

Diploma in Rural Development (DRD)

Programme Name: Diploma in Rural Development

Programme Code: DRD

Eligibility: +2 Pass

Minimum Duration: 1 Year

Maximum Duration: 4 Year

Programme Fee: ₹ 4000/-

Medium of Study: English, Odia

Programme Details:

The curriculum has been framed to provide understanding and experience of different aspects of Rural Development. It also provides a holistic perspective of different rural development schemes/programmes of both central and state governments. It is innovative, skill based and employment oriented to attract bright students to the discipline of rural development. It offers an opportunity to interact with administrators, community leaders, NGOs and professionals helping the students to understand the broad framework of development in rural India. After successful completion of the Rural Development Programme students can join in NGOs, CBOs, Projects of Funding Agencies (UNDP, World Bank, JICA, DFID), CSR Units of Corporate/Business houses. They can join in Rural Development Organizations / Institutions as Social Worker, Community Mobilizer or they can set up small scale industry in rural areas supported by State govt. institutions.

Course Structure:

COURSE 01: Rural Society

COURSE 02: Rural Development in India

COURSE 03: Rural Social Problems

COURSE 04: Rural Development institutions and Entrepreneurship

COURSE 05: Rural Resource Management

COURSE 06: Rural Development in Odisha

Diploma in Accounting (DIA)

Programme Name: Diploma in Accounting

Programme Code: DIA

Eligibility: +2 or Equivalent

Minimum Duration: 1 Year

Maximum Duration: 4 Year

Programme Fee: ₹ 4000/-

Medium of Study: English

Programme Details:

This programme aims at providing basic training in accounting concepts and conventions, maintenance of journals, ledgers and cash book, preparation of bank reconciliation statements, application of computers in financial accounting, handling company accounts, and partnership accounts and analyses of financial statements etc. After course completion learners will acquire sufficient knowledge and skills in accounting procedure and practices to get employment in public and private enterprises.

Course Structure:

DIA 01: Basic Accounting

DIA 02: Financial Statement

DIA 03: Application of Computer in Financial Accounting

DIA 04: Partnership Accounting

DIA 05: Company Accounts

DIA 06: Analysis of Financial Statement

Certificate in e-Commerce (CEC)

Programme Name: Certificate in e-Commerce

Programme Code: CEC

Eligibility: +2 Pass

Minimum Duration: 6 Month

Maximum Duration: 2 Year

Programme Fee: ₹ 2500/-

Medium of Study: English

Programme Details:

e-Commerce is fastest growing industry today and there is huge manpower need in the Companies like: Flipkart, Snapdeal, Amazon & many others. Due to very little infrastructure and investments requirement, a number of business enterprises are venturing into e -Commerce. Hence, this innovative certificate course has been developed to fulfil this requisite gap. This program is designed to integrate technology, business, marketing, and employability skills to prepare you for jobs in the flourishing field of e-Commerce. In order to run smoothly, companies rely on the electronic function by qualified and knowledgeable professionals. When it comes to computerized business skills, a student with proficiency in e-Commerce is certain to lead a successful and rewarding career.

Highlights of the Course:
Duration of the Course – Minimum: 1 Semester, 6 Months, Maximum: 2 years (Five Courses and One Project.)
Conduct of Classes – Weekend for 4 hours (preferably on Sundays)
Total Counselling Sessions – 16, Study Hours – 480 Hours.
Evaluation–Based on Assignments and Term End Examination.
Course Coverage – Theory and Project Assignments.

Target Group:

Students/individuals who want to pursue career in e-Commerce.

Anybody interested in this discipline can join in the Course for enhancement of knowledge about e-Commerce.

Eligibility Criteria:

Minimum Qualification +2 Pass

Pedagogy: The Course shall be taught with Self-Learning Materials, E-learning Materials, OERs, Video Lectures and Project Assignments.

Career Opportunities:

If you're willing to pursue a career in the e-Commerce industry, having a formal education in e-Commerce will always help you understand the basics of the craft, which will help you evolve as a professional in:

- IT companies
- e-Commerce companies
- Online marketing Companies
- Social media marketing
- Search Engine Optimization
- e-Commerce Product manager
- Service sector (Banking, Finance, Product - service selling)

Course Structure:

CEC-1: Information Technology and e-Commerce

CEC-2: Business Models for e-Commerce

CEC-3: Digital Marketing and e-CRM

CEC-4: e-Payment System and m-Commerce

Certificate in Geriatric Care (CGC)

Programme Name: Certificate in Geriatric Care

Programme Code: CGC

Eligibility: ANM/GNM/BHMS/BAMS/D. Pharm

Minimum Duration: 6 Month

Maximum Duration: 2 Year

Programme Fee: ₹ 2500/-

Medium of Study: English

Programme Details:

This Programme is meant for ANM/GNM/BHMS/BAMS/D.Pharm having basic knowledge in the field of nursing care. The course will cover basics of gerontology & geriatric care, communication skills for special groups, functional needs of elderly, management of ailment and diseases, fall risk & prevention, assistive technology and rights of the elderly. Besides theoretical knowledge students will be exposed to practical training in hospital/nursing institutes having sufficient infrastructure, instruments and experienced instructors. After completion of the course learners will become eligible to work as geriatric care assistant in various sectors in the society.

Course Structure:

CGC 01: Basic Geriatric Care

CGC 02: Geriatric Care Nursing

CGC 03: Basic Geriatric Care Practical

CGC 04: Geriatric Care Nursing Practical

Certificate in Journalism & Mass Communication (CJMC)

Programme Name: Certificate in Journalism & Mass Communication

Programme Code: CJMC

Eligibility: +2 Pass

Minimum Duration: 6 Month

Maximum Duration: 2 Year

Programme Fee: ₹ 2000/-

Medium of Study: English, Odia

Programme Details:

Learning Objectives:

- Necessary skills to work in various media including print, electronic and web.
- Basic concepts of communication
- Understanding of laws related to media and media ethics.

Learning Outcome:

- After completing the course, student will be able to:
- Work in various media organisations including print, electronic, web and social media.
- Work in PR or Advt. Sector
- Work in social sector
- Will have basic understanding about various media and how to negotiate them

Total Credits: 16; Total Teaching Hours: 16 Contact Classes; Study Hours: 480

Conduct of Classes: On Weekends

Target Group: Students want to pursue journalism as a career Working Journalists

Pedagogy: This course will be taught with

- Contact Classes
- SLMs
- OER available materials
- Field visits
- Exposure Visits

Course Structure:

- JMC-01- Communication Concept, History, Law and Ethics
- JMC-02- Reporting
- JMC-03- Editing

Certificate in Soft Skill and IT Skill (CSSITS)

Programme Name: Certificate in Soft Skill and IT Skill

Programme Code: CSSITS

Eligibility: +2 Pass

Minimum Duration: 6 Month

Maximum Duration: 2 Year

Programme Fee: ₹ 2500/-

Medium of Study: English

Programme Details:

The Programme aims at increasing learner's knowledge of both soft skills and IT related skills so as to develop attributes that enhances interpersonal communication, earning power and job performance. The objective of the programme is to inculcate essential skills to prepare them to deal with the external world in a collaborative manner, communicate effectively, take initiative, solve problems, and demonstrate positive work ethics. The curriculum covers soft skills and basic IT skills. The key areas addressed in Soft skills are Communication skills, Body language and Etiquette, Group discussion skills, Interview skills, Presentation skills, Emotional Intelligence, Time Management Skills, Preparation of CV and Life skills. IT skills focuses on the basic principles of a computer, Windows operating system and MS Office which includes Word, Excel and PowerPoint. This certification has enormous opportunities for learners who wish to make a career in Front office management, Office administration, Helpdesk executives, Call centers, BPO'S, Hospitality, Marketing, retail and many more. This certification is also beneficial for professionals who are already working and want to acquire knowledge in this subject for better career prospects. Equal emphasis shall be given to both theoretical understanding of the subject and hands-on training.

Target Group: Students already enrolled in +3 & PG

Course Structure:

CSITS 01- Soft Skills 1

CSITS 02- Soft Skills 2

CSITS 03- Computer Fundamentals and Operating System

CSITS 04- MS-Office