

Overview of NDLM

Making one person in every family digitally literate is one of the integral components of the Prime Minister's vision of “**Digital India**”.

The Digital Saksharta Abhiyan (DISHA) or National Digital Literacy Mission (NDLM) Scheme has been formulated to impart IT training to 52.5 lakh persons, including Anganwadi and ASHA workers and authorised ration dealers in all the States/UTs across the country so that the non-IT literate citizens are trained to become IT literate so as to enable them to actively and effectively participate in the democratic and developmental process and also enhance their livelihood.

Altogether 52.5 lakh persons, including Anganwadi and ASHA workers and authorised ration dealers will be trained under the programme in two phases. In the first phase, 10 lakh beneficiaries will be trained under the scheme. Out of this, 6.3 lakh beneficiaries will be trained on Level 1 and 2.7 lakh beneficiaries will be trained on Level 2. Nine lakh beneficiaries will be eligible for training fee support from the government. The rest 100,000 beneficiaries will be trained by the industry and civil society partners. Under Phase II, 42.5 lakh persons will be trained, which also includes Anganwadi and ASHA workers and authorised ration dealers.

Definition of DIGITAL LITERACY

“Digital Literacy is the ability of individuals and communities to understand and use digital technologies for meaningful actions within life situations”.

Two levels of training under the SCHEME

The two levels of IT training envisaged under the Scheme will have the following broad objectives:

Appreciation of Digital Literacy (Level 1)

To make a person IT literate, so that he/ she can operate digital devices, like mobile phones, tablets, etc., send and receive emails and search Internet for information, etc.

Basics of Digital Literacy (Level 2)

Besides IT literacy at a higher level, the citizen would also be trained to effectively access the various e-Governance services being offered to the citizen by the Government and other agencies.

Eligibility Criteria

Level 1 : Non-IT literate - Illiterate and upto 7th standard pass

Level 2 : Non-IT literate with atleast 8th standard pass

Age : 14 to 60 years

Course Duration

Level 1 : 20 Hours (Minimum 10 Days and Maximum 30 Days)

Level 2 : 40 Hours (Minimum 20 Days and Maximum 60 Days)

Medium of Instruction

Level 1 and 2 : Official Languages of India

Place of Learning

The eligible households can nominate one person from their family. The selected person to get himself enrolled under this programme in a nearest Training Centre/ Common Service Center (CSC).

Evaluation

Independent external evaluation will be conducted by a National level certifying agency like NIELIT, NIOS, IGNOU, etc.

Implementation Process

- Eligible person to be enrolled in the nearest NDLM Training Centre using their Aadhaar (UIDAI) number
- Unique Username and Password to be provided to the beneficiary
- Learners to study the self learning e-modules through the LMS
- Continuous assessment at the end of each module
- Attendance on a daily-basis using Aadhaar number
- On fulfilling the minimum number of learning hours and successful completion of assessment, the learners will be eligible to appear for Real time examintaion process in collaboration with NIELIT
- Certificates will be issued to successful candidates.

Monitoring of the Scheme

District level Committee

District e-Governance Society under the Chairmanship of District Magistrate/ Collector with concerned Department. & representative of NGO / implementing agency to oversee / monitor the implementation at the block level.

At State Government level

Apex Committee headed by the Principal Secretary (IT) with representative of Department of Education, Panchayati Raj & Social Welfare.

At Central Government Level

An Empowered Committee will be constituted under the chairmanship of Secretary, DeitY. This committee will be empowered to take decisions regarding any policy level interventions in the Scheme.

Periodic concurrent evaluation of the Scheme implementation would be done through a third party by the Implementing Agency.

Assessment Process

After the completion of training, the trained candidates shall have to undergo a term-end online examination at a centre of the certifying agency.

The training would be imparted through modules covering various subjects under digital literacy. The details of the modules Level 1 as below:

Appreciation of Digital Literacy (Level 1)

MODULE NO.	MODULE NAME	LEARNING HOURS
1.	Introduction to Digital Devices	2
2.	Operating Digital Devices	4
3.	Introduction to the Internet	2
4.	Communications using the Internet	6
5.	Applications of Internet	6
	Total	20 hours

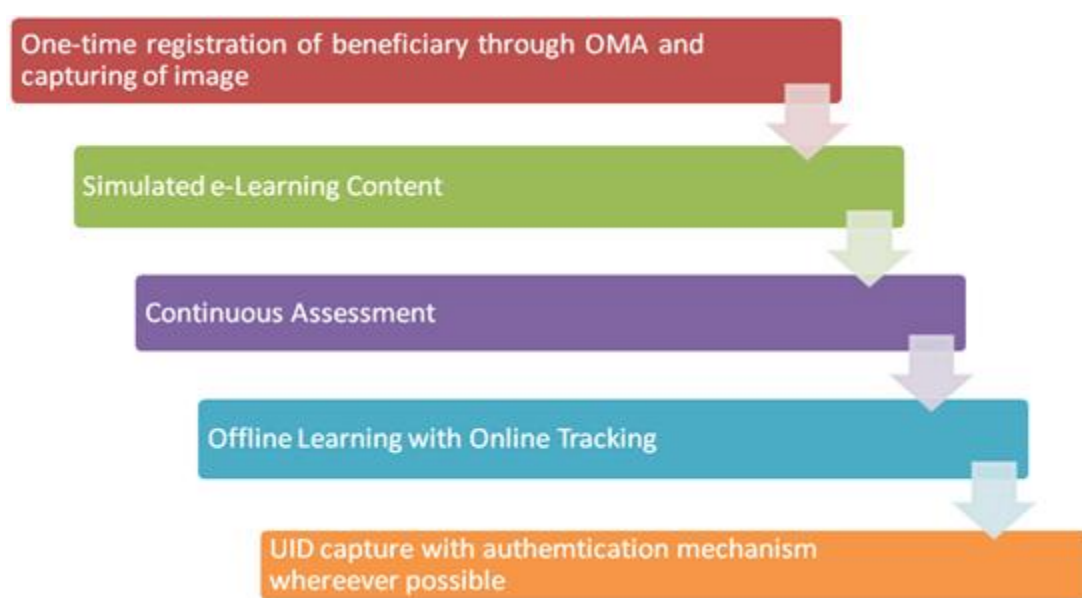
Questions for the assessment would be based on the modules covered under Level 1. The number of questions and the time duration for the assessment would be:

- **Level 1** – 25 questions, 60 minutes

Objective and True or False questions will be asked during the examination.

Training Process

The beneficiaries fulfilling the eligibility criteria will be selected. PMU shall develop an Online Monitoring Application (OMA) cum Learning Management System (LMS). The identified Training Partners and their Training Centres shall be registered on the OMA. The selected beneficiaries shall be registered on the OMA-cum-LMS by the Training Centres. The trainers will use the LMS to train the beneficiaries and their learning will be tracked centrally. Some of the salient features of the OMA-cum-LMS include:



The training process can be classified into two categories:

- **Registration** - Eligible beneficiaries will be registered on an online portal by the training centres.
- **Training** - The registered beneficiaries will be provided a unique Username and Password for online training where besides basic level IT Literacy, the trainees will also be trained to effectively interact with the Govt. System and access G2C & B2C services.

Training Curriculum

NDLM CURRICULUM

Appreciation of Digital Literacy (Level 1)

Objective:

To make a person IT literate, so that he can operate a computer/ digital access devices (like tablets, etc.), send and receive emails and search Internet for information, etc.

Learning Outcomes or Competency Standards**A digitally literate person should be able to:**

- Explain the basics (terminology, navigation and functionality) of digital devices
- Use digital devices for accessing, creating, managing and sharing information
- Use the Internet to browse in an effective and responsible manner
- Use technology to communicate effectively
- Appreciate the role of digital technology in everyday life, in social life and at work.

Course Duration

20 Hours (minimum 10 Days)

NDLM Handbook on 'Appreciation of Digital Literacy' is available on Google Drive through the following links:

English:

<http://bit.ly/1MCeAb4>

Hindi:

<http://bit.ly/1OWTUs0>

Oriya:

<http://bit.ly/1QHG9ic>

NDLM e-content for Level 1— Appreciation of Digital Literacy can be accessed on DISHA channel on YouTube through the following link:

<https://www.youtube.com/channel/UCbFPVWaOPS4tZ8EnXgXWwUg>

NDLM Level 1 – Appreciation of Digital Literacy course content is also available on the DISHA mobile app on Google Play Store.

<https://play.google.com/store/apps/details?id=com.metalwihen.lms&hl=en>

Dos & Don'ts

Dos

- Training centres will nominate the Examination Superintendent (ES), who in turn shall be authorized to verify the candidates at the time of examination and in case of any malpractice including impersonation cases, that ES will be held responsible and CSC-SPV shall take necessary action against that centre
- A training centre can allocate more than one Superintendent at the training centres .The Superintendent should have basic computer knowledge. He can be a school teacher, Government functionary, and Panchayat representative.
- The Exam Superintendent must be present at all times during the examination of the candidates. He/ she needs to authorise each of the candidate appearing for the examination
- All the examination candidates shall have carry their original Aadhaar Card and/ or photo Identity card. No photo copy shall be accepted during the examination
- Make sure that the photo on the photo identity card is clear and visible to the proctor
- During the examination, the proctors can ask for photo and photo identity card of the candidates which might not be clear. The proctors may ask to resubmit the same again till the picture and the identity card is clear, this increases the waiting time. Hence, it would help if a clear photo and photo identity cards are submitted on the first go.
- Candidates shall keep their ID proofs handy during the examination, as proctor can ask for their ID proofs any time during the exam.
- **The examination system should be equipped with basic software and infrastructure i.e. Web camera, Biometric Device & Updated Java**
- The examination centre / training centre should be properly lit during the examination so that the face of the candidate is visible during the examination. Lighting by torches, candles, etc. will not be acceptable
- The distance between candidate and screen should not be more than 1.5 meters.

- Make sure that the internet is at a relatively high speed. Low internet speed may result in connection breaks asking for re- authentication of candidates increasing the wait time.

Don'ts

- During the examination, devices other than the webcam, keyboard, mouse, and biometric should not be connected with the computer.
- Wireless keyboard and wireless mouse are banned for NDLM examination. They should not be connected to examination system.
- The computer should not be connected to a projector, television, and any other external display devices.
- Candidate should not carry any electronic device and printed text materials within the examination hall.
- Do not install any remote desktop sharing software in the examination systems like Skype, Teamviewer, Ammy, etc.
- The candidate shall not open any other tab or website during the examination. The examination will be cancelled immediately in such cases.
- Make sure the candidate does not close the browser during examination and press the submit button before completing the exam.
- Candidate should not move away from the camera and the candidate's face should be visible. It should be directly pointing at the candidate or else the examination shall be paused or cancelled.
- No other person should be present near the candidate appearing for the examination. No one should assist or answer on behalf of the candidate. The examination will be cancelled for such candidates.
- No case of impersonation and forgery should be reported.
- Do not disconnect the examination while the proctors are communicating with the candidate. In such case the examination will be cancelled and the centre/ superintendent shall be liable for further action against them.

Important Notice:

- PMU can take action against any training partner/ training centre involved in any malpractices

- In case of any malpractices, impersonation and forgery cases the training centre's/ partner's login ID will be disabled and the legal proceedings will be taken against concerned training partner, training centre, and Exam Superintendent

Training Centres

The Training Partners shall appoint the Training Centers in the selected Gram Panchayat with the minimum human, technical and infrastructural requirement. They are obliged to meet the following criteria:

- A training centre must be part of a registered organization in India with proven training and facilitation credentials in the domain of education/ IT literacy
- After all the documentation is completed by Training Partner, a Screening Committee constituted by NDLM PMU will visit the Training Centre and on receipt of satisfactory report of the Screening Committee, accreditation will be granted.

Role of Training Centres

The training centres are responsible for the following:

- Selecting the beneficiaries eligible under the project and enrolling them for the course
- Imparting the appropriate training course to beneficiaries eligible under the project, including providing course materials
- Registering the beneficiaries, marking the attendance, and conducting the continuous assessment using the OMA-cum-LMS
- Keeping a record of all beneficiaries that enroll in the course, certifying their attendance and ensuring that the beneficiary appears for the examination.

Financial assistance for various categories include:

Note : The candidates must be pass the online exam which conduct by a National level certifying agency like NIELIT, NIOS, IGNOU etc. Payments will be made only for the candidates successful certifiedby certifying agencies.

Please read all the document carefully & fill the Registration Form and Training Center Form as you want to train the candidates and sent to us.

We are looking for the training partners who can shake hands with us in implementing the projects.

Please provide attention for sent the required documents list to register centers with MISSION.

1. Training Center application form & Registration form duly filled up and seal sign copy 1 nos.
2. Training Center application form not filled up but seal sign copy 1 nos.
3. Photography of Center building, Theory room, Practical room & Reception.
4. Bio-data of Center Head, Trainer and Exam Superintend with Adhar Card No. and 1 Passport size photo copy.

Please Contact us:

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