

BIT INSTITUTE™

ISO 9001 : 2008 CERTIFIED

Approved Study Centre of State Govt. University
(UGC, DEC, NAAC Recognised)

affordability of our courses will be glad to know that BIT has a number of schol
programs. This will help to at you are ready to work hard to improve your t
can impart you 17 education with MUNE and fair a constraint.
education and we will look forward to meeting you at BIT



PROSPECTUS



Lets Move Forward...

www.bitinstitutehp.com

ABOUT US



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.

STUDENT & PROFESSIONALS



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!

ATTENDANCE

Students are not allowed to be absent without permission for the same.

80% attendance of total number of the actual working days will be regarded as satisfactory. Students having less than 80% of attendance will not be eligible in the final examination.

Percentage of attendance will also be considered for the internal assessment.

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.

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.



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..



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.

Note :

1. Institute will not be responsible for postal delay of the Admission formalities.
2. Payment will be made in the form of DD in favour of **BIT INSTITUTE** (Payable at Baddi) or in favour of particular University.
3. Each centers has to follow Admission / Fee guide lines according to the 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/-	Compute Fundamentals, Manual Accounts, (Journal, Ledger, Trial Balance, Trading Account, Profit/Loss Account, 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	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, Dimentiones 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#.

University Courses



MDU ROHTAK

(UGC, DEC, NAAC Approved)

Maharshi 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.

Distance 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.



Traditional Courses

Course	Eligibility	Duration
B.A.	10+2	3 years
B.Com.	10+2	3 years
B.Sc.	10+2	3 years
M.A.	Graduation	2 years
M.Com.	B.Com.	2 years
M.Sc.	B.Sc.	2 years

IT Courses

Course	Eligibility	Duration
B.C.A.	10+2	3 years
B.Sc. IT	10+2	3 years
M.C.A.	Graduation	3 years
P.G.D.C.A.	Graduation	1 year
M.C.A.	P.G.D.C.A.	2 years
M.C.A	M.Sc., C.Sc.	1 year

Management Courses

Course	Eligibility	Duration
B.B.A.	10+2	3 years
P.G.D.B.M.	Graduation	1 year
M.B.A.	Graduation	2 years
M.B.A.	P.G.D.B.M.	1 year
M.B.A. Executive	Grad.+ 3 yrs Exp.	1.5 years

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 International 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

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.



Beautician Course

Beauty – Short Term Courses

Personal Grooming / Self Grooming

Course Contents (O Level Course)

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



Course Contents (A Level Course)

Skin
 Electrology
 Professional Ethics and Communication Skills
 Theory of Massage
 Masks and Packs
 Home care recipes for Skin and Hair
 Basic Facials Administration and Management
 Cosmetic Chemistry
 Advance Facials
 Aromatherapy
 Nail Art and Extension

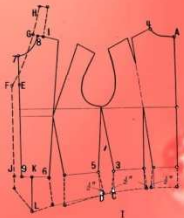
Fashion Designing

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 Examination or an equivalent examination

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.



Fashion Design Courses.

Cutting & Tailoring.
Dress Designing.
Interior Decoration.
Hair Care.



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



Why to Choose us?



Our Network



Our Renowned Franchisee

BIT INSTITUTE ANOO CHOWK Him Trading Centre	BIT INSTITUTE BHARARI Bright Career Computer Education	BIT INSTITUTE DIGGAL Him Computer Education	BIT INSTITUTE SHILLAI Guru Kripa Institute	BIT INSTITUTE NAMHOL Shimla Computer Education Centre
BIT INSTITUTE DHARMPUR Blue Chip Computer Services	BIT INSTITUTE SWARGHAT Turning Point Education	BIT INSTITUTE BILASPUR Muskan Computer Centre (MCC)	BIT INSTITUTE POANTA SAHIB A.R. Institute of Engineering	BIT INSTITUTE KHALINI Kamna Computer Education
BIT INSTITUTE SANJAULI Infosys Computer Education	BIT INSTITUTE KUNIHAR Shri Sai Study Centre	BIT INSTITUTE GHUMARWIN Institute of Computer Education (ICE)	BIT INSTITUTE ROHRU Rohru Bright Computer Education	BIT INSTITUTE PANTHAGHATI Kamna Computer Education
BIT INSTITUTE RAMSHEHAR Shri Balaji Computing College	BIT INSTITUTE BHAGER S.V. Institute	BIT INSTITUTE JHANDUTTA Vision Computer Centre	BIT INSTITUTE THEOG Nifty Computer	BIT INSTITUTE BERTHIN New Vision Computer Centre

* BIT INSTITUTE has wide network of 57 Franchise all over Himachal-Pradesh & looking forward for dedicated entrepreneur at every place in H.P.



BIT INSTITUTETM

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Course Code

BHP/0

**Latest
Attested
Photo**

Bit Institute Center
(specify choice of Center)

Regn.
No.

Name in capitals

Age

Sex ☐

Date of Birth

Permanent Address

Phone

Mobile

Name of Parent / Guardian

Relation with the student

Contact No.

ID Number

Educational Qualification

Name of Examination	Subjects	Board/University	Year of Passing	%age of Marks
SSC				
HSC /+2				
Degree				
PG				
Other (Specify Qualification)				

Declaration

I hereby declare that the information provided by me is true and subject to verification by BIT. I also hereby acknowledge that I have read and understood the rules and regulations, fee structure and Syllabus decided by BIT and agree to abide by the same.

Place :

Signature :

Date :

Name :



BIT INSTITUTETM

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Center Name with District

Name of the Student

Name of the Parent/Guardian

Demand Draft No. with Bank Name

Date of Admission

Student Signature

BIT Co-Ordinator's Signature

Center Head's Signature with Office Seal

Note : If ID Cards are not Issued within 30 days of the student's admission it has to be informed to the concerned BIT office

Acknowledgment Card

Some Interesting Facts

- # Our eyes remain the same size from birth onward, but our nose and ears never stop growing.
- # Ants never sleep!
- # An ostrich's eye is bigger than its brain.
- # "I Am" is the shortest complete sentence in the English language.
- # Butterflies taste with their feet.
- # It is impossible to sneeze with your eyes open.
- # Elephants are the only animals that cannot jump.
- # The names of all the continents end with the same letter that they start with.
- # The sentence, "The quick brown fox jumps over the lazy dog" uses all Alphabets.
- # The strongest muscle in the body is the tongue.
- # Camels have three eyelids to protect themselves from the blowing desert sand.
- # You can't kill yourself by holding your breath.
- # A duck's quack doesn't echo. No one knows why!
- # There are only two words that have all five vowels in order: "abstemious" and "facetious."
- # Dogs and cats, like humans, are either right or left handed.
- # Charlie Chaplin once won the third prize in a Charlie Chaplin look-alike contest.
- # The shortest English word that contains the letters A, B, C, D, E, and F is "feedback."
- # All Polar bears are left-handed.
- # "Dreamt" is the only English word that ends in the letters "mt."
- # The only 15 letter word that can be spelled without repeating a letter is "uncopyrightable".
- # The planet Venus does not tilt, it has no seasons. It is the only planet that rotates clock-wise.
- # Honey is the only food that doesn't spoil.
- # Nearly three percent of the ice in Antarctic glaciers is penguin urine.
- # "Rhythm" is the longest English word without a vowel.
- # Like fingerprints, every person's tongue print is different.
- # No piece of normal-size paper can be folded in half more than 7 times.
- # The tongue is the only muscle that is attached from one end only.
- # Camel's milk does not curdle.
- # The human brain is 80% water.
- # Human fingernails grow nearly 4 times faster than toenails.
- # The liquid inside young coconuts can be used as a substitute for blood plasma.
- # It takes approximately 2 million flowers for a bee to make 1 pound of honey.
- # It is physically impossible to urinate and give blood at the same time.
- # The letter J does not appear anywhere in the periodic table of the elements.
- # The right lung of human is larger, because of the space and placement of the heart.
- # $111,111,111 \times 111,111,111 = 12,345,678,987,654,321$
- # Dolphins can swim and sleep at the same time, as they sleep with one eye open.



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