

DETAILS OF OFFICERS COURSES



DETAILS OF OFFICERS COURSES

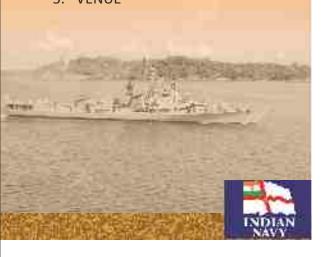
LEADERSHIP & BEHAVIOURAL STUDIES COURSES FOR OFFICERS

- Centre for Leadership & Behavioural Studies (C-LABS).
 - (a) To develop leadership qualities.
 - (b) Among Officers with special emphasis/thrust on human behaviour aspects.
 - (c) To provide feedback on personality aspects and guide young officers on personality development.
 - (a) Three days (for long courses).
 - (b) One day (for CO/XO PCT).
 - (c) Two weeks (for SLT (X) Tech courses/ Long Course) (International Sri Lanka Only)
 - (d) Two / Three days capsule (at INA, Agrani and Chilka).
 - (e) One week (for SD-PPC courses).
 - (f) PEC for sailors (SNFA, Diving & Communication sailors).
 - (a) Once a year (For long course).
 - (b) Varying schedule for others.
- CLABS Naval Base Kochi.

- 1. NAME OF INSTITUTION
- 2. AIM OF COURSE

3. DURATION

- 4. FREQUENCY
- 5. VENUE















1. NAME OF INSTITUTION

2. AIM OF COURSE

Training for Tomorrow

DETAILS OF OFFICERS COURSES

TRAINING DESIGN & MANAGEMENT COURSE (TDMC) (OFFICERS-ALL BRANCHES)

- Naval Institute of Educational and Training Technology (NIETT).
- At the end of training, the trainee will be able to:-
 - (a) Translate performance needs into training needs, identifying training and non training interventions
 - (b) Design and develop a training course.
 - (c) Implementation and manage training in the establishment.
 - (d) Evaluate training for enhancing efficiency and effectiveness.
 - (e) Build an effective training team.
 - (f) Bring about desired attitudinal change in behaviour in trainers and trainees
 - (a) Cdr/Lt Cdr with 3 years and above Seniority.
 - (b) Assignments based on pre-course material are to be compiled.
- 02 Weeks.
- Twice a year.
- NIETT

INS Venduruthy Naval Base Kochi.

- 3. PRE COURSE REQUIREMENTS
- 4. DURATION
- 5. FREQUENCY















7. E-Mail

8. POST COURSE RECOMMENDATIONS

DETAILS OF OFFICERS COURSES

- niettkochi@gmail.com
- Officers could be posted as:-
 - (a) Training Coordinator.
 - (b) Training Commander.
 - (c) Chief Instructor.















DETAILS OF OFFICERS COURSES

TRAINING TECHNOLOGY COURSE (OFFICERS-ALL BRANCHES)

- Naval Institute of Educational and Training Technology (NIETT).
- At the end of training, the trainee will be able to:-
 - (a) Select and use the most appropriate Method(s) of Instruction (MOI) depending on the target group and the objectives to be achieved.
 - (b) Impart instructions for maximum Transfer of Learning incorporating experiential learning methods and AV aids.
 - (c) Evaluate the trainees at reaction and learning levels & facilitate job level evaluation by obtaining necessary feedback from the user units.
 - (d) Incorporate necessary value addition to the existing Master Syllabus, Lesson Plans.
 - (e) Function as OI/CTDEC.
- Lt / Lt Cdrs of all branches appointed in Training Billets.
- 02 Weeks.
- 05 courses per year
- NIETT
 INS Venduruthy
 Naval Base
 Kochi.
- niettkochi@gmail.com
- Officers to be appointed in training billets.

- 1. NAME OF INSTITUTION
- 2. AIM OF COURSE

- 3. PRE COURSE REQUIREMENT
- 4. DURATION
- 5. FREQUENCY
- 6. VENUE
- 7. E-Mail
- 8. POST COURSE RECOMMENDATIONS













DETAILS OF OFFICERS COURSES

NBCD COURSE (OFFICERS OF EXECUTIVE/ ELECTRICAL/ MARINE ENGINEERING BRANCHES)

- NBCD School
- To enable officer to perform duties of:-
 - (a) NBCDO of major war vessels.
 - (b) Instructor in NBCD Schools.
 - (c) NBCD Staff Officer in Fleet and Command Headquarters.
 - (a) Officers at the rank of Lt/ Lt Cdr with minimum 3 years of sea service.
 - (b) Must be in possession of Watch keeping Certificate.
- 16 Weeks.
- Once a year. (Course commences in Aug / Sep)
- NBCD School INS Shivaji Lonavala.
 - (a) Officers to be appointed onboard ships for mandatory NBCDO tenure.
 - (b) On completion of NBCDO tenure, Officers may be appointed as Staff Officer NBCD in Fleet/Command headquarter and NBCD school as Instructor.

- 1. NAME OF INSTITUTION
- 2. AIM OF COURSE
- 3. PRE COURSE REQUIREMENTS
- 4. DURATION
- 5. FREQUENCY
- 6. VENUE
- 7. POST COURSE RECOMMENDATIONS















NAME OF INSTITUTION

2. AIM OF COURSE

Training for Tomorrow

DETAILS OF OFFICERS COURSES

LONG LOGISTICS AND MANAGEMENT COURSE (LLMC) (ALL BRANCHES)

- INS Hamla
 - (a) Deal with Financial matters in the service with special reference to allocation and utilisation of funds, budgeting system for planning and controlling activities, with the overall view of promoting financial consciousness in the Navy.
 - (b) Ensure optimum utilisation of human resource in the service for increasing the organisational effectiveness through management of personnel and industrial relations on scientific lines based on behavioural patterns.
 - (c) Effectively carry out the duties of staff officer by using latest techniques and principles relating to general management.
 - (d) Effectively carry out material management function in the Navy, using concepts, procedures and quantitative techniques available for material management.
 - (e) Identify problems in the field to guide, evaluate and implement studies in the Navy with a view to increase overall Productivity / efficiency.
 - (a) Lieutenants with minimum 21/2 to 41/2 years seniority in Executive, Electrical, Engineering and Logistics Branch.
 - (b) Officers of X, L and E must be in possession of watch keeping certificate of their respective branch.
- 48 Weeks.
- Once a year.



3. PRE – COURSE REQUIREMENTS













6. VENUE

7. POST – COURSE ECOMMENDATIONS

DETAILS OF OFFICERS COURSES

- INS Hamla
 Marve, Malad
 Mumbai.
 - (a) Officers to be appointed onboard ships/dockyards and material management/stores Organisation.
 - (b) Officers could be appointed as instructors in professional schools and as staff Officers in Fleet/Command Headquarters.















NAME OF INSTITUTION

2. AIM OF COURSE

Training for Tomorrow

DETAILS OF OFFICERS COURSES

LONG NAVIGATION (INTERNATIONAL) COURSE (EXECUTIVE BRANCH) LONG 'N'(F)

- Navigation and Direction School
 - (a) Safe and timely navigation of a ship and a squadron of ships.
 - (b) To advise the command on ship handling and navigation matters.
 - (c) To carry out the duties of operations of a ship.
 - (d) To direct and control aircraft.
 - (e) To carry out miscellaneous duties of a Navigating Officer.
 - (f) To act as ship's meteorological officer in ships where no qualified Met officer is borne.
 - (g) To use all nav aids and navigational equipment available onboard ships.
 - (h) To carry out the day to day administration of the ND department.
 - (a) Lieutenant of executive branch with years 2 to 4 years of seniority. (Lieutenant/Lieutenant Commander or equivalent rank)
 - (b) Possession of watch keeping certificate
 - (c) Educational Qualification. Graduation with Maths and Physics.
- 31 Weeks

















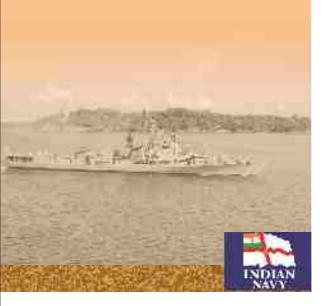
5. FREQUENCY

6. VENUE

POST COURSE RECOMMENDATION

DETAILS OF OFFICERS COURSES

- Once in year, commencing in end Apr/Early May every year.
- ND School,
 INS Venduruthy
 Naval Base,
 Kochi 682004
 - (a) Officers to be appointed on board ships for 3 to 4 years as specialists.
 - (b) Officers on completion of sufficient sea time could be appointed as instructor.
 - (c) Staff officers in Fleet/Command Headquarters















DETAILS OF OFFICERS COURSES

BASIC HELICOPTER CONTROL COURSE (BASIC HCC)

- Navigation and Direction School
 - (a) To effectively carry out Helicopter Control both Transit and Operational.
 - (b) To advise the command on helicopter Employment and Control.
 - (c) To be conversant with all Helicopter emergencies.
 - (d) To be conversant with SAR organisation.
 - (a) Lieutenant/Sub Lieutenant of executive branch with atleast 2 years of sea service.
 - (b) Possession of watch keeping certificate
 - (c) Educational Qualification. Graduation with Maths and Physics.
- 02 Weeks
- Once in year, commencing in Nov / Dec every year.
- ND School,
 INS Venduruthy
 Naval Base,
 Kochi 682004

- 1. NAME OF INSTITUTION
- 2. AIM OF COURSE

3. PRE COURSE REQUIREMENTS

- 4. DURATION
- 5. FREQUENCY
- 6. VENUE















DETAILS OF OFFICERS COURSES

LONG GUNNERY (INTERNATIONAL) COURSE (EXECUTIVE BRANCH) (LONG 'G' (F))

- INS Dronacharya.
 - (a) To enable officers to carry out the duties of specialist Gunnery Officer.
 - (b) Gunnery officer of a Frigate or a Capital Ship.
 - (c) Gunnery Officer of an Air Station.
 - (d) Squadron Gunnery Officer.
 - (a) Lieutenant of Executive Branch with 2½ years to 4½ years seniority.
 - (b) Possession of watch keeping certificate and experience in specialisation.
 - (c) Education. Graduate with Maths and Physics.
- 36 Weeks.
- INS Dronacharya
 Fort Kochi
 Kochi, Kerala 682 001.
 - (a) Officers to be appointed on board ship for 3 to 4 years as specialist.
 - (b) Officers on completion of sufficient sea time can be appointed as Instructor in Professional schools and as Staff Officers in Fleet/Command Headquarters.

- 1. NAME OF INSTITUTION
- 2. AIM OF COURSE

3. PRE COURSE REQUIREMENTS

- 4. DURATION
- 5. VENUE
- 6. POST COURSE RECOMMENDATIONS















DETAILS OF OFFICERS COURSES

LONG ASW (INTERNATIONAL) COURSE (EXECUTIVE BRANCH) (LONG 'ASW'(F))

- Anti Submarine Warfare School.
- To enable officers to carry out the duties of specialist ASW officers as ASW Officer of different class of ships.
 - (a) Lieutenants of Executive Branch with 4 years of seniority.
 - (b) Possession of watch keeping Certificate.
- 35 Weeks
- Education: Graduation with Physics and Maths.
- Anti Submarine Warfare School INS Venduruthy Naval Base Kochi-682 004
 - (a) Officers to be appointed on board ship for 3 to 4 years as specialist.
 - (b) Officers on completion of sufficient sea time can be appointed as Instructor in Professional schools and as Staff Officers in Fleet/Command Headquarters.

- 1. NAME OF INSTITUTION
- 2. AIM OF COURSE
- 3. PRE COURSE REQUIREMENTS
- 4. DURATION
- 5. FREQUENCY
- 6. VENUE
- 7. POST-COURSE ECOMMENDATIONS















DETAILS OF OFFICERS COURSES

LONG COMMUNICATION (INTERNATIONAL) COURSE (EXECUTIVE BRANCH) [LONG 'C' (F)]

- Signal School
 - (a) Signal Communication officer of a frigate or a Capital Ship.
 - (b) Squadron Communication officer.
 - (a) Lieutenants of Executive Branch with 2 % to 4 % years seniority.
 - (b) Possession of watch keeping certificate and experience in specialisation.
 - (c) Education. Graduate with Maths and Physics.
- 35 Weeks.
- Signal School
 INS Vendurthy
 Kochi
 Kerala 682 004
 - (a) Officers to be appointed on board ship for 3 to 4 years as specialist.
 - (b) Officers on completion of sufficient sea time can be appointed as Instructor in Professional schools and as Staff Officers in Fleet/Command Headquarters.

- 1. NAME OF INSTITUTION
- 2. AIM OF COURSE
- 3. PRE COURSE REQUIREMENTS

- 4. DURATION
- 6. VENUE
- 7. QUALIFICATION GAINED















DETAILS OF OFFICERS COURSES

CLEARANCE DIVING OFFICER COURSE (EXECUTIVE BRANCH) (CDO)

- Diving School
 - (a) To plan, conduct and supervision of diving operations
 - (b) To conduct and supervision of clandestine operations
 - (c) To plan, conduct and supervise salvage, NDT, RCC and U/W Demolition operations.
 - (d) Qualify for 55 mtrs diving in air and mixture gas.
 - (e) Qualify for 10 mtrs oxygen diving.
 - (a) Qualified in SDO specialisation course.
 - (b) Not more than 28 years of age.
 - (c) Good physical and Mental health.
- 22 Weeks
- Once a year (Mid Dec)
- Diving School INS Venduruthy Naval Base Kochi – 682 004
- Officers to be appointed in specialised clearance Diving Units for conducting diving duties.

- 1. NAME OF INSTITUTION
- 2. AIM OF COURSE

- 3. PRE COURSE REQUIREMENTS
- 4. DURATION
- 5. FREQUENCY
- 6. VENUE
- 7. POST COURSE RECOMMENDATION













DETAILS OF OFFICERS COURSES

SHIPS DIVING OFFICER COURSE (ALL BRANCHES) (SDO)

- Diving School
 - (a) To achieve proficiency in underwater routine diving tasks using specified equipments.
 - (b) To plan & conduct supervision of diving Operations on board ships.
 - (c) Qualify for 35 mtrs diving in air.
 - (a) Not more than 28 years of age.
 - (b) Good physical and Mental health.
- 08 Weeks
- Once a year (End Jul)
- Diving School
 INS Venduruthy
 Naval Base
 Kochi 682 004
- Officers to be appointed onboard ships to carry out diving duties, in addition to their own professional duties.

- 1. NAME OF INSTITUTION
- 2. AIM OF COURSE

- 3. PRE COURSE REQUIREMENTS
- 4. DURATION
- 5. FREQUENCY
- 6. VENUE
- 7. POST COURSE RECOMMENDATION















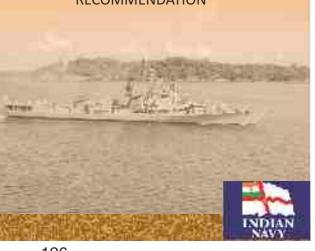
DETAILS OF OFFICERS COURSES

AB-INITIO OBSERVER COURSE (EXECUTIVE BRANCH)

- Observer School
 - (a) Safely navigate overland and sea.
 - (b) Carryout visual and radar search over sea
 - (c) Carryout airborne tactics board
 - (a) Age below 30 Years.
 - (b) Fluency in English language
 - (c) Medically fit to undertake training including flying (A/c Sortien) Officers are required to be in possession of flying clothing and boots while undergoing course.
- 29 Weeks for International students.
- Once a year (Normally commences in Aug).
- Observer School INS Garuda Naval Base Kochi – 682 004
- Officers to be appointed on board helicopter carrying ships or shore based air squadron for aircraft specific training.

- 1. NAME OF INSTITUTION
- 2. AIM OF COURSE
- 3. PRE COURSE REQUIREMENTS

- 4. DURATION
- 5. FREQUENCY
- 6. VENUE
- 7. POST COURSE RECOMMENDATION















DETAILS OF OFFICERS COURSES

AIR ELECTRICAL SPECIALISATION (ALO) COURSE (AVIATION BRANCH)

- Naval Institute of Aeronautical Technology.
 - (a) Gain knowledge in Aeronautical Engineering.
 - (b) Aircraft Power Generation and Distribution, Avionics, Navigational and Communication and Tactical Systems.
 - (c) Train in Operation, Maintenance and Administration of Naval Aircraft.
 - (a) Degree in Electrical / Electronics Engineering.
 - (b) Undergone Navy specific electrical Specialisation Course.
- 52 Weeks
- Twice In a year (Mid Jan & Mid Jul)
- Naval Institute of Aeronautical Technology (NIAT)
 Naval Base
 Kochi-682 004
- M-Tech Aeronautics (Electrical) [subject to approval by University.
- Officers to be appointed as Air Electrical officer onboard Ship or Air Squadrons post completion of competency.

- 1. NAME OF INSTITUTION
- 2. AIM OF COURSE

- 3. PRE COURSE REQUIREMENTS
- 4. DURATION
- 5. FREQUENCY
- 6. VENUE
- 7. QUALIFICATION GAINED
- 8. POST COURSE RECOMMENDATION















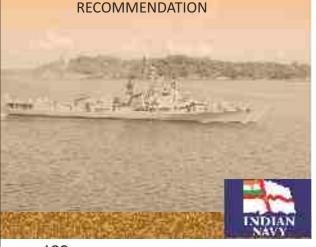
DETAILS OF OFFICERS COURSES

AIR ENGINEERING SPECIALISATION COURSE (AVIATION BRANCH) (AEO)

- Naval Institute of Aeronautical Technology.
 - (a) Gain knowledge in Aeronautical Engineering.
 - (b) Airframe, aero-engines, Aircraft Engineering Systems and Aircraft Weaponry.
 - (c) Train in Operation, Maintenance and Administration of Naval Aircraft.
 - (a) Degree in Mechanical / Aeronautical Engineering.
 - (b) Undergone Mechanical Engineering Conversion Course
- 52 Weeks
- Twice in a year (Mid Jan & Mid Jul)
- Naval Institute of Aeronautical Technology (NIAT)
 Naval Base
 Kochi-682 004
- M-Tech Aeronautics (Engineering) [subject to approval by University.]
- Officers to be appointed as Air Engineering Officer onboard Ship or Air Squadrons post completion of competency.

- 1. NAME OF INSTITUTION
- 2. AIM OF COURSE

- 3. PRE COURSE REQUIREMENTS
- 4. DURATION
- 5. FREQUENCY
- 6. VENUE
- 7. QUALIFICATION GAINED
- 8. POST COURSE RECOMMENDATION















DETAILS OF OFFICERS COURSES

LONG HYDROGRAPHY COURSE (LONG 'H')

- National Institute of Hydrography
 - (a) To enable officers to undertake duties of Senior Hydrographic Surveyor with specialisation in nautical charting.
 - (b) Prepare them for independently planning and executing hydrographic surveys as Senior Hydrographic Surveyor onboard survey ships
 - (a) Successful completion of basic 'H' course cat 'B' certification from IHO - FIG
 - (b) Bachelor of science or engineering.

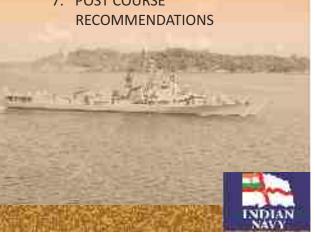
OR

- (c) Minimum of 2.5 years experience in hydrographic surveying on completion of basic 'H' course.
- (a) 38 Weeks
- Once a Year [Mid Feb]
- National Institute of Hydrography, C/o Headquarters Goa Naval Base Vasco Goa
 - (a) Officers to be appointed onboard ships for sea experience.

- 1. NAME OF INSTITUTION
- 2. AIM OF COURSE

3. PRE COURSE REQUIREMENTS

- 4. DURATION
- 5. FREQUENCY
- 6. VENUE
- 7. POST COURSE















DETAILS OF OFFICERS COURSES

BASIC HYDROGRAPHY COURSE (BASIC 'H')

- National Institute of Hydrography
- To enable officers to undertake duties of Assistant Hydrographic Surveyor.
 - (a) Possession of watch keeping certificate.
 - (b) Bachelor of Science or Engineering.
- 27 Weeks
- Once a Year [From end Jun]
- National Institute of Hydrography,
 C/o Headquarters
 Goa Naval Base
 Vasco
 Goa
- Long 'H'
 - (a) Officers to be appointed onboard ships for 2 to 3 years for specialist Duties.
 - (b) On completion 2-3 years of sea time, officers are recommended to undergo Long 'H' Course.

- 1. NAME OF INSTITUTION
- 2. AIM OF COURSE
- 3. PRE COURSE REQUIREMENTS
- 4. DURATION
- 5. FREQUENCY
- 6. VENUE
- 7. RELATED COURSE
- 8. POST COURSE RECOMMENDATIONS















DETAILS OF OFFICERS COURSES

SATELLITE METEOROLOGY COURSE (SAT MET)

- School of Naval Oceanology and Meteorology.
- To train the officer to interpret the Satellite Imageries and products to forecast various weather phenomenon.
- Advance Meteorological Course.
- 02 Weeks.
- Once in two Years.
- School of Naval Oceanography and Meteorology (SNOM), Kochi.
- Officers to be appointed onboard Ships/ashore Establishments for operational requirements at Met Offices.

- 1. NAME OF INSTITUTION
- 2. AIM OF COURSE
- 3. PRE COURSE REQUIREMENTS
- 4. DURATION
- 5. FREQUENCY
- 6. VENUE
- 7. POST COURSE RECOMMENDATION















DETAILS OF OFFICERS COURSES

MARINE ENGINEERING SPECIALISATION COURSE-I (MESC-I)

- INS Shivaji
- To enable Officers to undergo Marine Engineering Conversion. Post B.Tech/ Equivalent Degree.
- Officers should have successfully completed Naval Orientation Course.
- 28 Weeks (Includes 3 Week Scientific Orientation, 2 Weeks of NBCD, 4 Weeks of D & M, 2 Weeks of BSD, 3 Weeks of CLABS and 2 Weeks of leave).
- Twice in a year.
- Centre for Marine Engineering Training INS Shivaji Lonavala.
- Marine Engineering Specialisation Course Phase II (MESC II).
- Officers must be appointed on board ship for obtaining watch keeping Certificate.

1. NAME OF INSTITUTION

- 2. AIM OF COURSE
- 3. PRE COURSE REQUIREMENT
- 4. DURATION
- 5. FREQUENCY
- 6. VENUE
- 7. RELATED COURSE
- 8. POST COURSE RECOMMENDATION















DETAILS OF OFFICERS COURSES

MARINE ENGINEERING SPECIALISATION COURSE-II (MESC-II)

- INS Shivaji
- To provide advance professional training to carry out the duties of Marine Engineer Officer on board the ships, dockyard and Staff appointments.
- Officers should have successfully completed Marine Engineering Specialisation Course Phase I, INS Shivaji.
- 16 Weeks.
- Twice in a year.

Centre for Marine Engineering Training INS Shivaji Lonavala.

- (a) Officers must be appointed on board ship for sea time.
- (b) After 2 to 3 years of sea time, officer to be appointed in dockyards, Command headquarters.

1. NAME OF INSTITUTION

- 2. AIM OF COURSE
- 3. PRE COURSE REQUIREMENTS
- 4. DURATION
- 5. FREQUENCY
- 6. VENUE
- 7. POST COURSE RECOMMENDATIONS















DETAILS OF OFFICERS COURSES

ELECTRICAL SPECIALISATION COURSE ('L' SPL)

- INS Valsura
- To provide advanced professional training with a view to prepare officers to carry out the duties of Electrical Officers onboard ships and to advise senior officers on Electrical policy matters.
- Officers should have completed B.Tech Degree Course.
- 94 Weeks
- Twice a year (Courses commence in Jul and Jan)
- INS Valsura, Jamnagar.
 - (a) Officers may be appointed onboard ships for sea time.
 - (b) After 2 to 3 years of sea time, Officers may be appointed in Dockyards/Command Headquarters.

1. NAME OF INSTITUTION

2. AIM OF COURSE

- 3. PRE COURSE REQUIREMENT
- 4. DURATION
- 5. FREQUENCY
- 6. VENUE
- 7. POST COURSE RECOMMENDATIONS















1. NAME OF INSTITUTION

3. PRE – COURSE REQUIREMENT

2. AIM OF COURSE

4. DURATION

Training for Tomorrow

DETAILS OF OFFICERS COURSES

SUB LIEUTENANT TECH (FOREIGN) COURSE (EXECUTIVE BRANCH) {SLT (TECH) 'F'}

- Various
- To enable officers to carry out duties of as under:
 - (a) Executive Officers of a ship where specialist officer is not borne.
 - (b) Officer of the watch and officer of the day.
 - (a) Sub Lieutenants of Executive branch.
 - (b) Education. Graduation with Maths and Physics.
- 40 Weeks as follows:
 - (a) Electrical Orientation 05 Weeks
 - (b) Enginearing Orientation 01 Week
 - (c) NBCD Orientation 02 Weeks
 - (d) Logistics and Administration 04 Weeks
 - (e) NIETT-03 Weeks
 - (f) ND School 08 Weeks
 - (g) ASW School 05 Weeks
 - (h) INS Dronacharya 05 Weeks
 - (I) Signal School 05 Weeks
 - (j) CLABS 01 Week (Admin & Dispersal)
 - (k) Diving 0.5 Week
 - (I) SFNA-0.5 Week















5. FREQUENCY

6. POST–COURSE RECOMMENDATION

DETAILS OF OFFICERS COURSES

- Once a year.
- Officers to be appointed as watchkeeping officers onboard ships.















DETAILS OF OFFICERS COURSES

AT-ARMS 'Q' COURSE

- NP & Regulating School
- To be able to:-
 - (a) To carryout the duties of Regulating Officer on board ships/establishments.
 - (b) To carry out duties of Provost Officer (Ashore)
 - (c) To carry out duties of Security & Intelligence officer on board/establishments.
- Attain the Rank of SLt/Lieutenant/Lt Cdr
- 36 Weeks
- Once in a year commencing in July every year
- Naval Provost & Regulating School INS Mandovi
 Verem, Goa. 403109
- Officer will be appointed onboard ship/Establishment as Regulating Officer and Security Officer.

- 1. NAME OF INSTITUTION
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- 3. PRE COURSE REQUIREMENTS
- 4. DURATION
- 5. FREQUENCY
- 6. VENUE
- 7. POST COURSE RECOMMENDATIONS











