



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  
वेबसाईट/Website : www.iitb.ac.in

IIT Bombay

## Proposal From Spoken Tutorial Project, IIT Bombay

We are happy to announce, collaboration between Punjabi University and IIT Bombay Spoken Tutorial program. We are providing opportunity to conduct Software Training Program, Free of Cost to all affiliated colleges and University departments of Punjabi University. The program will be handled by appointing a central coordinator and Nodal/Link Officers drawn from Faculty in the University Campus and in a few affiliated colleges. The Spoken Tutorial activity is funded by the National Mission on Education through ICT, MHRD, Government of India, and run out of IIT Bombay.

### **Punjabi University will -**

- Appoint a Central coordinator who will interact with us in the start to send Notifications/Circulars and for activities related to introduce Spoken Tutorial based Software Training in all the departments and affiliated colleges of Punjabi University.
- Punjabi University will organise an awareness cum Training event, where 1-2 faculty members, from each affiliated college will attend to learn how to introduce Software training in SELF learning way, in their respective colleges.
- Put up the signed agreement note on the Punjabi University website along with Spoken Tutorial site link and Punjab manager Ms. Pooja Singh contact details.
- Identify Nodal colleges who will take the lead in starting the training
- Issuing periodic Circulars/Notifications, at the start of each semester, to all the affiliated colleges coming under Punjabi University to introduce and roll out the Spoken Tutorial based software training in their colleges. All the notification should go mentioning the relevant links and contact details.
- Include the relevant Software series Tutorials in the courses of the departments in the university and affiliated colleges, wherever feasible.
- Put into place a monitoring system, like a track data sheet to keep a record of the Spoken Tutorial based software training that colleges have done.
- Affiliated colleges will include Spoken Tutorial in time table to execute the training program.

Ms. Pooja Singh - mail ID - [singhpooja0389@gmail.com](mailto:singhpooja0389@gmail.com)

Mob. : +91 8600408189 Website link is <http://spoken-tutorial.org>

As a Partner, the Spoken Tutorial Project, IIT Bombay will -

- Work as a mentor for Punjabi University in incorporating Technology enabled learning into the university, specifically NMEICT programs like Spoken Tutorials.
- Spoken Tutorial team, IIT Bombay will support the Training in every college and department by providing detailed and continuous guidance at the smallest that is the departmental level to all.
- Provide the know-how and course content which includes demo CDs/ DVDs, online material, instruction sheets and other training documents to Punjabi University free of cost.
- Issue Certificates to all students who undergo the training and/or get hands on exposure to the Spoken Tutorial based Software courses – free of cost.
- Provide the promotional materials like posters, brochures, leaflets, banners etc., to the university and the colleges free of cost.

**General**

- This agreement can be modified from time to time, if necessary, based on mutual agreement.




Dr. Jaspal Singh

Vice-Chancellor,  
Punjabi University, Patiala.

Vice-Chancellor  
Punjabi University  
Signature & Stamp

Ms. Pooja Singh



Training Coordinator Punjab  
Spoken Tutorial Project, IIT Bombay