

A HOUSE OF COMPLETE EDUCATIONS [AN ISO 9001:2015 CERTIFIED & GOYT.REGD COMPUTER INSTITUTE]



5971

Puja Paswan, Son/Daughter Of : Ashok Paswan & Munni Paswan

Registration No: 5971-COMNGSEP24NEWOCT25-2940NA1015, Branch Of: Naxalbari

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

Mani Ram Gram Panchayet, Naxalbari Daya Ram Jote , Naxalbari, Ph: 9883479351 (O), 9883479351 (W), 7076828314 (G) Mail Id : Not Found

Course Fee: 15800, This Fee Should be Paid From Sep-24 To Jun-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: 09-Sep-24, Valid Upto: 31-Oct-25, Primary Date: 07-Sep-24, Student Of: Golden Scheme

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1st		Not	Submited	Not Submited	Not Submited	Not Su	abmited		ure
2nd		Not	Submited	Not Submited	Not Submited	Not Su	abmited		Signat
3rd		Not	Submited	Not Submited	Not Submited	Not Su	abmited		Puja Paswan 's Signature
4th		Not	Submited	Not Submited	Not Submited	Not Su	abmited		Puja Pa
5th		Not	Submited	Not Submited	Not Submited	Not Su	abmited		
N	Discount Documents	Name	Doo	cuments ID	Discount Statu	IS	Discount %	Offline Verification	
1 C	Cast Certificate		N O R E Q	DEST SUBMITED	No Request Subn	nited	No Request Submited		
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5 N	No Request Submited		N O R E Q	DEST SUBMITED	No Request Subn	nited	No Request Submited		Gurdians Signature Paswan Or Munni F
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	3rd 4th 5th 1 C 2 F 3 F 3 F 1 F 3 F 1 F 3 F 1 F 3 F 5 F 6 F 7 F 6 F 7 F 7 F 7 F 8 F 7 F 8 F 8 F 7 F 8 F 8 F 8 F 8 F 8 F 8 F 8 F 8 F 8 F 8	Ath Discount Documents Cast Certificate BPL Card Bemployment Card Full Payment No Request Submited No Request Submited No Request Submited No Request Submited No Request Submited	Ath Not Ath Not Sth Not Discount Documents Name Cast Certificate BPL Card Bell Payment No Request Submited No Request Submited No Request Submited No Request Submited No Request Submited	Not Submited Not Request Submited Not Request Submited Not Request Submited Not Request Submited	Not Submited	Not Submitted Not Request Submited Not Request Submitted Not Request Submitted	Not Submited No Request Submited No Requ	Not Submitted Submitted Not Request Submitted Not Requ	Not Submitted Not Request Submitted Not Subm



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П	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	
15	04	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	
940NA10	05	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	
70CT25-2	06	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	
SECTION OF PUJA PASWAN ,5971-COMNGSEP24NEWOCT25-2940NA1015	07	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	
COMNGS	08	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	
IN ,5971	09	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	
JA PASW	10	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	
ON OF PU	11	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	
NT SECTI	12	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. 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?



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APR	CYSN													
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A HOUSE OF COMPLETE EDUCATION EDUCAT



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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 |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | | | | |
| Termester | Termester | Termester | Termester | Termester |
| | | | | |
| Project
Permission | Project
Permission | Project
Permission | Project
Permission | Project
Permission |
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| Assignment
Permission | Assignment
Permission | Assignment
Permission | Assignment
Permission | Assignment
Permission |
| | | | | |
| Typing Highest
Speed |
Account Permission	Account Permission	Account Permission	Account Permission	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 Puja Paswan Sign Of The Lab Teacher Sign Of Batch Teacher Sign Of The Branch Head Sign Of The Zonal Manager