



INSTITUTE OF EDUCATION & SKILL MANAGEMENT

An ISO 9001-2015 Certified Organization



INSTITUTE
OF
EDUCATION
& SKILL
MANAGEMENT

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A Digital Learning Institute

**Welcome to the
INSTITUTE OF EDUCATION &
SKILL MANAGEMENT
(IESM)**

An Educational Organization of
Computer Software, Hardware
Accounting, Vocational Training
Diploma Course, Networking & Multimedia Etc.

Your Happiness Is Our Identity
The Main Function of The
our **Organization** Is To Provide
Higher Technical/skill Education In Nominal
Charges For Every Group of Society of
Urban & Rural Areas All Over India
And Get **Success**
In **Computer & Skill Revolution.**

I Wish Our Students Great Success
In All Their Future Endeavors.

KD AARYASH
Director/chairman

Courses:

- DCA
- ADCA
- PGDCA
- Tally
- Vocational Courses
- Skills Development Training
- Career Counseling
- Business Consultant
- Mobile Repairs
- Computer Hardware and Software
- Advance Diploma Training
- Information Technology
- Personality Development



Registration Process

To get registered, you have to fill the application form provided along with this prospectus. Student can buy the prospectus from any of the authorised centre and register in any of our IESM Study centres.

The site description, Authorized Study Center name and code are to be mentioned in the application form at the time of admission. These details can be obtained from Authorized Study Center.

The total fee has to be paid at the time of registration. The student has to mention the name of courses and its code while filling the application form. Enclosures with The Application Form :

1. Two recent passport size photos are to be pasted in the application form.
2. Attested Photo copy of your last educational qualification.
3. A Student Identification card (ID-Card) will be issued to all the registered students through the study centre at the beginning of the course, which has to be carried along within the centre premises.

Course Study Material

1. **Free for all students study material Books, Bag, PDF, Slides & Notebook.**
2. **Assignments Materials.**
3. **Life time eligibility card.**
4. **Provide Day wise update syllabus book for better study .**

Course Upgradation

A student registered for any course is entitled for an up gradation to any other course but no change of course is allowed. For this, he/she has to fill a fresh application form attached with the prospectus (the same application form is applicable for fresh / upgradation) clearly mentioning his/her previous details (Registration No., Course) and also the course they are interested for. In that case, a student is required to submit the form along with the following :-

1. **Photocopy of ID card**

2. **Fee of the upgraded course.**

3. **Original copy of certificate issued by IESM at the completion of the course.**

(For students who have already received their certificate).

Examination

The examination will be held four times a year by the authorized study centre.

Students will be eligible to appear for II-semester examinations only after six months of the successful completion of I-semester.

Result

Marksheet /Certificate will be dispatched within 15-20 days of receiving answer booklet of the students at the Head Office.

Certificate & Marksheet

Certificate and Marksheet will be awarded by **INSTITUTE OF EDUCATION & SKILL MANAGEMENT (IESM)** only after the successful completion of the course which will be valid for employment all over **India**.

Percentage	Grade
80%	A+
70% to 80%	A
60% to 70%	B+
50% to 60%	B
40% to 50%	C



Rules & Regulations

1. The Students Have To Be Very Punctual In Attending Theory And Practical Classes.
2. To Be Able For Appearing In The Examinations, A Student Must Have Attended At Least 75% Of The Classes of The Module.
3. The Student Must Be Come To The Institute With Proper Identity Cards. Students Coming Without Proper Identity Card May Not Be Permitted To Enter The Institute.
4. The Students Applying For Admission Must Read Prospectus Carefully And Convince Himself/herself That He/she Qualifies For The Training. In Case, If Any Part of The Admission Process Or After The Commencement of Classes He/she Is Found To Be Ineligible He/she May Be Expelled For The Institute And No Refund Will Be Given In That Case.
5. Mobile Phones Silence or Strictly Banned In Classes For Students And Any Mouth Freshener Things Are Also Strictly Banned Inside The Campus Of Institute.
6. Fees Once Paid For Any Course Should Not Be Refundable.
7. All Students Submit The Fees Before The Time Otherwise They Should Pay Penalty of Late Fee.
8. Any Misbehave Should Not Be Tolerated Inside The Campus.
9. All Students Are Advised To Submit Their Generous Certificate During The Admission If Found Any Tempering In Certificate His/her Admission Should Be Cancelled.
10. Lates Comers Are Not Welcome.
11. Scholarship Provide To Only Needy/poor Candidates.

