

TIME TABLE OF CTS COURSES

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SEWING TECHNOLOGY TRADE 1 (SHIFT I & II)

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 AM TO 10:00 AM	TRADE THEORY	TRADE THEORY	TRADE THEORY	TRADE THEORY	TRADE THEORY
10:00 AM TO 11:00 AM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE THEORY	TRADE PRACTICAL	TRADE PRACTICAL
11:00 AM TO 12:00 PM	EMPLOYABILITY SKILLS	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
12:00 PM TO 1:00 PM	EMPLOYABILITY SKILLS	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
1:00 PM TO 1:30 PM	LUNCH BREAK				
1:30 PM TO 2:30 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
2:30 PM TO 3:30 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
3:30 PM TO 4:30 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	LIBRARY
4:30 PM TO 5:00 PM	PREPERATION OF LESSON PLANS, COMPLETION OF RECORDS, CHECKING OF TRAINEE WORK AND EVALUATION OF MONTHLY TEST PAPERS.				

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SEWING TECHNOLOGY TRADE 2 (SHIFT I & II)

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 AM TO 10:00 AM	TRADE THEORY	TRADE THEORY	TRADE THEORY	TRADE THEORY	TRADE THEORY
10:00 AM TO 11:00 AM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE THEORY	TRADE PRACTICAL	TRADE PRACTICAL
11:00 AM TO 12:00 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
12:00 PM TO 1:00 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
1:00 PM TO 1:30 PM	LUNCH BREAK				
1:30 PM TO 2:30 PM	TRADE PRACTICAL	EMPLOYABILITY SKILLS	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
2:30 PM TO 3:30 PM	TRADE PRACTICAL	EMPLOYABILITY SKILLS	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
3:30 PM TO 4:30 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	LIBRARY
4:30 PM TO 5:00 PM	PREPERATION OF LESSON PLANS, COMPLETION OF RECORDS, CHECKING OF TRAINEE WORK AND EVALUATION OF MONTHLY TEST PAPERS.				

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SURFACE ORNAMENTATION TECHNIQUES (Embroidery)

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 AM TO 10:00 AM	TRADE THEORY	TRADE THEORY	TRADE THEORY	TRADE THEORY	TRADE THEORY
10:00 AM TO 11:00 AM	TRADE THEORY	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
11:00 AM TO 12:00 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	EMPLOYABILITY SKILLS
12:00 PM TO 1:00 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	EMPLOYABILITY SKILLS	TRADE PRACTICAL
1:00 PM TO 1:30 PM	LUNCH BREAK				
1:30 PM TO 2:30 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
2:30 PM TO 3:30 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
3:30 PM TO 4:30 PM	TRADE PRACTICAL	LIBRARY	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
4:30 PM TO 5:00 PM	PREPERATION OF LESSON PLANS, COMPLETION OF RECORDS, CHECKING OF TRAINEE WORK AND EVALUATION OF MONTHLY TEST PAPERS.				

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DRESS MAKING

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 AM TO 10:00 AM	TRADE THEORY	EMPLOYABILITY SKILLS	TRADE THEORY	EMPLOYABILITY SKILLS	TRADE THEORY
10:00 AM TO 11:00 AM	TRADE THEORY	TRADE PRACTICAL	TRADE THEORY	TRADE PRACTICAL	TRADE THEORY
11:00 AM TO 12:00 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
12:00 PM TO 1:00 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
1:00 PM TO 1:30 PM	LUNCH BREAK				
1:30 PM TO 2:30 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	LIBRARY
2:30 PM TO 3:30 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
3:30 PM TO 4:30 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
4:30 PM TO 5:00 PM	PREPERATION OF LESSON PLANS, COMPLETION OF RECORDS, CHECKING OF TRAINEE WORK AND EVALUATION OF MONTHLY TEST PAPERS.				

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BASIC COSMETOLOGY

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 AM TO 10:00 AM	TRADE THEORY	TRADE THEORY	TRADE THEORY	TRADE THEORY	TRADE THEORY
10:00 AM TO 11:00 AM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE THEORY	TRADE PRACTICAL	TRADE PRACTICAL
11:00 AM TO 12:00 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
12:00 PM TO 1:00 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	EMPLOYABILITY SKILLS
1:00 PM TO 1:30 PM	LUNCH BREAK				
1:30 PM TO 2:30 PM	EMPLOYABILITY SKILLS	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
2:30 PM TO 3:30 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
3:30 PM TO 4:30 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	LIBRARY	TRADE PRACTICAL
4:30 PM TO 5:00 PM	PREPERATION OF LESSON PLANS, COMPLETION OF RECORDS, CHECKING OF TRAINEE WORK AND EVALUATION OF MONTHLY TEST PAPERS.				

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STENOGRAPHER & SECRETARIAL ASSISTANT (ENGLISH)

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 AM TO 10:00 AM	TRADE THEORY	TRADE THEORY	TRADE THEORY	TRADE THEORY	TRADE THEORY
10:00 AM TO 11:00 AM	TRADE THEORY	EMPLOYABILITY SKILLS	EMPLOYABILITY SKILLS	TRADE PRACTICAL	TRADE PRACTICAL
11:00 AM TO 12:00 PM	TRADE PRACTICAL	LIBRARY	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
12:00 PM TO 1:00 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
1:00 PM TO 1:30 PM	LUNCH BREAK				
1:30 PM TO 2:30 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
2:30 PM TO 3:30 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
3:30 PM TO 4:30 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
4:30 PM TO 5:00 PM	PREPERATION OF LESSON PLANS, COMPLETION OF RECORDS, CHECKING OF TRAINEE WORK AND EVALUATION OF MONTHLY TEST PAPERS.				

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STENOGRAPHER & SECRETARIAL ASSISTANT (HINDI)

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 AM TO 10:00 AM	TRADE THEORY	TRADE THEORY	TRADE THEORY	TRADE THEORY	TRADE THEORY
10:00 AM TO 11:00 AM	EMPLOYABILITY SKILLS	TRADE THEORY	TRADE PRACTICAL	EMPLOYABILITY SKILLS	TRADE PRACTICAL
11:00 AM TO 12:00 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
12:00 PM TO 1:00 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
1:00 PM TO 1:30 PM	LUNCH BREAK				
1:30 PM TO 2:30 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
2:30 PM TO 3:30 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
3:30 PM TO 4:30 PM	TRADE PRACTICAL	TRADE PRACTICAL	LIBRARY	TRADE PRACTICAL	TRADE PRACTICAL
4:30 PM TO 5:00 PM	PREPERATION OF LESSON PLANS, COMPLETION OF RECORDS, CHECKING OF TRAINEE WORK AND EVALUATION OF MONTHLY TEST PAPERS.				

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COMPUTER OPERATOR AND PROGRAMMING ASSISTANT(COPA)

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 AM TO 10:00 AM	EMPLOYABILITY SKILLS	TRADE THEORY	EMPLOYABILITY SKILLS	TRADE THEORY	TRADE THEORY
10:00 AM TO 11:00 AM	TRADE THEORY	TRADE PRACTICAL	TRADE THEORY	TRADE PRACTICAL	TRADE THEORY
11:00 AM TO 12:00 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
12:00 PM TO 1:00 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
1:00 PM TO 1:30 PM	LUNCH BREAK				
1:30 PM TO 2:30 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
2:30 PM TO 3:30 PM	TRADE PRACTICAL	TRADE PRACTICAL	LIBRARY	TRADE PRACTICAL	TRADE PRACTICAL
3:30 PM TO 4:30 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
4:30 PM TO 5:00 PM	PREPERATION OF LESSON PLANS, COMPLETION OF RECORDS, CHECKING OF TRAINEE WORK AND EVALUATION OF MONTHLY TEST PAPERS.				

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HUMAN RESOURCE EXECUTIVE

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 AM TO 10:00 AM	TRADE THEORY	TRADE THEORY	TRADE THEORY	TRADE THEORY	TRADE THEORY
10:00 AM TO 11:00 AM	TRADE THEORY	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
11:00 AM TO 12:00 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
12:00 PM TO 1:00 PM	TRADE PRACTICAL	TRADE PRACTICAL	EMPLOYABILITY SKILLS	TRADE PRACTICAL	TRADE PRACTICAL
1:00 PM TO 1:30 PM	LUNCH BREAK				
1:30 PM TO 2:30 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	EMPLOYABILITY SKILLS	TRADE PRACTICAL
2:30 PM TO 3:30 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	LIBRARY
3:30 PM TO 4:30 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
4:30 PM TO 5:00 PM	PREPERATION OF LESSON PLANS, COMPLETION OF RECORDS, CHECKING OF TRAINEE WORK AND EVALUATION OF MONTHLY TEST PAPERS.				

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MARKETING EXECUTIVE

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 AM TO 10:00 AM	TRADE THEORY	TRADE THEORY	TRADE THEORY	TRADE THEORY	TRADE THEORY
10:00 AM TO 11:00 AM	TRADE THEORY	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
11:00 AM TO 12:00 PM	TRADE PRACTICAL	TRADE PRACTICAL	EMPLOYABILITY SKILLS	TRADE PRACTICAL	TRADE PRACTICAL
12:00 PM TO 1:00 PM	TRADE PRACTICAL	EMPLOYABILITY SKILLS	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
1:00 PM TO 1:30 PM	LUNCH BREAK				
1:30 PM TO 2:30 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
2:30 PM TO 3:30 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
3:30 PM TO 4:30 PM	LIBRARY	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
4:30 PM TO 5:00 PM	PREPERATION OF LESSON PLANS, COMPLETION OF RECORDS, CHECKING OF TRAINEE WORK AND EVALUATION OF MONTHLY TEST PAPERS.				

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FINANCE EXECUTIVE

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 AM TO 10:00 AM	TRADE THEORY	TRADE THEORY	TRADE THEORY	TRADE THEORY	TRADE THEORY
10:00 AM TO 11:00 AM	TRADE THEORY	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	EMPLOYABILITY SKILLS
11:00 AM TO 12:00 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	EMPLOYABILITY SKILLS	TRADE PRACTICAL
12:00 PM TO 1:00 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
1:00 PM TO 1:30 PM	LUNCH BREAK				
1:30 PM TO 2:30 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
2:30 PM TO 3:30 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	LIBRARY	TRADE PRACTICAL
3:30 PM TO 4:30 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
4:30 PM TO 5:00 PM	PREPERATION OF LESSON PLANS, COMPLETION OF RECORDS, CHECKING OF TRAINEE WORK AND EVALUATION OF MONTHLY TEST PAPERS.				

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STENOGRAPHY PUNJABI (SCVT)

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 AM TO 10:00 AM	TRADE THEORY	TRADE THEORY	TRADE THEORY	TRADE THEORY	EMPLOYABILITY SKILLS
10:00 AM TO 11:00 AM	TRADE PRACTICAL	TRADE THEORY	TRADE PRACTICAL	TRADE PRACTICAL	TRADE THEORY
11:00 AM TO 12:00 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
12:00 PM TO 1:00 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
1:00 PM TO 1:30 PM	LUNCH BREAK				
1:30 PM TO 2:30 PM	TRADE PRACTICAL	TRADE PRACTICAL	EMPLOYABILITY SKILLS	TRADE PRACTICAL	TRADE PRACTICAL
2:30 PM TO 3:30 PM	LIBRARY	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
3:30 PM TO 4:30 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
4:30 PM TO 5:00 PM	PREPERATION OF LESSON PLANS, COMPLETION OF RECORDS, CHECKING OF TRAINEE WORK AND EVALUATION OF MONTHLY TEST PAPERS.				

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EMPLOYABILITY SKILLS

S.NO.	TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
1.	9.00 A.M. TO 10.00 A.M.	COMPUTER OPERATOR & PROGRAMMING ASSISTANT	DRESS MAKING	COMPUTER OPERATOR & PROGRAMMING ASSISTANT	DRESS MAKING	STENOGRAPHY PUNJABI	
2.	10.00 A.M. TO 11.00 A.M.	STENOGRAPHY & SECRETARIAL ASSISTANT (HINDI)	STENOGRAPHY & SECRETARIAL ASSISTANT (ENGLISH)	STENOGRAPHY & SECRETARIAL ASSISTANT (ENGLISH)	STENOGRAPHY & SECRETARIAL ASSISTANT (HINDI)	FINANCE EXECUTIVE	
3.	11.00 A.M. TO 12.00 NOON	SEWING TECHNOLOGY	LIBRARY (STENOGRAPHY & SECRETARIAL ASSISTANT) (ENGLISH)	MARKETING EXECUTIVE	FINANCE EXECUTIVE	SURFACE ORNAMENTATION TECHNIQUES (EMBROIDERY)	
4.	12.00 NOON TO 1.00 P.M.	SEWING TECHNOLOGY	MARKETING EXECUTIVE	HUMAN RESOURCES EXECUTIVE	SURFACE ORNAMENTATION TECHNIQUES (EMBROIDERY)	BASIC COSMETOLOGY	
5.	1.00 P.M. TO 1.30 P.M.	LUNCH BREAK					
6.	1.30 P.M. TO 2.30 P.M.	BASIC COSMETOLOGY	SEWING TECHNOLOGY	SEWING TECHNOLOGY	HUMAN RESOURCES EXECUTIVE	LIBRARY (DRESS MAKING)	
7.	2.30 TO 3.30 P.M.	LIBRARY (STENO PBI.)	LIBRARY (COPA)	LIBRARY (SEWING TECHNOLOGY)	LIBRARY (FINANCE EXECUTIVE)	LIBRARY (HR EXECUTIVE)	
8.	3.30 P.M. TO 4.30 P.M.	LIBRARY (MARKETING EXECUTIVE)	LIBRARY (SURFACE ORNAMENTATION TECHNIQUES (EMBROIDERY)	LIBRARY (STENOGRAPHY & SECRETARIAL ASSISTANT (HINDI)	LIBRARY (BASIC COSMETOLOGY)	LIBRARY (SEWING TECHNOLOGY)	
9.	4.30 P.M. TO 5.00 P.M.	PREPARATION OF LESSON PLANS, COMPLETION OF RECORDS, CHECKING OF NOTEBOOKS AND EVALUATION OF MONTHLY TEST PAPERS,ETC.					