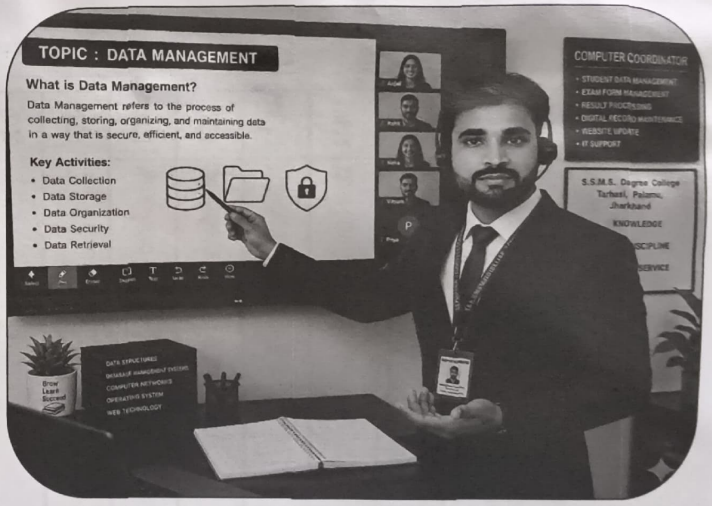
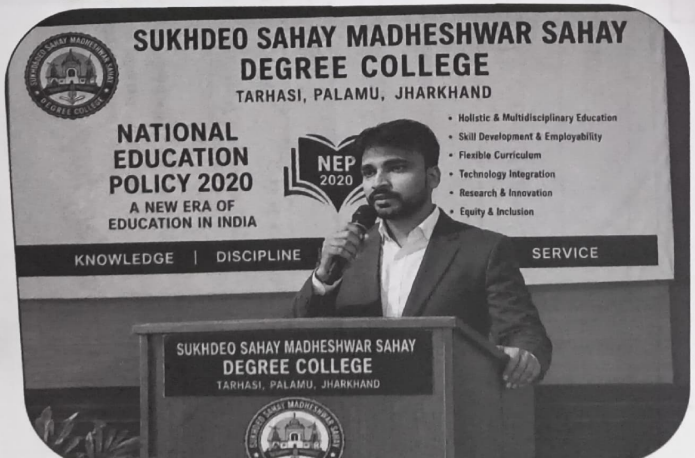
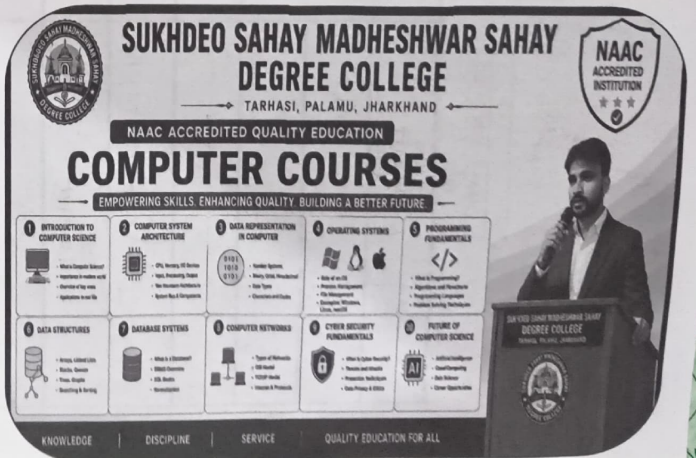
Sukhdeo Sahay Madheshwar Sahay Degree College
Estd-2010
Tarhasi, Palamu

COMPUTER

ADD-ON COURSE







Subhdeo Sahay Madheshwar Sahay Degree College
Estd. 2010
Tarhasi, Palamu

Certificate of pages

To whom it may concern

This is to certify that this computer training & ICT Development Register contains a total of 90 (Ninety) pages. The physical verification of these pages has been conducted by Prof. In-charge. Prabhakar Ojha.

The page in the register are sequently numbered from 1 to 90. This register has been officially issue and commended on 06.03.2026.

Subhdeo Sahay Madheshwar Sahay Degree College
Estd. 2010
Tarhasi, Palamu

Date:- 06.03.2026
Place:- Tarhasi

Hemant Kumar
Computer program coordinator
S.S.M.S.D.C, Tarhasi

Prof. In-charge
S.S.M.S.D.C. Tarhasi

Prof. Incharge
Subhdeo Sahay Madheshwar Sahay
Degree College
Tarhasi, Palamu

Milan

Sukhdeo Sahay-Madheshwar Sahay Degree College

(An Unit of IBS Foundation, New Delhi)
(An Affiliated Unit of N.P. University, Medininagar with Excellent Faculty)
AISHE Code No.- C- 42769
Email : tarhasi.college@rediffmail.com
Website : www.ssmsdc.org
Tarhasi, Palamu, Jharkhand - 822118
Ph. - 094311-01975
083407-82435

ESTD.

Ref. ..... Date 06.03.2026

ADD ON COURSE

COMPUTER

For Grading and Assessment of **S.S.M.S. Degree College Tarhasi,Palamu**,by N.A.A.C. the Course in being constituted with the following members:- with the following members: -

1. Sri. Prabhakar Ojha Prof. In-charge - Chairman
2. Sri. Anjani Nandan Pathak Commerce - Member
3. Smt. Sarita Kumari - Member
4. Smt. Shimpi Kumari Gupta Political-Sc - Member
5. Sri. Vineet Chandra Pandey Physics - Member
6. Sri. Bajrang Gupta Economics - Member
7. Sri. Hemant Kumar - Co-ordinator

The tenure of the committee will be from the date of notification & will continue fill a new committee is constituted.

Term of Reference: -

The Committee will prepare the Self Study Report (S.S.R) for assessment of college by NAAC.
All template are per Guidelines of NAAC will be prepared.
The college achievement data will be upgraded by the Committee/Cell.
The record keeping, register and file maintenance will be done by the co-ordinator.
Any other responsibility as entrusted by Principal.

Principal
S.S.M.S. Degree College
Tarhasi, Palamu

Memo No. SSMSDC/..... /2026 Date:...06.03.2026

Prof. Incharge
Sukhdeo Sahay Madheshwar Sahay
Degree College
Tarhasi, Palamu

Copy to-1. All Members Concerned
2. All Head of the Department.
3. Notice Board of the College.
4. In-charge, College website with a request to upload on the website.

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083407-82435

Ref. ..... Date 07.03.2026

NOTICE

Admission Open -Certificate Course in Computer Literacy (Add-On Course) (Session 2026-27)

All the students of B.A./B.Sc./B. Com (Semester I to VIII) are hereby informed that the NAAC Steering Committee of the college is launching a special Computer Add-on Course for the academic session 2026-27. This course is designed to enhance your digital skills and make you job-ready.

Course Details:-

Course Name: Certificate in Computer Applications (Basic & Advanced)
Duration: - 60 hours.
Eligibility: - Open for all enrolled students of S.S.M.S. Degree College.

Syllabus Highlights:

* Fundamentals of Computer & OS
*MS Office Expert (Word, Excel, PowerPoint)
*Internet, E-mail & Digital Banking Services

Why Join This Course?

NAAC Certified:- This course is part of the college's skill development initiative.
Practical Training: Hands-on experience in the college computer lab.
Certification:- A formal certificate will be issued upon successful completion.
Important Dates:-

Start Date of Application: - 07.03.2026

Last Date to Apply:- 02.04.2026

Classes Commencing From:- 06.04.2026 to 10.05.2026

How to Apply:- Interested students can collect the Admission Form from the Computer Program Coordinator's Office. For further details, contact the undersigned.

(.....)
Sri. Hemant Kumar
Coordinator, Computer Program
S.S.M.S. Degree College

(.....)
Sri. Prabhakar Ojha
Prof. In-charge
S.S.M.S. Degree College

Prof. In-charge
Sukhdeo Sahay Madheshwar Sahay Degree College
Tarhasi, Palamu

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Estd.-2010

Ref. Date .....

COORDINATOR PROFILE

- **COORDINATOR PROFILE: - COMPUTER LITERACY PROGRAM**
- **NAME** : - ***Hemant Kumar***
- **DESIGNATION** : - ***Course Coordinator (Computer program)***
- **INSTITUTION** : - ***S.S.M.S.Degree College,Tarhasi,Palamu.***

ACADEMIC & TECHNICAL QUALIFICATIONS

- **Master of Arts (M.A):** -*Political Science.*
- **Post Graduate Diploma in Computer Application (PGDCA).**

PROFESSIONAL SUMMARY

A dedicated academic professional with a unique blend of expertise in Humanities (MA) and Technical Education (PGDCA). As the Computer Program Coordinator, I am Committed to bridging the digital divide by providing quality ICT training to undergraduate students. My focus is on ensuring that students are industry-ready with essential computing skills, data management proficiency, and digital governance awareness.

KEY RESPONSIBILITIES & COMPETENCIES

- **Curriculum Design:** *Developing structured 60-hour Add-on Course modules tailored for college students.*
- **Training Delivery:** *Managing practical lab session and theoretical instruction in MS Office and Digital Tools.*
- **Assessment Coordination:** *Organizing OMR-based evaluations and maintaining transparent merit records.*
- **Technical Expertise:** *Proficient in Office Automation, Graphic Designing (Corel Draw/Photoshop), and E-Governance services.*

DECLARATION

I hereby declare that the pedagogical records, attendance logs, and assessment data maintained in this report for the Academic Session 2026-27 are authentic and verified to the best of my knowledge.

Place:- Tarhasi,Palamu

(Sri. Hemant Kumar)
Computer Program Coordinator
S.S.M.S.Degree College,Tarhasi

(Sri. Prabhakar Ojha)
Principal
S.S.M.S.Degree College,Tarhasi

Prof. Incharge
Sukhdeo Sahay Madheshwar Sahay Degree College
Tarhasi, Palamau

S.S.M.S. DEGREE COLLEGE TARHASI, PALAMU

Estd.-2010

Sukhdeo Sahay Madhashwar Sahay Degree College ★ Tarhasi, Palamu ★

ADMISSION FORM

COMPUTER ADD-ON COURSE (SESSION 2026-27)

Attach Latest Passport Size Photograph

(FORM NO:- SSMS/CIT/2026/.....)

(A) PERSONAL DETAILS (In Block Letters)

1. Student's Name:
2. Father's Name:
3. Mother's Name:
4. Date of Birth: 6.Gender
5. Adhaar Number:
6. Mobile Number: 6.Email:-

(B) ACADEMIC DETAILS:-

7. College Roll Number:
8. Registration NUmber :
9. Department/Hon's :
10. Course :

Declaration :-

I hereby declare that the information provided above is true to the best of my knowledge. I agree to abide by The rules and regulation of the college computer lab.

Date:- ...../...../.....

Place:- Tarhasi

(Student Signature)

(.....)
Sri. Hemant Kumar
Coordinator, Computer Program
S.S.M.S. Degree College

(.....)
Sri. Prabhakar Ojha
Prof. In-charge
S.S.M.S. Degree College

Sukhdeo Sahay Madhashwar Sahay Degree College Tarhasi, Palamau

Created by:- Hemant Kumar

Sukhdeo Sahay Madheshwar Sahay Degree College,Tarhasi

Computer Skill & Communication -Add On Course

Enrollment to Final Certification Process Flow Chart

1. Notification Phase

Admission Notificaton and public Circular.

↓

2. Course Foundation

Curriculum Framework and Student Enrollment Profile.

↓

3. Instructional Phase

Daily Attendance Logs and Topic Progress Record.

↓

4. Mid Course Evaluation

Mid -Term Screening Test and Progress Analysis

↓

5. Final Assessment

Comprehensive Thery(OMR) and Practical Lab.

↓

6. Grading & Results

Merit ListCompilation and Grading Documentation.

↓

7. Certification

Programme Completion Report and Certificate Acknowledgement.

(.....)
Sri. Hemant Kumar
Coordinator, Computer Program
S.S.M.S. Degree College

(.....)
Sri. Prabhakar Ojha
Prof. In-charge
S.S.M.S. Degree College

Prof. Incharge
Sukhdeo Sahay Madheshwar Sahay
Degree College
Tarhasi, Paharpur

Sahay Madheshwar Sahay Degree College Estd.-2010 Tarhasi, Palamu

COMPUTER SKILL COURSE OVERVIEW

DETAILS COURSE OVERVIEW :-

1. Introduction :-

"The certificate course in essential computing & software skills" is a specially designed Add-on course under NAAC criterion 5.1.2. it aims to bridge the digital divide among undergraduate students providing them with the necessary ICT (Information and communication Technology) skills required for modern academic and professional environments.

2. VISION AND OBJECTIVES :-

- Digital Empowerements :- To empower students from diverse backgrounds with foundation fundamental computer operations.

- software proficiency :- To provide hand-on training in essential software suite like ms-office (ms word, ms Excel, ms power point)

- Employability :- To enhance students resumes by adding a formal certification in high demand digital skills.

- Safe computing :- to educate students about cyber security, online safety, and ethical Internet usage.

- Curriculum structure (60 Hours Module) the course is divided into four keys thematic areas:-

- Module 1 :- Computer Fundamental & operating System :- Understanding hardware, File management and windows operations.

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COMPUTER SKILLS COURSE OVERVIEW

- Module-II - Document processing:- (MS Word):- professional letter, drafting, Formating and office documentation.

- Module-III - Data Management (MS excel):- Basic Accounting, result, preperation and data sorting.

- Module-IV - Digital Literacy & Internet:- Email Communication, E-Governance services and cyber security.

- 4 Learning outcomes:-
  Upon successful completion of the course students will be able to:-
  - I - operate a computer Independently and manage digital file effecterily.
  - II - Create professional reports, presentation and data sheets.
  - III - Utilise various online goverment and financial services (UPI, Digilocker).
  - IV Identifying and prerent common cyber threat and online frauds.

5. Assessment and certification policy:-
   - Continuous evaluation:- Regular attendance and lab participation (25%)
   - Screening test:- Mid-term assessment to track learning progress (25%)
   - Final assessment:- Comprehensive theory (Objective type Question) 100% Question.

Hemant Kumar
signature
Computer program coordinator
S.S.M.S.D.C. Tarhasi

signature
principle
S.S.M.S.D.C. Tarhasi

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Tarhasi, Palamu, Jharkhand - 822118
Ph. - 094311-01975
083407-82435

Ref. .....

Date .....

COURSE OVERVIEW

COURSE PARTICULARS

- ***Course Name:-*** Certificate Course in Essential Computing & Software Skills.
- ***Nature of Course:-*** Add -on /Skill Development(Value Added).
- ***Target Group:-*** Under Graduate Students.
- ***Duration :-*** 60 Hours.
- ***Assessment Mode :-*** Mid-Term(Screening) & Final Examination (Objective Question Based).

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Date .....

Course Syllabus-Computer Skill

Session (2026-27)

(Focus:- Hardware, Windows,MS Office,Internet Digital Literacy)

- **Unit 1 :** Fundamental of Computer & Peripheral Devices (Input/Output)
- **Unit 2 :** Operating System Operations:-File Management & Windows UI.
- **Unit 3 :** Introduction to Word Processing (MS Word Basics).
- **Unit 4 :** Printing Techniques & Document Formatting.
- **Unit 5 : MS Word :–** Mail Merge, Table& Header Footer.

  MS Excel :– Data Entry,Basic,Basic Formula (SUM, AVG) Sorting.

  MS Power Point :– Creating Education Slide & Transition.
- **Global Internet Usage:-** Browsing.
- **Digital Payment & E-Governance** (UPI,Digilocker,Online Form).
- **Digital Communication:- E-Mail,Outlook.**
- **Cyber Security:-** Privacy Setting,OTP Safety & Antivirus.
- **Resume:-** Create a Professional Resume,CV.

ENROLLMENT REGISTER & STUDENT PROFILE
SESSION (2026-27)

Sundaro Sahay Madheshwar Sahu College Estd.-2010 Tarbasa

"Detailed record of undergraduate students enrolled in the Add-on-Course on Computer Software skills."

S.NO.	STUDENT NAME	FATHER'S NAME	STR EAME	R.NO.	Mobile No.	Signature
1	VANDNA KUMARI	Devendra Ram	B.A	315	9693904277	Vandna
2	SHIVANI KUMARI	Sachidanand Sharma	B.A	63	7488920747	शिवानी
3	VIVEK KR. PASWAN	Ravindra paswan	B.Sc	02	7250352043	विवेक कुमार
4	ANGAD KUMAR	Ravindra Mehta	B.A	314	8053352028	Angad
5	PRAKALAN KUMARI	Sanjay yadav	B.A	161	7462979316	प्रकलन
6	VANDANA KUMARI	Ganesh yadav	B.A	156	9572956797	वन्दना कुमारी
7	NIDHI SINGH		B.A	998	9939919813	निधि कुमारी
8	JULI KUMARI		B.A	1124	7320916080	Juli kum
9	~~RANTI~~ RANI KUMARI	JITENDRA GIRI	B.A	250	6204450773	Rani kum
10	~~ANCHAL~~ KUMARI	Narayan Giri	B.A	92	9942445868	Anchal ku
11	RAVI KUMAR	Nagoshwar Ram	B.A	118	9204458914	रवि कुमार
12	YUVRAJ NAYNAM		B.Com	02	7761916364	yuvrajnaynam
13	RICHA KUMARI	Manoj Ram	B.A	412	6206762221	रीचा कुमारी
14	SHIVANAND KUMAR	Guneshwar Mehi	B.A	119	9693835040	shivanand
15	GOVIND KUMAR	VIKRAM Ram	B.A	120	9142893947	Govind
16	UJJAWAL KUMAR	Shankar Ram	B.A	132	8434782740	उज्जवल
17	KHUSHI KUMARI	Bishundev Ram	B.A	1076	7482920012	खुशी कुमा
18	KHUSHBU KUMARI	Dilip Sharma	B.A	1121	9608676463	Khushbu ku
19	PARO KUMARI	Ram Nandan Bhuiyan	B.A	51	9905318620	पारो कुमारी
20	KAJAL KUMARI	Krishna Pandey	B.A	395	6207455789	Kajal Kum
21	ANUSHA SHANKAR		B.Sc	66	9296489959	Anusha
22	CHANCHALAKUMARI	Sujit Ram	B.A	222	9296489959	Chanchala
23	SUMAN KUMARI		B.A	53	9279526556	सुमन
24	RABINDRA SINGH	Vakil Singh	B.Sc	18	6203410459	रविन्द्र सि
25	RIMA KUMARI		B.Sc	26	9234386591	रीमा कुमा
26	POONUM KUMARI	Kamesh Mistri	B.A	593	9234386591	पूनम कुमा
27	MANISHA KUMARI	Kamesh Saw	B.A	113	9608753302	Manisha
28	SUJITA KUMARI	Prandeep Bhuiyan	B.A	111	8210036187	Sujita k
29	PRAMILA KUMARI		B.A	997	9296765501	प्रमिला कु
30	Ankit Kr. Ram	Ravindra Ram	B.A	994	7207236122	Ankit

Hemant Kumar
Computer program coordinator
S.S.M.S.D.C. Tarbasa

Milan

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Ref. .....

Date .....

NOTICE
(Session 2026-27)

Mid -Course Text Exam Notice

This is to inform all the students of Session (2025-26) Certificate course in Computer Literacy that a Mid-Course Assessment Test will be conducted on 20.04.2026, Students are advised to prepare well and be present on time.

Test Time :- 01:00 pm to 01:45 pm

By the order of

(.....)
Sri. Hemant Kumar
Coordinator, Computer Program
S.S.M.S. Degree College

Sahid Madhesheswar Sana... College
Estd.-2010
Tarhasi Rajahara

MID-TERM EXAMINATION PROLESS

1. "AFTER THE COMPLETION OF THE first phase of the curriculum a formal notification was Issue to conduct a mid-TERM screening Test. The purpose of the test was to evaluate the Fundamental understanding of the student and to Identity merit based learner for advance training."

2. mid-term Question paper:-
"mid-term assessment consisted of 25 structured Question Focusing on computer Fundamental and windows operationg system. This screening ensured that students prossessed the prerequised Knowledge Required for the ms-office and Internet security Module.

3. Original answer script of the top-performing students are attached here as evidence of the evaluation process. these sample demonstrate the students. ability to comprehead and respond to technical ICT concept acurally.

4. Mid-term consolidate Marksheet:-
"A consolidated marksheet was prepared for all 30 enrolled students. student scoring above 50% were declearade eligible for the final phase of certification. this tabulation serves as a record of internal assessment and student progression tracking.

Hemant Kumar
signature
Computer program coordinator
S.S.M.S.D.C, Tarhasi

Milan

Sukhdeo Sahay Madheshwar Sahay Degree College,Tarhasi

Computer Skill & Communication -Add On Course

MID – Term Assessment & Evaluation

Session 2026-27

Date:-

Time : 45 Minute

Total Marks :-25

Instruction:-All questions are compulsory. Each question carries 1 marks. Choose the correct option.

1. रैम (RAM) का पूरा नाम क्या है?
2. मॉनिटर किस प्रकार का डिवाइस है?
3. कंप्यूटर को बंद करने की सही प्रक्रिया क्या है?
4. रोम (ROM) का पूरा नाम क्या है?
5. CPU का वह भाग जो गणितीय गणना करता है, उसे क्या कहते हैं?
6. कीबोर्ड पर कुल कितनी फंक्शन की (F1 से F12) होती हैं?
7. एमएस वर्ड (MS Word) मुख्य रूप से किस काम आता है?
8. गूगल (Google) को तकनीकी भाषा में क्या कहते हैं?
9. क्या बिना सॉफ्टवेयर के कंप्यूटर हार्डवेयर काम कर सकता है?
10. बाइनरी सिस्टम में कौन से दो अंक इस्तेमाल होते हैं?
11. बिजली कटने पर कंप्यूटर को अचानक बंद होने से कौन बचाता है?
12. किसी डॉक्यूमेंट को प्रिंट करने की शॉर्टकट की क्या है?
13. यूएसबी (USB) का पूरा नाम क्या है?
14. कंप्यूटर चालू होने के बाद दिखने वाली मुख्य स्क्रीन क्या कहलाती है?
15. स्केनर (Scanner) का मुख्य कार्य क्या है?
16. 1024 MB मिलकर क्या बनाते हैं?
17. एमएस पेंट की फाइल किस फॉर्मेट में सेव होती है?
18. मॉनिटर को और किस तकनीकी नाम से जाना जाता है?
19. शॉर्टकट की Ctrl + A का उपयोग क्यों किया जाता है?
20. कंप्यूटर चालू होने की शुरुआती प्रक्रिया क्या कहलाती है?
21. माउस के बीच वाले पहिये (Wheel) का उपयोग किसके लिए होता है?
22. वह कंप्यूटर जिसे आसानी से कहीं भी ले जाया जा सके, क्या कहलाता है?
23. वेब ब्राउज़र का कोई एक उदाहरण दीजिए।
24. कंप्यूटर में डेटा को स्थायी रूप से स्टोर करने वाला मुख्य भाग कौन सा है?
25. ईमेल में प्राप्त हुए संदेश किस फोल्डर में दिखाई देते हैं?

Created by:- Hemant Kumar

Sukhdeo Sahay Madhewar Sahay Degree College Tarhasi

MID TERM EXAM ATTENDANCE SHEET

Computer Skill & Communication Add-On Course

SESSION 2026-27

EXAM DATE:- 23/04/2026 Time:- 01:00 pm to 01:45 pm

S.No.	Student Name	Roll No.	Answer Book No.	Signature
1	VANDNA KUMARI	315	MT-01	Vandna Kumari
2	SHIVANI KUMARI	63	MT-02	शिवानी कुमारी
3	VIVEK KUMAR PASWAN (B.Sc)	2	MT-03	Vivek Kr Paswan
4	ANGAD KUMAR	314	MT-04	अंगद कुमार
5	PRAKALAN KUMARI	161	MT-05	प्रकलन कुमारी
6	VANDANA KUMARI	156	MT-06	Vandna Kumari
7	NIDHI SINGH	998	MT-07	निधी कुमारी
8	JULI KUMARI	1124	MT-08	जुली कुमारी
9	RANI KUMARI	250	MT-09	रानी कुमारी
10	ANCHAL KUMARI	92	MT-10	आंचल कुमारी
11	RAVI KUMAR	118	MT-11	Ravi Kumar
12	YUVRAJ NAYANAM (COM)	2	MT-12	Yuvraj Nayanam
13	RICHA KUMARI	412	MT-13	Richa Kumari
14	SHIVANAND KUMAR	119	MT-14	शिवानंद कुमार
15	GOVIND KUMAR	120	MT-15	Govind Kumar
16	UJJAWAL KUMAR	133	MT-16	Ujjwal Kumar
17	KHUSHI KUMARI	1076	MT-17	Khushi Kumari
18	KHUSHBU KUMARI	1121	MT-18	Khushbu Kumari
19	PARO KUMARI	51	MT-19	Paro Kumari
20	KAJAL KUMARI	395	MT-20	Kajal Kumar
21	ANUSHA SHANKAR (B.Sc)	66	MT-21	Anusha Shankar
22	CHANCHALA KUMARI	222	MT-22	चंचला कुमारी
23	SUMAN KUMARI	53	MT-23	Suman Kumari
24	RABINDRA KUMAR SINGH (B.Sc)	18	MT-24	रविन्द्र सिंह
25	RIMA KUMARI (B.Sc)	26	MT-25	रीमा कुमारी
26	POONAM KUMARI	593	MT-26	Poonam Kumari
27	MANISHA KUMARI	113	MT-27	Manisha KUMARI
28	SUJITA KUMARI	111	MT-28	Sujita Kumari
29	PRAMILA KUMARI	997	MT-29	प्रमिला कुमारी
30	ANKIT KUMAR RAM	994	MT-30	अंकित कुमार राम

Programme Coordinator

S.S.M.S.D.C,Tarhasi

Prof.in-charege

S.S.M.S.D.C,Tarhasi

Principal Incharge
Sukhdeo Sahay Madheshwar Sahay Degree College
Tarhasi, Palamu

Sukhdeo Sahay Madheshwar Sahay Degree College,Tarhasi

Computer Skill & Communication -Add On Course

Mid-Term Answer Sheet

Session 2025-26

Date:-
Full Marks: - 25 marks
College Roll No.
Registration No.

Student Name: -

Instruction (निर्देश) :-

- सभी प्रश्नो के उतर दी गई खाली जगह में भरें। (Write all answers in the space provided)
- प्रत्येक प्रश्न 1 अंक का है। (Each questions carries 1 mark.)

Q.No.	Student's Answer	Marks (Only for office)
1.	Random Access Memory	-1
2.	Output Device	-1
3.	Shut Down	-1
4.	Read only Memory	-1
5.	ALU (Arithmetic logic Unit.)	-1
6.	12	-1
7.	Document creation	-1
8.	Search Engine	-1
9.	नहीं	-1
10.	0 और 1	-1
11.	UPS (Uninterruptible power supply)	-1
12.	ctrl+P	-1
13.	Universal serial BUS	-1
14.	Desktop	-1
15.	Hard copy को Digital Softcopy मे बदलना	-1
16.	1GB	-1
17.	•PNG. •JPG •BMP	-1
18.	VDU (Visual Display Unit)	-1
19.	Select All	-1
20.	Booting	-1
21.	Scroll करने के लिए	-1
22.	Laptop	-1
23.	Google chrome, Mozila firefox.	-1
24.	Hard Disk / SSD	-1
25.	Imbox	-1

SAMPLE

25/25

Total Marks Obtained:- 25/25

Evaluator Signature: -.....

Examiner's Signature: -.....

VANDNA KUMARI

Sukhdeo Sahay Madheshwar Sahay Degree College, Tarhasi

Computer Skill & Communication -Add On Course

Mid-Term Answer Sheet

Session 2026-27

Estd.-2010

Date:-

Full Marks: - 25 marks

Student Name:- Vandna Kumari

College Roll No. - 315

Registration No. NPU20250078 28

Instruction (निर्देश) :-

- सभी प्रश्नो के उत्तर दी गई खाली जगह में भरें। (Write all answers in the space provided)
- प्रत्येक प्रश्न 1 अंक का है। (Each questions carries 1 mark.)

Q.No.	Student's Answer	Marks (Only for office)
1.	Random Access Memory	1
2.	Input Device	0
3.	Shut Down	1
4.	Read only Memory	1
5.	ALU	1
6.	12	1
7.	Document creation	1
8.	Search Engine	1
9.	नहीं	1
10.	0 और 1	1
11.	UPS	1
12.	Ctrl + P	1
13.	USB (Universal Serial Bus)	1
14.	Desktop	1
15.	Hard कॉपी को soft Copy में बदलना)	1
16.	1GB	1
17.	• PNG • JPG • BMP	1
18.	VDU (Visual Display Unit)	1
19.	Select All	1
20.	Booting	1
21.	Scrole करने के लिए	1
22.	Laptop	1
23.	Google chrome, Edge	1
24.	Hard DISK / SSD	1
25.	Inbox	1

24/25

Evaluator Signature: -

Examiner's Signature: - Vandna Kumari

Total Marks Obtained:- 24/25

Created by:- Hemant Kumar

SHIVANI KUMARI

Sukhdeo Sahay Madheshwar Sahay Degree College,Tarhasi

Estd.-2010

Computer Skill & Communication -Add On Course

Mid-Term Answer Sheet

Session 2026-27

Date:-

Full Marks: - 25 marks

Student Name:- Shivani Kumari

College Roll No. 63

Registration No. NPU202500755

Instruction (निर्देश) :-

- सभी प्रश्नो के उतर दी गई खाली जगह में भरें। (Write all answers in the space provided)
- प्रत्येक प्रश्न 1 अंक का है। (Each questions carries 1 mark.)

Q.No.	Student's Answer	Marks (Only for office)
1.	Random Access Memory	
2.	Output Device	
3.	Restart	
4.	Read only Memory	
5.	ALU	
6.	LD	
7.	Document Verified	
8.	Search Engine	
9.	हाँ	
10.	0 और 2	
11.	UPS	
12.	ctrl + P	
13.	Universal serial BUS	
14.	Desktop	
15.	Hard copy को soft copy मे बदलना	
16.	2 GB	
17.	• PNG • JPG • BMP	
18.	VDU (Visual Display UNIT)	
19.	Select All	
20.	Booting	
21.	Scrolle करने के लिए	
22.	Laptop	
23.	Google chrome Mozila firefox	
24.	Hard Drive / SSD	
25.	Imbox	

19/25

Evaluator Signature: -

Total Marks Obtained:- 19/25

Examiner's Signature: - शिवानी कुमारी

MID - TERM EVALUATION

" PROGRESSION ASSESSMENT & SCREENING REPORT "

1. Objective of Assessment :- The Mid-term examination was conducted as a primary screening tool to evaluate the students grasp of Basic computer hardware and Windows OS operations. It serves as a quality check before progressing to evaluated software Module.

2. Evaluation Methodology :- Each student was evaluated out of a Maximum of 25 marks the assessment focused on conceptual clarity and fundamental technical technology. A minimum qualifying threshold of 50% (13-marks) was established to ensure academic rigor.

3. Performance Analysis :- Out of the 30 enrolled students. Roll No. 250 Rani Kumari student successfully cleared the screening. the result tabulation indicate a high level of arrangement among the learner's. student who performed exceptionally well (above 80%) have been identified as advanced Learner's.

4. Impact on learning :- this Mid-course evaluation has helped the coordinator to customized the upcoming MS-office and Internet security Module according to the batch fulfilling the quality enhancement requirement under NAAC criteriay 5.1.2.

Hemant Kumar
Signature
Computer program coordinator
S.S.M.S.D.C. Tarhari

Sukhdeo Sahay Madhewar Sahay Degree College Tarhasi

CONSOLIDATED MID-TERM TABULATION REPORT

Computer Skill & Communication Add-On Course

SESSION 2026-27

Maximum Marks : 25 Qualifying Marks : 13 (50%)

S.No.	Student Name	Roll No.	Answer Book No.	Mark Obtained	Dept.	Result Status
1	VANDNA KUMARI	315	MT-01	24	B.A	Qualified
2	SHIVANI KUMARI	63	MT-02	19	B.A	Qualified
3	VIVEK KUMAR PASWAN	2	MT-03	20	B.Sc	Qualified
4	ANGAD KUMAR	314	MT-04	12	B.A	Need Improvement
5	PRAKALAN KUMARI	161	MT-05	19	B.A	Qualified
6	VANDANA KUMARI	156	MT-06	20	B.A	Qualified
7	NIDHI SINGH	998	MT-07	19	B.A	Qualified
8	JULI KUMARI	1124	MT-08	11	B.A	Need Improvement
9	RANI KUMARI	250	MT-09	18	B.A	Qualified
10	ANCHAL KUMARI	92	MT-10	20	B.A	Qualified
11	RAVI KUMAR	118	MT-11	11	B.A	Need Improvement
12	YUVRAJ NAYANAM	2	MT-12	12	B.Com	Need Improvement
13	RICHA KUMARI	412	MT-13	20	B.A	Qualified
14	SHIVANAND KUMAR	119	MT-14	12	B.A	Need Improvement
15	GOVIND KUMAR	120	MT-15	21	B.A	Qualified
16	UJJAWAL KUMAR	133	MT-16	10	B.A	Need Improvement
17	KHUSHI KUMARI	1076	MT-17	23	B.A	Qualified
18	KHUSHBU KUMARI	1121	MT-18	11	B.A	Need Improvement
19	PARO KUMARI	51	MT-19	19	B.A	Qualified
20	KAJAL KUMARI	395	MT-20	19	B.A	Qualified
21	ANUSHA SHANKAR	66	MT-21	12	B.Sc	Need Improvement
22	CHANCHALA KUMARI	222	MT-22	18	B.A	Qualified
23	SUMAN KUMARI	53	MT-23	10	B.A	Need Improvement
24	RABINDRA KUMAR SINGH	18	MT-24	19	B.Sc	Qualified
25	RIMA KUMARI	26	MT-25	20	B.Sc	Qualified
26	POONAM KUMARI	593	MT-26	11	B.A	Need Improvement
27	MANISHA KUMARI	113	MT-27	21	B.A	Qualified
28	SUJITA KUMARI	111	MT-28	11	B.A	Need Improvement
29	PRAMILA KUMARI	997	MT-29	11	B.A	Need Improvement
30	ANKIT KUMAR RAM	994	MT-30	22	B.A	Qualified

Programme Coordinator

S.S.M.S.D.C,Tarhasi

Prof.In-charege

S.S.M.S.D.C,Tarhasi

TRANSITION NOTE

Transition to Advance Training phase:-

Post the successful completion of the Mid-term screening. the course entered its second and most critical phase. Based on the evaluation 18 student were Identified as advance learner's. While 12 students were put under 'Remedial' Monitoring to bridge their learning gaps the upcoming session (Day 16 - 30) are designed to Focus on high - level MS-office proficiency and practical digital services"

"Advance Lab Module:-

The Advance phase introduced student to real-world digital tasks. such as.

- Document Automation:- Using mail merge and styles in ms words.
- Data Analysis:- Implementing Logical function and pivot table in ms-office (Excel).
- Digital safety:- Hands-on training in Identifying phising, securing password, and ethical internet usage.

" Objective of the Transition:-"

This transition ensures that the certification awarded at the end of the course is a true reflection of the student ability to handle professional digital environments. thereby fulfilling the quality mandate of NAAC criterian 5.1.2.

Hemant Kumar
Signature
Computer Program Coordinator
S.S.M.S.D.C, Parhasi

S.S.M.S.Degree College Tarhasi Palamu 04 Apr 2026 to 11 May 2026

Computer Skill Course Student Attendance

| Month | Apr-May | | Session | 2026-27 | | | | | 04-Apr | | to | | | 11-May | | | | |

CONCLUDING PHASE:- FINAL ASSESSMENT FRAMEWORKS:

Estd.-2010

1. Rational for comprehensive evaluation:-
After completing the 30 days course instructional cycle a final Assessment was designed to Measure the total learning outcomes. this phase Aim to validate the skill Acquisition of All 30 students ensuring they meet the Industry standard competency in digital literacy and software skills.

2. • Examination structure & Design:-
The assessment was split into rigorous components.
- Theoretical proficiency (50 marks) conducted via an OMR-based Multiple choice Questions (MCQ) paper to ensure objective and unbiased grading.
- practical competency (25 marks):- A lab based performances test to evaluate hands-on skills in MS-office and Internet security.

3. Eligibility verification:- Before the commencement of the final exam the master Attendance record was audited. Only students who maintain a consistant presence (Minimum 75%) were cleared to sit for the final evaluation.

4. Outcomes mapping:- the final evaluation is the basis for Identifying the top 10 Merit holder who will received the certificate of Excellence. fulfilling the requirement of NAAC criterian 5.1.2.

Signature
Computer program coordinator
S.S.M.S.D.C, Tarhasi

Milan

Sukhdeo Sahay-Madheshwar Sahay Degree College

(An Unit of IBS Foundation, New Delhi)
(An Affiliated Unit of N.P. University, Medininagar with Excellent Faculty)
ESTD.- 2010
AISHE Code No.- C-42769
Email : tarhasi.college@rediffmail.com
Website : www.ssmsdc.org
Ph.- 094311-01975
083407-82435
Tarhasi, Palamu, Jharkhand - 822118

Ref.

Estd.-2010 Sukhdeo Sahay Madheshwar Sahay Degree College Tarhasi, Palamu

Date 11/05/2026

NOTICE

Certificate course in Computer Literacy Full Course Assessment Exam

(Session 2026-27)

All the students are hereby informed that Full Course Assessment Examination will be conducted after the successful completion of the entire 60-hour Computer Course.

The assessment aims to evaluate Students overall progress, Computer skill and resume building.

Students who appear for the Examination and Successfully complete the course will be awarded a certificate of completion.

Date:- 11.05.2026

Time:- 11:00 am to 12:00 pm

Students are requested to be present on time.

By the order of

(.....)
Sri. Hemant Kumar
Coordinator, Computer Program
S.S.M.S. Degree College

Sukhdeo Sahay Madhewar Sahay Degree College Tarhasi

FINAL EXAM ATTENDANCE SHEET

Computer & Software Skill Add-On Course

SESSION 2026-27

EXAM DATE:- 11/05/2026 Time:- 11:00 am to 12:00 pm

S.No.	Student Name	Roll No.	Answer Book No.	Signature
1	VANDNA KUMARI	315	ssms-omr-1	Vandna Kumari
2	SHIVANI KUMARI	63	ssms-omr-2	शिवानी कुमारी
3	VIVEK KUMAR PASWAN	2	ssms-omr-3	Vivek paswan
4	ANGAD KUMAR	314	ssms-omr-4	Angad Kumar
5	PRAKALAN KUMARI	161	ssms-omr-5	प्राकलन कुमारी
6	VANDANA KUMARI	156	ssms-omr-6	वंदना कुमारी
7	NIDHI SINGH	998	ssms-omr-7	निधी कुमारी
8	JULI KUMARI	1124	ssms-omr-8	जुली कुमारी
9	RANI KUMARI	250	ssms-omr-9	Rani Kumari
10	ANCHAL KUMARI	92	ssms-omr-10	Aanchal Kumari
11	RAVI KUMAR	118	ssms-omr-11	Ravi Kumar
12	YUVRAJ NAYANAM	2	ssms-omr-12	yuvraj Nayanam
13	RICHA KUMARI	412	ssms-omr-13	Richa Kumari
14	SHIVANAND KUMAR	119	ssms-omr-14	Shivand Kumar
15	GOVIND KUMAR	120	ssms-omr-15	Govind Kumar
16	UJJAWAL KUMAR	133	ssms-omr-16	उज्जवल कुमार
17	KHUSHI KUMARI	1076	ssms-omr-17	Khushi Kumari
18	KHUSHBU KUMARI	1121	ssms-omr-18	Khushboo Kumari
19	PARO KUMARI	51	ssms-omr-19	Paro Kumari
20	KAJAL KUMARI	395	ssms-omr-20	काजल कुमारी
21	ANUSHA SHANKAR	66	ssms-omr-21	Anusha Shankar
22	CHANCHALA KUMARI	222	ssms-omr-22	चंचला कुमारी
23	SUMAN KUMARI	53	ssms-omr-23	सुमन कुमारी
24	RABINDRA KUMAR SINGH	18	ssms-omr-24	रविन्द्र कुमार सिंह
25	RIMA KUMARI	26	ssms-omr-25	Rima Kumari
26	POONAM KUMARI	593	ssms-omr-26	Poonam Kumari
27	MANISHA KUMARI	113	ssms-omr-27	Manisha कुमारी
28	SUJITA KUMARI	111	ssms-omr-28	Sujita Kumari
29	PRAMILA KUMARI	997	ssms-omr-29	Pramila Kumari
30	ANKIT KUMAR RAM	994	ssms-omr-30	अंकित कुमार राम

Programme Coordinator

S.S.M.S.D.C,Tarhasi

Prof.In-charege

S.S.M.S.D.C,Tarhasi

Prof. Incharge
Sukhdeo Sahay Madhewar Sahay

Sukhdeo Sahay Madheshwar Sahay Degree College,Tarhasi

Sukhdeo Sahay Madheshwar Sahay Degree College ★ Estd.-2010 ★ Tarhasi, Palamu ★

Computer Skill & Communication -Add On Course

Final Proficiency Assessment (Objective Type)

Session 2026-27

Time : 01.00 Hours
Total Marks :-50

Instruction:-All questions are compulsory. Each question carries 1 marks. Choose the correct option.

1. एक्सेल में सेल एड्रेस A1 का क्या मतलब है?

(A) रिलेटिव

(B) एब्सोल्यूट

(C) मिक्स्ड

(D) फिक्स्ड

2. वर्ड में 'Thesaurus' टूल का क्या काम है?

(A) स्पेलिंग चेक

(B) समानार्थी शब्द

(C) ग्रामर

(D) ट्रांसलेशन

3.गूगल ड्राइव किस प्रकार की सेवा है?

(A) सोशल मीडिया

(B) क्लाउड स्टोरेज

(C) सर्च इंजन

(D) एंटीवायरस

4.ईमेल में 'BCC' का फुल फॉर्म क्या है?

(A) ब्लाइंड कार्बन कॉपी

(B) बेसिक कंप्यूटर कॉपी

(C) बेस्ट कार्बन कॉपी

(D) ब्लू कार्बन कॉपी

5. एक्सेल में '#' चिन्ह का एरर कब आता है?

(A) फार्मूला गलत हो
(B) कॉलम की चौड़ाई कम हो
(C) डेटा डिलीट हो
(D) फाइल सेव न हो

6. MS Word में 'मेल मर्ज' का उपयोग क्यों होता है?

(A) मेल भेजने के लिए

(B) एक पत्र कई लोगों को भेजने के लिए

(C) एक्सेल बनाने के लिए

(D) फोटो एडिट करने के लिए

7.URL का पूरा नाम क्या है?

(A) यूनिफॉर्म रिसोर्स लोकेटर

(B) यूनिट रिसोर्स लिस्ट

(C) यूनिक रेडियो लिंक

(D) यूनिवर्सल रोड लाइन

8. MS Word में 'हाइपरलिंक' डालने का शॉर्टकट क्या है?

(A) Ctrl + H

(B) Ctrl + K

(C) Ctrl + L

(D) Ctrl + M

9.वेबसाइट के पहले पेज को क्या कहते हैं?

(A) इंडेक्स पेज

(B) होम पेज

(C) फ्रंट पेज

(D) मेन पेज

10.टू-फैक्टर ऑथेंटिकेशन (2FA) क्यों जरूरी है?

(A) तेज़ इंटरनेट के लिए

(B) अधिक सुरक्षा के लिए
(C) फाइल सेव करने के लिए
(D) डिज़ाइन के लिए

Created by:- Hemant Kumar

Sukhdeo Sahay Madheshwar Sahay Degree College,Tarhasi

Computer Skill & Communication -Add On Course

Final Proficiency Assessment (Objective Type)

Session 2026-27

Time : 01.00 Hours
Total Marks :-50

Instruction:-All questions are compulsory. Each question carries 1 marks. Choose the correct option.

11. MS Word में 'फॉर्मेट पेंटर' का शॉर्टकट क्या है?

(A) Ctrl + C

(B) Ctrl + V

(C) Ctrl + Shift + C

(D) Alt + P

12.IP एड्रेस का फुल फॉर्म क्या है?

(A) इंटरनेट प्रोटोकॉल

(B) इंटरनल पॉइंट

(C) इंस्टेंट पोस्ट

(D) इन्फो पार्ट

13.वाईफाई (WiFi) का फुल फॉर्म क्या है?

(A) वायरलेस फिडेलिटी

(B) वायर फायर

(C) विंड फाइबर

(D) वायरलेस फाइल

14.सर्च इंजन का एक उदाहरण कौन सा है?

(A) क्रोम

(B) गूगल

(C) फोटोशॉप

(D) विंडोज

15.ईमेल में फाइल अटैच करने का सिंबल कैसा होता है?

(A) पेपर क्लिप

(B) प्लस

(C) स्टार

(D) एरो

16. वर्ड डॉक्यूमेंट में डिफ़ॉल्ट अलाइनमेंट क्या होती है?

(A) लेफ्ट

(B) राइट

(C) सेंटर

(D) जस्टिफाई

17.'स्पैम' (Spam) ईमेल क्या होते हैं?

(A) जरूरी मेल

(B) अनचाहे/विज्ञापनी मेल

(C) ऑफिस मेल

(D) दोस्तों के मेल

18. PowerPoint में सभी स्लाइड्स को एक साथ देखने के लिए कौन सा व्यू होता है?

(A) नॉर्मल

(B) स्लाइड सॉर्टर

(C) नोट्स

(D) रीडिंग

19.मॉडेम (Modem) का पूरा नाम क्या है?

(A) माड्यूलेटर-डेमाड्यूलेटर

(B) मोड-डेमो

(C) मॉडल-डेटा

(D) मोबाइल-डिवाइस

20.VPN का फुल फॉर्म क्या है?

(A) वर्चुअल प्राइवेट नेटवर्क

(B) वैरी पर्सनल नेट

(C) वर्चुअल पार्ट नोड

(D) विज़िबल प्राइवेट नेट

Created by:- Hemant Kumar

Sukhdeo Sahay Madheshwar Sahay Degree College,Tarhasi

Computer Skill & Communication -Add On Course

Final Proficiency Assessment (Objective Type)

Session 2026-27

Time : 01.00 Hours
Total Marks :-50

Instruction:-All questions are compulsory. Each question carries 1 marks. Choose the correct option.

21.भारत में 'आधार' कार्ड कौन जारी करता है?

(A) RBI

(B) UIDAI

(C) SBI

(D) LIC

22.साइबर कानून के अंतर्गत 'हैकिंग' क्या है?

(A) कानूनी

(B) गैर-कानूनी/अपराध

(C) नौकरी

(D) शौक

23.ई-कॉमर्स वेबसाइट कौन सी है?

(A) फेसबुक

(B) अमेज़न

(C) गूगल

(D) विकिपीडिया

24.ट्विटर (अब 'X') क्या है?

(A) सर्च इंजन

(B) माइक्रो-ब्लॉगिंग साइट

(C) OS

(D) ब्राउज़र

25.डोमेन नेम में '.edu' क्या दर्शाता है?

(A) शिक्षा (Education)

(B) सरकार

(C) कॉमर्स

(D) इंडिया

26.HTTPS का पोर्ट नंबर क्या होता है?

(A) 80

(B) 443

(C) 21

(D) 110

27.QR कोड का फुल फॉर्म क्या है?

(A) क्विक रिस्पांस

(B) क्वालिटी रीड

(C) क्विक रीड

(D) क्वेरी रिप्लाई

28.'कुकीज़' (Cookies) वेबसाइट पर क्या काम करती हैं?

(A) वायरस फैलाना

(B) यूजर की प्राथमिकताएं स्टोर करना

(C) डिलीट करना

(D) स्पीड बढ़ाना

29.इंटरनेट पर डेटा ट्रांसफर की गति किसमें मापी जाती है?

(A) Mbps

(B) Kg

(C) Meter

(D) DPI

30.PDF का फुल फॉर्म क्या है?

(A) पोर्टेबल डॉक्यूमेंट फॉर्मेट

(B) प्रिंट डेटा फाइल

(C) पर्सनल डॉक फाइल

(D) पार्ट डेटा फॉर्म

Created by:- Hemant Kumar

Sukhdeo Sahay Madheshwar Sahay Degree College,Tarhasi

Computer Skill & Communication -Add On Course

Final Proficiency Assessment (Objective Type)

Session 2026-27

Time : 01.00 Hours
Total Marks :-50

Instruction:-All questions are compulsory. Each question carries 1 marks. Choose the correct option.

1.सोशल मीडिया पर 'वायरल' का क्या मतलब है?

(A) बीमार होना

(B) बहुत तेज़ी से शेयर होना

(C) डिलीट होना

(D) छिपना

32. 'ट्रोजन' (Trojan) क्या है?

(A) ब्राउज़र

(B) एक प्रकार का वायरस/मालवेयर

(C) गेम

(D) हार्डवेयर

33.ऑनलाइन मीटिंग के लिए कौन सा ऐप लोकप्रिय है?

(A) ज़ूम

(B) पेंट

(C) नोटपैड

(D) कैलकुलेटर

34.चैट जीपीटी (Chat GPT) क्या है?

(A) AI चैटबॉट

(B) ब्राउज़र

(C) गेम

(D) वायरस

35.वेबसाइट एड्रेस में '.in' क्या है?

(A) इंडिया

(B) इन्फॉर्मेशन

(C) इनपुट

(D) इंटरनेशनल

36.'इन्कॉग्निटो' मोड ब्राउज़र में क्या करता है?

(A) हिस्ट्री स्टोर नहीं करता

(B) स्पीड बढ़ाता है

(C) डाउनलोड करता है

(D) प्रिंट करता है

37.कैप्चा (Captcha) कोड क्यों भरा जाता है?

(A) रोबोट और इंसान में अंतर करने के लिए

(B) पासवर्ड बदलने के लिए

(C) स्पीड के लिए

(D) डिज़ाइन के लिए

38.LAN का फुल फॉर्म क्या है?

(A) Local Area Network

(B) Long Area Net

(C) Low Area Node

(D) Light Area Net

39.WAN ka full form kya hai?

(A) Wide Area Network

(B) World Area Net

(C) Wide Air Node

(D) Work Area Net

40.ISP ka full form kya hai?

(A) Internet Service Provider

(B) Info Service Part

(C) Internet Speed Point

(D) Internal System Part

Created by:- Hemant Kumar

Sukhdeo Sahay Madheshwar Sahay Degree College,Tarhasi

Computer Skill & Communication -Add On Course

Final Proficiency Assessment (Objective Type)

Session 2026-27

Time : 01.00 Hours
Total Marks :-50

Instruction:-All questions are compulsory. Each question carries 1 marks. Choose the correct option.

41. 'ब्लॉग' (Blog) क्या होता है?

(A) व्यक्तिगत ऑनलाइन डायरी/लेख

(B) वायरस

(C) हार्डवेयर

(D) ऑडियो फाइल

42.बुकमार्क का उपयोग क्यों होता है?

(A) वेबसाइट लिंक सेव करने के लिए

(B) डिलीट करने के लिए

(C) टाइपिंग के लिए

(D) प्रिंट के लिए

43.क्लाउड कंप्यूटिंग का उदाहरण कौन सा है?

(A) वनड्राइव (OneDrive)

(B) माउस

(C) कीबोर्ड

(D) मॉनिटर

44.UPI ट्रांजेक्शन में 'VPA' क्या है?

(A) वर्चुअल पेमेंट एड्रेस

(B) वैलिड पार्ट ऐप

(C) वेरीफाई पिन ऐप

(D) वैल्यू पार्ट ऐड

45.इंटरनेट पर 'बैंडविड्थ' क्या है?

(A) डेटा ट्रांसफर क्षमता

(B) वायर्ड कनेक्शन

(C) राउटर

(D) लैपटॉप

46.ईमेल में 'ड्राफ्ट' (Draft) क्या है?

(A) बिना भेजे गए मेल

(B) प्राप्त मेल

(C) डिलीट मेल

(D) भेजे गए मेल

47.एंटीवायरस का मुख्य काम क्या है?

(A) वायरस हटाना और सुरक्षा देना

(B) टाइप करना

(C) गेम खेलना

(D) प्रिंटिंग

48.DNS का फुल फॉर्म क्या है?

(A) डोमेन नेम सिस्टम

(B) डेटा नोड सिस्टम

(C) डिजिटल नेट सिस्टम

(D) ड्राइव नेम सिस्टम

49.भारत में IT एक्ट (IT Act) कब लागू हुआ?

(A) 2000

(B) 2005

(C) 2010

(D) 1995

50. एक्सेल में रो (Rows) को छिपाने (Hide) का शॉर्टकट क्या है?

(A) Ctrl + 9

(B) Ctrl + 0

(C) Ctrl + H

(D) Ctrl + D

Created by:- Hemant Kumar

SAMPLE

Madheshwar Sahay Degree College Estd.-2010 Tarhasi, Palamu

SUKHDEO SAHAY MADHESHWAR SAHAY DEGREE COLLEGE TARHASI

SAMPLE

उत्तर–पत्र के पिछले पृष्ठ पर लिखे निर्देशों को देखें और उनका अनुपालन करें। Please see the instruction at the back of the rear page and follow

OMR ANSWER SHEET NO. उत्तर पत्र संख्या: SAMPLE.

50/50

1.ROLL NO.

2.Answer Copy IDR No.

3.Exam Date: 11 05 26

4.Subcode

5. S... Na...

6.Colle...

Q.No	ANSWERS				Q.No	ANSWERS			
1	●	Ⓑ	Ⓒ	Ⓓ	26	Ⓐ	●	Ⓒ	Ⓓ
2	Ⓐ	●	Ⓒ	Ⓓ	27	●	Ⓑ	Ⓒ	Ⓓ
3	Ⓐ	●	Ⓒ	Ⓓ	28	Ⓐ	●	Ⓒ	Ⓓ
4	●	Ⓑ	Ⓒ	Ⓓ	29	●	Ⓑ	Ⓒ	Ⓓ
5	Ⓐ	●	Ⓒ	Ⓓ	30	●	Ⓑ	Ⓒ	Ⓓ
6	Ⓐ	●	Ⓒ	Ⓓ	31	Ⓐ	●	Ⓒ	Ⓓ
7	●	Ⓑ	Ⓒ	Ⓓ	32	Ⓐ	●	Ⓒ	Ⓓ
8	Ⓐ	●	Ⓒ	Ⓓ	33	●	Ⓑ	Ⓒ	Ⓓ
9	Ⓐ	●	Ⓒ	Ⓓ	34	●	Ⓑ	Ⓒ	Ⓓ
10	Ⓐ	●	Ⓒ	Ⓓ	35	●	Ⓑ	Ⓒ	Ⓓ
11	Ⓐ	Ⓑ	●	Ⓓ	36	●	Ⓑ	Ⓒ	Ⓓ
12	●	Ⓑ	Ⓒ	Ⓓ	37	●	Ⓑ	Ⓒ	Ⓓ
13	●	Ⓑ	Ⓒ	Ⓓ	38	●	Ⓑ	Ⓒ	Ⓓ
14	Ⓐ	●	Ⓒ	Ⓓ	39	●	Ⓑ	Ⓒ	Ⓓ
15	●	Ⓑ	Ⓒ	Ⓓ	40	●	Ⓑ	Ⓒ	Ⓓ
16	●	Ⓑ	Ⓒ	Ⓓ	41	●	Ⓑ	Ⓒ	Ⓓ
17	Ⓐ	●	Ⓒ	Ⓓ	42	●	Ⓑ	Ⓒ	Ⓓ
18	Ⓐ	●	Ⓒ	Ⓓ	43	●	Ⓑ	Ⓒ	Ⓓ
19	●	Ⓑ	Ⓒ	Ⓓ	44	●	Ⓑ	Ⓒ	Ⓓ
20	●	Ⓑ	Ⓒ	Ⓓ	45	●	Ⓑ	Ⓒ	Ⓓ
21	Ⓐ	●	Ⓒ	Ⓓ	46	●	Ⓑ	Ⓒ	Ⓓ
22	Ⓐ	●	Ⓒ	Ⓓ	47	●	Ⓑ	Ⓒ	Ⓓ
23	Ⓐ	●	Ⓒ	Ⓓ	48	●	Ⓑ	Ⓒ	Ⓓ
24	Ⓐ	●	Ⓒ	Ⓓ	49	●	Ⓑ	Ⓒ	Ⓓ
25	●	Ⓑ	Ⓒ	Ⓓ	50	●	Ⓑ	Ⓒ	Ⓓ

VIVEK KUMAR PASWAN (BSC)

Sukhdeo Sahay Madheshwar Sahay Degree College Estd.-2010 Tarhasi, Palamu

SUKHDEO SAHAY MADHESHWAR SAHAY DEGREE COLLEGE TARHASI

उत्तर-पत्र पिछले पृष्ठ पर लिखे निर्देशों को देखें और उनका अनुपालन करें। Please see the instruction at the back of the rear page and follow

उत्तर पत्र संख्या OMR ANSWER SHEET NO.

VIVEK KR. PASWAN

40/50

1.ROLL NO.

2.Answer Copy IDR No. 2 5 1 0 8 1 1 1 0 0 1 4

3.Exam. Date 1 1 0 5 2 6

4.Subcode

5. S N

6.Coll

Q.No	ANSWERS				Q.No	ANSWERS			
1	●	Ⓑ	Ⓒ	Ⓓ	26	Ⓐ	●	Ⓒ	Ⓓ
2	Ⓐ	●	Ⓒ	Ⓓ	27	●	Ⓑ	Ⓒ	Ⓓ
3	Ⓐ	●	Ⓒ	Ⓓ	28	Ⓐ	●	Ⓒ	Ⓓ
4	●	Ⓑ	Ⓒ	Ⓓ	29	●	Ⓑ	Ⓒ	Ⓓ
5	Ⓐ	●	Ⓒ	Ⓓ	30	●	Ⓑ	Ⓒ	Ⓓ
6	Ⓐ	●	Ⓒ	Ⓓ	31	Ⓐ	●	Ⓒ	Ⓓ
7	●	Ⓑ	Ⓒ	Ⓓ	32	Ⓐ	●	Ⓒ	Ⓓ
8	Ⓐ	●	Ⓒ	Ⓓ	33	●	Ⓑ	Ⓒ	Ⓓ
9	Ⓐ	●	Ⓒ	Ⓓ	34	●	Ⓑ	Ⓒ	Ⓓ
10	Ⓐ	●	Ⓒ	Ⓓ	35	●	Ⓑ	Ⓒ	Ⓓ
11	Ⓐ	Ⓑ	●	Ⓓ	36	Ⓐ	●	Ⓒ	Ⓓ
12	●	Ⓑ	Ⓒ	Ⓓ	37	Ⓐ	Ⓑ	●	Ⓓ
13	●	Ⓑ	Ⓒ	Ⓓ	38	●	Ⓑ	Ⓒ	Ⓓ
14	Ⓐ	●	Ⓒ	Ⓓ	39	Ⓐ	Ⓑ	●	Ⓓ
15	●	Ⓑ	Ⓒ	Ⓓ	40	Ⓐ	●	Ⓒ	Ⓓ
16	●	Ⓑ	Ⓒ	Ⓓ	41	●	Ⓑ	Ⓒ	Ⓓ
17	Ⓐ	●	Ⓒ	Ⓓ	42	Ⓐ	●	Ⓒ	Ⓓ
18	Ⓐ	●	Ⓒ	Ⓓ	43	●	Ⓑ	Ⓒ	Ⓓ
19	●	Ⓑ	Ⓒ	Ⓓ	44	Ⓐ	Ⓑ	●	Ⓓ
20	●	Ⓑ	Ⓒ	Ⓓ	45	●	Ⓑ	Ⓒ	Ⓓ
21	Ⓐ	●	Ⓒ	Ⓓ	46	Ⓐ	Ⓑ	●	Ⓓ
22	Ⓐ	●	Ⓒ	Ⓓ	47	Ⓐ	●	Ⓒ	Ⓓ
23	Ⓐ	●	Ⓒ	Ⓓ	48	●	Ⓑ	Ⓒ	Ⓓ
24	Ⓐ	●	Ⓒ	Ⓓ	49	Ⓐ	●	Ⓒ	Ⓓ
25	●	Ⓑ	Ⓒ	Ⓓ	50	Ⓐ	Ⓑ	●	Ⓓ

SHIVANI KUMARI

Shaheed Sahay Madheshwar Sahay Degree College ★ Estd.-2010 ★ Tarhasi, Palamu

SUKHDEO SAHAY MADHESHWAR SAHAY DEGREE COLLEGE TARHASI

उत्तर–पत्र के पिछले पृष्ठ पर लिखे निर्देशों को देखें और उनका अनुपालन करें। Please see the instruction at the back of the rear page and follow them.

उत्तर पत्र संख्या OMR ANSWER SHEET NO: SHIVANI KUMARI

42/50

1.ROLL NO

2.Answer Copy IDR No.: 2 5 1 0 8 0 8 1 0 4 5 0

3.Exam Date: 1 1 0 5 2 6

4.Subcode

5. Subject Name

6.College Code

7.Sitting: 1 2

Q.No	ANSWERS				Q.No	ANSWERS			
1	●	Ⓑ	Ⓒ	Ⓓ	26	Ⓐ	●	Ⓒ	Ⓓ
2	Ⓐ	●	Ⓒ	Ⓓ	27	●	Ⓑ	Ⓒ	Ⓓ
3	Ⓐ	●	Ⓒ	Ⓓ	28	Ⓐ	●	Ⓒ	Ⓓ
4	●	Ⓑ	Ⓒ	Ⓓ	29	●	Ⓑ	Ⓒ	Ⓓ
5	Ⓐ	●	Ⓒ	Ⓓ	30	●	Ⓑ	Ⓒ	Ⓓ
6	Ⓐ	●	Ⓒ	Ⓓ	31	Ⓐ	●	Ⓒ	Ⓓ
7	●	Ⓑ	Ⓒ	Ⓓ	32	Ⓐ	●	Ⓒ	Ⓓ
8	Ⓐ	●	Ⓒ	Ⓓ	33	●	Ⓑ	Ⓒ	Ⓓ
9	Ⓐ	●	Ⓒ	Ⓓ	34	●	Ⓑ	Ⓒ	Ⓓ
10	Ⓐ	●	Ⓒ	Ⓓ	35	●	Ⓑ	Ⓒ	Ⓓ
11	Ⓐ	Ⓑ	●	Ⓓ	36	Ⓐ	●	Ⓒ	Ⓓ
12	●	Ⓑ	Ⓒ	Ⓓ	37	Ⓐ	Ⓑ	●	Ⓓ
13	●	Ⓑ	Ⓒ	Ⓓ	38	●	Ⓑ	Ⓒ	Ⓓ
14	Ⓐ	●	Ⓒ	Ⓓ	39	Ⓐ	Ⓑ	●	Ⓓ
15	●	Ⓑ	Ⓒ	Ⓓ	40	●	Ⓑ	Ⓒ	Ⓓ
16	●	Ⓑ	Ⓒ	Ⓓ	41	●	Ⓑ	Ⓒ	Ⓓ
17	Ⓐ	●	Ⓒ	Ⓓ	42	Ⓐ	●	Ⓒ	Ⓓ
18	Ⓐ	●	Ⓒ	Ⓓ	43	●	Ⓑ	Ⓒ	Ⓓ
19	●	Ⓑ	Ⓒ	Ⓓ	44	Ⓐ	Ⓑ	●	Ⓓ
20	●	Ⓑ	Ⓒ	Ⓓ	45	●	Ⓑ	Ⓒ	Ⓓ
21	Ⓐ	●	Ⓒ	Ⓓ	46	Ⓐ	Ⓑ	Ⓒ	●
22	Ⓐ	●	Ⓒ	Ⓓ	47	●	Ⓑ	Ⓒ	Ⓓ
23	Ⓐ	●	Ⓒ	Ⓓ	48	Ⓐ	Ⓑ	●	Ⓓ
24	Ⓐ	●	Ⓒ	Ⓓ	49	●	Ⓑ	Ⓒ	Ⓓ
25	●	Ⓑ	Ⓒ	Ⓓ	50	Ⓐ	●	Ⓒ	Ⓓ

Sukhdeo Sahay-Madheshwar Sahay Degree College

(An Unit of IBS Foundation, New Delhi)
AISHE Code No.- C- 42769
ESTD:- 2010
(An Affiliated Unit of N.P. University, Medininagar with Excellent Faculty)
Email : tarhasi.college@rediffmail.com
Website : www.ssmsdc.org
Ph. - 094311-01975
083407-82435
Tarhasi, Palamu, Jharkhand - 822118

Sukhdeo Madheshwar Sahay Degree College Estd.-2010 Tarhasi, Palamu

Ref. .....

Date 12/05/2026

NOTICE

Certificate course in Computer Literacy Full Course Assessment Result

(Session 2026-27)

This is to inform all the students of the computer skill Course that the result of the Full -Course Assessment (Conducted after completion of 100% of the 60 hours course) has been declared.

Students may check their result on the Notice Board/ with the Computer Skill Course Coordinator during the College hours.

Date :- 12.05.2026

Venue:- College Notice Board (S.S.M.S.D College)

By the order of

(.....)
Sri. Hemant Kumar
Coordinator, Computer Program
S.S.M.S. Degree College

Sukhdeo Sahay Madhewar Sahay Degree College Tarhasi, Palamu Estd.-2010

Sukhdeo Sahay Madhewar Sahay Degree College Tarhasi

FINAL CONSOLIDATED RESULT SHEET

Essential Computing & Software Skills

SESSION 2026-27

Maximum Marks : 125 Qualifying Marks : 50 (40%)

S.No.	Student Name	Roll No.	Mid-Term (25)	Final Theory (50)	Practical. (25)	Attendance (25)	Grand Total (125)	Grade	Result	Rank
1	VANDNA KUMARI	315	24	42	21	19	106	"A+"	PASS	1
2	VIVEK KUMAR PASWAN	2	20	40	22	20	102	"A+"	PASS	2
3	SHIVANI KUMARI	63	19	42	21	19	101	"A+"	PASS	3
4	RANI KUMARI	250	18	40	18	20	96	"A"	PASS	4
5	ANCHAL KUMARI	92	20	35	21	20	96	"A"	PASS	5
6	PRAKALAN KUMARI	161	19	40	17	19	95	"A"	PASS	6
7	VANDANA KUMARI	156	20	35	19	21	95	"A"	PASS	7
8	KHUSHI KUMARI	1076	23	27	21	22	93	"A"	PASS	8
9	NIDHI SINGH	998	19	33	20	19	91	"A"	PASS	9
10	ANGAD KUMAR	314	12	37	20	21	90	"A"	PASS	10
11	GOVIND KUMAR	120	21	22	21	21	85	"A"	PASS	11
12	KAJAL KUMARI	395	19	31	16	19	85	"A"	PASS	12
13	RICHA KUMARI	412	20	24	19	20	83	"A"	PASS	13
14	JULI KUMARI	1124	11	30	22	19	82	"A"	PASS	14
15	RIMA KUMARI	26	20	20	20	19	79	"A"	PASS	15
16	YUVRAJ NAYANAM	2	12	25	20	21	78	"A"	PASS	16
17	RAVI KUMAR	118	11	27	17	21	76	"A"	PASS	17
18	PARO KUMARI	51	19	21	20	16	76	"A"	PASS	18
19	ANUSHA SHANKAR	66	12	31	17	16	76	"A"	PASS	19
20	MANISHA KUMARI	113	21	21	17	17	76	"A"	PASS	20

FINAL CONSOLIDATED RESULT SHEET

Essential Computing & Software Skills

SESSION 2026-27

Maximum Marks : 125 Qualifying Marks : 50 (40%)

S.No.	Student Name	Roll No.	Mid-Term (25)	Final Theory (50)	Practical. (25)	Attendance (25)	Grand Total (125)	Grade	Result	Rank
21	ANKIT KUMAR RAM	994	22	21	18	15	76	"A"	PASS	21
22	SHIVANAND KUMAR	119	12	25	18	20	75	"A"	PASS	22
23	UJJAWAL KUMAR	133	10	27	17	18	72	"B"	PASS	23
24	RABINDRA KUMAR SINGH	18	19	22	17	14	72	"B"	PASS	24
25	CHANCHALA KUMARI	222	18	20	18	15	71	"B"	PASS	25
26	SUMAN KUMARI	53	10	26	19	16	71	"B"	PASS	26
27	KHUSHBU KUMARI	1121	11	25	20	14	70	"B"	PASS	27
28	POONAM KUMARI	593	11	21	20	15	67	"B"	PASS	28
29	SUJITA KUMARI	111	11	25	15	16	67	"B"	PASS	29
30	PRAMILA KUMARI	997	11	24	15	15	65	"B"	PASS	30

GRADE SCALE & PERFORMANCE CRITERIA

Range of Marks(%)	Marks Beetween	GRADE	Performance Remark
80% Above	100+	A+	Outstanding/Distinction
60% to 79%	75-99	A	Excellent/First Division
50% to 59%	63-74	B	Second Division
50% to 59%	50-62	C	Second Division

Programme Coordinator

S.S.M.S.D.C,Tarhasi

Prof.in-charge

S.S.M.S.D.C,Tarhasi

Prof. Incharge
Subhas Sahay Maheshwar Sahai
Degree College
Tarhasi, Palamau

Shri Mahesh Sahay Degree College Estd.-2010 Tarhasi, Palamu

"MERIT-BASED SELECTION FOR CERTIFICATION"

1. Selection Criterion :- As per the Institutional Policy for the ~~filtering~~ Computer Skill Add-on-Course a Competive filtering process was applied out of 30 students. Only the top 10 high achiever were selected for the "Certificate of excellence" and a detailed marksheet.

2. Basis of merit :- The selection is strickly based on the commulative score (Grand total) : 125. achieved in the Mid-test Final OMR Theory Exam, practical lab assessment and Attendance consistency.

3. Academic Excellence :- The student listed below have demonstrated Exceptional technical proficiency in MS-office module and digital communication, fulfilling the standard set under NAAC criterion 5.1.2.

Hemant Kumar
signature
Computer program Coordinator
S.S.M.S.D.C, Tarhasi

S.S.M.S.Degree College Tarhasi Palamu
Computer Skill Course Student Attendance

Milan

Sukhdeo Sahay-Madheshwar Sahay Degree College

(An Unit of IBS Foundation, New Delhi)
(An Affiliated Unit of N.P. University, Medininagar with Excellent Faculty)
Email : tarhasi.college@rediffmail.com
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Tarhasi, Palamu, Jharkhand - 822118

AISHE Code No.- C- 42769
Ph. - 094311-01975
083407-82435

ESTD. 2010

Ref. .....

Date .....

OFFICIAL MERIT LIST FOR CERTIFICATE OF EXCELLENCE

Add – on Course: Essential Computing & Software Skills (Session 2026-27)

"PROVISIONAL MERIT DECLARATION"

"This is to formally notify the results of the 60-hour Add-on Course. After a comprehensive evaluation involving Mid-term assessment, Final Theory (OMR), and Practical Lab examinations, a total of 125 marks were aggregated for each student. Following the college's excellence policy, the Top 10 candidates listed below have been selected for the award of the 'Certificate of Excellence' based on their exceptional merit and technical proficiency."

MERIT TABLE (TOP 10 STUDENTS)

Rank	Roll no	Student Name	Total Marks(125)	Grade	Result Status
01	315	Vandna Kumari	106	"A+"	Qualified for Certificate
02	2	Vivek Kumar Paswan	102	"A+"	Qualified for Certificate
03	63	Shivani Kumari	101	"A+"	Qualified for Certificate
04	250	Rani Kumari	96	"A"	Qualified for Certificate
05	92	Anchal Kumari	96	"A"	Qualified for Certificate
06	161	Prakalan Kumari	95	"A"	Qualified for Certificate
07	156	Vandana Kumari	95	"A"	Qualified for Certificate
08	1076	Khushi Kumari	93	"A"	Qualified for Certificate
09	998	Nidhi Singh	91	"A"	Qualified for Certificate
10	314	Angad Kumar	90	"A"	Qualified for Certificate

(.....)
Sri. Hemant Kumar
Coordinator, Computer Program
S.S.M.S. Degree College

(.....)
Sri. Prabhakar Ojha
Prof. In-charge
S.S.M.S. Degree College

Prof. Incharge
Sukhdeo Sahay Madheshwar Sahay
Degree College
Tarhasi, Palamu

SUKHDEO SAHAY MADHESHWAR SAHAY DEGREE COLLEGE

TARHASI, PALAMU (JHARKHAND) 822118

[Affiliated to Nilamber Pitamber University, Medininagar (Palamu)]

Recognised under 2 (f) of UGC Act 1956

Add on Course Certificate

This is to certify that Mr./Ms. Vandna Kumari *has successfully completed the Add on Course "* Computer Literacy Program *" with* A+ *Grade From* 06 APR 2026 *to* 10 May 2026 *in the college.*

We wish them success in their future academic and professional endeavors.

13.05.2026

(Course Coordinator) (IQAC Coordinator) (Principal)