

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



6024

### Rakhi Mahato, Son/Daughter Of: Jogeander Mahato & Gayatri Mahato

Registration No: 6024-COMBGJAN25NEWJUL26-2997BA853, Branch Of: Batasi

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

Batasi Haspital, Batasi East Badrajote, Badrajote, Ph. 8016170674 (O), 8016170674 (W), 7718101022 (G) Mail Id: Not Found

Course Fee: 15800, This Fee Should be Paid From Jan-25 To Nov-25And 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 Reg	gistratio	on Valid Fo	rm : 20-Jan-25, V	/alid Upto: 31-Jul-	26, Prim	ary Date : 20-J	fan-25 , Student Of : Golder	n Scheme
NO	TER	M EXAM BILL NO	CALL L	LETTER NO	CLN SUBMIT NO	MARKSHEET NO	MSN SU	BMIT NO	STATUS OF EXAM	
	1st	t	Not	Submited	Not Submited	Not Submited	Not St	abmited		ıture
BECTIC	2no	d	Not	Submited	Not Submited	Not Submited	Not St	ıbmited		's Signe
TERM END SECTION	3rc	d	Not	Submited	Not Submited	Not Submited	Not St	ıbmited		Rakhi Mahato 's Signature
TERM	4tl	1	Not	Submited	Not Submited	Not Submited	Not St	ıbmited		Rakhi 1
	5tl	1	Not	Submited	Not Submited	Not Submited	Not Su	ıbmited		
	SN	Discount Documents	Name	Doo	cuments ID	Discount State	IS	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	No Request Submited			
AHAT	02	BPL Card		N O R E Q	U E S Y S U B M I T E D	No Request Subr	nited	No Request Submited		hato )
KHI	03	Employment Card		N O R E Q	U E S T	No Request Subr	nited	No Request Submited		ıre atri Mal
OF RA	04	Full Payment		N O R E Q	U E S T S U B W I T E O	No Request Subr	nited	No Request Submited		Signati Or Gay
CTION	05	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 Submited		Gurdians Signature Jogeander Mahato Or Gayatri Mahato )
DISCOUNT SECTION OF RAKHI MAHATO	06	No Request Submited		N O R E Q	U E S T S U B M I T E D	No Request Subr	nited	No Request Submited		geander
DISCO	07	No Request Submited		N O R E Q	U E S T S U B M I T E D	No Request Subr	nited	No Request Submited		(Jo
	08	No Request Submited		N O R E Q	U E S T S U B M I T E D	No Request Subr	nited	No Request Submited		
	SN	NOTICE ID DA	ATE		NOTICE STATUS	SN 1	OTICE II	DATE	NOTICE STATUS	
N O	01					02				P/3
SECTI	03					04				OFFICE USE
NOTICE SECTION	05					06				OFFI
Z	07					08				



### A HOUSE OF COMPLETE EDUCATION EDU CARE [AN ISO 9001:2015 CERTIFIED & GOVT. REGD COMPUTER INSTITUTE]



6024

### Rakhi Mahato, Son/Daughter Of : Jogeander Mahato & Gayatri Mahato

	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	XX XXX XX		XXX	XXX	XXX	XXX	XXX	XXX	
	03	xxx xxx		XXX	XXX	XXX	XXX	XXX	XXX	XXX	
153	04			XXX	XXX	XXX	XXX	XXX	XXX	XXX	
-2997BA6	05 06 07 08 09	xxx xxx xxx		XXX	XXX	XXX	XXX	XXX	XXX	XXX	
WJUL26	06	XXX	XXX XXX		XXX	XXX	XXX	XXX	XXX	XXX	
JANZSNE	07	XXX	xxx xxx		XXX	XXX	XXX	XXX	XXX	XXX	
4-COMBG	08	xxx xxx		XXX	XXX	XXX	XXX	XXX	XXX	XXX	
1ATO ,602	09	xxx xxx xxx		XXX	XXX	XXX	XXX	XXX	XXX	XXX	
AKHI MAF	10	XXX XXX		XXX	XXX	XXX	XXX	XXX	XXX	XXX	
님	11	xxx xxx xxx		XXX	XXX	XXX	XXX	XXX	XXX	XXX	
INT SECT	12	XXX	xxx xxx xxx		XXX	XXX	XXX	XXX	XXX	XXX	
Account	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. Mon	th Other's	Fee Pa	id Late F	Fine Fund Val	ue Net Payable		
			No Request 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?

WRITE ALL YSN & CYSN HERE (ATENDANCE ) OF RAKHI MAHATO ( 6024-COMBGJAN25NEWJUL26-2997BA853 )



### 6024 Rakhi Mahato. Son/Daughter Of : Jogeander Mahato & Gayatri Mahato

602	4		Rakhi Mahato, Son/Daughter Of : Jogeander Mahato & Gayatri Mahato													
-25 YSN																
JAN																
-25 YSN																
FEB- CYSN																
<b>-25</b> YSN																
MAR-25         FEB-25         JAN-25           CYSN         YSN         CYSN         YSN																
-25 YSN																
APR-																
-25 YSN																
MAY. CYSN																
-25 YSN																
JUN																
-25 YSN																
JUL																
-25 YSN																
AUG CYSN																
<b>-25</b> YSN																
SEP																
-25 YSN																
OCYSN																
<b>7-25</b> YSN																
NOV																
YSN																
APR-26         MAR-26         FEB-26         JAN-26         DEC-25         NOV-25         OCT-25         SEP-25         AUG-25         JUL-25         JUL-25         JUL-25         MAY-25         APR-25           CYSN         YSN         CYSN         YSN																
<b>r-26</b> YSN																
JAN																
1-26 YSN																
FEB																
<b>2-26</b> YSN																
MAE																
YSN																
APE																



## A HOUSE OF COMPLETE EDUCATION EDUCAT



6024

### Rakhi Mahato, Son/Daughter Of : Jogeander Mahato & Gayatri Mahato

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



Sign Of Rakhi Mahato Sign Of The Lab Teacher Sign Of Batch Teacher Sign Of The Branch Head Sign Of The Zonal Manager