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IIT Bombay

To
Dr. (Miss) Alicia Gatphoh
The Institute of Chartered Financial Analysts of India University, Meghalaya

Subject: Proposal to implement IIT-Bombay Spoken Tutorial Program for students of The Institute of Chartered Financial Analysts of India University, Meghalaya

Spoken Tutorial is funded by NMEICT, National Mission on Education through ICT, coming from MHRD, Govt. of India.

Project Introduction:

Spoken Tutorial Project is running through National Mission on Education through ICT, viz, the Spoken Tutorial Project. The mentioned project is being funded by MHRD, Govt. of India. In this project, we are spreading IT Literacy in India through Software Training, which is offered completely Free of cost to students.

We look forward to enhance IT skills of the students.

Details about Program:

1. Software include Linux, LaTeX, Scilab, PHP&MySQL, Python, Java, C/C++, OpenFOAM, Blender, Oscad etc.
2. the training is Via self-learning so one does not need to leave the campus.
3. the Spoken Tutorials AV can be downloaded from our site.
4. learners receive Spoken Tutorial project, IIT Bombay certificates.

Necessary Processes for University to start Spoken Tutorial based Training Program :

1. Issuing circular/notification to all colleges Principal to introduce and roll out Spoken Tutorial based software training in this colleges in a time bound manner.
2. Web presence should be on university website informing about tie up with all the links.
3. Conduct training in University department faculty/Co-ordinator via identifying department representative.
4. Introduce Software Training Program in practical lab courses where ever it is feasible.
5. All departments and Constituent colleges will submit academic timetable to get best possible courses from IIT Bombay.

Activities performed by Departments /Institutes to start Spoken Tutorial Program :-

1. Principal/Hod should nominate 1-2 Faculty Co-ordinator/ organizer from any department for introducing and rolling out Spoken Tutorial based software training in their individual department.
2. The identified Faculty Coordinator will register into the Spoken Tutorial site to formally become a member of the program, send training/ workshop request online and further continue training throughout all the semester. He/ She should be in regular contact with the Spoken Tutorial team, IIT Bombay www.spoken-tutorial.org

Create a Login ID and register into the Spoken Tutorial website.

Website: www.spoken-tutorial.org **Registration Link:** <http://spoken-tutorial.org/accounts/register/>

3. Before the start date load the Spoken Tutorials based software course in all the systems. Download in one computer system and copy into the rest.

To download the course tutorials-<http://process.spoken-tutorial.org/images/1/1b/Download-Tutorials.pdf>

4. Select a Software and a batch of students to start off, fix a date and make a Training request using the given link and upload the participant details. *It is best to use their given lab hours set in the time table.* Where they are already studying that software it will be quite simple to do so. For others you can consider available lab hours or free hours.

Instructions to request Software training:<http://process.spoken-tutorial.org/images/1/1f/Training-Request-Sheet.pdf>

5. It's highly recommended to conduct Spoken Tutorial training for all the relevant syllabus course during their lab hours. Please send your academic Timetable.

6. Certificate will be awarded to all the students.

Please write or call if you have any questions

Regards

Madhukriti Sirvastava

Training Coordinator- IIT Bombay Spoken Tutorial Project

