SEMESTER TRAINING PLANNER FORM

Procedure for filling the Semester Training Planner

Planning in advance is a must and the STP will help you do it very simply.

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

STEPS TO FILL THE NEW SEMESTER TRAINING PLANNER FORM:

- Type http://spoken-tutorial.org in the browser. Now click on the Login link at the top right of the webpage. Login with your Username and Password.
- If you have not registered yet, then click on the below link to create your account: http://spoken-tutorial.org/accounts/register/
- Click on '**Software Training**' link present in the header part of the website.

  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, 2026. You can also plan for Next Semester: January – June, 2027 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**
- **Training Type**:

  *a. Select Software course **Outside lab hours.***

  *b. Select Software course **Mapped in lab hours.***

  *c. Select Software course **Unmapped in lab hours.***

- Fill **Semester Start Date** (Should fall in the given semester months)
- Select **Software course**: (List of Foss)
- Click on **Submit**

- **Note:** Not more than 3 **courses** can be requested in one semester by each batch in a department.
- Organiser can Edit the semester start date, software course, department name and year before marking Participant List.

STP Summary

Semester Start Date	Software course	Department Name	Batch Year	Participant List Status

- Please select and upload the Participants list from Master Batch. You may upload for 1 or more batches per department at a time.

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

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