



## **CELEBRATING THE NATIONAL DIGITAL LITERACY WEEK**

**(10 – 15 DECEMBER, 2012)**

**Arian; Ajmer, (Rajasthan); Nangaon, Panisagar (North Tripura); & Paravada;  
Visakhapatnam**



**Organised by  
Intel Corporation  
&  
DEF**



## **Celebrating the Digital Literacy Week (10-15 December 2012)**

Early this year, industry stakeholders such as Intel, NASSCOM, Lenevo, HP, NIIT, Acer and non-profit organisation, Digital Empowerment Foundation (DEF) had come together to form, the National Digital Literacy Mission (NDLM) to help the government in its ambitious programme National Literacy Mission (NLM) by making 1 member per household Digitally Literate. NDLM will be an ecosystem of digital literacy awareness, education and training that will help India take a lead in the global digital economy and help us maintain the competitiveness and also shape a technologically empowered society.

As part of the mission programme, Intel & DEF organised the National Digital Literacy Mission Week from 10 December 2012 to 15 December 2012 at three (3) identified pilot panchayats under NOFN (National Optic Fibre Network) plan – Arian Panachayat, Ajmer (Rajasthan); Nangoan, Panisagar, (North Tripura); and Muthayalampalem Panchayat in Pravada (Visakhapatnam). The National Digital Literacy Week focused on driving mass digital literacy, thus enabling them to take the first step towards digital inclusion which would add to their social and economical self-sufficiency.

### **Curriculum**

Centre trainers are centres are using Intel Easy Step Programme as a part of curriculum, giving adult learners the opportunity to improve their social and economic self-sufficiency through digital literacy. The program materials use proven adult learning techniques to teach practical and relevant skills to people with little or no prior computer experience. Besides this, the learners were also give live demo of live internet usage. See Annexure 1 for curriculum structure<sup>1</sup>

#### **Adult First Time Users:**

- What does IT make possible – web a window to opportunities
- Using internet for government and utility services
- Letter drafting using word

#### **Youth**

- Basics of computer
- What does IT make possible – web a window to opportunities
- Letter drafting using word
- Preparing Budget

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<sup>1</sup> Annexure 1 for curriculum structure



## Digital Literacy Week at Arian NDLM Centre

Arain village, one of the biggest villages in Arian Panchayat is the first village to have NOFN line provided by USOF & BBNL. Although Arain village is the block headquarters of Arain block, and has many facilities such as banks, a hospital, a police station, a post office, a bus station and several government offices, in general there is no culture of digital life or the Internet.

On November 10, 2012, DEF & Intel Corporation established its NDLM centre at Gram Panchayat Office of Arian panchayat located at Ajmer district in the state of Rajasthan. The DLM centre was inaugurated by Block Development Officer, Mr. Omkareshwar Sharma on 12 November, 2012. The first batch of NDLM at Arain started with 8 laptops and 2 netbooks, comprising of 30 students from 30 different households.

### Arain Panchayat at Glance

**Area:** 3622 hectare  
**Population:** 6149  
**No. of Villages:** 128  
**No of Households:** 2000  
**Literacy rate:** 52%  
**Primary Schools:** 3  
**Secondary School:** 1  
**Senior Secondary School:** 1  
**College:** 1  
**CSCs:** 2  
**Main Occupation:** Agriculture & Small Businesses  
**Facilities:** Bank, PHED Office, police station, Ajmer Vidyut Vitran Nigam, Post Office. etc.

Date	Class On
10 December, 2012	Theory on Microsoft Word
11 December, 2012	Practical on Microsoft Word - Sentence by using Keyboard
12 December 2012	Theory & Practical on Microsoft Word- Tools with commands
13 December 2012	Theory on Microsoft Spreadsheet
14 December 2012	Practical on Microsoft Spreadsheet & Revision Process
15 December 2012	Monthly assessment

Being the first Digital literacy programme in Arain panchayat, the attendance of candidates throughout the programme was over 80%<sup>2</sup>.

At Arian NDLM centre, on the last day of Digital Literacy Week, 15 December 2012, the monthly assessment was conducted to examine digital literacy among candidates of the first batch. According to the result, out of 30 candidates, 29 candidates have shown remarkable result<sup>3</sup>.

<sup>2</sup> Attendance Sheet

<sup>3</sup> Result of the first batch



## Digital Literacy Week at Nangaon NDLM Centre

Naogang is the second identified panchayat where NOFN line has been reached in Panisagar, subdivision-cum-block of North Tripura District. Naogang is the 14th number Panchayat of Panisagar block. Situated near by 43 National Highway, the panchayat is dominated by tribal community (Halam, Debbarma). Approximately 70% of panchayat area is covered with NOFN line.

At Panisagar, NDLM centre has been established at Naogang Panchayat. For the digital-literacy mission programme, 402 members have been identified from 409 households to make them digitally-literate.

The introductory programme started on 15 November 2012 with 6 laptops. Two trainers has been appointed to provide training on Digital Literacy programmes, including Intel Easy Step. The first and second batch with 25 trainees (in each) from different background as student, housewives, working people, unemployed youth, etc., have been compiled for the digital-literacy programme.

### Naogang Panchayat at Glance

**Population:** 12513  
**No of Households:** 409  
**Community:** 97% tribal people  
**Main occupation:** Cultivation

Date	Class On
10 December, 2012	Theory on Document – Creation of word and usage of various tools & commands
11 December, 2012	Practical on Document - Microsoft Word - Tools with commands
12 December 2012	Theory on Presentation - Microsoft Power Point Presentation
13 December 2012	Practical on how to design different slide
14 December 2012	Practical on Microsoft Spreadsheet & Revision Process
15 December 2012	Theory (Designing of slide, Animation, Sound)

## Launch of the NDLM Centre at Muthyalammappalem, Parwada, AP

On 22 December, 2012, Intel & DEF inaugurated the Muthyalammappalem NDLM centre, followed by introductory class with 16 students at the first batch. Being the first digital literacy programme launched in Muthyalammappalem located at Pravada, Visakhapatnam, majorly populated with fishing community DEF has started two batches started with Intel Easy Step programme.



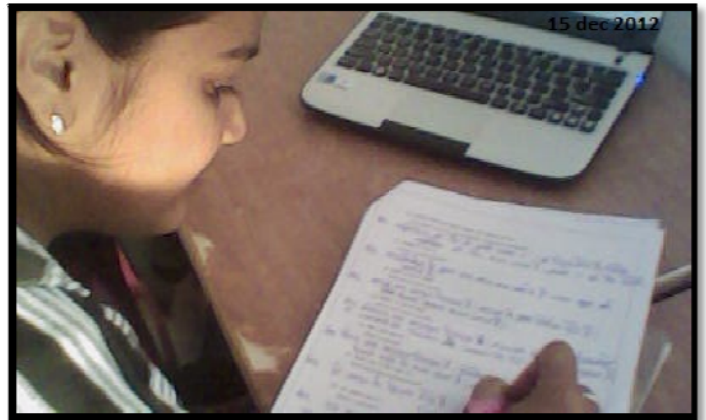
## Reaching remote regions through DEF's DP, CIRC & eNGO Programmes

Besides through NDLM centres, DEF initiated Intel Easy Step programme and Intel Rural Entrepreneurship programme as a course curriculum in all its 19 centres, including Digital Panchayat centres, Community Resource Information Centres (CIRCs). Through this, the programme has been trained to over 500 students, entrepreneurs, panchayat representatives, housewives who have not or little computer experience in their lives.

Apart from its DP & CIRC centres, DEF also initiated digital literacy programme through its eNGO network. The eNGO programme and network, so far, has trained over 800 NGO entrepreneurs. The programme has enabled adult learners to improve their social and economic self-sufficiency through digital literacy.

## Digital Literacy Week – Glimpses















### **ANNEXURE -1: Content Structure of Intel Easy Step Curriculum**

<b>Class</b>	<b>Content</b>
1	Introduction to Operating System, Types of computer, Different parts of Computer & its usage. Difference between Desktop & Laptop (By showing parts)
2	How to on/off computer, shut down, turn off, refreshing, process in details
3	Practical in regard of on & off and refreshing
4	About desktop, icon, curser, minimize, maximize, close, toolbar, taskbar, vertical bar, horizontal bar, scrollbar. Also to show use and how to operate, creating folder.
5	Painting. How to paint, how to give color
6	Practical in regard of previous two class
7	Same practical
8	MS Word - how to open it from programme, how to type. Use of shift & caps lock and how to save. Backspace, Enter, Delete, how to create folder.
9	Practical of previous class.
10	Same practical
11	About designing, size, colour, paragraph style, copy cut, paste also the short keys of copy, cut, and paste.
12	Practical
13	Practical
14	Theory (CV, Resume, Greetings Card)
15	Practical
16	MS Excel (How to work)
17	Practical
18	Making Budget in Excel, Sum, Different formula & Drawing, Mark sheet etc.
19	Practical
20	Practical
21	Practical
22	Power Point Presentation and how to design different slide
23	Practical
24	Theory (Designing of slide, Animation, Sound)
25	Practical
27	Practical
28	Internet (Search Engine, Google, How to search different information, picture, news in Google, Reading newspaper etc)
29	Practical
30	Practical
31	Internet, mail id (How to create mail id, sent mail, check mail, etc)
32 - 34	Practical
35	Final Exam



**ANNEXURE – 2: Attendance Sheet of First Batch Arian Centre**

Arain First Batch Start on 15th November-15th December 2012						
S.no	NAME	10.12.12	11.12.12	12.12.12	13.12.12	14.12.12
1	Arti Regar	P	P	A	p	P
2	Monika Sharma	P	P	A	p	P
3	Raghav Gulaniya	P	P	P	p	P
4	Vikas Puri	P	A	P	p	P
5	Surendra Vyas	P	A	A	p	A
6	Ravi Sarkar	P	P	P	p	P
7	Anjita Kanwar	P	P	P	p	P
8	Deependra Singh	P	P	P	A	P
9	Avinash Dadhich	P	A	P	A	A
10	Dhanraj Mali	P	A	P	P	A
11	Pawan Udai	P	P	A	P	P
12	Praphul Patodiya	P	P	P	P	P
13	Santosh Regar	P	P	P	A	A
14	Ravi Karan Udai	P	P	P	A	P
15	munni devi	P	P	P	A	P
16	Ashok khanger	P	A	A	P	P
17	Raees	P	P	P	P	P
18	LALITA	P	P	P	P	P
19	Anita Mali	P	P	P	P	A
20	Sonu Goswami	P	P	P	A	A
21	Kalpana Gour	P	P	A	A	A
22	Priyanka Saran	P	P	P	P	P
23	Poonam Gour	P	P	P	A	P
24	Bhumika Sharma	P	P	P	P	P
25	Priyanka Goswami	P	P	P	P	P
26	Karishma Goswami	P	P	P	P	P
27	Priyanka Goswami	P	P	P	P	P
28	Priyanka Soni	P	P	P	P	P
29	Aastha Gour	P	P	P	P	P
30	Divya Pareek	P	P	P	P	P



**ANNEXURE – 3: Result of the First Batch at NDLM Arian Centre**

S.NO	NAME	Theory (80)	Practical (20)	Total (100)	Percent
1	Arti Regar	60	13	73	73%
2	Monika Sharma	61	12	73	73%
3	Raghav Gulaniya	51	12	63	63%
4	Vikas Puri	71	13	84	84%
	Surendra Vyas	73	13	86	86%
6	Ravi Sarkar	65	13	78	78%
7	Anjita Kanwar	55	13	68	68%
8	Deependra Singh	53	13	66	66%
9	Avinash Dadhich	73	13	86	86%
10	Dhanraj Mali	56	13	69	69%
11	Pawan Udai	56	13	69	69%
12	Praphul Patodiya	59	13	72	72%
13	Santosh Regar	56	13	69	69%
14	Ravi Karan Udai	20	0	20	20%
15	munni devi	54	13	67	67%
16	Ashok khanger	54	13	67	67%
17	Raees	57	13	70	70%
18	LALITA	58	13	71	71%
19	Anita Mali	54	13	67	67%
20	Sonu Goswami	56	12	68	68%
21	Kalpana Gour	54	12	66	66%
22	Priyanka Saran	57	12	69	69%
23	Poonam Gour	56	12	68	68%
24	Bhumika Sharma	60	12	72	72%
25	Priyanka Goswami	69	12	81	81%
26	Karishma Goswami	67	12	79	79%
27	Priyanka Goswami	68	12	80	80%
28	Priyanka Soni	57	12	69	69%
29	Aastha Gour	65	12	77	77%
30	Divya Pareek	66	12	78	78%