

JOB EMPLOYABLE SKILL DEVELOPMENT PROGRAM
NETAJI SUBHAS OPEN UNIVERSITY –CLL COURSES
FOR CURRENT SESSION

Conducted by Pranavananda Institute of Management & Technology

Sl no.	Course Title	Course Code	Period	Course Module (with marks)	Fees(incl registration & form charges)	Study Centres
C1.	Post Graduate Diploma in Modern Office Management (mini MBA) <i>Eligibility- 10+2+3</i> <i>Job scope:</i> Government/ Public / Private / Corporate offices/ NGO	PGDMOM	1 Year	1. Principles of Management 2. Office Procedures & Supervisory Skill 3. IT Applications & E- System (Practical) 4. HR Management & Business Regulatory Framework 5. Entrepreneurship Development & Personality Development 6. Project Work and Viva- voce	₹8000 + 400	1) Kolkata (P-21) a) Bhawanipur (near Muktodal club), 9830216056 b) Ballygunge (near Railway Station), 9331256934
C2.	Post Graduate Diploma In Disaster Risk Management <i>Eligibility- 10+2+3</i> <i>Job scope:</i> Police/ Fire services/Government Departments /Panchayat/ District offices/ Hotels/ Hospitals/ Resorts / Embassies/ NGO/ Corporate offices	PGDDRM	1 Year	1. A) Basic Concepts of Disaster Management B) Disaster Risk Management 2. A)Emergency Response and Crisis Management B) Disaster Risk Mitigation 3. A) Government Interventions and Institutional Mechanism for Disaster Management B) Practical 4. Natural Hazards Risk Management 5. Climate Variability & Disaster Risk and Urban-Rural Risk Management 6. Industrial Hazards Risk Management	8000+ 400	Kolkata (P-21) A) Ballygunge (near Railway Station), 9331256934
C3.	Diploma in Yoga Education <i>Eligibility-10+2</i> <i>Job scope:</i> School/ Colleges as Yoga teachers	DYEd	1 Year	1. Human science for yogic practices 2. Yoga Introduction 3. Practical of Yoga Postures (incl. Merits& Demerits) 4. Practical of Pranayamas & Mudras	10,000 +400	1) Kolkata (P-21) a) Bhawanipur (near Muktodal club), 9830216056 b) Ballygunge (near Railway Station), 9331256934

	<p>& instructors/ Hotels/ Hospitality/ Yoga centres/ Personal trainer</p> <p>N.B.: (Govt. policy notified for Yoga Ed. qualified instructors)</p>			<p>(incl. Merits & Demerits)</p> <p>5. Remedial therapy of diseases</p> <p>6. Viva- Voce and Project</p>		<p>2) Diamond Harbour- South 24 Parganas (V-37) 9331256934/7890787386/ 9830216056</p> <p>3) Hridaypur- Pranab Kanya Sangha (V-53), 8334079669/9331256934</p> <p>4) Raigunj- Debinagar (V-55), 9851068083/ 9382878853</p> <p>5) Burdwan – Chotonipur, (V- 58) 9679711007</p> <p>6) Murshidabad, Farakka Barrage (V-66), 9434860368/ 9732593561</p> <p>7) Malda –Sahapur (V-67), 9733166276/9434836786/ 9614374769</p> <p>8) Bankura – Khatra (V-68),9851155029</p> <p>9) Purulia- Sahebad (V-69), 9734620290/9563626525</p>
C4.	<p>Diploma in DTP & Networking</p> <p>Eligibility-10+2</p> <p>Job scope: Publishing & Printing house/ Advertisement & PR agencies/ Self unit</p>		1 Year	<p>1. Fundamentals, Operating System, Networking- Practical</p> <p>2. Windows & MS Office (Word, PowerPoint & excel)- practical</p> <p>3. Page maker & Coral Draw –Practical</p> <p>4. Scanning & Editing</p> <p>5. Images, Adobe Photoshop- Practical</p> <p>6. Advanced English & Communication Skills- Theory</p> <p>7. Practical, Project & Viva-Voce</p>	6000+ 400	<p>1) Kolkata (P-21) a) Bhawanipur (near Muktodal club), 9830216056 b) Ballygunge (near Railway Station), 9331256934</p> <p>4. Diamond Harbour- South 24 Parganas (V-37) 9331256934/7890787386/ 9830216056</p> <p>5. Burdwan – Chotonipur, (V- 58) 9679711007</p> <p>6. Murshidabad, Farakka Barrage (V-66), 9434860368/ 9732593561</p> <p>7. Purulia- Sahebad (V-69), 9734620290/9563626525</p> <p>8. Bankura- Khatra(V-68), 9851155029/9331256934</p>
C5.	<p>Diploma in Fitness & Sports Management</p> <p>Eligibility-10+2</p> <p>Job scope: Gym & Wellness centres/ Hotels, Clubs/ Personal trainer</p>	DFSM	1 Year	<p>1. Health Care & Nutrition</p> <p>2. Fitness & Exercise</p> <p>3. Workout Session & Project</p> <p>4. Biomechanics & Kinesiology</p> <p>5. Sports Management & new age dynamics</p> <p>6. Training Methods Skill & Project</p>	8000+ 400	<p>1) Kolkata (P-21) a) Ballygunge (near Railway Station), 9331256934</p> <p>2) Raigunj- Debinagar (V-55), 9851068083/ 9382878853</p> <p>3) Murshidabad, Farakka Barrage (V-66), 9434860368/ 9732593561</p> <p>4) Bankura- Khatra(V-68), 9851155029/9331256934</p>

	<i>N.B.: (Govt. policy notified for. Qualified gym instructors)</i>					
C6.	Diploma in Entrepreneurship Development and Small Business Management <i>Eligibility- class 10</i> <i>Job scope:</i> Public & Private/ Corporate houses & Self unit	DEDSBM	1 Year	1. Entrepreneurship Development 2. Cost and Tax Management 3. Marketing Management 4. Accounting and Finance 5. General Management & Business Environment 6. Project Work and Viva- Voce	12000 (including industrial visit fees- ₹1000)+400	1)Kolkata (P-21) b) Bhawanipur (near Muktodal club), 9830216056 c) Ballygunge (near Railway Station), 9331256934

CERTIFICATE COURSES

C7.	Certificate in e-Accounting & Taxation With GST <i>Eligibility- Pursuing Graduation</i> <i>Job scope:</i> CA/ Legal firms & Corporate houses/ Self practitioner		6 months	1. e –Accounting 2. Income Tax 3. GST 4. TDS & Professional Tax	6000+ 400	1)Kolkata (P-21) a) Bhawanipur (near Muktodal club), 9830216056 b) Ballygunge (near Railway Station), 9331256934
C8.	Mobile Phone Repairing/ Technician <i>Eligibility-class 10</i> <i>Job scope:</i> Company service/ repairing centres/ Self unit		6 months	1. Introduction, Concept, Basics of Mobile Phone Technology 2. Hardware – Parts of mobile Phone 3. Software 4. Entrepreneurship skill & Project	3000+ 400	1) Bankura- Khatra(V-68), 9851155029/9331256934
C9.	Supervisory Skills For Front Line Assistant <i>Eligibility-10+2</i> <i>Job scope:</i> Private & Public/ Corporate houses		6 months	1. Communication skills & Leadership & Motivation 2. HR Planning, Process & Development & Supervisory Skills 3. IT Application & Entrepreneurship Skill & project 4. Viva – Voce and Project	3000+ 400	1)Kolkata (P-21) a. Bhawanipur (near Muktodal club), 9830216056 b. Ballygunge (near Railway Station), 9331256934
C10.	Beauty Therapy &		6	1. Beauty Therapy &	3000+	1)Kolkata (P-21)

	Hair Dressing Eligibility-class 10 Job scope: Wellness centres/ Parlours/ Hotels/ Film studios/ Self unit		months	1. Make up 2. Hair dressing & Spa Therapy 3. Saloon Management & Soft Skills & Entrepreneurship Skills 4. Project & Viva – Voce	400	a) Bhawanipur (near Muktodal club), 9830216056 b) Ballygunge (near Railway Station), 9331256934 2) Diamond Harbour- South 24 Parganas (V-37) 9331256934/7890787386/ 9830216056 3) Bankura- Khatra(V-68), 9851155029/9331256934
C11.	Solar Electrical Technician Eligibility- 10+2 Job scope: Public & Private houses/Repairing centres/ Self unit		6 months	1. Renewable Energy Fundamentals & Basic Electricity 2. Solar Energy Technologies & Solar Plant Installation and Testing 3. Plant Operation and Maintenance & Entrepreneurship skills & Project 4. Project & Viva - Voce	4000+ 400	1) Diamond Harbour- South 24 Parganas (V-37) 2) Raigunj- Debinagar (V-55), 9851068083/ 9382878853 3) Bankura- Khatra(V-68), 9851155029/9331256934
C12.	Fire and Safety Skill Eligibility-class10 Job scope: Corporate & Public co. / Multistoried buildings/ Civic volunteers		6 months	1. Basic Skill & Supervisory Skill 2. Fire Skill 3. Project & Viva – Voce	3000+ 400	1)Kolkata (P-21) a) Bhawanipur (near Muktodal club), 9830216056 b) Ballygunge (near Railway Station), 9331256934 2)Malda –Sahapur (V-67), 9733166276/9434836786/ 9614374769 3) Bankura- Khatra(V-68), 9851155029/9331256934
C13.	Certificate in Human Rights Eligibility- 10+2 Job scope: Legal firms/ Self practitioner		6 months	1. Human Rights: International Perspective 2. Human Rights In India 3. Redressal Mechanism Against Human Rights Violation 4. Group Rights	7000+ 400+	1)Kolkata (P-21) a) Bhawanipur (near Muktodal club), 9830216056 b) Ballygunge (near Railway Station), 9331256934