

To : All Principals and HODs of Bundelkhand University affiliated Colleges and University department.

University recommends all the Colleges to roll out Spoken Tutorial Software courses for the academic year 2016-2017. Bundelkhand University collaborated with IIT Bombay in 2014.

About Spoken Tutorial Program

IIT Bombay, Spoken Tutorial (ST) program has partnered to work with the Bundelkhand University since 2015, towards empowering all students pursuing Higher Education – UG and above -, by providing a range of IT Skills training , from General IT/ Computer Skills to Programming software to lucrative job oriented software training. With Certificates completely FREE of COST ! The courses are useful for the students of BA/Bsc/Bcomm/BCA/Engg/Diploma, etc. Some colleges have started, still all colleges must take the steps to introduce this program in July/Aug 2016 itself. So that no one left out. <http://spoken-tutorial.org>.

Next Steps To Be Done by College :

The Principal/Director/HOD to Identify one Faculty Coordinator (preferred from Computer/IT stream) and one student coordinator to start the training in the colleges. Nominated Faculty Coordinators (Fcs) to complete the following activities before **5th October 2016 and revert back to University .**

- Nominate one Faculty Coordinator from your college and send his details by mail to nehasrivastava616@gmail.com and ali.sabir.official@gmail.com
- Complete the Registration. Click here for: [Faculty Coordinator Registration](#)
- Prepare the list of students(Name,EmailID) from all the department and year.
- Download Course Material from our Website : [Course Download Link](#)
- FCs to upload the Master Batches. Click here for: [Master Batch Upload link](#)
- FC to fill the Semester Training Planner forms. [Semester Training Planner \(STP\) link](#)

IMPORTANT : It is necessary that all the colleges should introduce the training so that the students can be benefitted by getting jobs, learning advanced IT skills and improving exam performance. Institutes performance will be monitored by Vice Chancellor, Chief Coordinator thoroughly.

Support from IIT Bombay team :

1. Help to select courses and complete filling the planner.
2. Guidance from start and continuing for each and every college coordinator on Registration, getting the course materials, tests and certificates.

Contact for guidance – 1. Ms Neha Srivastava; nehasrivastava616@gmail.com ; 09910896727
(Spoken Tutorial - IIT Bombay, Manager for Uttar Pradesh State)
2. Er.Sabir Ali : ali.sabir.official@gmail.com : +91-9125330299
(System Analyst – Bundelkhand University ,Jhansi)



भारतीय प्रौद्योगिकी संस्थान मुंबई
पवई, मुंबई - 400 076, भारत

Indian Institute of Technology Bombay
Powai, Mumbai - 400 076 India

दूरभाष/Phone : (+91-22) 2572 2545

फैक्स/Fax : (+91-22) 2572 3480

वेबसाइट/Website : www.iitb.ac.in

IIT Bombay

To,
The Registrar,
Bundelkhand University,
Jhansi.

Sub: Regarding offering your University and all affiliates Free software training's on various IT Courses for all the students.

About Spoken Tutorial – It is an audio-video method to learn Software. These are for Skills and to improve Academic performance. It is designed for self learning (no expert needed) and distance education mode (no need to leave campus). It is an NMEICT, MHRD, Govt. Of India funded national project so the courses, training, day to day guidance and certificates are all completely FREE of COST for life.

Purpose of Collaboration

The reason to have this strategic partnership of Bundelkhand University with Spoken Tutorial as Knowledge Partner, is so that the reach, awareness and spread of ST training is smooth and fast reaching the departments, research programs and FDPs which are part of the outreach IT training programs you have. Circular, Notices, Organised trainings, Robust coordinator team etc.

The reason to approach you is to give the exposure and hands on learning of very useful IT courses to your students building their IT competency. We were happy to note that our programs are in line with some of Bundelkhand University objectives. Let me mention that we are working with several Technical & Non-technical Universities in India like AKTU, Gorakhpur University, Allahabad University, Meerut University, Kashi Vidyapeeth University, Purvanchal University Uttar Pradesh to name a few. We are partnered with over 80 affiliating universities in India proving how well partnerships can give the required momentum to the program.

Proposed Agendas

<u>Pertinent Bundelkhand University Goals</u>	<u>Joint Activities - ST team and Bundelkhand University Team</u>
To empower each section of the society through education and produce socially committed professionals.	Offer the courses eg. C/C++, Java, Linux, etc as E-Learning Resource in regular computer lab hours based on time table. Also help faculty, research scholars learn LaTeX which is to be used in their research report writing
Strengthen and maximize the students learning through computation. The teachers are encouraged to join orientation and research centres.	Offer Scilab useful for advanced mathematical computation. Also help faculty, research scholars learn LaTeX which is to be used in their research report writing
A wide range of extracurricular and leadership opportunities for students	Enabling students to develop leadership skills

<p>The programs are conducted in a learning environment that encourages the students to question, to discover, to participate in academics, workshops, seminars, extra- curricular activities, imparting a balanced worldview, helping shape a contributing member of the society.</p>	<p>It gives you a forum to interact in case of any query. It allows students to go out of the box by learning new Technology in the field of animation and Gaming.</p>
<p>To organize the vocational training programmes and income generation activities for rural youth and school drop out by imparting skills</p>	<p>Conducting IT skills training at KVKs at district level for the groups and helping them to become IT competent. eg. LibreOffice, Linux, GIMP, Blender (used Graphics & Multimedia), BOSS Linux (Govt. Of India depts.), PHP & MySQL</p>

Nehasrivastava616@gmail.com

Training Manager-Uttar Pradesh

Spoken Tutorial Project -IIT Bombay

Mob.: 09910896727

28th September 2016






Spoken-tutorial Project, IIT Bombay



E-Brochure

Name of FOSS	Applications	Commercial equivalent	Employability	Department
Linux - Ubuntu	Virus free, robust, Operating System	Windows	Technician or System administrator for Computer Vendors (SME's), Indian Railways, Municipal Corporations, Air India and many SME's	Computer Science, IT, ECE, Electronics
LibreOffice -	Basic computer usage Office suite for documents, spreadsheets, presentations, database etc.	MS-Office	Administration, Data entry personnel, Travel Agency Assistant, Indian Railways, Municipal corporations, Govt. offices	All the departments including Schools
Writer	Word Processing, Documentation	Word		
Calc	Spreadsheets	Excel		
Impress	Presentations	Powerpoint		
Base	Managing Databases	Access		
Draw	Drawing	Windows-based Visio		
Math	Mathematical Operations	Math Type		
PHPMySQL	Web development and Database Management	.NET	Website Developer in all types of small and large enterprises, popular companies hiring PHP & MySQL trained persons are Air-India, Bridge & Roof Co., Media channels, agencies etc.	Computer science and IT
C/C++, Java, Netbeans and Python	Programing language		Programmer in SMEs working in C, Java, Netbeans and Python, Lab- Assistant in colleges, Popular companies requiring programmers on C /C++, Java and Python are HCL technologies, Wipro, L&T, TCS	Computer Science and IT

Name of FOSS	Applications	Commercial equivalent	Employability	Department
Scilab	Scientific computation package for numerical computations	Matlab	Value addition in technical problem solving via use computational methods for engineering problems, Applicable in Chemical, ECE, Electrical, Electronics, Civil, Mechanical, Mathematics, etc.	Computer science, IT, ECE, Electronics, Mechanical
LaTeX	Document markup language and preparation system for Tex typesetting	MS-Word	Value addition to academic Skills set. Essential for International paper presentation and scientific journals.	All the departments
OpenFOAM	For Fluid Mechanics to solve and create fluid movies	Fluent	Companies like AUDI, Tata Steel, Volkswagen, etc. have started using it. Also Indian Govt. agencies like BARC (Babha Atomic Research Center) are making use of this free software	Mechanical
Oscad - now eSIM	EDA tool for circuit design, simulation, analysis and PCB design. It is an integrated tool built using open source software such as KiCad, Ngspice and Scilab.	Orcad	PCB designer in SME's and academic institutions, Lab assistant for Electronic Circuit Lab, Electronic network designer.	ECE, Electronics, EEE, Electrical
Firefox	Web browser	Internet Explorer	System Administrator and Lab assistant in SME's and academic institutes.	All the departments
GIMP	Image Editing and Graphic Design	Photoshop	Self employed photo editor, editor in photostudios, graphic design job in gift stores, advertising agencies, etc.	Arts and Textile designing, Fashion designing, Architecture
Q-CAD	Basic 2D design and drafting	AutoCAD		
Blender	Animation and Computer Graphics	Maya 3D	Animator in graphic and animation media, film etc. Sectors, such as advertising computer games, TV, education, interior-decoration, etc.	Arts, Design

Name of FOSS	Applications	Commercial equivalent	Employability	Department
Ruby	Programming language		Ruby was used to implemented the reactive control part for the Siemens service robot. Ruby Web Dialogs based app to manage and track oncall and on-site support for the IT help desk and IT operations teams.	Simulations, 3D Modeling, Business, Robotics, Networking, System Administration, etc.
Perl	High-level programming language		Perl has been called the system administrator's best friend for its ability to make common tasks easy. Perl's process, file, and text manipulation facilities make it particularly well-suited for tasks involving quick prototyping, system utilities, software tools, system management tasks, database access, graphical programming, networking, and web programming.	Web developers, system administrators. Mathematicians, geneticists, journalists, managers, etc.
Jmol Application	Jmol applet is used to explore the structure of molecules. Jmol applet is used to depict X-ray structures.		Jmol returns a 3D representation of a molecule that may be used as a teaching tool, or for research e.g. in chemistry and biochemistry. There is a standalone application and a development tool kit that can be integrated into other Java applications.	Chemistry, Biochemistry
Cell Designer	Software for Planning & Designing Wireless Communication Systems, Modeling tool		CellDesigner has fully implemented the Korowajczuk 3D model, capable of performing simultaneously outdoor and indoor multi-floor predictions.	BioScience and Biotechnology
GChemPaint	GChemPaint is an editor for 2D chemical structures with a multiple document interface.		GChemPaint is currently being developed as part of The Chemistry Development Kit, and a Standard Widget Tool kit-based GChemPaint application is being developed, as part of Bioclipse.	School level Chemistry
Inkscape	Graphic Designing	Adobe Illustrator, Coreldraw	Photo editing, Photo Manipulation and Graphic Design	All the departments including Schools

Name of FOSS	Applications	Commercial equivalent	Employability	Department
Bash	Bash is a “Unix shell” commandline interface for interacting with the operating system. Bash has the ability to run an entire script of commands, known as a “Bash Shell script” or “Shell script”.		Familiarity with GNU/ Linux command lines, and familiarity with basic programming concepts is a prerequisite for learning BASH. System administrators will greatly benefit by learning to automate common tasks using BASH.	System administrators
Ascend	ASCEND is a free, open source, mathematical modelling system.		Its main uses have been in the field of chemical process modelling, with its novel modelling language conventions and powerful solver.	Chemical Engineering
Joomla	Content Management System		To build Website.	All the Departments
Biopython	Tool for Computational Biology and Bioinformatics.		To access online database such as NCBI. It can perform common operations such as transcription, translation, obtain complements, reverse complements, parsing, running BLAST.	Biology, Biochemistry and Dept. of Bioinformatics.
Java Business Application	To create a business application from scratch. Example : Library Management System		To built the business application and provide domain expertise	Computer Science and IT
Kturtle	An educational programming environment which helps in learning how to build logic and how to program, in an easy manner.		Some of its features are : intuitive syntax highlighting, simple error messages, integrated canvas to make drawings on, integrated help function, slowmotion or step execution, and more.	School level
Ktouch	Typing tutor teaches how to type using an online interactive keyboard		Learn typing at your own pace. Gradually increase your typing speed and along with it, your accuracy.	

www.spoken-tutorial.org

Link for matching courses using spoken-tutorial

http://process.spoken-tutorial.org/images/7/72/Matching_spoken-tutorial.pdf

DETAILED PROCEDURE TO ORGANIZE SPOKEN TUTORIAL SOFTWARE (FOSS) TRAINING SESSIONS IN THE COLLEGE LAB

1. Register as a Faculty Coordinator (FC):

- Go to spoken-tutorial.org website and create an account – make a username and password by clicking on “Register” and activate your account by clicking on the link sent to your email.

Registration Link: <http://www.spoken-tutorial.org/account/register>

Instructions to Register: <http://process.spoken-tutorial.org/images/5/5d/Create-New-Account.pdf>

- Once account is activated, FC has to click on “Add me as an Organiser” link in his/her dashboard under “Software Training” tab and complete the FC Details by selecting state and name of the Institute etc. from the drop down in the form.

2. Master Batch Upload to enroll students in the program :

- Faculty Coordinator will upload a **Master Batch** consisting of all students in that department and year in .csv file saved from an Excel/LO Calc file. Format given below.

A	B	C	D
First Name	Last Name	Email ID	Gender

Note: Please enter the valid (individual) email ID of the Participants. We suggest that the FC spend some hours helping students create valid email IDs (*if and where needed*) BEFORE going for **Master Batch** upload.

Master Batch Link : <http://spoken-tutorial.org/software-training/student-batch>

Instructions to Upload Master Batch: http://process.spoken-tutorial.org/images/f/fe/Master_Batch_upload.pdf

3. Semester Training Planner (STP):

- Faculty Coordinator should plan the Spoken Tutorial Training sessions by deciding on the Software course (FOSS), the list of students who will learn the course and the semester, (July- Dec or Jan-June), in which the course will be offered. Please note that the training can easily be accommodated in existing Computer lab hours in the time-table.
- Complete the STP with following details:

Dept. Name (Single/ Multiple)	Batch	Training Type Courses in (Mapped in Lab hrs/Unmapped in Lab hrs/ Outside Lab hrs)	Semester Start Date (per college dates)	Software Course(s) (List of FOSS)
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Link: <http://spoken-tutorial.org/software-training/training-planner/>

Instructions to complete STP : http://process.spoken-tutorial.org/images/b/bc/Semester_Training_Planner.pdf

4. Select Participant List for whom the particular Software Course (FOSS) has been selected from the Master Batch.

Format given below:

First Name	Last Name	Email ID	Gender	Preferred Language ▼
DIANA	LOW	dianaly3129@gmail.com	Female	English

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Link: <http://spoken-tutorial.org/software-training/select-participants/>

Instruction : http://process.spoken-tutorial.org/images/1/1c/Select_Participantlist.pdf

5. Lab Readiness for Training session :

- Make the computers systems ready to conduct the training with headphones, Tutorials (Course content) and Software downloaded and installed in the machines.
- Download the course content by selecting the software of your choice to conduct the Training , through the following link

Direct Download Link: http://www.spoken-tutorial.org/create_cd_content

Instructions to download the course: process.spoken-tutorial.org/images/1/1b/Download-Tutorials.pdf

- Once the course is in the system internet connectivity is NOT required during the Training.
- Most courses including General IT Skills can be learned using Windows systems also.

6. Training method details:

- Select an initial 1.5 or 2 hour session for the particular batch, can be done in the lab hrs.
- Listen to each tutorial using earphones (mobile earphones will work too) and play, pause, rewind each tutorial available in the zip folder by following the recommended learning sequence.
- Later the students can revise the remaining sessions/ course on their own at home or the college lab. They can take the content in the pendrives
- Practice on the software using Side by Side method shown in the link <https://www.youtube.com/watch?v=ANK6WTWO-88>

Online Assessment Test

- After a period of minimum 1 month, when the batch has completed the revision and practice of all the tutorials in the particular FOSS course the FC will fix a suitable time for the students to take the Online Assessment Test
- At a time convenient to the batch plan the timing of the Online Assessment test.
- Decide on an invigilator and have the invigilator also register by creating an account on our website. Do this before making the test request.
- Then make a test request on spoken-tutorial.org minimum 48 hours in advance, and we will confirm it for you.
- The participants / students whose names, email id have been added / entered (by the FC) through the "Participant list" while requesting for a Training, will (by default) get an automated mail with a system generated 'Username' and 'Password', which in turn can be used for subscribing for 'Online Tests' and downloading the Certificates, later.
- The participants will make use of the Login details obtained through the above mentioned mechanism and then they take the test. On clearing the test they will get a 'Completion Certificate' automatically.
- Those participants who haven't registered can make use of the following link and can subscribe for the same.

Link for Participant Registration: <http://spoken-tutorial.org/participant/login/>

Instructions for Participants: http://process.spoken-tutorial.org/images/9/95/Test_Instruction_for_Participants.pdf

- As the participants come in for the test, the invigilator will fill the attendance sheet by clicking on the participant's user name, thus allowing them to take the test.

Link for Online Test: <http://onlinetest.spoken-tutorial.org/>

Instructions for Online Test: http://process.spoken-tutorial.org/images/a/aa/Test_Request.pdf

- After all the participants complete taking the test, the Invigilator will close the test manually after confirming that all the students / participants have finished answering the questions and seen their marks, by clicking on 'Close' button to view the certificates.

Note : Tests are available for the following FOSS : BASH, C, CPP, Java, PHP & MySQL, Linux, LaTeX, Scilab, Python and PERL. On clearing these participants will receive **Completion Certificates**.

For ALL other courses participants will receive **Learner's Certificates** automatically after **150 days** from the **Semester Start Date**.

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