

**VIRTUAL STUDY INSTITUTE  
COMPUTER APPLICATION  
PROGRAM FOUNDATION**



*Learning  
Everyday*

1

A High Classes Education Company in India.

2

Company Registered In MCA (Ministry of  
Corporation Affairs).  
ISO Certified Company.

3

Company MCA No:- U8599UP2023NPL183557  
Company PAN No. :- AAJCV4450D  
TAN No. :- KNPV02719D

4

Registration in MHRD  
Registration in MSME

5

Registration in Labour  
Registration in TradeMark  
Registration in Shop.



Contact No . 9721489444

FOR INQUIRIES, EMAIL US AT

vsicap.cic@gmail.com



Website :- [www.vsicapf.com](http://www.vsicapf.com)

## Director's Message

The Virtual Study Institute Computer Application Program Foundation symbolizes my best wishes, ambitions and aspirations for the upliftment and prosperity of the people of this region and especially the younger generation. Those who were unable to pursue their higher education for a long time. Such facilities were lacking. I have full faith and hope that the Institute will emerge as a center of excellence for knowledge and learning in the years to come. There comes a situation in life when only one decision determines the future or success or failure of a person. of his whole life. The decision is yours, but before making a decision, consider which decision can secure your future. In today's competitive and modern technological era, it is almost impossible to get employment even after graduation. After taking these employable courses in Management, Computer Application and Information Technology, you stand out from the crowd of ordinary graduates and come in the category of people with special technical education. Due to which there is less competition and more employment. This course is recognized for employment in Central, State Governments, Multinational Private Enterprises, after doing these courses you can also do self-employment like Offset/Screen Printing/Internet Cafe etc.

The logo for VSICAP FOUNDATION features a large, stylized yellow sunburst or gear-like shape in the background. The text "VSICAP" is written in a large, bold, grey sans-serif font, and "FOUNDATION" is written below it in a smaller, orange sans-serif font.

VSICAP  
FOUNDATION

*"Learning  
Everyday"*

**"Education is the best Policy in your life."**

# COMPUTER COURSE

With the help of computer courses, you can get employment or you can also do self-employment, with the help of these course you can also open Computer Institute . You get computer knowledge. All these courses are 3 months, 6 months and 1 year courses. With the help of this, students can do their work in a very good way.

<u>Sr. No.</u>	<u>Course Code</u>	<u>Course Name</u>	<u>Duration</u>
1	V15001	Certificate in Office & Internet (COI)	6 months
2	V15002	Honour Diploma In Computer Application (HDCA)	1 year
3	V15003	Desktop Publishing (DTP)	6 months
4	V15004	Post Graduate Diploma In Computer Technology (PGDCIT)	18 months
5	V15005	Advance Diploma in Computer Application (ADCA)	1 year
6	V15006	Diploma in Computer Application (DCA)	6 months
7	V15007	Diploma in Information Technology (DIT)	1 year
8	V15008	Advance Diploma in Information Technology (ADIT)	1 year
9	V15009	Diploma in Accounting Computer Application (DACA)	6 months
10	V15010	Diploma in Computer Office Management (DCOM)	1 year
11	V15011	Certificate in C++ (C++)	3 months
12	V15012	Certificate in Computer Basic (CCB)	2 months
13	V15013	Certificate in Micro Soft Office (CMO)	3 Months
14	V15014	Certificate In Desktop Publishing (CDP)	3 months
15	V15015	Certificate in Typing (CT)	3 months
16	V15016	Certificate in Autocad (AUTOCAD)	3 months
17	V15017	Certificate in Rural Management (CRM)	1 year
18	V15018	Digital Literacy Program (DLP)	1 year
19	V15019	Diploma in Computer Management (DCM)	3 months
20	V15020	Advance Diploma in Computer Management (ADCM)	6 months
21	V15021	Diploma in Computer Teacher Training (DCTT)	1 year
22	V15022	Teacher Training In Computer Education (TTCE)	1 year
23	V15023	Diploma in Office Automation & Publishing (DOAP)	1 year
24	V15024	Advance Diploma in Computer Programming (ADCP)	1 year
25	V15025	Diploma in Multimedia and Animation (DMA)	1 year
26	V15026	Diploma in Computer Application & Designing (ACAD)	6 months
27	V15027	Certificate in AC Repairing & Maintenance (CARM)	3 months
28	V15028	Certificate Course in Data Entry Operator (CCDEO)	3 months
29	V15029	Diploma Nursery Teachers Training (NTT)	2 year
30	V15030	Diploma In Financial Accounting (DFA)	6 Months
31	V15031	Diploma In Desktop Publishing (DDTP)	6 Months
32	V15032	Diploma In Computer Hardware (DCH)	6 months
33	V15033	Diploma In Web Designing (DWD)	6 months
34	V15034	Advance Diploma in Information Technology (ADIT)	1 year
35	V15035	Post Graduation Diploma In Computer Application (PGDCA)	1 year

Sr. No.	Course Code	Course Name	Duration
36	V15036	Post Graduation Diploma In Business Administration (PGDBA)	1 year
37	V15037	Advance Diploma in Hardware & Networking (ADHN)	1 year
38	V15038	Computer Teacher Training (CTT)	2 year
39	V15039	Advance Diploma In Textile Designing (ADTD)	1 year
40	V15040	Certificate In Mobile Repairing Course- Software & Hardware (CMRC)	3 months
41	V15041	Diploma In Refrigeration & Air Conditioner Course (DRA)	1 year
42	V15042	Certificate in Computer Application (CCA)	3 Months
43	V15043	Diploma In Digital Marketing (DDM)	6 months
44	V15044	Tally Erp 9.0 With Tally GST	3 months
45	V15045	Post Graduate Diploma in Software Programming (PGDSP)	2 year
46	V15046	Post Graduate Diploma In Computer Software Technology (PGDCST)	2 year
47	V15047	Master Diploma In Computer Application (MDCA)	2 Year
48	V15048	Certificate in Hardware & Networking (CHN)	3 Months
49	V15049	Certificate in Hardware Technology (CHT)	6 Months
50	V15050	PG Diploma In Computer Hardware (PGDCH)	1 year

## GST Courses

### **GST Professional**

This course provides you advanced skills in GST to improve your career. GST Professional training in GST ACT and compliance.

### **GST Course Details**

Basic of GST

GST Act & Provisions

GST Complete (Registration, returns, reverse tax, E-Way bill & Input Credit)

**Duration :-** 6 Months Course.

**Eligibility :-** Minimum Qualification is 10th Pass.



## AIR & CRAFT WORK COURSE

With the help of Air and craft work can make you self-employed. Because of these, you will be able to make a living. All these work can be done even by staying at home. There are many such courses in our study center.

<b>Sr No.</b>	<b>Course Code</b>	<b>Course Name</b>	<b>Duration</b>
1	V15051	Certificate in Drawing	3 Months
2	V15052	Certificate in Color Painting	3 Months
3	V15053	Certificate in Oil Painting	3 Months
4	V15054	Certificate in Cartoon Painting	3 Months
5	V15055	Certificate in Pencil & Ink Drawing	3 Months
6	V15056	Certificate in Photography	15 Days
7	V15057	Certificate in Sketch Artist	3 Months
8	V15058	Certificate in Wood Design	6 Months
9	V15059	Certificate In Jewellery Design	6 Months
10	V15060	Certificate in Dancing	3 Months
11	V15061	Certificate in Art and Craft	3 Months
12	V15062	Certificate in Culture work	6 Months
13	V15063	Certificate in Interior Design	6 Months
14	V15064	Certificate in Drawing	3 Months
15	V15065	Certificate in Painting	3 Months
16	V15066	Certificate in Music	3 Months
17	V15067	Certificate course in Tailoring	1 Year
18	V15068	Certificate in Mehndi Designing	1 Months
19	V15069	Certificate in Fabric Painting	3 Months
20	V15070	Certificae in Cake Baking	3 Months
21	V15071	Certificate in Crochet Course	1 Months
22	V15072	Certificate in Hand-Embroidery.	3 Months
23	V15073	Certificate in Glass Painting.	3 Months
24	V15074	Certificate in Bridle Makeup and Hair Styling.	4 Months
25	V15075	Certificate in Candle Making	1 Months
26	V15076	Certificate in Cooking	1 Months
27	V15077	Certificate in Cuttwork and French knot work	3 Months



# VOCATIONAL TRADE

It refers to a skill-based program that enables students to obtain knowledge, training, and practical skills of a specific trade. It is often referred to as technical or career education as it helps students develop skills in a particular discipline. In addition, they focus more on application-based training rather than theoretical knowledge. Besides, diverse job functions from various sectors such as food and beverages, computer network cosmetology, banking and finance, tourism, skilled trades, and healthcare, etc. include vocational training.

## BENEFIT OF VOCATIONAL TRADE

Job-ready, low education cost, career development, Economic Development etc.

<u>Sr No.</u>	<u>Course Code</u>	<u>Course Name</u>	<u>Duration</u>
1	V15051	Certificate in Drawing	3 Months
2	V15052	Certificate in Color Painting	3 Months
3	V15053	Certificate in Oil Painting	3 Months
4	V15054	Certificate in Cartoon Painting	3 Months
5	V15055	Certificate in Pencil & Ink Drawing	3 Months
6	V15056	Certificate in Photography	15 Days
7	V15057	Certificate in Sketch Artist	3 Months
8	V15058	Certificate in Wood Design	6 Months
9	V15059	Certificate In Jewellery Design	6 Months
10	V15060	Certificate in Dancing	3 Months
11	V15061	Certificate in Art and Craft	3 Months
12	V15062	Certificate in Culture work	6 Months
13	V15063	Certificate in Interior Design	6 Months
14	V15064	Stenographer Course	6 Months
15	V15065	Certificate in Painting	3 Months
16	V15066	Certificate in Music	3 Months
17	V15067	Certificate course in Tailoring	1 Year
18	V15068	Certificate in Mehndi Designing	1 Months
19	V15069	Certificate in Fabric Painting	3 Months
20	V15070	Certificae in Cake Baking	3 Months
21	V15071	Certificate in Crochet Course	1 Months
22	V15072	Certificate in Hand-Embroidery.	3 Months
23	V15073	Certificate in Glass Painting.	3 Months
24	V15074	Certificate in Bridle Makeup and Hair Styling.	4 Months
25	V15075	Certificate in Candle Making	1 Months
26	V15076	Certificate in Cooking	1 Months
27	V15077	Certificate in Cuttwork and French knot work	3 Months
28	V15078	DIPLOMA LIBRARY ATTENDANT	1 Year
29	V15079	CERTIFICATE LIBRARY ATTENDANT	6 months
30	V15080	CERTIFICATE PERSONALITY DEVELOPMENT	6 Months

<u>Sr.No.</u>	<u>Course Code</u>	<u>Course Name</u>	<u>Duration</u>
31	V15081	CERTIFICATE PERSONALITY TRAINER	6 Months
32	V15082	CERTIFICATE IN GUIDANCE & COUNSELLING	6 Months
33	V15083	DIPLOMA IN SOCIAL WORK	1 Year
34	V15084	DIPLOMA IN SOCIAL STUDIES	1 Year
35	V15085	DIPLOMA IN ENVIRONMENT AND POLLUTION CONTROL	1 Year
36	V15086	CERTIFICATE IN ENVIRONMENTAL STUDIES	6 Months
37	V15087	Certificate IN BEAUTICIAN	1 Year
38	V15088	Certificate IN BEAUTY CULTURE	4 Months
39	V15089	Certificate IN COSMETOLOGY	6 Months
40	V15090	Certificate IN NEEDLE WORK	6 Month
41	V15091	Certificate Course in Tailoring and Designing	6 Month
42	V15092	Certificate IN TAILORING & GARMENT TECHNOLOGY	12 Month
43	V15093	Certificate in Yoga	1 Year
44	V15094	Certificate in Library Management	6 Months
45	V15095	Master Tailoring Course	6 Months
46	V15096	CERTIFICATE IN STORE AND DISPATCH MANAGEMENT SKILL	6 months
47	V15097	Certificate IN PEDICURE & MANICURE	1 Year
48	V15098	DIPLOMA IN LIBRARY MANAGEMENT SKILL	1 Year
49	V15099	Certificate in Advance Cutwork and French knot work	3 Months
50	V15100	Certificate in Advance Hair Styling.	3 Months
51	V15101	Certificate In Electrician	1 Year
52	V15102	Certificate In Wiremen	1 Year
53	V15103	Certificate in Mechanical Motor Vehicle	1 Year
54	V15104	Certificate in House Electrician	3 Months
55	V15105	Certificate In Turner	1 Year
56	V15106	Certificate In Information Technology	1 Year
57	V15107	Certificate in E.S.M. Machinist	1 Year
58	V15108	Certificate In Information Technology & E.S.M. Machinist	1 Year
59	V15109	Certificate in Draughtsman (civil)	1 Year
60	V15110	Certificate in Draughtsman (Mechanical)	1 Year
61	V15111	Certificate in Fitter	1 Year
62	V15112	Certificate in Instrument Mechanic	1 Year
63	V15113	Certificate in Mechanic Radio & T.V.	1 Year
64	V15114	Yoga Education	1 year
65	V15115	Certificate In Sports	1 year
66	V15116	Certificate in Welder	1 Year
67	V15117	Certificate in Kharad	1 Year

## **NURSERY TEACHER TRAINING (NTT)**

Nursery Teacher Training (NTT) is a course for candidates aspiring to become nursery teachers. The course equips prospective nursery teachers with the essential skills and techniques that foster the activities of young learners. Nursery teaching programs offer knowledge in different areas associated with child psychology and child education. Generally, nursery teachers course include both classroom lectures as well as practical training for teaching, caring and managing young children. The course curriculum also comprises practical facets of teaching such as creative development, children's play activities, rhyme-reciting, story-telling, lesson-planning, and so on.



## **YOGA EDUCATION**

Yoga is an ancient art that connects the mind and body. It is an exercise that we perform by balancing the elements of our bodies. In addition, it helps us meditate and relax. In the earlier days, the followers of Hinduism, Buddhism, and Jainism practiced it. Slowly, it found its way in Western countries. Ever since people from all over the world perform yoga to relax their minds and keep their bodies fit.







# Virtual Study Institute Computer Application Program Foundation

## Admission Form

### Admission For Course

Session - 20.... - 20....

Paste  
Recent  
Passport  
Photo Of  
the Student

For Office Use Only  
Student ID .....  
Registration No .....  
Admission No .....  
Fee Receipt No .....  
Date .....

Authorized Signature)

Name Of Student

Father's Name

Mother's Name

Date Of Birth

Sex(Please ✓ tick in the box)  Male  Female

Caste (Please ✓ tick in the box)  Gen  OBC  SC  ST

Physical Handicraft (Please ✓ tick in the box)  YES  NO

Religion

Nationality

Correspondence Address (Do not repeat name here)

.....  
.....

City.....District.....

State.....Pin Code.....

Permanent Address (Do not repeat name here)

.....  
.....

City.....District.....

State.....Pin Code.....

Contact Detail if Any

Whatsapp No

E-Mail .....

**Previous Academic Details :- (10th Onwards)**

Sno	Class	School	Year	Medium	Per. %	Division

I hereby declare are that the particulars mentioned above are correct ad true according to the best of my knowledge and belief and nothing has been cancelled for discord. If any information given by me found incorrect of false, my ward admission shall to cancelled at any time without ay notice.

Date .....

Place .....

(Signature of Parents/Guardian)

(Signature of the Candidate)

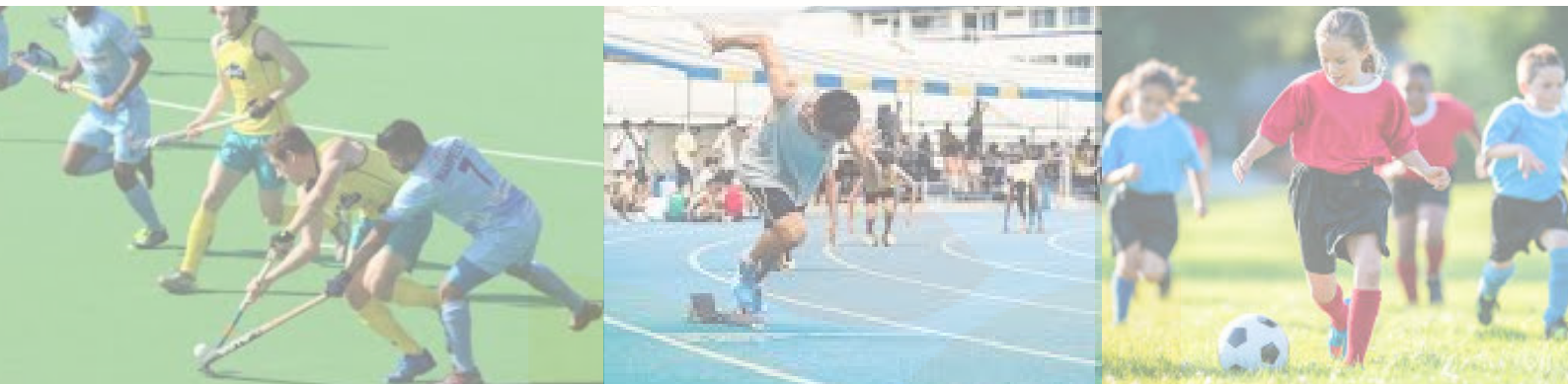
**UNDERTAKING BY THE STUDY CENTER**

This is certify that Mr./Ms./Mrs. ....  
Son/Daughter/  
wife ..... is a student registered from our study center. The photo pasted on this form depicts his/her current appearance correctly. I have personally checked all the doc. enclosed herewith. I attest that all the entries are correct. I, as well as the candidate, know that if his/her result is finally not declared due to ineligibility, I and the students shall bear fully responsible for rejection and not the VSICAP (Virtual Study Institute Computer Application Program) Foundation.

(Seal & Signature of the Center Incharge)

# SPORTS CERTIFICATE

Gameplay and sports a significant role in one's life from a very young age. It is not only an alternative for passing time but also helps in staying physically and mentally fit. There are a significant impact and significance of sports and games on every sphere of one's life. Sports and games are certainly an excellent tool that can be used to keep the mind and the body fit. Furthermore, it helps in building one's character and personality. Whether played indoor or outdoor, sports and games have a positive impact on one's life. Many people even choose various sports and games as a career option by deciding to chase their passion.



## OTHER SHORT TERM COURSES

Sr. No.	Course Code	Course Name	Duration
1	V15118	fundamental & Dos	1 Month
2	V15119	Windows	1 Month
3	V15120	Micro soft Word	1 Month
4	V15121	Micro soft Excel	1 Month
5	V15122	Micro soft Power Point	1 Month
6	V15123	Micro Soft Access	1 Month
7	V15124	Programing in C,C++,Java,PHP ,.Net	1 Month
8	V15125	App Development	3 Month
9	V15126	Database management SQL	2 Month
10	V15127	Tally 9.0 with GST	3 Month
11	V15128	Corel Draw	1 Month
12	V15129	Photo shop	1 Month
13	V15130	Internet	1 Month
14	V15131	HTML/ DHTML, CSS, Java Script	3 Month
15	V15132	Hardware (Assembling)	2 Month
16	V15133	Hardware (Software inst.) Maintenance	3 Month
17	V15134	Software Installation	15 Days
18	V15135	Windows installation	15 Days
19	V15136	Music Editor	20 Days
20	V15137	Exercise trainer(Zumba, Aerobic, Yoga, ZIM)	3 Month
21	V15138	Hindi Typing (Manglam/insript)	1 Month
22	V15139	Hindi Typing (Kruti Dev 010)	1 Month
23	V15140	English Typing	1 Month
24	V15141	Certificate in CPU Repairing	45 days
25	V15142	Certificate in Monitor Repairing	45 days
26	V15143	Certificate in UPS Repairing	45 days
27	V15144	Certificate in Printer Repairing	45 days
28	V15145	Certificate in PC Assembling	45 days
29	V15146	Certificate in Software installation	45 days
30	V15147	Certificate in other short term Courses	45 days
31	V15148	Certificate in App Developing	3 Month
32	V15149	Certificate in Accounting	4 Month
33	V15150	Certificate in English speaking course	3 Month

EVERY DAY  
IS A GOOD  
DAY TO  
LEARN.

