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Blind Lead Trust

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Motto: "When the blind lead the blind, they can choose their own paths."

BLT Proposal for Computer Training Center

The Blind Lead Trust (BLT) organization would like to establish a computer training center for the visually impaired in our state of Meghalaya. It's a project we have contemplated for some time but we're unable to bring to fruition, as it is a new experience for us. As the only Non-Governmental Organization (NGO) dedicated to promoting self-sufficiency for the blind in our State, we are ready to move forward with a plan. For many years, through the help and leadership of one of our experts, Trustee and co-founder of BLT, the late Dr. Theodore M. Moallem, we have taught ourselves computers and self-sufficiency. Because of this, we feel we are now able to lead the visually impaired people of our State into a brighter, stronger future.

In Meghalaya, most visually impaired people face serious problems. When we look at various organizations, institutes, universities, and even the government, there are no opportunities for the blind anywhere. There are no facilities, training centers, institutes, or coaching classes they can access. Therefore, our organization would like to create this computer training center for the blind, most of whom come from poor backgrounds where higher education is not affordable and job opportunities are scarce.

experience shows that much of the time, through lack of knowledge or fear, families are unable to help their visually impaired family members. They can't advise them because most parents don't know where to send their children or who can accept them. Also, instead of encouraging the visually impaired to pursue higher forms of study, families often lose hope, allowing them to drop out of school because of this situation. Even those who have completed their studies and graduated, sit idly at home without any work. Though a select

few may be given opportunities to study or get job training outside the State, the vast majority are unable to and suffer simply because they are poor and unemployed.

According to the 2011 Census, in the state of Meghalaya, the total population of visually impaired is 2,374 people. This number will increase in the next few years and without help they will face these crushing issues forever. Neither the government nor most companies are aware of the job possibilities for the visually impaired, as they are unaware of the many things that blind people are capable of, if given a chance.

Since we at BLT understand how hard visually impaired people struggle daily, our organization wants to help those who can't afford to go outside the State for assistance. Therefore, the Blind Lead Trust organization intends to establish a computer training center to uplift them, support their pursuit of education and enhance their job opportunities in the future. And, as the only NGO with the experience and understanding to do this, BLT hopes to create the best opportunities for all visually impaired people to help them thrive, as both employees and independent people.

Training school Objectives:

1. To provide free training courses to the visually impaired.
2. To encourage the visually impaired to be self-reliant and independent.
3. To help the visually impaired acquire job opportunities.
4. To educate the visually impaired about the basics of computers.

As a new training center, BLT will require everything to be set up before the course begins. The materials which we need are: a room, laptops, computer tables, switches, chairs, and other miscellaneous equipment. We also require a qualified, visually impaired person to teach the course. A certificate will be provided to each student who passes the course.

As a trial run we will begin with a 3-5 months computer basics course that includes Notepad, Microsoft Word and Excel, Google Docs, Spreadsheet, and Slides, plus other related programs. It will be three hours per day and 15 hours per day, classes will be from Monday to Friday. It might take time for the students to learn or practice but we will try to strive as much as possible to be equal with others. There are a lot of shortcut keys for screen readers, like Narrator and non visual desktop access (NVDA) which is launched with special software for the visually impaired.

Our aim is to run this training center continuously for present and future generations, upgrading the computer training courses from time to time as advances in computer technology dictate. This will allow visually impaired people to find work in both business and government.

We want to help lessen the burdens of our visually impaired friends and feel that this solution will benefit all blind or low vision people. And we hope that this opportunity will prepare them to become well versed in all modern technology systems platforms.

BLT Computer Training Goals: To make all young, visually impaired people competent computer users.

Target group: Visually impaired youths.

Trainee recruitment:

We expect 10 trainees per each course.

Equipment needs per study course:

1. 10 computer.
2. 10 Computer Tables.
3. 10 Uninterrupted Power Supply (UPS).
4. 10 Electric Switch Boards.
5. 10 Chairs.
6. Bundles of Wires.
7. 10 Wireless Adapters.
8. One Computer Lab and Wiring technician.
9. One Computer Instructor.
10. 1 WiFi Router Connection.

Budget:

1. Computer: 35,000/ for each piece and for 10 computers: 350,000/
2. Computer tables: 2850/ per each piece, 10 pieces are 28,500.00/
3. Uninterrupted Power Supply (UPS): 3500/ per each piece with 1000 VA, for 10 pieces will be 35,000/
4. Cello Chairs With Arms: 1500/ per each piece, the 10 piece total is 15,000/

5. Wires: 1200/ per each roll. Required types of Wires are: Phase, Neutral and Ground, total for 3 rolls 3600/
6. Gange Box 1 way: 20 per each pieces, required 10 Pieces total is 200/
7. Sockets: 40 per each piece, the 10 piece total is 400/
8. Switch: 1 way: 25 per each, required 10 piece total is 250/
9. Casing Capping: 90 per each piece, required 10 piece total is 900/
10. Miniature Circuit Breaker (MCB) 16 AMP: 250 per each, only 1 is required.
11. MCB Box: 50 per each, required 1.
12. Box of Screws: 100/ required 1.
13. Wireless Adapter: 600 per each piece, required 10 pieces total at 6000/
14. WiFi Router Connection: 3999/
15. Electrician: 10,000/ which is necessary for installation
16. Computer Instructor: 15,000 per each Month, required for 12 months total at 180,000/
17. Rent housing 20000 per each month: Total is 240,000.
18. Miscellaneous Expenses: 80,000/ this amount is meant for other unforeseen expenses that may arise on any new project.

Budget total is 954,249/

SYLLABUS

1 Orientation for keyboard

Types of keyboard

1. Animation keyboard
2. Normal keyboard[There are 104 keys in Normal keyboard]
3. Bluetooth keyboard

2 Parts of the computer.

1. Software.
2. Hardware.

3 In computers we have 2 devices.

1. Output devices.

2. Input devices.

4. Desk Top.

- Desk Top is a place, where we can keep frequently use items

5. Taskbar.

Taskbar is a place, where we can see all running applications

6 Key commands.

Navigating and reading.

1. Inserting lines

2. Selecting

3. Words

4. Lines

5. Paragraph

7 Dialog Box.

It is a tool to communicate between user and computer.

8 Types of dialog boxes.

1. Action oriented dialog box

2. Informative dialog box

3. Error Dialog Box

4. Questionnaire dialog box.

9 In the dialog Box we have 4 types of Controls. 1. Name of the dialog

box

2. Type of the dialog box

3. Quarter message.

4. Access key.

10 Types of the Control dialog box

1. Edit box

2. Combo box

3. Edit combo box

4. List box

5. Commands button

6. Check box

7. Radio button

8. Spin box

9. Spin edit box

10. Sliders

11. List view

12. Tree View

11 File Folder Management

1. File

2. Folder

3. Drives

12 Storage devices

1. External storage devices

2. Internal storage devices

13 Layout of the windows explorer

1. Title bar

2. Address bar
3. Menu bar
4. Command buttons
5. Work area

14 Internet

1. address bar.
2. Search Engine
3. Gmail and Email

15 Microsoft Word.

MS word is a word processor.

Layout of the MS word.

1. Title bar.
2. Quick access toolbar.
3. Ribbon Tab.
4. Ruler
5. Work area.
6. Status bar.
7. Navigation Pane.

16 Formatting

Steps for basic formatting

1. Text formatting
2. Alignment
3. Numbering and Bullets.
4. Table formatting

17 Grammar and Spell check (f7 or Alt r, s)

It helps us to correct the grammar and spellings in MS words.

18 Find dialog box (Control F)

It is help us to find the words efficiently

19 Microsoft Excel

It is developed by Microsoft corporate

It is help us to arrange data understandable and we can easily calculate our data

1. Title bar
2. Quick access toolbar
3. Ribbon Tabs
4. Formula bar
5. Work area
6. Sheet Tabs
7. Status bar
8. Navigation pane
9. Navigating in the excel
10. Editing in the excel
11. Sorting and Filtering
12. Filtering
13. Review Cursor
14. Formatting in the excel

20 Types of formatting

1. Font Tab
2. Borders Tab
3. Number Tab
4. Alignments Tab
5. Fill Tab

21 Searching files and folders

This concept will help us to do our work efficiently.

22 Formulas

Importance steps of Formulas

1. =
2. Function name
3. Cell Range

23 Introduction and importance of google applications 1. Drive and its navigation

2. Creating and sharing folder in google drive.
3. Downloading and uploading files and folders in google drive.

24 Introduction to google Doc

1. Accessing screen reader support of google doc
2. Formatting and doing spell check in google doc.
3. Insert tables and fill data in google doc.

25 Introduction to Google Sheet & filling data in google sheet 1. Inserting navigating renaming

multiple sheets in Google sheet 2. Formatting google Sheet

3. to sort and Filter in Google Sheet

26 Google Form Creation and sharing

1. Navigation in Google Forms
2. Google Form Collaboration

After all of these topics have been mentioned above the students will learn or gain a lot of benefits and they will be able to access such kinds of jobs.

The students will begin to learn the Keyboard Orientation, Desktop, Taskbar and Application Menu. This means it will take for the trainees at least four weeks to complete. Once they finish these topics,

they will start to learn with the MS Office for six weeks including all the menus, submenus, formatting, writing letter, and shortcut keys etc as per the course. so, they will learn at last for the Email and basics of the internet for instance how to compose, forwarding email and other, At the same time, on how to search on google if they need any information etc. this will take for two weeks to complete. The students will need to have an assignment everyday and one test in a week so that it will help the teacher to revise them.

After twelve weeks the students have learned about the basics of computers which were based offline and then the organization would like to promote our students to learn another four weeks in one course which were important learning which is through online with the Google Application including Drive, Docs, Spreadsheet and Form applications so that the trainees will learn from both sides. By doing this the benefits for the students will be available in any kinds of jobs whether fulltime or parttime. The final exams will be there for the students and then after that the certificates will be issued to them. So, the training class will start from 9 o'clock in the morning to 12 afternoon and will be the lunch break and then the class will begin again from 1 o'clock in the afternoon to 4 o'clock in the evening. The total hours are 6 hours in the day and 36 hours in a week and then the total weeks for the complete course is 16 weeks. Therefore, the organization expected to start the training course by the month of may 2023 and then it will be two batches in the year. The teacher for the computer we already have, who has low vision but he was expert on this topic and then the other necessary steps or tricks which are related to this project in order to make the students stronger will be put in place before the course starts.

Name of the Organization-: Blind Lead Trust

History of the Organization

Blind Lead Trust is a non- profit Organization established on 26th June 2018 as a Public Trust under the Act of 1882. The co-founder of this trust was Shri. Jitendra Dkhar (Managing Trustee, Director) and (Late) Dr. Theodore Moallem (second trustee, secretary) and five other trustees. The Trust was previously registered at Lower Lachumiere Shillong but the present address is in Lumbasuk A (1st floor) Lawjynriew Road, Nongthymmai Shillong, Meghalaya. Blind Lead Trust has 7 trustees, 5 staff and 25 beneficiaries. It was also registered under the RPWD Act of 2016 on 26th April 2022.

The motto of the organization is “ **When the blind lead the blind, they can choose their own paths.**” This means that if a blind person is well trained He/She can stand on their own feet and lead a prosperous life. Yet, even though their eyes are dim, they are able to be independent and choose their own way.

Mission:

BLT, India is a non-profit organization, based in Shillong, Meghalaya, whose mission is to protect the rights of the blind and visually-impaired and improve them for the future of all young blind people. To help them live their dreams, participate more fully in society and to be more independent and self-sufficient.

We aim to foster equal opportunity in education, empower knowledge, promote job opportunities and protect the rights of the visually impaired. The Organization focuses on providing Free Training Courses in an accessible way related to computer technology.

Aims and Objectives of the Organization

- 1.To undertake educational programmes/projects for the personal development of blind and low-vision people.
2. To undertake programmes/projects for the socioeconomic development and social integration among blind and low-vision students.
3. To promote and propagate the awareness of blind person's rights and abilities among young blind people and all members of their communities.
4. To undertake any other objects of public utility.

Conclusion:

With this project we hope to ease the burdens of our visually impaired friends, who are struggling with their lives every day. We aim to continue this training center for the long term and intend to upgrade the courses to higher levels of computer training as our trainees become more proficient. The training center courses will be taught by visually impaired staff so that the young students will understand that being blind is no hindrance to getting work in a professional field.

The Blind Lead Trust organization urges our citizens to support our work by underwriting the cost of the project through donations, so we can give our visually impaired youth a bright, successful future.

Photo Gallery:



The Instructor had teach the fellows about the computer



The Director of BLT had taught the fellow to identify on how to make use of the computer.