

## Annexure

### **Detailed description of the Two Week ISTE STTP on Technical Communication**

- The STTP on Technical Communication will be conducted in the blended-MOOC format. It has two components:
  - i) Online Component: IITBombayX (MOOCs) and Moodle (8 Oct to 11 Nov 2015) 5 Weeks**  
Registered participants will listen to online video lectures and complete assessments in IITBombayX and Moodle platforms. They will be evaluated by giving grades for this portion. The online platform has a provision for conducting a discussion forum for clarifying doubts with IIT Bombay faculty.
  - ii) Face to face workshop (30 Nov to 5 Dec 2015) : 6 Days**  
Participants will assemble in a registered local college that is authorized to be a Remote center for IIT Bombay's Technical Communication STTP. Sessions will be conducted by IIT Bombay faculty from IIT Bombay via the internet. Participants will be able to interact live through this audio video link with IIT Bombay faculty. Participants will work individually and in groups to carry out tutorial exercises in various aspects of communication, with live feedback from IIT Bombay and the local Course Coordinators.
- To register for the workshop click on <http://www.it.iitb.ac.in/nmeict> . Please note that the sign up process is mandatory to register for the workshop
- The participant must pay the mandatory participation fee of Rs 1000/- only when his/her status is 'verified'.
- The participant will have to pay participation fee of Rs 1000/- to the remote center. This fee does not include the accommodation and meal arrangement charges. (There is no additional participation fee)
- For food and stay, the participant will have to bear extra charges as per the rates at the local remote center. This is optional for the participants, and can be implemented, only if they are willing to avail the facility. Please contact the Center Coordinator for the same.
- The participation fee should be submitted within two week of the registration, before the first component begins. The fee is inclusive of both the components.
- The participant must contact the concerned center coordinator of his/her chosen remote center for payment of participation fee of Rs. 1000/-. Please check the mode of payment from the concerned center coordinator. The details of the center coordinator will be available on the participants IITB-NMEICT interface which he/she can access after logging in. In case of any query or clarification related to the participation fee kindly contact the Remote Center Coordinator.
- The participant can attend the workshop only if his/her status is **confirmed**.
- Once the participant status is confirmed, he/she is required to complete the sign up using the same email id on IIT BombayX website ([www.iitbombayx.in](http://www.iitbombayx.in)). He/she will be also mapped to moodle course. Both are required for completing the online component.

- If you cannot attend the workshop (both components), you may cancel your registration 10 days before the start of the Main workshop (ie before 08<sup>th</sup> October) and collect the fees from your Remote Center Coordinator. However, the fee will not be refunded if you have already participated in the online component and cannot attend the face to face interaction at the RCC.
- After payment of participation fee if the participant wants to change his Remote Center, then he/she should write to [eoutreach@it.iitb.ac.in](mailto:eoutreach@it.iitb.ac.in), with a copy to your center coordinator. After the registration is cancelled can collect the participation fee and change his/her center by updating the center online.
- Both the components of online and face to face interaction through A-VIEW are mandatory for successful completion of the STTP and for becoming eligible to get the IITB-ISTE Certificate