Odisha Knowledge Corporation Limited

(Under the administration of the E&IT Department of Government of Odisha)

www.okcl.org

Report on:
Induction Training Programme on Basic IT skills for the 2020 Batch of Odisha Administrative Service (OAS) Probationers

Contents

Executive Summary

Odisha Knowledge Corporation Limited (OKCL), as per the lesson plan Designed by OKCL & approved by the Odisha Computer Application Centre (OCAC), delivered an Induction Training Programme on Basic IT skills for the 2020 Batch of Odisha Administrative Service (OAS) Probationers (DR) at Gopabandhu Academy of Administrations. The program provided comprehensive training, encompassing the complete OS-CIT computer course in addition to practical IT skills relevant to efficient daily government work. The training methodology combined interactive theory-cum-lab classroom sessions with an online platform for independent study and module-specific assessments.
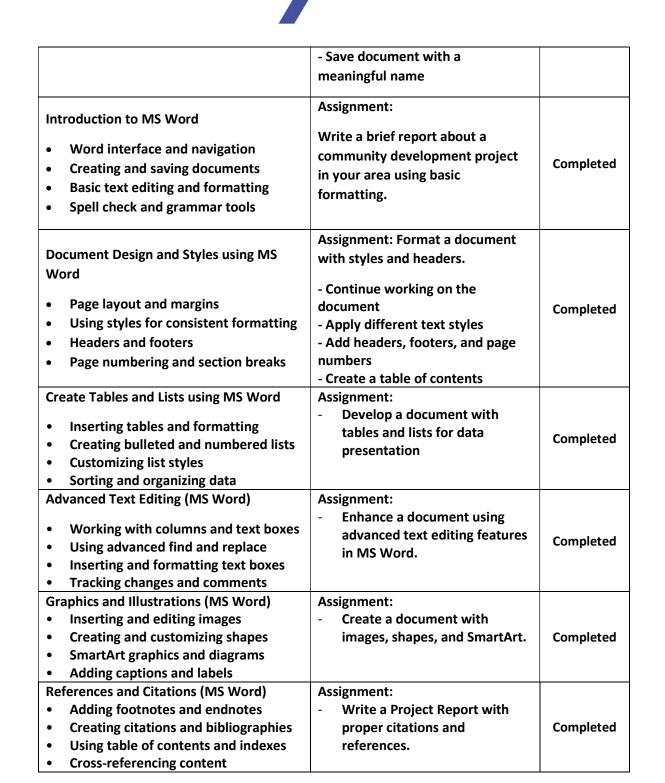
Program Overview:

- **Program Title:** Induction Training Programme for Basic IT Skill
- **Target Audience:** Odisha Administrative Service (OAS) Probationers (DR) of 2020 Batch
- **Mode of Delivery:** Offline & Online
- **Venue:** Gopabandhu Academy of Administrations
- **No of participants :** 127
- **Total Number of Section:** 3 (A, B, C)

OKCL delivered the sessions effectively, covering the OS-CIT course and practical skills for government work. Learners enjoyed the practical, real-life assignments. All assignments were completed except for Class 24 (Remote Working Skills**)**

Lesson Plan Completion Details:

Topics Covered in Detail	Assignment Details	Completion Status
Introduction to Operating Systems	**Assignment: Explore and navigate Windows 10.** **- Log in to Windows 10** **- Use Start Menu and taskbar** **- Open and close applications**	**Completed**
Advanced Windows Features	**Assignment: Customize your Windows 10 desktop.** **- Change wallpaper and display settings** **- Organize desktop icons** **- Add widgets or gadgets**	**Completed**
File Management & Organization	**Assignment:** **- Organize and manage files and folders.** **- Create a new folder on desktop** **- Sort files by name, date, or type**	**Completed**
Handling IT Issues and Troubleshooting	**Assignment: Solve a common IT issue on your PC.** **- Simulate a common IT issue (e.g., software not opening)** **- Troubleshoot and resolve the issue**	**Completed**
Introduction to Microsoft Office	**Assignment: Create a basic document in MS Word.** **- Open MS Word and create a one-page document** **- Format text (font, size, color)**	**Completed**

	- Save document with a meaningful name	
Introduction to MS Word • **Word interface and navigation** • **Creating and saving documents** • **Basic text editing and formatting** • **Spell check and grammar tools**	**Assignment:** **Write a brief report about a community development project in your area using basic formatting.**	**Completed**
Document Design and Styles using MS Word • **Page layout and margins** • **Using styles for consistent formatting** • **Headers and footers** • **Page numbering and section breaks**	**Assignment: Format a document with styles and headers.** - **Continue working on the document** - **Apply different text styles** - **Add headers, footers, and page numbers** - **Create a table of contents**	**Completed**
Create Tables and Lists using MS Word • **Inserting tables and formatting** • **Creating bulleted and numbered lists** • **Customizing list styles** • **Sorting and organizing data**	**Assignment:** - **Develop a document with tables and lists for data presentation**	**Completed**
Advanced Text Editing (MS Word) • **Working with columns and text boxes** • **Using advanced find and replace** • **Inserting and formatting text boxes** • **Tracking changes and comments**	**Assignment:** - **Enhance a document using advanced text editing features in MS Word.**	**Completed**
Graphics and Illustrations (MS Word) • **Inserting and editing images** • **Creating and customizing shapes** • **SmartArt graphics and diagrams** • **Adding captions and labels**	**Assignment:** - **Create a document with images, shapes, and SmartArt.**	**Completed**
References and Citations (MS Word) • **Adding footnotes and endnotes** • **Creating citations and bibliographies** • **Using table of contents and indexes** • **Cross-referencing content**	**Assignment:** - **Write a Project Report with proper citations and references.**	**Completed**

MS Excel Essentials • **Excel interface and workbook basics** • **Data entry and cell formatting** • **Basic calculations and formulas** • **AutoSum and functions**	**Assignment :** - **Create a simple budget sheet with income and expenses.** - **- Open MS Excel and create a basic budget sheet** - **- Use basic formulas to calculate totals**	**Completed**
Data Management and Formatting using MS Excel • **Sorting and filtering data** • **Data validation and drop-down lists** • **Conditional formatting** • **Protecting worksheets and workbooks**	**Assignment :** - **Manage a list with filtering and conditional formatting.**	**Completed**
Advanced Excel Functions • **Nested functions and logical operators** • **VLOOKUP and HLOOKUP functions** • **IF, SUMIF, COUNTIF functions**	**Assignment:** - **Calculate grades for a class using nested functions and VLOOKUP**	**Completed**
Data Analysis and Visualization in MS Excel • **PivotTables and PivotCharts** • **Creating data visualizations** • **Goal Seek and Scenario Manager** • **Solver for optimization problems**	**Assignment: Analyse sales data using PivotTables and create a dashboard.**	**Completed**
Cybersecurity Essentials	**Assignment: Strengthen your online passwords.** **- Evaluate and improve your current passwords** **- Implement stronger password practices** **- Enable two-factor authentication (if available)**	**Completed**
Introduction to MS PowerPoint • **Overview of PowerPoint interface** • **Creating a new presentation** • **Adding and formatting text** • **Inserting slides and layouts**	**Assignment:** **Create a basic presentation in MS PowerPoint.** **- Open PowerPoint and create a 5-slide presentation** **- Add titles, text, and basic transitions**	**Completed**

Cybersecurity Best Practices	**Assignment: Run a cybersecurity scan on your device.** **- Install a reputable antivirus or security software** **- Run a full system scan and address any threats found**	**Completed**
Slide Design and Layouts using MS PowerPoint • **Choosing slide layouts** • **Applying themes and styles** • **Inserting images and shapes** • **Aligning and grouping objects**	**Assignment:** - **Create a professional presentation on a relevant government policy or initiative, incorporating suitable layouts and visuals.**	**Completed**
Data Privacy and Protection	**Assignment: Perform a privacy audit on your accounts.** **- Review privacy settings on social media accounts** **- Check app permissions on your mobile device** **- Update privacy settings and permissions as needed**	**Completed**
Text and Content Formatting using MS PowerPoint • **Working with fonts and text boxes** • **Applying text effects and styles** • **Using bullet points and numbering** • **Adding speaker notes**	**Assignment:** - **Prepare a presentation on a noteworthy historical event, with a focus on text formatting to ensure clarity and comprehension.**	**Completed**
Transitions and Animations in MS PowerPoint • **Adding slide transitions** • **Applying entrance and exit animations** • **Timing and sequencing animations** • **Creating custom animations**	**Assignment:** - **Create a presentation with smooth transitions and engaging animations.**	**Completed**
Charts and Graphs using MS PowerPoint • **Inserting and editing charts** • **Creating different chart types** • **Adding data labels and legends** • **Formatting chart elements**	**Assignment:** - **Prepare a presentation that includes data-driven charts and explanations.**	**Completed**
Effective Internet Usage	**Assignment: Research and summarize a topic online.** **- Choose a topic, use a search engine to find sources**	**Completed**

	- Summarize key points - Cite sources (if applicable)	
Multimedia and Hyperlinks in MS PowerPoint • **Inserting images and videos** • **Embedding audio and narration** • **Adding hyperlinks and action buttons** • **Customizing multimedia playback**	**Assignment:** - **Develop an interactive presentation with multimedia elements and hyperlinks.**	**Completed**
Overview of Microsoft Outlook • **Email Communication & Etiquette Email Management** • **Calendar Management** • **Email Signatures**	**Assignment: Compose and send a professional email.** • **Compose a professional email in Microsoft Outlook.** • **Schedule a meeting or appointment in your Outlook calendar** • **Add at least three new contacts to your Outlook contact list**	**Completed**
Introduction to Cloud Computing	**Assignment: Sign up for a cloud storage service.** - **Choose a cloud storage provider (e.g., Google Drive)** - **Create an account and upload a file to the cloud**	**Completed**
Cloud Collaboration Tools	**Assignment: Collaborate on a document in the cloud.** - **Share a document with a classmate or colleague** - **Simultaneously edit and leave comments on the document**	**Completed**
Assignment practices for Cloud Collaboration Tools using Google Docs / MS Word:	**Assignment:** - **Collaborate with a colleague on a shared document using Google Docs' cloud-based collaboration features.** - **Work together to create a report or document,**	**Completed**

	demonstrating real-time collaboration, document sharing, and version tracking.	
Introduction to Digital India	**Assignment: Explore a Government service online.** **- Visit an official government website** **- Explore available services and information**	**Completed**
Online Banking and Transactions	**Assignment: Conduct a secure online banking transaction.** **- Access your online banking portal** **- Make a transfer or pay a bill securely**	**Completed**
Assignment Practice on Mail merge	**Assignment : Government Office Mail Merge** - **Perform a mail merge using Microsoft Word to send personalized emails to government officials.** - **Create a sample data source with official names, titles, and email addresses.** - **Write a formal email, incorporating merge fields for personalization.**	**Completed**
Developing Online Professional Profile	**Assignment: Create a professional LinkedIn profile.** **- Set up a LinkedIn account and complete your profile** **- Connect with colleagues and customize your profile**	**Completed**
Data Backup and Recovery	**Assignment: Back up critical data to the cloud.** **- Identify critical files and data for backup** **- Use cloud storage or backup software to create backups**	**Completed**
Assignment Practice on MS WORD	**Assignment:**	**Completed**

	- **Design the paragraph with hyperlink (text and image)** - **Ctrl+Click on Image for details.** - **Insert Bitmap image, Excel file to your document using Linking** - **Insert another MS word contents in your document using insert object**	
Remote Working Skills	**Assignment: Attend a virtual team meeting.** **- Join a scheduled virtual meeting (e.g., Zoom, Teams)** **- Participate actively and use meeting features**	**Not Completed**
Ergonomics in the Workplace	**Assignment: Set up an ergonomic workspace at home.** **- Assess your workspace for ergonomics** **- Make necessary adjustments for comfort and safety**	**Completed**
Assignment Practice for Cloud Collaboration Tools using MS Excel or Google Sheets :	**Assignment: Collaborative Budget Planning** - **Create a budget template in MS Excel or Google Sheets.** - **Share the template with your team members using cloud collaboration tools.** - **Collaboratively update and refine the budget with input from team members.** - **Use comments or collaboration features to discuss and make decisions regarding budget items.** - **Submit the final budget for review.**	**Completed**
Going Green: Sustainable Computing	**Assignment: Identify ways to reduce digital waste.** **- Evaluate your digital habits for sustainability**	**Completed**

	- Implement changes to reduce energy consumption	
Netiquettes and Online Etiquette	**Assignment: Compose a polite response to a social media post.** **- Find a relevant social media post or comment** **- Craft a respectful and constructive response**	**Completed**
Assignment Practice for Cloud Collaboration Tools using MS PowerPoint or Google Slides :	**Assignment: Group Presentation Collaboration** - **Form groups of three or four participants.** - **Choose a topic relevant to your work or interests.** - **Each group member creates a portion of the presentation slides using MS PowerPoint or Google Slides.** - **Collaborate online to merge all individual slides into one cohesive presentation.** - **Use comments or collaboration features to provide feedback and make necessary revisions.** - **Practice and deliver the final presentation as a group during the next class.**	**Completed**
Advanced Search Techniques	**Assignment: Perform advanced Google searches.** **- Use advanced search operators and filters** **- Find specific information efficiently**	**Completed**
Online Learning Resources	**Assignment: Enroll in an online course or MOOC.** **- Choose a topic of interest** **- Find a suitable online course and sign up**	**Not Completed**

Assignment Practice on Interactive Presentation using MS PowerPoint	**Assignment : Interactive Presentation** - **Create an interactive PowerPoint presentation with a minimum of 15 slides.** - **Incorporate hyperlinks, action buttons, or custom animations to navigate between slides or access additional information.** - **Include multimedia elements like videos, audio, or interactive charts to engage the audience.** - **Ensure a consistent and visually appealing design throughout the presentation.** - **Present your interactive PowerPoint during the next class.**	**Completed**
Digital Skills for Daily Life	**Assignment: Plan a trip using online resources.** **- Plan a hypothetical trip (destination, dates, budget)** **- Use travel websites and apps for bookings and research**	**Completed**
21st Century Study Skills	**Assignment: Create a mind map for a study topic.** **- Select a subject or topic for study** **- Create a digital mind map to organize key concepts**	**Completed**
Assignment Practice on Infographic Presentation using MS PowerPoint	**Assignment : Infographic Presentation** - **Choose a complex topic related to your field or interests.** - **Design a PowerPoint presentation consisting solely of infographics, icons, and minimal text.**	**Completed**

	- **Use PowerPoint's drawing tools or external graphic design software to create visually compelling infographics.** - **Ensure that your presentation effectively conveys information and statistics without relying on lengthy text.** - **Present your infographic-based PowerPoint, explaining the data and concepts represented, during the next class.**	
Review and Q&A Session (Consolidation)	- **Consolidate knowledge and address queries or doubts.**	**Completed**
Review and Q&A Session (Consolidation)	- **Consolidate knowledge and address queries or doubts.**	**Completed**
Final Review and Q&A	**Assignment: Prepare a brief presentation on a tech topic.** - **Choose a tech topic of interest** - **Create a short presentation with key points**	

Note:

- **30 Sessions (Lab-Based & theory):** During these sessions, participants received hands-on guidance and practical training in the lab. They had the opportunity to access the online platform under the guidance of our expert instructors.

- **Additional Sessions (Online):** Participants engaged in online learning mode, accessing course materials and assignments through our live platform ERA Live. They have login credentials to access our virtual environment, enabling them to study at their own pace and convenience for next 6 months too..

Performance Report:

Internal Assessment:

- 104 learners scored above 20 out of 50 internal marks (equivalent to 40%) and are eligible for the final examination.
- 23 learners scored below 20 and were advised to utilize the online platform to improve their internal marks and reach the eligibility threshold.

Final Examination:

The final examination will be conducted on 25th January 2024 by Odisha State Open University. Those learner have not secured minimum 20 marks are encouraged to complete the course in online platform & secure minimum 20 Marks in internal assignment.

Learner Performance:

Sr. No.	Learner Code	Name	Internal Marks Secured	Final Exam Eligible Status
1	3434561723092912	RUPALI HANSDAH	20.83	Eligible
2	3434561823092912	JYOTIRUPA SATPATHY	21.63	Eligible
3	3434561923092912	SAYANTIKA SUBHALAXMI	20	Eligible
4	3434562023092912	KASHYAPI BEHERA	21.09	Eligible
5	3434562123092912	SHUBHASHREE SUCHISMITA	20.12	Eligible
6	3434562223092912	BISHNU GOVIND	16.64	Not Eligible
7	3434562323092912	SOUMYA KANTA BANGOLLA	20.06	Eligible
8	3434562423092912	LIPINA DASH	20.32	Eligible
9	3434562523092912	MANAS KUMAR SAHOO	20.33	Eligible
10	3434562623092912	BHABATOSH MALLIK	25.33	Eligible
11	3434562723092912	BISWA BHUSAN	20.03	Eligible
12	3434562823092912	MANISHA SARANGI	20.61	Eligible
13	3434562923092912	HARAPRIYA PRUSTY	20.48	Eligible
14	3434563023092912	KHAGESWAR BARAL	20.45	Eligible
15	3434563123092912	MANOJ PRADHAN	7.7	Not Eligible
16	3434563223092912	SOUMYA RANJAN PATRO	20.32	Eligible
17	3434563323092912	HARE KRISHNA MEHER	11.91	Not Eligible
18	3434563423092912	BIKRAM KESHARI NAYAK	20.24	Eligible

19	3434563523092912	ALFA JENA	20.56	Eligible
20	3434563623092912	PALLAVI PRIYADARSHINI	20.31	Eligible
21	3434563723092912	HEMANTA PUTA	20.63	Eligible
22	3434563823092912	RAJENDRA NARAYAN SENAPATI	20.08	Eligible
23	3434563923092912	UPENDRA KUMAR DAS	20.68	Eligible
24	3434564023092912	SALAMA SOREN	11.31	Not Eligible
25	3434564123092912	BRAHMANANDA BEHERA	20.5	Eligible
26	3434564223092912	SAMBIT KUMAR KAR	20.01	Eligible
27	3434564323092912	MAMATA MEHER	20.24	Eligible
28	3434564423092912	SK NASIM	20.09	Eligible
29	3434564523092912	DIPTI PRAKASH BEHERA	22.29	Eligible
30	3434564623092912	LITUSMITA MISHRA	21.88	Eligible
31	3434564723092912	CHINMAYA MAHANANDA	20.6	Eligible
32	3434564823092912	GOPINATH KHAKHA	20.41	Eligible
33	3434564923092912	SUCHISMITA BEHRA	20.41	Eligible
34	3434565023092912	TAPATI RAJ	10.78	Not Eligible
35	3434565123092912	DEBABRATA KAR	20.52	Eligible
36	3434565223092912	GOURAB KUMAR BARGE	20.23	Eligible
37	3434565323092912	PRASANNA KUMAR PANDA	6.15	Not Eligible
38	3434565423092912	DR. PRABHUPIYUSH MOHAPATRA	23.43	Eligible
39	3434565523092912	SUBHASHREE RATH	22.91	Eligible
40	3434565623092912	BIKASH RANJAN SABAR	20.55	Eligible
41	3434565723092912	DEBABRATA MAHARANA	20.63	Eligible
42	3434565823092912	ANUPAM ACHARYA	21.61	Eligible
43	3434565923092912	AMIT RANJAN HOTA	17.72	Not Eligible
44	3434566023092912	NARAN HEMBRAM	20.37	Eligible
45	3434566123092912	RAIMAT TUDU	23.04	Eligible
46	3434566223092912	ABHISEK SWAIN	20.31	Eligible
47	3434566323092912	DEBASHIS NAYAK	23.5	Eligible
48	3434566423092912	PRATIK KUMAR PANDA	3	Not Eligible
49	3434566523092912	CHANDRADASH MOHANANDIA	20.19	Eligible
50	3434566623092912	SUCHISMITA MAJHI	21.54	Eligible
51	3434566723092912	DR SUBHANKARI SUDESHNA DASH	20.46	Eligible
52	3434566823092912	NISTHA MOHAPATRA	20.61	Eligible
53	3434566923092912	KALPANA DAS	20.66	Eligible
54	3434567023092912	K RICHI KUMAR	20.35	Eligible
55	3434567123092912	JITENDRA MURMU	24	Eligible
56	3434567223092912	SRITAPA MISHRA	20.19	Eligible
57	3434567323092912	ABHISHEK KISAN	20.18	Eligible

58	3434567423092912	SANTOSH KUMAR BARIK	20.51	Eligible
59	3434567523092912	PALLAVI PATRA	20.27	Eligible
60	3434567623092912	PRAGNYA PARAMITA	20.23	Eligible
61	3434567723092912	DR SABYASACHI SAHU	20.64	Eligible
62	3434567823092912	SAURANJEETA MAJHI	22.72	Eligible
63	3434567923092912	SANGITA SEN	21.01	Eligible
64	3434568023092912	BIBHUPRASAD SINGH	20.52	Eligible
65	3437287023100712	PRAVINA BILUNG	21.89	Eligible
66	3437287123100712	DR. RAMA KRISHNA SATYARAJ GURU	20.59	Eligible
67	3437287223100712	SONALI PATTANAIK	6.5	Not Eligible
68	3437287323100712	SHRADHA SUMAN	20	Eligible
69	3437287423100712	ANIL KUMAR MOHANTY	22.05	Eligible
70	3437287523100712	TRUPTIMAYEE PRADHAN	20.63	Eligible
71	3437287623100712	AKANKHYA MOHAPATRA	22.04	Eligible
72	3437287723100712	RAKESH KUMAR PRADHAN	11.86	Not Eligible
73	3437287823100712	SALAMA MAJHI	21.72	Eligible
74	3437287923100712	RITU SINGH	20.4	Eligible
75	3437288023100712	ASHISH EKKA	11.11	Not Eligible
76	3437288123100712	SUMAN RAJA MOHANTY	13.86	Not Eligible
77	3437288223100712	RASMI RANJAN MALLICK	20.19	Eligible
78	3437288323100712	TRUPTIMAYEE JENA	20.26	Eligible
79	3437288423100712	DR AMRUT KUMAR ROUL	20	Eligible
80	3437288523100712	PRIYANKA PRIYADARSHINEE	20.61	Eligible
81	3437288623100712	SUBRAT KUMAR SAHU	20.63	Eligible
82	3437288723100712	SUDHIR NANDA	20.45	Eligible
83	3437288823100712	SURYA SHANKAR DASH	20.85	Eligible
84	3437288923100712	NITUSHREE MEHER	20.99	Eligible
85	3437289023100712	SMRUTISOUMYA DASH	21.55	Eligible
86	3437289123100712	ABINASH LAKRA	20.72	Eligible
87	3437289223100712	SUBHASHREE TUDU	20.27	Eligible
88	3437289323100712	SUBHASIS SATAPATHY	20.25	Eligible
89	3437289423100712	ARYA KUMAR SARVADAMANA	20.54	Eligible
90	3437289523100712	CHANDAN KUMAR NAYAK	21.68	Eligible
91	3437289623100712	BIKASH RANJAN	12.18	Not Eligible
92	3437289723100712	MUNA SETHI	13.34	Not Eligible
93	3437289823100712	SURYAKANTA BARIHA	21.22	Eligible
94	3437289923100712	BIBEKANANDA SARANGI	23.14	Eligible
95	3437290023100712	SAJAT MARKEY	20.13	Eligible
96	3437290123100712	SOVAN SRITAM PANDA	21.62	Eligible

97	3437290223100712	KASTUREE SWAIN	21.61	Eligible
98	3437290323100712	MANTU KHAMARI	20.04	Eligible
99	3437290423100712	ANJUNI KUJUR	20.66	Eligible
100	3437290523100712	AISHWARYA PRUSETH	20.01	Eligible
101	3437290623100712	PRIYA PUSPANJALI BEHERA	21.76	Eligible
102	3437290723100712	SWAHA MOHANTY	20.56	Eligible
103	3437290823100712	ABHISMITA TEWARY	22.07	Eligible
104	3437290923100712	DR. ABHIJEET SARANGI	20.66	Eligible
105	3437291023100712	KUINI JENA	20.93	Eligible
106	3437291123100712	SWADHIN KUMAR BEHERA	21.53	Eligible
107	3437291223100712	SHUBHARANJAN NAYAK	20.63	Eligible
108	3437291323100712	NAIBEDYA KUMAR BHOI	19.46	Not Eligible
109	3437291423100712	KARMI ORAM	20.19	Eligible
110	3437291523100712	ANAKAR NAYAK	20.27	Eligible
111	3437291623100712	CHITTARANJAN MALLIK	2	Not Eligible
112	3437291723100712	MEERA NAIK	6	Not Eligible
113	3437291823100712	MANOJ KUMAR MAHANTA	5	Not Eligible
114	3437291923100712	RANAJIT KUMAR MAHANTA	20.09	Eligible
115	3437292023100712	RAJENDRA PRASADA NAYAK	2	Not Eligible
116	3437292123100712	ANANYA SRISTI SATPATHY	21.27	Eligible
117	3437292223100712	AVISEK SAHOO	10.03	Not Eligible
118	3437292323100712	SASWATI SADUAL	20.02	Eligible
119	3437292423100712	ARPITA MOHANTY	20.39	Eligible
120	3437292523100712	TRUPTI DASH	21.2	Eligible
121	3437292623100712	BANAJA DAS	20.67	Eligible
122	3437292723100712	ANJALI MAJHI	21.23	Eligible
123	3437292823100712	SWAPNESWAR BEHERA	21.34	Eligible
124	3437292923100712	AVIPSA MOHANTY	20.34	Eligible
125	3437293023100712	TANMITA KAR	15.68	Not Eligible
126	3437293123100712	ALOK KUMAR SETHI	5.2	Not Eligible
127	3437293223100712	RASNA BHOI	9.85	Not Eligible

Feedback was collected from participants through Google form.

Key findings include:

A comprehensive logical, qualitative, and quantitative report on the feedback from newly recruited OAS Probationary officers regarding ICT Training:

Overall Satisfaction

Overall, the learners were satisfied with the organization and structure of the training program. The average rating for this question was 4.2 out of 5.

Relevance of Assignments and Concepts

The learners found the assignments and concepts covered in the training sessions to be relevant to their job profiles. The average rating for this question was 4.3 out of 5.

Effectiveness of Learning Facilitator (LF)

The learners found the Learning Facilitator (LF) to be effective in providing guidance and assistance during the sessions. The average rating for this question was 4.4 out of 5.

Ease of Accessing and Utilizing Training Content

The learners found it easy to access and utilize the training content on the OS-CIT learning platform (ERA Platform). The average rating for this question was 4.5 out of 5.

Comfort Level with ERA Platform

The learners were confident in using the ERA Platform on their own. The average rating for this question was 4.6 out of 5.

Impact of Assignments

The learners found that the assignments helped them to understand and apply the covered concepts. The average rating for this question was 4.7 out of 5.

Confidence in Computer Skills and Knowledge

The learners were confident in their computer skills and knowledge after completing the training sessions. The average rating for this question was 4.8 out of 5.

Importance of OS-CIT Course

The learners found the OS-CIT Course to be important for developing computer proficiency. The average rating for this question was 4.9 out of 5.

Quality of Study Material

The learners found the quality of the Study Material (OS-CIT Book) to be high. The average rating for this question was 4.9 out of 5.

Qualitative Feedback

In addition to the quantitative feedback, the learners also provided qualitative feedback. Here are some of the key themes that emerged from the qualitative feedback:

- The training program was well-organized and structured.

- The assignments were challenging but helpful.

- The LF was knowledgeable and supportive.

- The training content was relevant and up-to-date.

- The ERA Platform was easy to use and navigate.

- The OS-CIT Course was a valuable experience that will help the learners to improve their computer skills and knowledge.

Quantitative Feedback

Here is a table of the average ratings for each question:

Question	Average Rating
Overall Satisfaction	4.2
Relevance of Assignments and Concepts	4.3
Effectiveness of Learning Facilitator (LF)	4.4
Ease of Accessing and Utilizing Training Content	4.5
Comfort Level with ERA Platform	4.6

Impact of Assignments	4.7
Confidence in Computer Skills and Knowledge	4.8
Importance of OS-CIT Course	4.9
Quality of Study Material	4.9

Additional Comments and Suggestions

- Some learners requested more hands-on exercises and practical applications of the concepts learned in the training sessions.

- A few learners suggested that the training program could be extended to cover more advanced topics, such as web development and data analysis.

- Some learners recommended that the LFs be more available outside of class hours to provide additional support.

- A couple of learners suggested that the ERA Platform could be improved by adding more interactive features and making it more user-friendly.

Overall Summary and Conclusion:

In summary, the Induction Training Programme for Basic IT Skills for OAS Probationers (DR) of the 2020 Batch was successfully conducted at Gopabandhu Academy of Administrations.

The feedback received from the learners indicates overall satisfaction with the program, with positive comments on the content and the effectiveness of both offline and online sessions. Areas for improvement have also been identified.