B.C.S.A

A Computer Institute of Software and Hardware

Now a days when computer has become the part of life, imparting computer when voce Education is he main motive of the BCSA to all deserving students, especially the students who belongs to the weaker section of the society for promoting improved quality of human life and upliftment of Poor, SC.ST, OBC, handicapped,, widows and Displaced section of the society for imparting technical educational training in various fields.

The Aim and objective of BCSA is to prepare the youth to serve and help them getting employment in the various trade to serve the rural masses. BCSA again started to enhance their activities by operating study centers, branches and centre in the rural area by involving the local youths for development of respected area by imparting them Formal as well Non- Formal education in various trades. As the technology change and improves every day it is becoming amidst impossible for you to accomplish any task without the help of a computer. When the rapid growth of the computer industry there is also a rapid growth for the need of qualified computer professionals,

BCSA is the place where you should go for basic computer education. Here all different forms of learning from beginners to advanced computing skilled professionals are undertaken. Students are taught operating system or programming language which will eventually make them experts in that area.

We wish you all success in your studies.

DIRECTOR

Features :

The object of the trust shall be

- To manage run and establish a complete computer Saksharta Abhiyan by providing different quality computer courses.

- To work for community development and welfare of the economically and socially backward.

- To provide opportunities for educating economically poor and needy.

- To open education institute for young kids and unemployed youth.

- To organize, seminars symposium for young and old.

- To work for the educational upliftment of illiterate.

- To provide cultural and social activities by arranging cultural prograemmes and sport.

- To arrange competitions in every field of education or the growth of the young kids and youth by giving the prizes.

- To arrange, picnics and educational tour programmes.

- To maintain educational library, science equipments and play room.

- Computer facility will be provided for all.

- To provide free education to helpless and poor an also to rural areas.

- To promote cultural, educational and social spirit among the society.

- To start, open, establish and promote the computer institute.

- To start, establish run take over or manage and maintain colleges with h object to provide sound pre-primary, secondary, senior secondary and higher education to children by seeking recognition and affiliation from the education departments and concerned Government Authorities.

- To provide formal/ non-formal education with the help to Government assistance and also conduct research in education and other disciplines on the different subjects relating to education.

- To arrange and manage he vocational training institution in typing, short hand, computer, fine arts, craft, music, painting, dancing Yoga, physical fashion designing cutting, tailoring embroidery, batik beautician and in or other professional training subjects/ course.

- To promote literacy, cultural and other social activities by awareness prorammes, symposiums, cultural programme, press conferences and seminars.

- To provide scholarships and help to the deserving students and awards to their excellent academic performance.

- To provide free/ concessional education to the helpless poor and needy students, especially to the handicapped students.

- To receive financial and non financial assistance from Govt Non Govt organization international agencies, banks and any other legal entity or individual.

- To accept donations, grants, gifts and other offering in the shape of moveable and immovable properties for the attainment of the aims and objects of the society,

- To prepare the awareness generation kits, posters, banners, audio-video cassettes, puppet shows skits, documents etc on various social issues and for the attainment of the aims and objects of the above trust.
- To publish books, chart, illustrations, journals, magazines periodicals, newsletters/ papers and other publications on the different subjects and in different languages for the promotion of above aims and objects of the trust.
- To approach the concerned authority / authorities regarding the solution of the problems of the member of the trust.
- To assist and co-operate the other associations, t5ust I their work/ activities whose aims and same like this trust.
- Grant of medical help to the poor, grant of medical help to person affected during famine, floods, earthquake or any other natural calamity or war.
- To start, establish, run, manage and control various orphanage, anath ashrams, old age homes. Children homes all over India as and when the board of trustees may decide time to time.
- To organize, meetings, seminars discussions and press conferences to raise legal demands and fundamental rights provided by the constitution of India.
- To take up effective but reasonable and lawful steps for eradication of social evils such as dowry system, child marriage child labor use of intoxicated drugs/ smacks etc.
- To rehabilitate women like young and old widows unmarried mothers, victims of abductions and their dependent children through residential care and vocational training.
- To approach and to encourage the people to donate dhoties, blankets, drugs, clothes, or any other articles of necessity and also provided the same to the needy man, women and children.
- To provide free legal medical and socio- economy help assistance to the poor and needy person.
- To conduct training and research programmes for control of the pollution, pollution caused diseases and to maintain/ develop/ secure the herbs , forests, environment, species of animals, birds, wild life etc.
- To create a forum for senior citizens where they can exchange their various views and experiences which may be make available to younger generation.
- To establish and manage various kinds of educational cultural, social and welfare, vocational training centers in the field of industrial, scientific, medical technical agricultural research training institutes to introduce and develop professional courses.
- To provide help and assistance to the physically handicapped people/ children in respect of artificial limbs and to give them vocational training on different technical/ non- technical professional/ industrial and on the other subjects fields which will make them independent.
- To make best efforts and to organize various kinds of programmes and activities relating to family planning and to provide the useful knowledge about the medicines, equipments, and methods used for family planning.

Terms and Conditions for Students for all Courses :

1. Candidates shall complete the admission form with parents/ guardian signature. Student's identity cards to enrolled students will be issued within15 days of their enrolment by the concerned study centre. Free of cost If the candidate has any problem in getting free Identity Card, that means the enrolment of the student is not confirmed. In case of non receipt of identity card by the confirmed enrolled student, the candidate must contact the Head office or Regional office of Sarv Sakshrata Abhiyan Trust.

2. Students can join more than one course in the same session. Every student has to deposit a separate admission form for every course.

3. All candidates should deposit a security amount (non-refundable) of Rs. 1500/- in shape of demands Draft in favour Sarv Sakshrata Abhiyan Trust.

4. Books/Practical Files are mandatory for every student.

5. Every candidates will have to attend classes regularly and finish the assignments in given time frames. Minimum 80% attendance is compulsory to continue the curse. If the candidate fails to get 80% attendance in previous t4imeswter he/ she will not be allowed to sit in the next trimester.

6. A candidates can avail 2 (hours) leaves per month or prior sanction from centre otherwise rs. 10/- per day will be charged from the absentees and after paying the fine, candidate can continue their classes.

7. If the class is not conducted due to some unavoidable circumstances (e.g Electricity failure, faults or some Technical problems regarding computers) alternative arrangements will be made as and when possible. The respective candidates ill have to attend the class as per the new schedule.

8. Exam/ Practical fees once paid shall not be returned under any circumstances.

9. At the end, of the course, final theory/ practical examination will be conducted and the passing candidates will be awarded by Sarv Sakshrata Abhiyan Trust. Minimum 3 months period should be allowed for preparation of the certificate and getting it signed. A candidate has to deposit Rs.100/- for issuance of DMC and certificate.

10. Minimum passing marks are 40% in each module.

11. If any candidate fails to get 80% attendance he/ she will not be permitted to appear for the examinations.

12. Students should get a N.O.C from the respective Authorized study centre and end to SSA for refund of security amount and issuance of certificate after the course.

13. Every candidates should abide by all the rule and regulations of the institute.

14. All the equipments and computers of the institute have to be handled carefully and as per given instructions. If there is any loss, the concerned student will have to the pay penalty to the damage.

15. Students security amount will be refunded (without interest) he/ she has to clear that trimester with the next trimester, otherwise, he/ she will not be allowed got for the next trimester. there will be a theory/ practical examination/ If the candidates fails in the first trimester he/ she has to clear that trimester with

the next trimester, otherwise he/ she will not be allowed to got the next trimester.

17. The students who do not appear in the exam, a fees of Rs. 200/- have to be deposited per paper.

18. If the student wants to revaluation of his/ her exam, a fees of RS. 200/- have to be deposited per paper.

19. The candidates can change their timings on payment of Rs. 100/-

20. In the event of controversy/ dispute amount of any students/ member/ teacher employee of .A.S. C will be resolved by the committee appointed by the Sarv Sakshrata Abhiyan Trust Direct approach to the court will not be admissible. All disputes will be subject to Mohli jurisdiction only.

21. Lab and maintenance charges are mandatory for every student as per A.S.C

22. The management A.S.C at its discretion can mend, change, ad, delete as it may deem fit any guidelines for the welfare of the student/ ASC without any prior information,

23. The examination will be conducted at the end of each module and semester. There will be regular test in which the students would have to appear and submit their assignments, The performance as a student will be subjected to assessment at the end of the notice.

Migration

Candidate can migrate to any A.S.C. study centre all over India. For migration candidate has to pay a Demand Draft of Rs. 500/- in favour of A.S.C

Grade System

A$_+$	-	Above 80%	A	-	70%-79%
B$_+$	-	60%-69%	B	-	50%- 59%
C	-	40%-49%	Failure	-	Below 40% marks

Duplicate certificate

Candidate can get Duplicate certificate / DMC by paying a Demand Draft of Rs. 500/- in favour of A.S.C. payable at Delhi

Importance of Vocational Education

Vocational education in schools is a relatively moder5n development. Unit the 19th century such education, except for the professional, was provided only by apprenticeship. The situation was partly due to the low social status associated with such instruction as opposed to a classical curriculum which was considered necessary for a gentle man. With the growth of industrialization during 19th century. However, several European countries, notable Germany, bargain introducing vocational education in elementary and secondary schools. In Great Britian however opposition to vocational education persisted into 20th century, although a few trade and junior technical schools were established by local authorities before World War II. By the late 19th century public (common) school vocational education in the United states consisted of manual training and practical arts. These programs were gradually expanded until 1917 when federal aid was provided to public schools for trade and industrial, agricultural and home making courses. After World war II the demand for trained para professionals in the relatively new fields of computer science, electronic and medical services led to an increased interest in short term post secondary specialized training programs in these areas as an alternative to a traditional college education.

Every citizen in a modern democracy should be equipped into contribute effectively to the welfare of the society. Thus on practical as well as theoretical grounds and from social as well as individualistic point of view, it is necessary to equip every young person for some occupations so that he may contribute effectively to the satisfaction of human wants. This fact has been receiving focus in the recommendations of various education commissions since 1964-66 till the National Education Policy of 1966 have emphasized the priority of vocational education programme. Work experience should be introduced as an integral productivity. The vocationalization provides for diversification of educational opportunities so as to enhance individual employability, reduce the mismatch between demand and supply of skilled labour. In the context of reaching the unreached B.C.S.A National Vocational Education as an alternative education system is being established firmly in India with a mission to take education to the doorsteps of the learners.

ADMISSION/ EXAMINATION DATES AND FEES
DATES OF ADMISSIONS

Session	Date of Admission without late fee	Late Date with Late Fee Rs. 50/-	Late Date with Late Fee Rs. 100/-
June	30th June	15thJuly	30th July
September	30th Sept	15th October	30th October
Dec	30th December	15th Jan	30th Jan
March	30th March	15th April	30th April

ONE YEAR COMPUTER PROGRAMMING COURSE SYLLABUS

Eligibility : Students who have passed 10th from recognized boards and are above 14 years of age are eligible to join this course. There is no upper age limit.

Duration : The duration of course is 1 year. But to literate the maximum no of students the admission process is continued quarterly i.e after every 3 months.

No of seats : Total no. of seats are 50 per trimester.

Registration Fees : Every student has to pay Registration Fees Rs. 500/- (non- refundable).

Exam Fees : Every student has to pay the cost of prospectus, books as per MRP and Exam /Practical Fee is Rs. 300/- per exam/ practical

Security : Every student has to Pay a security of Rs. 1000- which is refundable as per terms and conditions mentioned in the prospectus.

Note: Students are advised to pay " GURU DAKSHINA- An old tradition of the great India to BCSA according to their will and capacity.

Education structure : It is divided in two parts

Paper (A) Theory structure	Marks
1. Fundamentals of computers, Computer assembling, Internet.	100
2. MS-Office, & Internet, Common skills and P.B	100
3. Web Designing & Microsoft Front page 2000.	100
4. Programming Technique, C,C++/ Tally,Busy	100
Total	**400**

Paper (B) Practical Structure	Marks
1. Fundamentals of computers, Computer assembling, Internet.	50
2. MS-Office, & Internet, Common skills and P.B	50
3. Web Designing & Microsoft Front page 2000.	50
4. Programming Technique C,C++/ Tally, Busy	100
5. VIVA internet Marks	50
6. Project	200
7. Record work	100
Total	**600**

Job Opportunities:

1. Computer operator   2. Computer programmer.   3. Web Designer.

COMPUTER TEACHER TRAINING COURSE

In this programme our aim is to give students the necessary skills and knowledge to organize and manage modern IT and also to spread this knowledge though out the world. This innovative training programme is a gateway to step to ever growing IT industry.

Eligibility : Students who have passed 10+2 or equivalent from recognized boards and are above 16 years of age are eligible to join this course. There is no upper age limit.

Duration : The duration of course is 1 year. But to literate the maximum no of students,the admission process is continued quarterly i.e after every 3 months.

No of seats : Total No. of seats are 50 per trimester.

Registration Fees : Every student has to pay the Registration Fee of rs. 500/- (non-refundable)

Exam Fees : Every student has to pay the cost of prospectus, books as per MRP and Exam /Practical Fee is Rs. 300/- per exam/ practical

Security : Every student has to ay a security of Rs. 1000- which is refundable as per terms and conditions mentioned in the prospectus.

Note : Students are advised to pay " GURU DAKSHINA- An old tradition of the great India " to BCSA according to their will and capacity

Education structure : It is divided in two parts

Paper (A) Theory structure	Marks
1. Fundamentals of computers, Computer assembling, Internet.	100
2 MS-Office, & Internet, Common skills and P.B	100
3 Web Designing & Microsoft Front page 2000.	100
4. Programming Technique, C,C++/ Tally, Busy	100
5. Modern Method of Teaching and computer Teacher and Personality Development	100
Total	**500**

Paper (B) Practical Structure	Marks
1. Fundamentals of computers, Computer assembling, Internet.	50
2. MS-Office, & Internet, Common skills and P.B	50
3. Web Designing & Microsoft Front page 2000.	50
4. Programming Technique C,C++/ Tally, Busy	50
5. Modern Method of Teaching and computer Teacher and Personality development	50
6. VIVA internet Marks	50
7. Project	100
8. Record work	100
Total	**500**

Job Opportunities:
1. Computer operator 2. Computer teacher. 3. Computer Pregamer. 4. Web Designer

DIPLOMA IN BEAUTY CULTURE

With women, al over the world, becoming more conscious of their looks, and presentation the culture of Beauty Grooming has assumed great importance and usage. Students dong Beauty culture courses from here become fully trained t open and operate their own beauty parlors to cater for the needs of local people. The need for beauty treatments has even been realized by the village people specially during wedding seasons. Facials, Manicuring, Pedi curing and Bridal make ups are very common treatments. We prepare students to fulfill these needs.

Eligibility : Students who have passed Matric or equivalent from recognized boards and are above 16 years of age are eligible to join this course. There is no upper age limit.

Duration : The duration of course is 6 months. But to literate the maximum no of students, the admission process is continued quarterly i.e after every 3 months.

No of seats : Total No of seats are 50 per trimester.

Registration Fees : Registration Fee is rs. 1000/- to be paid in shape of Demand draft in favour of Sarv Saksharta Abhiyan Trust, payable at Delhi.

Admission Fee : Admission fee is Rs. 1000/- payable to A.S.C. in cash or cheque.

Tuition Fee : Tuition fee is Rs. 500- per month is Rs. 3000/- for full courses

HIGHLIGHTS OF THE COURSE

- Skin protection and its care.
- Hair style Care treatments.
- Facials, use of masks.
- Self and Bridal make ups.
- Use of Henna, its designs and applications.
- Manicure and pedicure.
- Message- Facial and Body.
- Organization of Beauty Parlour

DIPLOMA IN COMPUTER APPLICATION

DURATION   :   12 Months

Semester I (Six Months)

Computer Fundamentals	MS-DOS	MS-Windows
MS- Office (Words, Excel, Power Point)	M.S. Access	Internet

Semester II(Six months)

C Language	C++	Visual Basic
WWW, E-Mail & Net Surfing		

Course Fee :   Rs. 5100/-

Pay Mode :

Adm fee : Rs. 500/-	First Six (P/M) : Rs. 300/-	Semester I Exam Fee : Rs. 200-
	Next Six (P/M) : Rs. 400/-	Semester II Exam Fee : Rs. 200-

CERTIFICATE IN FINANCIAL ACCOUNTING

DURATION   :   3 months

Introduction to windows	Accounting Package	Tally ERP.9
Busy 3.5	Manual Accounts (Journal, Ledger, Day Book, T/B P&L etc)	
VAT	Knowledge of Taxation	

Course Fee :   Rs. 3500/-

Pay Mode :

Adm. Fee : Rs. 500/-   Fee (P/M) : Rs. 1000/-

CERTIFICATE COURSE IN LANGUAGES

DURATION   :   6 months

Programming Logic Technique	C Language	C++
Visual Basic	WWW, e-Mail & Net Surfing.	

Course Fee :   Rs 3600/-

Pay Mode :

Adm. Fee : Rs. 500/-   Six month (P/M) : Rs. 500/-   Exam Fee : Rs. 200/-

PROFESSIONAL ACCOUNTING

DURATION   :   6 months

Introduction to Windows	Accounting Package	Tally ERP.9
Busy 3.5	Billing	Depreciation
Final Accounts	Income Tax	Sale Tax
Service Tax Pay Roll	Manual Account	
	(Journal Leger, T/B Trading and profit and loss A/c and Bal sheet)	
VAT, TDS	Knowledge to fill ITR's VAT, Sales Tax Returns with real Practice and experience of Market Business.	

Course Fee :   Rs. 6500/-

Pay Mode :

CERTIFICATE IN TYPING (ONE YEAR)

Adm. Fee :   Rs. 500/-   Six month (P/M) : Rs. 1000/-

Eligibility : Students who have passed Matric or equivalent from recognized boards and are above 16 years of age are eligible to join this course. There is no upper age limit.

Duration : The duration of course is 1 year. But to literate the maximum no of students the admission process is continued quarterly i.e after every 3 months.

No of seats : Total no. of seats are 50 per trimester.

Registration Fees : Every student has to pay Registration Fees Rs. 500/- (non- refundable)

ADMISSION FEES : Rs. 2500/-   **TUTIONS FEES (P/M) : Rs. 500/-**

CERTIFICATE IN SHORTHAND (ONE YEAR)

Eligibility : Students who have passed Matric or equivalent from recognized boards and are above 16 years of age are eligible to join this course. There is no upper age limit.

Duration : The duration of course is 1 year. But to literate the maximum no of students the admission process is continued quarterly i.e after every 3 months.

No of seats : Total no. of seats are 50 per trimester.

Registration Fees : Every student has to pay Registration Fees Rs. 500/- (non- refundable)

ADMISSION FEES : Rs. 3500/-   **TUTIONS FEES (P/M) : Rs. 600/-**

BCSA

Short Term Courses and Fees Pattern

Courses		Tuition Fees
1.	Certificate Course in C	Rs. 2250/-
	Duration 3 months	
2.	Certificate Course in C++	Rs. 2250/-
	Duration 3 months	
3.	Certificate Course in Visual basic	Rs. 2250/-
	Duration 2 months	
4.	Web Designing HTML, DHTML	Rs.2250/-
	Duration 3 months	
5.	Certificate course in Tally With Manual Accounting ERP 9.0	Rs. 2750/-
	Duration 2 months	
6.	Certificate Course in MS-office	Rs. 1250/-
	(MS- Office, MS-Word, MS-Excel, MS- Power Point	
	Duration 2 months	
7.	Certificate Course in Basic Computers	Rs. 500/-
	Introduction, DOS-Windows	
	Duration 1 month	
8.	Internet and Multimedia Course	Rs. 500/-
	Duration 1 month	
9.	DTP (Photoshop, CorelDraw, PageMaker)	Rs. 2750/-
	Duration 3 months	
10.	Certificate Course in Oracle	Rs. 1750/-
	Duration 2 Month	
11.	Certificate Course 4 month Script	Rs. 2250/-
12.	MS- Access	Rs. 750/-
	Duration weeks	
13.	D Base	Rs. 750/-
	Duration 1 month	
14.	Microsoft FrontPage	Rs. 750/-
	Duration 1 month	
15.	Java	Rs. 2750/-
	Duration 3 months	
16.	VB	Rs. 1750/-
17.	VB Net	Rs. 3250/-
18.	ASP Net	Rs. 3250/-
19.	TYPING(3 months)	Rs. 2000/-*
20.	TYPING(6 months)	Rs. 3500/-*
21.	Shorthand(3 months)	Rs. 2500/-*
22.	Shorthand(6 months)	Rs. 4500/-*