



Special Foundation Course (Batch-2)
on
Comprehensive Online Modified Modules for Induction
Training (COMMIT) 21st January, 2021

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ISSUES & PONDERABLES CONSIDERED

- Why e-Learning / COMMIT ?
- Why these modules ?
- What and how of implementation strategies / approaches adopted
- How to begin, navigate, and complete the e-modules

AIM OF THE PRESENTATION

- *Share* the context – requirement of capacity building and the development of e-learning modules
- **Aim, design** of COMMIT, and list of modules
- **Approaches** adopted by the Institute
- **Benefits** of decentralized training approach
- Accessing and **navigating features** / processes
- How to work on “**DoPTLRC**”
- Pre-, In-, and Post-training tasks / activities
- Other **Similar Initiatives**
- **Prominent MOOC** sites
- **MCRHRD -UDEMY**

Building capacities at various levels

National Training Policy (NTP) 2012

- Stipulates that all civil servants should be provided training (from lowest to the highest)
- Training at entry into Civil Services
- At appropriate intervals in the course of their career
- Priority will be given to the training of front line staff.

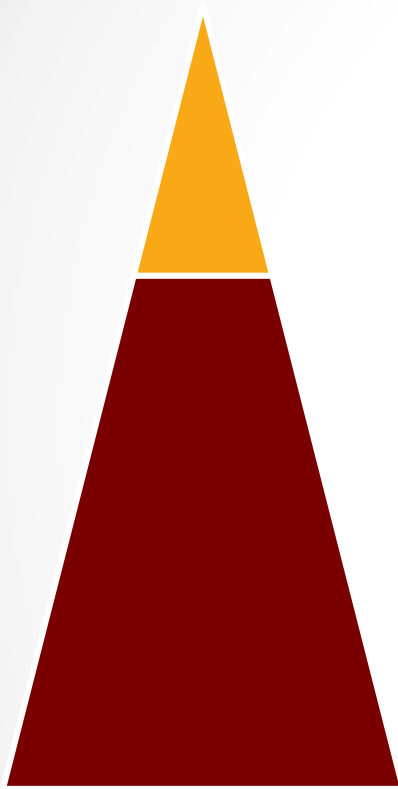
NTP 2012- Responding to Changing Context

- Shift of governance towards citizen centric paradigm
- Imperative to build capacities of the frontline / cutting edge staff
- To develop a responsive customer orientation
- Priority on soft skills to improve citizen centricity and service delivery to the citizens

NTP2012- Initiatives

- Capacity building for Training For All (TFA)
- Standardized Training packages
- Training of Trainers
- Distance Learning Programs
- Induction Training Programs
- Blended Training Programs
- e-Learning Modules, facilitating self-paced *training anytime, anywhere*

Capacity Building for Public Servants



- Tip of the pyramid pertaining to top echelons of bureaucracy (All India Services, Group-I Officers) are frequently trained
- Various options, including training abroad
- But programme implementation largely depends on cutting edge and middle level of bureaucracy
- Capacity Building of these levels often neglected
- Various options to be explored
- e-Learning based on MOOC (Massive Online Open Course) model an effective instrument to cover large numbers.

Blended e-Learning Module of DoPT - COMMIT



**Comprehensive Online Modified
Modules for Induction Training**

Aim, Design & Structure of COMMIT

Aim :

- To Improve Public Service Delivery;
- Promote Good-governance And Citizen Centric Administration;
- Provide Induction Training To Recently Recruited Frontline Functionaries In The States

Design and Structure :

- 15 e-modules hosted on DoPT Website
- 20 hours duration (Face to face training & e-Learning)
- 60 days to each participant to complete all the 15 e-modules
- Certificate after completing all 15 modules

COMMIT @ MCRHRD



Comparative achievements under COMMIT (2017-21)

2017-2018
Sanctioned Target
– 9000 + 9000

- **Total Number Enrolled : 18,000**
- **Total Number completed : 10,718**

2018-2019
Sanctioned Target -
20,000

- **Total Number Enrolled : 20,000**
- **Total Number completed : 19,702**

2019-2020
Sanctioned
Target - 40,000

- **Total Number Enrolled : 40,000**
- **Total Number completed : 37,894**

2020-2021
Sanctioned
Target - 20,000

- **On- going**

e-Modules & Duration

- **15 e-modules: 12 modules on Soft Skills and 3 Specific Modules are**
- **Modules may be accessed on <http://teams.mcrhrdi.gov.in>**

Sl.no	Title of e-learning module	Duration in minutes	Sl. No	Title of e-learning module	Duration in minutes
1	Goal setting	45	9	Conflict Management	60
2	Personal & organizational values	70	10	Emotional Intelligence	70
3	Time management	60	11	Personal and professional effectiveness	60
4	Stress Management	60	12	Motivation	75
5	Leadership	75	13	Right to Information	75
6	Team Building	60	14	Office Procedures	90
7	Problem solving and Decision Making	90	15	Finance and Accounts	75
8	Communication	120			

Rollout Strategy – Target Participants

Identified List of Target Participants

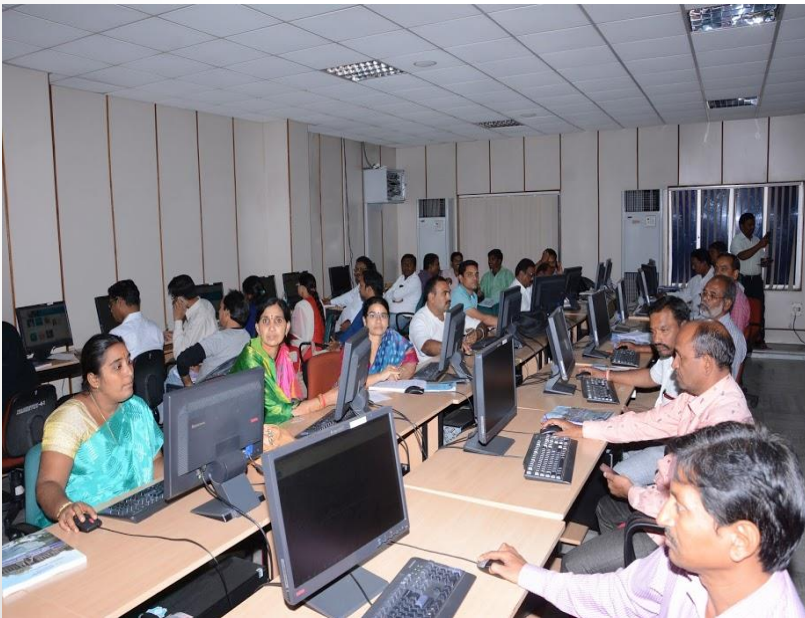
Sl.No	Officers	Area	Total
1	District Heads + Second in command	1200 X 2	2400
2	RDOs	84	84
3	MROs	584	584
4	MDOs	400	400
5	MEOs	584	584
6	MAOs	584	584
7	Principals/HMs	200 X31	6200
	Total		10,836

Roll-out Strategy & Implementation of CoMMIT

- Identification and training of trainers/facilitators
- Reading material
- Organizing one day face-to-face training
- Decentralized Training
- Parallel Programme
- Facilitation support/Help desk
 - Reaching out to participants through Phone, email for ensuring completion
- Monitoring and follow up
- Certification

Rollout Strategy – Creation of Team

- DeLF Team was formed in all targeted districts comprising Chief Planning Officer, Dist. Edn. Officer, e-Dist. Managers & Dist. Trg. Coordinator



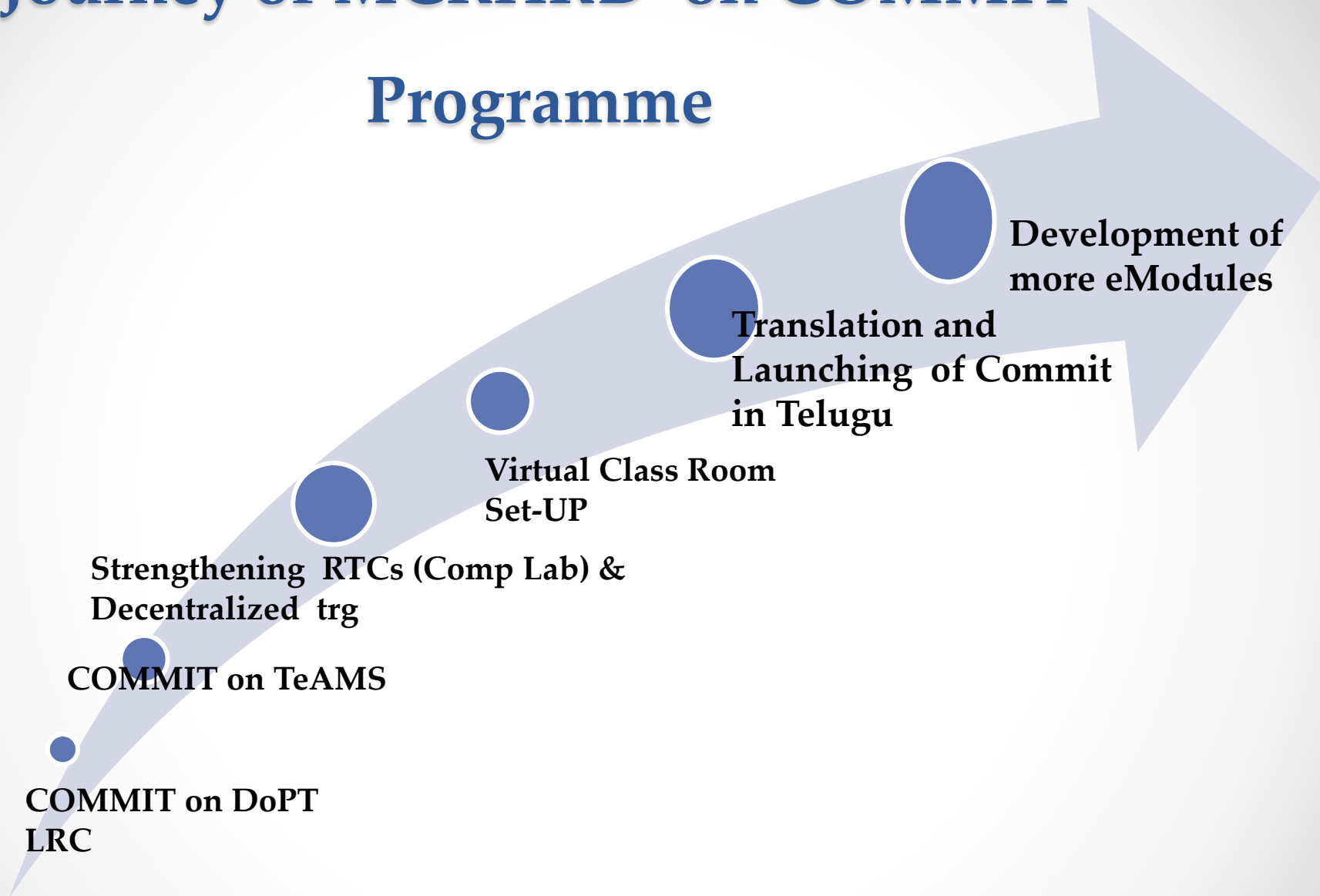
Approaches adopted by Institute

- Involvement of District Administration
- Constitution of DELF Team
- Use of DIET facilities
- Upgrading Computer lab facilities at RCTs
- Meetings with Head of the Department's
- Encourage the BTP to be conducted at their respective offices (Conducted at TSPA, TSSP in districts)
- Incorporating COMMIT in FC / Induction Training

Benefits of De-centralization

- Trainee convenience, anywhere, anytime learning
- Self discipline & self motivation
- Cost effective (travel, stay not required)
- Ownership at the district level
- Availability of trained trainers at District level/
Mandal level
- District officials can monitor the training
- Effective utilization of District level infrastructure
- Paved a way for future programs
- Exposure to a new mode of training and adaptability

Journey of MCRHRD on COMMIT Programme





Telangana
e-Learning
Application
Management
System

- Institute's own Learning Management System
- Scope to develop and offer other eLearning Modules
- Scope to customise the reporting and monitoring
- Control on technical aspects.

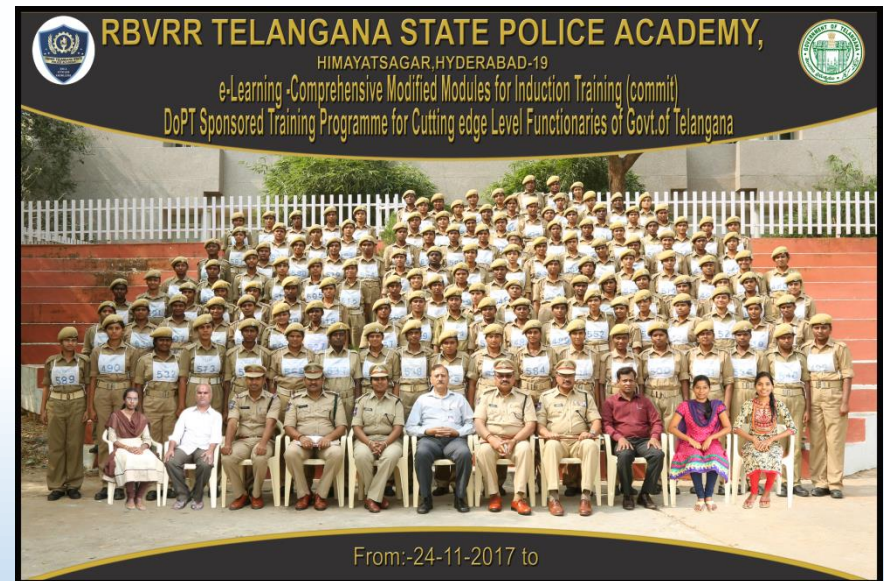
[Url:teams.mcrhrdi.gov.in](http://teams.mcrhrdi.gov.in)

Challenges , Learnings & Solutions..

- Excessive load on the DoPT Learning Resource Centre (NIC) – slow server
MCRHRD developed LMS and hosted on Cloud
- Connectivity issues in the districts slowed down the process
Enhanced the Bandwidth at HQs and RCTs
- Non-availability of Training facilities
Hired DIET Centres, Engineering colleges, any other facility available in the district
- Monitoring cumbersome due to inadequate reporting features
Ensured adequate reporting & monitoring features in TeAMS
- Initial reluctance of trainees - Why e-Learning and why these modules?
What is in it for me?
Regular follow-up, and entry of this training in Service Records of the employee in the State

Training for all

- Trainings as per the need assessed through Virtual Class Rooms and Blended Learning
- Covering different levels – IPS Officers to Constables
- Across all levels and all sectors
- Extending the Reach – Reaching the Unreached



ACCESS & NAVIGATION

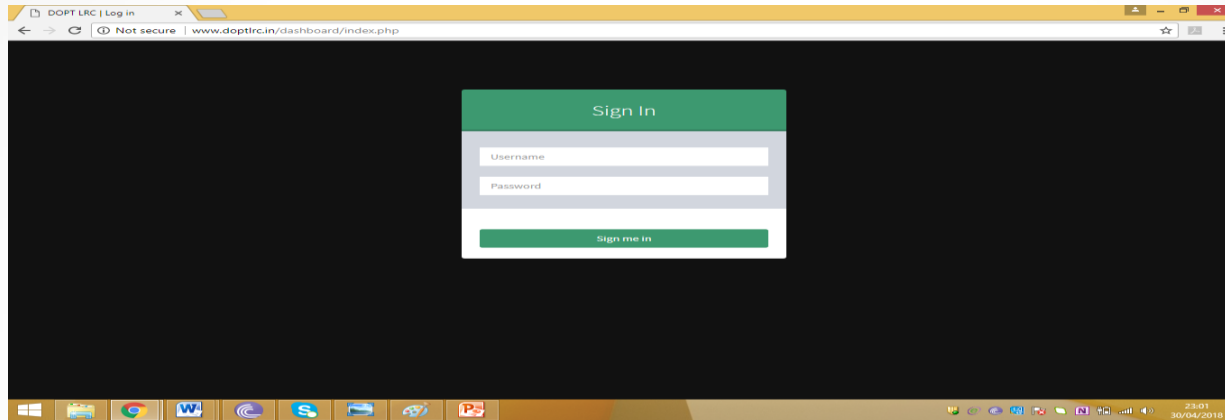
- Access and navigation features
- Step-by-step Guide
- Working on “DoPTLRC”
- Training processes (Pre-, In-, Post-)

Access to Modules

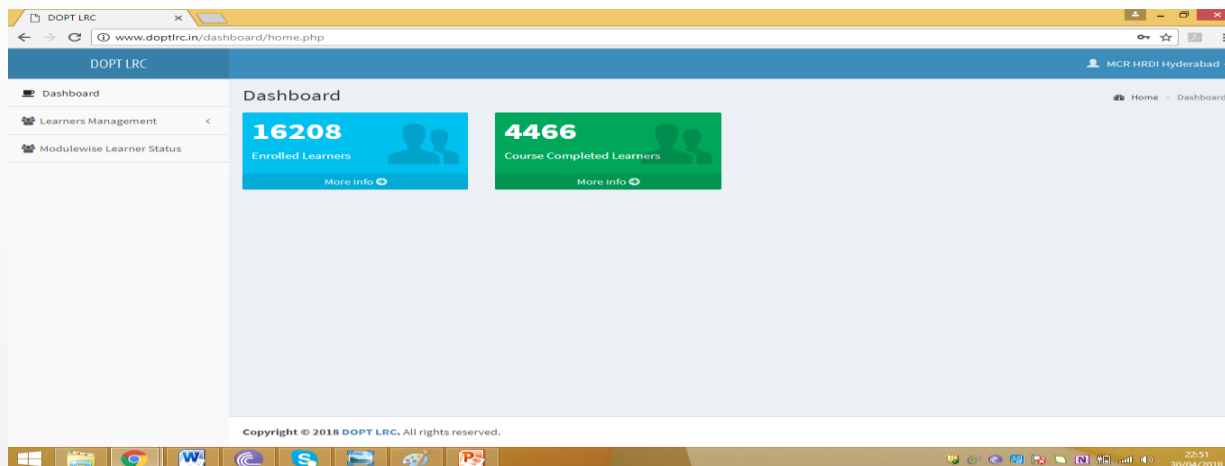
- 1) ATI will be given Administrative Powers. ATI will be able to generate login credentials (User ID and Password) for Trainees
- 2) ATI will hold a one-day face-to-face orientation workshop for the participants. During the orientation participants will:
 - Receive a kit with headphones, orientation booklet and a unique User ID and Password
 - Practice on how to go to doptlrc.in
 - Participate in an overview of the programme and contents of each module
 - Complete 2 modules; goal setting and personal and organizational values
- 3) 60 days will be available to each participant to complete the remaining 13 of the 15 e-modules at their own pace.
- 4) On completion of 20 hours of e-modules, the participants will provide feedback and receive a certificate of completion from ATI.

Step-by-step guide for Administrator - CoMMIT

1) Enter the Url: www.doptlrc.in/dashboard

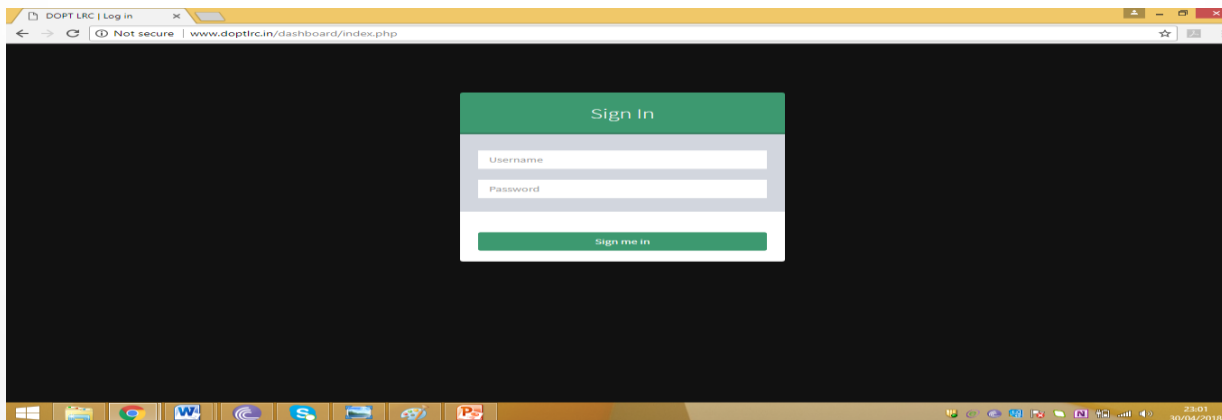


2) Log in to the portal by entering the Administrator credentials, after log in the dashboard will be displayed as shown below



Features available in Dashboard

- Enrolled learners information
- Course completed learners information
- Module wise learner status
- Learners management
 - Enrolled learners
 - Create new learner
 - Bulk upload learners



Sample registration template useful for bulk upload

bulk_upload_learners_template (1) - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Nitro Pro 8

Clipboard: Cut, Copy, Paste, Format Painter

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: General, Percentage, Decimal, Fraction

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

	A	B	C	D	E	F	G	H	I	J	K
1	username	password	firstname	lastname	email	phone1	district	designation	department	section	
2	yourusername	youruserpassword	First Name	Last Name	testemail@test.com	9.848E+09	your district	your designation	your department	your section	
3											
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bulk_upload_learners_template

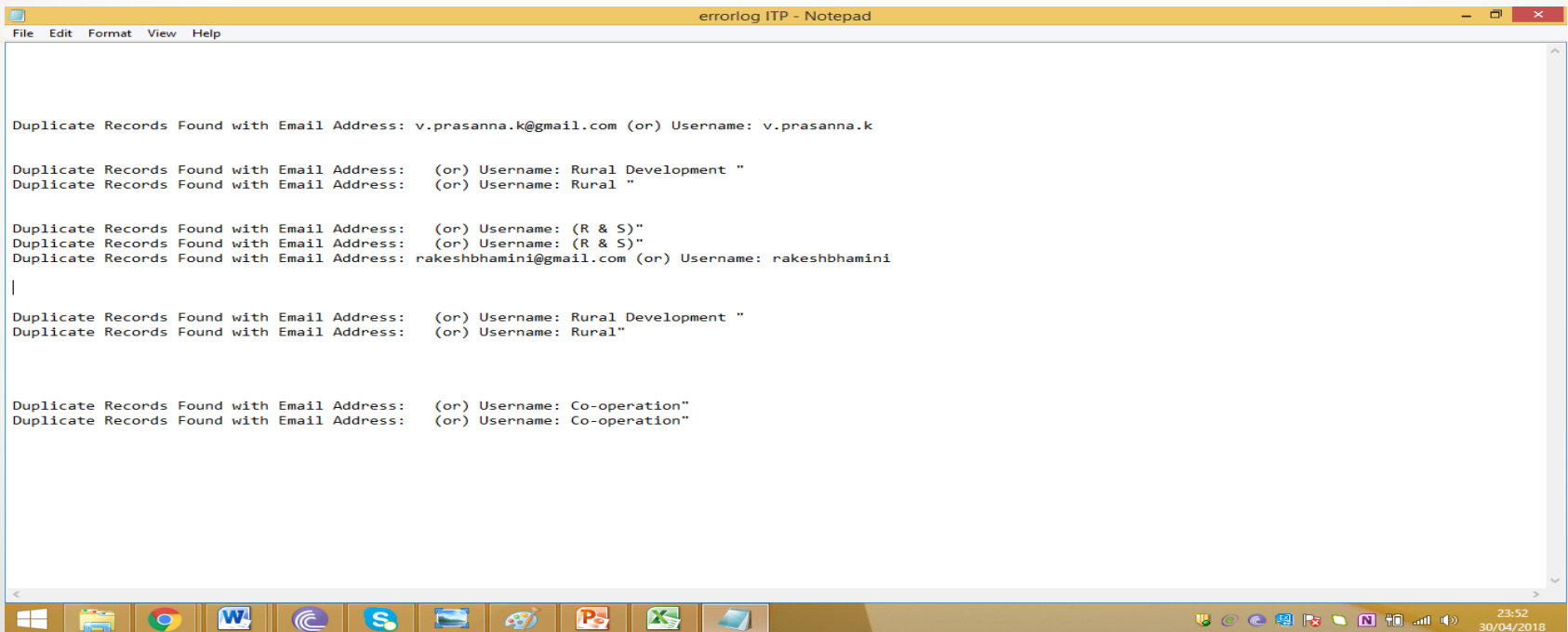
Ready 130%

23:38 30/04/2018

- If the uploaded bulk learners list has any duplicate records/format miss match(with given sample template) then an error log will be generated → check the error log with the uploaded list and rectify the errors.

Prepare another list of learners(same template) with only the balance learners whose registration is incomplete due to errors → upload the new learners list

Sample error log is shown below:



```
errorlog ITP - Notepad
File Edit Format View Help

Duplicate Records Found with Email Address: v.prasanna.k@gmail.com (or) Username: v.prasanna.k

Duplicate Records Found with Email Address: (or) Username: Rural Development "
Duplicate Records Found with Email Address: (or) Username: Rural "

Duplicate Records Found with Email Address: (or) Username: (R & S)"
Duplicate Records Found with Email Address: (or) Username: (R & S)"
Duplicate Records Found with Email Address: rakeshbhamini@gmail.com (or) Username: rakeshbhamini
|
Duplicate Records Found with Email Address: (or) Username: Rural Development "
Duplicate Records Found with Email Address: (or) Username: Rural"

Duplicate Records Found with Email Address: (or) Username: Co-operation"
Duplicate Records Found with Email Address: (or) Username: Co-operation"
```

- Ensure flash is enabled for DoPT LRC portal in the desktop/PC in which the modules are being accessed
If the flash is not enabled the modules will not run → to enable flash download the 'instructions to enable flash' pdf document which is available in www.doptlrc.in portal after learner's login → follow the instructions and enable flash

The screenshot displays the DoPT LRC portal interface. The header includes the Department of Personnel & Training logo and the Learning Resource Centre Training Division. The main content area is titled 'Comprehensive Online Modified Modules for Induction Training (COMMIT)'. A sidebar on the left lists 'About the Programme', 'e-Modules', 'Orientation Booklet', and 'Trainer Guide'. The 'e-Modules' section is highlighted, and a large blue arrow points to it. Below this, the 'Instructions' box provides steps to enable flash player and a progress indicator showing 'Not Started'.

Comprehensive Online Modified Modules for Induction Training (COMMIT)

About the Programme

The Department of Personnel & Training (DoPT) successfully implemented the Hon'ble Prime Minister's vision for 'Induction Training Programme' for cutting-edge level Government functionaries. Induction Training played a very important role in preparing the new entrants in the Government for fulfilling their responsibilities and citizen-centricity.

e-Modules

To take this a step further, DoPT with the guidance of Secretary (P) has come up with the initiative of Blended Training Programme called - "Comprehensive Online Modified Modules for Induction Training" (COMMIT). The blended course will allow officers and faculty to take advantage of much of the flexibility and convenience of an online course while retaining the benefits of the face-to-face classroom experience. The "COMMIT" will be strategically aligned with the mission and goals of the 12-day ITP to develop skills and attitude towards improving service delivery keeping the citizen at the core.

The advantages of such a programme are requirement of limited classroom space; infusion of new opportunities to officers who have had limited or no training; to build the requisite skills, knowledge and attitude; and offer the convenience of online learning combined with the social and instructional interaction.

Objectives:

- To improve public service delivery
- To promote good-governance and citizen-centric administration
- To provide induction training to recently recruited frontline functionaries in the states

Programme Design:

- 28 hours of blended training with:
 - a. 20 hours/1200 minutes of e-Learning/15 modules
 - b. 8 hours of face-to-face training delivered by a Master Trainer at the District Training Centre
- 60 days to each participant to complete the 15 e-modules at his/her own pace. The e-modules will be hosted on DoPT server and will be accessible to each participant through a dedicated user name and password, generated on registering on the Portal.
- On completion of 20 hours of e-Learning, participants will collect their certificates and provide feedback on the programme.

e-Modules

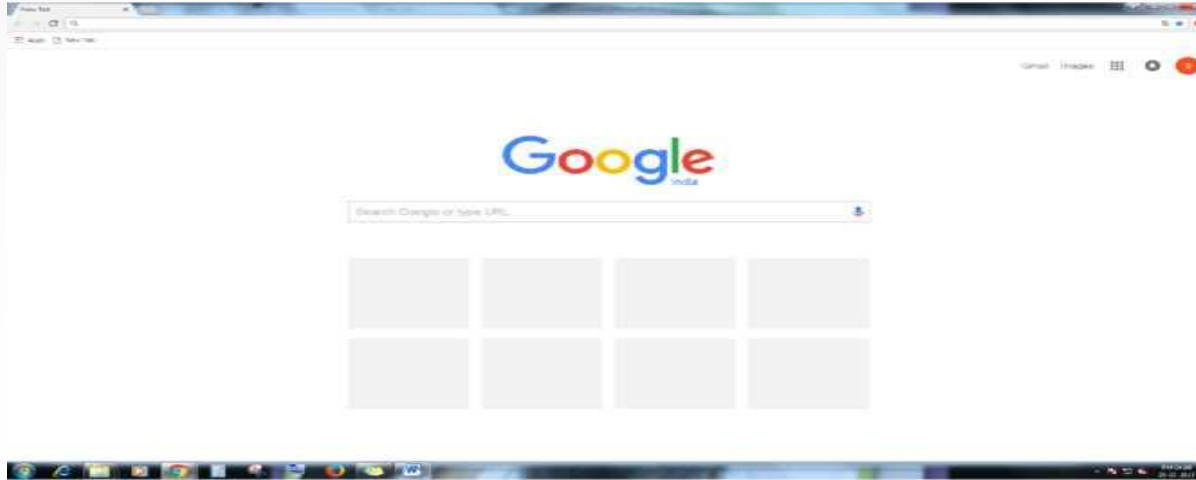
Instructions:

1. Please allow pop-ups for this portal.
2. Ensure that you have enabled flash player. [Click here](#) for the steps to check/modify the current settings.

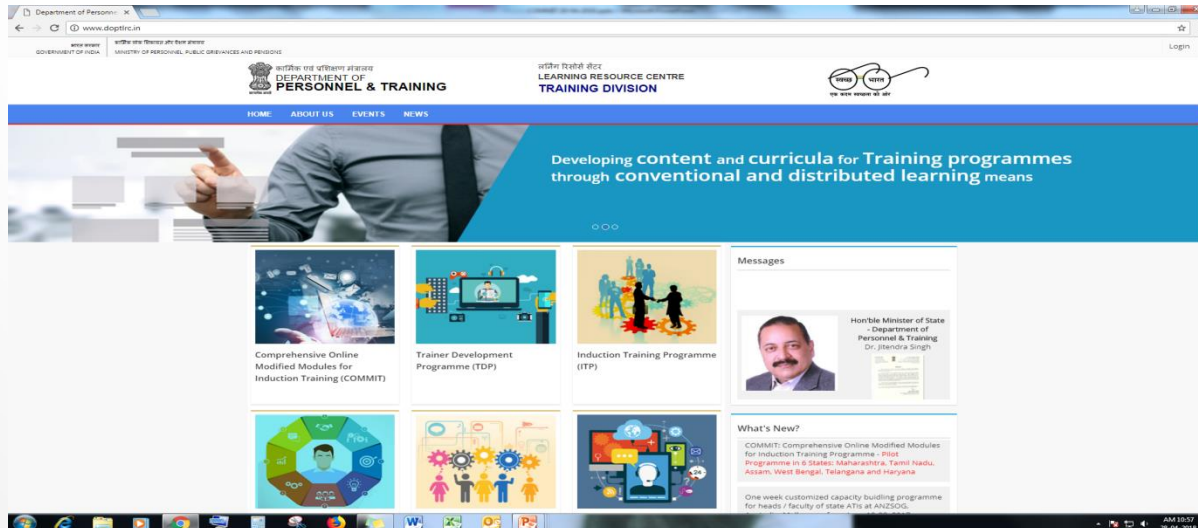
Not Started
In Progress
Completed

How to work on DoPT LRC

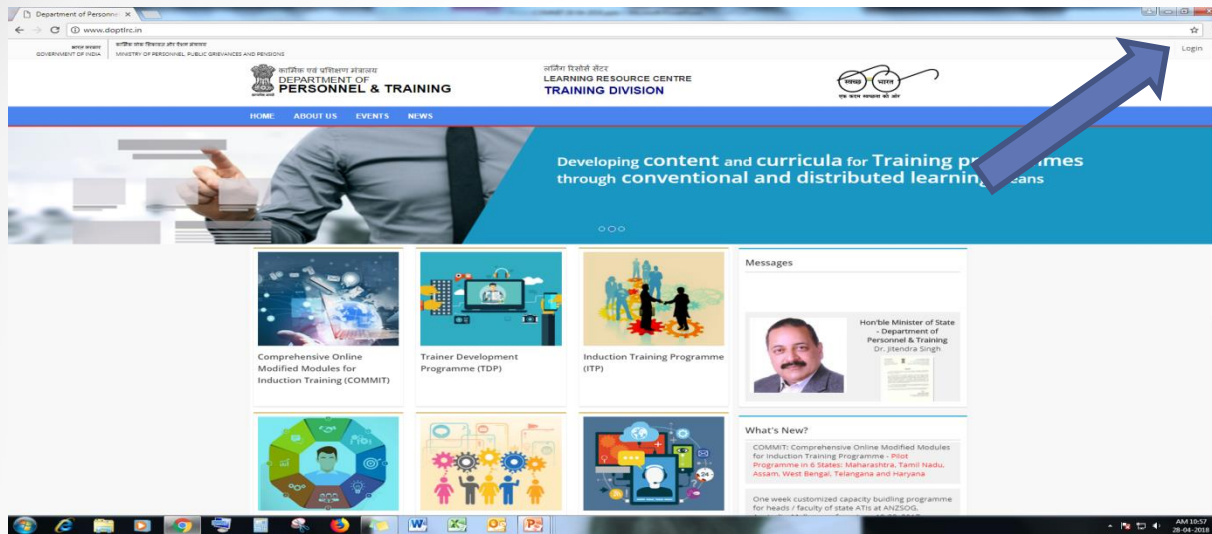
1) Open any browser Google chrome/Mozilla Firefox



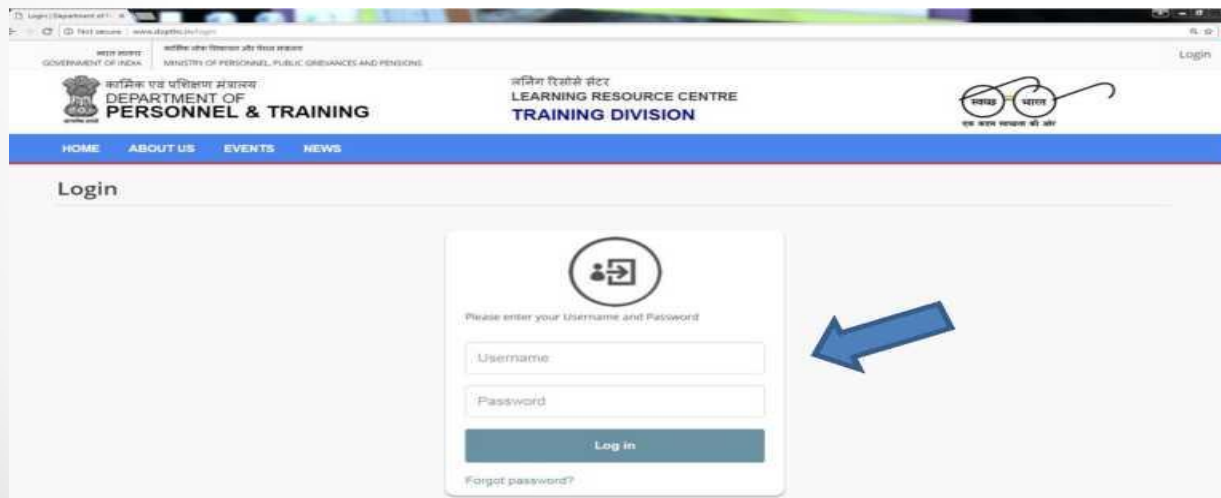
2) Enter the url: www.doptlrc.in and press enter on your keyboard



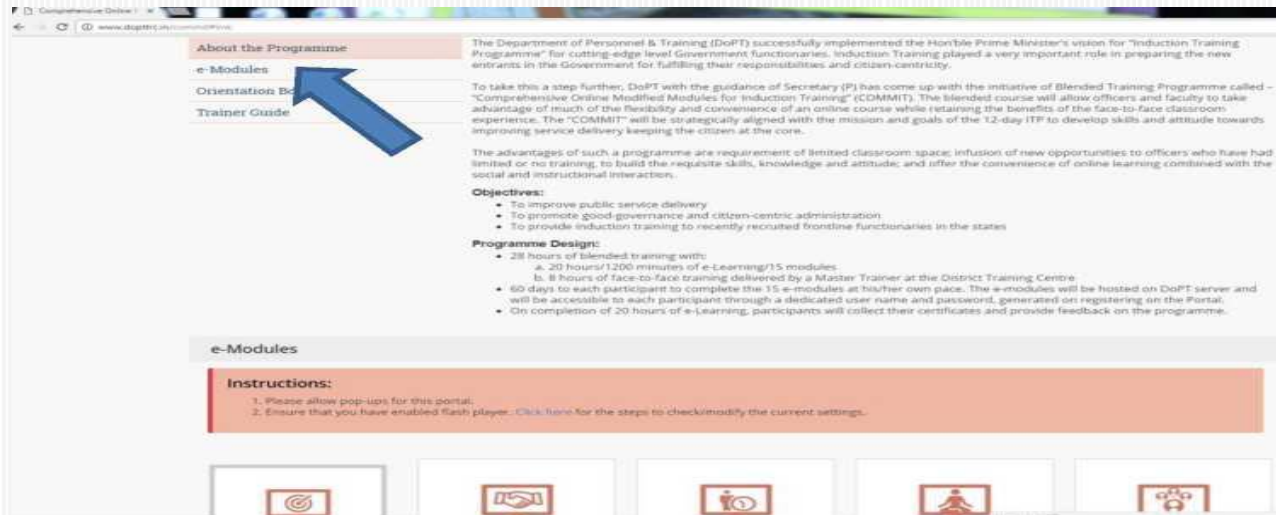
3) On home screen click on login



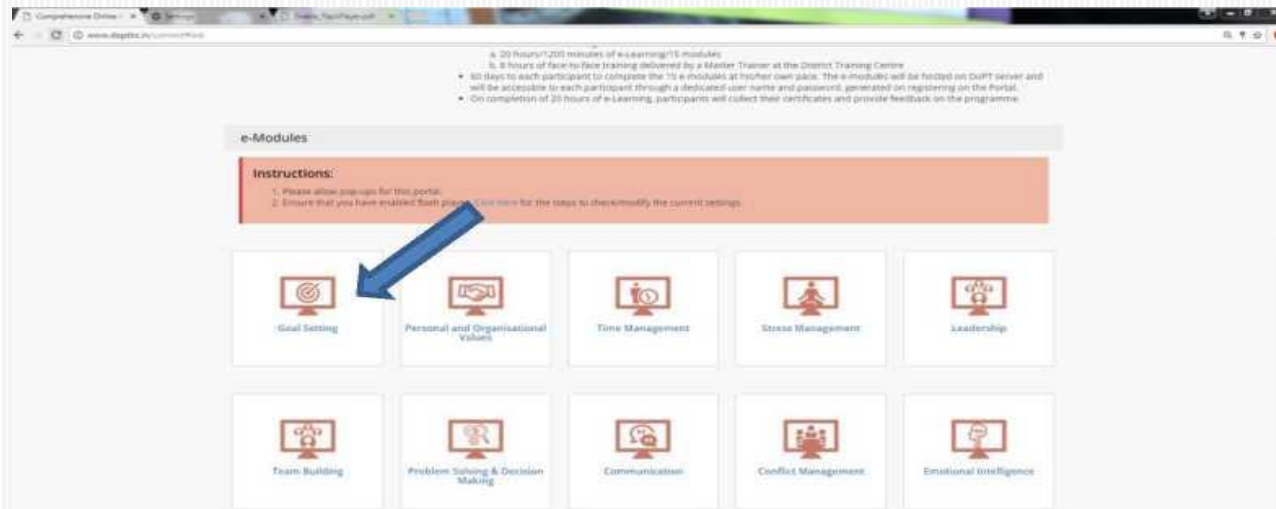
4) Enter the login credentials provided to you in the log in page



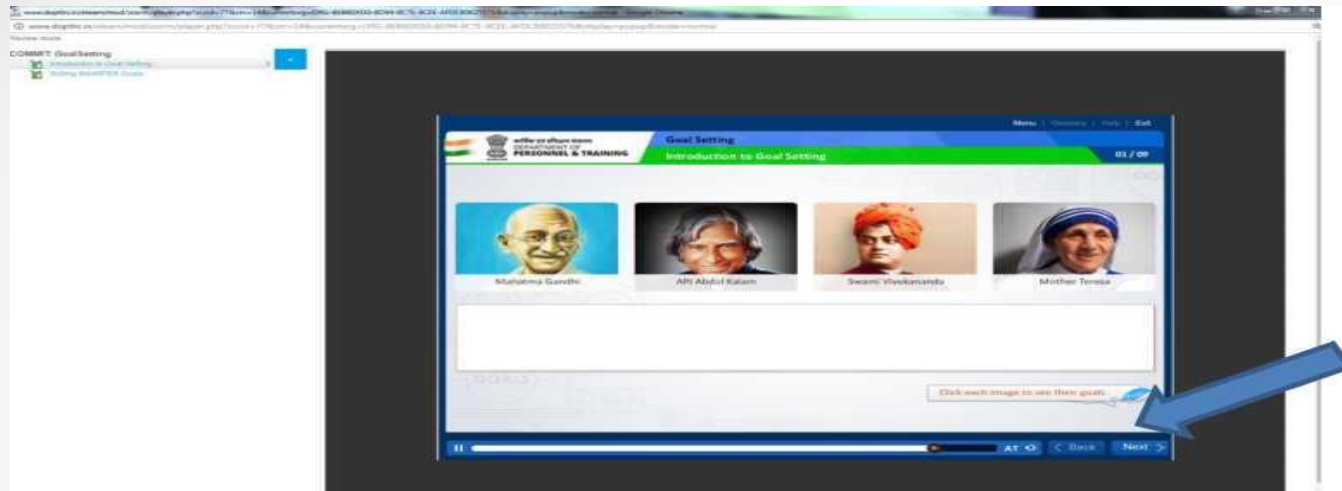
5) Click on e-modules on the page you are viewing



6) Click on the first module ex. Goal setting



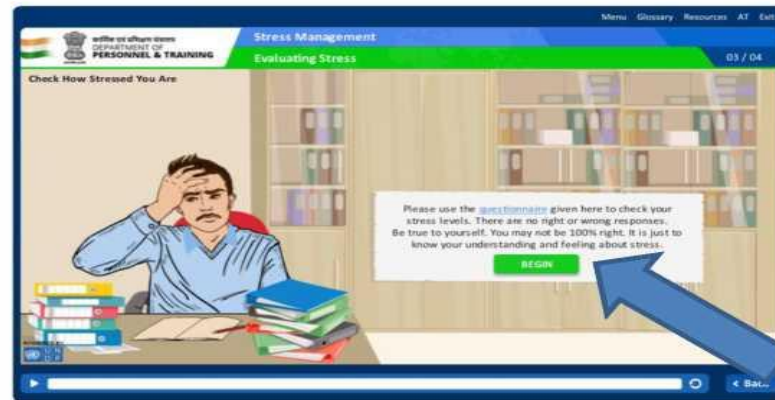
7) Follow/learn the module and click on next till the end of the slide



8. Once the module is finished click on second phrase/unit



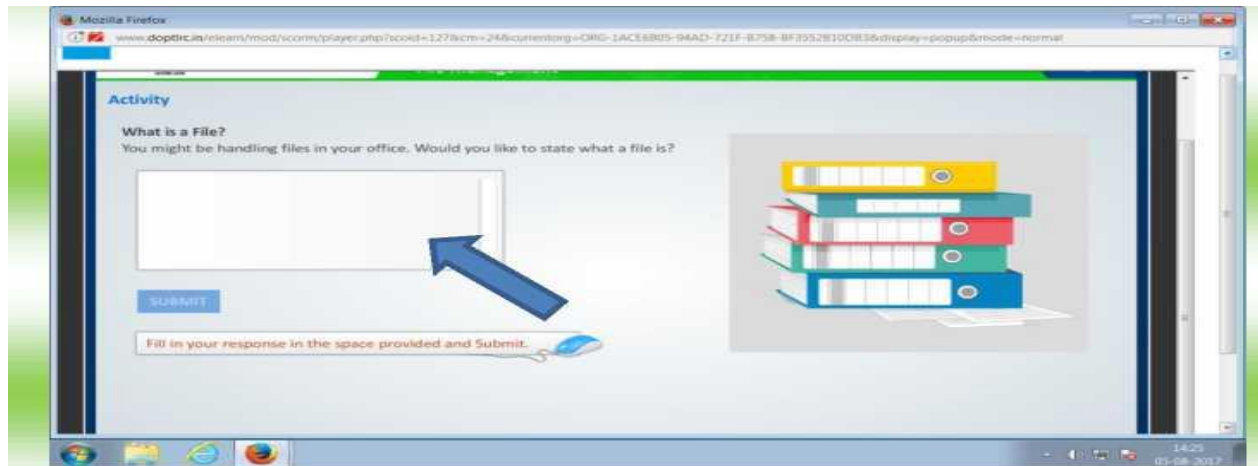
9) If the module have any questionnaire click on the begin button and answer the queries and submit



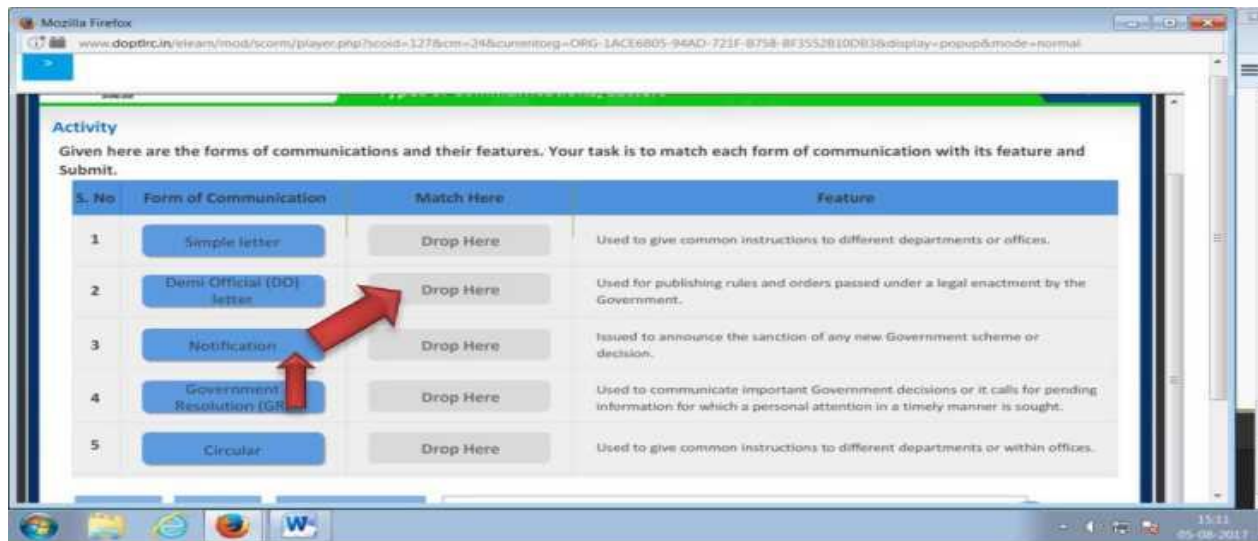
10) Follow the instructions by answering and clicking on next till the end and submit



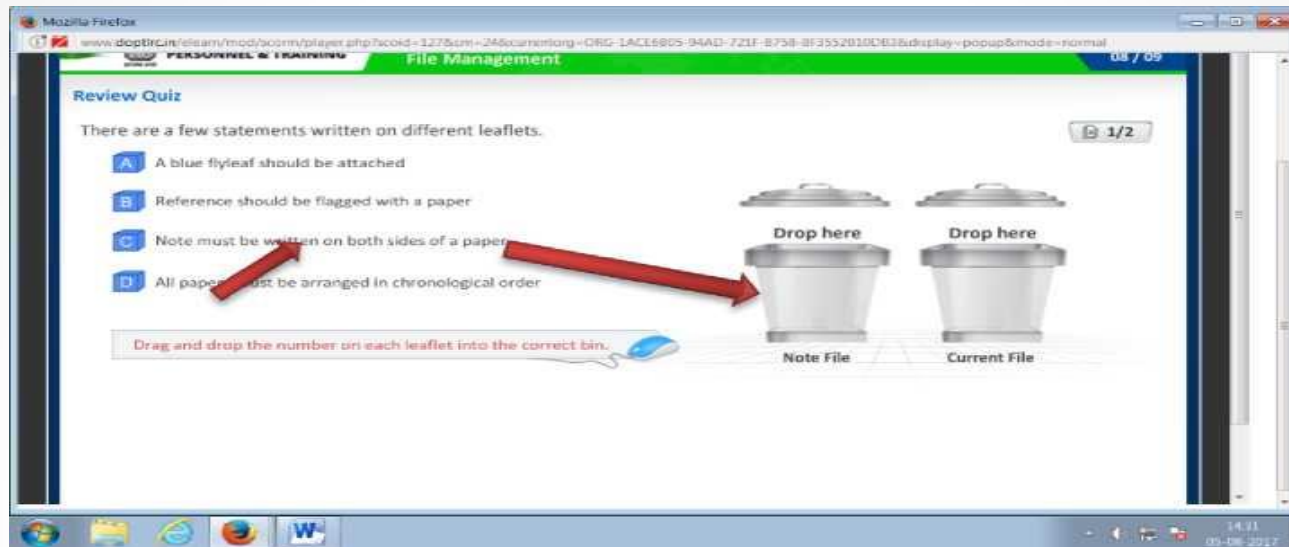
11) If the module gives any query as shown below then click on blank white screen and type the answer from your keyboard



12) If the module gives any query as shown below then drag your answer to match the feature..



13) If the module have any questionnaire like shown below then follow arrows click on your option and drag to the appropriate bin



14) At the end of each exercise result will be displayed



15) Click on exit after completing the module and close.



16) Similarly follow the same procedure for all the modules

Other similar initiatives

MeiTY

- Webinars on topics related to IT and eGovernance
- Blended certificate programmes in cyber security, Cloud Computing & emerging technologies in IT

<http://www.tmis.negd.in/TrainingList.aspx>

- Diploma programme in eGovernance

DoPT

Integrated Government Online Training (iGOT)

Swayam – (MHRD)

<https://swayam.gov.in/explorer>

Some MOOC Platforms

- <https://www.open2study.com/>
- <https://www.edx.org/>
- <https://www.coursera.org/>
- <https://courses.cognitiveclass.ai/courses/> (Data science)
- <https://www.futurelearn.com/subjects/>
- <https://www.kadenze.com/> *(creative arts)
- <https://www.khanacademy.org/>
- <https://www.udemy.com/>

mcrhrdit.udemy.com

- More than 4000 courses
- Free access to all the courses customised for MCRHRD
- Pertaining to all domains

