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B.ed

Candle Making Syllabus

- Single Colour Candle 5 Shapes
- Only White Candle 5 Shapes
- Two & Three Colour Candle Shapes
- Will Decorate the Stand Candle
- Will Tell You How to Make Flour & Leaf
- To Make Fragrance Candle
- To Make Gel Candle
- Written Classes
- Practice Class
- Exam

Sweety Sinha

PRINCIPAL

Principal
Institute for Education
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JHARKHAND

Candle Wax Making

Sweety Sinha

Principal
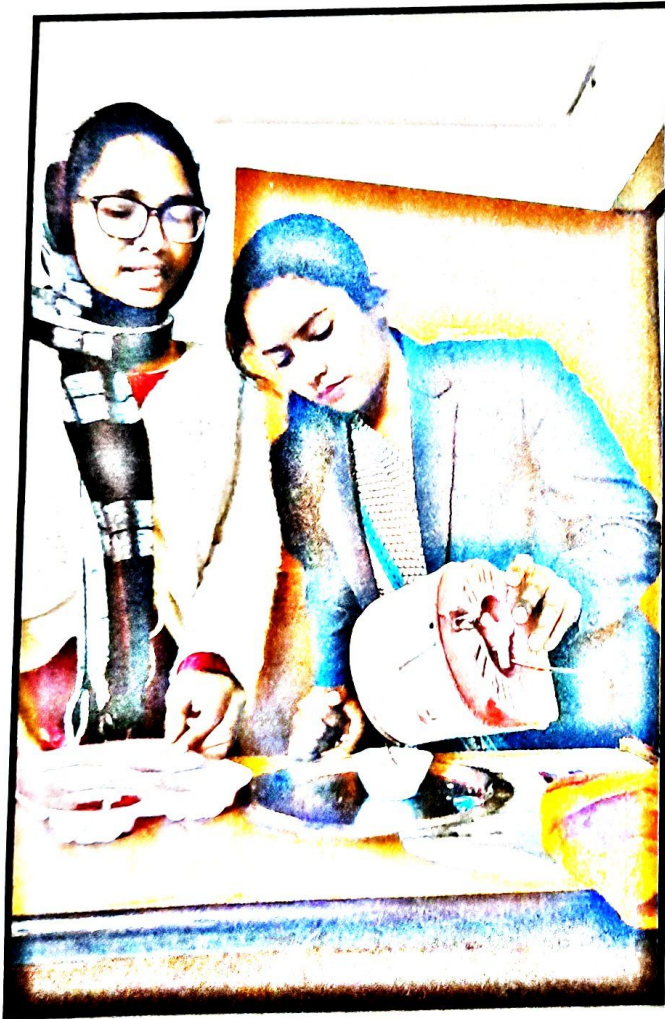Institute For Education
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CANDLE MAKING

योगासन लिस्ट- Yogaasana list

1. Suryanamaskara

2. Tadaasana

3. Triyaktadasana

4. Dhanurasana

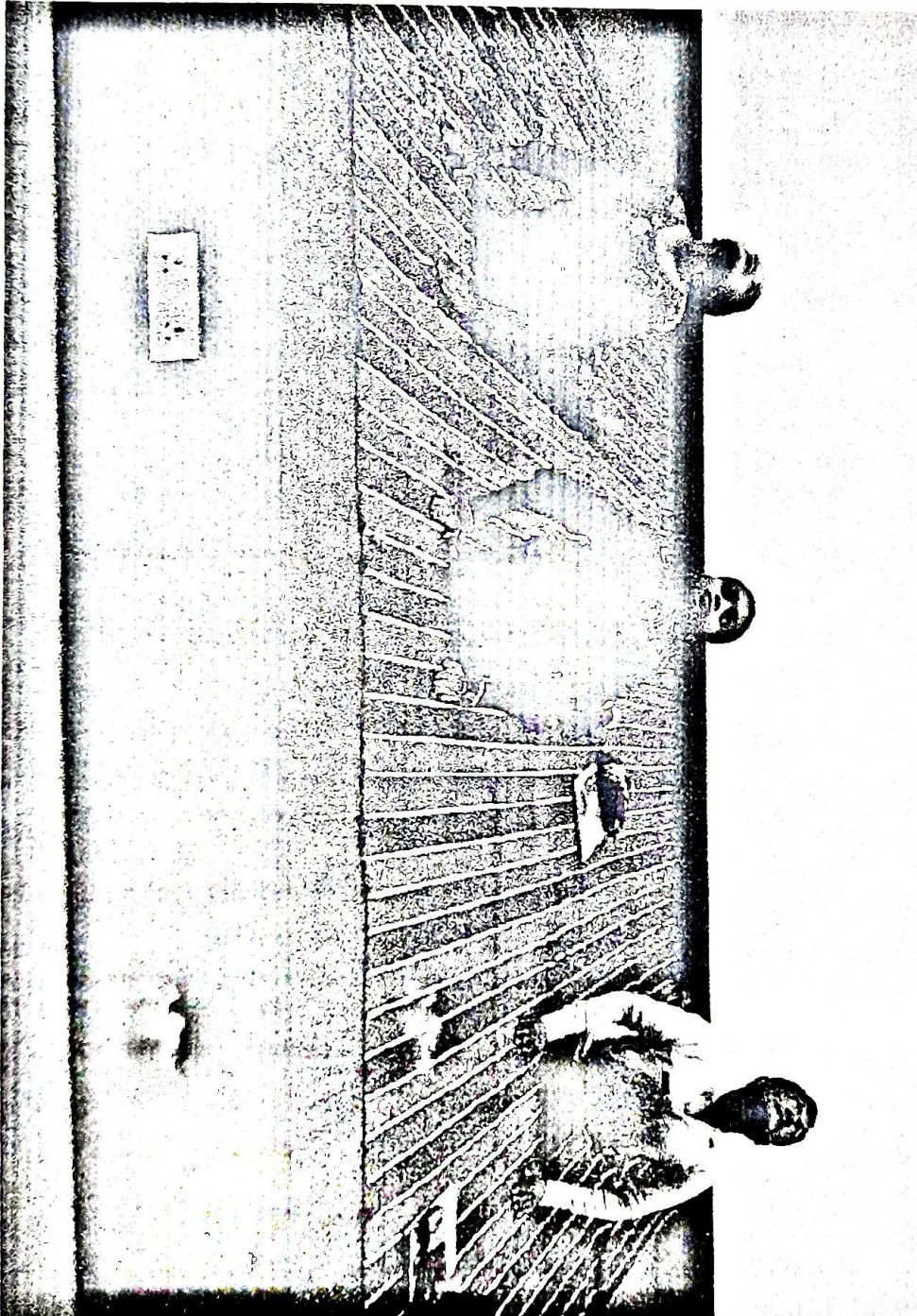5. Naukaasana

6. Adhomukhasana

7. Sarwangaasana

8. Halaasana

9. Utakataasan

10. Trikonasana

Sweety Sinha
Principal
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9/12/23

Sweety Sinha

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DIPLOMA IN COMPUTER APPLICATION (DCA)
(Course Code – 101)

SYLLABUS
(Duration – 6 Months)

[signature]

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1. DC 01- FUNDAMENTALS OF COMPUTER

Introduction To Information Technology

History of Computers

Evolution of Computer - Generations

Computer classifications-Micro, Mini, Mainframe and Super Computers

Microcomputers - Desktop PCs, Laptops, Palmtops and PDAs

Computer Organization

CPU, Memory, I/O Devices- Block Diagram of a computer

System components - Motherboards, Chip sets, Buses and Expansion Slots

I/O Ports -Serial Port (RS-232), Parallel ports, USB, PS/2

Microprocessors - Brief introduction to the Intel Family

Memory

Characteristics of Primary Memory and Secondary Memory

Classification of Primary Memory

ROM - EPROM, EEPROM

RAM- SRAM, DRAM, SDRAM, DDRAM, RDRAM

Cache Memory - L 1 , L2 and L3 Cache

Secondary Memory

Sequential and Direct Access Storage Characteristics

Magnetic Tapes, Magnetic Disks-

Floppy Disks-Hard disks

Optical Storage - CDROMs Different types of CDROMs CDR, CDR/W

CD-Drives - Speed of CD- Drives, CD Writers, DVDs - DVD - *RIW,* Blu-Ray Disk

Advanced Removable Storage Devices - Pen Drives, Zip Drives, Super disks

Input Devices

Keyboard - Different types of keyboards

Graphical Input - Mouse - Optical Mouse, Joystick, Scanners, Optical Mark Readers, Barcode reader, Smart Card Readers

Web Cameras

Voice Input - Microphones

Output Devices

Computer Output - Soft Copy and Hard Copy

Monitor - CRT, LCD, TFT displays (Dimensions, Resolution, and comparison - overview only)

Printers- Impact and Non Impact printers

Dot matrix Printers, Inkjet and Laser Printers, Plotters, Computer Output

Computer Software

    Software Classification- System Software and Application Software

    Operating Systems - Functions of as - Types of OS - Single User,

    Multi-User, Multitasking, Real Time OS

    Language Translators - Compilers and Interpreters

    Programming Languages and Classification - Machine Language, Assembly

    Language, High Level Language and 4GLs (Comparative study of these

    languages)

    Computer Viruses

2. DC 02 - MS OFFICE AND INTERNET

Disk Operating System:

    Simple DOS Commands

    Simple File Operations

    Directory Related

    Commands.

    Windows 10

    Introduction to Windows

    Desktop, Taskbar, Start Menu, My Computer, Windows Explorer, Recycle Bin

    Accessories- Calculator, Notepad, paint, WordPad.

Microsoft Word

    Introduction to MS Office & MS Word

    Introduction to MS Office Package

    MS Word

    Text Formatting Features

    Paragraph, Change Case, Font, Tabs, Drop Cap, Bullets and Numbering,

    Advanced Formatting Features

    Boarders and Shading, Auto shape, Caption, Columns, Text Box, Footnote,

    Tables and Drawing Features

    Insert Table, Draw Table, Formula, Sort, Forms

    Graphics - Word Art and Clip Art,

    Tools - Mail Merge, Spelling and Grammar, Thesaurus, Autocorrect.

MS Excel

    Worksheets, Cell, Cell Range Operations, Fill Series .Protecting

    Worksheets

    Functions- sum, average, if. Mathematical functions.

DOLL MAKING SYLLABUS

1. Wool made Doll

2. Paper made Doll

3. English Doll

4. Radha Krisna

5. Aadiwasi pair

6. Bride & Groom

Teacher- Suman Kumari

Priyanka Kumari

Sweety Dinda

Principal

Principal
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BEAUTICIAN COURSE SELLYBAS

Sl. No.	Sellybas
1.	Threading
2.	Manicure
3.	Wax
4.	Bleach
5.	D - Tan
6.	Fruit Facial
7.	Herbal Facial
8.	Party Make - Up
9.	Hair Style
10.	Front Style(1)
11.	Front Style (2)
12.	Sagar choti
13.	Sagar Jhula
14.	Sagar double Jhula
15.	French roll
16.	Bun Juda
17.	Five Roll Juda
18.	Eight roll Juda
19.	Saga Ponytail
20.	Beauty Tips
21.	Exam – Copy decorative + Practical
22.	Dulhan / Bridal Make - Up

Teacher – Indu Kumari

Suman Kumari

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Principal
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SHORT-TERM COURSE

English Speaking Course Syllabus

English is a language used internationally. Communication is the key to information and English helps to communicate with people all around the world. It opens the door to various opportunities.

OBJECTIVES OF LEARNING ENGLISH

1. English is an easy language with similarities with many other languages such as French, German, etc. It is easily understandable. As it is a popular language, there are a lot of resources to learn English.
2. English is the language of business. Globalisation made it a necessity for every company to hire English known employees. One must learn English to give an interview with the most well-known international brands, even some national brands.
3. English lets learn more. There are many books on different subjects which are initially written in English. Some of them do not have a translation. One can learn from various resources quickly if s/he knows English.
4. English helps to travel the world without having a communication barrier.
5. Most of the sectors follow English as a standard language like Science, Aviation, Information Technology, Travel, etc. So, one must know English if they want to join any of these fields.

English Speaking Course Details – Overview

Course Type	Certification
Duration of the Course	10 hours
Eligibility	Minimum class 10 qualified
Admission Process	Personal Interview-Based

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English Speaking Course Syllabus

- **Listening:** Listening to texts, listening to CDs, Trials of a good listener
- **The Pronunciation:** Phonetic Symbols consonants & Vowels with illustrations in use

- **Reading Skills:** Techniques of reading. Reading comprehension of unseen pages, Identifying the context & the central idea
- **Vocabulary & word formation:** From different texts & dictionary
- **Basic Grammar:** Prescriptive/descriptive approaches grammaticality – acceptability –appropriateness-grammar in context- grammar in spoken & written
- **Practice:** Exercise on different grammatical constructions, Identification of the grammatical devices forms different texts like newspapers, poems, stories, etc.

Course Syllabus

1. Story/video Based Activities 1) The task is to go to the nearest vegetable market and write down the names of at least 15 vegetables both in Hindi and English or Write down the recipe of any cuisine that you know properly in 100-150 words. 2) A video will be shown to students in a short while. Before that, read what the video is all about in Hindi: 3) Pronunciation of different words 4) Students will be given a video listing the common words wrongly pronounced. Students watch the video. Students listen the pronunciation properly and practice them.

2. Group Interaction and Personal Interview

3. Grammar - What is tense and their explanations, Fill in the blanks with appropriate tense form of the verb. How to Change the verb into the correct form. Active/Passive Voice exercise.

4. Personality Development, Ethical Behaviour

5. Reading Skills-Reading News headlines. The students will be asked to recite the poems. They should be taught the power of vocabulary, importance of word placing, appropriate expressions while reading/reciting and so on. The groups should be formed and within their groups each student would recite the poem among group members. Their anxiety level to be checked.

6. Writing skill- Story writing, Letter writing, Notice writing, Essay writing.

7. Personality Development and Ethical Behaviour- Body language, problem solving, conflict and stress management, Decision making skills, Leadership and Qualities of a successful leader, Team Work, Good manner, Work Ethics.

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