



INSTITUTE OF HUMAN RESOURCES DEVELOPMENT
NH BYPASS JUNCTION, CHACKAI, PETTAH P.O., THIRUVANANTHAPURAM – 695024

PROCEEDINGS

IHRD – Short term course proposals received from various institutions under IHRD – Sanctioned
– Orders issued.

No.IHRD/508/2023-DB1

Dated, Thiruvananthapuram, **DATED:20-04-2023**

Read: 1. This office proceedings No.DB1/13021/2019/HRD dated.25.02.2020.
2. Email received from the Chairman, Academic Committee for IHRD courses on
18.04.2023.

ORDER

As per this office proceedings read (1) above, Academic Committee recommended to
approve the syllabus and scheme of the following courses that can be conducted during
vacation to generate additional revenue.

Sl No	Name of Course
1	Short term Course on Computer Basics and skills
2	Short term Course on PYTHON
3	Short term Course on Programming In C++ Language
4	Short term Course on Introduction to computer skills
5	Short term Course on Accounting and Management
6	Short-term Course on BLENDER ANIMATION
7	Short-term Course on MOBILE APP DEVELOPMENT
8	Short-term Course on FULL STACK FOR WEB APPS
9	Short-term Course on MERN APPLICATIONS
10	Short-term Course on Application development with React with essentials of Mongo
11	Short-term Course on Maintenance & Repair of domestic Appliances
12	Short-term Course on Electrical /Electronics Fundamentals & Hobby Circuits
13	Short – term Course on Training programme on LED Bulb making

Considering the recommendation of the academic committee, the Scheme and syllabus
of the above courses has been approved and permitted to conduct in IHRD institutions to
generate additional revenue. The details including the syllabus of the approved courses are
published in IHRD website (members area) for information

Sd/-

Dr. P. Suresh Kumar
DIRECTOR

To

1. All head of institutions under IHRD (published in IHRD Website – members area)
2. Additional Director for information
3. Dr.Jacob Thomas, Chairman, Academic Committee for IHRD courses
4. S.F/O.C

Forwarded/By Order

Senior Superintendent



INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

(Established by Govt. of Kerala)

Thiruvananthapuram , Kerala.

Short term Course on Computer Basics and skills

Course Code: VTP 202302

1. Aim: To generate interest in computing and to generate ability for self-learning in computing skills
2. Duration of the course : 25 hours
3. Eligibility for admission: STD VIII and above
4. Intake : 25
5. Course Fee: 1500
6. Eligibility for certificate :
 - i) Students shall have minimum 75% attendance during the course.
 - ii) Students shall pass the evaluation test conducted by the training centre.

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INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

Short term Course on Computer Basics and skills

1) Introduction to Computer (4hours)

Computer system concepts • Characteristics • Basic components of a computer system – Control Unit, ALU, I/ O Devices, memory – RAM, ROM, EPROM, PROM, Flash Memory Storage fundamentals - Primary Vs Secondary Data Storage . Programming languages – Machine, Assembly, High Level, Types of Software – System software, Application software, Utility Software, Shareware, Freeware, Firmware, Free Software. • Data representation in computers. • Number System of computers – Binary, Octal, Hexa Decimal – Representation & their conversion. • Coding System – ASCII, BCD, and EBCDIC etc.

2) Working with Operating System (3Hours)

Operating Systems – Functions, Types .Introduction, History & Versions of DOS Windows concepts, features, windows structure, desktop, taskbar, start menu, my computer, Recycle Bin. • Windows Accessories – Calculator, Notepad, Paint, WordPad, Character map. • Windows Explorer – Creating folders and other Explorer facilities. • Entertainment – CD Player, DVD Player, Media Player, Sound Recorder, Volume Control. Introduction, History & Versions of Linux **DIRECTOR**

3)Introduction to Word Processing: MS Word (4 hours)

• Introduction to Word Processing • Introduction to MS Word: features, Creating, Saving and Opening documents in Word, Interface, Toolbars, Ruler, Menus, Keyboard Shortcut. • Editing a Document • Previewing documents, Printing documents Formatting Documents: Paragraph formats, Aligning Text and Paragraph, Borders and Shading, Headers and Footers, Multiple Columns. Inserting tables, charts

4) Introduction to Spreadsheet: MS Excel (4 hours)

- Worksheet basics • Creating worksheet, Cell formatting values, saving & protecting worksheet. • Toolbars and Menus, keyboard shortcuts Working with single and multiple workbook • Working with formulas & cell referencing. - using built-in functions- Absolute & Relative addressing • Working with ranges
- Formatting of worksheet. Previewing & Printing worksheet – Page setting, Print titles, Adjusting margins, Page break, headers and footers. • Graphs and charts – using wizards, various charts type, formatting grid lines & legends, previewing & printing charts.

5) Introduction to Presentation Software: MS Power Point (4 Hours)

- Creating presentation using Slide master and template • Working with different views and menus of power point • Working with slides • Editing and formatting text: • Printing presentation • Inserting Objects – Drawing and inserting objects using Clip Art's pictures and charts. • Custom Animation – slide transition effects and other animation effects. • Presenting the show – making stand alone presentation

6) Internet and e-mail (3 hours)

Internet • Evolution, Protocols, Interface Concepts, Internet Vs Intranet, Growth of Internet, ISP, E-Mail • Concepts, POP and WEB Based E-mail, merits, address, Basic of Sending & Receiving, E-mail Protocols, WWW-Working, Web Browsers, Its functions, Concept of Search Engines. Searching the Web, HTTP, URLs, Web Servers, Web Protocols. WebPages; Hyper Text Transfer Protocol (HTTP); File Transfer Protocol (FTP) Domain Names; URL, Website, Web browser, Web Servers; Basic Tags of HTML

7) Introduction to Adobe Photoshop (3 Hours)

- Opening and Importing images, Creating Documents with different sizes
- familiarization of tools •Working with layers & layer styles.

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INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

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Thiruvananthapuram , Kerala.

Short term Course on PYTHON

Course Code : VTP 202303

1. Aim: Aim : To introduce programming and to introduce programming language python through simple applications
2. Duration of the course : 25 hours
3. Eligibility for admission: STD X and above
4. Intake : 15
5. Course Fee: Rs.1500/-
6. Eligibility for certificate :
 - i)Students shall have minimum 75% attendance during the course.
 - ii)Students shall pass the evaluation test conducted by the training centre.

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Course Code : VTP 202303



INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

Short term Course on Python

Module 1: Introduction to Python (3 hour theory+ 3 hour lab)

The Python Programming Language-variables-basic expressions and statements-Arithmetic operators-data types-Type conversions-numbers-floats-string operations

Module II: Control Flow and Data Structures (4 hour theory+ 5 hour lab)

Logical operators-if, if else, while loop, for loop, list value length, operation and deletion, dictionary operation and methods-tuples

Module III: Functions (5 hour theory + 5 hour lab)

Basic inbuilt functions-user defined functions-function calls-parametrised function calls-function returns-recursive functions-scope concepts-local, global

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INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

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Thiruvananthapuram , Kerala.

Short term Course on Programming In C++ Language

Course Code : 202304

1. Aim: To provide awareness on programming and to develop programming skills
2. Duration of the course : 39 hours
3. Eligibility for admission: STD X and above
4. Intake : 15
5. Course Fee: Rs.1500/-
6. Eligibility for certificate :
 - i)Students shall have minimum 75% attendance during the course
 - ii)Students shall pass the evaluation test conducted by the training centre

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Course Code : 202304



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Introduction to Programming In C++ Language

Module 1 : (Theory 6 Hrs)

Basics of Computer Hardware and Software Basics of Computer Architecture: processor, Memory, Registers, Motherboard, Ports, Input & Output devices Application Software & System software: Compilers, interpreters, High level and low level languages, Introduction to structured approach to programming, Flow chart Algorithms

Module 2 : (Theory 7 Hrs + Practical 7 Hrs)

Program Basics: Basic structure of C program: Character set, Tokens, Identifiers in C++, Variables and Data Types , Constants, Console IO Operations, cin and cout, Operators- Arithmetic Operators, Relational and Logical Operators, Conditional operator, size of operator, Assignment operators and Bitwise Operators, Operators Precedence , Expressions and Statements , Control Flow Statements: If Statement, Switch Statement, Unconditional Branching using goto statement, While Loop, Do While Loop, For Loop, Break and Continue statements.(Simple programs covering control flow)

Module 3 : (Theory 6 Hrs + Practical 4 Hrs)

Arrays and strings Arrays Declaration and Initialization, 1-Dimensional Array, 2- Dimensional Array String processing: In built String handling functions (strlen, strcpy, strcat and strcmp, puts, gets) Linear search & Binary search programs, selection and bubble sort programs, simple programs covering arrays and strings

Module 4 : (Theory 6 Hrs + Practical 3 Hrs)

Working with functions Introduction to modular programming, writing functions, formal parameters, actual parameters Pass by Value, Recursion, Arrays as Function Parameters structure, union, Scope and life time of variables, Pointers simple programs using functions

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Thiruvananthapuram , Kerala.

Short term Course on Introduction to computer skills

Course Code : VTP 202305

1. Aim: To provide knowledge of basic computer hardware and software components
2. Duration of the course : 36 hours
3. Eligibility for admission: STD VII and above
4. Intake : 15 STUDENTS
5. Course Fee: 1000/-
6. Eligibility for certificate :
 - i)Students shall have minimum 75% attendance during the course.
 - ii)Students shall pass the evaluation test conducted by the training centre.

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Short term Course on Introduction to computer skills

1. **Knowing computer:** What is Computer, Basic Applications of Computer; Components of Computer System, Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices, Computer Memory, Concepts of Hardware and Software; Concept of Computing, Data and Information; Applications of IECT. **(3 Hours)**
2. **Operating Computer using GUI Based Operating System:** What is an Operating System; Basics of Popular Operating Systems; The User Interface, Using Mouse; Using right Button of the Mouse and Moving Icons on the screen, Use of Common Icons, Status Bar, Using Menu and Menu-selection, Running an Application, Viewing of File, Folders and Directories, Creating and Renaming of files and folders, Mobile Operating System, Popular platforms of the Mobile OS, iPhone Vs Android **(3 Hours)**
3. **Introduction to Internet, WWW and Web Browsers:** Basic of Computer networks; LAN, WAN; Concept of Internet; Applications of Internet; connecting to internet; What is ISP; World Wide Web; Web Browsing softwares, Search Engines; Understanding URL; Domain name; IP Address.**(3 Hours)**
4. **Online Security and Privacy;** Threats to computer , Virus and its types , Anti-Virus software and Examples Firewall and its use , Hackers and Crackers, cyber security, Backup and Restore. **(3 Hours)**
5. **Communications and collaboration:** Basics of electronic mail; Getting an email account; Sending and receiving emails, Instant Messaging; etiquettes. **.(3 Hour)**
6. **Programming basics :** Algorithm ,Flowchart . **.(2 Hour)**
7. **Website Creation basics :**HTML **.(4 Hour)**

8. **Artificial Intelligence and Machine Learning. Introduction, Goals of Artificial Intelligence, Advantages of Artificial Intelligence, applications of AI, AI Vs Machine Learning. .(3 Hour)**
9. **Understanding Word Processing:** Word Processing Basics; Opening and Closing of documents; Text creation and Manipulation; Formatting of text; Table handling; Spell check, language setting and thesaurus; Printing of word document. **.(4 Hour)**
10. **Using Spread Sheet:** Basics of Spreadsheet; Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet. **.(4 Hour)**
11. **Making Small Presentation:** Basics of presentation software; Creating Presentation; Preparation and Presentation of Slides; Slide Show. **(4 Hour)**

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INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

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Thiruvananthapuram , Kerala.

Short term Course on Accounting and Management

Course Code : VTP 202306

1. Aim : To enable students to understanding elements of accounting
2. Duration of the course : 20 hours Theory and 5 hours practical
3. Eligibility for admission : STD X and above
4. Intake : 15
5. Course Fee : Rs.1000/-
6. Eligibility for Certificate :
 - i) Student shall have minimum 75 % attendance during the course.
 - ii) Students shall pass the evaluation test conducted by the training centre.

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Course Code : VTP 202306

**Short – term Course on
: Accounting and Management**

Module 1 : (10 Hours Theory+5 hours practical)

Meaning of accounting-users of accounting data-objectives-
features

Module 2 : (10 Hours Theory)

Business management-definition-features

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Thiruvananthapuram , Kerala.

Short-term Course on
BLENDER ANIMATION

Course Code : VTP 202307

Aim: To create awareness among students about the potential of Blender software for creating high-quality animations.

1. Duration of the course : 30 hours (1 weeks)
3. Eligibility for admission : STD 10
4. Intake : 30 students
5. Course Fee : 1000
6. Eligibility for Certificate :
 - i) Student shall have minimum 75% attendance during the course.
 - ii) Student shall pass the evaluation test conducted by the training center.

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Course Code : VTP 202307

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**Short-term Course on
Blender Animation**

(Duration : 30 hrs.)

Module - 1 : 6 Hrs.

Introduction and Installation of Blender

Module - 2 : 6 Hrs.

Low Poly Modeling

Working with Basic

Tools

Module - 3 :

Shading and Texturing Models

6 Hrs.

Importing and Export of 3d model

Module - 4 :

Working with basic Modifiers

6 Hrs.

Keyframe based basic animation

Module - 5 :

6 Hrs.

Working with Nodes

Working with Geometry Nodes

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Short-term Course on MOBILE APP DEVELOPMENT

Course Code : VTP 202308

Aim: To raise awareness about the benefit of Mobile App Development, and how it can help businesses and individuals reach wider audiences and engagement

1. Duration of the course : 30 hours (1 weeks)
2. Eligibility for admission : STD 12th
3. Intake : 30 students
4. Course Fee : 1500
5. Eligibility for Certificate :
 - i) Student shall have minimum 75% attendance during the course.
 - ii) Student shall pass the evaluation test conducted by the training center.

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Course Code : VTP 202308

Institute of Human Resources Development

Short-term Course on MOBILE APP DEVELOPMENT

(Duration : 30 hrs.)

Module - 1 :	6 Hrs.
Basic concept Running Android and IOS State, Props, Flexbox	
Module - 2 :	6 Hrs.
DOM Manipulation And Event Handler React Router, Navigation React Hook And Libraries	
Module - 3 :	6 Hrs.
Arrays and objects. JSON Implement Node is to build fast and scalable server side Network application.	
Module - 4 :	6 Hrs.
Design and develop tables and implement in projects Key Learning Objectives. Installation of MySQL server and workbench.	
Module - 5 :	6 Hrs.
Database Schemes, CRUD operations, Normalization, keys, indexes. No SQL DB design and management. Installation and introduction to Node JS, Express JS, npm.	

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Short-term Course on FULL STACK FOR WEB APPS

Course Code : VTP 202309

Aim: To create web development skill among students about MongoDB, ExpressJS, ReactJS, NodeJS.

1. Duration of the course : 50 hours
2. Eligibility for admission : S6 B.Tech
3. Intake : 25 students
4. Course Fee : 3000
5. Eligibility for Certificate :

- i) Student shall have minimum 75% attendance during the course.
- ii) Student shall pass the evaluation test conducted by the training center.

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Course Code : VTP 202309

Institute of Human Resources Development
Short-term Course on FULL STACK FOR WEB APPS

(Duration : 50 hrs.)

Module - 1 : 10 Hrs.

Introduction to JS Programming in JS

Module - 2: 10 Hrs.

Setting Up Backend Framework with NodeJS

Module - 3: 10 Hrs.

NoSQL database installation Setup DB for use with NodeJS

Module - 4: 10 Hrs.

ExpressJS and related dependencies installation Workflow
with ExpressJS

Module - 5: 10 Hrs.

Introduction to JSX Rendering JSX elements Components,
props State and Lifecycle

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Short-term Course on
MERN APPLICATIONS
Course Code : 202310

Aim: To create web development skill among students about MongoDB, ExpressJS, ReactJS, NodeJS.

1. Duration of the course : 50 hours
2. Eligibility for admission : S4 B.Tech
3. Intake : 25 students
4. Course Fee : 3000
5. Eligibility for Certificate :
 - i) Student shall have minimum 75% attendance during the course.
 - ii) Student shall pass the evaluation test conducted by the training center.

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Course Code : 202310

Institute of Human Resources Development

**Short-term Course on
MERN APPLICATIONS**

(Duration : 50 hrs.)

Module - 1 :	10 Hrs.
Introduction to JS Programming in JS	
Module - 2 :	10 Hrs.
Introduction to NodeJS	
Creating Backend Framework with NodeJS	
Module - 3 :	10 Hrs.
Introduction to MongoDB	
Setup MongoDB for use with NodeJS using Mongoose	
Module - 4 :	10 Hrs.
Introduction to ExpressJS	
Using async for asynchronous flow Routing	
Templating basics	
Working with forms	
Module - 5 :	10 Hrs.
Introduction to ReactJS	
Rendering elements in ReactJS Components, props State and Lifecycle	

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Short-term Course on Application development with React with essentials of Mongo

Course Code : VTP 202311

Aim: To create web development skill among students about MongoDB, ExpressJS, ReactJS, NodeJS.

1. Duration of the course : 50 hours
2. Eligibility for admission : MCA
3. Intake : 25 students
4. Course Fee : 3000
5. Eligibility for Certificate :
 - i) Student shall have minimum 75% attendance during the course.
 - ii) Student shall pass the evaluation test conducted by the training center.

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Course Code : VTP 202311

Short-term Course on
Application development with
React with essentials of Mongo

(Duration : 50 hrs.)

Module - 1 :	10 Hrs.
Programming in HTML,CSS and JavaScript	
Module - 2 :	10 Hrs.
NodeJS installation and Introduction	
Module - 3 :	10 Hrs.
Database installation	
Setup DB for use with NodeJS	
Module - 4 :	10 Hrs.
Using ExpressJS with	
NodeJS Event Handling	
using ExpressJS	
Module - 5 :	10 Hrs.
Front End Development Using ReactJS	

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Institute of Human Resources Development

(Thiruvananthapuram, Kerala.
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Short-term Course on Maintenance & Repair of domestic Appliances

Course Code : VTP 202312

1. Aim: To provide awareness and give sufficient hands on training in maintenance & repair of Domestic Appliances.
2. Duration of the course: 48 hrs
3. Eligibility for admission: SSLC, ITI, Diploma
(Electrical/
electronics)
4. Intake : 30 students.
4. Course Fee : 3,000+GST Applicable
5. Eligibility for Certificate:
 - i) Students shall have minimum 75% attendance during the course.
 - ii) Student shall pass the evaluation test conducted by the training centre.

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Course Code : VTP 202312

Institute of Human Resources Development

Short-term Course on Maintenance & Repair of domestic Appliances

(Course duration - 48 Hrs)

Module -1

Safety precautions, Introduction to Electronics, Passive Components ,Active Components. 6Hrs

Module-2:

Introduction to Electronic circuits and Electrical Circuits. 9Hrs

Module-3: 9Hrs

Familiarization of basic electronics & electrical Instruments and tools, soldering practice

Module-4:

Lab Session for maintenance and repairs of Water purifier, Mixer/ Juicer/ Grinder. 24Hr

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Institute of Human Resources Development

(Thiruvananthapuram, Kerala.
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Short-term Course on Electrical /Electronics Fundamentals & Hobby Circuits

Course Code : VTP 202313

(Course duration - 48 Hrs)

1. Aim: To provide awareness and give sufficient hands on training on Basic Electrical/Electronics & Hobby Projects.
2. Duration of the course : 48 hrs
3. Eligibility for admission: 8,9,10th Class students
4. Intake : 30 students.
5. Course Fee : 2,000+GST Applicable
6. Eligibility for Certificate:
 - i) Students shall have minimum 75% attendance during the course.
 - ii) Student shall pass the evaluation test conducted by the training centre.

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Course Code : VTP 202313

Institute of Human Resources Development

**Short-term Course on
Electrical /Electronics Fundamentals&
Hobby Circuits**

Module -1 :

Safety Precautions, Introduction to Electronics, Passive Components , Active Components. 9Hrs.

Module-2: 9Hrs.

Introduction to Electronic circuits and Electrical Circuits.

Module-3: 9Hrs.

Familiarization of basic electronics and Electrical instruments and tools.

Module-4: 3Hrs.

Lab Session for familiarization of active and passive components.

Module-5: 9Hrs.

Lab Session for Electrical wiring

Module-6: 9Hrs.

Hands on session for soldering practice, hobby circuits

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Institute of Human Resources Development

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Short – term Course on Training programme on LED Bulb making

Course Code : 202314

1. Aim : To familiarize with LED bulb construction
2. Duration of the course : 15 hours
3. Eligibility for admission : STD X and above
4. Intake : 15
5. Course Fee : Rs. 750/-
6. Eligibility for Certificate :
 - i) Student shall have minimum 75 % attendance during the course.
 - ii) Students shall pass the evaluation test conducted by the training centre.

Course Code : 202314

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Institute of Human Resources Development
Short – term Course on

Training programme on LED Bulb making

Module 1 : 2 hr
Basic Electronics, components- active and passive, Basics of
soldering

Module 2 : 2 hr
Connections of LED Circuit Design

Module 3 : 2 hr
LED Lights & Driver

Module 4 : 1 hrs
Lighting Calculation

Module 5 : 1 hr
Company Details

Module 6 : 2 hrs
Entrepreneurship of LED Business

Module 7 : 5 hrs
Demonstration with practical training Session

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