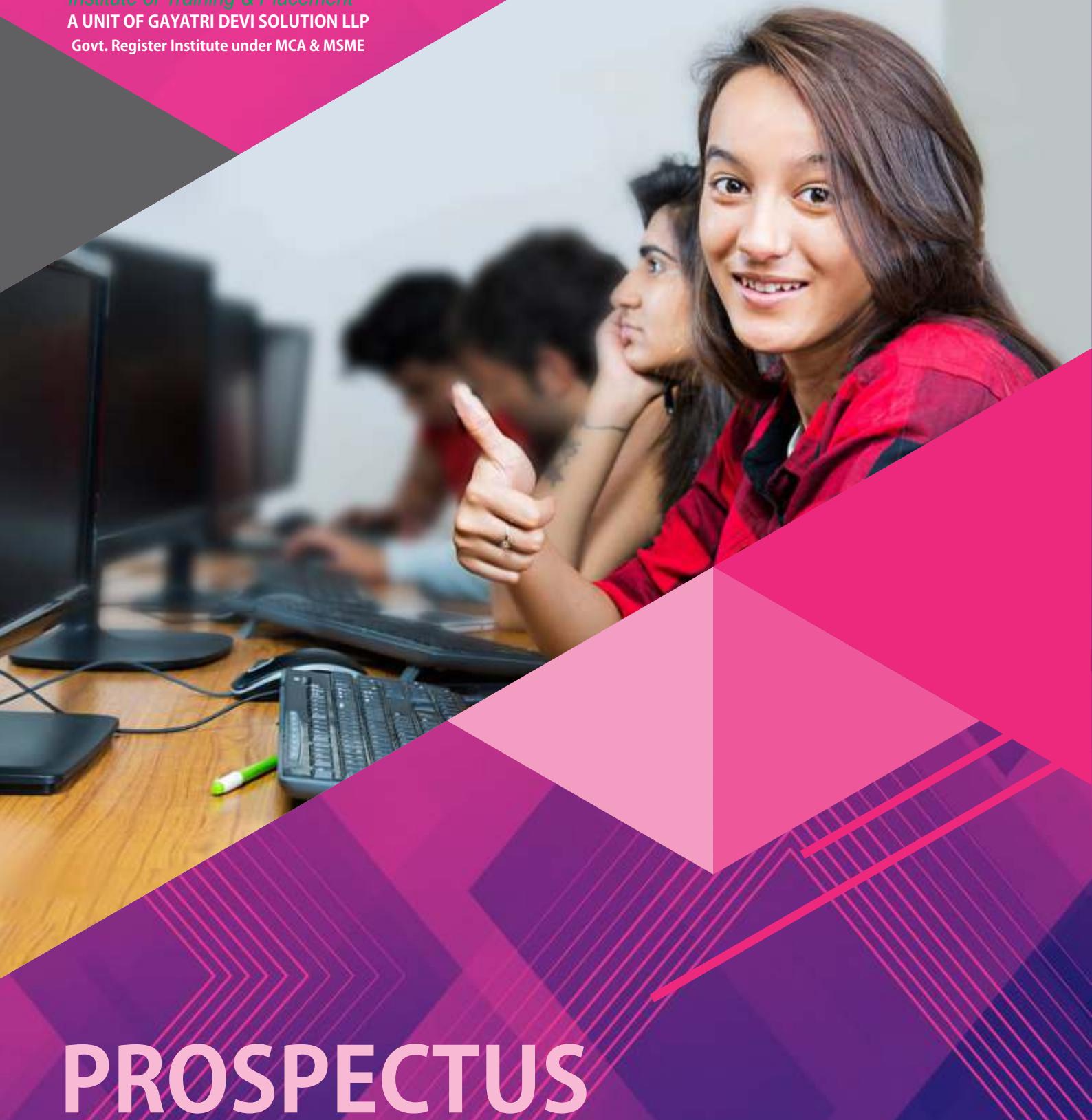




Institute of Training & Placement
A UNIT OF GAYATRI DEVI SOLUTION LLP
Govt. Register Institute under MCA & MSME



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 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”**

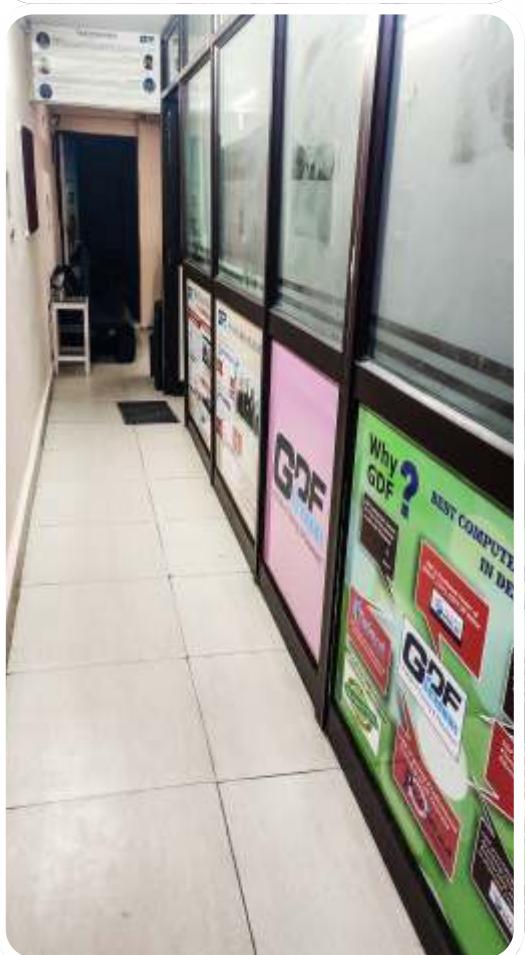
From the Chairman's Desk



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!

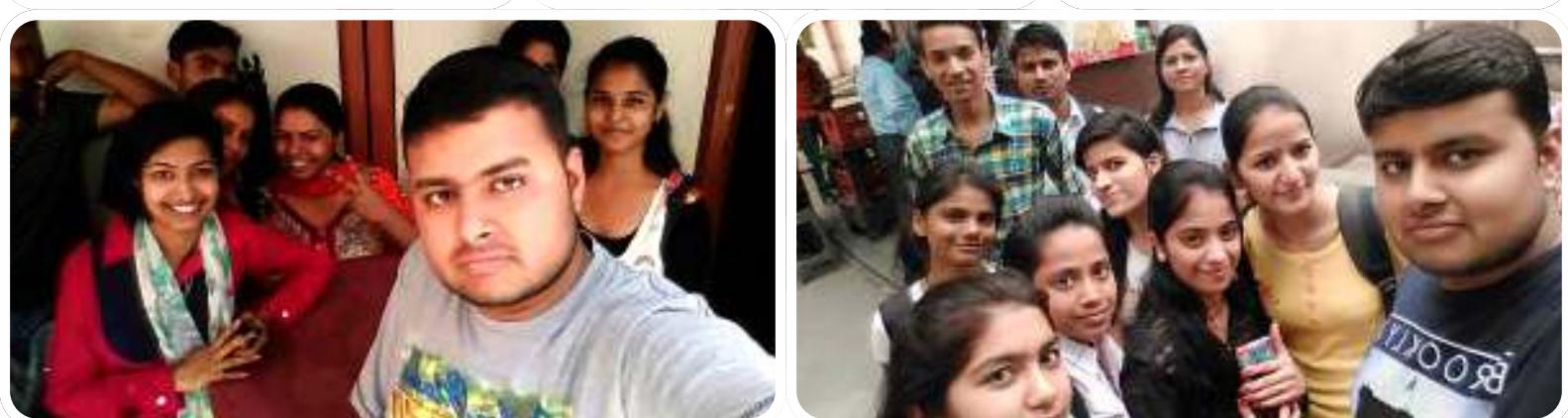




Institute of Training &







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



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



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.

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.

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:

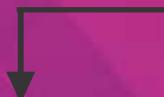
FRAMEWORK APPLICATIONS

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



MANUFACTURING

Small Scale Industries
Large Scale Industries
'Processing Units
Ancillary Industries



TRADING

Trading Houses
Dealers
Distributors
DSAs
(Direct Selling Agents)



SERVICE

Banks, Hotels, Hospitals
Telecom
Insurance
Education
Advertising



NGO's

Charitable Organizations
Non-Profit Organization

you can become

► Account Manager

► Internal Auditor

► Commercial Assistant

Finance Co-ordinator

Taxation Assistant

Accounts & Finance Executive



E-ACCOUNTING

1 year

Duration: 1.5 Year

Classes: Alternate

Hours: 1.5hr per class

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

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)
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.



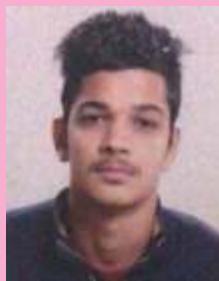
RANI CHADDA

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

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