



**MANGALMAY**

INSTITUTE OF MANAGEMENT AND TECHNOLOGY

—Greater Noida—



# Value Added Certification Course

On

## **DIGITAL INCLUSION**

Resource Person

**Mr. Ashish Mishra**

**Assistant Professor, MIMT**

**Venue: Block-C, MIMT**

**11<sup>th</sup> March to 3<sup>rd</sup> April, 2024**

**Toll Free : 1800 103 3797 | [www.mangalmay.net.in](http://www.mangalmay.net.in)**

**Plot No. 8 & 9 Knowledge Park -II, Greater Noida, Delhi-NCR, India**



**Schedule of Certification Course on “Digital Inclusion”**

**Duration:30 hours**

<b>Sr. No.</b>	<b>Resource Person</b>	<b>Topic Covered</b>	<b>Date &amp; Time</b>
1.	Mr. Ashish Mishra	<ul style="list-style-type: none"><li>Digital Inclusion and Digital Empowerment</li></ul>	11/03/2024 02:00PM – 04:00PM
2.	Mr. Ashish Mishra	<ul style="list-style-type: none"><li>Needs and challenges</li></ul>	12/03/2024 02:00PM – 04:00PM
3.	Mr. Ashish Mishra	<ul style="list-style-type: none"><li>Vision of Digital India: DigiLocker, E-Pathshala, BHIM</li></ul>	13/03/2024 02:00PM – 04:00PM
4.	Mr. Ashish Mishra	<ul style="list-style-type: none"><li>Public utility portals of Govt. of India such as RTI, Finance, Education</li></ul>	14/03/2024 02:00PM – 04:00PM
5.	Mr. Ashish Mishra	<ul style="list-style-type: none"><li>Communication and Collaboration in the Cyberspace</li></ul>	15/03/2024 02:00PM – 04:00PM
6.	Mr. Ashish Mishra	<ul style="list-style-type: none"><li>Electronic Communication: Electronic Mail, Blogs, Social Media</li></ul>	18/03/2024 02:00PM – 04:00PM
7.	Mr. Ashish Mishra	<ul style="list-style-type: none"><li>Collaborative Digital platforms : Google Form</li></ul>	19/03/2024 02:00PM – 04:00PM



8.	Mr. Ashish Mishra	<ul style="list-style-type: none"><li>Tools/platforms for online learning : Zoom, Google Meet, Team</li></ul>	<b>20/03/2024</b> <b>02:00PM – 04:00PM</b>
9.	Mr. Ashish Mishra	<ul style="list-style-type: none"><li>Collaboration using file sharing, messaging, video conferencing</li></ul>	<b>21/03/2024</b> <b>02:00PM – 04:00PM</b>
10.	Mr. Ashish Mishra	<ul style="list-style-type: none"><li>Towards Safe and Secure Cyberspace</li></ul>	<b>22/03/2024</b> <b>02:00PM – 04:00PM</b>
11.	Mr. Ashish Mishra	<ul style="list-style-type: none"><li>Online security and privacy</li></ul>	<b>27/03/2024</b> <b>02:00PM – 04:00PM</b>
12.	Mr. Ashish Mishra	<ul style="list-style-type: none"><li>Threats in the digital world: Data breach and Cyber Attacks</li></ul>	<b>28/03/2024</b> <b>02:00PM – 04:00PM</b>
13.	Mr. Ashish Mishra	<ul style="list-style-type: none"><li>Security Initiatives by the Govt of India</li></ul>	<b>01/04/2024</b> <b>02:00PM – 04:00PM</b>
14.	Mr. Ashish Mishra	<ul style="list-style-type: none"><li>Ethical Issues in Digital World : Netiquettes</li></ul>	<b>02/04/2024</b> <b>02:00PM – 04:00PM</b>
15.	Mr. Ashish Mishra	<ul style="list-style-type: none"><li>Ethics in digital communication &amp; Cyberspace</li></ul>	<b>03/04/2024</b> <b>02:00PM – 04:00PM</b>

## SYLLABUS

**Duration : 30 Hours**

**Course Title : Digital Inclusion**

### **COURSE OBJECTIVES:**

- Understand the digital world and need for digital empowerment
- Create awareness about Digital India.
- Explore, communicate and collaborate in cyberspace.
- Building awareness on cyber safety and security.

### **LEARNING OUTCOMES:**

- Use ICT and digital services in daily life.
- Develop skills to communicate and collaborate in cyberspace using social platforms, teaching/learning tools.
- Understand the significance of security and privacy in the digital world.
- Evaluate ethical issues in the cyber world.

### **SYLLABUS OF *DIGITAL INCLUSION***

**Lecture Hours**

**Unit I: Digital Inclusion and Digital Empowerment**

**10**

- Needs and challenges
- Vision of Digital India: Digi Locker, E-Pathshala, BHIM
- Public utility portals of Govt. of India such as RTI, Finance, Education

**Unit II: Communication and Collaboration in the Cyberspace**

**8**

- Electronic Communication: Electronic Mail, Blogs, Social Media
- Collaborative Digital platforms : Google Form
- Tools/platforms for online learning : Zoom, Google Meet, Team
- Collaboration using file sharing, messaging, video conferencing

**Unit III: Towards Safe and Secure Cyberspace**

**8**

- Online security and privacy
- Threats in the digital world: Data breach and Cyber Attacks
- Security Initiatives by the Govt of India

**Unit IV: Ethical Issues in Digital World**

**4**

- Netiquettes
- Ethics in digital communication & Cyberspace

### **Essential Readings /Online Resources**

1. Rodney Jones and Christoph Hafner. "Understanding digital literacies: A practical Introduction". Routledge Books, 2nd edition, 2021.
2. <https://www.digitalindia.gov.in>
3. <https://www.digilocker.gov.in>
4. <https://www.cybercrime.gov.in>
5. <https://www.cybersafeindia.in>
6. <https://www.meity.gov.in/cyber-surakshit-bharat-programme>

### **Suggested Readings:**

1. David Sutton. "Cyber security: A practitioner's guide", BCS Learning & Development Limited, UK, 2017.
2. <https://www.mha.gov.in/document/downloads/cyber-safety-handbook>

### **Assessment Methods\***

Theory (Internal) : 100%



# Mangalmay Institute of Management Technology Greater Noida (U.P.)



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07<sup>th</sup> Mar, 2024

## NOTICE

This is to inform all the students of B.A.B.Ed II<sup>nd</sup> year that the Certification Course on **Digital Inclusion** running from **11/03/2024 to 03/04/2024** designed to equip students with essential technical skills and awareness. This course will empower you to:

- Affordable Internet access
- Internet-enabled services
- Digital literacy training
- Quality technical support
- Applications and online content designing

### Course Details:

- **Timing** : 2:00 pm to 4:00 pm
- **Resource Person**: Mr. Ashish Mishra (Assistant Professor, Department of Education, MIMT)

Course certificate will be issued after the successful completion of the course. It's mandatory for all the registered students to attend all the classes regularly.

  
**Dr. Bhavna Joshi**  
HOD

  
**Mr. Somendra Sharma**  
Convener

Annexure:  
Syllabus  
Schedule

CC to:  
Principal  
IQAC Coordinator  
Faculty Members  
Notice Board  
Office File



	<b>Report</b>
Name of the Course	Certification Course on “ <b>Digital Inclusion</b> ”
Date	<b>11/03/2024 to 03/04/2024</b>
Venue	Classroom & Computer Lab ,Block C MIMT
Organized by	Department of Education,MIMT
Participated by	Students of B.A.B.Ed. II year
Convener	Mr. Somendra Sharma,Assistant Professor,Department of Education,MIMT
Resource Person	Mr. Ashish Mishra,Assistant Professor,Department of Education,MIMT
Objective	<p>On completion of Certification Course on “<b>Digital Inclusion</b>”, the prospective teacher educator will be able to:</p> <p><b>General Skills :</b></p> <ul style="list-style-type: none"><li>• Basic computer literacy</li><li>• Information literacy</li><li>• Digital communication skills</li><li>• Problem-solving skills</li><li>• Critical thinking skills</li><li>• Empathy and understanding</li></ul> <p><b>Specific Skills :</b></p> <ul style="list-style-type: none"><li>• Basic computer operation</li><li>• Using the internet</li><li>• Using specific software programs</li><li>• Critical thinking</li><li>• Information seeking</li><li>• Source evaluation</li><li>• Online safety</li><li>• Digital etiquette</li><li>• Digital privacy</li></ul>



Content	<p><b>Planning &amp; Execution:</b> Mr. Somendra Sharma was assigned the responsibility to conduct the course. The proposal was forwarded to the Management to get it approved. It was accepted on 5<sup>th</sup> Mar, 2024. Thereafter, Mr. Ashish Mishra (Assistant Professor, MIMT) was approached to conduct the course. He was convinced and sent the course schedule. The Plan of Action was prepared.</p> <p><b>Daywise Activity:</b> <b>Day 1 (11<sup>th</sup> Mar, 2024)</b> On the First day in Session-1, Mr Ashish Mishra discussed about Digital inclusion is about ensuring everyone has access to the internet and devices. Digital empowerment goes beyond access, by giving people the skills and confidence to use technology to improve their lives.</p> <p><b>Day 2 (12<sup>th</sup> Mar, 2024)</b> On the Second day in Session-2, Mr Ashish Mishra discussed about Digital inclusion aims to get everyone access to technology and the internet, while digital empowerment equips them with the skills to use it effectively. The challenges lie in bridging the affordability gap, providing digital literacy training, and ensuring technology is accessible to all.</p> <p><b>Day 3 (13<sup>th</sup> Mar, 2024)</b> On the Third day in Session-3, Mr Ashish Mishra discussed about Digital India envisions a digitally empowered society with initiatives like DigiLocker for secure documents, e-Pathshala for e-learning resources, and BHIM for digital payments.</p> <p><b>Day 4 (14<sup>th</sup> Mar, 2024)</b> On the Fourth day in Session-4, Mr Ashish Mishra discussed about The Government of India offers public utility portals for citizens to access information and services related to Right to Information (RTI), finance, and education.</p> <p><b>Day 5 (15<sup>th</sup> Mar, 2024)</b> On the Fifth day in Session-5, Mr Ashish Mishra discussed about Cyberspace fosters communication and collaboration by providing a platform for information exchange and teamwork across distances.</p> <p><b>Day 6 (18<sup>th</sup> Mar, 2024)</b> On the Sixth day in Session-6, Mr Ashish Mishra discussed about Electronic communication, including email, blogs, and social media, has revolutionized the way we connect and share information.</p> <p><b>Day 7 (19<sup>th</sup> Mar, 2024)</b> On the Seventh day in Session-7, Mr Ashish Mishra discussed about Google Forms is a collaborative digital platform that allows teams to create and edit surveys and quizzes together.</p> <p><b>Day 8 (20<sup>th</sup> Mar, 2024)</b> On the Eight day in Session-8, Mr Ashish Mishra discussed about Popular video conferencing tools like Zoom, Google Meet, and Microsoft Teams can facilitate interactive online learning experiences.</p> <p><b>Day 9 (21<sup>th</sup> Mar, 2024)</b> On the Ninth day in Session-9, Mr Ashish Mishra discussed about Distributed teams can seamlessly collaborate using file sharing, messaging, and video conferencing for real-time communication and project updates.</p> <p><b>Day 10 (22<sup>th</sup> Mar, 2024)</b> On the tenth day in Session-10, Mr Ashish Mishra discussed about Achieving a safe and secure cyberspace requires collaboration between individuals, businesses, and governments.</p>
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Outcome	<p><b>Day 11 (27<sup>th</sup> Mar, 2024)</b> On the eleventh day in Session-11, Mr Ashish Mishra discussed about Online security and privacy go hand-in-hand, protecting your information from unauthorized access and ensuring control over your digital footprint.</p> <p><b>Day12 (28<sup>th</sup> Mar, 2024)</b> On the Twelfth day in Session-12, Mr Ashish Mishra discussed about Data breaches and cyber attacks expose sensitive information and disrupt digital systems, posing a major threat in today's interconnected world.</p> <p><b>Day 13 (1<sup>st</sup> Apr, 2024)</b> On the next day in Session-13, Mr Ashish Mishra discussed about The Indian government implements security initiatives like the Cyber Swachhta Kendra to combat cyber threats and create a safe online space.</p> <p><b>Day 14 (2<sup>nd</sup> Apr, 2024)</b> On the fourteenth session-14, Mr Ashish Mishra discussed about Netiquette, the etiquette of the internet, helps navigate ethical issues in the digital world by promoting respectful online communication.</p> <p><b>Day 15 (3<sup>rd</sup> Apr, 2024)</b> On the last day in Session-15, Mr Ashish Mishra discussed about Ethical digital communication and responsible behavior in cyberspace are crucial for creating a safe and respectful online environment.</p> <p>The learning outcomes of the Certification Course on “Digital Inclusion” were:</p> <ul style="list-style-type: none"><li>• <b>Understanding the concept of digital inclusion:</b> This included exploring the social and economic factors that contributed to the digital divide, and the different aspects of access, affordability, skills, and relevance.</li><li>• <b>Identifying the barriers to digital inclusion:</b> This involved participants examining issues like lack of access to devices and internet connectivity, affordability concerns, limited digital literacy skills, and even physical disabilities.</li><li>• <b>Developing strategies to promote digital inclusion:</b> Participants learned about various initiatives and programs that addressed the digital divide, including community outreach, affordability plans, digital literacy training, and accessible technology solutions.</li><li>• <b>Advocating for digital inclusion:</b> The course equipped participants with the skills to advocate for policies and practices that promoted greater access and equity in the digital world.</li><li>• <b>Building digital skills:</b> Some programs offered practical training on basic computer skills, using online tools and resources, and navigating the digital landscape safely and effectively.</li></ul> <p>33 students of B.A.B.Ed II year had done this course. The course was highly interactive and extremely motivated the students.</p>
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**Picture1.1. Insightful lecture by Mr. Ashish Mishra,Assistant Professor,Department of Education,MIMT**





**Picture1.2. Students actively participating in the session**



**List of Registered Students Certification Course on “Digital Inclusion”**

<b>S.No .</b>	<b>Registration No./Roll No</b>	<b>Name</b>	<b>Registered Status</b>	<b>Completion Status</b>
1	220992102055	RIYA SHARMA	Registered	Completed
2	220992102056	RUCHI SHARMA	Registered	Completed
3	220992102057	SAKSHI BHARDWAJ	Registered	Completed
4	220992102058	SALONI	Registered	Completed
5	220992102061	SHIVANI YADAV	Registered	Completed
6	220992102063	SIWANI KUMARI	Registered	Completed
7	220992102064	SONAM SINGH	Registered	Completed
8	220992102065	SOURABH KUMAR	Registered	Completed
9	220992102066	SOURAV BHATI	Registered	Completed
10	220992102067	TANISH CHAUHAN	Registered	Completed
11	220992102068	TANIYA CHAUDHARY	Registered	Completed
12	220992102069	TANNU	Registered	Completed
13	220992102070	TANU BHATI	Registered	Completed
14	220992102071	TULIKA KHANNA	Registered	Completed
15	220992102072	VANSHITA	Registered	Completed
16	220992102073	VIKASH	Registered	Completed
17	220992102074	AKANSHA	Registered	Completed
18	220992102075	AKANSHA SINGH	Registered	Completed
19	220992102076	ANSHIKA GUPTA	Registered	Completed
20	220992102077	CHANCHAL CHECHI	Registered	Completed
21	220992102078	DIVYANSHI GUPTA	Registered	Completed
22	220992102079	MANU DIXIT	Registered	Completed



23	220992102080	NIBEDITA NISHI	Registered	Completed
24	220992102081	NILESH SHARMA	Registered	Completed
25	220992102082	POOJA RAWAT	Registered	Completed
26	220992102083	PREETI	Registered	Completed
27	220992102084	PREETI	Registered	Completed
28	220992102085	RITU SHARMA	Registered	Completed
29	220992102086	SACHIN	Registered	Completed
30	220992102087	SHIVANI SINGHAL	Registered	Completed
31	220992102088	SONIA	Registered	Completed
32	220992102089	SAKSHAM ARORA	Registered	Completed
33	220992102090	PALAK TYAGI	Registered	Completed



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Greater Noida (U.P.)



## **Expert Profile**

### **Mr. Ashish Mishra**

**Core Skills:** Technical Expert

**Qualification:** B.TECH.(E&IE), B.ED., M.ED., M.A.(Economics), PGDCA, UGC NET(Education)

**Experience:** 5+ years

**Research Area:** Information Communication Technology, Economics and Education