



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

COMPETENCY BASED CURRICULUM

PHOTOGRAPHER

(Duration: One Year)

CRAFTSMEN TRAINING SCHEME (CTS)

NSQF LEVEL- 4



SECTOR – TRAVEL, TOURISM AND HOSPITALITY

PHOTOGRAPHER

(Non-Engineering Trade)



(Revised in 2018)

CRAFTSMEN TRAINING SCHEME (CTS)

Skill India

NSQF LEVEL - 4

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

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| List of Expert Members contributed/ participated for finalizing the course curriculum of Digital Photographer held on 07.02.2018 at FTI, Bangalore | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|--------------------------------------------------------------|----------------|
| S No. | Name & Designation Sh/Mr/Ms | Organization | Remarks |
| 1. | Shri B. V. S. Sesa Chari, Director | CSTARI, Kolkata | Chairman |
| 2. | Shri N.R. Arvandan , 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 | 12-17 |
| 8. | Trade Syllabus | 18-25 |
| 9. | Core Skill – Employability Skill | 26-30 |
| 10. | Annexure I | |
| | List of Trade Tools & Equipment | 31-33 |
| | List of Tools & Equipment for Employability Skill | 34 |
| 11. | Annexure II - Format for Internal Assessment | 35 |

1. COURSE INFORMATION

During the one-year duration of “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:

1st Semester – 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 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 out door. 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 four 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.

‘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 Apprenticeship programs in different types of industries leading to a National Apprenticeship certificate (NAC).
- Can join Advanced Diploma in Photography running by the different state level Institute in the trade for becoming an instructor in ITIs.

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) | 1110 |
| 2. | Professional Knowledge (Trade Theory) | 222 |
| 3. | Employability Skills | 110 |
| 4. | Library & Extracurricular activities | 38 |
| 5. | Project Work | 440 |
| 6. | 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 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 percent age 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.

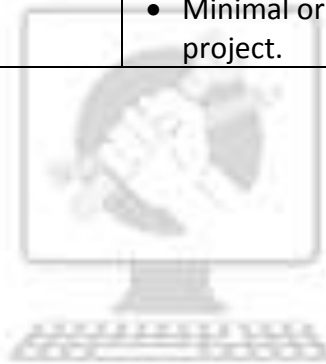
Assessment will be evidence based comprising the following:

- 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 practices | <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. |

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <ul style="list-style-type: none"> • A good level of neatness and consistency in the finish. • Little support in completing the project/job. |
| <p>(c) Weightage in the range of more than 90% to be allotted during assessment</p> | |
| <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. |



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3. JOB ROLE

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; 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–PhotographerGeneral
- (ii) 3431.0200–Photographer News
- (iii) 3431.0300 – Photographer, Aerial
- (iv) 3431.9900–Photographer & Others

4. GENERAL INFORMATION

| | |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of the Trade | 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) 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 |

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5. NSQF LEVEL COMPLIANCE

NSQF level for **'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 **'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

Semester-I

7. Understand Lenses and uses
8. work with the application of various types of lights. Lighting techniques, taking indoor and outdoor photographs and use of special areas of photography. Type of object lighting: Daylight, Artificial light and their combination.
9. Work with the basic of visual aesthetics.
10. work with the basic of lighting for 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, candid photography
11. Apply the basic of visual aesthetics and art appreciation
12. Apply the Introduction to Computer Fundamentals. Monitor Calibration, Interfaces.
13. Work with Image & Image Graphics, Understand the kinds of Graphics.
14. Apply Image transportation by using editing software, taking printouts of photographs by using computer system from digital camera.
15. Work with the application of multimedia and photo post-processing software's..

Semester-II

16. Four Key Skills of a Successful Photographer, Procurement of a good quality cameras and its accessories.
17. Understand and apply how motion pictures work.
18. Understand fundamentals of shot taking and mise-en-scene.
19. Understand the Principles of Light. Understand the quality and types of light
20. Apply and work with different shooting techniques with a DSLR camera.
21. Apply audio recording sound and mixing
22. Work with three point lighting for video shooting in a studio and selection of shooting camera, studio lights accessories for field lighting.
23. Apply and work with the production and planning of a documentary film.



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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 Protective 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. |

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| <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. |

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| 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 Use the 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 and practice the different types of lenses to take variety of photo. |
| 8. Demonstrate the application of various types of lights. Lighting techniques, taking indoor and outdoor photographs and use of special areas of photography. Type of object lighting: Daylight, Artificial light and their combination. | 8.1 Work on different types of composition using various lighting techniques. |
| | 8.2 Take photographs by varying aperture, shutter speed and use of different types of lenses. |
| | 8.3 Take photographs in outdoor and Indoor conditions by the use of Digital camera. |
| | 8.4 Take photographs on different locations/ lighting situations. |
| 9. Work with the basic of visual aesthetics. | 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 the different types of lighting for portrait, studio | 1. Perform kind of photography of your choice ex. Fashion, food, sport etc. Take a series of ten pictures on any genre and make a presentation. |

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| <p>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, candid photography.</p> | |
| <p>11. Apply the basic of visual aesthetics and art appreciation.</p> | <p>11.1 Make a presentation on any visual artist of your choice.</p> |
| <p>12. Apply the Introduction to Computer Fundamentals. Monitor Calibration, Interfaces.</p> | <p>12.1 Work on multimedia platform for internet and its functions. 12.2 Work on operating software with accessories and configuration of multimedia PC with other application software, Monitor Calibration.</p> |
| <p>13. Work with Image & Image Graphics Understand the kinds of Graphics.</p> | <p>13.1 Scan photographs and capture frames and making still images in multimedia application. 13.2 Work on Digital IMAGE: methods of storing & processing (Raster method, Vector method) – Factors influencing quality (Resolution, Pixel depth, Pixel aspect ratio) – Colour models. 13.3 Perform capturing: Scanner – Digital Camera – Frame Grabber and IMAGE COMPRESSION.</p> |
| <p>14. Apply Image transportation by using editing software, taking printouts of photographs by using computer system from digital camera.</p> | <p>14.1 Perform editing by using bit map and vector based image editing software. 14.2 Take printouts of photographs taken by a digital camera from computer printer. 14.3 Transport images to storage media. 14.4 Send photographs through internet/E-mail.</p> |
| <p>15. Work with the application of multimedia and photo</p> | <p>15.1 Work with Adjustment Layers. 15.2 Perform blending modes for layers using filters, styles, and</p> |

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| post-processing software's. | effects, working with text layers. |
| | 15.3 Work with repair and retouch tools and techniques with the Smart Brush and adjustment layers. |
| | 15.4 Colour spaces, colour management, and printing. |
| | 15.5 Work with resolution and pixels for printing image with the web and working with old photos. Scanning, colorizing, black & white. |
| | 15.6 Work on slide shows with adding music and titles to old photographs and old video. |
| | 15.7 Use the Photo merge tools to combine the best parts of photos/video. |
| 16. Apply Four Key Skills of a Successful Photographer, Procurement of a good quality cameras and its accessories. | 16.1 Work on hard skill: Technical. |
| | 16.2 Work on hard : Artistic. |
| | 16.3 Soft skills to be checked. |
| | 16.4 Communication skill and body language to be checked. |
| 17. Understand and apply how motion pictures work. | 17.1 Work on digital video cameras on tripod, tape, VTR, Camcorder, Monitor. |
| | 17.2 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-for-night Videography. |
| | 17.3 Perform operations of various camera movements. |
| 18. Understand fundamentals of shot taking and mise-en-scene. | 18.1 Explain 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. |
| | 18.2 Work on Action Axis (180 degree rule); matching of action, Static and Dynamic Continuity Reverse angle. |
| | 18.3 Perform operations and Camera movements Pan, tilt, trolley, dolly, crane, steady – cam and usage of other camera support. |
| 19. Work with the Principles of Light. Understand the quality and types of light | 19.1 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. |
| | 19.2 Work on quality of light: Specular, diffused and bounced. (ii) Types of light: Natural day light, Incandescent, (tungsten-halogen, LED and PAR etc. |

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| | 19.3 Work with 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. |
| | 19.4 Use the reflectors, mirrors, skimmers as fill light in an outdoor situation. |
| 20. Apply and work with different shooting techniques with a DSLR camera. | 20.1 Handle DSLR camera and their accessories, camera movement – Pan – tilt- Zoom. Dimension of image. |
| | 20.2 Explain basic camera do's and "dont's before and after the shoot. |
| | 20.3 Work with DSLR and video camera. Assignment must be given at week end and monitored regularly. |
| 21. Apply and work with audio recording and mixing | 21.1 Explain the concept of audio video recording using External Microphone and Line recording. |
| | 21.2 Perform mixing and editing. |
| 22. Work with three point lighting for video shooting in a studio and selection of shooting camera, studio lights accessories for field lighting. | 22.1 Demonstrate lighting of different areas of video shooting. |
| | 22.2 Work on three point lighting, indoor and outdoor lighting etc. |
| | 22.3 Work on hard and soft lighting. Single camera lighting, bounce lighting. |
| | 22.4 Use of reflectors & skimmer. |
| 23. Apply and work with the production and planning of a documentary film. | 23.1 Explain Planning, writing. Location recce, story boarding, budgeting, scheduling etc. |

| SYLLABUS - PHOTOGRAPHER | | | |
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| 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 Analog and digital cameras and its different parts. (5 hrs.) | <p>Importance of safety and general precautions. Observed in the trade by the Institution. Care & maintenance of equipments & material.</p> <p>Introduction to photography Definition of photography. Evaluation of camera (from pin hole camera to digital cameras) Introduction to Cameras & it's History.</p> |
| 2 | Understand Lenses and uses | <ol style="list-style-type: none"> To identify different types of lenses for different types of cameras (5hrs) To use the lenses with wide angle, Normal, telephoto and zoom range and practice taking pictures at different focal lengths and group | <p>Types of Lenses Four basic types of lenses, they are: •Normal •Wide angle •Telephoto •Zoom</p> <p>Introduction to Focal length. Depth-of-field in comparison with human eye, Depth of focus.</p> |

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| | | discussion on them. (25Hrs) | Perspective ,aberrations of Lens. |
| 3-4 | Work with the application of various types of lights. Apply different Lighting techniques, taking indoor and outdoor photographs and use of special areas of photography. Work with different Types of object lighting: Daylight, Artificial light and their combination. | <p>8. Practice on different types of composition using various lighting techniques(10 hrs)</p> <p>9. To do practice on taking photographs by varying aperture, shutter speed and use of different types of lenses. (20 Hrs)</p> <p>10. To do practice of taking photographs in outdoor and Indoor conditions by the use of Digital camera(10 Hrs)</p> <p>11. To do practice of taking photographs on different locations/ lighting situations. (20Hrs)</p> | <p>Exposure, Colour temperature & colour balance in kelvin temperature</p> <p>Conception of aperture, shutter speed, ISO.</p> <p>Knowledge of Pixels & their uses.</p> <p>Use of lens hood, tripod and modes.</p> <p>Knowledge of Exposure meters.</p> |
| 5-6 | Work with the basic of visual aesthetics. | <p>12. To practice of taking photographs in natural light, tungsten light and fluorescent light. (10 hrs)</p> <p>13. To practice of taking photographs with single & multiple electronic flash (20 hrs)</p> <p>14. To practice of taking photographs with Reflectors, exposure meters, studio flash. (20hrs)</p> <p>15. To practice of taking photographs with different accessories (Lux Meter, Slave Unit) and guide number. (10 Hrs)</p> | <p>Understanding visual communication and aesthetics in Photography. ('rule' of photographic composition), Theory of light and sources.</p> <p>Knowledge of Lux meters (Exposure meter)</p> |
| 7-10 | Work with the lighting for portrait, studio photography, Commercial/ Advertisement photography, Sports photography, fashion | <p>16. Exercise Module on any special kind of photography of your choice ex. Fashion, food, sport etc. Take a series of ten pictures on any genre</p> | <p>Understand of special & professional shooting techniques.</p> <p>Learning & usage of various filters (viz. UV-Ultra violet filter, ND-Neutral Density,</p> |

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| | 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 | and make a presentation. (120 Hrs) | Gradient Filters and other filters) Group Discussion and Presentation on practical Exercises. |
| 11 | Apply the basic of visual aesthetics and art appreciation | 17. Making a presentation on any visual artist of your choice.(30 Hrs) | Art appreciation, visual aesthetics, study of paintings, photographers' works, understanding basic principles of composition, lighting, Chiaroscuro, creation of mood etc. |
| 12 | Apply Introduction to Computer Fundamentals, Monitor Calibration, Interfaces. | 18. Practice on multimedia platform for internet and its functions. (10 Hrs) 19. Practice on operating software with accessories and configuration of multimedia PC with other application software, Monitor Calibration.(20 Hrs) | 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. |
| 13 | Work with Image & image Graphics , Understand kinds of Graphics | 20. Practice to scan photographs and capture frames and making still images in multimedia application. (5 Hrs) 21. 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) 22. PRACTICE ON METHODS OF CAPTURING: Scanner – | Knowledge of other different types through scanner & capture card, editing of capturing Methods through scanners frame grabber with digital camera. Knowledge of photo editing through different types of updated photo editing software's. |

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| | | Digital Camera – Frame Grabber and IMAGE COMPRESSION (10 Hrs) | |
| 14-15 | Apply Image transportation by using editing software, taking printouts of photographs by using computer system from digital camera. | <p>23. Practice on digital editing by using bit map and vector based image editing software. (15 Hrs)</p> <p>24. Practice on ability of taking printouts of photographs taken by a digital camera from computer printer. (25 Hrs)</p> <p>25. Practice on the concept of image transportation to storage media. (10 Hrs)</p> <p>26. Practice of sending photographs through internet/E-mail. (10 Hrs)</p> | <p>Knowledge of image editing software. Knowledge of different types of printing media, for hard copy.</p> <p>Knowledge of different types of printer in respect of their resolution.</p> |
| 16-17 | Apply the use of multimedia and photo post-processing softwares. | <p>27. Practice on ability to Work with Adjustment Layers. (7 Hrs)</p> <p>28. Practice on blending modes for layers using filters, styles, and effects, working with text layers. (8 Hrs)</p> <p>29. Practice on repairing and retouching tools and techniques with the Smart Brush and adjustment layers. (8 Hrs)</p> <p>30. Practice on colour spaces, colour management, and printing. (7 Hrs)</p> <p>31. Practice on resolution and pixels for printing image with the web and working with old photos. Scanning, colorizing, black & white. (15 Hrs)</p> <p>32. Practice on slide shows with adding music and titles to old photographs and old video. (7 Hrs)</p> <p>33. Practice by using the Photo</p> | <p>Workflow steps for editing photos in Photo editing software & Elements, learning the tools and techniques in a natural way.</p> |

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| | | merge tools to combine the best parts of photos/video. (8 Hrs) | |
| 18-24 | Internship (visit to studios and labs etc) Practice and Project work (Three weeks for practical and four weeks for project work) | | |
| 25 | Revision | | |
| 26 | Examination | | |



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| SYLLABUS - PHOTOGRAPHER | | | |
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| SECOND SEMESTER – 06 Month | | | |
| Week No. | Ref. Learning outcome | Professional Skills (Trade Practical) With Indicative Hours | Professional Knowledge (Trade Theory) |
| 27-28 | Apply Four Key Skills of a Successful Photographer, Procurement of a good quality cameras and its accessories. | 34. Practice on hard skill: Technical. (20 Hrs) 35. Practice on hard: Artistic. (10 Hrs) 36. Practice on soft skills. (10 Hrs) 37. 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. |
| 29-30 | Understand and apply how motion pictures work. | 38. Practice with digital video cameras on tripod, tape, VTR, Camcorder, Monitor. (20 Hrs) 39. 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-for-night Videography. (30 Hrs) 40. Operational practice of various camera movements. (10 Hrs) | Persistence of Vision, Optical imagination Understanding how motion picture cameras work. History of cinematography. |
| 31-34 | Work with the fundamentals of shot taking and mise-en-scene. | 41. 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, | Understanding basics of composition, movement, visual balance, continuity, axis matching, mise-en-scene. |

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| | | <p>top angle shot. (30 Hrs)</p> <p>42. Practice on Action Axis (180 degree rule); matching of action, Static and Dynamic Continuity Reverse angle. (30 Hrs)</p> <p>43. Operations and Camera movements Pan, tilt, trolley, dolly, crane, steady – cam and usage of other camera support. (30 Hrs)</p> | |
| 35-38 | Understand the Principles of Light. Understand the quality and types of light | <p>44. Practice on 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. (35 Hrs)</p> <p>45. Practice on quality of light : Specular, diffused and bounced. (ii) Types of light : Natural day light, Incandescent, (tungsten-halogen, LED and PAR etc. (25 Hrs)</p> <p>46. Practice on Lowkey and Highkey 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. (25 Hrs)</p> <p>47. Practice to use the reflectors, mirrors, skimmers as fill light in an outdoor situation. (35 Hrs)</p> | <p>1. Basic principle of light. (i) Electromagnetic spectrum, visible 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.</p> <p>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.</p> <p>3. Basic understanding of lighting ratio (key + fill : fill alone) use of back light, kicker and background 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. 5. Knowledge of symbols (icon) to identify the various lighting equipments.</p> |
| 39-42 | Understand and apply shooting | 48. Handling of DSLR camera and their accessories, | Introduction to DSLR cameras technology. Working principle of |

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| | techniques with a DSLR camera. | <p>camera movement – Pan – tilt- Zoom. Dimension of image. (40 Hrs)</p> <p>49. Practice on some basic camera do's and "dont's before and after the shoot. (40 Hrs)</p> <p>50. Practice on DSLR and video camera. Assignment must be given at week end and monitored regularly. (40 Hrs)</p> | <p>an image sensor, shutter, aspect ratios, resolution, SD, HD, UHD. Understanding Gamma, contrast and dynamic range. Understanding compression and types of file formats.</p> |
| 43 | Understand and apply audio recording and mixing | <p>51. Practice on the concept of audio video recording using External microphone and Line recording. (15 Hrs)</p> <p>52. Practice on mixing, editing. (15 Hrs)</p> | <p>Video and Audio productions. Knowledge of sound techniques. Use of different microphones, Mono, Stereo and Surround sound techniques. Recording methods, sound mixing, editing.</p> |
| 44-45 | Work with three point lighting for video shooting in a studio and demonstrate the selection of shooting camera, studio lights accessories for field lighting. | <p>53. Practice for Lighting of different areas of video shooting. (10 Hrs)</p> <p>54. Practice on three point lighting, indoor and outdoor lighting etc. (20 Hrs)</p> <p>55. Practice on hard and soft lighting. Single camera lighting, bounce lighting. (20 Hrs)</p> <p>56. Use of reflectors & skimmer. (10 Hrs)</p> | <p>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.</p> |
| 46 | Apply and work with the production and planning of a documentary film | <p>57. Thinking of ideas of your film. Planning, writing. Location recce, story boarding, budgeting, scheduling etc. (30 Hrs)</p> | <p>Understanding documentary films, types of documentary films, ethnographic, observational, experimental, personal. Cinema-verite principle. Viewing of documentary films and discussion.</p> |
| 47-50 | Project on Documentary Film with Proper Story Script | | |
| 51 | Revision | | |
| 52 | Examination | | |
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9. SYLLABUS - CORE SKILLS

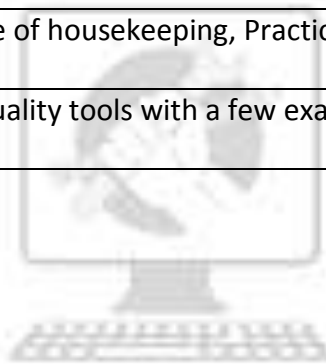
| CORE SKILL – EMPLOYABILITY SKILL | |
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| First Semester | |
| 1. English Literacy | Duration : 20 hrs Marks : 09 |
| Pronunciation | Accentuation (mode of pronunciation) on simple words, Diction (use of word and speech) |
| Functional Grammar | Transformation 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 |

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| | 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 |

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| Behavioral Skills | <p>Problem solving</p> <p>Confidence building</p> <p>Attitude, to build Self Image and analysis,</p> <p>Physical Appearance and Handshake</p> <p>Attitude and its impact in the corporate</p> <p>Proactive and Reactive</p> <p>Time Management Skills</p> <p>Strategies of using Time</p> <p>Prioritize Assignments</p> <p>Action Plan</p> |
| Second Semester | |
| 4. Entrepreneurship Skills | <p>Duration : 15 hrs</p> <p>Marks : 06</p> |
| Concept of Entrepreneurship | <p>Entrepreneur - Entrepreneurship - Enterprises: Conceptual issue</p> <p>Entrepreneurship vs. management, Entrepreneurial motivation.</p> <p>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.</p> |
| Project Preparation & Marketing Analysis | <p>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.</p> |
| Institution's Support | <p>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.</p> |
| Investment Procurement | <p>Project formation, Feasibility, Legal formalities i.e., Shop act, Estimation & costing, Investment procedure - Loan procurement - Banking processes.</p> |
| 5. Productivity | <p>Duration : 10 hrs</p> <p>Marks : 05</p> |
| Benefits | <p>Personal/ Workman - Incentive, Production linked Bonus, Improvement in living standard.</p> |
| Affecting Factors | <p>Skills, Working aids, Automation, Environment, Motivation - How it improves or slows down productivity.</p> |
| Comparison with Developed Countries | <p>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.</p> |

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| 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, vibroacoustic 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. |

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| 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. | |



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| LIST OF TOOLS & EQUIPMENTS | | | |
|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|-----------------|
| 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 | | 2 Nos. |
| 2. | Digital SLR Camera with standard accessories. | | 3 Nos. |
| 3. | Digital SLR Camera with detachable recorder (Latest model) | Only recorder | 1 No. |
| 4. | 15" HD monitor as Viewer | | 2 Nos. |
| 5. | Multimedia speaker | 2.1 | 2 sets |
| 6. | Prime lens (Normal/wide/telephoto), Macro lens kit | | 2 sets each |
| 7. | Dolly and gimbal | | 1 No (each). |
| 8. | Camera stand for still camera | | 2 Nos. |
| 9. | Camera stand for video | | 2 Nos. |
| 10. | Mono pod Camera stand for video camera | | 1 No. |
| 11. | 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. |
| 12. | Extension ring (4 rings) | | 1 No. |
| 13. | Electronic flash gun (Manual & auto) with slave unit | | 2 Nos. |
| 14. | Drone with accessories | | 1 Nos. |
| 15. | Umbrella soft box, Diffusers ,back drop screen with stands, Colour Gels, Scrim, 18 % Greycard | | 2 Nos. |
| 16. | Air conditioner for studio | 1.5 ton | As required |
| 17. | LUX Meter, (Flash and light Meter) | | 2 Nos. |
| 18. | Studio room (30ft. x 30ft. x 18ft. height) fitting with cataract system, light grid, sound proof, AC, with cyclorama | | 1 Room |
| 19. | Studio & Classroom furniture a) Steel chairs folding type with arm rest for | | 20 Nos. |

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| | trainees b) Working table molded | | 20 Nos. |
| 20. | Computer with multimedia facility and graphic accelerator card and DVD writer, Zip drive, video capture card (latest configuration) connected with LAN | | 8 Nos. |
| 21. | Standalone DVD recorder | | 2 Nos. |
| 22. | Inkjet printer with colour cartridge | 1200 dpi or higher | 1 No. |
| 23. | Laser printer with colour cartridge | 1200 dpi or higher | 1 No. |
| 24. | Scanner | 1200 dpi or higher | 2 Nos. |
| 25. | Online UPS or Offline UPS | 5 KVA | 1 Nos. Or 8 Nos |
| 26. | Windows operating system | latest version | 8 Licenses |
| 27. | Photo editing software like Photoshop CS etc. | latest version | As required |
| 28. | MS-Office | latest version | 8 Licenses |
| 29. | Macro media Free Hand | latest version | 8 Licenses |
| 30. | Flash | latest version | 8 Licenses |
| 31. | Director | latest version | 8 License |
| 32. | Sound Forge/ cool edit pro | latest version | 1 Licenses |
| 33. | Digi-Mix | latest version | 1 License |
| 34. | Anti Virus software | latest version | 8 Licenses |
| 35. | Adobe premier | available version | 1 License |
| 36. | Table for computer | | 8 Nos. |
| 37. | Table printer and scanner | | 3 Nos |
| 38. | Chairs for computer classes | | 20 Nos. |
| 39. | DVD re-writable | latest capacity | 80 Nos. |
| 40. | Portable hard disk | 4 TB | 1 No. |
| 41. | Pen drive | 8 GB, 16 GB | 5 Nos. |
| 42. | Multiple card reader | | 5 each |

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| 43. | Reflectors (Folding Portable) | | 3 Nos. |
| 44. | Cool light | | 2 Nos. |
| 45. | Multi 10 & Multi 20 | | Each 2 Nos. |
| 46. | Sun Gun | | 4 Nos. |
| 47. | Battery for digital video camera | | 2 Nos. each. |
| 48. | Microphone (boom) | | 1 No. |
| 49. | Microphone (lapel) | | 2 Nos. |
| 50. | Power Cable | | As required |
| 51. | Extension Board | | As required |
| 52. | BNC cable with various connectors | 80 ohms | As required |
| 53. | Steel almirah | | 2 Nos. |
| 54. | Pigeon hole steel almirah | | 1 No. |
| 55. | Fire extinguisher | | 4 Nos. |
| 56. | LCD Projector latest | | 1 No. |
| 57. | SI. No 41 to 44 are consumables, they can be procured as per the actual requirement | | |
| B. Shop Floor Furniture and Materials | | | |
| 58. | Steel almirah | | 2 Nos. |
| 59. | Pigeon hole steel almirah | | 1 No. |
| 60. | Table for computer | | 8 Nos. |
| 61. | Table printer and scanner | | 3 Nos |
| 62. | Studio room (30ft. x 30ft. x 18ft. height) fitting with cataract system, light grid, sound proof, AC, with cyclorama | | 1 Room |
| 63. | Studio & Classroom furniture | | |
| | a) Steel chairs folding type with arm rest for trainees b) Working table molded | | 20 Nos. 20 Nos. |
| 64. | Instructor Chair and instructor Table | | Each One No. |
| Note: All the tools and equipment are to be procured as per BIS specification. | | | |

| TOOLS & EQUIPMENTS FOR EMPLOYABILITY SKILLS | | |
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| 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> | | |



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FORMAT FOR INTERNAL ASSESSMENT

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|------------------------------------------------|----------------------------------------|-------------------------------|-------------------------------------------|--------------------------------------|--------------------------------|--------------------------------------------------------|---------------------------------|-----------------------------------------------|------------------------------------|----------------------------|-------------------------------|-------------|----------------------------------------|---------------------|
| 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 | | | | | | | | | | | | | | |