- JEFBANJIT BEHERA RANJAN KUMAR BEHERA Address - SALABANI SALABANI CUAHARUYAM 757075

Add ress : - CHATURSILA KHUNTA G.B. NAGAR MAYUR BHANJ 757019

- PRIYANKA

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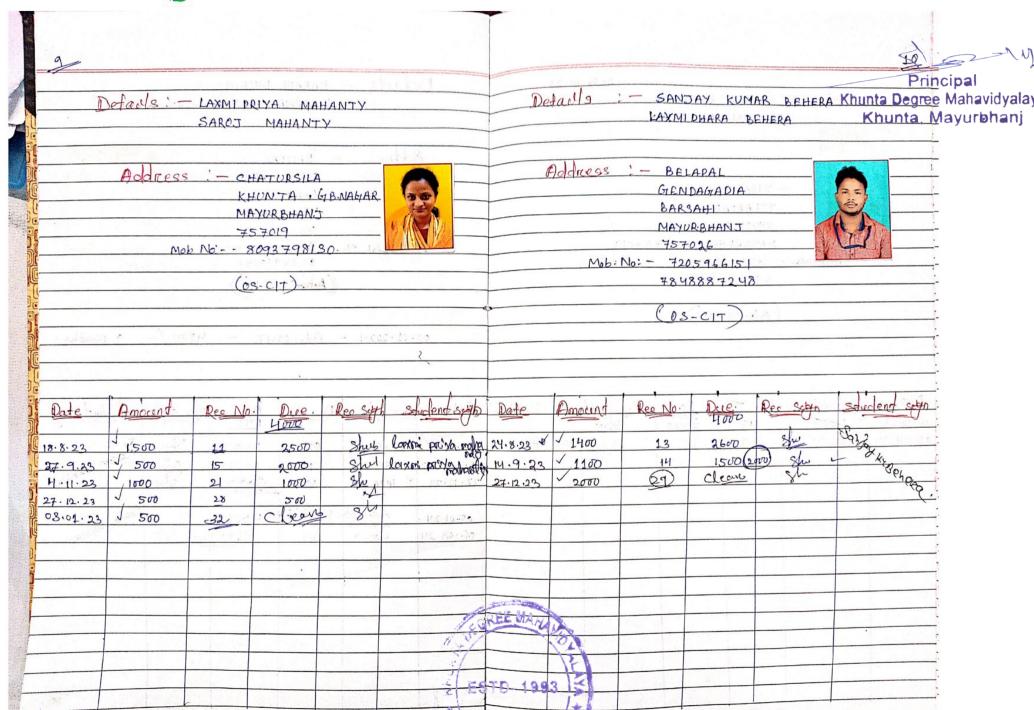


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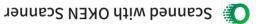
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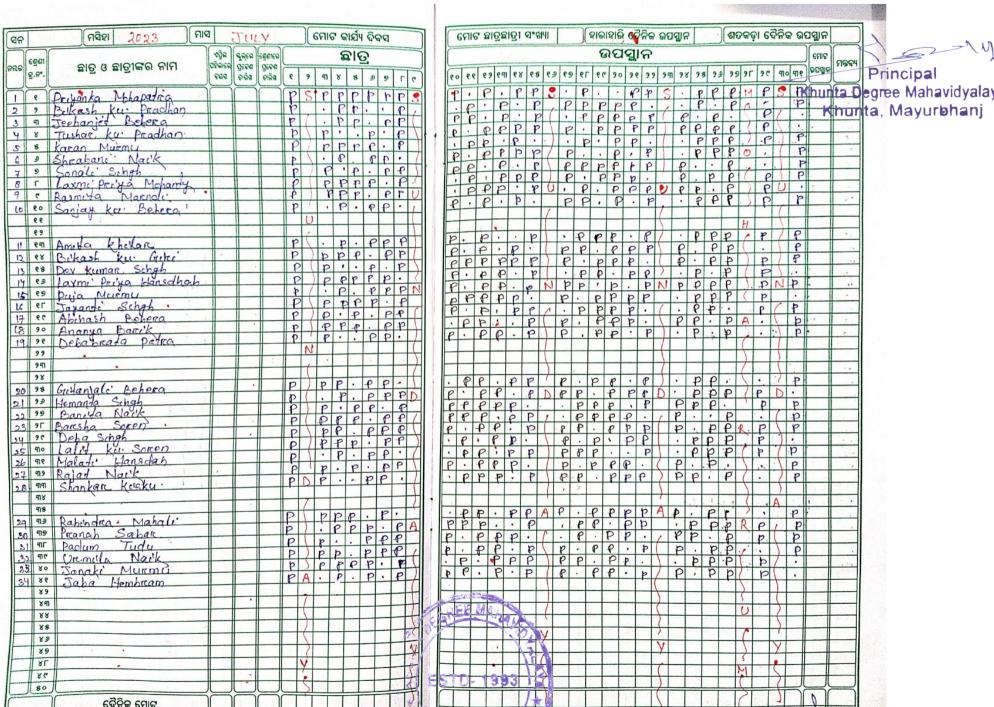


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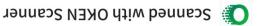


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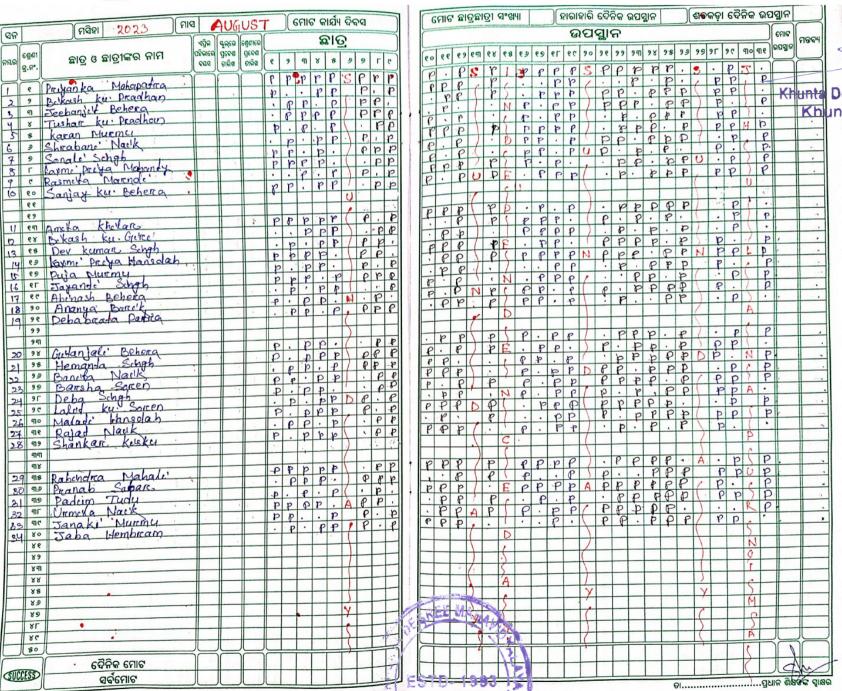
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N. Dinainal

Principal

Khunta Degree Mahavidyalay
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Sr. No. OSCIT24011708





This is to certify that

BIKASH KUMAR PRADHAN

having successfully completed the prescribed course of studies and having passed the examination conducted by Odisha State Open University, Sambalpur with 84.12 percent marks has been awarded the

Odisha State-Certificate in Information Technology (OS-CIT)

offered by Odisha Knowledge Corporation Limited (OKCL).

Section Number	Section Name	Marks Obtained	Maximum Marks
1	Learning Process *	43.12	50
11	Final Examination #	41.0	50 ESTD-
	Total Mark	84.12	100 *
Examin	ation Result	PA	iss 3

Course Content : OS-CIT course includes MS Windows, Internet, MS Office, Google Work Space, Cloud Services, 21st Century Digital Skills, Digital India Skills, Social Media & Cyber Security Skills, Go Green, Netiquettes, Ergonomics and Remote Working Skills.

Following is the criteria for passing the OS-CIT Examination successfully.

- Aggregate score of 40 Marks (in Section I and II) out of 100 with
- * Minimum 20 Marks out of 50 are required for passing in Learning Process (Section I) and
- # Minimum 20 Marks out of 50 are required for passing in Final OS-CIT Examination (Section II)



Odisha State Open University

Vice-Chancellor

Sambalpur www.osou.ac.in Odisha State Open University, Sambalpur

www.okcl.org

Ref: Khunta Degree Mahavidyalaya/181260060/3428143623091412/September 2023/OSCIT24011708 Date of Issue: January 2024

- * Learning process marks are as communicated by OKCL.
- # Final examination marks are evaluated by OSOU.
- "The photograph of the candidate is printed on this certificate. If the photograph is pasted externally this Certificate will not be valid."

Principal Khunta Degree Mahavidyalaya Khunta, Mayurbhani



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Odisha State-Certificate in Information Technology



OS-CIT Syllabus



Introduction to Computer & Smartphone



Computer & Voice Typing



Windows 10



Internet / Chrome





MS Excel



MS PowerPoint



MS Outlook/Gmair



Office 365



G suite



50 Imp. Mobile Apps



Coding

Certification from Recognized University

12 Pillars of 'OS-CIT'









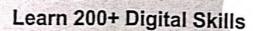












for details, Contact - 0674- 3520021

Principal Khunta Degree Mahavidyalaya Khunta, Mayurbhanj



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Digital Skills for Effective Office Work





MS OFFICE SKILLS

(Microsoft Office 2019)



Personalize Desktop



Make A Certificate



Prepare Effective Training Presentation



Design A Creative Gift Voucher



Design An Attractive Brochure



Design Beautiful Greeting Card



Create A Good Project Report



Managae Donors Database



Track Event Expenses More Easily



Create A Digital Photo Album



Create A Loan Calculator



Create A Personal Portfolio

ESTD- 1993



DAILY LIFE SKILLS



Create And Use Hotspot From My Mobile



Connect Computer
To A Projector



Turn-off The Bluetooth and Wi-Fi When Not In Use



Share Live Location Using Whatsapp



Book Movie Tickets Online



Track Live Flights Using Flight Radar



Use Ola Cabs App To Book A Cab Online



Use Paytm For Cashless Transactions



Scan QR Code Using Barcode Scanner App



Quickly Reply Using Smart Reply Feature In Linkedin



Capture A Screen Using The Snipping Tool



Zip And Unzip Files To Optimize The Size

Principal
Khunta Degree Mahavidyalaya
Khunta, Mayurbhani





Digital Skills to Avail the Benefits of Government e-SERVICES/SCHEMES

OS-CIT

Odisha State-Certificate in Information Technology



DIGITAL INDIA SKILLS



Apply For Aadhaar Card



Apply Pradhanmantri Sukanya Samruddhi Yojana Online



Store Data Online Using Digilocker



Apply For Voter ID Card Online



Check Provident Fund online



Apply Atal Pension Yojana Online



View My Details On MGNREGA



Apply For Pan Card Online



Apply For Passport Online



Register FIR Online



Apply For Driving License Online



Register My Complaint On Consumer Forum



Digital Skills for Effective Study 21st Century **STUDY SKILLS**



Improve My Vocabulary Using Volt



Access Online Research Papers (google Scholar)



Learn By Playing & Improve My Abilities



Learn A New Language By using The Duolingo App



Make A Presentation On My Research Via Google Slides



Express My Ideas
Using Mindmap Tool



Using Google Forms



Prepare For OPSC



Watch Educational Talk
On TED Talks



EQ (Emotional Quotient) Test



Do Science Experiment In Virtual Space



Use Neuronation App

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Khunta, Mayurbhanj



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Digital Skills for Effective Study





ETIQUETTES & CYBER SECURITY SKILLS



Protect Myself From Fake Emails Which Pretend To Be Genuine



Awareness About The Legal Aspects Of Fake Profiles On Social Media Sites



Use Safety Tips For Public Wi- Fi Networks



Block My SIM Card If My Handset Is Lost



Use "Safely Remove Hardware Option" For Plug And Play Devices



Copy-paste, First Know About Copyrights



Set Emergency Text On Android Phone To Be Used When It Is Locked

ESTD-1993



Secure My Online Banking Transactions And Take Care Of Information Safety



Awareness & Protection From 'Work From Home' Scams



Secure My Aadhaar Card Data

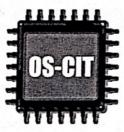
Digital Skills for Effective Typing



TYPING SKILLS English/Odia

Learn job oriented computer typing

- For understanding voice typing
- For mobile related typing
- For right finger placement on key board
- For extensive computer typing practice
- For saving time by increasing computer speed
- For preparation of typing examination conducted by the Govt., Learn typing skills daily and be the typing master.



INTRODUCTION FOURTH INDUSTRIAL REVOLUTION



Virtual Reality



3D Printing



Machine Learning



Artificial Intelligence



Internet of Things



Robotics



Augmented Reality



Big Data

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