



Government of Tripura  
**Women's College**

B. K. Road, Agartala  
Tripura, 799001  
Phone no. 0381-2320020  
Email- womenscollege1995@gmail.com  
Website: womenscollege.nic.in


Ref. No. ....

Date : 11th January, 2016

It is to inform all teaching and non-teaching staff of Women's College Agartala that Department of Information Technology, Women's College is going to organize a Two Days' Workshop on "[Computer Awareness Programme on Operating Windows, LINUX & Internet](#)" on 16-17th January, 2016.

The interested participants are requested to submit the registration form within 8<sup>th</sup> January, 2016 to Mrs. Sima Datta, Assistant Professor, Dept. of IT Women's College. The selection of participants will be made on the basis of first come first serve. The maximum number of participants will be 25.

Thanks & Regards.

  
11.1.2016  
(Smt. Manidipa DebBarma) Principal  
Women's College Agartala

  
11.01.16  
Sima Datta  
Organizing Co-ordinator  
Dept. Of IT  
Women's College Agartala

Encl:

1. Registration Form
2. Workshop Routine



Government of Tripura  
**Women's College**  
B.K. Road, Agartala  
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Email- womenscollege1965@gmail.com  
Website: womenscollege.nic.in

Ref.No. ....

Date: 11th January, 2016

**Two Days Workshop on "Computer Awareness Programme on Operating Windows, LINUX & Internet" on 16-17th January, 2016.**

**Venue: Dept. of IT, Science Building (Ground Floor), Women's College, Agartala**

**Registration Form**

1. Name:
2. Designation:
3. College/ Institute:
4. Department Name:
5. Highest Qualification:
6. Teaching Experience:
7. Email id:
8. Phone:

**Declaration by the Applicant**

The information furnished above is true to the best of my knowledge. I agree to abide by the rules and regulations governing the programme. If selected, I shall attend the programme for the entire duration.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of the Applicant

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## Workshop on Computer Awareness

Organized by Department of IT, Women's College

Date: 16<sup>th</sup> and 17<sup>th</sup> January, 2016

Venue: Department of IT, Science Building (Ground Floor), Women's College

DATE	TIME	TOPIC	VANUE
<b>16-01-2016</b>	10:30 to 11:00 a.m.	Registration	Department of IT, Science Building (Ground Floor)
	11:00 to 11:15 a.m.	Inaugural programme	-do-
	11:15 to 1:00 p.m.	Getting started with Windows and Operating Microsoft Office packages (Word, Excel and PowerPoint) – <b>M. Das</b>	Computer Lab(DST), Department of IT, Science Building (Ground Floor)
	1:00 to 1:30 p.m.	BREAK	
	1:30 to 4:00 p.m.	Internet and Basic Security Concepts – <b>N. Das</b>	Computer Lab(DST), Department of IT, Science Building (Ground Floor)
<b>17-01-2016</b>	11:00 to 12:30 p.m.	Operating Linux OS(Ubuntu) – <b>A. Debroy</b>	Computer Laboratory (New Admin block), Ground Floor, Near Library
	12:30 to 12:45 p.m.	BREAK	
	12:45 to 2:30 p.m.	Hands On Practice (LINUX & Internet)	Computer Laboratory (New Admin block), Ground Floor, Near Library
	2:30 to 4:00 p.m.	Hands On Practice (Windows & MS Office)	Computer Lab(DST), Department of IT, Science Building (Ground Floor)
	4:00 to 4:30 p.m.	Certificate Distribution and Feedback	-do-

### Resource Persons:

1. Sri Niladri Das, Scientist-D & Joint Director, NIELIT Agartala.
2. Smt. Munmun Das, Assistant Professor, Department of CS & IT, MBB College, Agartala.
3. Sri Ajitava Debroy, Technical Officer, NIELIT Agartala.