Policy guidelines for imparting computer training to Government personnel through empanelled training institutions for CCC level course and examination.

Government of Gujarat
Science & Technology Department
GR No: TRG-102003-1373-DST
Sachivalaya, Gandhinagar
Date: 4th May, 2005.

Read:
(1) G.R. No. ITP-1099-434-ITD of IT Division, General Administration Department Dated 9-9-99
(2) G.R. No. ITP-1099-434-ITD (Part-I) of IT Division, General Administration Department Dated 15-2-2001

Preamble:

The State Government has decided to impart CCC (Course on Computer Concept) level basic computer training with specific standard uniformity to the Government employees.

A uniform CCC level computer training formulation for training which includes the course content, reference book, course syllabus and examination was under active consideration of the Government.

Resolution:

The State Government is pleased to announce the following guidelines for imparting computer training to government personnel while amending the GR read at (1) & (2) above in respect of Module – I.

(1) Training Course, Duration and Training Fees:

Computer skill and learning minimum basic commands, course content (Detailed Syllabus as per Enclosure -I) for CCC level training syllabus is designed for MS Windows XP and MS Office 2003 is as under:

Sr. No.	Topic	Hours
1	Registration, Inauguration & Briefing about Course	1
2	Fundamental of Computer	2
3	Concept of Windows – XP	4
	Microsoft Office 2003	
4	Elements of Word Processing Basic (Word 2003)	10
5	Spreadsheet (Excel 2003)	8
6	Making Small Presentation Basics (PowerPoint 2003)	8
7	Computer Communication and Internet	2
8	Email & Outlook Express	4
9	IT Jargons	1
	Total	**40 Hrs.**

(2) Course Syllabus:-

The course has been designed as per CCC level syllabus as mentioned above with full coverage of all topics and commands requirement for training, reference and examination purpose.

(3) Course Time Table and Training Institutions:

All training institutions (empanelled in GR read at (2) above) and list of institutes accredited to DOEACC society in Gujarat as on 1ˢᵗ April, 2005 as per Enclosure –II will have to follow the course as given in Enclosure-I. The training institutions will provide training book in this regard and will have to follow the course for imparting training for step-by-step teaching for CCC level computer course content, topics, exercise and hands on practice.

(4) General Administration Department will issue necessary orders for examination to be conducted for all the Government personnel through Sardar Patel Institute of Public Administration (SPIPA), Ahmedabad

(5) All the other conditions of the GR read in above (1) and (2) remains unchanged.

By order and in the name of Governor of Gujarat.

Victor Mecwan
Under Secretary (IT)
Science & Technology Department

To,
The Secretary to the Governor, Raj Bhavan, Gandhinagar
The Principal Secretary to the Chief Minister
The Adviser to C.M. (E.A.)
The Personal Secretaries to all Ministers and State Ministers
The Personal Secretary to the Leader of Opposition Party in Gujarat Legislative Assembly, Gandhinagar
All Secretariat Departments
The Secretary, Gujarat Vigilance Commission, Gandhinagar
The Secretary, Gujarat Public Service Commission, Ahmedabad
The Secretary, Gujarat Legislative Secretariat, Gandhinagar
The Registrar, Gujarat High Court, Ahmedabad
The Secretary, Gujarat Civil Services Tribunal, Gandhinagar
All Heads of Department
All Heads of Offices
All Collectors
All D.D.O.s
All Selected Vendors
The Accountant General (A & E), Gujarat, Post Box No. 220, Rajkot.
The Accountant General (A & E), Gujarat, Ahmedabad Branch, Ahmedabad
The Accountant General (Audit)-1, Gujarat, M.S. Building, Ahmedabad
The Director of Accounts & Treasuries, Ahmedabad
All Treasury Officers
All Pay & Accounts Offices, Ahmedabad / Gandhinagar
Resident Audit Officer, Ahmedabad / Gandhinagar
All Branches in General Administration Department, Sachivalaya, Gandhinagar
Select File Science & Technology Department

COURSE ON COMPUTER CONCEPT - (CCC)

Sr.	Topics
1	**Introduction to Computer**
1.1	What is Computer?
1.2	Characteristics of Computer
1.3	Basic Application of Computer
1.4	Components of Computer System
1.5	Center Processing Unit (CPU)
1.6	VDU, Keyboard & Mouse, Other input/output Devices
2	**Concepts of Hardware and Software**
2.1	Classification of Computers
2.2	Representation of data/information concepts of data processing
2.3	Definition of Information and data, Basic data types
2.4	Storage of data / information as files
2.5	Trouble Shooting
3	**Introduction to Windows (MS Windows)**
3.1	What is an operating system and basic of windows?
3.2	The User Interface
3.3	Using Mouse and Moving Icons on the screen
3.4	The My Computer Icon
3.5	The Recycle Bin
3.6	Status Bar, Start and Menu & Menu-selection
3.7	Running an Application
3.8	Windows Explorer Viewing of File, Folders and Directories
3.9	Creating and Renaming of files and folders.
3.10	Opening and closing of different Windows
3.11	Windows Setting, System Information
3.12	Hardware Profiles
3.13	Control Panels
3.14	Wallpaper and Screen Savers, Setting the date & time
3.15	Sounds and Audio Devices
3.16	Concept of menu Using Help
3.17	Using right Button of the Mouse and Creating a Shortcuts
3.18	Window Accessories - Notepad
3.19	Command Prompt (MS DOS Prompt)
3.20	Paint Brush
4	**Elements of Word Processing Word Processing Basic (MS WORD)**
4.1	An Introduction to Word Processing
4.2	Opening Word Processing Package
4.3	The Menu Bar
4.4	Using the Icons below menu bar
4.5	Opening Documents, Save and Save AS
4.6	Page Setup, Print View, Printing of Documents, Print a selected page
4.7	Display / Hiding of Paragraph Marks and Inter Word Space
4.8	Moving Around in a Document, Scrolling the Document
4.9	Scrolling by line / paragraph, Fast Scrolling & Moving Pages
5	**Text Creation and Manipulation**
5.1	Paragraph and tab Setting, Text Selection, Cut, copy & paste
5.2	Font and size selection, bold, italic and Underline
5.3	Alignment of Text: Center, Left, right and Justify
5.4	Formatting the Text, Changing font, Size and Color
5.5	Paragraph indenting, Bullets and Numbering
5.6	Cut, Copy and Paste across the documents
5.7	Use of Tab and Tab setting, Changing case
5.8	Spelling & Grammar Check
5.9	Use Drawing Tools
5.10	Tables Concept of table: Rows Columns and Cells, Draw Table, Changing cell Width and Height, Alignment of Text in Cell, Copying of cell

6	**Mail Merge**
6.1	Create Draft, Create Table for Address, Relate Draft with Address
6.2	See - Mail Merge effect on Screen
6.3	Mailing Labels
7	**Typing Practice - Typing Tutorial**
7.1	Concepts of Floating Keyboard, Dynamic & Unicode Fonts
7.2	English Typing - Hands on Practice
7.3	Gujarati Typing - Hands on Practice
8	**Spread Sheet (MS EXCEL)**
8.1	Elements of Electronics Spread Sheet
8.2	Application / usage of Electronic Spread Sheet
8.3	Opening of Spread Sheet
8.4	The menu bar
8.5	Creation of cells and addressing of cells
8.6	Cell inputting
8.7	Manipulation of cells
8.8	Enter texts numbers and dates
8.9	Creation of tables
8.10	Cell height and Widths
8.11	Copying of cells
8.12	Providing Formulas
8.13	Using basic functions / formalism a cell
8.14	Sum () function
8.15	Average
8.16	Percentage
8.17	Other basic functions (- with Hands on Practice -)
8.18	Currency, Date, Time Special (Zip Code), Color Pattern
8.19	Building Spread sheets for Small accountings (Pay Slip)
8.20	Developing, Mainting & Totaling Budget Sheet
8.21	Creating Graph (Graph Name, Axis, Title, Label, Legend, Grid)
8.22	Generating BAR, COLUMN(STACK), LINE, XY, PIE Charts
9	**Making Small Presentations Basics (MS POWER POINT)**
9.1	Difference between presentation and document
9.2	Using Power Point
9.3	Opening a Power Point Presentation
9.4	Using Wizard for creating a presentation
10	**Creation of Presentation**
10.1	Title, Text, Font Size
10.2	Bullets, Indenting, Moving the Next Slide
10.3	Selection of type of Slides
11	**Preparation of Slides**
11.1	The Slide manager
11.2	Providing aesthetics
11.3	Slide Designs
11.4	Background and Text colors
11.5	Making your own slide format
11.6	Footnotes and slide numbering
11.7	Slide Manipulation and Slide Show
11.8	Presentation of the Slides
11.9	Using the Slide Show
11.10	Slide sorter
11.11	Title sorter
11.12	Printing the Slides and Handouts
12	**Computer Communication and Internet**
12.1	Communication on Internet - Basic of Computer networks, Wireless Network (LAN, MAN, WAN)
12.2	WWW and Web Browsers (WEB Portal)
12.3	Web Browsing software - Internet Explorer, Netscape Navigator
12.4	Surfing the Internet
12.5	Search (Search engines: Google etc.)
12.6	Moving Around in a web site

12.7	Printing or saving portion of web pages	
12.8	Downloading	
12.9	Chatting on Internet	
13	**E-mail (Hotmail / yahoo Messengers etc)**	
13.1	E-mail (Hotmail / yahoo Messengers etc)	
13.2	Send and E-mail	
13.3	E-mail addressing	
13.4	Mailbox: Inbox and outbox	
13.5	Using E-mails, Viewing and e-mail, sending and e-mail	
13.6	Saving mails	
13.7	Sending same mail to various users	
13.8	Document handling	
13.9	Sending soft copy as attachment	
13.10	Enclosures to email	
13.11	Sending a Portion of document as email	
14	**MS Outlook & Outlook Express**	
14.1	Concepts of Task, Calendar, Contacts, News Groups & Net Meeting	
14.2	Create Mail, Send & Receive Mail	
14.3	Create & Use Address book & find	
14.4	Plaxo	
15	**Know: IT Jargons**	
15.1	Information Technology & Biotechnology	
15.2	E-Governance (G2G, G2B, B2B), Digital Signature / Certificate	
15.3	Public Interface (Web Services, Kiosk)	
15.4	Communication Link (Dialup, Lease line, Wireless, VSAT)	
15.5	GSWAN (VC, Connectivity, Bandwidth, Switch, Hub, Router, Bridge)	
15.6	WWW, VPN, ASP, Browser, Search engines, Gate ways	
15.7	Web site (Static & Dynamic), Web fonts & Dynamic fonts, Web Portal	
15.8	Server Farm (Store of Mail / Data / Application / Web / Risk	
15.9	Rural Connectivity (Last Mile Connectivity)	
15.10	ISP, LSP, IP Protocol, IP Address, Internet Telephony, Web Cam	
15.11	e-Security (Fire wall, Virus, Hacking, Logical Port, Bio-matrix)	
15.12	Infocity (Techno park, Call center, Medical transcript, BPO)	
15.13	Science City (2D, 3D effects, Digital Devide)	
15.14	Broad band, Digital Devide (Multi Media), Blue-Tooth Technology	
15.15	Clients (Dumb, Thin, Thick, Smart/Intelligent Terminal)	
15.16	Desktop, Laptop, Note Book, Palm top, PDA	
15.17	Artificial Intelligence, Expert System, Decision Support System	
15.18	Microsoft Products, Free Softwares, Open Source, SQL, Linux	
15.19	Software versions, Service pack, Software	

LIST OF INSTITUTES ACCREDITED TO DOEACC SOCIETY IN GUJARAT
AS ON 01- APRIL- 2005

CITY: AHMEDABAD

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COMPIN TECHNOLOGIES

	O Level	A Level	B Level	C Level
FRANCHISEE OF APTECH COMPUTER EDUCATION
5TH FLOOR,CHANAKYA,NEAR DINESH HALL **Accr No:** ACCR-O0327
ASHRAM ROAD **Prov or full no:** FULL-O0026
AHMEDABAD 380009 **Valid upto:** 07/17/04
Phone: (0) 6580391 6583653
email: compin@wilnetonline.net

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PRAMUKH SWAMI INSTITUTE OF INFORMATION TECHNOLOGY

	O Level	A Level	B Level	C Level
ORGANISED BY GNANYAGNA VIDYAPITH
AKSAR PURSHOTTAM SWAMINARAYAN MANDIR **Accr No:** ACCR-O1170 ACCR-A0344
BHAKTI SADAN, SHAHIBAUG ROAD **Prov or full no:** FULL-O0373 FULL-A0129
AHMEDABAD 388004 **Valid upto:** 01/19/10 09/12/10
Phone: (79) 25625151 25625152
email: piitamd@yahoo.com

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SHETH C. N. TECHNICAL CENTRE

	O Level	A Level	B Level	C Level
AMBAWADI
ELLIS BRIDGE **Accr No:** ACCR-O1224
Prov or full no: FULL-O0385
AHMEDABAD 380006 **Valid upto:** 06/22/10
Phone: (79) 26463511 26420637
email: cnvidyavihar@rediffmail.com

CITY: BHAVNAGAR

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BHAVNAGAR KELVANI MANDAL`S

	O Level	A Level	B Level	C Level
CENTRE FOR INFORMATION TECHNOLOGY STUDIES
VALIYA COLLEGE COMPUS, VIDYANAGAR, **Accr No:** ACCR-A0393
OPP. POLYTECHNIC **Prov or full no:** PROV-A0358
BHAVNAGAR 364002 **Valid upto:** 01/06/06
Phone: (278) 2520866 423779
email: cits_bvn@rediffmail.com

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M/S RACE COMPUTERS

	O Level	A Level	B Level	C Level
(LIC.OF SHREE DAKSHINAMURTI VIDYARTHI BHAVAN),
1ST FLOOR, 547/B, **Accr No:** ACCR-O0928
OPP. GUJARAT TRAVELS, SIR PATTANI ROAD **Prov or full no:** FULL-O0284
BHAVNAGAR 0 **Valid upto:** 03/30/08
Phone: (278) 2517859 0
email:

CITY: BILIMORA

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P-TECH MICROSYSTEMS (DATABANK COMPUTER EDUCATION)
(SUBJECT TO SCREENING)   **O Level**   **A Level**   **B Level**   **C Level**
A-104, 105, KRISHNA COMPLEX,   **Accr No:** ACCR-O1212
OPP. SNEHAL HOSPITAL, COLLEGE ROAD, DIST.   **Prov or full no:** FULL-O0400
BILIMORA   396321   **Valid upto:** 06/29/10
Phone: (2634)   282887 0
email: pms_india@hotmail.com

CITY: GANDHINAGAR

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INDEXTB COMPUTER CENTRE.
BLOCK NO 15,   **O Level**   **A Level**   **B Level**   **C Level**
1st FLOOR,   **Accr No:** ACCR-O0004
UDYOG BHVAN, GH-4, SECTOR-11   **Prov or full no:** FULL-O0038
GANDHINAGAR   382017   **Valid upto:** 01/07/05
Phone: (79)   3256592 3256593
email: indextbad1@sancharnet.in

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MAMATA COMPUTER TRAINING CENTRE
SARVA VIDYALAYA KELVANI MANDAL CAMPUS   **O Level**   **A Level**   **B Level**   **C Level**
SECTOR - 23   **Accr No:** ACCR-O1235   ACCR-A0329
GH - 6 ROAD   **Prov or full no:** PROV-O1052   PROV-A0292
GANDHINAGAR   382023   **Valid upto:** 07/20/06   07/22/06
Phone: (79)   3238162 3239070
email: mamataiit@icenet.net

CITY: MAHUVA

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SHREE RAM INFOSYS (UNDER TEAM-INFOTECH)
NIIT MAHUVA CENTRE ,   **O Level**   **A Level**   **B Level**   **C Level**
202, GUGDEV SMRUTI, OPP. KUBER BAUG,   **Accr No:** ACCR-O1533
DIST: BHAVNAGAR.   **Prov or full no:** PROV-O1318
MAHUVA   364290   **Valid upto:** 10/08/06
Phone: (2844)   222348 0
email: rvdoshi_2001@yahoo.com

CITY: MOGRI

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INFORMATION TECHNOLOGY CENTRE.
BRAHMA JYOTI YOGIJI MARG,   **O Level**   **A Level**   **B Level**   **C Level**
ANOOPAM MISSION,   **Accr No:** ACCR-O0116   ACCR-A0373
DIST. ANAND   **Prov or full no:** FULL-O0007   PROV-A0339
MOGRI   388345   **Valid upto:** 04/11/04   07/04/05
Phone: (2692)   37389 30221
email: administrator@itcentre.org.in

CITY: NAVSARI

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BRISK COMPUTERS
SIX 'O' AVENUE,   **O Level**   **A Level**   **B Level**   **C Level**
OPP. RAILWAY STATION,   **Accr No:** ACCR-O1289
STATION ROAD,   **Prov or full no:** PROV-O1105
NAVSARI   396445   **Valid upto:** 11/23/04
Phone: (2637)   32113 0
email: briskcomputer@sify.com

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INFONET COMPUTERS
2nd FLOOR, CITY SQUARE BUILDING   **O Level**   **A Level**   **B Level**   **C Level**
NEAR BUS DEPOT   **Accr No:** ACCR-O1280
LUNCIKUI   **Prov or full no:** PROV-O1087
NAVSARI   396445   **Valid upto:** 10/19/04
Phone: (2637)   57272 46786
email: databank_luncikui@yahoo.com

CITY: RAJKOT

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ALL INDIA WOMEN CONFERENCE COMPUTER
TRAINING CENTRE   **O Level**   **A Level**   **B Level**   **C Level**
C. U. SHAH WORKING WOMEN'S HOSTAL CAMPUS   **Accr No:** ACCR-O1186
NEAR JAM TOWER   **Prov or full no:** PROV-O1007
RAJKOT   360001   **Valid upto:** 04/04/04
Phone: (281)   441538 0
email: hhdesai@ad1.vsnl.net.in

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KAMANIA COMPUTER ACADEMY PRIVATE LIMITED
2nd FLOOR, SARASWATI COMPLEX,   **O Level**   **A Level**   **B Level**   **C Level**
OPP. D.H. COLLEGE,   **Accr No:** ACCR-O1602
DR. YAGNIK ROAD,   **Prov or full no:** PROV-O1391
RAJKOT   360001   **Valid upto:** 06/14/07
Phone: (281)   2463121 2468386
email: kamaniad@rediffmail.com

CITY: SURAT

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INFO-WORLD COMPUTER CENTRE
(FRANCHISEE OF APTECH COMPUTER EDUCATION)
31TO34, 43 TO46, SILVER PLAZA, OPP. RUPALI CINEMA
PALANPUR PATIA, RANDER ROAD
SURAT   395005
Phone: (261)   2764831 2761128
email: bnpatel2@rediffmail.com

	O Level	A Level	B Level	C Level
Accr No:	ACCR-O1616			
Prov or full no:	PROV-O1425			
Valid upto:	01/06/08			

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KO-EXPO CONSULTANTS
237,252,253,254, SHANKESHWAR COMPLEX
OPP. RAYMOND SHOP
MAJURA GATE
SURAT   395002
Phone: (0)   470195 475534
email:

	O Level	A Level	B Level	C Level
Accr No:	ACCR-O0752	ACCR-A0339		
Prov or full no:	FULL-O0144	FULL-A0135		
Valid upto:	02/04/05	09/30/10		

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NATIONAL COMPUTERS
(FRANCHISEE OF APTECH COMPUTER EDUCATION)
F-11,12, JOLLY COMPLEX,
OPP. RANGILA PARK, GHOD-DOD ROAD
SURAT   395007
Phone: (261)   2667876 2653345
email: parekhshirish@rediffmail.com

	O Level	A Level	B Level	C Level
Accr No:	ACCR-O1615			
Prov or full no:	PROV-O1424			
Valid upto:	01/06/08			

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SHAYOK COMPUTERS
(FRANCHISEE OF APTECH COMPUTER EDUCATION)
2ND FLOOR, SHREENATH COMPLEX
OPP. JEEVAN JYOT CINEMA, UDHNA
SURAT   394210
Phone: (261)   2271545 2270613
email: shayok_computers@yahoo.com

	O Level	A Level	B Level	C Level
Accr No:	ACCR-O1622			
Prov or full no:	PROV-O1415			
Valid upto:	10/10/07			

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SHELL INFORMATION TECHNOLOGIES (PVT) LTD (APTECH LTD.)
2026-32 , BELGIUM SQUARE ,
OPP. LINEAR BUS STAND ,
DELHI GATE ,
SURAT   395003
Phone: (261)   2421280 3383811
email: melvvin@yahoo.com

	O Level	A Level	B Level	C Level
Accr No:	ACCR-O1520			
Prov or full no:	PROV-O1316			
Valid upto:	10/08/06			

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THE EAGLE INSTITUTE OF EDUCATION PVT. LTD.
DATABANK COMPUTER EDUCATION
2ND FLOOR, HAREKRISHNA COMPLEX,
OPP. HANS SOCIETY, VARACHHA ROAD,
SURAT   395006
Phone: (261)   8542271 8542236
email: eagleclasses@hotmail.com

	O Level	A Level	B Level	C Level
Accr No:	ACCR-O1033			
Prov or full no:	FULL-O0317			
Valid upto:	12/13/08			

CITY: VADODARA

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D.N. COMPUTERS
(LICENSEE OF ET & T COMPUTER EDUCATION)

O Level	A Level	B Level	C Level

58, GROUND FLOOR
PARADISE COMPLEX, SAYAJIGUNJ
VADODARA   390005
Phone: (265)   361816 361956
email: himanshu.gupta@lwbdq.lwbbs.net

Accr No: ACCR-O1194
Prov or full no: PROV-O1020
Valid upto: 05/17/04

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PRAMUKH SWAMI INSTITUTE OF INFORMATION TECHNOLOGY
(ORGANISED BY GNANYAGNA VIDYAPITH)

O Level	A Level	B Level	C Level
Accr No: ACCR-O1059	ACCR-A0268	ACCR-B0078	
Prov or full no: FULL-O0343	FULL-A0109	PROV-B0065	
Valid upto: 11/28/08	09/26/09	03/23/06	

SHREE AKSHAR PURUSHOTTAM CHHATRALAYA
PADRA ROAD, ATLADARA
VADODARA   390012
Phone: (265)   334111 351651
email: pc.academy@usa.net

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VIJAY COMPUTER ACADEMY
202, NIHARIKA - II

O Level	A Level	B Level	C Level
Accr No: ACCR-O0999	ACCR-A0250	ACCR-B0084	
Prov or full no: FULL-O0268	FULL-A0094	PROV-B0072	
Valid upto: 04/20/08	04/27/09	07/15/06	

BESIDES NATIONAL PLAZA
R. C. DUTT ROAD
VADODARA   390007
Phone: (265)   338660 300233
email: vca@wilnetonline.net

CITY: VALSAD

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DATABANK SOFTWARE PRODUCTS
DATABANK COMPUTER EDUCATION

O Level	A Level	B Level	C Level

KALASH, IST FLOOR,
OPP.LAL SCHOOL, HALAR ROAD,
VALSAD   396001
Phone: (2632)   222499 222355
email: databank_edu@rediffmail.com

Accr No: ACCR-O0876
Prov or full no: FULL-O0225
Valid upto: 02/08/07

CITY: VASAD

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BALAJI INSTITUTE OF INFORMATION TECHNOLOGY
"YOGIRAJ AVENUE"

O Level	A Level	B Level	C Level

OPP. PAYAL TALKIES
DIST. ANAND.
VASAD   388306
Phone: (2692)   275053 275040
email:

Accr No: ACCR-O1488
Prov or full no: PROV-O1356
Valid upto: 02/28/07