

No.C-apt/774/19/TRG (F)  
30.11.2023

# Capt

From  
The Managing Director  
To

**KERALA STATE  
CENTRE FOR ADVANCED PRINTING & TRAINING**  
(Formerly KSAVRC)

M/s. Xtream Multimedia Technical Services (P) Ltd.,  
First Floor, Karunz Building, Kannammoola,  
Medical College. P.O,  
Thiruvananthapuram – 695 011.

Sirs,

*Sub : C-apt – Franchisee Division – Approval to start new Training Courses – reg.*

*Ref : 1. Letter dated 16.09.2023 from M/s. Xtream Multimedia Technical Services (P) Limited, Thiruvananthapuram.  
2. Decision on Item No.EC 59/23/12 of the 59<sup>th</sup> Meeting of the Executive Committee held on 30.10.2023*

By the reference cited 1st above, a proposal was received from your end requesting to incorporate 3 new Career Courses in the C-apt Multimedia Academy and modification of existing one Career Course viz. Diploma in Airport Operations and Hospitality to 2 semester basis.

The above proposal was placed for the consideration of the 59<sup>th</sup> Meeting of the Executive Committee held on 30.10.2023 and the Executive Committee accorded sanction to start new Training Courses under C-apt Multimedia Academy and also approved the modification suggested for Diploma in Airport Operations and Hospitality vide Decision on Item No. EC 59/23/12. The details are given below.

Sl. No.	Name of Course	Duration	Hours	Eligibility	Lumpsum Fees * (in ₹)
1.	Diploma in Logistics and Supply Chain	6 months	200	Plus 2	15,000/-
2.	Diploma in Hotel Management	12 months	500	SSLC	15,000/-
3.	Diploma in Fashion Designing	12 months	500	Plus 2	15,000/-
4.	Diploma in Airport Operations & Hospitality (Modification of existing course with 2 semesters)	12 months	500	Plus 2	40,000/-

\*GST @ 18% extra

Detailed syllabuses of the above courses have been enclosed for your kind information and further necessary action. You are directed to update the courses in the website [captmultimedia.com](http://captmultimedia.com) and inform all C-apt Multimedia Academy Centres for the benefit of the students.

Thanking you,

Yours faithfully,



Managing Director

Encl : as above

Head Office Complex, Vattiyoorkavu, Thiruvananthapuram - 695 013

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## PROPOSED COURSES AND SYLLABUS

### 1. DIPLOMA IN LOGISTICS AND SUPPLY CHAIN

COURSE TITLE	DIPLOMA IN LOGISTICS AND SUPPLY CHAIN
CODE	DLSC
DURATION	200 hours (6 months)
COURSE FEES	₹ 15,000/- + 18% GST
ELIGIBILITY	PLUS TWO

#### About the Course :

A focussed professional development programme that explores the planning, implementing and controlling the flow of goods and services throughout the supply chain.

#### Objectives of the course

This programme are to produce quality professionals who are knowledgeable and competent in logistics industry specialized in delivery and supply of goods.

#### Scheme of Study

Sub Code	Course Name	Theory (Hrs)	Practical (Hrs)	Total (Hrs)
DLSC	<b>DIPLOMA IN LOGISTICS AND SUPPLY CHAIN</b>	120	80	200

#### Syllabus of the course

##### DLSC 101: Basics of Logistics Management

- Introduction to physical distribution
- Logistics management
- Logistics Management and its elements
- Modern Concepts in Logistics
- Role of logistics in strategy
- Inbound and outbound supply chain management
- Container – types
- Different types of cargo
- Packaging and Material Handling

##### DLSC 102: Basics of multimodal Transport

- Introduction to Multimodal Transport
- Carriage By Air
- Carriage By Sea
- Carriage By Road
- Carriage By Rail

- Types of Vessels
- Operators (Vessel and other)
- Freight Forwarders and NVOCC
- Outsourcing of Logistics Services
- Overview of MMTG Act (1993)
- Shipping Intermediaries and Formalities

#### **DLSC 103: Ware house and Supply chain management**

- Introduction to supply Chain Management (SCM)

#### **Sourcing**

#### **Transportation**

- Indian supply chain architecture
- Introduction to warehousing
- Warehouse functions
- Warehouse types
- Warehouse providing value added services
- Warehouse internal operations

#### **DLSC 104: Documentation and Clearness**

- Foreign Trade Policy
- Export and Import Procedures
- Documents Related to Export and Import
- Instruments and Terms of Payment in Export – Import
- Methods of Export - Import Financing
- Letter of Credit and Bill of Exchange
- Foreign Exchange Regulations and Formalities
- Cargo Insurance
- International Commercial Terms
- Procedure and Documentation for Availing Export Incentives ○ Bill of lading other documents

#### **DLSC 201: PROJECT**



## 2. DIPLOMA IN HOTEL MANAGEMENT

COURSE TITLE	DIPLOMA IN HOTEL MANAGEMENT
CODE	DHM
DURATION	500 hours (12 months)
COURSE FEES	₹15,000/- + 18% GST
ELIGIBILITY	SSLC

### About the Course

Diploma in Hotel Management is a professional course that deals with Hotel Management.

### Objectives of the course

- • Modes of hospitality's operation, kitchen layout and design, and food safety
- • Revenue and sales indicators, security procedures, and different market segments and customer types
- • Classifications of hotel departments, explaining their functions

Sub Code	Course Name	Theory (Hrs)	Practical (Hrs)	Total (Hrs)
DHM	Diploma in Hotel Management	200	300	500

### Syllabus of the course

#### SEMESTER 1

#### DHM 101: Food Production: Topics Covered

- • Professional Standards and Ethics in Production
- • Food Commodities
- • Kitchen Fuels & Equipment
- • Methods of Cooking
- • Different Styles of Cooking
- • Soups & Sauces
- • Food Preservation
- • Bakery & Confectionary
- • Desserts
- • Food Standards
- • Indian Cuisine
- • French Cuisine
- • Italian Cuisine

- • ☐ Spanish & Mexican Cuisine
- • ☐ Oriental Cuisine
- • ☐ Garde Manger
- • ☐ Garnishes & Accompaniments
- • ☐ Diet Planning
- • ☐ Kitchen Planning
- • ☐ Purchase
- • ☐ Storage of Food
- • ☐ Food Presentation
- • ☐ Financial Management in Production
- • ☐ Glossary Terms Revision

#### **DHM 201: Practical Classes Syllabus**

- Indian Cookery
- Italian Cookery
- Continental Cookery
- Sponge Cake
- Steamed Pudding
- Chinese Dessert – Nian Gao • Baked Trifle Alaska
- Kheer

#### **DHM 102: Front Office: Topics Covered**

- ☐ Hotel Origin, History & Growth
- ☐ Classification of Hotel Industry
- ☐ Introduction to the Front Office
- ☐ Front Office Product
- ☐ Guest Cycle
- ☐ Uniformed Staff
- ☐ Function of the Bell Desk
- ☐ Function of the Reception/ Information Desk / Night Reports
- ☐ Function of the Reservations Department
- ☐ Duties of the Lobby Manager, GRE and Groups Coordinator
- ☐ Forms & Formats
- ☐ Front Office Layout planning

#### **DHM 103: House Keeping: Topics Covered**

- The house Keeping Department
- Organizational Framework of the Department.
- Interdepartmental Coordination with FO, F&B, Engineering, Security, store & purchase
- Types of Rooms, Layout of rooms
- House Keeping Control Desk
- Linen Room
- Laundry Operations

- Interior Decoration, Colour & Lighting, Wall coverings, Furniture
- Room Cleaning Procedures
- Role of Supervisors
- First Aid

#### DHM 201: Practical Classes Syllabus

- ☐ Setting up of trolley
- ☐ Cleaning equipment, agents, chemicals and linen identification
- ☐ Room cleaning process

### SEMESTER 2

#### DHM 104: F & B Service: Topics Covered

- Introduction to F & B Service
- Job description & Specifications
- F & B Service Equipment
- Types of Service
- Menu Planning
- Table setting and order of service.
- Service of Non Alcoholic Beverages
- Forms & Formats
- Banquets
- Room Service
- Facility Planning in F & B area.
- Revenue Management in F & B Service

#### DHM 202: Practical Classes Syllabus

- Introduction of Service Equipment, Glasses & Plates Arrays, Grip Editing • Table setting – Formal & Informal
- Serving for water, non-alcoholic and alcoholic beverages

#### DHM 105: Personality Development

- Personal hygiene & Grooming
- ☐ Self-awareness
- ☐ Persuasion skills
- ☐ SWOT Analysis

#### English

- Business Communication
- ☐ Etiquette and Manners



- ☐ Speeches and Presentations
- ☐ Report Writing

**DHM 106:** Basic Computer Skills

- MS Office
- Understanding the PMS module

Accountancy

- Meaning and Scope of Accounting
- ☐ Accounting Concepts, Principles and Conventions
- ☐ Capital and Revenue Expenditures and Receipts
- ☐ Cash Book
- ☐ Basic Accounting Procedures - Journal Entries

On Job Training (3Months) \*Mandatory

### 3. DIPLOMA IN FASHION DESIGNING

COURSE TITLE	DIPLOMA IN FASHION DESIGNING
CODE	DFD
DURATION	500 hours (12 months)
COURSE FEES	₹15,000/- + 18% GST
ELIGIBILITY	PLUS TWO

#### About the Course

This course helps the candidates strategize and render services in the fashion and lifestyle industry, through practical and hands on experience

#### Objectives of the course

to develop design skills, aesthetic sensibility, and customer-oriented solutions.

#### Scheme of Study

Sub Code	Course Name	Theory (Hrs)	Practical (Hrs)	Total (Hrs)
DFD	DIPLOMA IN FASHION DESIGNING	200	300	500

#### Syllabus of the course

##### Semester I

##### DFD 101

##### ♣ Elements of Textiles (Theory)

(• To develop an understanding of textiles materials i.e. fibre , yarns, fabrics and their manufacturing process. • To understand the suitability of different fabrics and their end use • To identify textile fabrics and study the related cost ?

##### DFD 201

##### ♣ Elements of Design (Practical)

(• To understand the principle of colour theory and their application in clothing and accessories • To learn the elements and principle of design)

##### ♣ Garment Construction (Practical)



(introduces the students to the skills required for converting fabric into sewn garment • It helps the students to develop an analytical approach in selection of right construction method to achieve desired appearance and expected quality level in a cost effective manner)

#### ♣ Fashion Illustration (Practical)

(To understand human anatomy • To develop a skill for drawing basic croqui with facial details • To create stylized croqui for fashion illustration)

#### ♣ Creative Embroidery (Practical)

(To understand the various embroideries of India, their traditional techniques, and applications. • To develop a skill to create contemporary styles of embroideries for fashion garments • To develop value added embroideries)

#### ♣ Fashion Craft (Practical)

(• To learn various traditional craft and their technique • Application of these techniques of styling and decoration of fabric for value added fashion products)

### Semester II

#### DFD 102

#### ♣ Fashion Merchandising (Theory)

(To make student familiar with the marketing method required for fashion product • To create awareness about export procedures and merchandising • To learn techniques of product development and promotion)

#### DFD 202

#### ♣ Dyeing & Printing (Practical)

(To learn different techniques of Tie & Dye and their application • To create styles in fashion garment by using Tie & Dye and printing process.)

#### ♣ Portfolio Making (Practical)

(To learn the design process and presentation skill of individual work • To create professional portfolio for interviews and other job profile)

#### ♣ Draping (Practical)

(To understand the basic principle of draping • To develop skill in draping and understand body contour • To gain experience in creating styles in garment by draping)

#### ♣ Pattern Making (Practical)

(To understand and develop basic body foundation • To develop the ability to create style in the garment through flat pattern making)

### **DFD 103**

#### **♣ Surface Ornamentation**

(To understand the fabric manipulation • To develop the skill with various techniques of styling and decoration on the fabric surface for value added fashion product)

### **DFD 104**

#### **♣ Computer Application in Fashion Design**

(To understand and apply basic graphic softwares for designing fabric prints and fashion garment.  
• To develop the ability to create style in the garment using various graphic software)



#### 4. Diploma in Airport Operations and Hospitality (DAOH)

COURSE TITLE	Diploma in Airport Operations and Hospitality
CODE	<b>DAOH</b>
DURATION	500 hours (12 months)
COURSE FEES	₹40,000/- + 18% GST
ELIGIBILITY	PLUS TWO

#### Scheme of Study

##### Semester 1

DAOH 101- Fundamentals of Airport Operation & Hospitality

DAOH 102 – Airport Operations

##### Semester 2

DAOH 201 – Hospitality

Sl.No	Contents	Theory (Hrs)	Total(Hrs)
DAOH 101	Fundamentals of Airport Operation & Hospitality		100
DAOH 102	Airport Operations		125
DAOH 201	Hospitality		275
	Total		500

**DAOH 101- Fundamentals of Airport Operation & Hospitality (Hours-100) Theory 100Hrs**

***Module – I***

Communication & soft skill-Introduction, Evolution & Types of Airport – Airport Infrastructure, Aerodrome Master Planning- Runways and Taxiways- - ATC Services-Marking & Signs, Turnaround process, Terminal Operations – Passengers Processing, Airport Maintenance.

**DAOH 102- Airport Operations (Hours-125) Theory 125Hrs**

***Module – II***

Airport Signs & Other Services- Airport Security- Airport Emergency Plan, Handling Emergencies – Commercialization, Environment, Quality- International Scene and Future of Airports- Airline codes (IATA), Airport codes (IATA)

**DAOH 201- Hospitality (Hours-275) Theory 275Hrs**

***Module – III***

Phonetic alphabet codes (ICAO)- Communication & Soft Skill- Communication & Soft Skill- Metrological Services- Front office and Reception procedures, Meet & Greetings- Decisionmaking- Customer Care, Personal Presentation.