

**DO'S AND DON'TS FOR TEACHERS' DIGITAL LEARNING AIDS**  
**(TWO TABLETS & ONE PROJECTOR & SCREEN PER INSTITUTION)**

**Following are some Do's and Don'ts.**

**DO'S:**

- Keep the tablets & projector safe **within the school premises only.**
- Keep them in a dry place. Handle them with care.
- Read the user manuals very carefully
- Use the tablets & projector as teaching aids, primarily, to Students of Classes XI & XII.
- Use the tablet along with the Wifi (if available) to access the internet for educational purposes only.
- Take care of the serial number sticker. This will be needed for getting service from service center.
- Keep the Tablet box safely. Please carry it along with the Tablet if you are visiting the service center for service.
- Switch off the projector when not in use. This will prolong the life of the projector and save electricity.
- For any problems related to the tablets please contact the nearest service centre mentioned in the list enclosed in the tablet box and also as per Annexure below.
- For any problems related to the projector please contact **M/S Nice Infotech 0364-2211782 / 2500260**
- For any problems related to the Wifi connectivity please contact BSNL, **Mr. P. D. Sharma, Contact No. 9436336859**
- If your problems are not resolved please contact Mr. **Shelter Stone War, JIO Information Technology Department, Contact number: 0364- 2500400**

**DON'TS:**

- Don't drop the tablet or projector. Any physical damage is not covered by warranty.
- Don't tweak the tablet's Operating Software. Doing so may corrupt your software leading to device malfunctioning.
- Don't write any other content on the memory cards. Doing so will result in deletion of memory cards and hence the education content will no longer be accessible.
- For more clarity on software please call Customer care.
- Don't remove/erase the serial number sticker from the Tablet and tablet box
- Don't lose the tablet Box.
- Don't pay the bills of Wifi internet if BSNL send to your school. As the same will be paid by IT Department/MITS.

**SERVICE CENTERS OF M-TABS ACROSS 11 DISTRICTS OF MEGHALAYA**

**Annexure**

SL No	District Head Quarter name	District Name	Service Centre name	Address	Contact Person	Contact Number
1	Shilong	East Khasi Hills	San Cellular Concept	Barik Point, Near step by step School, Shilong	Mr.Raghabendra	9862511101
2	Nonstoin	West Khasi Hills	Western Electronics	New Nongstain, Near mkt, West Khashi Hills, Pin-793119	Mr. Augustus	9856410917
3	Mawkyrwat	South West Khasi Hills	C Marwein enterprise	South West khasi Hills,Main Road,Mawkyrwat	Mr. Bahskhen	9862710923
4	Khliehriat	East Jaintia Hills	Pranab Stores	Khleihriat, East Jaintia Hills	Mr. Pranab	9856703089
5	Jowai	West Jaintia Hills	Light House	Pashah Market,Jowai,West Jaintia Hills	Mr. Mahesh Singh	9436106366
6	Nongpoh	Ri- Bhoi	Manish Electronics	Opp.Police Station,Ri-bhoi,Nongpoh	Mr. Pranab	9774700980
7	Tura	West Garo Hills	Sriya Electronics	Rikman Shoping Market,Tura	Mr. Pankaj Dubey	9615635434
8	Williamnagar	East Garo Hills	J.B Infotech	Soil Market,College Gate,East garo Hills,Meghalaya	Mr. A.sangma	8256921935/ 8119930866
9	Bagmara	South Garo Hills	Mobile clinic	Bagmara Main Marker,South Garo Hills	Mr. Rajib A Sangma	9089294995
10	Resubelpara	North Garo Hills	Wilber Sangma	Salpara, North Garo Hills	Mr. Wilber Sangma	9615692915
11	Ampati	South West Garo Hills	Friends Enterprise	Main Ampati Bazar,South West Garo Hills	Mr. Arnav Coch	9436319324/ 9612036480

**Additional Contacts:**

Name	Designation	Contact No.	Eemail Ids
Surojit Barua	ASM Name	9706550940	<a href="mailto:surajit.barua@lavainternational.in">surajit.barua@lavainternational.in</a>
Debasish Saha	BUSM Name	9775366999/ 8134033418	<a href="mailto:debashish.saha@lavaineternational.in">debashish.saha@lavaineternational.in</a>
Prashant Singh	LAVA	8826692240	<a href="mailto:prashant.singh@lavainternational.in">prashant.singh@lavainternational.in</a>