

MODULE FOR SUMMER INTERNSHIP PROGRAMME 2025

(BY MANTRA ASSOCIATES & SKILLFINITY, GUWAHATI)

on

DIGITAL GOVERNANCE

OBJECTIVE:

1. To introduce students to the fundamental concepts of e-governance and its role in public service delivery.
2. To familiarize learners with key government digital services and their impact on citizens.
3. To develop basic digital literacy skills required for accessing and using e-governance platforms.
4. To explore the role of digital identity and authentication in governance systems.
5. To understand transparency, citizen participation, and grievance redressal mechanisms in e-governance.
6. To analyze real-world case studies of successful e-governance initiatives within the state.

OUTCOME:

1. **Basic Understanding of Digital-Governance** – Explain the significance, objectives, and benefits of e-governance.
2. **Digital Literacy Skills** – Demonstrate the ability to use basic government online services.
3. **E-Governance Accessibility** – Navigate e-governance platforms for taxation, education, and health services.
4. **Digital Identity Awareness** – Understand the purpose and applications of Aadhaar, e-KYC, and digital signatures.
5. **Citizen Participation & Transparency** – Use grievance redressal and feedback mechanisms in e-governance.
6. **Case Study Analysis** – Evaluate and present insights from real-world e-governance projects.

DURATION: ONE MONTH (120 HOURS)

PREREQUISITES:

1. Basic familiarity with computers and internet browsing.
2. General knowledge of creating and saving files using a computer.
3. Access to a laptop/desktop and stable internet connection.

INTERNSHIP STRUCTURE BREAKDOWN

DAY NO. & DATE	TOPICS TO BE COVERED	TIME DURATION
DAY 1	Introduction to e-governance, importance, key objectives, evolution over time.	4 HRS (OFFLINE)

	E-Governance framework – pillars, models, and types of digital governance.	
DAY 2	Exploring online public services – E-Taxation, e-health, digital education. Understanding government websites – Navigation, security, and accessibility.	4 HRS (OFFLINE)
DAY 3	Hands-on activity: Exploring and registering on an actual e-governance portal (e.g., DigiLocker, UMANG). Digital identity – Aadhaar, PAN, e-KYC, how they function.	4 HRS (OFFLINE)
DAY 4	Secure transactions – Digital signatures, authentication methods, OTP-based verifications. Digital payments in governance – UPI, e-wallets, online taxation, subsidy transfers.	4 HRS (OFFLINE)
DAY 5	Understanding e-governance databases – How information is stored and retrieved. Hands-on project: Research how Aadhaar is linked to public services.	4 HRS (OFFLINE)
DAY 6	Citizen engagement in governance – Public feedback, surveys, voting systems. RTI and online grievance redressal mechanisms – How to file and track complaints. Eg. CPGRAMS.	4 HRS (OFFLINE)
DAY 7	Case study discussions on effective grievance redressal systems. MCQ TEST 1	4 HRS (OFFLINE)
DAY 8	MINOR PROJECT	4 HRS (ONLINE)
DAY 9	MINOR PROJECT	4 HRS (ONLINE)
DAY 10	MINOR PROJECT	4 HRS (ONLINE)
DAY 11	INTERACTIVE SESSION WITH INDUSTRY PERSONNEL	4 HRS (ONLINE)
DAY 12	Social media and governance – How governments use Twitter, Facebook, and WhatsApp for public service announcements.	4 HRS (ONLINE)
DAY 13	Hands-on project: Explore an online complaint portal and document how it works.	4 HRS (ONLINE)
DAY 14	Case study on the success of a state-level e-governance initiative. Eg. Sewa Setu portal of Govt. of Assam, Ease of doing Business (eodb) etc.	4 HRS (ONLINE)
DAY 15	Digital land records – How online property registration works.	4 HRS (ONLINE)
DAY 16	Researching how smart cities utilize technology for governance.	4 HRS (ONLINE)

DAY 17	Group activity – Present a case study on an e-governance project. MCQ TEST 2	4 HRS (ONLINE)
DAY 18	MINOR PROJECT	4 HRS (ONLINE)
DAY 19	MINOR PROJECT	4 HRS (ONLINE)
DAY 20	MINOR PROJECT	4 HRS (ONLINE)
DAY 21	INTERACTIVE SESSION WITH ADMINISTRATIVE PERSONNEL	4 HRS (ONLINE)
DAY 22	Hands-on project: Research and present findings on a local e-governance initiative. Final project presentations – Students showcase their case studies and findings.	4 HRS (ONLINE)
DAY 23	Career opportunities in e-governance.	4 HRS (ONLINE)
DAY 24	MAJOR PROJECT & REPORT SUBMISSION	4 HRS (ONLINE)
DAY 25	MAJOR PROJECT & REPORT SUBMISSION	4 HRS (ONLINE)
DAY 26	MAJOR PROJECT & REPORT SUBMISSION	4 HRS (ONLINE)
DAY 27	MAJOR PROJECT & REPORT SUBMISSION	4 HRS (ONLINE)
DAY 28	MAJOR PROJECT & REPORT SUBMISSION	4 HRS (ONLINE)
DAY 29	SESSION ON HOW TO PREPARE CV & FACE INTERVIEWS	4 HRS (ONLINE)
DAY 30	DOUBT CLEARING & VELEDICTARY SESSION	4 HRS (ONLINE)

PROJECTS TO BE ASSIGNED TO THE INTERNS (MIN. 10):

1. Study and present a report on Aadhaar and its role in public service delivery.
2. Analyze the impact of digital payment systems (UPI, e-Wallets) in governance.
3. Research and document how e-governance helps in the education sector (e.g., online scholarships, digital classrooms).
4. Conduct a study on how online grievance redressal systems work (RTI, citizen complaint portals, CM Helpline, etc.).
5. Prepare a presentation on e-healthcare services (online appointments, telemedicine, Ayushman Bharat, etc.).
6. Investigate the use of e-governance in taxation (filing income tax, GST registration, etc.).
7. Case study on digital land records management and property registration portals.
8. Explore how public distribution systems (ration card digitization, DBT) work.

9. Study the role of mobile applications in e-governance (mParivahan, UMANG, DigiLocker, etc.).
10. Research how digital identity verification (e-KYC, digital signatures) is used in governance.
11. Document how e-voting and online electoral services function.
12. Study the role of social media in e-governance and public awareness.
13. Analyze the implementation of smart city initiatives and digital urban planning.
14. Research how online employment exchanges and skill development programs are conducted.
15. Case study on an actual e-governance initiative in the student's own state.



MODULE FOR SUMMER INTERNSHIP PROGRAMME 2025

(BY MANTRA ASSOCIATES & SKILLFINITY GUWAHATI)

on

ICT AND AI OFFICE TECHNOLOGIES

OBJECTIVE:

1. To familiarize participants with essential ICT tools for productivity, collaboration, and communication.
2. To introduce advanced AI-powered tools for enhancing learning, research, and creativity.
3. To develop practical skills in using Google Workspace, Microsoft Office Suite, and relevant online tools.
4. To explore digital classroom tools for effective teaching, learning, and content delivery.
5. To empower participants with knowledge of AI tools like chatbots, generative AI, and text-to-speech systems.
6. To encourage responsible and ethical use of ICT and AI technologies in academic and professional environments.

OUTCOME:

1. ICT Proficiency: Gain hands-on experience with Google Workspace and Microsoft Office tools.
2. Digital Collaboration: Use online platforms for effective teamwork and file sharing.
3. AI in Daily Tasks: Understand and apply AI tools for writing, research, and task automation.
4. Classroom Digital Skills: Use digital classroom tools like Google Classroom and online whiteboards for teaching or presentations.
5. Content Creation Skills: Learn to create engaging visual, textual, and multimedia content using ICT tools.
6. Future-Ready Skills: Be prepared for the digital workplace by mastering contemporary tools and practices.

DURATION: ONE MONTH (120 HOURS)

PREREQUISITES:

1. Basic familiarity with computers and internet browsing.
2. General knowledge of creating and saving files using a computer.
3. Access to a laptop/desktop and stable internet connection.

INTERNSHIP STRUCTURE BREAKDOWN

DAY NO. & DATE	TOPICS TO BE COVERED	TIME DURATION
DAY 1	Introduction to ICT, Role of ICT in academics and workplaces, Overview of Google Workspace.	4 HRS (OFFLINE)

	Google Docs: Writing collaboratively, Formatting tools, Comments, and suggestions.	
DAY 2	Google Sheets: Basics of data entry, Formatting, Simple formulas. Google Slides: Designing slides, Adding animations, Collaborating on presentations.	4 HRS (OFFLINE)
DAY 3	Using Google Drive for file management, sharing, and backups. Introduction to Microsoft Word, Resume creation, Formatting tips.	4 HRS (OFFLINE)
DAY 4	Microsoft Excel: Working with tables, Creating charts, Using basic formulas. Microsoft PowerPoint: Designing impactful presentations, Adding media and animations.	4 HRS (OFFLINE)
DAY 5	Google Classroom: Creating and managing classes, Sharing assignments, Tracking progress. Online whiteboards: Jamboard, and their applications for brainstorming sessions.	4 HRS (OFFLINE)
DAY 6	Canva: Designing posters, presentations, and social media graphics. AI for writing: ChatGPT, Grammarly, Quillbot for summarization, paraphrasing, and editing	4 HRS (OFFLINE)
DAY 7	Video creation tools: Adobe Express, Canva video editor, and AI-based tools like Descript. MCQ TEST - 1	4 HRS (OFFLINE)
DAY 8	MINOR PROJECT	4 HRS (ONLINE)
DAY 9	MINOR PROJECT	4 HRS (ONLINE)
DAY 10	MINOR PROJECT	4 HRS (ONLINE)
DAY 11	INTERACTIVE SESSION WITH INDUSTRY PERSONNEL	4 HRS (ONLINE)
DAY 12	Collaborative platforms: Trello for project management, Slack for team communication.	4 HRS (ONLINE)
DAY 13	Hands-on project: Design a collaborative document and presentation using Google Workspace tools.	4 HRS (ONLINE)
DAY 14	Data visualization with Excel and Google Sheets: Creating pivot tables and dynamic dashboards.	4 HRS (ONLINE)
DAY 15	Exploring automation: AI assistants, Automating workflows with Zapier or IFTTT.	4 HRS (ONLINE)
DAY 16	Building interactive quizzes and forms using Google Forms or Kahoot.	4 HRS (ONLINE)
DAY 17	Ethical use of ICT and AI: Data privacy, Security, and responsible technology usage.	4 HRS (ONLINE)

	MCQ TEST 2	
DAY 18	MINOR PROJECT	4 HRS (ONLINE)
DAY 19	MINOR PROJECT	4 HRS (ONLINE)
DAY 20	MINOR PROJECT	4 HRS (ONLINE)
DAY 21	INTERACTIVE SESSION WITH ADMINISTRATIVE PERSONNEL	4 HRS (ONLINE)
DAY 22	Build a digital classroom ecosystem using tools from the program. Showcase ICT and AI-powered solutions for a classroom or workplace challenge.	4 HRS (ONLINE)
DAY 23	Career opportunities with ICT and AI, Future learning resources.	4 HRS (ONLINE)
DAY 24	MAJOR PROJECT & REPORT SUBMISSION	4 HRS (ONLINE)
DAY 25	MAJOR PROJECT & REPORT SUBMISSION	4 HRS (ONLINE)
DAY 26	MAJOR PROJECT & REPORT SUBMISSION	4 HRS (ONLINE)
DAY 27	MAJOR PROJECT & REPORT SUBMISSION	4 HRS (ONLINE)
DAY 28	MAJOR PROJECT & REPORT SUBMISSION	4 HRS (ONLINE)
DAY 29	SESSION ON HOW TO PREPARE CV & FACE INTERVIEWS	4 HRS (ONLINE)
DAY 30	DOUBT CLEARING & VELEDICTARY SESSION	4 HRS (ONLINE)

PROJECTS TO BE ASSIGNED TO THE INTERNS (MIN. 10):

1. Create a collaborative document using Google Docs for team-based writing.
2. Design a professional resume using Microsoft Word templates.
3. Develop a simple project plan using Google Sheets.
4. Make a visually appealing presentation on a chosen topic using Google Slides or PowerPoint.
5. Set up and manage a class in Google Classroom.
6. Create and share a Google Form for surveys or feedback collection.
7. Use Canva to design a poster or infographic for an event or campaign.
8. Analyze and visualize basic data trends using Excel charts.
9. Record and edit a short video presentation using AI tools like Descript or Adobe Express.
10. Automate repetitive tasks using **ChatGPT** or another AI assistant.
11. Generate a research summary using an AI summarization tool like **Quillbot**.
12. Develop a mind map using online tools like Miro or **MindMeister**.
13. Use Google Drive to organize, share, and collaborate on files.
14. Create a digital attendance tracker in Excel or Google Sheets.
15. Build a simple email campaign using **Mailchimp** or a similar tool.

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on

PC MAINTENANCE AND NETWORKING

OBJECTIVE:

1. Understand the fundamentals of PC hardware components and their functions.
2. Gain practical skills in assembling and maintaining personal computers (PCs).
3. Learn the installation and configuration of operating systems (Windows and Linux).
4. Master basic networking concepts and client-end device configuration.
5. Gain proficiency in using networking commands on both Windows and Linux systems.
6. Understand how to implement basic security settings and backup tasks on PCs.

OUTCOME:

1. Be able to assemble and troubleshoot computer hardware.
2. Successfully install and configure Windows and Linux operating systems.
3. Apply basic networking principles and configure client devices.
4. Set up IP configurations, firewalls, and manage network connections on end devices.
5. Efficiently use basic networking commands for troubleshooting on both Windows and Linux.
6. Perform routine maintenance tasks, including backups, security settings, and software installations.

DURATION: ONE MONTH (120 HOURS)

PREREQUISITES:

1. Basic knowledge of computer components and their functions.
2. Familiarity with the basic use of operating systems (Windows or Linux).

INTERNSHIP STRUCTURE BREAKDOWN

DAY NO. & DATE	TOPICS TO BE COVERED	TIME DURATION
DAY 1	Introduction to PC components, Assembling a Desktop PC, Identifying motherboard components Installing the motherboard and CPU, Attaching storage devices (HDD/SSD), Configuring the power supply	4 HRS (OFFLINE)
DAY 2	Assembling peripherals (keyboard, mouse, monitor), Installing and configuring the BIOS, Overclocking basics Installing Windows OS (part 1), Partitioning the drive, System file setup, Disk management in Windows	4 HRS (OFFLINE)

DAY 3	Installing Windows OS (part 2), Completing setup and configuring user accounts, Managing startup programs Installing device drivers on Windows, Troubleshooting common installation issues, Using Device Manager for hardware management	4 HRS (OFFLINE)
DAY 4	Introduction to Linux OS (Ubuntu), Installing Linux (part 1), Partitioning and boot loader configuration Installing device drivers on Linux, Configuring peripherals in Linux, Managing kernel modules in Linux	4 HRS (OFFLINE)
DAY 5	Installing device drivers on Linux, Configuring peripherals in Linux, Managing kernel modules in Linux	4 HRS (OFFLINE)
DAY 6	HANDS ON SESSION	4 HRS (OFFLINE)
DAY 7	HANDS ON SESSION	4 HRS (OFFLINE)
DAY 8	MINOR PROJECT	4 HRS (ONLINE)
DAY 9	MINOR PROJECT	4 HRS (ONLINE)
DAY 10	MINOR PROJECT	4 HRS (ONLINE)
DAY 11	INTERACTIVE SESSION WITH INDUSTRY PERSONNEL	4 HRS (ONLINE)
DAY 12	Introduction to networking basics (IP, Subnet, Gateway, DNS), Types of networks (LAN, WAN), Understanding OSI Model	4 HRS (ONLINE)
DAY 13	Networking hardware (router, switches, NICs), Overview of IP addressing and subnetting, Configuring network interfaces on Linux	4 HRS (ONLINE)
DAY 14	Basic networking commands (Windows: ipconfig, ping, tracert), Basic networking commands (Linux: ifconfig, ping, netstat), Using traceroute for network troubleshooting	4 HRS (ONLINE)
DAY 15	Configuring static IP addresses on Windows, Configuring static IP addresses on Linux, Introduction to DHCP and Dynamic IP addressing	4 HRS (ONLINE)
DAY 16	Introduction to firewalls and security basics on Windows, Configuring firewall settings on Windows, Using Windows Security for advanced configurations	4 HRS (ONLINE)
DAY 17	Introduction to firewalls and security basics on Linux, Configuring firewall settings on Linux, Using iptables for advanced Linux firewall configurations	4 HRS (ONLINE)
DAY 18	MINOR PROJECT	4 HRS (ONLINE)
DAY 19	MINOR PROJECT	4 HRS

		(ONLINE)
DAY 20	MINOR PROJECT	4 HRS (ONLINE)
DAY 21	INTERACTIVE SESSION WITH ADMINISTRATIVE PERSONNEL	4 HRS (ONLINE)
DAY 22	Setting up backup solutions on Windows, File History and backup utilities on Windows, Using Windows PowerShell for backup automation	4 HRS (ONLINE)
DAY 23	Project demonstration and troubleshooting, Performing system diagnostics using hardware tools and software utilities	4 HRS (ONLINE)
DAY 24	MAJOR PROJECT & REPORT SUBMISSION	4 HRS (ONLINE)
DAY 25	MAJOR PROJECT & REPORT SUBMISSION	4 HRS (ONLINE)
DAY 26	MAJOR PROJECT & REPORT SUBMISSION	4 HRS (ONLINE)
DAY 27	MAJOR PROJECT & REPORT SUBMISSION	4 HRS (ONLINE)
DAY 28	MAJOR PROJECT & REPORT SUBMISSION	4 HRS (ONLINE)
DAY 29	SESSION ON HOW TO PREPARE CV & FACE INTERVIEWS	4 HRS (ONLINE)
DAY 30	DOUBT CLEARING & VELEDICTORY SESSION	4 HRS (ONLINE)

PROJECTS TO BE ASSIGNED TO THE INTERNS (MIN. 10):

1. Assembling a desktop PC from scratch.
2. Installing Windows OS and configuring user accounts.
3. Installing Linux OS (Ubuntu) and setting up user permissions.
4. Performing a Windows OS repair installation.
5. Setting up a dual-boot system with Windows and Linux.
6. Configuring system drivers for peripherals (keyboard, mouse, printer).
7. Basic PC troubleshooting: Diagnosing hardware failures.
8. Configuring a local area network (LAN) on Windows.
9. Configuring network interfaces in Linux (static and dynamic IP)
10. Implementing firewall rules on Windows OS.
11. Configuring network printer access on both Windows and Linux.
12. Setting up backup solutions in Windows and Linux.
13. Installing and configuring antivirus software on Windows.
14. Monitoring system performance using Windows Task Manager and Linux top/htop.
15. Configuring shared folders and network drives in Windows.