



An ISO 9001:2015 Certified Org.

# MAHATMA GANDHI COMPUTER SAKSHARTA MISSION

A National Programme of Information Technology Education & Development  
An Institution Registered Under Public Trust Act-Govt. of India, Punjab



[www.mgcsm.in](http://www.mgcsm.in)

- Computer Basics ◀
- Computerized Accounting ◀
- Graphic Design ◀
- Multimedia Programming ◀
- MS-Office ◀
- Programming ◀
- Web Design & Development ◀
- App Development ◀
- Networking & Internet ◀
- Animation ◀
- Video Editing ◀



## Mission

To guide students towards autonomy and independence through imparting knowledge and good values



## Vision

To create generation of thinkers, dreamers and pioneers by evoking curiosity and providing the support needed to learn and grow.



# Reference Guide

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# Quick Facts

**100+ Franchisee**

100+ Authorized  
Training Partner

**1000+**

Students on  
Head Branch

**50+**

Computer Courses

**27**

Honour Rewards

**15000+**

Certified Students

**5+**

Industrial Visits  
Each Year

**60%**

Job Placements

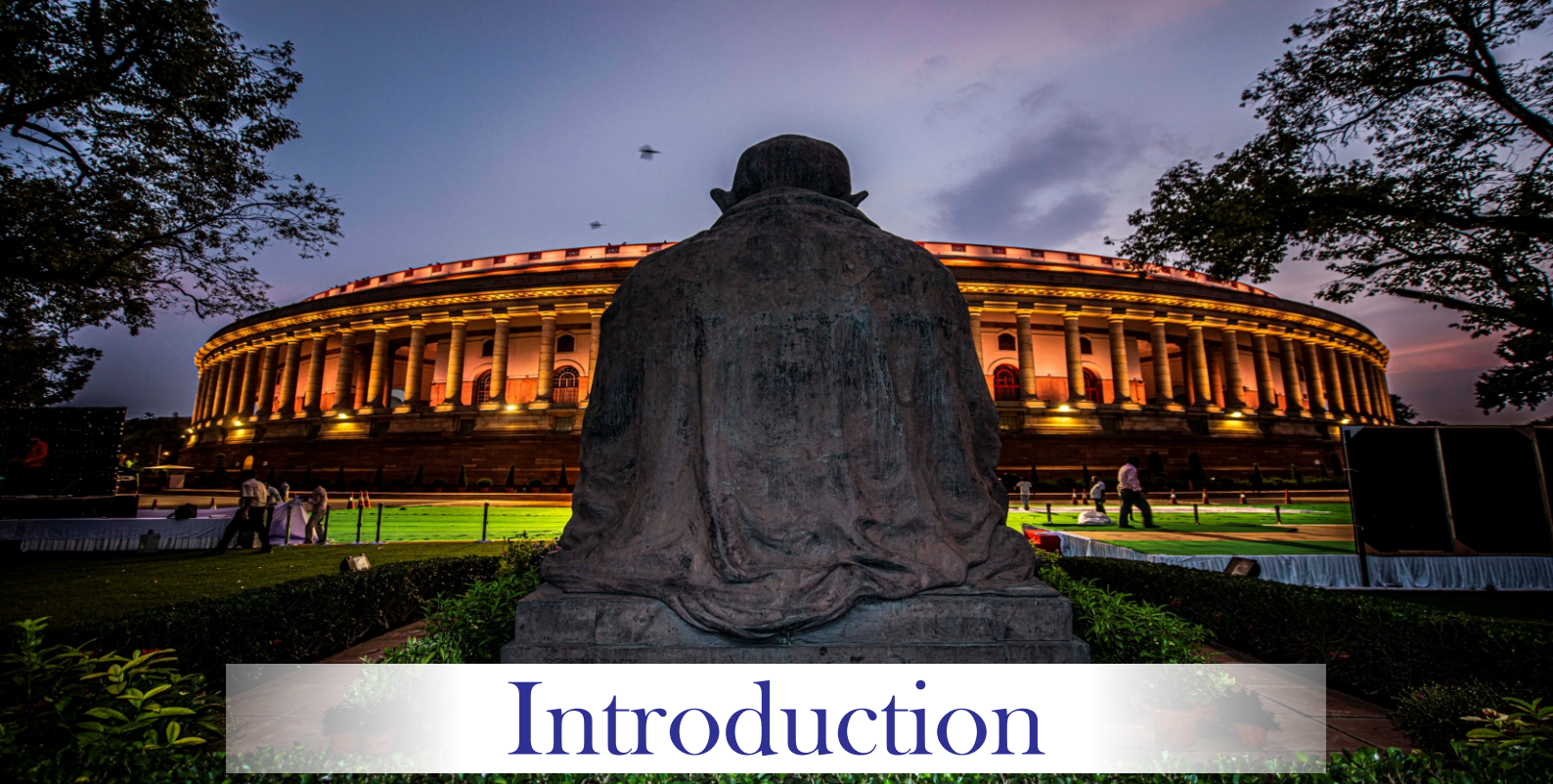
**11**

Institute  
Certifications

**20+**

State & Interstate  
Webinars





# Introduction

**Mahatma Gandhi Computer Saksharta Mission Institute** Under the **AEGIS OF TRUE CARE EDUCATIONAL Trust** has been registered under the Public Charitable Trust Act 1882 under section 17 vide Reg. No. 2022-23/103/4/345 from Govt of India, working in different fields of Programme & Commercial training conducted by the State Government & Central Government to approach every class of the society. Trust is also certified by ISO 9001:2015 Organization **MGCSM** is a leading Computer Education network of INDIA having many Affiliated Centres Essentially In training & servicing, especially in the field of computer education. The organization has its spread in so many states of the country including Punjab, Uttar Pradesh, Haryana, Himachal, Bihar, Uttarakhand, Jharkhand and Delhi.

The uniqueness of the Organizations lies in its reach to the grassroots level, which also provides excellent opportunity for placement and growth. Our Trust decided to work in 'Information & Technology for all' given the slogan by the Indian Govt. For formulating the dream of Indian Govt. and fulfil the requirement of employment of 22 Lac in I.T.



## Technical Education

The main function of the Institute is to Provide higher Technical Education in Nominal Charges for Every Group of Society of Urban & Rural area all over India and get Success in Computer revolution which is the main dream of GOVT. OF INDIA.

## Nominal Fees Structure

In present time, some big Institution run their one-year or more than one-year programme in higher charges. Due to which the Middle-class families of our Council cannot afford the load of their charges.

Ours Institute make an important role in the Council. Our Council studied their theme properly and decided to provide better higher technical education in computer.

To prepare a New Breed of Computer professionals "Mahatma Gandhi Computer Saksharta Mission" has design its Diploma Courses. These courses have been presented to meet the requirements of IT Industry in which Internet Programming, Advanced Programming, Accountancy, Desk Top Publishing are being Covered. Students get Benefited Course Curriculum that matches the current industry needs and emerges as a well-equipped IT Professionals.

## Registration Process

To get registered, you have to fill the application Form provided along with this prospectus. Student can buy the prospectus from any of the authorized centre and register in any of our MGCSM Study centres.

MGCSM Centre provides regular And University courses (only at selected study centre). The site description, ASC name and code are to be mentioned in the application form at the time of admission. These details can be obtained From ASC or through new Paper or student Prospectus for the Certificate courses.

The total fee has to be paid at the time of registration. The student has to mention the name of courses and its code while filling the application form. Once the student is registered at the head office only up gradation in the course shall be entertained and not otherwise.

## CRITERIA FOR REGISTRATION AND EXAMINATION FEES

For all of the courses of the MGCSM, registration fees will be charged as per rule and according fee chart which will be provided by H.O. centre will be charge tuition fees by the students.

### A-Submission of application forms

Photo copy of all the required documents (duly Attested) are to be submitted with the application form. A student identification card (ID-Card) will be issued to all the beginning of the course, which has to be carried along with in the centre premises.



### B-Enclosures with the application form

Two recent passport size photos are to be pasted in the application form.

Attested Photo copy of your last educational qualification.

Category Certificate (ST/SC/Handicapped) to be submitted to get relaxation in the fee as per the MGCSM fee structure.





## COURSE STRUCTURE

Considering the requirements of the aspirants, courses can be classified into (i) Certificate courses (ii) Diploma courses. Former is basically designed for the beginners whereas the diploma courses are for those who aspire to become high quality computer professionals.

### Certificate Course

These courses have been specifically designed to suit the current requirements of the IT Industry. MGCSM has presented this course at the nominal fee so that each and every section of the society can easily afford to earn the basics of computers & get benefitted without any fee's barrier



### Diploma Course

To prepare a new breed of computer professionals All India Council of Computer Education' has designed its diploma courses. These courses have been presented to meet the requirements of IT Industry in which Internet programming, advanced programming, accountancy, Desk-Top Publishing are being covered.

Students can get benefitted from a well-designed course curriculum that matches the current industry needs and emerges as a well-equipped IT professional.



## Course Details

The MGCSM courses are offered in a very easy & simple to understand manner comprising of:

- MGCSM will provide the Study Material on no Cost, but study material will be provided depends on availability.
- Practical Assignments

MGCSM has introduced an online on demand examination system. Here students can apply for online examination and they can get enrolled for examination for a specific course as per their requirement. For applying for online on demand examination the students have to go to the desired MGCSM authorised study centre and apply for the same. After applying and submitting exam fees, they would be able to appear for the online examination.

## Examination





**Result**  
 Mark-sheet / Certificate will be issued within 30 days of commencement Examination

**Certificate & Marksheet**  
 After the successful completion of the course Certificate / Diploma will be awarded by MAHATMA GANDHI COMPUTER SAKSHARTA MISSION H.O. only, and these Certificate / Diploma will be valid for employment all over India.

The minimum qualifying marks for the semester examinations are as follows:

Course	Semester Examination	Percentage	Grade
Diploma Course	33%	$\geq 80\%$	A+
Certificate Course	40%	$\geq 70\%$ to $< 80\%$	A
		$\geq 60\%$ to $< 70\%$	B+
		$\geq 50\%$ to $< 60\%$	B
		$\geq 33\%$ to $< 50\%$	C



# Re-Examination

A student has to secure at least 33% marks in each subject to qualify in the semester exam. A student who does not clear all the modules of semester exam. in one sitting will be allowed to re-appear in the failed module. However the student has to pay Re Examination fees for each module.

If a student fails in the final semester examination or remains absent for whatsoever reason, can appear for re-examination within the duration of diploma examination by paying

a re-examination fee by Cash or Demand Draft favoring ".Mahatma Gandhi Computer Saksharta Mission", Payable at Ludhiana, Punjab. Students failing to appear in the re-examination within the specific period of time, shall not be entitled for the certificate or for further re-examination. Such a student has to go through the complete registration procedure to get re-admission.





# Examination Procedure

Examination will be conducted all round the year as per online on demand examination procedure at your MGCSM authorised study centre.

The pattern of exam will be objective type which has to be answered in the online examination.

Question paper comprises of 50 objective questions from each module and each question carries 2 marks. The online examination screen would comprise of five pages having 10 question on each page.

The students can scroll back and forward for the questions before finally submitting the answered. eg. a student appearing for 1st Semester of ADCA course, having four modules the question paper will contain 200 objective based questions.

The duration of examination will be 30 Minutes per paper.

Practical Exam. will carry total 100 Marks, 60 Marks for Lab Practice & 40 Marks for Viva.

# ADCA (Advance Diploma in Computer Application)

Duration - 1 Year

Eligibility - 10<sup>th</sup>

Code - M20301

## SEMESTER - I

- Computer Concepts & Fundamentals
- Operating System & Internet
- MS Office (MS-Word, MS-Excel, MS-Power Point, MS-Access)
- HTML, CSS & Front Page
- Lab-I

## SEMESTER - II

- C Language
- Programming in C++
- Java
- Lab-II
- Project Work

# DCA (Diploma in Computer Application)

Duration - 6 Months

Eligibility - 8<sup>th</sup>

Code - M20302

## SEMESTER - I

- Computer Concepts & Fundamentals
- Operating System & Internet
- MS Office (MS-Word, MS-Excel, MS-Power Point, MS-Access)
- HTML, CSS & Front Page
- Lab-I

Certificate & Registration Fees will be charged extra



# DOAP (Diploma in Office Automation & Publishing)

Duration - 1 Year

Eligibility - 10<sup>th</sup>

Code - M20303

## SEMESTER - I

- Computer Concepts & Fundamentals
- Operating System & Internet
- MS Office (MS-Word, MS-Excel, MS-Power Point, MS-Access)
- HTML, CSS & Front Page
- Lab-I

## SEMESTER - II

- Basic of Financial Accounting
- Computerized Accounting Through Tally
- D.T.P. (Corel Draw, Photoshop, Page Maker)
- Computer Network & Internet
- Lab-II
- Project Work

# DCAD (Diploma in Computer Application & Designing)

Duration - 6 Months

Eligibility - 10<sup>th</sup>

Code - M22202

## SEMESTER - I

- Computer Concepts & Fundamentals
- Operating System & Internet
- MS Office (MS-Word, MS-Excel, MS-Power Point, MS-Access)
- D.T.P (Photoshop, Corel Draw, Page Maker)
- HTML, CSS & Front Page
- Lab-I

Certificate & Registration Fees will be charged extra

# PGDCA (Post Graduate Diploma in Computer Application)

**Duration** - 1 Year

**Eligibility** - 10<sup>th</sup>

**Code** - M22201

## SEMESTER - I

- Computer Concepts & Fundamentals
- Operating System & Internet
- MS Office (MS-Word, MS-Excel, MS-Power Point, MS-Access)
- HTML, CSS & Front Page
- Lab-I

## SEMESTER - II

- Programming with Php or VB .Net
- Computer Network & Internet
- Programming in C++
- System Analysis & Design
- Lab-II
- Project Work

# DIPWD (Diploma in Internet Programming & Web Designing)

**Duration** - 6 Months

**Eligibility** - 10<sup>th</sup>

**Code** - M22103

## SEMESTER - I

- Computer Concepts & Fundamentals
- Operating System & Internet
- HTML5, CSS3 & Front Page
- JavaScript & JQuery
- Lab-I
- Project Work

Certificate & Registration Fees will be charged extra



# **ADCP (Advance Diploma in Computer Programming)**

**Duration - 1 Year**

**Eligibility - 10<sup>th</sup>**

**Code - M20304**

## **SEMESTER - I**

- **Computer Concepts & Fundamentals**
- **Operating System & Internet**
- **HTML5, CSS3 & Front Page**
- **JavaScript & JQuery**
- **Lab-I**
- **Project Work**

## **SEMESTER - II**

- **C Language**
- **Programming in C++**
- **Java**
- **Lab-II**
- **Project Work**

# **CCCA (Certificate Course in Computer Accounting)**

**Duration - 3 Months**

**Eligibility - 10<sup>th</sup>**

**Code - M22102**

## **SEMESTER - I**

- **Computer Concepts & Fundamentals**
- **Operating System & Internet**
- **Computer Accounting through Tally**
- **Lab-I**
- **Project Work**

Certificate & Registration Fees will be charged extra

# **DCTT (Diploma in Computer Teacher Training)**

**Duration - 1 Year**

**Eligibility - 12<sup>th</sup>**

**Code - M22204**

## **SEMESTER - I**

- **Computer Concepts & Fundamentals**
- **Operating System & Internet**
- **MS Office (MS-Word, MS-Excel, MS-Power Point, MS-Access)**
- **School organization & Administration**
- **Children Psychology**
- **Lab-I**

## **SEMESTER - II**

- **Programming in C++**
- **Java**
- **HTML, CSS & Front Page**
- **Methods of Teaching & Personality Development**
- **Lab-II**
- **Project Work**

# **DTP (Certificate Course in Desk Top Publishing)**

**Duration - 4 Months**

**Eligibility - 10<sup>th</sup>**

**Code - M22101**

## **SEMESTER - I**

- **Computer Concepts & Fundamentals**
- **Operating System & Internet**
- **D.T.P. (Corel Draw, Photoshop, Page Maker)**
- **Lab-I**
- **Project Work**

Certificate & Registration Fees will be charged extra



# DPCTT (Diploma in Primary Computer Teacher Training)

Duration - 1 Year

Eligibility - 12<sup>th</sup>

Code - M22205

## SEMESTER - I

- Computer Concepts & Fundamentals
- Operating System & Internet
- MS Office (MS-Word, MS-Excel, MS-Power Point, MS-Access)
- School organization & Administration
- Lab-I

## SEMESTER - II

- Programming in C++
- Children Psychology
- Methods of Teaching & Personality Development
- Lab-II
- Practical / Lesson Plan / Project Work

# DCAA (Diploma in Computer Application & Accounting)

Duration - 6 Months

Eligibility - 10<sup>th</sup>

Code - M22203

## SEMESTER - I

- Computer Concepts & Fundamentals
- Operating System & Internet
- MS Office (MS-Word, MS-Excel, MS-Power Point, MS-Access)
- Computerized Accounting through Tally
- Lab-I
- Project & Practical

Certificate & Registration Fees will be charged extra

# PGDIT (Post Graduate Diploma in Information Technology)

**Duration** - 1 Year

**Eligibility** - 10<sup>th</sup>

**Code** - M10105

## SEMESTER - I

- Computer Concepts & Fundamentals
- Operating System
- MS Office (MS-Word, MS-Excel, MS-Power Point, MS-Access)
- Computer Network & Internet
- Programming in C++
- Lab-I

## SEMESTER - II

- Java
- HTML & Front Page
- Programming with Php or VB .Net
- Lab-II
- Project Work

# DIT (Diploma in Information Technology)

**Duration** - 6 Months

**Eligibility** - 10<sup>th</sup>

**Code** - M10104

## SEMESTER - I

- Computer Concepts & Fundamentals
- Operating System, Computer Network & Internet
- MS Office (MS-Word, MS-Excel, MS-Power Point, MS-Access)
- Programming in C
- Lab-I
- Project Work

Certificate & Registration Fees will be charged extra



# **DMA (Diploma in Multimedia & Animation)**

**Duration - 1 Year**

**Eligibility - 10<sup>th</sup>**

**Code - M10103**

## **SEMESTER - I**

- **Computer Concepts & Fundamentals**
- **Operating System & Internet**
- **Adobe Photoshop**
- **Adobe Illustrator**
- **Adobe Page Maker**
- **Lab-I**

## **SEMESTER - II**

- **Adobe Premier**
- **Adobe Flash**
- **Sound Forge**
- **Lab-II**
- **Project Work / Practical**

# **DCH (Diploma in Computer Hardware)**

**Duration - 6 Months**

**Eligibility - 12<sup>th</sup>**

**Code - M22104**

## **SEMESTER - I**

- **Analogs & Digital Computers**
- **Operating System(Kali, Linux, Windows, .Docs, NT, 2000, Unix)**
- **Microprocessors**
- **Installation & Assembling**
- **Peripheral Devices Installation & Maintenances**
- **Lab-I**
- **Project Work**

Certificate & Registration Fees will be charged extra

# ADCHN (Advance Diploma in Computer Hardware & Network)

**Duration - 1 Year**

**Eligibility - 12<sup>th</sup>**

**Code - M22105**

## SEMESTER - I

- **Analogs & Digital Computers**
- **Operating System(Kali, Linux, Windows, .Docs, NT, 2000, Unix)**
- **Microprocessors**
- **Installation & Assembling**
- **Peripheral Devices Installation & Maintenances**
- **Lab-I**
- **Project Work**

## SEMESTER - II

- **Computer Architecture**
- **Drivers, Power Supply & Display Units**
- **I/O Device (Printer & Scanners)**
- **Virus removing and Detection**
- **Lab-II**
- **Practical / Training**

# CCOAI (Certificate Course in Office Automation & Internet)

**Duration - 6 Months**

**Eligibility - 10<sup>th</sup>**

**Code - M10101**

## SEMESTER - I

- **Computer Concepts & Fundamentals**
- **Operating System & Internet**
- **MS Office (MS-Word, MS-Excel, MS-Power Point, MS-Access)**
- **Internet & Email**
- **Lab-I**
- **Project / Practical**

Certificate & Registration Fees will be charged extra



# ADCA-WEB (Advance Diploma in Computer Application & Web Design)

Duration - 1 Year

Eligibility - 10<sup>th</sup>

Code - M20501

## SEMESTER - I

- Computer Concepts & Fundamentals
- Operating System & Internet
- MS Office (MS-Word, MS-Excel, MS-Power Point, MS-Access)
- HTML, CSS & Front Page
- Lab-I

## SEMESTER - II

- D.T.P. (Corel Draw & Photoshop)
- JavaScript & JQuery
- C# / Php
- Lab-II
- Project Work

# CCA (Certificate Course in AutoCAD)

Duration - 3 Months

Eligibility - 8<sup>th</sup>

Code - M10102

## SEMESTER - I

- Introduction
- Customizing AutoCAD
- Creating Drawing using Wizards
- Tools

Certificate & Registration Fees will be charged extra

COURSE CODE	COURSE NAME	DURATION	ELIGIBILITY
M20502	Certificate Course in Data Entry Operator (CCDEO)	3 Months	8 <sup>th</sup>
M20503	Internet Kiosk Operator (IKO)	6 Months	8 <sup>th</sup>

## PROFESSIONAL COURSES

### C Language

Code-M10301

#### Duration - 2 Months

- ▶ Overview of C
- ▶ Variable, Constant & Operator
- ▶ Arrays, Pointers & Function
- ▶ Structure & Union
- ▶ File Handling
- ▶ The Pre-Process

### C++

Code-M10302

#### Duration - 2 Months

- ▶ Overview of C++
- ▶ Classes and Objects
- ▶ Array, Pointers & Dynamic allocations operator
- ▶ Constructors & Destructors
- ▶ Function Overloading
- ▶ Operator Overloading
- ▶ Inheritance
- ▶ Abstract Class
- ▶ Virtual Function
- ▶ File Handling

### Java

Code-M10304

#### Duration - 2 Months

- ▶ Introduction to Java
- ▶ Variable, Constant & Operations
- ▶ Classes and Objects
- ▶ Inheritance
- ▶ Packages & Interface
- ▶ Exception Handling
- ▶ Multithread Programming
- ▶ Applets
- ▶ Event Listners

### Visual Basics

Code-M10303

#### Duration - 2 Months

- ▶ Visual Basics IDE
- ▶ Form
- ▶ Variables
- ▶ Menus
- ▶ Controls
- ▶ Common Dialogue Box
- ▶ ActiveX Controls
- ▶ File Handling
- ▶ Database Programming

### .Net Technology

Code-M10401

#### Duration - 3 Months

- ▶ .Net Framework
- ▶ Visual Basics .Net
- ▶ SQL Server
- ▶ DBMS & RDBMS

### Php

Code-M10305

#### Duration - 4 Months

- ▶ Php Basics
- ▶ Php Advance
- ▶ Loops & Conditional Statement
- ▶ Function
- ▶ Php & Ajax
- ▶ MySQL Database
- ▶ CRUD Operations
- ▶ DBMS & RDBMS
- ▶ Session & Cookies
- ▶ Exception Handling
- ▶ Php XML

Certificate & Registration Fees will be charged extra



# PROFESSIONAL COURSES

## Python

Code-M10405

### Duration - 2 Months

- ▶ Overview of Python
- ▶ Classes & Objects
- ▶ Methods
- ▶ Constructors
- ▶ Inheritance
- ▶ Polymorphism
- ▶ Abstraction
- ▶ Encapsulation

## Oracle

Code-M10402

### Duration - 3 Months

- ▶ Table
- ▶ Database
- ▶ Views
- ▶ Procedure
- ▶ Trigger
- ▶ Cursor

## Tally

Code-M10404

### Duration - 3 Months

- ▶ Introduction
- ▶ Accounting Systems
- ▶ Voucher Entries
- ▶ Creating Accounts & Inventories Master
- ▶ GST & TDS

Certificate & Registration Fees will be charged extra







## INFORMATION BROCHURE

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