

Date 21 February 2018

To,

The Principals and Faculty of University Depts., Constituent & Affiliated colleges of Marwadi University,

Sir/ Madam,

Subject : Govt. of India ICT program, e-Resource Spoken Tutorial (MOOCs) software courses to your students.

Marwadi University has partnered with Spoken Tutorials, IIT Bombay which is an NMEICT, MHRD. Govt. Of India initiative to enhance IT skill set of our students. The audio video course material and certificates are provided for the same. The university agrees to include Spoken Tutorials as MOOCs for practical/lab courses, wherever possible.

Offered trainings are skill oriented & academic importance (many of the offering are part of Lab course). Please make a note that students can refer to spoken tutorial material during their lab course timing in college and on personal computer through self learning mode.

All the Principals of constituent & affiliated colleges of Marwadi University should introduce this software training program in all departments. **Marwadi University expects all the Principals to ensure the conductance of Spoken Tutorial Software Training for all departments in each semester and submit the status report at the end of each semester to Director, Centre for Faculty Development, Marwadi University.**

Institute Activity :

- All the Affiliated & Constituent Colleges of Marwadi University should do the Spoken Tutorial Training in their respective colleges and send the details to the Spoken Tutorial Manager minakshi.solanki84@gmail.com (before 28 February 2018).
- Existing QIC Nodal Colleges(NC), must ensure that colleges in their cluster fill the Forms and conduct the Training on timely basis, through events, calls, mails etc
- Colleges which are yet new to this Program should firstly appoint a Faculty Organiser(s) and make sure all departments start the Trainings.
- After planning for the training make sure all the procedure i.e Semester Training Planner is filled for the planned courses on Spoken Tutorial website www.spoken-tutorial.org to consider the training as completed (before 15 March 2018).
- At the end of each semester, status report to be submitted by Colleges to Director of CFD, Marwadi University and ST Gujarat Coordinator. (In April and Dec)

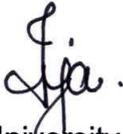
- **Next Steps to be done by College :**
- Principal to Identify one Faculty Coordinator (preferred from Computer/Science Dept.) to start the training in the college. Nominated Faculty Coordinator (FC) to complete the following activities before 15 March 2018.
- Steps for conducting Training:
 - Complete the Faculty Coordinator Registration: [Faculty Coordinator Registration Link](#)
 - Download Course Material from our Website: [Download the course link](#)
 - FCs to upload the students list with email ids. [Master Batch Upload link](#)
 - FC to fill the Semester Training Planner forms. [Semester Training Planner \(STP\) link](#)
- **Submit one year planning form of Spoken Tutorial Software courses for the academic year 2018 in the below format and send it to the mentioned person to IIT-Bombay.**

• College Name	• Faculty Coordinator • Name and Contact Details	• Selected SPOKEN TUTORIAL • COURSES-	• Dept.	• Year	• Training • Start Date

• B.Sc, M.Sc- IT/CS , BCA, MCA	• C++ Python, Linux, Java, Drupal, PHP-MySQL
• B.Tech, B.E, M.Tech	• C++Python, Java & Netbeans, LaTeX, Drupal, PHI • Open Foam, Linux, Scilab, Blender etc.
• B.A, M.A, B.Com, M.Com	• LibreOffice Suite, Firefox, GIMP, Inkscape & Blenc
• MBA/MMS	• LibreOffice Suite (like MS-Office), GIMP, PHPMySQL

- Faculty Coordinators need to contact **Ms. Minakshi Chavhan, 09167460019, minakshi.solanki84@gmail.com** ; if there is a query or lack of clarity during the entire process. So that the training program can be conducted with ease and with minimum efforts for faculty coordinators.

Nominated faculty coordinators kindly refer attached the Spoken Tutorial offerings matched with department requirements.


University Signing Authority

