**RK Sandhya Foundation**

RK NATIONAL INSTITUTE OF COMPUTER ACADEMY
RKNICA

**RKNICA**

▶▶ **Govt. of India**

# RK National Institute
## of Computer Academy

*Right choice for Bright future..*

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**Unit of RK Sandhya Foundation**

Regd. Under Sec.8 of the Companies Act. 2013,
Ministry of Corporate Affairs, Govt. of India
Regd. Under Ministry of MSME, Niti Aayog &
Trade Marks Act.1999, Govt. of India
**Certificate Regd. Under C.R. Act. 1957,**
**Ministry of HRD, Govt. of India**
**An IS0 9001:2015 Certified Organization**

# RK National Institute
## of Computer Academy

## WELCOME TO RKNICA

### About Us :

RK National Institute of Computer Academy (RKNICA), an autonomous Computer education center is an unit of RK Sandhya Foundation. It is registered under section.8 Company. MCA Government of India and also registered as Ministry of MSME & Trade Marks Act, 1999 Govt. of India and ISO 9001:2015 Certified Institute. The Certificate of different courses will be delivered by the C.R. Act, 1957 & Ministry of H.R.D and Niti Ayog and many other authorities of India State Government. It is also the enlisted by the Central Government of India.

### Objective of the Programme

In present time, some big Institution run their certificate/ diploma programme in higher charges, due to which the lower and middle class families of our society cannot afford the load of their charges. Our mission studied their theme properly and decided to provide better higher technical education in computer for every sector of society in affordable charges all over India.

### FACULTY

RK National Institute of Computer Academy  faculty are full time, Qualified and friendly professionals, always there to guide the students, specially trained to understand students psychology, internalize the knowledge uniformly and put across difficult to understand concept with ease, Thus making students learning ventures smooth and easy. The whole training time is equally divided into theory and practical sessions. A part from regular computer time, students are allowed to utilise unlimited machine time to exercise their mind, boost their creativity and increase their level of curiosity. This builds-up their self confidence, allows them to explore the wide horizon of computer and gradually shapes them into confident professionals.

### Library Infrastructure

RK National Institute of Computer Academy  centres have a well-stocked library with a collection of around 600 volumes comprising functional Programming, Parallel Processing System Database Management System, Client Server Computing, Computer Networks, Operating System, Multimedia, Object Oriented Programming etc. The library subscribes to collection of Indian and foreign journals and periodicals in the functional and general areas thus maintaining latest espouses to the student and helping them keep abreast of the latest developments in the I.T. industry.onals.

### Motive of our Centre:

Keeping in mind the essentiality of Computer Skill Throughout the life a person, in present time, we have founded RKNICA to provide students a proper training by excellent faculties and effective study material. We have also designed very affordable fees' for every courses in accordance with the paying ability of a student, comes from a needy family.

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## VISION OF RKNICA

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 Technology Education & Skill Development.

Vision Implementation Journey identifying the nation's best potential and nurturing them into well groomed professional.

- To promote Computer Literacy to every nook and corner of the society at nominal fee.
- To extend financial flexibility in terms of scholarships and stipends to deserving candidates.
- To bring down Computer Education to the grassroots level.
- To provide placement assistance to deserving candidates.
- To eradicate anything, like Computer Phobia.
- To work out specific courses designed as per current job scenario, in order to provide a well trained workforce to the corporate sector.
- To Spread Computer literacy at each corner of the country.
- To present a bright future to the aspiring Students meet their dreams.
- To assist deserving Students for jab opportunities
- To deliver best quality education and provide proper educational environment for the Student Motivate the students to be self- dependent by learning technical education and learn their own living.

The mission of the institution is to be an institution of recognition and improve quality of life of the social fabric by nurturing talent.

To abolish the curse of Computer Illiteracy from the Society.

## MISSION OF RKNICA

*Salient Feature/ Student Benefits*

Well qualified and experienced faculty.

High quality course oriented study materials.

Personal attention to every student.

Student feedback facility.

Career guidance & Placement assistance.

Short tram job oriented course.

Well equipped air cooled laboratory with latest computer.

Electronic generator facility.

High speed internet with every computer.

Globally accepted certificate after completing the course.

## Computer Lab

RKNICA centre have a Advance Computer lab. The computer lab contains high configurations Computer networked with WI-FI zone.

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## WHY RKNICA

RKNICA provides single source for quality assurance in computer education among the nation's non-formal institutes, After turning out competent IT professionals in large numbers. RKNICA aims to provides maximum benefits to ASC and Students with quality…

INSTITUTE BENEFITS: –

RKNICA offering Franchise Scheme

   NO ROYALTY FEES.

   NO INSPECTION FEES.

   NO HIDDEN FEES.

   ONLY CERTIFICATION & EXAMINATION FEES.

Online record Maintenance/Login. Student registration Online Verification. 24*7 Online/Phone Support. Best Fees Structure. Legally Document Supported. SMS Marketing support. Email Marketing Support. Media Advertising Support. Other's Advertising Support. Online Exam/Result. A Globally Famous Organization. All India Valid Certificate. Lowest course fees. Since we are examination body we do not share from course fees given in Prospectus. Only Registration and exam fees will be charged by the ASC. High-standard and navigation friendly course materials, question papers, innovative and industry friendly course structure. Training Support for your Faculty, counsellor and marketing team. Automated tools for tracking your business in a single portal that will help you analyses, monitor and manage your growth. A transparent and user friendly single window online portal for all transactions and operational inputs. Placement assistance.

## CHAIRMAN MESSAGE

Dear Students/ parent,

It is my pleasure, welcome and thanks to all the parents and students of new session of computer course for joining RKNICA and also congratulate you for stepping ahead in the field of Information Technology to digitalize India.

RKNICA offers High-quality Skill on Computer and continued professional development which will enhance your career prospects to the best.

We always want to make Computer Education as a Lesson for candidate's betterment and excellence.

We believe in the holistic development of students, so it is always our motive and vision to develop self confidence and positive thoughts which boost confidence of students for achieving every success in their life later.

RKNICA is the place where you can fulfill your dream by enchasing your potential for Successful Career and encourage you to explore your programming further and Weill always for you in any condition.

On behalf let it be my privilege to welcome you again to the world of RKNICA.

*Mr. Krishna Chandra Singha*

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## FUTURE OF IT

An other wise mundane conversation about 20 years ago with some rural youth from a remote taluka has remained unforgettable. When asked what they were studying, some of them replied BA with subjects like psychology and sociology. It was as clear as daylight on that dusty, hot afternoon that their future was dark and they were wasting their time.

Their BA might have got them a degree and the "status" of graduates. A job, too, only if they were really lucky. Because their job, most likely, would have come not due to their core education.

This was the same time when school dropouts in the drought-prone Pabal village of Pune district were successfully learning skills to become welders, fabricators and simple scooter, motorcycle and pump-set mechanics. They were part of the novel "Pabal experiment" in vocational education. Without degrees, they seemed better equipped to become self-employed in a rural setting and lead successful lives.

It is a fact that the most basic degrees right up to the doctoral level are worthless in many universities across the country because of the poor quality of education. It is not for nothing that India has an entire army of the educated unemployed and the unemployable. They are the victims of a system which has forced them to spend their crucial formative years in getting a degree to become graduates.

The "graduate" tag is also important for the middle classes because a young man without it feels inferior to his graduate wife. Even if other eligibility criteria match, prospective alliances fall through because the woman is "over-qualified".

Post-liberalisation, the Indian mindset has begun to change. The hospitality industry is an attractive destination for the youth today and many academically bright youngsters won't mind pursuing a diploma in catering to follow their heart's calling. They will begin their careers in various capacities in hotels, restaurants and resorts and be proud of it. In the past, family and friends would dissuade such career choices and ask, "Why do you want to become a waiter?"

Career opportunities that were non-existent then have become a reality for today's youth. Thus, there are a variety of courses in the animation industry, television production, entertainment industry, event management, food processing, telecom, the retail sector and scores of other areas. The scope has also widened for the truly academically inclined in the pure sciences, humanities or professional degree courses.

Blessed with the power of youth and an economy that continues to grow robustly, India's future lies in unleashing a revolution in vocational education courses. These will equip young men and women with a variety of skills that add value to the economy and not draw from it.

The Maharashtra government's announcement last week to start the nation's first university for vocational courses is, therefore, very encouraging. Union HRD minister Kapil Sibal's efforts to reform the educational system are perhaps the best thing that has happened to India in a long time. In this age of information technology, knowledge economy and cyber warfare, it is only appropriate that education should get the second highest priority in India after defence. Like China, India needs to start looking inwards, and at least for one five-year plan we need to focus on fixing education. The benefits will be incalculable.

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### ● Academic Definitions.

1) Academic Session is the first class attended by Student till the completion of a specific course for which a specific time is allotted.

2) Each student is awarded a certificate after fulfilling all the requirements of the course.

3) A batch is composed with students. Who have taken admission for a specific course. A batch code is provided to each batch.

4) Each student can avail the benefit of monthly installment payment plan for partial payment at affordable rates.

5) Admission to a course that forms an advanced version of particular course is called Course up gradation.

6) A student invoice is containing information about the student's batch code, registration no. enrolment no., student's mode of payment of fees.

### ● Admission

a) Admission to any course is based on the Institution's eligibility norms as defined from time to time and the Institute reserves the right to refuse admission to any applicant.

b) An applicant's admission to a course is confirmed for a particular batch only on payment of the admission fee. In the case of a course up gradation, the admission is confirmed on payment of the up gradation fee is specified from time to time.

c) An admission to a course is not transferable to any other individual.

d) Normally an admission to a specific course cannot be converted into an admission to any other course. This transfer may be permitted at the discretion of the Centre-in-charge, if an application (supported by relevant documents) is given by the student at least 15 days prior to the scheduled date / time of the first batches.

### ● COURSE METHODOLOGY

a) Each course is composed of different modules.

b) During the course every student is evaluated through tests, projects, presentations, each of which forms a part of the student's final evaluation.

c) Each course is conducted according to predefined course targets which are communicated to the students through the notice board. These targets define the date, time and venue of all major activities regarding the course.

d) These targets may be subsequently altered at the discretion of the Centre-in-charge and communicated to students through the student's Notice Board.

e) Each batch is assigned a faculty who is responsible for the learning process of each student. The faculty is expected to solve all technical problems of the students. However, if a problem remains unsolved, the student is welcome to contact the Centre-in-charge.

f) The student is expected to maintain 100% attendance along with the batch allocated / admitted to get the full benefit of the course,

g) The student should discuss the implications of any absence that cannot be avoided with the faculty and work out a plan of corrective act.

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*Course Offer*
## Computer Courses

**CCB** (Certificate in Computer Basic)
Computer Fundamentals, Windows7, Ms Office (Word, Excel, PowerPoint), Typing & Project Work

Course Duration : 3 Months

Course Fees:

**CFA** (Certificate in financial Accounting)
Computer Fundamental & Windows, MS office (Word, Excel-2007), Accounting Concept, Tally,Typing & Project Work

Course Duration : 6 Months

Course Fees:

**CCA** (Certificate in Computer Application)
Computer Fundamental, Operating System( DOS & Windows), MS Office (Word, Excel, PowerPoint -2007), HTML Concept, Internet & E-mail, Bengali Typing, Typing Master & Project Work.

Course Duration : 6 Months

Course Fees:

**CIT** (Certificate in Information Technology)
Fundamental of Computer, MS- DOS & Windows, MS Office (Word, Excel, PowerPoint -2007), Database Management System (Visual FoxPro), Internet & E-mail, Bengali Typing, Typing Master & Project Work.

Course Duration : 6 Months

Course Fees:

**DCA** (Diploma in Computer Application)
Ist Semester
Computer Fundamental, Operating System( DOS & Windows), MS Office-7 & 10 (Word, Excel, PowerPoint),Bengali Typing.
2nd Semester
MS- Access, Visual Basic, HTML, Internet & E-mail, Communication language,Typing Master & project Work

Course Duration : 12 Months

Course Fees:

**DCP** (Diploma in Computer Programming)
Ist Semester
Computer Fundamental, Operating System( DOS ,Windows-7,10 & Vista), MS Office (Word, Excel), Internet & E-mail.
2nd Semester
MS- Access, Visual Basic, Programming Language C & C++, Communication language, Typing Master & Project Work

Course Duration : 12 Months

Course Fees:

**ADCA** (Advance Diploma in Computer Application)
Ist Semester
Computer Fundamental, Operating System( DOS & Windows), MS Office-7 & 13 (Word, Excel, PowerPoint,Access), Regional Language Typing, Typing Master & project Work.
2nd Semester
Visual Basic , Programming in C – language, HTML, PageMaker, Photoshop, Accounting Concept With Tally, Internet & E-mail, Communication language.

Course Duration : 12 Months

Course Fees:

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### Course Offer
## Computer Courses

**CWD** (Certificate in Web Designing)

Fundamentals of Computer, Windows7, Concepts on Internet, Protocols, Browsers, Notepad ++, HTML, DHTML, XML, Project Work & Practical.

Course Duration : 3 Months

**Course Fees:**

**CDTP** (Certificate in Desktop Publishing)

Computer Fundamental & Windows, MS Office-7 & 10 (Word, PowerPoint), Page Maker, PhotoShop, Bengali Font, Publication Internet & E-mail.

Course Duration : 6 Months

**Course Fees:**

**DSA** (Diploma in Software Application)

Fundamental of Computer, MS Office (Word, Excel), System Analysis & Designing, Network Concept , DBMS & RDBMS Concept (Access),Visual Basic Programming, C Programming, HTML & XML Typing Master & Project Work.

Course Duration : 6 Months

**Course Fees:**

**DIT** (Diploma In Information Technology)

Ist Semester
Computer Fundamentals, Operating System (DOS & Windows), Ms Office-7 (Word, Excel, PowerPoint), Bengali Typing.

2nd Semester
MS- Access, Programming in C –language, HTML, Internet & E-mail, Communication language, Typing Master & Project Work.

Course Duration : 1 Year

**Course Fees:**

**DHT** (Diploma in Hardware Technology)

Ist Semester
Introduction of Computer, Operating System ( DOS ,Windows-7,10 & Vista), Analog Electronic, Digital Electronics, Power Supply of SMPS.

2nd Semester
Assembling Of Computer, Functioning of Different PC parts (Monitor, Mother Board, Hard Disk, CD-Rom Etc), Installation of Hardware and Software, Fundamental Of Networking, Onsite Support.

Course Duration : 1 Year

**Course Fees:**

**ADIT** (Advance Diploma in Computer Technology)

Ist Semester
Fundamental of Computer, Operating System( DOS ,Windows & Linux), Ms Office-7 & 13 (Word, Excel, PowerPoint), Internet & Email, Typing Master & Project Work.

2nd Semester
MS Access,Visual Basic, Visual FoxPro, Programming language in C & C++, Web Development – HTML, Java Script, Advance Programming – VB.net, ASP net, Project – Small Business Software/Calendar/Web Site/Game Etc.

Course Duration : 1 Year

**Course Fees:**

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### Course Offer
### Computer Courses

**DCDEO** (Diploma in Computer Data Entry Operator)

Basics of Computer, Operating System, Typing Master & Project Work, MS-Office Word (Word Processing, Formatting Documents, Mail Merge), MS-Office Excel (Spreadsheet, Formatting Worksheets, Formulas, Functions and Charts Creating), Introduction to Internet.

Course Duration : 6 Months

Course Fees:

**DWD** (Diploma in Web Design)

Fundamental of Computer, Operating System(Windows-7,10), Notepad++ & Visual Code, Internet Browsing, HTML-5, CSS-3, Adobe Flash, Project Work & Practical.

Course Duration : 6 Months

Course Fees:

**DNT** (Diploma in Network Technology)

Computer Fundamental & Windows, MS Office (Word,Excel-2007 & 2010), Network Fundamental, Web accessing, Cabling & Network Installation, Linux Installation & Administration and Practical.

Course Duration : 6 Months

Course Fees:

**DFA** (Diploma in Financial Accounting)

Ist Semester
Computer Fundamental & Windows, MS Office (Word, Excel, Access-2007 & 2010), Advance Internet & Email, Typing & Project Work.
2nd Semester
Tally ERP9, GST & Taxation Accounting, BILLING, PAYROLL, INVENTORY, TAXATION REPORTING, Internet & Email.

Course Duration : 1 Year

Course Fees:

**DDTP** (Diploma in DeskTop Publishing)

Ist Semester
Computer Fundamentals, Operating System ( DOS,Windows), Ms Office-7 & 10 (Word, Excel, PowerPoint), Bengali Typing.
2nd Semester
Page Maker, Corel Draw, Photoshop, Internet & E-mail, Communication language

Course Duration :  1 Year

Course Fees:

**ADFA** (Advance Diploma in Financial Accounting)

Ist Semester
Computer Fundamental & Windows, MS Office (Word, Excel, 2007 & 2010), Advance Internet & Email, Typing  & Project Work.

2nd Semester
Study on Basics of Accounting, Tally ERP9, GST & Taxation Accounting, BILLING, PAYROLL, INVENTORY, TAXATION REPORTING, Access, MS-Outlook, MS-SQL, E-Filling.

Course Duration :  1 Year

Course Fees:

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### *Course Offer*
### Computer Courses

**DIB** (Diploma in Internet Browsing)

Computer Fundamental & Windows, MS office (Word, Excel-2007), Introduction of Internet, Internet Option & Toolbar, PDF Radar, Browsing & Chatting, File Uploading & Downloading, Email Programs, Web Accessing, Mail Accessing.

Course Duration : 3 Months

**Course Fees:**

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**ADOM** (Advance Diploma in Office Management)

Ist Semester

Computer Fundamentals, Operating system( DOS & Windows-7,10,11), Ms Office-7 & 13 (Word, Excel, PowerPoint, Access), Regional Language Typing, Free Hand & Project Work

2nd Semester

HTML & CSS, PageMaker, CorelDraw, Photoshop, Scanning & Printing, Accounting Concept With Tally, Internet & E-mail, Communication Language.

Course Duration : 1 Year

**Course Fees:**

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**ADDTP** (Advance Diploma in DeskTop Publishing)

Ist Semester

Basic of Computer, Operating System( DOS & Windows), Ms Office-7 & 13(Word, Excel, PowerPoint), Regional Language Typing, Internet & E-mail.

2nd Semester

PageMaker, CorelDraw, Photoshop, Adobe Illustration, Scanning & Editing Images of Publication, Internet & E-mail, Communication language, Typing Master & Project Work.

Course Duration : 1 Year

**Course Fees:**

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**ADSA** (Advance Diploma in Software Application)

Ist Semester

Computer Fundamentals, MS Office (Word, Excel), DBMS & RDBMS Concept (Access), System Analysis & Designing, Network Concept.

2nd Semester

Visual Basic Programming, Programming Language in C, C++, JAVA Script, PHP, Oracle, Python, HTML & XML.

Course Duration : 1 Year

**Course Fees:**

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**ADWD** (Advance Diploma in Web Design)

Ist Semester

Computer Fundamentals, Operating System( DOS & Windows-7,10), MS Office-7 & 13 (Word, Excel), VS Code, Notepad ++, Free Hand & Project Work.

2nd Semester

Concepts of Website, CoralDraw (For Web Designing Purpose), HTML & DHTML & XML, Flash, Java Script, Dream Viewer, CSS, ASP, PHP, Web Browsing.

Course Duration : 1 Year

**Course Fees:**

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### *Course Offer*
### Computer Courses

**ADCP** (Advance Diploma in Computer programming)

Ist Semester
Computer Fundamentals, MS Office (Word, Excel), DBMS & RDBMS Concept (Access), System Analysis & Designing, Network Concept.
2nd Semester
Visual Basic Programming, Programming language in C, C++, JAVA & Java Script, PHP, Oracle, Node.js.
Course Duration : 1 Year

Course Fees:

**ADM** (Advance Diploma in Multimedia)

Ist Semester
Computer Fundamentals, Operating System( DOS & Windows), MS Office-7 & 13(Word, PowerPoint), Regional Font (Bengali, Hindi & English), Internet & E-mail.
2nd Semester
PageMaker, CorelDraw, Photoshop, Visualization, Sound Forge, Light & Camera, Animation Basic, Elastic Reality, Pinnacle (Hollywood FX), Flash MX, Swish MAX, Ulead Cool 3D,Adobe After Effects, Studio Max.
Course Duration : 18 Months

Course Fees:

**TDCA** (Two Year Diploma in Computer Application)

Ist Semester
Computer Fundamentals, Operating System ( DOS , Windows & Linux), MS Office-7 & 13(Word, PowerPoint, Excel, access), Regional Font (Bengali, Hindi & English), Hardware maintains, Internet & E-mail, Personality Development, Communication Language.
2nd Semester
Photoshop7.0, CorelDraw, PageMaker, Micro Teaching, Adobe Illustration, Photoshop CS6.
3rd Semester
Visual Basic, Programming in C ,C++ language, Web Design (HTML, CSS, JavaScript, XML), Database Management System, Application Development Using PHP, Oracle, Python.
4th Semester
Study on basics of Accounting, Tally ERP9, GST & Taxation ACCOUNTING, BILLING, PAYROLL, INVENTORY, TAXATION REPORTING, Access, MS-Outlook, Project Work & Practical.

Course Duration :2 years

Course Fees:

**PGDFA** (Post Graduate Diploma in Financial Accounting)
Ist Semester
Computer Fundamental & Windows, MS Office (Word, Excel, 2007 & 2010), Advance Internet & Email, Typing & Project Work.

2nd Semester
Study on Basics of Accounting, Tally ERP9, GST & Taxation Accounting, BILLING, PAYROLL, INVENTORY, TAXATION REPORTING, Access, MS-Outlook, MS-SQL, E-Filling.
3rd Semester
TDS & Return, Share Trading, Project Work & Practical.
Course Duration : 2 Years

Course Fees:

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### *Course Offer*
### Computer Courses

○ **PGDCA** (Post Graduate Diploma in Computer Application)

Ist Semester

Computer Fundamentals, Operating System( DOS & Windows), MS Office-7 & 13 (Word, Excel, PowerPoint, Access), Hardware Maintains, Regional Language Typing, Typing Master & Project Work .

2nd Semester

Visual Basic, Programming in C – language, Web Design (HTML, CSS, JavaScript, XML), Database Management System, Application Development Using PHP.

3nd Semester

PageMaker, CorelDraw, Photoshop,Accounting Concept With Tally, Internet & E-mail, Communication Language.

Course Duration : 2 years

**Course Fees:**

○ **PGDM** (Post Graduate Diploma in Multimedia)

Ist Semester

Computer Fundamentals, Operating System( DOS & Windows), MS Office-7 & 13(Word, PowerPoint), Regional Font (Bengali, Hindi & English), Internet & E-mail.

2nd Semester

PageMaker, CorelDraw, Photoshop, Adobe Illustrator.

3nd Semester

Visualization, Sound Forge, Light & Camera,Video Composing & Editing, Animation Basic, Elastic Reality, Pinnacle (Hollywood FX), Flash MX, Swish MAX, Ulead Cool 3D,Adobe After Effects, Studio Max, Maya.

Course Duration : 2 years

**Course Fees:**

○ **BCTT** (Bachelor of Computer Teacher Training)

Ist Semester

Computer Fundamentals, Operating System ( DOS , Windows & Linux), Ms Office-7 & 13(Word, PowerPoint, Excel, Access), Regional Font (Bengali, Hindi & English), Hardware Maintains, Internet & E-mail, Personality Development, Communication Language.

2nd Semester

Photoshop7.0, CorelDraw, PageMaker, Micro Teaching, Adobe Illustration, Photoshop CS6.

3nd Semester

Visual Basic, Programming in C ,C++ Language, Web Design (HTML, CSS, JavaScript, XML),Database Management System, Application Development Using PHP, Python, Accounting Concept with Tally.

Course Duration : 2 Years

**Course Fees:**

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*Course Offer*
## Computer Courses

**DOP** (Diploma in Office Practice)

Ist Semester

Computer Fundamental, Operating System( DOS & Windows), MS Office-7 & 10 (Word, Excel, PowerPoint),Bengali Typing, Typing  Master.

2nd Semester

MS- Access, Visual Basic, Accounting  Concept with Tally, Internet & E-mail, Communication language, Project Work & Practical.

Course Duration :  1 Years

Course Fees:

**MCTT** (Master of Computer Teacher Training)

Ist Semester

Computer Fundamentals, Operating System ( DOS , Windows & Linux), MS Office-7 & 13(Word, PowerPoint, Excel, access), Regional  Font (Bengali, Hindi & English), Hardware maintains, Internet  & E-mail, Personality Development, Communication Language.
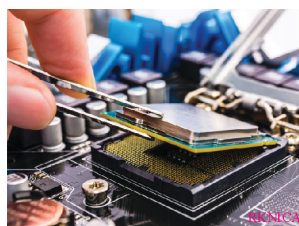
2nd Semester

Photoshop7.0, CorelDraw, PageMaker, Micro Teaching, Adobe Illustration, Photoshop CS6.

3rd Semester

Visual Basic, Programming in C ,C++  language, Web Design (HTML, CSS, JavaScript, XML), Database Management System, Application Development Using PHP, Oracle, Python.

4th Semester

Study on basics of Accounting, Tally ERP9, GST & Taxation ACCOUNTING, BILLING, PAYROLL, INVENTORY, TAXATION REPORTING, Access, MS-Outlook, Project Work & Practical.
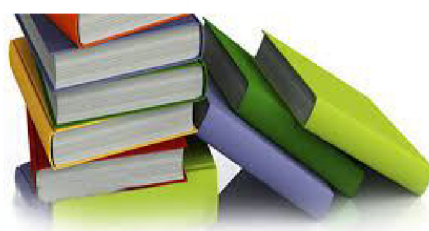
Course Duration :2 years

Course Fees:

**COMPUTER** EDUCATION

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### Course Offer
## Computer Courses

## Short Time Profession Course

| Course | Duration | Course Fees |
|---|---|---|
| Computer fundamental, MS-DOS, Windows10 | Duration: | Course Fees: |
| MS-Word | Duration: | Course Fees: |
| Ms-Excel | Duration: | Course Fees: |
| Ms- PowerPoint | Duration: | Course Fees: |
| Advance excel | Duration: | Course Fees: |
| PageMaker | Duration: | Course Fees: |
| CorelDraw | Duration: | Course Fees: |
| Adobe Photoshop | Duration: | Course Fees: |
| Adobe Illustrator | Duration: | Course Fees: |
| HTML & CSS | Duration: | Course Fees: |
| Internet | Duration: | Course Fees: |
| Java Script | Duration: | Course Fees: |
| C programming | Duration: | Course Fees: |
| C. C++ Programming | Duration: | Course Fees: |
| Visual Basic | Duration: | Course Fees: |
| Oracle with SQL Programming | Duration: | Course Fees: |
| Auto CAD | Duration: | Course Fees: |
| Tally & GST | Duration: | Course Fees: |
| Audio Editing | Duration: | Course Fees: |
| Video Editor | Duration: | Course Fees: |
| Auto cad basic-2d & 3d | Duration: | Course Fees: |

Courses

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### *Course Offer* Spoken Englis Courses

**CSC** (Certificate in Spoken English) — Duration: — Course Fees:

**DSEC** (Diploma in Spoken English Course) — Duration: — Course Fees:

**ASEC** (Advance in Spoken English Course) — Duration: — Course Fees:

### *Course Offer* Vocational Courses

**DMR** (Diploma in Mobile Repairing) — Duration: — Course Fees:

**ADMR** (Advance Diploma in Mobile Repairing) — Duration: — Course Fees:

**DB** (Diploma in Beautician) — Duration: — Course Fees:

**DCT** (Diploma in Cutting & Tailoring) — Duration: — Course Fees:

**CBC** (Certificate in Beautician Course) — Duration: — Course Fees:

**DPBC** (Diploma in Professional Beautician Course) — Duration: — Course Fees:

**DYT** (Diploma in Yoga & Therapy) — Duration: — Course Fees:

### *Course Offer* Typing Courses

**CET** (Certificate in English Typing) — Duration: — Course Fees:

**CCT** (Certificate in Computer Typing) — Duration: — Course Fees:

**CBT** (Certificate in Bengali Typing) — Duration: — Course Fees:

**CHT** (Certificate in Hindi Typing) — Duration: — Course Fees:

**CUT** (Certificate in Urdu Typing) — Duration: — Course Fees:

**DYT** (Diploma in English and Bengali Typing) — Duration: — Course Fees:

**ADTE** (Advance Diploma in Typing Expert ) — Duration: — Course Fees:

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# RK National Institute
## of Computer Academy

### Attachment with the Application Form

1) Two recent photograph one passport size and one stamp size.
2) Attached photo copy of last educational qualification.
3) Attached aadhar card.
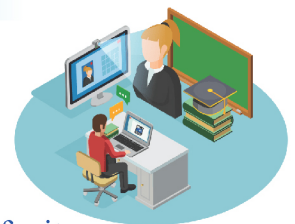4) If any handicap then admit his /her handicap certificate.

### Examination System

1) During the course, every student is evaluated through module test, Mock Test, project, presentations which form a part of the student's final evaluation.
2) A student who does not pass an examination will be allowed to appear for a retest. In case of absence, the student is allowed to reappear for the examination only if the reason for absence is supported by relevant documents. The date of the retest will be specified by the Institute.
3) RKNICA provides online and offline testing facilities.

### Certification

a) The student is awarded a Grade Certificate upon passing the course.
c) A student, who has completed the course but whose aggregate is less than 30% will be given an Attendance Certificate and not a Grade Certificate.
d) The grades awarded are as above 90% is A+ , Outstanding 80-89% is A – Excellent,  60-79% is B+ – Very Good , 40-59% is B –Good  and 30-39% is C– Average ,less than 30% is D- Fail
e) A student should verify the correctness of his/her name, grade, course, duration mentioned in the grade list. Duplicate certificate will be issued against a fine of Rs. 200/-.
f) The student will not be awarded the Certificate in case of any outstanding dues from the student.

### Refund

a) Application fee is not refundable.
b) Admission fee is not refundable under any circumstances.
c) No fee is refundable in cash a student is deemed to have dropped out and/or has taken course stopover/transfer.
d) No fee is refundable for any upgraded admission.
e) In any cases will be considered for refund and refund charge will include for it.

### Placement & Campusing

After the completion of course eligible students are allowed for placement. Providing them mock Interview Session, Grooming And Presentation Session for the candidate experience. Interested eligible students should register for placement assistance by filling up the placement Registration from.

### Programmes and Social Activities

In Our RKNICA's Administrative Office /Campus /Study centre we organised many cultural programmes and social activities like **Blood donation camp**, **Social awareness, Tree plantation, Free Health checkups camp** etc. In every year our **Annual function & Sports** will be organised for the students of RKNICA.

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# RK National Institute
## of Computer Academy

*Sample Copy of Certificate*

### RK National Institute of Computer Academy
**Unit of RK Sandhya Foundation**

www.rknica.in  No. 010776

Regd. Under Sec.8 of the Companies Act. 2013, Ministry of Corporate Affairs, Govt. of India
Regd. Under Ministry of MSME, Niti Aayog & Trade Marks Act.1999, Govt. of India
**Certificate Regd. Under C.R. Act. 1957, Ministry of HRD, Govt. of India**
An ISO 9001:2015 Certified Organization

**Certificate**

This is to Certify that Mr./Ms  PURNIMA BHOWMIK

Son/Wife/Daughter of  ASHOK BHOWMIK

having Registration/Certificate verify No.  70220101996

on successfully completed the  ADVANCE DIPLOMA  Course in

ADVANCE DIPLOMA IN COMPUTER APPLICATION  of  12 MONTHS  duration

from  MAR-2021  MAR-2022  with grade  A+  from our authorized

traning Centre  Chaksimulia RKNICA, Dist- Purba Medinipur

Chairman cum Managing Director

Director Study Centre

*SAMPLE COPY*

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## Why would you choose us?

★ Quality education provided at very affordable charge.
★ Exclusive Student kit Prospectus /Leaflets, Student Identity Card , Bag / File , Note Book , Pen etc.
★ Quality study materials.
★ Minimum monthly course fees.
★ Value added on services like personality developments, Multilanguage learning.
★ Online and Offline exam at your ASC.
★ Computer typing free with every course.
★ To provide certificate between 10 and 15 days.
★ Certificate is granted in all employment exchanges in India.
★ Every student's information can be verified through internet/online.
★ Theory class through projector in sophisticated technology.
★ Free Live Project Training for Scholars.
★ 100 % placement assistance in the end of course.
★ Every Certificate Individual Student's - "QR CODE "Globally acceptable Certification.

*Sample Copy of Marksheet*

### RK National Institute of Computer Academy
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**Certificate Regd. Under C.R. Act. 1957, Ministry of HRD, Govt. of India**
An ISO 9001:2015 Certified Organization

❖ **Statement of Marks** ❖

| Name of the Student | : PURNIMA BHOWMIK |
|---|---|
| Son/Wife/Daughter | : ASHOK BHOWMIK |
| Registration No. | : 70220101996 |
| Course Name | : ADCA |
| Authorized traning Centre | : Chaksimulia RKNICA |
| Year Of Passing | : 2022 |

| SUBJECTS | THEORY | | PRACTICAL | | TOTAL MARKS |
|---|---|---|---|---|---|
| | Full Marks | Marks Obtained | Full Marks | Marks Obtained | |
| 1. Computer Fandamental | 50 | 46 | 50 | 46 | 92 |
| 2. MS-Office | 50 | 47 | 50 | 44 | 91 |
| 3. Network Concept & Internet | 50 | 43 | 50 | 47 | 90 |
| 4. DTP | 50 | 41 | 50 | 48 | 89 |
| 5. HTML | 50 | 45 | 50 | 47 | 92 |
| 6. Accounting Fundamental with Tally | 50 | 47 | 50 | 46 | 93 |

| Grade | "A+" | Total Percentage | 91.16% | Total Marks | 547 |
|---|---|---|---|---|---|

Grade : 90% Above :-'A+', 80% - 89%:-'A', 60% - 79% :-'B+', 40% - 59% :- 'B', 30% - 39% :-'C', below 30% :-' D'(Fail)

Chairman cum Managing Director

Examination Controller

*SAMPLE COPY*

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## Contact Info

📍 Chak Simulia Kumarchak, (Tamluk) Purba Medinipur, West Bengal Pin-721652

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+91 9609940554

🌐 WWW.RKNICA.IN

ISO 9001:2015

NGO DARPAN  National Human Rights Commission (NHRC)  CENTRAL VIGILANCE COMMISSION  National Commission for Women,INDIA

IAF  EGAC  QRA  TM  NCT Government of National Capital Territory of Delhi.

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RK NATIONAL INSTITUTE OF COMPUTER ACADEMY

RKNICA

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