

List of Courses offered by the Directorate of Lifelong Learning

A). Certificate courses offered by the Directorate				
S. No	Name of Course	Eligibility	Duration	Outcomes
1.	PapierMachie	5 th	06 months	Artisan
2.	Aari Work (crewel)	8 th	3 months	Artisan
3.	Sozni Art / Needle Work	5 th	03 months	Artisan
4.	Cutting & Tailoring (Basic)	8 th	3 months	After successful completion of the course the trainees will able to work as Tailor.
5.	Fashion Designing	10 th with basic cutting & tailoring	3 months	Assistant fashion designer
6.	Dot Net	10 th with computer Knowledge	3 months	To develop, design, test, maintain & support custom mobile & web applications. To collect the software requirement by customers & develop the application as per their requirement.
7.	AutoCAD-2D+3D	10 th with computer Knowledge	3months	The AutoCAD 2D, 3D course will empower the students and professionals with the required skills and knowledge. ... Some of the job prospects are drafting, architecture, and designing for 3D rendering, modeling etc.
8.	Basic Computer & Internet	10 th	3 months	They can provide <i>basic</i> tech support to users of <i>computers</i> and other electronic devices, and set up simple <i>computer</i> networks for small businesses. Also, the position of word processor, and other entry-level information technology (IT) <i>jobs</i> become a possibility for those who have completed additional <i>computer courses</i> .
9.	Programing C++	10 th with computer Knowledge	3 months	SOFTWARE DEVELOPER
10.	Computer Hardware	10 th with computer Knowledge	3 months	<i>Hardware</i> professionals deal with various <i>hardware components</i> such as chips, <i>computer</i> systems, motherboard, processor, RAM, circuit boards, modems, external hard disks, printers and keyboards.
11.	Desktop Publishing	10+2 with computer knowledge	3 months	Desktop publishing is commonly used to design printed materials, such as advertisements, brochures, newsletters, and forms. Companies are expected to hire fewer desktop publishers ,
12.	Graphic Designing	10 th with basic	3 months	Graphic designers create visual concepts, by hand or using computer software, to communicate ideas that inspire, inform, or captivate consumers. They develop

		computer knowledge		the overall layout and production design for advertisements, brochures, magazines, and corporate reports.
13.	Tally ERP 9	10 th with computer knowledge	3 months	It is very popularly accounting software which indeed helps a small and medium business. It has all functions of accounting taxation and payroll that a particularly mid-sized business needs.
14.	Web Designing	10+2 with computer knowledge	3 months	A web designer/developer is responsible for the design , layout and coding of a website. They are involved with the technical and graphical aspects of a website; how the site works and how it looks. They can also be involved with the maintenance and update of an existing site.
15.	CCNA I,ii,iii& iv	10+2	06 months	Networking of various computers with one server for different purposes.
16.	Regimental Therapy (Illaj-Bil-Tadbeer)	10 th	02 months	<i>Regimental therapies (Illaj-bil- tadbeer)</i> are mostly non medicinal techniques or procedures by which Unani physicians modulate the patient's habitat, life style and dietary habits of the patient. They practice some other therapeutic regimens for the treatment of various diseases.
17.	Unani Medicine Pharmacy	10 th	02 months	Unani Medicine Pharmacy Assistant
18.	Electrician/Industrial Electrician	10 th	3 months	Industrial electricians install, maintain, test, troubleshoot and repair industrial electrical equipment and associated electrical and electronic controls. They are employed by electrical contractors and maintenance departments of factories, plants, mines, shipyards and other industrial establishments.
19.	Repairing of Home Appliances /AC Refrigerator	10 th	3 months	Appliance repair technicians install, inspect and repair home appliances . ranges, air conditioners, refrigerators , vacuum cleaners and microwaves. Electrical Repair and Maintenance, Heating, Air Conditioning , Ventilation,
20.	Mobile Phone Repairing	10 th	2 months	Mobile repairing courses have a widened scope and importance in terms of educating students The scope of courses in mobile repairing is tremendously increasing with time gradually. It offers high income earning possibilities to the youth today.
21.	Plumber	8 th	3 months	Interprets blueprints and building specifications to map layout for pipes, drainage systems, and other plumbing materials. Installs pipes and fixtures, such as sinks and toilets, for water, gas, steam, air, or other liquids. Installs supports for pipes, equipment, and fixtures prior to installation.

22.	Transformer Fabrication	10 th	3 months	The <i>course</i> covers design processes, both electrical and mechanical; <i>fabrication</i> ; insulation; paper-lapping; core-cutting; core stacking, winding manufacture; winding assembly; quality assurance and control; factory testing; active part assembly; oil processing and tanking; protection components,
23.	Photography (Advanced)	10+2 with course in photography	01 month	Photographers are artists with the camera, using a blend of technical skills and an artistic eye to take pictures of people, places, landscapes, food, you name it. Photographers can <i>work</i> as fine artists, wedding and event photographers, or sell their photos to commercial clients.
24.	Non-Linear Editing	10+2 with computer knowledge	01 month	Editor
25.	Sound Recording and Radio Production	10+2	01 month	Production Assistant
26.	Videography	10+2	3 weeks	The videographer woks as part of the production team that creates video products and assists the cameraman.
27.	Digital Photography	10+2	15 days	Asst. Camera Man
28.	Book Keeping and Accounting	10 th	3months	Develops system to account for financial transactions by establishing a chart of accounts ; defining bookkeeping policies and procedures. Maintains subsidiary accounts by verifying, allocating, and posting transactions. Balances subsidiary accounts by reconciling entries.
29.	Financial Accounting	10+2	3 months	Prepares monthly statements by collecting data; analyzing and investigating variances; summarizing data, information, and trends. Prepares state quarterly and annual statements by assembling data. ... Accomplishes finance and organization mission by completing related results as needed.
30.	Office Management	10+2	3 months	Maintains office services by organizing office operations and procedures; preparing payroll; controlling correspondence; designing filing systems; reviewing and approving supply requisitions; assigning and monitoring clerical functions Maintains office staff by recruiting, selecting, orienting, and training employees.
31.	Spoken English and Personality Development Skills	10+2	3 months	it's <i>important</i> to help students develop these <i>soft skills</i> in their everyday life.

32.	Communication and Soft Skills	10+2	3 months	As an employer, it's important to help employees develop these soft skills in their everyday tasks by giving them soft skills training courses . Work ethic, attitude, communication skills , emotional intelligence and a whole host of other personal attributes are the soft skills that are crucial for career success.
33.	Banking Correspondent and Facilitator	Graduate	3 months	Business Correspondents (BCs) & Business Facilitators (BFs) are representatives appointed by banks to act as
34.	Type Shorthand	10 th	3 months	Shorthand is an abbreviated symbolic writing method that increases speed and brevity of writing as compared to longhand, a more common method of writing a language. ... Shorthand was considered an essential part of secretarial training and police work , as well as useful for journalists.
35.	Publication Relations	Graduate	03 moth	Public relations (PR) is about managing reputation. A career in PR involves gaining understanding and support for your clients, as well as trying to influence opinion and behaviour. You'll use all forms of media and communication to build, maintain and manage the reputation of your clients.
36.	Customer Care Executive (Call Centre)	10 th pass	3 months	Customer Service Executives are required to answer incoming calls from customers for various reasons- take orders, answer inquiries, resolve complaints and provide information. Customer Service Executives can be hired by ITeS companies and work for their clients, or by companies themselves.
37.	Bridal Mehandi Designing	10 th pass	3 months	
38.	Professional Makeup Artist	10 th pass	3 months	
39.	CCTV Installation Technicain	10 th pass	3 months	

B). Degree courses offered by the Directorate under DDU KAUSHAL Kendra

01.	B. Voc in Automotive Technology	10+2 in any stream	03 years	NSQF LEVEL 5,6, 7
02.	B. Voc in Electronic Media	10+2 in any stream	03 Years	NSQF LEVEL 5,6, 7
03.	B. Voc in Plumbing	10+2 in any stream	03 Years	NSQF LEVEL 5,6, 7
04.	B. Voc in Furniture Development	10+2 in any stream	03 Years	NSQF LEVEL 5,6,7

C). Courses offered by the Directorate under RUSA 2.0 Project				
01.	Documentation Assistant	10 th pass or Diploma /Degree (Engineering, Arts, Commerce, Science)	03 months	Logistics Sector Skill Council
02.	Hand Embroiderer	5 th pass	03 months	Apparel, Made ups and Home Furnishing
03.	Plumber General	5 th Or Worked as a Semi-skilled worker for minimum 2 years in the same job role	03 months	Indian Plumbing Skill Council
04.	Assistant Cameraman	12 th Or Graduate or Diploma /Degree in Fine Arts, Film	03 months	Media and Entertainment Skill Council
05.	Self Employed Tailor	8 th pass	03 months	Apparel, Made ups and Home Furnishing Sector Skill council
06.	Domestic Data Entry Operator	10 th pass OR Diploma in computer Science and Technology		IT-IT's Sector Skill Council
07.	Diabetics Educator	Graduates in Pharmacy, Dietetics and Nutrition, Nursing, Physiotherapy, Clinical Biochemistry, Biochemistry , Biotechnology and other allied subjects	One year	
D). Courses offered by the Directorate under National Health Mission (NHM)				
01.	Bridge Programme Certificate Course in Community Health (BPCCHN)	BUMS Graduates	06 months	After completion of said course the candidates got engagement as community health officer in different AYUSHMAN Bharat wellness centres

Sd/-

DIRECTOR

