

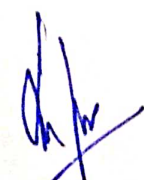



Details of ICT Trainer / Faculty Roster for Govt. Polytechnic for Women, Sector 10-D, Chandigarh w.e.f. 19th July 2021 to 16th August 2021 in respect of Group C employees.

Sr. No.	Topics	Schedule	Name of Trainer and Signatures
1	A Computer Fundamentals 1. Hardware 2. Software 3. Drivers 4. File Formats (Desktop, Files, Folders) 5. Printer Sharing B Microsoft Office 1. MS Word 2. MS Excel	19 th July 2021 to 26 th July 2021 21 st July 2021 - Holiday	 (OM PRAKASH)
2.	<ul style="list-style-type: none"> • MS PowerPoint • NIC Email (https://email.gov.in/) e-Governance Portals <ul style="list-style-type: none"> • eHRMS Portal • DigiLocker • e-Tendering with use of Digital Signature • GeM E-office	27 th July 2021 to 2 nd August 2021	P Kaur 20-07-2021. (PUSHPINDER KAUR)
3	Internet and its applications 1. Features of Browsers with add-ons and plug-in 2. Google Drive 3. Google Docs 4. Google forms 5. Google Hangouts 6. Net Banking 7. UPI 8. Blogs 9. Twitter 10. YouTube Channels 11. Instagram 12. Facebook	3 rd August 2021 to 9 th August 2021	 20/07/2021 (A. T. CHILAKWAD)
4	Basic concepts of Networking 1. Internet settings and use of internet using different methods 2. Use of internet by using various modes F Awareness to Cyber Security concepts 1. What is Cyber Security Awareness Training Why is it so Important? 2. Cyber security awareness 3. Current threats 4. Attack red flags 5. Defensive procedures 6. Threat reaction plans	10 th August 2021 to 16 th August 2021	 (OM PRAKASH)

Nodal Office ICT, GPW, Chd


 Principal
 Govt. Polytechnic for Women,
 Sector 10-D, Chandigarh

1. Mr Om Prakash
 2. Ms Pushpinder Kaur
 3. Mr ChilaKwad
 4. Mr Ranjit Singh (next session) or Om Prakash to take this batch.

P Kaur
 20.07.2021