

While requesting for a Training it is necessary to complete the **New Semester Training Planner**:

- To ensure that all the batches belonging to the different departments and the specific semesters come into the training program, rather than just a few batches and departments.
- The students are able to take training in maximum possible relevant FOSS before they graduate and leave campus.
- Planning in advance is a must and the STP will help you do it very simply.

### STEPS TO FILL THE NEW SEMESTER TRAINING PLANNER FORM:

- Type <http://spoken-tutorial.org> in the browser, this is the link which you should enter to login.  
Enter your Username and Password.
- Click on '**Software Training**' link present in the header part of the screen, and select <Link> , then locate <Link>
- Select **Department** - (*Mechanical, Electrical,.....*)  
(*Single/Multiple*)
- Select **Batch**:
- Fill **Semester Start Date** (Should fall in the given semester months)
- **Training Type**:
  - Select Software course **Outside lab hours**.*
  - Select Software course **Mapped in lab hours**.*
  - Select Software course **Unmapped in lab hours**.*
- Select **Software course**: (List of Foss)
- Click on **Submit**

**PS:** You are requested to fill the training request within 10 weeks from semester date for the following FOSS : BASH, C, CPP, Advance C++, Java, PHP, Linux, LaTeX, Scilab, Python and PERL.

### STP Summary

Semester Start Date	Software course	Department Name	Participant Count	Participant List
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- Please select and upload the Participants list from Master Batch. You may upload for 1 or more batches per department at a time.

Click on '**Software Training**' link present in the header part of the screen, and select <Link> , then locate <Link> under training.

**Master Batch Link:** <Link>

**STP Link:** <Link>