

DIGIPRO

VOCATIONAL TRAINING INSTITUTE

Job Oriented & Self Employment Courses

DVTI, New Delhi



PROS PECTUS

PGDCA

PGDIT

ADCA

DOAP

DCA

CCA

- ✓ Regd. By Govt. of NCT Delhi (India), Regd No. 2492
- ✓ Regd. By under society Act. 21,1860, Regd No. 00174
- ✓ Enrolled in MSME Govt. of India, Regd. No. UP-27-0061113
- ✓ An ISO 9001 :2015 & IAF Certified Organization



www.dvti.in

digipro.info2025@gmail.com

More information

 **9410294105**

Digipro Vocational Training Institute

A Complete E-Learning & Skill Development Center

Director's Message



Dear Students,

I warmly welcome you to **Digipro Vocational Training Institute:** an institute committed to providing quality vocational and computer education to empower students for a better future.

In today's fast growing digital world, skil-based education is the key to success. Our institute focuses on practical knowledge, modern technology, and industry-oriented training to make students job-ready and self-dependent.

Our mission is provide affordable and high-quality education to both rural and urban students without compromising on excellence. We aim to bridge the gap between education and employment by offering courses that match current market demands.

We believe that every student has the potential to achieve success. With proper guidance, dedication, and the right skills, you can build a bright career. Our experienced faculty and supportive learning environment will help you grow professionally and personally.

Let us work together towards the mission of
"Skill Development for Better Future"

With Best Wishes!

Vipin Kumar

Director



Vipin Kumar

MBA, PGDCA, O LEVEL

DIRECTOR

**Digipro Vocational Training Institute
& Sai Computer Academy**

– Vocational Trainer –
Government Girls Inter College

 **Web:** dvti.in

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ADMISSION PROCESS / HOW TO APPLY

All the candidates desiring to take admission all apply in the form attached with his prospectus and submit it to the nearest center's principal or office of the Di-visional Manager. The application form must have annexure of all mark sheets/c ertificates starting from High School attested by a gazetted officer.

Four Recent Passport-size Photographs of the applicants.

The first installment of the fee must be deposited just after candidate is declared to be admitted. the fee deposited for admission will not be refund in any of the circumstances

Examination System (DVTI)

Final Exam (Online & Offline Mode)

Final examination are held in May/June every year but exam month can be changed. The Certificates and marks-sheets are issued to successful students on qualifying the examinations.

EXAMINATION SYSTEM: (DVTI)

Examination System (Online/Offline) is an integral part of (DVTI) and each of its educational program is shared in multi-evolution system such as--

INTERNAL ASSESSMENT - It endues regular assessment by surprise tests and weekly tests after completion of module projects and viva-voce are prepared by students to enhance their skills.

EXTERNAL ASSESSMENT - It is a valuer semester examination. The Academic head of (DVTI) Project is the final implementation of coursecovered in their module and it helps the students to use their knowledge practically.

MARKSHEET & CERTIFICATES - The certificates and mark-sheets are issued to those students who have qualified their examination successfully.

I- Card - Identity Card Will be issued to every student by Delhi. Student has to Produce This Card to Centre-In-Charge/Teacher for identification.

COMPUTER COURSES

◆ DCA (DIPLOMA IN COMPUTER APPLICATION)

1. Basic Fundamental of Computer
 - a. Evolution of Computer
 - b. Generation, Classification, Introduction of Computer, Number System
2. MS-DOS (Microsoft Disk Operation System)
3. MS-Office (MS-Word, MS-Powerpoint, MS-Excel, MS-Access)
4. Basic Fundamental of Internet
5. MS-Windows, Word Pad, Notepad.
6. C/C++

DURATION - 6 MONTHS



DURATION - 6 MONTHS

DFA (DIPLOMA IN FINANCIAL ACCOUNTS)

1. Basic Fundamental of Computer
 - a. Evolution of Computer
 - b. Generation, Classification, Introduction of Computer, Number System
2. MS-DOS (Microsoft Disk Operation System)
3. MS-Windows, WordPad, Notepad.
4. MS-Office, (MS-Words, MS-Powerpoint, MS-Excel, MS-Access)
5. Manual of Accounting
6. Tally 7.2/9.0/9.2
7. Fundamental of Internet

◆ ADCA (ADVANCE DIPLOMA IN COMPUTER APPLICATION)

Ist Sem

1. Basic Fundamental of Computer
 - a. Evolution of Computer, Generation,
 - b. Classification, Introduction of Computer, Number System
2. Future Skills & Cyber Security
3. MS-Windows, MS-Paint, Notepad, WordPad
4. MS-Office (MS-Word, MS-PowerPoint, MS-Excel, MS-Access)
5. DTP, Photoshop, Corel Draw, PageMaker

IInd Sem

Tally Prime With GST
Python
HTML, DHTML
Internet & Networking
AI, Chat GPT & Co-Pilot

DURATION - 12 MONTHS



DURATION - 12 MONTHS

◆ PGDCA (Post Graduation Diploma in Computer Application)

Ist Sem

1. Basic Fundamental of Computer
 - a. Evolution of Computer, Generation,
 - b. Classification, Introduction of Computer
 - c. Number System
2. MS-Windows, MS-Paint, Notepad, WordPad
3. MS-Office (MS-Word, MS-Powerpoint, MS-Excel, MS-Access)
4. Programming in C Presentation on any Current topic related to IT Industry
5. Graphical User Interface Environment
6. MS-DOS
7. Internet (Programming in HTML, DHTML)
8. Programming in C++
9. Java Script
10. Visual Basic

◆ **ADIT (Advance Diploma in Information Technology)**

Ist Sem

1. Basic Fundamental of Computer
 - a. Evolution of Computer, Generation,
 - b. Classification, Introduction of Computer Number System
2. MS-DOS

IIst Sem

1. Tally 7.2, 9.0
2. C(With Date Structure)
3. Visual Basic 6.0
4. MS-Windows, MS-Paint, Notepad, WordPad
5. MS-Office (MS-Word, MS-Powerpoint, MS-Excel, MS Access)
6. DeskTop Publishing (Corel Draw, Photoshop, Pagemaker)
7. Basic Fundamental of Internet
8. C++(With OPP's)
9. HTML

DURATION - 12 MONTHS



◆ **ADHN (Advance Diploma in Hardware & Networking)**



DURATION - 12 MONTHS

Fundamental of Computer
MS-DOS, MS-Windows, MS Paint, Notepad, Wordpad.
Hardware Support Skills:
Fundamental of PC, Microprocessor
Memory (RAM, ROM), Motherboard & Power Supply
Floppy Disk Drives & CD ROM/CD Writer
Networking Supporting Skills
Overview of Networking
Overview of Networking Component
Networking Hardware, Network Topologies
Ethernet Card, Repeaters & Hub
Switches & Routers, Networks Cables Networking
DVD Drives/Combo Drives, I/O Ports and Devices & Keyboard & Mouse
Operating System, Software & Operating System Installation & Field System
TCP/IP Address, Networking With Window XP, 7, 10
Software Trouble Shooting, Networking Trouble Shooting.

◆ **CTT (COMPUTER TRAINING TEACHER)**

Basic Fundamental of Computer
a. Evolution of Computer, Generation
b. Classification, Introduction of Computer, Number System
c. Graphical User Interface Environment
d. MS-DOS
MS-Window, MS-Paint, Notepad, WordPad
MS-Office (MS-Word, MS-Powerpoint, MS-Excel, MS-Access)
Tally 7.2, 9.0
Page Maker, Photoshop, Corel Draw
HTML, DHTML, Front Page, Java
Foxpro 2.6 for Window
Programming in C++
Visual Basic 6.0
Basic Fundamental of Internet
Note Three Months Training after the Completion of Course.
* All Diploma Courses are valid for Lateral Entry as
(BCA, B.Sc.-IT/Cs, M.Sc., IT/CS) (Varies, UGC Recognized University)

DURATION - 24 MONTHS



COMPUTER COURSES

◆ DBC (Diploma in Bakery and Confectionery)

- ▶ Design & Pattern Cutting
- ▶ Clicking Technology
- ▶ Closing Technology
- ▶ Making Technology
- ▶ General management
- ▶ Industrial Accountancy & Costing
- ▶ Entrepreneurship Development
- ▶ Advanced Technology
- ▶ Material Science
- ▶ Final Project & Report
- ▶ Implant Training

DURATION - 12 MONTHS



DURATION - 06 MONTHS

◆ DLS (Diploma in Laundry Services)

- ▶ Control production in a section of a Textiles,
- ▶ Clothing and Footwear enterprise
- ▶ Plant tasks to assist production operations
- ▶ Provide coaching/mentoring in the workplace
- ▶ Receive and sort articles for cleaning
- ▶ Conduct safe handling of laundry Chemicals
- ▶ Finish products for dispatch
- ▶ Prepare products for storage or dispatch.

◆ ADLS (Advance Diploma in Laundry Services)

- ▶ Control production in a section of a Textiles, Clothing and Footwear enterprise
- ▶ Plan tasks to assist production operations
- ▶ Provide coaching/mentoring in the workplace
- ▶ Provide customer service in a dry cleaning or laundry enterprise
- ▶ Receive and sort articles for cleaning
- ▶ Conduct safe handling of laundry chemicals
- ▶ Finish products for dispatch
- ▶ Prepare products for storage or dispatch
- ▶ Apply infection control policies and procedures in laundry operations etc.

DURATION - 12 MONTHS



DURATION - 12 MONTHS

◆ DFMS (Diploma in Fire Safety Management)

- ▶ Professional Communication
- ▶ Safety Management
- ▶ History of Fire Service
- ▶ Fire Control Technology
- ▶ Hazards in Work Place
- ▶ Internship & Training

◆ DISM (Diploma in Industrial Safety Management)

- ▶ Professional Communication
- ▶ Safety Management
- ▶ High Pressure Operations, Safety Education and Training & Inspection
- ▶ Safety in Work Plants
- ▶ Hazards in Work Place
- ▶ Internship & Training

DURATION - 12 MONTHS



◆ ADB (Advance Diploma in Beautician)

- ▶ Threading
- ▶ Home Made Bleach
- ▶ Bleaching
- ▶ Facial
- ▶ Types of Skin
- ▶ Engagement Makeup
- ▶ Type of Hair
- ▶ Scalp Massage
- ▶ Highlighting Colouring
- ▶ Nail Art
- ▶ Pre Bridal Makeup
- ▶ Presentation & Reception
- ▶ Cutting
- ▶ Deep U
- ▶ Bridal Makeup
- ▶ Short Blunt
- ▶ Mushroom Cut
- ▶ Manicure
- ▶ Delux Pedicure Manicure
- ▶ Face Pack (25Type)
- ▶ Waxing
- ▶ Reception makeup
- ▶ Simple Makeup
- ▶ Hair Styles
- ▶ Heena
- ▶ Bridal Liquid Bindi
- ▶ Dandruff Treatment
- ▶ Trimming
- ▶ Reception
- ▶ Lezer With Step
- ▶ Lezer
- ▶ Pedicure
- ▶ Boy Cut
- ▶ Face Pack Theory
- ▶ Powder
- ▶ Stage Makeup
- ▶ Light Makeup
- ▶ Roller Setting
- ▶ Structure of Hair
- ▶ Saree Wearing (all)
- ▶ Pressing
- ▶ Light U
- ▶ Mehendi
- ▶ Step Cut
- ▶ Blunt
- ▶ Veg Cut



DURATION - 12 MONTHS

◆ ADFD (Advance Diploma in Fashion Designing)

- ▶ Part I
- ▶ Port Folio-Basic Designing
- ▶ Design Ideas-Embroidery Stitches
- ▶ Sketching-drafting
- ▶ Tie & Die-
- ▶ Saree, Nighty-two Body Garments
- ▶ Lehnga, Shirt Theory Slack and Button Folder
- ▶ Part II
- ▶ Sketching of Dress
- ▶ Pattern Slay Out
- ▶ Design Idea
- ▶ Different Mediums of Shading
- ▶ Textile Designing
- ▶ Germents construction & Embroidery
- ▶ Fashion Designing
- ▶ Embroidery of States
- ▶ Printing of Colour
- ▶ Colour



DURATION - 12 MONTHS

◆ DYT (Diploma in Yoga Teacher)

- ▶ Asanas, Pranayama
- ▶ Kriyas, Bandhas and Mudras
- ▶ Yogic therapy, Modern Psychology
- ▶ Meditation Techniques
- ▶ Human Body System, Pranayama
- ▶ Yoga & Mental Health
- ▶ Project in Therapeutic Research
- ▶ Practical

DURATION - 12 MONTHS



◆ DLM (Diploma in Logistic Management)

- ▶ Principles and Practices of Management
- ▶ Logistics Management
- ▶ Import Export Policy
- ▶ Physical Distribution & Supply Chain Management
- ▶ Statistical & Quantitative Methods
- ▶ Computer Awareness

DURATION - 12 MONTHS

◆ ADYT (Advance Diploma in Yoga Teacher)

- ▶ Introduction to Yoga & Yogic Texts
- ▶ Human Biology
- ▶ Yoga In Health & Sports
- ▶ Yoga Therapy in Practices
- ▶ Practical & Viva

DURATION - 02 YEAR



◆ DSET (Diploma in Solar Energy Technician)

- ▶ Solar Energy and Photovoltaic
- ▶ Solar Cell Materials and Structures
- ▶ Solar Thermal Energy and Devices
- ▶ Maintenance and Troubleshooting
- ▶ Project

DURATION - 12 MONTHS

◆ DRM (Diploma in Retail Management)

- ▶ Financial and Management Accounting
- ▶ Managerial Economics
- ▶ Organizational Behaviour and Management Process
- ▶ Computer Application in Management
- ▶ Business Environment
- ▶ Research Methodology & Quantitative Techniques
- ▶ Management Information System
- ▶ Strategic Management
- ▶ Overview of Retailing & Retail Formats
- ▶ Retail Strategies
- ▶ Retail Organization and Managing Retail Personnel

DURATION - 12 MONTHS

◆ ADTD (Advance Diploma in Textile Designing)

- ▶ Elements of Design
- ▶ Yarn Craft
- ▶ Nature Study in Still Life
- ▶ Colour Composition
- ▶ Indian Traditional Design.
- ▶ History of Textile
- ▶ Fabric Science
- ▶ Dyeing & Printing
- ▶ Dissertation.
- ▶ Fashion Illustrations
- ▶ Surface Ornamentations
- ▶ Design Collections
- ▶ Design Projects On Dress materials, Home Furnishing.



DURATION - 12 MONTHS

DIGI PRO

VOCATIONAL TRAINING INSTITUTE

Job Oriented & Self Emploment Courses

DVTI, Delhi



Authorised Study Center



ADMINISTRATIVE ADDRESS OF THE TRUST

The administrative office of the trust will be ADDRESS -
NEAR SHIV MANDIR, MAREHRA, ETAH, UTTAR PRADESH - 207401
and it is here by declared

BRANCH OFFICE

SHIKOHABAD ROAD, JASRANA, FIROZABAD - 283136

NAME OF THE TRUST

That the name of the trust shall be " DIGIPRO VOCATIONAL TRAINING FOUNDATION"

That the registered office of the trust will be K11 S/f gali No 6, old Gobindpura
Delhi - 110051, And it is here by declared that the Registered Office address of the Trust is
solely for the purpose of registration and fulfilling legal formalities.

