Karnataka State Electronics Development Corporation Limited
No, 29/1, Race Course Road, Bangalore - 560 001

SECOND EDITION

STANDARD INSTRUCTIONS MANUAL
2012

FOR

KEONICS

FRANCHISEE & YUVA.COM

TRAINING CENTRES

Issued By :
HEAD – ITES
KEONICS

INDEX

Sl. No.	Description	Page No.
1.0	General Instruction	3
	Detailed Instructions	4
2.0	Business	5-7
3.0	Training Procedures	8-9
4.0	Sponsored Courses	10
5.0	Test, Evaluation and Certification	11-12
6.0	Course – Syllabus, Duration and Fees	13
7.0	Contact	14
8.0	**Annexure** Annexure -1 Infrastructure Requirement Annexure- 2 KEONICS Name Board Annexure- 3 Letter Head Format Annexure -4 Registration Register Format Annexure -5 Centre Code List Annexure -6 Trainee Feedback Format Annexure -7 Monthly MIS Format Annexure -8 Cash/ Bank Receipt Format Annexure -9 Data for issue of Certificates Annexure-10 KEONICS Certificate Format Annexure-11 Yuva.Com Certificate Format Annexure-12 Franchisee Certificate Format Annexure-13 Documents for Agreement execution Annexure-14 ISO Certificate of KEONICS Annexure-15 Details of Course, Syllabus & Price	15-16 17-18 19 20 21-27 28 29 30 31 32 33 34 35 36 37

GENERAL INSTRUCTIONS

♦ Instructions are subject to changes and modifications issued from time to time.

♦ KEONICS reserves all the rights to change, modify or delete any instruction without prior intimation.

♦ Standard Operating Instructions are applicable to all KEONICS Franchisee and Yuva.Com Centers.

♦ The second edition 2012 of instructions manual is modified version of 2009 and this will come into e0ffect from 1st April 2012 and it will remain in force till further Orders.

Instructions:

1.1   A valid agreement between KEONICS and the Franchisee must exist. Franchisee must contact KEONICS Head Office, **three months in advance for renewal of the Franchisee agreement** for smooth carry over of the Franchisee business without break, before expiry of the agreement.

1.2   The conditions of the Agreement and amendments to thereof 0should be followed

1.3   Franchisee Centre should have the infrastructure stipulated for the Centre and should ensure proper working condition (list enclosed – **Annexure-1**)

1.4   KEONICS Franchisee Center should display a Board, as per the Standard format at prominent place, visible from distance.(Format of Board enclosed – ref : **Annexure 2**)

1.5   KEONICS Franchisee Centers should function to the convenient of the trainees from morning 8 a.m to evening 8 p.m.

1.6   Center should be kept clean and tidy. Separate toilet facility for male and female trainees and drinking water facility be provided.

1.7   Center should display franchisee certificate and specimen certificate at appropriate place for the benefit of trainees.

1.8   Center should strictly implement ERP package of Franchisee center before commencement of business.

1.9   A) Shifting of Keonics Yuva.com Centre, transfer of Centre to other person/s or change in constitution of Proprietary/ Partnership etc. will be invalid without the written approval from Head Office, KEONICS

        B) Shifting of Keonics Franchisee Centre, transfer of Centre from one place to other place should be taken in consultation in writing with H.O. **Transfer of Franchisee center from one person to another will not be allowed.**

2.0 **Business:**

2.1 A separate help desk and effective counseling is required at Franchisee to counsel the customer.

2.2 Franchisee to have literatures, brochures and other marketing materials always in stock

2.3 Franchisee to take publicity through conducting seminars, free camps, advertising through print and TV / cable media regularly

2.4 Center should adopt total professional approach in generating more and more business.

2.5 Center should display on Notice board the training courses undergoing, batch-wise with time slot and number of trainee. Course material to each trainee must be issued.

2.6 If there is a specific requirement of custom designed courses required by any department or the Franchisee wants to participate in local tender for Computer training, Franchisee to contact well in advance to Head Office KEONICS. Based on the requirement and necessity KEONICS will prepare proposal or provide approval with prices to participate in the local tender.

2.7 Franchisee should keep visiting all departments of Government, Educational Institutes, Industries, Business centres and other prospective customers explaining about KEONICS training programs and submit proposals after getting approval from Head Office, for all computer training programmes.

2.8 KEONICS will assist Franchisee with suitable request letters to the department heads, wherever required , to obtain Corporate / Sponsor orders.

2.9 Franchisee may approach KEONICS for special fee structure for bulk or mass training (at least a batch of 25 or more) for approval. In no case fees are not to be reduced for an individual .

2.10 Center head explore the possibilities of running crash courses on free time slots.

2.11 All Government department , Corporate training **Orders** should be obtained in the name of **Karnataka State Electronics Development Corporation Limited** only.

2.12 All **Payments** from Government Department, Corporate training Orders should be obtained in the name of **Karnataka State Electronics Development Corporation Limited** only and send details to Head Office.

2.13 Obtaining the training Orders and Payments, in the Franchisee name is illegal. **If any thing is observed, center will be cancelled strictly.**

2.14 If any Franchisee found to be violating clause (2.12 and 2.13) partially or fully will liable for **cancellation of Franchisee**, apart from initiating criminal proceedings.

2.15 Training Centers should not take any computer training orders directly. If anything is there, please contact directly to KEONICS, Head Office immediately.

2.16 Franchisee commission to KEONCIS is **20% on the course fees plus Service tax applicable,** unless otherwise specifically indicated.

2.17 20% of the amount collected as fees by the Franchisee be remitted every month along with MIS. (Including on the fees collected by the drop outs)

2.18 Performance of the center is gauged on the total business done, number of trainees trained and placement provided to trainees during the financial year.

2.19 The payment/Cheque collected from Government department locally should be on KEONICS Bangalore. It should be sent to KEONICS for realization. Payments will be made to respective center , after deducting KEONICS share and dues if any after realization of cheque in KEONICS account.

2.20 Franchisee should use letter head indicating name of the franchisee as per the prescribed format **(Annexure 3).**

2.21 Franchisee name should not include the word KEONCIS in any form. If such name exists now, same is required to be changed suitably

2.22 Franchisee should not open any bank account which included the word KEONICS e.g. KEONICS Yuva.Com Centre, Bangalore. The Bank account should be in the name of Franchise e.g. "Beeta" Computer Training Institute"

2.23 Center must have **e-mail id** and same should be operated on day to day communications and follow ups. More thrust is given to communicate through e-mail as it is fast, economical and reduces much of the paper work.

2.24 Center should indicate annual requirement of Course material in advance for planning the procurement (monthly/quarterly consumption) KEONICS will maintain stock to fulfill the requirement of centers.

2.25 The Course material will be supplied against payment.

2.26 Center should ensure to keep **legal software** at their cost required to run courses at training center.

2.27 Center should purchase **student application form from KEONICS Bangalore** against payment. Copy of application with all details to be kept at center for verification and for controlling issue of certificates.

2.28 Franchisee should have **Service Tax registration** and remit service tax regularly to the concerned authority.

2.29 Franchisee stands cancelled if the Franchisee is involved in any illegal activity or registered with criminal case.

2.30 Franchise should use the Letter Head stationary as per the format enclosed . Franchise should not use Letter Head resembling KEONICS Letter Head, to mis-lead the customers.

2.31 Franchisee if takes up any other business like maintenance of Computer hardware, Providing Technical Human resource services, supply of IT products and IT services, they should initially submit such proposal through KEONICS and further should take written Service Orders for executing such projects.

3.0 Training System and Procedures

3.1 Every trainee must fill the **prescribed Application form** obtained from KEONICS.

3.2 Applications may be obtained from KEONCIS on payment of Rs.10 each and minimum 100 applications at a time.

3.3 A registration register **(Annexure-4)** has to be maintained strictly. All trainees registered for training must be given application number, registration number starting with six digit centre code allotted followed by number serially from 0001. e.g. Badami Centre Code KYC001, hence first registration number is KYC001-0001 (Refer list of Centre code allotted – **Annexure 5)**

3.4 In case of batches from Sponsored or Corporate batch, Application of the trainee is not necessary (As we have separate application filled for selection process). But registration number is must for a batch. e.g. Badami Centre has registered so far 45 trainees, that means last registration number is KYC001-0045. Now for batch of 25 trainees from Social Welfare Department, we can show in the register KYC001-0046 to KYC001-0070

3.5 Courses should be conducted as per the prescribed fees, syllabus, duration, practical and theory.

3.6 Franchisee Centre should have sufficient, technically qualified, experienced faculty to deliver quality training. Profile of the faculty should be made available to KEONICS **once in a year (indicating name of faculty, qualification, experience with Bio data)**

3.7 Each trainee should be issued with Course Material at the beginning of the Course, immediately after registration. The cost of course materials is included in the fees.

3.8 Centre should have counseling for the prospective trainees and Placement assistance services for the trained Trainee

3.9 More thrust on practical need to be given for all training programs

3.10 Center head should take **feedback from Trainee and maintain these records for verification.** (format enclosed – **Annexure 6)**

3.11 Centre should explore local employment opportunities and interact with local business and industries to provide more and more employment opportunities to our trainees locally.

3.12 Center should maintain following registers and documents :
- Register for registration of the trainees (Format- Annexure-4)
- Attendance register for trainees batch wise
- Attendance register for faculty
- Test and evaluation reports batch wise
- Inspection register
- Fees collection register
- Stipend disbursement register (wherever required)
- Application along with trainee photograph and signature.

3.13 Monthly MIS should be regularly sent to Assistant Manager(Liaison), KEONICS, Bangalore, as per the format before 5th of every month by email.(Format is enclosed –**Annexure-7)**

3.14 Center should maintain the database (in M S Access) of all trainees who have undergone and who are undergoing. The database should provide complete information about Trainee i.e. right from the registration to placement services provided and mailed to Assistant Manager(Liaison), KEONICS, Bangalore, once in a month along with monthly MIS. (Database with field Sl.no, Student id, course duration, course name, dt of start, dt of completion, grade, remarks) Center head and faculty should maintain good relation with Trainee. Any complaint from Trainee/public will be viewed very seriously.

3.15 Center should maintain cash receipt register with details of installment paid by Trainee and should be available at the time inspection.

3.16 Trainee must be given a proper signed receipt for each payment received. (sample copy is enclosed – **Annexure 8)**

4.0 SPONSORED COURSES :

4.1   KEONICS will be in contact with Central and State Government Departments to get different training programmes.

4.2   Selection list: Center head should select 20 Trainees per batch with 5 Trainees in waiting list in association with sponsored officials. Such list has to be approved by Head Office, KEONICS, Bangalore before commencement of training.

4.3   Training Schedule: Center head should announce the selection list on notice board duly approved by Keonics and sponsor organization if required and prepare training schedule indicating the date of start, duration, date of completion of each batch with specific number.

4.4   Training under sponsorship program shall be given only once to one Trainee. Center should ensure that no trainee is provided training more than once under sponsor program.

4.5   Stipend Disbursement – As decided by the Sponsoring department. Acquaintance having disbursed stipend duly signed by the trainee should be submitted to KEONCICS periodically and disbursement of stipend by **cheque** only.

4.6   Attendance – Separate register for sponsored trainees be maintained. Trainee has to sign the register on each day he/she attends. 'P' for present and 'A' for absent in the register is not acceptable

4.7   Drop outs and alternate action:

       4.7.1   When selected Trainee remain irregular – i.e. less than 10 days of attendance in consecutive 3 months such trainee may be discontinued.

       4.7.2   Center is allowed to start new batch as a replacement, by inviting Trainees in waiting list if number of dropout Trainee is more than 20 subject to approvals of the Manager – ITES and availability of grant/fund.

       4.7.3   If there are no waiting list Trainees, center has to once again advertise and follow above system with approval from Manager-ITES.

5.0 TEST, EVALAUTION AND CERTIFICATION:

5.1 Trainee who have
    5.1.1 completed course successfully
    5.1.2 attended minimum 85% of the classes & practical
    5.1.3 attended module tests
    5.1.4 candidates passed the final examination, as per guidelines are eligible for certificates.

5.2 Franchisee to conduct tests after each module and appropriate records should be maintained for verification

5.3 Final examination consisting of theory – 20 marks, practical – 30 marks, viva- 20 and project -30 marks

5.4 Final examination will be conducted by KEONICS or a Third Party in nearest centres periodically. Hence advance intimation of trainees taking up examination be conveyed 15 days in advance

5.5 Center head should send details of such Trainees, who are completing the course with details, 15 days before completion of course, so as to accommodate the trainee for the scheduled examination.

5.6 Certificates for trainees to be indented within 30 days of completion of training program. Any requests put up beyond reasonable time will not be considered.

5.7 Centre should details of successfully training completed trainees in the prescribed form **(Annexure-9)**/soft copy in HTML format as directed by Head Office, in the form of soft copy either through email or by hand in memory stick.

5.8 Certificate will be issued from KEONICS BANGALORE only after necessary verification and against franchisee commission payment only.

5.9 Center head should maintain record of all certificates issued to successful Trainee in a separate register and preserve answer scripts of the Trainee for verification if required.

5.10 No duplicate certificate will be issued. Only against specific request with a reason from Center Head on **payment of Rs.500/-.**

If Center Head sends the details i.e. wrong indent for certificate of the candidate (name of the candidate/duration/course name), **which will be charged Rs.200/- per certificate** by collecting back such certificate.

5.11   Assistant Manager (Liaison) to inspect and certify for issue of certificates.

5.12   KEONICS may third party agency for conducting test, evaluation and certification

5.13   Center head should send student details in the following format while claiming certificate **(See Annexure – 5)**

5.14   Trainees should get **ONLY KEONICS Certificates**; those are certified & issued by KEONICS.

5.15   Issue of Certificate from Franchisee in any form to trainees or sponsoring department either in the name of KEONICS or in the name of Institute directly/ indirectly is an **OFFENCE**. If any center found involved **in such an illegal act will invite** <u>cancellation of Centre</u> **apart from initiating Criminal action directly on Centre Head, irrespective of who on his / her behalf   fake certificate/s are issued.**

Annexure - 15

6.0. COURSES, DURATION, SYLLABUS AND PRICES-

Please see the Annexure 15 enclosed for the courses, duration, syllabus and prices

7.0 **CONTACT**

1. For all Franchisee Business Transactions –
   - Assistant Manager(Liaison) & Assistants to AM (Liaison)
     Email :
     Mob : -

2. For Issue of Applications & Course Material
   Certificates, Syllabus, Fess   -
   - Assistant Manager(Liaison) & Assistants to AM (Liaison)
     Email :
     Mob : -

3. For Special prices for Corporate and
   Sponsored programs
   - Head -ITES
     Email :
     Mob :

4. Any specific issues   -
   - Head -ITES
     Email :
     Mob :

5. Concerned **Assistant Manager(Liaison) -**

   For all proposal, discussions with Government departments, arranging for test, evaluation and examination, certification for issue of certificates, follow up with Head Office and any other functions related to ITES division.

   WEB SITE : www. Keonic.in
   Email   : ites@keonics.com

   Land lines : 080 -22282477, 080- 22372579

Annexure – 1

Minimum Infrastructure Requirements for
KEONICS Training Franchisees

Sl.No	Parameter	District place	Taluk place	Hobli place
1	Location	Within 500 meters of main bus stand / Rly Station and need be on main road. Ideal and peaceful place.	Within 500 meters of main bus stand / Rly Station and need be on main road. Ideal and peaceful place.	Within 500 meters of main bus stand / Rly Station and need be on main road. Ideal and peaceful place.
2	Building	Own/Lease	Own/Lease	Own/Lease
3	Minimum area of center	1000 Sq Ft+space for counseling	800 Sq Ft	500 Sq Ft
4	Center minimum requirements	1.One or two Lab2.One or two classRoom3.Space for Counseling/ reception	1.One Lab 2.One Class Room	1.One Lab 2.One Class Room
5	Infrastructure minimum	Latest Computer – **10 Nos.** with TFT Monitor, Network & UPS back up with Internet facility.	Latest Computer – **10** Nos. with TFT Monitor, Network &,UPS back up with Internet facility.	Latest Computer–**5** Nos. with TFT Monitor, Network & UPS back up with Internet facility.
6	Software	As per course module requirement time to time, legal software should be available.	As per course module requirement time to time, legal software should be available.	As per course module requirement time to time, legal software should be available.

7	Faculty	Minimum Graduate/Diploma/ Computer certificate holder, Flair for teaching, Good Communication skills/ Minimum 2 faculty	Minimum/ Graduate/Diploma/ Computer certificate holder, Flair for teaching, Good Communication skills/ Minimum 1 faculty	Minimum Graduate/Diploma/ Computer certificate holder, Flair for teaching, Good Communication skills/ Minimum 1 faculty
8	Furniture	Computer tables and chairs both in lab and Class Room are required. Center should have Notice Board and general instructions board.	Computer tables and chairs both in lab and Class Room are required. Center should have Notice Board and general instructions board.	Computer tables and chairs both in lab and Class Room are required. Center should have Notice Board and general instructions board.
9	Pan No., Service Tax Registration No. in the name of the firm	Required	Required	Required
10	No.of Franchisee center allotable	More than 3 centers depending on population strength & number of colleges/ schools/other institutions	One or two centers depending on population strength & number of colleges/ schools/other institutions	Only one center depending on population strength & number of colleges/ schools/other institutions

Annexure – 2

Name Board

Size of board: 6ft X 4ft

Display arrangement: Properly visible to Public

Lighting: Proper lighting provision to make visible at night

A. **KEONICS Yuva.Com centers** the display Board should be present/display as below:

Note : FRANCHISEE CENTRES THOSE ARE NOT YUVA.COM CENTRES CAN USE NAME KEONICS WRITTEN IN KANNADA IN THE SAME SIZE AND FONT.

FONT, COLOUR AND SIZE SHOULD NOT BE ALTERED

FOR EXACT COLOURS YOU CAN DOWN LOAD THE SAMPLE FROM OUR WEBSITE www.keonics.com

Size of board: 6ft X 4ft

Display arrangement: Properly visible to Public

Lighting: Proper lighting provision to make visible at night

B. KEONICS Franchisee centers the display Board should be present/display as below:

Note : FRANCHISEE CENTRES THOSE ARE NOT YUVA.COM CENTRES CAN USE NAME KEONICS WRITTEN IN KANNADA IN THE SAME SIZE AND FONT.

FONT, COLOUR AND SIZE SHOULD NOT BE ALTERED

FOR EXACT COLOURS YOU CAN DOWN LOAD THE SAMPLE FROM OUR WEBSITE www.keonics.com

Letter Head Pattern of the Yuva. Com Centers / Franchisee Centers

Annexure – 3

Your Centre logo	# Samant Computer Education Centre No. 1762, Akshaya Complex, Chanakya Road, Jamkhandi- 587301 Phone : 08353-221185, Mob : 9442695995

A Franchisee of: KEONICS   **KARNATAKA STATE ELECTRONICS DEVELOPMENT CORPORATION LIMITED**
(A Government of Karnataka Undertaking)
Regd. Office :No. 29/1 Race Course Road, Bangalore – 560 001

Annexure – 4

REGISTRATION REGISTER FORMAT (500 PAGES REGISTER TO BE MAINTAINED)

Date	Application No.	Registration No.	Name of the Trainee & address	Course Registered
1.4.09	34568	KYC001-0001	RAMA KUMAR	DEO
1.4.09	34569	KYC001-0002	SUMALATHA	OM
2.4.09	-	KYC001-0003 To - 0010	TMC Badami – 7 trainees	Corporate
3.4.09	34570	KYC001-0011	RAGAHVENDRA	OL
5.4.09	-	KYC001-0012 To -0011	TP Badami – 100 trainees Under SGY scheme	SGY course

Annexure – 5

CENTRE CODE LIST

SI No.	District	Place	Type	Code
1	Bagalkot	Badami	KYC	001
2	Bagalkot	Bagalkot	KYC	002
3	Bagalkot	Bagalkot(Navanagar)	KFC	003
4	Bagalkot	Bilgi	KYC	004
5	Bagalkot	Ilkal	KYC	005
6	Bagalkot	Jamkhandi	KYC	006
7	Bagalkot	Mudhol	KYC	007
8	Bagalkot	Amingada	KYC	008
9	Bagalkot	Guledgudda	KFC	009
10	Bagalkot	Kerur	KFC	010
11	Bangalore (R)	Doddaballapura	KYC	011
12	Bangalore (R)	Hosakote	KYC	012
13	Bangalore (R)	Nelamangala	KYC	013
14	Bangalore (R)	Dabaspet	KFC	014
15	Bangalore (U)	Anekal	KYC	015
16	Bangalore (U)	Chandapura	KYC	016
17	Bangalore (U)	Wilsongarden	KYC	017
18	Bangalore (U)	Uttarahally	KYC	018
19	Bangalore (U)	Chamarajpet	KFC	019
20	Bangalore (U)	Nagarabhavi	KFC	020
21	Bangalore (U)	Sahakarinagara	KFC	021
22	Bangalore (U)	J.P.Nagar (Trust)	KFC	022
23	Bangalore (U)	Jeevanahally	KFC	023
24	Belgaum	Athani	KYC	024
25	Belgaum	Bailohongal	KYC	025
26	Belgaum	Belgaum	KYC	026
27	Belgaum	Chikkodi	KYC	027
28	Belgaum	Gokak	KYC	028
29	Belgaum	Hukkeri	KYC	029
30	Belgaum	Harogeri	KFC	030
31	Belgaum	Khanapur	KYC	031
32	Belgaum	Raibagh	KYC	032
33	Belgaum	Ramdurga	KYC	033
34	Belgaum	Soudatti	KYC	034

35	Belgaum	Ghataprabha	KFC	035
36	Belgaum	Kagwad	KYC	036
37	Belgaum	Nippani	KYC	037
38	Belgaum	Sadalga	KYC	038
39	Belgaum	Sankeswar	KYC	039
40	Belgaum	Yeragatti	KFC	040
41	Bellary	Bellary(Vaishali)	KFC	041
42	Bellary	Bellary	KYC	042
43	Bellary	Hadagali	KYC	043
44	Bellary	Hagari Bommanhalli	KYC	044
45	Bellary	Hospet	KYC	045
46	Bellary	Kottur	KYC	046
47	Bellary	Sandur	KYC	047
48	Bellary	Siruguppa	KYC	048
49	Bellary	Kampli	KFC	049
50	Bellary	Kurugod	KFC	050
51	Bidar	Aurad	KFC	051
52	Bidar	Basavakalyan	KYC	052
53	Bidar	Basavakalyan	KFC	053
54	Bidar	Bhalki	KYC	054
55	Bidar	Bhalki	KFC	055
56	Bidar	Humnabad	KYC	056
57	Bidar	Hallikhed (B)	KYC	057
58	Bidar	Bidar (Sathyam)	KFC	058
59	Bidar	Bidar (SET)	KFC	059
60	Bidar	Bidar (Ganga)	KFC	060
61	Bidar	Chitaguppa	KFC	061
62	Bijapur	Basavana Bagevadu	KYC	062
63	Bijapur	Bijapur	KYC	063
64	Bijapur	Bijapur	KFC	064
65	Bijapur	Indi	KYC	065
66	Bijapur	Muddebehal	KFC	066
67	Bijapur	Sindgi	KYC	067
68	Bijapur	Nidugundi	KYC	068
69	Bijapur	Tikota	KYC	069
70	Bijapur	Chadchan	KYC	070
71	Bijapur	Talikot	KYC	071
72	Bijapur	Basarakod	KFC	072
73	Bijapur	Hoovinahippargi	KFC	073

74	Chamarajanagar	Chamarajanagar	KFC	074
75	Chamarajanagar	Chamarajnagar	KYC	075
76	Chamarajanagar	Gundlupet	KYC	076
77	Chamarajanagar	Kollegal	KYC	077
78	Chamarajanagar	Yelandur	KYC	078
79	Chikballapura	Chintamani	KYC	079
80	Chikballapura	Gowribidanur	KYC	080
81	Chickmagalur	Chikmagalur	KYC	081
82	Chickmagalur	Mudigere	KYC	082
83	Chickmagalur	Birur	KYC	083
84	Chickmagalur	Kadur	KYC	084
85	Chickmagalur	Tarikere	KYC	085
86	Chickmagalur	Sringeri	KYC	086
87	Chickmagalur	Kalasa	KFC	087
88	Chickmagalur	Chowlahiriyuru	KFC	088
89	Chitradurga	Challakere	KYC	089
90	Chitradurga	Chitradurga	KYC	090
91	Chitradurga	Chitradurga	KFC	091
92	Chitradurga	Hiriyur	KYC	092
93	Chitradurga	HiriYur	KFC	093
94	Chitradurga	Holalkere	KFC	094
95	Chitradurga	Holalkere	KYC	095
96	Chitradurga	Hosadurga	KYC	096
97	Chitradurga	Molakalmuru	KYC	097
98	Chitradurga	Kanchipura	KFC	098
99	Davanagere	Chennagiri	KYC	099
100	Davanagere	Davanagere	KYC	100
101	Davanagere	Harapanahalli	KYC	101
102	Davanagere	Honnali	KFC	102
103	Davanagere	Harihar	KYC	103
104	Davanagere	Jagalur	KFC	104
105	Dharwar	Dharwar	KFC	105
106	Dharwar	Hubli (Navanagar)	KFC	106
107	Dharwar	Hubli (PB Road)	KYC	107
108	Dharwar	Hubli (Vidya)	KYC	108
109	Dharwar	Kalghatghi	KYC	109
110	Dharwar	Kundgol	KFC	110
111	Dakshin Kannada	Mangalore	KFC	111
112	Dakshin Kannada	Puttur	KYC	112
113	Dakshin Kannada	Moodabidri	KYC	113

114	Dakshin Kannada	Thokkattu	KYC	114
115	Dakshin Kannada	B C Road	KYC	115
116	Dakshin Kannada	Vittal	KFC	116
117	Dakshin Kannada	Mudipu	KFC	117
118	Dakshin Kannada	Belthangadi	KYC	118
119	Dakshin Kannada	Bantaval	KYC	119
120	Dakshin Kannada	Sulya	KYC	120
121	Dakshin Kannada	Surathkal	KYC	121
122	Dakshin Kannada	Subramanya	KFC	122
123	Gadag	Gadag	KYC	123
124	Gadag	Gadag	KFC	124
125	Gadag	Naragund	KYC	125
126	Gadag	Ron	KFC	126
127	Gadag	Mundargi	KFC	127
128	Gadag	Gajendragad	KFC	128
129	Gulbarga	Afzalpur	KYC	129
130	Gulbarga	Chincholi	KYC	130
131	Gulbarga	Chittapur	KYC	131
132	Gulbarga	Jewargi	KFC	132
133	Gulbarga	Sedam	KYC	133
134	Gulbarga	Shahabad	KFC	134
135	Gulbarga	Alanda	KFC	135
136	Gulbarga	Gulbarga (SB Computers)	KFC	136
137	Gulbarga	Gulbarga (Kavita)	KFC	137
138	Gulbarga	Gulbarga(Shantalingeshwara)	KFC	138
139	Hassan	Alur	KYC	139
140	Hassan	Arakalgud	KYC	140
141	Hassan	Arasikere	KYC	141
142	Hassan	Belur	KFC	142
143	Hassan	Halebidu	KFC	143
144	Hassan	Channaraypatna	KFC	144
145	Hassan	Channaraypatna	KYC	145
146	Hassan	Hassan	KFC	146
147	Hassan	Hassan	KYC	147
148	Hassan	Holenarasipur (Jaishankar)	KFC	148
149	Hassan	Sakaleshpur	KYC	149
150	Hassan	Gandasi	KYC	150
151	Hassan	Javagal	KFC	151
152	Hassan	Bhanwar	KFC	152
153	Hassan	Holinarasipura(Srinivas)	KFC	153
154	Hassan	Nugehally	KFC	154
155	Hassan	Dudda	KFC	155
156	Hassan	Hirisave	KFC	156
157	Haveri	Byadgi	KYC	157

158	Haveri	Hangal	KYC	158
159	Haveri	Hangal	KFC	159
160	Haveri	Haveri	KYC	160
161	Haveri	Hirekerur	KYC	161
162	Haveri	Ranibennur	KYC	162
163	Haveri	Savanur	KYC	163
164	Haveri	Shiggaov	KYC	164
165	Haveri	Bankapura	KFC	165
166	Kolar	Bangarapet	KYC	166
167	Kolar	Kolar (Brilliant)	KFC	167
168	Kolar	Kolar (Genious)	KFC	168
169	Kolar	KGF	KYC	169
170	Kolar	Bethmangala	KFC	170
171	Kolar	Srinivasapura	KFC	171
172	Kolar	Mulubagilu	KYC	172
173	Kolar	Maluru	KFC	173
174	Koppal	Gangavathi	KYC	174
175	Koppal	Koppal	KYC	175
176	Koppal	Koppal	KFC	176
177	Koppal	Kushtagi	KYC	177
178	Koppal	Kukanuru	KYC	178
179	Koppal	Yelburga	KYC	179
180	Koppal	Karatagi	KYC	180
181	Koppal	Kanakagiri	KFC	181
182	Koppal	Alavandi	KFC	182
183	Koppal	Tavaragere	KFC	183
184	Kodagu	Kushalnagar	KYC	184
185	Kodagu	Virajpet	KYC	185
186	Kodagu	Somwarpet	KFC	186
187	Kodagu	Shanivarsanthe	KYC	187
188	Kodagu	Madikeri	KFC	188
189	Kodagu	Gonikoppa	KYC	189
190	Mandya	K.R.Pet	KYC	190
191	Mandya	Maddur	KYC	191
192	Mandya	Malavalli	KYC	192
193	Mandya	Mandya	KYC	193
194	Mandya	Bellur	KFC	194
195	Mandya	Nagamangala	KYC	195
196	Mandya	Pandavapura	KYC	196
197	Mandya	K.M.Doddi	KYC	197
198	Mysore	H.D.Kote	KYC	198
199	Mysore	Hunasur	KYC	199
200	Mysore	K.R.Nagar	KYC	200
201	Mysore	Nanjangud	KYC	201

202	Mysore	Piriyapatna	KYC	202
203	Mysore	T.Narasipura	KYC	203
204	Mysore	T.Narasipura (Excel)	KFC	204
205	Mysore	Bannuru	KYC	205
206	Mysore	Mysore (Krishnaraja)	KYC	206
207	Mysore	Mysore (Chamaraja)	KYC	207
208	Mysore	Mysore (Chamundeshwari)	KYC	208
209	Mysore	Mysore (Narasimharaja)	KYC	209
210	Mysore	Mysore (Global Education)	KFC	210
211	Mysore	Doddakavalande	KFC	211
212	Raichur	Devadurga	KYC	212
213	Raichur	Lingasagur	KFC	213
214	Raichur	Manavi	KYC	214
215	Raichur	Raichur	KFC	215
216	Raichur	Raichur	KYC	216
217	Raichur	Sindhanur	KYC	217
218	Raichur	Maski	KFC	218
219	Raichur	Hatti	KFC	219
220	Raichur	Turvihal	KFC	220
221	Ramanagara	Kanakapura	KYC	221
222	Ramanagara	Kanakapura (National)	KFC	222
223	Ramanagara	Ramanagara (M.M.Info)	KYC	223
224	Ramanagara	Ramanagara (M.L.I.)	KFC	224
225	Ramanagara	Chennapattana	KYC	225
226	Ramanagara	Magadi	KYC	226
227	Ramanagara	Bidadi	KFC	227
228	Ramanagara	Kudur	KFC	228
229	Shimogga	Bhadravathi	KYC	229
230	Shimogga	Rippanpet	KFC	230
231	Shimogga	Sagar	KYC	231
232	Shimogga	Tirthahally	KYC	232
233	Shimogga	Holehonnur	KYC	233
234	Shimogga	Shikaripura	KFC	234
235	Shimogga	Shimogga	KFC	235
236	Shimogga	Soraba (Darshan)	KFC	236
237	Shimogga	Soraba (Sathyam)	KFC	237
238	Tumkur	Chikkanayakanahalli	KYC	238
239	Tumkur	Gubbi	KYC	239
240	Tumkur	Koratagere	KFC	240
241	Tumkur	Kunigal	KYC	241
242	Tumkur	Madhugiri	KYC	242
243	Tumkur	Pavgada	KYC	243
244	Tumkur	Sira	KYC	244
245	Tumkur	Tiptur	KFC	245

246	Tumkur	Tumkur	KYC	266
247	Tumkur	Turnvekere	KYC	247
248	Tumkur	Kunigal (Huliyurdurga)	KYC	248
249	Tumkur	Kallembella (Huliyar)	KYC	249
250	Tumkur	Amruthur	KFC	250
251	Udupi	Udupi (SPN)	KFC	251
252	Udupi	Brahmavar	KYC	252
253	Udupi	Byndoor	KYC	253
254	Udupi	Kundapur (Sristi Infotech)	KFC	254
255	Udupi	Kundapur (Dynamic Info)	KYC	255
256	Udupi	Shirva (Sriram Infotech)	KYC	256
257	Udupi	Karkalla	KYC	257
258	Udupi	Siddapura	KFC	258
259	Udupi	Saligrama	KFC	259
260	Uttar Kannada	Mundgod	KYC	260
261	Uttar Kannada	Bhatkal (Gemini Info)	KYC	261
262	Uttar Kannada	Honnavar	KYC	262
263	Uttar Kannada	Kumta	KYC	263
264	Uttar Kannada	Dandelli	KFC	264
265	Uttar Kannada	Haliyal	KFC	265
266	Uttar Kannada	Sirsi (Sanjana)	KFC	266
267	Uttar Kannada	Sirsi (Gnaneshwari)	KYC	267
268	Uttar Kannada	Karwar	KYC	268
269	Yadgir	Shahapura	KFC	269
270	Yadgir	Shorapura	KFC	270
271	Yadgir	Gurmitkal	KFC	271
272	Yadgir	Yadgir	KYC	272
273	Yadgir	Yadgir (Veda Computers)	KFC	273

Annexure – 6

Trainee Feed back Report

Request to spare few minutes to fill up this report and your valuable feedback will help us to improve quality of training.

	Please Tick (✔) in suitable column	V.GOOD	GOOD	Moderate	Poor	V.Poor
		5	4	3	2	1
1	**Training methods**					
2	**Faculty Knowledge**					
3	**Computer Facility**					
4	**Presentation of subject (Theory)**					
5	**Handling Practical**					
6	**Course Coverage**					
7	**Course Material**					
8	**Punctuality of Faculty**					
9	**Behavior of Officers**					
10	**Clearing Doubts**					
11	**Cleanliness**					
12	**Test Conducted**					
13	**Suggestions (if any)**					
14	**Name of the trainee:**					
15	**Course Attended:**					
16	**Signature of Trainee:**					
17	**Date:**					
18	**Training Center: (Name of the place)**					

Annexure – 7

MONTLY MIS FORMAT:

Name of the Center:

Sl, no	Name of the course	Number of trainees enrolled:			No of trainees completed During this month	No of trainees undergoing Training as on date
		Paid (Nos)	sponsored (Nos)	Corporate (Nos)		
	Total					
	Total amount collected (in Rs)				Note: 20%plus service tax on total amount collected during previous month to be remitted by way of demand draft payable KEONICS Bangalore	
	Total amount to be remitted with service tax to KEONICS					

Center Head
Signature with Seal

Annexure – 8

CASH/BANK RECEIPT FORMAT

Y O U R   C E N T E R   N A M E
(A KEONICS FRANCHISEE CENTER)

Date:

No:

RECEIVED with thanks from (in block letters)..

....**Application No**......................

a sum of Rupees (in words)...

by cash/DD/Cheque towards (Course name)..

Sl no	Particulars	Amount						
			Rs			Ps		
1	Training fees							
2	Course Material							
3	Application fees							
4	Examination fees							
5	Certificate charges							
6	….							
7								
8								
9								
10	Others							
11	Total							

Yours center seal

E & OE _____   **Center Head**
NOTE: Please preserve this receipt   **(Authorised Signature)**
Annexure – 4

Annexure – 9

DATA FOR ISSUE OF CERTIFICATES

Name of the center:

No of certificates claimed:

Sl No	Student Name	Course name	Dt of Start	Dt of complete	GRADE	Details of Payment Made to KEONICS

Center Head
(Authorised Signature)

ANNEXURE – 10

KEONICS CERTIFICATE FORMAT
(FOR FRANCHISEE CENTERS)

ANNEXURE – 11

KEONICS CERTIFICATE FORMAT
(FOR YUVA.COM CENTERS)

ANNEXURE - 12

FRANCHISEE CERTIFICATE

Karnataka State Electronics Development Corporation Limited, A Government of Karnataka enterprise is pleased to certify that

M/s. *S. S. Computers*

 # 93, 2nd Main Road, BIDADI - 562 109,

Is an authorised **KEONICS** Franchisee/Yuva.com Computer Training Centre.

Issue Date: 1st April 2012

Valid up to: 31st March 2017

Head-Training

ANNEXURE – 13

Documents required for executing franchisee agreement / renewal franchisee & Yuva.Com agreements

1. Two recent Pass-Port size Photos.

2. Address Proof of Candidate [Ration Card / Driving License / Voters ID Card]

3. Proof of Bank transaction of the Centre [Zerox Copy]

4. Lease / Rent agreement of the building if it is rented, tax paid receipt if it is own building.

5. Infrastructure details of the Centre

6. Details of the faculties i.e. Qualification & Experience

7. Copy of the Partnership Deed in case of Partnership Firm

8. Copy of the Education Qualification of Centre Head

9. Stamp paper worth of Rs.100/- to be purchased in the name of Firm

ANNEXURE – 14

ISO Certificate of KEONICS

Quality Management System

Certificate of Approval

This is to certify that the Quality Management System of:

Karnataka State Electronics Development Corporation Ltd

29/1, Race Course Road, Bangalore – 560001, India.
Has been assessed and found to meet the requirements of:

ISO 9001:2008

Clause 7 permissible exclusions : 7.5.2 Validation of Processes, 7.6 Control of Monitoring and Measuring devices
The certificate is valid for the following scope of operation:

1. Design and Development and Provision of Courses in Information Technology & I.T Enabled Services.
2. Placement Services for Above Courses

Date of Issue: 11th June 2010
Certificate Valid till: 10th June 2013
Certificate Number: IN-Q197110

Senior Executive   Stan Wright
Regional Office   Senior Executive

Authorized

Date   11th June 2010   11th June 2010
This certificate is valid from 11.06.2010 until 10.06.2013 and remains valid subject to satisfactory surveillance audits.
Re certification audit before 21.05.2013 issue 1 certified since 10.06.2010

Surveillance Audit
2nd Year   3rd Year
May 2011   May 2012

The certificate is valid ONLY if the annual surveillance mark is present

DAS Certification Ltd., Company Number: 3384526, 1 Wellington Close, Horndean, Hampshire PO8 OUR UK

KEONICS TRAINING CENTERS COURSE, DURATION, SYLLABUS & FEES STRUCTURE

SLNO	COURSE NAME	CODE	Days Rounded Off		DETAILS	Rounded Off		(Value Rounded Off in Rs.)			
			MONTHS	HRS		Class	Hrs	BLORE	DIST	TALUK	HOBLI
BASIC COURSES											
					SYLLABUS						
1	**COMPUTER AWARENESS**	CA	**1 Month** 25 Days 11/2 Hr/Day 12 Theory 13 Lab	38	Fundamentals, Operating System & **Typing Practice**	6	9				
					Word	4	6	900	800	800	700
					Excel	4	6				
					Power Point	4	6				
					Multimedia	2	3				
					Internet & Email	2	3				
					Kannada Software (Baraha/Nudi)	3	5				
					Total	**25**	**38**				
2	**BASIC COURSE LEVEL I**	BCL1	**1 Month** 25 Days 11/2 Hr/Day 12 Theory 13 Lab	38	As per **State / CBSE Syllabus** for **5th to 7th standard** Primary Students during **SUMMER VACATIONS**.	25	38	700	600	600	500
					Total	**25**	**38**				
3	**BASIC COURSE LEVEL II**	BCL2	**1 Month** 25 Days 11/2 Hr/Day 12 Theory 13 Lab	38	As per **State / CBSE Syllabus** for **8th to 10th standard** High School Students during **SUMMER VACATIONS**.	25	38	900	800	800	700
					Total	**25**	**38**				
4	**BASIC COURSE LEVEL III (ADVANCED)**	BCL3	**1 Month** 25 Days 11/2 Hr/Day 12 Theory 13 Lab	38	As per **State / CBSE Syllabus** for **8th to 10th standard** High School Students during **SUMMER VACATIONS**.	25	38	900	800	800	700
					Total	**25**	**38**				
JOB ORIENTED COURSES											
					SYLLABUS						
5	**MS - OFFICE**	MSO	**11/2 Months** 38 Days 11/2 Hr/Day 19 Theory 19 Lab	57	Fundamentals, Operating System & **Typing Practice**	6	9				
					Word, Excel, Power Point,	24	36	1400	1200	1200	1100
					Multimedia	2	3				
					Internet & Email	2	3				
					Kannada Software (Baraha/Nudi)	4	6				
					Total	**38**	**57**				
6	**OPEN - OFFICE**	OO	**2 Months** 50 Days 11/2 Hr/Day 25 Theory 25 Lab	75	Fundamentals, Operating System, **Typing Practice**	6	9				
					Write(Word), Calc(Excel), Impress(Power Point), Draw(Graphic), Base(Access)	34	51	1800	1600	1600	1400
					Multimedia	2	3				
					Internet & Email	2	3				
					Kannada Software (Baraha/Nudi)	6	9				
					Total	**50**	**75**				

KEONICS TRAINING CENTERS COURSE, DURATION, SYLLABUS & FEES STRUCTURE

SLNO	COURSE NAME	CODE	MONTHS (Days Rounded Off)	HRS	DETAILS	Class (Rounded Off)	Hrs	BLORE (Value Rounded Off in Rs.)	DIST	TALUK	HOBLI
					JOB ORIENTED COURSES						
					SYLLABUS						
7	**OFFICE SECRETARIAT**	OS	**2 Months** 50 Days 11/2 Hr/Day 25 Theory 25 Lab	75	Fundamentals, Operating System, **Typing Practice**	6	9	1800	1600	1600	1400
					Office Procedure, Letter Drafting	2	3				
					Word, Excel, Power Point	24	36				
					Multimedia	2	3				
					Internet & Email	6	9				
					Kannada Software (Baraha/Nudi)	10	15				
					Total	**50**	**75**				
8	**DATA ENTRY OPERATOR**	DEO	**3 Months** 76 Days 11/2 Hr/Day 38 Theory 38 Lab	114	Fundamentals, Operating System, Windows, Linux (Optional)	12	18	2800	2400	2400	2100
					Typing Practice	12	18				
					Word, Excel, Power Point, Data Concepts in Database	34	51				
					Multimedia	2	3				
					Internet & Email	6	9				
					Kannada Software (Baraha/Nudi)	10	15				
					Total	**76**	**114**				
9	**DESK TOP PUBLISHING WITH KANNADA SOFTWARE**	DTPKS	**21/2 Months** 64 Days 11/2 Hr/Day 32 Theory 32 Lab	96	Fundamentals, Operating System, Typing Practice	6	9	2300	2000	2000	1800
					Page Maker, Corel Draw & Photoshop	42	63				
					Internet & Email	6	9				
					Kannada Software (Baraha/Nudi)	10	15				
					Total	**64**	**96**				
10	**OFFICE MANAGEMENT**	OM	**3 Months** 76 Days 11/2 Hr/Day 38 Theory 38 Lab	114	Fundamentals, Operating System, **Typing Practice**	6	9	2800	2400	2400	2100
					Office Procedure - Letter Drafting	2	3				
					Word, Excel, Power Point, **Access**	50	75				
					Multimedia	2	3				
					Internet & Email	6	9				
					Kannada Software (Baraha/Nudi)	10	15				
					Total	**76**	**114**				

2

KEONICS TRAINING CENTERS COURSE, DURATION, SYLLABUS & FEES STRUCTURE

SLNO	COURSE NAME	CODE	MONTHS	HRS	DETAILS	Class	Hrs	BLORE	DIST	TALUK	HOBLI
			Days Rounded Off			Rounded Off		(Value Rounded Off in Rs.)			
					SYLLABUS						
JOB ORIENTED COURSES										
11	COMPUTERIZED FINANCIAL ACCOUNTING	CFA	3 Months 76 Days 11/2 Hr/Day 38 Theory 38 Lab	114	Fundamentals, Operating System, Typing Practice	6	9	2800	2400	2400	2100
					Word, Excel, Power Point	20	30				
					Accounting Procedure-Tally 9.0 with VAT	2	3				
					Maintain Ledger A/C, Balance Sheet, Trail Balance, Book Keeping, **VAT, Income Tax, Reports**	30	45				
					Multimedia	2	3				
					Internet & Email	6	9				
					Kannada Software (Baraha/Nudi)	10	15				
					Total	76	114				
12	AUTO CAD	AC	2 Months 50 Days 11/2 Hr/Day 25 Theory 25 Lab	75	Fundamentals, Operating System	6	9	1800	1600	1600	1400
					AUTO CAD SOFTWARE Usage & Application, 2D drawing & editing, 3d drawing & editing, layers, blocks, Xrefs, rendering.	36	54				
					Multimedia	2	3				
					Internet & Email	6	9				
					Total	50	75				
13	DTP & Tally ERP-9	DTPT	4 Months		Page Maker, Corel Draw, Photoshop Tally ERP 9:Introduction,.Company Information,.Trial Balance,.Payroll .Vouchers with accounts only Accounts with inventory,Journal Entry,Group Creation,.Vat			3200	3200	3200	3200
14	Diploma in Secretarial Practice	DSP	6 Months 150 Days 11/2 Hr/Day 75 Theory 75 Lab	225	Concept, MS Windows,Word, Excel, Power Point, Kannda Software, Introduction to Accounting,.Tally ,Basics of Typing			3200	3200	3200	3200
					Total						

KEONICS TRAINING CENTERS COURSE, DURATION, SYLLABUS & FEES STRUCTURE

SLNO	COURSE NAME	CODE	MONTHS	HRS	DETAILS	Class	Hrs	BLORE	DIST	TALUK	HOBLI
			Days Rounded Off			**Rounded Off**		**(Value Rounded Off in Rs.)**			
PROGRAMMING COURSES											
					SYLLABUS						
15	**VISUAL FOXPRO PROGRAMMING**	VFP	**1 Month** 25 Days 11/2 Hr/Day 12 Theory 13 Lab	38	**VISUAL FOXPRO Prog**,Introduction to Visual FoxPro, Tables in Visual FoxPro, Creating a New Table, Managing Data Switching, Using Queries, Creating a Query, Using Forms Auto Forms, Using the Report, Mailing Labels, Working from the Command Window, Working with Relation Databases, Visual FoxPro Utilities, Programming and developing application.	23	35	900	800	800	700
					Internet & Email	2	3				
					Total	**25**	**38**				
PROGRAMMING COURSES											
					SYLLABUS						
16	**JAVA PROGRAMMING**	JP	**11/2 Months** 38 Days 11/2 Hr/Day 19 Theory 19 Lab	57	**JAVA Programming**, Overviews of OOPs, Fundamentals of JAVA, Operators & Expressions, Arrays, Control Flow, Loops in JAVA, Object & Classes, Methods & classes, Inheritance, Strings, I/O statements, Exception Handling, Packages, Interfaces, Applets, Event Handling, Introduction to AWT.	36	54	1400	1200	1200	1100
					Internet & Email	2	3				
					Total	**38**	**57**				

KEONICS TRAINING CENTERS COURSE, DURATION, SYLLABUS & FEES STRUCTURE

| SLNO | COURSE NAME | CODE | Days Rounded Off | | DETAILS | Rounded Off | | (Value Rounded Off in Rs.) | | | |
			MONTHS	HRS		Class	Hrs	BLORE	DIST	TALUK	HOBLI
17	**J2EE PROGRAMMING**	J2EE	**11/2 Months** 38 Days 11/2 Hr/Day 19 Theory 19 Lab	57	**J2EE Programming**, Challenges of Enterprise Application Development, J2EE Platform for Enterprise Overview, J2EE Application Scenarios, Platform Technology, The Client Tier, The Web Tier, The Enterprise Java Beans Tier, Information System Tier, Packaging & Development, Transactions Managements, Security, Sample Application.	36	54	1400	1200	1200	1100
					Internet & Email	2	3				
					Total	**38**	**57**				

KEONICS TRAINING CENTERS COURSE, DURATION, SYLLABUS & FEES STRUCTURE

| SLNO | COURSE NAME | CODE | Days Rounded Off | | DETAILS | Rounded Off | | (Value Rounded Off in Rs.) | | | |
			MONTHS	HRS		Class	Hrs	BLORE	DIST	TALUK	HOBLI
17	**J2EE PROGRAMMING**	J2EE	**11/2**	57							

KEONICS TRAINING CENTERS COURSE, DURATION, SYLLABUS & FEES STRUCTURE

SLNO	COURSE NAME	CODE	Days Rounded Off		DETAILS	Rounded Off		(Value Rounded Off in Rs.)			
			MONTHS	HRS		Class	Hrs	BLORE	DIST	TALUK	HOBLI
					PROGRAMMING COURSES						
					SYLLABUS						
18	**C - PROGRAMMING**	CP	**11/2 Months** 38 Days 11/2 Hr/Day 19 Theory 19 Lab	57	**C - Programming**, Fundamentals of Programming Logic Technique, Algorithms & Flowcharts, Operators, Simple Programs (Sequential), Conditional Control Statements (Selection), Jumping Statements, Loop Constructs (Iteration), Arrays, Strings, Pointers, Functions, Structures & Unions, File Handling, Introduction to Data Structures.	36	54	1400	1200	1200	1100
					Internet & Email	2	3				
					Total	**38**	**57**				
19	**C++ PROGRAMMING**	C++P	**11/2 Months** 38 Days 11/2 Hr/Day 19 Theory 19 Lab	57	**C++ Programming with OOPS**, Fundamentals of Programming Logic Technique, Algorithms & Flowcharts, Operators, Simple Programs, Introduction to OOPs Concept, Review of Selection Statements to Structures Programs using C++, Classes & Objects, Encapsulation, Pointers, Polymorphism, Standard Libraries, Inheritance, Overloading & Overriding, Templates & Exception Handling.	36	54	1400	1200	1200	1100
					Internet & Email	2	3				
					Total	**38**	**57**				

6

KEONICS TRAINING CENTERS COURSE, DURATION, SYLLABUS & FEES STRUCTURE

| SLNO | COURSE NAME | CODE | Days Rounded Off | | DETAILS | Rounded Off | | (Value Rounded Off in Rs.) | | | |
			MONTHS	HRS		Class	Hrs	BLORE	DIST	TALUK	HOBLI
					PROGRAMMING COURSES						
					SYLLABUS						
20	**VC++ PROGRAMMING**	VC++P	**11/2 Months** 38 Days 11/2 Hr/Day 19 Theory 19 Lab	57	**VC++ Programming**, Fundamentals, VC++ Compiler, VC++ IDE, Writing Compiling & Debugging Simple Programs, Programming Fundamentals, Data types & Operators, Program Controls, Functions, Arrays, Pointers, I/O in C, Introduction to I/O in C++, Structures & Unions, Advance Programming, Power Programming Tapping, Fundamentals for OOP in C++, Windows Programming Foundations, Wizards.	36	54	1400	1200	1200	1100
					Internet & Email	2	3				
					Total	**38**	**57**				
21	**C# PROGRAMMING**	C#P	**11/2 Months** 38 Days 11/2 Hr/Day 19 Theory 19 Lab	57	**C # Programming**, Writing a C# program and Variables, Flow Control, Functions, OOPs and Classes, Events & Controls, Forms features,GDI+ & Deploying Apps, Getting Data and ADO.NET, Attributes.	36	54	1400	1200	1200	1100
					Internet & Email	2	3				
					Total	**38**	**57**				

KEONICS TRAINING CENTERS COURSE, DURATION, SYLLABUS & FEES STRUCTURE

			Days Rounded Off			Rounded Off		(Value Rounded Off in Rs.)			
SLNO	COURSE NAME	CODE	MONTHS	HRS	DETAILS	Class	Hrs	BLORE	DIST	TALUK	HOBLI
					PROGRAMMING COURSES						
					SYLLABUS						
22	**VB.NET PROGRAMMING**	VBNP	**11/2 Months** 38 Days 11/2 Hr/Day 19 Theory 19 Lab	57	**VB.NET Programming**, Essentials of VB.NET, Operators, Conditionals & Loops, Procedures, Scope & Exception Handling, Windows Forms, Object Oriented Programming,	36	54	1400	1200	1200	1100
					Inheritance, File Handling, Dot.NET Assemblies, Web Forms, Images, Validation Controls, Calendars & Ad Rotators, HTML Constructs, Data Access with ADO.NET, Binding Controls to Databases, Databases. Creating Windows & Web Services, Security in Dot.NET, Dot.NET Remoting.						
					Internet & Email	2	3				
					Total	**38**	**57**				
23	**VISUAL BASIC PROGRAMMING**	VBP	**2 Months** 50 Days 11/2 Hr/Day 25 Theory 25 Lab	75	**VB Programming**, Introduction to Visual Basics, Visual Basics Fundamentals, Branching & Looping, VB Controls, Fundamentals, Menus & Dialog Boxes, Executing & Debugging Projects, Procedures, Arrays, Data Files, Sample Projects.	48	72	1800	1600	1600	1400
					Internet & Email	2	3				
					Total	**50**	**75**				
24	**ASP.NET**	ASPN	**11/2 Months** 38 Days 11/2 Hr/Day 19 Theory 19 Lab		WEB APPLICATION DEVELOPMENT Html,Web Programming Concepts, ASP.NET 3.5,Language Syntax,Classes & Objects			1348	1348	1348	1348

KEONICS TRAINING CENTERS COURSE, DURATION, SYLLABUS & FEES STRUCTURE

SLNO	COURSE NAME	CODE	MONTHS	HRS	DETAILS	Class	Hrs	BLORE	DIST	TALUK	HOBLI
			Days Rounded Off			**Rounded Off**		**(Value Rounded Off in Rs.)**			
PROGRAMMING COURSES											
					SYLLABUS						
25	**ORACLE PROGRAMMING**	OP	**21/2 Months** 64 Days 11/2 Hr/Day 32 Theory 32 Lab	96	**Oracle 9i with DBMS SQL**,Introduction to ORACLE server, Data Blocks, Extents & Segments, Table Spaces, Data Files & Control Files, Data Dictionary, Database & Instance Start-up & Shutdown, Application Architecture, Memory Architecture, Process Architecture,	62	93				
					DRM, Schema Objects, Partitioned Tables & Indexes, Native Database, Object Data types & Object Views, SQL, PL/SQL and JAVA, Dependencies Among Schema Objects, Transaction Management, Triggers, Payroll Execution of SQL Statements, Direct-Path Insert, Data Concurrency & Consistency, Data Integrity, Controlling Database Access, Privileges, Roles, & Security Policies, Auditing.			2300	2000	2000	1800
					Internet & Email	2	3				
					Total	64	96				

9

KEONICS TRAINING CENTERS COURSE, DURATION, SYLLABUS & FEES STRUCTURE

SLNO	COURSE NAME	CODE	Days Rounded Off MONTHS	HRS	DETAILS	Rounded Off Class	Hrs	(Value Rounded Off in Rs.) BLORE	DIST	TALUK	HOBLI
					PROGRAMMING COURSES						
					SYLLABUS						
26	**COMPUTER PROGRAMMER**	CPR	**6 Months** 150 Days 11/2 Hr/Day 75 Theory 75 Lab	225	Fundamentals, Operating System, Typing Practice.	10	15				
					Word, Excel, Macros, VBA advantage	50	75	3800	3300	3300	2900
					Programming in - C, Introduction to C++,	75	113				
					Internet & Email	5	8				
					Kannada Software (Baraha/Nudi)	10	15				
					Total	**150**	**225**				
27	**'O' LEVEL PROGRAMMER**	OLP	**12 Months** 300 Days 11/2Hr/Day 150 Theory 150 Lab	450	Fundamentals, Operating System, Typing Practice.	34	51				
					Word, Excel, Power Point, Access	84	126				
					Programming in - C, Introduction to C++,	90	135	7600	6600	6600	5700
					Visual Basic, IT	80	120				
					Multimedia	2	3				
					Internet & Email	6	9				
					Kannada Software	4	6				
					Total	**300**	**450**				
					HIGH END COURSES						
					SYLLABUS						
28	**DIPLOMA IN COMPUTER TEACHERS TRAINING COURSE**	DCTTC	**12 Months** 300 Days 11/2 Hr/Day 150 Theory 150 Lab	450	Fundamentals, Operating System, Typing Practice	34	51				
					Word, Excel, Power Point, Access	88	132				
					Programming in - C, Introduction to C++	90	135				
					Int. to Oracle & VB	40	60	7600	6600	6600	5700
					Spoken English, Personality Development, Soft Skills, Hospitality & Teaching methods.	36	54				
					Multimedia	2	3				
					Internet & Email	4	6				
					Kannada Software	6	9				
					Total	**300**	**450**				

KEONICS TRAINING CENTERS COURSE, DURATION, SYLLABUS & FEES STRUCTURE

SLNO	COURSE NAME	CODE	MONTHS	HRS	DETAILS	Class	Hrs	BLORE	DIST	TALUK	HOBLI
			Days Rounded Off			Rounded Off		(Value Rounded Off in Rs.)			
HIGH END COURSES										
					SYLLABUS						
29	**CALL CENTER TRAINING COURSE**	CCTC	**6 Months** 150 Days 11/2 Hr/Day 75 Theory 75 Lab	225	Fundamentals, Operating System, Typing Practice	22	33	5400	4800	4800	4100
					Word, Excel, Power Point	58	87				
					Spoken English, Essential English Grammar and Vocabulary, Mock Conversations, Computerised English Language Lab Practice, Personality Development, Soft Skills & Hospitality,	50	75				
					Multimedia	2	3				
					Internet & Email	12	18				
					Kannada Software (Baraha/Nudi)	6	9				
					Total	**150**	**225**				
30	**COMPUTER HARDWARE & NETWORKING**	CHWN	**6 Months** 150 Days 11/2 Hr/Day 75 Theory 75 Lab	225	Computer Concepts, Operating System, **PC Parts & Identification, Installing Software's.**	20	30	5400	4800	4800	4100
					Types of Memory & Memory Management, Storage Devices, Formats & Software Tools	20	30				
					PC Assembly & Maintenance, Troublesooting BIOS CMOS Settings, Installation, Disk Management	20	30				
					Overview of Networking Components, LAN Topologies, Installing Cabling, Network Architecture & Software, TCP/IP, IP Address, Client Server Communication Layer & systems	25	38				
					Network Application, Maintenance & Troubleshooting Commands.	20	30				
					Managing Windows Security, Network Performance, Network Tools	25	38				

KEONICS TRAINING CENTERS COURSE, DURATION, SYLLABUS & FEES STRUCTURE

SLNO	COURSE NAME	CODE	MONTHS	HRS	DETAILS	Class	Hrs	BLORE	DIST	TALUK	HOBLI
					Connecting Printers & Other Pheriperals Configuration, Internet Connectivity.	20	30				
					Total	150	225				

KEONICS TRAINING CENTERS COURSE, DURATION, SYLLABUS & FEES STRUCTURE

SLNO	COURSE NAME	CODE	Days Rounded Off		DETAILS	Rounded Off		(Value Rounded Off in Rs.)			
			MONTHS	HRS		Class	Hrs	BLORE	DIST	TALUK	HOBLI
HIGH END COURSES											
					SYLLABUS						
31	**ADVANCED TRAINING IN COMPUTER APPLICATION**	ATCA	**6 Months** 150 Days 11/2 Hr/Day 75 Theory 75 Lab	225	Fundamentals, Operating System, Typing Practice	10	15	3800	3300	3300	2900
					Word, Excel, Power Point, Access	55	83				
					C, C++, Introduction to Java, Visual Basic, Oracle	71	107				
					Multimedia	2	3				
					Internet & Email	6	9				
					Kannada Software (Baraha/Nudi)	6	9				
					Total	**150**	**225**				
32	**INTERACTIVE WEB DESIGNING**	IWD	**4 Months** 100 Days 11/2 Hr/Day 50 Theory 50 Lab	150	**WEB DESIGNING** - Fundamentals & WWW Rules	5	8	3600	3200	3200	2700
					Networking, Internet, Internet Explorer & Essential Security, HTML, DHTML, XML,Tags	10	15				
					Enhancing a Design with CSS, Web design tools, Code tools	10	15				
					MS -FrontPage Application, **Dreamweaver**	25	38				
					Usage of Server side Scripting Languages - JScript, VB Script, ASP.NET, PHP,JSP,CFM **Programming**, IIS, TOMCAT, APACHE & Other Internet Server technology	40	60				
					Testing and Publishing Your Web Site, Sample Projects	10	15				
					Total	**100**	**150**				
33	**DATA BASE PROGRAMMING**	DBP	**6 Months** 150 Days 11/2 Hr/Day 75 Theory 75 Lab	225	Fundamentals, Operating System	10	15	3800	3300	3300	2900
					Access, Visual Basic	60	90				
					RDBMS Software - Oracle (SQL & PL - SQL) & its advance features	72	108				
					Multimedia	2	3				
					Internet & Email	6	9				
					Total	**150**	**225**				

13

KEONICS TRAINING CENTERS COURSE, DURATION, SYLLABUS & FEES STRUCTURE

SLNO	COURSE NAME	CODE	Days Rounded Off		DETAILS	Rounded Off		(Value Rounded Off in Rs.)			
			MONTHS	HRS		Class	Hrs	BLORE	DIST	TALUK	HOBLI
HIGH END COURSES											
					SYLLABUS						
34	**DIPLOMA IN COMPUTER APPLICATION**	DCA	**12 Months** 300 Days 11/2 Hr/Day 150 Theory 150 Lab	450	Fundamentals, Operating System.	10	15	7600	6600	6600	5700
					Word, Excel, Power Point, Access.	55	83				
					C, C++, Java, Visual Basic, Oracle, HTML, JavaScript.	87	131				
					Data Communication & Networking	140	210				
					Multimedia	2	3				
					Internet & Email	6	9				
					Total	**300**	**450**				
35	***DIPLOMA IN COMPUTER APPLICATION**	*DICA*	**6 Months 150 Days 11/2 Hr/Day 75 Theory 75 Lab**	225	Fundamentals of Computers, MS Windows, MS Word, Excel, Kannada Nudi, Page Maker, Corel Draw, Software, Tally, Internet & E-Mail			3000	3000	3000	3000
36	**CERTIFICATE COURSE IN OFFICE AUTOMATION**	CCOA	**6 Months 150 Days 11/2 Hr/Day 75 Theory 75 Lab**	225	Fundamentals, Operating System, MS-Word, Excel, Power Point, Page Maker, Corel Draw, Photo Shop, Introduction to Computer, Tally with VAT PC maintenance (Installtion of OS, Application Software & Anti Virus, Disk Clean-up, Disk Defragmentation etc) Internet & E-Mail, Kannada Nudi.			6800	6800	6800	6800
37	**Computerised Fashion Designing**	CFT	6 Months 150 Days 21/2 Hr/Day 75 Theory 75 Lab		• Fundamentals of Computer • Windows • Corel-Draw 9.0 • Photoshop • Fashion Technologies • Cutting Technologies • Sewing Technology • General Textile • Practicle work • Project Work			15000	15000	15000	15000

14

KEONICS TRAINING CENTERS COURSE, DURATION, SYLLABUS & FEES STRUCTURE

SLNO	COURSE NAME	CODE	Days Rounded Off		DETAILS	Rounded Off		(Value Rounded Off in Rs.)			
			MONTHS	HRS		Class	Hrs	BLORE	DIST	TALUK	HOBLI
38	ADVANCED DIPLOMA IN COMPUTER APPLICATION	ADCA	12 Months 300 Days 11/2 Hr/Day 150 Theory 150 Lab	450	Fundamentals, Operating System	10	15	10800	9500	9500	8100
					Word, Excel, Power Point, Access	55	83				
					C, C++, Advance C & Data structures with Algorithms, Java & **J2EE & its architecture**, Advance Oracle, VB, **VB.NET technology**	127	191				
					Web Designing & Usage of Scripting languages	100	150				
					Multimedia	2	3				
					Internet & Email	6	9				
					Total	300	450				
39	POST - GRADUATE DIPLOMA IN COMPUTER APPLICATION	PGDCA	18 Months 450 Days 11/2 Hr/Day 225 Theory 225 Lab	675	Fundamentals, Operating System	10	15	16200	14200	14200	12200
					Word, Excel, Power Point, Access	55	83				
					C, C++, HTML,Javascript,Advance C & Data structures with Algorithms, Java & **J2EE & its architecture**, Advance Oracle, VB, **VB.NET technology**	127	191				
					Web Designing & Usage of Scripting	100	150				
					Data Communication & Networking	150	225				
					Multimedia	2	3				
					Internet & Email	6	9				
					Total	450	675				

KEONICS TRAINING CENTERS COURSE, DURATION, SYLLABUS & FEES STRUCTURE

SLNO	COURSE NAME	CODE	MONTHS	HRS	DETAILS	Class	Hrs	BLORE	DIST	TALUK	HOBLI
			Days Rounded Off			**Rounded Off**		**(Value Rounded Off in Rs.)**			
					**HIGH END COURSES**						
					SYLLABUS						
40	**DIPLOMA IN COMPUTER ANIMATION, INTERACTION & MULTIMEDIA**	DCAIM	**12 Months** 300 Days 11/2 Hr/Day 150 Theory 150 Lab	450	Fundamentals, Operating System	10	15	10800	9500	9500	8100
					Word, Excel, Power Point	22	33				
					Corel Draw	30	45				
					Photoshop, Painting, Dreamweaver, Flash, Scripting, Fireworks, Illustrator, 2D, 3D and rollover effects	190	285				
					Digital Video & Sound Editing Principles, Graphics file comp	40	60				
					Multimedia	2	3				
					Internet & Email	6	9				
					Total	**300**	**450**				
41	**LINUX & APPLICATION**	LA	**6 Months** 150 Days 11/2 Hr/Day 75 Theory 75 Lab	225	Computer Concepts, Operating System	10	15	5400	4800	4800	4100
					LINUX Fundamentals, Basic Commands, Logging in, Navigating the file systems, File system formats, File permission and access	32	48				
					Installation & Maintenance, Disk Management, Network Management & Troubleshooting	50	75				
					OPEN - OFFICE Application	50	75				
					Multimedia	2	3				
					Internet & Email	6	9				
					Total	**150**	**225**				
					**CRASH COURSES**						
					SYLLABUS						
42	**TALLY With VAT**	TVAT	**11/2Months** 38 Days 11/2 Hr/Day 19 Theory 19 Lab	57	Tally 9.0 with VAT, Introduction, Maintain Ledger A/C, Balance Sheet, Trail Balance, Book Keeping & VAT, Income Tax, Reports.	38	57	1400	1200	1200	1100
					Total	**38**	**57**				
43	**MS - ACCESS**	MSA	**11/2Months** 38 Days 11/2 Hr/Day 19 Theory 19 Lab	57	Access 2003 Database, Table, Query, Form, Report, Macro,VBA, Sample Projects.	38	57	1400	1200	1200	1100
					Total	**38**	**57**				

KEONICS TRAINING CENTERS COURSE, DURATION, SYLLABUS & FEES STRUCTURE

SLNO	COURSE NAME	CODE	MONTHS	HRS	DETAILS	Class	Hrs	BLORE	DIST	TALUK	HOBLI
			Days Rounded Off			**Rounded Off**		**(Value Rounded Off in Rs.)**			
					CRASH COURSES						
					SYLLABUS						
44	**MS-SQL**	MSSQL	**11/2Months** 38 Days 11/2 Hr/Day 19 Theory 19 Lab	57	MS-SQL database, Installation, design, Reports, Sample Projects.	38	57	1400	1200	1200	1100
					Total	38	57				
45	**MY-SQL**	MYSQL	**11/2Months** 38 Days 11/2 Hr/Day 19 Theory 19 Lab	57	MY-SQL database, Installation, design, Reports, Sample Projects.	38	57	1400	1200	1200	1100
					Total	38	57				
46	**ADOBE PHOTOSHOP**	ADP	**11/2Months** 38 Days 11/2 Hr/Day 19 Theory 19 Lab	57	Getting Started with Photoshop tools, Photo editing techniques, Introduction to Adobe Image Ready & Techniques, Samples & Practice.	38	57	1400	1200	1200	1100
					Total	38	57				
47	**ADOBE ILLUSTRATOR**	ADI	**11/2Months** 38 Days 11/2 Hr/Day 19 Theory 19 Lab	57	Getting Started with tools, Graphic Creation, Exporting images to photo editor, Logo Creation, Samples & Practice.	38	57	1400	1200	1200	1100
					Total	38	57				
48	**MACROMEDIA FLASH**	MF	**11/2Months** 38 Days 11/2 Hr/Day 19 Theory 19 Lab	57	Getting Started with tools, Fundamentals of Animation, Image Creation, Frame Creation, Motion Film Creation, Exporting images, Samples & Practice.	38	57	1400	1200	1200	1100
					Total	38	57				
49	**ADOBE 3D MAX**	AD3D	**11/2Months** 38 Days 11/2 Hr/Day 19 Theory 19 Lab	57	Getting Started with tools, Fundamentals of Animation, Image Creation, Frame Creation, Motion Film Creation, Exporting images, Samples & Practice.	38	57	1400	1200	1200	1100
					Total	38	57				

KEONICS TRAINING CENTERS COURSE, DURATION, SYLLABUS & FEES STRUCTURE

SLNO	COURSE NAME	CODE	MONTHS	HRS	DETAILS	Class	Hrs	BLORE	DIST	TALUK	HOBLI
			Days Rounded Off			**Rounded Off**		**(Value Rounded Off in Rs.)**			
50	**MACROMEDIA DREAMWEAVER**	MD	**11/2Months** 38 Days 11/2 Hr/Day 19 Theory 19 Lab	57	Introduction to Web Development and Macromedia Dreamweaver, Creating a Dreamweaver Web Page and Local Site, Adding Web Pages, Links, and Images, Tables and Page Layout, Other Dreamweaver Topics, Samples & Practice.	38	57	1400	1200	1200	1100
					Total	38	57				