PROSPECTUS

OICS

OXFORD INSTITUTE
OF COMPUTER STUDIES

(A Program Run By Oicsoxford Institute of Computer Studies Pvt. Ltd.)
AN ISO 9001 : 2015 Certified Organization

Connect With thousands of young Brilliant Minds



MSME
MICRO, SMALL & MEDIUM ENTERPRISES
सूक्ष्म, लघु एवं मध्यम उद्यम
OUR STRENGTH • हमारी शक्ति

सत्यमेव जयते

Ministry of MSME, Govt. of India

OICS

OXFORD INSTITUTE
OF COMPUTER STUDIES

इस संस्थान का एक मात्र लक्ष्य है।.



उठो जागो और तब तक मत रुको
जब तक लक्ष्य की प्राप्ति न हो जाए
और किसी एक विचार को अपने
जीवन का लक्ष्य बनाओ कुविचारों का
त्याग कर केवल उसी विचार के
बारे में सोचो तुम पाओगे कि सफलता
तुम्हारे कदम चूम रही है।

स्वामी विवेकानन्द



ABOUT US

Dear Aspirant,

I am privileged to call you my students because you have given me a chance to do so. It is your greatness that you have joined this OICS family.

Needless to say "An institute without students is anull and void". OICS without you is nothing.

At the time of cut-throat competition today; we are faced with many challenges in every field. Your dedicated efforts are sure to fetch you a grand success in IT sector as well as in every sphere of your life. (One who wastes time today wastes his/ her future. Let's resolve to put our best efforts to make our future brighter as well as make our country a digital one.)

I am glad to declare that our Institute provides various short term and long term courses of computer software and Hardware Technology, always useful for students as well as all categories of people.

I wish each and every one, all the best in his/her endeavors.

Under the leadership
of **Mr. SANTOSH KUMAR SINGHANIA**
CEO

- INTELLECTUAL DEVELOPMENT
- IDEA GENERATION
- GLOBAL EDUCATION
- GOVT APPROVED CERTIFICATE

I am glad to declare that our Institute provides various short term and long term courses of computer software and Hardware Technology, always useful for students as well as all categories of people. I wish each and every one, all the best in his/her endeavors.....

PROFESSIONAL & JOB ORIENTED PROGRAMS

1 COURSE IN COMPUTER CONCEPTS (CCC)

Course Code-MN06 Duration: 3 Months Fee: Rs. 3200/-

- Introduction to Computer
- Introduction to GUI based operating system
- Elements of Word Processing, Spreadsheets
- Computer Communication and Internet
- WWW and Web Browsers
- Communication and Collaboration
- Making small Presentations

2 CERTIFICATE IN FINANCIAL ACCOUNTING (CFA)

Course Code- MN02 Duration: 3 Months Fee: Rs.4250 /-

- Concept of Financial Accounting
- Introduction to Tally
- Company Creation
- Accounting and Inventory
- Accounting and Inventory Master Creation
- Entering Vouchers
- Accounting for payroll, Value Added Tax (VAT)
- Tax Deduction at Source, Service Tax
- Goods and Services Tax (GST), Keyboard shortcuts
- Assignment & Project Work

3 DIPLOMA IN COMPUTER APPLICATION (DCA)

Course Code-MN03 Duration: 6 Months Fee: Rs. 5250/-

- Computer Fundamentals.
- Microsoft Disk Operating System (MS DOS)
- Internal Commands, External Commands.
- Windows XP, Vista & Win7/8/10
- Accessories: Paint, Notepad, WordPad etc.
- Entertainment: CD player, Media Player, System Tools.
- MS Office.
- (MS Word, MS Excel, MS Access, MS PowerPoint).
- Internet, E-mail and Multimedia.
- Concept of HTML (Hyper Text Markup Language).
- Assignment, Project on Data Entry & Conversion Work

4 DIPLOMA IN DESKTOP PUBLISHING (DDTP)

Course Code-MN04 Duration: 6 Months Fee: Rs. 5650/-

- Concept of MS- Word
- Page Maker
- MR Photo
- Photoshop
- CorelDraw
- Designing Concept
- Conversion of Image Format

5 DIPLOMA IN FINANCIAL ACCOUNTING (DFA)

Course Code-MN05 Duration: 9 Months Fee: Rs. 7550/-

- DCA + CFA

6 DIPLOMA IN COMPUTER PROGRAMMING (DCP)

Course Code-MN06 Duration: 6 Months Fee: Rs. 6200/-

- Programming Logic & Technique (PLT)
- Concept of C: Data Types, Control Statement, Arrays.
- Structure.
- Programming in C++,
- FoxPro Programming
- Assignment and Project work

7 ADVANCE DIPLOMA IN COMPUTER PROGRAMMING (ADCP)

Course Code-MN07 Duration: 1 Years Fee: Rs. 9550/-

- DCA+DCP

8 DIPLOMA IN WEB DESIGNING & MULTIMEDIA (DWDMM)

Course Code-MN08 Duration: 1 Years Fee: Rs. 11550/-

- Introduction to information Technology
- Windows XP, Vista & Win7/8/10
- MS- PowerPoint
- Adobe Photoshop
- 3D Studio Max
- HTML & DHTML
- JAVA SCRIPT
- ADOBE FLASH
- DREAM WEAVER
- SQL

9 MOBILE ENGINEERING COURSE (MEC)

Course Code-MN09 Duration: 6 Months Fee: Rs. 6550/-

- Basic Electronics
- Mobile Components
- Trouble Shooting
- Mobile Software & Trouble Shooting

10 CERTIFICATE IN HARDWARE TECHNOLOGY (CHT)

Course Code-MN10 Duration: 3 Months Fee: Rs. 4550/-

- Concept of Fundamental (CF)
- MS DOS
- Concept of Windows, Vista & Win7/8/10
- Computer Assembling
- Software Installation
- Troubleshooting & Fault finding
- Project work

11 ADVANCE DIPLOMA IN HARDWARE TECHNOLOGY(ADHT)

Course Code-MN11 Duration: 1 Years Fee: Rs. 14550/-

- DCA + Basic Electronics and Electrical (Ana log, Digital)
- Computer Hardware and its Components
- Computer Networking

12 ADVANCE DIPLOMA IN OFFICE ADMINISTRATION (ADOA)

Course Code-MN15 Duration: 1 Years Fee: Rs. 9550/-

- **DCA + DDTP**

13 ADVANCE DIPLOMA IN COMPUTER APPLICATION (ADCA)

Course Code-MN13 Duration: 1 Years Fee: Rs 14550/-

SEMESTER-I

- Computer Fundamentals
- MS DOS
- Windows XP, Vista & Win7/8/10
- Accessories: Paint, Notepad, WordPad etc,
- Entertainment
- MS Office. (MS Word, MS Excel, MS PowerPoint)
- Internet, E-mail and Multimedia
- Concept of HTML
- Introduction to Manual Accounting
- Introduction to Tally.....
- Types of Vouchers

SEMESTER-II

- PageMaker, Photoshop, CorelDraw,
- Language C

14 DIPLOMA IN COMPUTER TEACHERS TRAINING (DCTT)

Course Code-MN14 Duration: 1 Years Fee: Rs. 16550/-

SEMESTER-I

- Computer Fundamentals.
- MS DOS
- Windows XP, Vista & Win7/8/10
- Accessories: Paint, Notepad, WordPad etc
- Entertainment MS Office.
- (MS Word, MS Excel, MS PowerPoint)
- Internet, E-mail and Multimedia
- Concept of HTML
- Concept of C: Data Types, Control Statement, Arrays
- Programming in C++
- Programming Logic & Technique (PLT)

SEMESTER-II

- PageMaker
- Photoshop
- Corel Draw
- Introduction to Manual Accounting
- Introduction to Tally.....
- Types of Vouchers

15 POST GRADUATE DIP. IN COMPUTER APPLICATION (PGDCA)

Course Code-MN15 Duration: 1 Years Fee: Rs. 18550/-

SEMESTER-I

- Fundamentals of Information Technology
- Concepts in Operating System
- Elementary Concept of MS Office
- Concept of C, Programming in C++
- Database Technology
- Web Technology and Internet

SEMESTER-II

- Object Oriented Programming and Java
- System Analysis and Design
- Visual Basic, Computer Network.

16 MASTER IN COMPUTER SOFT. & HARD. ENGINEERING (MCSHE)

Course Code-MN16 Duration: 2 Years Fee: Rs. 36550/-

SEMESTER-I

- Computer Fundamentals
- Microsoft Disk Operating System (MS DOS
- Windows XP, Vista & Win7/8/10
- Accessories: Paint, Notepad, WordPad etc
- Entertainment: CD player, Media Player, System Tools
- MS Office. (MS. Word, MS. Excel, MS. Access. MS.PowerPoint)
- Internet, E-mail and Multimedia

SEMESTER-II

- HTML & Java Script
- Programming Logic & Technique (PLT)
- Concept of C, Programming in C++
- Programming in Java.
- GUI- Programming in Visual Basic

SEMESTER-III

- PageMaker, Photoshop, CorelDraw,
- Financial Accounting (Tally.....)
- Entering Vouchers
- Accounting for payroll, Value Added Tax (VAT)
- Tax Deduction at Source, Service Tax
- Goods and Services Tax (GST) . Keyboard shortcuts
- Assignment & Project Work

SEMESTER-IV

- Basic Electronics and Electrical (Ana log, Digital)
- Computer Hardware and its, Components,
- Assembling of Computer, Installation,
- Computer Networking,
- Computer Trouble Shooting &Utilities
- Maintenance & Repairing of Computer Systems,
- Marketing Concepts and Live Project Work.

SHORT TERM COURSES

S.No	Course Code	Duration	Fee Structure	Name of course
1	GB-01	15 Days	Rs.1000/-	Computer Fundamental
2	GB-02	15 Days	Rs.1050/-	MS-DOS
3	GB-03	30 Days	Rs.1100/-	Windows XP/7/8/9/10
4	GB-04	30 Days	Rs.1500/-	MS Word
5	GB-05	30 Days	Rs.1800/-	MS Excel
6	GB-06	30 Days	Rs.1000/-	MS Access
7	GB-07	15 Days	Rs.1200/-	MS Power Point
8	GB-08	15 Days	Rs.1000/-	Internet & E-mail
9	GB-09	30 Days	Rs.2200/-	PageMaker
10	GB-10	30 Days	Rs.2500/-	Photoshop
11	GB-11	30 Days	Rs.2500/-	Corel Draw
12	GB-12	15 Days	Rs.1500/-	FoxPro Programming
13	GB-13	30 Days	Rs.3000/-	C Programming
14	GB-14	30 Days	Rs.3200/-	C++ Programming
15	GB-15	30 Days	Rs.4000/-	Visual Basic
16	GB-16	30 Days	Rs.4500/-	Oracle
17	GB-17	30 Days	Rs.5200/-	Java
18	GB-18	30 Days	Rs.3500/-	HTML Programming
19	GB-19	30 Days	Rs.5500/-	Auto CAD
20	GB-20	30 Days	Rs.2500/-	COBOL
21	GB-21	30 Days	Rs.3000/-	FORTRAN
22	GB-22	30 Days	Rs.4200/-	Blue j

Computer Typing Course (CTC) Duration : 3 Months Fee : 3550 /-

REGISTRATION & CERTIFICATE



QRO QUALITY RESEARCH ORGANIZATION

Certificate of Registration

This is to certify that

OXFORD INSTITUTE OF COMPUTER STUDIES PVT. LTD.
(A PROGRAMME RUN BY OICSOXFORD INSTITUTE OF COMPUTER STUDIES PVT. LTD.)
REGD. OFFICE: SANJAY COLONY, OKHLA PHASE II NEW DELHI - 110020,
W/ NO-20 SHIVANDIH MAHARAJGANJ, JAMUI, BIHAR – 811307, INDIA.,
CORP. OFFICE: YADAV BHAWAN, IST FLOOR, URJANAGAR MAIN GATE,
MAHAGAMA, GODDA, JHARKHAND – 814154, INDIA.

has been independently assessed by QRO
and is compliant with the requirement of:

ISO 9001:2015

Quality Management System

For the following scope of activities:

IT EDUCATIONAL SERVICES PROVIDER OF A PREMIER INSTITUTE OF COMPUTER, THEORY & PRACTICAL COMPUTER CLASSES ARE PROVIDED TO CCC, DCA, MCSHE STUDENTS, PROVIDING FREE COMPUTER CLASSES FOR HANDICAPPED STUDENTS & ALSO PROVIDED THE REGISTRATION SLIP, ID CARD, MARKSHEET, COURSE COMPETITION CERTIFICATE & COMPUTER FRANCHISEES PROVIDED TO ANOTHER INSTITUTE (EXISTING/NEW).

Date of Certification: 26th September 2020 — 2nd Surveillance Audit Due: 25th September 2022
1st Surveillance Audit Due: 25th September 2021 — Certificate Expiry: 25th September 2023

Certificate Number: 304920092603Q

QRO EGAC IAF

Head of Certification

Validity of this certificate is subject to annual surveillance audits to be done successfully on or before 365 days from date of the audit. In case if surveillance audit is not allowed to be conducted/ this certificate shall be suspended / withdrawn).
The Validity of this certificate can be verified at www.qrocert.org
This certificate of registration remains the property of QRO Certification LLP, and shall be returned immediately upon request.

India Office : QRO Certification LLP
142, IInd Floor, Avtar Enclave, Near Paschim Vihar West Metro Station, Delhi-110063, (INDIA)
Website : www.qrocert.org, E-mail : info@qrocert.org

GOVERNMENT OF INDIA
MINISTRY OF CORPORATE AFFAIRS
Central Registration Centre

Certificate of Incorporation

[Pursuant to sub-section (2) of section 7 and sub-section (1) of section 8 of the Companies Act, 2013 (18 of 2013) and rule 18 of the Companies (Incorporation) Rules, 2014]

I hereby certify that OICSOXFORD INSTITUTE OF COMPUTER STUDIES (OPC) PRIVATE LIMITED is incorporated on this Fourth day of September Two thousand twenty under the Companies Act, 2013 (18 of 2013) and that the company is limited by shares.

The Corporate Identity Number of the company is U80903BR2020OPC047853.

The Permanent Account Number (PAN) of the company is **AADCO2497B** *

The Tax Deduction and Collection Account Number (TAN) of the company is **PTNO01049G** *

Given under my hand at Manesar this Seventh day of September Two thousand twenty .

Digital Signature Certificate
ALOK TANDON
Deputy Registrar Of Companies
For and on behalf of the Jurisdictional Registrar of Companies
Registrar of Companies
Central Registration Centre

Disclaimer: This certificate only evidences incorporation of the company on the basis of documents and declarations of the applicant(s). This certificate is neither a license nor permission to conduct business or solicit deposits or funds from public. Permission of sector regulator is necessary wherever required. Registration status and other details of the company can be verified on www.mca.gov.in

Mailing Address as per record available in Registrar of Companies office:
OICSOXFORD INSTITUTE OF COMPUTER STUDIES (OPC) PRIVATE LIMITED
WARD NO-20 SHIVANDIH, JAMUI, BIHAR, Jamui, Bihar, India, 811307

* as issued by the Income Tax Department

भारत सरकार
Government of India
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय
Ministry of Micro, Small and Medium Enterprises

UDYAM REGISTRATION CERTIFICATE

Our small hands to make you LARGE

TYPE OF ENTERPRISE	MICRO	SERVICES
UDYAM REGISTRATION NUMBER	UDYAM-JH-09-0000058	
NAME OF ENTERPRISE	OICSOXFORD INSTITUTE OF COMPUTER STUDIES PVT LTD	
SOCIAL CATEGORY OF ENTREPRENEUR	OBC	
NAME OF UNITS	SNo. 1 — Units Name: Computer institute	
OFFICAL ADDRESS OF ENTERPRISE	Flat/Door/Block No. 36 — Name of Premises/ Building: First floor Village/Town: Mahagama — Block: Mahagama Road/Street/Lane: Main Road Godda to Pirpainti — City: Mahagama State: JHARKHAND — District: GODDA , Pin 814154 Mobile: 9931270473 — Email: oicsindia9@gmail.com	
DATE OF INCORPORATION / REGISTRATION OF ENTERPRISE	17/07/2008	
DATE OF COMMENCEMENT OF PRODUCTION/BUSINESS		
NATIONAL INDUSTRY CLASSIFICATION CODE(S)	SNo. 1 — NIC 2 Digit: 62 - Computer programming, consultancy and related activities — NIC 4 Digit: 6209 - Other information technology and computer service activities — NIC 5 Digit: 62099 - Other information technology and computer service activities n.e.c — Activ: Servic 2 — 85 - Education — 8549 - Other education n.e.c. — 85499 - Other educational services n.e.c. — Servic	
DATE OF UDYAM REGISTRATION	12/08/2020	

Disclaimer: This is computer generated statement, no signature required.
Printed from https://udyamregistration.gov.in

For any assistance, you may contact:

1. DIC — GODDA
2. MSME-DI — RANCHI

Visit : www.msme.gov.in ; www.dcmsme.gov.in ; www.champions.gov.in
Follow us @minmsme & @msmechampions

BE A CHAMPION with the Ministry of MSME

"Through quality education only we can bridge the gap between Have and Have Nots."

GENERAL INSTRUCTIONS

1. Admission is open to all categories of people. Anyone from school students to business personals, employee to housewives and anybody who is literate and is interested to learn about computer.
2. The medium of instructions or study will be both English and Hindi.
3. Prescribed course fee or installment of the course fee for any course has to be paid at the time or enrollment.
4. Students must submit their Xerox copies of age proof, last educational qualification and four stamp size photographs at the time of admission.
5. The validity of registration is equivalent to the period of course enrolled. Once the registration expires the institute is not liable to conduct any theory or practical classes.
6. I-card is must for identification and security purposes. Students without I-card will not be permitted in the class room or lab.
7. Students should be regular in attending the lab and theory class. Anyone remaining absent from the class for more than _7__ days and/or __3_ consecutive classes without any prior information shall be subject to cancellation of registration. Re-registration of any such case solely depends upon the will and decision of the head of the institute. A fine of Rs. 100 may be levied for re-registration.
8. 75% of attendance in theory and Lab classes is compulsory for appearing in the final examination.
9. Students must pay their fees on or before the due date each month, failing which a fine of Rs. 50 will be charged as late fine.
10. Any kind of anti-social behavior or conduct, smoking, drinking alcohol, chewing tobacco or pan, teasing others, using slang languages, etc. are strictly prohibited in the institution premises

EXAMINATION RULE

Examination to qualify Students who remain absent in the exams without any prior information has to pay a penalty of Rs. 100/- as re-examination charge. Without Admit Card Students will not be allowed in the Examination Hall

CANCELLATION OF ADMISSION & REFUND OF FEE

Admission Fee, Installment of Course Fee or Any Other Fee Will not refunded in any Circumstances.

JURISDICTION

All dispute (if any) relating to Oxford Institute Of Computer Studies Pvt. Limited are subject to Jharkhand, Bihar, India, jurisdiction only.

You Teach Best What You Most Need To Learn

Office Address :

Sanjay Colony, Okhla Phase II, New Delhi-110020
Shivandih, Maharajganj, Jamui, Bihar-811307
Urjanagar Main Gate, Mahagama, Godda, Jharkhand-814154

Contact No :

+91 9931270473

E-mail & Website:

oicsindia9@gmail.com
www.oicsindia.org