

## 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 .....

Affix passport  
size  
photograph

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: 1<sup>st</sup> July – 6<sup>th</sup> July, 2017

Registration will be done on-spot

Venue: Chaiduar College,  
Bishwanath, Assam.

## Course Coordinators from Academy

- **Prof. Ratnajit Bhattacharjee**  
Principal Investigator,  
E&ICT Academy, IIT Guwahati.
- **Prof. Rohit Sinha**  
Co-Principal Investigator,  
E&ICT Academy, IIT Guwahati.
- **Dr. Gaurav Trivedi**  
Co-Principal Investigator,  
E&ICT Academy, IIT Guwahati.
- **Dr. A K Ozah**  
Course-Coordinator ,  
Chaiduar College.

## Expert from Industry

- **Ms. Minakshi Kakoti**  
Founder & CEO, Trendsetter Career Academy
- **Mr. Utpal Das**  
Senior Trainer, Trendsetter Career Academy

## How to Reach Chaiduar College

Chaiduar has a remarkable place in the history of Assam. Literally a place having six routes of entry, Chaiduar was frequently visited by tribes from the adjoining hilly places through these six different routes. Gohpur, being the central place, was later made the sub-divisional headquarter in the district of Sonitpur. Chaiduar College with Arts Stream, affiliated to Gauhati University was established in 1967 at Gohpur by a few humble citizens of this region with active financial and moral support from the neighbouring populace. Being the only full-fledged institution of higher learning in Chaiduar, the college is continuously serving the academic as well as social needs of the region stretching from Buroi to Howajan. The college was subsequently placed under deficit grants-in-aids by Government of Assam in 1977.

You can also visit the site for more details:  
[www.chaiduarcollege.org/contact.html](http://www.chaiduarcollege.org/contact.html)



An Initiative of Department of Electronics & Information Technology (DeitY), Ministry of Communications and IT, Government of India

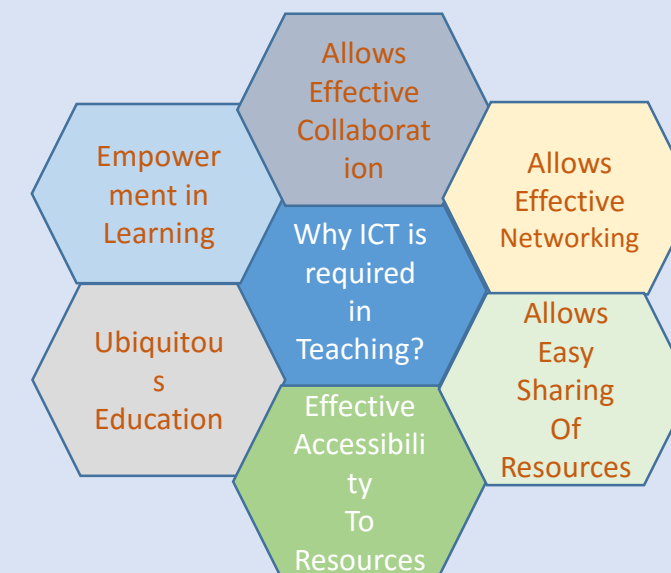


Electronics & ICT Academy  
IIT Guwahati, Assam



A Faculty Development Programme on

Use of ICT Tools for Classroom Teaching  
(28 June- 03 July, 2017)



Organized with support from  
Trendsetter Career Academy



## 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](mailto:eictacad@gmail.com), [eictacad@iitg.ernet.in](mailto: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 Department of Electronics & Information Technology (DeitY) 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.

## Contact Details

**For more details or any queries please contact**

**Project Manager,**

**E&ICT Academy, IIT Guwahati**

**Email: [eictacad@iitg.ernet.in](mailto:eictacad@iitg.ernet.in),**

**[eictacad@gmail.com](mailto:eictacad@gmail.com)**

**Phone No: +91-3612586442**

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