

FORMAT OF THE CERTIFICATE

_____ Name of the Institution
School Logo Address of the Institution

CERTIFICATE

This is to certify that Mast./Miss _____ bearing Seat No. _____ passed
Std.XII Office Management – Vocational Course, March _____ Examination, acquiring
speed of ____ w.p.m. in English Computer Typing and knowledge of Devnagiri Computer Typing
in the subject '**Office Administration**' conducted by Goa Board of Secondary & Higher Secondary
Education, Alto-Betim, Goa.

Place: _____

Date: _____

PRINCIPAL

PROFORMA OF CONTINUOUS EVALUATION IN THE SUBJECT 'OFFICE ADMINISTRATION' STD. XII (OM)

FIRST TERM

ROLL NO.	NAME OF THE STUDENT	UNIT I	UNIT II	UNIT III	UNIT IV	VIVA	FILES	TOTAL
		13	9	9	9	5	5	50

SECOND TERM

ROLL NO.	NAME OF THE STUDENT	UNIT V	UNIT VI	UNIT VII	VIVA	FILES	TOTAL
		12	17	11	5	5	50

CONSOLIDATED STATEMENT

SEAT NO.	NAME OF THE STUDENT	FIRST TERM	SECOND TERM	TOTAL	ENGLISH COMPUTER TYPING (SPEED W.P.M.)	KNOWLEDGE OF DEVNAGIRI COMPUTER TYPING
		50	50	100		"
						"