Decisions Form The Meeting At 12 September 2024

1. Class should be started and finished in due time by maintaining a schedule. Printed course outline should be given at the first session.
2. **Trainers will teach the first 1.5-hour session, followed by 1.5 hours of hands-on practice for the trainees on the given topic.**
3. Each trainee must have one workable laptop/Computer in the lab.
4. Technically proficient lab attendants must be appointed to address and resolve computer issues.
5. Exams, quizzes, and assignments should be conducted without the use of pen and paper and must be taken on computer/laptop.
6. Need to introduce relevant AI tools. Such as Canva pro, ChatGPT, Gemini, Copilot etc. For learning purposes, free-version can be taught.
7. Need to take the Viva of each trainee for 2 or 3 times so that they will get a feel for the job interview.
8. Instruction to the Trainers
   Overall assessment of trainee performance will be based on the following score distribution (indicative):
   - **Class attendance: 10%**
   - **Quiz and Assignment(s): 20%**
   - **Mid-term assessment: 20%**
   - **Project: 25%**
   - **Final Evaluation: 25%**
9. Assign tasks on class topics and through a simple project based on class.
10. Collect all the task from students in a google drive folder. File naming convention is (students roll_students name_date.docx/ppt/xls). Share the folder with IIT EDGE office staff Mr. faysal(Mobile: 01711978151, Email: foysaliit@gmail.com).
11. Take a photo with help of staff standing on ppt slide where show the class topics, students and you.

Program: **IIT EDGE Skill Development Program**
Number taken class:
Course Teacher: Prof.XXX

Round: **02**
Course Name: :Microsoft Office tools
PASS Mark: 80 and Above   Date:dd /mm /2024

Student ID	Student Name	Attendants	Class Performaces			Sub-total Out of 75	Final	Grand Total	Result
		10	QUIZ (20)	Midterm(20)	Project (25)	75	25	100	
								0	FAIL
								0	FAIL
								0	FAIL
								0	FAIL
								0	FAIL
								0	FAIL
								0	FAIL
								0	FAIL
								0	FAIL
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