

Electronics

B. Voc. in Office Automation

Course Introduction

Students will acquire technical skill for developing embedded based Industrial Automation and Electronic Circuit Development. They will develop strong technical knowledge for establishing instrumentation-based automation system in various industries. Students can acquire job in Soldering, Calibration, Instrumentation, Piping, PLC, Virtual Instrumentation as Embedded Technician / Supervisor / Manager / Engineer after successfully completing the course.

Eligibility for Admission

The eligibility for admission to B. Voc. in office Automation shall be 10+2 or equivalent, in any stream.

Career Prospects/Job Roles

The career prospects after completing B. Voc. in Office Automation are working as *Administrative Assistant, Computer Operator, Desktop support engineer, Field support engineer (IT), Network engineer, IT Admin*

Semester-wise Listing of Courses

SEMESTER I		
Subject Code	Subject Name	Cred-its
GE 1.1	Functional English	4
GE 1.2	Communication Skills - I	4
GE 1.3	Computing Skills - I	4
VE 1.1	Fundamentals of Electricity and Electronics	2
VE 1.2	Introduction to Biometric Machines, Security Camera with Backup Storage and RFID Tags	2
VE 1.3	Introduction to IRIS Scanner, Fire Alarm, Burglar Alarm and Electronic Locks & Safes	2
VPE 1	Vocational Practical	12

SEMESTER II		
Subject Code	Subject Name	Cred-its
GE 2.1	Basics of Economics and Markets	4
GE 2.2	Environment Sciences	4
GE 2.3	Ethics and Governance	4
VE 2.1	Introduction to Printer, Scanner, Photocopier, LED/ LCD Projector and Video Conferencing Equipment	4
VE 2.2	Introduction to Audio System, Sensor Based Lighting and Automatic Doors	2
VPE 2	Vocational Practical	12

SEMESTER III		
Subject Code	Subject Name	Credits
GE 3.1	Communication Skills - II	4
GE 3.2	Financial Literacy	4
GE 3.3	Basics of Legal and HR Policies	4
VE 3.1	Computer and its Peripherals	2
VE 3.2	Installation of PC, Peripheral Devices, OS, Drivers & Basic Software	2
VE 3.3	Maintenance and Troubleshooting of Peripheral Devices	2
VPE 3	Vocational Practical	12

SEMESTER IV		
Subject Code	Subject Name	Credits
GE 4.1	Computing Skills - II	2
GE 4.2	Basics of Accounting	4
GE 4.3	Design Thinking	4
GE 4.4	Organizational Behaviour	2
VE 4.1	Introduction to Mobile	4
VE 4.2	Introduction to 3D Printing and Solid State Inverters	2
VPE 4	Vocational Practical	12

SEMESTER V		
Subject Code	Subject Name	Credits
GE 5.1	Digital Literacy	4
GE 5.2	Health and Wellness	4
GE 5.3	Personal Grooming	4
VE 5.1	Basics of Network & Devices	4
VE 5.2	Installation of Networking Devices	2
VPE 5	Vocational Practical	12

SEMESTER VI		
Subject Code	Subject Name	Credits
GE 6.1	Entrepreneurship	4
GE 6.2	Employment Readiness	4
GE 6.3	Effective Workplace Skills & Competencies	4
VE 6.1	Maintenance and Troubleshooting of Networking Devices	4
VE 6.2	Brief Overview of MS Office	2
VPE 6	Vocational Practical	12

Programme fees: (Rs. 30,000/-per annum)

Examination fees: (Rs. 1,600/- per semester and Rs.3200 per annum)

Caution Deposit (Refundable): Rs.5000

Convocation Fees: Rs.2000/- (In absentia Rs.2500/-)

Campus Immersion Expenses: (Travel & Logistics for 7-10 days on Campus) are not part of the fee structure and the expenses will have to be met by the students followed by communication.