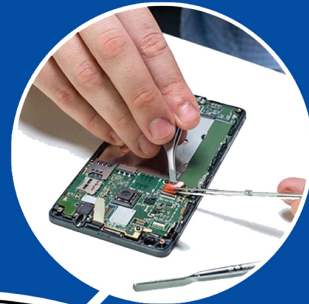




# PROSPECTUS

RGCF মানে শিক্ষা ও জীবিকা



ALL TYPES OF COMPUTER HARDWARE  
& SOFTWARE, MOBILE PHONE REPAIRING  
BEAUTICIAN, MAKE-UP AND TAILORING COURSE

Govt. of India

**Rajiv Gandhi Computer Foundation**

ISO 9001 : 2015 Certified

Kamakhyaguri, College halt, Alipurduar, Call : 8918177566

CODE NO.	NAME OF COURSE	DURATION	SYLLABUS
RG-101	POST GRADUATE DIPLOMA IN COMPUTER APPLICATION (PGDCA)	18 Months	Computer Concept & Fundamentals with Introduction to Internet & Email, Operating System, MS-Office (MS-Word, MS-Excel, MS-Power Point, MS-Access), HTML, Visual Basic, Bengali Typing, Page Maker, Corel Draw, Photo Shop, Tally ERP, C Language/C++ Language, JAVA, Network Interface, Utility And Sharing, Hardware Technology (Analog and Digital Electronics, Microprocessors, Installation & Assembling, Peripheral Devices Installation & Maintenance)
RG-102	DIPLOMA IN IT MANAGEMENT (DITM)	16 Months	Fundamental, Windows, Internet, Ms Dos, Ms Office (Word, Excel, Power Point, Access), HTML Language, Visual Basic, Bengali Typing, Corel Draw, Photoshop, Tally ERP, Page Maker, C Language/C++ Language, Basic Hardware Technology (Hardware Peripherals Interface & trouble shooting, O.S. & Software Installation, Network Interface, Utility & Sharing), Office Management and Personality development.
RG-103	DIPLOMA IN OFFICE MANAGEMENT (DOM)	14 Months	Computer Concept & Fundamentals with Introduction to Internet & Email, Operating System, MS-Office (MS-Word, MS-Excel, MS-Power Point, MS-Access), HTML, Visual Basic, Bengali Typing, Corel Draw, Photo Shop, Tally ERP, Hardware Technology (Analog and Digital Electronics, Microprocessors, Installation & Assembling, Peripheral Devices Installation & Maintenance)
RG-104	COMPUTER TEACHER TRAINING COURSE (CTTC)	12 Months	Computer Concept & Fundamentals with Introduction to Internet & Email, Operating System, MS-Office (MS-Word, MS-Excel, MS-Power Point, MS-Access), HTML Language, Visual Basic, Bengali Typing, Corel Draw, Photoshop, Tally ERP, C/C++, Micro Teaching, Personality Development
RG-105	ADVANCE DIPLOMA IN COMPUTER APPLICATION (ADCA)	12 Months	Computer Concept & Fundamentals with Introduction to Internet & Email, Operating System, MS-Office (MS-Word, MS-Excel, MS-Power Point, MS-Access), HTML, Visual Basic, Bengali Typing, Corel Draw, Photoshop, Tally ERP
RG-106	DIPLOMA IN COMPUTER APPLICATION (DCA)	12 Months	Computer Concept & Fundamentals with Introduction to Internet & Email, Operating System, MS-Office (MS-Word, MS-Excel, MS-Power Point, MS-Access), HTML, Visual Basic
RG-107	ADVANCE DIPLOMA IN COMPUTER HARDWARE & NETWORKING (ADCHN)	12 Months	Multimedia, PC Assembling Basic Electronics, Microprocessor, Motherboard, Digital Electronics, Peripheral Devices Installation, Hardware Troubleshooting Operating System Installation, Device Driver Installation, Application Software Installation, Software Troubleshooting, CD/DVD Writing, Connecting to Internet & its Application Detect and Remove Virus with Antivirus Software, Introduction to Networking (LAN/WAN/MAN), LAN Technologies, Network Essential, Network Devices Implementation, Design and Administration of LAN, Configure MODEM, Assignment & Project



CODE NO.	NAME OF COURSE	DURATION	SYLLABUS
RG-108	DIPLOMA IN TYPING MASTER COURSE (DTMC)	6 Months	Home Row Keys, Top-Row Keys, Bottom Row Keys, Fourth-Row Number and Symbol Keys, Shift Keys, Enter and Backspace Keys, Tab and Caps Lock Keys, Shortcut Keys, Mastering the Keys, Skill Drills, Sentence Repetition, Paragraph Practice, Speed Boosters, Timed Tests, Business Letters Business Memos, Personal Business Notes, Business Emails and Email Etiquette, Resumes, Application Letters
RG-109	DIPLOMA IN COMPUTER HARDWARE (DCH)	6 Months	Analog Electronic, Operating System Technology, Ms Dos, Windows, Windows NT Workstations, Windows Peof, Micro Processor, Installation & Assembling, Peripherals Device & maintenance.
RG-110	DIPLOMA IN COMPUTER APPLICATION (DCA)	6 Months	Computer Concept & Fundamentals with Introduction to Internet & Email, Operating System, MS-Office (MS-Word, MS-Excel, MS-Power Point, MS-Access), HTML, Visual Basic
RG-111	DIPLOMA IN DESKTOP PUBLICATION (DDTP)	6 Months	Computer Concept & Fundamentals with Introduction to Internet & Email, Operating System, MS-Word, MS-Excel, MS-Power Point, Bengali Typing, Corel Draw, Photoshop
RG-112	DIPLOMA IN FINANCIAL ACCOUNTING (DFA)	6 Months	Computer Concept & Fundamentals with Introduction to Internet & Email, Operating System, MS-Office (MS-Word, MS-Excel, MS-Power Point, MS-Access), Manual Account, Tally ERP
RG-113	CERTIFICATE IN DESKTOP PUBLICATION (CDTP)	3 Months	Computer Concept & Fundamentals with Introduction to Internet & Email, Operating System, Bengali Typing, Photoshop, Scanning
RG-114	CERTIFICATE IN COMPUTER APPLICATION (CCA)	3 Months	Computer Concept & Fundamentals with Introduction to Internet & Email, Operating System, Ms Word, Ms Excel
RG-115	CERTIFICATE IN FINANCIAL ACCOUNTING (CFA)	3 Months	Computer Concept & Fundamentals with Introduction to Internet & Email, Operating System, Manual Account, Tally ERP
RG-116	CERTIFICATE IN COMPUTER HARDWARE (CCH)	3 Months	Fundamental, Digital Electronics, CPU Fault Finding, Input Unit (Keyboard, Mouse), Output Unit (Monitor, Printer), Software installation and formatting
RG-117	AUTO CAD	3 Months	Introduction, Customizing Auto Cad, Creating Drawing Using Wizards, Using Tools
RG-118	JAVA	2 Months	Introduction To Java, Classes & Objects, Inheritance, Packages & Interfaces, Exception Handling, Multithreaded Programming, Applets
RG-119	C-LANGUAGE	2 Months	Overview Of C, Variable Constant & Operators, Arrays, Pointers, Functions, Structure & Union, File, The Pre Process
RG-120	C++	2 Months	Overview Of C++, Classes & Object, Arrays, Pointers, Reference, Dynamic Allocation Operators, Constructor & Destructors, Function Overloading, Operator Overloading, Virtual Function, Pure Virtual Function, Abstract Class, Inheritance, File Handling

CODE NO.	NAME OF COURSE	DURATION	SYLLABUS
RG-121	VISUAL BASIC	2 Months	Visual Basic Ide , Forms ,Variables ,Menus , Controls ,Common Dialog Box, Active X Controls ,File Handling ,Data Base Programming
RG-122	E-BACHPAN ( VOL- I)	12 Months	Fundamental, Educational Games, School Syllabus Practice .
RG-123	E-BACHPAN ( VOL- II)	12 Months	Fundamental, Windows, Educational Games, Word Pad, School Syllabus Practice
RG-124	E-BACHPAN ( VOL- III)	12 Months	Fundamental, Windows, Internet, Word Pad, Note Pad, Ms Dos, School Syllabus Practice
RG-125	E-BACHPAN ( VOL- IV)	12 Months	Fundamental, Windows, Internet, Word Pad, Note Pad, Ms Dos, Ms Word, Ms Excel, School Syllabus Practice
RG-126	E-BACHPAN ( VOL- V)	12 Months	Fundamental, Windows, Internet, Ms Dos, Ms Word, Ms Excel, HTML, Hardware Concepts, School Syllabus Practice
RG-127	DIPLOMA IN TAILOR MASTER (DTM)	6 Months	<b>Semester- I</b> Napkin, Pillow Cover, Panty, Half Pant, Bib, Apron, A Cut House Coat, Round Neck House Coat, Patty Coat 4 Koli, Panty Coat 6 Koli, Round Patty Coat, Kuchi Jama, Umbrella Frock, Handkerchief Frock, Divide Skirt, 2.5 Mt Salwar, Belt Salwar, Ladies Kamiz Round Neck, Ladies Kamiz Kollar, Chuse Pant, Patiwalli Pant, Normal Blouse, Choti Cut Blouse.
RG-128	ADVANCE DIPLOMA IN TAILOR MASTER (ADTM)	12 Months	<b>Semester- I (DTM) and Semester-II</b> Elite Cut Blouse, Princes Cut Blouse, Pad Cut Blouse, Chain Blouse, Boat Neck Blouse, Blouse Peiping, Cardigan, House Pet, Dhoti Pant, Ladies Shirt, Ghoti Sleeve, Tulip Sleeve, Middle Cut Sleeve, Puf Sleeve, Anarkali Salwar, Les Design, Flower Design, Punjabi, School Pant, School Shirt.
RG-129	CERTIFICATE IN BEAUTICIAN COURSE (CBC)	3 Months	Threading, Hair Cut, Hair Cutting Design, Henna, Massage, Bleach, Manicure & Pedicure, Hair Colour, Temporary Hair Straight, Wax, Nail Design.
RG-130	DIPLOMA IN BEAUTICIAN COURSE (DBC)	6 Months	Threading, Hair Cut, Hair Cutting Design, Henna, Massage, Bleach, Mehendi Art, Face Fabric Art, Manicure & Pedicure, Hair Curly, Hair Colour, Temporary Hair Straight, Make up, Eye Make up, Sari Design, Orna Design, Eye & Nose Aperture, Baby Cut, Permanent Hair Straight, Wax, Body Massage, Hair Spa, Nail Design, Facial.
RG-131	ADVANCE DIPLOMA IN BEAUTICIAN COURSE (ADBC)	12 Months	<b>Semester- I (DBC) and Semester-II</b> Product recommendations & knowledge, knowledge about professional makeup tools management, handling different types of makeup products & brushes, Eye brow correction, Cut crease eye makeup, Smokey eye makeup, Different types of hair styling, Hair accessories types of application, Using different types of machine, knowledge about face theory, Base makeup, Covering skin damages, Professional bridal makeup, professional reception makeup, Engagement makeup, Haldi ceremony, Different types of saree draping + lehenga draping, Self-grooming, Lance use.



CODE NO.	NAME OF COURSE	DURATION	SYLLABUS
RG-132	BASIC BRIDAL COURSE (BBC)	20 Hours (5 Days)	Product Recommendations & Knowledge, Knowledge About Professional Makeup Tools Management, Handling Different Types Of Makeup Products & Brushes, Different Types Of Eye Makeup, Eye Brow Correction, Eye Makeup Details, Glitter Application, Lash Application, Different Types Of Hair Styling, Different Types Of Saree Draping, Professional Bridal Makeup, Self Practice.
RG-133	BRIDAL MASTER COURSE (BMC)	36 Hours (8 Days)	Product Recommendations & Knowledge, Knowledge About Professional Makeup Tools Management, Handling Different Types Of Makeup Products & Brushes, Using Different Types Of Machine, Different Types Of Eye Makeup, Eye Brow Correction, Eye Makeup Details, Smokey Eye Makeup, Glitter Application, Lash Application, Lance application, Different Types Of Hair Styling, Different Types Of Saree Draping + Lehenga Draping, Base Makeup, Professional HD Bridal Makeup, Professional Reception makeup, Western Makeup, Party Makeup, Self-Grooming, Self Practice.
RG-134	BRIDAL MASTER TRAINING (BMT)	52 Hours (12 Days)	Product Recommendations & Knowledge, Knowledge About Professional Makeup Tools Management. Handling Different Types Of Makeup Products & Brushes, Different Types Of Eye Makeup, Eye Brow Correction, Eye Makeup Details, Cut Crease Eye Makeup, Smokey Eye Makeup, Glitter Application, Lash Application, Different Types Of Hair Styling, Hair Accessories Types Of Application, Using Different Types Of Machine, Different Types Of Saree Draping + Lehenga Draping, Knowledge About Face Theory, Base Makeup, Covering Skin Damages, Professional HD Bridal Makeup, Professional Reception Makeup, Western Makeup, Non Bengal bridal Makeup, Engagement Makeup, Haldi Ceremony, Party Makeup, Self-Grooming, Lance Application, Self Practice.
RG-135	DIPLOMA IN BRIDAL MASTER TRAINING (DBMT)	72 Hours (18 Days)	Product Recommendations & Knowledge, Knowledge About Professional Makeup Tools Management. Handling Different Types Of Makeup Products & Brushes, Different Types Of Eye Makeup, Eye Brow Correction, Eye Makeup Details, Cut Crease Eye Makeup, Smokey Eye Makeup, Glitter Application, Lash Application, Different Types Of Advance Hair Styling, Hair Accessories Types Of Application, Using Different Types Of Machine, Different Types Of Saree Draping + Lehenga Draping, Knowledge About Face Theory, Base Makeup, Covering Skin Damages, Professional Bridal Makeup, Professional Reception Makeup, Western Makeup, Non Bengal bridal Makeup, Engagement Makeup, Haldi Ceremony, Party Makeup, Contour, Blush, Highlight, Self-Grooming, Lance Application, Air Brush Makeup, Self Practice.

CODE NO.	NAME OF COURSE	DURATION	SYLLABUS
RG-136	DIPLOMA IN MOBILE REPAIRING (DMR)	6 Months	Basic Mobile Phone Fundamental, Mobile Repairing (Practical), Mobile Software, Various Mobile Circuit, Mobile Phone Faults, Downloading Techniques
RG-137	ADVANCE DIPLOMA IN MOBILE REPAIRING (ADMR)	12 Months	Basic Electronic, Digital Electronics, Mobile Components (Direct Focus On Mobile Circuits), Basic Hardware Idea (Like Mike Change/ Lcd Change/ Charging Connector Change Etc.), Detail Knowledge Of Computer For Mobile Repairing, Virus Solution Of Hi- End Mobiles, Starting With Flashing Device (Box) Various Boxes For Mobile Flashing Software, Advance Hardware Training (Micro Chip, Ic Replacement And Resolving, Successful Jumper Tips And Solution, Multimedia Mobile Training (Extendable And Non Extendable Memory Chips), Mobile Master Code, Hardware Solution, Software Solution, Lcd & Touch Pad Calibration.
RG-138	SPOKEN ENGLISH	3 Months	<b>Semester- I</b> Tongue Practice, Basic Fundamentals, Standard English, Presentation, News Reading, Story Making, Motivation Classes, Enhanced , Vocabulary, English Music Classes, Speak On Things, Quotations Prove, Screen Test, Advance English, Idiomatic English, Group Discussion
RG-139	SPOKEN ENGLISH	6 Months	<b>Semester- I (3 Months) And Semester- Ii</b> Debate, Confidence Building Classes, Motivation Classes, Refine Voices Accent, Watching English Presentation, Say One Thing In Different Style, English Music Classes, Latest English, Computerized Presentation System, Personality Development, Program, Group Discussion, Debate, Seminar, Interview Skills, Education Tour To Any Worth Place, Marketing Tips On Requirement, Call Center Tips
RG-140	JEWELLERY DESIGNER & CAD (JDC)	06 Months	Design Process And Prototyping In Paper, Basic 3d Drawing, Design Methodology ,Metal Rendering Using Different Media, Introduction To Metallurgy Covering All Precious Metals Knowledge On Gems, Presentation Techniques: Stone Rendering, , Session On Diamond Grading, Lectures And Demonstration Of Basic Jewellery Making Techniques.
RG-141	ADVANCE JEWELLERY DESIGNER & CAD (AJDC)	12 Months	Geometry Of Design, Philosophy Of Colour, Visual Studies: Exploration Of Form & Texture, Introduction To Metallurgy Covering All Precious Metals, Design Methodology, Design Process And Prototyping In Paper, Knowledge On Gems, Presentation Techniques: Basic 3d Drawing, Stone Rendering, Metal Rendering Using Different Media, Lectures And Demonstration Of Basic Jewellery Making Techniques, Session On Diamond Grading, Budgeting, Mapping – Make A Project Prepares The Students As They Enter The Market, A Portfolio Of Designs Is Prepared Using Different Inspirations And Techniques.



## REGISTRATION FORM

Fill the form in BLOCK CAPITAL LETTERS(English)using BLUE/BLACK ink only

ASC CODE **R G C F**     Course Code

Course Name         Enquiry Source

Passport Size  
Colour Photo  
Attach Here

1. Full name of the Applicant (as per certificate)

2. Father's Name (as per certificate)

3. Mother's Name (as per certificate)

4. Complete Address for Correspondence to (Do not repeat Name)

City / District

State

Pin Code

Guardian Mobile No.

Mobile No.           E-Mail ID

5. Category

☐ ST ☐ SC ☐ Physical Disability ☐ Others

6. Date of birth

Date Month Year

7. Sex

☐ M-male ☐ F-Female

8. Detail of Qualifying Examination

Exam Passed	Name of Board / University	College / School name	Year Passing	% Obtained
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Enclosure: 1 Copy Passport Size Photo, Xerox copy of Age proof, Last Qualification & Cast Certificate

### DECLARATION BY THE APPLICANT

I have read all the rules and regulations of the institute and admission to the course applied for  
I declare that the above information is true and correct to my knowledge and belief and I fully understand that  
My admission will be cancelled if any information by me is found to be false or twisted.

Place:

Date :

Signature of Applicant

Authorised Signature  
with stamp & Date

FOR HEAD OFFICE USE ONLY

Form Receiving Date

Registration No.

Authorised Signatory

# RGCF মানে শিক্ষা ও জীবিকা



Mr. Sanjoy Saha  
Director

[www.rgcf.co.in](http://www.rgcf.co.in)