

RASHTRIYA COMPUTER SHIKSHA MISSION

NIELIT(संचार एवं सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार)

Give Your career....

A Long lasting Foundation

DOEACC/NIELIT

“O”A

LEVEL PROGRAMME

Foundation level programme in Computers

RCSM

SHAPING THE FUTURE

RASHTRIYA COMPUTER SHIKSHA MISSION

QUALITY POLICY

We, at RCSM are committed to enable organization and individuals in enhancing their efficiency, effectiveness and problem solving abilities by using information technology, modern management system and innovative education methodologies in a cost effective manner.

accredited by DOEACC/NIELIT Society A join scheme of ministry of communication and information technology government of india specifically design to trained and produce quality IT human resources to fulfill the escalating demand of the industries world wide.

प्रिय विधार्थी

हमारे लिए कुछ सीखने के अवसर हर तरफ विद्यमान हैं। लेकिन सफलता प्राप्त करने के लिए लगन व कठिन परिश्रम आवश्यक है। “राष्ट्रीय कम्प्यूटर शिक्षा मिशन” में हम आपको समय की आवश्यकता के अनुसार चुनौतियों का सामना करने योग बनाने का प्रयत्न करते हैं। यदि आपमें कुछ करने का हौसला है तो हम आपके साथ अग्रसर हैं।

राष्ट्रीय कम्प्यूटर शिक्षा मिशन के संचार एव सूचना प्रौद्योगिकी शिक्षा संस्थान में आपका स्वागत है। आपने उच्च अध्ययन जारी रखने के लिए इस संस्थान को चुनकर बुद्धमत्तापूर्ण निर्णय लिया है। यह शिक्षा संस्थान आपको विष्वास दिलाता है कि यह आपको हर प्रकार से सहायता व मार्गदर्शन प्रदान कर आपकी अपेक्षाओं पर खरा उतरेगा। इस संस्थान का प्रमुख उद्देश्य प्रत्येक वर्ग की उच्च शिक्षा आवश्यकताओं को पूरा करना है और अपने इस उद्देश्य की पूर्ति के लिए यह संस्थान पूरी लगन के साथ कार्य करेगा।

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RASHTRIYA COMPUTER SHIKSHA MISSION

From the Desk of managing Director.....

Dear Aspirants,

With the bell of this new millennium still ringing in our ears, bringing in new hopes and adventures for everyone, RCSM too has lot of offer.

The tremendous response of the last millennium from all over the nation has infact compelled us to put our best in achieving of creating a “Complete IT India”.

For the better career prospects of our students, RCSM has come out with existing now features for this millennium, namely-

New Courses curriculum : With the demand of trained IT professionals risin each single day. Our RCSM team felt for a change in RCSM curriculum.

Library: RCSM Authorised Training Centre (DOEACC/NIELIT) is equipped with a update library for the easy and instant reference of the student.

Placement cells: Every prospective students deserves a better career prospect after they successfully complete the RCSM courses. Hence, the concept of placement cell.

Query through mail: For saving time and money, student can send their queries related to registration, class schedules, materials, examination at our address rasm_ckt@yahoo.co.in for prompt reply and action.

With all these exciting features, I am sure each and every students enrolled with take the best of it.

Wishing you all a happy and productive learning.

RCSM.....

Managing Director

(Shubhash Chandra Sahu)

OUR VISION

We are committed to become premier education body with a mission to create leader, winners & achievers by ensuring excellence through:

- **Enriched Knowledge**
- **Creativity**
- **Employee and Student**
- **Continuous Improvement**

OUR MISSION

- **To provide professional education and learning environment to our student.**
- **To facilitate holistic development of the students.**
- **To define control and continually improve all key processes by innovation and adopting particles.**
- **TO encourage employees to attain optimal performance level.**

WHY COMPUTER EDUCATION

- **IT as a technology, has revolutionized the way we are living. Today , with the advent of E- mail & Internet , information retrieval has come down with in the snap of fingertips.**
- **Information has become a key for tacking many decisions in corporate world.**
- **Computers have changed information processing in a drastic way. To give momentum to India a super power, it is very much required to take 'IT' Education to the grass root level.**
- **The objective of the mission is to impart basic knowledge in computers uses as very affordable cost.**
- **Even through the career opportunities are many basic academic education is must for each and every persion.**

- Similarly in the IT industries, doors of opportunities are many in the fields/platforms, such as programmers, analyst and operators etc.

RCSM

Available Courses

- BCC
- CCC
- 'O' LEVEL
- 'A' LEVEL
- PGDCA
- DCA,
- CCA,
- DTP
- BCA
- MCA (DISTANCE)

ADMISSION PROCEDURE

THE Prospectus and application form can be obtained from RCSM, Karwi CHITRAKOOT, either in person on payment of Rs.100/- or through post by sending a written request accompanied with a Demand Draft of Rs.150/- drawn in favour of “Rashtriya Computer Shiksha Mission”, payable at Karwi. The applicant should write his/her name, course name, mobile number and the address on the back side of the bank draft. If you download the form from the website, then attach a DD of Rs.100/- as given above.

SUBMISSION OF APPLICATION

Off Line submission

The duly filled application form for admission, completed in all respects, together with the demand draft of the requisite fees, as indicated in the fee table against each course, payable to RCSM,Chitrakoot should be submitted at RCSM Head office on or before the due date, if the application form is submitted offline or by hand.

On Line Submission

For submitting online form for IODE programmes (UG,PG and select diploma programmes) go to your nearest (online) centre. Log on to our website www.rcsmckt.org and click on online courses' through your centre co-ordinator's id and password. After that follow up the instructions for filling up forms carefully.

For submitting on line form for RCSM also,(diploma and certificate programmes) visit your nearest RCSM centre or . Log on to our website

www.rcsmckt.org with your centre co-ordinator's id and password. After that follow up the instructions for filling up the forms carefully. You can also access these programmes through the govt. Recognised common service Centres wherever available.

1. read the instructions given overleaf and in the prospectus carefully before filling up this form.
2. Applicant must ensure minimum eligibility conditions before applying.
3. Submission of Applicant form will be no basis for claiming admission.
4. Incomplete applicant form will NOT be considered.
5. All the particulars must be filled in by the candidate in his/her own hand writing. Use Ball point pen to fill the form.
6. Please use English block letters (Capital letters) to fill the form.
7. Please write your name exactly as it appears on your 10th/ 12th Marksheet.
8. Attach only photocopies of marksheets; certificate etc. with this form, Original document should not be attached.
9. Bank draft of the course fees should be made in favour of "Rashtriya Computer Shiksha Mission" payable to Karwi Chitrakoot (UP).
10. Candidate must write his/her name and number of his/her application form on the back of the bank draft on top left corner.
11. Filled Application Form complete in all respect should be submitted in the office of the RCSM on or before the last date indicated in the prospectus.
12. Please ensure the correct mailing address is given, since your course material will be sent to this address.
13. Please write your active e-mail address in clear handwriting.
14. Please read the declaration given at the end of the Application form and don't forget to put your and your Father's/Guardians signatures and date. Please note that if the declaration is not signed, your application will be considered as an incomplete form and will not be processed further.

प्रवेश प्रक्रिया

पाठ्यक्रम विवरण पुस्तिका एवं आवेदन पत्र राष्ट्रीय कम्प्यूटर शिक्षा मिशन, कर्वी (चित्रकूट) से रुपये 100/-का नगद भुगतान कर स्वयं प्राप्त कर सकते है अथवा डाक द्वारा रुपये 150/-का डिमांड ड्राफ्ट जो कि " राष्ट्रीय कम्प्यूटर शिक्षा मिशन, कर्वी (चित्रकूट)" के नाम कर्वी चित्रकूट में देय हो, राष्ट्रीय कम्प्यूटर शिक्षा मिशन, गोकुलपुरी शंकर बाजार कर्वी (चित्रकूट) को शेजकर मंगा सकते हैं। डिमांड ड्राफ्ट के पीछे छात्र अपना नाम, पाठ्यक्रम का नाम, मोबाइल नं. व पता अवष्य लिखें। यदि इसे वेब साईट से डाउनलोड करें तब प्रवेश के समय रुपये 100 का डिमांड ड्राफ्ट अवष्य संलग्न करें।

आवेदन जमा करना

ऑफलाइन फॉर्म जमा करने के लिये निर्देश

यदि आप ऑफलाइन फॉर्म शर रहे हों तो पूर्ण रूप से शरे हुये आवेदन पत्र, उस पाठ्यक्रम के लिये निर्धारित शुल्क के डिमांड ड्राफ्ट के साथ जो कि "राष्ट्रीय कम्प्यूटर शिक्षा मिशन, कर्वी चित्रकूट" के नाम कर्वी में देय हो के साथ निर्धारित तिथि के पूर्व राष्ट्रीय कम्प्यूटर शिक्षा मिशन केन्द्रीय कार्यालय में जमा कर दे।

ऑनलाइन फॉर्म जमा करने के लिये निर्देश

यूजी, पीजी एवं चयनित डिप्लोमा प्रोग्राम के ऑनलाइन रजिस्ट्रेशन एवं अपने फॉर्म को ऑनलाइन जमा करने के लिये अपने निकटतम आर सी एस एम केन्द्र से सम्पर्क करें। उसके पश्चात संस्थान की वेबसाइट WWW.RCSMCKT.ORG पर लॉगइन करें तथा "online courses" लिंक पर क्लिक करें। उसके बाद वेबसाइट पर दिये गये निर्देशों का पालन करें ।

अन्य डिप्लोमा एवं सर्टिफिकेट प्रोग्राम के ऑनलाइन रजिस्ट्रेशन एवं अपने फॉर्म को ऑनलाइन जमा करने के लिये अपने निकटतम आर सी एस एम केन्द्र या से सम्पर्क करें।

महत्वपूर्ण निर्देश

- 1 पुस्तिका में दिए गये निर्देशों का ध्यानपूर्वक पढ़ने के उपरान्त ही आवेदन पत्र भरें।
- 2 किसी भी कार्यक्रम के लिए आवेदन करने से पूर्व इसके लिये आवश्यक पात्रता को सुनिश्चित कर लें।
- 3 केवल आवेदन पत्र जमा कर देने मात्र से आवेदक प्रवेश का हकदार नहीं हो जाएगा।
- 4 अधुरे भरे आवेदन पत्र निरस्त्र कर दिए जाएंगे।
- 5 बॉल प्वाइंट पेन का उपयोग कर आवेदन अपनी लिखावट में आवेदन पत्र को भरें।
- 6 इंग्लिश के बड़े अक्षरों का उपयोग कर फार्म भरें।
- 7 आवेदन पत्र में अपना नाम वही लिखें जो कि 10वीं/12वीं की अंकसूची में दर्ज हो।
- 8 आवेदन पत्र के साथ आवश्यक अंकसूची व प्रमाणपत्रों की प्रतिलिपि ही जमा करें। मूल दस्तावेज संलग्न न करें।
- 9 शुल्क रूप में देय राशि का ड्राफ्ट "राष्ट्रीय कम्प्यूटर शिक्षा मिशन, कर्वी चित्रकूट" के नाम कर्वी में देय के नाम से बनवाएं।
- 10 बैंक ड्राफ्ट के पीछे की ओर अपना नाम पता व पाठ्यक्रम का नाम अवश्य लिखें।
- 11 पूर्ण रूप से भरे आवेदन पत्र संस्थान कार्यालय में प्रवेश के लिए निर्धारित तिथि पर या उससे पूर्व जमा करें।
- 12 आवेदन पत्र में पूर्ण व सही पता साफ-साफ लिखें क्योंकि पठन सामग्री व पत्र व्यवहार इसी पते पर किया जायेगा

13 अपना क्रियाशील ई-मेल पता साफ-साफ लिखावट में लिखें।

14 आवेदन पत्र के अंत में दिए गए घोषणा पत्र को पढ़कर उसके नीचे स्वयं व अभिभावक के हस्ताक्षर व दिनांक अवश्य अंकित करें अन्यथा आवेदन अधूरा मानकर निरस्त कर दिया जायेगा।

ELIGIBILITY CRITERIA

As the project mainly aims at creating computer awareness among the people, there is neither age nor qualification restrictions, Any aspirant from school students to executives, employees, housewives and all who would like to give their future a new turn can apply for this programme. Admission will be strictly on first-come-first-serve basis.

Courses	Duration	Minimum Qualification
BCC	60 HR	8TH
CCC	80HR	HIGHSCHOOL
'O' LEVEL	1 YEAR	INTERMEDIATE (10+2)
'A' LEVEL	1 YEAR	GRADUATE (any stream)
PGDCA	1 YEAR	GRADUATE (any stream)
BCA	3 YEAR	INTERMEDIATE (10+2)
DCA	1 YEAR	INTERMEDIATE (10+2)

DTP	6 MONTH	HIGHSCHOOL
MCA	3 YEAR	GRADUATE (any stream)
CCA	3 MONTH	HIGHSCHOOL

1. Students of the respective batches shall assemble outside the laboratory 5 minutes before the
Start of practical session.
2. Students are expected to sign the log register in time before they start working.
3. Students not giving a requisite authority shall not be permitted to undertake practical.
4. Students should refrain from talking to fellow students during lab sessions, in case of any assistance, they should seek help from Lab-instructor.
5. Complaints, if any, shall be given in writing to the Lab in-charge.
6. Lab-assignments have to be completed within the stipulated time and period.
7. Assignments should be accompanied with flowcharts and program coding. The same should be submitted at least one day before the practical.

8. Failure to submit above, the student shall be debarred from that particular session. If a student found copying programs he/she will not be allowed to attend the next practical turn.

9. No personal floppies/CDs are allowed in the lab. Such floppies/CDs will be confiscated.

10. Students, if required, should print the outputs at least 15 minutes before the end of the session.

11. Extra practical booking register is available with Lab in-charge. Students desiring to avail extra time should fill the requisition slip properly and get it signed by Lab in-charge. Student should bring this slip when he/she comes to avail the booked time failing which students may not be allowed the extra practical.

If the time is lost due to technical fault of the system, the lost practical time will be compensated

General Rules for The Students

1. For certain long term courses, students have the option of paying fees in instalments. Every instalment is due from the 1st of every month and is to be paid latest by the 7th of the month. Timings for the fee deposit is between 10.00 a.m. to 2.00p.m. only during all working days. If the fee is not remitted within the due date a fine of Rs.5/-per day will be charged till the 30th of the month, after which the student's registration will be cancelled and the fees paid till then, is a forfeited refund of a fee is not permitted under any circumstances.

2. 100% attendance should be maintained to get the best out of the course. If the course co-ordinator feels that a student has substantial backing due to absenteeism or any other reason such students may be asked to formally apply for transfer to a subsequent batch to cover their course.

3. Leave is permissible in exceptional cases to be approved in advance from the centre manager. in such cases he has to seek admission in a subsequent batch suitable to his curriculum, subject to availability of seat and time slot, on payment of re-

admission fee. If a student is, however, absent for one week without informing the centre, his registration will stand cancelled.

4. in normal circumstances the course will be completed within the stipulated time; however, due to some unforeseen reasons/circumstances the duration of the course may get extended and examinations may be delayed for which UP ELcorp ACL shall not be liable for any loss incurred to the students.

5. the students have to maintain proper discipline and decorum while conducting themselves within the Academy premises. Non-adherence to rules may invite a strict disciplinary action against them.

6. if a student is found using unfair means during tests/examinations, his/her examination will be cancelled and zero be given in that Test/Examination.

7. smoking and chewing Pan Mal/Tobacco is strictly prohibited in the Academy premises.

8. no electronic equipment, a cell phone etc. is allowed in the Academy's premises

RCSM PLACEMENT

Attention : 10th/10+2/Graduate Student's

विभिन्न सरकारी नौकरियों हेतु अनिवार्य

DOEACC/NIELIT

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी सूचना संस्थान (NIELIT)

(संचार एवं सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार)

CCC

BCC

'O' LEVEL

चित्रकूटधाम मण्डल का एक मात्र अधिकृत संस्थान

राष्ट्रीय कम्प्यूटर शिक्षा मिशन

षंकर बाजार, गोकुलपुरी, कर्वी (चित्रकूट)

e-mail: rasm_ckt@yahoo.co.in

website - rcsmckt.org

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BRANCH- Sitapur, Rajapur, Mau, Karwi, Banda, Mahoba,
Hamirpur, Fatehpur, Jhansi