

# INDIAN STATISTICAL INSTITUTE

Library, Documentation & Information Science Division  
Reprography and Photography Unit

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Date: 16.01.2024

To

Dear Sir/Madam,

The Indian Statistical Institute, Reprography and Photography Unit, Library Division is organizing the **7<sup>th</sup> Training Programme on Multimedia for School Students along with one teacher from each school** from **18.03.2024 to 27.03.2024**, except holidays (Time- 10-00 AM to 1-30 PM). Around 15 school students of Class-VIII to XII and 05 teachers will be selected for this programme. There is no fee for this course. However, the participants are expected to submit a project work after completion of the course.

Multimedia software is the benchmark for digital imaging excellence. It provides strong performance, powerful image editing, graphic designing features, and an intuitive interface. It enriches works of digital image editing and helps one turn one's dreams into designs more easily. It is a fundamental course for promising career prospect. In future, there is an opportunity for getting a job or self-employment in different sector like Image Editing, DTP, Graphic Designing, etc.

This training would be highly supportive to the students to be equipped with this demanding field that may help them to earn for their livelihood in future.

Classes will be held on five days in a week. Along with this training course, visit to Geology Museum, ISI Library and P C Mahalanobis Museum & Archive will also be arranged for the students. Trainee students will be provided with program kit, pen and pad, etc. Lunch will be provided on the training days.

You are requested to nominate 3 students of class-Viii to from your school with one teacher in the enclosed prescribed format by **20<sup>th</sup> February 2024**. The students and teacher are expected to have minimum knowledge in basic computer. You are also requested to ensure that the students join this programme in their school uniform and come under the supervision of one school teacher. Regular attendance is mandatory. Full schedule will be informed soon. For further information please contact Mr. Tapas Basu at 033-25752107/ 9231971965.

Participation and completion Certificates will be awarded to students.

With regards,

  
(Dr. Kishor Satpathy)  
Chief Librarian  
9435175531  
[ksatpathy@gmail.com](mailto:ksatpathy@gmail.com)

7<sup>TH</sup> MULTIMEDIA TRAINING PROGRAMME FOR SCHOOL STUDENT  
FROM **18.03.2024 to 27.03.2024**  
ORGANIZED BY  
REPROGRAPHY & PHOTOGRAPHY DIVISION, LIBRARY DIVISION  
**INDIAN STATISTICAL INSTITUTE**  
203, B.T. ROAD, KOLKATA 700108 PHONE: - 03325752107

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**Teacher Enrolment Form**

(Should be *filled* in Block letters)

**NAME:**

**DESIGNATION:**

**QUALIFICATION:**

**SUBJECT:**

**SCHOOL'S NAME WITH ADDRESS:**

**PHONE NUMBER:**

**EMAIL ID:**

**SIGNATURE OF THE TEACHER**

**DATE:**

**RECOMMENDED & FORWARDED BY COMPONENT AUTHORITY OF THE SCHOOL:**  
(HEAD-MASTER/HEAD-MISTRESS/PRINCIPAL & OTHERS WITH SEAL)

**Name:**

**Designation:**

**Signature with seal**

**Date:**

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**Student Enrolment Form**

(should be *filled* in Block letters)

**NAME:**

**FATHER'S NAME:**

**ADDRESS:**

**PHONE NUMBER:**

**EMAIL ID:**

**EMERGENCY CONTACT NUMBER:**

**SCHOOL'S NAME WITH ADDRESS:**

**CLASS:.....**

**ROLL NUMBER.....**

**SECTION.....**

**CATEGORY:-**

**GENERAL/SC/ST/OBC/PHYSICALLY CHALLENGED:**

(Please tick the appropriate one and attached certificate of SC/ST/OBC/PC)

**SIGNATURE OF THE STUDENT**

**DATE:**

**RECOMMENDED & FORWADED BY COMPONENT AUTHORITY OF THE SCHOOL:**

(HEAD-MASTER/HEAD-MISTRESS/PRINCIPAL & OTHERS WITH SEAL)

**Name:**

**Designation:**

**Signature with seal**

**Date:**

**7<sup>th</sup> Basic Multimedia Training Programme  
(for school students)**

**18.03.2024 to 27.03.2024 Time: 10 A.M. to 1:30 P.M.**

**Organized by:**

**Reprography & Photography Unit, Library Division**

**Indian Statistical Institute**

**203, B.T. Road, Kolkata- 700 108**

**Class Schedule**

<b>S.L. No</b>	<b>Class</b>	<b>Date</b>
1.	1 <sup>st</sup> class	18.03.2024
2.	2 <sup>nd</sup> Class	19.03.2024
3.	3 <sup>rd</sup> Class	20.03.2024
4.	4 <sup>th</sup> Class	21.03.2024
5.	5 <sup>th</sup> Class	22.03.2024
6.	6 <sup>th</sup> Class	26.03.2024
7.	7 <sup>th</sup> Class	27.03.2024

**\*Date & Time may be changed from the schedule.**