
PROJECT REPORT ON

ON THE JOB IN-HOUSE TRAINING PROGRAMME ON *UBUNTU* SOFTWARE TOWARDS ACHIEVING 100 % FREESOFTWARE AND COMPUTER LITERACY IN A GOVERNMENT OFFICE

The computerization activities in Department of Land Revenue were started way back in 1991. However, the desired objectives including the skill enhancement of the employees in computer-assisted operations could not be achieved due to some of the inherent issues in the department for which there are no ready made solutions.

The off the job training programmes which cost the Government dearly too failed to bring in desired results due to many issues related to off the job training coupled with the lack low scope of retraining and backup infrastructure.

Though the free software programmes are given very good publicity and are being made part of the State IT policy, it too had made little progress atleast in Department Revenue.

To redress both these issues the State IT Cell-Revenue has been implementing a project towards achieving 100 % free software literacy, through a novel methodology of ON THE JOB INHOUSE TRAINING PROGRAMME.

PROJECT OBJECTIVE: The project has been designed with the twin objective of achieving 100 % computer proficiency along with 100 % literacy in free software on or before 01.01.2011, through an on-the-job, in-house training programme.

PROJECT LOCATION: The project has been under implementation since 30.06.2010 at Commissionerate of Land Revenue. The office is with 220 employees most of them untrained / under-trained atleast in the free software applications. This Government office, which acts as the controlling office for all the Revenue offices in the state, has 33 different sections under it. The office has 67 computers distributed at different places without much of a planning.

PROJECT METHODOLOGY: The project has been introduced in through a five step procedure. By successfully finishing each and every step 106 employees have been trained already out of the total 220 employees in the office. The steps are as follows;

Step I: Collection of basic data of the level of computer proficiency of the employees through a prescribed questionnaire

Step II: Collection basic data on computer hardwares in the office and its distribution and working condition.

Step III: Finalisation of training modules and timings for training.

9 modules have been finalised for each trainee and the following timings were set for giving an option for the trainees.

First Batch: 11.00 am - 12.00 noon

Second Batch: 2.00 pm - 3.00 pm

Third Batch: 3.00 pm - 4.00 pm

Employees are given the option to choose the timing of their choice.

Step IV: Inviting applications and finalisation of batches: This has been done with the concurrence of section heads.

Step V: Initiation of training

PROJECT COST: Even though the project does not cost anything to Government the following expenditures are expected:

- Towards providing training material & copy of free software package: Rs.50 / Person X 220 = **Rs.11,000/-**
- Towards establishing common access computer points for 33 sections loaded with freesoftware package:Rs.23750X33 systems= **Rs.7,83,750/-(As per rates from KELTRON)**

[INTEL E 2180 PROCESSOR , 2.0 GHZ, 1 MB L2 CACHE, 800 FSB ASUS/GIGABYTE/MSI MOTHERBOARD,1GB DDR II RAM, 160GB SATA HDD , DVD WRITER, 16" WIDE TFT COLOR MONITOR]

Thus the total project cost would be Rs. **Rs.7,94,750/(Rupees Seven lakh ninenty four thousand seven hundred and fifty only)**

EXPECTED PROJECT FUNDING: The bridge fund of KSITM.

PROJECT ADVANTAGES: Some of the anticipated advantages of the project are as follows;

- The training programme being in the workplace it creates a homely environment which improves the receptiveness of the trainees
- It is economical for the Government as the expenditure towards TA / DA for the off the job institutional trainings can be averted
- The displacement of the employees who otherwise goes out for trainings by missing the office hours can be avoided
- Staff become more competent at their jobs to serve the public in a better and speedy manner
- Staff become more flexible
- Staff motivation increases
- Increases productivity
- Changes become easier to introduce
- Training is fully-customized for the specific trainees
- Training format is flexible
- Training is scheduled when it is convenient for employees
- Employee travel is eliminated
- Training is typically less expensive than sending each employee to an institution

- Employees will learn to "speak the same language" during the training, which makes training stick
Training combines traditional presentation of material with hands-on practice, ensuring that employees leave the training with skills they can apply immediately on the job and beyond
- This type of training is confidential, allowing teams to discuss and work on real issues
- Training encourages team building and better understanding of one another.

Once the project objectives are met, our office would be the FIRST 100% FREE SOFTWARE COMPUTER LITERATE OFFICE IN INDIA. Once this is completed successfully, the experiences of the same can be shared and simulated in other offices as well, in project mode towards achieving 100% free software & computer literacy in each and every office in Kerala.

Prepared by

Dr.D.Sajith Babu

Nodal Officer, State IT Cell-Revenue



GOVERNMENT OF KERALA

Abstract

Information Technology Department - On the job in-house training programme in Land Revenue Commissionerate - sanction accorded - Orders issued.

INFORMATION TECHNOLOGY (B) DEPARTMENT

G.O. (Rt). No.22/2011/ITD Dated, Thiruvananthapuram, 28.01.2011

Read: Letter No: KSITM/FOSS/2010/5492/9/6474 dated 23.11.2010 and letter No:KSITM/FOSS/2010/5492/9/6341 dated 15.12.2010 from the Director, Kerala State IT Mission.

ORDER

As per the letter read above, the Director, KSITM has forwarded a proposal submitted by Land Revenue Commissionerate for making that office as 100% FOSS literate through an on the job in-house training programme on UBUNTU software. The total project cost comes to ₹ 7,83,750/-. It is also reported that the funding for the proposal can be met from the funds available in propagation of FOSS head.

Government have examined the matter and are pleased to accord sanction for the proposal of the Director, KSITM for an on the job in-house training programme in Land Revenue Commissionerate for making the office as 100% FOSS literate at a cost of ₹ 7,83,750/- by meeting the expenditure from the funds available in propagation of FOSS head.

(By order of the Governor)

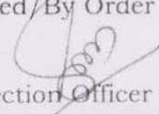
K. Suresh Kumar

Secretary to Government

To

The Director , KSITM, Trivandrum.
The Commissioner, Land Revenue Commissionerate, Trivandrum.
The Principal Accountant General (Audit), Kerala, Trivandrum.
The Accountant General (A&E), Kerala, Trivandrum.
Revenue Department
Stock file/ Office Copy.

Forwarded/By Order


Section Officer