

Registration Form

Name of Applicant (first, last):.....
.....
Fathers Name:.....
.....
Mothers Name:.....
Date of Birth (DD/MM/YY):.....
Gender:.....
Category(General/SC/ST):.....
Designation:.....
Highest Qualification:.....
Name and Address of the Institute/ Organization:.....
.....
City/town:.....
Postal Address:.....
City/town:.....
Email:.....
Landline Number (with STD code):.....
Mobile Number:.....
Do you need accommodation? (Yes/No):.....
Transaction ID:.....
Transaction Date:

Affix passport
size
photograph

Issuing Bank.....
Signature of the Applicant:

I hereby agree to relieve Mr./ Ms./ Dr.....
in case he/she is selected to attend the programme.

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 member belonging to SC/ST Category need to carry caste Certificate(both in original & photocopy).
- 3) The participant need to carry the Institute/Organization valid Identity Card (Both in Original & Photocopy).

FDP Duration
48 Hrs

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.

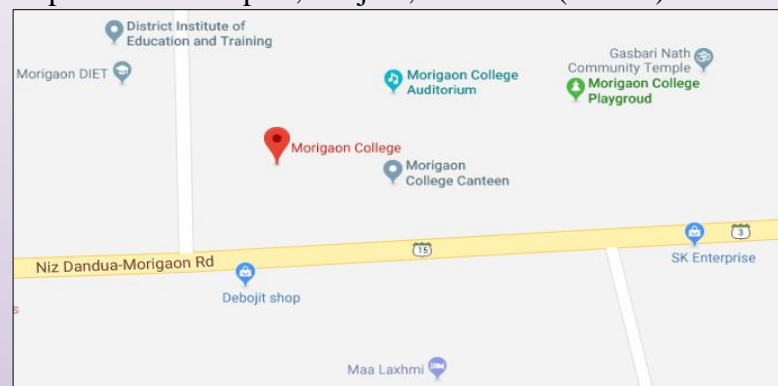
Coordinators from Morigaon College

- **Dr. Lila Kanta Barthakur**
Principal, Morigaon College
- **Dr. Budhen Kumar Saikia**
HOD, Economics, Morigaon College
Email: bksaikia123@gmail.com
Contact no.: (+91) 99575608517 / 7577970078

About Morigaon College

Morigaon College was established on 1st July, 1964. It is a one of the oldest institution of higher education of undivided Nagaon district of Assam. It has already completed 53 years as one of the premiere institutions engaging actively in nurturing and disseminating ray of education in the region.

The college is located in the eastern part of the Morigaon Town- the headquarter of Morigaon district of Assam. It is 70 Km away from Dispur, the state capital of Assam. The nearest railway station is Jagiroad (23km) and nearest airport is LGB airport, Borjhar, Guwahati (96 Km).



Course Details

Course Date: 10 – 16 September, 2018
Last Date of Registration: 06.09.2018
(Online Registration link will be open from 16.07.2018)
Venue: Morigaon College, Morigaon



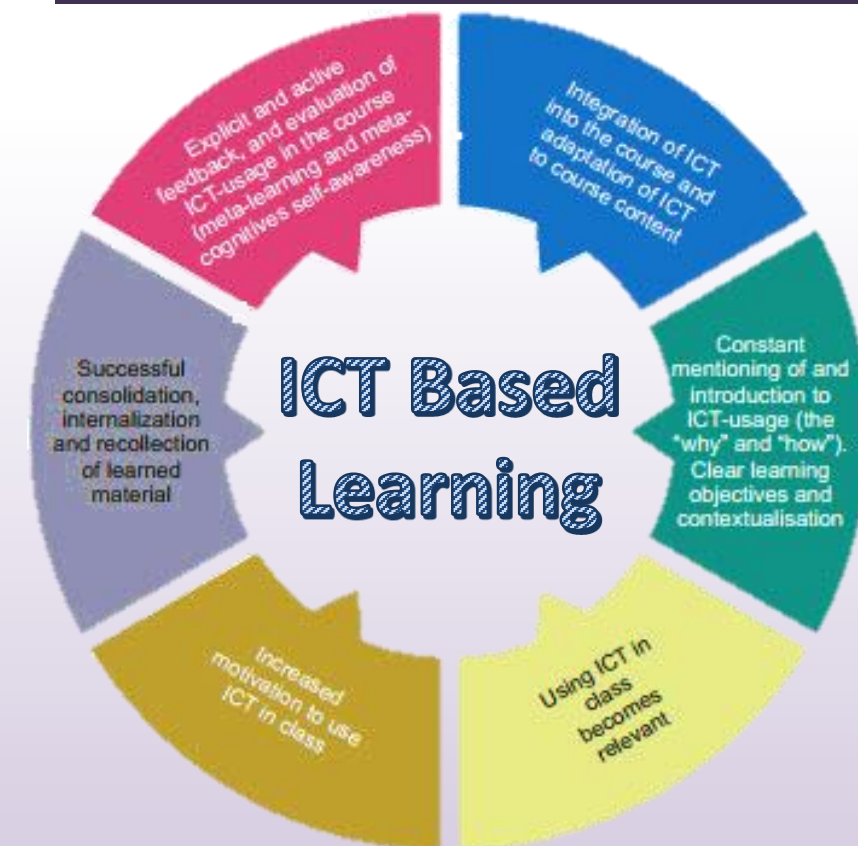
An Initiative of
**Ministry of Electronics & Information Technology
(MeitY), Government of India**



**Electronics & ICT Academy
IIT Guwahati, Assam**



**Use of ICT Tools for Classroom
Teaching (10– 16 September, 2018)**



Organized with support from



Morigaon College, Morigaon & 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.

Assignments & 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.

Contact Details

Project Manager,

E&ICT Academy, IIT Guwahati

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

eictinfo.iitg@gmail.com

Phone No: +91- 7086502139,

+91-3612583009/3182/2536/2503

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

Follow us on: www.facebook.com/eictacadguwahati/



For Online Transfer

Bank Name: State Bank of India

Account Name: IIT Guwahati R and D E and ICT

Academy

Account No.: 36071160089

IFSC Code: SBIN0014262

Bank Name: State Bank of India

Bank Address: IIT Guwahati, GHY- 39.

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.
- 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
- Fundamentals of Data Analysis, Statistics & SPSS
- Descriptive Analysis & Chi-square test, Test of means
- Correlation, Graphs, Regression, Hypothesis testing
- Introduction to Internet and basics of web language

Who Can Attend

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

Registration Fee

Registration Fee (including snacks and lunch)

Rs. 1,200/- for Faculty and Staff.

**Mode of Payment: Online Only
(RTGS/NEFT)**

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.
- Fundamentals of Data Analysis, Statistics & SPSS
- Correlation, Graphs, Regression, Hypothesis testing
- Introduction to Internet and basics of web language

About E&ICT Academy

Electronics and ICT Academy is an initiative of Ministry of Electronics & Information Technology (MeitY) Ministry of Communications and IT, 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.

Venue

Morigaon College, P.O.: Morigaon, State : Assam (India)

Pin : 782105

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admin@morigaoncollege.org.in

Website: www.morigaoncollege.org.in