

# UNIVERSITY OF CALCUTTA

Inspector of Colleges  
Telefax-(033)-22572920  
Phone-(033)22410071-74  
(Extn.402, 464, 439)



5<sup>th</sup> Floor, Centenary Building  
87/1, College Street  
Kolkata -700 073

---

C/576/Circular

26<sup>th</sup> October, 2016

To  
The Principals / Teachers-in-Charge

01. Asutosh College
02. Lady Brabourne College(Govt.)
03. Maharaja Manindra Ch. College
04. Surendranath College
05. Vidyasagar College
06. Baruipur College
07. Dinabandhu Andrews College
08. Fakir Chand College
09. Ramkrishna Mission Residential  
College
10. Sundarban Mahavidyalaya
11. Vivekananda College
12. Bijoykrishna Girls' College
13. Narasinha Dutt College
14. Uluberia College
15. Prabhu Jagatbandhu College
16. Raja Peary Mohan College
17. Serampore College

Madam / Sir,

Since 2014 University of Calcutta is associated with the initiative of **National Mission on Education through ICT (NMEICT), Govt. of India** and in collaboration with IIT, Bombay. Initiatives have been taken to introduced Software Training Workshop on FOSS (Free & Open Source Software), absolutely **Free of Cost** with the aid of Spoken Tutorials in the affiliated Colleges.

In this regard IIT, Bombay has proposed that some Colleges be earmarked to act as "Nodal Centre" for the programme.

As the Nodal Centre, the primary role is to guide and monitor other colleges to implement the training in a systematic and timely manner. So the Calcutta University recommended the names of 17 affiliated colleges to act as "Nodal Centre" as region wise.

It is hereby inform that your college is among the 17 colleges recommended for “Nodal Centre”.

Nodal Centre (NC) list identified by University of Calcutta for Spoken Tutorial Training program :

Sl. No.	Name of the College	Address
01.	Asutosh College	92, S. P. Mukherjee Road Kolkata – 700 026
02.	Lady Brabourne College(Govt.)	P-1/2, Suhrawardy Avenue Kolkata – 700 017
03.	Maharaja Manindra Ch. College	20, Ramkanto Bose Street Kolkata – 700 003
04.	Surendranath College	24/2,M.G.Road, Kolkata-700 009
05.	Vidyasagar College	39, Shankar Ghosh Lane, Kolkata – 700 006
06.	Baruipur College	Baruipur, Purandarpurmath South 24 parganas, Pin.-743610
07.	Dinabandhu Andrews College	Baishnabghata, Garia, Kolkata - 84
08.	Fakir Chand College	Diamond Harbour, P.O.F.C. College South 24 Parganas, Pin.- 473 331
09.	Ramkrishna Mission Residential College	P.O.- Narendrapur, 24 Pargns.(S) Pin.- 700 103
10.	Sundarban Mahavidyalaya	P.O.-Kakdwip, South 24 Parganas Pin -743 347
11.	Vivekananda College	269, Diamond Harbaur Road, Thakurpukur, Kolkata – 700 063
12.	Bijoykrishna Girls’ College	5/3, M. G. Road, Howrah, Pin.- 711 101
13.	Narasinha Dutt College	129, Belilious Road, Howrah-711101
14.	Uluberia College	Uluberia, Howrah, Pin.- 711 315
15.	Prabhu Jagatbandhu College	Jorahat, Andul-Mouri, Howrah- 711 302
16.	Raja Peary Mohan College	1, Acharya Dhruba Pal Road, P.O.- Uttarpara, Hooghly, Pin.-712 258
17.	Serampore College	P.O. –Serampore, Dist. Hooghly, Pin. 712 201

The detailed activities for each Nodal Centre is given below :

- I) NC to get Nodal Coordinators, Faculty-Student Team (4-5) nominated and send an official acknowledgement letter to ST,IITB.
- II) NC to complete the work in their own college in the first month of semester starting / them becoming a NC in the form of preparing a 3 Year Training Plan covering ALL the Departments and Batches and submitting the Semester Training Planner (STP) online. For this.

1. Register on Spoken Tutorial website to enroll students (Faculty Coordinator Registration Link)
2. Download courses (Download the course link)
3. Upload students data-Master Batch & STP (Master Batch Upload link; Semester Training Planner (STP) link)
4. Fix start data per course- (in October/November 2016)
5. Complete Participant List/Attendance (Instructions to select participant list)

Please communicate with the state coordinator of IIT, Bombay for fixing up the date accordingly as mentioned in the next page.

III) NC to get 17 Colleges from the region into the program and guide them complete the process in their respective colleges. These activities are to be completed by December, 2016

6. Hold an Awareness program of 2-3 hours with clusters (select colleges coming under NC) one month from the date of becoming a Nodal Centre. For this, NCs to send an invite to these colleges as a first step.
7. Follow up letters/ mails to be sent to the select colleges to initiate training process on the start date specified to the colleges, including Colleges which did not participate and guide them through the complete training process.
8. The NC should submit a Status Update in each semester including details of work done and feedback. (December and June)
9. The Half Yearly status has to be sent to the University for their monitoring work.

**For details of all programme and other related information please contact with**

1. Trupti More, Co-ordinator Training, Spoken Tutorial, IIT, Bombay, Mob. No. 09820096122, email ID: [truptismore@yahoo.com](mailto:truptismore@yahoo.com).
2. Fariduddin Masud, Jt. Co-ordinator Training, Spoken Tutorial, IIT, Bombay. Email ID : [fariduddin.masud@gmail.com](mailto:fariduddin.masud@gmail.com).

Looking forward for your kind cooperation.

Thanking you,

Yours faithfully,

Dy. Inspector of Colleges