInd Yr. Students for added subject of ABACUS & VEDIC Maths in the 1st week of October.

8. Each department may organize outdoor visits and educational trips. In case of any doubt, parents are advised to seek verification from the office.

9. Regular assignments, project work etc. will be included in the total marks for all courses.

10. The Coordinator/Principal reserves the right to debar any students if she is found guilty of indiscipline and/or irregularity in her work. In such cases no refund of fees will be made. It is compulsory for all the students to check the Notice Board on daily basis for all circulars & notices.

11. The managing Committee of J.D.V.C. reserves the right to change, modify the syllabus, rules and regulations whenever necessary and the same shall be binding on all the students.

#### **FACILITIES:**

##### **1. Computer Lab:**

At J.D.V.C. application of computer in every course is mandatory to make the students computer savvy. We have well equipped computer labs with internet connection and latest software accessories, where students can work at their projects and practice for longer hours.

##### **2. Library:**

We have our own resource centre with a wide range of reference books, Journals, Magazines periodicals etc; on different subjects like Fashion, Textile, Interior, Apparel, Computer, Secretarial practice etc of Indian and foreign authors and publishers. Students can utilize the collection to enhance their knowledge.

##### **3. Well Equipped Garment Construction Lab:**

Our spacious garment construction labs are fully equipped with latest machines and other equipments. Each student gets individual machine to do their work. We also have embroidery lab where students get exposure in hand embroidery and other surface ornamentation techniques to explore the production department.

##### **4. Beauty Culture Lab:**

To impart training with latest instruments and machinery. Innovative way of teaching creates conducive environment of learning.

##### **5. News Studio:**

A well equipped News Studio Provide Student an environment where they can Practice News Reading, Anchoring & Chat show. These recording session enhance the confidence of Media Students.

##### **6. Textile Lab:**

We have a Spacious Textile Lab where students get exposure to different type of printings.

##### **7. Spacious, Airy and Fully Air conditioned**

Classrooms: Spacious and well illuminated rooms provide friendly and healthy environment to work for longer hours.

##### **8. Garden:**

At J.D.V.C. we not only provide education but also cater to the aesthetic senses by maintaining green space with variety of flowers and greenery.

##### **9. Canteen:**

J.D.V.C. shares excellent canteen facilities with J.D.V.C. Students can enjoy wide and sumptuous variety of food at reasonable rate.

##### **10. Auditorium:**

We share spacious and open air auditorium with J.D.V.C. college to conduct different events during the session.

# ANNUAL FEE PLAN FOR DIPLOMA COURSES DURATION-ONE YR.

## FEE AT THE TIME OF ADMISSION

## TUTION FEE INSTALLMENT

S.No.	Course	REGISTRATION FEE	ADMISSION FEE	ANNUAL CHARGES	EXAMINATION FEE	TUITION FEE-1	FEE TO BE PAID AT ADMISSION TIME	TUITION FEE-2 1st week of September	TUITION FEE-3 1st week of November	TUITION FEE-4 1st week of JANUARY	TOTAL COURSE	ECA	SECURITY REFUNDABLE AMOUNT	TOTAL PAYABLE FEE
1.	FASHION DESIGNING	1500	2500	2000	1000	16128	25628	6844	6844	6844	43,660	1500	1000	46,160
2.	APPAREL MERCHANDISING	1500	2500	2000	1000	16128	25628	6844	6844	6844	43,660	1500	1000	46,160
3.	G.M.T	1500	2500	2000	1000	16128	25628	6844	6844	6844	43,660	1500	1000	46,160
4.	TEXTILE DESIGNING	1500	2500	2000	1000	16128	25628	6844	6844	6844	43,660	1500	1000	46,160
5.	FINE ART	1500	2500	2000	1000	16010	25510	8850	8850	8850	49,560	1500	1000	52,060
6.	INTERIOR DESIGNING	1500	2500	2000	1000	16128	25628	6844	6844	6844	43,660	1500	1000	46,160
7.	COMPUTER	1500	2500	2000	1000	16128	25628	6844	6844	6844	43,660	1500	1000	46,160
8.	OFFICE MANAGEMENT	1500	2500	2000	1000	16128	25628	6844	6844	6844	43,660	1500	1000	46,160
9.	STENOGRAPHY	1500	2500	2000	1000	10110	19610	5310	5310	5310	33,040	1500	1000	35,540
10.	NURSEERY TEACHER TRAINING	1500	2500	2000	1000	16128	25628	6844	6844	6844	43,660	1500	1000	46,160
11.	ART AND CRAFT	1500	2500	2000	1000	16128	25628	6844	6844	6844	43,660	1500	1000	46,160
12.	LIBRARY SCIENCE	1500	2500	2000	1000	16128	25628	6844	6844	6844	43,660	1500	1000	46,160
13.	BASIC DIP. IN COSMETOLOGY	1500	2500	2000	1000	18150	27650	7500	7500	7500	47,650	1500	1000	50,150
14.	PROF. DIP. IN COSMETOLOGY	1500	2500	2000	1000	38950	46450	15000	15000	15000	88,950	1500	1000	91,450
15.	DIP. IN ASTROLOGY	1500	2500	2000	1000	16500	26000	7000	7000	7000	44,500	1500	1000	47,000
16.	PRINT AND ELECTRONIC MEDIA	1500	2500	2000	1000	11900	21400	5500	5500	5500	35,400	1500	1000	37,900
17.	ADVERTISING & PUBLIC RELATIONS	1500	2500	2000	1000	11900	21400	5500	5500	5500	35,400	1500	1000	37,900
18.	DIPLOMA IN TRANSLATION	1500	2500	2000	1000	8340	17840	3540	3540	3540	25,960	1500	1000	28,460

TOTAL FEE+ECA+SECURITY= TOTAL PAYABLE FEE  
 ECA AND SECURITY IS EXCLUDED IN TOTAL FEE.  
 SECURITY AMOUNT IS REFUNDABLE AFTER COMPLETION OF COURSE AFTER DEDUCTION OF RS. 100. IT IS TO BE PAID AT THE TIME OF ADMISSION IN FIRST YEAR ONLY.  
 RS. 7000 WILL BE PAID BY FASHION DESIGNING & G.M.T STUDENTS DURING OCTOBER AS SPONSORSHIP FEE FOR FASHION SHOW. FEE IS INCLUDED GST  
 RS. 3000 WILL BE PAID BY INTERIOR DESIGNING, FINE ARTS STUDENTS DURING OCTOBER AS SPONSORSHIP FEE FOR EXHIBITION. FEE IS INCLUDED GST  
 RS. 10/- PER DAY FINE WILL BE CHARGED AFTER DUE DATE  
 10% DISCOUNT FOR DU STUDENTS/REAL SISTER WILL BE GIVEN ONLY IN FIRST YEAR ON TUITION FEE FOR THIS STUDENTS MUST APPLY AT THE TIME OF ADMISSION.  
 IN CASE OF REFUND ONLY THE TUITION FEE, ECA, SECURITY, ANNUAL CHARGES & EXAMINATION FEE WILL BE REFUNDED ADMISSION CHARGES, REGISTRATION FEE WILL NOT BE REFUNDED  
 SHORT TERM COURSE FEE ONCE PAID WILL NOT BE REFUNDED.  
 ABOVE MENTION FEES IS INCLUDED GST  
 YOU CAN PAY THE FEE THROUGH CHEQUE OR D.D. IN FAVOUR OF "JANKI DEVI VOCATIONAL CENTRE".  
 ONLINE PAYMENT/NEFT/RTGS:- JANKI DEVI VOCATIONAL CENTRE, ACCOUNT:- 8594101053245, IFSC-CNBR0008594, BANK NAME- CANARA BANK



# ANNUAL FEE PLAN FOR ADVANCE DIPLOMA COURSES

## DURATION-TWO YRS & THREE YRS.

### FEE AT THE TIME OF ADMISSION

### TUITION FEE INSTALLMENT

S.No.	Course	REGISTRATION FEE	ADMISSION FEE	ANNUAL CHARGES	EXAMINATION FEE	TUITION FEE-1	FEE TO BE PAID AT ADMISSION TIME	TUITION FEE-2 1st week of September	TUITION FEE-3 1st week of November	TUITION FEE-4 1st week of JANUARY	TOTAL COURSE	ECA	SECURITY REFUNDABLE AMOUNT	TOTAL PAYABLE FEE
1.	FASHION DESIGNING	1500	2500	2000	1000	11,880	21,380	6490	6490	6490	38,350	1500	1000	40,850
2.	TEXTILE DESIGNING	1500	2500	2000	1000	11,880	21,380	6490	6490	6490	38,350	1500	1000	40,850
3.	COMPUTER	1500	2500	2000	1000	11,880	21,380	6490	6490	6490	38,350	1500	1000	40,850
4.	MODERN SECRETARIAL PRACTICE	1500	2500	2000	1000	11,880	21,380	6490	6490	6490	38,350	1500	1000	40,850
5	N.P.T	1500	2500	2000	1000	11,880	21,380	6490	6490	6490	38,350	1500	1000	40,850
6.	INTERIOR DESIGNING	1500	2500	2000	1000	11,880	21,380	6490	6490	6490	38,350	1500	1000	40,850
7.	ART AND CRAFT	1500	2500	2000	1000	11,880	21,380	6490	6490	6490	38,350	1500	1000	40,850
8	FINE ART	1500	2500	2000	1000	16,128	25,628	6844	6844	6844	43,660	1500	1000	46,160
9.	ADV. DIP. IN COSMETOLOGY	1500	2500	2000	1000	18,150	27,650	7500	7500	7500	47,650	1500	1000	50,150

TOTAL FEE+ECA+SECURITY= TOTAL PAYABLE FEE

ECA AND SECURITY IS EXCLUDED IN TOTAL FEE.

SECURITY AMOUNT IS REFUNDABLE AFTER COMPLETION OF COURSE AFTER DEDUCTION OF RS. 100. IT IS TO BE PAID AT THE TIME OF ADMISSION IN FIRST YEAR ONLY.

RS. 7000 WILL BE PAID BY FASHION DESIGNING & G.M.T STUDENTS DURING OCTOBER AS SPONSORSHIP FEE FOR FASHION SHOW. FEE IS INCLUDED GST

RS. 3000 WILL BE PAID BY INTERIOR DESIGNING, FINE ARTS STUDENTS DURING OCTOBER AS SPONSORSHIP FEE FOR EXHIBITION. FEE IS INCLUDED GST

RS. 4800/- WILL BE PAID N.P.T. 2ND YR. STUDENTS FOR ADDED SUBJECT OF ABACUS & VEDIC MATHS IN 1ST WEEK OF OCTOBER. FEE IS INCLUDED GST

RS. 10/- PER DAY FINE WILL BE CHARGED AFTER DUE DATE

10% DISCOUNT FOR D.U STUDENTS/REAL SISTER WILL BE GIVEN ONLY IN FIRST YEAR ON TUITION FEE FOR THIS STUDENTS MUST APPLY AT THE TIME OF ADMISSION.

IN CASE OF REFUND ONLY THE TUITION FEE, ECA, SECURITY, ANNUAL CHARGES & EXAMINATION FEE WILL BE REFUNDED ADMISSION CHARGES, REGISTRATION FEE WILL NOT BE REFUNDED.

SHORT TERM COURSE FEE ONCE PAID WILL NOT BE REFUNDED.

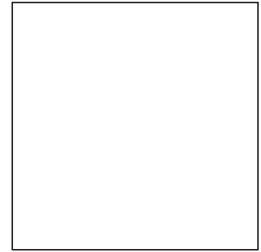
ABOVE MENTION FEES IS INCLUDED GST

YOU CAN PAY THE FEE THROUGH CHEQUE OR D.D. IN FAVOUR OF "JANKI DEVI VOCATIONAL CENTRE".

ONLINE PAYMENT/NET/RTGS:- JANKI DEVI VOCATIONAL CENTRE. ACCOUNT:- 8594101053245, IFSC-CNRPB0008594, BANK NAME- CANARA BANK



**JANKI DEVI VOCATIONAL CENTRE  
APPLICATION FORM**



1. DIPLOMA \_\_\_\_\_  
DURATION ☐ ONE YEAR ☐ TWO YEAR ☐ THREE YEAR
2. SHORT TERM \_\_\_\_\_  
DURATION \_\_\_\_\_
3. APPLICATION NAME (IN BLOCK LETTER) \_\_\_\_\_
4. DATE OF BIRTH OF APPLICANT \_\_\_\_\_
5. PARENTS/GURADIANS/HUSANDS NAME \_\_\_\_\_
6. PERMANENT ADDRESS \_\_\_\_\_
7. CORRESPONDENCE ADDRESS \_\_\_\_\_  
\_\_\_\_\_
8. TEL.NO. RES. \_\_\_\_\_ PARENT'S CONTACT NO. \_\_\_\_\_
9. EMAIL ID \_\_\_\_\_

**Academic Qualification**

Name & Address of School & College Last Attended	Year		Examination/ Degree Passes	Marks% Division	Subjects
	From	To			

Medium of instruction in school/college last attended. ☐ English Hindi ☐ HINDI

For students applying for secretarial practice Marks in English

Student applying for **DISCOUNT/FEE CONCESSION**

☐ Delhi University ☐ Real Sister ☐ Weaker Section

DOCUMENTS ATTACHED \_\_\_\_\_

## DECLARATION

**I declare that the particulars given in this application are correct. I am applying with the consent of my parents/guardian/husband. I have read the rules carefully and shall abide by them.**

\_\_\_\_\_  
**Signature of Parent/Guardian/Husband**

\_\_\_\_\_  
**Applicant's Signature**

**Contact No.** \_\_\_\_\_

**Contact No.** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **Document & Fee Required at the Time of Admission for Diploma Courses**

- Note: 1. Three Passport size Photographs of student and 1-1 photograph of Mother and Father.  
2. 10<sup>th</sup> Marksheet (Original & Photocopy)  
3. 12<sup>th</sup> Marksheet (Original & Photocopy)  
4. Aadhar Card(Photocopy)/I.D. Proof of student, Mother & Father.  
5. Fee at the time of admission by cheque or D.D

# RULES AND GUIDELINES FOR STUDENTS

## छात्रों के लिए नियम और दिशानिर्देश

Dept.....

विभाग.....

This is to inform you that

यह आपको सूचित करने के लिए है।

1. JDVC is not under Delhi University

1. जानकी देवी वोक्शनल सेंटर दिल्ली विश्वविद्यालय के अंतर्गत नहीं है।

2. JDVC is a Private organization, under the aegis of Shri Banarsidas Chandiwala Sewa Smarak Trust Society

2. जानकी देवी वोक्शनल सेंटर श्री बनारसीदास चांदीवाला सेवा स्मारक ट्रस्ट सोसाइटी के तत्वाधान में एक निजी संगठन है।

3. It is the responsibility of the students to check their details with accounts Dept. regarding their fee/fee concession.

3. यह छात्रों की जिम्मेदारी है कि उनकी फीस/शुल्क रियायत के बारे में लेखा विभाग के साथ उनके विवरण की जाँच करे।

4. Fee should be deposited before 10th of specific month according to your fee plan.

4. शुल्क आपके शुल्क योजना के अनुसार विशिष्ट महीने की 10 दिनांक से पहले जमा हो जाना चाहिए।

5. A fine of Rs. 10/- per day will be charged after the due date. After one month your name will be struck off

5. ₹ 10/- प्रतिदिन नियत दिनांक के बाद जुर्माना लिया जाएगा। एक महीने के बाद आपका नाम काट दिया जाएगा।

6A. If you have opted for the morning batch and For fee plan - 1 you have to pay the first installment of fee at the time of admission and then in the first week of September, November and January month of the session.

6A. यदि आपने मॉर्निंग बैच का विकल्प चुना है, तो शुल्क योजना -1 के लिए आपके प्रवेश के समय शुल्क पहली किस्त का भुगतान करना होगा और फिर सत्र के सितंबर, नवंबर और जनवरी महीने के पहले में भुगतान करना होगा।

6B. If you have opted for Afternoon batch and for Fee Plan-1 so you to pay the First Installment of fee at the time of admission and then in the First Week of Dec., Feb., & March month of the session.

6B. यदि आपने शुल्क योजना -1 चुना है, तो आपको दिसम्बर, फरवरी और सत्र के मार्च महीने के पहले सप्ताह में फीस किस्तों का भुगतान करना होगा।

7A. If you have opted fee plan-2 and you are a student of morning batch so you are supposed to pay the fee installments from September to January every month.

7A. यदि आपने फीस -2 का विकल्प चुना है और आप सुबह के बैच के छात्र हैं, तो आपको हर महीने सितंबर से जनवरी तक शुल्क की किस्तों का भुगतान करना होगा।

7B. If you have opted Fee Plan-2 and you are a student of afternoon batch so, you are supposed to pay the fee installments from December to April every month.

7B. यदि आपने फीस -2 का विकल्प चुना है और आप सुबह के बैच के छात्र हैं, तो आपको हर महीने दिसम्बर से अप्रैल तक शुल्क की किस्तों का भुगतान करना होगा।

7C. If you have opted fee plan-3 so you are supposed to pay the first installment of fee at the time of admission in two breaks within a period of 15 days and then from the 1st week of October to February every month

7B. यदि आपने शुल्क योजना -3 का विकल्प चुना है, तो आपको प्रवेश के समय की पहली किस्त का भुगतान दो ब्रेक में 15 दिनों की अवधि के भीतर और फिर अक्टूबर के पहले सप्ताह से फरवरी तक हर महीने करना होगा।

8. 10% Discount as D.U. Student/Real sister discount or Fee Concession will be given on total tuition fee B in the last installment of one yr. / 1st yr. only i.e. in January/February month, for that you have to give one application in written at time of admission.

8 यदि आप दिल्ली विश्वविद्यालय के छात्र हैं या आपके बहन जानकी देवी वोक्शनल सेंटर में पढती है तो आपको शुल्क की आखिरी किस्त जनवरी/फरवरी महीने 10 % की छूट दी जाएगी जिसके लिए आपको एक आवेदन पत्र देना होगा।

9. In the second and third year no discount will be given and llyr. llyr. Students of morning will pay their 1st installment in the 1st week of June and the students of afternoon batch will pay their 1st installment of fee in the 1st week of September.

- 9 दुसरे और तीसरे वर्ष में कोई छुट नहीं दी जाएगी और Ilyr, Illyr, छात्र जून के पहले हफ्ते में अपनी प्रथम किश्त का भुगतान करेंगे और दोपहर बैच के छात्र सितंबर में फीस की अपनी पहली किश्त का भुगतान करेंगे।
10. In case if any student is having ER (Essential Repeat) in annual examination so they will not deposit their fee in June September month. They will deposit their fee within 10 days from declaration of Re-Exam result.
10. यदि किसी छात्र की वार्षिक परीक्षा में कम्पार्टमेंट है तो वे जून/सितम्बर महीने में अपनी फीस जमा नहीं करेंगे। वे फीस से परीक्षा (Re-Exam) परिणाम घोषित होने के 10 दिनों के भीतर फीस जमा करेंगे।
11. In the first week of the October month students of F.D. & G.M.T. Dept of morning/afternoon batch will pay Rs. 7000/- Annually as their sponsorship fee of Fashion show 11 FD. & GMT
11. F.D. & G.M.T विभाग के छात्रों को अक्टूबर के प्रथम माह सप्ताह के रू 7000/- प्रतिवर्ष फेशन शो के प्रायोजन शुल्क के रूप में भुगतान करना होगा।
12. In the first week of the October month students of Interior designing and Fine Arts will pay Rs 3000/- Annually as their sponsorship fee for Exhibition.
12. इंटीरियर डिजाइन, ललित कला, छात्रों का सितंबर माह के प्रथम में रू 3000/- प्रतिवर्ष अपने प्रायोजन शुल्क के रूप में प्रदर्शनी (exhibitions) के लिए भुगतान करना होगा।
13. Rs. 4800/- will be paid by N.P.T.T. IInd Yr. Students for added Subject of ABACUS & VEDIC MATHS in first week of October
13. अक्टूबर के पहले सप्ताह में एन.पी.टी.टी. द्वितीय वर्ष की छात्राओं से रुपये 4800/- का भुगतान एबैकस और वैदिक गणित के अतिरिक्त विषय के लिए लिया जाएगा।
14. Jdvc will provide only the job Assistance to the Meritorious Students.
14. जानकी देवी वोकेशनल सेंटर मेधावी छात्रों को केवल नौकरी में सहायता प्रदान करेगी।
15. 75% Attendance is required to appear in the Examinations for the students of all the Dept.
15. उपस्थिति सभी विभाग की छात्राओं के लिए परीक्षाओं में उपस्थित हो के लिए आवश्यक है।
16. Security Amount will be refunded with in a period of one year after completion of course, After the deduction of Rs. 100/- to get the security back students are supposed to deposit one application along with their fee slips photocopies and security will release after issuing the diploma.
- 16 सुरक्षा राशि एवं वर्ष पाठ्यक्रम पूरा होने के बाद की अवधि में छात्रों का रू 900 की कटौती के बाद वापस किया जाएगा। सुरक्षा राशि प्राप्त करने के लिए उनके स्लिप्स फोटोकपी के साथ एक आवेदन जमा करना होगा और सुरक्षा राशि डिप्लोमा जारी करने के बाद दी जाएगी।
17. If there will be any change in fee or in any other charges we will inform you in advance and that will be applicable on all the students
- 17 अगर शुल्क में कोई बदलाव या किसी अन्य शुल्कों में कोई परिवर्तन होगा तो हम आपको अग्रिम सूचना देंगे यह सभी छात्रों पर लागू होगा।
18. All the above informations are already mentioned in prospectus We feel responsible so we are giving you the information again so that these should not be any misunderstanding you can keep a copy of it for further reference.
- 18 सभी जानकारी पहले से प्रोस्पेक्टस में उल्लेखन है। हमें जिम्मेदारी लगती है तो हम आपको फिर से जानकारी दे रहे हैं ताकि आपके आगे के संदर्भ के लिए यह एक प्रतिलिपी रख सकें और कोई गलतफहमी नहीं हो।
19. Short term course fee once paid will not be refunded or adjusted in any other short-term course, If you have attended even a single class.
- 19 यदि आपने अल्पकालिक पाठ्यक्रम में भाग लिया है तो एक बार भुगतान किया गया अल्पकालिक पाठ्यक्रम शुल्क वापस नहीं किया जाएगा या किसी अल्पकालिक पाठ्यक्रम में समायोजित नहीं किया जाएगा।

have read all the above information carefully regarding the rules & regulations of J.D.V.C.

I have no doubt about institution's setup fee & other information & formalities.

मैंने सभी उपरोक्त जानकारी जानकी देवी वोकेशनल सेंटर का नियम अन्य जानकारी औपचारिकताओं के विनियमन के बारे में ध्यान से पढ़ा है। संस्था की स्थापना तथा शुल्क के बारे में मुझे कोई शक नहीं है।

(Student's Name & Signature)

(छात्र का नाम एवं हस्ताक्षर)

Department: \_\_\_\_\_

विभाग : \_\_\_\_\_

Session 20\_\_\_\_\_ to 20\_\_\_\_\_

Parent's Name & Signature)

(माता-पिता का नाम एवं हस्ताक्षर)

Date: \_\_\_\_\_

दिनांक : \_\_\_\_\_

# Achievers of JDVC



# Events



# Guests



[illegible]

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### कैदी बचओ-कैदी बचओ को लेकर किया जमानत

दिल्ली के एक कोर्ट ने एक कैदी को जमानत दे दी है। यह कैदी एक गैर-मुल्की है, जो एक महिला के साथ संबंधों में शामिल था। कोर्ट ने कहा कि यह मामला एक गैर-मुल्की के खिलाफ है, जो एक महिला के साथ संबंधों में शामिल था। कोर्ट ने कहा कि यह मामला एक गैर-मुल्की के खिलाफ है, जो एक महिला के साथ संबंधों में शामिल था।



### बहिन सशस्त्रीकरण कर दिया जोर

दिल्ली के एक कोर्ट ने एक महिला को सशस्त्रीकरण करने का फैसला किया है। यह महिला एक गैर-मुल्की है, जो एक पुरुष के साथ संबंधों में शामिल थी। कोर्ट ने कहा कि यह मामला एक गैर-मुल्की के खिलाफ है, जो एक पुरुष के साथ संबंधों में शामिल थी। कोर्ट ने कहा कि यह मामला एक गैर-मुल्की के खिलाफ है, जो एक पुरुष के साथ संबंधों में शामिल थी।



### पुलम संग्रहालय में विहंगम दिखाने

दिल्ली के एक संग्रहालय में एक विहंगम दिखाने का कार्यक्रम आयोजित किया गया है। यह कार्यक्रम एक गैर-मुल्की के द्वारा आयोजित किया गया है, जो एक महिला के साथ संबंधों में शामिल था। कार्यक्रम में एक गैर-मुल्की के द्वारा आयोजित किया गया है, जो एक महिला के साथ संबंधों में शामिल था।




### दिल्ली में एक नए संग्रहालय का उद्घाटन


दिल्ली के एक नए संग्रहालय का उद्घाटन किया गया है। यह संग्रहालय एक गैर-मुल्की के द्वारा आयोजित किया गया है, जो एक महिला के साथ संबंधों में शामिल था। संग्रहालय में एक गैर-मुल्की के द्वारा आयोजित किया गया है, जो एक महिला के साथ संबंधों में शामिल था।



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### इदमं यथा वैष्णवं मयाहृतम्



# Faculty & Staff Members



**MS. MADHURI VERMA**  
CO-ORDINATOR JDVC



**MR. GOBINDA BAL**  
(MSP DEPT.)  
ACCOUNTANT



**MS. SHILPI SINGH**  
(ADMIN. DEPT.) COUNSELLOR



**MS. ANJALI SIDHWANI**  
(F.D.) LIBRARIAN



**MR. YAMUNA PARSAD**  
(ADMIN DEPT.)  
COMPUTER LAB ASSISTANT.



**MS. MALKA GHOSH**  
(MSP DEPT.)



**MS. NUPUR AGGARWAL**  
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**MS. MANIKA JAIN**  
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**MR. PRITHPAL SINGH**  
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**MR. SUNIL KUMAR**  
(MSP DEPT.)



**MS. KULDEEP CHUGH**  
(TEXTILE DESIGNING DEPT.)



**MS. SMRITI SEHGAL**  
(N.T.T./N.P.T.T. DEPT)



**MS. GURSHARAN KAUR**  
(COMPUTER DEPT.)



**MR. VEER BHAN GAHLOT**  
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**DR. KAPPIL KISHOR**  
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