Expression of Interest

for

Engagement of Training Institute for Skilling Youths In and Around Six IT Parks in West Bengal
(Bolpur, Kharagpur, Asansol, Purulia, Barjora and Siliguri)

Under

National Institute of Electronics and Information Technology, Kolkata

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NIELIT, Kolkata - Roles and Responsibilities

1. **Introduction:**

NIELIT Kolkata invites Expression of Interest from eligible institutes for conducting Training Program in six districts (Birbhum, Paschim Medinipur, Paschim Bardhaman, Purulia, Bankura, Darjeeling) of West Bengal in and around six IT parks. i.e IT parks at Bolpur, Kharagpur, Asansol, Purulia, Barjora and Siliguri.

The training will be encouraged using the support from NIELIT accredited institutes, NIELIT recognized ESDM Training Partners, NIELIT facilitation center, WIL training partners and CSC s. The students should be present in NIELIT offices at IT parks during their selection, examination, special training program, workshop, carrier guidance program etc.

The objective of the initiative is to conduct the Training Program in and around six IT parks of West Bengal for unemployed youths to increase their skills in IT, Electronics and IT enabled services by extension of locational presence of NIELIT Kolkata.

2. **Training Location**

The NIELIT accredited institutes, ESDM Training Partners, WIL training partners can conduct the training in their center location and in any other suitable venue having adequate infrastructure within above six districts in and around six IT Parks. Such suitable venues identified by the institute should be complete in all respect like sufficient infrastructure, PC, faculty member/trainer, well connected by public transport, etc.

The NIELIT facilitation centers and CSC s can conduct the training only in their registered center location within these six districts.

Private institutes having good infrastructure and facilities may also apply but their applications will be considered if sufficient responses are not received from the above stated categories.

3. **Examination and Certification**

   i. NIELIT Kolkata will conduct the skill evaluation examination as per practice.
   ii. Certificates will be issued to the successful candidates. All the successful candidates would be issued the Certificate and Grade card.
   iii. Any future changes if required will be implemented with intimation to the Institute. However the Institutes will implement such directives without raising any objection and without disturbing the future of the students.

4. **Courses to be conducted**

All the courses are skill oriented and should be taught as per NIELIT syllabus and guidelines.

The following Courses of 42 hours (1 and ½ months) will be offered in different phases:

      i. Certificate Course in Android Apps Development
      ii. Certificate course in IoT using Python
      iii. Certificate Course in Office Automation and Practices
      iv. Certificate Course in Assembly & Maintenance of PC
      v. Certificate Course in Desk Top Publishing
      vi. Certificate Course in Soft Skill
      vii. Certificate Course in Multimedia
      viii. Certificate Course in Financial Accounting
      ix. Certificate Course on Solar Technologies
      x. Certificate Course in Basic Computer Operation
      xi. Certificate Course in PC Hardware and Maintenance
      xii. Foundation Course in Financial Accounting

The details of the courses are given in Annexure – I. Depending on response and acceptability the number of courses will be increased appropriately.

5. Registration of Students

i. The students are to be registered with NIELIT Kolkata.
ii. The admission of a student will be confirmed after registration. Without valid registration the students cannot be given any confirmation by the institute.
iii. The student should submit valid photo identification proof (valid Aadhar Card/ PAN Card/ Voter ID/ Passport/ Driving License) along with application form.

6. Eligibility

i. The candidates should reside within those mentioned districts.
ii. The Candidate must submit the photocopy of photo identity proof and their educational qualification along with NIELIT application.
iii. Taking admission in more than one course by a student will be discouraged.
iv. The candidate will be selected by a committee comprising members of representatives of NIELIT Kolkata, West Bengal Electronics Industry Development Corporation (WBEIDC) and one official from local administration.
v. Academic eligibility of the students (according to the course).
vi. The following additional points will be considered for selection.
- Economically Weaker sections (EWS) are preferred.
- Basic Computer knowledge and intention to setup entrepreneurship.

7. **Conducting the Training Program**

While Conducting the Training Program the Institute must assure the followings,

i. Infrastructure –

Hardware:

a) Minimum 10 number of Computer Systems (for a batch size of minimum 20 and will increase proportionately) having latest configurations (Dual Core and above, Minimum of 1GB RAM, 20 GB Free hard disk space)
b) Internet Connectivity: 1 Mbps line/ Broad Band
c) Projector: Minimum 1
d) Printer: Minimum 1 Printer
e) Scanner: At least 1
f) UPS Power supply – adequate as per system requirement
g) Webcam, Speaker

Software:

a) Windows 7 or Above
b) Antivirus
c) Tally Package
d) AUTOCAD Package
e) Multimedia Course related Software

ii. Faculty Member quality –

Quality of faculties would be according to the following

Computer Oriented Courses –

a) Faculty – Graduate or higher with A or O Level or Diploma in Computer field / B Level / MCA / B.E/ B.Tech / M.Sc in Computer Science
a) Lab Instructor – BCA / Diploma in computer Science

Electronics Oriented Courses –

b) Faculty - B.E / B.Tech/ Diploma/ITI in Computer Science, Electrical or Electronics & communication, Instrumentation for Hardware Course/ Graduate with diploma in computer field or relevant experience

Lab Instructor –

a) ITI / Diploma Computer Science, Electrical or Electronics & communication, Instrumentation for Hardware Course/ Graduate with diploma in computer field or relevant experience

Financial Accounting Courses –
   a) Faculty – Graduate or higher (preferably in commerce stream) with relevant experience in Financial Accounting tools.

iii. Batch Strength –

Minimum 20 candidates in a batch. Not more than 2 students are allowed to sit on a single computer during lab session. Not more than 30 candidates will be allowed in a single batch.

8. **Eligibility of the Institutes**

Categorization of Institutes

i. Category-A

   a) NIELIT IT-O/A/B Level Accredited Institutes
   b) CHM – O /A Level Accredited Institutes
   c) NIELIT Training Partner for ESDM Courses
   d) Webel Informatics Limited (WIL) authorized Training Partners

ii. Category –B

   a) NIELIT CCC/BCC Affiliated Institute
   b) Common Service Center (CSC)

iii.Category –C

   Private institutes not included/qualifying in the above categories but having sufficient strength to conduct similar training program. Sufficient earlier credentials are to be submitted against this claim.

Jurisdiction of Training Institutes in different categories mentioned above

The NIELIT accredited institutes, NIELIT recognized ESDM Training Partners, WIL authorized training partners **(Category –A)** can conduct the training in their registered center location and in any other suitable venue having adequate infrastructure within six districts mentioned above in and around six IT Parks. Such suitable venues identified by the institute should be complete in all respect like sufficient infrastructure, PC, faculty member/trainer, well connected by public transport, etc.

NIELIT facilitation centers **(Category –B)** can only conduct the training in their registered center location within these six districts.

Private institutes **(Category – C)** having good infrastructure and facilities may also apply but their applications will be considered if sufficient responses are not received from the above stated categories. An Inspection by NIELIT or its representatives will be conducted from time to time to check the genuineness of the claim. An institute repetitively found to have inadequate infrastructure will be discontinued.

9. **Terms and Conditions relating to payment**

   Reimbursement to the institute:
   Mobilization and training @ Rs 900/- (including GST and other Govt. Levies & Taxes) per successful candidate for a batch of minimum 20 students to a maximum of 200 candidates in a single work order. For further extension based on performance, a new work order/ an extension letter may be issued indicating the maximum number of candidates with earlier Terms & Conditions.

   Student Course Fees
   Subsidized course fees to be paid by the students,

   - **Course fees**
     Student has to pay Rs 500/- + GST

   - **Payment procedure**
     Subsidized Course Fees collected from the students: @ Rs 500/- + GST to be directly deposited to bank as per following details by the institute:
     i. Name of A/C – NIELIT Kolkata
     ii. Bank Name: Bank of India
     iii. Saving A/C No- 401010110006386
     iv. Branch-Jodhpur Park
     v. IFSC Code –BKID0004010

   - The Institute has to raise bills batch wise along with supporting documents in quarterly basis (Apr – Jun (Quar-1), July-Sep (Quar-2),Oct-Dec (Quar-3),Jan-Mar (Quar-4)) against which the payment would be released after verification.
   - Successful Completion means passing in the final examination by the Students conducted by NIELIT Kolkata Centre.
   - Claim for reimbursement should be made by the institute after declaration of result by NIELIT Kolkata.
   - In case a student cannot pass the examination in the first go then he would be given a second chance at his/her own cost. No repeated claim against such student will be entertained.
   - The amount of Course fees to be reimbursed to the Institute shall include all incidental expenditure relating to conduct the courses and examination. No further money can be claimed in any other form whatsoever.

- The institute having GST registration should clearly mention GST registration number in their bill. The amount of GST should be indicated separately in the bill.

The Expression of Interest (EOI) is attached in Annexure – II. A photocopy of the documents may be retained by the Applying Institutes before submission for future correspondence. All the authorized pages of this EOI along with documents should be submitted in a sealed envelope subscribing **"EOI for engagement of Training Institute for Skilling youths in and around six IT Parks in West Bengal"** on or before **24/07/2018.** All correspondence should be addressed to the Director, NIELIT, Kolkata Centre, Jadavpur University Campus, Kolkata – 700032.

Annexure – I

1. Certificate Course in Android App Development
(Total – 42 hrs)

Minimum Eligibility: Post Graduate Diploma/A level

S. No	Topic	Theory Hours	Practical Hours
1	JAVA Programming basics	4	4
2	Introduction To Mobile Apps & Android, Android Architecture	2	2
3	Android Components, Building UI with Activities	1	4
4	Notifications, Multithreading, Styles And Themes	1	4
5	Intent, Intent Filters and Broadcast Receivers	1	4
6	Services, Location Based Services	1	4
7	Wi-Fi, Camera, Bluetooth	1	4
8	Android Application Deployment Projects	1	4
	Total	**12**	**30**

2. Certificate Course in IoT using Python
(Total – 42 Hrs)

Minimum Eligibility: Diploma

S. No	Topic	Theory Hours	Practical Hours
1	What is IoT - In-depth explanation, Elements, Sensors	2	2
2	Arduino / Raspberry Pi ,Circuit Design, Programming, Interfacing	2	5
3	Python Programming, Function, Loop, Module, Conditioning, Classes etc.,	5	5
4	Matplotlib, Numpy, PIP, Opencv modules and programming using them	2	3
5	IoT module interaction using Python / Arduino Programming language	1	5
6	One IoT Implementation Project	0	10
	Total	**12**	**30**

3. Course on Office Automation and Practices
(42 Hours)

Minimum Eligibility: X APPEARED/ PASS

Sl No	Topics	Theory Hours	Practical Hours

1	Word and Excel
	Understanding Word Processing:
	    1. Word Processing Basics; Opening and Closing of
	    2. documents; Text creation and Manipulation; Formatting of text; Table handling; Spell check,
	    3. Language setting and thesaurus; Printing of word document.
	Basics of Spreadsheet:
	    1. Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet.
		2	15

2	Bengali Typing 1. Bangla Word, Using Avro Keyboard	0	5
3	Photoshop 1. Using Adobe Photoshop CS5, Main menu & its activities.	2	8

4	Hardware & Networking
	    1. Different parts of Computer, PC Assembly , Formatting of Hard disk,
	    2. Partitioning of Hard disk in different logical drives,
	    3. Disk defragmentation, Disk clean up, Scan disk,
	    4. Printers, Scanner, Modem and their Installation,
	    5. Type of Backup, Taking Backup files, Restore point
		2	8

	Total Hrs	**6**	**36**

4. Certificate Course in Assembly & Maintenance of PC
(Total – 42 hrs)

Minimum Eligibility: X APPEARED/ PASS

Sl No	Topics	Theory Hours	Practical Hours

1	Basic of computer, I/O devices
	    1. What is Computer?
	    2. Components of Computer System
	    3. Concept of Hardware and Software
	    4. Input and output devices like Mouse, Keyboard, Plotter etc
		2	1

2	Monitors (CRT/LCD/LED), Memory 1. Computer monitors, functions, advantages and	2	3

Sl No	Topics	Theory Hours	Practical Hours
	disadvantages. 2. Memory system and its types (Main memory & Secondary memory), their differences		
3	Hard Disk (SATA, USB, Solid State) 1. Secondary memory like Hard Disk and its types. 2. Formatting of Hard disk, Partitioning of Hard disk in different logical drives, Disk defragmentation, Disk clean up, Scan disk etc.	2	2
4	Study of different types of Mother Board 1. Motherboard and its types 2. Motherboard Configuration, Identifying Internal and External connectors, Types of data cables		5
5	I/O Ports, graphic cards 1. Different types of I/O Ports available and their purpose 2. Graphic cards and its function	1	1
6	Installation of OS /printer/ modem / scanner 1. Installation of Operating System i.e. DOS/Windows 2. Printers, Scanner, Modem and their Installation		9
7	BIOS set up 1. Study of BIOS Set-up, Boot configuration, Boot Menu		2
8	Recovery & Trouble shooting 1. Type of Backup, Taking Backup files, Restore point, Automated System Recovery (ASR) 2. POST (Power on Self-Test), identifying problems by Beep codes errors, Troubleshooting Boot Failures, Replacement of components etc.		6
9	Preventive maintenance & Anti-Virus 1. Virus and Running of virus protection programme		2
10	Networking Fundamentals 3. Networking Concept, advantages, Network topologies, Types of networks, OSI model 4. Networking components – switches, bridges, routers, Gateways etc. 5. Transmission media- Guided media and Unguided media		4
	Total Hrs	**7**	**35**

5. Certificate Course in Desk Top Publishing
(Total – 42 hrs)
Minimum Eligibility: X APPEARED/ PASS

Sl No	Topics	Theory Hours	Practical Hours
1	Fundamentals of Computers 1. What is Computer?	2	

	2. Hard Disc , Printers		
	3. Different types of memory etc		

2	Photoshop (Adobe Photoshop)
	   1. Understanding Tools & Workspace
	   2. Image/Photo Editing-Mixing-Enhancements
	   3. Creating Modeling & Wedding Photographs
	   4. Creating Digital Images & Backgrounds
	   5. Converting Color To B/W And B/W To Colour
	   6. Filters & Automated Options
	   7. Creating Web Graphics
	   8. Shortcuts To Work Efficiently
		2	12

3	Page maker
	   1. Page layout Basics
	   2. Understanding Tools & Workspace
	   3. Creating:
	   4. Labels, Pamphlets
	   5. Bill books, Viz. Cards, Greetings Cards, Advertisements etc.
	   6. Books & Booklets
	   7. Column Style Documents
	   8. Shortcuts To Work Efficiently
		2	10

4	Corel Draw
	   1. Understanding Tools & Workspace
	   2. Drawing Shapes & Graphics
	   3. Logos & Artistic Text
	   4. Multicolor Designs: Viz. Cards & Greetings Cards, Book Covers, Brochures, Advertisements, Banner
	   5. Web Graphics
	   6. Shortcuts To Work Efficiently
		2	12

	Total Hrs	**8**	**34**

6. Certificate Course in Soft Skill
(Total – 42 hrs)

Minimum Eligibility: X APPEARED/ PASS

S. No	Topic	Theory Hours	Practical Hours
1	Brief introduction to MS Office, Powerpoint and Microsoft Access	4	8
2	Brief introduction to: Spoken variety of English, the two chief spoken varieties-British and American; Indian English and idea of a neutral accent.		2
3	Consonant sounds, Vowel sounds in English: Pure vowels (Long		2

	vowels and short vowels) Phonetic Symbols,		
4	Refresher classes on English Grammar and Vocabulary		2
5	Connected Speech: Word stress and sentence stress	2	2
6	Reading from texts, computer aided teaching and learning exercises	1	2
7	Entry behaviour evaluation, Introductory Module on Personality Development		2
8	Presentation and speech giving techniques		2
9	Module on Office Etiquette		1
10	Module on Customer Care		1
11	Telephone handling Techniques		1
12	Module on Active Listening		1
13	Module on Product features and benefits		1
14	Module on call structure		1
15	Module on objection handling and questioning Techniques		1
16	Module on Telemarketing and Prospecting		1
17	Module on Complain handling and handling of difficult people		1
18	1. Group Discussion 2. Lesson on 'How to Face Interview', Body Language, 3. Debating Competition 4. Conduction of role-plays 5. Conducting Mock interviews 6. Interactive sessions		4
	Total Hrs	**7**	**35**

7. Certificate Course in Multimedia
(Total - 42 hrs)

Eligibility: XII APPEARED/ PASS

Sl No	Topics	Theory Hours	Practical Hours
1	Introduction to Multimedia 1. What is multimedia? 2. Components of multimedia 3. Web and Internet multimedia applications 4. Transition from conventional media to digital media	2	
2	Image Editing Basics	2	4

	1. Colour Science , Colour, Colour Models, Colour palettes 2. Dithering, 2D Graphics, Image Compression and File Formats :GIF, JPEG, JPEG 2000, PNG, TIFF, EXIF, PS, PDF 3. Basic Image Processing [Can Use Photoshop] 4. Use of image editing software (Image Editing - Basics), 5. White balance correction 6. Dynamic range correction 7. Gamma correction 8. Photo Retouching		
3	Creating Presentation 1. Introduction to PowerPoint 2. Opening a PowerPoint presentation. 3. Saving a presentation 4. Creating presentation using templates, Creating blank presentation 5. Inserting and deleting slides, Preparation of slides 6. Providing aesthetics, Presentation of slide.		4
4	Creating 2D Animation (Raster) 1. Motherboard and its types 2. Computer Animation using Flash, Cell animation using Photoshop.		6
5	Creating 2D Animation (Vector) 1. Cell Animation, Computer Animation, Tweening, Morphing, Introduction to Action Script 2.0		6
6	Basics of Web Authoring 1. HTML (Basic)**:** Create an index page from HTML, Developing a Web page 2. HTML (Basic): Create an index page from HTML, Developing a Web page, 3. Adding Multimedia Elements 4. Basic concept of CSS -2,3 and Web page layout design		6
7	Sound and Image Embedding 1. Embedding Sound and Image in Adobe Premier & After Effects 2. Introduction to video editing tools & plugin concept 3. Importing and capturing projects 4. working with clips 5. Editing techniques, Transitions, Effects.		10
8	Sound Editing 1. Introduction to Sound editing software, 2. Working with existing sound files 3. Editing sound files, adding effect, recording sound clips.		2
	Total Hrs	**4**	**38**

8. Certificate Course in Financial Accounting
(Total – 42 hrs)
Eligibility: 10+2 (passed or appeared) with basic knowledge of Computer and Financial Accounting

Sl No	Topics	Theory Hours	Practical Hours
1	Starting Tally 1. Tally Screen :- Button Bar, Calculator, Work Area, Gateway of Tally Menu 2. Creation of company, Alteration of company 3. Configuration Options available at Gateway of Tally 4. Enabling/Disabling Optional features of Tally	1	1
2	Account Masters 1. Hierarchy of accounts :- Ledger Accounts & Groups 2. Reserved Account Groups 3. Creation of Account Masters Account Masters (Contd.) 1. Creation/Alteration of Groups 2. Alteration of System Generated Reserved Groups 3. Deletion of Group/Ledger 4. Creation/Alteration of Multiple Ledgers/Groups 5. Copying Masters 6. Set Credit Limits & Credit Periods	1	1
3	Account Vouchers 1. Voucher Screen:- Voucher Header, Voucher Body, Saving Voucher, Printing Voucher online 2. Payment, Receipt and Contra Vouchers 3. Use of Voucher Configuration Options (F12)	1	2
4	Account Vouchers (Contd.) 1. Sales , Purchase Vouchers 2. Debit Note, Credit Note 3. Journal Voucher 4. Creating new Voucher Types 5. Creating new Voucher Class	1	2
5	Account Reports 1. Account Books :- Cash/Bank Book(s), Sales/Purchase Register, Debit Note/Credit Note Register, Ledgers 2. Statement of accounts 3. Trial Balance, Balance Sheet, Profit and Loss Account 4. Exception Reports 5. Fund Flow 6. Ratio Analysis 7. Interest Calculations	1	2

6	Inventory Masters	1	2	
	1. Introduction to inventory			
	2. Creation of Company for Accounts With Inventory			
	1. Features and configuration for inventory			
	2. Stock group & categories			
	3. Godowns			
	4. Units of Measurement etc			
7	Inventory Transactions	2	4	
	1. Inventory and Accounting vouchers involved in Purchase Procedure viz. Purchase Order, Goods Receipt Note, Purchase Invoice, Rejection Outwards and Debit Note			
8	Inventory Transactions			
	1. Inventory and Accounting vouchers involved in Sales Procedure viz. Sales Order, Delivery Note, Sales Invoice, Rejection Inwards and Credit Note			
9	Inventory Transactions		1	
	1. Physical Stock Voucher			
	2. Stock Journal			
10	Inventory Reports			
	1. Reports pertaining to inventory			
11	Advanced Features Of Tally	1	1	
	1. Printing & Housekeeping			
	2. Backup & Restore			
12	Security Features of Tally			
	1. Tally Vault			
	2. Tally Locker			
	3. Security Control			
13	Business Management	1	1	
	1. Introduction to Cost Centres, Cost Categories			
14	a. Special Features of Tally	1	1	
	2. Memorandum Vouchers			
	3. Reverse Journals			
	4. Optional Vouchers			
	5. Post Dated Vouchers			
	6. Using Scenarios and Budgets			
15	1. Introduction to TDS	1	1	
	2. Company configuration with TDS enabled			
	3. Voucher Entry			
	4. Statutory reports			
16	1. Introduction to TCS under Income Tax Act & GST (Form 16, 16A, 26AS, 26Q, 24Q	1	1	
17	1. GST (concept, Act/Rules, Overview)	4	3	
	2. CGST, SGST, IGST, UTGST, Composition, Reverse Charge Mechanism, Input Tax Credit, Registration, Returns (GSTR-2, GSTR-2A, GSTR-1, GSTR-1A, GSTR-3, GSTR-3B)			

| 18 | 1. Opening balance sheet & closing/ final balance sheet | 1 | 1 |
| | **Total Hrs** | **18** | **24** |

9. Certificate Course on Solar Technologies
(Total – 42 Hrs)

Eligibility: 10+2 (passed or appeared)

Sl no	Course Content	Theory Hours	Practical Hours
1	Introduction to Solar cell and Solar panel, Basic knowledge of electrical measurement, Battery, inverter, motor, other components and Soldering	6	2
2	Solar street light installation	2	4
3	Solar panel installation for household	2	5
4	Working of Submersible Motor Water Pump using solar panel	2	6
5	Solar power converter (DC to AC)	2	2
6	Current multiplication method used in solar power house	2	3
7	Assignment & Evaluation	0	4
	Total Hrs	**16**	**26**

Certificate Course in Basic Computer Operation

Minimum Eligibility: VII (passed or appeared)   **Min Age: 14 yrs**

Sl No	Topics	Theory Hours	Practical Hours
1	Knowing computer 1. Basic Applications of Computer; 2. Components of Computer System, 3. Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices, 4. Computer Memory, Concepts of Hardware and Software; 5. Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.	2	2
2	Operating Computer using GUI Based Operating System 1. What is an Operating System; 2. Basics of Popular Operating Systems; 3. The User Interface, Using Mouse;	2	6

	4. Using right Button of the Mouse and Moving Icons on the screen, Use of Common Icons, Status Bar, Using Menu and Menu-selection, Running an Application, Viewing of File, Folders and Directories, Creating and Renaming of files and folders, Opening and closing of different Windows; 5. Using help; Creating Short cuts, Basics of O.S Setup			
3	Understanding Word Processing: 4. Word Processing Basics; Opening and Closing of documents; Text creation and Manipulation; Formatting of text; Spell check, Language setting and thesaurus 5. Table handling 6. Printing of word document.			10
4	Basics of Spreadsheet: 1. Manipulation of cells; 2. Formulas and Functions; 3. Editing of Spread Sheet, printing of Spread Sheet.			6
5	Introduction to Internet, WWW and web browsers 1. Basic of Computer networks; 2. LAN, WAN; Concept of Internet; 3. Different applications of Internet; 4. Basics of internet connectivity related troubleshooting, 5. What is ISP; World Wide Web; Web Browsing softwares, Search Engines; 6. Understanding URL; Domain name; IP Address; 7. Using e-governance website	2		6
	Communications and Collaboration 1. Basics of electronic mail; 2. Getting an email account; 3. Sending and receiving emails; 4. Instant Messaging; Netiquettes.			2
6	Bengali Typing 1. Bangla Word, Using Avro Keyboard			4
	Total Hrs	**6**		**36**

Certificate Course in PC Hardware and Maintenance

Minimum Eligibility: VIII (passed or appeared) **Min Age: 14 yrs**

Sl No	Topics	Theory Hours	Practical Hours
1	Basic of computer, I/O devices 5. What is Computer?	2	2

	6. Components of Computer System 7. Concept of Hardware and Software 8. Input and output devices like Mouse, Keyboard, Plotter etc		

2	Monitors (CRT/LCD/LED), Memory
	  3. Computer monitors, functions, advantages and disadvantages.
	  4. Memory system and its types (Main memory & Secondary memory), their differences
		2	3

3	Hard Disk (SATA, USB, Solid State)
	  3. Secondary memory like Hard Disk and its types.
	  4. Formatting of Hard disk, Partitioning of Hard disk in different logical drives, Disk defragmentation, Disk clean up, Scan disk etc.
		2	6

4	Study of different types of Mother Board
	  3. Motherboard and its types
	  4. Motherboard Configuration, Identifying Internal and External connectors, Types of data cables
			3

5	I/O Ports, graphic cards
	  3. Different types of I/O Ports available and their purpose
	  4. Graphic cards and its function
			2

6	Installation of OS /printer/ modem / scanner
	  3. Installation of Operating System i.e. DOS/Windows
	  4. Printers, Scanner, Modem and their Installation
			10

7	BIOS set up 2. Study of BIOS Set-up, Boot configuration, Boot Menu		4
8	Recovery & Trouble shooting 6. Type of Backup, Taking Backup files, Restore point, Automated System Recovery (ASR)		4
9	Preventive maintenance & Anti-Virus 2. Virus and Running of virus protection programme		2
	Total Hrs	**6**	**36**

Foundation Course in Financial Accounting

Eligibility: 10 (passed or appeared)

Sl No	Topics	Theory Hours	Pract ical Hour
1	Starting Tally • Tally Screen :- Button Bar, Calculator, Work Area, Gateway of Tally Menu • Creation of company, Alteration of company	2	2

	• Configuration Options available at Gateway of Tally • Enabling/Disabling Optional features of Tally		
2	Account Masters • Hierarchy of accounts :- Ledger Accounts & Groups • Reserved Account Groups • Creation of Account Masters Account Masters (Contd.) • Creation/Alteration of Groups • Alteration of System Generated Reserved Groups • Deletion of Group/Ledger • Creation/Alteration of Multiple Ledgers/Groups • Copying Masters • Set Credit Limits & Credit Periods	2	4
3	Account Vouchers • Voucher Screen:- Voucher Header, Voucher Body, Saving Voucher, Printing Voucher online • Payment, Receipt and Contra Vouchers • Use of Voucher Configuration Options (F12)	2	4
4	Account Vouchers (Contd.) • Sales , Purchase Vouchers • Debit Note, Credit Note • Journal Voucher • Creating new Voucher Types • Creating new Voucher Class	4	4
5	Account Reports • Account Books :- Cash/Bank Book(s), Sales/Purchase Register, Debit Note/Credit Note Register, Ledgers • Statement of accounts • Trial Balance, Balance Sheet, Profit and Loss Account • Exception Reports • Fund Flow • Ratio Analysis • Interest Calculations	2	2
6	Inventory Masters • Introduction to inventory • Creation of Company for Accounts With Inventory • Features and configuration for inventory • Stock group & categories • Godowns • Units of Measurement etc	2	4
7	Inventory Transactions • Inventory and Accounting vouchers involved in Purchase Procedure viz. Purchase Order, Goods Receipt Note, Purchase Invoice, Rejection Outwards and Debit Note	4	4

8	Inventory Transactions • Inventory and Accounting vouchers involved in Sales Procedure viz. Sales Order, Delivery Note, Sales Invoice, Rejection Inwards and Credit Note		
	Total Hrs	**18**	**24**

Annexure –II
APPLICATION FORM

1	Training Center name	
2	Training Center Location	District: City/Village: Address: Contact No:

3	Full details of Centre In Charge
	    a) Name
	    b) Centre Address
	    c) Telephone No.
	    d) Mobile No.
	    e) Fax No.
	    f) NIELIT Accreditation No:
	       or ESDM TP ID:
	       or NIELIT Facilitation No:
	       or WIL Registration No:
	       or CSC Number:	

4	Complete Address of the Centre with brief description of location	
5	Experience in conducting NIELIT courses (Mention the Course names etc.)	
6	Hardware Availability	
7	Software Availability	
10	Faculty Profile	

DECLARATION:

   i. I,…………………………………………………………………………………son/ daughter/wife of..have read and understood the GUIDELINES / INSTRUCTIONS FOR CONDUCTING THE COURSE and agree to abide by the same.

  ii. I certify that I am the competent authority, by virtue of the administrative and financial powers vested in me by .... to furnish the above information and to undertake the above stated commitment on behalf of the organization referred to in col.1 above.

 iii. I am aware that in case any information given by me is found false or misleading my organization would be debarred from the conduction of the course besides being subjected to any other action that may be deemed fit by NIELIT, Kolkata.

 iv. The details furnished with regard to faculty and infrastructure is correct to the best of my knowledge and belief and we will ensure availability of these facilities on a continued basis till we continue to offer candidates the courses applied for.

  v. I agree to abide by the decisions of the NIELIT, Kolkata or its designated agencies in respect of my application for permission to offer candidates for the courses conducted by NIELIT, Kolkata

 vi. I agree to all terms & conditions mentioned in the EOI Ref no:_____ dated _____

Signature of the Witness: Signature of the

                                                Authorized Signatory:

Name: Name:

Designation: Designation:

Date: Date:

Address: Address:

Seal of the organization   Seal of the organization