



Ministry of Electronics and Information  
Technology (MeitY)

***Awareness and Skill Development Program for District Level SC/ST officials through State ATIs***

***Training of Trainers (ToT) in e-Governance:  
'Guiding Principles of Digital India and Select Initiatives of e-Kranti'***

*Sponsored by*  
Ministry of Electronics and Information Technology (MeitY)  
Government of India

at  
Indian Institute of Public Administration, New Delhi  
(September 9-17, 2016)

**Digital India: Capacity Building Endeavour at IIPA**

In order to successfully implement Digital India (DI), the digital capacities of all the government officers must be augmented in a very systematic and scientific manner. Therefore, much before the advent of DI, during the implementation phase of National e-Governance Plan (NeGP), MeitY had entrusted Indian Institute of Public Administration (IIPA), an e-governance capacity building component for sensitizing district level officers mainly from Scheduled Caste/Scheduled Tribes (SC/ST) and weaker communities through some identified state ATIs. This capacity building project is titled as “*Awareness and Skill development Program for District Level SC/ST officials through State ATIs*”. The main aim of this project is to enhance the awareness of e-governance knowledge under Digital India Program for district officers, especially those who are from weaker section officers / SC/ST, by strengthening capacities of identified state administrative training institutes-ATIs, using Training of Trainers (ToT) pedagogy<sup>1</sup>. To accomplish this aim, IIPA would train the nominated resource persons, (henceforth referred to as only 'ATI trainers'), as per the prescribed ToT methodology using a centrally designed content on e-governance and Digital India. This centrally designed content has been developed by IIPA in four modules.

- Module I - Basic Course of e-Governance and Digital India
- Module II - Digital India: Enabling policies and IT Act 2000
- Module III - Digital India Framework
- Module IV - Digital India: Guiding Principles of e-Kranti.

Aligned to the aim and its objectives of these modules, separate ToT courses would be conducted at IIPA to train ATI trainers in each of these modules, out of which one pilot ToT on e-governance and Digital India has already been conducted from July 25-28, 2016 at IIPA. The proposed two week training program on Digital India and e-Kranti is the second one in the series.

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<sup>1</sup>The ToT pedagogy mandates that the capacities of the identified trainers (ATIs of the identified states, in this case) would first be augmented in a scientific manner (by Indian Institute of Public Administration-IIPA, in this case), before these trainers impart the actual training to the ultimate trainees (district officials, in this case). This ToT pedagogy is also referred as Training –for-Trainers (TFT) or Train-the-Trainers (TTT) approach.

## Course Details

The proposed intense two week training-of-trainers course is based on the contents of Module III and Module IV and has been titled as ‘Training of Trainers (ToT) in e-Governance: Guiding Principles of Digital India and Select Initiatives of e-Kranti’. It is the second in the list of the ToTs to be conducted at IIPA for ATI trainers and strives to empower the ATI trainers with knowledge and skills required to deliver effective training on ‘Basics of e-Governance’, ‘Digital India’ and ‘e-Kranti’ to the district officials in their respective states.

### *Course Objectives*

By the end of this Train the Trainer, the ATI trainers will be able to:

- Explain the basics of e-Governance.
- Differentiate between e-Governance and e-Government.
- List the various stages of Garter Model to explain the evolution of e-governance.
- State e-Governance scenario in India from its Inception till now.
- Describe Components of National e-Governance Plan (NeGP).
- Enumerate the details of Mission Mode Projects (MMPs) of e-Kranti
- Differentiate between NeGP and NeGP 2.0/ e-Kranti.
- Define three Vision areas and nine Pillars of Digital India Programme.
- List the various important initiatives undertaken under Digital India programme.
- Differentiate between guiding principles and core component of NeGP and Digital India.
- Demonstrate on-line the latest endeavors of Digital India.
- Identify Issues and Opportunities related to implementation of Digital India Programme in India.
- Demonstrate Skills to explain MMPs ( Centre/ State and Integrated) using Case-study Method.
- Impart training in the basic principles of e-governance with special reference to India, as per the prescribed methodology
- Impart training on Digital India Programme to the district officials as per the centralized content.

### *Course Design*

The course strives to align its participants to knowledge and skills of e-governance and its existing status in India, with special reference to Digital India Programme and e-Kranti. The participants would be able to impart this content to the district officials using lecture method and case study method as the pre-decided content. Content to be learnt by ATI trainers has been conceived in following six sub-modules.

**Sub-module-1: Basic Tenets of e-Governance:** What is e-Governance, e-Governance Evolution Model; Understanding e-Governance and e-Government and related benefit.

**Sub-Module-2: e-Governance scenario in India:** Growth of e-Governance in India.

**Sub-Module-3: National e-Governance Plan (NeGP):** Vision and Components, Implementation strategy

**Sub-Module-4: Digital India (DI):** Vision and Pillars, Implementing DI, Recent endeavors under DI, Similarities and Differences between NeGP and DI, Issues and Opportunities of DI

**Sub-Module-5: e-Kranti:** Introduction to e-Kranti and understanding Mission Mode Projects (Central, State and Integrated) through Case Studies

**Sub-Module-6:** Demonstration and Hands-on experience on latest endeavors of Digital India

### ***Course style***

The proposed ToT course has been designed to be high interactive and extensively relying on micro trainings hands on experience. The rigor of several class-presentations and home assignments would be another important feature of this course that would help to gauge the receptivity of both the knowledge and skill related components of the course. In short peer group learning, constant facilitation by trained facilitators and support of highly acclaimed domain experts define the essential characteristics of this unique ToT endeavor. The unique features of this course would be

- Practical demonstration of the latest Digital India initiatives.
- Field visit to MeitY and an e-Governance project site.
- Detailed Session plan of the training to be delivered by ATIs trainees at their respective ends in the state
- Conduct of Prototype of sessions to be delivered at their respective ends in the state

### **Certification**

IIPA and MeitY would do the assessment and evaluation of ATI trainers with the support of the invited experts and trained facilitators. There shall be two certificates *viz.* Certificate of Participation and Certificate of Completion, depending on the conditions fulfilled by each of the ATI trainers participating in the training course.

***Certificate of Participation*** would be awarded at the end of the two week training programme to only those ATI trainers who have got 100% class attendance, have participated wholeheartedly in the class-activities and have also adhered to all the submission guidelines for the class- assignments. All these criteria would also be evaluated by assigned facilitators/ experts as well as by the course coordinator. Only once deemed satisfactory on all the parameters, ATI trainers would be given this certificate, which would serve more like a Provisional certificate.

- ***Certificate of Completion:*** Would be awarded upon fulfillment of following two conditions:
  - i. ***Electronic Submission of the assignment*** by Oct 30, 2016.
  - ii. ***Actual delivery of two training batches per state ATI*** by Dec 15, 2016. At least one expert would be there to support and gauge their training skills (either in person or electronically) while actually delivering the training content.

The responsibility of the completion of these proposed targets to acquire both the certificates lie completely with the ATI trainers and not at all with the assigned experts/ facilitators / course coordinator.

### **Logistics**

All training arrangements for the ATI trainers including boarding, lodging at IIPA campus and the reimbursements of the travelling expenses (by the cheapest economy flight/ II AC tier of the train or as applicable by Govt. regulation) to reach the training venue and back to the training venue would be made by IIPA and on receipt of actual bills/receipts. As per the institutional rules, spouses/family/guests will not be allowed to accompany the ATI trainers during any part of the training programme. The DA/Per diem allowance (if any), shall be borne by the respective ATIs.

## Work Schedule

<b>Day 1: Friday, September 9, 2016</b>			
<b>Time</b>	<b>Details</b>	<b>Presenter(s)</b>	<b>Moderator/Facilitator(s)</b>
9.30 am-10.00 am	Introduction and Training Overview	Charru Malhotra Ajay Kumar Bhardwaj Pawan Taneja	Shivangi Goswami
9.30 am-10.00 am	Basics of e-Governance Evolution of e-Governance	Charru Malhotra	Ajay Kumar Bhardwaj Shivangi Goswami
10.30 am- 11.30 am	Inaugural Ceremony	Director IIPA Chief Guest : Mr. Pavan Duggal, (Sr. Advocate-Cyberlaw, E-Commerce law) MeitY officials Charru Malhotra Pawan Taneja Vikas Kunango	Satish Chandra Project Team
11.30 am- 11.45 am	Group Photograph followed by Tea		
11.45 am-1.00 pm	<ul style="list-style-type: none"> <li>• Growth of e-Governance in India</li> <li>• Outline of NeGP and Digital India Framework</li> </ul>	Vikas Kunango Charru Malhotra	Ajay Kumar Bhardwaj Shivangi Goswami
1.00 pm- 2.00 pm	Lunch		
2.00 pm-5.00 pm	Delivering e- Governance content using Case Study Method	Ajay Kumar Bhardwaj	Rashmi Anand
<b>Day 2: Saturday, September 10, 2016</b>			
9.30 am-11.30 am	NeGP : Components and Strategies	Vashima Shubha	Ajay Kumar Bhardwaj Pawan Taneja Rashmi Anand
11.30 am- 11.45 am	Tea		
11.45 am- 1.00 pm	Digital India Elaborated	Vashima Shubha	Ajay Kumar Bhardwaj Pawan Taneja Shivangi Goswami
1.00 pm- 2.00 pm	Lunch		
2.00 pm- 5.00 pm	Introduction to Mission Mode Projects- (MMPs)	Vashima Shubha	Ajay Kumar Bhardwaj Pawan Taneja Pushkaraj Gavali

<b>Day 3: Monday, September 12, 2016</b>			
<b>Time</b>	<b>Details</b>	<b>Presenter(s)</b>	<b>Moderator/Facilitator(s)</b>
9.30 am-10.30 am	Participants' Presentations on Basics of e-Governance and Evolution of e-Governance in India	ATI trainers	Ajay Kumar Bhardwaj Pawan Taneja
10.30 am- 11.30 am	Participants' Presentations on Introduction to Digital India and Growth of e-Governance	ATI trainers	Ajay Kumar Bhardwaj Pawan Taneja
11.30 am- 11.45 am	Tea		
11.45 am-1.00 pm	Participants' presentations on MMP Case Studies	ATI trainers	Ajay Kumar Bhardwaj Pawan Taneja
1.00 pm- 2.00 pm	Lunch		
2.00 pm-5.00 pm	Participants' presentations on MMP Case Studies	ATI trainers	Ajay Kumar Bhardwaj Pawan Taneja
<b>Day 4: Tuesday, September 13, 2016</b>			
Break/ Delhi Darshan			
<b>Day 5: Wednesday, September 14, 2016</b>			
9.30 am- 10.45 am	<i>e-Kranti</i> : An Overview	Trilok Chandra ( <i>Director-CB, MeitY</i> ) Randhir Pratap ( <i>Sr. Consultant, MeitY</i> )	Mr. Samarendra Nath Khandulam Pawan Taneja Pushkaraj Gavali
10.45 am	Tea		
11.00 am- 1.00 pm	Recent Endeavors of DI and Hands-on experience of DI : Lab sessions	Trilok Chandra ( <i>Director-CB, MeitY</i> ) Randhir Pratap ( <i>Sr. Consultant, MeitY</i> )	Mr. Samarendra Nath Khandulam Pawan Taneja Satish Chandra Pushkaraj Gavali
1.00 pm	Lunch		
2.00 pm – 5.30pm	Digital India Achieved so far: Issues, Opportunities and Related Discussions on Smart Cities, Related Indices- e-Govt development Index, Online service Index, e-Participation Index	Vikas Kunango	Pawan Taneja Rashmi Anand Shivangi Goswami

<b>Day 6: Thursday, September 15, 2016</b>			
<b>Time</b>	<b>Details</b>	<b>Presenter(s)</b>	<b>Moderator/Facilitator(s)</b>
10 am -11.30 am	Citizen Participation using e-Governance: MyGov	Gaurav Dwivedi (CEO, MyGov, MeitY)	Charru Malhotra Pushkaraj Gavali
11.30 am	Tea		
11.45 am 1.00 pm	Lab Sessions Revisited and Problem Solving	Charru Malhotra Pawan Taneja Vikas Kunango	Satish Chandra Rashmi Anand Shivangi Goswami
1.00 pm	Lunch		
2.00 pm- 4.00 pm	Participants' Presentations on e-Kranti	ATI trainers	Mr. Samarendra Nath Khandulam Pawan Taneja Rashmi Anand
4.00 pm- 5.30 pm	Participants' Presentations Recent Endeavors of DI ; Digital India Achieved so far: Issues and Opportunities	ATI trainers	Mr. Samarendra Nath Khandulam Pawan Taneja Shivangi Goswami
<b>Day 7: Friday, September 16, 2016</b>			
<b>Time</b>	<b>Details</b>	<b>Presenter(s)</b>	<b>Moderator/ Facilitator(s)</b>
9.30 am- 1.00 pm	Visit to MeitY (interaction with senior officials)	MeitY Officials	Pawan Taneja Satish Chandra Pushkaraj Gavali
1.00 pm- 2.00 pm	Lunch		
2.00 pm- 5.30 pm	Visit to an e-Governance site of Govt of NCT, Delhi Secretariat	Project Incharge	Pawan Taneja Satish Chandra Pushkaraj Gavali
<b>Day 8: Saturday, September 17, 2016</b>			
9.30 am- 10.45 am	Wrap up Discussions and Deliberations on Digital India , ToT and Presentations	Charru Malhotra Pawan Taneja Vikas Kanungo	Satish Chandra Project Team
10.45 am- 11.00 am	Tea		
11.00 am- 1.00 pm	Valedictory Function and Distribution of certificates	Chief Guest : Dr. N S Kalsi (Additional Chief Secy- Development, Govt of Punjab) Trilok Chandra, (Director- CB, MeitY) Charru Malhotra Pawan Taneja Vikas Kanungo	Satish Chandra Project Team
1.00 pm- 2.00 pm	Valedictory Lunch		

**Annexure- I**  
**List of Participants**

<b>Yashwantrao Chavan Academy of Development Administration (YASHDA)</b> <i>PUNE</i>	
<b>S.no.</b>	<b>Name of Trainee</b>
1	Ms. Sujata Pandurangrao Jogdand
<b>Administrative Training Institute (ATIC)</b> <i>KOLKATA</i>	
<b>S.no.</b>	<b>Name of Trainee</b>
2	Shri. Supriya Ghoshal
3	Shri. Sib Sankar Banik
4	Shri. Souti Ghosh
<b>Bihar Institute of Public Administration &amp; Rural Development (ATI-BP)</b> <i>PATNA</i>	
<b>S.no.</b>	<b>Name of Trainee</b>
5	Shri Santosh Kumar jha
6	Shri Moazzam Arif
<b>Uttarakhand Academy of Administration, Nainital (UAOA)</b> <i>NAINITAL</i>	
<b>S.no.</b>	<b>Name of Trainee</b>
7	Mr Manoj Pande
8	Mr. Sanjeev Sharma
<b>Administrative Training Institute (ATI)</b> <i>ITANAGAR</i>	
<b>S.no.</b>	<b>Name of Trainee</b>
9	Shri. Nani Khambo
<b>Meghalaya Administrative Training Institute (MATI)</b> <b>Meghalaya</b>	
<b>S.no.</b>	<b>Name of Trainee</b>
10	Smti Satrupa Bhattacharjee
11	Dr Batsheba G. Pyngrope

**Annexure-II**  
**Core Project Team**

<b>MeitY officials</b>			
<b>Name</b>	<b>Designation</b>	<b>Contact no.</b>	<b>Email id</b>
<b>Ms Aruna Sunderrajan</b>	Secretary	+91-11-24364041(Office)	Secretary@deity.gov.in
Dr. Ajay Kumar	Additional Secretary	+91-11-24360160(Office)	ajay@deity.gov.in
Mr. R K Sudhanshu	Joint Secretary	+91-11-243631951(Office)	rksudhanshu@deity.gov.in
Mr. Trilok Chandra	Director, Capacity Building	9811990469, 011-24363464	trilok.chandra@nic.in
Mr. Randhir Pratap	Consultant	9999316331	randhir.pratap@negp.gov.in
<b>IIPA core team</b>			
<b>Name</b>	<b>Designation</b>	<b>Contact no.</b>	<b>Email id</b>
Dr. Tishyarakshit Chatterjee	Director, IIPA	9717778418	titichatterjee@gmail.com
Dr. Charru Malhotra	Project Coordinator, Associate Professor of e-Governance & ICT	9818529298 011-23468393	charrumalhotra@gmail.com
Dr. Pawan K Taneja	Assistant Professor Operation Research	9818210463	Dr.p.k.taneja@gmail.com
Mr. Vikas Kanungo	Sr. Technical consultant	9871911448	vikaskanungo@egovindia.org
Mr. Satish Chandra	Administrative Support	9891946147	scniipa@gmail.com
Mr. Shambhu Nath Roy	Web developer	9891291987	snroy11@gmail.com
Ms. Rashmi Anand	Research Officer	8800602134, 9868534834	rashmi.iipa@gmail.com, anandrashmi2110@gmail.com
Mr. Pushkar S. Gavali	Research Officer	07507400025, 9871264489	pushkar.iipa@gmail.com, pushkar.sgavali@gmail.com
Ms. Shivangi Goswami	Research Assistant	9582067232	shivangi.iipa@gmail.com, shivwami@gmail.com
<b>Industry experts</b>			
<b>Name</b>	<b>Designation</b>	<b>Contact no.</b>	<b>Email id</b>
Dr. Nirmaljeet Singh Kalsi	Additional Chief Secy (Development), Govt of Punjab	9999997861	nskalsi@gmail.com
Mr. Pavan Duggal	Sr. Advocate- Cyberlaw, E-Commerce law	9810271805	info@pavanduggal.net
Mr. Ajay Kumar Bhardwaj	Trainer/Professor	8989405649 9425650249	ajaysatyanarain@gmail.com
Mr. Samarendra Nath Khandulam	Sr. Trainer	9899221822	samar239@gmail.com
Dr Vashima Shubha	Sr. e-Gov consultant	8978744673	vashimas@gmail.com



