

# JANANI EDUCATIONAL INSTITUTE

## BROCHURE

JANANI EDUCATIONAL INSTITUTE owned by the advance teaching, programmer method. Also the organization having the vast experience in the field of education in the committed to make all round social transformation through spread of quality of education in the rural and urban opportunities and spread the study center across the Odisha.

JANANI EDUCATIONAL INSTITUTE also know the requirement of the students in various field with giving the all types of study programmer for deserving candidates like – **STENOGRAPHY & TYPE WRITING , COMPUTER COURSE(S), COMPETITIVE COACHING.**

**Our Ambition is:-** Education for Govt. Job, Education for Skill and Education for Social Empowerment. We offer jobs in Government and PSU Sectors.

**Study Materials:-** OMR Answer Sheet, Previous & possible Questions with answer, Fundamental Note Books & Net Printed important Data's.

**Computer Lab:-** Three day theory & three day practical for each students. You may practice daily with your class mats in a vacant time. Job works and Project works done in practical text by the supervision of a trend and experienced faculty member. Internet facilities also available in the lab.

**Library:-** Limited important books available here. This facility is available on early morning and afternoon time.

**Seminar:-** There is a seminar held in Second Saturday of every three months beginning from January. Guest faculty, experienced teachers & successful students invited to attend the seminar and guided our students. It encourages students to their bright future.

**Test:-** Weekly test for Stenography and Type writing, Monthly test for both Competitive and Computer Students.

**Admission:-** Two passport size color Photo, Xerox copy of Metric certificate, Required admission fees, Downloaded admission form properly filled with own hand (produce Xerox copy of all mark sheets and technical or experienced certificates if you enter to

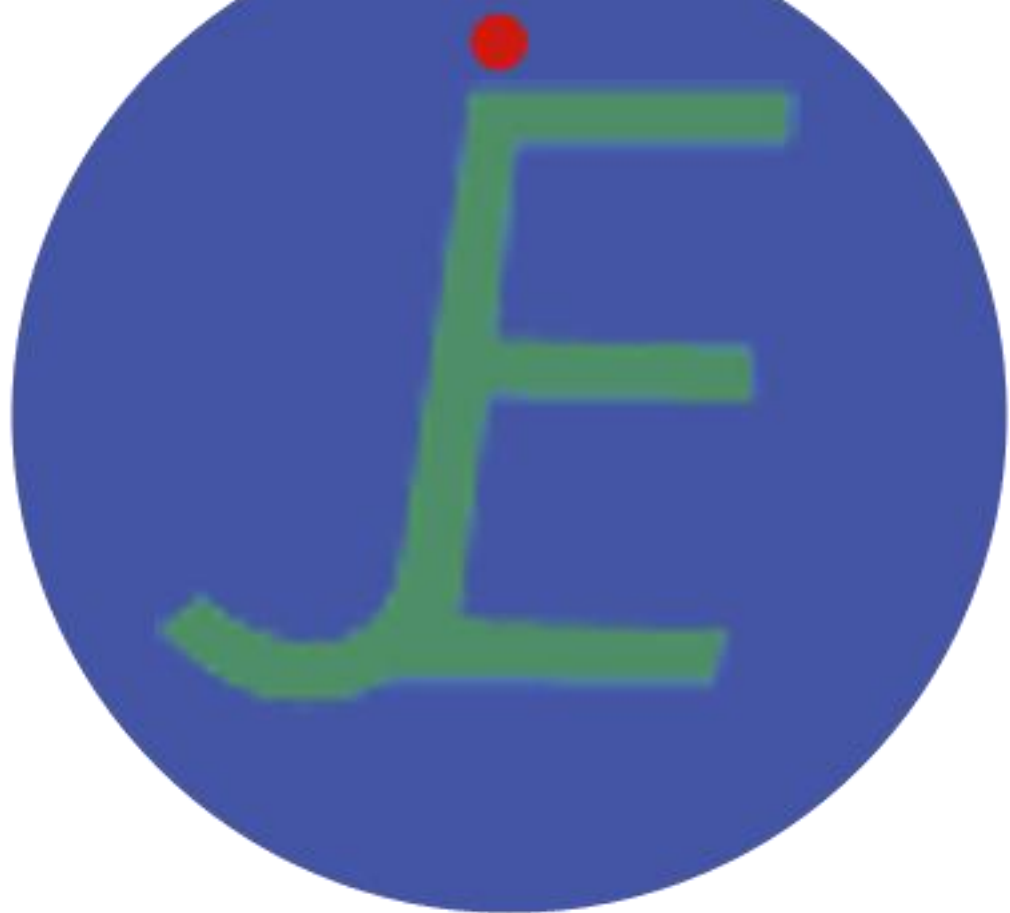
Competitive wing). There is no specific session for admission, everyday you may take your admission.

**Rules and Regulations:-** Attach your signature with current Roll No. every day before attending the class. You may paid your tuition fees in time. Attend the Exams. Tests, seminars, festivals etc. Don't try to make friends here try to achieve your results. Discipline is very important in our Institute. Any type of bad habits prohibited here. Don't use phones in class room. Always obey the rules and regulations of our Institute. Authority may dismiss a student if he/she feels any type of irregularity.

### COURSES & DURATION

Sl. No.	Course(s)	Duration	Admission	Monthly
1.	Stenography for Learning	5 – 6 Months	2,000/-	500/-
2.	Stenography for Practice	1 – 1 ½ Year	2,000/-	700/-
3.	Type Writing for learner	5 – 6 Months	500/-	300/-
4.	Type Writing for Hand Speed	2- 3 Months	500/-	500/-
5.	Type Writing Courses	1 – 1 ½ Years	500/-	500/-

Sl. No.	Course(s)	Duration	Admission	Monthly
1.	DCA	6 Months	1000/-	500/-
2.	PGDCA	1 YEAR	1000/-	500/-
3.	TALLY	3 MONTHS	2500/-	500/-
4.	DTP	6 MONTHS	1000/-	500/-
5.	DEO	6 MONTHS	1000/-	500/-
6.	INTERNET	1 MONTHS	1000/-	500/-



*Practice make a man perfect*