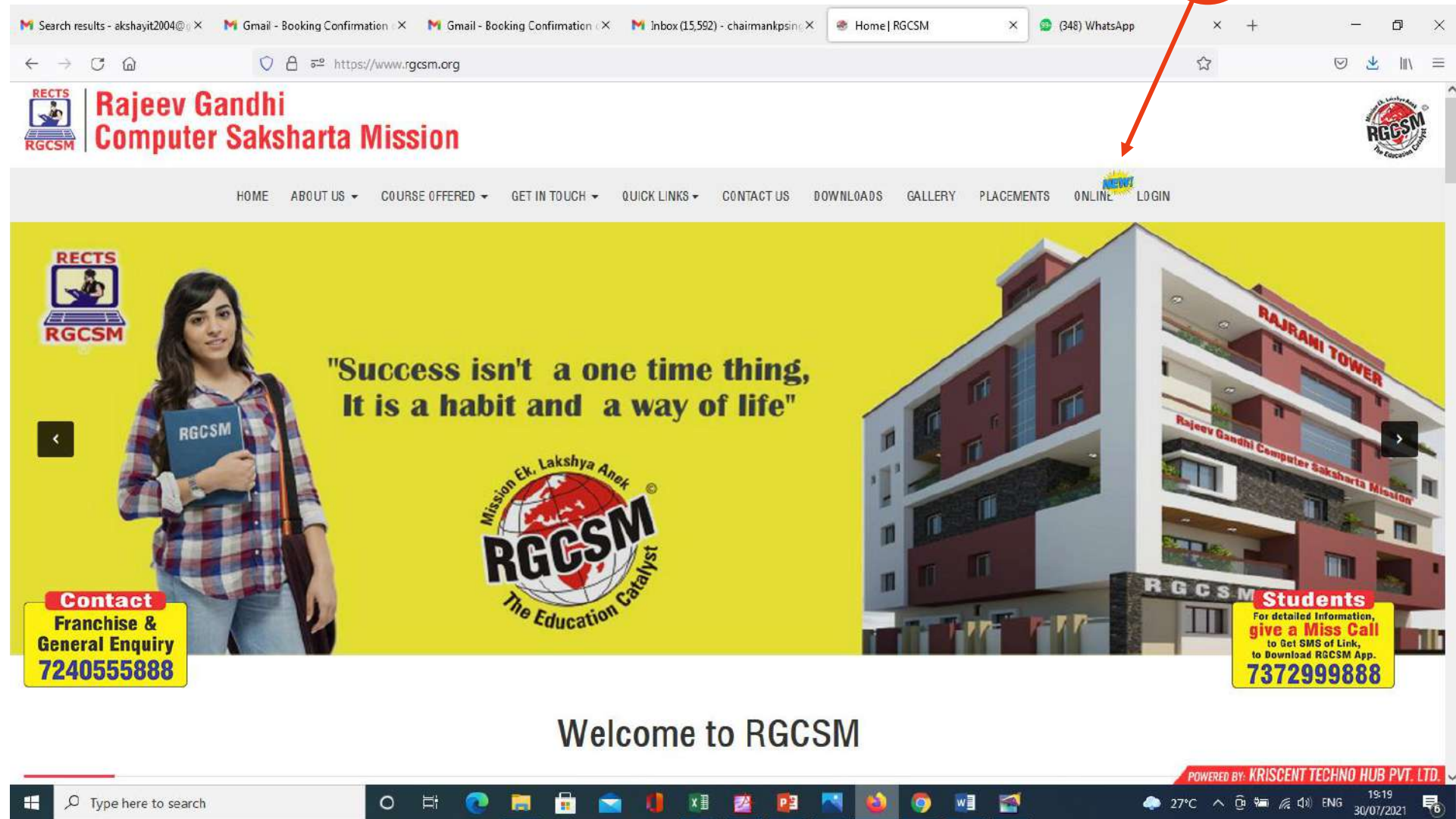


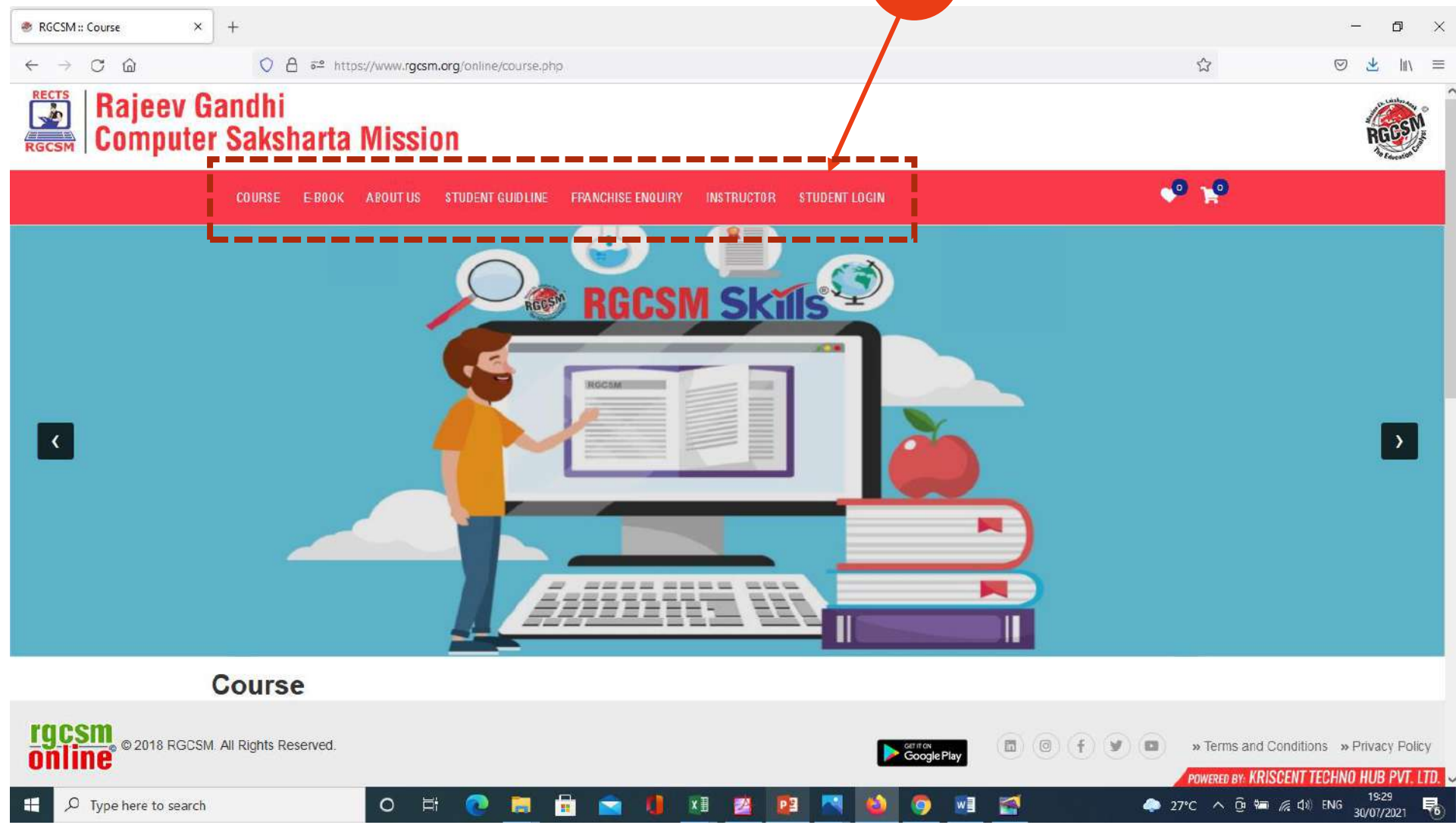
# STUDENT GUIDELINE

**For Accessing the Video Courses, Books  
& Examination & Certification**

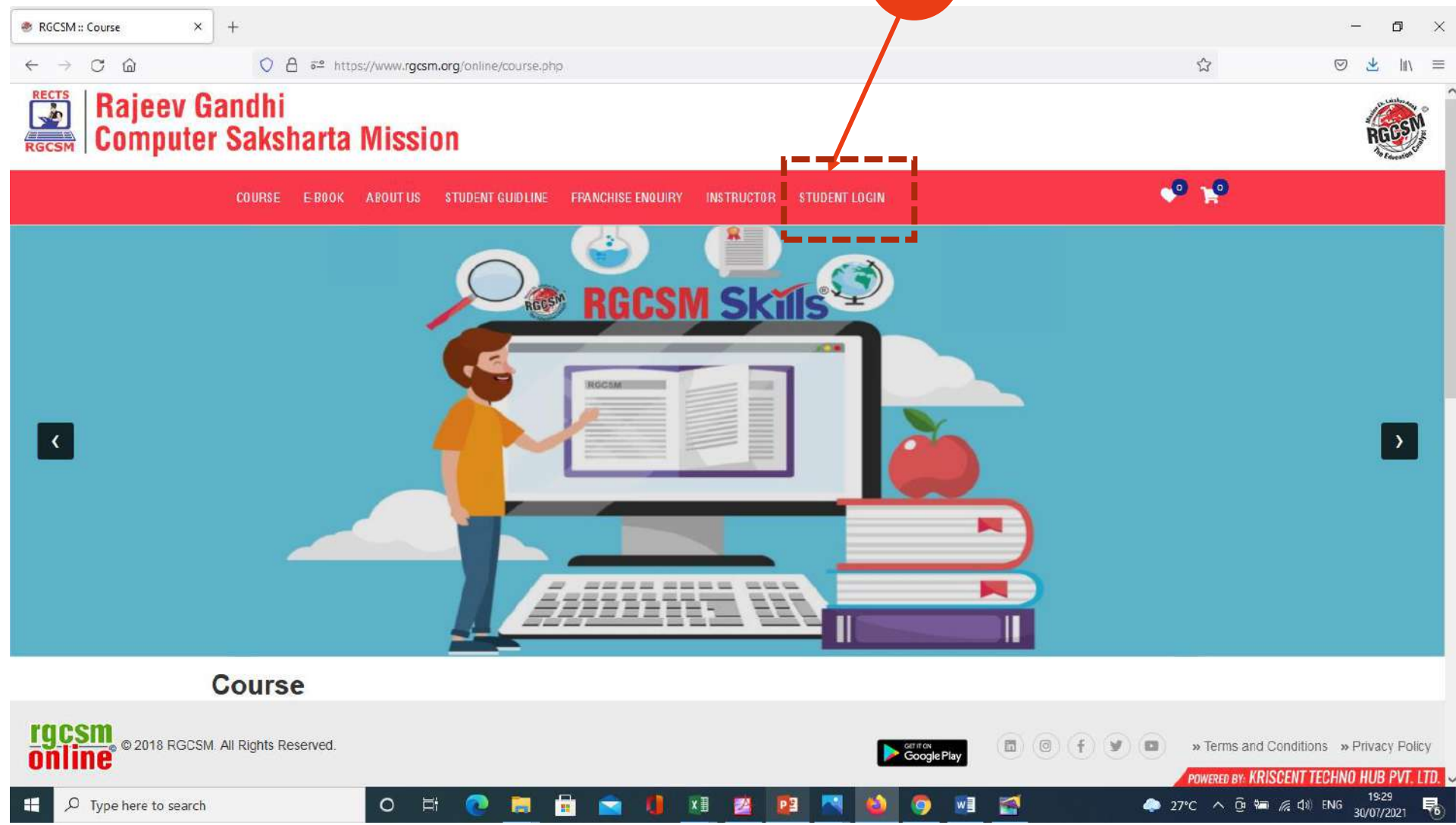
**Step 1: Open [www.rgcsminfo.org](https://www.rgcsminfo.org) website. This screen would appear. Then Click on the Online Button shown in the website**



**Step 2:**  
Here you can see the screen where menus are there like Course, E-book, About Us, Student Guideline, etc. Student can choose the option accordingly.



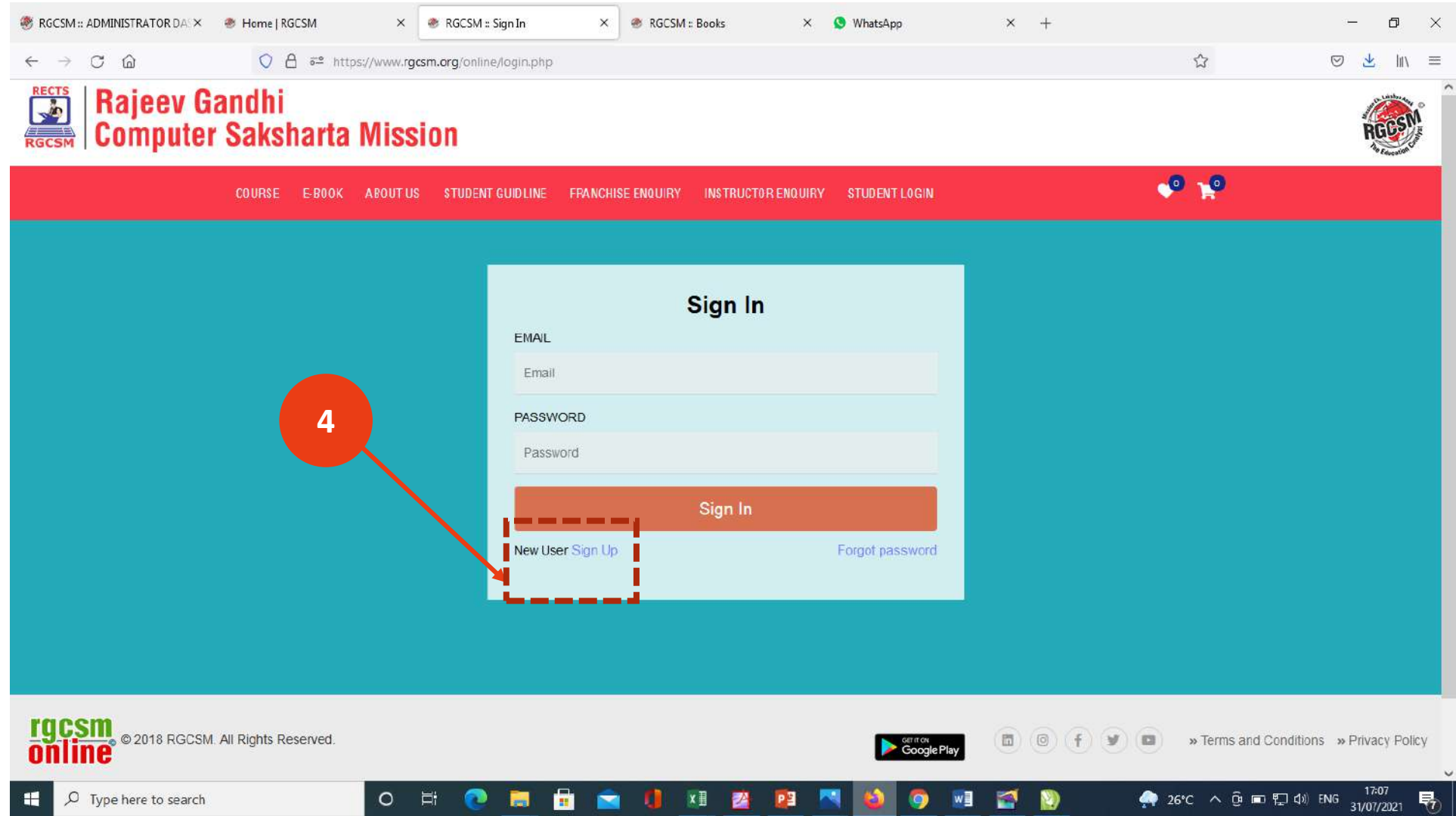
**Step 3:**  
Click on Student Login button in the menu.





**Step 4:**  
Here you can see the Sign In screen. If you have already registered then you can use your Email Id and Password for Login.

For First times users you have to click on Sign UP button as shown in the screen.



## Step 5:

Sign Up window would appear here. Kindly fill all the details very carefully like Name, Father's Name, Email Id, Photo (JPEG), Date of Birth, etc. Also Choose the Password for your account, which would be used after to login in this website. After filling the form and uploading the photograph click on Sign Up Button.

Note: Kindly fill all the details very carefully (No spelling Mistake, wrong data or information should be filled, as same data would appear on certificates, with photo)

5

### Sign Up

FULL NAME \*  
Full Name


FATHER NAME  
Father Name

EMAIL \*  
Email

MOBILE \*  
Mobile

DATE OF BIRTH \*  
dd / mm / yyyy

PASSWORD \*  
Password

PHOTO  
Browse... No file selected. 

GENDER \*  
CHOOSE...

STATE \*  
CHOOSE...

DISTRICT  
CHOOSE...

CITY  
CHOOSE...

FULL ADDRESS  
Full Address

PINCODE  
Pincode

I do hereby declare

\* NOTE : fill the data carefully as required by the name in your certificate.

Sign Up

Already have an account? [Login](#)

## Step 6:

After clicking on Sign Up Button, you would be getting an verification from RGCSM, on your email id which you have filled earlier in the Sign up form, as hown in the screen. Click on the Verification link. After successful verification, you can login into the website.

From: RGCSM [mailto:director@rgcsm.org]

Sent: Saturday, July 31, 2021 3:10 PM

To: PRITAM

Subject: Verify Email Address



6

Dear PRITAM ,

Welcome to [RGCSM](#). We&apos;d love to make sure we&apos;ve got the right email for

Your verification Link is [Click](#)

Visit :-

<https://www.facebook.com/RGCSM.Kota>

<https://www.facebook.com/RGCSMSKILLS>

<https://www.facebook.com/KPSinghRGCSMRajraniKota>

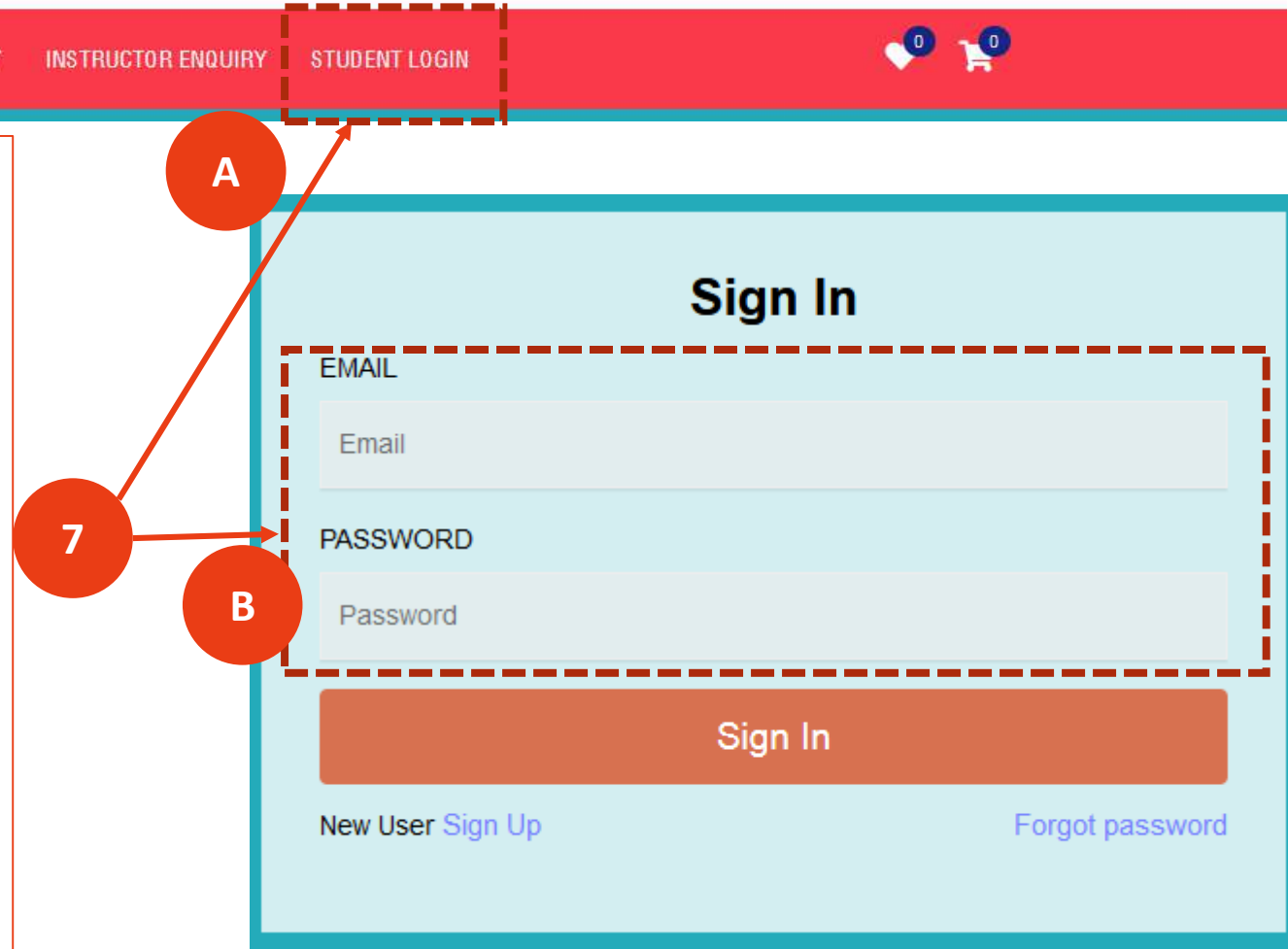
[https://www.youtube.com/channel/UCxaBpTbjKbfX9\\_OUbovosOQ](https://www.youtube.com/channel/UCxaBpTbjKbfX9_OUbovosOQ)

<https://twitter.com/rgcsmkota>

### Step 7:

A) Now go again to the main menu of the website and click on Student Login option as shown in the screen.

A) After clicking on the Student Login option the Sign In window would appear as shown. In this you have to fill your Email ID which you have filled earlier in Sign Up form and Password which you have filled in the Sign Up form. Now click on the Sign In Button to proceed.

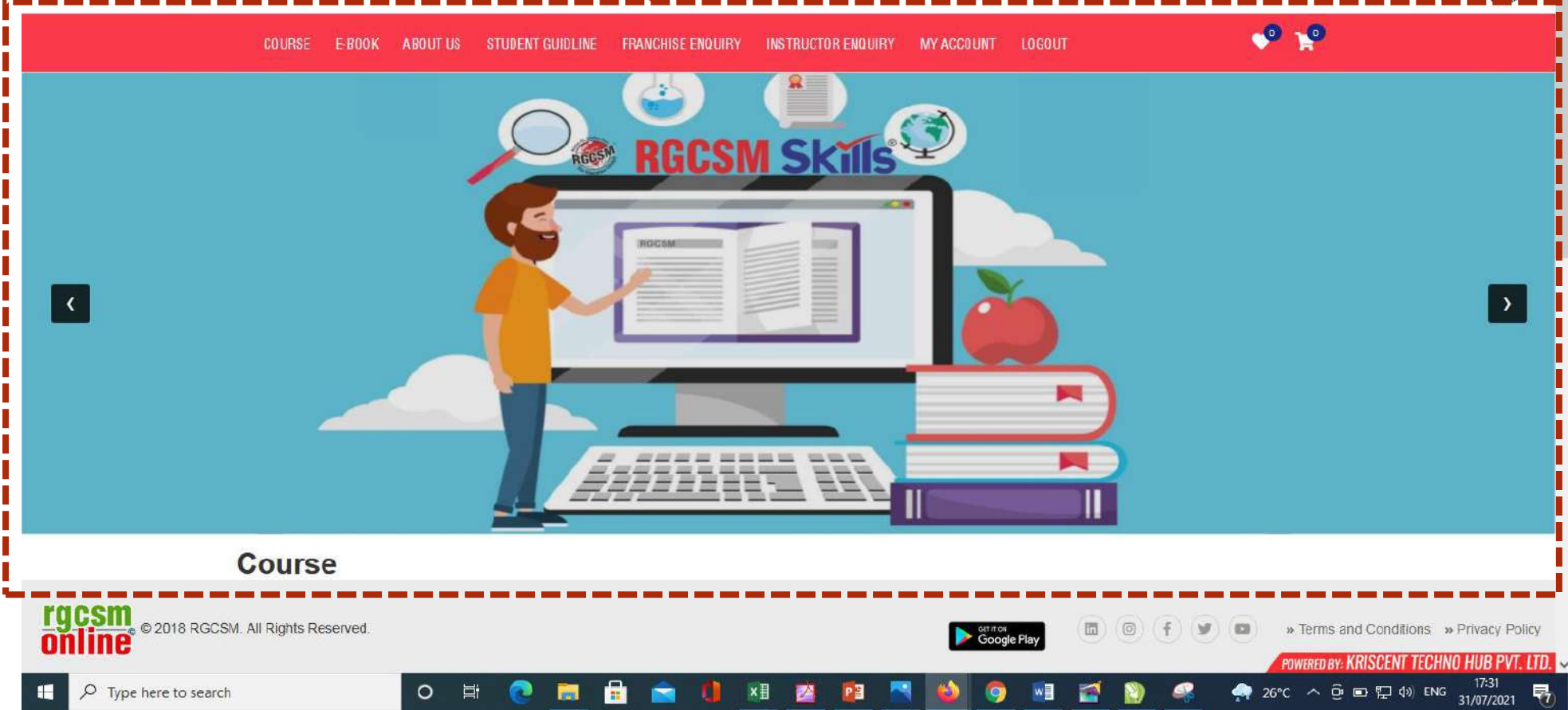


The screenshot shows the 'Sign In' form with the following elements:

- Navigation:** A red dashed box labeled 'A' highlights the 'STUDENT LOGIN' link in the top navigation bar.
- Form Fields:** A red dashed box labeled 'B' encloses the 'EMAIL' and 'PASSWORD' input fields. The 'EMAIL' field contains the placeholder text 'Email', and the 'PASSWORD' field contains the placeholder text 'Password'.
- Buttons:** A red circle labeled '7' points to the 'Sign In' button. Below the button are two links: 'New User Sign Up' and 'Forgot password'.



**Step 8:**  
After Login Home  
Screen would  
appear from which  
you can choose  
Course, Books  
according to your  
choice. You can  
also access your  
account from My  
Account Button.



9

A

COURSE

E-BOOK

ABOUT US

STUDENT GUIDLINE

FRANCHISE ENQUIRY

INSTRUCTOR ENQUIRY

STUDENT LOGIN



B

**Step 9:**  
A) When You click on course button the course screen appears as shown in screen.  
B) Here you can see the screen showing different Courses their details, fees, etc.

### Course

Categories:  computer courses

Language:  English  Hindi

Price(₹):

Search:  Search

Sort By: Sort By

There are 6 products.

Course Name	Code	Original Price	Discounted Price
Certificate Course In Computer Accounting	CCCA	₹5600	₹1680
Advance Diploma In Computer Application	ADCA	₹42000	₹3600
Diploma In Computer Application & Accounting	DCAA	₹7500	₹2250
Diploma In Computer Application	DCA	₹7500	₹2250
Certificate Course In Office Automation	CCOAI		
Diploma In Office Automation	DOAP		

A

10

B

## Step 10:

A) Choose the course as shown in the screen and click to show the full details.

B) Here you can see the screen where full detail of the course is shown, with what the candidate would learn, curriculum of the course, etc.



**DOAP** ▶

Diploma in Office Automation & Publishing

Diploma In Office Automation And Publishing

DOAP

₹3600 ~~₹12000~~

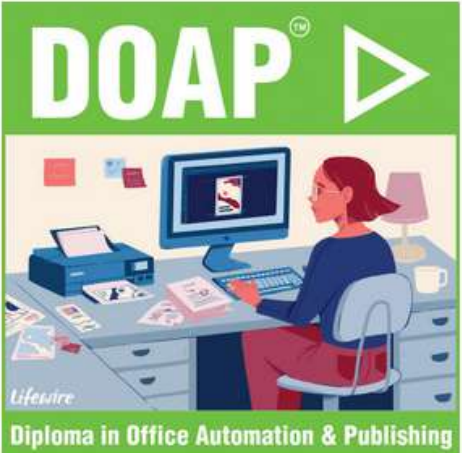
## DIPLOMA IN OFFICE AUTOMATION AND PUBLISHING

What will i learn?

- ✓ • COMPUTER CONCEPT & FUNDAMENTALS
- ✓ • MS-OFFICE (MS-WORD, MS- EXCEL, MS- POWER POINT, MS-ACCESS)
- ✓ • BASICS OF FINANCIAL ACCOUNTING
- ✓ • D.T.P.(PAGE MAKER, COREL DRAW, PHOTOSHOP)
- ✓ • OPERATING SYSTEM
- ✓ • HTML & FRONT PAGE
- ✓ • COMPUTERIZED ACCOUNTING THROUGH TALLY WITH GST
- ✓ • COMPUTER NETWORK & INTERNET

Curriculum for this course

+ COMPUTER CONCEPT AND FUNDAMENTALS	7 LESSONS 01 HR 00 MIN
+ OPERATING SYSTEM	
+ MS-OFFICE	
+ HTML WITH CSS JAVA	
+ BASICS OF FINANCIAL ACCOUNTING	
+ TALLY WITH GST	
+ D.T.P. (DESK TOP PUBLISHING)	



**DOAP** ▶

Diploma in Office Automation & Publishing

₹3600 ~~₹12000~~

Add to wishlist

Buy now

Add to cart

Includes:

- 📺 01 hr 00 min On demand videos
- 📄 7 Lessons
- 🕒 Till duration access



## Step 11:

As shown on the screen, you have option of:  
**Add to wishlist:** To Check the course afterwards (But Marked)

**Add to Cart:** Add the course to your shopping cart, and pay or but afterwards

**Buy Now:** For Instant Buying the course and paying the amount online.

You have to choose the option according to your need.

**Click on Buy Now Button for Instant Buying the course and paying the amount online.**

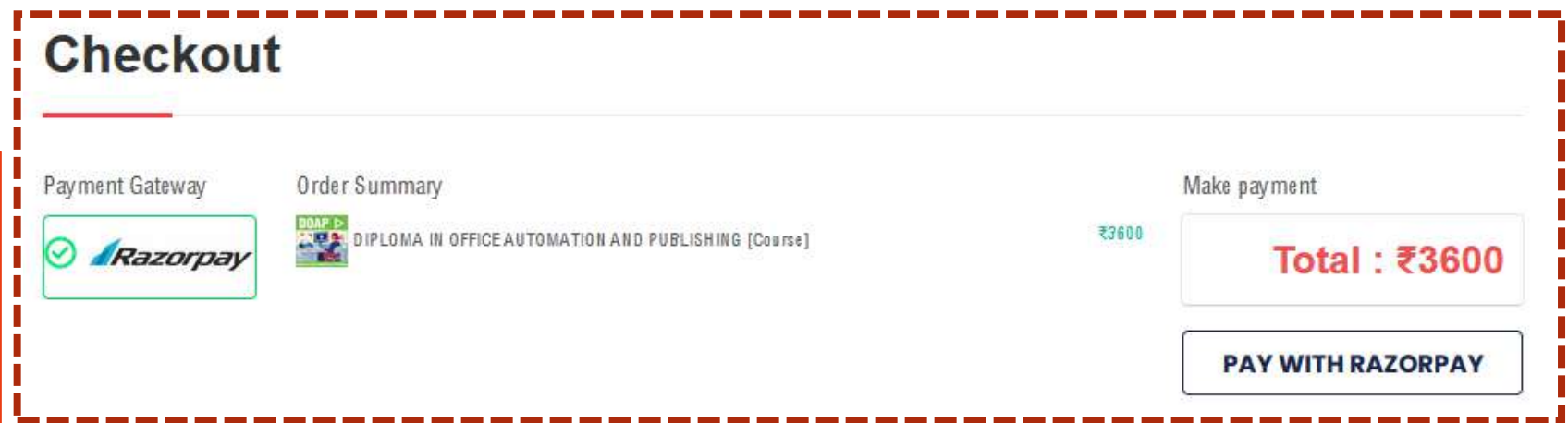
11



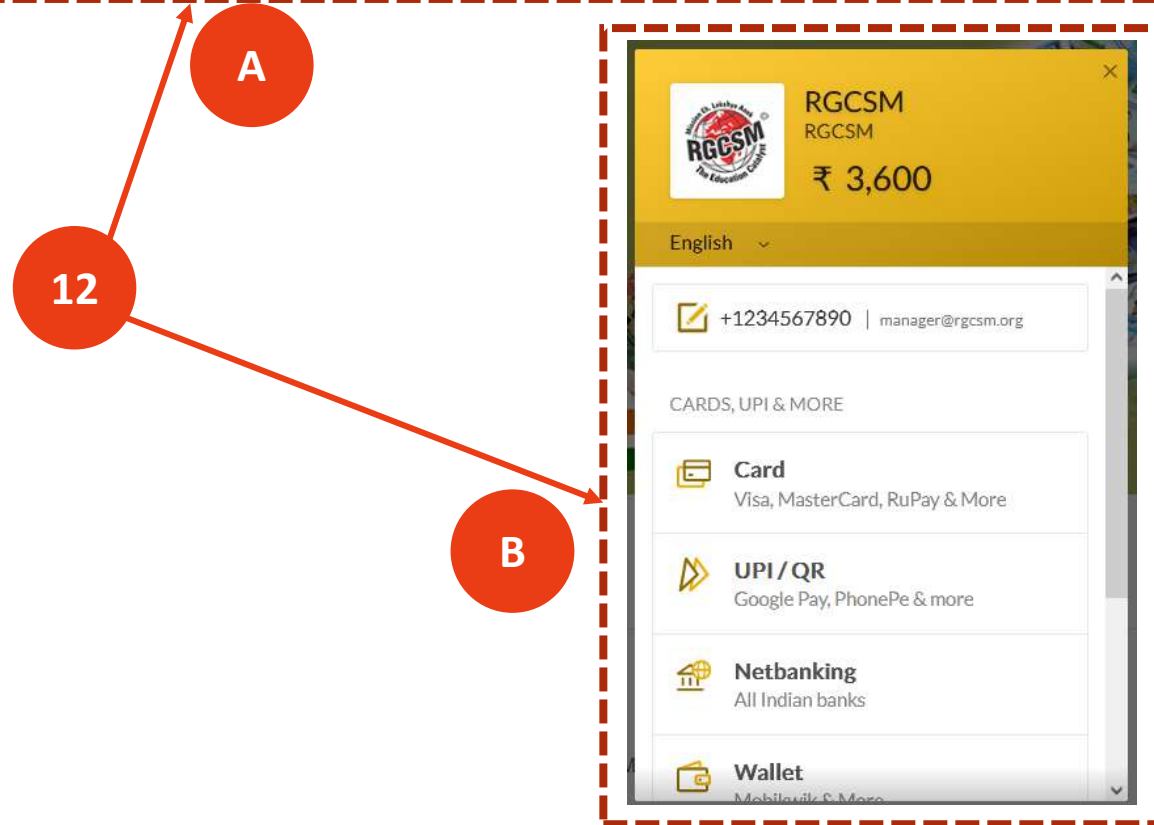
The screenshot shows a course listing for 'Diploma in Office Automation & Publishing' on the DOAP platform. The course is priced at ₹3600, with a crossed-out price of ₹12000. Three buttons are visible: 'Add to wishlist' (dark blue), 'Buy now' (red), and 'Add to cart' (grey). Below the buttons, the 'Includes' section lists: 01 hr 00 min On demand videos, 7 Lessons, and Till duration access. An illustration of a woman working at a computer is shown at the top of the course card.

## Step 12:

- A) After clicking on the Buy Now button this screen appears. Here you can see your Order Summary (Course or Book you choose to purchase), and total amount you pay. Now click on the Pay button.
- B) The screen as shown appears, which contain you mobile number & email id where the notification would reach after payment. Kindly complete the payment process to process further.



The checkout screen is enclosed in a dashed red border. It features a 'Payment Gateway' section with the Razorpay logo. The 'Order Summary' section displays a book icon, the course name 'DIPLOMA IN OFFICE AUTOMATION AND PUBLISHING [Course]', and the amount '₹3600'. On the right, there is a 'Make payment' button with 'Total : ₹3600' and a 'PAY WITH RAZORPAY' button below it.



A payment modal is shown, also enclosed in a dashed red border. It has a yellow header with the RGCSM logo and the amount '₹ 3,600'. Below the header, it shows contact information: '+1234567890 | manager@rgcsm.org'. Under the heading 'CARDS, UPI & MORE', there are four payment options: 'Card' (with subtext 'Visa, MasterCard, RuPay & More'), 'UPI / QR' (with subtext 'Google Pay, PhonePe & more'), 'Netbanking' (with subtext 'All Indian banks'), and 'Wallet' (with subtext 'Mobikwik & More').

12

A

B



13

A

COURSE

E-BOOK

ABOUT US

STUDENT GUIDLINE

FRANCHISE ENQUIRY

INSTRUCTOR ENQUIRY

STUDENT LOGIN

0

0

### Step 13:

A) When You click on E-Book button the Books screen appears as shown in screen.

B) Here you can see the screen showing different E-Books their details, fees, etc.

For Buying the books same process need to be repeated as in Course buying.

## Books

Categories

computer courses

Language

English

Hindi

Price(₹)

0 100000

Search  Submit

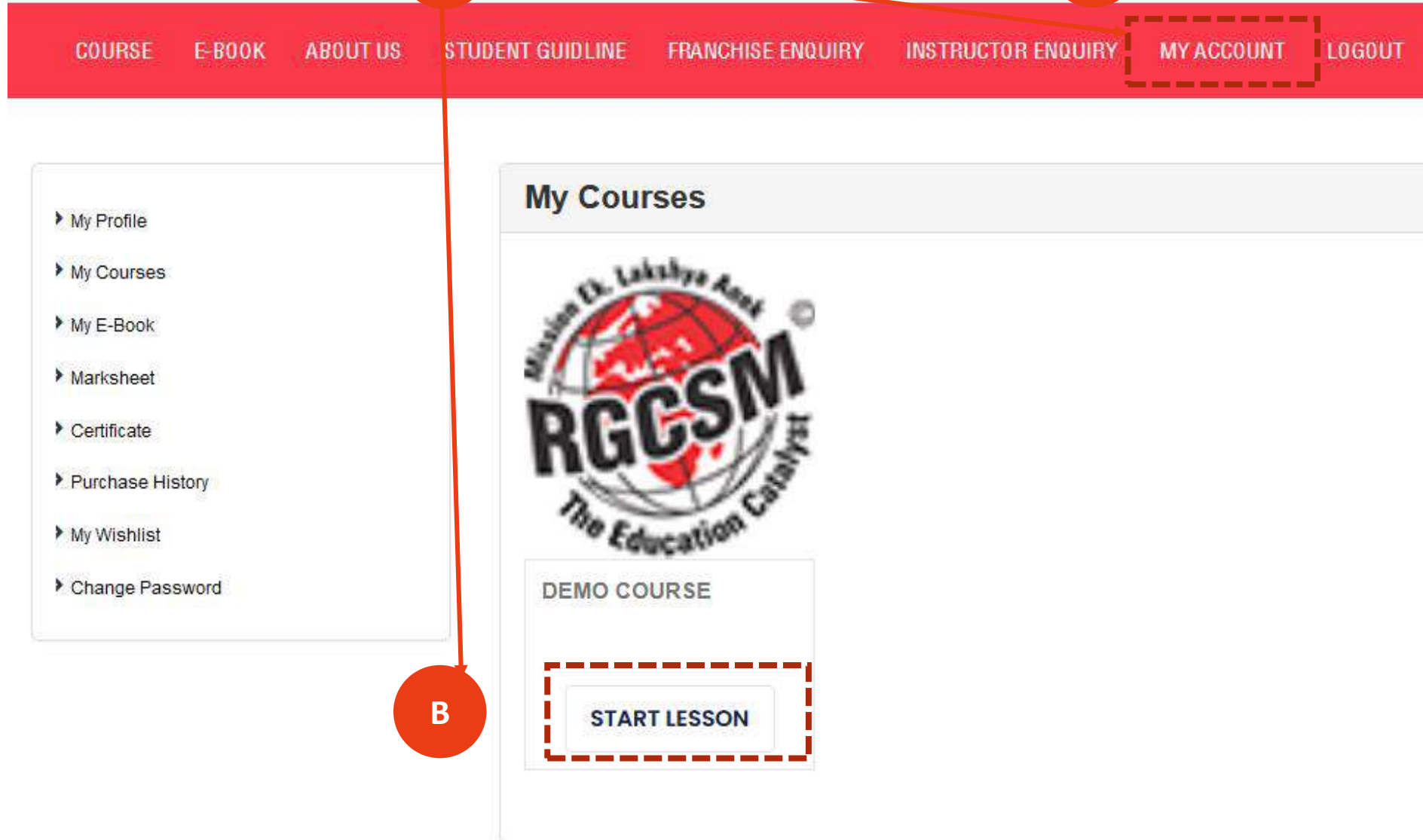
Sort By:

There are 6 products..

 <p>Computer Network &amp; Internet</p> <p>ENGLISH</p> <p>₹50 ₹90</p>	 <p>C++ Programming Language</p> <p>ENGLISH</p> <p>₹50 ₹110</p>	 <p>C Programming</p> <p>EGNLISH</p> <p>₹60 ₹110</p>	 <p>Tally Erp 9 (With Gst)</p> <p>ENGLISH</p> <p>₹60 ₹110</p>
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## Step 14:

- A) To Access your course videos, books you have to go to your My Account button
- B) As you can see you have purchased a Course. So now click on Start Lesson Button.



The screenshot displays the user interface of the RGCSM Skills platform. At the top, a red navigation bar contains the following menu items: COURSE, E-BOOK, ABOUT US, STUDENT GUIDELINE, FRANCHISE ENQUIRY, INSTRUCTOR ENQUIRY, MY ACCOUNT (highlighted with a dashed red box and labeled 'A'), and LOGOUT. Below the navigation bar, the user's profile menu is visible on the left, listing options such as My Profile, My Courses, My E-Book, Marksheet, Certificate, Purchase History, My Wishlist, and Change Password. The main content area is titled 'My Courses' and features the RGCSM logo with the tagline 'Mission Ek Lakshya Anek' and 'The Education Catalyst'. Below the logo, a 'DEMO COURSE' section is shown, containing a 'START LESSON' button (highlighted with a dashed red box and labeled 'B').

## Step 14:

Here you can see the Video lectures of the course you have purchased. You can play, rewind, make it full screen, as per your need.

DEMO COURSE < My courses



### FUNDAMENTALS OF COMPUTERS



COMPUTER

LESSONS LIVE CLASS

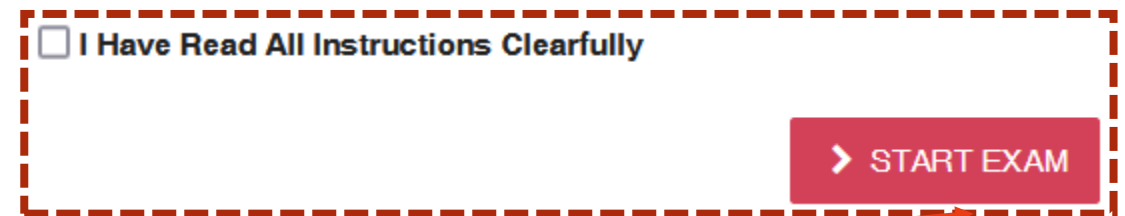
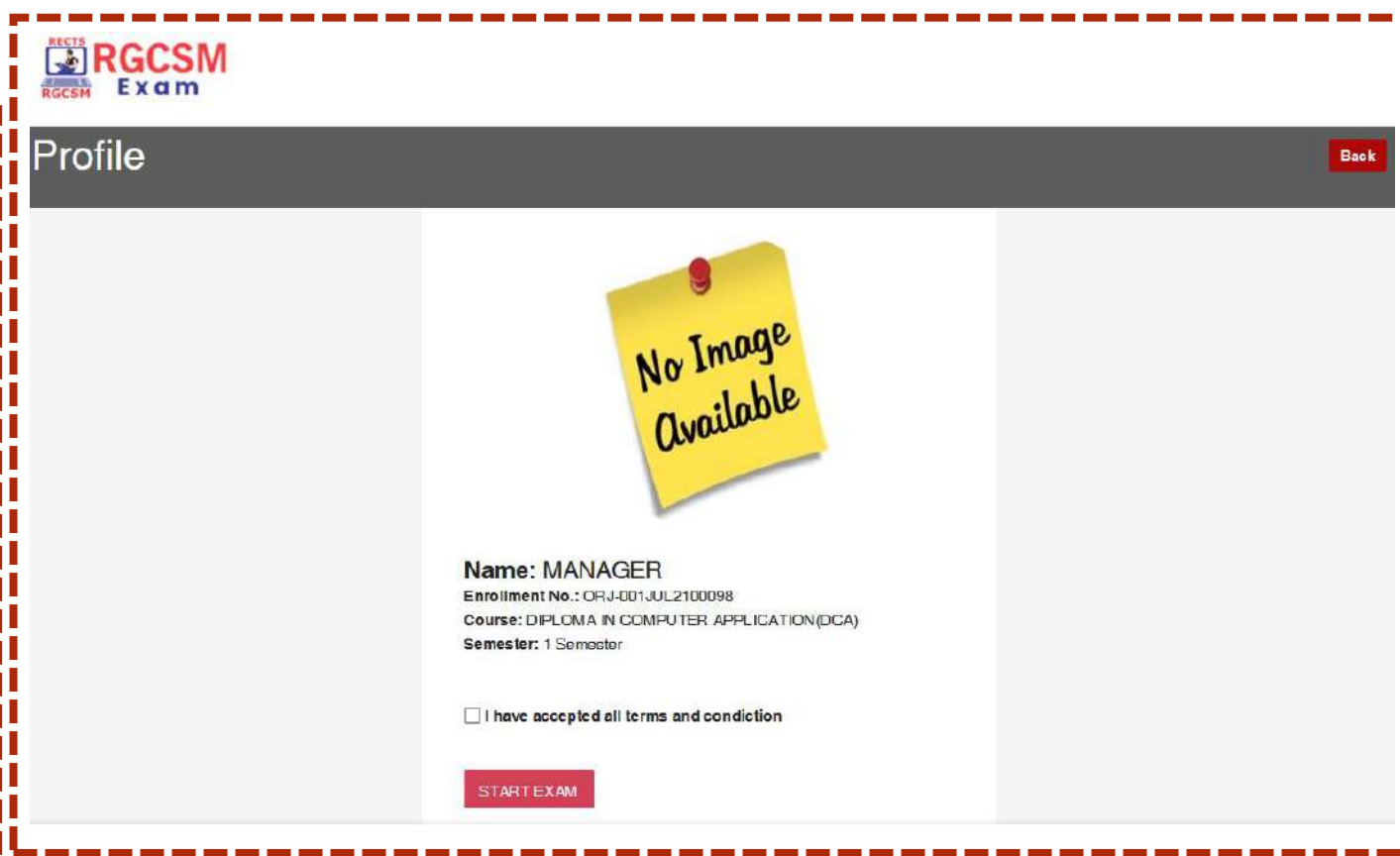
- IT DEMO
  - DEMO
    - 02 MIN

00:01 [www.rgcsm.co.in](http://www.rgcsm.co.in) @RGCSM\_Kota

14

## Step 15:

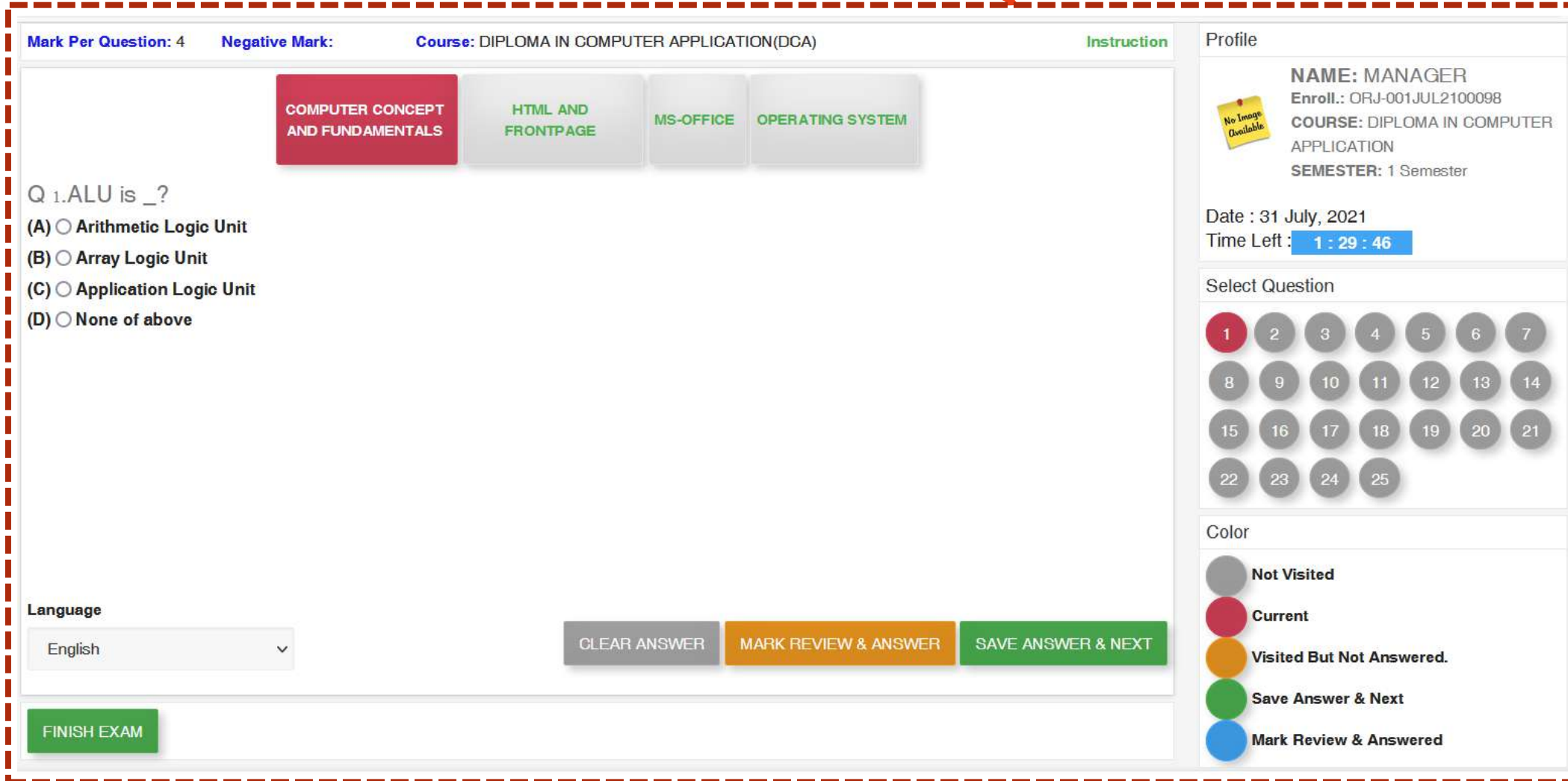
- A) After Completing video, your option for Exam would be activated at your course section, below the course.
- B) After clicking on Exam a new window would appear for exam as shown in the screen.
- C) Click on the Check box button for instructions and the on Start Exam Button.



15



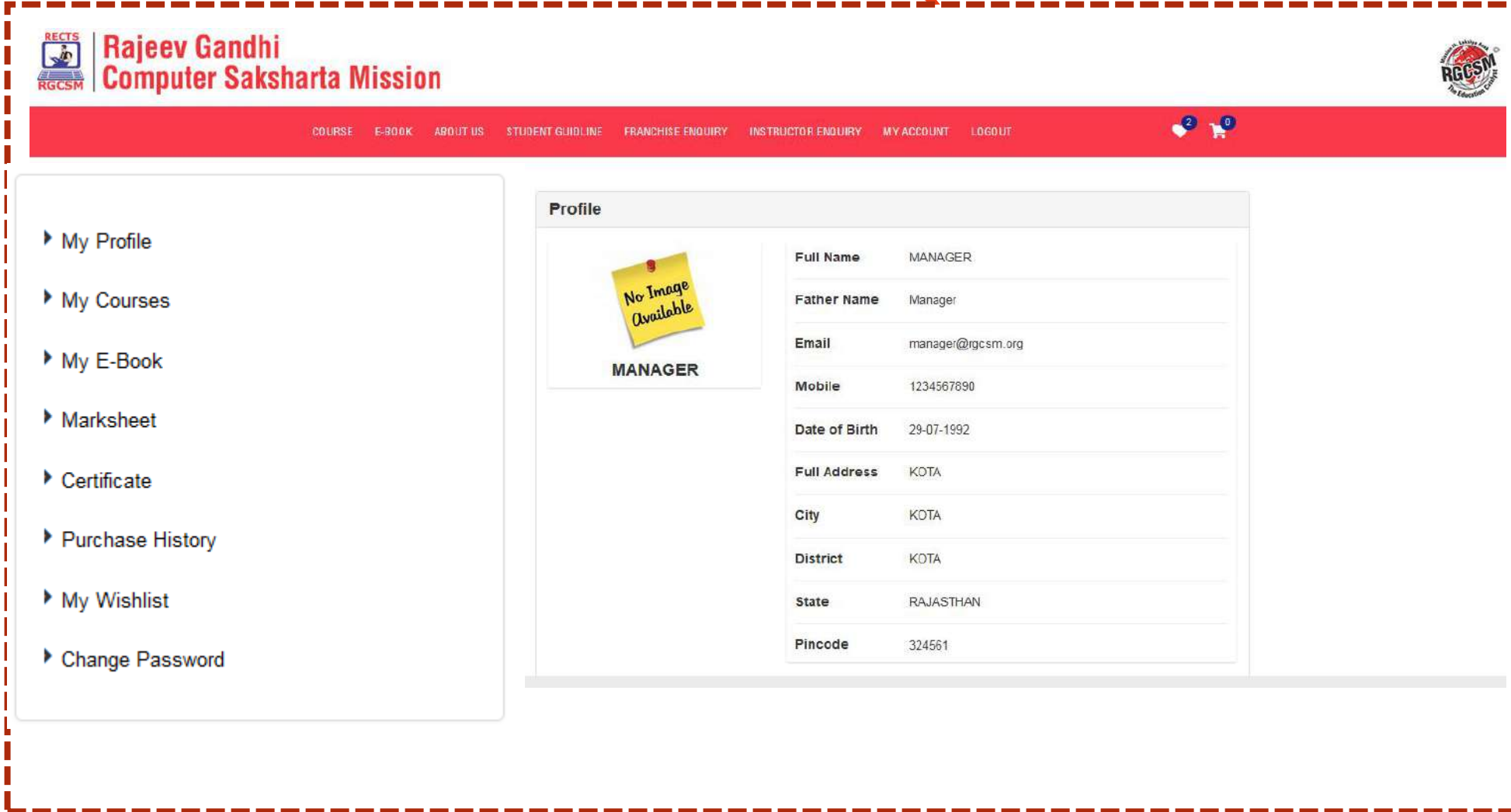
**Step 16:**  
Here you can see Exam Screen where your details, enrollment no., course, are shown. Beside this you are getting all the tabs for changing the subjects and total examination system.



The screenshot displays an online examination interface. At the top, it shows 'Mark Per Question: 4', 'Negative Mark:', and 'Course: DIPLOMA IN COMPUTER APPLICATION(DGA)'. Below this are four subject tabs: 'COMPUTER CONCEPT AND FUNDAMENTALS' (highlighted in red), 'HTML AND FRONTPAGE', 'MS-OFFICE', and 'OPERATING SYSTEM'. The main area contains a question: 'Q 1. ALU is \_?' with four multiple-choice options: (A) Arithmetic Logic Unit, (B) Array Logic Unit, (C) Application Logic Unit, and (D) None of above. At the bottom left, there is a 'Language' dropdown menu set to 'English'. At the bottom right, there are three buttons: 'CLEAR ANSWER', 'MARK REVIEW & ANSWER', and 'SAVE ANSWER & NEXT'. A 'FINISH EXAM' button is located at the bottom left of the question area. On the right side, there is a 'Profile' section with a 'No Image Available' placeholder, displaying 'NAME: MANAGER', 'Enroll.: ORJ-001JUL2100098', 'COURSE: DIPLOMA IN COMPUTER APPLICATION', and 'SEMESTER: 1 Semester'. Below the profile, it shows 'Date : 31 July, 2021' and 'Time Left : 1 : 29 : 46'. The 'Select Question' section features a grid of 25 numbered buttons, with button '1' highlighted in red. A 'Color' legend at the bottom right explains the button colors: grey for 'Not Visited', red for 'Current', orange for 'Visited But Not Answered.', green for 'Save Answer & Next', and blue for 'Mark Review & Answered'.



**Step 17:**  
After Completing you exam and you can access your marksheet & certificate from your My Account button as shown in screen (Certificate would not be generated if the candidate has failed.)



The screenshot shows the user profile page for 'Rajeev Gandhi Computer Saksharta Mission'. The page has a red header with navigation links: COURSE, E-BOOK, ABOUT US, STUDENT GUIDLINE, FRANCHISE ENQUIRY, INSTRUCTOR ENQUIRY, MY ACCOUNT, and LOGOUT. On the right side of the header, there are notification and shopping cart icons. The main content area is divided into two sections. On the left is a sidebar menu with the following items: My Profile, My Courses, My E-Book, Marksheet, Certificate, Purchase History, My Wishlist, and Change Password. On the right is the 'Profile' section, which includes a placeholder for a profile picture (labeled 'MANAGER') and a list of personal details:

Full Name	MANAGER
Father Name	Manager
Email	manager@rgcsm.org
Mobile	1234567890
Date of Birth	29-07-1992
Full Address	KOTA
City	KOTA
District	KOTA
State	RAJASTHAN
Pincode	324561

## Exam Details –

1. Total No. of questions are 25 question per subject of your course.
2. Every Question contains 4 marks for right answer, there is negative marking of -1 marks per wrong question .
3. 30 Minutes per subject is the time duration, and student need to secure min. 40% in every subject to Pass the course .
4. The Clock has been set up and the countdown timer at the right corner of your screen will display the time remaining for you to complete the exam.
5. The question palette at the right of screen (with color instructions).

1. आपके कोर्स के प्रत्येक विषय में कुल 25 प्रश्न होंगे।
2. प्रत्येक प्रश्न के सही उत्तर के लिए 4 अंक हैं, प्रत्येक गलत प्रश्न के लिए -1 अंक का नकारात्मक अंकन है।
3. प्रत्येक विषय के लिए समय अवधि 30 मिनट है तथा पाठ्यक्रम उत्तीर्ण करने के लिए छात्र को प्रत्येक विषय में न्यूनतम 40% अंक प्राप्त करने होंगे।
4. आपकी स्क्रीन के दाहिने कोने में उलटी गिनती टाइमर परीक्षा पूरी करने के लिए घड़ी सेट की गई है ,और यह लिए शेष समय प्रदर्शित करेगा।
5. प्रश्न पैलेट स्क्रीन के दाईं ओर दिया गया है (रंग निर्देशों के साथ)।

## Exam Instructions For student: -

1. After completing your lesson/chapter the exam link button appear on your online course.
2. Kindly login your exam on your PC/Laptop only.
3. After Login Please read instruction of exam carefully.
4. **After start your exam, if you can't see the exam window, kindly allow the pop-up option of your web browser (in the URL bar) & refresh the window, after that you can see the exam window.**
5. Further instruction for exam is in exam section window.

1. अपना लेसन/चैप्टर पूरा करने के बाद आपके कोर्स पर परीक्षा लिंक बटन दिखाई देगा।
2. कृपया अपने पीसी/लैपटॉप पर अपनी परीक्षा लॉगिन करें।
3. लॉगिन करने के बाद कृपया परीक्षा के निर्देश ध्यान से पढ़ें।
4. **अपनी परीक्षा शुरू करने के बाद, यदि आप परीक्षा विंडो नहीं देख पा रहे हैं, तो कृपया अपने वेब ब्राउज़र के पॉप-अप विकल्प (URL बार में) को अनुमति दें और विंडो को रिफ्रेश करें, उसके बाद आप परीक्षा विंडो देख सकते हैं।**
5. परीक्षा के लिए आगे के निर्देश परीक्षा अनुभाग विंडो में हैं।



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Kota-324005 (Raj.) Ph.: 0744-2410299, 2410399

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**Website** : [www.rgcsm.co.in](http://www.rgcsm.co.in) • **E-mail** : [director@rgcsm.org](mailto:director@rgcsm.org)