

Internal Quality Assurance Cell (IQAC), Deen Dayal Upadhyaya College (University of Delhi) is organizing Three Days Intensive Hands-on-Training Workshop for Laboratory Staff Members on Information Communication Technology (ICT) Tools and MS Office during October 09-11, 2019.

IQAC Deen Dayal Upadhyaya College, Univ of Delhi <iqacdducollege@gmail.com> Tue, Oct 1, 2019 at 12:39 PM
 To: Ddu College <principaldducollege@gmail.com>, Sikander Aggarwal <saggarwal.ddu@gmail.com>, Dducollege <dducollegeoffice@gmail.com>, DDU COLLEGE <dducollegeacctts@gmail.com>, anil kumar <du.ddu.anil@gmail.com>, profmittal@yahoo.co.in

The Principal
 Deen Dayal Upadhyaya College
 University of Delhi

Sir,

Internal Quality Assurance Cell (IQAC), Deen Dayal Upadhyaya College (University of Delhi) is organizing Three Days Intensive Hands-on-Training Workshop for Laboratory Staff Members on Information Communication Technology (ICT) Tools and MS Office during October 09-11, 2019.

Venue: Computer Centre, Deen Dayal Upadhyaya College

Objectives of the Workshop

- To train the Staff members about ICT Tools (Desktop, laptops, Projector, Printer, Photocopier), Internet, Email and MS office
- To train the Staff members for Lectern System in Lecture theatre, seminar room etc.

Training Schedule of the Workshop

October 09, 2019 (Wednesday)	
09:00 am – 09:15 am	Inauguration
09:15 am – 11:00 am	Session – I (Mr. Sudhakar Mishra) Identification of external parts and components; Identification of internal parts and components; Trouble shooting and analyzing the issue; Installation of Software (Portable Installation, Custom Installation, and Express Installation techniques); Functioning of a computer and its process.
11:00 am – 11:15 am	Tea Break
11:15 am – 01:00 pm	Session – II (Mr. Rajkumar) Installation of various web Browsers; IP Address and its identification (Internet- working and checking connectivity); Concept of LAN/MAN/WAN (Various connection mediums and network establishment strategies.); Downloading a file from the web and saving the file; File conversions and Size conversions using Cloud Computing
01:00 pm – 02:00 pm	Lunch Break
02:00 pm – 05:00 pm	Lab Session (Mr. Sudhakar Mishra, Mr. Rajkumar and Mr. Sandeep)
October 10, 2019 (Thursday)	
09:15 am – 11:00 am	Session – III (Dr. Prabhat Mittal) MS word: Making new Document, Saving, Printing, Editing, Mail Merge, Indentation/Formatting (Tables, Alignment, Bullets, Font Size, Font Face) Installing new fonts, Margins, Image editing, page layout, Page borders, page size, spell checking and Grammar (enable/disable)
11:00 am – 11:15 am	Tea Break
11:15 am – 01:00 pm	Session – IV (Dr. Prabhat Mittal) MS Excel: Basic Calculation (Addition, Subtraction, Division, Percentage, Average), VLookup, HLookup, Editing, Saving file and Selective/ Whole Document Printing. MS PowerPoint: Slide Making, Using Design Templates, Saving and Printing Notes
01:00 pm – 02:00 pm	Lunch Break

02:00 pm – 05:00 pm	Lab Session (Mr. Sudhakar Mishra, Mr. Rajkumar and Mr. Sandeep)
October 11, 2019 (Friday)	
09:15 am – 11:00 am	Session – V (Mr. Rajkumar)
11:00 am – 11:15 am	Tea Break
11:15 am – 01:00 pm	Session – VI (Mr. Sandeep) Configuring and setting up Audio-Video Systems including (Projectors and mic System); Identifying various connectivity issues with laptop and desktop in setting up the Audio-Video System
01:00 pm – 02:00 pm	Lunch Break
02:00 pm – 04:30 pm	Evaluation Session (Mr. Anil Kumar, Convener-ICT)
04:30 pm – 05:00 pm	Valedictory Session

Note: No Registration Fees. Tea with light snacks and Lunch will be provided. Attendance in All Sessions is compulsory.

Evaluation Session: Each participant shall be assessed on the basis of the knowledge acquired in three days on ICT Tools, MS Office and Lectern System

Trainers

1. Dr. Prabhat Mittal, Assistant Professor, Satyawati College (Evening), University of Delhi
2. Mr. Sudhakar Mishra, Senior Technical Assistant (STA), Computer Centre, Deen Dayal Upadhyaya College.
3. Mr. Rajkumar, Senior Technical Assistant (STA), Computer Centre, Deen Dayal Upadhyaya College.
4. Mr. Sandeep, Senior Technical Assistant (STA), Computer Centre, Deen Dayal Upadhyaya College.

With regards

Dr. Manoj Saxena
(Coordinator-IQAC)
Associate Professor
Department of Electronics
Deen Dayal Upadhyaya College
University of Delhi
Dwarka Sector-3, New Delhi 110078
Mobile: 09968393104

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