മഹാത്മാഗാന്ധി സർവകലാശാല

പുറത്തെഴുത്ത് നം.37950/AD A3/4/2019/ADMIN   തീയതി. 29.02.2020

ഗവൺമെന്റ് സെക്ടറിലുള്ള നിയമനങ്ങളുമായി ബന്ധപ്പെട്ട് എലെമെന്ററി ലെവലിലും സൂപ്പർവൈസറി ലെവലിലും നടത്തുവാനുള്ള സ്റ്റാൻഡേർഡൈസ്ഡ് ഐ ടി കോഴ്സുകളുടെ സിലബസ് അംഗീകരിച്ച കൊണ്ട് സർക്കാർ GO(Ms) No.10/2019/ITD dated, 04.06.2019 ഉത്തരവ് പുറപ്പെടുവിച്ചിരുന്നു. ടി ഉത്തരവ്, മിനിറ്റ്സ് ഇനം നം. 78/20.01/DDFS-37950/2019 തീയതി 15.02.2020 പ്രകാരം സർവകലാശാലയിൽ നടപ്പിലാക്കുവാൻ സിൻഡിക്കേറ്റ് തീരുമാനിച്ചിരിക്കുന്നു.

തദനുസരണം ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

PREMKUMAR R

ASSISTANT REGISTRAR I (ADMIN)

രജിസ്ട്രാർക്കു വേണ്ടി

പകർപ്പ് :

1. എല്ലാ വിഭാഗങ്ങളും ഡിപ്പാർട്ടുമെന്റുകളും സെന്ററുകളും
2. വി.സി./പി.വി.സി. എന്നിവരുടെ പ്രൈവറ്റ് സെക്രട്ടറിമാർ
3. രജിസ്ട്രാർ/എഫ്.ഒ/സി.ഇ എന്നിവരുടെ പേർസണൽ അസ്സിസ്റ്റന്റുമാർ
4. ജോയിന്റ് ഡയറക്ടർ ,കെ.എസ്.എ.ഡി.,മഹാത്മാഗാന്ധി സർവകലാശാല
5. എ.ആർ./ഡി.ആർ./ജെ.ആർ.(ഭരണം/അക്കാദമിക്/ഫിനാൻസ്/പരീക്ഷ).
6. പി.ആർ.ഒ./ഐ.ക്യൂ.എ.സി./സി.എം.എസ് (വെബ്സൈറ്റിൽ അപ്ലോഡ് ചെയ്യുന്നതിനായി)
7. എഫ്.സി.സി./എ.സി.സി./ഫിനാൻസ് 1/ഓഡിറ്റ് 1/5
8. എഡി എ1/എഡി എ2/എഡി എ4/എഡി എ5/എഡി സി.1/2/3
9. സെന്റർ ഫോർ ഹൈ പെർഫോമൻസ് കമ്പ്യൂട്ടിങ്
10 . സ്റ്റോക്ക് ഫയൽ /റെക്കോർഡ്സ് സെക്ഷൻ/ഫയൽ കോപ്പി.

GOVERNMENT OF KERALA

No. J1/276/2018/HEDN   Higher Education (J) Department
                             Thiruvananthapuram, Dated: 23.09.2019

From

    The Principal Secretarty to Government

To

    1.The Director, LBS Centre / IHRD / Technical Education/Collegiate
      Education

    2.The Registrar of all Universities.

Sir,

    Sub :- Higher Education - E&ITD – Approval in principle of
        Elementary and Supervisory level syllabus for standardised IT
        courses – Government Order forwarding of – Reg.
    Ref :- G.O.(Ms.) No. 10/2019/ITD dated 04.06.2019

    I am to forward herewith the Govenrment Order referred above
for information and necessary action.

Yours faithfully,

Sreekala.S

Under Secretary

For Principal Secretary to Government

Approved for issue,

Section Officer

GOVERNMENT OF KERALA

Abstract

Electronics & Information Technology Department - Elementary and Supervisory level syllabus for standardised IT courses - In principle approval accorded - Orders issued
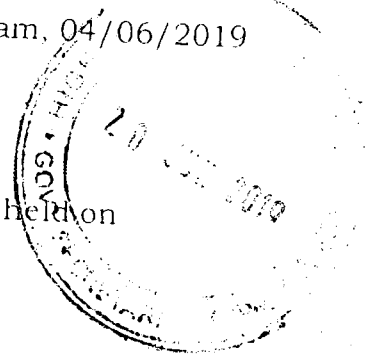
ELECTRONICS & INFORMATION TECHNOLOGY (B) DEPARTMENT

G.O.(Ms)No.10/2019/ITD Dated,Thiruvananthapuram, 04/06/2019

Read 1 GO(Rt)No.130/2017/ITD dated 30.06.2017
2 GO(Rt)No.296/2018/ITD dated 13.11.2018
3 Minutes of the Syllabus Committee meeting held on 23.02.2019

ORDER

As per G.O read as 1st paper above, a Committee was constituted to review the syllabus/ course content, fee structure, duration, evaluation etc. of the courses, certification method and its applicability for posting in Government sector. The Committee was also directed to formulate basic level computer awareness courses that may be made mandatory for future recruitment to various posts in Government sector. The report submitted by the Committee was discussed in the meeting convened by Chief Secretary on 22.10.2018. After considering the recommendations of the Committee, the meeting recommended to constitute a Syllabus Committee for finalising the curriculum content. As per G.O read as 2nd paper, the Syllabus Committee was constituted. The Syllabus Committee met on 23.02.2019 and decided to grant in principle approval to the elementary and supervisory level syllabi.

2. Government have examined the recommendations of the Syllabus Committee and are pleased to grant in principle approval to the syllabus prepared (appended to this GO)for Elementary level and Supervisory level courses.

(By order of the Governor)
VINOD. G
JOINT SECRETARY

To:
The Director, Kerala State IT Mission
Prof. T. Jayaraman, Member, State Planning Board
The Head, State e-Governance Mission Team
General Administration Department
Higher Education Department
Personnel & Administrative Reforms Department
Information Officer (W&NM), I&PRD
Stock File

Forwarded / By order

A. Elementary Computer Skills

Objective - To acquire skills required for basic computer operations

a   Basic knowledge for computer operation and application for day to day use

b   Working knowledge on Word processing, Spreadsheets and presentation packages

c   Use of email and internet

d   Malayalam / English typing skills

e   Computer based drafting and noting

f   Use of Scanner, Printer, WiFi

g   Familiarity with Computer networking, networking components, cyber security.

Course Contents

1 Introduction to Computer
- Familiarity with the basic components of computers and computer terminology
- Characteristics of computer, e-governance, multimedia etc.

2 Introduction to GUI Based Operating System
- GUI based operating system
- File Management
- Elements of Word Processing

3 Office packages
- Document creation, saving, editing, insertion of tables etc in document
- Create, save and work on Spreadsheet software
- Create, save and work on Presentation software
- Cell manipulation, Insertion and deletion of rows, columns, charts, graphs, functions etc

4 Internet
- Introduction to Internet, WWW and Web browsers, searching content etc.

5 Communication and Collaboration
- Communication and collaboration tools like Skype, Google docs / sheets etc
- Emails, messaging, use of Calendars for meeting

6 Application of presentations
- Demonstration of Presentation Software like Power Point.

7 Introduction to Digital Financial Services
- Introduction to Internet based financial services and awareness of various schemes of Govt. of India.

8   **Practical / Hands on sessions**
   - Transcription and typing of dictated passage in English and Malayalam
   - "Drafting" / "Noting" using computer
   - Installation and configuration of peripherals such as printers, scanners, projectors etc.

B.   Supervisory Skills

Objective - To acquire skills required for advanced computer operations

a   Advanced knowledge for computer operation and application for day to day use

b   Working knowledge on Word processing, Spreadsheets and presentation packages

c   Use of email, internet, Calendar, Tasks

d   Familiarity with eGovernance infrastructure and Use of eGovernance applications, Web based and mobile based applications

e   Malayalam typing skills for office work

f   Computer based drafting and noting

g   Use of Scanner, Printer, Wi-Fi, check network connections, internet speed, basic trouble shooting

h   Awareness on computer networks, network components and Data Centre infrastructure

i   Cyber Security Act, IT Act

j   Familiarity with tools used for Project Management

Course contents

1   **Introduction to Computer**
   - Familiarity with the basic components of computers and computer terminology
   - Characteristics of computer, e-governance, multimedia etc.

2   **Introduction to GUI Based Operating System**
   - GUI based operating system
   - File Management

3   **Office software packages**
   - Elements of Word Processing
   - Document creation, saving, editing, insertion of tables etc in document
   - Create, save, and effectively work with Spreadsheets including formulae and charts
   - Cell manipulation, Insertion and deletion of rows, columns, charts, graphs, functions etc
   - Demonstrate Presentation Software like Power Point.

4 **Internet**
- Introduction to Internet, WWW and Web browsers, searching content etc.
- Cookies, caches, history etc

5 **Communication and Collaboration**
- Use of emails
- Use of Calendars and meeting management using Calendars
- Communication and collaboration tools like Skype, Google docs / sheets etc

6 **Introduction to Digital Financial Services**

- Awareness of various Digital Financial services modes (like net banking, mobile banking etc).

7 **Awareness on Cyber Security Act and IT Act**

8 **Infrastructure**
- Awareness on LAN, WAN Infrastructure and its components
- Installation and configuration of peripherals such as printers, scanners, projectors etc.
- Awareness on Installation of Software, Virus Scan
- Awareness on Data Centre, BCP, DR and its major components

9 **Project Management tools**
10 **Practical / Hands-on sessions**
- Drafting / Noting using computer
- Create presentations
- Create a spreadsheet with data summarisation and chart
- Format documents