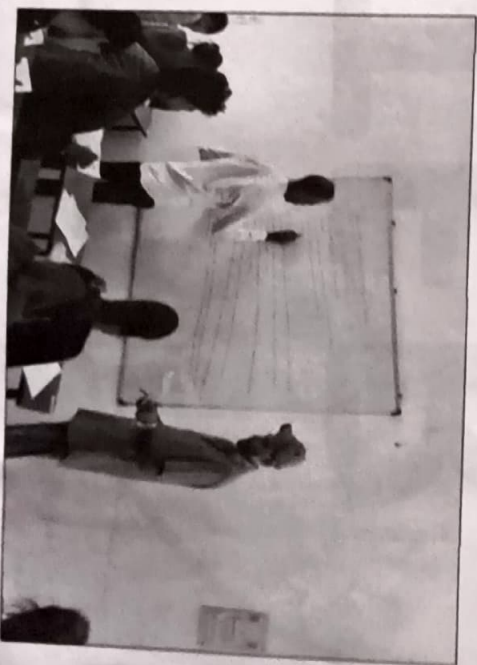
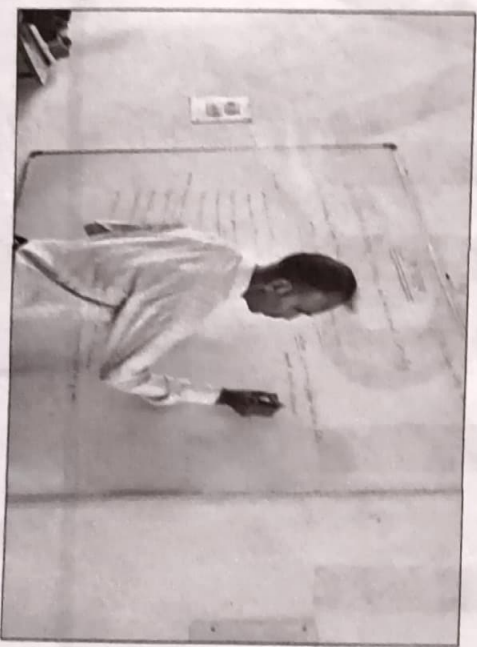


# COMPUTER ADD-ON COURSE





Certificate of pages  
TO WHOM IT MAY CONCERN

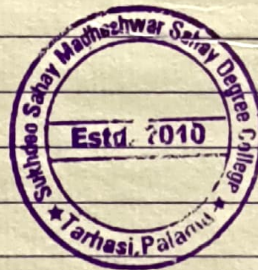
This is to certify that this Computer training & ICT Development Register contains a total of 89 (Eighty nine) pages. The physical verification of these pages has been conducted by prof. in-charge. Prabhakar ojha

The pages in the register are sequentially numbered from 1 to 89. This register has been officially issue and commenced on 07.02.2023.

Date:- 07.02.2023

Place:- Tarhasi

Heesed



Prof. In-charge.

S.S.M.S.D.C. Tarhasi

Hemant Kumar

Computer program coordinator

S.S.M.S.D.C. Tarhasi

Prof. Prabhakar  
Sri Sri Maheshwar Sahay  
Degree College  
Tarhasi, S.S.M.S.D.C.



# Sukhdeo Sahay-Madheshwar Sahay Degree College

(An Unit of IBS Foundation, New Delhi)  
(An Affiliated Unit of N.P. University, Medininagar with Excellent Faculty)  
Email : tarhasi.college@rediffmail.com  
Website : www.ssmsdc.org  
Tarhasi, Palamu, Jharkhand - 822118

AISHE Code No - C-42769  
Ph. - 094311-01975  
083407-82435

Date ... 07.02.2023

## ADD ON COURSE COMPUTER

For Grading and Assessment of S.S.M.S. Degree College Tarhasi, Palamu, by N.A.A.C. the Course in being constituted with the following members:- with the following members: -

- |  |   |              |
|--|---|--------------|
| 1. Sri. Prabhakar Ojha Prof. In-charge | - | Chairman     |
| 2. Sri. Anjani Nandan Pathak Commerce  | - | Member       |
| 3. Sri. Anup Kumar Geography           | - | Member       |
| 4. Smt. Kusum Sharma Home-Sc           | - | Member       |
| 5. Sri. Amarnath Gupta Math            | - | Member       |
| 6. Sri. Bajrang Gupta Economics        | - | Member       |
| 7. Sri. Hemant Kumar                   | - | Co-ordinator |

The tenure of the committee will be from the date of notification & will continue till a new committee is constituted.

### **Term of Reference: -**

The Committee will prepare the Self Study Report (S.S.R) for assessment of college by NAAC.

All template are per Guidelines of NAAC will be prepared.

The college achievement data will be upgraded by the Committee/Cell.

The record keeping, register and file maintenance will be done by the co-ordinator.

Any other responsibility as entrusted by Principal.

Principal

S.S.M.S. Degree College  
Tarhasi, Palamu

Date: ... 07.02.2023 ...

Memo No. SSMSDC/..... /2023

Copy to-1. All Members Concerned

2. All Head of the Department.

3. Notice Board of the College.

4. In-charge, College website with a request to upload on the website.

Prof. Anshu Singh  
Sukhdeo Sahay Madheshwar Sahay  
Degree College  
Tarhasi, Palamu



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AISHE Code No.- C-42

Tarhasi, Palamu, Jharkhand - 822118

Ph. - 094311-0197  
083407-8242

Ref. ....

Date .. 07.02.2023 ..

## NOTICE

### Admission Open -Certificate Course in Computer Literacy (Add-On Course) (Session 2023-24)

All the students of B.A./B.Sc./B. Com (Semester I to VIII) are hereby informed that the NAAC Steering Committee of the college is launching a special Computer Add-on Course for the academic session 2023-24. This course is designed to enhance your digital skills and make you job-ready.

#### Course Details:-

Course Name: Certificate in Computer Applications (Basic & Advanced)

Duration: - 60 hours.

Eligibility: - Open for all enrolled students of S.S.M.S. Degree College.

#### Syllabus Highlights:

- \* Fundamentals of Computer & OS
- \* MS Office Expert (Word, Excel, PowerPoint)
- \* Internet, E-mail & Digital Banking Services

#### Why Join This Course?

**NAAC Certified:-** This course is part of the college's skill development initiative.

Practical Training: Hands-on experience in the college computer lab.

**Certification:-** A formal certificate will be issued upon successful completion.

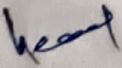
#### Important Dates:-


**Start Date of Application:** - 07.02.2023

**Last Date to Apply:-** 02.03.2023

**Classes Commencing From:-** 13.03.2023 to 29.04.2023

**How to Apply:-** Interested students can collect the Admission Form from the Computer Program Coordinator's Office. For further details, contact the undersigned.

  
(.....)  
Sri. Hemant Kumar  
Coordinator, Computer Program  
S.S.M.S. Degree College

  
(.....)  
Sri. Prabhakar Chha  
Prof. In-charge  
S.S.M.S. Degree College  
Tarhasi, Palamu

City Office : Sahay Sadan, Reside Circuit House, Medininagar - 822101 (Palamu)



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Website : www.samsdc.org  
Tarhasi, Palamu, Jharkhand - 822118  
Ph. - 094311-01975  
083407-82435

ref. ....

Date .....

## COORDINATOR PROFILE



- ❖ COORDINATOR PROFILE: - COMPUTER LITERACY PROGRAM
- ❖ NAME : - Hemant Kumar
- ❖ DESIGNATION : - Course Coordinator (Computer program)
- ❖ INSTITUTION : - S.S.M.S.Degree College, Tarhasi, Palamu.

## ACADEMIC & TECHNICAL QUALIFICATIONS

- Master of Arts (M.A): -Political Science.
- Post Graduate Diploma in Computer Application (PGDCA).

## PROFESSIONAL SUMMARY

*A dedicated academic professional with a unique blend of expertise in Humanities (MA) and Technical Education (PGDCA). As the Computer Program Coordinator, I am Committed to bridging the digital divide by providing quality ICT training to undergraduate students. My focus is on ensuring that students are industry-ready with essential computing skills, data management proficiency, and digital governance awareness.*

## KEY RESPONSIBILITIES & COMPETENCIES

- **Curriculum Design:** Developing structured 60-hour Add-on Course modules tailored for college students.
- **Training Delivery:** Managing practical lab session and theoretical instruction in MS Office and Digital Tools.
- **Assessment Coordination:** Organizing OMR-based evaluations and maintaining transparent merit records.
- **Technical Expertise:** Proficient in Office Automation, Graphic Designing (Corel Draw/Photoshop), and E-Governance services.

## DECLARATION

*I here by declare that the pedagogical records, attendance logs, and assessment data maintained in this report for the Academic Session 2023-24 are authentic and verified to the best of my knowledge.*

Place:- Tarhasi, Palamu

(Sri. Hemant Kumar)  
Computer Program Coordinator  
S.S.M.S.Degree College, Tarhasi

(Sri. Prabhakar Ojha)  
Principal  
S.S.M.S.Degree College, Tarhasi  
Palamu, Jharkhand

**S.S.M.S. DEGREE COLLEGE TARHASI, PALAMU**

**ADMISSION FORM**

**COMPUTER ADD-ON COURSE (SESSION 2023-24)**

Attach Latest  
Passport Size  
Photograph

SSMS/CIT/2023/.....)

**PERSONAL DETAILS (In Block Letters)**

Student's Name:

Father's Name:

Mother's Name:

Date of Birth:  6.Gender

Phone Number:

Mobile Number:  6.Email:-

**ACADEMIC DETAILS:-**

College Roll Number:

Registration Number:

Department/Hon's:

Course:

**Declaration :-**

I hereby declare that the information provided above is true to the best of my knowledge. I agree to abide by the rules and regulation of the college computer lab.

...../...../.....

Tarhasi

(Signature)

*Hemant*  
(.....)

Sri. Hemant Kumar  
Coordinator, Computer Program  
S.S.M.S. Degree College

*[Signature]*  
(.....)

Sri. Prabhakar Ojha  
Prof. In-charge  
S.S.M.S. Degree College  
Tarhasi, Palamu

- Hemant Kumar

**Enrollment to Final Certification Process Flow Chart**



**1. Notification Phase**

Admission Notificaton and public Circular.



**2. Course Foundation**

Curriculum Framework and Student Enrollment Profile.



**3. Instructional Phase**

Daily Attendance Logs and Topic Progress Record.



**4. Mid Course Evaluation**

Mid -Term Screening Test and Progress Analysis



**5. Final Assessment**

Comprehensive Thery(OMR) and Practical Lab.



**6. Grading & Results**

Merit ListCompilation and Grading Documentation.



**7. Certification**

Programme Completion Report and Certificate Acknowledgement.

(*Handwritten signature*)

Sri. Hemant Kumar

Coordinator, Computer Program  
S.S.M.S. Degree College

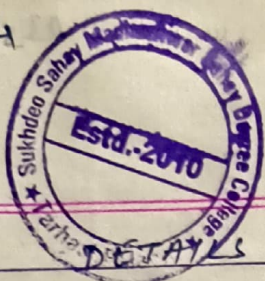
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Sri. Prabhakar Ojha

Prof. In-charge

S.S.M.S. Degree College

Degree College  
Tarhasi, Palghar



# COMPUTER SKILL COURSE OVERVIEW

## DETAILS COURSE OVERVIEW :-

### 1. Introduction :-

The "Certificate Course in essential Computing & Software Skills" is a specially designed Add-on - Course under NAAC criterion 5:1.2 it aims to bridge the digital divide among undergraduate students, providing them with the necessary ICT (Information and Communication Technology) skills required for modern academic and professional environments.

### 2. Vision and objectives :-

- Digital Empowerment :- To empower students from diverse backgrounds with foundational fundamental computer operations.
- Software proficiency :- To provide hand-on training in essential software suite (like MS. ~~two~~ office (MS word, MS Excel, Power point).
- Employability :- To enhance student's resumes by adding a formal certification in high-demand digital skills.
- Safe Computing :- To educate students about cyber security, online safety, and ethical internet usage.

### 3. Curriculum Structure (60 Hours Module) the course is divided into four key thematic areas :-

- Module 1. Computer Fundamentals & operating system :- Understanding hardware, file management, and windows operations.



• Module-II - Document processing (MS Word):- professional letters, drafting, formatting and office documentations.

• Module-III - Data Management (MS Excel):- Basic accounting, result preparation, and data sorting.

• Module-IV - Digital Literacy & Internet:- Email - Communication, E-Governance services and cyber security.

4. Learning outcomes:-

Upon successful completion of the course, students will be able to:-

- a. Operate a computer independently and manage digital files effectively.
- b. Create professional reports, presentations, and data sheets.
- c. Utilise various online government and financial services (UPI, Digilocker).
- d. Identify and prevent common cyber threats and online fraud.

5. Assessment and Certification policy:-

- Continuous evaluation:- Regular attendance and Lab participation (25%)
- Screening test:- Mid-term assessment to track learning progress (25%)
- Final assessment:- Comprehensive theory (objective type question) 100% question.

Handwritten signature

Hemant Kumar

Signature

Programme coordinator

S.S.M.S.B.C. Tarkashi

**Milan**

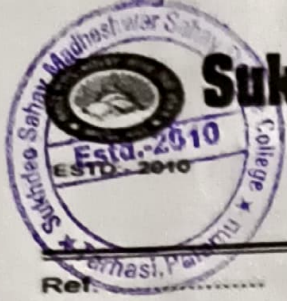
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Signature

Principal

Handwritten signature and stamp

Principal



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AISHE Code No.- C- 42769

Ph. - 094311-01975  
083407-82435

Tarhasi, Palamu, Jharkhand - 822118

Date .....

Ref: .....

## COURSE OVERVIEW

### COURSE PARTICULARS

- **Course Name:-** Certificate Course in Essential Computing & Software Skills.
- **Nature of Course:-** Add -on /Skill Development(Value Added).
- **Target Group:-** Under Graduate Students.
- **Duration :-** 60 Hours.
- **Assessment Mode :-** Mid-Term(Screening) & Final Examination (Objective Question Based).



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083407-82435

Ref. ....

Date .....

## **Course Syllabus-Computer Skill Session (2023-24)**

*(Focus:- Hardware, Windows,MS Office,Internet Digital Literacy)*

- **Unit 1** : Fundamental of Computer & Peripheral Devices (Input/Output)
- **Unit 2** : Operating System Operations:-File Management & Windows UI.
- **Unit 3** : Introduction to Word Processing (MS Word Basics).
- **Unit 4** : Printing Techniques & Document Formatting.
- **Unit 5** : **MS Word** :- Mail Merge, Table& Header Footer.

**MS Excel** :- Data Entry,Basic,Basic Formula (SUM, AVG) Sorting.

**MS Power Point** :- Creating Education Slide & Transition.

- **Global Internet Usage**:- Browsing.
- **Digital Payment & E-Governance** (UPI,Digilocker,Online Form).
- **Digital Communication**:- E-Mail,Outlook.
- **Cyber Security**:- Privacy Setting,OTP Safety & Antivirus.
- **Resume**:- Create a Professional Resume,CV.

# Sukhdeo Sahay Madheshwar Sahay Degree College, Tarhasi

## Computer Skill & Communication -Add On Course

Session 2023-24

### Daily Topic Log

#### 1: Computer Fundamentals & Hardware Basics.

Introduction to Computer & CPU Speed (GHz).

Motherboard Overview: Slots, Sockets, and Chipsets.

Power Supply Unit: SMPS function and Power ratings.

Input Devices: Keyboard (Toggle keys) and Mouse.

Specialized Input: Scanners (DPI), Joysticks, and OCR technology.

Output Devices: Plotters vs. Printers.

Weekly Revision & Hardware Identification Quiz.

#### 2: Memory & Storage Management.

Memory Units: Bit, Nibble, Byte, GB, and TB conversions.

Primary Memory: RAM vs. ROM (Volatile vs. Non-volatile).

High-Speed Memory: Cache Memory and CPU Registers.

Secondary Storage: HDD (Platters) and SSD (Solid State Drive).

Optical Storage (CD/DVD capacity) and Virtual Storage concepts.

Data Organization: Tracks, Sectors, and Clusters in disks.

Binary Number System: Binary to Decimal conversion ( $1010 = 10$ ).

#### 3: Operating System & Software.

Software Types: System Software (Windows 11) vs. Application Software.

Operating System Basics: Interface between User and Hardware.

Kernel and Device Drivers: Understanding the core of OS.

GUI (Graphical User Interface) vs. Command Line.

**Day 19:** Open Source Software: Focus on Linux vs. Windows.

**Day 20:** Booting Process: BIOS, POST, and CMOS Battery.

**Day 21:** Cold Booting vs. Warm Booting (Restart).

#### Week 4: System Tools, Ports & Maintenance.

**Day 22:** System Tools: Control Panel settings and Task Manager.

**Day 23:** Disk Management: Disk Defragmentation for optimization.

**Day 24:** External Connectivity: USB, VGA, and Parallel Ports.

**Day 25:** Networking Basics: LAN Card (NIC) and Data Buses.

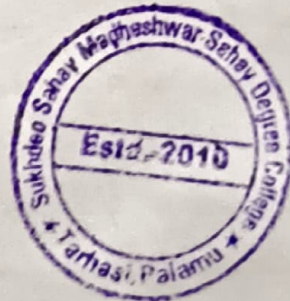
**Day 26:** Printer Technology: Impact (Dot Matrix) vs. Non-Impact and PPM speed.

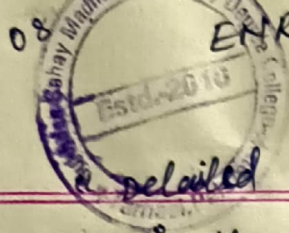
**Day 27:** Power Protection: Role of UPS in backup.

**Day 28:** Advanced Shortcut Keys: 'Shift + Delete' and 'Ctrl + Shift + Esc'.

**Day 29:** System Reset: Resetting BIOS and Motherboard Maintenance.

**Day 30:** Final Grand Mock Test (Based on all 50 Questions).





# ENROLLMENT REGISTER & STUDENT PROFILE SESSION - (2023-24)

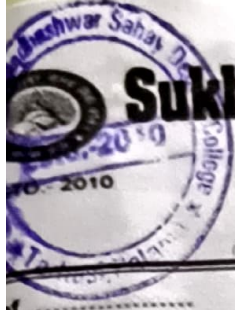
A detailed record of undergraduate students enrolled  
in the Add-on-Course on Computer software skills

S.NO	STUDENT NAME	FATHERNAME	BA SEM	R.NO	Mobile No.	Sign.
01	KALENDRA KUMAR	PRAMOD PRASAD	BA	13	8292672997	Sonam
02	SONAM KUMARI	BHUNESHWAR SINGH	✓	14	6204240752	Sonam
03	PUJA KUMARI	SANJAY RAM	✓	252	7482902237	Nishant
04	NISHANT KUMAR	Ranjit Vishwakarma	✓	168	6203717503	Priya
05	PRITI KUMARI	SUNIL PASWAN	✓	180	6201205433	Priya
06	NITU KUMARI	ANAND SHUKLA	✓	33	7488082994	Nitu
07	RANI KUMARI	UPENDRA MOCHI	✓	34	7070970953	Rani Kumari
08	KARINA ANJUM	MD Fakhruddin Anam	✓	35	7004937397	Karina
09	PINKI KUMARI	Sankhesh oraoon	✓	36	9709008826	Pinki Kumari
10	Akhlesh Yadav	SHIV YADAV	✓	37	9771306988	Akhlesh
11	Anita Kumari	Budhram Bhujan	✓	38	6200923631	Anita
12	Aanchal Rani	ARJUN PASWAN	✓	39	7820765201	Aanchal
13	Bina Kumari	Ashok paswan	✓	40	9031756922	Bina
14	Rajlaxmi Kumari	Dhanrajay SINGH	✓	41	7070427082	Rajlaxmi
15	Sunil oraoon	devnath oraoon	✓	42	8825240807	Sunil
16	Rinki Kumari	Mangj Baetha	✓	57	8789101256	Rinki
17	Mina Kumari	Surendra Ram	✓	58	7549124614	Mina
18	Dimpal Kumari	Ramraj Mahato	✓	59	6299597510	Dimpal
19	Kalendra Kumar	PRASAD SAU	✓	1	8969297977	Kalendra
20	Kalata Kumari	SANTOSH SINGH	✓	60	8541050335	Kalata
21	Nilam Akar Kumari	Mithlesh Mahto	✓	61	9546828544	Nilam
22	Akansha Kumari	Sumant Kumar	✓	62	9572677969	Akansha
23	Sujata Kumari	Rajesh Paswan	✓	63	8092888336	Sujata
24	Ashish Kumar	Rajendra Ram	✓	64	9523026267	Ashish
25	Gadun Kr. Ravi	Dayal Ram	✓	65	6205363366	Gadun
26	Puja Kumari	UMESH MISTRY	✓	66	7765899967	Puja
27	Anupriya Kumari	Jayeshwar paswan	✓	67	7979040715	Anupriya
28	Subhash Chandra Mehta	Mehendra Mahto	✓	68	8252663037	Subhash
29	Pinki Kumari	Ramnaray Yadav	✓	71	9939616560	Pinki
30	Pankaj Yadav	shirahat Yadav	✓	72	8292175798	Pankaj

Heena

Hemant Kumar  
Computer Programme coordinator  
S.S.M.S.D.C Parthari

Milan



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AISHE Code No.- C- 42769

Ph. - 094311-01975  
083407-82435

Date .....25/03/2023.....

## NOTICE (Session 2023-24)

### Mid -Course Text Exam Notice

This is to inform all the students of Session (2023-24) Certificate course in Computer Literacy that a Mid-Course Assessment Test will be conducted on 25.03.2023, Students are advised to prepare well and be present on time.

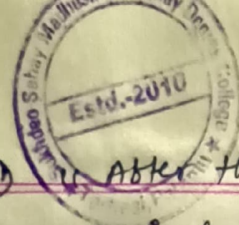
Test Time :- 01:00 pm to 01:45 pm



By the order of

*Hemant*  
(.....)

Sri. Hemant Kumar  
Coordinator, Computer Program  
S.S.M.S. Degree College



# MID-TERM EXAMINATION PROCESS

① After the completion of the first phase of the curriculum, a formal notification was issued to conduct a mid-term screening test. The purpose of the test was to evaluate the foundational understanding of the student and to identify merit based learner for advance training."

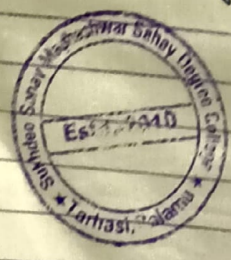
② Mid TERM Question paper:-

" MID-TERM assessment consisted of 25 structured question focusing on Computer Fundamentals and windows operating system. This screening ensured that students possessed the prerequisite knowledge required for the MS-Office and Internet Security. Module.

③ " Original answer script of the top-performing students are attached here as evidence of the evaluation process. these sample demonstrate the students' ability to comprehend and respond to technical ICT concept accurately.

④ MID-TERM Consolidate Marksheet. -

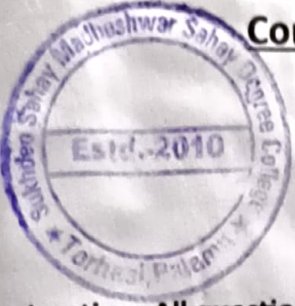
"A consolidated marksheet was prepared for all 30 enrolled students. Students scoring above 50% were declared eligible for the final phase of certification. this tabulation serves as a record of internal assessment and student progression tracking.



*Hemant*

Hemant Kumar  
Signature  
Computer program coordinator  
S.S.M.S.D.C. Tarhasi

# Sukhdeo Sahay Madheshwar Sahay Degree College, Tarhasi



## Computer Skill & Communication -Add On Course

### MID -Term Assessment & Evaluation

Session 2023-24

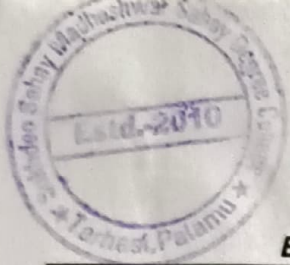
Date:- 23/03/2023

Time : 45 Minute

Total Marks :- ~~25~~ 25

Instruction:-All questions are compulsory. Each question carries 1 marks. Choose the correct option.

1. कंप्यूटर का मुख्य 'मस्तिष्क' (Brain) किसे कहा जाता है?
2. कीबोर्ड किस प्रकार का डिवाइस है?
3. कंप्यूटर में किसी फाइल को सेव (Save) करने की शॉर्टकट की क्या है?
4. रैम (RAM) का पूरा नाम क्या है?
5. डिलीट की गई फाइलें अस्थायी रूप से कहाँ जमा होती हैं?
6. इनमें से कौन सा सबसे छोटा स्टोरेज यूनिट है?
7. कंप्यूटर को बंद करने की सही प्रक्रिया क्या है?
8. माउस के बाएँ बटन को दो बार जल्दी दबाने को क्या कहते हैं?
9. कीबोर्ड पर सबसे लंबा बटन कौन सा होता है?
10. किसी टेक्स्ट को कॉपी करने की शॉर्टकट की क्या है?
11. कंप्यूटर स्क्रीन पर दिखने वाले छोटे चित्रों को क्या कहते हैं?
12. CPU का वह भाग जो गणितीय गणना करता है, उसे क्या कहते हैं?
13. कंप्यूटर को रीफ्रेश करने के लिए कौन सी फंक्शन की (Key) दबाते हैं?
14. प्रिंटर से निकलने वाली कॉपी को क्या कहा जाता है?
15. नोटपैड फाइल का एक्सटेंशन क्या होता है?
16. इनमें से कौन सा एक ऑपरेटिंग सिस्टम का उदाहरण है?
17. पेनड्राइव किस प्रकार का डिवाइस है?
18. क्या बिना सॉफ्टवेयर के कंप्यूटर हार्डवेयर काम कर सकता है?
19. डेस्कटॉप के सबसे नीचे वाली पट्टी को क्या कहते हैं?
20. 1024 MB मिलकर क्या बनाते हैं?
21. कट (Cut) करने की शॉर्टकट की क्या है?
22. 'WWW' का पूरा नाम क्या है?
23. माउस के बीच वाले पहिये (Wheel) का उपयोग किसके लिए होता है?
24. बिजली कटने पर कंप्यूटर को अचानक बंद होने से कौन बचाता है?
25. कैप्स लॉक (Caps Lock) की (Key) का उपयोग क्यों किया जाता है?



Sukhdeo Sahay Madhewar Sahay Degree College Tarhasi

MID TERM EXAM ATTENDANCE SHEET

Computer Skill & Communication Add-On Course

SESSION 2023-24

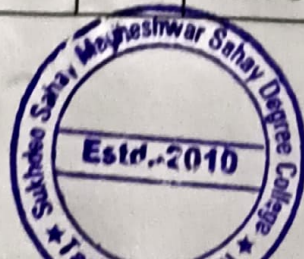
EXAM DATE:- 25/03/2023

Time:- 01:00 pm to 01:45 pm

S.No.	Student Name	Roll No.	Answer Book No.	Signature
1	SONAM KUMARI	13	MT-01	Sonam Kumari
2	PUJA KUMARI	14	MT-02	Puja Kumari
3	NISHIKANT KUMAR	252	MT-03	Nishikant Kumar
4	PRITI KUMARI	168	MT-04	Priti Kumari
5	PRITI KUMARI	180	MT-05	Priti Kumari
6	NITU KUMARI	33	MT-06	Nitu Kumari
7	RANI KUMARI	34	MT-07	Rani Kumari
8	KARINA ANJUM	35	MT-08	Karina Anjum
9	PINKI KUMARI	36	MT-09	Pinki Kumari
10	AKHILESH YADAV	37	MT-10	Akhilesh Yadav
11	ANITA KUMARI	38	MT-11	Anita Kumari
12	AANCHAL RANI	39	MT-12	Aanchal Rani
13	BINA KUMARI	40	MT-13	Bina Kumari
14	RAJLAKSHMI KUMARI	41	MT-14	Rajlakshmi Kumari
15	SUNIL ORAON	42	MT-15	Sunil Oraon
16	RINKI KUMARI	57	MT-16	Rinki Kumari
17	MINA KUMARI	58	MT-17	Mina Kumari
18	DIMPAL KUMARI	59	MT-18	Dimpal Kumari
19	KALENDRA KUMAR	1	MT-19	Kalendra Kumar
20	KALATA KUMARI	60	MT-20	Kalata Kumari
21	NILAM KUMARI	61	MT-21	Nilam Kumari
22	AKANKSHA KUMARI	62	MT-22	Akanksha Kumari
23	SUJATA KUMARI	63	MT-23	Sujata Kumari
24	AASHISH KUMAR	64	MT-24	Aashish Kumar
25	GUDUN KUMAR RAVI	65	MT-25	Gudun Kumar Ravi
26	PUJA KUMARI	66	MT-26	Puja Kumari
27	ANUPRIYA KUMARI	67	MT-27	Anupriya Kumari
28	SUBASH CHANDRA MEHTA	68	MT-28	Subash chandra mehta
29	PINKI KUMARI	71	MT-29	Pinki Kumari
30	PANKAJ YADAV	72	MT-30	Pankaj Kumar

Programme Coordinator

S.S.M.S.D.C, Tarhasi



Prof. in-charge

S.S.M.S.D.C, Tarhasi

# Sukhdeo Sahay Madheshwar Sahay Degree College, Tarhasi



## Computer Skill & Communication -Add On Course

### Mid-Term Answer Sheet

Session 2023-24

Date:- 25/03/2023

Full Marks: - 25 marks

College Roll No.

Registration No.

Student Name: -

Instruction (निर्देश) :-

SAMPLE

- सभी प्रश्नों के उत्तर दी गई खाली जगह में भरें। (Write all answers in the space provided)
- प्रत्येक प्रश्न 1 अंक का है। (Each questions carries 1 mark.)

Q.No.	Student's Answer	Marks (Only for office)
1.	CPU	01
2.	INPUT DEVICE	01
3.	Ctrl + S	01
4.	Random Access Memory	01
5.	Recycle Bin	01
6.	BIT	01
7.	Shut Down	01
8.	Double click	01
9.	Space Bar	01
10.	Ctrl + C	01
11.	ICON	01
12.	ALU	01
13.	FS	01
14.	Hard Copy	01
15.	.txt	01
16.	Windows	01
17.	Storage	01
18.	गैजेट	01
19.	Task bar	01
20.	1 GB	01
21.	Ctrl + X	01
22.	World Wide Web	01
23.	scroll	01
24.	UPS	01
25.	अप्रत्यक्ष से वैसे (Capital) करने के लिए -	01

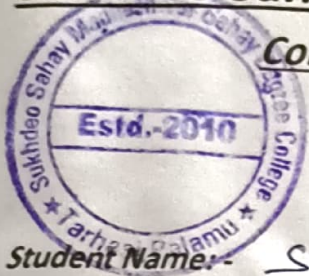
Evaluator Signature: -.....

Examiner's Signature: -.....

Total Marks Obtained:- 25/25

SAMPLE  
heany

# Sukhdeo Sahay Madheshwar Sahay Degree College, Tarhasi



## Computer Skill & Communication -Add On Course

### Mid-Term Answer Sheet

Session 2023-24

Date:- 25/03/2023

Full Marks: - 25 marks

College Roll No. 13

Registration No. NPU2022001246

Student Name:- SONAM KUMARI

Instruction (निर्देश):-

- सभी प्रश्नों के उत्तर दी गई खाली जगह में भरें। (Write all answers in the space provided)
- प्रत्येक प्रश्न 1 अंक का है। (Each questions carries 1 mark.)

Q.No.	Student's Answer	Marks (Only for office)
1.	CPU	1
2.	OUTPUT DEVICE	0
3.	ctrl + c	1
4.	Random only Memory	0
5.	Delete	0
6.	Byte	0
7.	Shut Down	1
8.	Double click	1
9.	Space Bar	1
10.	ctrl + c	1
11.	ICON	1
12.	ALT	1
13.	PS	01
14.	Hard copy	01
15.	.txt	01
16.	Windows	01
17.	Storage	01
18.	नी	01
19.	Task bar	01
20.	URL	01
21.	ctrl + x	01
22.	World wide web	0
23.	Scroll	1
24.	UPS	1
25.	अक्षरों से क्या बना	1

20/25

Evaluator Signature: -.....

Examiner's Signature: -..... Sonam Kumari

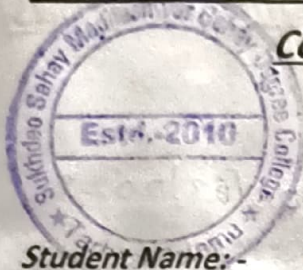
Total Marks Obtained:- 20/25

# Sukhdeo Sahay Madheshwar Sahay Degree College, Tarhasi

## Computer Skill & Communication -Add On Course

### Mid-Term Answer Sheet

Session 2023-24



Date:- 25/03/2023

Full Marks: - 25 marks

College Roll No. 1080

Registration No. NPU2022001508

Student Name:- PRITI KUMARI

Instruction (निर्देश):-

- सभी प्रश्नों के उत्तर दी गई खाली जगह में भरें। (Write all answers in the space provided)
- प्रत्येक प्रश्न 1 अंक का है। (Each questions carries 1 mark.)

Q.No.	Student's Answer	Marks (Only for office)
1.	CPU	01
2.	INPUT DEVICE	01
3.	ctrl + s	01
4.	Random Access Memory	01
5.	Recycle Bin	01
6.	Byte	00
7.	ctrl + P	00
8.	Single click	00
9.	ctrl + X	00
10.	ITON	01
11.	ALU	01
12.	Pb	00
13.	Soft copy	00
14.	• xls	00
15.	Windows	01
16.	Storage	01
17.	ई	00
18.	ई	00
19.	Task Bar	01
20.	IGD	01
21.	ctrl + X	01
22.	World wide web	01
23.	scroll	01
24.	Scroll	00
25.	अक्षरों की वजह से	01

15/25

Total Marks Obtained:- 15/25

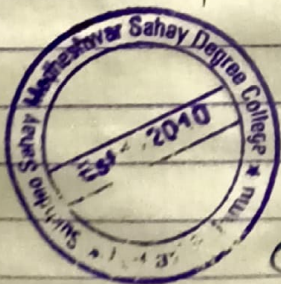
Evaluator Signature: - heart

Examiner's Signature: - P. K. Kumari

## MID-TERM EVALUATION

## PROGRESSION ASSESSMENT &amp; SCREENING REPORT

1. Objective of Assessment :- The Mid-term examination was conducted as a primary screening tool to evaluate the students grasp of Basic computer hardware and Windows OS operations. It serves as a quality check before progressing to advanced software modules.
2. Evaluation Methodology - Each student was evaluated out of a maximum of 25 marks. The assessment focused on conceptual clarity and fundamental technical technology. A minimum qualifying threshold of 50% (13 marks) was established to ensure academic rigour.
3. Performance Analysis :- Out of the 30 enrolled students, Roll No. 72 Pankaj Yadav students successfully cleared the screening. The result tabulation indicates a high level of arrangement among the learners. Students who performed exceptionally well (above 80%) have been identified as Advanced learners.
4. Impact on Learning - This Mid-course evaluation has helped the coordinator to customize the upcoming MS Office and Internet Security module according to the batch fulfilling the quality enhancement requirement under NAAE criterion 5.1.2.



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Signature

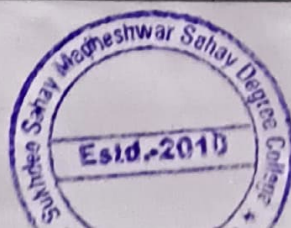
Course coordinator Computer

S.S.M.L.D.C. Taranj

No.	Student Name	Roll No.	Answer Book No.	Mark Obtained	Dept.	Result Status
1	SONAM KUMARI	13	MT-01	20	B.A	Qualified
2	PUJA KUMARI	14	MT-02	22	B.A	Qualified
3	NISHIKANT KUMAR	252	MT-03	20	B.A	Qualified
4	PRITI KUMARI	168	MT-04	12	B.A	Need Improvement
5	PRITI KUMARI	180	MT-05	15	B.A	Qualified
6	NITU KUMARI	33	MT-06	20	B.A	Qualified
7	RANI KUMARI	34	MT-07	19	B.A	Qualified
8	KARINA ANJUM	35	MT-08	10	B.A	Need Improvement
9	PINKI KUMARI	36	MT-09	18	B.A	Qualified
10	AKHILESH YADAV	37	MT-10	20	B.A	Qualified
11	ANITA KUMARI	38	MT-11	11	B.A	Need Improvement
12	AANCHAL RANI	39	MT-12	12	B.A	Need Improvement
13	BINA KUMARI	40	MT-13	20	B.A	Qualified
14	RAJLAKSHMI KUMARI	41	MT-14	12	B.A	Need Improvement
15	SUNIL ORAON	42	MT-15	21	B.A	Qualified
16	RINKI KUMARI	57	MT-16	10	B.A	Need Improvement
17	MINA KUMARI	58	MT-17	20	B.A	Qualified
18	DIMPAL KUMARI	59	MT-18	11	B.A	Need Improvement
19	KALENDRA KUMAR	1	MT-19	19	B.A	Qualified
20	KALATA KUMARI	60	MT-20	19	B.A	Qualified
21	NILAM KUMARI	61	MT-21	10	B.A	Need Improvement
22	AKANKSHA KUMARI	62	MT-22	18	B.A	Qualified
23	SUJATA KUMARI	63	MT-23	10	B.A	Need Improvement
24	AASHISH KUMAR	64	MT-24	19	B.A	Qualified
25	GUDUN KUMAR RAVI	65	MT-25	20	B.A	Qualified
26	PUJA KUMARI	66	MT-26	7	B.A	Need Improvement
27	ANUPRIYA KUMARI	67	MT-27	21	B.A	Qualified
28	SUBASH CHANDRA MEHTA	68	MT-28	8	B.A	Need Improvement
29	PINKI KUMARI	71	MT-29	9	B.A	Need Improvement
30	PANKAJ YADAV	72	MT-30	23	B.A	Qualified

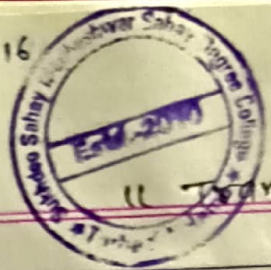
Programme Coordinator

S.S.M.S.D.C, Tarhasi



Prof. In-charge

S.S.M.S.D.C, Tarhasi



## TRANSITION NOTE

### II Transition to Advance Training Phase:-

“ post the successful completion of the mid-term screening. the course entered its second and most critical phase. Based on the evaluation, 18 student were identified as ' Advance learners, while 12 students were put under "Remedial - Monitoring to bridge their learning gaps. The upcoming session ( Day - 16 - 30) are designed to focus on high-level MS office proficiency and practical digital services ”

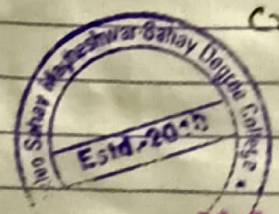
### II Advance Lab Module:-

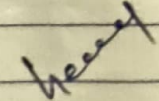
The Advance phase introduced students to real-world digital tasks such as:-

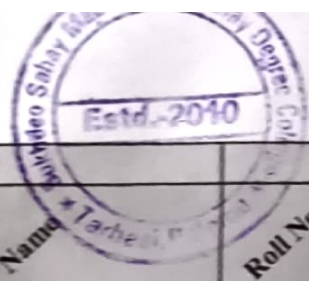
- Document Automation:- Using mail merge and styles in MS word.
- Data Analysis:- Implementing logical function and pivot table in MS excel.
- Digital safety:- Hand-on training in identifying phishing, securing password, and ethical internet usage.

### II Objective of the Transition:-

This transition ensures that the certification awarded at the end of the course is a true reflection of the student's ability to handle professional digital environments. thereby fulfilling the quality mandate of NAAC Criterion 5.1.2



  
 Computer Course Coordinator  
 S.S.M.S.D.C, Tarhaji



S.S.M.S. Degree College Tarhasi Palamu  
Computer Skill Course Student Attendance

13 March 2023 To - 28 Apr 2023

Month	March-April	Sl. No.	Name	Roll No.	Session 2023-24																												P	A				
					13-Mar						to						28-Apr																					
					Mon	Tue	Wed	Thu	Fri	Sat	Mon	Tue	Wed	Thu	Sat	Mon	Tue	Wed	Sat	Mon	Tue	Wed	Thu	Fri	Sat													
					13	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	3			
					14	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	3		
					252	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	28	2		
					168	A	P	P	P	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	17	13		
					180	P	P	P	P	P	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	28	2		
					33	P	P	P	P	P	P	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	28	2		
					34	P	P	P	P	P	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	28	2		
					35	P	P	P	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	17	13	
					36	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	3	
					37	P	P	P	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18	12	
					38	P	P	P	P	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	18	12	
					39	P	P	P	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	18	12	
					40	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	3	
					41	P	P	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	18	12	
					42	P	P	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	4	
					57	P	P	P	P	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	18	12	
					58	P	P	P	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18	12	
					59	P	P	P	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	26	4	
					1	P	P	P	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	4	
					60	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	17	13	
					61	A	P	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	17	13	
					62	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	4	
					63	P	P	P	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	18	12
					64	P	P	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	4	
					65	P	A	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18	12	
					66	P	P	P	P	P	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	26	4
					67	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	15	15	
					68	P	P	A	A	A	P	P	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	16	14
					71	P	P	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	26	4
					72	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	4	

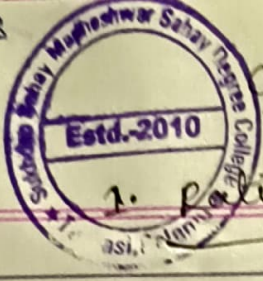
Verified by

*[Signature]*  
Programme Coordinator

Note:- Phase -I (Day 01 to Day 15) Fundamental Training.  
Phase -II (Day 16 to Day 30) Advance & Remedial Training.

Verified by

*[Signature]*  
Principal  
S.S.M.S.D.C, Tarhasi Palamu  
Incharge  
Sahay



## CONCLUDING PHASE: FINAL ASSESSMENT FRAMEWORK

### 1. Provisional for Comprehensive Evaluation:

After completing the 30-day instructional cycle, a final assessment was designed to measure the total learning outcomes. This phase aims to validate the skill-acquisition of all 30 students, ensuring they meet the industry-standard-competency in digital literacy and software skills.

### 2. Examination Structure & Design:-

The assessment was split into two rigorous components.

- Theoretical proficiency (50 Marks) conducted via an OMR-based multiple choice question (MCQ) paper to ensure objective and unbiased grading.
- Practical competency (25 marks) :- A lab based performance test to evaluate hand-on skill in MS office and internet security.

3. Eligibility verification:- Before the commencement of the final exam, the master attendance record was audited. Only students who maintain a consistent presence (minimum 75%) were cleared to sit for the final evaluation.

4. Outcome Mapping:- the final evaluation is the basis for identifying the top 10 Merit holder who will receive the certificate of Excellence, fulfilling the requirement of NAAC criterion 5.1.2.



# Sukhdeo Sahay-Madheshwar Sahay Degree College

(An Unit of IBS Foundation, New Delhi)

AISHE Code No. - C- 42769

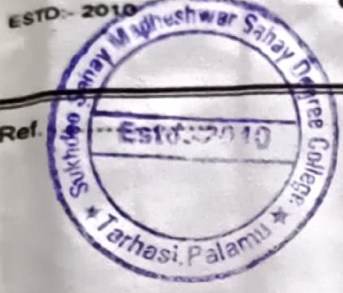
(An Affiliated Unit of N.P. University, Medininagar with Excellent Faculty)

Email : tarhasi.college@rediffmail.com

Website : www.ssmsdc.org

Tarhasi, Palamu, Jharkhand - 822118

Ph. - 094311-01975  
083407-82435



Date 02/05/2023

## NOTICE

### Certificate course in Computer Literacy Full Course Assessment Exam (Session 2023-24)

All the students are hereby informed that Full Course Assessment Examination will be conducted after the successful completion of the entire 60-hour Computer Course.

The assessment aims to evaluate Students overall progress, Computer skill and resume building.

Students who appear for the Examination and Successfully complete the course will be awarded a certificate of completion.

Date:- 02.05.2023

Time:- 11:00 am to 12:00 pm

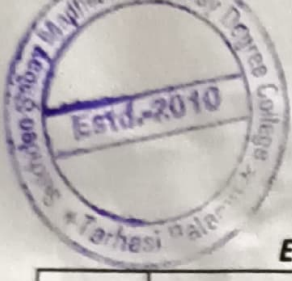
Students are requested to be present on time.



By the order of

(*Hemant*)

Sri. Hemant Kumar  
Coordinator, Computer Program  
S.S.M.S. Degree College



Sukhdeo Sahay Madhewar Sahay Degree College Tarhasi

FINAL EXAM ATTENDANCE SHEET

Computer & Software Skill Add-On Course

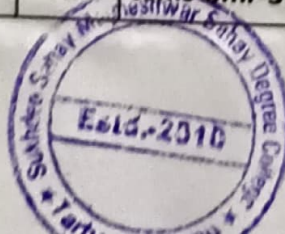
SESSION 2023-24

EXAM DATE:- 02/05/2023

Time:- 11:00 am to 12:00 pm

S.No.	Student Name	Roll No.	Answer Book No.	Signature
1	SONAM KUMARI	13	ssms-omr-1	Sonam Kumari
2	PUJA KUMARI	14	ssms-omr-2	Puja Kumari
3	NISHIKANT KUMAR	252	ssms-omr-3	निशिकान्त कुमार
4	PRITI KUMARI	168	ssms-omr-4	प्रिती कुमारी
5	PRITI KUMARI	180	ssms-omr-5	प्रिती कुमारी
6	NITU KUMARI	33	ssms-omr-6	NITU KUMARI
7	RANI KUMARI	34	ssms-omr-7	Rani Kumari
8	KARINA ANJUM	35	ssms-omr-8	कीराना कुमारी
9	PINKI KUMARI	36	ssms-omr-9	पीकी कुमारी
10	AKHILESH YADAV	37	ssms-omr-10	Akhlesh yadav.
11	ANITA KUMARI	38	ssms-omr-11	Anita Kumari
12	AANCHAL RANI	39	ssms-omr-12	Aanchal Kumari
13	BINA KUMARI	40	ssms-omr-13	बीना कुमारी
14	RAJLAKSHMI KUMARI	41	ssms-omr-14	Rajlaxmi Kumari
15	SUNIL ORAON	42	ssms-omr-15	Sunil Oraon
16	RINKI KUMARI	57	ssms-omr-16	रींकी कुमारी
17	MINA KUMARI	58	ssms-omr-17	मीना कुमारी
18	DIMPAL KUMARI	59	ssms-omr-18	Dimpal Kumari
19	KALENDRA KUMAR	1	ssms-omr-19	कालेंद्रा कुमार
20	KALATA KUMARI	60	ssms-omr-20	कलता कुमारी
21	NILAM KUMARI	61	ssms-omr-21	Nilam Kumari
22	AKANKSHA KUMARI	62	ssms-omr-22	Akanksha Kumari
23	SUJATA KUMARI	63	ssms-omr-23	Sujata Kumari
24	AASHISH KUMAR	64	ssms-omr-24	आशीश कुमार
25	GUDUN KUMAR RAVI	65	ssms-omr-25	Guddun K. Ravi
26	PUJA KUMARI	66	ssms-omr-26	Puja Kumari
27	ANUPRIYA KUMARI	67	ssms-omr-27	Anupriya Kumari
28	SUBASH CHANDRA MEHTA	68	ssms-omr-28	सुभाष चंद्र मेहता
29	PINKI KUMARI	71	ssms-omr-29	Pinki Kumari
30	PANKAJ YADAV	72	ssms-omr-30	Pankaj yadav

Programme Coordinator  
S.S.M.S.D.C, Tarhasi



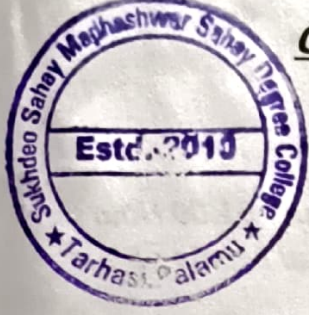
Prof. in-charge  
S.S.M.S.D.C, Tarhasi

# Sukhdeo Sahay Madheshwar Sahay Degree College, Tarhasi

## Computer Skill & Communication -Add On Course

### Final Proficiency Assessment (Objective Type)

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Time : 01.00 Hours

Total Marks :-50

**Instruction:-All questions are compulsory. Each question carries 1 marks. Choose the correct option.**

1. CPU की गति को मापने की इकाई क्या है?

- (A) GHz
- (B) MB
- (C) GB
- (D) TB

2. 1 TB (टेराबाइट) में कितने GB होते हैं?

- (A) 100
- (B) 1024
- (C) 1000
- (D) 512

3. BIOS चिप मदरबोर्ड के किस भाग में स्थित होती है?

- (A) स्लॉट
- (B) सॉकेट
- (C) पोर्ट
- (D) चिपसेट

4. 'Ctrl + Shift + Esc' शॉर्टकट की का उपयोग क्या है?

- (A) रीस्टार्ट
- (B) टास्क मैनेजर
- (C) लॉक
- (D) शटडाउन

5. इनमें से कौन सा एक 'सिस्टम सॉफ्टवेयर' है?

- (A) MS Office
- (B) Photoshop
- (C) Windows 11
- (D) Chrome

6. हार्ड डिस्क में डेटा स्टोर करने वाली चुंबकीय डिस्क क्या कहलाती है?

- (A) प्लेटर
- (B) ट्रैक
- (C) सेक्टर
- (D) क्लस्टर

7. SSD का पूरा नाम क्या है?

- (A) सॉलिड स्टेट ड्राइव
- (B) सुपर स्पीड ड्राइव
- (C) सेफ स्टोरेज डेटा
- (D) सॉलिड स्लॉट ड्राइव

8. RAM और CPU के बीच सबसे तेज़ मेमोरी कौन सी है?

- (A) ROM
- (B) कैश (Cache)
- (C) फ्लैश
- (D) वर्चुअल

9. SMPS का मुख्य कार्य क्या है?

- (A) प्रिंटिंग
- (B) बिजली की आपूर्ति
- (C) स्कैनिंग
- (D) ऑडियो

10. कंप्यूटर बूट होते समय सबसे पहले कौन सा प्रोग्राम चलता है?

- (A) डेस्कटॉप
- (B) BIOS
- (C) MS Word
- (D) पेंट

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11. CMOS बैटरी का उपयोग किसलिए होता है?

- (A) डिस्प्ले
- (B) दिनांक और समय
- (C) साउंड
- (D) प्रिंटिंग

12. एप्लीकेशन सॉफ्टवेयर और हार्डवेयर के बीच की कड़ी क्या है?

- (A) यूजर
- (B) ड्राइवर
- (C) कर्नल
- (D) माउस

13. USB का फुल फॉर्म क्या है?

- (A) यूनिवर्सल सीरियल बस
- (B) यूनिक्स सीरियल बस
- (C) यूनिट स्लॉट बस
- (D) यूनिक्स सर्विस बस

14. स्कैनर की गुणवत्ता किसमें मापी जाती है?

- (A) PPM
- (B) DPI
- (C) LPI
- (D) Bit

15. डॉट मैट्रिक्स (Dot Matrix) किस प्रकार का डिवाइस है?

- (A) स्कैनर
- (B) प्रिंटर
- (C) स्पीकर
- (D) प्लॉटर

16. कंट्रोल पैनल का मुख्य उपयोग क्या है?

- (A) टाइप करना
- (B) सिस्टम सेटिंग्स बदलना
- (C) फाइल डिलीट करना
- (D) गेम खेलना

17. कीबोर्ड पर 'टॉगल कीज' (Toggle Keys) कौन सी होती है?

- (A) Ctrl
- (B) Caps Lock
- (C) Alt
- (D) Shift

18. बाइनरी नंबर 1010 का दशमलव (Decimal) मान क्या है?

- (A) 8
- (B) 10
- (C) 12
- (D) 15

19. कैश मेमोरी (Cache Memory) कहाँ स्थित होती है?

- (A) CPU के अंदर
- (B) RAM में
- (C) हार्ड डिस्क में
- (D) मॉनिटर में

20. प्लॉटर (Plotter) का उपयोग किसलिए किया जाता है?

- (A) टाइपिंग
- (B) उच्च गुणवत्ता वाले ग्राफिक्स प्रिंट करना
- (C) साउंड
- (D) स्कैनिंग

21. UPS का मुख्य कार्य क्या है?

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- (A) बैकअप पावर देना  
(B) स्पीड बढ़ाना  
(C) स्टोरेज  
(D) इंटरनेट
22. GUI का फुल फॉर्म क्या है?  
(A) Graphical User Interface  
(B) General User Info  
(C) Global Unit  
(D) Game Unit
23. इनमें से कौन सा एक 'ओपन सोर्स' ऑपरेटिंग सिस्टम है?  
(A) विंडोज  
(B) लिनक्स (Linux)  
(C) iOS  
(D) MacOS
24. CD की स्टोरेज क्षमता लगभग कितनी होती है?  
(A) 700 MB  
(B) 4.7 GB  
(C) 10 GB  
(D) 100 MB
25. 'Shift + Delete' बटन दबाने से क्या होता है?  
(A) कॉपी  
(B) हमेशा के लिए डिलीट  
(C) रीस्टोर  
(D) कट
26. CPU में ALU का क्या काम है?  
(A) गणना करना  
(B) कंट्रोल करना  
(C) स्टोर करना  
(D) डिस्प्ले करना
27. सेकेंडरी स्टोरेज का उदाहरण कौन सा है?  
(A) RAM  
(B) हार्ड डिस्क  
(C) कैश  
(D) रजिस्टर
28. मदरबोर्ड पर लगी छोटी बैटरी का नाम क्या है?  
(A) Li-ion  
(B) CMOS  
(C) Ni-Cd  
(D) एल्कलाइन
29. कंप्यूटर में POST का फुल फॉर्म क्या है?  
(A) Power On Self Test  
(B) Personal Office Test  
(C) Power Off  
(D) Program Start
30. VGA केबल का उपयोग क्यों होता है?  
(A) ऑडियो  
(B) डिस्प्ले/वीडियो  
(C) पावर  
(D) इंटरनेट
31. वर्चुअल मेमोरी (Virtual Memory) कहाँ से ली जाती है?  
(A) RAM  
(B) हार्ड डिस्क

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- (C) ROM  
(D) CPU
32. माउस की क्लिक स्पीड कहाँ से बदली जाती है?  
(A) वर्ड  
(B) कंट्रोल पैनल  
(C) डेस्कटॉप  
(D) BIOS
33. प्रिटर की गति (Speed) किसमें मापी जाती है?  
(A) DPI  
(B) PPM  
(C) LPI  
(D) RPM
34. बाइनरी में 1 बिट (Bit) का मतलब क्या होता है?  
(A) 0 या 1  
(B) 8  
(C) 1024  
(D) 16
35. जॉयस्टिक (Joystick) किसलिए उपयोग होता है?  
(A) टाइपिंग  
(B) गेमिंग  
(C) प्रिंटिंग  
(D) स्कैनिंग
36. 'डिस्क डीफ्रैग्मेंटेशन' क्यों किया जाता है?  
(A) वायरस हटाने  
(B) डिस्क स्पेस व्यवस्थित करने  
(C) शटडाउन करने  
(D) पेंट करने
37. BIOS सेटिंग्स को रीसेट करने के लिए क्या निकालते हैं?  
(A) प्रोसेसर  
(B) RAM  
(C) CMOS बैटरी  
(D) हार्ड डिस्क
38. LAN कार्ड का दूसरा नाम क्या है?  
(A) NIC  
(B) मोडेम  
(C) USB  
(D) VGA
39. 1 निबल (Nibble) में कितने बिट्स होते हैं?  
(A) 4  
(B) 8  
(C) 16  
(D) 32
40. OCR का उपयोग क्यों होता है?  
(A) फोटो से टेक्स्ट पढ़ने  
(B) गाना सुनने  
(C) गेम खेलने  
(D) प्रिंट करने
41. इनमें से कौन सा 'इम्पीक्ट प्रिटर' है?  
(A) इंकजेट  
(B) लेजर  
(C) डॉट मैट्रिक्स  
(D) थर्मल

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42. हार्डवेयर और यूजर के बीच माध्यम का काम कौन करता है?

- (A) CPU
- (B) मॉनिटर
- (C) ऑपरेटिंग सिस्टम
- (D) कीबोर्ड

43. पैरेलल पोर्ट (Parallel Port) का उपयोग अक्सर किसके लिए होता है?

- (A) माउस
- (B) प्रिंटर
- (C) कीबोर्ड
- (D) मॉनिटर

44. ROM किस प्रकार की मेमोरी है?

- (A) वोलेटाइल
- (B) नॉन-वोलेटाइल
- (C) अस्थायी
- (D) केवल राइट

45. सिस्टम क्लॉक (System Clock) कहाँ होती है?

- (A) मॉनिटर
- (B) मदरबोर्ड
- (C) कीबोर्ड
- (D) प्रिंटर

46. रजिस्टर (Registers) कहाँ पाए जाते हैं?

- (A) CPU
- (B) RAM
- (C) ROM
- (D) हार्ड डिस्क

47. बस (Bus) क्या है?

- (A) डेटा ले जाने वाली तारें
- (B) एक सॉफ्टवेयर
- (C) इनपुट डिवाइस
- (D) स्टोरेज

48. इनमें से कौन सा 'कोल्ड बूटिंग' का उदाहरण है?

- (A) रीस्टार्ट
- (B) कंप्यूटर पहली बार चालू करना
- (C) स्लीप
- (D) हाइबरनेट

49. कर्नल (Kernel) क्या है?

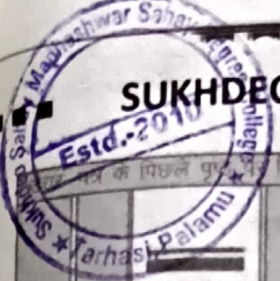
- (A) OS का मुख्य भाग
- (B) एक वायरस
- (C) हार्डवेयर
- (D) ब्राउज़र

50. डिवाइस ड्राइवर (Device Drivers) क्या होते हैं?

- (A) हार्डवेयर
- (B) सॉफ्टवेयर जो हार्डवेयर चलाते हैं
- (C) यूजर
- (D) प्रिंटर

SAMPLE (2023-24)

# SUKHDEO SAHAY MADHESHWAR SAHAY DEGREE COLLEGE TARHASI



OMR ANSWER SHEET NO.



ROLL NO.

लिखे निर्देशों को देखें और उनका अनुपालन करें। Please see the instruction at the back of the rear page and follow them.

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Q.No	ANSWERS
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Q.No	ANSWERS
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38	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
39	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
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41	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
42	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
43	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
44	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
45	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
46	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
47	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
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49	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
50	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D

# Sukhdeo Sahay-Madheshwar Sahay Degree College

(An Unit of IBS Foundation, New Delhi)

AISHE Code No.- C- 42769

(An Affiliated Unit of N.P. University, Medininagar with Excellent Faculty)

Email : tarhasi.college@rediffmail.com

Website : www.ssmsdc.org

Tarhasi, Palamu, Jharkhand - 822118

Ph. - 094311-01975  
083407-82435

Date ..... 04/05/2023

## NOTICE

### Certificate course in Computer Literacy Full Course Assessment Result (Session 2023-24)

This is to inform all the students of the computer skill Course that the result of the Full -Course Assessment (Conducted after completion of 100% of the 60 hours course) has been declared.

Students may check their result on the Notice Board/ with the Computer Skill Course Coordinator during the College hours.

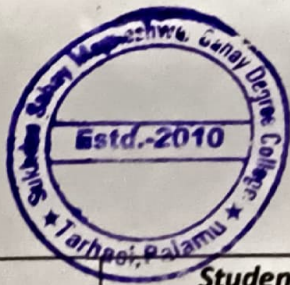
Date :- 04.05.2023

Venue:- College Notice Board (S.S.M.S.D College)

By the order of

*Hemant*  
(.....)

Sri. Hemant Kumar  
Coordinator, Computer Program  
S.S.M.S. Degree College



**Sukhdeo Sahay Madhewar Sahay Degree College Tarhasi**

**FINAL CONSOLIDATED RESULT SHEET**

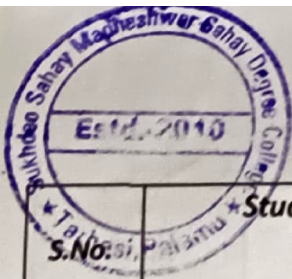
**Essential Computing & Software Skills**

**SESSION 2023-24**

**Maximum Marks : 125**

**Qualifying Marks : 50 (40%)**

S.No.	Student Name	Roll No.	Mid-Term (25)	Final Theory (50)	Practical. (25)	Attendance (25)	Grand Total (125)	Grade	Result	Rank
1	SUNIL ORAON	42	21	42	21	19	103	"A+"	PASS	1
2	SONAM KUMARI	13	20	40	22	20	102	"A+"	PASS	2
3	KALATA KUMARI	60	19	42	21	19	101	"A+"	PASS	3
4	PANKAJ YADAV	72	23	40	17	19	99	"A"	PASS	4
5	PUJA KUMARI	14	22	35	21	20	98	"A"	PASS	5
6	PINKI KUMARI	36	18	40	18	20	96	"A"	PASS	6
7	BINA KUMARI	40	20	35	19	20	94	"A"	PASS	7
8	ANUPRIYA KUMARI	67	21	31	21	19	92	"A"	PASS	8
9	NITU KUMARI	33	20	30	20	21	91	"A"	PASS	9
10	KALENDRA KUMAR	1	19	32	20	19	90	"A"	PASS	10
11	RANI KUMARI	34	19	26	21	21	87	"A"	PASS	11
12	AKANKSHA KUMARI	62	18	32	16	19	85	"A"	PASS	12
13	GUDUN KUMAR RAVI	65	20	22	21	20	83	"A"	PASS	13
14	NISHIKANT KUMAR	252	20	20	21	21	82	"A"	PASS	14
15	AKHILESH YADAV	37	20	22	17	20	79	"A"	PASS	15
16	MINA KUMARI	58	20	24	16	19	79	"A"	PASS	15
17	AASHISH KUMAR	64	19	20	20	19	78	"A"	PASS	17
18	PRITI KUMARI	180	15	21	16	21	73	"B"	PASS	18
19	KARINA ANJUM	35	10	25	19	16	70	"B"	PASS	19
20	AANCHAL RANI	39	12	25	16	17	70	"B"	PASS	19



**FINAL CONSOLIDATED RESULT SHEET**  
**Essential Computing & Software Skills**  
**SESSION 2023-24**

Maximum Marks : 125

Qualifying Marks : 50 (40%)

S.No.	Student Name	Roll No.	Mid-Term (25)	Final Theory (50)	Practical (25)	Attendance (25)	Grand Total (125)	Grade	Result	Rank
21	RAJLAKSHMI KUMARI	41	12	21	20	16	69	"B"	PASS	21
22	PRITI KUMARI	168	12	22	17	16	67	"B"	PASS	22
23	RINKI KUMARI	57	10	25	15	16	66	"B"	PASS	23
24	DIMPAL KUMARI	59	11	21	18	15	65	"B"	PASS	24
25	ANITA KUMARI	38	11	21	15	17	64	"B"	PASS	25
26	NILAM KUMARI	61	10	24	15	15	64	"B"	PASS	25
27	SUJATA KUMARI	63	10	21	18	15	64	"B"	PASS	25
28	PUJA KUMARI	66	7	21	20	15	63	"B"	PASS	28
29	PINKI KUMARI	71	9	21	18	14	62	"C"	PASS	29
30	SUBASH CHANDRA MEHTA	68	8	20	19	13	60	"C"	PASS	30

**GRADE SCALE & PERFORMANCE CRITERIA**

Range of Marks(%)	Marks Beetween	GRADE	Performance Remark
80% Above	100+	A+	Outstanding/Distinction
60% to 79%	75-99	A	Excellent/First Division
50% to 59%	63-74	B	Second Division
50% to 59%	50-62	C	Second Division

*Heena*  
Programme Coordinator  
S.S.M.S.D.C, Tarhasi

*[Signature]*  
Prof. in-charge  
S.S.M.S.D.C, Tarhasi  
Degree College  
Tarhasi, Palanpur





## MERIT-BASED SELECTION FOR CERTIFICATION" (TOP-10)

- Selection Criteria:- As per the institutional policy for the Computer Skill Add-on-Course, a Competitive filtering process was applied. Out of 30 students, only the Top 10 high-achievers were selected for the 'Certificate of Excellence' and a detailed marksheet.
2. Basis of Merit :- The selection is strictly based on the cumulative score (Grand Total : 125) achieved in the Mid-test, Final OR Theory Exam, practical lab assessment, and Attendance consistency.
  3. Academic Excellence:- The student listed below have demonstrated exceptional technical proficiency in MS office module and digital communication, fulfilling the standard set under NAAC criterion 5.1.2.

*Hemant*

Hemant Kumar

Signature

Computer course coordinator

S.S.M.S.D.C. Tarhasi

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Ref. ....

Date 05/05/2023

## OFFICIAL MERIT LIST FOR CERTIFICATE OF EXCELLENCE

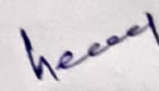
Add - on Course: Essential Computing & Software Skills (Session 2023-24)

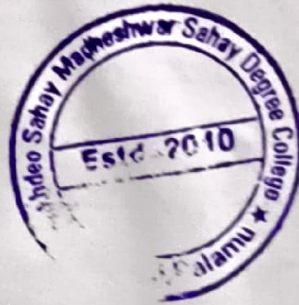
### "PROVISIONAL MERIT DECLARATION"

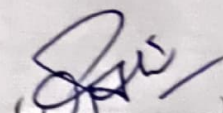
"This is to formally notify the results of the 60-hour Add-on Course. After a comprehensive evaluation involving Mid-term assessment, Final Theory (OMR), and Practical Lab examinations, a total of 125 marks were aggregated for each student. Following the college's excellence policy, the Top 10 candidates listed below have been selected for the award of the 'Certificate of Excellence' based on their exceptional merit and technical proficiency."

### MERIT TABLE (TOP 10 STUDENTS)

Rank	Roll no	Student Name	Total Marks(125)	Grade	Result Status
01	42	Sunil Oraon	103	A+	Qualified for Certificate
02	13	Sonam Kumari	102	A+	Qualified for Certificate
03	60	Kalata Kumari	101	A+	Qualified for Certificate
04	72	Pankaj Yadav	99	A	Qualified for Certificate
05	14	Puja Kumari	98	A	Qualified for Certificate
06	36	Pinki Kumari	96	A	Qualified for Certificate
07	40	Bina Kumari	94	A	Qualified for Certificate
08	67	Anupriya Kumari	92	A	Qualified for Certificate
09	33	Nitu Kumari	91	A	Qualified for Certificate
10	1	Kalendra Kumar	90	A	Qualified for Certificate

  
(.....)  
Sri. Hemant Kumar  
Coordinator, Computer Program  
S.S.M.S. Degree College



  
(.....)  
Sri. Prabhakar Singh  
Prof. In-charge  
S.S.M.S. Degree College  
Tarhasi, Palamu

City Office : Sahay Sadan, Reside Circuit House, Medininagar - 822101 (Palamu)

# SUKHDEO SAHAY MADHESHWAR SAHAY DEGREE COLLEGE

TARHASI, PALAMU (JHARKHAND) 822118

[Affiliated to Nilamber Pitamber University, Medininagar (Palamu)]

Recognised under 2 (f) of UGC Act 1956



## Add on Course Certificate

This is to certify that Mr./Ms. Sunil Oraon has  
successfully completed the Add on Course "Computer Literacy Program" with  
A+ Grade From 13 March 2022 to 28 APR 2022 in the college.

We wish them success in their future academic and professional endeavors.

Henry  
05.05.2023  
(Course Coordinator)

P.P.  
(IQAC Coordinator)

[Signature]  
(Principal)