



### Contact Details

COORDINATOR  
Dr. Perna Diwan  
Associate Professor (9871290711)

CO-COORDINATOR  
Ms. Nupur Tyagi  
Assistant Professor (9958653777)

ORGANIZING COMMITTEE  
MEMBERS  
Dr. Kusum R. Gupta  
Associate Professor (9953245840)

Dr. Rita Jain  
Assistant Professor (9891491019)

For fees payment related queries, contact:  
Mr. Sanjay Jain (9112453787)

<http://rlacollege.edu.in>

### Registration Information

Duration : 2 Days  
Dates : 18-19 January, 2019  
Fees : 500 INR

### Eligibility

Non-Teaching Employees of Universities/  
Academic Institutions.  
Minimum Qualification - Xth pass

### Registration Process

Send Details (Name, Designation, Name of Institute and Mobile number) along with duly signed permission Letter from Principal/Head/Director) of the Institution and details of fees paid to Coordinator, Dr Perna Diwan, at [rlaiqac@gmail.com](mailto:rlaiqac@gmail.com) latest by 15th January, 2019.

Bank Details for RTGS/NEFT

Bank Name: Union Bank of India  
Branch : Anand Niketan (New Delhi)  
A/c No. :403502010005997  
IFSC :UBIN0540358

Confirmation of the Registration will be sent by SMS.

Seats are limited (maximum 25).  
Registration will be on first come first serve basis.



**RAM LAL ANAND COLLEGE**

University of Delhi

Benito Juarez Marg, New  
Delhi 110021  
[www.rlacollege.edu.in](http://www.rlacollege.edu.in)

Presents

**Two Days Training Program  
“ICT TOOLS for Beginners”  
(18th to 19th January, 2019)**

Course Designed for  
Non-Teaching Employees  
of Universities/ Academic Institutions

ORGANISED BY

INTERNAL QUALITY  
ASSURANCE CELL  
(IQAC)

### About The Course

ICT refers to activities or studies involving computers and other electronic technology. ICT is an abbreviation for 'Information and Communications Technology'. ICT has become an integral part of day to day life for all people to access information. ICT literacy has become a functional requirement for people's work, social and personal lives. It gives them a competitive edge in all areas. This is a course designed for beginners'. It will include basics of computer, Introduction to Hardware and most commonly used Software (MS- Word and MS Excel). After completion of the course attendees will be able to create text documents, spreadsheets, sending emails and accessing information from internet.

### Patron

Dr. Rakesh Kumar Gupta  
Principal Ram Lal Anand College



### About The College

Ram Lal Anand College is located on Benito Juarez Road, Dhaula Kuan (south Delhi) at a short walking distance from University of Delhi (South Campus). There are seven neighbouring colleges within a radius of three kilometres which provides a campus community feeling to our teachers and students. It is a fully University maintained institution administered by a statutory Governing Body as per university ordinance (XXC) and legislated by Executive Council of the University of Delhi. College has vision to facilitate development of youth as nation-builders through higher education and to inculcate critical and innovative thinking among teachers and students.

### Course Modules

MODULE 1- BASICS OF COMPUTER (PARTS, SOFTWARE, HARDWARE etc.)

MODULE 2- INTRODUCTION TO ICT TOOLS

MODULE 3 INTRODUCTION TO MICROSOFT WORD

MODULE 4 MICROSOFT WORD: APPLICATIONS

MODULE 5 INTRODUCTION TO MICROSOFT EXCEL

MODULE 6 MICROSOFT EXCEL: APPLICATIONS.

### Course Timings

Session 1 : 10:00am to 12:30 pm

Session 2 : 01:30pm to 04:30 pm