KHORIBARI RURAL COMPUTER EDUCATION CENTER
{ A HOUSE OF COMPUTER EDUCATION }
An ISO Certified, MSME & Govt. Regd. Institute
Khoribari BDO office Campus, Khoribari, Darjeeling, Call : 9614007384, 9851091512

6200	**Mani Saha, Son/Daughter Of : Mantu Saha & Sanju Saha**

Registration No : 6200-COMKGAPR25NEWJUL26-3194KH1106, Branch Of : Khoribari

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

Kali Mandir , Debiganj , Bhajanpur , Ph: 8597735615 (O), 8597735615 (W), 8016930314 (G) Mail Id : Not Found

Course Fee : 15800, This Fee Should be Paid From Apr-25 To Jan-26And 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 : 07-Apr-25, Valid Upto: 31-Jul-26, Primary Date : 07-Apr-25   , Student Of : Golden Scheme

	TERM	EXAM BILL NO	CALL LETTER NO	CLN SUBMIT NO	MARKSHEET NO	MSN SUBMIT NO	STATUS OF EXAM	
TERM END SECTION	1st		Not Submited	Not Submited	Not Submited	Not Submited		**Mani Saha 's Signature**
	2nd		Not Submited	Not Submited	Not Submited	Not Submited		
	3rd		Not Submited	Not Submited	Not Submited	Not Submited		
	4th		Not Submited	Not Submited	Not Submited	Not Submited		
	5th		Not Submited	Not Submited	Not Submited	Not Submited		

	SN	Discount Documents Name	Documents ID	Discount Status	Discount %	Offline Verification	
DISCOUNT SECTION OF MANI SAHA	01	Cast Certificate	NO REQUEST SUBMITED	No Request Submited	No Request Submited		**Gurdians Signature (Mantu Saha Or Sanju Saha)**
	02	BPL Card	NO REQUEST SUBMITED	No Request Submited	No Request Submited		
	03	Employment Card	NO REQUEST SUBMITED	No Request Submited	No Request Submited		
	04	Full Payment	NO REQUEST SUBMITED	No Request Submited	No Request Submited		
	05	No Request Submited	NO REQUEST SUBMITED	No Request Submited	No Request Submited		
	06	No Request Submited	NO REQUEST SUBMITED	No Request Submited	No Request Submited		
	07	No Request Submited	NO REQUEST SUBMITED	No Request Submited	No Request Submited		
	08	No Request Submited	NO REQUEST SUBMITED	No Request Submited	No Request Submited		

	SN	NOTICE ID	DATE	NOTICE STATUS	SN	NOTICE ID	DATE	NOTICE STATUS	
NOTICE SECTION	01				02				**OFFICE USE**
	03				04				
	05				06				
	07				08				

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Mani Saha, Son/Daughter Of : Mantu Saha & Sanju Saha

ACCOUNT SECTION OF MANI SAHA ,6200-COMKGAPR25NEWJUL26-3194KH1106

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
	No Request Submited						

Incharg'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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Mani Saha, Son/Daughter Of : Mantu Saha & Sanju Saha

Month										
APR-25										
MAY-25										
JUN-25										
JUL-25										
AUG-25										
SEP-25										
OCT-25										
NOV-25										
DEC-25										
JAN-26										
FEB-26										
MAR-26										
APR-26										
MAY-26										
JUN-26										
JUL-26										

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Mani Saha, Son/Daughter Of : Mantu Saha & Sanju Saha

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

Sign Of Mani Saha	Sign Of The Lab Teacher	Sign Of Batch Teacher	Sign Of The Branch Head	Sign Of The Zonal Manager