

- SWAWLAMBAN -
(A SCHEME of Department of Women & Child Development
& Social Welfare, GOVT. OF WEST BENGAL)
GRANT-IN-AID SCHEME FOR SKILL DEVELOPMENT TRAINING OF RURAL & URBAN
WOMEN & GIRLS OF THE UNDER PRIVELEDGED SECTION OF THE SOCIETY

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GENESIS

Successive Plans have emphasised the need for creating employment opportunities for women. For this purpose a number of programmes have been taken up by the Central and State Governments but earlier efforts have not achieved the desired results primarily because of lack of proper linkages between training, supply of raw-materials, quality control, assured market and managerial skills. The industrial policy of the Government of India has also been emphasizing the need for setting up of industrial units in the backward areas of the country. It is against this background that NORAD assistance (later renamed- SWAWLAMBAN) assistance started to be utilized. This assistance mainly aims at providing skill development training to rural & urban women & girls for employment generation leading to income generation.

Since the year- 1982:83, Department of W & CD, Ministry of HRD, Govt. of India has been extending financial assistance for implementation of the schemes through the Department of W & CD & SW, Govt. of W.B. In the year – 2005:06, Secretary, Department of W & CD, Ministry of HRD, Govt. of India in her letter D.O. No.- 19-12/2005-Swawlamban(NORAD) dated. 05.07.2005 intimated that the scheme is being transferred to the State Government w.e.f. 01.04.2006 with a request to the State Government to make provision for financial allocation in the annual budget from 2006-07 onwards.

Accordingly Department of W & CD & SW, Govt. of W.B. issued a Memorandum mentioning that the scheme will be continued under 'State Plan' (No.3469(3)-SW/IW-43/96(Pt.-I) dated. 15.11.2006 with a budget provision under the State Plan head A/C- "2235-02-103-3P-012-V-31-02". The Office of West Bengal Women Development Undertaking (A Govt. of W.B. Undertaking), LA-Block, B-7, Sector-III, Salt Lake, Kolkata-98 has been declared as the "Nodal Agency" for the purpose of implementing the scheme from time to time as per requirement observing the orders and guidelines of the Finance Department, Govt. of W.B.

OBJECTIVES OF THE SCHEME

The scheme has been observing the following broad objectives –

- a) Developing skill leading to generating of income of the women & girls in crisis situation and from the under privileged section of the society ensuring economic participation of women in the family.
- b) Providing 'Entrepreneurship development training' for making them capable for taking up bankable projects after the training.
- c) Influencing small & cottage entrepreneurship with a motive to create viable markets in the domestic as well as overseas.
- d) Converging different facilities available with the Local Government for all round development of the women & girls.
- e) Creating scope for alternative source of employment to women & girls in tribal areas, closed tea gardens, hills, islands and slums without any overlapping of similar programme.

COVERAGE

- 1) The scope of the scheme will be in any rural & urban areas within the jurisdiction of the state of West Bengal .
- 2) The scheme will be implemented by selected NGOs as per criteria and recommendation by the District Authority.
- 3) *The socially distressed Women & girls of the age group of 18-35 yrs. are to be covered in the programme; traffic victims, potential traffic victims, sex workers and women in moral danger be given priority and if necessary the upper age limit for such category of women be relaxed upto 45 years.*
- 4) The proposed beneficiaries are to be selected in consultation with BDO/SDO/ADM and a list to be submitted duly signed by them.

- 5) Minorities will be given top most priority and twelve(12) such priority districts will see the most viable & feasible projects .
- 6) Indigenous and traditional trades will be opted for undertaking such training programme depending on the nature of availability of raw-materials & scope for marketing of finished products.

MODE OF IMPLEMENTATION

Steps to be followed from selection of projects to completion –

- a) District wise allocation of available fund with number of applications to be invited from each district will be decided by the Office of WBWDU as the “NODAL AGENCY” and will be sent for approval to the Deptt. of W & CD & SW, Govt. of W.B. and afterwards selection of NGOs will be done at the district level.
- b) For inviting letter of intent Office of WBWDU will issue letters to all District Magistrates mentioning the scope & coverage of the scheme with criteria for NGOs to apply for the assistance as implementing agency to the Office of District Magistrate.
- c) Eligible & interested NGOs will have to submit an intent letter alongwith application in prescribed format (without supporting documents) applying for enlistment and assistance to implement the scheme in blocks or municipal areas to the Office of District Magistrate after the application is called for.
- d) Selection of NGOs at districts will be done by the District Magistrate in consultation with the concerned BDOs & SDOs after following the criteria as mentioned below without any deviation on the basis of letter of intent :
 - NGOs must have been registered at least three years from the date of application.
 - Working experience in the field of Women & Child development with priority in organizing training programme.
 - The Governing Body as per ‘Rules of the Organisation’ should comprise of atleast 1/3rd female members.
 - NGOs registered in a district and opting to work in other district/s should have branch office/s at the working district/s with NGOs bank account/s separately to handle the fund to be allotted for implementation of the project.
 - Generally “**ONE NGO - ONE PROJECT**” will be followed while selecting NGOs & projects.
- e) After selection of NGOs & projects submitted by them required documents related the the applications are to be collected from the selected NGOs and application to be processed at District level.
- f) Selection of applicant NGOS at Kolkata district will be done by the Office of WBWDU or any designated officer of the Directorate of Social Welfare, Govt. of W.B. after following the criteria as mentioned below without any deviation on the basis of letter of intent :
 - NGOs must have been registered at least three years before from the date of application.
 - Working experience in the field of Women & Child development with priority in organizing training programme.
 - The Governing Body as per ‘Rules of the Organisation’ should comprise of atleast 1/3rd female members.
 - NGOs registered in a district and opting to work in Kolkata should have branch office/s at the working district/s with NGOs bank account/s separately.
 - Generally “**ONE NGO - ONE PROJECT**” will be followed while selecting NGOs & projects.

PROJECT APPROVAL COMMITTEE(PAC)/ PROJECT SANCTIONING COMMITTEE(PSC)

For the purpose of final screening and sanctioning of projects at the State level under the scheme, a “ **Project Approval Committee for Swawlamban** ” has been constituted by

the Deptt. of W & CD & SW, Govt. of W.B. in lieu of the “**State level Empowered Committee**” constituted earlier by Deptt. of W & CD & SW, Govt. of W.B.

Name of Trade	Duration(month)	Name of trade	Duration(month)
Bamboo &Cane	06	Canteen Management	04
Wood Carving	04	Community Health Worker	04
Handloom	06	Consumer electronics repairing	06
Honey Production	06	Batik, Tie&Dye, Block Printing	04
Jute goods manufacture	04	Food Processing	06
Leather goods	06	Handmade paper bags & envelop	06
Mushroom cultivation	04	Soft toys making	06
Zari craft &patch work	06	Screen printing	06
Handicrafts	06	Office mangement	04
Embroidery	06	Shoe making	06
Readymade Garments	06	Raxin bag making	04
Beautician	04	House keeping	06

The above list is NOT exhaustive. NGOs may apply for any other trade subject to submission of document regarding viability from the Appropriate Authority of the district where the project is proposed to be implemented.

MODE OF RELEASE OF FUND

Fund will be released to NGOs in two instalments after execution of “Bond Agreement”, submission of “list of selected trainees & trainers” and “broad sheet with quotations of fixed assets.

The 1st instalment will comprise of 100% of non-recurring grant & 50% of recurring grant out of the total sanctioned project cost.

The 2nd instalment comprising of balance 40% of recurring grant will be released subsequently on receipt of the following documents from the NGOs through the District Authority in case of district and directly by WBWDU through Directorate of Social Welfare, Govt. of W.B. , in case of KOLKATA – directly /through authority specified by WBWDU.

- i) Progress report in proforma.
- ii) Audited Utilisation Certificate in proforma.
- iii) Audited statement of accounts – Balance sheet/ Income Expenditure/ Receipts & payments.
- iv) Month wise & Item wise report on production and sale of products.
- v) A/C payee Demand Draft in the name of – WEST BENGAL WOMEN DEVELOPMENT UNDERTAKING of the 50% amount of the total sales proceeds earned during 1st half of the training program.
- vi) List of trainees who have been finally included in the training program from the approved list of trainees as already furnished to WBWDU before execution of ‘Bond of Agreement’.
- vii) Asset list.
- viii) Mid-term monitoring report from the appropriate authority.

The 3rd installment comprising of the remaining 10% of recurring grant will be released subsequently on receipt of the verified Post Training Placement Report and analysis of the performance of the NGO in that context.

MONITORING & EVALUATION

After the project commences, monitoring (Mid-term) will be conducted by the District Authority after observing normal rules and procedures. Satisfactory reporting from the district will make the NGO eligible to receive the 2nd instalment. After completion of the training programme another monitoring will be done by the District Authority on utilization of funds and quality of training programme in the proforma (Mid-term).

SWAWLAMBAN

PROFORMA FOR APPLICATION

I. PARTICULARS ABOUT THE APPLICANT ORGANISATION :

- (i) **Name of the applicant organization** :
- (ii) **Address (with pin code)** :
- (iii) **Date of registration** :
- (iv) **Contact Telephone number (with code)** :
- (v) **Fax number** :
- (vi) **E-mail number** :
- (vii) **Financial Status** :

Sl. No.	Financial Year	Receipt & Payment	Income & Expenditure	Surplus or Deficit
1	2007-08			
2	2008-09			
3	2009-10			

- (viii) **Objectives of the organization** :
- (ix) **Source of funding** :
- (x) **List of Governing Body members** :
(1/3rd members should be women)

II. PROJECT DETAILS :

- (i) **Target Group** :
- (ii) **Name of Trade applied for** :
- (iii) **New or Continuing** :
- (iv) **Location of project** :

- (v) **Population of Block(2001 census)** :
- (vi) **Duration of training program** :
- (vii) **Project Cost & beneficiaries** :
- (viii) **Details of trainers** :

Sl. No.	Name	Address	Qualification	Experience (Attach Bio-data & Training certificates)

- (ix) **Raw materials details & source** :
- (x) **Proposed Plan for providing the trainees**
a) **Orientation on Entrepreneurship Development aspects:**
b) **Support for Bank Linkage:**
c) **Support for backward/forward linkage:**
d) **Support for establishing contact with potential employer:**
- (xi) **In case, the Ngo has received any grant under the scheme earlier, details to be mentioned & U/C – Accounts to be submitted** :

III **PROJECT DETAILS :**

- (i) **Description of the area**
(ii) **Occupational details of the women of the locality**
(iii) **Socio-economic background of the locality**
(iv) **Planning for post training placement of trainees**
(v) **Possible support agencies, banks and financial institutions**
(vi) **Specific experience of NGO in Income Generation activities with result achieved so far.**
(vii) **Details of Bank accounts available with the NGOs.**

IV. **Enquiry details : Enquiry to be conducted by the District / Block Authority in prescribed proforma regarding the project application and implementing Organisation.**

Date :

Signature of Chief Functionary of the NGO
Seal

CHECK LIST OF DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION

- 1. Whether the NGO is registered under the Societies Registration Act. Registration certificate along with the copy of the renewal receipt in regard to the renewal of registration has been furnished.**
- 2. Whether the NGO has completed three years of registration. Registration certificate to be submitted.**
- 3. Whether the NGO has obtained certified/true copy of the Memorandum of Association & Bye-laws.**
- 4. Whether Objective of 'Vocational Training' has been incorporated in the certified copy of Memorandum.**
- 5. Whether the NGO has developed three years annual report.**
- 6. Whether details of Registered Office & Project Site Office with Bank details of the project site has been submitted.**
- 7. Whether the NGO has obtained audited Balance sheet (Receipt-Payment, Income-Expenditure, and Assets-Liabilities) for the last three financial years.**
- 8. Whether application in the prescribed format for the project has been submitted.**
- 9. Whether the NGO has the financial capacity to undertake the programme (Surplus budget with utilization of other Govt. Grants).**
- 10. Whether the NGO has resolved in the G.B. meeting to take up the project for this training program.**
- 11. Whether Rent Agreement in Rs.20/- Stamp paper has been submitted duly executed.**
- 12. Whether syllabus of proposed training (approved syllabus of DIC or DRDC or TRYSEM or similar nature) has been furnished.**
- 13. Whether bio-data and certificate of training & experience of at least two trainers/instructors have been furnished.**
- 14. Whether Quotations from Dealers/Agents/Sub dealers etc. in support of NR items to be purchased have been submitted.**
- 15. Whether audited statement & utilization certificate in respect of any Swawlamban projects implemented earlier have been submitted.**
- 16. Whether post training employment status report verified by the District Authority in respect of any Swawlamban projects implemented earlier have been submitted.**

17. Whether the NGO has one-third women members in the Governing Body/Executive Committee/Managing Committee (applicable as per Bye-laws of the NGO).
18. Whether the NGO has been inspected by any functionary of the Deptt. of W & CD and SW, Govt. of W.B. or WBWDU. Report to be submitted.

Scale of approved expenditure

Recurring		Non-recurring	
Rent Minimum area - (pacca type) One Large room(15x12) and One small room(8x6) (with toilet, electric, fan, light)	'A' class : Rs.4,000/- p.m. (metropolitan City)	Training Machinery	As per market rate of approved Dealers only (05 trainee : 01 unit)
	'B' class : Rs.3,250/- p.m. (metropolitan town)		
	'C' class : Rs.2,500/- p.m. (rural areas)		
Stipend	Rs.200/- per head per month	Training equipments	As per market rate of approved Dealers only (05 trainee : 01 unit)
		Accessories	10 Trainees:01 Unit
		Tool Kits	10 Trainees:01 Unit
Raw materials	Please consult trade details annexed Not exceeding Rs.8/- per trainee per day.	(No furniture cost will be supported, NGO will have to provide cost of furniture & fixture and include the same in the budget separately) <p style="text-align: center;">.....</p> The NGO will have to mark the asset purchased out of Non-recurring Grant and submit a statement at the time of applying for release of 2nd instalment. The report has to be submitted subsequently every year for atleast five years. Assets are not transferable and will not be let out/sold/used for other purposes by the NGO. WBWDU reserves the right to transfer the assets to other establishment, if required.	
Honorarium to Instructors (Upto 20 trainees : 01 Instructor) (Next 20 trainees upto 50 trainees : 01 Instructor)	Non traditional trades - Trained : Rs.5000/- p.m. Non-trained : Rs.4000/- p.m. A visiting MBBS Doctor @Rs.500/- per visit for 2 hours, session not exceeding Rs.5000/- p.month. Trained Nurse Rs.5000/- p.m. Computer : Rs.8000/- p.m. (Only continuation projects) Indigenous trades - Trained/ Non trained : Rs.5000/- p.m.	Parameters for Instructors to be taken into consideration while recruitment is to be made - Specialized training in the discipline is desiarable. However experienced craftsman/born artisans may be considered on the basis of proper documentary proof regarding experience. a. In case of non- traditional trades - For computer training - DCA /PGDCA (Only continuation projects)	
Contingency	10% of the recurring cost subject to a maximum of Rs. 10,000/- per project.		

Trade wise scale of approved expenditure for Raw Materials and Honorarium to
Instructors

Name of Trade	Trained per month(Rs)	Non trained(Rs)	Raw materials per day per trainee 26 days in a month(Rs)
Bamboo &Cane	5000/-		7.50
Wood Carving	5000/-	4000/-	6.00
Handloom	5000/-	4000/-	5.00
Honey Production	5000/-		7.00
Jute goods manufacture	5000/-	4000/-	5.00
Leather goods	5000/-	4000/-	8.00
Mushroom cultivation	5000/-	4000/-	3.00
Zari craft &patch work	5000/-		4.00
Handicrafts	5000/-		8.00
Embroidery	5000/-	4000/-	5.00
Readymade Garments	5000/-	4000/-	6.00
Beautician	5000/-	4000/-	4.00
Community Health Worker	A visiting MBBS Doctor @ Rs.500/- per visit for 2 hours session not exceeding Rs.5000/- per month. Trained Nurse Rs.5000/- per month		Rs.500/- per head for entire course for books etc.
Consumer electronics repairing	5000/-	4000/-	4.00
Batik, Tie&Dye, Block Printing	5000/-	4000/-	4.00
Food Processing	5000/-	4000/-	6.00
Handmade paper bags & envelop	5000/-		4.00
Soft toys making	5000/-	4000/-	6.00
Raxin bag making	5000/-	4000/-	5.00

	Beautician	Tie & Dye	Community health worker	Embroidery	Food processing	Handicrafts	Handloom Weaving	Jute goods
RECURRING								
SALARY	3000/-	2500/-	7000/-(Doctor) 4000/-(Nurse)	4000/-	4000/-	3000/-	4000/-	3000/-
GUEST LECTURER	--	--	500/- Per visit	--	--	--	--	--
STIPEND	200/-	200/-	200/-	200/-	200/-	200/-	200/-	200/-
RAW MATERIALS	4.0/- Per day / per trainee / 26 days in a month	4.0/- Per day / per trainee / 26 days in a month	---	5.0/- Per day / per trainee / 26 days in a month	6.0/- Per day / per trainee / 26 days in a month	8.0/- Per day / per trainee / 26 days in a month	5.0/- Per day / per trainee / 26 days in a month	6.0/- Per day / per trainee / 26 days in a month
CONTINGENCY	5% of the total Recurring cost	5% of the total Recurring cost	5% of the total Recurring cost	5% of the total Recurring cost	5% of the total Recurring cost	5% of the total Recurring cost	5% of the total Recurring cost	5% of the total Recurring cost
RENT	FOLLOW GUIDELINES IN THE APPLICATION FORM							
NON-RECURRING								
MACHINERIES	05 Trainees : 01 Machine (Grant will be sanctioned on the basis of quotation from Dealer/Sub dealer/Agent etc.) where applicable							
EQUIPMENTS	05 Trainees : 01 unit (Grant will be sanctioned on the basis of quotation from Dealer/Sub dealer/Agent etc.) where applicable							
ACCESSORIES	10 Trainees : 01 unit (Grant will be sanctioned on the basis of quotation from Dealer/Sub dealer/Agent etc.) where applicable							
TOOL KITS	10 Trainees : 01 unit (Grant will be sanctioned on the basis of quotation from Dealer/Sub dealer/Agent etc.) where applicable							
Furniture & fixture	No Grant will be sanctioned under this head. NGO may hire/purchase appropriate items from own sources under this head. Details to be inserted in the project cost break-up.							

	Zari craft	Bamboo & cane	Electronic assembling	Wood curving	Soft toys	Mushroom	Leather foot wear	Handmade paper bags & envelope
RECURRING								
SALARY	4000/-	3000/-	4000/-	3000/-	3000/-	2500/-	4000/-	2500/-
GUEST LECTURER	--	--	--	--	--	--	--	--
STIPEND	200/-	200/-	200/-	200/-	200/-	200/-	200/-	200/-
RAW MATERIALS	4.0/- Per day / per trainee / 26 days in a month	6.0/- Per day / per trainee / 26 days in a month	3.0/- Per day / per trainee / 26 days in a month	5.0/- Per day / per trainee / 26 days in a month	6.0/- Per day / per trainee / 26 days in a month	3.0/- Per day / per trainee / 26 days in a month	8.0/- Per day / per trainee / 26 days in a month	4.0/- Per day / per trainee / 26 days in a month
CONTINGENCY	5% of the total Recurring cost	5% of the total Recurring cost	5% of the total Recurring cost	5% of the total Recurring cost	5% of the total Recurring cost	5% of the total Recurring cost	5% of the total Recurring cost	5% of the total Recurring cost
RENT	FOLLOW GUIDELINES IN THE APPLICATION FORM							
NON-RECURRING								
MACHINERIES	05 Trainees : 01 Machine (Grant will be sanctioned on the basis of quotation from Dealer/Sub dealer/Agent etc.) where applicable							
EQUIPMENTS	05 Trainees : 01 unit (Grant will be sanctioned on the basis of quotation from Dealer/Sub dealer/Agent etc.) where applicable							
ACCESSORIES	10 Trainees : 01 unit (Grant will be sanctioned on the basis of quotation from Dealer/Sub dealer/Agent etc.) where applicable							
TOOL KITS	10 Trainees : 01 unit (Grant will be sanctioned on the basis of quotation from Dealer/Sub dealer/Agent etc.) where applicable							
Furniture & fixture	No Grant will be sanctioned under this head. NGO may hire/purchase appropriate items from own sources under this head. Details to be inserted in the project cost break-up.							

	Raxin Bag	Readymade garments	Wool knitting & Boutique						
RECURRING									
SALARY	4000/-	4000/-	3000/-						
GUEST LECTURER	--	--	--						
STIPEND	200/-	200/-	200/-						
RAW MATERIALS	5.0/- Per day / per trainee / 26 days in a month	6.0/- Per day / per trainee / 26 days in a month	7.0/- Per day / per trainee / 26 days in a month						
CONTINGENCY	5% of the total Recurring cost	5% of the total Recurring cost	5% of the total Recurring cost						
RENT	FOLLOW GUIDELINES IN THE APPLICATION FORM								
NON-RECURRING									
MACHINERIES	05 Trainees : 01 Machine (Grant will be sanctioned on the basis of quotation from Dealer/Sub dealer/Agent etc.) where applicable								
EQUIPMENTS	05 Trainees : 01 unit (Grant will be sanctioned on the basis of quotation from Dealer/Sub dealer/Agent etc.) where applicable								
ACCESSORIES	10 Trainees : 01 unit (Grant will be sanctioned on the basis of quotation from Dealer/Sub dealer/Agent etc.) where applicable								
TOOL KITS	10 Trainees : 01 unit (Grant will be sanctioned on the basis of quotation from Dealer/Sub dealer/Agent etc.) where applicable								
Furniture & fixture	No Grant will be sanctioned under this head. NGO may hire/purchase appropriate items from own sources under this head. Details to be inserted in the project cost break-up.								

ESTIMATION OF COST OF PROJECTS

Recurring		Non-recurring	
Rent Minimum area – (pacca type) One Large room(15x12) and One small room(8x6) (with toilet, electric, fan, light)	‘A’ class : Rs.3,000/- p.m. (metropolitan City) ‘B’ class : Rs.2,250/- p.m. (metropolitan town) ‘C’ class : Rs.1,500/- p.m. (rural areas)	Training Machinery	As per market rate of approved Dealers only (05 trainee : 01 unit)
Stipend	Rs.200/- per head per month	Training equipments	As per market rate of approved Dealers only (05 trainee : 01 unit)
Raw materials	Please consult trade details annexed	(No furniture cost will be supported, NGO will have to provide cost of furniture & fixture and include the same in the budget separately)	
Honorarium to Instructors (Upto 20 trainees : 01 Instructor) (Next 20 trainees upto 50 trainees : 01 Instructor)	Non traditional trades – Trained : Rs.4000/- p.m. Non-trained : Rs.3000/- p.m. Computer : Rs.8000/- p.m. (Only continuation projects) Indigenous trades – Trained/ Non trained : Rs.4000/- p.m.		
Contingency	Maximum 5% of the recurring cost		
Parameters for Instructors to be taken into consideration while recruitment is to be made	b. In case of traditional trades – experienced craftsmen may be recruited having no training certificates other than trained personnel on the basis of proof of paper document c. In case of non- traditional trades – For computer training – DCA /PGDCA (Only continuation projects) c. For other trades – Training in the discipline is compulsory/ Born artisans may be considered on the basis of proof of paper document The NGO will have to mark the asset purchased out of Non-recurring Grant and submit a statement at the time of applying for release of 2nd instalment. The report has to be submitted subsequently every year for atleast five years. Assets are not transferable and will not be let out/sold/used for other purposes by the NGO. WBWDU reserves the right to transfer the assets to other establishment, if required.	

NATURE OF TRAINING VOCATIONS

TRADITIONAL		NON-TRADITIONAL	
Name of Trade	Duration	Name of Trade	Duration
Banana & Sisel Fibre	06 months	Beautician	04 months
Book binding	04 months	Canteen management	04 months
Food processing	06 months	Community Health Worker	04 months
Handloom	06 months	Consumer electronics repairing	06 months

Honey production	06 months	Electronics assembling	06 months
Jute goods manufacture	04 months	Hair & Skin care	04 months
Hand made laces	06 months	Hosiery	06 months
NATURE OF TRAINING VOCATIONS			
Leather goods	06 months	Home Science	04 months
Mushroom cultivation	04 months	House keeping	06 months
Zari craft & patch work	06 months	Lace making	06 months
Handicrafts	06 months	Office management	04 months
Embroidery	06 months	Radio & TV repairing	06 months
Readymade Garments	06 months	Raxine bag making	04 months
Soft toys making	06 months	Screen printing	06 months
Handmade paper bags & envelope	06 months	Secretarial practice	06 months
NGOs may apply for any other trade subject to viability & feasibility to be assessed by the Appropriate Authority		Shoe making	06 months
		Typing & shorthand	06 months
		Gem cutting	06 months
		Batik, Tie & Dye, Block printing	04 months
		Wood Curving	04 months
		Bamboo & cane	06 months