



SOFT-TECH GROUP OF INSTITUTIONS

SOFT TECH Education Society, Regd. Under Section 9(1) of 2012
An ISO Certified 9001: 2015, Ministry of Labour & Employment of Haryana
Ministry of Micro, Small and Medium Enterprises

PROSPECTUS

PROSPECTUS CUM INFORMATION BOOKLET



www.sginrw.com



Welcome to SOFT-TECH Group of Institutions

SOFT-TECH GROUP OF INSTITUTIONS (SGI) has been awarded an ISO 9001:2015 Certification for conducting Certificate/ Diploma/ Degree/ PG programmes in Information Technology (IT) its standard and Quality Management System Run by SOFT TECH EDUCATION SOCIETY, Regd. Under section 9(1) of 2012. SOFT-TECH provides a variety of programs and courses at an affordable cost. Known for the excellence, quality and consistency. We have well qualified and experienced faculties in various streams, which don't only provide computer courses, but also help in personality development of the students. SOFT-TECH provides quality training in software development, hardware and networking, multimedia and animation, web designing, E-Accounting, digital literacy and short term courses. SOFT-TECH provides diploma, advance diploma and master diploma in various career oriented courses. All programs have different fee structures and time duration. The academics of all courses are up-to-date and specially designed for a better career of the students. SOFT-TECH has a state-of-the-art infrastructure with sufficient space and relevant environment. In our institute, we have separate systems for every student, so that he/she can learn better. We are the leader in providing the animation courses. So, the trainers in all branches are technically skilled, as they work on a daily basis to maintain their expertise and knowledge. One can approach us directly by reaching our institutes and get the admission in placement based courses. After completing course from SOFT-TECH GROUP OF INSTITUTIONS, you will definitely get good career opportunities in life.

OUR'S MISSION

SOFT-TECH GROUP OF INSTITUTIONS (SGI) is one of the best IT training institutes; we focus on offering you the best class room experience to ensure that you will get the training under the experts. . It was established with the noble mission to provide computer education to the poor and needy in the rural areas besides running various job oriented computer courses. We are surely going to turn your ambitions into remarkable skills and goals into results with us..... We provide you a wide range of career oriented courses including graphic designing, animation, digital marketing, hardware and networking, software engineering, E-Accounting, website designing, etc. SGI is a government certified and the best computer education institute that can help you make a career in IT industry. We understand that each and every student has a different interest and that is why we provide a wide range of courses. These days, students are more eager to learn multimedia and animation and that is why we are always ready to provide them the coaching under the guidance of industry experts



SOFT-TECH GROUP OF INSTITUTIONS

REGISTERED BY

SOFT TECH Education Society, Regd. Under Section 9(1) of 2012

An ISO Certified 9001 : 2015

Ministry of Labour & Employment, Govt of Haryana

Ministry of Micro, Small and Medium Enterprises (MSME) Govt. of INDIA

Department of Industries & Commerce, Haryana

Form-III

"Certificate of Registration to be issued under Section 9(1) of the Haryana Registration and Regulation of Societies Act, 2012"

(See rule 5 and rule 6)

Certificate of Registration of Society

I hereby certify that a Society bearing the Registration Number and name as undermentioned has been registered this [30] day [Sep] month [2016] year under the Haryana Registration and Regulation of Societies Act, 2012 (Haryana Act No. 1 of 2012):

State Code	District Code	Year of Registration	Registration Number
H	R	2016	000871
Name of the Society		Registered Office Address	
SOFT TECH EDUCATION SOCIETY		VILLAGE HAMIRGARH, TEH. NARWARA, DISTT. JIND	

Issued under my hand at [Jind] this [30] day of (month)[Sep] (Year)[2016] having Unique Identification Number - 2000114990



SOME IMPORTANT PROVISIONS OF THE HRRS ACT 2012 TO BE FOLLOWED :

- One Flat one vote.
- Collegium Scheme to be approved from District Registrar if members strength is more than 1000.
- Administrator if appointed will not enroll new members, incur capital expenditure and give employment in the society.
- Terms of Governing Body not to be more than 3 years.
- Member to be not less than 21 year age.
- Office bearers of society (Three to twenty one).
- General Body and other meeting should be conducted with quorum i.e. 1st meeting - 40%, 2nd meeting - 25% and 3rd meeting - 15% (see entire Provisions).
- Submission of mandatory Annual Returns i.e. list of members, list of members of collegium, list of office bearers, Annual Report on working, Balance Sheet & Auditors Report. Copy of special resolution otherwise shall attract penalties & fines as per provisions of Act.
- In case of Joint Apartment owners, 1st owner will be eligible to contest the elections.
- Proxy voting not allowed.
- Condominium Association covered under Apartment Ownership Act 1983 is to be formed by owners only.
- Election observer may be appointed by District Registrar or on request of Society.

Verification Link: <https://haryanaindustries.gov.in/name/verify/societyregistration/id/114990/reg/06-09-2016-00871>



भारत सरकार Government of India सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय Ministry of Micro, Small and Medium Enterprises		MSME MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES	
UDYAM REGISTRATION CERTIFICATE			
Our small hands to make you LARGE			
UDYAM REGISTRATION NUMBER	UDYAM-HR-08-0011736		
NAME OF ENTERPRISE	MS SOFT TECH EDUCATION SOCIETY		
TYPE OF ENTERPRISE *	MICRO (Based on FY 2016-21)		
MAJOR ACTIVITY	SERVICES		
SOCIAL CATEGORY OF ENTREPRENEUR	GENERAL		
NAME OF UNIT(S)	Name of Unit(s)		
Plot/Door-Block No.	-		
Village/Town	HAMIRGARH, TEH. NARWARA		
House/Street Lane	JIND		
State	HARYANA		
Mobile	989630422		
DATE OF INCORPORATION/REGISTRATION OF ENTERPRISE	30/09/2016		
DATE OF COMMENCEMENT OF PRODUCTION/BUSINESS	30/09/2016		
NATIONAL INDUSTRY CLASSIFICATION CODE(S)	NIC 2 Digit: 82 - Computer programming, consultancy and related activities NIC 4 Digit: 8202 - Computer consultancy and computer facilities management activities NIC 5 Digit: 82020 - Computer consultancy and computer facilities management activities		
DATE OF UDYAM REGISTRATION	09/06/2022		
* In case of graduation (upward movement) of status of an enterprise, the benefit of the Government Schemes will be available as per the provisions of Notification No. S.O. 2119/23 dated 26.06.2024 issued by the MSME.			
For any assistance, you may contact:			
1. District Industries Centre: JIND (HARYANA)			
2. MSME-DI: KARNAULI (HARYANA)			
Visit : www.msme.gov.in www.dicmsme.gov.in www.champions.msme.gov.in			
BE A CHAMPION with the Ministry of MSME			

उत्पादकता एवं सामाजिक न्याय PRODUCTIVITY WITH SOCIAL JUSTICE LABOUR DEPARTMENT HARYANA श्रम विभाग हरियाणा शांति, सामंजस्य एवं सुरक्षा PEACE, HARMONY AND SAFETY	FORM F (Under Rule 13 of the Punjab Shops and Commercial Establishments Act, 1958) Registration Certificate Regn. No.: PSA/REG/JND/LI-Jnd-I/0239885 Date: 24-February-2021 Application ID - 343858	
	The establishment whose particulars are given below is hereby registered under Section 13 of the Punjab Shops and Commercial Establishments Act, 1958: Name and Percentage of Employer: AMREEK S/O SH DHARAM PAL S/DW/O Full Postal Address of the Employer: VILLAGE HAMIRGARH, TEH NARWARA, DISTT JIND Vil:Hamirgarh, Teh:Narwana, Distt:Jind State:Haryana Name of the Manager: AMREEK Name of the Establishment: SOFT TECH EDUCATION SOCIETY Full Postal Address of the Establishment: SOFT TECH EDUCATION SOCIETY, VILL. HAMIRGARH, TEH NARWARA, DISTT JIND, Vil:Hamirgarh, Teh:Narwana, Distt:Jind, State:Haryana Nature of the Business: Provide Computer Education, Training & Courses, Beauty Parlour, & Other Vocational Courses Etc. Number of Employees(if any): Young Persons: NI Other Persons: 2 No. & Date of Previous Registration Certificate Surrendered: Amount of Registration/Renewal Fee Deposited: 500 THIS CERTIFICATE IS EXEMPTED FROM THE PAYMENT OF FEE Shop licence verify no 7114 866 548 58 c1 Inspector, District Circle	
NOTE: This is a computer generated certificate and does not require any signature of the authority. The Occupier/Employer is required to inform any change in respect of information contained in above statement in form 'G' prescribed under Rule 13 of the Punjab Shops & Commercial Establishments Act, 1958 to the concerned authority / Labour Inspector.		

SOFT-TECH GROUP OF INSTITUTIONS

COURSE DETAILS

Sr. No.	Course Code	Course Name	Course Symbol	Course Eligibility	Duration
1	SGI-01	Basic Computer Application	BCA	10 th	3 Months
2	SGI-02	Certificate in Tally Package	CTP	12 th	3 Months
3	SGI-03	Certificate in Typing	Typing	10 th	3 Months
4	SGI-04	Hardware Installation	HSI	10 th	3 Months
5	SGI-05	Certificate in Financial Accounting	CFA	12 th	6 Months
6	SGI-06	Certificate in information Technology	CIT	10 th	6 Months
7	SGI-07	Certificate in Desktop Publication	CDP	10 th	6 Months
8	SGI-08	Diploma in Computer Hardware	DCH	10 th	6 Months
9	SGI-09	Certificate in Stitching Designing	CSD	10 th	6 Months
10	SGI-10	Diploma in Computer Application	DCA	12 th	1 Year
11	SGI-11	Advance Diploma in Computer Application	ADCA	12 th	1 Year
12	SGI-12	Advance Diploma in Computer Financial Accounting	ADCFA	12 th	1 Year
13	SGI-13	Computer Teacher Training Course	CTTC	12 th	1 Year
14	SGI-14	Higher Diploma In Computer Application	HDCA	12 th	1 Year
15	SGI-15	Advance Diploma in Professional Computer Accounting	ADPCA	12 th	1 Year
16	SGI-16	Advance Diploma in Computer Hardware & Networking Technology	ADCHN T	12 th	1 Year
17	SGI-17	Nursery Teacher Training	NTT	12 th	1 Year
18	SGI-18	Early Childhood Care And Education	ECCE	12 th	1 Year
19	SGI-19	Diploma In Tailoring And Cutting	DTC	10 th	1 Year
20	SGI-20	Diploma In Beauty And Wellness	DBW	10 th	1 Year
21	SGI-21	Diploma in Anganwadi Worker	DAW	12 th	1 Year
22	SGI-22	Diploma In Fashion Designing	DFD	10 th	1 Year
23	SGI-23	Diploma In Singing and Dancing	DSD	10 th	1 Year
24	SGI-24	Diploma In Asha Worker	DAW	10 th	1 Year
25	SGI-25	Diploma In Beauty Culture And Hair Dressing	DBCHD	12 th	1 Year
26	SGI-26	Diploma In Cutting And Sewing	DCS	10 th	1 Year
27	SGI-27	Diploma In Hotel Management	DHM	10 th	1 Year
28	SGI-28	Primary Computer Teacher Training Course	PCTTC	12 th	1 Year
29	SGI-29	Advanced Diploma In Web Designing	ADWD	12 th	1 Year
30	SGI-30	Diploma in Art And Craft	DAC	12 th	1 Year
31	SGI-31	Post Graduate Diploma in Computer Application	PGDCA	B.A.	1 Year
32	SGI-32	Nursery Teacher Training	NTT	12 th	2 Year

Registration Process

To get registered, you have to fill the application form provided along with this prospectus. Students can buy the prospectus form any authorized centre by **SOFT-TECH GROUP OF INSTITUTION**. The site description, ASC name and code are too mentioned in the application form at the time of admission. These details can be obtained form ASC or through student prospectus for the certificate Courses. The fee has to be paid at the time of registration. The student has to mention the name of the course and its code filling the application form. Once the student is registered at the head office only up gradation in the course shell be entertained and not otherwise.

CRITERIA FOR REGISTRATION AND EXAMINATION

For all the courses of the selected by **SOFT-TECH GROUP OF INSTITUTION** and registration fees will be charged as per rules and according fee chart which will be provided by Head Office to center. The registration fee, examination fee will be paid to Head Office Center will be charge tuition fees by the students.

A Submission of Application Forms

- Photo copy of all required documents is to submit with the application form.
- A Student Identification Card (ID-Card) will be issued to all the registered students through the study center at the beginning of the course, which has to be carried along with in the centre premises.
- Two recent passport size photos are to be pasted in the application form.
- Photo copy of your last education qualification.

COURSE STRUCTURE

Considering the Requirements of the aspirant's courses can be classified in to first is Certificate coursed & second is Diploma courses. Former is basically designed for the beginners where as the diploma courses are for those who aspire to become high quality computer professionals.

Certificate Course: - These courses have been specifically to suit the current requirements of the IT Industry. The Certificate course is basically for the beginners who desire to make their careers in computers. **SOFT-TECH GROUP OF INSTITUTIONS** has presented this course at the nominal fee so that each and every section of the society can easily afford to learn the basic of computers & get benefited without any fee barriers.

Diploma Course: - To prepare a new breed of computer professionals **SOFT-TECH GROUP OF INSTITUTIONS** has designed its diploma courses. These courses have been presented to meet the requirements of IT Industry in which internet Programming, Advance Programming, Accountancy, Desktop Publishing are being covered. Students can get benefited from a well designed course curriculum that matches the current industry needs and emerges as a well equipped IT Professional.

Course Details:- The courses are offered in a very easy & simple to understand manner. They will provide the study Material on cost, but study material will be provided depends on availability.

COURSE UPGRADATION

A student registered for any course is entitled for an up gradation to any other course but charge of the course is allowed. For this He/She has to contact to the centre Director of the **SOFT-TECH GROUP OF INSTITUTION** Authorized study centre. Then He/She has to fill a fresh application form attached with the document. Clearly mentioning his/her previous details (Registration No., Course) and also the course they are interested for. In that case a student is required to submit the form along with the following:-

- Photocopy of ID card.
- Current documents of education qualification.
- Fee Rs.500/-

RESULT

The results will be issued within 35 days of examination.

Course	Semester Examination
Diploma	50%
Certificate Course	50%

After qualifying all the exams, the students are awarded grades as per their percentages of marks obtained.

Percentages

Grade

91% & Above	A+
81 % to 90%	A
71% to 80%	B+
61% to 70%	B
51 % to 60%	C+
Below 50%	C

CERTIFICATE/MARKS-SHEET

After the successful completion of the course Certificate/Diploma will be awarded by SOFT-TECH GROUP OF INSTITUTIONS within 30 days of declare the result.

GENERAL INSTRUCTION

- The prospectus must be read carefully and all details should be filled completely and clearly otherwise the application will be rejected.
- Submission of application form should strictly be done before the last date of the month.
- The registration is on a first cum first serve basis.
- Fees once paid shall not be refunded.
- If classes are not attending within 6 days of admission .The admission is rejected.
- The certificate/diploma is not received in the result of 50 days then the certificate/Diploma is received in the Head Office by write the application to reason the certificate/Diploma to receive it.

ACADEMIC RULES

- Irrespective of age and position, the students is expected to maintain appropriate relation with the management & staff.
- The students when asked to meet the management with parent/ Guardian should follow the instructions strictly.
- The management expects the student's cooperation while talking any step to ensure a good career path for them.
- Students should carry the identity card endorsed by the Head Office at all times within the center premises.
- The students must attend all the theory and lab sessions regularly.
- Proper discipline has to be maintained within the center premises. Any student found misbehaving will be restricted from attending the class.

COURSE DETAILS

Basic Computer Application (BCA)

Eligibility:-10th

Duration: 3 Months

Course Code:-SGI-01

- Computer Concept & Fundamentals
- Operating System (Win XP, Vista, 07 etc.)
- Windows:-Paint, Notepad, WordPad
- MS Dos
- M.S.Office:-Word, Excel, PowerPoint, Access
- Introduction of Internet, Email & Multimedia

Certificate in Tally Package (CTP)

Eligibility:-10+2

Duration:-3Months

Course Code:-SGI-02

- Basic Accounting Terms
- Rules of Dr. & Cr.
- Journal Entry
- Practical Tally :-8.1,9.0,ERP9
- Tax:-TDS, TCS, Service Tax etc.
- Job costing, Payroll, Manufacturing

Certificate in Financial Accounting (CFA)

Eligibility:-10+2

Duration:-6Months

Course Code:-SGI-03

- Computer Concept & Fundamentals
- Operating System (Win XP, Vista, 07 etc.)
- Windows:-Paint, Notepad, WordPad
- MS Dos
- M.S.Office:-Word, Excel, PowerPoint, Access
- introduction of Internet, Email & Multimedia
- Basic Accounting Terms
- Rules of Dr. & Cr.
- Journal Entry
- Practical Tally :-8.1,9.0,ERP9
- Tax:-TDS, TCS, Service Tax etc.
- Job costing, Payroll, Manufacturing

Diploma in Computer Application (DCA)

Eligibility:-12th

Duration:-1 Year

Course Code:-SGI-04

1st Semester

- Computer Concept & Fundamentals
- Operating System (Win XP, Vista, 07 etc.)
- Windows:-Paint, Notepad, WordPad
- MS Dos
- M.S.Office:-Word, Excel, PowerPoint, Access
- Introduction of Internet, Email & Multimedia
- Language:- HTML, JavaScript

2nd Semester

- Language :-C,C++
- DTP:-Page Maker, Photoshop
- RDBMS(Related Data Base Management System)

Advance Diploma in Computer Application (ADCA)

Eligibility:-10+2th

Duration:-1 Year

Course Code:-SGI-05

1st Semester

- Computer Concept & Fundamentals
- Operating System (Win XP, Vista, 07 etc.)
- Windows:-Paint, Notepad, WordPad
- MS Dos
- M.S.Office:-Word, Excel, PowerPoint, Access
- Introduction of Internet, Email & Multimedia
- Language:- HTML, JavaScript

2nd Semester

- Language :-C,C++
- DTP:-Page Maker, Photoshop
- RDBMS(Related Data Base Management System)
- Coral Draw
- Wed Page Design

Advance Diploma in Computer Financial Accounting (ADCFA)

Eligibility:-10+2

Duration:-1Year

Course Code:-SGI-06

1st Semester

- Computer Concept & Fundamentals
- Operating System (Win XP, Vista, 07 etc.)
- Windows:-Paint, Notepad, WordPad
- MS Dos
- M.S.Office:-Word, Excel, PowerPoint, Access
- Introduction of Internet, Email & Multimedia
- Language:- HTML, JavaScript
- Introduction of Internet, Email & Multimedia

2nd Semester

- Basic Accounting Terms
- Rules of Dr. & Cr.
- Journal Entry
- Practical Tally :-8.1,9.0,ERP9
- Tax:-TDS, TCS, Service Tax, GST etc.
- Job costing, Payroll, Manufacturing

Computer Teacher Training Course (CTTC)

Eligibility:-10+2

Duration:-1 Year

Course Code:-SGI-07

1st Semester

- Computer Concept & Fundamentals
- Operating System (Win XP, Vista, 07 etc.)
- Windows:-Paint, Notepad, WordPad
- MS Dos
- M.S.Office:-Word, Excel, PowerPoint, Access
- Introduction of Internet, Email & Multimedia
- Language:-HTML, Java Script

2nd Semester

- Language:-C.C++
- DTP:-Page Maker, Photoshop, Coral Draw
- Account & Tally
- Basic Knowledge of Hardware \$ Networking

Certificate in information Technology (CIT)

Eligibility:-10

Duration:-6 months

Course Code:-SGI-08

- Computer Concept & Fundamentals
- Operating System (Win XP, Vista, 07 etc.)
- Windows:-Paint, Notepad, WordPad
- MS Dos
- M.S.Office:-Word, Excel, PowerPoint, Access
- Introduction of Internet, Email & Multimedia
- Language:-HTML, Java Script
- Language:-C.C++

Higher Diploma in Computer Application (HDCA)

Eligibility:-10+2

Duration:-1 Year

Course Code:-SGI-09

1st Semester

- Computer Concept & Fundamentals
- Operating System (Win XP, Vista, 07 etc.)
- Windows:-Paint, Notepad, WordPad
- MS Dos
- M.S.Office:-Word, Excel, PowerPoint, Access
- Introduction of Internet, Email & Multimedia
- Language:- HTML, JavaScript

2nd Semester

- Language :-C,C++
- DTP:-Page Maker, Photoshop
- RDBMS(Related Data Base Management System)
- Coral Draw
- Web Page Design
- Basic Knowledge of Hardware \$ Networking

Certificate in Desktop publication (CDTP)

Eligibility:-10

Duration:-6 months

Course Code:-SGI-10

- Computer Concept & Fundamentals
- Operating System (Win XP, Vista, 07 etc.)
- Windows:-Paint, Notepad, WordPad
- MS Dos
- M.S.Office:-Word, Excel, PowerPoint, Access
- Introduction of Internet, Email & Multimedia
- DTP:-Page Maker, Photoshop, Coral Draw

Advance Diploma in Professional Computer Accounting (ADPCA)

Eligibility:-B.A.

Duration:-1 Year

Course Code:-SGI-11

1st Semester

- Computer Concept & Fundamentals
- Operating System (Win XP, Vista, 07 etc.)
- Windows:-Paint, Notepad, WordPad
- MS Dos
- M.S.Office :-Word, Excel, PowerPoint, Access
- Basic Accounting Terms
- Rules of Dr. & Cr.
- Trial Balance, Profit & Loss a/c, Balance Sheet
- Internet & E-mail

2nd Semester

- Basic Accounting Terms
- Rules of Dr. & Cr.
- Journal Entry
- Practical Tally 7.2,8.1,9.0 & 9ERP
- Manufacturing
- Taxation: - Service Tax, TDS, TCS, GST etc.

Diploma in Computer Hardware (HDC)

Eligibility:-10

Duration:-6 months

Course Code:-SGI-12

- Basic Electronic:-Capacitor, Register, IC (Integrated Circuit) etc.
- Introduction of Computer
- PC Assembling & Disassembling
- Software Installation
- Hardware Troubleshooting
- Operating system Installation
- CD/DVD writing
- Connecting To internet
- Installation of non-operating Software

Diploma in Computer Hardware & Networking Technology (DCHNT)

Eligibility:-10+2

Duration:-1 Year

Course Code:-SGI-13

1st Semester

- Basic Electronic:-Capacitor, Register, IC (Integrated Circuit) etc.
- Introduction of Computer
- PC Assembling & Disassembling
- Software Installation
- Hardware Troubleshooting
- Operating system Installation
- CD/DVD writing
- Connecting To internet
- Installation of non-operating Software

2nd Semester

- Concept of LAN, MAN, WAN
- Sharing the Software, File, Folder & Other Device
- Troubleshooting the Network device
- Create many types of server Like:-DNS,DHCP, RIS,NTFS security
- Create the Topology
- Installation the LINUX & UNIX Operating system

Certificate in Typing

Eligibility:-10, 10+2

Duration:-3 Months

Course Code:-SGI-14

- English
- Hindi

Hardware Installation

Eligibility:-10+2

Duration:-1 Months

Course Code:-SGI-15

- Computer Concept & Fundamentals
- Operating System (Win XP, Vista, 07 etc.)
- Windows:-Paint, Notepad, WordPad
- Window Installation :-XP,2000,2003
- Software Installation:-Office, PageMaker, Photoshop,



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APPLICATION FORM

Fill the form in **BLOCK CAPITAL LETTERS** (English) using **BLUE ink only**

1. Full Name of the Applicant (as per Certificate).....
2. Father's Name (as per certificate).....
3. Mother's Name (as per certificate).....
4. Complete Address for Correspondence to (do not repeat name).....

Paste one recent
passport size
photograph Please
do not pin &
staple

Signature

City.....State.....Pin Code..... Mob. No:-.....

5. Aadhar Card No:-..... /..... /.....

6. Category:-General:-.....SC:-.....BC:-.....Other:-.....

7. Date of Birth:-...../...../.....

9. Course Name:-.....

8. Male/Female:-.....

10. Duration:-.....

11. Details of Qualifying Examination

Class	Name Of Board / University	School Name/College	Year Of Passing	Marks Of Obtained	Total Marks	Per. (%)

DECLARATION BY THE APPLICANT:-

I have read all the rule and regulation of the institute and admission to the course applied for. I declare that the above information is true and correct to my knowledge and belief and I fully understand that my admission will stand cancelled if any information by me is found to be false or twisted.

Place: -

(Signature of Applicant)

Date:-.....

For Head Office Use Only

Admission No:-.....

Admission Date:-.../...../.....

Center Code:-.....

Signature of Director With stamp

ACADEMIC RULES

- The candidate fills the application form completely and clearly otherwise the application will be rejected
- The registration is on a first cum first serve basis.
- If classes are not attending within 3 days of admission .The admission is rejected.
- Photo copy of all required documents is to submit with the application form
- Irrespective of age and position, the students is expected to maintain appropriate relation with the management & staff.
- Proper discipline has to be maintained within the center premises. Any student found misbehaving will be restricted the center.
- Fees once paid shall not be refunded
- The students when asked to meet the management with parent/ Guardian should follow the instructions strictly.
- Students should carry the identity card endorsed by the Head Office at all times within the center premises.
- The students must attend all the theory and lab sessions regularly.
- A Student Identification Card (ID-Card) will be issued to all the registered students through the study center at the beginning of the course, which has to be carried along with in the center premises.
- Two recent passport size photos are to be pasted in the application form.

Parents Sign.

Students Sign.

Director Sign with Stamp

Centre Head Sign with Stamp

SGI



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DIPLOMA

SR. NO. :- 23/163

DATE OF ISSUE :- 10/05/2023

AADHAAR CARD NO. :- XXXX XXXX 1243



This is certify that Mr./Mrs./Miss
Son/Daughter/Wife of
Registration No. has successfully Completed
the
ADCA (Advance Diploma in Computer Application)
at
SGI ATC-13 NARAWANA(JIND) HARYANA
from to and is
placed in grade in the final examination.



Chairman

Exam Controller

GRADE SYSTEM :- A+(91% & above) B+(71% to 80%) C+(51% to 60%)
A (81% to 90%) B(61% to 70%) C(Below 50%)
Please verify Diploma/Certificate:- www.sginrw.com



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MARK SHEET

SR. NO. :- 23/163

DATE OF ISSUE :- 10/05/2024

AADHAAR CARD NO. :- XXXX XXXX 1243

This is certify that Mr./Mrs./Miss

XXXXXXXX

Son/Daughter/Wife of XXXXXX

Registration No. 23163103 Date of birth 07/10/1999 has successfully

Completed the ADCA (Advance Diploma in Computer Application)

COURSE MODULE	Full Marks	Pass Marks	Marks Obtained Theory (130)	Marks Obtained Practical (70)	Total Marks
Semester I					
Computer Fundamental, Window 07, M.S. Office, MS. Word, Language :- Basic, Java Script, C++ and Assignment	200	100	105	68	173
Semester II					
Basic Accounting Term, Rules of Debit & Credit, Tally ERP 9 with Inventory, VAT, TDS, Excise, Service Tax, GST, Payroll and Manufacturing and Assignment	200	100	109	68	178

Result :- Pass in Grade A

Total Marks Obtained 351/400



Chairman

Exam Controller

GRADE SYSTEM :- A+(91% & above) B+(71% to 80%) C+(51% to 60%)
A (81% to 90%) B(61% to 70%) C(Below 50%)
Please verify Diploma/Certificate:- www.sginrw.com

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GROUP OF INSTITUTIONS



Run By :- SOFT TECH EDUCATION SOCIETY, Regd. Under section 9(1) of 2012
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CERTIFICATE

SR. NO. :- 23/165

DATE OF ISSUE :- 10/01/2024



This is certify that Mr./Mrs./Miss
Son/Daughter/Wife of
AASHU
SH. BALJEET

Registration No. 23101165 Date of birth 12/20/2005 has successfully

Completed the CIT (Certificate in Information Technology)

at SGI ATC-101 NARAWANA(JIND) HARYANA

from JUNE 2023 to NOV 2023 and is

placed in grade in the final examination.

COURSE CONTENT :- CIT

Computer Fundamental, Window xp/07/10, MS Word, M.S.Excel, M.S.Power Point, M.S.Dos, Internet & E-Mail, HTML, Java Script, C++



Chairman

Exam Controller

GRADE SYSTEM :- A+(91% & above) B+(71% to 80%) C+(51% to 60%)
A (81% to 90%) B(61% to 70%) C(Below 50%)
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