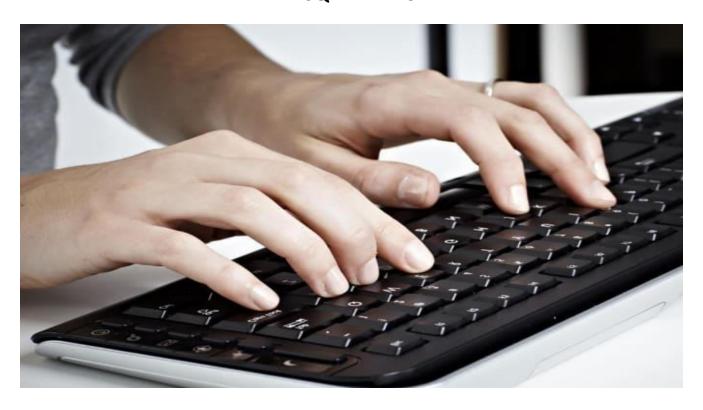GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP
DIRECTORATE GENERAL OF TRAINING

COMPETENCY BASED CURRICULUM

DATA ENTRY OPERATOR

(Duration: Six Months)
Revised in July 2022
CRAFTSMEN TRAINING SCHEME (CTS)

NSQF LEVEL- 3

SECTOR – IT & ITeS

Directorate General of Training

DATA ENTRY OPERATOR

(Non-Engineering Trade)

(Revised in July 2022)

Version: 2.0

CRAFTSMEN TRAINING SCHEME (CTS)

NSQF LEVEL - 3

Developed By

Ministry of Skill Development and Entrepreneurship

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CONTENTS

1. COURSE INFORMATION

During the six months duration of Data Entry Operator trade a candidate is trained on professional skill, professional knowledge and Employability skill related to job role. In addition to this a candidate is entrusted to undertake project work and extracurricular activities to build up confidence. The Broad components covered professional skill, subjects are as below:-

The trainee learns about safety and environment, use of fire extinguishers. He learns about trade tools, identifies computer peripherals, internal components, Windows and its related application software installation process. Trainees will work with MS Office package to create word document, practice with excel sheet and power point presentation, edit images and perform file conversion of different formats. They will use internet to search information using browser along with official/social communication process. The trainees will be able to perform commercial net banking operations, sharing of data between devices, setup and perform video conferencing, setup and link computers for remote access. The trainee will also achieve data entry in English, Hindi/ regional languages with optimal speed and accuracy.

2.1 GENERAL

The Directorate General of Training (DGT) under Ministry of Skill Development & Entrepreneurship offers a range of vocational training courses catering to the need of different sectors of economy/ Labour market. The vocational training programmes are delivered under the aegis of Directorate General of Training (DGT). Craftsman Training Scheme (CTS) with variants and Apprenticeship Training Scheme (ATS) are two pioneer schemes of DGT for strengthening vocational training.

"Data Entry Operator" trade under CTS is one of the courses delivered nationwide through a network of ITIs. The course is of six months duration. It mainly consists of Domain area and Core area. The Domain area (Trade Theory & Practical) imparts professional skills, and Professional knowledge, while Core area (Employability Skills) imparts requisite core skills and life skills. After passing out of the training programme, the trainee is awarded National Trade Certificate (NTC) by DGT which is recognized worldwide.

Candidates need broadly to demonstrate that they are able to:

- Read and interpret parameters/ documentation, plan and organize work processes, identify necessary materials and tools;
- Perform task with due consideration to safety rules, accident prevention regulations and environmental protection stipulations.
- Apply professional knowledge & employability skills while performing the job and modification & maintenance work.
- Check the system specification and application software as per requirement of the design of job.
- Document the parameter related to the task undertaken.

2.2 PROGRESSION PATHWAYS:

- Can join industry as Data Entry /Computer Operator and will progress further as Senior Operator, Supervisor and can rise up to the level of Manager.
- Can become Entrepreneur in the related field.
- Can join Apprenticeship programme in different types of industries leading to National Apprenticeship certificate (NAC).
- Can join Crafts Instructor Training Scheme (CITS) in the trade for becoming instructor in ITIs.

2.3 COURSE STRUCTURE:

Table below depicts the distribution of training hours across various course elements during a period of six months: -

S No.	Course Element	Notional Training Hours
1.	Professional Skill (Trade Practical)	420
2.	Professional Knowledge (Trade Theory)	120
3.	Employability Skills	60
	Total	**600**

2.4 ASSESSMENT& CERTIFICATION

The trainee will be tested for his skill, knowledge and attitude during the period of course through formative assessment and at the end of the training programme through summative assessment as notified by the DGT from time to time.

a) The **Continuous Assessment (Internal)** during the period of training will be done by **Formative assessment method** by testing for assessment criteria listed against learning outcomes. The training institute have to maintain individual *trainee portfolio* as detailed in assessment guideline. The marks of internal assessment will be as per the formative assessment template provided on www.bharatskills.gov.in

b) The final assessment will be in the form of summative assessment method. The All India Trade Test for awarding NTC will be conducted by Controller of examinations, DGT as per the guidelines. The pattern and marking structure is being notified by DGT from time to time. **The learning outcome and assessment criteria will be basis for setting question papers for final assessment. The examiner during final examination will also check** individual trainee's profile as detailed in assessment guideline before giving marks for practical examination.

2.4.1 PASS REGULATION

For the purposes of determining the overall result, weightage of 100% is applied for six months and one year duration courses and 50% weightage is applied to each examination for two years courses. The minimum pass percent for Trade Practical and Formative assessment is 60% & for all other subjects is 33%.

2.4.2 ASSESSMENT GUIDELINE

Appropriate arrangements should be made to ensure that there will be no artificial barriers to assessment. The nature of special needs should be taken into account while undertaking the assessment. Due consideration should be given while assessing for teamwork, avoidance/reduction of scrap/wastage and disposal of scrap/waste as per procedure, behavioral attitude, sensitivity to the environment and regularity in training. The sensitivity towards OSHE and self-learning attitude are to be considered while assessing competency.

Assessment will be evidence based comprising some of the following:

- Job carried out in labs/workshop
- Record book/ daily diary
- Answer sheet of assessment
- Viva-voce
- Progress chart
- Attendance and punctuality
- Assignment
- Project work.
- Computer based multiple choice question examination
- Practical Examination

Evidences and records of internal (Formative) assessments are to be preserved until forthcoming examination for audit and verification by examining body. The following marking pattern to be adopted while assessing:

Performance Level	Evidence
(a) Marks in the range of 60%-75% to be allotted during assessment	
For performance in this grade, the candidate should produce work which demonstrates attainment of an acceptable standard of craftsmanship with occasional guidance, and due regard for safety procedures and practices	• Demonstration of good skills and accuracy in the field of work/ assignments. • A fairly good level of neatness and consistency to accomplish job activities. • Occasional support in completing the task/ job.
(b) Marks in the range of 75%-90% to be allotted during assessment	
For this grade, a candidate should produce work which demonstrates attainment of a reasonable standard of craftsmanship, with little guidance, and regard for safety procedures and practices	• Good skill levels and accuracy in the field of work/ assignments. • A good level of neatness and consistency to accomplish job activities. • Little support in completing the task/job.

(c) Marks in the range of more than 90% to be allotted during assessment	
For performance in this grade, the candidate, with minimal or no support in organization and execution and with due regard for safety procedures and practices, has produced work which demonstrates attainment of a high standard of craftsmanship.	• High skill levels and accuracy in the field of work/ assignments. • A high level of neatness and consistency to accomplish job activities. Minimal or no support in completing the task/ job.

Computer Operator; operates computer and peripheral equipment to process business, scientific, engineering, or other data, according to operating instructions. Enters commands, using keyboard of computer terminal, and presses buttons and flips switches on computer and peripheral equipment, such as tape drive, printer, data communications equipment, and plotter, to integrate and operate equipment, following operating instructions and schedule. Loads peripheral equipment with selected materials, such as tapes and printer paper for operating runs, or oversees loading of peripheral equipment by Peripheral Equipment Operators. Enters commands to clear computer system and start operation, using keyboard of computer terminal. Observes peripheral equipment and error messages displayed on monitor of terminal to detect faulty output or machine stoppage. Enters commands to correct error or stoppage and resume operations. Notifies supervisor of errors or equipment stoppage. Clears equipment at end of operating run and reviews schedule to determine next assignment. Records problems which occurred, such as down time, and actions taken. May answer telephone calls to assist computer users encountering problem. May assist workers in classifying, cataloguing, and maintaining tapes.

Domestic Data Entry Operator; is responsible to provide daily work reports and work on daily hour bases. The individual is responsible for electronic entry of data from the client side to the office site or vice-versa. Individual tasks vary depending on the size and structure of the organization.

Reference NCO-2015: -

    i)   4131.0600 – Computer Operator
    ii)   4132.0402 – Domestic Data Entry Operator

Reference NOS: -
    i.   SSC/N3022
    ii.   SSC/N9408
    iii.   SSC/N9409

Name of the Trade	DATA ENTRY OPERATOR
Trade Code	DGT/2015
NCO - 2015	4131.0600, 4132.0402
NOS Covered	SSC/N3022, NOS: SSC/N9408, NOS: SSC/N9409
NSQF Level	Level – 3
Duration of Craftsmen Training	Six Months (600 Hours)
Entry Qualification	Passed 10th class examination
Minimum Age	14 years as on first day of academic session.
Eligibility for PwD	LD, CP, LC, DW, AA, LV, HH, AUTISM, SLD
Unit Strength (No. Of Student)	24 (There is no separate provision of supernumerary seats)
Space Norms	65 sq. m
Power Norms	6 KW
Instructors Qualification for	
1. Data Entry Operator Trade	B.Voc/Degree in Computer Science/Computer Application/ IT from AITCE/UGC Recognized University with one year experience in the relevant field. *OR* Post Graduate in Computer Science /Computer Application / IT from UGC Recognized University or NIELIT B Level with one year experience in the relevant field. *OR* 03 years Diploma in Computer Science / IT from recognized Board/ Institute or relevant Advanced Diploma (Vocational) from DGT, PGDCA from UGC recognized University or NIELIT A Level with two year experience in the relevant field. *OR* NTC/NAC in "Data Entry Operator/**COPA**" trade with three year experience in the relevant field. **Essential Qualification:** Relevant Regular / RPL variants of National Craft Instructor Certificate (NCIC) under DGT. <u>*Note*</u>: -**Out of two Instructors required for the unit of 2(1+1), one must have Degree/Diploma and other must have NTC/NAC qualifications. *However both of them must possess NCIC in any of its***

	variants.	
2. Employability Skill	MBA/ BBA / Any Graduate/ Diploma in any discipline with Two years' experience with short term ToT Course in Employability Skills. (Must have studied English/ Communication Skills and Basic Computer at 12th / Diploma level and above) **OR** Existing Social Studies Instructors in ITIs with training in Employability skills.	
3. Minimum age for Instructor	21 years	
List of Tools and Equipment	As per Annexure – I	

Learning outcomes are a reflection of total competencies of a trainee and assessmentwill be carried out as per the assessment criteria.

5.1 LEARNING OUTCOMES (TRADE SPECIFIC)

1. Identify different computer components, install and setup operating system and related software in a computer following safety precautions. (NOS: SSC/N9408)
2. Create, format and edit document using Word processing application software. (NOS: SSC/N3022)
3. Create, format, edit and develop a workbook by using Excel. (NOS: SSC/N3022)
4. Edit images/photos by using Paint and Office Picture Manager Application software. (NOS: SSC/N9409)
5. Create and customize slides for presentation by using Power Point. (NOS: SSC/N3022)
6. Carry out data entry (Typing) in English and Hindi/Regional language with a reasonablespeed and accuracy. (NOS :SSC/N3022)
7. Set up network connections and use computer network including Internet and videoconferencing. (NOS :SSC/N3022)
8. Share/Transfer data from/to computer through cables/ wireless modes using differentmobile apps/ remote access software. (NOS :SSC/N3022)

LEARNING OUTCOMES	ASSESSMENT CRITERIA
1. Identify different computer components, install and setup operating system and related software in a computer following safety precautions. (NOS: SSC/N9408)	Comply with safety rules when performing the following operations:
	Identify different components of desktop computer and laptop.
	Identify functionality of various keys on the keyboard and mouse.
	Customize the desktop settings and manage user accounts.
	Install and configure Windows OS and application software.
	Manage files /folders including zipping /unzipping using removable drives.
	Install the printer and other peripheral devices.
	Print and scan document using different commands.
	Configure Bluetooth and wi-fi settings.
2. Create, format and edit document using Word processing application software. (NOS: SSC/N3022)	Identify Word tools in the Ribbon.
	Create a resume using various tools.
	Demonstrate the use of shortcut keys autocorrect and macros.
	Perform Mail merge in MS Word.
3. Create, format, edit and develop a workbook by using Excel. (NOS: SSC/N3022)	Create tables, chart and print using various functions and formulas, apply Conditional formatting.
	Create a table and Perform Sorting; filtering, Subtotal, validation and goal seek on a table.
	Prepare a pivot table and chart on any existing table.
4. Edit images/photos by using Paint and Office Picture Manager Application software. (NOS: SSC/N9409)	Identify Paint tools in the ribbon.
	Edit given image in windows Paint.
	Edit images with Office Applications.
5. Create and customize slides for presentation by using Power Point. (NOS: SSC/N3022)	Create power point Slides and run slideshows.
	Format objects, add Audio and Video.
	Animate slide transitions and objects.
	Modify slide page setup and print the slides.
6. Carry out data entry (Typing) in English and Hindi/Regional language with a reasonable speed and accuracy. (NOS: SSC/N3022)	Demonstrate English typing with required speed and accuracy.
	Demonstrate Hindi/Regional language typing with required speed and accuracy.

7. Set up network connections and use computer network including Internet and video conferencing. (NOS: SSC/N3022)	Identify different cables and connectors used in networking.
	Set up network connections and check connectivity.
	Demonstrate Web Browsing, creation of E-Mail ID and sending receiving mails.
	Setup Video conferencing.
8. Share/Transfer data from/to computer through cables/ wireless modes using different mobile apps/ remote access softwares. (NOS :SSC/N3022)	Transfer/share data from mobile/mobile apps such as WhatsApp etc. to computer through cables/ wireless modes.
	Scan QR Codes for data transfer and storage.
	Perform text chat and video chat using social networking sites.
	Share/ Transfer data from computer to google drive/ cloud.
	Prepare google sheets, google forms and share for data processing.
	Setup and link computers for remote access using Team viewer software.

		SYLLABUS FOR DATA ENTRY OPERATOR TRADE	
		DURATION: SIX MONTHS	
Duration	**Reference Learning Outcome**	**Professional Skills (Trade Practical) with Indicative Hours**	**Professional Knowledge (Trade Theory)**
Professional Skill 86 Hrs; Professional Knowledge 24 Hrs	Identify different computer components, install and setup operating system and related software in a computer following safety precautions. (Mapped NOS: SSC/N9408)	1. Visit various sections of the institutes and locate the electrical connections with computer system setup. (07 hrs) 2. Identifying safety symbols and hazard identification. (03 hrs) 3. Practice safe methods of fire fighting in case of electrical fire. (03 hrs) 4. Carry out artificial respiration. (05 hrs) 5. Identify computer peripherals, ports, connectors, cables and internal components of a desktop computer and laptop. (06 hrs) 6. Identify and record the functionality of various keys on the keyboard and mouse. (04 hrs) 7. Practice on Windows interface and navigating windows. (03 hrs) 8. Practice on managing files and folders including zipping and unzipping using removable drives. (06 hrs) 9. Customize the desktop settings and manage user accounts. (06 hrs)	**Safe working practices (05 hrs)** • Safety rules and safety signs. • Types and working of fire extinguishers. • Artificial respiration, awareness on accidents. • Electrical safety & occupational hazards. • Environmental hazards & e-waste management. **Introduction to Computer components (06 hrs)** • Introduction / Evolution of computer system. Concepts of Hardware and Software. • Function of motherboard components Various Input/ Output devices in use and their features. **Introduction to Windows Operating System (06 hrs)** • Introduction to operating System • Main features of Windows OS • Concept of various keyboard shortcut commands. • Introduction to Notepad, Word pad, Paint, images,

		10. View system properties and control panel details. (05 hrs) 11. Work with keyboard shortcut commands. (05 hrs) 12. Print and scan document using different commands. (05 hrs) 13. Install Windows operating system. (07 hrs) 14. Format hard disk and create partition. (04 hrs) 15. Install necessary application software for Windows i.e. Office Package, PDF Reader, Media Player etc. (03 hrs) 16. Configure Bluetooth and wi-fi settings. (04 hrs) 17. Practice English language typing with specific typing lesson and software. (10 hrs)	calculator, calendar. • Control panel setting; display properties, audio-video settings, printer / scanner properties, user account management, etc. • Introduction to various files and their formats, viz., doc, txt, xls, html, ppt, jpg, mpeg, etc. **Computer basics and Software Installation (07 hrs)** • Introduction to the booting process. • Introduction to various types of memories and their features. • Types of Application software and Antivirus. • Exposure to different types of Typing Software in English.
Professional Skill 62Hrs; Professional Knowledge 18 Hrs	Create, format and edit document using Word processing application software. (Mapped NOS: SSC/N3022)	18. Open MS Word and familiarise with basic word components. (05 hrs) 19. Edit document using basic formatting tools. (05 hrs) 20. Practice Inserting and formatting tables and other objects. (10 hrs) 21. Work with Page layout	**Word Processing Software;** • Introduction to the various applications in MS office.(04 hrs) • Introduction to Word features, Office button, toolbars. .(06 hrs) • Creating, saving and

	Carryout data entry(typing)in English and Hindi/Regional language with a reasonable speed and accuracy. (Mapped NOS: SSC/N3022)	settings and printing documents. (8 hrs) 22. Use Mail merge tool. Use conditional Mail Merge, External Data Source. Practice Letters, Label & Envelop printing using Mail Merge. (10 hrs) 23. Use Table of Context, Indexing, Hyperlink, Bookmark, Comment, equation, symbols, citation, cross-reference, footnote, translate, synonyms, thesaurus, spell check & grammar, compare etc.(8 hrs) 24. Practice English language typingwith specific typing lesson and software. (16 hrs)	formatting and printing documents using Word.(02hrs) • Working with objects, macro, mail merge, templates and other tools in Word. (06 hrs)
Professional Skill 86Hrs; Professional Knowledge 24 Hrs	Create, format, edit and develop a workbook byusing Excel. (Mapped NOS: SSC/N3022) Carry out data entry (Typing) in English and Hindi/Regional language with a reasonable speed and accuracy. (Mapped NOS: SSC/N3022)	27. Open MS Excel and familiarise with basic application components. (06 hrs) 28. Practice creating, saving and formatting excel sheets. (08 hrs) 29. Use absolute and relative referencing, linking sheets, conditional formatting etc. (8 hrs) 30. Practice Excel functions of all major categories i.e. Financial, Logical, Text, date & time, Lookup, Math, Statistical etc. (12 hrs) 31. Use various data types in Excel, sorting, filtering and validating data. (12 hrs)	**Excel Application (24 hrs)** • Introduction to Excel features and Data Types. • Cell referencing and linking Sheets. . • Introduction to various functions in all categories of Excel. . • Concepts of sorting, filtering and validating data. • Analyzing data using charts, data tables, pivot tables, goal seek and scenarios. • Concept of field, records, Tables.

		32. Create and format various static and dynamic charts. (10 hrs) 33. Practice Importing &exporting excel data. (05 hrs) 34. Modify Excel page setup and printing. (05 hrs) 35. Practice English language typing with specific typing lesson and software. (15 hrs) 36. Practice typing in Hindi or any one regional languagewith specific typing lesson and software. (05 hrs)	• Exposure to different types of Typing Software in Hindi/Regional Language.
Professional Skill 20Hrs; Professional Knowledge 06 Hrs	Edit images/photos byusing Paint and Office Picture Manager Application software. (Mapped NOS: SSC/N9409) Carry out data entry (Typing) in English and Hindi/ regional language with a reasonable speedand accuracy. (Mapped NOS: SSC/N3022)	39. Practice editing of images in windows Paint using different tools and available options. (08 hrs) 40. Editing images/photos using Picture Manager Application. (07 hrs) 41. Practice typing in Hindi or any one regional languagewith specific typing lesson and software. (5 hrs)	**Image editing; (06 hrs)** • Introduction to the properties and editing of images. • Introduction to different formats of images and their uses.
Professional Skill 20 Hrs; Professional Knowledge	Create and customize slidesfor presentationby using Power Point. (Mapped NOS: SSC/N3022)	42. Open power point presentation and familiarise with basic application components. (02 hrs)	**Power Point Presentation;(06 hrs)** • Introduction to Power Point and its advantages.

06 Hrs	Carry out entry (Typing) in English and Hindi / regional languagewith a reasonablespeed and accuracy. (Mapped NOS: SSC/N3022)	43. Create Slide shows, Insert picture and theme. (02 hrs) 44. Add new slide, format text, link with word and excel documents. (02 hrs) 45. Practice animating slide transitions and objects. (04hrs) 46. Create slide shows by inserting audio & video and synchronise with presentation. (05 hrs) 47. Practice typing in Hindi or any one regional language with specific typing lesson and software. (05 hrs)	• Creating Slide Shows with different features • Types of ppt templates for different applications. • Good presentation technique.
Professional Skill 84 Hrs; Professional Knowledge 24 Hrs	Set up network connections and use computer network including Internet and video conferencing. (Mapped NOS: SSC/N3022) Carry out entry (Typing) in English and Hindi / regional language with a reasonable speed and accuracy. (Mapped NOS: SSC/N3022)	49. View Network connections. (08 hrs) 50. Browse the Internet for information (use at least 3 popular browsers). (08 hrs) 51. Create and use e-mail for communication with attachment, priority setting, address book. (10 hrs) 52. Use online dictionary, translation software, storage space, share files with e-mail links, download manager, download & upload YouTube files, google map & earth etc. Update windows& other softwares. (12 hrs) 53. Set up video conferencing using software/apps like ZOOM, skype, google etc., explore and practice different features. (12 hrs). 54. E Mail configuration through	**Networking Concepts** (18 hrs) • Introduction to Computer Networks, Necessity and Advantages. • Client Server and peer to Peer networking concepts. • Concept of Proxy Server and proxy firewall server. • Introduction to LAN, WAN and MAN. • Introduction to IP address and its relevance to PC/ Network. **Internet Concepts** (06 hrs) • Introduction to www, Concept of Internet, Web Browsers, internet servers and search engines. • Concepts of Domain naming Systems and Email communication.

		Outlook.(04hrs)	
		55. Browser setting for Bookmark, cookies, favourites and pop ups, default website, trusted site, restricted site, content, history and advanced setup. (20 hrs) 56. Practice typing in Hindi or any one regional language with specific typing lesson and software. (10 hrs)	
Professional Skill 62 Hrs; Professional Knowledge 18 Hrs	Share/Transfer data from/to computer through cables/ wireless modes using different mobile apps/ remote access softwares. (Mapped NOS: SSC/N3022) Carry out entry (Typing) in English and Hindi / regional languagewith a reasonablespeed and accuracy. (Mapped NOS: SSC/N3022)	57. Convert different files to other required formats viz. word, pdf, jpg, etc. (04 hrs) 58. Secure different files with passwords. (03 hrs) 59. Setup, configure and Transfer/share data from mobile/mobile apps such as WhatsApp to computer through cables/ wireless modes. (10 hrs) 60. Practice mirror casting of screens between different devices. (06 hrs) 61. Scan QR Codes for data transfer and storage. (04 hrs) 62. Transfer/ share data from computer to google drive/ cloud. (04 hrs) 63. Practice preparing of google sheets, google forms and sharing for data processing. (10 hrs) 64. Setup and link computers for remote access using softwares like remote desktop sharing/Team viewer software/any desk. (07 hrs) 65. Observe Video Demonstration of online/	• Concept of data transfer techniques through cable/ wireless modes. • Introduction to various mobile apps and their functions. • Different remote access softwares and their uses. • Overview of QR Codes for data transfer, storage and its applicability. • Features, uses and advantages of google drive/ cloud, google sheets, google forms etc. • Method of Remote access of computers using Team viewer software. • Introduction to secured online banking mechanisms, various modes of payments, cash transactions and associated mobile apps**. (18 hrs)**

		internet banking transactions using associated mobile apps. (04 hrs)	
		66. Practice typing in Hindi or any one regional languagewith specific typing lesson and software. (10 hrs)	
Project work/Industrial Visit			

All trainees should do keyboard practice for data entry to achieve reasonable speed and accuracy by practicing for eight weeks @ 05 hours per week. Also trainees must practice Data entry either Hindi or any one regional language for seven weeks @05Hrs per week.

SYLLABUS FOR CORE SKILLS
1. Employability Skills (60 Hrs)

Learning outcomes, assessment criteria, syllabus and Tool List of Core Skills subjects which is common for a group of trades, provided separately in www.bharatskills.gov.in/ dgt.gov.in

	LIST OF TOOLS AND EQUIPMENT		
	DATA ENTRY OPERATOR (For batch of 24 Candidates)		
S No.	**Name of the Tools & Equipment**	**Specification**	**Quantity**
A. TRAINEES TOOL KIT (For each additional unit trainees tool kit Sl. 1-18 is required additionally)			
1.	Desktop Computer	CPU: 32/64 Bit i3/i5/i7 or latest processor, Speed: 3 GHz or Higher. RAM:-4 GB DDR-III or Higher, Wi-Fi Enabled. Network Card: Integrated Gigabit Ethernet, with USB Mouse, USB Keyboard and Monitor (Min. 17 Inch. Licensed Operating System and Antivirus compatible with trade related software.	24 Nos.
2.	Laptop		2 nos.
3.	Printer	One network, one standalone	2 nos.
4.	Scanner		1 no.
5.	LAN Networking with Broad Band connection		As required
6.	UPS		As required
7.	DLP Projector/Multimedia Projector/Interactive Smart Board		1 no.
8.	Air Conditioner		As required
9.	Modem		1 no
10.	Bilingual Keyboard		As required
B. SOFTWARE			
11.	Windows O.S./ Equivalent O.S.	Latest Version	As required
12.	MS Office	Latest Version	As required
14.	Typing Master Pro/ Any freely downloadable equivalent Software	Latest Version	As required
15.	Multilingual Software /Any freely downloadable equivalent Software	Latest Version	As required
16.	File Converter Software/Any freely downloadable equivalent Software	Latest Version	As required
C. FURNITURE & ACCESSORIES			
17.	Computer Tables with chairs		As required

19.	Instructor Table		1 no.
20.	Instructor's Chair		1 no.
21.	White board		1 no.
22.	Steel cupboards drawer type		As required
23.	Cabinet with drawer		As required
24.	Pigeon hole cabinet		As required
25.	Steel almirah big size		As required
26.	Steel almirah small size		As required
27.	Class room chairs with writing pad moulded type		24 nos.
28.	Fire extinguisher	Arrange all proper NOCs and equipments from Municipal/Competent authorities.	

ABBREVIATIONS

CTS	Craftsmen Training Scheme
ATS	Apprenticeship Training Scheme
CITS	Craft Instructor Training Scheme
DGT	Directorate General of Training
MSDE	Ministry of Skill Development and Entrepreneurship
NTC	National Trade Certificate
NAC	National Apprenticeship Certificate
NCIC	National Craft Instructor Certificate
LD	Locomotor Disability
CP	Cerebral Palsy
MD	Multiple Disabilities
LV	Low Vision
HH	Hard of Hearing
ID	Intellectual Disabilities
LC	Leprosy Cured
SLD	Specific Learning Disabilities
DW	Dwarfism
MI	Mental Illness
AA	Acid Attack
PwD	Person with disabilities