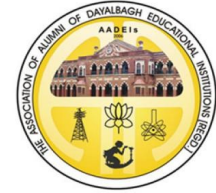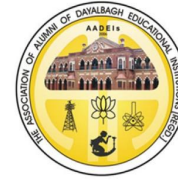AADEIs ICT Continuing Education Centre,
DEI Dayalbagh &
Industry Institute Partnership Cell
DAYALBAGH EDUCATIONAL INSTITUTE
DAYALBAGH, AGRA
REGISTRATION FORM FOR DEI STUDENTS

WRITE NAME IN BLOCK LETTERS FOR CERTIFICATRES

1.   Name: _____   M / F

2.   SC ____ST____OBC____GEN_____

3 STUDYING IN FACULTY/Centre_____

        ROLL NO._____

        Subject /Class _____

        SEMESTER_____

        Contact Info._____

Jobseeker_____Branch_____

Contact Info;_____

   ITS 301 Computer Basics and Microsoft Office
Tools, ☐

   Signature of Applicant:_____

      Date_____

For OFfice Use:

Date:_____

Amount:_____   Due:_____

AADEIs

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

AADEIs Training Programs
In Collaboration With
Industry Institute Partnership Cell
for DEI Students
ITS 301 (2020-21)

**DEI –APAC 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 at the locations where the course is run.

<u>Calendar 2020, Sem.1, IT301</u>
ICT Continuing Education Centre
DEI, Dayalbagh

Timings:_____

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

July-Nov 2020   -Sundays

Dates/Class Timings:
When: Sundays, July to November
Where: Online platforms
Time: to be decided
Tuition: Rs. 150/ DEI/Jobseekers.

Require laptop and internet

Office Notes:

_____

_____

_____

_____

_____

_____

_____

July					
Aug					
Sept					
Oct					

Received from_____
For Basic IT
On_____
Total=_____
Signed_____

Student Copy

Office Location: Central Office (rear verandah)

Office Phone: 9808632807 ,
Email: punam.prakash@gmail.com

aadeisictcec.deigmail.com

Received from_____
For Basic IT
On_____
Total=_____
Signed_____

Office Copy