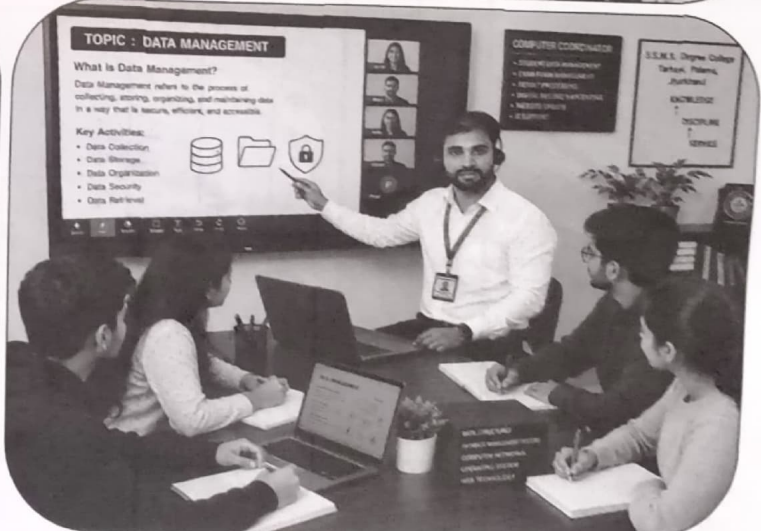
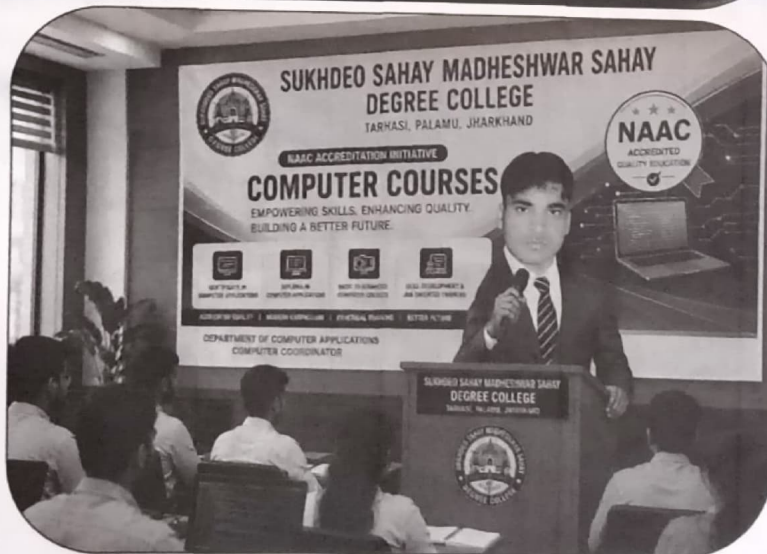
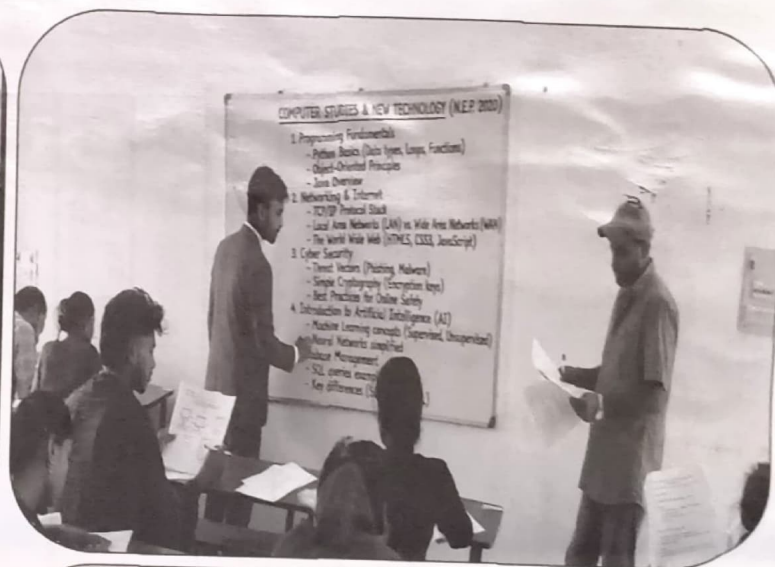
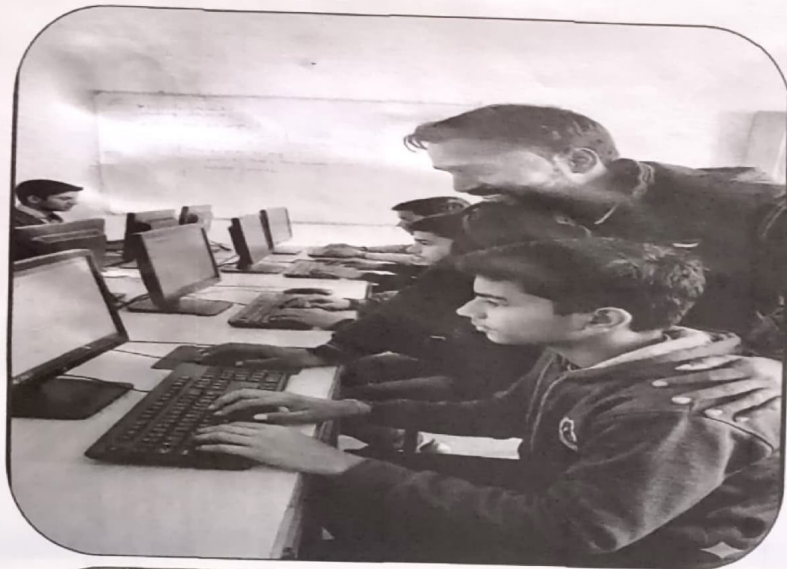


COMPUTER

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

Tarhasi, Palamu, Jharkhand - 822118

Ph. - 0943
08341

Ref.

Date 07.07.25

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. Shimpi Kumari Gupta Political-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: -

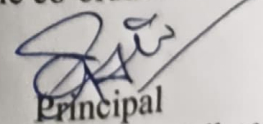
The Committee will prepare the Self Study Report (S.S.R) for assessment of college by NAAC.

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: 07.07.2025

Prof. Incharge

Sukhdeo Sahay Madheshwar Sahay

Dep. Incharge

Memo No. SSMSDC/...../2025

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.

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

Sukhdeo Sahay-Madheshwar Sahay Degree College

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

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Website : www.ssmssc.org

Tarhasi, Palamu, Jharkhand - 822118

AISHE Code No.- C- 42769

Ph. - 094311-01975
083407-82435

Date 07.07.2025

NOTICE

Admission Open -Certificate Course in Computer Literacy (Add-On Course) (Session 2025-26)

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 2025-26. 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: - 08.07.2025

Last Date to Apply:- 05.08.2025

Classes Commencing From:- 18.08.2025 to 27.09.2025

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

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

(Signature)
Sri. Prabhakar Ojha
Prin. in-charge
S.S.M.S. Degree College
Tarhasi, Palamu

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



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Tarhasi, Palamu, Jharkhand - 822118

AISHE Code No. - C-42169

Ph. - 094311-01975
083407-82435

Ref. _____

COORDINATOR PROFILE

Date - 07-07-2025

- ❖ 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.

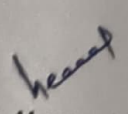
KEY RESPONSIBILITIES & COMPETENCIES

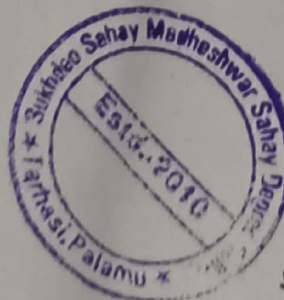
- **Curriculum Design:** Developing structured 60-hour Add-on Course modules tailored for college students.
- **Training Delivery:** Managing practical lab session and theoretical instruction in MS Office and Digital Tools.
- **Assessment Coordination:** Organizing OMR-based evaluations and maintaining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

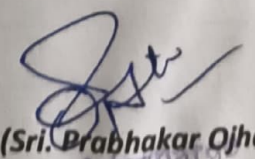
DECLARATION

I hereby declare that the pedagogical records, attendance logs, and assessment data maintained in this report for the Academic Session 2025-26 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 2025-26)

Attach Latest
Passport Size
Photograph

(FORM NO:- SSMS/CIT/2025/.....)

(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 :	

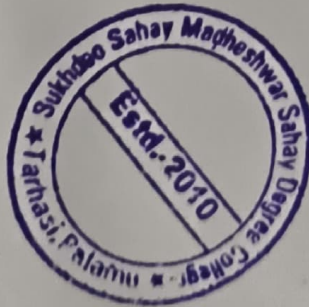
Declaration :-

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

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

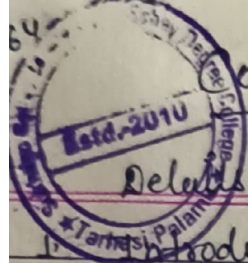
Programme Completion Report and Certificate Acknowledgement.

(.....)
heesap

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

(.....)
Sri. Prabhakar Ojha

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



Computer Skill Course Overview

Detailed Course Overview:-

Introduction:-

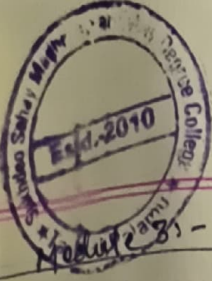
"The certificate course in essential Computing & Software Skills" is a specially designed Add-on-Course Under NAAC criterion 5.1.2 it aims to bridge the digital divide among undergraduate students providing them with the necessary ICT (Information and Communication Technology) skill required for modern academic and professional environments.

2. Vision and objectives:-

- Digital Empowerment:- To empower students from diverse backgrounds with foundation fundamental Computer operations.
- Software proficiency:- To provide hand on-training in essential software suite like (MS office) (MS Word, MS Excel, MS powerpoint)
- Employability:- To enhance students. resume by adding a formal Certification in high demand digital skills.
- Safe Computing:- to educate students about cyber security, online safety, and thread internet use.

3. Curriculum Structure:- (60 (hours Module) the course is divided into 4 key thematic areas.

- Module 1:- Computer fundamental and operating system:- Understanding hardware, file management and windows operations.
- Module 2:- Document processing (MS Word) professional letter drafting, formatting and office documentation



Module 3:- Data Management (Ms excel):- Basic Accounting, Result preparation and data sorting, pivot table, chart create:-.

Module 4:- Digital Literacy and Internet:- Email Communication, E-Governance, service and cyber security.

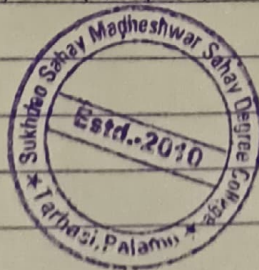
4:- Learning outcomes:-
upon successful completion of the course student will be able to:-

- I. operate a computer Independently and manage digital file effectively.
 - II. create professional report presentation and data sheets.
 - III. Utilise various online government and financial services (UPI, Digilocker).
 - IV Identify and prevent common cyber threat and online fraud.
5. Assessment and certification policy.
- Continuous evaluation:- Regular Attendance and Lab participation (25%).
 - Screening test:- Mid-term assessment to tracking Learning progress. (25%).
 - Final Assessment:- Comprehensive theory (Objective type Questions) 100% Questions.

Heant

Hemant Kumar
Signature

Programme coordinator computer
S.S.M.C.D.C. Tarhosi



Signature

Principal

S.S.M.C.D.C. Tarhosi



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Tarhasi, Palamu, Jharkhand - 822118

AISHE Code No - G-4716

Ph. - 094311-01975
093407-82435

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).



heeeep

Hemant Kumar

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

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



Sukhdeo Sahay-Madheshwar Sahay Degree College

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AISHE Code No.- C- 42769

Tarhasi, Palamu, Jharkhand - 822118

Ph. - 094311-01975
083407-82435

Date

Course Syllabus-Computer Skill Session (2025-26)

(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.

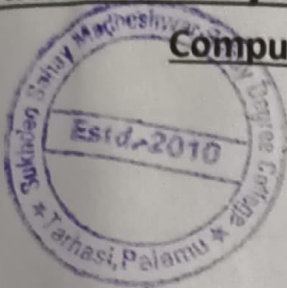
MS Excel :- Data Entry,Basic,Basic Formula (SUM, AVG) Sorting.

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.

Khdeo Sahay Madheshwar Sahay Degree College, Tarhasi

Computer Skill & Communication -Add On Course



Session 2025-26

Daily Topic Log

Computer Fundamentals & Hardware Basics.

Introduction to Computer & CPU Speed (GHz).

Motherboard Overview: Slots, Sockets, and Chipsets.

Power Supply Unit: SMPS function and Power Cables.

Input Devices: Keyboard (Toggle keys) and Mouse

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

Output Devices: Plotters vs. Printers.

Weekly Revision & Hardware Identification Quiz.

Memory & Storage Management.

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

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

High-Speed Memory: Cache Memory and CPU

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 (Base 2 to Base 10).

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 the 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.

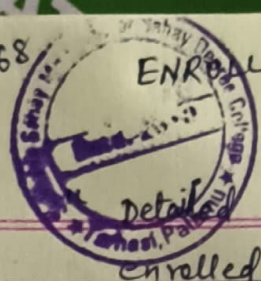
Day 26: Printer Technology: Impact (Dot Matrix) vs. Non-Impact and PPM speed.

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 (2025-26)

Record of Undergraduate students.

Enrolled in the add-on - Course on Computer Software Skills.

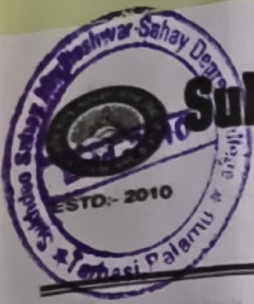
S.No.	STUDENT NAME	FATHER NAME	STREAM	R.No.	Mobile	Sign.
01	SUGANDHI KUMARI	SANTOSH MAHTO	B.Sc	14	9798359607	Sugandhi
02	MAYAWATI KUMARI	BHIKHAM MOCHI	B.A	145	6299871062	Mayawati
03	GANAURA KUMARI	PRABHU BHUIYAN	B.A	147	6203072996	Ganaura
04	KAJAL KUMARI	AMIT BHUIYAN	B.A	134	7488995814	Kajal
05	BIGHA KUMARI	DENI RAM	B.COM	01	7258952811	Bigha
06	SRITEE KUMARI	DWARIKA MAHTO	B.A	174	7254947681	Sritee
07	REKHA KUMARI	MALUKAN RAM	B.A	226	6202812937	Rekha
08	NIDHI KUMARI	NARENDRA SINGH	B.A	74	6202231451	Nidhi
09	PRIYANKA KUMARI	RAJ PRAVEESH RAM	B.A	179	6200734189	Priyanka
10	PRIYANKA KUMARI	GOPAL MISHRA	B.A	322	6203689706	Priyanka
11	POOJA MISHRA	MANOJ MISHRA	B.COM	15	9241510041	Pooja
12	RAJPRAVESH YADAV	MOHAN YADAV	B.A	671	7667979327	Rajpraveesh
13	SONAM KUMARI	SANT KR. MAHTO	B.A	676	9546339807	Sonam
14	PACHU SAU	KULDEEP SAU	B.A	225	9508020064	Pachu
15	ANJANI KUMARI	SANTOSH MAHTO	B.A	529	8292029511	Anjani
16	PUNITA KUMARI	DHANUKI SAU	B.A	78	9110134942	Punita
17	BARITA KUMARI	BIRENDRA SAU	B.A	76	9128461521	Barita
18	SHIVSHANKAR K. SINGH	TETAR SINGH	B.A	1038	7488726040	Shivshankar
19	RASHID ANWAR	KHURSHID ANWAR	B.A	228	6200322272	Rashid
20	ARADHNA KUMARI	AJAY SHARMA	B.A	668	8438405846	Aradhna
21	PRIYA KUMARI	LAKSHMAN MANNI	B.A	80	9661085953	Priya
22	PRIYA KUMARI	AWADHESH GIRI	B.A	132	9871465435	Priya
23	ANSU KUMARI	PINTU RAM	B.A	351	6205733361	Ansu
24	SUHAIL ANSARI	MD IMTIYAT ANSARI	B.A	301	9334845288	Suhail
25	PUNAM KUMARI	RAJMUNI MAHTO	B.A	408	6202785404	Punam
26	VISHAL KUMAR	GANESH MISHRI	B.A	303	6206682936	Vishal
27	VIKASH KUMAR	SURENDRA CHAURAHIA	B.A	448	8409591974	Vikash
28	SUMAN KUMARI	BIHARI SHARMA	B.A	356	8434156540	Suman
29	SHWETA KUMARI	JITENDRA KUMAR KULHAWAHA	B.A	433	9113425854	Shweta
30	ANIL KUMAR	SHIVNATH SAU	B.A	12	7256918781	Anil

Heed

Hemant Kumar

Computer Program Coordinator

S.S.M.S.D.C. Patnasi



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Ref.

Date 08/09/2025

NOTICE (Session 2025-26)

Mid -Course Text Exam Notice

This is to inform all the students of Session (2025-26) Certificate course in Computer Literacy that a Mid-Course Assessment Test will be conducted on 08.09.2025, Students are advised to prepare well and be present on time.

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



By the order of

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

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's for Advance training.

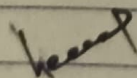
2. Mid-term question paper:-

Mid-term Assessment consisted of 25 structured Question focusing on computer fundamental and Windows operating system. this screening ensured that students. possessed pre-requisite knowledge Required for the MS-Office and Internet Security Module.

3. Original answer script of the 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 Consolidate 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 coordinator program

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 2025-26

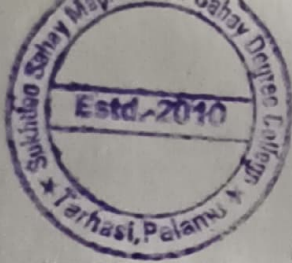
Date:- 08/09/2025

Time : 45 Minute

Total Marks :-25

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

1. मॉडर्न कंप्यूटर विज्ञान का जनक किसे माना जाता है?
2. स्पीकर किस श्रेणी का डिवाइस है?
3. 'Select All' (सब कुछ चुनने) की शॉर्टकट की क्या है?
4. यूआरएल (URL) का पूरा नाम क्या है?
5. कीबोर्ड पर अगली लाइन (Next Line) में जाने के लिए कौन सी की दबाते हैं?
6. नया फोल्डर (New Folder) बनाने की शॉर्टकट की क्या है?
7. एमएस वर्ड में शब्दों को 'बोल्ड' (Bold) करने की शॉर्टकट की क्या है?
8. इंटरनेट चलाने के लिए किन दो चीजों की सबसे अधिक आवश्यकता होती है?
9. सीडी (CD) का पूरा नाम क्या है?
10. सीपीयू (CPU) के दो मुख्य भाग कौन-कौन से हैं?
11. वाईफाई (Wi-Fi) का पूरा नाम क्या है?
12. कंप्यूटर में 'मदद' (Help) के लिए कौन सी फंक्शन की इस्तेमाल होती है?
13. ओएमआर (OMR) का उपयोग मुख्य रूप से कहाँ होता है?
14. अपने कंप्यूटर को सुरक्षित रखने के लिए पासवर्ड कैसा होना चाहिए?
15. डेस्कटॉप पर समय और तारीख किस पट्टी पर दिखाई देते हैं?
16. पीसी (PC) का पूरा नाम क्या है?
17. पीडीएफ (PDF) का पूरा नाम क्या है?
18. कंप्यूटर को वायरस से बचाने के लिए किस सॉफ्टवेयर की जरूरत होती है?
19. इंटरनेट पर अपनी फाइल भेजने की प्रक्रिया क्या कहलाती है?
20. कीबोर्ड की पहली वर्णमाला (Alphabet) लाइन के शुरुआती 6 अक्षर क्या हैं?
21. माउस के राइट क्लिक (Right Click) करने पर क्या खुलता है?
22. एक किलोबाइट (1 KB) में कितने बाइट होते हैं?
23. एमएस वर्ड में पेज का ओरिएंटेशन (Orientation) कितने प्रकार का होता है?
24. कंप्यूटर की रैम (RAM) किस प्रकार की मेमोरी है (स्थायी या अस्थायी)?
25. क्या इंटरनेट कनेक्शन के बिना ईमेल भेजा जा सकता है?



Sukhdeo Sahay Madhewar Sahay Degree College Tarhasi

MID TERM EXAM ATTENDANCE SHEET

Computer Skill & Communication Add-On Course

SESSION 2025-26

EXAM DATE:- 08/09/2025

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

S.No.	Student Name	Roll No.	Answer Book No.	Signature
1	SUGANDHI KUMARI (B.SC)	14	MT-01	Sugandhi Kumari
2	MAYAWATI KUMAR	145	MT-02	Mayawati Kumar
3	GANAURA KUMARI	147	MT-03	Ganaura Kumari
4	KAJAL KUMARI	134	MT-04	Kajal Kumari
5	BIBHA KUMARI (COM)	1	MT-05	Bibha Kumari
6	SRITEE KUMARI	174	MT-06	Sriti Kumar
7	REKHA KUMARI	226	MT-07	Rekha Kumar
8	NIDHI KUMARI	74	MT-08	Nidhi Kumar
9	PRIYANKA KUMARI	179	MT-09	Priyanka Kumar
10	PRIYANKA KUMARI	322	MT-10	Priyanka Kumari
11	POOJA MISHRA (COM)	15	MT-11	Pooja Mishra
12	RAMPRAVESH YADAV	671	MT-12	Rampavesh Yadav
13	SONAM KUMARI	676	MT-13	Sonam Kumar
14	PACHU KUMAR	225	MT-14	Pachhu Kumar
15	ANJANI KUMARI	529	MT-15	Anjani Kumari
16	PUNITA KUMARI	78	MT-16	Punita Kumar
17	BABITA KUMARI	76	MT-17	Babita Kumar
18	SHIVSHANKAR KR. SINGH	1038	MT-18	Shivshankar K. Singh
19	RASHID ANWAR	228	MT-19	Rashid Anwar
20	ARADHNA KUMARI	668	MT-20	Aradhna Kumar
21	PRIYA KUMARI	80	MT-21	Priya Kumari
22	PRIYA KUMARI	132	MT-22	Priya Kumar
23	ANSHU KUMARI	351	MT-23	Anshu Kumar
24	SUHAIL ANSARI	301	MT-24	Suhail Ansari
25	PUNAM KUMARI	408	MT-25	Punam Kumari
26	VISHAL KUMAR	303	MT-26	Vishal Kumar
27	VIKASH KUMAR	448	MT-27	Vikash Kumar
28	SUMAN KUMARI	356	MT-28	Suman Kumari
29	SWETA KUMARI	433	MT-29	Sweta Kumar
30	ANIL KUMAR	12	MT-30	Anil Kumar

Programme Coordinator

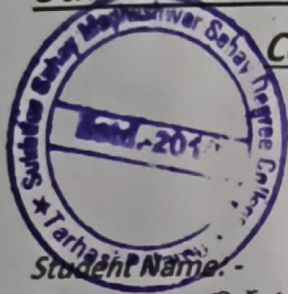
S.S.M.S.D.C, Tarhasi

Prof. in-charge

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

Prof. in-charge
Sukhdeo Sahay Madhewar Sahay
D.C. Palamu

Sukhdeo Sahay Madheshwar Sahay Degree College, Tarhasi



Computer Skill & Communication -Add On Course

Mid-Term Answer Sheet

Session 2025-26

Date:- 08/09/2025

Full Marks: - 25 marks

College Roll No.

Registration No.

Student Name: - SAMPLE

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.	ALAN TURING	-1
2.	Output Device	-1
3.	Ctrl + A	-1
4.	Uniform Resource Locator	-1
5.	Enter key	-1
6.	Ctrl + Shift + N	-1
7.	Ctrl + B	-1
8.	ISP Connection + Web browser	-1
9.	Compact Disk	-1
10.	ALU (Arithmetic Logic Unit) + Control Unit (CU)	-1
11.	Wireless Fidelity	-1
12.	F1	-1
13.	प्रतियोगी परीक्षा की अंश प्रदान की जाय के लिए	-1
14.	मजदूर, जिसमें नम्बर अंश और विवेक लिए	-1
15.	Taskbar	-1
16.	Personal Computer	-1
17.	Portable Document Format	-1
18.	Anti-virus	-1
19.	Uploading	-1
20.	QWERTY	-1
21.	Context Menu	-1
22.	1024 Byte	-1
23.	के अंतर में	-1
24.	Temporary अस्थायी	-1
25.	गैलरी	1

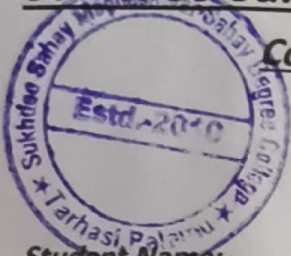
SAMPLE
25/25

Total Marks Obtained:- 25/25

Evaluator Signature: -.....

Examiner's Signature: -.....

Sukhdeo Sahay Madheshwar Sahay Degree College, Tarhasi



Computer Skill & Communication -Add On Course

Mid-Term Answer Sheet

Session 2025-26

Date:- 08/09/2025

Full Marks:- 25 marks

College Roll No. 14

Registration No.

Student Name:- Sugandhi Kumari

Instruction (निर्देश):-

- सभी प्रश्नों के उत्तर दी गई खाली जगह में करें। (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.....	0
2.	 Input Device.....	0
3.	 Ctrl + A.....	1
4.	 Unifor Resource Locator.....	1
5.	 Enter Key.....	1
6.	 Ctrl + Shift + N.....	1
7.	 Ctrl + B.....	1
8.	 ISP Connection + Web Browser.....	1
9.	 Compact Disk.....	1
10.	 ALU, CU.....	1
11.	 Wireless Fidelity.....	1
12.	 F1.....	1
13.	 परिशर की उत्तर परिसर जाने के लिए.....	1
14.	 मजदूर जिसमें नम्बर अक्षर और विशेष चिह्न.....	1
15.	 Taskbar.....	1
16.	 Personal Computer.....	1
17.	 Portable Document format.....	1
18.	 Anti - virus.....	1
19.	 Uploading.....	1
20.	 QWERTY.....	1
21.	 Context Menu.....	1
22.	 1024 Byte.....	1
23.	 दो प्रकार हैं.....	1
24.	 Temporary.....	1
25.	 नहीं.....	1

Score
23/25

Total Marks Obtained:- 23/25

Evaluator Signature:-

Examiner's Signature:- Sugandhi Kumari

Sukhdeo Sahay Madheshwar Sahay Degree College, Tarhasi

Computer Skill & Communication -Add On Course

Mid-Term Answer Sheet

Session 2025-26

Date:- 08/09/2025

Full Marks: - 25 marks

College Roll No. 322

Registration No.

Student Name: -

Priyanka 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	0
2.	output device	1
3.	Ctrl + A	1
4.	Uniform Resource Location	0
5.	Enter Key	1
6.	Ctrl + Shift + N	1
7.	ISP Connection + Web Browser	1
8.	Compact Disk	1
9.	ALU + CU	1
10.	wire friendly	0
11.	F2	0
12.	यतिमोदी परशर की स्तर प्रस्ताव जयने के लिए - 1	
13.	कमजोर	0
14.	Task bar	1
15.	Personal Computer	1
16.	portable Document format	1
17.	Antivirus	1
18.	Uploading	1
19.	QWERTY	1
20.	Context Menu	1
21.	Ctrl + B	1
22.	1024 Byte	1
23.	एक पंक्ति	1
24.	Temporary	1
25.	नहीं	1

score
20/25

Evaluator Signature: -

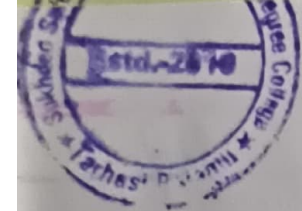
Examiner's Signature: -

Total Marks Obtained:- 20/25

34 MID-TERM EVALUATION
"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 Advance 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. 14 Sugandhi 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.

Heeant
Hemant Kumar
Signature
Computer Program Coordinator
S.S.M.S.D.C. Tarhal



CONSOLIDATED MID-TERM TABULATION REPORT

Computer Skill & Communication Add-On Course

SESSION 2025-26

Maximum Marks : 25

Qualifying Marks : 13 (50%)

S.No.	Student Name	Roll No.	Answer Book No.	Mark Obtained	Dept.	Result Status
1	SUGANDHI KUMARI	14	MT-01	23	B.SC	Qualified
2	MAYAWATI KUMAR	145	MT-02	19	B.A	Qualified
3	GANAURA KUMARI	147	MT-03	20	B.A	Qualified
4	KAJAL KUMARI	134	MT-04	12	B.A	Need Improvement
5	BIBHA KUMARI	1	MT-05	19	B.COM	Qualified
6	SRITEE KUMARI	174	MT-06	20	B.A	Qualified
7	REKHA KUMARI	226	MT-07	19	B.A	Qualified
8	NIDHI KUMARI	74	MT-08	11	B.A	Need Improvement
9	PRIYANKA KUMARI	179	MT-09	18	B.A	Qualified
10	PRIYANKA KUMARI	322	MT-10	20	B.A	Qualified
11	POOJA MISHRA	15	MT-11	11	B.COM	Need Improvement
12	RAMPRAVESH YADAV	671	MT-12	12	B.A	Need Improvement
13	SONAM KUMARI	676	MT-13	20	B.A	Qualified
14	PACHU KUMAR	225	MT-14	12	B.A	Need Improvement
15	ANJANI KUMARI	529	MT-15	21	B.A	Qualified
16	PUNITA KUMARI	78	MT-16	10	B.A	Need Improvement
17	BABITA KUMARI	76	MT-17	20	B.A	Qualified
18	SHIVSHANKAR KR. SINGH	1038	MT-18	11	B.A	Need Improvement
19	RASHID ANWAR	228	MT-19	19	B.A	Qualified
20	ARADHNA KUMARI	668	MT-20	19	B.A	Qualified
21	PRIYA KUMARI	80	MT-21	12	B.A	Need Improvement
22	PRIYA KUMARI	132	MT-22	18	B.A	Qualified
23	ANSHU KUMARI	351	MT-23	10	B.A	Need Improvement
24	SUHAIL ANSARI	301	MT-24	19	B.A	Qualified
25	PUNAM KUMARI	408	MT-25	20	B.A	Qualified
26	VISHAL KUMAR	303	MT-26	11	B.A	Need Improvement
27	VIKASH KUMAR	448	MT-27	21	B.A	Qualified
28	SUMAN KUMARI	356	MT-28	11	B.A	Need Improvement
29	SWETA KUMARI	433	MT-29	11	B.A	Need Improvement
30	ANIL KUMAR	12	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":-

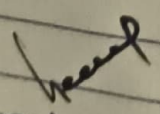
post the successful completion of the Mid-term screening. the course entered its second and most critical phase. Based on the evaluation 18 students were identified as advanced learners. While 12 students were put under Remedial monitoring to bridge their learning gaps. the upcoming session (Day 16-30) are designed to focus on high level MS office proficiency and practical digital services.

"Advance Lab Module:- student the Advance phase introduced to real world digital task such as:

- Document Automation:- Using Mail Merge and style in MS Word.
- Data Analysis:- Implementing Logical Function and Pivot table in MS-Excel
- Digital safety:- Hand on tracking in identifying phishing, securing password and ethical Internet usage.

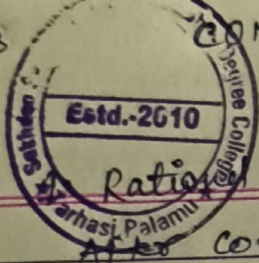
"Objective of the Transition"

This transition ensure 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 S.1.2.


Hemant Kumar
Signature
Computer Course Coordinator
S.S.M.S.D.C. Tarhadi



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



Ration 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 students ensuring they meet the Industry Student 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 of identifying the top 10 merit holders who will receive the Certificate of Excellence. Fulfilling the requirement of NAAC criterion 5.1.2.

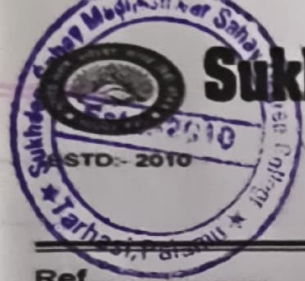
Hemant

Hemant Kumar

Signature

Computer Course Coordinator

S.S.N.S.D.C. Tarhaji



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
083407-82435

Tarhasi, Palamu, Jharkhand - 822118

Ref.

Date 04/10/2025

NOTICE

Certificate course in Computer Literacy Full Course Assessment Exam

(Session 2025-26)

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:- 04.10.2025

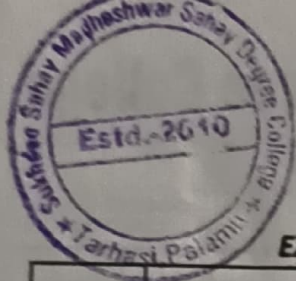
Time:- 11:00 am to 12:00 pm

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

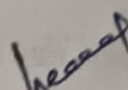
Computer & Software Skill Add-On Course

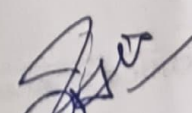
SESSION 2024-25

EXAM DATE:- 04/10/2025

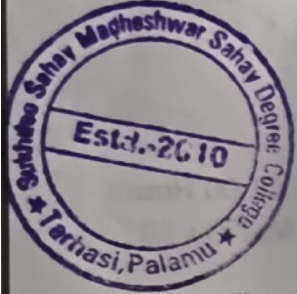
Time:- 11:00 am to 12:00 pm

S.No.	Student Name	Roll No.	Answer Book No.	Signature
1	SUGANDHI KUMARI	14	ssms-omr-1	Sugandhi Kumari
2	MAYAWATI KUMAR	145	ssms-omr-2	Mayawati Kumari
3	GANAURA KUMARI	147	ssms-omr-3	Ganauri Kumari
4	KAJAL KUMARI	134	ssms-omr-4	Kajal Kumari
5	BIBHA KUMARI	1	ssms-omr-5	Bibha Kumari
6	SRITEE KUMARI	174	ssms-omr-6	Sritee Kumari
7	REKHA KUMARI	226	ssms-omr-7	Rekha Kumari
8	NIDHI KUMARI	74	ssms-omr-8	Nidhi Kumari
9	PRIYANKA KUMARI	179	ssms-omr-9	Priyanka Kumari
10	PRIYANKA KUMARI	322	ssms-omr-10	Priyanka Kumari
11	POOJA MISHRA	15	ssms-omr-11	Pooja Mishra
12	RAMPRAVESH YADAV	671	ssms-omr-12	Rampavesh Yadav
13	SONAM KUMARI	676	ssms-omr-13	Sonam Kumari
14	PACHU KUMAR	225	ssms-omr-14	Pachhu Kumar
15	ANJANI KUMARI	529	ssms-omr-15	Anjani Kumari
16	PUNITA KUMARI	78	ssms-omr-16	Punita Kumari
17	BABITA KUMARI	76	ssms-omr-17	Babita Kumari
18	SHIVSHANKAR KR. SINGH	1038	ssms-omr-18	Shivshankar Singh
19	RASHID ANWAR	228	ssms-omr-19	Rashid Anwar
20	ARADHNA KUMARI	668	ssms-omr-20	Aradhna Kumari
21	PRIYA KUMARI	80	ssms-omr-21	Priya Kumari
22	PRIYA KUMARI	132	ssms-omr-22	Priya Kumari
23	ANSHU KUMARI	351	ssms-omr-23	Anshu Kumari
24	SUHAIL ANSARI	301	ssms-omr-24	Suhail Ansari
25	PUNAM KUMARI	408	ssms-omr-25	Punam Kumari
26	VISHAL KUMAR	303	ssms-omr-26	Vishal Kumar
27	VIKASH KUMAR	448	ssms-omr-27	Vikash Kumar
28	SUMAN KUMARI	356	ssms-omr-28	Suman Kumari
29	SWETA KUMARI	433	ssms-omr-29	Sweta Kumari
30	ANIL KUMAR	12	ssms-omr-30	Anil 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

Final Proficiency Assessment (Objective Type)

Session 2025-26

Time : 01.00 Hours

Total Marks :-50

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

1. 'HTTPS' में 'S' का क्या मतलब है?

(A) सिस्टम

(B) सिक्योर

(C) सॉफ्टवेयर

(D) सिंपल

(A) स्पीड बढ़ाना

(B) अनधिकृत एक्सेस रोकना

(C) वायरस बनाना

(D) प्रिंटिंग

2. OTP का पूरा नाम क्या है?

(A) वन टाइम पासवर्ड

(B) ओनली टेक्स्ट पिन

(C) ओपन टेक पिन

(D) ऑनलाइन ट्रांसफर

7. URL का पूरा नाम क्या है?

(A) यूनिफॉर्म रिसोर्स लोकेटर

(B) यूनिट रिसोर्स लिस्ट

(C) यूनिफ़ॉर्म रेडियो लिंक

(D) यूनिवर्सल रोड लाइन

3. गूगल ड्राइव किस प्रकार की सेवा है?

(A) सोशल मीडिया

(B) क्लाउड स्टोरेज

(C) सर्च इंजन

(D) एंटीवायरस

8. भारत सरकार की 'डिजिलॉकर' सेवा का क्या फायदा है?

(A) गेम खेलना

(B) दस्तावेज डिजिटल स्टोर करना

(C) शॉपिंग

(D) मूवी देखना

4. ईमेल में 'BCC' का फुल फॉर्म क्या है?

(A) ब्लाइंड कार्बन कॉपी

(B) बेसिक कंप्यूटर कॉपी

(C) बेस्ट कार्बन कॉपी

(D) ब्लू कार्बन कॉपी

9. वेबसाइट के पहले पेज को क्या कहते हैं?

(A) इंडेक्स पेज

(B) होम पेज

(C) फ्रंट पेज

(D) मेन पेज

5. UPI ट्रांजेक्शन के लिए कितने अंकों का पिन जरूरी होता है?

(A) 2

(B) 4-6

(C) 8

(D) 10

10. टू-फैक्टर ऑथेंटिकेशन (2FA) क्यों जरूरी है?

(A) तेज़ इंटरनेट के लिए

(B) अधिक सुरक्षा के लिए

(C) फाइल सेव करने के लिए

(D) डिजिटल के लिए

Sukhdeo Sahay Madheshwar Sahay Degree College, Tarhas

Computer Skill & Communication -Add On Course

Final Proficiency Assessment (Objective Type)

Session 2025-26



Time : 01.00 Hours
Total Marks :-50

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

11. 'फिशिंग' (Phishing) क्या है?

- (A) मछली पकड़ना
- (B) ऑनलाइन धोखाधड़ी से डेटा चुराना
- (C) कोडिंग
- (D) ब्राउज़र

12. IP एड्रेस का फुल फॉर्म क्या है?

- (A) इंटरनेट प्रोटोकॉल
- (B) इंटरनेट पॉइंट
- (C) इंस्टैंट पोस्ट
- (D) इन्फो पार्ट

13. वाईफाई (WiFi) का फुल फॉर्म क्या है?

- (A) वायरलेस फिडेलिटी
- (B) वायर फायर
- (C) विड फाइवर
- (D) वायरलेस फाइल

14. सर्च इंजन का एक उदाहरण कौन सा है?

- (A) क्रोम
- (B) गूगल
- (C) कोटीग्राफ
- (D) विंडोज

15. ईमेल में काइल अटैच करने का सिंबल कैसा होता है?

- (A) पैरा क्लिप
- (B) प्लस
- (C) स्टार
- (D) एरो

16. ब्राउज़र का एक उदाहरण कौन सा है?

- (A) गूगल
- (B) मोजिला फ़ायरफ़ॉक्स
- (C) यूट्यूब
- (D) व्हाट्सएप

17. 'स्पैम' (Spam) ईमेल क्या होते हैं?

- (A) जरूरी मेल
- (B) अनचाहे/विज्ञापनी मेल
- (C) ऑफिस मेल
- (D) दोस्तों के मेल

18. HTTP का पोर्ट नंबर क्या होता है?

- (A) 21
- (B) 80
- (C) 443
- (D) 25

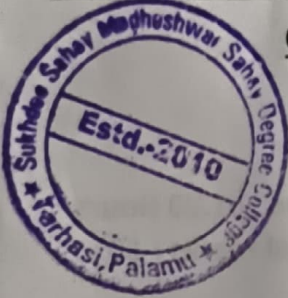
19. मॉडेम (Modem) का पूरा नाम क्या है?

- (A) माइक्रोलेटर-डेमाइलूलेटर
- (B) मोड-डेमो
- (C) मॉडल-डेटा
- (D) मोबाइल-डिवाइस

20. VPN का फुल फॉर्म क्या है?

- (A) वर्चुअल प्राइवेट नेटवर्क
- (B) वैरी पर्सनल नेट
- (C) वर्चुअल पार्ट नोड
- (D) विज़िबल प्राइवेट नेट

Sukhdeo Sahay Madheshwar Sahay Degree College, Tarhasi



Computer Skill & Communication -Add On Course

Final Proficiency Assessment (Objective Type)

Session 2025-26

Time : 01.00 Hours

Total Marks :-50

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

21. भारत में 'आधार' कार्ड कौन जारी करता है?

- (A) RBI
- (B) UIDAI
- (C) SBI
- (D) LIC

22. साइबर कानून के अंतर्गत 'हैकिंग' क्या है?

- (A) कानूनी
- (B) गैर-कानूनी/अपराध
- (C) नीकरी
- (D) शीक

23. ई-कॉमर्स वेबसाइट कौन सी है?

- (A) फेसबुक
- (B) अमेज़न
- (C) गूगल
- (D) विकिपीडिया

24. ट्विटर (अब 'X') क्या है?

- (A) सर्च इंजन
- (B) माइक्रो-ब्लॉगिंग साइट
- (C) OS
- (D) ब्राउज़र

25. डोमेन नेम में '.edu' क्या दर्शाता है?

- (A) शिक्षा (Education)
- (B) सरकार
- (C) कॉमर्स
- (D) इंडिया

26. HTTPS का पोर्ट नंबर क्या होता है?

- (A) 80
- (B) 443
- (C) 21
- (D) 110

27. QR कोड का फुल फॉर्म क्या है?

- (A) क्विक रिस्पॉन्स
- (B) क्वालिटी रीड
- (C) क्विक रीड
- (D) क्वेरी रिप्लाय

28. 'कुकीज़' (Cookies) वेबसाइट पर क्या काम करती हैं?

- (A) वायरस फैलाना
- (B) यूजर की प्राथमिकताएं स्टोर करना
- (C) डिलीट करना
- (D) स्पीड बढ़ाना

29. इंटरनेट पर डेटा ट्रांसफर की गति किसमें मापी जाती है?

- (A) Mbps
- (B) Kg
- (C) Meter
- (D) DPI

30. PDF का फुल फॉर्म क्या है?

- (A) पोर्टेबल डॉक्यूमेंट फॉर्मेट
- (B) प्रिंट डेटा फाइल
- (C) पर्सनल डॉक फाइल
- (D) पाठ डेटा फॉर्म

Sukhdeo Sahay Madheshwar Sahay Degree College, Tarhasi



Computer Skill & Communication -Add On Course

Final Proficiency Assessment (Objective Type)

Session 2025-26

Time : 01.00 Hours

Total Marks :-50

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

31. सोशल मीडिया पर 'वायरल' का क्या मतलब है?

- (A) बीमार होना
- (B) बहुत तेजी से शेयर होना
- (C) डिलीट होना
- (D) छिपना

32. 'ट्रोजन' (Trojan) क्या है?

- (A) ब्राउज़र
- (B) एक प्रकार का वायरस/मालवेयर
- (C) गेम
- (D) हार्डवेयर

33. ऑनलाइन मीटिंग के लिए कौन सा ऐप लोकप्रिय है?

- (A) जूम
- (B) पेंट
- (C) नोटपैड
- (D) कैलकुलेटर

34. चैट जीपीटी (Chat GPT) क्या है?

- (A) AI चैटबॉट
- (B) ब्राउज़र
- (C) गेम
- (D) वायरस

35. वेबसाइट एड्रेस में '.in' क्या है?

- (A) इंडिया
- (B) इन्फोर्मेशन
- (C) इनपुट
- (D) इंटरनेशनल

36. 'इन्कॉग्निटो' मोड ब्राउज़र में क्या करता है?

- (A) हिस्ट्री स्टोर नहीं करता
- (B) स्पीड बढ़ाता है
- (C) डाउनलोड करता है
- (D) प्रिंट करता है

37. कैप्चा (Captcha) कोड क्यों भरा जाता है?

- (A) रोबोट और इंसान में अंतर करने के लिए
- (B) पासवर्ड बदलने के लिए
- (C) स्पीड के लिए
- (D) डिज़ाइन के लिए

38. LAN का फुल फॉर्म क्या है?

- (A) Local Area Network
- (B) Long Area Net
- (C) Low Area Node
- (D) Light Area Net

39. WAN ka full form kya hai?

- (A) Wide Area Network
- (B) World Area Net
- (C) Wide Air Node
- (D) Work Area Net

40. ISP ka full form kya hai?

- (A) Internet Service Provider
- (B) Info Service Part
- (C) Internet Speed Point
- (D) Internal System Part

Sukhdeo Sahay Madheshwar Sahay Degree College, Tarhasi



Computer Skill & Communication -Add On Course

Final Proficiency Assessment (Objective Type)

Session 2025-26

Time : 01.00 Hours

Total Marks :-50

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

1. 'ब्लॉग' (Blog) क्या होता है?

- (A) व्यक्तिगत ऑनलाइन डायरी/लेख
- (B) वायरस
- (C) हार्डवेयर
- (D) ऑडियो फाइल

2. बुकमार्क का उपयोग क्यों होता है?

- (A) वेबसाइट लिंक सेव करने के लिए
- (B) डिलीट करने के लिए
- (C) टाइपिंग के लिए
- (D) प्रिंट के लिए

3. क्लाउड कंप्यूटिंग का उदाहरण कौन सा है?

- (A) वनड्राइव (OneDrive)
- (B) माउस
- (C) कीबोर्ड
- (D) मॉनिटर

4. UPI ट्रांजेक्शन में 'VPA' क्या है?

- (A) वर्चुअल पेमेंट एड्रेस
- (B) वैलिड पार्ट ऐप
- (C) वेरीफाई पिन ऐप
- (D) वैल्यू पार्ट ऐड

5. इंटरनेट पर 'वीडिडिथ' क्या है?

- (A) डेटा ट्रांसफर क्षमता
- (B) वायरड कनेक्शन
- (C) राउटर
- (D) लैपटॉप

46. ईमेल में 'ड्राफ्ट' (Draft) क्या है?

- (A) बिना भेजे गए मेल
- (B) प्राप्त मेल
- (C) डिलीट मेल
- (D) भेजे गए मेल

47. एंटीवायरस का मुख्य काम क्या है?

- (A) वायरस हटाना और सुरक्षा देना
- (B) टाइप करना
- (C) गेम खेलना
- (D) प्रिंटिंग

48. DNS का फुल फॉर्म क्या है?

- (A) डोमेन नेम सिस्टम
- (B) डेटा नोड सिस्टम
- (C) डिजिटल नेट सिस्टम
- (D) ड्राइव नेम सिस्टम

49. भारत में IT एक्ट (IT Act) कब लागू हुआ?

- (A) 2000
- (B) 2005
- (C) 2010
- (D) 1995

50. क्या 'पब्लिक वाईफाई' हमेशा सुरक्षित होता है?

- (A) हाँ
- (B) नहीं
- (C) कभी-कभी
- (D) पता नहीं



Esttd. 2010

SUKHDEO SAHAY MADHESHWAR SAHAY DEGREE COLLEGE TARHAS

COMPUTER

उत्तर लिखने के लिए दिए गए विकल्पों को देखें और उनका अनुकूलन करें। Please see the instruction at the back of the rear page and fill in the correct answer.

2. Answer Copy IDR No.

3. Exam Date

4. Sub-code

5. Roll No.

6. OMR Answer Sheet No.

7. Sample 50/50

8. Barcode

9. Roll No.

10. OMR Answer Sheet No.

11. Sample 50/50

12. Barcode

13. Roll No.

14. OMR Answer Sheet No.

15. Sample 50/50

16. Barcode

17. Roll No.

18. OMR Answer Sheet No.

19. Sample 50/50

20. Barcode

21. Roll No.

22. OMR Answer Sheet No.

23. Sample 50/50

24. Barcode

25. Roll No.

26. OMR Answer Sheet No.

27. Sample 50/50

28. Barcode

29. Roll No.

30. OMR Answer Sheet No.

31. Sample 50/50

32. Barcode

33. Roll No.

34. OMR Answer Sheet No.

35. Sample 50/50

36. Barcode

37. Roll No.

38. OMR Answer Sheet No.

39. Sample 50/50

40. Barcode

41. Roll No.

42. OMR Answer Sheet No.

43. Sample 50/50

44. Barcode

45. Roll No.

46. OMR Answer Sheet No.

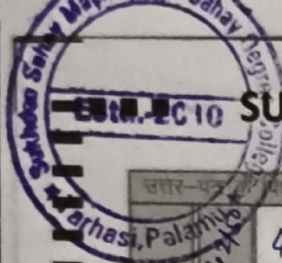
47. Sample 50/50

48. Barcode

49. Roll No.

50. OMR Answer Sheet No.

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



SUGANDHI KUMARI

2025-26

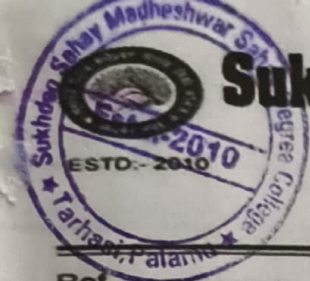
42/50

SUKHDEO SAHAY MADHESHWAR SAHAY DEGREE COLLEGE TARHATA
COMPUTER

संसार-पत्र पर लिखे निर्देशों को देखें और उनका अनुपालन करें। Please see the instruction at the back of the rear page and

2. Answer Copy IDR No.		3. Exam. Date			4. Subcode															
2	4	1	0	8	1	1	0	0	2	6	0	4	1	0	2	5	0	0	0	0
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9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9

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



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
083407-82435

Tarhasi, Palamu, Jharkhand - 822118

Ref.

Date 08/10/2025

NOTICE

Certificate course in Computer Literacy Full Course Assessment Result (Session 2025-26)

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.

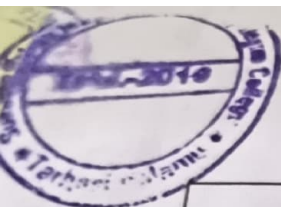
Date:- 08.10.2025

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

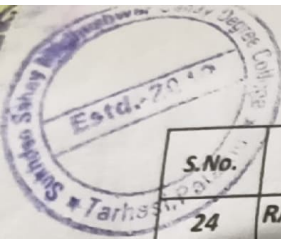


Sukhdeo Sahay Madhewar Sahay Degree College Tarhasi
FINAL CONSOLIDATED RESULT SHEET
Essential Computing & Software Skills
SESSION 2025-26

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	SUGANDHI KUMARI	14	23	42	21	19	105	"A+"	PASS	1
2	GANAURA KUMARI	147	20	42	21	19	102	"A+"	PASS	2
3	MAYAWATI KUMAR	145	19	40	22	20	101	"A+"	PASS	3
4	PRIYANKA KUMARI	322	20	37	20	21	98	"A"	PASS	4
5	BIBHA KUMARI	1	19	40	17	19	95	"A"	PASS	5
6	PRIYANKA KUMARI	179	18	35	19	21	93	"A"	PASS	6
7	SRITEE KUMARI	174	20	33	20	19	92	"A"	PASS	7
8	REKHA KUMARI	226	19	30	22	19	90	"A"	PASS	8
9	NIDHI KUMARI	74	11	40	18	20	89	"A"	PASS	9
10	KAJAL KUMARI	134	12	35	21	20	88	"A"	PASS	10
11	SONAM KUMARI	676	20	27	17	21	85	"A"	PASS	11
12	ARADHNA KUMARI	668	19	25	20	21	85	"A"	PASS	12
13	ANJANI KUMARI	529	21	24	19	20	84	"A"	PASS	13
14	BABITA KUMARI	76	20	25	18	20	83	"A"	PASS	14
15	PRIYA KUMARI	132	18	22	21	21	82	"A"	PASS	15
16	SUHAIL ANSARI	301	19	27	17	18	81	"A"	PASS	16
17	PUNITA KUMARI	78	10	27	21	22	80	"A"	PASS	17
18	PUNAM KUMARI	408	20	25	20	14	79	"A"	PASS	18
19	VIKASH KUMAR	448	21	21	20	16	78	"A"	PASS	19
20	POOJA MISHRA	15	11	31	16	19	77	"A"	PASS	20
21	RAMPRAVESH YADAV	671	12	31	17	16	76	"A"	PASS	21
22	ANIL KUMAR	12	23	20	18	15	76	"A"	PASS	22
23	PACHU KUMAR	225	12	26	19	16	73	"B"	PASS	23



Essential Computing & Software Skills

SESSION 2025-26

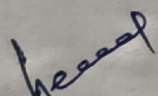
Maximum Marks : 125

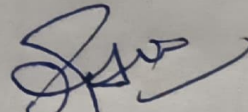
Qualifying Marks : 50 (40%)

S.No.	Student Name	Roll No.	Mid-Term (25)	Final Theory (50)	Practical. (25)	Attendance (25)	Grand Total (125)	Grade	Result	Rank
24	RASHID ANWAR	228	19	22	17	14	72	"B"	PASS	24
25	VISHAL KUMAR	303	11	20	20	19	70	"B"	PASS	25
26	SHIVSHANKAR KR. SINGH	1038	11	21	20	15	67	"B"	PASS	26
27	PRIYA KUMARI	80	12	21	17	17	67	"B"	PASS	27
28	SUMAN KUMARI	356	11	25	15	16	67	"B"	PASS	28
29	SWETA KUMARI	433	11	24	15	15	65	"B"	PASS	29
30	ANSHU KUMARI	351	10	21	18	15	64	"B"	PASS	30

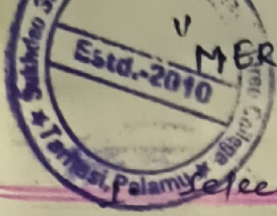
GRADE SCALE & PERFORMANCE CRITERIA

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


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


Prof.in-charge

S.S.M.S.D.C Tarhasi
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 Competitive 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 (Grand Total) 125. achiever in the Mid-term, Test, Final OMR Theory exam, practical lab assessment and attendance consistency.

3. Academic Excellences:-

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.

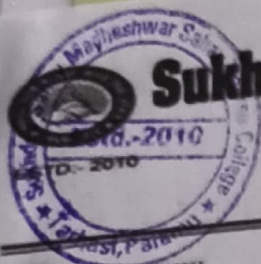
Hemant

Hemant Kumar

Signature

Computer program coordinator

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



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
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AISHE Code No. - C- 42769

Ph. - 094311-01975
083407-82435

Tarhasi, Palamu, Jharkhand - 822118

Date - 09/10/2025

Ref.

OFFICIAL MERIT LIST FOR CERTIFICATE OF EXCELLENCE

Add - on Course: Essential Computing & Software Skills (Session 2025-26)

"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	14	Sugandhi Kumari	105	"A+"	Qualified for Certificate
02	147	Ganaura Kumari	102	"A+"	Qualified for Certificate
03	145	Mayawati Kumar	101	"A+"	Qualified for Certificate
04	322	Priyanka Kumari	98	"A"	Qualified for Certificate
05	1	Bibha Kumari	95	"A"	Qualified for Certificate
06	179	Priyanka Kumari	93	"A"	Qualified for Certificate
07	174	Sritee Kumari	92	"A"	Qualified for Certificate
08	226	Rekha Kumari	90	"A"	Qualified for Certificate
09	74	Nidhi Kumari	89	"A"	Qualified for Certificate
10	134	Kajal Kumari	88	"A"	Qualified for Certificate

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

(.....)
Sri. Prabhakar Oiba
Principal, Sukhdeo Sahay-Madheshwar Sahay Degree College
Tarhasi, Palamu
822101 (Palamu)

City Office : Sahay Sadan, Reside Circuit House, Medininagar

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. Sugandhi Kumari has

successfully completed the Add on Course "Computer Literacy Program" with

A+ Grade From 18 Aug 2025 to 27 Sep 2025 in the college.

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

heand 09.10.2025
(Course Coordinator)

A.D.
(IQAC Coordinator)

[Signature]
(Principal)