

TIME TABLE OF CTS COURSES

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SEWING TECHNOLOGY TRADE 1 (SHIFT I & II)

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:30 AM TO 10:40 AM	TRADE THEORY	TRADE THEORY	TRADE THEORY	TRADE THEORY	TRADE THEORY
10:40 AM TO 11:50 AM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE THEORY	TRADE PRACTICAL	TRADE PRACTICAL
11:50 AM TO 1:00 PM	TRADE THEORY	TRADE PRACTICAL	EMPLOYABILITY SKILLS	TRADE PRACTICAL	TRADE PRACTICAL
1:00 PM TO 1:30 PM	LUNCH BREAK				
1:30 PM TO 2:40 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
2:40 PM TO 3:50 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	EMPLOYABILITY SKILLS	EMPLOYABILITY SKILLS
3:50 PM TO 5:00 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	LIBRARY
5:00 PM TO 5:30 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 III & IV)

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:30 AM TO 10:40 AM	TRADE THEORY	TRADE THEORY	TRADE THEORY	TRADE THEORY	TRADE THEORY
10:40 AM TO 11:50 AM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE THEORY	TRADE PRACTICAL	TRADE PRACTICAL
11:50 AM TO 1:00 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	EMPLOYA BILITY SKILLS
1:00 PM TO 1:30 PM	LUNCH BREAK				
1:30 PM TO 2:40 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
2:40 PM TO 3:50 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
3:50 PM TO 5:00 PM	TRADE PRACTICAL	EMPLOYA BILITY SKILLS	TRADE PRACTICAL	EMPLOYA BILITY SKILLS	LIBRARY
5:00 PM TO 5:30 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
9:30 AM TO 10:40 AM	TRADE THEORY	TRADE THEORY	TRADE THEORY	TRADE THEORY	TRADE THEORY
10:40 AM TO 11:50 AM	TRADE THEORY	TRADE PRACTICAL	TRADE PRACTICAL	EMPLOYABILITY SKILLS	TRADE PRACTICAL
11:50 AM TO 1:00 PM	EMPLOYABILITY SKILLS	EMPLOYABILITY SKILLS	TRADE PRACTICAL	TRADE PRACTICAL	EMPLOYABILITY SKILLS
1:00 PM TO 1:30 PM	LUNCH BREAK				
1:30 PM TO 2:40 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
2:40 PM TO 3:50 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
3:50 PM TO 5:00 PM	TRADE PRACTICAL	LIBRARY	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
5:00 PM TO 5:30 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
9:30 AM TO 10:40 AM	TRADE THEORY	TRADE PRACTICAL	TRADE THEORY	TRADE PRACTICAL	TRADE THEORY
10:40 AM TO 11:50 AM	TRADE THEORY	TRADE PRACTICAL	TRADE THEORY	EMPLOYABILITY SKILLS	TRADE THEORY
11:50 AM TO 1:00 PM	EMPLOYABILITY SKILLS	EMPLOYABILITY SKILLS	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
1:00 PM TO 1:30 PM	LUNCH BREAK				
1:30 PM TO 2:40 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	LIBRARY
2:40 PM TO 3:50 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
3:50 PM TO 5:00 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
5:00 PM TO 5:30 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
9:30 AM TO 10:40 AM	TRADE THEORY	TRADE THEORY	TRADE THEORY	TRADE THEORY	TRADE THEORY
10:40 AM TO 11:50 AM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE THEORY	TRADE PRACTICAL	TRADE PRACTICAL
11:50 AM 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 2:40 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
2:40 PM TO 3:50 PM	TRADE PRACTICAL	EMPLOYABILITY SKILLS	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
3:50 PM TO 5:00 PM	TRADE PRACTICAL	TRADE PRACTICAL	EMPLOYABILITY SKILLS	LIBRARY	TRADE PRACTICAL
5:00 PM TO 5:30 PM	PREPERATION OF LESSON PLANS, COMPLETION OF RECORDS, CHECKING OF TRAINEEWORK AND EVALUATION OF MONTHLY TEST PAPERS.				

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STENOGRAPHER & SECRETARIAL ASSISTANT (ENGLISH)

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:30 AM TO 10:40 AM	TRADE THEORY	EMPLOYABILITY SKILLS	TRADE THEORY	EMPLOYABILITY SKILLS	EMPLOYABILITY SKILLS
10:40 AM TO 11:50 AM	TRADE THEORY	TRADE THEORY	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
11:50 AM TO 1:00 PM	TRADE PRACTICAL	LIBRARY	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
1:00 PM TO 1:30 PM	LUNCH BREAK				
1:30 PM TO 2:40 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
2:40 PM TO 3:50 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
3:50 PM TO 5:00 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
5:00 PM TO 5:30 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
9:30 AM TO 10:40 AM	TRADE THEORY	TRADE THEORY	TRADE THEORY	TRADE THEORY	TRADE THEORY
10:40 AM TO 11:50 AM	EMPLOYABILITY SKILLS	EMPLOYABILITY SKILLS	EMPLOYABILITY SKILLS	TRADE PRACTICAL	TRADE PRACTICAL
11:50 AM 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 2:40 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
2:40 PM TO 3:50 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
3:50 PM TO 5:00 PM	TRADE PRACTICAL	TRADE PRACTICAL	LIBRARY	TRADE PRACTICAL	TRADE PRACTICAL
5:00 PM TO 5:30 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
9:30 AM TO 10:40 AM	EMPLOYABILITY SKILLS	TRADE THEORY	EMPLOYABILITY SKILLS	TRADE THEORY	TRADE THEORY
10:40 AM TO 11:50 AM	TRADE THEORY	TRADE PRACTICAL	TRADE THEORY	TRADE PRACTICAL	EMPLOYABILITY SKILLS
11:50 AM 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 2:40 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
2:40 PM TO 3:50 PM	TRADE PRACTICAL	TRADE PRACTICAL	LIBRARY	TRADE PRACTICAL	TRADE PRACTICAL
3:50 PM TO 5:00 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
5:00 PM TO 5:30 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
9:30 AM TO 10:40 AM	TRADE THEORY	TRADE THEORY	TRADE THEORY	TRADE THEORY	TRADE THEORY
10:40 AM TO 11:50 AM	TRADE THEORY	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
11:50 AM 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 2:40 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
2:40 PM TO 3:50 PM	TRADE PRACTICAL	TRADE PRACTICAL	EMPLOYABILITY SKILLS	TRADE PRACTICAL	LIBRARY
3:50 PM TO 5:00 PM	EMPLOYABILITY SKILLS	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	EMPLOYABILITY SKILLS
5:00 PM TO 5:30 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
9:30 AM TO 10:40 AM	TRADE THEORY	TRADE THEORY	TRADE THEORY	TRADE THEORY	TRADE THEORY
10:40 AM TO 11:50 AM	TRADE THEORY	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
11:50 AM 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 2:40 PM	EMPLOYABILITY SKILLS	EMPLOYABILITY SKILLS	EMPLOYABILITY SKILLS	TRADE PRACTICAL	TRADE PRACTICAL
2:40 PM TO 3:50 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
3:50 PM TO 5:00 PM	LIBRARY	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
5:00 PM TO 5:30 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
9:30 AM TO 10:40 AM	TRADE THEORY	TRADE THEORY	TRADE THEORY	TRADE THEORY	TRADE THEORY
10:40 AM TO 11:50 AM	TRADE THEORY	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
11:50 AM 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 2:40 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	EMPLOYABILITY SKILLS	EMPLOYABILITY SKILLS
2:40 PM TO 3:50 PM	EMPLOYABILITY SKILLS	TRADE PRACTICAL	TRADE PRACTICAL	LIBRARY	TRADE PRACTICAL
3:50 PM TO 5:00 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
5:00 PM TO 5:30 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
9:30 AM TO 10:40 AM	TRADE THEORY	TRADE THEORY	TRADE THEORY	TRADE THEORY	TRADE PRACTICAL
10:40 AM TO 11:50 AM	EMPLOYABILITY SKILLS	EMPLOYABILITY SKILLS	EMPLOYABILITY SKILLS	TRADE PRACTICAL	TRADE THEORY
11:50 AM 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 2:40 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
2:40 PM TO 3:50 PM	LIBRARY	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
3:50 PM TO 5:00 PM	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL	TRADE PRACTICAL
5:00 PM TO 5:30 PM	PREPERATION OF LESSON PLANS, COMPLETION OF RECORDS, CHECKING OF TRAINEE WORK AND EVALUATION OF MONTHLY TEST PAPERS.				

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EMPLOYABILITY SKILLS

SESSION 2021-22

TIME	Monday	Tuesday	Wednesday	Thursday	Friday
9:30 AM TO 10:40 AM	COPA	STENOGRAPHY ENGLISH	COPA	STENOGRAPHY ENGLISH	STENOGRAPHY ENGLISH
10:40 AM TO 11:50 AM	STENOGRAPHY HINDI/PUNJABI	STENOGRAPHY HINDI/PUNJABI	STENOGRAPHY HINDI/PUNJABI	DRESS MAKING/SURFACE ORNAMENTATION TECH.	COPA
11:50 AM TO 1:00 PM	DRESS MAKING/SURFACE ORNAMENTATION TECH.	DRESS MAKING/SURFACE ORNAMENTATION TECH.	SEWING TECHNOLOGY UNIT 1,2	COSMETOLOGY	SEWING TECHNOLOGY UNIT 3,4
1:00 PM TO 1:30 PM	-----LUNCH BREAK-----				
1:30 PM TO 2:40 PM	MARKETING EXECUTIVE	MARKETING EXECUTIVE	MARKETING EXECUTIVE	FINANCE EXECUTIVE	FINANCE EXECUTIVE
2:40 PM TO 3:50 PM	FINANCE EXECUTIVE	COSMETOLOGY	HUMAN RESOURCES EXECUTIVE	SEWING TECHNOLOGY UNIT 1,2	SEWING TECHNOLOGY UNIT 1,2
3:50 PM TO 5:00 PM	HUMAN RESOURCES EXECUTIVE	SEWING TECHNOLOGY UNIT 3,4	COSMETOLOGY	SEWING TECHNOLOGY UNIT 3,4	HUMAN RESOURCES EXECUTIVE
5:00 PM TO 5:30 PM	PREPARATION OF LESSON PLANS, COMPLETION OF RECORDS, NOTEBOOK CHECKING & EVALUATION OF MONTHLY TEST PAPERS, ETC.				