

## 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:.....  
District / State:.....Pin:.....  
Email:.....  
Landline Number (with STD code):.....  
Mobile Number:.....  
Do you need accommodation? (Yes/No):.....  
Transaction ID:.....Date:.....  
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.

Affix passport  
size  
photograph

Name .....

Designation.....

### Note:

- 1) Faculty/Staff are requested to submit the NOC from respective department before attending the session.
- 2) 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).

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

## 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 Karmashree Hiteswar Saikia College

- **Dr. Ranjan Kumar Bhatta**  
Assistant Professor, Deptt. of English / IQAC  
Coordinator,  
Cell: 9435109543,  
Email- iqackhscollege@gmail.com

## Registration Fee

**Registration Fee  
(Including Course Material, Snacks and Lunch )**

- **Rs. 1200/-** for Faculty members and staff.

## Venue

Karmashree Hiteswar Saikia College,  
Panjabari Road, Sixmile, Guwahati-781022  
Website: [www.khscollege.com](http://www.khscollege.com)

## How to Apply?

**Online** – The participants may log on to the E&ICT Academy, IIT Guwahati website: [http://eict.iitg.ac.in/faculty\\_development.html](http://eict.iitg.ac.in/faculty_development.html) and fill up the google doc application form.

## Who Can Attend?

- Faculty members and staff

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



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



Electronics & ICT Academy  
IIT Guwahati, Assam



A One-week Faculty Development Programme

Use of ICT Tools for Classroom Teaching  
(24 – 29 June, 2019)



Organized in Association with  
**Karmashree Hiteswar Saikia College**



Support from



## 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 and Project

Assignments will be of the following type:

- Lecture sessions
- Instructor led hands-on sessions/activities with 30% lecture and 70% hands-on/activities a daily basis
- MCQ model reviews for each topic
- Assignments and Projects

## Contact Details

**Project Manager,  
E&ICT Academy, IIT Guwahati**

**Email: [eictacad@iitg.ac.in](mailto:eictacad@iitg.ac.in), [eictacad@gmail.com](mailto:eictacad@gmail.com)**

**[eictinfo.iitg@gmail.com](mailto: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/](https://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
- Introduction to internet
- Creating email; managing email id
- Starting Google Apps
- Google Docs
- Google Sheets
- Google forms and Google Quiz



**Course Date: 24 – 29 June, 2019**

**Last Date of Registration:  
10.06.2019**

**(Online Registration Link will be open from 18.03.2019)**

**Venue: Karmashree Hiteswar Saikia College**

## About E&ICT IIT Guwahati

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.

## About Karmashree Hiteswar Saikia College

Karmashree Hiteswar Saikia College is a fast growing co-educational institution located in the south-eastern part of the city of Guwahati at Sixmile on the Panjabari Road, Guwahati, Assam, and lies at a distance of 30Km from the Lokpriya Gopinath Bordoloi International Airport, Borjhar, and 7 Km from the Guwahati Railway Station. The College was established in 1988 as City College and is renamed as Karmashree Hiteswar Saikia College, in the fond memory of the founder patron of the college and former Chief Minister of Assam Late Hiteswer Saikia. It is a Provincialised college, permanently affiliated to Gauhati University and is recognised by UGC under Section 2(F) and 12 (B) of the UGC Act 1956. The college today is an active hub of higher education offering both Arts and Commerce streams with modern infrastructural facilities amidst a quiet and serene atmosphere conducive to educational pursuits.

