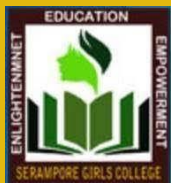


CERTIFICATE/VALUE ADDED COURSE:

Certificate in Domestic Data Entry Operator
(DDEO) NSQF LEVEL 4
2022-2023

CRITERIA 1.2.1



Serampore Girls College

13, T.C. Goswami Street,
Serampore, Hooghly – 712201, West Bengal
Re- Accredited by NAAC : Grade B (2nd Cycle)
Email: serampore_girls_college@yahoo.co.in
Website: www.seramporegirlscollege.org



CERTIFICATE COURSE REPORT 2022-2023

Certificate Course Report

Certificate in Domestic Data Entry Operator (DDEO)

**Under National Association of Software and Service Companies (NASSCOM)
and Serampore Girls' College**

ACADEMIC SESSION: 2022-2023

Name of the Course: Certificate in Domestic Data Entry Operator (DDEO) NSQF LEVEL 4

Course Objective: To have basic knowledge of

- i. Fundamentals of Computer
- ii. Operating System: Windows Vista
- iii. MS office 2007
- iv. Undertake data entry services
- v. Manage your work to meet requirements
- vi. Maintain a healthy and safe and secure working environment
- vii. Employability and entrepreneurship skills.

Date: 22/08/2022 to 03/05/2023

Duration: 6 months

Centre: Computer center, Serampore Girls' College

No. of Students Enrolled: 38

No. of Students appeared in final exam: 20 / **No. of Students passed:** 17

Course Module: Annexure Attached

Course Fees: Rs.500/-

Date of Exam: 03/05/2023

Name of the Trainers:

- i. Mrs. Nabamita Nath (Ghosh) (Dept of Computer Science, Serampore Girls' College)
- ii. Indrani Guha (Dept of Electronics, Serampore Girls' College)
- iii. Mrityika Nandy (Dept of Pol Science, Serampore Girls' College)
- iv. Dr. Aritra Ghosh (Dept of Sociology, Serampore Girls' College)
- v. Dr. Uttam Halder (Dept of Economics, Serampore Girls' College)
- vi. Dr. Soma Roy (Principal, Serampore Girls' College)

((Teachers i and ii are certified trainers by NSDC))

Course Outcome:

Students was able to understand and use Windows system, Basic computer applications, MS office and acquired the skill of working as data entry operator.

Signature of Principal
Serampore Girls College

Soma Roy
Principal
Serampore Girls' College
Serampore, Hooghly

Signature of Principal

University Grant Commission

approved

NSQF Skill Based Programme

CERTIFICATE COURSE

IN

“Data Entry Operator”

(a formal skill development initiative)

at

SERAMPORE GIRLS' COLLEGE

(Affiliated to University of Calcutta)

Academic Session - 2020-21



Eligibility: Only for women, Minimum 10+2 (HS pass), No Age Limit

Duration of the course: 6 months

Course Fee & Intake Capacity

Monthly fee: Rs. 500/- , Intake Capacity - 30

Admission Fee:

At the time of admission:

Rs. 1300/- (Admission Fee Rs.300 + 2 months fees Rs. 1000)

Date of admission: 19th & 20th Oct, 2020 (Offline, in college office)

Online admission: from 16th Oct to 21st Oct 2020.

Offline mode of Payment: By Cash (at college office)

Online mode of Payment: Bank Transfer

Online admission and payment mode is given on web portal

www.seramporegirlscollege.org

Documents required during offline admission at college:

- 1. Passport Photo (2 copies)**
- 2. 10th Marksheet & Admit Card**
- 3. HS Marksheet**
- 4. Voter ID/ Adhaar Card**

(All testimonials should be produced in original with xerox copies)

Class Hours: 11 am to 3 pm (Monday to Friday)

Teaching faculty: NSDC & UGC Approved Faculty & Trade Experts

**Assessment & Certification by : IT Sector Skill Council NASSCOM
under National Skill Development Corporation.**

Future scope of engagement:

**Job in IT-BPM industry, Marketing Companies, Hospital &
Healthcare Service Providers, Corporate Businesses (MNC), Schools,
Bank & Public Sectors and every office and organizations.**

**Special opportunity: Placement interview will be organized by
various reputed companies after successful completion of course**

Memorandum of Understanding

Between

SERAMPORE GIRLS' COLLEGE

and

NASSCOM / IT-ITES SECTOR SKILLS COUNCIL NASSCOM

For

**Assessments and Certification on NSQF Levels/Qualification Packs (QP) and
National Occupational Standards (NOS) under the TPA Project**

This Memorandum of Understanding (MoU) has been made and agreed upon between the Parties mentioned below, signed on 16th May 2023

BETWEEN

National Association of Software and Service Companies (NASSCOM) having its head office at the NASSCOM Plots 7-10, Sector 126, Noida, UP – 201303, India (hereinafter called "NASSCOM"), represented by the Executive Director IT-ITeS Sector Skills Council NASSCOM, which expression shall, where the context so admits, be deemed to include its successors, executors and administrators of the ONE PART

AND

Dr. SOMA ROY, Principal represented by the **SERAMPORE GIRLS' COLLEGE** (hereinafter referred to as "Second Party") which expression shall unless repugnant to the context or meaning thereof, include its successor in office, legal representatives and permitted assigns of the SECOND PART

Background and Purpose

SERAMPORE GIRLS' COLLEGE has been established in the state of **West Bengal** for skilling youth to carry forward the skill development initiatives in a co-ordinated manner.

Whereas **IT-ITeS Sector Skills Council NASSCOM (SSC NASSCOM)**, the skill standard setting body of the IT-BPM Industry, is an integral part of NASSCOM in the education & skill development initiative. SSC NASSCOM works with its industry members and assist academic and skill development institutions to help improve the quality and quantity of the employable workforce available to this industry.

NASSCOM/SSC NASSCOM and SERAMPORE GIRLS' COLLEGE and will hence forth be referred to independently as the 'First Party' and 'Second Party' respectively and collectively as the 'Parties'.

Soma Roy,
Principal
Serampore Girls' College
Serampore, Hooghly

amicably through mutual consultation or negotiation/s between the Parties, without reference to any third Party. Any other aspects not covered in this MoU, relevant to this program, and disputes etc arising about any aspect of the MoU shall be settled through mutual consultation and MoU, by the Parties to this MoU. In case a settlement is not arrived at, all disputes or differences arising between the parties in relation to the interpretation, meaning or effect of this MoU, or to any breach thereof and remain unresolved after the intervention of the representatives of the Parties, shall be referred to arbitration under the aegis of the Indian Council of Arbitration at New Delhi (ICA). The Rules of the ICA shall govern the arbitral proceedings between the Parties. The arbitration proceedings shall be conducted in English and the venue for the arbitration proceedings shall be New Delhi.

3. This MoU will come into effect on the date of digitally signed by both Parties concerned and shall remain valid for a period of one year.
4. This MoU may be changed at any time by mutual agreement of the Parties concerned in writing. It shall be reviewed three months before the expiry of the 'MoU' or at a time mutually agreed upon by the Parties concerned for a possible renewal.

F. Termination

1. Either Party may terminate this MoU with 30 days prior written notice to the other Party. On termination of this MoU both Parties shall discontinue using the marks and rights arising or accruing from the terms of this MoU.
2. The termination of this MoU shall be without prejudice to the accrued rights and obligations of the Parties and all such accrued rights and obligations shall remain in full force and effect and be enforceable notwithstanding such expiry or termination.

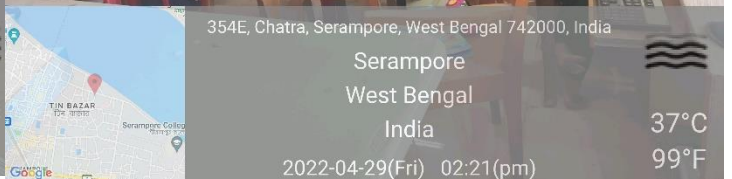
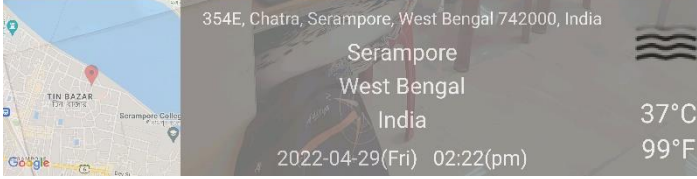
Both the Parties have signed this MoU on _16th_May 2023 as mentioned above.

| | |
|---|---|
| <p>For SERAMPORE GIRLS' COLLEGE</p> <p><u>S Roy</u> Dr. Soma Roy (May 20, 2023 12:22 GMT+5.5)</p> <p>Name: Dr. SOMA ROY</p> <p>Second Party</p> <p>Designation: Principal</p> <p>State: West Bengal</p> <p>Organisation Name: Serampore Girls' College</p> <p>Stamp:</p> <p>Dated: 16th May 2023</p> | <p>For NASSCOM</p> <p><u>Upmith</u> Upmith (May 18, 2023 21:33 GMT+5.5)</p> <p>Name: Mr Upmith Singh</p> <p>First Party</p> <p>Designation: Head Strategy & Operations</p> <p>State: Uttar Pradesh</p> <p>Organisation Name: IT- ITeS Sector Skills Council NASSCOM</p> <p>Stamp:</p> <p>Dated:</p> |
|---|---|

Serampore Girls' College

13, T.C. Goswami Street Serampore Hooghly - 712201 West Bengal

NAAC Criteria 1.4.1



Certificate in Domestic Data Entry Operator (DDEO) classroom

Soma Roy,
Principal
Serampore Girls' College
Serampore, Hooghly

Signature of Principal

Serampore Girls' College

(Estd.: 1981)

Re-Accredited by NAAC : Grade B (2nd Cycle)

13, T. C. GOSWAMI STREET, SERAMPORE, HOOGHLY. PIN-712 201, WEST BENGAL.

E-mail : serampore_girls_college@yahoo.co.in

Website : www.seramporegirlscollege.org

Ref. No.

Date 26/05/2023.

Notice for Final Assessment of Domestic Data Entry Operator (DDEO) Course

1. The final assessment will be held by National Association of Software and Service Companies (NASSCOM) on **3rd June, 2023 (Saturday)** at Computer Centre of college.
2. All students who submitted examination fees must report at Computer Centre **within 9 am positively**.
3. There will be no other day for examination.
4. Students are advised to take sufficient preparation by going through the study materials.
5. Students must bring the following documents on the assessment day, otherwise the examination will be cancelled.
 - ✓ **Aadhar Card (Original and a Xerox copy)**
 - ✓ **Passport size photo (1 copy)**
6. Students must carry face mask with them in the assessment day.

Suman Roy 26/5/23.

Principal
Serampore Girls' College
Serampore, Hooghly

Nabamita Nath (Ghosh)
Trainer.

Serampore Girls' College

Attendance Sheet for the Final Assessment of Domestic Data Entry Operator (DDEO) Course (2nd Session)

| Sl No. | Candidate Name | Semester / Pass out (Year) | Roll No. | Signature of the Candidate |
|--------|--------------------|---------------------------------|----------|----------------------------|
| 1 | MOUMA DAS | 6 th Semester | 12 | Mouma Das. |
| 2 | NISHA GOSWAMI | Pass Out (2022) | 17 | Nisha Goswami |
| 3 | SAMPITA DHAR | 4 th semester | 03 | Sampita Dhan |
| 4 | SUROPAMA DAS | Pass out (2022) | 20 | Suropama Das. |
| 5 | JYOTI KHANRAH | Pass Out (2022) | 18 | Jyoti Khanraha |
| 6 | FALGUNI GAYEN | 6 th sem | 16 | Falguni Gayen |
| 7 | RIYA MAITY | Pass out (2017) | 14 | Riya Maity |
| 8 | SNEHA DAS | Pass out (2022) | 19 | Sneha Das |
| 9 | NAMRATA DEY | Namrata Dey 6 th sem | 15 | Namrata Dey |
| 10 | SNEHASHREE SAMANTA | 6 th semester | 33 | Snehashree Samanta |
| 11 | ADITI NANDI | Pass out (2022) | 34 | Aditi Nandi |
| 12 | SUNETRA BHUKTA | 6 th Semester | 27 | Sunetra Bhukta |
| 13 | SUDESHNA PAL | 6 th semester | 22 | Sudeshna Pal |
| 14 | ARPITA GOLDAR | 6 th semester | 08 | Arpita Goldar |
| 15 | POUMITA CHANDA | Pass out (2022) | 10 | Poumita Chanda |
| 16 | ANKITA SANTRA | 6 th Semester | 28 | Ankita Santra |
| 17 | RUPASREE BAGUI | 6 th Semester | 35 | Rupasree Bagui |
| 18 | MANISHA CHAIN | Manisha 6 th Sem | 23 | Manisha Chain |
| 19 | PIYALI PAL | 6 th Semester | 36 | Piyali Pal |
| 20 | KUMKUM SINGH | 6 th Semester | 13 | Kumkum Singh. |

Date : 03.06.2023

Proctor Signature

Nashikor Alam

REGISTER OF ATTEND-
FOR THE MONTH

| Serial No. | Roll No. | NAME OF PUPILS | Sl. No. & dt. of Adm. in the Adm. Reg. | ATTEND - | | | | | | | | | | | | | | | |
|------------|----------|--------------------------|--|----------|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| | 01 | Tanushree Halder | (1) | 1 | 2 | | | | | 2 | 4 | 5 | 6 | 7 | 8 | | | | |
| | 02 | Suvasitina Mukherjee | (2) | 1 | 2 | | | | | 2 | 4 | 5 | 6 | 7 | 8 | | | | |
| | 03 | Sampita Dhare | (3) | | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | |
| x | B | 04 Ishrita D Nandy | (4) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| x | B | 05 Suvasitina Mukherjee | (5) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| x | B | 06 Hritika Malakre | (6) | 1 | 2 | 3 | 4 | | | | | 5 | 6 | 7 | 8 | | | | |
| B | 07 | Sukriti Kundu | (7) | 1 | 2 | 3 | 4 | | | | | 5 | 6 | 7 | 8 | | | | |
| | 08 | Arcpita Goldare | (8) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | | | | | |
| | 09 | Jitli Das | (9) | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | | |
| | 10 | Pounita Charda | (10) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | | | | | |
| x | | 11 Anisha Bera | (11) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 12 | | | | | |
| | 12 | Mauma Das | (12) | | | 1 | 2 | | | | | 3 | 4 | 5 | 6 | | | | |
| | 13 | Kumkum Singh | (13) | | | 1 | 2 | | | | | 3 | 4 | | | | | | |
| | 14 | Riya Maity | (14) | 1 | 2 | | | | | 3 | 4 | 5 | 6 | 7 | 8 | 10 | | | |
| | 15 | Namrata Dey | (15) | | | 1 | 2 | | | | | 3 | 4 | | | | | | |
| | 16 | Falguni Gayen | (16) | | | 1 | 2 | | | | | 3 | 4 | | | | | | |
| B | 17 | Nisha Goswami | (17) | | | 1 | 2 | | | | | 3 | 4 | 5 | 6 | | | | |
| B | 18 | Jyoti Khandra | (18) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | | | | | |
| B | 19 | Sneha Das | (19) | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | | | | | |
| B | 20 | Supopoma Das | (20) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 12 | | | | | |
| x | | 21 Riya Manna | (21) | 1 | 2 | 3 | 4 | | | | | | | | | | | | |
| | 22 | Sudeshna Pal | (22) | 1 | 2 | | | | | 3 | 4 | | | | | | | | |
| | 23 | Manisha Choin | (23) | | | 1 | 2 | 3 | 4 | | | | | | | | | | |
| x | x | 24 Jaita Singh | (24) | | | | | 1 | 2 | | | | | | | | | | |
| x | | 25 Neha Choudhury | (25) | | | | | 1 | 2 | 3 | 4 | 5 | 6 | | | | | | |
| x | | 26 Anushree Chatterborty | (26) | | | | | 1 | 2 | 3 | 4 | 5 | 6 | | | | | | |
| | 27 | Sunetra Bhuxta | (27) | 1 | 2 | | | | | | | 3 | 4 | 5 | 6 | | | | |
| | 28 | Anusita Samtra | (28) | 1 | 2 | 3 | 4 | | | | | 5 | 6 | 7 | 8 | | | | |
| x | | 29 Neha Kumari Das | (29) | 1 | 2 | 3 | 4 | | | | | 5 | 6 | 7 | 8 | | | | |
| x | | 30 Simran Kumari Shaw | (30) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | | | | | |
| x | B | 31 Rida Mistrey | (31) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 12 | | | | | |
| x | B | 32 Suchismita Chatterjee | (32) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | | | | | |
| | 33 | Snehasree Samanta | (33) | 1 | 2 | | | | | 3 | 4 | 5 | 6 | 7 | 8 | 10 | | | |
| B | 34 | Aditi Nandy | (34) | 1 | 2 | | | | | 3 | 4 | 5 | 6 | 7 | 8 | 10 | | | |
| | 35 | Rupashree Bayui | (35) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | | | | | |
| | 36 | Piyali Pal | (36) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 12 | | | | | |
| x | B | 37 Sumayara Chatterborty | (37) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | | | | | |
| x | B | 38 Puja Pandit | (38) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | | | | | |
| | 39 | | | | | | | | | | | | | | | | | | |
| | 41 | | | | | | | | | | | | | | | | | | |

No. Present daily

No. Absent daily

TOTAL

Hindus -

Muslims -

+ Others -

No. of Free Students -

No. of 1/2 Free Students -

Students class attendance

REGISTER OF ATTENDANCE FOR THE MONTH

| Serial No. | Roll No. | NAME OF PUPILS |
|------------|----------|-----------------------|
| | 01 | Tanushree Halder |
| | 02 | Swastika Mukherjee |
| | 03 | Sampada Dhar |
| x | 04 | Ishrita D Nandy |
| x | 05 | Swastika Mukherjee |
| x | 06 | Hritika Malakar |
| | 07 | Sukruti Kundu |
| | 08 | Arcita Goldar |
| | 09 | Titli Das |
| | 10 | Pounita Charda |
| x | 11 | Aishya Bera |
| | 12 | Mauma Das |
| | 13 | Kumkum Singh |
| | 14 | Riya Maity |
| | 15 | Namrata Dey |
| | 16 | Falguni Gayen |
| B | 17 | Nisha Goswami |
| B | 18 | Jyoti Khandra |
| B | 19 | Sneha Das |
| B | 20 | Suparna Das |
| x | 21 | Riya Manna |
| | 22 | Sudeshna Pal |
| | 23 | Manisha Choin |
| x | x | Joita Singh |
| x | 25 | Neha Choudhury |
| x | 26 | Anushree Chatterjee |
| | 27 | Sunetra Bhakta |
| | 28 | Ankita Samra |
| x | 29 | Neha Kumari Das |
| x | 30 | Simran Kumari Shaw |
| x | 31 | Rita Mistrey |
| x | 32 | Suchismita Chatterjee |
| | 33 | Snobashree Samanta |
| | 34 | Aditi Nandy |
| | 35 | Purushree Baryai |
| | 36 | Piyali Pal |
| x | 37 | Sumayana Chatterjee |
| x | 38 | Puja Pandit |
| | 39 | |
| | 41 | |
| | | No. Present daily ... |
| | | No. Absent daily ... |
| | | TOTAL ... |

| Roll No. | 02/09 | | 05/09 | | 12/09 | | 14/09 | | 16/09 | | 19/09 | | ATTEND - | | | | | | |
|----------|-------|---|-------|---|-------|---|-------|---|-------|----|-------|----|----------|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 1 | 1 | 2 | | | | | | | | 5 | 6 | | | 7 | 8 | | | | |
| 2 | 1 | 2 | 3 | 4 | | | | | | | | 5 | 6 | | | | | | |
| 3 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 4 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 5 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 6 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 7 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 8 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 9 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 10 | | | 1 | 2 | 3 | 4 | 5 | 6 | | | | | | | | | | | |
| 11 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 12 | 1 | 2 | | | | | | | 3 | 4 | | | | | | | | | |
| 13 | 1 | 2 | | | | | | | 3 | 4 | 5 | 6 | | | | | | | |
| 14 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 15 | | | 1 | 2 | | | | | 3 | 4 | 5 | 6 | | | | | | | |
| 16 | | | 1 | 2 | | | | | 3 | 4 | | | | | | | | | |
| 17 | | | 1 | 2 | | | | | 3 | 4 | | | | | | | | 5 | 6 |
| 18 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 19 | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 20 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 21 | 1 | 2 | | | 3 | 4 | | | | | | | | | | | | | |
| 22 | 1 | 2 | | | 3 | 4 | | | | | 5 | 6 | 7 | 8 | | | | | |
| 23 | | | | | 1 | 2 | 3 | 4 | | | | | | | | | | | 5 |
| 24 | | | | | | | | | | | | | | | | | | | |
| 25 | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | | | | | |
| 26 | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | | | | | |
| 27 | | | | | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | | | | |
| 28 | | | | | | | | 1 | 2 | 3 | 4 | | | | | | | | 5 |
| 29 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 30 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 32 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 33 | 1 | 2 | | | 3 | 4 | | | | | 5 | 6 | 7 | 8 | | | | | |
| 34 | 1 | 2 | | | 3 | 4 | | | | | 5 | 6 | 7 | 8 | | | | | |
| 35 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 36 | 1 | 2 | 3 | 4 | 5 | 6 | | | | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 37 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 38 | 1 | 2 | | | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |

Students delcaration form

Declaration Form

This is to inform that below mentioned candidate/s are carrying the original copy of Government ID Proof (Aadhar Card), but Aadhar card have face pics not clear/childhood pic/clearly not readable form.

I do confirm that the candidate/s is/are genuine, and request you to kindly consider and allow them to appear for the exam.

| Candidate ID | Candidate Name | Aadhaar No. |
|--------------|--------------------|--------------|
| 790933958975 | Aditi Nandi | 790933958975 |
| 513066321024 | Ankita Santra | 513066321024 |
| 496555371917 | Arpita Goldar | 496555371917 |
| 725625650634 | Falguni Gayen | 725625650634 |
| 710694349745 | Jyoti Khanrah | 710694349745 |
| 785799897579 | Kumkum Singh | 785799897579 |
| 845942861144 | Manisha Chain | 845942861144 |
| 858323679864 | Mouma Das | 858323679864 |
| 945115715446 | Namrata Dey | 945115715446 |
| 685681297105 | Nisha Goswami | 685681297105 |
| 323659485510 | Piyali Pal | 323659485510 |
| 349014175971 | Poumita Chanda | 349014175971 |
| 244760970742 | Riya Maity | 244760970742 |
| 350687551153 | Rupasree Bagui | 350687551153 |
| 395684338786 | Sampita Dhar | 395684338786 |
| 326488408758 | Sneha Das | 326488408758 |
| 823692979433 | Snehashree Samanta | 823692979433 |
| 926717108232 | Sudeshna Pal | 926717108232 |
| 520019768486 | Sunetra Bhukta | 520019768486 |
| 693341527994 | Suropama Das | 693341527994 |

Training Partner Sign & Stamp

Date: 03/06/2023

Principal
Serampore Girls' College
Serampore, Hooghly



Students delcaration form

Pagecount:1

NSDC ATTENDANCESHEET

SHL

Training Provider Name: SERAMPORE GIRLS COLLEGE

Batch ID: UNIVTPA0300

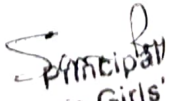
Centre ID TC-1964

Job Role/QP :DOMESTIC DATA ENTRY OPERATOR Sector:IT/ITES City: SERAMPORE

State: WEST BENGAL

Date: 03.06.2023

| Sr.No. | Candidate Name | Unique ID | Gender | Theory Amcat ID | Practical Amcat ID |
|--------|--------------------|---------------|--------|------------------|--------------------|
| 1 | Aditi Nandi | AM_IT_2084280 | F | 395373700 910374 | — |
| 2 | Ankita Santra | AM_IT_2084285 | F | 395373700 442748 | — |
| 3 | Arpita Goldar | AM_IT_2084283 | F | 395373700 406860 | — |
| 4 | Falguni Gayen | AM_IT_2084275 | F | 395373700 841909 | — |
| 5 | Jyoti Khanrañ | AM_IT_2084274 | F | 395373700 180619 | — |
| 6 | Kumkum Singh | AM_IT_2084289 | F | 395373700 794082 | — |
| 7 | Manisha Chain | AM_IT_2084287 | F | 395373700 560941 | — |
| 8 | Mouma Das | AM_IT_2084270 | F | 395373700 399064 | — |
| 9 | Namrata Dey | AM_IT_2084278 | F | 395373700 576386 | — |
| 10 | Nisha Goswami | AM_IT_2084271 | F | 395373700 081961 | — |
| 11 | Piyali Pal | AM_IT_2084288 | F | 395373700 627042 | — |
| 12 | Poumita Chanda | AM_IT_2084284 | F | 395373700 690597 | — |
| 13 | Riya Maity | AM_IT_2084276 | F | 395373700 666306 | — |
| 14 | Rupasree Bagui | AM_IT_2084286 | F | 395373700 068532 | — |
| 15 | Sampita Dhar | AM_IT_2084272 | F | 395373700 072316 | — |
| 16 | Sneha Das | AM_IT_2084277 | F | 395373700 902428 | — |
| 17 | Snehashree Samanta | AM_IT_2084279 | F | 395373700 518881 | — |
| 18 | Sudeshna Pal | AM_IT_2084282 | F | 395373700 217092 | — |
| 19 | Sunetra Bhukta | AM_IT_2084281 | F | 395373700 262310 | — |
| 20 | Suropama Das | AM_IT_2084273 | F | 395373700 390639 | — |
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 3/6/23
 Serampore Girls' College
 Serampore, Hooghly



Declaration from Training Center

Batch Name:

Batch Number: UNIVTPA 0300

Date of Assessment: 03/06/2022

VTP Name: SERAMPORE GIRLS COLLEGE

Center Name/Address: SERAMPORE GIRLS COLLEGE, SERAMPORE

I Dr. Soma Roy official representative of SERAMPORE GIRLS COLLEGE VTP, and designated as PRINCIPAL hereby declare that:

1. We have conducted training for all the student under the batch ID UNIVTPA 0300 as per the qualification criteria defined for the QP Nos _____
2. Students have completed the required number of hours of training including practical/on the job training
3. And all students have at least minimum educational qualification as per the QP Nos.
4. This assessor for the above batch was Mr./Ms. MASHKUR ALAM and his/her ID Number(D/L, Voter/Adhar #) was 4286 - 4511-4398
5. We hereby declare that we have not found any issues with the Assessor & assessment method.

Name of Center Coordinator/Mobile Number Dr. Soma Roy / 9674228715 Signature Soma Roy Principal, College
SERAMPORE GIRLS COLLEGE, SERAMPORE, HOOGHLY

TRAINING PARTNER Stamp (MANDATORY)



Students attendance during final exam

Annexure:D

SSC: IT/ITES

.SHL.

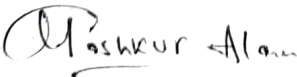
QP Assessment Attendance Sheet

| | | | |
|-----------------------|-------------------------------------|------------------------------|-------------|
| Training Partner Name | Serampore Girls College | Date | 2023-06-03 |
| Batch ID | UNIVTPA0300 | Number of students scheduled | 70 |
| Centre ID | 76-196408 | Number of students Present | 70 |
| Job Role / QP | Domestic Data Entry Operator V5 SIP | Number of students Absent | 00 |
| City | SERAMPORE | State | WEST BENGAL |

| S.No. | CANDIDATE NAME | FATHER'S NAME | ENROLLMENT ID | GENDER | ADDRESS | MOBILE NO. | EMAIL ADDRESS | SIGNATURE |
|-------|--------------------|----------------------|---------------|--------|-----------|------------|---------------|--------------------|
| 1 | Aditi Nandi | Asim Kumar Nandi | 790933958975 | F | SERAMPORE | 9674400792 | - | Aditi Nandi |
| 2 | Ankita Santra | Manotosh Santra | 513066321024 | F | SERAMPORE | 84207238 | - | Ankita Santra |
| 3 | Arpita Golder | Haradhan Golder | 496555371917 | F | SERAMPORE | 62897231 | - | Arpita Golder |
| 4 | Falguni Gayen | Mahesh Chandra Gayen | 725625650634 | F | SERAMPORE | 9330258 | - | Falguni Gayen |
| 5 | Jyoti Khanra | Biswajit Khanra | 710694349745 | F | SERAMPORE | 8972631 | - | Jyoti Khanra |
| 6 | Kumkum Singh | Brij Kishor Singh | 785799897579 | F | SERAMPORE | 93304970 | - | Kumkum Singh |
| 7 | Manisha Chain | Muktaram Chain | 845942861144 | F | SERAMPORE | 6291933 | - | Manisha Chain |
| 8 | Mouma Das | Amit Kumar Das | 858323679864 | F | SERAMPORE | 84206815 | - | Mouma Das. |
| 9 | Namrata Dey | Chandranath Dey | 945115715446 | F | SERAMPORE | 89721805 | - | Namrata Dey. |
| 10 | Nisha Goswami | Anadi Goswami | 685681297105 | F | SERAMPORE | 747814338 | - | Nisha Goswami |
| 11 | Piyali Pal | Bimal Pal | 323659485510 | F | SERAMPORE | 7439811623 | - | Piyali Pal |
| 12 | Poumita Chanda | Late Tarak Chanda | 349014175971 | F | SERAMPORE | 86192878 | - | Poumita Chanda |
| 13 | Riya Maity | Niranjan Kumar Maity | 244760970742 | F | SERAMPORE | 827494 | - | Riya Maity |
| 14 | Rupasree Bagui | Santi Bagui | 350687551153 | F | SERAMPORE | 869733201 | - | Rupasree Bagui |
| 15 | Sampita Dhar | Somenath Dhar | 395684338786 | F | SERAMPORE | 8420097473 | - | Sampita Dhar |
| 16 | Sneha Das | Aloke Kumar Das | 326488408758 | F | SERAMPORE | 70474740 | - | Sneha Das |
| 17 | Snehashree Samanta | Samir Samanta | 823692979433 | F | SERAMPORE | 858480 | - | Snehashree Samanta |
| 18 | Sudeshna Pal | Naba Kumar Pal | 926717108232 | F | SERAMPORE | 79805127 | - | Sudeshna Pal |
| 19 | Sunetra Bhukta | Swaraj Kumar Bhukta | 520019768486 | F | SERAMPORE | 810141301 | - | Sunetra Bhukta |
| 20 | Suropama Das | Tapan Das | 693341527994 | F | SERAMPORE | 9875376715 | - | Suropama Das. |

Note: Mention all candidates name.
Absent candidates to be marked "Ab".

Proctor Name : MASHKUR ALAM

Signature : TP SPOC's Name & Contact No.: Narmita Nath (Ghosh)
8240986449

Signature and Stamp :

Signed by: 3/6/23
Principal
Serampore Girls' College
Serampore, Hooghly



Serampore Girls' College

QUALIFICATION PACK : DOMESTIC DATA ENTRY OPERATOR (SESSION 2), 2023

CLASS TOPIC : Microsoft Outlook DATE : 6/12/2022 TIME : 2pm - 7pm

Students attendance during final exam Signature Sheet

| Sl No. | Roll No. | Trainee Signature | Sl No. | Roll No. | Trainee Signature |
|--------|----------|--------------------|--------|----------|-------------------|
| 1 | 17 | Nisha Goswami | 20 | | |
| 2 | 10 | Pournita Chanda | 21 | | |
| 3 | 15 | Namrata Dey | 22 | | |
| 4 | 19 | Sneha Das | 23 | | |
| 5 | 12 | Mourma Das | 24 | | |
| 6 | 34 | Aditi Nandi | 25 | | |
| 7 | 16 | Falguni Broyen | 26 | | |
| 8 | 06 | Hritika Malakar | 27 | | |
| 9 | 07 | Subroti Kundu | 28 | | |
| 10 | 33 | Snehashree Samanta | 29 | | |
| 11 | 35 | Rupasree Bagui | 30 | | |
| 12 | 36 | Piyali Pal | 31 | | |
| 13 | 08 | Arpita Choudhary | 32 | | |
| 14 | 22 | Sudeshma Pal | 33 | | |
| 15 | 09 | Tillic Das | 34 | | |
| 16 | 03 | Sompiya Dhan | 35 | | |
| 17 | 18 | Jyoti Khanra | 36 | | |
| 18 | 28 | Ankita Bartra | 37 | | |
| 19 | | | 38 | | |

Indrani Guha

Faculty Signature

Serampore Girls' College

QUALIFICATION PACK :: DOMESTIC DATA ENTRY OPERATOR (SESSION 2), 2022

CLASS TOPIC : ^{502 Digital Literacy} Money matter

DATE : 1:00-2:30 TIME : 17/2/2023

Students attendance during final exam Signature Sheet

| Sl No. | Roll No. | Trainee Signature | Sl No. | Roll No. | Trainee Signature |
|--------|----------|----------------------|--------|----------|--------------------|
| 1 | 17 | Nisha Dasgupta | 20 | 23 | Mamisha Chatterjee |
| 2 | 18 | Dyoti Kharwal | 21 | | |
| 3 | 19 | Sneha Das | 22 | | |
| 4 | 34 | Aditi Nandi | 23 | | |
| 5 | 21 | Riya Manna | 24 | | |
| 6 | 20 | Suroopama Das. | 25 | | |
| 7 | 09 | Titli Das. | 26 | | |
| 8 | 03 | Sampika Dhan | 27 | | |
| 9 | 05 | Swastika Mukherjee | 28 | | |
| 10 | 07 | Subroto Kundu | 29 | | |
| 11 | 06 | Hritika Malakar | 30 | | |
| 12 | 37 | Sunayana Chakraborty | 31 | | |
| 13 | 14 | Riya Maitty | 32 | | |
| 14 | 22 | Sudeshm Pal | 33 | | |
| 15 | 28 | Ankita Sarda. | 34 | | |
| 16 | 27 | Sunetra Bhakta. | 35 | | |
| 17 | 08 | Arpita Goldar. | 36 | | |
| 18 | 13 | Kumkum Singh | 37 | | |
| 19 | 38 | Puja Pandit | 38 | | |

Uttam Haldar

Faculty Signature

Serampore Girls' College

QUALIFICATION PACK : DOMESTIC DATA ENTRY OPERATOR (SESSION 2), 2023

CLASS TOPIC : Exam of Chapter 5

DATE : 12.4.23 TIME : 1:pm - 2:pm

Signature Sheet

| Sl No. | Roll No. | Trainee Signature | Sl No. | Roll No. | Trainee Signature |
|--------|----------|----------------------|--------|----------|--------------------|
| 1 | 17 | Nisha Goswami | 20 | 22 | Sudeshra Pal |
| 2 | 18 | Nyoti Khanna | 21 | 12 | Mouma Das |
| 3 | 19 | Sneha Das | 22 | 13 | Kumkum Singh |
| 4 | 20 | Sucopama Das. | 23 | 33 | Snehashree Samanta |
| 5 | 09 | Tillic Das . | 24 | 23 | Manisha Chatter |
| 6 | 34 | Aditi Nandi | 25 | | |
| 7 | 36 | Piyali Pal | 26 | | |
| 8 | 35 | Rupasree Bhowmik | 27 | | |
| 9 | 16 | Falguni Bhowmik | 28 | | |
| 10 | 15 | Namrata Dey | 29 | | |
| 11 | 14 | Riya Maity | 30 | | |
| 12 | 03 | Sampita Dhan | 31 | | |
| 13 | 10 | Poornima Chanda | 32 | | |
| 14 | 25 | Neha Choudhary | 33 | | |
| 15 | 26 | Anushree Chakraborty | 34 | | |
| 16 | 28 | Ankita Santra . | 35 | | |
| 17 | 008 | Arpita Gooldaro | 36 | | |
| 18 | 28 | Ankita Santra . | 37 | | |
| 19 | 27 | Sunetra Bhukta | 38 | | |

Sobhani Guha
12.4.23

Faculty Signature



IT - ITeS SSC
NASSCOM

GOLD

CERTIFICATE

This is to certify that

Mrs. Arpita Goldar D/O Haradhan Goldar

has successfully cleared the assessment for the role of

Domestic Data Entry Operator (QP No. -SSC/Q2212)

conforming to National Skill Qualifications Framework 4



Date of Issuance: 11/07/2023

Valid with reference

Gold>=69.5 Silver>=59.5 & <69.5 Bronze>49.5 & <59.5

Krishnan Ramanujan
(Chairperson, IT-ITeS Sector Skill Council
NASSCOM)

SAMPLE STUDENTS CERTIFICATE

Serampore Girls' College

13, T.C. Goswami Street Serampore Hooghly - 712201 West Bengal

NAAC Criteria 1.2.1



NSDC Certificate of authorised trainer from college



Soma Roy,
Principal
Serampore Girls' College
Serampore, Hooghly

Signature of Principal