



# MGD.EDU CARE.

{ AN ISO 9001:2015 CERTIFIED & GOVT.REGD COMPUTER INSTITUTE }

{ A HOUSE OF COMPLETE EDUCATION }



**6146**

**Rajdip Sikdar, Son/Daughter Of : Bipradip Sikdar & Manta Sikdar**

**Registration No : 6146-COMNGMAR25NEWOCT26-3130NA1058, Branch Of : Naxalbari**

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

Deshbandhu Para, Naxalbari, Naxalbari, Ph: 7602441809 (O), 7602441809 (W), 7602441809 (G) Mail Id : Not Found

Course Fee : 15800, This Fee Should be Paid From Mar-25 To Dec-25 And The Discount Or Old Fee Adjustment 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 : 24-Mar-25, Valid Upto: 31-Oct-26, Primary Date : 24-Mar-25 , Student Of : Golden Scheme

TERM END SECTION	TERM	EXAM BILL NO	CALL LETTER NO	CLN SUBMIT NO	MARKSHEET NO	MSN SUBMIT NO	STATUS OF EXAM	Rajdip Sikdar's Signature
	1st		Not Submitted	Not Submitted	Not Submitted	Not Submitted		
	2nd		Not Submitted	Not Submitted	Not Submitted	Not Submitted		
	3rd		Not Submitted	Not Submitted	Not Submitted	Not Submitted		
	4th		Not Submitted	Not Submitted	Not Submitted	Not Submitted		
	5th		Not Submitted	Not Submitted	Not Submitted	Not Submitted		

DISCOUNT SECTION OF RAJDIP SIKDAR	SN	Discount Documents Name	Documents ID	Discount Status	Discount %	Offline Verification	Gurdians Signature (Bipradip Sikdar Or Manta Sikdar )
	01	Cast Certificate		No Request Submitted	No Request Submitted		
	02	BPL Card		No Request Submitted	No Request Submitted		
	03	Employment Card		No Request Submitted	No Request Submitted		
	04	Full Payment		No Request Submitted	No Request Submitted		
	05	No Request Submitted		No Request Submitted	No Request Submitted		
	06	No Request Submitted		No Request Submitted	No Request Submitted		
	07	No Request Submitted		No Request Submitted	No Request Submitted		
	08	No Request Submitted		No Request Submitted	No Request Submitted		

NOTICE SECTION	SN	NOTICE ID	DATE	NOTICE STATUS	SN	NOTICE ID	DATE	NOTICE STATUS	OFFICE USE
	01				02				
	03				04				
	05				06				
	07				08				



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ACCOUNT SECTION OF RAJDIP SIKDAR, 6146-COMNGMAR25NEWOCT26-3130NA1058

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	
04	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	
05	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	
06	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	
07	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	
08	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	
09	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	
10	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	
11	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	
12	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	
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	
Course fee		Discount	Inst. Month	Other's Fee	Paid	Late Fine	Fund Value	Net Payable		
		No Request Submitted							<i>Incharg's Sign &amp; Date</i>	

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

**WRITE ALL YSN & CYSN HERE (ATENDANCE ) OF RAJDIP SIKDAR ( 6146-COMNGMAR25NEWOCT26-3130NA1058 )**





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

Sign Of Rajdip Sikdar

Sign Of The Lab Teacher

Sign Of Batch Teacher

Sign Of The Branch Head

Sign Of The Zonal Manager