



Institute of Training & Placement  
A UNIT OF GAYATRI DEVI SOLUTION LLP  
Govt. Register Institute under MCA & MSME



# PROSPECTUS

**"Committed to Excellence in Education"**

**ISO 9001:2015 CERTIFIED INSTITUTE**

# Our Affiliated



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**Shri Narendra Modi**  
Prime Minister of India



Pradhan Mantri Kaushal Vikas Yojana

Pradhan Mantri Kaushal Vikas Yojana is a skill development initiative scheme of the Government of India for recognition and standardisation of skills.

**Pradhan Mantri Kaushal Vikas Yojana Centre**





## About NIELIT

National Institute of Electronics & Information Technology (NIELIT),(erstwhile DOEACC Society), an Autonomous Scientific Society under the administrative control of Ministry of Electronics & Information Technology (MoE&IT), Government of India, was set up to carry out Human Resource Development and related activities in the area of Information, Electronics & Communications Technology (IECT). NIELIT is engaged both in Formal & Non-Formal Education in the area of IECT besides development of industry oriented quality education and training programmes in the state-of-the-art areas. NIELIT has endeavoured to establish standards to be the country's premier institution for Examination and Certification in the field of IECT. It is also one of the National Examination Body, which accredits institutes/organizations for conducting courses in IT in the non-formal sector.

At present, NIELIT has forty one (41) offices located at Agartala, Aizawl, Ajmer, Aurangabad, Bhubaneswar, Calicut, Chandigarh, Chennai, Chuchuyimlang, Churachandpur, Delhi, Dibrugarh, Gangtok, Gorakhpur, Guwahati, Haridwar, Imphal, Itanagar, Jammu, Jorhat, Kohima, Kolkata, Kokrajhar, Kurukshetra, Leh, Lucknow, Lunglei, Majuli, Mandi, Pasighat, Patna, Pali, Ranchi, Senapati, Shillong, Shimla, Silchar, Srinagar, Tezpur, Tura, Tezu with its Headquarters at New Delhi. It is also well networked throughout India with the presence of about 700+ institutes.

Over the last two decades, NIELIT has acquired very good expertise in IT training, through its wide repertoire of causes, ranging from 'O' Level (Foundation), 'A' Level (Advance Diploma), 'B' Level (MCA equivalent), 'C' Level (M-Tech level), IT literacy courses such as CCC (Course on Computer Concept), BCC (Basic Computer Course) and other such long term and short term course in the non formal sector like courses on Information Security, ITeS-BPO(Customer Care/Banking), Computer Hardware Maintenance (CHM-O/A level), Bio-Informatics(BI-O/A/B level), ESDM etc, besides, high end courses offered by NIELIT Centres at Post-Graduate level (M.Tech) in Electronics Design & Technology, Embedded Systems etc. which are not normally offered by Universities/Institutions in the formal sector, in association with the respective state Universities.

## Vision

To be the leader in the development of industry oriented quality education and training and be the country's premier Institution for examination and certification in the field of Information, Electronics and Communications Technology (IECT).

**SKILL INDIA  
DIGITAL INDIA**



**NELIT**





# Why GDF?

- 👉 **Industrial Training**
- 👉 **Professional Trainers**
- 👉 **Assignment Based Classes**
- 👉 **Lifetime Education Support**
- 👉 **100% Placement Assurance**
- 👉 **Student's Account/ Placement Account**
- 👉 **Authorized Testing Center of Microsoft**
- 👉 **Facilitated Center of NIELIT (CCC) Govt. of India**
- 👉 **Recognized by ISO (International Standard Organization)**
- 👉 **Affiliated Counselling Center of B.Tech/ BCA/ BBA/MBA**
- 👉 **Colleges (under State Govt. Universities).**



# About us

GDF Skills is an ISO 9001:2015 Certified IT & Corporate training institute which is also affiliated with government recognized, UGC & AICTE approved universities. We provide best computer training in software, hardware, accounting & Taxation, banking & finance, web designing & development, digital marketing and multimedia fields. Our courses are specially designed and updated as per the current market needs as well as different student level which makes us a best IT & Corporate training institute in India. The Organization has now attained a rich experience of over 4 years into vocational training & skills development. GDF Skills is known for delivering quality training. Its Quality Management Systems are certified by the ISO.

GDF SKILLS is a leading Skills and Talent Development Corporation that is building a manpower pool for global industry requirements. The company, which was set up in 1981 to help the nascent IT industry overcome its human resource challenges, today ranks among the world's leading training companies owing to its vast, yet comprehensive array of talent development programs. With a footprint across 30 nations, GDF SKILLS offers training and development solutions to Individuals, Enterprises and Institutions.

## **Vision**

"To be a Leading Global Player in taking the skills development to the next dimension and play a significant role in reducing skill gaps in the youth globally.

## **Mission**

"To empower our students with knowledge & skills which leads to sustainable & meaningful employment. To remove constraints from the student's minds so that individuals may explore their capabilities and interests enabling them to develop their full intellectual and human potential"

**“Committed to  
Excellence in  
Education”**

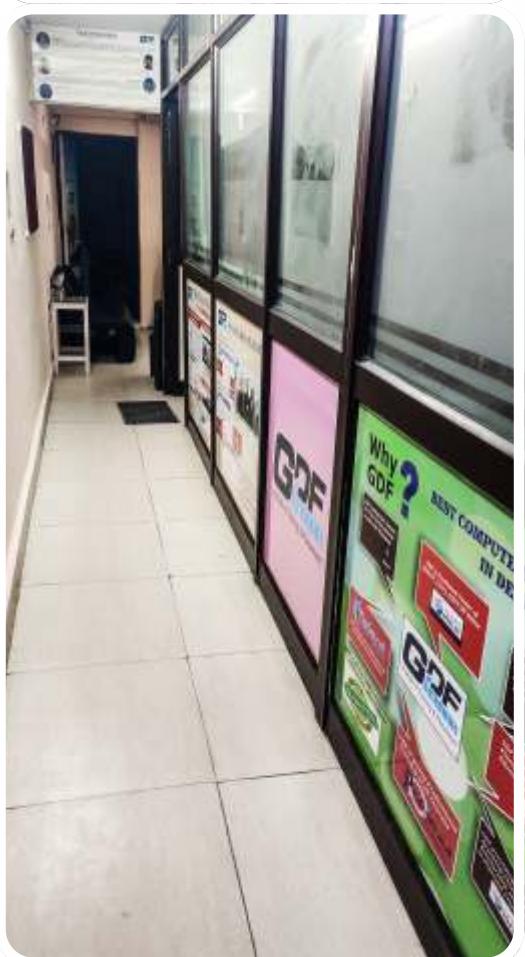
# From the Chairman's Desk



SHUBHAM CHATURVEDI  
**Chairman (GDF Skills)**  
A unit of Gayatri Devi Solution LLP

GDF Skills is incipient to take admission for this session. During a more than 4 Years of its educational excellence in the field of computer science, the institute has emerged into a fully grown up-to-date and technical conscious institute. It has created a niche for itself in the academic life of the country. The technical education and of course the institution as well are entering into a new phase. Emergence of conscious thinking, re-engineering approaches are modeling the educational setup into a new frame. GDF has launched the more valuable new wing for animation course to full fill the position in the animation industry. The responsibilities of the technical institutes in our country are gradually increasing. Besides preparing young technocrats for meeting the future challenges, the values, cultures and ethics of the society are also to be kept in the mind. My Thanks and best wishes to staff members, faculties and students and especially to all the center directors for their sincere efforts and dedications. I am confident while making promise to the new entrants that we are determined to give them best in a perfect and organized way.

Wishing Good Luck!



# FCIT

Duration: 1 Year  
Classes: Alternate  
Hours: 1.5hr per class | Eligibility: 10+2

## Foundation Course in Information Technology

### Module 1:

#### INFORMATION TECHNOLOGY TOOLS AND NETWORK BASIC

- Computer Appreciation
- Computer Organization
- Operating System
- Word Processing
- Spreadsheet Package
- Presentation Package
- Data Base Operations
- Information Technology and Society

### Module 2:

#### WEB DESIGNING & PUBLISHING

- Introduction to Internet
- TCP/IP – Internet Technology and Protocol
- Internet Connectivity & Internet Network
- Services on Internet (Definition and Functions)
- Electronic Mail & Current Trends on Internet
- Web Publishing and Browsing
- HTML Programming Basics
- Interactivity Tools
- Internet Security Management Concepts, Information Privacy and Copyright Issues

### Module 3:

#### PROGRAMMING AND PROBLEM SOLVING WITH C LANGUAGE

- Introduction to Programming
- Algorithms for Problem Solving
- Introduction to 'C' Language
- Conditional Statements and Loops
- Arrays, Functions, Storage Classes & Pointers
- Structures and Unions
- Self-Referential Structures and Linked Lists

### Module 4:

#### INTERNET OF THINGS AND ITS APPLICATIONS

- PC Assembly and Operation
- Miscellaneous Utilities
- Networking Concepts
- Network Administration

### Module 5:

#### PROGRAMMING AND PROBLEM SOLVING THROUGH PYTHON

- Introduction to Python
- Data Types & Program Flow Control
- Functions, Modules and Packages
- String, List and Dictionary Manipulations
- File Operation
- Object Oriented Programming – OOPS
- Regular Expression & Exception Handling
- Database Interaction & Multithreading
- Contacting User through Emails Using Python
- CGI Introduction

### Module 6:

#### VBA

- Create a Macro
- Workbook and Worksheet Object
- Msg Box & Range Object
- Variables, If Then Statement & Loop
- Macro Errors
- String Manipulation
- Date and Time
- Events, Array, Function and Sub
- Application Object
- ActiveX Controls
- User form



# MDSE

Duration: 2.5 Year  
Classes: Alternate  
Hours: 1.5hr per class | Eligibility: Pursuing Graduation

## Master Diploma in Software Engineering

**Module 1:**  
**IT TOOLS & BUSINESS SYSTEM**

**Module 2:**  
**INTERNET TECHNOLOGY & WEB DESIGN**

**Module 3:**  
**PROGRAMMING THROUGH "C" LANGUAGE**

**Module 4:**  
**COMPUTER SYSTEM ARCHITECTURE**

**Module 5:**  
**STRUCTURED SYSTEM ANALYSIS AND DESIGN**

**Module 6:**  
**DATA STRUCTURES THROUGH 'C++'**

**Module 7:**  
**INTRODUCTION TO DATABASE MANAGEMENT SYSTEM**

**Module 8:**  
**BASICS OF OS, UNIX AND SHELL PROGRAMMING**

**Module 9:**  
**DATA COMMUNICATION AND NETWORK TECHNOLOGIES**

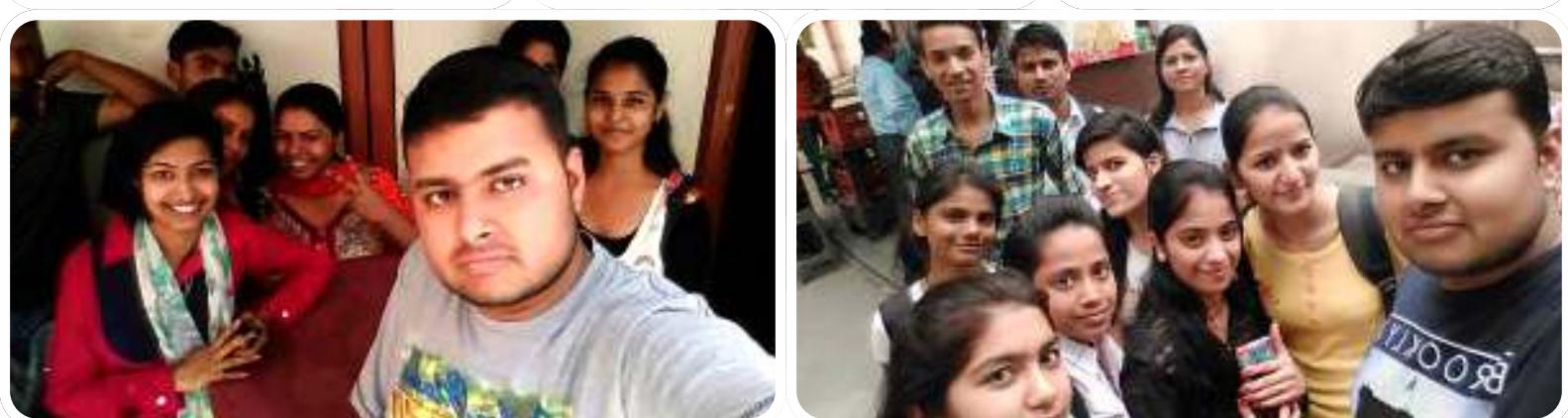
**Module 10:**  
**INTRO TO OBJECT-ORIENTED PROGRAMMING WITH JAVA.**

**Module 11:**  
**PROGRAMMING AND PROBLEM SOLVING THROUGH PYTHON**

**Module 12:**  
**VBA**

**Module 13:**  
**DOT NET**

**Module 14:**  
**ADV. JAVA**





# IT-EXPERT

Duration: 3 Years  
Classes: Alternate  
Hours: 1.5hr per class

## Web Designing (1st Year)

### Module 1:

#### COURSE ON COMPUTER CONCEPT (CCC)

Introduction to Computer  
Typing/Ms. Word (Word Processing)  
Ms. Excel (Spreadsheet)  
Ms. Outlook  
Ms. Power Point (Presentation)/ Application of Presentation Communication & Collaborations  
Application of Digital Finance Service  
Internet/ Professional E-mail Writing

### Module 2:

#### PHOTOSHOP

Photoshop is a popular image changing software package. It is widely used by photographers for photo editing (fixing colors, reducing noise, adding effects, fixing brightness/contrast) and by graphic designers and Web designers to create and change images for web pages.

### Module 3:

#### CORELDRAW

The software is a robust graphics suite, providing many features for users to edit graphics. These features include contrast adjustment, color balancing, adding special effects like borders to images, and it is capable of working with multiple layers.

### Module 4:

#### HTML (HYPER TEXT MARKUP LANGUAGE)

HTML is short for Hypertext Markup Language. HTML is used to create electronic documents (called pages) that are displayed on the World Wide Web.... Without HTML, a browser would not know how to display text as elements or load images or other elements.

### Module 5:

#### CSS (CASCADING STYLE SHEET)

CSS stands for Cascading Style Sheets. CSS describes how HTML elements are to be displayed on screen, paper, or in other media. CSS saves a lot of work. It can control the layout of multiple web pages all at once. External stylesheets are stored in CSS files.

### Module 6:

#### JAVA SCRIPT

JavaScript is a programming language that can be included on web pages to make them more interactive.... JavaScript is a client side, interpreted, object oriented, high level scripting language, while Java is a client side, compiled, object oriented high level language.



# DCA

Duration: 1 Year  
Classes: Alternate  
Hours: 1.5hr per class

## Diploma in Computer Application

### Module 1:

#### COURSE ON COMPUTER CONCEPT (CCC)

Introduction to Computer  
Typing/Ms. Word (Word Processing)  
Ms. Excel (Spreadsheet)  
Ms. Outlook  
Ms. Power Point (Presentation)/ Application of Presentation Communication & Collaborations  
Application of Digital Finance Service  
Internet/ Professional E-mail Writing

Expansion Slot

Expansion Computer Card Information  
Information of SMPS (Power Supply Switch Mode)

Memory Information.  
Output Devices Computer Information  
Input Devices Computer Information  
Information Hard Disk With Part  
CD/DVD  
Types of Disk  
DVD DRVE Components

### Module 2:

#### PHOTOSHOP

Photoshop is a popular image changing software package. It is widely used by photographers for photo editing (fixing colors, reducing noise, adding effects, fixing brightness/contrast) and by graphic designers and Web designers to create and change images for web pages.

### Module 4:

#### TALLY BASIC

##### Introduction to Tally.ERP9

Tally.ERP9 Startup/Screen Components  
Tally.ERP9 Mouse/Keyboard Conventions  
Company creation  
How to shut company, alter and select company.  
Company security  
Tally vault password security  
Quitting Tally.ERP9

### Module 3:

#### CARD LEVEL (DESKTOP & LAPTOP)

Computer Information  
Computer Parts  
Software And Hardware  
Computer Generation  
Computer of Types  
Components of PC  
Motherboard Information  
Parts of Motherboard  
Jumper Setting on Motherboard

# Adv. Web Developing & Digital Marketing

(3rd Year)

## Module 17: DIGITAL MARKETING

### Module 17.1:

#### BLOGGING

Introduction of Blogging  
What is Blogging?  
Blog Creation.  
Blog Creation  
Free platform for blogging  
Difference between blog and website

### Module 17.2:

#### LOCAL BUSINESS MARKETING

Introduction of Google My Business  
What is Local Business?  
Local business account creation.  
Local Business Optimization  
How to target audience  
Reviews and Rating on Google My Business  
Account reporting

### Module 17.3:

#### PPC (PAY PER CLICK)

Introduction about PPC  
Google Ads (SEM : Search Engine Marketing)  
Account Structure  
Keyword Planner  
Campaign & Ads  
Landing Page  
Matrix in Adwords & Google Analytics

### Module 18:

#### ADVANCE PHP

Expand your knowledge further with more advanced PHP concepts. Advanced PHP Development Program gives you the concepts, features, tools and practical advice to use them together to build Secure, scalable and reliable web applications.

### Module 17.4:

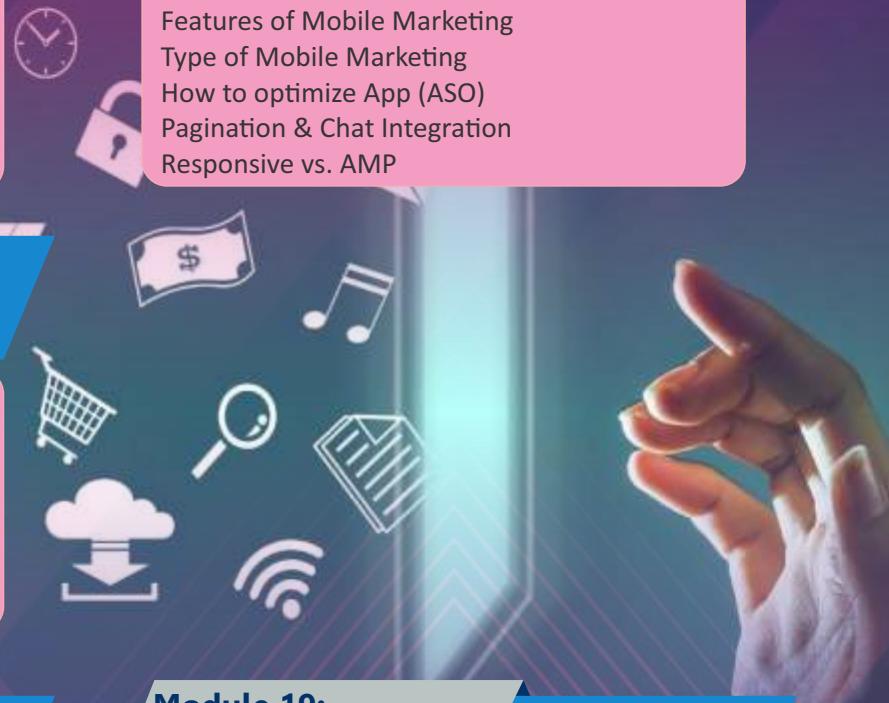
#### SMM (SOCIAL MEDIA MARKETING)

What is SMM  
SEM vs SMM  
SMM on Facebook, Twitter & Instagram, etc.  
Ad Optimization  
Awareness of Product/Company

### Module 17.5:

#### MOBILE MARKETING

Introduction about Mobile Marketing  
Introduction to Mobile Marketing  
Why use Mobile Marketing  
Features of Mobile Marketing  
Type of Mobile Marketing  
How to optimize App (ASO)  
Pagination & Chat Integration  
Responsive vs. AMP



### Module 19:

#### ADVANCE SQL

It provides advanced features like Data Security (On-Demand scalability, High Performance, Complete workflow control, The flexibility of Open Source).

## **Module 20:**

### **EMAIL API CONFIGURATION**

G Suite allows website administrators to offer their users co-branded versions of a variety of personalized Google applications, such as Google mail.

## **Module 21:**

### **MSG API CONFIGURATION**

You can integrate any application with API Configuration using any SMS API gateway, then it's allows you send text messages your customers, leads and staff.

## **Module 22:**

### **PAYMENT GATEWAY CONFIGURATIONS**

Each payment gateway has its own requirements. Every gateway must be configured individually. If you are using multiple payment gateways, you must configure a separate gateway profile for each merchant ID you want to use.

## **Module 23:**

### **WEBSITE HOSTING**

A web hosting service is a type of Internet hosting service that allows individuals and organizations to make their website accessible via the World Wide Web.

## **Module 24:**

### **CPANEL CONFIGURATION**

Cpanel is an online Linux-based graphical interface (GUI) used as a control panel to simplify website and server management. cPanel allows you to publish website, manage domains, organize web files, create email accounts, and more.

## **Module 25:**

### **ANGULAR JS**

AngularJS is a JavaScript-based open-source front-end web framework mainly maintained by Google and by a community of individuals and corporations to address many of the challenges encountered in developing single-page applications.

## **Module 26:**

### **CODEIGNITER**

Codeigniter is a free, open-source, easy-to-use, object oriented PHP web application framework, providing a ready to use library to use with your own PHP applications

## **Module 27:**

### **FRAMEWORK APPLICATIONS**

Cpanel is an online Linux-based graphical interface (GUI) used as a control panel to simplify website and server management. cPanel allows you to publish website, manage domains, organize web files, create email accounts, and more.

# CAREER IN ACCOUNTING

10+2 B.Com(p)/(H) Graduate

## Opportunities In Field of CORPORATE E-ACCOUNTING



*You can become*

► Account Manager

► Internal Auditor

► Commercial Assistant

Finance Co-ordinator

Taxation Assistant

Accounts & Finance Executive



# E-ACCOUNTING

## Module 1: Course on Computer Concept (CCC)

- Typing
- Notepad
- Ms. Word
- Ms. Excel
- Ms. PowerPoint
- Outlook
- Internet and Professional E-mails

## Module 2: INDUSTRIAL ACCOUNTING

- Introduction to industrial accounting
- Terminology, general entries, ledger posting
- Trial balance and final accounts
- BRS (Bank Reconciliation Statement)
- Implementation and checking process of accounts and reporting
- Introduction to IFRS and its applications

## Module 3: TALLY BASIC

- Introduction to Tally.ERP9
- Tally.ERP9 Startup/Screen Components
- Tally.ERP9 Mouse/Keyboard Conventions
- Company creation
- How to shut company, alter and select company.
- Company security

**Duration:** 1.5 Year  
**Classes:** Alternate  
**Hours:** 1.5hr per class

Tally vault password security  
Quitting Tally.ERP9

**Accounting Masters**  
Ledgers-create/display/alter  
Groups-create/display/alter  
Deleting groups and ledgers  
Creating multiple groups and ledgers  
Inventory Masters  
Stock Group-single and multiple  
Stock Item-single and multiple  
Unit of measure single & compound  
Stock Summary Accounting Vouchers  
Vouchers Introduction  
Single Entry & Double Entry System  
Payments Vouchers Receipt Vouchers Contra  
Vouchers Journal Vouchers  
Sales & Purchase Invoices/vouchers  
Debit note and credit note  
Inventory management with multiple locations  
Enabling multiple locations feature  
Godowns / Locations creation  
Inter Godown transfer of stock  
Utility & reports Backup & Restore Printing  
Reports Exporting data in PDF, JPEG, Excel format.

## Module 4: ADVANCE EXCEL

Working of Formulas mentioned without mouse among sheets/among workbooks  
Sum, sumif, sumifs, countif, countifs, countblank, count, counta

Vlookup + hlookup + lookup (all variations)  
Match, index, vlookup with match and index with match  
Lookup, array vlookup  
Vlookup among sheets and workbooks  
Pivot Table  
Creating simple pivot tables  
Basic and Advanced value field setting  
Sorting based on Labels and values  
Filtering based on labels and values  
Grouping based on numbers and dates  
Drill down of data  
GetPivot data function  
Calculated field and calculated items  
Bar, Pie, Line charts & Dynamic Charting  
Other advanced charting techniques  
If, nested if, and, or and not  
With Advanced conditions among sheets.  
Report generation using macro  
Subtotal, macros working and then different types of reports by using macro  
Formulas (combination of various formulas) & formula auditing  
Data validation  
Conditional formatting Advanced Text functions  
Creating trading & Profit and Loss Account Cash Account in Excel  
Using formulas and cell formatting  
Data Validation  
Number validation  
Date and time validation  
Text Validation  
List Validation  
Handling invalid inputs Dynamic dropdown list  
Creating using data validation Consolidate and advance filter  
Consolidating data with identical layouts  
Consolidating data with different layouts  
Consolidating data with different sheets What if Analysis  
Goal seek  
Scenario Manager  
Data table

in Tally.ERP9  
Purchases and sales Invoices  
Concept of Job work in Tally and creating required masters.  
Enabling job order processing  
Using material In and Material Out Vouchers  
Maintain multiple Godowns for job work  
Job work in and Job work out reports  
Order outstanding and job work registers

**Manufacturing in Tally.ERP9**  
Setting BOM- Bills of material for finished goods  
Creating manufacturing journal

**Non-accounting vouchers**  
Postdated cheques  
Memorandum vouchers  
Reversing journal  
Optional vouchers

**Multi-currency**  
Activating multi-currency in tally  
Creating currency, setting buying rate and selling rates.  
Transaction with updated exchange rates

**Cost Center/Cost Category**  
Activating cost centers and cost categories in Tally  
Creating Cost Categories  
Creating Cost centers  
Reports of category wise summary

**Banking in Tally**  
Creating Bank ledgers with complete bank info  
Set Cheque Book  
Cheque Printing  
Cheque Register  
Blank Cheque  
Cancelled Cheque  
Bank Reconciliation in Tally.ERP9

## Module 5: ADVANCE TALLY

**Complete purchases order and sales order in Tally.ERP9**  
Enable purchases order and sales order processing  
Enable debit/credit notes  
Enabling delivery notes and receipt notes in Tally.ERP9  
Using rejection inward and rejection outwards

## Module 6: TALLY TAXATION

**TCS Implementation in Tally.ERP9**  
Activating TCS in Tally.ERP9 and its details TCS Master Creation  
TDS Implementation in Tally.ERP9  
Activating TDS in Tally.ERP9 and its details Masters of TDS  
Journal entries related to TDS  
TDS Challans in Tally.ERP9  
TDS returns-26Q and 27Q in Tally.ERP9 TDS

reports-TDS outstanding, ledgers without PAN in Tally.ERP9

GST Implementation in Tally.ERP9

Activating GST, its details and its masters in Tally.ERP9 Recording GST Intra-state and inter-state S

ales Tax invoice in Tally.ERP9 (Item wise details/ Stock group wise GST Detail)

Multi GST rated item invoice creation in GSTR-1.

GST intra-state and inter-state Purchases

Tax invoice creation in tally

#### **GSTR1-Sales/Outwards Return**

Business to Business (B2B) Invoices in Tally.ERP9

Business to Consumer large (B2CL) invoices in Tally.ERP9

Business to Consumer Small (B2CS) invoices in Tally.ERP9

Credit note registered (CDNR) invoices in Tally.ERP9

Credit note unregistered (CDNUR) invoices

Export invoices

Treatment of Advance Receipts Nil rated invoices in Tally.ERP9

#### **GSTR2-Purchases/Inwards Return**

Business to Business (B2B) Invoices in Tally.ERP9 Debit and credit note

Nil rated entries

Purchases from unregistered dealers under GST

#### **E-way Bill**

Enabling E way bill details in Tally.ERP9

Preparing JSON format of E way Bill for uploading

on Govt portal and

Entering E Way bill number in Tally.ERP9

E way bill Reports

## **Module 7:**

### **PAYROLL**

Creating of employee & employee group. Attendance/production types.

Creating payroll units.

Creating basic pay heads

ESI and EPF deduction and contribution

Advance salary & Incentives

Employee salary details.

Printing and exporting pay slip.

Payroll reports.

## **Module 8:**

### **BUSY**

#### **Introduction to BUSY**

BUSY Startup/Screen Components

Company creation/Alter/close

Setting logo and background in BUSY

#### **Administration**

##### **Accounting Master**

Account-add/modify/list

Account group - add/modify/list

#### **Inventory Masters**

Item Group-single and multiple

Item-single and multiple

Unit of measure single & compound

Bills of Material

#### **Configuration & data import export**

Features/ option

Printing configurations

#### **Transactions**

Vouchers Introduction

Payments Vouchers

Receipt Vouchers

Contra Vouchers

Journal Vouchers

Sales & Purchase Invoices

Purchases and sales return

#### **Taxation in BUSY**

GST In BUSY-Goods and Services Tax

TDS IN BUSY-Tax Deducted at Source

#### **Utility & reports**

## **Module 9:**

### **MARG**

#### **Introduction to MARG**

MARG Startup/Screen Components

Company creation/Alter/close

Setting logo and background in MARG

#### **Administration**

##### **Accounting Master**

Account-add/modify/list

Account group - add/modify/list

#### **Inventory Masters**

Item Group-single and multiple

Item-single and multiple

Unit of measure single & compound  
Bills of Material

**Configuration & data import export**  
Features/ option  
Printing configurations

#### Transactions

Vouchers Introduction  
Payments, Receipt, Contra, Journal Vouchers  
Sales & Purchase Invoices  
Purchases and sales return

#### Taxation in MARG

GST In MARG-Goods and Services Tax  
TDS IN MARG-Tax Deducted at Source



# CORPORATE E-ACCOUNTING

2 Year

## Module 10:

### GST

#### **Introduction of Goods and Services Tax (GST)**

Structure of GST  
Rates in GST  
How does GST works  
Registration under GST  
GST Portal ([www.gst.gov.in](http://www.gst.gov.in))  
GSTIN number  
What is composition scheme  
Rates under Composition scheme  
Types of GST and Tax payers  
Interstate vs Intrastate  
CGST, SGST, IGST and UTGST  
Types of Tax payers  
Cross utilization of GST  
HSN / SAC code  
Scope of supply, Place and time of supply and Invoices  
Invoices In GST  
Tax invoices



#### **GSTR-1 Sales and outward returns**

Business to business (B2B) details  
Registered & Unregistered Details  
Business to customer (B2C) details  
B2C small / Large invoices  
Nil rated invoices/Exempted Invoices  
Debit note and credit note  
Export Invoices  
Tax liability on advance receipt vouchers  
With all due adjustment entries

#### **GSTR-2 Purchases / Inward returns**

Business to business (B2B) details

Import of Goods and services

Debit and credit note  
Nil rated entries  
Reverse charge mechanism entries  
ITC eligibility

#### **Reports**

Report analysis of GSTR-1  
And GSTR-2  
Practical demonstration of  
E-filing of GSTR-1, GSTR-2, GSTR-3  
on Web-GST software  
GST Challans  
GST return offline tool  
Excel utilities  
Generating JSON file of GST  
returns from TALLY.ERP9

#### **GSTR-3B details**

Details of outward and inward supplies  
Details of composition levy  
Details of unregistered persons  
Valuation of non GST goods/  
exempt or nil rated

#### **TCS-Tax collected at source under GST**

Who are e commerce operators?  
Tcs masters  
Adjustment entries for  
Tax collected at source

#### **E-way bill and GST**

Why E way bill is required in GST  
Who is responsible to issue e way bill process  
to issue E way bill  
Generating JSON file for e way bill to upload on  
Govt portal

## **Module 11: INCOME TAX**

Introduction to Income tax  
How to calculate Income tax  
Income tax return form  
Income tax portal  
Allowances  
Perquisites  
Slab rates  
Calculating GTI and NTI  
Practical demonstration of E-filing of TDS return 24Q-Payment to salary on Web-TDS software  
Practical demonstration of E-filing of TDS return 26Q Payment to other than salary on Web-TDS software  
Introduction of all Income Tax returns  
How to prepare Income Tax Return through Webtel software.

## **Module 12: TDS, TCS & ITR / RETURN FILLING**

TDS AND INCOME TAX RETURN  
GST Return  
TCS Return  
TDS Return  
INCOME TAX Return  
What is TAN number and PAN number  
Online application of TAN and PAN  
Traces website  
Introduction to TDS  
Types of payments  
TDS rate chart  
Due dates for furnishing TDS return  
TDS challan  
Challan 281  
Form-16/16A/16B  
Payment of salary  
Payments other than alary  
Payments to Residents  
Payments to Non Residents  
Process flow for filing E-TDS Return  
Interest,late fee and adjustment of TDS

## **Module 16: INSURANCE**

Life insurance  
General insurance  
Marine insurance

## **Module 13: BANKING**

**Bank reconciliation Statement**  
Entries for Bank Transactions  
Types of Bank Account  
Saving Account/ Current Account]  
Bank Overdraft Account Bank of OCC Account  
Fixed Deposit in Bank  
  
**Bank Guarantees**  
Benefits of Bank Guarantees  
Procedure and Format of BG  
Project Reports  
Preparations of project reports for Bank  
Reports CMA DATA, Format of CMA Data,  
Letter of Credit  
  
**Digital Payments**  
Banking Cards: Debit/ Credit/ Cash/ Travel/  
Other  
Adhaar Enable Payment System  
Unified Payment Interface  
Mobile Wallets  
Points of Sale Internet/ Mobile Banking

## **Module 14: FOREX**

Why Forex  
How can I start Forex trading  
Which trading tool is best for you  
Which strategy is right for you  
How to set stop loss in forex trading  
When to take profit  
Trading journal  
Cashing in on  
Price Movements  
Tactical usage of Leverage  
Money Management

## **Module 15: INVESTMENT**

Introduction to Share Investment  
What are shares exchange  
What are share indices and  
What are the main international share indices  
What is market capitalization  
Dividends  
Why should I invest in shares  
What shares should I buy  
What factors will influence my returns



# HARDWARE

Duration: 20 Months

Classes: Alternate

Hours: 1.5hr per class

## Module 1: **COMPUTER BASIC**

Typing  
Notepad  
Ms. Word  
Ms. Excel  
Ms. PowerPoint  
Outlook  
Internet and Professional E-mails

Pentium D Chipsets  
Core 2 Chipsets  
Output Devices Computer Information  
Input Devices Computer Information  
Information Hard Disk With Part  
CD/DVD  
Types of Disk  
DVD DRVE Components

## Module 2: **CARD LEVEL (DESKTOP & LAPTOP)**

Computer Information  
Computer Parts  
Software And Hardware  
Computer Generation  
Computer of Types  
Components of PC  
Motherboard Information  
Parts of Motherboard  
Jumper Setting on Motherboard  
Expansion Slot  
Expansion Computer Card Information  
Information of SMPS (Power Supply Switch Mode)  
Information of Microprocessor  
Chipset  
Slots  
Memory Information.  
List of Intel Chipsets  
Information  
Pentium 4 Chipsets

## Module 3: **NETWORKING (N+)**

Network Theory  
Network Communications &b Methods  
Network Implementations  
Network Models  
TCP/IP Addressing Data and Delivery  
TCP/IP Service  
LAN / WAN Infrastructure  
Remote Networking

# HARDWARE

## Module 4: **PROFESSIONAL HARDWARE (CHIP LEVEL)**

Basic Electronic  
 Solid state components &  
 SMD component (working,  
 testing, instrument descriptions)  
 Introduction to all testing  
 instrument (digital multi-meter  
 and analog multi-meter)  
 Cathode ray oscilloscope  
 Diagnostic card  
 Chip Level practical (solder iron,  
 smd machine, soldering wire,  
 de-soldering pump)  
 SMPS & Laptop Adapter  
 Explain with Circuit Diagram(  
 SMPS, Desktop motherboard)  
 Using Oscilloscope &  
 Diagnostic card  
 Detailed Description of Motherboard  
 Identification of Motherboard  
 Identification of port,sockets,  
 slots & jack also  
 Soldering and De-soldering etc.  
 Special Training on BGA  
 Machine  
 Troubleshooting (Chip Level)  
 Fault Finding Tips, repairing  
 Techniques of Audio Section.  
 Repairing Hardware issues  
 SPL.Training on Bios Programming  
 Repairing Techniques of VRM  
 Section.  
 Cool Testing (Tracing)  
 Hot Testing of Motherboard  
 Identification of all Ic's  
 Wi-Fi Circuit Testing  
 Charging Circuit Testing  
 C.C.F.L. Testing  
 Inverter Circuit Testing

## Module 5: **CCNA & NETWORK SECURITY**

CCNA  
 What is Networking  
 Internet Protocol (IP Address)  
 Subnetting, OSI Model & Devices (Hub / Switch  
 / Router)  
 Routers: 2500, 2600, 3640  
 Switches: 2950, 3550  
 Wireless: AIRONET WNIC, AIRONET & LWAPP  
 Router and Router Mode  
 (User Mode, Privillian Mode,Global  
 Configuration Mode)  
 NV RAM Backup & Flash IOS Backup  
 Secret Password Breaking  
 Routing, Protocols, RIP (V1, V2), EIGERP, OSPF,  
 DHCP, Access List, Frame Relay & Access List  
 Switch and Vlan  
 Understanding the basic  
 concepts of networking and deploying simple  
 LANs  
 Employing internet connectivity  
 Managing basic security for networking devices  
 Understanding Ipv6 fundamentals  
 System Security  
 Computer Security Basics  
 System Security Tools  
 Authentic Methods  
 Encryption Methods  
 Network Security  
 Network Perimeter Security  
 Intrusion Detection and Prevention  
 Protect Network Traffic using IPSec  
 Network Security & Threats  
 Network-Based Security, Threats and Attacks  
 Apply Threats Mitigation Techniques  
 Educate Users  
 Network Management & Monitoring  
 Configuration Management  
 Documentation  
 Network Performance  
 Optimization  
 Network Troubleshooting  
 Utilities  
 Hardware Troubleshooting Tools  
 Cool Testing (Tracing)  
 Hot Testing of Motherboard  
 Identification of all Ic's  
 C.C.F.L. Testing  
 Wi-Fi , Charging & Inverter Circuit Testing

# DMA

Duration: 1 Year  
Classes: Alternate  
Hours: 1.5hr per class

## Diploma in Multimedia & Animation

Module 1:

**CORELDRAW**

Module 2:

**ADOBE ILLUSTRATOR**

Module 3:

**ADOBE PHOTOSHOP**

Module 4:

**ADOBE INDESIGN**

Module 5:

**ADOBE FLASH**

Module 6:

**ADOBE PREMIER PRO**

Module 7:

**ADOBE AFTER EFFECTS**

Module 8:

**AUTODESK 3DS MAX**

Module 9:

**AUTODESK MAYA**



# Placements partners

- ↳ Satguru Cargo & Air Freight (LLC)  
Dubai
- ↳ ICICI Prudential
- ↳ Videocon Ltd.
- ↳ Stock Exchange Jaipur
- ↳ Rastriya Saksharta Mission
- ↳ SKS Micro Finance (P), Ltd.
- ↳ Mahima Real Estate (P), Ltd.
- ↳ Vishal Retail Ltd.
- ↳ Basix India Ltd.
- ↳ Pantaloons
- ↳ Reliance Infocom Ltd.
- ↳ Shiv Shakti Polymers Ltd.
- ↳ Meditron Ltd, Ranchi
- ↳ G.C. Foods Pvt. Ltd.
- ↳ Kashyap Eye Hospital, Ranchi
- ↳ Geeta Steels (P) Ltd., Patna
- ↳ Singhania Re-Rolling Mills (P) Ltd.
- ↳ PC Jewellers Ltd., Delhi
- ↳ Paragon Finance Ltd., Ranchi
- ↳ MPRLP Govt. of MP, Bhopal
- ↳ Sun Overseas (P) Ltd.
- ↳ Golden Shares & Stock (P) Ltd.
- ↳ Fullerton India Credit
- ↳ KVR Energy & Eng. Pvt. Ltd.
- ↳ Shri Krishna Polymers
- ↳ Motilal Oswal & Sons
- ↳ Adarsh Kutir Udyog
- ↳ Amaron (Mahindra & Mahindra)
- ↳ Bharat Vikas Parishad Hospital
- ↳ J. R. Builders & Developers
- ↳ Toshakhana Handicrafts
- ↳ Amar Ujala
- ↳ Hindustan Agro
- ↳ Genpact
- ↳ NCMSL
- ↳ ABN Amro Bank
- ↳ Liberty Automart
- ↳ Nelito Systems Ltd.
- ↳ Tata Indicom
- ↳ Onida
- ↳ IDEA
- ↳ HDFC Bank
- ↳ Sony World
- ↳ Maruti Ltd.
- ↳ Tata Sky
- ↳ and many more...

# Placements through GDF



**RAJESH KUMAR**

Company Name :  
MM Graphic



**SONI KUMARI**

Company Name :  
Volga India



**AJAY KUMAR**

Company Name :  
Gravity International



**SHANTI MANOHAR**

Company Name :  
Sonnet Pvt. Ltd.



**MD AZAM**

Company Name :  
AK Pvt. Ltd.



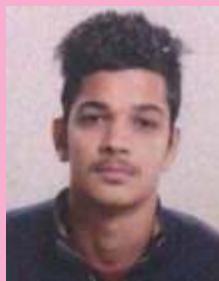
**RANI CHADDA**

Company Name :  
Venus Pvt. Ltd.



**MOHIT SAINI**

Company Name :  
Laksh Pvt. Ltd.



**RAHUL**

Company Name :  
Leather Craft



**PARVEZ AKHTAR**

Company Name :  
Punja Saheb



**ANIL KUMAR**

Company Name :  
International Tour & Travel



**JAVED ALAM**

Company Name :  
A22 Tour & Travels



**RIYAM AHMAD**

Company Name :  
Diamond India



**RAJNEESH**

Company Name :  
Print Media



**RAJESWARI**

Company Name :  
Shri Mohan Road Line



**AVISEKH KUMAR**

Company Name :  
RJ Industries



**MUNNA MEHTA**

Company Name :  
HK Transport



**NARESH KUMAR**

Company Name :  
MMTC



**GOPI MAHTO**

Company Name :  
Castaal India



**RAJ KUMAR**

Company Name :  
J & K Pvt. Ltd



**AMAR KUMAR**

Company Name :  
Central Art



**RAAZ**

Company Name :  
ABP Transport



**HARJEET SINGH**

Company Name :  
Media Advertising



**POONAM PANDEY**

Company Name :  
Indian Oil



**SUNNY**

Company Name :  
Rehan Pvt. Ltd.



**MD REZAULLAH**

Company Name :  
Raaz Industries

**SEARCH FOR DREAM JOB...**



**indiasbestjobs.com**



**9205970095**



## ADMISSION FORM

No.

Date

Name of Student: .....

Father's Name: .....

Occupation : ..... Organisation (Name & Address) : .....

Designation : ..... Contact No. : .....

Correspondence Address: .....

Permanent Address: .....

Photo

Date of Birth: ..... Category (Gen. / SC / ST / OBC / BPL ) : .....

Student Contact No. (R) ..... Mobile (If any) ..... Email ID : .....

Facebook / Twitter / Orkut url : ..... / ..... / .....

### Academic Details

Qualification	Year	Stream	Percentage	Name of Institutions	City
1. Senior Secondary					
2. Graduation					
3. Post Graduation (Pl. Specify)					

Computer Skills (if any):

.....  
.....

Course Enrolled: .....

For office use only

Date of Admission: .....

Total Course Fee: .....

FPP No.: .....

Student Code: .....

Remark if any: .....

I \_\_\_\_\_ have read the Student Rules & Regulations completely given over leaf & I agree to abide by rules and regulations mentioned therein.

Signature of Student

Date:

Enquiry reference No.:

Date:

Signature of Centre Manager

Date:

Media:

# Rules & Regulation

## 1. GENERAL INFORMATION

- **Admission**
  - (a) On the basis of clearing eligibility criteria (which are defined from time to time) and paying the admission fee a person is admitted to a particular course offered by GDF.
  - (b) Downgrade from a particular course in which admission taken is not possible at any cost.

## 2. REGISTRATION & ADMISSION :

- **Cancellation of Registration**
  - (a) Registration is valid only for a period of one month. In one month duration if the student is not taking admission than his/her registration will be cancelled and the amount deposited will be forfeited.
  - (b) However candidates unable to join for any specific reason need to get prior approval from the centre head.
- **Cancellation of Admission**
  - (a) Any student who misbehaves, uses abusive language becomes arrogant or is found doing fraudulent activities etc., his/her admission will be immediately cancelled.
  - (b) A student who does not pay his/her fees up to 3 weeks from the due date his/her admission will get canceled.
  - (c) A student who continuously remains absent for 3 weeks without prior permission his/her admission will get canceled.
  - (d) GDF reserves the right to demand compensation on any of its assets deliberately damaged by a student.
- **Readmission/Re-instatement**
  - (a) A student whose admission is being cancelled can take re-admission by paying Rs. 1000/- as re-instatement fee. However granting readmission to any student is at the sole discretion of the Centre head.

## 3. IDENTITY CARD

- After admission every student is issued an identity card.
- **An identity card is only valid if-**
  - (a) It is in validity period.
  - (b) Carries name, address and photograph of the candidate and is signed and sealed by a GDF official.
- A student is required to always keep his id-card whenever he is in the institute.

## 4. FEE DETAILS

- **Total Fee Structure**
  - (a) Any candidate registering for the course in GDF has the option of paying the fees either fully or in installments. In case of full payments the total fees should be paid before the batch start date.
  - (b) All fees are payable by cash and locally drawn cheques and demand drafts. Postdated cheques, outstation cheques will not be accepted.
- **Taxes**

It will be mandatory for all the students to pay due amount of service/other taxes (as applicable) apart from the amount of fees. In case of any default the admission is liable to be cancelled.
- **Installment Date**

07<sup>th</sup> of every month is due date for paying the installments. For students taking admission from 1<sup>st</sup> to 15<sup>th</sup> of the monthly installments will start from the next month and for the students taking admission between 16<sup>th</sup> to last date of the month the installments will start after one month
- **Fines**
  - (a) Rs. 20/- per day fine will be charged on the installments deposited after 10<sup>th</sup> of the every month.
  - (b) Rs. 300/- will be charged extra if cheque for fee installment is bounced.
- **Fee Refund**

A part from caution money (if taken) deposit no other fee is refundable.

## 5. ATTENDANCE

Every student is expected to maintain 100% attendance record to get full benefit of the course. However minimum 90% attendance should be maintained at any cost.

## 6. LAB ACCESS

- (a) for extra practice session's students can get prior reservation done only on availability of machines. GDF does not take up any liability to provide extra practice sessions as compulsion.
- (b) Assignments, live projects etc will be assigned to batches as determined by the faculty. The students are expected to complete these within specified time frame.
- (c) Students are not allowed to bring their personal floppies/CD ROMs into the lab.
- (d) Students should not copy or take any Software with them.
- (e) Misuse of Internet facility is not allowed, unnecessary chatting, Downloading of S/W, viewing illicit sites etc., is strictly prohibited.

## 7. LEAVES

- Any student going for leave must fill the given leave form & submit it to their respective faculty.

Note : *Students who take leave without proper information or leave application will be penalized with Rs. 10/- per class.*

## 8. BATCH MERGER/TRANSFER

- (a) Batch transfer are not encouraged however because of some genuine reason if the student wants batch transfer then he will have to furnish documentary evidence to support his claim.
- (b) If the student is granted batch transfer for the first time no fee will be applicable however from 2<sup>nd</sup> time onwards Rs. 500/- will be charged as batch transfer fee.

## 9. PLACEMENT SUPPORT

- Placement assistance is available for all the students after the completion of GDF's course. These students should have
  - (a) Completed graduation.
  - (b) Registered for placement assistance at local GDF centre.
  - (c) Deposited all the installments.
  - (d) Cleared all the Module Test / Assignments / Projects / Exams etc. held.
  - (e) Students must have at least 90% of attendance.
  - (f) Student who has not absented himself from any Placement / Pre-placement activities/workshops etc.
- The validity period for placement assistance is 3 months from the date of completion of the course.

Date :

Student Signature :

## शपथ - पत्र

### विद्यार्थी

मैं .....(विद्यार्थी का नाम) पुत्र / पुत्री श्री.....  
(पिता का नाम) निवासी ..... (पता),  
फोन नम्बर ..... मोबाइल नम्बर का शपथ पूर्वक बयान करता हूँ कि

1. मैंने जीडीफ द्वारा आयोजित “लघु अवधि कौशल प्रशिक्षण कार्यक्रम” .....  
..... (कोर्स का नाम) में प्रवेश प्रशिक्षणोपरान्त रोजगार प्राप्त करने के लिए मैं कठिबद्ध हूँ ।
2. मैं सेन्टर द्वारा निर्धारित उपस्थिति प्रतिशत को पूर्ण करने के लिए भी तैयार हूँ ।
3. मैं जीडीफ द्वारा उपलब्ध प्रत्येक प्लेसमेंट अवसर का सदुउपयोग करूँगा ।
4. कोर्स समाप्ति पश्चात् दिल्ली में कही भी जीडीफ द्वारा प्रदत रोजगार करने के लिए प्रसायत रहूँगा ।
5. यह हलफनामा मैंने सब सोच विचार कर दस्तखत किया है एवं कोर्स की समाप्ति पर रोजगार ग्रहण करूँगा ।

हस्ताक्षर विद्यार्थी

### विद्यार्थी के पिताजी

मैं .....(पिता का नाम) निवासी .....  
..... (पता), फोन नम्बर ..... मोबाइल नम्बर का शपथ  
पूर्वक बयान करता हूँ कि-

1. मेरा पुत्र / पुत्री ..... (पुत्र / पुत्री का नाम) मैंने जीडीफ द्वारा आयोजित “लघु अवधि कौशल प्रशिक्षण कार्यक्रम” में नियमित रहेगा एवं मे कही भी जॉब लगने पर उसे ज्वाइन करेगा ।

पिता के हस्ताक्षर

## COUNSELOR'S BRIEF

For admission and / or course detail contact:

**A-7A, Milap Nagar, Opp: East Milap Nagar, Metro Pillar no.- 652, Uttam Nagar, New Delhi - 110059**  
**E-mail: mail@gdfskills.com | Web: gdfskills.com**  
**Cont.: +91 98 917 686 67, 99 710 248 70**

### **Head Office:**

Building No. 13, 2.2 on 2nd Floor, Gali No—2,  
Old Govind Pura Extn. , Delhi—110051

### **Corp. Office :**

341/9-A, S/F Near Allahabad Bank Main  
Kanti Nagar East Azad Nagar Metro Delhi 110051.

### **Regional Office :**

East Azad Nagar | Uttam Nagar | Pitampura | Kalkaji | Badarpur  
Dilshad Garden | Jaipur | Kota | Mumbai | Bhopal | Vidisa | Kanpur | Agra

**Help Line No. : +91 97 177 501 64/ 92 059 700 95 (Placement)**

**E-mail : mail@gdfskills.com | hr@gdfskills.com (Placement)**



*Institute of Training & Placement*  
A UNIT OF GAYATRI DEVI SOLUTION LLP

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

## **ACKNOWLEDGEMENT LETTER**

**Subject:** This letter is to bring an acknowledge that you have understood all the details, which are given here under below:

**Date of Admission:** \_\_\_\_\_

**Date of Visit:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Father's Name:** \_\_\_\_\_

**Course:** \_\_\_\_\_ **Duration:** \_\_\_\_\_

**Total Fees:** \_\_\_\_\_ **One Days Discount (if applicable) Amount:** \_\_\_\_\_

**Division of Fee Structure:** \_\_\_\_\_

**Class Mode (Tick the right one):**

- Alternate Days \_\_\_\_\_
- Regular \_\_\_\_\_
- Module wise (Regular/Alternate) \_\_\_\_\_

**Applicable Benefits of Scholarship (Yes/No):**

- Free English Spoken Classes \_\_\_\_\_ Duration : \_\_\_\_\_
- Mock Interview Training \_\_\_\_\_
- Placement Assurance Letter \_\_\_\_\_
- Scheme of 85% result in 12<sup>th</sup> class \_\_\_\_\_
- One days Discount \_\_\_\_\_ Amount \_\_\_\_\_

OR

Another Discount (if applicable) \_\_\_\_\_ Amount \_\_\_\_\_ Based on \_\_\_\_\_

I understood all the above details and agree with all conditions.

**Thanks & Regards**

**Student Sign .** \_\_\_\_\_

**Counselor Sign.** \_\_\_\_\_

**Head Sign.** \_\_\_\_\_

## **Module 7:**

### **DREAMWEAVER**

Dreamweaver is fairly complex software. In this lab we will be getting a basic introduction to this software package. Dreamweaver is a web authoring program that uses a WYSIWYG "what you see is what you get" interface. The HTML code is being created and is accessible to you if you want to play with it.

## **Module 8:**

### **CORE PHP**

CorePHP means pure php with using any frameworks. Core PHP is very basic PHP. It is used to create dynamic web pages. PHP is a well-liked server-side scripting language for the web.

# **Web Developing (2nd Year)**

## **Module 9:**

### **PHP**

CorePHP means pure php with using any frameworks. Core PHP is very basic PHP. It is used to create dynamic web pages. PHP is a well-liked server-side scripting language for the web.

## **Module 10:**

### **MYSQL - level-1**

MySQL is an open source relational database management system (RDBMS) based on Structured Query Language (SQL). MySQL runs on virtually all platforms, including LINUX, UNIX and Windows. MySQL is ideal for both small and large applications. MySQL is very fast, reliable and easy to use.

## **Module 11:**

### **AJAX**

Stands for Asynchronous JavaScript and XML. Ajax is a new technique for creating better, Faster and more interactive web applications with the help of XML, HTML, CSS and JavaScript. AJAX is about updating parts of a web page, without reloading the whole page.

## **Module 12:**

### **BOOTSTRAP**

Build responsive, most popular front-end component library. Bootstrap is an open source Toolkit for developing with HTML, CSS and JS. Quickly prototype your ideas.

## **Module 13:**

### **WORDPRESS**

WordPress is a free and open source content management System (CMS) based on PHP & MySQL. Features includes a plugin Architecture and template system. It is most associate with blogging but supports other types of web contents including more traditional mailing list and forums, media galleries and online stores.

## **Module 14:**

### **JOOMLA**

Joomla is a free and open-source content management system for publishing web content, developed by Open Source Matters. It is built on a model-view-controller web application framework that can be used independently of the CMS.

## **Module 15:**

### **OPEN CART**

OpenCart is an online store management system. It is PHP-based, using a MySQL database and HTML components. Support is provided for different languages and currencies. It is freely available under the GNU General Public License. As of May 2016, 342,000 websites were using OpenCart.

## **Module 16:**

### **JQUERY**

Jquery is a lightweight, "write less, and do more", JavaScript library jQuery is designed to simplify HTML DOM tree traversal and manipulation, as well as event handling.