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

To :

Prof. ----K. Nageswara Rao----, Principal
Potti Sriramulu & chalavadi mallikarjuna Rao College of Engineering & Technology,
Vijayawada, Krishna Dist -Andhra Pradesh.   23rd Nov, 2015.

Spoken Tutorial Project, IIT Bombay is pleased to welcome--- PSCMR College of Engg & Technology, ---as a
Knowledge Center in the district identified. *The project is a part of the National Mission on Education through ICT, MHRD, Govt. of India, to spread IT Competence all over India.* We are confident that your college brings the same vision to enhance the IT literacy in the district. In your role you will –
1. Offer the training to all the students in the college in a time bound and systematic manner by trying as best as possible to use the Computer Lab hours available in the time-table(s)
2. Serve to motivate other colleges in the district to take up the same training.

Spoken Tutorial is an award winning MOOC, a SELF Learning Audio-Video teaching tool which students can use to learn a variety of Open Source Software on their own. *We are ready to support you in your efforts to train students on General IT Skills, Programming and esoteric Software and specialised software for subjects like Chemistry & Biology.* The courses provide employable skills and help improve academic performance, Because of Govt. funding the course, training & certificate will be offered free of cost to all institutions both Govt., and Private.

Knowledge Center (KC) Responsibilities

Responsibility	Activities/ Features
Principal to appoint a Chief Faculty coordinator, 1-2 representative Faculty Coordinators (FC) related to Comp.Sc./MCA/IT and 1-2 Student volunteers – the **"KC team"**	The **KC team** will work to - 1. Set up the Cell, 2. Send the time-tables from different depts., for mapping to IITB, ST team, 3. Organise awareness workshops for district colleges, 4. Start the training immediately to their respective depts.,
Chief Faculty Coordinator to set up Spoken Tutorial Training Cell in the college	1. This can be any space in a lab having minimum 10 systems. 2. A colourful banner, posters, brochures, leaflets, Cds etc. Will be sent by the ST, IITB team
Faculty Coordinators will start the training first in one dept. focussing on final year students	1. This can be done in this calendar year and definitely in the coming even Jan 2016 semester, so that graduating students can leave with at least 2-3 software skills and certificates. 2. Each FC will register on the ST website, select the particular software for the semester/s and enroll the students in a Master Batch into the ST website.
Chief Faculty Coordinator to oversee deployment of Spoken Tutorial courses in lab time-tables & syllabus	1. The time-tables will be sent to the ST, IITB state Training Coordinator who will map the lab hours with suitable fit ST software courses. 2. The college depts., will put these courses in print in the time-tables so that it becomes a permanent feature.
The Chief Faculty Coordinator will organise awareness programs & workshops for other colleges in the district	1. These can be 4-5 in a year. 2. The ST,IITB team will send leaflets, brochures etc. For these workshops and also guide with ppts, videos etc. On how they can be conducted. 3. Skype facility can also be used to connect with IITB during the event.
The College will provide its lab facilities to colleges who may not have adequate infrastructure	1. The college can lend its premises and lab facilities to colleges which do not have sufficient systems or internet.

24/11/15

SPOKEN TUTORIAL PROJECT
IIT BOMBAY