To: Prof. Dr. A. Mercy Pushpalatha,

We are happy to confirm Lady Doak College as a RESOURCE (R obust E xtensions for S poken T utorial project on O pen S ource S oftware U sage for R ecruitment, C ommunity and E ducation) centre for promoting the Spoken Tutorial project, one of the Talk to a Teacher projects supported by NMEICT, MHRD, Govt. Of India.

As an Institute of repute -

- you will in addition to the existing academic objectives, become a leading light to contribute to this National Mission to make India IT literate and promote the use of Open Source Software.
- we give you the permission to put in our Advt. In your website. You can mention that you are 1 star rated and that you are partnering with Spoken Tutorial Project - IIT Bombay. It will be very good publicity for the project and also enhance the image of your college because our programs are being run in your college.
- You will roll out the Software Training to maximum colleges in your district (see Att.). The processes are automated and very efficient now.
- You might need to start with publicity for Spoken Tutorial Project Workshops, via posters, banners, mailers, holding awareness events, participating in other college events, using social media sites, your own innovative ideas. (see Att.)

Your next steps -

- Send a circular from the college talking about your experiences and the benefits that students have got
- Identify a key point person with contact details who can work with Staff, whom we can work with to send CDs and coordinate training

Do sign below and affix your college stamp. Send a scan copy to us.

Sincerely,

Mohamed Kasim Khan

Spoken Tutorials Project, IIT Bombay

mkasimkh@gmail.com  +91 9003707005

Signed : A. Mercy Pushpalatha

Prof. Dr. A. Mercy Pushpalatha
Date :
Institute stamp :
RESOURCE Centre Activities

1. RESOURCE Centre has the responsibility to organise workshops monthly in 5 colleges and 5 Schools with the support of Spoken Tutorial Project team.

2. RESOURCE Centre should post agreement document and/or an announcement as a circular on their website along with advertisement of Spoken Tutorial Project. A registration portal could also be set up for interested colleges to express their interest in holding workshops.

3. RESOURCE Centre Director/Principal should send a circular recommending Software Training through Spoken Tutorials to all the colleges (in the district)

4. RESOURCE Centre should make a Team who can actively coordinate the workshops – Suggested size, 4 members including two faculty/staff and two students.

5. It is a good idea for the RESOURCE Centre to set up a separate space/cell which can be in any part of the college as a central point to coordinate the activities of the Spoken Tutorial project. An attractive banner can be put up at that place.

6. RESOURCE Centre will provide weekly updates which could be via sharing Google spreadsheet, writing a summary etc., with the Event Manager from IIT Bombay. We welcome all your questions and will happily clear doubts. (A sample Tracking Spreadsheet will be shared with you.)

7. RESOURCE Center could specially set up the capacity to host Workshops on its premises for remote area colleges who may not have sufficient lab/computer/Internet facilities.

8. RESOURCE Centre should organise Events on their premises and/or participate in Events/Seminars happening in their region. One introductory Event must be put up. Other events to total at least 2 in 6 months.

9. Systematic collection of contact details will help the RESOURCE Centre to network and organise workshops in other colleges. These they can input into the Tracking spreadsheet.

10. RESOURCE Centre should do thorough contact and disciplined follow-up of leads that we may provide or that they obtain to organise workshops in various colleges.

11. RESOURCE Centre Team members can be active in terms of visiting various colleges and schools and making presentations.

In all your efforts the IIT Bombay team will support you by sending Promotional materials, Technical advice, Skype talks, Sample mails and anything else.

Let us Partner to make your college and state a shining example for the rest of India