

# IT & COMPUTER APPLICATION



## PROSPECTUS



**+91 8380 97 8380**



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@sewa.college



# **SEWA COMMUNITY COLLEGE**

**Potential of Excellence**

For more Info Visit our Website : [www.sewa.college](http://www.sewa.college)

Call our Helpline Number : +91 8380 97 8380



Sewa Community College provides comprehensive and technology enabled online and distance mode of education, in the age of technology and with the motto of flexibility in learning and ease of access we always focus on technology enabled education and we get associated with top universities who offers educational degree in online mode of learning. At Sewa Community College we ensure you for proper career guidance based on your past education and area of interest with our dedicated team managers and career guide.

## Who we are?

The institute is run and managed by expert team who have more than 10 years of experience in vocational and online education and this council was established with the goal to provide high quality, cost effective educational services to the needy and poor students and to provide proper career guidance for achieving higher position in career and in the industry. In association with many top companies and schools we help our students to secure higher and respected position in organization working.

Today we have a team of over 30+ highly qualified professionals operating from our facilities in india. We have sustained a growth rate of 100% annually fuelled by the high delivery standards we maintain and pride in. Within the span of time Sewa education is now branded and most reputed council to provide vocational and online courses offered by many top universities in india and abroad.

## Our Values



We believe in transparency hence we have added all data at student portal and on the go communication with team.

We value team accomplishments and seek opportunities to join with our colleagues to advance the success of our clients.



We value, above all, Our Integrity in everything we do.

We value the unique combinaton of qualites and contributors that each individual brings to the workplace.



We value quality in everything do in quality we deliver in quality the perceived value of our product.





## UGC Approved University

All The Degree Programs Offered At Sewa Community College Are Directly From UGC Approved Universities.

## Digital Learning

Digital Learning Provides Enriched, Exciting and Significantly Enhanced Learning Environment Where Students Can Connect, Communicate and Collaborate For A Holistic Development.

### Mobile App Learning:

With Innovative Ideas And Use Of Technology We Bring Students More Closely With University And Make Them Learn On The Go.

### E-Library:

E-library Of Sewa Community College Has A Remarkable Collection Of Video Lectures Along With E-books And Other Electronic Resources.

## Student Portal

Student Portal Is An Interactive Learning Platform and Getaway To Virtual Classroom, With Ease Of Information Sharing and Transparency Between Students and Sewa Community College Student Can able To View All Information's Like Fees Details, Payment Details, University Notifications, Online Chat System With Dedicated Manager.

Sewa Community College Is One Of The Best College in India That Offers Many Courses and Have Recognitions From Different Authorities.

## Student Profit Profile

- Online Admission Process
- Online / Self Study Mode Courses
- Online Payment
- Online Fee Receipt
- Student Login Panel
- Two Admission Batches in A Year June & December
- Enrollment Verification
- Digital Document Management
- Earn While You Learn Program
- Dedicated Career Advisor
- Skill Building Program
- Online / Offline Examination Mode
- Low Fees Structure
- Internship Support
- Overseas Placement



**UGC**  
Approved



**AIU**  
Member



**NKN**  
Member



**IAO**  
Association

# CERTIFICATE COURSES



Certificate Courses Is Graduate Level Program And This Is 6 Months Program Offered By Sewa Community College And This Computer Science Is Valid For All Type Of Jobs. The Course Is Designed To Meet The Growing Needs Of Technical And Qualified Professionals In The Field Of Information Technology.

College Offers Different Streams And Student As Per Area Of Interest They Can Selected Specialization Of Course.

- Certificate In Ms-office
- Certificate In Adobe Photoshop
- Certificate In Financial Management Software
- Certificate In Excel
- Certificate In Internet Applications
- Certificate In Visual C++
- Certificate In C Programming
- Certificate In Auto Cad
- Certificate In Java Programming
- Certificate In Multimedia Animation
- Certificate In Information Technology
- Certificate In Corel Draw
- Certificate In Graphics
- Certificate In Tally Erp 9
- Certificate In Computer Hardware Maintenance
- Certificate In J2EE
- Certificate In Data Entry Operator
- Certificate In Office Automation
- Certificate In Preparatory Course In CEO
- Certificate In Preparatory Course In DTP

**Eligibility :** 10th In Any Relevant Field

**Duration :** 6 Months

**Mode Of Study :** Assisted Self Study Or Blended Learning



# DIPLOMA COURSES



Diploma Course Is Graduate Level Program And This Is 6 Months Program Offered By Sewa Community College And This Computer Science Is Valid For All Type Of Jobs. The Course Is Designed To Meet The Growing Needs Of Technical And Qualified Professionals In The Field Of Information Technology.

College Offers Different Streams And Student As Per Area Of Interest They Can Selected Specialization Of Course.

- Diploma In Computer Applications
- Diploma In Computer Science
- Diploma In Web Designing
- Diploma In Computer Hardware And Networking
- Diploma In Computer Education
- Diploma In 3d Animation
- Diploma In Software Testing
- Diploma In Computer Operator And Programming Assistant
- Diploma In Computer Technology
- Diploma In Information Technology
- Diploma In Multimedia, Animation & Special Effects
- Diploma In Laptop Hardware & Wifi Technology

**Eligibility :** 10th In Any Relevant Field

**Duration :** 6 Months

**Mode Of Study :** Assisted Self Study Or Blended Learning

# ADVANCE DIPLOMA



Advance Diploma Is Graduate Level Program And This Is 6 Months Program Offered By Sewa Community College And This Computer Science Is Valid For All Type Of Jobs. The Course Is Designed To Meet The Growing Needs Of Technical And Qualified Professionals In The Field Of Information Technology.

College Offers Different Streams And Student As Per Area Of Interest They Can Selected Specialization Of Course.

- Advanced Diploma In Computer Applications
- Advanced Diploma In Software Applications
- Advanced Diploma In Computer Hardware & Maintenance
- Advanced Diploma In Information Technology
- Advanced Diploma In Multimedia Programming

**Eligibility :** 10th In Any Relevant Field

**Duration :** 6 Months

**Mode Of Study :** Assisted Self Study Or Blended Learning



# POST GRADUATE DIPLOMA



Post Graduate Diploma Courses Is Graduate Level Program And This Is 1 Year Program Offered By Sewa Community College And This Computer Science Is Valid For All Type Of Jobs. The Course Is Designed To Meet The Growing Needs Of Technical And Qualified Professionals In The Field Of Information Technology.

College offers different streams and student as per area of interest they can selected specialization of course.

- Post Graduate Diploma In Computer Application
- Post Graduate Diploma In Basic Of Computer
- Post Graduate Diploma In Data Science
- Post Graduate Diploma In Digital Marketing
- Post Graduate Diploma In Software Testing

**Eligibility :** Graduation in Relevant Field

**Duration :** 1 Year

**Mode Of Study :** Assisted Self Study Or Blended Learning

# BACHELOR OF COMPUTER APPLICATION (BCA)



Bachelor Of Computer Application (BCA) Courses Is Graduate Level Program And This Is 3 Year Program Offered By Sewa Community College And This Computer Science Is Valid For All Type Of Jobs. The Course Is Designed To Meet The Growing Needs Of Technical And Qualify Profession In The Field Of Information Technology.

College Offers Different Streams And Student As Per Area Of Interest They Can Selected Specialization Of Course.

- Bachelor Of Science In Animation
- Bachelor In Computer Application
- Bachelor Of Science In Computer Science
- Bachelor Of Science In Computer Science And Engineering
- Bachelor Of Science In Information Technology
- Bachelor Of Science In Multimedia & Animation

**Eligibility :** 10+2 in Relevant Field

**Duration :** 3 Year

**Mode Of Study :** Assisted Self Study Or Blended Learning



# MASTER OF COMPUTER APPLICATION (MCA)



Master Of Computer Application (MCA) Courses Is Graduate Level Program And This Is 2 Year Program Offered By Sewa Community College And This Computer Science Is Valid For All Type Of Jobs. The Course Is Designed To Meet The Growing Needs Of Technical And Qualified Professionals In The Field Of Information Technology.

College Offers Different Streams And Student As Per Area Of Interest They Can Selected Specialization Of Course.

- Master Of Science In Computer Application
- Master Of Science In Animation
- Master Of Science In Animation & Game Design
- Master Of Science In Computer Science
- Master Of Science In Data Science
- Master Of Science In Computer Science And Engineering
- Master Of Science In Information Technology
- Master Of Science In Computer Application

**Eligibility :** Graduation in Relevant Field

**Duration :** 2 Year

**Mode Of Study :** Assisted Self Study Or Blended Learning

# REGISTRATION PROCESS ONLINE ADMISSION



Candidate may apply for admission online, gain information regarding admission procedure, call our counsellors or chat with us.

The prospect students are required to submit admission form dully filled up and signed by them along with the mandatory documents and the applicable fees required for the admission process. The mandatory documents and online fees receipt can be submitted online by email to us at admission @sewa.college within 24 hours of student registration process.

## **Mandatory documents for admission**

- Duly filled admission form or online application form (name should exactly as it is mentioned on 10th standard mark sheet)
- Student signature on admission form has to match with id card submitted
- Self-attend photocopy of degree certificate (for B.ed and all post graduate level program)
- Self-attend photocopy of all year/all semester mark sheets (for B.ed and all post graduate level program)
- Self-attend photocopy of 10th std., 12th std, diploma engineering, ITI mark sheet & certificate (whichever is applicable in all programs)
- Passport size colour photo – 4 copies/ or soft copy.
- Photocopy of govt. Photo id proof (preferably adhaar card or pan card, voter's id, dl or passport)
- In case of name change, need name change document.
- Fees as per our fees policy.
- In case of installments, student must have to submit installment payment request form.
- Letter of undertaking, if required (as per case requirement and norms of university)
- For further details, please visit the website [www.sewa.college](http://www.sewa.college)

## **Important note**

- The eligibility criteria for every program are clearly mentioned on our website under the programs.
- The student should ensure that they satisfy the eligibility norms for the program they wish to enrol.
- The candidate has to ensure their education / qualifying degree has been issued from a recognized university/board only.
- The name of student mentioned in application form must be same as mentioned on 10 standard mark sheet and in case of name change, a name change document / affidavit to be sublimed .
- If admission cancelled due to wrong information or incomplete information then there is no refund.



# APPLY ONLINE ADMISSION PROCESS



## Follow these step-by-step explanations for the admission procedure

We have hassle free online admission process and any student who wish to join or wanted to enrol in any course, they can visit our official website and click on 'apply now' button and it will redirect to online admission portal where system will ask you to enter name, mobile and email and system will validate your email and mobile then system will allow you to go to admission form where student need to fill all required filed

If you have any query then you can immediately connect with our experienced counsellor and they will guide you through admission process. Once you are satisfied & confident, you can then proceed to apply for the course of your choice. After filling the admission form with the required documents, you can proceed to pay the fees. You can choose the multiple fee-payment options available. On initial verification you will be provided student portal login where you can review all your information and access digital e-learning platform.



### Free Counselling

Get proper career guidance with our experienced career counsellors for your best career growth. Talk now over phone (+91 8380 97 8380), chat with them or visit website.



### Application

Student can directly apply



### Fees Payment

Pay fees in instalments or in a lump sum for exciting offers. Convenient payment options like Debit / Credit Card, Bank Transfer, UPI, etc.



### Enrolment

Once we receive your online application and required documents, we will verify thoroughly and sent for further enrolment process to respective universities.

"Student should check the admission batch and last date for admission at respective university website. In case of any pending documents or balance fees, admission will be processed with next batch only"

# STUDENT SUPPORT SERVICE



## Course Conduction

The Student Would Be Provided Login Credentials Of The Learning Management System (LMS) For Accessing The Courses Online

The LMS / Student Portal Has Semester Or Year Wise Subject Details And This Will Include

- Access To Chapter Or Subject Wise E-book
- Access To Chapter Of Subject Wise Video Lecture\*
- Access To Chapter Of Subject Wise Study Guide\*\*
- Access To Chapter Of Subject Wise Practice Test\*\*

## Transparent System

We Follow 100% Transparency With Our Students, Hence We Made Everything Online.

- Student Dashboard At Student Portal
- Student Detail View
- Pay Fees Online
- Access Study Materials
- View Complete Fees Information
- Download Payment Receipt
- Online Exam Form Filling Option
- Online Re-registration
- Online Request And Progress Check
- Instant Alert And Notification At Mobile And Email
- The Students Have Been Provided With Assignment Questions At The Student Login Portal.
- Students Should Submit/upload Assignment At The Student Portal Before One Month Of The Exam Starts.
- The Student Should Score 40% In Every Assignment To Pass In Respective Assignment.
- Assignment Marks Are Considered In The Final Mark Sheet Generated By The University And Assignment Would Have 20 Percentage Weight Age For The Same While Exam Would Have 80% Weight Age For Final Score Card.
- If University Ask For Hard Copy Of Assignment Then University Will Provide Assignment Books And Student Need To Submit Assignment Hard Copy As Per Scheduled Date Announced By University.

\*For Selective Course / Subject Only

\*Planned For Future



# ASSIGNMENTS SUBMISSION



## Examination

- Examination are tenttately conducted between 15th– 30th may and december. The timetable details would be communicated to students in advance.
- Second attempt examination fees (per subject): Rs 500.
- If any student hall ticket is generated but not attended exam then also they have to pay re-appear. exam fees of Rs 500 per subject for indian student and \$50 for other student.
- Student need “No Dues Certificate” and all fees should be clear before exam form filling and student without full fees payment are not allowed to give their examinations.

## Project Guidelines

- For program with project work students are required to submit a soft copy and hard copy.
- The project topic will be course and industry related topic only.
- Project evolution charges are Rs. 1,000/- for indian student and \$100 for other student.

## Mark Sheets

- Once student complete all the mandated assignments, examinations and projects the final mark sheets would be declared online and then it will be dispatched.
- The mark sheets would be issued / declared by the university within 3 months from date of exams.

# TERMS & CONDITION STUDENT GUIDE



## Terms & Condition:

Skill Education And Welfare Association Is A Service Provider Between Student And College And All The Admission Guidelines, Examinations, Assignment, Result Will Be Handled By College And There Is No Any Role Of Skill Education And Welfare Association This Document Designed To Provide The Prospective Students With Information Only. Skill Education And Welfare Association Has No Liability Of Any Kind To Any Person For Providing This Information, Whether Or Not Such Persons Rely On It And Even If They Inform Skill Education And Welfare Association Of Their Reliance On It.

1. Admission Made To Any Course Is Provisional Till The Time, The College / Board Approves It.
2. Fees Once Paid Will Not Be Refunded Under Any Circumstances And It Will Not Adjust With Other Students Or Balanced.
3. Fees Paid In The Form Of Demand Draft Or Cheque Should Be In Favour Of "Sewa Community College" payable At "Mumbai"
4. Fees Can Be Pay Through Online At [www.sewa.college](http://www.sewa.college) Website Only.
5. An Admission Fee Has To Be Cleared Within 40 Days From Date Of Admission Of Concerned Semester / Year, If Fees Is Not Cleared On Or Before Due Date, The Admission Will Be Cancelled Provisionally Without Any Prior Intimation To Student Or Daily Late Fine Of Rs 10 Will Be Charged If Not Paid On Committed Date/time.
6. Candidate Depositing The Fees To The Sewa Community College Bank Account Or By Any Means Should Be Intimated Through Whatsapp / Sms On 8380 97 8380 With An Email At [Admission@sewa.college](mailto:Admission@sewa.college) No Payment Accepted At Personal Accounts, If Transferred Council Will Not Liabe For Anything.
7. Change Of Courses/subject/university/medium Is Possible Only Within 7 Days From The Date Of Admission. Change Is Provided Based On College Acceptance And There Will Be Change Fees Applicable, Student To Give Written Application.
8. The Study Material Will Be Provided At Additional Cost, After College Approval Of Your Application And On Payment Of Full Fees Only.
9. The Study Material Can Be Sent Through Post/courier To The Student Address As Per The Candidate's Request/ The Candidate Has To Bear The Post/courier Expenses, Can Be Collected At The End Of Each Semester/year.
10. Admission Cancellation Will Be Done Within 48 Hours Of Taking Admission And Student Is Eligible For Full Refund. (Rs 1,000 Will Be Deducted Towards Registration Fees). This Is Applicable If Your Application Is Not Processed And If Your Application Is Processed To College Then There Will Be No Refund At Any Cost.
11. After 48 Hours There Is No Any Refund Of Fees At Any Cost, We Insist Student To Take Own Time Before Taking Admission.
12. We Understand That Student Have Checked Carefully Regarding Eligibility Criteria, Legal Status Of Course And College Before Taking Admission.
13. Students Agree That They Have Visited College Website They Are Satisfied With College Then Only They Are Taking Admission At Sewa Education And Welfare Association.





# **SEWA COMMUNITY COLLEGE**

**Potential of Excellence**

**International Recruitment**  
**License No B-1205/MUM/COM/1000+/5/9419/2018**  
**Approved by Ministry of External Affairs, Govt Of India.**  
**( 100% Job Placement Assistance)**