



भारतीय प्रौद्योगिकी संस्थान मुंबई
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IIT Bombay

To : Dr. Dakshesh R. Thakar

Veer Narmad South Gujarat University

2 Dec 2016

We are happy to inform that Spoken Tutorial Project, IIT Bombay has decided to make Veer Narmad South Gujarat University as a Nodal Center. We hope you will offer the training to all the students in the college in a time bound manner (via time-table) and later might spread awareness of the project in the state. *The project is a part of the National Mission on Education through ICT, MHRD, Govt. of India, to spread IT Literacy all over India.* We are offering an award winning MOOCS, the Audio-Video teaching tool, 'Spoken Tutorial', which is used to teach a variety of Software. These provide Software Skills with both employment focus and academic focus.

We are ready to support you in your efforts to train students on Basic Computer Skills, Programming and Scripting Software and specialised IT tools. The course and the training will be offered free of cost to all institutions both Govt., and Private.

Specific activities will be-

IIT Bombay Side :

- The Spoken Tutorial team at IIT Bombay will work with you and arrange the mentioned training programme for all relevant courses offered in the colleges.
- We will publicise any event organised by the college related to this training on our website.
- The team will also support and guide all individuals at the college/ department level as they firstly introduce the training and then gradually expand it to all.
- The team will also provide brochures, leaflets, posters and CDs where necessary free of cost.

Nodal Side :

- A. To have Principal signed and stamped note acknowledging their status. Can be on our or their LH.
- B. To have FC nominated right away and in Engg. Colleges have 2-3 FC s.
- C. Include 2 student volunteers in the Nodal Center team who are well versed with the processes. Please find below the activities of a student volunteer.
- Complete the Semester training in their college on behalf of the Faculty.
- Bring in nearby colleges covering all the depts. and start the training.
- Can help the Faculty of other colleges to complete the semester training planner.
- They can even work from their own college via calls.
- Reference Letter will be given to the student volunteer that will help them in placements.
- Center to do the work in their own college in the first month of semester starting/ them becoming a Nodal Center.
- This work must include complete coverage as 8 semesters plans or 3 year plans.
- Centers must also give time-tables in print especially related to Com. Sc./ IT courses.
- Nodal Centers appointed by the university must hold an awareness program of 2-3 hours with select colleges coming under them as assigned by the university.
- First step in the event is the invitation to assigned colleges for the event. At this stage, a blank form will be sent which must be completed with course selections and expected start date PRIOR to coming for the event.

- These forms along with a sample completed form can be sent as soft copy Att. , along with the invite.
- For the event support will be given by the ST, IITB team in the form of brochures.
- Nodal Centers will present a ppt., and some videos, provided by ST, IITB and explain and motivate the colleges well.
- After the event the Nodal Center will write to all the colleges FC's to start the program on the start date specified.
- Colleges which did not participate will also be informed over phone and e-mail.
- Follow-up as in reminder e-mail will be taken up by Nodal Center.
- Most important : For one month the student volunteers will be ready to take calls and queries pertaining to starting the program – Login, Download courses, Master Batch, STP etc., all the process related questions that colleges might have.
- A status update will be collected by the Nodal Center in each semester which will include details of work done and feedback. (Dec and June)
- The status will be sent to the University for their monitoring work.

We are here to support you with sustained interaction.
 Contact details of training co-ordinator of Gujarat Minakshi Chavhan e-mail ID –
 minakshi.solanki84@gmail.com Mob: 9167460019

M. Chavhan



Madhukriti Srivastava
 Training-Coordinator, Spoken Tutorials, IIT Bombay
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DIRECTOR

VEER NARMAD SOUTH GUJARAT UNIVERSITY, Surat.

Copy forwarded to:
 Principal, All Affiliated Colleges, V.N.S.G.U., Surat.

For information and you are requested to kindly conduct said training programme at your college as per letter of IIT.

No.: UGC/ 322-A/377/2017
 Dt.: 06/01/2017

[Signature]

Registrar