

## CERTIFICATE IN ADVANCED WEB DESIGNING (633)

Basic infrastructure required for a batch of minimum 10 students.

### A. Hardware Requirement:

- 10 computers latest Pentium Series having 4GB RAM and 256GB HDD, with multimedia features and at least one CD/DVD writer.
- Internet connection to all machines
- Printer Inkjet /LaserJet
- Scanner
- UPS

### B. Software Requirement: Licensed versions of following software

- Windows operating system (higher version)
- Macromedia Dreamweaver 8 and Photoshop 7.0
- Antivirus

### C. Qualification of Faculty:

At least two (one permanent) faculty is required for taking theory as well as practical class. **Following is the essential qualification for the faculty:**

- MCA/B.Tech/M.Sc (Computer Science) from any recognized University or Institute  
Or
- B.Sc or BCA with Diploma in IT/PGDCA or equivalent from any recognized University or Institute with two year teaching/industry experience.

### D. Batch Size: A centre will admit 10 students in a batch in one session of admission and maximum of 3 batches.

### E. Space requirements: The institute should have two class rooms one for practical and one for theory. Rooms should be well ventilated and properly lighted, having sufficient space to accommodate the 10 students in theory and practical. Air Conditioning for the Computer Lab would be required as per the local conditions. Toilet facilities at centre are also essential separately for boys and girls. The size of practical room should be 225 sq. Feet and theory room should be 200 sq. Feet.

### F. Library: minimum of 50 books on the subjects are essential.

## Certificate in Ayurvedic Therapy (721, 722)

The institute having the following infrastructure may apply for accreditation:

### A. Basic Infrastructure

1. Class Room: Classroom to accommodate for 25 students (minimum area 225 Sq. ft.) should have a black board/white board, adequate furniture, exhaust and ceiling fans etc. with proper ventilation & adequate lighting.
2. OPD Facility: The institution should have an OPD (Doctor's Chamber, dispensing & Therapy Chambers)
3. Therapy & Instruments Chambers: Separate Therapy Chambers for male & Female should have washable non-slippery floor, Patient's tables (7 ft X 3 ft X2 ft), exhaust & ceiling fans etc. with proper ventilation & adequate lighting. The Therapy Chambers may have also the Box for swedana, Nadisweda yantra, Shirodhara yantra, Medicated Ayurvedic oils i.e. Dashamoola kwath, Dashamoola Tel, Mahanarayan and Panchaguna etc. or separate room may also be used for the instruments.
4. Preparation & Storage room of Ayurvedic Medicane: The room should have the following tools/equipments/apparatus or material for Preparation & Storage of Ayurvedic Medicines
5. Library: Library should have a minimum 10 books/articles/magazines etc. related subject

### Faculty & Supporting Staff

S. No.	Faculty & Supporting Staff	Educational/Professional Qualification	No.
1.	Coordinator	Graduate	01
2.	Instructor (BAMS Doctor)	BAMS	01
3.	Technical Asstt.	Certificate / Diploma in Ayurvedic Therapy / Panchakarma  OR 12 <sup>th</sup> class passed & minimum 02 years experience in Ayurvedic Therapy/Panchakarma	02
4.	Receptionist cum Clerk	Relevant to job	01

Batch size – Maximum 25 students in one batch.

## BAKERY AND CONFECTIONERY (256)

### A. Classroom:

1. The classroom should be adequate in size. It should be well lit, with comfortable chairs for the students.
2. The classroom should have a black board or a white board.
3. The institute should possess a first aid kit and have a fire extinguisher on the premises.

### B. The Lab:

1. Lab size should be adequate, with adequate lighting and an exhaust fan.
2. The lab should have the following
  - 2 worktables of 4 ft x 4ft.
  - One sink with water connection
  - One almirah /cupboard for storage.
  - One covered bin for garbage.

### C. Teachers:

1. The teacher should have a B.Sc. in Home Science or Diploma/Certificate in Bakery and Confectionery with 2 years experience.
2. The instructor for conducting the practical should also have experience in dealing with bakery and confectionery products or Certificate in Bakery and Confectionery.

### D. List of Tools and Equipment's

Tools	Nos.	Tools	Nos.
Electric bread oven (medium size)	1	Flat trays	1
Refrigerator	1	Biscuit cutters (various shapes & sizes)	1 set
Gas stove (single burner) with gas	1	Cooling racks (stainless steel) (size 2'x 1'x 4') (Optional)	4
Mould for cakes of with different sizes	6	Pastry brushes ½" 1" & 2"	3 each
Wooden cake dummies	6	Sugar thermometer	1
Turn table for icing purpose (plastic) (Optional)	5	Flan tins	2
Pastry tins	2	Bread knife	1
Bread tins (400gms)(size 20x10x7cms)	2	Palette knife	4
Muffin trays	2	Cream horns	6

## BEAUTY CULTURE (612)

### A. Classroom:

- 2 class rooms of 14 feet x12 feet size, one with black board
- There should also be provision for power backup in case of power failure.

### B. Lab

The institute should have a well equipped laboratory with provision of running water both hot and cold.

### C. Faculty

The instructors should have a “Diploma in Beauty Culture” and Basic/Advance Certificate from NCVT or a Beauticians Diploma of repute with two year experience.

### D. For a batch size of 20 students, following equipments are required:

#### List of Tools and Equipments

Tools	Quantity	Tools	Quantity
Manicure set (Wooden scrapper, metal scrapper, pedicure, hand stone, Pumice stone, big toe nail cutter, cuticle clipper)	2	Scalp steamer	1
Pedicure set	2	Hair cutting scissors	3
Manicure Bowl	4	Razor/clipper	1
Pedicure Bowl	4	Hair dusting Brushes	2
Pedicure Stool	2	Electric roller set	1
Waxing knife/spatula	3	Curling rod	1
Wax heater	2	Spray bottles	3
Eye brow shaping scissors/ tweezers	6	Hair dryer	2
Bleaching Brush	2	Neck cape	2
Vapozone / Steamers	2	hot plate	1
Infra-red Lamp	1	Set of hair brushes ( roll on, vent brushes	2
Looking glass with counter to accommodate 10 trainees		Styling chair	1
Make-up Brushes (set of 8 brushes)	2	Facial bed	1
Neck cut basin	1	Shampoo chair	1
Vibrator	1	Manicure stool	2
		Manicure table	2

## BEEKEEPING -619

The institutions having the following requisite infrastructure, may apply for accreditation:

### A. Basic Infrastructure

#### (i) Essential Requirements

- Class room for 25 students (minimum area 400 sq. ft.) with requisite audio-video aids.
- Well established Beekeeping Farm with a minimum of 10 boxes/ beehives.
- Equipments: Honey extractor for Indian and European bee, apiary (Indian and European), Comb foundation wax sheet and machine, Hive tool, beeveil, gloves, hammer, swarm bag, processing container, pollen trap, propolis strip, royal jelly kit and bee venom collector etc.

#### (ii) Additional (Optional) Requirements

- Industry tie ups.

**B. Physical Facilities:** The institution should have the facilities for drinking water, bathrooms & toilets.

### C. Faculty & Supporting Staff

S. No.	Faculty & Supporting Staff	Educational/Professional Qualification	NO.
1.	Coordinator	Graduate	1
2.	Instructor	BSc (Agri.)/ B.Sc. + 2 years experience in Beekeeping / Certificate or Diploma in Beekeeping Or Approved beekeeper/ NGO staff by Government agency	1

**D. Batch size** – Maximum 25 students per batch.

**Note:** An institution can run maximum 2 batches for this course at a time.

## BIO GAS ENERGY TECHNICIAN (254)

The institution having the following requisite infrastructure, may apply for accreditation:

**A. Class Room:**

Class room for 25 students (minimum area 225 sq. ft.) should have proper ventilation, well-illuminated black board/white board and availability of adequate furniture and ceiling fans.

- B. Workshop:** The institution should have installed Biogas plants Kvic drum type / Janta type / Deenbandhu type and workshop. The size of workshop for 20 students should be at least 25ft. x 20 ft. with adequate lighting and exhaust & ceiling fans. The workshop should have the following Tool / Equipments / Apparatus or material for Practical Training:

### List of Tools and Equipment

Equipment /tools	Qty.	List of non-consumables	Qty.
Digester(Fixed/Mobile Model)	1	Sink	1
PH meter	1	C.I. trap (nahani)+PVC trap	2
Glass jar	1	Check valve 1/2"	1
Glass bottle	1	Ferrule 1/2"-1"	4
Manometer	1	G.I. bend	1
Gas valve	1	Grating	1
Gas pipe fitting	1	G.I. union	1
Gas burner	2	1/2" dia G.I. Elbow (1.25 cm)	1
Gas regulator	2	1/2" dia G.I. pipes (1.25 cm)	3
Hammers of different weights	2	1/2" G.I. Socket (1.25 cm)	4
Improved sickle/hansiya/ koyta (debgoo)	15	P.V.C. connector	5
Dryer oven	1	C.I. pipe 4" x 3" dia	10
Digestion and distillation unit	1	C.I. tee	4
Distillation water still	1	C.I. bend (diff. Size & types)	20
Spirit level	2	P.V.C pipe 4" q	2
Files of different types & sizes	10	P.V.C. bend 4" q	3
Chisel	5	P.V.C. elbow 4" q	3
Plumb bob	2	P.V.C. trap 4" q	1
Pipe die with bits	2	P.V.C. tee 4" q	1
Bench-vice	2	Gully trap	4
Caulking tools	2	Maser trap	1
<b>List of consumable material</b>		1/2" G.I. Tee (1.25 cm)	5
Lead	(as required)	1/2" G.I. Nipple	5
Chemical binder	- do -	Iron clamp 4" dia	6
Waterproof tape	- do -	Bottle trap	2
Waterproofing compound	- do -	Waste water pipe 1 1/4" 3 lengths(3.25cm)	3
Wash basin	1	Mason Kit	5

**Physical Facilities:** The institution should have the facilities for Drinking water, Bathrooms & Toilets

**Library:** Library should have a minimum 20 books/articles/magazines etc. in related subject.

**B. Faculty & Supporting Staff:**

<b>Faculty &amp; Supporting Staff</b>	<b>Educational/Professional Qualification</b>	<b>No.</b>
Coordinator	Graduate	01
Instructor	B.Sc. Ag. / Diploma in Agriculture Engineering or Diploma in Mechanical / Civil / Electrical Engineering. Or B.Sc. / Intermediate with Science subject with two years of experience in installation & maintenance of Bio-gas plant.	01
Receptionist cum clerk	Relevant to job	01
Assistant	Relevant to job	

**Batch size** – Maximum 20 students in one batch.

**Note:** An institution can run Maximum 2 batches for this course.

## CARPENTRY (252)

### FURNITURE AND CABINET MAKING (354)

The institution having the following requisite infrastructure, may apply for accreditation:

**A. Class Room :**

Class room for 20 students (minimum area 225 sq. ft.) should have proper ventilation, well-illuminated black board/white board and availability of adequate furniture and ceiling fans.

**B. Workshop :**

The size of workshop for 20 students should be at least 25ft. x 20 ft. with adequate lighting, exhaust & ceiling fans. The workshop should have the following Tool/ Equipments/Apparatus or material for Practical Training:

#### List of Tools and Equipments

Equipment /Tool	Qty.	Equipment /Tool	Qty.
Carpenter square 200mm	5	File half round 2 <sup>nd</sup> cut 250mm	4 each
Square bevel 50mm	5	File Rabp	4
Carpenter marking gauge	5	File slum taper	3
Carpenter morso gauge	5	Hand drill	3
Hand saw 450mm & Tenon saw 300mm	5 each	Brad arts	5
Jack plane 335mm x 50mm cutter & Smoothing plane 200mm x 50mm cutter	5 each	Gimlet set	3
		Brace	2
Chiesel firmer (bevel edge) 6mm 10mm, 15mm, 20mm and 25mm width(2 each)	10	Bit set for brace	2
Chisel mortise 6mm, 10mm, 15mm(each)	10	Carpenter pincer	5
Screw drive 300mm cabinet maker	5	Parallel clamp & C. clamp (each)	5
Mallet medium size	5	Adjustable bar clamp	5
Oil stone	1	Rasp cut file half round 300mm	10
<b>Tools, equipment &amp; general out fit</b>		Carving indifferent types	4 set
Spring caliper inside 150mm & Spring caliper outside 150mm	4 each	Lathe wood turning 150mm Height of centers 150mm,	1
Trammel	4 part	1.75meter bed with a set of turning tools.	
Sprit level	2	Bench girinder 200mm. Wheel double ended pedestal	1
Ripsaw 600mm	4	Portable electrician drilling machine 12mm	1
Plough plane with set of 8 cutter upto 12mm width	2	Work Bench 7'x4' with 2 carpenters vice	2
Spoke shaves 50mm cutter	2		



**C. Physical Facilities:** The institution should have the facilities for Drinking water, Bathrooms (minimum – 02), & Toilets (minimum – 05)

**D. Library:** Library should have a minimum 20 books/articles/magazines etc. related subject.

**E. Faculty & Supporting Staff:**

<b>Faculty &amp; Supporting Staff</b>	<b>Educational/Professional Qualification</b>	<b>No.</b>
Coordinator	Graduate	01
Instructor	ITI/Community Polytechnic/NIOS or equivalent certificate in Carpentry, Furniture & Cabinet Making or Diploma in Mechanical/Civil Engineering	02
Lab incharge /Lab assist.	10 <sup>th</sup> class pass preferably locally trained person	
Receptionist cum clerk	Relevant to job	01
Assistant	Relevant to job	

**F. Batch size** – Maximum 20 students in one batch.

**Note :** An institution can run Maximum 2 batches for this course.

# CATERING MANAGEMENT

(357)

## A. Classroom:

- The classroom should be adequate in size and it should be well lit, with comfortable chairs for the students.
- The classroom should have a black board or a white board.
- The institute should possess a first aid kit and have a fire extinguisher on the premises.

## B. The Lab:

- Lab size should be adequate, with proper lighting and ventilation.
- The lab should have the following:
  - 2 worktables with aluminum top
  - one sink with water connection
  - one almirah /cupboard/shelves for storage
  - one covered bin for garbage

## C. Teachers:

- There should be at least one teacher for a group of 10 students.
- The teacher should be B.Sc. Home Science with 2 years experience /Diploma in Food Crafts/Catering management or NIOS students with 2 years experience.
- The Instructor for conducting the practical should have at least 1 year experience in handling food in some laboratory.

## D. List of Tools and Equipments

Tools	Nos.	Tools	Nos.
LPG 4 burners	1	Service spoons	12
Hot food cabinet	1	Ash trays	2
Chafing dishes	2	Menu stands	2
Trays	2	Flower vases	2
Dinner set	1	Table clothes 46" sq	2
Tea sets	1	Serviettes 10" x18"	12
Coffee sets	1	Tray clothes (According to size of tray)	2
Butter dishes	1	<b>Glassware</b>	
Bottle/can opener	2	Water goblets	6
Cork screws openers	2	Ice cream cups	6
Pastry tongs	2	Juice glasses	6
Ice cream scoops	2	Pudding bowls (service)	6

# CERTIFICATE COURSE IN COMMUNITY HEALTH (449-451)

The institute having the following infrastructure may apply for accreditation:

## **A. Basic Infrastructure**

**(i) Class Room:** Well ventilated, illuminated Classroom for 25 students (minimum area 225 Sq. ft.) should have black board/white board, adequate furniture and also with the availability of exhaust & ceiling fans.

**(ii) Lab:** Well ventilated, illuminated Lab (at least 20 ft. x 20 ft. for 25 students) should have black board/white board, adequate furniture and also with the availability of exhaust & ceiling fans.

The Lab should have the following equipments or material for Practical Training: –

### **List of tools:**

<b>S. No.</b>	<b>Tools/Equipments/Apparatus or requirements of material for Practical Training</b>	<b>Quantity</b>
1.	Microscope	5
2.	Haemoglobinometer	5
3.	B. P. Instrument	10
4.	Stethoscope	10
5.	Thermometer	25
6.	Glucometer	5
7.	Weighing machine	5
8.	First Aid Blox	10
9.	Cold Box, Vaccine Vial Indicator	1
10.	Splints Stretcher	1
11.	Chemical Reagents/solution for common tests i.e. Urine test, Haemoglobin test, Blood test, Sugar test etc. (HCl - N/10, Leishmann Stain, Benedict Solution, Safranin, Glycerin etc.)	1 bottle each
12.	Test tubes, Test Tube Racks, Slides and Cover slips Sprit lamps	100 5 2 Pkts. Each 1
13.	Human skeletons (Synthetically Prepared)	1
14.	Charts and Models (Relating Human Anatomy and Physiology i.e. heart, kidney, eye, ear etc.)	10 each (Minimum)
15.	Specimens/Spots i.e. heart, kidney, eye, ear, bones etc.	5 each

	and slides i.e. Slides of RCB, WBC, Malarial Parasite etc.	
16.	Coloured Television, VCD, OHP/LCD	1 each
17.	Computer – Pentium 4 with Printer,	1 each
18.	PA System (Desirable)	-
19.	Facility for Yogasans, Pranayam, Shatkarm i.e. Mats, Jalneti lots, Sutra Neti etc.	Should have

**B. Library:** Library should have a minimum 10 books/articles/magazines etc. related subject.

**C. Clinical Facility:** The clinic/hospital should have the following minimum facilities:

- OPD Facility
- Dressing facility

(Or institutions may be attached with reputed clinic/hospital and it should have the Certification for collaboration. This clinic/hospital will also be inspected at the time of inspection)

**D. Faculty & Supporting Staff**

S. No.	Faculty & Supporting Staff	Educational/Professional Qualification	No.
1.	Coordinator	Graduate	01
2.	Medical Doctor (Part Time)	MBBS/BAMS/BHMS (from UGC approved university)	02
3.	Medical Doctor (Naturopath – Part time)	Degree/Diploma in Naturopathy from reputed Institution)	01
4.	Instructor	M.Sc. (Zoology) or B.Sc. Nursing/Public Health	01
5.	Lab Assistant	Class 12 <sup>th</sup> Pass or 10 <sup>th</sup> Pass & 2 years working experience in Laboratory)	01
6.	Receptionist cum clerk	Relevant to job	01
7.	Assistant	Relevant to job	

**E. Batch size –** Maximum 25 students in one batch.

**Note :** An institution can run Maximum 2 batches for this course.

# **CERTIFICATE COURSE IN LIBRARY SCIENCE (CLS)**

## **(436, 437, 438)**

### **1. Basic Infrastructure**

The institution should have Library of its own or a collaborating organization with the following infrastructure.

Should have minimum 5,000 volumes.

- (a) Library books be classified by Dewey Decimal Classification or Colon Classification (DDC or CC)
- (b) Should have a catalogue based on Classified Catalogue code (CCC) or Anglo-American Cataloging Rule (AACR)

### **2. Requirements of books, related to Library and information Science.**

- (a) A minimum of 50 books covering different aspects of Library / information Science.
- (b) The Library should have the following reference tools.
  - (i) Dewey Decimal Classification (19<sup>th</sup> Edition) - One Set
  - (ii) Anglo American Cataloging Rules (2<sup>nd</sup> revised Ed.)

### **3. Space**

There should be one classroom having a capacity for 25 students at a time. The room should have proper lighting and ventilation. A writing board (Black board or white board) with suitable writing tools should be provided in the classroom.

### **4. Education Technology Equipment**

The institution should have the following equipment;

- Colour TV
- DVD Player
- Scanner
- LCD Projector
- Photocopier
- Scanner
- Printer
- Computer System with Internet connectivity 5 (Five) for a batch size of 25 students.

### **5. Staff Requirements.**

- (a) Should have a minimum of two professionals having a Degree in Library/information Science, to conduct personal contact Programme and evaluating assignments.
- (b) Should have a reasonable number of supporting staff like clerks, peons etc.

### **6. Batch size**

The batch size for CLS course should be a minimum of 25 and a maximum of 50 learners. A centre can admit not more than two batches (100 students) in one session.

## **CERTIFICATE IN COMPUTER AND OFFICE APPLICATIONS (631)**

For a batch size of 10 students, the following requirements and tools are required.

**A. Hardware Requirement:**

- 10 computers (Pentium IV) with at least one CD writer.
- Internet connection
- One Printer Inkjet | LaserJet
- UPS

**B. Software Requirement:** Licensed versions of following software

- Windows XP or higher version
- MS-Office 2007
- Antivirus

**C. Qualification of Faculty:**

At least one permanent faculty is required for taking theory as well as practical class.

**Following is the essential qualification for the faculty:**

- BCA/Diploma in IT/PGDCA or equivalent with one-year experience
- MCA/B.Tech/M.Sc from any recognized university or institute.

**D. Batch Size:** A centre will admit 10 students in a batch maximum intake will be 2 batches.

**E. Space requirements:** The institute should have two class rooms one for practical and one for theory. Rooms should be well ventilated and properly lighted. The size of practical room should be 225 sq. Feet and theory room should be 200 sq. feet.

## **CERTIFICATE IN DATA ENTRY OPERATIONS (632)**

For a batch size of 25 students, the following requirements and tools are required.

### **A. Hardware Requirement:**

- 15 computers (Pentium IV) with at least one CD writer.
- Internet connection
- One Printer Inkjet | LaserJet
- UPS

### **B. Software Requirement:** Licensed versions of following software

- Windows XP or higher version
- MS-Office 2007
- Antivirus

### **C. Qualification of Faculty:**

At least one permanent faculty is required for taking theory as well as practical class.

#### **Following is the essential qualification for the faculty:**

- BCA/Diploma in IT/PGDCA or equivalent with one-year experience
- MCA/B.Tech/M.Sc from any recognized university or institute.

### **D. Batch Size:** A centre will admit 25 students in a batch maximum intake will be 2 batches.

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- MCA/B.Tech/M.Sc from any recognized university or institute.

**D. Batch Size:** A centre will admit 25 students in a batch maximum intake will be 2 batches.

**E. Space requirements:** The institute should have two class rooms one for practical and one for theory. Rooms should be well ventilated and properly lighted. The size of practical room should be 225 sq. Feet and theory room should be 200 sq.feet.

## CERTIFICATE COURSE IN TWO WHEELER MECHANISM (713)

The institution having the following requisite infrastructure, may apply for accreditation:

**A. Class Room :**

Class room for 20 students (minimum area 225 sq. ft.) should have proper ventilation, well-illuminated black board/white board and availability of adequate furniture and ceiling fans.

**B. Workshop :**

The size of workshop for 20 students should be at least 25ft. x 20 ft. with adequate lighting, exhaust & ceiling fans. The workshop should have the following Tool/Machinery & Equipments/Apparatus or material for Practical Training:

### List of machinery & Equipment

Sl. no	Tools	Quantity
1.	Two Wheeler (two stroke) complete incorporated with electronic ignition in good running condition	1
2.	Two Wheeler (two stroke) having CB Point magnet ignition system, complete in running condition	1
3.	Motor Cycle having 4 stroke engine complete in running condition of different makes	2 nos.
4.	Bench grinder 7" wheels	1
5.	Arbor press ½ ton capacity	1
6.	Battery charger	1
7.	Work bench 6'x3'x2 ½ size with slope ramp/boards	4 nos.
8.	Air compressor 2 HP motorized, with	1
9.	Bench vice 3"	4 nos.
10.	Work bench 6'x4'x2 ½	1
11.	Spark Plug cleaner & tester on stand	1
12.	Electric Hot patch clamp for tube puncture repairs	1
13.	Fire buckets (with stand)	4
14.	Steel Pigeon hole almirah (12 compartments) with locking arrangement for each pigeon	1

**For One Tool Kit**

Sl. no	Tools	Quantity
1.	D.E. spanner (set of six)	4(6-7 to 16-17)
2.	Ring spanner set of twelve	4(6-7 to 32-33)
3.	Plug spanner 14 x10mm (as per vehicle)	1 each
4.	Plier Combination 200 mm	1
5.	R Nose plier 6"/150mm	1
6.	Flat nose 6"/150mm	1
7.	Sirclip plier 4"/100mm	1
8.	Screw Driver 6"/150mm	1
9.	Screw Driver 4"/100mm	1
10.	Screw Driver Philips 6"/150mm	1

11.	Hammer B.P. 1 ½	3
12.	Chisel flat 6"	1
13.	Centre punch	1
14.	Magnet Puller (as per vehicle)	4
15.	Feeler gauge 25 blades	1
16.	Flat File 8"(200mm) in smooth	1
17.	Flat File 8" second cut	1
18.	Round File 8"/200mm	1
19.	Hacksaw adjustable 12" 300mm	1
20.	Tyre lever motor cycle	2 nos.
21.	Steel ruler 6"/12"	1 each
22.	Wheel brace cross type	1
23.	Clutch tool (as per vehicle)	1 each
24.	T-spanner (goti) for carburetor	

### Common Workshop Tools

Sl. no	Tools	Quantity
1.	Surface plate 30"x30"	1 no.
2.	Table for surface plate above	1 no.
3.	Twist dills set of 3mm – 12 mm	1set
4.	Tap & Die set B&F 6mm-12mmwith handles	1 set
5.	Hand reamer 6mm-10mm adjustable	5 nos.
6.	Magnetic spanner set of 8spanners	1 set
7.	Grease gun hand operated	1 no.
8.	Trays cleaning 45 x 30cms	4 nos.
9.	Hand drill machine 6mm	1no.
10.	Oil cane 0.5 lit	4 nos.
11.	Stud extractor set of 5 Pcs.	1 set
12.	Hydrometer	1 no.
13.	Work Bench for 2 wheeler 6'x3'x2 ½	2 nos.

**C. Physical Facilities :** The institution should have the facilities for Drinking water, Bathrooms & Toilets

**D. Library :** Library should have a minimum 20 books/articles/magazines etc. in related subject.

### E. Faculty & Supporting Staff:

Faculty & Supporting Staff	Educational/Professional Qualification	No.
Coordinator	Degree/Diploma in appropriate Branch with 5 years experience	01
Instructor	3 years Diploma in Automobile/Mechanical Engineering Or 10 <sup>th</sup> pass with maths & science and National Trade Certificate ITI with 1 year experience	01
Receptionist cum clerk	Graduation and must have computer background	01

\*Age of the Trainee : minimum 14 years or older.

**F. Batch size –** Maximum 20 students in one batch.

**Note :** An institution can run maximum 2 batches for this course.

# CERTIFICATE IN BASIC COMPUTING

(608)

For a batch size of 20 students, the following requirements and tools are required:

**A. Hardware Requirement:**

- Ten computers (Pentium IV) with at least one CD writer
- One Printer Inkjet or Laser Jet
- Internet connection
- UPS

**B. Software Requirement:** Licensed version s of following Software

- MS Office, Windows 98/XP or higher version
- Antivirus

**C. Qualification of Faculty:** Following qualification is desirable for the faculty taking theory or practical class:

BCA/PGDCA/A level from DOEACC from any recognized University or institute

**Or**

Graduate with Certificate in Computer Applications (CCA) from NIOS

**D. Batch size:** A center will admit 20 students in a batch and maximum intake will be 5 batches.

**E. Size of class room:** The institute should have two class rooms one for practical and one for theory. Rooms should be well ventilated and properly lighted. The size of practical room should be 225sq. feet and theory room should be 200 sq. feet.

## CERTIFICATE IN CARE OF ELDERLY (445-448)

The institute having the following infrastructure may apply for accreditation:

### A. Basic Infrastructure

- (i) Class Room: Classroom for 25 students (minimum area 225Sq. ft.) should have proper ventilation, well-illuminated black board/white board and availability of adequate furniture and ceiling fan.
- (ii) Lab: The Lab size for 25 students should be at least 25 ft. x 20 ft. with adequate lighting and exhaust Fans or ceiling fans. The Lab should have the following tools/equipments/apparatus or material for Practical Training: –

S. No.	Tools/Equipments/Apparatus or required of material for Practical Training	Quantity
1.	Charts and Models (Related to Human Anatomy and Physiology i.e. heart, kidney, eye, ear etc.)	10 (Min)
2.	Spots i.e. heart, kidney, eye, ear, bones etc. and slides i.e. Slides or RCB, WBC, Malarial Parasite etc.	20 (Min)
3.	B. P. Instrument	10
4.	Stethoscope	10
5.	Thermometer	25
6.	Glucometer	7
7.	Weighing machine	5
8.	First Aid Box	10
9.	Splints Stretcher	1
10.	Facility for food preservation (refrigeration/fridge)	1
11.	Nutrients calculation chart	1
12.	Human skeletons	1
13.	Bandage & Dressing articles	2 pkt. each
14.	Coloured Television, Computer – Pentium 4 with Printer, VCD, PA System	1 each

15.	Facility for Yogasans, Pranayam, Shatkarm i.e. Mats, Jalneti, Iota, Sutra Neti, Jag etc.	should have
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- (iii) Physical Facilities: The institution should have the facilities for drinking water, bathrooms & toilets
- (iv) Library: Library should have a minimum 20 books/articles/magazines etc. related subject.
- (v) Clinical Facility: The clinic/hospital should have the following minimum facilities:
- OPD Facility
  - Dressing Facility

(Or institutions may be attached with reputed clinic/hospital and it should have the Certification for collaboration. This clinic/hospital will also be inspected at the time of inspection)

**B. Faculty & Supporting Staff:**

Faculty & Supporting Staff	Educational/Professional Qualification	No.
Coordinator	Graduate	01
Instructor	M.Sc. (Zoology)/Life science or B. Sc. (ZBC Group with 2 years experience	01
Instructor	B.Sc. Nursing/Public Health	01
Medical Doctor (Naturopath – Part time)	Degree/Diploma in Naturopathy from reputed Institution)	01
Lab Assistant	Relevant to job	01
Receptionist cum clerk	Relevant to job	01

C. Batch size – Maximum 25 students in one batch. An institution can run maximum 2 batches for this course.

Note : Institutes that are already offering the Vocational Training Programme of Community Health can also run the Vocational Course of Care of the Elderly without requiring any further additional infrastructure.

# **CERTIFICATE IN DESKTOP PUBLISHING**

## **(613)**

For a batch size of 20 students, the following requirements and tools are required:

**A. Hardware Requirement:**

- Ten computers (Pentium IV) with at least one CD writer
- One Printer Inkjet or Laser Jet
- Internet connection
- Scanner and UPS

**B. Software Requirement:** Licensed versions of following Software

- PageMaker 6.5 or higher version
- PhotoShop 5.5, and CorelDraw 9.0
- Windows 98 or higher version
- Antivirus

**C. Qualification of Faculty: Qualification of Faculty:** At least one permanent faculty is required for taking theory as well as practical class. Following is the essential qualification for the faculty.

PGDCA/Graduate with Diploma in Desktop Publishing or equivalent with one-year experience from any recognized University.

**D. Batch size:** A center will admit 20 students in a batch and maximum intake will be 2 batches.

**E. Size of class room:** The institute should have two class rooms one for practical and one for theory. Rooms should be well ventilated and properly lighted. The size of practical room should be 225sq. feet and theory room should be 200 sq. feet.

## CERTIFICATE IN FOOTWEAR DESIGN AND PRODUCTION (716)

The institution having the following requisite infrastructure, may apply for accreditation:

**A. Class Room :**

Class room for 20 students (minimum area 225 sq. ft.) should have proper ventilation, well-illuminated black board/white board and availability of adequate furniture and ceiling fans.

**B. Workshop :**

The size of workshop for 20 students should be at least 20ft. x 20 ft. with adequate lighting, exhaust & ceiling fans. The workshop should have the following Tool/Machinery & Equipments/Apparatus or material for Practical Training:

### List of Tools and Equipments

Sl. No	Tools	Quantity
1.	Clicking Tables	2
2.	Closing Machines-K31 Flat Bed	4
3.	Cylinder Bed	1
4.	Zig Zag	1
5.	Post Bed Preferable (All machines with ¼ HP motor	
6.	PVC Lasts (different styles for men, women & children)	24 pairs
7.	Skiving Machine, Printing Machine	1 each
8.	Sole Attaching Machine, Compressor, Scouring Machine, Heat Activator, Finishing Machine	1 each
9.	<b>Tool</b> – Hammers for Closing and Lasting, Scissors, Cutting Knives. Awls, Punches, Lasting Pincers Heavy and Medium, Rappi Desalting jack, Spring Dividers, Indenting Scissors, Cutting Nippers, Nail Puller, Heel Iron, Sharpening Stone & Leather Measuring Gauge	10 each
10.	Racks	
11.	<b>Materials -</b>  Leather, Foam, Lining, Thread, Sole, Insole, Adhesives & Tacks	
12.	<b>Fashion Magazines</b> (Least)	2
13.	<b>Educational Technology Equipment</b> OHP Computer, Scanner, Printer Software for shoe Designing and Grading (Preferable)	



- C. Physical Facilities :** The institution should have the facilities for drinking water, bathrooms & toilets
- D. Library :** Library should have a minimum 20 books/articles/magazines etc. in related subject.

**E. Faculty & Supporting Staff:**

Faculty & Supporting Staff	Educational/Professional Qualification	No.
Coordinator		01
Footwear Designer Master Craftsmen	Diploma in Footwear Design & Production with 2 years experience	01
Receptionist cum clerk	Graduation must have computer background	01

- F. Batch size –** Maximum 20 students in one batch.

**Note :** An institution can run Maximum 2 batches for this course.

\*Age of the Trainee : minimum 14 years or older.

# CERTIFICATE IN INDIAN EMBROIDERY

(628)

## A. Classroom & Computer

- Lecture room cum Lab of size 22' x 20' with black/white board
- One computer with CD ROM and speakers
- Internet facility (desirable)

## B. Faculty

The Teacher/Instructor should be B.Sc. Home Science or have at least Diploma in Embroidery from an Institute of repute or from the ITI along with one year experience.

## C. Lab

The lab or working room should be well ventilated and lighted.

## D. NON –CONSUMABLES

S. No.	Item	Quantity
1.	Table with Padded top 8 ft. x 6 ft*	1
2.	Table with Felt top 8 ft. x 6 ft*	1
3.	Table with Wooden top 8 ft. x 6 ft*	2
4.	Tracing Table with Glass top 12 ft. x 1 ft*	1
5.	Black Board top 6 ft. x 4 ft* / white	1
6.	Instructor Table	1
7.	Instructor Chair	1
8.	Steel Almirah	1
9.	Stools for tables	35
10.	Wooden Embroidery frames	10
11.	Embroidery scissors	2
12.	Fabric Shears (Scissors)	2
13.	Pinking Scissors	1
14.	Electric Iron	1
15.	Inches Tape	2
16.	Thread cutter	1 number
17.	Design Books	6 numbers

All consumables are to be brought in by the student  
Consumables:

S. No.	Item	Quantity
1.	Sewing kits box	1 number
2.	Embroidery Hoop (Ring)	2 size ( 4" & 7")
3.	Embroider yarn Skeins	As per requirement
4.	Thimble	1 number
5.	Seam ripper	1 number
6.	Tracing Wheel	1 number
7.	Thread cutter	1 number
8.	Inches Tape	1 number
9.	Tapestry Needle	2 numbers
10.	Round Eye Needle	2 numbers
11.	Crewel needles/long Eye Needle	2 numbers
12.	All Pins	1 box
13.	Tailor's Chalk	In 2 colours
14.	Pinking scissors	1 number
15.	Embroider Scissors (Small pointed scissors)	1 number
16.	Fabric shears (scissor)	1 number
17.	Fabric	As per requirement
18.	Rules/Scale	1 number
19.	Pencil – Dressmaker Pencil, HB 2B, 6B, 8B	1 each
20.	Eraser	1 number
21.	Sharpener	1 number
22.	Paints – Lemon Yellow no. 236 – Poster red no. 347 – Cobalt blue no. 056	1 Pot each " "
23.	Brushes – nos. 0,2,4,6,8,10	1 each
24.	Pallet	1 number
25.	Rag/Blotting paper	1 each
26.	Tracing paper	6 sheets
27.	Carbon papers – black, blue, white/yellow	2 sheets each
28.	Brown paper for drafting	3 sheets
29.	Practical File preferably with cartridge sheets * the number of the needle will depend on the quality of the fabric	2 numbers

# **COMPUTER HARDWARE ASSEMBLY AND MAINTENANCE**

## **(616)**

For a batch size of 20 students, the following requirements and tools are required:

**A. Hardware Requirement:**

- Ten computers (Pentium IV) with at least one CD writer
- One Printer Inkjet or 1 Laser Jet
- Five sets of non functional components of computers
- Assembly tool kits
- Two multimeters (One Analog and one Digital)
- Internet connection
- First Aid box and UPS

**B. Software Requirement:** Licensed versions of following software

- Windows 98 or higher version,
- Software of Troubleshooting,
- Anti Virus, MS Office package

**C. Qualification of Faculty:** At least one permanent faculty is required for taking theory as well as practical class. Following is the essential qualification for the faculty:

B.Sc. electronic / a graduate with Diploma in Hardware Maintenance or equivalent with one-year experience from any recognized university or institute.

**D. Batch size:** A center will admit 10 students in a batch and maximum intake will 3 batches.

**E. Space requirements:** The institute should have two class rooms one for practical and one for theory. Rooms should be well ventilated and properly lighted. The size of practical room should be 225sq. feet and theory room should be 200 sq. feet.

## CONSTRUCTION SUPERVISION (620)

The institution having the following requisite infrastructure, may apply for accreditation:

### A. Basic Infrastructure

- (i) **Class Room** : Class room for 25 students (Minimum area 225 sq. ft.) should have proper ventilation, well-illuminated black board/white board and availability of adequate furniture and ceiling fans.
- (ii) **Physical Facilities** : The institution should have the Facilities for Drinking water, Bathrooms & Toilets.

#### List of Class Room Requirements

Sl. No.	Facility	Size (Minimum )	No.
1.	Directors Office	10.0ft x 15.0 ft	1
2.	Reception room	10.0ft x 5.0 ft	1
3.	Account Section /Staff	20.0ft x 20.0 ft	1
4.	Class rooms including white boards, chairs and tables	20.0ft x 20.0 ft	2
5.	Practical room		1 (2, if possible)
6.	Library		1
7.	Computers (with internet facility ) Printer ( multi tasking)		1
8.	Over head projector		1
9.	Control room for examination controller		
10.	Strong room related to exam		1
11.	Store		1
12.	Canteen		1

#### List of tools and equipments

Sl. No.	Tools	Quantity
(a)	Survey Equipment	
	(i) Compass	4
	(ii) Chain, 30m	4
	(iii) Arrow	4
	(iv) Ranging Rod	4
	(v) Flag Staff	4

	(vi) Optical square	4
	(vii) Offset rod	4
	(viii) Plane Table	4
	(ix) Alidade	4
	(x) Plumb bob	4
	(xi) Dumpy level	4
	(xii) Leveling staff	4
	(xiii) Theodolite	4
	(xiv) Total Station	4
(b)	Construction Equipment	
	(i) Trowel	4
	(ii) Chisel hammer	4
	(iii) Planer	4
	(iv) Kadhai	4
	(v) Bucket	4
	(vi) Mug	4
	(vii) Poker Rod	4
	(viii) Chiesel	4
	(ix) Rod Bending Platform	4
	(x) Safety helmet	4
	(xi) Screen	4
	(xii) Sievers of different sizes	4 each
	(xiii) Kudal	4
	(xiv) Giant	4
	(xv) Measuring box	4
	(xvi) Liner/fiber tape	4
	(xvii) Steel tape	4
	(xviii) M.S. scaffolding models or photos	4
	(xix) Models of different types of construction such as ceiling, Arches etc.	4
(c)	Video of Modern Construction Machines	
	(i) Earth mover	1
	(ii) Escalators/lift for high rise building construction	1
	(iii) Struts for the safety of trenches during the cutting of soil	1
	(iv) Spray equipment for protection against termites attack	1
(d)	Materials for painting and polishing	
	(i) All types of Brushes	4 each
	(ii) Scratching plate	4
	(iii) Steel Brush	4
	(iv) Spray machine	4

(e)	Equipment for floor construction (i) Grinding machine (ii) Tenon saw (iii) Chisel (iv) Steel hacksaw	4 4 4 4
(f)	Iron fabrication (i) Cutting machine (ii) Welding machine (iii) Drill machine	4 4 4
(g)	Equipment for construction of drains and sewers (i) Thread cutting tool (ii) Sockets (iii) Bends of different types (iv) T-joint (v) Water sealing devices	4 4 4 4 4
(h)	Videos of Road construction related equipments (i) Bitumen sprayer (ii) Bitumen mixer (iii) Camber checking templates (iv) Compaction testing M/C and core cutters (v) Oven	1 1 1 1 1

**B. Library :** Library should have a minimum 20 books/articles/magazines etc. related subject.

**C. Faculty & Supporting Staff:**

<b>Faculty &amp; Supporting Staff</b>	<b>Educational/Professional Qualification</b>	<b>No.</b>
Teaching staff	Degree/Diploma in Civil Engineering in the related field (3 years for diploma holders)	01 for 20 students ( 2 faculty - 1 full time, 1 part time )
Instructor for Lab	ITI ( 1 year experience)	Batch size 20-25
Attendant to assist the lab instructor for the maintenance of the lab		2

**D. Batch size**

- There can be maximum 2 batches in the study centre and there should be 20 students in each batch.
- Study centre should take theory as well as practical classes for minimum 4 hours per day basis.
- Each student should have a work book, which is signed by the trainer daily. Students will write their experience related to construction work
- Students are evaluated annually on the basis of their written and oral exams.



## CUTTING AND TAILORING (605&705) DRESS MAKING (606&706)

### A. Classroom

- The classroom should be at least 15ft x15ft, it should be well lit, with comfortable chairs for the students.
- The classroom should have a black board or a white board.
- The institute should possess a first aid kit and have a fire extinguisher on the premises.

### B. The Lab:

Lab size should be at least 30ft x 30ft. with adequate lighting and proper ventilation.

C. The teacher/instructor should have a Diploma in Cutting and Tailoring/ Dress Making from an institute of repute or from the I.T.I. or NIOS along with one year experience.

D. The institute should have at least ten sewing machines for enrolled students. (one machine for 3 students)

### LIST OF TOOLS AND EQUIPMENTS

S. No.	Tools	Nos.	S. No.	Tools	Nos.
1.	Sewing Machines(Hand/Foot Operating)	10	9.	Pattern Notcher	2
2.	Electric Sewing Machine	1	10.	Sleeve Shaper	5
3.	Over locking machine (desirable)	1	11.	Full length mirror	1
4.	Electric iron	2	12.	Dress Stand Form (Dummy)	2
5.	10" shears (Fabric cutting)	5	13.	Pinking Shears	2
6.	Tailor's Squares 'L'	2	14.	Leg Shapers	5
7.	French Curve	5	15.	Tables 6'x4x21/2' for drafting	2
8.	Fashion Machine (Optional)	1	16.	Black Board	1

## DIPLOMA IN BASIC RURAL TECHNOLOGY (452-455)

The institute having the following infrastructure may apply for accreditation:

### A. Basic Infrastructure

- (i) **Class Room:** Well ventilated, illuminated Classroom for 25 students (minimum area 225 Sq. ft.) should have black board/white board, adequate furniture and also with the availability of exhaust & ceiling fans.
- (ii) **One Lab:** Well ventilated, illuminated Lab (at least 20 ft. x 20 ft. for 25 students) should have black board/white board, adequate furniture and also with the availability of exhaust & ceiling fans.
- (iii) **One Workshop:** Well ventilated, illuminated workshop (at least 20 ft. x 20 ft. for 25 students) should have black board/white board, adequate furniture and also with the availability of exhaust & ceiling fans.
- (iv) **Agriculture land:** Agriculture land for growing and cultivation the plants/crops.

The institution should have the tools/equipments/apparatus or material as per list for Practical Training: –

### B. Tools/Equipments:

S. No.	Tools/Equipments	Req. Qua.
1.	Screw Driver 12"	4
2.	Hacksaw Frame 12"	4
3.	Spanners 16/ 17- 20/21	4
4.	Spanners 11-14	4
5.	Adjustable Spanners 11-21	2
6.	Combination Pliers	4
7.	Rectangular Files Rough	4
8.	Rectangular Files Fine	2
9.	Ring Spanner Set	1
10.	SS Ruler 12" Scale	4
11.	SS Meter Scale	2
12.	Bench Vices 4"	1
13.	Tread Gauge	3
14.	Wire Gauge 55	1
15.	Welding Transformer 8 Kva,1/3 hp	1
16.	Screen , Cable , Holder	2
17.	Tounge and Gloves	2
18.	Oil Can	2
19.	Grease Gun	1

20.	Round Files 8"	1
21.	Triangular Files	4
22.	Shearing Machine 10"	1
23.	Bench Drill 13mm Single Phase	1
24.	Bench Grinder	1
25.	RSS Drill Bit Set 4mm - 12mm	1
26.	Hammer 1/2 Kg	2
27.	Hammer 1Kg	2
	<b>Carpentry</b>	
28.	Panel saws 12"	4
29.	Chisels 1/4"	5
30.	Chisels 1/2"	5
31.	Chisels 1/5"	5
32.	Rasp Files	2
33.	Claw Hammer	1
34.	Jack Plane	4
35.	Spirit Level	2
36.	Mallets	4
37.	Portable Hand Drill Machine	2
38.	Auger 1/2',3/4'	2
39.	Cross Axe	1
40.	Carborendum Stone	1
	<b>Construction</b>	
41.	Ghamelas	4
42.	Trowels	4
43.	Masonry Chisel	1
44.	Masonry Drill Bit 8mm	1
45.	Plumb Line	2
	<b>Energy and Environment</b>	
46.	Tester	4
47.	Screw Driver 6"	4
48.	Measuring Tape 3m	4
49.	Pliers	4
50.	Switches	20
51.	Lamp Holders	20
52.	3 Pin Plugs	10
53.	Transformer 230/155 , 100W	1
54.	Digital Multi-meter	1
55.	Wiring Folding Boards	10
56.	Cutting Pliers	2

57.	Nose Plier	2
58.	Tube Light	2
59.	Voltmeter ,0 - 500V	1
60.	Ammeter , 0-200Amp	1
61.	Solar Cooker	1
62.	Pressure Stove	1
63.	Wick Stove	1
64.	Biogas Stove	1
65.	Smokeless Chula	1
66.	Topo Sheets 1: 25000	4
67.	Plane Table Survey Kit	2
68.	Compass Prismatic	1
69.	Cloth Measure Tape 30m	1
70.	Pantograph	1
71.	Dumpy Level	1
72.	Hand Pump Repair Kit	1
73.	Pipe Treading dies 1" - 1/4 "	1
74.	Rod Treading Dies 13mm	1
75.	Rod Treading Dies 1/2"	1
	<b>Agriculture and Animal Husbandry</b>	
76.	Ghamelas	4
77.	Khurpi	4
78.	Khore	2
79.	Tikav	2
80.	Vila	4
81.	kurhad	2
82.	Showels	4
83.	Buckets	2
84.	10 kg Balance	1
85.	Knapsack Spayer	1
86.	Aspi Bolo Srayer	1
87.	Hand Rotary Duster	1
88.	Budding Knife	2
89.	Measuring Cylinders100ml	2
90.	Milk Measure 250 ml ,500ml and 1Litre	3
91.	Thermos	1
92.	Lactometer	1
	<b>Home and Health</b>	
93.	Heamoglobinometer	1
94.	Calorimeter	1

95.	Pocket Refractometer	1
96.	Clinical Thermometer	1
97.	First Aid Kit	1
98.	Sewing Machine (Pedal operated)	1
99.	Pressure Cooker and	
100.	Slicer , Knives , Utensils etc.	1
101.	Blood Group Detection Kit	1
102.	Knitting Needles 2.5	20

**C. Library:** Library should have a minimum 20 books/articles/magazines etc. in related subject.

**D. Faculty & Supporting Staff**

S. No.	Faculty & Supporting Staff	Educational/Professional Qualification	No.
1.	Coordinator	Graduate	01
2.	Instructor (Part time)	Nursing course	01
3.	Instructor – Agriculture & Animal Husbandry	Degree/Diploma in Agriculture /Animal husbandry or NIOS's DBRT course with sufficient practical experience	01
4.	Instructor – Engineering	Degree/Diploma in Engineering discipline or ITI in related trades or NIOS's DBRT course with sufficient practical experience	01
5.	Instructor – Electrical	Degree/Diploma in Engineering discipline or ITI in related trade or NIOS's DBRT course with sufficient practical experience	01
6.	Instructor – Food lab	Class 12th Pass – Home science or practical experience in food processing or NIOS's DBRT course with sufficient practical experience	01
7.	Receptionist cum clerk	Relevant to job	01

**E. Batch size** – Maximum 25 students in one batch. An Institute can run maximum 2 batches of this course.

**Note :** An institution can run maximum 2 batches for this course.

## DIPLOMA IN MODERN SECRETARIAL PRACTICE (412-415)

Basic Infrastructure required for a batch of minimum 10 students.

**A. One Theory Room** – Room should be well ventilated and properly lighted

- **Room Size** - 12 x 15 sq. feet
- **Furniture**
  - Students Table - 10 nos.
  - Armless chairs - 10 nos.
  - Blackboard/White board - 01 no.
  - Display board - 01 no.
  - A table and a chair for instructor

**B. Equipment Lab/office**

1. Computer 01 no.  
(latest version with software like Windows XP and MS Office)
2. Printer 01 no.
3. Photocopier 01 no.
4. Telephone 01 no.
5. Fax 01 no.
6. Filing cabinets 01 no.
7. Colour TV & DVD player 01 each

Sources of reference viz. telephone directory, railway/air time table, appointment register, visitor's diary, message sheet etc

**Note :** For other machines included in the syllabus, the students should be made acquainted with their working by providing on the job practical training/industry visits.

**C. Computer Lab**

1. **Room Size** – 10 x 15 sq. ft.
2. **Equipment**
  - Computer: Pentium 4 and above 05 nos.
  - Software Package viz. windows XP and above, MS-Office --
  - Printer 01 no.
  - Modem and Internet connection --
  - CD Writer --
  - Web Camera 01 no.
  - Speakers 02 nos.
  - LCD projector/OHP 01 no.

### 3. Furniture

- Computer Tables - 05 nos.
- Revolving chairs - 10 nos.
- Blackboard/white board - 01 no.
- Display board - 01 no.

### 4. Stationery

Computer paper, CDs, pen-drive, printer cartridge, white board marker/chalk  
DVDs etc.

- D. **Batch Size:** 25 x 2 i.e.50 students (maximum intake in one year should not exceed 100 students)
- E. **Reference material and instructional books** - Appropriate reference books by reputed authors in the field of Business Communications, Secretarial Procedures, Stenography and Computer Applications should be available.
- F. **Faculty** (minimum one each) -
- (1) **Secretarial Procedure** (412) - Graduation with Secretarial Practice as one of the subjects or Diploma in Secretarial Practice.
  - (2) **Computer Application** (413) - BCA or PGDCA or Graduation with Computer Science as one of the subject or Diploma in Computer Applications
  - (3) **Business Communication** (414) - Graduation with Secretarial Practice or Office Management as one of the subjects or Diploma in Secretarial Practice
  - (4) **Shorthand Writing** (415) - Graduation with Stenography as one of the subject or Graduation with Diploma/certificate in Stenography or Diploma in Secretarial Practice and Teaching/professional experience of one year preferred.

### NOTE:

The infrastructure at the centre should proportionally increase with the increase in student enrolment. However, the following equipments/tools can remain same:

- Colour TV & DVD player
- photocopier
- Telephone
- Fax
- Filing cabinets
- CD Writer
- Web camera
- Speakers
- LCD Projector

# DIPLOMA IN RADIOGRAPHY (430-435)

## (X-RAY TECHNICIAN COURSE)

Institutions with the following infrastructure may apply for accreditation.

**A. Class Room:**

Class Room should have a black board/white board preferably well ventilated, illuminated and also with the availability of adequate furniture.

Full fledged dark room with accessories.

One Mobile X-ray machine 60m As/100mAs

One 300 mAs/500mAs machine with fluoroscopy (preferably with IITV).

One portable ultrasound machine with minimum two probes –3.5MHz and Endocavitary.

**B. Library:** The institution should have a minimum of 10 books related to different aspects of radiography like radiation physics, darkroom procedures, positioning and imaging etc.

**C. Educational Technology Equipment:** The institution should have the following equipment;

Colour TV & VCP/VCR OR	01
Multimedia computer	01
Audio Cassettes/CD Player	01
Over head Projector/LCD	01

**D. Faculty & Supporting Staff:**

S. No.	Faculty & Supporting staff	Educational/Professional Qualification	No.
1.	Coordinator (Generally head of the institution or Deptt.)	Graduation	01
2.	Teaching Staff	(1) MBBS, MD (Radiologist) (2) MBBS with Dip. in Radiation physics	02
3.	Tutor/Technical Staff	BSC (Radiography) or Diploma in Radiography with minimum of one year experience of working as technical Asst./Sr. Radiographer in a technical hospital	01
4.	Dark Room Assistant	High School with Diploma/Certificate in Radiography	01

**E. Batch Size :** The batch size for Diploma in Radiography should be a minimum of 10 and a maximum of 20 learners in a year.



# DIPLOMA IN MEDICAL IMAGING TECHNOLOGY (RADIOGRAPHY – DMIT) (471, 472, 473)

The institutions should have the following basic infrastructure may apply for accreditation:

## I. Class Room

The institution should be one classroom having a capacity of 10-20 (depending on the number of students, the centre intend to admit) with proper lighting and ventilation. It should have a black board/white board also.

## II. Infrastructure: The institutions should have the following:

- Full fledged dark-room with accessories
- One Mobile X-ray machine 60mAs/10mAs
- One 300mAs/500mAs machine with fluoroscopy, preferably with IITV
- One ultrasound machine with minimum two probes – 3.5 MHz and one Endo-cavity

## III. Hospital :

Parent (own) / Affiliated hospital with 100 beds desirably.

## III. Requirement of books related to Radiography

The institution should have a minimum of 10 books related to different aspects of radiography like radiation physics, darkroom procedures, positioning and imaging etc.

## IV. Educational Technology Equipment

The institution should have the following equipment;

- 1) Colour TV VCP/VCR
- 2) Multimedia computer
- 3) Audio cassettes/CD Player
- 4) Over head Projector.

## Staff Requirements

I. Coordinator: One (Generally head of the institution or dept.)

II. Teaching Staff:

MBBS, MD (Radio-diagnosis) – 01

MBBS with Dip. In Radiation Physics - 01

III. Tutor/Technical staff: - 01

(B.Sc. Radiography or Diploma in Radiography with minimum of one year experience of working as technical Asst. /Sr. Radiographer in a teaching hospital)

IV. Dark Room Assistant : one with the qualification of Higher School with dip./Cert. in Radiography

Batch Size – Maximum 25 students in one batch

# **DIPLOMA IN MEDICAL LABORATORY TECHNOLOGY (DMLT) (474, 475, 476, 477)**

The institutions having the following basic infrastructure may apply for accreditation:

I. Class Room:

The institution should have at least one classroom having a capacity of 25 students, with proper lighting and ventilation. It should have a black board/white board also.

II. Lab:

The institutions should have a proper laboratory for testing with the following instruments/apparatus (minimum) in the lab along with all necessary reagents/chemicals required for testing:

S. No	Instruments/apparatus	Quantity
	Microscopes	2
	Colorimeter /Semiautoanalyser	1
i	Cell Counter + Neu baur's Chamber	1
i	Culture Media	1
	ELISA Reader	1

III. Hospital:

Parent (own) / Affiliated hospital with 100 beds desirably.

IV. Requirement of books related to MLT

The institution should have a minimum of 10 books related to different subjects of DMLT.

V. Educational Technology Equipment

The institution should have the following equipment;

Multimedia computer – 1  
Over head Projector – 1  
LCD / Projectors – 1

VI. Teaching Faculty/Staff Requirements

- i. Coordinator: - 1 (Generally head of the institution or dept.)
- ii. Teaching Staff: Pathologist, Microbiologist, Biochemist with MD/Diploma in concerned specialty (full time/Part-time) - 3

iii. Tutor/Technical staff: Lab technician with a DMLT or B.Sc. in Laboratory Medical Technology – 2

VII. Batch Size - 25 students in one batch

# Diploma in Dress Designing (461-464)

(Batch Size: 25 students)

## A. List of Tools and Equipments

	<u>Item</u>	<u>Quantity</u>
1.	Sewing Machines(Hand/Pedal)	10 ((1 per 3 students)
2.	Electric Sewing Machine and/or Fashion Machine (Optional)	01
3.	Over locking machine	01
4.	Electric iron + Ironing table	1+1
5.	10" shears (Fabric cutting)	05
6.	Pinking Shears, Button hole scissors, paper cutting scissors	1+1+1
7.	Tracing wheels	05
8.	Measuring tape	05
9.	Meter scale	02
10.	French curves	05
11.	Leg shapers/Sleeve shaper	03
12.	Pattern notcher	02
13.	Full length mirror	01
14.	Drafting tables 6'X4'x21/2"	02
15.	Black Board/White Board	01
16.	Dress form/Dummy	02
17.	Rippers	06
18.	1/4 and 1/6 scales for scale drawing	3+3
19.	L – scale	02

**B. Class Room**

1. Size 15'X15' – well lit and ventilated
2. One black board/white board
3. Furniture to seat 25 students
4. Table and chair for instructor

**C. Laboratory**

1. Size 30'x30' well lit and ventilated
1. Space for placing 10 sewing machine, 2 drafting tables, ironing board and irons.
2. Sufficient electricity outlets for plugging in machines iron etc.
3. One almirah for storage
4. First aid box
5. Space for placing 'Dress Form'

**D. Staff**

1. Diploma in Cutting Tailoring/Fashion Designing/ (2- 3 years duration) from an institute of repute or from ITI/NIOS, with 2 years experience.
2. Lab assistant (class VIII pass)

**E. Entry level**

Class VIII pass

**F. Batch details**

25 students in a batch

25x2 batches = 50 students to be enrolled

## ELECTRICAL TECHNICIAN (701-702)

The institution having the following requisite infrastructure, may apply for accreditation:

**A. Class Room:**

Class room for 20 students (minimum area 225 sq. ft.) should have proper ventilation, well-illuminated black board/white board and availability of adequate furniture and ceiling fans

**B. Workshop :**

The size of workshop for 20 students should be at least 25ft. x 20 ft. with adequate lighting, exhaust and ceiling fans. The workshop should have the following Tool/Equipments/Apparatus or material for Practical Training:

### LIST OF TOOLS

Sl. No	Tools	Quantity	Sl. No	Tools	Quantity
1.	Plier insulated 150mm	5-10 set	19.	Drill S.S. Twist 3mm, 5mm, 6mm	5-10 set
2.	Screw Driver 150mm	5-10 set	20.	File (flat) 200mm 2 <sup>nd</sup> cut	5-10 set
3.	Electrician Knife	5-10 set	21.	File (round) 200mm 2 <sup>nd</sup> cut	5-10 set
4.	Neon Tester	5-10 set	22.	File (half round) 200mm 2 <sup>nd</sup> cut	5-10 set
5.	Electrician connector screw driver	5-10 set	23.	Soldering Iron 125 watts	5-10 set
6.	Heavy duty screw driver 200mm	5-10 set	24.	Soldering Iron 65 watts	5-10 set
7.	Electrician screw driver 250mm	5-10 set	25.	Bench Vice 100mm Jaw	5-10 set
8.	Saw Tenon 250mm	5-10 set	26.	Hacksaw plug tool set 8 to 4 No.	5-10 set
9.	Firmer Chisel 12mm	5-10 set	27.	Rawal Plug tool set 8 to 4 No.	5-10 set
10.	Pocker	5-10 set	28.	Cold chisel 12mm x 200mm flat	5-10 set
11.	Plier flat Nose 150mm	5-10 set	29.	Hand drill machine 0 to 6 mm capacity	5-10 set
12.	Centre Punch 150mm x 9mm	5-10 set	30.	Tri square 150mm	5-10 set
13.	Electric drill machine (portable) 12mm capacity	5-10 set	31.	Pipe vice 50mm	5-10 set
14.	Oil Cane 0.12 litre	5-10 set	32.	Pipe wrench 0-50mm	5-10 set
15.	Grease Gun (small)	5-10 set	33.	Ball pin hammer 100gm, 500gm & 1kg.	5-10 set
16.	Standard wire gauge	5-10 set	34.	Hand drill machine	5-10 set
17.	Barring Puller	5-10 set	35.	Micrometer 0-100mm	5-10 set
18.	Scissors 150mm blade	5-10 set			

### C. List of Instruments And Equipment

Sl. No	Instruments & Equipment	Qty.	Sl. No	Instruments & Equipment	Qty.
1.	Ammeter 0-1, 0-3, 0-5, 0-10 & 0-30amps	2 each	20.	A.C. Cooler pump motor	1
			21.	A.C. Mixer motor	1
2.	Voltmeter 0-600 VMI & Voltmeter 0-500 V M C	1+1	22.	A.C. Monoblock pump 2800 R.P.M. ½ H.P./One H.P.	1
			23.	Hair Drier	1
3.	Megger (Insulation tester) 500 V	1	24.	O.T.G - One	1
4.	Multimeter (digital)	1		Charge over switch (Manual)	1
5.	Heater-ordinary one K.W. & Room Heater Rod Type one K.W.	2+2		Charge over switch (Automatic)	1
			25.	Installation inverter	1
6.	Electric Iron (Automatic with open element) 220V-750 watts	2	26.	Washing machine (Manual)	1
7.	Electric Iron steam 220V-1000 watts	2	27.	Generator	1
8.	Electric toaster (ordinary)	2	28.	Alternator	1
9.	Geyser (storage)2KW	1	29.	Clip on Meter Digital 0-200Amp.	1
10.	Kettle ordinary 500 watts Kettle automatic 1000 watts	1+1	30.	Water Meter Single phase 1KW- 220V	1
11.	Heat Convector 220 volts 1000 watts	1+1	31.	Single Phase energy meter (K.W.H.) 5-10Amp. 220V	1
12.	Voltage stabilizer –Automatic 1440 R.P. Single phase transformer step up Single phase transformer step down Three phase transformer step up Three phase transformer step down	4	32.	Three phase energy meter (3phase 4 wire) 10-20 Amp. 440 V	1
13.	A.C. three phase sq. cage 24 slots pole motor	1	33.	Frequency meter 0-60 Hz.	1
14.	A.C. Three phase sq. cage 36 slots pole motor	1	34.	Double Element Hot Plate	1
15.	A.C. Single phase capacitor type motor	1	35.	Micro meter 0-50 mm	1
16.	A.C. Universal (Series) motor single phase	1	36.	3 phase DOL starter 440V – 20Amp.	1
17.	A.C. Ceiling fan motor	1	37.	D.C. 3 point starter 220V, 0-20Amp.	1
18.	A.C. Table fan motor	1	38.	D.C. 4 point starter 220 V, 0-20amp.	1
19.	A.C. Cooler motor	1	29.	Winding Demonstration board of 24 slots/36 slots 4 pole/ 6 pole	1



**D. Physical Facilities:** The institution should have the facilities for Drinking water, Bathrooms & Toilets

**E. Library:** Library should have a minimum 20 books/articles/magazines etc. in related subject.

**F. Faculty & Supporting Staff:**

<b>Faculty &amp; Supporting Staff</b>	<b>Educational/Professional Qualification</b>	<b>No.</b>
Coordinator	Degree/Diploma in appropriate branch with 5 years experience	01
Instructor	Diploma in electrical engineering of ITI Certificate in electrical trade with 2 yrs. Experience	01
Receptionist cum clerk	Relevant to job	01
Assistant	Relevant to job	01

**G. Batch size –** Maximum 20 students in one batch.

**Note:** An institution can run maximum 2 batches for this course.

# ELECTROPLATING

(355)

The institution having the following requisite infrastructure, may apply for accreditation:

**A. Class Room:**

Class room for 20 students (minimum area 225 sq. ft.) should have proper ventilation, well-illuminated black board/white board and availability of adequate furniture and ceiling fans.

**B. Lab cum Workshop:**

The size of workshop for 20 students should be at least 25ft. x 20 ft. with adequate lighting, exhaust & ceiling fans. The workshop should have the following Tool/ Equipments/Apparatus or material for Practical Training:

### List of Tools and Equipments

Sl. No.	Equipment /tools	Quantity	Sl. No.	Equipment /tools	Quantity	
1.	Canvas apron	5	13.	Gold plating vat enameled iron (small size)	1	
2.	Respirator	5	14.	Grinder with high revolution emery wheel.	1	
3.	Goggles	10	15.	Motor polisher (4 bearing type)	1	
4.	Gum boots rubber	3 pairs	16.	Barrel plating outfit for nickel	1	
<b>Shop out fit</b>				17.	Burnishing set 150mm to 200mm	1
1.	Vice hand 50mmjaw	2	18.	Polishing barrel outfit for nickel	1	
2.	File flat 200mm 2 <sup>nd</sup> cut & File flat 200mm smooth	2 each	19.	Polishing barrel 45 x 90cm	1 each	
3.	Cutting Pliers insulated 200mm	2	20.	Dippling basket 200mm dia x 25mm	1	
4.	Bradawl	2	21.	Plating basket 45cm x 130cm	1	
5.	Electrical – knife double bladed	2	22.	Open ended plating barrel & Plating basket 45cm x 30cm x 130cm	1 each	
6.	Leather chamois piece 50mm x 60cm	4	23.	Plastic siphon 12mm dia	1	
7.	Brush hand scratch	8	24.	Nickel comparator test set	1	
8.	Bob felt 200mm & Bob stitched 150mm dia	16 each	25.	Jet test apparatus	1	
9.	Mop polishing & Mop dresser	16 each	26.	Buffing machine in spindle with meter bearing motored	1	
10.	Dresser emery	1	27.	Adjustable resistance board with voltmeter volt & ammeter. Suitable for each vat for voltage current control	9 nos.	
11.	Tong flat jaw 100mm length	4				
12.	Cleaning tank 100x60x45cm	1				

28	Basin 300mm enamel	6	36	Electroplating rectifier three phase set to operate from 380/440 volts. 50 cycles, 3 phase a.c. supply 16 volts. d.e. with an out put of 500 amperes. dc. voltage adjustable from 3.5 to 16with 63 step on load, complete with the required meter panels and change over switch .
29.	Glue pot 1 kg	1		
30.	File 2 <sup>nd</sup> cut half round 150mm	4		
31	Exhaust fans minimum	3		
32.	Vat for bright nickel plating lead lined 125cm x 100x60mm	1		
33.	Dull vat for nickel plating lead lined 125x100x60cm	1	37.	Electric heater(silica lined )2 k.w. capacity.
34	Bright vat for chromium plating with outside water jacket 125x100x60cm		38.	Electric heater (lead lined ) 2 k.w. capacity
35.	Hard chrome plating vat with Antimonial lead lining with reinforced glass lining 125x100x60cum thermostat controlled attached with outside water jacket.		39.	PH meter

**C. Physical Facilities :** The institution should have the facilities for Drinking water, Bathrooms & Toilets.

**D. Library :** Library should have a minimum 20 books/articles/magazines etc. in related subject.

**E. Faculty & Supporting Staff:**

Faculty & Supporting Staff	Educational/Professional Qualification	No.
Coordinator	Graduate	01
Instructor	I.T.I./Community Polytechnic/NIOS or equivalent Certificate in Chemical Engineering with 2 years experience	01
Receptionist cum clerk	Relevant to job	01
Assistant	Relevant to job	

**F. Batch size –** Maximum 20 students in one batch.

**Note :** An institution can run Maximum 2 batches for this course.

## FIRE PREVENTION & INDUSTRIAL SAFETY (626)

The institution having the following requisite infrastructure, may apply for accreditation:

- A. Class Room:** Classroom for 30 students (minimum area 400Sq. ft.) should have proper ventilation, well-illuminated black board/white board and availability of adequate furniture and ceiling fan.
- B. Exhibit:** Minimum Size – 600 Sq. Ft. preferably display racks etc. well ventilated and illuminated)
- C. Field:** Field should have capacity to accommodate minimum 50 students for P. T. Practical Training etc.
- Fixed system
  - Portable system
  - Small gears
  - Other

### List of Tools /Equipment required for Practical/Training

S. No.	Name of the Equipment	S. No.	Name of the Equipment
1.	Co2 Extinguishers	23.	New Light Nozzle (Fog Type)
2.	Water Co2 Extinguishers	24.	Male o Male Adopter
3.	Mechanical Foam Extinguishers	25.	Suction Adopter
4.	5 Kg. Pressurized DCP Extinguishers	26.	Dividing Breaching Collecting Breaching
5.	10 Kg. DCP Extinguishers	27.	Two way collecting wade
6.	ABC Type Dry Chemical Powder Fire Extinguished stored pressure	28.	Suction Coupling
7.	Co2 Gas cartridges	29.	Metal Strainer
8.	Fire Trays (instantaneous)	30.	Basket Strainer
9.	Male Coupling (instantaneous)	31.	Suction Wrench (Universal)
10.	Female coupling (instantaneous)	32.	Suction Wrench (Conventional)
11.	Nozzle	33.	Rubber Line Hose
12.	Short Branch (copper)	34.	Reinforce Rubber Line Hose
13.	Short Branch (Brass Metal)	35.	Suction Pipe 4
14.	Long Ordinary Branch	36.	Suction pipe (PVC) 3 diameter
15.	London Pattern Hand Control Branch	37.	B.A. Set Cylinders
16.	Triple Purpose branch	38.	Fire Switch Alarm with hammer
17.	Ordinary Hand Control Branch (Copper)	39.	Bolt Cutter
18.	Fog Branch	40.	Large Axe, Ordinary Axe
19.	Diffuser Branch	41.	Firemen Axe (Wooden)
20.	Revolving Branch	42.	Firemen Axe (Insulated Rubber Volt testing 2000 to 25000)
21.	waster Cutter (Mayur)	43.	Gum Boot
22.	Fast Active Nozzle (Fog Type)	44.	Salvage Sheet

45.	Life Jacket	70	Pickup tube
46.	Life Boa	71.	Connecting tube
47.	Rubber Gloves	72.	Safety Helmet
48.	Asbestos Gloves	73.	Shovel
49.	Ear Mutt	74.	Spade
50.	Hopper	75.	Tagari
51.	Hammer	76.	Crow bar
52.	Mattock	77.	Fire Bucket
53.	Oxi-Jinger (cat style)	78.	First Aid Box
54.	Wrench (related to Extinguisher tools)	79.	Manual Call Point
55.	Rope ladder	80.	Mechanical Foam 20 kg. jerry
56.	35" feet Aluminum extension Ladder	81.	DCP powder
57.	Synthetic Rope	82.	Aluminum Fire suti
58.	Manila Rope	83.	Overall (Dangri)
59.	Wire Rope (Metal)	84.	Smoke Detector
60.	Safety Belt (Harness)	85.	Fire Alam Control Panel
61.	Net (for rescue)	86.	Smoke Chamber
62.	Nep Senk tank	87.	Drill Tower (Multistoried Tower (Multistoried for Rescue work)
63.	Low Pressure Applicator Branch	88.	Fire Hydrants (Water Source)
64.	F.B. 2 Branch	89.	Sprinkler
65.	F.B. 5 x Branch	90.	Hand Control Siren
66.	F.B. 10 Branch	91.	Trailer Pump
67.	F.B. 10 with pickup tube Branch	92.	Hose reel, Hose & one Hose box
68.	M.F.G 5 Branch	93.	Fire Foam Tender
69.	Inline Inductor (for foam making)		

**D. Physical Facilities:** The institutions should have the facilities for drinking water, bathrooms & toilets.

**E. Library:** Library should have a minimum 10 books/articles/magazines etc. related subject.

**F. Faculty & Supporting Staff:**

Faculty & Supporting Staff	Educational/Professional Qualification	No.
Coordinator	Educated/Professional	01
Instructor (theory)	Diploma in Fire engineering	02
Instructor (practical training)	Or Fireman certificate course with 1 year experience) Or Certificate	
Receptionist cum clerk	Relevant to job	01

**G. Batch size –** Maximum 30 students in one batch.

Note : Institute can run maximum 2 batches of this course

# FOOD PROCESSING

(358)

## A. Classroom:

1. The classroom should have a black board or a white board
2. The institute should possess a first aid kit and have fire extinguisher on the premises.

## B. The Lab:

- Lab size should be adequate in size , with adequate lighting and ventilation for a batch of 15

The lab should have the following

- 2 worktables with aluminum top
- one sink with water connection
- one almirah /cupboard/shelves for storage
- one covered bin for garbage

## C. Teachers:

1. There should be at least one teacher for a group of 15 students.
2. The teacher should be B.Sc. in Home Science with Diploma in Preservation/ Processing from catering institute.
3. The instructor for conducting the practical should have at least 1year experience in handling food in relation to processing and preservation.

## D. List of Tools and Equipments

Tools	Nos.	Tools	Nos.
Refrigerator	1	Weighing scales (1 kg)/5 kg.	1
Food processor	1	Pestle and mortar	1
Mixer grinder	1	Colander	2
Oven – toaster –griller	1	Refractor meter	1
Microwave oven(optional)	1	Sealing machine	1
Gas stove	4	Corking machine	1
Food adulteration kit	1	Pulper (manual)	1
Pressure cooker	5 lit./3 lit./- 1. 5 lit.	Sealing unit (small size)	1

### BASIC EQUIPMENT IN A FOOD LAB

Sl. No	Tools	Nos.	Sl. No.	Tools	Nos.
1.	Pressure cooker of 3 lit	2	20.	Ladles	6
2.	Mixer-grinder or grinding stone	1	21.	Frying spoon (30cm length)	2
3.	Kitchen weighing scale	2	22.	Flat spoon (30cm length)	10
4.	Sieves	1 set	23.	Round spoon	2
5.	Strainers (different sizes and gradation)	6	24.	Mixing bowls (SS)	6
6.	Measuring spoon set	1	25.	Degchi	6
7.	Measuring cup set	1	26.	Frying pan	2
8.	Tongs (Stainless Steel)	2	27.	Karahi	2
9.	Rolling pin	5	28.	Thalis	6
10.	Chapati rolling board	5	29.	Trays	6
11.	Iron tawas (Griddle plates)	5	30.	Katori	12
12.	Aluminium colanders (small)	2	31.	Rice platters (stainless steel)	5
13.	Food covers (set)	2	32.	Stock pot with lid	2
14.	Lime squeezer	2	33.	Long forks	6
15.	Egg beater (wire whisk)	2	34.	Tea spoon/table spoon	12
16.	Rubber spatula	5	35.	Wooden spoons	6
17.	Knives - - Coring/Pitting - Peeling/Cutting	2 each	36.	Heavy bottom pan	4
18.	Grater	2	37.	Buckets with tap and lid	2
19.	Slicer	2	38.	Kitchen weighing scale	1

**CERTIFICATE COURSES IN FOUR WHEELER MECHANISMS  
(623/624/723/724)**

The institution having the following requisite infrastructure, may apply for accreditation:

**A. Basic Infrastructure**

**(i) Class Room:** Class room for 20 students (Minimum area 225 sq. ft.) should have proper ventilation, well-illuminated black board/white board and availability of adequate furniture and ceiling fans.

**(ii) Workshop:** The workshop size for 20 students should be at least 25ft. x 20ft. with adequate lighting, exhaust and ceiling Fans. The workshop should have the following Tool/Machinery Equipments/Apparatus or material for Practical Training:

**List of Machinery and Equipment**

S. No.	Tolls/Equipment/Apparatus or requirements material for Practical Training	Details	Quantity
1.	Petrol Vehicle	In good working condition	1
2.	Diesel Vehicle	In good working condition	1
3.	Petrol engine	In running condition and stand mounted	1
4.	Diesel engine	In running condition and stand mounted	1
5.	Gear Box assembly	Synchromesh type	1
6.	Rear Axle assembly	Full floating type	1
7.	Steering gear with linkages	Rack & pinion type	1
8.	Car hoist	Hydraulic or platform	1
9.	Arbour press	1 ton	1
10.	Bench grinder	7" smooth & rough wheels	1
11.	Drilling machine	½" capacity, bench mounted	1
12.	Portable electric drill	12mm capacity	1
13.	Hydraulic jack	3 ton capacity	2
14.	Mechanical jack	Screw type	2
15.	Air compressor	Single stage with 1 hp motor	1
16.	Work bench	7'x7'	2
17.	Bench vice	4" jaws	4
18.	Steel Almirah	For tools storage	1+1



19.	Fire extinguisher		1
20.	Fire buckets	With sand	2
21.	G.I tray	12" x 8 "	2
22.	G.I. tray	18"x 12"	4
23.	G.I. tray	28" x 24"	4
24.	Hydrometer		1
25.	High rate discharge tester		1
26.	Multi-meter		1
27.	Taco-meter		1
28.	Timing light		1
29.	Compression gauge	With corresponding adaptors	1
30.	Injector tester		1
31.	Grease gun	Hand operated of ½ kg capacity	1
32.	Oil gun	½ lts.	1
33.	Oil can	¼ lts	1
34.	Oil drum		1
35.	Micrometer	0 to 25mm	1
36.	Micrometer	25 to 50 mm	1
37.	Inside micrometer	With extension rods	1
38.	Feeler gauge	With 25 blades	1
39.	Vernier calipers	0 to 200 mm	1
40.	Torque wrench	20 to 50 nm	1
41.	Torque wrench	50 to 250nm	1
42.	Wheel alignment gauge	Magnetic type	1
43.	Socket spanners set	10mm to 38mm	1
44.	Tubular spanners set	12mm to 50mm	1
45.	Tap and die set	6mm to 12mm	1
46.	Adjustable reamers	6 to 15mm hand operated	1
47.	High speed drill bits set	3mm to 12mm	1
48.	Surface plate	60cm x 60cm table	1
49.	Hollow punch	6mm to 15mm	1
50.	Straight edge	24" or 600mm	1
51.	Stud remover		1
52.	Piston ring compressor		1
53.	Valve spring compressor		1
54.	Piston ring expander		1
55.	Valve seat cutter		1

## Tool kit

5 kits are required for 20 students

S. No.	Tolls/Equipment/Apparatus or requirements material for Practical Training	Details	Quantity
1.	D. E. Spanner set metric	6/7 to 16/17	1
2.	D. E. Spanner set metric	18/19 to 33/34	1
3.	Ring Spanner set metric	6/7 to 33/34	1
4.	Plug spanner	10mm & 14mm	1
5.	Combination pliers	150mm	1
6.	Combination pliers	200mm	1
7.	Round nose pliers	150mm	1
8.	Flat nose pliers	150mm	1
9.	Cir clip (lock) pliers	100mm	1
10.	Screw driver	100mm	1
11.	Screw driver	150mm	1
12.	Screw driver	200mm	1
13.	Screw driver	250mm	1
14.	Cross screw driver (Philips)	150mm	1
15.	Cross screw driver (Philips)	250mm	1
16.	Hammer (ball peen)	1kg	1
17.	Sledge hammer	2kg	1
18.	Nylon hammer		1
19.	Flat chisel	150mm	1
20.	Centre punch		1
21.	Bearing puller	200mm	1
22.	Flat File	200mm smooth cut	1
23.	Flat File	150mm smooth cut	1
24.	Flat File	200mm second cut	1
25.	Round file	200mm	1
26.	Half round file	200m smooth	1
27.	Hacksaw	300mm adjustable	1
28.	Scraper	200mm half round	1

B. **Physical Facilities** : The institution should have the Facilities for Drinking water, Bathrooms & Toilets.

C. **Library** : Library should have a minimum 20 books/articles/magazines etc. related subject.

D. **Faculty & Supporting Staff:**

<b>Faculty &amp; Supporting Staff</b>	<b>Educational/Professional Qualification</b>	<b>No.</b>
Coordinator	Degree/Diploma in appropriate Branch with 5 years experience	01
Instructor	Diploma in Automobile Engineering with 1 year experience Or NIOS Course (Four Wheeler mechanism) with 5 years experience Or ITI (motor mechanic) with 3 yrs. Experience	01
Receptionist cum clerk	Graduation must have computer background	01

E. **Batch size** – Maximum 20 students in one batch.

**Note** : An institution can run Maximum 2 batches for this course.

\*Age of the trainee: minimum 14 years or older.

## CERTIFICATE COURSE IN HOMEOPATHIC DISPENSING (718-719)

Institution should have the following infrastructure:

- A. Class Room:** Classroom for 25 students (minimum area 225Sq. ft. ) should have proper ventilation, well-illuminated black board/white board and availability of adequate furniture and ceiling fan.
- B.** 1 (One) room for practical / dispensing purpose.
- C.** Institution should have the following teaching material;
  - Adequate charts of the various anatomical parts of the body, to teach the location and position of different bones of the body
  - Chars to explain the various systems of body, e.g. Digestive, Respiratory, Circulatory, Nervous, Urinary, Endocrine, Male, and Female reproductive system.
  - It should have at least 30 polychrest Homeopathic Medicines in liquid form indifferent potencies 10 Mother tinctures, 12 biochemical medicines, 5 triturating, sugar of milk, globules (n. 10, 20, 30, 40), white paper. Scissor, Spatula, Mortar &Pestle, Proclaim tiles, Ointment knife, Droppers, knife, 5ml, 10ml, 15ml, 30ml, 60ml, 120ml phials with corks/caps and distilled water, to acquire the knowledge of preparing medicinal does.
  - It should have at least 20 charts from Vegetable Kingdom, 05 from Animal Kingdom.
- D.** The institute should have collaboration with a charitable dispensary or Homoeopathic or private clinic for Practical Training.
- E.** Study hours – 300 with Compulsory practical training.
- F.** Faculty & Supporting Staff:

S. No.	Faculty	Edu. Qualification	No.
1.	Coordinator	Graduate	01
2.	Teacher/Instructors (Medical doctors)	BHMS	02
3.	Lab. Assistant	12th Pass	01
4.	Receptionist cum Clerk	relevant to job	01

- G. Batch Size:** Maximum 25 students in one batch. An institute can run maximum 2 batches for this course.

# HOTEL FRONT OFFICE OPERATIONS

(360)

## A. Classroom:

1. The classroom should be adequate in size and it should be well lit, with comfortable chairs for the students (15'x20').
2. The classroom should have a black board or a white board.

## B. The Lab:

Lab size (20'x20')

Tools	Nos.	Tools	Nos.
EPABX	1	Registers (Arrival /Departure)	
Telephone	1	Railway – Air time table	
Computer	1	Telephone Directory	
Fax	1	Emergency services	
Photocopier	1	First Aid kit	1
Display Board	1	Appropriate stationery	
Inventory forms	Bill books	Model reception desk	1
Key box	1		

## C. Faculty:

The Teacher/Instructor should have a “Diploma in Hotel Management” or a “Certificate in Receptionist” completed from reputed institute with one year’s experience.

## HOUSE KEEPING (356)

### A. Classroom:

1. The classroom should be adequate in size. It should be well lit, with comfortable chairs for the students.
2. The classroom should have a black board or a white board.
3. The Institute should possess a first aid kit and have a fire extinguisher on the premises.

### B. The Lab:

- The lab should have a black board or a white board.
- The lab should have the following:
  - 2 worktables preferably of 4 ft x 4 ft.
  - One sink with water connection
  - Storage shelves /racks etc
- The institute should possess a first aid kit and have a fire extinguisher on the premises

### C. Teachers:

1. There should be at least 1 teacher for a group of 10 students.
2. The teacher should have a B. Sc. in Home Science from a reputed Home Science College or a one year certificate/diploma in Housekeeping.

### D. For a batch size of 10 students following equipments are required.

#### LIST OF TOOLS AND EQUIPMENTS

Tools	Nos.	Tools	Nos.
Vacuum cleaner	1	Tailoring machine	1
Brushes (Toothbrush/Carpet brush Soft brush/Feather brush, Toilet brush)	2 each	Iron	1
Brooms Soft/Yard/Hard broom	2 each	Ironing board/table	1
Basins	2	Scissors	4
Dust pans	4	Washing machine Optional	1
Bowls	6	Flower vase	10
Buckets	4	Stem holder	10
Ladder	1	Sponge	10
		Florist's wire	10

**JUTE PRODUCTION TECHNOLOGY (251)**  
**&**  
**WATER MANAGEMENT FOR CROP PRODUCTION (352)**

The institution having the following requisite infrastructure, may apply for accreditation:

**A. Basic Infrastructure**

- (i) **Class Room:** Class room for 20 students (minimum area 225 sq. ft.) should have proper ventilation, well-illuminated black board/white board and availability of adequate furniture and ceiling fans.
- (ii) **Lab cum Workshop:** The size of workshop for 20 students should be at least 25 ft. x 20 ft. with adequate lighting and exhaust & ceiling fans. The workshop should have the following Tool/ Equipments/Apparatus or material for Practical Training:

**B. List of Tools and Equipments**

Item	Quantity	Item	Quantity
Spade	10	Sieve set	1
Pickaxe/kudal	10	Ridge maker	2
Khurpa	10	Water bath	1
Sampling tube	10	Cultivator	1
Soil and water kits	2	Moisture meter	1
Soil Colour chart	1	Winnowing stool	1
Sickle/ Hansiya	10	Dryer oven	1
Rain gauge	1	Hand rotary duster	1
Dry and wet bulb thermometer	1	pH meter	2
Crow bar	2	Cultivator	5
Seeds Fertilizer driller or Manually drawn drill (3 row)	Optional	Incubator	1
Hygrometer	1	Foot sprayer/Knap sack	2
Pan evaporator meter	1	Insect killing Bottle	5
Mould Board Plough	3	Insect net	5
Physical Balance and Weight box	2	Storage bins	5
Laboratory grinder	1	Harrows	2

**C. Physical Facilities:** The institution should have the facilities for drinking water, bathrooms & toilets.

**D. Library:** Library should have utility books/articles/magazines in related subject.

**E. Faculty & Supporting Staff:**

<b>Faculty &amp; Supporting Staff</b>	<b>Educational/Professional Qualification</b>	<b>No.</b>
Coordinator	Graduate	01
Instructor	B. Sc. (Agriculture) from recognized University	01
Lab Incharge /Lab assistant	10 <sup>th</sup> class pass preferably locally trained person	01
Receptionist cum clerk	Relevant to job	01
Assistant	Relevant to job	01

**F. Batch size – Maximum 20 students in one batch.**

**Note :** An institution can run maximum 2 batches for this course.



# LAUNDRY SERVICES

(255)

## A. Classroom:

1. The classroom should be at least 15ft x 15ft, it should be well lit, with comfortable chairs for the students.
2. The classroom should have a black board or a white board.
3. The Institute should possess a first aid kit and have a fire extinguisher on the premises.

## B. The Lab:

1. Lab size should be at least 30 ft x 30 ft, with adequate lighting and an exhaust fan.
2. The Lab should have the following:
  - 2 worktables of 4 ft x 4ft.
  - 1 table and chair for the Instructor.
  - Two sink with water connection
  - One almirah/cupboard for storage.
  - One covered bin for garbage.

## C. Teachers:

1. There should be at least one teacher for a group of 10 students.
2. The teacher should have a M.Sc. in Clothing and Textiles from a reputed Home Science College or a three year Diploma in Hotel Management or B.Sc. Home Science with 2 years experience.

## D. List of Tools and Equipments

Tools	Nos.	Tools	Nos.
Washing machine (desirable)	1	Spray bottles	10
Bucket	5	Tray/basin	5
Tubs	5	Spotting Brush	10
Plastic mugs	15	Magnifying glass	10
Suction washer	1	Drying rack	2
Beating stick	5	Fold up in door dryer	2
Scrubber	5	Racks	2
Iron & Ironing board	5	Stitching kit	10
Sleeve ironing boards	10	Small cushions	10
Chemicals for stain removal		Scissors - Big & Small	2

**OYSTER MUSHROOM PRODUCTION (353)**  
**&**  
**MUSHROOM PRODUCTION (618)**

The institution having the following requisite infrastructure, may apply for accreditation:

**A. Basic Infrastructure**

- (i) **Class Room** : Class room for 30 students (minimum area 250 sq. ft.) should have proper ventilation, well-illuminated black board/white board and availability of adequate furniture and ceiling fans.
- (ii) **Lab cum Workshop** : The size of workshop for 30 students should be at least 25ft. x 20 ft. with adequate lighting and exhaust & ceiling fans. The workshop should have the following Tool/ Equipments/Apparatus or material for Practical Training:

**B. List of Tools and Equipments**

Item	Quantity	Item	Quantity
Autoclave/pressure cooker	2	Recommended fungicides	As per needed
Refrigerator	1	Recommended insecticides	
Gas stove	1	Agar Agar	
Chaff cutter	2	Glucose	
Sprayer	2	Media : Potato dextrose	
Thermometer	5	Agar or oat meal agar – to be prepared	
Auto clavable polythene bags	1	<b>Glassware</b>	
Paddy straw/wheat straw	As needed	Conical flasks/milk bottles (500/100)	10
Cotton waste/hulled		Glass slides	1 pkt.
Universal pH indicator	10 strips	Beaker (1litre)	5
<b>Raw Material (consumables)</b>		Petridish – 90mm	5
Calcium carbonate	250gm	Test tube	20
Potassium permanganate	500gms	Glass funnel	20
Sodium hypo chlorite (2%)	1lt.		
Mother culture of mushroom	20 bottles		
Sorghum grains	As per need		
Maize cobs	As per need		

**C. Physical Facilities:** The institution should have the facilities for Drinking water, bathrooms & toilets.

**D. Library:** Library should have utility books/articles/magazines in related subject.

**E. Faculty & Supporting Staff:**

<b>Faculty &amp; Supporting Staff</b>	<b>Educational/Professional Qualification</b>	<b>No.</b>
Coordinator	Graduate	01
Instructor	B.Sc. (Agriculture) from recognized University with 2 years experience or degree/ diploma in mushroom cultivation with 1 years experience in mushroom cultivation	01
Lab incharge /Lab assist.	10 <sup>th</sup> class pass preferably locally trained person	01
Receptionist cum clerk	Relevant to job	01
Assistant	Relevant to job	01

**F. Batch size** – Maximum 30 students in one batch.

**Note** : An institution can run maximum 2 batches for this course.

## PLANT PROTECTION (351)

The institutions having the following requisite infrastructure, may apply for accreditation:

### A. **Basic Infrastructure**

- (i) **Class Room:** Class room for 30 students (minimum area 250 sq. ft.) should have proper ventilation, well-illuminated black board/white board and availability of adequate furniture and ceiling fans with requisite audio- video aids.
- (ii) **Agricultural land:** Well established Agricultural land for growing different crops.
- (iii) **Workshop:** The size of workshop for 30 students should be at least 25 ft. x 20 ft. with adequate lighting and exhaust & ceiling fans. The workshop should have the following Tool/ Equipments/Apparatus or material for Practical Training:

### B. **List of Tools and Equipments**

Items	Quantity	Items	Quantity
Microscope	05	microscopic slides	30
Dissection needles	30	cotton blue stain	-
Microscopic cover slips	30	vessel	10
Stove for hot water treatment	01	light trap	As per field size
Wrapping materials	As per need	grease	-
Plants with different types of injury symptoms, stored materials with insect damage	As per availability	Parasitoids, predators & pathogen	As per availability

C. **Physical Facilities:** The institution should have the facilities for drinking water & separate toilets for boys and girls.

D. **Library:** Library should have books/articles/magazines in related subject.

### E. **Faculty & Supporting Staff:**

Faculty & Supporting Staff	Educational/Professional Qualification	No.
Coordinator	Graduate	01
Instructor	B. Sc. (Agriculture) from recognized University	01
Lab Incharge /Lab assistant	10 <sup>th</sup> class pass preferably locally trained person	01
Receptionist cum clerk	Relevant to job	01
Assistant	Relevant to job	01

G. **Batch size** – Maximum 30 students in one batch.

**Note:** An institution can run maximum 2 batches for this course.

**PLUMBING  
(611)**

The institution having the following requisite infrastructure, may apply for accreditation:

**A. Basic Infrastructure**

- (i) **Class Room** : Class room for 25 students (Minimum area 225 sq. ft.) should have proper ventilation, well-illuminated black board/white board and availability of adequate furniture and ceiling fans.
- (ii) **Lab cum Workshop** : The workshop size for 25 students should be at least 25ft. x 20ft. with adequate lighting and exhaust & ceiling Fans. The workshop should have the following Tool/ Equipments/Apparatus or material for Practical Training:

**List of tools and equipments**

Sl. no	Tools	Quantity
1.	W.C. (Indian type)	02
2.	W.C. (European Type)	02
3.	L.L. cistern	02
4.	H.L cistern	02
5.	Automatic cistern	02
6.	Urinal Basin	05
7.	Wash Basin	02
8.	Sink	02
9.	C.I. Trap (Nahani) +P+Q	05 (1+2+2)
10.	Check Valve ½"	05
11.	Ferrule ½"=1"	05
12.	Flush pipe	02
13.	G. I. Bend + Socket	05(each)
14.	Grating + ELL 180	02
15.	Brass Bib Cock	02
16.	Brass stop Cock	05
17.	Plastic Taps	05
18.	H.D.P. Pile fitting (assorted)	05
19.	Electric Heater for PVC Pipe	02
20.	Brass Tap + Chrome Plated	05 each
21.	P.V.C. Cistern	2
22.	Sink steel (with drawing board)	01

23.	Traps PVC	05
24.	Pipe Rendi	2 each
25.	Threading Die set	2 sets
26.	Pipe	2 nos.
27.	Pipe cutter 1 ½ “ 1”, ¾ “, ½”	2 nos. (each)
28.	Hack San from 18”	2 nos.

**B. Physical Facilities:** The institution should have the Facilities for Drinking water, Bathrooms and Toilets.

**C. Library:** Library should have a minimum 20 books/articles/magazines etc. related subject.

**D. Faculty & Supporting Staff:**

Faculty & Supporting Staff	Educational/Professional Qualification	No.
Coordinator	Degree/Diploma in appropriate branch with 5 years experience	01
Instructor	Diploma in Mechanical Engineering of ITI certificate in plumbing trade with 2 years experience	02
Receptionist cum clerk	Relevant to job	01

**E. Batch size –** Maximum 20 students in one batch.

**Note:** An institution can run Maximum 2 batches for this course.

## POULTRY FARMING (361)

The institutions having the following requisite infrastructure, may apply for accreditation:

### A **Basic Infrastructure**

#### (i) **Essential Requirements**

- Infrastructure Facilities for 30 students (minimum area 250 sq. ft.) with requisite audio- video aids.
- Well established Poultry Farm with good facilities (layer/broiler).
- Equipments required for demonstration of vaccination, deworming, fumigation, debeaking, delicing, spraying, feeding, watering, brooding, record keeping.

#### (ii) **Additional (Optional) Requirements**

- Visit to adjoining units of feed mixing plants / broiler farm/ layer farm.

### B **Faculty & Supporting Staff**

S. No.	Faculty & Supporting Staff	Educational/Professional Qualification	NO.
1.	Coordinator	Graduate	1
2.	Instructor	Graduation with minimum 2 years of experience in Poultry Farming or 12 <sup>th</sup> class with minimum 3 years of experience in Poultry Farming.	1

### C **Batch Size:** Maximum 30 students in one batch.

**Note:** An institution can run maximum 2 batches for this course.

## PRESERVATION OF FRUITS AND VEGETABLES

(363)

### A. Classroom:

1. The classroom should have a black board or a white board.
2. The Institute should possess a first aid kit and have a fire extinguisher on the premises.

### B. The Lab:

1. Lab size should be at least 30 ft x 30 ft, with adequate lighting and an exhaust fan.
2. The Lab should have the following:
  - 2 worktables with aluminum top
  - 1 table and chair for the Instructor.
  - Two sink with water connection
  - One almirah/cupboard for storage.
  - One covered bin for garbage

### C. Teachers:

- There should be at least one teacher for a group of 15 students.
- The teacher should be B.Sc. Home Science with certificate course in Preservation or who is trained from Food Craft Institute or any Polytechnic.

### D. Machinery and Equipment for Preparation of Preserved Products

Tools	Nos.	Tools	Nos.
Baby Pulper / Food Processor	1	Stainless Steel Pineapple Cutting Knife	2
Rosing machine (Hand operated)	1	Stainless Steel teaspoons	12
Screw type juicer (Hand operated) (Cap 10 kg. juice/)	1	Stainless Steel eye remover	2
Weighing machine 5 kg. capacity	1	Pocket refractometer 0-45, 40-85	1 set
Weighing Balance 2 kg capacity	1	Gel meter	2
Stainless Steel /aluminum ladles	4	Measuring Cylinder 100 ml to 500 ml capacity	3
Stainless Steel Patilas with lids diameter 15"/10"/20"/22"/24"	2 each	Measuring spoons(plastic) Graters	2 sets 3
Measuring Mugs (Cap. 1 litre/1/2 litres. )	1	Chopping board plastic/wooden	2
Aluminum mug	3	Stainless Steel Sieves	2
Wooden ladles	2	Funnels of different size	4
Aluminum Trays to hold 5 – 8 kg.	4	Muslin cloth	
Bucket plastic/stain less steel	2	Colours, essence and chemicals.	
Gas Burner (LPG)	1	Almirah / Rack/Shelves / Gloves	
Crown Corking machine (desirable)	One (optional)	Stainless Steel Knives 4"/3" long with wooden handle	3



**REFRIGERATION & AIR CONDITIONING TECHNICIAN  
(709/710)**

The institution having the following requisite infrastructure, may apply for accreditation:

**A. Basic Infrastructure**

- (i) **Class Room:** Class room for 20 students (Minimum area 225 sq. ft.) should have proper ventilation, well-illuminated black board/white board and availability of adequate furniture and ceiling fans.
- (ii) **Workshop:** The workshop size for 20 students should be at least 25ft. x 20 ft. with adequate lighting and exhaust & ceiling Fans. The workshop should have the following Tool/Equipments/Apparatus or material for Practical Training:

**List of tools and equipment**

Sl. no	Tolls/Equipment/Apparatus or requirements material for Practical Training	Quantity
1.	Flaring tool set	3
2.	Tube cutter	3
3.	Swaging tool set	3
4.	Gasket punch set	2
5.	Pines Off Tool	2
6.	Tube bender–spring type– mechanical type	3
7.	Cylinder Valve key	2
8.	Pinching Pliers	5 each
9.	Amp meter 0-5 amps & Amp meter 0-30 amps	2+2
10.	Thermometer F & C	2 each
11.	Vacuum pump	1
12.	Gas charging line	2
13.	Pressure gauge & Compound gauge	2
14.	Multi meters digital	01
15.	Gas cylinder F-12-2kg & F-22-2kg capacity, R-134A-1 Hydro Carbon	01 each
16.	Air Blower	01
17.	Dry Nitrogen cylinder	01

	<b>Equipment</b>	
18.	Water purifiers	01
19.	File Flat, Round, Half Round 200mm	2 each
20.	Flat --- 200mm	2
21.	Steel Rule	1
22.	Steel Tape 5 meter	1
23.	Hammer Ball Pane JK	2
24.	Combination Plier 200mm	5
25.	Screw Driver Feat Tip, 150,200,250	2 each
26.	Screw Driver Philips	2nos.
27.	Caliper, O/S & 1/S	1 each
28.	Zong noze pteer 150	2
29.	Centre Punch 200mm	1
30.	Shanner Set, Box & Flat Endeel	2 each
31.	Line tester	5
32.	Scirov 150mm	1
33.	Pully Puller 200mm	1
34.	<b>Voltage stabilizer –4 KVA</b> Gas charging & evacuation Unit –1 - Voltage stabilizer (desirable inverter/generator) 1KVA – 1 - Clamp meter (Tong tester) for current detection –1	1 each
35.	Soldering Iron 50 & 20	1 each
36.	Open type Compressor Reciprocating	02

37.	Sealed type Compressor Reciprocating	02
38.	Old Refrigerator for demonstration/ Practical	02
39.	Old Window type air conditioner for demonstration/Practical	02
40.	Old water cooler for demonstration/ practical	02
41.	Rhychling Phychor Meter with chart	1
42	Feeler gauze	1
43.	Pipe wrench 200	1
44.	Adjustable wrench 200	1
45.	Blow lamp 1 or 2 pint	1
46.	LPG cylinder with torch and regulator	1 set
47.	Fire Extinguisher	

B. **Physical Facilities:** The institution should have the Facilities for Drinking water, Bathrooms & Toilets.

C. **Library:** Library should have a minimum 20 books/articles/magazines etc. in related subject.

D. **Faculty & Supporting Staff:**

<b>Faculty &amp; Supporting Staff</b>	<b>Educational/Professional Qualification</b>	<b>No.</b>
Coordinator	Degree/Diploma in appropriate Branch with 5 years experience	01
Instructor	Diploma in Mechanical Engineering or ITI Certificate in Air Conditioning trade with 2 yrs. Experience	01
Receptionist cum clerk	Graduation must have computer background	01

**Batch size** – Maximum 20 students in one batch.

**Note :** An institution can run Maximum 2 batches for this course.

**RADIO & T.V. TECHNICIAN**  
**(603 – 604 & 703-704)**

The institution having the following requisite infrastructure may apply for accreditation:

**A. Basic Infrastructure**

- (i) **Class Room:** Class room for 20 students (Minimum area 225 sq. ft.) should have proper ventilation, well-illuminated black board/white board and availability of adequate furniture and ceiling fans.
- (ii) **Workshop:** The workshop size for 20 students should be at least 25ft. x 20ft. with adequate lighting and exhaust & ceiling Fans. The workshop should have the following Tool/Equipments/Apparatus or material for Practical Training:

**List of tools**

Sl. No	Tolls/Equipment/Apparatus or requirements material for Practical Training	Quantity
1.	Screw driver sets	5-10 Set
2.	Combination pliers	5-10 Set
3.	Diagonal cutting pliers	5-10 Set
4.	Long nose pliers	5-10 Set
5.	Hand drills	5-10 Set
6.	Hacksaw	5-10 Set
7.	Soldering Iron 10W, 60W & 250W	5-10 Set
8.	Adjustable wrench set	5-10 Set
9.	Ball peinhammer	5-10 Set
10.	Allen keys set	5-10 Set
11.	Neon Tester	5-10 Set
12.	Double ended spanner sets	5-10 Set
13.	Hammer cross pein 100gm	5-10 Set

**List of instruments and equipments**

S. no	Instruments & Equipment	Quantity
1.	AM Radio receivers 2 band, FM Radio receivers	2+2
2.	Cassette Tape recorder	2
3.	Black & white TV set Portable with remote	1
4.	Colour TV sets with remote	1
5.	Multimeters	2

6.	Digital Multimeters	2
7.	R.F. Signal Generator	1
8.	Oscilloscope 15 MHz	1
9.	Pattern Generator	1
10.	Colour Bar generator	1
11.	Audio Signal Generator	1
12.	High Voltage Probe	1
13.	TV Antenna	1
14.	Voltage stabilizer	1
15.	Antenna Booster (optional) for remote areas where signals are weak	2
16.	Extension Boards Milli Volt	5
17.	Millivolt meter	1
18.	Power Meter 250V, 150	1
19.	Mobile – Audio & Video	1
20.	CD player & recorder	1
21.	FM	1
22.	Unserviceable Radio, T.V., Tape Recorder sets (Tools)	5 sets each

**B. Physical Facilities:** The institution should have the Facilities for Drinking water, Bathrooms & Toilets.

**C. Library:** Library should have a minimum 20 books/articles/magazines etc. related subject.

**D. Faculty & Supporting Staff:**

Faculty & Supporting Staff	Educational/Professional Qualification	No.
Coordinator	Degree/Diploma in appropriate Branch with 5 years experience	01
Instructor	Diploma in Electronics or ITI Certificate in Electronics trade with 2 yrs. Experience	01
Receptionist cum clerk	Graduation must have computer background	01

**E. Batch size –** Maximum 20 students in one batch.

**Note:** An institution can run Maximum 2 batches for this course.

## SECRETARIAL PRACTICE PA/PS PACKAGE COURSE (422- 427, 464, 322- 327, 364)

Basic Infrastructure required for a batch of minimum 10 students.

**A. One Theory Room** – Room should be well ventilated and properly lighted

1. **Room size** –12 x 15 sq. feet

2. **Furniture**

- Students Table - 10 nos.
- Armless chairs - 10 nos.
- Blackboard/White board - 01 no.
- Display board - 01 no.
- A table and a chair for instructor - 01 no.

1. **Stationery**

- Chalks/board markers, files, white papers, stapler, punching machine OHPs / Laptop & LCD etc.

**B. Equipment Lab./Office**

1. Computer (latest version with required software's) - 01 no.
2. Printer and photocopier - 01 each
3. Telephone - 01 no.
4. Fax - 01 no.
5. Filing cabinet - 01 no
6. Sources of reference viz. telephone directory, railway/air time table, appointment register, visitor's diary, message sheet etc.

**C. Batch size** – 50 x 1 for PA/PS Package course. 20 x 5 for Secretarial Practice, stand-alone course

**D Reference book and instructional material** – Appropriate reference books by reputed authors in the field of Secretarial Practice should be available.

**E. Faculty** – Minimum **one** instructor who has Bachelors degree with Diploma in Secretarial Practice/ B Com with Office Management as one of subject. Experience of teaching Secretarial Practice for at least one year preferred.

**NOTE :**

1. For other machines included in the syllabus, the students should be made acquainted with their working by providing on the job practical training/industry visits.

2. The infrastructure at the centre should proportionally increase with the increase in student enrolment. However, the following equipments/tools can remain same:

- Colour TV & DVD player
- Photocopier
- Telephone
- Fax
- Filing cabinets
- CD Writer
- Web camera

## SOIL AND FERTILIZER MANAGEMENT (362)

The institution having the following requisite infrastructure, may apply for accreditation:

### A. Basic Infrastructure

- (i) **Class Room** : Class room for 30 students (minimum area 250 sq. ft.) should have proper ventilation, well-illuminated black board/white board and availability of adequate furniture and ceiling fans.
- (ii) **Lab cum Workshop** : Institute should possess minimum of 0.5 acre of land. The size of workshop for 30 students should be at least 25ft. x 20 ft. with adequate lighting and exhaust & ceiling fans. The workshop should have the following Tool/ Equipments/Apparatus or material for Practical Training:

### B. List of Tools and Equipment

Items	Quantity	Items	Quantity
Different type of soil sample	500 g each	Samples of Bio-fertilizers Agotobactor, Rhizobum culture	2 Sample each
Different type of fertilizers DAP, urea, super phosphate, gypsum, Muriate of potash	100gm each	Soil map for colour, texture and physical appearance of the soil (Munched chart)	2 sets of charts
Farms Yard Manure	1 kg	Litmus paper and universal indicator for testing soil pH.	2 sets
Chemicals for the estimation of soil nutrients	H <sub>2</sub> SO <sub>4</sub> (Sulphuric Acid), HCL (Hydrochloric acid) (500 ml each) etc.	Glassware for soil analysis : Beaker Flask Glass rod Test tubes Measuring cylinder Filter paper	Per sample 5 2 2 2 2 12
Equipments for estimation of soil nutrients pH, organic matter etc.	As per requirement	Implements for taking soil samples: Spade Kassi Augur Hand Hoe	1 1 1 1
Plastic bags for collection of soil samples.	As per requirement		

- C. **Physical Facilities:** The institution should have the facilities for drinking water & separate toilet facilities for girls and boys.

**D. Library:** Library should have books/articles/magazines related to course in related subject.

**E. Faculty & Supporting Staff:**

<b>Faculty &amp; Supporting Staff</b>	<b>Educational/Professional Qualification</b>	<b>No.</b>
Coordinator	Graduate	01
Instructor	B.Sc. (Chemistry) or B.Sc. (Agriculture) from recognized university with 2 years experience	01
Lab Incharge/Lab Assistant	10 <sup>th</sup> class pass preferably locally trained person	01
Receptionist cum clerk	Relevant to job	01
Assistant	Relevant to job	01

**F. Batch size** – Maximum 30 students in one batch.

**Note :** An institution can run Maximum 2 batches for this course.



## SOLAR ENERGY TECHNICIAN (253)

The institution having the following requisite infrastructure, may apply for accreditation:

**A. Class Room :**

Class room for 25 students (minimum area 225 sq. ft.) should have proper ventilation, well-illuminated black board/white board and availability of adequate furniture and ceiling fans.

**B. Workshop :** The size of workshop for 20 students should be at least 25ft. x 20 ft. with adequate lighting, exhaust & ceiling fans. The workshop should have the following Tool/ Equipments/Apparatus or material for Practical Training:

### List of Tools and Equipment

Equipment /tools	Qty.	Equipment /tools	Qty.
Solar intensity meter	1	Water meter	1
Heat exchanger	1	Solar dryer	1
Collector loop heater	1	Glass cover	4
Solar intensity simulator	1	Clay	As required
Storage device (thermal)	1	Conical solar water still distilled water	1
24 cells Solar photovoltaic cells (system) 1 panel 2'x2'	1 set	G.I. pipe (size as per requirement)	
		Water pan	1
Transparent plastic sheet	10	Velo meter	1
Solar cooker (domestic + community)	1+1	Basin type solar distillation unit	1
Liquid flat plate collector	1	Tubular stationary 24 volt. 260amp battery	1
Storage tank water	1	Solar PV panel of 340 watt	1
Pump with motor	1	Invertors with 18 watt tube light	12
Flow indicator	1	Lead acid storage battery	1
Energy meter	1	Solar water pumping system	1
Motor and pump starter	1	Electrical cable	25 meter
stop watch	2	Delivery head pipe	2 ½ "-1 length as required
Solar controller	1	Suction head pipe	2 ½ "-1 length as required
Solenoid valve	2	Pyranometer to measure solar intensity	1
Control panel (optional)	1		

**C. Physical Facilities:** The institution should have the facilities for Drinking water, Bathrooms & Toilets

**D. Library:** Library should have a minimum 20 books/articles/magazines etc. in related subject.

**E. Faculty & Supporting Staff:**

<b>Faculty &amp; Supporting Staff</b>	<b>Educational/Professional Qualification</b>	<b>No.</b>
Coordinator	Graduate	01
Instructor	B.Sc. Ag./Diploma in Agriculture Engineering or Diploma in Mechanical/Civil/Electrical Engineering and having under gone elective course in non-conventional energy. Or B.Sc./Intermediate with Science subject with two years of experience in installation & maintenance of Solar Energy plants	01
Receptionist cum clerk	Relevant to job	01
Assistant	Relevant to job	

**F. Batch size** – Maximum 20 students in one batch.

**Note:** An institution can run maximum 2 batches for this course.

## **STENOGRAPHY (HINDI, ENGLISH & URDU)** **(324, 325, 329, 424, 425)**

Basic Infrastructure required for a batch of minimum 10 students.

- A. One Theory Room** – Room should be well ventilated and properly lighted
- 1. Room Size** - 12 x 15 sq. feet
  - 2. Furniture** -
    - Students Table - 10 nos.
    - Armless chairs - 10 nos.
    - Blackboard/White board - 01 no.
    - Display board - 01 no.
    - A table and a chair for instructor - 01 no.
  - 3. Stationery**
    - Chalks/board markers, shorthand notebooks, shorthand pencils, carbon paper etc.
- B. Practical Room (Typing Lab):**
- 1. Room size** - 10 x 15 sq.ft.
  - 2. Equipment** – Manual Typewriters : 10 nos. (The typewriters should be in good working condition, with AMC (Annual Maintenance Contract) from a reputed repair/maintenance company)
  - 3. Furniture**
    - Flat surface tables (2.5. feet approx.) -10 nos.
    - Armless chairs -10 nos.
    - Chalkboard/white board - 01 no.
    - Display board/charts - 01 no.
    - A table and a chair for Instructor - 01 each
  - 4. Stationery**
    - Chalks/board markers, typing paper, typewriting ribbons stop watch, carbon paper, hard and soft brushes, dusters folders etc.
- C. Batch Size** – 50 x 1 for PA/PS Package course and 20 x 5 for stand-alone course
- D. Reference books and instructional material** – Appropriate reference books by reputed authors in the field of Stenography should be available.
- E. Faculty** – Minimum one Instructor who has Bachelors degree with Diploma/Trade Certificate in Secretarial Practice/Stenography. Professional Experience of teaching Stenography for at least one year preferred.

**NOTE:** The infrastructure at the centre should proportionally increase with the increase in student enrolment.



## **TYPEWRITING(ENGLISH, HINDI & URDU)** **(217, 218, 221, 322, 323, 364, 422, 423, 464)**

Basic Infrastructure required for a batch of minimum 10 students.

**A. One Theory Room** - Room should be well ventilated and properly lighted.

1. **Room Size** -12 x 15 sq. feet.

2. **Furniture**

- Flat surface tables - 10 nos.
- (2.5. feet approx.)
- Armless chairs - 10 nos.
- Chalkboard/white board - 01 no.
- Display board/charts - 01 no.
- A table and a chair for instructor

3. **Stationery**

Chalks/board markers, typing paper, typewriting ribbons stop watch, carbon paper, hard and soft brushes, dusters folders etc

**B. Equipment (Lab/Office)** - Manual Typewriters: 10 nos. The typewriters should be in good working condition, with AMC (Annual Maintenance Contract) from a reputed repair/maintenance company

**C. Batch size** - 50 x 1 for PA/PS Package course and 20 x 5 for Typewriting stand-alone course.

**D. Reference books and instructional material** - Appropriate reference books by reputed authors in the field of Typewriting should be available.

**E. Faculty** - The centre should appoint minimum one Instructor who has Bachelors degree with Diploma/Trade Certificate in Secretarial Practice/Typewriting/Stenography. Experience of teaching typewriting for at least one year preferred.

### **NOTE:**

The infrastructure at the centre should proportionally increase with the increase in student enrolment.

## CERTIFICATE COURSE IN VERMI COMPOSTING (621)

The institution having the following requisite infrastructure, may apply for accreditation:

### A. Basic Infrastructure

- (i) **Class Room** : Class room for 30 students (minimum area 250 sq. ft.) should have proper ventilation, well-illuminated black board/white board and availability of adequate furniture and ceiling fans.
- (ii) **Lab cum Workshop** : The workshop of for 30 students should be at least 25ft. x 20 ft. with adequate lighting and exhaust & ceiling fans. The workshop should have the following Tool/ Equipments/Apparatus or material for Practical Training:

### B. List of Tools and Equipment

Item	Quantity	Item	Quantity
Spade	05	Mixing Machine	01
Belcha	04	Pouch sealing machine	01
Water sprayer	02	Bag sealing machine	01
Thermometer	02	Gunny bags	<b>(As per requirement)</b>
Sieve (4' X 3')	02		
Microscope	01	pH meter	01
Soil testing kit	02	pH indicator stripes	02 pkts.
Chemical Balance	01		
<b><u>Raw material</u></b>	As required	Spots related to vermi-technology	10
Biodegradable biomass/Agricultural waste/Fruit market waste/vegetable market waste/kitchen waste for vermicomposting to be available at center.		Culture of earthworm ( <i>Eisenia foetida</i> )	As required

- Composting beds
- Permanent Production Shed of size 30 ft. X 20 ft. should be available for practical training.

**C. Physical Facilities:** The institutions should have the facilities for drinking water, Bathrooms & toilets (ladies & gents separately)

**D. Library:** Library should have utility books/articles/magazines etc. in related subject.

**E. Faculty & Supporting Staff:**

<b>Faculty &amp; Supporting Staff</b>	<b>Educational/Professional Qualification</b>	<b>No.</b>
Coordinator	Graduate	01
Instructor	B.Sc. Ag. or B.Sc. – Botany from recognized University with Diploma/certificate in vermicomposting with 2 years experience	01
Lab Incharge/Lab assistant	10 <sup>th</sup> class pass preferably locally trained person in Mushroom Production	01
Receptionist cum clerk	Relevant to job	01
Assistant	Relevant to job	01

**F. Batch size – Maximum 30 students in one batch.**

Note : An Institute can run maximum 2 batches of this course

# **CERTIFICATE IN WEB DESIGNING AND DEVELOPMENT (622)**

For a batch size of 10 students, the following requirements and tools are required.

**A. Hardware Requirement:**

- 10 computers latest Pentium Series having 4GB RAM and 256GB HDD, with multimedia features and at least one CD/DVD writer.
- Internet connection to all machines
- Printer Inkjet /LaserJet
- Scanner
- UPS

**B. Software Requirement:** Licensed versions of following software

- Windows 7 or higher version
- Adobe Flash, Photoshop and Dream weaver (Latest version)
- MS-Office (Latest)
- Antivirus

**C. Qualification of Faculty:**

At least two (one permanent) faculty is required for taking theory as well as practical class. **Following is the essential qualification for the faculty:**

- MCA/B.Tech/M.Sc (Computer Science) from any recognized University or Institute  
Or
- B.Sc or BCA with Diploma in IT/PGDCA or equivalent from any recognized University or Institute with two year teaching/industry experience.

**D. Batch Size:** A center will admit 10 students in a batch in one session of admission and maximum of 3 batches.

**E. Space requirements:** The institute should have two class rooms one for practical and one for theory. Rooms should be well ventilated and properly lighted, having sufficient space to accommodate the 10 students in theory and practical. Air Conditioning for the Computer Lab would be required as per the local conditions. Toilet facilities at centre are also essential separately for boys and girls. The size of practical room should be 225 sq. Feet and theory room should be 200 sq. Feet.

**F. Library:** minimum of 50 books on the subjects are essential.



## WELDING TECHNOLOGY (257)

The institution having the following requisite infrastructure, may apply for accreditation:

**A. Class Room :**

Class room for 25 students (minimum area 225 sq. ft.) should have proper ventilation, well-illuminated black board/white board and availability of adequate furniture and ceiling fans.

**B. Workshop :** The size of workshop for 20 students should be at least 25ft. x 20 ft. with adequate lighting, exhaust & ceiling fans. The workshop should have the following Tool/ Equipments/Apparatus or material for Practical Training:

### List of Tools and Equipment

Equipment / tools	Quantity	Equipment / tools	Quantity
Gloves pair leather asbestos	5 pair	Hammer sledge double faced 3 kg	1
Apron/asbestos leather	5	Pipe wrench 25cm and 35cm	1 each
Screen welding helmet type	5	Steel tspe 182cm flexible	2
Screen welding hand	5	Welding torches with set of nozzles (Low/High)	1 each
Goggles pair welder	5		
Hammer scaling 0.25 kg. with handle	5	Earth clamps	2
Chisel cold flat 19mm	5	Pipe dotter (cap. 50mm dia)	1set
Centre punch 9mm x 17mm	2	Oxy-acetylene torch with cutting nozzle	1set
Dividers 20cm	2	Heavy duty blow pipe with cutting and gouging nozzles	1 set
Caliper outside	2	Electrode holder 400 amps	5
Rules 60cm two fold (inches)	2	Welding rubber hose, Oxygen and acetylene 8mm length	as required
Wire brush 15cum x3.7cum	10	Rubber hose clips	as required
Spark lighter	5	Spindle key (for opening cylinder valve)	2
Chipping screen hand	5	Pressure regulator oxygen double stage	2
Safety boots for welders	5	Pressure regulator acetylene double regulators	2
Square 15cm	2	Glass white 108mm x 82mm	20
Tongs holding 30cm	5	Glasses coloured 108mm 82mm x 3mm din 11 a 13a	10
<b>Shop outfit</b>		Outfit spanner for regulator	2
Steel or nickel chrome rule 30cm	2	Tip cleaner	5 sets
Hammer ball per 1 kg. With handle	2	Rubber hose pipe black and red 5mm (length as required)	
Chisel cold cross 9mm	5	Leather sleeves	2 pairs
Screw driver 25cm blade and 20 cm blade	2 each	Transformer (continuous welding current) 400amps	2 set

Vice bench 10cm	4	Welding generator DC rotary set 200-300 amps	1 set
Number punch 6mm and letter punch 6mm	2 set	Welding cables (400amps)	Length as required
Hacksaw frame adjustable 30cm	5	Lugs for cables	- do -
Hammering block 5cmthick 60sq.	1	Oxygen cutting machine (line & circle)	1
Magnifying glass 15cm	2	Gas welding table 822 cm x 92cm + 60cm fire bricks on stand with positioner	5
Weld measuring fillet and butt	2	Arc welding table all metal with positioner 122cm x 92cm x 60cm	5
File half round bastard 30cm	5	Trolley for cylinder (HP unit)	2
File flat 35cm rough	5	Bench shear hand capacity up to 5mm	1
Spanner 12mm and 15mm double ended	5	DC grinder 30mm wheel motorized pedestal type	2
Spanner double ended 6mm to 15mm 1.5 mm	1set	Portable drilling machine (cap. 6mm)	1
C clamps 10cm, 15cm, 20cm, 30cm	1 each	Fire Extinguisher	

**C. Physical Facilities :** The institution should have the facilities for Drinking water, Bathrooms & Toilets

**D. Library :** Library should have a minimum 20 books/articles/magazines etc. in related subject.

**E. Faculty & Supporting Staff:**

Faculty & Supporting Staff	Educational/Professional Qualification	No.
Coordinator	Graduate	01
Instructor	ITI Certificate in Welding Technology Trade or Diploma in Mechanical/Civil/Electrical Engineering.	01
Receptionist cum clerk	Relevant to job	01
Assistant	Relevant to job	

**F. Batch size –** Maximum 20 students in one batch.

**Note :** An institution can run maximum 2 batches for this course.

# CERTIFICATE COURSE IN YOGA (614&803)

The institutions having the following infrastructure, may apply for accreditation:

## **Basic Infrastructure**

- A. Class Room:** Classroom for 25 students (minimum area - 400 Sq. Ft.) should have a black board/white board preferably well ventilated, illuminated and also with availability of adequate furniture.
- B. Hall or Open Ground:** The Hall or Open Ground (minimum area 900 sq.ft.) have capacity to accommodate 50 students during the yog exercise.
- C. Physical Facilities:** The institutions should have the facilities for Drinking water, Bathrooms & Toilets (Ladies & Gents separately)
- D. Educational Technology Equipment:** The institution should have the following equipment;

S. No.	Tools/Equipments/Apparatus or requirements of material for Practical Training	Remarks
1	Colored television (Medium size)	01
2	Computer (P-4) with printer (desirable laser)	01
3	OHP/LCD	01
4	PA System (Optional for rural areas)	01
5	Facility for Yogasans, Pranayam, shatkarm i.e. Mats/Sheet Jaineti Lota, Sutra Neti, Jag etc.	should have

- E. Library:** Library should have a minimum 10 books/articles/magazines etc. related subject.

## **F. Faculty & Supporting Staff:**

Faculty & Supporting Staff	Educational/Professional Qualification	No.
Coordinator	Graduate	01
Instructor for theory & practical	(Certificate/Diploma in Yog from reputed institutions)	02
Receptionist cum clerk	Relevant to job	01
Assistant	Relevant to job	01

**Batch size –** Maximum 25 students in one batch.

**Note:** An institution can run maximum 4 batches for this course.

## SECURITY SERVICES (615)

The institution having the following requisite infrastructure, may apply for accreditation:

**Class Room :** Class room for 50 students (minimum area 400 sq. ft.) should have proper ventilation, well-illuminated black board/white board and availability of adequate furniture and ceiling fans.

**Workshop :** The size of workshop for 50 students should be at least 25ft. x 20 ft. with adequate lighting and exhaust & ceiling fans. The workshop should have the following Tool/ Equipments/Apparatus or material for Practical Training:

### LIST OF TOOLS AND EQUIPMENT

Sl. no	Tools	Quantity	Sl. No	Tools	Quantity
1.	Security Guard level - 1	1	10.	First Aid Box - containing essential medicines for first aid.	2
2.	Computer	1	11.	A National flag post to celebrate National Ceremonies 26 <sup>th</sup> Jan and 15 <sup>th</sup> Aug. to generate sense of patriotism amongst the candidates	1
3.	Metal Detector	1			
4.	Guard monitoring system	1			
5.	Sirens	1			
6.	Search light	1			
7.	Lethal weapons	1			
8.	Fire Fighting Equipment (1- All types of fire extinguisher for fighting against fire type "A" to "E"		12.	Poster's on Security, Traffic Rules and Fire Fighting.	Two on each subject
9.	Manual Fire Fighting Equipments at Fire Point Water Buckets Sand Buckets Fire Buckets Fire Hock Hammer Nails Rope Gainte & Belcha	2 nos. each	13.	Sign Board of Institute properly fixed/displayed	One

**Physical Facilities:** The institutions should have the facilities for drinking water, bathrooms & toilets.

**Library :** Library should have a minimum 10 books/articles/magazines etc. related subject.

**Faculty & Supporting Staff:**

Faculty & Supporting Staff	Educational/Professional Qualification	No.
Coordinator	Graduate	01
Instructor	Ex - Army JCO	01
Receptionist cum clerk	Graduation must have computer background	01

**Batch size -** Maximum 50 students in one batch.

**Note :** An institution can run Maximum 4 batches for this course.