

About Us:

Our Institute as an NGO established for charitable purposes which came within the language and spirit of the diffusion of useful knowledge for the betterment of the society and other philanthropic works. We started our journey first with a few students & some computers. It took very short time for us to achieve success and win people trust for our teachers, dedication, generosity & professional.

The chief focus of works and projects of our organisation is to help the downtrodden people of the society and to impart higher technical education for every group of people irrespective of caste and creed of our nation and to succeed in computer revolution which is the main dream of Govt. of India.

Considering the requirement of competitive era MiC develops students by providing an environment for personal growth, opportunity, knowledge, exposure, personal attention and career direction.

Our Association & Achievements:

We are an NGO Society registered under Govt. of West Bengal (S/1L/48037) and

- \* Registered with NITI AAYOG, Govt. of India No- WB/2018/0188483.
- \* Registered with MSME (WB14D0017291), Govt. of India.
- \* An ISO 9001:2015 Certified Organization.
- \* Our Courses are duly affiliated by the National Council of Vocational Training (NCVT), Govt. of India, Ministry of Labour, DGE&T.
- \* A Vocational Training Provider (VTP) for Modular Employable Skills (MES) under NCVT (Govt. of India). (PE No-419115871).
- \* A Training Partner (TP) of Paschim Banga Society for Skill Development (PBSDD) conducted UTKARSH BANGLA project under Govt. of West Bengal.
- \* Associated with National Career Service, Ministry of Labour and Employment, Govt. of India.
- \* Registered with Central Vigilance Commission, Govt. of India.
- \* Experienced with 'National Digital Literacy Mission' (NDLM) Approved By Govt. of India.
- \* Experienced with 'Pradhan Mantri Koushal Vikash Yojana' (PMKVY), By (NSDC) Govt. of India
- \* Experienced with 'Electronic System Design & Manufacturing' (ESDM), By (NSDC) Govt. of India
- \* Experienced with 'Seekho Aur Kamao' project from Ministry of Minority Affairs, Govt. of India

The Career option:

There are many avenues for a computer professional. It would be very useful to an individual with knowledge of computers could be doing in a computer industry.

39. Certificate in Assistant Electrician: (CAE) (6 Month)-

Assistant Electrician will be assisting electrician or superior in electrical work for the installation, repair, and maintenance of temporary LV electrical connections at the construction sites and permanent connections at residential and commercial buildings. The individual will be engaged in laying conduits for LV single phase wiring with appropriate selection and use of hand and power tools efficiently.



40. Certificate in AC Technician (CACT) (6 Month) - Introduction to A.C, Refrigerants, Compressor, Tools and measuring instruments, Refrigerant piping, Installation, Maintenance.

41. Diploma in AC Technician (DACT) (1 Year)- Introduction of A.C, Refrigerants, Working Principle, Components of A.C, Refrigerant Distributes, Compressor, Tools and measuring instruments, Pressure Gauges, Instruments Of Air Side Measurements, Refrigerant Piping Flared Joints Soldered / Brazed Joints, Refrigerant piping, split AC Installation, Maintenance.



CERTIFICATE & AUTHORIZATION

FOCUS:

- Experience since 2007
- Global Certificate
- Online Verification
- Minimum Course Fee.
- Maximum machine hours.
- (1:1) Computer Practice facility
- Access our friendly experience faculty.
- Skill Development courses with scholarship facility.

**30. Diploma in Kiosk Management: (DKM) (6 Month)**

Basic Computer knowledge, Office management, Office Manners, Personality development. Internet management, Online form filling, Passport, Basic knowledge about Basic Electronics, Technical Details of own computer, Software loading, Scanning & printing and digital payment system. Identification of Virus & Cleaning process, Device Installation & Configuration, Trouble Shooting.

**31. Diploma in Retail Management: (DRM) (6 Month)**

Basic Computer knowledge, Internet, MS Word, MS Excel, Office management, Office Manners, Personality development. customer management, Retail Sell, Tag sense etc.

**32. Diploma in Spoken Eng: (DSE) (1 Year)**

Introduction about English language, Grammar in daily use, Dialogues, Group Conversation, Official Conversation, Difference between American & British Eng. Phonetics, Morphology, Audio-Visual Class, Office Manners, Personality development.

**33. Everyday Spoken Eng: (ESE) (6 Month)**

Introduction about English language, Dialogues for everyday life, Group Conversation, Difference between American & British English, Audio-visual class.

**34. Front office Spoken Eng: (FSE) (6 Month)**

Introduction about English language, Grammar in daily use, Official Conversation, Office Manners, Personality development, Difference between American & British Eng., Audio-visual class.

**35. Personality Development Course:(PDC) (3 Month)**

Dialogues for everyday life, Official Conversation, Difference between American & British Eng., Audio-visual class, Office Manners Personality development.

**36. Certificate in Beautician Course:**

**(CBC) (3 Month)** - Hair styling, Hair cut, curling, perming, Hair colour, straightning, Hair removal, Manicure, Threading, Mehandi.

**37. Diploma in Beautician Course:**

**(DBC)(6 Month)**-Hair styling, Hair cut, Hair colour, curling,perming, straightning, Hair removal, Cold Waxing, Worm Waxing, Manicure & Pedicure, Mehandi, Facial, Threading, Basic Bridal makeup.

**38. Certificate in Bridal Makeup Artist : (CBMA) (2 Month)**

Use of brushes, Bridal hair dressing, use of jewellery, Bridal makeup, HD makeup.



**Our Courses**

**1. Children's Awareness Course : (CAC)(Monthly Mode only)**

Windows, MS DOS, LOGO, GW Basic, Scratch, MS Office, Educational package etc.

**2. Basic Computer Application (B.C.A) (2 Month)**

Basic Computer Theory, Windows Operating System, Paint, Note Pad, Word Pad MS Office (MS Word, MS Power Point), Movie, Songs

**3. Advanced Computer Applications (ACA) (3 Month)**

Basic Computer Theory,Windows Operating System (Paint, Note Pad, Word Pad, MS DOS,) MS Office (MS Word, MS Power Point), Songs, Movie

**4. Language (HTML/JAVA Scripts / CSS / C Language / Python : (Monthly Mode only)**

4.1 CODING - 3 Month

**5. Basic Internet : (1 Month)**

**6. P.C. Care : (2 Month)**

Basic knowledge about Digital Electronics, Technical Details of own computer, Assembling, Formatting & Software loading, Identification of Virus & Cleaning process, Device Installation & Configuration, Trouble Shooting.

**7. Tally , GST + Advance Excel + Spoken English : (6 Month)**

Fundamental of accountancy, Manual account, Tally with GST, Advance Excel, Spoken english

**8. Certificate in VIDEO MIXING :(CVM) (3 Month)**

**9. Auto Cad : (3 Month)**

**10. Certificate in Desk Top Publishing: (CDTP) (3 Month)**

PageMaker, Adobe Photoshop, CorelDraw, Scanning, Printing.

**11. Certificate in Sewing Machine Operator (CSMO)(6 Month)**

Basic sewing machine technology, use of machine parts, threede, different type of stitching.

**12. Diploma in Tailoring. (DT)(6 Month)**

Use of tools & equipments used in tailoring trade, measurements, basic hand & machine stitches, designing,cutting and finishing, dress making.

**13. Certificate in CCTV Technician cum Operator- 6 Month**

Basic knowledge of CCTV technology. connection & configuration, operation & maintenance etc.

**14. Basic+Tally + GST :(7 Month)**

Basic Computer Theory, Windows Operating System, Paint, Note Pad, Word Pad, MS Office( MS Word, MS Power Point), Tally and GST.



**15. Diploma in Desk Top Publishing (DADTP) (6 Month)**

Basic Computer, PageMaker, Bengali Type, Adobe Photoshop, CorelDraw, Illustrator, Scanning, Printing

**16. Multimedia (CMM) (6 Month) Module-1**

MS Power Point, Adobe Photoshop, CorelDraw, Flash Max, Adobe Image Ready, Photo Correction (old to new photo, B/W to colour photo etc.) Movie Magic, Sound Mixing.

**17. Diploma in MS Office (DMO) (6 Month)**

Basic Computer, MS Word, MS Excel, MS PowerPoint, MS Access, MS Publisher

**18. Data Entry Operator (DEO) (6 Month)**

Basic computer, Office & Internet, Type Test, Suitable for Gov. Job, Banking etc, typing speed 8000 strokes Per hr. Concept of Database management etc.

**19. Diploma in Webpage Design (DWD) (6 Month)**

HTML, HTML5, XML, CSS, Basic Internet concept, Web page design, Form creating etc.

**20. Diploma in Computer Application (DCA) (1 Year)**

Basic of computer, Basic Internet, Office packages (Word, Excel, and PowerPoint, Access) D.T.P packages (PageMaker, Corel Draw & Photoshop etc), scanning & printing.

**21. Master Diploma in Computer Application (MDCA) (1 Year)**

Basic Computer knowledge, WINDOWS OS, Internet & HTML, C Language and Office packages (Word, Excel, PowerPoint, Access, Publishers), scanning & printing. D.T.P packages (PageMaker, Corel Draw & Photoshop), Accounts with basic Tally.

**22. Master Diploma in Webpage Design (MDWD) (1 Year)**

Basic of Computer, MS Office (Word, Excel, Power Point), Photo Shop, Corel Draw, HTML, HTML5, XML, CSS, JAVA Script, Basic Internet concept, Web page design, concept of domain, server, page hosting etc.

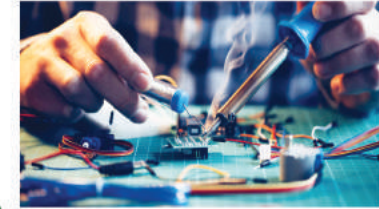
**23. Diploma in Computer Hardware & Networking (DHN) (6 Month)**

Advance Digital Electronics, Technical Details of latest Microprocessor, Motherboards, etc. Different Controllers, Input/Output & Storage devices, assembling (All type of machine) Formatting & Software loading, Identification of Virus & Configurations, Internet Connection, Trouble Shooting, Local Area Network (LAN setting), Cabling, IP Address Setting, Router Setting (Internet).



**24. Advance Diploma in Computer Hardware & Networking (ADHN) (1 Year)**

Basic of computer, Basic Internet, Office packages (Word, Excel, and PowerPoint) D.T.P packages (PageMaker. Introduction of Corel & Photoshop etc). Advance Digital Electronics, Technical Details of latest Micro processor, Different Controllers, Input/Output & Storage devices, assembling (All type of machine) Formatting & Software loading, Identification of Virus & Configurations, Internet Connection, Trouble Shooting, Local Area Network (LAN setting), Cabling, IP Address & Router configuration etc.



**25. Advance Diploma in Financial Accounting (ADFA) (1 Year)**

Basic of computer, Basic Internet, Office packages (Word, Excel, and PowerPoint) D.T.P packages (PageMaker. Introduction of Corel & Photoshop etc) Manual Accounting, Tally, Report Generation, Inventory Control, Tax Management, Costing & Audit Report, Stock Exchange, Mutual Fund etc.

**26. Master in Computer Teacher Training (MCTT) (1 Year)**

Basic Computer knowledge, WINDOWS OS, Internet & HTML, and Office packages (Word, Excel, PowerPoint, Access, Publishers), D.T.P packages (PageMaker, Corel Draw & Photoshop), Tally, C language, Micro teaching, Spoken English, Personality Development. On Job training (1 month).

**27. Diploma in Information Technology (DIT) (1 Year)**

Basic Computer knowledge, WINDOWS OS, Internet & HTML, MS Office (Word, Excel, PowerPoint, Access, Publishers), D.T.P packages (PageMaker, Corel Draw & Photoshop) Tally, C language, Python, Flash.

**28. Diploma in Bank Operation (DBO) -1 Year**

Basic Computer, WINDOWS, DOS, Internet, MS Office (Word, Excel, Power Point, Access), concept & history of Banking system, terms, Manual Accounting, Tally, Report Generation, Tax Management, Audit Report, Banking Terms, Preparation of Bank Exam. Official Conversation, Spoken English (American & British Eng., Audio-visual class), Office Manners, Personality development

**29. Certificate in Photography & Editing (CPE) (3 Month)**

Basic photography, use of camera, light & shade, computer editing, effects etc.

