



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

COMPETENCY BASED CURRICULUM

DESKTOP PUBLISHING OPERATOR

(FOR VISUALLY IMPAIRED)

(Duration: One Year)

CRAFTSMEN TRAINING SCHEME (CTS)

NSQF LEVEL- 3



SECTOR –IT & ITES



Directorate General of Training

DESKTOP PUBLISHING OPERATOR (FOR VISUALLY IMPAIRED)

(Non-Engineering Trade)

(Revised in 2019)

Version: 1.2

CRAFTSMEN TRAINING SCHEME (CTS)

NSQF LEVEL - 3

Developed By

Ministry of Skill Development and Entrepreneurship

Directorate General of Training

CENTRAL STAFF TRAINING AND RESEARCH INSTITUTE

EN-81, Sector-V, Salt Lake City,
Kolkata – 700 091

www.cstaricalcutta.gov.in

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1. COURSE INFORMATION

During the one-year duration of Desktop Publishing Operator (For Visually impaired)trade; a candidate is trained on Professional Skill, Professional Knowledge and Employability Skill related to job role. In addition to this, a candidate is entrusted to undertake project work and extra-curricular activities to build up confidence.The broad components covered under Professional skill subject are as below: -

The trainee learns about safety and environment, use of fire extinguishers.They learn about trade tools, identifies computer peripherals, internal components, Windows interface and its related software, installation process. Trainees will work with MS Office package to create word document. They will use internet to search information using browser along with official/ social communication process. The trainees will work with publication software like Adobe PageMaker to create, edit, format different publication using Publication Software. They also learn and experience application software with Quark Xpress to create and edit complex page layout for publication. The trainees also learn to use scanner and to scan documents. At the end of year trainees can go on industrial visit or projects specified in the syllabus.

The trainee learns to edit, manipulate and enhance graphics or images to improve their overall appearance using Adobe Photoshop. They will go through the application CorelDraw to edit vector graphics. The trainees will learn and experience Adobe InDesign to create works such as posters, flyers, brochures, magazines, newspapers, and books. They also learn one bilingualsoftware to create publications or documents in regional language. Finally, the trainees will learn and experience to print the publication/ document/ images/ graphics and publish it. At the end of this year, trainees can go on industrial visit or projects specified in the syllabus.

2.1 GENERAL

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

Desktop Publishing Operator (For Visually impaired) trade under CTS is one of the popular courses delivered nationwide through a network of ITIs. The course is of one-year duration. It mainly consists of Domain area and Core area. The Domain area (Trade Theory & Practical) imparts professional skills and knowledge, while the core area (Employability Skill) imparts requisite core skills, knowledge, and life skills. After passing out the training program, the trainee is awarded National Trade Certificate (NTC) by DGT which is recognized worldwide.

Trainee broadly needs to demonstrate that they are able to:

- Read and interpret technical parameters/ documentation, plan and organize work processes, identify necessary materials and tools.
- Perform task with due consideration to safety rules, accident prevention regulations and environmental protection stipulations.
- Apply professional knowledge & employability skills while performing the job and modification & maintenance work.
- Check the system specification and application software as per requirement of the design of job.
- Document the technical parameter related to the task undertaken.

2.2 PROGRESSION PATHWAYS

- Can join industry as Technician and will progress further as Senior Technician, Supervisor and can rise up to the level of Manager.
- Can become Entrepreneur in the related field.
- Can join Apprenticeship programme in different types of industries leading to National Apprenticeship Certificate (NAC).
- Can join Crafts Instructor Training Scheme (CITS) in the trade for becoming instructor in ITIs.
- Can join Advanced Diploma (Vocational) courses under DGT as applicable.

2.3 COURSE STRUCTURE

Table below depicts the distribution of training hours across various course elements during a period of one year:

S No.	Course Element	Notional Training Hours
1.	Professional Skill (Trade Practical)	1200
2.	Professional Knowledge (Trade Theory)	240
3.	Employability Skills	160
	Total	1600

2.4 ASSESSMENT & CERTIFICATION

The trainee will be tested for his skill, knowledge and attitude during the period of course through formative assessment and at the end of the training programme through summative assessment as notified by the DGT from time to time.

a) The **Continuous Assessment** (Internal) during the period of training will be done by **Formative Assessment Method** by testing for assessment criteria listed against learning outcomes. The training institute have to maintain individual trainee portfolio as detailed in assessment guideline. The marks of internal assessment will be as per the formative assessment template provided on www.bharatskills.gov.in.

b) The final assessment will be in the form of summative assessment. The All India Trade Test for awarding NTC will be conducted by Controller of examinations, DGT as per the guidelines. The pattern and marking structure is being notified by DGT from time to time. **The learning outcome and assessment criteria will be basis for setting question papers for final assessment. The examiner during final examination will also check** individual trainee's profile as detailed in assessment guideline before giving marks for practical examination.

2.4.1 PASS REGULATION

For the purposes of determining the overall result, weightage of 100% is applied for six months and one year duration courses and 50% weightage is applied to each examination for two years courses. The minimum pass percent for Trade Practical and Formative assessment is 60% & for all other subjects is 33%. There will be no Grace marks.

2.4.2 ASSESSMENT GUIDELINE

Appropriate arrangements should be made to ensure that there will be no artificial barriers to assessment. The nature of special needs should be taken into account while undertaking assessment. Due consideration should be given while assessing for teamwork, avoidance/reduction of scrap/wastage and disposal of scrap/wastage as per procedure, behavioral attitude, sensitivity to environment and regularity in training. The sensitivity towards OSHE and self-learning attitude are to be considered while assessing competency.

Assessment will be evidence based, comprising the following:

- Job carried out in labs/workshop
- Record book/ daily diary
- Answer sheet of assessment
- Viva-voce
- Progress chart
- Attendance and punctuality
- Assignment
- Project work

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

Performance Level	Evidence
(a) Weightage in the range of 60 -75% to be allotted during assessment	
For performance in this grade, the candidate should produce work which demonstrates attainment of an acceptable standard of craftsmanship with occasional guidance, and due regard for safety procedures and practices.	<ul style="list-style-type: none"> • Demonstration of good skills and accuracy in the field of work/ assignments. • A fairly good level of neatness and consistency to accomplish job activities. • Occasional support in completing the task/ job.
(b)Weightage in the range of above75% - 90% to be allotted during assessment	
For this grade, a candidate should produce work which demonstrates attainment of a reasonable standard of craftsmanship, with little guidance, and regard for safety procedures and practices.	<ul style="list-style-type: none"> • Good skill levels and accuracy in the field of work/ assignments. • A good level of neatness and consistency to accomplish job activities.

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	<ul style="list-style-type: none"> • Little support in completing the task/ job.
(c) Weightage in the range of above 90% to be allotted during assessment	
<p>For performance in this grade, the candidate, with minimal or no support in organization and execution and with due regard for safety procedures and practices, has produced work which demonstrates attainment of a high standard of craftsmanship.</p>	<ul style="list-style-type: none"> • High skill levels and accuracy in the field of work/ assignments. • A high level of neatness and consistency to accomplish job activities. • Minimal or no support in completing the task/ job.

Desktop Publishing Operator; lays out pages, selects size and style of type, and enters text and graphics into computer to produce printed materials, such as advertisements, brochures, newsletters, and forms, applying knowledge of graphic art techniques and typesetting and using computer: Reviews layout and customer order. Enters text into computer, using input device such as mouse, keyboard, scanner, or modem. Scans artwork, using optical scanner which changes image into computer-readable form. Enters commands to position text and illustrations on page grid of computer monitor. Creates spaces between letters, columns, and lines, applying knowledge of typesetting, and enters commands, using input device. Arranges page according to aesthetic standards, layout specifications of Graphic Designer, and applying knowledge of layout and computer software. Prints paper or film copies of completed material. May alter illustration to enlarge, reduce, or clarify image. May operate automatic film developer to process photographs. May assemble artwork into paste-up and perform key lining manually.

Reference NCO-2015:

- a) 3512.0200 –Desktop Publishing Operator

4. GENERAL INFORMATION

Name of the Trade	DESKTOP PUBLISHING OPERATOR (FOR VISUALLY IMPAIRED)
Trade Code	DGT/1111
NCO - 2015	3512.0200
NSQF Level	Level - 3
Duration of Craftsmen Training	One Year (1600 Hours)
Entry Qualification	Passed 10 th class examination or its equivalent. (Candidate should be of low Vision)
Minimum Age	14 years as on first day of academic session.
Eligibility for PwD	Visually Impaired
Unit Strength (No. Of Students)	12 (There is no separate provision of supernumerary seats)
Space Norms	35 Sq. m
Power Norms	4.3 KW
Instructors Qualification for	
1. Desktop Publishing Operator (For Visually impaired)	<p>B.Voc./Degree in Printing Technology from UGC recognized university with one year experience in computer application and Desktop Publishing.</p> <p style="text-align: center;">OR</p> <p>Diploma (Minimum 2 years) in Printing Technology from recognised board of education or relevant Advanced Diploma (Vocational) from DGT with two years experience in computer application and Desktop Publishing.</p> <p style="text-align: center;">OR</p> <p>NTC/ NAC passed in the trade of “Desktop Publishing Operator (For Visually impaired)” with three years experience in the relevant field.</p> <p><u>Essential Qualification:</u> Relevant National Craft Instructor Certificate (NCIC) in any of the variants under DGT.</p> <p><i>Note: Out of two Instructors required for the unit of 2 (1+1), one</i></p>

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	<p><i>must have Degree/ Diploma and other must have NTC/ NAC qualifications. However both of them must possess NCIC in any of its variants.</i></p> <p><i>For differently abled Students it is Preferable that the Instructor should know the sign language.</i></p> <p style="text-align: center;">OR</p> <p><i>He/ She has to learn the sign language within six months of joining.</i></p>		
2. Employability Skill	<p>MBA/ BBA / Any Graduate/ Diploma in any discipline with Two years' experience with short term ToT Course in Employability Skills from DGT institutes. (Must have studied English/ Communication Skills and Basic Computer at 12th / Diploma level and above)</p> <p style="text-align: center;">OR</p> <p>Existing Social Studies Instructors in ITIs with short term ToT Course in Employability Skills from DGT institutes</p>		
3. Minimum age for Instructor	21 years		
List of Tools & Equipment	As per Annexure - I		
Distribution of training on hourly basis: (Indicative only)			
Total Hrs/ Week	Trade Practical	Trade Theory	Employability Skills
40 Hours	30 Hours	6 Hours	4 Hours

5. LEARNING OUTCOME

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

5.1 LEARNING OUTCOME (TRADE SPECIFIC)

1. Install and setup operating system and related software in a computer following safety precautions.
2. Create, format, edit text file, document file and BMP file by using different Accessories of Windows.
3. Create, edit, format and enhance document using word processing application software.
4. Introduce the Networking concept including sharing of different resources, use of Internet, accessing/ browsing, downloading and e-mailing.
5. Create, format, edit and different publication using publication software Adobe PageMaker.
6. Create, edit, format and develop publication using Quark Xpress application software.
7. Install and setup scanner and scanning the documents and images.
8. Create, format, edit and develop images using Adobe Photoshop software.
9. Draw, edit, format and develop graphics design using Corel draw application software.
10. Create, edit, format and develop page combining text and graphics using page makeup Adobe InDesign application software.
11. Create, edit and format, different types of publication using bilingual software.
12. Printing, binding and publishing to form a full-fledged book format.

6. ASSESSMENT CRITERIA

LEARNING OUTCOMES	ASSESSMENT CRITERIA
1. Install and setup operating system and related software in a computer following safety precautions.	Identify different parts of computer and attached different input and output devices with the system.
	Install and configure Windows OS and application software.
	Manipulate folder/files.
	Use printer, scanner and their peripheral devices.
	Burn CD/DVD.
	Identify different icons of Windows and use the icons to operate the machine.
	Customize Windows by using control panel.
2. Create, format, edit text file, document file and BMP file by using different accessories in Windows.	Create text file by Notepad and edit file by using different menu.
	Create Document file in Word and edit and format it by different tools.
	Draw basic symbols by using MS-Paint and control mouse.
3. Create, edit, format and enhance document using word processing application software.	Identify Word tools in the ribbon.
	Create a resume using various tools.
	Design and print magazine covers using various tools.
	Demonstrate the use of shortcut keys, autocorrect and macros.
	Perform Mail merge in MS Word.
	Practice typing using open source typing tutor.
4. Introduce the Networking concept including sharing of different resources including Use of Internet Accessing/ browsing including downloading and e-	Share a printer with Network.
	Share data and file among different nodes.
	Practice web browsing, create email id, and sending-receiving mails with attachment.
	Perform text chat and video chat using social network sites.
	Download relevant documents, images & font.

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mailing.	
5. Create, format, edit and different publication using Adobe Pagemaker.	Familiarize with basic screen component of Pagemaker.
	Create, saving Pagemaker document.
	Identify tool box and practice different tools.
	Formatting character and paragraph like changing in font style, size, tab stop, indent, leading, kerning, tracking by using character view of control pallet within story layout.
	Create a Table by using Table Editor.
	Use colour palette and create, edit and remove colours from the palette.
	Insert importable file within document and also establish a link. Insert/ draw graphics, crop it and wrapping text around graphics.
	Introduce master page and insert page number, column guide using master page.
	Export a graphic/ text from Pagemaker to other format.
	Create a book containing table of contents, index, page number.
Print the publication by choosing odd pages, even pages, proof, reverse printing, composite colour, 4 colour separation using laser printer.	
6. Create, edit, format and develop publication using Quark Xpress application software.	Create new publication using existing layout, and save it.
	Draw graphics by using different tools available in tool box.
	Apply colour to the object by creating own solid, blended colours.
	Group/ ungroup, lock / unlock objects and wrapping text around the object.
	Create threaded text by linking and also unthreading it by unlinking.
	Create table and also manipulate table.
	Design a Newsletter in Demi/ Tabloid size paper.
	Import and linking text and graphics within document and also exporting text and graphics from Quark Xpress to PDF and other web layout format.
Design a magazine cover using graphics and images, and separate the above magazine cover in CYMK colour modes and generate in EPS and PDF and print it separately.	
7. Install and setup scanner and scanning	Install scanner and driver.
	Scan picture, line drawing and document and store it as a digital file.

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the documents and images.	Adjust different scanner properties.
	Make Optical Character Recognition document.
8. Create, format, edit and develop images using Adobe Photoshop Software.	Configure Application software – Photo Shop.
	Identify interface, palettes and tool bars.
	Create and edit bitmap images.
	Crop and transform images by appropriate tools.
	Retouch a damaged photograph by using layers.
	Make multiple passport size photographs by using Action button.
	Prepare a cut-out of a given photograph and change its background and colours.
9. Draw, edit, format and develop graphic design using Corel Draw application Software.	Configure Application software – Corel Draw
	Identify interface, palettes and tool bars.
	Draw an illustration/ sketch using different tools.
	Design the sketch of ‘cup and plate.’
	Design an advertise mentusing Artistic text and extrude tools.
	Design the cover page of a given magazine.
	Design a suitable logo for ‘Skill Development.’
	Print all the above work outcomes.
10. Create, edit, format and develop page combining text and graphics using makeup Adobe In Design application software.	Install and configure application software – In Design.
	Identify page, palettes, guides, rulers and tools.
	Design a ‘Calendar.’
	Design a three-fold ‘Brochure’ with columns.
	Design an advertisement.
	Design a wedding card using symbols and graphics.
	Print all the above work outcomes.
11. Create, edit and format different types of publication using bilingual software.	Install and configure a multilingual software package.
	Configure and demonstrate toggle keys to: (i) switch between scripts (ii) switch between keyboard overlays
	Design a question paper in any regional language script.
	Print the above work outcome.
12. Printing, binding and publishing to form a	Install new printer and check/ change different printer properties.
	Take the printout simplex, duplex mode.

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full-fledged book format.	Configure advanced print features.
	Bind the printed papers into book form by using spiral or comb binding machine.

7. TRADE SYLLABUS

SYLLABUS - DESKTOP PUBLISHING OPERATOR(For Visually Impaired)			
DURATION: ONE YEAR			
Duration	Reference Learning Outcome	Professional Skills (Trade Practical) With Indicative Hours	Professional Knowledge (Trade Theory)
Professional Skill 30 Hrs; Professional Knowledge 06 Hrs	Install and setup operating system and related software in a computer following safety precautions.	<ol style="list-style-type: none"> 1. Visit DTPO Lab of the institutes and locate the electrical connections with computer system setup. (06 hrs) 2. Identifying safety symbols and hazard identification. (04 hrs) 3. Practice safe methods of fire fighting in case of electrical fire. (04 hrs) 4. Use of fire extinguishers. (04 hrs) 5. Identify computer peripherals and internal components of a disassembled desktop computer. (06 hrs) 6. Assemble components of desktop computer. (06 hrs) 	<p>Safe working practices</p> <ul style="list-style-type: none"> • Scope of the DTPO trade. • Safety rules and safety signs. • Types and working of fire extinguishers. <p>Introduction to computer components</p> <ul style="list-style-type: none"> • Introduction to computer system. Concepts of hardware and software. • Function of motherboard components and various processors. • Various Input/ Output devices in use and their features. (06 hrs)
Professional Skill 60 Hrs; Professional Knowledge 12 Hrs	Install and setup operating system and related software in a computer following safety precautions.	<ol style="list-style-type: none"> 7. Practice on Windows interface and navigating windows. (10 hrs) 8. Practice on managing files and folders using removable drives. (10 hrs) 9. Customize the desktop 	<p>Introduction Windows Operating System</p> <ul style="list-style-type: none"> • Introduction to operating System • Main features of Windows OS

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		<p>settings and manage user accounts. (06 hrs)</p> <p>10. View system properties and control panel details. (06 hrs)</p> <p>11. Work with keyboard shortcut commands. (06 hrs)</p> <p>12. Print and scan document using different commands. (04 hrs)</p> <p>13. Install Windows operating system. (06 hrs)</p> <p>14. Install necessary application software for Windows i.e. Office Package, PDF Reader, Media Player etc. (04 hrs)</p> <p>15. Install Drivers for printer, scanner, webcam and DVD etc. (04 hrs)</p> <p>16. Burn data, video and audio files on CD/DVD using application software. (04 hrs)</p>	<ul style="list-style-type: none"> • Concept of various shortcut commands. • Introduction to the booting process. • Introduction to various types of memories and their features. • Basic Hardware and software issues and their solutions. • Usage of Application software and Antivirus. (12 hrs)
<p>Professional Skill 30 Hrs;</p> <p>Professional Knowledge 06 Hrs</p>	<p>Create, format, edit text file, document file and BMP file by using different accessories of Windows.</p>	<p>17. Practice to create text file by Notepad and edit file by using different menu under notepad. (06 hrs)</p> <p>18. Practice to create Document file in Word, and edit and format file by using different tools available under Word. (10 hrs)</p> <p>19. Practice to create basic symbols by using MS Paint and format the drawing by using different tools</p>	<p>Introduction to different basic Accessories under MS-Window</p> <ul style="list-style-type: none"> • Introduction of the basic Windows Accessories. • Define text file and document file. • Introduction of the basic features of document file. • Discuss the difference between document file and text file. • Give the basic idea about image file including BMP

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		available. (14 hrs)	and other format. (06 hrs)
Professional Skill 120 Hrs; Professional Knowledge 24 Hrs	Create, edit, format and enhance document using word processing application software.	<p>20. Practice typing using open source typing tutor. (30 hrs)</p> <p>21. Open MS Word and familiarise with basic word components. (02 hrs)</p> <p>22. Practice creating, saving and renaming word documents. (02 hrs)</p> <p>23. Use templates to create New Word document. (02 hrs)</p> <p>24. Edit document using basic character formatting and paragraph formatting tools. (08 hrs)</p> <p>25. Practice to create and format Tables including Table Formatting Tool. (08 hrs)</p> <p>26. Practice to create page layout including insert column by using Page Formatting. (04 hrs)</p> <p>27. Use Auto Correct tool and customize Auto correct option. (04 hrs)</p> <p>28. Insert Header/Footer, symbols, Equations, Page Number, Foot Note, End Note, Citation, pictures including Clip arts. (06 hrs)</p> <p>29. Format Header/Footer, Picture by using respective formatting tool. (05 hrs)</p> <p>30. Enhanced document by adding Page/ Paragraph</p>	<p>Document Set Up:</p> <p>Conceptualization of Document Desktop Publishing</p> <ul style="list-style-type: none"> • Introduction • Merits and demerits <p>Word Processing Software</p> <ul style="list-style-type: none"> • Introduction to the various applications in MS office. • Introduction to Word features, Office button, toolbars. • Creating, saving, formatting and printing documents using Word. • Working with objects, macro, mail merge, templates and other tools in Word. <p>(24 hrs)</p>

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		<p>border, shading and enhancement features like include pictures within document in proper place. (12 hrs)</p> <p>31. Use hyperlink, bookmark, cross reference within document and also establish link with other formatted file. (06 hrs)</p> <p>32. Use spell check, grammar, translate, synonyms, thesaurus. (06 hrs)</p> <p>33. Use mail merge tool. Use conditional Mail Merge, External Data Source. Practice Letters, Label & Envelop printing using Mail Merge. (10 hrs)</p> <p>34. Practice to create, record and execute Macro. (03 hrs)</p> <p>35. Practice of using shortcut keys in Word Processor. (12 hrs)</p>	
<p>Professional Skill 30 Hrs; Professional Knowledge 06 Hrs</p>	<p>Introduce the Networking concept including sharing of different resources including Use of Internet Accessing/ browsing including downloading and e-mailing</p>	<p>36. Install network printer. (01hr)</p> <p>37. Use of file and printer sharing in peer to peer connection. (1 hrs)</p> <p>38. Browse the Internet for information (use at least 3 popular browsers). (04 hrs)</p> <p>39. Practice to create and use e-mail for communication with attachment, priority setting, address book. (03 hrs)</p> <p>40. Communicate with text,</p>	<p>Networking Concepts</p> <ul style="list-style-type: none"> • Introduction to Computer Networks, necessity and advantages. • Client Server and peer to peer networking concepts. • Network topologies. Introduction to LAN, WAN and MAN. • Network components, viz. Modem, Hub, Switch, Router, Bridge, Gateway etc. • Network Cables, Wireless

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		<p>video chatting and social networking sites. (04 hrs)</p> <p>41. Use online dictionary, translation software, storage space, share files with e-mail links, download manager, download & upload YouTube files, google map & earth etc. Update windows & other software. (05 hrs)</p> <p>42. Configure Outlook, mail service in mobile phones. Use tools like Skype, Google etc. (06 hrs)</p> <p>43. Download different font file and install it in local machine. Download different type of suitable image and insert within publication. (06 hrs)</p>	<p>networks and Blue Tooth technology.</p> <ul style="list-style-type: none"> • Introduction to www, Concept of internet, web browsers, internet servers and search engines. • Concepts of Domain naming Systems and email communication. • Introduction to video chatting tools and social networking concepts. (06 hrs)
<p>Professional Skill 180 Hrs; Professional Knowledge 36 Hrs</p>	<p>Create, format, and edit different publication using software Adobe PageMaker.</p>	<p>44. Open PageMaker and familiarize with basic screen component of opening screen of PageMaker Window. (03 hrs)</p> <p>45. Practice creating, saving PageMaker document. (10 hrs)</p> <p>46. Introduce tool box and practice different tools. (16 hrs)</p> <p>47. Draw rectangle, ellipse, circle, rounded rectangle, polygon, star and different frame by using tools. (16 hrs)</p> <p>48. Type text on a full page or</p>	<p>About Publication Software:</p> <ul style="list-style-type: none"> • Define different type of publication like newspaper, magazine, books, newsletters, visiting cards, letter head, brochures, poster etc. • Introduction to adobe PageMaker. • Introduction to properties and editing of text. • Introduction of page layout, creating, saving, formatting and printing publication using PageMaker. • Working with objects, templates and other tools in PageMaker.

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		<p>page consisting of columns (creating column first) and threading text blocks. (16 hrs)</p> <p>49. Introduce three views of control pallet – character view, paragraph view and object view. (03 hrs)</p> <p>50. Practice the formatting character like changing in font style, size, leading, kerning, tracking by using character view of control pallet. (03 hrs)</p> <p>51. Practice formatting paragraph like different alignment and indentation by using paragraph view of control pallet. (03 hrs)</p> <p>52. Practice formatting including resizing, rotating, skewing and create mirror image of the object by using object view of control pallet. (03 hrs)</p> <p>53. Introduce colour pallet and create, edit and remove colours from the pallet. (03 hrs)</p> <p>54. Practice to create the PageMaker file by using template and save files as templates. (03 hrs)</p> <p>55. Introduce measurement system, setting up rulers, adjusting layout. Practice positioning ruler guides, zero lock and position different objects as per</p>	<ul style="list-style-type: none"> • Proof reading and its marks. (36 hrs)
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		<p>ruler guides. (04 hrs)</p> <p>56. Use copy, paste and paste multiple of text and object. (02 hrs)</p> <p>57. Insert importable file within document and also establish a link. Insert/draw graphics, crop it and wrap text around graphics. (06 hrs)</p> <p>58. Uses own styles and apply the style on the document. (03 hrs)</p> <p>59. Copy text block from word document file within PageMaker document and show the auto flow feature. (06 hrs)</p> <p>60. Set different type of stroke and fill style on the object by using Element Menu. Create group/ un-group, mask/ un-mask, lock/ un-lock objects. (16 hrs)</p> <p>61. Change document setup by document setup dialog box including margin and facing page. Introduce page sorter view and repositioning the page. (03 hrs)</p> <p>62. Introduce master page and insert page number, column guide using master page. (10 hrs)</p> <p>63. Change edit layout to story layout and apply find-replace, spell check on the document, customize the</p>	
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		<p>dictionary, hyphenation. (10 hrs)</p> <p>64. Export a graphic/ text from PageMaker to other format. (02 hrs)</p> <p>65. Practice to create table of content, index and library. (03 hrs)</p> <p>66. Use of template, picture, script and library pallet. (16 hrs)</p> <p>67. Print the publication by choosing odd pages, even pages, proof, reverse printing, composite colour, 4 colour separation using laser printer. (10 hrs)</p> <p>68. Printing of publication proof correction with appropriate reading marks. (10 hrs)</p>	
<p>Professional Skill 150 Hrs; Professional Knowledge 30 Hrs</p>	<p>Create, edit, format and develop publication using Quark Xpress application software.</p>	<p>69. Open Quark Xpress and familiarize with basic screen component of opening screen of Quark Xpress Windows. (02 hrs)</p> <p>70. Practice creating new publication using existing layout, save the publication and again open it.(02 hrs)</p> <p>71. Practice creating different layout within a single document, typing and manipulating text by using formatting tool. (20 hrs)</p> <p>72. Practice to type change type style, alignment of text, rotating and moving</p>	<p>Page layout software:</p> <ul style="list-style-type: none"> • Different type of page layout. • Introduction to Quark Xpress. • Introduction to properties and editing of text. • Introduction of page layout, creating, saving, formatting and printing publication using Quark Xpress. • Working with objects, templates and other tools and menus in Quark Xpress.(30 hrs)

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		<p>of text block, setting type tab, indents and leaders.(20 hrs.)</p> <p>73. Draw graphics by using different tools available in tool box. (20 hrs)</p> <p>74. Edit, rotate, resize, reposition and scale of graphics in publication. (20 hrs)</p> <p>75. Apply colour to the object by creating own solid, blended colours. Adding/ removing colours from colour palette. (03 hrs)</p> <p>76. Practice to group / un-group, lock/ unlock objects and wrapping text around the object. (15 hrs)</p> <p>77. Practice creating threaded text by linking and also unthread it by unlinking. (10 hrs)</p> <p>78. Practice creating tables and also manipulate table by using table menu. (20 hrs)</p> <p>79. Use master page and include master items within page and create own master page. (03 hrs)</p> <p>80. Set pages by using document set up. Adjust layout of page, rearranging pages, creating columns. (03hrs)</p> <p>81. Import and linking text and graphics within document and also export text and</p>	
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		<p>graphics from Quark Xpress to PDF and other web layout format. (02hrs)</p> <p>82. Print documents by using different options available in print menu with composite and separating colour. (10hrs)</p>	
<p>Professional Skill 30 Hrs;</p> <p>Professional Knowledge 06 Hrs</p>	<p>Install and setup scanner and scanning the documents and images.</p>	<p>83. Install scanner and use scanner to scan picture, line drawing and document. (10hrs)</p> <p>84. Select scanner resolution and adjust highlights, middle tone, shadow, contrast, brightness, saturation. (06 hrs)</p> <p>85. Read colour strip and do colour correction. (06 hrs)</p> <p>86. Making of OCR. (08 hrs)</p>	<p>Scanning:</p> <ul style="list-style-type: none"> • Principle of scanning. • Types of scanner (flatbed & drum) and its use. • Resolutions, DPI, LPI, PPI. • Graphics drawings inputs of pictures, sketches etc. • Preparation of OCR. (06 hrs)
<p>Professional Skill 150 Hrs;</p> <p>Professional Knowledge 30 Hrs</p>	<p>Create, format, edit and develop images using Adobe Photoshop Software.</p>	<p>87. Open Adobe Photoshop and familiarize with basic screen component of opening screen of Photoshop Windows. (04 hrs)</p> <p>88. Practice creating new canvas using existing canvas size, save it and again open it.(04 hrs)</p> <p>89. Create new layers by duplicating layer, via copy layer or cut layer. Practice different properties like visibility, transparency, opacity and blending mode of layers. (16 hrs)</p> <p>90. Practice rearranging layer, lock layer, merge down,</p>	<p>Image Fundamentals and Image editing Software:</p> <ul style="list-style-type: none"> • Different type of images – pixel and vector – their properties and differences. • Introduction to the measurement of picture quality – resolution of picture and their quality depending upon the resolution. • Define the colour property of picture – Tonal Value, Tonal gradation, Continuous tone and Half tone. • Introduce highlight, middle tone and shadow area of image.

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		<p>visible, flatten layer. (04 hrs)</p> <p>91. Practice to select images of pixel format by using Marquee-Rectangular/ Elliptical/ single row/single column, Lasso, Polygonal Lasso, Magnetic Lasso, Magic, wand tool. (06 hrs)</p> <p>92. Practice to edit pixel images by using crop, slice, healing brush, brush, history brush, eraser, blur, dodge, smudge, burn, clone, clone stamp tool in standard mode and quick mask mode. (16 hrs)</p> <p>93. Practice to change the background of image, cut one portion of image and place on the other image. Change eye colour, hair style, colour of garment. (16 hrs)</p> <p>94. Change default foreground and back ground colour from the tool box and also create/ edit/ delete colour by colour swatches and apply the colour on the drawn image by using paint bucket and gradient tool. Also create own pattern style. (06 hrs)</p> <p>95. Practice to type text by using horizontal and vertical type tool and format the text by using different options available</p>	<ul style="list-style-type: none"> • Discuss the property of various image file format. • Discuss the relation between pixel density and size of the image. • Introduce different tools and menus available in Photoshop. <p>(30 hrs)</p>
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		<p>on property bar. (06 hrs)</p> <p>96. Practice to create horizontal and vertical type mask tool and colour it by using paint bucket and gradient tool. (04 hrs)</p> <p>97. Draw paths by using pen tool, using different inbuilt shape, edit paths using anchor point and change the property from the property bar. Also rasterize the path (from vector to pixel). (16 hrs)</p> <p>98. Practice to see image by using different display options. (04 hrs)</p> <p>99. Apply different layer properties like shadow, bevel and emboss, satin, colour and pattern overlay. (12 hrs)</p> <p>100. Edit images by changing colour mode(B/W to Colour and Colour to B/W), brightness contrast, hue and saturation, colour label, changing pixel dimension and resampling images. (08hrs)</p> <p>101. Apply different filter effects like render, 3D transform, lens flare, lighting effects, motion blur, radial blur and artistic effect on image.(08hrs)</p> <p>102. Practice to create</p>	
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		<p>artificial rainbow, cloud, waves, shadow, star, sun on the image. (08hrs)</p> <p>103. Save the file in other format like JPEG, PSD, PDD, TIFF, GIF, WMF and also create PDF presentation. (06 hrs)</p> <p>104. Print image by using different options available in print menu with composite and separating colour. (06 hrs)</p>	
<p>Professional Skill 150 Hrs;</p> <p>Professional Knowledge 30 Hrs</p>	<p>Draw, edit, format and develop graphics design using Corel Draw application software</p>	<p>105. Open Corel Draw and familiarize with basic screen component of opening screen of Corel Draw Windows. (02 hrs)</p> <p>106. Practice creating new file, draw any simple graphics design save it and again open it.(02 hrs)</p> <p>107. Draw graphics by using different tools like free hand, Bezier, pen, artistic media and also draw different geometrical shape using pre-define shape available in tool box. (20 hrs)</p> <p>108. Edit, rotate, resize, reposition, scale and apply fill and border colour on graphics design. (06 hrs)</p> <p>109. Apply different fill like solid, fountain, pattern, texture, postscript to the</p>	<p>Graphics Designing Software</p> <ul style="list-style-type: none"> • Introduction to line art design. • Define colour-define, different colour modes and colour wheel, showing primary, secondary and tertiary colour. • Introduction to features of Corel Draw and its toolbar and menu bar. • Creating, saving, formatting and printing graphics design using Corel Draw. (30 hrs)

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		<p>object using predefined library and also creating own fountain, pattern and texture. (06 hrs)</p> <p>110. Draw different type of outline of the object and colour it using outline pen tool. (03 hrs)</p> <p>111. Practice to edit drawing (convert into curve) by manipulating three types of nodes using shape tool and apply different properties available property bar. (18 hrs)</p> <p>112. Practice to edit drawing by using knife, eraser tool and apply the different properties available on the property bar. (06 hrs)</p> <p>113. Write artistic and paragraph text by using text tool and format the text using different options available in character and paragraph pallet. (18 hrs)</p> <p>114. Practice to group/ ungroup, combine/ break curve apart, lock/unlock the objects and wrapping text around the object. (03 hrs)</p> <p>115. Practice to apply different interactive effect on object like blend, contour, drop shadow, extrude,</p>	
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		<p>envelop and transparency. Apply different properties associated with specific effect also apply the effects available from blend, contour, drop shadow, extrude, envelop and transparency from the menu bar. (20 hrs)</p> <p>116. Apply different alignment on the object with respect to object themselves and page. (02 hrs)</p> <p>117. Apply different shape like weld, trim, intersect on the object using shaping pallet. (16 hrs)</p> <p>118. Apply all the options available under text menu on paragraph and artistic text. (16 hrs)</p> <p>119. Export text and graphics from Corel Draw to PDF and other web format. (01hr)</p> <p>120. Import graphics (pixel) from outside and apply different options available in bitmap menu. (05 hrs)</p> <p>121. Print graphics by using different options available in print menu with composite and separating colour. (06 hrs)</p>	
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<p>Professional Skill 150 Hrs; Professional Knowledge 30 Hrs</p>	<p>Create, edit, format and develop page combining text and graphics using Adobe InDesign application Software.</p>	<p>122. Open In-Design and familiarize with basic screen component of opening screen of In-Design Window. (03 hrs)</p> <p>123. Practice creating, saving InDesign document. (03 hrs)</p> <p>124. Introduce tool box and practice different tools. (15 hrs)</p> <p>125. Practice to set Margin, Facing Page & column guide and type the text according to layout. (15 hrs)</p> <p>126. Practice to create threaded and un-threaded text block. (03 hrs)</p> <p>127. Format character including font style, size, leading, tracking, kerning. (08 hrs)</p> <p>128. Format paragraph like different alignment and indentation. (06 hrs)</p> <p>129. Draw and place graphics within page and do text wraps, resizing, rotating and skewing. (08 hrs)</p> <p>130. Create templates and style pallets. (06 hrs)</p> <p>131. Introduce colour pallet and create, edit and remove colours from the pallet. (03hrs)</p> <p>132. Practice to create the InDesign file by using</p>	<p>Page Layout Software:</p> <ul style="list-style-type: none"> • Introduction to Adobe InDesign. • Introduction to properties and editing of text. • Introduction of page layout, creating, saving, formatting and printing publication using InDesign. • Working with objects, templates and other tools in Design. • Preparation of page imposition. (30 hrs)
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		<p>template and save files as templates. (03 hrs)</p> <p>133. Introduce measurement system, setting up rulers, adjusting layout. Practice positioning ruler guides, zero lock and position different objects as per ruler guides. (03 hrs)</p> <p>134. Use copy, paste and paste multiple of text and object using edit menu. (03 hrs)</p> <p>135. Practice to create own different type of publication matter like visiting card, letter head, tri-fold brochure, small advertisement, big advertisement. (20 hrs)</p> <p>136. Insert importable file within document and also establish a link. Insert/ draw graphics, crop it and wrapping text around graphics. (03 hrs)</p> <p>137. Uses own styles and apply the style on the document. (03 hrs)</p> <p>138. Copy text block from word document file within InDesign document. (03 hrs)</p> <p>139. Set different type of stroke and fill style on the object. Create group/ ungroup, mask/ unmask, lock / unlock objects. (10hrs)</p>	
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		<p>140. Create custom colour within colour pallet. (03 hrs)</p> <p>141. Apply find-replace, spell check on the document, customize the dictionary, hyphenation. (08hrs)</p> <p>142. Export a graphic/ text from InDesign to other format. (03 hrs)</p> <p>143. Practice page imposition (8/ 16/ 32 forma) of book by combining InDesign page. (10hrs)</p> <p>144. Print the document by choosing odd pages, even pages, proof, reverse printing, composite colour, 4 colour separation using laser printer. (08hrs)</p>	
<p>Professional Skill 60 Hrs;</p> <p>Professional Knowledge 12 Hrs</p>	<p>Create, edit and format, different types of publication using bilingual software</p>	<p>145. Set INSCRIPT key board (any regional language/ Hindi) in Windows environment and practice typing by using any word processor. (30 hrs)</p> <p>146. Install any bilingual software like iLeap Office/ ISM/STM software and create solid and tabular text document. (30 hrs)</p>	<p>Bilingual Software</p> <ul style="list-style-type: none"> • Introduction, need & overview of bi-lingual software.(12 hrs)
<p>Professional Skill 60 Hrs;</p> <p>Professional Knowledge</p>	<p>Printing, binding and publishing to form a full-fledged book format.</p>	<p>147. Install new Printer by printer setup. (15hrs)</p> <p>148. Use printer properties to set page orientation, paper size, auto flip,</p>	<p>Printing:</p> <ul style="list-style-type: none"> • Principle of printing. • Types of printer (Dot Matrix, Inkjet, Laser), flexographic printer and its

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12 Hrs		<p>quality, colour adjustment and take print out to see effect of that adjustment. (10hrs)</p> <p>149. Use Inkjet/Laser Printer for taking out draft copies. (10hrs)</p> <p>150. Use Digital Flex Machine (color) to print banner, visiting card, letterhead, advertisement with high quality resolution including regional language document. (11hrs)</p> <p>151. Binding the pages in form of book using spiral binding machine. (14hrs)</p>	<p>uses.</p> <ul style="list-style-type: none"> • Page orientation, paper size, auto flip, quality, colour adjustment and take print out. • Preparation of project work for DTP unit. • Various binding techniques. (12 hrs)
<p>Industrial Visit/ Project work:</p> <p>Broad Areas:</p> <p>(i) Create own visiting card and letterhead including own style and logo, showing cutting mark and colour registration, symbol and take a print by using any colour printer.</p> <p>(ii) Create a regional language magazine showing column structure and insert properly edited appropriate picture within magazine.</p> <p>(iii) Create at least one banner and one poster on skill development.</p>			

SYLLABUS FOR CORE SKILLS
1. Employability Skills (Common for all CTS trades) (160 hrs)

Learning outcomes, assessment criteria, syllabus and Tool List of Core Skills subjects which is common for a group of trades, provided separately in www.bharatskills.gov.in

ANNEXURE-I

LIST OF TOOLS & EQUIPMENT			
DESKTOP PUBLISHING OPERATOR (For Visually Impaired)			
(For batch of 12 Candidates)			
S No.	Name of the Tools and Equipment	Specification	Quantity
A. Trainees Tools/ Equipment			
1.	Desktop Computer	CPU: 32/64 Bit i3/i5/i7 or latest processor, Speed: 3 GHz or Higher. RAM:-4 GB DDR-III or Higher, Wi-Fi Enabled. Network Card: Integrated Gigabit Ethernet, with USB Mouse, USB Keyboard and Monitor (Min. 17 Inch. Licensed Operating System and Antivirus compatible with trade related software.	6 nos. (For Trainee) + 1 no. for Instructor
2.	Laptop	4 th Gen Ci5 or higher Processor, 4GB RAM, 1TB Hard Disk, Win8/ latest reloaded Licensed OS, 2GB Graphic Card, DVD Writer, Standard ports and connectors.	1 no.
3.	Wi-Fi Router	With wireless connectivity	1 no.
4.	Switch	16 port	1 no.
5.	Structured Cabling in Lab	To enable working with wired networks for practical	As required
6.	Internet Connectivity	Broadband connection with min. 2 mbps speed	As required
7.	Laser Printer	Colour A4 Size	1 no.
8.	Digital Flexographic Printer	Colour	1 no.
9.	Optical Scanner	Flatbed A4	1 no.
10.	Digital Still Camera	High resolution amateur camera	1 no.
11.	Digital Web Cam	High Resolution(3.1 mp or higher)	4 nos.
12.	Micro Phone Cum Head Phone	Wired	4 nos.

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13.	External DVD or Blu-Ray Writer	24X or higher external (usb)	2 nos.
14.	LCD Projector	3000 lumens or higher	1 no.
15.	Projector Screen	Matte (antiglare) screen roll type	1 no.
16.	Online UPS		As required
17.	External Hard Disk	1 TB	1 no.
18.	Network Rack	4U for 24 port	1 no.
19.	Screw Driver Set	Standard	1 set
20.	Mini Dongle for Bluetooth Devices Connection	USB	2 nos.
21.	Patch Panel	24 Port	1 no.
22.	LAN Tester	UTP cat5 cable tester (RJ 45)	1 no.
23.	Binding Machine	Spiral Binding Machine A4 size	1 no.
B. Software (Latest Version)			
24.	MS Office	latest version available at the time of procurement	7 Licenses
25.	Antivirus for – clients/ workstations in profile	Validity of an year or more which should be renewed upon expiry	7 Licenses
26.	Adobe PageMaker	Higher Version	7 Licenses
27.	Quark Xpress	Latest version available at the time of procurement	7 Licenses
28.	Corel Graphic Suite	Latest version available at the time of procurement	7 Licenses
29.	Adobe Creative Suite	Latest version available at the time of procurement	7 Licenses
30.	Regional Language Software	Ileap/ Swarna Type Manager/ Any Other Bilingual Software	7 Licenses
31.	Open Office or equivalent	Latest version	Open source software
32.	GIMP / IrfanView Image editor or equivalent	Latest version	Open source software
C. List of Other Items/ Furniture			
33.	Vacuum Cleaner	Hand Held, Blower & Sucker	1 no.
34.	Pigeon Hole Cabinet	20 compartments	1 no.
35.	Chair and table for the instructor	With armrest mounted on castor wheels, adjustable height/ Standard	1 each (for class room & laboratory)
36.	Dual Desk / Chair and Tables for	Standard	6/ 12 nos.

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	Trainees		
37.	Computer Table	Laminated top 150X650X750 mm with sliding tray for keyboard and one shelf of storage	7 nos.
38.	Operators Chair	Without arms mounted on castor wheels, adjustable height	20 nos.
39.	Printer Table	650 X 500 X 750 mm can be varied as per local specifications	3 nos.
40.	Air Conditioner		As required
41.	Storage Cabinet	60 X 700 X 450 mm	1 no.
42.	White Board	Minimum 4X6 feet	1 no.
43.	Steel Almirah	2.5 m x 1.20 m x 0.5 m	1 no.
D. Raw Materials			
44.	White Board Marker	Assorted colour	As required
45.	Duster Cloth	2'/2'	As required
46.	Cleaning Liquid	500 ml	As required
47.	Photo Copy Paper	A4	As required
48.	Matt Coated Paper	A4, at least 130 GSM	As required
49.	Glossy Paper	A4, at least 130 GSM	As required
50.	Cartridges for Printer	Colour/monochrome as per model of the printer	As required
51.	Stapler	Small	2 pcs.
52.	Stapler	Big	1 pc.
53.	Scissors	Standard Size	5 pcs.
54.	Cello Tape	½" and 1"	As required
55.	Glue Stick	Standard size	6 nos.
56.	Pen drive	16 GB or higher	2 nos.
57.	CDs	52x or higher	50 nos.
58.	DVDs	4.7 GB or higher	50 nos.
59.	Wall Clock	Analog	1 no.
60.	Optical Mouse	USB/ PS2	As required
61.	Keyboard	USB/ PS2	As required
62.	Battery	CMOS Batteries	As required
63.	Chord	3 Pin Power Chord	As required
64.	Battery for LAN tester	9 V	As required
65.	Battery	AA	As required
66.	Battery	AAA	As required

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E. List of Latest Hardware for the Blind and Low Vision:			
67.	Computers Access <ul style="list-style-type: none"> • JAWS Talking Software for computers - <i>Also Supports Hindi and other vernacular languages</i> • Type Ability Talking Keyboard Learning Software • Talking Typing Software for young learners • MAGic Screen Magnification Software • MAGic Large Print Keyboard 		As required
68.	Talking Portable Notetaker		As required
69.	Stand alone text readers		As required
70.	Instant text readers/ magnifiers - computer supported		As required
71.	Computer supported ocr scanning & reading software		As required
72.	DAISY Talking Book Recorders, Players & Software		As required
73.	Educational Aids & Devices <ul style="list-style-type: none"> • ANGEL PRO Low Cost Talking All In One - Daisy Reader/ E-Book Reader/ MP3 Player/ Radio/ Voice Recorder • Talking Dictionary • Talking Scientific Calculator 		As required
74.	Mathematics Educational Software		As required
75.	INDEX V4 Braille Printers/ Embossers & Braille Presses		As required
76.	Tactile Graphics Production <ul style="list-style-type: none"> • PIAF Tactile Image Maker • Special Non Tearable Tactile Graphic Paper 		As required
77.	Vision Screener Software		As required
78.	Embedded Charts		As required
79.	Flow Chart s & Templates for visually impaired		As required

The DGT sincerely acknowledges contributions of the Industries, State Directorates, Trade Experts, Domain Experts, trainers of ITIs, NSTIs, faculties from universities and all others who contributed in revising the curriculum.

Special acknowledgement is extended by DGT to the following expert members who had contributed immensely in this curriculum.

List of Expert member attended to finalize the course curriculum of Desktop Publishing Operator (For Visually Impaired)			
S No.	Name & Designation Sh./Mr./Ms.	Organization	Remarks
1.	Dr. Bhushan Punani, Executive Secretary	Blind Peoples Association, Ahmedabad	Chairman
2.	L.K. Mukherjee, DDT	CSTARI, Kolkata	Coordinator
3.	S.A. Pandav, Regional Dy. Director	RDAT, Vadodara	Member
4.	Kr. H. D. Purohit, Supervisor Instructor	Mahila ITI Thaltej	Member
5.	Viral G Ramavi, Supervisor Instructor	ITI Kubernagar	Member
6.	Yogesh C Parkhey, Dy. Director (R) J/C	NCSC-DA, Ahmedabad	Member
7.	V.K. Tripathi, V.I. F/N	NCSC-DA, Ahmedabad	Member
8.	Dr Dharti H. Gajjar, Assistant Professor	Gujarat University, Ahmedabad	Member
9.	Jagruti Uderysim (C.I)	I.T.I Vastrapur	Member
10.	Ranochhul Soni, Co-ordinator Tech for the Blind	Blind People's Association, Ahmedabad	Member
11.	D. P. Gurjar, S.I, AAA	ITI Tarsali, Vadodara	Member
12.	J.V Patel, GSDM Consultant	RDD, Vadodara	Member
13.	Priyanka Parmar, GSDM Consultant	RDD, Vadodara	Member
14.	Manubhai Chaudhary, Principal	Secondary School For the Blind	Member
15.	Vinodbhai Rathore, Principal	A.T.C.B Blind School	Member
16.	Yatin Trivedi, SI	ITI Thaltej	Member
17.	Nelson Christian, SI Web Design	ITI Maninagar	Member
18.	Anand Chauhan, Professor	NSIT, Jetalpur	Member

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19.	Abhishek Purohit, Director	Flowdriven Technologies Pvt.	Member
20.	Ankita Patel	ITI Vastrapur	Member
21.	Vihar Patel, Network Engineer	CMS Infotech	Member
22.	Vijay Kumar Shah	Silver touch Technologies Division	Member
23.	Nainesh Purohit, CTO	Hospisoft Pvt Ltd.	Member
24.	P.K. Bairagi, TO	CSTARI, Kolkata	Member

ABBREVIATIONS:

CTS	Craftsmen Training Scheme
ATS	Apprenticeship Training Scheme
CITS	Craft Instructor Training Scheme
DGT	Directorate General of Training
MSDE	Ministry of Skill Development and Entrepreneurship
NTC	National Trade Certificate
NAC	National Apprenticeship Certificate
NCIC	National Craft Instructor Certificate
LD	Locomotor Disability
CP	Cerebral Palsy
MD	Multiple Disabilities
LV	Low Vision
HH	Hard of Hearing
ID	Intellectual Disabilities
LC	Leprosy Cured
SLD	Specific Learning Disabilities
DW	Dwarfism
MI	Mental Illness
AA	Acid Attack
PwD	Person with disabilities

