



भारतीय प्रौद्योगिकी संस्थान मुंबई  
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IIT Bombay

To,  
Prof. Prithwiraj Purkait  
Principal, Haldia Institute of Technology, West Bengal

20th August, 2015

We are happy to inform that Spoken Tutorial Project, IIT Bombay has decided to make and promote Haldia Institute of Technology as a RESOURCE Centre. We hope you will offer the training to all the students in the college in a timebound manner every semester and continuously spread the training and awareness in the state. *The project is a part of the National Mission on Education through ICT, MHRD, Govt. of India, to spread IT Literacy all over India.* This MOOCS program awarded by Google teaches various software skills with both academic focus and employment focus.

*We are ready to support you in your efforts to train students on Basic Computer Skills, Software and IT. The course, training and certificates will be offered free of cost to all academic institutes both Govt., and Private. We will closely work with Prof. Tirthadip Sinha who has been identified as a RESOURCE Centre Coordinator at your Institute to train all your students. I am sure all the department heads will wholeheartedly support Prof. Sinha in systematic training implementation in all the departments every semester.*

**Specific activities will be -**

**IIT Bombay Side :**

- The Spoken Tutorial team at IIT Bombay will work with you and arrange the mentioned training programme for all relevant courses offered in the colleges.
- We will publicise any event organised by the college related to training on our website.
- The team will also support and guide all individuals at the college/ department level as they firstly introduce the training and then gradually expand it to all.
- The team will also provide brochures, leaflets, posters and CDs where necessary.

**College Side :**

- Upload the signed agreement on your website including a prominent write up.
- Motivate and guide all departments & group colleges to start the training positively from August 2015. Periodic circulars, lab timetable can be sent.
- Institute will include Spoken Tutorial training as a part of the regular lab hours for all relevant courses mentioning "Spoken Tutorial as an E-resource for learning". Spoken Tutorial can be offered as stand alone/ add-on courses to cover maximum departments/ students.
- Semester Training Planner (STP) should be prepared by the institute for the whole semester in advance and sent to Spoken Tutorial Team covering all the departments.
- Haldia Institute of Technology to invite colleges to Spoken tutorial project in terms to train the invited colleges/ school/ institutes to conduct software training in their premises.

Gradually, this training will be made available to all the students of the college and your region in West Bengal state. Looking forward to a productive collaboration.

*Trupti More*  
20/08/15  
Training Coordinator, Spoken Tutorial Project, IIT Bombay Mob. no. 9820096122



*Proposal Accepted.*  
*Tirthadip Sinha*  
Center Coordinator  
Principal  
Haldia Institute of Technology