

www.osmeducation.com

Prospectus



OSM EDUCATION™

विद्याधनं सर्व धनं प्रधानम्

Registered Under the Companies Act. 2013, Ministy of Corporate Affairs, Govt. of India

An ISO 9001:2015 & ISO 29990:2010 Certified Company.

सत्यमेव जयते

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 OSM EDUCATION PRIVATE LIMITED is incorporated on this TWENTY SEVENTH day of DECEMBER TWO THOUSAND TWENTY THREE under the Companies Act, 2013 (18 of 2013) and that the company is Company limited by shares

The Corporate Identity Number of the company is **U85499BR2023PTC066812**

The Permanent Account Number (PAN) of the company is **AAECO2596G***

The Tax Deduction and Collection Account Number (TAN) of the company is **PTNO01567G***

Given under my hand at Manesar this TWENTY SEVENTH day of DECEMBER TWO THOUSAND TWENTY THREE

Signature Not Verified
Digitally signed by DS MINISTRY OF CORPORATE AFFAIRS 10
Date: 2023.12.27 21:20:01 IST

Sanjeev Kumar Jain
Assistant Registrar of Companies/ Deputy Registrar of Companies/ 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 mca.gov.in

Mailing Address as per record available in Registrar of Companies office:

OSM EDUCATION PRIVATE LIMITED

C/O DEVENDRA RAI ,MALTI , BARAUNI, Pipra Devas, Barauni, Begusarai- 851112, Bihar

*as issued by Income tax Department

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

UDYAM REGISTRATION CERTIFICATE

UDYAM REGISTRATION NUMBER	**UDYAM-BR-06-0028413**
NAME OF ENTERPRISE	**M/S OSM EDUCATION PRIVATE LIMITED**

TYPE OF ENTERPRISE *

S.No.	Classification Year	Enterprise Type	Classification Date
1	2023-24	Micro	29/12/2023

MAJOR ACTIVITY	**SERVICES**
SOCIAL CATEGORY OF ENTREPRENEUR	**GENERAL**

NAME OF UNIT(S)

S.No.	Name of Unit(s)
1	M/S OSM EDUCATION PRIVATE LIMITED

OFFICAL ADDRESS OF ENTERPRISE

Flat/Door/Block No.	-	Name of Premises/ Building	MALTI
Village/Town	PIPRA DEWAS	Block	-
Road/Street/Lane	BARAUNI	City	-
State	BIHAR	District	BEGUSARAI , Pin 851112
Mobile	7004908146	Email:	vishalkumargpb@gmail.com

DATE OF INCORPORATION / REGISTRATION OF ENTERPRISE	**27/12/2023**
DATE OF COMMENCEMENT OF PRODUCTION/BUSINESS	**27/12/2023**

NATIONAL INDUSTRY CLASSIFICATION CODE(S)

S.No.	NIC 2 Digit	NIC 4 Digit	NIC 5 Digit	Activity
1	85 - Education	8550 - Educational support services	85500 - Educational support services	Services

DATE OF UDYAM REGISTRATION	**29/12/2023**

* **In case of graduation (upward/reverse) of status of an enterprise, the benefit of the Government Schemes will be availed as per the provisions of Notification No. S.O. 2119(E) dated 26.06.2020 issued by the M/o MSME.**

Disclaimer: This is computer generated statement, no signature required. Printed from https://udyamregistration.gov.in & Date of printing - 30/12/2023

For any assistance, you may contact:

1. District Industries Centre: BEGUSARAI (BIHAR)

2. MSME-DFO: MUZAFFARPUR (BIHAR)

Visit : www.msme.gov.in ; www.dcmsme.gov.in ; www.ch

Follow us @minmsme &

QRO
QUALITY RESEARCH ORGANIZATION

Certificate of Registration

This is to certify that

OSM EDUCATION PRIVATE LIMITED

MALTI, PIPRA DEWAS, BARAUNI BEGUSARAI -851112, BIHAR, 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:

PROVIDING COMPUTER SOFTWARE & HARDWARE TRAINING AND EDUCATION SERVICES. ACADEMY, MUSIC, DANCE, YOGA, DRAMA AND ART CENTRES.

Date of Initial Registration: 28th December 2023
Date of this Certificate: 28th December 2023
Certificate Expiry: 27th December 2026
Recertification Due: 27th December 2026

Certificate Number: 305023122823Q

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 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

Certificate of Registration

EURO CERT

This is to certify that the
Non-Formal Education and Training Management System
of

OSM EDUCATION PRIVATE LIMITED

at

MALTI, PIPRA DEWAS, BARAUNI BEGUSARAI -851112, BIHAR, INDIA.

has been independently assessed and
is compliant with the requirements of:

ISO 29990:2010

For the following scope of activities:

PROVIDING COMPUTER SOFTWARE & HARDWARE TRAINING AND EDUCATION SERVICES. ACADEMY, MUSIC, DANCE, YOGA, DRAMA AND ART CENTRES

Certificate Number: 2024100801

Validity of this certificate can be verified at www.eurocertverify.com

Date of Initial Registration	8th October 2024
Date of this Certificate	8th October 2024
Certificate Expiry	7th October 2027
Recertification Due (subject to the company maintaining its system to the required standard)	7th October 2027

Authorised Signatory

This certificate is the property of Eurocert Inspection Limited and shall be returned immediately on request.
International House, 10 Churchill Way, Cardiff, United Kingdom, CF10 2HE
Website:- www.eurocertverify.com, Email:- info@eurocertverify.com
Company No. 11956886

आयकर विभाग
INCOME TAX DEPARTMENT

भारत सरकार
GOVT. OF INDIA

Dec 29, 2023

Ref.No.:88305922845173117 1/TAN/NEW

TO,
OSM EDUCATION PRIVATE LIMITED
C/O DEVENDRA RAI ,MALTI ,
BARAUNI
BARAUNI ,
PIPRA DEVAS
BEGUSARAI-851112
BIHAR
TEL. NO.:011-7004908146

Sir/Madam,
Sub : Allotment of Tax Deduction Account Number (TAN)
as per the Income Tax Act,1961.

Kindly refer to your application (Form 49B) dated Dec 27, 2023 for the allotment of Tax Deduction Account Number. In this connection, the following TAN has been issued to you/your organisation:

PTNO01567G

Please quote the same in all TDS challans,TDS Certificates,TDS returns,Tax Collection at Source(TCS) returns as well as other documents pertaining to such transactions.

Quoting of TAN on all TDS returns and challans for payment of TDS is necessary to ensure credit of TDS paid by you and faster processing of TDS returns.

The above TAN should also be used as Tax Collections at Source Account Number under section 206CA.

Kindly note that it is mandatory to quote TAN while furnishing TDS returns, including e-TDS returns. e-TDS returns will not be accepted if TAN is not quoted.

This supersedes all the Tax Deduction / Collection Account Number, alloted to you earlier.

Income Tax Department

This is a computer-generated letter. Hence, signature is not required.

Caution : Income Tax Department does not send e-mails regarding refunds and does not seek any taxpayer information like user name, password, details of ATM, bank accounts, credit cards, etc. Taxpayers are advised not to part with such information on the basis of emails.

आयकर विभाग
INCOME TAX DEPARTMENT

भारत सरकार
GOVT. OF INDIA

ई– स्थायी लेखा संख्या कार्ड
e - Permanent Account Number (e-PAN) Card
AAECO2596G

नाम / Name	OSM EDUCATION PRIVATE LIMITED
निगमन/गठन की तारीख Date of Incorporation / Formation	27/12/2023

Signature Not Verified

- Permanent Account Number (PAN) facilitate Income Tax Department linking of various documents, including payment of taxes, assessment, tax demand tax arrears, matching of information and easy maintenance & retrieval of electronic information etc. relating to a taxpayer.
स्थायी लेखा संख्या (पैन) एक करदाता से संबंधित विभिन्न दस्तावेजों को जोड़ने में आयकर विभाग को सहायक होता है, जिसमें करों के भुगतान, आकलन, कर मांग, देय कर्जा, सूचना के मिलान और इलेक्ट्रॉनिक जानकारी का आसान रखरखाव व बहाली आदि भी शामिल है।
- Quoting of PAN is now mandatory for several transactions specified under Income Tax Act, 1961 (Refer Rule 114B of Income Tax Rules, 1962)
आयकर अधिनियम, 1961 के तहत निर्दिष्ट कई लेनदेन के लिए स्थायी लेखा संख्या (पैन) का उद्धरण अब अनिवार्य है (आयकर नियम, 1962 के नियम 114B, का संदर्भ लें)
- Possessing or using more than one PAN is against the law & may attract penalty of upto Rs. 10,000.
एक से अधिक स्थायी लेखा संख्या (पैन) का रखना या उपयोग करना, कानून के खिलाफ है और इसके लिए 10,000 रुपये तक का दंड लगाया जा सकता है।
- The PAN Card enclosed contains Enhanced QR Code which is readable by a specific Android Mobile App. Keyword to search this specific Mobile App on Google Play Store is "Enhanced QR Code Reader for PAN Card.
संलग्न पैन कार्ड में एनहान्स्ड क्यूआर कोड शामिल है जो एक विशिष्ट एंड्रॉइड मोबाइल ऐप द्वारा पठनीय है। Google Play Store पर इस विशिष्ट मोबाइल ऐप को खोजने के लिए कीवर्ड "Enhanced QR Code Reader for PAN Card" है।

Cut



Electronically issued and Digitally signed ePAN is a valid mode of issue of Permanent Account Number (PAN) post amendments in clause (c) in the Explanation occurring after sub-section (8) of Section 139A of Income Tax Act, 1961 and sub-rule (6) of Rule 114 of the Income Tax Rules, 1962. For more details, click here

CERTIFICATE NO:
DIPP160331

#startupindia

Government of India
Ministry of Commerce & Industry
Department for Promotion of Industry and Internal Trade

CERTIFICATE OF RECOGNITION

This is to certify that ***OSM EDUCATION PRIVATE LIMITED*** *incorporated as a* ***Private Limited Company*** *on* ***27-12-2023****, is recognized as a startup by the Department for Promotion of Industry and Internal Trade. The startup is working in 'Education' Industry and 'Others' sector as self-certified by them.*

This certificate shall only be valid for the Entity up to **Ten** years from the date of its incorporation only if its turnover for any of the financial years has not extended **₹ 100 Cr.**

18-03-2024
DATE OF ISSUE

Scan to Verify

26-12-2033
VALID UPTO

From The Desk of

Managing Director



Greetings and a very warm welcome to OSM Education Pvt. Ltd.

We are living in a fast changing world, a changing society, progressing at a galloping speed, impact of science, scientific research, technological development, globalization on our daily life is vibrant and unavoidable, So the need to be geared up for tomorrow is for greater than ever before. Opportunities before us are immense and the task is onerous. With this mind, we continue to march steadily towards our aim to provide responsible citizens who will participate in nation building. Its fact that the progress of nation depends upon the quality of its teachers, so along with providing responsible citizens, teacher effectiveness and efficiency is the goal of the institution. The total system of education can be overhauled and streamlined only when the teachers are well trained professionally and personally.

Along with preparing of the broad base of the teachers the training in teaching methodology, skills and educational administration through intensive practice of teaching, microteaching and internship are rigorously given, in which practicing schools are also engaged. The Institute has as it backbone excellent infra-structure, teaching laboratories and general facilities are amongst the best.

“For everyone of us that succeeds, its because there’s somebody there to show you the way out” we’re one of them.

Thanking You

Mr. VISHAL KUMAR

Managing Director

Our Mission

To Provide high quality education to our students, inspiring them to develop their abilities to the fullest and creating outstanding professionals and creative citizens.
To generate thorough diligence, new ideas, knowledge and skills, opportunities for individuals and society.
To sustain and add value to Indian Culture, to the natural environment and to the national economy.
To help the students to develop their personality through various co-curricular and extra curricular, mental and physical activities.

OUR VISSION

The OSM EDUCATION PRIVATE LIMITED will be a world leader in
preparing professionals by offering technical education and related services to improve the lives of individuals in a changing and complex global society.
teaching and learning
advancement of the knowledge base through research and scholarship specially in IT and Management.





AIM

the fostering of creativity in new educational era;
the production of knowledge and of knowledgeable students;
the enhancement of understanding;
the promotion of moral thinking, feeling, and action;
the enlargement of the imagination self-realization;
the cultivation of "liberally educated" persons;
the overcoming of provincialism and close-mindedness;
the development of sound judgment;
the cultivation of docility and obedience to authority;
the fostering of autonomy;
the maximization of freedom, happiness, or self-esteem;
the fostering of feelings of community, social solidarity, citizenship, and civic-mindedness;
the production of good citizens; the "civilizing" of students;
the protection of students from the deleterious effects of civilization;
the integration or balancing of the needs and interests of the individual student and the larger society;
the fostering of skills and dispositions constitutive of rationality or critical thinking.

Objective

OSM Education Private Limited is a complete training organization for IT, Management and various technical courses with the aim of providing quality education to its learners to take up their tomorrow's better with a challenge in growing needs of market specially, in IT & Management.
We like to contribute to the economic and cultural life of India through the promotion and advancement of lifelong learning within educational institutions in India and elsewhere;

OUR CORE VALUES

We will Provide well-designed Courses, fairly graded, helpful for students with a wide range of abilities and experience.
Curricula that are up-to-date and prepare students with relevant knowledge and skills for leading-edge industrial jobs.
The opportunity to provide student a good job and placement in leading companies.

One of the Biggest Computer Education Organisation in India

Courses Available

1. Computer Software Course
2. Hardware & Networking Course
3. Accounting Course
4. Web Designing Course
5. Mobile Repairing Course
6. English Speaking Course
7. Typing Course
8. Computer Teacher Training Course
9. Scholarship Programe
10. Kids Computer Course

Online Facilities

1. Online Admission
2. Admission Verification
3. ID Card Verification
4. Certificate Verification
5. Information by SMS
6. Online Result

Student Facilities

1. Student login Panel
2. Student Bag
3. Course Book
4. ID Card
5. Course Syllabus
6. Assignment & Notes



Student can check his status of registration genuiness

Go to www.osmeducation.com

Student Zone ➡ Admission Verification ➡ Insert Details ➡ Submit



Career Opportunities for Computer Literates

Course		Placement Scopes
DCA	:	Computer Operator, Office Assistant, Data Entry Operator, Teaching Faculty
CCA	:	Computer Operator
CFA	:	Accounts Executive
ADFA	:	Accounts Officer, Tax Preparer, Accounts Executive, Computer Operator
DFA	:	Accounts Executive, Computer, Data Entry Operator, Teaching Faculty, Tax Preparer
DDTP	:	Computer Operator, DTP Operators in Press Advertising Agencies, Digital Studios
PDDTP	:	Computer Operator, DTP Operators in Press Advertising Agencies, Digital Studios/Offices
DCP	:	Programmer Assistant, Junior Programmer Analyst, Training Faculty
DAP	:	Programmer/Analyst, Database Administrator, Training Faculty
DWD	:	Web Designer
DHN	:	System Specialist, Hardware Assistant, System Sales & Services Executive
ADHN	:	Network Administrator, Hardware Professional, System Sales & Services Executive
ADCA	:	Computer Operator, Accounts Executive, DTP Operators in Press Advertising Agencies
DG	:	Graphic Designer, Flash Animation,
ADGA	:	Graphic Designer, Flash Animation, Art Director, Sound Editor, Video Productions Manager
DIT	:	Designer for small and large Application
ADIT	:	Designer for small and large Application / Senior Programmer Data Administrator / Analyst
DCOM	:	Office Manager, Accounts Executive
DMM	:	Graphic Designer, Video Editor, Cartoonist / Event Creator, Movie Maker
CMR	:	Customer Support Executive / own Mobile Service Center
DMR	:	Customer Support Executive / own Mobile Service Center
CEL	:	Proof reader, Content Writer
DEL	:	Proof reader, Content Writer, Story Writer
ADEL	:	Proof reader, Content Writer, Story Writer and Research
CTTC	:	Computer Teacher, Programmer, Office Assistant, Account Executive, DTP Operator

Course Structures

Diploma in Computer Application (DCA)

Course Code: LT-01

Modules: **Fundamental of Computer**

Microsoft Disk Operating System (MS DOS), Internal Commands, External Commands, Batch File.

MS Windows 10/11

Windows Concept, Features, Desktop, Start Menu, My Computer, Recycle Bin, Keyboard Shortcuts, Windows Accessories, (Notepad, Wordpad, Paint brush, Calculator. Etc.), Windows Explorer, Entertainment (CD Player, Media Player), System Tools, Concept Of Networking.

Ms Office

Ms Word: concept of word processing, Introduction to MS Word, features, keyboard shortcuts, editing and formatting documents, tables advance features of ms word, mail merge, macro.

Ms Excel : Worksheet basics, working with formulas and cell referencing Autosome formatting to worksheet, previewing and printing worksheet, Goalseek, Validation, Graphs And Charts, Functions, Macro, Sorting, Filtering. Ms Access: Concept of database, DBMS & RDBMS, Table, sorting and filtering, relationship between Tables, Query, Form, Report, Macro, Database Security.

Ms Powerpoint: Introduction, use of standard, formatting, drawing toolbars, editing slides, changing templates, slide layouts, inserting clipart, sound and movies into slides

Internet, E-mail & Multimedia: Introduction to internet, E-mail & Multimedia, Concept of HTML (Hyper Text Markup Language) Assignment Project on data entry & editing work.

Duration : 6 Months | Eligibility : 10th Pass | Fee :

Certificate in Computer Application (CCA)

Course Code: LT-02

Modules: Introduction to Computer, Microsoft Disk Operating System (MS DOS), MS Windows 10/11, Introduction to Internet, E-mail and Multimedia.

Duration : 3 Months | Eligibility : 8th Pass | Fee :



Course Structures

Certification In Financial Accounting (CFA)

Course Code: LT-03

Modules: Concept of Financial Accounting, Tally latest version with inventory, Goods and Services Tax (GST), Purchase Voucher with GST, Sales Voucher with GST, GST Returns and Payment, Billing Features in Tally, Purchase Order Processing, Sales Order Processing, Debit and Credit Notes, Assignment & Project work.

Duration : 3 Months | Eligibility : 10th Pass | Fee :

Advance Diploma In Financial Accounting (ADFA)

Course Code: LT-04

Modules: Introduction to Computer, MS-Word, MS-Excel, Basic Commerce, Manual Accounting, inventory Control System, Tally Latest Version Concept of Banking, Insurance, Goods and Services Tax (GST), Purchase Voucher with GST, Sales Voucher with GST, GST Returns and Payment, Billing Features in Tally, Purchase Order Processing, Sales Order Processing, Debit and Credit Notes, Assignment & Project Work.

Duration : 12 Months | Eligibility : 10th Pass | Fee :

Diploma In Financial Accounting (DFA)

Course Code: LT-05

Modules: DCA+CFA

Duration : 9 Months | Eligibility : 10th Pass | Fee :

Diploma In Desktop Publishing (DDTP)

Course Code: LT-06

Modules: Introduction to Computer, MS DOS, MS Windows 10/11, PageMaker, Corel Draw, Photoshop CS, Adobe Illustrator, Internet & Multimedia.

Duration : 6 Months | Eligibility : 10th Pass | Fee :



Course Structures

Advance Diploma in Computer Programming (ADCP)

Gourse Code: LT-07

Modules I : DCA
Modules II : C Programming
Modules III : Internet & Web Designing
Modules IV : SQL (Structured Query Language)
Modules V : Assignment & Project Work

Duration : 12 Months | Eligibility : 10th Pass | Fee :

Diploma In Computer Programming (DCP)

Course Code: LT-08

Modules: Concept of Programming, Flow Chart & Algorithm Programming In C++

Introduction, Concept of OOP Programming

Basics (Keywords, Constants, data Types etc.)

Operators and expressions, control statements, Arrays (single dimensional Arrays & Two dimensional Arrays) Functions (User defined functions & library functions), Structures, Classes and objects, constructors and destructors, function and operator overloading, inheritance pointers.

GUI Programming in Visual basic 6.0

Introduction to Visual basic, Working with projects and forms, Variables, constants, Arrays, Control Flow statement and conditional statement Menus (Designing, Programming), Active X Controls, Event driven programming, MDI (Multiple Document Interface)

SQL (Structured Query Language)

Introduction to SQL, Introduction to SQL*Plus, Features Of SQL

DDL Statements (Data Definition Language) DML Statements (Data Manipulation Language)

DCL Statements (Data Control language) Assignment and Project Work

Duration : 6 Months | Eligibility : 10th Pass | Fee :



Course Structures

Diploma In Advanced Programming (DAP)

Course Code: LT-9

Modules: Visual Basic, C#, Oracle With Developer, Java, Techniques of Software Development. Assignment & Project Work

Duration : 6 Months | Eligibility : 10th Pass | Fee :

Diploma in Web Designing (DWD)

Course Code: LT-10

Modules: HTML, DHTML with CSS, Java Script, V.B.Script, Front Page, Assignment & project work.

Duration : 6 Months | Eligibility : 10th Pass | Fee :

Diploma In Hardware and Networking (DHN)

Course Code: LT-11

Modules: Computer Fundamental, MS-DOS, MS Window 10/11, P.C. Assembling. Peripherals Devices, Installation (Printer, Scanner, T.v. Tuner, Digital Camera etc.) Application Software, Installation Software.

Troubleshooting. CD Writing, Connecting To Internet & its Application Detect and Remove Virus with Anti virus Software, Concept of Local Area Networking With LAN Project Work

Duration : 6 Months | Eligibility : 10th Pass | Fee :

Advance Diploma In Hardware and Networking (ADHN)

Course Code: LT-12

Modules: Computer Fundamental, MS-DOS, MS Windows 10/11, P.C. Assembling. Peripherals Devices, Installation (Printer, Scanner, T.V. Tuner, Digital Camera etc.) Application Software, Installation Software,

Troubleshooting, CD Writing, Connecting To Internet & its Application Detect and Remove Virus with Anti-virus Software, Microprocessor, Motherboard, Digital Electronic, Introduction to networking (LAN/WAN/MAN) LAN technologies. Network Essential, Network Devices, Implementation, Design and Administration of LAN. Project Work

Duration : 12 Months | Eligibility : 12th Pass | Fee :



Course Structures

Advance Diploma In Computer Application (ADCA)

Course Code: LT-13

Modules: DCA+DTP+TALLY

Duration : 12 Months | Eligibility : 10th Pass | Fee :

Diploma In Graphics (DG)

Course Code: LT-14

Modules: Graphics-colour understanding, Drawing, Cartoon & Anatomy, Layouting. Desktop Design, Concept of Advertising.

Software used: Photoshop, Page Maker, Quark Express, Corel Draw, Project Work.

Duration : 6 Months | Eligibility : 10th Pass | Fee :

Advance Diploma in Gaphics & Animation (ADGA)

Course ide: LT-15

Modules: Concept of Drawing & Cartooning, Colour Management, Animation Rules & Tricks Story Boarding Layouting. Modeling, Walk-Through, Camera Light Adjustment, Rigging. Special Effects.

Software Used: Photoshop, Page Maker, Quark Express, Corel Draw, Flash with action Script 3D Max Studio Project Work, Poster & Brochures design, 2D/3D Animation, Presentation, Walk Through.

Duration : 12 Months | Eligibility : 10th Pass | Fee :

Diploma In Information Technology (DIT)

Course Code: LT-16

Modules: Computer Fundamental

MS Office (Word, Excel, PowerPoint, Access), C++, SQL

Duration : 6 Months | Eligibility : 10th Pass | Fee :



Course Structures

Advance Diploma In Information Technology (ADIT)

Course Code: LT-17

Modules: DCA
DCP
DAP

Duration : 12 Months | Eligibility : 10th Pass | Fee :

Diploma in Computer & Office Management (DCOM)

Course Code: LT-18

Semester-I: Business Organisation / Office Organisation, Company Law, Computer Operation (CF, Win 10/11, MS Office), Communication Techniques in English & Hindi.

Semester-II: Office Operation (Fax, STD, PCO, Printing Work, Record Filing, Internet, E-mail), Book Keeping & Accountancy with Tally, Assignment, Live project work.

Duration : 12 Months | Eligibility : 10th Pass | Fee :

Diploma Multimedia (DMM)

Course Code: LT-19

Modules: Instruction to multimedia and its uses, Photoshop, Flash, Sound Forge, Swiss, Adobe Premier, GIF Animator. Cool, Multimedia Presentation, Corporal Presentation, Basics of Cartooning and Animations, e- learning.

Duration : 6 Months | Eligibility : 10th Pass | Fee :



Mobile Repairing Course

Certificate in Mobile Repairing (CMR)

Course Code: LT-20

Modules: History of Mobile Phone, GSM & CDMA Structure Generation of Mobile Phone, Frequency & Channels, Wi-Fi, SIM, & IMEI, Mobile Phone Assembly & assembly, Electronic Components Overview, Chip Level Soldering & De-soldering Mobile Phone Complete Software Repairing, Pa of Computer, Computer Operating, Driver Installation, Software Repairing, Chines Mobile Phone Repairing Mobile Phone Basic Electronics & Complete Hardware Repairing, Introduction to Electronics, Charge, Voltage. Types of current, All Electronics Components Identification testing & their working.

Duration : 3 Months | Eligibility : 8th Pass | Fee :

Diploma in Mobile Repairing (DMR)

Course Code: LT-21

Modules: History of Mobil Phone, GSM & CDMA Structure & Generation of Mobile Phone, Frequency & Channels, Wi-Fi, SIM, IMEI, Mobile Phone Assembly & Disassembly, Electronic Components Overview, Chip Level Soldering & De-soldering Mobile Phone Complete Software Repairing. Parts of Computer, Computer Operating, Driver Installation, software Repairing, Mobile Phone S/W repairing with coding, Chinese Mobile Phone Repairing Mobil Phone Basic Electronics & Complete Hardware Repairing. Introduction to Electronics, Charge, Voltage, Types of current All Electron Components Identification testing & their working, Basic Tips for Mobile Phone Hardware Repairing, Section of Mobile Phone, Circuit Diagram Reading, GSM Mobile Phone Troubleshooting. Chinese Mobile phone Trouble shooting. CDMA Mobile phone Troubleshooting. Practically handset repairing. Tips for service centre.

Duration : 6 Months | Eligibility : 10th Pass | Fee :



English Speaking Course

Certificate in English Lingua (CEL)

Course Code: LT-20

Modules: My Conversation Grammar Translation
Speech Interview

Duration : 3 Months | Eligibility : 8th Pass | Fee :

Diploma in English Lingua (DEL)

Course Code: LT-23

Modules: My Conversation
Grammar
Transition
Speech Interview
Communication Skill
Project

Duration : 6 Months | Eligibility : 10th Pass | Fee :

Advance Diploma in English Lingua (DEL)

Course Code: LT-24

Module: My Conversation Role Play, Grammar/Transition
Composition, Group Discussion (G.D.)
Public Speech
Interview
How to Create report
Project
Communication Skill
Personality Development

Duration : 12 Months | Eligibility : 10th Pass | Fee :



Computer Teacher Training Course

Computer Teacher Training Course (CTTC)

Objective: To produce a complete business professionals and computer teachers with integrated knowledge of computer programming, communication techniques and teaching methodology. To change the conventional pattern to smart education with E- Learning and E- Readiness For computerized automated institution or Office management.

DETAILED COURSE OF STUDY :

Course Code: LT-25

Fundamental of Computer

Introduction of Computer, Characteristics of a Computer, History of Computer, Generations of Computer. Computer Classification, Inside the System Unit, Input Device, put Devices, Basic Parts of Computer.

MS Windows 10/11

Windows concept, Feature, Desktop, Stag Menu, My Computer, Recycle bin keyboard Shorts, Windows Accessories: (Notepad, WordPad, Ms paint, Calculator etc.) Windows Explorer, Entertainment (Cd player. Media play) System Tools, OLE, Concept of Networking

MS OFFICE

MS Word: Concept of Word processing, Introduction to N Word, Feature Keyboard Shortcut, Editing S Formatting documents, Table, Advance Features of MS Ward, Mail merge, Macro.

MS Excel: Worksheet Basics, Working with formulas and s referencing autosome formatting to workweek, I previewing and printing worksheet, goalseek, Validation, Graphs and Charts, Function, Macro, Sorting, filtering.

MS ACCESS: Concept of database, DBMS & RDBMS. Table Song and Filtering, Relationship between Table Query, Form. Report, Macro, Database Security.

MS PowerPoint: Introduction use of standard, matting drawing toolbar editing slides hanging templates slide layouts, inserting clipart sound and movies into slides.

Internet email multimedia: Introduction to internet, email and multimedia, concept of HTML (hypertext markup language) assignment, project on data enter & editing work.

Modules-1 **Concept programming**

Programming in C, Logo & Bic Programming in Visual Basic(VB) Structure Query Language(SQL)

Module-II **DTP (Desk Top Publishing)**

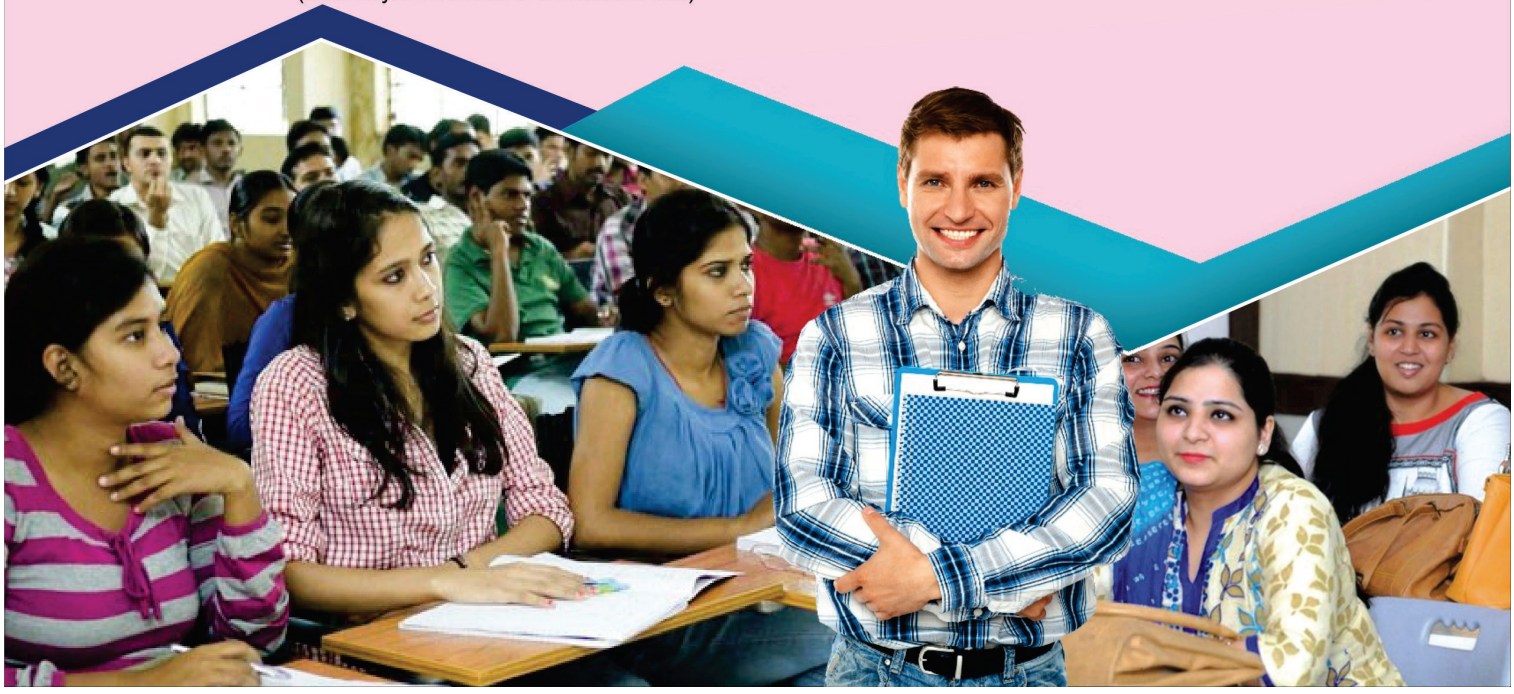
Page maker, Corel Draw, Photoshop

Module-III **Accounting Package**

Tally ERP with GST

Module-IV **Communication Techniques in Hindi & English**

(Two Days in a week for first six months)



Computer Teacher Training Course

One Month Teacher-Training Period

In between the course. Teacher-Training period should be given to the trainees. The period may be for 1 or 2 months, during this period, they have to take minimum 30 classes. The instructor should watch their classes and put proper grading to them.

Assignment Project

While teaching each module about computer, proper assignments and project work should be given to the teacher trainees.

Class Test

The instructor may conduct class Test & internal Assessment during each module.

Seminar & GD:

It is necessary to all the trainees to attend the seminar and group discussion. Which is held at the study centre time to time. Examination Procedure

Totol Marks - 500

Admission Process:

Eligibility:

For CTTC: Intermediate passed or appearing from recognized board.

Duration : 12 Months

Fee :



Kids Course

Basic Knowledge in Computer (BKC)

Course Code: NC-0

Age Group: 4 To 8 Years)

Modules: Basic Computer
Parts of Computer
Wallpaper, Screen Saver, Date & Time
wing With MS-Paint
Education Games
Introduction of Word.

Duration : 3 Months | Eligibility : 5th Pass | Fee :

Knowledge in Computer Application (KCA)

Morse Code: NC-0

Age Group: 8 To 12 Years)

Fundamental of Computer
Wallpaper, Screen Saver, Date & Time wing With MS- Paint
Education Games
Introduction of MS- Word.
Introduction of MS- PowerPoint
Printing & Scanning
Internet & E-mail

Duration : 6 Months | Eligibility : 6th Pass | Fee :



Typing Course

Typing Speed and Accuracy (TSA)

Course Code: NC-03

Modules: English Typing
Hindi Typing
"OR"
Regional Language Typing
Punjabi Typing
Gujrati Typing
Bengali Typing etc.

Duration : 3 Months | Eligibility : 10th Pass | Fee :

Certificate In Computer Typing (CCT)

Course Code: NC-04

Modules: English Typing
Hindi Typing
"OR"
Regional Language Typing
Punjabi Typing
Gujrati Typing
Bengali Typing etc.

Duration : 6 Months | Eligibility : 10th Pass | Fee :



OSM EDUCATION™

विद्याधनं सर्व धनं प्रधानम्

Registered Under the Companies Act. 2013, Ministry of Corporate Affairs, Govt. of india

An ISO 9001:2015 & ISO 29990:2010 Certified Company.

ADMISSION FORM

Form No. : _____

Paste your Recent Passport Size Photograph Here

Auth. Learning Centre Code _____

Admission Date D D M M Y Y Y Y

Name of Course _____

Course Duration _____ **Session** _____

Please tick (✓) on required blank box

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

1. Full Name of the Applicant (Space should be given between Firstname, Middlename & Surname)

2. Father's Name (Space should be given between Firstname, Middlename & Surname)

3. Nationality

4. Date of Birth D D M M Y Y Y Y

5. Gender ☐ F-Female M-Male

6. Category ☐ 1. GEN 2. OBC 3. SC/ST 4. PH

7. Complete Address for Correspondence (Do not repeat name)

District _____ State _____

Mobile No. _____ Pin Code _____

8. Details of Qualifying Examinations

	School / College Name	Name of Board / University	Year of Passing	% of Marks
Matric /10th				
Inter / 12th				

9. E-mail Id _____

10. Enclosures (Please give (✓) Marks)
    - [ ] Stamp Size Photograph
    - [ ] Student's Aadhar Card
    - [ ] Xerox Copy of qualification

Center Director Signature & Stamp

DECLARATION BY THE APPLICANT

It is to certify that I have read carefully and understood all the terms and conditions of the centre and agree to abide by them. This is also certified that the above information are true and complete to the best of my knowledge. If the above information are found incorrect or false then it will be treated as sufficient cause for cancellation of my form.

Registration No. _____

Signature of Candidate

नामांकन फार्म भरने के निर्देश व नियम
INSTRUCTION TO FILL ADMISSION FORM

सभी छात्र/छात्राएँ प्रवेश फार्म भरने से पूर्व निम्नलिखित निर्देश को ध्यान पूर्वक पढ़ ले ताकि आपको फार्म भरने में असुविधा नहीं हो।

All students are advised to kindly read all the information given below so they don't feel any difficulties in filling form.

1. नामांकन फार्म में सभी जानकारी साफ तथा पूर्ण रूप से भरे होने चाहिए। आधा एवं अधूरे भरे गए फार्म तथा लिखावट साफ नहीं होने पर फार्म को अस्वीकार कर दिया जाएगा।
   All the details filling in admission form should be clear and visible otherwise admission form will be rejected.
2. नामांकन फार्म पर साफ फोटो गोंद से ही चिपकाए स्टैपल न करें।
   Kindly paste the clear photo on admission form don't staple.
3. नामांकन फार्म के साथ सभी आवश्यक दस्तावेज संलगन करें।
   Kindly attach required documents with admission form
4. नामांकन फार्म में भरी जाने वाली सभी जानकारी मैट्रिक मार्कशीट के अनुरूप ही होनी चाहिए। अगर मार्कशीट में कोई त्रुटि हो तो साथ में एक आवेदन पत्र संलगन करें।
   All the details feeling in admission form should be according to matric mark sheet
   If there are are any errors in Marksheet attach an application form to correct the errors.
5. नामांकन के पश्चात अपने अध्ययन केन्द्र पर नामांकन सूची में अपना नाम और सभी जानकारी की जांच कर लें। किसी प्रकार की गलती होने पर केन्द्र को सूचित कर गलती ठीक करा लें। अंकपत्र एवं प्रमाण पत्र जारी होने के बाद किसी भी प्रकार की गलती को ठीक करवाने के लिए 300/- अतिरिक्त शुल्क लिए जाएंगे।
   Kindly check your details after successful admission at your Study centre if found any spelling error inform the centre incharge to fix immediately, any correction required after the issue of marksheet and certificate it will be charged Rs. 300/- Per Document.
6. नामांकन फॉर्म के प्रथम पृष्ठ एवं द्वितीय पृष्ठ दोनों पर छात्र एवं अभिभावक का हस्ताक्षर अनिवार्य है।
   Candidate and parents signature are required on the front and backside of admission form.

GENERAL RULES / DECLARATION

1. The management take every minor and major steps for the better career of students for which full co-operation from students is extremely expected.
2. Any Students when asked to meet the management with parent/ Guardian should follow the instruction strictly.
3. Classes will be provided through online or offline method in bilingual language at authorized Study Centre.
4. Students will reach 10 minutes before the class begins start else they will not be allowed in the class.
5. 70% attendance will be required to sit in final exam.
6. Students will be required to come along with their I card in the classroom.
7. Students will be required to wear the mask due to Covid Protocol in the institute premises.
8. Fee once paid shall not be refunded in any circumstances.
9. There is no job responsibility of Institute or organization after the training.
10. Any course is conducted by Antarrashtriya Computer Saksharta Mission.
11. Any kind of misbehave or criminal activity can lead their admission rejected from the Institution.
12. In case of dispute, if any, Delhi Court will be the Jurisdiction only.

मैंने उपरोक्त नियम तथा शर्त पढ़ लिये हैं व अच्छी तरह से समझ लिये हैं,
तथा नियमों का पूर्ण रूपेण पालन करुंगा/करुंगी!

Signature of Guardian

Signature of Candidate

Believing in yourself is the first step to Success



Authorised Learning Center

OSM EDUCATION™

विद्याधनं सर्व धनं प्रधानम्

Registered Under the Companies Act. 2013, Ministry of Corporate Affairs, Govt. of india

An ISO 9001:2015 & ISO 29990:2010 Certified Company.

Corporate Office:

Dairy Road Near PNB, Barauni,
Begusarai (Bihar) - 851112

www.osmeducation.com

Registered office:

Malti, Pipra Dewas, Barauni,
Begusarai (Bihar) - 851112

info@osmeducation.com
Mob.: 7004908146