

# NSDVE

**National Skill Development & Vocational Education**

---

## **Communication Skills & Development Programs**

*Certificate, Diploma & Trainer Development Programs*

**Academic Program Catalog**

Official Course Handbook

**Academic Year 2025 – 2026**

## Table of Contents

---

1. Introduction
2. About NSDVE
3. Program Overview
4. Certificate Programs
  - 4.1. NSDVE Course in Communication Skill
  - 4.2. Certificate in Abacus – Advanced
  - 4.3. Certificate in Abacus – Beginner
  - 4.4. Certificate in Abacus – Elementary
  - 4.5. Handwriting Professional Certificate
  - 4.6. NSDVE Tamil Phonics Teacher
5. Diploma Programs
  - 5.1. NSDVE Diploma in Communication Skills Development
  - 5.2. NSDVE Diploma in Entrepreneurship Skills Development
  - 5.3. NSDVE Diploma in Personality Development
  - 5.4. NSDVE Spoken English
6. Trainer Development Programs
  - 6.1. NSDVE Diploma in Communication Skills Trainer
  - 6.2. NSDVE Diploma in Entrepreneurship Trainer
  - 6.3. NSDVE Diploma in Personality Trainer
7. Practical Training Structure
8. Assessment & Evaluation System
9. Career Opportunities
10. Certification Details
11. Conclusion

## 1. Introduction

---

In today's competitive global landscape, effective communication skills have become the cornerstone of personal and professional success. The ability to articulate thoughts clearly, engage with diverse audiences, and demonstrate strong interpersonal skills defines a productive and confident individual. Recognizing this critical need, NSDVE has developed a comprehensive suite of communication skill enhancement programs that cater to learners at all levels.

This Academic Program Catalog serves as the official reference guide for all programs offered under the NSDVE Communication Skills & Development umbrella. It provides detailed information on course structures, subject modules, evaluation methods, and career pathways for each program.

Whether a learner is seeking a foundational Certificate program, an advanced Diploma qualification, or a specialized Trainer Development credential, NSDVE provides a structured and practical pathway to skill mastery. Our programs blend theoretical knowledge with extensive practical training to ensure graduates are industry-ready and career-confident.

This handbook has been prepared in accordance with NSDVE academic guidelines and serves as the authoritative document for all enrolled students, academic staff, and institutional partners.

## 2. About NSDVE

---

NSDVE — National Skill Development & Vocational Education — is a premier skill development and vocational training institution committed to empowering individuals with industry-relevant competencies. Established with a vision to bridge the gap between education and employment, NSDVE has consistently delivered quality training programs that align with national and international skill development standards.

### Our Vision

To be a nationally recognized institution that transforms individuals into confident, skilled, and career-ready professionals through quality vocational and communication skill education.

### Our Mission

To provide accessible, practical, and excellence-driven training programs in communication skills, personality development, entrepreneurship, and related domains — empowering learners to achieve their fullest potential.

### Core Values

Excellence in Education | Practical Skill Integration | Inclusive Learning | Career-Oriented Training | Integrity and Professionalism

### Institutional Strengths

NSDVE brings together experienced faculty, structured curriculum design, recognized certifications, and a learner-centric approach. Our programs are designed to develop not just academic knowledge, but real-world application skills that employers value. With a strong network of training centers and academic partners across the country, NSDVE continues to expand its reach and impact in vocational education.

### 3. Program Overview

---

NSDVE offers a broad spectrum of programs organized into three primary categories: Certificate Programs, Diploma Programs, and Trainer Development Programs. These categories are designed to serve learners at different stages of their academic and professional journeys.

#### Program Categories

Certificate Programs	Diploma Programs	Trainer Development
Communication Skill Abacus (3 Levels) Handwriting Tamil Phonics Teacher	Communication Skills Dev. Entrepreneurship Skills Dev. Personality Development Spoken English	Communication Skills Trainer Entrepreneurship Trainer Personality Trainer

All programs are designed around a core philosophy of practical, outcome-oriented education. Learners gain hands-on experience through structured practical training sessions, interactive workshops, presentation exercises, and skill-based assessments. The curriculum is regularly reviewed and updated to remain aligned with industry requirements and evolving educational standards.

## 4. Certificate Programs

Certificate Programs offered by NSDVE are designed for learners seeking foundational and specialized skills in focused areas. These programs are short-duration, practically oriented, and provide nationally recognized certification upon successful completion.

### 4.1 NSDVE Course in Communication Skill

<b>Course Type</b>	Certificate Program
<b>Course Objective</b>	To equip learners with essential communication competencies including spoken English, listening, reading, writing, and interpersonal communication skills for personal and professional effectiveness.
<b>Duration</b>	As per NSDVE Academic Structure
<b>Eligibility</b>	Candidates who have completed Secondary / Higher Secondary Education or equivalent
<b>Medium of Instruction</b>	English / Tamil / Bilingual
<b>Assessment Method</b>	Theory Examination   Practical Assessment   Internal Evaluation
<b>Certification Awarded</b>	Certificate in Communication Skill — Issued by NSDVE

#### Curriculum & Subject Structure

S.No	Subject / Module	Subject Code	Marks / Credits
1	Communication Skill Fundamentals	CSD002-01	100
2	<b>Practical Training</b>	CSD002-01	<b>100</b>

### 4.2 Certificate in Abacus – Advanced (2 Digit Multiplication)

<b>Course Type</b>	Certificate Program
<b>Course Objective</b>	To develop advanced mental arithmetic skills using the abacus, enabling learners to perform two-digit multiplication with speed and accuracy.
<b>Duration</b>	As per NSDVE Academic Structure
<b>Eligibility</b>	Candidates who have completed the Elementary or Beginner Abacus level or equivalent
<b>Medium of Instruction</b>	English / Tamil / Bilingual
<b>Assessment Method</b>	Practical Skill Assessment   Written Examination   Speed Test
<b>Certification Awarded</b>	Certificate in Abacus – Advanced — Issued by NSDVE

**Curriculum & Subject Structure**

S.No	Subject / Module	Subject Code	Marks / Credits
1	Abacus Advanced – 2 Digit Multiplication	As per NSDVE Guidelines	As per NSDVE Guidelines

**4.3 Certificate in Abacus – Beginner (Addition & Subtraction)**

<b>Course Type</b>	Certificate Program
<b>Course Objective</b>	To introduce learners to the fundamentals of the abacus, developing basic mental arithmetic skills through addition and subtraction operations.
<b>Duration</b>	As per NSDVE Academic Structure
<b>Eligibility</b>	Open to all learners; minimum age as per NSDVE guidelines
<b>Medium of Instruction</b>	English / Tamil / Bilingual
<b>Assessment Method</b>	Practical Skill Assessment   Written Examination
<b>Certification Awarded</b>	Certificate in Abacus – Beginner — Issued by NSDVE

**Curriculum & Subject Structure**

S.No	Subject / Module	Subject Code	Marks / Credits
1	Abacus Beginner – Addition & Subtraction	As per NSDVE Guidelines	As per NSDVE Guidelines

**4.4 Certificate in Abacus – Elementary (3–4 Digit Operations)**

<b>Course Type</b>	Certificate Program
<b>Course Objective</b>	To develop intermediate abacus competencies in learners through 3 to 4 digit arithmetic operations, building speed, accuracy, and mental calculation confidence.
<b>Duration</b>	As per NSDVE Academic Structure
<b>Eligibility</b>	Candidates who have completed the Beginner Abacus level or equivalent
<b>Medium of Instruction</b>	English / Tamil / Bilingual
<b>Assessment Method</b>	Practical Skill Assessment   Written Examination   Timed Exercises
<b>Certification Awarded</b>	Certificate in Abacus – Elementary — Issued by NSDVE

**Curriculum & Subject Structure**

S.No	Subject / Module	Subject Code	Marks / Credits
1	Abacus Elementary – 3 to 4 Digit Operations	As per NSDVE Guidelines	As per NSDVE Guidelines

## 4.5 Handwriting Professional Certificate

<b>Course Type</b>	Certificate Program
<b>Course Objective</b>	To develop neat, professional, and consistent handwriting skills through structured practice, improving presentation quality in both academic and professional contexts.
<b>Duration</b>	As per NSDVE Academic Structure
<b>Eligibility</b>	Open to all learners; suitable for school students, teachers, and professionals
<b>Medium of Instruction</b>	English / Tamil / Bilingual
<b>Assessment Method</b>	Practical Writing Assessment   Portfolio Evaluation
<b>Certification Awarded</b>	Handwriting Professional Certificate — Issued by NSDVE

### Curriculum & Subject Structure

S.No	Subject / Module	Subject Code	Marks / Credits
1	Handwriting Techniques & Professional Practice	As per NSDVE Guidelines	As per NSDVE Guidelines

## 4.6 NSDVE Tamil Phonics Teacher Certificate

<b>Course Type</b>	Certificate Program
<b>Course Objective</b>	To train educators and aspiring teachers in Tamil phonics instruction methodology, enabling them to effectively teach Tamil language phonics to young learners.
<b>Duration</b>	As per NSDVE Academic Structure
<b>Eligibility</b>	Graduates / Diploma Holders / Teaching Professionals with proficiency in Tamil
<b>Medium of Instruction</b>	Tamil / Bilingual
<b>Assessment Method</b>	Theory Examination   Practical Teaching Demonstration   Assessment
<b>Certification Awarded</b>	NSDVE Tamil Phonics Teacher Certificate — Issued by NSDVE

### Curriculum & Subject Structure

S.No	Subject / Module	Subject Code	Marks / Credits
1	Tamil Phonics Teacher Training	CSD002-01	100

---

## 5. Diploma Programs

NSDVE Diploma Programs are comprehensive training qualifications designed to provide learners with in-depth theoretical knowledge combined with extensive practical application. These programs are ideal for individuals seeking to advance their careers in communication, personality development, entrepreneurship, and language instruction.

### 5.1 NSDVE Diploma in Communication Skills Development

<b>Course Type</b>	Diploma Program
<b>Course Objective</b>	To provide learners with a comprehensive foundation in English grammar, language skills development, communicative competence, and personality enhancement for academic and professional success.
<b>Duration</b>	As per NSDVE Academic Structure
<b>Eligibility</b>	Candidates who have completed 10th Standard (SSLC) or equivalent
<b>Medium of Instruction</b>	English / Tamil / Bilingual
<b>Assessment Method</b>	Theory Examination (400 Marks)   Practical Assessment (300 Marks)   Internal Evaluation
<b>Certification Awarded</b>	NSDVE Diploma in Communication Skills Development — Issued by NSDVE

#### Curriculum & Subject Structure

S.No	Subject / Module	Subject Code	Marks / Credits
1	Grammar Fundamentals	CSD003-01	100
2	LSRW Skills Development	CSD003-02	100
3	Communicative Skills	CSD003-03	100
4	Personality Skills	CSD003-04	100
5	<b>Practical Training</b>	CSD003-05	<b>300</b>

### 5.2 NSDVE Diploma in Entrepreneurship Skills Development

<b>Course Type</b>	Diploma Program
<b>Course Objective</b>	To develop entrepreneurial mindset, business communication skills, and practical entrepreneurship competencies, preparing learners to establish and manage their own ventures.
<b>Duration</b>	As per NSDVE Academic Structure

<b>Eligibility</b>	Candidates who have completed 10th Standard (SSLC) or equivalent
<b>Medium of Instruction</b>	English / Tamil / Bilingual
<b>Assessment Method</b>	Theory Examination (200 Marks)   Practical Assessment — As per NSDVE Guidelines
<b>Certification Awarded</b>	NSDVE Diploma in Entrepreneurship Skills Development — Issued by NSDVE

### Curriculum & Subject Structure

S.No	Subject / Module	Subject Code	Marks / Credits
1	Communicative English and Computer Fundamentals	CSD004-01	100
2	Entrepreneurship Skills Development	CSD004-02	100
3	<b>Practical Training</b>	CSD004-03	<b>As per NSDVE Guidelines</b>

## 5.3 NSDVE Diploma in Personality Development

<b>Course Type</b>	Diploma Program
<b>Course Objective</b>	To help learners build self-confidence, positive attitude, effective communication, and leadership qualities through structured personality development training.
<b>Duration</b>	As per NSDVE Academic Structure
<b>Eligibility</b>	Candidates who have completed 10th Standard (SSLC) or equivalent
<b>Medium of Instruction</b>	English / Tamil / Bilingual
<b>Assessment Method</b>	Theory Examination (200 Marks)   Practical Assessment — As per NSDVE Guidelines
<b>Certification Awarded</b>	NSDVE Diploma in Personality Development — Issued by NSDVE

### Curriculum & Subject Structure

S.No	Subject / Module	Subject Code	Marks / Credits
1	Communicative English and Computer Fundamentals	CSD002-01	100
2	Personality Development	CSD002-02	100
3	<b>Practical Training</b>	CSD002-03	<b>As per NSDVE Guidelines</b>

## 5.4 NSDVE Spoken English

<b>Course Type</b>	Diploma Program
<b>Course Objective</b>	To develop confident spoken English communication abilities in learners through structured language practice, vocabulary building, pronunciation training, and interactive conversational exercises.
<b>Duration</b>	As per NSDVE Academic Structure
<b>Eligibility</b>	Candidates who have completed 10th Standard (SSLC) or equivalent
<b>Medium of Instruction</b>	English / Tamil / Bilingual
<b>Assessment Method</b>	Theory Examination (200 Marks)   Practical Assessment (200 Marks)   Internal Evaluation
<b>Certification Awarded</b>	NSDVE Diploma in Spoken English — Issued by NSDVE

### Curriculum & Subject Structure

S.No	Subject / Module	Subject Code	Marks / Credits
1	Communicative English and Computer Fundamentals	CSD001-01	100
2	Spoken English	CSD001-02	100
3	<b>Practical Training</b>	CSD001-03	<b>200</b>

## 6. Trainer Development Programs

NSDVE Trainer Development Programs are specialized post-diploma qualifications designed for individuals who aspire to become professional trainers and educators. These programs equip candidates with advanced subject knowledge, human resources management skills, and practical teaching competencies required for the training profession.

### 6.1 NSDVE Diploma in Communication Skills Trainer

<b>Course Type</b>	Trainer Development Program
<b>Course Objective</b>	To develop qualified communication skills trainers who can deliver structured training programs in spoken English, communication development, and related areas at institutional and corporate levels.
<b>Duration</b>	As per NSDVE Academic Structure
<b>Eligibility</b>	Graduates / Diploma Holders with background in Communication Skills or English
<b>Medium of Instruction</b>	English / Tamil / Bilingual
<b>Assessment Method</b>	Theory Examination (400 Marks)   Practical Assessment (400 Marks)   Teaching Demonstration
<b>Certification Awarded</b>	NSDVE Diploma in Communication Skills Trainer — Issued by NSDVE

#### Curriculum & Subject Structure

S.No	Subject / Module	Subject Code	Marks / Credits
1	Communicative English and Computer Fundamentals	CSD006-01	100
2	Spoken English	CSD006-02	100
3	Communication Skills Development	CSD006-03	100
4	Human Resources Development	CSD006-04	100
5	<b>Practical Training</b>	CSD006-05	<b>400</b>

### 6.2 NSDVE Diploma in Entrepreneurship Trainer

<b>Course Type</b>	Trainer Development Program
<b>Course Objective</b>	To develop professional entrepreneurship trainers capable of facilitating business skill development programs, entrepreneurship workshops, and enterprise development training initiatives.
<b>Duration</b>	As per NSDVE Academic Structure

<b>Eligibility</b>	Graduates / Diploma Holders with background in Business, Commerce, or Entrepreneurship
<b>Medium of Instruction</b>	English / Tamil / Bilingual
<b>Assessment Method</b>	Theory Examination (400 Marks)   Practical Assessment (400 Marks)   Teaching Demonstration
<b>Certification Awarded</b>	NSDVE Diploma in Entrepreneurship Trainer — Issued by NSDVE

### Curriculum & Subject Structure

S.No	Subject / Module	Subject Code	Marks / Credits
1	Communicative English and Computer Fundamentals	CSD007-01	100
2	Entrepreneurship Skills Development	CSD007-02	100
3	Communication Skills Development	CSD007-03	100
4	Human Resources Development	CSD007-04	100
5	<b>Practical Training</b>	CSD007-05	<b>400</b>

## 6.3 NSDVE Diploma in Personality Trainer

<b>Course Type</b>	Trainer Development Program
<b>Course Objective</b>	To prepare professional personality development trainers who can design and deliver effective personality enhancement programs, soft skills training, and motivational workshops.
<b>Duration</b>	As per NSDVE Academic Structure
<b>Eligibility</b>	Graduates / Diploma Holders with background in Psychology, Communications, or Education
<b>Medium of Instruction</b>	English / Tamil / Bilingual
<b>Assessment Method</b>	Theory Examination (400 Marks)   Practical Assessment — As per NSDVE Guidelines   Teaching Demonstration
<b>Certification Awarded</b>	NSDVE Diploma in Personality Trainer — Issued by NSDVE

### Curriculum & Subject Structure

S.No	Subject / Module	Subject Code	Marks / Credits
1	Communicative English and Computer Fundamentals	CSD005-01	100
2	Personality Skills Development	CSD005-02	100
3	Communication Skills Development	CSD005-03	100
4	Human Resources Development	CSD005-04	100

S.No	Subject / Module	Subject Code	Marks / Credits
5	<b>Practical Training</b>	CSD005-05	<b>As per NSDVE Guidelines</b>

---

## 7. Practical Training Structure

---

Practical training is a fundamental and integral component of all NSDVE programs. The practical component ensures that learners not only acquire theoretical knowledge but also develop the applied skills necessary for real-world performance. NSDVE's practical training framework is structured, progressive, and outcome-focused.

### Components of Practical Training

Training Component	Description
Communication Practice Sessions	Structured exercises for spoken English, pronunciation, and conversation development
Personality Development Activities	Role-playing, group discussions, mirror exercises, and confidence-building workshops
Presentation & Speaking Practice	Individual and group presentations, public speaking drills, and debate sessions
Interactive Learning Workshops	Collaborative activities, team exercises, and problem-solving sessions
Demonstration Teaching (Trainer Programs)	Micro-teaching, lesson planning, and supervised classroom delivery for trainer candidates
Skill Assessment Practicals	Evaluated practical examinations assessing applied competencies

All practical sessions are conducted by qualified and experienced faculty members. Learners are assessed on parameters including fluency, accuracy, confidence, presentation quality, and professional conduct during practical evaluations.

## 8. Assessment & Evaluation System

NSDVE follows a comprehensive, multi-dimensional assessment framework that evaluates learners across theoretical knowledge, practical skills, and internal performance. The evaluation system is designed to be fair, transparent, and aligned with program learning outcomes.

### Assessment Components

Assessment Type	Description	Applicability
Theory Examination	Written examination covering all theoretical modules and subject content	All Programs
Practical Assessment	Hands-on evaluation of applied skills including speaking, presentation, and demonstration	All Programs
Internal Evaluation	Continuous assessment through assignments, class participation, and periodic tests	Select Programs
Skill-Based Assessment	Performance evaluation on specific competency benchmarks	Trainer Programs
Teaching Demonstration	Supervised micro-teaching evaluation for trainer development candidates	Trainer Programs

### Passing Criteria

Candidates must secure the minimum passing marks as prescribed by NSDVE in each subject and the practical examination separately. A candidate who fails in any subject is eligible for re-examination as per NSDVE examination regulations. Detailed marking schemes and grading criteria are communicated to learners at the time of enrollment.

### Grading System

NSDVE follows a merit-based grading system. Candidates who achieve distinction grades are recognized with Honours certification. The grading structure encourages excellence and acknowledges outstanding academic and practical performance.

## 9. Career Opportunities

NSDVE programs open a wide range of career pathways for graduates across education, corporate, and entrepreneurial sectors. The skills and qualifications gained through NSDVE programs are directly applicable to numerous professional roles. The following table highlights the primary career opportunities available to program graduates:

Education & Training Sector	Corporate & Industry Sector	Entrepreneurship & Self-Employment
Communication Trainer Spoken English Trainer Personality Development Trainer Tamil Phonics Teacher Teacher / Facilitator Training Coordinator	HR Executive / HR Trainer Soft Skills Trainer Corporate Communication Officer Public Relations Officer Content Developer	Entrepreneur Training Centre Owner Home Tutor / Private Trainer Freelance Communication Coach Online Educator / Content Creator

## 10. Certification Details

NSDVE certifications are awarded to candidates who successfully fulfill all academic, practical, and examination requirements of their enrolled program. The certification process is governed by NSDVE's Academic Regulations and Quality Assurance Framework.

### Certification Standards

Standard	Details
Issuing Authority	NSDVE — National Skill Development & Vocational Education
Certification Format	Officially printed and signed academic certificate with unique registration number
Completion Requirements	Minimum passing marks in all theory subjects and practical assessments
Merit Recognition	Distinction and First Class grades acknowledged on certificate for high performers
Verification	All certificates are verifiable through NSDVE's official academic records system
Validity	NSDVE certifications are valid for institutional, employment, and further education purposes

All certifications issued by NSDVE carry the institutional seal and are signed by the authorized academic authority. Candidates receive their certificates upon successful completion of all program requirements, including submission of examination fees, project work (where applicable), and clearance of any outstanding dues.

## 11. Conclusion

---

NSDVE's Communication Skills & Development Programs represent a commitment to excellence in vocational and skill-based education. Through our carefully structured curriculum, experienced faculty, and a strong emphasis on practical application, we strive to produce graduates who are not only academically qualified but practically prepared for the demands of the modern workplace and society.

Whether you are a student beginning your career journey, a working professional seeking advancement, or an aspiring trainer looking to build a rewarding career in education, NSDVE offers the right program to support your goals. Our certificates and diplomas are designed to be milestones in your journey toward personal growth, professional achievement, and lifelong learning.

We invite you to join the NSDVE community and take the first step toward transforming your communication skills, building your personality, and unlocking your full potential.

---

***NSDVE — Empowering Individuals Through Skill Development & Vocational Education***

---

For admissions, program details, and institutional inquiries, please contact NSDVE directly.