

STANDARD OPERATING PROCEDURE (SOP)

Digital Capacity Building, Cyber Readiness & AI Enablement Training Program
through NICS (Government of India Enterprise under NIC, MeitY)



1. Purpose

This Standard Operating Procedure (SOP) defines the process for planning, coordinating, delivering, assessing, and completing the Digital Capacity Building, Cyber Readiness & AI Enablement Training Programme for Ministries, Departments, Autonomous Bodies, PSUs, and other Government organizations.

The SOP ensures standardized execution, quality delivery, participant assessment, and certification.

2. Scope

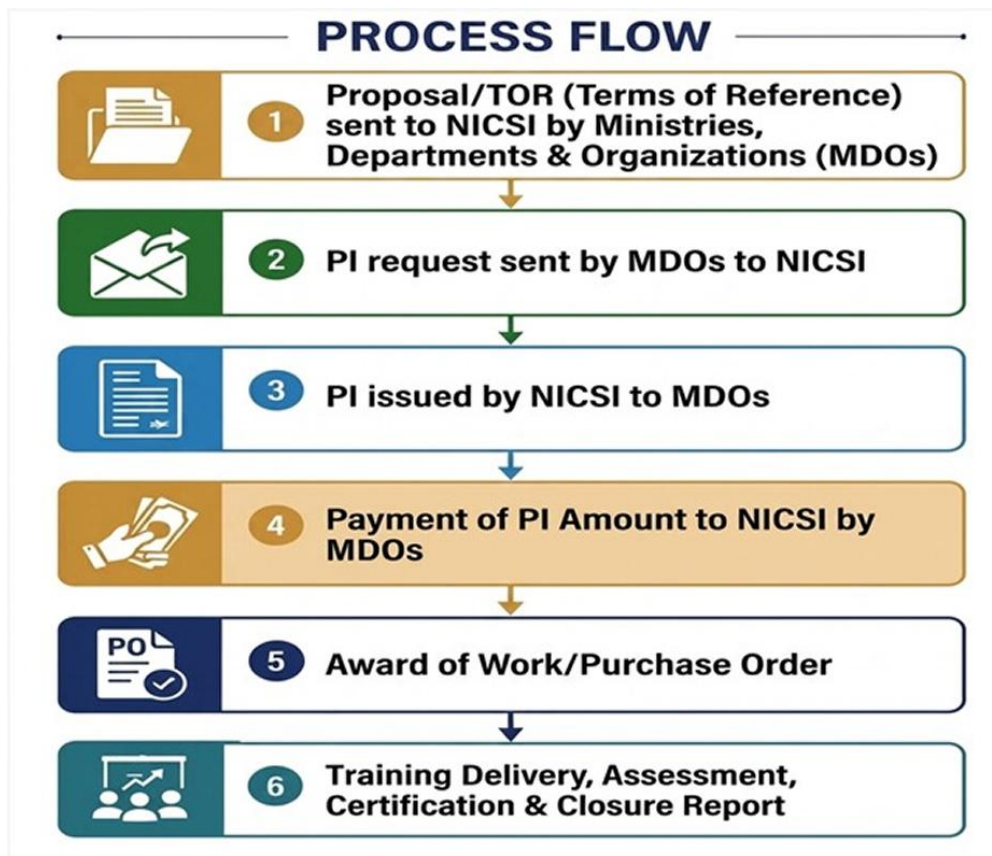
This SOP applies to all training capsules proposed under the Digital Capacity Building, Cyber Readiness & AI Enablement Initiative.

The training shall be conducted in **Offline Mode at the User's Premises (On-site Classroom Training)**.

3. Objectives

Enhance digital skills, cyber awareness, AI adoption and governance capability.

4. Request for Award Process



Note: As per above, total BoQ will be made by the Vendor and given to NICS/MDOs for further process.

5. Training Duration

Each Training Capsule shall comprise:

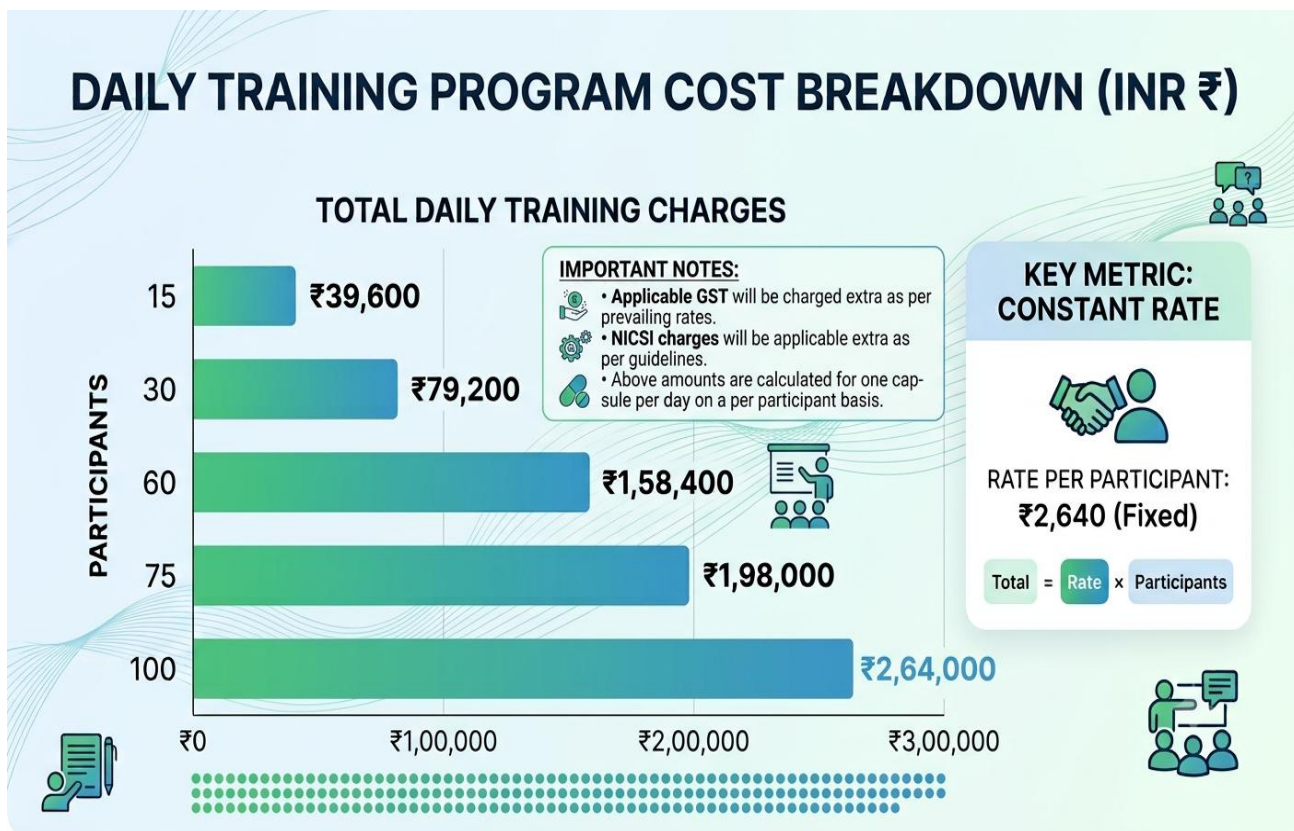
- **Duration:** 6 Hours
- **Mode:** Offline Classroom Training
- **Venue:** User Site
- **Batch Size:** The Digital Capacity Building, Cyber Readiness & AI Enablement Training Programme shall be conducted in accordance with the following batch size guidelines to ensure effective learning outcomes and optimum trainer-participant interaction:
 - **Minimum Batch Size (Guaranteed): 15 participants**
 - **Maximum Batch Size: 30 participants**

Note: In cases where a MDOs requires a batch size exceeding 30 participants, the same may be considered subject to feasibility, availability of suitable training infrastructure, and mutual agreement between the MDOs and the training provider.

6. Commercial Terms (as per NICSI empanelment)

Training Charges: ₹2,640/- per participant per capsule per day.

Applicable GST and NICSI charges shall be charged extra.



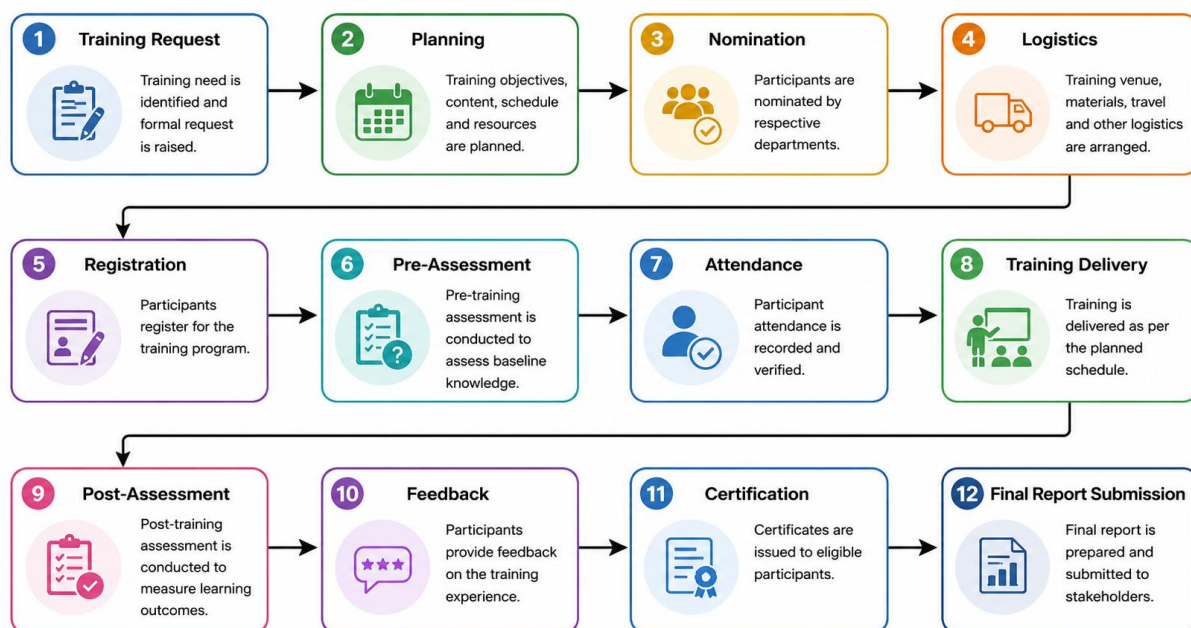
7. Training Workshop Schedule (Tentative schedule; subject to modification based on MDOs directives)

DAILY TRAINING WORKSHOP SCHEDULE			
10:00 AM – 10:30 AM		PARTICIPANT ATTENDANCE & PRE-ASSESSMENT (30 Mins)	By NICSI vendor
10:30 AM – 11:45 AM		SESSION I – TRAINING MODULE (PART I) (1 Hr 15 Mins)	By NICSI vendor
11:45 AM – 12:00 PM		TEA BREAK  (15 Mins)	By User Department
12:00 PM – 01:00 PM		SESSION II – TRAINING MODULE (PART II) (1 Hour)	By NICSI vendor
01:00 PM – 02:00 PM		LUNCH BREAK  (1 Hour)	By Self/User Department
02:00 PM – 03:45 PM		SESSION III – TRAINING MODULE (PART III) (1 Hr 45 Mins)	By NICSI vendor
03:45 PM – 04:00 PM		Post-Assessment, Participant Feedback and Question & Answer Session & Closing Remarks (15 Mins)	By NICSI vendor

8. MDO Nodal Officer for Training Coordination

Each **Ministry/Department/Organization (MDO)** shall nominate one **Nodal Officer** to serve as the single point of contact for coordination with NICSI regarding training requirements, participant nominations, scheduling, communication, and all other activities related to the successful planning and execution of the training programme.

9. Training Lifecycle



10. Assessment Formats (Online through Portal)

Pre-Assessment: Online, Participant details, 20 MCQs (Multiple Choice Questions), score.

Post-Assessment: Online, Participant details, 20 MCQs (Multiple Choice Questions), score.

11. Attendance Register Format (Online through Portal)

S.No	Training date	Name	Designation	Department	Mobile	Email ID	Time In

12. Feedback Form (Online through Portal)

- Content Quality
- Trainer Knowledge
- Practical Relevance
- Overall Satisfaction
- Suggestions

13. Certificate Template (Online through Portal)

Certificate of Completion

Awarded to _____ for successful completion of the training capsule.

14. Annexures & Checklists

- Pre-training checklist
- Trainer checklist

- Venue checklist
- Participant checklist
- Reporting checklist

15. Official Contact

For training requests and communication:

Email: info@nicsi.nic.in

Mobile No-8527625551