

(A Division of Pailan Educational Trust)
Approved by AICTE, Ministry of H.R.D. Govt. of India & affiliated to WBUT Govt. of West Bengal

To
Prof. (Dr.) Dhampal Singh
Pailan College of Management & Technology, Kolkata
West Bengal- 700104

August 11th, 2016

Spoken Tutorial Project, IIT Bombay is pleased to welcome Pailan College of Management & Technology (PCMT), West Bengal as a **RESOURCE Centre (RC)** in the district. *The project is a part of the National Mission on Education through ICT, MHRD, Govt. of India, to spread IT Competence all over India.* We are confident that your college brings the same vision to enhance the IT literacy in the district further strengthening it's main objective to open up new horizons in higher education. In your role you will –

- Offer the training to all the students of the college in a time bound and systematic manner by trying as best as possible to use the Computer Lab hours available in the time-table(s)
- Serve to motivate other colleges in your region and nearby districts to take up the training.

Spoken Tutorial (ST) is an award winning MOOC, a SELF Learning Audio-Video teaching tool which students can use to learn a variety of Open Source Software on their own. *We are ready to support you in your efforts to train students on various Programming Software and specialised IT skills.* The courses provide employable skills and help improve academic performance. Because of Govt. funding the course, training & certificate will be offered free of cost to all institutions both Govt. and Private.

Responsibility	RESOURCE Center (RC) Responsibilities
Principal to appoint a Chief Faculty Coordinator, 1-2 representative Faculty Coordinators (FC) from other depts and 1-2 Student volunteers – the "RC team"	Activities/ Features The RC team will work to - • Set up the Cell, which can be any space in a lab having minimum 10 systems, - may be by 31st August 2016. • Send the Semester Training Planner (STP) online from all depts. (BTech, MCA, MBA, BBA, BCA, BMS, BHM, etc), and use the lab hours available in the time- table wherever possible- by 31st August 2016 to start the training immediately in their respective depts positively at the start of the semester.
Faculty Coordinators will start the training first in one dept. focussing on final year students	• This can be done in this calendar year and definitely in the present semester, so that graduating students can leave with at least 2-3 software skills and certificates. • Each FC will register on the ST website, select the particular software for the semester/s and enroll the students in a Master Batch and submit (STP) into the ST website by August 2016.
Chief Faculty Coordinator to oversee deployment of Spoken Tutorial courses in lab time-tables & syllabus	• The time-tables will be sent to the ST, IITB state Training Coordinator who will map the lab hours with suitable fit of ST software courses • The college depts., will put these relevant courses in print in the time-tables so that it becomes a permanent feature.
The Chief Faculty Coordinator will organise awareness programs & workshops for other colleges in the district	• These can be 3- 4 in a year for other colleges from nearby districts. • The ST, IITB team will send colourful banner, posters, brochures, leaflets, Cds etc. for these workshops and also guide with ppts, videos etc. on how they can be conducted and spread the buzz wherever possible.
The College will provide it's lab facilities to colleges who may not have adequate infrastructure	• The college can lend it's premises and lab facilities to colleges which do not have sufficient systems or internet.

Dhampal Singh

Best Regards,
Principal/ Centre Coordinator name
(Sign & stamp)



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