

RAMA DEVI WOMEN'S UNIVERSITY, BHUBANESWAR

No. 223 / Dt. 13.1.17

From

The Director
College Development Council
Rama Devi Women's University, Bhubaneswar

To

The Principal of Affiliated Colleges (Selected 20)
Odisha

Sub: Implementation of Spoken Tutorial Software Training Programme and Submission of
College department Planner before 18th January 2017

Madam/ Sir,

In reference to the above subject I am advised to convey that the Higher Education Department, Odisha in an initiative to enhance IT/Software skill of our students advises to impart offline IT courses developed under Spoken Tutorial, IIT Bombay which is an NMEICT, MHRD, Govt. of Odisha initiative. These courses are skill oriented and of academic importance, as many of the offerings are part of Lab course and very beneficial. On availing this opportunity a student can learn IT skills and at the end of the course can sit for an Online Test and get a certificate from IIT, Bombay spoken Tutorials. The certificate will serve as a value addition for a student. There is **NO COURSE FEE.**

To avail this opportunity, a Nodal Center from a University (20 identified Colleges) have to complete activities as mentioned in 'Action to be taken- Instructions' attached herewith.

Hence you are requested to take initiative by selecting a faculty as Organizer who will enroll himself/ herself as an Organizer at the Spoken Tutorial website and then enroll students under him/her to impart the IT courses (self study by students). Further details can be obtained from <http://spoken-tutorial.org> or from the Director CDC (by e-mail). The action taken report may be submitted to Director CDC, RDWU so that it can be sent to the O.S.D, H.E Dept. Govt. of Odisha.

This may be treated as most urgent.

Yours faithfully,

B. Rathaw
Director 13/1/17

CDC, R.D.W.U, Bhubaneswar

Memo. No.

224

Dt. 13.1.17

Copy forwarded to P.S to Sri Vinod Kumar, IAS, OSD, H.E. D, Govt. of Odisha for information.

B. Rathaw
Director 13/1/17

CDC, R.D.W.U, Bhubaneswar

Memo. No.

225

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Copy forwarded to Chairperson, P.G Council, RDWU for information.

B. Rathaw
Director 13/1/17

CDC, R.D.W.U, Bhubaneswar

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Action to be Taken Instructions

1. What infrastructure they need to start these *courses*

The basic requirement is to have Approximate 8-15 computers in the institute along with Head phone or Mobile ear phone during the training. Once tutorials are downloaded the training is completely Offline. The internet is required once to download the courses and later to conduct test.

2. What the colleges have to do to start the courses

(i) The college Principals have to identify a **Faculty Organizer** (with knowledge of Computers) from any department and share the details.

(ii) The identified Faculty Organizer should register on website and fill College annual planner covering all departments.

(iii) Students are to be notified to join a course (as instructed in G.O. Letter No 36034/HE 22.12.2016)

(iii) The Faculty Organizer should *enroll the students from all departments to start the training by uploading the student details (Master Batch)* which includes : First Name, Last Name, Gender and Email-id of each student.

3. After enrollment Activity:

- Colleges should fill the College departmental Planner from all the department and *take a print on Official Letter head and send a scan copy to IIT Bombay Team and Director CDC, RDWU*, keeping the training coordinator in the loop before 18th January 2017.
- Faculty Organisers will start the training (of 1 to 2 hours training session) for Libre Office Writer, Calc and Impress in all departments focusing on final year students. Faculty should motivate the students to generate E-mail id (Mandate).

Faculty Organisers need to immediately contact IIT Team,

Website Link : <http://spoken-tutorial.org>

Ms. Swati Dongardives.dongardive123@gmail.com, 8693020666.

Ms. Sudeha Shirkesudehastp@gmail.com.9769288893


Director 13.1.17

CDC
RDWU
Bhubaneswar