भारतीय प्रौद्योगिकी संस्थान मुंबई
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To,
The Principal
Dr. S. Nagarajan
Vickram College of Engineering,
Madurai 630561

11th December 2014

We are happy to inform that Spoken Tutorial Project, IIT Bombay has decided to make **Vickram College of Engineering**, Madurai as a RESOURCE Center. *The project is a part of the National Mission on Education through ICT, MHRD, Govt. of India, to spread IT Literacy all over India.* We are promoting the learning and usage of Free & Open Source Software (FOSS), through an Audio-Video teaching tool, viz, 'Spoken Tutorial'. The course and the training will be offered free of cost to all institutions both Govt., and Private.

Specific activities will be -

IIT Bombay Side :

- The Spoken Tutorial team at IIT Bombay will work with you and arrange the mentioned training programme for all relevant courses offered in the colleges.
- We will publicise any event organise by the college related to student welfare on our website.
- The team will also support and guide all individuals at the college/ department level as they firstly introduce the training and then gradually expand it to all.
- The team will also provide brochures, leaflets, posters and CDs where necessary.

College Side :

- **First and most important is that we need the list of Faculty members at least two per department on the letter head along with the date of starting training. These appointed faculty members will be responsible to conduct the training in their departments.**
- Spoken Tutorial Training should be conducted in the regular Computer Lab hours. This can be done by downloading and installing the relevant software. For Example: In Matlab lab hrs they can do Scilab.
- Select a timing in the Training Request where the chosen software is relevant useful/matching to the course /Paper. One can also select FOSS which might not be mapped with any course to but can be done in a free lab period.
- Upload on the Home Page of Vickram College of Engineering's website this Partnership Letter along with our site link and contact details.
- Publicise Spoken Tutorial Project in festivals and events in your College campus.
- Your Institution should conduct Spoken Tutorial Training for the Facility members and students from near by colleges and motivate them to start same in their colleges. Faculty for your institute can also write to them by sharing their positive experience.

Thanks and Regards,

Shyama Iyer
Shyama Iyer

12/12/2014

PRINCIPAL
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