

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 CERTIFICATES

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: 8755921765  
Phone: 9808632807  
Contact: Punam Prakash  
Email: [aadeisictcec.dei@gmail.com](mailto:aadeisictcec.dei@gmail.com)



## AADEIs Training Programs In Collaboration With Industry Institute Partnership Cell for DEI Students ITS 301 (2015-16)

**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.

Calendar 2015-16, Phase 1, IT301  
AADEIs ICT Continuing Education Centre  
DEI, Dayalbagh

Timings: \_\_\_\_\_

July-Nov 2015 -Sundays

July					
Aug					
Sept					
Oct					

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

**Dates/Class Timings:**

**When:** Sundays, July to November

**Where:** Computer Centre

**Time:** 1:30-3:00 PM, with lab

**Tuition:** Rs. 675/ DEI/Jobseekers.

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



**Office Notes:**

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Office Location: Central Office (rear verandah)

Office Phone: 9808632807 , 8755921765

Email: [punam.prakash@gmail.com](mailto:punam.prakash@gmail.com)