

**DOEACC Centre Chennai**

**NOTICE  
Inviting**

*3<sup>rd</sup> Jan-2011*

**LIMITED TENDER ENQUIRY**

**Last date 18<sup>th</sup> Jan 2011 17.00 Hrs.**

*This is a Limited Tender Enquiry and only the prospective bidders satisfying the below mentioned qualifying criteria are invited to participate. All the bidders who are interested to participate are advised to go through the qualifying criteria mentioned below as well as given in the tender document thoroughly before participating in the tender.*

Qualifying Criterion in brief for participation

**“Development of E-learning Modules for DOEACC- CCC”**  
( Telugu & Kannada)

- The company should be legally registered in India under Company Registration Act
- The Company should have minimum five or more years of experience in the field of developing e- content in **English as well as other Indian Regional Languages.**
- The Company should have had previous experience of executing at least one project in the field of E-learning content development , in particular on ICT topics.
- The Company should have experience in Content Management and Learning Management System, whether developed on its own or using third party tools. Previous experience in implementing and customizing with MOODLE (LMS / LCMS) is preferred.
- Any previous experience in executing such projects similar to the one as mentioned in this enquiry, with Universities or Government agencies is essential.
- Availability of domain experts is essential.
- It should possess the essential infrastructure facilities, which are required to carry out the activities envisaged in this enquiry.

The tender document containing details of the services required, other terms and conditions against tender may be down loaded by the eligible prospective bidders without any tender cost for submission. Completed tenders to be submitted to, **DOEACC Centre Chennai, ISTE Complex, 25, Gandhi Mandapam Road, Anna University, Chennai- 200025.**

**Phone: 044 – 24421445 Fax : 24421441**

**[www.doeaccchennai.edu.in](http://www.doeaccchennai.edu.in)**

**Last date 18<sup>th</sup> Jan 2011 17.00 Hrs.**

**Tender document follows**

**Tender No: DC-CHE/CCC/E-Learn** .

**LIMITED TENDER ENQUIRY**

**Development of E-learning Modules  
“DOEACC- Course on Computer Concepts (CCC)”  
Telugu & Kannada**



**LAST DATE OF SUBMISSION: 18<sup>th</sup> January 2011- 17.00 Hrs**

**DOEACC Centre Chennai**  
ISTE Complex, 25, Gandhi Mandapam Road  
Anna University, Chennai- 200025.

**Phone: 044 – 24421445 / 24421446 Fax : 24421441**  
**www.doeaccchennai.edu.in      chennai@doeacc.edu.in**

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## **1.0 Preamble**

Department of Electronics Accredited Computer Courses, popularly known as DOEACC was established as an Autonomous Scientific Society in 1994 for the implementation of the DOEACC Scheme – A joint scheme of Department of Information Technology (erstwhile-DoE) and the All India Council for Technical Education (AICTE). It is an autonomous organization under the aegis of the Department of Information Technology, Ministry of Communications and Information Technology, Govt. of India.

The present DOEACC Society is an amalgamation of DOEACC Society, Centre for Electronics Design and Technology of India (CEDTI) and Regional Computer Centre (RCC). DOEACC, as a unique academic body, offers courses both in formal and non-formal sectors, of IECT Education. Carving out national quality standards in the non-formal sector, however, remains the thrust area for the Society and its reach is being extended to all regions of the country.

Keeping in view the recommendation of the National Task Force on Information Technology and Software Development that computer education and literacy should be aimed at a larger segment for the technological advancement of the country, DOEACC has developed and launched '**Course on Computer Concepts**' (CCC) in 1999. The course is meant for computer literacy among common man, working professionals, housewives, students and Government employees. Candidates with a minimum qualification of matriculation pass can appear directly in the examination for CCC, while no education qualification has been prescribed for the candidates appearing through Institutes / Colleges / Schools authorized to conduct the courses by DOEACC. Details of the course is given in **Annexure -1**.

Considering the exponential increase in the demand for CCC courses and to enable it to reach the masses, it was decided to translate the course content of CCC in all regional languages. Accordingly DOEACC regional centres have prepared e-content in their respective regional languages. DOEACC has recently launched its web portal and hosted e-content in 9 regional languages in addition to Hindi & English. They are; **Tamil, Urdu, Punjabi, Mizo, Marathi, Bengali, Assamese, Manipuri & Malayalam**

It has been decided to translate the content/ create similar e- content into the remaining regional languages for the benefit of the masses in the country.

This is a tender enquiry inviting quotes from eligible organizations/Consortiums, based in India to submit their proposals to take up development of DOEACC-CCC course content in regional languages; **Telugu & Kannada**

The target product is a comprehensive Web Based Content (WBCC), for self learning to be used both in on line as well as off line mode.

This tender enquiry includes the objectives of DOEACC, explains the technical area of focus, required qualifications of the agency applying, and criteria for evaluating offers and provides information on proposal format and other relevant information.

**The technical specification / requirement provided is indicative and the agencies have the flexibility to incorporate innovative ideas to achieve the overall objectives of the project within the time period.**

Issuance of this enquiry does not constitute an award commitment on the part of DOEACC Society / DOEACC Centre Chennai nor does it commit to pay for costs incurred in the submission of an offer.

***Disclaimer***

*The information contained in this document is proprietary and exclusive property of DOEACC Society / DOEACC Centre Chennai except as otherwise indicated. No part of this document in whole or in part, may be reproduced, stored, transmitted, or used for design purposes without the prior written permission of DOEACC.*

**2.0 SCHEDULE**

<b>S.No</b>	<b>Name of the activity</b>	<b>Date</b>
1	Dispatch of bidding document & website display	3 <sup>rd</sup> Jan -11
2	Last date for submission of quotation	18 <sup>th</sup> Jan-11
3	Internal Evaluation Technical bid & Meeting of the Expert Committee.	19 <sup>th</sup> -23 <sup>rd</sup> Jan 11
4	Opening of financial bids	24 <sup>th</sup> Jan 11
5	Finalization of agency for WBCC development & Issue of work order.	28 <sup>th</sup> Jan 11
6	Contract agreement with the identified agency (Developer) and DOEACC.	31 <sup>st</sup> Jan -11
7	Combined meeting / review of progress with agency & DOEACC	21 <sup>st</sup> Feb-2011
8	Completion and submission of Beta version by the Developer	18 <sup>th</sup> March -2011
9	Vetting by Experts	25 <sup>th</sup> March-2011
10	Corrections / Modifications and debugging.	30 <sup>th</sup> March-11

### **3.0 Introduction about DOEACC**

DOEACC Society is implementing a joint Scheme of All India Council for Technical Education and Department of Information Technology (formerly Department of Electronics (DOE)), Government of India. The Society was formed on the 9th November 1994 and is registered under the Societies Registration Act, 1860. The management and administration of the Society is overseen by Governing Council, under the chairmanship of the Minister of State, Communications & Information Technology, Government of India. Members of the Council consist of eminent academia from IITs, Universities, etc. and professionals from the industry.

#### **3.1 Objectives of DOEACC**

- Establish itself as an Institution of excellence for imparting education and training to generate quality manpower in the areas of Information, Electronics and Communications Technology (IECT).
- Facilitate education and training Institutions in the non-formal sector.
- Develop a mechanism for dynamic revision of course curricula and development of learning materials in the textbook, CD-ROM and web-based form.
- Establish a quality system for examination, evaluation and certification at the national and international level.
- Ensure a system of accreditation of courses and their monitoring at the institutes.
- Network with national educational institutes of excellence to share best practices.
- Undertake international collaboration programmes in emerging areas to upgrade Education and Training.
- Promote Education and Training in Indian languages.
- Impart continuing education/refresher training/re-training and corporate training to engineering graduates, working professionals and others.
- Develop and implement new schemes of Courses in emerging areas as required by Industry and others.
- Undertake development projects and provide services in IT and related areas.
- Develop training programmes to promote self-employment and entrepreneurship.
- Develop and establish a system for web-based delivery of education and training.

For details of courses and other activities visit **[www.doeacc.edu.in](http://www.doeacc.edu.in)**,  
**<http://elearn.doeacc.edu.in/>**

#### **4.0 Objectives of building CCC- WBCC (Web based Course Content)**

The Objective of this CCC-WBCC is to create a comprehensive and complete Web Based self Learning content for CCC course of DOEACC in selected Indian regional languages, which shall be hosted in DOEACC portal to benefit the aspirant candidate, who wish to undergo the courses through non-formal method.

## **5.0 Guiding Principles**

This project aims at providing e-content in **Telugu & Kannada** for the course “CCC” of DOEACC , to the candidates who wish to undergo these courses on self learning. The CCC-WBCC would present well-documented learning material in respective language delivery with animations and necessary interactive sessions with voice and music, online testing/ examination. The entire CCC-WBCC would be based on standard e-learning methodology having latest SCORM compatibility. The content on creation is to be managed by MOODLE Learning Management System and Content Management System.

### **5.1. DOEACC- CCC- WBCC - Features**

DOEACC- Web based Content offers a unique opportunity for learners to get online training in basic computer education. After completion of the course through self learning mode, the candidate is expected to use the computers in day to day life for professional and personal use. After completing the course the incumbent will be computer liberate and will be able to:

- Acquire confidence in using computer techniques available to users.
- Recognize the basic components of computers and terminology.
- Understand data, information and file management.
- Create documents using Word processor, Spreadsheet and Presentation Software.
- Understand computer networks and the Internet.
- Browse the Internet, content search, email and collaborate with peers.
- Use e-governance applications.
- Use computer to improve existing skills and learn new skills

### **5.2. Tender Enquiry Focus**

This tender enquiry is intended for companies/agencies interested in creating e-learning contents for the CCC-Web Based Learning in regional language **Telugu & Kannada**. The intended activities would be as follows:

- Create contents in Telugu & Kannada with the available experts for the Course on Computer Concept (DOEACC-CCC)
- Develop appropriate animations based on the interactive mode.
- Incorporate appropriate pictures and video clips / screen shots.
- Provide Voice Over for all the contents
- Develop Online Testing examples
- The content should have compatibility with MOODLE ( LMS/ LCMS)
- Compliance with SCORM 2004
- Pre-testing / vetting of the CCC- WBCC /  $\beta$  launch is required
- Updating changes based on feed back received from users/experts

Identified agency should be capable of delivering the aforementioned modules for CCC-WBCC to achieve the objectives of the program. The Key features are given in **Annexure-B**

### **5.3. Non-Functional Requirements and Standards**

- a) The Web Pages will be W3C complaint.
- b) The courses that are developed for e-learning will be SCORM 2004 standard.
- c) The Web Pages will be compatible with all leading web browsers especially with Microsoft Internet explored 6.0 or above and/or Mozilla Firefox 2 etc.,
- d) The Web Pages design will answer the needs of its users / easy access & download.
- e) The Web Pages design should enable a variety of approaches and respond with a number of methods for searching, linking information and services.
- f) The system would require Adobe Flash player on user's personal computer other than software normally associated with web browser operation. All functional areas will employ consistent look and feel across all functions.
- g) The Web Pages will have Drop down Menus, Command Buttons, and Pop-up Windows and other navigational aids to make the system efficient and easy to use.
- h) The menus will have standard drop-down lists wherever possible for standard values to be selected by the user.

### **6.0 Role of the identified agency**

The selected company should be responsible for:

- Creation of Content in **Telugu & Kannada** for the Course Syllabus & sample content in English language as per DOEACC curricula.
- Vetting by concerned language expert.
- Development of e-learning modules.
- Integration with MOODLE Learning Management System and Content Management System

### **7.0 Criteria for Preliminary Screening & Evaluation of offers**

#### **Preliminary Screening:**

Technical bids with commercial terms do not meet the following essential criteria will not be considered.

- The company should be legally registered in India under Company Registration Act 1956.
- The Company should have minimum five or more years of experience in the field of developing e-content. Previous experience in developing content ,E-learning modules in English as well as in other **Indian regional languages** in the field of ICT is essential.
- The Company should have had previous experience of executing at least one project in the field of E-learning. Proof must be provided along with the application.

- The Company should have experience in Content Management and Learning Management System whether developed on its own or using third party tools. Previous experience in implementing and customizing MOODLE is preferred.
- Any previous experience in executing such projects similar to the one as mentioned in this enquiry, with Government or Government agencies is essential.
- Availability of domain experts is essential. (Proof must be provided.)
- It should possess the essential infrastructure facilities, which are required to carry out the activities envisaged in this enquiry.
- The application should reach DOEACC in time as specified in the document.

### **7.1 Sample Work**

All the aspirant agencies should attach a sample of e-learning content for teaching basics of computer (in English / any other Indian language) along with the technical bid. For guidance \reference , the content available in other regional languages may be referred from the e-learn portal of [www.doeacc.edu.in](http://www.doeacc.edu.in) .

### **8.0 Evaluation of Proposals**

All offers received in response to this tender enquiry will be reviewed initially based on the technical bid submitted competitively. An expert committee constituted for this purpose will review proposals and the following criteria will be used for competitive evaluation:

- The extent to which the company demonstrates prior understanding of and experience in building CCC-WBCC, maintain and manage the same.
- Fully meeting the eligibility criteria.
- The company's technical capability , ability to manage such activities proposed under this enquiry, which shall include the track record, expertise & reputation.
- Primary criteria for evaluation is the Sample work attached with the technical bid. while the committee shall also consider the other aspects of presentation( if required) and the clarity of the proposal; creativity and soundness of the concept; the logical linkage of activities, time frame.
- The budget proposed to undertake the activity will be matched according to the prevailing market rates / in line with the **National mission on Education Through ICT for several National e-content development initiatives for content creation and development of the same on web based e-learning modules.**

### **8.1 Process for Screening and Evaluation of offers**

Technical offers/ bid will be screened at the DOEACC Centre Chennai at the first instance and evaluated internally. Financial bids of only the technically acceptable offer which is found to be satisfactory (including the quality of the sample work provided will be considered for opening.

### **9.0 Guidelines for submission**

The following conditions should be observed while submitting the quotation:

The bid should be in two parts: (a) Technical bid ( **As per Annexure-A**) (b) Financial bid: ( **As per Annexure-B**) The bidder should seal the technical bid, financial bids and EMD in three separate envelopes duly superscribed and sealed. Put all three envelopes in one bigger envelope cover which should also be sealed and duly superscribed :”**Quotation against Limited Tender no. DC-CHE/CCC/E-Learn” for DOEACC-CCC e-content in Telugu & Kannada.**

#### **i). Earnest Money Deposit (EMD)**

- Each quotation must be accompanied by Earnest Money Deposit of Rs. 25000/- ( twenty five thousands only). The EMD shall be in the form of Demand Draft drawn from a nationalised bank in favour of “ Director , DOEACC Centre, Chennai, payable at Chennai”.
- Tenders without earnest money will not be entertained. If the EMD is not found valid in terms of the fixed amount, validity, period or otherwise, financial bid of the bidder shall not be opened. This requirement, however, will not apply to bidders who are registered with the Central Purchase Organisation, National Small Industries Corporation.
- Earnest Money is liable to be forfeited and bid is liable to be rejected, if the bidder withdraw or amends, impairs or derogates from the tender in any respect within the period of validity of the tender. If the successful bidder fails to supply the item within specified delivery time of the placement of the purchase order, the earnest money shall be liable to be forfeited by the purchaser.
- The earnest money of all the unsuccessful bidders will be returned to them at the earliest after the expiry of the final bid validity and latest on or before the 30th day after issue of the purchase order.

#### **ii) Performance Bank Guarantee**

The successful bidder shall submit a unconditional performance Bank guarantee @ 10% of the total order value to safeguard the due performance of the contract. The PBG should be in favour of “ DOEACC Centre, Chennai.”

Performance security should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.

In case the bidder fails to deliver the stores within stipulated period or fails to provide satisfactory after sale service within the warranty period, the Performance Security amount is liable to be forfeited.

#### **iii) Delivery**

The product CCC-(e-content in Telugu & Kannada) should be delivered within the stipulated time as indicated in the schedule.

***In the event of delay in supply beyond the date of delivery, Director, DOEACC Centre Chennai reserves the right:***

(a) To recover from the firms as agreed liquidated damages and not by way of penalty, a sum of 2% of the price of the order value for each month or part thereof, **or**

(b) To cancel the contract or a portion thereof, and if so desired purchase the stores at the risk and cost of the supplier.

Any dispute or difference whatsoever arising between the supplier and purchaser unless resolved amicably, shall be settled by a Court of Law having jurisdiction **over Chennai.**

***Director, DOEACC Centre, Chennai, reserves the rights to alter/modify or rejects any order at any stage without assigning any reason thereof and is not bound to accept the lowest tender.***

**iv) Payment Terms.**

**80%** Payments will be made after successful completion of the development work , delivery ,installation and testing by uploading in our portal. Remaining 20% shall be made after a trial run of 30 days and removal of identified / reported bugs and carrying out necessary corrections.

**10. Important instructions:**

i) The bidder should quote the price (Annexure –B) for each of the items in the tables A, B, C & D above. It should be clearly mentioned “ **N.A**” against an item if that is not applicable and mention **Nil** against an item for which you will not be charging. The bid may be rejected if quotation for any entry is not filled in or if it is incorrectly filled in.

ii) The price quoted should be inclusive of all royalty, government taxes, duties, levies office and documentation expenses, consumables, cost of handling, carriage, incidental expenses, etc., required for executing the work / providing the product. Details of cost analysis giving break up and details of government tax, duty, incidental charges, office expense etc may be attached to the financial bid. The price quoted must also be firm and should not be in terms of percentage of the total cost of work etc. The bidder will be responsible for paying all taxes, duties, levies etc payable by him.

iii) Escalation of price quoted will not be permitted due to any reason including, change in government tax, duty etc.

iv) **The developed e-content (including related data and source-code) will become the sole property of DOEACC.** The price quoted for content should be inclusive of cost of documented source code of the developed content.

v) The DOEACC will have exclusive right ( including IPR) on the content developed and shall be permitted to add / delete and reuse the modules as per their requirement.

vi) The price quoted above will be inclusive of visit to DOEACC Chennai/ Delhi office , if required , for collection of data /uploading into portal/ providing a solution to the technical difficulties reported by DOEACC, while & after implementation of final version of the Content as per requirement.

vii) Selected vendor is required to get the approval for Voice and Video from DOEACC, before commencing the work.

viii) The rates quoted must be per unit and it should be **valid for minimum 90 days** from the last date of submission of the Bid.

ix) Canvassing in any form, direct or indirect, on part of bidder will render the tender liable for exclusion from consideration.

x) Incomplete or late Bids will not be considered. This office will not be responsible for any postal delays.

xi) Bids complete in all respects, should be submitted at following address before last date & time: **THE DIRECTOR, DOEACC Centre Chennai,ISTE Complex, 25, Gandhi Mandapam Road, Anna University, Chennai- 200025.**

#### **11 . Terms & Conditions**

1. The firm may depute an authorized representative with a letter of authority for enquiry / clarifications.
2. The Director, DOEACC Centre Chennai reserves the right to accept/reject any or all tenders without assigning any reason and also will not be responsible for postal delays.
3. Details in the prescribed form to be submitted along with a soft copy of sample course / lesson developed by vendor for other organisation on eLearning
4. A minimum of 03 months warranty shall be applicable to the content. Any errors found during the warranty period should be rectified immediately.
5. The software shall be supplied, installed and commissioned at the Server provided by DOEACC Society / DOEACC Centre Chennai
6. No deviation shall be allowed from the Functional Requirement Specification.

**ANNEXURE A****Technical Bid** ( to be placed in a separate sealed envelope duly super subscribed)

Name of the firm: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Ph: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Phone &amp; Email ID of Contact Person: \_\_\_\_\_

<b><u>Sl. No</u></b>	<b><u>Description</u></b>	<b><u>Page Number</u></b>
1	Documents indicating set up of organization ( partnership deed, certificate of registrar of companies etc )	
2	Details of background and current areas of activity of the organization.	
3	Details of personnel and existing infrastructure available with the organization( Annexure- A-1 )	
4	List of customers where a similar solution has been implemented during the previous three financial years (1 April 2007 to 31 Mar 2010), <b>along with completion certificate from customer.</b> ( Annexure- A-2 )	
5	List of on-going works with their financial value giving name and address of customers.	
6	Copy of PAN No. service tax registration, Balance Sheet and IT return for the previous two financial year (2008-2009,2009-2010)	
7	Details of office(s) in Chennai for liaison with, if any.	
8	Composition of Top Management (Partners /Directors/ Proprietor) of the Company giving details of Name, Designation, contact address, Telephone Number, Email address.	
9	Other commercial terms like payment, time frame etc.,	
10	Brief description of the sample content attached with technical details.	

We have clearly understood the terms and conditions of the tender document. We hereby undertake that we accept all terms and conditions of the tender unconditionally.

Signature of Authorized Signatory with Seal

Place:

Date:

(Name and Designation)

- **Attach copies of all relevant documents that would support and justify your proposal. Attach CD / DVD containing sample work.**

## **Annexure –A 1**

### **Details of manpower and infrastructure**

a) Details of Programmers/ Developers:

Sl No	Name of the Programmer	Qualifications ( BE/MSc / MCA )	Experience	Remarks
1				
...				

b) Details of Other related Staff

c) Details of Infrastructure related to the project available with the Bidder:

Signature of Authorized Signatory with Seal

Place:

Date:

(Name and Designation)

**Annexure- A 2****List of customers where a similar solution was implemented:**

Work of Content Creation and development of related software for searching / viewing / printing of Books / Publications / Standards etc done during the previous three financial years (1 April 2007 to 31 Mar 2010) are required to be mentioned. Information in the following format along with completion certificates issued by the customers are required to be furnished:

<b>Sl.No.</b>	<b>Name &amp; Address of Customer with Name &amp; Designation of contact person</b>	<b>Email Id Telephone &amp; Fax Website</b>	<b>Reference number, date of completion certificate of customer enclosed.</b>	<b>Specific details of Solutions of similar nature provided.</b>
1				
2				
3				

Signature of Authorized Signatory with Seal

Place:

Date:

(Name and Designation)

**ANNEXURE B – Financial BID***( to be placed in a separate sealed envelope duly supersubscribed)***Financial Bid for DOEACC-CCC e- learning content creation in two Indian regional languages Telugu and Kannada**

Name of the firm: \_\_\_\_\_

Address: \_\_\_\_\_ PinCode \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

<u>Description</u>	<u>No.</u> <u>Units</u> <u>A</u>	<u>Cost/</u> <u>Unit</u> <u>B</u>	<u>Amount</u> <u>C</u>	<u>Addl.</u> <u>Language</u> <u>D</u> <u>(Kannada)</u>
Content Creation & Translation charges/A4 page (Tutorial, self Test, Examination & Glossary) in first language ( <b>Telugu</b> )				
Electronic page conversion (A4 page)/page				
HTML page Conversion/SCORM-2004 Compliant & Moodle compatible / page exclusively for DOEACC				
GIF Animations /animation				
Interactive Flash Animation				
Recording and inclusion of Audio, Voice Over				
Any other Charges (Give details)				
TOTAL				
Total cost on development of E-learning Module in first language ( Telugu)*				
Total cost on development of Additional language ( Kannada)*				

*\*(Write amount in words also)*

We have clearly understood the terms and conditions of the tender document. We hereby undertake that we accept all terms and conditions of the tender unconditionally.

Signature of Authorized Signatory with Seal

Place:

Date:

(Name and Designation)

## **ANNEXURE- 1**

### **COURSE ON COMPUTER CONCEPTS (CCC)**

#### **Course Out line**

1. Introduction to Computers.
2. GUI Based Operating System.
3. Elements of Word Processing.
4. Spreadsheets.
5. Computer communication and internet.
6. www and web browsers
7. Making small presentations.
8. Communication & Collaboration.

#### **Course duration :**

- 80 hours – Theory : 25 hours, Tutorials : 5 hours, Practical : 50 hours

**Link to portal:**     **<http://elearn.doeacc.edu.in/>**

#### **On-line Examination:**

Examinations are conducted on-line at approx. 200 centres thrice a year commencing in the month of February, June & October every year. Online examination is also conducted on every 1<sup>st</sup> & 3<sup>rd</sup> Saturday at DOEACC centres. The certificate is awarded to those who successfully clear the examination with a minimum of 50% marks.

#### **Recognition for Employment**

The State Governments of Maharashtra, Uttar Pradesh and Gujarat have already recognized the Course as satisfying the requirement of the computer Literacy for their employees. Controller General of Accounts has recognized CCC Course for Junior Accounts Officer (Civil) examination. Efforts are made to get similar recognition from other state Governments also.

## ANNEXURE-2

Key features of proposed E Learning Module

- Tutorial - **Tutorials presents the concept of the unit in the text format with voice**
- Animations - **explains the same concept through animated illustrations, if animation cannot be provided appropriate video clippings will be provided**
- Interactive Zone – **enables the user to actively participate learning process with the help of instructions.**
- Test Your Self - **Testing is a routine exercise wherein the learner assesses his/her expertise in the learnt unit/subtopic**
- Examination – **Trail / Modal examination**
- Glossary
- **E-book for references in English**
- Compliance to e-learning standards ( SCORM)
- Facility for printing of study notes / PDF down loads.
- Interactive in nature & easily downloadable.
- Required Graphics / Animation images, audio and video files to enhance the learning experience.