

No. 20-1/2020-NTI.Trg
Government of India
Ministry of Communications
Department of Telecommunications
National Telecom Institute for Policy Research, Innovation & Training
(Training Division)

704, Admin. Bldg., ALTTC Campus
June 15, 2020

OFFICE MEMORANDUM

**Subject: Online two weeks course on Python-Basics from 29.06.2020 to 10.07.2020-
Regarding.**

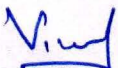
A two weeks course on Python-Basics for imparting hands-on technical knowledge to the field officers for future handling of Big Data Analytics/ projects/ activities, has been designed by NTIPRIT. The contents of the course as per Annexure-I.

2. The course will be conducted online from 29.06.2020 to 10.07.2020. The Guidelines for participants for attending the online course are as per Annexure-II.

3. It is requested that one officer from each LSA and one officer from TEC and DoT HQ of the level of ADG and below may please be nominated for the course. The maximum batch size has been kept at 25.

4. The nominations may be made on NTIPRIT website as per the procedure adopted for nomination of In-Service Course using link <http://www.ntiprit.gov.in/field/login.php> or by clicking login tab on NTIPRIT website. In case any issue pertains in registering in website, NTIPRIT may be contacted on adg.trg-nti@gov.in.

Encl: As above


(Vineet Verma)
Director (Training)
Ph. No.: 0120-2707370
Email: dir.trg-nti@gov.in

Copy to:

1. Advisor, TEC, New Delhi for kind information and n/a please.
2. Sr. DDG, NTIPRIT, Ghaziabad for kind information and n/a pl.
3. Heads of Concerned LSAs for kind information and n/a pl.
4. DDG (Training), DoT HQ, New Delhi for kind information and n/a pl.
5. Guard File.

Guidelines for Participants of Two Weeks Online Course on Python Basics to be Conducted by NTIPRIT

1. Details of the entire course will be available on NTIPRIT website.
2. **Registration for the Online Session:** All the participants are to register for this course to able to join it. **Competent authority may enrol one suitable officer of the rank ADG or below to join the session by registering him/ her on NTIPRIT website using link <http://www.ntiprit.gov.in/field/login.php>**. In case of any difficulty in registration process, following Officers may be contacted:
 - (a) Shri Vivek Krishna Verma, AD (Training) [adtrg.nti-dot@gov.in 9868134481]
 - (b) Shri Ravi Kumar Mathur, ADG (ICT) [ravikumar.mathur@gov.in 8377970424]
 - (c) Shri Vineet Verma, Director (Training) [dir.trg-nti@gov.in 9868009161]
3. **Limited Number of Seats:** Maximum **25** numbers of participants can register for a particular session and they shall be allowed on first-come-first-served basis. As only a limited number of Participants can register for an online session, it is expected that all the registered participants shall attend the session. However, if due to unavoidable circumstances, any registered participant finds herself/ himself unable to join the online session, s(he) should immediately inform the Session In-charge so that the opportunity may be given to others.
4. **Joining the Online Session:** The registered participants should join the online session, 10-15 minutes before the start of the session, at the link to be communicated by NTIPRIT to each registered participant through email on registered email id. It is necessary so that all the participants get settled before the start of the session and the session may be started at the scheduled time. The Online Session will be conducted on Webex. Participants accessing the Online Session on their smart phones will need to download and install the Webex App on their smart phones. Participants accessing the Online Sessions on Laptop/ Desktop may access the Session in browser/ Desktop client by clicking the session link. **After joining the session, all the participants should introduce themselves by typing their name and designation in the chat box. This will also be treated as attendance for the Session.**
5. **During the Session:** During the session, all the participants will keep their microphones and videos muted. However, if any participant wants to raise any important query during the presentation, (s)he may raise hand using the tool available in Online Platform. On permission of the speaker, the participant will unmute her/ his microphone and video, and after the discussion, will mute the microphone and video again.

6. **Certificate of Participation:** e-Certificate of Participation shall be issued to all the participants who attend the online session, mark the attendance. The certificate shall be sent through registered email id of the participant within 6 days of conduction of course.
7. **Contact Details:** For any query in the matter, communication may be made at following:

Director (Training)

704, Administrative Building, ALTTC Campus, Rajnagar, Ghaziabad
Phone: +91-120-2707370, Fax: +91-120-2707371, Email: dir.trg-nti@gov.in

Website: www.ntiprit.gov.in

Time-Table for Crash Course on Python

Day	Session No.	Time-slot	Topic	Speaker/Tutor
1	0	11:30-11:45	Introduction to the course	Mr. Atul Sinha, DDG(Admin), NTIPRIT
	1	11:45-12:15	Install and Setup	Mr. Vinod Singh, Director (Innovation), NTIPRIT
	2	12:15-13:30	Kick start Python basics, Data types & Data Operator	Mr. Ravi Kumar Mathur, ADG(ICT), NTIPRIT
2	3	11:30-13:00	Program flow control in Python	Mr. Vinay, ADET(Innovation), NTIPRIT
3	4	11:30-13:00	Lists, Ranges & Tuples in Python	Mr. Vinay, ADET(Innovation), NTIPRIT
4	5	11:30-13:00	Python Dictionaries and Sets	Mr. Vinay, ADET(Innovation), NTIPRIT
5	6	11:30-13:00	Input and Output (I/O) in Python	Mr. Vinod Singh, Director (Innovation), NTIPRIT
6	7	11:30-13:00	Modules and Fuctions in Python	Mr. Ravi Kumar Mathur, ADG(ICT), NTIPRIT
7	8	11:30-13:00	learning Numpy	Miss Kumud, ADET(P), NTIPRIT
8	9	11:30-13:00	Introduction to Pandas	Miss Kumud, ADET(P), NTIPRIT
9	10	11:30-12:15	Pandas- Reading and writing Text files; Merge	Miss Kumud, ADET(P), NTIPRIT
		12:15-13:00	Pandas Grouping & Aggregation	
10	11	11:30-13:00	Discussion & Doubt Clearing Session	Mr. Atul Sinha, DDG(Admin) Mr. Vinod Singh, Director (Innovation) Mr. Ravi Kumar Mathur, ADG(ICT) Mr. Vinay, ADET(Innovation)