

ABOUT THE WORKSHOP

This workshop is aimed at helping writers to feel more comfortable while preparing project report/dissertation/thesis/research document. This workshop will address some most common and useful functions of document writing tools and it will be beneficial to users who want to improve their skills in research document preparation. In this workshop, participants can expect to learn time-saving techniques to help them better manipulate and format documents.

Nowadays many people are looking for different types of document preparation tools like TypeSet/LaTeX/ Citavi for writing scientific research /B. Tech Project / M. Tech Dissertation / Ph D Thesis report but these tools are not so easy to learn and syntax formatting options have to remember. In this workshop the organization and formatting of document will be exercised in habitual word processor tools. The purpose of this workshop is to acquire knowledge of cross-references, styles, automatic table of content and formatting of MS word report/ dissertation/ thesis so that a person can prepare a document in easy way.

OBJECTIVES OF WORKSHOP

The main objectives of the workshop are

1. Use of styles and their formatting
2. Automatically generating table of contents and indexes
3. To acquire knowledge of cross-references and its uses
4. Data presentation: tables, charts, and diagrams
5. To divide document into sections/ columns and formatting of each section
6. To protect document from un-authorized access

HOW TO APPLY

Filled-in application in the prescribed form by post / fax / e-mail should reach the University on or before **October 9th 2018**. There is no Registration Fee. The registration of the participants would be confirmed on "First-come first serve" basis as the number of seats are limited.

•Who can apply- B. Tech final and pre-final year students, M. Tech students, Ph. D scholars, Faculty of any department.

Note:

1. Certificate of participation with grading will be issued.
2. Only one time high tea will be provided

•Total Number of Seats - 30

INTIMATION OF SELECTION : Candidates will be intimated about their selection by E-mail.

COURSE METHODOLOGY

The course will be conducted by the resource person Dr. Madan Lal Saini, Associate Professor, Department of computer engineering from Poonima University, Jaipur. Resource person has very good knowledge of dissertation / thesis formatting and entire course will be conducted in computer lab only so practice sessions will be running simultaneously with instructor to impart hands on practice and practical knowledge. Eminent person having rich knowledge and experience have been identified to share their thoughts and experience with the participants in the various technical sessions of the program.

SESSION SCHEDULE

Session	Time	Content
Session-1	09:00 AM-10:00 AM	Introductory Session, Use of Styles and formatting
Break	10:00 AM-10:15AM	Break for Tea
Session-2	10:15 AM-11:15 AM	Automatically generating TOC and formatting
Session-3	11:15 AM-12:15 PM	Cross-References and Caption Formatting
Break	12:15 PM- 1:00 PM	Break for Lunch
Session-4	01:00 PM- 03:00 PM	Data presentation, Dividing into Sections, Formatting and Protecting Document

POORNIMA UNIVERSITY

We are pleased to introduce Poonima University (PU), which is a private research University in Jaipur, India established by an act of the Rajasthan legislature. PU was established in 2012 with an enrollment of 800 students. Currently PU has more than 2700 students from all over the country enrolled in more than 40 programs in UG, PG & PhD. PU is recognized by University Grants Commission (UGC) and its architecture program is approved by Council of Architecture (COA).

PU was awarded the "Best Upcoming University in India" by Honorable Minister of HRD at an event hosted by ASSOCHAM and "Top Private University in Rajasthan" by Jagran Josh. PU by virtue of being a University, provides students a wide perspective, a melting pot for varied interests, diverse cultures and a multi-disciplinary cosmos. Holistic development of each student and inculcation of values and ethics is emphasized at PU.



INDIAN SOCIETY OF LIGHTING ENGINEERS

Indian Society of Lighting Engineers (ISLE) is a professional body in the field of illumination engineering with a broad based membership of scientists, engineers, architects, academicians, researchers and designers. ISLE is affiliated to CIE, the International Commission on illumination. ISLE is closely associated with the bureau of Indian Standards, the Department of Science and Technology, the Ministry of Power and the Ministry of Non conventional Energy Sources.

REGISTRATION FORM

One Day Workshop on "Research Document and Project Report Preparation"

Thursday, October 11, 2018

Name

(In block letters)

Designation

Department

Address of the College

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Mobile No.

Email

Academic Qualification :

Experience (in years) : a. in teaching : yrs

b. in industry : yrs

Residential Address :

Communication Details: Phone (O) :

(R) Mobile:

Fax : E-mail :

Gender : Male / Female

Do you need Accommodation : Yes/ No

No. Dated

Mr./Mrs/Dr.

is working as

in the department of
at our Institute. I hereby sponsor him/her to attend the course on duty
for the entire duration.

Signature of the Authority
with Seal