

# PROSPECTUS

Way of Success



**RGNYCLM**  
AN ISO 9001:2008

## **RAJEEV GANDHI NATIONAL YOUTH COMPUTER LITERACY MISSION**

An National Programme of Information Technology Education & Development  
(An Autonomous Institution Registered Under Public Trust Act 1882)  
Course Reg under C.R.Act, Ministry of HRD

**Govt. of India**



# About RGNYCLM



**Rajeev Gandhi National Youth Computer Literacy Mission** is the pioneer in Computer education system with proper care, best trainer, and best faculties. **RGNYCLM** prepares students to be a part of this growing industry through its courses.

**Rajeev Gandhi National Youth Computer Literacy Mission has been Registered under Indian Public trust Act 1882 (Reg. No. - IV 150100104/2016), Our Organization also ISO 9001:2008 Certified, also Affiliated member of Planning Commission, Govt of India. Our Course Registered under C.R.Act 1957, Ministry of HRD, Govt of India. Institute Name and Logo under Registered (TM Ap - 3189358).**

**RGNYCLM** is engaged in providing vocational trainings related to computers, Accounting and Entrepreneurship Development. We have a strong presence in the class cities as well as in the rural and remotest corners. We work with equal ease in the fast growing big cities of central India and in the rural and backward regions. **RGNYCLM** is an effective gateway to set up institute for students to provide training & skill development for all entrepreneurs.

**RGNYCLM** offers a variety of courses for IT sector, certification courses for IT professionals to enhance their carrier and basic IT programs for school students, housewife's, senior citizens etc.

IT has become backbone of almost every organization. Information Technology has become inseparable part of our lives today, whether we use Computer/Laptops/Mobiles Phones/ATM, Railways, Net Banking or other services we use technology and computer. This has increased the demand of Hardware, Networking & its security and so the need for the professionals who can manage and maintain the IT Infrastructure. Hardware and networking is an industry which experienced a major hope over the last decade, ever since the IT boom.

## **OUR AIM**

Today computer has become a backbone of every organization, it has become inspirable part of our lives today. computers has become compulsory for every person of the family but due to the high training fees structure of computer institution, the people related to lower or middle class may not be able to afford it. "Rajeev Gandhi National Youth Literacy Mission" has been run to provide the high technical computer education at very nominal fees to the person belonging to lower and middle class.

## **OBJECTIVE OF PROGRAMME**

All the courses are launched after an initial survey. The courses fulfil the requirement of the students. To gain professional qualification, Certification and extra classes in career orientation and self-development. After completion of each module the performance of the student's is monitored through regular tests to develop their skills. That the students should appear success fully. In the job market and handle the situation confidently.

## **OUR CERTIFICATES HAVE GLOBAL RECOGNITION**

Our students are employed in reputed organization both in India and Abroad. The key to success in ensuring quality training by the experts. Provide education for the rural youth enabling him to play a part of the Global Development.

## **PROMISES**

Our promises are to use our Honestly, Sincerity and hardworking capacity of faculties to build-up the bright futures of our students through the computer education.



## **ACADEMIC RULES OF RGNYCLM**

The student is expected to maintain appropriate relation with the management and staff. The student should follow the management rules strictly.

The management expects the student's cooperation during the class session.

Student should carry the identity card, bag provided by the Head Office in the Office Premises during class session.

The students must attend all the theory and lab sessions regularly.

Proper discipline should be maintained within the Centre Premises.

Any student found misbehaving will be restricted from attending the class.

## **OUR PROGRAMME**

All the courses are launched after an initial survey. The Courses fulfil the requirement of the students. To gain professional qualification. Certification and extra classes in career orientation and self-development. After completion of each module the performance of the students is monitored through regular tests to develop their skills. That the students should appear successfully in the job market and handle the situation confidently.

## **OUR FACILITIES AND SERVICE**

On line registration

On line Certificate mark sheet verification

On line Exam

On line payment

On line Support

## **OUR COURSES STRUCTURE**

As per the requirements of the students courses can be classified into

i) Certificate Course

ii) Diploma Courses

iii) Advanced Diploma & PG Diploma

iv) Professional Courses

## **RGNYCLM RESULT**

The Examination will be held twice a year by the authorized study centre. Students will be eligible to appear for semester-II only after six months of the successful completion of semester-I.

## **RGNYCLM EVALUATION**

The minimum qualifying marks for the semester examination are as follows-

Course	Semester Examination
Diploma Course	40%
PG Diploma	40%
Certificate Course	40%

After qualifying all the exams, the students will be awarded grades as per their percentage marks obtained :

Grade	Percentage
A+	$\geq 80\%$
A	$\geq 70\%$ to $< 80\%$
B+	$\geq 60\%$ to $< 70\%$
B	$\geq 50\%$ to $< 60\%$
C	$\geq 40\%$ to $< 50\%$

## **RGNYCLM General Instruction**

The prospectus must be read carefully and all details should be filled completely and clearly. Fees once paid shall not be refunded/transferred under any circumstances.

All matters concerned with examination dates, procedures and result will be decided by RGNYCLM AND Shall be final and binding changes shall be intimated from time to time.



# Index

## Course Code

RN01COM  
RN02CCA  
RN03CCFA  
RN04CCTS  
RN05CCDE  
RN06CCH  
RN07CIC  
RN08CSIT

RN09DCA  
RN010DCFA  
RN11DDTP  
RN12DCHM  
RN13DITA  
RN14DCAMA  
RN15DIPWD

RN16ADOAP  
RN17ADHN  
RN18ADWPD  
RN19SEPD

RN20KIDS

## Courses

### CERTIFICATE COURSE

Certificate in Office Management (COM)  
Certificate in Computer Application (CCA)  
Certificate in Computer Financial Accounting (CCFA)  
Certificate Course in Typing Skill (CCTS)  
Certificate Course in Data Entry (CCDE)  
Certificate Course in Hardware (CCH)  
Certificate in Internet Course (CIC)  
Certificate in Software Installation & Trouble Shooting (CSITS)

### DIPLOMA COURSE

Diploma in Computer Application (DCA)  
Diploma in Computer Financial Accounting (DCFA)  
Diploma in Desktop Publishing (DDTP)  
Diploma in Computer Hardware and Maintenance (DCHM)  
Diploma in Information Technology and Application (DITA)  
Diploma in Computer Application & Multimedia Animation (DCAMA)  
Diploma in Internet Programming & Web Designing (DIPWD)

### ADVANCE DIPLOMA COURSE

Advance Diploma in Office Accounting and Publishing (ADOAP)  
Advance Diploma in Hardware and Networking (ADHN)  
Advance Diploma in Web Page Designing (ADWPD)  
Spoken English & Personality Development (SEPD)

### KIDS COURSE

KIDS-Smart Computer Education (KIDS)



# CERTIFICATE COURSE

## COM

### Certificate in Office Management

Duration - 3 Months

Code No - RN01COM

Eligibility - 10 th



#### SEMESTER - 1

- ❖ Computer Fundamental & OS
- ❖ MS Office (Word, Excel, Power Point)
- ❖ Introduction to Internet & e-mail.

#### Fees Structure

Reg. Fee - 600

Course Fee - 1800

Note : Exam Fee will be charge extra

## CCA

### Certificate in Computer Application

Duration - 6 Months

Code No - RN02CCA

Eligibility - 10 th

#### SEMESTER - 1

- ❖ Computer Fundamental & OS
- ❖ MS Office (Word, Excel, Power Point)
- ❖ Introduction to Internet & e-mail.

#### Fees Structure

Reg. Fee - 800

Course Fee - 2800

Note : Exam Fee will be charge extra



## CCFA

### Certificate in Computer Financial Accounting

Duration - 6 Months

Code No - RN03CCFA

Eligibility - 10 th

#### SEMESTER - 1

- ❖ Computer Fundamental & OS
- ❖ F.A. (Fundamental of Account)
- ❖ Tally ERP - 9
- ❖ Internet & e-mail

#### Fees Structure

Reg. Fee - 1000

Course Fee - 3800

Note : Exam Fee will be charge extra



## CCTS

### Certificate Course in Typing Skill

Duration - 3 Months

Code No - RN04CCTS

Eligibility - 10 th

#### SEMESTER - 1

- ❖ Learning Keys
- ❖ Typing Accuracy & Speed-Building Practice
- ❖ Speed and Accuracy Development
- ❖ Online typing Aids. and Weakly Assignments
- ❖ Project Work

#### Fees Structure

Reg. Fee - 600

Course Fee - 1000

Note : Exam Fee will be charge extra



## CCDE

### Certificate Course in Data Entry

Duration - 6 Months

Code No - RN05CCDE

Eligibility - 10 th

#### SEMESTER - 1

- ❖ Computer Fundamental & OS
- ❖ Word Processing
- ❖ Formatting Documents
- ❖ Formatting Spread Sheet and Work Sheet
- ❖ Formulas and Functions
- ❖ Creating Presentation
- ❖ Introduction to Internet

#### Fees Structure

Reg. Fee - 1000

Course Fee - 3800

Note : Exam Fee will be charge extra



## CCH

### Certificate Course in Hardware

Duration - 2 Months

Code No - RN06CCH

Eligibility - 10 th

#### SEMESTER - 1

- ❖ Computer Fundamental & OS
- ❖ Basic Electronics, Digital Electronics
- ❖ Computer Architecture
- ❖ Software Installation

#### Fees Structure

Reg. Fee - 600

Course Fee - 2600

Note : Exam Fee will be charge extra





# Computer Courses

## CIC

### Certificate in Internet Course

Duration - 2 Months

Code No - RN07CIC

Eligibility - 10 th

#### SEMESTER - 1

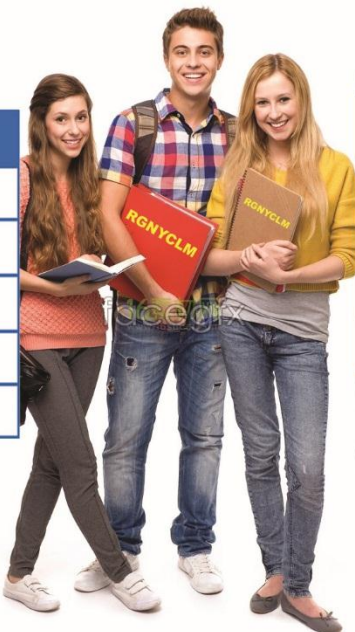
- ❖ Introduction to Internet
- ❖ Internet Connectivity, Services on Internet
- ❖ Information Hosting on Internet
- ❖ Net Browsing and Search Engines
- ❖ e-mail and Anti-Virus

#### Fees Structure

Reg. Fee - 600

Course Fee - 1000

Note : Exam Fee will be charge extra



## DCA

### Diploma in Computer Application

Duration - 6 Months

Code No - RN09DCA

Eligibility - 10 th

#### SEMESTER - 1

- ❖ Computer Fundamental & OS
- ❖ MS Office ( Word, Excel, PowerPoint, Access)
- ❖ HTML, Internet & e-mailing
- ❖ **Live Project**

#### Fees Structure

Reg. Fee - 1200

Course Fee - 4800

Note : Exam Fee will be charge extra



## CSIT

### Certificate in Software Installation & Troubleshooting

Duration - 3 Months

Code No - RN08CSIT

Eligibility - 12 th

#### SEMESTER - 1

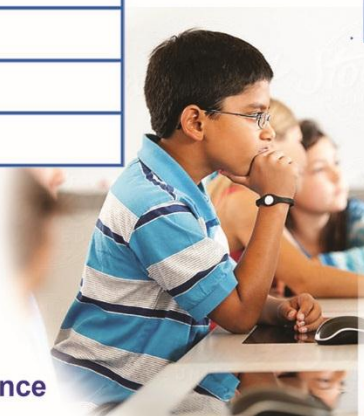
- ❖ Introduction to Hardware
- ❖ Software Installation, Troubleshooting
- ❖ Removing Software, PC Tools and Anti-Virus Software
- ❖ Mother Board, Storage USB Devices
- ❖ Principle of Digital Electronics
- ❖ All Computer Parts Knowledge

#### Fees Structure

Reg. Fee - 800

Course Fee - 2100

Note : Exam Fee will be charge extra



## DCFA

### Diploma in Computer Financial Accounting

Duration - 9 Months

Code No - RN10DCFA

Eligibility - 12 th

#### SEMESTER - 1

- ❖ Computer Fundamental & OS
- ❖ MS Office ( Word, Excel, PowerPoint,)
- ❖ F.A. (Fundamental of Accounts), Tally ERP 9
- ❖ Internet & e-mailing
- ❖ **Live Project**

#### Fees Structure

Reg. Fee - 1400

Course Fee - 5800

Note : Exam Fee will be charge extra



## DCHM

### Diploma in Computer Hardware and Maintenance

Duration - 6 Months

Code No - RN12DCHM

Eligibility - 10 th

#### SEMESTER - 1

- ❖ Analog and Digital Electronics
- ❖ Operating Systems, Microprocessors
- ❖ Installation & Assembling
- ❖ Peripheral Devices Installation & Maintenance
- ❖ **Live Project**

#### Fees Structure

Reg. Fee - 1600

Course Fee - 7000

Note : Exam Fee will be charge extra



## DDTP

### Diploma in Desktop Publishing

Duration - 6 Months

Code No - RN11DDTP

Eligibility - 10 th

#### SEMESTER - 1

- ❖ Computer Fundamental & OS
- ❖ MS Office ( Word, PowerPoint,)
- ❖ Internet & e-mailing
- ❖ D.T.P (PageMaker, Photoshop, Coreldraw)
- ❖ **Live Project**

#### Fees Structure

Reg. Fee - 1200

Course Fee - 3800

Note : Exam Fee will be charge extra





# Computer Courses

## DITA

Diploma in Information Technology and Application

Duration - 12 Months

Code No - RN13DITA

Eligibility - 10 th

### SEMESTER - 1

- ❖ Computer Fundamental & OS
- ❖ MS Office ( Word, Excel, PowerPoint, Access)
- ❖ Internet & e-mailing

### SEMESTER - 2

- ❖ Programming in 'C' Language
- ❖ VB.Net, Foxpro

#### Fees Structure

Reg. Fee - 1600

Course Fee - 8000

Note : Exam Fee will be charge extra



## DCAMA

Diploma in Computer Application & Multimedia Animation

Duration - 12 Months

Code No - RN14DCAMA

Eligibility - 10 th

### SEMESTER - 1

- ❖ Computer Fundamental & OS
- ❖ MS Office ( Word, Excel, PowerPoint, Access)
- ❖ D.T.P (PageMaker, Photoshop, Coreldraw)
- ❖ **Live Project**

### SEMESTER - 2

- ❖ Adobe Premer
- ❖ Dream Weaver
- ❖ Flash
- ❖ Adobe Illustrator
- ❖ **Live Project**

#### Fees Structure

Reg. Fee - 2000

Course Fee - 14000

Note : Exam Fee will be charge extra



## ADOAP

Advance Diploma in Office Accounting and Publishing

Course registered under C.R.Act of MHRD  
(Dept. of Secondary & Higher Education)

Govt. of India

Duration - 12 Months

Code No - RN15ADOAP

Eligibility - 10 th

### SEMESTER - 1

- ❖ Computer Fundamental & OS
- ❖ Computer Operating System (Windows - 7)
- ❖ MS Office ( Word, Excel, PowerPoint )
- ❖ HTML, Internet & e-mailing
- ❖ **Live Project**

### SEMESTER - 2

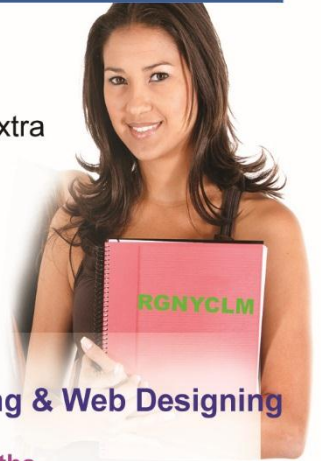
- ❖ F.A. (Fundamental of Accounts), Tally ERP 9
- ❖ D.T.P (PageMaker, Photoshop, Coreldraw)
- ❖ Typing (Bengali & English), Speed Test
- ❖ **Live Project**

#### Fees Structure

Reg. Fee - 1600

Course Fee - 9800

Note : Exam Fee will be charge extra



## DIPWD

Diploma in Internet Programming & Web Designing

Duration - 6 Months

Code No - RN16DIPWD

Eligibility - 10 th

### SEMESTER - 1

- ❖ Computer Fundamental & OS
- ❖ Computer Network and Internet
- ❖ HTML & Front Page
- ❖ Dreamweaver, Flash
- ❖ **Project Work**

#### Fees Structure

Reg. Fee - 1600

Course Fee - 9800

Note : Exam Fee will be charge extra





# Computer Courses

## ADHN

### Advance Diploma in Hardware and Networking

Duration - 12 Months

Code No - RN17ADHN

Eligibility - 12 th

#### SEMESTER - 1

- ❖ Computer Fundamental & OS
- ❖ Microprocessors
- ❖ Installation and Assembling
- ❖ Peripheral Devices Installation and Maintenance
- ❖ Internet (Downloading and Installation)
- ❖ **Live Project**

#### SEMESTER - 2

- ❖ PC Architecture, Power Supply, Display System
- ❖ Drivers, Printer and Scanner Repairing
- ❖ Virus Removing and Detection Techniques
- ❖ Network Fundamental
- ❖ **Live Project**

#### Fees Structure

Reg. Fee - 1800

Course Fee - 18000

Note : Exam Fee will be charge extra



## ADWPD

### Advance Diploma in Web Page Designing

Duration - 12 Months

Code No - RN18ADWPD

Eligibility - 12 th

#### SEMESTER - 1

- ❖ Introduction to Computer Fundamental
- ❖ Operating System
- ❖ Introduction the WWW as an Educational Tool
- ❖ Network and Internet
- ❖ MS Office ( Word, Excel, PowerPoint )
- ❖ HTML & Front Page
- ❖ Ethical Responsibilities of the Web Developer

#### SEMESTER - 2

- ❖ D.T.P (PageMaker, Photoshop, Coreldraw)
- ❖ Dreamweaver, Flash
- ❖ Java Script
- ❖ Visual Basic
- ❖ ASP / PHP

#### Fees Structure

Reg. Fee - 2500

Course Fee - 16000

Note : Exam Fee will be charge extra



## KIDS

### KIDS - Smart Computer Education

Duration - 1 yr - 2 yr

Code No - RN20KIDS

Eligibility - 5 th

#### SEMESTER - 1

- ❖ Fundamental of Computer
- ❖ Painting
- ❖ Number and Calculation
- ❖ Text and Document
- ❖ Kids School Project
- ❖ Play with Game
- ❖ Audio & Music

#### SEMESTER -

- ❖ MS-Word ( Text and Designing )
- ❖ PowerPoint Animation
- ❖ Internet & E-mail
- ❖ Browsing and Downloading
- ❖ Photo Editing
- ❖ Project Work

#### Fees Structure

Reg. Fee - 600

Course Fee - 3600 - 7200

Note : Exam Fee will be charge extra



## SEPD

### Spoken English & Personality Development

Duration - 6 Months

Code No - RN19SEPD

Eligibility - 10 th

#### SEMESTER - 1

- ❖ Basics of Communication
- ❖ Basics of Grammar
- ❖ Every day Communication
- ❖ Public Speaking
- ❖ Personality Development
- ❖ Interview Skills

#### Fees Structure

Reg. Fee - 1000

Course Fee - 3500

Note : Exam Fee will be charge extra









# FOR OFFICE USE

(ASC Copy)

## BATCH TIME :

Duration \_\_\_\_\_

## TERMINAL EXAMINATION RESULT :

Class Commencement Date \_\_\_\_\_ Course \_\_\_\_\_

**Marks Obtained**

**Maximum Marks**

1<sup>st</sup> Semester \_\_\_\_\_

\_\_\_\_\_

2<sup>nd</sup> Semester \_\_\_\_\_

\_\_\_\_\_

## RE-EXAMINATION RESULT :

**Marks Obtained**

**Maximum Marks**

1<sup>st</sup> Semester \_\_\_\_\_

\_\_\_\_\_

2<sup>nd</sup> Semester \_\_\_\_\_

\_\_\_\_\_

Final Diploma Examination Details : \_\_\_\_\_

Marks Obtained(Obt/Max) \_\_\_\_\_ % of Marks \_\_\_\_\_ % of Attendance \_\_\_\_\_

## Declaration of Certificate Issuing :

I, student of RAJEEV GANDHI NATIONAL YOUTH COMPUTER LITERACY MISSION have completed my course successfully and I had received my certificate.

Thank You.

**SIGNATURE OF STUDENT**

Name: \_\_\_\_\_

Reg No: \_\_\_\_\_



Certificate No -



**RGNCLM**  
AN ISO 9001:2008

# RAJEEV GANDHI NATIONAL YOUTH COMPUTER LITERACY MISSION

A National Programme of Information Technology Education & development

Reg. No - IV 150100104/2016 Public Trust Act. WB

Affiliated Member of Planning Commission

Course Registered Under C.R.Act, MHRD

(Dept, of Secondary & Higher Education)

**Govt. of India**

AN ISO 9001:2008 Certified Institute

## CERTIFICATE

Sample

This is to certify, that \_\_\_\_\_  
S/O, D/O \_\_\_\_\_  
has successfully completed \_\_\_\_\_ course \_\_\_\_\_  
in the \_\_\_\_\_  
academic session \_\_\_\_\_ .He / She has been awarded \_\_\_\_\_ Grade  
from ASC Name \_\_\_\_\_ ASC Code \_\_\_\_\_

Date of Issue : 13/03/2016

Enrollment No : WB100Y2016E001

**Secretary**

Secretary of RGNCLM Services

**Chairman**

Chairman of RGNCLM Services



URL.....

Grade Bar for Overall Performance	
Grade	Percentage of Marks
A*	80% % Above
A	70% % Above
B*	60% % Above
B	50% % Above
C	50% % Above
FAIL	BELOW 40%



JAS-ANZ



ISO 9001:2008  
CERTIFIED







**Student ID-Card**

**Rajeev Gandhi National Youth  
Computer Literacy Mission**

Email - [info@rgnyclm.com](mailto:info@rgnyclm.com)

[www.rgnyclm.com](http://www.rgnyclm.com)



*Registration No :*  
*Student Name :*  
*Father's Name :*  
*Address :*

*Course : DITA*  
*Date of Admission :*

**RGNYCLM**  
AN ISO 9001:2008

Center Coordinator

Contact :

Your Center Address -



# Vocational Course

- 1) Mobile Maintenance & Repairing.
- 2) Civil Construction and Maintenance Technology.
- 3) Automobile Mechanics.
- 4) A.C and Refrigerator maintenance & Repairing
- 5) Beautician Training
- 6) Tailoring & Designing.
- 7) Civil Engineering.
- 8) Travel & Tourism.
- 9) Event Management.



# Professional Course

- 1) Grooming & Personality Development.
- 2) Customer Service & Operation (Store)
- 3) Diploma in web Designing & Development.
- 4) Advance Diploma in web Designing & Development.
- 5) Computer Hardware Engineering.
- 6) Advance Computer Hardware Engineering.
- 7) Computer Network Engineering.
- 8) Software Engineering.
- 9) Advance Diploma in Professional Accountant.
- 10) BPO Training.





Rs- 100

Contact  
RGNYCLM

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7797225789

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Web - [www.rgnyclm.com](http://www.rgnyclm.com)

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Near Machlandapur Rail Station



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