SIEVT — Softech Institute of Educational & Vocational Training

Softech
Institute of Educational & Vocational Training

ISO 9001:2008 CERTIFIED INSTITUTE
ISO Accreditation

Distance Learning Programs

FINANCIAL ACCOUNTING | **SOFTWARE TECHNOLOGY** | **INFORMATION TECHNOLOGY**

ENGINEERING COURSES | VOCATIONAL COURSES | MANAGEMENT COURSES

WE PROVIDE KNOWLEDGE, NOT MORE INFORMATION
DON'T BE A JOB SEEKER, BE A JOB CREATOR.

Authorised Softech Affiliate Centre

An ISO 9001:2008 Certified Institute
SOFTECH INSTITUTE
EDUCATIONAL & VOCATIONAL TRAINING
Website : www.softechinstitute.com
E-mail : softechinstitutekharar@gmail.com
Softech Helpline No.: 9988237136

In this highly competitive World, only the properly trained persons can find a firm footing. It is not enough to be a Graduate or Post Graduate these days to qualify for reasonable positions. The career opportunities are unlimited for those who are qualified to accept the challenges. Softech aims at making available to every promising young Indian, the means of acquiring modern education, stimulating the power of expression and Developing an all rounder personality. While equipping the students with scientific and Technical training, it emphasizes the right attitude, which cannot be scarified.

The Basic Approach of the Softech for Imparting Training in the Professional Courses of the Institution is that of including skill and competency in the Students to be of Service and Help in the Community and provide a finish to be good & useful citizen of the Country. Softech main Objective is to Spread Education and Provide Employment to be Unemployed. The Motto of the **Softech is "Service to Humanity is Service to God"** The Institute aims at spreading Education among the poor and socially backward sections of the Society.

The Managing Committee of the Softech pays great importance to the level of Education provided to the Students. hence a Managing Committee of the Softech has been setup to work after the Education and Administration of the Institute. Softech experts finds that a proper Training Methodology combined with specific Course Curriculum is a must to impact optimum skills to a Student.

All work and no play makes Jack a Dull Boy and the Softech would not like any of its Students to be one. In order to remove the monotony of life, The Softech Organizes various events, Quizzes and Programms from time to time because Softech Experts in All Rounder Personality.

Wishing you all the Best.

(Satnam Singh)
Managing Director

ELIGIBILITY, REGISTRATION & ADMISSION

The courses are open to Matriculates, Higher Secondary, 10+2, Graduates and Post Graduates in any discipline from any Board / University recognized by UGC.

PAYMENT OF FEE

1. Fee is payable in advance at the time of admission in cash / D.D. In case of D.D. it should be in favor of "Softech Institute Educational & Vocational Training" Payable at Kharar, and an official receipt should be obtained from the office counter.
2. The payment of fees is to be made in lump sum or under the installment scheme as prescribed by the Softech Institute.
3. Registration Fees Rs. 500/-
4. Examination & Tuition Fees: As per mentioned in Prospectus.

Note: Complete Registration Fee is compulsory for all students Payable in Advance at the Time of Admission who Enroll with Softech Institute. Registration Fee once paid shall not be refunded, Reason what so ever may be.

ELIGIBILITY

The courses are open to Matriculates, Higher Secondary, 10+2 , Graduates and Post Graduates in any discipline from any Board / University recognized by UGC.

REGISTRATION & ADMISSION

1. A candidate seeking admission to a Softech Institute course should submit the applications for admission on the prescribed form attached here with. Applications are neither acceptable on the copy of the prescribed form nor on a plain paper.
2. The application form complete in all respects and accompanied with a registration fee and under mentioned documents is remitted to the office of the Softech Institute, Kharar. 3. An attested copy of the Matric certificate. 4. Four passport size latest photographs. 5. A photocopy of Residence Proof.

FINAL EXAMINATION | RESULT & CERTIFICATION

Final Examination: Last month of the every Course will be Project Work. The Final Examination will also be conducted in that Month only.

Attendance: All students must regularly attend lectures and practical beginning with the first day of instruction. Each student should have a minimum of 80% attendance in each subject.

Result: Within Four weeks of the commencement of Final Examination, Result of Successful Candidates will be declared by Softech Institute. Candidate can also check their result online.

Certification: Student will get its Certificate within Week of the Completion of the Course. Issued certificates contain the photograph of the candidate and numbered hologram as a proof of originality.

PLACEMENT SERVICES

The institute has its own placement cell known as Softech Institute Placement cell, which offers free placement assistance to students in securing jobs on completion of their respective courses. This placement cell keeps liaison with employer's organizations and puts the students who are registered with the placement cell in touch with potential employers.

Efforts are made to help the students in finding suitable jobs after the completion of their studies. Students should submit two copies of their bio-data to the Softech Institute office for exploring placement possibilities. However, the Softech Institute doesn't take the responsibility to find jobs for the students.

There is no charge for registration of a student with the Softech Institute placement cell. Placement services are provided free of cost to the students who want to avail this facility.

SOFTECH INSTITUTE EDUCATIONAL & VOCATIONAL TRAINING
Authorised Admission & Information Center of UGC, DEC, AIU, AICTE & Govt. of India Approved University

Web : www.softechinstitute.com

1

Softech Courses

An ISO 9001:2008 Certified Institute

COMPUTER APPLICATIONS

Computer Fundamentals
Operating System
(Windows/Ms-DOS)
Windows Operation
(Ms-Paint, Notepad, WordPad)
Ms-Office
(Ms-Word, Ms-Excel, Ms-PowerPoint)
Internet Applications
(E-mail, Chatting, Web Search)
Practical Lab Assignment & Viva

GRAPHIC DESIGNING

"Print Media" Fundamentals
Adobe PageMaker
Adobe Photoshop
CorelDraw
Internet Applications
Practical Lab Assignment & Viva

WEB DESIGNING

Adobe Photoshop
Web Script Language HTML
Web Editor Notepad
Web Browser Internet Explorer
Web Framework Dreamweaver
Practical Lab Assignment & Viva

FINANCIAL ACCOUNTING

Basic Concepts of Accounting &
Manual Accounts
Book Keeping & Double Entry System
Maintaining Account Books &
Financial Accounts
Computerized Accounts
Taxation & Banking System
Practical Lab Assignment & Viva

DIPLOMA COURSES
Duration - 6 Months

COMPUTER APPLICATIONS

Computer Fundamentals
Operating System (Windows/Ms-DOS)
Windows Operation (Ms-Paint,
Notepad, WordPad)
Ms-Office (Ms-Word, Ms-Excel, Ms-
PowerPoint)
Internet (E-mail, Chatting, Web Search)
Practical Lab Assignment & Viva

GRAPHIC DESIGNING

"Print Media" Fundamentals
Adobe PageMaker
Adobe Photoshop
CorelDraw
Internet Applications
Practical Lab Assignment & Viva

WEB DESIGNING

Adobe Photoshop
Web Script Language HTML
Web Editor Notepad
Web Browser Internet Explorer
Web Framework Dreamweaver
Practical Lab Assignment & Viva

FINANCIAL ACCOUNTING

Basic Concepts of Accounting & Manual
Accounts
Book Keeping & Double Entry System
Maintaining Account Books & Financial
Accounts
Computerized Accounts
Taxation & Banking System
Practical Lab Assignment & Viva

FINANCIAL ACCOUNTING

Basic Concepts of Accounting & Manual
Accounts
Book Keeping & Double Entry System
Maintaining Account Books & Financial
Accounts
Computerized Accounts
Taxation & Banking System
Practical Lab Assignment & Viva

HARDWARE & NETWORKING

Computer Fundamentals
(Windows, Ms-Office & Internet)|
Hardware Introduction with
Computer Assembling
BIOS setup & Bootable System
Computer Format & Windows Installatior
(PC Troubleshooting & Maintenance)
Networking Concepts
Practical Lab Assignment & Viva

MOBILE REPAIRING COURSE

Assembling & Disassembling of different
types of Mobile phones
Identify different parts of GSM and
CDMA handsets
Tools knowledge used in Mobile Repairing
Software & Hardware Techniques
Working of Different parts & IC's
Practical Lab Assignments & Viva

ENGLISH SPEAKING & PERSONALITY DEVELOPMENT

Tenses
Grammar & Vocabulary
Pronunciation & Communication Skills
Newspaper Reading
Personality Development &
Interview Techniques
Practical Group Discussion Session on
General Awareness Topics

DIPLOMA COURSES
Duration - 12 Months

COMPUTER APPLICATIONS (DCA)

Computer Fundamentals
(Windows, Ms-office & Internet)
Desktop Publishing
(PageMaker, CorelDRAW, Photoshop)
HTML/DHTML, Dream weaver
Manual and Computerized Accounts
Taxation & Banking System
Practical Lab Assignment & Viva

INFORMATION TECHNOLOGY (DIT)

Computer Fundamentals
(Windows, Ms-office & Internet)
Desktop Publishing
(PageMaker, CorelDRAW, Photoshop)
HTML/DHTML
Web Editor Notepad and Dream weaver
Programming Language C
Practical Lab Assignment & Viva

POST GRADUATE DIPLOMA IN COMPUTER APPLICATION (PGDCA)

Computer Fundamentals
(Windows, Ms-office & Internet)
HTML/DHTML, Dream weaver
Programming Language C
Programming in Visual Basic
Scripting Language Java
Practical Lab Assignment & Viva

POST GRADUATE DIPLOMA IN INFORMATION TECHNOLOGY (PGDIT)

Computer Fundamentals
(Windows, Ms-office & Internet)
HTML/DHTML, Dream weaver
Language C
Language C++
Programming in Java
Practical Lab Assignment & Visa

COMPUTER TEACHER TRAINING (CTT)

Computer Fundamentals
(Windows, Ms-office & Internet)
Desk Top Publishing
(PageMaker, CorelDraw, Photoshop)
HTML/DHTML, Dream weaver
Programming Language C
Practical Lab Assignment & Viva

Data Entry Operator (DEO)

Computer Fundamentals
Operating System & Windows Operation
MS-Office (Ms-Word, Ms-Excel, Ms-Powerpoint)
Internet (E-mail, Chatting, Web Search)
Typing Practice
Practical Lab Assignment & Viva

CRASH COURSES

CONTENTS * MS Office * Visual Basic * Oracle * Developer * C Sharp * VB Net * DTP * Accounts * Visual C++ * Java

DIPLOMA COURSES
Duration - 12 Months
Examination Fee - 1000/-

Diploma in (NTT)
Nursery Teacher Training
Theory of Education
Educational Psychology
Teaching Methods & Materials
School Organization
Child Psychology, Care & Health
Practical Lab Assignment & Viva

Diploma in (PTT)
Primary Teacher Training
Principle of Primary Education
Educational Psychoogy
Teaching Methods & Materials
School Organization
Child Psychology, Care & Health
Practical Lab Assignment & Viva

Diploma in (ETT)
Principle of Education
Educational Psychoogy
Sociology of Education
Fundamental of Teaching
Educational Technology & Evaluation
Practical Lab Assignment & Viva

Diploma in Office Management
Computer Fundamentals
(Windows, Ms-Office & Internet)
Principle of Human Resource
Marketing Function
Human Behaviour in Organization
Environment Management in
Organization
Practical Lab Assignment & Viva

Diploma in AutoCAD
Fundamental of AutoCAD
2D Drafting
Dimensioning & Detailing
Surface Modeling
3D Modeling
Practical Lab Assignment & Viva

Diploma in Stenography
(English Language)
(Hindi Language)
(Punjabi Language)
Fundamentals of Stenography
Vocabulary (English Language)
Communication Skills
Pronunciation
Grammar (English Language)
Practical Lab Assignment & Viva

Diploma in Secretarial Practice,
Public Relations &
Office Management
Office Functions & Importance
English Fluency with Personality
Development
Computer Basics &
Financial Management
Industrial Public Relations
Shorthand Practice
Practical Lab Assignment & Viva

LIBRARY SCIENCE
Duration - 12 Months
Examination Fee - 1000/-

Diploma in Library Science
Fundamentals of Library Science
Library Organization-
Information Services
Library Classification Theory
Library Cataloguing Theory
Practical Lab Assignment & Viva

Bachelor of Library Science
Eligibility: D. Lib/Graduation
Reference and Information Sources
Information Technology : Basics
Library and Society
Academic Library System
Technical Writing
Practical Lab Assignment & Viva

Master of Library Science
Eligibility: B. Lib
Information, Communication & Society
Information Sources, Systems and
Programmes
Information Processing and retrievel
Information Institutions, Services and
Products
Management of Library and
Information Centres
Practical Lab Assignment & Viva

RETAIL MANAGEMENT
Duration - 12 Months

Introduction to IT
Business Communication
Banking & Financial Accounting
Introduction to Retailing
Brand Management
Practical Lab Assignment & Viva

Diploma in Retail Management

India is considered as one of the top ten rising retail markets all over the World. With such an emerging retail market the jobs are available in plenty at all levels. Job opportunities are available in the fields such as supply chains, departmental stores, supermarkets, advertising agencies etc. Retail managers are also required in manufacturing companies to help customers understand about the products and to reach customers directly.

Skilled retail managers are also needed by companies such as Insurance and banking to convey their commodities directly to the customers. Retail managers are also being absorbed in a large number in the field of education and healthcare industries. Retailing business has been setup by many multinational companies, few of them are Reliance Group, Tata Groups Trent, ITC Retail, Big Bazaar & Pantaloons etc. The businessman generated by these has created huge employment opportunities for trained Retail Management professionals.

Few job types :-

•Visual Merchandisers

•Department Managers
•Supply Chain Distributors
•Management Trainees
•Assistant Store Managers
•Merchandising Assistant
•Sales Executive
•Marketing Executive
•Buyer Trainee

VOCATIONAL COURSES

Duration - 24 Months
Examination Fee - 2000/-

"ART & DESIGNS"

Diploma in Painting & Fine Arts
1st Year
Fundamentals of Visual Art
History of Art I (Indian Art)
Drawing & Painting
Design In applied Arts
Life Study
Practical Lab Assignment & Viva
2nd Year
History of Art II (Western Art)
Preservation of Art & Art Objects
Materials & Methods
Portrait Study
Creative Composition
Practical Lab Assignment & Viva

Diploma in
Printing Technology
1st Year
Computer Applications
Printing Design
Basic Engineering Drawing-I
Process Planning
Film Assembly
Practical Lab Assignment & Viva
2nd Year
Engineering Drawing-II
Graphics Reproduction
Graphics Design & Typography
Printing Costing & Estimating
Printing Processes
Practical Lab Assignment & Viva

Diploma in Art & Craft
1st Year
Principles of Education & Art
Clay Modeling
Designing & Painting
Theory of Art
Commercial Art
Practical Lab Assignment & Viva
2nd Year
Elements of Drawing and Painting
Clay Modeling-II
Drawing, Painting and Paper Work
Craft Work
Paper cutting and Card board modeling
Practical Lab Assignment & Viva

Diploma in Beautician
Ist Year
Basic Beauty Concepts
Aromatic Massage
Body Treatments
Plant Oil Chemistry
Techniques in beauty treatments
Practical Lab Assignment & Viva

2nd Year
Advanced Beauty Concepts
Skin Biology
Advanced Facial Treatments
Nutrition in Beauty Therapy
Beauty & Spa Education
Practical Lab Assignment & Viva

Diploma in Photography
1st Year
Fundamentals and Portraiture
Still Photography
Digital Art Photography
Product Photography & Bromide Printing
Dark Room Practice, Enlaring
Practical Lab Assignment & Viva
2nd Year
Phtogram's, Toning
Creative & Constructional Photography
Advertising / Architectural Photography
Indoor / Outdoor Photography
Computer Graphics & Digital Images
Practical Lab Assignment & Viva

INFORMATION TECHNOLOGY

DIPLOMA COURSES

Duration - 24 Months
Examination Fee - 2000/-

Advance Diploma in (ADCA)
Computer Applications
1st Year
Computer Fudnamentals
(Windows, Ms-Office & Internet)
Deskt Top, Publishing
(Pakemaker) CorelDraw, Photoshop)
HTML/DHTML/ Css & Div
Dreamweaver, InDesign, Illustrator
Flash Animation
Practical Lab Assignment & Viva
2nd Year
Language C
Language C++
PHP & MySQL
Java Script
Visual Basic
Practical Lab Assignment & Viva

Advance Diploma in (ADIT)
Information Technology
1st Year
Computer Fundamentals
(Windows, Ms-Office & Internet)
Desk Top, Publishing
(PageMaker, CorelDraw, Photoshop)
HTML/DHTML, Css & Div
Dream weaver, In Design, Illustrator
Flash Animation
Practical Lab Assignment & Viva
2nd Year
Language C
Language C++
ASP.Net & SQL Server
Visual Basic & Oracle
Java
Practical Lab Assignment & Viva

Advance Diploma in (ADFA)
Financial Accounting
1st Year
Business Computer Applications
Basic Concepts of Accounting
Business Accounting
Maintain Account Books
Business Communication
Practical Lab Assignment & Viva

2nd Year
Advance Accounting Concepts
Accounts Reconcilization
Computerized Account
Tax Management & Banking System
Practical Lab Assignment & Viva

Advance Diploma in (ADHN)
Hardware & Networking
1st Year
Fundamentals of Information Technology
Different Operating Systems
Analog & Digital Electronics
Basics of Microprocessor
PC Assembling & Trouble Shooting
Practical Lab Assignment & Viva
2nd Year
BIOS Setup & Bootable System
PC Format & Windows Installation
Installation of Other Computer
Peripherals
PC Trouble Shooting & Maintenance
Study on Anti Virus Programs
Practical Lab Assignment & Viva

DIPLOMA COURSES

Duration - 24 Months
Examination Fee - 2000/-

MANAGEMENT

Advance Diploma in (ADBM) Business Management

1st Year
Principles of Business Management
Organization Behaviour
Marketing & Material Management
Employee Training & Develop. Method
Industrial Psychology & Management Principles
Practical Lab Assignment & Viva

2nd Year
Management of Public Enterprises
Formation of Partnership
Labour Welfare & Social Security
Role of Advertisement in Business Management
Business Fundamentals & Brand Management
Practical Lab Assignment & Viva

Advance Diploma in International Business Management
1st Year
Principles of Business Management
Organization Behaviour
Export Office Practice
International Business Communications
Management Theory & Practice
Practical Lab Assignment & Viva

2nd Year
International Business Law
International Marketing
International Trade & Payments
Role of Advertisement in Business Management
Business Fundamentals & Brand Management
Practical Lab Assignment & Viva

Diploma in Event Management
1st Year
Principles of Event Management
Event Planning
Team Management
Event Marketing & Advertising
Practical Lab Assignment & Viva

2nd Year
Organizational Behavior
Principles of Management
Strategic Planning and Events Management
Udnerstanding The Events Customer
Mega Events and Their Impacts
Practical Lab Assignment & Viva

Advance Diploma in (ADRM) Retail Management

1st Year
Introduction to IT
Business Communication
Banking & Financial Management
Introduction to Retailing
Brand Management
Practical Lab Assignment & Viva

2nd Year
Retail Design & Merchandising
Sales Promotion & Sales Management
Marketing Management
Business Management
Business Strategy
Practical Lab Assignment & Viva

TECHNICAL COURSES

Duration - 24 Months
Examination Fee - 2000/-

ITI DIPLOMA COURSES

Course in Fitter/Wireman Draftsmanship/Welder/Mechanical/ Electrician/ Surveyor/ Carpenter/ Plumber
1st Year
Fundamentals/ Instruments & Measurements (Mechanics)
Introduction to Home Appliances (Electrician)
Arc Welding Operations (Welder)
Theory of Design & Decoration (Carpenter)
Design of Sanitary Drainage (Plumber)
Safety Issues & Precautions
Introduction to Trade Theory
Workshop Calculation & Science- I
Basics of Engineering Drawing
Practical Lab Assignment & Viva
2nd Year
Advanced Concepts
Control Theory (Mechanics)
Power Systems (Electrician)
Quality Control (Carpenter)
Internal & External Water Supply System (Plumber)
Use of Tools
Advance Trade Theory
Workshop Calculation & Science-II
Advance Engineering Drawing
Practical Lab Assignment & Viva
Diploma in Refrigeration & Air Conditioning
1st Year
Types of Refrigeration & Air Conditioning
Energy Efficiency Opportunities
Assessment of Refrigeration & Air Cond.
Circuits and Projects
Safety Issues & Precautions
2nd Year
Use of Tools
Power Systems
Refrigerant Flow Control Devices
Multi Temp System
Commercial Air-Conditioing
Practical Lab Assignment & Viva

DIPLOMA COURSES

Duration - 36 Months
Examination Fee - 6000/-

ENGINEERING DIPLOMAS

Diploma in Electrical Engineering

1st Year
Applied Mathematics
Applied Physics
Applied Chemistry
Computer Fundamentals
Engineering Drawing
Practical Lab Assignment & Viva

2nd Year
Electrical Engineering Materials
Basic Electronics Circuits & Devices
Electrical Machines
Electronic Measurement and Instrumentation
Linear Control System
Practical Lab Assignment & Viva

3rd Year
Design & Maintenance of Electrical Machines
Power Electronics
Transmission & Distribution of Electrical Power
Electrical Engineering Drawing
Power Plant Engineering
Practical Lab Assignment & Viva

Diploma in Electronics & Telecommunication

1st Year
Applied Mathematics
Applied Physics
Applied Chemistry
Computer Fundamentals
Engineering Drawing
Practical Lab Assignment & Viva

2nd Year
Electrical Engineering Materials
Basic Electronics Circuits & Devices
Electrical Machines
Electronic Measurement and Instrumentation
Linear Control System
Practical Lab Assignment & Viva

3rd Year
Introducing to Microprocessors
Electronic Design & Fabrication Techniques
Principles of Microwave Engineering
Industrial Electronics
Practical Lab Assignment & Viva

MANAGEMENT DIPLOMAS

Diploma in Financial Management

1st Year
Business Computer Applications
Basic Concepts of Accounting
Business Accounting
Maintain Account Books
Business Communication
Practical Lab Assignment & Viva

2nd Year
Advance Accounting Concepts
Accounts Reconciliation
Accounts Finalization
Computerized Account
Tax Management & Banking System
Practical Lab Assignment & Viva

3rd Year
Advance Accounting Concepts
International & Corporate Finance
Corporate Taxation
Global Financial Marketing
Security Analysis & Portfolio Managment
Practical Lab Assignment & Viva

Diploma in Sales & Marketing Management (3 Years)

1st Year
Objectives of Sales Management
Relationship Marketing
Marketing Management
The Marketing Research Process
Business Fundamentals
Practical Lab Assignment & Viva

2nd Year
Globalization & International Business Strategy
Budgeting & Planning
Market Segmentation & Fore Casting
Distribution Management
Financial Decision Making
Practical Lab Assignment & Viva

3rd Year
Brand Management
Theory of Motivation
Sales Promotion & Sales Management
Objectives of Advertising
Personality Development Session
Practical Lab Assignment & Viva

Bachelor of Management & Computer Software (3 years)

1st Year
Principles of Sales Marketing
Marketing & Material Management
Business Policy & Motivation Role in Management
Introduction to Information Technology
Programming Language C
Practical Lab Assignment & Viva

2nd Year
Principles of Sales Marketing
Management & Organization Behavior
Data Base Management System
Data Structure & Algorithms
Programming Language C++
Practical Lab Assignment & Viva

3rd Year
Management of Public Enterprises
Humana Resource Management
Labour Welfare & Social Security
Computer Architecture
Installation & Maintenance
Practical Lab Assignment & Viva

DIPLOMA COURSES
Duration - 36 Months
Examination Fee - 6000/-

ENGINEERING DIPLOMAS

Diploma in
Hardware & Networking
1st Year
Fundamental of Information Technology
Different Operating Systems
Analog & Digital Electronics
Basics of Microprocessor
PC Assembling & Trouble Shooting
Practical Lab Assignment & Viva

2nd Year
BIOS Setup & Bootable System
PC Format & Windows Installation
Installation of Other Computer
Peripherals
PC Trouble Shooting & Maintenance
Study on Anti Virus Programs
Practical Lab Assignment & Viva

3rd Year
Computer Networking
Networking Toplogies & Devices
Windows Server Administration
Linux Server Administration
DataBase Administration
Practical Lab Assignment & Viva

Diploma in Computer Science
1st Year
Applied Mathematics
Applied Physics
Applied Chemistry
Computer Fundamentals
Engineering Drawing
Practical Lab Assignment & Viva

2nd Year
Object Oriented Programming
using C & C++
Operating System
Computer System
Programming Architecture
Programming in Visual Basic
Data Structure
Practical Lab Assignment & Viva

3rd Year
Data Base Management System
System Analysis and Design
Computer Networks
Computer Graphics
PC Organization
Practical Lab Assignment & Viva

Diploma in
Information Technology

1st Year
Applied Mathematics
Applied Physics
Applied Chemistry
Computer Fundamentals
Engineering Drawing
Practical Lab Assignment & Viva

2nd Year
Object Oriented Programming
using C & C++
Operating System
Computer Architecture
Programming in Visual Basic
Data Structure
Practical Lab Assignment & Viva

3rd Year
Programming in Java
Data Base Management System
System Analysis and Design
Installation & Maintenance
Industrial Management
Practical Lab Assignment & Viva

Medica & Mass Communication

Diploma in Journalism
& Mass Communication
1st Year
Principle of Journalism
Journalsim Ethics & Law
Broadcast & Digital Journalism
Literature, Language & Arts for
Journalists
Reporting & News Writing
Practical Lab Assignment & Viva

2nd Year
Media Evolution & Trends
Development of Contemporary Media
Advanced Reporting and Editing
Still Photography
Live Performance Techniques
Practical Lab Assignment & Viva

3rd Year
News Writing for Electronic Media
Media Ethics and Laws
Advertising Insights
Video Production and Editing
Business & Corporate Soft Skills
Practical Lab Assignment & Viva

Diploma in Advertising &
Mass Communication
1st Year
Basics of Computers
Communication Skills
Fundamentals of Print Journalism
Internet Media & Digitalization
Organization Behaviour
Practical Lab Assignment & Viva

2nd Year
Fundamentals of Computer and
Printing Process
Media Organization - Structure &
Functions
Evolution of Media
Audio Visual Communication
Modern Media Communication
Practical Lab Assignment & Viva

3rd Year
Ethics & Media Laws and Media Ethics
Fundamentals of Advertising
Foundations of Magazine Journalism
Media and Political Interventions
Media and Its Development Worldwide
Practical Lab Assignment & Viva

HOSPITALITY & TOURISM

Diploma in Hospitality Management
1st Year
Fundamentals of Hospitality Industry-I
Managing Front Office Operations
Hospitality Supervision
Strategic Management in Hospitality
Environmental Management in H
Hospitality Industry
Practical Lab Assignment & Viva
2nd Year
Fundamentals of Hospitality Industry-II
Human Resource in Hospitality
Hospitality Management System
Customer Service
Housekeeper Management
Practical Lab Assignment & Viva
3rd Year
Hospitality Facilities Management
Economics & Hospitality
Organization Behavior
Marketing for Hospitality
Managing Service Quality &
Customer Relations
Practical Lab Assignment & Viva

DIPLOMA COURSES
Eligibility: 10th / 10+2

ISO
9001:2008
CERTIFIED INSTITUTE
ISO Accreditation

An ISO 9001:2008 Certified Institute

DIPLOMA COURSES
Duration - 36 Months
Examination Fee - 6000/-

HOSPITALITY & TOURISM

Diploma in Hospitality Management
1st Year
Fundamentals of Tourism & Travel Management
Foreign Languages
Travel & Tourism Legislation
Tourism Economics
Tourism Development Planning
Practical Lab Assignment & Viva

2nd Year
Computer Fundamentals in Tourism
Principles and Practices of Tourism
Marketing of Tourism
Environment and Ecology in Touring
Planning & Development of Tourism
Practical Lab Assignment & Viva

3rd Year
Transport Operation in Tourism
Tourism Information & Communication
Tourism Products
I.T. in Hotel and Tourism Business
Management of Ticketing and Fare
Practical Lab Assignment & Viva

Diploma in Hotel Management
1st Year
Foundation Course in Food Production
Basic Food & Beverage Service
Introduction to Front Office Operations
Introduction to House Keeping
Food Production and Bakery
Practical Lab Assignment & Viva

1st Year
Hotel Laws
Food Science & Nutrition
Communication Skills
Hotel Accounts
Accommodation Management
Practical Lab Assignment & Viva

3rd Year
Human Resource Development and Training
House Keeping Operations
Behavioral Process in Organization
Basic Food Production, Bakery & Confectionery
Leadership & Management
Practical Lab Assignment & Viva

Diploma in Fashion Designing
1st Year
Fundamentals of Fashion Designing
Designing, Sketching & Drafting
Hand & Machine Embroidery
Quality Control
Fundamentals of Textiles
Practical Lab Assignment & Viva

2nd Year
Textile Development
Introduction to Yarn Craft
Introduction to Advanced Multimedia
Basic of Pattern Making
Study of Sewing Technology
Practical Lab Assignment & Viva

3rd Year
Fabric Preparation for Consumers
Import & Export Procedure
Fundamentals of CAD Application
Introduction to Merchandising
Design Exploration in Fashion
Practical Lab Assignment & Viva

Diploma in Home Science
1st Year
English Communication
Food Science
Basic Art & Craft
Textile Art & Craft
House Keeping
Practical Lab Assignment & Viva

2nd Year
Fundamentals of Information Technology
Child Development
Basic Clothing & Construction Techniques
Processing of Fiber & Fabric
Fundamentals of Nutrition
Practical Lab Assignment & Viva

3rd Year
Housing & Space Management
Principles of Family Resource Management
Therapeutic Nutrition
Development of Psychology
Fundamentals of Horticulture
Practical Lab Assignment & Viva

Diploma in Interior Designing
1st Year
Effective Communication Skills
Introduction to Drawing & Graphics
Elements of Design
Basic Elements of Material
Interior Furnishing - I
Practical Lab Assignment & Viva

2nd Year
Advanced Elements of Material
Role of Interior Designer
Marketing Research
Building Control & Inspection
Interior Furnishing - II
Practical Lab Assignment & Viva

3rd Year
Paint & Interior Painting
Service Management
Interior Design Method
Design Decision Process
Computer Aided Design (CAD)
Practical Lab Assignment & Viva

Diploma in Graphics & Multimedia
1st Year
Computer Fundamentals
Desktop, Pubilishing (Pagemaker, CorelDraw, Photoshop) Art & Graphics
Basics of Digital Photography
2D Animation
Practical Lab Assignment & Viva

2nd Year
Advanced Digital Photography
Editing Digital Photographs
Script Writing & Story Board Designing
Advertising Design
3D Introduction & Advanced (Modeling & Animation)
Practical Lab Assignment & Viva

3rd Year
Digital Editing & Sound Editing
MAYA (Professional animation)
Cartoon animation
Digital Animation & Special Effects
Interactive Media
Practical Lab Assignment & Viva

BACHELOR & MASTER COURSES
Examination Fee - 2000/- Per Year

Bachelor of Business (BBA) Administration (3 Years)
1st Year
Organizational Behavior
Principles of Management
Management of Financial Accounting
Legal & Regulatory Framework
Human Resource Management
Practical Lab Assignment & Viva

2nd Year
Introduction to Research Methodology
Managing Information System
Business Strategy
Quantitative Techniques for Business
Marketing Management
Practical Lab Assignment & Viva

3rd Year
Managing Human Resource Issues
Labor Welfare & Social Security
Business Economics-I
Product Management
Globalization & International Business Strategy
Practical Lab Assignment & Viva

Master of Business (MBA) Administration (2 Years)
Eligibility : Graduation :

1st Year
Financial & Management Accounting
Managerial Economics
Computer Application in Management
Human Resource Management
Marketing Management
Practical Lab Assignment & Viva

2nd Year
Human Resource Management
Management Information System
Strategic Management
Management of Training & Development
Organizational Change & Develpment
International Human Resource Management
Practical Lab Assignment & Viva

Financial Management
Management Information System
Strategic Management
Corporate Restructuring
Management of Financial Services
Global Financial Marketing
Practical Lab Assignment & Viva

Marketing Management
Management Information System
Strategic Management
Marketing of Services
Brand Management
Industrial Marketing
Practical Lab Assignment & Viva

International Business Management
Management Information System
Strategic Management
International Human Resource Management
International Logistics Management
World Economy & Globalization
Practical Lab Assignment & Viva

Information Technology
Management Information System
Strategic Management
Database Management System
Visual Programming
Software Engineering
Practical Lab Assignment & Viva

Intergrated MBA (BBA+MBA) Duration : 4 Years
1st Year
Organization Behavior
Principles of Management
Management & Financial Accounting
Marketing Management
Human Resource Management
Practical Lab Assignment & Viva

2nd Year
Legal & Regulatory Framework
Organization, Competition & Environment
Quantitative Techniques for Business
Introduction to Research Methodology
Managing Information System
Practical Lab Assignment & Viva

Financial Management
3rd Year
Advance Management Accounting
International Finance
Introduction to Corporate Finance
Security Analysis and Portfolio Management
Merger Acquisition and other
Corporate Re-Organization
Practical Lab Assignment & Viva
4th Year
Corporate Taxation
Financial Engineering
Corporate Restructuring
Management of Financial Services
Global Financial Marketing
Practical Lab Assignment & Viva

Human Re source Management
3rd Year
Managing Human Resource Issues
Managing Human Resource Development
Labor Laws
Compensation Management
Human Resource Planning & Development
Practical Lab Assignment & Viva
4th Year
International H.R.M.
Team Building
Organizational changes and Development
Management of Training & Development
Total Quality Management
Practical Lab Assignment & Viva

International Business Management
3rd Year
International Marketing
International HRM
International Logistics
International Accounting
International Economics
Practical Lab Assignment & Viva
4th Year
International Trade
International Finance Management
International Business Management
Export procedure and Document
International Business Environment
Practical Lab Assignment & Viva

Information Technology
3rd Year
Database Management System-1
Introduction to Programming
E-Commerce
Software Engineering-I
Visual Programming
Practical Lab Assignment & Viva
4th Year
Network Management
Database Management System-II
Structured System Analysis & Design
Software Engineering-II
Programming in Java
Practical Lab Assignment & Viva

Marketing Management
3rd Year
Advertising & Promotion
International Marketing
Marketing of Services
Marketing Research
Brand Management
Practical Lab Assignment & Viva
4th Year
Marketing Planning
Advertising Management
Sales and Distribution Management
Consumer Behavior
Industrial Marketing
Practical Lab Assignment & Viva

(9)

ENGINEERING PROGRAMMES

M. Tech. (Mech. IT, Civil, ECE, Comp.) Duration - 2 years Semester - 4
Eligibility: MBA (IT)/MCA/BE/B.Tech./M.Sc./MIT/DOEACC "B" LEVEL

B. Tech. (Mech., Elec.IT, CIVIL, ECE, CHEMICAL) Duration - 4 Years   Semester - 8
Eligiblity : Any candidate having passed 10+2 Exam with Phy./ Chemistry & Mathematics
B.Tech. (Lateral Entry to IIIrd Sem.) Duration - 3 Years   Semester - 6
Eligibility : Any Govt. Recognized Polytechnic Diploma of 3 years duration after - 10 class.

Polytechnic Diploma Duration - 3 Years   Semester - 6
(Electronics & Telecommunication, Mech., Elec., Civil, Computers, Refrigeration, Automobile)
Polytechnic Diploma (Lateral Entry to IIIrd Sem.) Duration - 2 Years   Semester - 4
Eligibility: 10th Pass from any Recognized Board 2yrs ITI Course

MANAGEMENT PROGRAMMES

B.B.A | Eligibility: Passed +2 | Duration - 3 Years | Semester – 6
M.B.A (IT, HRM, Finance, Marketing, Insurance, Banking) Duration - 2 Years   Semester - 4
Eligibility: Graduation in any discipline.
M.B.A. Executive (Lateral Entry to IIIrd sem.) Duration - 1 Year   Semester - 2
Eligibility: Any PG Mgt. Diploma Or 3 yrs. Managerial Experience BBA/BBM
Eligibility: Passed +2
PG Diploma in Business Management (IT, HRM, Finance, Marketing)Duration-1 Year Semester-2
Eligibility: Graduation in any discipline.

TRADITIONAL PROGRAMMES

B.A (Open) No 10th & 12th required	Eligibility - 18 yrs with BPP Entrance Test Duration - 3 Years
B.A (General)	Eligibility - 10+2 or equivalent Duration - 3 Years
M.A (English, Hindi, History, Pol. science Psychology, Sociology, Sanskrit etc.)	Eligibility - Graduation Duration - 2 Years
M.A Education (Equivalent to M.Ed)	Eligibility - Graduation Duration - 2 Years
M.A Education (Lateral Entry)	Eligibility - B.Ed Duration - 1 Years
B.Com	Eligibility - 10+2 or equivalent Duration - 3 Years
M.Com	Eligibility - Graduation Duration - 2 Years
Master in Social work	Eligibility- Graduation Duration - 2 Years
D.Lib.	Eligibility - Passed +2 Duration - 1 Year
B.Lib. (BLIS)	Eligibility - Graduation Duration- 1 Year
M.Lib. (MLIS)	Eligibility - B.Lib Duration - 1 Year
D.Ed	Eligibility - Passed +2 Duration - 1 Year
B.Ed	Eligibility - Graduation Duration - 1 Year
M.Ed	Eligibility - B.Ed Duration - 1 Year
B.PEd	Eligibility - Graduation Duration - 1 Year
M.PEd	Eligibility - B.PEd Duration - 1 Year

SCIENCE PROGRAMMES

B.Sc. (General) PCM/PCM Eligibility : Passed + 2 Duration - 3 years
M.Sc. Eligibility : Graduation Duration - 2 years (Physics / Math / Chemistry / Botany / Bio-Tech.
Microbiology / Geography / Bio-Chemistry / Environmental / Home Science / Yoga Science)

IT PROGRAMMES

Master in Computer Application (MCA) Eligibility: Relevant Degree Duration - 3 Years   Sem. - 6

MCA Lateral Entry to IIIrd sem. Duration - 2 Years   Semester - 4

Eligibility: graduate in any discipline and have PGDCA from Any recognized university.

Msc.(IT) / Computer Science Eligibility: graduate in any discipline Duration - 2 Years   Sem. - 4

Msc.(IT) / Computer Science Lateral entry to IIIrd sem Duration - 2 Years   Semester - 4

Eligibility: Degree + PGDCA

BCA Duration - Eligibility: Passed +2   2 Years   Semester - 4

BCA Lateral Entry to IIIrd sem - Eligibility: +2 & one year Diploma Duration - 2Years | Sem - 4

Bsc. (IT) / computer science - Eligibility: Passed +2   Duration - 2 Years   Semester - 4

PGDCA | Eligibility: Graduation | Duration: 1 Year | Semester: 2

RESEARCH PROGRAMMES

M.Phil - One Year Course Eligibility - Master degree in the subject

ARTS SUBJECTS - English, Hindi, Pol.Science, Economics, Sociology, Education, History.

SCIENCE SUBJECTS - Physics, Chemistry, Maths, Zoology, Botony,Micro-Biology, Bio-Tech.,

Physical Education, Home Science, Environment Science, Library Science.

MANAGEMENT SUBJECTS - Management, Commerce, Hotel Management.

Ph.D TWO / THREE YEAR COURSES
Eligibility – MASTER DEGREE IN THE SUBJECTS

ARTS SUBJECTS - English, Hindi, Pol.Sci., Economics,Sociology, Education, History, Sanskrit, Music.

SCIENCE SUBJECTS - Physics, Chemistry,Maths, Zoology, Botony,Micro-Biology, Bio-Tech.,Food & Nutrition.

Physical Education,Home Science, Environment Science,Library Science, Yoga, Pharmacy,

MANAGEMENT SUBJECTS - Management, Commerce

Note: Ph.D Thesis preparation manual is available for the students in our Institute

Softech
Institute of Educational & Vocational Training
Website : www.softechinstitute.com

ISO 9001:2008 CERTIFIED INSTITUTE
ISO Accreditation

Certificate

Authorization to Conduct Certificate/Diploma/Master Diploma Courses

ST Registration No. _____   Registered No. M4420210IU

Softech Institute Certifies that _____ S/o / D/o _____

has been awarded a certificate of Proficiency in _____

for having successfully competed the program _____ grade.

The program was conducted during the period

From _____ to _____

in our Affiliate Centre _____

Given under the seal of Softech Institute Educational & Vocational Training

Grading & Result for Certification	
A+ = 91 to 100	Excellent
A = 71 to 90	Best
B = 51 to 70	Good
C = 36 to 50	Pass
D = 0 to 35	Fail

Director
Affiliate Centre

Director (Satnam Singh)
Softech Institute of Educational & Vocational Training

Important Note : Softech issue the certification on the basis of the details provided by the Affiliate Study Centre. Softech do not owe any responsibility regarding Marks/Duration|Student information. The Affiliate shall be responsible for above said. Softech ALL INDIA, E-mail: softechinstitutekharar@gmail.com, Helpline No. 099882 37136

Softech
Institute of Educational & Vocational Training
Website : www.softechinstitute.com

ISO 9001:2008 CERTIFIED INSTITUTE
ISO Accreditation

ACADEMIC TRANSCRIPT

Transcript Details	Course Coverage
ST Registration No. :	
Candidate's Name :	
Father's Name :	
Course Duration :	
Award Issue Date :	
Total Marks :	
Grade :	
Award	

Grading & Result for Certification	
A+ = 91 to 100	Excellent
A = 71 to 90	Best
B = 51 to 70	Good
C = 36 to 50	Pass
D = 0 to 35	Fail

Director
Affiliate Centre

Director (Satnam Singh)
Softech Institute of Educational & Vocational Training

Important Note : Softech issue the certification on the basis of the details provided by the Affiliate Study Centre. Softech do not owe any responsibility regarding Marks/Duration|Student information. The Affiliate shall be responsible for above said. Softech ALL INDIA, E-mail: softechinstitutekharar@gmail.com, Helpline No. 099882 37136

ADMISSION FORM

ISO 9001:2008 CERTIFIED INSTITUTE
ISO Accreditation

An ISO 9001:2008 Certified Institute

(PLEASE FILL ALL INFORMATION BY CANDIDATE IN CAPITAL LETTERS)

Candidate Name ....

Father's Name Sh. ....

Mother's Name Smt. ....

D.O.B. .... Gender : Male/ Female Admission Date ....

Permanent Address ....

....

Pincode... Tel. No. with STD Code ....

University / Board Name ....

Qualification ....

Course Name ....

Session / Year ....Duration.........................

Fees Detail ....Cash / Bank Name...........................

Subjects ....

....

....

Affiliate Centre Name ....

Affiliate Centre with Code ....

DECLARATION : I...S/o / D/o Sh..Do

hereby declare that I have taken admission in the above mentioned course with my free wish & will and without any pressure. The information given by me is correct to the best of my knowledge and belief. The courses of the Institute are the Institute's own autonomous programs. The running course is for knowledge and wisdom are not guaranteed for further educational use and job and the course for slef help and self employment only Hence I am taking admission after knowing all legal facts and own choice and without any pressure and I never be entitled to claim any way on any ground of recognition and legal status of the Institute/Organization. In case of any lapse, I shall be responsible for consequences. I have confirmed about recognition / affiliation of course & legal status of Institution / Board / University & I have no grouse to any one on this ground i.e. will not claim on this ground. I know very much that fees once deposited will not be refundable & adjustable in any circumstances. I will abide by the Rules and Regulation of the Institute and I will pay my fees regularly as agreed to.

If found incorrect or wrong at any stage in documents and statement given by me the Institute/Board will be fully authorized to cancel Admission / Exam / Result and forfeit the fee deposited by me.

Document to be Attached   Student's Signature

I. Eight Passport Size Photographs. II. A Self Attested copy of the Matric Certificate. III. A. Photocopy of Residence Proof.

FOR OFFICE USE ONLY & FILL BY AFFILIATE CENTRE HEAD

Certified that All the Particulars Mentioned in The Admission Form Have Been Carefully Checked And Found in Order.

Regd. No. Allotted by Affiliate Centre : ....

Admission Date & Place : ....

Course Completion Date : ....

Batch Time : Morning / Evening : ....

Course Duration : ....

Fees Detail : ....

Admission Approved by Centre Head/ Manager with Seal

READ CAREFULLY INSTRUCTIONS FOR ONLINE EXAMINATION

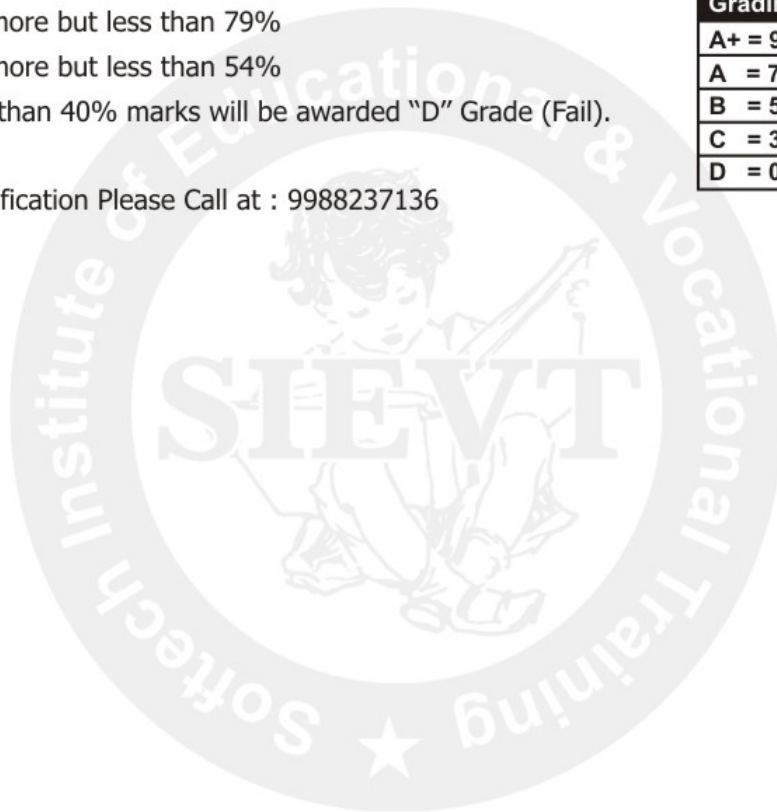Examination Mode : Online   Offline

1. In case of Online Examination please send the photocopy of the student's Online Result.
2. The exam must be conducted by Affiliate in his / her presence else he / she will be held responsible for all the details & marks entered in the examination form.
3. Failure to submit all the required documentation will lead to delay in issuing of your certificates.

Note :

1. Please Fill the Information in Capital Letters and Cross Check the Details Written in the Examination form.
2. Incomplete Examination Form of Form without Photographs and Documents shall be merely rejected.
3. Maximum Marks for each subject are 100 and for Practical are 500.
4. Minimum pass marks are 40% involving both Theory & Practical.
5. "A+" Grade will be awarded on acquiring 90% or more.
6. "A" Grade on 80% or more but less than 89%
7. "B" Grade on 55% or more but less than 79%
8. "C" Grade on 40% or more but less than 54%
9. Student obtaining less than 40% marks will be awarded "D" Grade (Fail).

For any Information or Verification Please Call at : 9988237136

Grading & Result for Certification	
A+ = 91 to 100	Excellent
A = 71 to 90	Best
B = 51 to 70	Good
C = 36 to 50	Pass
D = 0 to 35	Fail

(PLEASE FILL INFORMATION IN CAPITAL LETTERS)

Full Name Mr./ Ms. ....

Father's Name Sh. ....

Affiliate Centre Name ....

Affiliate City Name .... Affiliate Centre Code ....

Course Name ....

Course Duration ..../........../................. to........./.............../...................

Examination Date .... Total Marks : ....

Final Grade : A+ / A / B / C / D   Final Result : Fail ☐   Pass ☐

Transcript Details & Course Coverage

Must Affix Latest Passport Size Unattested Photograph

Grading & Result for Certification	
A+ = 91 to 100	Excellent
A = 71 to 90	Best
B = 51 to 70	Good
C = 36 to 50	Pass
D = 0 to 35	Fail

- ☐ Computer Fundamentals
- ☐ Windows / Ms-Dos
- ☐ Ms-Office
- ☐ Ms-Word
- ☐ Ms-Excel
- ☐ Ms-Powerpoint
- ☐ Internet
- ☐ Financial Accounting
- ☐ Computer Accounting
- ☐ Taxation
- ☐ Ms-Access
- ☐ Language C
- ☐ Language C++
- ☐ Foxpro

- ☐ Page / Maker
- ☐ CorelDraw
- ☐ Photoshop
- ☐ HTML / DHTML
- ☐ Css & Div
- ☐ Ms-FrontPage
- ☐ Dreamweaver
- ☐ Flash Animation
- ☐ PHP / MySQL
- ☐ JASC Animation
- ☐ Swish Max2
- ☐ Illustrator
- ☐ In Design
- ☐ Java Script

- ☐ Hardware
- ☐ Networking
- ☐ Auto CAD
- ☐ Visual Basic
- ☐ Oracle
- ☐ Java
- ☐ ASP.Net / SQL Server
- ☐ Digital Audio Editor
- ☐ Digital Video Editor
- ☐ After Effect
- ☐ Combustion
- ☐ 3Ds Max
- ☐ Maya

Document to be Attached
I. One Passport Size Photograph II. A Self Attested copy of the Matric Certificate. III. A Photocopy of Residence Proof

Do hereby declare that the information given by me is correct to the best of my knowledge and belief. And I Certified that all the particulars mentioned in the Examination form have been carefully checked and found in order.

Do hereby declare that I have taken admission in the above mentioned course with my free wish & will and without any pressure. The information given by me is correct to the best of my knowledge and belief. The courses of the Institute are the Institute's own autonomous programs. The running course is for knowledge and wisdom are not guaranteed for further educational use and job and the course for slef help and self employment only Hence I am taking admission after knowing all legal facts and own choice and without any pressure and I never be entitled to claim any way on any ground of recognition and legal status of the Institute/Organization. In case of any lapse, I shall be responsible for consequences. I have confirmed about recognition / affiliation of course & legal status of Institution / Board / University & I have no grouse to any one on this ground i.e. will not claim on this ground. I know very much that fees once deposited will not be refundable & adjustable in any circumstances. I will abide by the Rules and Regulation of the Institute and I will pay my fees regularly as agreed to. If found incorrect or wrong at any stage in documents and statement given by me the Institute/Board will be fully authorized to cancel Admission / Exam / Result and forfeit the fee deposited by me.

Affiliate Centre Head Signature with Seal

Student's Signature

Important Note : Softech Institute of Educational & Vocational Training issue the certification on the basis of the details provided by the Affiliate Study Centre. Softech does not owe any responsibility regarding Marks | Duration | Student Information | The Affiliate shall be responsible for above said.

FOR SOFTECH USE : SIEVT Registration No. .... Issue Dater ....Authorised Signature

⑮

(PLEASE FILL INFORMATION IN CAPITAL LETTERS)

Full Name Mr./ Ms. ....

Father's Name Sh. ....

Affiliate Centre Name ....

Affiliate City Name .... Affiliate Centre Code ....

Course Name ....

Course Duration ..../.........../............ to......./........./...........Examination Date ....

Course Year : 1st Year ☐ 2nd Year ☐ 3rd Year ☐ Final Result : Fail ☐ Pass ☐

Marks : Theory .... Practical .... Total .... Grade : A + / A / B / C / D

Transcript Details & Course Coverage

Subjects	Max. Marks	Pass Marks	Marks Obtained
	100	40	
	100	40	
	100	40	
	100	40	
	100	40	
Pratical Lab Assignment & Viva	500	200	
Total	1000	400	

Must Affix Latest Passport Size Unattested Photograph

Document to be Attached
I. One Passport Size Photograph II. A Self Attested copy of the Matric Certificate. III. A Photocopy of Residence Proof

Do hereby declare that the information given by me is correct to the best of my knowledge and belief. And I Certified that all the particulars mentioned in the Examination form have been carefully checked and found in order.

Do hereby declare that I have taken admission in the above mentioned course with my free wish & will and without any pressure. The information given by me is correct to the best of my knowledge and belief. The courses of the Institute are the Institute's own autonomous programs. The running course is for knowledge and wisdom are not guaranteed for further educational use and job and the course for slef help and self employment only Hence I am taking admission after knowing all legal facts and own choice and without any pressure and I never be entitled to claim any way on any ground of recognition and legal status of the Institute/Organization. In case of any lapse, I shall be responsible for consequences. I have confirmed about recognition / affiliation of course & legal status of Institution / Board / University & I have no grouse to any one on this ground i.e. will not claim on this ground. I know very much that fees once deposited will not be refundable & adjustable in any circumstances. I will abide by the Rules and Regulation of the Institute and I will pay my fees regularly as agreed to. If found incorrect or wrong at any stage in documents and statement given by me the Institute/Board will be fully authorized to cancel Admission / Exam / Result and forfeit the fee deposited by me.

Affiliate Centre Head Signature with Seal

Student's Signature

Important Note : Softech Institute of Educational & Vocational Training issue the certification on the basis of the details provided by the Affiliate Study Centre. Softech does not owe any responsibility regarding Marks | Duration | Student Information | The Affiliate shall be responsible for above said.

FOR SOFTECH USE : SIEVT Registration No. .... **Issue Dater** ....**Authorised Signature**