



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 : 20/03/2024

### 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/](http://www.sctedu.in/student-certificate-verification/) write your Certificate Number.

Reg. Office - Samabaya Pally, Bally, Howrah, West Bengal, Pin - 711205 • [www.sctedu.in](http://www.sctedu.in) • [sct.headoffice@gmail.com](mailto:sct.headoffice@gmail.com)