



Statement of Marks



Registration No. : 911028100109
Student's Name : Mohammad Kaif Khan
Mother's Name : Rajiya Khatoon
Father's Name : Nasruddin Khan
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	88
Practical	100	40	85
Assignment / Project	100	40	86
Viva Voce	100	40	84
Total	400	160	343

Overall Percentage :

85.75

*Grade :

A

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

Date of Issue : 12-Mar-2022

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

