PRESIDENT
Dr. Amit Kumar De
Principal
Prabhat Kumar College, Contai

SECRETARY
Dr. Pradipta Panchadhyayee
Associate Professor, Department of Physics (UG & PG),
IQAC Coordinator, Prabhat Kumar College, Contai

CHIEF COORDINATOR
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ratansarkarju@gmail.com

ORGANIZING TEAM MEMBER
Ms. Ananya Jana
State Aided College Teacher
Department of Education &
Department of Teachers' Training (B.Ed.),
Prabhat Kumar College, Contai
Mobile No. 9832549973

ABOUT THE COLLEGE

PRABHAT KUMAR COLLEGE, CONTAI is the oldest College of Purba Medinipur District, West Bengal, India. It was established on *July 15, 1926* as an Arts College under the University of Calcutta. In 1985, the College got affiliated to Vidyasagar University. The Institution has been accredited and re-accredited by the NAAC in 2007 and in 2015, respectively. The college has also been awarded the status of *"College with Potential for Excellence (CPE)"* by the UGC in 2016. Presently, more than seven thousand students are studying in UG, PG and B.Ed. Sections. The College has established two Research Centres under the aegis of Vidyasagar University with an object to undertake and promote sound and original research activities in the disciplines of '*Humanities and Social Sciences'* and '*Natural Sciences*', leading to award of Ph.D. Degree. The prime objective of the College is to ensure academic excellence, and shine in research activities as well.

ABOUT SPOKEN TUTORIAL, IIT BOMBAY)

IIT Bombay has started many initiatives under the NMEICT Scheme of MoE, Govt. of India (GoI) to provide ICT enabled computer-based learning. One of the leading initiatives taken by IIT Bombay is Spoken Tutorial (ST) Project which is a part of "Talk to A Teacher" Project. Through this ST Project, IIT Bombay has trained lakhs of students and faculties on various ICT based topics, courses and programmes across the Country. Faculties can participate in Spoken Tutorial Faculty Development Program (FDP) under the Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching (PMMMNMTT) Scheme.

Three Days Students Development Program (SDP)

on

Introduction to Computers

Organized by

Internal Quality Assurance Cell

Prabhat Kumar College, Contai

In Association with

Spoken Tutorial, IIT Bombay

From 17th February, 2021 to 19th February 2021

IMPORTANT DATES

Registration will start	: 1st February, 2021
Registration will close	: 12th February, 2021
Program will start	: 17th February, 2021
Program will end	: 19th February, 2021

MODE OF CONDUCTION

It is a completely MOOC based and self-paced learning programme. The programme will be managed and controlled by Spoken Tutorial, IIT Bombay.

REQUIREMENTS

- **Participants should be the students of Prabhat Kumar College, Contai**
- Number of seats are limited and the selection criteria strictly depend on "first come, first served" basis.
- Participants must have a Computer or Laptop (preferred) or Smart-phone with stable internet connection.

REGISTRATION FEE DETAILS

This Training Program is only for the students of Prabhat Kumar College , Contai.

No Registration Fee is required for this Training Program. It is completely free of cost.

Participation in all the sessions is compulsory.

TARGET PARTICIPANTS

This Training Program is only for the students of Prabhat Kumar College , Contai.

REGISTRATION LINK
https://forms.gle/K9yZfLXNC9Njz9Q1A

WHATSAPP GROUP LINK
https://chat.whatsapp.com/LljFAyupUyGGbSlK8nj5nO

CERTIFICATE

All the participants will be provided E-certificate of Participation on completion of the programme (after 10 days from the date of completion of the program).

TECHNICAL SUPPORT TEAM
Mr. Vinu Thomas Joseph
Training Manager, West Bengal
Spoken Tutorial, IIT Bombay
IIT Bombay ST Software Courses Training Program,
Mob No.+91 – 9372116503/9820068928

CONTENTS TO BE COVERED IN THE PROGRAM

The following things will be explained In the training program

Computer
- Introduction to various components of a computer and their connections.
- Connecting to a Printer and take a test print.

G-mail
- Create a Gmail account.
- Compose Option for Emails.
- Format the email text.
- Attach files to emails.

Google Drive
- Share files via Google Drive.
- Insert a photo or link into an email.
- Detail of the compose window and options.
- Creating a **document**, a **spreadsheet** and a **presentation**.
- Uploading files and folders.