



{ A HOUSE OF COMPUTER EDUCATION }

AN ISO CERTIFIED, MSME & GOVT. REGD. INSTITUTE

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

6133

Radhika Singha, Son/Daughter Of : Kamin Singha & Swapna Singha

Registration No : 6133-COMKGMAR25NEWJUL26-3117KH1055, Branch Of : Khoribari

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

Dulal Jote Primary School , Choto Dil Sharma Jote , Dulal Jote , Ph: (O), (W), 9734032389 (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 : 17-Mar-25, Valid Upto: 31-Jul-26, Primary Date : 23-Mar-25 , Student Of : Golden Scheme

Radhika Singha's Signature

Gurdians Signature
(Kamin Singha Or Swapna Singha)

OFFICE USE



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ACCOUNT SECTION OF RADHIKA SINGHA, 6133-COMKGMAR25NEWJUL26-3117KH1055

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 : 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 RADHIKA SINGHA (6133-COMKGMAR25NEWJUL26-3117KH1055)



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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 Radhika Singha

Sign Of The Lab Teacher

Sign Of Batch Teacher

Sign Of The Branch Head

Sign Of The Zonal Manager