

Self-Study Report (SSR) - Criterion-1

Information to be submitted by Departments/Directorates/Centres for Each Programme Offered

1	Department/Directorate/Centre/Institute:	Directorate of Lifelong Learning, University of Kashmir	
2	Name of the Programme Offered:	Short Term Skill oriented courses, Diploma Courses	
3	Departmental website link of the complete/ updated syllabus:	https://dll.uok.edu.in/Main/Default.aspx?active=lnk7	
4	Number of Courses in the Programme?	11 courses	
5A	Number of New Courses introduced in the Programme since 2019?	07 Courses	
5B	List of New Courses introduced since 2019:		
	<i>Course Code</i>	<i>Course Title</i>	<i>Brief Description</i>
	HSS/Q8701	Diabetes Education	A holistic course which enables science graduates to adequately train and provide basic understanding, principles and methods of diabetes, its management, handle basic laboratory tests, and to develop the capacity to conduct outreach programmes in relation to diabetes.
		Bridge Programme Certificate Course in Community Health (BPCCHN)	To strengthen the delivery of comprehensive primary health care services through the health and wellness centres(HWCS). The Directorate in collaboration with Jammu & Kashmir National Health Mission run six months certificate programme in Community Health. The prime objectives of the course are as under: 1. Strengthen knowledge and skills in community health, epidemiology, environmental health, biomedical waste management and infection control. 2. Discuss organisation of healthcare at various levels 3. Explain nutritional assessment and nutritional requirement during pregnancy, lactation, infancy, childhood,adolescence and elderly. 4. Describe nutritional deficiency disorders, food borne diseases and food safety. 5. Explain the management of communicable and non-communicable disease as per guidelines of national health programmes at subcentre level. 6. Use the communication, management and supervisory skills for managing the subcentre.
	AMH/Q1947	Self Employed Tailor	This programme aims to develop the skill in apparels and made-ups sector for the incumbent students with following training outcomes: • Draft and cut the fabric. • Carry out the process of sewing for dress materials and common household items of textiles. • Carry out inspections and alterations to adjust corrections for fittings. • Maintain health, safety and security in the tailoring shop. • Maintain work area, tools and machines. • Comply with industry, regulatory and organizational requirements.
	LSC/Q1122	Documentation Assistant	Training Outcomes: At the end of the program, the learner will be able to: • Describe the basic structure and function of supply chain • Identify various activities in Land Transportation • Detail the various tasks to be performed while preparing for processing documents • Describe each document and its requirements • Perform documentation of inbound and outbound consignments as per standard operating procedure • Perform the necessary tasks post documentation • Demonstrate health, safety and security measures while performing documentation

MES/ Q 0903	Assistant Cameraman	<p>This program is aimed at training candidates for the job of a “Assistant Cameraman”, in the “Media and Entertainment” Sector/Industry and aims at building the following key competencies amongst the learner. After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Prepare and arrange all the camera equipment for use during shoots • Monitor use of equipment during shoots • Understanding the focus requirements for different types of shots • Lay out marks on the set/props/floor to define artist paths and refine camera positions/focus lengths during rehearsals • Marking out the focus lengths for each position • Dismantling and packing camera equipment after shoot • Understanding the health, safety and security risks prevalent in the workplace • Knowing the people responsible for health and safety and the resources available • Identifying and reporting risks • Complying with procedures in the event of an emergency
PWD/SSC/Q2212	Domestic Data Entry Operator	<p>This program is aimed at training candidates for the job of Domestic Data Entry Operator in the IT Sector/Industry in the IT ITeS Sector/Industry and aims at building the following key competencies in the learner with the following outcomes: Comprehend your work requirements, output, target with appropriate people as per organization policy.</p> <ul style="list-style-type: none"> • Use your time and resources judiciously. • Keep the workplace clean and operate in a tidy environment. • Treat confidential information correctly.
HCS/Q7301	Hand Embroidery	<p>This program is aimed at training candidates for the job of a “Traditional Hand Embroiderer”, in the “Handicrafts and Carpet” Sector/Industry and aims at building the following key competencies amongst the learner with the following outcomes: Contribute to achieve quality in traditional hand embroidery work</p> <ul style="list-style-type: none"> • Work in a team • Execute commitment and trust • Display better communication • Ensure adaptability • Apply creative freedom • Maintain work area and tools • Maintain health, safety and security at workplace • Prepare and carry out Phulkari embroidery as per given specifications • Prepare for carrying out Phulkari embroidery • Carry out Phulkari embroidery as per the given specifications • Prepare and carry out Chikankari embroidery as per given specifications • Prepare for carrying out Chikankari embroidery • Carry out Chikankari embroidery as per the given specifications

AGR/Q7506	Cold Storage Manager	<p>This program is aimed at training candidates for the job of a “Cold Storage Manager”, in the “Agriculture & Allied” Sector/Industry and aims at building the following key competencies amongst the learner with the outcomes given below:</p> <ul style="list-style-type: none"> • Study the scope and importance of preservation/storage of fruits and vegetables • Describe the role of a Cold Storage Manager • Describe the method to plan and estimate the resources • Explain different types of budget • Describe the components of an operating budget • Illustrate different cost budgeting techniques • Detail the budget required for the cold storage management • Enlist different types of cost • Estimate the site operating budget • Estimate the production cost • Estimate the site labour cost • Conduct market survey to understand the marketers’ specification • Assess the risk factors • Describe ways to optimally utilize the resources • Describe ways to reduce the cost • Describe ways to assess the cost performance • Describe ways to manage and control the actual costs as compared to the estimated ones <p style="text-align: right;">Display general discipline in the classroom (Do’s & Don’ts)</p>
MES/Q0601	Graphic Designer	<p>This program is aimed at training candidates for the job of a “Graphic Designer”, in the “Media and Entertainment” Sector/Industry and aims at building the following key competencies amongst the learner with the following outcomes: Recognize the background of media and entertainment industry and resource theme of the designs.</p> <ul style="list-style-type: none"> • Manage the deliverable as per requirement of client. • Design creatives for visual effect. • Plan and organize stages for designing like need of tools creation, rough sketches, design concept etc. • Understand of theme for graphics like for graphic, digital, print, game etc.
5C	Departmental website link in support of New Courses introduced in the Programme since 2019.	
7	Are Programme Outcomes (POs) clearly mentioned in the syllabus? (Y/N)	Yes
8	Are the Course Outcomes (COs) mentioned for each course of the programme? (Y/N)	Yes

9A	Does POs & COs have relevance to local, regional & global developmental needs? (Y/N)		Yes
9B	List of courses addressing Local Needs:		
	<i>Course Code</i>	<i>Course Title</i>	<i>Brief Justification</i>
AMH/Q1947	Self Employed Tailor	<p>This programme aims to develop the skill in apparels and made-ups sector for the incumbant students with following training outcomes:</p> <ul style="list-style-type: none"> • Draft and cut the fabric. • Carry out the process of sewing for dress materials and common household items of textiles. • Carry out inspections and alterations to adjust corrections for fittings. • Maintain health, safety and security in the tailoring shop. • Maintain work area, tools and machines. • Comply with industry, regulatory and organizational requirements. 	
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PSC/Q0104	Plumber General	<p>This program is aimed at training candidates for the job of a “Plumber (General)”, in the “Plumbing” Sector/Industry and aims at building the following key competencies amongst the learner and the participants will be able to:</p> <ul style="list-style-type: none"> • Understand pre-installation related activities involving understanding of the task, material preparation, taking measurements and marking the positions. • Install pipes and sanitary fixtures, basic quality check of the installed fittings and fixtures, testing, commissioning and handover activities. • Understanding the installed system, basic inspection and identification of the fault in the system. • repair like replacement etc. with minimal damage to other systems. • Receive work instructions, discuss task status and receive feedback. • Interact with colleagues within and outside the team. • Communicate and discuss work flow, problems faced, possible solutions and pass on the learning within and outside the team. • Report to senior about process flow improvements that can reduce anticipated or repetitive hazards with regards to:- • Mishandling of tools and equipment. • Electrical or any other problem at the construction site that could result in accident. • Maintain healthy and safe at secure working environment. • Undertake work independently, be a good team player, be a competent listener for taking instructions
9C List of courses addressing Regional Needs:		
<i>Course Code</i>	<i>Course Title</i>	<i>Brief Justification</i>
	Diabetes Education	A holistic course which enables science graduates to adequately train and provide basic understanding, principles and methods of diabetes, its management, handle basic laboratory tests, and to develop the capacity to conduct outreach programmes in relation to diabetes.

	Bridge Programme Certificate Course in Community Health (BPCCHN)	<p>The objectives of the course are given as under:</p> <ol style="list-style-type: none"> 1. Strengthen knowledge and skills in community health, epidemiology, environmental health, biomedical waste management and infection control. 2. Discuss organisation of healthcare at various levels 3. Explain nutritional assessment and nutritional requirement during pregnancy, lactation, infancy, childhood, adolescence and elderly. 4. Describe nutritional deficiency disorders, food borne diseases and food safety. disease as per guidelines of national health programmes at subcentre level. 5. Explain the management of communicable and non-communicable 6. Use the communication, management and supervisory skills for managing the subcentre.
LSC/Q1122	Documentation Assistant	<p>Training Outcomes: At the end of the program, the learner will be able to:</p> <ul style="list-style-type: none"> • Describe the basic structure and function of supply chain • Identify various activities in Land Transportation • Detail the various tasks to be performed while preparing for processing documents • Describe each document and its requirements • Perform documentation of inbound and outbound consignments as per standard operating procedure • Perform the necessary tasks post documentation • Demonstrate health, safety and security measures while performing documentation
ME5/ Q_0903	Assistant Cameraman	<p>This program is aimed at training candidates for the job of a “Assistant Cameraman”, in the “Media and Entertainment” Sector/Industry and aims at building the following key competencies amongst the learner. After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Prepare and arrange all the camera equipment for use during shoots • Monitor use of equipment during shoots • Understanding the focus requirements for different types of shots • Lay out marks on the set/props/floor to define artist paths and refine camera positions/focus lengths during rehearsals • Marking out the focus lengths for each position • Dismantling and packing camera equipment after shoot • Understanding the health, safety and security risks prevalent in the workplace • Knowing the people responsible for health and safety and the resources available • Identifying and reporting risks • Complying with procedures in the event of an emergency
PWD/SSC/Q2212	Domestic Data Entry Operator	<p>This program is aimed at training candidates for the job of Domestic Data Entry Operator in the IT Sector/Industry in the IT ITeS Sector/Industry and aims at building the following key competencies in the learner with the following outcomes: Comprehend your work requirements, output, target with appropriate people as per organization policy.</p> <ul style="list-style-type: none"> • Use your time and resources judiciously. • Keep the workplace clean and operate in a tidy environment. • Treat confidential information correctly.
9D	List of courses addressing Global Needs:	
	<i>Course Code</i>	<i>Course Title</i>
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HSS/Q8701	Diabetes Education	A holistic course which enables science graduates to adequately train and provide basic understanding, principles and methods of diabetes, its management, handle basic laboratory tests, and to develop the capacity to conduct outreach programmes in relation to diabetes.

	<p>Bridge Programme Certificate Course in Community Health (BPCCHN)</p>	<p>To strengthen the delivery of comprehensive primary health care services through the health and wellness centres(HWCS). The Directorate in collaboration with Jammu & Kashmir National Health Mission run six months certificate programme in Community Health. The prime objectives of the course are as under:</p> <ol style="list-style-type: none"> 1. Strengthen knowledge and skills in community health, epidemiology, environmental health, biomedical waste management and infection control. 2. Discuss organisation of healthcare at various levels 3. Explain nutritional assessment and nutritional requirement during pregnancy, lactation, infancy, childhood,adolescence and elderly. 4. Describe nutritional deficiency disorders, food borne diseases and food safety. 5. Explain the management of communicable and non-communicable disease as per guidelines of national health programmes at subcentre level. 6. Use the communication, management and supervisory skills for managing the subcentre.
<p>PSC/Q0104</p>	<p>Plumber General</p>	<p>This program is aimed at training candidates for the job of a “Plumber (General)”, in the “Plumbing” Sector/Industry and aims at building the following key competencies amongst the learner and the participants will be able to:</p> <ul style="list-style-type: none"> • Understand pre-installation related activities involving understanding of the task, material preparation, taking measurements and marking the positions. • Install pipes and sanitary fixtures, basic quality check of the installed fittings and fixtures, testing, commissioning and handover activities. • Understanding the installed system, basic inspection and identification of the fault in the system. • repair like replacement etc. with minimal damage to other systems. • Receive work instructions, discuss task status and receive feedback. • Interact with colleagues within and outside the team. • Communicate and discuss work flow, problems faced, possible solutions and pass on the learning within and outside the team. • Report to senior about process flow improvements that can reduce anticipated or repetitive hazards with regards to:- • Mishandling of tools and equipment. • Electrical or any other problem at the construction site that could result in accident. • Maintain healthy and safe at secure working environment. • Undertake work independently, be a good team player, be a competent listener for taking instructions

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LSC/Q1122	Documentation Assistant	<p>Training Outcomes: At the end of the program, the learner will be able to:</p> <ul style="list-style-type: none"> • Describe the basic structure and function of supply chain • Identify various activities in Land Transportation • Detail the various tasks to be performed while preparing for processing documents • Describe each document and its requirements • Perform documentation of inbound and outbound consignments as per standard operating procedure • Perform the necessary tasks post documentation • Demonstrate health, safety and security measures while performing documentation

10A	Does the Programme offer focus on Employability/ Entrepreneurship/ Skill development courses? (Y/N)		Yes
10B	List of Employability Courses:		
	<i>Course Code</i>	<i>Course Title</i>	<i>Brief Justification</i>
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10C	List of Entrepreneurship Development Courses:		
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	Bridge Programme Certificate Course in Community Health (BPCCHN)	<p>To strengthen the delivery of comprehensive primary health care services through the health and wellness centres(HWCS). The Directorate in collaboration with Jammu & Kashmir National Health Mission run six months certificate programme in Community Health. The prime objectives of the course are as under:</p> <p>Strengthen knowledge and skills in community health, epidemiology, environmental health, biomedical waste management and infection control.</p> <ol style="list-style-type: none"> 1. Discuss organisation of healthcare at various levels 2. Explain nutritional assessment and nutritional requirement during pregnancy, lactation, infancy, childhood,adolescence and elderly. 3. Describe nutritional deficiency disorders, food borne diseases and food safety. 4. Explain the management of communicable and non-communicable disease as per guidelines of national health programmes at subcentre level. 5. Use the communication, management and supervisory skills for managing the subcentre.
AMH/Q1947	Self Employed Tailor	<p>To strengthen the delivery of comprehensive primary health care services through the health and wellness centres(HWCS). The Directorate in collaboration with Jammu & Kashmir National Health Mission run six months certificate programme in Community Health. The prime objectives of the course are as under: This programme aims to develop the skill in apparels and made-ups sector for the incumbent students with following training outcomes:</p> <ul style="list-style-type: none"> • Draft and cut the fabric. • Carry out the process of sewing for dress materials and common household items of textiles. • Carry out inspections and alterations to adjust corrections for fittings. • Maintain health, safety and security in the tailoring shop. • Maintain work area, tools and machines. • Comply with industry, regulatory and organizational requirements.

LSC/Q1122	Documentation Assistant	<p>Training Outcomes: At the end of the program, the learner will be able to:</p> <ul style="list-style-type: none"> • Describe the basic structure and function of supply chain • Identify various activities in Land Transportation • Detail the various tasks to be performed while preparing for processing documents • Describe each document and its requirements • Perform documentation of inbound and outbound consignments as per standard operating procedure • Perform the necessary tasks post documentation • Demonstrate health, safety and security measures while performing documentation
MES/ Q 0903	Assistant Cameraman	<p>This program is aimed at training candidates for the job of a “Assistant Cameraman”, in the “Media and Entertainment” Sector/Industry and aims at building the following key competencies amongst the learner. After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Prepare and arrange all the camera equipment for use during shoots • Monitor use of equipment during shoots • Understanding the focus requirements for different types of shots • Lay out marks on the set/props/floor to define artist paths and refine camera positions/focus lengths during rehearsals • Marking out the focus lengths for each position • Dismantling and packing camera equipment after shoot • Understanding the health, safety and security risks prevalent in the workplace • Knowing the people responsible for health and safety and the resources available • Identifying and reporting risks • Complying with procedures in the event of an emergency
PWD/SSC/Q2212	Domestic Data Entry Operator	<p>This program is aimed at training candidates for the job of Domestic Data Entry Operator in the IT Sector/Industry in the IT ITeS Sector/Industry and aims at building the following key competencies in the learner with the following outcomes: Comprehend your work requirements, output, target with appropriate people as per organization policy.</p> <ul style="list-style-type: none"> • Use your time and resources judiciously. • Keep the workplace clean and operate in a tidy environment. • Treat confidential information correctly.
HCS/Q7301	Hand Embroidery	<p>This program is aimed at training candidates for the job of a “Traditional Hand Embroiderer”, in the “Handicrafts and Carpet” Sector/Industry and aims at building the following key competencies amongst the learner with the following outcomes: Contribute to achieve quality in traditional hand embroidery work</p> <ul style="list-style-type: none"> • Work in a team • Execute commitment and trust • Display better communication • Ensure adaptability • Apply creative freedom • Maintain work area and tools • Maintain health, safety and security at workplace • Prepare and carry out Phulkari embroidery as per given specifications • Prepare for carrying out Phulkari embroidery • Carry out Phulkari embroidery as per the given specifications • Prepare and carry out Chikankari embroidery as per given specifications • Prepare for carrying out Chikankari embroidery • Carry out Chikankari embroidery as per the given specifications

PSC/Q0104	Plumber General	<p>This program is aimed at training candidates for the job of a “Plumber (General)”, in the “Plumbing” Sector/Industry and aims at building the following key competencies amongst the learner and the participants will be able to:</p> <ul style="list-style-type: none"> • Understand pre-installation related activities involving understanding of the task, material preparation, taking measurements and marking the positions. • Install pipes and sanitary fixtures, basic quality check of the installed fittings and fixtures, testing, commissioning and handover activities. • Understanding the installed system, basic inspection and identification of the fault in the system. • repair like replacement etc. with minimal damage to other systems. • Receive work instructions, discuss task status and receive feedback. • Interact with colleagues within and outside the team. • Communicate and discuss work flow, problems faced, possible solutions and pass on the learning within and outside the team. • Report to senior about process flow improvements that can reduce anticipated or repetitive hazards with regards to:- • Mishandling of tools and equipment. • Electrical or any other problem at the construction site that could result in accident. • Maintain healthy and safe at secure working environment. • Undertake work independently, be a good team player, be a competent listener for taking instructions
MES/Q0601	Graphic Designer	<p>This program is aimed at training candidates for the job of a “Graphic Designer”, in the “Media and Entertainment” Sector/Industry and aims at building the following key competencies amongst the learner with the following outcomes: Recognize the background of media and entertainment industry and resource theme of the designs.</p> <ul style="list-style-type: none"> • Manage the deliverable as per requirement of client. • Design creatives for visual effect. • Plan and organize stages for designing like need of tools creation, rough sketches, design concept etc. • Understand of theme for graphics like for graphic, digital, print, game etc.
HSS/Q8701	Cold Storage Manager	<p>This program is aimed at training candidates for the job of a “Cold Storage Manager”, in the “Agriculture & Allied” Sector/Industry and aims at building the following key competencies amongst the learner with the outcomes given below: Display general discipline in the classroom (Do’s & Don’ts)</p> <ul style="list-style-type: none"> • Study the scope and importance of preservation/storage of fruits and vegetables • Describe the role of a Cold Storage Manager • Describe the method to plan and estimate the resources • Explain different types of budget • Describe the components of an operating budget • Illustrate different cost budgeting techniques • Detail the budget required for the cold storage management • Enlist different types of cost • Estimate the site operating budget • Estimate the production cost • Estimate the site labour cost • Conduct market survey to understand the marketers’ specification • Assess the risk factors • Describe ways to optimally utilize the resources • Describe ways to reduce the cost • Describe ways to assess the cost performance • Describe ways to manage and control the actual costs as compared to the estimated ones

11A	Does the programme have courses addressing Professional ethics/ gender/ human values/ environment/ sustainability & other value framework enshrined in NEP2020/etc. (Y/N)			No
11B	List of courses addressing Professional Ethics:			
	<i>Course Title</i>		<i>Brief Justification</i>	
	NA			
11C	List of courses addressing Gender Issues:			
	<i>Course Code</i>	<i>Course Title</i>	<i>Brief Justification</i>	
	NA			
11D	List of courses addressing Human Value Issues:			
	<i>Course Code</i>	<i>Course Title</i>	<i>Brief Justification</i>	
	NA			
11E	List of courses addressing Environment Issues:			
	<i>Course Code</i>	<i>Course Title</i>	<i>Brief Justification</i>	
	NA			

11F	List of courses addressing Sustainability issues:							
	<i>Course Code</i>	<i>Course Title</i>	<i>Brief Justification</i>					
	NA							
11G	List of courses addressing Other Value Framework enshrined in NEP2020/etc.:							
	<i>Course Code</i>	<i>Course Title</i>	<i>Brief Justification</i>					
	NA							
12A	Does the Department/Directorate/Institute/ Centre offer Diploma Programme? (Y/N)		Yes					
12B	Details of the Diploma Programmes offered by the institutions where the students of the institution have enrolled and successfully completed during the last five years (2019-2023)							
	<i>Programme Code</i>	<i>Name of Diploma Programme</i>	<i>Mode of Programme (Online/Offline)</i>	<i>Year of Offering/enrolment</i>	<i>Contact hours of course</i>	<i>Number of students enrolled in the year</i>	<i>Number of Students completing the course in the year</i>	<i>Departmental website link to the relevant document</i>
HSS/Q8701	One year Diploma in Diabetes Education	Offline	22.08.2022	Theory (255) Practical (135)	21	21	https://dll.uok.edu.in/Files/20ae454c-0cb4-4e04-8afe-98b1921cc8e7/Menu/diabetes-educator_syllabus_698a1120-b3f2-48d6-b59f-3d7f7daca/bb.pdf	21

13A	Does the Department/Directorate/Institute/ Centre offer Certificate Courses? (Y/N)							yes
13B	Details of the Certificate Courses offered by the institutions where the students of the institution have enrolled and successfully completed during the last five years (2019-2023)							
Course Code	Name of Certificate Course	Mode of Course (Online/Offline)	Year of Offering/enrolment	Contact hours of course	Number of students enrolled in the year	Number of Students completing the course in the year	Departmental website link to the relevant document	Number of students enrolled in the year
	Six months Bridge Programme Certificate Course in Community Health (BPCCHN)	offline	2019	960	198	198	https://dll.uok.edu.in/Files/20ae454c-0cb4-4e04-8afe-98b1921cc8ef/Menu/BPCCHN_Syllabus_20240606_0001_5562efad-ed53-4bb6-9ff2-f1cda5f08a49.pdf	198
	do	offline	2020	960	161	161	https://dll.uok.edu.in/Files/20ae454c-0cb4-4e04-8afe-98b1921cc8ef/Menu/BPCCHN_Syllabus_20240606_0001_5562efad-ed53-4bb6-9ff2-f1cda5f08a49.pdf	161
	do	offline	2021	960	44	44	https://dll.uok.edu.in/Files/20ae454c-0cb4-4e04-8afe-98b1921cc8ef/Menu/BPCCHN_Syllabus_20240606_0001_5562efad-ed53-4bb6-9ff2-f1cda5f08a49.pdf	44
	do	offline	2022	960	39	39	https://dll.uok.edu.in/Files/20ae454c-0cb4-4e04-8afe-98b1921cc8ef/Menu/BPCCHN_Syllabus_20240606_0001_5562efad-ed53-4bb6-9ff2-f1cda5f08a49.pdf	39
	Basic Computer & Internet (3 months)	offline	2019	440	88	88	https://dll.uok.edu.in/Files/20ae454c-0cb4-4e04-8afe-98b1921cc8ef/Menu/domestic_data_entry_operator_syllabus_65286297-b874-4903-b8bd-801ec6c9508a.pdf	88
	do	offline	2020	440	100	100	https://dll.uok.edu.in/Files/20ae454c-0cb4-4e04-8afe-98b1921cc8ef/Menu/domestic_data_entry_operator_syllabus_65286297-b874-4903-b8bd-801ec6c9508a.pdf	100
	do	offline	2021	440	30	30	https://dll.uok.edu.in/Files/20ae454c-0cb4-4e04-8afe-98b1921cc8ef/Menu/domestic_data_entry_operator_syllabus_65286297-b874-4903-b8bd-801ec6c9508a.pdf	30
	do	offline	2022	440	60	60	https://dll.uok.edu.in/Files/20ae454c-0cb4-4e04-8afe-98b1921cc8ef/Menu/domestic_data_entry_operator_syllabus_65286297-b874-4903-b8bd-801ec6c9508a.pdf	60
	do	offline	2023	440	60	60	https://dll.uok.edu.in/Files/20ae454c-0cb4-4e04-8afe-98b1921cc8ef/Menu/domestic_data_entry_operator_syllabus_65286297-b874-4903-b8bd-801ec6c9508a.pdf	60
	Basic Electrical Solutions (3 months)	offline	2019	360	30	30		30
	do	offline	2020	360	30	30		30
	do	offline	2021	360	16	16		16
	do	offline	2022	360	19	19		19
AMH/Q1947	Self Employed Tailor (3 months)	offline	2019	380	30	30	https://dll.uok.edu.in/Files/20ae454c-0cb4-4e04-8afe-98b1921cc8ef/Menu/SELF_EMPLOYED_TAILOR_syllabus_bf9e9883-d4f3-4f86-9333-1fe40b741e68.pdf	30
	do	offline	2020	380	25	25	https://dll.uok.edu.in/Files/20ae454c-0cb4-4e04-8afe-98b1921cc8ef/Menu/SELF_EMPLOYED_TAILOR_syllabus_bf9e9883-d4f3-4f86-9333-1fe40b741e68.pdf	25
	do	offline	2021	380	16	16	https://dll.uok.edu.in/Files/20ae454c-0cb4-4e04-8afe-98b1921cc8ef/Menu/SELF_EMPLOYED_TAILOR_syllabus_bf9e9883-d4f3-4f86-9333-1fe40b741e68.pdf	16
	do	offline	2022	380	30	30	https://dll.uok.edu.in/Files/20ae454c-0cb4-4e04-8afe-98b1921cc8ef/Menu/SELF_EMPLOYED_TAILOR_syllabus_bf9e9883-d4f3-4f86-9333-1fe40b741e68.pdf	30
	do	offline	2023	380	60	60	https://dll.uok.edu.in/Files/20ae454c-0cb4-4e04-8afe-98b1921cc8ef/Menu/SELF_EMPLOYED_TAILOR_syllabus_bf9e9883-d4f3-4f86-9333-1fe40b741e68.pdf	60
	Goods & Services Tax (GST) Accounts Assistant	offline	2019	100	35	35		35
	do	offline	2020	100	25	25		25
	do	offline	2021	100	30	30		30
	do	offline	2022	100	60	60		60
	do	offline	2023		60	60		60
PSC/Q0104	Plumber General (3 months)	offline	2019	400	60	60	https://dll.uok.edu.in/Files/20ae454c-0cb4-4e04-8afe-98b1921cc8ef/Menu/plumber_general_syllabus_b6d23893-2569-4961-8465-7f4b4787ac20.pdf	60
LSC/Q1122	Documentation Assistant (3 months)	offline	2019	310	60	60	https://dll.uok.edu.in/Files/20ae454c-0cb4-4e04-8afe-98b1921cc8ef/Menu/Documentation_assistant_syllabus_6855900b-fe71-4ae6-b497-4aa0ae6bb9bc.pdf	60

PWD/SSC/Q2212	Domestic Data Entry Operator (3 months)	offline	2019	440	60	60	https://dll.uok.edu.in/Files/20ae454c-0cb4-4e04-8afe-98b1921cc8ef/Menu/domestic_data_entry_operator_syllabus_65286297-b874-4903-b8bd-801ec6c9508a.pdf	60	
MES/Q0601	Graphic Designing (3 months)	offline	2019	180	30	30	https://dll.uok.edu.in/Files/20ae454c-0cb4-4e04-8afe-98b1921cc8ef/Menu/MC_Graphic_Designer_81714788-6700-4667-a65b-f606fd557edb.pdf	30	
	do	offline	2020	180	25	25	https://dll.uok.edu.in/Files/20ae454c-0cb4-4e04-8afe-98b1921cc8ef/Menu/MC_Graphic_Designer_81714788-6700-4667-a65b-f606fd557edb.pdf	25	
	do	offline	2021	180	30	30	https://dll.uok.edu.in/Files/20ae454c-0cb4-4e04-8afe-98b1921cc8ef/Menu/MC_Graphic_Designer_81714788-6700-4667-a65b-f606fd557edb.pdf	30	
	do	offline	2022	180	30	30	https://dll.uok.edu.in/Files/20ae454c-0cb4-4e04-8afe-98b1921cc8ef/Menu/MC_Graphic_Designer_81714788-6700-4667-a65b-f606fd557edb.pdf	30	
	do	offline	2023	180	59	59	https://dll.uok.edu.in/Files/20ae454c-0cb4-4e04-8afe-98b1921cc8ef/Menu/MC_Graphic_Designer_81714788-6700-4667-a65b-f606fd557edb.pdf	59	
AGR/Q7506	Cold Store Manager (3 months)	offline	2019	430	30	30	https://dll.uok.edu.in/Files/20ae454c-0cb4-4e04-8afe-98b1921cc8ef/Menu/cold_store_manager_syllabus_c21fdb80-6a49-484c-bddc-db13f83fad57.pdf	30	
HCS/Q7301	Hand Embroidery	Offline		110			https://dll.uok.edu.in/Files/20ae454c-0cb4-4e04-8afe-98b1921cc8ef/Menu/hand_embroidery_syllabus_0bec021-1e4d-40fc-88df-bfebe7e42abf.pdf		
MES/ Q 0903	Assistant Cameraman (3 months)	offline	2019	320	30	30	https://dll.uok.edu.in/Files/20ae454c-0cb4-4e04-8afe-98b1921cc8ef/Menu/Assistant-Cameraman_ed1bab2c-ce4f-4749-bb0d-454bac362528.pdf	30	
14A	Does the Department/Directorate/Institute/ Centre offer Value-Added Courses? (Y/N)							No	
14B	Details of the Value Added Courses offered by the institutions where the students of the institution have enrolled and successfully completed during the last five years (2019-2023)								
	Course Code	Name of Value-Added Course	Mode of Course (Online/Offline)	Year of Offering/enrolment	Contact hours of course	Number of students enrolled in the year	Number of Students completing the course in the year	Departmental website link to the relevant document	Number of students enrolled in the year
		Bridal Mehandi Designing	Offline	2021	180	30	30		30
		Do	Offline	2022	180	30	30		30
		Do	Offline	2023	180	30	30		30
		Do	Offline	2024	360	60	60		60
		Papier Machie	Offline	2021	120	20	20		20
		Do	Offline	2022	138	23	23		23
		Do	Offline	2023	540	90	90		90
		Do	Offline	2024	360	60	60		60
		Drone Operation and Aerial Photography	Offline	2022	180	30	30		30
		Do		2023	180	30	30		30
15A	Does the Department/Directorate/Institute/ Centre offer Online Courses of MOOCs, SWAYAM/e-PG Pathshala/ NPTEL and other recognized platforms? (Y/N)							No	
16A	Does the programme have Field Projects/ Research Projects /Internship in the programme? (Y/N)							No	
16B	Details of components of Field Projects / Research Projects / Internships implemented during last five years (2019-2023)								
	Course Code	Name of the course pertaining to field projects/ Research Projects /Internship		Number of Credits		Number of students undertaking course		Departmental website link to the relevant document	
17	Any other Relevant Information:								

Signature of the Head/Director of the Department/Centre/Institute

General Instructions:

1. Kindly format the syllabus in light of the instruction and discussions held in past meetings and upload the syllabus on the Departmental Website.
2. Upload valid proofs on the Departmental Website.

