

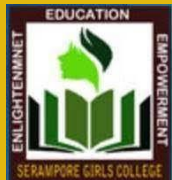
CERTIFICATE/VALUE ADDED COURSE:

Certificate in Domestic Data Entry Operator (DDEO)

NSQF LEVEL 4

2021-2022

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

Serampore Girls' College

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

NAAC Criteria 1.2.1



CERTIFICATE COURSE REPORT 2021-2022

Certificate in Domestic Data Entry Operator (DDEO)
Under National Association of Software and Service Companies (NASSCOM)
and Serampore Girls' College

ACADEMIC SESSION: 2021-2022

Name of the Course: Certificate in Domestic Data Entry Operator (DDEO) **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.

Dates: 1st Oct 2021- 25th April 2022(Due pandemic no classes held in Jan 2022)

Duration: 6 months

Centre: Serampore Girls' College

No. of Students Enrolled: 29

No. of Students passed: 15

Course Module: Annexure Attached

Course Fees: Rs.

Date of Exam: 12 July 2022

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. Shyamal Kumar Daripa (Dept of Pol Science, 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.

Course was planned to start in 2020-2021 session. Brochure and admission done in 2020-2021 session. But due to Covid 19 the same course completed in 2021-2022 session

Soma Roy.
Principal
Serampore Girls' College
Serampore, Hooghly

Signature of Principal

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 the 11th day of May, 2022

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'.

THIS MOU WITNESSED AND THE PARTIES HERETO AGREE TO AS FOLLOWS:

A. Objective

This MoU is for collaboration on the conduct of Assessments and Certification on Qualification Packs (QP) and National Occupational Standards (NOS) for Second Party sponsored candidates.

Soma Roy 26/5/22
Principal
Serampore Girls' College
Hooghly

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.

G. 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 the 11th day of the month of May year 2022 as mentioned above.

<p style="text-align: center;"><u>Soma Roy 26/5/22</u></p> <p style="text-align: center;">Principal Serampore Girls' College Serampore, Hooghly</p> <p>Name: Dr. Soma Roy Second Party Designation : Principal State: West Bengal Organisation Name: SERAMPORE GIRLS COLLEGE, Higher Education Institute Dated: 11.05.2022</p>	<p style="text-align: center;"><u>Upmith</u> <small>Upmith May 25, 2022 16:30 GMT+5.5</small></p> <hr/> <p>Name: Mr. Upmith Singh First Party Designation: Head Strategy & Operations State: NOIDA, Uttar Pradesh Organisation Name: IT/ITeS Sector Skills Council NASSCOM Dated:</p>
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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**

Serampore Girls' College

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

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QUALIFICATION PACK OF THE COURSE

Topic	Units
1. Introduction	1.1- Introduction to IT/ITeS industry 1.2 - Understanding of Computers 1.3 - M.S Office & Data Confidentiality 1.4 - Enhance Typing Skills
2. Undertake Data Entry Services	2.1 - Job Responsibilities of a Data Entry Operator 2.2 - Customer Orientation in Data Entry Operator 2.3 - Performance Measures
3. Manage your Work to Meet Requirement	3.1 - Time Management 3.2 - Work Management and Prioritization 3.3 - Quality and Standard Adherence
4. Maintain a healthy, Safe and Secure Working Environment	4.1 - Workplace Safety 4.2 - Report Accidents and Emergencies 4.3 - Protect Health and safety at Work
5. Employability and Entrepreneurship Skills	5.1 - Personal Strengths & Value System 5.2 - Digital Literacy 5.3 - Money Matters 5.4 - Preparing for Employment & self-Employment 5.5- Understanding Entrepreneurship 5.6- Preparing to be an Entrepreneur

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Serampore Girls' College
Serampore, Hooghly
Signature of Principal

Serampore Girls' College

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

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STUDENTS LIST

Date: _____

Sl	Email	Course	Name	Mobile	DOB	Caste	Address
1	arpitadhara.001@gmail.com	Data Entry Operator	ARPITA DHARA	9748600341	26/01/2000	General	VILL-GOURANGAPUR, P.O-BIGHATI, P.S-BHADRESWAR, PIN-712124, DIST-HOOGHLY, W.B
2	sweetymukherjee5wt@gmail.com	Data Entry Operator	SWEETY MUKHERJEE	8622992904	35837	General	ABHOYNAGAR, NISCHINDA, HOWRAH, 711205
3	Soma.1711@gmail.com	Data Entry Operator	Soma Chatterjee	9062375042	17/11/1997	General	98/26/5, Nabagram, Ghoshal Para Lane, Serampore, Hooghly, 712203
4	Soma.1711@gmail.com	Data Entry Operator	Soma Chatterjee	9062375042	17/11/1997	General	98/26/5, Nabagram, Ghoshal Para Lane, Serampore, Hooghly, 712203
5	priyankabanerjee945@gmail.com	Data Entry Operator	Priyanka Banerjee	9330500478	16/08/1997	General	85/32/A/5, G. T. Road. Nabagram Moradan, Serampore, Hooghly, Baidyabati Municipality P. O - Mallikpara P. S - Serampore PIN - 712203
6	karmakarsona31@gmail.com	Data Entry Operator	Sonali karmakar	7278797175	31/08/1996	General	57 T G T Road, Baidyabati (M), chatra, serampur, Hooghly, pin -712204
7	rakhikole223@gmail.com	Data Entry Operator	RAKHI KOLE	9748826589	21/08/1999	General	VILL+PO-BORAI, PS-SINGUR, DIST-HOOGHLY, PIN-712306
8	nishadasnisha555@gmail.com	Data Entry Operator	NISHA DAS	8420953116	36408	General	VILLAGE-GANGADHARPUR, P.O-GANGADHARPUR BAZAR, P.S-CHANDITALA, DIST-HOOGHLY, PIN-712306
9	anitabaidya2000@gmail.com	Data Entry Operator	ANITA BAIDYA	9875522853	36655	SC	VILL-BARO BELU, PO-BELU MILKI, PS-SERAMPORE, DIST-HOOGHLY, PIN-712223
10	diptim002@gmail.com	Data Entry Operator	Dipti Mondal	7029406385	23/10/1999	General	Vill-Bonkrishnapur, P.O-Jangalparabazar, Dist-Hooghly, Pin-712701
11	me2shilpadas@gmail.com	Data Entry Operator	Shilpa Das	7318921773	36467	General	Vill+P.O-Jangalparabazar, Dist-Hooghly, Pin-712701
12	priyachatterjee8296@gmail.com	Data Entry Operator	PRIYA CHATTERJEE	9614699235	27/06/2000	General	VILL - BARIJAHATY, P.O. & P.S. - CHANDITALA, DIST. - HOOGHLY, PIN. - 712702

13	dharaalvia15@gmail.com	Data Entry Operator	Alivia Dhara	7044507251	15/11/1996	General	Village: Gobindapur, PO: Diara, PS: Singur, District: Hooghly, Pin:712223
14	susmitabhakat1998@gmail.com	Data Entry Operator	SUSMITA BHAKAT	8420539410	30/09/1998	General	VILL - BARIJAHATY, P.S. & P.O. - CHANDITALA, DIST. - HOOGHLY, PIN. - 712702
15	rehanamondol1998@gmail.com	Data Entry Operator	Rehana Mondol	6290654772	36040	OBC - A	Mathurdangi, Saradapally, mirgala, Dankuni, Hooghly, 712311
16	joyeshreedey1998@gmail.com	Data Entry Operator	Jayshree Dey	8167032477	31/12/1998	General	P.c No Address- Vill- MRIZANAGAR, P.O- BOSO; P.S- DHANIAKHALI; DIST- HOOGHLY; PIN- 712302
17	RIYAMALIKCGR@GMAIL.COM	Data Entry Operator	RIYA MALIK	6289412228	27/11/1996	General	MADHABPUR, BIGHATI, BHADRESWAR, HOOGHLY, PIN 712124
18	311298suchtrapriyanka@gmail.com	Data Entry Operator	Sucharita Maji	9062585032	31/12/1998	General	vill-tisha, po-kharsaral, ps-chanditala, hoohly-712304
19	chandranighosh459@gmail.com	Data Entry Operator	CHANDRANI GHOSH	9831749234	36617	General	vill-tisha, po-kharsaral, ps-chanditala, hoohly-712304
20	PRIYANKA.MAJI@GMAIL.COM	Data Entry Operator	PRIYANKA MAJI	8017716157	27/08/1998	General	vill-tisha, po-kharsaral, ps-chanditala, hoohly-712304
21		Data Entry Operator	SONI PRASAD	8777638399	21/09/1998	General	101/A/133/2 SWAPNA NAGAR, GT ROAD, SHEORAPHULI, HOOGHLY
22	subhrag86@gmail.com	Data Entry Operator	SUBHRA GHOSH	7044360427	36289	General	BORA GHOSH POLLY, PO-BORA, SINGUR, HOOGHLY-712306
23	roybabon48@gmail.com	Data Entry Operator	SOUMI ROY	8335876129	35918	General	CHOTOBELU, BELU MILKY, PO-BELUMILKY, SERAMPORE, HOOGHLY-712223
24	pushpita.modak@gmail.com	Data Entry Operator	PUSHPITA MODAK	7278375531	19/10/1998	General	77/D/3 JN LAHRI ROAD PO-SERAMPORE, HOOGHLY-712201
25	GPUJA0486@GMAIL.COM	Data Entry Operator	PUJA GHOSH	7596414438	35797	General	BORA CHOWRANGI, PO-BORA, SINGUR, HOOGHLY-712306
26	mouliksryesa5@gmail.com	Data Entry Operator	SREYESA MOULIK	8902722538	23/10/1996	General	FLAT NO - B/2/5, 53A, NS AVENUE, SERAMPORE, HOOGHLY-712201
27	shahinadee@gmail.com	Data Entry Operator	ROZI PARWEEN	9038667171	25/08/1997	General	52 ns avenue, ananya aptment, serampore, hooghly-712201
28		Data Entry Operator	Rinku Chowdhury	9088449953	34988	General	27/1 Mallick Para Lane, Serampore, hooghly

Soma Roy,

Principal

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Serampore, Hooghly

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SIGNATURE OF STUDENTS DURING CERTIFICATE DISTRIBUTION

Serampore Girls' College
Signature Sheet
For
Receiving Certificate & Score Sheet
QUALIFICATION PACK :: DOMESTIC DATA ENTRY OPERATOR (SESSION 1), 2021

Sl No.	Candidate ID	Trainee Name	Signature	Date
1	6290483380	Soma Chatterjee	Soma Chatterjee	13.9.22
2	7278797175	Sonali Karmakar	Sonali Karmakar	13.9.22
3	8622992904	Sweety Mukherjee	Sweety Mukherjee	13.9.22
4	9330500478	Priyanka Banerjee	Priyanka Banerjee	13.9.22
5	8167032477	Jayashree Dey	Jayashree Dey	24.9.22
6	6289536557	Soumi Roy	Soumi Roy	13.09.22
7	9088449953	Rinku Chowdhury	Rinku Chowdhury	13.9.22
8	7980896245	Trisha Dey	Trisha Dey	13.09.22
9	7596897801	Lisa Santra	Lisa Santra	4.11.22
10	7029406385	Dipti Mondal	Dipti Mondal	13.9.22
11	7318921773	Shilpa Das	Shilpa Das	13.9.22
12	7044507251	Alivia Dhara	Alivia Dhara	21.9.22
13	6290445884	Sangita Das	Sangita Das	24.09.22
14	9330991919	Susmita Das	Susmita Das	24/09/22
15	6290654772	Rehana Mondol	Rehana Mondol	27/09/22

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CLASS SCHEDULE FIRST PAGE

Qualification Pack : Data Entry Operator				
Schedule For the Month of October, 2021				
Course Module	Module Details	No. of Classes	Date	Time
Chapter 1 : Introduction	<ul style="list-style-type: none">Evolution and history of out sourcingStructure of the IT BPM IndustryWhat is the BPM SectorKey Trends in the BPM sub sectorSummaryGlossary of terms	01 (IG)	01/10/2021	12 noon - 1:30 pm
	Understanding of Computers <ul style="list-style-type: none">History of Computers, Generations of Computers	01 (NG)	04/10/2021	12 noon - 1:30 pm
	<ul style="list-style-type: none">Architecture of Computers	01 (NG)	04/10/2021	2 pm - 3:30 pm
	<ul style="list-style-type: none">Windows and its components	01 (NG)	05/10/2021	12 noon - 1:30 pm
	<ul style="list-style-type: none">Types of Computer, Computer Hardware and software	01 (NG)	05/10/2021	2 pm - 3:30 pm
	<ul style="list-style-type: none">Advantages and Disadvantages of Computers, Applications of Computers	01 (NG)	07/10/2021	12 noon - 1:30 pm
	Windows <ul style="list-style-type: none">Lesson No. 01 & Lesson No. 02	01 (NG)	08/10/2021	12 noon - 1:30 pm
	<ul style="list-style-type: none">Lesson No. 03	01 (NG)	08/10/2021	2 pm - 3:30 pm

Total no. of classes taken by	
Nabamita Ghosh (Nath) :	07
Indrani Guha :	01

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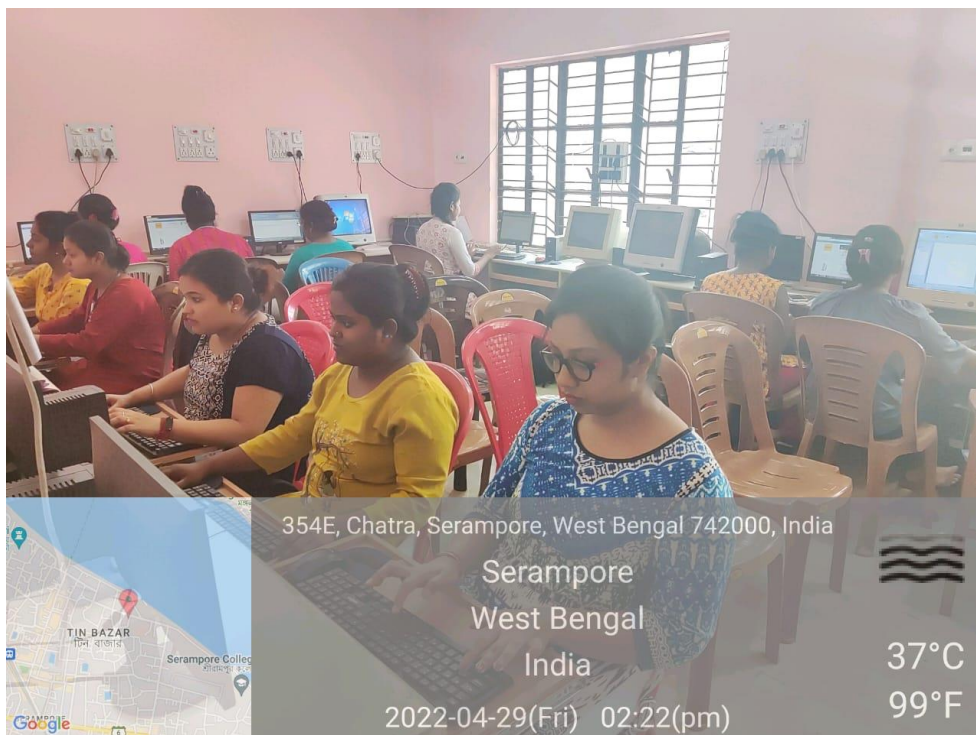
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IMAGES OF THE CLASSROOM



Soma Roy,
Principal
Serampore Girls' College
Serampore, Hooghly

Signature of Principal



IT - ITes SSC
NASSCOM

GOLD

CERTIFICATE

This is to certify that

Ms. Soumi Roy D/O Mr Ramu Roy

has successfully cleared the assessment for the role of Domestic
Data Entry Operator (QP No. -SSC/Q2212) conforming to National
Skill Qualifications Framework Level 4



Date of Issuance: 09/09/2022

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)



Skill India
कोशल भारत - कुशल भारत



N.S.D.C
National
Skill Development
Corporation

Transforming the skill landscape

CERTIFIED TRAINER

This is to certify that
Nabamita Nath (Aadhaar No - XXXXXXXX1098) with Trainer ID - TR143837
has successfully cleared the assessment as
Trainer with Grade 'B'
for the Qualification Pack of **Domestic Data Entry Operator (SSC/Q2212)- v1.0**
conforming to National Skill Qualification Framework Level - 4
Date of Issue: 01/03/2021 | Valid Upto: 01/03/2023



TOT/SSC/Q2212V1.0/040321/TR143837/39236



IT - ITeS SSC
NASSCOM

Dr. BVR Mohan Reddy
Chairperson

IT-ITeS Sector Skill Council



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Principal
Serampore Girls' College
Serampore, Hooghly