



भारतीय प्रौद्योगिकी संस्थान मुंबई  
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**Indian Institute of Technology Bombay**  
Powai, Mumbai - 400 076 India

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IIT Bombay

## AGREEMENT BETWEEN

ANNAMALAI UNIVERSITY, ANNAMALAI NAGAR, TAMIL NADU  
AND

SPOKEN TUTORIALS, IIT BOMBAY (ST)

We are happy to announce the collaboration between Annamalai University, Annamalai Nagar, Tamil Nadu and IIT Bombay Spoken Tutorial (ST) Program. We (ST) are providing opportunity to conduct Software Training Program, free of cost to all the University Departments of Annamalai University. The Spoken Tutorial activity is funded by the National Mission on Education through Information and Communication Technology (NMEICT), MHRD, Government of India, and run out of IIT Bombay.

### **Annamalai University will -**

- Appoint a Chief Coordinator, who will interact with us in the start and send Notifications / Circulars for activities related to introduce Spoken Tutorial based Software training in all the Regular departments, DDE programs, Knowledge center initiative, etc of Annamalai University..
- Through the Chief Coordinator - identify and appoint Departmental Coordinators who will undertake and perform the activities in their respective departments.
- Annamalai University will organize an awareness cum Training for faculty from each University Department who will attend to learn how to introduce Software Training in SELF learning way, in their respective departments, as per the Institution's convenience.
- Put up the signed agreement note on the Annamalai University's website (and in DDE's website) along with Spoken Tutorial site link, Annamalai University's Coordinator and IIT Bombay Tamil Nadu State Coordinator's contact details.
- Issuing periodic Circulars/ Notifications to all the departments under the Annamalai University to introduce and roll out the Spoken Tutorial based software training. All the notification should go mentioning the relevant links and contact details.
- Incorporate the relevant Software series Tutorials in the course curriculum of Annamalai University Departments, wherever feasible. (And also mention in the Time Tables)

- Incorporate the relevant Software series Tutorials in the course curriculum of Distance Education Programs of Annamalai University, wherever feasible, as an e-resource for learning.
- Explore other areas / fields where the ST Training module can be made available / implemented.
- Mandate that all the Departments start the training by writing to IIT Bombay Spoken Tutorial team from December, 2015, itself and succeed thereon as a continual effort.

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

- Work as a mentor for Annamalai University.
- Spoken Tutorial program, IIT Bombay will support the Training and roll out through Annamalai University by providing manuals and continuous guidance at the smallest that is the departmental level.
- Provide the know-how and course content which includes Online material, instruction sheets and other training documents to Annamalai University at free of cost.
- Issue certificates from Spoken Tutorial, IIT Bombay for courses learned.
- Provide the promotional material like posters, brochures, leaflets, banners etc., to Annamalai University free of cost.

**General**

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

If you are in acceptance with the above mentioned points, please sign and send us the scan at the earliest. We are here to support you with sustained interaction.

*For and On behalf of the  
Annamalai University*

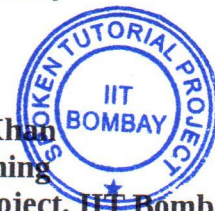
*K. Arjun*  
Signing Authority

**REGISTRAR**  
**ANNAMALAI UNIVERSITY**

Date: November 3<sup>rd</sup> 2015  
Place: Annamalai Nagar

*For and On behalf of the  
Spoken Tutorial Indian Institute of  
Technology IIT Bombay*

*M. Kasim Khan*  
Mohamed Kasim Khan  
Coordinator - Training  
Spoken Tutorial Project, IIT Bombay



Date: November 3<sup>rd</sup> 2015  
Place: Annamalai Nagar