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IIT Bombay

To  
Prof. Bikash Chakraborty  
Bankura Christian College, Bankura  
West Bengal- 722101

February 10th, 2016

Spoken Tutorial Project, IIT Bombay is pleased to welcome **Bankura Christian College, 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 –

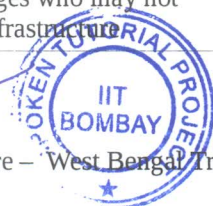
1. Offer the training to all the students of the college in a time bound and systematic manner by trying as best as possible to use the Computer Lab hours available in the time-table(s)
2. Serve to motivate other colleges in Bankura and nearby districts to take up the same training.

Spoken Tutorial 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 General IT Skills, Programming and Software and specialised software for subjects like Chemistry & Biology.* 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.

**RESOURCE Center (RC) Responsibilities**

<b>Responsibility</b>	<b>Activities/ Features</b>
Principal to appoint a Chief Faculty Coordinator, 1-2 representative Faculty Coordinators (FC) from other depts and 1-2 Student volunteers – the “RC team”	The <b>RC team</b> will work to - <ol style="list-style-type: none"> <li>1. Set up the Cell, which can be any space in a lab having minimum 10 systems, - may be by <i>March 2016</i>.</li> <li>2. Send the Semester Training Planner (STP) online from different depts., and use the lab hours available in the time- table wherever possible- by <i>Feb 2016</i>.</li> <li>3. Start the training immediately to their respective depts positively at the start of the semester- <i>Done</i>.</li> <li>4. Organise awareness training for Bankura, Purulia and nearby district colleges every semester.</li> </ol>
Faculty Coordinators will start the training first in one dept. focussing on final year students	<ol style="list-style-type: none"> <li>1. 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.</li> <li>2. 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 <i>Feb 2016</i>.</li> </ol>
Chief Faculty Coordinator to oversee deployment of Spoken Tutorial courses in lab time-tables & syllabus	<ol style="list-style-type: none"> <li>1. The time-tables will be sent to the ST, IITB state Training Coordinator who will map the lab hours with suitable fit ST software courses.</li> <li>2. The college depts., will put these courses in print in the time-tables so that it becomes a permanent feature.</li> </ol>
The Chief Faculty Coordinator will organise awareness programs & workshops for other colleges in the district	<ol style="list-style-type: none"> <li>1. These can be 3- 4 in a year.</li> <li>2. 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.</li> </ol>
The College will provide its lab facilities to colleges who may not have adequate infrastructure	<ol style="list-style-type: none"> <li>1. The college can lend its premises and lab facilities to colleges which do not have sufficient systems or internet.</li> </ol>

Best Regards,  
Ms. Trupti More –



*Trupti More*

Teacher-in-Charge  
Bankura Christian College



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