



Swanirvar Charitable Trust
Reg.No. 190306018/17
An ISO 9001:2015 Certified



Swanirvar Charitable Trust Register Under:

- NITI Aayog, Govt. of India (WB/2017/0180203)
- MSME, Govt. of India (WB08D0006584)
- An ISO 9001:2015 Certified Organization
- PBSSD(WB Govt.) Training Partner.

CERTIFICATE

Certificate No: SCT4445

Vocational Training for Skill Development in SCT

Course Name: **Diploma In Office Management**

Course Code: SCT/DOM

Course Duration: 6 Months

Grade: **A**

Aadhaar No: 8363 0153 9286

Name: **ARITRA BISWAS**

Guardian's Name: UTTAM BISWAS

Registration No. SCTADM-1602



This is to certify that above mentioned candidate has successfully completed “ **Diploma In Office Management** ” course from Swanirvar Charitable Trust Rupnarayanpur Training Centre.



Issued by:

Swanirvar Charitable Trust

Centre Name:

Swanirvar Charitable Trust Rupnarayanpur

Signature:

Swanirvar Charitable Trust

Shib Sankar Gupta

Secretary

Shib Sankar Gupta

Secretary, Swanirvar Charitable Trust

Date of Issuance : 20/01/2021



Course Details :

Fundamental of Computer, Concept of Operating System, Windows, Word, Excel, PowerPoint, Publisher, Internet & Email Using Internet Explorer, Outlook, Scan and Print Concept, Personality Development.

Marks

Theory: 82

Practical: 88

Total: 170

Average Marks: 85%

Grade

90 to 100 = A+

80 to 89 = A

70 to 79 = B

60 to 69 = C

50 to 59 = D

Less Than 50 = Fail

Note: Verify your Certificate Online- Go to- www.sctedu.in/student-certificate-verification/ write your Certificate Number.

Reg. Office - Samabaya Pally, Bally, Howrah, West Bengal, Pin - 711205 • www.sctedu.in • sct.headoffice@gmail.com