IIT Bombay

Agreement between

Vellalar College for Women (Autonomous) (VCW), Erode, TN & Spoken Tutorials (ST), IIT Bombay

We are happy to announce the collaboration between Vellalar College for Women (Autonomous), Erode, Tamil Nadu and IIT Bombay Spoken Tutorial program. From the day of agreement Vellalar College for Women (Autonomous), Erode will function as Spoken Tutorial IIT Bombay's Nodal Resource Centre (NRC) for Erode Region. As an NRC, Vellalar College for Women (Autonomous), will Nurture and spread awareness among the Colleges in Erode and surrounding districts (Salem, Namakkal, Dharmapuri, Krishnagiri, Ariyalur, etc). The entire program will be handled from Spoken Tutorial Team. The Spoken Tutorial activity is funded by the National Mission on Education through ICT, MHRD, Government of India at IIT Bombay.

As a part of agreement,
Vellalar College for Women (Autonomous), Erode, Tamil Nadu will -

- Identify a Chief Coordinator from the College who will actively work and co-ordinate with Spoken Tutorial team, IIT Bombay to roll-out and introduce the program.
- Put up the signed agreement note on the Vellalar College for Women (Autonomous), Erode website along with Spoken Tutorial site link along with Tamil Nadu's manager's contact details.
- Setting up a NRC team of Faculty Organisers & student volunteers to facilitate the Training session / workshops at its own premises and other colleges.
- Identify a group of minimum 10 Colleges (cluster) whom you will guide and nurture to introduce and systematically conduct Spoken Tutorial activities at their premises.
- Issuing notifications to College Principal(s) in surrounding Institutions to introduce and roll out the Spoken Tutorial Open Source software training in colleges immediately after the NRC is set up.
- Submit a periodic (monthly) status on the progress made, to the Spoken Tutorial team.
- Hold a Faculty Awareness Event in 2017 for Principals & faculty from colleges in Tamil Nadu & if possible in other states. (February / March 2017)
- Incorporate the relevant FOSS series Tutorials in the course curriculum of Vellalar College for Women (Autonomous), Erode and motivate other colleges to do the same in their time-tables, wherever feasible.

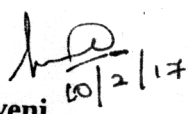**As a Partner, the Spoken Tutorial Project, IIT Bombay will -**

- Work as a mentor for Vellalar College for Women (Autonomous), Erode, Tamil Nadu.

- Provide the know - how and course content which includes CDs/ DVDs, online material, instruction sheets and other training documents to Vellalar College for Women (Autonomous), Erode, Tamil Nadu at free of cost.

- Provide certificates.

- Provide the promotional materials like posters, brochures, leaflets, banners etc., to the Centre, Vellalar College for Women (Autonomous), Erode, Tamil Nadu and the colleges free of cost.
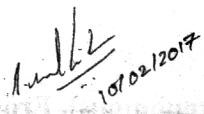
General

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

For and On behalf of the
**Vellalar College for Women
(Autonomous), Erode, Tamil Nadu**

For and On behalf of
**Spoken Tutorials,
Indian Institute of Technology Bombay**

Dr. D. Kamalaveni
**Principal, Vellalar College for Women
(Autonomous), Erode.**

Mr. Mohamed Kasim Khan
**Coordinator – Training (Tamil Nadu)
Spoken Tutorial Project, IIT Bombay**

Date: February 10 , 2017
Place: Erode

Date: February 10, 2017
Place: Erode

Roles and Responsibilities of the Nodal Centers

Responsibility

Activities/ Features

OVERALL ROLE

Principal to appoint

- 1 Nodal Faculty Officer/ Organiser,
- 1-2 representative Faculty Organisers (FO) related to Comp.Sc./MCA/IT and
- 1-2 Student volunteers –
- the "NC team"

OVERALL ACTIVITIES

- The **NC team** will work to -
  - Start the training immediately in select depts.,
  - Send the time-tables from different depts., for mapping to IITB, ST team,
  - Later on - Organise awareness workshops for district colleges

Faculty Organisers will start the training first in one dept. focussing on final year students

This can be done in this calendar year and definitely in the coming even Jan 2017 semester, so that

graduating students can leave with at least 2-3 software skills and certificates. (by Mar 31st)

Each FO will -

- Register on the ST website,
- Select LibreOffice as the first software course
- Download and install the course in the systems (lab + laptops), if adequate systems not there
- Enroll the students in a Master Batch into the ST website.

Nodal Faculty Officer to oversee deployment of Spoken Tutorial courses in lab time-tables & syllabus

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.

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

The first of these will be done by Jan 2017

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.

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

The college can lend its premises and lab facilities to colleges which do not have sufficient systems or internet.

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IIT Bombay | Spoken Tutorial - TN NRC - Final reminder for completing the STP for this semester 🟡 Inbox ✕   ⇕ 🖨 ↗

Mohamed <mkasimkh@gmail.com>   Fri, Feb 17, 2017, 7:22 PM   ☆ ↩ ⋮
to Shyama, swapnali, bcc: me ▾

Dear Faculty Coordinator,
(ST - IIT Bombay(NMEICT,MHRD) Nodal Resource Centre(s), Tamil Nadu)

Greetings from IIT Bombay!

Your college has been made our Nodal Resource Centre (NRC). It is a big opportunity for you to become a leading light in the city and neighboring region. First systematically offering the Spoken Tutorial Software training programs widely, across the board to all the students in each department of your own College. And second motivating and nurturing your group/ cluster colleges.

As discussed,

- Please ensure that the full Nominal Roll of all departments (MB) is uploaded and (LibreOffice) course selected. - this activity has be completed by Feb. 28, 2017

I shall gladly answer any questions you may have. Do call or write.

Thanks and Regards,

Mohamed Kasim Khan
Training Coordinator
Spoken Tutorial, IIT Bombay, NMEICT,(MHRD, Govt. of India)

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LETTER OF ASSOCIATION

To,
The Principal,
Vellalar College For Women
Erode 638012

Date - 30/03/2020

We are happy to announce the ASSOCIATION of Knowledge Partner Spoken Tutorial Program,IIT Bombay with Vellalar College For Women, Erode. Your College is officially now an **Academic Center** for initiating Spoken Tutorial Training. The Program is a part of the National Mission on Education through ICT, MHRD, Govt. of India, to spread IT Literacy all over India. We are promoting the learning and usage of Free & Open Source Software (FOSS), through an Audio-Video teaching tool, viz, 'Spoken Tutorial'.

We support and motivate colleges to train students on Basic Computer Skills, Software and IT. The course and the training is offered for Rs. 25,000 per year to all the Colleges.

You are making an outstanding contribution of using ICT based teaching and learning methodology for students of your College.

Yours Sincerely,

For and On behalf of
Spoken Tutorials,
Indian Institute of Technology Bombay

Shyama Iyer.

Mrs. Shyama Iyer
National Coordinator
Spoken Tutorial Project, IIT Bombay