



## Statement of Marks

Registration No. : 911028100022  
Student's Name : Manisha Kumari  
Mother's Name : Sarita Devi  
Father's Name : Baliram Bhagat  
Course Name : Diploma in Office Automation & Accounting  
Course Duration : 9 Months  
Study Centre Name : Soft Tech Computer Training Centre  
Centre Code & Address : 91102810 & Bathua Bazar, 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         | 82             |
| Practical            | 100        | 40         | 82             |
| Assignment / Project | 100        | 40         | 84             |
| Viva Voce            | 100        | 40         | 80             |
| Total                | 400        | 160        | 328            |

Overall Percentage :

82.00

\*Grade :

B

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

Date of Issue : 12-Apr-2021

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

