

## 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 41 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 Moving Media Workshop, School of Media Studies for Journalism & Media Courses, Pracheen Kala Kendra for Fine Art, Dance & Music Courses, and newjob.ai for Digital Marketing & Data Science. 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, MS-OFFICE, ILLUSTRATOR)
  - 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  
(Photographic Screen Printing)
- (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 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 with DDC & CC)
4. Library organisation and Management
5. Library Catalogue (Theory)
6. Library Catalogue  
(Practical with AACR-2 & CCC)
7. Information Sources and Services
8. Computer application software  
(Theory & Practical)
9. 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. Photoshop
3. Illustrator
4. Indesign
5. Ms-Word
6. Ms-Excel
7. MS-Power Point

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

## **B. MODERN SECRETARIAL PRACTICE - DURATION-TWO YEARS**

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

7. Modern Office Management & Procedure Paper 1 & 2
8. Practical Accounting Paper 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-Basic
3. Basic & Advance English
4. Business Communication
5. Personal Grooming
6. Computer Applications (MS Office & Internet)

### **JOB OPPORTUNITIES IN :**

1. Multinational Companies
2. Private 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.

# 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.

## 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
- ★ Croma/Hot Switch/Phone-in
- ★ On Camera Training
- ★ Introduction to Camera-Shots
- ★ Weather Anchoring
- ★ Show Anchoring
- ★ Interviewing
- ★ Reporting and Beats
- ★ Outdoor Reporting
- ★ On Camera Training for Reporting

## **PAPER-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 (Corel Draw, Photoshop, Indesign)	₹ 10,620	3 months
2.	Corel Draw	₹ 4,720	30 hrs.
3.	Photoshop	₹ 4,720	30 hrs.
4.	Illustrator	₹ 4,720	30 hrs.
5.	Flash	₹ 3,540	15 hrs.
6.	Internet	₹ 1,180	10 hrs.
7.	Webpage Designing	₹ 11,800	60 hrs.
8.	Oracle	₹ 9,440	40 hrs.
9.	C++	₹ 5,900	40 hrs.
10.	Computer fundamentals	₹ 4,956	25 hrs.
11.	InDesign	₹ 2,360	10 hrs.
12.	.Net	₹ 11,800	4 months
13	CONDUCTING WEBINAR PROFESSIONALLY	₹ 1180/-	4 hrs.
14	2D ANIMATION IN POWER POINT	₹ 2360/-	5 hrs.
15	MS EXCEL	₹ 1770/-	5 hrs.
16	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 hrs.
17	CREATING & MANAGING YOUTUBE CHANNEL	₹ 2360/-	3 hrs.
18	SOCIAL MEDIA FOR ENTREPRENEURS :- FACEBOOK, INSTAGRAM, LINKEDIN, TWITTER	₹ 2360/-	3 hrs.

## SOCIAL MEDIA AND MARKETING COURSES

1.	<b>Social Media Management</b> : Social Media management course is an introductory course to social media management using popular online social media tools like renderforest, PowToon's hoot suite etc.	₹ 9,322	30 hrs.	2 hours 3 days a week
2.	<b>Website Development :-</b> Website development short-term course, open gates to enter in the world of web design and web development. With this certificate course, any graphic designer can upgrade themselves to a web designer by learning new technologies	₹ 9,971	40 hrs.	2 hours 3 days a week
3.	<b>Google Adwords :-</b> Google Adwords course is a short term course to learn the fundamentals and best practices to create effective ad campaigns via Search, Display, Video and Youtube.	₹ 11,209	40 hrs.	2 hours 3 days a week
4.	<b>Social Media Marketing :-</b> Social Media Marketing course demonstrates social media marketing strategies for various platforms, including YouTube, Facebook, Instagram, Twitter, LinkedIn. This course also trains you to develop persuasive content that appeals to the audience and schedule your content for regular publishing across social media platforms.	₹ 11,682	60 hrs.	2 hours 3 days a week
5.	<b>SEO (Search Engine Optimization) :-</b> Search Engine Optimization learners will learn the fundamentals of why SEO is important and the areas to focus on first to achieve winning and successful results. Learn the ways to make your website come on Google Page#1	₹ 11,682/-	60hrs.	2 hours 3 days a week
6.	<b>Python Programming :-</b> Python Programming course is designed to teach the foundations to write simple programs in Python using the most common structures. No previous exposure to programming is needed. By the end of this course, you'll understand the benefits of programming; be able to write simple programs using Python; figure out how the building blocks of programming fit together, and complex programming problem.	₹ 14,750	60 hrs.	2 hours 3 days a week
7.	<b>SQL Programming :-</b> SQL Programming course will illustrate about single table queries and the basic syntax of the SQL language, as well as database design with multiple tables, foreign keys, and the join operation	₹ 13,511	60 hrs.	2 hours 3 days a week

**ADVANCE CERTIFICATION (NSDC, SSC MEDIA COUNCIL,  
NASSCOM IT & ITes + Newjobsai.ai)**

1.	<b>Advance Certification in Digital Marketing :-</b> This course will help you in understanding the Social media in an holistic manner. You will learn the 360 degree approach in terms of making strategy as well as implementing and analyzing it. Learn to handle different social media platforms like Facebook, Instagram, linkedin, twitter etc.	₹ 44,250	3 mths. 2 hours 5 days a week	NSDC, SSC MEDIA COUNCIL + Newjobs.ai
2.	<b>Advance Certification in Data Science &amp; AI :</b> This course introduced learners to data science through the python programming language. This skills-based course is intended for learners who have no to basic programming background, and want to apply statistical, machine learning, information visualization, and text analysis techniques through popular python toolkits such as pandas, matplotlib, NumPy to gain insight into their data.	₹ 52,510	3 mths. 2 hours 5 days a week	NSDC, SSC NASSCOM IT & ITes + Newjobs.ai
3.	<b>Advance Certification in Data Analytics :</b> This Certificate is intended for anyone who is seeking to develop the job-ready skills, tools, and portfolio for an entry- level data analyst or data scientist position. Through 9 online courses, you develop the essential skills you need to work with a range of data sources and apply powerful tools, including Excel, VBA, MIS, Tableau, Power BI towards becoming a data driven practitioner, and gaining a competitive edge in the job market.	₹ 45,430	3 mths. 2 hours 5 days a week	NSDC, SSC NASSCOM IT & ITes + Newjobs.ai

**MASTER CERTIFICATION (NSDC, SSC MEDIA COUNCIL, NASSCOM IT & ITes + Newjobsai.ai)**

1.	<p><b>Master Certification in Digital Marketing &amp; Brand Management :-</b>                  This certificate explores several aspects of the new digital marketing environment, including topics such as digital marketing analytics, search engine optimization, social media marketing, brand management and google ads. When you complete the Digital Marketing Specialization you will have a richer understanding of the foundations of the new digital marketing landscape and acquire a new set of stories, concepts, and tools to help you digitally create, distribute, promote and price products and services.</p>	₹ 64,900	6 mths. 2 hours 5 days a week	NSDC, SSC MEDIA COUNCIL + Newjobs.ai
2.	<p><b>Master Certification in Data Science &amp; AI :-</b>                  The program consists of 11 online courses that will provide you with the <b>latest job-ready tools and skills</b>, including open-source tools and libraries, R, Python, databases, SQL, data visualization, data analysis, statistical analysis, predictive modeling, deep learning, NLP and machine learning algorithms. You'll learn data science through hands-on practice using real data science tools and real-world data sets.</p>	₹ 76,700	6 mths. 2 hours 5 days a week	NSDC, SSC NASSCOM IT & ITes + Newjobs.ai

**ART COURSES**

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

**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
	<b>TOPICS</b>			
1.	Bottle Decoration			
2.	Paper Craft			
3.	Glass Painting			
4.	Flower Making			
5.	Relief Work			
6.	Metal Work			
7.	Calligraphy Painting			
8.	Pot Decoration			
9.	Thermocol Painting			
10.	Paper Sculpture			
11.	Coffee Painting			
12.	Foil Painting			
E	Origami	₹ 2,950	15 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
I	Puppet Making	₹ 2,950	12 classes	1 hour each class

## HOME SCIENCE

1.	Food Craft, Clothing & Embroidery, Art & Craft Personal Grooming & Beauty, Communical 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 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) Spaghetti, f) 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	₹ 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, 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.	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
6.	Fashion Illustration Block and fleshing of figure, hairstyle, features, rendering and draping	₹ 4,720	One Month (12 Classes)	1 hr each class

#### COMPUTER COURSES RELATED TO FASHION DESIGNING

1	Digital Illustration (Basic)	₹ 5310/-	2 Months 24 Classes	(1 hr. per class)
2	Digital Illustration (Advance)	₹ 5900/-	2 Months 24 Classes	(1 hr. per class)
3	Professional Portfolio Development For Fashion Designers	₹ 7080/-	2 Months 24 Classes	(1 hr. per class)
4.	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
5.	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

### 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
	<b>Topics</b>			
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

## TEACHING SKILL COURSES

1.	<b>ABACUS (IIVA)</b>	₹ 12,000	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.	<b>VEDIC MATHS (IIVA)</b>	₹ 12,000	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
3.	<b>STORY TELLING</b>	₹ 1,800	6 classes
	Vocabulary, Expression, Teaching Aids, Four Skills Voice Modulation		1 hour per class

## INTERIOR DESIGNING

1.	Application of Computer in Interior Designing (2D Autocad, Photoshop)	₹ 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, Face Clean-Up, Bleach	₹ 2,360	1 month (12 classes)	1 hr each class
	Facial, Waxing, Fitness Exercise, Styling, Saree Draping	₹ 4,130	2 Months (24 classes)	1 hr each class

### LANGUAGE COURSES

1.	<b>SPOKEN ENGLISH</b>			
	<b>Level-I Beginner</b> Detailed understanding of Parts of Speech & Rules of English Grammar (Tenses, Understanding of Verbs, Active Passive, Propositions, Prepositional Phrases, Articles, Translations, Pronunciation Vocabulary, Day to Day Communication.	₹ 7,080	2 months (24 classes)	1 hr each class
	<b>Level-II : Intermediates</b> (All the Above (briefly), stress laid on communication skills related to various situations :- Business, Friends, Metro, Market, Old Person, Parents, Boss. Pronunciation, Vocabulary, Effective ways of Communication related to situations & 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

**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 & Introduction of Tally Prime	₹ 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.	<b>Certificate Course in Radio, Jockeying &amp; Scripting</b>	₹ 17,700	3 months (36 classes)	2 hr each class
	<b>RADIO JOCKEYING</b> Pronunciation Voice Modulation Radio Jockeying & Radio Presentation Know your Studio Radio Drama Radio News Concept of Infotainment FM Channels Studio Visit Recording Session Career Counselling Certificate Ward Function <b>SCRIPTING</b> Art of Script Writing Language of Script Style of Script Target Group Importance of Literature Scripting for Radio Use of information in Radio Shero-shayri, Poems, Quotations			
2.	<b>Certificate Course in T.V. Journalism</b>	₹ 17,700	3 months (36 classes)	2 hr each class
	<b>TV NEWS ANCHORING</b> News and Press Laws Pronunciation Modulation, Diction Posture, Scripting (Ppractice Session) News Reading Interviewing Hot Switch Phone-In On Camera Training Studio Visit & Technical Aspects Certificate Award Function			

	<b>TV NEWS REPORTING</b> What is Reporting How to Report Reporting and Package Beats On Camera Training Outdoor Reporting Practice Session DSNG <b>WEATHER ANCHORING</b> What is Weather Reporting How to face camera How to learn the script How to act with chroma Pronunciation			
3.	<b>Fashion Journalism</b>	₹ 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			

#### PHOTOGRAPHY

1.	Product Photography and Communication	₹ 4,130	3 months Twice a week (24 classes)	1 hr each class
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## CARICATURE ART

1.	<b>Basic Caricature Art</b> <ul style="list-style-type: none"><li>-Basic concepts about caricature</li><li>-Visualisation of faces</li><li>-Study of features</li><li>-Strokes &amp; line work</li><li>-Shapes and styles of face cut</li><li>-Colour Rendering</li><li>-Different Mediums</li><li>-Photo Colours, Water Colours, Dry Pastel</li><li>-Pencil Colours</li><li>-Brush Pen, Black Pen, Charcoal, 6B, Marker</li><li>-Brushes &amp; Tools</li><li>-Distortion of shape n features</li><li>-Final drawing of Caricatures.</li></ul>	₹ 4,720	3 months Twice a week (24 classes)	2 hr each class
2.	<b>Advance Caricature Art</b> <ul style="list-style-type: none"><li>-Basic concepts about caricature</li><li>-Visualisation of faces</li><li>-Study of features</li><li>-Strokes &amp; line work</li><li>-Shapes and styles of face cut</li><li>-Colour Rendering</li><li>-Different Mediums in Digital</li><li>-Colour Mixing</li><li>-Procreate introduction</li><li>-Brush introduction digital</li><li>-Studio pen</li><li>-Texture brushes</li><li>-Rendering in procreate of Caricature</li><li>-Work in layers</li><li>-Time laps of art work</li><li>-Final Digital drawing of Caricatures.</li></ul>	₹ 7,080	3 months Twice a week (24 classes)	2 hr each class

## 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

### I. 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, 2022 and classes will start from 15th July, 2022, for morning batches. The classes for afternoon batches will start from 10th September, 2022. 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".

Fee can be paid by online mode Details are as follows :-

Online Payment-NEFT/RTGS : Janki Devi Vocational Centre

Account No. : 8594101053245

IFSC Code : CNRB0008594

Bank Name : Canara Bank

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

reference number on [jdvcdm.accounts@yahoo.com](mailto:jdvcdm.accounts@yahoo.com)

Fees for the current session can be paid either in full or in four installments. All installments should be deposited within the stipulated time including holidays. A fine of ₹ 10 per day 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 yr 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. Otherwise the discount will not be considered.

List of Documents for Discount/Concession.

1. Application for Discount/Concession
2. In case of DU Student discount - copy of DU ID Proof.
3. In case of real sister - Parents ID Proof of both Sisters, Copy of Ration Card.
4. In case of Fee Concession - Income Proof Certificate along with an application.

Discount/Concession will be given in the last installment of one year/1st year Fee only. In the II<sup>nd</sup> yr. and III<sup>rd</sup> yr. no discount will be given.

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

#### **6. 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 4<sup>th</sup> week of December 2022 then no fee will be charged. But if they upgrade their course after 20<sup>th</sup> December 2022 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. So you will be considered as a II<sup>nd</sup> yr. student in same session otherwise if you will upgrade after starting the session so you will be considered as a direct admission of II<sup>nd</sup> year or III<sup>rd</sup> year student and you will not be able to get a diploma in continuation two different diplomas will be given for different year and duration.

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

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

Refund of fees is permissible only if the 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 15<sup>th</sup> July, 2022 for Morning Batches and the last date of refund of fee for afternoon batches will be 10<sup>th</sup> Sept. 2022.

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

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

Diploma & Certificates will be awarded by Janki Devi Vocational Centre. Under the Aegis of Shri 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., 2nd yr., 3rd 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 DIPLOMA COURSES DURATION - ONE YEAR

S. No.	COURSES	FEE AT THE TIME OF ADMISSION							TUITION FEE INSTALMENT					ECA	*Security Refund-able Amount	Total Payable Fee
		Registration Fee	Admission Fee	Annual Charges	Examination Fee	Tuition Fee-1	Fee to be Paid at Admission Time	Tuition Fee-2 1st week of SEPT.	Tuition Fee-3 1st week of NOV.	Tuition Fee-4 1st week of JAN.	Total Fee Per Annum					
1	FASHION DESIGNING	1500	2500	2000	1000	16128	25628	6844	6844	6844	43,660	1500	1000	46,160		
2	APPAREL MERCHANDISING	1500	2500	2000	1000	16128	25628	6844	6844	6844	43,660	1500	1000	46,160		
3	G.M.T.	1500	2500	2000	1000	16128	25628	6844	6844	6844	43,660	1500	1000	46,160		
4	TEXTILE DESIGNING	1500	2500	2000	1000	16128	25628	6844	6844	6844	43,660	1500	1000	46,160		
5	FINE ART	1500	2500	2000	1000	16010	25510	8850	8850	8850	49,560	1500	1000	52,060		
6	INTERIOR DESIGNING	1500	2500	2000	1000	16128	25628	6844	6844	6844	43,660	1500	1000	46,160		
7	COMPUTER	1500	2500	2000	1000	16128	25628	6844	6844	6844	43,660	1500	1000	46,160		
8	OFFICE MANAGEMENT	1500	2500	2000	1000	16128	25628	6844	6844	6844	43,660	1500	1000	46,160		
9	STENOGRAPHY	1500	2500	2000	1000	10110	19610	5310	5310	5310	33,040	1500	1000	35,540		
10	NURSERY TEACHER TRAINING	1500	2500	2000	1000	16128	25628	6844	6844	6844	43,660	1500	1000	46,160		
11	ART AND CRAFT	1500	2500	2000	1000	16128	25628	6844	6844	6844	43,660	1500	1000	46,160		
12	LIBRARY SCIENCE	1500	2500	2000	1000	16128	25628	6844	6844	6844	43,660	1500	1000	46,160		
13	TRAVEL AND TOURISM	1500	2500	2000	1000	11880	21380	6490	6490	6490	38,350	1500	1000	40,850		
14	FRENCH LANGUAGE	1500	2500	2000	1000	11880	21380	6490	6490	6490	38,350	1500	1000	40,850		
15	PRINT AND ELECTRONIC MEDIA	1500	2500	2000	1000	11900	21400	5500	5500	5500	35,400	1500	1000	37,900		
16	ADVERTISING & PUBLIC RELATIONS	1500	2500	2000	1000	11900	21400	5500	5500	5500	35,400	1500	1000	37,900		
17	DIPLOMA IN TRANSLATION	1500	2500	2000	1000	8340	17840	3540	3540	3540	25,960	1500	1000	28,460		

TOTAL FEE+ECA+SECURITY= TOTAL PAYABLE FEE  
ECA AND SECURITY IS EXCLUDED IN TOTAL FEE.

\*SECURITY AMOUNT IS REFUNDABLE AFTER COMPLETION OF COURSE AFTER DEDUCTION OF RS. 100. IT IS TO BE PAID AT THE TIME OF ADMISSION IN FIRST YEAR ONLY.  
RS. 4720 WILL BE PAID BY FASHION DESIGNING & G.M.T STUDENTS DURING OCTOBER AS SPONSORSHIP FEE FOR FASHION SHOW. FEE IS INCLUDED GST  
RS.2360 WILL BE PAID BY INTERIOR DESIGNING, FINE ARTS STUDENTS DURING OCTOBER AS SPONSORSHIP FEE FOR EXHIBITION.FEE IS INCLUDED GST  
RS. 10/- PER DAY FINE WILL BE CHARGED AFTER DUE DATE.

10% DISCOUNT FOR D.U. STUDENTS/ REAL SISTER WILL BE GIVEN ONLY IN FIRST YEAR ON TUITION FEE.FOR THIS STUDENTS MUST APPLY AT THE TIME OF ADMISSION.  
IN CASE OF REFUND ONLY THE TUITION FEE,ECA, SECURITY,ANNUAL CHARGES & EXAMINATION FEE WILL BE REFUNDED.ADMISSION CHARGES,REGISTRATION FEE WILL NOT BE REFUNDED.

SHORT TERM COURSE FEE ONCE PAID WILL NOT BE REFUNDED  
ABOVE MENTION FEES IS INCLUDED GST

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

ONLINE PAYMENT/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	Registra- tion Fee	Admission Fee	Annual Charges	Examina- tion Fee	Tution Fee-1	Fee to be Paid at Admission Time	Tution Fee-2 1st week of SEPT.	Tution Fee-3 1st week of NOV.	Tution Fee-4 1st week of JAN.	Total Fee Per Annum	ECA	*Security Refund- able Amount	Total Payable Fee
1	FASHION DESIGNING	1500	2500	2000	1000	11880	21380	6490	6490	6490	38,350	1500	1000	40,850
2	TEXTILE DESIGNING	1500	2500	2000	1000	11880	21380	6490	6490	6490	38,350	1500	1000	40,850
3	COMPUTER	1500	2500	2000	1000	11880	21380	6490	6490	6490	38,350	1500	1000	40,850
4	SECRETARIAL PRACTICE	1500	2500	2000	1000	11880	21380	6490	6490	6490	38,350	1500	1000	40,850
5	N.P. T. T.	1500	2500	2000	1000	11880	21380	6490	6490	6490	38,350	1500	1000	40,850
6	INTERIOR DESIGNING	1500	2500	2000	1000	11880	21380	6490	6490	6490	38,350	1500	1000	40,850
7	ART & CRAFT	1500	2500	2000	1000	11880	21380	6490	6490	6490	38,350	1500	1000	40,850
8	FRENCH LANGUAGE	1500	2500	2000	1000	10110	19610	5310	5310	5310	33,040	1500	1000	35,540
9	FINE ART	1500	2500	2000	1000	16128	25628	6844	6844	6844	43,660	1500	1000	46,160

### TUTION FEE INSTALMENT

TOTAL FEE+ECA+SECURITY= TOTAL PAYABLE FEE

ECA AND SECURITY IS EXCLUDED IN TOTAL FEE

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

RS. 4720 WILL BE PAID BY FASHION DESIGNING & G.M.T STUDENTS DURING OCTOBER AS SPONSORSHIP FEE FOR FASHION SHOW. FEE IS INCLUDED GST

RS.2360 WILL BE PAID BY INTERIOR DESIGNING, FINE ARTS STUDENTS DURING OCTOBER AS SPONSORSHIP FEE FOR EXHIBITION.FEE IS INCLUDED GST

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

10% DISCOUNT FOR 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,REGISTRARATION FEE

WILL NOT BE REFUNDED.

SHORT TERM COURSE FEE ONCE PAID WILL NOT BE REFUNDED

ABOVE MENTION FEES IS INCLUDED GST

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## ALUMNI'S PLACEMENT DETAIL

S.NO.	NAME	COURSE	PLACED	
1	DAMAN	FASHION DESIGNING	2018-21	MONGA EXPORTS
2	PREETI	FASHION DESIGNING	2018-21	MONGA EXPORTS
3	RIYA	DIGITAL MARKETING	2019-20	SOCIAL SAGE
4	YASHIKA	DIGITAL MARKETING	2019-20	SOCIAL SAGE
5	KAVANPREET	MODERN SECETARIAL PRACTICE	2018-20	PARAGON APPARELS PVT.LTD.
6	SHRUTI	NPTT	2019-21	JANKI DEVI VOCATIONAL CENTRE
7	SHINA	NPTT	2019-21	LITTLE ANGELS SCHOOL
8	MOHINI	NPTT	2019-21	JANKI DEVI VOCATIONAL CENTRE
9	ANJANA SHERA	FASHION DESIGNING		DEEVEE COUTURE
10	DIMPLE	NPTT	2018-20	SANFORT WORLD SCHOOL
11	RITIKA	NPTT	2018-20	KINDHEART KINDERGARDEN
12	MEENAKSHI	INTERIOR DESIGNING	2017-20	BLUECRANE DESIGN SOLUTION
13	HAFZA	INTERIOR DESIGNING	2017-20	SPACE INREN (THROUGH MS. RITU GOEL)
14	KAVANPREET	MODERN SECETARIAL PRACTICE	2018-20	JANKI DEVI VOCATIONAL CENTRE
15	KHUSHI	NPTT	2018-20	LITTLE MILLENIUM SCHOOL
16	VANSHA	NPTT	2019-21	ADARSH PUBLIC SCHOOL
17	NEHA WALIA	NPTT	2019-21	LITTLE MILLENIUM SCHOOL
18	MITTALI GUPTA	NPTT	2019-21	LITTLE MILLENIUM SCHOOL
19	RITIKA KUMARI	NPTT	2019-21	LITTLE MILLENIUM SCHOOL
20	MUSKAN KHANAM	NPTT	2019-21	LITTLE MILLENIUM SCHOOL
21	HUNIZA	NPTT	2019-21	LITTLE MILLENIUM SCHOOL
22	JAYA	NPTT	2019-21	LITTLE MILLENIUM SCHOOL
23	PRATEEKSHA	NPTT	2019-21	MOTHER'S PRIDE
24	YOGITA SHARMA	INTERIOR DESIGNING	2019-22	BLUECRANE DESIGN SOLUTION
25	MAHIMA	NPTT	2019-21	KIDDIE FARMS
26	JYOTI VIJAY	NPTT	2019-21	KIDZEE
27	TWINKLE	NPTT	2018-20	LITTLE MILLENIUM SCHOOL
28	KHUSHI	NPTT	2018-20	LITTLE MILLENIUM SCHOOL
29	DEEPALI	NPTT	2019-21	LITTLE MILLENIUM SCHOOL NOW IN KIDDIE FARMS SCHOOL
30	VAISHALI GUPTA	NPTT	2015-17	BACHPAN PLAY SCHOOL

31	CHANCHAL PAL	NPTT	2019-21	SEEDLING PLAYWAY & NURSURY SCHOOL AS PRE TEACHER AND KREATIVE ARTS INSTITUTE AS A ART & CRAFT TEACHER
32	PRIYANKA	NPTT	2018-20	MOTHER'S MOUNT PRE SCHOOL
33	DEEPIKA SADANA	NPTT	2019-21	MEDHAAM PRE SCHOOL
34	NEHA GUPTA	I.D.	2019-22	SPECTRUM DESIGNS (2D WORK & 3D WORK)
35	ANJALI GUPTA	I.D.	2019-22	SPECTRUM DESIGNS (2D WORK & 3D WORK)
36	BHUMIKA	NPTT	2018-20	SHEMROCK PLANET
37	AANCHAL SONI	I.D.	2017-20	ASIAN PAINTS
38	ASHNEET KAUR CHAWLA		I.D.	2017-20 PUJA ART AND INTERIOR
39	SHREYA JAISWAL	I.D.	2017-20	LIVWISE JUNIOR INTERIOR DESIGNER
40	KASHISH SINGHAL	NPTT	2019-21	NURSURY TEACHER
41	JYOTI	NPTT	2019-21	NURSURY TEACHER
42	LAIBA	NPTT	2021-23	NURSURY TEACHER
43	SHIVANGI KAUR	F.D.		ASST. PROF.
44	ANJALI GUPTA	I.D.	2019-22	PURPLE DREAMS (UNDER DEEPA DEVARAJAN )
45	JHALAK PATEL	NPTT	2019-20	TREE HOUSE PRE SCHOOL IN AHMEDABAD
46	SWATI SINGH	FASHION DESIGNING	2018-21	RADNIK EXPORTS
47	PAYAL JOSHI	FASHION DESIGNING	2018-21	RADNIK EXPORTS
48	ANU CHUG	NURSERY AND PRIMARY TEACHER TRAINING	2015-17	ARYA VEDIC PATSHALA SCHOOL(MCD)
49	GEETANJALI	NURSERY AND PRIMARY TEACHER TRAINING	2018-20	RADIANT MODEL SCHOOL, DELHI CANTT
50	DISHA CHAUHAN	NURSERY TEACHER TRAINING,	2018-19	CONTENT WRITER AT JAIPURIA SCHOOL, HEAD OFFICE, NEW DELHI
51	ANUSHKA	NURSERY AND PRIMARY TEACHER TRAINING	2018-20	EURO KIDS PRE SCHOOL
52	MEDHA	NURSERY AND PRIMARY TEACHER TRAINING	2013-15	"RD RAJPAL SCHOOL, "SECTOR 7, DWARKA"
53	SALONI VASHIST	NURSERY AND PRIMARY		

		TEACHER TRAINING	2014-16	"BRILLIANT'S CONVENT SCHOOL,"WEST ENCLAVE, PITAMPURA""
54	HEMA HARPALANI	NURSERY AND PRIMARY TEACHER TRAINING	2014-16	"ANDHRA EDUCATION SOCIETY"ITO, DELHI"
55	SHRADHA CHOPRA	NURSERY AND PRIMARY TEACHER TRAINING	2014-16	ST. ANGEL SR. SEC. SCHOOL,
56	TRIPTI KATARIA	NURSERY AND PRIMARY TEACHER TRAINING	2013-15	"HERITAGE SCHOOL, "PRIYADARSHINI VIHAR"
57	ANCHAL	NURSERY AND PRIMARY TEACHER TRAINING	2014-16	ST. XAVIERS SR. SEC. SCHOOL
58	BHARTI	NURSERY AND PRIMARY TEACHER TRAINING	2017-19	SHREE RAM GLOBAL PRE SCHOOL
59	NISHITA MADAN	NURSERY AND PRIMARY TEACHER TRAINING	2017-19	SCOTTISH EARLY YEAR SCHOOL
60	ANJALIRADHAKRISHNAN	NURSERY AND PRIMARY TEACHER TRAINING	2017-19	ALOK BHARTI PUBLIC SCHOOL, ROHINI
61	ESHVINDER	NURSERY AND PRIMARY TEACHER TRAINING	2017-19	MOTHER'S PRIDE, SCHOOL, FARIDABAD
62	HARSHA SHARMA	NURSERY AND PRIMARY TEACHER TRAINING	2017-19	RAMA PUBLIC SCHOOL
63	KAREENA BAHL	NURSERY AND PRIMARY TEACHER TRAINING	2017-19	FOOTPRINTS, PITAMPURA
64	ZAHID	NURSERY TEACHER TRAINING	2016-17	ENGLISH FACILITATOR,TECH MAHINDRA FOUNDATION
65	MANYA	NURSERY AND PRIMARY TEACHER TRAINING	2017-19	K R MANGLAM SCHOOL, VAISHALI
66	PRIYA	NURSERY AND PRIMARY TEACHER TRAINING	2017-19	MOTHER'S PRIDE, PITAMPURA
67	SIMRAN DANG	NURSERY AND PRIMARY TEACHER TRAINING	2014-16	SHRI RAM GLOBAL PRE SCHOOL
68	DIVLEEN KAUR	NURSERY AND PRIMARY TEACHER TRAINING	2017-19	ICON NURTURING INNOCENCE PRESCHOOL, FATEH NAGAR
69	MICHELLE	NURSERY AND PRIMARY TEACHER TRAINING	2017-19	RABINDRANATH TAGORE SCHOOL, CHATARPUR
70	ASRA NAAZ	NURSERY AND PRIMARY		

		TEACHER TRAINING	2014-16	BINDU'S BATRA SPARKLE MIND, PUNJABI BAGH
71	ARCHANA SHARMA	NURSERY AND PRIMARY TEACHER TRAINING	2013-15	FOOTPRINTS, PITAMPURA
72	DIVYA KHANNA	NURSERY AND PRIMARY TEACHER TRAINING	2017-19	MOTHER'S PRIDE, PITAMPURA
73	NEHA TANWAR	NURSERY AND PRIMARY TEACHER TRAINING	2017-19	KIDZEE
74	BHARTI GUPTA	FASHION DESIGNING		MODEL
75	AANCHAL KHURANA	FASHION DESIGNING		ACTOR T.V. ARTIST WINNER OF ROADIES
76	PARUL	FASHION DESIGNING		OWN BUISENESS
77	POOJA MAURYA	FASHION DESIGNING		WORKING AS A DESIGNER
78	TANYA ARYA	FASHION DESIGNING	2015-18	BUZZ TECHNOLOGIES
79	ARUSHI BINDAL	FASHION DESIGNING		WORKING AS A MERCHENDISER
80	DIVYA SEHGAL	FASHION DESIGNING		ACTOR
81	NISHA RAWAT	FASHION DESIGNING	2017-19	FASHION DESIGNER TEACHER IN DEEPALAYA
82	RENUKA NAGPAL	FASHION DESIGNING	2017-19	W MART APK VALUE RETAIL LLP.PVT.LTD
83	GAURAVI PATEL	FASHION DESIGNING	2016-20	WORK AT G.T.B 3RD SENETARY PUBLIC SCHOOL
84	DEEPA VERMA	FASHION DESIGNING		OWNER OF HOUSE OF POSHAK
85	ZOYA	FASHION DESIGNING		WORKS AT ZOOMDELHI - WATTS YOUR STYLE?
86	VAISHALI DUGGAL	FASHION DESIGNING	2014-17	WORKING AS A KID'S WEAR DESIGNER AND SUPERVISOR IN ZONA APPARELS.
87	DEEPIKA MISHRA	FASHION DESIGNING	2014	OWNER OF DURGAMA FASHION
88	ANJANA SHERA	FASHION DESIGNING	2015-16	WORKING AS AN EMBROIDERY FACULTY IN F.TECH SKILL DEVELOPMENT (PMKK 3.0)
89	NEHA CHAUHAN	FASHION DESIGNING	2017-19	WORKING UNDER ANITA DONGRE
90	POONAM	FASHION DESIGNING	2018-20	WORKING AS FASHION DESIGNER AND GRAPHIC DESIGNER IN BHAVANI PVT LTD
91	SRISHTI GUPTA	FASHION DESIGNING	2018-20	WORKING AS FASHION DESIGNER IN BHAWANI FASHIONS , NOIDA
92	SEEMA RAJPUT	FASHION DESIGNING	2007-10	WORKING AS A DESIGNER CUM MERCHANDISER AT Z & L EUPROPE.

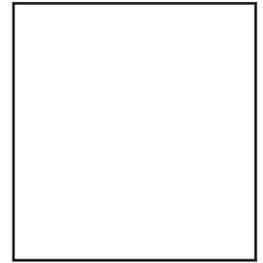
93	HUNAIN QURESHI	FASHION DESIGNING		OWNER/FOUNDER OF H.K. HEIRLOOM
94	RIYA	DIGITAL MARKETING	2018-19	WORKING IN SOCIAL SAGE CO. AS A TRAINEE FOR SOCIAL MEDIA MARKETING
95	YASHIKA	DIGITAL MARKETING		WORKING IN SOCIAL SAGE CO. AS A TRAINEE FOR SOCIAL MEDIA MARKETING
96	RAJINDER KAUR	GRAPHIC DESIGNING	2019-20	AS A ACCOUNTANT IN BHUSHAN BHARAT & ASSOCIATES
97	LATA	SOFTWARE APPLICATION	2019-20	RELATIONSHIP MANAGER IN MAX LIFE INSURANCE
98	KHUSHI JAIN	GRAPHIC DESIGNING	2019-20	GRAPHIC DESIGNER IN VINKX
99	ABHILASHA MISHRA	PRINT & ELECTRONIC MEDIA	2013-14	WORKING AS A CREATIVE STORY WRITER
100	ANJALI	T.V. JOURNALISM		WORKING AS JOURNALIST IN DELHI NEWS EXPRESS AND HAVING OWN PRODUCTION HOUSE.
101	ARCHANA SHARMA	ART AND CRAFT	2015-17	SPRING DALES SCHOOL, ASHOK VIHAR
102	KOMAL MAGOO	ART AND CRAFT	2016-17	TIKTOK SKILLS GAMES PVT. LTD.
103	NEHA ANAND	ART AND CRAFT	2017-19	RAINBOW CHILD DEVELOPMENT CENTER
104	KOMAL KAIN	ART AND CRAFT	2016-17	GREENFIELDS PUBLIC SCHOOL, YAMUNA VIHAR
105	SEHARBANO	ART AND CRAFT	2018-19	ANGIRA PUBLIC SCHOOL
106	SUNPREET KAUR	ART AND CRAFT	2009-10	MBS INTERNATIONAL SCHOOL
107	NIDHI SEHRAWAT	ART AND CRAFT	2015-17	HAPPY MODEL SCHOOL, JANAKPURI
108	GEETANJALI THAKUR	MODERN SECRETARIAL PRACTICE	2009-11	CURRENTLY WORKING AS PROCESS TRAINER AT NATIONAL INFORMATIC CENTRE (NIC) (TOTAL 7 YEARS OF EXPERIENCE)
109	SAKSHI ARORA	MODERN SECRETARIAL PRACTICE	2009-11	WORKING AS BRANCH COORDINATOR - TRINITY COLLEGE
110	HEENA	MODERN SECRETARIAL PRACTICE	2009-11	WORKING AS CORDINATOR (WOMEN & CHILD DEPARTMENT) AT MANIPAL HOSPITAL, DWARKA
111	GURPREET KAUR	MODERN SECRETARIAL PRACTICE	2009-11	EXPERIENCE- FIVE YEARS IN

				TRAVEL INDUSTRY AS TRAVEL CONSULTANT
112	AARTI	OFFICE MANAGEMENT	2016-17	WORKING AS COORDINATOR SHREE GANPATI ENTERPRISES
113	KUSHMEEN KAUR	OFFICE MANAGEMENT	2017-18	WORKING AS CONSULTANT AT EUROPEAN STUDY ABROAD
114	ARUSHI TALWAR	OFFICE MANAGEMENT	2016-17	AFTER COMPLETION OF THE COURSE WORKED IN AMAZON, ACCENTURE CURRENTLY WORKING IN CAPGEMINI AS ASSISTANT MANAGER
115	PALLAVI BHARDWAJ	OFFICE MANAGEMENT	2017-18	AFTER COMPLETION OF THE COURSE TRAINED AT JDVC ACCOUNTS DEPT. CURRENTLY WORKING IN CARE HEALTH INSURANCE AS AN ADVISER
116	MANVI SINGH	MODERN SECRETARIAL PRACTICE	2016-18	EXPERIENCE - 15 MONTHS EXPERIENCE OF WORKING AS A CORDINATOR IN SYSNET GLOBAL TECHNOLOGIES, OKHLA
117	PRABHJOT KAUR	OFFICE MANAGEMENT	2017-18	EXPERIENCE- 2 YEARS IN IDEA RECOVERY DEPARTMENT AS A TELECALLER FROM 2018-2020.
118	SIMRAN BHARDWAJ	INTERIOR DESIGNING	2015-18	IDUS(KIRTI NAGAR NEW DELHI)
119	DIVYA	INTERIOR DESIGNING	2018-21	ARIONS GROUP AND WITH HOME LANE
120	PRABHDEEP KAUR	INTERIOR DESIGNING	2015-18	IIFT (NARAINA)
121	JASMEEN	INTERIOR DESIGNING	2015-18	PANACHE INTERIORS (DLF MOTI NAGAR)
122	BHAVYA	INTERIOR DESIGNING	2016-19	PANACHE INTERIORS (DLF MOTI NAGAR)
123	SHEFALI NEGI	INTERIOR DESIGNING	2017-20	S.T DESIGNER (EKTA ENCLAVE,PASCHIM VIHAR)
124	PRERNA	INTERIOR DESIGNING	2017-20	S.T DESIGNER (EKTA ENCLAVE,PASCHIM VIHAR)
125	SAPNA	INTERIOR DESIGNING	2016-19	CASA INTERIORS (VISHNU GARDEN, SHUBASH NAGAR)
126	SWATI SEHGAL	INTERIOR DESIGNING	2016-19	SIGMA KITCHEN AND INTERIOR (GURGRAON)
127	TANU	INTERIOR DESIGNING	2016-19	DESIGN SOLUTION D-38 MANSOVAR GARDEN (MAYAPURI)
128	NITIKA	INTERIOR DESIGNING	2017-20	2/70 SECOND FLOOR WHS KIRTI NAGAR NEW DELHI ADJACENT TO SBI BANK.



# JANKI DEVI VOCATIONAL CENTRE

## APPLICATION FORM



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

### Academic Qualification

Name & Address of School & College last attended	Year		Examination/ Degree 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. If Graduate/Post Graduate-Degree, Final year marksheet (Original & Photocopy).
  5. Aadhar Card (Photocopy) / I.D. Proof of Student, Mother & Father.
  6. Fee at the time of Admission by Cheque, D.D. or Online Mode.

## 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/September month. They will deposit their fee within 10 days from declaration of Re-Exam result.
10. यदि किसी छात्र की वार्षिक परीक्षा में कम्पार्टमेंट है तो वे जून/सितम्बर महीने में अपनी फीस जमा नहीं करेंगे। वे फिर से परीक्षा (Re-Exam) परिणाम घोषित होने के 10 दिनों के भीतर अपनी फीस जमा करेंगे।
11. In the first week of the October month students of F.D. & G.M.T. Dept. of morning/afternoon batch will pay Rs. 4720/- Annually as their sponsorship fee of Fashion show.
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 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-\_\_\_\_\_