To,
Dr. Kamal Bansal
Dean CoES (College of Engineering Studies)
University of Petroleum and Energy Studies
Dehradun

19th November, 2015

We are happy to inform that Spoken Tutorial Project, IIT Bombay has decided to make "College of Engineering Studies, University of Petroleum and Energy Studies" Dehradun as a RESOURCE Center. We hope you will offer the training to all the students in the college in a time bound manner (via time-table) and later might spread awareness of the project in the state. **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 offering an award winning MOOCS, the Audio-Video teaching tool, 'Spoken Tutorial', which is used to teach a variety of Software. These provide Software Skills with both employment focus and academic focus.

*We are ready to support you in your efforts to train students on Basic Computer Skills, Programming and Scripting Software and specialised IT tools.* The course and the training will be offered free of cost to all institutions both Government 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.
- Support financially in terms of conducting an event for Spoken Tutorial Training Program in the College inviting near by colleges including College Faculties.
- 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 where necessary free of cost.

*Institute Side :*

- Upload the signed RC agreement letter on the College website.
- Motivate and guide all the departments to start the the training from new session.
- The Software training will be conducted during lab hours for students from the various streams hence College will take initiative to a) include the relevant Software series Tutorials in the courses of the *all departments b) do this via mapping and putting into the time-tables for 2015-2016 semesters c) Send soft copy of the departmental time table to IITB Team.*
- *Upload the master batch and fill semester training planner for each department.*
- Spoken Tutorials, based Software courses can also be offered as stand alone/ add on courses to cover maximum departments / students.

Mr. Hitesh Kumar Sharma, Assistant Professor, Centre of Information Technology, is working as Central Co-ordinator in CoES, UPES.

We are here to support you with sustained interaction.

Ruchi Sharma
19/11/2015

**Ruchi Sharma**

**Training Coordinator - Spoken Tutorial, IIT Bombay.**
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Dr. Kamal Bansal
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**Dean CoES (UPES)**

**UPES**
THE NATION BUILDERS UNIVERSITY