

Report of Add-on Course 2015-2020

Career Oriented Course on Foods & Food Management 2015.

Students who will be awarded with Certificates for the year 2015 are:

Sl. No.	Name	Class	Attendance Percentage
	PRIYA PARDHAN	B.A.2 Year	100%
2	MAMTA CHAKMA	B.A. Year	100%
3	SHRIJA DEBBARMA	B.A. Year	100%
4	KIMI REANG	B.A. Year	100%
5	MARBA TABA	B.A.2 ⁿ Year	100%
6	YASI GARU	B.A. 2 ⁿ Year	100%
7	JERINA DAIMARI	B.A. 2 ⁿ Year	100%
8	JOLY REANG	B.Com. 3 Year	100%
9	ELEMI DEBBARMA	B.A. 3 ^r Year	100%
10	RINGBI G. MOMIN	B.A. 3 Year	100%
11	PANGSRI SANGMA	B.A. 3 ^r Year	100%



(Ms. L. SICA LYNGDOH)
H.O.D. NUTRITION DEPARTMENT



Union Christian College
Umiam Khwan, Ri-Bhoi, Meghalaya-793122
INDIA

Date: 10th October, 2015

To,

The Principal
Union Christian College
Umiam Khwan, Ri-Bhoi, Meghalaya

Subj: Submission of a Brief Report and other details of a Short Computer Courses
conducted during 2015-2016 Academic Session in the College.


Sir,

With due respect and humble submission, I, the undersigned, do hereby submit a Brief Report and other relevant details of One-Month Computer Course 2015 on Fundamentals of Windows XP, MS Word and Internet, conducted w.e.f 6th July-18th August, 2015 during this academic session (2015-2016) for your kind perusal and necessary actions to be considered thereof.

Thanking you.

Enclosure: As stated above.


Yours faithfully,


Dr. **J.P. Marak** J.P. Marak
Faculty In-charge
Short Term Computer Course 2015

List of Students enrolled in the Short Term Course
(06-07-2015 11-08-2015)

Timing of the Classes .. 6:30 AM - 7:30 AM
 Course Duration • one Month (06-07-2015 to 11-08-2015)
 Date of Examination .. Theory (17-08-2015)
 Practical (18-08-2015)

S/n	Name of the Student	Class	Marks secured in the Examination		Total	Result
			Theo	Practical		
1	Elemi Debbarma	BA 111	18	27	45	1 Div
2	Sumer Daimari	BA 11	20	26	46	1 Div
3	Nun uii darlon	BA 11	18	20	38	1 Div
4	Thomas Debbarma	BA I Semester	15	22	37	1 Div
5	Walse San ma	BA I Semester	18	20	38	I Div
6	Munni Eri	BA I Semester	15	19	34	1 Div
7	Jurani Basumatar	BA 111	18	25	43	1 Div
8	Licha Rinia	BSc 11	19	28	47	1 Div
9	Nerswn Daimari	BA I Semester	18	25	43	1 Div
10	Lo yo Ya	BSc I Semester	18	20	38	1 Div
11	Jol Rean	B Com 111	22	21	43	1 Div
12	Pulindra Debbarma	BA I Semester	20	22		I Div
13	Markus Makri	BSc I Semester	20	25	45	1 Div
14	Babinson Manih	BSc I Semester	19	22	41	1 Div
15	Bokorlin S n kli	BSc 11	15	27	42	1 Div


18/08/15
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Dr J P Marak

Union Christian College
Umiam Khwan, Ri-Bh0i, Meghalaya-793122
INDIA

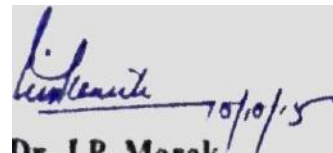
Short Term Computer Courses

Details of the Faculty

Completing the number of Classes

S/no	Name of Faculty	No. classes taken	Remuneration @ Rs. 200/class (additional Rs. 100 for conveyance for outstation facul	Total Remuneration
1	Mr. Jose h Mathew	06		1,200
2	Dr. J.P. Marak	10	2,000 1,000	3,000
3	Mr. Jonestar	08	1,600 + 800	2,400
Grand Total				,600

Rupees six thousand six hundred only.



Dr. J.P. Marak

Dr. J.P. Marak
Faculty In-charge short Term
Computer Course 201 5



Union Christian College
Umiall Khwan, Ri-Bhoi, Meghalaya-793122 INDIA

Report
On
Short Term Computer Courses

Name of the Course	: Fundamentals of Windows XP, MS Word & Internet
Duration of the Course	: One (1) Month w.e.f. (6 th July — 1 e August, 2015)
Number of Students enrolled	: 36
Number of Faculty	
Course Fee for Students	: Free of Cost
Nature of the Course	: Theory & Practical Classes
Evaluation Process	: End-term Examination (Theory & Practical Papers)
	<u>Brief Summary of the Course</u>

The College provides an array of add-on opportunities to the students, with a central objective of supplementing their academic curricula even as they pursue their own university O courses within the stipulated period.

The Fundamentals of Windows XP, MS Word & Internet is one such short term course conducted in tandem with the objective of the College to enhance their skills required in the area of ICT besides their primary courses.

This course has been conducted free of cost to the students. The course commenced w.e.f 6th July, 2015 and ended after the end-term Examination on the 18th August, 2015. Three dedicated faculty took the classes in their scheduled time between 6:30 AM — 7:30 AM in weekdays. Thirty-six (36) students enrolled themselves to avail the course out of which only fifteen (15) students did complete their course successfully after completing the endcourse examination.

After the completion of theory and practical classes, end-term examination was conducted on 06/07/2015 (theory) and 18/08/2015 (practical). Fifteen (15) students, who appeared the examination, were declared passed. All the fifteen students secured I division in their performances.

Feedback information of the students enrolled for the course was done to assess the significance and extent of its utility in enhancing their ICT skills and to get an insight of improving the course for its future schedules to come.

The efforts of the College to give such add-on qualifications and skills to the students besides their fixed University Academic Courses, is hereby appreciated and look forward to rendering our services to our young, animated and potential minds, ensuring that our collective efforts in upholding the central holistic objective of our education system is accomplished.

Dr J P Marak
Faculty In-charge
Short Term Computer Course
2015
UCC

1. Vocational Training in in Apiculture- I

In – Charge : Dr. J. Mathew, Vice Principal, UCC.

Resource Persons : Two resource person from Rural Research training Centre (RRTC), Umran.

Course Duration: 21/03/18 – 28/03/18

Number of students: 40

Objectives:

The Training is to clearly spell out the relationship between beekeeping and the beekeeper in terms of the role honeybees play and services they provide for the benefit of mankind such as:

- Honey production as a way of broadening food production for the rural population
- Increased food production in agriculture through pollination of crops
- Provision of source of income through selling beeswax and honey
- Demand for conservation of remaining woodlands in catchment areas
- Promotion of rural afforestation programmes to provide honeybees with forage

Brief Report: This certificate course on apiculture involves both the college students and youth from the neighboring village, both theory and practical classes were conducted in this course. Various aspects about apiculture, Bee-keeping, life cycle, beehives, bee-keeping equipment, colony, honey harvesting etc. All the participants were also taken to RRTC Umran and hands on training in apiculture.

Outcome of the course: The training program is expected to give skills to the trainees/students and enable them to set up by setting up a small Apiculture unit of their own thus be self-employed generate their own income.

2. Innovative Program in GIS and Remote Sensing

In-charge : Mr. Jonestar L. Nonglait, Dept. of Geography, UCC.

Duration : 1/11/2017 to 20/04/2018 (3months)

Numbers of students: 25

Collaborating Agency:North Eastern Space Application Centre (NESAC), Umiam

Objectives:

- 1) To provide basic foundation to students in the profession of GIS and Remote sensing
- 2) To Provide students for the higher studies in GIS and Remote sensing
- 3) To enable students to recognize the wide scope in GIS careers and Remote sensing
- 4) To enhance the capacity of students in the analysis of geographical data

Brief report:The certificate course in GIS/Remote sensing course was taken will be undertaken by a certified instructor from the college in collaboration with NESAC who will be mainly conducting the course for the college students in general. The course were both theory and practical class ranging from wide range of applications of GIS and remote sensing from forestry to defence along with the basic foundation of GIS and remote sensing.

Outcome of the course: On completion of the course these students will be equipped job with a variety of technical skills currently in demand in the job market along with fundamental principles of geographic information further empowered for their future job prospects in GIS and related field.

3. Vocational Training in Mushroom Cultivation-I

In-Charge : Dr. (Mrs) Varginia Kalita, HOD, Dept of Botany

Resource Persons :Dr.PankajBasiwsal, a Senior Scientist from ICAR, Umiam.

Duration of the course: 28/11/2017 to 8 /12/2017 (two weeks)

Numbers of students : 40

Collaborating Agency: Indian Council of Agricultural Research (ICAR), Umiam.

Objectives: The short term course training programme is in giving augmentation knowledge along with the skill. This programme is an extensive work, which can be useful to the unemployed youth of the area and also to persons interested in learning the skills. The training is mainly targeted to students and persons from the campus and neighboring villages. The training program will highlight the significance of development and mobilization of human resources. Alongside it will help in converting ways to human food.

Brief report:The two week vocational programon mushroom cultivation was conducted by the college in collaboration with Indian Council of Agricultural Research (ICAR), Umiam.

Dr.PankajBasiwsal, a Senior Scientist and eminent specialist in mushroom was the resource person for the courses. Along with the college students two persons from the community from a nearby village took part in the program. Many aspects pertaining to mushroom cultivation were taught which include production of mushroom of different varieties. Even hands on training on production of oyster, button mushrooms was also given.During the programme participants were taken to ICAR uniam for demonstration and hands on training of spawns .Most of the technical sessions was taken in the college with few days training in ICAR.

Outcome of the Course:Use of mushroom as food is probably as old as civilization itself. These have been considered as delicacy since ancient times and were earlier preferred only for the flavor and test. In recent times, the nutritive value of mushroom was reconfirmed and found to be rich in protein as compared to cereals, pulses, fruits and vegetables. Conducting a training program on the methods of, mushroom cultivation improves an individual's skills. These skills can later be used for the purpose of running small skill cottage industries and businesses which in the long run contributes towards the gross income of the individual and the state.

4. Certificate course in Beauty Parlour – I& II

In-Charge : Ms.Ballerina Syiem, Certified Beautician

Duration : 1/11/2017 to 20/04/2018 and 1/7/2018 to 30/9/2018

Numbers of students : 50

Objectives of the course:This course is design to equip students with the latest trend in skin and hair styling and grooming techniques. Emphasis will also be made on the importance of health and hygiene of the clients and general stakeholders

Brief report: Thebeauty parlour course was conducted in the beauty parlour room in the college campus where the college students were taught skills pertaining to the subject in way of both theory as well as practical classes. It was hands off training of students with respect to hair cutting threading waxing, pedicure, manicure,facial, scalp message etc.The participants for this course were the college students. At the completion of the course the Students were awarded certificates from the RUSA cell,UCC

Outcome of the course

- 1) Students who have completed the course would become competent enough to enroll themselves in more extensive courses on skin and hair grooming.
- 2) They can be absorbed skilled beauticians in professional parlours/avenues with or without professional guidance.
- 3) Trained students can start venturing on their own in opening up their own parlours and later can enroll other students in their parlour as their helper.

5. Certificate course in Tally ERP.9

In-Charge : Mr. LalrawngbawIHmar, Certified Trainer

Duration : 1/11/2017 to 20/04/2018

Numbers of students : 23

Objectives: The core objective of the course is to provide a complete customized solution of computerized accounting for its participants. Enhance employment opportunities of an accounting professional or a ready to work student.

Brief report:The Tally ERP 9 certificate course was undertaken by a certified instructor who will be mainly conducting the course for the college students. The course had both theory and practical classes. This course is mainly for the benefit of the college students and village youth. The students will be undergoing both theory and practical classes. Where the students were taught course aspects on managing security in Tally, Company features and Company configuration , price levels , price list voucher , voucher entry GST, purchase sale order, Sale order processing, Interest calculation Payroll, etc.

Outcome of the course: On completion of the course these students will be further empowered for their future job prospects.

6. Vocational Training in Carpentry

In-Charge :Mr. E. Rymmai, Estate Manager, UCC

Duration : 1/5/2018 to 30/09/2018 (3 months)

Number of students : 24

Objectives:

- Trainees will enable with the skills to enter directly into the construction trades
- Trainees may have course with the skills to enter a two-year technical college
- Trainees will leave this course with the skills and confidence to continue woodworking as a hobby
- Trainees students will leave this course with the skills and confidence.

Brief report: The vocational program in carpentry was conducted in the college workshop. The classes were both theory and practical classes. The students during the course learn many aspects of carpentry. This course will enable students to recognize and use tools and procedures necessary for job application, develop a good work ethics maintain an image of professionalism. The vocational training program taught students to complete the task in proper steps to finish job.

Outcome of the course: It is expected the students after the completion of the course as startup and begin their own shop, workshop, cottage industry or even join some firm to generate their own income.

7. Certificate course in Music

In-charge :Ms.KyntiBakordorKharsahnoh

Course duration :23/7/2018 - 30/09/2018

Number of students : 60

Objectives of the course:

1. To train students to study music with Tonic sulfa notation.
2. Students will be taught both theory and practical classes.
3. Instruments such as keyboards & guitars will be used during this course.

Brief Report: The short term in music with Tonic sulfa notation was taught to our students by a certified musician ,the theory portion of the course included teaching of sounds signs,scale,chord, standard scale of pitch,rate of movement and mental effect, phrasing while

the practical portions included time,rhythm,tune lawing,Ear tests or ear exercises in d m s d' and in t t r r' , half pulse continuation ,quarter pulse,three quarter pulse,silent pulse, writing exercise etc.

Outcome of the course:The students in this course understood the basic rules of musical composition,learning the important musical terminologies,signal and technical names.

8. Certificate course in Basic Computer Course (MS Word)-I & II

In – Charge : Dr. J. Mathew, Vice-Principal and Mrs. Wandashisha Wahlang.

Course duration :23/07/18 – 30/09/18

Numbers of students : 50

Objectives of the course:The course is designed and aimed at imparting a basic level appreciation programme for the students. After completing the course, the student may be able to use the computer for basic purposes like preparing his personal/business letters, viewing information on internet, sending mails using internet banking services. The training is mainly targeted to students.

Brief Report:This course comprise both theory and practical classes in the college computer lab where students were taught about the following aspects:

- Components of computer system,working with windows
- Concepts of hardware and software
- Understanding word processing,word XP ,open word XP,table creation etc.
- Language tools,auto correct,auto text etc.

Outcome: Students trained in this computer course programme will further enhance their knowledge on DTP and which may open avenues for their future job prospects.

9. Vocational Training in in Apiculture- II

In – Charge : Dr. J. Mathew, Vice Principal, UCC.

Resource Persons : Two resource person from Rural Research training Centre (RRTC), Umran.

Course Duration: 17/09/18 –28/09/18

Number of students: 30

Objectives:

The Training is to clearly spell out the relationship between beekeeping and the beekeeper in terms of the role honeybees play and services they provide for the benefit of mankind such as:

- Honey production as a way of broadening food production for the rural population
- Increased food production in agriculture through pollination of crops
- Provision of source of income through selling beeswax and honey
- Demand for conservation of remaining woodlands in catchment areas
- Promotion of rural afforestation programmes to provide honeybees with forage

Brief Report: This certificate course on apiculture involves both the college students and youth from the neighboring village, both theory and practical classes were conducted in this course. Various aspects about apiculture, Bee-keeping, life cycle, beehives, bee-keeping equipment, colony, honey harvesting etc. All the participants were also taken to RRTC Umran and hands on training in apiculture.

Outcome of the course: The training program is expected to give skills to the trainees/students and enable them to set up by setting up a small Apiculture unit of their own thus be self-employed generate their own income.

10. Certificate course in Basic Computer Course (MS Word)-III

In – Charge : Dr. J. Mathew, Vice-Principal and Mr. Banshaikupar Lyngdoh Mawlong.

Course duration : 02/09/2019 – 01/10/2019

Numbers of students : 31

Objectives of the course: The course is designed and aimed at imparting a basic level appreciation programme for the students. After completing the course, the student may be able to use the computer for basic purposes like preparing his personal/business letters, viewing information on internet, sending mails using internet banking services. The training is mainly targeted to students.

Brief Report: This course comprises both theory and practical classes in the college computer lab where students were taught about the following aspects:

- Components of computer system, working with windows
- Concepts of hardware and software
- Understanding word processing, word XP, open word XP, table creation etc.
- Language tools, auto correct, auto text etc.

Outcome: Students trained in this computer course programme will further enhance their knowledge on DTP and which may open avenues for their future job prospects.

11. Certificate course in Beauty Parlour - III

In-Charge : Ms. KmenhunMarwein, Certified Beautician

Duration : 2/9/2019 to 25/10/2019

Numbers of students : 20

Objectives of the course: This course is designed to equip students with the latest trend in skin and hair styling and grooming techniques. Emphasis will also be made on the importance of health and hygiene of the clients and general stakeholders

Brief report: The beauty parlour course was conducted in the beauty parlour room in the college campus where the college students were taught skills pertaining to the subject in way of both theory as well as practical classes. It was hands off training of students with respect to hair cutting threading waxing, pedicure, manicure, facial, scalp massage etc. The participants for this course were the college students. At the completion of the course the Students were awarded certificates from the RUSA cell, UCC

Outcome of the course

4) Students who have completed the course would become competent enough to enroll themselves in more extensive courses on skin and hair grooming.

- 5) They can be absorbed skilled beauticians in professional parlours/avenues with or without professional guidance.
- 6) Trained students can start venturing on their own in opening up their own parlours and later can enroll other students in their parlour as their helper.

12. Vocational Training in in Apiculture- III

In – Charge : Dr. J. Mathew, Vice Principal, UCC.

Resource Persons : Two resource person from Rural Research training Centre (RRTC), Umran.

Course Duration: 16/09/19 –26/09/19

Number of students: 30

Objectives:The Training is to clearly spell out the relationship between beekeeping and the beekeeper in terms of the role honeybees play and services they provide for the benefit of mankind such as:

- Honey production as a way of broadening food production for the rural population
- Increased food production in agriculture through pollination of crops
- Provision of source of income through selling beeswax and honey
- Demand for conservation of remaining woodlands in catchment areas
- Promotion of rural afforestation programmes to provide honeybees with forage

Brief Report: This certificate course on apiculture involves both the college students and youth from the neighboring village, both theory and practical classes were conducted in this course. Various aspects about apiculture, Bee-keeping, life cycle, beehives, bee-keeping equipment, colony, honey harvesting etc. All the participants were also taken to RRTC Umran and hands on training in apiculture.

Outcome of the course: The training program is expected to give skills to the trainees/students and enable them to set up by setting up a small Apiculture unit of their own thus be self-employed generate their own income.

13.Vocational Training in Mushroom Cultivation-II

In-Charge : Dr. (Mrs) Varginia Kalita, HOD, Dept of Botany

Duration of the course: 30/9/2019 to 5 /10/2019 (One week)

Numbers of students : 30

Collaborating Agency: Rural Research training Centre (RRTC), Umran, Meghalaya.

Objectives: The short term course training programme is in giving augmentation knowledge along with the skill. This programme is an extensive work, which can be useful to the unemployed youth of the area and also to persons interested in learning the skills. The training is mainly targeted to students and persons from the campus and neighboring villages. The training program will highlight the significance of development and mobilization of human resources. Alongside it will help in converting ways to human food.

Outcome of the Course:Use of mushroom as food is probably as old as civilization itself. These have been considered as delicacy since ancient times and were earlier preferred only for the flavor and test. In recent times, the nutritive value of mushroom was reconfirmed and found to be rich in protein as compared to cereals, pulses, fruits and vegetables. Conducting a training program on the methods of, mushroom cultivation improves an individual's skills. These skills can later be used for the purpose of running small skill cottage industries and businesses which in the long run contributes towards the gross income of the individual and the state.

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14.Vocational Training in Embroidery

In-Charge : Ms. Narylyne Bareh

Duration of the course: 2/9/2019 to 30/10/2019

Numbers of students: 30

Objectives: The short term course training programme is in giving augmentation knowledge along with the skill. This programme is an extensive work, which can be useful to the unemployed youth of the area and also to persons interested in learning the skills. The training is mainly targeted to students and persons from the campus and neighboring villages. The training program will highlight the significance of development and mobilization of human resources. Alongside it will help in converting ways to human food.
