

PROSPECTUS



AN ISO 9001-2015 CERTIFIED INSTITUTE
MASTERTECH INSTITUTE OF INFORMATION TECHNOLOGY

MIIT

Imagine The Possibilities

COMPUTER & VOCATIONAL TRAINING

AN ISO 9001-2015

**CERTIFIED
INSTITUTE**

**SUCCESS
ASSURED**

www.mitgroup.in



AN ISO 9001-2015 CERTIFIED INSTITUTE
MASTERTECH INSTITUTE OF INFORMATION TECHNOLOGY

Since 2010

MIIT

Imagine The Possibilities

Dear Parents & Students

"Anyone Who Stops Learning Is Old, Whether 20 Or 80, Anyone Who Keeps Learning Stays Young. The Greatest Thing in Life Is To Keep Your Mind Young"

• **HENRY FORD**

"I take the pleasure in welcoming you to **MASTERTECH INSTITUTE OF INFORMATION TECHNOLOGY**, an institute dedicated to the proper growth and development of each and every student for a better career prospect. The institute is all set to bring out the potential within each student and provide proper guidance so that their potentials can be utilized to make them capable of meeting any challenge that will be faced by them. "There are huge challenges in today's global and highly competitive markets and we have to ensure that you are ready for them." The mark of any Institute lies in the quality of values it delivers to the rest of the world. These values must always be solid, professional and positive. That is what you were looking for and that is why you have come to the right place. There are huge challenges in today's global and highly competitive market and we have to ensure that you are ready for them.

Hard work is the key to success, but without proper guidance, it can't assure the positivity of result. There is no substitute to hard work, you must have heard but hard work accompanied by smart work is the key to excellence in the present world of cut-throat competition. We provide full support to improve their communication skills, critical thinking abilities, moral values and sense of responsibility. All efforts are made to improve the creativity and problem solving abilities of the students so that they can contribute their best to the society and the country. I wish all the best to all the prospective students."

Today I appeal to the Parents, Teachers and Students to come forward and join this Skill India Development

Sd/-

In charge of Institute

MASTERTECH INSTITUTE OF INFORMATION TECHNOLOGY



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Imagine The Possibilities

Student Facility



QR Code Secured Certificate & Marksheet
Govt. & Industry accepted certificates

Placement Assistance & Support

Online Result and Certification

One Student : One Computer

Qualified & Trained Faculties

Affordable Course Fees With Govt. Subsidy

Flexible Class timings

I-Card, Bag & Study Kit



Online Facility



Mobile Learning
App
for Student



Digital Books
24x7 Learning
facility



Online &
Offline
Exam Facility



Online Result
& Certificate
Verification



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Certificate in Computer Application (CCA)

DURATION: 06 MONTHS

Computer Concept
MS-Office-
MS-Word
MS-Excel
MS-Power Point
MS-Dos
MS-Paint
Paint 3D
MSW Logo
Bangali Word
Internet
Project Work

Diploma in Computer Application (DCA)

DURATION: 12 MONTHS

SEMESTER- 1

Computer Concept
MS-Office-
MS-Word
MS-Excel
MS-Power Point
MS-Dos
MS-Paint
Paint 3D
MSW Logo
Bangali Word
Internet
Project Work

SEMESTER- 2

Advance MS-Excel
Visual Basic 6.0
HTML (Basic)
MS-Access
Internet (Surfing/Email)
Project Work



HEAD OFFICE - DAKSHIN RAJYADHARPUR, RAMKRISHNA PALLY, SERAMPORE, HOOGHLY-712203

E-mail - admin@miitgroup.in

//

Website - miitgroup.in



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Advance Diploma In Computer Application (ADCA)

DURATION: 18 MONTHS

SEMESTER- 1

Computer Concept
MS-Office-
MS-Word
MS-Excel
MS-Power Point
MS-Dos
MS-Paint
Paint 3D
MSW Logo
Bangali Word
Internet
Project Work

SEMESTER- 2

Advance MS-Excel
Visual Basic 6.0
HTML (Basic)
MS-Access
Internet (Surfing/Email)
Project Work

SEMESTER- 3

C Language
C ++
Java
Project Work

Certificate in Desk Top Publication (CDTP)

DURATION 06 MONTHS

Computer Concept
MS-Office-XP (MS-Word, MS-Power Point)
Page Maker
Coral Draw
Project Work



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Diploma in Desk Top Publication (DDTP)

DURATION: 12 MONTHS

SEMESTER- 1

Computer Concept
MS-Office-XP (MS-Word, MS-Power Point)
Page Maker
Coral Draw
Project Work

SEMESTER- 2

Corel Draw
Photoshop
Illustrator
Scanning
Project Wowk

Certificate in Financial Accounting (CFA)

DURATION: 06 MONTHS

A/c Concept
Tally ERP 9.0
Tally Report
Pay Roll in Tally
Project Work



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Diploma in Financial Accounting (DFA)

DURATION 12 MONTHS

SEMESTER- 1

A/c Concept
Tally ERP 9.0
Tally Report
Pay Roll in Tally
Project Work

SEMESTER- 2

GST (Full)
Eway Bill
GST Offline Tool
Net Banking
Income Tax Return (ITR-4)
GST Reconciliation
Project Work

DTP & MULTIMEDIA

DURATION: 18 MONTHS

SEMESTER- 1

Computer Concept
Operating System
(Windows -10
MS-Office- (MS-Word, MS-Power Point)
Introduction to Internet & Email
Project Work

SEMESTER- 2

D.T.P. (In Details)
Page Maker
Corel Draw
Photoshop
Scanning
Project Work

SEMESTER- 3

Flash
Sound Forge
Premiere
Directory
After effect
Dream weaver
Project Work



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Certificate in Computer Hardware (CCH)

DURATION: 06 MONTHS

Computer Concept
Analog Electronic
Digital Electronics
Application
Operating System Technology
Dos
Windows 10 (Instolation)
Linux (Instolation)
Installation & Assembling
Peripheral Devices & Maintenance
Project Work

Diploma in Computer Hardware & Network (DCH)

DURATION: 12 MONTHS

SEMESTER- 1

Computer Concept
Analog Electronic
Digital Electronics
Application
Operating System Technology
Dos
Windows 10 (Instolation)
Linux (Instolation)
Installation & Assembling
Peripheral Devices & Maintenance
Project Work

SEMESTER- 2

Upgrading & Repairing Laptops
Connecting Peripherals
Troubleshooting
Networking Fundamentals
Network support & Implementation
Project Work



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TAXATION

DURATION: 03 MONTHS

Computer Concept
GST Return (Full)
E-Filing of Income Tax
P. Tax
TDS
Project Work

Certificate in AUTOCAD

DURATION: 06 MONTHS

Civil
2D
Project Work

Diploma in AUTOCAD

DURATION: 12 MONTHS

SEMESTER- 1

Civil
2D
Project Work

SEMESTER- 2

Civil
3D
Project Work



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Training Course E-Commerce

DURATION: 03 MONTHS

Computer Concept
E-mail (Full)
Online Banking
Adhaar Card Download
Online Purchase
Online Form Fill Up
Online Tender (Indian Railway)
MSME Registration
Project Work

Cyber Security Professional Basic Course

DURATION: 03 MONTHS

Computer Concept
Protect Your Computer/Laptop/Mobile
Protect Your Social Media
(Facebook, Whatsapps, etc)
Project Work

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RULES & REGULATION

01. Attendance of classes has to be regular. If less than 80% attendance is deleted without valid and timely intimation candidate will be barred to appear in the final examination.
02. Money paid for admission and other charges shall not be refunded under any circumstances.
03. Late fee @ Rs. 10.00 (Rupees Ten) per day will be levied after the due date of, submission of fees. i.e. 15th of every month.
04. While attending classes candidate should always carry the identity card and all related study materials.
05. If case of loss identity card / Study materials a compensatory amount will be charged to the candidate. The amount will be decided by the institute.
06. In case of loss identity card/Study materials should immediately be reported to the institute.
07. Candidate should appear in all the internal tests to be conducted by the institute from time to time, which is turn, will lead to the evaluation and issuance of completion certificate and placement assistance/ support.
08. Class drop out without prior information will be issued with class notes and other study materials.
09. Placement assistance will be valid subject to successful completion of the courses and clearing all dues to the institute.
10. Terms and conditions can be amended as and when required at the discretion of the institute, which will be notified in the Office Notice Board.
11. The placement executive should take the responsibility to edit the website- www.miiitgroup.in, placement section without any extra remuneration.
12. All the candidates should be secure at least 75% mark on completion of their courses. Candidates will get 5 call for their interview only after registration.
13. All the candidates should register and eligible for job placement only under the following conditions & circumstances.
14. Registration will void if the candidates does not respond within 3 calls.
15. After getting appointed for the job MIIT will no more be responsible for any dispute related job.
16. Placement after registration may take at most 6 months depending upon profile of the candidate.
17. MIIT will not be responsible for any problem arises due to late attending of interview or improper look/misbehavior.



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Govt. of India
सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय
MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES

सूक्ष्म, लघु और मध्यम उद्यम
MICRO, SMALL & MEDIUM ENTERPRISES

उद्योग आधार
MSME Udyog Aadhaar

D	Type of Enterprise	Micro	Small	Medium
	Manufacturing	A	B	C
	Services	D	E	F
	UAM No.	WB07D0006154		

Udyog Aadhaar Registration Certificate

Udyog Aadhaar Number: WB07D0006154
Name of Enterprise: MASTERTECH INSTITUTE OF INFORMATION TECHNOLOGY

SN	Flat/Door/Block No.	Name of Premises/Building Village	Road/Street/ Lane	Area/Locality	City	Pin	State	District
1	SOUTH RAJYADHARPUR	RAMKRISHNAPALLY	G.T. ROAD	SERAMPORE	SERAMPORE	712203	WEST BENGAL	HOOGHLY

Official Address of Enterprise: SOUTH RAJYADHARPUR, RAMKRISHNAPALLY, SERAMPORE, HOOGHLY, PIN - 712203
District: HOOGHLY State: WEST BENGAL PIN: 712203
Mobile No: 9874755148 Email: biswajit.chini@gmail.com

Date of commencement: 09/06/2016
Major Activity: SERVICES
Enterprise Type: Micro

Previous Registration details-if any: -
National Industry Classification Code: -

SN	NIC 2 Digit	NIC 4 Digit	NIC 5 Digit Code	Activity Type
1	62 - Computer programming, consultancy and related activities	6209 - Other information technology and computer service activities	62099 - Other information technology and computer service activities n.e.c	Services

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Remarks by GM DIC: **ACKNOWLEDGED**

Disclaimer: This is computer generated statement, no signature required.
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MyMsme Mobile App (Beta Version) is available now for download. <https://play.google.com/store/apps/details?id=msme.mymsme>

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Govt. of India
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MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES

सूक्ष्म, लघु और मध्यम उद्यम
MICRO, SMALL & MEDIUM ENTERPRISES

उद्योग आधार
MSME Udyog Aadhaar

No: [blank]

STATEMENT OF MARKS

Student Id: [blank] Student Name: [blank]
Centre Id: [blank] Centre Name: [blank]
Course Name: [blank]
Father's Name: [blank] Mother's Name: [blank]
ATC Address: [blank]

SUBJECT	PATICULARS	FULL MARKS	MARKS OBTAINED	PERCENTAGE	GRADE
COMPUTER FUNDAMENTALS MS-OFFICE (WORD, EXCEL, POWERPOINT, ACCESS) HTML, VISUAL BASIC, INTERNET	THEORY	50			
	PRACTICAL	40			
	PROJECT	10			
	TOTAL-	100			

DATE: [blank]

Course Co-ordinator for MITI: [blank]

Chairman & Managing Director

Grade: 'A' Very Good(80% & above)-'B' Good(60%-79%)-'C' Satisfactory(40%-59%)-'D' Fail(Below 40%)

Sample Certificate & Mark Sheet

Certificate No. _____

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CERTIFICATED ARE REGISTERED UNDER
MINISTRY OF HUMAN RESOURCE DEVELOPMENT GOVT. OF INDIA

CERTIFICATE OF COMPLETION

This is certificate is awarded to Mr./Ms. _____
Son of _____
Completion of the course _____
of duration _____ to _____ and has obtained the Grade _____
District _____ State _____

DATE: _____
Course Co-ordinator for MIIT _____
Chairman & Managing Director _____

ISO Certified

Certificate From reputed & Government recognised

Online Verification Facility

QR Code Secured

Quality Assured

QR Code Secured

**100%
Online**

Certificates & Mark Sheets are issued from online instantly.
So, Student can receive their Certificates & Mark Sheets in Centre.

No: _____

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STATEMENT OF MARKS

Student Id: _____ Student Name: _____
Centre Id: _____ Centre Name: _____
Course Name: _____
Father's Name: _____ Mother's Name: _____
ATC Address: _____

SUBJECT	PATICULARS	FULL MARKS	MARKS OBTAINED	PERCENTAGE	GRADE
COMPUTER FUNDAMENTALS MS-OFFICE (WORD, EXCEL, POWERPOINT, ACCESS) HTML, VISUAL BASIC, INTERNET	THEORY	50			
	PRACTICAL	40			
	PROJECT	10			
	TOTAL-	100			

DATE: _____
Course Co-ordinator for MIIT _____
Chairman & Managing Director _____

Grade: 'A' Very Good(80% & above)-'B' Good(60%-79%)-'C' Satisfactory(40%-59%)-'D' Fail(Below 40%)

ACTIVITY GALLERY



Always be with the best



- 1000+ Students
- 50+ Centres
- 100+ Placed



For admission contact your nearest centre

H.O.

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