



भारतीय कम्प्यूटर
साक्षरता अभियान



9001:2015

BHARTIYA COMPUTER SAKSHARTA ABHIYAN

(Run By- Nakshatra Education Institute of Future Assistance Pvt. Ltd.)



Application Form & Scheme of Affiliation
For
Study Centre

Director's Message



Information technology today is recognized as frontier area of knowledge and also a critical enabling tool for assimilating, processing and productivising all other spheres of knowledge. India has achieved tremendous growth in this area and is now being considered as a potential I.T. super power in the world. It is also recognized the world over, that information Technology is going to change every facet of human existence and will usher in a knowledge based society in the 21st century.

Information Technology education requires high quality Competence & good Infrastructure in order to make a competitive I.T. professional. BCSA has been running under Nakshatra Education Institute of Future Assistance Pvt. Ltd. The main motive behind the establishment of this society was to provide Computer Education to every corner of the Country.

Through this Computer literacy Programme, we ensure that our student learn more & more and become a dynamic human being. Our strong infrastructure, efficient, energetic, dedicated and capable officers urge the student to move forward. The academic rigour propels them to acquire greater professional competence. They have also been exposed to training and real world projects.

I am sure our students can meet any demand & challenges that the employer may have on them. I wish them great success in all their endeavours and quest for a better tomorrow, for themselves and for the mankind.

Director

BCSATM

About BCSA

Bhartiya Computer Saksharta Abhiyan** has been registered under the Companies Act 1956 Ministry of Corporate Affairs, Govt. of India working in different fields of Programme & Commercial training conducted by the State Government & Central Government to approach every class of the Society. Company is also certified by **ISO 9001:2015 Org.

Our Company decided to work in "Information & Technology for all" given the slogan by the Indian Govt. For formulating the dream of Indian Govt. and fulfil the requirement of employment of 22 Lac in I.T. Technologist and more than other 10 Lac ancillary requirement of computer operator / specialist in industrial development, small scale industries, our Trust make an important role in the Council.

The main function of the Council is to provide higher technical education in nominal charges for every group of society of Urban & Rural areas all over India and get success in computer revolution which is the main dream of Indian Govt.

In present time, some big Institution run their one-year or more than one-year programme in higher charges. Due to which the middle class families of our Council cannot afford the load of their charges. Our Council studied their theme properly and decided to provide better higher technical education in computer.

Infrastructure Requirements For BCSA Centre

Specification	Urban		Rural	
	Metro City	Non-Metro City	Tehsil	Village
a) Area (Sq. Ft.)	1500	1000-1200	800-1000	800-1000
b) No. of Class Rooms	2	2	2	2
c) Sitting Capacity per class Room	20	20	15	15
d) Lab Room	1	1	1	1
e) No. of Systems	10	8	6	5

Hardware Requirements

- ★ One Pentium server-Nodes Connected as per BCSA Site Specification.
- ★ Necessary Hardware compatibility for internet
- ★ Printer (Dot Matrix/Inkjet)
- ★ UPS (500 VA)/ Generator
- ★ A.C. Unit

Manpower Requirement

Administrator/ Manager	: Knowledge of Computer Software Training, Experience, having Good Management Skills
Faculty	: Through Knowledge of Subject, deciplined, Student's Problem Solving Capacity.
Counsellor/ Receptionist	: Pleasant Personality with good communication Skills, Knowledge of Computer Courses deciplined
Marketing Executive	: Experienced Hardworking, Knowledge of Computer courses, good communication skills.
Office Boys	: Deciplined and Experience.

How to take a Membership

On receiving this offer, a prospective study centre should.

- Apply with complete details of self, premises, available hardware, plan for business development in the formate of the data sheet attached at the end of this offer.
- Receipt of the application and data sheet at the controlling office of BCSA would be followed by personal interview with the Director BCSA and a visit by a team of BCSA professional at the prospective centre, if needed.

Eligibility Criteria for BCSA Study Centre

The BCSA Study Centre should satisfy the following criteria.

- *Should be in business (IT related or otherwise) or should be a professional with the required entrepreneurial acumen.*
- *Should be willing to invest required amount of money in setting up a centre with proper infrastructure and main power.*
- *Should have commitment for providing quality training to students.*
- *Should be willing to be a part of the BCSA team in accepting the terms and condition and procedures as laid down by BCSA.*

Profitability of Operations

The granting of study centre status would be possible after careful study of the market potential, number of students graduation form the relevant streams etc.

The specifics in terms of operational economics will be discussed in person with each of the study centres.

The study centres are required to make a study of the Engineering Colleges, Polytechnics and science college and other institutes of the area by way to the number of students passing out each year.

Expectation From the Affiliated Study Centre

The study centre should be able to have a centre at a prime location of the city/town. The centre would have separate class rooms, Computer Lab and Reception / office room. The centre would have proper ventilation and proper lighting . The block and sub block level centres may not have the above infrastructure but should have generally clean surroundings.

By way of Equipment and Facilities.....

Depending on the potential of the area and under consultation with BCSA, the study centre should have or should be in a position to acquire the number of computers, printers, equipment, tools and consumable and the proper software that would be required to effectively convey the course to the students. The study centre should have a well-equipped library, housing books as prescribed by the BCSA central coordinating office. Further the study centre shall subscribe to periodicals as suggested and students should have easy access to both books and periodicals.

In Operations.....

Each study centre would be provided with a detailed operational manual which provide guidelines to various aspects like.

- *Internal systems and procedures.*
- *External Interface*
- *Co-ordinations*
- *Purchase of classes and practical.*
- *Examination procedure.*
- *Certificate issue procedures.*

The study centre should follow the steps outlined in the manual would be the key essence to the agreement with the study centres.

In Function.....

- *The BCSA study centre shall abide by the agreement and conditions followed by all BCSA centres.*
- *The BCSA study centre shall have to conduct courses as per the rules and syllabi laid down by BCSA. The BCSA study centre shall deposit an advance non refundable affiliation fee as follows*

S.No.	Centre	Category	Affiliation Fees	Inspection Charge	Total Rs.
1-	A	District Head Quarters	25,000	5000	30,000
2-	B	Block Head Quarters & Panchayat Centres	15,000	3000	18,000

- *This amount shall be deposited at the time of signing the affiliation agreement.*

- **THE AFFILIATION FEES IS NON-REFUNDABLE.**

Renewel Fees

Renewal of the BCSA center shall be done every year on payment of Rs. 3000/- only.

BHARTIYA COMPUTER SAKSHARTA ABHIYAN

COURSE OFFERED

S.NO.	COURSES
1	Advance Diploma in Computer Application (ADCA)
2	Certified Professional Computer Accountant (CPCA)
3	Advance Diploma in Computer Programming (ADCP)
4	Advance Diploma in Computer Hardware & Networking (ADCHN)
5	Computer Teacher Training Courses (CTTC)
6	Diploma in Multimedia Operation (DMO)
7	Diploma in Professional Computer Accounting (DPCA)
8	Diploma in Computer Application (DCA)
9	Diploma in Computer Application & Designing (DCAD)
10	Diploma in Computer Programming (DCP)
11	Diploma in Computer Hardware (DCH)
12	Diploma in Office Automation in Computer Programming (DOAPC)
13	Certificate Courses in Web Technology (CCWT)
14	Certificate Course in E-Commerce (CCEC)
15	Advance Certificate in Computer Application (ACCA)
16	Certificate Course in Computer Awareness (CCCA)
17	Certificate in Computer Accounting (CCA)
18	Diploma in Mobile Maintenance (DMM)
19	Certificate Course in Web Designing (CCWD)
	CERTIFICATE & PROFESSIONAL COURSE :
1	Certificate in C++
2	Certificate in Visual Basic
3	Certificate in Java
4	Certificate in C-Language
5	Certificate in D.T.P.
6	Certificate in Tally
7	Certificate in Oracle
8	Certificate in AutoCAD
9	Certificate in Financial Accounting
10	Certificate in Multimedia

BHARTIYA COMPUTER SAKSHARTA ABHIYAN

(Run & Managed By Nakshatra Education Institute of Future Assistance Pvt. Ltd.)

Head Office: Infront of Vikash Bhawan Kashipur Samastipur -848101

Mob.: (W) +91 9534400041, 9534400042 **Website :** www.onlinebcsa.com **E-mail :** nifasamastipur@gmail.com

Application Form

Application No..... Date/...../.....

1. Information About The Institution

1.1 Name of Institution : _____
(Use Block Letters only)

1.2 Postal Address : _____
(With Pincode, District & State)
(Use Block Letters only) : _____

2. Information about the Chief Executive/ Principal/ Director of the Institute.

Name	:	_____
Designation / Position held	:	_____
Postal Address	:	_____
Phone/ Mobile /Fax/E-Mail	:	_____
Date of Birth & Age :	:	_____
Educational Qualification	:	_____
Professional Experience	:	_____
(Subject Related Experience)		

Photograph of the
Head of institute/
Chief Executive/
Principal / Director

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Seal

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Signature of the Head

3. Infra structural Facilities :

Facilities Available

PARTICULARS	NO. OF ROOMS	SEATING CAPACITY	TOTAL AREA (SQ. FT.)
Staff Rooms			
Class Rooms			
Laboratories			
Reception			
Toilets			
Any Other			

4. Information about Faculty (as on date of proposal)

SL NO.	NAME	DESIGNATION	QUALIFICATION	Teaching Experience	Date of Appointment	Status Full Time/ Part Time

5. Details of Laboratory (If necessary additional sheets may be used)

COMPUTER FACILITIES

SL No.	Computer with Type	No. of terminals Available	Year of Purchase	Cost	Software Facilities	Other Attaching

6. Library Facilities :

No. of Text / Subject Books	
No. of Reference Books	
No. of Periodicals	
No. of Journals	
No. of Cd's	
Total cost invested on library	

Other (Specify) _____

Centre's Address in English

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Centre's Address in Hindi

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Residential Address in English

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Residential Address in Hindi

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The above information given by me are find correct & sign under by me.

SEAL OF THE INSTITUTE

SIGNATURE

HEAD OF THE INSTITUTE



BHARTIYA COMPUTER SAKSHARTA ABHIYAN

Run & Managed By NEIFA PVT. LTD.

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