



## Statement of Marks



**Registration No.** : 911028011661  
**Student's Name** : Nikki Kumari  
**Mother's Name** : Munni Devi  
**Father's Name** : Ram Sundar Sah  
**Course Name** : Diploma in Office Automation & Accounting  
**Course Duration** : 9 Months  
**Study Centre Name** : Hitech Computer Education  
**Centre Code & Address** : 91102801 & Mirganj, Gopalganj, Bihar

### MODULES COVERED

**M1 : DCA :** (Fundamental, MS-DOS, MS-Windows, MS-Word, MS-Excel, MS-Powerpoint, MS-Access, HTML, Internet, Multimedia, Networking, Hardware Maintenance)  
**M2 : CFA :** (Accounting Introduction, Accounts Only, Accounts with Inventory)  
**M3 : Assignment / Project**

Examination	Full Marks	Pass Marks	Marks Obtained
Written	100	40	90
Practical	100	40	88
Assignment / Project	100	40	87
Viva Voce	100	40	81
<b>Total</b>	<b>400</b>	<b>160</b>	<b>346</b>

Overall Percentage :

86.50

\*Grade :

A

Grade A : 85-100%. Grade B : 70-84%. Grade C : 55- 69%. Grade D : 40-54%. Fail : Below 40%.

Date of Issue : 09-Jun-2025

**Certified By :** Immense Institute of Technology & Management

**Registered Office :** H.No. - 220 A/1 Gali No. - 7, B Block, Part - 1,  
Mukandpur, North West, Delhi, India - 110042

**Corporate Office :** Hari Mohan Gali, Salempur, Saran, Bihar - 841301

