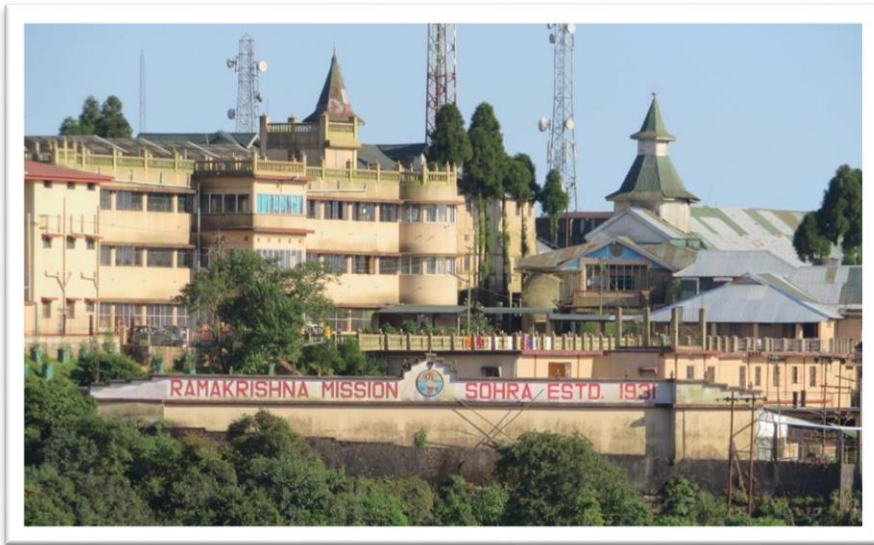


Introduction:

Ramakrishna Mission is trying to serve the Nation through its 174 branch centres in different fields of the society, particularly among the underprivileged and tribal people, with a spirit of Shiva Jnane Jiva Seva (Service to man is service to God) as taught by Swami Vivekananda.



Ramakrishna Mission Ashrama, Sohra (Cherrapunjee) is one of the shining examples which has been trying to give a practical shape of Swamiji's Ideals in the challenging and extreme climate of Sohra.

This Mission Centre has been unabatedly carrying welfare service activities during its long journey over eight decades and at present it has become like a huge banyan tree in the whole of the North Eastern Region. Presently the Ashrama is running 16 LP, 11 UP, 17 Sec and 5 Higher Secondary Schools, with about thousands of

tribal students located all over the State of Meghalaya. The Centre is continuously supplying free school uniforms, text books, study materials, stationeries, etc. as well as midday meals to the students round the year. Besides, it is also running two Hostels (for boys and girls), one Charitable Dispensary, two mobile medical units, one Tailoring- Weaving centre, one Computer Training Centre in addition to various other services, viz. free Medical Camps, Eye Camps, Health Awareness Camps by specialised Doctors, Relief Activities, Daily Milk Feeding programmes, blankets/ Garments distribution programmes, various Vocational Training programmes (for men and women), etc. for the benefit of the local tribal people- the total impact of which has been recognized and praised by many eminent persons over the decades.

It is worth mentioning that being highly impressed by the dedicated service activities conducted by this Ashrama, Pandit Jawaharlal Nehruji, the First Prime Minister of India, sent a nice note of appreciation and donated Rs. 10,000/- only for the philanthropic activities and himself laid the foundation of the Central Administrative Office building at Sohra (Cherrapunjee) in 1952.



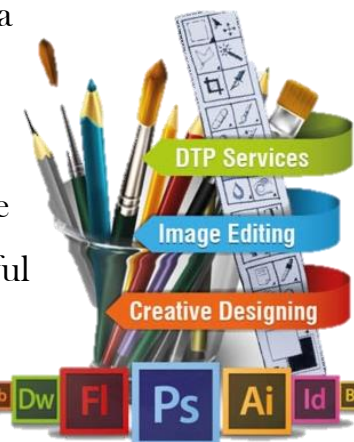
Computer Training Center, Sohra:

Ramakrishna Mission, Sohra, had started a computer training centre in the year The main aim of the Centre is to provide computer education to the needy students at nominal charges. Tribal boys and girls residing in and around Sohra are provided with training in Basic Computer Skills under careful



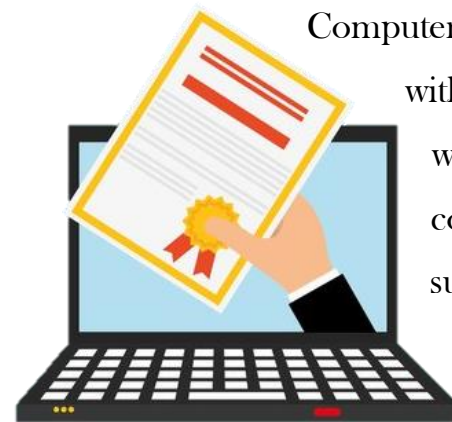
supervision of competent instructors. From 2017, The Computer Training Centre is upgraded by using the Open-Source Software, where Trainees have learned new features of LibreOffice Suite which is always available in free and it doesn't need license to install and run it. The courses that the Centre offered are Computer Fundamental, LibreOffice Writer (Word), LibreOffice Calc. (Excel) and LibreOffice Impress (Power-point) and the course duration is for 2 months. At present, the Centre also open new courses with the duration of 3 months packaged

based-courses viz., Office Package (Word, PowerPoint & Excel), DTP (CorelDraw, In-design & Photoshop) and Web Designing (Part I & Part II). At the end of the session, a theoretical and Practical exam was done on each course, judging by the performance of these examinations, the final grade is awarded to the successful candidates.



It is noted that the certificate provided by Ramakrishna Mission

Computer Training Centre, is not affiliated with any Government Agencies or with any IT Institute. Certificate of completion will be issued to successful candidates only after the completion of the course, declaration of final result and



positive feedback from the teachers.

Administrative In-charge



Swami Anuragananda
Secretary Ramakrishna Mission Ashrama, Sohra

Computer Faculty:

1. Miss Elizabeth Phanbuh
2. Miss Biangti Kynti Kharmaw
3. Miss Bawannylla Diengdoh
4. Mrs. Mayfair Majaw
5. Sir Angelbert Riahtam

Hardware Faculty Members:

1. Subhojit Samatha
2. Neta Roy

Computer Courses:

Package Courses:

To provide flexibility to the candidates in choosing the right course, duration and class timing, this centre offers courses in small units comprising about 60 training hours, spread over two months. These courses are open to all who either possess prerequisites or can clear the entrance test based on the prerequisite.



Session schedule for Short-term Modular Courses

Session	Duration
Spring	March last Week - May last week
Summer	June 2 nd Week – August 2 nd Week
Monsoon	August 3 rd Week – October 3 rd Week
Autumn	October 3 rd Week – December 3 rd Week
Winter	January 2 nd Week – March 2 nd Week

The Training Centre has taken an initiative to introduce new courses in order to meet the needs and the benefit of the local tribal young people to wants to learn more on Computer. The Centre have introduced 2 new courses viz., Desktop Publishing (DTP) and Web Designing (Part I & II), along with 3 months course on Office Package (Word, Excel & PowerPoint). This Package comprises of 90 training hours, spread over three months.

Package Courses Offered:

Package	Contents	Scope	Prerequisites	Level	hours	Days	Week	hours
Office Package	Fundamentals MS Word	Basic use of computer, letters, and text documents etc.	Class VIII pass.	Beginner	1½	5	4	30 hrs.
	MS PowerPoint MS Excel	Spread Sheet solutions and presentations	Beginner (with minimum D grade)	Intermediate	1½	5	8	60 hrs.
DTP	Photoshop CorelDraw In-Design	Studio, Press etc.	Intermediate.	Professional	1½	5	12	90 hrs.
Basic Web Designing	Web Designing-Part I	Creating Static Webpage	Intermediate.	Professional	1½	5	12	90 hrs.
Advance Web Designing	Web Designing-Part II	Creating creative Webpage with Bootstrap	Intermediate and Web Designing Part I	Expert	1½	5	12	90 hrs.

Package Courses Fee Structure:

Sl. No	Course Package	Contents	Duration	Monthly Fees	Total Amount
1	MS Office	Fundamentals MS Word	1 month	900	2700
		PowerPoint	1 month	900	
		Excel	1 month	900	
2	Desktop Publishing (DTP)	Photoshop	1 month	1000	3000
		In-Design	1 month	1000	
		CorelDraw	1 month	1000	
3	Web Designing	Part I	3 months	1000	3000
		Part II	3 months	1100	3300

2017 – 2022 Synopsis on the number of students getting Certificate with Grades

Years	A+ (>80)	A (70-80)	B (60-70)	C (50-60)	D (40-50)	Total
2017	16	12	37	23	9	97
2018	17	15	19	12	12	75
2019	32	13	14	8	8	75
2020	No Computer Class due to COVID-19					
2021	4	7	4	2	3	20
2022	26	27	22	14	5	94

Important Notes for students:

- ✍ The entire campus is a no-smoking zone. Persons under the influence of alcohol or other intoxicants are barred from availing any facilities or services.
- ✍ Edibles including chewing gum, kwai, gutkha, etc. are not allowed inside the campus. Dropping wrappers, paper pieces, or any other litter, spitting in dustbins using toilets improperly, etc. are considered notable offences.
- ✍ Mobile phones need to be switched off before entering the Computer Lab.
- ✍ Scribbling of furniture, loitering around, playing music, or disturbing the silence of the campus during class hours is strictly prohibited.
- ✍ Boys and girls are to wear decent attire befitting an educational institute.
- ✍ Either the student or his/her guardian has to inform the authorities with a written application if the student needs to remain absent from the class consecutively. However, no special arrangements can be made for missed out classes.
- ✍ Punctuality should be an attribute of the student in every sense.
- ✍ Students having less than 80% attendance will be in-eligible to sit for exam.
- ✍ The authorities of the Institute reserve the right to change the rules or to refuse admission or even bar a student from continuing without having to explain the reason(s) whatsoever.

The purpose of these rules and regulations is to maintain to discipline of the Institute and in turn ensure self-discipline among students.

Special Features of the Computer Training Centre:

- ✍ The education provided here is qualitative yet inexpensive, and the homely ambience of the institute also makes the experience of studying a congenial activity.
- ✍ To ensure better possibilities of employment for a successful trainee from this institute, specially designed areas like Typing Test, Assessment of personality through Viva and Project Works are treated as an integral part of the training.
- ✍ There are 3 Computer Labs with 70 computers, 1 big LED projector for audio-visual aid and 1 Theory Room.
- ✍ We have 5 teachers and 1 cleaner that strive consistently and sincerely to ensure the students' maximum performance. The classes are not cancelled even if the concerned teacher is not available.
- ✍ After completion of any single course, students can continue with further courses immediately or do them later, as per convenience.
- ✍ Students can choose convenient training hours from several timing options.
