



SWAMI VIVEKANANDA GRAMONNAYAN KENDRA (SVGK) COMPUTER TRAINING CENTER

Regd. No.: 05300529/2021

NGO Darpan Unique ID: WB/2021/0284831

গ্ৰাম ছাড়িয়ে বিশ্ব পানে

(Beyond the village-across the world)

Introduction:

Dear Participant,

We welcome you to Swami Vivekananda Gramonnayan Kendra (SVGK) Computer Training Center! Our computer center has been providing basic and advanced computer courses to rural youth since 2015. We have a beautiful facility with a large number of high speed computers connected to broadband internet and 100% power backup. Our teachers are experienced and believe in joyful learning. We are a registered Trust and approved by NITI AYOOG, Govt of India.



MISSION

Inspired by Swami Vivekananda's life and work, our mission is to empower rural Indian population through supplementary education beyond formal class-room-centric curriculum to help in fulfilling their social economic goals.

VISION

Vision of the institute is to provide the students with authentic knowledge in computers as per the syllabus developed for the students of the appropriate level.

PURPOSE

Outside of formal school curriculum rural learners are deprived of any technical education like computers as there is no facility within their reach. The purpose of the center is to provide the opportunity to the rural learners to close the learning gap compared to urban learners. Another purpose of the center is to provide adequate computer capability to the upper-class students that can help them in their job search assimilating them into India's main-stream financial growth driven by education.

FACILITIES

Registered By: NGO Darpan, NITI AYOJ Govt of India. (WB/2021/0284831). 30 high speed computers, well equipped spacious and ventilated classrooms, multiple video conferencing units for online classes, 24x7 power backup, Well Qualified Teachers, Weekly / monthly Test with joyful learning concept



ADMISSION:

1. Admission in all classes will be notified in the notice board of the center as well as in the web site of the organization.
2. No of students in each class will be fixed and will be decided by the function head.
3. Admission will be in the first come first served basis.
4. Application form will be provided by the center free of cost.
5. Application form must be submitted to the function head only.
6. Submission of application form doesn't guarantee admission.
7. In case admission couldn't be secured the form submission doesn't guarantee the admission to the next season. Fresh admission form needs to be submitted for every season.
8. Though **no tuition fee is charged** for the course there will be a nominal one-time admission fee collected during admission.
9. An instruction sheet, and other materials will be handed over by the function head during admission.
10. Book, and ID card and other study materials will be provided during admission with one-time nominal charge.

To get registered with us the student needs to visit to the SVGK computer center, fill up their 'Student Admission Form' and enclose- Xerox of the last educational qualification document(s). The SVGK office will fill up the admission form online on behalf of the student and after verifying the admission form SVGK Head Office will provide a unique Admission number to every student.

COURSES

There will be three courses taught in the center:

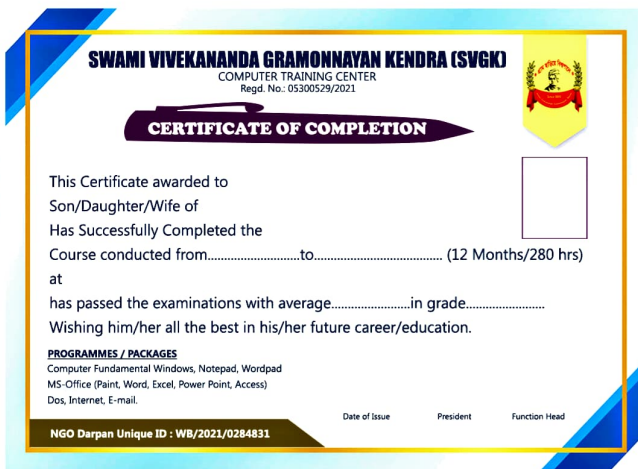
1. Basic Computer Literacy for beginners (BCLB)
2. Advance Computer Literacy Certificate (ACLC)
3. Diploma in Information Technology Application (DITA)



Exams:

1. In addition to the cumulative final exam after the finishing of the course there will be a unit test after completion of every section of the course.
2. 50% of the total marks will be accounted from the unit tests and other 50% will be from the final exam.
3. 40% marks to be secured for successful completion of each course .
4. A certificate will be issued to all successful learners.

Course Code	Course Name	Duration	Course Details
SVGK_CTC 01	Basic Computer Literacy for beginners (BCLB)	03 Months	Fundamental of basic computer
SVGK_CTC 02	Advance Computer Literacy Certificate (ACLC)	06 Months	Notepad WordPad ,MS-Paint, MS-word, Excel
SVGK_CTC 03	Diploma in Information Technology Application (DITA)	12 Months	Dos, MS-Access, MS-Power Point, E-mail, Internet



-: ADDRESS :-

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