







## **CEO** SPEAKS

LCC Infotech Ltd. erstwhile Lakhotia Computer Center was founded back in 1984 by our Late Chairman Suresh Chandra Lakhotia. Back ther the concept of Information Technology was ir in its nascent stage and the requirement of computer training was negligible. However with a strong foresight, unshakable commitment and promising values, LCC was able to emerge as the only company from East India to create a pan India network of centers that facilitated knowledge based training to millions of students across the country.

At the LCC family we continue to live by the same values and ethos that spiraled us into one of the fastest growing premiere institutes in the country. A lot has changed ever since and we as a company have learnt, grown and evolved with time, while maintaining our commitment towards quality education and training. With the evolvement of skill training from being an add-on tool to becoming a key-determining factor for employment and growth, our courses and training methodology has also undergone major changes keeping this in mind.

We at LCC strive to pass on the same commitment of excellence to our students, as well as business partners. This value system and change in perception becomes a life long asset for them. Every student who joins LCC becomes a part of our every growing family of over 27 lakh students and our success comes from seeing them succeed and achieving their dreams.

I personally would like to welcome you to our LCC Family and my team and I commit to make tomorrow a better tomorrow for you!

-Sidharth Lakhotia CEO Chase excellence before your dreams and your dreams will follow.





# **ABOUT** US:

LCC Infotech Ltd. is 32 Year Skill Development and Training, ISO 9001:2008 certified Public Limited Company and is headquartered at Kolkata. LCC is a veteran in Multi Sector Domain Training and has gathered rich experience in the Information Technology Sector & Vocational training with expertise in Software Application and Programming, Multimedia & Desktop Publishing,

Financial Accounting and Taxation & Investment Strategy, Hardware & Networking and Security, Mobile Technology, Beauty & Wellness, Electronics, English Learning & Soft Skills, University Degree Courses and Government Projects. LCC is equipped with a dedicated R&D Technical Team to upgrade, develop new courses, create training



content and a Placement Cell to assist students for job. We have a network of over 550 centers PAN India and have launched over 27,00,000 successful careers since our inception.

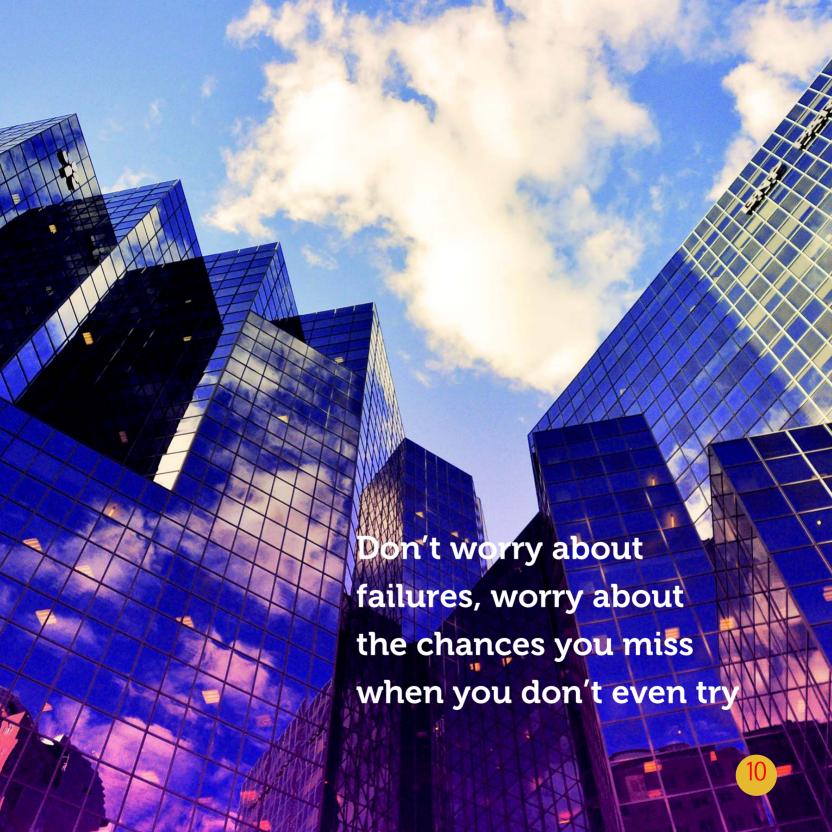
LCC launched one of India's first I.T. Scholarship scheme 'Udaan' in 1989 and have provided free training to over 1,00,000 students ever since. Our Skill Training Operations range from Multi Sector Domain Training through Learning Centers, Software Development, Corporate H.R. Skill Development / Technical Upgradation, LCC@School for Undertaking Turnkey Projects for Implementing ICT Courses at Schools and College Levels, University Degree Programs through

Distance Learning, Skill Development Initiatives for State and Central Government Departments.

The Government has taken an aggressive approach for Skill Training in the country and LCC has become an integral part of this initiative. We are actively working with several Central Government Ministries and bodies for executing skill development programs. Further, we are also working with several State Government departments for taking up turn key Training to placement projects.







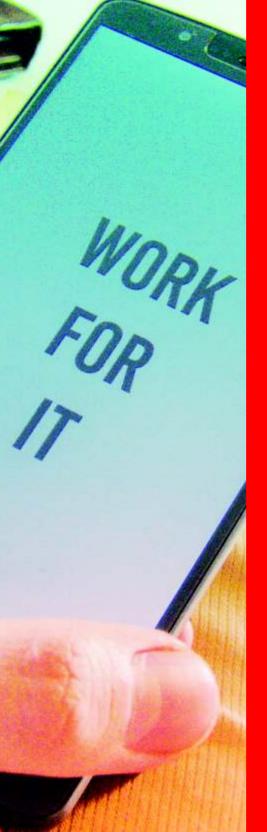
## **VISION**

Our vision is to create a world-class skilled workforce of young Indians that become professionals and leaders in their respective domains. **Teach, Guide and Enable.** 

## **MISSION**

To create a sustainable livelihoods model for our students and a robust business platform for our partners that proves to be an asset for life and truly **Enrich** their Lives.





#### **OUR** STRENGTHS:

#### As a company:

- LCC Infotech Ltd. (erstwhile Lakhotia Computer Center) has been conducting Skill Training for over30 years.
- LCC has an alumni base of over 27,00,000 students.
- We are a Public limited company, registered under the Ministry of Corporate Affairs.
- We are listed and traded on National Stock Exchange (NSE)
- We are an ISO 9001:2008 certified company.
- Winner of Rashtrya Udyog Ratna Award by National Education & Human Resource Development Organisation.
- Winner of Quality Brands by Quality Brand Times.
- Our network of over 550 training centers spans across India.

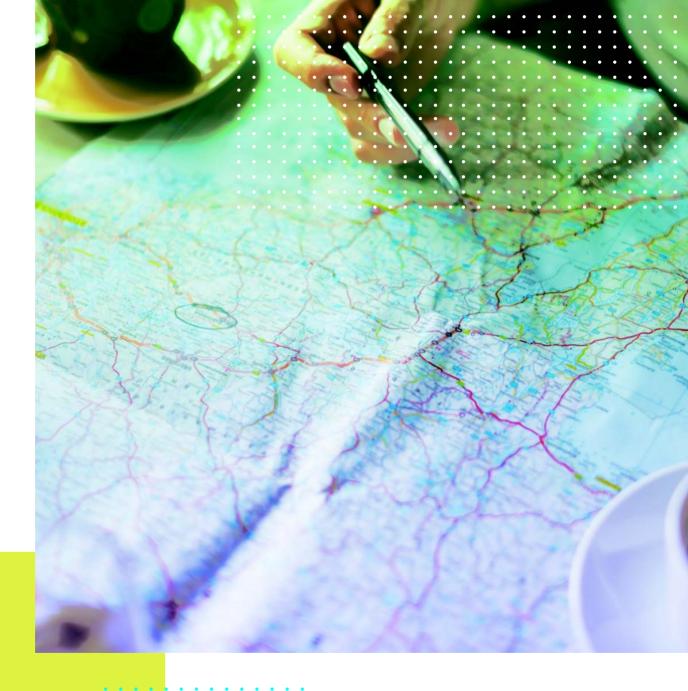
- We provide domain expertise in multiple sectors ranging from Software Application and Programming, Multimedia& Desktop Publishing, Financial Accounting and Taxation & Investment Strategy, Hardware & Networking and Security, Mobile Technology, Beauty & Wellness, Electronics, English Learning & Soft Skills, University Degree Courses and Government Projects.
- We have a dedicated R&D technical team to constantly develop new courses and innovative delivery mechanism
- We have a dedicated placement cell with well-defined practices to assist students secure jobs and create livelihoods.
- Interactive and well designed website with Web and Mobile based ERP systems to maintain transparency and benefit our students, partners and associates.

#### Many firsts:

- LCC was the one of the first I.T. companies to introduce the concept of franchising in India.
- One of the first IT student scholarship programs
   nationwide called 'UDAAN' was introduced by LCC
   there by providing scholarships upto 90% to
   thousands of meritorious students every year.
- In 1997 LCC introduced one of the first Job
   Guaranteed programs in India called TISM (Total
   Information Systems Management)
- LCC was the first company to introduce the concept of 'Home Center' in India enabling working executives, and housewives to learn computers in the convenience of their office or home.

Turn your obstractes
into opportunities
and your problems into
possibilities





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# AFFILIATION, EMPANELMENT AND RECOGNITION

Empaneled by Ministry of Rural Development (MORD) for the scheme DDLIGKY as a PIA

Empaneled Training Partner of PMKVY 2

Empaneled by MANAS, Ministry of Minority Affairs, Govt. of India as a PIA

Empaneled as a Training Partner under National Scheduled Castes Finance and Development Corporation (NSFDC)

Approved Vocational Training Provider by the National Council for Vocational Training (NCVT) under Directorate General of Employment & Training (DGET) Ministry of Labour& Employment, Government of India Empaneled Training Partner for NDLM (National Digital Literacy Mission)

Empaneled as a Large Training Partner for the placement linked Skill Development Training Program under the Uttar Pradesh Skill Development Mission (UPSDM), Government of Uttar Pradesh.

Empaneled and Skill partner of SUDA for National Urban Livelihood Mission (NULM) by Govt. of Jharkhand.

Empaneled and Skill partner of Bihar Urban
Development Agency (BUDA) for NULM, Govt. of Bihar

Empaneled and Skill partner of SUDA for National Urban Livelihood Mission (NULM) by Govt. of Uttar Pradesh.

# The difference between ordinary and extraordinary is that little extra.

- Empaneled and Skill partner of SUDA for National Urban Livelihood Mission (NULM) by Govt. of Odisha
- Affiliated to West Bengal State Council of Technical Education under WB Act 1995
- Empanelled and skill partner of The Society for Skill Development Initiative Scheme (SSDIS), Govt. of West Bengal
- Empaneled with PBSSD (PaschimBanga Society for Skill Development) Government of West Bengal, as a skill partner.
- Empanelled by Bihar Women

  Development Corporation, Govt. of Bihar.

  Training Partner BELTRON, Govt. of Bihar

- Skill Partner of West Bengal Minority Development and Finance Corporation
- Skill Training Partner, Ministry of Labour, Govt. of West Bengal
- Partnered with Labour Department, Directorate of Employment, Govt. of Chhattisgarh
- Partnered with Labour Department,
  Directorate of Employment, Govt. of Madhya
  Pradesh
- Empaneled and Skill partner of SUDA for National Urban Livelihood Mission (NULM) by Govt. of Sikkim.



# TEAMWORK

COMING TOGETHER IS A BEGINNING. KEEPING TOGETHER IS A PROGRESS. WORKING TOGETHER IS A SUCCESS.







# GOVERNMENT ALLIANCES AND PROJECTS

LCC has been working very closely with various Central and State government Ministries and Departments to further the cause of 'Skill India'. We have been setup a large network of centers across the country with special infrastructures to facilitate various skill development verticals and to ensure world-class training. Under this mission LCC has created a dedicated department inside the organization with complete focus of delivering quality training and services to all those who have put their trust in us.



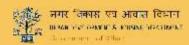














































# LEARNING AND COURSES

#### **Software Application**

#### CCC (Certificate in Computer Concept)

Duration: 3 Months

Industry: BPO / Call Centre / ITES / Education Role Category: Technical Support / Office Assistance / Front Desk Support / Councellor

#### DCA (Diploma In Computer Application)

Duration: 6 Months
Industry: Advertising / MR / Event
Management / Printing / Packaging / Real
Estate / Property / BPO / Call Centre / ITES /
Education / Real Estate Porperty
Role Category: Technical Support / Office
Assistance / Front Desk Support / Councellor



# ADCA (Advance Diploma In Computer Application)

Industry: Advertising / MR / Event
Management / Printing / Packaging / RealEstate
/ Property / BPO / Call Centre /
ITES / Education / Real Estate Porperty /IT-

Software / Software Services / IT-Hardware & Networking

Role Category : Technical Support / Office Assistance / Front Desk Support / Councellor

# HDCS (Honours Diploma In Computer Science)

Duration : 12 Months

Duration: 12 Months

Industry: Advertising / MR / Event

Management / Printing / Packaging / Real Estate / Property / BPO / Call Centre / ITES / Education / Real Estate Porperty /IT-Software / Software

Services / IT-Hardware &

Networking

Role Category : Programming & Design

# TISM (Total Information System Management)

Duration : 24 Months

 ${\tt Industry:IT-Software / Software Services}$ 

/Internet / Ecommerce/ Education /

Telecom/Retail /Paharma

Role Category: Programming & System Design

# Hardware, Networking & Security

# DCHN (Diploma in Computer Hardware & Networking)

Duration: 6 Months

Industry: IT-Hardware & Networking / BPO / Call

Centre / ITES

Role Category: Technical Support / Admin /

Maintenance

# ADCHN (Advance Diploma In Computer Hardware & Networking)

Duration: 12 Months

Industry: IT-Hardware & Networking / BPO / Call

Centre / ITES

Role Category: Technical Support /

Admin/Maintenance/Security/Data Warehousing

#### **Ethical Hacking**

Duration: 3 Months

Industry: IT-Software / Software Services / IT-Hardware & Networking / Education / Teaching /

Training

Role Category: Admin / Maintenance / Security /

Datawarehousing / Telecom

#### **Networking Security**

Duration: 6 Months

Industry: IT-Hardware & Networking / IT-

Software / Software Services

Role Category: Admin / Maintenance / Security /

Datawarehousing / Corporate Sales

#### **Mobile Technology**

#### **Mobile Repairing**

Duration: 3 Months

Industry: IT-Software / Software Services / Telecom/ Semiconductors / Electronics Role Category: Team Lead / Technical Lead

Service / Maintenance Engineer

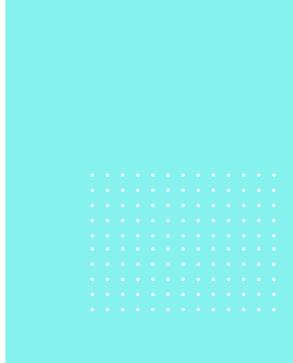
#### **Android App Development**

Duration: 3 Months

Industry: IT-Software / Software Services /

Internet / Ecommerce

Role Category: Programming & System Design



#### ADFA (Advance Diploma In Financial Accounting)

Duration: 12 Months

Industry: Banking / Financial Services / Broking / Automobile / Auto Anciliary / Auto Components / Education / IT-Software / Software Services

Role Category: Finance/Audit/ Accounts

#### **Finance**

#### Tally

Duration: 3 Months

Industry: Banking / Financial Services / Broking / Automobile / Auto Anciliary / Auto Components /

Education

Role Category: Finance/Audit/ Accounts

#### Portfolio Management

Duration: 3 Months

Industry: Banking / Financial Services / Broking / Automobile / Auto Anciliary / Auto Components Role Category: Finance/Audit/ Accounts

#### DFA (Diploma In Financial Accounting)

Duration: 6 Months

Industry: Banking / Financial Services / Broking / Automobile / Auto Anciliary / Auto Components / Education / IT-Software / Software Services Role Category: Finance/Audit/ Accounts

#### MDFA (Master Diploma in Financial Accounting)

Duration: 18 Months

Industry: Banking / Financial Services / Broking / Automobile / Auto Anciliary / Auto Components / Education / IT-Software / Software Services

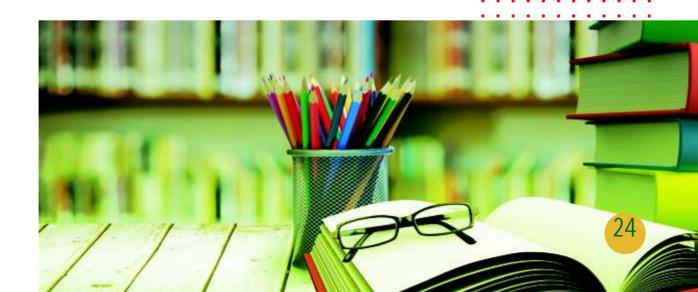
Role Category: Finance/Audit/ Accounts

#### **GST (Goods & Service Tax)**

Duration: 3 Months

Industry: Banking / Financial Services / Broking / Automobile / Auto Anciliary / Auto Components / Education / IT–Software / Software Services

Role Category: Finance/Audit/ Accounts



#### Multimedia & Desktop Publishing

#### Desktop Publishing (DTP)

Duration: 3 Months Industry: Medical / Healthcare / Hospitals / Publishing / Education / Teaching / Training / Textiles / Garments / Accessories Role Category: Creative, Subject Teachers (TGT/PGT)

#### **DTP & Multimedia**

Duration: 6 Months Industry: IT-Software / Software Services/ Banking / Financial Services / Broking/ Retail / Wholesale/ Animation / Gaming Role Category: Creative / Subject Teachers (TGT/PGT)

#### **Printing Technology**

Duration: 3 Months Industry: IT-Software / Software Services/Printing / Packaging Role Category: Creative / Subject Teachers (TGT/PGT)

#### Web Technology

Duration : 6 Months Industry : IT-Software / Software Services / e -Commerce /KPO Role Category : Content Development / Programming & Design

#### PHP

Duration : 6 Months Industry : IT-Software / Software Services / e -Commerce / KPO Role Category : Programming & Design

#### JOOMLA!

Duration : 3 Months Industry : IT-Software / Software Services / e -Commerce /KPO

Role Category: Programming & Design

#### CAKE - PHP

Duration : 12 Months Industry : IT-Software / Software Services / e -

Commerce /KPO

Role Category: Programming & Design

#### Java 2.0 Programming

Duration : 4 Months Industry : IT-Software / Software Services / e -Commerce /KPO Role Category : Programming & Design

#### Web & Social Media Analytics

Duration : 4 Months Industry : IT-Software / Software Services / e - Commerce /KPO Role Category : Programming & System Design

#### **Digital Marketing**

Duration: 3 Months
Industry: IT-Software / Software
Services / e-Commerce / KPO /
Banking / Financial Services / Broking
/ Medical / Healthcare / Hospitals
Role Category: Online/Digital
Marketing / Marketing / Direct
Marketing Executive

# Apparel Manufacturing Designing

# Certificate in Sewing Machine Operator

Duration: 3 Months Industry: Textiles / Garments / Accessories Role Category: Production / Manufacturing/Maintenance

#### Certificate in Dress Making

Duration: 3 Months Industry: Textiles / Garments / Accessories Role Category: Production / Manufacturing / Maintenance

#### Assistant Fashion Designer

Duration: 6 Months Industry: Textiles / Garments / Accessories Role Category: Designer

#### Beauty & Wellness

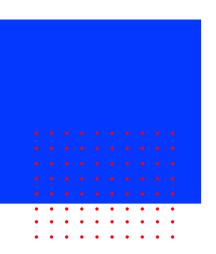
#### **Assistant Beauty/Wellness Consultant**

Duration: 3 Months Industry: Wellness / Fitness / Sports / Beauty / Retail / Wholesale Role Category: Teachers / Senior Management

/ Retail Sales

#### **Assistant Hair Stylist**

Duration: 3 Months Industry: Wellness / Fitness / Sports / Beauty / Retail / Wholesale Role Category: Teachers / Senior Management / Retail Sales



#### **Electronics & Home Appliance**

# Diploma in Repair and Maintenance of Domestic Electronic Appliances

Duration: 6 Months

Industry: BPO / Call Centre / ITES / Consumer Electronics / Appliances / Durables Role Category: Associate / Senior Associate – (Non-

Role Category: Associate/Senior Associate -(Non-Technical) /Administration / Facility Management

# Diploma in Repair and maintenance of Office Electronic Equipment

Duration: 6 Months

Industry: IT – Software / Software Services /
Semiconductors / Electronics IT – Hardware &
Networking / BPO / Call Centre / ITES
Role Category: Team Lead / Technical Lead Service /
Maintenance Engineer / Technical Support /
Admin/Maintenance / Security

# Diploma in Repair and Maintenance of Domestic Electronic

Duration: 6 Months

Industry: Consumer Electronics / Appliances / Durables Role Category: Channel Sales / Production / Manufacturing / Maintenance / Senior Management

#### Tv Repair Technician

Duration: 6 Months

Industry: Consumer Electronics / Appliances / Durables Role Category: Channel Sales / Production / Manufacturing / Maintenance / Senior Management

#### Field Technician Other Home Appliance

Duration: 6 Months

Industry: Consumer Electronics / Appliances / Durables Role Category: Channel Sales / Production / Manufacturing / Maintenance / Senior Management

#### Retail

#### **Trainee Associate**

Duration: 6 Months Industry: Retail / Wholesale / Education Role Category: Retail Sales / Counter Sales Management

#### Sales Associate

Duration: 6 Months

Industry: Retail / Wholesale / Education Role Category: Retail Sales / Counter Sales

#### **English Learning & Soft Skills**

# Comprehensive Personality Development Program

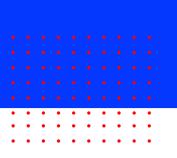
Duration: 3 Months

Industry: Relevant to all sectors

Role Category: Self Development, Teacher /

Instructor





#### Other Courses

#### 3 Months Courses

#### **Software**

Certificate In Computer Fundamentals
Certificate In Office Automation
Basic Computer Training
Certificate In Ms Excel
Certificate In Ms Access
Certificate In Ms Power Point
Certificate In Window
Certificate In C3
Certificate In C++, Oops
Certificate In Html
Certificate In Data Entry Operator
Certificate In Web Designing

#### Hardware

Certificate In Computer Hardware

#### Graphic Designing & Multimedia

Certificate In PageMaker Certificate In Corel Draw Certificate In Photoshop Certificate In Flash



#### **6 Months Courses**

#### **Software**

Diploma In Web Technology
Diploma In Java Programming
Diploma In Information Technology
Diploma In Software Programming
Diploma In Computer Software & Financial Accounting
DCA Plus
Diploma In Computer Application It System
Diploma In Computer Teacher Training Course

#### **Financial Account**

Diploma In Computer Application & Accounting Diploma Professional Accountant Diploma In GST

#### Hardware

Diploma In Hardware Maintenance

#### Graphic Designing & Multimedia

Diploma In Professional Video Editing Diploma In Graphic Designing Diploma In Multimedia

#### 12 Months Courses

#### Software

Advance Diploma In Information Technology Advance Diploma In Computer Application & Programming Post Graduate Diploma In Computer Application Advance Diploma In Computer Teacher Training Program Advance Diploma In Office Management

#### **Financial Account**

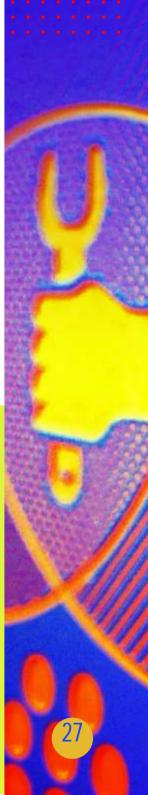
Advance Diploma In Computer Accounting Advance Diploma In Computer Application & Accounting Advance Diploma In Computer Teacher Training Program & Accounting

#### Hardware

Advance Diploma In Computer Hardware

#### Graphic Designing & Multimedia

Advance Diploma In Desk Top Publishing Advance Diploma In Multimedia





# RIGHT DECISION TIME PLAYS A ROLE IN ALMOST EVERY DECISION. AND SOME DECISIONS DEFINE YOUR ATTITUDE ABOUT TIME.































### **PLACEMENTS**

LCC has a robust placement team spread across the country to facilitate jobs across various geographies. Our placement executives are divided into 3 focus categories based on Socio Economic Classification. We understand the reservations of many of our students and parents that would rather have their wards working in close proximity to their place of residence. We at LCC believe in creating relationships and it is this approach of ours that has allowed us to establish placement related relationships with hundreds of companies ranging from metros to small towns. We believe that every student with the right kind of skill sets and grooming can get a job and keeping this in mind we follow a very comprehensive placement strategy that focuses on both pre and post placement. We at LCC believe that every student that joins us becomes part of our ever-



#### **Placement Strategy**

Development of Candidates' Profile and Inputs for Employment Readiness

Process initiated after completion of 65% - 70% of the course, and executed as per Placement Strategy

Minimum Placement Achieving Factor – 50% of successfully trained student (Process to be completed within 1 Month of final Examination)

# Placement Registration Process

Candidates register for placement with complete information in prescribed formats to be eligible for availing Placement Service

Candidates seeking to defer placement, need to fill up a separate format with reasons for deferment

#### Candidate Data Bank Generation

Candidate details collected from each location like: Name, Trade, Educational/ Professional Details, Contact Details, Preferred Job Location, Skill Rating, Job Fitment Consolidation of Data/Records at Head Office

Coordination with locations/ local Centres.

Segregation of data based on criteria: Mobile Candidates, Location Specific, Candidates opting for Self Employment

#### Industry Preparedness Session

Bio-data/ Resume/ CV preparation guidelines

Grooming Sessions (Dressing, Communication, Body Language)

Interview Handling Tips and Suggestions

Awareness on rounds of Technical Interviews, HR Interviews, Written Tests, Psychometric Tests

#### **Mock Interview**

Conducted at respective Locations

Status documented against each profile

Inputs/ Feedback with correctives given to Candidates

#### **Job Openings Creation**

Existing Client Base

New Client Base generated based on Candidate profile

Campus Interviews

Placement Consultants / Agencies
Job Fair

#### Types of Placement Offerings

Direct Hire Services

Contract to Hire Services

Contractual Services (Minimum period of continuous 3 Months)

#### **Profile Mapping**

Software: Programmer/Coder, SystemOperator, MIS, EDP

Hardware: Technical support, Hardware Engineer

Computerized Financial Accounting: Data Entry Operator, Accountant

Multimedia: DTP Operator, Image and Multimedia Editor/Developer

#### **Interview Formalities**

- Filling up of Pre-Interview
   Briefing Forms with details like
   Interview Location, Contact
   Person, Job Profile, duly signed by
   Placement Coordinator,
   Candidate, and provision for
   Interviewer's signature
- Coordinating with the Organizations conducting Interviews
- Post Interview Feedback and submission of the Original Copy of the of Candidate Pre-Interview Briefing Form duly signed by the Interviewer as a proof of Interview completion.

#### **Interviewer Feedback**

 Result/ Consequence of the Interviews collected from the Clients Written evidences of Selected Candidates for Documentation.

#### **Candidate Intimation**

 Intimation to Selected candidates for Joining

#### **Joining Formalities**

 Coordination of Candidate Joining Formalities

#### **Service Completion**

- Tracking Student Performance and Retention at the Organisation for initial 3 Months.
- In case the Candidate has not been able to serve the Organisation for an initial continuous period of 3 months then his Placement is not considered, for our records, and his name is Tagged again in the Student Bank for repeat Placement Services.
- In case the candidate has completed his tenure of first 3 Months in that particular Organisation, then Placement Service Completion Document is taken from the Candidate.

#### Post-Training Phase

- This phase would consist of tasks and activities which include postplacement follow-up and support to candidates for sustainable employment, organized work force and course improvement.
- Post-Placement Follow-up forAdditional Support to Candidates
- Employer Feedback for
- .. Improvement in Curriculum and Methodology
- Alumni Association and Experience Sharing



Setting goals is the first step in turning the invisible into the visible

#### **STUDENT'S** SPEAK



#### **ARPITA SARKAR**

I am extremely satisfied with the quality of training provided by LCC and it's really helping me to secure my initial stage of career.





**SAIKAT GAYEN** 

At LCC, I have improved my technical skills & knowledge about DTP and networking . I genuinely feel that LCC has a cooperative & pleasant placement cell



**ARUN KUMAR VERMA** 

It is my indeed pleasure to be associated with LCC and I can proudly say that it's a career booster institute at minimum cost.



#### **SUBHENDU CHAKRAVORTY**

I Believe that real teaching strategy is that which makes learning more fun, interesting, and understanding. These all are available at LCC centre which benefited my job.



#### **RAHUL BOSE**

Undoubtedly learning technique at LCC is great because it allows and provides different kind of support to concentrate on the training. benefited my job.



#### **MOUSUMI SADHUKHAN**

Since we all come from different places with different mindset and I must say that LCC give attentions to each students personally which help in different areas like skill communication, education, job, career etc.



#### SEHALI GHOSH

LCC helped me to increase my knowledge. It gave me a clear understanding of IT topics, and also helped me in my academic studies.





#### RAKHI KARMAKAR

Unique training and skill– mapping methods at LCC helped me understand my potential and develop it accordingly. Thanks to LCC for guiding me to the right path and direction.



SIMA BOURI

The institute offers unique career development programme, workshops and seminars on new technologies. It also provides placement assistance for the deserving candidates.



#### **AKANKSHA KUMARI**

LCC has a good educational environment to learn all subjects in detail. LCC really supported me to attend several placement interviews, and provided proper guidance regarding the interview process



#### SUMI SARKAR

I never expected any diploma course from any institute. I join LCC which offer 1 year diploma course "HDCS" which unleash my IT potential. The institute showed me the right path to success



#### AARTI KUMARI

All I say that we dream of friendly and supportive teachers who teach properly and that dream of mine fulfilled when I join LCC. The quality of education and faculty are much better than expected.



#### **DIPAK JAISWAL**

LCC is one of the well established institute renowned in the industry for it's quality education. Its innovative training methodology is a result of years of expertise and proudly say that I secured my career.



#### JOYDEEP DUTTA

Everything I learned during my training with LCC helped me face numerous career challenges. The course material here contains updated details as per current changes and that helps students abreast of the latest technology.



#### KLINTON MONDAL

I delighted to express that LCC provided best support and expertise in providing training to me which has help me to start my career that I secured my career.

