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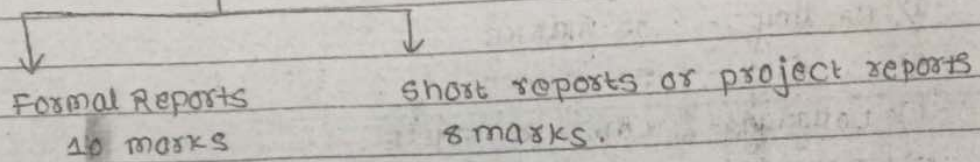
English - 100 marks

- a) Reading - 30 marks
- b) writing - 50 marks
- c) Language & Lab - 25 marks.
- d) Internal assessment - 20 marks



- 1) Regular attendance - 6 marks
- 2) class & Homework copy - 6 marks.
- 3) Discipline - 3 marks
- 4) written examination - 5 marks.

writing Report - 18 marks



Q.1) What do you mean by writing Report?

Ans) When we think of writing a report we noticed that it is a kind of professional communication. It is generally used by government, business & industries as well as in profession such as science, engineering & medicine. A report is also used for the study of existing practice as well as for launching new projects. It is always written to meet a demand or to fulfill a requirements. By its very nature, it can be said that it is written to convey information & ideas accurately & efficiently. A report is not written to describe a feelings to convey an atmosphere or to amuse as some other kinds of communication do. A professional writes a report not because he has a desire to write but because the situation demands it.

Thus, considering the above mentioned point in view it can be summed up that a professional report is written for a specific purpose.

Q.2) The structure of Report?

→ While writing the report we should notice the following main points :-

- a) The cover page
- b) The title page
- c) Preface

- d) Acknowledgement
- e) Table of contents
- f) Abstract.
- g) Introduction
- h) Discussion or Description
- i) conclusion
- j) Recommendation
- k) Appendix
- l) List of References.
- m) Bibliography
- n) Glossary
- o) INDEX

The above 15 points can be divided into 3 parts :-

- a) The front matter.
These parts contains first five points.
- b) The main body.
These parts contains six to ten points.
- c) The back matter
These parts contains ten to fifteen points.

Question pattern

- 1) write a report to be submitted to a chief engineer, department of roads on controlling the sound pollution in the Kathmandu valley. prepare only the cover page, Table of contents, abstract & conclusion parts of your report. (90%)
- 2) write a report to be submitted to a chief engineer, department of roads on controlling the sound pollution in the Kathmandu valley. prepare only the main body part of

the report. (9%).

3) write notes on the following.

- A) The title page.
- B) Introduction.
- C) DISCUSSION
- D) Bibliography.

4) The cover page

The cover page is one of the most important points in the reports. It protects it from the damage. As it gives the report a professional look. It should be written neatly & attractively. It contains the following different kinds of information:-

- a) The Report number
- b) The title of the report.
- c) Submitted by
- d) office address of the writer
- e) The date.

Example

Report Number : R12

A
REPORT ON
CONTROLLING
THE SOUND
POLLUTION
OF THE
KATHMANDU
VALLEY

SUBMITTED BY: MANOJ KUMAR SAH
ASSITANT ENGINEER

NEPAL CONSULTANCY
NEW ROAD, KATHMANDU

NOV 19, 2011

Q.4) write a report to be submitted to the principal, advanced engineering college, on the improvement of college library. prepare only the coverpage part of report. (2 marks).

Report Number : R1

A
REPORT ON THE
IMPROVEMENT
OF COLLEGE
LIBRARY

SUBMITTED BY: MANOJ KUMAR SAH
STUDENT OF ACEM

ADVANCED COLLEGE OF ENGINEERING
KUPONDOLE, LALITPUR

NOV 19, 2011

b) TITLE PAGE

Title page is one of the most important points in the reports because it is first right hand page. It contains the following different kinds of information:-

- a) The Report Number
- b) The title of the report
- c) Submitted to

- d) Submitted by
- e) Approved by
- f) Office address of the writer
- g) The date.

Examples

Report Number : R12

A
REPORT ON
CONTROLLING
THE SOUND
POLLUTION OF
THE KATHMANDU
VALLEY

SUBMITTED TO : CHIEF ENGINEER
DEPARTMENT OF ROADS

SUBMITTED BY : MANOJ KUMAR SAH
ASSITANT ENGINEER

APPROVED BY : MANOJ KUMAR SAH
SENIOR ENGINEER

NEPAL CONSTANCY
NEW ROAD, KATHMANDU

NOV 19, 2011

8.5) write a report to be submitted to the principal, advanced engineering college on the improvement of college canteen. prepare only the cover page & the title page parts of your report. (2+3)

Report Number : R1

A
REPORT ON THE
IMPROVEMENT
OF COLLEGE
CANTEEN

SUBMITTED BY: MANOJ KUMAR SAH
STUDENT OF ACEM

ADVANCED COLLEGE OF ENGINEERING
KUPNDOLE, LALITPUR

NOV 19, 2014

Report Number : R2

A
REPORT ON THE
IMPROVEMENT
OF COLLEGE
CANTEEN

SUBMITTED TO : PRINCIPAL
ADVANCED COLLEGE OF ENGINEERING

SUBMITTED BY : MANOJ KUMAR SAH
STUDENT OF ACEM

APPROVED BY : ANIL SAH
SENIOR ENGINEER

ADVANCED COLLEGE OF ENGINEERING
KUPONDOLE, LALITPUR

NOV 19, 2011

c) Preface (2 marks) (3 paragraphs) 125 words

Preface is one of the important points in writing the reports while preparing this point in the report we should notice the following points:-

- a) The necessity of the report
- b) Description of the work
- c) Acknowledgement
- d) Advantages

PREFACE

This report has been prepared to managed the library of the Advanced college of engineering & management. The management of the college has felt the improvement of the library. Although college has sufficient place for library but the management is not done properly. This report is meant to notify the college administration & the principal in a formal language.

We are trying to aware the management community of the library. Library provides enough book to the student so that students can explore their knowledge. We should keep the environment of library in a silence. Since there are many faculties in our college so books can be managed accordingly.

We are very thankful to our project sir Mr. Sanjay Shetty who continuously guided to complete our report. There is a gap between library management & students of our college. This step

will benefit of all the students of this college.

d) Acknowledgement (2-marks)

It is necessary to acknowledge any help and guidance received from different persons or organizations. In doing so we should be sincere and we can use some of the following expressions:-

- a) we thank - - - -
- b) we are grateful - - - -
- c) we are deeply indebted - - - -
- d) we must express our gratitude - - - -
- e) we are deeply grateful - - - -
- f) we are highly obliged to - - - -
- g) Thanks are due - - - -
- h) we should like to thank - - - -
- i) we wish to record our appreciations - - - -
- j) we must acknowledge our obligation - - - -
- k) we must acknowledge our deep sense of gratitude - - - -

Acknowledgements

we are deeply grateful to prof. D.S.S. for his advise to make the report for further improvement in college library system. we are equally grateful to our friends of Advanced college of engineering and management for their encouragement for the library improvement.

our sincere thanks are due to Mr. Bhaneshyam Verma, Ishwar Uprehi, and Bijay Shrestha for providing us with a many knowledge and give support towards the management of library. we would like to thank Bijay Shrestha for their valuable help in the computer typing of this material & printing it & it past the wall of the college. finally, we would also appreciate suggestions for its further improvement of college library.

g. Table of contents (2-marks)

The main function of this element is to help the reader to find out the specific material in the report. It is an optional element in short report but in a long report it is essential because without it the reader wouldn't be able to get the complete pictures of the report. It is prepared after the final outline of the report.

f. ABSTRACT (6-marks)

The main function of this element is to present a qualitative description of the report so that the reader may determine the extent of his interest in it. It describes what the report is all about, what has been completed and the significance of the achievement while writing this element we should notice the following main points:-

(1) Background:-

- a) Geographical Background
- b) Religious Background
- c) Historical Background
- d) Political Background
- e) Technical Background

~~and~~ ~~disadvantages~~

(2) Description of the work.

(3) Advantages

(4) Disadvantages if any.

(5) Cost Estimate

g.

INTRODUCTION (3-marks) (150 words)

The main function of this element is to prepare the reader for the content of the report. It is a good starting point for those who are not familiar with the subject. While writing this element in the report we should notice the following main points:-

1) Background :

- a) Geographical Background
- b) Religious Background
- c) Historical Background
- d) Political Background
- e) Technical Background

2) The purpose of the project.

3) The importance of the project.

TABLE OF CONTENTS

Preface	(ii)
Acknowledgement	(iii)
Abstract	(iv)
1. Introduction	1
✓ 2. Existing situation	3
3. Benefits of proposed system	4
4. Technical Description	5
5. Managerial Team	5
6. Cost Estimate	6
7. Graph	6
8. Conclusion	7
9. References	8

ABSTRACT

Library management of the advanced college of Engineering and management is unmanaged so this report for the improvement of advanced college of Engineering. Most of the college library is well managed as compare to our college. Students face problems to borrow the book from library. Our seniors face this type of problem because at that there is a few staffs or not knowledge about the library management. So we are trying to improve the previous system.

with the help of computerized library system, students can study effectively with the audio, video system. Book code is coded with computer system so book lost is less as compared to the file making system. If all the works would be computer based which would reduce the time and library is properly managed. The disadvantages of computer system is there may be data lost.

The above all system is managed if there would be about twenty lakhs rupees, then library should be well managed.

h) DISCUSSION OR DESCRIPTIONS (8-marks)

The main function of Discussion or Descriptions is to describe the main purpose of the report while writing this element in the report we should notice following main points:-

i) Analyses:

a) Existing situation.

b) Benefits.

ii) Technical description of mechanism, tools and facilities.

iii) Technical instruction.

iv) Managerial ~~change~~ chains of command.

v) Biographical sketches of personnel.

vi) Cost estimation.

vii) description of map, figure, diagram, graph, chart.

i) CONCLUSION (1-marks)

To give a sense of completeness to the discussion or description, it is a common practise to make certain remarks at the end of the report. The main function of the element is to bring the discussion part of the report to a close.

j) Recommendation (3-marks) (Recommendation)

Recommendation are given when required if we are not sure whether we are given recommendation or not then it is better to have information from the concerned authority.

Example

RECOMMENDATION

To improve college library the management must pay high attention to the following different kinds of suggestion:

a) The number of the books in library should be increase because the number of students increases every year.

b) The physical facilities in the library should be improved - sometimes the teacher and student don't get sufficient seat to study.

c) The library staffs should be sometime quarrelling with the students.

K) Appendix (1-mark)

Although the appendix is not one of the most important parts in the report. It is the useful element. It contains the material that needs to be included in the report.

L) References

M) Bibliography or

WORKS Cited

N) Glossary or (1-mark)

Notes (Contextual or foot notes)

A glossary means a list of technical terms, ~~words~~ words or symbols used by the writer in a special sense. If the number of such terms or symbols is small then you can put them in the foot notes. But if the number of such term is large then, we should give glossary at the end of the report.

O) INDEX (1-mark)

An index is given in the large reports or long report where the table of contents may not be adequate to help the readers to find a topic or a subtopic or any other materials easily.

P) Letter of transmittal (2-marks)

The letter of transmittal as its name suggest or implies, is a letter that transmits the report to the reader.

Nepal consultancy in curve it looks better.

Example

NEPAL CONSULTANCY
NEW ROAD, KATHMANDU
Phone NO:-
fax NO:-

December 31, 2011

Dr. Ramesh Sharma, Director

Department of Roads

Dear Dr. Sharma

Submitted for your review is our report regarding the electronic demand. This document is in response to your December 15, 2011, letter and our subsequent description.

Within our report, you will find the following supporting materials geared towards your request:

(a) product specification	page 4-5
(b) operating instructions	6
(c) cost	8
(d) warranty	10

✓ Thank you for your interest in our product. We look forward to serving you.

Yours sincerely,

Manoj

Manoj Kumar Sah

Marketing Director

Enclosure : Report

Knowledge and wisdom

Main points:

- 1) Difference between knowledge and wisdom.
- 2) Although our age far surpasses all previous ages in knowledge, there has been no correlative increase in wisdom.
- 3) A sense of proportion.
- 4) The pursuit of knowledge may become harmful unless it is combined with wisdom.
- 5) The essence of wisdom is emancipation.
- 6) The disastrous results of hatred and narrow mindedness.
- 7) The world needs wisdom as it has never needed it before; and if knowledge continues to increase, the world will need wisdom in the future even more than it does now.

1) Knowledge means second hand sources means the knowledge that we get from the books. wisdom means the knowledge that we get from 1st hand sources means the ideas that we get from parents, grandparents, culture or society.

(450 words)

Q.1) what is the diffⁿ between knowledge & wisdom.

Q.2) How can you say that there has been no co-relative increase in wisdom?

Q.3) what do you mean by a sense of proportion?

Q.4) How can you say that the pursuit of knowledge may become harmful unless it is combined with wisdom?

1) Ans

When we read the passage "Knowledge and Wisdom", written by a famous writer, Bertrand Russell, we noticed that the essayist is successfully describing that there is vast difference between knowledge and wisdom. Knowledge means secondhand source. Second hand source means the knowledge that we get from the books. Wisdom means the knowledge that we get from 1st hand sources. 1st hand sources means the ideas that we get from parents, grandparents, society or culture.

Most people would agree that, although our age far surpasses all previous ages in knowledge, there has been no correlative increase in wisdom. But agreement ceases as soon as we attempt to define 'wisdom' to the extent and consider means of propounding it. In old days, there is lack of knowledge to sent outside the house for girls. But now a days people are very concious towards the education. We should required specialised knowledge required of various kind of technicians.

2) Ans

When we read the passage "Knowledge & wisdom" written by a famous writer Bertrand Russell, we notice that the essayist is successfully describing that although our age far surpasses all previous ages in knowledge. This statement is a fact and we cannot ignore that we are technically powerful but suffering a lot of problems due to lack of wisdom. In today's world technology has improved so much but on the other hand we cannot treat our real life problem wisely. The

3) Ans

essayist has rightly mentioned that the world infant death rate is reducing year by year but we are not able to feed all the population. Several people even don't get food at least one time a day that means we are lacking wise decision and wisdom to tackle these problems.

The author has successfully described that the pursuit of knowledge is harmful unless it is combined with wisdom but this part is really lacking these days. As a result knowledge empowers over wisdom. we can find several people with lots of degrees but wise people are rare to find. Therefore, it is easily proved that there isn't co-relative increase in wisdom.

3) Ans In the passage "knowledge and wisdom" the author has proved that sense of proportion is really an essential thing. Not only in between knowledge and wisdom sense of proportion is important but in fact it is required in every part of life. we must be capable of making our decision on the priority basis. Lets take an example that you haven't got sufficient money in your pocket but friends are asking to give them a treat while, at the same ~~time~~ time you have to pay your college due. At that time a person must be able to give priority and not only that he must be able to give correct decision. you cannot enjoy with your friend keeping the due unpaid. That's why a sense of proportion is really an important factor.

The author says we should gain knowledge as much as we can but at the same time we mustn't forget wisdom. we must sensibly give more priority to wisdom as it is driving force to implement knowledge correctly.

Therefore, a sense of proportion must be under evaluated if we require to choose good from bad. The author has correctly said that the person with good sense of proportion can only become achiever in their life.

4) Ans

After reading the passage "knowledge and wisdom" written by Bertrand Russell, we notice that the essayist tries to suggest that the pursuit of knowledge may become very harmful unless it is combined with wisdom. A knowledge is just like wheels but to drive them wisdom is required. So, to think about knowledge without wisdom is worthless. A person must be able to broaden his mind growing knowledge along with a flavour of wisdom. In past, we have already observed the world wars, attacks at Hiroshima & Nagasaki which were all due to lacking of wisdom.

A simple mistake can turn into disasterous in future. In today's world, we have got lot of person with lots of knowledge but on the other side they are lacking the wisdom part. As a result, we are suffering from different problems in our day to day life. You can earn as much money you want with the help of knowledge but cannot stay the same forever if wisdom is lacking. That's why wisdom is important part of life to achieve what we want. Finally, what we can do is better accept the suggestion of author as it is really harmful in every part of life if knowledge is not combined with wisdom.

Q5) what is the essence of wisdom?

Q6) describe the disastrous result of hatred and narrow mindedness?

Q7. why

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Q7. Why does the world need wisdom as it has never needed it before?

Ans: When we go through the passage "Knowledge and Wisdom" written by Bertrand Russell, we notice that the essayist is successfully describing the essence of wisdom is emancipation. It's really true, in today's world there is vast difference between knowledge and wisdom. In today's world knowledge has become a part of human life. A person without knowledge is hated as an animal. So due to this many people try to get knowledge has become a part of human life. Gradually, with the years, the difference between knowledge and wisdom is getting wider. No one can view the world with complete impartiality and if anyone could, he would hardly be able to remain alive.

On reading this paragraph we really get the idea that without knowledge and wisdom there is nothing in a life. But the most important part is wisdom that is its has really an essence which is free from something. Thus, the essayist has rightly stated that the essence of wisdom is emancipation.

Ans: When we go through the passage "Knowledge and Wisdom" written by Bertrand Russell we find the essayist describing the disastrous result of hatred and narrow-mindedness to those who feel they can be painted out incidentally in the course of giving knowledge. Nowadays, it is very difficult to find a person who

is openminded. There is a evil in our mind which turn us to narrowmindedness. There are several disadvantages of being so. We cannot concentrate on our own when we feel jealousy for others. As a result, we cannot achieve anything in our life, so that we can be proud of ourselves. The most worse part is we loose our reputation in society, in between friends and in every part of our life due to hatred and narrowmindedness.

If we take for an example of friend getting a good marks and has a chance of scholarship we become jealous and even don't care what made him do so. But, due to this infact we are harming ourselves. This may turn disastrous in our future life. So, we must be capable of avoiding this part by the proper use of wisdom.

Then The author Bertrand Russell of essay "Knowledge and wisdom" has rightly concluded that the world needs wisdom as it has never needed it before. If knowledge still continues to increase in this rate the world will need wisdom in the future even more than it does now. The technical knowledge is increasing day by day in comparison to wisdom. The people do not care for wisdom but are ready to accept knowledge in every part of life. Due to this reason the world is facing great problems like poverty, war, sociological suffering, mental illness etc. This all can be only eliminated only by proper use of wisdom.

If we want to balance, both knowledge and wisdom we must start to think it now. Already we are far behind in wisdom sector. In order to improve we i.e every citizens of world should be conscious on this. Therefore, the writer has correctly said that we need wisdom as it has never needed before.

The Mother of Traitor

Introduction :

When we read the story "The Mother of a Traitor" written by Maxim Gorky, one of the most notable writers in modern Russian literature, we notice that the enemies were trying to make the people in the city miserable. They had thrown corpses into all the streams of the drinking water. They had burned down the vineyards around the walls and trampled (crushed) the fields. They also cut down the orchards (garden) land. At the same time the enemies themselves were living comfortably. They were laughing loudly and singing happily. Their well fed horses were neighing and the weapons of the enemies were clanging.

Thus, considering the above mentioned points in view, it can be summed up that these activities of the enemies showed the confidence of their victory. The people in the city disliked the mother of a Traitor, mainly because of the fact that her son was the leader of the enemy and he was killing many citizens of his own native city. Therefore the people whispered each other when they saw her. In this way enemies had

also disturbed the mind of the city people.

Q.N. 1: Describe the destruction made by the enemy armies.

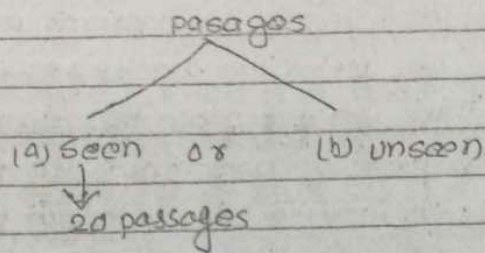
Q.N. 2: Explain the meaning of "Everything spoke to them of death, and not a star was there in the sky to give them consolation".

Ans: When we read the story "The Mother of a Traitor" written by Maxim Gorky, one of the most notable writers in modern Russian literature, we notice that the enemies were trying to make

Q2 Ans: These lines "Everything spoke to them of death and not a star was there in the sky to give them consolation" is extracted from a famous story called "The Mother of a Traitor" written by a famous Russian writer Maxim Gorky. It describes all the fear that people had before dying as it was the last option left to them. When they looked around they found no one, helping them, not even god or goddess. They all found themselves helpless behind everyone. The only sound reaching to their ears was the sound of fear of death.

The fear of enemies lies just in their mind and body and they couldn't think about anything except death. Even sky, moon or anything they see was speaking the same thing i.e. they have to die anyway. These are the meanings carried out by the line written by writer in this story.

Making Notes & Writing Summary: 1018 marks



Notes:

- (a) Difference between knowledge and wisdom.
- (b) No co-relative increase in wisdom.
- (c) A sense of proportion.
- (d) ~~Low~~ Lowering the infant death rate.
- (e) The composition of the atom.
- (f) The pursuit of knowledge may become harmful.
- (g) The essence of wisdom is emancipation.
- (h) The disastrous result of hatred and narrowmindedness.
- (i) The best technicians - good citizens.
- (j) The world needs wisdom as it has never needed it before.

Summary :

Knowledge means second hand source means the knowledge that we get from the books. wisdom means the knowledge that we get from the first hand source means the ideas that we get from the parents, grand-parents, culture or society. Most people would agree that, although our age far surpasses all previous ages in knowledge, there has been no correlative increase in wisdom. But agreement ceases as soon as we attempt to define 'wisdom' to the extent and consider means of promoting it. There are several factors that contribute to wisdom. of these I should put first a sense of proportion; the capacity to take account of all the important factors in a problem and to attach to each its due weight. In the field of medicine, as modern medicine has succeeded, in enormously lowering the infant death-rate, not only in Europe and America but also in Asia & Africa. To take an even more spectacular example, which is in everybody's mind at the present time: you study the composition of the atom from a disinterested desire for knowledge, and incidentally place in the hands of powerful lunatics the means of destroying the human race. In such ways the pursuit of knowledge may become harmful unless it is combined with wisdom; and wisdom in the sense of comprehensive vision is not necessarily present in specialists in the pursuit of knowledge. The essence of wisdom is emancipation, as far as possible, from the tyranny of the here and the now.

The disastrous results of hatred and narrow-

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mindedness to those who feel them can be pointed out incidentally in the course of giving knowledge. I do not think that knowledge and morals ought to be too much separated. Even the best technicians should also be good citizens; and when I say 'citizens', I mean citizens of the world and not of this or that sector nation. The world needs wisdom as it has never needed it before; and if knowledge continues to increase, the world will need wisdom in the future even more than it does now.

- Mother of Traitor

Notes:

- (a) one can talk endlessly about Mothers.
- (b) Everything spoke to them of death, and not a star was there in the sky to give them consolation.
- (c) Black like the incarnation of the city's misfortune.
- (d) Incarnation of death.
- (e) The Madonna sees all and knows all.

(f) we believe that is more terrible than death itself.

(g) Your leader is my son.

(h) Stones are dumb unless man makes them speak.

(i) The destroyer is as glorious as the builder of city.

(j) Aching heart is not hard to find.

Summary:

Mother, a word spoken endlessly to every, regarding all respects and areas. The mother have given a birth to the traitor who has been enlarged by power is respective areas surrounding the village with a fire of fear. The corpses on the street, burning of vineyard is around the walls and trampled the fields, cutting of orchard was the difficulty and destruction in the life of villagers, but the enemies and the leaders were spending their lives happily. This all lead to the great destruction and was the symbol of death to all of the livelihood over there. All the citizens were helpless and no one was there to serve them. All the native citizens over there were deprived of using their rights and duties. They were so much mistreated & misbehaved so that there was even no any chance to escape our from the fire of death. All the events seemed as like as if there was something incarnation along with the

black cloud of death and horror. All the citizens were deprived of getting their food and feedings, lacking of all the needs. The enemies over there were so attractive that their confidence showing the sign of victory. The Madonna, mother of a Christ sees all & knows all about the destruction and the event that was occurring upon the native citizens on the villagers. Even though no thing was going upon the villagers way. Many peoples of the place were dying due to the attack of enemies, lack of food, lack of water etc. They means the remaining were leading a miserable life as a life of destruction. Knowing and seeing all even though the Madonna is unspeakable and nothing the magical event occurs for the preservation.

As the hope of victory of the enemies were near, thereby, the leader of enemy being the son of the mother of traitor, was disliked by every people in the city and also the fact that her son was unwillingly killing & threatening all the people over a place. This was the more horrible fact for all the people of a native citizen. As the condition of fear was bearing upon this the enemy soldiers let the mother to go and leave upon this place from the battle. This had her to go away from her soil, though the matter was the hatred among the citizens mind but also leaving a place by a mother was a matter of sadness to all the villagers. On going leaving the path way the soldiers of enemy were watching but after the half way she went after that when she reached at the camp of the main then she exclaimed that she knew the leader

of theirs from the nine ~~month~~ months before his birth that is she was the mother of a leader.

Now, the condition was met that is there was the meeting of the mother and her son face to face. The son was explaining to the mother that it was his last mission going to capture the city. But, the mother replied that all the stones over there even all the citizens know him well because he was also the member of that particular village. But he ~~recurred~~ ~~don't~~ understood the word of his mother and was willing & explained that even if all the people over there know him but they were unspeakable about the matter because they were under his threat. This results the mother to be cruel upon her son as the destruction of village was his main target. Mother said that the person is he who can also search life in danger. But son did not like it, he said if does not matter, he want the heroes not all. and according to him the name of heroes only come in every people not the place as eg. no one knows who discovered Rome but their heroes are famous. Even though her heart was aching & crying for his son. So she killed her son & led a life in that along with the native citizens.

Ex-1
Answer

proposal writing (8-marks)

while writing the proposal we should notice the following main points :-

- i) Title page
- ii) preface
- iii) Acknowledgement
- iv) Table of contents
- v) Abstract or summary
- vi) Introduction
- vii) Discussion or description
- viii) conclusion
- ix) Recommendation
- x) Glossary
- xi) Appendix
- xii) Works cited or references or bibliography.

4. write a proposal to be submitted to the chief engineer on earthquake risk management.

composing & editing strategies (5-marks)

There was a old lady she called a doctor for his treatment. The doctor came and examined his eyes he agreed to treat her and he is a very greedy & dishonest. the lady told the doctor that his house full when she became blind but it was empty now he has taken his money now she needed not to pay him the doctor returned shame facedly as he had deceived the blind man he became to

treat the lady the lady asked to the doctor to take her fee but he said that he will take it when she gets cured: his greed overpowered him & she began to carry the articles of the house one by one he lengthened the treatment for some more days so that she can take away more material from the doctor's house at last the lady's eyesight returned she found her house empty the doctor now demanded for her fee & payment.

Ans: 1st draft is written roughly first.
2nd draft

An old lady & doctor

There was an old lady. She called a doctor for his treatment. The doctor came and examined her eyes. He agreed to treat her. He was very greedy & dishonest. He began to treat the lady. The lady asked the doctor to take his fee but he said that he would take it when she got cured. His greed overpowered him and he began to carry the articles of the house of the lady one by one. He lengthened the treatment for some more days so that he could take away more materials from the lady's house. At last, the lady's eye-sight returned. She found her house empty. The doctor now demanded for his fee and payment. The lady told the doctor that her house was full when she became blind but it is empty now, he had taken his money and now she needed not to pay him. The doctor returned shame facedly as he had deceived the blind woman.

Q: "He nibbled the net and soon the lion was set free he thanked the mouse for his timely help. Once a lion was fast asleep. A mouse came out of his hole he began to jump on the lion. The lion woke up he got hold of the mouse with his paw he threatened to eat him up as the mouse had disturbed the lion the mouse begged for mercy. He said, "I may serve you someday" the lion has laughed at it he set the mouse free. One day the lion was caught in a hunter's net he began to roar the mouse heard his roar and he came out of his hole.

1st draft is written roughly first.

Ans: 2nd draft:

The lion & the mouse

once a lion was fast asleep. A mouse came out of his hole. He began to jump on the lion. The lion woke up. He got hold of the mouse with his paw. He threatened to eat him up as the mouse had disturbed the lion. The mouse begged for mercy. He said "I may serve you some day". The lion laughed at it. He set the mouse free. One day the lion was caught in a hunter's net. He began to roar. The mouse heard his roar. He came out of his hole. He nibbled the net and soon the lion was set free. He thanked the mouse for his timely help.

HW passage

- (1) steam boiler.
- (2) The carbonator system.
- (3) conductors & conductivities.
- (4) chain Reaction.
- (5) petroloum.
- (6) piles for foundation.
- (7) suspension Bridge.
- (8) Aero foils

Research Article or seminar paper - 10 marks.

1. cover page
2. Objective
3. Abstract
4. Cost estimate or budgeting.
5. conclusion
6. Recommendation & suggestion.
7. Bibliography

Q. write research article on the role of television in Education?

A
RESEARCH ARTICLE
ON
THE ROLE OF
TELEVISION IN
EDUCATION

SUBMITTED BY: MANOJ KUMAR SAH
ASSISTANT ENGINEER

NEPAL CONSULTANCY
New Road, Kathmandu

February 28, 2012

OBJECTIVE

(a) The invention of television as a wonderful thing.

(b) Television for recreation and amusement.

(c) To deal with the lessons on various subjects.

(d) To have programs which are beneficial to all.

(e) Benefit to the farmers.

ABSTRACT

When we think of the invention of television, we notice that it is a wonderful thing in the world of science. It is a source through which the distant thing can be seen by man sitting in his room. Television, when it was introduced was used for recreation and amusement. Later on, it was introduced in education. Education doesn't mean the dealing of courses and text-books of the classes. Education means general aspect of education on various topics - the knowledge which can't be imparted through books. It began to deal with the lessons on various subjects like English, maths, science & social sciences. These lessons proved very fruitful to the students. A television lesson is not complete in itself. The class teacher has

get his own activities before and after the lesson - only then it becomes useful.

Television devices dealing with the syllabus of college has introduced some programs which are beneficial to all, young & old. It gives programs on various subjects like the science program, the wild-life, sea-life, Agriculture programmes and quiz programmes which are all informative and educative. A learner to what ever age group he belongs learn how much about these subjects. These things can't be brought in the classroom. Therefore, it is said that the whole of the world is a big laboratory for television to bring knowledge to the masses. The farmers have been greatly benefited by the television programmes which give them information about various aspects of cultivation, seeds, farming & plantation.

BUDGETING

To make this programme successful, any country has to spend millions of money. Every school or college cannot afford Audi-visual facility in every classrooms. Hence, the nation has to decentralise

its budget to every corner of nation so that education through television is possible

CONCLUSION

This television ^{time gaps} is playing is very important role in education not only of the children but also of the groups in the society.

RECOMMENDATION OR SUGGESTION

To make this program successful, one should pay high attention to the following different kind of suggestions.

- (a) Television should be used correctly.
- (b) Television should not be used wrongly.
- (c) Television should be used for learning.

BIBLIOGRAPHY

- (1) "Communication Skills in English", Yadav, Rajkumar ^{Adhikari} ~~Adhikari~~, USA.
- (2) A Guide to Software Designing & Development, ~~Adhikari~~ Willrich, Mason
- (3) Research Methodology, Pearson Education, Kumar, Ranjit

Q. Write a research Article on the landslide of your country. (10 marks).

A
RESEARCH ARTICLE
ON THE
LANDSLIDE IN NEPAL

SUBMITTED BY: MANOJ KUMAR SAH
ASSISTANT ENGINEER

NEPAL ENGINEER'S SOCIETY
Kupondole, Lalitpur

February 18, 2012

OBJECTIVE

- (a) Landslide is a main natural disaster in Nepal.
- (b) Responsible for huge social & economic losses for mountain populations.

(c) The number of death rate has remained significantly high.

(d) Landslide hazard map provides required knowledge of landslide susceptibility.

(e) GIS is mainly used in landslide hazard mapping.

ABSTRACT

Landslides are one of the main natural disasters in Nepal. It is responsible for huge social & economic losses for mountain populations. The annual loss of lives & property due to landslides & floods is significantly high in Nepal. Landslide mainly occurs during rainy season, & sweeps thousand of lives without any warning. The number of deaths due to landslide & flood has remained significantly high at least since last two decades. The twenty-two year average number of deaths is 329 persons a year, whereas an annual loss of life is as high as 1,336 persons.

Landslide hazard mapping is an important tool for disaster management, basic data collection & landslide management. The landslide hazard maps provide

required knowledge of landslide susceptibility condition of certain region which is useful for the community in planning, mitigating, and avoiding the danger. On the other hand, the landslide hazard maps of a specific site are prepared for landslide monitoring as well as for dealing areas requiring mitigation measures.

In Nepal various methods of hazard assessment have been proposed. With the advent of Geographic Information Systems (GIS), their use for landslide hazard assessment has been increasing constantly in Nepal. GIS is a powerful tool for data storage, analysis, modeling & cartography. Many GIS softwares have a capability of satellite image processing.

BUDGETING

To make the programs like this successful, country has to spend millions & billions of money on the technology related to landslides. Until & unless the funding is not mentioned in the budget of the country these programs cannot be initiated. The proposal can be made during fiscal year, so as to get considerations in the budget plans.

CONCLUSION

Thus, the landslides can be controlled with the help of GIS and different softwares if the research are made early with the help of engineers. In context of Nepal, several NGOs are working to reduce the annual death rate due to disasters.

RECOMMENDATION OR SUGGESTION

To make this program successful, government should pay higher attention to the following different kind of suggestions:

- (a) The latest mapping method like bivariate statistical methods can be used.

(b) GIS system should be technically updated.

(c) the computer-aided design and research program should be conducted time to time.

BIBLIOGRAPHY

1. "communication skills in english", yadav Rajkumar: Adikazi, ucha
2. A guide to software designing & development, willrich, mason
3. Research methodology, pearson Education, kumar, ranjit

Notice, Agenda & Minutes

5 marks 5 marks.

- Q. ① write a notice along with 4 point Agenda for the 7th annual meeting of english instruction committee pulchowk campus, Lalitpur.

Notice

This is to notify that the seventh Annual meeting of English instruction committee is going to be held at English department pulchowk campus, Lalitpur at 1:00 pm, on 20th magh, 2068. Therefore, all the teachers & staffs of the department are required to attend the meeting. The Agenda for the meeting is attached.

Agenda

- 7.01 Minutes of the last meeting
- 7.02 Chairman's report
- 7.03 Resignation of an old lecturer
- 7.04 Appointment of a new lecturer

2068/10/19

MADH

MADH KUMAR SAH
Secretary

Q. Imagine that you are the member secretary of ABC engineering Association working committee New Baneshwor Kathmandu. Write a notice along with Agenda for the 10th meeting of the committee.

⇒ Ans:-

Notice

This is to notify that the 10th meeting of ABC engineering Association committee is going to be held at Engineering Association conference at 3:00pm, New Baneshwor on 21st Mgh, 2068. Therefore, all the members of working committee, staffs & associates are requested to attend the meeting. The Agenda for the meeting is attached.

Agenda

10.01 Minutes of last meeting.

10.02 Chairman's report

10.03 Resignation of old chairperson

10.04 Appointment of a new chairperson

2068/10/19

Manoj

Manoj Kumar Sah
Secretary

Q. Suppose that you are the member secretary of English instruction committee pulchowk campus, Lalitpur. Write only the minutes of the 7th Annual meeting of the committee on the basis of the following Agenda:

7.01 Minutes of the last meeting

7.02 Chairman's report

7.03 Resignation of an old lecturer

7.04 Appointment of new lecturer

⇒ Ans:-

Minutes

Minutes of the seventh Annual meeting of English instructions committee held at English Department pulchowk campus Lalitpur at 10:00 pm on magh 20, 2068.

Present

In Attendance:

Signature

- | | |
|--------------------------------------|--------------|
| (a) Mr. Raj Kumar Yadav, Chairman | <u>Raj</u> |
| (b) Mrs. Usha Adhikari, Member | <u>Usha</u> |
| (c) Mr. Rup Narayan Shrestha, member | <u>Rup</u> |
| (d) Mr. Ramashwar Raj Asyal, member | <u>Ram</u> |
| (e) Mr. Vijay Kumar Yadav, Member | <u>Vijay</u> |

No.

Subjects

Minutes

7.01

Minutes of the last meeting

The minutes of the meeting held on Kartik 15, 2068 were approved & signed by the chairman.

7.02

Chairman's report

The chairman reported the progress of the committee & highlighted its achievements besides outlining the next's year's development plan. On a motion by Mr. Rup Narayan Shrestha, Seconded by Mrs. Usha Adhikari, the chairman's

7.03 Resignation of an old Lecturer. The chairman's report which had already been circulated was taken as read & approved. It was noted that Mr. Ramnath KhanaI resigned from his post last month & his resignation was accepted.

7.04 Appointment of a new lecturer on a motion by Mr. Rameshwar Raj Aryal, seconded by Mr. Rup Naryan Shroetha, it was resolved: "That Mr. Ramesh Siwal should be appointed as a full time lecturer in the department at the payment of Rs 20,000 per month only".

The meeting ended with vote of thanks to the chairman.

~~Raj~~
Raj Kumar Yadav
Chairman

~~Ushar~~ ~~Raj~~
~~amrit~~ ~~...~~

~~Manoj~~
Manoj Kumar Sah
Secretary

2068/10/20

Q. Suppose you are the secretary of ABC Engineering Association working committee New Baneshowar Kathmandu. Write only the minutes of the 10th meeting of the committee held recently on the basis of following Agenda:

10-01 Minutes of the last meeting.

10-02 Chairman's report

10-03 Resignation of an old lecturer

10-04 Appointment of new lecturer

⇒ Ans

Minutes

Minutes of the 10th Annual meeting of ABC Engineering Association committee is going to be held at Engineering Association Conference at 3:00 pm, New Baneshowar on 21st Magh, 2068.

Present

In Attendance:

(a) Mr. Raj Kumar Yadav, Chairman

Signature

raj

- (b) Ms. Usha Adikari, member Usha
 (c) Mr. Rup Narayan Shrestha, member Rup
 (d) Mr. Rameshchandra Raj Aryal, member Raj
 (e) Mr. Vijay Kumar Yadav, member Vijay

NO	Subjects	Minutes
10.01	Minutes of the last meeting.	The minutes of the meeting held on Mangsir 16, 2068 were approved & signed by the chairman.
10.02	Chairman's report	The chairman reported the progress of the committee & highlighted its achievements besides outlining the next's year's development plan. On a motion by Mr. Rup Narayan Shrestha, seconded by Ms. Usha Adhikari, the Chairman's report was approved & adopted.
10.03	Resignation of an old lecturer	The chairman's report which had already been circulated was taken as read & approved. It was

noted that Mr. Ramlath Khanal resigned from his post last month & his resignation was accepted

10.04

Appointment of a new lecturer on a motion by Mr. Rameshwar Raj Aryal, seconded by Mr. Rup Narayan Shrestha, it was resolved: "That Mr. Ramesh silwal should be appointed as a full time lecturer in the department at the payment of Rs 20,000 per month only", in ABC engineering Association working committee, Newbaneshwar Kathmandu.

Should be appointed as a full time lecturer in the department at the payment of Rs 20,000 per month only", in ABC engineering Association working committee, Newbaneshwar Kathmandu.

The meeting ended with vote of thanks to the chairman.

~~RKT~~

Rajkumar Yadav
Chairman

~~YJ~~

~~RKT~~

~~Rup~~

~~YJ~~

~~MKT~~

Manoj Kumar Sah
Secretary

2068/10/20

Notes

1) 20 Reading passage.

2) Memo Report.

3) Letter Report.

4) project / field Report.

5) Progress Report.

6) feasibility Report.

7) MLA & APA comparison. - 4 marks

* Writing Research Article:
10 marks.

≡ Formal Report : 10 marks

≡ proposal writing : 8 marks.

≡ Notice + Agenda + Minutes : 5 marks.

≡ composing & editing strategies : 5 marks.

Short Reports / Informal Reports : 8 marks

→ Letter Report.

✓ → memo "

✓ → project "

✓ → progress "

✓ → feasibility & / recommendation report.

→ Research / Empirical Report.

→ Technical Report.

Project report / Field Report / Trip Report

Q1. Imagine that you have recently made a trip to Pokhara. Write a report that you are going to submit to the HoD of Computer and Electronics Department, ACOM, KUPONDATE Lalitpur.

Progress report

Q2. Write the first monthly progress report on bridge construction over Bagmati river between Sanepa and KUPONDATE that you are going to submit to the principal of your college.

Feasibility / Recommendation Report

Q3. Assuming that you are the purchasing agent, make a feasibility study for equipments required for computer and electronics department of your college and then write a feasibility / Recommendation report that you are going to submit to the principal of your college.

Research / Empirical Report

Q4. Write a Research report on "Effect of smoking on academic performance" that you are going to submit to the dean of IOE PULCHOWK, COMPU Lalitpur.

Technical Report

Q5. Write a Technical report on "Air pollution in the Kathmandu valley" that you are going to submit to the HoD of your department.

Research Article

- B. Write a research article on "causes of ~~road~~^{road} accidents in the Kathmandu valley".

Letter Report

- ✓ A. Suppose you are the principle of Acem Kupondole, Lalitpur and have recently made ~~me~~ a visit to IOE Pulchowk campus, Lalitpur. Write a letter report to the vice-chancellor of TU, giving all the details of the college.

Memo Report

- ✓ A. Suppose you are the DHO of computer and electronics department of your college. Write a memo report to your HoD about a program that you have recently attended to give training to the newly appointed staff of your college.

DATE: February 9, 2012
TO: Dhoneshwar Sah, HoD
FROM: Mahesh Silwal
SUBJECT: ~~TRIP~~ REPORT — EDUCATIONAL TOUR TO POKHARA

INTRODUCTION

(2 line gap)

(explain)

(Two line gap)

DISCUSSION

(2 line gap)

(explain)

(2 line gap)

CONCLUSION RECOMEDATION

(2 line gap)

(explain)

(2 line gap)

84 Letter Report :

ADVANCED COLLEGE OF ENGINEERING & MANAGEMENT
Kupondole, Lalitpur
www.acem.edu.np

February 10, 2012

Mr. Bharat Pahari
Dean, Institute of Engineering
Pulchowk Campus, Lalitpur

SUBJECT: COLLEGE ANNIVERSARY REPORT.

Dear Sir,

The Advanced College of Engineering and Management, Kupondole Lalitpur is running for 12 years to help the student to complete their graduation in B.E. So, as per our annual report of college having details of college, the detailed description regarding different department is given below:

Departments of faculty:

we have got best teachers to provide the lectures to our students. And the students are also well satisfied by lecturer's describing method. Some how:

1. Departments of physics Engineering

As physics deal with all physical, liquids and gaseous states environment, we have the teachers to describe it well and sometime we had the demonstration to a physics classes are well managed. physics is a subject but we have different department of it. course related with physics is sometime controlled by this department.

2. Department of Civil Engineering

All classes of Bachelor in Civil Engineering is controlled by this department. practical needed for BCE is also well managed and organized by the department. As far, they are doing well.

3. Department of Electrical Engineering

All classes of Bachelor in Electrical Engineering is handled by this department. practical needed for BEE is also provided by this department. we are new to BEE, so well equipped lab couldn't be provided but 4000 but now we have got all the machines in its lab.

4. department of Electronics & computer

Bachelor of Electronics Engineering (BEE) and Bachelor of Computer Engineering (BCE) are interrelated with

each other. so it is handled by a single department. AS
before all the classes are handled by this department and
also manages the practical classes. It has also got best
teachers for teaching to students.

Administration:

The administration, best men to control the management
team, staffs, faculty and students. we have got that, it has
control over all, so our college has no case of any hoodlomanism.
It manages the discipline inside the college and it is successful
too.

Library:

we have got well managed library to provide better education
for the students.

Infrastructure:

we have well fulfilled infrastructure of a engineering college
should have well facilitated classrooms, transportation
system, consists of college bus. For sports, we provide a
basketball court where students also managed to play 5-A
side football, we also get table tennis board.

Yours sincerely,

~~Manoj~~

Manoj kumar sah
principal

02. FEASIBILITY REPORT

DATE: February 4, 2012
TO: Manoj kumar sah, principal-Acem
FROM: Govinda Aryal, purchasing Agent
SUBJECT: FEASIBILITY STUDY FOR TECHNOLOGY PURCHASES

INTRODUCTION

Purpose

The purpose of this report is to study which technology will best meet computer department's needs and budget. After analysing the feasibility of various technologies, purchasing will recommend the most cost-effective technology option.

Problem

According to your memo dated December 29, 2011, Computer department needs new technologies for the

following reasons:

- Department has hired three new employees, increasing the headcount to 10 employees.
- Currently department has only 5 pagers. This allows too few of your employees to communicate with home office while they are on job-related travel.
- Department has increased the number of students to 80.
- With our company's expanded view, department's job-related travel are increasing.
- To accommodate the student's growth, it requires more and better portable means of technologies. These could include laptop computers, computers, & cell phones.

Personnel

Our Vendor contacts are as follows:

Hi-tech	Sun computers	Mobile communication
Manish khandi	Prakash khandi	Manoj Kumar sah

DISCUSSION

Criteria

The following criteria were considered to determine which communication technology would best meet project

Management needs:

1. Use - while on job-related travels, employees need to be accessible to home office. pagess can fill this need. However, your employees also need to be able to access corporate intranet forms and data, send and receive e-mail and compose reports.

Increased number of students also need to access the internet, lab practical and project-related computer works to do which can be fulfilled by increased no. of computers in the department.

2. Maintenance - Due to expanded use of the tools, we need to purchase equipment and software complete with either quarterly or biannual service agreements (at no extra charge).

3. Warranty - The warranties should be for at least one year with options for renewal.

4. Cost - The total allowable cost to department is NRS. 5,00,000.

Analysis

Vendor Evaluation

- Hi-tech - Having been in business for 10 yrs, this company is staffed by highly trained technicians and sales staff. All Hi-tech employees are certified for software training. The company promises biannual maintenance packages. It offers 20 percent custo-

mer incentives for purchases of over NRs. 200,000.

- Sun computers - This company is in business for two years. It provides only subcontracted service technician for hardware repairs. No special customer pricing incentives are offered, though it sells retail at a wholesale price.
- Mobile communications - Having been in business for 5 years, Mobile has certified technicians and sales representatives. All repairs are provided in-house. Mobile offers a customer incentive of 10 percent discount on purchases over NRs. 50,000.

Cost Analysis

- ✓ Laptops - Management requests one laptop per departmental employee. Our analysis has determined that the most affordable laptops we can purchase would cost NRs. 50,000 per unit.
- Cell phones - outstanding values are possible. Thus, your entire staff could have access to portable communication for only NRs. 50,000.
- Computers - This option offers the best compromise. Computers, at approximately NRs. 20,000 per unit are more expensive than cell phones but cheaper than laptops. Finally, at NRs. 20,000 times 50, you stay within your department budget.

CONCLUSION

Laptops and cell phones are not feasible option to achieve your technology needs. Laptops are too expensive, and cell phones do not have tools you required. Computers, in contrast, are cost effective and provide word-processing, e-mail and internet access. Furthermore, the handheld computers are portable yet provide a monitor size and resolution that allows for reliability.

RECOMMENDATIONS

Given the combination of cost, maintenance packages, warranties, and service personnel, Hi-tech is our best choice for purchase. In addition, purchase suggests that handheld computers will best meet the department's need for portable, effective technology.

Q.3 Research Report / empirical Report

Report Number : PU04

EFFECT OF
SMOKING
ON
ACADEMIC PERFORMANCE

8

SUBMITTED TO: PRINCIPAL
ADVANCED ENGINEERING
COLLEGE

SUBMITTED BY: MANOJ KUMAR SAH
STUDENT

APPROVED BY: ANIL SAH
PROFESSOR

ADVANCED COLLEGE OF ENGINEERING
KUPANDOLE, LALITPUR

NOV 19, 2011

DATE: February 6, 2012
 TO: Prem Chandra Jha
 Principal, ASEM
 FROM: Manoj Kumar Sah
 SUBJECT: RESEARCH REPORT - EFFECT OF SMOKING ON
 ACADEMIC PERFORMANCE

ABSTRACT

Although the packets of cigarettes has "STATUTORY DIRECTIVE: SMOKING IS INJURIOUS TO HEALTH" numbers of smokers are increasing day by day. Some of people use it saying it a drug but some use do it to show-off as a fashion and later they become addicted to it. Some smokes due to the effect of their surrounding and get addicted. The increasing number of consumption of these things is helping to increase the number of health-related problems. According to different agencies many number of people die due to smoking, around 10,00,000 per year.

We did a short effort to decrease the smoker's number, specially the younger one who are studying. We did a research about "THE EFFECT OF SMOKING ON ACADEMIC PERFORMANCE". We, somehow, got it quite useful and it may help to decrease the number of

smokers of reading colleges, schools, etc. we mostly visited the students of different colleges who smoke and are addicted. we asked them some questions which were related to the topic.

we hope our research would help to decrease the number of smokers in schools, colleges, etc. The topic "EFFECT OF SMOKING ON ACADEMIC PERFORMANCE" may effect the mind of smokers so that they will be destined to quit smoking. sometime what happens is that the rooted things are hard to pluck out but this may help to pluck out the root of smoking from the mind of students.

INTRODUCTION

we know our country is a hindu country and has got many followers of Hinduism. Lord Shiva, one god of the many gods in hinduism, is said to be the god of our country. And it is somehow effecting the mind of youth because he is said to be the god who smokes and drink (liquor). This image of god is helping for increasing number of smokers (youth smokers). smoking is being rooted deeply in youth and effecting their academic carrier.

To check this increasing number of smokers, government of Nepal has annually increasing the VAT for these types of materials. But government is not able to do so because, addiction once deep rooted is hard to leave.

It is found that the students who smoke cannot keep things on their mind which degrades their academic performance. Smokers inhale the Nicotine, which affects the brain performance. Nicotine inhaled affects the brain so hard that it becomes lazy and makes the whole body lazy. Due to this effect, the brain of students feels lazy to catch the hard topics which later affects the performance of students. In student's life they have to keep things in mind for longer period of time but due to this effect they are erased from their mind and this leads to the degradation of their academic results.

The main purpose of our research is to aware the students about their decreasing academic performance due to smoking. Since, it has got no any advantages, disadvantages of smoking may help the student to quit smoking, at least during their academic career. This may always lead to the better result. This research will also help to decrease the number of young smokers specially who are going through their academic life. If a single student also quits then the number can increase incredibly.

METHODS AND MATERIALS

We went to the 'cafe' nearby the colleges, where the students most probably go to smoke. And we get positive result, most of the students were those only for smoking.

which was not good. we received a good response from them.

we asked some sort of question to them. The question are:

- (a) why do you smoke?
- (b) what effect have you experienced which you think is due to smoking?
- (c) Is it good for your academic performance?
- (d) Is it helping your study?
- (e) why don't you quit it?

They, first was hesitating to give answers but when we said our purpose to ask so, then they answered the question frankly. Some of common answers was obtained to the questions. They are summarized below:

(a) No, it was not the appropriate question because they didn't had actual answers. some said, 'Just like that!' some said, 'just for time pass'. some said, 'Actually due to company of their 'friend who smokes'.

(b) They were little confused for this question. They didn't know what effect they was having inside. But physically they were losing their weight. They frequently had cough.

(c) They thought this might be personal. But later they spoke up. Yes, we got the positive result here too. They were not confused about this question. we get answers as we expect thinking carries. Smoking, obviously was not helping their academic life. They were not

active at all those days, which you see is as we thought.

② All of students had same answers: they tried to quit once, twice, thrice, etc. but due to some reason (did't specified by student) they again started it despite of the fact that it was not going to help them a little bit also. All of them said "Let's see what happens in future?" leaving question marks.

DISCUSSION

We got the response as we thought earlier. And we were disappointed seeing the future of our country in that condition thinking, what will be the condition of our country in future having the youths now in this condition.

We were compelled to think what to do next to stop this condition of our country. And we remained unanswered.

RESULTS

We were in dilemma what to do and what not to do. We concluded to have youth-eye-catching campaign involving the topic. We concluded that we should organize the concerts, folk shows, street dramas, seminars in

different colleges, with the topic, "SMOKING IS INJURIOUS TO HEALTH AND ACADEMIC PERFORMANCE."

REFERENCES

(1) Adikazi, Usha; Yadav, Rajkumar; Shrestha, Rup Naryan;
Communicative Skills in English.

(2) Kumar, Ranjit, Research Methodology.

(3) Wiltsich, Mason, A guide to Software Designing & Development.

Q.4) Technical Report

Report Number: PV02

AIR POLLUTION
IN
KATHMANDU VALLEY

SUBMITTED TO: DEAN

INSTITUTE OF ENGI-
NEERING

PULCHOWK CAMPUS

SUBMITTED BY: MANOJ KUMAR SAH
JUNIOR ENGINEER

APPROVED BY: DR. BHADRA POKHAREL
PROFESSOR

WE CARE
CHABAHIL, KATHMANDU

FEBRUARY 7, 2012

ABSTRACT

We, all know the stage of pollution in the Kathmandu valley. And it is increasing day by day. Air pollution, among pollutions, is most effective for people's health. It affects the health of people directly. People inhale polluted air and it is not good for health.

It is also known that Kathmandu valley has most polluted air in developing cities of world. What is the reason be-

hind it? No, there is not any other reason but it is the people who stays in the Kathmandu valley. Air polluted is polluted due to unmanaged garbage, building in construction, vehicles, unmanaged sanitary systems, etc. There is no doubt who does it and who is responsible to control it. And authorities to control this is also somehow responsible to it because they do not do their work.

There are many things to do, well managed drainage system are to be built, controlling of increasing numbers inside the Kathmandu valley, etc. We also checked the effort made by authorities to control the air pollution. Many effort have been made but it had not been long lasting. So, the effort which will last for long should be implemented and it could be done only with cooperation of authorities as well as the citizens living inside the Kathmandu valley.

The cost ~~of~~ to control the air pollution will be high because it includes the cost for managing drainage, sanitary, decreasing of old vehicles, etc.

ACKNOWLEDGEMENT

We must acknowledge our deep sense of gratitude to Mr. Manoj Kumar Sah, Director, Nepal Drainage system for providing us the stages of air pollution due to drainage system inside Kathmandu valley. We are highly obliged to Mr. Shyam K.C., Professor, IOE for sharing

his experiences while doing the research in air pollution previously. We should like to thank Mr. Bhadra Pokharel, Professor, IOE, to provide us path to go with this effort.

We are deeply indebted to our whole team without which we would never succeed to complete this report.

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INTRODUCTION

The condition of pollution in Kathmandu valley is very critical. It is very worse. It is affecting people a lot. It is increasing day by day. Let us talk about air pollution which is most effective and it directly affects the health of people. People inhale polluted air and it degrades the health gradually.

- It is also known that Kathmandu valley is the most polluted city of the world. There is no any season but it is people itself, who stays in the Kathmandu valley. Air is polluted due to unmanaged drainage system, garbage, building construction, increasing number of vehicles, unmanaged sanitary system inside the Kathmandu valley. Authorities are also responsible for this because they do not do the work that they are given.

We tried a small effort to eradicate or say starting to eradicate the air pollution condition of Kathmandu valley. Many effort have been made but it did not last for long. Instead, the efforts were overcome by the same condition. We are trying to find the efforts/methods to control the increasing air pollution of Kathmandu valley forever.

METHODOLOGY

We went to people who previously did this type of report and searched what they have tried or say pro-

posed to control the air pollution inside Kathmandu valley. we also searched the data of air pollution created by the authorities to control the air pollution in Kathmandu valley. we also searched different websites for having the information of air pollution in Kathmandu valley. we also visited the dumping sites for garbages of Kathmandu valley. we visited the office of drainage system and sanitary system to have the information of work they are doing to improve the condition of drainage and sanitation in Kathmandu valley. we also visited the vehicle Registration office, to see the no. of vehicles increasing day by day.

DISCUSSION

We had conversation with the authorities of the drainage and Sanitary System for improving the condition of it in the Kathmandu valley. we found the condition of air pollution more critical than expected in different websites. we discussed about creating managed dumping sites with the authorities related to it. we also gave / shared our views with the officers of vehicle Registration office for decreasing the number of vehicles.

CONCLUSION

We found that many efforts have been made ~~but~~ but the condition was degrading more due to the increasing number of people day by day inside the Kathmandu valley. We also found that 1.5 million population increases inside the Kathmandu valley per year, which was the main problem of increasing pollution inside Kathmandu valley. So, the authorities are also having problem to create such ideas to meet the exact solution lasting for long period.

We concluded that government should decentralize the power of Kathmandu, the capital city, to all part of the country equally to decrease this condition of the Kathmandu valley.

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8.5 > Progress Report

DATE: February 18, 2012

TO: Dhadeshwar Sah, HOD

FROM: Manoj Kumar Sah

SUBJECT: P

DATE: January 30, 2012

TO: Dhadeshwar Sah, HOD

FROM: Manoj Kumar Sah

SUBJECT: FIRST MONTHLY PROGRESS REPORT - BRIDGE
CONSTRUCTION OVER BAHMATI RIVER BETWEEN
SANEDA AND KUPONDOLE

INTRODUCTION

In response to your December 1, 2011 request, following is our first monthly progress report of BRIDGE CONSTRUCTION OVER BAHMATI RIVER BETWEEN SANEDA AND KUPONDOLE. We are going to consult many engineers for constructing the bridge. And our team are planning to do the following steps:

1. Bridge construction - pillars, rafts, bars, soil, maintenance facilities.

2. site enhancements - north & south joining river, park, land scaping.

DISCUSSION

Work Accomplished

In this first part, we've completed the following:

1. subcontractors - Anil sah & Basu sah worked with our primary subcontractors. They both arranged & confirmed about the construction schedules. This work was completed on November 2, 2012.
2. permits - once site were visited, the work according to the schedule was agreed and to be on the way. Anil sah & Basu sah both acquired the permits from the maintenance committee kpondole & also a supported letter from UN. They performed their realistic tasks & the task was accomplished on October 28, 2012.
3. samples - The sample used in the construction such as bag, pillars, irons, bars etc were provided by the departments of Road, which was our target. It met our requirements about nearly some negative positive ratios among the percentage terms. But, overall all our requirement & 80 percent was met. This was

met. This was completed on November 10, 2011.

4. Shipments - The pillars, feeders, truss, concrete, cement, sand, beams were provided with a equal & efficient support of labours in 20 day of routine. This was completed on November 25, 2011.

5. Approval - many National & internal organization agents have visited and approved our construction plans. various guidelines were followed during the construction, no any harmful moving polymers were used during initiation. unmanaged trees, concrete, cement, sand management was prevented, supports were high for protection measures. we also agreed to leave the park area kindwise for the natural beauty we are also in plans within our for the emission of easy transportation. This approval occurred on December 10, 2011.

Work Remaining

To complete our project, we need to accomplish the following:-

1. Traffic concern:- The traffic department is working very hardy for our matter. Implementation of vehicle planning according to the weight & applicable of short planned way for the easiest driving between entrance & ramparts.

2. smooth construction - This includes the management of foot path sidewalk, 2 way road with a speed management so, that it can be the symbol for every walking to those people & also way management procedures.

problems: Encountered

Samples were acceptable through most of our construction sites. The feeders, pillars were the section of difficulty during the construction. During the gravel the rollers were the constructional problem. While in the managements of the roads & base the fitting was a problem, which all were seen & solved by the department involved on it. The overview unit also waited for resettle. This schedule delay and increased concrete removal will & can affect our budget.

CONCLUSION/RECOMMENDATION

Though we have just began this project, we still are approximately 10 percent of the way towards our goal.

only the delay of feeders & rollers created a problem. we are behind schedule and over cost. with you help and Raj Kumar Yadav's co-operation we are near in about to meet our building schedule.

Q6. Trip Report

DATE: February 9, 2012
 TO: Dhakeshwar Shah, HoD
 FROM: Manoj Kumar Sah
 SUBJECT: TRIP REPORT - EDUCATIONAL TOUR TO POKHARA

INTRODUCTION

ON December 9, 2011, I went on the trip to EDUCATIONAL TOUR TO POKHARA from the college. We are on the way to pokhara that morning, our friends are so excited because our first education tour from the college & my first tour to pokhara. I am so excited that day. Our college tour purpose was to learn some Electronics equipment & gain some extra knowledge about Electronics Engineers Job in Nepal.

DISCUSSION

our friend are ~~visited~~ ^{visited} the following places:

1. Manakamana temple

A two hour distance from the Kathmandu a manakamana temple. Before we reach there, we discussed many things from our teachers & friends.

finally, we reach the Manakamna ~~temple~~ temple. Then our respected teachers are collecting all the students at one place & giving information about the directors of that place. And all our friends are slowly saw the equipments used in the cable car & generators. And all equipments are explained by the director of place. finally we came to our bus & starts to ~~go~~ visit another place.

2. Marsyangdi Hydro power station

Before we reach the Marsyangdi Hydro power station our friends are tired because we are so late. But our friends are managed & finally we reach there, by few hours. when we reached Marsyangdi Hydro power station & enter to the station & meet the manager of the Marsyangdi Hydro power station & manager allow to enter all the students & where we knew about features, control building, historical background & power production etc is known to us.

3. Pokhara lake side

finally we reach the pokhara on the lake side. we reached pokhara at around 7:30 pm & finally we are ~~so~~ tired & we went to hotel where our teachers were booked for our college students. Then we consult many things to teacher & friends to our next programme of our tour. then teachers told that first we visit all the interesting places of pokhara. Then we visit many

place of Pokhara like fewa Taal, Gufa, Davis falls etc are visited in Pokhara & finally again we came to the hotel at evening.

4. Sarangkot

finally at last day we visited Sarangkot at the morning because it is a place where we can see sunrise & sunset. Sarangkot is little far away from Pokhara. finally we came from Sarangkot & returning to the Kathmandu again.

CONCLUSION/RECOMMENDATION

Visit of the field was very much beneficial:

- Some knowledge gained
- Some knowledge shared

However, the following information was obtained most probably classifies what was profitable:

1. Mr. Bijay Shrestha was most informative & having good knowledge of electronics equipment used in the machine. He gave many information when we reach the Manakamana temple, where we see different equipments used in cable cars & he shares knowledge about cable car.

2. It was quite hard to understand about the electronics equipment because we don't have any

idea about that device used in Hydro power station & cable car because in our study course we are not listen that types of instruments & we are not now a complete engineers so we have some difficulty in understanding.

3. Our teachers are so cooperative with students and shared knowledge with us. Teachers are also explaining the instruments name & how it works, but some things are ~~are~~ only understandable. So anyway ~~are~~ teachers are nice.

4. Finally, we finished our tour & enjoyed very much & shared many information about electronic device & teachers are able to guide all students nicely & some students stay in pokhara & came few days later.

Q.7 Memo Report

Advanced college of Engineering
Memorandum

Date: February 11, 2012

To: Dhanshower Sah

Deputy HOD (Electronics)

Advanced college of Engineering
Memorandum

Date: February 11, 2012

To: Dhanshower Sah

Deputy HOD (Electronics)

From: Manoj Kumar Sah
HOD

Subject: TRAINING TO NEWLY APPOINTED STAFF

REPORT

As you know, we have recently appointed new staffs in our college to better the quality of our college. To help them with dealing with students properly and deliver a nice class for students, we should first give them a demo of a students of our college to develop their skills. So, as per concern we organized a training program for newly appointed staff. These were sessions on different subjects.

Mr. Gaurav Thapa, physics lecturer, was taking class for physics teachers; prof Dr. Bhadra Pekarai was giving training for physics lecturer too. Mr. V. K. Yadav, English professor, provided the training for English staffs. Mr. Prabin Kumar was showing the staffs to handle the electrical equipments. The level of interesting and commitment of the participants was remarkable. The question-answer sessions were particularly very interesting. The training was very useful and successful.

RECOMMENDATIONS

- Many such interactive training program are necessary to enrich the capacity of our existing staffs too.
- A few seminars and workshops should be organised for the handling of electrical equipments.
- The staffs ~~was~~ were interested in training so, further training should be provided later to developed