

**TELANGANA STATE CCE – ST-IIT BOMBAY (NME-ICT, MHRD)
FLOW OF AGENDA FOR SUCCESSFUL TRAINING**

TS CCE URL: http://ccets.cgg.gov.in/Uploads/files/Recent_Updates/4835.zip

The GNANA COORDINATOR / FC (Faculty Coordinator) are instructed to call/write to the Telangana State ST-IITB Coordinator Mohamed Kasim Khan at 09003707005 or E-mail to mkasimkh@gmail.com, for a smooth start and plan the activities.

#	ACTIVITY	TIMING
1	Complete the Planning Sheet – refer attached planner (Submit the signed and sealed copy to CCE & IITB)	Before August 31, 2016
2	GNANA Coordinator / FC Register on Spoken Tutorial website - Click here for http://process.spoken-tutorial.org/images/5/5d/Create-New-Account.pdf	Before September 05, 2016
3	Upload students data - Master Batch – MB (Batchwise Nominal Roll) - MB upload URL: http://process.spoken-tutorial.org/images/f/fe/Master_Batch_upload.pdf	By September 20, 2016
4	Fill the Semester Training Planner (STP) – as per the “planning sheet” - Steps for filling STP: http://process.spoken-tutorial.org/images/b/bc/Semester_Training_Planner.pdf	By September 22, 2016
5	Make the Lab ready - URL for Downloading courses: http://process.spoken-tutorial.org/images/1/1b/Download-Tutorials.pdf - Machine readiness URL: http://process.spoken-tutorial.org/images/5/58/Machine-Readiness.pdf	Atleast 1 week before the Starting day of the Training
6	Fix start date per course (in September 2016)	any date within September 2016
7	Select the Participant List (PL) / Mark Attendance - Instruction for marking PL: http://process.spoken-tutorial.org/images/1/1c/Select_Participantlist.pdf	Before September 20, 2016
8	FIRST STATUS REPORT (FSR) by GDCs / TSKCs to CCE & ST-IITB (The Principal to submit the status of the activities conducted so far, along with feedback)	week of Dec 5 th , 2016
9	ANNUAL STATUS REPORT (FSR) by GDCs / TSKCs to CCE & ST-IITB (The Principal to submit the overall status of the activities done in the academic year 2016-2017 of the activities done + the feedback about the program from Faculty & Student)	Before last week of April 2017 [or] Before the last working day of the Annual year

For more details, please contact...

Mohamed Kasim Khan
Coordinator – Training
Spoken Tutorial Project, (NMEICT, MHRD, Govt. of India)
IIT Bombay
Mumbai – 400076, India.

Email:- mkasimkh@gmail.com ; **Mobile:-** +91 9003707005 ;
URL:- <http://spoken-tutorial.org>