



CENTRE OF EXCELLENCE

Maharana Pratap Institute of Technology

Approved by AICTE New Delhi, and affiliated to Dr. A.P.J. Abdul Kalam Technical University Lucknow

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DIGITAL SAKSHAMTA PROGRAMME

Digital Sakshamta, Cyber Suraksha & Digital Swa-Rojgar Program

(A Digital Empowerment Initiative)

Proposed Collaboration

- AI Pragma Initiative
- Industry / NGO / Community Partners (as applicable)

Start Date: 10 June 2026

Registration Link: <https://forms.gle/pEy1DX3S9xr6EvAd7>

Course Duration & Delivery Plan

Particulars	Details
Total Duration	2 Weeks
Delivery Mode	Blended Learning (Online + Physical Lab Training)
Monday – Thursday	Online Interactive Sessions
Friday – Saturday	Hands-on Lab Training & Practice
Daily Sessions	2 Sessions
Session Duration	90 Minutes
Total Learning Hours	36 Hours
Online Learning Hours	24 Hours
Lab & Practical Hours	12 Hours
Registration Fee	₹200
Completion & Certification Fee	₹200
Total Program Fee	₹400

Target Audience

This program is specially designed for:

- Farmers & Rural Citizens
- Small Shopkeepers & Business Owners
- Self Help Group (SHG) Members
- Anganwadi Workers & ASHA Workers
- Government Support Staff & Field Workers
- NGO Volunteers & Community Leaders
- Youth Seeking Employment
- Students & Fresh Graduates
- Homemakers
- Individuals aspiring to start Digital Service Centers

Learning Objectives

Upon completion of this program, participants will be able to:

1. Understand the fundamentals of computers, smartphones and digital technologies.
2. Use digital tools for communication, productivity and daily activities.
3. Perform safe digital transactions and access online services confidently.
4. Identify and prevent cyber threats, scams and online fraud.
5. Create digital content using modern design tools.
6. Utilize AI-powered productivity tools effectively.
7. Access and deliver citizen-centric digital services.
8. Explore self-employment and digital livelihood opportunities.

Course Outcomes

Participants will be able to:

- Operate computers and smartphones confidently
- Create and manage digital documents
- Use Email, Internet and Cloud Services
- Conduct secure UPI and digital transactions
- Protect themselves from cyber fraud and online scams
- Design basic promotional materials using Canva
- Use AI tools for productivity and communication
- Access government digital services
- Offer basic digital services within their communities
- Explore digital self-employment opportunities

Module-Wise Course Structure

	Module	Topic Description	Syllabus Keywords	Learning Hours
Week 1	Module 1: Digital Literacy & Computer Essentials	Understanding computers, smartphones and digital ecosystems for everyday use	Computer Basics, Hardware, Software, Windows, Mobile Computing, Internet Basics, Email, Cloud Storage, Digital Communication	9 Hours
	Module 2: Productivity Tools & Digital Services	Using essential digital tools for personal and professional productivity	MS Word, MS Excel, PowerPoint Basics, PDF Management, Google Tools, DigiLocker, Online Forms, Digital Documentation	9 Hours
Week 2	Module 3: Cyber Security & Safe Digital Practices	Building awareness against cyber threats and ensuring safe digital usage	Password Security, OTP Frauds, UPI Safety, Cyber Hygiene, Social Media Safety, Data Privacy, Cyber Crime Reporting	9 Hours
	Module 4: Digital Swa-Rojgar & AI Productivity	Learning digital skills that can support employment and self-employment opportunities	Canva Design, Basic Image Editing, AI Tools, ChatGPT, Content Creation, Digital Marketing Basics, Online Services, Freelancing Opportunities	9 Hours

Practical Lab Activities

Participants will perform hands-on exercises such as:

- Creating Email Accounts
- Sending Professional Emails
- Preparing Documents in MS Word
- Creating Data Sheets in Excel
- Using DigiLocker
- UPI Payment Demonstrations
- Online Form Submission
- Canva Poster Creation
- AI-Assisted Content Generation
- Cyber Safety Simulations

Job & Swa-Rojgar Opportunities After the Course

After successful completion of the program, participants may pursue opportunities such as:

Employment Opportunities

- Data Entry Operator
- Office Assistant
- Computer Operator
- Digital Documentation Assistant
- Customer Support Executive
- Community Digital Facilitator

Self-Employment Opportunities

- Digital Service Center Operator
- Online Form Filling Services
- Resume & Document Preparation Services
- Canva Design Services
- Social Media Poster Design Services
- Digital Payment & Banking Assistance Services
- Local Business Digital Support Services
- Freelance Content & Documentation Services
- Community Leadership Opportunities
- Digital Saksharta Volunteer
- Digital Mitra
- Cyber Safety Awareness Facilitator
- Community Technology Resource Person

Program Tagline

"Empowering Citizens through Digital Literacy, Cyber Safety and Digital Self-Reliance"