

Registration Form

Name of the Applicant (first, last):

.....

Gender:

Designation:

Highest Qualification:

Name and Address of the Organization/Institute:.....

Category : (GEN/OBC/SC/ST/Others).....

City/town:.....

Email:.....

Phone Number:.....

Mobile Number:.....

Do you need accommodation?

(Yes/No):.....

Transaction ID (Applicable for Online

Transaction):.....

Signature of the Applicant:.....

Signature and Seal of the Forwarding Authority

Name

Designation

Note: 1) The Faculty/Staff are requested to submit the NOC from respective department before attending the session.

2) The Faculty/Staff are requested to submit their Caste Certificate in case of OBC/SC/ST.

Applications are invited from Faculty any discipline can attend the Faculty Development Programme on

“Use of ICT Tools for Classroom Teaching”

Course Date: 20-26 November, 2017

Registration will be done on-spot

Registration Fee: Rs. 500

Venue: Computer Science Dept, Jagiroad College

Affix passport
size
photograph

Course Coordinators from Academy

- **Prof. Ratnajit Bhattacharjee**
*Principal Investigator,
E&ICT Academy, IIT Guwahati.*
- **Dr. Gaurav Trivedi**
*Co-Principal Investigator,
E&ICT Academy, IIT Guwahati.*
- **Dr. Utpal Rajguru**
*Coordinator, IQAC,
Jagiroad College.*

Expert from Industry

- **Mr. Rajeeb Kumar Biswas**
Manager of HPCL & Senior Trainer, Techvictus
- **Mr. Ujjal Bagchi**
Programmer of HPCL & Senior Trainer, Techvictus

About Jagiroad College

Jagiroad College (the erstwhile Kapili Anchalik Mahavidyalaya) was established on 8th August, 1979. The College is located at Jagiroad, a gradually developing semi-urban conglomeration of Morigaon district of Assam, at a distance of barely one hundred meters from the National Highway 37. The serene campus, spread over a spacious area of twenty-five bighas of land, is nestled by the picturesque Sonaikuchi Hill. Culturally it lies very close to Na-Khola—the abode of the Prince Regent of the ancient Kingdom of the Tiwas—one of the tribes of the state endowed with its distinctive indigenous life-world. Jagiroad College was established by a group of foresighted and committed social-workers of the region.

With its nearly two thousand students—a large segment of who still belongs to socio-economically disadvantaged communities, a reasonably high rate of gender parity, a pleasant and peaceful teaching-learning ambience, a committed teaching staff—some of whom have earned academic and other laurels, a supportive alumni—many of whom have successfully shaped and carved out their careers, excellent infrastructural facilities, a wide array of full time academic programmes and courses ranging from Higher Secondary to Master in Tourism Management, excellent support for affordable and broad-based Distance Education under IGNOU, KKHSOU and IDOL of Gauhati University, a well stacked and updated library with nearly thirty five thousand books, varied schemes of scholarships for learners, seminars and conferences, grievance redressal mechanism, wide range of CCA activities—Jagiroad College is uniquely poised to scale higher in the contours of Higher Education of Assam.

You can also visit the site for more details:
<http://www.jagiroadcollege.co.in/>



An Initiative of Ministry of Electronics & Information Technology (MeitY), Government of India

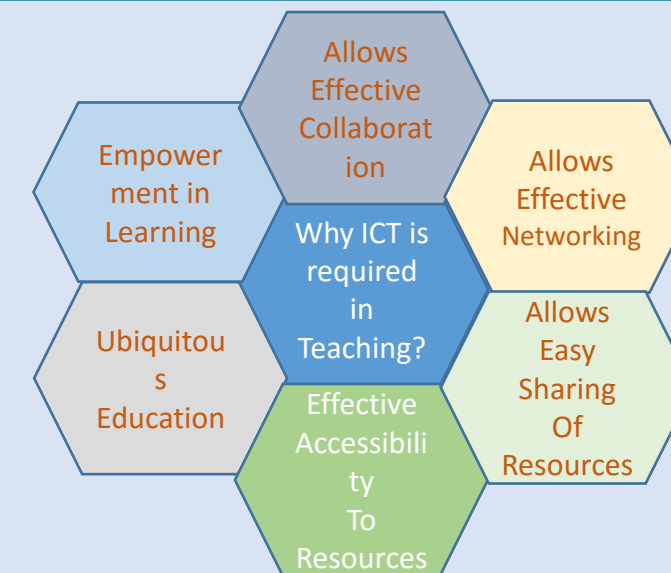


Electronics & ICT Academy
IIT Guwahati, Assam



One Week Faculty Development Programme on

**Use of ICT Tools for Classroom Teaching
(20-26 November, 2017)**



Organized with support from
Jagiroad College



&



Techvictus

Objective of the Course

Course Objective is to provide basic knowledge in using the ICT Tools for enhanced and efficient teaching. Now a days everything is coming up in digitalized way and to cope up with the new scenario of digital world teachers from any domain(Science/Arts/Commerce) should use ICT Tools in their day to day teaching practices for greater interest of the students.

The main objective of this promotional course is to give free learning of basic ICT Tools(Computer, Specific Software's, Printer/Scanner, Projector, Smart Board etc.) for proficient delivery of the talks, efficient sharing of the class materials which boosts the interest of a student to attend the classes.

Course Programme

Faculty Development Programme is split into three parts:

- Lectures.
- Labs/Hands-on sessions simultaneously to be done with lectures.

Who Can Attend

Programme is open to only for Faculty Members from Colleges & Schools of any domain(Science/Arts/Commerce).

How to Apply

On-Spot – The participants are requested to reach the venue before 9 A.M. as our registration desk will be opened at 9 A.M. at the venue itself.

Through Email – Scanned copy of the filled in application form duly endorsed by the forwarding authority is to be mailed at E&ICT Academy's email id (eictacad@gmail.com, eictacad@iitg.ernet.in). Application format given in this brochure may also be downloaded from the website.

Contact Hours for the Course
40 Hrs (Theory, Hands-on & Tutorial)

Course Outcome

The participants will be given a thorough understanding of the following topics:

- Personal Computer Basics
- Personal Computer Hardware
- System Software & Application Software
- Basics of Network Connections.
- Operating System basics.
- Launching Program and Internet Explorer.
- Using Files, Folders & Drives
- Using My Document, My Computer and Windows Explorer
- Searching for Files & Folder
- Using Systems Tools for Basic Maintenance, Antivirus Updates
- Getting Started with Microsoft Word
- Getting Started with Spreadsheet Microsoft Excel
- Getting Started with PowerPoint Slides
- How to use Printer, Scanner, Webcam, Projector etc.
- ADOBE PageMaker.

Assignment and Project

1. Assignments will be of the following type:
 - MCQ based questionnaire.
 - Programming Assignments (Problem statement will be provided.)
2. At the end of the course "Project" will be assigned to the participants which will be based on the Practical Case Studies.

Preferred Pre- Requisites for the Course

The preferred Pre-Requisites for the course are:

- Familiarity with QWERTY keyboard typing.
- Basic knowledge of Computers.

For details of the programme and course contents etc., please log on to Electronics and ICT Academy website:
<http://eict.iitg.ernet.in/>

Hands-on Session

The Hands- on session will include the following:

- File/Folder creation
- Software Installation and Uninstallation.
- Formatting and installation of OS.
- Document creation, open, save options, indenting, formatting, inserting table etc.
- Use of template and template creation.
- Mail-Merge and other advance features of MS-word.
- Creating Spreadsheet, Various edit options, Managing Rows and Columns, Creating & Inserting Formulae, Creating Graphical Chart, Pivot Table.
- Creating slides, Insert a New Slide into PowerPoint, Set up a slide with Animation & other, Design Template, 3D Bar Graphs in PowerPoint, Excel Charts and PowerPoint, Add Sound & Video to your Presentations.
- Working with PageMaker.

About E&ICT Academy

Electronics and ICT Academy is an initiative of Ministry of Electronics & Information Technology (MeitY), Govt. of India for Faculty/ Research Scholar Development Programme.

Academy has planned short term training programmes on fundamental and advanced topics in IT, Electronics & Communication, Product Design, Manufacturing with hands on training and project work using latest software tools and systems.

In addition, the Academy will conduct specialized/customized training programmes and research promotion workshops for corporate sector & educational institutions.

Contact Details

For more details or any queries please contact

Project Manager,

E&ICT Academy, IIT Guwahati

Email: eictacad@iitg.ernet.in, eictacad@gmail.com

Phone No: +91-3612583008/3182+91-7086502139

(Working Hours 9:30 am to 5:30 pm)