

One week workshop organized

on

Enhancement of Computer Skill (Level-I)

(For Office/Ministerial Staff)

by

Sant Longowal Institute of Engineering &
Technology, Longowal, Sangrur, Punjab, India.

(Deemed to be University)

Website: www.sliet.ac.in



(Under Ministry of Education, Government of India)



Course Organizer

Dr. Tajinder Singh
Assistant Professor

(Computer Science & Engineering Department)

&

Dr. Rishabh Verma
Assistant Professor

(Electrical & Instrumentation Engineering Department)

Introduction

Microsoft tools are the most popular in the past and in the present. It remains to be the top choice among the researchers, office staff and students as compare to other available options. It is an indispensable tool for most computer users, where users can utilize the various services such as Microsoft Word, Microsoft Excel, Microsoft Power Point and many more. Users can create the documents and complete a number of other functions related to word processing, excel and power point. Availability of such tools and knowledge to operate them nicely definitely helps the users to operate the various applications in efficient, faster and convenient way. These all tools are the most used aspects of information technology; the people of most ages from the young grade school student to the elder grandmother could have encountered the need for word processing. Therefore by considering these all needs, our institute is organizing a workshop on “**Enhancement of Computer Skill**” for office/Ministerial staff to enhance their skill and to uplift the technical efficiency.

Objective

- The main objective of this course is to provide opportunities to gain knowledge and/or to develop skill sets for professional growth.
- This program will teach the participants numerous domain explorations in terms of Microsoft tools.
- It will also teach the participants analytics skills and its applications in read world situations.
- The program will help the participants use the acquired skills in solving assignments which will mimic real case studies.

Resource Persons

Faculty members of SLIET from the various departments with proven knowledge will deliver lectures and analyze case studies.

Course Content

- Microsoft Word (Basic) and hands on practice.
- Microsoft Power Point and Tutorial hand on.
- Microsoft Excel and real time examples in the form of tutorial sheets.
- Microsoft Visio and hands on.
- Online available resources and tools (Google drive etc.)

Registration Fee: No registration fee to attend this course.

Target Participants

Scientific Staff / Instructors / Technical Assistants / Ministerial Staff.



How to Apply:

The interested persons from SLIET Staff are required to send the duly filled registration form on or before June 7th, 2021, through the Google form link:

https://docs.google.com/forms/d/e/1FAIpQLSd95yPIBK3CPHFtPvmIJcqxRe-wMHVmCMKN8kHsEzq4W6uuqA/viewform?usp=sf_link

Chief Patron

Prof. Shailendra Jain, Director, SLIET Longowal.

Patron

Prof. A. S. Arora, Dean (Acad.)

Prof. J.S Dhillon Dean (F&S)

Chairman

Prof. Manoj Sachan

Course Coordinator

Dr. Tajinder Singh

Assistant Professor

(Computer Science & Engineering Department)

&

Dr. Rishabh Verma

Assistant Professor

(Electrical & Instrumentation Engineering Department)

Address for Communication

Program Coordinators (Enhancement of Computer Skill (for Office/Ministerial Staff))

Dr. Tajinder Singh

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Technology, Longowal-148106, District
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**Sant Longowal Institute of Engineering and
Technology, Longowal, Punjab, India**

(Deemed-to-be-University, Under Ministry of Education, Govt. of India)



**One Week Short Term Course under AICTE - QIP
On
Advancements in Computer Science and Information Technology (ACSIT - 2021)
(December 13 - 18, 2021)**



**Organized by
Department of Computer Science and Engineering**

About SLIET, Longowal

Sant Longowal Institute of Engineering and Technology, (Deemed-to-be-University) was established by the Ministry of Education, Government of India in the year 1989 to provide technical education in the emerging areas of Engineering and Technology. A lush green campus houses more than five thousand students in the integrated certificate and diploma, undergraduate, postgraduate, and doctorate programs in various disciplines of Science, Engineering, and Technology.

About the Department

The Department of Computer Science and Engineering started in 1991. Global excellence and local relevance in teaching, research, and technology development is the main objective of the Department. The Department is imparting quality education at the level of Integrated Certificate and Diploma (ICD) in Computer Science and Engineering, B.E. (Computer Science and Engineering), M.Tech. (Computer Science and Engineering), and Ph.D. The Department has well experienced and dedicated faculty members with different specializations. The Department also organizes expert talks by eminent personalities working in the field of Computer Science & Engineering regularly.

About the Short Term Course

The field of Computer Science and Information Technology (CS & IT) is one of the most rapidly developing areas of research. As educators, we must be continuously aware of these developments so that we can take full advantage of them in our teaching and research. Keeping a view of the current thrust, relevance, and importance of the development and innovation in computer science and information technology, SLIET is organizing a short-term course 'ACSIT - 2021'. This Short Term Course (STC) aims to provide a platform that enables direct and active involvement of academicians, industry persons, and research scholars in recent research trends in the field of CS & IT. It aims to cover advanced computing techniques with emerging technologies, tools and their applications to solve real-world problems. This STC will cover the thrust area of research in the field of Machine Learning and Artificial Intelligence, Cloud Computing, Computer Networks, Image Processing, and other related areas. The Government of India has released National Education Policy 2020 (NEP 2020) in July 2020. One of the main focuses of NEP is research. This STC will discuss different areas of research in CS & IT that will encourage the participants to use this knowledge for research in other areas of engineering and technology.

The objectives of the Short Term Course

- The main objective of this course is to provide opportunities to gain knowledge and/or to develop skill sets for the professional growth of academicians, industry personals and research scholars.
- Training and implementation of advanced technologies for research in CS & IT.
- This STC will encourage participants to use the knowledge of the CS & IT domain for interdisciplinary research in other areas of engineering and technology.

Course Content

The curriculum is a careful blend of sessions that cover a range of topics including Machine learning, Artificial intelligence, Cloud Computing, Wireless networks, Bio-medical image processing, Future trends in the research fields of CS & IT.

Resource Persons

Experts from Foreign Universities, IITs, NITs, IIITs, and Industries will conduct the sessions in the programme.

Target Participants

Faculty/Instructors/Technical Persons from industry/academia/Students/Data Scientists/Researchers.

Programme Delivery Mode

The online STC is delivered in device to device mode on the Google meet with adequate security features. The participants will attend the sessions by logging in from their devices.

How to Apply

Only online applications will be considered. Google form link-
https://docs.google.com/forms/d/e/1FAIpQLSe9K7Pmi2OWU9E83UvgGD5rMP1i7IsNuSVsMbMF6VpHerDTWg/viewform?usp=sf_link

Registration Fee:

For Faculty	Rs. 500
For Staff	Rs. 300
For Industry Persons	Rs. 700
For Research Scholar/Students	NIL

The fee is to be paid via NEFT/IMPS/Direct Transfer to the following account:

Name	Bank	Bank Address	Account Number	IFSC Code	Account Type
Sant Longowal Institute of Engg and Technology	Central Bank of India	SLIET Longowal, Punjab, 148106	5166372655	CBIN0283105	Saving

Guidelines:

The Programme will be conducted for 06 days comprising 18 sessions.

Session 1	09:00 AM to 11:00 AM
Session 2	11:30 AM to 01:30 PM
Session 3	03:00 PM to 05:00 PM

Criteria for participation certificate:

The certificates shall be issued to those participants who have attended the program with minimum 80% of attendance and scored minimum 60% marks in the test (online) at the end of the programme.

Chief Patron

Prof. Shailendra Jain,
Director, SLIET Longowal

Patron

Prof. J.S Dhillon,
Dean Academics

Chairman

Manoj Kumar Sachan,
Professor and HoD, CSE

Conveners

Birmohan Singh, Professor, CSE

Damanpreet Singh, Professor, CSE

Major Singh Goraya, Professor, CSE

Co-Convenor

Gurjinder Kaur, Associate Professor, CSE

Coordinators

Jagdeep Singh, Assistant Professor, CSE

Utkarsh, Assistant Professor, CSE

Address for Communication

The Programme Coordinator - STC

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Sant Longowal Institute of Engineering and Technology,
Longowal, District - Sangrur, Punjab (India) – 148106*

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Mobile: +91-9458729314, +91-8800928404

E-mail: acsitsliet2021@sliet.ac.in



Registration Link:

https://docs.google.com/forms/d/e/1FAIpQLSe9K7Pmi2OWU9E83UvgGD5rMP1i7IsNuSVsMbMF6VpHerDTWg/viewform?usp=sf_link



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46	2150154@sliet.ac.in	Prerna kumari	Mtech(CSE)	Sliet
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54	pankaj.jkd@gmail.com	Pankaj Kumar Das	Assistant Professor	SLIET Longowal

55	2150155@sliet.ac.in	SANGEETA	STUDENT	SANT LONGOWAL INSTITUTE OF ENGINEERING AND TECHNOLOGY
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Enhancement of Computer Skill – Level-I (for Office/Ministerial Staff)

(8 June to 22 June 2021)

Workshop,

organized by

SLIET Longowal

Ministry of Education, Govt. of India.

DATE/TIME	04:00-04:15 pm	04:16 am -04:30 pm	4:30 pm -6:00 pm
08.06.2021 Tuesday	Registration/ Inauguration	Introduction and need of Microsoft Tools (Dr. Tajinder Singh)	Microsoft Word (Er. Jagdeep Singh)
10.06.2021 Thursday	4:00 to 4:45 pm		4:45 to 6:00 pm
	Microsoft Power Point (Dr. Sunil Kumar)		Hands on Practice (Dr. Sunil Kumar)
12.06.2021 Saturday	4:00 to 5:00 pm		5:00 to 6:00 pm
	Hands on Practice Microsoft Word (Er. Jagdeep Singh)		Microsoft Excel (Dr. Tajinder Singh)
15.06.2021 Tuesday	4:00 to 5:00 pm		5:00 to 6:00 pm
	Hands on Practice Microsoft Excel (Dr. Tajinder Singh)		Introduction to Visio (Dr. Rishabh Verma)
17.06.2021 Thursday	4:00 to 4:45 pm		4:45 to 6:00 pm
	Advance exploration on Visio (Dr. Rishabh Verma)		Hands on Practice Visio Dr. Rishabh Verma
19.06.2021 Saturday	4:00 to 4:45		4:45 to 6:00 pm
	Introduction to online available Tools (Dr. Yogesh Verma)		Usage of Online available Resources (Dr. Yogesh Verma)
22.06.2021 Tuesday	4:00 to 5:00 pm		5:00 to 6:00 pm
	Doubt Session (All Resource Persons)		Valedictory and Online quiz

WhatsApp Link: <https://chat.whatsapp.com/Eo6OwHINKIVDFhTx81mfIk>

Session Link : <https://meet.google.com/ggy-txvk-bvb>



संत लॉंगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान
(शिक्षा मंत्रालय, भारत सरकार के अधीन सम विश्वविद्यालय)
लॉंगोवाल, जिला संगरूर, पंजाब - 148106
Sant Longowal Institute of Engineering & Technology
(Deemed-to-be-University under Ministry of Education, Government of India)
Longowal, District Sangur, Punjab-148106

संदर्भ सं/ Ref. No. SLIET/REG/729

दिनांक/Date: 4.6.2021

CIRCULAR

The Department of Computer Science & Engineering, SLIET, Longowal is going to organize an online Workshop titled "**Enhancement of Computer Skill- Level-1 (for office/Ministerial Staff)**" from **08.06.2021 to 22.06.2021**. The proposed topics to be covered in the Workshop are MS Office, MS Power Point, MS Excel, MS Visio, online available tools etc.

The following officials can be contacted for registration of the programme: -


Name of the Head of the Department	Dr. Manoj Sachan, Professor E-mail Id: manoj_sachan@sliet.ac.in
Name of the Coordinators	Dr. Tajinder Singh, A.P. (CSE) E-mail Id: tajindersingh@sliet.ac.in Dr. Rishabh Verma, A.P. (EIE) E-mail Id: rishabhverma@sliet.ac.in

It is **MANDATORY** for all the **Office/Ministerial staff** including **recent promotees** to attend the above said programme. The Scientific Staff/Instructors/Technical Assistant etc. can also attend the programme.

All Deans/HoDs/Section In-charges are requested to deputed all the office/Ministerial staff and other staff (as per requirement) to attend the programme.

NOTE: **Course Brochure** (with link for registration) and **Schedule** is enclosed herewith.

This bears the approval of Competent Authority dated 03.06.2021.


4/6/21
Registrar (Officiating)

Copy to :

1. Director, SLIET - for kind information, please.
2. HoD(CSE) - along with approval of Director, SLIET dated 03.06.2021 in original.
3. All Deans/HoDs/Section In-charges - for circulation amongst staff.
4. F.I.(ACSS) - with a request to upload on the Institute website.
5. File copy.

"Proud to be Part of Team SLIET"

Timestamp	Name	Organization
2021/06/04	☺ Sikander Kumar Sharma	Sant Longowal Institute of engg. & Tech.
2021/06/04	☺ NARENDER GARG	SLIET LONGOWAL
2021/06/04	☺ BALJIT SINGH	SLIET
2021/06/04	☺ SUMIT SAINI	SANT LONGOWAL INSTITUTE OF ENGINEERING AND TECHNOLOGY
2021/06/04	☺ Rakesh Kumar Jyotiana	Sant Longowal Institute of Engineering & Technology Longowal, Sangrur (Punjab)
2021/06/05	1 Sarbjeet Singh	Sant Longowal Institute of Engineering & Technology, Longowal
2021/06/05	1 S.D.Sharma	SLIET
2021/06/05	1 Parveen Kumar	Sant Longowal Institute of Engineering & Technology
2021/06/05	1 Harinder Kaur	Sliet (EIE)
2021/06/05	1 Vibha Rani	Sliet (M &H)
2021/06/05	1 Manjit Kaur	Sliet
2021/06/05	2 RAM KARAN	Sant Longowal Institutions Of Engineering And Technology Sliet Longowal ,District,Sangrur
2021/06/05	2 Gurmukh singh	sliet longowal
2021/06/05	☺ RAM kARAN	Enhancement of Computer Skill Sant Longowal Institutions Of Engineering and technology Longowal District Sanguru
2021/06/05	☺ Amarjit Kaur Chahal	Health centre SLIET
2021/06/05	☺ Jagdish Chand	Admn.Section
2021/06/05	☺ Amarjit Singh	SLIET EPABX(ECE)
2021/06/05	☺ Lakshmi naryan singh	SLIET Longowal
2021/06/06	7 Pushwinder Singh Saini	Sant Longowal Institute of Engineering & Technology Longowal Sangrur
2021/06/06	1 Prem Singh	Punjabi University Patiala
2021/06/06	1 Mohal Lal	S.L.I.E.T
2021/06/06	1 J. C. Yadav	SLIET Longowal
2021/06/06	1 VINEET MITTAL	Sant Longowal Institute of Engineering and Technology, Longowal
2021/06/06	1 J. C. Yadav	SLIET Longowal (Sangrur)
2021/06/07	☺ ASHOK KUMAR	SLIET
2021/06/07	☺ HIND BHUSHAN	SLIET
2021/06/07	☺ baljeet singh	SLIET
2021/06/07	☺ ASHOK KUMAR KALRA	SLIET

2021/06/07 1 Ramesh Kumar	Sant Longowal Institute of Engineering & Technology, Longowal, District Sangrur (Pb.)
2021/06/07 1 Ramesh Kumar	Sant Longowal Institute of Engineering & Technology, Longowal, District Sangrur (Pb.)
2021/06/07 1 HARJAGMEET SINGH TATHGUR	SLIET LONGOWAL
2021/06/07 1 Shamsher Singh	Sant Longowal Institute of Engineering & Technology, Longowal, Sangrur, Punjab, Indi
2021/06/07 1 PANKAJ	SLIET LONGOWAL
2021/06/07 1 Gurjit Singh	SLIET, Longowal
2021/06/07 1 Gourav Kumar	SLIET
2021/06/07 1 Surjit Lal	Sant Longowal Institute of Engg & Technology
2021/06/07 1 Ran Vijay Kumar Singh	SLIET
2021/06/07 1 Arjun Yadav	M.G. institite of mgmt & Technology Lucknow
2021/06/07 1 DEEPAK KUMAR	SLIET, LONGOWAL.
2021/06/07 2 Gurdhyan Singh	SLIET
2021/06/07 2 Sukhdev singh	Enhancement of computer skills for Office /manistriral staff
2021/06/07 2 Sukhdev singh	Sliet longowal
2021/06/07 2 Sushil Kumar	SLIET
2021/06/07 2 Sukhdev Singh	SLIET
2021/06/07 3 J.P.Singh	SLIET, LONGOWAL
2021/06/07 3 Parshotam Singh	SLIET, Longowal
2021/06/07 3 Baljinder kumar	Sliet
2021/06/07 4 Lakhi Ram	Sliet
2021/06/07 4 Navdeep singh	Sliet longowal
2021/06/07 5 surinder singh	sant longowal institute of engineering and technology, longowal, sangur
2021/06/07 5 Ramesh Kumar	SLIET
2021/06/07 6 Sukhdev songh	Sliet
2021/06/07 6 Sukhdev singh	Sliet
2021/06/07 6 Sukhdev singh	Sliet
2021/06/07 7 Naresh kumar	SLIET
2021/06/07 7 Boota Singh	SLIET
2021/06/07 7 Ankita Vijay	KV SLIET

2021/06/07	₹ Ruchika Thukral	Sant Longowal Institute of Engineering and Technology
2021/06/07	₹ Anindam Pratap Singh	SLIET
2021/06/07	₹ Harvinder Singh	LIBRARY SLIET
2021/06/07	1 Shashi Kiran Soni	Educational institution
2021/06/08	₹ Sukla Sarkar	Sant Longowal Institute of Engineering &Tech.
2021/06/08	₹ Anil Kumar	SLIET, Longowal
2021/06/08	1 Hoshiar Singh	SLIET
2021/06/08	1 gurnam singh	matric (10th)
2021/06/08	1 KilaRam	SLIET
2021/06/08	1 AMRIK SINGH	SLIET LONGOWAL
2021/06/08	1 Siddharth Chandel	Sliet
2021/06/08	1 Sinder pal	Sliet
2021/06/08	1 Davinder Singh	SLIET
2021/06/08	1 Shalinder	SLIET
2021/06/08	1 Gurmeet Kaur Chahal	SLIET
2021/06/08	2 Soniya	SLIET
2021/06/08	₹ Soniya	SLIET LONGOWAL
2021/06/08	₹ Rajneesh kumar	SLIET LONGOWAL
2021/06/08	₹ Vinod Kumar	Sliet
2021/06/08	₹ GURJANT SINGH SIDHU	SLIET LONGOWAL
2021/06/08	₹ Shyam Singh	SLIET
2021/06/08	₹ shyam singh	SLIET
2021/06/08	1 Pratibha Devi	SLIET Longowal
2021/06/09	1 charanjit kaur	SLIET, Longowal
2021/06/09	1 GOPAL	SLIET CAMPUS
2021/06/09	1 GOPAL	SLIET LONGOWAL
2021/06/10	1 JASPAL SINGH	SLIET, LONGOWAL
2021/06/10	1 VINOD KUMAR	EPABX
2021/06/10	₹ Pushwinder Singh Saini	Sant Longowal Institute of Engineering & Technology Longowal Sangrur