



**{ A HOUSE OF COMPUTER EDUCATION }**

AN ISO CERTIFIED, MSME &amp; GOVT. REGD. INSTITUTE

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

**Sunita Sahani, Son/Daughter Of : Sushil Sahani & Lalita Sahani**

**Registration No : 6193-DOAKGMAR25NEWAPR26-3186KH1100, Branch Of : Khoribari**









You Are Selected For Diploma in Office Accounting & Publishing Course, Scheme: Golden, 192 Hrs Or 12Month

Tea Garden , Baghajote , Thanjhora T.E, Ph: 7047726259 (O), 7047726259 (W), 9679937850 (G) Mail Id : Not Found

Course Fee : 7700, This Fee Should be Paid From Mar-25 To Jan-26 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 : 4 Nos & You Should Learn :Typing Application (English), Accessories, Document Application, Internet Application, Computer Fundamentals, Typing Application (B or H), Software Fundamentals, Presentation Application, Spreadsheet Application, Multimedia Application (CDR), Accounting Application (Service), Hardware Fundamentals, Open Office Fundamentals, Multimedia Application (PSD), Multimedia Application (Page), Accounting Application (Trade), Programming Fundamentals, Networking Fundamentals, Creativity, Assignment & Real Time Project**

This Registration Valid Form : 27-Mar-25, Valid Upto: 30-Apr-26, Primary Date : 27-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		Sunita Sahani '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 SUNITA SAHANI	SN	Discount Documents Name		Documents ID		Discount Status		Discount %	Offline Verification	Gurdians Signature (Sushil Sahani Or Lalita Sahani )
	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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Sunita Sahani, Son/Daughter Of : Sushil Sahani & Lalita Sahani

ACCOUNT SECTION OF SUNITA SAHANI ,6193-DOAKGMAR25NEWAPR26-3186KH1100

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	Incharg's Sign & Date	
		No Request Submitted								

Your Course Fee : 7700 , 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 SUNITA SAHANI ( 6193-DOAKGMAR25NEWAPR26-3186KH1100 )



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**Sunita Sahani, Son/Daughter Of : Sushil Sahani & Lalita Sahani**

		JUL-28		JUN-28		MAY-28		APR-28		MAR-28		JAN-28		DEC-28		NOV-28		OCT-28		SEP-28		AUG-28		JUL-28		JUN-28		MAY-28		APR-28		MAR-28	
YSN	CYSN	YSN	CYSN	YSN	CYSN	YSN	CYSN	YSN	CYSN	YSN	CYSN	YSN	CYSN	YSN	CYSN	YSN	CYSN	YSN	CYSN	YSN	CYSN	YSN	CYSN	YSN	CYSN	YSN	CYSN	YSN	CYSN	YSN	CYSN		



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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	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 Sunita Sahani

Sign Of The Lab Teacher

Sign Of Batch Teacher

Sign Of The Branch Head

Sign Of The Zonal Manager