

CLARET INSTITUTE OF EMPLOYMENT TRAINING

Run By Claretian Missionaries

LOYOLA CENTRE, PURULIA ROAD, RANCHI -834 001, Tel: 0651 – 6453356, 2214034



Prospectus 2009

Courses Offered for Academic Year 2009

- A. Basic Skill Training
- B. English Language Training
- C. Coaching for Civil Services
- D. Computer Courses
- E. Diploma in Office Management
- F. Certificate Course in Project Management
- G. Career Assistance

General Information

- Registration Fees will be taken one time only. Students taking any additional course need to pay only CIF – Course Initiation Fees.
- Two tier course fees are followed for many courses. FG – Focus Group comprising of ST, SC and OBC. Gen- General Category
- In Diploma Courses, seats will be made available with the following criteria. ST – 50 %, SC & OBC – 30% and General – 20% seats. Only when there are no takers from the ST and SC, the seats will be made available in the Open category.
- Parking Charges will be collected from Students who want to park their vehicle inside the Parking Area.
- Attendance above 75% is required for the awarding of Certificates in all Courses.

A. Basic Skill Training

1. Typing Classes- 6 Months Course in Hindi and English

Fee - Reg.-50/- CIF-100/- Monthly Fee- FG-50/- , Gen-60/-
Purchase of Book is Compulsory – English – Rs.15

A. Morning Batches

- 1st Batch - 7 am to 7.45 am
- 2nd Batch- 7.45 am to 8.30 am
- 3rd Batch - 8.30 am to 9.15 am
- 4th Batch – 9.15 am to 10 am
- 5th Batch- 10 am to 10.45 am
- 6th Batch- 10.45 am to 11.30 am
- 7th Batch- 11.30 am to 12.15 noon
- 8th Batch- 12.15 pm to 1.00 pm

Crash Course for Typing

Duration – 3months

Monthly Fees:

FG : Rs75

Gen : Rs100

Class Duration : 1 hour

Lunch Break 1pm to 2 pm

B. Afternoon Batches

- 9th Batch- 2 pm to 2.45 pm
- 10th Batch- 2.45 pm to 3.30 pm

11th Batch- 3.30 pm to 4.15 pm

2. Short Hand Classes- 9 Months Course in Hindi and English

Fee - Reg.-50/-

CIF-100/-

Monthly Fee- FG-60/-, Gen-70/-

Purchase of Book is Compulsory - English Rs.85

- Hindi – Rs.85

Crash Course for Short Hand

Duration – 6 months

Monthly Fees:

FG : Rs75

Gen : Rs100

Class Duration : 1 hour

Morning 5 Batches

1st Batch –7.15 am to 8 am (English Beginner) – New Batch in March

2nd Batch-8 am to8.45 am (Hindi Speed)

3rd Batch- 8.45 am to 9.30 am (English Speed)

4th Batch -9.30. am to 10.15 am (English Beginner) - New Batch in June

5th Batch –10.15 am to 11 am (Hindi Beginner) - New Batch in June

6th Batch- 11.15 am to 12.15 pm (Hindi Beginner) - New Batch in October

7th Batch 12.15 pm to 1.00 pm (Office Management Students)

Lunch Break – 1.00 pm to 2.00 pm

Afternoon 4 Batches

7th Batch- 2.00 pm to 2.45 pm (Hindi Beginners) - New Batch in March

8th Batch- 2.45 pm to 3.30 pm (English Beginner) - New Batch in June

9th Batch- 3.30 pm to 4.15 pm (Hindi Beginners) - New Batch in October

******(Round the Year)******

English Language Training (Spoken English)

1. Spoken English (Basic) – 4 Months Course

Fee - Reg.-50/-

CIF-100/-

Total Fee- FG- 1350/- *** (If in 2 Installments – Rs1000 + Rs750 = Rs1750) ***

- Gen. 1600/- *** (If in 2 Installments – Rs1400 + Rs600 = Rs2000) ***

3 Morning Batches

Mr. John Kerketta

1st Batch - (Basic) -7 am to 8.30 am (15th Nov. 08 - 28th Feb. 09) New Batch in March

Mr. Navin Toppo

2nd Batch - (Basic) - 7 am to 8.30 am (12th Jan. 09 – 13th April.09) New Batch on 12th January

Ms Valerie Kiran Raj

3rd Batch - (Basic) – 8.00 am to 9.00 am (27th Jan.09 – 23rd May. 09) New Batch on 27th Jan. 09

3 Afternoon Batches

Mr. Philip

4th Batch – (Basic) - 3.00 pm to 4.30 pm (1st Nov. 08- 28th Feb. 09) New Batch in March

Ms Shreya

5th Batch – (Basic) -3.00 pm to 4.30 pm (8th Sep. 08 - 8th Jan. 09) New Batch on 19th January

6th Batch - (Basic) – 4:00pm to 5:30pm (11th Aug. 08 - 11th Dec. 08) New Batch on 19th January

Mr. Philip

7th Batch - (Basic) – 5:00pm to 6:30pm (15th Sep. 08 - 17th Jan. 09) New Batch on 19th January

*******New Batches from 12th January 2009 onwards*******

New Batches for Sopoken English: From 21st March – 21st May'09

Fee - Reg.-50/-

CIF-100/-

Total Fee- FG- 1350/- *** (If in 2 Installments – Rs1000 + Rs750 = Rs1750) ***

- Gen. 1600/- *** (If in 2 Installments – Rs1400 + Rs600 = Rs2000) ***

Duration – 2 months

Class Duration – 2Hours

Timing: 9.00am – 11.00am

11.00 pm – 1.00pm

2.00pm – 4.00pm

2. Diploma in Communicative English / Functional English - 6 Months Course

For a thorough knowledge of the English Language – Listening, Reading, Writing and speaking based on IELTS Curriculum. The course prepares the students for Careers in Teaching in English, Call Centers, BPOs, Hotel, Travel and Tourism Industry.

Batch Timing -9 AM to 1 PM

Batch Timing -2 PM to 5 PM

Fee - Reg.-50/- , CIF- 100/-

Course Fee- 6000/- (2 installments 4000/- + 2000/-)

Form - Rs. 100

3rd Month till 10th the second installment has to be submitted

*******New Batches from February 2009 & August 2009 *******

3. Intensive Training for Teaching in English

(For B. Ed. and TTC completed candidates who want to teach in English Medium Schools)

Duration:- 6 Months

Classes:- 9:00am - 4:00pm

Fee - Reg.-50/- , CIF- 100/-

Form - Rs. 100

Course Fees:- Rs10,000/- (2 installments 6000/- + 4000/-)

3rd Month till 10th the second installment has to be submitted

*******New Batches from February 2009 & August 2009 *******

C. Coaching for Central Civil Services (U.P.S.C.)

1. UPSC / JPSC Prelims Coaching - 4 Months Course

1 Batch /Day

Morning- 1st Batch - 8am to 11 am

Fee - Reg.-50/-

CIF- 100/-

Course Fee- 6,000/- (2 installments 4000/- + 2000/-)

2nd Month till 10th the second installment has to be submitted

2. UPSC /JPSC Combined (Prelims + Mains)- 9 Months Course

A. 1 Batch /Day

Morning- 1st Batch - 8am to 11 am

Fee - Reg.-50/-

CIF- 100/-

Course Fee- 12,000/- (2 installments 7000/- + 5000/-)

3rd Month till 10th the second installment has to be submitted

********New Batches from 10th January 2009 onwards********

D. Coaching for Bank, Railways, and S.S.C. Combined Coaching - 6 Months Course

1st Batch

Timing : 2.00 pm to 5.30 pm

Fee - Reg.-50/-

CIF- 100/-

Course Fee- 7,000/- (2 installments 4000/- + 3000/-)

3rd Month till 10th the second installment has to be submitted

********New Batches from 10th January 2009 and July 2009 onwards********

G. Computer Courses

1. DCA -3 Months Course

Fee - Reg.- 50/- CIF- 100/-

Course Fee- DCA-1500/- (2 Installments 750/- +750/-)

2nd Month till 15th the second installment has to be submitted)

Course Materials: Rs.150

2. Tally- 3 Months Course

Fee - Reg. 50/- CIF- 100/-

Course Fee- 1500/- (2 Installments 750/- +750/-)

2nd Month till 15th the second installment has to be submitted)

Course Materials: Rs.100

3. DTP- 3 Months Course

Fee –Reg. 50/- CIF-100/-

Course Fee-2000/-(2 Installments 1000/- +1000/-)

2nd Month till 15th the second installment has to be submitted)

Course Materials: Rs.150

4. C & C++ Language – 3 Months Course

Fee –Reg. 50/- CIF-100/-

Course Fee-2000/-Each (2 Installments 1000/- +1000/-)

2nd Month till 15th the second installment has to be submitted)

Present Batches

Sl. no.	Course	Timing	Session	Teacher	New Batches
1	DCA	8.00 am to 9.30 am	27 th Oct. 08 –14 th Feb. 09	John	16 th Feb.09
2	DCA	8.00 am to 9.30 am	08 th Sep. 08 – 20 th Dec. 08	Kamal	12 th Jan.09
3	DTP	9.30 to 11.00 am	03 rd Nov. 08 – 28 th Feb. 09	Kamal	2 nd March09
4	Tally + DCA	9.30 to 11.00 am	10 th Nov. 08 – 07 th Mar. 09	John	9 th March09
5	DCA	11.30 am to 1.00 pm	22 nd Sep. 08 – 23 rd Dec. 08	John	12 th Jan.09
6	DCA/ Programming	11.30 am to 1.00 pm	10 th Nov. 08 – 07 th Mar. 09	Kamal	9 th March09
7	Office Management	2.00 pm to 3.00 pm	-	John	
8	DCA	2.00 pm to 3.30 pm	22 nd Sept. 08 – 22 nd Dec. 08	Amit	12 th Jan.09
9	Tally	3.30 pm to 5.00 pm	20 th Oct. 08 – 28 th Feb. 09	John	2 nd March09
10	DCA / Programming	3.30 pm to 5.00 pm	15 th Dec. 08 – 14 th March09	Amit	16 th March09
11	Tally	5.00 pm to 6.30 pm	12 th Jan.09 – 11 th April09	John	13 th April09
12	DCA	5.00 pm to 6.30 pm	22 nd Sept. 08 – 22 nd Dec. 08	Amit	12 th Jan.09

*******5 New Batches from 12th January 2009 onwards*******

5. Computer Teacher Training Programme

Duration:- 9 Months + 15 Days Field Training

Classes:- 9:00am—1:00pm

Fee - Reg. 50/- CIF- 100/-

Form - Rs. 100

Course Fees:- Rs12000/- (2 Installments 7000/- +5000/-)

3rd Month till 10th the second installment has to be submitted

*******New Batches from March 2009 onwards*******

6. Advance Computer Programming

Duration:- 1 Year

1 Class Every Day

Fee - Reg. 50/- CIF- 100/-

Form - Rs. 100

Course Fees:- Rs12000/- (2 Installments 7000/- +5000/-)

3rd Month till 10th the second installment has to be submitted

*******New Batches from February 2009onwards*******

7. Diploma in Computerized Accounting

Duration:- 6 Months

2 Classes Every Day

Fee - Reg. 50/- CIF- 100/-

Form - Rs. 100

Course Fees:- Rs7000/- (2 Installments 4000/- +3000/-)

3rd Month till 10th the second installment has to be submitted

*******New Batches from March 2009onwards*******

8. Data Entry Operator Training Programme

Duration:- 6 Months

2 Classes Every Day

Fee - Reg. 50/- CIF- 100/-

Form - Rs. 100

Course Fees:- Rs6000/- (2 Installments 4000/- +2000/-)

3rd Month till 10th the second installment has to be submitted

*******New Batches from March 2009onwards*******

H. Diploma in Office Management

A total Office Management Course including all aspects of Secretarial Practices such as Typing, Short Hand, Computer Applications, Accounts, Personality Development , Communication Skills and Management Concepts. A Fully Job Oriented Training Program.

11 Months Course (9 Months of Classes and 2 months of Office Training)

Fee - Reg.-50/- , CIF- 100/- ,

Course Fee-

FG: Rs.9, 000/- (2 Installments 4500/- +4500/-)

Gen: Rs10,000/- (2 Installments 5000/- +5000/-)

3rd Month till 10th the second installment has to be submitted

Starting May 2009 – January 2010

I. Certificate Course in Project Management

A Complete Programme in all aspects of Project Planning, Designing, Execution and Evaluation. Covers Project Components such as Logical Framework, Gantt Charts, Budgets, Monitoring and Evaluation in detail and throws light on Projects from Foreign Donor Agencies, Central and State Government Projects as well as from the Corporate World.

Project Management – 3 Months Course

Morning- 9 am to 1 pm

Lunch Break 1 pm to 2pm

Afternoon – 2 pm to 4 pm

Fee - Reg.-50/-

CIF-100/-

Course Fee- 20,000 (2 Installments 12,000/- +8,000/-)

2nd Month till 10th the second installment has to be submitted

Batches Starting February 2009, May 2009, August 2009, November 2009

Foreign Language Programs

Italian, Spanish, French and German Courses are available upon Request.

Regional Language Programs

Crash Course and Regular classes for Kurukh and Mundari Language are also available upon request

J. Career Assistance

1. Job Consultancy
2. Career Guidance
3. Admission in Professional Colleges at Bangalore and Chennai
4. Jharkhand Education Directory

Facilities Available

1. Library
2. Reading Room
3. Stationary Shop
4. Photocopying
5. Parking Facility