

User Manual for the 7-Day Online Course on RTI

(English Version)

Introduction

The Department of Personnel and Training (DoPT), Government of India in association with the Centre for Good Governance (CGG), Hyderabad has been conducting a Certificate Course on the Right to Information (RTI) Act, 2005 since September 2009.

This endeavour to propagate the Right to Information among the officials and the citizens has been found useful by several participants of the course.

With a view to make the course more engaging and practical, it has been modified to into two versions, namely – 1) A 7-Day Online Course (English) and 2) A 15-Day Online Certificate Course (English).

The 7-day course is introductory in nature and the 15-day course will be an advanced format with a hands-on orientation whereby candidates will have to practically apply the RTI Act during the Course. In other words, the 15-day course will be based on the principle of “learning while doing”.

Successful completion of the 7-day course will be mandatory to be eligible to take the 15-day version of the course. Besides, for registering in the 15-day course a candidate will be required to file an RTI application with any Public Authority.

The current user manual contains methodology and instructions for the 7-day Online Course on RTI)

Welcome to the 7-day Online Course on RTI !

In this manual you will find a step by step guide as to how to progress about the course. We hope that you will find this user-friendly manual enabling enough to guide you to successfully complete the online course without any glitch.

The user manual has four segments.

- About the course
- About system requirements
- About the homepage
- About accessing the online course

1. About the Course

The seven-day online certificate course on RTI is a beginner level course. The course is a joint initiative of Department of Personnel and Training (DoPT), Government of India and the Centre for Good Governance (CGG), Hyderabad.

The primary objective of the course is to make the people aware on the salient features of the Right to Information (RTI) Act, 2005. The course will be useful to both government employees and common citizens.

Salient Features of the Course

1. This online course is meant for seven days.
2. It is open to citizens of India.
3. As an online course it can be accessed from anywhere on a computer with internet connection. The course is open 24 X 7 hours for 7 days.
4. Anyone interested in taking up this online course can visit www.rtiocc.cgg.gov.in and register for the course. Aspiring candidates, on successful registration will be allotted a user-id and password to log in to access the course. The seven day time will be counted from the day on which a candidate first access the course. For example, if you access the course on 01.01.2013 you can access the course up to 2359 hrs. of 07.01.2013.
5. The 7-days course is divided into seven chapters and at the end of each chapter there will be **4** chapter-end quiz questions. A candidate has to answer at least **3** questions correctly in order to be able to move the next chapter.
 - A candidate will be given maximum 3 chances to complete the 7-day online course. Should the candidate fail in all attempts, s/he will be given no further chance. However, the candidate may re-register for the course by requesting for the same through mail sent to rtiocchelpdesk@gmail.com
 - **As the course material will be available in downloadable formats, it is requested the candidates may download the material for future references.**

About System Requirements

Internet Browser: Internet Explorer 7.0 or higher version, OR Mozilla Firefox 2. OR Google Chrome

(These are free downloads. If you do not have any of the above browsers please download it from the internet.)

PDF Acrobat Reader: As the course content is in PDF format, please ensure that your system has "Adobe Acrobat Reader" OR "foxit" to enable you to read the content.

(These are free downloads. If you do not have any of the above browsers please download it from the internet.)

(Before starting the course please ensure that your system has the above requirements and then login into the system with the user-id and password communicated to you through e-mail.)

About the Homepage

REGISTRATION CONTACT US FAQs हिन्दी वेब्स A+ A A-

RTI - Online Certificate Course
An initiative of DoPT, GoI

RIGHT TO INFORMATION

E B L T H V
P A A O O E
O S S I N R D
R E N N S I D
T D E T S E S T
M P S R C L A W
O A P P E A L O S
C O M M I S S I O N E R U
E T A A R
N A L R

RESULTS LIST OF CANDIDATES ARCHIVES

LOGIN USERNAME PASSWORD Submit

WELCOME

The Department of Personnel and Training (DoPT), Ministry of Personnel, Public Grievances and Pensions, Government of India (GoI) has launched an 'Online Certificate Course on Right To Information' (RTIOCC) for various stakeholders

This Online Certificate Course on RTI is launched in association with the Centre for Good Governance, Hyderabad.

With a view to make the earlier 15-day course more interesting and practical, the course now has been divided into two versions, namely a - 7-Day Online Course (English) to be followed up with a 15-Day Online Certificate Course (English)

While the 7-day course will be introductory in nature, the 15-day course will be extensive and with a practical orientation whereby candidates will have to apply an RTI application during the Course period. In other words, the 15-day course will be based on the principle of "learning while doing". Therefore, it is requested that those who take the 7-day course follow it up with the 15-day course for in depth understanding and utility of the RTI Act.

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INSTRUCTIONS

- Please ensure that you have Internet Explorer 7.0 or higher version / Mozilla Firefox / Google Chrome as your browser to access the course.
- You will also require PDF Reader to be able to view the content. You could also use Foxit/Adobe Acrobat to view the content.
- Please do not share your "Username" and "Password" with anybody. More than one person accessing the application with the same "User ID" and "Password" can adversely affect the functioning of the application

USER MANUALS

- 7 Day Course
- 15 Day Course

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Knowledge • Technology • People

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After logging in with the user id and password, the following page will appear.



The screenshot shows the homepage of the 'RTI - Online Certificate Course'. At the top left is the Government of India emblem with the motto 'Satyameva Jayate'. The main title is 'RTI - Online Certificate Course' with the subtitle 'An initiative of DoPT, GoI'. On the right, there is a 'RIGHT TO INFORMATION' logo. A navigation menu includes 'Home', 'Course', 'Reports', 'Help', 'Change Password', and 'Logout'. The main content area is titled 'Course' and contains the following text:

The Department of Personnel and Training (DoPT), Ministry of Personnel, Public Grievances and Pensions, Government of India (GoI) has launched an 'Online Certificate Course on RTI' for various stakeholders.

This Online Certificate Course on RTI is launched in association with the Centre for Good Governance, Hyderabad.

With a view to make the earlier 15-day course more interesting and practical, now the course has been bifurcated into two versions, namely - **7-Day Online Course (English)** and **15-Day Online Certificate Course (English)**.

While the 7-day course will be introductory in nature, the 15-day course will be extensive and with a hands-on orientation whereby candidates will have to practically apply the RTI Act during the course. In other words, the 15-day course will be based on the principle of "learning while doing". Therefore, it is requested that those who take the 7-day course should also go for the 15-day course for experiencing the practical utility of the RTI Act.

The primary objective of the course(s) is to make both information providers and information seekers aware on the salient features of the RTI Act, 2005. Thus, the course(s) is/are useful to both government employees and common citizens.

Some of the identified target groups are:

- Public Information Officers (PIOs)
- Assistant Public Information Officers (APIOs)
- Appellate Authorities
- Officials assisting the above designated officers or other public officials Citizens
- Representative of Civil Society Organisations (including Media Organisations)
- Any other person(s) who could be a direct / indirect stakeholder

Methodology:
Successful completion of the 7-day course will be mandatory in order to be eligible to take the 15-day version of the course. Besides, for registering in the 15-day course a candidate will be required to file an RTI application with any Public Authority. At the time of migrating to the 15 day Course, the candidate has to upload the RTI application filed along with the acknowledgement received for the same. The response received later will have to be uploaded for the completion of the Course and for Certificate to be issued...

The second aspect of the 15-day version of the Course mandates a candidate to observe proactive disclosure (Section 4 (1) (b) of the RTI Act) of any

You are now ready to start the online course. Before starting to take the online course it is suggested that you change your password and personalize it. For changing password, please go to the menu "Change Password" and follow the directions given.

About Accessing the Online Course

- Go to the Menu 'Course'.
- Select 'Take Course' from the drop down menu. You will find course instructions. Please read the instructions carefully before clicking on "start course" button. This will enable you to access the course. The seven day time will be counted from now. For example, if you access the course on 01.01.2013 you can access the course up to 23:59 hrs. of 07.01.2013.
- Select Chapter 1 and proceed on to read through the material.
- At the end you have to answer the chapter-end quiz questions. There will be **4** quiz questions out of which you have to answer **3** questions successfully in order to be able to move to next chapter.
- Once you have completed Chapter 1, you are now eligible to move to the Chapter 2 which will be activated. Likewise you can complete all seven chapters.
- Go to the Menu 'Reports' to see the correct answers to the quiz questions after you take the quiz test at the end of each chapter.
- The 'Help' menu will give you access to this user manual and also to some frequently asked questions (FAQs) on the RTI Act, 2005.

Good Luck!