



6222

## Raj Sarkar, Son/Daughter Of : Rajjak Sarkar & Ramicha Sarkar

Registration No: 6222-COMNGMAR25NEWJUL26-3217NA1080, Branch Of: Naxalbari

You Are Selected For Certificate In Office Management Course, Scheme: Golden, 240 Hrs Or 15Month

Sbi Bank, Babupara, Naxalbari, Ph. 9547828805 (O), 9547828805 (W), 9547828805 (G) Mail Id: Not Found

Course Fee: 15800, This Fee Should be Paid From Mar-25 To Feb-26And The Discount Or Old Fee Adjusment Related to Discount Form,
Please fill the Discount application online for Getting Your Discount on this course

In This Course Total No Of Term is: 5 Nos & You Should Learn: Computer fundamental, Typing, Internet, Microsoft word, Operating system, Use of external storage device, Computer fundamental, Typing, Internet, Microsoft word, Operating system, Use of external storage device, Microsoft excel, Microsoft Power point, Bengali or Hindi typing, Concept of virus and antivirus, Software installs and uninstall, Concept of Hardware & Networking, Tally (Service Org), Corel draw, Open office, Photoshop, Tally (Service & Trade), Page maker, Computer Assemble, Advance office, Tally (Manufacture & GST), Operating system install, Concept of audio & video editing,

This Registration Valid Form: 25-Mar-25, Valid Upto: 31-Jul-26, Primary Date: 25-Mar-25, Student Of: Golden Scheme

|                                |     | Tills Regis         | stration | vanu 1 on | 11 . 23-Wai-23, Va      |                 | 20, FIIIIi | 11 y Date . 23-10      | Iar-25 , Student Of : Golden | Scheme   |
|--------------------------------|-----|---------------------|----------|-----------|-------------------------|-----------------|------------|------------------------|------------------------------|--|
|                                | TER | M EXAM BILL NO      | CALL I   | ETTER NO  | CLN SUBMIT NO           | MARKSHEET NO    | MSN SU     | BMIT NO                | STATUS OF EXAM               | _  |
| z                              | 1s  | t                   | Not      | Submited  | Not Submited            | Not Submited    | Not Su     | ıbmited                |                              | .e   |
| ECTIO                          | 2n  | d                   | Not      | Submited  | Not Submited            | Not Submited    | Not Su     | ıbmited                |                              | Signatu  |
| TERM END SECTION               | 3rc | d                   | Not      | Submited  | Not Submited            | Not Submited    | Not Su     | ıbmited                |                              | Raj Sarkar 's Signature                                  |
| TERM                           | 4tl | n                   | Not      | Submited  | Not Submited            | Not Submited    | Not Su     | ıbmited                |                              | Raj S  |
|                                | 5tl | n                   | Not      | Submited  | Not Submited            | Not Submited    | Not Su     | ıbmited                |                              |  |
| F                              | SN  | Discount Documents  | Name     | Doo       | cuments ID              | Discount State  | ıs         | Discount %             | Offline Verification         |  |
|                                | 01  | Cast Certificate    |          | N O R E Q | U E S T S U B M I T E D | No Request Subr | nited      | No Request<br>Submited |                              |  |
| RKAR                           | 02  | BPL Card            |          | N O R E Q | U E S T S U B M I T E O | No Request Subr | nited      | No Request<br>Submited |                              | ar )   |
| AJ SA                          | 03  | Employment Card     |          | N O R E Q | U E S T S U B M I T E O | No Request Subr | nited      | No Request<br>Submited |                              | ıre<br>ha Sarka  |
| N OF F                         | 04  | Full Payment        |          | N O R E Q | UEST SUBMITED           | No Request Subr | nited      | No Request<br>Submited |                              | s Signatu<br>r Ramic                                     |
| SECTIO                         | 05  | No Request Submited |          | N O R E Q | U E S T                 | No Request Subr | nited      | No Request<br>Submited |                              | Gurdians Signature<br>Sarkar Or Ramicha                  |
| DISCOUNT SECTION OF RAJ SARKAR | 06  | No Request Submited |          | N O R E Q | U E S T S U B M I T E O | No Request Subr | nited      | No Request<br>Submited |                              | Gurdians Signature<br>(Rajjak Sarkar Or Ramicha Sarkar ) |
| DISC                           | 07  | No Request Submited |          | N O R E Q | 0 E S T                 | No Request Subr | nited      | No Request<br>Submited |                              |  |
|                                | 08  | No Request Submited |          | N O R E Q | 0 E S T                 | No Request Subr | nited      | No Request<br>Submited |                              |  |
| F                              | SN  | NOTICE ID DA        | \TE      |           | NOTICE STATUS           | SN I            | NOTICE II  | DATE                   | NOTICE STATUS                |  |
| NO                             | 01  |                     |          |           |                         | 02              |            |                        |                              | EQ.  |
| SECT                           | 03  |                     |          |           |                         | 04              |            |                        |                              | DFFICE USE   |
| NOTICE SECTION                 | 05  |                     |          |           |                         | 06              |            |                        |                              | OFFI   |
|                                | 07  |                     |          |           |                         | 08              |            |                        |                              |  |



# [AN ISO 9001:2015 CERTIFIED & GOVT.REGD COMPUTER INSTITUTE]



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# Raj Sarkar, Son/Daughter Of: Rajjak Sarkar & Ramicha Sarkar

|   | SN | Month     | BILL NO                | DATE      | PAY FOR     | AMOUNT | TRANS. NO | OFFICE COPY  | STUDENT COPY   | FINE   | OFFICE           |
|---|----|-----------|------------------------|-----------|-------------|--------|-----------|--------------|----------------|--------|------------------|
|   | 01 | XXX       | XXX                    | XXX       | XXX         | XXX    | XXX       | XXX          | XXX            | XXX    |                  |
|   | 02 | XXX       | XXX                    | XXX       | XXX         | XXX    | XXX       | XXX          | XXX            | XXX    |                  |
|   | 03 | XXX       | XXX                    | XXX       | XXX         | XXX    | XXX       | XXX          | XXX            | XXX    |                  |
| l I   | 04 | XXX       | XXX                    | XXX       | XXX         | XXX    | XXX       | XXX          | XXX            | XXX    |                  |
| 17NA108   | 05 | XXX       | XXX                    | XXX       | XXX         | XXX    | XXX       | XXX          | XXX            | XXX    |                  |
| JUL26-32  | 06 | XXX       | XXX                    | XXX       | XXX         | XXX    | XXX       | XXX          | XXX            | XXX    |                  |
| ACCOUNT SECTION OF RAJ SARKAR, 6222-COMNGMAR25NEWJUL26-3217NA1080 | 07 | XXX       | XXX                    | XXX       | XXX         | XXX    | XXX       | XXX          | XXX            | XXX    |                  |
| OMNGMA  | 08 | XXX       | XXX                    | XXX       | XXX         | XXX    | XXX       | XXX          | XXX            | XXX    |                  |
| R ,6222-C   | 09 | XXX       | XXX                    | XXX       | XXX         | XXX    | XXX       | XXX          | XXX            | XXX    |                  |
| U SARKA   | 10 | XXX       | XXX                    | XXX       | XXX         | XXX    | XXX       | XXX          | XXX            | XXX    |                  |
| ON OF R   | 11 | XXX       | XXX                    | XXX       | XXX         | XXX    | XXX       | XXX          | XXX            | XXX    |                  |
| INT SECT  | 12 | XXX       | XXX                    | XXX       | XXX         | XXX    | XXX       | XXX          | XXX            | XXX    |                  |
| Accou   | 13 | XXX       | XXX                    | XXX       | XXX         | XXX    | XXX       | XXX          | XXX            | XXX    |                  |
|   | 14 | XXX       | XXX                    | XXX       | XXX         | XXX    | XXX       | XXX          | XXX            | XXX    |                  |
|   | 15 | XXX       | XXX                    | XXX       | XXX         | XXX    | XXX       | XXX          | XXX            | XXX    |                  |
|   | Co | ourse fee | Discount               | Inst. Mor | nth Other's | Fee Pa | id Late F | ine Fund Val | ue Net Payable |        |                  |
|   |    |           | No Request<br>Submited |           |             |        |           |              |                | Inchai | rg's Sign & Date |

Your Course Fee: 15800, You Already Paid: 0, Late Fine Charged: 0, Installment Missing: Month, Other's Fee Charged: , Now Payable : Missing Month?



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# A HOUSE OF COMPLETE EDUCATION EDUCAT



6222

### Raj Sarkar, Son/Daughter Of: Rajjak Sarkar & Ramicha Sarkar

Thank you for choosing MGD.EDU CARE. MGD is growing up every day For become a big family. We all together will make it bigger & this is not an easy task. Hope we can make MGD's family bigger together. This task is very difficult & requires some word discipline & a very well understood relationship. We all have to put enormous effort to achieve this & to attain this height we all need to maintain some rules & regulations as a member of MGD.EDU CARE family. These terms & conditions should be maintained in all cases.

01. This Registration Card is provided as a confirmation of your candidature at MGD.EDU CARE. That, you need to submit one copy of this card at your branch for officially validate this card.

02. Your overall behavior with your fellow learners & teachers should be gentle & polite throughout the entire tenure of your course & you should obey all the rules & regulation (Attendance More than 80%, Paid Your Installment Before 10th Day of Every Month & Active in Subject Test & Term End Test ) of MGD. EDU CARE allows you to take class till you get satisfied with your learning outcome also provides an opportunity for lifetime free practice after successful completion of course.

03.MGD's has many branches, you are allowed to take class in any branch lying within 15 (Fifteen) Kms. Of your home branch without any further fees payment to that branch opted for attending class

04.MGD.EDU CARE also provides discounts on courses & scholarships for its students. To avail this you need to apply Within 7 Days after Issue this Card. 05.This registration card clearly mentions your Course Name, No of Term Exam, duration hrs / month for each trimester & also for the entire course. You have to complete the course prior to completion of your tenure. If you fail to complete the course within the scheduled time allotted, you are liable to apply for re-registration & further payment of requisite fees & all the fees have to be paid within above maintained date, after this date 550 / - per month tuition fee will be added

06. You should report your attendance to your class prior 10 (ten) minutes before your class & submit your attendance no. to your teacher. After 15(fifteen) minutes of class is over, you need to submit a class report & YSN no. to your teacher.

07. Every student should pay their monthly installment of fees within 10th of every month, failing which he/ she should be liable to pay a late fee after 10th day of every month.

08. Fees clearance certificate has to be collected after payment of all feed excluding discount.

09. After completing the subject, you have to request the subject test on your own initiative. In this way you have to complete all the exams mentioned in the card

10. Notice will be given at the specified time for term & exam. At that time you have to fill up the exam form with the fee & sit for the exam. Every time you sit for the exam, you have to fill the form & pay the exam fee. Form fill up, admit card, mark sheet will all be given online, No term & exam can be omitted, if it is omitted the registration will be invalid.

11. A copy of all official notices are published in What's App group intended for students of MGD.EDU CARE, hence all students are compulsorily to join

| Term Name                |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|                          |                          |                          |                          |                          |
| Termester                | Termester                | Termester                | Termester                | Termester                |
|                          |                          |                          |                          |                          |
| Project<br>Permission    | Project<br>Permission    | Project<br>Permission    | Project<br>Permission    | Project<br>Permission    |
|                          |                          |                          |                          |                          |
| Assignment<br>Permission | Assignment<br>Permission | Assignment<br>Permission | Assignment<br>Permission | Assignment<br>Permission |
|                          |                          |                          |                          |                          |
| Typing Highest<br>Speed  |
|                          |                          |                          |                          |                          |
| Account<br>Permission    | Account<br>Permission    | Account<br>Permission    | Account<br>Permission    | Account<br>Permission    |
|                          |                          |                          |                          |                          |
| Exam Bill No             |
|                          |                          |                          |                          |                          |
| Term End<br>Request No   |
|                          |                          |                          |                          |                          |
| Call Letter No           |
|                          |                          |                          |                          |                          |
| Theory Report<br>No      |
|                          |                          |                          |                          |                          |
| Viva Report No           |
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| Project Report<br>NO     |
|                          |                          |                          |                          |                          |
| Marksheet No             |
|                          |                          |                          |                          |                          |



Sign Of Raj Sarkar Sign Of The Lab Teacher Sign Of Batch Teacher Sign Of The Branch Head Sign Of The Zonal Manager