



CLiC

Computer Literacy in Corporation





Hon. Mayor's Address

Pune Municipal Corporation is working towards providing responsive governance. Technology will play critical role and computer literacy is essential in today's digital world. CLiC will provide the platform to PMC employees to embrace the change. I wish all the success to this initiative.

Shri. Prashant Jagtap

Hon. Mayor, Pune Municipal Corporation



Municipal Commissioner's Address

Historically, Pune has been known as one of India's foremost education hubs. I feel proud to be able to take this rich legacy forward. The National Digital Literacy Mission is a brilliant initiative by the Government of India, whose goals align perfectly with the PMC's vision of creating a digitally literate workforce. I believe that this training program will augment the ability of PMC employees to deliver urban services in an even more efficient and effective manner. I am happy to launch this program and share the training calendar with you.

Regards,

Mr. Kunal Kumar (IAS)

Municipal Commissioner, PMC

Why is Digital Literacy Important for the Pune Municipal Corporation?

Digital Literacy is the ability to locate, organize, understand, evaluate, and analyze information using digital technology.

Pune Municipal Corporation serves a metropolitan area that has about 5 million residents. In order to administer a city of such a size one requires a vast amount of information at one's fingertips, as well as deep knowledge of a complex metropolis, along with its businesses, its communities and its culture. This is not possible in today's world unless one is digitally literate. Digital literacy has led to great increases in information that can be conveniently and quickly accessed and facilitates the collaboration and sharing of knowledge.

The modernization of the city has also meant a demand for modernization in the way the PMC delivers urban services to its citizens. The use of Information and Communication Technology (ICT) is essential to understand, improve and deliver urban services, and the technology's benefits cannot be harnessed except by the digitally literate.



How does Digital Literacy tie-in with our goal of Smart City Pune?

A smart city is an urban development vision to integrate multiple information and communication technology (ICT) solutions in a secure fashion to manage a city's assets i.e. local departments information systems, schools, libraries, transportation systems, hospitals, power plants, water supply networks, waste management, law enforcement, and other community services.

Digital Literacy is an integral part of having a Smart City, as one cannot have a Smart City without smart citizens. In order to be able to fully benefit from the advantages of a Smart City, one needs to be able to interact with digital devices such as desktop computers, laptops, tablets, and even smartphones.

How does the PMC address the challenge of Digital Literacy?

In collaboration with PwC, NASSCOM and independent professional trainers, the PMC has devised a training program specially tailored to meet the needs of its employees. The objective of the training program is to orient the PMC workforce to the demands of a modern urban environment, by training them on conceptual and practical aspects of Information and Communication Technology. Concepts such as e-governance and m-governance are explained with examples and hands-on exercises, and the students are trained to work with productivity applications such as MS Office, email tools and e-governance applications of the PMC. In addition, the PMC has set up a state of the art Training Facility, complete with lecture halls and digital labs to train its employees.



Training Schedule

Please note that the training schedule provided below is indicative and subject to change.

Topic	Duration
<p>E-Governance : Definition, necessity, six pillars, emergence, NEGP, E-governance policy of Govt. of Maharashtra, Mission mode projects. Benefits of e-governance, Infrastructure, Categories of e-governance (G2G, G2C, G2B), Success stories, Change in the role of PMC employees, Change management & capacity building</p>	<p>4th April to 30th April 2016</p>
<p>Technologies used in E-governance : Basics of computer, networking, Data center, CSC, SMS gateway, Payment gateway, M- governance, demo of various apps. , Digital signature, Digital Locker, Municipal Business process Re - engineering.</p>	
<p>Email management : Account creation, inbox management, login, and send/receive emails E governance : Take the students through the PMC e-governance site and explain how the site links to other PMC sites (along with a background on the RTS Act) Folder management : How to organize files into folders for increased productivity Working with Unicode in Word : Typing a letter</p> <ul style="list-style-type: none"> - Mail merge functionality in Word - How to use Google as a search engine - How to use Google play store and download an app - Social networking through the PMC Facebook page - Government websites such income tax 	<p>9th May to 27th July 2016</p>



Knowledge Partner



Training Partner

