



**GUIDELINES FOR
SHORT TERM CERTIFICATE COURSES**

AS PER THE G.O.Ms.No. 33, Dated 07.04.2004

**STATE INSTITUTE OF VOCATIONAL EDUCATION
O/o THE DIRECTOR OF INTERMEDIATE EDUCATION
ANDHRA PRADESH: HYDERABAD**

**GUIDELINES FOR SHORT TERM CERTIFICATE COURSES
INTRODUCED BY THE
STATE INSTITUTE OF VOCATIONAL EDUCATION,
O/o THE DIRECTOR OF INTERMEDIATE EDUCATION**

Short Term Vocational Certificate Courses of Three months, Six months and One year duration are being introduced in the disciplines of Agriculture, Engineering & Technology, Computer Science, Business & Commerce, Home Science and Humanities, with the objective of providing training to SSC failed/passed students or candidates who are interested in acquiring job oriented skills and wish to join the world of work, to enable them to earn their livelihood. (Course details at Annexure--I

These courses are being introduced as self-financing courses.

HOW TO APPLY

1. Any Private Institution / NGO having good track record in the field of providing training and having required infrastructure can start these Short Term Vocational Courses with the approval from the State Institute of Vocational Education, after they satisfy the norms prescribed herein.
2. Application forms can be obtained from the concerned District Vocational Educational Officers or from the office of the Director of Intermediate Education, Andhra Pradesh, Hyderabad by paying Rs. 100/- through Demand Draft in favour of Secretary, Board of Intermediate Education, Andhra Pradesh, Nampally, Hyderabad or can be down loaded from BIE website at: www.bieap.gov.in under "vocational courses" pages
3. At the time of filing application the institute should provide information on class room infrastructure, On the Job Training linkage, faculty, Society registration or Certificate of incorporation, track record in the field of training opted for and tie up for placements of trained candidates.
4. Maximum number of sections permitted for any institution will be 9 only, of different durations. A minimum of two courses should be offered from different disciplines.
5. The filled in application along with all enclosures should be submitted to the concerned District Vocational Educational Officer before the prescribed date. An Inspection Fee of Rs.500/= in case of Rural area and Rs. 1000/= in case of an Urban area, in the form of a demand Draft in favour of the

Secretary, BIE in any Nationalized Bank, payable at Hyderabad is to be enclosed.

SANCTION PROCEDURE

6. A three men inspection committee consisting of 1] DVEO, 2] Principal of GJC and 3] Subject expert will inspect the Institutions and submit the feasibility report with recommendations to State Institute of Vocational Education [SIVE].
7. Permission will be granted by the State Institute of Vocational Education [SIVE] on receipt of feasibility report from District Vocational Educational Officers concerned, on the available infrastructure and On the Job Training facilities with MOU & tie up for placements.
8. At the time of applying for Short Term Vocational Courses the Institute should indicate the Industry / Workshops / Service Organisations in which On the Job Training will be provided. They should furnish the MOU with the training establishment along with the application.

FEE PARTICULARS:

9. The Private Institution / NGO should pay Rs. 500/- per section per module as recognition fee through Demand Draft in favour of the Secretary, Board of Intermediate Education, Andhra Pradesh, Nampally, Hyderabad after approval from the State Institute of Vocational Education. (Three months course; one module; Rs/ 500, six months course; two modules; Rs/ 1,000, One year course; three modules; Rs 1,500)
10. The maximum tuition fee to be collected from the student is Rs. 300/- Per Month.

ADMISSION PROCEDURE:

11. The Head of the Institution / Correspondent / Principal of the concerned institute shall take up the admission process only after obtaining permission from the State Institute of Vocational Education [SIVE].
12. The maximum intake shall be 40 [forty] students per section.
13. No age limit is prescribed for admission to these courses.
14. Selection Criteria: -

Minimum qualifications for admission into these courses shall be as mentioned in Annexure – I.

Candidates having higher qualification with an aptitude to learn the skills in the relevant field are also eligible for admission.

SCHEME AND SYLLABUS:

15. The short-term courses are organized in to modules of three months duration each. The Institutions taking up Short Term Vocational Courses have to strictly follow the academic schedule, syllabus and On the Job Training pattern prescribed by the State Institute of Vocational Education [SIVE] including guidelines for conducting classes/ training, examination, evaluation etc from time to time. Copy of the syllabus can be obtained from DVEO.or can be down loaded from BIE website at: www.bieap.gov.in under “vocational courses” pages

The Scheme of instruction prepared by the State Institute of Vocational Education as mentioned below has to be strictly followed.

SCHEME OF INSTRUCTION FOR EACH MODULE

Subject	Theory		On the Job Training [OJT]			
	Hours	Weightage	Hours	Weightage	Hours	Total Weightage
	72	30	216	70	288	100
Total	72	30	216	70	288	100

SCHEME OF INSTRUCTION/WEEK

Subject	Theory	On the Job Training [OJT]	Total
	6	18	24

16. In order to provide job-oriented skills to students, greater emphasis shall be placed on, On the Job Training. The entire work relating to practicals / on the job training shall be conducted in workshops / Organisations / industries. On the Job Training to be provided in the workshops etc. shall be directly under the supervision of Master Trainer of the workshops / industries / Service Establishments.

SOME OF THE POSSIBLE ESTABLISHMENTS FOR PROVIDING ON THE JOB TRAINING ARE INDICATED BELOW.

- | | |
|-----------------------------|---|
| 1. Agriculture | State Government Centres Private Reeling Centres/ ANGRAU, Hyderabad/Dairy Cattle farms/Fish farm/Government/University farms |
| 2. Business & Commerce | Banks / Commercial Establishments / Super Markets / Chartered Accountants / Tax Consultants / Commercial Institutes. |
| 3. Computer Science | NIIT/ CMC / APTECH / Locatiya Computers / Setwin / ITI /Polytechnic Colleges / only recognized Computer Labs / private computer labs |
| 4. Engineering & Technology | Setwin/ITI Training Centres/ Polytechnics/ Tribal Welfare work centre/Automobile workshops |
| 5. Home Science | Small medium Bakeries/Food Craft Institutions/Home science Colleges /Food catering Institution/Beauty parlors Hotels/ Garment Units/CMC ATC/Setwin. |
| 6. Humanities | Star Hotels / Tourist Centres / Travel Agencies. |
- 17) There should be a Continuous check on the conduct of classes and attendance of students in the class and On the Job Training by the Principal and Master Trainer regularly. Minimum 90% attendance is essential for passing the module. The concerned District Vocational Education Officer would regularly inspect the teaching and training establishments

EXAMINATION AND CERTIFICATION:

- 18) In order to facilitate continuous evaluation for each module Theory and On the Job Training examination should be conducted at the end of first, second and third module.
- 19) The Instructor associated with the course should assess the students in terms of their competency achieved. The Master Trainer/ Supervisor in the Industry / Business establishment/Organisation will also test and assess the student based on the Technical Skills acquired.
- 20) At the end of the module examination will be conducted at institution level under the supervision and control of the District Examination Committee headed by DVEO as per the guidelines prescribed by the SIVE.
- 21) The following system of grades has to be adopted for the purpose of performance appraisal of the students at the end of each module based on continuous evaluation duly giving 30% Weightage on performance in theory and 70% Weightage on performance in On the Job Training [OJT].

Award of Grades and entitled grade points

Marks Range	Grades	Sub Ranges	Grade Points
90-100	A	95-100	10
		90-94	9
70-89	B	85-89	8.5
		80-84	8
		75-79	7.5
		70-74	7
50-69	C	65-69	6.5
		60-64	6
		55-59	5.5
		50-54	5
40-49	D	45-49	4.5
		40-44	4
30-39	E	35-39	3.5
		30-34	3
0-29	F	25-29	2.5
		0-24	2

- 22) Grade card will be issued for each module after clearing the Theory and On the Job Training [OJT] with 'D' or higher grade in the module. Those getting less than 'D' grade will not be considered as pass in the module and they will have to repeat the module after taking fresh admission and only those passing in initial module will be eligible to join the next module. DVEO will issue a module completion certificate.
- 23) After successful completion of entire course, a competency-based certificate will be given by the State Institute of Vocational Education [SIVE] through the DVEO concerned.

PLACEMENTS:

- 24) The Institute taking up Short Term Vocational Courses should take every measure to provide placement to the students by liaison with Business establishments /Industries / other establishments. Institutions should play a major role in placement of the passouts. Placement cell has to be created in the Institution.

APPOINTMENT OF FACULTY:

- 25) The Principal / Correspondent is authorized to engage the teaching faculty. Qualifications for the Teaching Faculty course wise shall be as mentioned in the Annexure - II.

**Sd/- SHASHANK GOEL
DIRECTOR OF INTERMEIDATE EDUCATION**

ANNEXURE - I**MINIMUM EDUCATIONAL QUALIFICATION FOR
3 MONTHS [One Module], 6 MONTHS [Two Modules] &
ONE YEAR COURSES [Three Modules].**

Sl. No.	Course	Module	Duration	Qualification
I. AGRICULTURE:				
1	Bee-Keeping [Apiculture]	One	Three Months	SSC Failed
2	Mushroom Culture	One	Three Months	SSC Failed
3	Veterinary Compounder	Three	One Year	SSC Failed
4	Sericulture Assistant	Three	One Year	SSC Failed
5	Farm Assistant	Three	One Year	SSC Failed
6	Fisheries Assistant	Three	One Year	SSC Failed
7	Gardener Training Course	Two	Six Months	SSC Failed
II. BUSINESS & COMMERCE:				
8	Accountancy	Three	One year	Intermediate
9	Taxation	Three	One year	Intermediate
10	Salesmanship	Three	One year	SSC
11	Typewriting English	Three	One year	SSC Failed
12	Shorthand	Three	One Year	SSC
III. COMPUTER SCIENCE COURSES:				
13	Web Designing & Internet	One	Three Months	SSC Failed
14	Computer Maintenance	One	Three Months	SSC Failed
15	M.S. Office	One	Three Months	Intermediate
16	Unix C & C++	One	Three Months	Intermediate
17	V.B. & Oracle	One	Three Months	Intermediate
18	VB & ASP	One	Three Months	Intermediate
19	Oracle with D2K	One	Three Months	Intermediate
20	Oracle with DBA	One	Three Months	Intermediate
21	DTP	One	Three Months	Intermediate
22	Auto CAD	One	Three Months	Intermediate

23	Accounting Package	One	Three Months	Intermediate
24	Computer Application	Two	Six Months	SSC failed
25	Information Technology	Two	Six Months	SSC failed
26	Hardware Technology	Two	Six Months	SSC failed
27	Data Entry	Two	Six Months	SSC failed
28	Multimedia, Graphic & Animation	Two	Six Months	SSC failed
29	Advanced Certificate Course in Computer Application	Three	One Year	SSC Failed
30	Advanced Certificate Course in Information Technology	Three	One Year	SSC Failed

IV. ENGINEERING & TECHNOLOGY:

31	Motor Driving	One	Three Months	SSC Failed
32	Plastic Technology	Two	Six Months	SSC failed
33	Auto Electrician	Two	Six Months	SSC failed
34	Electrician	Two	Six Months	SSC failed
35	Plumbing	Two	Six Months	SSC failed
36	Welding	Two	Six Months	SSC failed
37	Carpentry	Two	Six Months	SSC failed
38	Building Construction	Three	One Year	SSC Failed
39	Automobile Engg. Technology	Three	One Year	SSC Failed
40	Air-Condition & Refrigeration	Three	One Year	SSC Failed
41	Radio & TV Technician	Three	One Year	SSC Failed

V. HOME SCIENCE COURSES:

42	Apparel construction	One	Three Months	SSC Failed
43	Tie & Die, Block, Batik, Screen-printing	One	Three Months	SSC Failed
44	Computer based fashion designing	One	Three Months	SSC Failed

45	Soft Toys & Flower Making	One	Three Months	SSC Failed
46	Beautician course	One	Three Months	SSC Failed
47	Embroidery & Zig – Zag	One	Three Months	SSC Failed
48	Cookery	One	Three Months	SSC Failed
49	Bakery & confectionery	Two	Six Months	SSC failed
50	Hotel Management	Three	One Year	SSC Failed
51	Food Preservation & Processing	Three	One Year	SSC Failed
52	Fashion Designing	Three	One Year	SSC Failed
53	Textile Designing	Three	One Year	SSC Failed
54	Interior Designing	Three	One Year	SSC Failed
55	Preprimary Teacher Training	Three	One Year	SSC
VI. HUMANITIES COURSES:				
56	Receptionist	Three	One Year	SSC
57	Tourism Management	Three	One Year	SSC

ANNEXURE - II
QUALIFICATIONS FOR TEACHING FACULTY- COURSE WISE.

I. AGRICULTURE	QUALIFICATION.
1. Mushroom culture	B.Sc. (Agriculture), B.Sc. (Horticulture) with background of plant pathology/ any diploma in concerned course / Certificate Course.
2. Bee-Keeping [Apiculture]	M.Sc. (Entomology) / B.Sc. [Agriculture] any diploma in concerned course / Certificate Course.
3. Veterinary Compounder	B.V.sc., /B.Sc (Dairying)/Diploma in concerned course
4. Sericulture Assistant	M.Sc. [Sericulture] / M.Sc. [Zoology] / B.Sc., with Entomology / Diploma in concerned course / Certificate Course.
5. Farm Assistant	B.Sc [Horticulture]/ B.Sc [Agriculture]/ Diploma in concerned course / Certificate Course.
6. Fisheries Assistant	M.Sc (Zoology) with Fisheries and Aquaculture Specialisation/B.FSc / B.Sc with Fisheries.
7. Gardener Training Course	B.Sc Horticulture/M.Sc Agriculture with Two Years experience, B.Sc Horticulture/ Diploma in concerned course /Certificate Course.

II. BUSINESS & COMMERCE**QUALIFICATION**

- | | |
|------------------|---|
| 8. Accountancy | M.Com / B.Com. |
| 9. Taxation | M.Com / B. Com., with Specialisation in Income Tax |
| 10. Salesmanship | M.Com / B.Com., with P.G. Diploma in Marketing / Salesmanship. |
| 11. Typewriting | Graduation with Type Higher/
Intermediate Office Assistantship
Vocational Course. |
| 12. Shorthand | Graduation with Shorthand |

III. COMPUTER SCIENCE COURSES**QUALIFICATION**

- | | |
|--------------------------------|---|
| 13. Web Designing and Internet | BCA/MCA/B.Tech/M.Sc Computer Science Any Advanced diploma in concerned subject |
| 14. Computer Maintenance | BCA/MCA/B.Tech/M.Sc Computer Science Any Advanced diploma in concerned subject |
| 15. M.S.Office | M.CA/BCA/M.Sc/B.TEC/M.Sc Home Science Any Advanced diploma in concerned subject |
| 16. Unix C and C++ | M.CA/BCA/M.Sc Computer Science/
B.TEC/ Any Advanced diploma in concerned subject |
| 17. VB and Oracle | BCA/MCA/M.Sc computer Science/
B.Tech. Any Advanced diploma in concerned subject |

- | | |
|----------------------------|--|
| 18. VB and ASP | BCA/MCA/M.Sc computer Science/
B.Tech. Any Advanced diploma in
concerned subject |
| 19. Oracle with DBA | BCA/MCA/M.Sc computer Science/
B.Tech. Any Advanced diploma in
concerned subject |
| 20. Oracle with D2K | BCA/MCA/M.Sc computer Science/
B.Tech. Any Advanced diploma in
concerned subject |
| 21. DTP | BCA/MCA/M.Sc computer Science/
B.Tech. Any Advanced diploma in
concerned subject |
| 22. Auto CAD | BCA/MCA/M.Sc computer Science/
B.Tech. Any Advanced diploma in
concerned subject |
| 23. Accounting package | BCA/MCA/M.Sc computer Science/
B.Tech. Any Advanced diploma in
concerned subject |
| 24. Computer Application | BCA/MCA/M.Sc computer Science/
B.Tech. Any Advanced diploma in
concerned subject |
| 25. Information Technology | BCA/MCA/M.Sc computer Science/
B.Tech. Any Advanced diploma in
concerned subject |
| 26. Hardware Technology | BCA/MCA/M.Sc computer Science/
B.Tech. |
| 27. Data Entry | BCA/MCA/M.Sc computer Science /
B.Tech. |

- | | |
|---------------------------------------|---|
| 38. Building Construction | B.E (Civil)/Diploma in civil Eng./ITI certificate in the field of Civil Engg. Work/An experienced (10 Years) Mason with experience in Civil Constructions Work. |
| 39. Automobile Engineering Technology | B.E (Mechanical)/ Diploma in Automobile Eng/ITI certificate in the field of Automobile Engg. Work/A 2 Wheeler/ 4 Wheeler Mechanic with 5 years experience. |
| 40. Air-condition & Refrigeration | B.E (Mechanical) /Diploma in Mechanical Engg./ A Mechanic in Refrigeration and Air conditioning field with 5 Years experience. |
| 41. Radio & TV Technician | B.E (Electronics)/ Diploma in Electronics and Communication/A Radio and TV Mechanic with 5 years experience. |

V. HOME SCIENCE COURSE

QUALIFICATION

- | | |
|--|---|
| 42. Apparel constructions | Any related certificate holders from Setwin/ Women welfare department/ Janasikshana Samsthan/ Intermediate (Voc) with Commercial & Garment Design Making. |
| 43. Tie & Die Block, Batik screen-printing | B.Sc., (Home Science) Textiles and Clothing/ Any related certificate holders from Setwin / Women welfare department/ Janasikshana Samsthan / Vocational lecturer of the concerned subjects. |
| 44. Computer based fashion designing | Any D.C.A with degree/ B.C.A / Intermediate (Voc) with Fashion & Garment Making Any related certificate holders from Setwin/ Women welfare department/ Janasikshana Samsthan. |

45. Soft toys & Flower making Related certificate holders from Setwin/
Women welfare departments/ Jana
Sikshana Samsthan/ Intermediate (Voc)
with Crèche and Pre School Management
course.
46. Beautician Course Any graduate preferable Home Science /
any graduate with Diploma certificate in
Beauty culture.
47. Cookery B.Sc. (Home Science)/Graduate of Hotel
Management course/ Senior Cook of
reputed hotels Related certificate holders
from Setwin/ Women welfare
departments/ Jana Sikshana Samsthan.
48. Bakery and Confectionery B.Sc. with Bakery as one of the subject/
Certificate in Catering Technology/
Diploma in Bakery and Confectionery
Related certificate holders from Setwin/
Women welfare departments/ Jana
Sikshana Samsthan.
49. Embroidery & Zig - Zag B.Sc. [H.Sc] with Diploma in Embroidery /
Diploma in Fashion Design or Inter
Vocational CGDM & Fashion & Garment
Making with Diploma in Embroidery &
Fashion Design, Related certificate holders
from Setwin/ Women welfare
departments/ Jana Sikshana Samsthan.
50. Diploma in Hotel
Management B.Sc (Home Science) in Home
Management/ Diploma in House
keeping/ two years experience in
house keeping in any Institution.
51. Food Preservation
& Processing B.Sc Home Science in Nutrition/
Diploma in Dietics & Nutrition .
52. Fashion Designing B.Sc Home Science / Degree with P.G.
Diploma, Inter Vocational CGDM &
Fashion & Garment Making.

53. Textile Designing B.Sc in textile and clothing /Diploma in Textile Designing with knowledge of computer, Related certificate holders from Setwin/ Women welfare departments/ Jana Sikshana Samsthan.
54. Interior Designing B.Sc in resource Management & Consumer Science/Family Resource Management/B.Arch (Interior Design)/ P.G (Interior Design) B.Sc (Interior Design), Related certificate holders from Setwin/ Women welfare departments/ Jana Sikshana Samsthan.
55. Preprimary Teacher Training B.Sc with child development & Family relations/ B.Ed. Candidates / P.G diploma in Early child hood care & Education, Intermediate (Voc) with Crèche and Pre School Management course.

VI. HUMANITIES COURSES:

QUALIFICATION

56. Tourism Management PG in Tourism / PG in Social Science with PG Diploma in Tourism and Travel
57. Receptionist Any degree with Front Office or Diploma in Hotel Management Or Degree in Hotel Management.