

# DESKTOP PUBLISHING OPERATOR

## COMPETENCY BASED CURRICULUM

(Duration: 1 Yr. 3 Months)

## APPRENTICESHIP TRAINING SCHEME (ATS)

NSQF LEVEL- 4



Skill India  
कौशल भारत - कुशल भारत

**SECTOR – IT AND ITES**



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

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(Revised in 2018)

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Developed By

Ministry of Skill Development and Entrepreneurship  
Directorate General of Training  
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1. Sami infotech , Nerul ,Navi Mumbai
2. ChristioniSharpline Tech Pvt. Ltd, Navi Mumbai.
3. Abvolt India Pvt Ltd, vikroli Mumbai
4. Global Technogies, vashi, Navi Mumbai
5. Festo India Pvt. Ltd, Santacruz Mumbai

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### **1.1 Apprenticeship Training Scheme under Apprentice Act 1961**

The Apprentices Act, 1961 was enacted with the objective of regulating the programme of training of apprentices in the industry by utilizing the facilities available therein for imparting on-the-job training. The Act makes it obligatory for employers in specified industries to engage apprentices in designated trades to impart Apprenticeship Training on the job in industry to school leavers and person having National Trade Certificate (ITI pass-outs) issued by National Council for Vocational Training (NCVT) to develop skilled manpower for the industry. There are four categories of apprentices namely; **trade apprentice, graduate, technician and technician (vocational) apprentices.**

Qualifications and period of apprenticeship training of **trade apprentices** vary from trade to trade. The apprenticeship training for trade apprentices consists of basic training followed by practical training. At the end of the training, the apprentices are required to appear in a trade test conducted by NCVT and those successful in the trade tests are awarded the National Apprenticeship Certificate.

The period of apprenticeship training for graduate (engineers), technician (diploma holders and technician (vocational) apprentices is one year. Certificates are awarded on completion of training by the Department of Education, Ministry of Human Resource Development.

### **1.2 Changes in Industrial Scenario**

Recently we have seen huge changes in the Indian industry. The Indian Industry registered an impressive growth during the last decade and half. The number of industries in India have increased manifold in the last fifteen years especially in services and manufacturing sectors. It has been realized that India would become a prosperous and a modern state by raising skill levels, including by engaging a larger proportion of apprentices, will be critical to success; as will stronger collaboration between industry and the trainees to ensure the supply of skilled workforce and drive development through employment. Various initiatives to build up an adequate infrastructure for rapid industrialization and improve the industrial scenario in India have been taken.

### 1.3 Reformation

The Apprentices Act, 1961 has been amended and brought into effect from 22<sup>nd</sup> December, 2014 to make it more responsive to industry and youth. Key amendments are as given below:

- Prescription of number of apprentices to be engaged at establishment level instead of trade-wise.
- Establishment can also engage apprentices in optional trades which are not designated, with the discretion of entry level qualification and syllabus.
- Scope has been extended also to non-engineering occupations.
- Establishments have been permitted to outsource basic training in an institute of their choice.
- The burden of compliance on industry has been reduced significantly.



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### 2.1 GENERAL

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

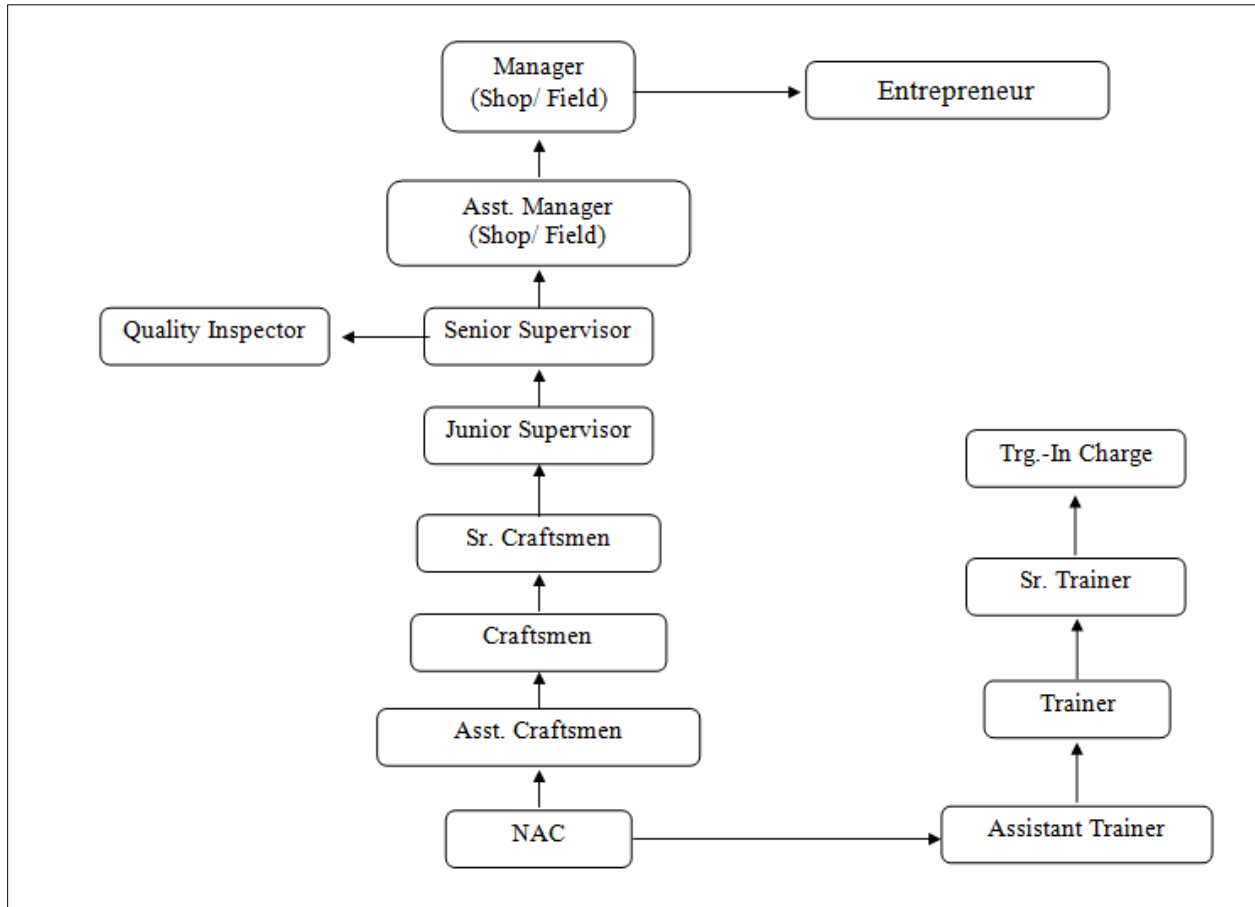
Desktop Publishing Operator trade under ATS is one of the most popular courses delivered nationwide through different industries. The course is of one year (01 Blocks) duration. In the Domain area Trade Theory & Practical impart professional - skills and knowledge and Employability Skills imparts requisite core skills & knowledge and life skills. After passing out the training programme, the trainee is being awarded National Apprenticeship Certificate (NAC) by NCVT having worldwide recognition.

#### **Broadly candidates need to demonstrate that they are able to:**

- Read & interpret technical parameters/document, 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 skill, knowledge, core skills & employability skills while performing jobs and solve problem during execution.
- Check the job/assembly as per drawing for functioning, identify and rectify errors in job/assembly.
- Document the technical parameters related to the task undertaken.

## 2.2 CAREER PROGRESSION PATHWAYS:

- Indicative pathways for vertical mobility.



## 2.3 COURSE STRUCTURE:

Table below depicts the distribution of training hours across various course elements during a period of two years (*Basic Training and On-Job Training*): -

### Total training duration details: -

Time (in months)	1-3	4-12	13-15	16-24
Basic Training	Block – I	-----	Block – II	-----
Practical Training (On - job training)	----	Block – I	-----	Block – II



**A. Basic Training**

For 02 yrs. course (Non-Engg.):- **Total 06 months:** 03 months in 1<sup>st</sup>yr. only.

For 01 yr. course (Non- Engg.):- **Total 03 months:** 03 months in 1<sup>st</sup> yr.

Sl. No.	Course Element	Total Notional Training Hours (For 01 yr. Course)
1	Professional Skill (Trade Practical)	270
2	Professional Knowledge (Trade Theory)	120
3	Employability Skills	110
	<b>Total (including Internal Assessment)</b>	<b>500</b>

**B. On-Job Training:-**

For 01 yr. course (Non- Engg.):- **(Total 12 months)**

Notional Training Hours for On-Job Training: 2080 Hrs.

**C. Total training hours:-**

Duration	Basic Training	On-Job Training	Total
<b>For 02 yrs. course</b> (Non- Engg.)	500 hrs.	3640 hrs.	4140 hrs.
<b>For 01 yr. course</b> (Non- Engg.)	500 hrs.	2080 hrs.	2580 hrs.

**2.4 ASSESSMENT & CERTIFICATION:**

The trainee will be tested for his skill, knowledge and attitude during the period of course and at the end of the training programme as notified by Govt of India from time to time. The Employability skills will be tested in first two semesters only.

a) The **Internal assessment** 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 template (Annexure – II).

b) The final assessment will be in the form of summative assessment method. The All India Trade Test for awarding NAC will be conducted by NCVT on completion of course as per

guideline of Govt of India. The pattern and marking structure is being notified by govt of India 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

The minimum pass percent for Practical is 60% & minimum pass percent for Theory subjects 40%. The candidate pass in each subject conducted under all India trade test.

### 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 assessment. Due consideration should be given while assessing for team work, avoidance/reduction of scrap/wastage and disposal of scarp/wastage as per procedure, behavioral attitude, sensitivity to 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 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

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

Performance Level	Evidence
(a) Weight age in the range of 60 -75% to be allotted during assessment	
For performance in this grade, the candidate with occasional guidance and showing due regard for safety procedures and practices, has produced work which demonstrates attainment of an acceptable	<ul style="list-style-type: none"><li>• Demonstration of good skill in the use of hand tools, machine tools and workshop equipment</li><li>• Below 70% tolerance dimension/accuracy achieved while undertaking different work</li></ul>

<p>standard of craftsmanship.</p>	<p>with those demanded by the component/job/set standards.</p> <ul style="list-style-type: none"> <li>• A fairly good level of neatness and consistency in the finish</li> <li>• Occasional support in completing the project/job.</li> </ul>
<p>(b) Weight age in the range of above 75% - 90% to be allotted during assessment</p>	
<p>For this grade, the candidate, with little guidance and showing due regard for safety procedures and practices, has produced work which demonstrates attainment of a reasonable standard of craftsmanship.</p>	<ul style="list-style-type: none"> <li>• Good skill levels in the use of hand tools, machine tools and workshop equipment</li> <li>• 70-80% tolerance dimension/accuracy achieved while undertaking different work with those demanded by the component/job/set standards.</li> <li>• A good level of neatness and consistency in the finish</li> <li>• Little support in completing the project/job</li> </ul>
<p>(c) Weight age in the range of above 90% to be allotted during assessment</p>	
<p>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.</p>	<ul style="list-style-type: none"> <li>• High skill levels in the use of hand tools, machine tools and workshop equipment</li> <li>• Above 80% tolerance dimension/accuracy achieved while undertaking different work with those demanded by the component/job/set standards.</li> <li>• A high level of neatness and consistency in the finish.</li> <li>• Minimal or no support in completing the project.</li> </ul>

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**Brief description of Job roles:**

After completion of the course the apprentices shall be qualified for one or more of the following job roles:

1. DTP operator in any print and book publishing houses or self employment.
2. Graphic Designer, Graphic Artists, Design Executives in advertising agencies, print media houses.
3. Re-toucher in Photo Studio, Visualizer, Quality Executive, Pre-press Professional in Newspaper/Magazines/ Flex Industries.
4. Instructors in training Institutes.



**Reference NCO:**

NCO-2015: 3512.0200 Desktop Publishing Operator

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## 4. NSQF LEVEL COMPLIANCE

NSQF level for Desktop Publishing Operator trade under ATS: **Level 5**

As per notification issued by Govt. of India dated- 27.12.2013 on National Skill Qualification Framework total 10 (Ten) Levels are defined.

Each level of the NSQF is associated with a set of descriptors made up of five outcome statements, which describe in general terms, the minimum knowledge, skills and attributes that a learner needs to acquire in order to be certified for that level.

Each level of the NSQF is described by a statement of learning outcomes in five domains, known as level descriptors. These five domains are:

- a. Process
- b. Professional knowledge,
- c. Professional skill,
- d. Core skill and
- e. Responsibility.



The Broad Learning outcome of Desktop Publishing Operator trade under ATS mostly matches with the Level descriptor at Level- 5.

The NSQF level-5 descriptor is given below:

Level	Process Required	Professional Knowledge	Professional Skill	Core Skill	Responsibility
Level 5	Job that requires well developed skill, with clear choice of procedures in familiar context.	Knowledge of facts, principles, processes and general concepts, in a field of work or study	A range of cognitive and practical skills required to accomplish tasks and solve problem by selecting and applying basic methods, tools, materials and information.	Desired mathematical skill, understanding of social, political and some skill of collecting and organizing information, communication	Responsibility for own work and Learning and some responsibility for other's works and learning.

## 5. GENERAL INFORMATION

<b>Name of the Trade</b>	Desk Top Publishing Operator
<b>NCO - 2015</b>	3512.0200
<b>NSQF Level</b>	Level – 4
<b>Duration of Apprenticeship Training</b> (Basic Training + On-Job Training)	3 months + One year (01 Block of 15 month duration).
<b>Duration of Basic Training</b>	a) Block –I : 3 months <b>Total duration of Basic Training: 3 months</b>
<b>Duration of On-Job Training</b>	a) Block –I: 12 months <b>Total duration of Practical Training: 12 months</b>
<b>Entry Qualification</b>	Passed 10 <sup>th</sup> class examination
<b>Selection of Apprenticeship</b>	The apprentices will be selected as per Apprenticeship Act amended time to time.
<b>Instructors Qualification for Basic Training</b>	As per ITI instructors qualifications as amended time to time for the specific trade.
<b>Infrastructure for Basic Training</b>	As per related trades of ITI.
<b>Examination</b>	The internal examination/ assessment will be held on completion of each block. Final examination for all subjects will be held at the end of course and same will be conducted by NCVT.
<b>Rebate to Ex-ITI Trainees</b>	03 months
<b>CTS trades eligible for Desktop Publishing Operator Apprenticeship</b>	Desk Top Publishing Operator

**Note:**

- Industry may impart training as per above time schedule for different block, however this is not fixed. The industry may adjust the duration of training considering the fact that all the components under the syllabus must be covered. However the flexibility should be given keeping in view that no safety aspects is compromised.
- For imparting Basic Training the industry to tie-up with ITIs having such specific trade and affiliated to NCVT.

## 6. LEARNING OUTCOME

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### 6.1 GENERIC LEARNING OUTCOME

The following are minimum broad Common Occupational Skills/ Generic Learning Outcome after completion of the Desk Top Publishing Operator course of 01 years duration under ATS.

#### Block I:-

1. Recognize & comply safe working practices, environment regulation and housekeeping.
2. Explain the concept in productivity, quality tools, and labour welfare legislation and apply such in day to day work to improve productivity & quality.
3. Explain energy conservation, global warming and pollution and contribute in day to day work by optimally using available resources.
4. Explain personnel finance, entrepreneurship and manage/organize related task in day to day work for personal & societal growth.
5. Plan and organize the work related to the occupation.

### 6.2 SPECIFIC LEARNING OUTCOME

#### Block – I

1. **Using Windows OS** - Using various accessories (File management, folder, maintenance wizard) Creating Shortcuts, Find files, Setting (Control panel) Desktop, recycle bin Accessories, Paintbrush, multi media & System tools) and Installation of various software.
2. **Using Ms-word** - Preparing of different documents, working with formatting and inserting different objects in documents, Inserting tables and formatting tables, Mail merge, page layout and printing documents.
3. **MS- Power point** - Creating First Slide, Creating a New Slide, View the Presentation, Saving a Presentation, Saving a Presentation, Close the Presentation, Create a New Presentation, Close Power Point, Changing Views.
4. **Internet:** Use of Internet accessing/ browsing E-Mailing, Downloading.
5. **PAGE MAKER** - An Installation and using File menu, Edit menu, Layout menu, Type menu, Element menu, Utility menu View menu, Window menu. Type setting in Left alignment, right alignment, centre alignment, justified and force justified alignment in English, Typographical setting normal, bold, italic. Underline.etc & Leading(inter-line space), inter-letter spacing, hyphenation, Tracking, Kerning Regional Language

Software : software practice setting of Various kind of jobs in single color, two color, three color.

6. **Quark Xpress** - Creating and opening publications, use of palates & Control, Positioning Resizing, Scaling and stacking typing text, Formatting graphics. Creating columns. Creating style. Changing type style and alignment. Rotating and moving of text block and graphics. Working on Master pages. Master items & spreads , Tables manipulations , Box and line manipulations, Drawing merging & reshaping items. Web document Feature. Page setup and Layout, Creating columns. Editing, customizing the dictionary, hyphenation, leading Long documents. Drop caps. Special Characters, Spell Check. Anchoring items to flow with text ¶Grouping & locking of object. Wrapping text around graphics. Using libraries. Indexing a publication creating table of contents applying color. Edit colors creating custom color libraries. Halftone separating & Trapping. Importing linking and exposing a graphic and document. OLE (object linking and embedding). EPS. PDF. HTML Formats
7. **Scanner** - Use of scanner - scanning of different jobs using jpeg, tiff, pcx, tga, bmp etc. Selection of highlights. Middle tone and shadow are. Contrast, Brightness, Saturation. Reading of color strip and do color correction Making of OCR.
8. **Coreldraw** - An Installation and introduction. Practice of creating various types of design and Symbol with text in CorelDraw Practice of creating various kinds of jobs. Creating logos, pamphlets, brochures, use of CorelDraw in fashion designing, use of CorelDraw in interior designing ,small project on corporate branding of a company. News paper advertisement designing.
9. **Photoshop** - An Installation and introduction over view on its menus and submenus editing of different photographs by using adopt Photoshop. Designing a home page layout for a website, font decoration, illusions of photos.
10. Using Bilingual Software.
11. **Printing Processes & Binding:** Installation of New Printer by printer setup, Use of Inkjet/DeskJet/Laser Printer for taking out copies. Project Work & Binding the pages in form of Book using spiral/spico binding machine.

**NOTE: Learning outcomes are reflection of total competencies of a trainee and assessment will be carried out as per assessment criteria.**



## 7. LEARNING OUTCOME WITH ASSESSMENT CRITERIA

GENERIC LEARNING OUTCOME	
LEARNING OUTCOMES	ASSESSMENT CRITERIA
1. Recognize & comply safe working practices, environment regulation and housekeeping.	1. 1. Follow and maintain procedures to achieve a safe working environment in line with occupational health and safety regulations and requirements.
	1. 2. Recognize and report all unsafe situations according to site policy.
	1. 3. Identify and take necessary precautions on fire and safety hazards and report according to site policy and procedures.
	1. 4. Identify, handle and store / dispose off dangerous/unsalvageable goods and substances according to site policy and procedures following safety regulations and requirements.
	1. 5. Identify and observe site policies and procedures in regard to illness or accident.
	1. 6. Identify safety alarms accurately.
	1. 7. Report supervisor/ Competent of authority in the event of accident or sickness of any staff and record accident details correctly according to site accident/injury procedures.
	1. 8. Identify and observe site evacuation procedures according to site policy.
	1. 9. Identify Personal Protective Equipment (PPE) and use the same as per related working environment.
	1. 10. Identify basic first aid and use them under different circumstances.
	1. 11. Identify different fire extinguisher and use the same as per requirement.
	1. 12. Identify environmental pollution & contribute to avoidance of same.
	1. 13. Take opportunities to use energy and materials in an environmentally friendly manner
	1. 14. Avoid waste and dispose waste as per procedure
	1. 15. Recognize different components of 5S and apply the same in the working environment.
2. Explain the concept in productivity, quality tools,	2.1 Explain the concept of productivity and quality tools and apply during execution of job.

and labour welfare legislation and apply such in day to day work to improve productivity & quality.	2.2 Understand the basic concept of labour welfare legislation and adhere to responsibilities and remain sensitive towards such laws.
	2.3 Knows benefits guaranteed under various acts
3. Explain energy conservation, global warming and pollution and contribute in day to day work by optimally using available resources.	3.1 Explain the concept of energy conservation, global warming, pollution and utilize the available resources optimally & remain sensitive to avoid environment pollution.
	3.2 Dispose waste following standard procedure.
4. Explain personnel finance, entrepreneurship and manage/organize related task in day to day work for personal & societal growth.	4. 1. Explain personnel finance and entrepreneurship.
	4. 2. Explain role of Various Schemes and Institutes for self-employment i.e. DIC, SIDA, SISI, NSIC, SIDO, Idea for financing/ non financing support agencies to familiarizes with the Policies /Programmes & procedure & the available scheme.
	4. 3. Prepare Project report to become an entrepreneur for submission to financial institutions.
5. Plan and organize the work related to the occupation.	5. 1. Use documents, drawings and recognize hazards in the work site.
	5. 2. Plan workplace/ assembly location with due consideration to operational stipulation
	5. 3. Communicate effectively with others and plan project tasks
	5. 4. Assign roles and responsibilities of the co-trainees for execution of the task effectively and monitor the same.
<b>SPECIFIC OUTCOME</b>	
<b><u>Block-I</u></b>	
<p><i>Assessment Criteria i.e. the standard of performance, for each specific learning outcome mentioned under <b>Block – I</b>(section: 10) must ensure that the trainee works in familiar, predictable, routine, situation of clear choice. Assessment criteria should broadly cover the aspect of <b>Planning</b> (Identify, ascertain, etc.); <b>Execution</b> apply factual knowledge of field of knowledge, recall and demonstrate practical skill during performing the work in routine and repetitive in narrow range of application, using appropriate rule and tool, complying with basic arithmetic and algebraic principles and language to communicate in written or oral with required clarity; <b>Checking/ Testing</b> to ensure functionality during the assessment of each outcome. The assessments parameters must also ascertain that the candidate is responsible for his/her own work and learning.</i></p>	

**BASIC TRAINING (Block – I)****Duration: (03) Three Months**

Week No.	Professional Skills (Trade Practical)	Professional Knowledge (Trade Theory)
1.	<p><b>Fundamentals:</b> Introduction of personal computer &amp; its applications. Keyboard practice with emphasis on accuracy and speed. Typing Master for speed. Practice to store &amp; retrieve Information's through storage media. Use of System &amp; Application Software.</p> 	<p><b>Fundamental &amp; Basics of Computer Fundamentals:</b> Introduction to computer, Hardware &amp; Software. Computer Application Input Devices :Keyboard, Mouse, OCR, OMR, MICR, Scanner etc. Storage Media- Magnetic Disk, Hard Disk , Floppy Disk, CD etc. Output Devices: Hard copy devices &amp; Soft copy devices. <b>Types of software</b> System &amp; Application Software. Concepts :- Bits, Bytes, RAM, ROM, ASCII etc.</p>
2.	<p><b>Operating Systems :</b> <b>Ms windows:</b> MS Windows and its use. File management, folder, maintenance wizard, setting through control panel. Using essential accessories and removal Installation of various software. <b>Internet :</b> Use of Internet accessing/browsing E-mailing Downloading</p>	<p><b>Operating Systems:</b> <b>Ms windows:</b> Introduction &amp; version Desk Top &amp; its terminology Set up using control panel Windows accessories File Management Folder Concept <b>Networking Concept :</b> LAN, MAN, WAN File &amp; Printer Sharing Introduction &amp; Use of Internet</p>
3.	<p><b>Understanding &amp; File Manipulations in various Software Word Processing :-</b> Basics of Word Processing Text Selection-Opening Documents and Creating Documents Saving Documents/ Quitting Document cursor Control, Using the interface (menu toolbar). Editing text (copy, delete, move, etc) Finding and replacing text. Spell check feature/Auto correct feature. Grammar facility. Auto text. Character formatting, Page formatting. Document Enhancement.</p>	<p><b>Printing Process:-</b> Introduction History of Printing and Types Comparative Analysis of various printing processes <b>Document Set Up:-</b> <b>Conceptualization of Document</b> <b>Desk Top Publishing:</b> Introduction Merits and Demerits Word Processing through MS Word.</p>

	<p>Adding borders and shading.                  Headers and footers, Setting up multiple columns, Sorting blocks, Margin &amp; hyphenating. Document &amp; Data sources Merging Using mail merge feature for labels and envelopes. Inserting table, Graphics, pictures and text. Using template and wizards, text wrapping, printing documents.</p> <ul style="list-style-type: none"> <li>• Table &amp; charts                      About table, inserting and deleting tables, inserting, citing, and deleting images found online, footnotes</li> <li>• Text boxes and word art</li> <li>• Text boxes and word art, modifying text boxes, 3D effects , creating word art, formatting picture, image adjustments, compressing pictures, removing the background from an image, creating drop caps with the custom image bullets</li> <li>• Header &amp; footers                      To insert a preset header or footer</li> <li>• Print a document</li> </ul>	
4	<p><b>Adobe Page Maker :</b>  <b>Basic concept:-</b> Creating and opening publication, using the tool box, working with palettes, text and graphics, starting a publication from the template, saving and closing a publication.  <b>Tutorial -</b> positioning ruler guides, typing text, formatting graphics. Creating columns, creating styles, changing type style and alignment. Rotating and moving of text block and graphics, placing text file, setting tab, indents, and leaders copying graphics between publication, positioning and resizing the logo.  <b>Creating a publication -</b> setting up pages, changing document setup, using master pages, choosing a measurement system and setting up rulers, adjusting layout, numbering pages, arranging pages creating running header and footers importing text, threading text blocks, balancing columns, edit story.</p>	<p><b>Typography:-</b> Types(Fonts), Type sizes, Different families (Style) Point system and other system of measuring. casting off Proof reading and its marks House of style Page composition through Page Maker</p>

	<p>Customizing the dictionary. hyphenation, leading frames layers, locking, objects wrapping text around graphics cropping a graphic using libraries assembling publication into a book, indexing a publication, creating table of contents , applying color, edit color creating custom color, color libraries table editor, importing, linking and exporting a graphic. OLE (object linking and embedding). TIFF image. PDF HTML formats .printing of publication proof corrections with appropriate proof reading marks.</p>	
<p>5</p>	<p><b>Quark Xpress :-</b> Specifying Document setting Creating and opening publications, use of palates &amp; Control Typing &amp; text manipulations Positioning Resizing. Scaling and stacking typing text. Formatting graphics. Creating columns. Creating style. Changing type style and alignment. Rotating and moving of text block and graphics. Placing text file. Setting tab. indents. Leaders. Copying graphic between publications. Viewing page in appropriate format.</p> <p>Master pages. Master items &amp; spreads Tables manipulations Box and line manipulations. Drawing merging &amp; reshaping items. Web document Feature. Setting up pages, changing document setup. Choosing a measurement system. Adjusting layout. Numbering pages. Rearranging pages, Continued lines &amp; linked text chains importing text. Creating columns. Editing, customizing the dictionary, hyphenation, leading Long documents. Drop caps. Special Characters, Spell Check. Anchoring items to flow with text Grouping &amp; locking object. Wrapping text around graphics. Using libraries. Indexing a publication creating table of contents applying color. Edit colors creating custom color libraries. Halftone separating &amp; Trapping. Importing linking and exposing a graphic and document. OLE (object linking and embedding). EPS. PDF. HTML. Formats. For outputs. Printing of publication proof corrections with appropriate proof reading marks.</p>	<p><b>Composing Process:-</b> Introduction of various methods of composing.  <b>Output device:-</b> Inkjet printer, laser printer, Image setters. Computer to plate or computer to Cylinder.  <b>Paper:-</b> Introduction and preparation</p>

<p>6</p>	<p><b>Scanning:-</b> Use of scanner for picking up illustration, line drawings Setting of Scanner Selection line per inch, Dots per inch, Pixel inch. Selection of highlights. Middle tone and shadow are. Contrast, Brightness, Saturation. Reading of color strip and do color correction Making of OCR.</p>	<p><b>Scanning:-</b> Principle of scanning Types of scanners (Flatbed &amp; Drum) and its use Resolutions, DPI, LPI, PPI Graphic drawings inputs of pictures, sketches etc. Preparation of OCR</p>
<p>7</p>	<p><b>Adobe Photoshop Image Fundamentals:</b> - Digital image pixel. Resolution. DPI, raster image/bitmaps. Vector image/graphics.  <b>Various File Format:-</b> Bitmap, JPEG, PSD, PDD, TIFF,GIF, WMF.  <b>Understanding Various Tools:-</b> Marquee Rectangular/Elliptical. Move Lasso, Polygonal I Lasso Magnetic Lasso, Magic wand. Crop Air brush, Paint brush, Pencil, Rubber Stamp, Pattern stamp, Erase, Paint bucket, Direct selection, Path component selection, Pen custom shape, eye dropper, Hand Zoom.  <b>Understanding various Palettes:-</b> Navigator, info, Color, Swatches Style History, Layers. Paths, Character, Paragraph, Foreground Colors. Background colors. Default colors. Switch colors. Details about Status Bar. Option Bar. Edit Image in Standard mode. Quick Mask Mode.  <b>Various Image Display Options:-</b> Standard Screen mode. Full Screen Mode with Menu Bar, Full Screen mode.  <b>Various Edit Commands:-</b> Transform Preferences, Define Brush etc.  <b>Various Image Commands:-</b> Inverse. Adjust, Extract, Liquify etc. Mode RGB /CYMK /LAB /Grayscale. Adjust Brightness/ Contrast. Hue/ Saturations, desaturate, Replace Colours, invert, Variations, Canvas size, Rotate canvas, crop, Trim- Various Layer Commands. Rearranging Layers, Lock Layers, Merge down, Merge. Visible, Flatten Image. Working with layers set. Various Select commands Various Filter Effects, Render 3D Transform, Lens Flare. Lightning Effects. Motion Blur. Radial Blur...Various View</p>	<p><b>Document Designing &amp; Advance Features Graphic Reproduction</b></p> <p>Tonal Value Tonal Gradation Continuous tone, half tone Moiré pattern Highlight, Middle tone, Shadow Areas Contrast and other details Photo editing Software. Color correction techniques</p>

	<p>Commands. Print Option Industrial visit of graphic design studios/ Add agency/ Newspaper</p> <ul style="list-style-type: none"> <li>• Layer masking</li> <li>• Colour correction: Brightness &amp; contrast, photo filter, posterize.</li> <li>• Filter: apply a filter from the filter menu, apply a filter from the filter gallery.</li> </ul>	
8	<p><b>Corel Draw:</b>  <b>Introduction :</b> Creating Opening drawing. Setting up the drawing page. Using the rulers. Grid. And guidelines. Viewing document.  <b>Drawing and Shaping Objects:-</b> Drawing. Moving &amp; Shaping Object, drawing line sand curves, dimensions line. Working with Style &amp; Templates. Organizing Objects:- Arranging &amp; Changing the order of objects. Grouping, Ungrouping locking and unlocking objects. Using and setting layers Aligning &amp; editing objects data. Working with pattern and texture fills. Applying and editing line ending shapes, splitting and erasing portions of objects positioning moving stretching and rotating objects Working with multiple on screen color palettes. Adding graphics symbols and specials character editing Formatting text &amp; paragraph, hyphenating text creating and editing blends , envelopes creating and modifying vector and bitmap. Extrusions, creating drop shadow. Objects, working with linked bitmap. Applying special effects to bitmap by 3D.  Effects: blur effects, contour effects. Creating documents for various formats using layout. Creating color separations, working with halftone and bitmap screens. Importing and exporting files, OLE (Object Linking and Embedding) Printing of document/ Design.</p> <ul style="list-style-type: none"> <li>• Vector graphic and bitmaps</li> <li>• Files formats Corel draw (CDR), Encapsulated postscript(EPS), Portable document formats(PDF), Tagged image file format(TIFF), Joint photographic Experts group(JPEG),</li> </ul>	<p><b>Graphic Design:</b>  Principles of page design Elements of design Color-Define color, type of colors, impact of colors, color wheel. Achieving of different colors through appropriate color percentage.</p> <ul style="list-style-type: none"> <li>• Selection of types (Fonts) for text/Display work. Preparation of Graphics Creation of rough sketches Color Selections Font &amp; Image selection Illustration Work</li> </ul>

	<p>GIF</p> <ul style="list-style-type: none"> <li>• About Bitmaps Color modes, resolution, compression.</li> </ul>	
9	<p><b>Adobe In Design :</b></p> <p>Document and column set up for a variety of publications identification of tools Use of rulers, guides and snap-to guides Page formatting For matting type including styles, sizes, leading, tracking, kerning Using the edit menu – cutting, copying, pasting Multiple pasting, editing stories, spell checking Formatting paragraphs, moving/resizing text blocks, leading adjustment etc.. Placing graphics, resizing graphics, text wraps Setting up templates and style palettes Grouping and aligning objects, multiple pasting with “step and repeat: functions Graphic formats, links, resolutions Color, color libraries and color separation Bi-fold brochures and other custom layouts. Rotation tool, drop caps, page numbering and insertion of special symbols. Styles and creating a custom style palette, use of templates Printing solutions and PPD’s and PDF’s generation</p> <ul style="list-style-type: none"> <li>• Layer Layers, layer option, page numbering</li> <li>• Text Adding text, threading text, importing text into an indesign, control text flow placing text, first baseline offset options, editing text, footnotes, creating type paths, kerning and tracking.</li> <li>• Tables ,Headers &amp; Footers Tables , To edit tables</li> <li>• Tables of contents Creating table of contents, working with markers</li> <li>• Print.</li> </ul>	<p><b>Page Make-up</b></p> <p>Principles of page make of Books. Board Room/Seminar Presentation material preparations. Copy preparation procedures Copy fitting procedures Page making through adobe In Design</p> <p><b>Costing and estimating:</b></p> <p>Costing and estimating of various jobs Preparations of masters/ use of masters for taking out proofs.</p>
10	<p><b>Bilingual Software:</b></p> <p>Setting of Bilingual (Hindi/Any Regional language) matter Solid and Tabular setting with any multi script language software i.e. ileap Office / ISM publisher</p>	<p><b>Digital Printing:</b></p> <p><b>Types</b> of digital Printing. Uses in commercial operations. Inkjet bubble jet /thermal printer/laser printer used for small and big</p>



		formats. Page composing through Regional Language Software
11	<p><b>Printer &amp; Publishing:</b></p> <ul style="list-style-type: none"> <li>• Installation of New Printer by printer setup.</li> <li>• Use of Inkjet/DeskJet/Laser Printer for taking out copies</li> <li>• Print: History of printing, phasistos disc, woodblock printing, movable type, flat-bed printing press, lithography, chromolithography, screen-printing, offset press, flexography, photocopier, thennal printer, laser printer, digital priting 3D printing.</li> </ul>	<p><b>File and Print Management:</b></p> <p><b>Printing:</b></p> <ul style="list-style-type: none"> <li>• Various Types of Printers and their uses.</li> <li>• Merit &amp; Demerits</li> <li>• File format supported for printing i.e. EPS, PDF, TIFF etc. and also conversion in PDF</li> </ul>
12	<p><b>Binding:</b></p> <p>Project Work &amp; Binding the pages in form of Book using spiral/spico binding machine.</p>	<p><b>Binding:</b></p> <p>Preparation of Project Work for DTP unit. Various Binding techniques</p>
13	<b>Assessment/Examination 03days</b>	

**NOTE:** - More emphasis to be given on video/real-life pictures during theoretical classes. Some real-life pictures/videos of related industry operations may be shown to the trainees to give a feel of Industry and their future assignment.

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## 9.1 EMPLOYABILITY SKILLS

(DURATION: - 110 HRS.)

<b>Block – I</b> <b>(Duration – 55 hrs.)</b>	
<b>1. English Literacy</b>	
Duration : 20 Hrs.	Marks : 09
<b>Pronunciation</b>	Accentuation (mode of pronunciation) on simple words, Diction (use of word and speech)
<b>Functional Grammar</b>	Transformation of sentences, Voice change, Change of tense, Spellings.
<b>Reading</b>	Reading and understanding simple sentences about self, work and environment
<b>Writing</b>	Construction of simple sentences Writing simple English
<b>Speaking / Spoken English</b>	Speaking with preparation on self, on family, on friends/ classmates, on know, picture reading gain confidence through role-playing and discussions on current happening job description, asking about someone's job habitual actions. Cardinal (fundamental) numbers ordinal numbers. Taking messages, passing messages on and filling in message forms Greeting and introductions office hospitality, Resumes or curriculum vita essential parts, letters of application reference to previous communication.
<b>2. I.T. Literacy</b>	
Duration : 20 Hrs.	Marks : 09
<b>Basics of Computer</b>	Introduction, Computer and its applications, Hardware and peripherals, Switching on-Starting and shutting down of computer.
<b>Computer Operating System</b>	Basics of Operating System, WINDOWS, The user interface of Windows OS, Create, Copy, Move and delete Files and Folders, Use of External memory like pen drive, CD, DVD etc, Use of Common applications.
<b>Word processing and Worksheet</b>	Basic operating of Word Processing, Creating, opening and closing Documents, use of shortcuts, Creating and Editing of Text, Formatting the Text, Insertion & creation of Tables. Printing document. Basics of Excel worksheet, understanding basic commands, creating simple worksheets, understanding sample worksheets, use of simple formulas and functions, Printing of simple excel sheets.
<b>Computer Networking and Internet</b>	Basic of computer Networks (using real life examples), Definitions of Local Area Network (LAN), Wide Area Network (WAN), Internet, Concept of Internet (Network of Networks), Meaning of World Wide Web (WWW), Web Browser, Web Site, Web page and Search Engines. Accessing the Internet using Web Browser, Downloading and Printing Web Pages, Opening an email account and use of email. Social media sites and its implication. Information Security and antivirus tools, Do's and Don'ts in Information

	Security, Awareness of IT - ACT, types of cyber crimes.
<b>3. Communication Skills</b>	
Duration : 15 Hrs. <span style="float: right;">Marks : 07</span>	
<b>Introduction to Communication Skills</b>	Communication and its importance Principles of Effective communication Types of communication - verbal, non verbal, written, email, talking on phone. Non verbal communication -characteristics, components-Para-language Body language Barriers to communication and dealing with barriers. Handling nervousness/ discomfort.
<b>Listening Skills</b>	Listening-hearing and listening, effective listening, barriers to effective listening guidelines for effective listening. Triple- A Listening - Attitude, Attention & Adjustment. Active Listening Skills.
<b>Motivational Training</b>	Characteristics Essential to Achieving Success. The Power of Positive Attitude. Self awareness Importance of Commitment Ethics and Values Ways to Motivate Oneself Personal Goal setting and Employability Planning.
<b>Facing Interviews</b>	Manners, Etiquettes, Dress code for an interview Do's & Don'ts for an interview.
<b>Behavioral Skills</b>	Problem Solving Confidence Building Attitude
<b>4. Entrepreneurship Skills</b>	
Duration : 15 Hrs. <span style="float: right;">Marks : 06</span>	
<b>Concept of Entrepreneurship</b>	Entrepreneur - Entrepreneurship - Enterprises:-Conceptual issue Entrepreneurship vs. management, Entrepreneurial motivation. Performance & Record, Role & Function of entrepreneurs in relation to the enterprise & relation to the economy, Source of business ideas, Entrepreneurial opportunities, The process of setting up a business.
<b>Project Preparation &amp; Marketing analysis</b>	Qualities of a good Entrepreneur, SWOT and Risk Analysis. Concept & application of PLC, Sales & distribution Management. Different Between Small Scale & Large Scale Business, Market Survey, Method of marketing, Publicity and advertisement, Marketing Mix.
<b>Institutions Support</b>	Preparation of Project. Role of Various Schemes and Institutes for self-employment i.e. DIC, SIDA, SISI, NSIC, SIDO, Idea for financing/ non financing support agencies to familiarizes with the Policies /Programmes & procedure & the available scheme.
<b>Investment Procurement</b>	Project formation, Feasibility, Legal formalities i.e., Shop Act, Estimation & Costing, Investment procedure - Loan procurement - Banking Processes.
<b>5. Productivity</b>	

Duration : 10 Hrs.		Marks : 05
<b>Benefits</b>	Personal / Workman - Incentive, Production linked Bonus, Improvement in living standard.	
<b>Affecting Factors</b>	Skills, Working Aids, Automation, Environment, Motivation - How improves or slows down.	
<b>Comparison with developed countries</b>	Comparative productivity in developed countries (viz. Germany, Japan and Australia) in selected industries e.g. Manufacturing, Steel, Mining, Construction etc. Living standards of those countries, wages.	
<b>Personal Finance Management</b>	Banking processes, Handling ATM, KYC registration, safe cash handling, Personal risk and Insurance.	
<b>6. Occupational Safety, Health and Environment Education</b>		
Duration : 15 Hrs.		Marks : 06
<b>Safety &amp; Health</b>	Introduction to Occupational Safety and Health importance of safety and health at workplace.	
<b>Occupational Hazards</b>	Basic Hazards, Chemical Hazards, Vibroacoustic Hazards, Mechanical Hazards, Electrical Hazards, Thermal Hazards. Occupational health, Occupational hygienic, Occupational Diseases/ Disorders & its prevention.	
<b>Accident &amp; safety</b>	Basic principles for protective equipment. Accident Prevention techniques - control of accidents and safety measures.	
<b>First Aid</b>	Care of injured & Sick at the workplaces, First-Aid & Transportation of sick person.	
<b>Basic Provisions</b>	Idea of basic provision legislation of India. safety, health, welfare under legislative of India.	
<b>Ecosystem</b>	Introduction to Environment. Relationship between Society and Environment, Ecosystem and Factors causing imbalance.	
<b>Pollution</b>	Pollution and pollutants including liquid, gaseous, solid and hazardous waste.	
<b>Energy Conservation</b>	Conservation of Energy, re-use and recycle.	
<b>Global warming</b>	Global warming, climate change and Ozone layer depletion.	
<b>Ground Water</b>	Hydrological cycle, ground and surface water, Conservation and Harvesting of water.	
<b>Environment</b>	Right attitude towards environment, Maintenance of in -house environment.	
<b>7. Labour Welfare Legislation</b>		
Duration: 05 Hrs.		Marks : 03
<b>Welfare Acts</b>	Benefits guaranteed under various acts- Factories Act, Apprenticeship Act, Employees State Insurance Act (ESI), Payment Wages Act, Employees Provident Fund Act, The Workmen's compensation Act.	
<b>8. Quality Tools</b>		
Duration: 10 Hrs.		Marks : 05
<b>Quality Consciousness</b>	Meaning of quality, Quality characteristic.	
<b>Quality Circles</b>	Definition, Advantage of small group activity, objectives of quality Circle,	

	Roles and function of Quality Circles in Organization, Operation of Quality circle. Approaches to starting Quality Circles, Steps for continuation Quality Circles.
<b>Quality Management System</b>	Idea of ISO 9000 and BIS systems and its importance in maintaining qualities.
<b>House Keeping</b>	Purpose of House-keeping, Practice of good Housekeeping.
<b>Quality Tools</b>	Basic quality tools with a few examples.



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## 10. DETAILS OF COMPETENCIES (ON-JOB TRAINING)

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The **competencies/ specific outcomes** on completion of On-Job Training are detailed below: -

### Block – I

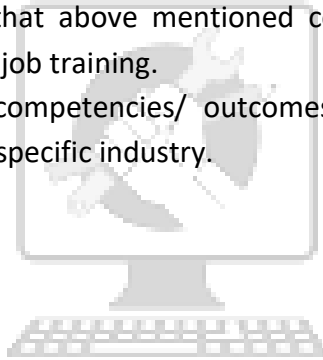
1. **Using Windows OS** - Using various accessories (File management, folder, maintenance wizard) Creating Shortcuts, Find files, Setting (Control panel) Desktop, recycle bin Accessories, Paintbrush, multi media & System tools) and Installation of various software.
2. **Using Ms-word** - Preparing of different documents, working with formatting and inserting different objects in documents, Inserting tables and formatting tables, Mail merge, page layout and printing documents.
3. **MS- Power point**- Creating First Slide, Creating a New Slide, View the Presentation, Saving a Presentation, Saving a Presentation, Close the Presentation, Create a New Presentation, Close Power Point, Changing Views.
4. **Internet:** Use of Internet accessing/ browsing E-Mailing, Downloading.
5. **PAGE MAKER**- An Installation and using File menu, Edit menu, Layout menu, Type menu, Element menu, Utility menu View menu, Window menu. Type setting in Left alignment, right alignment, centre alignment, justified and force justified alignment in English., Typographical setting normal, bold, italic. Underline.etc & Leading(inter-line space), inter-letter spacing, hyphenation, Tracking, Kerning Regional Language Software : software practice setting of Various kind of jobs in single color, two color, three color.
6. **Quark Xpress** - Creating and opening publications, use of palates & Control, Positioning Resizing, Scaling and stacking typing text, Formatting graphics. Creating columns. Creating style. Changing type style and alignment. Rotating and moving of text block and graphics. Working on Master pages. Master items & spreads , Tables manipulations , Box and line manipulations, Drawing merging & reshaping items. Web document Feature. Page setup and Layout, Creating columns. Editing, customizing the dictionary, hyphenation, leading Long documents. Drop caps. Special Characters, Spell Check. Anchoring items to flow with text ¶Grouping & locking of object. Wrapping text around graphics. Using libraries. Indexing a publication creating table of contents applying color. Edit colors creating custom color libraries. Halftone separating & Trapping. Importing linking and exposing a graphic and document. OLE (object linking and embedding). EPS. PDF. HTML Formats
7. **Scanner** - Use of scanner - scanning of different jobs using jpeg, tiff, pcx, tga, bmp etc. Selection of highlights. Middle tone and shadow are. Contrast, Brightness, Saturation. Reading of color strip and do color correction Making of OCR.
8. **Coreldraw** - An Installation and introduction. Practice of creating various types of design and Symbol with text in CorelDraw Practice of creating various kinds of jobs . Creating logos, pamphlets, brochures, use of CorelDraw in fashion designing, use of

CorelDraw in interior designing ,small project on corporate branding of a company.  
News paper advertisement designing.

9. **Photoshop** - An Installation and introduction over view on its menus and submenus editing of different photographs by using adopt Photoshop. Designing a home page layout for a website, font decoration, illusions of photos.
10. Using Bilingual Software.
11. **Printing Processes & Binding:** Installation of New Printer by printer setup, Use of Inkjet/DeskJet/Laser Printer for taking out copies. Project Work & Binding the pages in form of Book using spiral/spico binding machine.

**Note:**

1. Industry must ensure that above mentioned competencies are achieved by the trainees during their on job training.
2. In addition to above competencies/ outcomes industry may impart additional training relevant to the specific industry.



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INFRASTRUCTURE FOR PROFESSIONAL SKILL & PROFESSIONAL KNOWLEDGE

DESK TOP PUBLISHING OPERATOR			
LIST OF EQUIPMENTS, SOFTWARE & TOOLS for Basic Training (For 20 Apprentices)			
A. EQUIPMENTS, SOFTWARE & TOOLS			
Sl. no.	Name of the Tool & Equipments	Specification	Quantity
1	WORKSTATION/NODES	<p>i7 Processor or Equivalent and above with major minimum features as below :</p> <p>1) 32/64 Bit Processor (3.06 GHz or Higher, 4 MB 4-Core) or Higher.</p> <p>2) Network Card: Integrated Gigabit Ethernet(10/100/1000).</p> <p>3) RAM : 2 GB/ 4 GB DDR3 or Higher.</p> <p>4) 320 GB / 500 GB HDD or Higher.</p> <p>5) 19" TFT Monitor</p> <p>6) DVD Writer</p> <p>7) PS2 / USB Keyboard, USB/Optical Mouse with latest</p> <p>Licensed of Operating System and anti virus/ OEM Pack(Preloaded).</p> <p>8) Professional/Ultimate Edition with Internet Facility.</p> <p>(Note: Model should be with latest configuration.)</p>	10 nos. (for Trainees) + 1 no. (For Faculty)
2	Color Laser Printer  OR	2400x1200 DPI Black & Color, Paper size A4, 2 GB Memory, Printing speed 8 to 16 page per minute or higher 1200*600 DPI Black & Color, Paper size A4 1GB Memory, Printing	1 No.



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	Color Inkjet Printer	speed 4 to 8 page per minute or Higher. (Note : Model should be with latest configuration.)	
3	Laser printer	2 GB RAM and Post Script emulation cartridge. Monochrome Paper size A3 Resolution 1200 DPI or higher. (Note: Model should be with latest configuration.)	1 No.
4	Page scanner	flat bed type scanner (Reflection & Transmission) with standard accessories 4800 DPI or higher with OCR software (Note: Model should be with latest configuration.)	1 No.
5	Software	(Latest version) i) Adobe Creative Suite 6 Design Standard ii) Adobe Page Maker 7.0 iii) Ms office or Open Office iv) Corel Draw v) iLeap office / Any Bi-lingual/Regional Language software vi) Quark Xpress for Windows. vii) Anti-virus Software. (Compatible with Operating System with Upgradeable license)	1 set Each for Each System.
6	Networking (LAN) All the computer system should be connected in LAN. The printer connected to any of the places in the Lab should be shared within Lab		As per requirement
7	Internet connectivity	Minimum speed 2 MBPS or Higher	1 No.
8	UPS	625 VA or higher line interactive UPS with 20 minute battery backup or 5 KVA online UPS with 2	12 Nos.

DESK TOP PUBLISHING OPERATOR

		hours battery backup Equipments	1 No.
9	Multimedia Projector		1 No.
10	Spiral/Spico Binding Machine		1 No.
11	Air conditioner	1.5 tons with Voltage Stabilizer	3 Nos.
<b>B : LIST OF OTHER ITEMS/ FURNITURE</b>			
12	Chairs for Computer.		20 Nos.
13	Table with Laminated Board/Novapan top for computers, printers and other machines.		15 Nos.
14	Steel cupboard.		1 No.
15	Storable cabinet - back up/ software		1 No.
16	Book Case.		1 No.
17	Steel Shoe rack (Pigeon Hole Type with 9 compartments)		02 Nos.
18	Instructor Chair (Lab & Classroom)		3 Nos (1 for each Faculty) 1 No. (for Classroom)
19	Instructor table with Laminated Board top (Lab & Classroom)		3 Nos (1 for each Faculty) 1 No. (for Classroom)
20	Single Seated Desk/Dual Desk		20Nos./ 10 Nos.
21	Student lockers (steel) with 8 compartments		02 Nos.

TOOLS & EQUIPMENTS FOR EMPLOYABILITY SKILLS		
Sl. No.	Name of the Equipment	Quantity
1.	Computer (PC) with latest configurations and Internet connection with standard operating system and standard word processor and worksheet software	10 Nos.
2.	UPS - 500VA	10 Nos.
3.	Scanner cum Printer	1 No.
4.	Computer Tables	10 Nos.
5.	Computer Chairs	20 Nos.
6.	LCD Projector	1 No.
7.	White Board 1200mm x 900mm	1 No.

*Note: - Above Tools & Equipments not required, if Computer LAB is available in the institute.*

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**FORMAT FOR INTERNAL ASSESSMENT**

Name & Address of the Assessor :				Year of Enrollment :												
Name & Address of ITI (Govt./Pvt.) :				Date of Assessment :												
Name & Address of the Industry :				Assessment location: Industry / ITI												
Trade Name :			Semester:			Duration of the Trade/course:										
Learning Outcome:																
Sl. No	Maximum Marks (Total 100 Marks)		15	5	10	5	10	10	5	10	15	15	Total internal assessment Marks	Result (Y/N)		
	Candidate Name	Father's/Mother's Name	Safety consciousness	Workplace hygiene	Attendance/ Punctuality	Ability to follow Manuals/ Written instructions	Application of Knowledge	Skills to handle tools & equipment	Economical use of materials	Speed in doing work	Quality in workmanship	VIVA				
1																
2																