CENTRE FOR FACULTY DEVELOPMENT
ANNA UNIVERSITY
CHENNAI - 600 025. TAMIL NADU INDIA

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Date : 20th Feb 2018

To,

The Principals and Faculty of University Depts., Constituent & Affiliated colleges of Anna University,

Sir/ Madam,

Subject : Govt. of India ICT program, e-Resource Spoken Tutorial software courses to your students. "The university agrees to include Spoken Tutorials as MOOCs for practical courses, wherever possible".

Anna University has partnered with Spoken Tutorials, IIT Bombay which is an NMEICT, MHRD. Govt. Of India initiative to enhance IT skill set of our students. The audio video course material and certificates are provided or the same.

Offered trainings are skill oriented & academic importance (many of the offering are part of Lab course). Please make a note that students can refer to spoken tutorial material during their lab course timing in college and on personal computer through self learning mode.

All the Principals of constituent & affiliated colleges of Anna University should introduce this software training program in all departments. **Anna University expects all the Principals to ensure the conductance of Spoken Tutorial Software Training for all departments in each semester and submit the status report at the end of each semester to Director, Centre for Faculty Development, Anna University. FIX A START DATE FOR THE 1st SESSION – (in Jan-Feb) 2018**

Institute Activity :

- All the Affiliated & Constituent Colleges of Anna University should fill the attached Training Planner and start the Training in their respective colleges and send it on *swapnalistp@gmail.com* (before 28th February 2018).
- Existing QIC Nodal Colleges(NC), must ensure that colleges in their cluster start and conduct the Training on timely basis, through events, calls, mails etc March
- Colleges which are yet new to this Program should firstly appoint a Faculty Organiser(s) and make sure all departments start the Trainings.
- After submitting Training Planner make sure all the procedure i.e Semester Training Planner(see attached Instruction sheet to complete the STP) is filled for the planned courses on Spoken Tutorial website www.spoken-tutorial.org to consider the training as completed (before 31st Mar 2018)
- **Students should appear for the online assessment test, so that they can receive Certificates before the semester ends. Fix Test dates for all batches in advance – (4-6 wks after 1st session date)**
- At the end of each semester, status report of training conducted to be submitted by Colleges to **Director, Centre for Faculty Development, Anna University** and ST Tamilnadu Coordinator. (In April and Dec)

Faculty Coordinators need to contact Ms. Swapnali Kadam, 08082014548, swapnalistp@gmail.com ; if there is a query or lack of clarity during the entire process. So that the training program can be conducted with ease and with minimum efforts for faculty coordinators.

Director, CFD

Training Planner Jan –April 2018

Dept. Name	Year/ Semester	Faculty Organiser name	Spoken Tutorial (course) name	Training Session start date	Test date
Eg- Computer Science	I	XYZ	C and Cpp, Java	25th Jan 2018	26th Feb 2018

Important Links to start the training:

- Our website - www.spoken-tutorial.org
- Course selection (List of Software Offered)
- Registration process(*Faculty Coordinator Registration Instructions*)
- Prepare Master Batch list (*Master Batch Instructions*)
- Semester Training Planner form(*Semester Training Planner (STP) Instructions*)
- Mark the participant list(*Mark Participant List Instructions*)
- Meanwhile also download the course (*Course Download Link*)

<u>**Instructions on how to proceed from Course Selection Plan (CSP) in Training Planner to Semester Training Planner (STP) Summary**</u>

Happy to see that you have already submitted the filled Training Planner. Planning in advance is a must so now please proceed with completing the STP from our website. *This will be a guide to enable your Master Batches to avail of the best suited courses for them.*

STEPS TO FILL THE SEMESTER TRAINING PLANNER FORM (To be completed within 2 days of Session Start Date mentioned in Form B)

- Login to www.spoken-tutorial.org
- Keep your already filled Training Planner ready and complete filling the <u>Semester Training Planner (STP)</u>

For Example - If you have planned for Computer Science Department -PHP -2015,Java - 2016, C and Cpp - 2017 batch in July 2017, Semester - Then you proceed per the steps as mentioned below.

- Select Department – Computer Science
- Select Batch: Department and Year – 2017
- Training Type:
  a. Select Software course Outside lab hours.
  b. Select Software course Mapped in lab hours.
  c. Select Software course Unmapped in lab hours.
- Fill Semester Start Date – "3rd July 2017"
- Select Software course: (List of Foss) – C and CPP
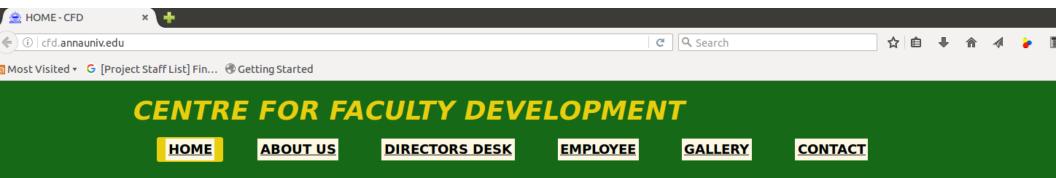- Click on "Submit"

In the same way fill the STPs for other 2 batches also.
eg. Select Year 2016, Select Software course Java AND Select Year 2015, Select Software course PHP

<u>**IMPORTANT**</u>

- Now you have finished the STPs for Computer Science Dept. Similarly proceed for other departments if your Training Planner mention Course Selection Plans for them.

- The STPs must be perfectly matched with the courses and departments listed in Training Planner.

- You have to upload the Master Batch list within 2 days of the date mentioned for the same in Form B. : – <u>Instruction to upload Master Batch list</u>

- As soon as you complete submitting Semester Training Planner, make sure you select the participant list in that week itself.

- After you complete the last step <u>Select Participant List</u>your training will be complete.

- **After 5-6 weeks of Training, fix a date for when to conduct the assessment test, in order to get the Certificates. :- <u>Instruction to make Test Request</u>**

<u>**For help contact Swapnali at Mob.: 08082014548**</u>

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New!

*Spoken Tutorial Training by IIT Bombay 2018 - University Departments, Constituent and Af

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