



NO. HPSES-RMSA-(H.O.)-SWYAMSIDHAM 2017-18 - 2992-305
STATE PROJECT OFFICE RMSA
SHIMLA-1, HIMACHAL PRADESH
DATED: SHIMLA-171001, THE 6-6-2017

To Deputy Director Higher Education,
All the Twelve Districts of Himachal Pradesh.

Subject: **Organisation of in-school training sessions of all the teachers in GSSS and High schools to accomplish computer literacy.**

'A comfort zone is a beautiful place, but nothing ever grows there.'

Memo,

In the era of technology, it is further to reiterate that ICT labs@ School are meant to achieve the following two objectives besides promoting computerisation in school management:

- I Basic Computer literacy of all the students as well as the teachers.
- II To access on line teaching learning resources.

Hence Principals / Heads of all the GSSS and High schools are to ensure the following capabilities in all the teachers by organising in-school training sessions in basic I.I.

1. Knowledge and practice in word -document , PPTs and Excel sheets.
2. Accessing on-line educational sites like Khan Academy, NROER and E-Pathshala etc.
3. Use of technology in teaching and learning.
4. All the teachers should use e-mail for all kind of communication

In addition, all the students from class VI to class XII are also to be made computer literate and given lessons in basic computer literacy in the ICT labs.

The services of IP lecture/computer teacher/techno-competent staff members may be ensured to give the said in school training to all the teachers.

[Signature]

Director Higher Education
Shimla-1, Himachal Pradesh
Shimla-171001, the.....

Endst. No. Even Dated:
Copy to: -

- 1.Pr. Secretary (Education), to Govt of Himachal Pradesh in favour of information please.
2. Director Elementary Education for information please.

[Signature]

Director Higher Education
Shimla-1, Himachal Pradesh