

**Rajasthan Skill and Livelihoods Development corporation**

(A Government of Rajasthan enterprise)

**MMYKY - List of Tools, Equipment and Material**

Job Role Name	Office Management Skills	Sector Name	IT_ITES				QP Code -	MEP-IT/Q0202-5-7
Sr. No.	Equipment Name	Quantity proposed for a batch of 30 trainees	Unit Type	Is this a mandatory Equipment (Yes/No)	Dimension/ Specification/ Description of the Equipment/ ANY OTHER REMARK	No. of Tools Available	Remark	
1	Comfortable seats with adequate lighting, controlled temperature and acoustics for training and learning	30	-	Yes	-			
2	White Board, Markers and Eraser	1	-	Yes	-			
3	Projector with screen	1	-	Yes	-			
4	Flip chart with markers	1	-	Yes	-			
5	Faculty's PC/Laptop with latest configuration and internet connection	1	-	Yes	-			
6	Supporting software / applications for projecting audio, video, recording.	30	-	Yes	-			
7	Presentation Tools to support learning activities: Intranet, Email, lms, Learning management system e.g. Moodle, Blackboard to enable blended learning	30	-	Yes	-			
8	Microphone / voice system for lecture and class activities	30	-	Yes	-			
9	Handy Camera	1	-	Yes	-			
10	Stationery kit – Staples, Glue, Chart Paper, Sketch Pens, Paint Box, Scale, A4 Sheets	30	-	Yes	-			
11	For IT Lab sessions: Computer Lab with 1:1 PC : trainee ratio and having internet connection, MS Office / Open office, Browser, chat tools	30	-	Yes	-			
12	Assessment and Test Tools for day to day online Tests and Assessments	30	-	Yes	-			
13	For team discussions: Adequate seating arrangement in full / half circle format for one or more teams as per planned team composition.	30	-	Yes	-			
14	Reading Resources: Access to relevant sample documents and learning forums to enable self-study before and after each training session.	30	-	Yes	-			