AUM SRI SAIRAM

SRI SATHYA SAI SEVA ORGANISATIONS INDIA

SKILL DEVELOPMENT PROGRAMS (SDP)

GUIDE LINES 2022

MISSION & PURPOSE
of Bhagawan Sri Sathya Sai Baba

THE HISTORIC LETTER, 1947

On 25th May 1947, Sri Sathya Sai Baba in a comprehensive letter to His brother Seshama Raju, outlined His Mission and Purpose of His Advent.

- **I have a task:** To foster all mankind and ensure for all of them lives full of bliss.
- **I have a vow:** To lead all who stray away from the straight path again into goodness and save them.
- **I am attached to the work that I love**: To remove the sufferings of the poor and grant them what they lack.
- **I have a reason to be proud**, for I rescue all who worship and adore me.
- **I will not give up my mission**, nor my determination.
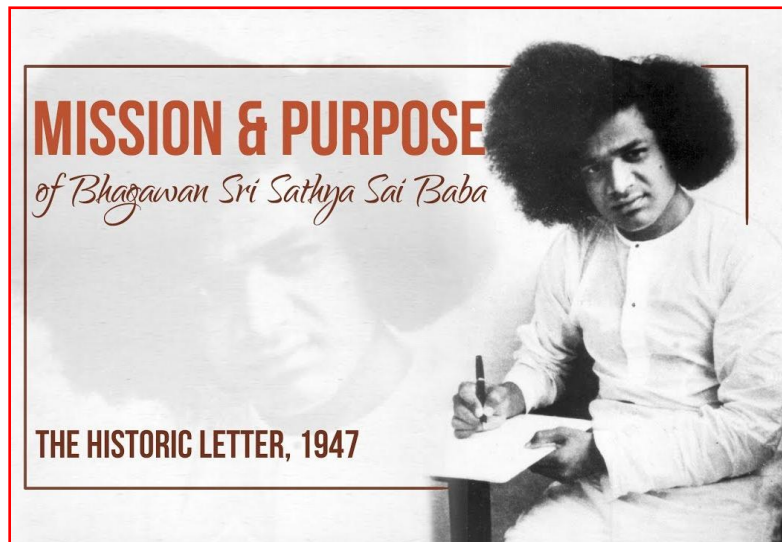- **I know I will carry them out**

JAI SAIRAM

AUM SRI SAIRAM
SRI SATHYA SAI SEVA ORGANISATIONS, INDIA
Skill Development Programs (SDP)

Guide lines 2022

Table of Contents

Information drawn from various web based resources has been duly acknowledged

Visit: www.ssssoindia.org   Email: info@ssssoindia.org

Divine Messages

- "Life is a challenge, meet it! Life is a dream, realize it! Life is a game, play it! Life is love, enjoy it!"

- "There is only one caste, the caste of humanity. There is only one religion, the religion of love. There is only one language, the language of the heart."

- "Love lives by giving and forgiving. Ego lives by getting and forgetting."

- "See no evil, See what is good. Hear no evil, Hear what is good. Talk no evil, Talk what is good. Think no evil, Think what is good. Do no evil, Do what is good."

- "When we "skill" our knowledge, life is well-balanced. When we "kill" our knowledge, the balance is upset."

- "The end of wisdom is freedom. The end of culture is perfection. The end of knowledge is love. The end of education is character."

- "For the mansion of life, Self-confidence is the foundation, Self-satisfaction the wall, Self-sacrifice the roof, Self- Realization is the life."

- "Education should be for life, not for a living."

- "We do not need different kinds of "information". We need "transformation"."

- "Money comes and goes. Morality comes and grows."

- "Study to be steady."

- Sri Sathya Sai Baba

CHAPTER - 1

SSS SKILL DEVELOPMENT PROGRAMS (SDP)

Introduction to SDP, by SSSSO - India

Sri Sathya Sai Vocational Training Centers in rural as well as urban areas of India are part of a suite of flagship programs implemented by the Sri Sathya Sai Seva Organizations (SSSSO) India, that focus on nation building, serving the needy and enhancing the quality of lives of our citizens.

The Sri Sathya Sai Seva Organisations (SSSSO) were founded by Sri Sathya Sai Baba in 1965.Right from their inception, Baba's clarion call has been for members to embrace the Service mission of the Organizations. He urged members of SSSSO to go to villages, find out their problems, and help alleviate their sufferings. The three wings of SSSSO are Spiritual, Education and Service.

The Service Wing of Sri Sathya Sai Seva Organisations (SSSSO) works across a wide spectrum of activities in villages, slums, hospitals, orphanages, disaster relief, feeding the poor and, employment training activities for youth.

Continuing the emphasis on Service, the 1974 All India Conference of SSSSO resolved to start VTCs for women in all the states. Over the following three decades, several state units of SSSSO started such technical/vocational training for young men and women. These initiatives gained further momentum and focus in 2014, when the state units were encouraged to expand the vocational training programs with the objective of empowering the rural masses with employable skills.   (courtesy: **S S S Vocational Training Mission doc 2019).**

Different state level units of SSSSO have had a variety of skill building training programs for nearly fifty years. As far back as 1974, some state units of SSSSO were organizing tailoring classes for women, so that by learning and utilizing the skill they could earn incomes.

However, recognizing the need for widespread vocational training programs to improve employability in our youth, and the need for market-driven localized skill building programs, the Sri Sathya Sai Vocational Training Centers were formally established in 2014 for the benefit of young men and women in various parts of India.

By 2021, nearly 190 Vocational Training Centers (VTCs) and Rural Vocational Training Centers (RVTCs) are operational across India ,having trained nearly 31,500 youth.

These centers offer a wide variety of skills including electrical, plumbing and mechanical skills, tailoring and associated skills like fashion design, home, kitchen and agri-based skills and, more recently, computer classes.

Other skills such as spoken English are also offered in some centers. A full list of courses offered at various centers is provided in the appendix. The training programs vary in duration from a few days to over six months and cater to trainees from a vast number of villages and small towns in the vicinity of the Centers.

Many of the Centers are run by volunteer trainers, often at the premises of the Sri Sathya Sai Seva Samithis. A few Centers are run in collaboration with TVS Group in Tamilnadu, BIRED in AP & Telangana to train rural youth so that they can be self employed.

SSS SKILL DEVELOPMENT MISSION

All India SSSSO aims to hone up the skills of youth and fulfill the urgent need of Training and Employability, based on the State wise Skill Gap reports.
This will pave the way for either a gainful Self employment or Wage employment

SSS SKILL DEVELOPMENT VISION

'Prepare the youth of our country with value based skills for generations to come'

SSS SDP OBJECTIVES

- To train unemployed youth from rural and surrounding areas in multi skills which are needed for a gainful SELF / WAGE employment

- To help the trained youth to set up small service centers in their villages, enabling them to supplement & or supplant their FARM INCOME

- To avert migration of rural youth to towns and cities.

- To inculcate self help skills, moral & ethical skills in youth for a value based living.

CHAPTER - 2

SSSSDP - Organizational Guidelines

These guidelines are illustrative only and may be adapted to local environment without compromising on the core values of SSSSO.

I) Centre for Skill Development Program (SSS SDP)

Will be unique and envisaged to train youth from villages on need based **multi skills** . Any state which has a **place** to **accommodate** the centre, preferably in or around   adopted villages, can start the Centre.

II) Suggested Skill Matrix:

Based on the skill gap analysis of NSDC & local survey in the villages, Two to Four trades shall form a multi skill group. Curriculum will be prepared for the group in modular pattern for easy implementation. Some of the suggested trades / training courses could be:

Electrical Works	Plumbing	Basic Carpentry
Bi-cycle and Tricyle servicing	Basic Automobile servicing(2-3 wheelers)	Mobile Phone Servicing
Masonry	Tailoring & Fashion designing	Laundry and Ironing
Vulcanising / Tyre Puncture sealing.	Repair, maintenance of Farm equipments	Crop Care & Vermi composting
Basic Welding & Fitting	Basic TV servicing	Servicing and Maintenance of Inverters
Aluminium fabrication	Home Care / Geriatric Care service.	MS office with Tally GST
Beautician & Mehendi design	Zardosi & Maggam works	AC maintenance and Repair

More skills can be included depending on the demand in villages.

III) Duration of Training: Minimum 45 days to 90 days with 5 contact hours / day
A minimum of 180 to 200 contact hours is mandatory

IV) Admission of Trainees to the centre:

The **maximum intake** of trainees should be limited to **15 for Gents & 30 to 40 for Ladies** with all precautions & norms of appropriate COVID behaviour.

Minimum educational qualification: 10thStandard Pass , for Ladies & Gents in Non IT courses

12th Pass with MPC or Degree pass with working knowledge of MS Office for IT & Engineering related allied courses.

12th Pass with BiPC or BSc(Zool) pass with working knowledge of MS Office for para medical / allied courses.

Age: 20 yrs to 35 yrs for both Gents & Ladies

Physical standards: The trainees are required to undergo medical check up before admission. They should be physically fit and have adequate eye vision. All teachers / Trainees should have taken 2 doses of COVID vaccine.

The candidates are to be selected on merit, based on attitude, mental alertness, enthusiasm to learn, spiritually inclined and good behaviour. The selection has to be finalized after oral interview by the selection committee consisting of SDP Coordinator and District / State Sevadal Coordinator, both Lady & Gent.

The Trainee of the centre shall attend Prasanthi Seva at the end of his training. He shall become member of the nearest Samithi or Bhajana Mandali. He shall get Sanathana Sarathi of his language free sponsored by the centre. He shall be taken as a member of District Techno Team and be a part of our SSSSO.

V) Certification:

There shall be periodical assessment of the trainees and at the conclusion of training All India certificate will be issued to the successful trainees by State President & State Trust Convenor of SSSSO.

VI) Faculty of Trainers:

The training shall be in multi Skills i.e., the trainee acquires skills in more than one trade/craft. The learning shall be at basic level.

However, the instructor shall be a qualified and experienced person in the trade. Recently retired Instructors from I.T.I or Polytechnic and or retired supervisor/ Sr. worker from industry.

It shall be the best option if anyone is available in our Organization to teach in any one trade and look after the working of SDP.

SDP may require more instructors on part time basis. Each one of them shall give training pertaining to his trade. If Technicians are not available in Our Organization then suitable instructors shall be taken on salary.

VII) Syllabus:

The All India SDP activity I/c will provide the basic frame work for the syllabus. The Coordinator, along with the faculty of trainers, will develop module for each of the trade and document it. This may be reviewed yearly to add new topics to enlarge the scope if needed.

An illustrative content for some topics / trades is attached in **Annexure-2**

VIII) Sarva Dharma Principles:

First 30 minutes ,on all the working days, shall be for **Sarva Dharma** Prayer and teaching of Human Values. **See Annexure-1**

A suggested Time Schedule is given below:

Time	Daily Schedule from Monday to Saturday
09.00 – 09.30	AM Prayer , Ethics and Values / Yoga Practices
09.30 – 12.30	PM Skill Training
12.30 – 01.15	PM Lunch Break
01.15 – 04.30	PM Skill Training
04.30 – 5.00	PM Review / House Keeping

IX) Project work in Prasanthi Nilayam

On successful completion of the training, Gents shall attend Prasanthi Seva in any period of the respective State duty. It shall be considered as project work. The Gents Trainees shall be assigned to Maintenance cell.

The respective State President shall organize to distribute certificates in Prasanthi Nilayam on the final day of Prasanthi Seva and arrange to take photograph of Trainees in front of Maha Samadhi and offer their prayers to Bhagawan and seek **HIS blessings.**

X) Financial Controls:

It is imperative to have a good Financial Control System to monitor the cash flows and expenditures. Hence, all financial transactions to SSS SDP be routed through State Trust. The frequency of audit can be at the end of completion of each batch of training.

XI) Reports:

Reports regarding the functioning of SDP will be sent by the Coordinator to the State President who in turn will send to AIP and National SSS SDP I/c at regular intervals. If the duration of the batch is more than 3 months, the report can be made quarterly. This will help to monitor the status of SDP & develop midterm course correction if needed, with appropriate Bench marks / Performance Indicators.

XII) SDP Location and Accommodation:

SDP may be located in a village or town with minimum travel time for students.

Accommodation: 1000 sq.ft approx, which will house a classroom, a workshop, toilet, a store-cum- trainer's cabin**.**

Type of accommodation: Permanent building or a shed with wall all-round and light roofing will be suitable for conducting the training. All Agri related courses should be conducted with the help of Sate Agri University expertise.

XIII) Support Systems

State Organization shall do well to inform Business or Industrial houses about the SSSSO venture to set up SDPs in Rural and Backward areas. The salient features of SDP shall also be highlighted. Out of their love and faith to Bhagawan and considering the nature of Seva activity they may come forward to participate in SDP.

Whatever is their participation, it shall be routed through the State Trust Convenor and State President of respective States.

Two excellent ex: of Corporate participation is " Sri Sathya Sai Skill School ", Thirukkurungudi, Tirunelveli, Tamilnadu, (M/S T V S Motors) which has been working very well since November 23rd 2005 and marching ahead.

Similar success stories are with BIRED sponsored SDP's in AP & Telangana.

Support requirement is as follows:

A) Recurring expenditure: The State Trust shall provide fund to meet expenditure on:1) Raw material   2) Consumables   3)Replacement of hand tools

4) Repairs to equipment on account of wear and tear 5) Cost of Stationary 6) Water and electricity bills 7) miscellaneous expenses

B) Salaries to guest Instructors: The State Trust shall meet the expenditure on Salaries

C) Medical Check up of Trainees: Voluntary Medical Practitioners may visit the centre periodically for consultation and treatment of Trainees.

D) Lodging and boarding:

It is envisaged that the training, in general, is **non residential.** However, if any state trust could provide accommodation near the SDP, the **Training can be residential for Gents only with COVID norms.**

XIV) Instructional Media Packages:

Instructional packages consist of Practical exercises, related Theoretical Information, Interactive charts and videos for skill development. A good source is: **National Instructional Media Institute, Directorate General of Employment and Training Ministry of Labor and Employment, Govt of India**
 Website: www.nimi.gov.in   Chennai Ph Nos: 044-22500248, 044-22500657
 NIMI may have offices in other states too, which can be contacted for more information.

XV) Tool Kits:

A multipurpose Tool kit shall be gifted to each trainee to enable him to start his / her professional work after successful completion of training.

Divine Messages

- "See all work as spiritual exercise, as an offering. Then, work is transformed into worship."

- "Work is worship. Duty is God."

- "Removal of immorality is the only way to immortality."

- "The best way to love God is to love all and serve all."

- "Always repeat: I am human, not animal. I am human, not animal. When we join these two halves, we have the full truth."

- "Where there is faith, there is love; where there is love, there is peace; where there is peace, there is truth; where there is truth, there is God; where there is God, there is bliss. "

- "Conscience is our real power, strength, and awareness."

- "Some say that knowledge is power, but it is not true. Character is power."

- "You must fill your heart with love for God (daiva preeti), fear of sin (paapa bheeti), and morality in society (sangha neeti)."

- "When we turn our vision to the world, we develop attachment. When we turn to Divinity, detachment results."

- "Keeping in view the atmosphere in the world, it is important to teach students about morality and ethics while equipping them with worldly knowledge."

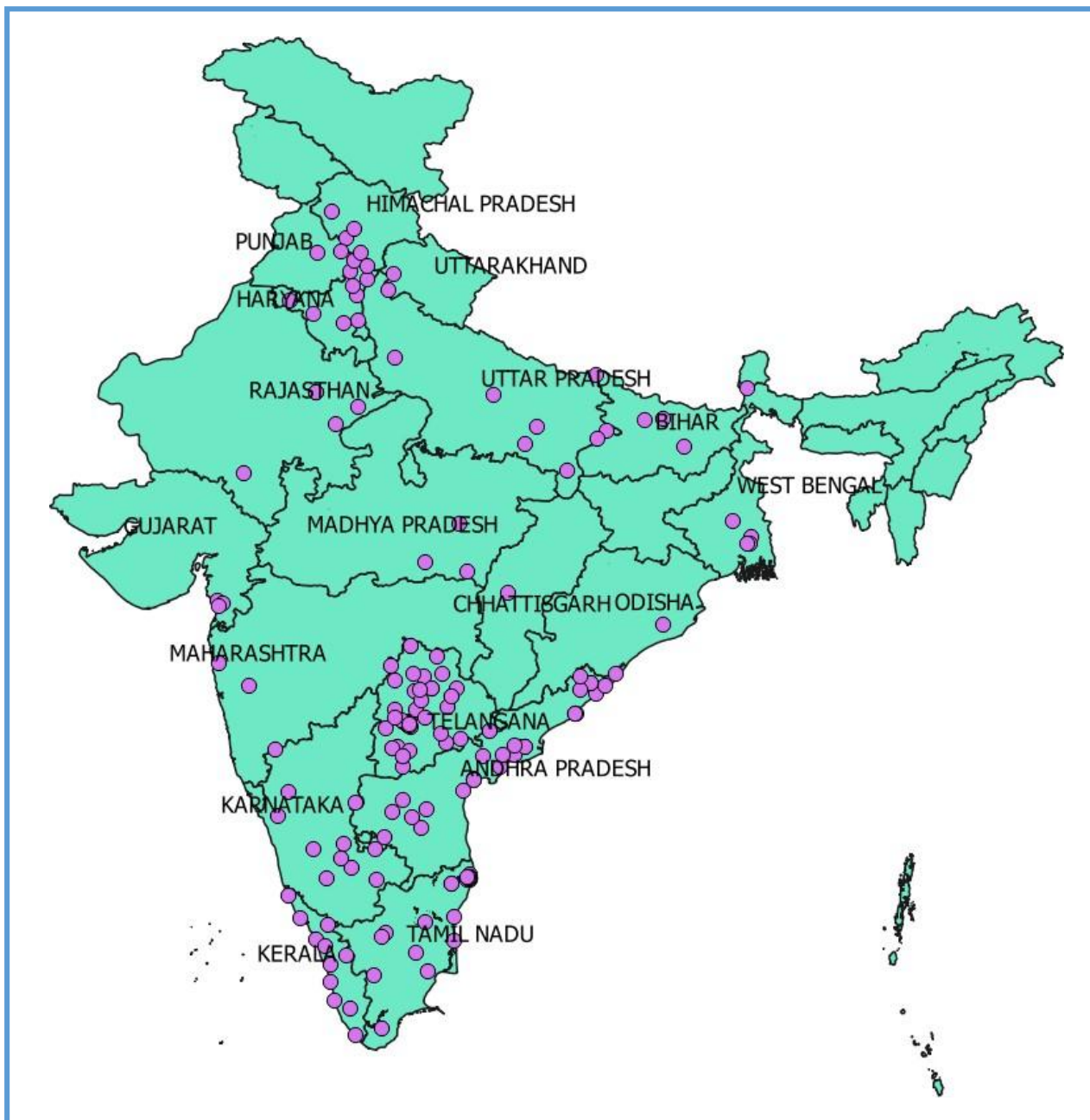- "Humanness means unity in thought, word, and deed."

- Sri Sathya Sai Baba
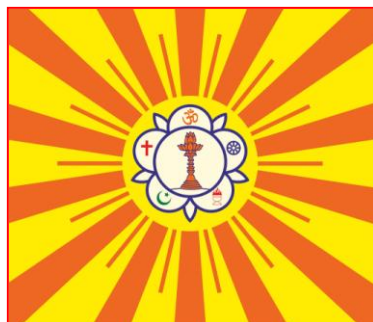
CHAPTER - 3

All India   SDP Centers: 2014 – 2021

By December 2021, nearly 190 Vocational Training Centers (VTCs) and Rural
Vocational Training Centers (RVTCs) are operational Pan India, having trained 31,500
youth. 65% of them are Self Employed and 25% of them are on wage employment

SSSSO - RVTC / VTC's listed up to July 2017

Sl. No.	Location of SSS SDP	STARTED On	STATE	SKILLS
1.1	Vanasthalipuram	06.05.2014	AP &TS	Motor pump repair
1.2	Tadipatri	20.11.2014	AP & TS	Electrical & Motor winding
1.3	Ch Pothepalli	07.12.2014	AP & TS	Electrical & Plumbing repairs
1.4	Sivam - Hyderabad	06.06.2013	AP & TS	Mahila SDP – Tailoring etc
2.1	Bhubaneswar	06.05.2014	Odisha	Electrical ,Plumbing & Two wheeler servicing
3.1	Chittur, Palakkad	20.06.2014	Kerala	Electrical & Aluminum Fabrication. Tailoring for rural women
3.2	Kasargode		Kerala	Tailoring and Stitching
3.3	Trissoor		Kerala	Tailoring and Stitching
4.1	Navsari	2014	Gujarat	Electrical & Plumbing, Computer Tally Tailoring for women
5.1	Don Bosco, Mumbai	2014	Maharashtra	Electrical, Welding & AC Servicing
5.2	SSSI of Agri & Bio Tech	2008	Maharashtra	Agriculture
6.1	Pipalpati Road, Buxar	March 2017	Bihar & Jharkhand	Basic computer& internet education & Accounting
6.2	Ghorghat Munger	1.2.2017	Bihar& Jharkhand	Tailoring
6.3	Muzaffarpur	January 2017	Bihar & Jharkhand	Tailoring
7.1	Barackpore	14.09.2014	W.Bengal	Electrical, Plumbing, Beautician& Tailoring
7.2	Kolabari, Siliguri Dt.	14.09.2014	W.Bengal	Tailoring, Beautician & Hair cutting, Electrician
7.3	Kuersong, Darjeeling		W.Bengal	
7.4	Durgapur		W.Bengal	Tailoring& Home Care Service
7.5	Kasba, Kolkotta		W.Bengal	Mobile Servicing &Beautician
8.1	Kunjpura, Karnal Dt.	14.01.2015	Haryana	Tailoring, Masonry and Carpentry
9.1	Jabalpur	27.09.2014	Madhya Pradesh	Mobile Servicing & Computer Hardware service
9.2	Chindwada	20.01.2015	Madhya Pradesh	Electrical, Mobile servicing
9.3	Indore	12.07.2015	Madhya Pradesh	Electrical & Cell phone servicing
10.1	Dharwar	09.10.2014	Karnataka	Ethnic food, Fabric designing & Home Nursing for rural women, Tailoring

11.1	Nanmangalam, Kanchipuram dt.	20.04.2014	Tamilnadu	Electrical, Plumbing & Two wheeler Servicing
11.2	Tirunagiri, Nagapattinam Dt.	17.04.2014	Tamilnadu	Electrical, Plumbing & Fabrication
11.3	Chithode - Erode	04.12.2014	Tamilnadu	Electrical, Plumbing & Fabrication
11.4	Tirukkurungudi	23.11.2005	Tamilnadu	Electrical & Plumbing
12.0	Solan	2006	Himachal Pradesh	1)Stitching, 2)Art and craft, 3)Tailoring 4)Packing
13.0	Tehetna		Uttar Pradesh	Computer basics

New RVTC / VTC's started between June 2014 – December 2021
KARNATAKA (NORTH)

S.no	Location	Starting Date	No of Batches	Total students	Skills offered	Duration of the course
1	RVTC , SSS Samithi, Kantanahalli, Soraba taluk	27.05.2018	2	16	Computer	6 months
2	VTC-SSS Seva Kshethra new town, Bhadravathi	09.02.2015 (previously not updated)	10	57	Computer	6 months
3	SSS RVTC Neelavani, Haliyal , Uttatara Kannada Dt	02.09.2016 (previously not updated)	17	244	Fashion design	3 months
4	VTC - SSS seva samithi, Hassan	03.06.2018	2	31	Tailoring	9 months
5	VTC new town unit1 (tailoring), Bhadravati, Shivamogga dt	01.01.2019	3	67	Tailoring	6 months

6	SSS VTC Seegebagi unit2 (tailoring), Bhadravati	01.01.2019	3	46	Tailoring	6 months
7	SSS RVTC Neelavani, Haliyal , Uttatara kannada district	05.09.2021	1	10	Beautician course	4 months
8	RVTC-Amdalli Karwar district	08.11.2021	1	12	Fashion design	3 months
9	SSS-RVTC Dharwad , Sai charan campus	05.07.2021	2	42	Geriatric care	3 months
		Total	**60**	**1178**		

SRI SATHYA SAI SKILL DEVELOPMENT CENTRE - TOTAL BATCHES, KARNATAKA (NORTH)

PERIOD: JAN 2021 TO DEC-2021

No	BATCH	COURSE	PLACE	DURATION	BENEFICIARIES
1	BATCH XIII	Fashion design & Tailoring course	sss skill development centre Neelavani, Haliyal , uttatara Kannada district	Dec-2020 to Mar-2021	7
2	BATCH XIV	Fashion design & Tailoring course	mobile rvtc- Kyatanagera under sss rvtc Neelavani, Haliyal , Uttatara Kannada district	March -2021 to July-2021	15
3	BATCH – 1	Geriatric - Sai care Skill development	SSS Skill Development centre Dharwad , Sai Charan campus	July 2021 to Oct-2021	15
4	BATCH XV	Fashion Design & Tailoring course	Tippanagera , under sss SDC Neelavani	Aug - 2021 to Oct-2021	24

5	BATCH 1	Beautician	SSS skill development centre Neelavani	Sept - 2021 to Dec – 2021	10
6	BATCH XVI	Fashion Design & Tailoring course	mobile skill centre Satmani, under SSS Skill Development centre Neelavani	Nov - 2021 to Jan – 2022	35
7	BATCH 1	Fashion Design & Tailoring course	SSS Skill Development centre Amdalli , Karwar, Uttara Kannada district	Nov-2021 to Jan-2022	12
8	BATCH 2	Geriatric - Sai care Skill Development	SSS Skill Development centre Dharwad , Sai Charan campus	Nov 2021 to Jan-2022	27
				TOTAL	**144**

FACULTIES: 03 , ADMINISTRATOR: 01 , TECHNICIAN: 01 , GUEST FACULTY- 8

- Running Regular batches of Fashion Design Course. (3 months duration with 15 to 20 participants per Batch)
- Apart from Fashion design, RVTC Neelavani emphasized more on Education in Human values & Spritual Transformation of Participants by covering Spiritual activities (Balavikas , Mane bhajans, Parthi yatra , Study circle, Nagar Sankirtan , School Balavikas , Global Akhanda Bhajan) & service activities (Narayan Seva , Medical Camp , Village Cleaning etc). for all batches.
- Point to be highlighted is RVTC Neelavani has covered participants of more than 35nearbyvillages who got benefit of fashion design learning, specially education drop out or left out students
- RVTC NEELAVANI is Providing seva opportunity to the members of SSSSO to train the students.
- Under SSSRVTC NEELAVANI, Shri Sathya Sai Seva Samiti Alur , Haliyal taluk , North Kanara District, Karnataka (north) , a new course " beautician course " inaugurated on need base on 05.09.2021, in presence of our state president, SSSSO KARNATAKA(NORTH),state service coordinator (mahila wing) & district president during grama spandana village program**.**

New RVTC / VTC's started between August 2017 – December 2021

Jharkhand

S.no	Location	Starting Date	No of batches	Total students	Skills offered	Duration of the course
1.	Chakradharpur	28/11/2021	1	10	AC Mechanic	45 days
2.	Chakradharpur	28/11/2021	1	6	Basic Stitching	60 days

Sri Sathya Sai Seva Organisations,   West Bengal

Rural Vocational Training Centre

as on   December 2021

Sr No	Type RVTC / VTC	Gent / Ladies	District	Address	Name of course	Year of starting	Duration of course	Frequency of class	No. of batches	Duration of class	Students passed out	Name of in charge
1	RVTC	GENTS	NORTH 24 PARAGANAS (STATE CENTRE)	SRI SATHYA SAI SEVA KENDRA, 1, RIVERSIDE ROAD, BARRACKPORE	ELECTRICAL	JUNE, 2014	6 Mths	WEEKLY/ 10 HRS	5	5 HRS	63	SRI PROLOY NANDI
2	RVTC	GENTS	NORTH 24 PARAGANAS (STATE CENTRE)	SRI SATHYA SAI SEVA KENDRA, 1, RIVERSIDE ROAD, BARRACKPORE	PLUMBING	JUNE, 2014	6 Mths	WEEKLY/ 10 HRS	5	5 HRS	40	SRI PROLOY NANDI
3	RVTC	LADIES	NORTH 24 PARAGANAS (STATE CENTRE)	SRI SATHYA SAI SEVA KENDRA, 1, RIVERSIDE ROAD, BARRACKPORE	TAILORING	JUNE, 2014	6 Mths	WEEKLY/ 6 HRS	5	3 HRS	91	SRI PROLOY NANDI
4	RVTC	LADIES	NORTH 24 PARAGANAS (STATE CENTRE)	SRI SATHYA SAI SEVA KENDRA, 1, RIVERSIDE ROAD, BARRACKPORE	BEAUTICIAN		6 Mths	WEEKLY/ 6 HRS	5	3 HRS	91	SRI PROLOY NANDI
5	RVTC	GENTS	DARJEELING (SOUTH) (STATE CENTRE)	SRI SATHYA SAI SEVA KENDRA, KOLABARI	ELECTRICAL	SEPT, 2014	6 Mths	WEEKLY/ 3 HRS	3	3 HRS	22	SARAS CHETRI
6	RVTC	LADIES	DARJEELING (SOUTH) (STATE CENTRE)	SAI BHAWAN, H.C. ROAD, KURSEONG	BEAUTICIAN	2016	6 Mths	WEEKLY/ 3 HRS	3	3 HRS	30	BUDDHA TAMANG
7	RVTC	LADIES	DARJEELING (SOUTH) (DISTT CENTRE)	SAI BHAWAN, H.C. ROAD, KURSEONG	HOME NURSING	2016			1		22	BUDDHA TAMANG

8	VTC	LADIES	DARJEELING (SOUTH) (DISTT CENTRE)	SAI BHAWAN, PRADHAN NAGAR	BEAUTICIAN	2016	6 Mths	WEEKLY/ 3 HRS	2	3 HRS	32	KUMAR GURUNG
9	VTC	LADIES	DARJEELING (SOUTH) (DISTT CENTRE)	SAI BHAWAN, PRADHAN NAGAR	TAILORING	2016	6 Mths	WEEKLY/ 3 HRS	3	3 HRS	29	KUMAR GURUNG
10	VTC	GENTS	KOLKATA (DISTT CENTRE)	SRI SATHYA SAI SEVA KENDRA, 56/2, N. C. CHOWDHURY ROAD, KASBA, KOLKATA	MOBILE REPAIRING	FEB, 2014	6 Mths	WEEKLY/ 8 HRS	4	4 HRS	19 6	SANKAR NANDI
11	VTC	LADIES	KOLKATA (DISTT CENTRE)	SRI SATHYA SAI SEVA KENDRA, 56/2, N. C. CHOWDHURY ROAD, KASBA, KOLKATA	BEAUTICIAN	SEPT, 2014	6 Mths	WEEKLY/ 6 HRS	4	3 HRS	11 1	SANGITA BHOWMICK
12	VTC	LADIES	KOLKATA (Dt Centre)	SRI SATHYA SAI SEVA KENDRA, 56/2, N. C. CHOWDHURY ROAD, KASBA, KOLKATA	Tailoring	APRIL, 2016	6 Mths	WEEKLY / 6 HRS	4	3 HRS	38	Sangita Bhowmik
13	RVTC	LADIES	HOWRAH (DISTT CENTRE)	SRI SATHYA SAI SEVA KENDRA, JAGATBALLAVPUR, HOWRAH	Tailoring	2015	6 Mths	WEEKLY / 4 HRS	3	2 HRS	31	PRONOY SETH
14	VTC	LADIES	BURDWAN (DISTT CENTRE)	SRI SATHYA SAI SEVA KENDRA, BIDHAN NAGAR	Tailoring	2016	6 Mths	WEEKLY / 4 HRS	3	2 HRS	32	BIDYUT Mukherjee

New RVTC / VTC's started between August 2017 – December 21

Manipur

S.no	Location	Starting Date	No of batches	Total students	Skills offered	Duration of the course
1	Prashanthi Nilayam	21st – 22nd December 2018	1	23	Fashion Jewelry Making and Paper Bag Making	2 Days
2	Lamphel Imphal	5th October 2019	1	35	Fashion Jewelry Making Program	1 Day
3	Imphal	9th July 2020	1	5	Mask Making and Stitching	33 hours
4	Sangshabi, Imphal East	3rd October 2020	1	20	Making of Sanitary Pads.	2 hours
5	Imphal	12th November 2021	1	18	Dress Making	6 Months (Undergoing Online Training)

Uttar Pradesh up to December 2021

S.No	Location	Starting Date	No of batches	Total students	Skills offered	Duration of the course
1	Prayag Raj	2015	6	200	Tailoring	6 months
2	Balia	2015	12	150	Tailoring	6 months
3	Aligarh	Jun 2021	1	25	Tailoring	6 months
4	Lucknow	Jan 2020	2	30	Tailoring	6 months
5	Saharanpur	Jun 2021	1	16	Tailoring	6 months
6	Sonbhadra	2015	7	300	Fitter Welder Fabricator Turner Winder Computer	1 year
7	Gonda	2019	3	12	Mason	1 year
8	Gonda	2017	8	48	Pesticides	6 months

SSS SDP – Himachal Pradesh
August 2017 to December 2021

S.No.	Location	Starting date	No.of Batches	Total Students	Skills Offered	Duration of the course
1.	Solan	1996	22	50	Stitching Knitting Computers	1 Year
2.	Solan	1995	21	30	Stitching Soft toys	1 Year
3.	Solan	1988	31	75	Stitching Soft toys	1 Year
4.	Kangara	2010	12	45	Stitching Soft toys	1 year
5.	Mandi	2014	08	60	Stitching Soft toys	1 year
6.	Kangra	2017	05	55	Stitching Soft toys	1 year

					No. of Centres	No. of Batches (2 per year)	No. of Beneficiaries
						Aum Sri Sairam	
						Sri Sathya Sai Seva Organisations (India)	
						Haryana & Chandigarh	
						Annual Report of RVTC & Vocational Training Centers (VTC) (2020 -21 / 22)	

S.No	Centre	District	Skills	Gents/Mahilla	No. of Centres	No. of Batches (2 per year)	No. of Beneficiaries
1	RVTC	Hisar	Tailoring	Mahila	1	1 (6th June, 2021-30th November, 2021) (currently going)	12 girls
2	RVTC	Karnal	Tailoring	Mahila	1	1 (1st Dec, 2020-31st May, 2021)	15 girls
			Beauty Parlor (Recently started)	Mahila	1	1 (1st July, 2021-30th september, 2021)	14 girls
			Carpenter, Mason	Gents	1	1 (1st Aug, 2021-31st March, 2022) (currently going)	2 carpenters & 2 masons
			Tailoring	Mahila	1	1 (1st Aug, 2021-31st March, 2022) (currently going)	18 girls

Rajasthan

Annual Report of RVTC & Vocational Training Centers (VTC)
August 2017 to December 2021

.No	Location	Starting date	no. of Batches	Total Students	Skills offered	Duration of course
1	HINDON	15.10.2017	4	33	Electrical	3 months
2	UDAIPUR	19.08.2018	1	10	Tailoring	6 months
3	SAWAI MADHOPUR	03.03.2019	1	09	Motor Winding	3 months
4	JAIPUR	04.02.2018	4	34	Tailoring	03 months
5	JAIPUR VAISHALI NAGAR	19.11.2017	2	22	Computer	01 year
6	JAIPUR VAISHALI NAGAR	10.07.2019	1	08	Computer, Tailoring, Embroidery	04 months
7	JAIPUR VAISHALI NAGAR	25.10.2021	1	04	Computer application, Advance Excel, English, Sai D Care	06 months
8	JAIPUR VAISHALI NAGAR	11.09.2021	1	02	Candle making	15 days
9	JAIPUR VAISHALI NAGAR	11.09.2021	1	06	Tailoring	04 months
10	SANJARIA	19.11.2021	1	12	Tailoring	04 months

RVTC - Andhra Pradesh

2014 to 2021

    With Swamy divine blessings first RVTC was inauguarated by Sri Rathnakar garu on 20.11.14 at Tadipatri, Anantapur District. Here trainees are getting in Electrical, Motor winding, Plumbing courses. Till so far 14 batches were conducted and 140 successful trainees were rolled out and settled in their lives.

    On 26.02.19 with Swamy divine blessings another RVTC at Srikakulam was inauguarated by Sri KM Rao, National coordinator. Here trainees are getting training in Electrical, Wiring, Plumbing and soon they are going to include AC Mechanism

    Likewise we are having RVTCs at Chirala, Tanuku. During this corona period our Chirala RVTC rendered Skill seva programmes extraordinarily. They conducted online classes to youth in the filed of Computer software and it helped the youth a lot.

Apart from these 4 RVTCs we are going to set up 2 RVTCs every year and by Swamy centenary year we will have 10 RVTCs

VOCATIONAL TRAINING CENTRES

    Not only through RVTCs we are conducting so many vocational trainings in various places which will be highly useful to youth.   We want to give training in

1. Tailoring and Fashion designing   2 batches every year consisting 50 trainees per each batch

2. **Computer – different software**

   2021 - 2 batches 60 trainees   2022 - 3 batches 90 trainees   2023 - 3 batches 90 trainees 2024 – 4 batches 120 trainees   2025 - 4 batches 120 trainees

3. Maggam and Zardosi (Blouse and Sari designing)

   2021 – 2 batches 100 trainees   2022 – 2 batches 100 trainees

   2023 - 3 batches 150 trainees   2024 - 3 batches 150 trainees

   2025 – 4 batches 200 trainees

1. Electrical and Winding

   1 batch every year

5. Tally with GST

   2021 - 10 batches 310 trainees   2022 – 10 batches 310 trainees

   2023 - 12 batches 360 trainees   2024 - 14 batches 420 trainees

   2025 - 16 batches 480 trainees

Not only in above training areas but also we are planning to give training in
Cell phone repairing
Auto/Cab driving for Mahilas   Confectionary making
Domestic items like Phenol,   Detergent powder making
Food items like Juices, Jam making

Likewise we are offering this skill seva 5 years action at the lotus feet of our beloved Bhagawan.

SI No	OLTP Batch No.	Course	No. of trainees	From	to	Place
				BIRED - OLTP Programs along with SSSBPT – AP May 2017 to December 2021		
1	428	TAILORING	50	05-01-2017	28-02-2017	TADEPALLIGUDEM
2	450	TAILORING	40	05-06-2017	27-07-2017	GOTTIPALLI
3	475	TAILORING	38	07-11-2017	27-12-2017	ONGOLE
4	477	TAILORING	52	09-11-2017	30-12-2017	PALAKONDA
5	493	TAILORING	46	28-12-2017	10-02-2018	CHEERALA
6	499	PC-HARDWARE	19	14-02-2018	29-03-2018	VIZAG
7	505	TAILORING	42	11-04-2018	21-05-2018	BAKUR
8	521	TAILORING	48	29-08-2018	11-10-2018	PARVATHIPURAM
9	527	TAILORING	53	27-09-2018	12-11-2018	RAVULAPALEM
10	528	MAGGAM	49	28-09-2018	13-11-2018	HINDUPUR
11	545	TAILORING	50	18-12-2018	04-02-2019	MANDASA
12	552	MAGGAM	22	11-02-2018	26-03-2019	KADAPA
13	560	TAILORING	42	15-04-2018	28-05-2019	MACHILIPATNAM
14	567	MAGGAM	36	07-06-2019	19-07-2019	PORUMAMILLA
15	570	PC- Hardware	39	13-08-2019	26-09-2019	VIJAYAWADA

16	571	TALLY	27	19-08-2019	30-09-2019	CHIRALA
17	577	MAGGAM	45	16-10-2019	27-11-2019	KOILKUNTLA
18	580	ELECTRICIAN	26	07-11-2019	19-12-2019	TANUKU
19	584	MAGGAM	57	03-12-2019	20-01-2020	KOTABOMMALI
20	585	TAILORING	63	16-12-2019	01-02-2020	KAIKALURU
21	592	MAGGAM	54	30-01-2020	13-03-2020	KOTHACHERUVU
22	593	ELECTRICIAN	27	13-02-2020	28-03-2020	PRODDATUR
23	616	TAILORING	52	18-02-2021	29-03-2021	ELURU
24	617	MAGGAM	59	19-02-2021	30-03-2021	SRIKAKULAM
25	648	TAILORING	57	16-09-2021	01-11-2021	DORNALA
26	653	ELECTRICIAN	18	04-10-2021	18-11-2021	TADEPALLIGUDEM
27	658	TAILORING	51	27-10-2021	09-12-2021	YENDADA
28	661	TAILORING	49	19-11-2021	31-12-2021	NARSARAOPET
28 Programs			**1211**			

Sri Sathya Sai Bhajana Mandali, Kotla Bazar, Chirala Prakasam Dt, Andhra Pradesh, India				
			Beneficiary	
S. No	**Date**	**Particulars**	**Gents**	**Mahila**
9	19-8-19	Tally with GST Program	30	10
19	6/5/2020	Online C- Training Class (75 days)	45	35
20	5/6/2020	Prasanthi Seva	12	6
21	27-7-2020	Online Java - Training (60 Days)	110	90
23	27-9-2020	Online Python- Training (45 days)	90	80
24	2/11/2020	Online Java - Training (25 days)	85	65
25	2/11/2020	Online C- Training Class (25 days)	86	70
		Total	**458**	**356**

Sri Sathya Sai Seva Organisation, Gujarat

Report of SSSRVTC from 1st Feb 2021 to December 2021

Computer Class

Duration	Course	Beneficiary Male	Beneficiary Female	Total
Feb 2021 to March 2021	Basic	3	8	11
	Tally	4	7	11
April 2021 to June 21	Cancelled due to COVID-19			
July 2021 to Sep 21	Basic	9	14	23
	Tally	3	9	12
			Total	**57**

Tailoring Class

Duration	Course	Beneficiary Male	Beneficiary Female	Total
Aug 2021 to Dec 2021	Basic & Design	0	23	23

New RVTC / VTC's started between   August 2017 – December 21

Chhattisgarh

S.no	Location	Starting Date	No of Batches	Total students	Skills offered	Duration of the course
1	Bhilai	Sep 2017	10	205	Sweet box making, candle making, Tailoring	Sweet box making – 3 to 5 days, Candle – 2 days, Tailoring – 2 months
2.	Guguva	Sep 2017	2	35	Sweet box making, candle making	Sweet box making – 3 to 5 days, Candle – 2 days
3.	Risali	Sep 2017	2	40	Sweet box making, candle making, Tailoring, pickle and papad making	Sweet box making – 3 to 5 days, Candle – 2 days, Tailoring – 2 months, Pickle and Papad making – 1 day
4.	Gadadihe	Oct 2018	3	50	Sweet box making, candle making	Sweet box making – 3 to 5 days, Candle – 2 days
5.	Bodegaon	Jan 2018	3	40	Sweet box making, candle making	Sweet box making – 3 to 5 days, Candle – 2 days
6.	Changori	Aug 2018	3	40	Sweet box making, candle making	Sweet box making – 3 to 5 days, Candle – 2dy
7.	Khapri	Sep 2017	3	60	Sweet box making, candle making, Tailoring	Sweet box making – 3 to 5 days, Candle – 2 days, Tailoring - 2 months

8.	Jasekera	Sep 2019	2	25	Sweet box making, candle making	Sweet box making – 3 to 5 days, Candle – 2 days
9.	Kendri	Apr 2018	3	50	Sweet box making, candle making	Sweet box making – 3 to 5 days, Candle – 2 days
10.	Dhamtari	Jan 2018	3	30	Sweet box & Candle Making	Sweet box making – 3 to 5 days, Candle – 2 days
11.	Khamriya	Aug 2017	2	30	Tailoring	2 months
12.	Antagad	Nov 2017	2	35	Sweet box & Candle Making	Sweet box making – 3 to 5 days, Candle – 2 days
13.	Binjali	Aug 2019	1	35	Sweet box & Candle Making	Sweet box making – 3 to 5 days, Candle – 2 days
14.	Talabeda	Oct 2019	1	20	Sweet box & Candle Making	Sweet box making – 3 to 5 days, Candle – 2 days

No RVTC programs due to Covid 19 during Mar 2020 - Nov 2021

SSSSDP - up to December 2021   Tamilnadu

S . No	Month	District	Town	Place Of Training	Type Of Training	Duration Of Training	Start Date	Ending Date	Gents	Lady	Total Trainees
1	8	Chennai Metro South East	Thiruvanmiyur	Sri Sankara Matriculation HSC	Tailoring		15th Aug			12	12
2	8	Chennai Metro South East	Thiruvanmiyur		Spoken English		15th Aug			36	36
3	9	Thiruvanamalai	Padavedu	SSS SDC	Electric & Plumbing	3 Months	23rd Sep		9		9
4	11	Thiruvarur	Vishnupuram		Organic Forming & Vibudhi	1 Day	19th Nov	19th Nov	19	12	31
5	11	Dindigul	Kodaikanal	SaiSruthi	Computer	3 Months	20th Nov			6	6
6	11	Dindigul	Kodaikanal	SaiSruthi	Tailoring	3 Months	20th Nov			5	5
7	12	Chennai Metro South East	Perungudi	Thava Thiru Nagamani Adigalar Primary School	Tailoring		1st Dec			16	16
8	12	Thiruvarur	Vishnupuram		Organic Dhoop, Mosquito Killer, Tooth Powder	1 Day	12th Dec	12th Dec		35	35
9	12	Madurai	Kutladampatti	Arokiya Nilayam	Computer	3 Months	18th Dec			10	10
10	12	Thiruvarur	Vishnupuram		Organic Forming - Seed Balls	1 Day	19th Dec	19th Dec		25	25
11	12	Thiruvarur	Vishnupuram		Organic Dhoop, Mosquito Killer, Tooth Powder	1 Day	25th Dec	25th Dec	15	27	42
								Total	43	184	227

Note : Sl. No. 2 : Chennai Metro SE 36 teachers for online classes

24

Vocational Training Centre - Chennai South
Mahila Wing

Courses started on 19th June 2018

VTC Center - TAILORING	Name of Course Co-ordinator	Phone# of Course co-ordinator	Course Timing
Kasturibai Nagar - 1 12, 5th Main Road	Mrs Girija Parameswaran& Mrs Sumathi S	9176733291	Mon & Wed 11:30 to 13:30
Kasturibai Nagar - 2 15/7, 4th Main Road	Mrs Vathsala S & Mrs Jayshree K	9840536729 / 9940178345	Tue & Wed 10:00 to 12:00
Vijaynagar Murphy School, 3rd Main Rd	Mrs J Nootanalakshmi& Mrs S Mythili	9444392694 / 9962463660	Mon & Wed 10:30 to 13:00
Amudham Colony 1, Dr Thomas Rd, 2nd St, Tngr	Mrs M R Jothi	944512475	Tue & Wed 12:30 to 15:00
HANDICRAFTS			
Kasturibai Nagar - 2 15/7, 4th Main Road	Mrs Vathsala S & Mrs Jayshree K	9840536729 / 9940178345	Wed 10:00 to 12:00
COMPUTER COURSES			
Kasturibai Nagar - 1 12, 5th Main Road	Mrs Radhika Sridhar & Mrs SaipriyaBalakumar	9840340861 / 8939776624	Sat & Sun 15:30 to 17:30
SPOKEN ENGLISH			
Balaji Nagar	Mrs Bhamini Sridharan	9962201266	Sun 10:00 to 11:00
R A Puram Sundaram	Mrs B Sasidevi	9841394175	Sun 9:30 to 10:30
MEHENDI			
R A Puram Sai Aravind Hall	Ms Sujatha S	9043000685	Sat 10:30 to 12:00
TERRACOTA CRAFT			
R A Puram Sai Aravind Hall	Ms Sumana S	9566091360	Sat 10:30 to 12:00

New RVTC / VTC's between August 2017 – December 2021

Telangana

S.no	Location	Starting Date	No of batches	Total students	Skills offered	Duration of the course
1	Karimnagar	January 2018 to August 2018	2	120+60	Govt job oriented	4m + 3m
2	Karimnagar	November 2018 to April 2019	2	18+12	Tally + GST	45+45days
3	Jammikunta KRM	May 2018	1	40	Maggam	45days
4	Karimnagar	May 2019	1	46	Maggam	45days
5	Garshakurthy KRM	February 2020	1	30	Maggam	45days
6	Thangalapally (Sircilla)	February 2021	1	25	Tailoring and Fashion design	45 days
7	Warangal Urban	February2020	1	27	Mobile servicing	37 days
8	Warangal Rural (Parkal)	February 2019	1	53	Tailoring and Fashion Design	45
9	Medchal	February 2021	1	118 mahilas	Data Science Management	60 days
10	Sivam HYD	February 2018	1	26	Graphic Design	40 days
11	Sivam HYD	January 2019	1	22	Graphic Design	52 days
12	Sivam HYD	March 2019	1	28 Mahilas	Graphic Design	52 days
13	Sivam HYD	June 2019	1	20	UI Design	44 days
14	Sivam HYD	September 2019	1	33	Data Science	54 days
15	Sivam HYD	December 2019	1	30	Web Development	61 days
16	Sivam HYD	March 2020	1	44	Web Development	70 days
17	Sivam HYD	June 2021	1	41	Graphic Design Mahilas	34 days
18	Himayathnagar HYD	September 2021	1	20	Tally	41 days

19	Wanaparthy	March 2017	1	45	Tailoring	3 dayss
20	Wanaparthy	April 2017	2	40+40	MS-office & C++	40 days
21	Atmakur Wanaparthy	November 2019	1	20	Computer basics and MS office and internet options	45 days
22	Asifabad	Dec 2018	1	52	Tailoring and Fashion Design	45 days
23	Asifabad	October 2019	1	35	Tailoring and Fashion Design	40 days
24	Mancherial	November 2017	1	50	Tailoring and Fashion Design	45 days
25	Sircilla	2018	1	55	Tailoring and Fashion Design	45 days
26	Boppapur Sircilla	2018	1	50	Tailoring and Fashion Design	45 days
27	Sircilla	2018	1	50	Tailoring and Fashion Design	45 days
28	Sircilla	2019	3	50+50+50	Tailoring and Fashion Design	45 days
29	BHEL Sangareddy	2019 April	1	33	MS-Office Mahilas	21 days
30	BHEL Sangareddy	September2019	1	50	Python and Data Science and Aptitude	42 days
31	BHEL Sangareddy	September2020	1	74 Lady & Gents	AWS, Linux, Python basics, Database management, Soft Skills	65 days
32	BHEL Sangareddy	Nov 2021	1	80 Lady & Gents	AWS, Core Java, SQL DB, Soft Skills	ongoing
33	Sivam HYD	April 2017	1	26	Maggam Work	45 days
34	Saroor Nagar RR dt	May 2017	1	42	Advanced Tailoring	45 days
35	Nakrekal Nalgonda	May 2017	1	41	Advanced Tailoring	45 days
36	Miryalguda Nalgonda	October 2017	1	50	Advanced Tailoring	45 days
37	Alwal Medchal	October 2017	1	40	Zardosi Maggam	45 days

38	Parigi Vikarabad	November 2017	1	50	Advanced Tailoring	45 days
39	Sircilla	November 2017	1	51	Zardosi and Maggam works	45 days
40	Kollapur NGKR	December 2017	1	39	Zardosi and Maggam works	45 Days
41	Bhainsa Nirmal	April 2018	1	50	Advanced Tailoring	45 days
42	Adilabad	September 2018	1	49	Advanced Tailoring	45 Days
43	Sathupally KHM	October 2018	1	45	Advanced Tailoring	45 days
44	Gajwel Siddipet	December 2018	1	51	Advanced Tailoring	45 days
45	Devarakonda Nalgonda	June 2018	1	30	Zardosi and Maggam works	60 days
46	Sivam HYD	February 2017	1	25	Zardosi and Maggam works	60 days
47	Sivam Hyderabad	Feb 2017	1	15	Zardosi Maggam Tailoring (Residential)	60 days
48	Sivam HYD	July 2018	1	22	Tailoring (Slum area girls)	40 days
49	Sivam HYD	March 2019	1	30	Tailoring (Slum area Girls)	40 days
50	Ameerpet HYD	2018	1	25	Tailoring	40 days
51	Ameerpet HYD	2019	1	25	Tailoring	40 Days
52	Ameerpet HYD	2017	1	15	Jute Bags	30 days
53	Ameerpet HYD	2018	1	4	Jute Bags	30 days
54	Ameerpet HYD	2019	1	15	Beautician course	30 days
55	Vidyanagar HYD	2017	1	25	Advanceed Tailoring	30 days
56	Vidyanagar HYD	2018	1	25	Advanceed Tailoring	30 days
57	Vidyanagar HYD	2019	1	25	Advanceed Tailoring	30 days
58	Vidyanagar HYD	2017	1	20	Zardosi and Maggam works	30 days
59	Vidyanagar HYD	2018	1	20	Zardosi and Maggam works	30 days

60	Vidyanagar HYD	2019	1	20	Zardosi and Maggam works	30 days
61	Vidyanagar HYD	2017	1	25	Mehendi course	15 days
62	Vidyanagar HYD	2018	1	25	Mehendi course	15 days
63	Vidyanagar HYD	2019	1	25	Mehendi course	15 days
64	Koti HYD	2017	2	25+25	Adv. Tailoring & Fashion Design	40 days
65	Koti HYD	2018	2	25+25	Adv. Tailoring Fashion Design	40 days
66	Koti HYD	2019	2	25+25	Adv Tailoring & Fashion Design	40 days
67	Khairtabad HYD	2017	1	30	Adv. Tailoring	40 days
68	Gandhinagar HYD	2017	1	25	Adv. Tailoring	40 days
69	Gandhinagar HYD	2018	1	25	Adv. Tailoring	40 days
70	Mehdipatnam HYD	2017	1	50	Adv. Tailoring	40 days
71	Mehdipatnam HYD	2018	1	50	Adv. Tailoring	40 days
72	Kalwakole MBNR	2017	1	50	Computer basics Spoken Eng(Boys)	30 days
73	Kalwakole MBNR	2018	1	50	Computer basics & Spoken Eng(Boys)	30 days
74	Kalwakole MBNR	2019	1	50	Computer basics Spoken Eng(Boys)	30 days
75	Kalwakole MBNR	2017	1	40	Computer basics, Spoken Eng(Girls)	30 days
76	Kalwakole MBNR	2018	1	40	Computer Spoken Eng (Girls)	30 days
77	Kalwakole MBNR	2019	1	40	Computer basics, Spoken Eng (Girls)	30 days
78	Jadcherla MBNR	2018	1	35	Computer basic Course(Boys)	30 days
79	Jadcherla MBNR	2019	1	37	Computer basic Course(Boys)	30 days
80	Jadcherla MBNR	2018	1	40	Computer basic Course(Girls)	30 days
81	Jadcherla MBNR	2019	1	45	Computer basic Course(Girls))	30 days

82	Chinnavarval MBNR	2018	1	20	Computer basic Course(Boys)	30 days
83	Chinnavalvar	2019	1	23	Computer basic Course(Boys)	30 days
84	Chinnavarval MBNR	2018	1	22	Computer basic Course(Girls)	30 days
85	Chinnavarval MBNR	2019	1	20	Computer basic Course(Girls)	30 days
86	Jogipet Sangareddy	2019	1	33	Advanced Tailoring & Fashion Design	45 days
87	Bhupalpally	2019	1	18	Advanced Tailoring & Fashion Design	45 days
88	Mahabubnagar	2019	1	20	Advanced Tailoring and Fashion Design	45 days
89	Jagtial	2019	2	28(total)	Graphic Design	45 days
90	Dharpally NZB	Dec2021	1	53	Advanced Tailoring and Fashion Design	45 days
91	Adilabad	Dec 2021	1	54	Advanced Tailoring & Fashion Design	45 days
92	Nirmal	Dec 2021	1	51	Zardosi and Maggam works	45 days
93	Metpally Jagtial	July 2018	1	46	Zardosi and Maggam works	45 days
94	BHEL Sangareddy	July 2021	1	54	Spoken English Program	30 days
Total			103	3734		

SDP , SIVAM HYDERABAD - TELANGANA		
SKILL DEVELOPMETN COURSES IN SIVAM	**NO OF STUDENTS**	**DATE**
1ST BATCH - GRAPHIC DESIGN	**26**	**12-02-2018 to 31-03-2018**
2ND BATCH - GRAPHIC DESIGN	**22**	**21-01-2019 to 14-03-2019**
3RD BATCH - GRAPHIC DESIGN (GIRLS)	**28**	**28-03-2019 to 18-05-**

		2019
4TH BATCH - UI DESIGN	20	10-06-2019 to 03-08-2019
5TH BATCH - DATA SCIENCE	33	16-09-2019 to 08-11-2019
6TH BATCH - WEB DEVELOPMENT	30	16-12-2109 to16-02-2020
7th BATCH - WEB DEVELOPMENT - GIRLS	44	MARCH & APR & MAY 2020
		OFFLINE & ONLINE
8TH BATCH - GRAPHIC DEISIGNING - MAHILAS	41	07-062021 to 10-07-2021
TALLY - HIMAYATHNAGAR SAMITHI	20	27-09-2021 to 06-11-2021
TOTAL	**264**	

Kerala RVTC collected are from the year 2013 till 2020 November

Districts	Participants
KOLLAM	
KOTAYAM	
ERNAKULAM	4
IDUKKI	30
MALAPURAM	37
KANNUR	62
PATHANAMTHITTA	80
ALAPPUZHA	91
PALAKAD	140
THRISSUR	180
KASARAGOD	260
WAYANAD	267
TRIVANDRUM	355
CALICUT	389
Grand Total	1895

(COURTESY: SSSNLP – RVTC PROJECT 2020)

SSSSO Odisha

RVTC / VTC's   started between August   2017 – December 2021

S.no	Location	Starting Date	No of batches	Total students	Skills offered	Duration of the course
1	Bhubaneswar	6 May 2017	2	9	Electrical Repairing & Welding	3 Months
2	Bhubaneswar	4 Nov 2018	2	8	Electrical Repairing & Basic Fundamentals of Computer	3 Months
3	Bhubaneswar	25 Apr 2019	2	10	Electrical Repairing & Basic Fundamentals of Computer	3 Months
4	Bhubaneswar	10 Jun 2019	2	10	Basic Fundamentals of Computer & Computer Hardware/Networking	3 Months
5	Bhubaneswar	6 Nov 2019	2	10	Basic Fundamentals of Computer & Computer Hardware/Networking	3 Months
6	Bhubaneswar	10 Feb 2020	2	9	Basic Fundamentals of Computer & Computer Hardware/Networking	2 Months
7	Bhubaneswar	10 Feb 2021	2	9	Basic Fundamentals of Computer & Computer Hardware/Networking	2 Months
8	Rahamba	2 Dec 2019	1	13	Basic Fundamentals of Computer	3 Months
9	Rahamba	11 Feb 2021	1	7	Basic Fundamentals of Computer	2 Months
10	Rahamba	6 Sep 2021	1	10	Basic Fundamentals of Computer	3 Months
11	Rahamba	29 Nov 2019	1	30	Tailoring	3 Months
12	Tenda	5 Sep 2021	1	10	Tailoring	6 Months

Divine Messages

- "The cause for this multiplication of human sorrow may be traced to man's lack of faith in the essential unity underlying the phenomenal multiplicity."

- "Gratitude is our life-breath."

- "To transform the world from its present state, there is no need for a new social system or a new religion or creed. What is essential is a body of men and women with sacred ideals."

- "One who respected his/her parents became worthy of everyone's respect. The one who did not respect his/her parents was compelled to bow down to all. This inevitable law can never be changed by anyone."

- "Do not ever think that you and God are separate. Think always, "God is with me; He is inside me; He is around me. All there is, Is God. I myself am God. I am the Infinite, the Eternal. I am not two; I am one, only one. There is no one else besides me. I and God are one and the same." To realize this Unity, the first step is to develop Self-confidence. It comes when you realize that God is not outside of you."

- "The essence of spiritual wisdom lies in apprehending and experiencing the oneness of the trinity of sathyam, jnanam, and anantam."

- "The secret of perfect health lies in keeping the mind always cheerful - never worried, never hurried, never borne down by any fear, thought or anxiety."

- Sri Sathya Sai Baba

ANNEXURE - I

Sarva Dharma Principles

The training hours and time can be decided by the Coordinator according to the need, However, first 30minutes on all the working days shall be for Sarva dharma Prayer, Bhajan , teaching Ethics, Human values & Human excellence and Yoga. Gurus (gents) or proficient members from our Organization shall teach Human values. Trainees shall be encouraged to attend nearest Samithi and work together with members of Samithi.

Trainers and Trainees shall assemble at the Centre 10 minutes before the schedule time (9am)

9.00 am 9.30am: Prayer & Ethics / Human values (3 days in a week)
Yoga (3 days in a week)

Topics

Morals-Integrity at home & in society – inspiring episodes from the lives of avatars, saints like Swami Vivekananda, great men like Mahatma Gandhi, Subash C.Bose and personalities such as Sarva Sri. E.Vidyasagar, Balagangadhar Tilak,   Swami Dayanand Saraswathi and other such inspiring personalities.

- Trainees shall be taught control of senses, anger, jealousy and hatred and how this will help individual in their life.
- Unity of all religions
- Love is the essence of all religions
- Respect and love parents and patriotism to mother country
- There is only ONE religion, the religion of Love
- There is only one caste, the caste of Humanity
- There is only one language, the language of the heart
- There is only one God, HE is Omnipresent
- Divine teachings of Bhagawan
- People of different religions should practice the principles of their religion.
- True Christians shall attend Churches, Muslims offer their prayers in Mosques, Hindus pray in temples regularly.
- Love all- serve all and Help ever and Hurt never

ANNEXURE II

MSDE, Schemes & Learning Resources

कौशल विकास और उद्यमशीलता मंत्रालय

Ministry of Skill Development & Entrepreneurship

ORGANIZATIONS UNDER MSDE

- Directorate General of Training (DGT)

- Directorate of Jan Shikshan Sansthan (DJSS)

- National Council for Vocational Education and Training (NCVET)

- National Skill Development Corporation (NSDC)

- National Skill Development Fund (NSDF)

- Regional Directorate of Skill Development & Entrepreneurship (RDSDE)

- National Skill Training Institute (NSTI)

- National Institute of Entrepreneurship and Small Business Development (NIESBUD)

- Indian Institute of Entrepreneurship (IIE)

- National Instructional Media Institute (NIMI)

- The Central Staff Training and Research Institute (CSTARI)

- Sector Skill Councils (SSC)

SCHEMES & INITIATIVES

Short Term Training Schemes / Initiatives

Pradhan Mantri Kaushal Vikas Yojana 2.0 (PMKVY 2.0) 2016-20

Pradhan Mantri Kaushal Vikas Yojana 3.0 (PMKVY 3.0) 2020-21

Pradhan Mantri Kaushal Kendras (PMKK)

Jan Shikshan Sansthan (JSS)   Capacity Building Scheme   Udaan

School Initiatives and Higher Education

India International Skill Centers (IISCs)

Pre Departure Orientation Training (PDOT)

Long Term Training Schemes/Initiatives

Craftsmen Training Scheme (CTS)

Crafts Instructor Training Scheme (CITS)

Advanced Vocational Training Scheme (AVTS)

Vocational Training Program For Women

Schemes for Up gradation of ITIs   Flexi MoUs   STRIVE

Initiatives in the North East and LWE Regions   Dual System of Training (DST)

Polytechnics   Apprenticeship Training

National Apprenticeship Promotion Scheme (NAPS)   Entrepreneurship Schemes

National Entrepreneurship Awards (NEA)   Pilot Project on Entrepreneurship

Other Schemes/Initiatives

SANKALP   Aspirational Skilling

Abhiyan

Rozgar Mela

Indian Institute of Skills (IISs)

Skill Loan Scheme

The Skilling Content Marketplace can be accessed using the following link: http://kaushalmart.nsdcindia.org/

SDMS

SMART

SDMS Training

Takshashila - National Portal for Trainers and Assessors

Kaushal Mart - Skilling Resource Marketplace

Kaushal e-Pustakalaya

Entrepreneurship Support Initiatives

Rozgar Mel

NSDC- PMKVY Ebook Reader : Kaushal ePustakalaya

Similar apps - Google Play

EDUCBA Learning App
eSkillIndia - eLearning Aggregator from NSDC

Learnmall.in - Online Courses from Experts

Ice Labs

Entrepreneur India Live

Institute For Industrial Development

UDYAMI

BTech Guru

Swayam

SWAYAM   IITM

IGNOU e-Content

edureka! Live Online Training

GUVI

Learn Vern - Learn Free Online Courses +Certificate

Learn Vern

National Career Service (NCS)

MoLE, Government of India

WsCube Tech

Education Galaxy Media

GMAT Data Sufficiency Flashcards

Stepik

Online Course - DS, Algo, Machine Learning, Web

Coding Blocks

Mindhood - Online Courses

Learnup IO Inc.

eLearn Gurukul

Vidu Tech

Dare2Compete

SKILLING YOU

Simpli learn: Learn Online With Free Courses

Simpli learn Solutions

National Career Academy

Education A19-Media

Neso Academy

Skill soft Learning App

Blue Tie Global Private Limited

Startup India Learning Program

upGrad

Online Engineering

PVM Swayam

Arrina education services

TheEduStore

Udemy for Government

Consulting Case Interview Prep

Storrow Drive Publishing

Biotecnika Info Labs Pvt Ltd

World Economic Forum

Algorithms and Data Structures in Dynamics

Ievgen Ovsii

Kaushal Panjee–Skill Register for DDUGKY and RSETI

NIC eGov Mobile Apps

McKinsey Academy

Kiron Campus - Free Online Learning

cvDragon Partner Application

Practical Knowledge GST TDS Income Tax Payroll PF

teachoo

Edapt: Free online courses with certificates

You me are Enterprises Private Limited

Molecular Methods

University of Glasgow

BrightTALK

Akash Agarwal Classes

Education A19-Media

INTREPID GEEKS

Education A19-Media

UPSC Pathshala: UPSC IAS Preparation

uFaber edutech pvt ltd

My Class App - Free App for Teachers Live Classes

Fuzzy Technologies

https://nsdcindia.org/learning-resources

Incremental Training Need across 34 Sectors (2017-22)

		(in lakhs)
Sl. No.	Sector	Incremental Human Resource Requirement and Training Need
1	Agriculture	24.5
2	Animal Husbandry	18
3	Fertiliser	1
4	Textile Handloom and Handicraft	60
5	Automotive, Auto Components & Capital Goods	41*
6	Gems & Jewellery	35
7	Food Processing	33.7
8	Leather	25
9	Pharmaceuticals	14
10	Chemicals & Petrochemicals	12
11	Steel	7.5 (by 2025)
12	Rubber Manufacturing	6.7
13	Road Transport & Highways	62.2**
14	Ports & Maritime	25
15	Aviation & Aerospace	14.2
16	Railways	0.12 (by 2018)
17	Power	15.2
18	Oil & Gas	7.3
19	Renewable Energy	6
20	Coal & Mining	2.6
21	Construction	320**
22	Furniture & Fittings	52.6
23	Paints & Coatings	9
24	Electronics and IT-ITeS	69 #
25	Telecom	38.6
26	Retail	107**
27	Beauty & Wellness	82
28	Media & Entertainment	13
29	Tourism & Hospitality	49
30	Banking, Financial Services and Insurance (BFSI)	12
31	Logistics	42.9**
32	Healthcare	32 (by 2025)
33	Security	31
34	Media & Entertainment	13
	Total	**1,282.12**

*Capital Goods – 19 lakhs, Automotive – 22 lakhs
** Overlaps with other sectors
# Electronics – 53 lakhs, IT-ITeS –16 lakhs

Incremental Human Resource Requirement across States (2013-22)

		(in lakh)
Sl. No.	State	Incremental HR Requirements
1	Andhra Pradesh	108.71
2	Arunachal Pradesh	1.47
3	Assam	12.34
4	Chhattisgarh	30.43
5	Delhi	63.41
6	Goa	2.27
7	Gujarat	57.57
8	Haryana	34.84
9	Haryana	0.93
10	Himachal Pradesh	12.06
11	Jammu and Kashmir	11.22
12	Jharkhand	44.52
13	Karnataka	84.77
14	Kerala	29.57
15	Madhya Pradesh	78.16
16	Maharashtra	155.22
17	Manipur	2.33
18	Meghalaya	2.49
19	Mizoram	1.40
20	Nagaland	0.97
21	Odisha	33.45
22	Punjab	28.99
23	Rajasthan	42.42
24	Sikkim	147.82
25	Tamil Nadu	135.52
26	Tripura	2.59
27	Uttar Pradesh	110.11
28	Uttarakhand	20.61
29	West Bengal	93.42
	Grand Total	**1,203.34**

Annexure-1 Details of Schemes for Skill Development of various Ministries/Depart

S. No.	Name of Ministries/ Department	Name of the Scheme
1.	M/o Skill Development and Entrepreneurship	Pradhan Mantri Kaushal VikasYojana (PMKVY)
		Apprenticeship Training Scheme (ATS)
		Craftsmen Training Scheme
		Craftsmen Instructor Training Scheme
		Skill Development Initiative Scheme (SDIS)
2.	M/o Rural Development	Deen Dayal Upadhyaya Grameen KaushalyaYojana (DDU-GKY)
		Rural Self-Employment Training Institutes (RSETIS)
3.	M/o Housing and Urban Poverty Alleviation	National Urban Livelihoods Mission (NULM)
4.	M/o Textiles	Integrated Skill Development Scheme (ISDS)
5.	M/o Agriculture and Farmers Welfare	National Food Security Mission – Farmers Field School
		Agri-Clinic and Agri-Business Centres Scheme
		Extension Reforms - Farm School
		Krishi Vigyan Kendras (KVKS)
		Skill training to Agri-graduates
		Promotion of farmer to farmer extension
6.	M/o Micro, Small and Medium Enterprises	Entrepreneurship Development Programmes (EDPS)
		Entrepreneurship Skill Development Programmes (ESDPS)
		Management Development Programmes (MDPS)
		Assistance to Training Institutions Scheme (ATI SCHEME)
		Skill Upgradation and Quality Improvement and Mahila Coir Yojana (MCY)
		Tool Rooms
		Central Manufacturing Technology Institute (CMTI)
7.	M/o Tourism and Culture	Scheme of Capacity Building for Service Provides
		Hunar se Rozgartak Initiative
8.	M/o Human Resource Development	Vocationalization of School Education
		Scheme of Community Development through Polytechnics
		National Institute of Open Schooling Distance Vocational Education Programmes (Practical Learning through Accredited Vocational Institutes (AVI)
		National Apprenticeship Training (NAT) Scheme
		Jan Shikshan Sansthan
9.	M/o Electronics and Information Technology (MeitY)	Scheme for Financial Assistance to States for Skill Development in Electronic System Design and Manufacturing (ESDM) Sector
		Skill Development in ESDM for Digital India
10.	M/o Tribal Affairs	Vocational Training for Tribal Youth
11.	M/o of Women and Child Development	Support to Training and Employment Programme for Women (STEP)
12.	M/o Commerce and Industry	Indian Leather Development Programme
13.	M/o Development of North Eastern Region (DoNER)	Capacity Building and Technical Assistance

S.no	Ministries / Department	Name of the Scheme
14.	M/o Home Affairs	**UDAAN**
15.	M/o Minority Affairs	Seekho aur Kamao **Nai Roshini** **(The Scheme** for **Leadership Development** of Minority Women)
16.	M/o Social justice and Empowerment	Financial Assistance for Skill Training of persons with Disabilities
		Special Central Assistance (SCA) to Scheduled Castes Sub Plan (SCSP)
		National Scheduled Castes Finance and Development Corporation (NSFDC)
		National Safa I karamcharis Finance and Development Corporation **(NSKFDC)**
		National Backward Class Finance and Development Corporation **(NBCFDC)**
17.	M/o Food Processing Industries (MFPI)	Skill Development Programs under **NIFTEM** and **IICPT**
18.	D/o Chemicals and Petrochemicals (DCPC)	Central Institute of Plastics Engineering and Technology **(CIPET}**
19.	D/o Industrial Promotion and Policy (DIPP)	**Indian Leather Development Program** (implemented by Footwear Design and Development Institute)
20.	D/o Youth Affairs (DYAS)	Skill up gradation Training Program (SUTP) implemented by **Nehru Yuva Kendras Sangathan**
		Skill Development Training Program under **NCVT Scheme**
		Skill Development training for **Nation Service Scheme volunteers**

ANNEXURE III

SDP - Online Resources (free / payment)

The Career Development Office has compiled several free and virtual resources

ALISON

ALISON's free online courses from the world's leading experts cover a variety of topics. You can also enter information about your future career and get course recommendations.

- Business
- Health
- Humanities
- IT
- Language   Lifestyle
- Marketing   Math
- Science

Codecademy

Codecademy helps you learn computer skills and coding, ranging from website development to data analysis.

Coursera

Coursera allows you to build skills with courses, certificates, and degrees online from world-class universities and companies.

- Arts & Humanities
- Business
- Computer Science
- Data Science
- Health
- Information Technology
- Language Learning
- Math and Logic
- Personal Development
- Physical Science and Engineering

- Social Sciences

Deloitte Case Studies

Case studies are hypothetical situations that, when presented in an interview, can help employers understand how candidates think about a particular problem and how they might go about solving it.

Forensic Accounting Case Studies: Uncovering fraud and corruption in complex scenarios and high risk environments

The Trueblood Case Studies: Uncovering complex accounting and auditing issues

EdX

EdX allows you to access over 2500 online courses from 140 top institutions.

FutureLearn

FutureLearn allows you to choose from hundreds of online courses from top universities and specialist organizations. These courses are scheduled over a period of weeks and give information about the number of hours you'll need to invest each week.

Udemy

With Udemy, you can learn on your schedule. Study any topic from thousands of expert-led courses at any time. *To view courses being offered at no cost, select your category of interest, scroll down and filter by "price" and select "free".*

- Business
- Design
- Development
- Finance & Accounting
- Health & Fitness
- IT & Software
- Lifestyle
- Marketing
- Music
- Office Productivity
- Personal Development
- Photography
- Teaching & Academics

Remote Volunteer Opportunities
Smithsonian Digital Volunteers
Smithsonian Digital Volunteers help make historical documents and biodiversity data more accessible.

Translators without Borders

TRANSLATOR VOLUNTEERS: You can volunteer with TWB if you are fluent in at least one language other than your native language. Whether you are interested in translating medical texts or translating for crisis response, there are engaging projects available to suit all preferences. Professional translators are especially encouraged to apply.

UN ONLine Volunteering Service

The United Nations Volunteers (UNV) program contributes to peace and development through volunteerism worldwide. Online volunteering allows organizations and volunteers to team up to address sustainable development challenges – anywhere in the world, from any device.

Bloomberg Terminal Training
Students with Bloomberg accounts can gain remote access to the Bloomberg training and complete several modules to learn how various aspects of the terminal work.

- Recommended Instructions for Windows Users: Click on the following link https://www.bloomberg.com/professional/support/software-updates/ and download "Bloomberg Terminal - New/Upgrade Installation." Follow the instructions for set up.
- General Instructions for Any User: Click on the following link https://bba.bloomberg.net/ and follow the instructions for logging in (screen shots below). If you would like to use the Bloomberg Excel Add In Tools, be sure to launch using this option in the last step.
- For those who do not yet have a Bloomberg Account: Request a login via our BMC web portal: https://portal.bloombergforeducation.com/

.(**Courtesy: https://www.xavier.edu/career/students/free-skill-development-resources**)

https://www.nsdcindia.org/contentavailability/all

The Best Websites for Learning New Skills

RYAN ROBINSON Updated on September 13, 2021

FACT CHECKED BY **EMILY ERNSBERGER**

For those seeking new learning tools, the vast number of options can be daunting. Here you'll find the 24 best sites for online education, narrowed down and categorized by the type of learning experience they offer.

Diverse Learning

These websites offer thousands of courses that cover a wide range of topics. From art history to photography to economics, these sites will likely have a class that caters to your subject of interest.

Coursera: Choose from more than 4,000 online courses on Coursera. Some courses are backed by universities and can lead to degrees, while others give students the tools to master a specific skill.

CreativeLive: CreativeLive broadcasts free, live classes with the world's top experts in photography, business, design, craft, and audio. Instructors include *New York Times* contributor Victoria Will and entrepreneur Tim Ferriss from *Forbes'* "Names You Need to Know."

edX: Join over 35 million learners in highly actionable online classes backed by Harvard, MIT, and other prestigious institutions from around the world. Some courses here are taken just for the love of learning, while others can earn you a degree or certificate.

Khan Academy: This nonprofit offers free online classes that students tackle at their own pace. The classes cover most subjects through high school levels, and some courses dip into early college content.

MIT's OpenCourseWare: Massachusetts Institute of Technology is one of the most prestigious universities in the U.S., but did you know you can access many of its learning materials for free? You won't get a degree, but you can follow along with MIT classes through the OpenCourseWare project.

Udemy: Udemy is all about options. Students choose from over 155,000 online courses, which cover a broad range of focuses and make use of more than 56,000 instructors.

Coaching

For those seeking personal and [professional guidance](), online coaching matches the structure of coaching experiences with the convenience of an online course.

[Coach.me](): Coach.me offers a free app for coaching and goal-tracking. Paid services come with more exclusive access to over 8,000 personal coaches, including personalized leadership coaching that caters to your specific workplace problems and goals.

[The Muse](): The Muse is an all-in-one professional site that includes job boards, company analysis, but most importantly, lots of online coaching options. Users choose from a huge database of coaches, then they choose the style of coaching they're seeking. Coaches are available for 30-minute Q&A sessions and quick resume reviews, but they're also ready to start long-term mentor relationships.

Languages

Whether you're learning a new language for travel, work, or just for fun, these sites are valuable tools for bilinguists-in-training.

[Babbel](): Learn a new language with this fun, engaging online learning platform. Users pay by the month for this subscription service, but newcomers can try out a free lesson with a course purchase.

[Duolingo](): This free service uses points, levels, and achievements to make learning a new language fun and addictive. It's easy to get started; just download the app, create a free account, pick a language, and you're ready to go.

Life Lessons

Here you will find insights on life, creativity, happiness, the economy, health and much more. The courses are meant to motivate you, expand your mind, and inspire you to take action.

[Daily Burn](): If you want to add some fitness skills to your life, the Daily Burn is the perfect place to start. For a monthly membership fee, users have access to thousands of workout videos and personalized regiments. If you want the gym feeling in your living room, you can tune in for live workout sessions, broadcast daily for members every morning.

HighBrow: HighBrow specializes in short courses that are emailed daily to your inbox. Subjects can be traditional or outside-the-box, including classes like "Introduction to Commodities and Commodity Markets," "How to Edit Photos in Lightroom," and "How to Improve Your Memory."

Insight Timer: Insight Timer is a mobile app geared toward meditation enthusiasts, but you don't have to be a monk to make use of this tool. Secular courses guide listeners through meditations, thought exercises, and talks on everyday issues like happiness, grief, and insomnia. Some courses are free, but you can pay for any additional courses that pique your interest.

Online Training

These sites use e-learning techniques to share specific workplace skills that help professionals advance their career.

OpenSesame: Choose from a variety of online training courses designed specifically to foster productivity in business. If you don't know where to start, advisors can help curate a course load based on your goals.

Thinkful: Thinkful ditches rigid class outlines in favor of a more personal approach. Work one-on-one with a personal mentor to create specific job goals, while also building a network of professionals with shared interests. Some courses guarantee a job, and they won't charge you until you get one.

Practical Skills

Courses offered through these sites will give you the tools you need to go off and tinker on your own. They're great starting points for those looking for a new hobby or passion project, or those considering a career change.

Codecademy: Learn to code for free in HTML, CSS, Javascript, Ruby, and more.

General Assembly: General Assembly has more than 30 physical campuses, but students can also take online classes taught by certified experts. General Assembly's specialties include technology, data, design, and business.

LinkedIn Learning: Formerly known as Lynda before it was acquired by LinkedIn in 2015, features over 10,000 courses in digital marketing, graphic design, IT security, and

much more. Instead of paying for individual courses, users pay for a membership and then pick as many courses as they'd like.

SitePoint: This site is best for web developers looking to expand their skillset. Users pay a monthly membership fee to access video tutorials, online books, courses, and community discussions.

Skillcrush: Learn coding skills from Skillcrush's immersive courses to be done at the user's own pace. Each course focuses on the skills needed for a specific career, like front end developer or freelance WordPress developer.

Skillshare: Gain creative, business, or tech skills from over 30,000 online courses. The site boasts expert instructors like author Roxane Gay and illustrator Yuko Shimizu.

Treehouse: This is another site that emphasizes coding. It offers over 300 courses and a supportive online community of thousands of students. Coursework includes multiple projects that help develop real-world skills.

Udacity: Earn a nanodegree in almost any tech field with Udacity. Courses range from web development to self-driving cars and artificial intelligence. The site also offers a master's degree program in Computer Science through its partnership with Georgia Tech.

(Courtesy: https://www.thebalancesmb.com/websites-learn-new-skills)

How to provide online learning and skills training to youth in low-bandwidth areas

NAMITA DATTA   KASIA JAKIMOWICZ   SUNAMIKA SINGH
JUNE 07, 2021

In a new Solutions For Youth Employment (S4YE) Knowledge Brief, we highlight five different strategies that we see some of our partners using to effectively reach youth in low bandwidth areas.

1) Creating downloadable content

Offering content that can be downloaded offline is one of the ways to provide online learning resources in remote and low bandwidth areas. For example the eGranary Digital Library, founded in 2001 and developed by WiderNet at the University of North Carolina, is an offline collection of over 35 million digital resources for learners that lack a sufficient internet connection. The eGranary Digital Library enables downloading a large portion of educational

web documents onto the institutions' local area network so that learners within the institution can access the resources without the internet. Today, eGranary installations span across schools, clinics, and universities in Africa, India, Bangladesh, and Haiti.

2) Using low-cost hardware

UK-based charity Raspberry Pi Foundation makes the Raspberry Pi, a small computer that runs on the free operating system Linux and is powered by a USB phone charger. Learners just need to have a mouse, a keyboard, and a TV monitor. Over 30 million Raspberry Pi computers have been sold, with more than 10,000 coding clubs around the world reaching some 150,000 young people every week.

3) Compressing lessons

Some companies are compressing lessons into smaller units that can be completed in less time and require less data.

Funzi, a Finnish mobile learning company, offers low-bandwidth courses through funzi.mobi for any internet-connected mobile device and any mobile browser. The courses, which are suitable for slower networks, are built around bite-sized units that allow users to self-pace their learning in small portions.

EVERY1MOBILE, a social enterprise that develops digital solutions for interactive learning, optimized its digital platform for mobile phones in low resource settings and is accessible on any mobile phone. Its courses can be specifically customized to people with low literacy and low digital literacy. An entire learning journey is only 5-10 megabytes, and the bite-sized course design approach allows learners to complete courses within 10-15 minutes.

4) Employing mobile vans

Another approach is to reach remote populations where they live. Save the Children's Skills to Succeed program uses a Mobile Training Centre (MTC) to help marginalized youth in Bangladesh gain digital skills. The MTC is a big van equipped with computers and internet access through 3G/4G portable router access points. The MTC is able to reach populations that face low bandwidth, lack of access to computers, high transportation costs, and lack of tailored face-to-face interaction with teachers. And Skills to Succeed's course design allows learners to complete courses within six weeks, provided they visit the MTC daily.

5) Leveraging ad hoc digital networks

Where regular broadband connection is not possible, ad hoc digital networks can provide a short-term solution.

DakNet technology, developed by MIT Media Lab researchers and commercialized by the United Villages company, is a wireless ad hoc network that can provide connectivity at a

relatively low cost to villages without digital communication infrastructures. It transmits data over short point-to-point links between kiosks and portable storage devices, called mobile access points (MAPs). When a MAP-equipped vehicle comes into range with a wifi-enabled kiosk, it automatically uploads and downloads all data. Then, low-cost wifi radio transceivers automatically transfer the data from the MAP at high bandwidth to each point-to-point connection. A single vehicle passing by a small village once per day is sufficient to provide information service.

(Courtesy: https://blogs.worldbank.org/jobs/how-provide-online-learning-and-skills-training-youth-low-bandwidth-areas)

Online Learning Platforms

(Courtesy: https://geekflare.com/learn-new-skills)

1. **Job Ready Programmer**

Its course offerings are:

- Oracle SQL
- Java for beginners and advanced
- OOP
- SQL for Data Science
- Python
- Tableau
- Spring Framework 5 + Spring Web + Boot 2
- Data structure + algorithms
- Elastic search master class including Kibana and Logstash
- Apache Spark
- jQuery

Prepare yourself with these courses to step in the world of real-world programming and become "job-ready".

2. **Pluralsight** is a bit unique in their way of teaching. They have courses + data showing you how to put those into practice. The courses mostly range along the lines of software development and IT, but there's a lot more stuff that you can learn from it.

This platform is the perfect example of "making it happen." They just don't leave you overwhelmed with a bunch of courses, but rather guide you to what's suitable for you and then cracking that.

3. Katacoda

Coding doesn't have to be boring, and Katacoda proves that very well. They've adapted a "fun" approach to teaching all that technical stuff like Kubernetes and Machine Learning, helping you digest the materials with ease.

They have over 250 free courses for you to start with, and all of them allow you to implement your learning into something live so that there's not only "learning," but also "doing." If you're looking to become a developer, this site has got your back.

4. DataCamp

Since data language is high in demand as of now, and will probably stay up there, DataCamp might be a useful resource. They specialize in data science, and their teaching is super-easy to consume, all thanks to their bite-sized lessons.

5. Cybrary

A great place to learn Cybersecurity and IT, Cybrary helps you build a career in this industry with their catalog of courses crafted by experts. They build and assemble more than 1,000 virtual labs, practice tests, and assessments in areas like cybersecurity, IT, data science, and more. And mind you, those are fully secured and browser-based.

With the help of their 200+ skill assessments, you can also track your career development and analyze your strengths and weaknesses. All of this combined helps you secure a better career in this field.

6. Lynda

A hub of knowledge, Lynda makes it easy for you to learn your desired skills, all thanks to their huge catalog of courses. Some of the categories are:
- Software Development
- Web Development
- Design   Business   Photography
- Marketing

With a single subscription, you can access all of their courses on-demand. They're currently offering a free month to try out their platform, so don't forget to grab that.

7. Code Academy

Coding is highly profitable, and while there are a lot of resources on the internet to learn it, Code Academy is one of the best out there. It has a student-base of over 45 million, and it's only getting bigger. If you're unsure about the first step, you can take their quick quiz so that they can guide to towards the right lessons.

Alongside learning, you can test your skills out on their editor and even get feedback from experts.

MIT Open Course ware

https://ocw.mit.edu/index.htm
Take advantage of the robust educational offerings of MIT without the tuition. Their online library includes every topic taught at the school from computer science to mathematics to management. Interesting classes include Introduction to Computational Thinking and Data Science, Statistics for Applications, Artificial Intelligence, Entrepreneurship Without Borders, Law for the Entrepreneur and Manager, The Software Business. Classes include homework, tests, and so on that are self-administered and self-graded.

Topics taught: Java, C++, Python, Databases, AI, Distributed Computer Systems Engineering, UI design, and so many others.

Google Developers Training

https://developers.google.com/training/
Google offers courses on Android, web, firebase, and entrepreneurship at no cost. You'll learn to build your first Android app, can participate in a code lab, or earn a nondegree, or become a certified Android Android Developer, Mobile Web Specialist, Google Certified Professional – Cloud Architect, or Certified Professional – Data Engineer at no cost. Topics covered: Android performance, monetization, Firebase,

Free Code Camp

https://www.freecodecamp.org/

  Learn to code for free while gaining experience working on projects for non-profits. As you progress through coding challenges and building projects, you'll earn verified certificates along the way. Each certificate takes about 400 hours to earn, and they are completely self-paced so you can fit learning to your schedule.
Topics taught: HTML, CSS, JavaScript, Databases, Node.js, React.js, D3.js, Databases, Git, and GitHub

The Odin Project

https://www.theodinproject.com
Learn web development for free with the best resources available online. You'll follow a curriculum path, create a portfolio, and work with a community of other students.

Topics taught: web development, Ruby programming, Ruby on Rails, HTML, CSS, JavaScript & jQuery

Upskill

https://upskillcourses.com/

   Upskill offers web development courses taught with videos and project-based training. No previous experience is required to learn with Upskill. The final project of this boot camp-style learning program has you build a complete end-to-end project that includes features such as user registration/authentication, profiles, email notifications, image upload, membership billing, and more. You will build it using a combination of HTML, CSS, Bootstrap, JavaScript, Ruby on Rails, Git, e-commerce, and others.
Topics taught: full-stack web development including HTML, CSS, JavaScript, Ruby on Rails, Git, Bootstrap, e-commerce, and more.

GA Dash

https://dash.generalassemb.ly/

Learn the basics of web development with General Assembly's free online learning platform. You learn by doing projects for each topic.

Topics taught: HTML, CSS, JavaScript, responsive design

MongoDB University

https://university.mongodb.com/

Take free courses on MongoDB. Classes start every few weeks and are delivered as pre-recorded video lectures and hands-on labs. You have to complete assignments on time and pass exams to get your certificate of completion. You can pay to take either the Developer or DBA exam to receive a certification.

Codewars

https://www.codewars.com/

Codewars lets you improve your skills by learning with others on real code challenges. To get started, you have to prove your skills in one of their 20 core languages. Once you do that, you can take on one of the 11 new languages in beta. As you prove your skills, the challenges get increasingly difficult, and you'll be introduced to new approaches.

Topics taught: C, C++, C#, Crystal, Dart, Elixir, F#, Go, Java, JavaScript, PHP, Python, Ruby, Clojure, Rusk, Shell, SQL, Swift, TypeScript, and Haskell.

HackerRank

https://www.hackerrank.com

Hacker Rank provides a learning and competitive community for programmers. You learn by solving code challenges versus lessons, so this is for people looking to improve their programming skills versus starting from zero.

Topics covered: Artificial Intelligence, SQL, Databases, Distributed Systems, Regex, Security, C++, Java, Python, Ruby, Linux Shell, Functional Programming

Code Challenges

These sites offer programmers the ability to improve their skills through coding challenges. There are options for practice that take anywhere from 5 minutes to 5 hours.

Topics covered: They offer challenges in 50+ technology languages.

Top Coder: https://www.topcoder.com/challenges/?pageIndex=1

Codin Game – https://www.codingame.com   Checkio – https://checkio.org/

(Courtesy: https://www.qat.com/free-online-learning-resources-technology)

Online Training

How to Train People Effectively When You Can't Meet Face-to-Face

With global teams working across different time zones, and flexible working on the rise, many businesses are already set up for online training. But don't worry if yours isn't one of them. Here, we explore ways to train people effectively when face-to-face isn't an option.

Types of Online Training

Online training lets organizations and managers teach people skills and knowledge over the internet via a computer, smartphone, or other device. It can involve:

Asynchronous training such as e-learning courses, videos, and facilitated discussion forums, that people can access when they want to.

Synchronous or live training where multiple learners take part at the same time, interact with the trainer and one another through virtual classrooms, webinars and online chat tools.

Online Training vs. Online Learning

With online training, you're training employees to understand and master the skills, processes and procedures they need to do their job. You can also help to instil the behaviors, attitudes and competencies that you and your organization expect.

That could be getting up to speed with the latest computer software, completing a health and safety course, or recognizing everyone's role in an inclusive and diverse workplace.

Not all learning requires someone to facilitate it "live," either online or face-to-face. Creative, problem-solving, and decision-making skills, for example, can be developed on your own with online learning. Our article, **Virtual Learning** , sets out how to maximize the impact of this type of learning.

How to Create and Develop Online Training

As physics professor Rhett Allain writes in **Wired**, "Lectures started in medieval universities where one person would read a book aloud so others could copy it. Yeah, we're still essentially doing that same thing – but we don't have to. So, if we are going to move everything online, let's at least do it right."

So, here are our top tips for developing effective online training.

1. Take Stock

Making your face-to-face training fit for an online audience is a great opportunity to revisit what outcomes it's meant to achieve for you, your trainees, and your business. So, consider:

What's the organizational goal behind your training? (To win new business, for example.)

What do learners need to do to reach this goal? (To improve their communication skills, for example)

What actions must they take to meet this goal? (Host a webinar on an area of their expertise, for example.)

Our article on **Action Programs** can guide you to ensure that your course content hits the mark.

2. Prioritize and Repurpose

You can't fit a whole awayday of training into one online session. But that can be a positive, as it forces you to think differently and prioritize the content that really matters.

For example, a 20-minute video, follow-up quiz, and group chat feedback session could replace that awayday, and avoid overwhelming your learners.

You can also repurpose the best bits from your face-to-face training. Can the PowerPoint be a branching scenario (interactive form of learning) on an e-learning course? Can your icebreaker be even better on a Zoom call? Why not redesign and email out that case study to your trainees?
Tip:
You could also consider the "**flipped classroom**" model. This is where you provide learners with reading materials before a virtual class session. That way, they'll better absorb your training and have more fruitful discussions.
3. Involve Your Trainees

A recent **Gartner study** found that 70 percent of employees say they don't have the skills they need for their jobs. So, as part of your planning, if appropriate, ask your trainees what skills and knowledge they need to do their job better. You can also ask **how** they'd like to be trained online, and which apps they are familiar with.

4. Involve Managers

As you prepare your online session, it's a good idea to seek input from other managers and your L&D department. The U.K. Government's **Employer Skills Survey** found that organizations with strong online L&D capabilities are 19 percent more likely to involve managers in the design of their solutions.

This is backed up by **McKinsey research**, which found that 48 percent of organizations that reskill say having the senior management team sponsor the programs helped them to succeed. Tip:
Read our article on **maximizing the impact of training** to discover how managers can support trainers and trainees to deliver a more positive outcome.

5. Communicate Your Training Outcomes

Now you have clear goals for your training, communicate them to your learners and the wider organization. Even if your audience is obligated to do the training, explaining how it will benefit them will increase buy-in. So, what new skills or knowledge will they gain? And will these new skills make them feel more confident, energized and creative? If so, tell them!

And when you do communicate, ditch the "what you'll learn" bullet points written in the language of the trainer. Instead, speak to them like they're colleagues and highlight the benefits to them. For example, "We're here to help you hit your sales targets – and boost your bonus." Our article, **The 7 Cs of Communication** , outlines how to maximize the impact of your message.

6. Attract the Right People

Setting out clear training outcomes will attract the right people to your course. Unless it's mandatory training, they'll grab the attention of those who are passionate about upskilling or reskilling.

Conducting a **Training Needs Assessment** will help you to identify the right team members you need to train to meet your goals. That includes those who initially think "this isn't for me," and other managers.
Once you know the content of your online course, you'll want to choose an approach or platform to best present it. Your options include:
A digital toolkit like Mind Tools, with on-demand, multimedia resources.

Online communication and collaboration platforms such as Zoom, Microsoft Teams and Facebook.

A learning management system (LMS) – software that hosts content for self-paced learning.

Tip:

Don't feel like you must jump in and subscribe to a sophisticated and expensive LMS. Together with your learners and colleagues, you can test out what works and what doesn't – finding and adding the best mix of tools to meet your training objectives.

Teaching Your Online Courses

Just because you're moving online doesn't mean you have to ditch the face-to-face training skills that you already have. According to a 2020 Learning Guild **report**, "A critical but sometimes overlooked aspect of an online learning experience is social presence – the feeling of connectedness among and between facilitators and learners."

The report points to "conversational tone, friendliness, smiling, quick responses, and opportunities for sharing/self-disclosure" as the key elements that contribute to social presence. So face-to-face training skills are not only transferable but also critical to delivery.

Here are six tips to get online training right.

1. Encourage Participation With Interactive Activities

No one wants to sit through an hour of PowerPoint slides. Whether you're hosting a live webinar or an e-learning module, encourage trainees to participate in the process.

A recent **Gegenfurtner, Zitt, and Ebner study** found that live webinar participants were most satisfied when they could consult and question the facilitator, and have interaction and support from other attendees.

On video calls, for example, you can invite questions as you would in the classroom. Smaller groups can use "breakout" features to brainstorm and present back to the class. And chat features also let people ask questions and offer Bottom of Form

2. Enable Peer-to-Peer Training

Studies show that when employees want to learn a new skill, **55 percent ask a colleague**. So, consider making peer-to-peer training part of your online course. That could be: Encouraging employees with specialized skill sets to lead sessions.

Setting up a WhatsApp group, Slack or Teams channel for trainees to share, reflect and get feedback from each other.

Creating a virtual whiteboard using an app such as **Stormboard**, **Miro** or **GoToMeeting** for people to post their ideas.

Studies suggest that these informal activities can account for 75 percent of an employee's learning and training. Watch our video on the **70:20:10** learning model to tap into the 20 percent of learning that comes from social interactions.

3. Review the Basics

Not everyone, even trainers, will be totally tech-savvy. So, if you're hosting a video call, for example, familiarize yourself with the software, to ensure that you and your trainees can log in, turn on your cameras and mics and use the chat feature. And have a Plan B for any issues such as video buffering.

For more tips to get your online setup right, see our article on **How to Run Effective Virtual Meetings** .

4. Learn, Repeat, Remember

That book you finished last night, could you explain the plot to your friends over lunch today? The "**forgetting curve**" is at its steepest during the first 24 hours after you learn something.

The same goes for training. To train properly, you should help your learners to keep reviewing and practicing. For example, you can nudge them toward short, online resources or have multiple online sessions rather than just one.

That way, they can work at their own pace, and better understand and remember information. Studies show that this "**spaced repetition**" enables people to retain about 80 percent of what they learn after 60 days. What's more, this type of training fits better around workflow.

5. Make Training Part of the Job

To really make information stick, innovation expert **Steve Glaveski** recommends you incorporate training into people's real workloads. Do that and you'll "shorten the feedback loop, deliver business outcomes, and encourage 'aha' moments."

6. Getting the Right Blend

Emerald Works research found that 88 percent of "high-impact learning cultures" embrace blended learning. For example, your training could involve a live, virtual classroom; online resources for trainees to explore at their own pace; and an online forum for peer feedback.

This approach was supported by Professor Robyn Ramsden at Deakin University, Australia in a **recent MTtalk** on Twitter. She said, "I have always used a form of blended learning with my Ph.D. students. This approach involves some face-to-face meetings, combined with the use of video conferencing and email communication. In the future, individualized online sessions will continue to complement face-to-face learning and supervision for efficiency."

Challenges for Online Lessons

While experts recommend a blend of training methods, it's important to recognize that online doesn't suit all professions and skillsets. A video presentation, for example, may miss the nuances of body language that are so important for roles such as social work.

And a VR headset may have software that renders an oil rig in great detail, but it's not a substitute for hands-on training. Sensitive subject matter and security measures may also prevent some types of training going online.

Key Points

Even when classrooms open their doors again after the coronavirus pandemic, you may find that online training remains a crucial part of your program. Or that it's even better suited to your trainees. Don't ditch your face-to-face skills, though, as you may find they work even better when used online.

Online training lets you teach the skills and knowledge people need to do their jobs when face-to-face isn't an option. Repurpose your face-to-face training for online delivery, and consult potential learners and other managers as you develop your online training to ensure it meets everyone's needs.   Online learning can incorporate virtual learning activities to help people enrich their careers beyond the technical skills required for their role.

Research suggests a blend of content types, live and asynchronous activities, formal and informal training works best.

(Courtesy: https://www.mindtools.com/pages/article/online-training.htm)

Other useful references:

1. The Resource Book on Good Practices in the Social Sector Delivery, 2015 has been prepared under the guidance and support of NITI Aayog (erstwhile Planning Commission), Government of India and United Nations Development Program.

2. Skill Assessment Matrix For Vocational Advancement of Youth (SAMVAY)

    https://www.aicte-india.org/sites/default/files/SAMVAY_1_.pdf

3. Aspirational Districts Programme | NITI Aayog

    http://www.niti.gov.in › aspirational-districts-programme

4. http://cbseacademic.nic.in › termwise › Sr Secondary

    Entrepreneurship - cbse academic

5. 21st Century Skills : A Handbook CBSE

6. National Occupational Standards, Model Curriculum & Content

    https://nsdcindia.org › nos

Annexure - IV

SDP courses - Soft Skills & ICT

Top 10 Soft Skills Employers Love

Knowing which soft skills to include could be the differentiator that gets you the job offer over someone with a similar set of hard skills. Your education, degree, and certifications might get your foot in the door, but your **soft skills** are what will **help land you the job.**

What Are Soft Skills?

The Difference Between Hard Skills vs Soft Skills

Top 10 Soft Skills List & Examples

Conclusion – Why You Need Soft Skills

1. What Are Soft Skills?

Soft skills can be defined as **character traits or interpersonal aptitudes that affect your ability to work and interact with others.**

They are natural abilities that usually can't be taught in a classroom or managed quantitatively. They are often, but not always, "people" skills.

They also usually aren't the type of skills that can be included in a resume skills section. Instead, you should showcase your soft skills by creating an achievement-oriented professional experience section.

2. The Difference Between Hard Skills vs Soft Skills

Soft skills relate more to emotional intelligence and are natural abilities that help us interact well with others. They are useful across all industries and job types. Hard skills, on the other hand, are usually job-specific skills that are learned through education or training. More technical or computer-centric hard skills are sometimes also referred to as technical skills.

The Key Differences:

Key Traits of Soft Skills	Ket Traits of Hard Skills
Useful across all industries	Industry Specific
Natural abilities	Learned through training
Related to emotional intelligence	Based on technical knowledge

In today's job market, the deciding factor for employers often comes down to a battle between the hard vs. soft skills of different candidates. A survey presented by SMB World found that nearly 72% of CEOs believe that soft skills are more important to the success of their business than hard skills.

That being said, **your soft skills and hard skills should complement each other** to make you the total package an employer wants. For example, a graphic designer needs both soft creativity skills *and* hard adobe photoshop skills to perform their job well.

3. Top 10 Soft Skills List & Examples

As soft skills become more important, it's good to know that although you can't sit down in a classroom and learn a one, you can hone and develop these talents. As with any skill, practice makes perfect.

1 – Communication

Communication skills can be oral or written and allow you to express yourself effectively in the workplace. Communication is a critical sales skills, and is also useful in a variety of other industries — such as human resources and management.

Some examples include:

Clarity

Confidence

Respect

Empathy   Listening

Verbal communication   Non-verbal communication

<u>Written communication</u>

Constructive feedback

Friendliness

For an example of how to effectively convey communication skills on your resume, check out our sales management sample resume on the right.

2 – Teamwork

Teamwork skills allow you to operate well in a group setting in the workplace to quickly and effectively accomplish tasks. <u>Teamwork is crucial for careers</u> in market research, event coordination, and software engineering.

Some examples of teamwork-related skills include:

Conflict management

Delegation

Listening

Active listening   Collaboration

Cooperation   Coordination

Idea exchange

Mediation

Negotiating

3 – Adaptability

Adaptability and flexibility are related skills and are about embracing and rolling with change. They are particularly important when working in fast-pace or constantly changing work environments such as public relations, event management, nursing, and advertising.

Some examples include:

Curiosity

Self-management

Decision-making

Calmness   Optimism

Open-mindedness   Analysis

Self-confidence   <u>Organization</u>

Self-motivation

Take a look at how the candidate in the nursing resume on the right showcases their ability to adapt to various situations.

4 – Problem-Solving

Problem-solving abilities are a blend of using analytical and creative thinking to find solutions. <u>Careers where problem-solving is vital</u> include law enforcement, information technology, and medical-related fields.

Types of problem-solving skills include:

Analysis   Lateral thinking

Logical reasoning   Initiative

Persistence   Observation

Persuasion   Negotiation

Brainstorming   Decision making

5 – Creativity

Creativity is a broad type of soft skill that can help you develop innovative solutions to problems at work. Instructional designers, architects, and artists are examples of jobs where creativity is crucial to success.

Types of creative skills include:

Divergent thinking

Inspiration

Imagination

Reframing

Mind mapping

Insight   Innovation

Experimenting   Questioning

Design

You can get some unique ideas for how to properly display your creativity from the artist sample resume on the right.

6 – Work Ethic

Work ethic is a soft skill that proves your belief in the importance of work and its ability to strengthen your character. Demonstrating work ethic should be important in every career, but is vital for first responders, teachers, and nurses.

Soft skills examples related to work ethic include:

Integrity

Responsibility

Discipline

Initiative

Dependability

Commitment

Self-motivated   Professionalism

Teamwork   Time-management

Put some effort into learning how to highlight your work ethic by checking out the example resume on the right!

7 – Interpersonal Skills

Interpersonal skills are those that you use near-constantly as you interact and communicate with co-workers and management. They are vital for people who work in customer service, realty, or financial planning.

Examples include:

Empathy

Humor

Mentoring

Networking

Sensitivity

Patience

Tolerance

Public speaking

Positive reinforcement

Diplomacy

Take some time to interact with the cashier resume example on the right. It will show you some examples of how a customer service worker can use their professional achievements to show off their interpersonal skills.

8 – Time Management

Time management skills demonstrate your ability to work efficiently and productively by using your time wisely. Most every employer appreciates this soft skill, but it's crucial if you're an IT project manager, or work in loss prevention or legal fields.

Some time management skills are:

Goal setting

Prioritizing

Self-starter

Planning

Decision making

Focus   Delegation

Stress management   Coping

Organization

If you utilize your time effectively, you should have some spare to learn more about demonstrating your time management skills from the example resume on the right.

9 – Leadership

Leadership is a soft skill that enables you to guide others while you fulfill the goals and mission of your organization. Leadership is critical for entrepreneurs, all types of management, and careers in teaching. Leadership skills include:

Project management

Empathy

Selflessness

Agility

Listening

Humility

Cultural intelligence

Authenticity

Versatility

Generosity

Trust

The CEO resume example on the right will give you some guidance on how to prove your ability to lead.

10 – Attention to Detail

Attention to detail allows you to be both thorough and accurate in your work. Careers suited to detail-oriented people include accounting, pharmacology, and engineering.

Some skills related to attention to detail are:

Critical observation

Listening

Organization

Scheduling

Analysis

Introspection

Memory

Acuity

Recall

Questioning

Thoroughly examining the accounting resume on the right will gives you some clues on how to display your attention to detail.

You'll notice that among the list of soft skills by category there is some overlap – this is natural. They are useful in many situations and job functions and are an essential addition to the perfect resume.

4. Conclusion – Why You Need Soft Skills

According to Forbes, 94% of recruiters believe that top-notch soft skills outweigh experience when it comes to promotion to leadership positions. They are fundamental to getting the job you want now and essential for career growth. As automation expands, soft skills will become an even more significant differentiator to employers.

Susan Vitale of iCIMS said, "hard skills might get your resume looked at" but **soft skills "help you stand out and get you hired."** You must still possess the requisite technical skills to get the job you want, but without soft skills, you can't compete.

A list of the skills required for a variety of different types of jobs

Top Office Assistant Skills

Verbal Communication Skills:

Communication is a critical soft skill for an office assistant. You will have to interact with your supervisor, fellow office staff, the professionals you assist, and possibly clients or people in other offices of the same organization. You all work as a team, and you are its main communication hub. You'll need to be cheerful, helpful, well-informed, articulate, and a good listener every day.

Answer Phones

Client Relations

Communication

Forwarding Phone Calls

Message Taking

Routing Phone Calls   Switchboard

Telephone

<u>Verbal Communication</u>

Written Communication Skills: Most office assistants write a lot. They might write memos, fill out forms, or draft letters or emails. Some create content for the company website or edit text for others. Clear, professional written communication is a must.

Correspondence

Email

Mail

Mailings

Typing

Word Processing   & Written Communication

Friendliness: An office assistant might be the first person a client sees upon entering the office. If the office's primary occupant happens to be out at the moment, the office assistant might be the only person the visitor interacts with. You must be ready to greet every visitor with a smile and a kind word and to help them with whatever they need so far as you are able. So, good <u>interpersonal skills</u> are a necessity.

Customer Service

Directing Visitors

Flexible

Friendly

Greet Guests

<u>Interpersonal</u>

Positive Attitude

Reliability

Welcome Visitors

Technology Skills: In the old days, secretaries did a lot of typing. Times have changed and so has technology, but office assistants can still expect to spend plenty of time in front of a keyboard. Instead of a typewriter, you'll have to know your way around a variety of software applications. Knowing how to do some light tech support and how to fix a recalcitrant printer doesn't hurt, either.

Computer

Excel

Internet

Microsoft Office

Microsoft Word

QuickBooks

Technology

Organization: Office assistants must be extremely organized to effectively to juggle their many tasks. You'll need to help keep other people organized, too, from maintaining calendars to keeping the office orderly.

Administrative Support

Appointments

Billing

Calendars

Clerical

Data Entry

Delivering Mail

Electronic Filing

Expense Reports

Filing

Front Desk Operations

Money Handling

Office Duties

Office Equipment

Office Supply Inventory

Office Supplies

Office Support

Organization

Paperwork

Shipping

Problem Solving Skills: Problem solving, or critical thinking skills, are important for any office assistant, as you'll often be the person others come to with questions or issues.

Coordinate Office Activities

Meetings

Problem Solving Skills

Respond to Inquiries

Scheduling

Screening and Directing Calls

Spreadsheets

Teamwork

Time Management   Travel Arrangements

What Are Management Skills?

Management skills are applied to a broad array of functions in areas like production, finance, accounting, marketing, and human resources. Common components of management in different areas include:

selection, supervision, motivation and evaluation of staff, scheduling and planning of workflow, developing policies and procedures, measuring and documenting results for a group or department, solving problems, developing and monitoring budgets and expenditures, staying abreast of trends in the field, collaborating with other staff and departments, and leading and motivating employees.

Types of Management Skills

Most management skills are related to six fundamental functions: planning, organizing, coordinating, directing, leadership, and oversight.

Planning

Individual managers may or may not be personally involved in drafting company policy and strategy, but even those who aren't still must be able to plan.

You might be given certain objectives and then be responsible for developing ways to meet those objectives. You may need to adjust or adapt someone else's plan to new circumstances. In either case, you'll have to understand what your resources are, develop time tables and budgets, and assign tasks and areas of responsibility.

Aspiring managers should volunteer to help their current supervisors with phases of departmental planning in order to hone their skills.

Planning programs for professional societies is another way to develop and document planning abilities. Mastering planning software, like NetSuite OpenAir, and project management software, like Work front, can prove that you're able to tap technology that's instrumental to sound planning. College students should take on leadership positions with campus organizations to hone their planning skills.

Analyzing Business Problems

Analyzing Expenditures

[Critical Thinking](#)

Devising Plans for New Business

Development, Entrepreneurialism

Identifying the Interests and Preferences of Stakeholders

[Microsoft Office](#),

Proposing Solutions to Business Problems

Problem Solving

Research, Qualitative Skills

<u>Strategic Planning</u>

Strategic Thinking

Tapping Information Technology to Facilitate Decision Making

Writing Proposals for Business Initiatives or Projects, Vision

Project Management

Utilizing Planning Software

Organizing

    <u>Organizing</u> generally means creating structures to support or accomplish a plan. This might involve creating a new system of who reports to whom, designing a new layout for the office, planning a conference or event, building a strategy and planning around how to move through a project, or determining how to move toward deadlines or how to measure milestones.

    Aspects of organization could also mean helping leaders under your guidance to manage their subordinates well. Organization is about planning and foresight, and it requires an ability to comprehend the big picture.

Identify processes, procedures, or events related to your department that could be improved, and demonstrate that you can re-design processes to create greater efficiency or enhance quality. Document procedures in a manual or spreadsheet for future use.

Accuracy

Administrative

Analytical Ability

Assessing Factors Impacting Productivity

Business Storytelling

Framing Communication Toward Specific Audiences

Innovation

Logical Thinking

Logistics

Negotiating

Networking

Persuasion

Presentation

Public Speaking

Suggesting Ways to Enhance Productivity

Technical Knowledge

Technology

Time Management

Leadership

The best managers are typically inspirational and effective leaders. They set the tone for their areas by demonstrating—through their actions—norms for staff behavior. Effective leaders often lead by example as much as by direction. Motivating others to action and productivity is a crucial element of effective leadership.

Clear communication of goals and expectations is also vital. Good leaders seek input from all stakeholders and recognize the contributions of other team members, and they give credit where credit is due. Good leaders draw consensus on group plans whenever feasible, and they delegate strategically to the best-qualified staff.

Develop leadership skills by volunteering to run point on projects. College students should volunteer to take on a leadership role with group projects, sports teams, and student organizations.

Delegation

Presentation

Humility

Networking

Confidence

High Energy

Clear Communication

Writing

Budgeting

Motivating Others

Problem Solving

Persuasion

Evaluating Talent

Supervision

Charisma

Integrity

Passion for Work

Networking

Coordinating

Managers must know what is happening, what needs to happen, and who and what are available to accomplish assigned tasks. If someone is mis communicating, if someone needs help, or if a problem is being overlooked or a resource underutilized, a manager needs to notice and correct the issue.

Coordinating is the skill that lets the organization act as a unified whole. Coordination across departments and functions is also essential to a well-run organization that presents a unified face to constituents.

Develop a solid team orientation by close communication and cooperation with co-workers. Seek out opportunities to collaborate with other staff and departments.

[Adaptability](#)

Adapting to Changing Business Conditions

Building Productive Relationships

Collaboration

Communication

Drawing Consensus

Diplomacy

Emotional Intelligence

Empathy

Facilitating Group Discussions

Flexibility

Honesty

Influencing

<u>Listening</u>

<u>Nonverbal Communication</u>

Patience

Punctuality

Relationship Building

Scheduling

Screening Applicants for Jobs, Staffing

Tactfulness

Teaching

<u>Team Building</u>

Team Manager

Team Player

<u>Teamwork</u>

<u>Time Management</u>

Directing and Oversight

Directing is the part where you take charge and delegate (tell people what to do), give orders, and make decisions. Someone has to do it, and that someone could be you. Organization is about planning and foresight, and it requires an ability to comprehend the big picture.

It might include anything from reviewing business models and checking for inefficiencies to checking to make sure a project is on time and on budget. Oversight is the maintenance phase of management.

Achieving Goals,

Assessing Progress Towards Departmental Goals

<u>Conflict Management</u>

Creating Budgets for Business Units

Creating Financial Reports

<u>Conflict Resolution</u>

<u>Decision Making</u>

<u>Delegation</u>

Delivering Presentations

Division of Work

Empowerment

Engagement

Evaluating Job Candidates

Evaluating Employee Performance

Execution

Focus, Goal Orientation

<u>Goal Setting</u>

<u>Hiring</u>

Interacting with Individuals from Diverse Backgrounds

<u>Interpersonal</u>

Interpreting Financial Data

Interviewing Candidates for Jobs

<u>Leadership</u>

Motivation

Overcoming Obstacles

Productivity

Problem Solving

Professionalism

Providing Constructive Criticism

Recommending Cost-Cutting Measures

Recommending Process Improvements

Responding Favorably to Criticism

Responsibility

Training Employees   &   Verbal Communication

Management Skills List

The following is a comprehensive list of management skills to use in resumes, job applications, cover letters, and during job interviews.

Accuracy

Achieving Goals

Adaptability

Administrative

Analytical Ability

Assertiveness

Budget Management

Business Management

Business Storytelling

Collaboration

Communication

Conflict Management

Conflict Resolution

Coordination

Critical Thinking

Decision Making

Delegation

Development

Diplomacy

Discipline

Division of Work

Dynamic

Emotional Intelligence

Empathy

Empowerment

Energetic

Engagement

Execution

Facilitating

Finance

Financial Management

Flexibility

Focus

Genuine

Goal-oriented

Goal Setting

Hiring

Honesty

Influencing

Innovation

Interpersonal

Leadership

Legal

Listening

Logical Thinking

Logistics

Microsoft Office

Motivation

Negotiating

Networking

Nonverbal Communication

Obstacle Removal

Organizing

Patience

Persuasion

Planning

Presentation

Productivity

Problem Solving

Professionalism

Product Management

Project Management

Process Management

Public Speaking

Punctuality

Research

Responsibility

Qualitative Skills

Sales

Scheduling

Staffing

Strategic Planning

Strategic Thinking

Success

Tactfulness

Teaching

Team Building

Team Manager

Team Player

Teamwork

Technical Knowledge

Technology

Time Management

Training

Uncertainty Removal

Writing

Verbal Communication

Vision

What Are Information Technology (IT) Skills?

Commonly referred to as IT, there are many job titles in the technology sector. From programming and database creation to providing general technical support, there are roles for people with many areas of interest, and many levels of expertise.

The broad swath of jobs available means that employers look for different technical skills when hiring. Some may look for expertise in a specific language or program, while others might look for more general computer skills.

Coding

One of the basic skill sets an employer will look for in an IT professional is the ability to write code. If the job is programming or software/web development, an employer may seek a candidate that can code in several different languages, as many systems are built using more than just one language.

Even for jobs that are not specifically code-writing, an IT professional should have at least a working knowledge of the more basic coding languages like HTML and C++.

An IT professional should also have an understanding of the process of code-writing, in order to see a software development project through and to manage things like QA (quality assurance).

Application Development

Architecture

Artificial Intelligence

Cloud Computing

HTML

C++

C Language

PHP

UX Design

Python

JavaScript

Java

Ruby

Communication

It's a commonly held belief in the industry that IT professionals can exist comfortably as introverts, but this is a misconception. Communication skills are paramount for anyone in IT, as information technology professionals are often required to work across many teams and groups.

IT professionals often have to provide tech solutions for people who aren't as savvy. They have to demonstrate leadership at all levels of projects, and with many different groups. They're often called on to present ideas and reports in larger groups of people.

Part of an IT professional's job will be to build teams and foster collaboration among their peers.

Team Building

Teamwork

Leadership

Collaboration

Written Communication

Oral Communication

Active Listening

Communicating Complex Information in Digestible Amounts

Networks

Knowledge about networking is something that will be required of most IT professionals, in companies both large and small. Knowledge networking is an extension of good communication skills, as it requires gathering groups of people in a working environment to share what they know, in order to build a system of knowledge within an organization that is more than the sum of its parts.

Knowledge networks require individual IT professionals to be open with their knowledge and to be open and curious about learning new things from their colleagues.

On the other side of "networks," some IT jobs may include network architects, engineers, and systems administrators. Network administrators (or systems administrators) are responsible for the day-to-day operations of a larger system.

IP Setup

Wireless Modems/Routers

Cloud Services

PHP

SQL

JavaScript

Python

C++

Functionality

Cyber Security

Information Management

Cloud Systems Administration

Time Management

Many IT professionals will need to be self-directed and self-motivated, and a big part of self-directed work means an ability to manage time well. Technology work can often take longer than anticipated, as proven by how often timelines and milestones change over the course of a long project.

An IT professional should be able to accurately assess how long a project should take, and then be able to stick to those timelines. He or she should also be able to help an entire team manage their time, on a daily, weekly, monthly, and project basis.

Scheduling

Goal Oriented

Digital Communications

Manage Remote Working Teams

Continually Review Processes for Improvement

Multitasking

Meeting Deadlines

ICT(Information and Communications Technology)

6 Digital Skills Guaranteed to Get You Hired

More IT Skills

Assign Passwords and Maintain Database Access

<u>Analytical</u>

Analyze and Recommend Database Improvements

Analyze Impact of Database Changes to the Business

Audit Database Access and Requests

APIs

Application and Server Monitoring Tools

Attention to Detail

AutoCAD

Azure

Configure Database Software

Configuration Management

<u>Critical Thinking</u>

Database Administration

Deploying Applications in a Cloud Environment

Develop and Secure Network Structures

Develop and Test Methods to Synchronize Data

Emerging Technologies

File Systems

Implement Backup and Recovery Plan

Implementation

Information Systems

Interaction Design

Interaction Flows

Install, Maintain, and Merge Databases

Integrated Technologies

Integrating Security Protocols with Cloud Design

Internet

Optimization

IT Soft Skills

Logical Thinking

Leadership

Operating Systems

Migrating Existing Workloads into Cloud Systems

Mobile Applications

JS

Open Source Technology Integration

Optimizing Website Performance

Problem Solving

Project Management

Software Engineering

Software Quality Assurance (QA)

TensorFlow

User-Centered Design

UI / UX

Web Development

Web Design

What Are Customer Service Skills?

While most commonly associated with call centers, companies typically devote an entire department to managing customer complaints or feedback. However, anyone is a sales or hospitality role must also exercise high levels of customer service skills.

Communication

Learn how to communicate clearly and honestly, and how to anticipate what the customer needs to know. If there is a surcharge, or a product warning, or another rack with a better selection in aisle 4, don't neglect to mention it simply because the customer didn't know to ask.

The other half of communication is receptivity; customers will tell you what they need. Or, they may betray "hidden" needs by their words that you are able to identify and better serve them. Be sure you know how to listen.

Oral Communication

Interpersonal

Multilingual

Listening

Friendliness

Humor

Negotiation

Empathy

Empathy is crucial for customer service workers. Not everybody wants the same thing in the same situation, so for empathy to be effective, you will have to keep an open mind and carefully observe others' signals.

Caring

Courtesy

Customer Care

<u>Problem Solving</u>

Poise

Product Knowledge

Product knowledge is perhaps one of the most underrated customer service skills, and unfortunately, the one most lacking in the majority of retail positions. All the willingness to listen or to help won't do much good if you can't actually answer the customer's question or help solve their problem.

Try your employer's products, learn about its services, and when you get a question you can't answer, go do some research.

Memory

Research

Student Mentality

Moderate Sales

Initiative

Proactive

Diligence

Diligence is the one customer service skill companies seem most likely to neglect, yet without it, service is just a show. Diligence means honoring deadlines, keeping promises, and maintaining standards.

Attention to Detail

Detail Oriented

Quality Assurance

Prioritization

Adaptability

Personable

And finally, politeness, cheerfulness, and tact are the skills everyone associates with great customer service. These skills come easier to some people than others, but they can be learned and do improve with practice.

Patience

People Oriented

Positivity

Presentation

Tact

Confidence

Stress Tolerance

More Customer Service Skills

Accuracy

Adaptability

Analytical

Appearance

Assessment

Assertiveness

Attention to Detail

Attentiveness

Benchmarking

Caring

Confidence

Communication

Computer

Conflict Resolution

Courtesy

Customer Service Soft Skills

Customer Care

Depersonalization

Detail Oriented

Diplomacy

Efficiency

Feedback

Flexible

Friendliness

Humor

Improve Competitiveness

Increase Customer Retention

Initiative

Proactive

Interpersonal

Multilingual

Listening

Microsoft Office

Multitasking

Negotiation

Organization

Oral Communication

Patience

People Oriented

<u>Persuasion</u>

Positivity

Problem Analysis

Problem Solving

Poise

Positivity

Presentation

Public Speaking

Quality Assurance

Prioritization

Responsible

Sales

Self-Control

Stress Tolerance

Tact

Teamwork

Timeliness

Time Management

Valuing the Organization

Verbal Communication

Written Communications

What Kind of Skills Do You Need to be a Sales Associate?

Some of the skills you will need are specific to particular positions, either because each store does things a little differently, or because companies vary in how they define these jobs. For example, you may or may not be expected to work with vendors or stock shelves. Other skills are common across virtually all sales associate positions.

Money-Handling Skills

Most sales associates are involved with finalizing sales and handling money and credit card transactions. You'll need to know how to use a cash register, and possibly Microsoft Office as well. You'll need basic accounting skills to make a change and to notice errors. You may need to be bonded.

Cashier

Cash Handling

Cash Register

Credit Cards

Making Change

Microsoft Office

Money Handling

Monetary Transactions

Transactions

Communications and Customer Service Skills

Because sales associates work directly with customers, skills and experience in communications and customer relations are a necessity. These include verbal communication for providing customer assistance and dealing with difficult people, but you also need written communication for developing signage, writing emails, and possibly keeping records.

Communication

Communicate Brand

Customer Assistance

Customer Relations

Customer Service

Dealing With Difficult People

<u>Greeting Customers</u>

<u>Verbal Communication</u>

Visual Displays

Written Communication

Knowledge of Products and Services

If you have in-depth knowledge of the products and services you are selling, you can help customers make informed choices. That's good for your customers, and it's good for your employer as well, since people bring their business to places where the service is reliable. An in-depth knowledge of your store is important, too. From giving simple directions ("where do you keep cookies?") to being able to explain services and policies, your assistance allows customers to better use your store.

Brand Awareness

Product Enthusiasm

Product Knowledge

Sizing   Store Services Knowledge   Sales Skills

Selling can range from simply helping customers find what they're looking for, to actively encouraging customers to buy more or to buy specific things to achieve sales goals. You'll need good attention to detail and strong relationship building skills.

It is another place where having in-depth knowledge of what your store sells is crucial. You'll need to understand basic accounting and stocking to keep track of where you are with respect to your goals and where you need to be.

Achieve Sales Goals

Attention to Detail

Merchandising

Persuasive

Relationship Building

Sales

Sales Volume

Selling

Personal Mastery Skills

There are also personal qualities, habits, and talents that can be of value to a sales associate. You might not think of them as skills, but they can be learned, and if you highlight them in the hiring process, you will be more likely to get the job.

You must be dependable, efficient, and able to multitask. You must be punctual, yet able to be flexible in your scheduling. Personal cleanliness is important, as is a professional appearance and demeanor.

You must be able to take the initiative, but must also be a team player, able to follow instructions. You must be polite, friendly, and enthusiastic. A positive attitude helps at all times.

Cleanliness

Dependable

Efficient

Enthusiasm

Flexible

Flexible Schedule

Follow Instructions

Friendly

Initiative

Interpersonal

Multitasking

Organization

People

Personable

Persuasive

Politeness

Positive Attitude

Professional

Punctual

Reliable

Team Focus   Team Player   Teamwork

Timeliness   More Position-Based Sales Associate Skills

These skills are often related to specific positions or job titles.

Have you performed any of these jobs or functions?

<u>Cashier</u>

Department Maintenance

Display Building

Displays

Front End Operations

<u>Loss Prevention</u>

Maintain Store Standards

Planogram Changes

<u>Point of Sale Systems</u> (POS)

Pricing

Retail Operations

Returns

Sales

Stock Management

Stock Replenishment   Stocking

Vendor Relations   <u>Visual Merchandising</u>

Important Job Skills for Information - Security Analysts

An <u>information security analyst</u> is responsible for protecting the computer network of an organization or government agency from cyber threats. He or she creates, maintains, and controls security measures to make sure computer networks are regulated and monitored.

Education and Job Requirements

As security threats to businesses and government agencies increase, the information security analyst role is becoming increasingly important. Generally, this is not an entry-level position. A bachelor's degree in computer science, programming, or engineering is a minimal requirement, and many companies further require a master's degree and many years' network experience.[1]

Information security analysts work with various members of an organization. They must be able to communicate security measures and threats to people from a wide variety of technical and non-technical backgrounds.[2]

Job Outlook and Salary

Career opportunities in this field are anticipated to grow by 32% by 2028—much faster than in other occupations.[3]

Top Information Security Analyst Skills

Below is a list of information security analyst skills for resumes, cover letters, job applications, and interviews. Included is a detailed list of five of the most valuable information security analyst skills, as well as a longer list of even more related skills.

Information Technology Knowledge

Threats to cyber security are always changing, as are the solutions. Information security analysts must continually update their knowledge of the latest data-protection news, cyber security legislation, practices, and techniques. A good information security analyst seeks out this information and uses it to shape his or her problem-solving strategies.

Analytical

Information security analysts must have strong analytical skills. They have to be able to study computer systems, assess any potential risks, and consider possible solutions.

Communication

Information security analysts must educate users, explaining to them the importance of cyber security, and how they should protect their data.

They have to [communicate](#) this information in a clear and engaging way. Therefore, information security analysts need strong oral and written communication skills.

Creativity

[Creativity](#) is critical for information security analysts. They must be able to anticipate cyber attacks, always thinking one step ahead of a cyber threat. This kind of forward-thinking requires a creative approach.

Detail-Oriented

Many threats to cyber security are hard to detect. Information security analysts have to be focused on the details of a security system, noting any minor changes, and foreseeing any potential problems, however small.

Information Security Analyst Skills List

Analytical ability

Administering Information Security Software and Controls

Analyzing Security System Logs, Security Tools, and Data

Communicating Up, Down, and Across All Levels of the Organization

Communication

Creating, Modifying, and Updating Intrusion Detection Systems (IDS)

Creating, Modifying, and Updating Security Information Event Management (SIEM)

Creativity

Experience With Intrusion Prevention Systems and Tools

Deep Understanding of Risk Management Frameworks

Defining Process for Managing Network Security

Detail Oriented

Discovering Vulnerabilities in Information Systems

Evaluating and Deconstructing Malware Software

Familiarity with Security Regulations and Standards

Implement and Maintain Security Frameworks for Existing and New Systems

Information Technology Knowledge

Improving Security Efficiency

Installing Firewall and Data Encryption Programs

Maintaining Security Records of Monitoring and Incident Response Activities

Monitoring Compliance with Information Security Policies and Procedures

Network and System Administration Experience

Remediating Security Issues

Responding to Requests for Specialized Cyber Threat Reports

Performing Cyber and Technical Threat Analyses

Performing Security Monitoring

Preventing Hacker Intrusion

Producing Situational and Incident-Related Reports

Problem-Solving

Providing Host-Based Forensics

Providing Timely and Relevant Security Reports

Responding to Security Events

Self-Motivation

Staying One Step Ahead of Cyber Attacks

Strong Technical Background in Data Loss Prevention

Supporting and Managing Security Services

Team Player   Training Organization on Security Measures

Up-To-Date on Relevant Technologies

Microsoft Office Skills for   Resumes & Cover Letters

Employers across many industries expect job seekers to have Microsoft Office (MS) skills. Even with the rise of Google Drive, a popular competitor, Microsoft Office remains the most preferred productivity software in businesses around the globe. You may not need to be an expert in MS Office for your next job, but you'll improve your job prospects and be considered for more roles if you're at least acquainted with the basics.

What's more, if you're applying for any kind of administrative position, you'll need to be well-versed in using Office programs for your daily tasks. Most likely, your hiring manager will expect a high level of MS Office proficiency.

What Microsoft Office Skills Do You Need?

MS Office includes a variety of desktop applications. The most common are Excel for spreadsheets, Outlook for email, PowerPoint for presentations, and Word for word processing.[1]

Although your next job might use a number of Microsoft Office applications, many positions require daily use of either, or both, MS Excel, MS Word, and MS PowerPoint.

The following descriptions cover skills within these programs that an employer might require, so you can brush up on these as necessary and include them on your resume. Types of Microsoft Office Skills   MS Excel

You might receive extra consideration from potential employers if you let them know your skill level in MS Excel includes knowledge and experience in using the following functions:

Pivot Tables: You can manage, sort, and analyze data in a number of ways using Excel if you're able to master the art of the pivot table. Pivot tables do automatic actions like sorting and averaging to help you parse data quickly, using formulas, sorts, and other functions that would otherwise take hours to extract for data analysis.

Formula Functions: Knowing how to use basic formulas in Excel can help you create spreadsheets that provide real value to your employer.

Get familiar with the formulas for simple math calculations, and then learn commonly used skills such as how to link data from one spreadsheet to another, how to find information in large data sets using formulas like VLOOKUP, and how to use the filter and subtotal functions to sort and present data in visually appealing formats.

Formatting: There's no rule that says spreadsheets have to be ugly or boring. Spreadsheets that are formatted using consistent font sizing, brand-specific colors, and uniform spacing will be better received by colleagues and bosses. Beyond the basics of making spreadsheets visually palatable, Excel provides a host of formatting options you can apply to make your data more easily readable and aesthetically pleasing. Don't underestimate the power of a well-placed line divider or a sparingly applied color scheme.

MS Word

For written-word communications in business, MS Word is the system of choice. Most employers will seek candidates who can execute the following tasks in MS Word.

Formatting & Page Setup: Many people feel unable to grasp the basics of MS Word's seemingly difficult-to-use formatting and page setup functions. It will greatly benefit you to learn the basics of these functions because they're core to using MS Office. Formatting can involve things like custom repeating headers, multiple columns, page numbering, and font and color choices.

Template Building & Editing: Once you create something you like, you can save the template and reuse it again and again.

Using Smart Art & Text Boxes: MSWord is great for more than text-based documents. It's also useful for things like flyers and signage. Word makes it easy to create a flyer once you know how to use SmartArt and text boxes. Shapes and text boxes can at times be unwieldy because it's more difficult to get them to overlap, and they can sometimes jump around the page, but once you get the hang of it and understand the quirks, you'll be a master.

Track Changes: If you are reviewing a draft of someone else's work, it is important to be able to use the Track Changes feature, which displays any changes from the original text, such as added or deleted words, or updates to

Formatting, in a differently colored, underlined font. Knowing how to insert comments is also important, and you can find both of these features in your Review tab.

If you prefer not to use Photoshop or don't have access to professional digital design, MS Word and Publisher make great alternatives to simple visual design projects using images, shapes, colors, and other design elements.

MS PowerPoint

PowerPoint is presentation software. It enables the designer to create a wide variety of custom slides for projecting onto a screen. Employers will seek candidates that can put together a presentation in PowerPoint that includes text, pictures, graphics, and spreadsheet tables. PowerPoint has a lot of features, such as shadows, sounds, and slide transitions. Those adept at PowerPoint will know how to use the right features for emphasis while not going overboard with too many distractions.

Custom Slides and Templates: Employers want someone who can create an attractive slide from scratch and who understands the basic design elements of composition, color, and balance. A successful candidate will also be able to input new data into an existing template.

Animation: Adding animations to text and images adds a layer of excitement to each slide. Animations allow elements on the page to zoom or fade in and out. Employers will prefer candidates who can tastefully and thoughtfully use this feature without going over the top.

Working with MS Office can be fun and rewarding. Microsoft Office skills come in handy in just about any role, but especially in a workplace environment where administrative tasks are valued.

Consider adding a skills section to your resume to highlight your most valuable skills. Brush up on your skills and be prepared to talk about what you can do with MS Office in your next interview.

More Microsoft Office Skills

MS Outlook

MS Publisher

MS Certifications

One Drive

OneNote

Charts

Configure Email Settings

Electronic Business Cards

Written Communication

Collaboration

Digital File/Folder Organization

Form Creation

Label Creation

Digital Presentations

Query Creation

Slideshow Creation

Data Analysis

Database Management

Email Filters

Email Attachments   Grammar Check

Mail Merge   Page Setup   Print Settings

Scheduling   Email Signatures

Document Sharing

Spell Check

Design

23 COMMUNICATION SOFT SKILLS

1. Verbal Communication
2. Non-Verbal Communication
3. Visual Communication
4. Written Communication
5. Active Listening
6. Clarity
7. Confidence
8. Interviewing
9. Negotiation
10. Personal Branding
11. Persuasion
12. Presentation Skills
13. Public Speaking
14. Storytelling
15. Diplomacy
16. Empathy
17. Friendliness
18. Humor
19. Networking
20. Patience
21. Positive Reinforcement
22. Sensitivity
23. Tolerance

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19
PROBLEM-SOLVING SOFT SKILLS

1. Analysis
2. Artistic Sense
3. Brainstorming
4. Design
5. Design Sense
6. Divergent Thinking
7. Experimenting
8. Imagination
9. Innovation
10. Insight
11. Inspiration
12. Lateral Thinking
13. Logical Reasoning
14. Mind Mapping
15. Observation
16. Persistence
17. Questioning
18. Reframing
19. Troubleshooting

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Hard Skills
Teachable abilities or skill sets that are easy to quantify.

vs.

Soft Skills
Also known as "people skills" or "interpersonal skills."

你好吗? Proficiency in a foreign language

A degree or certificate

Typing speed

Machine operation

html </> Computer programming

Communication

Flexibility

Leadership

Teamwork

Time Management

the balance
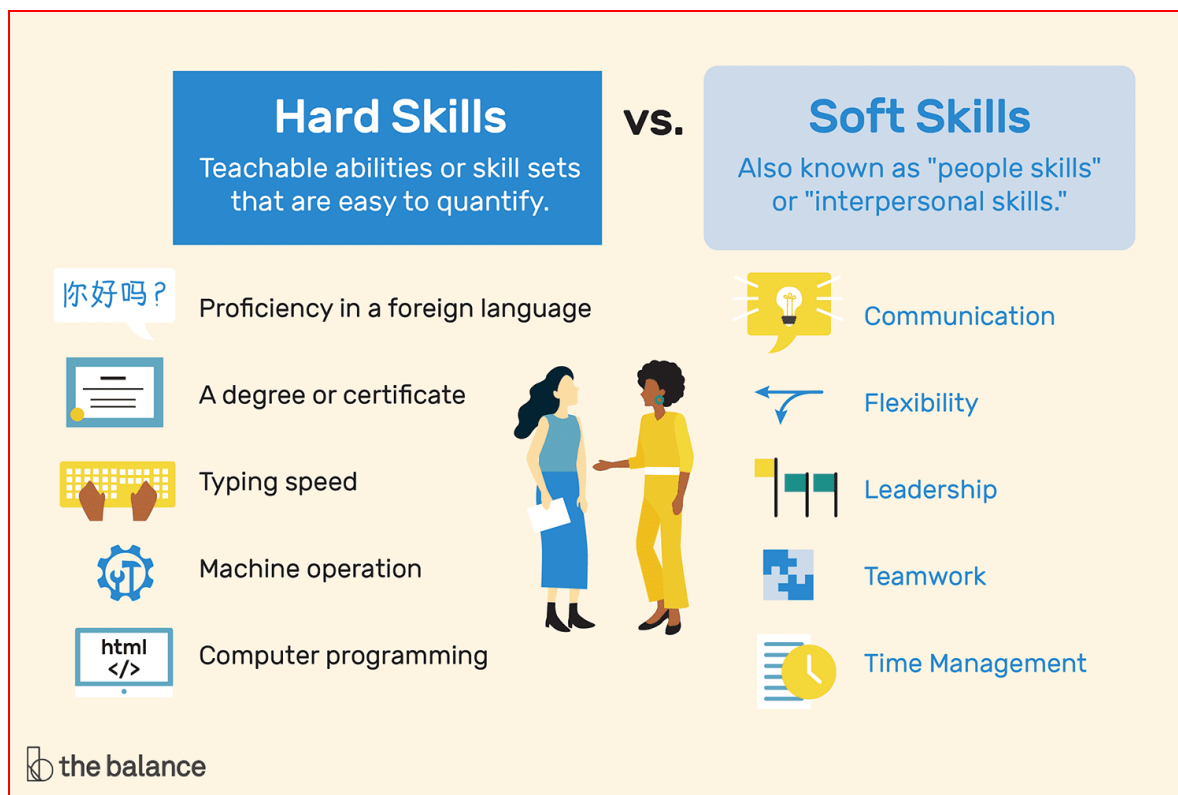
Here are the top learning platforms offering free Skill Development Courses Online:

- National Skill Development Corporation (NSDC)
- MOOCs.
- Coursera.
- Allison.
- Skillshare.
- eSkill India by NSDC.

Here are the most popular skill development courses online:

- The Science of Well-Being by Yale University on Coursera
- Machine Learning by Stanford University on Coursera
- Go Digital by NSDC
- Employability and Digital Literacy by NSDC
- Pradhan Mantri Aarogya Mitra by eSkill India
- Introduction to Psychology by University of Toronto on Coursera
- Academic Writing by University of California, Irvine on Coursera

Business and Management

Covering all kinds of professional topics such as HR, finance, marketing, accounting, etc, is this skill development course. This course is structured to develop your management and leadership skills. It includes subjects like

- Business Studies
- Quality management
- Retail
- E-commerce
- Accounting
- Finance
- Marketing, amongst other subject

Creative Arts and Designs

Develop your creative side with this skill development course. Any area of creativity from video games to painting is covered in this course. Some of the subjects covered through this course are:

Industrial Design   Non-industrial Design

Dance   Theatre and Drama Studies

Music   Crafts

Fashion Designing

(Courtesy: https://leverageedu.com/blog/skill-development-courses)
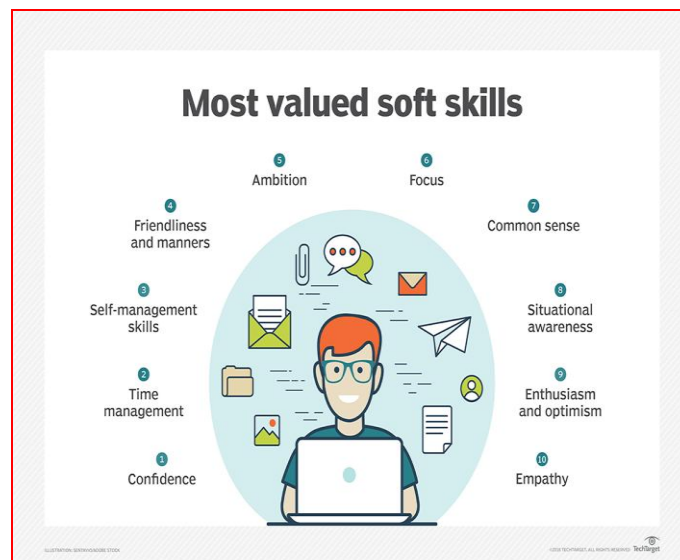
Six types of digital skills applied to Internet skills by

MEDIUM-RELATED	OPERATIONAL SKILLS	Actions required to operate a digital medium ("button knowledge")
	FORMAL SKILLS	Handing the formal structures of the medium; browsing and navigating
CONTENT-RELATED	INFORMATION SKILLS	Searching, selecting and evaluating information in the digital medium
	COMMUNICATION SKILLS	Mailing, contacting, creating online identities, drawing attention and giving opinions
	CONTENT-CREATION SKILLS	Make contributions to the Internet with a particular plan of design
	STRATEGIC SKILLS	Using the digital medium as a means to achieve particular professional and personal goals

Types of skills required in Entrepreneurship

Technical skills	Abb.	Business management skills	Abb.	Personal entrepreneurial skills	Abb.
Management style	MS	Marketing	Ma	Innovativeness	Inn
Technical business management	TBM	Managing growth	MG	Risk taking	RT
Organising	Or	Production	Pr	Persistence	Pe
Being a team player	BTP	Management	Man	Visionary leadership	VL
Monitoring environment	ME	Control	Co	Inner control	IC
Listening	Li	Venture lunch	VL	Self-efficiency	SE
Coaching	Co	Decision making	DM	Goal-setting	GS
Writing	Wr	Financing/accounting	FA	Ability to manage change	AMC
Interpersonal	IP	Negotiation	Ne	Being change oriented	BCO
Oral communication	OC	Planning	Pl		
		Human relation	HR		

Top 10 Soft Skills for Customer Service Jobs
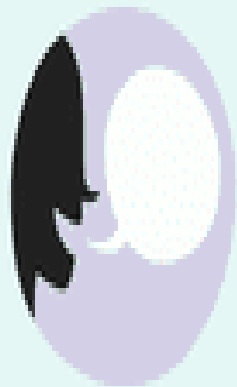
Clear Communication
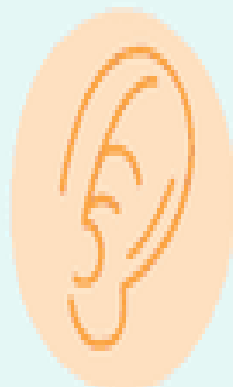
Listening Skills

Self-Control
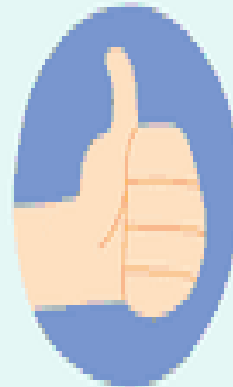
Positive attitude

Assertiveness

Conflict Resolution

Empathy
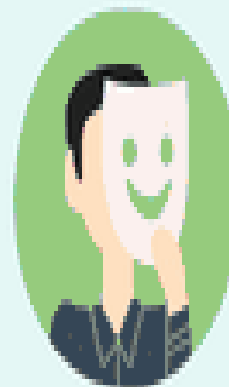
Depersonalization

Taking Responsibility

A sense of humor

the balance

Linked in Learning

The Skills Companies Need Most in 2020

Top 5 Soft Skills

1. Creativity
2. Persuasion
3. Collaboration
4. Adaptability
5. Emotional intelligence

Top 10 Hard Skills

1. Blockchain
2. Cloud computing
3. Analytical reasoning
4. Artificial intelligence
5. UX design
6. Business analysis
7. Affiliate marketing
8. Sales
9. Scientific computing
10. Video production

Global Soft Skills Training Market 2020
By Segment Forecasts 2026

Key Questions Answered In This Report

8. Regions
Which region is going to tap highest market share in future?

7. Breakdown
What Application/end-user category or Product Type may see incremental growth prospects?

6. Growth Momentum
What growth momentum or acceleration market carries during the forecast period?

5. SWOT Analysis
SWOT Analysis of each key players with its company profile by Porter's five forces tool mechanism.

1. Detailed Overview
Detailed Overview of Market helps deliver clients and businesses making strategies.

2. Influential Factors
Influential factors that are thriving demand and constraints in the market.

3. Market Concentration
What is the market concentration? Is it fragmented or highly concentrated?

4. Trends & Challenges
What trends, challenges and barriers will impact the development and sizing of Market?

Knowledge	Hard skills	Soft skills
• Methodology • Grammar • Lexis • Phonology • Learning styles • Teaching terminology • Theoretical foundation for teaching listening, reading, speaking and writing • Ability to simplify knowledge into relatable, digestible, teachable chunks.	• Giving instructions / instruction checking • Concept checking • Error correction • Classroom management • Behaviour management • Lesson planning • Using technology • Research skills • Using resources appropriately • Monitoring students	• Building rapport (connection!) • Building motivation • Presence • Empathy with students / Understanding their worldview (including cultural differences) • Using the hard skills at the appropriate time and in the appropriate way • Body language • Self-evaluation • Desire for professional development

SOFT SKILLS FOR YOUR RESUME

LEADERSHIP

- Decision Making
- Delegation
- Management
- Mentoring & Motivation
- Strategic Planning
- Communication
- Cross-Functional Collaboration
- Ethics & Accountability
- Conflict Management
- Feedback

TEAMWORKING

- Collaboration
- Problem Solving
- Team Planning
- Hosting Meetings
- Networking
- Lines of Communication
- Team Building
- Flexibility/Adaptability
- Motivation & Support
- Commitment

PROBLEM-SOLVING

- Deductive & Inductive Reasoning
- Logical & Critical Thinking
- Creative & Conceptual Processing
- Attention to Detail
- Collaboration & Teamwork
- Research & Analysis
- Effective Communicator
- Decision Making
- Brainstorming
- Prioritization & Follow-Through

COMMUNICATION

- Active Listening
- Nonverbal Communication
- Public Speaking
- Written Communications
- Presentations
- Storytelling
- Interpersonal Skills
- Confidence
- Clarity
- Respect & Support

Top 8 Most Important Soft Skills for Workplace Readiness

Attitude — This is where it all starts—Attitudes. The ability to respond to guidance, to control your emotions, and to keep your focus is so important in today's workplace. The importance of a positive attitude cannot be overlooked.

Communication — Communication skills are something we often take for granted, but lack of communication is one of the biggest reasons teams and projects fail. It's important to know what to say and how to say it to get your point across.

Planning & Organizing — Major accomplishments don't just happen. They require careful planning to make sure nothing is overlooked and mistakes aren't made. Prioritization, time management, and system creation skills are important.

Critical Thinking — Now more than ever before, the ability to think critically about a problem and identify a solution is extremely important. Employers are looking for people who can think "outside the box" and solve complex problems.

Interpersonal Skills — Interpersonal skills, like empathy for customer service responding to conflict, are extremely important in any people-based service business. You need to know how to present yourself in an acceptable manner.

Teamwork — Many people think of sports when they think of teamwork, but the truth is teamwork is just as important in the workplace as it is on any sports field. You need to know how to work with others to achieve a common goal.

Professionalism — Most businesses hold their employees to high standards of professionalism, and it's up to each employee to know and live up to those standards. "I didn't know" is not an acceptable excuse.

Media Rules — Technology has made it easy to communicate, but there are right and wrong ways to do this in the workplace. You need to make sure to respect technology-based guidelines and restrictions in the workplace.

Conover
www.conovercompany.com

First Impression Guidelines - Grooming

- Hair – clean and neat
- Details – no missing buttons, lint or tags
- Hands – clean, manicured fingernails
- Fit – clean, pressed and proper fit
- Smell – little or no cologne; no cigarette odor
- Breath – fresh, clean breath; use a breathmint

How to form a first impression?

- Following are some of the factors that contribute in making a first impression by a person on others:

1. Appearance
- Facial expression
- Dress
- Body build
- Poise, etc.
2. Behavior– Qualities such as intelligence, warmth and coldness
3. Attitudes– Favorable attitudes actually have an impression
4. Traits--- Certain traits are viewed positively and others negatively. Traits like sincere, honest, dependable and warm are liked by most individual while thoughtless, rude are disliked traits

TRANSFERABLE SKILLS

CAREERCLIFF.COM

- Business Strategy
- Teamwork Ability
- Data Analysis
- Communication Skills
- Time Management
- Work Ethic
- Commercial Awareness
- Listening and Providing Feedback
- Problem Solving
- Creativity
- Attention to Detail

Transferable skills are skills you acquire during your education, internships, or through work experience AND transformed as the tools you'll need to adapt to any new job.

- Analytical Reasoning
- Critical Thinking
- Leadership
- Adaptability
- Teamwork
- Communication
- Writing
- Listening
- Relationship Building
- Computer Skills
- Management
- Project Management

(Courtesy: https://www.careercliff.com/transferable-skills-definitions-types-examples)

ANNEXURE V

SDP - GENERAL APPTITUDE 2022

Quant Booster eBook

Content of The Book

1. Number Series & Wrong Number Series
2. Simplification & Approximation
3. Quadratic Equation
4. Inequalities (Quantity Based)
5. Ratio & Proportion
6. Average
7. Percentage
8. Profit Loss & Discount
9. Simple Interest Compound Interest
10. Partnership
11. Mixture & Alligation
12. Time & Work
13. Pipes & Cistern
14. Time & Distance
15. Problems On Train
16. Boat & Streams
17. Problems On Ages
18. Clocks & Calendar
19. Permutation & Combination
20. Probability
21. Data Sufficiency
22. Mensuration

Quantitative Aptitude Math

Maths Best Short Cut Tricks
Average
Speed Time & Distance
Pipe & Cistern
Time & Work
Boat & Stream
Percentage
Ratio & Proportion
Probability
Quadratic Equation
Partnership
Permutation & Combination
Simplification
Approximation , Inequalities
Profit & Loss ,
Number Series Data Sufficiency
Mixture & Alligation
Simple & Compound Interest
Problem On Ages
Quant Mixed
Data Interpretation Part 1
Vedic Maths
Wrong Number Series
Quadratic Equation Part 2
Data Interpretation Part 2
Data Interpretation Part 3
Tabular DI Data Interpretation
Line Graph DI Data Interpretation
Pie Chart DI Data Interpretation
Bar Graph DI Data Interpretation
Radar Graph DI Data Interpretation
Missing DI Data Interpretation
Case lets DI Data Interpretation

English Language

Reading Comprehension
Cloze Test
Error Spotting Part 1
Fillers
Sentence Rearrangement
Phrasal Verb
Sentence Fillers
Sentence Correction
Idiom & Phrase
One Word Substitution
English Mixed
Common Syntax Error
English Power
Letter Writing
Essay Writing
English Grammar
Vocabulary Part 1   Vocabulary Part 2
English Grammar Rules   Error Spotting Part 2
Basic English Grammar   Word Usage Question
Antonyms & Synonyms   Error Spotting Part 2
New Pattern English   Sentence Connectors

Banking Awareness

Basic Banking Terminology & Concepts
History of Banking
Nationalization of Banks
Important Dates in history of RBI
RBI structure & Function
Scheduled & Non-scheduled bank
Regional Rural Banks
Various types of Banking in India
Currency Circulation
Monetary Policy
Types of Banks in India
Types of Deposits and Accounts

Bank assurance

NRE & NRO Accounts

Credit Creation

Marginal Cost of Funds based Lending Rate (MCLR)

Non-Performing Assets (NPA)

Deposit Insurance and Credit Guarantee Corporation (DICGC)

Types of Loans & Advances

Codes used in Banking Sector

Payments & Settlement System in India

ATM in India

Credit Card and Debit Card

Types of Cards, Size, Number of Cards

National Payments Corporation of India's (NPCI)

Types of Money and Measures of Money Supply

Various instruments of Money Markets

Repo and Reverse Repo

T-Bill, Certificate of Deposit, Commercial Paper

IPO , Types of Shares, Share Capital , Capital Reserves

GK GA GS

General Biology

General Chemistry

General Physics

Indian Geography

Indian Polity and Constitution

History   Indian National Movement

Static Awareness

Geography Questions PDF   General Knowledge (English)

General Awareness

Indian Economy

Bank Function & Risk MGMT

Business & Economy   Awards & Honours

Govt Policies & Scheme   Books & Author   National Affairs

Sports Affairs   Important Days & Event

Computer Awareness Questions

NABARD Grade A Study Material
Railway Group D Study Material
General Science
Table of Contents

Static GK | Static Awareness | General Awareness

Reasoning General Intelligence

Maths – tricks 'n tips

https://byjus.com/maths/maths-tricks/

Logical puzzles – how to crack

https://affairscloud.com/reasoning-shortcut-tricks-tips/

https://www.hitbullseye.com/Logical-Reasoning-Puzzles

https://www.assessmentday.co.uk/buy/aptitudetests_logical_buy

- Bundle Pack
- Numerical Reasoning
- Verbal Reasoning
- Inductive Reasoning
- Critical Thinking
- Situational Judgment
- Diagrammatic Reasoning
- Logical Reasoning
- Deductive Reasoning
- Mechanical Reasoning
- Spatial Reasoning
- In-Trays & E-Trays
- Error Checking
- Assessment Centers
- Here is a description of the three steps, followed by a list of useful strategies for **solving mathematics problems**.
- https://www.ets.org/gre/revised_general/prepare/quantitative_reasoning/problem_solving/
  Icons in various annexure are (Courtesy: www.google.com & www.shutterstock.com)
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ANNEXURE – VI
SDP Engineering related Course – Syllabus
1.Plumbing

What do you know about Plumbing?

   Plumbing is any system that conveys <u>fluids</u> for a wide range of applications. Plumbing uses <u>pipes</u>, <u>valves</u>, <u>plumbing fixtures</u>, <u>tanks</u>, and other apparatuses to convey fluids. <u>Heating and cooling</u> (HVAC), <u>waste removal</u>, and <u>potable water</u> delivery are among the most common uses for plumbing, but it is not limited to these applications.

   The word derives from the <u>Latin</u> for <u>lead</u>, *plumbum*, as the first effective pipes used in the <u>Roman era</u> were <u>lead pipes</u>.

   In the developed world, plumbing infrastructure is critical to <u>public health</u> and <u>sanitation</u>.

<u>Boilermakers</u> and <u>pipefitters</u> are not <u>plumbers</u> although they work with <u>piping</u> as part of their trade and their work can include some plumb

Systems

The major categories of plumbing systems or subsystems are:

potable cold and hot <u>tap water</u> supply

<u>plumbing drainage venting</u>

<u>sewage systems</u> and <u>septic systems</u> with or without <u>hot water heat recycling</u> and <u>gray water</u> recovery and treatment systems

Rainwater, surface, and subsurface water drainage

<u>fuel gas</u> piping

<u>hydronics</u>, i.e. heating and cooling systems using water to transport thermal energy, like for example the <u>New York City steam system</u>.

(Courtesy: https://en.wikipedia.org/wiki/Plumbing)

Plumbing tools

Curriculum

Identification to plumbing Tools.

Care and maintenance of Tools and equipment.

Safety precaution while working.

Elementary First aid.

Filing of flat surfaces and filing to a shape-mild steel flat.

Hack sawing practice on mild steel and PVC pipes.

Drilling practice on different materials using hand drills.

Sheet metal-shearing, cutting, bending, folding seaming, wire edging.

Identification of different pipes and pipe accessories used in plumbing work.

Thread cutting on GI pipes.

Fit Pipes on walls with valves and taps.

Fixing sanitary fittings. Fix low level water closet and connect to sewage

Fix wash basin.   Attend to leaky taps.

Installation of water pumps/hand pumps.

Replacement and Repair ,   Soldering practice.

Welding:- Use of protective safety equipment,   Setting up of arc welding Unit.

Welding of grills and gates.   Joining pvc pipes using solvent.   Bending pvc pipes to nonstandard angles   Installing washing machines   Fault diagnosis in water pumps, Replacing of foot valves

Fixing manholes and covers in drainage lines from kitchen, bathroom etc.

27Cement mixing and filling, plastering etc. wherever needed.

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2.Electrician

What is the role of Electrician?

An **electrician** is a tradesman specializing in electrical wiring of buildings, transmission lines, stationary machines, and related equipment. Electricians may be employed in the installation of new electrical components or the maintenance and repair of existing electrical infrastructure. Electricians may also specialize in wiring ships, airplanes, and other mobile platforms, as well as data and cable lines.

Electrical works Service electricians are tasked to respond to requests for isolated repairs and upgrades. They have skills troubleshooting wiring problems, installing wiring in existing buildings, and making repairs. Construction electricians primarily focus on larger projects, such as installing all new electrical system for an entire building, or upgrading an entire floor of an office building as part of a remodeling process.

Other specialty areas are marine electricians, research electricians and hospital electricians. "Electrician" is also used as the name of a role in stagecraft, where electricians are tasked primarily with hanging, focusing, and operating stage lighting. In this context, the Master Electrician is the show's chief electrician. Although theater electricians routinely perform electrical work on stage lighting instruments and equipment, they are not part of the electrical trade and have a different set of skills and qualifications from the electricians that work on building wiring.

(Courtesy : https://www.facebook.com/652002658279819)
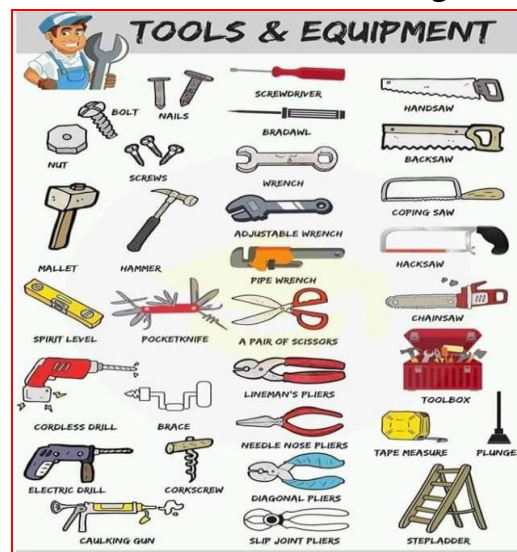
Electricians use a range of hand and power tools and instruments. Two of the tools commonly used by electricians. The fish tape is used to pull conductors through conduits, or sometimes to pull conductors through hollow walls. The conduit bender is used to make accurate bends and offsets in electrical conduit.

Some of the more common tools are:

Conduit Bender: Bender used to bend various types of <u>Electrical Conduit</u>. These come in many variations including hand, electrical, and hydraulic powered.

<u>**Non-Contact Voltage Testers**</u>

<u>**Lineman's Pliers:**</u> Heavy-duty pliers for general use in cutting, bending, crimping and pulling wire.

<u>**Diagonal Pliers**</u> (also known as side cutters or Dikes): Pliers consisting of cutting blades for use on smaller gauge wires, but sometimes also used as a gripping tool for removal of nails and staples.

<u>**Needle-Nose Pliers**</u>: Pliers with a long, tapered gripping nose of various size, with or without cutters, generally smaller and for finer work (including very small tools used in <u>electronics</u> wiring).

<u>**Wire Strippers:**</u> Plier-like tool available in many sizes and designs featuring special blades to cut and strip wire insulation while leaving the conductor wire intact and without nicks. Some wire strippers include <u>cable strippers</u> among their multiple functions, for removing the outer cable jacket.

<u>**Cable Cutters:**</u> Highly leveraged pliers for cutting larger cable.

Armored Cable Cutters: Commonly referred to by the trademark 'Roto-Split' , is a tool used to cut the metal sleeve on MC (Metal Clad) cable.

<u>**Multimeter**</u>: An instrument for electrical measurement with multiple functions. It is available as analog or digital display. Common features include: <u>voltage</u>, <u>resistance</u>, and <u>current</u>. Some models offer additional functions.

<u>**Unibit or Step-Bit**</u>: A metal-cutting drill bit with stepped-diameter cutting edges to enable convenient drilling holes in preset increments in stamped/rolled metal up to about

1.6mm (1/16 inch) thick. Commonly used to create custom knock-outs in a breaker panel or junction box.

Cord, Rope or Fish Tape. Used to manipulate cables and wires through cavities. The fishing tool is pushed, dropped, or shot into the installed raceway, stud-bay or joist-bay of a finished wall or in a floor or ceiling. Then the wire or cable is attached and pulled back.

Crimping Tools: Used to apply terminals or splices. These may be hand or hydraulic powered. Some hand tools have ratchets to insure proper pressure. Hydraulic units achieve cold welding, even for aluminum cable.

Insulation Resistance Tester: Commonly referred to as a Megger, these testers apply several hundred to several thousand volts to cables and equipment to determine the insulation resistance value.

Knockout Punch: For punching holes into boxes, panels, switchgear, etc. for inserting cable & pipe connectors.

GFI/GFCI Testers: Used to test the functionality of Ground-Fault Interrupting receptacles.

Voltmeter: An electrician's tool used to measure electrical potential difference between two points in an electric circuit.

Other general-use tools include screwdrivers, hammers, reciprocating saws, drywall saws, flashlights, chisels, tongue and groove pliers (Commonly referred to as 'Channellock®' pliers, a famous manufacturer of this tool) and drills. Courtesy: (https://en.wikipedia.org/wiki/Electrician)

Curriculum:

Safety practice in electrical works- rescue and treatment of persons from electrical shocks.   Introduction to electrical tools.

Introduction to –electricity- Conductors-insulators and types of wire.

Earthling.   Familiarization of Electrical units and specification of house hold electrical equipments

Simple house wiring circuit- Fixing Tube light, Fans and water heater etc.

Repair of home appliances-Iron, Fans, mixie, wet grinders.

Electronic choke and CFL assembly.   Motors- Fixing-repair and maintenance.

Use of ,multi meter, soldering iron, Fixing / replacing switches, regulators.Light fittings , MCBs and ELCBs etc. Identifying fuse wires and their capacities.

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3.Carpentry

What do you know about Carpentry?

Carpentry is a skilled trade and a craft in which the primary work performed is the cutting, shaping and installation of building materials during the construction of buildings, ships, timber bridges, concrete formwork, etc. Carpenters traditionally worked with natural wood and did rougher work such as framing, but today many other materials are also used and sometimes the finer trades of cabinetmaking and furniture building are considered carpentry.

Carpenters are usually the first tradesmen on a job and the last to leave. Carpenters normally framed post-and-beam buildings until the end of the 19th century; now this old-fashioned carpentry is called timber framing.

Carpenters learn this trade by being employed through an apprenticeship training—normally 4 years—and qualify by successfully completing that country's competence test in places such as the United Kingdom, the United States, Canada, Switzerland, Australia and South Africa. It is also common that the skill can be learned by gaining work experience other than a formal training program, which may be the case in many places.

Types and Occupations

cabinet maker is a carpenter who does fine and detailed work specializing in the making of cabinets made from wood, wardrobes, dressers, storage chests, and other furniture designed for storage.

carpenter and joiner has much broader skill sets ranging from joinery, finishing carpentry, building construction, and formwork.

conservation carpenter works in architectural conservation, known in the U.S. as a "preservation carpenter" who works in historic preservation, someone who keeps structures from changing.

cooper is someone who makes barrels: wooden staved vessels of a conical form, of greater length than breadth.

finish carpenter (North America), also called a **joiner** (a traditional name now rare in North America), is one who does finish carpentry, that is, cabinetry, furniture making, fine woodworking, model building, instrument making, parquetry, joinery, or other carpentry where exact joints and minimal margins of error are important. Some large-scale construction may be of the exactitude and artistry that it is classed as finish carpentry.

form work carpenter creates the shuttering and falsework used in concrete construction.

framer is a carpenter who builds the skeletal structure or wooden framework of buildings, most often in the platform framing method. Historically, balloon framing was used until the 1950s when fire safety concerns made platform framing inherently better.

A carpenter who specializes in building with timbers rather than studs is known as a **timber framer** and does traditional timber framing with wooden joints, including mortise-and-tenon joinery, post and beam work with metal connectors, or pole building framing.

log builder builds structures of stacked, horizontal logs including houses, barns, churches, fortifications, and more.

luthier is someone who makes or repairs stringed instruments. The word luthier comes from the French word for lute, "luth".

restoration carpenter is a carpenter who works in historic building restoration, someone who restores a structure to a former state.

scenic carpenter builds and dismantles temporary scenery and sets in film-making, television, and the theater.

ship's carpenter specializes in shipbuilding, maintenance, repair techniques, and carpentry specific to nautical needs in addition to many other onboard tasks; usually, the term refers to a carpenter who has a post on a specific ship. Steel warships as well as wooden ones need ship's carpenters, especially for making emergency repairs in the case of battle or storm damage.

shipwright builds wooden ships on land.

trim carpenter specializes in molding and trim, such
as door and window casings, mantels, baseboards, and other types of ornamental work.

Japanese carpentry, daiku is the simple term for carpenter, a Miya-daiku (temple carpenter) performs the work of both architect and builder of shrines and temples, and a sukiya-daiku works on teahouse construction and houses. Sashimono-shi build furniture and tateguya do interior finishing work.

Green carpentry specializes in the use of environmentally friendly, energy-efficient and sustainable sources of building materials for use in construction projects. They also practice building methods that require using less material and material that has the same structural soundness.

Recycled (**reclaimed**, **repurposed**) **carpentry** is carpentry that uses scrap wood and parts of discarded or broken furniture to build new wood products.

Carpentry tools   (courtesy:in.pinterest.com)

Carpentry Curriculum

1 Sawing with handsaw
2 Shaping timber to a given length, width & depth.
3 Handsaw sharpening
4 Finishing the chiselled surface with jack plane
5 Making different joints
7 Use of Fevicol like compounds to paste
8 Repairing warped windows and door panels
9 Fixing shaky furniture
10 Pasting laminated sheets
11 Fixing locks, door stoppers, hooks, hinges, tower bolts etc.
12 fixing curtain rods, towel stands, soap dishes etc.
13 Chisel Sharpening
14 Sawing, chiselling etc. on plywood, particle board, MDF,HDW, PVC sheets etc.
15 Fixing glass panes for windows
16 Using sand papers for further smoothening planed surfaces.
18 Drilling holes using electric drills (both on wood &masonry)
19 Doweling, Nailing and screwing.

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4.Fabrication

What do you know about Fabrication works?

Fabrication may refer to: Manufacturing, specifically the crafting of individual parts as a solo product or as part of a larger combined product.
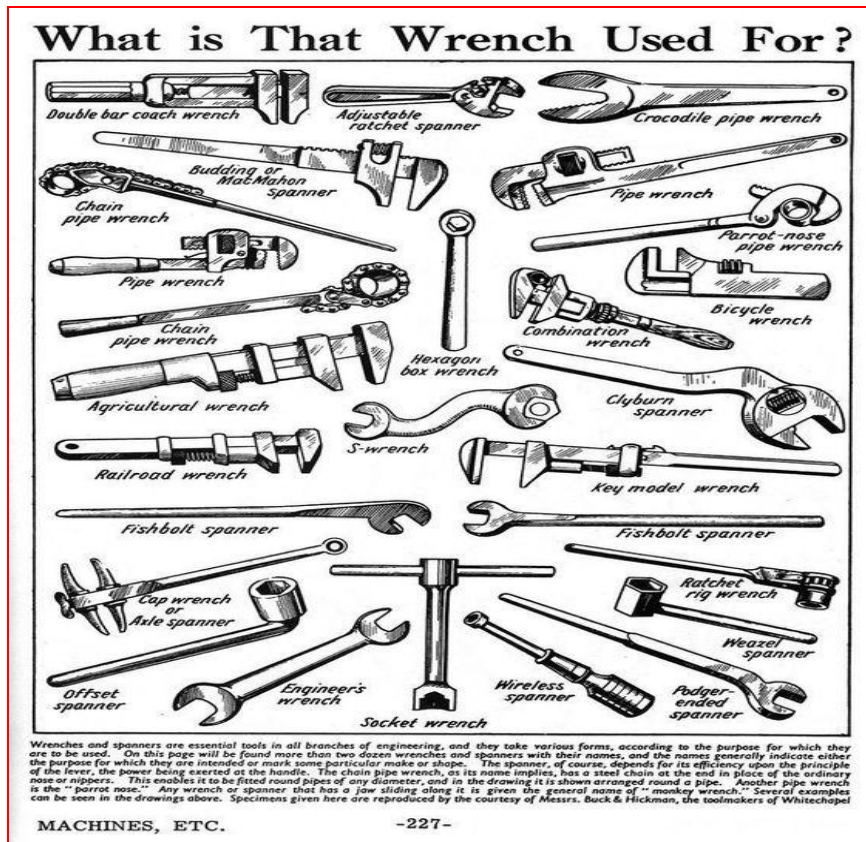
Metal fabrication is the creation of metal structures by cutting, bending and assembling processes. It is a value-added process involving the creation of machines, parts, and structures from various raw materials.

Typically, a fabrication shop bids on a job, usually based on engineering drawings, and if awarded the contract, builds the product. Large fab shops employ a multitude of value-added processes, including welding, cutting, forming and machining.

As with other manufacturing processes, both human labor and automation are commonly used. A fabricated product may be called a *fabrication*, and shops specializing in this type of work are called *fab shops*. The end products of other common types of

metalworking, such as <u>machining</u>, <u>metal stamping</u>, <u>forging</u>, and <u>casting</u>, may be similar in shape and function, but those processes are not classified as fabrication.

Millimeters to inches conversion table

mm		inches	mm		inches
1.6	=	1/16	14.3	=	9/16
3.2	=	1/8	15.9	=	5/8
4.8	=	3/16	17.5	=	11/16
6.3	=	1/4	19	=	3/4
7.9	=	5/16	20.6	=	13/16
9.5	=	3/8	22.2	=	7/8
11.1	=	7/16	23.8	=	15/16
12.7	=	1/2	25.4	=	1

(Courtesy : in.pinterest.com)

Processes

Cutting is done by <u>sawing</u>, <u>shearing</u>, or <u>chiselling</u> (all with <u>manual</u> and <u>powered</u> variants); torching with handheld torches (such as <u>oxy-fuel torches</u> or <u>plasma torches</u>); and via <u>numerical control</u> (CNC) cutters (using a <u>laser</u>, <u>mill bits</u>, torch, or <u>water jet</u>).

Bending is done by <u>hammering</u> (manual or powered) or via <u>press brakes</u>, <u>tube benders</u> and similar tools. Modern metal fabricators use press brakes to <u>coin</u> or air-bend metal sheet into form. CNC-controlled back gauges use hard stops to position cut parts to place bend lines in specific positions.

Assembling (joining of pieces) is done by <u>welding</u>, binding with <u>adhesives</u>, <u>riveting</u>, <u>threaded fasteners</u>, or further bending in the form of crimped seams. <u>Structural steel</u> and <u>sheet metal</u> are the usual materials for fabrication; welding wire, flux and/or fasteners are used to join the cut pieces.

Fabrication comprises or overlaps with various metalworking specialties:

Fabrication shops and machine shops have overlapping capabilities, but fabrication shops generally concentrate on metal preparation and assembly (as described above). Machine shops cut metal, but focus primarily on the machining of parts on machine tools. Some firms do both fab work and machining.

Blacksmithing has always involved fabrication, although that term has not always been used.

Welder-produced products, often referred to as *weldments*, are examples of fabrication.

Boilermakers originally specialized in fabricating boilers, but the term is now used more broadly.

Millwrights originally specialized in setting up grain mills and saw mills, but now perform a wide range of fabrication.

Ironworkers, also known as steel erectors, also engage in fabrication. They often work with prefabricated segments, produced in fab shops, that are delivered to the site.

Raw materials

Standard metal fabrication materials are:

Plate metal

Formed and expanded metal

Tube stock

Welding wire/welding rod

Casting

Cutting and burning

A variety of tools are used to cut raw material. The most common cutting method is shearing.

Special band saws for cutting metal have hardened blades and feed mechanisms for even cutting. Abrasive cut-off saws, also known as chop saws, are similar to miter saws but have a steel-cutting abrasive disks. Cutting torches can cut large sections of steel with little effort.

Burn tables are CNC (computer-operated) cutting torches, usually powered by natural gas. Plasma and laser cutting tables, and water jet cutters, are also common. Plate steel is loaded on the table and the parts are cut out as programmed. The support table consists of a grid of bars that can be replaced when worn. Higher-end burn tables may include CNC punch capability using a carousel of punches and taps. In fabrication of structural steel by plasma and laser cutting, robots move the cutting head in three dimensions around the cut material.

Forming

Forming converts flat sheet metal into 3-D parts by applying force without adding or removing material. The force must be great enough to change the metal's initial shape. Forming can be controlled with tools such as punches and dies. Machinery can regulate force magnitude and direction. Machine-based forming can combine forming and welding to produce lengths of fabricated sheeting (e.g. linear grating for water drainage). Proper design and use of tools with machinery creates a repeatable form that can be used to create products for many industries, including jewellery, aerospace, automotive, construction, civil and architectural.

Machining

Main article: Machining

Machining is a specialized trade of removing material from a block of metal to make it a desired shape. Fab shops generally have some machining capability, using metal lathes, mills, drills, and other portable machining tools. Most solid components, such as gears, bolts, screws and nuts, are machined.

Welding

Main article: Welding

Welding is the main focus of steel fabrication. Formed and machined parts are assembled and tack-welded in place, then rechecked for accuracy. If multiple weldments have been ordered, a fixture may be used to locate parts for welding.

A welder then finishes the work according to engineering drawings (for detailed welding) or by their own experience and judgement (if no details are provided). Special measures may be needed to prevent or correct warping of weldments due to heat. These may include redesigning the piece to require less welding, employing staggered welding, using a stout fixture, covering the weldment in sand as it cools, and post-weld straightening.

Straightening of warped steel weldments is done with an oxyacetylene torch. In this highly specialized work, heat is selectively applied to the steel in a slow, linear sweep, causing the steel to contract in the direction of the sweep as it cools. A highly skilled welder can remove significant warpage this way.

Steel weldments are occasionally annealed in a low-temperature oven to relieve residual stresses. Such weldments, particularly those for engine blocks, may be line-bored after heat treatment.

After the weldment has cooled, seams are usually ground clean, and the assembly can be <u>sandblasted</u>, primed and painted. Any additional manufacturing is then performed, and the finished product is <u>inspected</u> and shipped.

Specialties

Many fabrication shops offer specialty processes, including :

<u>Casting</u>   <u>Powder coating</u>   <u>Powder metallurgy</u>

<u>Welding</u>   <u>Machining</u>

(courtesy: https://en.wikipedia.org/wiki/Metal_fabrication)

Curriculum :

1 Cutting rods, Flats, angles and other sections to size using abrasive cutter.

2 Cutting with hacksaw

3 setting up welding machine

4 Edge preparation for different joints

5 making fillet, butt, and T joints in horizontal, vertical, down hand and overhead positions.

6 cleaning the joints with flexible grinder

7 Bending Flats and sections to the given shape.

8 Bending pipes

9 Joining pipes

10 Cleaning and painting

****

5.Two wheeler and Three wheeler repair

What do you know about Motor servicing / repair?

A motor vehicle service or tune-up is a series of <u>maintenance</u> procedures carried out at a set time interval or after the <u>vehicle</u> has traveled a certain distance. The service intervals are specified by the <u>vehicle manufacturer</u> in a service schedule and some modern <u>cars</u> display the due date for the next service electronically on the <u>instrument panel</u>.

A tune-up should not be confused with <u>engine tuning</u>, which is the modifying of an <u>engine</u> to perform *better* than the original specification, rather than using maintenance to keep the engine running as it should.

The completed services are usually recorded in a service book upon completion of each service. A complete service history usually adds to the resale value of a vehicle.

Scheduling

The actual schedule of car maintenance varies depending on the year, make, and model of a car, its driving conditions, and driver behavior. Carmakers recommend the so-called extreme or the ideal service schedule based on impact parameters such as the number of trips and distance traveled per trip per day extreme hot or cold climate conditions mountainous, dusty, or DE-iced roads heavy stop-and-go vs. long-distance cruising towing a trailer or other heavy load Service advisers in dealerships and <u>independent shops</u> recommend schedule intervals, which are often in between the ideal or extreme service schedule.

Common maintenance

Maintenance tasks commonly carried out during a motor vehicle service include:

Change the <u>engine oil</u>

Replace the <u>oil filter</u>

Replace the <u>air filter</u>

Replace the <u>fuel filter</u>

Replace the cabin or a/c filter

Replace the spark plugs

Check level and refill brake fluid/clutch fluid

Check Brake pads/Liners, Brake discs/Drums, and replace if worn out

Check Coolant Hoses

Check the charging systems

Check the battery

Check level and refill power steering fluid

Check level and refill Automatic/Manual Transmission Fluid
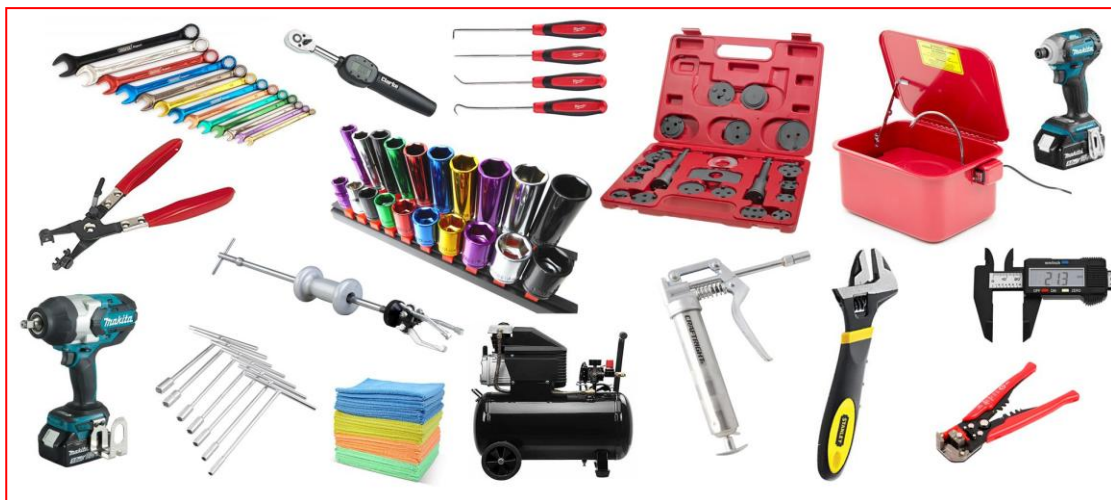
Grease and lubricate components

Inspect and replace the timing belt or timing chain if needed

Check condition of the tires   Rotate Tires

Check for proper operation of all lights, wipers, etc.

Check for any error codes in the ECU and take corrective action.

Use a scan tool to read trouble code.

(Courtesy: https://www.driven2automotive.com)

Curriculum:

1 Removing and Cleaning spark plugs
2 Testing spark strength
3 Retesting ignition coils and timing device
4 Replacing coils and timing device
5 Checking oil level and toping up
6 Replacing defective lighting bulbs
6 Replacing switches
7 Adjusting Clutch and Brake accelerator and gear cables
8 Replacing Clutch, brake, gear, carburettor and speedometer cables
9 Cleaning carburettor jets and air cleaner
10 Overhauling carburettor
11 Cleaning brake drum and replacing brake shoes
12 De carbonizing the exhaust system
13 Replacing horn
14 Fixing to leaky tube using adhesive stickers
15 Removing and replacing tyres
16 Replacing Brocken parts like clutch levers, lighting accessories, silencer etc.
17 Checking battery and recharging.

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6.Repair & Maintenance of Tractor

What do you understand about Tractor maintenance?

A tractor is an <u>engineering vehicle</u> specifically designed to deliver a high <u>attractive effort</u> (or <u>torque</u>) at slow speeds, for the purposes of hauling a <u>trailer</u> or machinery such as that used in <u>agriculture</u>, <u>mining</u> or <u>construction</u>.

Most commonly, the term is used to describe a <u>farm</u> vehicle that provides the power and traction to <u>mechanize</u> agricultural tasks, especially (and originally) <u>tillage</u>, but nowadays a great variety of tasks. <u>Agricultural implements</u> may be towed behind or mounted on the tractor, and the tractor may also provide a source of power if the implement is mechanised.

Applications and variations

Farm tractor applications   Precision agriculture   Engineering tractors

Backhoe loader   Compact utility tractor   Row-crop tractor

Garden tractors   Two-wheel tractors   Orchard tractors

Automobile-conversion tractors and other homemade versions

Road tractors,

Pushback tractors are used on airports to move aircraft on the ground, most commonly pushing aircraft away from their parking stands.

<u>Locomotive</u> tractors (<u>engines</u>) or <u>rail car movers</u> – the amalgamation of <u>machines</u>, <u>electrical generators</u>, controls and devices that comprise the <u>traction component</u> of <u>railway</u> <u>vehicles</u>   <u>Artillery tractors</u> – vehicles used to tow <u>artillery</u> pieces of varying weights. <u>NASA</u> and <u>other space agencies</u> use <u>very large tractors</u> to move large <u>launch vehicles</u> and <u>space shuttles</u> between their hangars and <u>launch pads</u>.   A <u>pipe-tractor</u> is a device used for conveying advanced instruments into pipes for measurement and data logging, and the purging of well holes, sewer pipes and other inaccessible tubes.

<u>Tractor Transmission Tools</u>

Sold By - Karnatak Agro Industries, Belgaum, Karnataka

Curriculum:

1. Practice 5 S techniques
2. Practice health & safety
3. select, use, maintain and store tools equipment and clothing safety
4. Identify / familiarize with tools and equipment.
   a. Wash before and after repair.
5. Check replenish/top up lubricating
   a. oil, brake fluid, engine coolant,
   b. battery electrolyte
   c transmission/hydraulic oil.
6. Clean/replace air cleaner filter, oil filter and fuel filters.
7. Apply grease to parts throw nipple
8. Checks electrical system in petrol
9. engine clean check & adjust spark plug.
10. Check & adjust fuel injection timing.
11. Bleeding of fuel (diesel) supply system.
12. Adjust clutch & brake paddle play.
13. Charging of battery   Check Tyre pressure and inflate
14. Rotate tyres.
15. General health & safety precautions to be observed in workshop/field
16. Overview of 5S techniques (short set in order, shine, standardize is sustain).
17. Advantages in implementation of 5S.
18. Nomenclature of different parts of tractor
19. Working of two/four stroke petrol/diesel engine
20. Difference between two stroke & four stroke petrol and diesel engine.
21. Types of lubrication system.   Types cooling system
22. Introduction to fuel supply system in diesel engine.
23. Layout of components of fuel supply
24. Fuel supply layout of petrol/diesel engine.   Layout of greasing points.
25. Brief introduction to ignition in petrol   Engine, ignition system circuit .
26. System in diesel engine.
27. Introduction to clutch, Gear box,
28. differential, power converter and
29. Power take off.
30. Types of brakes and steering systems.
31. Maintenance of lead acid battery.
32. Tyre size and tyre rotation.   Reasons for general tyre defects.
33. Care and maintenance

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7.Repair & Maintenance of Tillage equipment

What do you know about Tillage?

Tillage is the <u>agricultural</u> preparation of <u>soil</u> by mechanical <u>agitation</u> of various types, such as digging, stirring, and overturning. Examples of <u>human-powered</u> tilling methods using <u>hand tools</u> include <u>shoveling</u>, <u>picking</u>, <u>mattock</u> work, <u>hoeing</u>, and <u>raking</u>. Examples of <u>draft-animal-powered</u> or <u>mechanized</u> work include <u>ploughing</u> (overturning with mold boards or chiselling with chisel shanks), <u>roto tilling</u>, rolling with <u>culti packers</u> or other <u>rollers</u>, <u>harrowing</u>, and cultivating with <u>cultivator</u> shanks (teeth).

Tillage that is deeper and more thorough is classified as primary, and tillage that is shallower and sometimes more selective of location is secondary. Primary tillage such as ploughing tends to produce a rough surface finish, whereas secondary tillage tends to produce a smoother surface finish, such as that required to make a good <u>seedbed</u> for many crops. Within agriculture, both can refer to any kind of soil agitation. Additionally, "cultivation" or "cultivating" may refer to an even narrower sense of shallow, selective secondary tillage of <u>row crop</u> fields that kills weeds while sparing the crop plants. (Courtesy: https://en.wikipedia.org/wiki/Tillage)

Tillage implements are broadly categorized into several groups depending on the purpose for which they are use:

Primary Tillage implements

Implements used for opening and loosening of the soil are known as ploughs. Ploughs are used for primary tillage. Ploughs are of three types: wooden ploughs, iron or inversion ploughs and special purpose ploughs.

Wooden plough or Indigenous plough

Indigenous plough is an implement which is made of wood with an iron share point. It consists of body, shaft pole, share and handle. It is drawn with bullocks. It cuts a V shaped furrow and opens the soil but there is no inversion.

Ploughing operation is also not perfect because some unploughed strip is always left between furrows. This is reduced by cross ploughing, but even then small squares remain unploughed.

Soil Turning Ploughs

Soil turning ploughs are made of iron and drawn by a pair of bullocks or two depending on the type of soil. These are also drawn by tractors.

Mouldboard Plough

The parts of mould board plough are frog or body, mouldboard or wing, share, landside, connecting, rod, bracket and handle. This type of plough leaves no unploughed land as the furrow slices are cut clean and inverted to one side resulting in better pulverisation. The animal drawn mouldboard plough is small, ploughs to a depth of 15 cm, while two mouldboard ploughs which are bigger in size are attached to the tractor and ploughed to a depth of 25 to 30 cm. Mouldboard ploughs are used where soil inversion is necessary. Victory plough is an animal drawn mouldboard plough with a short shaft.

Disc Plough

The disc plough bears little resemblance to the common mouldboardplough. A large, revolving, concave steel disc replaces the share and the mouldboard. The disc turns the furrow slice to one side with a scooping action. The usual size of the disc is 60 cm in diameter and this turns a 35 to 30 cm furrow slice. The disc plough is more suitable for land in which there is much fibrous growth of weeds as the disc cuts and incorporates the weeds. The disc plough works well in soils free from stones. No harrowing is necessary to break the clods of the upturned soil as in a mouldboard plough.

Turn-wrest or Reversible or One-way Plough

The plough bottom in this plough is hinged to the beam such that the mouldboard and the share can be reversed to the left or to the right side of the beam.

This adjustment saves the trouble of turning the plough in hilly tracts, but yet facilitates inversion of the furrow slice to one side only.

SPECIAL PLOUGHS
a. Subsoil Plough:

Subsoil plough is designed to break up hard layers or pans without bringing them to the surface. The body of the subsoil plough is wedge shaped and narrow while the share is wide so as to shatter the hard pan and making only a slot on the top layers.

b. Chisel Plough:

Chisel plough is used for breaking hard pans and for deep ploughing (60-70 cm) with less disturbance to the top layers. Its body is thin with replaceable cutting edge so as to have minimum disturbance to the top layers. It contains a replaceable share to shatter the lower layers.

c. Ridge Plough:

Ridge plough has two mould boards, one for turning the soil to the right and another to the left. The share is common for both the mould boards i.e. double winged. These mould boards are mounted on a common body. The, ridge plough is used to split the field into ridges and furrows and for earthing up of crops. Ridge ploughs are used to make broad bed and furrows by attaching two ridge ploughs on a frame at 150em spacing between them.

d. Rotary Plough or Rotary Hoes:

Rotary plough cuts the soil and pulverizes it. The cutting of soil is done by either blades or tynes. The blade types are widely used. The depth of cut is up to 12 to 15 cm. It is suitable for light soils.

Basin Lister:

Basin lister is a heavy implement with one or two mouldboards or shovels. These shovels are mounted on a special type of frame on which they act alternately. This implement is used to form listed furrows (broken furrows with small dams and basins) to prevent free runoff of rainfall and blowing off the soil in low rainfall areas.

Secondary Tillage Implements

Different types of implements like cultivators, harrows, planks and rollers are used for secondary tillage.

1.Tractor Drawn Cultivator:

Cultivator is an implement used for finer operations like breaking clods and working the soil to a fine tilth in the preparation of seedbed. Cultivator is also known as tiller or tooth harrow. It is used to further loosen the previously ploughed land before sowing.

It is also used to destroy weeds that germinate after ploughing. Cultivator has two rows of tynes attached to its frame in staggered form.

The main object of providing two rows and staggering the position of tynes is to provide clearance between tynes so that clods and plant residues can freely pass through without blocking.

Provision is also made in the frame by drilling holes so that tynes can be set close or apart as desirect. The number of tynes ranges from 7 to 13. The shares of the tynes can be replaced when they are worn out.

2. Sweep Cultivator

In stubble-mulch farming, it is difficult to prepare the land with ordinary implements due to clogging. Sweep cultivator is the implements useful under this condition. It consists of large inverted V shaped blades attached to a cultivator frame. These blades run parallel to soil surface at a depth of 10 to IS cm. They are armged in two rows and staggered. Sweep cultivator is used to cut up to 12 to 15cm depth of soil during first operation after harvest and shallower during subsequent operations. It is worked frequently to control weeds. It can also be used for harvesting groundnut.

Harrows

Harrows are used for shallow cultivation in operations such as preparation of seedbed, covering seeds and destroying weed seedlings. Harrows a~ of two types: disc harrow and blade harrow. '
1.Disc Harrow

The disc harrow consists of a number of concave discs of 45 to 55 cm in diameter. These discs are smaller in size than disc plough, but more number of discs are arranged on a frame.

These discs are fitted 15cm apart on axles. Two sets of discs are mounted on two axles. All the discs revolve together with axles. The discs cut through the soil and effectively pulverise the clods.

2.Blade Harrow

Blade harrows are used for different purposes like removal of weeds and stubbles, crushing of clods working of soil to shallow depth, covering the seeds, inter cultivation and harvesting of groundnut etc. The blade harrows useful for inter cultivation are discussed later. Blade harrows are two types viz. indigenous and improved.

3.Indigenous Blade Harrows

The general design of an indigenous blade harrow which is known as *guntaka* consists of a beam to which two pegs are attached at the ends. A blade is attached to these two pegs. Two shaft poles and' a handle are the other parts of *guntaka.* Depending on the beam length and weight, the are known by different names and used for- different purposes.

Plank and Roller

Plank is a very simple implement and consists *of* a heavy wooden beam *of* 2 m in length. In addition, shafts and handle are fixed to the beams. When it is worked most *of* the clods are crushed due to its weight. It also helps in micro leveling and slight compaction necessary after sowing. Rollers are used mainly, to crush the hard clods and to compact the soil in seed rows.

Implements for Layout of seedbed

Country plough   **Ridge plough**   **Bund former**

Country plough and ridge plough are used *for* laying out the field into ridges and furrows or to layout irrigation channels.

Ridge ploughs, when attached to a frame can be used *for* making broad-bed *furrows.*

Bunds for irrigation in the garden lands are made usually by manual labour using spades. Bunds are also formed across the contours in the low rainfall regions to conserve soil moisture. The bund farmer is designed to form these bunds replacing manual labour.

This implement consists of a pair of iron mould boards fixed in opposite direction facing each other with the front end opening outwards and rear and closing in to form bunds.

Marker is used to mark intercepts *for* transplanting seedlings by square planting method. It consists of a beam to which 3 or 4 wooden tyres are fixed, the spacing of which depends on the spacing the crop. When it is run in two directions, very shallow furrow markings are formed in two directions. Seedlings are transplanted at the intercepts.

Implements for sowing

 Plough

The seeds are dropped by hand in the furrow formed by the country plough. The seeds ulv at uneven depths due to falling at random in furrow slice. To avoid this problem *Akkadi* is used. *Akkadi* is a hollow bamboo tube which is sharpened at one end

and with wide hopper at another end. It is tied to country plough with the help of a rope and seeds dropped in the *akkadi' s* hopper. Seeds pass through the tube and fall in the furrow opened by the plough.

Seed Drill

Seed drill consists of a wooden beam to which 3 to 6 tynes are fixed. These tynes open the furrows into which the seeds are dropped. Holes are made into these tynes and into these holes, the bottom ends of bamboo or metal seed tubes are fitted. These seed tubes are connected at the top to a wooden seed receptacle called hopper. The seeds are fed at a uniform rate 'into this hopper by skilled labour walking behind the seed drill.

Ferti-cum-Seed Drill

Fertilisers are placed at a depth of 5 cm and 5 cm away from seed rows for effective ulverizing of ulverizing. Both operations *viz*. drilling seeds and fertilizers are done simultaneously by ferti-cum-seed drill. It is similar to seed drill, but with extra tynes and hopper for drilling fertilizers.

Mechanical Seed Drill

The seed drill consists of a seed drum with holes in the bottom plate corresponding to the number of seed tubes for passing the seed into the seed tubes. A rotating disc has holes in a circular path and it is kept over a bottom plate. When the holes of rotating disc and bottom plate coincide, seed falls into the tube on its way into the soil. The distance between two holes in rotating disc is proportional to the inter-row spacing of crop. For sowing seeds of different sizes, rotating discs with different sized holes are used.

There is provision for altering the distance between the rows by changing distance between the tynes. Inter-row spacing can be changed by using rotating discs with more space between the holes. Seed drills with different mechanisms for automatic drilling of seed are also available.

Implements for inter cultivation

>Wooden plough
>Small blade harrow
>Weeders – Rotary weeders

Country plough and ridge ploughs are used for earthing sugarcane, potato etc. Country plough is run to a shallow depth to control weeds in widely spaced crops and fruit trees.

Small sized blade harrows are widely used for intercultivation. Several of them are designed by local artisans to suit special purposes and are given local names. These are simple in design, easy to make, cheap and serve the purpose excellently.

Intercultivation in close growing crops is done with *danthi* and each *danthi* covers one row only. A number of *danthis* are attached to a yoke for covering more area. The length of the blade of *pilla guntaka* ranges from 30 to 45cm. Depending on the inter-row spacing of the crop, the blade length is 10cm less than the inter-row spacing of the crop.

Tobacco blade harrow has longer blade than its beam so as to scrape the weeds on the soil without damaging the brittle petioles of tobacco.

Star weeder is a small implement pushed by manual labour. It consists of a long wooden or iron vertical rod with a small horizontal rod for holding the implement. To the other end, two star like wheels and a small blade of 10 cm are attached. The pointed teeth of rotating wheels loosen the soil and help in easy mobility of the implement while the blade helps in cutting the weeds. It is useful to control small weeds in close growing crops like groundnut, foxtail millet etc.

Rotary Weeder

Curriculum:

vii)   Practice health & safety selection, use, maintenance and storages of tools, equipments and clothing safety.

ii)   Identify different components of different tillage equipments such as M.B.-Plough disc plough sub soiler, chisel plough ,rotavator , disc harrow cultivators peddlers and ulverizing Roller .

iii)   Dismantle and assemble the ploughs harrow,cultivators and rotavators.

iv) Maintain&minor repair the ploughs harrow,cultivators &rotavators.

v)   Workshop and field adjustments of ploughs harrow,cultivators&rotavators..

vi)   Methods of field operation of ploughs harrow,cultivators and rotavators their field adjustments.

vii)   Care and maintenance of ploughs harrow, cultivators & rotavators.

(Courtesy : http://www.agritech.tnau.ac.in/agriculture/agri_tillage)

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ANNEXURE - VII
SDP Software related Courses
1.GRAPHIC & WEB DESIGN

What do you know about Graphic and Web Design?

Advantages of Graphic and Web Design Course

If an individual has a passion for a creative career, then he/she can simply join a 6-month course and kick start a career as a Graphic and Web Designer.

Advantages of pursuing a Web and Graphic Designing course are –

The gift of appreciating design and understanding what it takes to be the maverick. Also, one will be able to become creative, original and do spectacular jobs to grab the attention of viewers

Understanding the Font choice and how it will complete a design. A Graphic and Web Designer will be able to quickly tell which Font and what size will go with a design. Staying updated with the latest color trends. In design, the color choice is the biggest part of a design and all it takes is a keen eye to be perfect

Comprehend the power of Branding and Brand loyalty. For a designer, branding is not limited to a logo, it is the feeling that connects the consumers with the brand

Graphic and Web Design Course – Career Prospects

After successful completion of the course, students will be eligible to get a job in any of the following setups:

Magazine or newspaper publications

Web development agencies

Government offices that require graphic designers

Private enterprises   Blogs and web forums

(Courtesy : https://www.smart-academy.in)

The Graphic Designing course covers the following topics:

Basic Drawing   Adobe Photoshop

CorelDraw   Adobe Illustrator   Adobe In Design

The syllabus followed by most of the colleges and universities for Graphic Designing are as follows

- Computer Studies
- Typographic Design
- Generic Skills
- Basic Information
- Colour Theory for Computer
- Graphics Principle and Method of Design Introduction to Multimedia
- Sound Principles
- Principles of Management
- Visual Communication
- Digital Publishing
- Drawing as Basis for 2D and 3D Animation
- Design: Character
- Background & Concept
- Modeling Using CAD
- Web Design
- Introduction to Computer Animation
- Digital Portfolio Development & Presentation
- Multimedia Authoring
- Team Management
- Language Career planning and guidance
- Animation the Production Process
- Sound Recording
- Flash & Scripting for the Web
- Web Campaign Implementation
- Breakdown: Voice
- Music & Effects Film   Composing/Shooting on Film
- Project-I + Case Study I
- Industrial Training
- Live Project

(courtesy : https://www.ncertbooks.guru/graphic-designing-course-details)

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2.Android Software Development

What do you know about Android Software Development?

Android software development   is the process by which applications are created for devices running the Android operating system. Google states that "Android apps can be written using Kotlin, Java, and C++ languages" using the Android software development kit (SDK), while using other languages is also possible.

All non-Java virtual machine (JVM) languages, such as Go, JavaScript, C, C++ or assembly, need the help of JVM language code, that may be supplied by tools, likely with restricted API support.

Official development tools

The Android software development kit (SDK) includes a comprehensive set of development tools. The Android SDK Platform Tools are a separately downloadable subset of the full SDK, consisting of command-line tools such as adb and fastboot. The Android Debug Bridge (ADB) is a tool to run commands on a connected Android device. Fast boot is a protocol used for flashing file systems. Code written in C/C++ can be compiled to ARM, or x86 native code (or their 64-bit variants) using the Android Native Development Kit (NDK).

Android Open Accessory Development Kit

The Android 3.1 platform (also back ported to Android 2.3.4) introduces Android Open Accessory support, which allows external USB hardware (an Android USB accessory) to interact with an Android-powered device in a special "accessory" mode. When an Android-powered device is in accessory mode, the connected accessory acts as the USB host (powers the bus and enumerates devices) and the Android-powered device acts as the USB device.

Android USB accessories are specifically designed to attach to Android-powered devices and adhere to a simple protocol (Android accessory protocol) that allows them to detect Android-powered devices that support accessory mode.

On December 5, 2008, Google announced the first <u>Android Dev Phone</u>, a <u>SIM</u>-unlocked and hardware-unlocked device that is designed for advanced developers. It was a modified version of HTC's Dream phone. **(Courtesy: <u>https://en.wikipedia.org</u>)**

In the Android Development course , students are trained to code using Adobe XD, JAVA for Android, UI in Java (SWT), ANDROID SDK, ANDROID STUDIO, APIS, SQL, Android Debug Bridge (adb) Tool and more
(courtesy : <u>https://www.smart-academy.in</u>)
Eligibility Criteria : Degree Pass with working knowledge of JAVA
Age : 21yrs to 30yrs
Duration of the Course :   90 working days , 2hrs Theory & 3hrs practical / day
Advantages of Android Software Development Course

How to create their own android applications

Apply concepts and techniques used in creating applications.

Learn how to store data from android applications

Deploy applications on android devices. Learn using Libgdx to prepare Games

Learn how to create user interfaces for android applications.

The Android Application Development   Course content

 Suggested pattern - 29 sections • 144 lectures • 17h 18m total length

Introduction And Software Installation 9 lectures   •   21min

Android Basics   6 lectures   •   38min

Activities & States: 5 lectures   •   32min

Widgets, Pixels & Layout: 4 lectures   •   31min

Event Handling : 3 lectures   •   18min

Gestures & Fragments: 5 lectures   •   30min

Buttons And App Design: 3 lectures   •   22min

Text & Animations   6 lectures   •   51min

Intents: 4 lectures   •   35min

Threads   2 lectures   •   21min

Services & List View   8 lectures   •   1hr 15min

All About Databases   :8 lectures   •   44min

Working With Multimedia   10 lectures   •   1hr 11min

Preferences   4 lectures   •   25min

Game Development   8 lectures   •   56min

Our Final Project -   2 lectures   •   28min

Creating Stopwatch Application   7 lectures   •   54min

Check Box, Radio Button, Button Icons   5 lectures   •   35min

Designing The Coffee Shop Application.   6 lectures   •   41min

Navigation Drawer: Designing The Pizza App 5 lectures •   32min

Using Maps In Android Application.   3 lectures   •   20min

Using Action Bar In Android Application   5 lectures • 42min

Using Card View & Scroll View In An. Application   4 lectures • 43min

Real Estate Android Application.   12 lectures   •   1hr 59min

Resolving Issues.   3 lectures   •   33min

Building Android App From An Idea   1 lecture   •   1min

Course Summary and Conclusion   4 lectures   •   15min

(Courtesy: https://www.udemy.com)

Job Roles
Android Developer   Front End Developer   Jr App Developer
 Application Developer.

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Annexure- VIII

SDP courses - Marketing

1. Digital Marketing

What do you know about Digital Marketing?

Digital marketing is the component of marketing that uses internet and online based digital technologies such as desktop computers, mobile phones and other digital media and platforms to promote products and services. Its development during the 1990s and 2000s changed the way brands and businesses use technology for marketing.

As digital platforms became increasingly incorporated into marketing plans and everyday life, and as people increasingly use digital devices instead of visiting physical shops, digital marketing campaigns have become prevalent, employing combinations of search engine optimization (SEO), search engine marketing (SEM), content marketing, influencer marketing, content automation, campaign marketing, data-driven marketing, e-commerce marketing, social media marketing, social media optimization, e-mail direct marketing, display advertising, e–books, and optical disks and games have become commonplace.

Digital marketing extends to non-Internet channels that provide digital media, such as television, mobile phones (SMS and MMS), callback, and on-hold mobile ring tones. The extension to non-Internet channels differentiates digital marketing from online marketing. New non-linear marketing approach .

Nonlinear marketing, a type of interactive marketing, is a long-term marketing approach which builds on businesses collecting information about an Internet user's online activities, and trying to be visible in multiple areas.

Unlike traditional marketing techniques, which involve direct, one-way messaging to consumers (via print, television, and radio advertising), nonlinear digital marketing strategies are centered on reaching prospective customers across multiple online channels.

Combined with higher consumer knowledge and the demand for more sophisticated consumer offerings, this change has forced many businesses to rethink their outreach

strategy and adopt or incorporate omni channel, nonlinear marketing techniques to maintain sufficient brand exposure, engagement, and reach.   Nonlinear marketing strategies involve efforts to adapt the advertising to different platforms, and to tailor the advertising to different individual buyers rather than a large coherent audience.

Tactics may include:

- Search engine optimization (SEO)
- Social media marketing
- Video marketing
- Email marketing
- Blogging
- Website marketing
- Paid search/contextual advertising
- Search Engine Marketing (paid advertisement on search engines)

(Courtesy: https://en.wikipedia.org)

Eligibility Criteria :   Degree Pass with working knowledge of MS Office

 Age : 21yrs to 30yrs

Duration of the Course : 60 working days , 3 hrs Theory & 2 hrs practical / day

The curriculum of the Digital Marketing course will cover the following topics:

- Website Planning and Creation using WordPress

- Search Engine Optimization (SEO)

- Search Engine Marketing (SEM)

- Social Media Marketing (SMM)

- Google Ads and Bing Ads

- Pay-Per-Click

- YouTube Marketing

- Email Marketing

- Adobe PHOTOSHOP

- Adobe Spark

- HTML & CSS

Job roles / Career prospects

- Performance Marketer

- SEO Expert

- Social Media Expert   Marketing Analyst

- Digital Communication Manager

- Marketing Tech and Automation Manager

(Courtesy : https://www.smart-academy.in)

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2. Logistics & Supply Chain Management

What do you know about Logistics & Supply Chain Management?

In commerce, supply chain management (SCM), the management of the flow of goods and services, between businesses and locations, and includes the movement and storage of raw materials, of work-in-process inventory, and of finished goods as well as end to end order fulfillment from point of origin to point of consumption. Interconnected, interrelated or interlinked networks, channels and node businesses combine in the provision of products and services required by end customers in a supply chain.

Supply-chain management has been defined as the "design, planning, execution, control, and monitoring of supply-chain activities with the objective of creating net value, building a competitive infrastructure, leveraging worldwide logistics, synchronizing supply with demand and measuring performance globally SCM practice draws heavily on industrial engineering, systems engineering, operations management, logistics, procurement, information technology and marketing, and strives for an integrated approach Marketing channels play an important role in supply-chain management.

Although it has the same goals as supply chain engineering, supply chain management is focused on a more traditional management and business based approach, whereas supply chain engineering is focused on a mathematical model based

Functions

Supply-chain management is a cross-functional approach that includes managing the movement of raw materials into an organization, certain aspects of the internal processing of materials into finished goods, and the movement of finished goods out of the organization and toward the end consumer. As organizations strive to focus on core competencies and become more flexible, they reduce ownership of raw materials sources and distribution channels.

These functions are increasingly being outsourced to other firms that can perform the activities better or more cost effectively. The effect is to increase the number of organizations involved in satisfying customer demand, while reducing managerial control

of daily logistics operations. Less control and more supply-chain partners lead to the creation of the concept of supply-chain management.

The purpose of supply-chain management is to improve trust and collaboration among supply-chain partners thus improving inventory visibility and the velocity of inventory movement In this section we have to communicate with all the vendors, suppliers and after that we have to take some comparisons after that we have to place the order.

Business Process Integration

Successful SCM requires a change from managing individual functions to integrating activities into key supply-chain processes. In an example scenario, a purchasing department places orders as its requirements become known. The marketing department, responding to customer demand, communicates with several distributors and retailers as it attempts to determine ways to satisfy this demand. Information shared between supply-chain partners can only be fully leveraged through process integration.

Supply-chain business-process integration involves collaborative work between buyers and suppliers, joint product development, common systems, and shared information.

According to Lambert and Cooper (2000), operating an integrated supply chain requires a continuous information flow. However, in many companies, management has concluded that optimizing product flows cannot be accomplished without implementing a process approach. The key supply-chain processes stated by Lambert (2004) are:

•   Customer-relationship management

•   Customer-service management

•   Demand-management style

•   Order fulfillment   • Manufacturing-flow management

•   Supplier-relationship management

•   Product development and commercialization

•   Returns management

Much has been written about demand management. Best-in-class companies have similar characteristics, which include the following:

- Internal and external collaboration

- Initiatives to reduce lead time

- Tighter feedback from customer and market demand

- Customer-level forecasting

One could suggest other critical supply business processes that combine these processes stated by Lambert, such as:

Customer service management process

Customer relationship management concerns the relationship between an organization and its customers. Customer service is the source of customer information. It also provides the customer with real-time information on scheduling and product availability through interfaces with the company's production and distribution operations. Successful organizations use the following steps to build customer relationships:

- determine mutually satisfying goals for organization and customers

- establish and maintain customer rapport

- induce positive feelings in the organization and the customers

Inventory management

Inventory management is concerned with ensuring the right stock at the right levels, in the right place, at the right time and the right cost. Inventory management entails inventory planning and forecasting: forecasting helps planning inventory.

Procurement process

   Strategic plans are drawn up with suppliers to support the manufacturing flow management process and the development of new products.[54] In firms whose operations extend globally, sourcing may be managed on a global basis. The desired outcome is a relationship where both parties benefit and a reduction in the time required for the product's design and development.

The purchasing function may also develop rapid communication systems, such as electronic data interchange (EDI) and internet linkage, to convey possible requirements more rapidly. Activities related to obtaining products and materials from outside suppliers involve resource planning, supply sourcing, negotiation, order placement, inbound transportation, storage, handling, and quality assurance, many of which include the responsibility to coordinate with suppliers on matters of scheduling, supply continuity (inventory), hedging, and research into new sources or programs.

Procurement has recently been recognized as a core source of value, driven largely by the increasing trends to outsource products and services, and the changes in the global ecosystem requiring stronger relationships between buyers and sellers.[55]

Product development and Commercialization

Here, customers and suppliers must be integrated into the product development process in order to reduce the time to market. As product life cycles shorten, the appropriate products must be developed and successfully launched with ever-shorter time schedules in order for firms to remain competitive.

According to Lambert and Cooper (2000), managers of the product development and commercialization process must:
1.   coordinate with customer relationship management to identify customer-articulated needs;
2.   select materials and suppliers in conjunction with procurement; and
3.   develop production technology in manufacturing flow to manufacture and integrate into the best supply chain flow for the given combination of product and markets.

Integration of suppliers into the new product development process was shown to have a major impact on product target cost, quality, delivery, and market share. Tapping into suppliers as a source of innovation requires an extensive process characterized by development of technology sharing, but also involves managing intellectual[56] property issues.

Manufacturing flow management process

The manufacturing process produces and supplies products to the distribution channels based on past forecasts. Manufacturing processes must be flexible in order to

respond to market changes and must accommodate mass customization. Orders are processes operating on a just-in-time (JIT) basis in minimum lot sizes.

Changes in the manufacturing flow process lead to shorter cycle times, meaning improved responsiveness and efficiency in meeting customer demand.

This process manages activities related to planning, scheduling, and supporting manufacturing operations, such as work-in-process storage, handling, transportation, and time phasing of components, inventory at manufacturing sites, and maximum flexibility in the coordination of geographical and final assemblies postponement of physical distribution operations.

Physical distribution

This concerns the movement of a finished product or service to customers. In physical distribution, the customer is the final destination of a marketing channel, and the availability of the product or service is a vital part of each channel participant's marketing effort. It is also through the physical distribution process that the time and space of customer service become an integral part of marketing. Thus it links a marketing channel with its customers (i.e., it links manufacturers, wholesalers, and retailers).

Outsourcing/partnerships

This includes not just the outsourcing of the procurement of materials and components, but also the outsourcing of services that traditionally have been provided in-house. The logic of this trend is that the company will increasingly focus on those activities in the value chain in which it has a distinctive advantage and outsource everything else.

This movement has been particularly evident in logistics, where the provision of transport, storage, and inventory control is increasingly subcontracted to specialists or logistics partners. Also, managing and controlling this network of partners and suppliers requires a blend of central and local involvement: strategic decisions are taken centrally, while the monitoring and control of supplier performance and day-to-day liaison with logistics partners are best managed locally.

Performance measurement

Experts found a strong relationship from the largest arcs of supplier and customer integration to market share and profitability. Taking advantage of supplier capabilities and emphasizing a long-term supply-chain perspective in customer relationships can both be correlated with a firm's performance.

As logistics competency becomes a critical factor in creating and maintaining competitive advantage, measuring logistics performance becomes increasingly important, because the difference between profitable and unprofitable operations becomes narrower. A.T. Kearney Consultants (1985) noted that firms engaging in comprehensive performance measurement realized improvements in overall productivity.

According to experts, internal measures are generally collected and analyzed by the firm, including cost, customer service, productivity, asset measurement, and quality. External performance is measured through customer perception measures and "best practice" benchmarking.

Warehousing management

To reduce a company's cost and expenses, warehousing management is concerned with storage, reducing manpower cost, dispatching authority with on time delivery, loading & unloading facilities with proper area, inventory management system etc.

Workflow management

Integrating suppliers and customers tightly into a workflow (or business process) and thereby achieving an efficient and effective supply chain is a key goal of workflow management.

Global applications

Global supply chains pose challenges regarding both quantity and value. Supply and value chain trends include:
•   Globalization ,   Increased cross-border sourcing
•   Collaboration for parts of value chain with low-cost providers
•   Shared service centers for logistical and administrative functions
•   Increasingly global operations, which require increasingly global coordination and planning to achieve global optimums

- Complex problems involve also midsized companies to an increasing degree

Skills and competencies

Supply chain professionals need to have knowledge of managing supply chain functions such as transportation, warehousing, inventory management, and production planning. In the past, supply chain professionals emphasized logistics skills, such as knowledge of shipping routes, familiarity with warehousing equipment and distribution center locations and footprints, and a solid grasp of freight rates and fuel costs.

More recently, supply-chain management extends to logistical support across firms and management of global supply chains. Supply chain professionals need to have an understanding of business continuity basics and strategies.

(Courtesy : https://en.wikipedia.org)

Objectives of Logistics Management in SCM

The primary objective of logistics management is to move the inventory in a supply chain effectively and efficiently to extend the desired level of customer service at the least cost as done parallel with waste management.

To achieve this, the following subsets of the above broader objective need to be achieved in supply chain management.

Inventory reduction

Reliable and consistent delivery performance   Freight economy

Minimum product damages   Quick response   **(courtesy: https://scmwizard.com)**

Logistics Management and its scope (courtesy: https://www.pallikkutam.com)

The term 'Logistics' started to be used widely in the business world since the early 1990s when globalization, coupled with liberalization required goods to be stored and distributed efficiently from one location to another.

Logistics management also known as Supply Chain Management (SCM) is all the activities that take place to get a product in your hands – from the time of raw materials extraction to the minute you pay money or use your credit card to buy the final product

Logistics is a process of managing goods, information and other resources, from their origin to supply, in order to fulfill the requirements of the customers. In other words, logistics can be defined as careful management of procurement, transportation, storage and distribution of goods and materials.

It is a part of supply chain, which involves the integration of information, transportation, and inventory, warehousing, material-handling and packaging. While supply chain covers the entire gamut of activities involving the procurement of raw materials, transportation of the raw as well as the finished product, as well as the storage and distribution of goods and materials, logistic companies handle the aspect of delivering of materials both raw and finished products whether from offices to households, or in bulk from factories to customers across continents.

Eligibility Criteria :   Degree Pass with working knowledge of MS Office
 Age : 21yrs to 35yrs
Duration of the Course :   60 working days , 3 hrs Theory & 2 hrs practical / day
Scope

In this course, you can come up with various job opportunities in clearing, freight forwarding organizations, couriers, forwarding companies, third-party logistics industry.

This course in supply management gives the candidates job opportunities not only within the industry, but also in the outside sector as Customer Service Manager, Fulfillment Supervisor, Supply Chain Analyst, Consultant, Transportation Manager, Warehouse Operations Manager, Shipping Coordinator, Export Executive, Expeditor, Purchasing Manager, Supply Chain Software Manager, International Logistics Manager, Supply Chain Managers.

Career & Jobs

One of the most common entry-level jobs in this field is customer service management. Customer service is an important part of logistics and supply chain management on an individual level. A career in supply chain provides travel opportunities with better remuneration.

The career fields in logistics management are business sustainability and green operations, general management, operations management, project management and small business management/entrepreneurship.

Mostly graduated students in this field starts as a Management Trainee, Front Line Supervisor, and Analyst. You can find jobs in Shipping Companies, Construction Firms, Land and Air Transportation Providers, Information & Technology Industries and many others.

In a few years, the new opportunities in this field will be considered to become. Advancement of job opportunities in logistics will be plentiful. The U.S. government is providing logistic training, so you can join that too also. Aspirants can start their career in logistic everywhere.

Top job profiles:

Project Manger

Supply Chain Manager

Material Manager

Demand Planner

Master Production Scheduler

Sourcing Manager

Analyst

Consultant

Customer Service Manager

International Logistics Manager

Inventory Control Manager

Logistics Engineer

Logistics Manager   (**Courtesy : https://www.sarvgyan.com/**)

 Topics covered: (**courtesy: http://blmm-conference.com**)

Transportation issues

In-plant logistics

Digital supply chain

Route optimization

Distribution design models

Retail supply chains

E-commerce supply chain

Big Data in supply chain

Internet of Things and Artificial Intelligence in supply chain

Innovative forms of distribution channels

Spatial development of retail and logistics capacities

Production and distribution of food products

Efficiency in logistics

International and regional value chains and networks – logistical point of view

IT in supply chain management

Business logistics as a function of international exchange improvement

Financial flows in value chains

Sustainability in logistics

Green supply chain management

Inventory management issues

Challenges of demand management

Contemporary warehousing trends

Educational challenges in business logistics and supply chain management

Theory of business logistics and supply chain management

Supply chain risk and resilience   Reverse logistics and closed-loop supply chains

Outsourcing in logistics   Omni channel supply chains

Relationships management and trust in supply chain management

Global logistics   Forecasting

Block chain in logistics and supply chain management

Automation and robotics in supply chain   Humanitarian logistics

Supply chain management in Central and Eastern Europe

Logistics innovations   Supply chain integration

Supply chain workforce challenges   Supply chain planning

Lean and agile supply chains   Elastic logistics

Transparency in supply chains   Standard certification in supply chains

3. Warehouse Management System

What do you know about Ware House Management system ?

A **warehouse management system** (**WMS**) is a software application designed to support and optimize warehouse functionality and distribution center management. These systems facilitate management in using simplified automatic technologies useful in daily activities like planning, organizing, staffing, directing, ware housekeeping and controlling the utilization of available resources, to move and store materials inside, around and outside of a <u>warehouse</u>, while supporting staff in the performance of material movement and storage in and around a warehouse, without causing any large scale disruption to business resources.

Features

A WMS uses a database configured to support warehouse operations, containing detail describing a variety of standard warehouse elements including:

Individual stock keeping units (SKUs) that are handled and stored, e.g., weight, dimensions, case pack, automatic ID labels (bar codes, etc.), and inventory by location with manufacture date, lot code, etc. SKUs may include basic materials, fabricated parts, assemblies, and industrial and consumer finished goods, etc.;

Warehouse storage locations, e.g., individual location number, picking sequence, type of use (picking, reserve storage, etc.), type of storage (each, case, pallet), location size or capacity, storage restriction (flammable, hazardous, high value materials, outdoor, etc.), etc.;

Dock doors, e.g., individual number, etc.; and   Expected labor productivity rates by function or activity, e.g., cases picked per man-hour, etc.

Daily management functions include

Planning – finalizing the daily plan for receiving dock activity, selecting the workload/orders to be processed in the day or shift, (this may also be done by the business system), and calculating an estimate of the labor and vehicles required to pick and ship the orders to ensure the staffing is appropriate, and to notify carriers regarding to load and depart to meet customer requirements.

Organizing – sequencing the orders to be picked. Organizing orders for picking can be accomplished in many ways, meeting the needs of the user.

The primary objective is to be intentional, and not to pick the orders in the sequence in which they were received unless the company wants to pay a carrier make sense for transportation and delivery.

The initial way of organizing was called wave planning or wave picking, with two objectives, a. to minimize need for dock staging space, by having orders arrive at the shipping dock in trailer load sequence, and b. to create an order of flow that will support monitoring the progress through the day and eliminate/reduce last minute requests for overtime or delay of carrier departure, etc.

Staffing – assign staff to work functions and areas, by wave, to minimize staging.

Directing – ensuring the documented processes and procedures are embedded in the WMS and are consistently applied, used and appropriate for the nature of the work and service level intentions of the company
(e.g., International Standards Organization 9000 **(www.iso.org)).**

This function may also be used to divide individual orders into logical work units and the ability to assign them to separate individuals potentially for simultaneous performance, consistent throughput requirements and physical layout, e.g., separating individual case picking from each unit picking, and individual pallet load picking, to improve productivity and support Control.

Controlling – providing milestones for management to monitor progress through the day, providing the opportunity to respond to problems in a timely way, and report data for performance analysis.

Integration

Warehouse management systems support warehouse staff in performing the processes required to handle all of the major and many minor warehouse tasks such as receiving, inspection and acceptance, put-away, internal replenishment to picking positions, picking, packing, value added services, order assembly on the shipping dock, documentation, and shipping (loading onto carrier vehicles).

A warehouse management system usually represents the central unit in the software structure of a warehouse. The WMS receives orders from the overlying host system, mostly an ERP system, manages these in a database and, after appropriate optimization, supplies them to the connected conveyor control systems.

This becomes clear when you look at the processes necessary for e-commerce: as soon as a customer places an order on a website the information is passed along via the business host computer (mostly an ERP system) to the WMS.

All necessary steps to manage this order, pick the ordered items, etc., are then processed within the WMS. Afterward, information is sent back to the business host computer to support financial transactions, advance shipping notifications to customers, inventory management, etc.

A modern WMS will connect to a variety of communication technologies (radio frequency), automatic ID technologies (barcode, RFID, etc.), mobile computers, and occasionally automated material handling (conveyors and sortation) and storage equipment (carousels, automatic storage and retrieval, etc.).

Types

Warehouse management systems can be standalone systems, part of supply chain execution suites, or modules of an enterprise resource planning (ERP) system. Depending on the size and sophistication of the organization, warehouse management can be as simple as handwritten lists or spreadsheets using software such as Microsoft Excel or Access, as well as specialty WMS software systems.

Automated storage and retrieval system   Data warehouse

Document automation   Enterprise resource planning

Inventory management software

Manufacturing resource planning

Pick and pack   Shipping list   Voice-directed warehousing

Warehouse control system   &   Warehouse execution system

(Courtesy: https://en.wikipedia.org)

Eligibility Criteria : Degree Pass with working knowledge of MS Office
Good communication, organizational, time management mathematical skills.
Inventory, Equipment maintenance, data entry skills may be required.
Age : 21yrs to 35yrs
Duration of the Course :   60 working days , 3 hrs Theory & 2 hrs practical / day

Warehouse management and supply chain management are some of the most rapidly growing career options and are seen as satisfying professions. Pursuing these best online certification courses in warehouse management will open various new avenues in the logistics and supply chain domain.

You can enrol in these warehouse training courses right after the high school examination. Anyone interested and who belongs to the commerce or logistics field can opt for warehousing management online certification courses. The scope of landing up a job in this field advances with every addition to one's skill set, especially the ones related to technology.

Explore Popular Platforms Certification Courses

Ed Courses & Certifications	Swayam Courses & Certifications
Coursera Courses & Certifications	Edureka Courses & Certifications
Simpli learn Courses & Certifications	Udacity Courses & Certifications
Future learn Courses & Certifications	Upgrad Courses & Certifications
Great Learning Courses & Certifications	Talent edge Courses & Certifications

(Courtesy : https://www.careers360.com/courses)

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Annexure - IX

SDP Courses - PARA MEDICAL FIELD

1. Home Health Aide (HHA)

Home health aides are caring, compassionate individuals who are looking for ways to make an impact on the lives of others. This growing field offers tremendous opportunity for individuals who have a desire to work in health care, but don't have a medical degree.

What tasks are performed by home health aides?

Home health aides assist with activities of daily living, like bathing, dressing and meal preparation. But perhaps the most meaningful benefits they provide are companionship for the patient and much-needed "time off" for exhausted family caregivers.

The duties of a home health aide don't require medical training. They do, however, require state-approved health training, such as in how to take vital signs, provide basic care, infection control and emergency procedures; that's how a home health aide (HHA) differs from a personal care aide (PCA).

A home health aide's duties may include:

Helping with personal activities, such as bathing, dressing and grooming

Light housekeeping, such as doing laundry, washing dishes and changing the bed linens

Shopping for groceries   Planning, preparing or serving meals

Providing transportation to doctor's appointments

Helping with using the toilet

Monitoring and documenting a client's condition, including checking vital signs or recording how much they ate

Giving medication reminders

Because older adults who don't drive or have limited mobility can become isolated and depressed, visits from an aide can also provide an emotional boost. Depression is sadly very common in seniors. Having the companionship of a home health aide can alleviate those symptoms, and help prevent the physical manifestations associated with depression.

In many instances, home health aides can seem like a member of the family. Providing critical care, along with smiles and laughs, is an incredibly powerful role in the life of another human being. You get to know your patients, but also their families. Our home health aides are blown away by the emotional connections they make as part of their jobs.

What's a typical day like for home health aides?

Each state has its own home health aide training requirements. HHAs typically are supervised by a nurse, and are trained to alert a supervisor if they notice changes in a client's condition or living environment.

They often help patient families as well, providing advice on nutrition and other personal needs or teaching them how to lift or turn their loved ones.

(Courtesy: https://www.interimhealthcare.com/)

Based on requirements, Medicare will often cover the following types of durable Medical Equipment:

Home Oxygen Equipment   Hospital beds Walkers   Prosthetics   Orthotics

Blood sugar monitors and blood sugar (glucose) test strips

Canes   Crutches   Patient lifts   Traction equipment   Commode chair

Shower chair   Continuous Passive Motion (CPM) machine

Infusion pumps and supplies (when necessary to administer certain drugs)

Manual wheelchairs and power mobility devices

Nebulizers and nebulizer medications   Oxygen equipment and accessories

Sleep apnea and Continuous Positive Airway Pressure (CPAP) devices and accessories

Suction pumps   Pressure mattresses, Bili lights and blankets, and lift beds

Home Health Aide Duty & Services

A Home Health Aide (HHA) has received formal training in patient home care skills and home management. They are qualified to perform duties and services that help you maintain your personal comfort and a clean, safe environment. These duties are provided with the supervision of a SelectCare Registered Nurse.

Home Health Aides are a level above Personal Care Aides because they have received more training. SelectCare does not employ Personal Care Aides however our Home Health Aides can perform the same duties as a PCA and more. To learn more about these difference.

Below are some of the specific job responsibilities of a Home Health Aide (hha):

A. **Assists in the personal care of the patient including**:

Oral hygiene, Bathing activities including shower, partial or bed bath

Toileting activities including the use of the urinal, bedpan, commode, assistance with ostomy appliances.

Personal grooming activities including shampooing, skin care, shaving, perineal care

Dressing activities

B. **Perform basic patient care skills including**:

Passive and/or active range-of-motion exercise

Transfers   Turning and positioning patients

Taking and recording vital signs

Providing ostomy care including changing of the apparatus as instructed by the Nursing Supervisor   Measuring patient's weight

Measuring intake and output as directed by the Nursing Supervisor

Performing fingerstick and glucometer readings and reports to Nursing Supervisor

Performing nonsterile dressing changes as instructed by the Nursing Supervisor

Cleaning equipment used by the patient   Keeping daily records of patient activities and observations and

Submiting weekly records to the Director of Nursing and appropriate personnel on patient's condition

C. **Provide household services** in order to maintain a safe, clean environment including:

Personal laundry of the patient   Making and changing the patient's bed daily

Dusting and vacuuming the rooms used by the patient

Dishwashing the patient's utensils

Tidying and wet mopping the kitchen and bathroom to ensure a clean and sanitary area

Disposing of the patient's garbage at the end of each shift

Tidying the patient's bedroom and Shopping for the patient if no other arrangement is possible

D. **Prepare and assist with the dietary requirements** of the patient including:

Preparation of the prescribed diet for the patient   Assisting with patient feeding when necessary   Providing between meal nourishment

Assisting with menu planning and grocery shopping

E. **Assist the patient in maintaining** their daily activities and quality of life style including: Socializing with family and friends

Accompany the patient to medical appointments, social activities and outings as tolerated by the patient   (**Courtesy: https://www.selectcarenyc.com/services**)

Limits of a home health aide's responsibilities

   HHAs provide a vital service to the elderly, sick and disabled who prefer to age, recuperate and lead as independent a life as possible from the comfort of their home. It is important to know what HHAs are expected to do as part of their work duties and what they cannot be expected to perform.

A home health aide is not a replacement for a nurse. Registered nurses have either a Bachelor's of Science in Nursing, an Associate's Degree in Nursing or must have graduated from an accredited nursing program.

Home health aides have a high school diploma or an equivalent; some may have completed a formal education program at a vocational school or community college. Given the vast difference in nurse and HHA educational requirements, their roles are not interchangeable.

HHAs are not employed to perform household duties. Although some may assist with light housekeeping – they are not a replacement for a house helper. Patient's family members should be clear about an HHA's duties prior to hiring so there is no misunderstanding or dissatisfaction later.

Home Health Aide Certificate Program

Home health aide certificate programs provide courses on patient care, basic medical care, emergency response and housekeeping duties. Certificate programs usually require one semester of study in which students learn to care for residents by administering medications, cooking, cleaning, organizing household goods and assisting with personal hygiene.

They also learn to take vital signs like pulse and blood pressure. Certificate programs generally meet the training requirements needed to work as a home health aide. These programs may offer courses in:

Medical terminology   Home health care and patient support

Health care supervision   Home maintenance and organizational skills

(Courtesy: https://bestaccreditedcolleges.org/)

The Home Health Aide (HHA) course trains students to work as home aides providing basic nursing & personal care for patients, elderly people and people with disabilities. Besides, HHAs are also trained to support nurses and other healthcare professionals. The HHA training lays emphasis on ensuring that the comfort and safety of the patient are kept in mind at all times.

The Home Health Aide (HHA) course curriculum covers the following topics:

Basic human anatomy & physiology

Understanding a patient's needs

Caring for the visually impaired

Daily care of a patient

Feeding a patient

Basic nursing skills

Understanding body mechanics

Fall prevention care and restraints

Communication with patients and their careers

General health & hygiene

Special skin care for pressure sores

Role of a patient care assistant

Bathing a patient

Administering drugs as per prescriptions

Disposal of medical waste

Patient handling, lifting, and moving patients

Emergency first aid

JOB/WORK LOCATION

Individual/Private Homes

Old age homes

Nursing homes

Hospitals

DESCRIPTION

Provide basic personal care especially for elderly and paralyzed   patients in home settings. Provide personal care such as bathing, dressing, and grooming of patient

Monitor or report changes in health status of patient. Help patients in their daily tasks and prescribed exercises.   Administer prescribed medication on time

Maintain a safe environment for the patient

(Courtesy: https://www.smart-academy.in)

Eligibility Criteria :

    X / XII Pass with working knowledge of MS Office

Age : 20yrs to 35yrs   Good communication, organizational, time management

 Equipment maintenance, data entry skills may be required.

Duration of the Course : 90 working days , 2 hrs Theory & 3 hrs practical / day

 INTERNSHIP: HOSPITALS / NURSING HOMES (PRACTICALS)

2.Phlebotomy Technician

The Phlebotomy Technician course is designed to train students to draw quality blood samples from patients with minimal pain and discomfort in the procedure

Training Outcomes

After completing this program, participants will be able to:

* Acquire knowledge about the healthcare sector and diagnostic services
* Demonstrate the ability to perform clinical skills essential in providing basic diagnostic services such as correctly collect, transport, receive, accept or reject and store blood /urine/stool and tissue samples, etc.; update patient records; etc.
  Practice infection control measures
* Explain techniques to maintain the personal hygiene needs
* Describe actions in the event of medical and facility emergencies
* Describe professional behavior, personal qualities and characteristics of a
* Phlebotomy Technician   Explain good communication, communicate accurately and appropriately in the role of Phlebotomy Technician

(Courtesy: https://nsdcindia.org/phlebotomy-technician)

S.No	Module	Key Learning Outcomes	Equipment Required
1	**Introduction to Healthcare Systems & Laboratory Services** **Theory Duration** (hh:mm) 03:00 **Practical Duration** (hh:mm) 2:00 Introduction	• Understanding basics of Healthcare Service Providers (primary, secondary & tertiary) • Understanding the principles of Hospital Functions • Understand the Diagnostic Centers and Medical Laboratory Facilities ~ Understanding various laboratory facilities at different level (National / State / District)	Visit to Diagnostic laboratory

2	**Role of the Phlebotomy Technician** Introduction	• To develop broad understanding of the Role of PBT • To identify Laboratory maintenance needs to be taken care by PBT • To develop Understanding of Patient Comforts and Safety • To develop understanding of Laboratory Test Results • To exhibit Ethical Behaviour	E-module learning
3	**Structure and Function of Human Body**	• Explain organization of body cells, tissues, organs, organ systems, membranes and glands in human body • Understanding basic unit of body – Cell • Understanding different types of tissues • Understanding different types of organ systems. • Understanding different types of body fluids, secretions and excretions • Understanding different parts of body	Charts, Diagrams, models, e-module
	Corresponding	• Understanding Endocrine system in human body • Understanding cardiovascular system and blood vessels in human body • Understanding musculo-skeletal system in human body • Describe Digestive System in human body • Describe Respiratory system in human body • Describe Urinary System in human body • Describe Nervous System in human body • Describe Integumentary system and Lymphatic system	

4	**Basic Sensitization to Biochemistry and Clinical Biochemistry**	- Acquire elementary knowledge of inorganic chemistry - Acquire elementary knowledge of organic chemistry - Acquire elementary knowledge of Physical Chemistry - Acquire elementary knowledge of analytical chemistry - Understand process of Urine analysis - Understand Process of Stool Analysis	E-module Visit to lab
5	**Introduction to Laboratory related Medical Terminology**	Understand appropriate use of laboratory related medical terminology in daily activities with colleagues, patients and family	Reference's use to learn medical terminologies, use of internet to learn medical terms
6	**Bio Medical Waste Managem ent**	- To gain understanding of importance of proper and safe disposal of bio-medical waste & treatment - To gain understanding of categories of bio-medical waste - To learn about disposal of bio-medical waste – colour coding, types of containers, transportation of waste, etc. - To gain broad understanding of standards for bio-medical waste disposal - To gain broad understanding of means of biomedical waste treatment	Different coded color bins, different variety of bio medical waste management, Visit to treatment plan of bio medical waste etc

7	**Basic Sensitization to Haematology and Clinical Pathology**	- Understand blood and collection of blood sample in detail - Understand Haemoglobin (Hb)in detail - Understand reticulocytes in detail - Understand red blood cells in detail - Understand White blood cells in detail - Understand Haemostasis & Coagulation Mechanism and testing in brief - Understand Detailed Examination of Sputum - Understand Detailed Examination of Semen - Understand Detailed Examination of CSF and Other Body Fluids Like PleuralFluid, Pericardial Fluid, Peritoneal Fluid, Synovial Fluid,Ascitic Fluid.	Use of E-modules from internet to learn sample and cells for blood, sputum, semen, CSF, PleuralFluid, Pericardial Fluid, Peritoneal Fluid, Synovial Fluid,Ascitic Fluid, Slides, microscope, needles, gauge etc.
8	**Pre-analytical Laboratory Testing Process Theory Duration**	- To gain broad understanding of different types of samples to be taken in medical laboratory - To gain broad understanding about Sample Handling - To gain broad understanding of different equipment useful for blood sample collection. - To gain broad understanding of correct	Equipment's used for sample collection, sample test request forms, Test formats, Slides, microscope, needles, gauge etc.
		method of interpretation of test request forms. - To gain broad understanding of correct method of Preparation of an appropriate site for obtaining blood samples. - To gain broad understanding of correct method of drawing blood specimens from patients ~ To gain broad understanding of correct	

9	**Infection control and prevention**	- Understand practices to curb infection - Understand hospital borne infections - Understand prevention and treatment of needle stick injury - Understand management of blood and body substance spills in the health caresetting	Hand sanitizers, PPE, Hand washing techniques, ractices , disinfectants, policies and
10	**Personnel Hygiene**	- To develop understanding of the concept of Healthy Living - To develop understanding & procedures of Hand Hygiene - To develop techniques of Grooming - To be equipped with Techniques of Use of PPE	PPE, vaccination kits, hand hygiene measures
11	**Safety & First Aid** **Basic Sensitization to Bacteriology, Histopathology , Cytopathology, Immunology,**	- To develop understanding and precautions to ensure Patient's Safety - To develop basic understanding and precautions to ensure sample preservation while transporting - Describe common emergency conditions and what to do in medical emergencies - Describe basics of first aid - To develop understanding and precautions to ensure self-safety - Explain basics of histopathology - Explain basics of cytology and cytopathology	Patient safety tools such as wheel chairs, trolleys, side rails, PPE, First Aid kit, betadine, cotton, bandages, sanitizers, disinfectants etc.

12	**Serology and Blood Banking**	• Explain basics of Microbiology • Explain basics of Immunology and Serology • Explain basics of Immuno- hematology	Slides, microscope, needles, gauge etc
13	**Observing, Reporting & Documentati on**	• Understand the importance and method of observing and reporting while dealing with patients during sample and report collection • Describe quality assurance process during report delivery	Sample forms and formats
		informing the person in authority • Understand guidelines for documentation • Understand uses and importance of records in laboratory set up • Understand essential requirement of records • Understand abbreviations and symbols • Enter, transcribe, record, store, or maintain information in written or electronic/magnetic form	
14	**Professional Behavior in Healthcare Setting**	• How to maintain restful environment • Learn General and Specific etiquettes to be observed on duty • Understand need for compliance of organizational hierarchy and reporting • Understand the legal and ethical issues • Understand importance of conservation of resources in laboratories	Use of internet to adopt best ractices across the world for professional etiquettes

15	**Patient's Rights & Responsibilities**	• Understand sensitivities involved in patient's right • Learn medical laboratory technician's role in maintaining patient's rights	internet use to learn patient
16	**Patient's Environment in Hospital, Laboratory & Home Setting**	• Describe things necessary to make the patient feel safe and comfortable while collection • Describe impact of comfort on patients health • Describe importance and methodology of cleanliness, and hygiene environment in	Mock environment of diagnostic lab
		. Describe variation of patients environment according to settings: Hospital, Laboratory and Home	
17	**Basic Sensitization to Parasitology, Mycology and**	• Describe the classification and general properties of viruses • Describe the classification, pathogenicity and terminology of laboratory diagnostic tests of human viruses.	E-modules to learn and understand

18	**Basic Sensitization on Analytical Laboratory Testing Process**	• To gain broad understanding about Laboratory Planning • To gain broad understanding about Specimen Handling • To gain broad understanding of Techniques of Disinfection & Sterilization and maintenance of rubber goods, laboratory equipment & other instruments • To gain broad understanding of maintaining record of inventory, test results, etc. • Able to inspect the availability of medical supplies or diagnostic kits • To develop understanding about laboratory safety	E-modules to learn and understand
19	**Basic Sensitization on Post-Analytical Laboratory Testing Process**	. Describe archiving protocol emphasizing on storage and retrieval of samples, specimens, data and records. • Describe source of error/ interference/ quality of work and initiate corrective action as applicable • Establish and monitor quality assurance programs or activities to ensure the accuracy of laboratory working	Visit to diagnostic lab, lab testing methods, tools and kits, mannequins etc
20	**Sensitization on current best practices in laboratory**	• Acquire elementary knowledge on Good Clinical Laboratory Practices (GCLP) of WHO • Acquire elementary knowledge of laboratory safety guidance of OSHA (Occupational Safety and Health Administration), U.S. Department of Labor • Acquire elementary knowledge of laboratory safety protocols used as per organizational policies	Internet reference and NABL references to learn best practises

351

21	**Basic Computer Knowledge**	- To gain broad understanding about Application of computers in laboratoryPractice - Introduction to Computers: - Block diagram - Input and Output devices - Storage devices - Introduction to operating systems - Need of Operating systems (OS)	Computer with internet facility

Eligibility Criteria :   XII Pass with BiPC

Age : 20yrs to 35yrs   Equipment maintenance, Data entry skills may be required

Theory Duration: 178   Practical Duration: 182   Total contact Hrs: 360 (75 days)

JOB / WORK LOCATION

Hospitals   Laboratories
Blood Banks   Nursing Homes   Clinics

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2.First Aid & CPR Training

FIRST AID

CPR   AED

BLS/CPR for Healthcare

ALS/PALS   Babysitting & Child Care

Lifeguarding   Swimming + Water Safety

Workplace Safety (First Aid/CPR/AED)

Aquatics   Healthcare Professionals (BLS/ALS/PALS)
              (Courtesy: https://www.redcross.org)

FIRST AID BASICS

The first step in any emergency is the recognition of the problem and providing help. When in doubt or when someone is seriously injured or ill, you should always activate the emergency response system by calling 911 in the United States, or your own locality's Emergency Medical Services (EMS) number. If you're not sure how serious the situation is, the 911/EMS operator will ask you a series of questions to determine the severity of the situation.

Remain on the line until additional help arrives, or until the 911/EMS operator tells you to hang up. Emergency system dispatchers can guide you through the steps of performing cardiopulmonary resuscitation (CPR), using an automated external defibrillator (AED), or delivering basic care until additional help arrives.

Whether you are at home, work, or school, know where the first aid kit and the AED are kept and be familiar with their contents. Know how to activate the Emergency Medical Services (EMS) in your area. Be aware of any policies in the workplace regarding medical emergencies.

After determining the problem, the next step in providing help is to determine the responsiveness of the injured or ill person. The best way to determine this is to tap the person and talk loudly to them: "Are you okay?" After determining responsiveness, yell

for help. Look for any medical identifications, such as a necklace or a bracelet. This may provide a valuable clue to the cause of the situation.

Common items found in a first aid kit are:

Bandages, roller bandages, and tape

Sterile gauze

Antiseptic wipes and swabs

Absorbent compresses   Antibiotic cream

Burn ointment   Mask for breathing (rescue breathing/CPR)

Chemical cold pack   Eyeshield and eyewash

First aid reference guide that includes local phone numbers

SCENE SAFETY

Assessing the safety of the surroundings is critical when approaching any scene. You do not want to become another person who is injured or ill, so look for any potential dangers. Remove the person from any dangers, such as the presence of water at the scene. Be especially alert to avoid danger from automobile traffic.

HANDWASHING AND PERSONAL PROTECTIVE GEAR

Hand washing is essential in the prevention of disease and illness. Wash your hands after each episode of care and after taking off gloves. When a sink is not available, use hand sanitizers. (Most hand sanitizers are alcohol-based and are a substitute for hand washing when needed.)

Figure 1

Proper handwashing technique is fairly simple:

Completely wet your hands and generously apply soap.

Rub vigorously for at least 20 seconds *(Figure1).*

Rinse your hands with plenty of running water.

Dry your hands with a towel or air dryer.

Using personal protective gear is an important strategy to minimize the risk of blood and bodily fluid exposure. If the person is bleeding, always wear gloves and protective eyewear when giving first aid care. The universal precaution is to use personal protective equipment whenever there is possible exposure to blood or bodily fluids; it reduces the risk for both the rescuer and the injured/ill person to be exposed to a blood-borne disease.

Consider a pocket mask as part of your personal protective gear as it provides safety during rescue breathing. Be sure to dispose of all equipment that has touched bodily fluids in a biohazard bag when available.

Figure 2a

When taking off the gloves, avoid touching the outer contaminated surface. Slowly pull one glove off while turning it inside out (Figure 2a). Place the glove in the palm of the other gloved hand and then remove the second glove while turning it inside out
(Courtesy: https://nhcps.com/lesson)

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3. Medical Lab Technology Course

Some Important Facts About Medical Laboratory Technology Course

MLT Full Form	Medical Laboratory Technology
MLT Course Level	Certificate
MLT Course Duration	0ne-Two Year
MLT Course Eligibility	Passed 10+2 with any subject, minimum of 50% marks
MLT Course Average Salary	Rs 30,000 to Rs 40,000
MLT Course Top Recruiting Fields	Private Hospitals, Academic Institute or Colleges, Pathology Labs, Medical Content Writing, Military Services, and Most Important Government Jobs

Who Are MLTs?

The full form of **MLT** is **Medical Laboratory Technician**. They constitute a group of professionals specialized in medical laboratory sciences.

Some of the other personnel in this collective category are radiography technicians, **OT technicians**, anaesthesia technicians and so on.

What Is Medical Laboratory Technology?

- It is a branch of paramedical science.
- Medical lab technology deals with biochemical, pathological, and microscopic examination of cells, tissues, and fluids of the body.

- It imparts skills to learners to aid physicians to devise a treatment plan.
- Today 70% of medical diagnosis is carried out in the laboratories by the MLT course qualified technologists/ technicians.
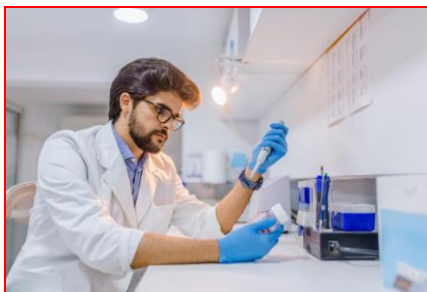
Who Can Take Up The Medical Lab Technology Course?

Candidates who aspire to be a part of the healthcare industry can take up a **lab technician course**.

Being a doctor is not the only role you can play in the healthcare sector. Candidates looking to explore other ways to contribute to the healthcare sector and people's wellbeing can take this course. It is a perfect course to take up to give back to the community.

What Does A Medical Laboratory Technician Do?

A certified technologist has the skills to perform a large number of clinical tests and operate highly intricate, modern equipment.

The work of **medical lab technicians** includes:

Carrying out procedures for extraction of body fluid samples, and evaluation and analysis of those fluids.

Examining various tissues of the body, methods of sample acquisition and preparation, and their microscopic examination.

Evaluating different blood cells and diagnosing the changes or pathology therein.

Carrying out biochemistry tests that measure blood composition, hormones, enzymes, and drug levels.

Performing blood grouping, cross-matching in case of emergency and trauma.

Carrying out microbiological identification of various pathogens affecting the human body. These include various viruses, bacteria, and other pathogens which cause infections.

The medical lab technicians/technologists usually work collaboratively with other healthcare professionals.

One can do a certificate program (**CMLT**) which is of six-month duration.

Lab Technician Course Eligibility criteria

There are a few prerequisites for the admission process that are almost common for degree and diploma courses. To take admission in DMLT, ADMLT, or B.Sc. MLT, you must have passed Class 12.   Usually, in most institutes in India, a score of 50% or above is considered.

Job Recruiters For Medical Lab Technician

With a **Degree in medical lab sciences**, you can have quite a stellar career. One has numerous avenues to acquire a decent job and excel in this field, such as:

Hospital laboratories always require trained medical lab technicians.

International health services like the Red Cross Society

Government health services

Blood banks need to be trained staff to carry out testing processes.

Forensic labs need MLT with a broad range of analytical laboratory skills.

Clinical research laboratories to carry out medical trials.

Educational institutions need qualified technicians to support the work of science teachers.

Physicians' laboratories employ qualified medical lab technicians for sample collection and IV administration when needed.

Veterinary clinics have lab technicians assist during surgeries. They also perform routine lab work.

NGO's provide reliable and affordable healthcare to marginalized communities. These require healthcare professionals to achieve their goals.

Medical Lab Technology Certificate Course

The course structure: 2Hrs Theory & 3 Hrs Practical / Day

Eligibility : 12th Pass with BiPc

 Age : 20 yrs to 30yrs   **Course Duration** 120days

   This course curriculum helps in gaining enough ability to apply the principles of basic science in everyday practice. This enables technicians to execute their daily duties with professionalism and best character.

The basic subjects in the course curriculum are:

Anatomy   Physiology   Pathology   Microbiology

Biochemistry

Medical ethics and communication for healthcare professionals

Hospital administration and training   Hematology

Histo cytology   Biomedical techniques

Advanced medical diagnostics   Lab management

Job Profiles after Medical Lab Technician Course

On completion of the lab technician course, you can apply for various job profiles.

The most sought after job profile is that of a **Phlebotomist**.

The other job roles are that of a Lab technologist or pathology technician.

You could grow professionally and become a lab supervisor or manager.

Your hard work and skills can help you become a laboratory information system analyst.

(Courtesy: https://www.virohan.com/blog/medical-lab-technician)

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Annexure X

GOI SCHEMES - DECEMBER 2021

1. **Pradhan Mantri Kisan Mandhan Yojana (PMKMY Farmers Pension)**
Launched: 1 June 2019
Main Objective: Rs. 3,000 per month as Pension to Farmers
Pradhan Mantri Kisan Mandhan Yojana is a voluntary and contributory pension scheme for all small and marginal farmers (SMF). Any farmer having land holding upto 2 hectares (5 acres) and belonging to the age group of 18 to 40 years can enroll himself. For this farmers pension scheme, contribution is to be made depending on the age of joining and central govt. will contribute same amount. Under this PMKMY Scheme, all the enrolled farmers will get Rs. 3,000 per month as pension on attaining the age of 60 years.

Official Website: https://maandhan.in/ or https://pmkmy.gov.in/

2. **Pradhan Mantri Kisan Samman Nidhi Yojana**
Launched: 1 February 2019
Main Objective: Rs. 6000 per annum to small and marginal farmers with land holding upto 2 hectares.
All the farmers with land holding upto 2 hectares (5 acres) of land will get Rs. 6,000 per year in PM Kisan Samman Nidhi Yojana. Farmers will get 3 minimum installments of Rs. 2,000 each with an outlay of Rs. 75,000 crore. Around 12 crore small and marginal farmers would be benefitted and installments would be transferred directly into the bank accounts of the farmers.

Official Website: https://pmkisan.gov.in/

3. **Pradhan Mantri Shram Yogi Maan-dhan Yojana (PM-SYM)**
Launched: 1 February 2019
Main Objective: Rs. 3,000 per month to unorganized sector workers
Under Pradhan Mantri Shram Yogi Maan-dhan Yojana, govt. will provide Rs. 3,000 p.m after attaining the age of 60 years to ensure old age protection for Unorganised Workers. The unorganised workers mostly engaged as home based workers, street vendors, mid-day meal workers, head loaders, brick kiln workers, cobblers, rag pickers, domestic workers, washer men, rickshaw pullers, landless labourers, own account workers, agricultural workers, construction workers, beedi workers, handloom workers, leather workers, audio- visual workers and similar other occupations whose monthly income is Rs 15,000/ per month or less age group of 18-40 years are eligible.**Official Website:** https://labour.gov.in/pm-sym

4. **PM Rashtriya Swasthya Suraksha Mission (PMRSSM) – Ayushman Bharat Yojana**
    Announced: 1 February 2018
    Main Objective: Provide Health Insurance cover of Rs. 5 Lakh to all Poor citizens
    Pradhan Mantri Rashtriya Swasthya Suraksha Mission (PMRSSM) is a flagship National Health Protection Scheme of Modi government. It is commonly known as Ayushman Bharat Yojana which aims to provide health insurance cover of Rs. 5 lakh for secondary and tertiary hospitalization. This scheme will benefit around 10 crore families (50 crore poor citizens) across the country.

    Official Website: https://www.pmjay.gov.in/

5. **Pradhan Mantri Swasthya Suraksha Yojana**
    Announced: 2003
    Main Objective: Setup New AIIMS & Upgradation of Govt. Medical Colleges.
    Pradhan Mantri Swasthya Suraksha Yojana (PMSSY) aims to correct regional imbalances in the availability of affordable/ reliable tertiary healthcare services. It also augment facilities for quality medical education in the country. The primary focus is on setup of new AIIMS and upgradation of existing govt. medical colleges.

    Official Website: http://pmssy-mohfw.nic.in/

6. **Pradhan Mantri Jan Vikas Karyakram (PMJVK)**
    Launched: 2 May 2018
    Main Objective: Minimize the gap between national average and minority community
    Pradhan Mantri Jan Vikas Karyakram (PMJVK) has been launched in order to reduce the gap between the National average and minorities on backwardness parameters. This scheme is Restructured MultiSectoral Development Programme (MsDP) and will provide better socio-economic infrastructure facilities in the field of health, education and skill development.

    Official Website: http://www.minorityaffairs.gov.in/

7. **Krishonnati Yojana – Green Revolution**
    Announced: 11 May 2016
    Main Objective: Increase the Production & Income of Farmers
    Krishonnati Yojana is the name of umbrella comprising all the schemes of the government related to crop husbandry including micro-irrigation. This scheme includes 11 schemes – MIDH, NMOOP, NMSA, SMAE, SMSP, SMAM, SMPPQ, IMACES, ISAC, ISAM, NeGP-A Schemes to benefit farmers.

8. **National Youth Empowerment Scheme (N-YES) Scheme**
    Announced: 17 July 2018
    Main Objective: Military Training & Stipend to all 10th & 12th Pass
    N-YES Scheme is being planned in order to provide 1 Year Compulsory Military
    Training with Stipend to all the 10th and 12th Pass Candidates. NaMo govt. will make
    this training an essential qualification after 10th and 12th class to secure jobs in
    Defence, Police, and Paramilitary forces. Around 10 lakh youths will be enrolled in the
    1st phase for training. N-YES Scheme will also focus on providing a disciplined and
    nationalist Force of Youth.

9. **Van Dhan Scheme**
    Launched: 14 April 2018
    Main Objective: To harness forest wealth & generate livelihood for tribal people
    Van Dhan Scheme is launched in order to harness non-timber forest produce and to
    utilize true wealth of forest (Van Dhan). This scheme will generate livelihood for tribal
    people. Govt. will promote and hold the collective strength of tribals through Self Help
    Groups (SHGs) to achieve scale.

    Initially, govt. will implement this scheme in 115 aspirational districts to utilize
    traditional knowledge and skill sets of tribals. This would be done through the
    establishment of Van Dhan Vikas Kendras where govt. will provide training for
    sustainable harvesting / collection, primary processing & value addition.

10. **Seva Bhoj Yojana**
    Launched: 1 June 2018
    Main Objective: Seva Bhoj Yojana will reduce the financial burden of Charitable
    Religious Institutions. Under this scheme, central government will waive off Goods and
    Service Tax (GST) on purchase of raw materials such as ghee, edible oil, atta / maida /
    flour, rice, pulses, sugar, burra for Langar in holy places. Now govt. will reimburse all
    the amount for providing free food to the public.

    Official Website: https://ngodarpan.gov.in/

11. **Restructured National Bamboo Mission under NMSA**
    Announced: 25 April 2018
    Main Objective: Increase Bamboo Plantation & Raise Farmer's income
    Restructured National Bamboo Mission scheme is to increase the net area for bamboo
    plantation in non-forest govt. and private lands. Promotion of Products development will
    be done at small, medium and micro levels to give it to larger industries.

    Official Website: https://nbm.nic.in/

12. **Prime Minister Employment Generation Programme (PMEGP)**
   Launched: 2008-09
   Main Objective: To generate Self employment and raise wages
   PM Employment Generation Programme (PMEGP) aims to generate self employment opportunities through establishment of micro enterprises in non-farm sector. This is a Credit Linked Subsidy Scheme (CLSS) and will help traditional artisans and unemployed youths to raise their wages. To avail subsidy, maximum project cost is Rs. 25 lakh for manufacturing sector and Rs. 10 lakh for business / service sector. For their business, people will have to pay only 5% to 10% of total project cost.

   Official Website: http://kviconline.gov.in/

13. **PMO Universal Social Security Scheme**
   Announced: 23 April 2018
   Main Objective: Retirement, Health, Old-age, Disability, Unemployment and Maternity benefits to workers.
   PMO Social Security Scheme provides all the social security benefits to the workers across the country. Universal Social Security Cover is going to provide Retirement, Health, Old-age, Disability, Unemployment and Maternity benefits to workers. This scheme is going to provide relief to a million number of under-priviledged workers.

   Official Website: https://labour.gov.in/

14. **National Apprenticeship Promotion Scheme (NAPS)**
   Launched: 19 August 2016
   Main Objective: Skill training to ITI students / Freshers / MES Pass-outs / PMKVY candidates.
   In National Apprenticeship Promotion Scheme, govt. provides Reimbursement of 25% of stipend (maximum Rs. 1500 p.m) to all employers who engage apprentices. The primary objective is to promote apprenticeship training and to incentivize employers who wish to engage apprentices. This will increase the engagement of apprentices from 2.3 lakh to 50 lakh by 2021.

   Official Website: http://apprenticeship.gov.in/

Pradhan Mantri Rojgar Protsahan Yojana (PMRPY)
Launched: June 2015
Main Objective: Provide Incentive to Employers to Create More Jobs
PMRPY Scheme is specifically designed to incentivise employers to create new employment opportunities. In this scheme, govt. pays full employer's contribution towards EPF & EPS both (w.e.f 01.04.2018) for new employment. This scheme will increase the employment base of workers in the establishment and thus a large number of workers find jobs in such establishments. **Official Website:** https://pmrpy.gov.in/

15. **Central Sector Interest Subsidy Scheme (CSIS)**
    Launched: April 2009
    Main Objective: Interest Subsidy on Education Loan
    Under Central Sector Interest Subsidy Scheme, Interest Subsidy is given during the moratorium period (course + 1 year) on Education Loan taken from the Scheduled Banks under the Model Education Loan Scheme of Indian Banks Association. All the students belonging to economically weaker sections who have taken loans and whose total annual parental income is upto Rs. 4.5 Lakh can avail scheme benefits. This subsidy will be applicable for Professional/ Technical courses in recognized Institutions in India.

    Official Website: http://mhrd.gov.in/

16. **Rashtriya Uchchatar Shiksha Abhiyan (RUSA)**
    Launched: 2013
    Main Objective: Strategic Funding to State Higher Educational Institutions
    RUSA aims to raise the standards of state institutions and also to adopt accreditation as compulsory quality assurance framework. This will bring a transformation in the higher education system by creation of institutional structure, promoting autonomy and to provide good governance.

    Official Website: http://mhrd.gov.in/rusa

17. **Agricultural Mechanization Promotion Scheme for Crop Residue Management**
    Launched: 7 March 2018
    Main Objective: Promotion of Agricultural Mechanization for in-situ Management of Crop Residue to protect environment from air pollution, prevent loss of nutrients & soil micro-organisms which is caused by burning of crop residue.
    Agricultural Mechanization Promotion Scheme will promote in-situ management of crop residue by retention into the soil by using appropriate mechanization inputs.

    To creating awareness among stakeholders by demonstration, capacity building activities and differentiated Information, Education and Communication strategies for effective utilization and management of crop residue.
    Official Website: https://farmech.dac.gov.in/

18. **Driving Training Centre (DTC) Scheme**
    Launched: 7 March 2018
    Main Objective: To Ensure Safer Roads in India to enhance driver skills and to create employment.
    Central govt. has launched Driving Training Centre Scheme. Govt. will provide training to drivers through the use of World Class Technologies. To provide financial support to

private participants to setup Driving Training Centers. Accordingly, to provide high level training to commercial vehicle drivers to improve roads and environment safety.

Official Website: http://morth.nic.in/

19. **PM National Nutrition Mission (Poshan Abhiyan)**
Launched: 8 March 2018
Main Objective: To tackle under-nutrition, anaemia, low birth weight
Under Poshan Abhiyan, all the adolescent girls, pregnant women and children (b/w 6 months to 3 years) will get hot cooked meals. They can take ration at home which will tackle the problem of under-nutrition, anaemia, low birth weight and stunting. National Nutrition Mission is an overall Health Care Scheme which will eliminate malnutrition at its root. This will realize the dream of "Kuposhan Mukt Bharat".

Official Website: https://www.icds-wcd.nic.in/nnm/home.htm

20. **Operation Greens Mission – TOP Scheme**
Launched: 1 February 2018
Main Objective: Control Prices of Tomato, Onion, Potato
Govt. will promote production of Tomato, Onion and Potato and incentivize TOP processing under Operation Greens Mission. Govt. will compress supply chains and will also provide an appropriate climate infrastructure for natural preservation of Tomato, Onion and Potato. Govt. will encourage various Farmers Producers Organizations (FPOs), agri-logistics processing facilities and professional management.

21. **Solar Charkha Scheme**
Announced: 5 February 2018
Main Objective: Generation of Women Employment
Solar Charkha Scheme will provide skill training to women and thus will create employment opportunities for them. This scheme will revive and promote Khadi. The main focus is to promote green energy and reduce pollution by the use of environment friendly Khadi Fabric. It is also emphasized that all the govt. undertakings will procure 20% of their requirements from MSMEs. This scheme wil promote Khadi and also eradicate poverty through direct and indirect intervention, support and service.

22. **Kisan Urja Suraksha evam Utthan Mahabhiyan – Kusum Yojana**
Announced: 1 February 2018
Main Objective: To Provide Solar Agricultural Pumps for Farmers
Kusum Scheme has been launched in order to solarize agricultural pump sets to double the income of farmers by 2022. Now farmers can setup solar agriculture pumpsets on their barren land, generate and utilize the energy and sell the excess energy to DISCOMS to earn additional income.

23. **Gobar Dhan Scheme (Galvanizing Organic Bio-Agro Resources Dhan)**
Announced: 1 February 2018
Main Objective: Manage and Reuse Cattle Dung in Farming to make India ODF Free
Gobar Dhan Scheme will ensure managing and reusing cattle dung by farmers as compost and fertilizers in agriculture. Govt. will also encourage use of cattle dung as bio-fuel / bio-CNG. PM Modi asked farmers to convert waste into compost, bio-gas and bio fuel. This will reduce pollution and would result in generating additional income and thus will realize the dream of "Doubling Farmers Income by 2022". This scheme will contribute to Swachh Bharat Mission.

24. **MNRE Rooftop Solar Power Plant Subsidy Scheme**
Launched: 29 January 2018
Main Objective: Setup Solar Rooftop Connections
Now all the people in the social sector and residential sector can adopt solar rooftop connections.
In this scheme, people will get 30% subsidy on the total installation cost under MNRE rooftop solar power plant connections scheme. Citizens can also avail home loans and Priority Sector Lending loans up to Rs. 10 lakh. People can consume their generated power and also reduce their electricity bills.

Official Website: https://mnre.gov.in/

25. **Stree Swabhiman Initiative**
Launched: 27 January 2018
Main Objective: Ensure Women Health and Hygiene
Stree Swabhiman Initiative will focus on training and establishment of a sanitary napkin unit for women and girls to promote menstrual hygiene. Govt. will also provide support to village level entrepreneurs and Self Help Groups (SHG). The product (sanitary napkins) will be sold in the name of local brand and will be marketed by VLEs. Girls can get these sanitary pads from the CSC Centers in their villages.

Official Website: http://streeswabhiman.in/

26. **Scheme For Adolescent Girls (SAG) – SABLA**
Launched: 27 September 2010
Main Objective: Empowerment of Adolescent Girls
In Scheme for Adolescent Girls (SAG), all the out of school girls in the age group of 10 to 14 years will get appropriate nutrition and health services. This would reduce the number of drop-out students and govt. will implement Kishori Shakti Yojana will this scheme. This will promote self development and empowerment of adolescent girls. One of the main task is to create awareness about health, hygiene and Adolescent Reproductive & Sexual Health (ARSH).

Official Website: http://wcd.nic.in/schemes/scheme-adolescent-girls-sag

27. **FAME India Scheme II**
   Announced: 29 December 2017 (FAME India I in 2015)
   Main Objective: Make Transport System Electric Based
   Govt. is going to ensure that all the public transport facilities across the country like buses, auto rickshaw, taxis become fully electric under FAME India Scheme II. For this purpose, govt. will provide subsidy on the purchase of new electric vehicles or on the exchange of old petrol / diesel vehicles and on purchasing new electricity (charging) based vehicles..

   Official Website: https://www.fame-india.gov.in/

28. **Market Assurance Scheme**
   Announced: 27 December 2017
   Main Objective: Price Support to Farmers
   Govt. will launch a Market Assurance Scheme in order to ensure price support to rural farmers in case of distress sales. Central govt. is going to provide 30% compensation to the state govt. for losses in procurement. Farmers will get appropriate price of their crops. This will boost the agricultural production in the state and state govt. have the right to sell the procured goods anywhere.

29. **Atal Bhujal Yojana**
   Announced: 23 December 2017
   Main Objective: Water Conservation
   Atal Bhujal Yojana is a mega scheme with Rs. 6000 crore allocation and is supported by World Bank. Atal Bhujal Scheme will improve the existing conditions of all river bodies. This will help in raising the ground water level and to meet the agricultural needs of irrigation.

30. **Sustainable Rooftop Implementation for Solar Transfiguration of India (SRISTI) scheme**
   Launched: 22 December 2017
   Main Objective: Incentive on Installation of Rooftop Solar Power Plants
   This Solar Power Plant Subsidy Scheme will provide subsidy to people on installation of solar rooftop. Govt. will provides incentives for subsidy to users of the residential sector at Rs. 18,000/KW which will get calculated at benchmark cost of Rs. 60,000/KW. SRISTI scheme will increase the use of solar energy in India and residential people can adopt for cleaner electricity generation mechanism.

31. **Scheme for Capacity Building in Textile Sector (SCBTS)**
   Announced: 21 December 2017
   Main Objective: Skill Development Training & Jobs in Textile Sector
   Govt. will provide various training courses compliant to National Skill Qualification Framework (NSQF) under SCBTS. These courses will be for skill development and

would result in creation of jobs in the Textile sector. Around 70% of the selected candidates will get salary n wage basis.

32. **North East Special Infrastructure Development Scheme (NESIDS)**
Announced: 16 December 2017
Main Objective: Infrastructure Development
NESIDS scheme will focus on development of infrastructure in North Eastern States. The main aim is to ensure connectivity, power, education, health, water supply, tourism and to promote industrialization in the NE states. Central govt. will provide 100% funds for this public welfare scheme.

Official Website: http://mdoner.gov.in/activities/nesids-guidelines

33. **Pradhan Mantri Powerloom Weavers Credit Scheme**
Announced: 29 November 2017
Main Objective: Financial Assistance to Power loom Weavers
All the power loom weavers will now get 90% financial assistance for their work. Technology Up-gradation will also be carried out to benefit all the workers in power loom sector under Pradhan Mantri Powerloom Weavers Credit Scheme. This would be done by Sustainable and Accelerated Adoption of efficient Textile technologies to Help small Industries (SAATHI) plan. All the beneficiaries will get margin money subsidy of 20% of the total project cost. Long Term Loan facility would also remain available at just 6% interest.

34. **Pradhan Mantri Gram Parivahan Yojana (PMGPY)**
Launched: 2000
Main Objective: Connecting Rural Areas with roads
PMGPY Scheme aims to connect rural areas with roads and to ensure better development of transportation facilities. New roads would be constructed to connect villages with cities or other villages under Pradhan Mantri Gram Sadak Yojana (PMGSY). The primary objective of PMGPY is to provide employment to rural youth with good roads and transportation. Govt. would provide interest free loans to Women Self Help Groups (SHGs) to buy commercial passenger vehicles.

35. **Rashtriya Vayoshri Yojana (RVY)**
Announced: Budget 2015-16
Main Objective: Provide Assistive Living Devices to Senior Citizens
Under this Rashtriya Vayoshri Yojana scheme, govt. will provide assistive devices to senior citizens who are living below the poverty line and facing age related problems. These includes problem of low vision, hearing, broken teeths, disability etc. All the equipment will be provided to old age persons absolutely free of cost. The devices will include Hearing aids, Wheelchair, Walkers, Crutches, Tripods, Spectacles and Dentures.

36. **Pradhan Mantri Mahila Shakti Kendras (PMMSK) Scheme**
    Announced: 22 November 2017
    Main Objective: Mission for Protection & Empowerment of Women
    PMMSK Scheme will ensure empowerment of rural women through community participation and to realize their full potential. The main objective of the scheme is to increase the care, protection and development of women across the country. Improving the child sex ratio, survival of new born girl child, girl education and to empower them through several initiatives are the main goals.

37. **Pravasi Kaushal Vikas Yojana (PKVY)**
    Announced: 13 December 2016
    Main Objective: Providing Skill Development in Comparison to International Standards
    Pravasi Kaushal Vikas Yojana is going to provide skill development training to the youths in order to make capable of securing jobs outside the country. PKVY will enhance skills of youth in line with the international standards and help them getting overseas employment. This also includes pre-departure orientation training of language and soft skills.**Official Website:** https://www.msde.gov.in/

38. **Pradhan Mantri Surakshit Matritva Abhiyan (PMSMA)**
    Launched: 9 June 2016
    Main Objective: Free Health Checkup for Pregnant Women
    PMSMA scheme will boost the healthcare facilities for pregnant women across the country. All the pregnant women will receive Kits / Minimum package after 4 months of their pregnancy to ensure their well being. This would also ensure good health for the new born baby. Free Health Check-up and Required treatment would also be provided on every 9 date of the month. This would reduce the Maternal Mortality Rate and will make them aware of health issues / diseases.

    Official Website: https://pmsma.nhp.gov.in/

39. **Pradhan Mantri Gramin Digital Saksharta Abhiyan (PMGDISHA)**
    Announced: 7 October 2017
    Main Objective: To make Rural Citizens Digitally Literate
    PMGDISHA scheme aims to empower rural citizens with information, knowledge, skills and make them capable of participating in governance. Basic training would be provided on how to operate computer, digital devices (tablets, Smart phones)

    Official Website: https://www.pmgdisha.in/

40. **Pradhan Mantri Kisan Sampada Yojana**
    Announced: 18 April 2017
    Main Objective: Overall Development of Food Processing Sector
    SAMPADA Scheme stands for "Scheme for Agro-Marine Processing and Development

of Agro-Processing Clusters". Under this scheme, 7 schemes will get implemented which includes Mega Food Parks, Integrated Cold Chain and Value Addition Infrastructure, Creation/ Expansion of Food Processing/ Preservation Capacities (Unit Scheme), Infrastructure for Agro-processing Clusters, Creation of Backward and Forward Linkages, Food Safety and Quality Assurance Infrastructure, Human Resources and Institutions

Official Website: http://mofpi.nic.in/Schemes/pradhan-mantri-kisan-sampada-yojana

41. **Pradhan Mantri Matru Vandana Yojana (PMMVY) – Pregnancy Aid Scheme**
Announced: August 2017
Main Objective: Rs. 6000 Pregnancy Aid to women
Now all the pregnant women and lactating mothers will get Rs. 6000 financial assistance from the central government for the first living child of the family. PMMVY scheme would provide partial compensation for wage loss in terms of cash incentives so that the woman can take adequate rest before and after delivery of the first living child. This cash incentive provided would also result in improved health seeking behaviour among the Pregnant Women and Lactating Mothers (PW&LM)

Official Website: http://www.wcd.nic.in/node/712776

42. **Saur Sujala Yojana**
Launched: 1 November 2016
Main Objective: Solar Power Irrigation Pumps to Farmers
PM Narendra Modi had launched this scheme in Chhattisgarh to provide Solar Powered Irrigation Pumps to farmers. Farmers will get subsidy on the purchase of agricultural pumps. These subsidized pumps will be of 3HP and 5HP on which subsidy would be provided under Saur Sujala Yojana. Farmers can utilize these pumps in irrigation and agriculture.

43. **Aspirational Districts Programme**
Announced: January 2018
Main Objective: Transformation of Aspirational Districts
This scheme is based on 3 pillars – Convergence of Central & State govt. Schemes, Collaboration of Officers & Competition among Districts. 115 Aspirational districts (backwars districts) have been identified in India and to transform these districts, Aspirational Districts Programme has been launched. The primary focus will be on Health & Nutrition, Education, Agriculture & Water Resources, Financial Inclusion & Skill Development, and Basic Infrastructure.

Official Website: http://niti.gov.in/content/about-aspirational-districts-programme

44. **Anti Narcotics Scheme**
    Launched: October 2004
    Main Objective: Prevent Drug Abuse & Trafficking
    This scheme will prevent drug consumption and combat illicit drug trafficking across inter state borders. Govt. will ensure reduction in demand and supply of drugs. The reduction in supply will include enforcement activities while the reduction in demand will include rehabilitation and de-addiction measures. Trafficking of narcotics drugs and psychotropic substances is a serious issue and needs to be tackled to ensure better future for youth.

45. **Mahatma Gandhi National Rural Employment Guarantee Act (MNREGA)**
    Announced: 2005
    Main Objective: Provide 100 days Job Guarantee to Rural People
    This labour law will include non skilled labor and will provide 100 days job guarantee in any financial year. Right to Work is the core objective and every adult citizen will be entitled to work. In case the unemployment is not provided within 15 days of registration, the applicant will provide unemployment allowance. Minimum Wage will be provided on the basis of rates fixed by the central government.

    Official Website: http://nrega.nic.in/netnrega/home.aspx

46. **eBasta Project**
    Announced: August 2015
    Main Objective: Easy Access to Digital Content
    This is a common platform where all the teachers, publisher, students come together for e-learning. Basta means school bag. Digital version of school books and study material will remain available on the portal. E-Books can easily be downloaded on tablets and computers. Students Identify bastas of interest and download. School / Teachers Browse content, pick what suits, organise into bastas. Publishers upload & manage content in the portal. This App is also available for download on the smartphone.

    Official Website: https://www.ebasta.in/

47. **Pradhan Mantri Jan Dhan Yojana (PMJDY)**
    Launched: 28 August 2014
    Main Objective: Financial inclusion and access to financial services for all households in the country.
    Pradhan Mantri Jan Dhan Yojana (PMJDY) is a national mission to bring comprehensive financial inclusion of all the households in the country. Under the PMJDY, any individual above the age of 10 years and does not ave a bank account can open a bank account without depositing any money.

    The scheme was to ensure the access to financial services such as banking / savings & deposit Accounts, remittance, credit, debit cards, insurance and pension in affordable

manner. The scheme was mostly targeted to the people belonging to the Below Poverty Line but is beneficial to everyone who does not have a bank account.

Jan Dhan Yojana has seen a great success, about 21 Crore accounts have been opened in just about one and half year under the scheme. Out of the total 12.87 crore in rural area and 8.13 Crore accounts have been opened in urban areas. Despite of zero minimum balance, there is 33074.89 crore rupees balance in these accounts with 28.88% accounts opened with zero balance.

Official Website: http://www.pmjdy.gov.in

48. **Pradhan Mantri Sukanya Samriddhi Yojana (PMSSY)**
Launched: 22 January 2015
Main Objective: Secure the future of girl child
Sukanya Samriddhi Yojana is an ambitious small deposit savings scheme for a girl child. Under the scheme, a saving account can be opened in the name of girl child and deposits can be made for 14 years. After the girl reach 18 years of age, she can withdraw 50% of the amount for marriage or higher study purposes.

After the girl completes 21 years of age, the maturity amount can be withdrawn including the interest at rates decided by Government every year.

The investments and returns are exempt from section 80C of Indian income tax act. The maximum investment of Rs. 1.5 Lakh per year can be made while minimum deposit is Rs. 1000/- per year.

In case of more than one girl child, parents can open another account on the different name but only for 2 girl child. Only exception is that the parents have twins and another girl child.

Official Website: http://www.nsiindia.gov.in

49. **Pradhan Mantri MUDRA Yojana (PMMY)**
Launched: 8 April 2015
Main Objective: Financial support for growth of micro enterprises sector.
Pradhan Mantri MUDRA Yojana (Micro Units Development and Refinance Agency) was launched with the purpose to provide funding to the non-corporate small business sector. Pradhan Mantri Mudra Yojana (PMMY) is open and is available from all Bank branches across the country.

The small businesses/startups or entrepreneurs can avail loans from Rs. 50 thousand to 10 Lakh to start/grow their business under the three, Shishu, Kishore and Tarun categories of the scheme.

As per the official website of PMMY, 27344053 number of loans have been sanctioned under the scheme till 26 February 2016. The amount sanctioned has reached more than Rs. 1 Lakh Crore.

Official Website: http://www.mudra.org.in

50. **Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY)**
Launched: 9 May 2015
Main Objective: Provide life insurance cover to all Indian citizens
Pradhan Mantri Jeevan Jyoti Bima Yojana is a government backed life insurance scheme in India aimed at increasing the penetration of life insurance cover in India. The scheme is open and available to all Indian citizens between the age of 18 to 50 years.

Under the scheme, the policy holder can get a life insurance cover of Rs. 2 Lakh with an annual premium of just Rs. 330 excluding service tax. All the Indian citizens between 18-50 years of age with a saving bank account are eligible to avail the scheme.
Official Website: http://www.jansuraksha.gov.in

51. **Pradhan Mantri Suraksha Bima Yojana (PMSBY)**
Launched: 9 May 2015
Main Objective: Provide accidental insurance cover to all Indian citizens
Pradhan Mantri Suraksha Bima Yojana is also a government backed accident insurance scheme in India aimed at increasing the penetration of accidental insurance cover in India. The scheme is open and available to all Indian citizens between the age of 18 to 70 years.

Under the scheme, the policy holder can get a life insurance cover of Rs. 2 Lakh with an annual premium of just Rs. 12 excluding service tax. All the Indian citizens between 18-70 years of age with a saving bank account are eligible to avail the scheme.
Official Website: http://www.jansuraksha.gov.in

52. **Atal Pension Yojana (APY)**
Launched: 9 May 2015
Main Objective: Increase the number of people covered under any kind of pension scheme.
Atal Pension Yojana is one of the three Jan Suraksha schemes launched by PM Narendra Modi. APY is aimed at increasing the number of pension scheme beneficiaries across the country.

The scheme is especially targeted to the private unorganized sector and is open to all Indian citizens between the age of 18 to 40 years.
Under the scheme, the beneficiary have to make contribution for at least 20 years before he/she can get pension after attaining age of 60 years. The scheme provides a monthly pension of Rs 1000 to Rs. 5000 per month based on the contribution amount.
Official Website: http://www.jansuraksha.gov.in

53. **Sansad Adarsh Gram Yojana (SAGY)**
   Launched: 11 October 2014
   Main Objective: Social, cultural, economic, infrastructure developments in the villages, i.e. development of model villages called "Adarsh Gram"
   Under the Sansad Adarsh Gram Yojana, Members of Parliament (MPs) will be responsible for developing the socio-economic and physical infrastructure of three villages each by 2019, and a total of eight villages each by 2024.

   Official Website: http://rural.nic.in

54. **Pradhan Mantri Fasal Bima Yojana (PMFBY)**
   Launched: 11 October 2014
   Main Objective: Provide insurance cover to rabi and kharif crops and financial support to farmers in case of damage of crops.
   In order to make crop insurance simpler and cheaper for the farmers and to provide them with better insurance services, a Central Sector Scheme of Pradhan Mantri Fasal Bima Yojana (PMFBY) was launched by the Government of India replacing NAIS and MNAIS.

   Under the new scheme, farmers will have to pay a uniform premium of two per cent for all kharif crops and 1.5 per cent for all rabi crops. The scheme will be implemented from the kharif season of FY 2016.
   Official Website: https://pmfby.gov.in/

55. **Pradhan Mantri Garib Kalyan Yojana (PMGKY)**
   Launched: April 2015
   Main Objective: Implement the pro-poor welfare schemes in more effective way and reaches out to more poor population across the country.
   Garib Kalyan Yojana is a Poverty Alleviation Scheme, which is primarily a work shop that you can pay and attend. The effort of the campaign and workshop is to motive and appraise the member of parliaments to help them effectively implement the government run schemes for the welfare of poor in the country.

   Official Website: http://niti.gov.in

56. **Pradhan Mantri Jan Aushadhi Yojana (PMJAY)**
   Launched: March 2016 (Expected)
   Main Objective: Provides drugs/medicines at affordable cost across the country.
   The scheme is a new version of earlier Jan Aushadhi Yojana, to be renamed as Pradhan Mantri Bhartiya Jan Aushadhi Pariyojana, the scheme aims to open 3000 Jan Aushadhi stores to sell drugs at affordable cost.

Under the scheme, over 500 medicines will be sold through Jan Aushadhi stores at price less than the market price. Private hospitals, NGO's, and other social groups are eligible to open the Jan Aushadhi stores with a onetime assistance of Rs. 2.5 Lakh from the central Government.

Official Website: http://janaushadhi.gov.in

57. **Make in India**
Launched: 25 September 2014
Main Objective: To encourage multi-national, as well as domestic companies to manufacture their products in India and create jobs and skill enhancement in 25 sectors. The major objective behind the initiative is to focus on job creation and skill enhancement in 25 sectors of the economy. The initiative also aims at high quality standards and minimising the impact on the environment. The initiative hopes to attract capital and technological investment in India.

Official Website: http://www.makeinindia.com

58. **Swachh Bharat Abhiyan**
Launched: 2 October 2014
Main Objective: To fulfil Mahatma Gandhi's dream of a clean and hygienic India. Swachh Bharat Mission is being implemented by the Ministry of Urban Development (M/o UD) and by the Ministry of Drinking Water and Sanitation (M/o DWS) for urban and rural areas respectively.

Official Website: http://swachhbharat.mygov.in

59. **Kisan Vikas Patra**
Launched: 3 March 2015 (Re-Launched)
Main Objective: To provide safe and secure investment avenues to the small investors. Kisan Vikas Patra is an investment scheme wherein the invested money will get doubled in 8 years and 4 months. However, investors would not get any tax benefit for their investment in Kisan Vikas Patra unlike in PPF. The Kisan Vikas Patra certificates would be available in the denominations of Rs 1,000, 5,000, 10,000 and 50,000 and there is no upper limit on investment in KVPs.

Official Website: http://www.nsiindia.gov.in

60. **Soil Health Card Scheme**
Launched: 17 February 2015
Main Objective: To help farmers to improve productivity from their farms by letting them know about nutrient/fertilizer requirements for their farms.The soil health card studies and reviews the health of soil or rather we can say a complete evaluation of the quality of soil right from its functional characteristics, to water and nutrients content and

other biological properties. It will also contain corrective measures that a farmer should adopt to obtain a better yield.

Official Website: http://www.soilhealth.dac.gov.in

61. **Digital India**
Launched: 1 July 2015
Main Objective: To deliver Government services to citizens electronically by improving online infrastructure and by increasing Internet connectivity.
The Digital India programme is a flagship programme of the Government of India with a vision to transform India into a digitally empowered society and knowledge economy. The vision of Digital India programme is to transform India into a digitally empowered society and knowledge economy.

Official Website: http://www.digitalindia.gov.in

62. **Skill India**
Launched: 16 July 2015
Main Objective: Train over 40 crore people in India in different skills by 2022.
The main goal of Skill India Program is to create opportunities, space and scope for the development of talents of the Indian youth. The scheme also targeted to identify new sectors for skill development and develop more of those sectors which have already been put under skill development for the last so many years.

Official Website: http://skillindia.gov.in

63. **Mission Indra dhanush**
Launched: 25 December 2014
Main Objective: To immunize all children as well as pregnant women against seven vaccine preventable diseases namely diphtheria, whooping cough (Pertussis), tetanus, polio, tuberculosis, measles and hepatitis B by 2021.
The aim of Mission Indradhanush is to achieve full immunization in 352 districts which includes 279 mid priority districts, 33 districts from the North East states and 40 districts from phase one where huge number of missed out children were detected.

Official Website: http://www.missionindradhanush.in

64. **Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDUGKY)**
Launched: 25 July 2015
Main Objective: To achieve inclusive growth, by developing skills DDU-GKY aims to train rural youth who are poor and provide them with jobs having regular monthly wages. It is one of the cluster initiatives of the Ministry of Rural Development that seeks to promote rural livelihoods. It is a part of the National Rural Livelihood Mission (NRLM) – the Mission for poverty reduction called Aajeevika.

Official Website: http://ddugky.gov.in

65. **Atal Mission for Rejuvenation and Urban Transformation (AMRUT)**
    Launched: 24 June 2015
    Main Objective: Providing basic services (e.g. water supply, sewerage, urban transport) to households and build amenities in cities which will improve the quality of life for all, especially the poor and the disadvantaged.
    The purpose of Atal Mission for Rejuvenation and Urban Transformation – AMRUT Scheme is to (i) ensure that every household has access to a tap with assured supply of water and a sewerage connection; (ii) increase the amenity value of cities by developing greenery and well maintained open spaces (e.g. parks); and (iii) reduce pollution by switching to public transport or constructing facilities for non-motorized transport (e.g. walking and cycling).

    Official Website: http://amrut.gov.in

66. **Udaan Scheme**
    Launched: 14 November 2014
    Main Objective: Encouraging girls for higher technical education and aims to provide a platform that empowers girl students and provides them with better learning opportunities.
    It is a mentoring and scholarship scheme to enable meritorious girl students to transit from schools to technical education without much difficulty and also aims to enrich and enhance teaching and learning of mathematics and science at senior secondary school level by providing free online resources for all.

    Official Website: http://mhrd.gov.in

67. **National Bal Swachhta Mission**
    Launched: 14 November 2014
    Main Objective: To provide hygienic and clean environment, food, drinking water, toilets, schools and other surroundings to the children.
    The Bal Swachhta Mission is a part of the nationwide sanitation initiative of 'Swachh Bharat Mission' launched by the Prime Minister on 2nd October, 2014.

    Official Website: http://wcd.nic.in

68. **Startup India, Standup India**
    Launched: 16 January 2016
    Main Objective: To provide support to all start-up businesses in all aspects of doing business in India.
    Under the Startup India, Standup India scheme, the start-ups will adopt self-certification to reduce the regulatory liabilities. An online portal, in the shape of a mobile application,

will be launched to help start-up founders to easily register. The app is scheduled to be launched on April 1.

Official Website: http://finmin.nic.in

69. **Digi Locker**
Launched: 01 July 2015
Main Objective: To provide a secure dedicated personal electronic space for storing the documents of resident Indian citizens.
Digilocker is a part of Digital India programme, Digital Locker has been designed to reduce the administrative overhead of government departments and agencies created due to paper work.

It will also make it easy for the residents to receive services by saving time and effort as their documents will now be available anytime, anywhere and can be shared electronically.
Official Website: https://digilocker.gov.in

70. **Shyama Prasad Mukherji Rurban Mission**
Launched: 21 February 2016
Main Objective: To create 300 rural clusters across the country and strengthen financial, job, and lifestyle facilities in rural areas.
Rurban Mission is a solution for both villages and cities in the country that would promote growth of villages and its residents at the place where they are. Under the mission, the government will identify and develop 300 rural clusters with urban like facilities in the next 3 years.

Official Website: http://rurban.gov.in

71. **Sagarmala Project**
Launched: 31 July 2015
Main Objective: To transform the existing ports into modern world class ports.
The prime objective of the Sagarmala project is to promote port-led direct and indirect development and to provide infrastructure to transport goods to and from ports quickly, efficiently and cost-effectively.

The Sagarmala Project, aimed at port-led development in coastal areas, is bound to boost the country's economy and the government has lined up about Rs 70,000 crore for its 12 major ports only
Official Website: http://shipping.nic.in

72. **'Prakash Path' – 'Way to Light' – The National LED Program**
Launched: 05 January 2015
Main Objective: To distribute LED bulbs and decrease the power consumption.
This is one of the many schemes launched by Narendra Modi government India. The

programme has been launched to distribute and encourage the use of LED light bulbs to save both cost and consumption.

Official Website: http://powermin.nic.in

73. **Rashtriya Gokul Mission**
Launched: 16 December 2014
Main Objective: To conserve and develop indigenous bovine breeds.
Rashtriya Gokul Mission aims to conserve and develop indigenous breeds in a focused and scientific manner. It is a focused project under National Program for Bovine Breeding and Dairy Development, with an outlay of Rs 500 crore during the 12th Five Year Plan.

Official Website: http://dahd.nic.in

74. **PAHAL – Direct Benefits Transfer for LPG (DBTL) Consumers Scheme**
Launched: 01 January 2015
Main Objective: To send the subsidy money of LPG cylinders directly into the bank accounts of the consumers and increase efficiency & transparency in the whole system. Under the scheme, the LPG consumer can now receive subsidy in his bank account by two methods. Such a consumer will be called CTC (Cash Transfer Compliant) once he joins the scheme and is ready to receive subsidy in the bank account.

Official Website: http://dahd.nic.in

75. **The National Institution for Transforming India (NITI AAYOG)**
Launched: 01 January 2015
Main Objective: to foster involvement and participation in the economic policy-making process by the State Governments of India.
The National Institution for Transforming India (NITI) which replaced 65 year old Planning Commission will act more like a think tank or forum, in contrast with the Commission which imposed five-year-plans and allocated resources to hit set economic targets.

Official Website: http://niti.gov.in

76. **Pradhan Mantri Ujjwala Yojana**
Launched: 1 May 2016
Main Objective: To distribute free LPG connections to the women belonging to 5 Crore BPL families across the country.
According the estimates, about 1.50 Crore BPL families will be benefited under the Pradhan Mantri Ujjwala Yojana in the year 2016-17. The scheme will cover 3.5 Crore more BPL families in the next two years. The scheme provides a financial support of Rs 1600 for each LPG connection to the BPL households.

This is the first ever welfare scheme by the Ministry of Petroleum and Natural Gas which would benefit crores of women belonging to the poorest households.
Official Website: http://www.pmujjwalayojana.com

77. **Rashtriya Gram Swaraj Abhiyan**
Launched 24 April 2018
Main Objective: To help Panchayat Raj Institutions deliver Sustainable Development Goals.
It is a new proposed scheme announced in the union financial budget 2016-17 by the Finance Minister Mr. Arun Jaitley.

Rashtriya Gram Swaraj Abhiyan has been proposed with allocation of Rs. 655 crore.
Official Website: http://rgsa.nic.in

78. **Food Safety Mitra Scheme**
Launched 26 September 2019
Main Objective: FSSAI to provide training to make Digital Mitra or Hygiene Mitra or Trainer Mitra.

Food Safety & Standards Authority of India (FSSAI) has launched Food Safety Mitra (FSM) Scheme to strengthen food safety administration and scale up "Eat Right India" movement. This scheme will improve ease of doing business and enable people to become Digital Mitra or Hygiene Mitra or Trainer Mitra. FSSAI is creating an ecosystem of food safety mitras who will assist FBOs with licensing and registration, training and auditing hygiene at different institutions such as schools, colleges and corporate campuses.
Official Website: fssai.gov.in/mitra/

79. **Surakshit Matritva Aashwasan (SUMAN) Scheme**
Launched 10 October 2019
Main Objective: Free healthcare facilities to newborns, pregnant women & mothers upto 6 months after delivery.

Surakshit Matritva Aashwasan (SUMAN) Scheme is launched to reduce Infant Mortality Rate (IMR) & Maternal Mortality Rate (MMR). Under this scheme, govt. will provide free healthcare facilities to pregnant women, mothers upto 6 months after their delivery and all sick new born babies. There would be 0 expense access to identification and management of complications during and after pregnancy. The central govt. is also going to provide free transport from home to health institution
SUMAN scheme will include at-least 4 ante natal check-ups which includes 1 checkup during 1st trimester, at-least 1 checkup under PM Surakshit Matritva Abhiyan, Iron Folic Acid supplementation, Tetanus Diphtheria injection and other components of comprehensive ANC package and six home-based newborn care visits.

Official Website: https://mohfw.gov.in/

80. **NEAT Artificial Intelligence Learning Scheme**
Launched 20 September 2019
Main Objective: Govt. to focus on usage of Artificial Intelligence technology for better learning outcomes.

NEAT AI Learning Scheme to be implemented on a Public Private Partnership (PPP) model. The central govt. will focus on usage of AI technology for better learning outcomes. MHRD will create a National Alliance with all EdTech companies and will act as facilitator to ensure that solutions are available freely to a large number of economically backward students.
Official Website: https://www.phdcci.in/

81. **PM Modi Common Livestock Diseases Control Scheme**
Announced 5 September 2019
Main Objective: To eradicate Foot & Mouth Disease (FMD) & brucellosis disease in animals by vaccination in next 5 years.

PM Modi Common Livestock Diseases Control Scheme is to control livestock diseases particularly foot and mouth disease (FMD) and brucellosis. These 2 types of diseases are common in livestock which includes cow, bulls, buffaloes, sheep, goats and pigs. The main objective is to completely eradicate FMD and brucellosis in the next 5 years through this 13,500 crore vaccination scheme.
Official Website: narendramodi.in

82. **Sabka Vikas (Legacy Dispute Resolution) Scheme (SVLDRS)**
Launched 1 September 2019
Main Objective: To provide one stop solution for tax dispute resolution.

Central Board of Indirect Taxes and Customs (CBIC) started Sabka Vishwas (Legacy Dispute Resolution) Scheme SVLDRS under Goods and Services Tax (GST). Applicants to get waiver on interest and penalty and would not be prosecuted for tax evasion. This is a one time measure for liquidation of past disputes of central excise and service tax. SVLDRS scheme will provide an opportunity of voluntary disclosure to non-compliant taxpayers.
Official Website: cbic-gst.gov.in

83. **NISHTHA Teachers Training Programme**
Launched 2 September 2019
Main Objective: To provide free coaching to improve outcomes at elementary level

National Initiative for School Head's and Teacher's Holistic Advancement (NISHTHA) Scheme is the world's largest teachers training program. NISHTHA aims to improve Quality of School Education through Integrated Teacher Training. It aims to build

competencies among all the teachers and school principals at the elementary stage. The main focus will be on competency and higher order thinking skills based teaching learning.

This program aims to provide training of all heads and teachers as first level counselors and to promote experiential and joyful learning. NISHTHA scheme aims to serve capacity building of 4.2 million teachers.
Official Website: https://www.india.gov.in/spotlight/nishtha

84. **Samarth Scheme**
Launched 2017
Main Objective: Training to 4 Lakh People for Capacity Building in Textile Sector

Samarth Scheme to provide skill training to youth for gainful and sustainable employment in textile sector. Samarth scheme aims to promote skilling and skill upgradation in the traditional sectors of handlooms, handicrafts, sericulture and jute. This scheme will enable provision of sustainable livelihood either by wage or self employment to all sections of the society. Samarth scheme will incentivize and supplement the efforts of the industry in creating jobs in the organized textile and related sectors.
Official Website: https://samarth-textiles.gov.in/

85. **Jal Jeevan Mission**

Launched 16 August 2019
Main Objective: To ensure Piped Water Supply to All Families
Jal Jeevan Mission is to ensure piped water supply (Har Ghar Nal Ka Jal) to all families by 2024, govt. to spend Rs. 3.5 lakh crore for Nal Se Jal Scheme. Even after 70 years of Independence, around 50% of the Indian people does not access to drinking water and people have to walk miles to get drinking water. So, govt. will spend a huge amount of Rs. 3.5 lakh crore and will make efforts to conserve water and rejuvenate water sources.
Official Website: http://mowr.gov.in/

86. **Paramarsh Scheme**
Launched 20 July 2019
Main Objective: To provide mentorship to higher education institutions (HEIs) for NAAC level quality assurance in India

UGC Paramarsh Scheme aims to mentor HEIs to get NAAC accreditation. The institutions would be enabled to get accredited by focusing in the area of curricular aspects, teaching-learning & evaluation, research, innovation, institutional values & practices etc. This scheme will facilitate sharing of knowledge, information and opportunities for research collaboration and faculty development in Mentee Institutions.
Official Website: https://www.ugc.ac.in/

87. **Atal Bimit Vyakti Kalyan Yojana**
Launched 1 July 2018
Main Objective: ESIC to provide relief amount to insured employees in cash in case of unemployment

Employees will get assistance in case they get unemployed for sometime and search new job under Atal Bimit Vyakti Kalyan Yojana. In case the Insured Person (IP) is rendered unemployed, govt. will provide relief to the extent of 25% of the average per day earning during the previous four contribution periods (total earning during the four contribution period/730) to be paid up to maximum 90 days of unemployment once in lifetime of the IP on submission of claim in form of an Affidavit.
Official Website: http://www.esic.in/employeeportal/login.aspx

88. **PM Matsya Sampada Yojana (PMMSY)**

Announced 5 July 2019
Main Objective: To turn India into a hotspot for fish and aquatic products.
Under PM Matsya Sampada Yojana, govt. will provide adequate marketing and infrastructure support to fisheries sector. This scheme aims to improve aquaculture and will ensure easy access to credit. The central govt. has targeted to augment fish production to achieve its target of 15 million tonne by FY 2021 under Blue Revolution.
Official Website: To be launched

89. **Jal Shakti Abhiyan (National Water Conservation Scheme)**
Launched 1 July 2019
Main Objective: Jan Andolan for Water Conservation

Jal Shakti Abhiyan (JSA) is a time-bound, mission-mode water conservation campaign. This abhiyan will focus on for water conservation and water resource management by focusing on accelerated implementation of five target intervention. These interventions are water conservation and rainwater harvesting, renovation of traditional and other water bodies/tanks, reuse and recharge structures, watershed development, intensive afforestation.
Official Website: https://ejalshakti.gov.in/JSA/JSA/Home.aspx

90. **Aadhaar and Other Laws (Amendment) Bill, 2018**
Introduced 2 January 2019
Main Objective: To verify person's identity through aadhaar authentication

Minister of Law and Justice, and Electronics and Information Technology, Mr. Ravi Shankar Prasad, in Lok Sabha on January 2, 2019. The Bill amends the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016, the Indian Telegraph Act, 1885, and the Prevention of Money Laundering Act, 2002.

The Aadhaar Act provides targeted delivery of subsidies and benefits to individuals residing in India by assigning them unique identity numbers, called Aadhaar numbers. The Bill additionally allows offline verification of an individual's identity, without authentication, through modes specified by the Unique Identification Authority of India (UIDAI) by regulations. During offline verification, the agency must obtain the consent of the individual, inform them of alternatives to sharing information and not collect, use or store Aadhaar number or biometric information.
Official Website: uidai.gov.in

91. **Pradhan Mantri Awas Yojana – Gramin (Renamed from Indira Awas Yojana)**
Launched 2015
Main Objective: To provide housing for rural poor in India

PMAY Gramin is a rural component of the flagship PM Awas Yojana – Housing For All (PMAY-HFA) by 2022. The central govt. has set a target of 4 crore houses to poor people in rural areas by FY 2022. Beneficiaries of the rural houses would be chosen according to data taken from the Socio-Economic Caste Census of 2011. An allowance of Rs. 120,000 in plain areas and Rs. 130,000 in hilly areas will be provided for construction of homes. Provision of toilets at Rs. 12000/- and 90/95 days of unskilled wage labour under MGNREGA over and above the unit cost.
Official Website: https://rhreporting.nic.in/netiay/newreport.aspx

92. **Unnat Bharat Abhiyan**
Launched 25 April 2018
Main Objective: To bring transformational change in rural development processes

Under Unnat Bharat Abhiyan, govt. will leverage knowledge institutions to help build the architecture of an Inclusive India. This scheme will focus on organic farming, water management, renewable energy, artisans, industries and livelihood, basic amenities, convergence.
Official Website: http://unnatbharatabhiyan.gov.in/

93. **Dhanlakshmi Yojana**
Launched 22 December 2017
Main Objective: Cash incentives to girl child

The Dhanalakshmi scheme mainly focuses to minimise female infanticide cases in India by means of providing an insurance cover. The scheme also supports education for girl child and offers alluring insurance schemes to prevent early marriage. This scheme aims at reducing child marriage cases by offering parents an attractive insurance cover and encouraging parents to educate their children. In addition to this, various medical expenses will be covered for girl babies. The aim of the scheme was to value the life of a girl child and not treat them as a liability.

Official Website: https://wcd.nic.in/schemes/dhanalakshmi

94. **Vidyanjali Yojana**
    Launched 16 June 2016
    Main Objective: School Volunteer Programme

    Vidyanjali Yojana aims to enhance involvement of community and private sector in government run elementary schools. The Vidyanjali scheme has been launched under the overall aegis of the Sarva Shiksha Abhiyan. Under the Vidyanjali Volunteer Programme, people from the Indian Diaspora, retired teachers, retired government officials including retired defense personnel, retired professionals and women **Official Website:** https://mygov.in/task/vidyanjali-school-volunteer-programme/

95. **Stand Up India Loan Scheme**
    Launched 5 April 2016
    Main Objective: To support entrepreneurship among women and SC & ST communities

    Stand Up India Scheme facilitates bank loans b/w Rs. 10 lakh to Rs. 1 crore to at-least 1 Scheduled Caste (SC) or Scheduled Tribe (ST) borrower and at-least 1 women borrower per bank branch. This loan amount will facilitate setting up of a green field enterprise. This enterprise may be in manufacturing, services or trading sector. In case of non-individual enterprises, at-least 51% of shareholding and controlling stake should be held by either an SC / ST or women entrepreneur.
    Official Website: https://www.standupmitra.in/

96. **Gram Uday Se Bharat Uday Abhiyan**
    Announced 28 March 2016
    Main Objective: Village Self Governance Campaign

    Gram Uday Se Bharat Uday Campaign aims to generate nation-wide efforts to increase social harmony across villages, strengthen Panchayati Raj, promote rural development, and foster farmers progress. Govt. will also provide information regarding the various schemes of the government to foster social justice.
    Official Website: rural.nic.in

97. **Samajik Aadhikarita Shivir**
    Launched 29 June 2017
    Main Objective: Aids and Assistive devices to divyang beneficiaries.

    Samajik Aadhikarita Shivir aims to look at ways through which innovation and technology can transform lives of Divyang sisters and brothers. Under this initiative, govt. provides aids and other assistance devices to Persons with Disabilities (PWDs)
    Official Website: socialjustice.nic.in

98. **Vidyalakshmi Loan Scheme**
Launched 15 August 2015
Main Objective: Education loans for students

Vidya Lakshmi is a first of its kind portal for students seeking Education Loan. This portal has been developed under the guidance of Department of Financial Services (Ministry of Finance), Department of Higher Education (Ministry of Human Resource Development) and Indian Banks Association (IBA). The portal has been developed and being maintained by NSDL e-Governance Infrastructure Limited. Students can view, apply and track the education loan applications to banks anytime, anywhere by accessing the portal.
Official Website: https://www.vidyalakshmi.co.in/Students/

99. **Swayam Prabha**
Launched 15 August 2015
Main Objective: To benefit students seeking education loans

The SWAYAM PRABHA is a group of 32 DTH channels devoted to telecasting of high-quality educational programmes on 24X7 basis using the GSAT-15 satellite. Every day, there will be new content for at least (4) hours which would be repeated 5 more times in a day. Swayam Prabha allows the students to choose the time of their convenience. The channels are uplinked from BISAG, Gandhinagar. The contents are provided by NPTEL, IITs, UGC, CEC, IGNOU, NCERT and NIOS. The INFLIBNET Centre maintains the web portal.
Official Website: https://www.swayamprabha.gov.in/index.php/home

100. **Shala Ashmita Yojana**
Announced 25 May 2016
Main Objective: Student tracking system programme

SAY aims to track the educational journey of school students from Class I to Class XII across the 15 lakhs private and government schools in the country.
ASMITA will be an online database which will carry information of student attendance and enrolment, learning outcomes, mid-day meal service and infrastructural facilities among others. Students will be tracked through their Aadhaar numbers and incase those not having unique number will be provided with it.
Official Website: mhrd.gov.in

101. **Digital Village Scheme – Digi Gaon Project**
Launched 21 May 2018
Main Objective: For development of villages and to make them self sustainable

Digital Village scheme aims to provide affordable access to education, skill development and healthcare in villages. Village based Common Service Centers (CSCs)

will manage Wi-Fi Choupals and will provide easy access to digital infrastructure and Internet to people.
Official Website: digitalindia.gov.in

102. **Ek Bharat Shreshtha Bharat**
Launched September 2018
Main Objective: To make unified and developed India

Ek Bharat Shreshtha Bharat aims to CELEBRATE the Unity in Diversity of our Nation and to maintain and strengthen the fabric of traditionally existing emotional bonds between the people of our Country. To PROMOTE the spirit of national integration through a deep and structured engagement between all Indian States .
Official Website: ekbharat.gov.in

103. **Green Urban Transport Scheme (GUTS)**
Launched 9 November 2016
Main Objective: To improve green urban transport facilities

Green Urban Transport Scheme (GUTS) has been launched in order to reduce pollution caused due to transportation. GUTS Scheme aims to develop and improve climate friendly transport system in urban areas and significantly reduce carbon emissions.
Official Website: mohua.gov.in

104. **AMRIT Scheme**
Launched 15 November 2015
Main Objective: To provide Affordable Medicines and Reliable Implants for Treatment

Affordable Medicines and Reliable Implants for Treatment (AMRIT) – is an effort of the Narendra Modi-led NDA government to reduce the expenditure incurred by patients on treatment of cancer, cardiovascular and other diseases.
On these AMRIT outlets, medicines will be available for the common people at a discount rate of 60-70 per cent.
Official Website: mohfw.gov.in

105. **Digidhan Vyapar Yojana**
Launched 15 December 2016
Main Objective: To promote digital payment methods for merchants

Digi Dhan Vyapar Yojana award scheme is for merchants who accepts payments through digital modes of payments after Demonetization. The scheme will cover transactions between Rs. 50 to Rs. 3000 to encourage poor, middle class and small businesses for cashless payments.
Official Website: digidhanlucky.mygov.in

106. **BHIM App**
Launched 2016
Main Objective: To provide unified payment interface (UPI) facility

BHIM (Bharat Interface for Money) is a mobile payment App developed by the National Payments Corporation of India (NPCI), based on the Unified Payments Interface (UPI). This app is intended to facilitate e-payments directly through banks as part of the 2016 Indian banknote demonetisation and drive towards cashless transactions.
The app supports all Indian banks which use UPI, which is built over the Immediate Payment Service (IMPS) infrastructure and allows the user to instantly transfer money between bank accounts of any two parties. It can be used on all mobile devices.
Official Website: google play store

107. **Urban Green Mobility Scheme**
Launched 18 March 2017
Main Objective: To promote usage of green transport for citizens

The aim of new Urban Green Mobility Scheme is to address infrastructure for Bus based transport – depots, maintenance facilities, ITS etc. This scheme will bring in private entrepreneurial spirit in operations, promote Non-motorized Transport (NMT), last mile connectivity. Moreover, UGMS will also promote alternate fuels, electric Mobility for better environment. The main focus is on Urban Freight and address high fatalities of pedestrians.
Official Website: mohua.gov.in

108. **Sankalp Se Siddhi – New India Movement from 2017 – 2022**
Launched 2017
Main Objective: To build New India by creating causes & mobilizing fellow citizens

Sankalp Se Siddhi is a new initiative for upcoming 5 years to better country's economy, citizens, society, governance, security and other verticals. Various events would be organized to make the Indian citizens aware of many social issues such as discrimination, communalism, non-hygiene etc.
Official Website: https://www.mygov.in/newindia/index.html

109. **Jaivik Kheti Scheme**
Launched 17 March 2018
Main Objective: To promote organic farming among farmers

PM Narendra Modi has launched a new Jaivik Kheti Portal to promote organic farming / jaivik kheti across the country. This portal will promote Rasayan Mukt Bharat Abhiyan and prohibits the use of chemical fertilizers for farming purpose. Accordingly, this portal will provide information on important central government schemes – Rashtriya

Krishi Vikas Yojana (RKVY), Paramparagat Krishi Vikas Yojana, Micro-irrigation and MIDH.
Official Website: jaivikkheti.in

110. **Women Entrepreneurship Scheme**
Launched 8 March 2018
Main Objective: To provide platform to women entrepreneurs

NITI Aayog starts Women Entrepreneurship Scheme portal to build an ecosystem for women entrepreneurs to scale up their innovative ideas and realize their entrepreneurial aspirations. This portal is designed on 3 pillars – Iccha Shakti, Gyan Shakti & Karma Shakti.
Official Website: wep.gov.in

111. **Namo Yojana Center Scheme – Sewa / Sahayata Kendra**
Launched 6 March 2018
Main Objective: To open Namo Yojana Sewa Kendra for poor people

Namo Yojana Center Scheme aims to open various one stop center for people living in remote areas to gather information and take benefits of welfare schemes. At Namo Yojana Centers, govt. will link around 112 central govt. schemes. Poor and downtrodden people can resolve their queries and doubts at these centers and can avail the benefits of such schemes.
Official Website: india.gov.in

112. **Agriculture Export Policy 2018**
Launched 18 July 2019
Main Objective: To double farm exports

This comprehensive Agriculture Export Policy 2018 aims to double exports and integrate Indian farmers and agricultural products with global value chains.
 This policy will diversify export basket, destinations and boost high value and value added agricultural exports including focus on perishables.
Official Website: agriculture.gov.in

113. **Nation Mission on Interdisciplinary Cyber Physical Systems**
Launched 7 December 2018
Main Objective: To bring Cyber Physical Systems (CPS) and other technologies in the ambit of our country.

National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS) approved by Central government. This system will create next generation technologies for next 5 years with an outlay of Rs. 3660 crore, govt. to setup 15 technology innovation hubs (TIH), 6 application innovation hubs (AIH) and 4 technology translation research hubs (TTRP).**Official Website:** dst.gov.in

114. **Varun Mitra Yojana**
Launched 1 January 2019
Main Objective: To provide jobs to unemployed youths after 21 days free training on solar energy

Varun Mitra Yojna to provide jobs & business opportunities to youths. People can download and fill Varun Mitra Yojana registration form to attend 3 weeks (120 hours) of training after which they can get employment. This Varunmitra training course is absolutely free and total number of seats are 20. This training program is to generate employment opportunities for unemployed candidates.
Official Website: mnre.gov.in

115. **Prime Minister Universal Basic Income Scheme**
Launched January 2017
Main Objective: Cash Transfer in Bank Accounts of Poor

Universal Basic Income is a periodic, unconditional cash transfer instead of in-kind transfer to every citizen in the country. In this UBI scheme 2019, social or economic positions of the individuals are not taken into consideration. UBI is universal in nature and it is not targeted. Any beneficiary will not have to prove their unemployment status or socio-economic identity to be eligible for Universal Basic Income Scheme.
Official Website: soon

116. **PM Sampann Yojana Portal**
Launched 30 December 2018
Main Objective: Track Pension Status Online

SAMPANN (System for Authority and Pension Management) Yojana Portal launched by PM Narendra Modi as Comprehensive Pension Management System (CPMS) for pensioners, track pension status online & file complaints at official CPMS portal.
Official Website: dotpension.gov.in

117. **Ujjwala Sanitary Napkin Scheme for Women**
Launched 31 December 2018
Main Objective: Initiative for Women Hygiene & Employment

Ujjwala Sanitary Napkin Scheme is an initiative for women hygiene & employment. Under this scheme, cost of single pack of 8 sanitary pads is Rs. 42 & each unit will employ 5 or 6 ujjwala beneficiaries.
Official Website: soon

118. **Aarthik Aarakshan – 10% EWS Reservation Quota**
Launched 7 January 2019
Main Objective: To provide 10% reservation to students from economically weaker sections (EWS)

Central govt. now provides 10% Aarthik Aarakshan to poor children from EWS category. This reservation is similar to quota availed by OBC / SC / ST children.
Official Website: (One Hundred And Twenty-Fourth Amendment) Bill, 2019
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119. **Operation Digital Board (ODB)**
Launched 20 February 2019
Main Objective: To replace blackboards with digital boards in classrooms

Operation Digital Board (ODB) will enhance quality of education by providing SMART boards from class 9th onward in govt. / govt. aided / higher educational institutions (HEIs). ODB is going to make the learning and teaching process interactive and popularize flipped learning as pedagogical approach.
Official Website: mhrd.gov.in

120. **Scheme for Higher Education Youth in Apprenticeship and Skills (SHREYAS)**
Launched 27 February 2019
Main Objective: To provide training & placement opportunities to degree students

SHREYAS Scheme will provide industry apprenticeship opportunities to youth and will enable them to get gainful employment. Youths will get "On the job work exposure" and earn stipend. This is a major effort to make degree students more skilled, capable, employable and aligned to needs of economy.
Official Website: shreyas.ac.in

121. **Gram Samriddhi Yojana**
Launched 1 March 2019
Main Objective: To Create Jobs in Micro Food Processing Sector

Pradhan Mantri Gram Samridhi Yojana 2019 to create jobs in Micro Food Processing sector. Around 70,000 units with capitalization less than Rs. 10 lakh would be setup to turn farmers into job creators rather than job seekers.
Official Website: Soon

122. **Pradhan Mantri JI-VAN Yojana**
Launched 28 Feb 2019
Main Objective: To provide financial assistance to integrated Bio-ethanol projects

Pradhan Mantri JI-VAN (Jaiv Indhan- Vatavaran Anukool fasal awashesh Nivaran) Yojana will provide financial support to Integrated Bioethanol Projects using lignocellulosic biomass and other renewable feedstock. The JI-VAN Yojana will be supported with total financial outlay of Rs.1969.50 crore for the period from 2018-19 to 2023-24. The central govt. will support commercial projects, demonstration projects & administrative charges.
Official Website: finmin.nic.in

123. **National Common Mobility Card (One Nation One Card)**
Launched 4 March 2019
Main Objective: Single Transport Card for Multiple Uses

National Common Mobility Card (NCMC) is an inter-operable transport card by the Ministry of Housing and Urban Affairs of Indian government. The transport card enables the user to pay for travel, toll duties(toll tax) , retail shopping, and withdraw money. It is enabled through the RuPay card mechanism. The NCMC card is issuable as a prepaid, debit, or credit RuPay card from partnered banks such as the State Bank of India, Bank of india,Punjab National Bank, and others.
Official Website: Related bank websites

124. **Atal Innovation Mission**
Launched 26 April 2018
Main Objective: To promote a culture of innovation and entrepreneurship in the country.

Atal Innovation Mission (AIM) objective is to develop new programmes and policies for fostering innovation in different sectors of the economy, provide platform and collaboration opportunities for different stakeholders. AIM is to create awareness and create an umbrella structure to oversee innovation ecosystem of the country.
Official Website: https://www.aim.gov.in/

125. **Swachh Survekshan**
Launched 2018
Main Objective: Ranking of cities in order of cleanliness

Swachh Survekshan is an extensive effort to spread public awareness and enthusiasm towards Swachh Bharat Abhiyan. This survey will help people to understand the need of cleanliness and hygienic living conditions in their cities. The Swachh Survekshan ranking of the Cities is separately done for those with a population of one lakh or more (national ranking) and those below one lakh (state and zonal rankings).
Official Website: http://www.swachhsurvekshan2018.org/ & https://swachhsurvekshan2019.org/

126. **Varishtha Pension Bima Yojana 2017**
Launched 2017
Main Objective: guaranteed 8% interest rate for 10 years on pension to senior citizens

Varishtha Pension Bima Yojana 2017 is a pension scheme for senior citizens incorporated by LIC. The pension scheme aims to provide annuity payouts like an immediate annuity plan for people above 60 years of age. VPBY will provide an assured

pension based on a guaranteed interest rate of 8% for 10 years up and above against market falls.
Official Website: licindia.in

127. **Insurance Scheme for Jan Dhan Account Holders**
Launched 15 February 2016
Main Objective: To provide Jan Dhan Se Jan Suraksha

This insurance scheme for Jan Dhan Account holders is also known as Jan Dhan Se Jan Suraksha. It is an umbrella scheme comprising of 3 schemes namely PM Jeevan Jyoti Bima Yojana (Rs. 2 lakh Life insurance cover on Rs. 330 per annum premium), PM Suraksha Bima Yojana (Rs. 2 lakh accident insurance on Rs. 12 p.a premium) & Atal Pension Yojana (minimum investment, maximum pension at old age). **Official Website:** jansuraksha.gov.in

128. **MUDRA Loan Scheme for Small and Marginal Fisherman**
Launched 14 March 2017
Main Objective: To provide loans to fishermen to flourish their business

In Mudra Loan Scheme for small and marginal fishermen, govt. will provide loans for the purchase of modern boats so that they can grow their business by venturing into deep sea. Big fishing boats will be given to group of fisherman so that they can go beyond 12 nautical miles, where they can catch large number of fishes. Small fishermen, instead of fishing alone, can be part of such groups and share profits.
Official Website: mudra.org.in

129. **Start-Up India Scheme for Women Entrepreneurs**
Launched 15 August 2015
Main Objective: To promote startups formed by women entrepreneurs

As a way to provide instant mentorship to aspiring women entrepreneurs, Startup India is organizing a Speed Mentoring session. Several panels will be set up and each panel will consist of 4 eminent women personalities including an investor, government/industry official, successful woman entrepreneur and legal specialist.   The purpose of Start Up India Scheme for women entrepreneurs is to enable these entrepreneurs to develop their own skills and strategies and take their ideas to the next level.
Official Website:
https://www.startupindia.gov.in/content/sih/en/women_entrepreneurs.html

AI SSSSO STATE WISE SDP ACTIVITY I / C

S.no	State	Gents	Ladies
1	Andhra Pradesh	K.Nagaprasad 8142221188	B.Ammaji 9849822666
2	Assam , Meghalay, Arunachal	SanjayP. Chowdary 8473912951	Kalyanidas 9864083730
3	Bihar	Sashinath Jha 9430600259	Vidyawati Devi 8409787887
4	Chhattisgarh	Jyoti Prasad 9713932786	Anjali Pillay 9691761166
5	Chennai Metro	Sarveswaran 98481369785	M.R.Jyothi 9445124750
6	Delhi NCR	Ravi Subramanyam 9911314115	Poonam dham 9873556263
7	Goa	B.NarayanRao 7798632129	ManishaNaik 9421541708
8	Gujarat	Harikrishna 9426352805	PritibenJ.Naik 9428882128
9	Haryana & Chandigarh	Ishwarnagar 9466419389	Kiran Chandna 9255265005
10	Himachal Pradesh	Dr.RK Sood 9816024168	P.MeenakshiRao 9816066849
11	Jammu & Kashmir	*	*
12	Jharkhand	RKhilawan Yadav 9162455183	Hemanti Devi 9304799237

13	Karnataka South	Capt.V.K.Kadam 9886789670	Ms.Sai Meera 9742788707
14	Karnataka North	Shivraj Goni 9448515655	Manjula P Angadi 9448972481
15	Kerala	Sai Hari 9447334519	*
16	Maharashtra	Ashish Buchade 9420271571	Ashvini Mehere 9130280991
17	Madhya Pradesh	Radha Krishna 877839148	G. Aruna 769715394
18	Mumbai Metro	Anil Menon 9821333271	*
19	Manipur	Sai Subhas 96121556912	Sai Patibaladevi 9774235043
20	Odisha	ChandiDas 7008254748	Sabita Sahu 7978828671
21	Punjab	Anshu Walia 7508277208	*
22	Rajasthan	Vineet Khanna 900112168	Savitri Nair 9829363099
23	Sikkim	*	*
24	TamilNadu	Saravana Kumar 8220017593	Chitra 9283155314

25	Telangana	Datta Prasad 9000349995	Madhavi latha 9515317166
26	Uttarakhand	Dr.SC Sarkar 9411574643	Priti Gupta 983788619
27	Uttar Pradesh	Shyamsunder Tiwari 9451028210	Dr.Minakshi Biswal 9235550976
28	West Bengal	SaibalSengupta 8016080024	Bipasa lahiri 9836263674

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Man should make proper use of his

mathi (mind),

gathi (destination),

stithi (situation) and

sampathi (wealth).

Wealth here does not mean worldly treasures. It refers to the power of the senses. This power should be utilised for service to society.
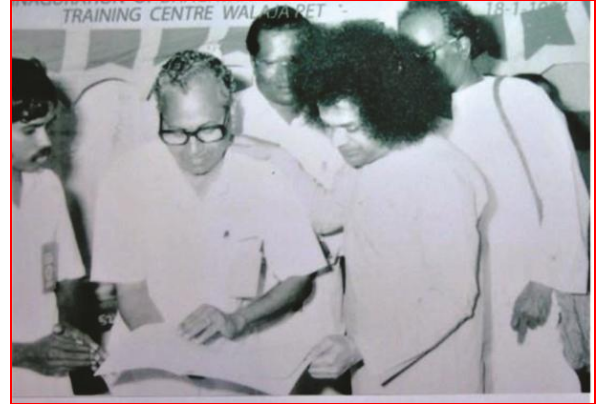
Only young men and women are capable of eradicating the evils prevailing in society. If we have virtuous youth, all ills of society can be removed. Keep in mind the welfare of the society and nation at large. Earn a good name in society.

BABA

Sri Perambur 1981

Walajapet 1984 Tamilnadu
Inaugural of Fitting & Electrician Trades

Aum Sri Sai Ram

All India SSSSO   Skill Development Mission
Dedicated at HIS divine lotus feet