BIT INSTITUTE™

INFORMATION BROCHURE

* An ISO 9001:2008 certified
  Institute in Himachal Pradesh (Vexil/Q9111941)

* Registered under H.P. Educational
  Society Registration Act 2006 (Regn. No. 436/2011)

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* Regd. Enterprises of Govt. of India
  (IND/SWCA/BD/EM-2698 - 020092121441)

* Approved Study Centre of State Govt.
  University MDU Rohtak
  (Centre Code NARD/GSC/2011/002/AMP/S.C.-1014)

Lets move forward...

www.bitinstitutehp.com

BIT INSTITUTE™

BIT INSTITUTE is a leading ISO 9001:2008 certified Education organization. Bit Institute is Regd. Under Himachal Pradesh Society Registration Act. 2006.

BIT INSTITUTE is an organization offering wide range of certified courses along with Degree/Diplma courses with university alliances and tie-ups.

BIT INSTITUTE is an approved study centre of Maharishi Dayanand University Rohtak which is state government University & UGC, DEC, AIU recognized through which we offer more than 300 Degree/Diploma courses.

We pioneer in providing training in diverse education fields like Programming, Networking, Information/ Network Security, Database, Operating systems, Soft-skills.

Education systems and training methodologies are at par with the international standards.

BIT INSTITUTE has entered its 6th year of operations and given its rich experience is now positioned as the one-stop Training Mall. Bit Institute believes, in offering the finest standards of quality and processes that are constantly updated and adapted to the changing global scenario.

We offer our services to interested organizations/ entrepreneurs globally. We are dedicated to guide the industry professionals and students to competently compete and conform to international standards of quality, employee efficiency and productivity.

STUDENTS

Give your career some impetus! Augment current skill sets or acquire new skills and qualifications that boost your career prospects with our job-oriented training programs–be it IT training, university distance learning programs, telecom / networking or soft skills.

CORPORATES

For progressive institutions & enterprises looking to enhance human capital, we offer corporate learning solutions. Our comprehensive staff training programs can be customized to meet specific corporate training objectives.

FRANCHISES

Leverage our brand, alliances with leading technology/ IT companies, leadership position in IT training & certification to set up your own profitable franchise in the booming IT education sector. Grow with us!

BIT INSTITUTE™

ADMISSION

How to apply :-
Application form and prospectus can be obtained on cash payment of Rs 100/- from all BIT INSTITUTE Centres. Cost of application form is not refundable . The filled – in application form along with copies of certificates should reach the nearest BIT INSTITUTE centre before the last date mentioned in the prospectus. The notification for commencement of new batch will be published in all leading newspapers.

Admission :-
Eligibility of students for admission to this course is purely based on the qualifications and interview.
Minimum qualification to apply for the course is Matriculation /+2 /Degree.
On admission the students will be given an Entry card along with an enrollment number. The students will be permitted to enter the centre only on producing their card.
Incase of change in address /telephone number of a student, the same is to informed in writing to the academic counselor
Students are admitted to the BIT INSTITUTE course(s) only at the commencement of the course..

EXAMINATION

Internal, model, semester and final examinations will be conducted for each batch. Final examination will be conducted and controlled by the BOARD OF EXAMINATION FROM BIT INSTITUTE. Date and time of the examination for each batch can be obtained at the time of registration. After publishing of the result certificates will be issued within a short period.

A student will be allowed to attempt the examination only for twice. Separate examination fees should be remitted for the second chance

CERTIFICATES

A student is awarded with Training Certificate" after passing the final examination with minimum 40% Marks. A student is also awarded course certificate for Diploma in Computer Applications / Post Graduate Diploma in Computer Applications, based on their academic qualifications, after passing with minimum 40% marks. Thus the students will be granted dual certification which is a unique specialty of this course. The student will not be awarded any certificate in case of any out-standing dues.

PLACEMENT

BIT Institute offers placement assistance, to all students who successfully complete the course, from time to time. Placement is the back bone of any institute so to ful fill your dream we have thoroughly competent placement cell.
All students are advised to mail their Complete Resume to placement@bitinstitutehp.com Once they complete their course. We have already placed a number of Students in leading companies / organizations.

TYPE OF COURSES

1. BIT Certified IT/Management Courses.
2. Diploma / Degree Courses (through UGC, DEC, AIU approved universities).
3. Career Oriented Courses.
4. Fashion Designing Courses.
5. Beautician Courses.

For Admission in University Courses
* Candidates are given with separate University Prospectus.
* Candidate has to fill the complete form.
* Candidate has to submit all the requisite attested academic documents.

FEATURES

1. Updated Syllabus with Updated Study Material.
2. Dedicated Team Work.
3. Online & Manual Support.
4. Scholarship Schemes.
5. Print & Multi-Media Advertisement.
6. Fee Concessions for Economically Weak Students.

EXPLORE BIT

BIT Diploma Courses

Sr. No.	Name of the Course	Eligibility	Duration	Fee	Course Contents
1.	Diploma in Computer Application (DCA/PGDCA)	10th Graduation	One Year	1000/-	Computer Fundamentals/Basics, MS-Office, Advanced Internet, DOS, Intro to Tally Languages(HTML, C, C++, Visual Basic, Java).
2.	Certified Course in Computer Applications (CCCA)	Any	6 Months	500/-	Computer Basics, MS-Office, Internet & E-mails, Introduction to HTML, & C Language, DOS.
3.	Industrial Computer Professional Course (ICPC)	10th	One Year	2000/-	Computer Fundamentals/Basics, MS-Office, Advanced Internet, Accounts & Tally, Corel, Photoshop, C,C++, HTML, Introduction to H&N.
4.	Account & Tally Professional Course (ATPC)	10th	6 Months	1500/-	Computer Fundamentals, Manual Accounts, (Journal, Ledger, Trial Balance, Trading Account, Profit/Loss Accoun, Balance sheet.) Tally 9.12v, Tally ERP.
5.	Computer & Tally Professional (CTP)	10th	6 Months	2000/-	Computer Fundamentals, MS-Office Package,(Word ,Excel, PowerPoint, Access), Internet, Tally 9.12v.
6.	Diploma in Computer Hardware & Networking	10th	One Year	3500/-	Computer Fundamentals, window XP, 7, MS-Office Package, Internet, Basics of Electronics, Hardware Peripherals, Assembling & Disassembling of PC, Installation & Un- Installation of Hardware & software, Properties of win-2003 Server, Networking Devices, Types of Networks, Topologies, Preparation of LAN Wire, Creating a Network, TCP/IP Properties.
7.	Professional Course in Desktop Publication (PCDTP)	Any	6 Months	1500/-	Computer Fundamentals, Corel Draw, Adobe Photoshop, Page maker, Illustrator.
8.	BIT Certified Course in AutoCAD (BCCA)	10th	3 Months	2500/-	Indroducing Drawing, Osnap , Autosnap & Draw tools, Managing Drawing Projects, organizing a Drawing with Layers, Effective Line types and Line weights, Creating & using Blocks, Coordinate systems the modify tools, Dimentions and text, Orthographic and isometric, Hatching, Blocks and Inserts, Sheet Sets,Building drawing, Introducingh 3D modeling, 3D models in viewports, the modificatin of 3D Models, Rendering, Three dementional space, 3D surface tools, Editing 3D models.
9.	BIT Certified Web Designing	12th	6 Months	2500/-	Computer basics, HTML, CSS, Dream weaver, Flash, c#.

Beautician Courses

O Level Course
Course Contents
Self Skin Care & Hair Care
Self Waxing
Self Manicure & Pedicure
Self Facial
Self Threading
Self Bleach
Self Henna Application
Self Hair Style
Self Make Up
Saree Tying
Healthy Eating

Fee :-
750/- (EXCLUDING BOOKS)
2500/-(INCLUDING BOOKS)

A Level Course
Course Contents
Skin
Electrology
Theory of Massage
Masks and Packs
Home care recipes for Skin and Hair
Basic Facials Administration and Management
Cosmetic Chemistry
Advance Facials
Nail Art and Extension

Fee :-
1500/- (EXCLUDING BOOKS)
5000/-(INCLUDING BOOKS

Fashion Designing

Come begin your journey into the exciting world of fashion.
One year Diploma in Fashion Designing
Medium:- English
Duration:- Six Months / One Year
Eligibility:- 10th/10+2
  Elements of design.
  Illustration & fashion model drawing.
  Drafting & pattern making.
  Garment construction
  Fabric study.
  CAD-I.
  Fashion art.
  Indian art & costume appreciation.
  Embroidery & surface ornamentation.
Fee :-
1500/- (EXCLUDING BOOKS)
5000/-(INCLUDING BOOKS)

Diploma in Interior Decoration.

Medium   :-   **English**
Duration   : -   **One Year.**
Eligibility :-   **10+2 Examination or an**
                     equivalent .

Course Profile :-
             Design 1
             Art & graphics
             Construction
             CAD 1
             Design 2
             Interior design theory 1
             Construction 2

Fee :-
1500/- (EXCLUDING BOOKS)
4000/-(INCLUDING BOOKS)

BIT Certified Courses

1.	**Computer Basics**
2.	**Certified courses in Programing Languages**
	(C, C++, C#, Java, VB.Net, ASP.Net)
3.	Tally.
4.	**Communication Skills & Personality Development.**
5.	Corel Draw.
6.	Photoshop
7.	**MS-Office Package.**
8.	Internet.
9.	**PC Maintenance**
10.	**Certified Courses in Graphic Designing.**
11.	**Certificate Course in Computer Operating & Documentation.**
12.	**Basic Computer & Personality Development.**
13.	**Certificate Course in Computer Application.**
14.	**Certified Course in Computerized Accounting.**
15.	**Certified Course in Hardware Technology.**

Registration Fee & Examination Fee for Certified Courses:-
Rs. 500/-(Excluding Prospectus Charges)

BIT CERTIFIED COURSES

University Courses

MDU ROHTAK
(UGC, DEC, NAAC Approved)

*M*aharshi Dayanand University, (UGC, DEC, NAAC Approved) established as Rohtak University, Rohtak, came into existence by an Act No. 25 of 1975 of the Haryana Legislative Assembly in 1976 with the objective to promote inter-disciplinary higher education and research in the fields of environmental, ecological and life sciences. It was rechristened as Maharshi Dayanand University in 1977 after the name of a great visionary and social reformer, Maharshi Dayanand. It had a unitary and residential character in its nascent stage, but became an affiliating University in November 1978. The University secured the recognition of University Grants Commission – the higher education regulatory body of India - for central Govt. grants in Feb. 1983.

*D*istance Education is an established and recognized mode of education which is in consonance with changing socio-economic needs and emerging demands of the knowledge era. Keeping up with the spirit of Open University system and in the view of long-standing demand of heterogeneous groups of student's community, the Directorate of Distance Education (DDE) of Maharshi Dayanand University, Rohtak (MDU), has started a wide spectrum of courses. Over the years, DDE has expanded tremendously in terms of programmes, enrolment and study centres.

SALIENT FEATURES:

A State Government – UGC approved and NAAC Accredited University.

15th Rank in Distance Education Programmes running Institutes/Universities in India as per 'OUTLOOK' AND 'YAHOO' survey.

DEC approved programmes.

DDE of MDU is in the first 20 Universities/Institutions running distance/online and e-learning programmes.

Latest Syllabus as per the requirement of National and Inrternational Corporate Houses

Admissions under Annual (once in a year) and Semester (Twice a year)

No migration certificate is required

Multiple Choice Question based examinations

Multiple Lateral entry scheme in all the professional programmes

Multiple Exit scheme in the professional programmes: The MDU will award Certificate/Diploma and Degree after passing examination every year of a professional programme – For example, a BBA student after passing of 1st year will be awarded 'Certificate in Management', after passing 2nd year 'Diploma in Management' and after passing final/third year a degree of 'BBA'

Fee concession to Scheduled Caste and defense students

A wide net-work of Study Centres/Distance & E-Learning Centres/Distance & E-Learning Global Centres

Affordable Fee Structure

Scheduled Admissions, Examinations and Results

In case of BBA (FM) & MBA (FM) joint degree – MDU and National Stock Exchange of India

DIRECTORATE OF DISTANCE EDUCATION
MAHARSHI DAYANAND UNIVERSITY ROHTAK (HARYANA)

SEMESTER MODE PROGRAMMES

Course	Duration	Eligibility	Fees/Sem./Annum Rs.
BBA	3-Year	+2 Examination or equivalent	10,000.00
BBA	2-Year	Certificate course in Mgt. (1-year duration)	10,000.00
BBA	1-Year	Diploma in Bus. Admn./Mgt.(2-Years)	10,000.00
MBA	2-Year	Graduate in any discipline	11,000.00
MBA	1-Year	PGDBM/PGDBA/MHM/MTM/M.Com	11,000.00
MBA (Executive)	1.5-Year	Graduate in any discipline with 3 years experience.	15,000.00
BCA	3-year	+2 Examination or equivalent	10,000.00
BCA	2-Year	Certificate course in Comp. Applications. (1-year duration)	10,000.00
BCA	1-Year	Diploma in Comp. Applications.(2-Years)	10,000.00
MCA	3-Year	Graduate in any discipline	11,000.00
MCA	2-Year	BCA/APGDCA/PGDCA/DOEACC 'A' level	11,000.00
MCA	1-Year	M.Sc. (Computer Science)	11,000.00
MRM (Master of Retail Management)	2-Year	Graduate in any discipline.	20,000.00
B.Sc. (Animation & Multimedia)	3-Year	+2 Examination or equivalent	15,000.00
B.Sc. (Animation & Multimedia)	2-Year	Certificate course in 3-D Animation/Multimedia. (1-year duration)	15,000.00
B.Sc. (Animation &	1-Year	Diploma in Animation/Multimedia (2-Years)	15,000.00
Bachelor of Arts	3-Year	+2 Examination or equivalent	04,000.00
Bachelor of Commerce	3-Year	+2 Examination or equivalent	04,500.00
Bachelor of Library &	1-Year	Graduate in any discipline	09,000.00
Master of Arts in the subjects of :Hindi, English, Sanskrit, Economics, Political Science, History, Public Admin.	2-Year	Graduate in any discipline	05,000.00
Master of Science (Mathematics)	2-Year	Graduate in any discipline	06,000.00
Master of Commerce	2-Year	Graduate in any discipline	05,500.00
M.A. (Geography)	2-Year	Graduate in any discipline	06,000.00
Master of Lib. Information & Science	1-Year	B. Lib. Information & Sc. Or equivalent.	09,500.00

SPECIAL PROGRAMME IN FINANCIAL MARKET IN COLLABORATION WITH THE NATIONAL STOCK EXCHANGE OF INDIA:

MBA (Financial Market)	2-Year [4-Semesters]	Graduate in any discipline or equivalent
BBA (Financial Market)	3-Year [6-Semesters]	+2 Examination or equivalent

After passing 1st/2nd/3rd/4th Semester Examination of MBA, students will be awarded Certificate/Diploma/Advance Diploma in Financial Markets by the NSE and Degree jointly by the University and the NSE.

UNIVERSITY DEGREE / DIPLOMA COURSES

Our Renowned Franchisee

BIT INSTITUTE BADDI

BIT INSTITUTE ANOO CHOWK
Him Trading Centre

BIT INSTITUTE DHARMPUR
Blue Chip Computer Services

BIT INSTITUTE SANJAULI
Infosys Computer Education

BIT INSTITUTE RAMSHEHAR
Shri Balaji Computing College

BIT INSTITUTE BHARARI
Bright Career Computer Education

BIT INSTITUTE SWARGHAT
Turning Point Education

BIT INSTITUTE KUNIHAR
Shri Sai Study Centre

BIT INSTITUTE BHAGER
S.V. Institute

BIT INSTITUTE DIGGAL
Him Computer Education

BIT INSTITUTE BILASPUR
Muskan Computer Centre (MCC)

BIT INSTITUTE GHUMARWIN
Institute of Computer Education (ICE)

BIT INSTITUTE JHANDUTTA
Vision Computer Centre

BIT INSTITUTE SHILLAI
Guru Kripa Institute

BIT INSTITUTE POANTA SAHIB
A.R. Institute of Engineering

BIT INSTITUTE ROHRU
Rohru Bright Computer Education

BIT INSTITUTE THEOG
Nifty ComputerNAMHOL

BIT INSTITUTE NAMHOL
Shimla Computer Education Centre

BIT INSTITUTE KHALINI
Kamna Computer Education

BIT INSTITUTE PANTHAGHATI
Kamna Computer Education

BIT INSTITUTE BERTHIN
New Vision Computer Centre

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