

From  
The Commissioner & Secretary to Govt.Haryana,  
Welfare of Scheduled Castes and Backward  
Classes Department, Chandigarh.

To  
The Director,  
Welfare of Scheduled Castes & Backward Classes  
Department, Haryana, Chandigarh.

No. 273-SW-(1)-2008.  
Dated, Chandigarh 15-12-2008

**Subject: - Up-gradation of the Typing and Data Entry Skill of the Scheduled Castes and Backward Classes Unemployed Youth through Computer Training.**

Kindly Refer to the subject cited above.

The Governor of Haryana is pleased to accord sanction for the formulation of a new Scheme, "Up-Gradation of the Typing and Data Entry Skill of Scheduled Castes and Backward Classes Unemployed Youth through Computer Training" in the Pre-Examination Centres of Ambala, Bhiwani, Rohtak, Rewari, Karnal and Hissar through HARTRON to be commenced from the year 2008-09.

#### **AIM/OBJECTIVE**

1. Up-gradation of Typing and Data Entry Skill of the Scheduled Castes and Backward Classes Unemployed Youth through Computer.
2. To provide employment/self-employment opportunity.

#### **COVERAGE OF STUDENTS**

80% from amongst Scheduled Castes and 20% from amongst Backward Classes.

## **ELIGIBILITY CRITERIA**

1. Minimum qualification 10+2.
2. Students to be selected on merit.
3. Candidates must have secured a minimum percentage of marks in Examination for the courses which will decide by the committee.
4. Annual income of the parents/guardians of the students should not exceed Rs. 1.50 lacs.
5. Students covered under the Scheme shall attend classes regularly. In the event of any student remaining absent for more than 15 days without any valid reason, assistance to him/her shall be discontinued and another student shall be taken in his/her place if the seat is made available within two months from the starting of the course.

## **SELECTION OF STUDENTS**

Candidates will be selected by a Committee consisting of Director, Welfare of Scheduled Castes & Backward Classes Department, Haryana or his representative not below the rank of Deputy Director, Representative of HARTRON, concerned District Welfare Officer and Principal/Senior Lecturer of Pre-Examination Training Centre.

## **ROLE OF HARTRON**

1. HARTRON would provide two faculty members (one senior and one junior) with following qualifications:-
  - a) M. Sc (Computer Science/IT) or Higher.
  - b) Bachelor in Computer Application (BCA)/B. Sc (Computers)

OR

Three Year Diploma in Computer Science/Engineering/ Information Technology.

OR

“A” level DOE accredited Course or equivalent.

OR

One Year Post Graduate Diploma in Computer Application from any recognised University/ University Affiliated Institute.

3. HARTRON will design the courseware as per requirement of the Department; and, if required upgrade/change it from time to time. The proposed courseware is of one year duration. The Department may give its suggestions/recommendations, if any, so that the same could be incorporated in the proposed course. Notes will be given to all the students. Cost of notes & text books will be borne either by the Department or students.

4. 2 hours' training will be given to students (5 days in a week) i.e. Monday to Friday and Saturday will be observed as practice day or ear-marked for clearing of doubts of the students and weekly/fortnightly tests. HARTRON would monitor the training programme regularly. Faculty from the corporate office, Chandigarh will also be sent for giving lectures on specific topics and also to evaluate the performance of students. Quarterly test will be taken and performance report will be submitted to Nodal Officer for necessary action, if any. At the end of the course, final test will be taken and accordingly certificates will be issued to the successful students.

## **COURSE CURRICULUM**

### **IT TOOLS & APPLICATIONS**

- Computer Fundamentals
- Operating Systems (Windows 98/2000/XP)
- Word Processing (MD Word)
- Spread Sheet Package (MS Excel)
- Presentation Package (MS Power Point)
- Database Management Package (MS Access)

## **DESKTOP PUBLISHING**

- Corel Draw
- Page Maker
- Adobe Photoshop

## **INTERNET CONCEPTS**

- Introduction to Internet & its Application
- Internet Technology and Protocol
- WWW
- Browsers
- Searching and Downloading Informations
- E mail
- File Transfer Protocol

## **STIPEND**

A stipend will be given @ Rs.250/- per month per student. Students failing to attend 75% classes will not be eligible for any stipend.

## **DURATION**

The duration of the proposed courseware will be one year i.e. July to June or as decided by the Director, Welfare of Scheduled Castes & Backward Classes Department, Haryana.

## **FINANCIAL IMPLICATION**

A sum of Rs. 84.14 lacs would be required approximately for setting and running of the New Computer Centres in Pre-Examination Training Centres of Ambala, Bhiwani, Rewari, Rohtak, Karnal and Hisar.

## APPROXIMATE EXPENDITURE DETAILS

<b>Sr. No.</b>	<b>Description</b>	<b>Approx. Cost (Rs.)</b>
1.	6 Labs @ Rs. 6,40,425 (10 computers per Lab).	38,42,000
2.	Lab preparation @ Rs. 1 lac per Lab (to be prepared by the Department directly)	6,00,000
3.	Electricity, Telephone @ Rs. 7,500/- per Lab/per month.	5,40,000
4.	Stationery, Toner & other recurring cost per year @ Rs. 50,000 per year.	3,00,000
5.	Stipend to 30 students per Lab per month i.e.180 students will be enrolled for one year course.	5,40,000
6.	Amount payable to HARTRON (Administrative Charges, Curriculum Design, Computer Faculty (2), Monitoring, Examination, Certificates etc. @ Rs. 25,000 per Lab per month.	18,00,000
7.	Contingency @ Rs. 1 lac per Lab per Annam	6,00,000
8.	Sweeper-cum- Chowkidars (2) for PETC Karnal & Hisar on contract basis.	96,000
9.	Peons (2) for PETC Karnal & Hisar on contract basis.	96,000
	<b>G. Total</b>	<b>84,14,000</b>

## DEPARTMENT'S RESPONSIBILITY

1. The Department will provide proper Lab with electrical fittings etc. and depute a peon for cleanliness thereof, computers etc. & also for water/tea, petty jobs etc. One official/officer of the Department will be deputed as a Nodal Officer at every centre who can co-ordinate various activities and take remedial action, if any.

2. The Department will issue the advertisements in newspapers and will have the responsibility of selection & admission of students.

## **INTRODUCTION TO HARDWARE AND NETWORK MAINTENANCE**

- Installing Operating System and Application Software
- Network Concepts
- Network Settings on Computers
- Introduction to Window NT
- Maintenance & Trouble Shooting of Computer

This Scheme will be implemented through HARTON in Pre-examination Training Centers of Ambala, Bhiwani, Rewari, Rohtak, Karnal and Hisar.

The District Welfare Officer, Ambala, Bhiwani, Rewari, Karnal and Hisar and Principal, Pre-examination Training Center, Rohtak will be the Drawing and Disbursing Officers under this Scheme.

The expenditure involved will be debitable to the Head “2225- Welfare of Scheduled Castes Scheduled Tribes and other Backward Classes -01- Welfare of Scheduled Castes –277-Education 73- up gradation of Typing and Data Entry skill of Scheduled Castes /Backward Classes Un-employed Youth through Computer-Plan”.

This is issued with the concurrence of Finance Department conveyed vide their U.O. No. 1/10/1986-5FG II (2283) dated 28.12.2007.

Joint Secretary  
For Commissioner & Secretary to Govt. Haryana,  
Welfare of Scheduled Castes and Backward  
Classes Department, Chandigarh.

Endst.No.273-SW-(1)-2008.

Dated 15-12-2008

A copy is forwarded to the following for information and necessary action:-

1. Accountant general (A&E) Haryana, Chandigarh.
2. Accountant General (Audit) Haryana, Chandigarh.
3. Managing Director, Haryana State Electronic Development Corporation Limited (HARTRON) SCO No. 111-113 Sector 17-B, Chandigarh.
4. All District Welfare Officers, in Haryana State.
5. Principal, Pre-examination Training Center, Rohtak.

Joint Secretary

For Commissioner & Secretary to Govt. Haryana,  
Welfare of Scheduled Castes and Backward  
Classes Department, Chandigarh.

A copy is forwarded to the Financial Commissioner and Principal Secretary to Govt. Haryana Finance Department Chandigarh with reference to his U.O. No. 1/10/1986-5FG II (2283) dated 28.12.2007.

Joint Secretary

For Commissioner & Secretary to Govt. Haryana,  
Welfare of Scheduled Castes and Backward  
Classes Department, Chandigarh.