



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

COMPETENCY BASED CURRICULUM

DIGITAL PHOTOGRAPHER

(Duration: One Year)

CRAFTSMEN TRAINING SCHEME (CTS)

NSQF LEVEL- 4



SECTOR – TRAVEL, TOURISM AND HOSPITALITY

DIGITAL PHOTOGRAPHER

(Non-Engineering Trade)

(Revised in 2018)

CRAFTSMEN TRAINING SCHEME (CTS)

NSQF LEVEL - 4

Skill India
कौशल भारत - कुशल भारत

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

ACKNOWLEDGEMENT

The DGT sincerely acknowledges contributions of the Industries, State Directorates, Trade Experts, Domain Experts 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 Members contributed/ participated for finalizing the course curriculum of Digital Photographer held on 08.02.2018 at FTI, Bangalore			
S No.	Name & Designation Sh/Mr/Ms	Organization	Remarks
1.	Shri B. V. S. Sessa Chari, Director	CSTARI, Kolkata	Chairman
2.	Shri N.R. Arvindan , Director	FTI, Bangalore	Member
3.	Shri V. Sukumaran, Chief Cameraman	Films Division, Govt. of India, Kendriya Sadan, Bangalore	Expert
4.	Shri Mahendar, Director of Photography	Ryan International School, Bangalore	Expert
5.	Shri G. Palani, Cameraman	Doordarshan, Bangalore	Expert
6.	Shri R. K. Narendra Kumar, Chief	Ahobila Photography, Bangalore	Expert
7.	Shri Prakash Y.D. , Cameraman	Photo Care, Bangalore	Expert
8.	Shri Chandra Prabhu, Cameraman/Film Editor	Viedo Came, Bangalore	Expert
9.	Smt. Malathi M., J.T.O.	Govt. I.T.I., Tumkur Road, Bangalore-22	Member
10.	Shri Rajendra C., DOP. Film & Media	DOP Freelancer, Bangalore-104	Expert
11.	Shri Vijaya Kumar R., Principal	Govt. Film & TV Institute, Heseraghata, Bangalore	Expert
12.	Prof. Hitesh Liya	SRFTI, Kolkata	Member
13.	Shri Utpal Moitra	Cameraman Grade1, DDK, Golf Green, Kolkata.	Member
14.	Shri Sanjay Khanande	Photographer cum Projectionist, FTI, Bangalore	Expert
15.	Shri V,Babu, DDT	Apex-Hitech, Bangalore	Member
16.	Shri R.C. Mandal, DDT	CSTARI, Kolkata	Member
17.	Shri P.K. Ghosh, Sr, D'man	CSTARI, Kolkata	Member

S No.	Topics	Page No.
1.	Course Information	1
2.	Training System	2-5
3.	Job Role	6
4.	General Information	7-8
5.	NSQF Level Compliance	9
6.	Learning/ Assessable Outcome	10-11
7.	Learning Outcome with Assessment Criteria	12-18
8.	Trade Syllabus	19-27
9.	Core Skill – Employability Skill	28-31
10.	Annexure I	
	List of Trade Tools & Equipment	32-35
	List of Tools & Equipment for Employability Skill	35
11.	Annexure II - Format for Internal Assessment	36

1. COURSE INFORMATION

During the one-year duration of “Digital Photographer” trade, a candidate is trained on Professional Skill, Professional Knowledge and Employability Skill. In addition to this, a candidate is entrusted to undertake project work, extracurricular activities and on-the-job training to build up confidence. The broad components covered related to the trade are categorized in two semesters each of six months duration. The semester wise course coverage is categorized as below:

1stSemester – In the first semester, the trainee learns about elementary first-aid, firefighting, environment regulation and housekeeping, etc. The trainee identifies trade tools, digital cameras, compact and SLR. The trainee will be able to do the practical by the use of natural light, tungsten light, fluorescent light, single and multiple electronic flash reflectors, exposure meters, studio flash and its accessories. They will also be able to do the practical on various lighting techniques for different lenses and will do practice on special areas of photography in outdoor and indoor conditions .They will be able to do practical on computer system by digital editing software, printing the photographs taken by digital cameras and will be able to do the image transportation to the storage media, sending photographs through E-mail and to Scan photographs, capture frames and analysis of images. There will be a visit to studio for six weeks where they will be able to handle the digital Video cameras, Tape, DVD, HDD, accessories and exposure to take different common shots , dimension of images and movements as per requirement.

2nd Semester – In the second semester, the trainee will be able to do lighting of different areas of video shooting, practice on three point lighting indoor and outdoor. Taking photographs using different types of lenses using different aperture, shutter speed setting for still, Video camera, CCTV and spy camera. Taking photographs of portrait, studio photography, commercial/Advertisement photography, sports photography, fashion photography, slow and fast moving objects, functions, machines and processes , landscape, architecture, night photography children, animal, birds, shooting spot etc. by digital camera. They will have the concept of audio video recording, mixing, editing, dubbing of sound, using different types of microphones. Shooting of different areas and topics such as sports, wildlife, modeling, drama, documentary, serial, story board making, news, interview, seminar/ workshop, industrial, live broadcasting, musical event, advertisement, etc. The trainee also undergoes two weeks on-the-job training in various studios/labs at the end of the second semester which gives them more practical exposure to the professional working environment.

2. TRAINING SYSTEM

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 the economy/ labour market. The vocational training programs are delivered under the aegis of National Council of Vocational Training (NCVT). Craftsman Training Scheme (CTS) and Apprenticeship Training Scheme (ATS) are two pioneer programs of NCVT for propagating vocational training.

‘Digital Photographer’ trade under CTS is one of the professional courses delivered nationwide through a network of ITIs. The course is of one year (02 semester) duration. It mainly consists of Domain area and Core area. In the Domain area (Trade Theory & Practical) impart 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 NCVT which is recognized worldwide.

Candidates broadly need to demonstrate that they are able to:

- Read and interpret technical parameters/documents, plan and organize work processes, identify necessary materials and tools;
- Perform tasks with due consideration to safety rules, accident prevention regulations and environmental protection stipulations;
- Apply professional skill, knowledge & employability skills while performing jobs.
- Document the technical parameters related to the task undertaken.

2.2 CAREER PROGRESSION PATHWAYS

- Can join advanced diploma in photography at different state level programs.

2.3 COURSE STRUCTURE

Table below depicts the distribution of training hours across various course elements during a period of one year (02 semesters): -

S No.	Course Element	Notional Training Hours
1.	Professional Skill (Trade Practical)	1200
2.	Professional Knowledge (Trade Theory)	240
3.	Employability Skills	110
5.	Library & Extracurricular activities	50
6.	Project Work	320
7.	Revision & Examination	160
	Total	2080

2.4 ASSESSMENT & CERTIFICATION

The trainee will be tested for his skill, knowledge and attitude during the period of the course and at the end of the training program as notified by the Government of India (GoI) from time to time. The employability skills will be tested in the first two semesters itself.

a) The **Internal Assessment** during the period of training will be done by **Formative Assessment Method** by testing for assessment criteria listed against learning outcomes. The training institute has to maintain an individual trainee portfolio as detailed in assessment guideline. The marks of internal assessment will be as per the template (Annexure – II).

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

2.4.1 PASS REGULATION

The minimum pass percentage for practical is 60% & minimum pass percentage of theory subjects is 40%. For the purposes of determining the overall result, 50% weightage is applied to the result of each semester examination.

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 the assessment. Due consideration should be given while assessing for teamwork, avoidance/reduction of scrap/wastage and disposal of scrap/waste as per procedure, behavioral attitude, sensitivity to the environment and regularity in training. The sensitivity towards OSHE and self-learning attitude are to be considered while assessing competency.

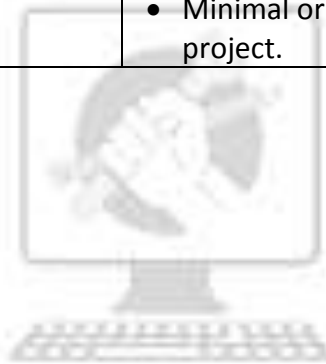
Assessment will be evidence based comprising the following:

- 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 of internal assessments are to be preserved until forthcoming semester examination for audit and verification by examining 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 skill in the use of hand tools, machine tools and workshop equipment. • Below 70% tolerance dimension achieved while undertaking different work with those demanded by the component/job. • A fairly good level of neatness and consistency in the finish. • Occasional support in completing the project/job.
(b)Weightage in the range of 75%-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	<ul style="list-style-type: none"> • Good skill levels in the use of hand tools, machine tools and workshop equipment. • 70-80% tolerance dimension achieved while undertaking different work with those demanded by the component/job.

practices	<ul style="list-style-type: none"> • A good level of neatness and consistency in the finish. • Little support in completing the project/job.
(c) Weightage in the range of more than 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 in the use of hand tools, machine tools and workshop equipment. • Above 80% tolerance dimension achieved while undertaking different work with those demanded by the component/job. • A high level of neatness and consistency in the finish. • Minimal or no support in completing the project.



Skill India
कौशल भारत - कुशल भारत

3. JOB ROLE

Digital Photographer General; takes photograph of persons, places, or other subjects, using various kinds of photographic equipment. Measures day light using exposing meter or arranges artificial lighting and holds or places camera at desired angle and distance from subject to be photographed. Focuses lens and adjusts lens opening and exposure time. Loads camera with film or plate. Presses lever to open lens shutter and exposes film or plate by pressing lever, allowing time, if for publication. Supplies series of pictures on selected topics, for writing feature articles in magazines. May develop films and print copies. Photographers and Image and Sound Recording Equipment Operators, Other take photographs of persons, places and objects and record sound for different purposes and include Photographers, Image and Sound Recording Equipment Operators not elsewhere classified.

Photographer News; or Press Photographer photographs news events, persons or objects for use in news-papers, magazines and other publications. Receives instructions from News Editor or Chief Reporter regarding nature of pictures to be taken. Travels to location; loads camera with film, waits for suitable moment and takes photographs. Attends State functions and parties and takes photographs of important persons arousing special interest of news value for publication. Accompanies important visitors and dignitaries and takes photographs of significant events associating important persons. Removes exposed film for developing and printing. Examines print, gives appropriate title or heading, and hands it over to News Editor.

Photographer, Aerial; photographs objects, places and areas of vital importance from aeroplanes in flight, for use in surveys, planning, development and other scientific and military purposes. Determines number of exposures and time lapse between them by making necessary calculations. Loads camera, adjusts exposure-time and exposes film by opening shutter at calculated intervals. Operates and maintains automatic camera and photo equipment for aerial photographs. Develops aerial films of various types in automatic, semi-automatic or manual tank developers. Makes prints for photo interpretation.

Digital photographic institutions; it will provide the familiarization with the institution, its importance of trade training & professional use of Digital camera into different types of uses into variety of interests of the Govt. and public sectors. After getting trained, the trainee will be able to do the job for making short documentary, news items, and interviews of great personalities of different areas, music videos and professional photography for wild life, modeling, drama documentary, serial, story board making news, live broadcasting, seminar/workshop industrial, musical event, advertisement as well as domestic purposes etc.

Reference NCO-2015:

- (i) 3431.0100 – Photographer General
- (ii) 3431.0200–Photographer News
- (iii) 3431.0300 – Photographer, Aerial
- (iv) 3431.9900–Photographer & Others

4. GENERAL INFORMATION

Name of the Trade	DIGITAL PHOTOGRAPHER
NCO – 2015	3431.0100, 3431.0200, 3431.0300, 3431.9900
NSQF Level	Level-4
Duration of Craftsmen Training	1 Year (2 Semesters)
Entry Qualification	Passed 10 th class examination under 10+2 System of education.
Unit Strength (No. of Student)	20 (Max. Supernumeraries seats: 6)
Space Norms	48 Sq. m
Power Norms	6.35 KW
Instructors Qualification for:	
(i) Digital Photographer Trade	<p>Diploma in Photography/ Cinematography / Videography from recognized board of education with two years experience in the relevant field.</p> <p style="text-align: center;">OR</p> <p>NAC/NTC passed in the trade of Digital Photographer/Photographer with three years' post qualification experience in the relevant field.</p> <p><u>Desirable:</u> Preference will be given to a candidate with Craft Instructor Certificate (CIC) in the relevant trade.</p> <p><u>Note:</u> <i>Out of two Instructors required for the unit of 2 (1+1), one must have Degree/Diploma and other must have NTC/NAC qualifications.</i></p>

(ii) Employability Skill	<p>MBA OR BBA with two-year experience OR Graduate in Sociology/ Social Welfare/ Economics with two-year experience OR Graduate/ Diploma with two-year experience and trained in Employability Skills from DGT institutes.</p> <p style="text-align: center;">AND</p> <p>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 duly trained in Employability Skills from DGT institutes.</p>			
List of Tools and Equipment	As per Annexure – I			
Distribution of training on hourly basis: (Indicative only)				
Total Hrs/ Week	Trade Practical	Trade Theory	Employability Skills	Extracurricular Activity
40 Hours	30 Hours	6 Hours	2 Hours	2 Hours

Skill India
कौशल भारत - कुशल भारत

5. NSQF LEVEL COMPLIANCE

NSQF level for ‘**Digital Photographer**’ trade under CTS: **Level 4**

As per notification issued by Govt. of India dated- 27.12.2013 on National Skill Qualification Framework total 10 (Ten) Levels are defined.

Each level of the NSQF is associated with a set of descriptors made up of five outcome statements, which describe in general terms, the minimum knowledge, skills and attributes that a learner needs to acquire in order to be certified for that level.

Each level of the NSQF is described by a statement of learning outcomes in five domains, known as level descriptors. These five domains are:

- a. Process
- b. Professional knowledge
- c. Professional skill
- d. Core skill
- e. Responsibility

The Broad Learning outcome of ‘**Digital Photographer**’ trade under CTS mostly matches with the Level descriptor at Level- 4.

The NSQF level-4 descriptor is given below:

Level	Process Required	Professional Knowledge	Professional Skill	Core Skill	Responsibility
Level 4	Work in familiar, predictable, routine, situation of clear choice	Factual knowledge of field of knowledge or study	Recall and demonstrate practical skill, routine and repetitive in narrow range of application, using appropriate rule and tool, using quality concepts	Language to communicate written or oral, with required clarity, skill to basic Arithmetic and algebraic principles, basic understanding of social political and natural environment	Responsibility for own work and learning

6. LEARNING/ ASSESSABLE OUTCOME

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

6.1 GENERIC LEARNING OUTCOME

1. Apply safe working practices.
2. Comply with environment regulation and housekeeping.
3. Assist in exigencies and carry out elementary first-aid during emergencies.
4. Work in a team, understand and practice soft skills, technical English to communicate with required clarity.
5. Explain energy conservation, global warming and pollution and contribute in day-to-day work by optimally using available resources.
6. Explain personnel finance, entrepreneurship and manage/organize related task in day-to-day work for personal & societal growth.

6.2 SPECIFIC LEARNING OUTCOME

7. Understand Lenses and uses.
8. Work with the application of various types of lights on the photographs. Lighting techniques, taking indoor and outdoor photographs and use of special areas of photography.
9. Use different types of object lighting: Daylight, Artificial light and their combination. Tungsten light, fluorescent Light , single & multiple electronic flash, reflectors, exposure meters.
10. Work with basic portrait, studio photography, Commercial/Advertisement photography, Sports photography, fashion photography, slow and fast moving objects, functions, machines and processes, land scape, architecture, night photography children, animal, birds, shooting spot etc. by digital camera, candid photography, time lapse photography.
11. Apply the Introduction to Computer Fundamentals Monitor Calibration, Interfaces.
12. Apply Image transportation by using editing software, taking printouts of photographs by using computer system from digital camera.
13. To develop the skill & knowledge of Multimedia in Photography. Demonstrate most of the important aspects of Photo Editing software Elements. Show the usual workflow steps for photo editing, organizing, and sharing.
14. Work with Images & Graphics.
15. Apply four Key Skills of a Successful Photographer, Procurement of a good quality cameras and its accessories.
16. Acquaint with video equipment. Ability to use the different video equipment and their operations. Demonstrate the basic principles of video and audio recording.
17. Apply the motion Picture Photography Concept of Editing. To develop the knowledge & skill of Editing Techniques.

18. Work with the Principles of Light, Demonstrate the quality and types of light
19. Demonstrate the Shooting techniques by using digital video camera with pan-tilt-zoom and use of camcorder camera operating techniques.
20. Apply Audio recording sound by using different types of microphones. Mixing, editing, dubbing and sweetening of sound
21. Use of three point lighting for video shooting in a studio and selection of shooting camera, studio lights accessories for field lighting
22. Learn to make documentary films, Shooting interviews, news, and making advertisements etc.
23. Work with post-production
24. Apply and Work with the necessity of planning a production



Skill India
कौशल भारत - कुशल भारत

7. LEARNING OUTCOME WITH ASSESSMENT CRITERIA

GENERIC LEARNING/ ASSESSABLE OUTCOME	
LEARNING/ ASSESSABLE OUTCOME	ASSESSMENT CRITERIA
1. Apply safe working practices	1.1 Follow and maintain procedures to achieve a safe working environment in line with occupational health and safety regulations and requirements, and according to policy.
	1.2 Recognize and report all unsafe situations according to policy.
	1.3 Identify and take necessary precautions on fire and safety hazards and report according to work policy and procedures.
	1.4 Identify, handle and store/ dispose-off dangerous goods and substances according to policy and procedures following safety regulations and requirements.
	1.5 Identify and observe policies and procedures with regard to illness or accident.
	1.6 Identify safety alarms accurately.
	1.7 Report supervisor/ competent of authority in the event of accident or sickness of any staff and record accident details correctly according to accident/injury procedures.
	1.8 Identify and observe evacuation procedures according to site policy.
	1.9 Identify Personal Productive Equipment (PPE) and use the same as per related working environment.
	1.10 Identify basic first-aid and use them under different circumstances.
	1.11 Identify different fire extinguisher and use the same as per requirement.
2. Comply with environment regulation and housekeeping	2.1 Identify environmental pollution & contribute to the avoidance of instances of environmental pollution.
	2.2 Deploy environmental protection legislation & regulations.
	2.3 Take opportunities to use energy and materials in an environmentally friendly manner.
	2.4 Avoid waste and dispose waste as per procedure.
3. Assist in exigencies and carry out elementary first-aid during emergencies.	3.1 Demonstrate elementary first-aids.
	3.2 Demonstrate safety practices to be observed in lab/studio.
	3.3 Demonstrate use of personal protective dresses.
	3.4 Identify emergency exit route.
	3.5 Demonstrate fire fighting procedure using fire extinguishers.

<p>4. Work in a team, understand and practice soft skills, technical English to communicate with required clarity.</p>	4.1 Obtain sources of information and recognize information.
	4.2 Use documents, regulations and occupationally related provisions.
	4.3 Conduct appropriate and target oriented discussions with higher authority and within the team.
	4.4 Present facts and circumstances, possible solutions & use English and French terminology.
	4.5 Resolve disputes within the team.
	4.6 Conduct written communication.
<p>5. Explain energy conservation, global warming, pollution, and contribute in day-to-day work by using available resources optimally.</p>	5.1 Semester examination to test knowledge on energy conservation, global warming and pollution.
	5.2 Their applications will be assessed during execution of assessable outcome.
<p>6. Explain personnel finance, entrepreneurship and manage/organize related task in day-to-day work for personal & societal growth.</p>	6.1 Semester examination to test knowledge on personnel finance, entrepreneurship.
	6.2 Their applications will be assessed during execution of assessable outcome.

कुशल भारत - कुशल भारत

SPECIFIC LEARNING/ ASSESSABLE OUTCOME	
LEARNING/ ASSESSABLE OUTCOME	ASSESSMENT CRITERIA
7. Understand Lenses and uses.	7.1 Identify different types of lenses for different types of digital camera
	7.2 Demonstrate lenses with wide angle, Normal, telephoto and zoom range
	7.3 Identify and understand the focal length of the different types of lenses
	7.4 Demonstrate disposal procedure of wastage/ electronic materials.
	7.5 Identify the different types of lenses to take variety of photo .
8. Work with the application of various types of lights on the photographs. Use different types of Lighting techniques, taking indoor and outdoor photographs and use of special areas of photography. Apply different types of object lighting: Daylight, Artificial light and their combination.	8.1 Practice on different types of composition using various lighting techniques.
	8.2 To do practice on taking photographs by varying aperture, shutter speed and use of different types of lenses.
	8.3 To do practice on taking photographs by varying aperture, shutter speed and use of different types of lenses.
	8.4 To do practice of taking photographs on special area of photography.
9. Use Tungsten light, fluorescent Light , single & multiple electronic flash, reflectors, exposure meters	9.1 Take photographs in natural light, tungsten light and fluorescent light.
	9.2 Take photographs with single & multiple electronic flash.
	9.3 Take photographs with Reflectors, exposure meters, studio flash.
	9.4 Take photographs with different accessories (Lux Meter, Slave Unit) and guide number.
10. Work with basic portrait, studio photography, Commercial/Advertisement photography,	10.1 Demonstrate different parts of digital camera photography for commercial/advertisement.
	10.2 Demonstrate photography for sports by digital cameras.
	10.3 Demonstrate photography for fashion by digital cameras.
	10.4 Demonstrate photography for basic architecture /monuments

Sports photography, fashion photography, slow and fast moving objects, functions, machines and processes, land scape, architecture, night photography children, animal, birds, shooting spot etc. by digital camera, candid photography, time lapse photography.	with digital cameras.
	10.5 Demonstrate photography for animal and birds in slow and fast-moving conditions by digital cameras.
	10.6 Demonstrate photography in night conditions for children/group by digital cameras
11. Apply the Introduction to Computer Fundamentals, Monitor Calibration, Interfaces.	11.1 Work with operating software with accessories and configuration of multimedia PC with other application software. Monitor Calibration.
	11.2 Work on multimedia platform for internet and its functions.
12. Apply image transportation by using editing software, taking printouts of photographs by using computer system from digital camera.	12.1 Perform digital editing by using bit map and vector based image editing software.
	12.2 Demonstrate ability of taking printouts of photographs taken by a digital camera from computer printer.
	12.3 Explain the concept of image transportation to storage media.
	12.4 Demonstrate sending photographs through internet/E-mail.
13. Apply to develop the skill & knowledge of Multimedia in Photography. Demonstrate most of the important aspects of Photo Editing software Elements. Show the usual workflow steps for photo editing, organizing, and sharing.	13.1 Demonstrate ability to Work with Adjustment Layers.
	13.2 Demonstrate blending modes for layers using filters, styles, and effects, working with text layers.
	13.3 Repair and retouching tools and techniques with the Smart Brush and adjustment layers.
	13.4 Demonstrate colour spaces, colour management, and printing.
	13.5 Demonstrate resolution and pixels for printing image with the we band working with old photos. Scanning, colorizing, black & white.
	13.6 Perform slide shows with adding music and titles to old photographs and old video.
	13.7 Demonstrate the Photo merge tools to combine the best parts of photos/video.
14. Work with Images & Graphics.	14.1 Demonstrate scan photographs and capture frames and making still images in multimedia application.

	14.2 Demonstrate the methods of storing & processing (Raster method, Vector method) – Factors influencing quality (Resolution, Pixel depth, Pixel aspect ratio) – Colour models.
	14.3 Demonstrate methods of capturing: Scanner – Digital Camera – Frame Grabber and IMAGE COMPRESSION
15. Apply Four Key Skills of a Successful Photographer, Procurement of a good quality cameras and its accessories.	15.1 Demonstrate hard skill: Technical
	15.2 Demonstrate on hard : Artistic
	15.3 Communication skill and body language to be checked.
16. Acquaint with video equipment. Ability to use the different video equipment and their operations. Demonstrate the basic principles of video and audio recording.	16.1 Work with digital video cameras on trip od stand,-VTR, Camcorder, Monitor.
	16.2 Set up a single camera unit: Black balance and White balance, Adjustment of viewfinder and monitor, Familiarization of in-camera filters and other in-camera controls, Day-&-night Video-graphy by manipulation of white balance.
	16.3 Demonstrate operation of various camera movements.
17. Apply the motion Picture Photography. Concept of Editing. To develop the knowledge & skill of Editing Techniques.	17.1 Demonstrate basic shot terminology : Close up, Mid shot, Long shot, Big close up, Mid-long shot, Extreme long shot, Point of view (POV) shot, Over-the Shoulder(OSS) shot, high angle and low angle shot, top angle shot.
	17.2 Demonstrate Action Axis (180 degree rule); matching of action, Static and Dynamic Continuity, Reverse angle.
	17.3 Perform operations and Camera movements Pan, tilt, trolley, dolly, crane, steady – cam and usage of other camera support.
18. Work with the Principles of Light. Demonstrate the quality and types of light	18.1 Explain basic principle of light. (i) Electromagnetic spectrum, visible spectrum. (ii) Behaviour of light (Direct and Indirect)(iii) Inverse square law. (iv) Basic principles of color, Color temperature, CIE diagram , trichromatic theory of vision.
	18.2 Work on quality of light : Specular, diffused and bounced. (ii) Types of light : Natural day light, Incandescent, (tungsten-halogen, LED and PAR etc.
	18.3 Work on Low key and High key technique of lighting, use of back light, kicker and background light. Practice to light up 2-point and 3-point lighting in an indoor situation. Light source

	filters and gels for mixed lighting situation.
	18.4 Use the reflectors, mirrors, skimmers as fill light in an outdoor situation.
19. Demonstrate the Shooting techniques by using digital video camera with pan-tilt-zoom and use of camcorder camera operating techniques.	19.1 Handle digital video camera and their accessories, camera Movement – Pan – tilt- Zoom. Dimension of image.
	19.2 Explain basic camera do's and "dont's Before and after the shoot.
	19.3 Work on DSLR and video camera. Assignment must be given at week end and monitored regularly.
20. Apply the Audio recording sound by using different types of microphones. Mixing, editing, dubbing and sweetening of sound	20.1 Work on the concept of audio video recording using External Microphone and Line recording.
	20.2 Perform mixing, editing, dubbing of sound.
21. Use of three point lighting for video shooting in a studio and selection of shooting camera, studio lights accessories for field lighting	21.1 Practice for Lighting of different areas of video shooting.
	21.2 Practice on three point lighting, indoor and outdoor lighting etc.
	21.3 Practice on hard and soft lighting. Single camera lighting, bounce lighting.
	21.4 Use of reflectors & skimmer.
22. Learn to make documentary films, Shooting interviews, news, and making advertisements etc.,	22.1 Shoot different areas and topics such as sports, wildlife, modelling, demand documentary, serial,.
	22.2 Perform shooting of news, interview, seminar/ workshop, industrial, live broadcasting, musical event, Advertisement, Architectural, monuments, travel videos and Landscapes.
23. Work with post-	23.1 Demonstrate Video Editing Process.

production	23.2 Edit the story, Trim the story, Add music, titles and transitions, Rearranging, adding and removing sections of video clips and audio clips. Applying colour correction, filters and other enhancements, Creating transitions between clips.
	23.3 Perform Non-Linear Video Editing technique and their utilisation for various types of production.
24. Apply and Work with the necessity of planning a production	24.1 Make a plan for production and qualities of a good production.
	24.2 Explain principle of direction during production, objective to be coped with during pre-production.



Skill India

 कौशल भारत - कुशल भारत

SYLLABUS - DIGITAL PHOTOGRAPHER			
FIRST SEMESTER – 06 Months			
Week No.	Ref. Learning Outcome	Professional Skills (Trade Practical) With Indicative Hours	Professional Knowledge (Trade Theory)
1	<ul style="list-style-type: none"> Apply safe working practices. Comply with environment regulation and housekeeping. Apply Basic knowledge of Electrical wiring. 	<ol style="list-style-type: none"> Identification of basic first aid devices and use them in different circumstances. (5 hrs) Identification of different fire Extinguishers and its use as per requirement and also the use of safety alarms. (5 hrs) To identify, handle and disposed off dangerous goods according to policy and procedures and also know how to report to supervisor /competent authority in case of any incident. (10 hrs) To identify and observe evacuation procedure according to site policy. (5 hrs) To identify different types of digital cameras and its different parts. (5 hrs.) 	Importance of safety and general precautions. Observed in the trade by the Institution. Care & maintenance of equipments & material. Introduction to photography and its applications. Introduction to Cameras & it's History (From pin-hole camera to digital camera)
2	Understand Lenses and uses	<ol style="list-style-type: none"> To identify different types of lenses for different types of digital camera (5hrs) To use the lenses with wide angle, Normal, telephoto and zoom range. (10 Hrs) To identify and understand the focal length of the different types of lenses (5 Hrs) To identify and practice the different types of lenses to 	Types of Lenses Four basic types of lenses, they are: <ul style="list-style-type: none"> •Normal •Wide angle •Telephoto •Zoom Introduction to Focal length. Depth-of-field in comparison with human eye. Depth of focus Perspective ,aberrations

		take variety of photo. (5Hrs) 10. To practice with digital camera lenses with depth of field. (5 hrs)	of Lens.
3-4	Work with the application of various types of lights on the photographs. Use of Lighting techniques, taking indoor and outdoor photographs and use of special areas of photography. Apply different types of object lighting: Daylight, Artificial light and their combination.	11. Practice on different types of composition using various lighting techniques(15 hrs) 12. To do practice on taking photographs by varying aperture, shutter speed and use of different types of lenses. (15 Hrs) 13. To do practice on taking photographs by varying aperture, shutter speed and use of different types of lenses. (15 Hrs) 14. To do practice of taking photographs on special area of photography (15Hrs)	Correct Exposure, ('rules' of photographic composition) Conception of aperture, shutter speed, ISO. Knowledge of Pixels& their uses. Use of lens hood, tripod and mono pod stand.
5-6	Apply Tungsten light, fluorescent Light , single & multiple electronic flash, reflectors, exposure meters	15. To practice of taking photographs in natural light, tungsten light and fluorescent light. (20 hrs) 16. To practice of taking photographs with single & multiple electronic flash (10 hrs) 17. To practice of taking photographs with Reflectors, exposure meters, studio flash. (20 hrs) 18. To practice of taking photographs with different accessories (Lux Meter, Slave Unit) and guide number. (10 Hrs)	Understanding visual communication and aesthetic in Photography. Theory of light and sources. White balance, Kelvin temperature & colour balance.
7-9	Work with basic portrait, studio photography, Commercial/Advertisement photography, Sports photography, fashion	19. Practice on different parts of digital camera photography for commercial/advertisement.(20 Hrs)	Understand of special & professional shooting techniques. Learning & usage of various filters like- (ND-

	<p>photography, slow and fast moving objects, functions, machines and processes, landscape, architecture, night photography children, animal, birds, shooting spot etc. by digital camera, candid photography, time lapse photography.</p>	<p>20. Practice of photography for sports by digital cameras(20 Hrs) 21. Practice of photography for fashion by digital cameras(10 Hrs) 22. Practice of photography for basic architecture /monuments with digital cameras. (20 Hrs) 23. Practice of photography for animal and birds in slow and fast-moving conditions by digital cameras(10 Hrs) 24. Practice of photography in night conditions for children/group by digital cameras(10 Hrs)</p>	<p>Neutral Density, Gradient Filters)</p>
10	<p>Apply the Introduction to Computer Fundamentals Monitor Calibration, Interfaces.</p>	<p>25. Practice on operating software with accessories and configuration of multimedia PC with other application software. Monitor Calibration. (15 Hrs) 26. Practice on multimedia platform for internet and its functions. (15 Hrs)</p>	<p>Basics of Computers, OS, RAM, ROM and Graphic cards, Concept of operating software, functions and its uses. Basics of Internet, different image editing software & its application. Multimedia platform, accessories and configuration of multimedia PC.</p>
11-12	<p>Apply Image transportation by using editing software, taking printouts of photographs by using computer system from digital camera.</p>	<p>27. Practice on digital editing by using bit map and vector based image editing software. (20 Hrs) 28. Practice on ability of taking printouts of photographs taken by a digital camera from computer printer. (20 Hrs) 29. Practice on the concept of image transportation to storage media. (15 Hrs) 30. Practice of sending</p>	<p>Knowledge of image editing software. Knowledge of different types of printing media for hard copy. Knowledge of different types of printers in respect of their resolution.</p>

		photographs through internet/E-mail. (5 Hrs)	
13-15	Apply to develop the skill & knowledge of Multimedia in Photography. Demonstrate most of the important aspects of Photo Editing software Elements. Show the usual workflow steps for photo editing, organizing, and sharing.	<p>31. Practice on ability to Work with Adjustment Layers. (10 Hrs)</p> <p>32. Practice on blending modes for layer using filters, styles, and effects, working with text layers. (10 Hrs)</p> <p>33. Practice on repairing and retouching tools and techniques with the Smart Brush and adjustment layers. (10 Hrs)</p> <p>34. Practice on colour spaces, colour management, and printing. (10 Hrs)</p> <p>35. Practice on resolution and pixels for printing image with the web and working with old photos. Scanning, colorizing, black & white. (15 Hrs)</p> <p>36. Practice on slide shows with adding music and titles to old photographs and old video. (10 Hrs)</p> <p>37. Practice by using the Photo merge tools to combine the best parts of photos/video. (10 Hrs)</p>	Workflow steps for editing photos in Photo editing software & Elements, learning the tools and techniques in a natural way.
16	Work with Images & Graphics.	<p>38. Practice to scan photographs and capture frames and making still images in multimedia application. (5 Hrs)</p> <p>39. DIGITAL IMAGE: Practice on the methods of storing & processing (Raster method, Vector method) – Factors influencing quality (Resolution, Pixel depth, Pixel aspect ratio) – Colour models. (15 Hrs)</p> <p>40. PRACTICE ON METHODS OF CAPTURING: Scanner – Digital</p>	Knowledge different types of scanners & capture cards, editing and capturing methods. Knowledge of photo editing through different types of updated photo editing software's.

		Camera – Frame Grabber and IMAGE COMPRESSION (10 Hrs)	
17-18	Apply four Key Skills of a Successful Photographer, Procurement of a good quality cameras and its accessories.	41. Practice on hard skill: Technical (20 Hrs) 42. Practice on hard : Artistic (10 Hrs) 43. Practice on soft skills(10 Hrs) 44. Practice on Communication, Body Language. (20 Hrs)	External Soft skills. Internal Hard Skills. Knowledge for the selection criteria for a good quality camera and its accessories. Etiquette of Photography Basic Rule for Photographer Corporate Etiquette Ethics of Photographer (NPPA) The combination of skilled photographer and the empathic communicator is what makes a successful photographer.
19-24	Internship (visit to studios and labs etc.) Practice and Project work (two weeks for practical and four weeks for project work)		
25	Revision		
26	Examination		




 कौशल भारत - कुशल भारत

SYLLABUS - DIGITAL PHOTOGRAPHER			
SECOND SEMESTER – 06 Month			
Week No.	Learning outcome Reference	Professional Skills (Trade Practical) With Indicative Hours	Professional Knowledge (Trade Theory)
27-29	Acquaint with video equipment. Ability to use the different video equipment and their operations. Understand the basic principles of video and audio recording.	45. Practice with digital video cameras on tripod stand, VTR, Camcorder, Monitor. (30 Hrs) 46. To set up a single camera unit: Black balance and White balance, Adjustment of viewfinder and monitor, Familiarization of in- camera filters and other in-camera controls, Day-&-night Videography by manipulation of white balance. (20 Hrs) 47. Operational practice of various camera movements. (40 Hrs)	Persistence of Vision, Understand the concept of handling the video cameras and their accessories. Understand the techniques of shooting etc. Understanding theoretical knowledge of videography.
30-32	Apply the Motion Picture Photography. Concept of Editing. Apply to develop the knowledge & skill of Editing Techniques.	48. Practice on basic shot terminology : Close up, Mid shot, Long shot, Big close up, Mid-long shot, Extreme long shot, Point of view (POV) shot, Over-the Shoulder (OSS) shot, high angle and low angle shot, top angle shot. (30 Hrs) 49. Practice on Action Axis(180 degree rule); matching of action, Static and Dynamic Continuity, Reverse angle. (30 Hrs) 50. Operations and Camera movements Pan, tilt, trolley, dolly, crane, steady – cam and usage of other camera support. (30 Hrs)	Camera , parts & its Setting Knowledge of visual composition and aesthetic approaches. Knowledge of still digital camera, Video camera and drone camera.
33	Work with the Principles of Light.	51. Practice on basic principle of light.	Basic principle of light. (i) Electromagnetic spectrum, visible

	<p>Understand the quality and types of light</p>	<p>(i) Electromagnetic spectrum, visible spectrum. (ii) Behaviour of light (Direct and Indirect) (iii) Inverse square law. (iv) Basic principles of color, Color temperature, CIE diagram , trichromatic theory of vision. (10 Hrs)</p> <p>52. Practice on quality of light : Specular, diffused and bounced. (ii) Types of light : Natural day light, Incandescent, (tungsten-halogen, LED and PAR etc. (10Hrs)</p> <p>53. Practice on Low key and High key technique of lighting, use of back light, kicker and background light. Practice to light up 2-point and 3-point lighting in an indoor situation. Light source filters and gels for mixed lighting situation. (5 Hrs)</p> <p>54. Practice to use the reflectors, mirrors, skimmers as fill light in an outdoor situation. (5 Hrs)</p>	<p>spectrum. (ii) Behaviour of light falling on an object – absorption, reflection refraction, transmission, diffraction, dispersion, scattering of light, refractive index. (iii) Inverse square law. (iv) Basic principles of color , CIE diagram , trichromatic theory of vision. 2. (i)Quality of light : Specular, diffused and bounced. (ii) Types of light : Natural day light, Incandescent, (tungsten- halogen, [Tenner (10K), Senior (5K), Junior (2K), Baby (1K), Inkie Multi 10, Multi 20 etc], photoflood), fluorescent, (Kino Flo), Metal Halide enclosed AC arc (HMI) etc. 3. Basic understanding of lighting ratio (key + fill : fill alone) use of back light, kicker and back ground light. How to lit up an indoor situation. Use of light source filters. 4. Use of reflectors, and soft boxes, mirrors, skimmers as fill light in an outdoor situation.</p> <p>5. Knowledge of symbols (icon) to identify the various lighting equipments.</p>
<p>34-36</p>	<p>Understand the Shooting techniques by using digital video camera with pan-tilt-zoom and use of camcorder camera operating techniques.</p>	<p>55. Handling of digital video camera and their accessories, camera Movement – Pan – tilt-Zoom. Dimension of image. (25 Hrs)</p> <p>56. Practice on some basic camera do's and dont's Before and after the shoot. (25 Hrs)</p> <p>57. Practice on DSLR and video camera. Assignment must be given at week end and monitored regularly. (25 Hrs)</p>	<p>Video & Video technology Introduction to Video, How Video camera works ?Working principle of an image sensor, Camera mounts and Camera support accessories. Composition. Use of video as a communication tool, latest video technology, types of video cameras their Various formats and recording medium (tapes, disc and Hard disc). Applications of video recording.</p>

37-38	Apply the Audio recording sound by using different types of microphones. Mixing, editing, dubbing and sweetening of sound	58. Practice on the concept of audio video recording using External Microphone and Line recording. (30 Hrs) 59. Practice on mixing, editing, dubbing of sound. (30 Hrs)	Video and Audio productions. Knowledge of sound techniques. Use of different microphones, Mono, Stereo and Surround sound techniques. Recording methods, Video tape recording insert, sound mixing, editing ,audio dubbing etc.,
39-40	Use of three point lighting for video shooting in a studio and selection of shooting camera, studio lights accessories for field lighting.	60. Practice for Lighting of different areas of video shooting. (10 Hrs) 61. Practice on three point lighting, indoor and outdoor lighting etc. (20 Hrs) 62. Practice on hard and soft lighting. Single camera lighting, bounce lighting. (20 Hrs) 63. Use of reflectors & skimmer. (10 Hrs)	Lighting for still & video photography. Knowledge of different types of video lighting. Concept of power distribution depending upon the requirement of the light output. Detailed light source including natural and studio lights instruments, Field lighting instruments. Usage of Light meter(Lux meter), Intervalometer.
41-43	Learn to make documentary films, Shooting interviews, news, and making advertisements etc.	64. Preparing Story board and Practice on shooting of different areas and topics such as sports , wildlife, modelling, drama and documentary, serial. (60 Hrs) 65. Practice on shooting of news, interview, seminar/ workshop, industrial, live broadcasting, musical event, Advertisement, Architectural, monuments, travel videos and Landscapes. (30 Hrs)	Shooting with Zoom function, macro function, High speed shutter function & Automatic and manual focus function. Identification of Location and proper placement of different accessories.
44-47	Work with post-production.	66. Practice on learning Video Editing Process. Ingesting media (capturing and transferring). (10 Hrs) 67. Edit the story, Trim the story, Add music, titles and transitions, Rearranging,	Linear (Insert and assemble modes) Editing equipment : Edit VTR, Edit Control Unit, Vision Mixer, Computer Graphics (C.G.) etc. ,Non-linear Recording of audio (commentary, dubbing,

		<p>adding and removing sections of video clips and audio clips. Applying colour correction, filters and other enhancements, Creating transitions between clips. (50 Hrs)</p> <p>68. Non-Linear Video Editing technique and their utilisation for various types of production. (60 Hrs)</p> 	<p>music). Effects (visual and audio)</p> <ul style="list-style-type: none"> - Better understand techniques editors use to construct stories. - Have a thorough working knowledge of a non-linear editing software. <p>Be able to do professional style color correction.</p> <ul style="list-style-type: none"> - Know how to create high quality motion graphics. - Understand video formats and principles. <p>Video editing Practice on Different Audio & Video Software's with Effect, Titling, frame cutting/trimming/editing/inserting audio & video/Pictures</p> <p>Rendering on Different format and resolutions.</p>
48	Apply and Work with the necessity of planning a production	<p>69. To do practice on getting idea and planning for production and qualities of a good production. (15 Hrs)</p> <p>70. To do practice on the principle of direction during production, objective to be coped with during pre-production. (15 Hrs)</p>	<p>Knowledge of planning for quality production, co-ordinating with director during production, objective to be coped with during pre-production.</p>
49-50	Project on Documentary Film with Proper Story Script		
51	Revision		
52	Examination		

9. SYLLABUS - CORE SKILLS

CORE SKILL – EMPLOYABILITY SKILL	
First Semester	
1. English Literacy	
Duration : 20 hrs	
Marks : 09	
Pronunciation	Accentuation (mode of pronunciation) on simple words, Diction (use of word and speech)
Functional Grammar	Transformation of sentences, Voice change, Change of tense, Spellings.
Reading Skills	Reading and understanding simple sentences about self, work and environment
Writing Skills	Construction of simple sentences Writing simple English
Speaking/ Spoken English	Speaking with preparation on self, on family, on friends/ classmates, on known people, picture reading, gain confidence through role- playing and discussions on current happening, job description, asking about someone's job, habitual actions. Cardinal (fundamental) numbers, ordinal numbers. Taking messages, passing on messages and filling in message forms, Greeting and introductions, office hospitality, Resumes or curriculum vita essential parts, letters of application reference to previous communication.
2. IT Literacy	
Duration : 20 hrs	
Marks : 09	
Basics of Computer	Introduction, Computer and its applications, Hardware and peripherals, Switching-on, Starting and shutting down of the computer.
Computer Operating System	Basics of Operating System, WINDOWS, The user interface of Windows OS, Create, Copy, Move and delete Files and Folders, Use of External memory like pen drive, CD, DVD etc. Use of Common applications.
Word Processing and Worksheet	Basic operating of Word Processing, Creating, Opening and Closing Documents, Use of shortcuts, Creating and Editing of Text, Formatting the Text, Insertion & Creation of Tables. Printing document. Basics of Excel worksheet, understanding basic commands, creating simple worksheets, understanding sample worksheets, use of simple formulas and functions, Printing of simple excel sheets.
Computer Networking and Internet	Basic of Computer Networks (using real life examples), Definitions of Local Area Network (LAN), Wide Area Network (WAN), Internet, Concept of Internet (Network of Networks), Meaning of World Wide Web (WWW), Web Browser, Web Site, Web

	page and Search Engines. Accessing the Internet using Web Browser, Downloading and Printing Web Pages, Opening an email account and use of email. Social media sites and its implication. Information Security and antivirus tools, Do's and Don'ts in Information Security, Awareness of IT - ACT, types of cyber crimes.
3. Communication Skills	
Duration : 15 hrs Marks : 07	
Introduction to Communication Skills	Communication and its importance Principles of effective communication Types of communication - verbal, non-verbal, written, email, talking over phone (Telephone Etiquettes). Non-verbal communication -characteristics, components-Para-language Body language Barriers to communication and dealing with barriers. Handling nervousness/ discomfort.
Listening Skills	Listening-hearing and listening, effective listening, barriers to effective listening, guidelines for effective listening. Triple- A Listening –(Attitude, Attention & Adjustment). Active listening skills.
Motivational Training	Characteristics essential to achieving success. The power of positive attitude. Self awareness Importance of commitment Ethics and values Ways to motivate oneself Personal goal setting and employability planning. SMART (Systematic Measurable Accurate Realistic and Time) Power of Smile
Facing Interviews	Manners, etiquettes, dress code for an interview Do's & don'ts for an interview
Behavioral Skills	Problem solving Confidence building Attitude, to build Self Image and analysis, Physical Appearance and Handshake Attitude and its impact in the corporate Proactive and Reactive Time Management Skills Strategies of using Time Prioritize Assignments Action Plan
Second Semester	
4. Entrepreneurship Skills	
Duration : 15 hrs	

		Marks : 06
Concept of Entrepreneurship	Entrepreneur - Entrepreneurship - Enterprises: Conceptual issue Entrepreneurship vs. management, Entrepreneurial motivation. Performance & record, Role & function of entrepreneurs in relation to the enterprise & relation to the economy, Source of business ideas, Entrepreneurial opportunities, The process of setting up a business.	
Project Preparation & Marketing Analysis	Qualities of a good entrepreneur, SWOT and risk analysis. Concept & Application of PLC, Sales & Distribution management. Difference between small scale & large scale business, Market survey, Method of marketing, Publicity and advertisement, Marketing mix.	
Institution's Support	Preparation of project. Role of various schemes and institutes for self-employment i.e. DIC, SIDA, SISI, NSIC, SIDO, Idea for financing/ non-financing support agencies to familiarize with the policies /programmes, procedure & the available scheme.	
Investment Procurement	Project formation, Feasibility, Legal formalities i.e., Shop act, Estimation & costing, Investment procedure - Loan procurement - Banking processes.	
5. Productivity		Duration : 10 hrs Marks : 05
Benefits	Personal/ Workman - Incentive, Production linked Bonus, Improvement in living standard.	
Affecting Factors	Skills, Working aids, Automation, Environment, Motivation - How it improves or slows down productivity.	
Comparison with Developed Countries	Comparative productivity in developed countries (viz. Germany, Japan and Australia) in select industries, e.g. Manufacturing, Steel, Mining, Construction etc. Living standards of those countries, wages.	
Personal Finance Management	Banking processes, Handling ATM, KYC registration, safe cash handling, Personal risk and insurance.	
6. Occupational Safety, Health and Environment Education		Duration : 15 hrs Marks : 06
Safety & Health	Introduction to occupational safety and health Importance of safety and health at workplace.	
Occupational Hazards	Basic hazards, chemical hazards, vibro acoustic hazards, mechanical hazards, electrical hazards, thermal hazards. Occupational health, occupational hygiene, occupational diseases/ disorders & its prevention.	
Accident & Safety	Basic principles for protective equipment. Accident prevention techniques - control of accidents and safety measures.	
First Aid	Care of injured & sick at the workplaces, First-aid & transportation of sick person.	
Basic Provisions	Idea of basic provision legislation of India. Safety, health, welfare under legislative of India.	
Ecosystem	Introduction to environment. Relationship between society and	

	environment, ecosystem and factors causing imbalance.
Pollution	Pollution and pollutants including liquid, gaseous, solid and hazardous waste.
Energy Conservation	Conservation of energy, re-use and recycle.
Global Warming	Global warming, climate change and ozone layer depletion.
Ground Water	Hydrological cycle, ground and surface water, Conservation and harvesting of water.
Environment	Right attitude towards environment, Maintenance of in-house environment.
7. Labour Welfare Legislation	
	Duration : 05 hrs Marks : 03
Welfare Acts	Benefits guaranteed under various acts- Factories Act, Apprenticeship Act, Employees State Insurance Act (ESI), Payment Wages Act, Employees Provident Fund Act, the Workmen's Compensation Act.
8. Quality Tools	
	Duration : 10 hrs Marks : 05
Quality Consciousness	Meaning of quality, Quality characteristic.
Quality Circles	Definition, Advantage of small group activity, objectives of quality circle, Roles and function of quality circles in organization, Operation of quality circle. Approaches to starting quality circles, Steps for continuation quality circles.
Quality Management System	Idea of ISO 9000 and BIS systems and its importance in maintaining qualities.
House Keeping	Purpose of housekeeping, Practice of good housekeeping.
Quality Tools	Basic quality tools with a few examples.

कौशल भारत - कुशल भारत

LIST OF TOOLS & EQUIPMENTS			
DIGITAL PHOTOGRAPHER (for batch of 20 Candidates)			
S No.	Name of the Tools and Equipment	Specification	Quantity
A. TOOLS AND EQUIPMENT			
1.	Digital HD Video Camera		5 Nos.
2.	Digital SLR Camera with standard accessories.		2 Nos.
3.	Digital SLR Camera with detachable recorder	Latest model	1 No.
4.	15" HD monitor, Electronic View finder		2 Nos.
5.	Multimedia speaker	2.1	2 sets
6.	Prime lens (Normal/wide/telephoto),Macro		2 sets each
7.	Dolly and gimbal		5 Nos.
8.	Camcorder		3 Nos.
9.	Zoom lens match able with Digital SLR camera	28-70mm, 70-300mm	1 each
10.	Fish eye lens for APS-C and Full frame DSLR match able with Digital SLR camera		1 No.
11.	Camera stand for still camera		2 Nos.
12.	Camera stand for video	low base	1 No.
13.	Cable release		2 Nos.
14.	Different types of filters, (10 types) match able with camera	UV filter Graduated, Star filter, multi image, ND, Skylight, polarizer, colour filter set, , both for video &still	1 No.
15.	Extension ring (4 types)		2 Nos.
16.	Electronic flash gun (Manual & auto) Different types with slave unit		4 Nos.
17.	Studio light/spot light		4 Nos.
18.	Drone with accessories		1 Nos.
19.	Umbrella soft box, Diffusers ,back drop screen with stands, Colour Gels, Scrim, 18 % Greycard		2 Nos.
20.	Air conditioner for studio	1.5 ton	4 Nos.

21.	LUX Meter, Intervalo meter		2 Nos.
22.	Studio room (30ft. x 30ft. x 18ft. height) fitting with cataract system, light grid, sound proof, AC, with cyclorama		1 Room
23.	Studio & Classroom furniture a) Steel chairs folding type with arm rest for trainees b) Working table molded		20 Nos. 20 Nos.
24.	Computer with multimedia facility and graphic accelerator card and DVD writer, Zip drive, video capture card (latest configuration) connected with LAN		8 Nos.
25.	Standalone DVD recorder		2 Nos.
26.	Inkjet printer with colour cartridge	1200 dpi or higher	1 No.
27.	Laser printer with colour cartridge	1200 dpi or higher	1 No.
28.	Scanner	1200 dpi or higher	2 Nos.
29.	Online UPS or Offline UPS	5 KVA	1 Nos. Or 8 Nos
30.	Windows operating system	latest version	8 Licenses
31.	Photo editing software like Photoshop CS 3 etc.		As required
32.	MS-Office	latest version	8 Licenses
33.	Macro media Free Hand	latest version	8 Licenses
34.	Flash	latest version	8 Licenses
35.	Director	latest version	8 Licenses
36.	Sound Forge/ cool edit pro	latest version	8 Licenses
37.	Digit Mix	latest version	8 Licenses
38.	Anti Virus software	latest version	8 Licenses
39.	Adobe premier	available version	8 Licenses
40.	Table for computer		8 Nos.
41.	Table printer and scanner		3 Nos
42.	Chairs for computer classes		20 Nos.

43.	DVD writable	latest capacity	80 Nos.
44.	DVD Re-writable	latest capacity	40 Nos.
45.	Portable hard disk	320 GB- 1 TB	1 No.
46.	Pen drive	8 GB, 16 GB	5 Nos.
47.	Multiple card reader		5 each
48.	Reflectors (Folding Portable)		8 Nos.
49.	Cool light		8 Nos.
50.	Multi 10 & Multi 20		8 Nos.
51.	Sun Gun		6 Nos.
52.	Porto pack light		3 Sets
53.	Tape match able with the camera		As required
54.	Slide & film high resolution scanner with adapter for A3		1 No.
55.	Slide & film high resolution scanner with adapter for A4		1 No.
56.	DV VTR according to digital camera		1 No.
57.	DV VTR with play back adapter for camcorder		1 No.
58.	Play back adapter for video camera		1 No.
59.	Battery for digital video camera		1 No.
60.	Microphone (boom)		2 Nos.
61.	Microphone (lapel)		1 No.
62.	Trolley set	30 ft.	1 No.
63.	Round trolley	30 ft.	1 No.
64.	Power Cable		As required
65.	Extension Board		As required
66.	BNC cable with various connectors	80 ohms	As required
67.	Steel almirah		2 Nos.
68.	Pigeon hole steel almirah		1 No.
69.	Fire extinguisher		4 Nos.
70.	LCD Projector latest		1 No.
71.	SI No 41 to 45 are consumables, they can be procured as per the actual requirement		As required

B. Shop Floor Furniture and Materials			
72.	Steel almirah		2 Nos.
73.	Pigeon hole steel almirah		1 No.
74.	Table for computer		8 Nos.
75.	Table printer and scanner		3 Nos
76.	Studio room (30ft. x 30ft. x 18ft. height) fitting with cataract system, light grid, sound proof, AC, with cyclorama		1 Room
77.	Studio & Classroom furniture		
	a) Steel chairs folding type with arm rest for trainees b) Working table molded		20 Nos. 20 Nos.
78.	Instructor Chair and instructor Table		Each One No.
<p>Note: a) All the tools and equipment are to be procured as per BIS specification.</p>			

Skill India

TOOLS & EQUIPMENTS FOR EMPLOYABILITY SKILLS		
S No.	Name of the Equipment	Quantity
1.	Computer (PC) with latest configurations and Internet connection with standard operating system and standard word processor and worksheet software.	10 nos.
2.	UPS - 500VA	10 nos.
3.	Scanner cum Printer	01 no.
4.	Computer Tables	10 nos.
5.	Computer Chairs	20 nos.
6.	LCD Projector	01 no.
7.	White Board 1200mm x 900mm	01 no.
<p>Note: Above Tools & Equipments not required, if Computer LAB is available in the institute.</p>		

FORMAT FOR INTERNAL ASSESSMENT

Name & Address of the Assessor:						Year of Enrollment:								
Name & Address of ITI (Govt./Pvt.):						Date of Assessment:								
Name & Address of the Industry:						Assessment location: Industry/ ITI								
Trade Name:			Semester:			Duration of the Trade/course:								
Learning Outcome:														
S No.	Maximum Marks (Total 100 Marks)		15	5	10	5	10	10	5	10	15	15	Total Internal Assessment Marks	Result (Y/N)
	Candidate Name	Father's/Mother's Name	Safety Consciousness	Workplace Hygiene	Attendance/ Punctuality	Ability to Follow Manuals/ Written Instructions	Application of Knowledge	Skills to Handle Tools & Equipment	Economical Use of Materials	Speed in Doing Work	Quality in Workmanship	VIVA		
1														
2														