

Project Implemented By:  
Excel  
**Mediskills**

A funded partner of:  
 **N · S · D · C**  
National  
Skill Development  
Corporation  
Transforming the skill landscape



# College Skill Development Centre

## Prospectus



## **NURTURE THE TALENTS FOR FUTURE LEADERS**

Nowadays Skill Training has become an integral part of the lives to the students to excel in their career. A student studying in college have to decide the career path of his life and nurture the talent for a better and secure career for his/her life. Here skill training plays a major role. Skills Training always give a prestigious and secure career to a student with an earning opportunity all his life.

Under the aegis of Govt. of India National Skill Development Corporation (N.S.D.C) has focused in the area of Skill Development as a priority Sector in India. Analysing the present Job Scenario there is a huge gap found in all the identified or non identified sectors in India. The College Skill Development Centres will play a major role to fulfil the demands of the Industry. It is planned to give skill training to the college Students during their college days so that they can be ready for a decent employment just after passing out from the college.

All the courses offered in the College Skill Development Centres are designed based on the job role required for the Industry. The Trainings are based on 70% practical training on the domain as well as deep knowledge of understanding of the subject as per the National Skills Qualification Framework (NSQF) Level and Standards.

## ABOUT THE COLLEGE SKILL DEVELOPMENT CENTRE

College Skill Development Centres plays a significant role to develop a student's career. There is a huge skill gap that exists as students graduating with Arts, Science or Commerce streams are found to be under prepared for the industry. In the real world an employer demands a skilled manpower for the organization but the students passing out from colleges are under prepared. Vocational skilling the students during their college days are the primary objective of the college skill development centres and make them employed for their future career.

## Mission & Vision

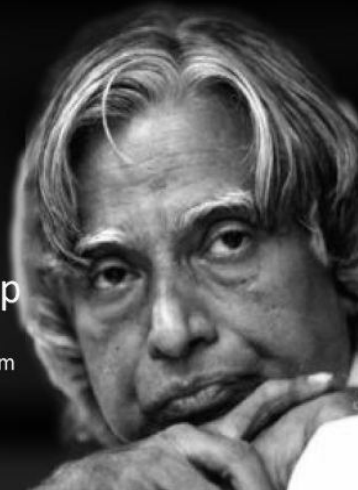
- Enrich the students by creating a collaborative community that fosters a balanced and purposeful life.
- Prepare and engage students to lead, learn, and excel towards a better career.
- Champion diversity, community and celebrate the traditions of success.
- Challenge and empower students to be responsible citizens who contribute to their communities and profession through leadership and service.
- Lead the profession of Student Affairs by advancing innovative programs, services and staff development in pursuit of institutional excellence.

### Dreams

is not what you see  
in sleep

is the thing which  
doesn't let you sleep

- A. P. J. Abdul Kalam



## IT HELP - DESK ASSISTANT

Duration  
**9 months**

2 Days a  
Week

### Key Profession:

Windows Server Administrator / Database  
Manager / Help Desk Manager / IT Support Manager

### Course Content :

Computer Fundamental  
MS Office (Word Excel Power Point)  
OS Installation (Windows & Windows Server)  
Windows Server Configuration  
Peripheral Installation  
Customer Handling  
Antivirus Installation  
Security & Storage Handling



**Fees : Rs.4500/-** [ Form - 100, Admission Fees - 500, Installment - 500 x 8 months ]

Eligibility : HS pass

## DOMESTIC DATA ENTRY OPERATOR

### Key Profession:

Office Assistant / Database Executive /  
Customer Care Executive / Back office Executive

Duration  
**9 months**

2 Days a  
Week

### Course Content:

Computer Fundamental Ms office  
(Word, Excel, Power Point)  
Internet Operation Database  
Management (MS Access)  
Data entry using various data  
entry Software  
Personality Development



**Fees : Rs.4500/-** [ Form - 100, Admission Fees - 500, Installment - 500 x 8 months ]

Eligibility : HS pass



## FIELD TECHNICIAN – COMPUTER & PERIPHERALS

### Key Profession :

Computer Hardware Engg. / Computer Network Engg. /  
Hardware Support Executive / Hardware Maintenance Engg.

Duration  
**9 months**

2 Days a  
Week

### Course Content :

Basic Electronics  
Computer hardware Installation &  
Troubleshooting  
Peripherals installation &  
Troubleshooting.



**Fees : Rs.4500/-** [ Form - 100, Admission Fees - 500, Installment - 500 x 8 months ]

Eligibility : HS pass

## SMART PHONE SERVICING

### Key Profession :

Smart Phone Service Engg. / Telecom Support Engg. /  
Quality Testing Engg. / Cell Phone Software Engg.

Duration  
**9 months**

2 Days a  
Week

### Course Content :

Basic Electronics  
Smart Phone Hardware Servicing  
Smart Phone Software Servicing  
Android (Smart Phone ) Servicing  
Windsows (Smart Phone) Servicing



**Fees : Rs.4500/-** [ Form - 100, Admission Fees - 500, Installment - 500 x 8 months ]

Eligibility : HS pass



## MODERN OFFICE MANAGEMENT

### Key Profession :

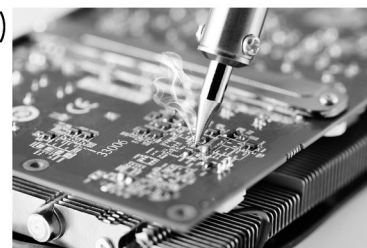
Account Executive / Office Assistant / Tax Executive/  
Documentation Executive / Purchase Executive / HR Executive

Duration  
**9 months**

2 Days a  
Week

### Course content:

- Computer Fundamental MS Office (Word, Excel, Power Point)
- Internet Operation
- Tally ERP 9
- E-filing
- TDS
- Accounts Fundamentals
- E-Taxation
- GST
- Payroll



**Fees : Rs.4500/-** [ Form - 100, Admission Fees - 500, Installment - 500 x 8 months ]

Eligibility : HS pass

## BEAUTICIAN & MAKE UP ARTIST PROFESSIONAL COURSE

### Key Profession :

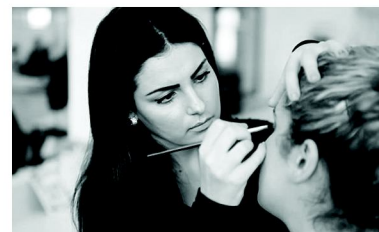
Beauty Advisors/Skin & Hair Care Expert/Makeup Artist

Duration  
**9 months**

2 Days a  
Week

### Course Content :

- Cosmetology
- Hair Care
- Hair Styling
- Facials
- Character Make up & Special Effects
- Soft skills
- Care of Nails( Pedicure & Manicure)
- Hair Coloring
- Skin Care
- Bridal Make up



**Fees : Rs.4500/-** [ Form - 100, Admission Fees - 500, Installment - 500 x 8 months ]

Eligibility : HS pass

[ Only for FEMALE  
Candidates ]



## AIR CONDITIONERS SERVICING ENGINEERING

Key Profession : AC Servicing Engg./Field Technician

AC Servicing / Quality Manager / Testing Engg.

### Course Content :

- Installation of windows and Split AC
- Trouble shooting and repairing
- Servicing of Air Conditioners
- Safety measure
- Basic Electricals
- Types of Air Conditioners
- Tools and Equipments
- Identification of parts
- Heat calculation
- Basic electronic
- Compressor types and functions
- Gas charging techniques

Duration  
**9 months**

2 Days a  
Week



**Fees : Rs.4500/-** [ Form - 100, Admission Fees - 500, Installment - 500 x 8 months ]

**Eligibility : HS pass**

## BUSINESS PROCESS EXECUTIVE – BPE

Key Profession : Back office executive / BPO Executive,

Customer Care Executive / Customer Relationship Executive

Tele-Sales Executive

### Course Content :

- IT Skills Development
- Electronic Report Generation
- Database Management
- Call Centre Management
- Language skills Development / Spoken English
- Customer Relationship Management
- Pro-active selling Skill Development
- Etiquettes & Personality Development

Duration  
**9 months**

2 Days a  
Week



[ Only for FEMALE  
Candidates ]

**Fees : Rs.4500/-** [ Form - 100, Admission Fees - 500, Installment - 500 x 8 months ]

**Eligibility : HS pass**

## ADMISSION CRITERIA

Admission is open to the Indian Citizens in the age group of 18 to 35 years. Application must be made in the Application Form enclosed with this Prospectus. The Application Form must be submitted in person at the respective college skill development centre.

## ADMISSION DOCUMENTS

- Collect the Admission form available in the college skill development centre with the requisite fees.
- Duly filled admission form signed and attested with a passport size photo should be submitted to the college skill development admission counter along with the admission fees.
- The following documents self attested photocopies should be submitted at the time of admission.
  - a) Madhyamik Admit Card    b) Aadhaar Card    c) College Identity Card
  - d) 2 copy Passport Size Photo

## SCHEDULES

The schedule of the classes and other activities will be displayed on the notice board 7 days before the starting of the class. The students are requested to keep watch on the notice board for all information.

## CERTIFICATION

A joint certification from Excel Mediskills & respective college will be provided to the successful candidates. A student of this institute also has the added benefit of getting assessed & certified by the relevant Sector Skill Council (SSC) by paying the assessment fees to the SSC.



# RULES & REGULATION

## RULES & REGULATION

- The candidate shall abide by the rules and regulations in force.
- False declarations of Age, Qualifications and other conditions of the Admission criteria will disqualify the candidates for continuing the course.
- The amount paid as fees will be non refundable and non adjustable.
- Under any circumstances the request to change the faculty will not be entertained. Selection of the faculty will be sole discretions of the institute management.
- Students must carry the identity card during their class hours.
- The student must pay the monthly fees within the 10th of each month. A penalty of Rs.100 will be charged if the fees paid after the due date and within the current month. Penalty of Rs.500 will be charged if fees paid after one month of the due date.
- 90% attendance is must for all students for appearing the Semester Examination.
- Any indiscipline may cause discontinuation of the course. Refund of the fees will not be applicable in any case.
- No Job Guarantee is attached with any of the courses offered to the students. However all the students will get the placement assistance free of cost from us.



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Transforming the skill landscape

## Graduation + Skill Training → ভালো চাকরি

আজকের দিনে Skill Training নেওয়া আবশ্যিক কারণ কলেজের ডিগ্রীর সাথে সাথে যে কোন চাকরিমুখী কোর্স না করে নিলে আগামী দিনে চাকরি পাওয়া অসম্ভব। সেকথা মাথায় রেখে আপনারা যাতে স্বল্পমূল্যে কলেজে পড়াশুনার সাথে সাথে এই কোর্স করতে পারেন তার ব্যবস্থা করা হয়েছে। ছাত্রছাত্রীরা সামান্য মূল্যে এই কোর্স করলে তাদের আগামী ভবিষ্যৎ অনেক সুরক্ষিত হবে।

### IT / ITeS

Job opportunity at —

#### MODERN OFFICE MANAGEMENT

Account Executive / Office Assistant / Tax Executive /  
Documentation Executive / Purchase Executive / HR Executive

Job opportunity at —

#### IT HELP DESK ASSISTANT

Windows Server Administrator / Database Manager /  
Help Desk Manager / Support Manager

Job opportunity at —

#### DOMESTIC DATA ENTRY OPERATOR

Office Assistant / Database Executive / Customer Care Executive/  
Back office Executive

### Electronics

Job opportunity at —

#### Field Technician – Computer & Peripherals

Computer Hardware Engg. / Computer Network Engg./  
Hardware Support Executive/Hardware Maintenance Engg.

Job opportunity at —

#### Smart Phone Servicing Engineering

Smart Phone Service Engg. / Telecom Support Engg. /  
Quality Testing Engg./Cell Phone Software Engg.

Job opportunity at —

#### Certificate in A.C Servicing

A.C Servicing Engineer / Quality Testing Engineer

বিস্তারিত জানতে যোগাযোগ করুন — **9073915861 / 9073915862**

Our Partner :

