IMMEDIATE

No: T-16017/11/2019-IGOT
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
(Training Division)

Block No. 4, Old JNU Campus, New Delhi
Dated: 21st April, 2020

To,

The Chief Secretaries of
all the State/Union Territory Governments

Subject: Onboarding of States/Union Territories’ COVID-19 Warriors to iGOT (Integrated Govt. Online Training) courses on DIKSHA platform on COVID-19 pandemic.

Dear Sir/Madam,

As all are aware, the whole world, including India, is facing a significantly higher threat from COVID-19 pandemic. India is responding to the Novel coronavirus pandemic with an unprecedented mobilisation of Human Resources - the intrepid COVID Warriors who are battling the Virus at the frontline. These brave & dedicated Doctors, healthcare workers, Technicians, paramedics, Aayush Doctors, State/UT Govt. Officers, Police and other Volunteers require enhanced capacity & updated information to keep in-step with the latest advances in techniques and global understanding of the Virus.

2. In pursuance of the decision of the Empowered Group on Augmenting Human Resources and Capacity Building set up by the Hon’ble Prime Minister under the Chairmanship of Secretary, Micro Small and Medium Enterprises, the Government of India, through its Department of Personnel and Training, has launched a tailored version of iGOT (Integrated Govt. Online Training) on 07/04/2020 to train all the COVID-19 Warriors of India. The learning portal (https://igot.gov.in) has national coverage, free access to all, 24X7 content availability from any location, any device and above all has relevant content developed by the Govt. of India which is updated regularly as the situation unfolds. The iGOT COVID version is being hosted on Ministry of Human Resource Development’s DIKSHA platform.

3. The URL Link of the website is http://igot.gov.in. For onboarding the platform, the following information is enclosed:
   (i) Elementary User Guide for Desktop/Laptop users – Annexure-I
   (ii) Elementary User Guide for Mobile Users – Annexure-II
   (iii) Elementary User Guide for Mobile App Users – Annexure-III
   (iv) Details of Courses uploaded on iGOT DIKSHA platform so far – Annexure-IV
   (v) Instructions for content creation – Annexure-V

4. In this connection, the approach will require partners & States/UTs to:
   (i) Identify the States/UTs’ COVID-19 Warriors including Doctors, Nurses, Paramedics, Hygiene Workers, Technicians, Auxiliary Nursing Midwives (ANMs), State Govt. officers/officials, Police, Volunteers etc. and enroll them to iGOT platform.
   (ii) Identify the training needs of respective frontline worried and identify/ customise courses with focus on content in local languages, etc.

....02/-
(02)

(iii) Create targeted outreach program by identifying the right channels and creation of localized outreach material to have maximum reach to blocks.

(iv) Register State/UT Government and Private staff to take up the respective course.

(v) Governance mechanism to administer the enrollment, courses launched, course completion status through state specific dashboard.

5. To execute the above, States/UTs may opt for dedicated Project Management Unit through internal staff augmentation or from professional service provider(s). The suggested PMU can have following resources to start with and their functions/activities can be as follows:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Area</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Content Expert</td>
<td>• Localization of existing content (available on platform)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Creation/Curation of any new content, if required</td>
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<tr>
<td></td>
<td></td>
<td>• Analysis of any new content / course requirement as per local needs</td>
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<tr>
<td>2.</td>
<td>Outreach Expert</td>
<td>• Create an outreach program in discussion with State</td>
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<tr>
<td></td>
<td></td>
<td>• to reach out and onboard new users</td>
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<tr>
<td></td>
<td></td>
<td>• to create outreach material in local languages</td>
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<tr>
<td>3.</td>
<td>PMU</td>
<td>• To co-ordinate with all stakeholders (including central iGOT PMU Cell)</td>
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<tr>
<td></td>
<td></td>
<td>• and monitor all activities</td>
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<tr>
<td></td>
<td></td>
<td>• help desk, if required</td>
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</tbody>
</table>

6. The central iGOT PMU Cell will provide with following assistance to States/UTs:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Area</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Central PMU</td>
<td>• Best practice sharing among States/UTs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Feedback and enhancement of content / courses</td>
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<tr>
<td></td>
<td></td>
<td>• General communication with the state COVID Warriors cell</td>
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<tr>
<td></td>
<td></td>
<td>• SPoC regarding content, courses, platform, etc.</td>
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<tr>
<td>2.</td>
<td>Content (in English largely)</td>
<td>• All relevant content for various users like doctors, nurses, NCC volunteers, etc. - approved by Ministry of Health</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Creation/Curation of any new content, if required</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Publishing of new content</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Content Guidelines</td>
</tr>
<tr>
<td>3.</td>
<td>Outreach Support</td>
<td>• Supporting materials in open format for States to adopt for branding and outreach, like</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• User Guide</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Course Guide</td>
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<tr>
<td></td>
<td></td>
<td>• Advertisements created for print media</td>
</tr>
<tr>
<td>4.</td>
<td>Dashboards</td>
<td>• State/UT-wise analytics and dashboards</td>
</tr>
<tr>
<td>5.</td>
<td>TNA (Training Need Assessment)</td>
<td>• At central level for all kinds of roles/users</td>
</tr>
</tbody>
</table>
7. All the State/UT Govts are requested that wide publicity be made and more and more COVID-19 Warriors be encouraged to onboard the iGOT platform and undergo online training course(s) relevant to them so that the pandemic may be handled efficiently.

Yours faithfully,

(Manoj Gupta)

Under Secretary (Training)
E-mail ID: manoj.gupta74@nic.in

Copy to:

1. Shri Arun Panda, Secretary, MSME - Chairman, Empowered Group on Augmenting Human Resources and Capacity Building.
2. Shri Nipun Vinayak, Joint Secretary, M/o Health & Family Welfare.
3. Shri Supriyo Ghosh, Director, M/o Micro, Small & Medium Enterprises
4. Ms. Kavita (Deputy Secretary, M/o Health & Family Welfare)
5. Nodal Officers (Training), State/UT Govts.
ELEMENTARY USER GUIDE
UNDERSTANDING HOW TO REGISTER AND START LEARNING

STEP 1
Click on the Course Link
shared with you

STEP 2
Click on Course Card

STEP 3
Click on Join Training

STEP 4
Login or Register via
Phone number or e-Mail

STEP 5
Register by filling the form and
validate with OTP received on
your mobile number or e-mail id

STEP 6
Select Board - iGot (Health)
Medium - English/ Hindi
Class - Your Role
Subject - Optional

STEP 7
Select Location

STEP 8
Start Learning

*the platform is not supported on internet explorer, safari, IOS & Mobile web browser
For any query please write to:
support@i-got.freshdesk.com
**ELEMENTARY USER GUIDE**
UNDERSTANDING HOW TO REGISTER AND START LEARNING FROM MOBILE

**STEP 1**
Type https://igot.gov.in Chrome or Firefox*

**STEP 2**
Click on View Courses

**STEP 3**
Login or Register via Phone number or e-Mail

**STEP 4**
Register by filling the form and validate with OTP received on your mobile number / e-mail

**STEP 5**
Select Board - iGot (Health)
Medium - English/ Hindi
Class - Select your work area from list
Subject - Optional

**STEP 6**
Select Region and Role

**STEP 7**
Select iGOT in organisation from drop down menu

**STEP 8**
Select a course and start Learning

*the platform is not supported on internet explorer, safari, IOS & Mobile web browsers
For any query please write to:
support@i-got.freshdesk.com
**ELEMENTARY USER GUIDE**

**UNDERSTANDING HOW TO REGISTER AND START LEARNING FROM MOBILE APP**

**STEP 1**

**STEP 2**
Click on **Course Link** shared with you

**STEP 3**
Select **Launch Course**

**STEP 4**
Click on **Join Training**

**STEP 5**
Login or Register via Phone Number/eMail

**STEP 6**
Register by filling the form and **validate with OTP** received on your mobile number/eMail

**STEP 7**
Select Board - iGot (Health)
Medium - English/ Hindi
Class - Your Role
Subject - Optional

**STEP 8**
Click on Start course and start **Learning**

*the platform is not supported on internet explorer, safari, iOS & Mobile web browser
For any query please write to:
support@i-got.freshdesk.com
ICU Care and Ventilation Management

Clinical Management COVID-19

Infection Prevention through PPE

COVID-19 Training for NCC Cadets

Basics of COVID-19
https://bit.ly/3aOAoPT

Management of COVID-19 cases
(SARI, ARDS & Septic shock)

Infection Prevention and Control

Laboratory Sample Collection and Testing

Quarantine and Isolation
https://bit.ly/2X1QiPr

Infection Prevention through PPE- Bengali
https://bit.ly/2VzSzCD

Psychological care of patients with COVID-19
https://bit.ly/2wQrhu

Basics of COVID-19
(Malayalam Course)

*The platform is not supported on internet explorer, safari or IOS | **Users can view and read course content for other roles as well

For any query please write to: support@i-got.freshdesk.com
Content Creation Guidelines for iGOT
1. Guidelines for Content Creation on i-GOT

I TYPE OF ASSET
A. Video
B. Slide Show
C. Animation
D. Interactive

II GUIDELINES: Please mark an X if the parameters will be met; NA if not applicable

<table>
<thead>
<tr>
<th>Hygiene factors</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content does not have any factual errors</td>
<td></td>
</tr>
<tr>
<td>Content is free from technical glitches</td>
<td></td>
</tr>
<tr>
<td>Audio/Video is clear and in sync</td>
<td></td>
</tr>
<tr>
<td>Content is not derogatory</td>
<td></td>
</tr>
<tr>
<td>Content does not violate any IP rights or licencing agreement usage restrictions</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Technical Aspects</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Video content or animation should be between 1-7 minutes long</td>
<td></td>
</tr>
<tr>
<td>Slide show should not exceed more than 15 frames/slides</td>
<td></td>
</tr>
<tr>
<td>Content can easily load on a mobile phone</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Production aspects (for videos recorded on phones)</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Video should be recorded in landscape mode</td>
<td></td>
</tr>
<tr>
<td>Video should be recorded using the back camera</td>
<td></td>
</tr>
<tr>
<td>Subjects should not be lit from behind</td>
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<tr>
<td>Content does not have distracting elements – like loud background music, too much animation etc.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Usability Aspects</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Content lends itself well to dubbing or subtitling</td>
<td></td>
</tr>
<tr>
<td>Appropriate instructions for content use are built into the content</td>
<td></td>
</tr>
</tbody>
</table>
## 2. Technical Compliance for i-GOT

<table>
<thead>
<tr>
<th>Format compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Video (MP4/ WebM)</td>
</tr>
<tr>
<td>Slideshow (ECML)</td>
</tr>
<tr>
<td>Interactive (ECLM/ HTML zip/H5P)</td>
</tr>
<tr>
<td>Document (PDF/ EPub)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>File size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 50 MB</td>
</tr>
</tbody>
</table>