

ICT Continuing Education Centre,  
DEI Dayalbagh &  
Industry Institute Partnership Cell  
**DAYALBAGH EDUCATIONAL INSTITUTE**  
DAYALBAGH, AGRA  
**REGISTRATION FORM FOR DEI STUDENTS**



WRITE NAME IN BLOCK LETTERS FOR CERTIFICATES

1. Name: \_\_\_\_\_ M / F

2. SC \_\_\_ ST \_\_\_ OBC \_\_\_ GEN \_\_\_

3 STUDYING IN FACULTY \_\_\_\_\_

ROLL NO. \_\_\_\_\_

Subject /Class \_\_\_\_\_

SEMESTER \_\_\_\_\_

Contact Info. \_\_\_\_\_

For **Jobseekers/Enhancers** \_\_\_\_\_

Branch \_\_\_\_\_ Qualifications \_\_\_\_\_

Contact Info: \_\_\_\_\_

Please circle:

MODULES: WORD EXCEL POWERPOINT @250/  
module OR, 675/full course

Signature of Applicant: \_\_\_\_\_

For Office Use:

Date: \_\_\_\_\_

Amount: \_\_\_\_\_ Due: \_\_\_\_\_



**ICT Continuing  
Education Centre,**



**We support  
YOU**

Office Located in rear verandah, Central Office,  
Administrative Block, DEI,  
Phone: 999-793-3440, 9808632807, 9634555217  
Contact: Punam Prakash  
Email: punam.prakash@gmail.com



**Training Programs  
In Collaboration With  
Industry Institute Partnership Cell  
for DEI Students  
ITS 301 (2018-19)**

**DEI Courses for Enhancing  
Job-Placement**

**Aim:** Prepare and assist current and past DEI students for placements, including the following:

- Train students in resume writing
- Develop interview and communication skills
- Practice group discussions
- Enhance IT skills and Vocational skills

**Methodology:** Distance Education Mode:

Teaching is conducted using pre-recorded audio or video instructions, facilitated by mentors with practical exercises at the locations where the course is run.

Calendar 2018-19, IT301  
ICT Continuing Education Centre  
DEI, Dayalbagh

Jan	Feb	Mar	Apr	

Course Title: ITS 301

**Course Description:**

Developing skills in: understanding basic hardware, and software ,  
how to operate computers & Learning basics of Word, Excel, Power  
point and Internet (Microsoft Office Tools) to prepare documents,  
data tables and presentations, and use of internet

**Dates/Class Timings:**

**When:** January-April, Sundays

**Where:** Computer Centre

**Time:** 2:00-4:00PM Sundays

**Tuition:** Rs. 250/ with study materials per  
module  
4-5classes per module

**Registration From:**

**11:00 AM –4:30 PM NOW**

**Office (in the rear verandah at Central Office)**



Location: Central Of-

fice (rear verandah)

Office Phone: 11:00-4:30- 93645555217, 9997933440/  
9808632807 Email:punam.prakash@gmail.com

**Office Notes:**

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Student Copy

OfficeCopy