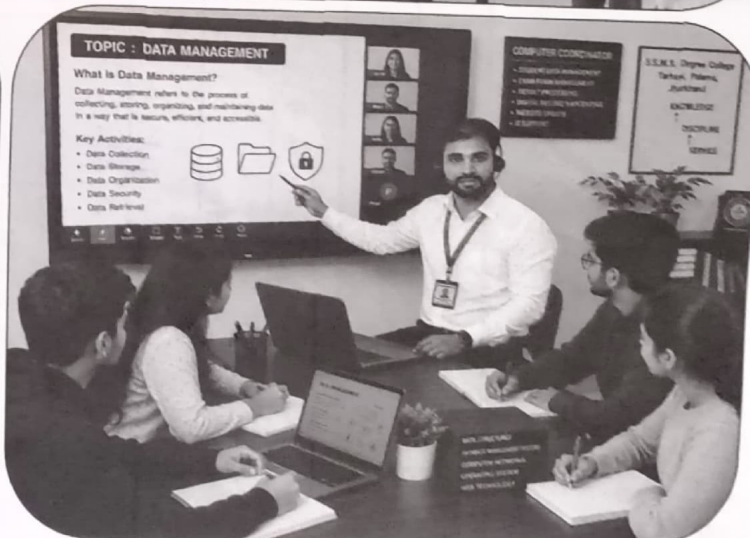
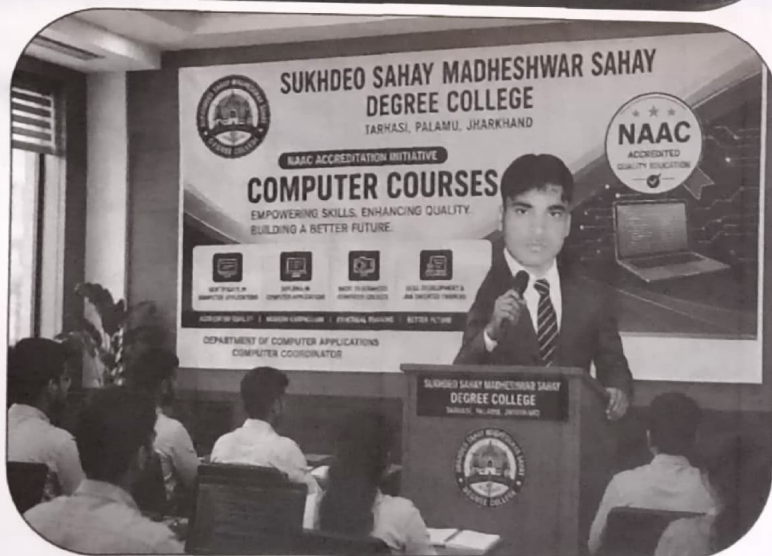
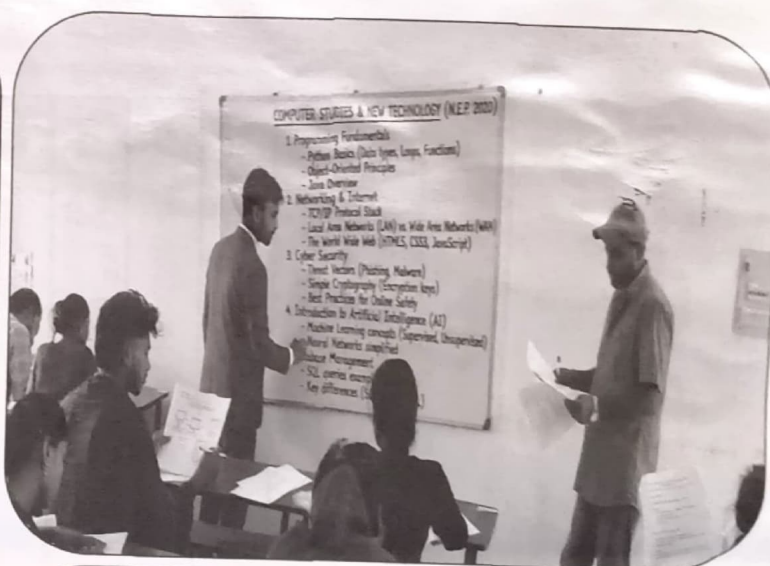
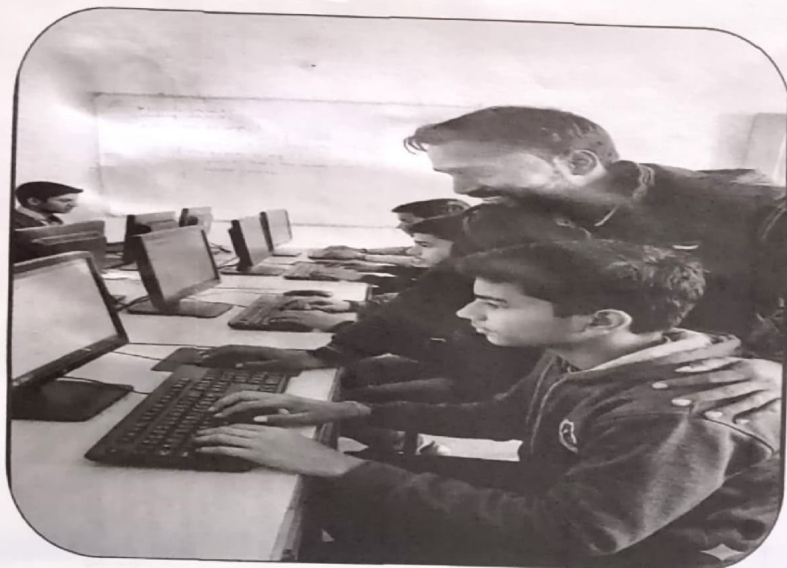


COMPUTER

ADD-ON COURSE





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

AISHE Code No. - C- 42769

Ph. - 094311-01975
063407-82435

Tarhasi, Palamu, Jharkhand - 822118

Date 18/06/2024

ADD ON COURSE COMPUTER

For Grading and Assessment of S.S.M.S. Degree College Tarhasi, Palamu, by N.A.A.C. the Course is 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. Swati Sahay English | - 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 as 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.

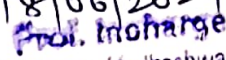
Any other responsibility as entrusted by Principal.




Principal

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

Date: 18/06/2024


Prof. In-charge
Sukhdeo Sahay-Madheshwar Sahay
Degree College
Tarhasi, Palamu

Memo No. SSMSDC/...../2024

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.



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Tarhasi, Palamu, Jharkhand - 822118

Ph. - 094311 0121
083407 5211

Date 18/06/2024

NOTICE

Admission Open -Certificate Course in Computer Literacy (Add-On Course) (Session 2024-25)

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 2024-25. 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:- 18.06.2024

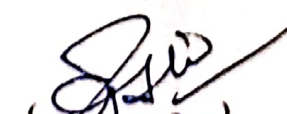
Last Date to Apply:- 18.07.2024

Classes Commencing From:- 22.07.2024 to 24.08.2024

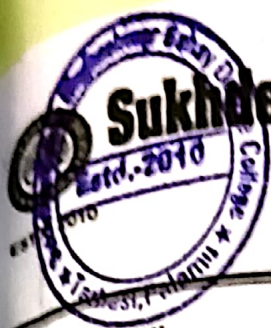
How to Apply:- Interested students can collect the Admission Form from the Computer Program Coordinator's Office. For further details, contact the undersigned.


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




Prof. Maheshwar Kumar
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

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Website : www.samedo.org

AISHE Code No. - G- 42769

Ph. - 094311-01075
083407-82435

Tarhasi, Palamu, Jharkhand - 822118

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.

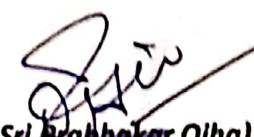
DECLARATION

I hereby declare that the pedagogical records, attendance logs, and assessment data maintained in this report for the Academic Session 2024-25 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

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



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

ADMISSION FORM

COMPUTER ADD-ON COURSE (SESSION 2024-25)

Attach Latest
Passport Size
Photograph

FORM NO:- SSMS/CIT/2024/.....)

(A) PERSONAL DETAILS (In Block Letters)

1. Student's Name:	
2. Father's Name:	
3. Mother's Name:	
4. Date of Birth:	
5. Adhaar Number:	
6. Mobile Number:	
6. Gender	
6. Email:-	

(B) ACADEMIC DETAILS:-

7. College Roll Number:	
8. Registration Number :	
9. Department/Hon's :	
10. 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.

Date:-/...../.....

Place:- Tarhasi

Student Signature)



(.....)

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

ated by:- Hemant Kumar

(.....)

Sri. Prabhakar Ojha
Prof. in Charge
S.S.M.S. Degree College

Tarhasi, Palamu

Enrollment to Final Certification Process Flow Chart



1. Notification Phase

Admission Notification 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 Theory(OMR) and Practical Lab.



6. Grading & Results

Merit List Compilation and Grading Documentation.



7. Certification

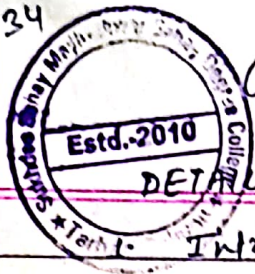
Programme Completion Report and Certificate Acknowledgement.



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

(.....)
Sri. Prabhakar Ojha
Prof. In-charge
S.S.M.S. Degree College

Prof. In-charge
Ukhdeo Sahay Madheshwar Sahay
Degree College
Tarhasi, Palamu



COMPUTER SKILL COURSE OVERVIEW

DETAILS COURSE OVERVIEW:-

Introduction:-

The certificate course in essential computing & software skills is a specially designed add-on-course under NAAC Criterion 5.1.2 is aim to bridge the digital divide among undergraduate students providing them with the necessary ICT (Information and Communication Technology) skill required for Modern academic and professional environments.

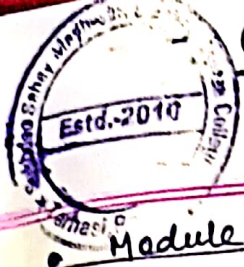
2. Vision & Objectives:-

- **Digital Empowerments:-** To empower students from diverse backgrounds with foundation fundamental computer operations.
- **Software proficiency:-** To provide hand-on training in essential software skills like-MS office (MS word, MS excel, MS power point)
- **Employability:-** To enhance students' 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 Hour's Module).

The course is detailed into four key thematic areas.

- **Module 1:- Computer Fundamentals & operating system:-** Understanding hardware, file management and windows operations.
- **Module 2:- Document processing (MS word):-** Professional letter drafting, report preparation, formatting and office documentation.



Module 3:- Data Management (MS Excel) :- Basic Accounting, result, filtering and data sorting, condition formulating etc.

Module 4:- 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

I. operate a computer independently and manage digital file efficiency.

II. create professional Report, presentation and data sheets.

III utilise various online government and financial services (UPI, Digilocker etc.)

IV identify and prevent common cyber threat and online fraud.

5. Assessment & 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%) Questions.

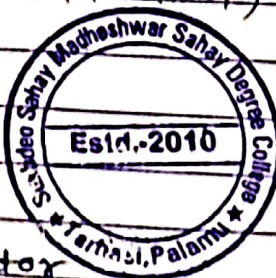
Hemant Kumar

Signature

Programme coordinator

S.S.M.S. Degree College

Tarhasi



Signature

Prof. Incharge

S.S.M.S. Degree College Tarhasi



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Website : www.ssmcdc.org

AISHE Code No.- C

Tarhasi, Palamu, Jharkhand - 822118

Ph. - 094311.
083407.

Ref.

Date

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).



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



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Ph. - 094311-01975
083407-82435

Date

Course Syllabus-Computer Skill Session (2024-25)

(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 2024-25

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 connections.

Input Devices: Keyboard (Toggle keys) and Mice.

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 Caches.

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 Storage.

Binary Number System: Binary to Decimal conversion ($2^{10} = 1024$).

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.

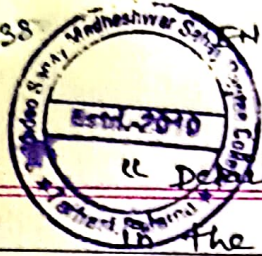
Day 27: Power Protection: Role of UPS in backup.

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 (2024-25)



Detailed Record of undergraduate students enrolled
in the Add-on-Course on Computer Software Skills

S-NO.	STUDENT NAME	FATHER'S NAME	STREAM	R.N	MOBILE NO.	SIGN
1.	VIDYA KUMARI	SUBANSH RAM	BA	05	8292146280	Vidya
2.	SANIYA KUSUR	UDIT URAON	B.A	115	8521436393	Saniya
3.	RANJNA KUMARI	DEVENRA RAM	B.A	4	7485967485	Ranjna
4.	KASAL KUMARI	NANHU THAKUR	B.A	716	8092523264	Kasal
5.	SANTU KUMAR	SURESH DAS	B.A	1103	9065367348	Santu
6.	NATIYA PRAWIN	ANWAR KHAN	B.A	641	7367886088	Natiya
7.	NATIYA PRAWIN NATIYA PRAWIN	SANTOSH KUMAR	B.A	440	7461891977	Natiya
8.	RAJESH KUMARI RAJESH KUMARI	Bhendra Kr. Singh	B.A	315	6207647598	Rajesh
9.	RAJESH KUMARI RAJESH KUMARI	BIND RAM	B.A	133	8340164019	Rajesh
10.	PRITAM KUMARI	SAJENDRA PASWAN	B.A	84	8252823664	Pritam
11.	ANAND KR. MUNDA	SANTOSH MUNDA	B.A	1214	6204981295	Anand
12.	NISHA KUMARI	BINOD RAM	B.A	421	6200087194	Nisha
13.	MANISHA KUMARI	RAMANUJ GIRI	B.A	221	6203423120	Manisha
14.	SUSHMA KUMARI	UDIT URAON	B.A	259	7461055592	Sushma
15.	NILU KUMARI	SHARWAN RAM	B.A	1050	9709219154	Nilu
16.	SUDHA KUMARI	BINOD MAHTO	B.A	52	8252275645	Sudha
17.	ANAMIKA KUMARI	RANJEET PASWAN	B.A	495	9334083779	Anamika
18.	Manish Kr. Mehta	Dev Kumar Mahato	B.A	837	9508993356	Manish
19.	Debojit paswan	Girwar paswan	B.A	1170	8789265988	Debojit
20.	CHANDA KUMARI	Dinesh prateed	B.A	684	9006436011	Chanda
21.	Balram Giri	Law Kumar Giri	B.A	105	7667105385	Balram
22.	Anil Kr. Ram	PURAN RAM	COM	38	9113105374	Anil
23.	PRITI KUMARI	Kamlesh saw	B.A	358	9279456910	Priti
24.	SOIB AKABAR	FIROJ ALAM	COM	37	6206795235	Soib
25.	BABITA KUMARI	Indradeo PAdaw	B.A	603	8757138240	Babita
26.	RAZIYA KHATUN	Islam Ansari	B.A	1	7644065862	Raziya
27.	SONAM PRIYA	SATENDRA KR GIRI	COM	3	9341449867	Sonam
28.	MANIKANT THAKUR	SANTU THAKUR	B.A	538	7004578855	Manikant
29.	SANDHYA KUMARI	SURESH RAVIDASH	B.A	427	6203519523	Sandhya
30.	SAVITA KUMARI	Noudeo Giri	B.A	1020	9263179093	Savita

Heaf
Hemant Kumar

Computer programme coordinator
S.K.M.S. Degree college, Tartoli



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Tarhasi, Palamu, Jharkhand - 822118

Ph. - 094311-01975
083407-82435

Date 10/08/2024

NOTICE (Session 2024-25)

Mid -Course Text Exam Notice

This is to inform all the students of Session (2024-25) Certificate course in Computer Literacy that a Mid-Course Assessment Test will be conducted on 10.08.2024, 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

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 learning."

2. Mid-term Question paper:-

Mid-Term Assessment Consisted of 25 structured question focusing on computer fundamental and windows operating system. this screening ensured that students processed prerequisite knowledge required for the MS-office and Internet security module.

3. Original answer script of the top performing of the student 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. Student 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 Kumar

Signature

Computer Program Coordinator
S.S.M.S.D.C. TARHADI

Sukhdeo Sahay Madheshwar Sahay Degree College, Tarhasi

Computer Skill & Communication -Add On Course

MID – Term Assessment & Evaluation

Session 2024-25

Date:- 10/08/2024

Time : 45 Minute

Total Marks :-25



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

1. कंप्यूटर के जनक (Father of Computer) कौन हैं?
2. मॉनिटर किस प्रकार का डिवाइस है?
3. 'Undo' (पीछे जाने) की शॉर्टकट की क्या है?
4. रोम (ROM) का पूरा नाम क्या है?
5. फाइल को हमेशा के लिए (Permanently) डिलीट करने की शॉर्टकट की क्या है?
6. कीबोर्ड पर कुल कितनी फंक्शन की (F1 से F12) होती हैं?
7. एमएस वर्ड (MS Word) मुख्य रूप से किस काम आता है?
8. गूगल (Google) को तकनीकी भाषा में क्या कहते हैं?
9. पेस्ट (Paste) करने की शॉर्टकट की क्या है?
10. बाइनरी सिस्टम में कौन से दो अंक इस्तेमाल होते हैं?
11. टास्कबार में 'Start' बटन किस तरफ स्थित होता है?
12. किसी डॉक्यूमेंट को प्रिंट करने की शॉर्टकट की क्या है?
13. यूएसबी (USB) का पूरा नाम क्या है?
14. कंप्यूटर चालू होने के बाद दिखने वाली मुख्य स्क्रीन क्या कहलाती है?
15. स्कैनर (Scanner) का मुख्य कार्य क्या है?
16. ऑनलाइन पेमेंट के लिए इस्तेमाल होने वाले 'UPI' का क्या अर्थ है?
17. एमएस पेंट की फाइल किस फॉर्मेट में सेव होती है?
18. मॉनिटर को और किस तकनीकी नाम से जाना जाता है?
19. शॉर्टकट की Ctrl + A का उपयोग क्यों किया जाता है?
20. कंप्यूटर चालू होने की शुरुआती प्रक्रिया क्या कहलाती है?
21. 1 बाइट (Byte) में कितने बिट्स (Bits) होते हैं?
22. वह कंप्यूटर जिसे आसानी से कहीं भी ले जाया जा सके, क्या कहलाता है?
23. वेब ब्राउज़र का कोई एक उदाहरण दीजिए।
24. कंप्यूटर में डेटा को स्थायी रूप से स्टोर करने वाला मुख्य भाग कौन सा है?
25. ईमेल में प्राप्त हुए संदेश किस फोल्डर में दिखाई देते हैं?



Sukhdeo Sahay Madhewar Sahay Degree College Tarhasi

MID TERM EXAM ATTENDANCE SHEET

Computer Skill & Communication Add-On Course

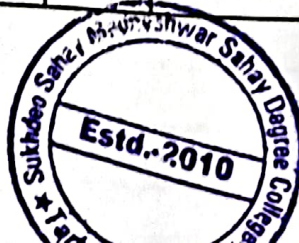
SESSION 2024-25

EXAM DATE:- 10/08/2024

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

S.No.	Student Name	Roll No.	Answer Book No.	Signature
1	VIDYA KUMARI	5	MT-01	विद्या कुमारी
2	SANIYA KUJUR	115	MT-02	Saniya kujur
3	RANJNA KUMARI	4	MT-03	Ranjna kumari
4	KAJAL KUMARI	716	MT-04	काजल कुमारी
5	SANTU KUMAR	1103	MT-05	Santu KUMAR
6	NAJIYA PRAWIN	641	MT-06	Najiya Prawin
7	NAJIYA PRAWIN	440	MT-07	नाजिया प्रविण
8	SAKSHI KUMARI	315	MT-08	सखी कुमारी
9	RIMJHIM KUMARI	133	MT-09	रीमजिम कुमारी
10	PRITAM KUMARI	84	MT-10	Pritam Kumari
11	ANAND KUMAR MUNDA	1214	MT-11	आनंद कुमार मुन्डा
12	NISHA KUMARI	421	MT-12	नीशा कुमारी
13	MANISHA KUMARI	221	MT-13	मनिषा कुमारी
14	SUSHMA KUMARI	259	MT-14	Sushma KUMARI
15	NILLU KUMARI	1050	MT-15	Nilla Kumari
16	SUDHA KUMARI	52	MT-16	सुधा कुमारी
17	ANAMIKA KUMARI	495	MT-17	Anamika Kumari
18	MANISH KUMAR MEHTA	837	MT-18	मनिष कुमार मेहता
19	DEVBRAT PASWAN	1170	MT-19	देवव्रत पसवान
20	CHANDA KUMARI	684	MT-20	Chanda Kumari
21	BALRAM GIRI	105	MT-21	Balram Giri
22	ANIL KUMAR RAM	38	MT-22	Anil Kumar Ram
23	PRITI KUMARI	358	MT-23	Priti Kumari
24	SOIB AKABAR	37	MT-24	Soib Akbar
25	BABITA KUMARI	603	MT-25	Babita Kumari
26	RAJIYA KHATUN	1	MT-26	राजिया खातुन
27	SONAM PRIYA	3	MT-27	Sonam Priya
28	MANIKANT THAKUR	558	MT-28	Manikant Thakur
29	SANDHAYA KUMARI	427	MT-29	Sandhya Kumari
30	KAVITA KUMARI	1020	MT-30	Kavita Kumari

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



Prof. Rajin-charege
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 2024-25

Date:- 10/08/2024

Full Marks: - 25 marks

College Roll No.

Registration No.

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.	 Charles Babbage	
2.	 Output Device	
3.	 Ctrl + Z	
4.	 Read only Memory	
5.	 Shift + Delete	
6.	 12	
7.	 Document processing	
8.	 Search Engine	
9.	 Ctrl + V	
10.	 0 और 1	
11.	 बाई और (Left side)	
12.	 Ctrl + P	
13.	 Universal serial Bus	
14.	 Desktop	
15.	 Hard copy को Digital में बदलना	
16.	 Unified payment Interface	
17.	 Png: Jpg: bmp:	
18.	 VDU (Visual Display Unit)	
19.	 select All	
20.	 Booting:	
21.	 & बिट्स	
22.	 Laptop	
23.	 Google Chrome, Mozilla Firefox	
24.	 Hard Disk Drive	
25.	 Inbox	

SAMPLE

Evaluator Signature: -.....

Examiner's Signature: -.....

Total Marks Obtained:- 25/25

Sukhdeo Sahay Madheshwar Sahay Degree College, Tarhasi



Computer Skill & Communication -Add On Course

Mid-Term Answer Sheet

Session 2024-25

Date:- 10/08/2024

Full Marks: - 25 marks

College Roll No. 04

Registration No.

Student Name:- Ransna 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.	 Charles Babbage	— 1
2.	 out put device	— 1
3.	 Ctrl + Z	— 1
4.	 Read only memory	— 1
5.	 Shift + delete	— 1
6.	 12	— 1
7.	 Document processing	— 1
8.	 search engine	— 1
9.	 Ctrl + V	— 1
10.	 0 और 2	— 0
11.	 Left side	— 1
12.	 Ctrl + P	— 1
13.	 Universal serial Bus	— 1
14.	 Desktop	— 1
15.	 Hard copy से Digital में आना	— 1
16.	 Unified payment Interface	— 1
17.	 Png, Jpg, Bmp	— 1
18.	 V.D.P (Visual Display UNIT)	— 1
19.	 select All	— 1
20.	 Booting	— 1
21.	 8 Bits	— 1
22.	 Laptop	— 1
23.	 Google chrome, Aedge, Mozilla	— 1
24.	 Hard Disk Drive	— 1
25.	 Inbox	— 1

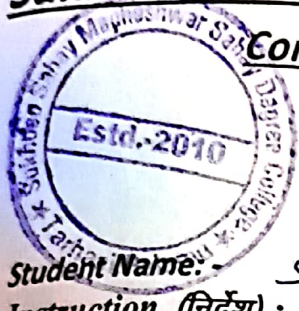
Score
24/25

Evaluator Signature: -

Examiner's Signature: - Ransna Kumari

Total Marks Obtained:- 24/25

Sukhdeo Sahay Madheshwar Sahay Degree College, Tarhasi



Computer Skill & Communication -Add On Course

Mid-Term Answer Sheet

Session 2024-25

Date:- 10/08/2024

Full Marks: - 25 marks

College Roll No. 115

Registration No.

Student Name:- SANIYA KUJUR

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.	 Charles Babbage.....	— 1
2.	 Input device.....	— 0
3.	 Ctrl + Y.....	— 0
4.	 Read only memory.....	— 1
5.	 Shift delete.....	— 1
6.	 12.....	— 1
7.	 Document processing.....	— 1
8.	 search engine.....	— 1
9.	 Ctrl + S.....	— 0
10.	 O 3.14 1.....	— 1
11.	 Left side.....	— 1
12.	 Ctrl + P.....	— 1
13.	 Universal serial Bus.....	— 1
14.	 Desktop.....	— 1
15.	 Hard copy से Digital में convert.....	— 1
16.	 Unified payment Interface.....	— 1
17.	 Png..... Jpg..... Bmp.....	— 1
18.	 V.D.U. (Visual Display Unit).....	— 1
19.	 Select All.....	— 1
20.	 Booting.....	— 1
21.	 8 bits.....	— 1
22.	 Laptop.....	— 1
23.	 Google Chrome Mozilla.....	— 1
24.	 Hard disk Drive.....	— 1
25.	 Inbox.....	— 1

Score
22/25

Evaluator Signature: -.....

Examiner's Signature: -..... Sania S. Kujur.....

Total Marks Obtained:- 22/25



PROGRESSION ASSESSMENT & SCREENING REPORT

1. Objective of Assessment:- The Mid-term examination was conducted to evaluate the 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 the Advanced Software Module.
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 rigor.
3. Performance Analysis:- Out of the 30 enrolled students, Roll No. 5 Vidya Kuman student successfully cleared the screening. The result tabulation indicates a high level of arrangement among the learners. Student who performed exceptionally well (above 80%) have been identified as advanced learners.
4. Impact of Learning:- This Mid-Course evaluation has helped the Coordinator customize the upcoming MS Office and Internet Security module according to the batch fulfilling the quality enhancement requirement under NAAC criterion 5.1.2.

Heant

Hemant Kumar

Signature

Computer Course Coordinator

S.C.H.S.D.C, Tarhaji



Sukhdeo Sahay Madhewar Sahay Degree College Tarhasi

CONSOLIDATED MID-TERM TABULATION REPORT

Computer Skill & Communication Add-On Course

SESSION 2024-25

Maximum Marks : 25

Qualifying Marks : 13 (50%)

Student Name	Roll No.	Answer Book No.	Mark Obtained	Dept.	Result Status
VIDYA KUMARI	5	MT-01	20	B.A	Qualified
SANIYA KUJUR	115	MT-02	22	B.A	Qualified
RANJNA KUMARI	4	MT-03	24	B.A	Qualified
KAJAL KUMARI	716	MT-04	12	B.A	Need Improvement
SANTU KUMAR	1103	MT-05	15	B.A	Qualified
NAJIYA PRAWIN	641	MT-06	20	B.A	Qualified
NAJIYA PRAWIN	440	MT-07	19	B.A	Qualified
SAKSHI KUMARI	315	MT-08	10	B.A	Need Improvement
RIMJHIM KUMARI	133	MT-09	18	B.A	Qualified
PRITAM KUMARI	84	MT-10	20	B.A	Qualified
ANAND KUMAR MUNDA	1214	MT-11	11	B.A	Need Improvement
NISHA KUMARI	421	MT-12	12	B.A	Need Improvement
MANISHA KUMARI	221	MT-13	20	B.A	Qualified
SUSHMA KUMARI	259	MT-14	12	B.A	Need Improvement
NILLU KUMARI	1050	MT-15	21	B.A	Qualified
SUDHA KUMARI	52	MT-16	10	B.A	Need Improvement
ANAMIKA KUMARI	495	MT-17	20	B.A	Qualified
MANISH KUMAR MEHTA	837	MT-18	11	B.A	Need Improvement
DEVBRAT PASWAN	1170	MT-19	19	B.A	Qualified
CHANDA KUMARI	684	MT-20	19	B.A	Qualified
BALRAM GIRI	105	MT-21	12	B.A	Need Improvement
ANIL KUMAR RAM (Com)	38	MT-22	18	B.A	Qualified
PRITI KUMARI	358	MT-23	10	B.A	Need Improvement
SOIB AKABAR (Com)	37	MT-24	19	B.A	Qualified
BABITA KUMARI	603	MT-25	20	B.A	Qualified
RAJIYA KHATUN	1	MT-26	11	B.A	Need Improvement
SONAM PRIYA (Com)	3	MT-27	21	B.A	Qualified
MANIKANT THAKUR	558	MT-28	11	B.A	Need Improvement
SANDHAYA KUMARI	427	MT-29	10	B.A	Need Improvement
KAVITA KUMARI	1020	MT-30	23	B.A	Qualified

Programme Coordinator

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



Prof. In-charge
Sukhdeo Sahay Madhewar Sahay Degree College
Tarhasi



"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 students were identified as advanced learners. While 12 students were put under Remedial monitoring to bridge their learning gaps. The upcoming session (16-30) Days, are designed to focus on high level focused on MS office proficiency and practical digital services.

"Advance Lab Module :- student
The Advance phase introduced ~~into~~ to real world digital task 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.

"Objective of the transition"

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



Milan

Hemant Kumar
Signature
Computer Course Coordinator
S.S.N.D.C. Palamu

CONCLUDING PHASES - FINAL ASSESSMENT FRAMEWORK

1. Rational for comprehensive Evaluation

After completing the 30 Days Instructional cycle a final Assessment was designed to measure the total learning outcome. This phase aims to validate the skills Acquisition of All 30 student ensuring they meet the Industry student competency in digital literacy and Software skills.

2. Examination Structure & Design:-

The Assessment was split into to rigorous components.

- Theoretical proficiency (50 Marks) Conducted via and OMR-based multiple choice Question (MCQ) paper to ensure objective and unbiased grading.
- practical competency (25 Marks) :- A Lab based performance based 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.

Heard

Signature

Computer Course coordinator

S.S.M.-S.D.C, Tq. Hasi



Sukhdeo Sahay-Madheshwar Sahay Degree College

(An Unit of IBS Foundation, New Delhi)
(An Affiliated Unit of N.P. University, Medininagar with Excellent Faculty)

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Tarhasi, Palamu, Jharkhand - 822118

Ph. - 094311-01975
083407-82435

Date 27.08.2024

NOTICE

Certificate course in Computer Literacy Full Course Assessment Exam (Session 2024-25)

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:- 27.08.2024

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



Students are requested to be present on time.

By the order of

(.....)

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



Sukhdeo Sahay Madhwar Sahay Degree College
FINAL EXAM ATTENDANCE SHEET
Computer & Software Skill Add-On Course

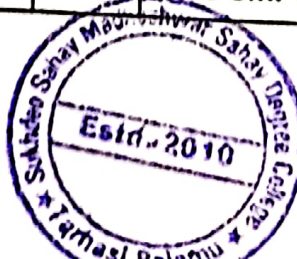
SESSION 2024-25

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

EXAM DATE:- 27/08/2024

S.No.	Student Name	Roll No.	Answer Book No.	Signature
1	VIDYA KUMARI	5	ssms-omr-1	विद्युत कुमारी
2	SANIYA KUJUR	115	ssms-omr-2	Saniya kujur
3	RANJNA KUMARI	4	ssms-omr-3	Ranjna kumari
4	KAJAL KUMARI	716	ssms-omr-4	काजल कुमारी-
5	SANTU KUMAR	1103	ssms-omr-5	Santu kumar
6	NAJIYA PRAWIN	641	ssms-omr-6	Najiya prawin
7	NAJIYA PRAWIN	440	ssms-omr-7	नाजिया प्रवीण
8	SAKSHI KUMARI	315	ssms-omr-8	साक्षी कुमारी-
9	RIMJHIM KUMARI	133	ssms-omr-9	Rimjhim kumari
10	PRITAM KUMARI	84	ssms-omr-10	pritam KUMARI
11	ANAND KUMAR MUNDA	1214	ssms-omr-11	आनन्द कुमार मुन्डा
12	NISHA KUMARI	421	ssms-omr-12	निशा कुमारी
13	MANISHA KUMARI	221	ssms-omr-13	Manisha kumari
14	SUSHMA KUMARI	259	ssms-omr-14	Sushma kumari
15	NILLU KUMARI	1050	ssms-omr-15	Nilla KUMARI
16	SUDHA KUMARI	52	ssms-omr-16	Sudha kumari
17	ANAMIKA KUMARI	495	ssms-omr-17	Anamika kumari
18	MANISH KUMAR MEHTA	837	ssms-omr-18	Manish K. Mehta
19	DEVBRAT PASWAN	1170	ssms-omr-19	Devbrat paswan
20	CHANDA KUMARI	684	ssms-omr-20	चंद कुमारी
21	BALRAM GIRI	105	ssms-omr-21	बलराम गिरि
22	ANIL KUMAR RAM (Com)	38	ssms-omr-22	Anil K. Ram
23	PRITI KUMARI	358	ssms-omr-23	Priti kumari
24	SOIB AKABAR (Com)	37	ssms-omr-24	सोयब अकबर
25	BABITA KUMARI	603	ssms-omr-25	Babita kumari
26	RAJIYA KHATUN	1	ssms-omr-26	Rajiya khatun
27	SONAM PRIYA (Com)	3	ssms-omr-27	Sonam priya
28	MANIKANT THAKUR	558	ssms-omr-28	Manikant - thakur
29	SANDHAYA KUMARI	427	ssms-omr-29	Sandhya kumari
30	KAVITA KUMARI	1020	ssms-omr-30	काविता कुमारी

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)

Session 2024-25

Time : 01.00 Hours

Total Marks :-50

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

1. MS Word में 'मेल मर्ज' का उपयोग क्यों होता है?

- (A) मेल भेजने के लिए
- (B) एक पत्र कई लोगों को भेजने के लिए
- (C) एक्सेल बनाने के लिए
- (D) फोटो एडिट करने के लिए

2. MS Excel में फार्मूला हमेशा किस चिन्ह से शुरू होता है?

- (A) +
- (B) @
- (C) =
- (D) #

3. PowerPoint में स्लाइड शो शुरू करने की शॉर्टकट की क्या है?

- (A) F1
- (B) F2
- (C) F5
- (D) F7

4. MS Word में 'हाइपरलिंक' डालने का शॉर्टकट क्या है?

- (A) Ctrl + H
- (B) Ctrl + K
- (C) Ctrl + L
- (D) Ctrl + M

5. एक्सेल में से (Row) और कॉलम (Column) के कटान को क्या कहते हैं?

- (A) बॉक्स
- (B) ग्रिड
- (C) सेल
- (D) टेबल

6. PowerPoint में नई स्लाइड जोड़ने का शॉर्टकट क्या है?

- (A) Ctrl + N
- (B) Ctrl + M
- (C) Ctrl + S
- (D) Ctrl + D

7. एक्सेल में सेल एड्रेस A1 का क्या मतलब है?

- (A) रिलेटिव
- (B) एब्सोल्यूट
- (C) मिक्सड
- (D) फिक्स्ड

8. वर्ड में 'Thesaurus' टूल का क्या काम है?

- (A) स्पेलिंग चेक
- (B) समानार्थी शब्द
- (C) ग्रामर
- (D) ट्रांसलेशन

9. MS Word में 'फॉर्मेट पेंटर' का शॉर्टकट क्या है?

- (A) Ctrl + C
- (B) Ctrl + V
- (C) Ctrl + Shift + C
- (D) Alt + P

10. एक्सेल में '#' चिन्ह का एरर कब आता है?

- (A) फार्मूला गलत हो
- (B) कॉलम की चीड़ाई कम हो
- (C) डेटा डिलीट हो
- (D) फाइल सेव न हो

Sukhdeo Sahay Madheshwar Sahay Degree College, Tarhasi

Computer Skill & Communication -Add On Course

Final Proficiency Assessment (Objective Type)

Session 2024-25



Time : 01.00 Hours
Total Marks :-50

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

11. वर्ड डॉक्यूमेंट में डिफॉल्ट अलाइनमेंट क्या होती है?

(D) 1048576

(A) लेफ्ट

16. वर्ड में पेज ओरिएंटेशन कितने प्रकार के होते हैं?

(B) राइट

(A) 1

(C) सेंटर

(B) 2

(D) जस्टिफाई

(C) 3

12. एक्सेल में 'पिवट टेबल' (Pivot Table) का उपयोग क्यों होता है?

(D) 4

(A) डेटा को सारांशित करने के लिए

17. MS Excel में 'VLOOKUP' का क्या अर्थ है?

(B) वेंटिंग के लिए

(A) वर्टिकल लुकअप

(C) टाइपिंग के लिए

(B) वैल्यू लुकअप

(D) स्लाइड शो के लिए

(C) व्यू लुकअप

13. PowerPoint में सभी स्लाइड्स को एक साथ देखने के लिए कौन सा व्यू होता है?

(D) विजुअल लुकअप

(A) नॉर्मल

18. PowerPoint में 'Transitions' कहाँ लागू होते हैं?

(B) स्लाइड सॉटर

(A) टेक्स्ट पर

(C) नोट्स

(B) स्लाइड्स के बीच

(D) रीडिंग

(C) इमेज पर

(D) ऑडियो पर

14. MS Word में फॉन्ट साइज बढ़ाने की शॉर्टकट की क्या है?

19. MS Word में 'वॉटरमार्क' कहाँ होता है?

(A) Ctrl + Shift + >

(A) पेज के ऊपर

(B) Ctrl + S

(B) पेज के पीछे बैकग्राउंड में

(C) Ctrl + B

(C) हेडर में

(D) Alt + F

(D) फुटर में

15. एक्सेल में कुल कितने कॉलम होते हैं (नवीनतम वर्जन)?

20. एक्सेल में चार्ट बनाने की शॉर्टकट की क्या है?

(A) 16384

(A) F1

(B) 1024

(B) F11

(C) 65536

(C) F5

Sukhdeo Sahay Madheshwar Sahay Degree College, Tarhasi

Computer Skill & Communication -Add On Course

Final Proficiency Assessment (Objective Type)

Session 2024-25

Time : 01.00 Hours

Total Marks :-50

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

(D) F7

1. वर्ड में स्पेलिंग चेक करने की शॉर्टकट की क्या है?

(A) F1

(B) F7

(C) F5

(D) F2

2. एक्सेल फाइल का डिफॉल्ट एक्सटेंशन क्या होता है?

(A) .docx

(B) .xlsx

(C) .pptx

(D) .txt

3. PPT में वर्तमान स्लाइड से शो शुरू करने की की (Key) क्या है?

(A) F5

(B) Shift + F5

(C) Alt + F5

(D) Ctrl + F5

4. MS Word में 'Find and Replace' का शॉर्टकट क्या है?

(A) Ctrl + F

(B) Ctrl + H

(C) Ctrl + G

(D) Ctrl + R

5. एक्सेल में ऑटो-सम (Auto-Sum) करने का शॉर्टकट क्या है?

(A) Alt + =

(B) Ctrl + =

(C) Shift + =

(D) Alt + S

26. वर्ड में पेज लेआउट बदलने का मेनू कौन सा है?

(A) होम

(B) इंसर्ट

(C) लेआउट

(D) रिव्यू

27. PowerPoint में स्लाइड बैकग्राउंड बदलने के लिए कहाँ जाना होगा?

(A) डिजाइन

(B) व्यू

(C) रिव्यू

(D) फाइल

28. एक्सेल में रो (Rows) को छिपाने (Hide) का शॉर्टकट क्या है?

(A) Ctrl + 9

(B) Ctrl + 0

(C) Ctrl + H

(D) Ctrl + D

29. MS Word में लाइन स्पेसिंग कहाँ से सेट होती है?

(A) पैराग्राफ

(B) फॉन्ट

(C) स्टाइल्स

(D) एडिटिंग

30. एक्सेल में 'SUMIF' फंक्शन क्या करता है?

(A) सबका जोड़

(B) शर्त के अनुसार जोड़

(C) गुणा

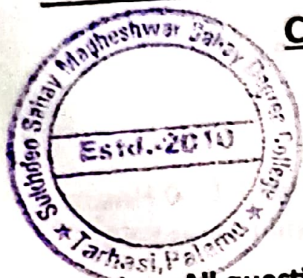
(D) भाग

Sukhdeo Sahay Madheshwar Sahay Degree College, Tarhasi

Computer Skill & Communication -Add On Course

Final Proficiency Assessment (Objective Type)

Session 2024-25



Time : 01.00 Hours
Total Marks :-50

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

S.No.

1

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31.वर्ड में 'हेडर' (Header) कहाँ दिखाई देता है?

- (A) पेज के टॉप पर
- (B) बॉटम पर
- (C) साइड में
- (D) बीच में

32.PPT में 'Animations' कहाँ लगाए जाते हैं?

- (A) स्लाइड्स पर
- (B) ऑब्जेक्ट्स/टेक्स्ट पर
- (C) फाइल पर
- (D) माउस पर

33.एक्सेल में टेक्स्ट को 'Wrap' करने का क्या मतलब है?

- (A) बड़ा करना
- (B) एक ही सेल में कई लाइनों में दिखाना
- (C) डिलीट करना
- (D) रंगना

34.MS Word में 'बुलेट्स और नंबरिंग' कहाँ मिलता है?

- (A) इसर्ट
- (B) होम
- (C) डिजाइन
- (D) व्यू

35.एक्सेल में वर्कशीट को रीनेम कैसे करते हैं?

- (A) टैब पर डबल क्लिक
- (B) Ctrl + R
- (C) डिलीट

(D) Alt + N

36.वर्ड में 'पेज बॉर्डर' कहाँ से लगाते हैं?

- (A) डिजाइन/लेआउट
- (B) इसर्ट
- (C) फाइल
- (D) होम

37.PPT में स्लाइड का लेआउट बदलने का विकल्प कहाँ है?

- (A) होम
- (B) ट्रांजिशन
- (C) एनीमेशन
- (D) रिव्यू

38.एक्सेल में 'Merge and Center' क्या करता है?

- (A) दो सेल्स को एक बनाता है
- (B) डिलीट
- (C) कॉपी
- (D) पेस्ट

39.MS Word में 'Drop Cap' कहाँ उपयोग होता है?

- (A) शुरुआत का अक्षर बड़ा करने के लिए
- (B) अंत में
- (C) पेज के नीचे
- (D) हेडर में

40.एक्सेल में फ़िल्टर लगाने का शॉर्टकट क्या है?

- (A) Ctrl + Shift + L
- (B) Alt + F
- (C) Ctrl + F

Sukhdeo Sahay Madheshwar Sahay Degree College, Tarhasi

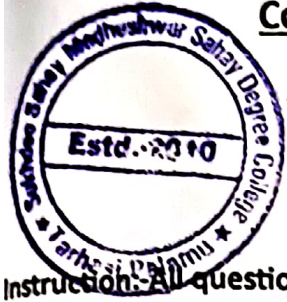
Computer Skill & Communication -Add On Course

Final Proficiency Assessment (Objective Type)

Session 2024-25

Time : 01.00 Hours

Total Marks :-50



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

(D) Shift + F

1. वर्ड में 'Undo' का शॉर्टकट क्या है?

(A) Ctrl + Z

(B) Ctrl + Y

(C) Ctrl + U

(D) Ctrl + I

2. एक्सेल में डेटा 'सॉर्ट' (Sort) करने का क्या मतलब है?

(A) क्रम-अनुसार लगाना

(B) डिलीट करना

(C) प्रिंट करना

(D) छिपाना

3. PowerPoint में 'हैंडआउट्स' (Handouts) क्या होते हैं?

(A) प्रिंटेड स्लाइड्स

(B) नोट्स

(C) ऑडियो

(D) वीडियो

4. वर्ड में 'Ctrl + E' क्या करता है?

(A) सेंटर अलाइन

(B) लेफ्ट अलाइन

(C) एग्जिट

(D) एडिट

5. एक्सेल में 'सेल रेफरेंस' कितने प्रकार के होते हैं?

(A) 1

(B) 2

(C) 3

(D) 4

46. MS Word में 'सुपरस्क्रिप्ट' (X²) का शॉर्टकट क्या है?

(A) Ctrl + Shift + +

(B) Ctrl + =

(C) Alt + S

(D) Ctrl + B

47. एक्सेल में कॉलम को छिपाने का शॉर्टकट क्या है?

(A) Ctrl + 0

(B) Ctrl + 9

(C) Alt + H

(D) Ctrl + S

48. PPT में 'Rehearse Timings' क्यों उपयोग होता है?

(A) स्लाइड शो का समय सेट करने के लिए

(B) डिलीट करने के लिए

(C) टाइपिंग के लिए

(D) पेंट के लिए

49. वर्ड में 'Table of Contents' (इंडेक्स) कहाँ से बनता है?

(A) रेफरेंसेस

(B) इसर्ट

(C) होम

(D) व्यू

50. एक्सेल में 'फंक्शन लाइब्रेरी' कहाँ होती है?

(A) फार्मूला मेनू

(B) डेटा मेनू

(C) होम मेनू

(D) व्यू मेनू



SUKHDEO SAHAY MADHESHWAR SAHAY DEGREE COLLEGE TARHASI

2. Answer Copy IDR No.
 3. Exam Date
 4. Sub. Name
 5. Roll No.

Q.No	ANSWERS	Q.No	ANSWERS
1	A	26	A
2	A	27	B
3	A	28	B
4	A	29	B
5	A	30	A
6	A	31	B
7	B	32	A
8	A	33	A
9	A	34	A
10	A	35	B
11	B	36	B
12	B	37	B
13	A	38	B
14	B	39	B
15	B	40	B
16	A	41	B
17	B	42	B
18	A	43	B
19	A	44	B
20	A	45	B
21	A	46	B
22	A	47	B
23	A	48	B
24	A	49	B
25	B	50	B

4250

SUKHDEO SAHAY MADHESHWAR SAHAY DEGREE COLLEGE TARHASI

उत्तर-पृष्ठ ४५ पिछले पृष्ठ पर लिखे विदेशों का देखें और उनका अनुपालन करें।

Please see the instruction at the back of the rear page and

[illegible]

Q No	ANSWERS				Q No	ANSWERS			
1	A	B	C	D	26	A	B	C	D
2	A	B	C	D	27	A	B	C	D
3	A	B	C	D	28	A	B	C	D
4	A	B	C	D	29	A	B	C	D
5	A	B	C	D	30	A	B	C	D
6	A	B	C	D	31	A	B	C	D
7	A	B	C	D	32	A	B	C	D
8	A	B	C	D	33	A	B	C	D
9	A	B	C	D	34	A	B	C	D
10	A	B	C	D	35	A	B	C	D
11	A	B	C	D	36	A	B	C	D
12	A	B	C	D	37	A	B	C	D
13	A	B	C	D	38	A	B	C	D
14	A	B	C	D	39	A	B	C	D
15	A	B	C	D	40	A	B	C	D
16	A	B	C	D	41	A	B	C	D
17	A	B	C	D	42	A	B	C	D
18	A	B	C	D	43	A	B	C	D
19	A	B	C	D	44	A	B	C	D
20	A	B	C	D	45	A	B	C	D
21	A	B	C	D	46	A	B	C	D
22	A	B	C	D	47	A	B	C	D
23	A	B	C	D	48	A	B	C	D
24	A	B	C	D	49	A	B	C	D
25	A	B	C	D	50	A	B	C	D



Sukhdeo Sahay-Madheshwar Sahay Degree College

(An Unit of IBS Foundation, New Delhi)
(An Affiliated Unit of N.P. University, Medinipur with Excellent Faculty)
Email : tarhasi.college@rediffmail.com
Website : www.ssmddc.org

AISHE Code No. - C- 42760

Tarhasi, Palamu, Jharkhand - 822118

Ph. - 094311-01075
083407-82435

Ref.

Date 30/08/2024

NOTICE

Certificate course in Computer Literacy Full Course Assessment Result (Session 2024-25)

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 :- 30.08.2024

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



By the order of

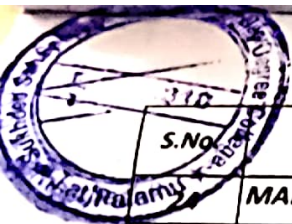
(.....)
Sri. Hemant Kumar
Coordinator, Computer Program
S.S.M.S. Degree College

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

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	RANJNA KUMARI	4	24	42	21	19	106	"A+"	PASS	1
2	SANIYA KUJUR	115	22	40	22	20	104	"A+"	PASS	2
3	VIDYA KUMARI	5	20	42	21	19	102	"A+"	PASS	3
4	NAJIYA PRAWIN	440	19	35	21	20	95	"A"	PASS	4
5	RIMJHIM KUMARI	133	18	40	17	19	94	"A"	PASS	5
6	NAJIYA PRAWIN	641	20	33	20	19	92	"A"	PASS	6
7	PRITAM KUMARI	84	20	30	22	19	91	"A"	PASS	7
8	KAJAL KUMARI	716	12	40	18	20	90	"A"	PASS	8
9	SANTU KUMAR	1103	15	35	19	20	89	"A"	PASS	9
10	SAKSHI KUMARI	315	10	37	20	21	88	"A"	PASS	10
11	ANAMIKA KUMARI	495	20	31	16	19	86	"A"	PASS	11
12	DEVBRAT PASWAN	1170	19	31	17	16	83	"A"	PASS	12
13	BABITA KUMARI	603	20	25	16	21	82	"A"	PASS	13
14	MANISHA KUMARI	221	20	26	19	16	81	"A"	PASS	14
15	NILLU KUMARI	1050	21	22	17	20	80	"A"	PASS	15
16	ANAND KUMAR MUNDA	1214	11	26	21	21	79	"A"	PASS	16
17	SOIB AKABAR (Com)	37	19	24	16	19	78	"A"	PASS	17
18	SONAM PRIYA (Com)	3	21	21	20	15	77	"A"	PASS	18
19	KAVITA KUMARI	1020	23	22	17	14	76	"A"	PASS	19
20	NISHA KUMARI	421	12	22	21	20	75	"A"	PASS	20
21	CHANDA KUMARI	684	19	21	17	17	74	"B"	PASS	21
22	BALRAM GIRI	105	12	20	20	21	73	"B"	PASS	22
23	ANIL KUMAR RAM (Com)	38	18	21	18	15	72	"B"	PASS	23



Essential Computing & Software Skills

SESSION 2024-25

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
25	MANISH KUMAR MEHTA	837	11	27	16	17	71	"B"	PASS	24
26	SUSHMA KUMARI	259	12	25	20	13	70	"B"	PASS	25
27	SUDHA KUMARI	52	10	20	20	19	69	"B"	PASS	26
28	RAJIYA KHATUN	1	11	21	20	16	68	"B"	PASS	27
29	MANIKANT THAKUR	558	11	25	15	16	67	"B"	PASS	28
30	SANDHAYA KUMARI	427	10	24	15	15	64	"B"	PASS	29
30	PRITI KUMARI	358	10	20	18	15	63	"B"	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

heand

Programme Coordinator

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

S.S.

Prof. In-charge

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

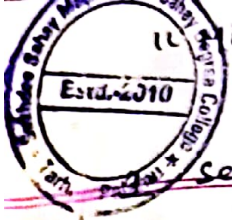
Prof. Incharge

Sahay Madheshwar Sahay

Degree College

Tarhasi, Palamu





MERIT BASED SELECTION FOR CERTIFICATION" (TOP-10)

Selection Criterion:-

As per the Institutional policy for the computer skill add-on course a complete filtering process was applied. Out of 30 student. Only the top 10 high achiever were selected for the "Certificate of Excellence" and a detailed marksheet.

2. Basis of Merit:-

The selection is strictly based on the Cumulative ~~score~~ score (Grand total) 125 achiever in the MID-TERM TEST, Final OMR 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.



Heard

Hemant Kumar

Signature,

Computer course coordinator

S.C.M.V.D.C, Tarhadi



Sukhdeo Sahay-Madheshwar Sahay Degree College

(An Unit of IBS Foundation, New Delhi)
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Website : www.ssmado.org

Tarhasi, Palamu, Jharkhand - 822118

AISHE Code No : C-4774

Ph. - 094311-01975
083407-82430

Ref.

Date 31-08-2024

OFFICIAL MERIT LIST FOR CERTIFICATE OF EXCELLENCE

Add - on Course: Essential Computing & Software Skills (Session 2024-25)

"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	4	Ranjna Kumari	106	A+	Qualified for Certificate
02	115	Saniya Kujur	104	A+	Qualified for Certificate
03	5	Vidya Kumari	102	A+	Qualified for Certificate
04	440	Najiya Prawin	95	A	Qualified for Certificate
05	133	Rimjhim Kumari	94	A	Qualified for Certificate
06	641	Najiya Prawin	92	A	Qualified for Certificate
07	84	Pritam Kumari	91	A	Qualified for Certificate
08	716	Kajal Kumari	90	A	Qualified for Certificate
09	1103	Santu Kumar	89	A	Qualified for Certificate
10	315	Sakshi Kumari	88	A	Qualified for Certificate

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



(.....)
Sri. Prabhakar Ojha
Prof. In-charge
S.S.M.S. Degree College

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. Ranjna Kumari has
successfully completed the Add on Course "Computer Literacy Program" with
A+ Grade From 22 July 2024 to 24 Aug 2024 in the college.

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

heey
31.08.2024
(Course Coordinator)

Al
(IQAC Coordinator)

Isu
(Principal)