

# DERABISH COLLEGE, DERABISH

Value Added / Short-term Courses Offered During the Year 2021-22



## MS OFFICE

**Aim:** To provide the knowledge of Computer basics and Microsoft office (Word, Excel and Power Point), preparing students to build their computer operation skills for digital work, personal/ business letters, using internet & banking services, sending mails, etc.

**Objective:** Basic computer skills and MS Office are essential for employability and efficiency in today's digital age. Many job positions require basic computer skills like email, Microsoft Office, and internet navigation. Having these skills can increase job prospects and opportunities in private and Government sector.

### COURSE SYLLABUS (3 Months – 30 Hrs)

#### Module 1: Computer Fundamentals

##### 1. Computer Basics

- Introduction to Computer
- Hardware & Software
- Operating System
- File management: creating, saving, opening, and printing documents.

#### Module 2: MS Word

##### 1. Basic Features

- Creating and formatting documents
- Text editing and formatting
- Paragraph alignment, indentation, and spacing.
- Using styles and themes
- Inserting tables, images, and charts
- Creating and formatting headers and footers

#### Module 3: MS Excel

##### 1. Basic Features

- Creating and formatting spreadsheets
- Understanding and using formulas and functions
- Sorting and filtering data
- Creating and customizing charts and graphs

#### Module 4: MS PowerPoint

##### 1. Basic Features

- Creating and designing presentations
- Using themes and slide layouts

*Chaly*  
Principal  
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- Adding and formatting text, images, and multimedia
- Using transitions and animations
- Customizing slide masters
- Integrating charts, graphs, and tables

**2. Presentation Techniques**

- Tips for effective presentations
- Using presenter view
- Printing and sharing presentations.

*Chitra*  
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Value Added /Short-term Courses Offered During the Year 2021-22

MS OFFICE

## PROCEDURE OF ASSESSMENT

After completion of 30 Hrs. of Teaching there is an Assessment test containing 20 marks as via voice and 80 marks as written test. The qualifying mark is 50 marks. The students who secure 50 marks or more are eligible to get certificate.

  
Course Co-ordinator

  
Principal  
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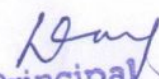
ACADEMIC YEAR 2021 - 22

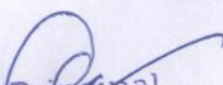
Value Added Course in MS OFFICE

ATTENDANCE OF STUDENTS ( November - 2021 to January 2022)

## LIST OF STUDENTS ENROLLED

SL NO	NAME OF THE STUDENT	CLASS
1	SAROJINI ROUT	BA ( 1st Year)
2	AKBARI KHANAM	BA ( 1st Year)
3	PARTHASARATHI NATH	BA ( 1st Year)
4	RAJALAXMI SHARMA	BA ( 1st Year)
5	ANSHUMAN SAMAL	BA ( 1st Year)
6	BHABANI SHANKAR SAHOO	BA ( 1st Year)
7	MADHUSMITA DASH	BA ( 1st Year)
8	SONALI PRIYADARSINI SINGH	BA ( 1st Year)
9	AKHLAQUE KHAN	BA ( 1st Year)
10	PRITIREKHA DAS	BA ( 1st Year)
11	GAYATRI RATH	BA ( 1st Year)
12	SUPRIYA JENA	BA ( 1st Year)
13	MAMALI SAHOO	BA ( 1st Year)
14	UMAKANTA SAHOO	BA ( 1st Year)
15	SANGHAMITRA JENA	BA ( 1st Year)
16	BULU KANDI	BA ( 1st Year)
17	SATYARANJAN SWAIN	BA ( 1st Year)
18	LIJARANI DAS	BA ( 1st Year)
19	BIDYUTPRAVA MOHANTY	BA ( 1st Year)
20	ARCHANA GIRI	BA ( 1st Year)
21	SOUMYA RANJAN GHADAI	BA ( 1st Year)
22	NILOFER NASREEN	BA ( 1st Year)
23	SATYAJEET ROUT	BA ( 1st Year)
24	MONALISA GHADAI	BA ( 1st Year)
25	AJIM KHAN	BSC (1st Year)
26	KIRAN KUMAR MOHANTY	BSC (1st Year)
27	SEKHAR SUMAN BEHERA	BSC (1st Year)
28	HARAPRASAD BARIK	BSC (1st Year)
29		
30		
31		
32		

  
Principal  
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# DERABIS COLLEGE, DERABISH



ACADEMIC YEAR 2021-22

Value Added Course in MS OFFICE

ATTENDANCE OF STUDENTS ( November - 2021 to January 2022)

SL NO	NAME OF THE STUDENT	05/11/21	06/11/21	11/11/21	12/11/21	18/11/21	19/11/21	20/11/21	26/11/21	27/11/21	30/11/21
1	SAROJINI ROUT	P	P	P	P	A	P	P	P	P	P
2	AKBARI KHANAM	P	P	P	A	P	P	P	P	P	A
3	PARTHASARATHI NATH	P	P	P	P	P	P	A	P	P	P
4	RAJALAXMI SHARMA	P	P	P	P	P	A	P	P	P	P
5	ANSHUMAN SAMAL	A	P	P	P	P	P	P	P	P	P
6	BHABANI SHANKAR SAHOO	P	P	P	P	P	P	P	P	P	A
7	MADHUSMITA DASH	P	P	P	P	P	P	A	P	P	P
8	SONALI PRIYADARSINI SINGH	P	P	P	P	P	P	P	P	A	P
9	AKHLAQUE KHAN	P	P	P	P	P	P	A	P	P	P
10	PRITIREKHA DAS	P	P	P	P	P	P	P	P	A	P
11	GAYATRI RATH	P	P	P	P	P	P	P	A	P	P
12	SUPRIYA JENA	P	P	P	P	A	P	P	P	P	A
13	MAMALI SAHOO	P	P	P	P	P	A	P	P	P	P
14	UMAKANTA SAHOO	P	P	P	P	P	P	A	P	P	P
15	SANGHAMITRA JENA	P	P	P	P	P	P	P	P	P	A
16	BULU KANDI	P	P	P	P	P	P	P	A	P	P
17	SATYARANJAN SWAIN	P	P	P	P	P	P	P	P	P	P
18	LIJARANI DAS	A	P	P	P	P	P	P	P	P	P
19	BIDYUTPRAVA MOHANTY	P	P	P	P	P	P	P	P	A	P
20	ARCHANA GIRI	P	P	P	P	P	P	P	P	P	P
21	SOUMYA RANJAN GHADEI	P	P	P	P	P	P	P	A	P	P
22	NILOFER NASREEN	P	P	A	P	P	P	P	P	P	P
23	SATYAJEET ROUT	A	P	P	P	P	P	P	P	P	P
24	MONALISA GHADEI	P	P	P	P	P	P	P	P	A	P
25	AJIM KHAN	P	P	P	P	P	P	P	P	P	P
26	KIRAN KUMAR MOHANTY	P	P	P	P	P	P	P	P	P	P
27	SEKHAR SUMAN BEHERA	P	P	P	P	P	A	P	P	P	P
28	HARAPRASAD BARIK	P	P	P	P	P	P	P	P	P	A
29											
30											

*Signature of Course Co-ordinator*

*Signature of the Faculty*

*Principal*  
DERABISH COLLEGE

*Principal*  
DERABISH COLLEGE

# DERABIS COLLEGE, DERABISH



ACADEMIC YEAR 2021-22

Value Added Course in MS OFFICE

ATTENDANCE OF STUDENTS ( November - 2021 to January 2022)

SL NO	NAME OF THE STUDENT	01/12/21	02/12/21	09/12/21	10/12/21	17/12/21	18/12/21	22/12/21	23/12/21	28/12/21	29/12/21
1	SAROJINI ROUT	P	P	P	A	P	P	P	P	P	P
2	AKBARI KHANAM	P	P	P	P	P	P	P	P	A	P
3	PARTHASARATHI NATH	P	P	P	P	P	P	P	P	P	A
4	RAJALAXMI SHARMA	P	P	P	P	P	P	P	A	P	P
5	ANSHUMAN SAMAL	A	P	P	P	P	P	P	P	A	P
6	BHABANI SHANKAR SAHOO	P	P	P	P	P	P	P	P	P	A
7	MADHUSMITA DASH	P	P	P	P	P	P	P	P	P	P
8	SONALI PRIYADARSINI SINGH	P	P	P	P	P	A	P	P	P	P
9	AKHLAQUE KHAN	P	P	P	P	P	P	P	P	P	P
10	PRITIREKHA DAS	P	P	P	P	P	P	P	A	P	P
11	GAYATRI RATH	P	P	P	P	P	P	A	P	P	P
12	SUPRIYA JENA	P	P	P	P	P	P	P	A	P	P
13	MAMALI SAHOO	P	P	A	P	P	P	P	P	P	P
14	UMAKANTA SAHOO	P	P	P	P	P	P	A	P	P	P
15	SANGHAMITRA JENA	A	P	P	P	P	P	P	P	P	P
16	BULU KANDI	P	P	P	P	P	P	P	P	P	A
17	SATYARANJAN SWAIN	P	P	P	P	P	P	P	P	P	P
18	LIJARANI DAS	P	P	P	P	P	P	P	P	A	P
19	BIDYUTPRAVA MOHANTY	A	P	A	P	P	P	P	P	P	P
20	ARCHANA GIRI	P	A	P	P	P	P	P	P	P	P
21	SOUMYA RANJAN GHADAI	P	P	P	A	P	P	P	P	P	P
22	NILOFER NASREEN	A	P	P	P	P	P	P	P	P	P
23	SATYAJEET ROUT	P	P	P	P	P	P	P	P	P	A
24	MONALISA GHADAI	A	P	P	P	A	P	P	P	P	P
25	AJIM KHAN	P	P	P	P	P	A	P	P	P	P
26	KIRAN KUMAR MOHANTY	P	P	P	P	P	A	P	P	P	P
27	SEKHAR SUMAN BEHERA	P	P	P	P	P	P	P	A	P	P
28	HARAPRASAD BARIK	P	P	P	P	P	P	A	P	P	P
29											
30											

*Signature of Course Co-ordinator*

*Signature of the Faculty*

*Principal*  
DERABISH COLLEGE

*Principal*  
DERABISH COLLEGE

# DERABIS COLLEGE, DERABISH



ACADEMIC YEAR 2021-22

Value Added Course in MS OFFICE

ATTENDANCE OF STUDENTS ( November - 2021 to January 2022)

SL NO	NAME OF THE STUDENT	06/01/22	07/01/22	08/01/22	10/01/22	15/01/22	20/01/22	21/01/22	22/01/22	23/01/22	29/01/22
1	SAROJINI ROUT	P	P	P	P	P	P	P	A	P	P
2	AKBARI KHANAM	P	P	P	P	P	P	P	P	P	A
3	PARTHASARATHI NATH	P	P	P	P	P	P	P	P	A	P
4	RAJALAXMI SHARMA	P	P	P	P	P	P	P	A	P	P
5	ANSHUMAN SAMAL	P	P	P	P	A	P	P	P	P	P
6	BHABANI SHANKAR SAHOO	P	P	P	A	P	P	P	P	P	P
7	MADHUSMITA DASH	A	P	P	P	P	P	P	P	P	P
8	SONALI PRIYADARSINI SINGH	P	P	P	P	P	P	P	P	P	P
9	AKHLAQUE KHAN	P	P	P	P	P	P	P	P	A	P
10	PRITIREKHA DAS	P	P	P	P	P	P	P	P	A	P
11	GAYATRI RATH	P	P	P	P	A	P	P	P	A	P
12	SUPRIYA JENA	P	P	P	A	P	A	P	P	A	P
13	MAMALI SAHOO	P	A	A	P	P	P	P	P	A	P
14	UMAKANTA SAHOO	A	P	P	P	P	P	P	P	P	P
15	SANGHAMITRA JENA	P	A	P	P	A	A	P	P	A	A
16	BULU KANDI	P	P	A	A	P	P	P	P	P	P
17	SATYARANJAN SWAIN	P	P	P	A	P	P	P	P	P	A
18	LIJARANI DAS	A	P	A	P	P	P	P	P	P	P
19	BIDYUTPRAVA MOHANTY	P	P	P	P	P	P	P	P	P	A
20	ARCHANA GIRI	P	A	A	A	A	A	P	P	P	P
21	SOUMYA RANJAN GHADEI	P	P	P	P	P	P	P	P	P	P
22	NILOFER NASREEN	A	P	P	P	P	P	P	A	P	P
23	SATYAJEET ROUT	P	P	P	A	A	P	P	P	A	A
24	MONALISA GHADEI	P	P	P	P	P	P	P	A	A	P
25	AJIM KHAN	A	A	P	A	P	P	P	A	P	P
26	KIRAN KUMAR MOHANTY	P	P	P	P	P	P	P	A	P	P
27	SEKHAR SUMAN BEHERA	P	P	P	P	P	P	P	P	A	P
28	HARAPRASAD BARIK	P	P	A	A	P	P	P	P	P	A
29											
30											

*Signature of Course Co-ordinator*  
Signature of Course Co-ordinator

*Signature of the Faculty*  
Signature of the Faculty

*Principal*  
Principal  
DERABISH COLLEGE

*Principal*  
Principal  
DERABISH COLLEGE

# DERABIS COLLEGE, DERABISH

ACADEMIC YEAR 2021 - 22  
Value Added Course in MS (OFFICE)  
COURSE PROGRESS SHEET

NAME OF THE FACULTY:

CLASS NO	DATE	SUBJECT	SIGNATURE	REMARK
1	05.11.21	Operating System		
2	06.11.21	Computer fundamentals		
3	11.11.21	Computer fundamentals		
4	12.11.21	Input Device		
5	18.11.21	Output Device		
6	19.11.21	Components of ms word		
7	20.11.21	microsoft word		
8	26.11.21	features of ms word		
9	27.11.21	file. tab options		
10	30.11.21	Table. creations.		
11	01.12.21	Microsoft Excel		
12	02.12.21	keyboard shortcuts		
13	09.12.21	keyboard shortcuts		
14	10.12.21	Microsoft Excel		
15	17.12.21	Components of MS Excel		
16	18.12.21	features of MS Excel		
17	22.12.21	file. tab options.		
18	23.12.21	Table. Creations.		
19	28.12.21	Mathematics formulas		
20	29.12.21	Mathematics formulas		
21	06.01.22	Microsoft Powerpoint		
22	07.01.22	Microsoft Powerpoint		
23	08.01.22	Components of MS Powerpoint		
24	10.01.22	Components of MS Powerpoint		
25	15.01.22	features of MS Powerpoint		
26	20.01.22	file. tab Options		
27	21.01.22	Creating Presentation.		
28	22.01.22	Creating Presentations.		
29	28.01.22	Creating Presentations.		
30	29.01.22	Creating presentation.		

*Sevini K. Poojary*  
Signature of course co-ordinator

*Ken*  
Principal  
DERABISH COLLEGE

*[Signature]*  
Principal  
DERABISH COLLEGE



Sl.No. 2201754



Estd. 2010



Regd. No. 21STC50181040

## INSTITUTE OF PROFESSIONAL EDUCATION AND RESEARCH

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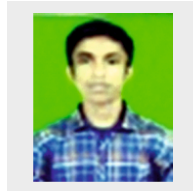
Center Code : IEA5018

Center Name : DERABIS COLLEGE, DERABISH



This is to certify that

**PARTHASARATHI NATH**



Son / Daughter of **JAYANTA KUMAR NATH**  
has successfully completed a course of

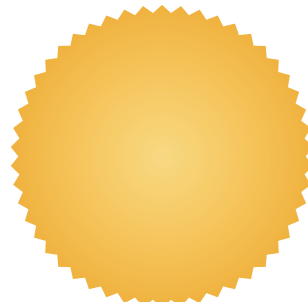
**MS OFFICE**

with 'A+' grade

Conducted from Nov.2021 to Jan.2022

**DATE OF ISSUE : 25th February 2022**

  
Course Coordinator



Corporate Office : Plot: 2630/3, Kedar Gouri Vihar, Ravi Talkies Square, Bhubaneswar-14, Odisha.

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S1.No. 2201755



Estd. 2010



Regd. No. 21STC50181041

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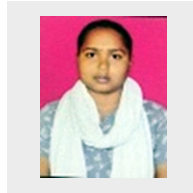
Center Code : IEA5018

Center Name : DERABIS COLLEGE, DERABISH



This is to certify that

**RAJALAXMI SHARMA**



Son / Daughter of **BIBHUDATTA SHARMA**  
has successfully completed a course of

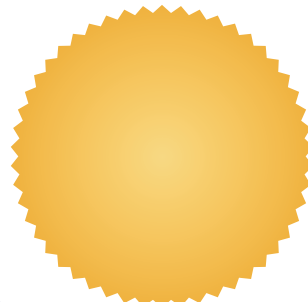
**MS OFFICE**

with 'A+' grade

Conducted from Nov.2021 to Jan.2022

**DATE OF ISSUE : 25th February 2022**

  
Course Coordinator



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Sl.No. 2201756



Estd. 2010



Regd. No. 21STC50181042

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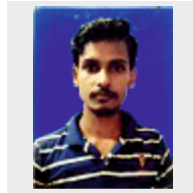
Center Code : IEA5018

Center Name : DERABIS COLLEGE, DERABISH



This is to certify that

**ANSHUMAN SAMAL**



Son / Daughter of **PRADIP KUMAR SAMAL**  
has successfully completed a course of

**MS OFFICE**

with 'A+' grade

Conducted from Nov.2021 to Jan.2022

**DATE OF ISSUE : 25th February 2022**

  
Course Coordinator



Corporate Office : Plot: 2630/3, Kedar Gouri Vihar, Ravi Talkies Square, Bhubaneswar-14, Odisha.

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Sl.No. 2201757



Estd. 2010



Regd. No. 21STC50181043

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Center Code : IEA5018

Center Name : DERABIS COLLEGE, DERABISH



**This is to certify that**

# BHABANI SHANKAR SAHOO



Son / Daughter of **PRAFULLA KUMAR SAHOO**

has successfully completed a course of

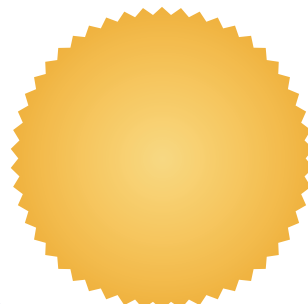
## MS OFFICE

with 'A+' grade

Conducted from Nov.2021 to Jan.2022

**DATE OF ISSUE : 25th February 2022**

  
Course Coordinator



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Email : ipereducation@gmail.com | Website : www.iper.org.in

Sl.No. 2201758



Estd. 2010



Regd. No. 21STC50181044

## INSTITUTE OF PROFESSIONAL EDUCATION AND RESEARCH

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Center Code : IEA5018

Center Name : DERABIS COLLEGE, DERABISH



This is to certify that

**MADHUSMITA DASH**



Son / Daughter of **KRUSHNA CHANDRA DASH**  
has successfully completed a course of

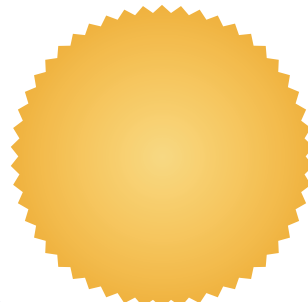
**MS OFFICE**

with 'A+' grade

Conducted from Nov.2021 to Jan.2022

**DATE OF ISSUE : 25th February 2022**

  
Course Coordinator



Corporate Office : Plot: 2630/3, Kedar Gouri Vihar, Ravi Talkies Square, Bhubaneswar-14, Odisha.

Email : ipereducation@gmail.com | Website : www.iper.org.in

Sl.No. 2201759



Estd. 2010



Regd. No. 21STC50181045

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An ISO 9001:2015 Certified Organization, Cert. No.: VMCP180616Q5272, New Delhi

Center Code : IEA5018

Center Name : DERABIS COLLEGE, DERABISH



**This is to certify that**

### SONALI PRIYADARSINI SINGH



Son / Daughter of **KEDAR SINGH**  
has successfully completed a course of

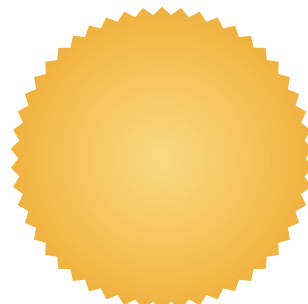
### MS OFFICE

with 'A+' grade

Conducted from Nov.2021 to Jan.2022

**DATE OF ISSUE : 25th February 2022**

  
Course Coordinator



Corporate Office : Plot: 2630/3, Kedar Gouri Vihar, Ravi Talkies Square, Bhubaneswar-14, Odisha.

Email : ipereducation@gmail.com | Website : www.iper.org.in

Sl.No. 2201760



Estd. 2010



Regd. No. 21STC50181046

## INSTITUTE OF PROFESSIONAL EDUCATION AND RESEARCH

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An ISO 9001:2015 Certified Organization, Cert. No.: VMCP180616Q5272, New Delhi

Center Code : IEA5018

Center Name : DERABIS COLLEGE, DERABISH



This is to certify that

**AKHLAQUE KHAN**



Son / Daughter of **ISRAIL KHAN**  
has successfully completed a course of

**MS OFFICE**

with 'A+' grade

Conducted from Nov.2021 to Jan.2022

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Sl.No. 2201761



Estd. 2010



Regd. No. 21STC50181047

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**This is to certify that**

**PRITIREKHA DAS**



Son / Daughter of **DURGA PRASAD DAS**  
has successfully completed a course of

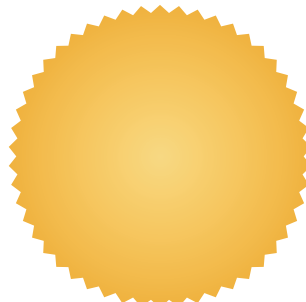
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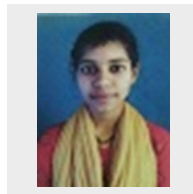
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This is to certify that  
**GAYATRI RATH**



Son / Daughter of **SUSHANT KUMAR RATH**  
has successfully completed a course of

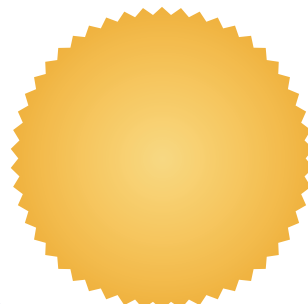
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This is to certify that  
**SUPRIYA JENA**



Son / Daughter of **SAROJKANTA JENA**  
has successfully completed a course of

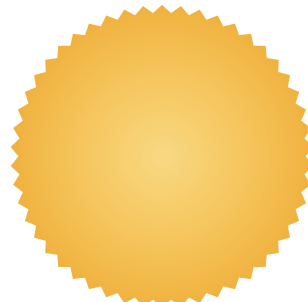
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This is to certify that

**MAMALI SAHOO**



Son / Daughter of **ANNANTA KISHORE SAHOO**

has successfully completed a course of

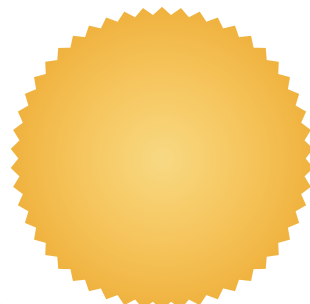
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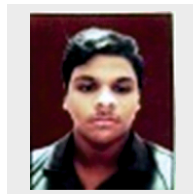
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This is to certify that

**UMAKANTA SAHOO**



Son / Daughter of **NIRANJAN SAHOO**  
has successfully completed a course of

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Center Name : DERABIS COLLEGE, DERABISH



This is to certify that  
**BULU KANDI**



Son / Daughter of **BHIKARI KANDI**  
has successfully completed a course of

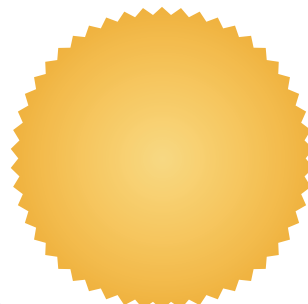
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**This is to certify that**

**SATYARANJAN SWAIN**



Son / Daughter of **AJAYA KUMAR SWAIN**  
has successfully completed a course of

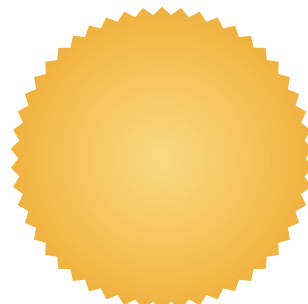
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**This is to certify that**

**LIJARANI DAS**



Son / Daughter of **MANAMOHAN DAS**  
has successfully completed a course of

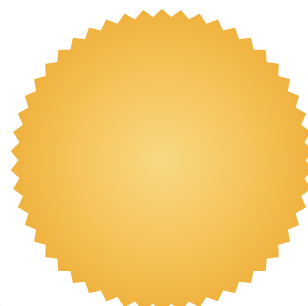
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This is to certify that

**ARCHANA GIRI**



Son / Daughter of **MAHENDRA GIRI**  
has successfully completed a course of

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This is to certify that

**NILOFER NASREEN**



Son / Daughter of **RAJA KHAN**  
has successfully completed a course of

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This is to certify that  
**SATYAJEET ROUT**



Son / Daughter of **BIJAYA KUMAR ROUT**  
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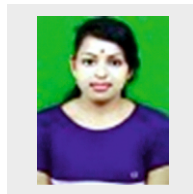
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This is to certify that

**MONALISA GHADEI**



Son / Daughter of **RAGHUNATH GHADEI**  
has successfully completed a course of

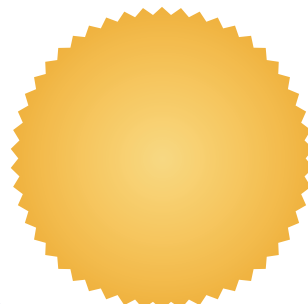
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**This is to certify that**

**AJIM KHAN**



Son / Daughter of **SAFIQ KHAN**  
has successfully completed a course of

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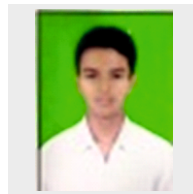
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**This is to certify that**

**KIRAN KUMAR MOHANTY**



Son / Daughter of **AMIT KUMAR MOHANTY**  
has successfully completed a course of

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This is to certify that

**SEKHAR SUMAN BEHERA**



Son / Daughter of **ASHOK KUMAR BEHERA**  
has successfully completed a course of

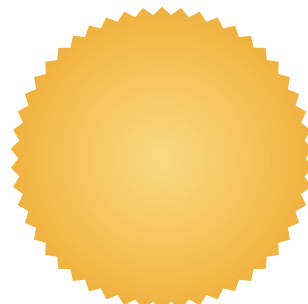
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This is to certify that

**HARAPRASAD BARIK**



Son / Daughter of **MAHENDRA BARIK**  
has successfully completed a course of

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with 'A+' grade

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This is to certify that

**BIDYUTPRAVA MOHANTY**



Son / Daughter of **SULEKHA MOHANTY**  
has successfully completed a course of

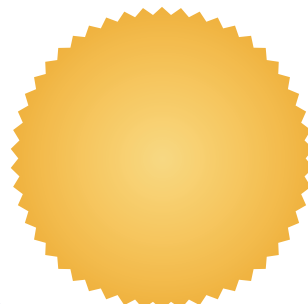
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