

Syllabus for the subjects

of

**TRADE SKILL - I
&
TRADE SKILL - II**

of

Trade: Desk Top Publishing Operator

Under

CRAFT INSTRUCTOR TRAINING SCHEME (CITS)

Re-Designed in

- 2014 -

By

**Government of India
Ministry of Labour & Employment
Directorate General of Employment & Training
New Delhi**

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A. RATIONALE

Success & Sustainability of any Training System depends upon given other things, availability of good quality instructors. An Instructor should possess good trade skills to impart skill training. To cope up this quality possession of trade skills is imperative.

Ability to understand and interpret the course content is essential to perform a job / task of Engineering Trades. It is the skills, Knowledge and Attitude which enables comprehending the given job and subsequent planning to complete the task/job. Thus it is imperative for any trade instructor to have skill so that same can be transferred.

For an instructor it is essential to have in depth knowledge set which enables analyzing the given job and subsequent detail planning. To transfer skill the practical know how is most important criteria as in ITI system skill is the ultimate requirement. To perform a task/job both theoretical and practical knowledge are very much needed. Thus Trade Technology is regarded as basic/hard skills which are base of all skill based training.

Recognizing this importance maximum weightage has been given to the Trade Skills in all Non-Engineering Trades in Craft Instructors Training Scheme (CITS) under NCVT.

B. GENERAL INFORMATION

1. Name of the Course : Craft Instructor Training(CITS)
2. Duration of Instructor Training : 1 Year (Two semesters each of six months)
3. Subjects covered in the Semesters : Detailed in Section – C
4. Name of The Trade : Desk Top Publishing Operator
5. Name of the Subject : TRADE SKILL – I & TRADE SKILL - II
6. Examination : AITT to be held at the end of each semester.
7. Space Norms : Theory Class Room - 30 sq.m.
Practical Class Room /Workshop - 84 sq.m.
(Separate Theory & Practical Class
Room/Workshop for each Trade skill1-2)
*(Note:- The electrical equipments of Theory & Practical class
room should conform to minimum 3 star Building energy rating
as per Bureau of Energy Efficiency (B.E.E.))*
8. Power Norms : 8 KW for each Workshop
9. Unit strength (Batch Size) : 20
10. Entry qualification : Degree/Diploma in Computer Science/Information
Technology/ Printing Technology from any AICTE
recognized Institute/University/Board
OR
National Trade Certificate in the DTPO
OR
National Apprenticeship Certificate in the DTPO
11. Trainers' Qualification : Degree/Diploma in Computer Science/Information
Technology/ Printing Technology from any AICTE
recognized Institute/University/Board with 2 years
experience for degree holders and 5 Years
experience for Diploma holders in
Teaching/Industry after acquiring Degree/Diploma
or As per Recruitment Rules.
12. Desirable : Passed National Craft Instructor Training course
In IT - DTPO

C. SEMESTER WISE ALLOTMENT OF TIME & MARKS AMONG THE SUBJECTS FOR CITS – (DTPO)

	SUBJECTS	Hrs. / Week	% of time allotted	Marks	Sessional	Full Marks	Pass Marks		
							Exam.	Sessional	Total
First semester	Trade Practical – 1	24	60	200	30	230	120	18	138
	Trade Theory - 1	6	15	100	20	120	60	12	72
	Vocational Calculation	4	10	75	-	75	45	-	45
	Vocational Science	4	10	75	-	75	45	-	45
	Library	2	5	-	-				
	TOTAL	40		450	50	500	270	30	300
Second semester	Trade Practical – 2	16	40	200	30	230	120	18	138
	Trade Theory - 2	4	10	100	20	120	60	12	72
	Training Methodology - Practical	12	30	200	30	230	120	18	138
	Training Methodology - Theory + IT	6+2	20	100	20	120	60	12	72
	TOTAL	40		600	100	700	360	60	420
	GRAND TOTAL			1050	150	1200	630	90	720

Hourly Distribution

TOTAL: 1200 marks for 2 semesters Pass marks: 720

Subject	Time in %	Marks in %
Trade Practical	50	38.33
Trade Theory	12.5	20
Total for Trade	62.5	58.33
Training Methodology (Practical)	15	19.17
Training Methodology (Theory) + IT	10	10
Total for Training Methodology & IT	25	29.17
Vocational Cal.	5	6.25
Vocational Sc.	5	6.25
Library	2.5	-

D. SYLLABUS FOR THE TRADE: Desk Top Publishing Operator for Semester-1 Trade Skill - I

Duration:- 6 Months

Trade Theory			Trade Practical	
Sl. No.	Topics	Hours	Topics	Hours
1	Fundamentals of Computers <ul style="list-style-type: none"> •Early computing devices •Mechanical computing devices •Electro-mechanical computing devices •Electronic computers •Modern computers •Functions and characteristics of computers, Hardware -Software •System software •Application software •Introduction to free software -Benefit and use of computers •Application of computer •Concept of Drive, folder and file •Operating System and it's functions •Classification of Operating system •Introduction to Windows 8 Operating System •Interface, Accessories, File and Folder management, -Control Panel, system settings -System tools, Maintenance tools etc. Types of files, file naming concept, folder naming concept 	6 Hrs.	Visit to the computer lab Familiarization to Physical components of computers. Understanding various parts of computer system Keyboard practice Familiarization with advanced (various modes of) booting and shutting down of computers Concept of Drive, folder and file.	24 Hrs.
2-3	Operating System <ul style="list-style-type: none"> -Windows 8 -Linux Advanced covering both O/s from Installation to Customization	12 Hrs.	Familiarization Linux & Windows 8 <ul style="list-style-type: none"> - The Interface - File / folder creation and its management - Control panel, - Accessories 	48 Hrs.

	<ul style="list-style-type: none"> - Methods of handling dead locks - system file- Kernel and shell, - Command – file - file permission - user directory - Memory organization - Classification of memory - Semiconductor memory - Static and Dynamic memory - Data transmission, frequency, band width, analog and digital transmission - Virtual memory 		<ul style="list-style-type: none"> - Introduction to dead locks, - Methods of handling dead locks - system file- Kernel and shell, - Command – file - file permission - user directory. 	
4-5	<p>Open Source Application software</p> <ul style="list-style-type: none"> -Open office <p>Advanced covering of Open Office from Download, Installation, Customization and Familiarization</p>	12 Hrs.	<p>Familiarization Open Office</p> <ul style="list-style-type: none"> - Downloading - Installation - Customization - Familiarization - The Interface 	48 Hrs.
6-7	<p>Input – Output Devices</p> <ul style="list-style-type: none"> - Keyboard, mouse, track ball, touch pad, joy stick, steering - wheel, game pad, OCR, - OMR, MICR, BCR, smart card reader, micro phone, voice recognition system, scanner, digital camera, web cam, video camera <p>Introduction to output devices</p> <p>Soft copy devices</p> <ul style="list-style-type: none"> - Monitor, speakers <p>Hard copy devices</p> <ul style="list-style-type: none"> - Printers, plotters, micro films <p>Types of printers- impact / non- impact</p>	12 Hrs.	<p>Familiarization with Installation &working of following devices</p> <ul style="list-style-type: none"> -Scanner -Digital camera -Web Cam -OCR practice from typewritten, hand written, printed documents -Laser Printer and cartridge changing -Wireless input/ output devices connectivity with CPU -Configuring Wireless hotspots/ LAN 	48Hrs.
8-9	<p>Introduction to Open source page layout packages</p> <ul style="list-style-type: none"> -Introduction to Scribus or any -Open source Page Layout packages -Screen elements, tools and menu bar. 	12 Hrs.	<p>Downloading Scribus or Any free page layout packages popular in the region.</p> <p>Familiarization & page preparation using the Scribus</p>	48Hrs.

	Advantages of non-proprietary software over proprietary software. -Arrangements of pages in a book		<ul style="list-style-type: none"> - Interface - Practice on Tools - Practice on Menus - Practice on Palettes 	
10	Information Technology Act, 2000 -Legal recognition of electronic documents -Legal Recognition of digital signatures - Offenses and contraventions - Justice dispensation systems for cyber crimes	6 Hrs.	Practice on Scribus page layout Package such as Brochures , presentations .Leaflets.	24 Hrs.
11-13	Vector based software <ul style="list-style-type: none"> - Introduction to Adobe Illustrator - Tools and its Applications 	18 Hrs.	Familiarization of: -Adobe Illustrator for Windows & MAC <ul style="list-style-type: none"> - Interface - Practice on Tools - Practice on Menus - Practice on Palettes - Practice on Short cuts - Advanced concept of drawing, - Emphasis on design and composition and experimental techniques in different media - Use of selection Tool - objects attributes - Working with Groups and Layers. 	72 Hrs.
14-16	Difference between Vector Graphics and Raster graphics, its merits and demerits.	18 Hrs.	Adobe Illustrator – contd. <ul style="list-style-type: none"> - Advanced Drawing and Editing Path - Working with Color - Transformation and Positioning - Working with Masks - Applying Filters and Live Effects - Advanced Text Editing 	72 Hrs.

			<ul style="list-style-type: none"> - Modifying graphic styles - Working with Images - Exporting files to other programs - Printing of designs/works 	
17-18	Introduction to Regional Language Software <ul style="list-style-type: none"> - Unicode - ISM Publisher Other Freeware	12 Hrs.	Regional Language Software practice <ul style="list-style-type: none"> - Unicode - ISM Publisher - Other Freeware 	48Hrs.
19-20	Threats faced by Computers <ul style="list-style-type: none"> - Computer Virus - Spyware - Trojans - Spam - Hacking - Phishing Remedial measures <ul style="list-style-type: none"> - Firewall - Internet Security - Anti Virus - Anti Spyware 	12 Hrs.	Working with Internet Security Software <ul style="list-style-type: none"> - Downloading of Internet Security - Installation, Customization - File, Folder scanning Working with Anti-Virus software <ul style="list-style-type: none"> - Downloading of Anti- Virus software - Installation, Customization - File, Folder scanning 	48 Hrs.
21-22	Guidance for preparing a publication. <ul style="list-style-type: none"> - typesetting - proofing - printing - binding a publication. 	12 Hrs.	Project work <ul style="list-style-type: none"> - Preparation of a booklet in A5 size with text and illustrations 	48 Hrs.
23	On the job Training /Industrial Visit		On the job Training /Industrial Visit	
24	Revision		Revision	
25	Final Trade Test		Final Trade Test	
26	Admission for next semester		Admission for next semester	

E. List of Tools & Equipment
For the trade of Desk Top Publishing Operator (Trade Skill-I)
for a batch of 20 Trainees

Sl .No.	Description of store	Quantity
1	<p>Computer Peripherals & Software</p> <p>Desktop Computer system comprising:</p> <ul style="list-style-type: none"> - Intel Core i 7 CPU or higher - 8 GB RAM or Higher, 1 TB HDD or higher - 17/19" or Higher Digital TFT Color Monitor - USB/PS2 Bilingual Keyboard (Hindi & English) - USB Two button optical scroll mouse - Multi-Layer High speed DVD Re-Writer - Ethernet Wireless LAN Card, Intel Graphics Media Accelerator - 4-6 USB ports - 2 PS2 Ports, 1 VGA, 1 USB 3.0 - Multimedia with speakers and microphone - MS-Windows 8 with DVD media - Necessary device drivers for the OS <p><i>(Note: Configuration can be changed according the changes in the industry)</i></p>	20 Nos.
2	<p>Apple Macintosh Computer system comprising:</p> <ul style="list-style-type: none"> - i-Mac core i 5 processor with 2.5 GHZ or higher speed, 21.5" LED wide screen TFT Monitor - 8 GB RAM, 1TB HDD, HD camera - High speed Multi layer DVD Writer - Optical mouse with mouse pad - Built in Speakers and micro phone/Head phone - 1 thunderbolt port, 1 firewall, 4 USB, RJ45, IR - Wireless mouse and keyboard, WiFi, Bluetooth - Operating System with DVD media - Software drivers for OS <p><i>(Note: Configuration can be changed according the changes in the industry)</i></p>	1 No.
3	<p>Laptop Computer System comprising</p> <ul style="list-style-type: none"> - Intel Core i7 processor or higher - Multi-Layer DVD/ BD writer - 1 TB or higher HDD, 8 GB RAM - Audio in & out jack, stereo speakers, 15" screen - 5in1 card reader, Built in webcam & microphone - RJ45 for network, 3 to 5 USB ports, 1 HDMI port - 1 Mini USB port, 1 VGA port, touch pad - WiFi mini port adaptor, Wireless LAN, Bluetooth - With Windows 8 OS and DVD media <p><i>(Note: Configuration can be changed according the changes in the industry)</i></p>	1 No. (For Faculty)
4	<p>Color Laser Printer</p> <p>1200 DPI Black & 1200 dpi Color, A4 size, 4 MB or higher Memory, Printing speed 12 pages or higher per minute</p> <p><i>(Note: Configuration can be changed according to the industry standard and should use popular toner cartridge)</i></p>	1 No.

5	Document (Color) Scanner A3 size with a facility to scan transparency / Reflections flatbed type with standard accessories 1200 DPI or higher, with OCR software Or High Quality Drum Scanner	1 No.
6	Digital Still Camera - with USB connector cord - software driver for Win 8 / Linux - with memory card	1 No.
7	Networking of computers - Unmanaged 24 port active switch (1 no.) - 24 port CAT6 patch panel (1 no.) - Wireless router with 4 ports (1 no.) - Cat 6 UTP cable (300 meters) - Patch cord CAT 6 2 meter (24 nos.) - Surface mount box/information outlet (15 nos.) - 48 cm (19") rack with cable manager and AC distribution box and glass door with lock (1 no.)	As per requirement
8	Internet Connectivity - Broadband Modem cum Router - with 2 MBPS or higher speed	1 No.
9	Software (All academic versions) - Linux Operating system - Open Office (not to purchase – freeware) - Scribus (not to purchase – freeware)) - Adobe Creative Suit (Academic) for Mac & Windows - Internet Security cum Anti-Virus software - ISM Publisher or any other regional language software (Multi script Multi user) - Omni Page/Presto Page Manager or any other OCR software in CD/DVD media - e-Tutor (Computer based tutorial) for Adobe Creative Suit	1 each. for each system
10	Web Cam - USB connectivity - Device driver for Win 8/ Linux - 1 meter or higher cable length	1 No.
11	LCD/LED Projector with Screen - 4000 lumens or higher with VGA connectivity - Remote controlling facility - Zoom, focus adjustment facility	1 No.
12	Interactive Board	1 No.
13	White Board	1No.
14	2 Ton Split type Air Conditioner with remote controller	3 Nos.
15	4 KVA Wall mount Automatic Stabilizer for AC with time delay facility and visual indicators	3 Nos.
16	5 KVA UPS with One hour backup with Tubular Battery Bank	2 Nos.

Note:- Latest Model/version of Hardware & software should be provided.

F. FURNITURE AND ACCESSORIES
Trade Skill- I

SL. No.	Name of the furniture and Accessories	Qty per unit
1	<u>Furniture*</u> Operator chair (PU cushioned) for computers with back swivel on 5 wheel casters with or without arm rest	21 Nos.
2	Table for computers (Monitor Desk)* - with sliding tray for keyboard - with artificial particle board on top	21 Nos.
3	Single seated Chair with Writing Board/Single Seated Desk/Dual Desk	20/20/10 Nos.
4	Steel Cupboard	2 No.
5	Steel Shoe Rack pigeon Hole Type (Ten compartments)	2 No.
6	Table for Trainer	1 No.
7	Chair for Trainer	1 No.
8	CD/DVD/BD storable cabinet	2 Nos.
9	Table for Printers & Scanner standard dimension	2 Nos.
10	Paper cutter (standard size)	1 No.
11	Cello Tape Dispenser	1 No.

CONSUMABLES

SL. No.	Name Consumables	Qty per unit
1	A4 size Photo copier paper of 80 GSM	10 reams
2	A4 size cover paper	100 Nos.
3	White Board Marker	2 Dozens
4	Cartridges for Laser Printers(colour & black)	As per requirement
5	Matt coated Paper A4 size 150 or Higher GSM	3 pkt. (50 sheets in each pkt.)
6	Pen Drive 8GB or Higher	5 Nos.

7	DVDs	20 Nos
8	Cleaning Liquid for computer & Peripherals	4 Bottles
9	Cloth Dusters (24"x 24")	2 Dozens
10	Glue Stick	20 Nos.

G. SYLLABUS FOR THE TRADE: Desk Top Publishing Operator For Semester-2 Trade Skill - II

Duration :- 6 Months

Trade Theory			Trade Practical	
Sl. No.	Topics	Hours	Topics	Hours
1-2	Networking of Computers <ul style="list-style-type: none"> - Various classification - Client/Server network - Peer to Peer network - Hybrid network - Servers/Clients - Networking devices - Various network media such as co-axial cable, twisted pair cable etc. - Connectors and protocols - Sharing of Printer, Scanner - Sharing of files and folders - Wireless networking - Wireless technologies BT, WiFi, WiMax, VSAT 	8 Hrs.	Networking & Internet <ul style="list-style-type: none"> - IP Number configuring - Sharing of folders - Sharing of Printers - Sharing of Scanner - Basic connections for LAN - Basic trouble shooting of LAN - Basic requirement of Internet - Various browsers - E-mail management - Various other services 	32 Hrs.
3-4	Internet & Intranet <ul style="list-style-type: none"> - Types of internet connections - Requirements for Internet connectivity - E-mail - Search services - Browsers - Chat services - Blog services 	8 Hrs	Networking & Internet <ul style="list-style-type: none"> - Continuing 	32 Hrs.

	- Download and upload			
5-6	Introduction PDF <ul style="list-style-type: none"> - Introduction to PDF Generators - Permission and rights in PDF - Introduction to Adobe Acrobat Professional - Protecting file with various rights - Colour separations - Merits and demerits of PDF format files Other PDF Generators <ul style="list-style-type: none"> - Downloading free PDF generators - Converting files to different formats 	8 Hrs.	Familiarization of Adobe Acrobat Professional <ul style="list-style-type: none"> - Familiarization of Freeware PDF Generators and its conversions. - Conversion from PDF to word/word processors and Excel/spread sheets. - Integrating text and graphics in PDF files and vice versa. 	32 Hrs.
7-10	On Demand Printing <ul style="list-style-type: none"> - Basic concept ,Digital Press:- - Electrostatic, Inkjet and thermal printing from digital Master - PS interpreter & raster image processing (RIP) and its function 	16 Hrs.	Familiarization of: <ul style="list-style-type: none"> - Adobe In-Design for Windows & MAC - Document setup - Use of rules, guides, snap to guides - Formatting paragraphs, text blocks - Placing graphics, resizing and text wrap - Editing stories and spell checking - Setting of templates and style palettes - Grouping and aligning objects - Multiple paste with “step & repeat” - Colour libraries and separations - Styles and custom style palettes - Drop caps, page numbering and inserting of special symbols - Printing solutions and PPD's and PDFs 	64 Hrs.

11-12	Introduction Digital Management Rights Introduction to Intellectual property rights. <ul style="list-style-type: none"> - Various agencies dealing with IPR - Classification of rights. - Copyright Act ,Cyber Law Introduction to online picture store <ul style="list-style-type: none"> - Picasa - Other online image management tools. - Google Drive and other storage solutions 	8 Hrs.	Familiarization of Picasa - Familiarization of Google Drive or any equivalent storage space on internet. - Writing/Storing the data in various storage media as DVD/Pen Drive etc.	32 Hrs.
13-15	Multimedia <ul style="list-style-type: none"> - Interactive Multimedia - Non-interactive Multimedia - Various ingredients of Multimedia - Graphics - Audio - Video - Presentation software / Adobe Premiere 	12 Hrs	Integrating various ingredients of multimedia by using Adobe Premiere <ul style="list-style-type: none"> - Time lines - Text insertions - Graphic insertions - Inserting audio - Inserting video - Inserting titles - Create computer based tutorial for Illustrator. - Storing above programs in video format in DVD by Adobe Premiere 	48 Hrs.
16-17	Post Script (PS) and Page Description Languages (PDL) <ul style="list-style-type: none"> - PS printer description file, PS Level 1,2,3 - PS resources, imaging text and graphics - vector drawing, character drawing - EPS file, PS colour processing , PS output devices 	8 Hrs.	Downloading Fat paint Open source package. Installation and configuration of the above software. Introduction of Online logo, Graphic Design, Photo Editing etc	32 Hrs.

	Difference between PS and PDF			
18-20	<p>Introduction to e- Publishing</p> <ul style="list-style-type: none"> - Software tools required - Web publishing - Digital distribution platform - Online publishing - Online distribution - Open access (publishing) - Pay-per-view - Print on demand 	12 Hrs.	<p>e- Publishing tools</p> <ul style="list-style-type: none"> - Proprietary software for e-publishing - Open source software for e-publishing - e-books - EPUBs - digital magazines - digital libraries - Catalogues 	48 Hrs.
21	<p>Latest Developments in Printing and Publishing</p> <p>Theoretical overview</p> <ul style="list-style-type: none"> - CTP - Digital Printing - Resograph printing - Flexography 	4 Hrs.	<p>Project work</p> <p>Preparation of a booklet in various sizes with text and illustrations.</p> <p>Proofing using A3 size .</p>	16 Hrs.
22	Guidance for Project Design works in various software and store it in a DVD and print media	5 Hrs.	- DO -	16 Hrs.
23-24	Industrial visit or short term training for a period of two weeks either in observatory nature or in direct involvement to print publishing industry or related industry and prepare are a report to this.			
25	Revision			
26	Final Trade Test		Final Trade Test	

H. List of Tools & Equipment
For the trade of Desk Top Publishing Operator (Trade Skill-II)
for a batch of 20 Trainees

Sl.No.	Description of store	Quantity
1	<p>Computer Peripherals & Software Desktop Computer system comprising:</p> <ul style="list-style-type: none"> - Intel Core i 7 CPU or higher - 8 GB RAM or Higher, 1TB HDD or higher - 17/19" or higher Digital TFT Color Monitor - USB/PS2 Bilingual Keyboard (Hindi & English) - USB Two button optical scroll mouse - Multi-Layer High speed DVD Re-Writer - Ethernet Wireless LAN Card, Intel Graphics Media Accelerator - 4-6 USB ports - 2 PS2 Ports, 1 VGA, 1 USB 3.0 - Multimedia with speakers and microphone - MS-Windows 8 with DVD media - Necessary device drivers for the OS <p><i>(Note: Configuration can be changed according the changes in the industry)</i></p>	20 Nos.
2	<p>Apple Macintosh Computer system comprising:</p> <ul style="list-style-type: none"> - i-Mac core i 5 processor with 2.5 GHZ or higher speed, 21.5" LED wide screen TFT Monitor - 8 GB RAM, 1TB HDD, HD camera - High speed Multi layer DVD Writer - Optical mouse with mouse pad - Built in Speakers and micro phone/Head phone - 1 thunderbolt port, 1 firewall, 4 USB, RJ45, IR - Wireless mouse and keyboard, WiFi, Bluetooth - Operating System with DVD media - Software drivers for OS <p><i>(Note: Configuration can be changed according the changes in the industry)</i></p>	1 No.
3	<p>Laptop Computer System comprising</p> <ul style="list-style-type: none"> - Intel Core i7 processor or higher - Multi-Layer DVD/ BD writer - 1 TB or higher HDD, 8 GB RAM - Audio in & out jack, stereo speakers, 15" screen - 5in1 card reader, Built in webcam & microphone - RJ45 for network, 3 to 5 USB ports, 1 HDMI port - 1 Mini USB port, 1 VGA port, touch pad - WiFi mini port adaptor, Wireless LAN, Bluetooth - With Windows 8 OS and DVD media <p><i>(Note: Configuration can be changed according the changes in the industry)</i></p>	1 No. (For Faculty)
4	<p>Color Laser Printer 1200 DPI Black & 1200 dpi Color, A4 size, 4 MB or higher Memory, Printing speed 12 pages or higher per minute</p> <p><i>(Note: Configuration can be changed according to the industry standard and should use popular toner cartridge)</i></p>	1 No.

5	Monochrome Multi-Function Laser printer A3 size Printing Speed of 12 pages per minute or higher Resolution 600 to 1200 DPI or higher flatbed scanning Monochrome Photo copying	1 No.
6	Document (Color) Scanner A3 size with a facility to scan transparency / reflections flatbed type with standard accessories 1200 DPI or higher, with OCR software	1 No.
7	Networking of computers - Unmanaged 24 port active switch (1 no.) - 24 port CAT6 patch panel (1 no.) - Wireless router with 4 ports (1 no.) - Cat 6 UTP cable (300 meters) - Patch cord CAT 6 2 meter (24 nos.) - Surface mount box/information outlet (15 nos.) - 48 cm (19") rack with cable manager and AC distribution box and glass door with lock (1 no.)	As per requirement
8	Internet Connectivity - Broadband Modem cum Router - with 2 MBPS or higher speed	1 No.
9	Software (All academic versions) - Fat paint (not to purchase – Freeware) - Picasa (Freeware) - Adobe Creative Suit (Academic) for Mac & Windows - Adobe Acrobat Professional - Adobe Premiere - Internet Security cum Anti-Virus software - ISM Publisher or any other regional language software (Multi script Multi user) - Omni Page/Presto Page Manager or any other OCR software in CD/DVD media - e-Tutor (Computer based tutorial) for Adobe Creative Suit , Adobe Acrobat Professional	1 each. for each system
10	Digital Still Camera - with USB connector cord - software driver for Win 8 / Linux - with memory card	1 No.
11	LCD/LED Projector with Screen - 4000 lumens or higher with VGA connectivity - Remote controlling facility - Zoom, focus adjustment facility	1 No.
12	Interactive Board	1 No.
13	White Board	1 No.
14	2 Ton Split type Air Conditioner with remote controller	3 Nos.
15	4 KVA Wall mount Automatic Stabilizer for AC with time delay facility and visual indicators	3 Nos.
16	5 KVA UPS with One hour backup with Tubular Battery Bank	2 Nos.

Note:- Latest Model/version of Hardware & software should be provided.

I. FURNITURE AND ACCESSORIES
Trade Skill II

SL. No.	Name of the furniture and Accessories	Qty per unit
1	<u>Furniture</u> Operator chair* (PU cushioned) for computers with back swivel on 5 wheel casters with or without arm rest	21 Nos.
2	Table for computers (Monitor Desk)* - with sliding tray for keyboard - with artificial particle board on top	21 Nos.
3	Single seated chair with writing Board/Single Seated Desk/Dual Desk	20/20/10 Nos.
4	Steel Cupboard	2 No.
5	Steel Shoe Rack pigeon Hole Type (Ten compartments)	2 No.
6	Table for Trainer	1 No.
7	Chair for Trainer	1 No.
8	CD/DVD/BD storable cabinet	2 Nos.
9	Table for Printers & Scanner standard dimension	3 Nos.
10	Paper cutter (standard size)	1 No.
11	Cello Tape Dispenser	1 No.

CONSUMABLES

SL. No.	Name Consumables	Qty per unit
1	A3 size Photo Copier paper of 80 GSM	5 reams.
2	A4 size Photo copier paper of 80 GSM	10 reams
3	A3 size cover paper	100 Nos.
4	White Board Marker	2 Dozens
5	Cartridges for Laser Printers(colour & black)	As per requirement
6	Matt coated Paper A4 size 150 or Higher GSM	2 pkt. (50 sheets in each pkt.)

7	Pen Drive 8GB or Higher	5 Nos.
8	DVDs	20 Nos
9	Cleaning Liquid for computer & Peripherals	4 Bottles
10	Cloth Dusters (24"x 24")	2 Dozens
11	Glue Stick	20 Nos.

J. LIST OF TRADE COMMITTEE MEMBERS

Sl. No.	Name & Designation Sh/Mr/Ms.	Organization	Mentor Council / Core Group Designation
1	Dr. Sanjeev Kumar Gupta Head, Technical Wing	National Institute of Electronics and Information Technology Electronics Niketan, 6, CGO Complex New Delhi 110 003	Chairman ,Mentor Council
2	Mr. Rajeev Menon, Sr. Director	Cognizant Technology Solutions India Pvt. Ltd. 12th & 13th Floor, "A" wing, Kensington Building Hiranandani Business Park Powai, Mumbai - 400 076 India	Member ,Mentor Council
3	Mr. Srikantan Moorthy SVP & Head - Education & Research	Infosys Electronics City, Hosur Road Bangalore 560 100	Member ,Mentor Council
4	Mr. Deepak Jain Senior VP & Global Head- Work Force Planning	WIPRO, Doddakannelli Sarjapur Road Bangalore - 560 035 India	Member, Mentor Council
5	Mr. K. Ganesan Vice President -Human Resources,	Tata Consultancy Services Ltd.,200FtThoraipakkam-Pallavaram Ring Road,Thoraipakkam,Chennai-600 096,Tamil Nadu	Member, Mentor Council
6	Saurabh Joshi,G.M.	Accenture Services Pvt. Ltd. 7th floor , tower c, building no. 8,DLF Cybercity Phase II,Gurgaon- 122002	Member ,Mentor Council
7	Mr. Ravi Shankar B.	Mind Tree Ltd Global Village RCVE Post, Mysore Road Bangalore 59	Member ,Mentor Council
8	Umesh Gupta,CEO	Open Software Technology(India) Ltd.,512,PhaseV,Udyog Vihar,Gurgaon-122016	Member ,Mentor Council
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