

Notice from Maharaja Ranjit Singh Punjab Technical University Bathinda

Date :

To: The Principal(s)/Director(s) of MRSPTU Affiliated/Constituent Colleges Nominated as Nodal Centres (NC) for Spoken Tutorial Training Program

Maharaja Ranjit Singh Punjab Technical University Bathinda has taken the lead to promote and enable this ICT effort through Spoken Tutorial in our departments and affiliated/constituents' colleges in the State. In continuation, we have nominated 25 Affiliated/Constituents Colleges region-wise as "Nodal Centres" for Spoken Tutorial (ST). As the Nodal Centre, the primary role is to guide and monitor other colleges to implement the training in a systematic and timely manner which is mandatory to act as nodal centre. The detailed activities for each Nodal Centre is given below:

I) NC to get **Nodal Coordinators**, Faculty-Student Team (4-5) nominated and send an official acknowledgement letter to ST, IITB.

II) NC to complete the work in their own college in the first month of semester starting/ them becoming a NC in the form of preparing a **3 Year Training Plan covering all the depts and batches** and **submitting the Semester Training Planner (STP) online**.

1. Register on Spoken Tutorial website to enroll students- *by 8th February* ([Faculty Coordinator Registration Link](#))
2. Download courses *by 10th February* ([Download the course link](#))
3. Upload students data - Master Batch & STP *by 14th February* ([Master Batch Upload link](#) ; [Semester Training Planner \(STP\) link](#))
4. Fix start date per course - (*in February 2017*)
5. Complete Participant List/ Attendance *by 17th February* - ([Instructions to select participant list](#))

III) NC to get **4-5 Colleges** from the region into the program and guide them complete the process in their respective colleges.

6. Hold an **Awareness program** of 2-3 hours with clusters (select colleges coming under NC) one month from the date of becoming a Nodal Centre. For this, NCs to send an invite to these colleges as a first step.
7. **Follow up letters/ mails** to be sent to the select colleges to initiate training process on the start date specified to the colleges, including Colleges which did not participate and guide them through the complete training process.
8. The NC should submit a **Status Update** in each semester including details of work done and feedback. (Dec and June).
9. The **Half Yearly status** has to be sent to the University for their monitoring work.

Call Immediately IIT Bombay (Training Coordinator Punjab) – Tanvir Singh (09041633230) (singhtanvir21@gmail.com)

Sign & Stamp
MRSPTU BATHINDA