



# VEER KUNWAR SINGH UNIVERSITY, ARA (BIHAR) 802 301

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## Notice

(Spoken-tutorial)

To,

**The Co-ordinators of all Departments,  
And Principals of all Const. Colleges  
Under V.K.S. University, Ara**

Veer Kunwar Singh University, Bihar has taken the lead to promote and enable IIT Bombay's Spoken Tutorial Training Program in all departments and Constituent Colleges. In continuation after the recently held Awareness Program, you are requested to implement the training program in your college/department instantly now. Skill oriented program are of academic importance which involves lab courses. Therefore you are requested to prepare the excel sheet departmentwise keeping all the students in a format, **First Name, Last Name, Email Id & Gender**. These Master batches are to be uploaded by the nominated Coordinator after his Registration on [www.spoken-tutorial.org](http://www.spoken-tutorial.org). All these are expected to be completed by **JULY 30, 2017**. Make sure all of your students from all departments must enroll and upload the details in a week's time. The detailed process is given below:

1. Faculty Organiser to **Register on Spoken Tutorial website** to enroll students
2. Start with Basic IT Course i.e. **LibreOffice** which is an office automation software.  
Download Libre Office course courses
3. Upload students data - Master Batch & STP
4. Fix start date per course
5. Complete Participant List/ Attendance

**Note: Take help of the attached Training Flow to complete all the above mentioned process. All the process must be completed by JULY 30, 2017.**

Colleges should take immediate action and can coordinate with IIT Bombay Coordinator and Central Co-ordinator.

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