

Syllabus for the trade
Of
STENOGRAPHY (ENGLISH)
(SEMESTER PATTERN)

UNDER
CRAFTSMEN TRAINING SCHEME (CTS)

Designed in : 2013

By
Government of India
Ministry of Labour & Employment (D.G.E.&T.)
CENTRAL STAFF TRAINING AND RESEARCH INSTITUTE
Block - EN-81, Sector-V, Salt Lake
Kolkata-700 091

List of trade members of the Trade Committee meeting for the Trade of Stenography (English) held at RVTI, Jaipur.

Sl. No.	Name & Designation Shri/Smt.	Representing Organisation	Remarks
1	Sh. D. Mallick	Director/ Chairperson	ATI, Kanpur
2	Mrs. Upma Bhatia	Joint Director/ HOD	NVTI (W), Noida, UP
3	Mr. Rajendra Kumar	JDT	DGET, HQ, New Delhi
4	Mrs. Alka Sharma	DDT, WT	DGET, HQ, New Delhi
5	Mr. J. R. Sharma	DDT/Principal	RVTI (W) Panipat
6	Mrs. Shashi Mathur	DDT/ Principal	RVTI(W), Jaipur
7	Mr. K. N. Somashekariah	ADT/Principal	RVTI, Bangalore
8	Mr. Yogesh Kumar	Training Officer - SP	RVTI(W), Jaipur
9	Mr. R. K. Bhattacharyya	Training Officer- SP	RVTI, Trivendrum
10	Mrs. Babita Prasad	Vocational Instructor (SP- English)	RVTI(W), Jaipur
11	Ms. Manu Agrawal	Vocational Instructor (Steno- Hindi)	RVTI(W), Jaipur
12	Dr. G. D. Bist	Retd. Chief Parliament Reporter	66/C/4B, Janakpuri, New Delhi
13	Dr. Mahendra Surana	IAS (Retd)/ Editorial Advisor- Dainik Bhaskar – Rajasthan,	C-403, Setu Path, Pradhan Marg, Malviya Nagar, Jaipur
14	Dr. Wazid Ali	HOD- MOMSP	Janta Polytechnic College, Bulandshahar, UP
15	Mr. C. L. Mittal	Retd. Under Secretary Govt. of Rajasthan	B-10, Pani Pench, Nehru Nagar, Jaipur
16	Mr. Hemant Garg	Sr. Lecturer- Computer	Govt. Women. Polytechnic College, Jaipur
17	Mr. P. K. Arora	Chief Manager	Union Bank of India, Jaipur
18	Mr. Sandeep Dhillon	Sr. Lecturer- MBA	Swayatt Shashan Sansthan, Jaipur
19	Mr. K. L. Indoriya	Law Officer/ Hindi Officer	Hindustan Salts Ltd. Malviya Nagar, Jaipur
20	Mr. Jay Kumar Verma	Sr. Faculty- English	Genesis Corporate Academy, Jaipur
21	Mr. S. P. Bahuguna	Admn. Officer	BMVSS, Jaipur Foot Organization, Jaipur
22	Mr. Amit Sharma	PA to VC	University of Rajasthan, Jaipur

List of members attended the Workshop to finalize the syllabi of existing CTS into Semester Pattern held from 6th to 10th May'2013 at CSTARI, Kolkata.

Sl. No.	Name & Designation	Organisation	Remarks
1.	R.N. Bandyopadhyaya, Director	CSTARI, Kolkata-91	Chairman
2.	K. L. Kuli, Joint Director of Training	CSTARI, Kolkata-91	Member
3.	K. Srinivasa Rao, Joint Director of Training	CSTARI, Kolkata-91	Member
4.	L.K. Mukherjee, Deputy Director of Training	CSTARI, Kolkata-91	Member
5.	Ashoke Rarhi, Deputy Director of Training	ATI-EPI, Dehradun	Member
6.	N. Nath, Assistant Director of Training	CSTARI, Kolkata-91	Member
7.	S. Srinivasu, Assistant Director of Training	ATI-EPI, Hyderabad-13	Member
8.	Sharanappa, Assistant Director of Training	ATI-EPI, Hyderabad-13	Member
9.	Ramakrishne Gowda, Assistant Director of Training	FTI, Bangalore	Member
10.	Goutam Das Modak, Assistant Director of Trg./Principal	RVTI, Kolkata-91	Member
11.	Venketesh. Ch. , Principal	Govt. ITI, Dollygunj, Andaman & Nicobar Islan	Member
12.	A.K. Ghate, Training Officer	ATI, Mumbai	Member
13.	V.B. Zumbre, Training Officer	ATI, Mumbai	Member
14.	P.M. Radhakrishna pillai, Training Officer	CTI, Chennai-32	Member
15.	A.Jayaraman, Training officer	CTI Chennai-32,	Member
16.	S. Bandyopadhyay, Training Officer	ATI, Kanpur	Member
17.	Suriya Kumari .K , Training Officer	RVTI, Kolkata-91	Member
18.	R.K. Bhattacharyya, Training Officer	RVTI, Trivandrum	Member
19.	Vijay Kumar, Training Officer	ATI, Ludhiana	Member
20.	Anil Kumar, Training Officer	ATI, Ludhiana	Member
21.	Sunil M.K. Training Officer	ATI, Kolkata	Member
22.	Devender, Training Officer	ATI, Kolkata	Member
23.	R. N. Manna, Training Officer	CSTARI, Kolkata-91	Member
24.	Mrs. S. Das, Training Officer	CSTARI, Kolkata-91	Member
25.	Jyoti Balwani, Training Officer	RVTI, Kolkata-91	Member
26.	Pragna H. Ravat, Training Officer	RVTI, Kolkata-91	Member
27.	Sarbojit Neogi, Vocational Instructor	RVTI, Kolkata-91	Member
28.	Nilotpal Saha, Vocational Instructor	I.T.I., Berhampore, Murshidabad, (W.B.)	Member
29.	Vijay Kumar, Data Entry Operator	RVTI, Kolkata-91	Member

GENERAL INFORMATION

1. **Name of the Trade** : **STENOGRAPHY - ENGLISH**
2. **N.C.O. Code No.** :
3. **Duration of Craftsmen Training** : 1 YEAR (2 SEMESTERS)
4. **Entry Qualification** : Passed 10th Class Examination
5. **Power Norms** : 4.4 Kw
6. **Space for Workshop** : 60 Sq mtr.
7. **Unit Strength** : 16 trainees
8. **Qualification of Instructor** : NTC of STENOGRAPHY - ENGLISH trade with three years experience or Diploma in Modern Office Practice/Secretarial practice with two year Experience.

9. **Desirable Qualification** : Preference will be given to a candidate with CIC Stenography (English) Trade.

Note: At list one Instructor must have Degree / Diploma in relevant field.

Syllabus for the trade of Stenography (English), under C.T.S.

Duration: Six months

First Semester.

Semester Code : STH:SEM I

Week no	Trade Practical	Trade Theory
1	Discussion of Job Opportunities for the Trainees after completion of the Training. Motivation to achieve the attainments.	Introduction of Institute & CTS. Scheme Overview of the Course Curriculum Trade Syllabus Discussion Knowledge of General Safety, Occupational health and hygiene.
2	Economic use of Stationery and it's Distribution. Guidance about Use of Shorthand Pencils and Notebooks. Knowledge about the various basic peripherals of the Computer. Dictation of Basic English words and sentences. Oral Discussion on Basic G.K. and guidance for improvement.	Introduction to Shorthand, Utility and historical developments. Introduction to Computer and Use of computers in various sectors. Importance of English language in present scenario. Introduction of Office and Meaning. Importance & use of G.K. in various competitive Exams.
3	Practice of Plosive and Nasals Stroke Consonants. Practice of Home Row on Computers. Extended practice of Home Row with additional one key. Reading practice of English from English Newspapers. Trainees Introduction in English	Introduction of Consonants & it's Classification, Directions. Definition and Historical developments of Computers. Parts of Speech – Noun. Importance of Office. Employability Skill
4	Practice of Fricative, Rolled, Semi-Vowel and Aspirate Stroke Consonants. Practice of Home Row with the use of Shift Key. Making of Account on Computer, Set password and Log in through that account. Identification of Nouns and Pronouns from formed sentences. Group Discussion on General Current Topics.	Arrangement of Consonants and Geometrical use of the same. Types of Computers. Part of Speech- Noun & Pronoun. Functions of Office. Employability Skill.
5	Practice of Joining of Stroke Consonants. Evaluation of Note Books. Practice of Upper Row Question session of current affairs Library	General Directions and Guidelines while drafting of Shorthand Outlines and Joining of Two or more Strokes Hardware- General introduction with definition and various types of Hardware i.e. Input & Output Devices Part of Speech- Noun, Pronoun and Adjective Departments of Office and their relatedness to the office. Employability Skills

6	Use of Vowels on Strokes according to their Places. Practice of Paint Brush. Practice of Upper Row with shift key. Role play Communication in Various roles. Reading of English News paper with the use of Dictionary	Vowels – Definition and Classification with places. Software- General introduction with a guideline for installation of a Software Part of Speech- Verb, Adverb. Indian States and their Capital UTs and their Capitals Employability Skill
7	Practice of Preceding, Following and intervening Vowels. Practice of other accessories like Calculator, notepad, word pad, run etc. Practice of Lower Row and Shift key operation Evaluation of Note Book Library	Following & Preceding Vowels, intervening Vowels. Typing Methods- Importance and Utility. Part of Speech- Conjunction and Interjection. Geographical and Historical Features of India Office Layout- Meaning and Types of Layout
8	Practice of Logograms, Grammalouges, Phrases and Punctuation marks. Practice of Home Row, Upper Row and lower row with keeping base on home row Use of Window Operating System, Making Folder, Moving, Deleting, Coping, Etc. Practice of Number Row. Library	Use of Short forms like Logograms, Grammalouges, Phrases and Punctuation marks. Windows Operating System- Introduction, Making of Account and Login Use of Tense. National Flag, Anthem, Bird, Flower, Game of India. Open and Pvt. Office, Difference between them. Class Test
9	Practice of Diphthongs- Exercises and related of Logograms, Grammalouges, Phrases Practice of Keyboard by Touch Method – Typing of Sentences. Evaluation of Note Books. Starting of MS- Word Library	Diphthongs – Signs & places Tense, use of articles and prepositions Handling of Mails Confusing words with same phonetic sounds Employability Skill
10	Practice of exercises, grammalogues Contractions phrases, related to R & L strokes Typing Practice on Computer & Transcription of the Dictation on Computer. Use of Home option- Open, New, Save & Save as Group Discussion and conclusions.	Alternative Forms of R & L Strokes Downward RR and LR. Handling of Mailing Room Equipments. Synonyms and other same words. Employability Skill
11	Practice of exercises, grammalogues Contractions phrases, related to Alternative S & H Stokes & Transcription of the same on Computer. Evaluation of Speed and Calculation. Use of Editing Menu- Cut, Copy, Paste Newspaper and Magazine Reading Dictation in English Language	Alternative Forms of S & H Strokes. Introduction of Speed Calculation Methods in Typing. Filing- Meaning, Importance and Essentials for filing. Words which are commonly misspell. Employability Skill

12	Practice of Alternative forms of H & SH- Exercises, grammalogues, Phrases etc. Speed Increment in Typing. Use of Formatting Menu in MS- Word. Visit to Official Sites Library .	Alternative forms of H & SH. Guidelines for Attractive Display of Typing with Speed Increment Guidelines. Methods and Classification of Filing. Oceans, Mountains and Rivers. Employability Skill
13	Practice of Phraseography Use of Page Layouts in MS- Word Making of various Paragraphs Role Play on various professional designation and communication Evaluation of Note Books	Phraseography. Spelling and Vocabulary with prefixes and suffixes. Meaning of Office Secretary & Types of Secretary. Types of Paragraphs. Employability Skill
14	Practice of exercises, grammalogues Contractions phrases, related small circle S & Z & Transcription. Making of Table with Proper display. Use of Various Editing and Formatting Menus in MS- Word.	Small Circle for S & Z. Foreign Words and Phrases, One Word Substitution. Qualities of Secretary. Meaning of Table- Cell and Rows. Smallest in India. Employability Skill
15	Practice of exercises, grammalogues Contractions phrases, related Large Circle SS & SW & Transcription. Making of Table with Many Rows and Columns Use of insert menu in Brief Evaluation of Note Books	Large Circle- SS, SW. Pair of Words- Similar in words but different in Meaning. Qualification of Secretary. Indian Languages. Class Test.
16	Practice of exercises, grammalogues Contractions phrases, related to medial and final Large Circle SS & SW & Transcription. Evaluation of Note Books. Practical Test.	Use of Large Circle Medially and finally Importance of Punctuation & Basic Rules Important Countries and Their capitals Duties of Secretary. Head of Countries. Employability Skill.
17	Practice of exercises, grammalogues Contractions phrases, related to medial and final Large Circle SS & SW & transcription.	Initial Small Hook for R & L. Discussion on Examination Pattern. Types of Punctuation marks and their uses Special Function and Duties of a Secretary Employability Skill
18	Practice of exercises, grammalogues Contractions phrases, related to SHR & SHL hooked Strokes, Vowels and Double Consonants & Transcription. Speed Test & Evaluation. Practice of Table. Practice of exercises, grammalogues Contractions phrases, related to Alternative Forms of curved hooked strokes & Transcription.	Use of SHR and SHL hooked Strokes, Vowels and Double Consonants. Discussion on Previous Year's Theory Papers and solve from Trainees. Revision of Computer Theory Revision of Office Practice Theory. Employability Skill. Alternative Forms of curved hooked strokes Revision of Computer Theory.

19	Speed Test. Practice of Typical Tables. Solution of previous year's Practical Question papers. Practice of exercises, grammalogues Contractions phrases, related to Compound Consonants & Transcription Speed Test. Solution of previous year's Practical Question papers.	Revision of Office Practice Theory. Revision of General Knowledge. Compound Consonants. Revision of Computer Theory. Revision of Office Practice Theory. Revision of General Knowledge. Employability Skill.
20	Dictation of Unseen Passage based on Sem- I Syllabus and Seen Passage & Transcription. Speed Test. Solution of previous year's Practical Question papers.	Revision of Shorthand Theory. Revision of Computer Theory. Revision of Office Practice theory. Revision of General Knowledge Theory. Employability Skill.
21	Dictation of an Unseen Passage based on Sem- I Syllabus and seen passage & Transcription. Speed Test. Practice of Table.	Revision of Shorthand Theory. Revision of Computer Theory. Revision of Office Practice Theory. Revision of G.K. Theory. Employability Skill.
22	Dictation of an unseen passage and seen passages & seen passage & Transcription. Practical Test. Speed Test.	Class Test. Revision of Shorthand theory Revision of Office Practice. Revision of G. K. Theory. Employability Skill.
23	Test of all syllabus Logograms, Grammalogues, Contractions and Phrases. Dictation of unseen and seen passage. Speed Test.	Revision of G. K. Theory. Employability Skill. Class test.
24	Revision of Seen passage Dictation of Unseen Passage Speed Test	Preparation for Test Employability Skill Industrial Training or Project work preferably in cross sectional trade
25	Project Work / Industrial Visit	
26	EXAMINATION	

**Syllabus for the trade of Stenography (English), under C.T.S.
Duration: Six months**

Second Semester.

Semester Code : STH:SEM II

Week no	Trade Practical	Trade Theory
1	Sem- I Shorthand Practical – Quick Revision. Sem- I Computer Practical – Quick Revision.	Sem- I Theory- Quick Revision of All Theories Overview of the Course Curriculum Trade Syllabus Discussion
2	Practice of exercises, grammalogues. Contractions phrases, related Small final hooks and transcription of the same on Computer. Unseen Dictation and transcription. Typing on Computer.	Final Hooks- N & F/V Hooks. Introduction of Different Kind of Letter's Format. Paragraph Writing – on General Topics. Introduction to Office Equipments- Uses and Importance Revision of G.K.
3	Dictation of an Unseen Passage with transcription. Letter Typing Revision of MS- Word. Typing on Computer. Library & English news paper reading	Vowels, Circles and Loops with final small hook. Guidance for drafting of different kind of letters and Good Display. Paragraph Writing- on Current Topics. Principal for selection of Office Equipments. Employability Skill
4	Practice of exercises, grammalogues Contractions phrases, related to Large Final SHUN Hook and transcription of the same on Computer. Revision of MS-Word. Letter and Table Typing. Visit of Official Cite.	Large Final Shun Hook. Comprehension. Types of Office Equipments and their Uses. Currencies of the various countries. Employability Skill.
5	Practice of exercises, grammalogues Contractions phrases, related to Halving Principle and transcription of the same on Computer. Revision of MS- Word. Typing on Computer. Dictation of an Unseen Passage. Demonstration of Official Machines.	Halving Principles. Introduction of Manuscript and use of Manuscript. Correction of Sentences. Introduction and Uses of Photocopier machine, Various types of Photocopier Machine. Employability Skill.
6	Dictation of an unseen passage and transcription of the same on Computer. Starting with MS- Excel Typing of Manuscript by using proof correction signs. Demonstration of Photocopier and Communicating Machines.	Halving Principle- Halving for M,N,L,R, MP/MB and NG. Introduction of Proof Correction Signs and their uses. MS- Excel – Use and Introduction (Cell, Columns, Worksheet, Workbook etc). Communicating Equipment- Introduction, Uses and Importance . Employability Skill.
7	Practice of exercises, grammalogues Contractions phrases, related to Doubling Principles and transcription. Typing	Doubling Principles – For TR and DR Standard Abbreviations. Common Error. General Introduction of other useful official

	of Manuscript. MS- Excel – Typing on Worksheet and practice of editing menus. Demonstration of the Official Equipments.	equipments. Employability Skill
8	Practice of exercises, grammalogues Contractions phrases, related to Doubling Principles and Transcription Dictation of Unseen Passage and transcription of the same on computer. Speed Calculation and Typing. Practice of MS- Excel Formulas.	Doubling of MP/ MB/ NG and L Stroke Use of Formulas in MS- Excel Important Air ports and Airlines Employability Skill Class Test
9	Dictation of unseen passage and Transcription. Practice of MS- Excel Functions. Speed Typing. Group Discussion. Practical Test.	Prefixes – Definition and Use. Use of Function in MS- Excel. Use of Various Post Office Services. Important Sea Ports. Employability Skill.
10	Practice of exercises, grammalogues Contractions phrases, related to Prefixes and Transcription of the same on Computer. Practice of MS- Excel. Speed Typing.	Various representative lines for Prefixes Oral Conversation and Discussion in Small Groups. Use of Various Post office Services. Discussion on Current GK. Employability Skill.
11	Dictation of Unseen Passage and Transcription of the same on Computer. Practice of MS- Excel (Formatting of Worksheet). Role Play – Professional Role Play and Conversation in the same role. Speed Typing.	Suffixes- Definition and Use. Formatting of MS-Excel Sheets. Reading and Public Speaking in English. Indian Railways. Employability Skill.
12	Practice of exercises, grammalogues Contractions phrases, related to Suffixes and Transcription of the same on Computer. Dictation of Unseen Passage. Starting with MS- Power Point. Visit to General Post Office.	Various representative lines for Suffixes. Introduction to MS- Power Point. Speed Post and Courier Services. Nationalized Banks. Employability Skill.
13	Dictation of unseen Passage and Transcription of the same. Creation, Editing and deletion of Slides. Insertion of Various Objects in the Slides. Library and News Paper Reading. Speed Typing.	Introduction of Simple Letter Writing. MS- Power Point- Slide Creation, Editing and deleting of Slides, Insertion of various objects. Types of Telegrams and drafting of Telegrams Important Pvt. Banks of India. Employability Skill.
14	Practice of exercises, grammalogues Contractions phrases, related to Intersection-Monetary Units and Transcription of the same. Dictation of Unseen Passage. Slide formatting in Power	Intersection- Monetary Units MS- Power Point- Slide Formatting Other Useful services- Post Box and Post Bags. Current Affairs – National Employability Skill

	Point. Speed Typing and Calculation of Speed.	
15	Practice of exercises, grammalogues Contractions phrases, related to Intersection-Round Figures and Transcription of the same. Dictation of Unseen Passage and Transcription of the same on Computer. MS- Power Point – Slide Animation and Slide Show. Speed Typing. Practice of exercises, grammalogues Contractions phrases, related to Contraction and Transcription of the same.	Intersection- Round Figures. MS- Power Point – Slide Animation and Slide Show. Application Writing- for New Electricity and water connection, Internet connection, Account Opening and Job Application. Current International Affairs. Employability Skill. Contraction – Formation and Uses, Essential Vowels. Internet- Introduction.
16	Dictation of Unseen Passage and Transcription of the same on Computer. Starting of Internet. Practice of exercises, grammalogues Contractions phrases, related to Special Phrases and Words Transcription of the same.	Complaint Writing- to Nigam, Committee etc. Employability Skill. Class Test. Special Phrases and Words. Internet- Use of Various Browsers & Search Engines. Social Letter Writing- Invitation & Congratulations.
17	Dictation of Unseen Passage and Transcription of the same on Computer. Speed Typing. Internet Practice. Practice of exercises, grammalogues Contractions phrases, related to Similar Outlines and Transcription of the same Unseen Dictation and Transcription of the same on Computer. Speed Typing and Calculation of Speed Internet Practice.	General Knowledge – Discussion. Employability Skill. Position of Similar Outlines- Homonyms Internet- Making of E-Mail Account and Emails sending (Composing of Mail and attaching attachments). Social Letter Writing- Thanks Giving and Condolence letters. General Knowledge- Question & Answer Session Employability Skill.
18	Practice of exercises, grammalogues Contractions phrases, related to Proper Nouns, Official & Foreign Phrases and transcription of the same. Unseen Dictation and Transcription on Computer. Speed Typing	Proper Nouns, Official & Foreign Phrases Virus- Definition and Precaution from Virus. General Banking Correspondence. Discussion on Previous Year's GK Question Papers and solve from Trainees. Employability Skill.
19	Dictation of unseen passage and transcription on the computer Speed Typing. Discussion on Previous Year's Practical Papers and solve from Trainees. Industrial Visit.	Translation and Note Taking Techniques Use of Anti Virus. Oral and Written English Communication. General Banking Correspondence. Employability Skill.

20	Dictation of Unseen Passage and transcription of the same on Computer. Speed Typing. Discussion on Previous Year's Practical Papers and solve from Trainees.	Revision of Shorthand Theory and Solve the previous year Question papers by Trainees. Revision of Computer Theory and Solve the previous year Question papers by Trainees. Revision of General English and Solve the previous year Question papers by Trainees. Revision of General Knowledge and Solve the previous year Question papers by Trainees Employability Skill.
21	Dictation of Unseen Passage and transcription of the same on Computer. Speed Typing. Discussion on Previous Year's Practical Papers and solve from Trainees. Revision of Manuscript and Tables	Revision of Shorthand Theory and Solve the previous year Question papers by Trainees Revision of Computer Theory and Solve the previous year Question papers by Trainees Revision of General English and Solve the previous year Question papers by Trainees Revision of Office Practice and Solve the previous year Question papers by Trainees Employability Skill
22	Dictation of Unseen Passage and transcription of the same on Computer. Speed Typing. Discussion on Previous Year's Practical Papers and solve from Trainees. Revision of Manuscript and Tables. Revision of Letters.	Revision of Shorthand Theory and Solve the previous year Question papers by Trainees Revision of Computer Theory and Solve the previous year Question papers by Trainees Revision of General Knowledge and Solve the previous year Question papers by Trainees Revision of Office Practice and Solve the previous year Question papers by Trainees Employability Skill
23	Dictation of Unseen Passage and transcription of the same on Computer. Speed Typing. Discussion on Previous Year's Practical Papers and solve from Trainees. Revision of Manuscript and Tables. Revision of Letters.	Revision of Shorthand Theory and Solve the previous year Question papers by Trainees Revision of Computer Theory and Solve the previous year Question papers by Trainees Revision of General English and Solve the previous year Question papers by Trainees Revision of Office Practice and Solve the previous year Question papers by Trainees Employability Skill
24	Dictation of Unseen Passage and transcription of the same Speed Typing. Industrial Training or Project work preferably in cross sectional trade.	Revision of the Theory Syllabus and preparation for Examination General Guidance for Examination Revision of Employability
25	Revision	
26	EXAMINATION	

List of Tools & Equipment

TRADE: Stenography (English)

LIST OF TOOLS & EQUIPMENT

A. TRAINEES TOOL KIT FOR 16 + ONE INSTRUCTOR

S. NO.	DESCRIPTION	QUANTITY
1	Computer Table with Revolving Chair	16+1
2	Computer- Latest Model	16+1
3	Printer	01 No.
4	Printer Table	01 No.
5	White Board	01 No.
6	Student Locker with External Lock	02 Nos.
7	Book Case	02 Nos.
8	Steal Almirah	02 Nos.
9	UPS 650 VA	17 Nos.
10	Air Conditioners 1.5 Ton (OPTIONAL)	02 Nos.
11	LCD Projector	01 No.
12	LCD/LED TV 32" (minimum size)	01 No.
13	Application Software (MS- Office) Educational Version	As Per Requirement
14	Antivirus (Latest Version)	As Per Requirement

Note: 1. Tools & Equipments should be procured of the latest models

B. Raw materials for 16 trainees (As per the below table)

S. No.	Description	Quantity
1.	Shorthand Pencil	As required
2.	Short Hand Note Book	As required
3.	Erazer	As required
4.	Sharpner	As required
5.	Scale (12")	As required
6.	Cutter	As required
7.	Photo Copy Paper A4/A3	As required
8.	Correcting Fluid Pen	As required
9.	Cloth Duster	As required
10.	Pen	As required
11.	Stapler (Small & Big)	As required
12.	File Folder	As required
13.	White Board Marker	As required
14.	White Board Duster	As required

15.	Printer Cartridge	As required
16.	DMP Stencil (For Computer)	As required
17.	Cleaning Liquid	As required
18.	Box File- Medium Size A4	As required
19.	Awl Pins/ Gem Clips	As required
20.	Water Jug	As required
21.	Scissor	As required
22.	Dustbin	As required
23.	Glue stick	As required
24.	CD Plain	As required
25.	CD (WR)	As required
26.	Ruled Register	As required
27.	Pocker (Small & Big)	As required
28.	Paper Highlighter	As required
29.	Sketch Pens	As required
30.	Cello Tape/ Brown Tape with Dispenser	As required
31.	Outward Mail Register	As required
32.	Inward Mail Register	As required
33.	Postal Expenditure Register	As required
34.	Peon Book	As required
35.	Visitors Register	As required
36.	Paper Weight	As required
37.	Drawing Pins	As required
38.	Stapler Pin Size – No. 10	As required