

Janki Devi Vocational Centre

Janki Devi Vocational Centre under the aegis of Shri Banarsidas Chandiwala Sewa Smarak Trust Society was set up with an objective “Commitment to improve the future of Women”.

Shri Banarsidas Chandiwala Sewa Smarak Trust Society was established in 1952 by the dynamic and visionary Late Shri Brijkrishan Chandiwala, a veteran Gandhian and philanthropist, in the memory of his illustrious father Late Shri Banarsidas Chandiwala. President of prominent social service organizations such as Bharat Sewak Samaj and Sadachar Samiti, Shri Brijkrishan Chandiwala was a simple man, endowed with a visionary mind and was awarded “**PADMSHRI**”. He formed the Society with the mission.

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 40 years. The centre is positive about providing the best and up-to-date skill development 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 Applications, Secretarial Practice and Office Management, N.T.T./NPTT, Fashion Design Technology, Textile Design, Interior Designing, Fine Art, Garment Manufacturing Technology, Digital Marketing, Data Analysis, Cosmetology, 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 Blossom Kochhar College of Creative Arts & Design (BKCCAD) to impart training in Beauty Culture. Moving Media Workshop, School of Media Studies for Journalism & Media Courses, Pracheen Kala Kendra for Fine Art, Dance & Music Courses, and F-TEC for Digital Marketing, Data Science and Business Analytics. 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-I
10. Project-Fashion Show
11. Market Survey
12. Communication Skill Development
13. 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. 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 Making-III
5. Garment Construction-III
6. Project (Line Development & Presentation)
7. Draping
8. Surface Ornamentation
9. Grading
10. Computer Application (TUKA CAD)
 - Tuka Design
 - Tuka 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

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
 - 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 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 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. Library Catalogue (Theory)
6. Library Catalogue (Practical)
7. Information Sources and Services
8. Computer application software (Theory & Practical)
9. Internship

FINE ART

DURATION - ONE YEAR

- 1) Sketching
- 2) Nature Study
- 3) Outdoor Sketching
- 4) Still life - I
- 5) Object Drawing - I
- 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) Photo Frame
- 11) Stencil Art
- 12) Power Point Presentation
- 13) Exhibition

PKK (Pracheen Kala Kendra)

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

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) Innovative Art
- 11) Knowledge of Material (Canvas, Frame, Colours, Display, Canvas Making)
- 12) Presentation - I
- 13) Calligraphy
- 14) Clay Modelling
- 15) Book Cover
- 16) Story Book
- 17) Stencil Art
- 18) Collage Art
- 19) Bottle Painting

- 20) Print Making
- 21) Craft Work
- 22) Exhibition - II

PKK (Pracheen Kala Kendra)

1. Still life Composition (Pastel & Water Colour)
2. Design-
 - (a) Geometrical
 - (b) Triangle, Circles, Squares, Rectangles etc.
3. The colour wheel, properties of colours, value, hue, intensity (Tints, Tones, Shades)
4. Land Scape, Sketching, Colouring, on the spot landscaping (Water Colour/Poster Colour)
5. Madhubani Painting.

DURATION – THREE YEARS

- 1) Life Study
- 2) Modern & Abstract Art
- 3) Traditional Art
- 4) Folk Art
- 5) Western Art
- 6) Study of Artist
- 7) Application of Fine Art in Commercial Design Industry
- 8) Application of Computers-III
- 9) Experimental Art
- 10) Photography & Video Editing
- 11) Presentation - II
- 12) Art & Craft
- 13) Communication Skills & 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

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.
 - (a) Pillow Cover
 - (b) Sari Design
 - (c) Table Corner Design etc.

*(Previous year questions will be included)

ART & CRAFT

Art & Craft 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) Oil Painting
- (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 Mache
- (8) Madhubani Painting
- (9) Kalamkari
- (10) Warli Painting

- (11) Tin Craft
- (12) Mirror Glass Painting
- (13) Batik
- (14) Computer Applications

JOB OPPORTUNITIES :

School Crafts Teacher, Exposition Decoration
Running Hobby Centres, Handicrafts Industry
Interior Decoration, Conduct Craft Workshop

COMPUTER

1. Diploma in Graphic Designing- Duration - One Year

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

- iv) MS SQL Server
- v) Ado.net
- 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 Applications Duration-One Year

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

4. Advance Diploma in Computer Applications Duration-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)

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, Hosptials

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

Duration - One Year

- Salutations, Conversations, Numbers (Ordinal and Cardinal), days of the week, months of the year, nationalities, alphabets, accents, body parts, colours, seasons, plural, accords.
- Indefinite articles, definite articles, possessive adjectives irregular adjectives, time, pronouns, nouns
- Present tense, imperfect tense.
- Negation, prepositions, expressions of point of view
- Interrogative, subjunctive
- Near future tense, imperative tense
- Recent past tense, simple future
- Present yourself, family, best friend etc.
- Sentence formation, to inform price, quantity expression
- Past tense (Simple past)
- Stressed / disjunctive pronouns, relative pronouns
- Quantity (adverbs), demonstrative pronouns
- Partitive articles
- Reflexive verbs/pronominal verbs
- Contracted articles
- Formal letter, paragraph writing, message, mail
- Direct compliment pronouns, indirect compliment pronouns, interrogative adverbs
- Postcard, description of place, person etc., blog, identity card, announcement of birth
- Comprehension, obligations, invitation (expressions of propose, accept, refuse)

- To demand for direction expression, comparison

Duration - Two Years

- Negative and restrictions
- Noun forms, connectors, expressions of durations, cause, consequence, opposition.
- Adverbs, nominalisation, simple past tense, imperfect tense, more than perfect tense (plus one parficit)
- Subjunctive, pronouns (COD, COI, y, en)
- Comparison, Superlative
- Accords of past participle, prepositions
- Neutral pronouns, interrogative pronouns, demonstrative pronouns, active and passive voice, conditional present, possessive pronouns, adjectives.
- (gerondif) the gerund - (en + present participle)
- Hypothesis
- Message, postcard, mail, critic of film, letter, theme questions, topic writing
- Expressions of indifference, approval, disapproval, certain, incertain, intention etc.
- Justification of choice
- Reported Speech
- Dialogue making, role play, on the spot topic (declamation)
- Ecoutez - Listening skills

EXAMINATION SYSTEM :

- PAPER I : GRAMMAR
- PAPER II : WRITTEN
- PAPER III : ORAL

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. 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

TRAVEL & TOURISM
DIPLOMA PROGRAMME ONE 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 Basic 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.

COSMETOLOGY

1. DIPLOMA IN BEAUTY *DURATION-6 MONTHS*

Beauty

- Knowledge of Skin
- Skin analysis
- Hot oil Manicure
- Bleaching
- Honey Wax
- Rica Wax
- Flavoured Wax
- Advance Facials
- Kit Facials
- Mask Therapy
- Body Treatment
 - ★ Body Polish
 - ★ Body Wrap
 - ★ Body Massage

Hair

- Personal Grooming
 - ★ Hygiene
 - ★ Grooming
- Salon Safety & Health
- Styling
 - ★ Concepts of Styling
 - ★ Styling Supplies & Products
 - ★ Thermal Styling
 - ★ Wet Styling
 - ★ Long Hair Design
- Hair Treatments
- Texture
- Hair Colour
- Hair Cut Ladies
- Hair Cut Men
 - ★ Hygiene & Sanitation Standards (Covid Security)

2. DIPLOMA IN MAKE-UP *DURATION-4 MONTHS*

Make-up

- Station Setup
- Hygiene and sanitation
- Skin types & Analysis
- Skin prep
- Makeup Tools
- Product Knowledge
- Color Wheel and color balances
- Face Shapes and Correction
- Types of Foundations
- Different skin tones
- Day makeup
- Evening Party makeup
- Bridal Makeup
- Male Grooming
- Face Charts

Hair

- Personal Grooming
 - ★ Hygiene
 - ★ Grooming
- Salon Safety & Health
- Styling
 - ★ Concepts of Styling
 - ★ Styling Supplies & Products
 - ★ Thermal Styling
 - ★ Wet Styling
 - ★ Long Hair Design
- Hair Treatments
- Texture
- Hair Colour
- Hair Cut Ladies
- Hair Cut Men
 - ★ Hygiene & Sanitation Standards (Covid Security)

3. DIPLOMA IN COSMETOLOGY

DURATION-7 MONTHS

Beauty

- Knowledge of Skin
- Skin analysis
- Hot oil Manicure
- Bleaching
- Honey Wax
- Rica Wax
- Flavoured Wax
- Advance Facials
- Kit Facials
- Mask Therapy
- Body Treatment
 - ★ Body Polish
 - ★ Body Wrap
 - ★ Body Massage

Make-up

- Station Setup
- Hygiene and sanitation
- Skin types & Analysis
- Skin prep
- Makeup Tools
- Product Knowledge
- Color Wheel and color balances
- Face Shapes and Correction
- Types of Foundations
- Different skin tones
- Day makeup
- Evening Party makeup
- Bridal Makeup
- Male Grooming
- Face Charts

Hair

- Personal Grooming
 - ★ Hygiene
 - ★ Grooming
- Salon Safety & Health
- Styling
 - ★ Concepts of Styling

- ★ Styling Supplies & Products
- ★ Thermal Styling
- ★ Wet Styling
- ★ Long Hair Design
- Hair Treatments
- Texture
- Hair Colour
- Hair Cut Ladies
- Hair Cut Men
- ★ Hygiene & Sanitation Standards
(Covid Security)

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.

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
- ★ 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
- ★ Chroma/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-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

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

**Duration : One Year (One hour class
Thrice 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 (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 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 : (a) ADMISSION FEES OF ₹ 150/- TO BE PAID ALONG WITH EACH COURSE FEE.

(b) FEE IS INCLUDED 18% GST

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

COMPUTER SHORT TERMS COURSES

1.	DTP	₹ 10,620	3 months
2.	Corel Draw	₹ 4,720	30 hrs.
3.	Photoshop	₹ 4,720	30 hrs.
4.	Autocad	₹ 5,900	30 hrs.
5.	Illustrator	₹ 1,770	15 hrs.
6.	Flash	₹ 3,540	15 hrs.
7.	Internet	₹ 1,180	10 hrs.
8.	Webpage Designing	₹ 9,440	60 hrs.
9.	Visual Basic	₹ 9,440	40 hrs.
10.	Oracle	₹ 9,440	40 hrs.
11.	C++	₹ 5,900	40 hrs.
12.	Computer fundamentals	₹ 4,956	35 hrs.
13.	InDesign	₹ 2,360	10 hrs.
14.	.Net	₹ 11,800	4 months
15.	JAVA a) Programming Logic & Techniques b) Oracle Log c) Java Fundamentals d) JDBC e) Servlet & JSP Technologies f) Java Beans	₹ 21,240	6 months
16	CONDUCTING WEBINAR PROFESSIONALLY	₹ 590/-	2 DAYS
17	ANIMATION IN POWER POINT	₹ 1180/-	3 DAYS
18	MS EXCEL	₹ 1770/-	5 DAYS
19	COMPUTER SKILLS FOR OFFICE OPERATIONS:- A. HOW TO CREATE AN ACCOUNT AND SEND EMAILS B. HOW TO ATTACH FILE C. HOW TO COMPRESS FILE D. HOW TO SEND FILE IN GOOGLE LINK E. GOOGLE SURFING F. HOW TO CONNECT WHATSAAP WITH LAPTOP OR DESKTOP G. HOW TO SAVE DATA & MAKE A FOLDER H. MS WORD	₹ 2360/-	5 DAYS

20	PROMOTION THROUGH YOUTUBE CHANNEL	₹ 590/-	1 DAY
21	SOCIAL MEDIA FOR ENTREPRENEURS :- FACEBOOK, INSTAGRAM, LINKEDIN, TWEETER	₹ 1180/-	3 DAYS
22	DIGITAL ILLUSTRATION (BASIC)	₹ 5310/-	24 CLASSES (1 HR. PER CLASS)
23	DIGITAL ILLUSTRATION (ADVANCE)	₹ 5900/-	24 CLASSES (1 HR. PER CLASS)
24	PROFESSIONAL PORTFOLIO DEVELOPMENT FOR FASHION DESIGNERS	₹ 7080/-	24 CLASSES (1 HR. PER CLASS)

FOOD CRAFT COURSES

1.	Chocolate Making & Packing (Thirty Types)	₹ 4,130	5 Classes	Twice a week
2.	Baking Course	₹ 4,720	8 Classes	Twice a week
3.	Snacks + Mocktails	₹ 3,540	8 Classes	Twice a week
4.	Chinese Recipe	₹ 2,950	8 Classes	Twice a week
5.	Mughlai Cuisine	₹ 2,950	8 Classes	Twice a week
6.	South Indian Recipies	₹ 2,950	8 Classes	Twice a week
7.	Continental Cuisine	₹ 2,950	8 Classes	Twice a week
8.	Desserts	₹ 2,950	8 Classes	Twice a week
9.	Pickle and Sauces	₹ 2,950	8 Classes	Twice a week
10.	Soups and Salads	₹ 2,950	8 Classes	Twice a week
11.	Snacks + Tiffin For Kids	₹ 2,950	8 Classes	Twice a week
12.	Ice Cream Making	₹ 2,950	8 Classes	Twice a week
13.	Sharbat & Squashes	₹ 2,950	8 Classes	Twice a week
14.	Indian Sweet Dishes	₹ 2,950	8 Classes	Twice a week
15.	Mixed Courses			
	1 Month	₹ 3,540	12 Classes	Thrice a week
	2 Months	₹ 5,310	24 Classes	Thrice a week
	3 Months	₹ 7,670	36 Classes	Thrice a week
	6 Months	₹ 14,160	72 Classes	Thrice a week

ART AND CRAFT COURSES

A	1 Month Course (any 1)	₹ 2,360	12 classes	1 hour each class
B	2 Month Course (1-4)	₹ 4,130	24 classes	1 hour each class
C	4 Months Course (1-8)	₹ 7,080	48 classes	1 hour each class
D	6 Months Course (1-12)	₹ 21,240	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 Packing	₹ 2,950	10 classes	1 hour each class
F	Stuffed Toys	₹ 2,950	10 classes	1 hour each class
G	Gift Wrapping	₹ 2,950	10 classes	1 hour each class
H	Flower Making	₹ 2,950	10 classes	1 hour each class

HOME SCIENCE

1.	Food Craft, Clothing & Embroidery, Art & Craft Personal Grooming & Beauty, Communicational Skills, Basics of Computers,	₹ 21,240	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 Painting, 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.	₹ 3,540	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	₹ 4,130	1 month (12 classes)	1 hour each class
2.	Cutting & Tailoring			
	Basic concept of stitching, basic-seams, haming facing, piping etc. a) Kids-Frock, Shorts, Nights Suit-Upper and Pajama, spaghetti, elastic skirt, girls top and boys shirt	₹ 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 slawars (Patiala, Pathani, Dhoti) Lehnga 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.	Application of Computer in Fashion & Textile Designing	₹ 5,900 ₹ 10,620	2 months (16 classes) 4 months (32 classes)	1.5 hour each class Twice in a week
6.	Computer App. in Pattern Design and Product Development (TUKA CAD)	₹ 11,800	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) Apparel Merchandising System e) Marketing Process & Visual Merchandising f) Sample Development & Pricing g) Quality Control h) Presentations & Communication Skills	₹ 29,500	6 months (72 classes)	2 hrs each class Twice in a week
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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 Months Course (any 4)	₹ 7,080	(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.	₹21,240	6 months (120 classes)	2 hours each class
5.	C.A.D. in Textile Designing	₹ 5,900 ₹ 10,620	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)	₹ 9,440	One Month (12 classes)	1 hr each class

SKETCHING COURSES

1.	Sketching Basic sketching, rendering, object drawing nature study and outdoor sketching	₹ 2,950	One Month (12 classes)	1 hr each class
2.	Fashion Illustration Block and fleshing of figure, hairstyle, features, rendering and draping	₹ 4,720	One Month (12 Classes)	1 hr each class

1.	ABACUS (IIVA)	₹ 21,240	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)	₹ 21,240	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

INTERIOR DESIGNING

1.	Application of Computer in Interior Designing (Autocad, 2D Power Point)	₹ 9,440	1.5 months (18 classes)	2 hrs each class
2.	3D Max with Mental Ray	₹ 11,800	1.5 months (18 classes)	2 hrs each class
3.	3D Max with V-Ray and 360 Views	₹ 23,600	2 months (24 classes)	2 hrs each class
4.	Vaastu- I Basic Knowledge of Vastu, Furniture Placement, Kitchen, Wash Room, Stairs & Accordingly Construction Planning and Remedy	₹ 7,080	1 month (12 classes)	1 hr each class
5.	Furniture Design	₹ 3,540	1 month (12 classes)	1 hr each class
6.	CAD - Architecture Planning & Drafting - 3D	₹ 11,800	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	₹ 4,130	2 months (24 classes)	1 hr each class
2.	Personal Grooming			
	Threading, Manicure, Pedicure, Hair Styling	₹ 2,360	1 month (12 classes)	1 hr each class
	Face Cleaning, Fitness Exercise, Basic Self Make up	₹ 4,130	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.	₹ 7,080	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.	₹ 5,900	1 month (12 classes)	1 hr each class

2.	French Language			
	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. Tenses : Present Past, Future, Imperatives : Adjectives, Pronouns, Next Level of Vocabulary, Information on Travelling etc.	₹ 21,240	6 months (72 classes)	1 hr each class

BEAUTY CULTURE

1.	Beauty Therapist <ul style="list-style-type: none"> ● Knowledge of Skin ● Skin analysis ● Hot oil Manicure ● Bleaching ● Honey Wax ● Rica Wax ● Flavoured Wax ● Advance Facials ● Kit Facials ● Mask Therapy ● Body Treatment <ul style="list-style-type: none"> ★ Body Polish ★ Body Wrap ★ Body Massage 	₹ 53,100	3.5 mths.	3 hrs. each class (5 days in a week)
2.	Make-up Artist <ul style="list-style-type: none"> ● Station Setup ● Hygiene and sanitation ● Skin types & Analysis ● Skin prep ● Makeup Tools ● Product Knowledge ● Color Wheel and color balances ● Face Shapes and Correction ● Types of Foundations ● Different skin tones ● Day makeup ● Evening Party makeup ● Bridal Makeup ● Male Grooming ● Face Charts 	₹ 41,300	1 month	3 hrs. each class (5 days in a week)
3.	Hair Course <ul style="list-style-type: none"> ● Personal Grooming <ul style="list-style-type: none"> ★ Hygiene ★ Grooming ● Salon Safety & Health ● Styling <ul style="list-style-type: none"> ★ Concepts of Styling ★ Styling Supplies & Products ★ Thermal Styling ★ Wet Styling ★ Long Hair Design ● Hair Treatments ● Texture ● Hair Colour ● Hair Cut Ladies ● Hair Cut Men 	₹ 76,700	3 months	3 hrs. each class (5 days in a week)

OFFICE MANAGEMENT

1.	Financial Accounting	₹ 7,080	3 months (36 classes)	1 hr each class
2.	Financial Accounting with Tally ERP 9	₹ 11,800	3 months (36 classes)	1 hr each class
3.	Tally-ERP 9	₹ 5,900	2 months (24 classes)	1 hr each class
4.	Typing	₹ 1,180	1 month	1 hr each class 5 classes in a week
5.	Short Hand	₹ 1,180	1 month	1 hr each class 5 classes in a week

MEDIA

1.	Certificate Course in Radio, Jockeying & Scripting	₹ 14,750	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	₹ 14,750	3 months (36 classes)	2 hr each class
	TV NEWS ANCHORING 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			

	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 chroma Pronunciation			
3.	Fashion Journalism	₹ 17,700	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			

MASTERS CERTIFICATE IN BUSINESS ANALYTICS Certification from ICDL (Singapore)

S.NO.	COURSE	QUALIFICATION REQUIRED	DURATION	FEE	DURATION OF CLASSES	JOB ASSURANCE/ INTERNSHIP
1.	Concept of Business Analytics	XII TH (ANY STREAM)	6 MONTHS	₹ 65000 (CAN PAY IN 3 INSTAL- MENTS) 1st Instalment ₹ 33000/- at the time of Admission 2nd Instalment ₹ 16000/- First Week of Second Month 3rd Instalment ₹ 16000/- first week of third month ₹ 15000/- Assessment Fee Extra	3-4 HOURS DAILY (5 DAYS IN A WEEK)	CONFIRM JOB INTERNSHIP & JOB ASSISTANCE
2.	Dynamics of Analytics in Business and Strategic Decisions					
3.	Computer Essentials					
4.	Advance Excel as a Business Analytics Tool					
5.	Creating MIS for Business Indicators and Data Sets					
6.	Power BI - Analyse and visualize your Excel Data					
7.	Automate Excel with VBA VBA Programming Repeat set of actions using macros					
8.	Automate Data Analysis and Reporting Design dynamic reports and dashboards Concept of dashboarding, as a data visualization tool Principles of a good dashboard Learn to create and design dashboard in VBA Excel Add Interactivity with the help of form controls					
9.	Business Communication Skills					
10.	Assignments					
11.	Project with Internship					

This Course is NSQF Aligned and under the collaboration with F-TEC. Weekend batch is also available.

MASTERS CERTIFICATE IN DATA SCIENCE Certification from NSDC

S.NO.	COURSE	QUALIFICATION REQUIRED	DURATION	FEE	DURATION OF CLASSES	JOB ASSURANCE/ INTERNSHIP
1.	Introduction to the concept of Data Science & Data Analytics	GRADUATION OR FINAL YEAR OF GRADUATION	6 MONTHS	75000/- (CAN PAY IN 3 INSTALMENTS) 1st Instalment 37000/- at the time of Admission 2nd Instalment 19000/- First Week of Second Month 3rd Instalment ₹ 19000/- First week of third month ₹ 1500/- Assessment Fee Extra	3-4 HOURS DAILY (5 DAYS IN A WEEK)	CONFIRM JOB (SALARY IN GOOD 5 FIGURES)
2.	Basics of Statistics					
3.	Introduction to R-Programming					
4.	Data Manipulations & Looping in R					
5.	Visualisation					
6.	Basic Statistics in R					
7.	Inferential Statistics in R					
8.	Introduction to Python					
9.	Programming in Python					
10.	Data Processing					
11.	Machine Learning					
12.	Supervised Learning Techniques					
13.	Assignments					
14.	Project with Internship					

This Course is NSQF Aligned and under the collaboration with F-TEC. Weekend batch is also available.

MASTERS CERTIFICATE IN DIGITAL MARKETING Certification from ICDL (Singapore)

S.NO.	COURSE	QUALIFICATION REQUIRED	DURATION	FEE	DURATION OF CLASSES	JOB ASSURANCE/ INTERNSHIP
1.	Overview of Digital Marketing	XII TH (ANY STREAM)	6 MONTHS	65000/- (CAN PAY IN 3 INSTAL- MENTS) 1st Instalment 33000/- at the time of Admission 2nd Instalment 16000/- First Week of Second Month 3rd Instalment 16000/- First week of third month 1500/- Assessment Fee Extra	3-4 HOURS DAILY (5 DAYS IN A WEEK)	CONFIRM JOB INTERNSHIP & JOB ASSISTANCE
2.	Importance of Digital Marketing					
3.	Website planning & creation					
4.	Content Marketing and Blogging					
5.	SEO-Search Engine Optimization					
6.	Ecommerce Marketing					
7.	Social Media Marketing					
	Setting Goals and Priorities					
	Facebook Marketing					
	Twitter Marketing					
	Linked in Marketing					
	Instagram Marketing					
	Video Marketing					
	Pinterest Marketing					
8.	E-Mail Marketing					
9.	Mobile web marketing					
10.	Google Adwords					
11.	Google Analytics					
12.	Affiliate Marketing					
13.	Influencer Marketing					
14.	Online Reputation Management					
15.	AdSense					
16.	Assignments					
17.	Project with Internship					

This Course is NSQF Aligned and under the collaboration with F-TEC.
Weekend batch is also available.

PRACHEEN KALA KENDRA PROGRAMMES

MUSIC-Bhav Sangeet, Bhartiya Shastriya Sangeet

Total Fee 18,000 PA, (₹ 4500/- Per Quarter or ₹ 1500/- per month)

S.NO.	COURSE	DURATION	CLASSES	QUALIFICATION
A	SANGEET BHUSHAN	3 YRS	TWICE A WEEK 90 min. per class	10TH PASS
B	SANGEET VISHARAD	2 YRS.	TWICE A WEEK 90 min. per class	10TH PASS
C	SANGEET BHASKAR	2 YRS.	TWICE A WEEK 90 min. per class	10TH PASS

DANCE-Kathak, Orissi, Bharatnatyam

Total Fee ₹ 18,000 PA, (₹ 4500/- Per Quarter or ₹ 1500/- per month)

S.NO.	COURSE	DURATION	CLASSES	QUALIFICATION
A	NRITYA BHUSHAN	3 YRS.	TWICE A WEEK 90 min. per class	10TH PASS
B	NRITYA VISHARAD	2 YRS.	TWICE A WEEK 90 min. per class	10TH PASS
C	NRITYA BHASKAR	2 YRS.	TWICE A WEEK 90 min. per class	10TH PASS

INSTRUMENT - Sitar, Key Board, Guitar, Tabla

Total Fee ₹ 18,000 PA, (₹ 4500/- Per Quarter or ₹ 1500/- per month)

S.NO.	COURSE	DURATION	CLASSES	QUALIFICATION
A	TANTRA VAADYA BHUSHAN	3 YRS.	TWICE A WEEK 90 min. per class	10TH PASS
B	TANTRA VAADYA VISHARAD	2 YRS.	TWICE A WEEK 90 min. per class	10TH PASS
C	TANTRA VAADYA BHASKAR	2 YRS.	TWICE A WEEK 90 min. per class	10TH PASS

These above mentioned courses are under the collaboration of Pracheen Kala Kendra.

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, 2021 and classes will start from 15th July, 2021, for morning batches. The classes for afternoon batches will start from 10th September, 2021. The application form complete in all respects should be deposited in J.D.V.C. office along with the under mentioned documents.

- Photocopy of 10th & 12th Marksheet and last attended School/College.
- Photocopy of Adhar Card of Student & Parents.
- Three (3) Passport Size Photograph of Student & one photograph of Mother & Father.
- 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 favour of "JANKI DEVI VOCATIONAL CENTRE". 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 per installment 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.

Installments : i) Admission time
Schedule ii) 1st Week of September
for iii) 1st week of November
Morning Batches iv) 1st Week of January

Instalments : i) Admission time
Schedule ii) 1st Week of November
for iii) 1st week of January
Afternoon Batches iv) 1st Week of February

Second year students of Morning Batches will pay their first installment 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 student is having compartment 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.

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 year in D.U. & already given the exams 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.

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/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 4th week of December 2021 then no fee will be charged. But if they upgrade their course after 20th December 2021 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, 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 15th July, 2021 for Morning Batches and the last date of refund of fee for afternoon batches will be 10th Sept. 2021.

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.

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 :

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 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. 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 degree 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 Banarsidas Chandiwala 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 the dept. every year for different activities through out the year with Tuition Fee-I. It includes One yr., 1st yr., IIInd yr., IIIrd 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 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 Designing Dept., and G.M.T. Dept. will pay Rs. 4720/- 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. This fee is included GST.

b) Interior Designing and Fine Arts Students will pay Rs. 2360/- 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. This fee is included GST.

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. 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 diploma Rs. 500/- for Transcript.

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

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 reasonable 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 FOR ADVANCE DIPLOMA COURSES DURATION - ONE YEAR

FEE AT THE TIME OF ADMISSION

S. No.	COURSES	ECA	Security	Registration	Admission	Annual	Examina-	Tuition	Fee to	TUTION FEE INSTALMENT				Total Fee Per Annum	
										Refundable	Amount	Fee	Charges		tion Fee
1	FASHION DESIGNING	1500	1000	1500	2500	2000	1000	16128	25628					6844	43,660
2	APPAREL MERCHANDISING	1500	1000	1500	2500	2000	1000	16128	25628					6844	43,660
3	G.M.T.	1500	1000	1500	2500	2000	1000	16128	25628					6844	43,660
4	TEXTILE DESIGNING	1500	1000	1500	2500	2000	1000	16128	25628					6844	43,660
5	FINE ART	1500	1000	1500	2500	2000	1000	16010	25510					8850	49,560
6	INTERIOR DESIGNING	1500	1000	1500	2500	2000	1000	16128	25628					6844	43,660
7	COMPUTER	1500	1000	1500	2500	2000	1000	16128	25628					6844	43,660
8	OFFICE MANAGEMENT	1500	1000	1500	2500	2000	1000	16128	25628					6844	43,660
9	STENOGRAPHY	1500	1000	1500	2500	2000	1000	10110	19610					5310	33,040
10	NURSERY/TEACHER TRAINING	1500	1000	1500	2500	2000	1000	16128	25628					6844	43,660
11	ART AND CRAFT	1500	1000	1500	2500	2000	1000	16128	25628					6844	43,660
12	LIBRARY SCIENCE	1500	1000	1500	2500	2000	1000	16128	25628					6844	43,660
13	TRAVEL AND TOURISM	1500	1000	1500	2500	2000	1000	11880	21380					6490	38,350
14	FRENCH LANGUAGE	1500	1000	1500	2500	2000	1000	10110	21380					6490	38,350
15	PRINT AND ELECTRONIC MEDIA	1500	1000	1500	2500	2000	1000	9400	21400					5500	35,400
16	ADVERTISING & PUBLIC RELATIONS	1500	1000	1500	2500	2000	1000	9400	21400					5500	35,400
17	DIPLOMA IN TRANSLATION	1500	1000	1500	2500	2000	1000	11880	13120					3540	21,240

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. 4720 WILL BE PAID BY FASHION DESIGNING, G.M.T STUDENTS DURING OCTOBER AS SPONSORSHIP FEE FOR FASHION SHOW.
RS. 2360 WILL BE PAID BY INTERIOR DESIGNING, FINE ARTS STUDENTS DURING OCTOBER MONTH AS SPONSORSHIP FEE FOR EXHIBITION 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,REGISTRAR 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 NO-8594101053245, IFSC-CNRB0008594, BANK NAME-CANARA BANK

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

FEE AT THE TIME OF ADMISSION

S. No.	COURSES	ECA	Security Refundable Amount	Registration Fee	Admission Fee	Annual Charges	Examination Fee	Tuition Fee-1	Fee to be Paid at Admission Time	Tuition Fee-2	Tuition Fee-3	Tuition Fee-4	Total Fee Per Annum
1	FASHION DESIGNING	1500	1000	1500	2500	2000	1000	11880	21380	6490	6490	6490	38,350
2	TEXTILE DESIGNING	1500	1000	1500	2500	2000	1000	11880	21380	6490	6490	6490	38,350
3	COMPUTER	1500	1000	1500	2500	2000	1000	11880	21380	6490	6490	6490	38,350
4	SECRETARIAL PRACTICE	1500	1000	1500	2500	2000	1000	11880	21380	6490	6490	6490	38,350
5	N.P.T.T.	1500	1000	1500	2500	2000	1000	11880	21380	6490	6490	6490	38,350
6	INTERIOR DESIGNING	1500	1000	1500	2500	2000	1000	11880	21380	6490	6490	6490	38,350
7	ART & CRAFT	1500	1000	1500	2500	2000	1000	11880	21380	6490	6490	6490	38,350
8	FRENCH LANGUAGE	1500	1000	1500	2500	2000	1000	10110	19610	5310	5310	5310	33,040
9	FINE ART	1500	1000	1500	2500	2000	1000	16128	25628	6844	6844	6844	43,660

TUTION FEE INSTALMENT

FEE PLAN FOR DIPLOMA COURSES DURATION - FOUR MONTHS AND ABOVE

FEE AT THE TIME OF ADMISSION

S. No.	COURSES	ECA	Security Refundable Amount	Registration Fee	Admission Fee	Annual Charges	Examination Fee	Tuition Fee-1	Fee to be Paid at Admission Time	Tuition Fee-2	Tuition Fee-3	Total Fee
1	DIPLOMA IN BEAUTY (6 MTHS.)	1500	1000	1500	2500	2000	1000	46200	5700	26500	26500	106200
2	DIPLOMA IN MAKE-UP (4 MTHS.)	1500	1000	1500	2500	2000	1000	51420	60920	29200	29200	116820
3	COSMETOLOGY (7 MONTHS)	1500	1000	1500	2500	2000	1000	70490	79990	38250	38250	153990

TUTION FEE INSTALMENT

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. 4720 WILL BE PAID BY FASHION DESIGNING, G.M.T STUDENTS DURING OCTOBER AS SPONSORSHIP FEE FOR FASHION SHOW.
RS. 2360 WILL BE PAID BY INTERIOR DESIGNING, FINE ARTS STUDENTS DURING OCTOBER MONTH AS SPONSORSHIP FEE FOR EXHIBITION 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".

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ALUMNI'S PLACEMENT DETAIL

S.NO.	NAME	COURSE	PLACED
1	ANU CHUG	NURSERY AND PRIMARY TEACHER TRAINING, 2015-17	ARYA VEDIC PATSHALA SCHOOL(MCD)
2	GEETANJALI	NURSERY AND PRIMARY TEACHER TRAINING, 2018-20	RADIANT MODEL SCHOOL, DELHI CANTT
3	DISHA CHAUHAN	NURSERY TEACHER TRAINING, 2018-19	CONTENT WRITER AT JAIPURIA SCHOOL, HEAD OFFICE, NEW DELHI
4	ANUSHKA	NURSERY AND PRIMARY TEACHER TRAINING, 2018-20	EURO KIDS PRE SCHOOL
5	MEDHA TEACHER TRAINING, 2013-15	NURSERY AND PRIMARY "SECTOR 7, DWARKA"	"RD RAJPAL SCHOOL,
6	SALONI VASHIST	NURSERY AND PRIMARY TEACHER TRAINING, 2014-16	"BRILLIANT'S CONVENT SCHOOL,"WEST ENCLAVE, PITAMPURA"
7	HEMA HARPALANI	NURSERY AND PRIMARY TEACHER TRAINING, 2014-16	"ANDHRA EDUCATION SOCIETY" ITO, DELHI"
8	SHRADHA CHOPRA	NURSERY AND PRIMARY TEACHER TRAINING, 2014-16	ST. ANGEL SR. SEC. SCHOOL,
9	TRIPTI KATARIA	NURSERY AND PRIMARY TEACHER TRAINING, 2013-15	"HERITAGE SCHOOL, "PRIYADARSHINI VIHAR"
10	ANCHAL	NURSERY AND PRIMARY TEACHER TRAINING, 2014-16	ST. XAVIERS SR. SEC. SCHOOL
11	BHARTI	NURSERY AND PRIMARY TEACHER TRAINING, 2017-19	SHREE RAM GLOBAL PRE SCHOOL
12	NISHITA MADAN	NURSERY AND PRIMARY TEACHER TRAINING, 2017-19	SCOTTISH EARLY YEAR SCHOOL
13	ANJALI RADHAKRISHNAN	NURSERY AND PRIMARY TEACHER TRAINING, 2017-19	ALOK BHARTI PUBLIC SCHOOL, ROHINI
14	ESHVINDER	NURSERY AND PRIMARY TEACHER TRAINING, 2017-19	MOTHER'S PRIDE, SCHOOL, FARIDABAD
15	HARSHA SHARMA	NURSERY AND PRIMARY TEACHER TRAINING, 2017-19	RAMA PUBLIC SCHOOL
16	KAREENA BAHL	NURSERY AND PRIMARY TEACHER TRAINING, 2017-19	FOOTPRINTS, PITAMPURA

17	ZAHID	NURSERY TEACHER TRAINING, 2016-17	ENGLISH FACILITATOR, TECH MAHINDRA FOUNDATION
18	MANYA	NURSERY AND PRIMARY TEACHER TRAINING, 2017-19	K R MANGLAM SCHOOL, VAISHALI
19	PRIYA	NURSERY AND PRIMARY TEACHER TRAINING, 2017-19	MOTHER'S PRIDE, PITAMPURA
20	SIMRAN DANG	NURSERY AND PRIMARY TEACHER TRAINING, 2014-16	SHRI RAM GLOBAL PRE SCHOOL
21	DIVLEEN KAUR	NURSERY AND PRIMARY TEACHER TRAINING, 2017-19	ICON NURTURING INNOCENCE PRESCHOOL, FATEH NAGAR
22	MICHELLE	NURSERY AND PRIMARY TEACHER TRAINING, 2017-19	RABINDRANATH TAGORE SCHOOL, CHATARPUR
23	ASRA NAAZ	NURSERY AND PRIMARY TEACHER TRAINING, 2014-16	BINDU'S BATRA SPARKLE MIND, PUNJABI BAGH
24	ARCHANA SHARMA	NURSERY AND PRIMARY TEACHER TRAINING, 2013-15	FOOTPRINTS, PITAMPURA
25	DIVYA KHANNA	NURSERY AND PRIMARY TEACHER TRAINING, 2017-19	MOTHER'S PRIDE, PITAMPURA
26	NEHA TANWAR	NURSERY AND PRIMARY TEACHER TRAINING, 2017-19	KIDZEE
27	BHARTI GUPTA	FASHION DESIGNING	MODEL
28	AANCHAL KHURANA	FASHION DESIGNING	ACTOR T.V. ARTIST WINNER OF ROADIES
29	PARUL	FASHION DESIGNING	OWN BUISENESS
30	POOJA MAURYA	FASHION DESIGNING	WORKING AS A DESIGNER
31	TANYA ARYA	FASHION DESIGNING, 2015-18	BUZZ TECHNOLOGIES
32	ARUSHI BINDAL	FASHION DESIGNING	WORKING AS A MERCHENDISER
33	DIVYA SEHGAL	FASHION DESIGNING	ACTOR
34	NISHA RAWAT	FASHION DESIGNING, 2017-19	FASHION DESIGNER TEACHER IN DEEPALAYA
35	RENUKA NAGPAL	FASHION DESIGNING, 2017-20	W MART APK VALUE RETAIL LLP.PVT.LTD

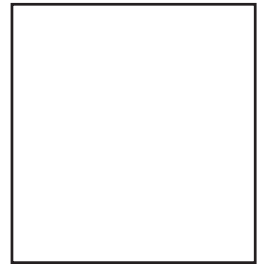
36	GAURAVI PATEL	FASHION DESIGNING, 2016-20	WORK AT G.T.B 3RD SENETARY PUBLIC SCHOOL
37	DEEPA VERMA	FASHION DESIGNING	OWNER OF HOUSE OF POSHAK
38	ZOYA	FASHION DESIGNING	WORKS AT ZOOMDELHI - WATTS YOUR STYLE?
39	VAISHALI DUGGAL	FASHION DESIGNING, 2014-17	WORKING AS A KID'S WEAR DESIGNER AND SUPERVISOR IN ZONA APPARELS.
40	DEEPIKA MISHRA	FASHION DESIGNING , 2014	OWNER OF DURGAMA FASHION
41	ANJANA SHERA	FASHION DESIGNING, 2015-16	WORKING AS AN EMBROIDERY FACULTY IN F.TECH SKILL DEVELOPMENT (PMKK 3.0)
42	NEHA CHAUHAN	FASHION DESIGNING, 2017-19	WORKING UNDER ANITA DONGRE
43	POONAM	FASHION DESIGNING, 2018-20	WORKING AS FASHION DESIGNER AND GRAPHIC DESIGNER IN BHAVANI PVT LTD
44	SRISHTI GUPTA	FASHION DESIGNING, 2018-20	WORKING AS FASHION DESIGNER IN BHAWANI FASHIONS , NOIDA
45	SEEMA RAJPUT	FASHION DESIGNING, 2007-10	WORKING AS A DESIGNER CUM MERCHANDISER AT Z & L EUPROPE.
46	HUNAIN QURESHI	FASHION DESIGNING	OWNER/FOUNDER OF H.K. HEIRLOOM
47	RIYA	DIGITAL MARKETING 2018-19	WORKING IN SOCIAL SAGE CO. AS A TRAINEE FOR SOCIAL MEDIA MARKETING
48	YASHIKA	DIGITAL MARKETING 2018-19	WORKING IN SOCIAL SAGE CO. AS A TRAINEE FOR SOCIAL MEDIA MARKETING
49	RAJINDER KAUR	GRAPHIC DESIGNING 2019-20	AS A ACCOUNTANT IN BHUSHAN BHARAT & ASSOCIATES
50	LATA	SOFTWARE APPLICATION 2019-20	RELATIONSHIP MANAGER IN MAX LIFE INSURANCE
51	KHUSHI JAIN	GRAPHIC DESIGNING 2019-20	GRAPHIC DESIGNER IN VINKX

52	ABHILASHA MISHRA	PRINT & ELECTRONIC MEDIA 2013-14	WORKING AS A CREATIVE STORY WRITER
53	ANJALI	T.V. JOURNALISM	WORKING AS JOURNALIST IN DELHI NEWS EXPRESS AND HAVING OWN PRODUCTION HOUSE.
54	ARCHANA SHARMA	ART AND CRAFT 2015-17	SPRING DALES SCHOOL, ASHOK VIHAR
55	KOMAL MAGOO	ART AND CRAFT 2016-17	TIKTOK SKILLS GAMES PVT. LTD.
56	NEHA ANAND	ART AND CRAFT 2017-19	RAINBOW CHILD DEVELOPMENT CENTER
57	KOMAL KAIN	ART AND CRAFT 2016-17	GREENFIELDS PUBLIC SCHOOL, YAMUNA VIHAR
58	SEHARBANO	ART AND CRAFT 2018-19	ANGIRA PUBLIC SCHOOL
59	SUNPREET KAUR	ART AND CRAFT 2009-10	MBS INTERNATIONAL SCHOOL
60	NIDHI SEHRAWAT	ART AND CRAFT 2015-17	HAPPY MODEL SCHOOL, JANAKPURI
61	GEETANJALI THAKUR	MODERN SECRETARIAL PRACTICE 2009-2011	CURRENTLY WORKING AS PROCESS TRAINER AT NATIONAL INFORMATICS CENTRE (NIC) (TOTAL 7 YEARS OF EXPERIENCE)
62	SAKSHI ARORA	MODERN SECRETARIAL PRACTICE 2009-2011	WORKING AS BRANCH COORDINATOR - TRINITY COLLEGE
63	HEENA	MODERN SECRETARIAL PRACTICE 2009-2011	WORKING AS COORDINATOR (WOMEN & CHILD DEPARTMENT) AT MANIPAL HOSPITAL, DWARKA
64	GURPREET KAUR	MODERN SECRETARIAL PRACTICE 2009-2011	EXPERIENCE- FIVE YEARS IN TRAVEL INDUSTRY AS TRAVEL CONSULTANT
65	AARTI	OFFICE MANAGEMENT 2016-2017	WORKING AS COORDINATOR SHREE GANPATI ENTERPRISES
66	KUSHMEEN KAUR	OFFICE MANAGEMENT 2017-2018	WORKING AS CONSULTANT AT EUROPEAN STUDY ABROAD
67	ARUSHI TALWAR	OFFICE MANAGEMENT 2016-2017	AFTER COMPLETION OF THE COURSE WORKED IN AMAZON, ACCENTURE CURRENTLY WORKING IN CAPGEMINI AS ASSISTANT MANAGER

68	PALLAVI BHARDWAJ	OFFICE MANAGEMENT 2017-2018	AFTER COMPLETION OF THE COURSE TRAINED AT JDVC ACCOUNTS DEPT. CURRENTLY WORKING IN CARE HEALTH INSURANCE AS AN ADVISER
69	MANVI SINGH	MODERN SECRETARIAL PRACTICE 2016-2018	EXPERIENCE - 15 MONTHS EXPERIENCE OF WORKING AS A CORDINATOR IN SYSNET GLOBAL TECHNOLOGIES, OKHLA
70	PRABHJOT KAUR	OFFICE MANAGEMENT 2017-2018	EXPERIENCE- 2 YEARS IN IDEA RECOVERY DEPARTMENT AS A TELECALLER FROM 2018-2020.
71	SIMRAN BHARDWAJ	INTERIOR DESIGNING 2015-2018	IDUS(KIRTI NAGAR NEW DELHI)
72	DIVYA	INTERIOR DESIGNING 2018-2021	ARIONS GROUP AND WITH HOME LANE
73	PRABHDEEP KAUR	INTERIOR DESIGNING 2015-2018	IIFT (NARAINA)
74	JASMEEN	INTERIOR DESIGNING 2015-2018	PANACHE INTERIORS (DLF MOTI NAGAR)
75	BHAVYA	INTERIOR DESIGNING 2016-2019	PANACHE INTERIORS (DLF MOTI NAGAR)
76	SHEFALI NEGI	INTERIOR DESIGNING 2017-2020	S.T DESIGNER (EKTA ENCLAVE,PASCHIM VIHAR)
77	PRERNA	INTERIOR DESIGNING 2017-2020	S.T DESIGNER (EKTA ENCLAVE,PASCHIM VIHAR)
78	SAPNA	INTERIOR DESIGNING 2016-2019	CASA INTERIORS (VISHNU GARDEN, SHUBASH NAGAR)
79	SWATI SEHGAL	INTERIOR DESIGNING 2016-2019	SIGMA KITCHEN AND INTERIOR (GURGRAON)
80	TANU	INTERIOR DESIGNING 2016-2019	DESIGN SOLUTION D-38 MANSOVAR GARDEN (MAYAPURI)
81	NITIKA	INTERIOR DESIGNING 2017-2020	2/70 SECOND FLOOR WHS KIRTI NAGAR NEW DELHI ADJACENT TO SBI BANK.

JANKI DEVI VOCATIONAL CENTRE

APPLICATION FORM



1. Course Desire : _____

A. DIPLOMA _____

DURATION ONE YEAR TWO YEAR THREE YEAR

B. SHORT TERM _____

DURATION _____

2. APPLICANT NAME (IN BLOCK LETTERS) _____

3. DATE OF BIRTH OF APPLICANT _____

4. PARENTS/GUARDIANS/HUSBANDS NAME _____

5. PERMANENT ADDRESS _____

6. CORRESPONDENCE ADDRESS _____

7. TEL. NO. RES _____ PARENT'S CONTACT NO. _____

8. EMAIL ID _____

Academic Qualification

Name & Address of School & College last attended	Year		Examination/ Degree Passed	Marks % Division	Subjects
	From	To			

● Medium of instruction in school/college last attended. ENGLISH HINDI

● For students applying for Secretarial Practice Marks in English _____

● Students 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 : _____

DOCUMENTS & 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. 10th Marksheet (Original & Photocopy)
 3. 12th 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 वोकेशनल 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 वोकेशनल सेंटर श्री बनारसीदास चांदीवाला सेवा स्मारक ट्रस्ट सोसाइटी के तत्वावधान 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 करें।
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. रु. 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 आपके मॉर्निंग बैच का विकल्प चुना है, तो शुल्क योजना-1 के लिए आपको प्रवेश के समय शुल्क की पहली किस्त का भुगतान करना होगा और फिर सत्र के सितंबर, नवंबर अर्थात् जनवरी महीने के पहले सप्ताह 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 Nov., Jan., & Feb. month of the session.
- 6B. यदि आपने शुल्क योजना-1 चुना है, तो आपको नवंबर, जनवरी और सत्र के फरवरी 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 October to February every month.
- 7B. यदि आपने फीस-2 का विकल्प चुना है और आप दोपहर के बैच के छात्र हैं, तो आपको हर महीने अक्टूबर से फरवरी तक शुल्क की किस्तों का भुगतान करना होगा।
- 7C. If you have opted fee plan-3 so you are supposed to pay the first installments 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.
- 7C. यदि आपने शुल्क योजना-3 का विकल्प चुना है, तो आपको प्रवेश के समय शुल्क 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 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 आपकी बहन जानकी देवी वोकेशनल सेंटर में पढ़ती है तो आपको शुल्क की आखिरी किस्त जनवरी/फरवरी महीने में 10% की छूट दी जाएगी जिसके लिए आपको एक आवेदन पत्र देना होगा। यह रियायत पहले वर्ष में ही दी जाएगी।
9. In the second and third year no discount will be given, and Ilyr., IIlyr. 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. दूसरे और तीसरे वर्ष में कोई छूट नहीं दी जाएगी, और Ilyr, IIlyr. छात्र जून के पहले हफ्ते में अपनी प्रथम किस्त का भुगतान करेंगे और दोपहर बैच के छात्र सितंबर के पहले सप्ताह में फीस की अपनी पहली किस्त 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 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 महीने में अपनी फीस जमा नहीं करेंगे। वे फिर से परीक्षा (Re-Exam) परिणाम घोषित करने से 10 दिनों के भीतर अपनी फीस जमा करेंगे। फीस का एक ही नियम दोपहर के बैच के छात्रों पर लागू होगा।
11. In the first week of the October month students of F.D. & G.M.T. Dept. of morning batch will pay Rs. 4720/- Annually as their sponsorship fee of Fashion show. The students of Afternoon batches will pay Rs. 4720/- Annually as their sponsorship fee of Fashion Show in the month October.
11. F.D. & G.M.T. विभाग के छात्रों को अक्टूबर के प्रथम माह सप्ताह में रु0 4720/- प्रतिवर्ष फैशन शो के प्रायोजन (sponsorship) 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. 2360/- Annually as their sponsorship fee for Exhibition.
12. इंटीरियर डिजाइनिंग (I.D.), ललित कला (Fine Art) छात्रों का सितंबर माह के प्रथम सप्ताह में रु. 2360/- प्रतिवर्ष अपने प्रायोजन (Sponsorship) शुल्क के रूप में प्रदर्शनी (Exhibition) के लिए भुगतान करना होगा।
13. Rs. 4400 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 टी.टी.पी. की छात्राओं से रुपये 4400 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 करेगा।
15. 75% Attendance is required to appear in the Examinations for the students of all the Dept.
15. 75% उपस्थिति सभी विभाग की छात्राओं के लिए परीक्षाओं में उपस्थित होने 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 को रु. 100 की कटौती के बाद वापस किया जाएगा। सुरक्षा राशि प्राप्त करने के लिए उनके स्लिप्स फोटोकॉपी 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 there should not be any misunderstanding you can keep a copy of it for further reference.
- 18 सभी जानकारी पहले से प्रोस्पेक्टस में उल्लेखित हैं। हमे जिम्मेदारी लगती है तो हम आपको फिर से जानकारी दे रहे हैं। ताकि आप के आगे के संदर्भ के लिए यह एक प्रतिलिपी रख सके और कोई गलतफहमी नहीं हो।

I have read all the above information carefully regarding the rules & regulation of JDVC. 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- _____