

# 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

No. C/451/Circular

18<sup>th</sup> August, 2016

To  
The Principals / Teachers-in-Charge  
of all the Colleges affiliated  
to the University of Calcutta

Subject : **Planning of Spoken-Tutorial Software Training programme  
for the academic year 2016-2017**

Madam / Sir

Since 2014 IIT Bombay, Spoken Tutorial program is working closely with the University of Calcutta towards empowering all students pursuing various courses, by providing a range of IT Skills training, from General IT/ Computer Skills, Programming software to lucrative job oriented software training ***With Certificates completely FREE of COST!*** These courses will be a value addition to their existing syllabus and are useful for all departments. Work has been going on this direction and the response from the ground is excellent in terms of acceptance and ability to do very well in the training. Colleges are advised to take the steps to introduce this program in August 2016 itself.  
<http://spoken-tutorial.org>

The colleges need to do the following :

- Principals to Identify 1-2 Faculty Coordinator from any dept to conduct training in their individual colleges.
- The identified Faculty Coordinator to fill Tracking & Monitoring sheet.
- Faculty Coordinator to register as an Organiser online and contact West Bengal Training Coordinator (Contacts shared below).
- The planning & monitoring trackersheet form must be completed by 31.08.2016

IIT Bombay team would be responsible for the following :

- Help to select courses and complete filling the Calcutta University's Planning & Monitoring Tracker online.
- Continued Guidance from start to each and every college Coordinator on Registration, getting the course materials, tests and certificates.
- Send brochures etc. To be used during orientation time when colleges reopen.
- Working to train faculty too periodically.

Key Contacts :

**ST West Bengal Training Coordinator IIT Bombay:**

1. Trupti More, E-mail id: truptismore@yahoo.com, Contact No. 09820096122

Sd/-  
Dy. Inspector of Colleges