



Reference No: THF/F-59(01)/Training-Workshops/2018-19/\_\_\_\_\_

Dated: 10<sup>th</sup> April, 2018

**PART A: PROJECT BASIC DATA**

<b>1. Title:</b>	ICT Skill Improvement Training
<b>2. Location:</b>	Tibetan Homes Foundation, Happy Valley, Mussoorie
<b>3. Start &amp; completion dates:</b>	14 <sup>th</sup> to 23 <sup>rd</sup> May, 2018 ( 3 days in each school)
<b>4. Target group:</b>	114 teachers and 50 office staff of 03 schools.
<b>5. Total budget:</b>	INR 1,80,400.00
<b>6. Executing officer:</b>	Mr. Karma Chungdak, General Secretary Dr. Passang Dhondup, Principal/Education Officer Mrs. Tsering Yangkey, Human Resource Consultancy
<b>7. Implementing office:</b>	Tibetan Homes Foundation, Mussoorie

**PART B: PROJECT CONTEXT**

**B.1. Introduction:**

Tibetan Homes Foundation (THF) is a registered charitable institute dedicated to working for the care of orphan, semi-orphan and destitute Tibetan refugee children. More than five decades have gone by since its small beginning in November 1962 at Mussoorie by His Holiness Tenzin Gyatso the XIVth Dalai Lama. Tibetan Homes Foundation has been taking care of Tibetan refugee children in exile and senior citizens under its old age homes. The institute as a whole tries to work effectively with its mission to care for the Tibetan refugee children in exile under its care, to provide with the best possible means of good education so that these children grow up as self reliant and contributing members of community at large, to impart and inculcate the rich traditions, moral values and cultural heritage of Tibet to preserve and promote our Tibetan identity that faces great danger of being wiped out, to provide a good care needed for senior citizens who are left on their own at the evening of their life, and to render other social services in the form of “Outreach Community Program.

**B.2. Problem statement :**

ICT as tools can be used as a meaningful support to the educational process by effective integration of ICT into classroom learning as well as various educational programmes in schools. All the administrative staff and teachers of the schools are supposed to have knowledge of and be able to use the basic MS Office programmes such as Word, Excel and PowerPoint. These basic computer knowledge and skills help the teachers in effective classroom teaching and office staff in efficient management of the school.

**B.3. Objectives:**

The main objectives of the trainings are:

- (a) To make the teachers and staff ICT capable
- (b) To promote usage of ICT in the schools
- (c) To enhance the ICT skills of teachers and office staff
- (d) To improve the teaching capacity and efficiency of staff



## **PART C: PROJECT RESULTS**

### **C.1. Project Outcomes :**

THF being a non-profit charitable organization makes major correspondence with individual sponsors, donors and organization for funding and support. It looks after the educational welfare of the Tibetan refugee children through its 3 schools. The project will benefit the staff and teachers in the following ways:

- Improved computer skills such as MS office (Word, Excel, PowerPoint, etc) and Internet tools
- Effective and timely correspondence with all the stakeholders
- Effective and efficient office management
- Improved and effective classroom teaching and learning process
- Project based learning and student-centered learning take place

### **C.2. Project Outputs:**

Three batches of 3-day ICT Skill Improvement Training covers 114 teachers and 50 office staff in the three schools (THS Mussoorie, Rajpur and Gohri Mafi) under the administration of Tibetan Homes Foundation Mussoorie.

## **PART D: PROJECT ACTIVITIES**

### **C.1. Project Activities:**

The main activities to be carried out are:

- Identify resource person (trainer) for the trainings.
- Conduct of Pre-test and Post – test.
- Conduct three batches of 3 – day training covering MS Office Tools, (Word, Excel, PowerPoint Presentation) and Internet Tools ( Emails, file sharing, social media, search engine).

## **PART D: PROJECT MANAGEMENT**

### **D.1. Monitoring and evaluation:**

The Head Office of THF Mussoorie through its Project Coordinator from time to time will monitor and evaluate overall impact of the project. The school principals will provide half-yearly feedback report of the project impact to the Head Office of THF Mussoorie.

### **D.2. Project Completion Report:**

The Project Coordinator of THF Mussoorie will submit the project completion report with pictures.



**Tibetan Homes Foundation**  
Registered under the Societies Registration Act XXI of 1860 In the year 1963

---

**PART E: PARTICIPANTS**

The details of the participants from the three schools are as following:

S. No.	School	Teachers	Office Staff
1	Tibetan Homes School, Mussoorie	71	32
2	Tibetan Homes School, Rajpur	27	11
3	Tibetan Homes School, Gohri Mafi	16	7
Total		114	50

**PART F: BUDGET DETAILS**

S. No.	Particulars	Units	Unit Cost (INR)	Units	Amount (INR)
1	Stationery supplies and materials	Person	400	164	65,600
2	Refreshments (INR 50 □ 9 days)	Person	450	164	73,800
3	TA /DA for trainer	Days	2000	9	18,000
4	Food and accommodation for trainer	Days	2000	9	18,000
5	Banner / other arrangements	Training	5000	1	5,000
<b>Total : INR 1,80,400</b>					

**Conclusion:**

Tibetan Homes Foundation Mussoorie will always remain grateful for funding and supporting us in completing this project successfully.

Dekyi Wangmo (Mrs.)  
Project Coordinator

10<sup>th</sup> April, 2018