

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, 675/ for full course.
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.pakash@gmail.com

Office Notes:

Received from _____
On _____
Total= _____
Signed _____

Received from _____
On _____
Total= _____
Signed _____

Student Copy

OfficeCopy