To,

The Principal
St. Bede's College
Shimla

Date: 2nd April, 2018

Subject: Proposal for Collaboration with Sai Digitech Professional Institute (SDPI) Shimla

ABOUT SDPI

SaiDigitech Professional Institute (SDPI) An ISO 9001-2008 Certified which is a leading Company register under companies Act 1956 Govt. of India is deeply committed to provide education in the field of Computer and Accounts Professionals. We impart the education in the field of IT since 2003 as Digitech Computer Education and in 2008 it was renamed as SDPI. SDPI is an **Authorized Training cum Incubation Center of (NSIC- TIC)** National Small Industries Corporation **(A Govt. of India Enterprises).**SDPI is an authorized education partner of Tally Education Pvt. Ltd. Banglore, SDPI is also an **Institutional Member** of CII (Confederation of Indian Industries).

We have a great pleasure to introduce ourselves as imparting computer education in H.P. and we are proud to be an integral part of educational service.

In modern times the importance of computer education got a significant role in nation building. A clear perception of the growing environment of the corporate world in the area of IT has enabled techno minds to develop programs of specific relevance for the present and the future. Keeping this factor in view, we are making all efforts by imparting this training to make youth independent which is also a basic need of present and future time.

Thus, SDPI is committed to our vision of being a respected and preferred educational institute and our mission of creating the world class institute renowned for its excellence in computer education and educational research.

BACKBONE OF SDPI

- Fully versed text books drafted by experts panel of faculties
- Training on Licensed Software
- Systematic and periodic tests and feedback
- Experience of teaching a cumulative strength of more than 3000 in last 15 years

SPECIAL FEATURES

- 15 Years in Computer Education
- An ISO 9001-2008 Certified Institute
- **Authorized Training cum Incubation Center of (NSIC- TIC)** National Small Industries Corporation (A Govt. of India Enterprises).
- **Authorized Training Center of Tally Education Pvt. Ltd. Bangalore**
- **Institutional Partner of CII (Confederation of Indian Industry)**

Authorized Testing Center   Authorised Educational Partner   ISO Certification Body   Institutional Member

- Practical on Latest Software
- Industries Relevant Study Material
- Experienced Faculties
- Separate PC for individual student

OUR ALLIANCES

1. **NSIC** National Small Industries Corporation **(A Govt. of India Enterprises)**
2. Tally Education Pvt. Ltd., **Bangalore**
3. **CII** (Confederation of Indian Industries)
4. **JAS-ANZ** Joint Accreditation System of Australia and New Zealand (ISO Certification)

Proposed Programme & Commercials:

Sr.No.	Particulars	Duration	Fee (Including GST)
1	Bank PO/Clerk	30-40 hours	3100/-

Course content mentioned below:

1. Mathematics

Vedic maths, simplification, H.C.F & L.C.M, quadratic equation, numbers, average, ages, percentage, partnership, ration & proportion, allegation & mixture, Simple Interest, Compound Interest, time & distance, trains, time & work, Pipe and cistern, profit and loss, permutation & combination, probability, boat and stream, area and Volume & Data interpretation

2. Reasoning

Blood relation, symmetric relation, coding-decoding, calendar, clocks, matrix, odd man out, direction, letter series, alphabet series, number ranking, puzzles, assumptions, arguments, decision making, input-output, syllogism, cubes and dice, venn diagram, importations, data sufficiency, arithmetical problems.

3. English

The noun, the pronoun, the article, determiners, the adjective, the adverb, modal, the verb, tenses, conjunctions, prepositions, voice, narration, synonyms, antonyms, one word substitution & idioms and phrases.

4. Current Affairs/Computers

Daily news, current events & basic computer.

Payment Terms:

The payment will have to make in two equal installments1st at the time of providing the student list and 2nd on completion of course.

Terms and Conditions:

1. SDPI to provide Course Completion Certificate (minimum 70% attendance needed); however a joint certification with college would be considered for minimum strength of 100 or complete batch whichever is applicable.
2. The **Training fee** is applicable for a minimum number of 100 students.
3. Payment made in favor of SDPI Shimla. Authorized training institute of tally in Shimla.
4. College may charge additional fee from the students towards lab maintenance & other administration charges.

5. Training shall be imparted at college campus. Using college infrastructure.
6. The schedule of training to be worked out with college.

Please feel free to contact undersigned for any other information or clarification required.

Thanking you,

Yours Sincerely,

Sanjiv Kumar
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