



SCSM
Computer Education
SUCCESS COMPUTER SAKSHARTA MISSION
सुक्सेस कोम्प्युटर सक्शरता मिशन



OPERATION MANUAL



An ISO 9001 : 2015 Certified Organization



Success Computer Saksharta Mission

A National Educational Programme of Computer Literacy & Development of Information Technology
An Autonomous Institution Registered Under the Public Trust Act, & Ministry of HRD Govt. of India.

Website : www.scsm.co.in & www.scsmindia.co.in # Email : indiascsm@gmail.com

Mobile No : +91 9564711399 / +91 8348951616 & +91 7001586939



State Bank of India

Account Holder Name : Success Computer Saksharta Mission OR SCSM

Account No : 35386409832

IFSC Code: SBIN0012413

REGISTRATION PROCESS

● REGISTRATION:

Regarding registration the following points should be made note of :
Registration will be valid for a period double the duration of course. If a student fails to clear his course within this time frame, he would be required to re-register paying the registration fee of Rs. 150/- once again.

● REGISTRATION AT THE HEAD OFFICE WILL BE IN THE FOLLOWING STAGES :

1. At the time of registration of a student online Admission our website. Centre Director has to send our Head Office Following below:

- Registration information Report
- Admission Cum Registration form in original with qualification certificates
- Registration fees + Exam fees

2. On receipt of the items mentioned in point 1 above, the head office shall send the student's ID Card by post to the ASC in the name of the student, alongwith student registration number.

**FORMATS REQUIRED FOR REGISTRATION PROCEDURE
REGISTRATION INFORMATION REPORT (Form -I)**



SCSM

ISO 9001 : 2008
CERTIFIED

Regd. Ministry of HRD Govt. of India.



www.scsmindia.co.in

Student Admission Form

* Fill in the form in *BLOCK CAPITAL LETTERS* (English) Blue and Black ink only.

ASC CODE

SATE CODE

Course Name

Course Code

Paste the recent
Passport
size Photo

1. Full Name of the Applicant (as per certificate) :

2. Father's Name (as per certificate) :

3. Mother Name (as per certificate) :

4. Father's Occupation : SERVICE, CULTIVATION, DOCTOR, TEACHER, OTHER'S

3. Complete Address :

State Pin Mobile No

4. Category : GEN SC ST OBC PHC

5. Date of Birth : D D M M Y Y Y Y

6. Sex : Male Female

7. Marital Status : Married Unmarried

8. Detail of Qualifying Examination :

* Aadhar No

Exam Passed	Name of the Board/University	School/College Name	Year of Passing	% Obtained

9. If have any Computer exposure, furnish details:

DECLARATION

I do hereby declare that the particulars furnished above are true to the best of my knowledge and belief. I declare that. I will abide by the rules and regulation of the **SUCCESS COMPUTER SAKSHARTA MISSION**.

Date :

.....
Signature of the Applicant

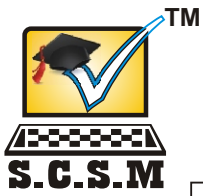
Place:

For office Use only

Form Receiving Date

Enrollment No

.....
Authorised Signatory



Success Computer Saksharta Mission

Form - I

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Registration Information Report

Fill-up the Capital Letter
in Excel Sheet

For the Year :

NAME OF STUDY CENTER:	NAME OF THE DIRECTOR :
CENTRE ADDRESS:	STUDY CENTRE CODE :

S.NO	NAME OF THE STUDENT	FATHER'S NAME	Admission Date	COURSE	CUST	FEES COLLECTED			TOTAL
						Regd.	Exam.	Other	
TOTAL =									

Signature of Centre Director
Seal of ASC :
Date

For : H.O. Use Only

Mode of Payment : RTGS/ Ac Tranf./DD Amount:
R. No. Date : Authorised Signatory



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Examination Form

* Fill-up the Capital Only Letter

Course Name with Code : Semester : I II

Enrollment No :

Student Name :

Father's Name :

Mother Name :

Papers :

Date of Birth :



Signature of the Student

Signature of the
Exam In-Charge with official seal



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An ISO 9001:2008 Certified Organisation & Affiliated Member of Planning Commission in IT Govt. of India.

ADMIT

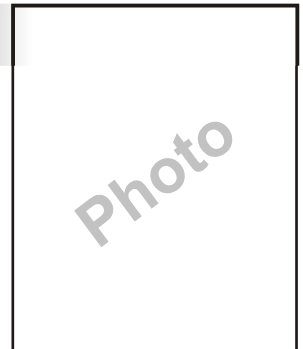
Student Name:

Fathers Name:

Enrollment No:

Date of Birth :

Course Name: Semester : 1st 2nd



Exam Center :



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Practical Exam Sheet

Form - II

(The Proforma should be filled In Excel Sheet)

Name of the Course with Semester :

Name of the study Centre (with Code No.) :

Maximum Marks= 100

Minimum Pass Marks 40

S.No	Enrollment No.	Name of the Student	Marks Obtained		Total
			Lab Practical (Max. Marks-50)	Theory Viva (Max. Marks-50)	
TOTAL OF MARKS					

Note:-

- 1. For different courses different sheets should be used.
- 2. The Attendance sheet should be filled in duplicate. One copy has to be sent to SCSM Head Office, and the other copy is to be retained in the records of the Exam Centre.
- 3. Absentees should be marked in red ink.

Date of Exam.....

Signature of Examiner :.....

Name of Examiner



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Form - III

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Attendance Sheet of Theory and Practical Exam

NAME OF STUDY CENTER:

STUDY CENTRE CODE :

DATE OF EXAM. :. _____ NAME OF COURSE : _____ PAPER NAME : _____

S.no	Name Of The Student	Enrollment No.	SEM.	Signature of Student	
				Theory Exam	Practical Exam

Total No of Students =..... Present = Absent = Signature of Invigilator..... Signature of Examiner.....

Note:
 1. For different courses different sheets should be used.
 2. The Attendance sheet should be filled in duplicate. One copy has to be sent to SCSSM Head Office, and the other copy is to be retained in the records of the Exam Centre.
 3. Absentees should be marked in red ink.

Centre Director
Signature with seal

Head Office (Exam Section) use only



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Form - IV

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MARKSHEET / CERTIFICATE REQUISITION FORM

NAME OF STUDY CENTER:	DIRECTOR NAME :
CENTRE ADDRESS:	STUDY CENTRE CODE :

SL. No	Regd. No	Student Name	Father's Name	Course	Course Start	Course Complete	M. Sheet	Certificate

Note : Certificate will be issued within 7 days from the receipt of this form.



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COURSE UPGRADATION FORM

**Upgradation
 Fee : 50/-**

* Fill in the form in **BLOCK CAPITAL LETTERS** (English) **Blue** and **Black** ink only.

NAME OF THE STUDY CENTER:	
NAME OF THE DIRECTOR :	
STUDY CENTRE CODE :	
CENTER ADDRESS	

1. Registration Number :
(allotted by Head office)

2. Name of the Student :

3. Qualification :

4. Year of Passing :

5. Current Course Name :

6. Course Code :

7. Fees deposited at Head office :

8. Transactions Date:

9. New Course Name :

10. Course Code :

Date :
 Place :

*Resent
 Passport
 Size Photo*

Director : *Sign. and seal of Centre Director*

Student Signature

Front Copy

Carbon Copy

Money Receipt Format



SCSM HARISHCHANDRAPUR
 Vill+P.O: Harishchandrapur, Dist- Malda, (W.B)
 Mobile No : 9593947401/8372914459
A Quality of IT Institute



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Success Computer Saksharta Mission, Govt. of India.

Success Computer Saksharta Mission, Govt. of India.

Provisional Receipt No. _____ Date.....

Received with thanks From.....

Father's Name.....

Course..... a sum of Rs.....

(Rupees.....only) as under

vide Cash/Cheque/Demand Draft No..... Date.....

Provisional Receipt No. _____ Date.....

Received with thanks From.....

Father's Name.....

Course..... a sum of Rs.....

(Rupees.....only) as under

vide Cash/Cheque/Demand Draft No..... Date.....

	Rs.	Ps.
Admission Fee	<input type="text"/>	<input type="text"/>
Registration Fee	<input type="text"/>	<input type="text"/>
Exam. Fee	<input type="text"/>	<input type="text"/>
Tuition Fee	<input type="text"/>	<input type="text"/>
Processing Fee	<input type="text"/>	<input type="text"/>
.....	<input type="text"/>	<input type="text"/>

	Rs.	Ps.
Admission Fee	<input type="text"/>	<input type="text"/>
Registration Fee	<input type="text"/>	<input type="text"/>
Exam. Fee	<input type="text"/>	<input type="text"/>
Tuition Fee	<input type="text"/>	<input type="text"/>
Processing Fee	<input type="text"/>	<input type="text"/>
.....	<input type="text"/>	<input type="text"/>

Total

Total

Authorised Signatory

Authorised Signatory

Note :
 1- Student Admission will be confirmed after registration Number Allotment by SCSM Head Office.
 2- Fees once paid would not be refunded.

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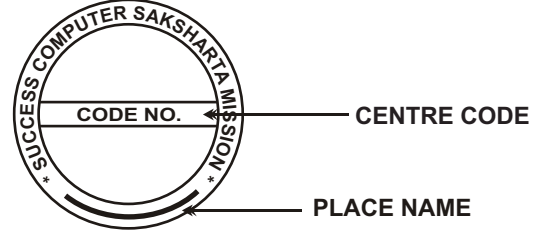
1. Existing SCSM Logo is as follows :



2. Centre Seal Formate :

Director
SCSM Chanchal
Chanchal, Malda

← CENTRE NAME
← PLACE NAME



3. HandBil (A8 & A4 Size) :

ভারত সরকার অধীনস্থ সংস্থা

Success Computer Saksharta Mission

সকলের জন্য নিয়ে এসেছে -

কম্পিউটার সাক্ষর প্রকল্প

যোগ্যতা : I to V শ্রেণী **Swift-IT** কোর্সে ভর্তি চলছে মাসিক কিস্তি ১০০/- টাকা

যোগ্যতা : VI to X শ্রেণী **DCA, LCAP** কোর্সে ভর্তি চলছে মাসিক কিস্তি ২০০/- টাকা

মাধ্যমিক ও উচ্চ মাধ্যমিক ছাত্রছাত্রীদের সমস্ত ডিপ্লোমা কোর্সের ভর্তি চলছে

TALLY ERP-9 চাকরির বাজারের সেরা কোর্স

GST Goods & Service Tax SMART TAXATION SYSTEM

DOAP @ **DCA** ২০০/-

বিশদে জানার জন্য নিম্নলিখিত কেন্দ্রে যোগাযোগ করণ - www.scsmindia.co.in

হরিরামপুর, ইন্ডিয়ান ওয়েল পেট্রোল পাম্পের সামনে **9734123640**

SCSM Computer Education
SUCCESS COMPUTER SAKSHARTA MISSION

ISO 9001 : 2008 CERTIFIED ORG.

এক বানকে SCSM :-

- এটি একটি ভারত সরকার দ্বারা স্বীকৃত সংস্থা।
- খুব অল্প খরচে একমাত্র কম্পিউটার প্রশিক্ষণ শিবির।
- ভারতবর্ষের সমস্ত এমপ্লোয়মেন্ট এক্সচেঞ্জে গ্রহণযোগ্য সার্টিফিকেট।
- SC, ST, OBC, BPL, PHC ছাত্রছাত্রীদের জন্য বিশেষ সরকারী ছাড়।
- সমস্ত সার্টিফিকেট Ministry of HRD Govt. of India দ্বারা স্বীকৃত।
- Registered Under Indian Trade Mark. AN ISO 9001 : 2008 Certified Org.

Job oriented course, Student Result & Registration Online Verify.

মাধ্যমিক ও উচ্চ মাধ্যমিক ছাত্রছাত্রীদের জন্য সমস্ত বেসিক, সার্টিফিকেট ও ডিপ্লোমা কোর্সের ভর্তি চলছে

আমাদের কম্পিউটার কোর্সগুলি হল-

ADCA SIT DCA DOAP ADFA DTP

আমাদের ঠিকানা:-

4. Banner (10x3) :

Success Computer Saksharta Mission
Ministry of HRD. Govt. of India

Admission Open

MISSION Digital India Power To Empower

AMBARI, FALAKATA, JALPAIGURI M-9832711980

ISO 9001: 2015 REGISTERED ORGANISATION