

IQAC organizes Three Days Intensive Hands-on-Training on TALLY for Admin. Office and Account Office Staff Members during October 9-11, 2019 in Business Studies Lab i.e. Room No. 305. and 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 for the Non-Teaching Staff (MTS and Laboratory Staff) of the College in Computer Centre of the College

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Dear All

IQAC is organizing Three Days Intensive Hands-on-Training on TALLY for Account Office Staff Members and other staff members during October 9-11, 2019 in Business St

Training Program Schedule

Day 1 - October 09, 2019 (Wednesday)

- 09:00 am - 12:00 pm - Session I - Ms. Deepti, Assistant Professor, Department of Commerce, Deen Dayal Upadhyaya College
- 03:00 pm - 05:00 pm - Session II - Chartered Accountant Suratna Singhal

Day 2 - October 10, 2019 (Thursday)

- 09:00 am - 12:00 pm - Session II - Ms. Deepti, Assistant Professor, Department of Commerce, Deen Dayal Upadhyaya College
- 03:00 pm - 05:00 pm - Session IV - Chartered Accountant Suratna Singhal

Day 3 - October 11, 2019 (Friday)

- 09:00 am - 12:00 pm - Session V - Ms. Deepti, Assistant Professor, Department of Commerce, Deen Dayal Upadhyaya College
- 03:00 pm - 05:00 pm - Session VI - Chartered Accountant Suratna Singhal

Resource Person

- Ms. Deepti, Assistant Professor, Department of Commerce, Deen Dayal Upadhyaya College
- Chartered Accountant Suratna Singhal

IQAC organizes Three Days Intensive Hands-on-Training Workshop for Laboratory Staff Members on Information Communication Technology (ICT) Tools and MS Office dur Teaching Staff (MTS and Laboratory Staff) of the 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 iss 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/W network establishment strategies.); Downloading a file from the web and saving the file; File conversions and Size conversions using Cloud
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, For 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/ V 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 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

With regards

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(Coordinator-IQAC)
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