

# PROSPECTUS

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## REVOLUTIONIZE THE NATION WITH DIGITAL LITERACY



MEMBER OF  
ALL INDIA IT ASSOCIATION





## ALMA REGISTRATIONS AND RECOGNITIONS

### **ALMA World Limited**

(IQC Certified A British Company)

- Ministry of Corporate Affairs (Govt. of India)
- NGO Work related to Ministry of HRD (Govt. of India)
- Registered under Gazette Notification as Society,  
Co-operative Society & Trust Act ( Govt. of M.P. & Govt. of India)
- ISO 9001:2008 & ISO 14001:2004 Certified Company
- Registered under Trade Mark Registry Act, 1999, Clause 16, 26, 35, 41  
& 42(Govt. of India)
- Holding secretary office of All India IT Association (AIITA)
- Registered under Press & Registration of Books Act, 1967 (Govt. of India)
- Member of NGO's Association of India & Franchise Association of  
India, Mumbai
- Global Associates World Book of Records - London (UK) & World  
Standardization Certification (UK)
- Approved & accredited by DOEACC Society, Ministry of Communication  
& Information Technology (Govt. of India)
- iudex International Quality Certificate, London (UK) Certified Company



Alma World Limited, UK is a company which has in its objective various educational, social, cultural, economical agendas. It has been a spectrum of many ventures under the flagship of a registered company of United Kingdom - Alma World Limited UK. Alma was established in 1999 to serve humanity and educational cause by Late Acharya Dr. Prabhakar Mishra (Former, Vice Chancellor, Darbhanga University, India), Late. Pt. Vishnu Prasad Shukla was the first chairman of Alma and now Shri Santosh Shukla (Supreme Court, Advocate) is the present chairman of the organization. Its primary objective was to serve humanity and espouse the cause of education, health, environment, science and technology.

ALMA has been promoting educational cause in India and at global level for 22 years. It wants to create something worth creating that will endure the test of time. Over the period of time ALMA has come to stay. Its activities i.e. educational, vocational, social have been appreciated. Moving with the times ALMA recognized the fact that in order to move ahead in this vast changing world one had to be computer savvy and so to motivate the youth of today and provide them with proper employment opportunities computer education has been stressed upon. ALMA follows the philosophy of equality and it believes in enhancing opportunities for talent of the world through professional approach. It is an integral part of culture as it collaborates and works towards a common goal across functions. Owing to its philanthropic nature, ALMA promotes the cause of education, health, protection of environment, information technology, human rights, sustainable development through self-employment and youth motivation. It empowers employees and its students to work in an environment that is conducive and full of positivity. Learning and personality development go hand in hand and ALMA very resolutely believes in this paradigm. Dynamic personality in educational, cultural and philanthropic circles of India and abroad, Mr. Santosh Shukla, Supreme Court Advocate is the founder of Alma in Indore, Madhya Pradesh of India. He started this venture in 1998 to serve people through espousing the cause of education, health and humanity. He has been having more than two decades of experience of corporate and organizational management. He travelled extensively and erudite scholar of legal matters. He went ahead to initiate four ventures from England.

World Book of Records Limited, UK is an organization that catalogs and verifies extraordinary records across the world with authentic certification in United Kingdom and Europe. Its primary objective and goal is to Records, Honour, Listing and appreciate, authenticate and adjudicate events which can be termed as activities of world standard. Since its inception in the year 2017 it has spread its wings and it is working with global presence.

World Record Book Limited, UK is a publishing initiative of World Book of Records. Its primary objective is to publish market, and publicize world records in both physical and eBook formats. Apart from its core categories, World Records Book Company UK is committed to publish books in general including religion, spirituality, science and technology, health and healing, environment and social change.

World Book of Record Foundation, India is a pioneering entity and registered in India to promote the cause of recognition of record breaking or setting new records by an individual or organizations in Asian countries. It also authenticates recognition as honour, listing places and organizations for their unique identities. It also does CSR activities across the world with international brands including World Book of Records Limited, UK.

iudex International Quality Certification Limited, UK which is a globally authorized company for quality control and performance grading through verification, assessment and audit by iudex International Quality Certification Limited UK. It is a certification division for quality and control in products and services of corporate world. Quality Certification dedicates to improve individual, organizational and social performance.

Alma Today and Alma Times publication are the part of Alma World through promoting values of developmental and positive journalism. It is empowered by Alma Group to promote humanitarian values along with Indian heritage and serve the society for betterment in every respect of social, cultural, educational and philanthropic well-being.





**Santosh Shukla**  
Supreme Court, Advocate  
CEO

## **Alma World Limited, London - Spectrum of educational cause and Gateway of professional certification**

Many certification programs are affiliated with professional associations, trade organizations, or private vendors interested in raising industry standards. Certificate programs are often created or endorsed by professional associations, but are typically completely independent from membership organizations. Certifications are very common in fields such as aviation, construction, technology, environment, and other industrial sectors, as well as healthcare, business, real estate, and finance. To cater the need and improve the situation in strengthening employability, Alma World Limited, UK came into being and holds onus to generate maximum opportunities for youth at international level.

Many tertiary education providers grant professional certificates as an award for the completion of an educational program. The curriculum of a professional certificate is most often in a focused subject matter. Many professional certificates have the same curriculum as master's degrees in the same subject. Many other professional certificates offer the same courses as master's degrees in the same subject, but require the student to take fewer total courses to complete the program. Some professional certificates have a curriculum that more closely resembles a baccalaureate major in the same field. The typical professional certificate program is between 200 and 300 class-hours in size. It is uncommon for a program to be larger or smaller than that. Most professional certificate programs are open enrollment, but some have admissions processes. At global scenario, few international players put some of their professional certificates into a subclass they refer to as advanced professional certificates. Alma World Limited, UK is a company which has in its objective various educational, social, cultural, economical agendas. It has been a spectrum of many ventures under the flagship of a registered company of United Kingdom - Alma World Limited UK. It has working in various verticals and segments to serve humanity.

Alma World has collaborated with iudex International World Book of Records Limited, UK, iudex International Quality Certification Limited, UK, Alma School of London, Alma Today and Alma Times( India) to serve its business vision.

Alma School of London follows the creative pedagogy principle and cognitive emotional pedagogy to get most out of children. At Alma School of London, the mission is to inspire kids for their own thinking to understand the world around them. It approaches to them with interactive, social and community learning process including play and fun zones along with awareness of hygienic habits so that their day could be full of basic learning apart from academic understanding. Alma School of London International Preschool staff is extremely compassionate and enthusiastic about your child's development. Alma School of London we serve a larger number of children from around one year to two-and-a-half or three years old. Development of independence in toileting is typically emphasized as well. According to Ever Garrison "A teacher is a compass that activates the magnets of curiosity, knowledge, and wisdom in the pupils." At Alma World, the brand assures of excellent Computer education, preschool education for kids and their all round development.

I would like to thanks all those who espouse the causes of socio-economic development and serve humanity.



## Alma religiously follows Aims & Objects to materialize its Mission and Vision:

To start a quality and theme based Play School Series through Alma Play School Project (APSP)

To promote and support Cloud Computing Technology (CCT) through awareness and certification process.

To promote and support Business Process Outsourcing Management (BPOM) through awareness and certification process.

To promote and support Holistic Sciences through awareness campaign and certification courses.

To promote and support Beauty & Fashion Designing Management through certification courses.

To promote and support all other Vocational and job-oriented training certification courses to enhance the skills of student and youth.

To support and promote Research and Development (R&D) of innovative technologies IT & ITES and Vocational Trainings.

### WORK PLACE

The work place of the organization is within and outside the country.

### DIGITAL LITERACY & DIGITAL EDUCATION

To spread over the computer literacy and computer education throughout the country especially in the backward and progressive countries and development of Information Technology Exchange Programs all over the world. To prepare the software for the development of educational abilities in the peoples of remote areas. To undertake studies relating changes in technologies world-wide and to absorb them in Industry to achieve improved productivity and efficiency and to arrange technical training. Conservation of natural resources by application of improved techniques.

### TO MINIMIZE THE FEE STRUCTURE OF DIGITAL EDUCATION

To minimize the fee structure of Computer Education and spread the awareness through Computer Literacy Mission through out the country.

### TO PROVIDE HIGHER EDUCATION

To provide higher education through ALMA College of Information Technology and Management.

### CAMPUS & SEMINAR ON INFORMATION TECHNOLOGY

To organize Campus, Seminars etc. time to time in the field of Information Technology wherein to invite experts and representatives of other countries.

### COURSES OF DIGITAL EDUCATION AND CERTIFICATION

To organize courses of the Computer Education and to issue certificates.

### TO PROMOTE ENERGY CONSERVATION

To promote the energy conservation through energy audit and usage of non conventional energy sources.

### TO DEVELOP PATRIOTISM

To develop the feeling of Patriotism in the citizens of Nation.

## WELFARE OF SCHEDULED CASTES & TRIBES

To work for welfare of Scheduled Castes and Tribes.

## EDUCATIONAL EXPANSION

### Expansion of education

It is Alma's continuous efforts to promote child education, women education and adult education together with technical education. To cater the need of education and to provide best education along with the prevailed, latest and advanced job oriented courses.

## JOB-ORIENTED COURSES

Alma's major concern is to eliminate burning problem of unemployment and conduct job oriented courses which opens up global careers in the field of technology. Alma not only promote services but also gives self employment to help youths to become successful entrepreneur in the present era of competition.

## WOMEN EMPOWERMENT, CHILD DEVELOPMENT AND LITERACY

To work for Women Empowerment, Child Development, and Literacy.

## WOMEN-EMANCIPATION WELFARE

### To work for women-emancipation welfare

It is the need of the time to emancipate the women from the traditional political, legal and social restrictions, bindings and obstacles etc. It is ALMA's effort to work towards the equality, honour and legitimate rights of the women.

## CHILD-WELFARE

### To work for child-welfare

Welfare of children is an objective of the ALMA. To organize the activities against child labour and in favour of their rights to get them better education and desired facilities for better health and happiness.

## INDIAN RELIGION & CULTURE

### World-wide promulgation of Indian religion and culture

The religion and culture of India is acclaimed throughout the world since ancient period. We have still kept this heritage as a tradition and entire world is in need of our traditional and moral values. Efforts are to be made to spread the Indian religion and culture throughout the world. This is the high time to promulgate it to the world eager of it to adopt it. ALMA is engaged to accomplish this task.

## PERVADING RELIGIOUS RECOGNITIONS

### To create compassionate feelings with respect to all pervading religious recognitions

It is ALMA's aim to create compassionate feelings of all religious recognitions pervade.

## SOCIAL-WELFARE

### Promotion of social work with love and fraternity

Devoted efforts for the well being of the society are to be made for the cause, concern and welfare of the society. ALMA is promoting it worldwide with love and fraternity. It is the main object of ALMA to establish a global family, which not only



involves in education and commercial activities but also to work for the development of society too.

## COLLECTIVE GROWTH OF FRATERNITY

### To promote the development of fraternity collectively

We believe in liberty, equality and fraternity hence ALMA's collective efforts to promote the development of fraternity is one of the important object of achievement towards this direction.

## EYE & BLOOD DONATION, EYE-OPERATION & PLANTATION

### To organize the camps for Eye-donation, Blood-donation, Eye-operation etc

From time to time to organize regular camps.

## THERAPEUTIC CAMPS

### To organize the Therapeutic Camps in urban and rural areas

To arrange Therapeutic Camps in urban and rural areas from time to time and endeavors to make it regular and available for the well being of the ailing community.

## POOR UPLIFTMENT & WELFARE

### To work for the upliftment of the poor in rural fields

Upliftment of the poor in rural areas is today's burning need and ALMA's object is to work for the cause and concern of rural poor and to run the activities for the well being and rapid growth and progress as well as to eliminate the existence of poverty from the rural areas.

## PRESERVATION OF INDIA'S ANTIQUE WEALTH

### To work for the protection of antique wealth e. g. The Taj Qutub Minar etc

It is observed that only Government alone cannot protect, preserve, maintain and keep watch on the ancient, historical and important material wealth in the shape of buildings and structures spread through out the India. The Taj and the Qutub Minar are the examples of the antique wealth, ALMA's objective is to extend helping hand in this connection through the instrumentality of its followers and to minimize the dependency on the Government alone.

## PUBLIC WELFARE

### To work for public welfare on international stratum

To devotedly engage for the causes, concern and welfare of the general public at international level.

## EDUCATION OF COMPUTER, ASTROLOGY, CULTURE, SANSKRIT, YOGA & DHYANA

### To promote digital Education, Astrology, Cultural education, Sanskrit, Yoga, and Dhyana in India and world as a whole

Indian Culture, its moral values, its ancient language Sanskrit and natural Yoga as well as Astrology is recognized universally, It is the aim of the ALMA to spread this wealth not only in India but also at international level for the benefit of public at large.

## AYURVED, ASTROLOGY & YOGA CAMPAIGN

### To conduct campaigning for Ayurved, Astrology and Yoga

ALMA from time to time organizes and makes efforts to regularly conduct the campaign for Ayurved, Astrology and Yoga.

## SUPPORT

## To co-operate and co-ordinate with NGOs

ALMA provides a legitimately liberal helping hand to all the Non-Government Organizations engaged in cause, concern and welfare of the general public in all sphere of their life including education, health, social welfare etc.

## AWARENESS OF GOVT. POLICIES AMONG PEOPLE

To make people acquainted with the policies of the Government. To co-ordinate with the Central and the State governments for the better output of Industrial and Technical Education activities.

## FACILITATION TO FUNCTION FOR GOVERNMENT & ADMINISTRATION

It is ALMA's object to extend all possible help, assistance, support and co-operation and co-ordination to facilitate the function of the Government and the Administration.

## HUMANITY & PUBLIC INTEREST

### To work for the public interest being dedicated for the humanity

It is the aim of ALMA to work for public interest with dedication for the humanity.

## PROGRESS OF SMALL & KUTIR INDUSTRY

### To welcome the progress of Small Scale Industry and Kutir Industry

Small Scale and Kutir Industry are the backbone of a happy country. ALMA's aim is to extend its efforts to enable the Industries to achieve a progressive stage and to become self-dependent in various fields.

## DRIVE AGAINST AIDS

### To awaken the people regarding the horrors of AIDS and make them aware of the prevention of AIDS

Today the world is in panic of dreadful, burning and increasing peril of AIDS. The syndrome of immune deficiency is spreading very fast. ALMA's aim is to make the people aware and spread-over the knowledge for its prevention.

## SYMPATHY FOR THE MEEK AND WEAK

### To respect views and verdicts of mighty minds with compassion and sympathy for the meek and weak

It is ALMA's object to respect views and verdicts of mighty minds with concern, sympathy and kindness for the humble, gentle and modest as well as weak people.

## ESTABLISHMENTS OF ORPHANS

To establish and run orphans and old age homes in the country.

## DIGITAL EDUCATION TO THE HANDICAPPED & DISABLE STUDENTS

To provide free computer education to the handicapped and disable students.

## ENVIRONMENT SAFETY

To work for Environment Safety and to make all the efforts in this direction.

## NATIONAL AWARDS

To distribute the national awards to the talented students in every field.



## ACHIEVEMENTS OF ALMA 2022-23

Alma achieved many milestone targets that could be great success of Alma family:

1. Launched new courses such Cyber Security, Digital Literacy Programme, Cyber Crime Awareness and Robotics for students and youth of the country for getting job-oriented employment.
2. Alma started its new publication through media group as Alma Today Magazine to promote positive journalism and provided a lot of opportunities to youth in journalism sector through Alma Today Magazine.
3. Alma has collaborated with All India IT Association to conduct and organize various education and awareness activities across the country.
4. Alma tied-up with All India IT Association to promote Digital Literacy initiative of the country by providing autonomous project of Digital Literacy Programme (DLP) for students and youth.
5. Alma has collaborated with Mauritius based IIML to provide various social, cultural, educational and literacy activities among youth.
6. Published and provided comprehensive books for students to enhance their technical skills.
7. Expanded the number of centres upto 1800 across the country with promoting job-oriented computer education.
8. More than 9.5 lacs students across the country were taught by Alma Computer Centre and enhanced their technical skills.
9. Expanded the activities of Alma Computer Centres in Tamilnadu, Karnataka, Andhra Pradesh, Kerala, Dweep and Odisha with well-knit network.
10. Conducted various educational tours and student interaction seminars across the country.
11. Sponsored and supported sports and games at state and national level competition through Alma sports.
12. Organized a number of quiz and IQ competition to enhance the skills of students at various Alma centres across the country.
13. Alma started a new wing of Beauty & Fashion designing to enhance the skill of girls students and youth in general.
14. Alma Provide computer education and technical education through more than 1500 centers across the nation.
15. More than 7.5 lacs students passed out from Alma centers.
16. Provided free computer education to more than 7900 handicapped students.
17. Alma Awarded scholarship of Rs. ten thousand to the students of SC/ST.
18. Conducted Medical camps at various places of India with other agencies.
19. Distributed study material to poor, needy and talented student across the country.
20. Expansion of Alma Programs in North-East states, Andaman and Nicobar Islands, Tamil Nadu and other states.
21. Materialized dozens of charity activities and plans across the country.
22. Launched Alma jobs portal [www.almajob.com](http://www.almajob.com) for providing employment opportunities to youth across the nation.
23. Launched Alma Software Division (Research & Development Unit) for technical advancement.
24. Alma signed up MOU with Kamkus (London) to achieve great success in years to come.

## TARGETS OF ALMA 2023-24

Alma believes in all-round progress and gaining targets. That's why Alma sets its target for 2023-24

1. Alma would like to provide its autonomous Digital Literacy Programme (DLP) through out rural to urban parts of the country.
2. Alma will publish educational and cyber crimes awareness books for benefits of students and youth in general.
3. Alma would promote and support Robotics, Cyber Security and Nano Technology and publish comprehensive books on such topic.
4. Alma International Star Performance Certification Programme would be supported by Alma in India and SAARC countries.
5. Would support and expand the activities in Business Process Outsourcing Management (BPOM) sector.
6. To start new management and technical courses for BPOM sector and for students across the country through Alma centres.
7. To initiate the launching and certification of international skills in English language courses to support BPO, KPO, MTO and LPO sectors in IT industries of the country and abroad.
8. To promote and support Cloud Computing Technologies in practical level both in academic and commercial aspects.
9. To organize and support at least two International Conferences and 20 National Conferences on ITs, ITES oriented subjects.
10. To organize at least 20 State Level Conferences to support IT awareness.
11. To distribute software Ratna Award for Performing excellent work at District, State and National level.
12. To start the series of Alma Kids Preschools in different cities of the country with providing a quality education for kids.
13. Alma has set a target to provide computer education to more than 2000 centers all over the country.
14. To provide education to more than 10 lacs passed out students from Alma.
15. To unite with activities of United Nations (UN) for National cause.
16. To set more activities with Red Cross Society (RCS) at national and global level.
17. To expand educational tie-ups with European countries such as France, Germany, Romania, Italy, Belgium, Sweden, Russia.
18. To set up educational tie-ups with companies of Austria, Germany and The Netherlands.
19. To spread activities of Alma Software Division.





## Grading Norms:

Percentage	Grade	Interpretation	Applicable to Mark-sheet	Applicable to Certificate
33 - 49.9	C	Satisfactory	Yes	Yes
50 - 59.9	B	Fair	Yes	Yes
60 - 74.9	A	Good	Yes	Yes
Above 75	A+	Excellent	Yes	Yes

## Terminology to know your ALMA

### Limited Company:

**Limited Company** means a company incorporated and registered under Indian Companies Act, 1956 (Govt of India).

### Private Limited Company:

**Private company** means a company, which has a minimum paid-up capital of one lac rupees or such higher paid-up capital as may be prescribed by its articles,

(a) restricts the right to transfer its shares, if any

(b) limits the number of its members to fifty not including-

(i) persons who are in the employment of the company, and

(ii) persons who, having been formerly in the employment of the company, were

member of the company while in that employment and have continued to be member after the employment ceased.

### Trust :

**Trust** means a Trust formed and registered under Trust Act, where money and property can be owned and managed and which has objective to be fulfilled.

### Society:

Society registered under Societies Act called **Society** and a grouping of individuals, which is characterized by common interest and may have distinctive culture and institutions. A Society may refer to a particular people, to a nation state or to a broader cultural group. **Society** can also refer to an organized group of people associated together for religious, benevolent, cultural, scientific, political, patriotic, or other purposes.

### Co-operative Society:

A Co-operative Society is a form of Co-operative Federation (i.e., a co-operative in which all the members are co-operatives). In this case the members are usually Consumers Co-operative. The aim of a Co-operative Society is to arrange bulk purchases, and if possible, organize production. In other words, a Co-operative Society is a form of Federal Co-operative through which Consumer's Co-operative can collectively purchase goods at wholesale prices, and in some cases collectively own factories or farms.

### Partnership Firm:

A partnership is a type of business entity in which partners' share with each other profits as well as losses of the business undertaking in which they have invested. A partnership is a nominate contract between individuals who, in a spirit of cooperation, agree to carry on an enterprise, contribute to it, by combining property, knowledge or activities and to share its profit. Partners may have a partnership agreement, or declaration of partnership and in some jurisdictions such agreements may be registered and available for public inspection. A partnership is also considered to be a legal entity. The most basic form of partnership is a general partnership, in which all partners manage the business and are personally liable for its debts.

### Proprietorship Firm:

A proprietorship firm indicates that a party, or proprietor, exercises private ownership, control or use over a firm or an property, usually to the exclusion of other parties. Usually such firms are registered under Shops & Establishment Act.

**ISO:**

The International Organization for Standardization (ISO) is an international standard-setting body composed of representatives from various national standard bodies. Founded on 23 February 1947, the organization produces world-wide industrial and commercial standards. While the ISO defines itself as a non-governmental organization (NGO), its ability to set standards that often become law, either through treaties or national standards, makes it more powerful than most NGOs. In practice, the ISO acts as a consortium with strong links to government. As of fall 2006, there are 158 members, each of which represents one country.

ALMA is only IT Education Institution in India to receive the prestigious ISO 9001 : 2008 certification. It is the mark of recognition of management system. Now the ALMA committed to provide services to the satisfaction in accordance with the best national and international norms registration services in order to recognize the necessity of system management through the value-added audit of standards. It is the universally adapted method of controlling the quality since last one and half decade. This standard provides a framework to manage the business and ensure a philosophy of continue improvement in all aspects of the business. It is based on eight fundamental quality management principles for good business practice. which improves organizational performance viz. Customer focus to shape activities for the fulfilment of market need, Leadership to provide unity of purpose and direction, Involvement of people to create an environment where people become fully involved in achieving the objectives, Process approach to achieve objectives, resources and activities need to be managed as processes, with an understanding of how the outputs of one process affects the inputs of another, System approach to management in order to increase effectiveness and efficiency and continual improvement as a part of everyday culture as a key objective. Fact based effective decision-making on the logical and intuitive analysis of data and factual information and Mutually beneficial supplier relationship to enhance the ability to create value. It involves top management in the improvement of the quality management system facilitates us to become a customer-focused organization and ensures sustained customer satisfaction by producing, delivering services and providing support functions that meet needs and expectations.

**IT Association in India : NASSCOM:**

NASSCOM is India's National Association of Software and Service Companies, the premier trade body and the chamber of commerce of the IT software and services industry in India. NASSCOM is a global trade body with over 1100 members, of which over 250 are global companies from the US, UK, EU, Japan and China. NASSCOM's member companies are in the business of software development, software services, software products, IT-enabled/BPO services and e-commerce. NASSCOM was set up to facilitate business and trade in software and services and to encourage advancement of research in software technology.

**Digital Society of India:**

The seed for the Computer Society of India (CSI) was first sown in the year 1965 with a handful of IT enthusiasts who were computer user group and felt the need to organize their activities. They also wanted to share their knowledge and exchange ideas on what they felt was a fast emerging sector. The purpose of the Society is scientific and educational directed toward the advancement of the theory and practice of computer science & IT.

**All India IT Association (AIITA):**

This is a non-profit membership organization. You don't have to be a member just to attend our meetings, but the benefits of a membership are tremendous. The founder members consisting of various think tanks, computer user groups, experts, doctors, engineers including professionals engaged in the dealing and professionals of Information & Communication Technology (ICT) after considering its need the 'All India Association of Computer Centers & IT Professionals' was shaped in the year 2006 to organize their activities. Until now no such council, union was existing as a platform, which work at grass root level for the betterment of computer and communication companies, equipment manufacturers, software developers, service providers, re-sellers, integrators and financial service companies, together with they employed almost more than one million workers and generate huge public exchequer, but now they all can become the members of most powerful association viz. AIITA. They also wanted to share their knowledge and exchange ideas on what they felt in a fast emerging sector. Today the AIITA takes pride in being the largest and most professionally managed association of IT professionals in India. The purposes of the association are scientific and educational directed towards the advancement of the theory and practices of computer science & ICT. It is fully recognized and registered association.

In a span of less than two decades the organization has grown to the strength of 11,000 strong members consisting of professionals with varied backgrounds including Software developers, Scientists, Academicians, Project Managers, CIO's, CTO's & IT vendors to just name a few. It has also engaged in spreading over its branches all over the country. Currently rooted firmly at more than 850 different locations throughout the country in 14 different states, AIITA has plans of opening many more chapters & activity centers in small towns and cities of the country. The idea is to spread the knowledge, and provide opportunities to as many interested as possible. Among its various aims it has an objective to render the services to effectively implement government policies and project also. The Association is also prepared fully to get rid and appropriate redressals of various grievances and problems of its members. The Association also has a panel of advocates expert in the field of Cyber Law and ICT.

**Post Graduate Diploma in Computer Application****Eligibility:** Graduate In Any Discipline**Duration:** One Year**Semester-1**

- Foundations of Computer Programming
- Advanced Communication Skills
- Basic Financial Management
- Database Management Systems
- Operating System

**Semester-2**

- Object oriented programming
- Software Engineering
- Computer Networks
- Data Structure
- Web Programming

**Master in Computer Software Technology****Eligibility:** 12th**Duration:** One Year**Semester-1**

- Fundamentals of Computer & IT
- Operating System (Dos , Windows , Linux)
- MS Office (Word , Excel, Powerpoint, Access)
- Object Oriented Programming with C++/Core Java
- Computer Lab-I

**Semester-2**

- Oracle/SQL
- GUI Programming In Visual Basic
- Web Services Using VB.Net & ASP.Net/Advance Java
- Project
- Computer Lab-II

**Master Diploma in Information Technology****Eligibility:** 12th**Duration:** One Year**Semester-1**

- Fundamental of Computer & Networks
- MS-Office (Word, Excel, Powerpoint)
- Desktop Publishing
- Internet & Multimedia
- Computer Lab-I

**Semester-2**

- Programming in C & C++
- Computer Hardware & Networking
- Webdesigning With HTML
- Programming in Java
- Computer Lab-II

**Master Diploma in Computer Ethical Hacker & Server Administrator****Eligibility:** 12th**Duration:** One Year

- Basic of Networking
- Server Administrator
- Installing & Configuring Web Applications
- Terminal Services & Application & Server Virtualization
- Designing Security For Microsoft Networks
- The Business & Legal Issues Of Ethical Hacking
- The Pre Attack Phases
- Attack Techniques & Tools
- Web Server & Database Attacks
- Advanced Topics

**Advance Diploma In Computer Application****Eligibility:** 12th**Duration:** One Year**Semester-1**

- Intro To Windows 10 Os
- Computer Fundamentals
- Ms-Office (Word, Excel, Power Point)
- Internet Applications (Google Docs, Spreadsheets)
- Ms-Access (Rdbms)
- Financial Accountancy (Tally Basics)
- Html, Dhtml (Css) Using Dreamweaver,
- Photoshop Cc
- Corel Draw X6

- Financial Accountancy (Tally Advance)
- Project Work

**Semester-2**

- System Analysis & Design (Sad)
- C++ Programming Language
- Adobe Illustrator
- Gui Programming In Visual Basic
- Core Java
- Rdbms (Ms-Sql Server)
- Java Script, Intro To J-Query
- Project Work

**Advance CAD for 2D+3D Visualization & Animation****Eligibility:** Graduate In Any Discipline**Duration:** One Year**Semester-1**

- New Feature Overview
- Toolbars Customization
- Selection Methods
- Layer Manager
- Attribute Manager
- Associative Dimension
- Using Block
- Design Center
- Isometric
- Multiple Layout Setting
- Managing FilePlot Style & Plot Setting
- Supporting System Variables
- Customization
- +3D Module

**Semester-2**

- Introduction of 3D & Animation Techniques
- Creating 2D Shapes & 3D Model applying Modifiers
- Mesh Editing
- Material Editor
- Lights
- Volume Light
- Camera Setting
- Architectural Walk Through
- Advanced Animation
- Special Effects
- Adding Sound to Animation
- Project

**Diploma in Computer Application****Eligibility:** 10th**Duration:** One Year**Semester-1**

- Fundamental Of Computer & Information Technology
- PC Package (MS Windows, Word, Excel, Powerpoint Access)
- D.T.P. (Page Maker , Photoshop , CorelDraw) Or Accounting Package (Tally)
- Computer Lab

**Semester-2**

- Programming Tools & Techniques using "C" & C++
- Visual Basic
- Internet & E-Commerce (HTML , DHTML , Java Script), Fundamental Of Networking
- Project
- Computer Lab

**Diploma in Computer Hardware Maintenance & Networking****Eligibility:** 10th**Duration:** One Year**Hardware:**

- Parts of Computer
- System Assembling & Disassembling
- Motherboard
- BIOS: Basic Input / Output System
- Cabinet – SMPS
- Hard Disk: Formatting, Disk Partition
- OS Installation (XP, Vista etc.)



- Software Installation
- Expansion slots, Memory sockets
- IDE cable, Memory, Microprocessor, Modem
- Security features (Antivirus, Disk defragmentation, C cleaner etc.)
- Trouble shooting

**Networking:**

- Importance & Principals of Networking
- Component of network
- Types of Networking
- LAN: Local Area Network
- MAN: Metropolitan Area Network
- WAN: Wide Area Network
- Server, Hub, Router

**Diploma in Graphics & Web Designing**

Eligibility: 10th

Duration: One Year

**Semester-1**

- Internet Essentials
- MS Front Page
- Java Script & VB Script
- Corel Draw
- Photoshop

**Semester-2**

- Adobe Illustrator
- HTML-DHTML
- Dreamweaver
- Web Graphics & Animation
- Website Hosting

**Diploma in Information Technology**

Eligibility: 10th

Duration: One Year

**Semester-1**

- Computer Fundamentals.
- Windows.
- Office Automation (Word, Excel, Power Point).
- Basic Concept of Hardware Maintenance.
- Computer Lab

**Semester-2**

- D.T.P.(PageMaker, CorelDraw, Photoshop).
- Internet & Multimedia.
- Advance Programming In "C" & Data Structures
- DBMS
- Project
- Computer Lab

**Diploma in Multimedia**

Eligibility: 10th

Duration: One Year

**Semester-1**

- Multimedia Essentials.
- Page Maker, CorelDraw, Adobe Photoshop.
- GIF Animator.
- Adobe Illustrator
- Macromedia FLASH.
- Dream Weaver, Fireworks.
- Quark Express.
- Introduction to SCALA.
- Multimedia in Web Application
- Macromedia FLASH.
- Dream Weaver, Fireworks.
- Quark Express.
- Introduction to SCALA.
- Multimedia in Web Application

**Semester-2**

- Graphic Designing
- Basic of Animation[2D]
- Maya, 3Ds Max
- Audio Video Editing
- Dynamics
- HTML
- CSS

- Javascript
- Flash
- Dreamweaver
- Mudbox
- Nuke, ZBrush, Avid

**Diploma in Computer Financial Accounting**

Eligibility: 10th

Duration: One Year

- Computer Awareness & Fundamentals
- Windows O.S.
- Internet Services
- Computerized Accounting with Tally
- Tally Fundamentals
- Basic & Advanced Accounting
- Statutory Accounting
- Printing, Housekeeping & Administration
- Tax Environment
- Income Tax
- Central Excise
- Service Tax
- Customs Act
- Business Environment
- Business Law
- Indian Contract Act
- Sale of Goods Act
- Negotiable Instruments Act
- Indian Partnership Act
- Corporate Law
- Company Formation
- Share Capital
- Borrowings
- Company Management
- Accounts & Audit
- Reconstruction
- Labour Laws
- Payment of Bonus Act
- Payment of Gratuity Act
- Employees P F & Misc Provisions Act
- Employees State Insurance Act
- Economic Environment
- Banking
- Insurance
- Capital Market
- Domestic & International Trade

**Diploma in Office Automation & Accounting**

Eligibility: 10th

Duration: One Year

**Semester-1**

- Computer Fundamental
- Fundamental of Operating System & Application
- Office Automation (Word, Excel, PowerPoint)
- Internet & Multimedia

**Semester-2**

- Basic of Accounting
- Computer Concept of Accounting
- Financial Accounting Package

**Diploma in Digital Marketing**

Eligibility: 10th

Duration: 6 Months

- Introduction to Digital Marketing
- Introduction to CRM
- Affiliate Marketing
- Paid Ads Optimization Strategies
- Social Media Marketing
- Digital Marketing Project Management
- Market Research & Niche Potential
- SEO Optimization
- Introduction to Web Analytics
- Mobile Marketing
- Email Marketing
- Product Marketing (Facebook, Instagram, Google Ads)
- Digital Marketing Budgeting, Planning & Forecast





- Website Data Analytics
- Neuro-Marketing Fundamentals
- Competitor and Website Analysis
- Content Creation, Management & Promotion

**Diploma in Cyber Security**

Eligibility: 12th

Duration: One Year

**Semester-1**

- Basics of Communication Systems
- Transmission Media
- Information Security Concepts, Services and Attack
- Cryptography
- Types of Attacks
- Types of Security and threat
- E-commerce Security
- Security Law and Standards
- Network Security
- Server Management and Firewalls

**Semester-2**

- Security Threats and vulnerabilities
- Security Management
- Security for VPN
- Security Architectures and Models
- System Security
- Cyber Forensic Basics
- Cyber Crimes and Cyber Laws-
- Hacking Techniques-
- Password Cracking and Insecure Network Connection

**Diploma in Digital Art**

Eligibility: 10th

Duration: 6 Months

- Computer Concepts.
- Windows.
- Internet.
- Corel Draw.
- Photoshop.
- Adobe Illustrator.
- Project.

**Diploma in Office Management Programming**

Eligibility: 10th

Duration: 6 Months

- Fundamentals of Computer
- Dos/Windows
- MS-Word
- MS-Excel
- MS-Power Point
- MS-Access
- Accounting
- Internet

**Diploma in Desktop Publishing & Web Multimedia**

Eligibility: 10th

Duration: One Year

- Fundamentals of Computer
- Dos/Windows
- MS-Word
- MS-Power Point
- Internet
- PageMaker
- CorelDraw
- Photoshop
- Multimedia Essentials
- Macromedia Flash
- Multimedia in Web Application
- Project-

**Certificate in Computer Concept**

Eligibility: 10th

Duration: 3 Months

- Personality Development & Communication Skills
- Computer Fundamentals
- PC Package (MS Word , MS Excel , MS Power Point)
- Accounting Package (Tally)

- Graphics Designing (PageMaker, CorelDraw, Photoshop)
- Introduction to Internet (HTML)

**Certificate in Mobile Repairing & Maintenance**

Eligibility: 10th

Duration: 6 Months

- Electronic Components
- Tracing , Soldering , De-soldering
- Software Troubleshooting
- GSM b/w Mobile Phone (Theory)
- GSM & CDMA b/w Mobile Phone (Practical)
- GSM Color Display Mobile Phone (Practical)

**Certificate Course in Java Programming**

Eligibility: 10th

Duration: 3 Months

Introduction to Object Oriented Programming Language  
 Difference Between Procedure Oriented & Object Oriented Programming Language  
 Features Of Object Oriented Programming Language

**Java Classes**

Introduction to Class & Object  
 Constructors (Default & Parameterized)  
 Overloading  
 Inheritance (Implementation & Its Advantages)  
 Overriding  
 Abstract Classes

**Packages**

Introduction to Package  
 Creation of Package  
 How to Import a Package  
 Real World use of Package

**Interface****Introduction to Java**

Why Java?  
 Advantage of Java Technology (Platform dependent/Portable)  
 Getting Started with Java  
 Introduction to Java Tools  
 Data Types & Operators  
 Conditional & Loop Constructs  
 Functions  
 Arrays  
 Introduction to Interface  
 Implementation & Importance of Interface  
 Markable Interface  
 Difference between Interface & Abstract Class

**Exception**

What Is an Exception  
 How To Create Your Own Exception (Custom Exception)  
 Types Of Exception & Hierarchy  
 Exception Handling  
 Difference Between Throw & Throws

Multithreading  
 What Is Thread & Process  
 Multithreading Introduction  
 Thread Life Cycle  
 Ways To Create Threads In Java  
 What Is Synchronized Block & Methods  
 Java.util & Java.lang Package  
 Wrapper Classes  
 String & String Buffer Class  
 What Is Collection Framework  
 Array Lists  
 Vectirs  
 Hash Table  
 Projectt  
 Computer Lab

**Certificate in Computer Financial Accounting**

Eligibility: 10th

Duration: 3 Months

- Computer Awareness & Fundamentals
- Windows OS
- MS Excel
- Basics Of Accounting



- Computer Concepts Of Accounting
- Financial Accounting Package (Tally 5.4 , 6.3 , 7.2 , 9 , ERP9)
- Internet & E-mail Services

**Certificate in Web Multimedia****Eligibility:**10th**Duration:** 3 Months

- Multimedia Essentials
- CorelDraw , Adobe Photoshop
- GIF Animator
- Adobe Illustrator
- Macromedia Flash
- Dream Weaver , Fireworks
- Introduction to SCALA
- Multimedia In Web Application
- Introduction to Java Script/VB Script

**Certificate in Office Automation****Eligibility:**10th**Duration:** 3 Months

- **Fundamental Of Computers**  
Introduction  
The System Unit  
C.P.U.  
Types Of Computers  
Generation Of Computers
- **Dos/Windows XP**  
Introduction XP/Dos  
Dos Commands  
Paint  
Internet Explorer  
Notepad, Wordpad
- **Application Package (MS Office)**  
MS Word  
Editing The Document,  
Designing the Document, Creating  
The Tables , Mail Merge MS Excel  
Introduction to Spread sheets, Manipulating Data, Creating a  
Graph, Database Management, Manipulating Sheets  
MS Power Point  
Creating Presentations, Create Slides, Running The  
Presentation as a Slide Show
- PageMaker  
CorelDraw  
Photshop

**Certificate Course on Computer Aided Design****Eligibility:**10th**Duration:** 2 Month**2D**

Introduction of Computer & OS, Overview of CAD, Understanding the interface, Drawing-Drafting-Dimensioning setting, Co-ordinate system, Using layers & properties, Working with Blocks, Layout setting & plotting, File managing, Selection method, Design centre, Attribute manager.

**3D**

Introduction of 3D, Co-ordinate system in 3D model, Wire Frame, Surface, Solid, Changing 3D view Boolean, 3D editing tools, Creating View port, Concept of UCS, Assembly, Coloring, Sectional view etc.

**Certificate Course in C & C++ Programming****Eligibility:**10th**Duration:** 2 Month

- Introduction to Computer Fundamentals
- Operating Systems
- Principles of Programming Techniques
- Need & Types Of Computer Language
- Compiler , Interpreter & Assembler
- C/C++ Features & Programming Concepts
- C Programming, ·C++ Programming

**Certificate in E-Commerce****Eligibility:**10th**Duration:** 2 Month

- ASP , XML
- SQL Server
- WAP , WML
- WML Scripts
- Application in E-Commerce & Mobile-Commerce
- Introduction to ASP.Net

**Certificate in Web Designing****Eligibility:**10th**Duration:** 6 Month

- Introduction to WEB Technology
- Adobe Photoshop
- Hyper Text Markup Language
- Cascading Style Sheet
- Adobe Dreamweaver
- WEBHOSTING

**Certificate Course in Compufunda for Kids****Eligibility:**10th**Duration:** 2 Month

- Introduction to Computer (Special)
- Teaching Approach for Kids
- Paintbrush
- Notepad/Wordpad
- Using Compact Disk: CD / Pen Drive to Save Their Work
- Playing Games, Internet Applications, downloading pictures, e-greetings etc.

**Certificate in Dot Net Framework****Eligibility:**10th**Duration:** 6 Months

- Concepts
- System. Web
- System. Net
- System. Xml Classes
- System. Win Forms Classes
- System. Timers Classes
- System. Data Classes
- System. I.O. Classes

**Certificate in Data Entry Operator****Eligibility:**10th**Duration:** 3 Month

- Introduction to Computer.
- Fundamentals of Operating Systems & Applications.
- Hindi-English Typing.
- Office Automation (MS Word , MS Excel , MS Power Point)
- Internet & Email Services.

**Certificate in Computer Basic****Eligibility:**10th**Duration:** 3 Month

- Fundamental of Computers
- Dos /Windows
- MS Office (Word , Excel , Power Point)
- DTP (Page Maker , Photoshop , CorelDraw)
- Internet

**Certificate in Visual Basic****Eligibility:**10th**Duration:** 2 Month

- Introduction of Visual Basic 6.0
- Understanding the Visual Basic Environment
- Variables , Expressions
- Control , Properties & Events
- Working with Menu Editor
- Working inside Code Windows
- Advanced Keyboard & Screen Support
- Controlling Programs with Conditional Operator
- ADO Controls



- Debugging & Testing
- Query Handling

**Certificate in PHP**

Eligibility: 10th

Duration: 2 Month

- **HTML Introduction**  
HTML Tags, Building of CSS
- **Core PHP**  
Object Oriented Technology, Introduction to Object Oriented Programming, Language, Features of Object Oriented Programming, Language, Introduction to PHP, PHP Installation, Syntax, Variables, String, Operators, If...Else Switch, Arrays, Looping, Functions
- **Advanced PHP**  
Forms, \$ \_Get, \$ \_Post, Date, Include, Include \_Path, Require File, File Upload, File Reading, File Writing, Cookies Sessions, E-mail, Error, Exception, Filter
- **Introduction of Model View Controller Pattern**  
MYSQL, Introduction to MySQL, Database Design Concepts SQL Operations, Using MySQL from PHP
- **Java Script**  
Introduction to Java Script, Java Script Functions
- **Tools**  
Wamp Server, MySQL 5.0, SQL YOG, Dreamweaver

**Certificate in Search Engine Optimization**

Eligibility: 10th

Duration: 2 Month

- Understanding Organic SEO  
"Ethical" SEO & "black hat" techniques  
What they are & which should you choose?  
Organic versus Pay Per Click (PPC)  
On-Page & Off-Page elements  
The Importance of In Bound Links (IBL)
- **How a Search Engine Works**  
The Robots, The Index(s), The Interface  
The Google Algorithm: Page Rank (PR) & Search Engine Results Pages (SERP)  
Search engines rank pages, not sites, how to optimize your home page can I be #1 on Google? Yes, you can (but it may not help!)  
Spam, penalties & Google's "supplemental index"
- Before You Begin  
Site Statistics  
Preferred domain & the problem of duplicate content: Google Webmasters Tools & .htaccess file  
The robots.txt file  
The importance of HTML validation
- **Keyword Searches & Selection**  
Word Tracker, Keyword Discovery, Overture, Google.  
Keyword Choice: The concepts of popularity & competitiveness of a keyword  
Google Operators  
Competition analysis: why other websites score better than yours  
Picking your battles: single keyword or key phrase?  
Now I have the keywords, what do I do with them?  
HTML tags, Page copy & anchor text
- **Refining Site Architecture & Navigation**  
Domain name(s) & URLs  
Themes
- **Where to go from Here**  
Forums: consume responsibly  
Three common mistakes: keyword stuffing, using multiple keywords in meta tags, optimizing home page only  
"Write for the visitors, not for the search engines." Is this still true?  
Htaccess, redirects & Google sitemaps

**Certificate in AutoCAD**

Eligibility: 10th

Duration: 2 Month

- Introduction to AutoCAD
- AutoCAD Coordinate System

- CIRCLE Command
- MOVE Command
- ELLIPS Command
- SCALE Command
- ROTATE Command
- STRETCH Command
- OFFSET Command
- ARRAYS
- TRIM Command
- CHAMFER
- TEXT Command
- DDEDIT Command
- MEASURE Command
- SOLID Command
- QTEXTMODE Command
- LAYER Command
- MULTIPLE Commands
- STATUS Command
- POLYGON Command
- 3d Command

**Computer Hardware & Networking**

Eligibility: 10th

Duration: 3 Month

- Hardware
- Operating Systems
- BIOS Setup & Installation Of Operating Systems
- Operating System Upgradation & Dual Booting
- Assembling a New Computer & Installation of Programs
- Analog Electronics, Digital Electronics, Repairing Section
- Network Essentials, Network Servers

**Diploma in Computer Science**

Eligibility: 10th

Duration: 6 Months

- Computer Fundamental
- Dos/Windows
- MS Office (MS-World, MS-Excel, MS-Power)
- Accounting Package
- Programming In "C" Language
- Project

**Certificate In C#.Net Programming**

Eligibility: 10th

Duration: 3 Months

- Introduction of C#.Net
- Object Oriented Programming
- ADO.Net
- Web Services
- Assemblies

**Certificate In Core Java Programming**

Eligibility: 10th

Duration: 3 Months

- Introduction of Java
- Object Oriented Programming
- Exception Handling
- Threads
- Applet (Basics)
- Event delegation model

**Certificate In C Language**

Eligibility: 10th

Duration: 3 Months

- Introduction of Algorithm & Flowchart
- Character set, Identifiers, keywords and Data types
- Function
- Introduction Array & Pointers
- File Handling

**Certificate In Data Base Management System**

Eligibility: 10th

Duration: 3 Months

- Introduction to DBMS
- Introduction Relational Model
- Relations Data Bases Entity Relationship Types



- Transaction
- Relational Database Design

**Certificate In Software Testing**

Eligibility: 10th

Duration: 6 Months

- Introduction to Software Testing
- Software Development Life Cycle
- Software Testing Life Cycle
- Types of Testing
- Level of Testing
- Testing Techniques
- Test Management
- Bug Life Cycle
- Software Testing in People Perspective
- Basic Testing Terms
- Introduction to Automation Tools

**Certificate in Office Automation & Accounting**

Eligibility: 10th

Duration: 6 Months

- Introduction to Computer
- Fundamentals of Operating Systems & Applications
- Office Automation (Word, Excel, Power Point, Access)
- Hindi, English Typing
- Accounting Package (Tally 6.3, 7.2, 9, ERP9)
- Internet & Multimedia
- Project

**Certificate in Tally**

Eligibility: 10th

Duration: 3 Months

- Basic of Accounting
- Fundamentals of Tally.ERP 9
- Accounting Master in Tally.ERP 9
- Inventory in Tally.ERP 9
- Voucher Entry in Tally.ERP 9
- Advanced Accounting in Tally.ERP 9
- Advanced Inventory in Tally.ERP 9
- Value Added Tax(VAT)
- Central Sales Tax(CST)
- Point of Sale(PoS)
- Costing
- Multilingual Capabilities
- Project

**Certificate in Computing**

Eligibility: 10th

Duration: 3 Months

- Computer Fundamentals
- Windows
- MS Office (Word, Excel, Power Point)
- RDBMS
- Programming in C
- Internet & Multimedia
- project

**Certificate in Office Management Programming**

Eligibility: 10th

Duration: 3 Months

- Fundamentals of Computer
- Dos/Windows XP
- Application Package
- PageMaker

**Certificate in Accounting Package**

Eligibility: 10th

Duration: 3 Months

- Introduction to Computer
- Fundamentals of Operating Systems & Applications
- MS Excel
- Basic of Accounting
- Basic of Tally
- Internet & Email Service
- Project

Project

**Advance Certificate in Office Automation & Accounting**

Eligibility: 10th

Duration: 4 Months

- Computer Fundamentals
- Windows
- MS Office (Word, Excel, Power Point)
- Accounting Package
- Internet & Multimedia
- Project

**Advance Certificate in Office Automation & DTP**

Eligibility: 10th

Duration: 4 Months

- Computer Fundamentals
- Windows
- MS Office (Word, Excel, Power Point)
- D.T.P.(PageMaker, CorelDraw, Photoshop)
- Internet & Multimedia
- Project

**Diploma in Digital Marketing**

Eligibility: 10th

Duration: 6 Months

- Introduction to Digital Marketing
- Introduction to CRM
- Affiliate Marketing
- Paid Ads Optimization Strategies
- Social Media Marketing
- Digital Marketing Project Management
- Market Research & Niche Potential
- SEO Optimization
- Introduction to Web Analytics
- Mobile Marketing
- Email Marketing
- Product Marketing (Facebook, Instagram, Google Ads)
- Digital Marketing Budgeting, Planning & Forecast
- Website Data Analytics
- Neuro-Marketing Fundamentals
- Competitor and Website Analysis
- Content Creation, Management & Promotion

**Diploma in Cyber Security**

Eligibility: 12th

Duration: One Year

**Semester-1**

- Basics of Communication Systems
- Transmission Media
- Information Security Concepts, Services and Attack
- Cryptography
- Types of Attacks
- Types of Security and threat
- E-commerce Security
- Security Law and Standards
- Network Security
- Server Management and Firewalls

**Semester-2**

- Security Threats and vulnerabilities
- Security Management
- Security for VPN
- Security Architectures and Models
- System Security
- Cyber Forensic Basics
- Cyber Crimes and Cyber Laws-
- Hacking Techniques-
- Password Cracking and Insecure Network Connection

**Certificate in MATLAB Programming**

Eligibility: 10th

Duration: 3 Months

- Introduction to MATLAB





- MATLAB Programming fundamental
- Operators in MATLAB
- MATLAB Decision Making & Control Statement
- MATLAB Loops
- Arrays
- MATLAB Function
- Data Import & Data output
- MATLAB Graphics
- Numerical Integration
- MATLAB GUI

**Certificate in Graphic Designing**

Eligibility: 10th

Duration: 6 Months

- The Fundamentals of Computer
- Computer Aided Illustrations
- Computer Aided Image Editing (PhotoShop)
- Basic of Illustrator
- Print Production

**Certificate in Office Automation & E-Governance**

Eligibility: 10th

Duration: 3 Months

- Computer & Internet
- Word Processing
- Worksheet
- MS Power Point
- Internet tools

**Certificate in Tally with GST**

Eligibility: 10th

Duration: 3 Months

- Create Company
- Lagers
- Inventory
- Voucher
- Map
- Discount
- Price List
- Group
- Stock Gernals
- Production
- Payroll
- Cotation
- Outstanding Management
- Tally Installation
- Trial Balance
- Debit note and Credit Note
- Physical stock
- Check price
- Backup and Restore
- Cost Center
- Display
- Sale Order and Purchase Order
- Exprise
- Bank Statement
- Cash Flow Statement
- **GST**
- Single GST
- Multiple GST
- Date Ways GST
- E-Way Bill
- TDS
- URD
- Service Tax
- CGD

**Certificate in Computer Accounting & Taxation**

Eligibility: 10th

Duration: 3 Months

- Introduction of Accounting
- Introduction of Final Accounts
- BUSINESS TAXATION FUNDAMENTALS
- Introduction of Direct and Indirect Taxation
- GST in Tally9 ERP
- Job Costing

**Advance Certificate in Web Development & Hacking**

Eligibility: 10th

Duration: 6 Months

- HTML, DHTML, CSS
- Java Script
- PHP
- MYSQL
- Understanding Model
- Introduction to JQuery
- CodeIgniter Framework
- Ethical Hacking

**Advance Certificate in Java & Android Application**

Eligibility: 10th

Duration: 6 Months

**Java**

- Introduction to Java programming
- Strings
- Basics of AWT and Swing Layout0020
- Database connectivity with
- Servlets
- Technologies RMI Architecture

**ANDROID**

- Basics of Android
- UI Widgets
- Activity, Intent & Fragment
- Android Service
- SQLite
- Android Notification
- Device Connectivity
- Android Graphics
- Android P2P Communication
- Android Web Services

**Advance Certificate in Web design & Application Design**

Eligibility: 12th

Duration: 6 Months

- Introduction to WEB Technology
- APPLICATION DESIGN WITH ASP.NET & C#
- VS.NET and Entry Point Method
- OOPs-Concept
- Collections and Generics
- Assemblies and GAC
- Developing GUI Application
- Managing Data using DataSet
- N-Tier Layered Architecture Application
- Windows Services
- Packaging and Deployment File System
- Design Web Application Using ASP.NET
- Web Programming Introduction
- Validation Controls
- ASP.NET State Management
- Handling Errors
- AJAX.NET Architecture
- SQL Server

**Certificate in Android Application Development**

Eligibility: 10th

Duration: 3 Months

- Android- Background & Architecture
- Installing SDK & Starting Android
- Creating Applications using Android
- Creating User Interface
- Concepts of Intents
- Using Internet Resources Through Android
- Broadcast Recievers
- Files & Preferences
- Concept of maps and Location Based Services
- Using Advance Features-camera, media-player
- App functionality
- User interface
- Data management
- Debugging
- Testing

**Certificate in Computer Networking**

Eligibility: 10th

Duration: 3 Months

- Introduction to Data Communication
- Introduction to Networking and Topologies
- Error Detection and Correction
- LAN Components and Protocols
- Network Addressing
- Wide Area Networks

- Printing Workbooks
- Advance Excel
- Logical Functions
- Lookup Functions
- Pivot Tables
- Charts and slicers
- Excel Dashboard

**Certificate in Cloud Computing**

Eligibility: 10th

Duration: 3 Months

- Definition of cloud computing
- Cloud Computing Overview
- Cloud architecture
- Virtualization
- Pervasive Software systems
- Categorization of the various service types
- Drivers of Cloud Solutions
- Handling cloud security
- Business Demands
- Deployment of software solutions and web applications
- Exploring Platform as a Service (PaaS)
- Evaluating the architecture

**Certificate in R Programming**

Eligibility: 10th

Duration: One Year

- Introduction to R Programming
- R Data types & variables
- Operators in R
- R Statement
- R Loops
- R Function
- R Data structure
- Object Oriented Programming
- Data Interfaces
- R-Data Visualization
- R- Charts and graph
- R-Regression
- R statistics

**Certificate in Python**

Eligibility: 10th

Duration: 3 Months

- Python Basics
- Conditional Statements and Functions
- Error Handling and File Operations
- Shell Scripting and Django
- Logging Infrastructure
- Unittest Infrastructure
- Networking Concepts

- Computer Fundamentals
- Windows
- Page Maker
- Corel Draw
- Photoshop
- Introduction to Quark Express
- Internet

**Certificates in GST Professional**

Eligibility: 10th

Duration: One Month

- Introduction to Goods & Services Tax (GST)
- Requirement of GST Law and its Impact in current Accounting
- Detailed understanding of CSGT, SGST and IGST
- Effective ways to Implementation
- Efficient Planning & Recommendations for GST Ready

**Certificate in VB-Oracle Or VB-SQL**

Eligibility: 10th

Duration: 6 Months

- Introductions to Computer Fundamentals
- Introduction of Visual Basic
- Concepts of Visual Basic
- Introduction of Oracle Or SQL
- Concepts of Oracle Or SQL

**Certificate in Ethical Hacking & Network Security**

Eligibility: 10th

Duration: 3 Months

- Hacking concepts
- Ethical Hacking concepts
- Information security controls
- Penetration testing concepts
- Information security laws and standards
- Basics of Communication Systems Contents
- Transmission Media Contents
- Information Security Concepts, Services and Attack Contents
- Cryptography Contents

**Diploma in Interior Design**

Eligibility: 12th

Duration: One Year

- Fundamentals of Structure
- Theory of Design
- Freehand Drawing & Geometric Construction
- Communication Skills
- Material Exposure
- History of Crafts and Interior Design 1
- Anthropometry and Ergonomics
- Technical drawings and Computer Applications
- Specifications and Controls
- Product Semantics
- Interior Landscape
- Building Materials
- Drawing and Graphics
- Commercial Interior Space Design Design
- Residential Interior Space Design
- 2nd Semester
- Fundamental of Design
- Research Strategies Design Process
- Analytical Drawing
- Humanities, Art Appreciation and Appraisal
- Cost Estimation
- Arts and Crafts
- Elective: Human Interaction OR Elective: Marketing
- Commercial Interior Space Design
- Building Services
- Professional Practice
- Drawing and Graphics
- Building Construction

**Certificate in Advance Excel**

Eligibility: 10th

Duration: 3 Months

- Excel Introduction
- Customizing Excel
- Using Basic Functions
- Formatting and Proofing
- Mathematical Functions
- Protecting Excel
- Text Functions
- Date and Time Functions
- Advanced Paste Special Techniques
- New in Excel 2013 / 2016 & 365
- Sorting and Filtering

# ADMISSION FORM 2023

☐

IT Education

☐

Skill Development

☐

Technical Education

Please Affix  
your photograph  
here

To,  
**The Director,**  
Department of IT / Skill Development / Technical  
Alma Education

UID No.

Enr. No.

Centre Code

Academic Year

Duration

Programme applied for

Aadhaar Card Number

Name (In CAPITAL letters)

Father's / Husband's Full Name

Education

Date of Birth

Postal Address

Phone

Mobile

Email ID

Study Centre

Joining Date

Enclosures

☐☐

Graduate

☐

Post Graduate

☐

Handicapped

☐

Scheduled Tribe Certificate

☐

## RULES & REGULATIONS :

- All the students have to strictly follow the rules and guidelines of ALMA.
- Candidate have to deposit the Registration Fee with admission form.
- Registration fee is neither refundable nor transferable.
- Students have to deposit the entire fee regularly to centre head.
- Students cannot change the course after registration.
- Certificate & diplomas are to be issued only after :-
  - (A) The confirmation of students registration with ALMA.
  - (B) Successful completion of the course i.e. passed mark sheet of final examination.
  - (C) Getting the NOC from the centre head.
- Students have to follow the rules made by the centre head for the sake of public welfare.  
After being a member of "ALMA family" students are advised not to do any such thing, which violates social laws and activities.
- It is compulsory for every student to carry the Identity Card of ALMA within 10 days after registration.  
Students should take the Certificates & Diplomas from the centre head within 15 days after completion of their course.
- Students have to complete the syllabus within pre-defined duration of the course.  
All the decision taken for the sake of students by ALMA will be final, acceptable and binding to everyone.

.....  
**Signature of Father/ Guardian**

.....  
**Signature of Student**

## PAYMENT DETAILS

₹.....By cash (Receipt) DD No.....

Dated..... Bank Name & Branch.....

Payable at.....

## FOR OFFICE USE ONLY

Enrol. No..... Course..... Reg. Fee.....

Name..... Centre Code.....

## OTHER DETAILS

**Enrollment Head**

ALMA (Head Office)

**Centre Head**

Signature & Seal

Date.....

Exclusive Associates :








# STUDENT I-CARD FORM 2023

Please Affix  
your photograph  
here

## SAMPLE CARD

		I-CARD / 2023-24	
<p>Centre Code : 123123 UID No. : 101</p>			
<p><i>Santosh Shukla</i> Santosh Shukla Supreme Court, Advocate CEO, Alma World Limited</p>		<p>Priyani Vyas</p>	
		<p>iudex.</p>	
<p>Student Name : Priyani Vyas Guardian : Shri Ramesh Vyas Date of Birth : 01-11-1987 Course : Diploma in Designing Mob. / Ph. : 09898989898 Email : priyani@gmail.com Valid upto : 31 March 2023</p>		<p>Centre Head : Ashish Joshi Centre : Alma Education Institute Location : Mumbai (Maharashtra) Email : alma@alma.in</p>	
<p>Registered Office: Alma World Limited "Alma House", 18/3, Pardeshipura, Near Electronic Complex, Indore - 452003 (M.P.) INDIA Tel.: 0731-4222242, 4222252   Fax : 0731-2573779 Email : support@alma.in   Web : www.alma.in   www.almatoday.com Helpline : 0999 39 50000</p>			

UID No.   
(For Office Use Only)

Date

## STUDENT DETAIL

Student Name	<input type="text"/>
Father/Guardian	<input type="text"/>
Date of Birth	<input type="text"/>
Course	<input type="text"/>
Mob. / Ph.	<input type="text"/>
Email	<input type="text"/>

## CENTRE DETAIL

Centre Code	<input type="text"/>
Centre Head	<input type="text"/>
Centre Name	<input type="text"/>
Location	<input type="text"/>
Email-id	<input type="text"/>

## RULES & REGULATIONS FOR IDENTITY CARD:

- Identity card is compulsory for a student who gets registered in ALMA.
- Identity card would be the base for student's authenticity in ALMA.
- The sign of centre head is compulsory on the Identity card of the student.
- Once the Identity card has been made, would not be cancelled.
- Charge of the Identity card is Rs. 50/-.
- Inform your centre head if the Identity card has been stolen or lost.
- The reprinting cost of the Identity card will be Rs. 50/-.
- During the examination or the educational activities, this identity card is compulsory.
- On the basis of UID Number, Serial Number, Enrollment Number and Centre Code, the student can verify his/her online registration status at [www.alma.in](http://www.alma.in).
- On the basis of this identity card, student is regarded as a member of Alma Family and can avail membership of Alma International Club.
- Student will get this Identity card from their Alma Centre Head after submission of Completed form.
- UID Number, Serial Number, Enrollment Number and Roll Number are not to be issued by centre head.
- Any misuse of this Identity card is termed as criminal offence and the student would be sole responsible.
- The Identity card is issued by Alma Head Office as per information of concerned centre head. Centre head will hold all educational responsibilities.

Seal & Signature of Centre Head

Signature of Student

### For Head Office Use Only

I-Card UID No.	<input type="text"/>
Enrollment No.	<input type="text"/>
Roll No.	<input type="text"/>
Amount	<input type="text"/>
Date	<input type="text"/>

Signature  
Enrollment Head  
Email: [enrollment@alma.in](mailto:enrollment@alma.in)

Signature  
Exam Head  
Email: [exam@alma.in](mailto:exam@alma.in)

Exclusive Associates :







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**ALMA WORLD LIMITED**

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