



# ABC SKILL DEVELOPMENT COUNCIL

IAF Accredited An ISO 9001:2015 Certified Educational Organization

Registered under Ministry of Corporate Affairs

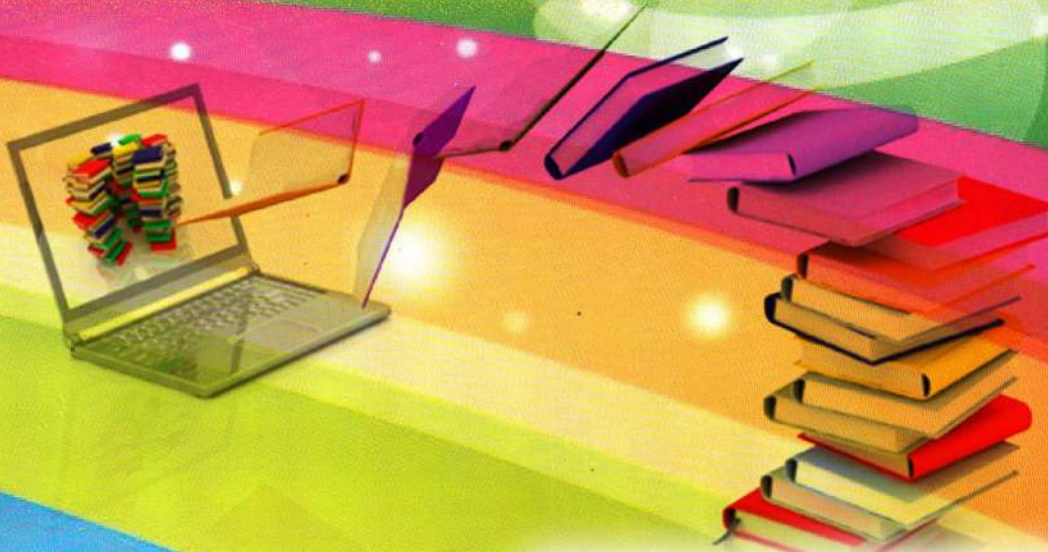
Vide CIN No.- U85300AS2022NPL022950

“A National Programme of Information Technology Education and Skill Development”

Head Office:- Bhogpur, P.O.- Bhogpur Chariali, Dist.- Lakhimpur (AS), Pin Code- 787033, India

Website:- [www.abcskill.co.in](http://www.abcskill.co.in)

E-mail:-[abc.skilldev@gmail.com](mailto:abc.skilldev@gmail.com), [info@abcskill.co.in](mailto:info@abcskill.co.in)



## PROSPECTUS



An  
**ISO 9001:2015**  
Certified Organization



## ABOUT US-

ABC SKILL DEVELOPMENT COUNCIL (Aanundoram Barooah Computer and Skill Development Council) has initiated information technology education and various skills development Training wakefulness Programme outside formal education sector in India, which is Genuine Computer and Skill Development Education Centre provider organization, offering Low center franchise fee & job oriented training at national level. ABC Skill Development Council is registered under Ministry of Corporate Affairs, Govt. of India vide CIN No- U85300AS2022NPL022950, under Companies Act 2013, Pan No- AAWCA9784G and also registered under MSME, Govt. of India. Moreover, ABC Skill Development Council is an ISO 9001:2015 Certified organization (No.- 305022060411Q) who execute computer education and training, social and health welfare, research and development, rural development etc.

'ABC SKILL DEVELOPMENT COUNCIL' has Launched/started various self design short & long terms latest job oriented & Skill Advancement computer education, Basic Instructor training, Skill Advancement training certificates & Diploma Courses in non formal education sector to help the candidate in getting jobs in different field and that to at a very low fee. So that the candidates can engage in service and get self-employment by becoming successful entrepreneurs in the present era of competition.

## OBJECTIVES OF OUR PROGRAMME-

In today's world, it is necessary to use technology, especially when it comes to education. It is banking, health, education, entertainment or business and at present time when everything is going online, it is impossible to think about anything where computers are not involved. Computers have become an important part of human life. Even mobile phones in the present time are smart phones and are frequently referred to as mini computers. Therefore, the importance of computers has increased in every part of human life.

Therefore, mainly on computer education we research and noticed that some computer education institute run their institution to provide various certificate and diploma courses to the students in higher charges, for which the lower and middle class families of our society are incapable to afford the load of their charges. We studied them properly and decided to provide best higher technical education in computer for each and every sector of people affordable charges. So that, all people of the society of India may pursue the courses without much difficulty.

## MISSION & VISION

1. Our mission is providing every student with a platform to improve his / her skills and make in the computer educated world.
2. Our Vision is to promote computer education and other skills to any people of our society at low cost.



Congratulations to all. Most welcome to ABC SKILL DEVELOPMENT COUNCIL. Our mission and vision is skill up the your in information technology that they can survive with the coming high technology era.

Information Technology is the fastest growing industry in today's scenario. Information Technology is providing the upcoming future that will change every face of human existence. Now days, skill in different different sectors are the main key of success. So, we must need to consentant regarding to build up the infrastructure of skill development. We are optimist and committed. So, please come to ABC SKILL DEVELOPMENT COUNCIL for your best professional future.

With best wishes

Mr. Tarun Chandra Saikia  
Chairman  
ABC SKILL DEVELOPMENT COUNCIL

## Rules and Regulations For Students-

1. Application form must be filled in Block Letters only and use black ball pen only.
2. All the Information declared by the applicant should be correct & true according their document's record.
3. Discipline must be maintained in the study centre, at all times.
4. Course fee for Admission in the courses under different Projects must be paid at the time of Admission which includes Registration fee, Tution fee, Examination fee and documentation fee etc.
5. Every student must carry his/her Identity Card at the time of study. Student also can download their Identity card from own student portal.
6. After Admission, every Student must be collect their ID and password of their student portal from Centre Head/Director for getting their E-learning Notes, ID Card, Certificate & marksheet and also verify their payment details time to time.
7. Fees once paid are not refund under any circumstances.
8. Student must be punctual and regular both in theory and practical classes.
9. A student, who will be defaulter in payment of outstanding fees, will not be allowed for attending classes, until the outstaning dues are cleared off.
10. Students must be ensure at least 70% attendance for appearing in final examination.
11. Smoking inside the campus is strictly prohibited.
12. No mobile phone is allowed in the class room.

## Admission/Registration procedure-

1. To take Admission / Registration Student can collect the prospectus along with admission/ Registration form from any of our authorised centres.
2. Student has to bring original copies of required certificates/marksheets for verification of concerned ABCSDC Centre Head/Director and also bring two recent colour photographs, colour xerox copies of all required documents at the time of submitting admission/registration form.
3. Students have to pay following fee for their respective/opted courses-Admission fee, tution fee, registration fee, exam fee etc. All mentioned fees shall be deposited to concern authorised centre Head/Director by the students.

## Student's Attendance Record Form-

1. Student has to make declaration of his/her 70% regular attendance on the Student's Attendance Record Book, which shall be signed by the student at the time of his/her admission and submitted to the centre director for his/her regular attendance record.
2. A student who remains absent continously for 35 days, without getting prior written permission from the centre director, shall not be allowed to centre the classroom (Theory/Lab). He/she can entre the class if he/she pays 50% of admission/registration fee.

## Examination and Certification Procedure-

1. After completed theory and practical of any course, Centre Head/Director will be send 'Request Form' to Head office through online.
2. After Verification by the H.O. the Request Form of students, Centre Head/Director and student can download admit card their own portal.
3. After Examination, Centre Head/Director will be send exam. details (Result) to Head office and can download soft copies of Certificate/Marksheet of Students within 24 office hours on their (Student and Centre Head/Director) portal. Printout Original copies will be provide only Head office within 7-10 working days to Authorised centre address.
4. Student has to secure at least 40% marks in examination. If any student does not clear his/her exams one attempt will be given to him/her to pass out the exams with reappearing examination fee.
5. Prescribed percentage (%) Grade Norms -

Percentage	Grade	Percentage	Grade	Percentage	Grade	Percentage	Grade
80% >=	A +	70% >=	A	60% >=	B +	50% >=	B
Percentage	Grade	Percentage	Grade				
40% >=	C	40% <	Fail				

## Special Facilities for Students-

1. 100% Job Oriented Course.
2. Admission Fee 60% off for physically handicapped.
3. 5% off for 12/24 months courses, if any student pay total fees at the of admission.
4. High standard curriculum & training.
5. Training for all:- Students, Teachers, Employees, Executives, Professional, Businessmen & House wives.
6. Well-qualified Teaching Staff.
7. Suitable Study hours: 6.00 A.M. to 6.00 P.M.
8. After admission, student will be get own student portal for collect study metarials, Identity Card, Admit card, Certificate & Marksheet.
9. Online Student fees Management facility available on our website.
10. Online Cerificate verification facility available on our website- [www.abcskill.co.in](http://www.abcskill.co.in)

# COURSE STRUCTURE

## SHORT TERM COMPUTER COURSES

SL NO	COURSE NAME	COURSE CODE	DURATION	ELIGIBILITY
1	Junior Certificate Course in Computer Application	ABC001	90 Days	8th PASS
2	Certificate in Computer Application (CCA)	ABC002	90 Days	8th PASS
3	Certificate In Financial Accounting (CFA)	ABC003	90 Days	8th PASS
4	Certificate in Desktop Publishing (C-DTP)	ABC004	90 Days	8th PASS
5	Certificate In Accounting (TALLY ERP 9 with GST)	ABC005	90 Days	10th PASS
6	Professional course in C Language	ABC006	60 Days	10th PASS
7	Professional course in C++	ABC007	60 Days	10th PASS
8	Professional course in Visual Basic	ABC008	60 Days	10th PASS
9	Professional course in Java	ABC009	60 Days	10th PASS
10	Professional course in Oracle	ABC010	60 Days	10th PASS
11	Certificate in PHP	ABC011	60 Days	10th PASS
12	Certificate in Data Entry Operation (C-DEO)	ABC012	90 Days	10th PASS
13	Certificate in Advance Excel	ABC013	60 Days	8th PASS
14	Professional course in Photoshop	ABC014	60 Days	8th PASS
15	Certificate In Graphics Design (CGD)	ABC015	90 Days	8th PASS
16	Certificate in MS-Office	ABC016	120 Days	10th PASS
17	Certificate in English Typing (Speed 35 WPM)	ABC017	45 Days	8th PASS
18	Certificate in Assamese Typing (Speed 30 WPM)	ABC018	60 Days	8th PASS
19	Certificate in Hindi Typing (Speed 30 WPM)	ABC019	60 Days	8th PASS

## 6 (SIX) MONTHS COMPUTER COURSES

SL NO	COURSE NAME	COURSE CODE	DURATION	ELIGIBILITY
1	DIPLOMA IN COMPUTER APPLICATION (DCA)	ABC020	180 Days	10th PASS
2	DIPLOMA IN TALLY ERP 9 WITH GST	ABC021	180 Days	12th PASS
3	DIPLOMA IN COMPUTER APPLICATION AND ACCOUNTING (DCAA)	ABC022	180 Days	12th PASS
4	DIPLOMA IN DESKTOP PUBLISHING (D-DTP)	ABC023	180 Days	10th PASS
5	DIPLOMA IN GRAPHICS DESIGNING (DGD)	ABC024	180 Days	10th PASS
6	DIPLOMA IN OFFICE AUTOMATION (DOA)	ABC025	180 Days	10th PASS
7	DIPLOMA IN OFFICE MANAGEMENT (DOM)	ABC026	180 Days	10th PASS
8	DIPLOMA IN DATA ENTRY OPERATOR (DDEO)	ABC027	180 Days	10th PASS
9	DIPLOMA IN DIGITAL MARKETING (DDM)	ABC028	180 Days	10th PASS

# COURSE STRUCTURE

## 12 MONTHS COMPUTER COURSES

SL NO	COURSE NAME	COURSE CODE	DURATION	ELIGIBILITY
1	ADVANCE DIPLOMA IN COMPUTER APPLICATION (ADCA)	ABC029	1 YEAR	10th PASS
2	ADVANCE DIPLOMA IN WEB DIGNING (ADWD)	ABC030	1 YEAR	10th PASS
3	DIPLOMA IN OFFICE AUTOMATION AND PUBLISHING (DOAP)	ABC031	1 YEAR	10th PASS
4	ADVANCE DIPLOMA IN FINANCIAL ACCOUNTING (ADFA)	ABC032	1 YEAR	12th PASS
5	ADVANCE DIPLOMA IN OFFICE MANAGEMENT (ADOM)	ABC033	1 YEAR	10th PASS
6	CERTIFICATE IN COMPUTER TEACHER'S TRAINING (CCTT)	ABC034	1 YEAR	12th PASS
7	POST GRADUATE DIPLOMA IN COMPUTER APPLICATION (PGDCA)	ABC035	1 YEAR	GRADUATION
8	ADVANCE DIPLOMA IN HARDWARE & NETWORKING ENGINEERING (ADHNE)	ABC036	1 YEAR	12th PASS

## 18 AND 24 MONTHS COMPUTER COURSES

SL NO	COURSE NAME	COURSE CODE	DURATION	ELIGIBILITY
1	PROFESSIONAL ADVANCE DIPLOMA IN COMPUTER APPLICATION (PADCA)	ABC037	18 MONTHS	12th PASS
2	ADVANCE DIPLOMA IN INFORMATION TECHNOLOGY (ADIT)	ABC038	18 MONTHS	12th PASS
3	ADVANCE DIPLOMA IN COMPUTER OPERATOR (ADCO)	ABC039	18 MONTHS	12th PASS
4	DIPLOMA IN COMPUTER TEACHER'S TRAINING (ADCTT)	ABC040	18 MONTHS	12th PASS
5	POST GRADUATE DIPLOMA IN OFFICE APPLICATION AND MANAGEMENT (PGDOAM)	ABC041	24 MONTHS	GRADUATION
6	ADVANCE DIPLOMA IN COMPUTER TEACHER'S TRAINING (ADCTT)	ABC042	24 MONTHS	GRADUATION

## OTHER PROFESSIONAL & VOCATIONAL COURSES

SL NO	COURSE NAME	COURSE CODE	DURATION	ELIGIBILITY
1	ADVANCE DIPLOMA IN SPOKEN ENGLISH	ABC043	12 MOETHS	10TH PASS
2	CERTIFICATE IN SPOKEN ENGLISH	ABC044	3 MONTHS	6TH PASS
3	DIPLOMA IN HAIR & SKIN CARE	ABC045	6 MONTHS	OPEN FOR ALL
4	DIPLOMA IN HAIR DESIGN & STYLE	ABC046	3 MONTHS	OPEN FOR ALL
5	DIPLOMA IN MAKE UP & HAIR STYLE	ABC047	3 MONTHS	OPEN FOR ALL
6	PROFESSIONAL DIPLOMA IN BEAUTICIAN	ABC048	12 MONTHS	10 TH PASS
7	CERTIFICATE IN CUTTING & TAILORING	ABC049	3 MONTHS	OPEN FOR ALL
8	CERTIFICATE IN CUTTING & TAILORING, EMBROIDERY	ABC050	6 MONTHS	OPEN FOR ALL
9	CERTIFICATE IN FOOD PROCESSING	ABC051	3 MONTHS	OPEN FOR ALL
10	CERTIFICATE IN HANDLOOM & TEXTILE	ABC052	3 MOTHS	OPEN FOR ALL
11	CERTIFICATE IN FINE ART	ABC053	3 MONTHS	6TH PASS
12	DIPLOMA IN STENOGRAPHY	ABC054	12 MONTHS	GRADUATE

**N.B.- In addition to the courses mentioned here, we will add new courses from time to time. Please contact our Centre Head/Director for details regarding course fees.**



## Student's Certificate

Certificate SL No. 501 Registration No. ABC/2022/101

**ABC Skill**  
Hanandoram Barooah Computer and Skill Development Council

Recognized by Govt. of India  
IAF Accredited An ISO 9001:2015 Certified Educational Organization  
Registered under Ministry of Corporate Affairs  
Vide CIN No. - U85300AS2022NPL022950  
"A National Programme of Information Technology Education and Skill Development"

**Certificate**

This is to Certify that  
**RANAN HAZARIKA**  
Son / Daughter of  
**NANDEGWAR HAZARIKA**  
has successfully completed  
**ADVANCE DIPLOMA IN COMPUTER APPLICATION**  
during the period of  
01-Aug-2021 to 31-Aug-2022  
Course Duration 12 MONTHS  
and obtained Grade A  
from our Authorized Training Centre  
**ABC SKILL DEVELOPMENT COUNCIL**  
VILL- BHOGPUR, P.O.- BHOGPUR CHARIALI  
DIST.- LAKHIMPUR, ASSAM, PIN- 787033  
Date of Issue: 05-Aug-2022

Signature of Branch Director  
Head Office: Bhoipur, P.O.- Bhoipur Chariali, Dist.- Lakhimpur (AS), Pin Code- 787033, India  
E-mail- abc.skill@rediffmail.com, info@abcskill.co.in  
Website- www.abcskill.co.in  
For Online Certificate Verification please visit our website: www.abcskill.co.in

Grade A\* 80% & Above, Grade B\* 70% & Above, Grade C\* 60% & Above, Grade D\* 50% & Above, Grade E\* 40% & Above and 40% Below 20%

## Student's Marksheet

**ABC Skill**  
Hanandoram Barooah Computer and Skill Development Council  
India Govt. Recognized & IAF Accredited An ISO 9001:2015 Certified  
IT Education & Skill Development Council  
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Vide CIN No. - U85300AS2022NPL022950

**STATEMENT OF MARKS**

Name of Candidate : RANAN HAZARIKA  
Course Name : ADVANCE DIPLOMA IN COMPUTER APPLICATION  
Course Duration : 12 MONTHS  
Registration No : ABC/2022/101  
Roll No : 10101  
Exam Held in : 02-Aug-2022  
Study Centre : ABC SKILL DEVELOPMENT COUNCIL  
VILL- BHOGPUR, P.O.- BHOGPUR CHARIALI,  
DIST.- LAKHIMPUR, ASSAM, PIN- 787033

Performance in the Examination is as below-

SUBJECT / MODULE / PAPER	Marks Details		Total Marks Obtained
	Theory (Written) Full Marks Obtained	Practical Full Marks Obtained	
COMPUTER FUNDAMENTALS HARDWARE (CONCEPT) OPERATING SYSTEMS (WINDOWS, LINUX) ENGLISH KEYBOARD TYPING MS EXCEL, MS POWER POINT, MS ACCESS, HTML, PHP, REGIONAL LANGUAGE KEYBOARD INTRODUCTION TO INTERNET & EMAIL ADDRESS PAGE MAKER ADDRESS PHOTOGRAPH TALLY ERP & WITH GST PROJECT WORK	100	78	150
<b>GRAND TOTAL</b>	200		150
<b>PERCENTAGE 75 %</b>	<b>GRADE</b>		<b>A</b>

Date of Issue: 05-Aug-2022

Sign of Centre Head  
Controller of Examination

Grade A\* 80% & Above, Grade B\* 70% & Above, Grade C\* 60% & Above, Grade D\* 50% & Above and 40% Below 20%

## Student's Admit Card

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**ADMIT CARD**

Name of Candidate	RANAN HAZARIKA
Father's Name	NANDEGWAR HAZARIKA
Enrollment No	ABC/2022/101
Date of Birth	20-10-1999
Gender	MALE
Course Name	ADCA
Course Code	ABC030
Examination Centre Name	ABC SKILL DEVELOPMENT COUNCIL
Centre Address	VILL- BHOGPUR, P.O.- BHOGPUR CHARIALI DIST.- LAKHIMPUR, ASSAM, PIN- 787033
Examination Mode	OFFLINE
Examination Date	02-08-2022
Time of Examination	
Theory	From:10.00 To: 12.00
Practical	From:02.00 To: 04.00

Signature of the Centre Head with Seal  
Signature of Exam. Co-ordinator

**IMPORTANT INSTRUCTIONS FOR THE CANDIDATES APPEARING IN OMR BASED THEORY EXAM**

- Please bring this admit card to original for appear in examination.
- Candidates without photo ID Card will not be permitted to appear for the examination.
- Candidates shall not be allowed to leave the examination hall before the conclusion of the examination and without handing over the OMR answer sheet and question paper booklet to the invigilator concerned.
- Candidates should bring good quality black ball point pens for the examination. Use of pen, ink/detach pen or gel pen, Mobile Phone, Smart, calculator is strictly prohibited.
- Candidates should use black ball point pen only to write particulars on the cover page of test booklet, OMR sheet and for darkening the circles of responses. Darken only one circle for each answer as shown in the example below. If you darken more than one circle, that answer will not be evaluated.

**CORRECT METHOD** ● ● ● ●  
**INCORRECT METHODS** ● ● ● ●

## Student's Identity Card

Visit- www.abcskill.co.in

**ABC Skill**  
Hanandoram Barooah Computer and Skill Development Council

**STUDENT'S ID CARD**

**RANAN HAZARIKA**

Course Name: ADCA  
Duration: 12 MONTHS  
Roll No: 10101  
Valid Upto: 30-09-2022

**AUTHORIZED TRAINING CENTRE**  
ABC SKILL DEVELOPMENT COUNCIL  
VILL- BHOGPUR, P.O.- BHOGPUR CHARIALI  
DIST.- LAKHIMPUR, ASSAM, PIN- 787033

## MANAGING BODY



CHAIRMAN

ABC SKILL DEVELOPMENT COUNCIL



BOARD OF DIRECTOR

ABC SKILL DEVELOPMENT COUNCIL



BOARD OF DIRECTOR

ABC SKILL DEVELOPMENT COUNCIL



# ABC SKILL DEVELOPMENT COUNCIL

## Corporate/Head Office:

ABC SKILL DEVELOPMENT COUNCIL  
Bhogpur Chariali, P.O.- Bhogpur Chariali,  
Near A.G.V. Bank  
Dist.- Lakhimpur, Assam, Pin- 787033  
Cont.- +91-7099302699  
E-mail- abc.skilldev@gmail.com  
Website- www.abcskill.co.in



**ABC SKILL DEVELOPMENT COUNCIL**  
**প্র.বি.টি. দক্ষতা বিকাশ পরিষদ**  
 Sponsored by Govt. of India  
 Regd. Accountant & Chartered Accountant, Chartered Accountant & Skill Development Council  
 Registered under NGPE Ministry of Corporate Affairs U/A CLM No. LB531(05-2012)PL-312931  
 A National Programme of Information Technology Education and Skill Development

সেহেত চৰকাৰৰ দ্বাৰা পৰিচালিত।  
**কম্পিউটাৰ শিক্ষা কেন্দ্ৰ**  
**নামভাৰ্তি গণি আছে...**  
 কৰ-বহনত আবেগ, সুবিধাৰে অসমৰ ব্যক্তিগত ব্যক্তিগত-  
**DCA, ADCA, CCA, CFA, DTP,**  
**ADCA, Tally with GST, DOA,**  
**and many more...**  
 Website- www.abcskill.co.in    Cont- 8538643603

