PROSPECTUS
NRDS®

COMPUTER TRAINING CENTRE

Approved Training Partner of National Skill Development Corporation (NSDC)

(An ISO 9001:2015 Certified)

Sponsored by

NRDS (Group of Institutions)

@ NRDS English Public Schools   @ NRDS Senior Secondary School's (Junior Colleges)
@ NRDS Degree College   @ NRDS Computer Training Centres
@ NRDS Industrial Training Institutes (ITI)   @ NRDS Polytechnic College

OUR COMPUTER TRAINING CENTRE

- KHOIRABARI
- GORESWAR
- TANGLA
- KALAIGAON
- UDALGURI
- HATTIGORH
- DHAMDHAMA
- RAMDIA
- NAGARBERA
- DIPILA
- GOLAKGANJ
- RATIADAHA
- GOSSAIGAON
- BAIHATA CHARIALI
- CHAPARMUKH
- AHATGURI
- SIMLA
- DIMAKUCHI
- PANE

- BORBHAG
- BARAMA
- BEZERA
- MANGALDAI
- GARIAJHAR
- ORANG
- MAZBAT
- JANARAM CHOWKA
- BOROBADHA
- NAMKHOLA
- BARSHANGAON
- NORTH DARRANG
- SUBANKHATA
- BAGANPARA
- DIMU
- KARAIKHATI
- BAHMOLA
- SIPAJHAR
- DIGHIRPAR

- RANGAPANI
- CHAKLA PART 1
- KAMGURI
- KACHUGAON
- UTTAR KHARAGAON
- SAKTI ASHRAM
- SERFANGURI
- GOURANAGAR
- KASHIBARI BAZAR
- PAIKAN PT-1
- BHOOTEACHANG T.E.
- ANDHERIGHAT
- TIPKAI BANDAR
- BAZAR
- GHAGARA BAZAR
- CHALANTAPARA
- JOGDAI BAZAR
- NO.2 SIALMARI
- DOMONI

OUR SENIOR SECONDARY SCHOOLS (Junior Colleges)

- KHOIRABARI
- GORESWAR
- TANGLA
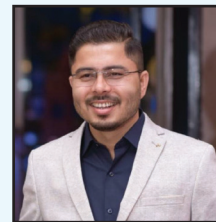- DIPILA
- ORANG
- DHAMDHAMA
- DIMAKUCHI

OUR DEGREE COLLEGE

- GORESWAR

OUR ENGLISH PUBLIC SCHOOLS

- KHOIRABARI
- BHAORAGURI

OUR ITIs & POLYTECHNIC

- NRDS Industrial Training Institute, Mangaldai
- NRDS Industrial Training Institute, Barkhetri
- NRDS Industrial Training Institute, Ayodha, Uttar Pradesh
- NRDS Industrial Training Institute, Barabanki, Uttar Pradesh
- NRDS Industrial Training Institute, Golakganj
- NRDS Industrial Training Institute, Dalgaon
- NRDS Industrial Training Institute, Kanpur Nagar, UttarPradesh
- NRDS Industrial Training Institute, Shravasti, Uttar Pradesh
- NRDS Girls Polytechnic, Bahraich, Uttar Pradesh

DIRECTOR MESSAGE

Dear Students,

It is my pleasure to welcome you to the NRDS Group of Institutions.
In the course of time, NRDS has emerged as an excellent institute for vocational & skill-based education. Vocational education is concerned with the training on vocation. Vocational Education is traditionally non-academic in nature and is totally related to a specific trade or occupation. It is related to productivity. Vocational education prepares individuals for employment. It has adequate employment potentialities. It helps in broadening of horizon. Though India has large young population, only 10 percent of the Indian workforce have acquired vocational skills, around 8 percent informally and 2 percent formally. All our courses are aimed at increasing your skills and your effectiveness in finding a suitable means of livelihood. NRDS Vocational training centers have been formed to ensure an outstanding educational value with a wide selection of courses and flexible scheduling. Over the years we have enhanced our efforts towards complete skill training initiative for students of all categories by developing specific curriculum and plans for professional opportunities. India targets to skill 400 million workforce till 2026, and NRDS is one of its strong partners for this. NRDS co-operation in vocational education & training has a long history.

NRDS has been registered as a Vocational Training Provider for Modular Employable Skill (MES) under the Skill Development Initiative (SDI) Scheme, Ministry of Skill Development & Entrepreneurship Government of India. Also, NRDS had run EDP courses under Indian Institute of Entrepreneurship (IIE) for providing Entrepreneurship & Skill Programs. NRDS is also registered as a training partner for Pradhan Mantri Kushal Vikash Yojana (PMKVY) under the ministry of Skill Development Entrepreneurship Government of India. NRDS is a registered training partner for Recognition of Prior Learning (RPL) under PMKVY. NRDS is also an authorized training Partner of National Digital Literacy Mission (NDLM) and Pradhan Mantri Gramin Digital Saksharta Abhiyan (PMGDISHA) under the Ministry of Communications & Information Technology Government of India for promoting digital literacy across Assam with over 80+ registered centers. Besides, NRDS is registered as a Project Implementing Agency (PIA) of Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) under the ministry of rural development Government of India. NRDS is also registered as the Project Implementing Agency (PIA) of Building and Other Construction Workers (BOCW) under the department of Labour and Welfare, Commissionerate of Labour, Government of Assam). NRDS is currently running various short term skill training program under Assam Skill development Mission (ASDM), Ministry of Skill, Employment & Entrepreneurship Department, Government of Assam as a registered Training Partner(TP).

NRDS aims to provide quality education through faculty committed to excellence to enable students to grow. Every effort is made to improve the existing best practices. We encourage and adopt innovative and interactive methods of teaching in order to make the institute an example of posterity.

I am proud of you for choosing NRDS.
I wish you success.

Subir Sarkar
Director
NRDS (A Group of Institutions)

ABOUT NRDS

NRDS (A group of Institutions), one of the premier education Institute of North-East India was born on 3rd June, 2007 and registered under the Company's Act, 1956 on 21st July, 2010 in the name of NRDS Management Private Limited with its head office at Guwahati and has the presence of more than 100+ branches as training Centers in the rural areas across Assam. We have been providing Skill Development/ Vocational Training In the rural areas to school dropouts, existing workers, unemployed graduates, students and people from all sections of society. NRDS has an imposing history of innovation with the vision and mission to impart holistic education to all its students.

The name "NRDS" has been synonymous with Rural Development for creditable performance, committed training development of personality and employment. Our Quest, our motto, is "Developing Nation with Vocational Education" At NRDS, we provide with every possible opportunity to inspire and go beyond every possibility. Since its inception, NRDS has played a huge role towards development of rural areas by providing Skill Development Programs to the student. NRDS has been in development of rural areas for more than 13 years. We specialize in providing self-financed and Govt. recognized vocational cum skill development courses and link successfully trained candidate in finding suitable means to earn livelihood through self or wage employment.

NRDS envisages that the skill and knowledge are the driving forces of economic growth and social development. The aims & objectives of NRDS are to build skilled human capital by enhancing stimulating and enriching people of all sections of the society through industry driven and market demand skill & make every Indian self-dependable.

NRDS has been registered as a Vocational Training Provider for Modular Employable Skill (MES) under the Skill Development Initiative (SDI) Scheme, Ministry of Skill Development & Entrepreneurship, Government of India. Also, NRDS had run EDP courses under Indian Institute of Entrepreneurship (IIE) for providing Entrepreneurship & Skill Programs.

NRDS is also registered as a training partner for Pradhan Mantri Kaushal Vikash Yojana (PMKVY) under the ministry of Skill Development Entrepreneurship, Government of India. NRDS is a registered training partner for Recognition of Prior Learning (RPL) under PMKVY. NRDS is also an authorized training Partner of National Digital Literacy Mission (NDLM) and Pradhan Mantri Gramin Digital Saksharta Abhiyan (PMGDISHA) under the Ministry of Communications & Information Technology, Government of India for promoting digital literacy across Assam with over 80+ registered centers. Besides, NRDS is registered as a Project Implementing Agency (PIA) of Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) under the Ministry of Rural Development, Government of India. NRDS is also registered as the Project Implementing Agency (PIA) of Building and Other Construction Workers (BOCW) under the department of Labour and Welfare, Commissionerate of Labour, Government of Assam.). Also NRDS is presently running various short term skill training program like- Field Technician Networking & Storage, Filed Technician Computing and Peripherals, CCTV Installations Technician, Hand Embroiderer, Assistant Electrician, Domestic Data Entry Operator, Sewing Machine Operator, Front Office Associate, Courier Delivery Executive, Retail Sales Associate, Assistant Beauty Therapist, Beauty Therapist, Make-up Artist, General Duty Assistant, Lead Assembler Modular Furniture, Lead Carpenter Wooden Furniture, Mason General, Tractor Mechanic, Small Poultry Farmer, Dairy Farmer/Entrepreneur and Gardener, Two Shaft Handloom Weaver, Jacquard Weaver, Sewing Machine Operator, Self Employed Tailor under Assam Skill development Mission (ASDM) Ministry of Skill, Employment & Entrepreneurship Department, Government of Assam as a registered Training Partner(TP).

RULES & REGULATION OF NRDS

1. Applicant must fill up his/her online admission form (As per Birth Certificate, School /College/University records).

2. Every Student should strictly follow NRDS's rules & regulations.

3. Every student has to register his/her name to the head office to get their registration number on Rs 150/- only. (Within 15 (fifteen) days of Admission.)

4. Discipline must be maintained in the study centre/ Institute at all times.

5. Every student must keep his/her identity card with him in class room and office.

6. Duplicate Identity Card will be issued after official verification on payment of Rs.150/- only

7. Student must maintain minimum 70% attendance to appear in the final examination.

8. Unsuccessful students can apply for a re-assessment with a fees of Rs. 1200/-.

9. Defaulter students will not be allowed to appear in the final examination.

10. No extra fee is required for final examinations.

11. Final exams will be held after completion of the course (within 15 days).

12. Every student should complete his/her course within the stipulated time.

13. Fees once paid is not refundable under any circumstances.

GRADING SYSTEMS

Successfull candidate will be classified in different Grade like A.B.C and Unsuccessful as follows -

Grade	- "A"	- 80% & above
Grade	- "B"	- 60% to 79.99%
Grade	- "C"	- 40% to 59.99%
Grade		- Below 40% (Unsuccessful).

FACILITIES OF NRDS

1. Highly Qualified and experience teaching staff.

2. One Computer against one student (1:1 Ratio).

3. Reasonable course fees.

4. 100% Job guarantee for 1 year and above courses only.

6. Transfer facilities.

7. Student will get feedback facilities for any problems (online and offline mode).

8. Language of teaching: English, Hindi, Assamese, Bengali and Bodo.

11. Office hour (8 AM to 8 PM).

12. Training facilities for students, service holders and business men.

13. Online Admission and Registration system.

14. Online attendance system for students.

15. Online Assessment (Exam) system.

16. Online Certification.

17. Online Certificate verification.

CERTIFICATE IN COMPUTER APPLICATION (CCA)

Duration :- 3 Months
Total Course Fees :- Rs. 3,500/-
Adm. Fees :- Rs. 2,000/-
Installment :- Rs. 500/-× 3 (Months) = Rs.1,500/-

COURSE MODULE
1. Fundamentals of Computer.
2. MS-DOS, Handling Windows (Note Pad, Word Pad, Paint)
3. MS-Office (Word, Excel, Power Point & Access)
4. Internet browsing, Downloading & E-mail handaling
5. Social Media handling.(Facebook, Instagram, Twitter)
6. Online Transactions & Payments (Debit/Credit Card, E-Banking, UPI)
7. Online Video Conference (Meeting) using Zoom, Google Meet, Teams etc.

DIPLOMA IN COMPUTER APPLICATION (DCA)

Duration :- 6 Months
Total Course Fees :- Rs. 5,000/-
Adm. Fees :- Rs. 2,000/-
Installment :- Rs. 500× 6 (Months) = Rs.3,000/-

COURSE MODULE
1. Fundamentals of Computer.
2. MS-DOS, Handling windows (Note Pad, Word Pad, Paintm, Internet explorer).
3. MS-Office (Word, Excel, Power Point & Access).
4. Internet browsing, Downloading & E-mail handling.
5. D.T.P. (Full Package including Page Maker, Illustrator, Indesign, Corel Draw, Photoshop etc.)
6. Bilinguals package (Assamese, Bengali, Hindi, Bodo etc).
7. Fundamentals of Tally ERP.9
8. Social Media handling.(Facebook, Instagram, Twitter)
9. Online Transactions & Payments (Debit/Credit Card, E-Banking, UPI).
10. Online Video Conference (Meeting) using Zoom, Google Meet, Teams etc.

DIPLOMA IN COMPUTER APPLICATION & PROGRAMMING (DCAP)

Duration :- 12 Months
Total Course Fees :- Rs. 8,000/-
Adm. Fees :- Rs. 2,000/-
Installment :- Rs. 500/-× 12 (Months) = Rs.6,000/-

COURSE MODULE

🗐 1ˢᵗ Semester

1. Fundamentals of Computer Software & Hardware.
2. MS-DOS, Handling Windows (Note Pad, Word Pad, Paint, Internet Explorer etc.)
3. MS-Office (Word, Excel, Power Point & MS Access)
4. Internet Browsing, Downloading & E-mail Handling.
5. D.T.P (Full Package Including Page Maker, Illustrator, Indesign, Corel Draw, Photo shop, etc).
6. Bilinguals Package Assamese, Bengali, Hindi, Bodo etc.).
7. Social Media handling.(Facebook, Instagram, Twitter)
8. Online Transactions & Payments (Debit/Credit Card, E-Banking, UPI)
9. Online Video Conference (Meeting) using Zoom, Google Meet, Teams etc.

🗐 2ⁿᵈ Semester

1. Web Page Designing(HTML.DHTML & font page).
2. Web Page Publishing .
3. Java Programming (Adv) & Java script.
4. Programming in "C" & "C++"
5. Financial Accounting Using Trade Easy, Tally ERP 9.0.
6. Faculty Training.

DIPLOMA IN COMPUTER APPLICATION & MAINTENANCE (DCAM)

Duration	:-	6 Months
Total Course Fees	:-	Rs. 3,819/-
Adm. Fees	:-	Rs. 1,299/-
Installment	:-	Rs. 420/- × 6 (Months) = Rs.2,520/-

COURSE MODULE

1. Fundamentals of Computer.
2. MS-DOS, Handling windows (Note Pad, Word Pad, Paintm, Internet explorer).
3. MS-Office (Word, Excel, Power Point & Access).
4. D.T.P. (Full Package including Page Maker, Illustrator, Indesign, Corel Draw, Photoshop etc.)
5. Bilinguals package (Assamese, Bengali, Hindi, Bodo etc).
6. Fundamentals of Tally ERP.9
7. Internet browsing, Downloading & E-mail handling.

ADVANCED DIPLOMA IN COMPUTER APPLICATION & PROGRAMMING (ADCAP)

Duration   :-   12 Months
Total Course Fees   :-   Rs. 14,000/-
Adm. Fees   :-   Rs. 2,000/-
Installment   :-   Rs. 1,000/- × 12(Months) = Rs.12,000/-

COURSE MODULE

1st Semester

1.   Fundamentals of Computer Software & Hardware.
2.   MS-DOS, Handling Windows (Note Pad, Word Pad, Paint, Internet Explorer etc.)
3.   MS-Office (Word, Excel, Power Point & MS Access)
4.   Internet Browsing, Downloading & E-mail Handling.
5.   D.T.P (Full Package Including Page Maker, Illustrator, Indesign, Corel Draw, Photoshop, etc).
6.   Bilinguals Package Assamese, Bengali, Hindi, Bodo etc.).
7.   Social Media handling.(Facebook, Instagram, Twitter)
8.   Online Transactions & Payments (Debit/Credit Card, E-Banking, UPI)
9.   Online Video Conference (Meeting) using Zoom, Google Meet, Teams etc.

2nd Semester

1.   Windows Installation & Updates.
2.   Software Installations.
3.   Web Page Designing(HTML.DHTML & font page).
4.   Web Page Publishing .
5.   Java Programming (Adv) & Java script.
6.   Programming in "C" & "C++"
7.   Financial Accounting Using Trade Easy, Tally ERP 9.0.
8.   Faculty Training.

POST GRADUATE DIPLOMA IN COMPUTER APPLICATIONS (PGDCA)

Duration	:-	12 Months
Qualifications	:-	Minimum Graduate in any discipline
Total Course Fees	:-	Rs. 14,500/-
Adm. Fees	:-	Rs. 2,500/-
Installment	:-	Rs. 1,000/- × 12(Months) = Rs.12,000/-

COURSE MODULE

1st Semester

1. Fundamentals of Computer Software & Hardware.
2. MS-DOS, Handling Windows (Note Pad, Word Pad, Paint, Internet Explorer etc.)
3. MS-Office (Word, Excel, Power Point & MS Access)
4. Internet Browsing, Downloading & E-mail Handling.
5. D.T.P (Full Package Including Page Maker, Illustrator, Indesign, Corel Draw, Photoshop, etc).
6. Data Base Management System (DBMS).
7. Relation Data Base Management System (RDBMS).
9. Social Media handling.(Facebook, Instagram, Twitter)
10. Online Transactions & Payments (Debit/Credit Card, E-Banking, UPI)
11. Online Video Conference (Meeting) using Zoom, Google Meet, Teams etc.

2nd Semester

1. Financial Accounting Using Trade Easy, Tally ERP 9.0.
2. Web Page Designing (HTML,DHTML & Front Page).
3. Programming in "C++".
4. Java.
5. Java Script.
6. Concept on Multimedia and E-Commerce.
7. Internet Browsing and handling.

MASTER DIPLOMA INFORMATION TECHNOLOGY (MDIT)

Duration	:-	24 Months
Qualifications	:-	Minimum Graduate in any Discipline
Total Course Fees	:-	Rs. 26,500/-
Adm. Fees	:-	Rs. 2,500/-
Installment	:-	Rs. 1,000/- × 24(Months) = Rs.24,000/-

COURSE MODULE

1st Semester

1. Fundamentals of Computer Software & Hardware.
2. MS-DOS, Handling Windows (Note Pad, Word Pad, Paint, Internet Explorer etc.)
3. Internet Explorer etc.)
4. Handling Toolbars and Menu.
5. MS-Office (Word, Excel, Power Point & Access).
6. D.T.P. (Full Package including Page Maker, Coreldraw, Indesign, Illustrator, Photoshop etc.)
7. Bilinguals Package (Assamese, Bengali, Hindi, Bodo etc.).
8. Web Page Designing (HTML, DHTML & Front Page).
9. Indian Fonts (Ramdhenu/Leap office).
10. Important of Laptop & Desktop Computerin the Human life.
11. Concept on Multimedia and E-commerce.
12. Social Media handling.(Facebook, Instagram, Twitter)
13. Online Transactions & Payments (Debit/Credit Card, E-Banking, UPI)
14. Online Video Conference (Meeting) using Zoom, Google Meet, Teams etc.

2nd Semester

1. Financial Accounting using Trade Easy.
2. Financial Accounting using Tally ERP 9.
3. Programming in "C" .
4. Programming in "C++".
5, Data Base Management Systems (DBMS).
6. Relational Data Base Management Systems (RDBMS).
7. Visual Script.
8. Java Script.
9. Foxpro.

10. Visual Basic.
11. SQL Server.
12. Internet Browsing, Downloading & E-mail handling.
13, Personality Development.

3rd Semester

1. Detection of Problems and troubleshooting.
2. BIOS and its Setup options.
3. Functions of Mother Board, PCI Card, Sound Card, Storage Device.
4. Functions of Memory (RAM) & Digital Number System.
5. Assembling and Overhauling of Computer.
6. Backup of Data using Different Process.
7. Function of Hardware Components.
8. Computer Maintenance.
9. Multi Booting.
10. Virus killing using Antivirus.
11. Partitioning & Formatting of Hard Disk.
12. Installation and Classifications of Operating Systems (Windows 7/8/10/11 etc.).

4th Semester

1. Installation of various Hardware Drivers.
2. Installation of various Application Softwares (MS-Office, Page Maker, Indesign, Illustrator, Photoshop. Corel Draw, Tally, SQL Server, "C" & "C++", Foxpro, Leap Office, ISM, GIST etc.).
3. Repairing of UPS, Printer, Monitor, SMPS, Keyboard, Mother Board & Hard Disk.
4. Internet Configuring.
5. Internet Browsing Downloading & E-mail handling.
6. Hardware Setting.
7. Types of Networks. Networking (LAN, WAN etc.).
8. Concept of VSAT, HUB, Switch, Cables, Connectors.
9. LAN Connection and its Setup.
10. Sharing of Computers, Drivers, Folders, Files, Printers, Internet etc.
11. Faculty Training.
12. Hardware and Software Marketing.

ADVANCED DIPLOMA IN COMPUTER SOFTWARE & HARDWARE (ADCSH)

Duration	:-	18 Months
Qualifications	:-	HS Passed.
Total Course Fees	:-	Rs. 29,500/-
Adm. Fees	:-	Rs. 2,500/-
Installment	:-	Rs. 1,500/- × 18(Months) = Rs.27,000/-

COURSE MODULE

1st Semester

1. Fundamentals of Computer.
2. MS-DOS, Handling Windows (Note Pad, Word Pad, Paint, Internet Explorer etc.)
3. MS-Office (Word, Excel, Power point & Access).
4. D.T.P. (Full Package includng Page Maker, Coreldraw, Indesign, Illustrator, Photoshop etc.)
5. Bilinguals Package (Assamese, Bengali, Hindi, Bodo etc.).
6. Web Page Designing (HTML, DHTML & Front Page)
7. Concept on Multimedia and E-Commerce.
8. Internet Browsing & Email Handling.
9. Social Media handling.(Facebook, Instagram, Twitter)
10. Online Transactions & Payments (Debit/Credit Card, E-Banking, UPI)
11. Online Video Conference (Meeting) using Zoom, Google Meet, Teams etc.

2nd Semester

1. Financial Accounting Using Trade Easy, Tally ERP 9.
2. Programming in "C".
3. Programming in "C++.
4. Data Base Management Systems (DBMS).
5. Relational Data Base Management Systems (RDBMS)
6. Java.
7. Java script.
8. Visual basic.
9. Visual script.
10. SQL server
11. Fox Pro.
12. Faculty Training & Management.
13. Project Works.

📑 3rd Semester

1. Basic electronics.
2. Fundamentals Of Computer Hardware & Software.
3. Detection of Problems and Trouble Shooting.
4. Importance of Laptop & Desktop Computer in the Human life.
5. Motherboard and its troubleshooting.
6. Processor and its troubleshooting.
7. RAM and its troubleshooting.
8. Power supply and its troubleshooting.
9. Hard-Drives and its troubleshooting.
10. Optical Drives and its troubleshooting.
11. Input & Output Devices.
12. BIOS and its setup Options.
13. Operating System basics
14. Customization, Installation & Upgradation of Operating Systems.
15. Introduction to computer Networks.
16. Network Topologies.
17. OSI Model.
18. Network Protocols.
19. Concept of Hub, Switch & Router
20. Local Area Network Standards.
21. IP Addressing
22. Cabling
23. Network installation
24. Identification & Troubleshooting network problems.
25. Installation of Network Operating System.
26. Concept of DHCP & DNS.
27. Windows Firewall & Security.
28. Internet Connection Sharing.

ADVANCE DIPLOMA IN GRAPHICS & WEB DESIGNING (ADGWD)

Duration	:-	12 Months
Qualifications	:-	Minimum H.S. Passed
Total Course Fees	:-	Rs. 15,000/-
Adm. Fees	:-	Rs. 3,000/-
Installment	:-	Rs. 1,000/- × 12(Months) = Rs.12,000/-

COURSE MODULE

📑 1st Semester

1. Fundamentals of Drawing.
2. Corel X5.
3. Corel Photo Paint.

4. Illustrator.
5. Photoshop.

📑 2nd Semester
1. Overview of Web Design.
2. Basic of Website Design.
3. HTML.
4. CSS.
5. Dream Weaver.
6. Flash (2nd Animation).
7. Sound Booth.
8. Premier Pro.

DIPLOMA IN COMPUTER NETWORKING (DCN)

Duration   :-   6 Months.
Qualifications   :-   Minimum HSLC Passed.
Total Course Fees   :-   Rs. 8,000/-
Adm. Fees   :-   Rs. 2,000/-
Installment   :-   Rs. 1,000/- × 6(Months) = Rs.6,000/-

COURSE MODULE
1. Operating System Basic.
2. Customization, Installation & Upgradation of Operating Systems.
3. Introduction to computer Networks.
4. Network Topologies.
5. OSI Model.
6. Network Protocols.
7. Concept of Hub, Switch & Router.
8. Local Area Network Standards.
9. IP Addressing.
10. Cabling.
11. Network Installation.
12. Identification & Troubleshooting network problems.
13. Installation of network operating system.
14. Concept of DHCP & DNS.
15. Windows Firewall & Security.
16. Internet Connection Sharing.

DIPLOMA IN DESKTOP PUBLISHING (D.T.P.)

Duration	:-	3 Months
Qualifications	:-	Minimum HSLC Passed.
Total Course Fees	:-	Rs. 5,000/-
Adm. Fees	:-	Rs. 2,000/-
Installment	:-	Rs. 1,000/- × 3(Months) = Rs.3,000/-

COURSE MODULE
1. Fundamentals of Computer
2. MS-DOS, Handling Windows (Note Pad, Word Pad, Paint, Internet Explorer etc).
3. MS-Office (Word, Excel, Power point & Access.)
4. Leab Office, Corel Draw, Photoshop, Page Maker, Indesign, Illustrator.
5. Document Scaning & Printing etc.
6. Social Media handling.(Facebook, Instagram, Twitter)
7. Online Transactions & Payments (Debit/Credit Card, E-Banking, UPI)
8. Online Video Conference (Meeting) using Zoom, Google Meet, Teams etc.

DIPLOMA IN DATA ENTRY OPERATOR (DDEO)

Duration	:-	3 Months
Qualifications	:-	Minimum HSLC Passed.
Total Course Fees	:-	Rs. 3,000/-
Adm. Fees	:-	Rs. 1,500/-
Installment	:-	Rs. 500/- × 3(Months) = Rs. 1,500/-

COURSE MODULE
1. Fundamentals of Computer.
2. MS-DOS, Handling Windows (Note Pad, Word Pad, Paint, Internet Explorer etc).
3. Typing (English, Hindi, Assamese, Bengali, Bodo etc.)
4. MS- Office (Word, Excel, Access.).
5. Social Media handling.(Facebook, Instagram, Twitter)
6. Online Transactions & Payments (Debit/Credit Card, E-Banking, UPI)
7. Online Video Conference (Meeting) using Zoom, Google Meet, Teams etc.

DIPLOMA IN SPOKEN ENGLISH

Duration   :-   3 Months
Total Course Fees   :-   Rs. 3,500/-
Adm. Fees   :-   Rs. 2,000/-
Installment   :-   Rs. 500/-× 3 (Months) = Rs.1,500/-

COURSE MODULE

1.   Word Vocabulary.

2.   Forms of Small Speeches.

3.   Introduction to commonly used verbs and their usage in day to day situations.

4.   Detail Study of Verbs.

5.   Explanation of tenses through commonly used and easy to understand sentences.

6.   Formation of Sentences structure.

7.   Formation of Simple Sentences.

Phrases on How to:-

1.   Seek- Permission, Advice, etc.

2.   Wish- Birthday, Anniversary, Success, etc.

3.   Express- Fear, Anger, Surprise, Emotion, Acceptance, Rejection, Congratulation, etc.

4.   Describe- People, Places, Things, Situation, etc.

5.   Conversations and Situation based Vocabulary.

6.   Story telling.

7.   Group Discussions.

8.   Interview Facing Techniques.

9.   Public Speaking Skills.

10.   Voice modulation.

DIPLOMA IN SMART PHONE REPAIRING (DSPR)

Duration   :-   3 Months
Total Course Fees   :-   Rs. 5,000/-
Adm. Fees   :-   Rs. 2,000/-
Installment   :-   Rs. 1,000/-× 3 (Months) = Rs.3,000/-

COURSE MODULE

1. Introduction of Basic Electronics.
2. Mobile Components Identification & knowledge.
3. Mobile Phone components working.
4. Uses of Multimeter.
5. Mobile Components Testing & Checking.
6. Practical Testing of Components by Multimeter.
7. Introduction of Mobile Phone Technology.
8. Type of Mobile Phone Technology.
9. Working principal of Mobile Phone.
10. Feature of Mobile Phone. (Bluetooth, G.P.R.S., Infrared etc.)
11. Removing Software Problem by Codes.
12. Unlocking codes for G.S.M. Mobile.
13. Unlocking codes for C.D.MA. Mobile.
14. Multimedia Set formatting Codes (For virus removing problems).
15. All Mobile Phone Codes.
16. Proper use of Micro Iron SMD Rework Machine, Hpt Airgun, Etc.
17. Soldering & Desoldering Practice.
18. Chip Component Removing & Replacing.
19. Jumper Practice. (Antenna Switch Jumper,Track Breakage).
20. Jumper, Display Cont.Jumper etc.
21. Driver IC Jumper Practice. (SIMIC Jumper, Keypad 1.C. Jumper, Display I.C. Jumper etc.)
22. B.G.A. I.C Removing, Relabelling & Replacing Practice.
23. Driver I.C. Changing practice.
24. Display Changing Practice (Patta Displays).
25. Ribbon & Patta changing Practice.
26. P.F.O. Changing.
27. Pasted B.G.A.IC Removing Practice.
28. Jack Changing Practice (Sim Jack Charging Jack,Hand free Jack Battery Connector).
29. Bluetooth Module Changing Practice.
30. Flap & Sliding Phone assembling Practice.

DIPLOMA IN LAPTOP REPAIRING & MAINTAINANCE (DLRM)

Duration	:-	3 Months
Total Course Fees	:-	Rs. 9,000/-
Adm. Fees	:-	Rs. 3,000/-
Installment	:-	Rs. 2,000/-× 3 (Months) = Rs.6,000/-

COURSE MODULE

1.   Laptop Basic
2.   Bios Setting.
3.   Partitioning & Formatting Hard Disk.
4.   Windows Installation(Windows 7,8,10,11).
5.   Driver Installation.
6.   Driver Backup/Restore.
7.   Windows Backup & Restore.
8.   Windows File Repair.
9.   Data Recovery.
10.   Virus Detection & Removal.
11.   Bios password cracking.
12.   Admin password cracking.
13.   Parts of Laptop.
14.   Laptop Assembling & Disassembling.
15.   Basic Electronics.
16.   Chip Level Practical.
17.   Troubleshooting.
18.   Tracing:- (Block Diagram, Identification of L.C, Different I.C Names, Source - Destination, Set Dead Problem, Charging Problem, Display Problem, Display Light Problem, Audio Sound Problem, DVD Writer Problem, USB Port Problem, Touchpad Problem, Finger Prints Problem, Webcam Problem, Wi-Fi Problem, Bluetooth problem, Adaptor Problem, S.M.P.S Problem)
19.   Diagnostic card error codes.
20.   Bios Update.
21.   Hot Testing.

DIPLOMA IN BEAUTICIAN (DB)

Duration	:-	3 Months
Total Course Fees	:-	Rs. 5,500/-
Adm. Fees	:-	Rs. 2,500/-
Installment	:-	Rs. 1,000/-× 3 (Months) = Rs.3,000/-

COURSE MODULE

1. Facial and Electrology.
2. Professional Make-up.
3. Hair Problems & Treatment.
4. Advance Hair Styling.
5. Advance Hair Cut.
6. Hair Chemical Service.
7. Coloring Techniques.
8. Client Consultation.

DIPLOMA IN ASSTISTANT ELECTRICIAN (DE)

Duration	:-	3 Months
Total Course Fees	:-	Rs. 6,000/-
Adm. Fees	:-	Rs. 3,000/-
Installment	:-	Rs. 1,000/-× 3 (Months) = Rs.3,000/-

COURSE MODULE

1. Safety Practices.
2. Introduction to Electricity.
3. Introduction to Electronics.
4. Symbols.
5. Diagram & Rules.
6. Simple Electrical Circuits.
7. Earthing.
8. House Wiring & its.
9. Concepts.
10. Home Appliances & its Repair.
11. Battery Maintenance.

OUR SHORT TERM COURSES

SL. NO.	COURSE NAME	DURATION	FEES
1	C & C++	2 Months	2500/-
2	Adobe Photoshop	2 Months	2500/-
3	HTML & DHTML	2 Months	2500/-
4	Java	2 Months	2500/-
5	PageMaker	2 Months	2500/-
6	Tally	6 Months	4500/-
7	Internet	2 Months	2500/-
8	Software Installations	2 Months	2500/-
9	CRT Monitoring Repairing	2 Months	3000/-
10	LCD Monitoring Repairing	2 Months	2500/-
11	Printer Repairing	2 Months	4500/-
12	UPS Repairing	1 Months	2000/-
13	Mother Board Repairing	2 Months	5000/-
14	MS-Dos	1 Months	1000/-
15	DBMS & RDBMS	2 Months	2000/-
16	SQL	2 Months	2500/-
17	Visual Basic	2 Months	2500/-
18	Oracle	2 Months	3500/-
19	MS Access	1 Months	1000/-
20	Screen Printing	2 Months	4500/-
21	Poly mer Rubber Stamp Making	1 Months	4500/-
22	Book Binding	1 Months	3000/-
23	Offset Machine Operator	3 Months	7000/-
24	Type Writing & Stenography	3 Months	5500/-
25	Photography	3 Months	5500/-
26	Interior Designing	3 Months	8000/-
27	Cutting & Embroiderer	3 Months	2500/-
28	Tailoring	3 Months	2500/-
29	Asst. Beautician	3 Months	4500/-
30	Electrical Wiring	3 Months	4500/-
31	Inverter Repairing	3 Months	4500/-
32	TV, CD Player Repairing	3 Months	4500/-
33	Basic Electronics	3 Months	4500/-
34	Web Designing	3 Months	4500/-
35	BPO Management	3 Months	4500/-

DIPLOMA IN COMPUTER HARDWARE & INSTALLATION (DCHI)

Duration   :-   3 Months
Total Course Fees   :-   Rs. 5,000/-
Adm. Fees   :-   Rs. 2,000/-
Installment   :-   Rs. 1,000/-× 3 (Months) = Rs.3,000/-

COURSE MODULE

1.   Fundamentals of Computer.
2.   Operating System DOS,Windows 7/8/10/11
3.   Installation of Softwares & Operating System.
4.   Basic Electronics.
5.   Using Antivirus.
6.   Configuration of Motherboard & Adaptor Card.
7.   Petitioning of HDD.
8.   System Assembling and Reassembling.
9.   Concept of Monitor & Trouble Shooting.
10. Fault Finding & Trouble Shooting.

ADVANCED DIPLOMA IN COMPUTER HARDWARE & REPAIRING (ADCHR)

Duration   :-   12 Months
Total Course Fees   :-   Rs. 14,500/-
Adm. Fees   :-   Rs. 2,500/-
Installment   :-   Rs. 1,000/-× 12 (Months) = Rs.12,000/-

COURSE MODULE

1.   Computer fundamentals.
2.   Basic Structure of a Computer.
3.   Hardware Software and Firmware.
4.   Hardware Components (Parts in system unit, SMPS, Primary devices, Storage devices)
5.   Introduction To Operating System.
6.   File System (About FAT, NTFS, UDF, File System Comparisons).
7.   Hardware component installation and repairing.
8.   Diagnose and troubleshooting of microcomputer/ computer systems hardware & software and other peripheral equipment.

DIPLOMA IN COMPUTER ASSEMBLE & SOFTWARE INSTALLATION (DCASI)

Duration :- 3 Months
Total Course Fees :- Rs. 8,000/-
Adm. Fees :- Rs. 2,000/-
Installment :- Rs. 2,000/-× 3 (Months) = Rs.6,000/-

COURSE MODULE

1. Assemble/setup and upgrade personal computer systems. Computer system modules/ components and its operations, need of hardware and software for computer to work, different hardware components within a computer and connected to a computer as peripheral devices, different processors used for personal computers and note book computers.
2. Perform installation, configuration, and upgrading of microcomputer/ computer: Hardware and software requirement, Assemble/setup microcomputer/ computer systems, accessory boards, types of motherboards, selection of right motherboard, Installation &replacement of motherboard, troubleshooting problems with memory.
3. Install/connect associated peripherals: Working of printers and scanners, Installation of printers and scanners, sharing a printer over a local area network.

DIPLOMA IN COMPUTER OFFICE AUTOMATION (DCOA)

Duration :- 3 Months
Total Course Fees :- Rs. 5,000/-
Adm. Fees :- Rs. 2,000/-
Installment :- Rs. 1,000/-× 3 (Months) = Rs.3,000/-

COURSE MODULE

1. Fundamental of Computer.
2. MS-DOS, Handling Windows (Note Pad, Word Pad, Paint, Internet Explorer etc).
3. MS-Office (Word, Excel, Power point & Access.).
4. Internet Browsing & Downloading, Email Handaling.
5. Document Scaning & Printing etc.

DIPLOMA IN AC/FRIDGE REPAIRING & MAINTENANCE (DACFRM)

Duration	:-	3 Months	
Total Course Fees	:-	Rs. 9,000/-	
Adm. Fees	:-	Rs. 3,000/-	
Installment	:-	Rs. 2,000/-× 3 (Months) = Rs.6,000/-	

COURSE MODULE

1. Basic Electronics – Electricity concepts , Active and Passive Electronic components working and troubleshooting
2. Electricity – Single phase , 3 phase concepts , current , voltage and power rating concepts , HP , KW and Current Unit calculations.
3. Introduction to AC & Refrigeration systems , their usage.
4. Introduction to Refrigeration cycle , Identification of Refrigeration cycle and components , high medium and low temperature application machine , Refrigeration piping concepts , identification of tubes , pipes , joints , lubricant , refrigerant gas cylinder and its use
5. Differents elements of a refrigerator – Compressor , condensor , evaporator , Expansion valve , Refrigerant and other related elements
6. Function of Condenser , types of condensors and working concepts
7. Function of Compressor , Working concepts and types
8. Function of Evaporator , working concepts and types
9. Thermal insulation and types.
10. Motors used in refrigeration and air conditioning system, types, construction.
11. Introduction to domestic and industrial refrigeration and airconditioning.
12. Airconditioners – Domestic – Windows & Split , Commerical Airconditioners.
13. Types of Air Conditioning Systems (Window Air Conditioner , Split Air Conditioner , Packaged Air Conditioner , Packaged Air Conditioners with Air Cooled Condensers , & Water Cooled Condenser)
15. Servicing and maintenance of Windows AC ,Testing the mechanical and electrical system for fault rectification and Installation of Window AC.
17. Refrigerator types (Single Door , Multidoor ,Side by side , Bottom freezer type , Digital inverter technology based refrigerators).
18. Refrigerator Servicing , Troubleshooting and Maintenance.

DIPLOMA IN SELF EMPLOYED TAILOR (DSET)

Duration   :-   3 Months
Total Course Fees   :-   Rs. 5,000/-
Adm. Fees   :-   Rs. 2,000/-
Installment   :-   Rs. 1,000/- × 3 (Months) = Rs.3,000/-

COURSE MODULE

1. Selection of learners through Pegboard Test, Machine Control Test and Threading Needle Exercise Test.
2. Machine nomenclature of parts, Inserting Needle into Needle Bar and explaining proper posture of sitting at the machine.
3. Sewing machine control exercise on Paper .
4. Sewing machine control exercise on fabric.
5. Fundamentals of threading the machine (threading bobbin winder, loading bobbin, inserting loaded bobbin case into the machine hook etc.).
6. Machine control and sewing bar tack.
7. Handling and sewing (different fabrics, trimming thread, turning material while sewing and top stitching, adding fullness to seams).
8. Sewing machine adjustment.
9. Preparation of garment Mocks

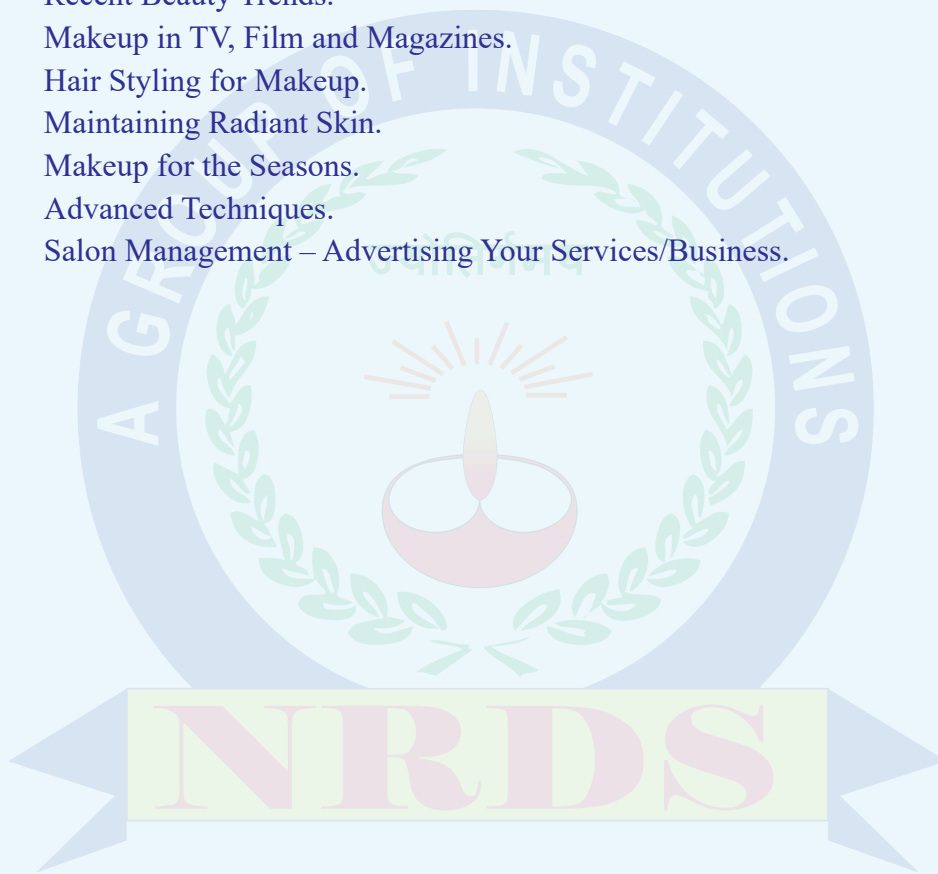## DIPLOMA IN MAKE-UP ARTIST (DMA)

Duration   :-   3 Months
Total Course Fees   :-   Rs. 14,000/-
Adm. Fees   :-   Rs. 5,000/-
Installment   :-   Rs. 3,000/- × 3 (Months) = Rs.9,000/-

COURSE MODULE

1. Overview of Beauty and Makeup Artist.
2. History of Makeup.
3. Role of a Beauty Makeup Artist.
4. Skin Anatomy and Skin Care.
5. Tools Used by a Makeup Artist.
6. Working with Makeup Artist Brushes.
7. Skin Tone – Foundation Selection and Application.

Our Achievements

Director of NRDS Mr. Subir Sarkar and one student of NRDS received Dakshata award from Hon'ble Chief Minister of Assam, Mr. Sarbananda Sonowal Sir in the year of 2018

NRDS Received two awards, 5th Best Training Partner and 3rd Best Training Partner Placement from Assam Skill Development Mission in 2021. The award was handed to the Directors by the honourable Skill Minister of Assam Mr. Chandra Mohan Patowary Sir.

NRDS Group awarded the "Most Trusted Educational Institution of the year" by the noble hands of Hon'ble Shri Jayanta Mallabaruah sir, Minister of Skill, Employment & Entrepreneurship and Tourism, Government of Assam at the News 18 Gaurav Sanman Awards, 2023.

NRDS received Excellence Award for Skilling in The Rural Areas of Assam in the Institutional category at day -2 of IndiGlobal Bharat Summit, 2023 held at IIT Guwahati on 28th Feb, 2023 from the officiating Director of IIT-Guwahati, Prof. Parameswar K. Ayer and Founder CEO of IndiGlobal Media Network, Mr. Sudheer Gautam.

NRDS Group received Pride of Bharat Award in"the best vocational training institute in Assam" category from the noble hands of renowned Bollywood Actress, Juhi Chawla ji.

NRDS Group has received Rising Bharat Award 2024 from the auspicious hands of Smt. Hema Malini ji, sensational Dream Girl of Bollywood Cinema & Hon'ble Member of Parliament, BJP and Hon'ble Ex-National Vice President of BJP, Shri Shyam Jaju ji, in the category Rising Bharat Excellence in Skill Development & Vocational Training (Assam).

NRDS received Education Leadership Award from Actor Shakti Kapoor in 2021 for leading Institutional Institute for the Development of Rural Areas at Mumbai.

NRDS Group was awarded Assam's Most Eminent Rural Skill Development Institution at the News 18 Education Eminence Awards 2023 in the auspicious presence of hon'ble Dr. Nani Gopal Mahanta sir, Education Advisor, Govt. of Assam and respected Prof. Mihir Kanti Chaudhuri sir, former Vice-chancellor of Tezpur University, present Chief Advisor of Royal Global University, Guwahati.

NRDS Group was awarded Assam's Most Eminent Higher Secondary School (Arts) at the News 18 Education Eminence Awards 2023 in the auspicious presence of hon'ble Dr. Nani Gopal Mahanta sir, Education Advisor, Govt. of Assam and respected Prof. Mihir Kanti Chaudhuri sir, former Vice-chancellor of Tezpur University, present Chief Advisor of Royal Global University, Guwahati.

Our Social Activities

Mr. Subir Sarkar, the Director of NRDS along with his team contributed Rs. 50,000.00/- in the hand of Hon'ble Health Minister of Assam, Dr. Himanta Biswa Sarmah Sir during COVID-19 Pandamic.

Moments during donation of Rs. 1,00,000.00/- by Mr. Subir Sarkar, Director of NRDS and his team in the hand of Hon'ble Chief Minister of Assam, Dr. Himanta Biswa Sarmah Sir during the time of COVID-19 Pandamic.

Director of NRDS, Mr. Subir Sarkar and NRDS Team donated Rs. 1,00,000.00/- to the relief fund in the hand of Hona'ble Chief Minister of Assam Dr. Himanta Biswa Sarma Sir.

Mr. Subir Sarkar, Director of NRDS and team contributed Rs. 1,00,000.00/- towards flood relief fund in the hand of Hon'ble BTC Chief, Mr. Pramod Boro Sir.