

# INFORMATION BROCHURE

## ICI COMPUTER INSTITUTE

A Program Initiated by :

INSTITUTE OF COMPUTING & INFORMATICS PRIVATE LIMITED

Regd. Under the companies Act 1956 Ministry of Corporate Affairs, Govt. of India



**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 INSTITUTE OF COMPUTING & INFORMATICS PRIVATE LIMITED is incorporated on this TWENTY SEVENTH day of OCTOBER TWO THOUSAND TWENTY FIVE 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 **U85500BR2025PTC079794**

The Permanent Account Number (PAN) of the company is **AAICI4919F\***

The Tax Deduction and Collection Account Number (TAN) of the company is **PTNI02151C\***

Given under my hand at Manesar this TWENTY SEVENTH day of OCTOBER TWO THOUSAND TWENTY FIVE

Satish Kumar

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](http://mca.gov.in)

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

INSTITUTE OF COMPUTING & INFORMATICS PRIVATE LIMITED

BARKAT KHAN KA AKHARA, Patna City, Sampatchak, Patna- 800008, Bihar

\*as issued by Income tax Department



# FROM THE DESK OF C.E.O.



**Dear Student**

At Institute of Computing & Informatics Pvt. Ltd., our mission is to make professional computer and vocational education accessible to everyone — from students in small towns to professionals seeking career growth.

We believe in learning by doing, with hands-on training and real-world projects that prepare our students for the modern digital world.

Our aim is to create a strong network of centers across India, ensuring quality education and employment opportunities through our franchise model.

Let's empower youth with skills that build the nation.



**Kamlesh Kumar**  
Founder & CEO  
ICI Pvt. Ltd.



Welcome to the Institute of Computing & Informatics Pvt. Ltd., where we believe that true education empowers lives.

Our goal is to equip every learner with digital skills and vocational training that lead to real career opportunities.

Through our modern courses, expert trainers, and growing franchise network, we are creating a platform for students and entrepreneurs to succeed together.

Join us in our journey towards a skilled and self-reliant India. "Education is the foundation of empowerment, and skills are its strength."

**Kumar Sanjeev**  
Managing Director



At ICI, our focus is to provide students with industry-relevant, practical training that builds real skills and confidence.

We continuously update our curriculum and teaching methods to match today's fast-changing digital world. Each student is guided to learn, practice, and perform through project-based learning and mentorship.

Our goal is simple — to transform education into career-ready skills and help every learner achieve excellence.

**Vashishth Anand Saini**  
Director (Training & Development)



At ICI, we believe in growing together through knowledge and opportunity.

Our Franchise Program is designed to support entrepreneurs who wish to make a difference in the field of education.

We provide complete guidance — from setup and training to marketing and academic support — ensuring every partner's success.

Join the ICI family and be a part of India's leading skill development network.

**Rajeev Ranjan**  
Franchisee Manager



At ICI, we ensure that every student learns through the power of modern technology and innovation.

Our mission is to maintain a strong digital infrastructure — from advanced computer labs to updated software and secure online systems — that supports practical, hands-on learning.

We continuously upgrade our tools and platforms to keep ICI at par with global standards in IT education.

**Ravi Kumar Pandey**  
IT & Technical Head



## MISSION

- To deliver affordable, quality computer and vocational education to every student.
- To make youth self-reliant through skill development.
- To expand franchise centers across India ensuring consistent training standards.
- To build industry partnerships for student employment.

## VISION 2030

- To become India's most trusted skill development brand.
- To empower one lakh students through digital and vocational education by 2030.
- To promote technology-driven learning even in rural and semi-urban areas.

# About Us

The Institute of Computing & Informatics Pvt. Ltd. is a leading training organization offering certified programs in Computing, IT, Artificial Intelligence, Digital Marketing, Beautician, Sewing Machine Technology, and other vocational skills.

With a vision to bring quality education closer to every learner, we provide government-recognized courses, job-oriented training, and career support.

Our institute combines modern technology, experienced faculty, and practical exposure to prepare students for real-world success.

## What is ICI?

As The Name Suggets, ICI Computer Education is a Programme For Global Computer Education This Programme is Initiated **INSTITUTE OF COMPUTING & INFORMATICS PRIVATE LIMITED** The Registered Office Of The Company Exist In Natinal Capital Region. Delhi And Its Corporate Office At Lucknow. This Mission Has Above 500 Associated Learning Center Countrywide And This Number Is Increasing Everyday. The Main Objective Of The Mission Is To Promote The Concept Of Computer Learning At Door Step With A Word Class Quality Learning Environment. Many Renowned IT Professionals Are Associated With This Mission As Consultant, Technical Writers And Many Employers And Recuiters Trust On IC.



## What About The Company?

**INSTITUTE OF COMPUTING & INFORMATICS PRIVATE LIMITED** is A Private Limited Company In incorporated Under The Companies Act 1956, Ministry Of Corporate Affairs, Govt. Of India Bearing The Registration No.: UD5500BR2025PTC079794

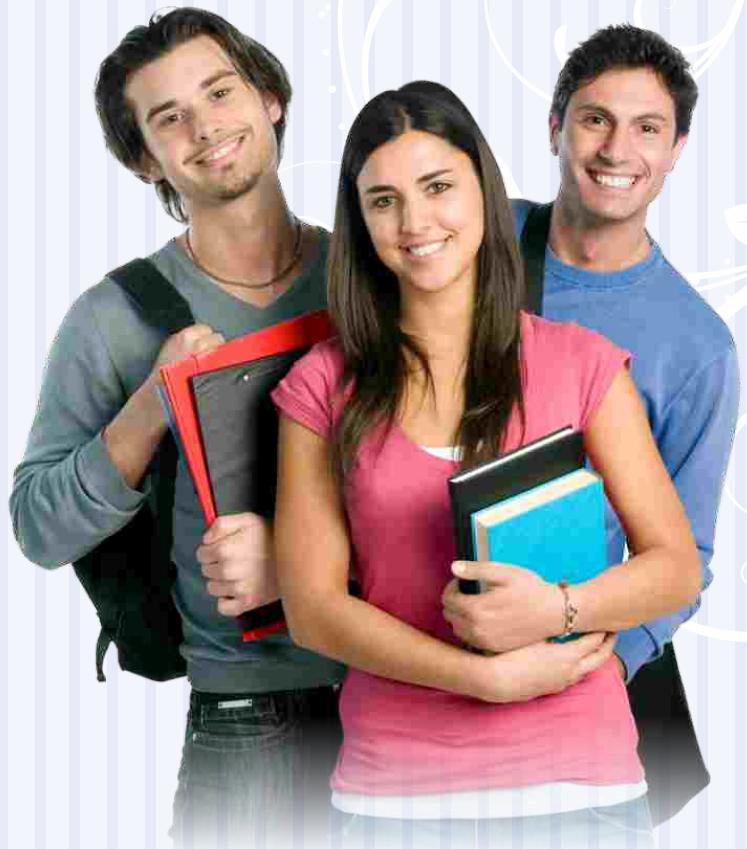
## WHAT ABOUT THE QUALITY CERTIFICATION?

**INSTITUTE OF COMPUTING & INFORMATICS PRIVATE LIMITED**

To Promote IT Awareness and to Provide IT Education Through Franchisees Centres

# 10 reasons *To Join* **ICI**

(Institute of Computing & Informatics Pvt. Ltd.)



1. **Job-Oriented Courses** : Practical and career-focused programs like DCA, ADCA, Digital Marketing, AI, Beautician, and Sewing Machine Technology.
2. **Modern Computer Labs & Infrastructure** : Fully equipped labs with updated software and real-time training environment.
3. **Experienced & Certified Faculty** : Industry-trained teachers providing step-by-step practical learning.
4. **Government & ISO Recognized Certification** : Valuable certificates accepted for jobs and professional growth.
5. **Placement Assistance & Career Guidance** : Dedicated placement support for students in IT, Digital Media, and Vocational sectors.
6. **Nationwide Franchise Network** : Growing presence across India — connecting learners and trainers everywhere.
7. **Affordable Fees with Quality Education** : World-class training at cost-effective fees — making education accessible for all.
8. **Comprehensive Study Materials** : Easy-to-understand notes, practical assignments, and project-based learning.
9. **Skill Development for Self-Employment** : Courses designed to make students job-ready or self-reliant entrepreneurs.
10. **Strong Leadership & Vision** : Guided by experienced management led by Managing Director Kumar Sanjeev, focused on empowering youth through education and innovation.

# Career Opportunities For Computer Literates

COURSE	PLACEMENT SCOPE
<b>DCA:</b>	Computer Operator, Office Assistant, Data Entry Operator, teching Faculty.
<b>CCA:</b>	Computer Operator
<b>CFA :</b>	Accounts Executive
<b>DFA :</b>	Accounts Executive, Computer Operator Data Entry Operator Teaching Faculty, Tax preparer
<b>DDTP:</b>	Computer Operator, DTP Operators In Press Advertising Agencies Digital Studios/offices
<b>DHT:</b>	System Specialist, Hardware Assistant, System Sales & Servises Executive
<b>ADHT:</b>	Network Administrator, System Engineer, Hardware Professional System Sales & Service Executive
<b>DCP:</b>	Programme Assistant, Junior Programmer Analysyst, Training Faculty
<b>HDCA:</b>	Career OpportunitiesOffice Assistant, Teaching Faculty, Junior Programmer, Analysyst Training Faculty
<b>HDAP:</b>	Junior/senior Programmer Data Administrator/analysyst
<b>ADIT :</b>	Designer For Small And Large Application/senior Programmer Data Administrator/analysyst
<b>ADCA:</b>	Computer Operator, Accounts Executive, DTP Operators In Press, Advertising Agencies, Digital Studios/offices
<b>DCT :</b>	Office Assistant, Customer Care Executive, Call Center Executive And Various Scope In Press And Publication In Print And Electronic Media
<b>DMM:</b>	Graphic Designer, Video Editor, Cartoonist/event Creator, Movie Maker
<b>DWD:</b>	Web Designer
<b>DOM:</b>	Office Manager, Accountant, Executive
<b>HDIT:</b>	Specialised For Bank P.O. Aspirants
<b>DAA:</b>	Accounts Officer, Tax Preparer
<b>MDM:</b>	Graphic Designer, Visualiser, Video Editor
<b>DG:</b>	Special Effects Artist, Various Jobs In 3-D Animation,
<b>DVGM:</b>	Flash Animation, Character Animation, Sound Editor,
<b>ADGA:</b>	Art Director, Video Production Manager, Etc.
<b>DIB:</b>	Diploma in Beautician
<b>DIT:</b>	Diploma in Tailoring
<b>DIA:</b>	Diploma in Autocad
<b>DCT:</b>	Diploma in Computer Typing



# Course Structures



## Diploma in Computer Application (DCA)

Course Code-LT 01

**Modules:** Fundamental Of Computer

### **Ms Window**

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

### **Ms Office**

Ms Word: Concept Of Word Processing, Introduction To MS Word Features, Keyboard Shortcuts, Editing & Formatting Documents, Table, Advance Features Of Ms Word, Mailing, Macro.

**Ms Excel:** Worksheet Basics, Working With Formulas And Cell Referencing, Autosum Formatting To Worksheet, Previewing And Printing Worksheet, Goalseek, Validation, Graphs & Charts, Functions, Macro, Sorting, Filtering.

**Ms Access** Concept Of Database, DBMS & RDMS, 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, Insertings Clipart, Sound & Movies Into Slides.

**Internet, E-mail & Multimedia:** Introduction To Internet, E-mail And Multimedia. Concept Of HTML. (hyper Text Markup Language) Assignment, Project On Data Entry & Editing Work.

### **Fee Structure:**

In Lumpsum - Rs. 4,000/-, In Installment - Rs.  $1500+1500+1200=4,200/-$

**Duration: Six Months**

## Certificate In Computer Application (CCA)

Course Code LT 02

**Modules:** Introduction To Computer Microsoft Disk Operating System (Ms Dos)

Ms Windows 98/xp, Introduction To Internet, E-mail And Multimedia

### **Fee Structure:**

In Lumpsum - Rs. 2,500/-, In Installment -Rs.  $1000+1000+800=2,800/-$

**Duration three Months**

# Course Structures

## ■ Certification in Financial Accounting (CFA)

Course Code-LT 03

**Modules:** Concept Of Financial Accounting Tally 7.2. 8.1, 9.0 With Inventory, Vat. Tds Service Tax, FBT, Payroll Assignment & Project Work

Fee Structure:

In Lumpsum-Rs. 3000/-, In Installment-Rs. 1800+1500-3300-

Duration: Three Months

## ■ Diploma in Financial Accounting(DFA)

Course Code-LT04

**Modules:** DCA+CFA

Fee Structure:

In Lumpsum-Rs. 6000/-, In Installment-Rs. 3000+2300+1200-6500/-

Duration: Nine Months

## ■ Diploma In Desktop Publishing(DDTP)

Course Code-LT05

**Modules:** Introduction To Computer, MS DOS, MS Windows 98/xp, Page Maker 6.5/7.0 Coral Draw 12, Photoshop Cs, Above Illustrator Internet & Multimedia

Fee Structure:

In Lumpsum-Rs. 5000/-In installment-Rs.-2000-2000+1500-5500/-

Duration: Six Months

## ■ Diploma In Computer Programming(DCP)

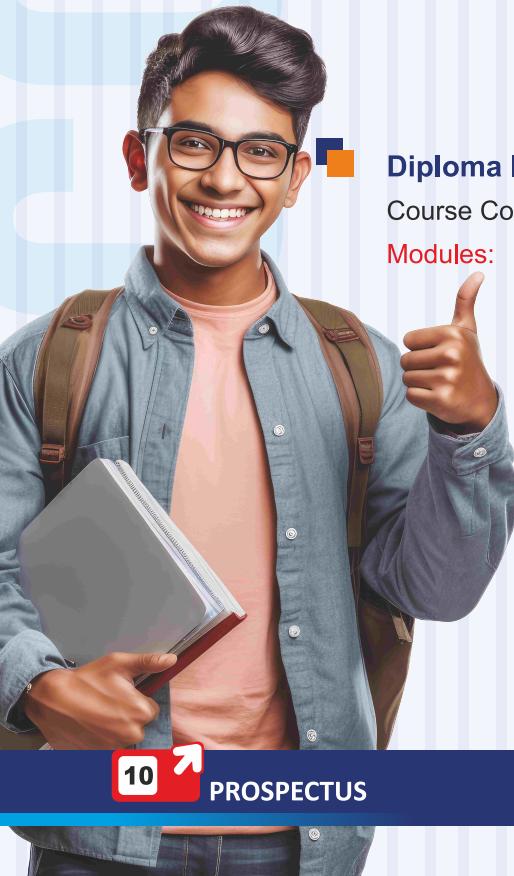
Course Code-LT 06

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

### Introduction, Concept Of OPP Programming

Basic (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 & Objects, Constructors And Destructors, Function And Operator Overloading, Inheritance Pointers.



# Course Structures

## GUI Programming In Visual Basic 6.0

Introduction To Visual Basic, Working With Projects And Forms Variables, Constants, Arrays Control Flow Statements And Conditional Statements Menus (designing, Programming), Active X Controls, Event Driven Programming, MDI (multiple Document Interface)

### SQL (structure Query Language)

Introduction To SQL, Introduction To SQL "plus, Features Of SQL DDL Statements (data Definition Language) DML Statement (data Manipulation Language) DCL Statements (data Control Language) Assignment And Project Work

#### Fee Structure:

In Lumpsum-Rs. 5500/- in installment-3300+2500+1500=6300/-

Duration: Six Months

## ■ Honours Diploma In Computer Application (HDCA)

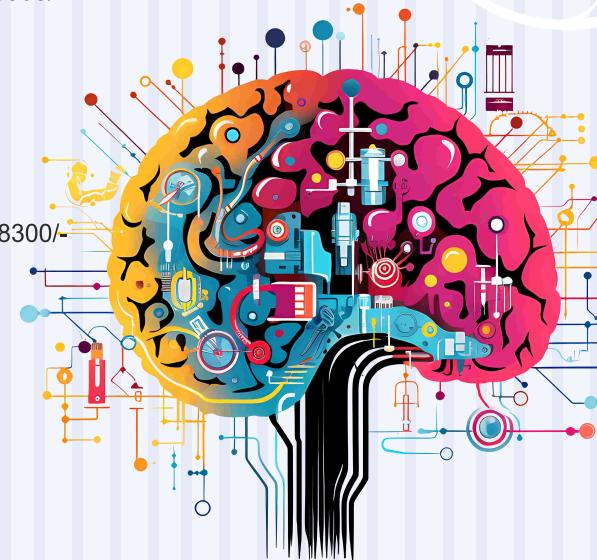
Course Code-LT 07

Modules: DCA+DCP

#### Fee Structure:

In Lumpsum-Rs. 7600/- In Installment-3000+3000+2300=8300/-

Duration: One Year



## ■ Diploma In Advanced Programming (DAP)

Course Code-LT08

Modules: Visual Basic, C# Oracle With Developer Java

Techniques Of Software Development Assignment & Project Work

#### Fee Structure:

In Lumpsum - Rs. 7500/-, In Installment-3500+2500+2500=8,500/-

Duration: Six Months

## ■ Honours Diploma In Advanced Programming (HDAP)

Course Code - LT 09

Modules: DCP+DAP

Fee Structure: In Lumpsum Rs. 10,500/-

In Installment-3500+3000+2000+2000=10,500/-

Duration: One Year

## ■ Diploma In Hardware Technology (DHT)

Course Code-LT 10

Modules: Computer Fundamental, Ms Windows, P.C. Assembling, Peripheral Devices Installation (Printer, Scanner, T.V. Tuner, Digital Camera etc.), Hardware Troubleshooting, Operating System Installation, Device Driver Installation, Application Software, Installation Software. Troubleshooting, CD Writing. Connecting To Internet & Its Application Detect And Remove Virus With Antivirus Software Concept of Local Area Networking With LAN.

#### Fee Structure:

In Lumpsum - Rs. 6,200/-, In Installment-3000+2500+1500= 7,000/-

Duration: Six Months

# Course Structures



## Advance Diploma in Hardware Tehnology (ADHT)

Course Code **LT 11**

**Modules:** Computer Fundamental, P.C. Assembling, Peripheral Devices Installation, (Printer, Scanner, TV. Tuner, Digital Camera etc.) Hardware troubleshooting, Operating System Installation Device Driver Installation Application Software Installation Software Troubleshooting, CD Writing Connecting To Internet & Its Application Detect & Remove Virus With Antivirus Software, Basic Electronics, Microprocessor, Motherboard, Digital Electronic, Introduction To Networking (LAN/WAN/MAN) LAN Technologies, Network Essential, Network Devices, Implementation, Design And Administration of LAN

**Fee Structure:**

In Lumpsum Rs. 13,500/-

In Instaliment-5000+4000+3000-3000-15,000/-

**Duration:** One Year



## Diploma In Graphics (DG)

Course Code-**LT12**

**Modules:** Graphics-colour Understanding, Drawing, Cartoon & Anatomy, Layouting, Desktop Design, Concept Of Advertising.  
Software Used: Photoshop, Illustrator, Page Maker Quark Express, Corel Draw  
Project: Ad, Poster & Brochure Design.

**Fee Structure:**

In Lumpsum-Rs. 7,200/-, in installment-Rs. 3000+2500+2500-8,000/-

**Duration:** Six Months



## Junior Diploma In Computer Application (JDCA)

Course Code-**LT 13**

(For The Condidates Below 14 Years Of Age)

**Modules:** Introductuion To Computer Working On Windows 98  
[Note Pad]  
[Word Pad]  
[Paint]  
[Calculator]

**Fee Structure :** In Lumpsum-Rs. 650/-

**Duration:** Six Months



## Advance Diploma in Graphich & Animation (ADGA)

Course Code-**LT 14**

**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, Illustrator, Page Maker Quark Express, Corel Draw Flash with action script 3d max studio project ad, poster & broushers design, 2d/3d animatio presentation, walk through.

**Fee Structure**

In Lumpsum 14,000/-in installment 6000+4000+3000+2500-15,500/-

**Duration:** One Year

This Course Is Available At Selected Centers Only.

# Course Structures



## ■ Advance Diploma In Computer Application (ADCA)

Course Code-LT15

**Modules:** DCA+DTP+TALLY

**Fee Structure:**

In Lumpsum-Rs. 8800/- in installment-4000+3500+2500=10,000/-

**Duration:** One year

## ■ Honours Diploma In Information Technology (HDIT)

Course Code-LT16

**Modules:** Fundamental Of Computer & Information Technology.

Internet, E-mail & multimedia MS-Office, Concept Of

Accounting, Concept Of Computerized Accounting (tally)

PLDT (Programming Logic Design & Techniques) Programming In C.

Programming In C++, Event Driven Programming (V.B)

**Fee Structure:**

In Lumpsum-Rs. 8,500/- in installment-4000+3000+2800=9,800/-

**Duration:** One Year

## ■ Advance Diploma in Information Technology (ADIT)

Course Code-LT 17

**Modules:** DCA+DCP+DAP

**Fee Structure:**

In Lumpsum-Rs 14,000/- In Installment-6000+4500+3000+2000=15,500/-

**Duration:** One & Half Year

## ■ Diploma in Advance Accountancy (DAA)

Course Code-LT 18

**Modules:** Introduction to computer, Ms-Word, Ms Excel, Basic Commerce, Manual Accounting, Inventory Control System, Tally Latest Version, Concept Of Banking, Insurance, Vat, Income Tax, Sales Tax, Service Tax, Tds, Fbt, Assignment & Project Work.

**Fee Structure:**

In Lumpsum-Rs. 7,000/-, in installment-3500+2500+1800=7,800/-

**Duration:** Six Months

## ■ Diploma In Office Management (DOM)

Course Code-LT 19

**Semester-I:** Business Organisation/Office Organisation, Company Law, Computer Operation (Ms Office), Communication Techniques In English & Hindi

**Semester-II:** Office Operation (fax, Std, Pco, Printing Work, Record Filling, Internet, E-mail), Book Keeping & Accountancy With Tally, Assignment, Live Project Work

**Fee Structure:**

In Lumpsum-Rs. 8,600/-, in installment-4000+3000+2500=9,500/-

**Duration:** One year

"This Course Is Available Atselected Centers Only."

# Course Structures

## Diploma In Information Technology (DIT)

Course Code : LT-20

Modules: MS-OFFICE + HTML

Fee Structure:

In Lumpsum - 4,500/- in installment :  $2000+1000+1500 = 4,500/-$

**Duration: 6 months**

## Advance Diploma In Financial Account (ADFA)

Course Code: LT 21

Module: DCA + DTP

Fee Structure:

In Lumpsum 6,500/- In Installment  $3000+2500+2300=7,800/-$

**Duration: One Year**

"This Course Is Available At Selected Centers Only.

## Diploma In Multimedia (DMM)

Course Code: LT 22

Modules: Instruction To Multimedia And Its Uses, Photoshop, Flash, Sound Forge.

Swiss, Adobe Premier, Gif Animator, 3-D Cool, Multimedia Presentation, Corporature Presentation, Basics Of Cartoonong And Animations, E-learning

Fee Structure:

In Lumpsum 7,500/- in installment  $3500+3000+2300=8,800/-$

**Duration: Six Months**

"This course is available at selected centers only.

## Diploma In Computer Typing (DCT)

Course Code: LT 23

Modules: Hindi & English Typing

**Fee Structure:**

In Lumpsum 3,000/- in installment  $1000+1000+1000=3,000/-$

**Duration: Six Months**



# Course Structures



## Diploma in Beautician (DIB)

Course Code : LT-24

**Module :**

**Makeup Artistry:** Includes bridal, party, and special effects makeup.

**Skincare:** Covers skin treatments, facials, and sometimes the chemistry behind skincare products.

**Hair Styling:** Focuses on hair cutting, coloring, straightening, and spa treatments.

**Other specializations:** Options like permanent makeup, eyelash extensions, and salon management are also available.

**Fee Structure:**

In Lumpsum 3,500/- In Installment 1500+1000+1000=3500/-

Duration : 6 Months

## Diploma in Tailoring (DIT)

Course Code : LT-25

**Module :**

**Measurement and pattern making :** Taking precise body measurements, drafting patterns, and using them to cut fabric.

**Fabric knowledge:** Identifying, selecting, and working with different types of fabrics.

**Stitching techniques :** Mastering both basic and advanced hand and machine stitching techniques, including different seams, darts, and pleats.

**Garment construction :** Assembling finished garments from cut fabric, from simple items to more complex projects like dresses, suits, and collars.

**Finishing and alterations :** Learning how to finish edges, add fasteners, and perform alterations.

**Fee Structure:**

In Lumpsum 2,500/- In Installment 1000+1500=2500/-

Duration : 6 Months

## Diploma in Autocad (DIA)

Course Code : LT-26

**Module :**

**2D Drafting and Drawing:** Master the fundamental tools for creating precise 2D drawings, including lines, circles, arcs, and polylines.

**3D Modeling:** Learn to create three-dimensional models and visualize designs in 3D.

**Editing and Modification:** Use commands to edit, modify, and organize your drawings.

**Annotation and Dimensioning:** Add dimensions, text, and other annotations to your technical drawings for clarity.

**Layers and Blocks:** Manage your drawing's organization by using layers and create reusable components with blocks.

**Rendering and Output:** Create realistic visuals through rendering and learn to produce professional-quality output like plots and print-ready files.

**Fee Structure:**

In Lumpsum 8,000/- In Installment 3000+2000+3000=8000/-

Duration : 6 Months



# ICI COMPUTER INSTITUTE

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Contact No. : +91 9838948400

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Contact No. : 9693948400

Regional Office : Block B-58 Rama Road, Karam Pura, New Delhi- 110015, Delhi  
Contact No. : 9231592323

Website : [www.icicomputer.co.in](http://www.icicomputer.co.in) | E-mail : [support@icicomputer.co.in](mailto:support@icicomputer.co.in)