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IIT Bombay

To
All Engineering and Polytechnics
Colleges,
Bihar Tech Association,
Patna,

Dated: - 10/10/2014

Subject: Organizing Spoken Tutorial Software trainings in all Engineering and Polytechnics under Bihar Tech Association through Spoken Tutorial Project, IIT Bombay an NME-ICT initiative.

We are happy to offer free software training to all colleges under Bihar Tech Association. Spoken Tutorial Project, IIT Bombay is an NMEICT (National Mission on education through Information communication Technology) initiative, funded by MHRD, Govt. Of India. These courses are offered for free all across the nation, which is used to teach Open Source Software. Here, students learn via small programs, replicate instructions, practice and understand the theory concepts in short simple steps. Thus they overcome their fears and develop confidence. The course includes the Software, Video tutorials to cover the various topics, Assignment questions and Instruction sheet. It is designed so that the learner learns on their own without the need of an expert teacher. See Att. e-brochure for complete list of Software.

I urge you to visit the Spoken Tutorial website and become an authorised member of the program.

To register into the program - <http://www.spoken-tutorial.org/user/register>.

Mode of Spoken Tutorial Software Trainings -

- A workshop is a 2 hours session.
- A Training is a software session which is conducted as a part of the Lab hours alongside a course present in the syllabus or which has relevance to the course taught.

Pre-requisites to conduct Training:-

- Computer lab with minimum 7-10 computers to start with.
- Spoken Tutorial courses need to be installed in your computer systems.
- Once your computer lab gets ready with software tutorials by downloading the course contents, you can start taking training sessions for your students
- Courses can be downloaded from Internet using our links, its free and CDs will also be provided.
- Make Earphones available to all students else students can bring their mobile earphones to attend
- One skype connection on Organizer's system(Any faculty can be Organizer) for interacting with us on the day of software training.

Easy Steps to conduct Training:-

- Choose the Software from attached e-brochure/from our website link given below for complete list of Software.
- Download the free of cost audio - video tutorials today in your lab computers.
- Prepare soft copy of students batch-wise list and fix training date, time, View, listen the video and practice simultaneously.
- Train the entire batch students.

Certification:

- Organizer certificate (only for faculty organizer) after conducting training.
- Participant's Learner certificate after training.
- Participant's Passing certificate after passing the 45 minutes online test.

Important links to go through:

Link for registering into our website-

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

Link for Training & workshop request sheet -

<http://process.spoken-tutorial.org/images/1/1f/Training-Request-Sheet.pdf>

Link for downloading the course tutorials-

<http://process.spoken-tutorial.org/images/1/1b/Download-Tutorials.pdf>

Action Steps:

- Each College should nominate a faculty coordinator who will be responsible for taking care for conducting Spoken Tutorial Software training for their students Department wise.
- They should write and contact at below mentioned contact details at the earliest immediately after Diwali so that before semester ends a couple of students batches should get trained and get benefit.

To start the training, Faculty organizers should contact Ms. Sharda Sharma at Mobile no.: +91 9892721022, Mail ID: sharda30@gmail.com, Spoken Tutorial training-coordinator for Bihar and Jharkhand, will guide the interested faculty (Organizer) through each and every step and process.

Regards



Sharda
10/10/2017

Sharda Sharma
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