



भारतीय प्रौद्योगिकी संस्थान मुंबई  
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**Indian Institute of Technology Bombay**  
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IIT Bombay

To,  
The Principal  
Dr. K. D. Ramsiej  
Shillong College  
Shillong -793003  
Meghalaya

23<sup>rd</sup> October 2015

We are happy to inform that Spoken Tutorial Project, IIT Bombay has decided to make Shillong College, Meghalaya as a RESOURCE CENTRE. 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/District. *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.

College Side :

- Upload the signed RC agreement letter on the website
- Motivate and guide all the departments to start the training from this semester.
- For all Computer Lab courses, the college should include the relevant Spoken Tutorial based Software and mention 'Spoken Tutorials as E-Resource for learning', with site link.
- The college will ensure that this exercise is ready for 2015-16 calendar year time-tables for all semesters, prior to semester start date.
- MCA, BCA, Comp. Sc., and IT must especially complete this activity to avail of the training.
- The Spoken Tutorial Team will help with the practice lab mapping. For which kindly send the time tables.
- Spoken Tutorials, based Software courses can also be offered as stand alone/ add on courses to cover

We are here to support you with sustained interaction.

Pooja Singh

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Spoken Tutorials, IIT Bombay  
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Sign Principal

(Dr. K. D. Ramsiej)

Principal  
Shillong College  
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