

IS/ISO 9001:2000



Education & Training  
Computer Education Division

## PROSPECTUS



Since 1978

Managed by:



**Intelligent Communication Systems India Ltd.**

(A joint venture of TCIL, A Govt. of India Enterprise & DSIIDC, A Delhi Govt. undertaking)

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## FOREWORD

In the rapidly changing Global IT Scenario, every young Indian Student, especially the Bright TCIL-IT Students should take the Lead Role in making India as an IT Super Power with 100% IT Literacy, which is the dream of our Government and all the Citizens of our great Country.

As you all are aware, TCIL-IT is dedicatedly involved in the Exploitation and Development of highly Resourceful IT Talents/Skills for over a decade, by effectively imparting knowledge and providing Education & Training through its powerful Network of the wide spread TCIL-IT Training Centre along the Length & Breadth of our Country.

It is indeed, a matter of Pride for me to say that TCIL-IT has a battery of IT Experts, Academicians, Professionals from the IT Industry in its Panel, who have acquired Supreme Power of-Knowledge and Expertise, gained through their Intellectual Capacity and their rich Experience in the IT-Field. TCIL-IT has taken the full advantage of encashing such Expertise and Knowledge, by transforming them into TCIL-IT's Courses designs the Curriculum to perfectly suit the exact requirement of the IT-industry Globally.

I am quite confident that our Fellow Students of TCIL-IT in the Country would certainly take the maximum advantage of these Educative and Informative Syllabus, which would help them in coming out of TCIL-IT's Training Institutes with Flying Colors to compete with the rest of the World. TCIL-IT's Course Materials would certainly become a collection of Holy Books to every TCIL-IT Student, which would help them have a very strong Foundation and would keep it for future reference. Our Online Examination is designed to prove transparency and errorless assessment.

I Thank all my beloved Fellow Students/Participants from the Corporate Sector for having chosen TCIL-IT's Courses and also for joining TCIL-IT's Training Centre, which I believe would give a better Edge in the emerging Competitive Scenario. I, on behalf of my Colleagues, my Organization, wholeheartedly wish to express a Bright, Successful and a Great Career to all our Beloved Students/Participants from the Corporate Sector.

S/d  
Head  
Education & Training  
TCIL-IT

# SYLLABUS

(Syllabus designed for all version of software)

## 1. COMPUTER APPRECIATION COURSE (CAC)

Computer - an Overview, Operating System (Windows/Linux), Introduction to Word Processing, Introduction to Spreadsheet, Introduction to Presentations, Internet. **[48 Hrs]**

## 2. CERTIFICATE IN COMPUTER APPLICATIONS (CCA)

Introduction to Computer, DOS, Operating Systems (Windows/Linux), Word Processing in detail, Spreadsheet (Excel) in Detail, Presentation in Ms-PowerPoint or Equivalent, Outlook Express, FrontPage, MS Access, System Tools & Virus, Internet & E-Commerce. **[120 Hrs]**

## 3. FUNDAMENTALS OF COMPUTER (FOC) - 18 Hrs

What is a Computer, Characteristics of a Computer, Generation of computers, Introduction to the binary system, Components of a Computer, Input units, Output units, Processing units, Storage, Classification of computers, Networking, Software and Installation, Operating systems, Computer languages, Plug ins, Applications of Computer.

## 4. C-PROGRAMMING (C)

**Part-I:** An Overview of "C" Programming, Control Structures, Macro, Arrays, Pointers, Memory Allocation, Character Handling, String Handling, User Defined Data Types, Functions, Header File Creation, Storage Class, Numerators, Enumerators, File Handling, Graphics, Data Structures, Files. **[48 Hrs]**

**Part-II:** Introduction, Arrays, Stacks, Queues, Linked List, Tree, Searching, Sorting, Binary Search Tree, Graph, Files.

**[22 Hrs]**

## 5. VISUAL BASIC PROGRAMMING (VB)

The Integrated Development Environment, Managing Projects, Introduction to Visual Basic Language, Forms and Menus, Controls, Concepts of Objects and Classes, Visual Basic and Windows API, Graphics with Visual Basics, Event-Driven Programming, Multiple Document Interface (MDI), Programming and Interfacing with MS-Office, Data Manager and Data Controls. **[50 Hrs]**

## 6. SYSTEM ANALYSIS AND DESIGN (SAD)

Overview of System Analysis and Design, System Development Life Cycle, The system analyst, System Planning and Analysis, Tools and Techniques for Modelling, System Design and Modelling, Input and Output Design Control, Modular and Structured Design, System Development, Implementation and Maintenance, System Audit and Security, Object Oriented Analysis and Modelling, Management Information System. **[10 Hrs]**

## 7. OBJECT ORIENTED PROGRAMMING STRUCTURE with C++ (C++)

**Part-I:** Object-Oriented Programming, Data types, Operators and Expressions, Decision statements, Loop control statements, Arrays, Pointers, Structure and Union, C++ functions, Classes, Constructors and destructors, Overloaded operators, Inheritance, C++ I/O, Recent enhancements to C++ **[30 Hrs]**

**Part-II:** Introduction Data Structures, Introduction to C++, Data Structures and their Representation, Stacks, Queues, Trees, Graphs, Sorting Techniques, Hashing Techniques, Advanced Data Structure. **[20 Hrs]**

## 8. SCRIPT LANGUAGE (SL)

**Part-I:** Introduction to Java Script, Using Operators, statements and Functions, Handling Events, Working with Objects, Form and Elements Creating Frames and Windows, Using Cookies, Link and Anchor, Using Images, Math Functions, Developing Search Tools, Java Applets, Java API, ActiveX Components, Plug-Ins, Multimedia Applications, Interfacing CGI Programs **[50 Hrs]**

**Part-II:** Introduction to Action Script in Flash, Basic Timeline Navigation, Naming Routes, Fundamentals, Event Handling and Menus, Controlling Multiple Timelines, Communicating with External Elements, Manipulating Graphics, Controlling Audio, Controlling Text, Add Interactivity, Gaming Logic, Multimedia Applications **[32 Hrs]**

**Part-III:** Introduction to C#, Data Type and Operators, Control Statements, Array and Functions, Introduction to Classes and Inheritance, Overloading and Overriding, Name space and Interface, Delegates and Events, Attributes, Structure and Enumerators, Introducing MDI, Drawing Graphics Multithreading, Properties and Indexers, Stream & Files, String Handling, Error handling and Debugging, Database Connection, Using Collections, Web Service **[56 Hrs]**

**Part-IV:** Introduction to Lingo Script in Director, Programming Concepts, Behaviours, Local and Global declaration, Cast Script, Button Link, Loop control statements, Audio Control Scripting **[28 Hrs]**

**Part-V:** Introduction VB Script Basic, Variables, Subtypes and Constants, Array, Operators, Script Procedures, Program Control and Structure, Strings and Numbers, Event Handlers **[30 Hrs]**

**Part-VI:** Introduction to DirectX, Initialization, View Ports, Multiple Devices, Primitive Types, Vertex Data (Vertex Buffers), Transforms, Texture Mapping, Texture Filtering, Texture Sub-loading, Alpha Texture Blending, Point Lighting, Resizing DirectX, Particle System (Using Point Sprites), Simple Vertex & Pixel Shader, High Dynamic Range Texture Loader **(36 Hrs)**

**Part-VII:** Introduction to Atari Lite C , Variables, Functions, Bitmaps, Displaying Numbers, Buttons & Sliders, Strings & Texts, 3D Coordinates, Entities, Actions, Pointers, If-Else Branching, Keyboard, Mouse, Joystick, Debugging, Moving Entities, Physics, Using Sprites, Model Animation, Local Variables, Bones, Basic Shooter, Multiplayer **[38 Hrs]**

## 9. JAVA (JAVA)

Introduction to Java, OOPs, Java Programming, OOPs in java, Exception handling , Introduction to applets, AWT, Multi Threading, Stream Handling, JDBC-ODBC In Java Networking. **[68 Hrs]**

## 10. J2EE (J2EE)

Object Oriented Approach in JAVA., Java Applet., Java Console Application., Java Script, DHTML., Java GUI application., Swing in Java, Networking In Java., JDBC-ODBC In Java. Java RMI, Java Beans, Java Servlets, Enterprise Java Beans, Java Server Page. **[56 Hrs]**

## 11. VB.NET (VB.NET)

Introduction to Visual Basic. Net, Working with VB.Net, Basic of the .Net Framework, Introduction to VB.Net Language, Object Oriented Programming with VB.Net, String, GDI+ and Error Handling in VB. Net, Math and Random Number Functions in VB.Net, Console Application Input / Output, Sorting in VB.Net, Windows Form Application, VB Calculator, Using WMI, File and Folder Browser, File Watcher, Sending E-Mail in .Net, MDI Web Browser, Accessing the Registry in VB.Net, Retrieving Web Page Source from the Internet .Net Slots, Word Processor, Encryption & Decryption. XML Web services. Building Database Applications with ADO.Net. **[52 Hrs]**

## 12. ASP.NET (ASP.NET)

Introduction to ASP using HTML, Standard Controls of ASP, Other Control of ASP Master Pages & CSS. Creating Simple ASP.Net Web applications with event driven model, understanding ASP.Net server controls, Working with data bound controls, Processing XML files in ASP.Net, Styling XML content in ASP.Net, Consuming Web services in ASP.Net web applications, Configuring ASP.Net applications with web.config, Deploying mobile web applications via ASP.Net. **[60 Hrs]**

## 13. VISUAL ++ (V++)

**Part-I:** Introduction to Visual C++, Creating a Visual C++ Console Application, Introduction to MFC, Drawing Graphics, Introduction to Keyboard and Mouse Events, Creating menu and menu commands, Creating Controls, Serialization, Windows Application, Creating a Window Class, Creating a new Windows SDI Application, A Dialog - Based Application. **[60 Hrs]**

**Part-II:** Introduction to Visual Java++, Applet Programming, Event handling, Working with URLs and Graphics, User Interface Components, Working with Frames, Dialogs and Menus, java strings, java Utility classes, Multithreading, Synchronization, Java streams, Multimedia, Double Buffering Colors and Fonts, Fontmetrics Classes, Datagrams and Sockets. **[60 Hrs]**

## 14. VISUAL FOXPRO (FOXPRO)

Introduction to FoxPro, Data management process, Database logic, FoxPro environment, Creating databases and tables, Entering data, Editing data, Maintaining data, Retrieving information, Advanced query and reporting, Linking with other programs, The SQL view, Macros. **[36 Hrs]**

## 15. ORACLE PL/SQL OR EQUALANT SOFTWARE (ORACLE)

Introducing Oracle, Primary Tools, Schema Manager for Tables, SQL for Queries, SQL for Data Manipulation, SQL for Tables, SQL for Views and Sequences, SQL \*Plus for Reports, PL / SQL. **[12 Hrs]**

#### 16. HTML & WEB PAGE DESIGNING (HTML)

Introducing HTML, Getting Started, Under Standing The Basic Tags, Tags That Affect The Appearance of your text, Indenting and Creating Spaces with & nbsp and Creating Lists, Creating Links, Images ,Tables, Frames, Animation, Forms, CSS, More Text Formatting, Image Maps, DHTML, Internet and Computer Jargon, Fun with Java Script, Adding Music to Your Web Pages.

[18 Hrs]

#### 17. XML (XML)

Introduction to XML, Attributes, Entities, Namespaces, DTDs, Instances and Schemas, CSS, Databases, XML Queries, Advanced XML, XML Web Services (WSDL), Analyzing Requirements & Building, .NET Solutions.

[16 Hrs]

#### 18. DATABASE MANAGEMENT SYSTEM (DBMS)

Introduction of Database and DBMS, Advantages and disadvantages of DBMS, components of DBMS, Levels of Architecture, Instance and Schemes, DBMS facilities, Database users, Data dictionaries, Entity Relationship models, attributes, mapping constraints, aggregation, Mapping cardinalities, Entity sets and Relationship sets, Traditional Data Models, Relational Model, Relations, Normalization, Relational Algebra, Tuple Oriented Relational Calculus, Relational Database Design, Demoralization, Overview of Advanced DBMS.

[12 Hrs]

#### 19. MANAGEMENT INFORMATION SYSTEM (MIS)

Introduction to Management Information Systems, Information Systems in Global Business Today, IT Infrastructure and Platforms, Foundations of Business Intelligence: Databases and Information Management, Telecommunications, the Internet and Wireless Technology Securing Information Systems, Global E-Business, How Businesses Use Information Systems, Information Systems, Organizations, and Strategy, Ethical and Social Issues in Information Systems, Enterprise Applications, Managing Knowledge Enhancing Decision Making, Building Information Systems, Establishing the Business Value of Systems and Managing Change, Managing Global Systems.

[10 Hrs]

#### 20. PERSONAL HOME PAGE HYPERTEXT PREPROCESSOR (PHP)

Introduction to PHP, Variables, Operators and Expressions, Loop , String, Control Statements, Functions, Arrays, String Handling , Cookies, Sessions, Forms, HTML Web Page Data Handling, Network Handling, Using MySQL Databases, Sourcing and Configuring PHP, Shopping Cart Application in PHP, Designing PHP-Based Solutions

[56 Hrs]

#### 21. DREAMWEAVER (DMW)

Vector and Raster Software , Faces of Dreamweaver, Menus and Toolbars, Status Bar, Property Inspector, Customizing Dreamweaver, Interface, Site Control, Linking, Typography, Tables, Layout, Frames, Rollovers, Cascading Style Sheets, Sourcing and Configuring HTML, Java Script, Forms, Behaviours, Working with Fireworks, Automation, Graphics and Multimedia, Templates and Libraries, Accessibility, Adding Sound, Creating Flash Text, Flash button, Getting it Online, Troubleshooting.

[36 Hrs]

#### 22. BASICS OF MULTIMEDIA TECHNOLOGY (BMT)

Introduction to Analogue and Digital Information, Digital to Analogue Conversion, Compression, Signal Quality, Image and Audio Generation, Signal Filtering Method, Identity of Multimedia, Scope of the Media, 2D and 3D Representation, Computer Configuration, Internet and Multimedia, Story Board, Character Design, Film Editing and Effects, Rendering and Postproduction Techniques, Multimedia Applications.

[36 Hrs]

#### 23. TELECOMMUNICATION NETWORKING TECHNOLOGY (TNT)

**Part-I:** Overview of Telecom Technology, Basic Electronics for Telecom Technology, Principles of Networking, Principles of Digital Telecom, Broadband Communication network, Wireless communication System

[18 Hrs]

**Part-II:** Different types of Signal Transmission, Signal Transmission and Receiving methods, Switching & Transmission fundamentals, New Generation Network, Voice over IP, Geographical Information System

[20 Hrs]

**Part-III:** Artificial Intelligence and Remote communication, Billing and Customer Care, Telecommunication regulations, Market and service

[16 Hrs]

#### 24. 2D ANIMATION SOFTWARE (2DA)

**Part-I:** Introduction to Flash, Work Stage, Understanding Tools, Working with Layers, Timeline Header, Onion Skin, Create Symbols, Transitions, Tween Animation, Importing Audio and Video files, Basic Keyframe Animation, Add Motion Guide,

Bone and Rigging, Making Animations with Easing, Anatomy Animation, Lips Animation, Walking Cycle. Apply Graphic Filters and Blends, Add Text to a Document, Work with Objects and Classes. **[56 Hrs]**

**Part-II:** Introduction to Director, Work Space, Toolbar, Stage, Cast, Sprites, Channels, TimeLine, Transitions, Importing Audio and Video files, Basic Keyframe Animation, Registration Points, Film Loops, Text, Paint and Vectors, Publishing and Preferences. **[44 Hrs]**

**Part-III:** Introduction to Anime Studio, Interface, Tool Box, Basic Drawing, Cameras, Basic Animation, Timeline, Keyframe animation, Bone and Rigging, Tweens, 3D Content Importing and Using, New Features. **[56 Hrs]**

**Part-IV:** Introduction to Toon Boom Studio, Interface, Draw Art, Modify Art, Import Art, Ink and Paint, Work with Sound, Scene Planning, Animation preparation, Transformations, Exposure Sheet, Output, Function Editor, Multiplane Camera, Effects Manage Content, Lip Synchronising, External Application Effects. **[44 Hrs]**

## 25. DOCUMENT PUBLISHING SOFTWARE (DPS)

**Part-I:** Introduction to PageMaker, Basics, Tool Box, Constructing a Publication, Text Formatting and word processing. Paragraph Settings, Composition and Typography. Graphics and Text Objects, Short Cut Keys, Master Pages, Header and Footers, Pagination and Numbering, Printing, Imports, Linking and Exporting, Applying and Trapping Colors, Working with Columns, Control Palette, Creating PDF and HTML Files, Index and Contents **[52 Hrs]**

**Part-II:** Introduction to InDesign, Objects, Text, Graphics, Working with Pages, Layers, Colour and Gradients, Manipulating and Transform Objects, Work with Text, Specifying Character Attributes, Setting Up tab and Tables, Effects for Graphics, Free-Form shapes and Curved Paths, Import Data, Export Data, Working with Columns, Control Palette, Index and Contents. **[24 Hrs]**

## 26. RASTER DESIGNING SOFTWARE (RDS)

**Part-I:** Introduction to Photoshop, Basic Drawing Tool Menu, Selection Modes, Transformations, Adjusting Colour, Paintbrushes and Art Tools, Digital Painting, Short Cut Keys, Using Masks, Guides, Grid and Slices. Importing Images, Exporting Images, Units and Rulers Preset Manager, Floating Palettes, Layers and Paths, Filters and Other Funky Effects, Special Effects, Photo Repair, Pattern Creation, Web Design and Publication **[54 Hrs]**

**Part-II:** Introduction to Image Ready, Basic Drawing Tool Menu, Selection Modes, Transformations, Adjusting Colour, Animation Palette, Creating Animation, Adding Frames, Tweening Frames, Looping, Show and Hide Layers **[24 Hrs]**

## 27. VECTOR DESIGNING SOFTWARE (VDS)

**Part-I:** Introduction to Illustrator, The Work Area, Create Basic Shapes, Applying Transparency and Blending Modes, Working with Layers, Transforming Objects, Short Cut Keys, Placement and Order of Objects, Styles and Effects, Blending Shapes and Colours, Working with Symbols, Using the 3D Effects **[56 Hrs]**

**Part-II:** Introduction to CorelDraw, Drawing Screen, Working with Tool, Line Spacing and Word Spacing, Artistic Text, Working with Shapes, Text and Objects, Short Cut Keys, Special Effects to Bitmaps, Selecting Fill and Hairline Colors, Duplicating and Manipulating Objects, Combining Objects, Intersecting Objects, Shaping and Reshaping Objects, Converting Symbols **[56 Hrs]**

## 28. VIDEO EDITING SOFTWARE (VES)

**Part-I:** Introduction to Premiere, Video and Audio Mixing, Setting the Scene, Colour and opacity, Motion paths, Compositing, Transitions, Animations, Visual Effects, Advanced single-frame techniques, Advanced nested and multiple sequences techniques. Exporting Audio-Video Files, Making VCDs And DVDs **[66 Hrs]**

**Part-II:** Introduction to Final Cut Pro, Interface Window, Capture and Sequences, Editing, Create a Rough Cut, Time saving Technique, Locking Tracks, Freeze Frame, Footage, Work with Audio, Video Transitions, Using Filters, Using Motion, Creating Titles, HDV, Rendering **(92 Hrs)**

**Part-III:** Introduction to Edius, Layout and Functions, Locate Clips, Timeline and Basic Edit Functions, Cut VO and SOT, Edit Palettes, Video Transitions, Color Correction, Region Filter, Output and Exporting Features **[70 Hrs]**

**Part-IV:** Introduction to Avid Xpress, Mapping Keyboard and Interface, Toolsets, Bin and Folders, Capturing and Logging, Importing Media, 3 Types of Editing Techniques, Trim Mode, Video FX, Color Correction, Creating Titles, Output and Exporting Features **[96 Hrs]**

## 29. AUDIO EDITING SOFTWARE (AES)

**Part-I:** Introduction to Sound Forge, Basic Concept of Sound Forge, Working with Audio Files, Recording and Playback, Editing Basics, Audio Effects, Additional Audio Tools, Noise Reduction, Sound FX, Spectrum Analysis, Plug-Ins, Audio for Multimedia and the Web, MIDI, Burning, Batch Converter **[24 Hrs]**

**Part-II:** Introduction to Audition, Interface, Audition Preferences, Importing Audio, Recording and Playing Audio, Editing Sound, Mixing and Looping Sound, Working in Multitrack View, Removing Noise, Equalization Tools, Using Effects and Plug Ins, Working With Video, Audio for Web **[56 Hrs]**

**Part-III:** Introduction to Sound Booth, Workspace, Menus, Preferences Layout, Multitrack View Support, Tools, Recording, Audio Editing, Keyboard Shortcut, Marker, Tasks, Auto Composer, Audio Effects, Metadata, Mixing Support, Audio Exporting **[56 Hrs]**

**Part-IV:** Introduction to Fruity Loops, Menus, Panels, Channel Settings, Play List, Mixer , Creating Background Audio, Recording and Editing Audio, Types of Exporting Waves, Effect Plug Ins generator ,Piano Roll **[36 Hrs]**

**Part-V:** Introduction to Cake Walk Sonar, Audio settings, Menu, Track View, Piano Roll View, Staff View, Step Sequencer View, Console View, Rack and Loop Explorer, MIDI, Audio Snap, Groove Clip Looping, V-Vocal, Automation, Effects, Control surfaces **[44 Hrs]**

### 30. SPECIAL EFFECTS SOFTWARE (SES)

**Part-I:** Introduction to After Effects, Menu Interface, Footage, Compositions, Parent and Nest, Animation, Work with Text, Cartoon Effect, Puppet Tool, Parenting and Null Objects, Camera, Lights, Particle Effects, Painting and Masks, Key and Track, Special Effects, Audio, Edit Video, Work With 3D Concepts, Saving and Exporting, Rendering and Output **(110 Hrs)**

**Part-II:** Introduction to Combustion, Work Menu Interface, Importing Footage, Selection Tools, Painting, Surface Properties, Animation, Audio, Motion Graphics, Gradients, Masking, Parenting and Null Objects, Camera, Lights, Particle Effects, Nesting and Composite keying, Non Linear Editing, Tracking, Color Correction, 3D Concepts, Rendering and Outputs **[86 Hrs]**

**Part-III:** Introduction to Shake, Main Window, Secondary Window, Using Interface, File In and Browser, Basic Compositing, Color Nodes, Transforms Layer and Image, Nodes, Rotoshape, Quick Paint, Timing and Key Framing, Color Keying with Key Light, Tracking and Stabilizing, Wraps and Filters, 3D Concepts, Film Compositing, Working with Video and Audio, Rendering and Outputs **[106 Hrs]**

**Part-IV:** Introduction to Particle Illusion, Library Emitter, Preview Window, Select Mode, Play and Stop Button, Frame Line, Transformation Tool, Project Settings, Safe Action Screen, Layers, Emission Property Options, Particle Behaviour, Motion Blur, Multiple Keys, Visibility, Emitter Mask , Deflectors, Particle Direction Property, Camera tracking, Rendering and Outputs **(54 Hrs)**

### 31. 3D ANIMATION SOFTWARE (3DA)

**Part-I:** Introduction to 3D Studio Max, Creative Panel and Objects, Navigating 3D Space, Editable Shape and Meshes, Particle effects, Objects Modelling, Character Modelling, Material Editor, Interior Design, Light, Camera, Skeletons and Rigging, Basic Animation, Character Studio, Hair & Fur, Cloth & Other Plug-ins, Basics of MAX Scripting, Mental ray and Scan line Technology, Video Post effects, Extra Force of wind and gravity, Production Rendering **[178 Hrs]**

**Part-II:** Introduction Maya Basic, Navigating and Changing the Interface, Creating NURBS Curves and Surfaces, Polygons, Selection Modes, Materials, Mapping, Particle effects, Objects Modelling, Basic Animation, Hair & Fur, Cloth & Other Plug-ins, Creating Lights and Cameras, Parenting and Binding to a Skeleton. Mental ray and Scan line Technology, Basics of MEL Scripting, Production Rendering **[128 Hrs]**

**Part-III:** Introduction to Poser, Advanced 3D Character Movement, Setting application preferences, Menu bar, Light Controls, Camera Controls, Room Tabs, Editing Tools, Properties Palette, Display Controls, Library palette, Memory Dots, Animation Controls, Adding and removing items, Add Clothing, Render Tab, Material, Face, Hair, Walk Designer, Talk Designer, Basic Animation, Production Rendering **[104 Hrs]**

**Part-IV:** Introduction to Bryce 3D, Menu Interface, 3D Work Space, Creation Tool, Edit Objects, Transformation Tools, Boolean Operation, Lattice and Metaballs, Terrains, Trees, Sky Creation, Lights, Cameras, Rendering, Time Line ,Animation, Textures and Materials, Caustic Effects, Animate Textures **[104 Hrs]**

**Part-V:** Introduction to Carrara, Menu Interface, Creating Scenes, Lights, Cameras, Modifiers and Behaviours, Carrara Spline and Vertex Modelling, Metaball and Plant Modelling, Creating Terrains and Skies, Hair Replicators, Using Shaders, Basic Animation , Rendering **[124 Hrs]**

**Part-VI:** Introduction to Light Wave 3D, Properties, The Hub, Modelling tools, Create and Modify, Construct Detail and Map, Textures, Layer Tools, Polygon Tools, Text, Layout, Scene, Key Frames, Lights, Cameras, Basic Animation, Surface Editor, Rendering **[138 Hrs]**

### 32. GAME DESIGN SOFTWARE (GDS)

**Part-I:** Introduction to Blender, 3D Navigation, Menus, Poly Tools, Mirroring, Multicuts, Modifiers, Textures and Materials UV's, Child and Parent Relationships, Basic Animation, Bones, Paint Weights, Bind Pose, Mirror Bones, Actions, Light and Camera, Basic Game Engine Description and Set-Ups, Game Controller, Scripts, Logic Method **[132 Hrs]**

**Part-II:** Introduction to Unity, Environments Creation, Introduction to Scripting, 3D physics, Importing Models, Interacting with models, Special Effects, Weapons, G.U.I and Menus, Enemies, Health system, Audio, Exporting Game, Texture Map **[258 Hrs]**

**Part-III:** Introduction to Game Studio, Editors, Model Editor, Script editor, Game Editor, Material Map, Light, Camera, Physics Engine, Level, Terrain and Model Editor, Model Libraries, Programming Logic, Lite C Program, Third Person CameraModule **[258 Hrs]**

### 33. AUTOCAD (CAD)

Fundamental Concepts, Basic Drawing Techniques, Accuracy and Speed, Advanced Drawing Commands, Modifying Commands, Isometric Drawing, 2D And 3D Drawing, Text and Units, Editing Techniques, Working with Layers, Block and X-refs, Dimensioning, Drawing – an Introduction, Wire frame Construction, 3D Faces. **[86 Hrs]**

### 34. COMPUTER HARDWARE & NETWORKING / LAPTOP & WI-FI NETWORKING (HW&WIFI)

**Part-I:** Basic Electronics, Atomic Structures, Electronic Components, Semi-Conductors, Measuring Instruments, Basic Digital Electronics (Number Systems, Digital Logical Gates etc..) **[56 Hrs]**

**Part-II:** Computer Architecture, Mother Board and its all components, Computer Components (Input/Output Devices, Primary and Secondary Memory, Power Supply, Monitor). Computer Assembling, Make your own Computer, Operating System Installation, Windows Vista, Software Installation, Trouble Shooting, Bios Setups, Identifications of Components **[128 Hrs]**

**Part-III:** Advanced Digital Electronics, Binary Codes, Boolean Algebra Laws, Combinational and Inhibit Circuits, Adder and Subtractor, Flip-Flops and Timing Circuits, Digital Integrated Circuits, Multiplexer, De-Multiplexer, Shift Registers, Counters, Add on cards, Advanced Trouble Shooting and Maintenance **[66 Hrs]**

**Part-IV:** Introduction to networking Technology, Types of Net working, Transmission Media, CAT 6 Cables, Transmission Media Adapter, Network Topologies, Network Architectures, Networking an Internet Connection with Group Computers, Raid Configuration with Hard disk, Windows 2003 /2008 Server, Windows 7 Net Working Features **[84 Hrs]**

**Part-V:** Introduction to Laptops, Portable System background, System Features, Processors, Mother Boards, Memory, Power, Expansion Bus, Hard Disk & Removable Storage Devices, Laptop Components, Laptop Maintenance & Assembling, Linux, Multimedia, Internet, Computer VIRUS, Wi-Fi Network Trouble Shooting **[106 Hrs]**

**Part-VI:** Principle and Operations for Networking, Metropolitan Wi-Fi Networking Design and Deployment, Network Security, Wireless LAN Security Fundamentals, Wireless 802.xx Network Over view, Wireless LAN Trends and Technology. Networking Software Installations **[122 Hrs]**

### 35. MOBILE PHONE TECHNOLOGY (MPT)

**Part-I:** Introduction to IT Fundamentals, Preliminary Concept of Operating System, Windows, MS-Word, MS Excel, MS PowerPoint, Internet & E-Commerce, Basic Electronics, Principals of Mobile Phone Technology, Fundamentals of Mobile Phone **[58 Hrs]**

**Part-II:** Digital Electronics & Digital Communication, Mobile Phone Communication. GSM and CDMA System Architecture, UFS3 and UFS4 Channel. Modulation Process in GSM and CDMA, AMPS, Slow Fading, Fast Fading, Localization and Calling, Circuit Diagrams and Fault Finding, SMS and MMS. GPRS, EDGE and 3rd Generation Mobile Phone, Spread-Spectrum Techniques, Time Division and Frequency Division Multiple Access **[82 Hrs]**

**Part-III:** Wireless Systems and Standards, Equalization, Diversity and channel Coding, Bluetooth and other new technologies, JAF, Memory Cards, Micro Cards, Mega Pixel Cameras, USB Cables, Software Installations, Technical Tip Points **[44 Hrs]**

**Part-IV:** Common Faults and its remedies, IC- Replacing and BGA Tools, Advanced Software Solution and Application Software, Multimedia Mobile Phones, Player, DVD Player, Games, Flexi Cam, Videos, Campro, Ultra MP3, Anti Virus, Basic Hardware and Installation, Personality Development and Communication Skills, Customer Services **[46 Hrs]**

### 36. CERTIFICATE COURSE IN INTERNET (CCI)

Introduction to internet & E-Commerce, Internet Connectivity, Services on internet, Information Hosting on the internet, Information mining and browsing, Search Engines, E-Mail, About Hacking and VIRUS, TCP / IP- Core Internet Technology, Current trends on internet. **[16 Hrs]**

### 37. SOFTWARE TESTING COURSE (STC)

**Part-I:** Testing Forum, Introduction, Testing Start Process, Testing Stop Process, Testing Strategy Risk Analysis, Software Listings, Test Metrics, Release Life Cycle, Interoperability Testing, Extreme Programming, Cyclomatic Complexity, Equivalence Partitioning, Error Guessing Boundary Value Analysis, Traceability Matrix, SDLC Models, Code Coverage, Software Testing Types, Deliverables Automated Software testing by Win Runner, Load Runner **[66 Hrs]**

**Part-II:** Reporting Process, Pareto Charts, Acceptance Test and System test, White Box Testing Tools, Java – Junit, JFunc, JMeter, Net – ANYS Profiler, X-Unity, Linux, C,C++, Manual Testing, Automated Software testing by Winrunner, Loadrunner, Bluetooth, Wireless Technologies Testing International Control, CobiT Model, QTP & Test Director, Open STA, Silk Test, Rational Robot **[88 Hrs]**

### 38. WINDOWS SERVER ADMINISTRATION (WSA)

Introduction to network technology, Installing Windows Server, Managing partition and fault panel, Windows Server Devices and Drivers, Working with Local User and Domain accounts Groups, Setting up control panel, Managing Resources and Data, Managing account policy and user rights, Managing Windows server sharing and permissions security file system, Introduction to IPv.6, SMB2 Network File system, Power Shell, Kernal transaction Manager, Self healing NTFS File system. Networking using TCP/ IP, Windows 7 Networking Features, Remote access service, Running applications, Supporting applications, Backing of Data, Monitoring and trouble shooting. **[96 Hrs]**

### 39. UNIX (UNIX)

Operating Systems Concepts and Types, Structure of Unix, More file attributes, Command line Interface, File organization in UNIX, Introduction to shells programming, Text Editor, Combining Programs Pipes and Filters, Basic -C Programming, Basic- Perl Programming, Communication Telnet, Apache Web Server, Managing Disk Usage, Unix Installation and package Management, Security, System Administration. **[36 Hrs]**

### 40. FINANCIAL ACCOUNTING WITH TALLY (TALLY)

Starting With Tally, Company Information, Accounts Information Groups and Sub-Groups, Ledgers, Cost Category and Cost Centres, Inventory Information Stock Group, Stock Category, Stock Item, Locations / Warehouse, Unit of Measure, Voucher Types, Reports, Bank Reconciliation, Interest calculations, Budgets and Controls, Purchase and Sales Order Processing, Stock Journal, Rejection In and Out, Value Added Tax (VAT), Tax Deduction at Source (TDS), Fringe Benefit Tax (FBT), Service Tax, Keyboard Shortcuts, ERP etc., **[60 Hrs]**

### 41. PEACHTREE ACCOUNTING (PTA)

Understanding computerized and manual accounting, Exploring the basics of the Peachtree window, navigation aids, Menu bar, Organization Types and Company Information, Creating a New Business, Creating a Chart of Accounts, General Journal Transactions, Editing Transactions, Printing the General Journal and Financial Statements, Recording Accounts Receivable and Payable, Subsidiary Ledgers for Customers and Vendors, Processing Accounts Receivable and Accounts Payable, Cash Payments and Cash Receipts, Preparing Financial Statements, Purchases and sales of Inventory, Peachtree's Payroll Setup Wizard, Payroll Tax Returns and Reports, Partnerships and Corporations, Job Costing. **[48 Hrs]**

### 42. DacEasy ACCOUNTING (DEA)

Starting With Tally, Company Information, Accounts Information Groups and Sub-Groups, Ledgers, Cost Category and Cost Centres, Inventory Information Stock Group, Stock Category, Stock Item, Locations / Warehouse, Unit of Measure, Voucher Types, Reports, Bank Reconciliation, Interest calculations, Budgets and Controls, Purchase and Sales Order Processing, Stock Journal, Rejection In and Out, Value Added Tax (VAT), Tax Deduction at Source (TDS), Fringe Benefit Tax (FBT), Service Tax, Keyboard Shortcuts. **[48 Hrs]**

### 43. MANUAL ACCOUNTING (MAC)

**Part-I:** Introduction to Accounting, Theory Base of Accounting, Origin And Recording of Transactions, Sub-Division of Journal, Bank Reconciliation Statement, Trial Balance And Errors, Financial Statements, Depreciation, Reserves And Provisions, Bills of Exchange, Accounts of Non-Profit Organisation, Accounts From Complete Records **[52 Hrs]**

**Part-II: 1:** Concepts of RDBMS, FACT accounting Package, Advanced Concepts in Tally ERP (Enterprise Resource Plan), Soft Skill Training, Accounting Project **[24 Hrs]**

OR

**2:** Business Accounting, Auditing Practice, Direct Tax, Indirect Tax, Company Law & Secretarial Practice, Interview Skill Training, Peachtree and DacEasy or Quick Books, Accounting Project **[24 Hrs]**

### 44. CALL CENTER COURSES (CCC)

**Part-I:** General English, Introduction to English Grammar, Developing Listening Skills and Developing communication skills. American geography/states/currency. American Accent, American English (Common words that are different from what we use), Time Zones in various countries **[48 Hrs]**

**Part-II:** Introduction to world culture, American geography/states/currency, American Accent. American English (Common words that are different from what we use), British geography/states/currency, British Accent, British English (Common words that are different from what we use), Listening to BBC news, Time Zones in various countries & Personality and Communication Skill **[32 Hrs]**

**Part-III:** Introduction to Call Centre and BPO, Inbound, Outbound, Voice, Non-Voice based call centre, Domestic and International Call Centres , Career avenues in Call Centres, Brief introduction to technology – IPLC, Internet communication, Predictive dialer, Automatic Call Distributor, Voice Recorders. Introduction to various modes of payment – Credit card, Debit card, On line money transfer. Telephone etiquettes, Do not Call List **[48 Hrs]**

**Part-IV:** Outbound telemarketing techniques, Opening the call, greeting, probing, restating, features of the product, clarifying doubts, objection handling, feel the reaction, taking credit card nos. Closing the call and documentation. Inbound telemarketing techniques: Receiving the call, clarifying doubts, up-sale, closing the call and documentation **[48 Hrs]**

**Part-V:** Quality parameters in call center, Product training (Call Center / BPO, Credit Cards and Debit cards–various terminologies & sales pitching, Mortgage Refinancing - various terminologies & sales pitching, Mobile Handsets - various terminologies & sales pitching. Interview Skills, Writing CVs (Bio-Data, How to prepare for the interview, Facing the interview board. On the Job Training, Mock Calls with trainers, Feed Back Sessions based on recorded calls **[32 Hrs]**

#### 45. MICROSOFT CERTIFIED SYSTEM COURSE (MCSC)

**Part-I:** Introduction to Windows XP Professional, Installing Windows XP Professional, Using the System Utilities, Managing Windows XP File Systems and Storage, Users, Groups, Profiles, and Policies, Windows XP Security and Access Controls, Windows XP Network Protocols, Internetworking with Remote Access, Printing and Faxing, Performance Tuning, Windows XP Professional Application Support, Working with the Windows XP Registry, Booting Windows XP, Windows XP Professional Fault Tolerance, Troubleshooting Windows XP **[66 Hrs]**

**Part-II:** Windows Server environment, Introduction to Windows Server, Managing Hardware Devices, Creating and Managing User Accounts, Implementing and Managing Group and Computer Accounts, Managing File Access, Managing Disks and Data Storage, Advanced File System Management, Implementing and Managing Printers, Implementing and Using Group Policy, Server Administration, Monitoring Server Performance, Managing and implementing Backups and Disaster Recovery, Administering Web Resources, Windows Server 2003 Security Features **[66 Hrs]**

**Part-III:** Implementing & Maintaining Server, Configure a host to use a static IP address, Assign IP addresses in a multiple subnet network, Describe the IP routing process, Configure a host to obtain an IP address automatically, Configure a host so that automatic private IP address configuration is disabled, Configure a host to use name servers, Isolate common connectivity issues – Install and configure routing by using the Routing and Remote Access service, Install and configure the DHCP Server Service, Manage and monitor DHCP, Configure host and network basic input/output system(NetBIOS) names resolution, Install and configure the DNS Server service, Manage and monitor DNS, Secure IP traffic by using IPSec and certificates, Describe the Transmission Control Protocol/Internet Protocol(TCP/IP) protocol architecture, Calculate a subnet mask, Convert Internet Protocol (IP) addresses between decimal and binary, Create subnets, Install, configure, and manage WINS, Implement a network access infrastructure by configuring the connections for virtual, dial-up, and wireless clients, Manage and monitor remote connections in a network access infrastructure **[78 Hrs]**

**Part-IV:** Exchange Server, Introduction to Exchange Server, Installing and Configuring Exchange Server 2003, Managing Recipients, Configuring Outlook and Outlook Web Access, Managing Addresses, Public Folders, Configuring and Managing Exchange Server, Managing Routing and Internet Connectivity, Managing Data Storage and Hardware Resources, Securing Exchange Server, Backup and Recovery of Exchange Server, Troubleshooting Connectivity, Monitoring and Troubleshooting the Server, Upgrading to Exchange Server **[72 Hrs]**

**Part-V:** Planning and Maintaining Server, Plan a TCP/IP Physical and Logical Network, Plan and Troubleshoot a Routing Strategy, Plan and Troubleshoot Internet Connectivity Strategy, Plan a Dynamic Host Configuration Protocol (DHCP) Strategy, Select a Name Resolution Solution, Optimize and Troubleshoot DNS, Plan Remote Access, Plan Network Traffic Monitoring and Information Management, Design security for Physical resources, Design Security for computers, Design Security for accounts, Design security for network perimeters, Plan and Optimize WINS, Troubleshoot Remote Access, Plan, Optimize, and Troubleshoot IPSec, Plan a framework for network security, Identify threats to network security, Analyze security risks, Design security for data, Design security for data transmission, Design an incident response procedure, Optimize and Troubleshoot DHCP, Plan DNS, Design security for authentication **[96 Hrs]**

**Part-VI:** Active Directory Infrastructure, Introduction to Active Directory, Name Resolution and DNS, Active Directory Design Philosophy, Active Directory Architecture, Active Directory Logical Design, Active Directory Physical Design, Active Directory Replication, Active Directory Operations Masters, Active Directory Authentication and Security, Managing Users, Groups, Computers, and Resources, Group Policy for Corporate Policy, Deploying and Managing Software with Group Policy, monitoring and Optimizing Active Directory, Disaster Recovery **[78 Hrs]**

**Part-VII:** Designing Windows Server, The Assessment Stage , Developing the Active Directory Infrastructure Design, Developing the Network Services Design, Designing the Logical Components, Name Resolution, Remote Access and Address Management, Service Sizing and Placement, The Physical Design [72 Hrs]

#### 46. CISCO CERTIFIED NETWORK COURSE (CCNC)

**Part-I:** Describe Functions of Network Devices, Describe the Components Required for Network & Internet Communications, Networking Basics, Conceptual Models and Physical Networks, Linking up to the Network, Routing Protocols, Moving data across the Network, Presenting Data and Keeping it private, TCP/IP, Network Addressing, Sub Netting, Designing LANs, LAN Technologies, LAN Switching, WAN Protocols, Router Administration, Working with IOS, Configuring a Router, Routing versus Router Protocols, Router Security, Router interfaces [66 Hrs]

**Part-II:** Verify and Troubleshoot Inter VLANS, Describe Public & Private IP Addressing, Explain the advantage and Operations of DHCP and DNS, Configure, Verify & Troubleshoot DHCP & DNS Operation on a Router, Identify & Correct Problems with IP Addressing & Host Configurations, Configure IP Routing Using Different Routing Protocols, Manage IOS Configuration files, Identify & describe the purpose of the components in a small wireless network, Identify common Issues with Implementing Wireless Network, Describe the Functions of Common Security Appliances & Applications, Configure & apply ACLs based on Network Filtering Requirements, Configure & Troubleshoot NAT for given requirements, Describe different methods to Connecting to WAN, Configure & Verify Basic WAN Serial Connection, Configure & Verify Frame-Relay on Routers, Troubleshoot WAN implementation Issues [72 Hrs]

#### 47. RED HAT LINUX COURSE (RHLC)

**Part-I:** Types of Linux, Introduction to Linux, The structure of Linux, User Interfaces and Desktops, Linux Kernel, GNU and Unix Commands, The shell Scripting and Data Management, Files and Directories in Linux, Drives in Linux, Permissions and Security, System Services, Linux Installation and package Management, Support for other file system, Networking Fundamentals [36 Hrs]

**Part-II:** Introduction, LVM2 and Resizing Logical Volumes, Software RAID Toolset Replacement, More to come. Installation and System Initialization, Updating Compares to Reinstalling, New choices in the Installer, Anacron Re-Introduced, New in Kickstart installations, Hands-on Lab: Installing Red Hat Enterprise Linux. Package Management Using yum, Using yum, Configuring the yum Client to Connect to an RHN Satellite Server Creating a yum Repository, Configuring the yum client to Connect to a Private Repository, Using yum [48 Hrs]

**Part-III:** The Kernel, Driver and Device Management, The new Driver Update Model, udev and hal, Device Symbolic Links, The kexec Fastboot Tool (beware!), LVM Mirroring, LVM Multipath, Disk Encryption, gnome-mount, Updates to autofs, New in Networking, Network Manager, Wireless improvements, IPV6, IPV6 and Default Service Configuration, Using/sbin/ip, SELinux, Introduction and Overview of Changes, Understanding SELinux, Protected Services, Modularized Policy, Introduction to MLS and MCS, MCS Integration With Client Tools, The Semanage Utility [66 Hrs]

**Part-IV:** Development Tools Update, System Tap, The Frysk Technology Preview, Understanding Virtualization, Virtualization Terminology, How Virtualization Works on Linux, Creating Domain-0, Using Xend, Using xm, Virtual Block Devices, Virtual CPUs, Virtual Network Devices, Creating DomainU, Bootstrapping a Domain, Pygrub, Monitoring Domains, Accessing a Domain, The art of Virtualization Security, Taking it Further, Software RAID, BIND, IMAP and POP, SELinux, Device Management [66 Hrs]

#### 48. ETHICAL HACKING TECHNIQUES (EHT)

Introduction to Ethical Hacking, Hacking Laws, Foot printing, Google Hacking, Scanning, Enumeration, System Hacking, Trojans and Backdoors, Viruses and Worms, Sniffers, Social Engineering, Phishing, Hacking E-mail Accounts, Denial-of-Service, Session Hijacking, Hacking Web Servers, Web Application Vulnerabilities, Web-based Password Cracking Technique, SQL Injection, Hacking Wireless Networks, Physical Security, Linux Hacking, Evading IDS, Firewalls and Detecting Honey Pots, Buffer Overflows, Cryptography, Penetration Testing, Covert Hacking, Writing Virus Codes, Assembly Language Tutorial, Exploit Writing Module, Smashing the Stack for Fun and Profit, Windows Based Buffer Overflow Exploit Writing, Reverse Engineering, MAC OS X Hacking, Hacking Routers, cable Modems and Firewalls, Hacking Mobile Phones, PDA and Handheld Devices, Bluetooth Hacking, VOIP Hacking, RFID Hacking, Spamming, Hacking USB Devices, Hacking Database Servers, Cyber Warfare-Hacking, Al-Qaida and Terrorism, Internet Content Filtering Techniques, Privacy on the Internet, Securing Laptop Computers, Corporate Espionage-Hacking Using Insiders, Creating Security Policies, Software Piracy and Warez, Hacking and Cheating Online Games, Hacking RSS and Atom, Hacking Web Browsers (Firefox, IE), Proxy Server Technologies, Data Loss Prevention, Hacking Global Positioning System (GPS), Computer Forensics and Incident Handling, Credit Card Frauds, How to Steal Passwords, Firewall Technologies, Threats and Countermeasures, Case Studies. [88 Hrs]

# COURSES

## 1. COMPUTER APPRECIATION COURSE (CAC)

Duration : 1 Month - **48 Hrs**  
Eligibility : For All

### SCHEME OF STUDY

Module Paper- I: (As per CAC Syllabus)

## 2. CERTIFICATE COURSE IN COMPUTER APPLICATIONS (CCA)

Duration : 3 Month - **120 Hrs**  
Eligibility : 10th Pass & above or computer knowledge

### SCHEME OF STUDY

Module Paper- I :( As per CCA Syllabus)

## 3. CERTIFICATE IN DATA ENTRY OPERATIONS (CDEO)

Duration : 2 Months - **92 Hrs**  
Eligibility : 10th Pass & above or computer knowledge

### SCHEME OF STUDY

Module Paper- I: (As per CAC Syllabus with Typing Tutor,  
Working with Data Entry, Software & Entry Speed Testing)

## 4. CERTIFICATE COURSE IN MS OFFICE (CCMS)

Duration : 2 Months - **90 Hrs**  
Eligibility : 10th Pass & above or computer knowledge

### SCHEME OF STUDY

Module Paper- I: (As per FOC and CAC Syllabus with Advanced MS-Office)

## 5. DIPLOMA IN COMPUTER SOFTWARE TECHNOLOGY (DCST)

Duration : 6 Months - **240 Hrs**  
Eligibility : 10th Pass & Above

### SCHEME OF STUDY

Semester Paper-I: (As per CCA Syllabus)  
Paper-II: (As per SAD, C Part-I and VB Syllabus)  
Project in VB or in C

## 6. DIPLOMA IN FINANCIAL ACCOUNTING (DFA)

Duration : 4 Months - **166 Hrs**  
Eligibility : 12th Pass and Above

### SCHEME OF STUDY

Module Paper-I: (As per CCA Syllabus)  
Paper-II :( As per TALLY Syllabus)

## 7. ADVANCED DIPLOMA IN PROFESSIONAL ACCOUNTING (ADPA)

Duration : 6 Months - **240 Hrs**  
Eligibility : 12th Pass and Above

### SCHEME OF STUDY

Semester (As per DFA Syllabus) &  
Paper-I:(As per MAC Part-I Syllabus)  
Paper-II: (As per MAC Part-II 1 or 2 Syllabus)

## 8. COMPUTER TEACHER'S TRAINING COURSE (CTTC)

Duration : 1 Year - **460 Hrs**  
Eligibility : 10th Pass with 50% Marks above

### SCHEME OF STUDY

Semester I (As per DCST Syllabus)  
 Semester II Paper-I: (As per C++ Part-I and HTML Syllabus)  
 Paper-II : ( As per FOC, DBMS and ORACLE Syllabus with Personality Development & Communication Skills, IT and Education).  
 Project in C++ or in HTML

**9. DIPLOMA IN OFFICE AUTOMATION (DOA)**

Duration : 4 Months - **168 Hrs**  
 Eligibility : 10th Pass & Above

SCHEME OF STUDY

Module Paper-I: (As per CCA Syllabus)  
 Paper-II: (As per CCI and HTML Syllabus)

**10. DIPLOMA IN COMPUTER APPLICATIONS ( DCA)**

Duration : 1 Year - **480 Hrs**  
 Eligibility : 10th Pass & Above

SCHEME OF STUDY

Semester I (As per DOA Syllabus)  
 Semester II Paper-I: (As per C Part-I and C++ Part-I Syllabus)  
 Paper-II: (As per VB and FOC Syllabus)  
 Project in VB

**11. DIPLOMA IN COMPUTERISED SECRETARIAL PRACTISE (DCSP)**

Duration : 4 Months - **160 Hrs**  
 Eligibility : 10th Pass & Above

SCHEME OF STUDY

Module Paper-I:(As per CCA Syllabus)  
 Paper-II: Communication Skills in English, Official Communication.

**12. DIPLOMA IN COMPUTER ENGINEERING DESIGN (DCED)**

Duration : 4 Months - **180 Hrs**  
 Eligibility : 12th Pass / ITI / Diploma  
 Module Paper-I:(As per CCA Syllabus)  
 Paper-II: (As per CAD Syllabus)

**13. POST GRADUATE DIPLOMA IN SOFTWARE ENGINEERING (PGDSE) -**

Duration : 2.5 Years **1,080 Hrs**  
 Eligibility : Degree / Diploma

SCHEME OF STUDY

Semester I Paper-I: (As per CCA Syllabus)  
 Paper-II: (As per FOC, SAD and HTML Syllabus)  
 Semester II Paper-I: (As per WSA and RHLC PART-I Syllabus with Preliminary Concept of Programming Using C & C++)  
 Paper-II: (As per C part-I, Part-II and C++ Part-I, Part-II Syllabus)  
 Project in C  
 Semester III Paper-I: (As per SL Part-I, HTML and JAVA Syllabus)  
 Paper-II: (As per J2EE Syllabus with J2SE)  
 Project in JAVA  
 Semester IV Paper-I: (As per VB, V++ Part-I, Part-II and FOXPRO Syllabus)  
 Paper-II: (As per DBMS and ORACLE Syllabus with Fundamentals of ERP, Software Engg.)  
 Project in VB  
 Semester V Paper-I: (As per VB.NET, ASP.NET and SL Part-III Syllabus)  
 Project in VB.NET

**14. POST GRADUATE DIPLOMA IN COMPUTER SOFTWARE TECCHNOLOGY (PGDCST)**

Duration : 2 Years - **940 Hrs**  
Eligibility : Degree / Diploma

**SCHEME OF STUDY**

Semester I (As per DCST Syllabus)  
Project in VB or in C

Semester II Paper-I: (As per TALLY and JAVA Syllabus with Business System)  
Paper-II: (As per HTML and C++ Part-I Syllabus with Front Page)  
Project in HTML or in C++

Semester III Paper-I: (As per FOC Syllabus)  
Paper-II: (As per C Part-II and DBMS Syllabus)  
Project in C

Semester IV Paper-I: (As per MIS, BMT and ORACLE Syllabus)  
Paper-II : (As per WSA and DBMS Syllabus with Personality Development & Comm. Skills)  
Project in ORACLE

**15. ADVANCED DIPLOMA IN COMPUTER SOFTWARE TECHNOLOGY(ADCST)**

Duration : 2 Years - **960 Hrs**  
Eligibility : 12th Pass & Above

**SCHEME OF STUDY**

For Under Graduate Students, Same Syllabus as PGDCST

**16. POST GRADUATE DIPLOMA IN COMPUTER APPLICATIONS (PGDCA)**

Duration : 1 Year - **480 Hrs**  
Eligibility : Degree / Diploma

**SCHEME OF STUDY**

Semester I (As per DCST Syllabus)  
Project in VB or in C

Semester II Paper-I: (As per HTML, C++ Part-I and JAVA Syllabus)  
Paper-II: (As per DBMS, C Part-II, ORACLE and FOC Syllabus with Personality Development & Communication Skills)  
Project in HTML

**17. ADVANCED DIPLOMA IN COMPUTER APPLICATIONS (ADCA)**

Duration : 1 Year - **480 Hrs**  
Eligibility : 12th Pass & Above

**SCHEME OF STUDY**

For Under Graduate Students, Same Syllabus as PGDCA

**18. DIPLOMA IN COMPUTER HARDWARE MAINTENANCE (DCHM)**

Duration : 4 months - **166 Hrs**  
Eligibility : 10th Pass & Above

**SCHEME OF STUDY**

Module Paper-I: (As per HW&WiFi Part-I Syllabus)  
Paper-II: (As per HW&WiFi Part-II Syllabus)

**19. ADVANCED DIPLOMA IN COMPUTER HARDWARE MAINTENANCE AND NETWORKING (ADCHMN)**

Duration : 1 Year - **480 Hrs**  
Eligibility : 10th Pass & Above

**SCHEME OF STUDY**

Semester I (As per DCHM Syllabus)

Semester II Paper-I: (As per HW&WiFi Part-III Syllabus)  
Paper-II: (As per HW&WiFi Part-IV Syllabus)

**20. DIPLOMA IN LAPTOP MAINTENANCE & WI-FI NET WORKING (DLMWN)**

Duration : 6 Months - **246 Hrs**  
 Eligibility : 10th Pass & Above with Computer Knowledge

SCHEME OF STUDY

Semester Paper-I: (As per HW&WiFi Part-II Syllabus)  
 Paper-II: (As per HW&WiFi Part-V Syllabus)

**21. ADVANCED DIPLOMA IN LAPTOP MAINTENANCE & WI-FI NET WORKING (ADLMWN)**

Duration : 1 Year - **480 Hrs**  
 Eligibility : 10th Pass & Above with Computer Knowledge

SCHEME OF STUDY

Semester I (As per DLMWN Syllabus)  
 Semester II Paper-I: (As per HW&WiFi Part-IV Syllabus)  
 Paper-II: (As per HW&WiFi Part-VI Syllabus)

**22. DIPLOMA IN NETWORKING TECHNOLOGY (DNT)**

Duration : 4 months - **160 Hrs**  
 Eligibility : 10th Pass & Above

SCHEME OF STUDY

Module Paper-I: (As per HW&WiFi Part-IV and RHLC Part-I Syllabus)  
 Paper II: (As per WSA Syllabus)

**23. ADVANCED DIPLOMA IN TELECOM TECHNOLOGY (ADTT)**

Duration : 1 Year - **480 Hrs**  
 Eligibility : 12th Pass & Above

SCHEME OF STUDY

Semester I Paper-1: (As per CCA and BMT Syllabus)  
 Paper- II: (As per TNT Part-I Syllabus)  
 Semester II Paper- I: (As per TNT Part-II Syllabus)  
 Paper-II: (As per TNT Part-III and SAD Syllabus)  
 Project in Digital Communication System

**24. CERTIFICATE COURSE IN DESK TOP PUBLISHING (DTP)**

Duration : 2 Months - **90 Hrs**  
 Eligibility : 10th Pass & Above or computer knowledge

SCHEME OF STUDY

Module Paper-I: (As per FOC, DPS Part-I and VDS Part-II Syllabus)

**25. DIPLOMA IN DESK TOP PUBLISHING (DDTP)**

Duration : 3 Months - **126 Hrs**  
 Eligibility : 10th Pass & Above

SCHEME OF STUDY

Module Paper-I: (As per DTP Syllabus)  
 Paper-II: (As per CCI and RDS Part-I Syllabus with Scanning, Printing and CD Writing)

**26. DIPLOMA IN GRAPHIC DESIGNING (DGD)**

Duration : 4 Months - **168 Hrs**  
 Eligibility : 10th Pass & Above

SCHEME OF STUDY

Module Paper-I: (As per BMT, RDS Part-I and DPS Part-II Syllabus)  
 Paper-II: (As per VDS Part-I, Part-II Syllabus)

**27. DIPLOMA IN MULTIMEDIA & ANIMATION (DMA)**

Duration : 6 Months - **248 Hrs**  
Eligibility : 10th Pass & Above with Computer Knowledge

**SCHEME OF STUDY**

Semester Paper-I: (As per BMT, RDS Part-I, VDS Part-I and AES Part-I Syllabus)  
Paper-II: (As per 2DA Part-I and 3DA Part-I, Part-III Syllabus)  
Live Project with DV CAM with 2D Animation.

**28. ADVANCED DIPLOMA IN MULTIMEDIA & ANIMATION (ADMA)**

Duration : 1 Year - **486 Hrs**  
Eligibility : 10th Pass & Above with Computer Knowledge

**SCHEME OF STUDY**

Semester I (As per DMA Syllabus)  
Semester II Paper-I: (As per 3DA Part-II, SES Part-IV and VES Part-I Syllabus)  
Paper-II: (As per DMW, HTML and AES Part-IV Syllabus with Post Production & Rendering)  
Live Project with DV CAM with 3D Animation.

**29. CERTIFICATE COURSE IN VIDEO EDITING (CVE)**

Duration : 3 Months - **124 Hrs**  
Eligibility : 10th Pass & Above

**SCHEME OF STUDY**

Module Paper-I: (As per BMT, AES Part-II and VES Part-I Syllabus)

**30. DIPLOMA IN AUDIO VIDEO EDITING (DAVE)**

Duration : 6 Months - **248 Hrs**  
Eligibility : 10th Pass & Above with Computer Knowledge

**SCHEME OF STUDY**

Semester Paper-I: (As per CVE Syllabus)  
Paper-II: (As per VES Part-II, Part-III; AES Part-III and Part-IV Syllabus with Post Production & Rendering & Personality Development)  
Live Project with DV CAM Film Editing.

**31. DIPLOMA IN VISUAL & SPECIAL EFFECTS (DVSE)**

Duration : 8 Months - **360 Hrs**  
Eligibility : 10th Pass & Above with Computer Knowledge

**SCHEME OF STUDY**

Semester Paper-I: (As per CVE Syllabus)  
Paper-II: (As per SES Part-I, Part-III, Part-IV and AES Part-IV Syllabus with Post Production & Rendering, Personality Development & Communication Skills)  
Live Project with DV CAM Film Effects.

**32. ADVANCED DIPLOMA IN ANIMATION & POST-PRODUCTION ( ADAP)**

Duration : 15 Months - **620 Hrs**  
Eligibility : 10th Pass & Above with Computer Knowledge

**SCHEME OF STUDY**

Semester I Paper-I: (As per BMT, RDS Part-I, 2DA Part-II and SL Part-IV Syllabus)  
Paper-II: (As per 2DA Part-III, 3DA Part-VI, AES Part-II and VES Part-III Syllabus)  
Semester II Paper-I: (As per 3DA Part-IV, Part-V and 2DA Part-IV Syllabus)  
Paper-II: (As per AES Part-IV, Part-V and VES Part-IV Syllabus with Post Production & Rendering, Personality Development & Communication Skills)  
Project in 2D or in 3D Animation Film Editing.

**33. DIPLOMA IN MOBILE PHONE TECHNOLOGY (DMPT)**

Duration : 4 Months - **162 Hrs**  
 Eligibility : 10th Pass & Above with Computer Knowledge

SCHEME OF STUDY

Module Paper-I: (As per MPT Paper-I Syllabus)  
 Paper-II : (As per MPT Paper-II Syllabus)  
 Project in Fault Finding & Problem Solving

**34. ADVANCE DIPLOMA IN MOBILE PHONE TECHNOLOGY (ADMPT)**

Duration : 8 Months - **320 Hrs**  
 Eligibility : 10th Pass & Above with Computer Knowledge

SCHEME OF STUDY

Semester I (As per DMPT Syllabus)  
 Project in Fault Finding & Problem Solving  
 Semester II Paper-I: (As per MPT Paper-III Syllabus)  
 Paper-II : (As per MPT Paper-IV Syllabus)  
 Project in Installing Mobile Software, Application Software and Games.

**35. DIPLOMA IN GAME TECHNOLOGY (DGT)**

Duration : 8 Months - **320 Hrs**  
 Eligibility : 12th Pass / Diploma & Above with Computer Knowledge

SCHEME OF STUDY

Semester Paper-I: (As per BMT, SL Part-I, Part-II, Part-III and VB.Net Syllabus)  
 Paper-II : (As per RDS Part-I, GDS Part-I, Part-II and AES Part-II Syllabus  
 with Exporting Game, Personality Development & Communication Skills)  
 Project in 2D Game or in 3D Game.

**36. ADVANCE DIPLOMA IN GAME TECHNOLOGY (ADGT)**

Duration : 16 Months - **684 Hrs**  
 Eligibility : 12th Pass / Diploma & Above with Computer Knowledge

SCHEME OF STUDY

Semester I (As per DGT Syllabus)  
 Semester II Paper-I: (As per SL Part-V, Part-VI, Part-VII and V++ Part-I Syllabus)  
 Paper-II : (As per 3DA Part-IV, Part-VI, AES Part-IV and GDS Part-III Syllabus)  
 Project in 3D Computer Game or in 3D Play station Game.

**37. CERTIFICATE COURSE IN CALL CENTRE TRAINING (CCCT)**

Duration : 3 Months - **124 Hrs**  
 Eligibility : 10th Pass & Above

SCHEME OF STUDY

Module Paper-I: (As per CAC, CCC Part-I, Part-III and Part-IV Syllabus)

**38. DIPLOMA IN CALL CENTRE MANAGEMENT (DCCM)**

Duration : 5 Months - **200 Hrs**  
 Eligibility : 10th Pass & Above

SCHEME OF STUDY

Module Paper-I: (As per CCCT Syllabus)  
 Paper-II: (As per CCC Part-II, Part-V and MIS Syllabus)

**39. CERTIFICATE COURSE IN SOFTWARE TESTING (CCST)**

Duration : 2 Months - **90 Hrs**  
 Eligibility : 12th Pass & Above with Computer Knowledge

SCHEME OF STUDY

Module Paper-I: (As per STC Part-I Syllabus)

**40. DIPLOMA IN SOFTWARE TESTING (DST)**

Duration : 4 Months - **180 Hrs**  
Eligibility : 12th Pass & Above with Computer Knowledge

SCHEME OF STUDY

Module Paper-I: (As per STC Part-I and Part-II Syllabus)

**41. PROGRAMMING IN .NET**

Duration : 3 Months - **136 Hrs**  
Eligibility : 12th Pass & Above

SCHEME OF STUDY

Module Paper-I: (As per VB.NET)  
Paper-II: (As per ASP.NET, SL Part-III Syllabus)  
Project in .NET

**42. PROGRAMMING IN ADVANCED JAVA (PAJ)**

Duration : 3 Months - **136 Hrs**  
Eligibility : 12th Pass & Above

SCHEME OF STUDY

Module Paper-I: (As per JAVA )  
Paper-II: (As per J2EE Syllabus)

**43. PHP HYPERTEXT PREPROCESSOR (PHP)**

Duration : 3 Months - **126 Hrs**  
Eligibility : 12th Pass & Above with Computer Knowledge

SCHEME OF STUDY

Module Paper-I: (As per PHP Syllabus)

**44. DIPLOMA IN WEB DESIGNING & DEVELOPMENT (DWDD)**

Duration : 7 Months - **300 Hrs**  
Eligibility : 12th Pass & Above with Computer Knowledge

SCHEME OF STUDY

Semester I Paper-I: (As per HTML, DMW, RDS Part-I, VDS Part-II and 2DA Paper-I Syllabus)  
Paper-II: (As per XML, SL Part-I, Part-III, Part V and ASP.NET Syllabus)

**45. TCIL-IT CERTIFIED NETWORK EXPERT (TCNE)**

Duration : 2 Months - **96 Hrs**  
Eligibility : 12th Pass & Above with Computer Knowledge.

SCHEME OF STUDY

Module Paper-I: (As per CCNC Part-I Syllabus)

**46. DIPLOMA IN INFORMATION TECHNOLOGY (DIT)**

Duration : 3 Months - **140 Hrs**  
Eligibility : 12th Pass & Above with Computer Knowledge.

SCHEME OF STUDY

Module Paper-I: (As per CAC Syllabus)  
Paper-II: (As per C and C++ Part-I Syllabus)

**47. CERTIFICATE COURSE IN HARDWARE MAINTENANCE & NETWORKING (CHMN)**

Duration : 3 Months - **120 Hrs**

Eligibility : 10th Pass & Above with Computer Knowledge.

SCHEME OF STUDY

Module Paper-I: (As per HW&WiFi Part-II and Part IV Syllabus)

**48. TCIL-IT CERTIFIED SYSTEM ADMINISTRATOR (TCSA)**

Duration : 3 Months - **136 Hrs**

Eligibility : 12th Pass & Above / Diploma /Degree with Computer Knowledge

SCHEME OF STUDY

Module Paper-I: (As per MCSC Part-I, Part-II, Part-III and Part IV Syllabus)

**49. TCIL-IT CERTIFIED SYSTEM ENGINEER (TCSE)**

Duration : 6 Months - **270 Hrs**

Eligibility : 12th Pass & Above / Diploma / Degree with Computer Knowledge

SCHEME OF STUDY

Semester I Paper-I: (As per MCSC Part IV Syllabus)  
Paper-II: (As per MCSC Part-V, Part-VI and Part-VII Syllabus)

**50. TCIL-IT CERTIFIED NETWORK ASSOCIATE (TCNA)**

Duration : 3Months - **136 Hrs**

Eligibility : 12th Pass & Above / Diploma / Degree with Computer Knowledge

SCHEME OF STUDY

Module Paper-I: (As per CCNC Part I and Part-II Syllabus)

**51. TCIL-IT CERTIFIED NETWORK SPECIALIST (TCNS)**

Duration : 6 Months - **270 Hrs**

Eligibility : 12th Pass & Above / Diploma / Degree with Computer Knowledge

SCHEME OF STUDY

Semester I Paper-I: (As per DNT Paper-I Syllabus)  
Paper-II: (As per TCSA Syllabus)  
Semester II Paper-I: (As per TCNA Syllabus)

**52. TCIL-IT CERTIFIED HARDWARE & NETWORK EXPERT (TCHNE)**

Duration : 1Year - **528 Hrs**

Eligibility : 12th Pass & Above / Diploma / Degree with Computer Knowledge

SCHEME OF STUDY

Semester I Paper-I: (As per DCHM Paper-II Syllabus)  
Paper-II: (As per DNT Paper-I Syllabus)  
Semester II Paper-I: (As per TCSA Syllabus)  
Paper-II: (As per TCNA Syllabus)

**53. TCIL-IT CERTIFIED LINUX SPECIALIST (TCLS)**

Duration : 4 Months - **180 Hrs**

Eligibility : 12th Pass & Above / Diploma / Degree with Computer Knowledge

SCHEME OF STUDY

Module Paper-I: (As per RHLC Part-I, Part-II Syllabus)  
Paper-II: (As per RHLC Part-III, Part-IV Syllabus)

**54. TCIL-IT CERTIFIED ETHICAL HACKING (TCEH)**

Duration : 2 Months - **90 Hrs**

Eligibility : 12th Pass & Above / Diploma / Degree with Computer Knowledge

SCHEME OF STUDY

Module Paper-I: (As per EHT Syllabus)

# SHORT TERM COURSES

(Courses can be conducted in available Open Source Software Also)

Eligibility: 10th Pass or Computer Knowledge

1.	Certificate Course in Adobe Photoshop	1 Month
2.	Certificate Course in Adobe Illustrator	1 Month
3.	Certificate Course in Adobe In design	1 Month
4.	Certificate Course in Adobe Premiere	2 Months
5.	Certificate Course in AutoCAD	2 Months
6.	Certificate Course in Financial Accounting with Tally	2 Months
7.	Financial Accounting with PeachTree or DacEasy or Quick Books	2 Months
8.	Certificate Course in Oracle	2 Months
9.	Certificate course in JAVA Programming (Core Java)	2 Months
10.	Certificate course in J2EE	2 Months
11.	Certificate course in VISUAL BASIC. NET	2 Months
12.	Certificate course in ASP.NET	2 Months
13.	Certificate Course in C#	2 Months
14.	Certificate Course in Internet	10 Days
15.	Certificate Course in Web Page Design & Internet	2 Months
16.	Certificate Course in Particle Illusion	1 Month
17.	Certificate Course in Flash	1 Month
18.	Certificate Course in Director	1 Month
19.	Certificate Course in Anime studio	2 Month
20.	Certificate Course in Dreamweaver	1 Month
21.	Certificate Course in 3 D Studio MAX	2 Months
22.	Certificate Course in MAYA	2 Months
23.	Certificate Course in Blender 3D	2 Months
24.	Certificate Course in Action Script in Flash	2 Months
25.	Certificate Course in Visual Basic	1 Month
26.	Certificate Course in Visual C++	2 Months
27.	Certificate Course in Visual FoxPro	2 Months
28.	Certificate Course in C & C++ Programming	2 Months
29.	Certificate Course in "C" Programming	1 Month
30.	Certificate Course in OOPS with C++	1 Month
31.	Certificate Course in Unix	1 Month
32.	Certificate Course in Linux	1 Month
33.	Certificate Course in Windows 2003/2008	2 Months
34.	Certificate Course in Visual Basic Programming	2 Months
35.	Certificate Course in Audition	2 Months
36.	Certificate Course in Toon Boom Studio	2 Months
37.	Certificate Course in Edius	2 Months
38.	Certificate Course in Computer Repair & Maintenance(CCRM)	1 Month
39.	Certificate Course in Networking Technology (CCNT)	1 Month
40.	Customised Courses as per corporate requirement (Duration will be According to the syllabus & Eligibility)	

## STUDENT RULES

Dear Student

We congratulate and thank you for thoughtful decision to choose TCIL-IT for your computer Education.

With information Technology growing in leaps and bounds, Computer Education has become a key area for career development. As you are aware TCIL-IT is a Computer Education wing of TCIL (Telecommunication Consultants India Ltd.) an IS/ISO-9001-2001 company a Govt. of India Enterprise, under Ministry of Communication and Information Technology which aims to provide quality Education at reasonable fee structure.

We hope you will make full use of facilities and skill offered by TCIL-IT to advance in your career.

In order to become really effective and to reap full benefits of the training certain rules are to be followed by every student of the Centre.

You are requested to read thorough the rules that follow and to strictly maintain these to upkeep your dignity and decorum of the Institution..

### 1. ADMISSION

- 1.1 Admission to the courses of TCIL-IT is based on the eligibility norms and on an aptitude test when applicable. However, eligibility is no guarantee for admission.
- 1.2 Admission granted to a particular student is non-transferable. Fee paid by the student is also non-refundable.
- 1.3 Students granted admission is required to produce Original Certificates for verification of their academic qualifications and proof of discount if any.
- 1.4 All students when admitted should submit 1 passport size and 2 stamp size colour photographs, Xerox copies of certificates duly attested and a conduct certificate in original.

### 2. IDENTITY CARDS

- 2.1 All students shall be issued with identity cards, bearing their photographs and other relevant details. Students should carry this ID Card always with them and should produce it when requested by the staff of the Centre.
- 2.2 Once an ID card is lost or misplaced a duplicate will be issued for which a written request together with a fee of Rs. 25/- is to be submitted.
- 2.3 Students are required to return their ID-Cards on completion of their courses.

### 3. TEACHING METHODOLOGY, ATTENDANCE & EXAMINATION

- 3.1 The medium of instruction for all courses shall be English. Theory classes/Laboratory exercises & tests/Class room exercises and tests/group tasks will form integral part of the training programme.
- 3.2 The minimum attendance for attending the examination is 75%. No break is allowed.
- 3.3 Examination fee per paper will be Rs. 150/-. A fee of Rs. 200/- is to be paid per paper for the subsequent.
- 3.4 **Examinations are ONLINE for all courses.**
- 3.5 Course material will be provided by centre.

### 4. GRADING PATTERN

- 4.1 40% of the total marks in each of the subject to pass an examination and minimum 50% of total marks required for certification. Grading shall be as detailed below :-

Minimum certification	:	50%
50% to 59%	:	B Grade
60% to 69%	:	B + Grade
70% to 79%	:	A Grade
80% above	:	A + Grade

- 4.2 Final certificate will be issued by Head Office only after it verifies (and duly certified by the Centre) that the student has passed all the relevant examinations, has met the minimum requirements related to internal tests/evaluations & to attendance and has paid all dues.

## 5. LIBRARY

- 5.1 The Library is equipped with books on relevant subjects. Magazines on related subjects are also available in library.
- 5.2 Students wishing to borrow should deposit a refundable caution deposit of Rs. 300/-. For which valid receipt shall be issued. Centre-in-charge will then issue a membership card for such students. One book at a time can be borrowed using the membership card. Borrowed books can be kept for a period of 1 week. Returning the book thereafter shall invite a fine of Rs. 5/- per day.
- 5.3 Caution deposit shall be repaid once the student surrenders the Membership Card, Receipt and return the book/s borrowed by him/her.
- 5.4 Students who return books in mutilated state will be required to pay the cost of the book or to replace the copy with a new one.
- 5.5 Duplicate Membership Card will be issued if the original card is lost or misplaced by paying Rs. 25/- together with a written request.
- 5.6 Use of Printout, Games, CD ROMs, Internet time and e-mail facilities may be permitted against payment of appropriate fees and decided by the Centre-in-charge.

## 6. FEES & SCHOLARSHIP SCHEME

- 6.1 Fee for the courses can either be paid in Lumpsum / limited / monthly installments as per the fee structure in force from time to time. Service tax has to be paid separately as per the current rate.
- 6.2 A percentage of fee concession / scholarship and seat reservation is given to eligible candidates as per TCIL-IT norms. For such claim, valid proof must be produced when seeking admission.
- 6.3 Instalments of fees are to be paid on or before due date, failing which a penalty of Rs. 50/- for the first week and Rs. 20/- per day thereafter shall be levied. After a period of 2 weeks of non-payment the Centre Manager is at liberty to strike off the name of the student from the rolls.
- 6.4 From time to time the Centre Manager may announce Scholarship Schemes. Meritorious students based on an aptitude test shall get fee concession .

## 7. OTHER RELEVANT POINTS

- 7.1 Normally no break in studies is permitted during the tenure of a course. In special cases the Centre Manager may sanction, special leave upto 30 working days, on a written request citing valid reasons.
- 7.2 Students who take leave for more than two weeks without valid reason will be removed from the active roll register. They can seek Re-Admission only by paying Re-Admission fee of Rs. 500 and all other fee dues.
- 7.3 Generally, transfer from one Centre to another is not granted. However, under special circumstance a transfer can be granted with the concurrence of the TCIL-IT Officer in Charge in the region and the Centre-in-charge. A transfer fee equivalent to 5% of the total course fee shall be charged by source centre for such transfers.
- 7.4 Downgrading of course is strictly not permitted
- 7.5 Upgrading of course is allowed. For example, a student pursuing 4 months course can upgrade to one-year course, so on.
- 7.6 Shifting from one batch to another is subject to availability of seats and to the discretion of Centre Manager.
- 7.7 Students who are found undisciplined in the Centre and not adhering to the rules and regulations of the Centre are liable to expelled, without assigning any reason, whatsoever.
- 7.8 No outside floppies, CD ROMs, DVDs or cassettes are permitted in the laboratories. Eatables and other outside material are not permitted in the classrooms or laboratories.
- 7.9 Centre Manager is the sole authority on the matters of discipline and decorum and his decisions in the matter will be final and binding.
- 7.10 Mobile phones are strictly not allowed inside TCIL IT Centre premises.