Agreement between
Methodist College of Engineering and Technology, Hyderabad, Telangana
&
Spoken Tutorials (ST), IIT Bombay

We are happy to announce the collaboration between Methodist College of Engineering and Technology, Hyderabad, Telangana and IIT Bombay Spoken Tutorial program. From the day of agreement Methodist College of Engineering and Technology, Hyderabad, Telangana will function as Spoken Tutorial IIT Bombay's Nodal Resource Centre (NRC) for Hyderabad Region. As an NRC Methodist College of Engineering and Technology, Hyderabad will nurture and spread awareness among the Colleges (the clusters) in Hyderabad and surrounding Districts. 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, through the Talk to a Teacher Project at IIT Bombay. 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.

As a part of agreement,

Methodist College of Engineering and Technology will -

- Identify a Chief Coordinator and Faculty Co-ordinator department wise in your college who will actively work and coordinate with Spoken Tutorial team, IIT Bombay to roll-out and introduce the program in all departments.
- Set up a NRC team which will comprise of minimum 1 Faculty Organiser and 2 Student volunteers who facilitate the workshops in cluster colleges.
- Put up the signed agreement note on the Methodist College of Engineering and Technology, Hyderabad, website along with Spoken Tutorial site link and Telangana manager contact details.
- Ensure proper implementation of Spoken Tutorial training in cluster colleges by filling Form A and B, main CC will coordinate with all cluster colleges. This activity should be done a week before the semester starts and mention it in the department time-table.
- Incorporate the relevant Spoken Tutorial FOSS in the course curriculum of your Institution / Departments as credit courses. Especially the Scilab programming Lab, FOSS lab, Python programming courses, etc which are already in their syllabus - to be made as credit courses.
- Introduce LibreOffice Spoken Tutorial course to all non-Computer Science departments in cluster colleges.
- Hold a Faculty Awareness Event for all Cluster College Principals & Faculty representative. Nurture and guide them to introduce Spoken Tutorial activities with the help of 2 Student volunteers.
- Conduct Faculty Development Programs or orientation sessions for Faculty representatives from cluster Colleges atleast once in a semester.

- Issue periodic circulars / notification to cluster colleges. The cluster colleges has to submit a monthly status report to the Chief Coordinator on the progress made and the status report will be shared with us at the end of each semester.

As a Partner, the Spoken Tutorial Program, IIT Bombay will –
- Work as a mentor for Methodist College of Engineering and Technology, Hyderbad, Telangana.
- Provide the know - how and course content which includes CDs/ DVDs, online material, instruction sheets and other training documents to Methodist College of Engineering and Technology, Hyderbad.
- Provide certificates.
- Provide the promotional materials like posters, brochures, leaflets, banners etc., to the Centre, Methodist College of Engineering and Technology, Hyderbad, Telangana and the colleges.

General
- This agreement is valid for a period of one year from the date of signing.

For and On behalf of

Methodist College of Engineering &
Technology, Hyderabad

Signing Authority

Date: 8 January 2019
Place: Hyderabad

For and On behalf of

Spoken Tutorials,
Indian Institute of Technology Bombay

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

Date: 8 January 2019
Place: Mumbai