



{ A HOUSE OF COMPUTER EDUCATION }

AN ISO CERTIFIED, MSME & GOVT. REGD. INSTITUTE

Khoribari BDO office Campus, Khoribari, Darjeeling, Call : 9614007384, 9851091512

6127

Sampad Singha, Son/Daughter Of : Bapi Singha & Chakchaki Singha

Registration No: 6127-COMKGMAR25NEWJUL26-3111KH1050, Branch Of: Khoribari

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

Himghar, Gourijot, Khoribari, Ph.: 9635536760 (O), 9635536760 (W), 8906683475 (G) Mail Id: Not Found

Course Fee: 15800, This Fee Should be Paid From Mar-25 To Dec-25And 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: 22-Mar-25, Valid Upto: 31-Jul-26, Primary Date: 22-Mar-25, Student Of: Golden Scheme

		_		<u> </u>	,				
TER	M EXAM BILL NO	CALL I	ETTER NO	CLN SUBMIT NO	MARKSHEET NO	MSN SU	BMIT NO	STATUS OF EXAM	
1st	t	Not	Submited	Not Submited	Not Submited	Not St	ıbmited		ıture
2no	d	Not	Submited	Not Submited	Not Submited	Not Su	ıbmited		's Signe
3rc	i	Not	Submited	Not Submited	Not Submited	Not Su	ıbmited		Singha
4th	1	Not	Submited	Not Submited	Not Submited	Not St	ıbmited		Sampad Singha 's Signature
5th	ı	Not	Submited	Not Submited	Not Submited	Not Su	ıbmited		~
SN	Discount Documents	Name	Doo	cuments ID	Discount Statu	IS	Discount %	Offline Verification	!
01	Cast Certificate		N O R E Q	DEST SUBMITED	No Request Subn	nited	No Request Submited		
02	BPL Card		N O R E Q I	JEST SUBMITED	No Request Subn	nited	No Request Submited		la)
03	Employment Card		N O R E Q	JEST SUBMITED	No Request Subn	nited	No Request Submited		re ki Singh
04	Full Payment		N O R E Q	JEST SUBMITED	No Request Subn	nited	No Request Submited		Signatu Thakcha
05	No Request Submited		N O R E Q	DEST SUBMITED	No Request Subn	No Request Submited			Gurdians Signature 1gha Or Chakchaki
06	No Request Submitted		N O R E Q) E S T	No Request Subn	nited	No Request Submited		Gurdians Signature (Bapi Singha Or Chakchaki Singha)
07	No Request Submited		N O R E Q I	DEST SUBHITED	No Request Subn	nited	No Request Submited		(F
08	No Request Submited		N O R E Q	JEST SUBMITED	No Request Subn	No Request			
SN	NOTICE ID DA	TE		NOTICE STATUS	SN N	OTICE II		NOTICE STATUS	
01					02				
03					04				OFFICE USE
05					06				OFFIC
07					08				
	1st 2nd 3rd 4th 5th 5th 91 02 03 04 05 08 9N 01 03 05	1st 2nd 3rd 4th 5th SN Discount Documents G1 Cast Certificate G2 BPL Card G3 Employment Card G4 Full Payment G5 No Request Submited G6 No Request Submited G7 No Request Submited G8 No Request Submited G8 No Request Submited G9 No Request Submited G1 No Request Submited	1st Not 2nd Not 3rd Not 4th Not 5th Not SN Discount Documents Name G1 Cast Certificate G2 BPL Card G3 Employment Card G4 Full Payment G5 No Request Submited G6 No Request Submited G7 No Request Submited G8 No Request Submited G8 No TICE ID DATE 01 03 05 05	1st Not Submited 2nd Not Submited 3rd Not Submited 4th Not Submited 5th Not Submited 5th Not Submited 61 Cast Certificate 62 BPL Card 63 Employment Card 64 Full Payment 65 No Request Submited 66 No Request Submited 67 No Request Submited 68 No Request Submited 69 No Request Submited 60 No Request Submited 60 No Request Submited 61 No Request Submited 62 No Request Submited 63 No Request Submited 64 No Request Submited 65 No Request Submited 66 No Request Submited	1st Not Submited Not Submited 2nd Not Submited Not Submited 3rd Not Submited Not Submited 4th Not Submited Not Submited 5th Not Submited Not Submited 8N Discount Documents Name Documents ID 61 Cast Certificate 62 BPL Card 63 Employment Card 64 Full Payment 65 No Request Submited 66 No Request Submited 67 No Request Submited 68 No Request Submited 69 No Request Submited 60 No Request Submited 61 No Request Submited 62 No Request Submited 63 No Request Submited 64 No Request Submited 65 No Request Submited 66 No Request Submited 67 No Request Submited 68 No Request Submited	Not Submited Not Submited Not Submited Not Submited	Ist	Not Submited Not Submited Not Submited Not Submited Not Submited	Not Submitted Not Submitte





{ A HOUSE OF COMPUTER EDUCATION }

AN ISO CERTIFIED, MSME & GOVT. REGD. INSTITUTE

Khoribari BDO office Campus, Khoribari, Darjeeling, Call: 9614007384, 9851091512

6127 Sampad Singha, Son/Daughter Of : Bapi Singha & Chakchaki Singha

	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	
020	04	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	
3111KH1	05	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	
WJUL26-	06	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	
ACCOUNT SECTION OF SAMPAD SINGHA ,6127-COMKGMAR25NEWJUL26-3111KH1050	07	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	
-COMKG)	08	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	
HA ,6127	09	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	
PAD SING	10	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	
N OF SAM	11	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	
T SECTION	12	XXX	xxx xxx xxx		XXX	XXX	XXX	XXX	XXX	XXX	
Accoun	13	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	
	14	XXX	xx 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	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?





{ A HOUSE OF COMPUTER EDUCATION }

AN ISO CERTIFIED, MSME & GOVT. REGD. INSTITUTE

Khoribari BDO office Campus, Khoribari, Darjeeling, Call: 9614007384, 9851091512

6	Sampad Singha, Son/Daughter Of : Bapi Singha & Chakchaki Singha																
-25	YSN																
MAR-25	CYSN																
-25	YSN																
	CYSN																
r-25	NSA																
MAY-25	CYSN																
JUN-25	YSN																
	CYSN																
JUL-25	VSN																
	CYSN																
Aug-25	NSN																
	CYSN																
SEP-25	NSN																
	I CYSN																
OCT-25	NSN N																
	N CYSN																
Nov-25	N YSN																
	N CYSN																
DEC-25	NSN NS																
	N CYSN																
JAN-26	SN YS																
J.	N CY																
FEB-26	SN YS																
9 F	CYSN YSN CYSN YSN CYSN YSN CYSN YSN																
MAR-26	SN YE																
9	SN CY																
APR-26	/SN Y																
7 9	SN C																
MAY-26	YSN Y																
₩ 9	SN C																
JUN-26	/SN Y																
יי	CY																





{ A HOUSE OF COMPUTER EDUCATION }

AN ISO CERTIFIED, MSME & GOVT. REGD. INSTITUTE

Khoribari BDO office Campus, Khoribari, Darjeeling, Call : 9614007384, 9851091512

6127

Sampad Singha, Son/Daughter Of: Bapi Singha & Chakchaki Singha

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 Sampad Singha Sign Of The Lab Teacher Sign Of Batch Teacher Sign Of The Branch Head Sign Of The Zonal Manager