DIRECTOR'S NOTE

Dear friend,

Welcome to the fraternity of P-TECH. This excellent education system is set up in order to meet the rapidly growing need for trained IT personnel in India to provide up-to-date knowledge in various fields of Information Technology.

In this highly competitive world only professionally trained people can find firm footing. IT is the fastest growing profession in the world, requiring trained IT personnel for various jobs in business & industry. The career opportunities are unlimited for those who are qualified to accept the challenges offered in this exciting field.

P-TECH Computer Education System is working to fulfill the fastest growing industries requirement. Through P-TECH Computer Education System net it will be easier for learning, shopping, entertainment, banking, marketing, advertising, tourism or even just meeting friends.

P-TECH Computer Education System is providing training on High-end Software & Programming Languages; want to achieve their target to spread the Computer Literacy (Awareness) all over the country.

We proud to have you with us and it will be our sincere Endeavour to fulfill your learning objectives. During this course, while we take you through the fascinating world of computers. We shall also help you acquire all skills necessary to make a complete computer professional. We emphasize the development of the total person as we seek to take into account the intellectual, social & spiritual dimensions of learning.

This prospectus has been designed to enable you to make the best use of all the facilities available at P-TECH
I invite your participation, in realizing a dream of making this Nation, a knowledge intensive society. I wish you all best in your pursuit of excellence in higher education!!!

To Learn & Realize – join today.
We do hope you will have a meaningful learning experience.
With best wishes for your career,
Yours Sincerely
Mr. Jwala Prasad Acharya
Managing Director
P-TECH, Bhubaneswar, Khordha, Odisha

The IT Training Scenario……

Like any other industry, the IT Training Industry is also catered by two kinds of players, namely organized and unorganized sector. While the people, who could afford high cost of computer education, get benefited from organized sector, the major part of society, who cannot afford, become victim of unorganized sector. In the absence of clear government policy the quality of education in unorganized sector is not monitored or standardized resulting into birth of many computer professionals who are not trained adequately to meet IT Industry demand whereas organized sector, which uses quality as a tool to sustain their business demands a high cost for their education.

Today every conscious citizen whether he is employed, self employed or an housewife would like to become a computer literate. But because of high cost he/she is not able to perceive a proportionate benefit to invest to become a computer literate. On the other hand, he/she does not go to the friendly neighbor hood computer centre, even if the course fees is low as he/she is not confident of getting quality education.

Even if computer training centers are mushrooming in urban areas, rural areas are still prevented to get this opportunity. And as we know, until unless rural India participates in the movement, it could never be a mass movement. It is highly essential to make IT education accessible to rural mass.

The above explained reasons could be the major reason why IT education is not becoming a mass movement.

Objectives of P-TECH
- To universalize Computer Education
- To Create a Complete IT Country
- To impart Computer Education in Regional Languages
- To contribute to 'Operation Knowledge', an initiative by the Govt.

Modules Operandi…

In order to achieve our ambitious target we started scouting for education centers with similar motive who could spread our message in their respective areas. Obviously the choice was existing centers, who has adequate infrastructure and are willing to be a part of this mission. While the driving force behind this association is social responsibility as a capable citizen to build a new Country, also the revenue generated by virtue of this association was enough to attract efficient people.

The above association could revive a number of sick computer institutions which otherwise were in verge of closing.

Seeing the success of these Authorized Education Centers, the organization started inviting first generation entrepreneurs to start new units. As quite a good number of youngsters in India would like to jump into IT business, but could not do so because of very high initial investment became our ALC (Authorized Learning Centers) as the investment is nominal.

To monitor an ascertain proper functioning of the ALC (Authorized Learning Centers), Coordinators are being appointed. These Coordinators acts as the information media between the organization and the ALCs. The Coordinators choose a state or a particular zone of a district/state comprising of number of major cities/towns and controls the operation of all the ALCs under these specific state/zone.

Who can do this Program…

New Centers

Unemployment as a hydra headed monster slowly eating away the social fabric resulting into chaos in social order. Youngsters, after huge investment in their studies be it be Engineering, Medicine or any other course, still not able to get a suitable employment. As the initial investment is comparatively lower than the industry standard, this gives a golden opportunity to youngsters who would like to start their business in cities, district headquarters, subdivisions or in block level.

Existing Centres

The in-depth study conducted by P-TECH Market Research Team concludes, normally the reasons for failure of lot many computer training centers are:-
☞Lack of management skills
☞Lack of updating the course design to newer versions of software
☞High cost of newspaper advertisement
☞No brand value
☞Non-adherence to fixed course fees
☞Non-supply/poor quality of course material
☞Absence of social responsibility

By becoming a part of P-TECH, all the above lacunas are taken care and the initial training helps the entrepreneurs to make their venture – a commercially success.

Coaching Institutes

With the entry of Internet and focus for web centric curriculum, new ways of training methods are devised with newer tools. The readymade market available with coaching institutes could be converted to successful computer training ventures by investing on buying/hiring computers. The addition of computers as a training tool helps to enhance the image of the coaching canter. P-TECH offers its program to this kind of institutes with a low investment.

Retired Professionals

A large number of professionals, after retirement do not exactly know how to cope up with retired life. P-TECH can offer them a commercial proposal which not only keeps them busy, but also helps them to earn while working for a social cause. The nation expects to get benefited from the experience and expertise of these professionals.

P-TECH will provide you….

Other than giving you the initial support required to establish a centre, P-TECH will provide you-

Newspaper Advertisement for ALCs

P-TECH keeps on releasing advertisement in leading newspaper of various states to generate student enquires. All such advertisement will carry your name and address. Course

Design and Breakups for ALCs

Keeping the demand in market and change in technologies P-TECH will provide you module wise course design breakups for theory and practical sessions day-wise to help your faculties to teach effectively. Printed Course Material for Students

Every bonafide student of P-TECH will be provided printed/ soft copy course material for their respective modules. The students can opt for English courseware.

Question Papers for Students

P-TECH will provide printed question paper for all students for modular examinations and necessary material will be supplied. Certificate with Mark sheets for Students

On successful completion of the course, every student will be provided course completion certificates with relevant mark sheets.

Training of Management Personas/Faculties/Marketing Executives

As continuous up gradation of talents are highly required to grow in business, P-Tech will conduct training for all staff from time to time.

We expect from you….

Obviously we alone cannot shoulder the responsibility of making Complete IT Country. To achieve our objective in a short span of time, we need participation of local computer institutes whose local level knowledge and public relation coupled with our aggressive promotion strategies will make our dream come true. Therefore P-TECH is in search of ……………………….in terms of –Manpower The required Teaching/Admin & Marketing Staff to run the centre Infrastructure – Infrastructure covers the required Computers, Printer, UPS, Invertors, Furniture, etc. Place

Steps to be followed…

Fill up the enclosed form in all respect, Enclose the required demand draft in favour of P-TECH payable at Aska towards Application Form and Selection Criteria for ALC / Coordinator. Submit/send to head/corporate office

MEMBERSHIP FORM

Name
_____

Address
_____
_____
_____
_____
_____
_____PIN   Code
_____
 Phone:_____   Mobile
_____
_____E-mail:
_____
Date   of   Birth   &   Age
_____
Father's   Name
_____
Academic   Qualifications
_____
Technical   Qualification   (If   any)
_____
Details of Academic Institutions:
High   School: _____   Colleges: Intermediate   _____Degree:
_____
Universities:
_____
Nearest   Transport   Facility: Railway   Station   _____kms   Bus   Stand
_____ kms
You are working in-
Govt. Sector [   ]   Private Sector [   ]   Public Sector [   ]   Society [   ]
Name   of   the   Organization
_____
Designation
_____
Experience
_____
Are you running: Computer Institute [   ] Coaching Centre [   ] Self Employed [   ]
Name   of   the   Centre
_____
Own   [   ]   Franchise   [   ]   Date   of   Establishment
_____
(Enclose Course Details, Prospectus, Fee Structure of the courses offered by you)
Total   Carpet   Area
_____

No. of Students trained
_____

Details of Hardware: 1.System_____Nos. 2.UPS____Nos. _____KVA
3.AC_____Nos

Financial Turnover in a year
_____

You want to take up the project as:

Proprietorship [ ] Partnership [ ] Society [ ] Private Limited [ ] Corporation [ ]

Background of Partners/Proprietor/Director

Name   Desgination Age   Qualification Experience   % Share Holding

You would like to become our-

Authorised Education Centre [ ] – For one site [ ] More than One [ ]

Coordinator [   ] - Sate [   ] District [   ] Specified Area
_____

Place of Interest for becoming an AEC/Coordinator
_____

Is it a: Business Area [ ] Residential Area [ ] Industrial Area [ ]

Is it a: State Capital [ ] District Level [ ] Block Level [ ]

Population (about) _____

I have gone through your complete Information Brochure and I am interested to serve as well as earn for a cause. I am herewith enclosing a Demand Draft/Cash for Rs. _____vide DD No. _____favour of P-Tech Payable at Bhubaneswar towards _____No(s) of AEC Criteria and/or _____No(s) of Coordinators Criteria @ 250/- per AEC Criteria/Rs. 500/- per Coordinator Criteria respectively.

Place: _____
Date: _____   Signature of the
Applicant(s)

For Office Use Only

Received Requisition on _____ Mode: in Person [ ] Regd. Post [ ] Courier [ ] Others [ ]

Criteria despatched on _____ Mode: In person [ ] Regd. Post [ ] Courier [ ] Others [ ]

Place of Despatch _____

Despatch Doc No. _____   Authorized Signature.

INTRODUCTION

The present global management scenario is computer based, in the developed and developing countries alike computer has come to stay as it has provided invariable service even to a common man like that in TV channel, Micro Surgery etc. not to speak in commerce and industries alone. Knowledge is the magical wand to transform one's life and social existence in an era of profound & rapid changes occasioned due to technological & information revolutions. No more word to express just to introduce 'P-TECH which has been an esteem organization of it's kind in imparting professional training & specified education in the field of Information Technology. Not only to make Computer Professionals but also to facilitate the situation of making fully computer literate persons with latest training aids and well-researched procedures. It is set up with a view to bringing updated knowledge to the door steps of students community and executives. It is a national based organization dealing in computer education, software development & consultancy having its head office at BBSR.

Computer have changed virtually all aspects of our lives. As we move rapidly from an industrial to information economy.

The new economy offers great opportunities to businesses and individuals with the right computer skills.

Business realize the importance of computer training to increase productivity, reduce costs and stay competitive.

Individuals recognize that computer skills create income growth and job opportunities.

Employers want proof-certification-that a candidate has the pre-requisite computer skills for a job.

Today's youth need a foundation of computer skills for academic success.

Governments worldwide view the development of a highly skilled work force as key to their county's future.

Activities in Vision

The key elements in the P-TECH Computer Education System is its formal training. Almost every individual entertains a fond desire for having some form of education whether within or outside the established educational system. It is seen that there is a large section of people remaining outside the formal structure of education for various reasons. Obviously this latter sizeable group need education and training in the non-traditional method to equip the learners with adequate knowledge, skill and expertise not only to successfully compete with their counter parts in formal sectors but also to cope with the present need and grab the emerging opportunities in the global environment.

P-TECH Computer Education System in it's mission to spread the message about the necessity of computers in daily life starting from common people to high society got a lot of appreciation from the mass for spreading computer literacy nation wide. Thus, P-Tech Computer Education System comes into existence.

Admission Procedure:

The student have to fill the application form provided along with the prospectus. The details can be obtained from AIC or paper advertisement or through student prospectus. Student has to clearly mention the course code & course name as indicated in the form. Once the registration is confirmed at H.O., only up gradation in course shall be entertained.

Total fees for any course (Regular/Distance) has to be paid at the time of admission only. In case of career course (regular), installment facility is available. The student shall pay the fees only by cross demand draft in favour of "P-TECH" payable at Aska. If the student pays the fees in cash or any other mode P-TECH Computer Education System, H.O. shall not blame in any manner whatsoever for non-completion of the course or for any other reason of whatsoever nature.

ALC transfer:

A student can apply for centre transfer, the procedure for transfer from existing ALC to another ALC, is to send an application stating the place where to change and has to pay an amount of Rs. 500/- as ALC transfer fee for document processing at H.O.. This fee is to be paid in the form of DD in favor of H.O. Director, P-TECH, payable at Aska. The final decision will be taken by H.O.

Re-Examination:

A student has to secure at least 40% marks in each module to qualify the examination. A student who does not qualify the terminal Examination in one sitting will be given chance to clear the failed modules.

Certification:

Certificate will be awarded to the student by P-TECH Computer Education System, H.O. directly in the performance of Examinations. Incase student loses certificate, that can be reissued on submitting the photocopy of the certificate or ID Card or Registration Certificate along with a payment of Rs. 500/- in form of DD in favour of P-TECH main Road, Banibihar, Aska, Ganjam, Odisha payable at Aska. Or In Bhubaneswar Address

Course Up gradation:

It is require to fill a fresh application form if a student is interested for an up gradation to any other course and pay the fee. Then Download Our application Form

Alumni Benefits:

Greatly improves the chances of getting a job and also improve career prospectus.

- *This qualification also improves chances of getting a job in the national market.*
- *Offers an opportunity to everyone, irrespective of background to receive job-oriented training which meets business and industry requirement.*
- *Acquisition of valuable insight into essential IT techniques and skill.*

1. For seeking admission in **P-TECH** Computer Education System, a candidate has to apply on the prescribed application form. This is available with the prospectus on payment of application fees of Rs.100/- only.
2. Application form for admission is to be submitted with 3 passport size photographs, one stamp size colour photograph & Xerox copy of original certificates.
3. Admission to any program is based on eligibility, norms as defined from times to time. However, eligibility processes no guarantee for admission.
4. A candidate's admission to programmed is valid only on assignment of a registration number.
5. Fee once paid are neither refundable nor transferable under any circumstances.
6. Each student is issued an Identity Card, after admission (for regular students).
7. An Identity Card is valid only at the education centre where it is issued.
8. The student will be permitted to AEC & receive any material and service only on production of his/her valid Identity Card (for regular students).
9. In case of loss of identity card, a duplicate identity card can be issued on a written request subject to the payment of Rs. 100/-.
10. The student is expected to maintain 100% attendance for all sessions, in order to get the full benefit of the course.
11. Every student is issued course material (or note) books during the programme and is not required to buy any other text books during the programme.
12. Library facility will be available at ALCs on payment of refundable security deposit of Rs. 250/- only.
13. At the end of certain specific modules, the student is required to appear for a Module test.
14. A student is said to have successfully passed a course if he/she secures >40% in the aggregate.
15. A student who has been awarded transcripts for all the courses in a specific program registered for, is eligible for award a certificate for that programme.
16. In case student loses certificate, that can be reissued on submitting the photocopy of the certificate or ID card or Registration certificate along with a payment of Rs. 500/- in form of DD in favour of P-Tech payable at Aska.