To

The Deans, Constituent Colleges &

The Principals, Affiliated colleges of Anna University.

Sir/Madam,

Sub: Govt. of India ICT program, e-Resource Spoken Tutorial software courses to the students and teachers all over India.

Anna University in collaboration with Spoken Tutorials, IIT Bombay which is an NMEICT, MHRD. Govt. of India initiative to enhance IT skills of our students. The audio video course material and certificates are all completely FREE of Cost. Offered trainings are skill oriented & academic importance (many of the offering are part of Lab course). Please make a note that students can refer to spoken tutorial material during their lab course timing in college and on personal computer through self learning mode.

All the Principals of Constituent & Affiliated Colleges of Anna University should introduce this software training program to all Departments. **Anna University expects all the principals to ensure the conduct of Spoken Tutorial Software Training for all the departments in each semester and submit the status report at the end of each semester to The Director, Centre for Faculty Development, Anna University, Chennai-25.**

**Institute Activity:**

- All Anna University QIC Nodal Colleges (NC) must complete Spoken Tutorial Training during **April/May/June 2017** (Website: spoken-tutorial.org)
- Existing Nodal Colleges (NC), must ensure that colleges in their cluster conduct the Training on timely basis, through events, calls, mails etc
- All Cluster College (CC) Principals to appoint a Faculty Organiser(s) and make sure all Departments must get covered.
- At the end of each semester, status report to be submitted by the Cluster college to the Nodal center, and Nodal center to send the status report to Director of CFD, Anna University and Tamil Nadu Spoken Tutorial Coordinator.

Faculty Coordinators need to contact **Ms. Swapnali Kadam, (09702744000 / 8082014548, swapnalistp@gmail.com)** if there is a query or lack of clarity during the entire process. The training program can be conducted with ease and with minimum efforts by faculty coordinators.

Nominated faculty coordinators kindly refer the attached Spoken Tutorial offerings matched with the concerned Department requirements.

Director, CFD
Summer Faculty Development Programs on Software for University Department/ Research Scholars/ PG Students coming under Anna University

Anna University has successfully partnered with Spoken Tutorials, IIT Bombay since 2013. This is an NMEICT, MHRD. Govt. Of India initiative to enhance IT/ Software skill set of our students. The audio video course material and certificates are all completely FREE of Cost. Spoken Tutorial is an easy to learn way to master Open Source Software on your own. Our courses like \texttt{LaTeX} for technical writing of theses/ projects etc. & \texttt{Scilab} for advanced mathematical computation – are very useful for our Faculty. They can master essential skills to be used in their teaching and research. IIT Bombay is inviting you to go for Faculty Development Programs (FDPs) this summer, right there in your own campus! Till date many colleges have come into FDPs. These are just 2 hrs., duration.

\textit{How to arrange}:

- The University Department can arrange for these FDPs for all the Faculty/ Research Scholar/ PG Students of your university departments.
- Affiliated colleges especially those coming under QIC Nodals Centres can also schedule Spoken Tutorial FDPs for their departments and for the faculty from their cluster colleges.
- Courses like Drupal (Web development) & Python (Scripting) or any other course, select from our website can also be chosen. \url{http://spoken-tutorial.org}
- Expert support from IIT Bombay via Skype.
- The above mentioned activities can be done in April/May/June 2017
or before the re-opening.

Contact Tamil Nadu Training Co-ordinator for the processes to Login, Download the course etc., a week before you decide on a 2 hr., time slot.

Tamil Nadu Co-ordinator : Swapnali P Kadam, swapnalistp@gmail.com, 8082014548 / 9702744000