.Vission

Global excellence in skill development

Mission

* To create opportunities and a conducive environment for skill development of
Indian youth to make them globally employable
* To be a choice destination for skills education and research

Objectives

* To support, promote and undertake the advancement of quality skills education
leading to Certificates, Diplomas, Advance Diplomas, Undergraduate,
Postgraduate, Doctoral and Post-doctoral degrees in different vocations.
* To create a world class infrastructure for training, research, innovation and
entrepreneurship
* To provide a flexible system with lateral entry, multiple exit points and
Recognition of Previous Learning (RPL)
* To provide for ample industrial internships integrated into the curriculum

Centers of Excellence

The University is in the process of establishing Centre’s of Excellence in the areas of its core strengths. The School of Poly-mechanic Skills, the School of Automotive Skills, School of Electrical Skills, School of IT Skills and the School of Carpenter Skills are equipped with world class machines and other resources. These are benchmarked against the best in the world in their respective skill areas. Leading industries are coming forward to establish their Centre’s of Excellence in the University. The Daikin Centre of Excellence in Air-conditioning is an example.



Genesis of Jagdishprasad Jhabarmal Tibrewala University

Development University

Chairman's Message

President Message

Board of Management

Board of studies

JJTU Leadership

About JJTU

**SCHOOL OF AUTOMOTIVE SKILLS**

**Introduction**

 The Indian auto industry is one of the largest in the world. According to Indian Brand Equity Foundation, the
industry accounts for 7.1 per cent of the country’s Gross Domestic Product .

With such a huge market
comes the requirement of skilled people for required. The School will create a new benchmark in skill development in the after sales service of automobiles where trained manpower is Automotive Industry by
developinga workforce which will be an ideal blend of technical skills and managerial expertise.

The School of Automotive Skills came into
existence in 2017, with a mission to impart

knowledge, technical skills & hands-on training
in automobiles, focusing on four wheelers,
both petrol & diesel, tractor and agricultural
implements. The program is designed to introduce
the students to the operation of today's complex
vehicles by giving them a comprehensive
understanding, basic to advanced, of various
automotive systems like Transmission, Brakes,

Steering & Suspension, Electrical and Electronics,
and Engine Performance, etc. Students under this
program will acquire the necessary skills to
diagnose and repair mechanical and computer
controlled electronic systems on the latest models
of automobiles.

Objectives

* To create an end-to-end implementation frame-work for skill development in automobile sector, providing opportunities for quality long and short-term skill training, by providing gainful employment and ensuring career progression that meets the aspirations of trainees.
* To establish cross sectoral, nationally and internationally acceptable standards for skill training in the country by creating a comprehensive program of teaching and training.
* To ensure high quality options for long term training, benchmarked to internationally acceptable qualification standards, which will ultimately help to create a highly skilled work-force for the automobile sector.
* To develop and retain a network of highly qualified teachers Strainers in the automotive sector.

Programs Offers

* Certificate (6 months)
* Diploma(I year)
* Advanced Diploma (2 years)
* B.Voc (3 years)

 **Eligibility** - 10+2 PCM or ITI after 10'" or Polytechnic Diploma will be considered as equivalent to 10+2

**Admission** - Admission will be through an Entrance Exam or based on the merit of the qualifying examination.

The B.Voc program is modular in nature with multiple exit points at Certificate. Diploma, Advanced Diploma and B.Voc. Each of the six semesters carries 30 credits resulting in a total of 180 credits for B.Voc.

The credits are accumulated from Certificate to B.Voc as given below

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Semester | Duration | Location | Credits(Cumuiative) | Fee | Award |
| I | 6 months | BSDU | 30 | 50,000/- | Certificate |
| II | 6 months(lyr) | Industry | 60 | 10,000/- | Diploma |
| III | 6 months(l.Syrs) | BSDU | 90 | 50,000/- | — |
| IV | 6 months(2yrs) | Industry | 120 | 10,000/- | AdvancedDiploma |
| V | 6 months(2.5yrs) | BSDU | 150 | 50,000/- | — |
| VI | 6 months(3yrs) | Industry | 180 | 10,000/- | B.Voc |

Career opportunities

 The Indian auto industry is one of the largest in the world. According to Indian Brand Equity Foundation, the industry accounts for 7.1 per cent of the country's Gross Domestic Product (GDP).With such a huge market comes the requirement of skilled people for after sales service of automobiles where trained manpower is required. Undergoing the B.Voc. course in Automotive skills will equip the students with all necessary and essential attributes to service, maintain and over haul various types of automobiles which in turn will make them ready for the huge market of service and maintenance as well as proficiency in running their own entrepreneurial venture. After undergoing these courses & training the students will be eligible or various positions starting from entry level in automobile service sector ofvarious brands of cars and tractors like:

* Maruti Suzuki
* Volkswagen
* Hyundai
* Mercedes-Benz
* BMW
* Audi

Infrastructure and Equipment

A workshop for training is being setup with an outlay of approximately Rs. 2 crores in the first phase. The workshop will have high-end equipment from globally best workshop equipment suppliers like John Bean for wheel care, diagnostic tools for various systems from Bosch and body shop equipment from
suppliers who provide equipment to workshops of brands like Mercedes, BMW, Audi.. etc

Training will be imparted on latest passenger cars and tractors having contemporary technology of the
day.

All classrooms will be equipped with training aids comprising cut sections and working models of all
systems of vehicles to facilitate effective learning of concepts.







Faculty

B.Voc Automotive Skills

Curriculum of Automotive.Skills

|  |  |  |
| --- | --- | --- |
| Year | First semester | Second semester |
|  I | Course | Credits | Course | Credits |
| Tools and Equipment Maintenance ls and Equipment Maintenance | 8 | Tools and Equipment Maintenance | 10 |
| Vehicle Diagnosis & Service | 12 | Vehicle Diagnosis & Service | 10 |
| English Language & Comprehension | 3 | Presentation | 1 |
| National Integration National Integration | 3 | Professional Communication Skills-1rofessional Communication Skills-1 | 3 |
| MS Office | 3 | Modem History | 3 |
| Computer Lab -1 | 1 | Environmental Studies | 3 |
| Total | 30 | Total | 30 |
| Cumulative Credits = 30 (Certificate) | Cumulative Credits= 60(Diploma) Credits = 60 (Diploma) |

|  |  |  |
| --- | --- | --- |
| Year | Third semester | Fourth semester |
| II | Course | Credits | Course | Credits |
| l Braking System (Specialization)s and Equipment Maintenance | 4 | Braking System (Specialization) | 4 |
| Clutch System (Specialization) | 4 | Clutch System (Specialization) | 4 |
| Vehicle Repair & Overhaul | 9 | Vehicle Repair & Overhaul | 9 |
| N Professional Communication Skill-ll a | 3 | Communication Minor Project ills-1 | 1 |
| Entrepreneurship | 3 | Organizational Behavior | 3 |
| Personality Development | 3 | International Relations | 3 |
| Presentation, Publication & Graphing Tech. | 3 | Current Affairs | 3 |
| Computer Lab-II | 1 | Socio-Economic Development | 3 |
| Total | 30 | Total | 30 |
| Cumulative Credits = 30 (Certificate) | Cumulative Credits = 60(Diploma)= 60 (Diploma) |

|  |  |  |
| --- | --- | --- |
| Year | Fifth semester | Sixth semester |
| III | Course | Credits | Course | Credits |
| Advanced Diagnosis. Repair & Overhauling Maintenance | 6 | Advanced Diagnosis. Repair &Overhauling (Mechanical) | 9 |
| Advanced Diagnosis, Repair & Overhauling | 5 | Advanced Diagnosis, Repair &Overhauling (Electrical) | 8 |
| Workshop Management | 3 | Major Project | 1 |
| Advanced Communication Skills | 3 | Economics  | 3 |
| Technical Writing | 3 | Quantitative Aptitude | 3 |
| Programming With C | 3 | Indian Constitution | 3 |
| Yoga | 3 | Value Education | 3 |
| Accounting | 3 |  |  |
| Computer Lab-Ill | 1 |  |  |
| Total | 30 | Total | 30 |
| Cumulative Credits = 30 (Certificate) | Cumulative Credits = 60(Diploma)= 60 (Diploma) |

SCHOOL OF CONSTRUCTION SKILLS

Introduction

Construction is the backbone of any
developing nation. It is an ongoing
activity which needs skilled personnel at
all levels. The construction industry
generates substantial employment and
on a consistent basis. Skills and
knowledge are its energetic forces of
growth and development. The economy
becomes more productive, inventive and
competitive through the development of
more skilled human capital.

The School of Construction Skills aims to develop, establish, standardize and
sustain Industry Competency Frameworks, Skills Levels, Occupational
Standards, Build, and Create and Deliver
Capacity, Investment and Skilling

Outcomes, which shall meet or exceed customer expectations through ethical, transparent and effective
management of the Construction and Infrastructure Industry.

* To groom the construction work force, to meet the challenges and demand for world class construction skills, in terms of safety, quality of workmanship and time
* To identify the training needs of the construction workforce and set standards to monitor their occupational competencies and technical skills deployed in the industry.
* To disseminate knowledge and appropriate skill practices through recognized systems of
training, testing and certification to validate competency levels.
* To facilitate training by setting up modular training schools with well-defined infrastructure and curriculum.
* To serve the social objective of the organization by channelizing the potential and strength of rural youth in India, for producing a trained construction workforce capable of delivering world class standards.
* To formulate different trades after carefully analyzing the knowledge and the skill expected for each level of competency.

Programs Offered

**• Certificate(6months] \*Diploma(lyear) \* AdvancedDiploma(2years] \* B.Voc(3years]**

**Eligibility**-10+2 or ITI after 10'" or Polytechnic Diploma will be considered as equivalent to 10+2

**Admission**- Admission will be through an Entrance Exam or based on the merit of the qualifying examination.

The B.Voc program is modular in nature with multiple exit points at Certificate, Diploma, Advanced Diploma and B.Voc. Each of the six semesters carries 30 credits, resulting in a total of 180 credits for B.Voc. The credits are accumulated from Certificate to B.Voc as given below -

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Semester | Duration | Location | Credits(Cumulative) | Fee |  |
| I | 6 months | BSDU | 30 | 50,000/- | Certificate |
| II | 6 months(lyr) | Industry | 60 | 10,000/- | Diploma |
| III | 6 months(l.Syrs) | BSDU | 90 | 50,000/- | — |
| IV | 6 months(2yrs) | Industry | 120 | 10,000/- | AdvancedDiploma |
| V | 6 months(2.5yrs) | BSDU | 150 | 50,000/- | — |
| VI | 6 months(3yrs) | Industry | 180 | 10,000/- | B.Voc |

Career Opportunities

Today the construction industry in India is the second largest employer after agriculture, providing employment to about 35 million people Moreover, the effect of globalization in India has enabled the Construction industry to adopt the latest technologies, in both the materials used and the methods of construction, thereby ensuinga growing demand for world-class quality in workmanship.

As per Construction Skill Development Council, the career path can be broadly classified as follows:- Supervisor Structure, Supervisor Erection, Supervisor Finishes, Supervisor Fabrication, Supervisor Electrical works, P&M, Store keeper construction. Quality Technician, Supervisor site EHS. Career opportunities exist in major construction companies, entrepreneurship and self-employment.

Infrastructure and Equipment

Equipment from JCB, Escorts, ACE and BEML

Hand tools like Rule, Tape, Tape, Square, Chisel, Hand saw, Hand plane. Shovel, Wheel barrow. Hammer, Sledge hammer. Pick, Mattock, Crow bar. Pinch bar. Power and pneumatic tools like Power saw, Electric plane. Impact power drill. Nail gun. Impact hammer. Personal Protective Equipment [for the use of hand, power and pneumatic tools] like Footwear, Head protection. Hearing protection. Gloves, Masks/respirators, Eye protection. Clothing, Sunscreen.

Plant and equipment needs Generator, Compressor. A range of cleaning equipment including high pressure water cleaner, wet/dry vacuum, brooms and brushes. Scrapers.

**Faculty**

B.Voc Construction skills

Curriculum of Construction skills

|  |  |  |
| --- | --- | --- |
| Year | First semester | Second semester |
|  I | Course | Credits | Course | Credits |
| Mason - General | 6 | Mason - General | 7 |
| Mason - Tiling | 6 | Mason - Tiling | 7 |
| Mason Form Finishes & SpecialConcrete | 8 | Mason Form Finishes **&** SpecialConcrete | 7 |
| English Language & Comprehension | 3 | Professional Communication Skills-I | 3 |
| National Integration | 3 | Modem History | 3 |
| MS Office | 3 | Environmental Studies | 3 |
| Computer Lab -I |  |  |  |
| Total | 30 | Total | 30 |
| Cumulative Credits = 30 (Certificate) | Cumulative Credits= 60(Diploma) Credits = 60 (Diploma) |

|  |  |  |
| --- | --- | --- |
| Year | Third semester | Fourth semester |
| II | Course | Credits | Course | Credits |
| Mason Marble, Granite & Stone | 4 | Mason Marble, Granite & Stone | 4 |
| Pavement Layer | 4 | Pavement Layer | 4 |
| Charge Hand - Painting and Decorating | 4 | Charge Hand - Painting and Decorating | 4 |
| Bar Bender & Steel Fixer | 5 | Bar Bender & Steel Fixer | 4 |
| Professional Communication Skill-II | 3 | Minor Project | 2 |
| Entrepreneurship | 3 | Organizational Behavior | 3 |
| Personality Development | 3 | International Relations | 3 |
| Presentation. Publication & Graphing Tech. | 3 | Current Affairs | 3 |
| Computer Lab - 11 |  | Socio-Economic Development | 3 |
| Total | 30 | Total | 30 |
| Cumulative Credits = 30 (Certificate) | Cumulative Credits = 60(Diploma)= 60 (Diploma) |

|  |  |  |
| --- | --- | --- |
| Year | Fifth semester | Sixth semester |
| III | Course | Credits | Course | Credits |
| Forcman-Rcinf or ccmcni | 3 | Foreman Reinforcement | 3 |
| Foreman Facade Installation | 3 | Foreman Facade Installation | 3 |
| Supervisor Structure | 4 | Supervisor Structure | 4 |
| Supervisor Finishes | 4 | Supervisor Finishes | 4 |
| Advanced Communication Skills | 3 | Major Project | 4 |
| Technical Writing | 3 | Economics | 3 |
| Programming With C | 3 | Quantitative Aptitude | 3 |
| Yoga | 3 | Indian Constitution | 3 |
| Accounting | 3 | Value Education | 3 |
| Computer Lab — III | 1 |  |  |
| Total | 30 | Total | 30 |
| Cumulative Credits = 30 (Certificate) | Cumulative Credits = 60(Diploma)= 60 (Diploma) |

**School of Electrical Skills**

Imagine a world without computers, mobiles,
telephones, Internet, machines... where would we be
without Electricity and electrical skills! Electrical skills play a significant role in shaping modern society.

The school of Electrical Skills offers a vibrant
environment for students. It came into existence in 2017. to produce suitably qualified electrically skilled persons, with extensive knowledge of electrical legislation, codes and standards of practice. The students will be trained in installing, maintaining and testing electrical systems and equipment in domestic, commercial and industrial environments. On graduating, they will possess an in-depth knowledge of the safety procedures for the project work and maintenance of industrial plants.

The School trains students with expertise and complete know-how, based on the Swiss Dual System of training, combining theory and on the job training.

**Objective**

* To provide Quality Training in electrical skills
* To integrate theory and on-the-job training to suit the Indian industries
* To meet the growing challenges of skilled manpower
* To conform to the highest standards of Professional Ethics

Programs Offered

\* Certificate (6 months) ♦ Diploma(l year) ♦ Advanced Diploma (2 years) ♦ B.Voc (3 years)

**Eligibility**-10+2 PCM orlTl after 10“’or Polytechnic Diploma will be considered as equivalenttolO+2

**Admission** -Admission will be through an Entrance Exam or based on the merit of the qualifying examination.

The B.Voc program is modular in nature with multiple exit points at Certificate, Diploma, Advanced
Diploma and B.Voc. Each of the six semesters carries 30 credits, resulting in a total of 180 credits for B.Voc.
The credits are accumulated from Certificate to B.Voc as given below:-

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Semester** | **Duratjon** | **Location** | **Credits****(Cumulative)** | **Fee** | **Award** |
| I | 6 months | BSDU | 30 | 50,000/- | Certificate |
| I | 6 months(l yrs) | Industry | 60 | 10,000/- | Diploma |
| III | 6 months(l yrs) | BSDU | 90 | 50,000/- | — |
| rv | 6 months(2yrs) | Industry | 120 | 10,000/- | AdvancedDiploma |
| V | 6 months(2.5 yrs) | BSDU | 150 | 50,000/- | — |
| VI | 6 months(3 yrs) | Industry | 180 | 10.000/- | B.Voc |

Career Opportunities

* Electricalskillsrepresentover25%ofal!availablejobs. In India, 30% of all government jobs are from Electrical skills
* A person with electrical skills can be employed in any Computer. Electronics & communication, Instrumentation and control, robotics, mechanical industry, etc.
* Other than conventional Electrical jobs like power generation, distribution, transmission,
manufacturing and utility sectors, skilled electrical persons are well positioned to address a variety of crucial issues being faced by the society today.
* Job opportunities for electrical specialists are both in private and public sector like railways, civil aviation, electricity board and utility companies, electrical design and consultancy firms and all types of manufacturing industries.
* Companies like ABB, Bajaj International Private Ltd, Crompton Greaves Limited, Siemens Ltd, Reliance Power Ltd, Oil and Natural Gas Corporation (ONGC), Bharat Heavy Electricals Limited (BHEL), Steel Authority of India Limited (SAILJ, Coal India Limited (CILJ, Power Grid Corporation of India Limited (PCCILJ, Centre for Electronics Design and Technology and Wipro Lighting, are the biggest employers hiring electrical specialists.

**Infrastructure and Equipment**

The Electrical Skill Labs are well-equipped with all required instruments and state-of-the art machines comparable to those in the industry. These include Wheatstone Bridges, single and three phase transformers, single and three phase induction machines, synchronous machines. various DC machines. AC-DC digital drives, PLCs, advance electrical machine trainer kits and digital 1C trainer kits, etc.

Additional hardware includes power supplies with variable and fixed ac/dc, resistive, inductive and capacitive loads, rheostats, changeover switches, measurement meters such as digital multi-meter, wattmeter, tachometer etc. There are also cut section models available for several machines.

**Faculty**

**B.Voc Electrical Skills**

|  |  |  |
| --- | --- | --- |
| Year | First semester | Second semester |
|  I | Course | Credits | Course | Credits |
| Construction Electrician | 11 | Construction Electrician | 10 |
| Electrical Technician | 3 | Electrical Technician | 3 |
| Maintenance Technician Electrical | 6 | Maintenance Technician Electrical | 6 |
| English Language & Comprehension | 3 | Presentation | 2 |
| National Integration | 3 | Professional Communication Skills -1 | 3 |
| MS Office | 3 | Modem History | 3 |
| Computer Lab -1 |  | Environmental Studies | 3 |
| Total | 30 | Total | 30 |
| Cumulative Credits = 30 (Certificate) | Cumulative Credits= 60(Diploma) Credits = 60 (Diploma) |

|  |  |  |
| --- | --- | --- |
| Year | Third semester | Fourth semester |
| II | Course | Credits | Course | Credits |
| Electrical Assembly Operator CoutrolPanel | 4 | Electrical Assembly Operator ControlPane | 4 |
| Electrical Design Developer | 4 | Electrical Design Developer | 4 |
| Safety Electrical Installation Controller | 8 | Safety Electrical Installation Controller | 8 |
| Seminar |  | Minor Project | 2 |
| Professional Communication Skill -11 | 3 | Organizational Behavior | 3 |
| Entrepreneurship | 3 | International Relations | 3 |
| Personality Development | 3 | Current Affairs | 3 |
| Presentation, Publication & Graphing Tech. | 3 | Socio-Economic Development | 3 |
| Computer Lab - II |  |  |  |
| Total | 30 | Total | 30 |
| Cumulative Credits = 30 (Certificate) | Cumulative Credits = 60(Diploma)= 60 (Diploma) |

|  |  |  |
| --- | --- | --- |
| Year | Fifth semester | Sixth semester |
| III | Course | Credits | Course | Credits |
| Solar PV Installer | 4 | Solar PV Installer | 4 |
| Supervisor Electrical Works | 10 | Supervisor Electrical Works | 10 |
| Advanced Communication Skills | 3 | Major Project | 4 |
| Technical Writing | 3 | Economics | 3 |
| Programming With C | 3 | Quantitative Aptitude | 3 |
| Yoga | 3 | Indian Constitution | 3 |
| Accounting | 3 | Value Education | 3 |
| Computer Lab-111 | 1 |  |  |
| Total | 30 | Total | 30 |
| Cumulative Credits = 30 (Certificate) | Cumulative Credits = 60(Diploma)= 60 (Diploma) |

**SCHOOL OF HEALTHCARE AND PARAMEDIC SKILLS**

**Introduction**

The School follows the Swiss Dual System and applies modern teaching methods of Problem based learning (PBL).\t is intended to promote the acquisition of flexibly usable knowledge, the development of interdisciplinary skills, and a better problem-solving capability. Social competence and teamwork are key qualifications that can be acquired within the scope of this training. The program is guided by a highly specialized Swiss Tutors. The school provides a new program in Healthcare called Medical Nursing Assistant [MNA], The MNA will gain elementary theoretical knowledge, needed for practical assistance of the nurse, diverse practical know-how, professional awareness, high motivation and dedication and respectful professional behavior.

As the education is competence based, the students will have the ability to work independently in a hospital ward from the very first day after completing the Course.

**Objective**

* To produce highly motivated, dedicated and profound educated auxiliary staff in Hospitals and nursing homes, with professional awareness and behavior
* To ensure that there are no more unskilled staff working in hospitals
* To train MNAs who create and cultivate a respectful professional relationship with patients in her daily routine and whose behavior aligns with the patients' needs

**Programs Offered**

♦ Certificate [6 months)

♦ Diploma(Iyear)

**Eligibility:** 10th or ITI after 10'" or Polytechnic Diploma will be considered as equivalent

**Admission**: Admission will be through an Entrance Exam or based on the merit of the qualifying examination.

The Diploma program is modular in nature with multiple exit points at Certificate, Diploma. Each of the four semesters carries 15 credits, resulting in a total of 60 credits for Diploma. The credits are accumulated from Certificate to Diploma as given below

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Course | Duration  | Location  | Credits  | Fee  | Award  |
| I | 3 Months |  |  |  | Certificate |
| II | 3 Months |  |  |
| III | 3 Months |  |  |  | Diploma |
| IV | 3 Months |  |  |

**Career Opportunities**

The MNA will be very useful as a Caring Assistant for patients in institutions like Hospitals and Nursing Homes. She would be able to perform medical technical procedures and support the physical, social and emotional well-being of all patients.

**Infrastructure and Equipment**

****Bed Side Locker, Crash Cart Trolley, Soiled Linen Trolley, Linen Change Trolley, Bed Side Screen, Bed Side Table, Foot Step Double, Stretcher Trolley, Patient Trolley, Saline Stand, Visitor Stool, Plain Bed General on Wheel, Semi Fowler Bed Gen On Wheel, Medical Equipment, Hygiene, Pharmacy, Bodily Care,

Excretion Process, Inhalation, Blood Withdrawal, Orthopedic Aids, CPR Material, Dummy for patients, Adult Manikin " Faces, Dummy of Organs, Human Skeleton Structure etc. One Practical Skills Training lab, I Health Care office. Storage Room and Women's Changing Room.

**Faculty**

**Diploma Health Care and Paramedic Skills**

|  |  |  |
| --- | --- | --- |
| Year | First semester | Second semester |
|  I | Course | Credits | Course | Credits |
| Course introduction, basic anatomy | 1 | Industrial Internship | 8 |
| Professional Behavior | 2 | Hygiene and anatomy subjects | 3 |
| Hygiene and safety | 2 | General awareness in care taking | 1 |
| Personal hygiene and getting dressed | I | Professional Communication Skills — I | 1 |
| Nutrition and support in feeding | 1 | Modern History | 1 |
| Body mechanics and positioning | I | Environmental Studio | 1 |
| Excretion process | I |  |  |
| Tube feeding | I |  |  |
| Clinical pictures | 1 |  |  |
| English Language & Comprehension | 1 |  |  |
| National Integration | 1 |  |  |
| MS Office | 1 |  |  |
| Computer Lab -1 | 1 |  |  |
| Total | 15 | Total | 15 |
| Cumulative Credits = 30 (Certificate) | Cumulative Credits= 60(Diploma) Credits = 60 (Diploma) |

|  |  |  |
| --- | --- | --- |
| Year | Third semester | Fourth semester |
|  I | Course | Credits | Course | Credits |
| First aid and cardio-pulmonary resuscitation | 2 | industrial internship | 7 |
| Support in breathing | 2 | Advanced care subjects | 3 |
| Dressing change | I | General awareness | 1 |
| Drug education | 1 | Organizational Behavior | 1 |
| Check vital signs | 1 | International Relations | 1 |
| Clinical pictures | I | Current Affairs | 1 |
| Blood examination | I | Socio Economic Development | 1 |
| Repetition | 1 |  |  |
| Professional Communication Skill-2 | 1 |  |  |
| Entrepreneurship | 1 |  |  |
| Personality Development | 1 |  |  |
| Presentation, Publication & Graphing Tech. | 1 |  |  |
| Computer Lab-II | 1 |  |  |
| Total | 15 | Total | 15 |
| Cumulative Credits = 30 (Certificate) | Cumulative Credits= 60(Diploma) Credits = 60 (Diploma) |

**SCHOOL OF IT/ NETWORKING SKILLS**

The School of IT & Networking provides training in the field of information storing, processing and communication, using computers.

Computers are involved in daily life, from

control of robots or machines that can

substitute humans, especially in tasks which are

considered dangerous to humans.

Networking is the construction, design and use

of a network, including the physical (cabling,

hub, bridge, switch, router, and so forth), the

selection and use of telecommunication

protocols and computer software, for use

and management of the network and the

establishment of operation policies.

smartphones to laptops, the Internet, medical

instruments, lighting technology and to the use

and

Skills in these areas are very important today, looking at the upward trend in digitization. Information Technology, Smart Cities and Industrial Automation. A Network architect has the skill to work with a company's computer network, using information technology, to make network systems for all employees to use. These networks can include local area networks (LANs), wide area networks (WANs), intranets and extranets. Network complexity can vary depending on the organization and the company may have one dedicated engineer, or many globally connected engineers working together with the Chief Technology Officer.

At present the School offers a 3-year undergraduate program in Vocational Studies related to Computer Networking, called B. Voc. IT/(Networking). Exit options are also available to students after one or two years, to do a 1-yearDiplomaor a 2-year Advanced Diploma, respectively, in IT/(Networking).

* To install, configure and test CPE (modem, routers and switches) for broadband access
* To establish connectivity between CPE and end-user device (CPU, Laptop, tablets, Smart/IP TV etc.) at customer premises
* To carry out basic trouble-shooting for identifying, localizing & rectifying cable, connectivity and Equipment faults
* To install, configure and test Wi-Fi Backhaul Equipment and Wi-Fi Access Points for broadband access
* To establish connectivity in the backhaul between Wi-Fi nodes and Access Points at multiple sites
* To implement, maintain and integrate WAN, LAN and server architecture
* To implement and administer network security hardware and software
* To enforce then networks security policy and comply with requirements of external security and its and recommendations.

**Programs Offers**

 Certificate (6 months) ♦ Diploma(I year) ♦ Advanced Diploma (2 years) ♦ B.Voc (3 years)

**Eligibility** -10+2 or ITI after 10'“ or Polytechnic Diploma will be considered as equivalent to 10+2

**Admission:** It will be through an Entrance Exam or based on the merit of the qualifying examination.

The B.Voc program is modular in nature with multiple exit points at Certificate, Diploma, Advanced Diploma

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Course  | Duration  | Location  | Credits  | Fees  | Award  |
| I | 6 months |  | 30 |  | Certificate |
| II | 6 months(l yrS ) |  | 60 |  | Diploma |
| III | 6 months(I. yrs) |  | 90 |  | — |
| IV | 6 months(2yrs) |  | 120 |  | AdvancedDiploma |
| V | 6 months(2.5yrs) |  | 150 |  | — |
| VI | 6 months(3yTs) |  | 180 |  | B.Voc |

Career Opportunities

For those just starting a career in networking, here is a short list of the available types of positions and networking jobs -

* Network Specialist or Network Service Technician focuses on the setup, troubleshooting, and repair of specific hardware and software products. Service Technicians in particular often must travel to remote customer sites to perform field upgrades and support.
* Network Administrator focuses on the day-to-day management of networks.
* Network Engineer focuses primarily on system upgrades, evaluating vendor products, security
testing, and so on.
* Network Analysis Programmer writes software programs or scripts that aid in network
analysis, such as diagnostics or monitoring utilities. They also specialize in evaluating third-
party products and integrating new software technologies into an existing network environment
or to build a new environment.
* Network Manager supervises the work of administrators, engineers, technicians, and/or
programmers and focus on longer-range planning and strategy considerations.
* Network Solutions Architect translates requirements created by functional analysts into the
architecture for that solution and describing it through architecture and design artifacts.

**Infrastructure and Equipment**

Currently, the School has the following Labs, and associated equipment -

1. Basic Computing Lab.; 30 desktop systems, with i3 quad core processor, 4GB RAM, 1TB HDD and 19" monitor. There are other peripheral devices like SMPS, and motherboards for students to get hands-on exposure to assembling computers.
2. Networking Lab.: Rack mounted routers, L2 and L3 switches, modems, fire walls, wireless devices. Access Points, optical fiber cables, network simulator, etc., for students to have hands-on experience in networking hardware and software.

**Faculty**

|  |
| --- |
| **Curriculum of B.Voc IT/Networking Skills** |
| Year | FIRST SEMESTER | SECOND SEMESTER (Industrial Internship) |
|     I   | Course | Credits | Course | Credits |
| Introduction to Computers | 3 | Introduction to Computers | 3 |
| Computer assembling, rack mounting, SMPS | 4 | Computer assembling, rack mounting, sumps | 4 |
| Internet Basics | 3 | Internet Basics | 3 |
| Basics of Networking (Topology, Cables, LAN) | 3 | Basics of Networking (Topology, Cables, LAN) | 3 |
| Operating System Basics, Windows Installation | 3 | Operating System Basics, Windows Installation | 4 |
| Network Installation | 4 | Network Installation | 4 |
| English Language & Comprehension | 3 |
| National Integration | 3 | Professional Communication Skills – I | 3 |
| MS Office | 3 | Modern History | 3 |
| Computer lab-I | 1 | Environmental Studies | 3 |
| Total | 30 | Total | 30 |
|   | Cumulative Credits = 30 (Certificate) | Cumulative Credits = 60 (Diploma) |
|    II | THIRD SEMESTER | FOURTH SEMESTER (Industrial Internship) |
| Networking Devices (L2 and L3 switches, DSL, ADSL, Hubs, Modems and Bridges) | 4 | Networking Devices (L2 and L3 switches, DSL, ADSL, Hubs, Modems and Bridges) | 4 |
| Wireless Communication (AP, wireless Routers, RF links) | 3 | Wireless Communication (AP, wireless Routers, RF links) | 3 |
| Planning and designing networks, Mapping | 3 | Planning and designing networks, Mapping | 2 |
| Server installation and management, Win2012, RedHat, Centos | 4 | Server installation and management, Win2012, RedHat, Centos | 4 |
| Optical fibre communication (Cables, Connectors) | 3 | Optical fiber communication (Cables, Connectors) | 3 |
| Personality Development | 3 | Minor Project | 2 |
| Professional Communication Skills-II | 3 | Organizational Behavior | 3 |
| Entrepreneurship | 3 | International Relations | 3 |
| Presentation, Publication & Graphic Tech. | 3 | Current Affairs | 3 |
| Computer Lab-2 | 1 | Socio-Economic Development | 3 |
|   | Total | 30 | Total | 30 |
|   | Cumulative Credits = 120 (Advanced Diploma) |
|         III | FIFTH SEMESTER | SIXTH SEMESTER (Industrial Internship) |
| Router, Firewall, UTM Configurations | 2 | Router, Firewall, UTM Configurations | 3 |
| WAN technologies DSL, MPLS, ISP | 2 | WAN technologies DSL, MPLS, ISP | 2 |
| Advanced Network Monitoring and troubleshooting | 3 | Advanced Network Monitoring and troubleshooting | 3 |
| Virtualization: VM Creation, Configuration and management | 3 | Virtualization: VM Creation, Configuration and management | 3 |
| Licensing, standards and compliances | 3 | Major Project | 4 |
| Application gateway configuration and management | 2 | Application gateway configuration and management | 3 |
| Programming with C | 2 | Economics | 3 |
| Advanced Communication Skills | 3 | Quantitative Aptitude / Reasoning | 3 |
| Accounting | 3 | Indian Constitution | 3 |
| Yoga | 3 | Value Education | 3 |
| Technical Writing | 3 |   |   |
| Computer Lab - III | 1 |   |   |
|   | Total | 30 | Total | 30 |
|   | **Cumulative Credits = 180 (B. Voc)** |

## School Of It & Networking Skills

#### Introduction

Office administration is a profession involving the strategy, application, assessment and updating of the process of work within an office or organization, in order to sustain and increase competence and productivity.

Office Administrators are responsible for monitoring and revising systems, usually aiming at explicit outcomes such as improved timescales, turnover, productivity, sales, etc. They supervise or manage a team of administrators, allocating roles and responsibilities, recruiting and training, and issuing tasks and projects. As such, the role is varied, often including responsibilities across a diverse range of functions such as Customer Service, Report Writing, Budget Management, Database Management, Systems Analysis, Process Mapping, Purchasing, Bookkeeping, Human Resources, Recruitment, Accounting, Sales and Marketing, Records Management, Form/Template Design, Facilities Management, Space Management, Risk Management, Travel Desk Management, Payroll, Safety and Security Management, etc.

The required personal competencies are problem solving skills, good decision making abilities, integrity, resourcefulness, creativity, assertiveness, flexibility, time management skills and the ability to cope with pressure.

#### Programs offered

* Certificate (6 months)
* Certificate (6 months)
* Diploma (I year)
* Advanced Diploma (2 years)
* B.Voc (3 years)

#### Eligibility

* -10+2 or ITI after 10th or Polytechnic Diploma will be considered as equivalent to 10+2

#### Admission

* Admission will be through an Entrance Exam or based on the merit of the qualifying examination.

The B.Voc program is modular in nature with multiple exit points at Certificate, Diploma, Advanced Diploma and B.Voc. Each of the six semesters carries 30 credits, resulting in a total of 180 credits for B.Voc. The credits are accumulated from Certificate to B.Voc as given below -

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|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  Semester | Duration | Location | Credits (Cumulative) | Fee | Award |
| I | 6 months | At BSDU | 30 | 50,000/- | Certificate |
| II | 6 months (1yrs) | At Industry | 60 | 10,000/- | Diploma |
| III | 6 months (1.5yrs) | At BSDU | 90 | 50,000/- | --- |
| IV | 6 months (2yrs) | At Industry | 120 | 10,000/- | Advanced Diploma |
| V | 6 months (2.5yrs) | At BSDU | 150 | 50,000/- | --- |
| VI | 6 months (3yrs) | At Industry | 180 | 10,000/- | B.Voc |

#### Career Opportunities

Office managers ensure the smooth running of the office and help to improve company procedures and day-to-day operation. They organize and coordinate administration duties and office procedures. Their role is essential in all the organizations/companies/enterprises, whether it is in the government, public or private sector. They create and maintain a pleasant work environment, ensuring high levels of organizational effectiveness, communication and safety.

Job opportunities are at the levels of Administrative Assistant, Personal Assistant and Executive Assistant. With the B.Voc degree, they will be able to rise to the level of Administrative Officers and beyond. In addition, they will be able to appear for all competitive examinations such as the Civil Services Examination conducted by the UPSC.

#### Infrastructure and Equipment

The School will have a modern fully functional office for hands-on practice for the students. It will have the latest office equipment used the world over for training its students. It will include office automation machines like computers, projectors, video conferencing, paper shredders, reprographic equipment and printers, front office, access control, etc. backed by appropriate software packages, storage and backup arrangements.

#### Faculty

#### B.Voc in Office Administration

|  |
| --- |
| Curriculum of Office Administration Skills |
| YEAR | FIRST SEMESTER | SECOND SEMESTER (Industrial Internship) |
| I   | Subject | Credits | Subject | Credits |
| Office Assistant | 5 | Office Assistant | 5 |
| Secretary | 8 | Secretary | 8 |
| Accounts Executive (Payroll) | 2 | Accounts Executive (Payroll) | 3 |
| Receiving Clerk | 5 | Receiving Clerk | 5 |
| English Language & Comprehension | 3 | Professional Communication Skills-1 | 3 |
| National Integration | 3 | Modern History | 3 |
| MS Office | 3 | Environmental Studies | 3 |
| Computer Lab –I | 1 |   |   |
| Total | 30 | Total | 30 |
|   | Cumulative Credits = 30 (Certificate) | Cumulative Credits = 60 (Diploma) |
| II | THIRD SEMESTER | FOURTH SEMESTER (Industrial Internship) |
| Domestic Data Entry Operator | 5 | Domestic Data Entry Operator | 4 |
| Documentation Assistant | 4 | Documentation Assistant | 4 |
| Inventory Clerk | 4 | Inventory Clerk | 4 |
| Office Superintendent | 4 | Office Superintendent | 4 |
| Professional Communication Skill-II | 3 | Minor Project | 2 |
| Entrepreneurship | 3 | Organizational Behavior | 3 |
| Personality Development | 3 | International Relations | 3 |
| Presentation, Publication & Graphing Tech. | 3 | Current Affairs | 3 |
| Computer Lab – II | 1 | Socio-Economic Development | 3 |
|   | Total | 30 | Total | 30 |
|   | Cumulative Credits = 120 (Advanced Diploma) |
| III | FIFTH SEMESTER | SIXTH SEMESTER (Industrial Internship) |
| Warehouse Supervisor | 5 | Warehouse Supervisor | 4 |
| Security Officer | 4 | Security Officer | 5 |
| Office Manager | 5 | Office Manager | 5 |
| Advanced Communication Skills | 3 | Major Project | 4 |
| Technical Writing | 3 | Economics | 3 |
| Programming With C | 3 | Quantitative Aptitude | 3 |
| Yoga | 3 | Indian Constitution | 3 |
| Accounting | 3 | Value Education | 3 |
| Computer Lab – III | 1 |   |   |
|   | Total | 30 | Total | 30 |
|   | Cumulative Credits = 180 (B. Voc) |