Registration Form

Name of the Applicant (first, last):

…………………………………………………………

…………………………………………………………

Gender: ……... ……………………………..…

Designation: ……………………………………...

Affix passport size photograph

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: 28th June – 3rd July, 2017
Registration will be done on-spot
Venue: Kherajkhat College,
Deotola, Lakhimpur.

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.

- **Mr. Minaram Gogoi**
  Course-Coordinator ,
  Kherajkhat College.

Expert from Industry

- **Ms. Minakshi Kakoti**
  Founder & CEO, Trendsetter Academy
- **Mr. Aryan Sarma**
  Senior Trainer, Trendsetter Academy

How to Reach Kherajkhat College

Kherajkhat College is a leading institution of Higher Education in the District of Lakhimpur, Assam, established in 1982 and affilated to Dibrugarh University, the college has been included under the section of 2 (f) and 12 (B) of UGC Act 1956. The college offers education in streams of Arts and Science at Undergraduate level and two years post graduate course (Director of Distance Education, Dibrugarh University, DDE, DU). The college has been instrumental in spreading higher education in the rural and tribal centric area and modelling quality human resource for betterment of the society.

Located at historic Kherajkhat Mouza and named after it, the college is connected with places of the state by roads and railway. The college stands along the NH- 52 and the distance from North Lakhimpur town and Narayanpur town is 45 and 10 KM respectively

You can also visit the site for more details:
http://kherajkhatcollege.net

सत्यमेव जयते

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

I E & C T **IIT Guwahati**
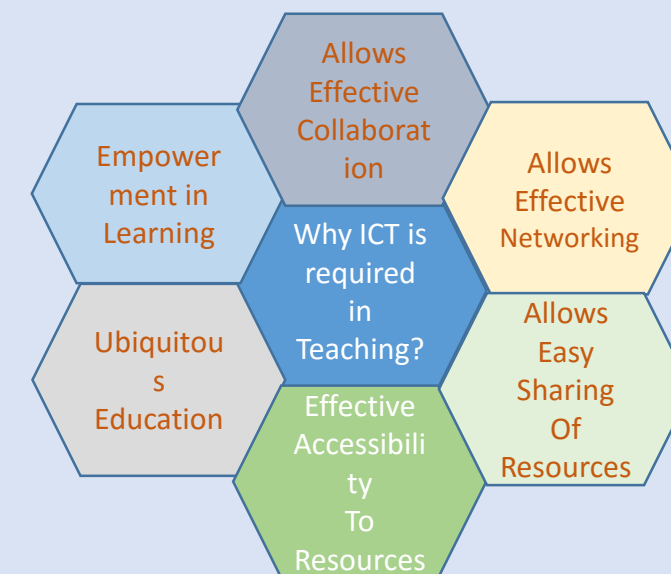
Electronics & ICT Academy IIT Guwahati, Assam

A Faculty Development Programme on

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

Allows Effective Collaboration

Empowerment in Learning

Allows Effective Networking

Why ICT is required in Teaching?

Ubiquitous Education

Allows Easy Sharing Of Resources

Effective Accessibility To Resources

Organized with support from
Trendsetter Career Academy

T R E C
Trendsetters™
Career Academy
For knowledge and beyond since 2005…

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 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,
eictacad@gmail.com
Phone No: +91-3612586442
(Working Hours 9:30 am to 5:30 pm)**