

Janki Devi Vocational Centre

Janki Devi Vocational Centre was set up with an objective “Commitment to improve the future of Women”. This commitment coupled with our quest for excellence has spurred our growth and led us into the twenty first Century. We at JDVC are alive not only to the present needs of our country but also to the emerging challenges of the future. Continuous improvement has been the mainstay of our existence for the past 36 years. The centre is positive about providing the best and up-to-date training to its students.

The courses have been designed to meet the two-fold requirements of young girls.

The first requirement is Manpower Development. Change in work procedures, innovations through adoption of science and technology, increased use of computers, etc. make it absolutely necessary to have skilled manpower who are able to fit into the current work environment. We at JDVC are constantly upgrading our syllabi based on feed-back from the industry and alumni. Computer Software Engineering & Applications, Secretarial Practice and Office, Management, N.T.T., Fashion Design Technology, Textile Design, Interior Designing, Fine Art, Garment Manufacturing Technology, Media, Travel & Tourism are some of the Diploma/ Certificate courses offered at our centre.

In continuation of our endeavour to provide the best we have collaborated with RDA Overseas (Mirror Group) to impart training in Beauty Culture. Moving Media Workshop, School of Media Studies for Journalism & Media Courses and Delhi Collage of Art for Fine Art Courses. These courses will benefit students with professional training & internship, enabling them to get experience even before they are awarded diplomas.

The second requirement is the preparation for life. Modern society has become increasingly complex. Young girls are now expected to possess social and interpersonal skills along with family management skills. Home Science, Personality Development, Art & Craft, Food Craft & Home Decoration etc. are few such courses. Skills gained from these are now increasingly being used to set up small business ventures from home.

JANKI DEVI VOCATIONAL CENTRE

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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 Years)
- 3) Fashion Design - (Three Years) (Advanced)

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

The areas covered in Fashion Design include

I 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 Application-I
10. Project-Fashion Show
11. Visits

II YEAR

1. 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. Project-Fashion Show
12. Internship

III YEAR

1. Advanced Sketching & Illustration
2. Advanced Apparel Construction
3. Fashion Marketing
4. Apparel Merchandising
5. Drafting & Pattern Making-III
6. Garment Construction-III
7. Project (Line Development & Presentation)
8. Draping
9. Surface Ornamentation
10. Grading
11. French Language
12. Computer Application (TUKA CAD)
 - Tuka Design
 - Tuka Mark
 - Grading
13. Project-Fashion Show
14. 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. Internship

APPAREL MANUFACTURING, MARKETING & MERCHANDISING

The Garment and Textile Industry of India is undergoing tremendous change and is poised to grow qualitatively by incorporating the latest manufacturing, marketing and information techniques in its operation. The industry will therefore require personnel with a global approach and professional training in the latest techniques. Considering these requirements the AMMM course has been designed to fulfil the demands of the Retail and Export sectors.

DURATION - ONE YEAR

1. Elements of Design
2. Illustration & Apparel Designing
3. Textile Science
4. Apparel Manufacturing Process
5. Marketing Process & Visual Merchandising
6. Apparel Merchandising System
7. Fashion Forecasting & Product Development
8. Production Planning & Quality Control
9. Documentation
10. Business Communication and Presentation
11. Computer
12. Professional Practices

Job Opportunities :

- Jobs in Export House
- Jobs in Retail Industry
- Buying Houses
- After the completion of this course they can work as
 - ★ Merchandiser
 - ★ Visual Merchandiser
 - ★ Floor Manager
 - ★ Branch Manager
 - ★ Business Promoters
 - ★ Fashion Consultant

TEXTILE DESIGNING

Textile Designing is one of the most ancient crafts of India. Each Indian State has a priceless treasure of Prints, Designs, Colour, Embroideries and Textiles, built up over centuries and immensely popular with the textile Industry.

The Textile Designing Course at J.D.V.C equips students with the necessary skills required for the Textile Industry. Students are provided with indepth knowledge of everything from design and colour, to types of dyeing and printing procedures. Students learn to create designs for apparel, furnishing and upholstery. We therefore cater to the Textile Industry as well as the Fashion Industry in different areas.

Curriculum

DURATION - ONE YEAR

- (1) Basic Design
- (2) Textile Science-I
- (3) Design Development
- (4) Colour & Texture
- (5) Nature Study
- (6) Outdoor Sketching
- (7) Textile Craft
- (8) Basic Weaving
- (9) Computers

DURATION - TWO YEARS

First Year

- (1) Textile Science-I
- (2) Basic Design
- (3) Design Development
- (4) Colour & Texture
- (5) Nature Study
- (6) Outdoor Sketching
- (7) Textile Craft
- (8) Computers I
- (9) Basics of Weaving-I

Second Year

- (1) Motif Development
- (2) Stylised Design
- (3) Design Illustrations
- (4) Advanced Colour & Texture
- (5) Textile Science-II
- (6) Printing & Painting Techniques
- (7) Traditional Indian Textile
- (8) Computer Applications II
- (9) Dying Techniques
- (10) Weaving-II
- (11) Knitting
- (12) TUKA Studio
 - Printing ● Repeats
 - Knitting ● Jacquard
 - Weaving ● Story Board
 - Colour Separation ● Color Ways
- (13) Project (Design)/Exhibition

JOB OPPORTUNITIES :

Designers for Block & Screen Print, Designers for Embroidery, Designers for Hand Painted Textiles, Designers for Weaving Industry, Quality Controller, Export House Co-ordinator, Instructor Hobby Classes, Freelance Designer

GARMENT MANUFACTURING TECHNOLOGY

DURATION - ONE YEAR

1. Drafting & Pattern Making
2. Garment Construction
3. Design Concept
4. Embroideries
5. Fabric Theory
6. Computer Applications
7. Market Survey & Projects
8. Draping
9. Grading
10. Visits
11. Project-Fashion Show

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 man power 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 familiarise 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)
4. Library organisation and Management
5. Computer Application (Theory)
6. Computer Application (Practical)
7. Library Catalogue (Theory)
8. Library Catalogue (Practical)
9. Information Sources and Services
10. Computer application software (Theory & Practical)
11. Internship

FINE ART

DURATION - ONE YEAR

BASIC DRAWING AND PAINTING

Free Hand Sketching
Stick Drawing
Block Drawing
Line Of Action
Body Language
For Shortening
Head/Skull Study
Portrait
Life Drawing
Landscape
Composition
Engineering Drawing
Perspective
1, 2, 3, 4 Point Perspective
Vanishing Point
Eye Level
Face Expression
Design Sense
Colour Sense/Theory
Elements Of Painting
Story Boarding
Drapery Study
Camera View
Character Making
Texturing 2D And 3D
Rendering
Flip Book
Presentation
Anatomy Study
Light And Shade
Logic Of Reflection
Enlargement
Light Box
Modern And Creative Art
Reproducing
Clay Modeling
Foliage
Calligraphy
Applied Art
Illustration
Cartoon
Caricature
Installation
Video Art

MEDIUM AND TECHNIQUES

Oil Colour
Water Colour
Poster Colour
Charcoal
Pencil Shading
Acrylic Colours
Photo Colours
Dry Crayons
Oil Pastel
Collage
Pen & Ink
Hatching
Doodling
Reverse Shading With
Oil Colours And White Glass Marking Pencil
Spatula / Knife Work
Marble Painting
Mirror Painting
Spray Work
Smoke Painting
Mix Media

ART AND CRAFT

Glass Painting
Silk Painting
Tanjore
Metal Painting
Stain Glass
Cold Ceramic
Ceramic Embossed
Flower Making
Paper Mache
Art And Waste Material
Dry Leaf Work
Decoupage
Pot Making

MURALS

Mosaic
Fresco
Wall Painting
Relief Work With P.O.P.

GRAPHICS

Screen Printing
Linocut
Wood Cut
Block Printing
Mono Print
Lithography

ADDITIONAL ART

Photography
Photoshop
Paint
Coral Draw

THEORY-I**HISTORY OF ART**

Indian Art
Western Art
Japanese Art
Chinese Art
Persian Art
Great & Contemporary Artist Of India
Great Artist From West

THEORY-II**AESTHETIC**

Six Limbs Of Indian Art
Beauty And Rasa
Western Philosopher
 Plato
 Aristotle
 Kant
 Freud
 Croce
Indian Philosopher
 Bharat Muni
 Shemendra
 Coomerswamy
 Abhinav Gupta

THEORY-III**METHOD AND MATERIAL**

Canvas Making
Framing
Exhibition And Display
Colour Making
Exhibition

ARTS & CRAFTS

Arts & Crafts are the soul of Indian Heritage as each region of India has its own "Artistic Treasures". An understanding of medium, material and their intrinsic qualities, is as relevant to Arts & Crafts today as it has been in the past.

This course is to introduce and enhance the techniques commonly employed by craftsmen & artists.

Duration : One Year/Two Years

ONE YEAR / 1st 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
- (6) Shilpkar Work
- (7) Tin Craft
- (8) Pot Decoration
- (9) Exhibition
- (10) Workshop
- (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 Machine
- (8) Madhubani Painting
- (9) Kalamkari
- (10) Warli Painting

(11) Mirror Glass Painting

(12) Batik

(13) Computer

JOB OPPORTUNITIES :

School Crafts Teacher, Exposition Decoration

Running Hobby Centres, Handicrafts Industry

Interior Decoration, Conduct Craft Workshop

COMPUTER

1. Diploma in Graphic Designing-One Year

1. Corel Draw
2. Power Point
3. Photoshop
4. Illustrator
5. Indesign
6. Ms-Word
7. Ms-Excel

- vi) Asp.net
- vii) Project Work

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 Software Engineering Duration-One Year

1. Oracle
2. Visual Basic
3. C++
4. Introduction of Networking

4. Diploma in Advance Software Engineering- Two Years

- a) Oracle, Visual Basic, C++ , Introduction of Networking.
- b) Dot.Net-
 - i) Introduction to C#
 - ii) Object Oriented Programming
 - iii) Graphical user interface (Windows Form)
 - iv) MS SQL Server
 - v) Ado.net

MODERN SECRETARIAL PRACTICE

Liberalisation and globalisation have brought with them ever increasing business activity. There is therefore a constant demand for personnel 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
3. Computerised Business Communication
4. Basic English & Advance English
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
3. Computerised Business
Communication Paper 1 & 2
4. Basic English/Advance English
Paper 1 & 2
5. Communication Skills Paper 1 & 2
6. Business Communication
7. Modern Office Management
& Procedure Paper 1 & 2
8. Practical Accounting Paper 1 & 2

9. Computer Applications :
MS Word, Excel, Powerpoint, Tally,
Internet.

10. Personal Grooming
11. Internship

C. STENOGRAPHY - DURATION-ONE YEAR

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

JOB OPPORTUNITIES IN :

1. Multinational Companies
2. Private Organisations
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 & Modern Secretarial Practice course, the meritorious students are sent for training to reputed organisations such as BHEL, Power Finance Corporation, FICCI, Pearl Drinks, Patent Office, CDIL, Britannia Industries Ltd., ICAR, Global Agri System, etc.

Internship will not be provided in Stenography Course.

LANGUAGE

FRENCH

Introduction to the Language :

- Day to day conversation
- Grammar
- Spoken language necessary for Travel & Tourism.
- Reading & Writing

(Emphasis on present tense)

French Syllabus For the 1 year course

-Salutations, conversations, question forming, counting, colours, adjectifs

-Body parts, face parts, time seasons, verbs (etre and avoir-present form)

-Prepositions of places, prepositions with objects, articles contractees, articles partitifs

-Nationalities, verbs (aller, venir, faire-present form), expressions with etre, avoir, faire.

-Professions, pluriel of nouns, feminine of nouns, negations of sentences along with verbes

-Adjectifs possessifs, verbes (er, ir, re, oir and other regular and irregular verbes), adjectifs demonstratifs

-Passe compose with etre and avoir, accordes in passe compose, future of verbs, future proche, passe recent, the pronominal verbs

-Passe compose in pronominal verbs, pluriel of adjectifs, the imperetif (to give order, comparative, superlative, feminine od adjectifs

-The pronomns, double pronom, pronom personnelles, verbs (cer, ger, ayer, oyer, uyer), the imparfait, difference between passe compose and imparfait

GERMAN

A1 Level

Introduction to the Language :

- Day to Day Conversation
- Grammar
- Spoken Language necessary for Travel & Tourism.
- Reading & Writing.

...And many more.

German Language Syllabus through the year

Sentence : Statement, Question, (Question for completion and decision) command.

Coordination of clauses.

Placing of the verb in the sentence: first, second and last place.

Word order in a main clause.

Details of time, manner and place (casual).

Verb : Infinitive, Imperative, Indicative-Prasern, Perfekt, Prateritum of auxiliary and modal verbs (meaning, indicative Prasens & Prateritum, mochten).

Verbs with prefixes-separable and inseparable.

Nouns : Gender, plural, Nominative, Accusative, Dative.

Articles : Definite and Indefinite.

Adjectives: Predicative use.

Pronouns: Personal, Interrogative, Possessive and Demonstrative Pronouns.

Prepositions: With Accusative, with Dative.

Conjunctions: und, aber, oder, sondern, denn, dann.

Numerals : cardinal and ordinal numbers.

Modal particles: aber, auch, denn, doch, mal, nur.

Negation: nicht, kein, nie

Special adverbs : gern/lieber/am liebsten.

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 analysing 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

Ist Year

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

IInd Year

1. Art & Graphics-II
2. Building Material & Construction-II
3. Plumbing & Electrical
4. Interior Design & Drafting-II
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

IIIrd Year

1. Design Development
2. Construction
3. Costing & B.O.Q. (Bill of Quantities)
4. Design Presentation
5. Product Development & Presentation
6. Enterpreneururship Skills
7. Visits-Outdoor
8. Exteriors
9. Residential & Commercial Proeject on 3D (Max)
10. CAD-3D (Max) with VRay & Photoshop
11. Exhibition
12. Workshop
13. International Designer Study
14. Power Point Presentation

TRAVEL & TOURISM

DIPLOMA PROGRAMME ONE YEAR/1ST YEAR

DURATION-ONE YEAR

1. Geography

- a. Indian Geography
- b. World Geography-Location on the World Map

2. Travel Theory

- a. Introduction to the Travel & Tourism Industry.
- b. Major International & Regional Organisations
- c. Geography in Travel Itineraries
- d. Travel Formalities
- e. Airport Formalities

3. Elements of Tourism

- a. Hotels
- b. Tour Packages
- c. Railways-Domestic and International
- d. Car Rentals
- e. Ferries & Cruises

4. Air Fares & Ticketing

- a. Area/Sub Area
- b. Global Indicators
- c. Types of Journey
- d. Direction & usage of Fares
- e. Currency Regulations & Rounding
- f. Pricing Itineraries
- g. Ticketing
- h. Special Fares

5. CRS-Computer Reservation Systems (Amadeus)

- a. Encoding & Decoding
- b. Flight Availability
- c. PNR Creation

- d. Optional Elements
- e. Cars
- f. Hotels
- g. Fare Display
- h. Itinerary Pricing
- i. E-Ticketing
- j. TIMATICS

6. Destination Management-Project & Presentations on Domestic Tourism

Note : Training Sessions are incorporated with Audio-Visual Aids.

Additional Package

- A special Package of Language (German) Course will be offered only for Travel & Tourism students @ Rs. 15000/- per annum.
- Payment schedule for additional package of German Language will be as follows
 - a. Rs. 5000/- at the time of admission
 - b. Rs. 5000/- for Sept. Month
 - c. Rs. 5000/- for November Month.If student will opt. Travel & Tourism with German in that case 10% Discount of DU Student/Real sisters will be applicable only on Tuition fee of Travel & Tourism Course, not on German Language Course as it is already in discounted special package.

TRAVEL & TOURISM

ADVANCE DIPLOMA PROGRAMME-2ND YEAR

1. **Advance Geography**
 - a. Geography in Marketing & Selling Travel
 - b. Major Natural Geographical Features
2. **Airlines of the World**
 - a. Alliances and frequent Flyer Programmes
3. **Tourism**
 - a. Types of Travelers
 - b. Types of Tourism
 - c. Tour Costing
 - d. Countries of the World
4. **Customer Service and Stress Management****
5. **Advance Air Fares & Ticketing**
 - a. Understanding of Normal & Special Fares
 - b. Fares Selection Process
 - c. Secondary Level Fares
 - d. Pricing Itineraries with checks
 - e. Currency Conversion
 - f. Taxes
 - g. E-Ticket Issuance
6. **Destination Management-Project & Presentations on International Tourism**
7. **Soft Skills****
 - a. Resume Writing
 - b. Group Discussions
 - c. Interview Skills

Placement Assistance :-

On successful completion of the course student will be sent for interviews for their placement in Travel & Tourism Industry.

**Training sessions incorporated with Role plays, games and Audio-Visual Aids.

COSMETOLOGY

DIPLOMA IN COSMETOLOGY

DURATION-ONE YEAR

Course Contents

1. Skin Anatomy

- Skin Analysis
- Basic Treatment according to Skin
- Makeup According to Skin

2. Hair Anatomy

- Hair Styling
- Hair Pressing, Crimping & Curling
- Heena Application + Basic Coloring
- Basic Hair Treatment
- Spa
- Head Massage for Relaxation
- Hair Cuts
- Hair Packs (Home Made)

3. Threading

4. Waxing (Facial, Arms, Legs & Full Body)

- Basic
- Ricka
- Flavoured Wax

5. Manicure & Pedicure

- Basic
- Delux
- Super Delux

6. Bleach

7. Facial

- Basic Facial (According to Skin)
- Anti Ageing Facial
- Fairness

8. Makeup

- Party Make-up
- Bridal Make-up

9. Nail Art

10. Body Massage & Body Polishing

11. Mehendi Application

12. Personal Grooming

13. Communication Skill

14. Draping of Sarees & Other Dresses

15. Salon Maangement & Entrepreneurship Skills

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

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) L.P. & Teaching Skills-II
- (12) Educational Visits & Excursions
- (13) Interactive Workshops
- (14) Internship

NURSERY 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

Job Opportunities

Students can work in Nursery Schools, Kindergarden, Play School, with NGOs and even start their own play school.

ADVANCED DIPLOMA IN PRINT & ELECTRONIC MEDIA

Duration : One Year

PAPER-I - COMMUNICATION

- ★ Mass Communication (Meaning, Principles & Procedure)
- ★ Models of Mass Communication
- ★ Mediums and Characteristics of communication
- ★ Importance and role of Mass Communication in Democracy

PAPER-II - 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
- ★ Media and Parliament and Government
- ★ Freedom of press and Code of Conduct
- ★ Press Council and Press Commission
- ★ Computer Application (**PAGE MAKING & TYPING**)

PAPER-III - 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 programmes 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 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
- ★ Dress sense and Make-up
- ★ **WEB JOURNALISM**

PAPER-IV - ADVERTISEMENT

- ★ 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-V - PRACTICAL

- ★ Page Making
- ★ On Camera Training in Studio

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

Duration : One Year (One hour class twice a week)

Course Content :-

- (a) Anuvad Sidhant (Principles and theory of translation.
- (b) Anuvad Prikriya (Procedure of Translation)
- (c) Anuvad Ke Prakar (Kinds of Translation)
- (d) Karyalai Evam Vyavharik Anuvad (Official and Practical Translation)
- (e) Anuvad Ka Vyavharik Prashikshan (Practice of Practical Translation)
- (f) Takniki Anuvad (Technical Translation)

Scope with the Course Free lance 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 in Parliament.

ADVERTISING & PUBLIC RELATION

DURATION-ONE YEAR

SUBJECT-ADVERTISING

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

SUBJECT-COMMUNICATION

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

SUBJECT-MEDIA PLANNING & MARKETING

On-Line Marketing, Brand Management/ Planning & Implementation.

SUBJECT-PUBLIC RELATION

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

SHORT TERM HOBBY COURSES

CERTIFICATE COURSES
SHORT TERM / HOBBY COURSES
FEE STRUCTURE & DURATION

NOTE : ADMISSION FEES OF ₹ 150/- TO BE PAID ALONG WITH EACH COURSE FEE.

Timing - Confirm with J.D.V.C. Office.

COMPUTER SHORT TERMS COURSES

1.	DTP	₹ 9,000	3 months
2.	Corel Draw	₹ 4,000	30 hrs.
3.	Photoshop	₹ 4,000	30 hrs.
4.	Autocad	₹ 5,000	30 hrs.
5.	Illustrator	₹ 1,500	15 hrs.
6.	Flash	₹ 3,000	15 hrs.
7.	Internet	₹ 1,000	10 hrs.
8.	Webpage Designing	₹ 8,000	60 hrs.
9.	Visual Basic	₹ 8,000	40 hrs.
10.	Oracle	₹ 8,000	40 hrs.
11.	C++	₹ 5,000	40 hrs.
12.	Computer fundamentals	₹ 4,200	35 hrs.
13.	InDesign	₹ 2,000	10 hrs.
14.	.Net	₹ 10,000	4 months
15.	JAVA a) Programming Logic & Techniques b) Oracle Log c) Java Fundamentals d) JDBC e) Servlet & JSP Technologies f) Java Beans	₹ 18,000	6 months

FOOD CRAFT COURSES

1.	Chocolate Making & Packing (Thirty Types)	₹ 3,000	5 Classes	Twice a week
2.	Baking Course	₹ 4,000	8 Classes	Twice a week
3.	Snacks + Mocktails	₹ 3,000	8 Classes	Twice a week
4.	Chinese Recipe	₹ 2,500	8 Classes	Twice a week
5.	Mughlai Cuisine	₹ 2,500	8 Classes	Twice a week
6.	South Indian Recipies	₹ 2,000	8 Classes	Twice a week
7.	Continental Cuisine	₹ 2,500	8 Classes	Twice a week
8.	Desserts	₹ 2,500	8 Classes	Twice a week
9.	Pickle and Sauces	₹ 2,000	8 Classes	Twice a week
10.	Soups and Salads	₹ 2,000	8 Classes	Twice a week
11.	Snacks + Tiffin For Kids	₹ 2,000	8 Classes	Twice a week
12.	Ice Cream Making	₹ 2,500	8 Classes	Twice a week
13.	Sharbat & Squashes	₹ 2,500	8 Classes	Twice a week
14.	Indian Sweet Dishes	₹ 2,500	8 Classes	Twice a week
15.	Mixed Courses			
	1 Month	₹ 2,500	12 Classes	Thrice a week
	2 Months	₹ 4,000	24 Classes	Thrice a week
	3 Months	₹ 6,000	36 Classes	Thrice a week
	6 Months	₹ 10,000	72 Classes	Thrice a week

ART AND CRAFT COURSES

A	1 Month Course (any 1)	₹ 2,000	12 classes	1 hour each class
B	2 Month Course (1-4)	₹ 3,500	24 classes	1 hour each class
C	4 Months Course (1-8)	₹ 6,000	48 classes	1 hour each class
D	6 Months Course (1-12)	₹ 18,000	72 classes	1 hour each class
	TOPICS			
1.	Calligraphy Painting			
2.	Bead Work			
3.	Paper Mache			
4.	Glass Painting			
5.	Flower Making			
6.	Relief Work			
7.	Metal Work			
8.	Pin and Thread			
9.	Pot Decoration			
10.	Thermocol Painting			
11.	Paper Sculpture			
12.	Coffee Painting			
E	Candle Making	₹ 2,500	10 classes	1 hour each class
F	Candle Packing	₹ 2,500	10 classes	1 hour each class
G	Stuffed Toys	₹ 2,500	10 classes	1 hour each class
H	Gift Wrapping	₹ 2,500	10 classes	1 hour each class
I	Flower Making	₹ 2,500	10 classes	1 hour each class

HOME SCIENCE

1.	Food Craft, Clothing & Embroidery, Art & Craft Personal Grooming & Beauty, Communical Skills, Basics of Computers,	₹ 18,000	6 months	5 Days a week 2 hours each class
a	Food Craft - Snacks, Chinese, South Indian, Desserts, North Indian, Mocktail, Soups etc.			
b	Stitching-Basic Stiches, Frock Simple, A-Line Ladies Kurta etc.			
c	Embroidery-Basic Embroidery, Hankies, Pillow Covers & Dupattas			
d	Art & Craft-Glass Paiting, Flower Making, Pot Decorative or Paper Bags, Orgamy etc.			
e	Beauty (Personal Grooming) - Threading, Manicure, Pedicure, Facial Makeup, Hair Style etc.			
f	Communication Skill-Tenses, Understanding of Verbs Articles, Day to Day Communication etc.			
g	Basic Computers			

FASHION / APPAREL MANUFACTURING SHORT TERM COURSES

1.	Pattern Making 1 a) Gathered Skirt, b) Night Suit c) Frock d) Shorts, e) How to take Measurement, Landmarks etc.	₹ 3,000	1 month (12 classes)	1 hour each class
	Pattern Making 2 a) Ladies Shirt, b) Salwar-Basic + Variation c) Pajami, d) Petticoat - 4 Pannel 6 Pannel, e) Blouse, f) Nighty	₹ 3,500	1 month (12 classes)	1 hour each class
2.	Cutting & Tailoring			
	2 months course :- Basic-seams, haming, facing, piping etc. Kids-Frock, Shorts, Nights Suit-Upper and Pajama	₹ 5,000	2 months (24 classes)	1 hour each class
	4 months course :- (2 months kids+2 months adults) Basic-seams, haming, facing, piping etc. Kids-Frock, Shorts, Nights suit-upper and pajama Petticoat, salwat, pajami, a line kurta, blouse, nighty	₹ 9,000	4 months (48 classes)	1 hour each class
3.	Embroidery Course-Traditional Embroidery Kantha, Kasuti, Chikankari, Phulkari, Kasida, Chamba and Katch etc.	₹ 2,400	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	₹ 20,000	3 months (36 classes)	1 hour each class
5.	Application of Computer in Fashion & Textile Designing	₹ 5,000	2 months (16 classes)	1.5 hour each class
		₹ 9,000	4 months (32 classes)	Twice in a week
6.	Computer App. in Pattern Design and Product Development (TUKA CAD)	₹ 10,000	1 1/2 month (12 classes)	1.5 hr each class Twice in a week
7.	Apparel Manufacturing Marketing & Merchandising a) Introduction to Apparel & Textile Industry b) Textile Science c) Manufacturing Process d) Marketing Process & Visual Merchandising e) Sample Development & Pricing f) Quality Control g) Introduction to e-commerce h) Presentations & Communication Skills	₹ 25,000	6 months (72 classes)	2 hrs each class Twice in a week

TEXTILE DESIGNING COURSES

1.	1 Month Course (any 1)	₹ 2,000	(12 classes)	1 hr each class
2.	2 Month Course (any 2)	₹ 3,500	(24 classes)	1 hr each class
3.	4 Months Course (any 4)	₹ 6,000	(48 classes)	1 hr each class
	Topics			
a	Fabric Painting			
b	Block Printing			
c	Tie and Dye			
d	Stencil Printing			
e	Batik			
f	Madhubani Painting			
4.	E.D.P. in Textile Designing (a) Design Development (b) Basic Embroidery (c) Fabric Science, (d) Traditional Indian Textile (Theory & Practical), Kantha, Kalam Kari, Phulkari, Kasheeda Kari, Varli, Chicken Kari, (e) Colour Psychology, (f) Computers, (g) Entrepreneurship Skill Development (h) Practical Projects (i) Tie and Die (ii) Block Printing (iii) Stencil & Spray Printing (iv) Batik (v) Hand Painting etc.	₹ 18,000	6 months (120 classes)	2 hours each class
5.	C.A.D. in Textile Designing	₹ 5,000 ₹ 9,000	2 months (16 classes) 4 months (32 classes)	1.5 hr each class 1.5 hr each class
6.	Computer Application in Printing & Weaving (TUKA STUDIO)	₹ 8000	One Month (12 classes)	1 hr each class

SKETCHING COURSES

1.	Sketching Basic sketching, rendering, object drawing nature study and outdoor sketching	₹ 2,500	One Month (12 classes)	1 hr each class
2.	Fashion Illustration Block and fleshing of figure, hairstyle, features, rendering and draping	₹ 4,000	One Month (12 Classes)	1 hr each class

TRAVEL AND TOURISM

1.	Basic Course in Travel & Tourism	₹ 18,000	6 months (72 classes)	2 hours each class
	<p>1. Geography</p> <p>a. India Geography b. World Geography-Location on the world Map</p> <p>2. Travel Theory</p> <p>a. Introduction to the Travel & Tourism Industry. b. Major International & Regional Organisations c. Geography in Travel Itineraries d. Travel Formalities e. Airport Formalities</p> <p>3. Elements of Tourism</p> <p>a. Hotels b. Tour Packages c. Railways-Domestic and International d. Car Rentals e. Ferries & Cruises</p> <p>4. Air Fares & Ticketing</p> <p>a. Area/Sub Area b. Global Indicators c. Types of Journey d. Direction & Usage of Fares e. Currency Regulations & Rounding f. Pricing Itineraries g. Ticketing h. Special Fares</p> <p>Note : Training Sessions are incorporated with Audio-Visual Aids.</p>			

2.	Computerised Reservation System (CRS)	₹ 8,000	3 months (36 classes)	2 hours each class
	<p>a. Encoding & Decoding b. Flight Availability c. PNR Creation d. Optional Elements e. Seat Request f. Cars g. Hotels h. Fare Display i. Itinerary Pricing j. E-Ticketing k. TIMATICS</p>			

1.	ABACUS (IIVA)	₹ 18,000	6 months
	Abacus course for 12th Pass students for up skilling, increased 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.		(4 modules) Each module 25 hours
2.	VEDIC MATHS (IIVA)	₹ 18,000	6 months
	Vedic Maths for 12th Pass students for up skilling. 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.		(4 modules) Each module 25 hours

FINE ART

I.	Fine Art-I	₹ 27,000	3 Months
	<p>INTRODUCTION-WHAT IS FINE ART ? (Hobby Or Professional) Shading In Boxes (25 Tones) Freehand Lines-Vertical, Horizontal & Circle Gradient Lines (L-D, D-L, L-D-L, D-L-D & Curved) Free Hand Shading (L-D-,D-L, L-D-L, D-L-D)</p> <p>TYPES OF SHADING</p> <p>A. Doodling B. Hatching C. Cross Hatching D. Stippling E. Own Style</p> <p>Basic Shapes Detail Study Importance Of Shading Graph Forms Within Forms Identification Of Tones In Forms Within Forms Portrait Still Life Stick Drawing Block Drawing Armature Sketching Sketching Tips-Base Line Body Proportion Face Proportion Negative And Positive Designs Rules Of Free Hand Drawing Enlargement</p> <p>FIVE ELEMENTS OF PAINTING : LINE, TONE, COLOUR, TEXTURE, FORMS</p> <p>2D/3D Textures Colour Theory-Colour Wheel (Primary, Secondary And Tertiary Colours) Pencil Colour Shade Card Pencil Colour Grey Scale Meter Unnatural Colour Eye & Portrait Perspective-Introduction And Basic Point Of Perspective Mediums And Techniques Pencil Shading Charcoal Pen And Ink Glass Marking Pencil (Reverse) Work Colour Pencil Oil Pastel Soft Pastel</p>		

FINE ART

2.	Fine Art-II	₹ 54,000/-	6 Months
<p>INTRODUCTION-WHAT IS FINE ART ? (Hobby or Professional) Shading In Boxes (25 Tones) Freehand Lines-Vertical, Horizontal & Circle Gradient Lines (L-D, D-L, L-D-L, D-L-D & Curved) Free Hand Shading (L-D, D-L, L-D-L, D-L-D) TYPES OF SHADING A. Doodling B. Hatching C. Cross Hatching D. Stippling E. Own Style Basic Shapes Detail Study Importance Of Shading Graph Forms Within Forms Identification Of Tones In Forms Within Forms Portrait Still Life Stick Drawing Block Drawing Armature Body Proportion Face Proportion Negative And Positive Designs Rules Of Free Hand Drawing Enlargement FIVE ELEMENTS OF PAINTING : LINE, TONE, COLOUR, TEXTURE, FORMS 2D/3D Textures Colour Theory-Colour Wheel (Primary, Secondary & Tertiary Colours) Pencil Colour Shade Card Pencil Colour Grey Scale Meter Unnatural Colour Eye Unnatural Colour Portrait Free Hand Portrait</p>			

	<p>PERSPECTIVE Introduction & Collect Pictures Showing The Basic Points Of Perspective Vanishing Points (1-5) Eye Level (Eg. Glass, Auto, Car) Room Perspective-Interior View Of Class Room & Own Room With The Help Of Vanishing Points Chair (Perspective View) Foliage Smoke Painting Calligraphy Window Cropping Mounting Illustration-Introduction Illustration-Demonstration 25 Topics Of Illustration Single Character With Different Background Live Drawing Sketching Rules & Importance Engineering Drawing Presentation On An Artist As Given Outdoor Classes (One Week) In Different Mediums Perspective-Introduction And Basic Points Of Perspective</p> <p>MEDIUMS AND TECHNIQUES Pencil Shading Charcoal Pen And Ink Glass Marking Pencil (Reverse) Work Colour Pencil Oil Pastel Soft Pastel Black Ink Work Black Ink-Dry Brush Work Water Colour Work Poster Colour Work Photo Colour Work Mirror Work Marble Prints Oil Work Spray Work Acrylic Colour Work Acrylic Colour Knife Work</p>		
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INTERIOR DESIGNING

1.	Application of Computer in Interior Designing (Autocad, 2D Power Point)	₹ 8,000	1.5 months (18 classes)	2 hrs each class
2.	3D Max with Mental Ray	₹ 10,000	1.5 months (18 classes)	2 hrs each class
3.	3D Max with V-Ray	₹ 15,000	1.5 months (18 classes)	2 hrs each class
4.	Vaastu-I Basic Knowledge of Vastu, Furniture Placement, Kitchen, Wash Room, Stairs & Accordingly Construction Planning and Remedy	₹ 6,000	1 month (12 classes)	1 hr each class
5.	Furniture Design	₹ 3,000	1 month (12 classes)	1 hr each class
6.	CAD - Architecture Planning & Drafting - 3D	₹ 10,000	1.5 month (18 classes)	2 hrs each class

PERSONALITY DEVELOPMENT/PERSONAL GROOMING

1.	Personality Development Communication Skills & Interview, Home Aesthetics, Culinary Concept and Party Planning, Beauty Tips and Hair Styling	₹ 3,500	2 months (24 classes)	1 hr each class
2.	Personal Grooming			
	Threading, Manicure, Pedicure, Hair Styling	₹ 2,000	1 month (12 classes)	1 hr each class
	Face Cleaning, Fitness Exercise	₹ 3,500	2 Months (24 classes)	1 hr each class

LANGUAGE COURSES

1.	SPOKEN ENGLISH			
	Level-I Beginner (Tenses, Understanding of Verbs, Active Passive, Propositions, Prepositional Phrases, Articles, Translations Vocabulary, Day to Day Communication.	₹ 6,000	2 months (24 classes)	1 hr each class
	Level-II : Intermediates (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 & day to day Interaction. Structure formation correct use of vocabulary and pronunciation.	₹ 5,000	1 month (12 classes)	1 hr each class
4.	I.E.L.T.S. (International English Language Testing System)	₹ 6,000	1 month (10 classes)	1 hr each class
5.	TOEFL (Test of English as Foreign Language)	₹ 6,000	1 month (10 classes)	1 hr each class

6.	French Language			
	Level-I This will contain elementary french, day to day conversation, introducing oneself, vocabulary in respect of class, school, house, seasons, months, asking and telling time, parts of body, veg & food, restaurant, nationalities, some verbs, adjectives, etc.	₹ 9,000	3 months	1 hr each class
	Level-II Tenses : Present Past, Future, Imperatives : Adjectives, Pronouns, Next Level of Vocabulary, Clothes, Passport, Visa and Some Information on Travelling etc.	₹ 9,000	3 months	1 hr each class
	Level-III More on Pronouns, Past Perfect Tenses, Next level of Verbs Classification, Adverbs, Comparatives etc.	₹ 9,000	3 months	1 hr each class
7.	German Language 1. Conversations Basic 2. Introducing-Oneself, Family Members Friends 3. Basic Vocab-Countings, Alphabets etc. 4. Verbs 5. Adjectives 6. Pronouns 7. Imperative 8. Model Verbs-Can, Will, Must, May, Shall 9. Present Tense	₹ 15,000	6 months	1 hr each class

BEAUTY CULTURE

1.	Advance Make-up Day-Make-Up, Evening Make-Up, Party Make-Up, Smoky Make-Up, Indo-Western Bridal Make-Up, Indian Bridal Make-Up, Arabic Make-Up, Fantasy Make-Up, Ramp Make-Up, Corrective Make-Up, Media Make-Up, Air Brush Make-Up	₹ 30,000	3 months (36 classes)	2 hrs each class
2.	Advance Course in Nail Art Nail Theory, Stamp Nail Art, Marble Nail Art, Needle Nail Art, Sponge Nail Art, Brush Nail Art, Foil Nail Art, Dolting Nail Art, Nail Extensions, Acrylic Extension, Gel Extension Acrygel Extension, Glitter Nail Extensions, 3D Acrylic Nail Extension, Permanent Nail Colour, Permanent Nail Art, How to use Rhine Stone, Mirros, French Extension	₹ 25,000	3 months (36 classes)	2 hrs each class
3.	Air Brush Make-Up	₹ 15,000	10 Day	10 hrs
4.	Advance Certificate in Hair Designing Perming, Hair Colouring, highlighting, Low Lighting Color Hair Treatment, Hair Anatomy, Advance Haircut (Lazer, Diamond, Bob, Step, Feather Graduation)	₹ 25,000	3 months (36 classes)	2 hrs each class
5.	Advance Course in Cosmetology (Skin) Skin Anatomy, Hair Anatomy, Advanced Facials, Electrical Gadgets, Lympatic Drainage Massage Chemical Pells, Clinical Treatment For Skin Disease, Introduction to Product Making	₹ 35,000	3 months (36 classes)	2 hrs each class
6.	Saree Draping	₹ 1,500	5 days	5 hrs
7.	Crash Course in Beauty Culture Facial, Bleaching, Waxing, Party Make-Up, 3 Hair Styles, Saree Draping	₹ 15,000	3 months (36 classes)	2 hrs each class
8.	Crash Course in Grooming Facial, Bleaching, Waxing, Manicure, Paudiure and Basic Nail Art	₹ 8,000	1 month (12 classes)	1 hrs each class
9	Self Coruse in Beauty Culture Self make-up, Saree Draping, 3 Hair Styles	₹ 5,000	15 Days (15 classes)	1 hrs each class

OFFICE MANAGEMENT

1.	Financial Accounting	₹ 6,000	3 months (36 classes)	1 hr each class
2.	Financial Accounting with Tally ERP 9	₹ 10,000	3 months (36 classes)	1 hr each class
3.	Tally-ERP 9	₹ 5,000	2 months (24 classes)	1 hr each class
4.	Typing	₹ 1,200	1 month (12 classes)	1 hr each class
5.	Short Hand	₹ 1,200	1 month (12 classes)	1 hr each class

MEDIA

1.	Certificate Course in Radio, Jockeying & Scripting	₹ 20,000	3 months (36 classes)	2 hr each class
	RADIO JOCKEYING Pronunciation Voice Modulation Radio Jockeying & Radio Presentation Know your Studio Radio Drama Radio News Concept of Infotainment FM Channels Studio Visit Recording Session Career Counselling Certificate Ward Function SCRIPTING 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	₹ 20,000	3 months (36 classes)	2 hr each class
	TV NEWS ANCHORING News and Press Laws Pronunciation Modulation, Diction Posture, Scripting (Practice Session) News Reading Interviewing Hot Switch Phone-In On Camera Training Studio Visit & Technical Aspects Certificate Award Function			

	TV NEWS REPORTING What is Reporting How to Report Reporting and Package Beats On Camera Training Outdoor Reporting Practice Session DSNG WEATHER ANCHORING What is Weather Reporting How to face camera How to learn the script How to act with croma Pronunciation			
3.	Fashion Journalism	₹ 25,000	3 months (36 classes)	2 hrs. 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			

GENERAL INFORMATION

1. ADMISSION

Students seeking admission to Janki Devi Vocational Centre are 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, 2017 and classes will start from 17th July, 2017. 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 & passing Certificate.
- b) Photocopy of Adhar Card of Student & Parents.
- c) Three (3) Passport Size Photograph 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 cash/cheque at office account department of JDVC. Fees for the current session can be paid either in full or in four installments. All installments should be deposited within the stipulated time. A fine of ₹ 10 per day will be charged after the due date. The institution has a right to strike off the names of the students who have not paid their Fee on time.

- Instalments :
- i) Admission time
 - ii) 1st Week of September
 - iii) 1st week of November
 - iv) 1st Week of January

Second and third year students will pay their first installment in the first week of June.

In case if any student is having compartment in annual examination, so they will not deposit their fee in June month. They will 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 & 2nd year in DU will be given 10% Discount on Tuition Fee in One Year/1st Year of JDVC Course Only.

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.

Discount/Concession will be given in the last installment of one year/1st year Fee.

It is the responsibility of students to check their details with A/c Department regarding their fee concession.

6. UPGRADATION OF COURSE

(1) One year students are permitted to upgrade their course to two or three year course. If they upgrade their course before 1st week of December 2017 then no fee will be charged. But if they upgrade their course after 07th December 2017 then Rs. 1500 will be charged for upgradation of the 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.

(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 student has not attended any class. Attending even a single class disqualifies the student 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 and examination Fee will be refunded. Admission charges, Registration Fee and Annual charges will not be refunded.

The last Date of refund of fee will be 17th July, 2017

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 refundable, can be adjusted within a week of deposition of an amount.

All the students will get fee card which is to be filled everytime when they pay their fee.

8. CHANGE OF COURSE :

Change of course is permitted (for diploma courses 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 number 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 the examination if the required attendance is not there.

11. EXAMINATION :

The J.D.V.C. follows the system of Internal Assessment and Final Exams. Students must take both the exams. 50% is the minimum pass percentage and you are suppose to clear all exams. Failing even a single exam disqualify the student for achieving Diploma. Certificates/Diplomas 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 31st 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 ₹ 200/- per paper. Students can avail of re-examination once only.

12. AWARDS & PRIZES :

Diploma & Certificates will be awarded by Janki Devi Vocational Centre. Prizes are awarded to the top ranking students in all courses at the J.D.M.C. annual function.

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 the dept. every year.for different activities through out the year with Tuition Fee-I.

It includes One yr., 1st yr., 2nd yr., 3rd yr. students.

14. VISITS / WORKSHOP :

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

15. TRAINING & CAMPUS INTERVIEW :

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

FASHION SHOW/EXHIBITION :

a) Students of Fashion Design Dept. and G.M.T. Dept. will pay Rs. 4000/- annually as a sponsorship fee for Annual Fashion Show in the month of September. It is compulsory for all Fashion Designing and GMT Dept. Students to participate in Fashion Show otherwise Diploma will not be awarded.

b) Interior Designing and Fine Arts Students will pay Rs. 2000/- annually as a sponsorship fee for JDVC Exhibition. It is compulsory for all the students of above mentioned departments to pay the amount during September Month. Otherwise Diploma will not be awarded.

c) Students of Fine Arts Department will get two opportunities to showcase their work in an exhibition. 1st chance will be given in house i.e. JDVC Campus and the 2nd chance will be given outside the campus in art gallery that will be the Grand Exhibition and students are supposed to pay Rs. 2000/- for inhouse exhibition and the payment for Grand outdoor exhibition will be separate.

GENERAL RULES :

1) Identity cards will be issued to students by the teachers. In case of loss of I cards & Fee Card an application must be submitted to the office for duplicate card, with fee of Rs. 50/-

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. 250/- for Certificate/Marksheet and Rs. 500/- for diploma.

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

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

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

6) The Coordinator/Principal reserves the right to debar any student 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 the circulars & notices.

7) 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 student 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, magazine periodicals etc; on different subjects like Fashion, Textile, Interior, Jewellery, 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 Big & Spacious Textile Lab where students get exposure to different type of printings and weaving on looms.

7. Spacious, airy and fully airconditioned 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.M.C. Students can enjoy wide and sumptuous variety of food at resonable rate.

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

ANNUAL FEE PLAN - DIPLOMA COURSES DURATION - ONE YEAR

FEE AT THE TIME OF ADMISSION											TUITION FEE INSTALMENT			
S. No.	COURSES	ECA	Security	Registration Fee	Admission Fee	Examination Fee	Annual Charges	Tuition Fee-1	Fee to be Paid at Admission Time	Tuition Fee-2	Tuition Fee-3	Tuition Fee-4	Total Fee Per Annum	
								Admission Time		1st week of SEPTEMBER	1st week of NOVEMBER	1st week of JANUARY		
1	FASHION DESIGNING	1500	1000	1500	2500	1000	2000	10000	19500	6000	6000	6000	35000	
2	APPAREL MERCHANDISING	1500	1000	1500	2500	1000	2000	10000	19500	6000	6000	6000	35000	
3	G.M.T.	1500	1000	1500	2500	1000	2000	10000	19500	6000	6000	6000	35000	
4	TEXTILE DESIGNING	1500	1000	1500	2500	1000	2000	10000	19500	6000	6000	6000	35000	
5	FINE ART	1500	1000	1500	2500	1000	2000	35000	44500	14000	14000	14000	84000	
6	INTERIOR DESIGNING	1500	1000	1500	2500	1000	2000	10000	19500	6000	6000	6000	35000	
7	COMPUTER	1500	1000	1500	2500	1000	2000	10000	19500	6000	6000	6000	35000	
8	OFFICE MANAGEMENT	1500	1000	1500	2500	1000	2000	10000	19500	6000	6000	6000	35000	
9	STENOGRAPHY	1500	1000	1500	2500	1000	2000	6000	15500	4000	4000	4000	25000	
10	NURSERY TEACHER TRAINING	1500	1000	1500	2500	1000	2000	10000	19500	6000	6000	6000	35000	
11	ART AND CRAFT	1500	1000	1500	2500	1000	2000	10000	19500	6000	6000	6000	35000	
12	LIBRARY SCIENCE	1500	1000	1500	2500	1000	2000	10000	19500	6000	6000	6000	35000	
13	TRAVEL AND TOURISM	1500	1000	1500	2500	1000	2000	8000	17500	5000	5000	5000	30000	
14	FRENCH LANGUAGE	1500	1000	1500	2500	1000	2000	6000	15500	4000	4000	4000	25000	
15	GERMAN LANGUAGE	1500	1000	1500	2500	1000	2000	6000	15500	4000	4000	4000	25000	
16	PRINT AND ELECTRONIC MEDIA	1500	1000	1500	2500	1000	2000	23000	32500	10000	10000	10000	60000	
17	ADVERTISING & PUBLIC RELATION	1500	1000	1500	2500	1000	2000	23000	32500	10000	10000	10000	60000	
18	DIPLOMA IN TRANSLATION	1500	1000	1500	2500	1000	2000	10000	19500	6000	6000	6000	35000	
19	COSMETOLOGY (BEAUTY CULTURE)	1500	1000	1500	2500	1000	2000	10000	19500	6000	6000	6000	35000	

ECA AND SECURITY IS EXCLUDED IN TOTAL FEE.
 SECURITY AMOUNT IS REFUNDABLE AFTER COMPLETION OF COURSE.
 RS. 4000 SEPARATELY WILL BE PAID BY FASHION DESIGNING, G.M.T STUDENTS DURING SEPTEMBER FOR FASHION SHOW
 FEE CAN BE PAID IN CASH OR IN CHEQUE IN FAVOUR OF "JANKI DEVI VOCATIONAL CENTRE" AT ACCOUNTS DEPARTMENT AT JDVC.
 RS. 3600/- SEPARATELY WILL BE PAID BY N.P.T IInd YR. STUDENTS FOR ADDED SUBJECT OF ABACUS & VEDIC MATHS IN 1ST WEEK OF SEPTEMBER
 RS.2000 SEPARATELY WILL BE PAID BY INTERIOR DESIGNING, FINE ARTS STUDENTS DURING SEPTEMBER MONTH FOR EXHIBITION
 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 & EXAMINATION FEE WILL BE REFUNDED.ADMISSION CHARGES,REGISTRARION FEE&ANNUAL CHARGES WILL NOT BE REFUNDED.
 SHORT TERM COURSE FEE ONCE PAID WILL NOT BE REFUNDED

**ANNUAL FEE PLAN - ADVANCE DIPLOMA COURSES DURATION
2 YRS & 3 YRS.**

FEE AT THE TIME OF ADMISSION

S. No.	COURSES	ECA	Security	Registration	Admission	Examination	Annual	Tuition	Fee to	TUTION FEE INSTALMENT			
				Fee	Fee	Fee	Charges	Fee-1	be	Tuition	Tuition	Tuition	Total Fee
								Admission	Paid at	Fee-2	Fee-3	Fee-4	Per Annum
								Time	Time	1st week of	1st week of	1st week of	
										SEPTEMBER	NOVEMBER	JANUARY	
1	FASHION DESIGNING	1500	1000	1500	2500	1000	2000	8000	17500	5000	5000	5000	30000
2	TEXTILE DESIGNING	1500	1000	1500	2500	1000	2000	8000	17500	5000	5000	5000	30000
3	COMPUTER	1500	1000	1500	2500	1000	2000	8000	17500	5000	5000	5000	30000
4	SECRETARIAL PRACTICE	1500	1000	1500	2500	1000	2000	8000	17500	5000	5000	5000	30000
5	N.P.T.T.	1500	1000	1500	2500	1000	2000	8000	17500	5000	5000	5000	30000
6	INTERIOR DESIGNING	1500	1000	1500	2500	1000	2000	8000	17500	5000	5000	5000	30000
7	ART & CRAFT	1500	1000	1500	2500	1000	2000	8000	17500	5000	5000	5000	30000
8	TRAVEL & TOURISM	1500	1000	1500	2500	1000	2000	6000	15500	4000	4000	4000	25000

ECA AND SECURITY IS EXCLUDED IN TOTAL FEE.
 SECURITY AMOUNT IS REFUNDABLE AFTER COMPLETION OF COURSE.
 RS. 4000 SEPARATELY WILL BE PAID BY FASHION DESIGNING, G.M.T STUDENTS DURING SEPTEMBER FOR FASHION SHOW
 FEE CAN BE PAID IN CASH OR IN CHEQUE IN FAVOUR OF "JANKI DEVI VOCATIONAL CENTRE" AT ACCOUNTS DEPARTMENT AT JDVC.
 RS. 3600/- SEPARATELY WILL BE PAID BY N.P.T.T IInd YR. STUDENTS FOR ADDED SUBJECT OF ABACUS & VEDIC MATHS IN 1ST WEEK OF SEPTEMBER
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 SHORT TERM COURSE FEE ONCE PAID WILL NOT BE REFUNDED