



**All University
Distance, Regular Course
&
Information Center**



राष्ट्रीय कम्प्यूटर साक्षरता मिशन

(डाटा एंट्री ऑपरेटर, सहायक कम्प्यूटर ऑपरेटर हेतु प्रशिक्षण)

FEE DETAILS

प्रवेश परीक्षा में प्राप्त किये गये अंको के आधार पर प्रशिक्षण शुल्क

प्राप्तांक (MARKS)	श्रेणी (GRADE)	शुल्क प्रतिमाह (FEE)
01 से 09 तक	D	500/- रुपये
10 से 17 तक	C	400/- रुपये
18 से 24 तक	B	350/- रुपये
25 से 32 तक	B+	310/- रुपये
33 से 45 तक	A	280/- रुपये
46 से 50 तक	A+	निःशुल्क

सामान्य शुल्क प्रतिमाह 1000/- रुपये

विषय :

- गणित
- अंग्रेजी
- सामान्य ज्ञान



ध्यान दें :

- MS OFFICE 6 माह का एवं DATA ENTRY OPERATOR 1 वर्ष का डिप्लोमा कोर्स है। यदि आप केवल 6 माह का MS OFFICE कोर्स करते हैं तो प्रवेश शुल्क 600/- रुपये है। यदि आप 1 वर्ष का DATA ENTRY OPERATOR कोर्स करते हैं तो प्रवेश शुल्क 800 रुपये अनिवार्य होगा।
- सामान्य ज्ञान परीक्षा के आधार पर MS OFFICE एवं DATA ENTRY OPERATOR कोर्स में प्रवेश 1 वर्ष में एक बार ही होगा। प्रशिक्षण पश्चात परीक्षा शुल्क MS OFFICE 500 रुपये और DATA ENTRY OPERATOR 700 रुपये देय होगा।
- परीक्षाफल के साथ ही चयनित परीक्षार्थियों का प्रवेश प्रक्रिया प्रारंभ होगा।

MS-OFFICE

- Fundamental of Computer
- Hindi English Typing
- Microsoft Office Word
- Microsoft Office Excel
- Microsoft Office Power Point
- Microsoft Office Access
- Internet & Outlook Express
- Spoken English with Grammar

Duration : 6 Month

Eligibility : Any Class

DATA ENTRY OPERATOR (D.E.O.)

- Fundamental of Computer
- Microsoft Office (Word, Excel, Power Point)
- Hindi & English Typing
- Data Base Management Using MS-Access
- Visual FoxPro
- D.T.P. (Page Maker, Photoshop Corel Draw)
- Accounting With Tally
- Internet Essentials Email
- Practical & Project Work
- Spoken English with Grammar

Duration : 1 Year

Eligibility : 10th Pass

प्रशिक्षण योजना :

इस योजना का मुख्य उद्देश्य शासकीय, अर्द्धशासकीय नौकरी हेतु प्रशिक्षण करना है। आज की वर्तमान समय में कम्प्यूटर-शिक्षा महंगी और खचीली हो गई है। इस योजना के अन्तर्गत निम्न एवं मध्यम आय वर्ग के छात्र-छात्राओं को प्रशिक्षित करना है। सामान्य ज्ञान परीक्षा (अंग्रेजी, गणित, सामान्य ज्ञान) के आधार पर निम्न एवं मध्यम आय वर्ग के छात्र/छात्राएँ न्यूनतम शुल्क में कम्प्यूटर प्रशिक्षण प्राप्त कर सकते हैं।

आवेदन कैसे करें :

इस योजना कि जानकारी के लिए प्रत्येक घर-घर या स्कूलों में सर्वेक्षण कराया जाता है जिससे फार्म लेकर उसे भरना होगा और दो पासपोर्ट साईज फोटो लगाना होगा, आवेदन पत्र भरने के बाद स्थानीय केन्द्र भूमि एकेडमी ऑफ इंफॉर्मेशन टेक्नोलॉजी में जमा करना होगा।

शैक्षणिक योग्यता :

प्रशिक्षण योजना के लिए उम्र की कोई सीमा नहीं है, स्कूली छात्र-छात्राओं से लेकर घरेलू महिलाएँ एवं कार्यरत कर्मचारी आवेदन कर सकते हैं, न्यूनतम योग्यता हाईस्कूल या समकक्ष हो।

आवेदन पत्र जमा करने एवं प्रवेश पत्र लेने की अंतिम तिथि :

आवेदक को आवेदन पत्र भूमि एकेडमी ऑफ इंफॉर्मेशन टेक्नोलॉजी के प्रशिक्षण केन्द्र पर अंतिम तिथि से पहले जमा करना अनिवार्य होगा।

प्रवेश परीक्षा एवं परीक्षाफल :

प्रवेश परीक्षा के लिए सामान्य ज्ञान के वस्तुनिष्ठ प्रश्न होंगे जो भूमि एकेडमी ऑफ इंफॉर्मेशन टेक्नोलॉजी द्वारा निर्धारित तिथि एवं समय पर स्थानीय परीक्षा केन्द्र पर आयोजित होगा एवं परीक्षाफल की निर्धारित तिथि पर सुबह 09.00 बजे परीक्षाफल घोषित किया जाएगा।

प्रवेश शुल्क जमा करने की तिथि :

निर्धारित तिथि को अभ्यर्थियों की प्रवेश प्रक्रिया होगी। प्रवेश के समय पंजीयन शुल्क एवं एक माह की फीस भूमि एकेडमी ऑफ इंफॉर्मेशन टेक्नोलॉजी के स्थानीय केन्द्र पर जमा करना होगा। मासिक शुल्क प्रत्येक माह के 10 तारीख तक जमा करना होगा।

प्रमाण पत्र :

संस्था से प्रशिक्षण प्राप्त कर लेने के पश्चात छात्र-छात्राओं को संस्था से आई.एस.ओ प्रमाणित एवं भारत सरकार से पंजीकृत प्रमाण पत्र प्रदान किया जाएगा जो शासकीय एवं अर्द्धशासकीय संस्थानों में मान्य होगा।

MS-OFFICE

- Fundamental of Computer
- Microsoft Office Word
- Microsoft Office Excel
- Microsoft Office Power Point



Duration : 3 Month

Eligibility : Any Class

Fees : 1700/-

HARDWARE SHORT TERM COURSE

- Certificate in Computer Hardware Technology (CCHT)
- Certificate in Computer Networking Technology (CCNT)
- Certificate in Laptop Repairing (CLR)
- Certificate in Computer Hardware and Networking Technology (CCHNT)
- P.C. Assemble & Software Installation
- Printer /Monitor Diagnostics & Servicing
- Hard Disk and Window Registry Repair
- Home Appliance Repair
- Freeze and Air Conditioner Repairing
- Mobile & Vehicle Repairing

Duration : 3 Month

Eligibility : 8th Pass Any Course

Fees : 1700/-

BASIC COMPUTER

- Fundamental Of Computer
- Ms Dos / Operating System
- Microsoft Office Word
- Microsoft Office Excel
- Microsoft Office Power Point
- Hindi / English Typing
- Internet Email



Duration : 3 Month

Eligibility : Any Class

Fees : 1700/-

VOCATIONAL COURSE

- Certificate in Cutting and Tailoring (CCT)
- Certificate in Beauty Culture (CBC)
- Certificate in Cutting, Tailoring and Dress Making (CCTD)
- Automobile Mechanic
- CCTV Installation
- Laptop Repair
- Welder
- Motherboard Printer Repair Service
- Plumbing Designing



Duration : 3 Month

Eligibility : 8th Pass Any Course

Fees : 1700/-

SOFTWARE SHORT TERM COURSE

- Certificate Course in Office Automation (CCOA)
- Certificate Course in Desk Top Publishing (DTP)
- Certificate Course in C Programming
- Certificate Course in C++ Programming
- Certificate Course in C++ and OOPS Programming
- Certificate Course in Visual Basic (VB)
- Certificate Course in ASP.NET
- Certificate Course in JAVA Programming
- Certificate Course in ORACLE
- Certificate Course in AutoCAD
- Certificate Course in My SQL Database
- Certificate Course in Windows Operating System
- Certificate Course in Linux Operating System
- Certificate Course in Unix Operating System
- Certificate Course in Computer Teacher Training (CCTT)
- Certificate Course in Web Designing (CWD)
- Certificate Course in Multimedia and Animation (CMA)
- Certificate Course in Internet (INTERNET)
- Certificate Course in Computer Application (CCA)
- Certificate Course in Computer Programming and Application (CCPA)
- Certificate Course on Computer Concepts (CCC)
- Certificate Course in Hindi & English Typing
- Certificate Course in MS OFFICE with Hindi & English Typing

Duration : 3 Month

Eligibility : 8th Pass Any Course

Fees : 1700/-

- Certificate in MS Office Proficiency
- Certificate in Ethical Hacking
- Certificate in HTML
- Certificate in Digital Marketing
- Certificate in RDMS
- Certificate in Inbound Marketing
- Certificate in Graphic Design
- Certificate in VFX and Animation
- Certificate in Animation and Game Design
- Certificate in CAD
- Certificate in Data Entry and Editing
- Certificate in Programming Language
- Certificate in Information Technology
- Certificate in App Development
- Certificate in RDBMS
- Certificate in FoxPro
- Certificate in Spoken English with Grammar

TALLY

- Fundamental Of Computer
- Accounting Basic
- Payroll
- Taxation
- Tally (ERP 9)
- Project Work

Tally

Duration : 3 Month

Eligibility : 8th Pass

Fees : 1700/-

TALLY WITH GST

- Fundamental of Computer
- Accounting Basic
- Taxation
- Tally (ERP 9)
- GST
- Project Work

Tally

Duration : 6 Month

Eligibility : 10th Pass

Fees : 1700/-

ADVANCE DIPLOMA IN COMPUTER APPLICATION (ADCA)

- Fundamental Of Computer
- Ms Dos / Operating System
- M.S. Office (Word, Excel, Power Point)
- Multimedia (Photoshop)
- D.T.P (Page Maker, Corel Draw)
- FoxPro (DBMS)
- Web Designing (HTML) & Internet
- Introduction of Internet and Browsers
- Practical Lab

Duration : 1 Year

Eligibility : 10th Pass

Fees : 6500/-

ANIMATION & VFX

- Fundamental of Computer
- 2-D, 3-D & 4-D
- Video & Sound Mixing
- Cinema 4D
- VFX Professional
- Film Animation
- Visual Effects
- Trainer
- Project Work



Duration : 1 Year

Eligibility : 10th Pass

Fees : 6500/-

MOBILE APPLICATION & DEVELOPMENT (MAD)

- Introduction of Mobile
- Mobile Repairing
- Mobile Software Installation
- Application Design
- User Interface Design
- Application Develop and App Tester
- Entrepreneur
- Formatting and Installation
- Virus And Anti- Virus (Installation/Removing)



Duration : 1 Year

Eligibility : 10th Pass

Fees : 6500/-

DIGITAL MARKETING

- Digital Marketer (Independent)
- Digital Marketing Professional (Work for Agencies)
- Online Brand Management Professional
- Social Media Marketing
- SEO Professional (Independent/ Work for Agencies)
- SEO Consultant
- Digital Marketing Instructor
- Customer Relationship Management
- Communication Skills and Soft Skills

Duration : 1 Year

Eligibility : 12th Pass

Fees : 6500/-

DIPLOMA IN PHOTOGRAPHY

- Basic of Camera
- Lighting and Visual Concepts
- Photography Equipment and Portrait Photography
- Commercial Photography, and Wedding Photography
- Scientific and Industrial Photography
- Fashion Photography, and Still Life Photography
- Photo Journalism, and Nature Photography
- Underwater Photography,
- Aerial Photography & Fine Art Photography.

Duration : 1 Year

Eligibility : 10th Pass

Fees : 6500/-

TALLY. ERP 9 WITH GST LEARNING OBJECTIVES

- Introduction to GST
- New Indirect Taxation Structure & Registration Process under GST
- How to Maintain Book of Accounts
- How to Make Business GST Ready
- Understanding Diverse Scenarios of GST Implementation
- Getting Started with GST (Goods) and Recording Advanced Entries (Goods)
- GST Adjustment and Return Filing
- Getting Started with GST (Services) and Recording Advanced Entries (Services)
- Migration to Latest Release of Tally.ERP 9

Duration : 6 Month

Eligibility : 10th Pass

Fees : 6500/-

DIPLOMA IN TRAVEL & TOURISM (DTT)

- Basic of Tourism
- Tourism Geography
- Tourism Planning
- Tourist, Execution and Marketing
- Tourist Relationship Management
- Communication Skills and Soft Skills
- Communication Skill & Personality Development



Duration : 6 Month

Eligibility : 10th Pass

Fees : 6500/-

DIPLOMA IN FASHION DESIGNING (DFD)

- Fashion Industry Language
- History of Fashion Design
- Fabric Selection
- Design Principles
- Garment and Accessory Design
- Stitching Methods and Patterns
- Functioning of the Industry
- Silk & Cotton Accessory
- Project Work



Duration : 1 Year

Eligibility : 10th Pass

Fees : 6500/-

DIPLOMA IN BUSINESS MANAGEMENT (DBM)

- Introduction to Business
- Principles of Management
- Financial Management
- Operations
- Customer Relationship Management
- Communication Skills and Soft Skills
- Skill Communication & Personality Development

Duration : 1 Year

Eligibility : 10th Pass

Fees : 6500/-

DIPLOMA IN COMPUTER APPLICATION (DCA)

- Fundamental Of Computer
- P C Packages (Word, Excel, Power Point)
- Data Base Management Using MS-Access
- DTP With Page Maker & Photoshop
- Internet and Web Designing
- GUI Programming in Visual Basic.net
- Java and Java Script
- Operating System (Dos, Linux, Windows)
- Communication Skill & Personality Development

Duration : 1 Year

Eligibility : 12th Pass

Fees : 7000/-

HONORS DIPLOMA IN COMPUTER APPLICATION (HDCA)

- Fundamental Of Computer
- P C Packages (Word, Excel, Power Point)
- D.T.P (Page Maker, Corel Draw)
- Tally Erp9
- FoxPro (DBMS)
- Programming in C++
- Visual Basic
- Web Designing (HTML)& Internet
- Accounting Tally
- Practical & Project Work

Duration : 1 Year

Eligibility : 12th Pass

Fees : 7000/-

DIPLOMA IN HOTEL MANAGEMENT(DHM)

- Principles Of Management
- Front Office Management
- Food and Beverage Management
- Corporate Communication
- Hospitality Marketing
- Accommodation and Leisure Management
- Consumer Behavior
- Customer Relationship Management
- Communication Skills and Soft Skills



Duration : 1 Year

Eligibility : 12th Pass

Fees : 7000/-

DIPLOMA IN COMPUTER PROGRAMMING & NETWORKING (DCPN)

- Fundamental Of Computer
- Introduction to Networking and Programming
- Basic Network Topics (Lans,Wans,Ethernet and so on)
- Programming in Visual basic .net
- Programming in C & C++
- Wireless technologies (such as Wi-Fi and Bluetooth) and security
- Network design and implementation
- Network Operation System
- Types of Layers / Topologies/ Cable & Clamping
- Introduction to Java Script
- Troubleshooting and Solving Network Problem

Duration : 1 Year

Eligibility : 12th Pass

Fees : 7000/-

DIPLOMA IN COMPUTER OFFICE AUTOMATION WITH ACCOUNT (DCOAA)

- Fundamental Of Computer
- M.S. Office (Word, Excel, Power Point)
- Ms Dos / Ms Window`s
- Accounting Basic
- Tally (Erp9)
- Tally (5.4/7.2/9)
- Data Formatting
- HTML & Web Page Designing
- Internet & Outlook Express

Duration : 1 Year

Eligibility : 12th Pass

Fees : 7000/-

DIPLOMA IN COMPUTER OFFICE AUTOMATION WITH GRAPHICS (DCOAG)

- Fundamental Of Computer
- M.S. Office (Word,Excel,Power Point)
- Ms Dos / Ms Window`s
- Web Designing
- Graphic Designing
- 3-D and 4-D Animation
- Photoshop (0.7,CS), Corel Draw (12,18)
- Flash Animation
- Video & Sound Mixing

Duration : 1 Year

Eligibility : 12th Pass

Fees : 7000/-

DIPLOMA IN MULTIMEDIA AND ANIMATION (DMA)

- Fundamental Of Computer
- Multimedia (Photoshop)
- D.T.P (Page Maker, Corel Draw)
- 2-D,3-D & 4-D
- Video & Sound Mixing
- Web Designing
- Graphic Designing
- Print and Media Publishing
- Flash Animation



Duration : 1 Year

Eligibility : 12th Pass

Fees : 7000/-

DIPLOMA IN WEB DESIGNING (DWD)

- Fundamental Of Computer
- Web Designing
- Graphic Designing
- HTML & Web page Designing
- Introduction to Java Script
- Web Designing (HTML)& Internet
- Basic HTML
- HTML Graphics
- HTML Media



Duration : 1 Year

Eligibility : 12th Pass

Fees : 7000/-

DIPLOMA IN COMPUTER TEACHER TRAINING (DCTT)

- Introduction to Computers
- Programming & Web Development
- Application Development
- Graphic and Web Designed
- Accounting With Tally
- Data base Management and Fronted Designed
- Basic (HTML)
- Communication Skill & Personality Development
- Project Work

Duration : 1 Year

Eligibility : 12th Pass

Fees : 7000/-

TALLY WITH GST

- Fundamental of Accounting
- Accounting Software
- Basic Of Accountant (Company,Ledger,Voucher,Budget, Creation)
- Introduction of Company Features
- Budget, Price List
- Profit and loss Account-Balance Sheet
- GST(Goods service Tax) Calculation and Introduction
- TDS(Tax Deducted Sources) Calculation and Introduction
- Excise Duty
- Project Work

Duration : 1 Year

Eligibility : 12th Pass (Comm.)

Fees : 7000/-

WEB DESIGNING & DEVELOPMENT (WDD)

- Fundamental of Computer
- Java Script with J-Query
- Webpage and Graphics Design
- UEX Design
- Structure of an HTML Document
- Basic of HTML
- Understanding and Building the Project Structure Using HTML
- Building Header of the Website
- CSS 3 and Syntactically Awesome Style Sheets

Duration : 1 Year

Eligibility : 12th Pass

Fees : 7000/-

POST GRADUATION DIPLOMA IN COMPUTER APPLICATION (PGDCA)

- Fundamental Of Computer
- MS-Office (Word, .Excel, Power Point)
- Operating System (Dos, Linux, Window`s)
- Accounting with Tally ERP 9
- Data Base Management Using MS- Access
- Internet Basic, (HTML 5 and CSS3)
- Programming in C++ & Visual basic.net
- Java and Java script
- Communication Skill & Personality Development

Duration : 1 Year

Eligibility : Graduate

Fees : 7500/-



“सपने वो नहीं है जो आप नींद में देखें,
सपने वो है जो आपको नींद ही नहीं आने दे।”

BHOOMI ACADEMY OF INFORMATION TECHNOLOGY (BAIT)

Sl. No.	COURSE	DURATION	ELIGIBILITY	ADMISSION FEES	TUTION FEES	EXAM FEES	TOTAL FEES
01	MS-OFFICE	3 Month	Any Class	500	900	300	1700
02	BASIC COMPUTER	3 Month	Any Class	500	900	300	1700
03	SOFTWARE SHORT TERM COURSE	3 Month	8th Pass	500	900	300	1700
04	HARDWARE SHORT TERM COURSE	3 Month	8th Pass	500	900	300	1700
05	VOCATIONAL COURSE	3 Month	8th Pass	500	900	300	1700
06	TALLY	3 Month	8th pass	500	900	300	1700
07	MS-OFFICE	6 Month	Any Class	700	1800	500	3000
08	TALLY WITH GST	6 Month	10th pass	700	1800	500	3000
09	DATA ENTRY OPERATOR(D.E.O)	1 Year	10th pass	1000	4800	700	6500
10	ADVANCE DIPLOMA IN COMPUTER APPLICATION (ADCA)	1 Year	10th pass	1000	4800	700	6500
11	ANIMATION & VFX	1 Year	10th pass	1000	4800	700	6500
12	MOBILE APPLICATION & DEVELOPMENT (MAD)	1 Year	10th pass	1000	4800	700	6500
13	DIGITAL MARKETING	1 Year	10th pass	1000	4800	700	6500
14	Tally ERP 9 WITH GST Learning Objectives	1 Year	10th pass	1000	4800	700	6500
15	DIPLOMA IN PHOTOGRAPHY	1 Year	10th pass	1000	4800	700	6500
16	DIPLOMA IN TRAVEL & TOURISM	1 Year	10th pass	1000	4800	700	6500
17	DIPLOMA IN FASHION DESIGNING (DFD)	1 Year	10th pass	1000	4800	700	6500
18	DIPLOMA IN BUSINESS MANAGEMENT (DBM)	1 Year	10th pass	1000	4800	700	6500
19	DIPLOMA IN COMPUTER APPLICATION (DCA)	1 Year	12th pass	1200	4800	1000	7000
20	HONORS DIPLOMA IN COMPUTER APPLICATION (HDCA)	1 Year	12th pass	1200	4800	1000	7000
21	DIPLOMA IN HOTEL MANAGEMENT (DHM)	1 Year	12th pass	1200	4800	1000	7000
22	DIPLOMA IN COMPUTER PROGRAMING & NETWORKING (DCPN)	1 Year	12th pass	1200	4800	1000	7000
23	DIPLOMA IN COMPUTER OFFICE AUTOMATION WITH ACCOUNT (DCOAA)	1 Year	12th pass	1200	4800	1000	7000
24	DIPLOMA IN COMPUTER OFFICE AUTOMATION WITH GRAPHICS (DCOAG)	1 Year	12th pass	1200	4800	1000	7000
25	DIPLOMA IN MULTIMEDIA AND ANIMATION (DMA)	1 Year	12th pass	1200	4800	1000	7000
26	DIPLOMA IN WEB DESIGNING (DWD)	1 Year	12th pass	1200	4800	1000	7000
27	DIPLOMA IN COMPUTER TEACHER TRAINING (DCTT)	1 Year	12th pass	1200	4800	1000	7000
28	Tally With GST	1 Year	12th pass	1200	4800	1000	7000
29	WEB DESINGNING & DEVELOPMENT (WDD)	1 Year	12th pass	1200	4800	1000	7000
30	POST GRADUATE DIPLOMA IN COMPUTER APPLICATION (PGDCA)	1 Year	Graduate	1500	4800	1200	7500

BHOOMI ACADEMY OF INFORMATION TECHNOLOGY

Postal Address :

Head Off. : Bhoomi Academy of Information Technology, Champa
Behind Water Tank Dewangan Ward, New Champa
Distt. - Janjgir Champa (C.G.) PIN - 495671

Regional Off. : Near Bus Stand Ruptara Sahu Complex, Pahariya,
Teh.-Baloda, Distt. : Janjgir-Champa (C.G.) PIN - 495668

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Payment Thought NEFT
A/c Holder Name
Bhoomi Social Welfare Society
A/c No. - 38786917281 (SBI)
IFSC - SBIN0004572

Rakesh Kumar Dewangan
Cell : 9098126366, 9406349281
A/c No. - 32179982495 (SBI)
IFSC - SBIN0004572



**Education is the most Powerful weapon
which you can use to change the world.**

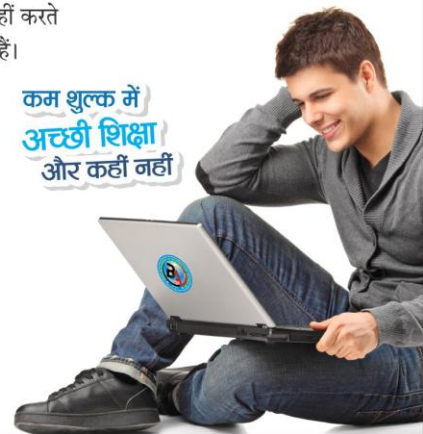


जीतने वाले कोई अलग काम नहीं करते
वे हर काम अलग ढंग से करते हैं।

गृहिणी भी बना सकती है
उज्जवल भविष्य

व्यापारी भाई भी कम्प्यूटर
सीखकर अपने व्यापार को
गति दे सकते हैं

कम शुल्क में
अच्छी शिक्षा
और कहीं नहीं



📍 **Head Office. :** Bhoomi Academy of Information Technology, Champa Behind Water Tank Dewangan Ward, New Champa Distt. - Janjgir Champa (C.G.) PIN - 495671

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