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सत्यमेव जयते

D.O.No. 7/2/2014-PP   Dated: 23 Sept., 2014

Dear

      As you are aware, Cybergram initiative has been included as a component under Multi-sectoral Development Programme (MsDP) to provide digital skill to the students of minority communities from recognized Madrasas and Schools. The main objective of this initiative is to equip the students with the basic skills of Information and Communication Technology (ICT) so as to empower them in different walks of life. The approved guidelines for the implementation of Cybergram has also been sent to the States vide letter No. 7/2/2014-PP dated 11th Sept., 2014. A copy of the guidelines is enclosed herewith for ready reference.

2.   I request you to prepare the proposals for Cybergram initiative under MsDP for the needy Madrasas and Schools. The project proposals may be sent to this Ministry as per the guidelines of MsDP at the earliest.

Yours sincerely,

(Dheeraj Kumar)

To,

     The Pr.Secretaries/ Secretaries of all the States/UTs
Minority Welfare Department

GUIDELINES FOR IMPLEMENTATION OF CYBERGRAM INITIATIVE UNDER MsDP.

1. BACKGROUND

Multi-sectoral Development Programme(MsDP) aims at improving the socio-economic conditions of minorities and providing basic amenities to them for improving the quality of life of the people and reducing imbalances in the identified minority concentration areas. As we are living in a digital society, it is felt that to achieve the objective of programme, it is necessary to equip the targeted group with knowledge of Information and Communication Technology(ICT) and enabling them to use ICT services in their day to day work. This will bring them greater access to information and new forms of social interaction and cultural expression which ultimately leads to achieve objective of programme. The Cyber Gram initiative under Multi-sectoral Development Programme is an effort in achieving this target.

2. VISION, SCOPE AND OBJECTIVES

The initiative intends to cover students of Class VI to Class X belonging to Minority Community notified, as per Section 2(c) of the National Commission for Minority Act 1992, and residing in areas covered under Multi-sectoral Development Programme. The vision of this initiative is to make students of minority communities digitally literate. The initiative is expected to enable the adoption of ICTs by the people of minority communities in key economic and social sectors like Education, Rural Development and Financial Services to promote competitiveness, equality and quality and would be helpful in transforming the life of minorities and facilitating them to earn a livelihood.

Its primary objective is to provide hands-on training in computers for the students of Minority Community and to enable them to acquire basic ICT skills that would empower them to:

- Become digitally literate
- Actively participate in knowledge based activities
- Access financial, social and government services
- Use Internet for communications
- Reinforcing the learning of trained beneficiaries by providing free Internet access for 30 hours.

3. BENEFICIARY:- Under Cybergram initiative computer training would be provided preferably to following persons:-

- Students studying in Recognised Madarsas/ Schools having no facility of computer education.
- Students of Classes 6th to 10th from such institions
- Any other students belonging to Minority Community.

The agencies/departments of State Government are expected to facilitate the enrolment of participants in transparent manner.

4.   IMPLEMENTATION FRAMEWORK:

The Cybergram Initiative would be a component under MsDP. The proposed implementation framework would consist of the Village Level Entrepreneur (VLE) at the village level, Service Center Agencies (SCA) and State Department of Minority Affairs at the state level, and CSC e-Governance Services India Limited (CSC SPV) and the Ministry of Minority Affairs at the national level. The State Government will give the proposals as per the guidelines of MsDP and Empowered Committee will approve them.

4.1   CSC E-GOVERNANCE SERVICES INDIA LIMITED (CSC SPV):-

The Government of India under Common Service Centres(CSC) Scheme has approved the setting up more than 100,000 internet enabled centres in rural areas under the National e-Governance Plan (NeGP). As per the CSC Scheme, a Special Purpose Vehicle (SPV) has been formed, so that the Government can progressively migrate to an e-Governance platform and enable services through the CSC network. The CSC SPV which is named as 'CSC e-Governance Services India Limited' has been incorporated under the Companies Act 1956 on 16th July 2009.

4.1.1   The SPV is proposed to adopt various roles. At the basic level, the SPV is conceptualized to monitor the CSC Scheme and its outcomes on behalf of the Government at the National and State levels. In brief, key roles include:

1) Providing a standardized monitoring framework for collaborative decision making process with State Governments and SCAs.
2) Catalyzing and maintaining content and service aggregation on an on-going Basis.
3) Building Capacity of all Stakeholders.
4) Customizing and developing eLearning modules based on the National Institute of Electronics and Information Technology's(NIELIT's) BCC(Basic Computer Course) Syllabus. Develop the course materials for the same.
5) Coordinating with various stakeholders to ensure the successful and timely implementation.
6) Issuing the detailed guidelines for project implementation and monitoring.
7) Monitoring project progress and undertaking impact assessment.
8) Maintaining a record of all beneficiaries and making payment to all stakeholders involved and submitting utilization certificates to the States/UTs.
9) Giving periodical progress reports and recommending next steps for nationwide implementation.

4.2 SERVICE CENTRE AGENCIES(SCA):-

The Service Centres Agencies identified by States under Common Service Centres Scheme would be at the second/middle level in implementation structure of Cybergram initiative. SCAs would monitor the Village Level Entrepreneur (VLE).

4.2.1. Apart from identifying the VLEs, the SCA would ensure and/ or augment the minimum infrastructure of CSCs, training the VLEs on course delivery, monitor the programme implementation, etc. The specific responsibilities of the SCAs will be:

1) The local implementation of the Initiative in each State.
2) Selecting the VLEs having adequate infrastructure and situated closer to needy Madarsas/Schools. To provide the orientation with respect to the objectives of the project, methodology of implementation and required outcomes.
3) Ensuring that the VLEs have adequate infrastructure including multiple computers, adequate internet connectivity, web camera, etc.
4) Supporting the VLEs in awareness generation, mobilization campaign, beneficiary selection and training activities.
5) Ensuring that the beneficiaries are given the training.
6) Monitoring VLE activity and reporting project status to the CSC SPV.
7) Provide free internet coupon to the beneficiaries, who are declared qualified in examination conducted during the training, to avail free Internet facility for 30 hours.

4.3 VILLAGE LEVEL ENTREPRENEUR (VLE):-

The VLEs would be the lowest level in the implementation structure of the Initiative and would be the Training Centre under the Initiative. The better performing VLEs located nearer to needy Madarsas/Schools would be identified by SCA for Cybergram Initiative. The infrastructure requirements at VLE would be the following:

- 2 - 5 computers
- Internet connectivity
- Web camera
- VLE or his representative with qualification of Course on Computer Concepts (CCC)

4.3.1 The responsibilities of the VLE will be:

1) Selecting the beneficiaries eligible under the project in consultation with the local Minority Welfare Department, Madarsas/Government School and enrolling them for the course.

2) Imparting the 39 hour (Basic Computer Course) BCC computer training course to beneficiaries eligible under the project, including providing course materials.

3) Register the beneficiaries, mark the attendance, and conduct the continuous assessment using the Monitoring Application.
4) Keeping a record of all beneficiaries that enroll in the course, certifying their attendance and ensuring that the beneficiary appears for the BCC certification exam.
5) Give the Internet access to beneficiaries, who are declared qualified in examination conducted during the training, for 30 hours and give 30 hours internet coupon.

5. COURSE CURRICULUM AND CERTIFICATION:

In order to ensure the uniformity of training, CSC e-Governance Services India Limited (CSC SPV) would prescribe thirty-nine (39) hours Basic Computer Concepts (BCC) syllabus of National Institute of Electronics and Information Technology (NIELIT) for the training. Based on the BCC syllabus, CSC e-Governance Services India Limited (CSC SPV) will develop interactive eLearning modules in English, Hindi and local language. At the end of training, the beneficiaries will appear in the BCC Online Examination (to be conducted by NIELIT or NIOS or IGNOU or other National Certification agency) to obtain the certification. The specific responsibilities of NIELIT or NIOS or IGNOU or Other National Level Certifying Agency will be:-

- Testing and certifying beneficiaries who have undergone the BCC course training at their Training Centres
- Maintaining a record of all beneficiaries who appear for the BCC online examination as well as of all those who pass and receive the Certification

5.1.1. The details of BCC Syllabus are mentioned below:-

No.	Module	Theory	Tutorials	Practical
1.	Knowing Computer	1	1	1
2.	Operating Computer using GUI Based Operating System	2	-	4
3.	Understanding Word Processing	2	1	6
4.	Using Spread Sheet	1	1	4
5.	Communicating Using the Internet	1	-	2
6.	WWW and Web Browsers	1	-	2
7.	Communications and Collaboration	1	-	2
8.	Using official sites of Govt. Organization for availing their services/information	1		2
9.	Making Small Presentation	1	1	1
	Grand Total	**11**	**4**	**24**

6. COST ESTIMATE:-

The breakup of the unit cost estimates for the implementation of this project is mentioned below:

No.	Components	Unit Cost(In Rs.)
1	Training fee support for VLEs	600
2	Training fee support for SCAs	150
3	Examination fee support	225
4	Project management fee for CSC SPV	130
5	Free Internet access to trained beneficiaries, who declared qualified in examination conducted during the training, for 30 days @ Rs. 15/hour/student	450
	Total Cost	**1555**

7. FUNDS RELEASE & PAYMENT:-

The Initiative will follow the sharing pattern of Scheme of Ministry of Human Resource Development namely ICT@School. The Union Government would provide 75% of financial assistance to State/UTs. The balance 25% of Funds would be contributed by the State Governments. Assistance shall be provided to North Eastern States, including Sikkim, in the ratio of 90:10. The grant-in aid of Central Government along with applicable State share would be disbursed to M/s 'CSC e-Governance Services India Limited' by the State government/UTs in two installments. M/s 'CSC e-Governance Services India Limited' would make payments to all other stakeholders as per the terms of the initiative. The terms mentioned in Para-8.1, 8.4 and 8.5 of Guidelines of Restructured MsDP shall be applicable regarding release and utilization of funds. CSC e-Governance Services India Limited will give the Utilization Certificates to concerned States/UTs

8. MONITORING AND EVALUATION

M/s CSC e-Governance Services India Limited(CSC SPV) would develop a Learning Management System (LMS) to monitor the implementation progress, ensure the attendance, evaluate the learning progress, VLE selection, beneficiary enrollment, beneficiary course attendance, examination enrollment, benefit disbursement, etc. M/s 'CSC e-Governance Services India Limited' will be the monitoring agency at the national level. M/s 'CSC e-Governance Services India Limited' will provide progress updates to Ministry of Minority Affairs and State Government/UT administration at regular intervals. The Service Centre Agency (SCA) will also monitor the initiative at the state level. The regular monitoring mechanism of State Level Committee (SLC) and District Level Committee (DLC) under MsDP will monitor this initiative also.

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