

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 '**Training Dashboard**' and Click on '**Semester Training Planner Summary (STPS)**', link: <http://spoken-tutorial.org/software-training/training-planner/>
- Select Current Semester: July- December, 2015. You can also plan for Next Semester: January – June, 2016 in advance.
- In case your Semester begins Mid-June onwards, please choose July- Dec Semester and select 1st July as Semester Start Date.
- Select **Department** - (*Mechanical, Electrical,.....*)
(*Single/Multiple*)
- Select **Batch: Department and Year**
- 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.

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STP Link: <http://spoken-tutorial.org/software-training/training-planner/>

Master Batch Link: <http://spoken-tutorial.org/software-training/student-batch/>