

An ISO 9001:2015 Certified Organization
A REVOLUTION



INDIRA GANDHI COMPUTER SAKSHARTA MISSION

An Autonomous Institute of IGCSM Education Pvt. Ltd. Registered
by Ministry of Corporate Affairs, Govt. of India



INFORMATION BROCHURE

COMPUTER PROGRAMS



IGCSM Education Pvt. Ltd.

Website: www.arigcsm.org



**सरस्वती नमस्तुभ्यं वरदे
कामरूपिणी विद्यारम्भं
करिष्यामि सिद्धिर्भवतु मे सदा।**



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Our Company :

IGCSM Education Pvt. Ltd. is a modern and innovative organization registered under Ministry of Corporate Affairs Govt. of India. With Corporate Identity Number U74999HR2016 PTC064176 and C.R. Act 1987 Ministry of Commerce and Industry Govt. of India and Ministry of Micro Small Medium Enterprises IGCSM Education Pvt. Ltd. is an ISO 9001:2015 Certified organisation with an aim to provide quality computer education to its aspirants firms all across the country covering rural & urban at a very nominal fee structure.

Our Mission :

In this era of information Technology and Sciences we are committed to provide the quality education all across our country covering rural and urban area at a very nominal fee.

Our Courses

All the training programs are designed and developed by the team of experts as per the industry input. It's continuous process of updating and implementing new courses from time to time as per the industry need so that the jobs can hunt our students at all time. After completion of the course, the student may apply to work with any institutes, NGO's, Schools, MNC's (Multi National Companies) Universities, Many other Govt. Departments according to their terms and conditions.

IGCSM EDUCATION PVT. LTD.

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Registered by



1. Ministry of Corporate Affairs, Govt. of India



2. C.R. Act 1957 Ministry of Commerce and Industry Govt. of India



3. Ministry of Micro, Small & Medium Enterprises



4. All India IT Association



5. ISO 9001:2015 TNV (United Kingdom)

Registration Letter



REGISTRATION PROCEDURE

HOW TO GET REGISTERED :

To get registered, a student has to fill the online application form. IGCSM Education Pvt. Ltd. centres provide certificate and Diploma courses both in regular and Distance mode.

- All fields in online application form are mandatory
- Application form should be filled very carefully. If there are any mistakes or blanks, the student may not be able to complete the subsequent computer course.
- Once the student is registered at the Head Office, then only up-gradation in the course shall be entertained and not otherwise.

Qualification requirements :

- The applicant must fulfill all the requirements according to the minimum eligibility criteria of the course.
- The applicant must bear all the expenses such as registration fees, tuition fee etc.
- If the applicant is below 18 years of age, then the consent of the applicant's guardian is required.

Submission of application form :

Take a printout of online application form, required in completion of your registration process.

How to complete the online application :

Once the student has completed the online registration process, then he/she needs to submit the following documents to ARIGCSM within 3 working days.

1. Demand Draft in favour of IGCSM Education Pvt. Ltd. as per prescribed fee.
2. Copy of the online registration form confirming that the student has been registered online. (Option available after the student has submitted the online application form.)
3. Two signed passport-sized colour photographs (Not older than 6 months) and one stamp-sized photograph for ID Card.
4. Attested photocopies of student's last educational qualification.
5. Category certificate (SC/ST/OBC) to be submitted.
6. One attested photocopy of address proof of the student.

Note : If we do not receive the above-mentioned documents within the stipulated time, the application of the student will be automatically cancelled.

Evaluation : The minimum qualifying marks for the semester examination are as follows:
Theory - 40%, Practical - 40%

Percentage	Grade
Above 79%	A
Between 60% to 79%	B
Between 40% to 59%	C
Below 40%	Fail

Examination Procedure : Examination will be conducted as per the norms and conditions of ARIGCSM Pvt. Ltd. The pattern of exam will be objective type which has to be answered in the question paper only. The Date of examination, Timing/session will be according to the annual planner sent to all the centres. The duration of the examination will be 3 hours.

Re Examination : A student has to secure at least 40% marks in each subject to qualify in the semester exam. A student who does not clear all the modules of semester exam in one sitting will be allowed to re-appear in failed modules. However, the student has to pay an amount of 500/- for each.

Note : IGCSM Education Pvt. Ltd. shall not take any personal liability in any circumstances.

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Sr. No.	Course	Duration
1.	Basic Computer Applications	3 Months
2.	Diploma in Desktop Publishing (DTP)	3 Months
3.	Tally	3 Months
4.	Diploma in Computer Accounting	6 Months
5.	Diploma in Computer Application	6 Months
6.	Advance Diploma in Computer Application	1 Year
7.	Advance Diploma in Hardware & Networking	1 Year
8.	N.T.T. (Nursery Teacher Training)	1 & 2 Year
9.	Diploma in Beautician	1 Year
10.	Diploma in Sewing Technology	1 Year

Basic Computer Application (BCA)



Code : 001
Duration : 3 Months
Eligibility : 10th Onwards
*** Computer Fundamental**
*** Operating System**
*** MS WORD >> Excel >> Power Point**
Practical Lab -1



DTP (Desk Top Publishing/Content Designer)



Code : 002
Duration : 3 Months
Eligibility : 10th Onwards

- * Page Maker**
- * Photoshop**
- * Corel Draw**

Note : Registration & Exam Fees will be charged Extra



TALLY

Code : 003
Duration : 3 Months
Eligibility : 10th Onwards
* Computer Fundamental
* MS Word >> MS Excel
* Tally ERP 9.0 Practical Lab-1

Note : Registration & Exam Fees will be charged Extra



DCA (Diploma in Computer Accountant)

Code : 004
* Computer Fundamental
* Internet
Practical Lab -1

Duration : 6 Months
* Operating System
* Manual Account

Eligibility : 10th Onwards
* MS WORD >> Excel >> Power Point
* Tally 9.0



Note : Registration & Exam Fees will be charged Extra



DCA (Diploma in Computer Application)

Code : 005

Duration : 6 Months

Eligibility : 10th Onwards

*** Computer Fundamental**

*** Operating System**

*** MS Office 2003/2007/2010**

(WORD >> Excel >> Power Point)

*** HTML/DHTML**

*** Internet**

Practical Lab -1

Note : Registration & Exam Fees will be charged Extra



ADCA (Advance Diploma in Computer Application)

Semester-1

Code : 06

Duration :1 Year

Eligibility : 10th Onwards

*** Computer Fundamental**

*** Operating System**

*** MS Office 2003/2007/2010**

(WORD >> Excel >> Power Point)

*** HTML/DHTML**

*** Internet**

Practical Lab -1

*** Manual Accountant**

*** Tally 9.0**

*** Page Maker**

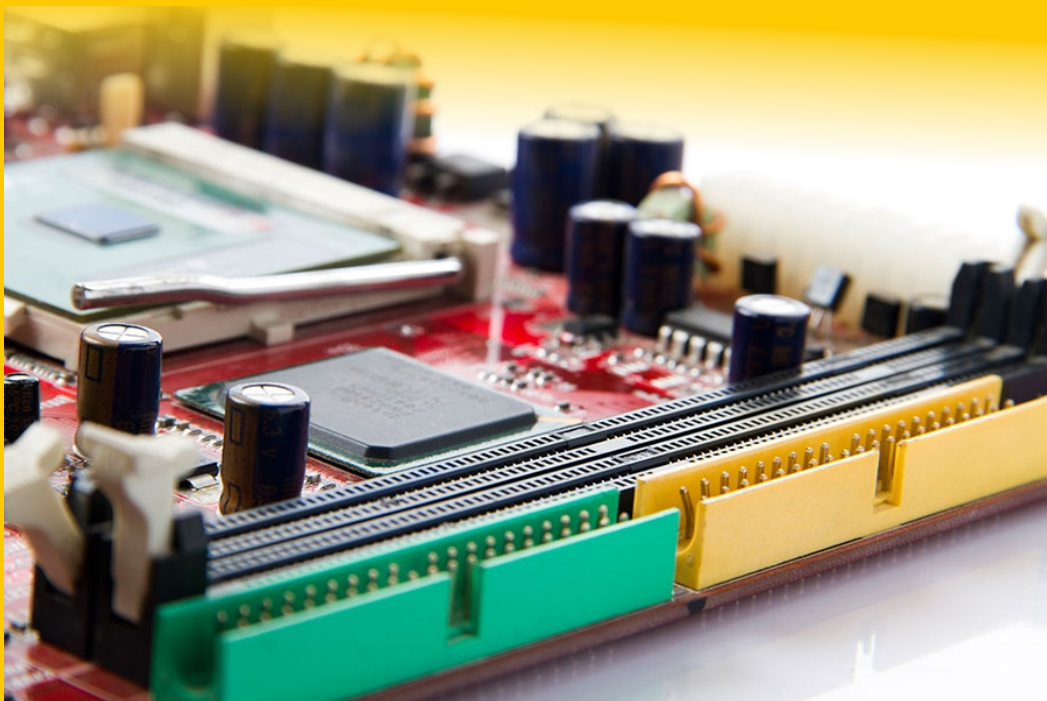
*** Photoshop**

*** Programming Fundamental 'C'/C++**

Practical Lab -2



Note : Registration & Exam Fees will be charged Extra



ADHNT (Advance Diploma in Hardware & Networking)

Code: 07

Duration :1 Year

Semester 1

* Analog Electronics & Digital Electronics

* Operating System: Dos, Window (XP, Window 7,8 & 10 , Server 2003,08 /12)

Unix & Linux, Microprocessor

* Installation & Assembling

* Peripheral Devices and Maintenance

* Computer Architecture

Practical Lab -1

Eligibility : 10th Onwards

Semester 2

* Conventional Encryption

* Networking Fundamental

* Public Key Cryptography

* Number Theory

* Networking Security (Protocols)

* IP Security Email Security

* Web Security

* Practical Lab-2 & Project



Note : Registration & Exam Fees will be charged Extra



Nursery Teacher Training

Code : 08

Duration : 1 Year / 2 Year

Eligibility : 12th Onwards

Semester 1st

- * School Organisation at Administration
- * Intelligence at Learning
- * Methodology of Teaching at Education

Semester 2nd

- * Education Psychology, Sociology & Guidance, Meaning and Form of Education, Personality Development

Semester 3rd

- * Child Psychology, Child Welfare & Health

Semester 4th

- * Method of Teaching
- * Principles of Education

Note : Registration & Exam Fees will be charged Extra



DIPLOMA IN BEAUTICIAN



Code: 09

Duration :1 Year

Semester 1

- *Beauty Therapist
- * Skin Analyst
- * Hair Specialist
- * Dietitian
- * Practical Lab-1

Eligibility : 10th/12th Onwards

Semester 2

- * Make Up Artist
- * Self Employment
- * Opening Beauty Salons
- * Beauty Journalist
- * Hair Stylist

DST (Diploma in Sewing Technology)



Code : 10

Duration : 1 Year

Eligibility : 10th/12th Onwards

Semester 1st

- * Practise of Making Seams
- * Farmiliarization & Handing the Tools
Practise of Hand Stitching
& Making Sample of Them
- * Lock Stitch Sawing Machine
- * Fabric Designs

Semester 2nd

- * Pattern Making
- * Cutting Sewing
- * Sample of Making Collars
- * Fabric Estimation

Note :

**Registration & Exam Fees
will be charged Extra**



CTTC (Computer Teacher Training Course)

CTTC

Code : 011

Duration :1 Year

Semester 1

- * Computer Fundamental
 - * Operating System
 - * MS Word >> Excel >> Power Point
 - * Internet
 - * Programming Fundamental 'C'
 - * School Organisation & Administration
 - * Child Psychology
- Practical Lab -1

Eligibility : 10th/12th Onwards

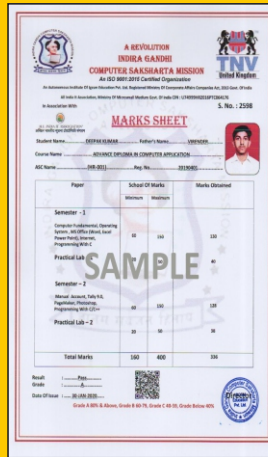
Semester-2

- * HTML, DHTML, C, C++
 - * Tally
 - * Pagemaker, Photoshop
 - * Basic Computer Troubleshooting
 - * Method of Teaching
- Practical Lab -2
Training

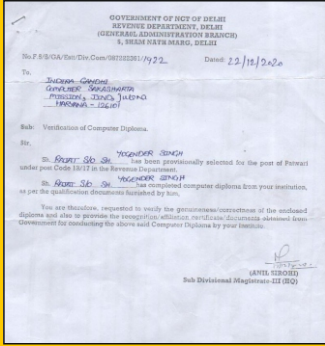


Note : Registration & Exam Fees will be charged Extra

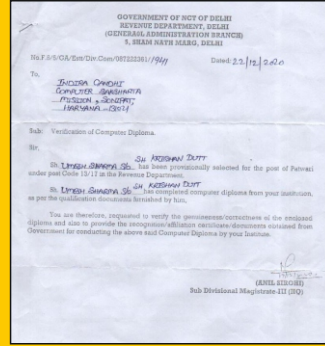
DIPLOMA SAMPLES



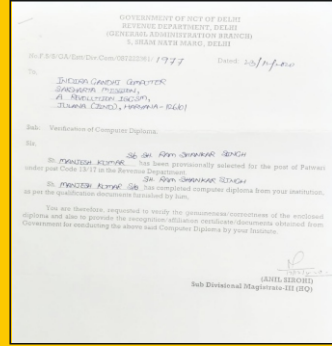
VERIFICATION LETTERS



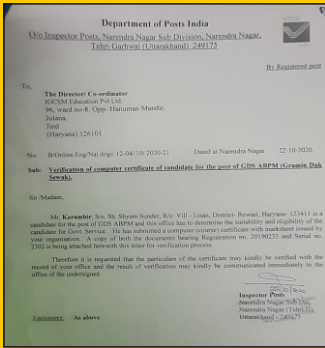
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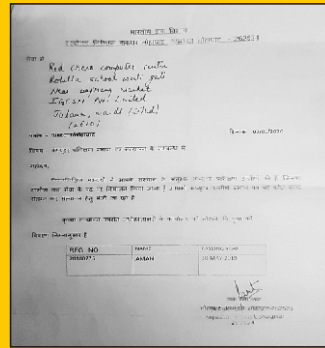
PATWARI DELHI GOVT.



PATWARI DELHI GOVT.



CLERK CENTRAL GOVT.



CLERK CENTRAL GOVT.



AXIS BANK



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