नेपाल सरकार
सङ्घीय मामिला तथा सामान्य प्रशासन मन्त्रालय

स्थानीय विकास प्रशिक्षण प्रतिष्ठान
(स्थानीय विकास प्रशिक्षण प्रतिष्ठान ऐन, २०४९ द्वारा स्थापित)
Local Development Training Academy
(Established under the Local Development Training Academy Act, 2049)

"An Autonomous, Professional, Client Centered, Gender Responsive National Institute of Excellence in the area of Local-Self Governance."
LDTA>>>

प्रशिक्षकका लागि

स्थानीय तहका लागि तयार पारिएको प्रशिक्षण सामग्री

सूचना र संचार प्रविधि

प्रशिक्षण सामग्रीको बनावट:

१. प्रशिक्षण मार्गदर्शन

२. प्रशिक्षण योजना

३. सत्र योजना (अभ्यास पत्र समेत)

४. प्रस्तुति सामग्री (पावरप्वाइन्ट स्लाइड)

५. सहभागीका लागि अध्ययन सामग्री

६. मूल्याङ्कनका औजारहरू

मोड्युल १९

प्रशिक्षकका लागि

स्थानीय तहका लागि तयार पारिएको प्रशिक्षण सामग्री

सूचना र संचार प्रविधि

२०७८ असार

मोड्युल १९

प्रशिक्षण सामग्री निर्माणमा संलग्न सदस्यहरू

श्री पीतकुमार श्रेष्ठ, स्थानीय विकास प्रशिक्षण प्रतिष्ठान, ललितपुर

श्री जयकृष्ण श्रेष्ठ, स्थानीय विकास प्रशिक्षण प्रतिष्ठान, ललितपुर

श्री योग माया सापकोटा, स्थानीय विकास प्रशिक्षण प्रतिष्ठान, ललितपुर

लेखन तथा प्राविधिक सहयोग

श्री बाबुराम दवाडी, परामर्शदाता

मन्तव्य

दुई शब्द

स्थानीय विकास प्रशिक्षण प्रतिष्ठानले स्थानीय तहहरुको क्षमता अभिबृद्धिका लागि प्रशिक्षणको पाठ्यक्रमहरु तयार गर्दै आएको छ । आजको विश्वमा सूचना प्रविधिमा भएका विकासबाट अन्य सबै विकासलाई सकरात्मक परिवर्तनउन्मूख बनाएर जान आवश्यक रहेको छ । तसर्थ यस प्रतिष्ठानले सूचना प्रविधिका विकसित विधिहरु सम्वन्धमा स्थानीय तहमा क्षमता अभिवृद्धि गर्ने उद्देश्यले सूचना तथा संचार प्रविधि विषयक सात दिने प्रशिक्षणको पाठ्यक्रम तयार गरेको छ । यस पाठ्यक्रमको उपयोग गरी स्थानीय तहहरुमा कम्प्युटरको इतिहासबारे जानकारी गराइ कम्प्युटर सम्वन्धी आधारभुत ज्ञान र सीपको विकास गराएर प्रविधिमैत्री स्थानीय तह बनाउन योगदान हुने अपेक्षा गरिएको छ ।

प्रतिष्ठानलाई उक्त कार्यको महत्वपूर्ण जिम्मेवारी दिनुहुने सङ्घीय मामिला तथा सामान्य प्रशासन मन्त्रालयका सचिवज्यू, सह–सचिवज्यूहरू, उप–सचिवज्यूहरूलगायत सम्पूर्ण मन्त्रालय परिवारप्रति हार्दिक आभार व्यक्त गर्दछु । प्रतिष्ठानलाई वर्तमान स्थितिमा ल्याइपुन्याउनमा प्रतिष्ठानमा कार्यरत कर्मचारीहरूको लगनशीलता, मिहिनेत, दूरदृष्टि पनि उत्तिकै महत्वपूर्ण छ, म यसका लागि प्रतिष्ठानका सम्पूर्ण कर्मचारीहरूलाई धन्यवाद दिन्छु । सङ्घीय संरचनाअन्तर्गत स्थानीय तहको क्षमता अभिवृद्धि गर्न प्रतिष्ठान सधैं प्रतिबद्ध रहने र मागमा आधारित उपयोगी कार्यक्रमहरूका साथ निरन्तर अगाडि बढ्ने कुरामा विश्वास दिलाउँदै प्रतिष्ठानले पाएको स्नेह, सहयोग र सद्भाव निरन्तर रूपमा सबै क्षेत्रबाट पाइरहने अपेक्षा गरेको छु ।

अन्त्यमा, यो पाठ्क्रम निर्माण गर्न उल्लेख्य भूमिका खेल्नुहुने विज्ञ श्री बाबुराम दवाडी, स्थानीय विकास प्रशिक्षण प्रतिष्ठानका निर्देशक श्री जयकृष्ण श्रेष्ठ र व्यवस्थापन अधिकृत श्री योग माया सापकोटालगायत अन्य सहयोगी कर्मचारीहरुलाई हार्दिक धन्यवाद व्यक्त गर्दै प्रशिक्षणको सफलता, प्रशिक्षण सामग्रीको सार्थकता र लक्ष्य प्राप्तिका लागि समेत हार्दिक शुभकामना व्यक्त गर्दछु ।

पीतकुमार श्रेष्ठ
कार्यकारी निर्देशक
स्थानीय विकास प्रशिक्षण प्रतिष्ठान

विषयसूची

प्रशिक्षण मार्गदर्शन

प्रशिक्षण सामग्रीबारे

स्थानीय विकासको कार्यसँग सम्बन्धित स्थानीय तहहरूको प्रशासनिक एवं व्यवस्थापनसम्बन्धी दक्षता अभिवृद्धि गर्ने उद्देश्यले त्यस्ता निकायहरूमा संलग्न जनप्रतिनिधिहरू एवम् कार्यरत कर्मचारीहरूलाई योजनाबद्ध तरिकाले उच्चस्तरीय प्रशिक्षणको व्यवस्था गरी स्थानीय स्तरमा ती निकायहरूको संस्थागत विकासमा सघाउ पुन्याउन स्थानीय विकास प्रशिक्षण प्रतिष्ठान ऐन २०४९ अन्तर्गत वि.सं. २०५० सालमा स्थापना भएको यो एक स्वशासित र सङ्गठित संस्थाका रूपमा रहेको छ । प्रतिष्ठानको मुख्य उद्देश्य प्रशिक्षण स्थानीय विकास कार्यसँग सम्बन्धित स्थानीय तहका व्यक्तिहरूका लागि आवश्यक पर्ने प्रशिक्षणको व्यवस्था गर्ने, प्रशिक्षण केन्द्रद्वारा सञ्चालन गरिने प्रशिक्षण कार्यक्रमसम्बन्धी अनुसन्धान गर्ने र प्रशिक्षण केन्द्रद्वारा सञ्चालन गरिने प्रशिक्षण कार्यक्रमलाई बढी उपयोगी तुल्याउन तथा प्रशिक्षण सामग्री तयार गर्नका लागि समस्यामूलक अनुसन्धान, परामर्श सेवा तथा सूचना सेवासम्बन्धी कार्यक्रमहरू सञ्चालन गर्ने रहेको छ ।

यो प्रशिक्षण सामग्री सङ्घीय मामिला तथा सामान्य प्रशासन मन्त्रालयको निर्देशनमा स्थानीय विकास प्रशिक्षण प्रतिष्ठानबाट तयार पारिएको हो । यस **सात दिने** प्रशिक्षण सामग्रीले **सूचना र संचार प्रविधि** प्रशिक्षणलाई प्रभावकारी बनाउन प्रशिक्षकहरूलाई महत्त्वपूर्ण मार्गदर्शन हुने अपेक्षा गरिएको छ ।

प्रशिक्षण सामग्रीको उद्देश्य
यस प्रशिक्षण सामग्रीको उद्देश्य गाउँपालिका/नगरपालिकाहरूमा कार्यान्वयन गरिने **सूचना र संचार प्रविध** प्रशिक्षण कार्यलाई प्रभावकारी र गुणस्तरीय बनाउनुका साथै प्रशिक्षण कार्यमा एकरूपता ल्याई प्रशिक्षणलाई सहभागितामूलक बनाउनु हो ।

प्रशिक्षण सामग्रीको बनावट
यस प्रशिक्षण सामग्रीलाई चार खण्डमा विभाजन गरिएको छ । पहिलो खण्डमा प्रशिक्षण सामग्री र यसको प्रयोग गर्ने तरिका (Instsruction to user) उल्लेख गरिएको छ । दोस्रो खण्डमा प्रशिक्षण योजना, प्रशिक्षण तालिका समावेश गरिएको छ । तेस्रो खण्डमा प्रशिक्षणका प्रत्येक सत्रका विषयवस्तुहरूको पाठयोजना, पावरप्वाइन्ट स्लाइडहरू र विषयवस्तुसँग सम्बन्धित अध्ययन सामग्री समेटिएको छ भने अन्तिम खण्डमा प्रशिक्षण मूल्याङ्कनका औजारहरू समावेश गरिएको छ । यसका विषयवस्तुहरूलाई सङ्क्षिप्तमा तल उल्लेख गरिएको छ ।

१. प्रशिक्षण सामग्रीको प्रयोग गर्ने तरिका (Instsruction to User)
यसमा प्रशिक्षण सामग्रीको पृष्ठभूमि, यसको उद्देश्य, प्रशिक्षण सामग्रीमा समावेश गरिएका विषयवस्तुहरू, प्रशिक्षण सामग्री प्रयोग गर्ने तरिका, प्रशिक्षणका विधिहरू र तिनको सञ्चालन प्रक्रिया, अध्ययन सामग्री, प्रशिक्षण मूल्याङ्कनका औजारहरू, प्रशिक्षणका प्रयोगकर्ता आदि समावेश गरिएको छ ।

२. प्रशिक्षण योजना
प्रशिक्षण योजना प्रशिक्षण सञ्चालनका लागि तयार पारिएको प्रशिक्षणको समग्र खाका हो । यसमा प्रशिक्षणका साधारण र निर्दिष्ट उद्देश्य, प्रशिक्षणका विषयवस्तु, प्रशिक्षण सञ्चालन विधि र प्रशिक्षण सामग्री उल्लेख गरिएको छ ।

३. प्रशिक्षण दैनिक तालिका
प्रशिक्षण दैनिक तालिकामा हरेक दिनका क्रियाकलाप र विषयवस्तु र तिनका लागि आवश्यक समय उल्लेख गरिएको छ ।

४. पाठयोजना

पाठयोजना हरेक सत्र सञ्चालनका लागि मार्गदर्शन हो । यसमा सत्रका साधारण र निर्दिष्ट उद्देश्य, सत्रका विषयवस्तु, प्रशिक्षण क्रियाकलापको विस्तृत विवरण, प्रशिक्षण विधि, प्रशिक्षण सामग्री र आवश्यक समय उल्लेख गरिएको छ । यसमा सत्रका निर्दिष्ट उद्देश्य हासिल भए वा भएनन् थाहा पाउनका लागि सत्र मूल्याङ्कन विधिसमेत उल्लेख गरिएको छ ।

५. पावरप्वाइन्ट स्लाइड

प्रशिक्षण सत्र सञ्चालनका लागि आवश्यक पावरप्वाइन्ट स्लाइडहरू यस सामग्रीमा क्रमबद्ध रूपमा समावेश गरिएका छन् । सत्रका साधारण र निर्दिष्ट उद्देश्य, सत्रका विषयवस्तुहरू, समूह कार्य वा अभ्यास र सो अभ्यास सञ्चालनका लागि गर्नुपर्ने क्रियाकलाप पनि पावरप्वाइन्ट स्लाइडमा उल्लेख गरिएको छ ।

६. अध्ययन सामग्री

प्रशिक्षणका विषयवस्तु र प्रस्तुतीकरणसँग सम्बन्धित सामग्रीहरूको विस्तृत विवरण अध्ययनसामग्रीका रूपमा यस सामग्रीभित्र समावेश गरिएको छ । यी सामग्रीहरूलाई प्रशिक्षण सत्रका आधारमा छुट्ट्याई क्रमबद्ध रूपमा व्यवस्थित गरिएको छ ।

७. प्रशिक्षण मूल्याङ्कनका औजारहरू

प्रशिक्षणको प्रभावकारिता मापनका लागि निम्नलिखित औजारहरू समावेश गरिएका छन् ।

(क) प्रशिक्षणपूर्व र प्रशिक्षणपश्चात् जानकारी

यसअन्तर्गत प्रशिक्षणका विषयवस्तुहरूमा सहभागीहरूको बुझाइको अवस्था थाहा पाउन प्रशिक्षणका विषयवस्तुहरूसँग सम्बन्धी प्रश्नहरू निर्धारण गरी प्रशिक्षणको सुरुमा पूर्व जानकारी र अन्तमा पश्चात् जानकारी लिइन्छ । यसले प्रशिक्षणका कारण सहभागीहरूको ज्ञान र सिपमा आएको परिवर्तन मापन गर्न सहयोग गर्दछ ।

(ख) दैनिक पृष्ठपोषण फाराम

हरेक दिनको अन्तमा दिनभरि भएका छलफलहरूमा सहभागीहरूको सिकाइ थाहा पाउन दैनिक पृष्ठपोषण फारामको प्रयोग गरिन्छ । यसबाट सहभागीहरूले सिकेका र सिकेका कुरालाई कहाँ र कसरी प्रयोग गर्ने भन्ने बारेमा र प्रशिक्षणलाई अझ प्रभावकारी सुधार गर्नुपर्ने सुझाव पाउन सकिन्छ ।

(ग) प्रशिक्षण सुधारका लागि प्रश्नावली

यो प्रश्नावली प्रशिक्षणको अन्त्यमा सहभागीलाई वितरण गरी उनीहरूको प्रतिक्रिया लिन प्रयोग गरिन्छ । यसबाट (१) प्रशिक्षणको समग्र मूल्याङ्कन, (२) सहजकर्ताप्रतिको दृष्टिकोण, (३) प्रशिक्षणमा उपलब्ध गराइएका पाठ्यसामग्रीको प्रभावकारिता, (४) प्रशिक्षणका विषयवस्तुको उपयुक्तता र (५) प्रशिक्षणमा प्रयोग भएका प्रशिक्षण विधिहरूको सान्दर्भिकता जाँच गरिन्छ ।

प्रशिक्षण कार्यक्रमको मूल्याङ्कन

प्रशिक्षण कार्यक्रमको प्रभावकारितालाई मुख्यतः चारवटा तहमा मूल्याङ्कन गरिनुपर्दछ । सहभागीहरूको प्रशिक्षणप्रतिको प्रतिक्रिया, उनीहरूको सिकाइको स्तर, प्रशिक्षण कार्यक्रमले सहभागीहरूको दैनिक व्यवहार र उनीहरूको दैनिक कार्यसम्पादनमा ल्याएको परिवर्तन र सो परिवर्तनको परिणामस्वरूप समग्र संस्थाको कार्यसम्पादनमा आएको परिवर्तनलाई प्रशिक्षण प्रभावकारिता मूल्याङ्कनका आधार बनाइनु पर्दछ ।

प्रशिक्षण सामग्रीको प्रयोग विधि

सूचना र संचार प्रविधि प्रशिक्षणको प्रस्तुतिलाई व्यवस्थित र पूर्ण गराउनका लागि पाठयोजनाको अनुसरण गर्नुपर्दछ । यस सामग्रीमा व्यवस्था गरिएको पाठयोजनालाई अनुसरण गरी सहज तरिकाले सत्र सञ्चालन गर्न क्रियाकलाप शीर्षकअन्तर्गत विषयवस्तुलाई विस्तृत रूपमा प्रस्तुत गरिएको छ । विषयप्रस्तुति अगाडि विषयप्रति रुचि जगाउने, विषयको महत्त्व दर्साउने जस्ता कार्य प्रशिक्षक आफैँले विकास गरी सत्र सञ्चालन गर्न सक्ने छन् । प्रशिक्षकले विषयवस्तुको अध्ययन सामग्री राम्रोसँग अध्ययन गरी विषयको प्रभावकारी प्रस्तुतीकरणका लागि आवश्यक दृश्य सामग्रीको तयारी/सङ्कलनसमेत गर्न सक्ने छन् । यसका साथै प्रशिक्षकले प्रशिक्षण सामग्रीमा उल्लेख गरिएका पावरप्वाइन्ट स्लाइड र अध्ययन सामग्रीमा समावेश गरिएका चित्र, चार्ट, ग्राफ आदिलाई आवश्यकताअनुसार तिनको आकार विस्तार गरी प्रस्तुत गर्न सक्ने छन् । सत्रहरूको प्रस्तुतीकरणका लागि सिलसिलेबार रूपमा पावरप्वाइन्ट स्लाइडहरू समावेश गरिएको छ । प्रशिक्षणको प्रभावकारिता र प्रशिक्षण प्रभावकारिताको मापनका लागि प्रशिक्षण मूल्याङ्कनका औजारहरूसमेत सामग्रीमा समावेश गरिएका छन् । तिनलाई उपयुक्त तरिकाले प्रयोग गरिनु आवश्यक छ ।

अध्ययन सामग्री

प्रस्तुत सामग्रीमा समावेश गरिएका अध्ययन सामग्रीहरू **सूचना र संचार प्रविधि** प्रशिक्षणसँग सम्बन्धित विभिन्न निकायहरूका प्रकाशन, प्रशिक्षण सामग्री, नेपाल सरकारले गरेका नीतिगत व्यवस्थाहरू आदिलाई आधार मानी तयार गरिएको छ । यी अध्ययन सामग्रीहरू केवल सन्दर्भ सामग्री मात्र हुन् । यिनलाई समय समयमा अद्यावधिक गराउनु पर्दछ ।

प्रशिक्षण सामग्रीको प्रयोगकर्ता

यो प्रशिक्षण सामग्री **सूचना र संचार प्रविधि** प्रशिक्षणमा रुचि राख्ने जोसुकैका लागि उपयोगी हुने छ । यो विशेष गरी **सूचना र संचार प्रविधि** प्रशिक्षण सहजकर्ताहरूलाई ध्यानमा राखी तयार पारिएको छ तर यस सामग्रीको उपयुक्तताको ठहर गर्ने जोसुकैले पनि यसको प्रयोग गर्न सक्ने छन् । यसका प्रयोगकर्ताले यसमा उल्लिखित विधि, प्रक्रिया, समय, सामग्री जस्ता पक्षहरूलाई हुबहु उतार्नुभन्दा यसमा उल्लिखित मार्गदर्शन र स्थानीय परिवेशअनुसार यसलाई सहयोगी सामग्रीका रूपमा बुझेर प्रयोग गर्नु उपयुक्त हुने छ । स्थानीय परिवेशअनुसार यस निर्देशिकाको मूल मर्मलाई ध्यानमा राखी सहजकर्ता/प्रशिक्षकले अन्य रचनात्मक गतिविधिसमेत अँगाल्न सक्ने छन् ।

प्रशिक्षण विधि र प्रयोग तरिका

प्रशिक्षकको सहजीकरणलाई व्यवस्थित गर्नका लागि पाठयोजनामा प्रशिक्षण विधिहरू उल्लेख गरिएका छन् । प्रशिक्षण कार्यक्रमलाई सहभागितामूलक र प्रभावकारी बनाउन निम्न विधिहरू प्रयोग गर्न सकिने छ ।

क) समूह छलफल

सहभागितामूलक प्रक्रियाबाट प्रशिक्षण सञ्चालन गर्नका लागि समूह छलफल एक महत्त्वपूर्ण विधि हो । समूह छलफलका लागि निम्न प्रक्रिया अपनाउनुपर्ने हुन्छः

- समूह विभाजन गर्दा सकभर सहभागी सङ्ख्या बराबर बनाउने, सहभागीको स्तरलाई ध्यान दिने ।
- समूह छलफलका लागि विषयवस्तु किटानी गर्ने ।
- छलफलको विषयअनुसार स्थान र समय निर्धारण गर्ने ।
- सहजकर्ताले छलफल प्रक्रिया बताउने । जस्तैः
    - समूहमा संयोजक, प्रतिवेदक चयन गर्ने ।
    - समूहमा सबैको भनाइ समेटिनुपर्ने ।
    - समूहको निचोड ठुलो कागजमा तयार गर्ने ।
    - संयोजकले समूहकार्य प्रस्तुत गर्ने आदि ।
- समूहमा खुल्ला छलफल चलाउन प्रेरित गर्ने ।
- सहजकर्ताले छलफलको सन्दर्भ र विषयवस्तुलाई आधार मानी आफ्नो निष्कर्ष दिने ।

ख) खेल

खेल विधिले विषयवस्तुलाई सजिलै प्रस्ट पार्न सहयोग गर्दछ । खेल विधिबाट सिकेका सिकाइहरू चिरस्थायी हुन्छन् ।

सञ्चालन प्रक्रिया

- खेलको प्रकृतिअनुसार सहभागी सङ्ख्या छनोट गर्ने । शारीरिक शक्ति प्रयोग गर्नुपर्ने खेल भए शारीरिक रूपमा अशक्त व्यक्तिलाई उसको अनुमतिमा बाहिर राख्ने ।
- लैङ्गिक संवेदनशीलताका पक्षमा ध्यान दिने ।
- समय निर्धारण गर्ने । खेललाई २० मिनेटभन्दा बढी समय दिनु उपयुक्त हुँदैन ।
- खेलमा पालना गर्नुपर्ने नीतिनियम प्रस्ट पार्ने ।
- खेलका लागि आवश्यक सामग्री तयार गर्ने ।
- खेल सकिएपछि खेलबाट भएका सिकाइहरू छलफल गर्ने ।
- खेलका लागि सबैलाई धन्यवाद दिने ।

ग) प्रश्नोत्तर

कुनै विषयवस्तुबारे सहभागीहरूको बुझाइ थाहा पाउनका लागि प्रश्न गर्ने, उत्तर लिने र सोअनुसार सहजकर्ताले विषयवस्तु प्रस्ट पार्ने प्रक्रिया नै प्रश्नोत्तर विधि हो । यसले सहभागीहरूको ध्यान विषयवस्तुप्रति आकर्षित गर्न मदत गर्दछ । सहजकर्ताले प्रश्नोत्तर सिपमा विशेष ध्यान पुर्‍याउनु पर्दछ ।

घ) साना समूह छलफल

यो विधि प्रशिक्षण कार्यका सन्दर्भमा छिट्टै छलफल गरी तत्कालै विषयवस्तुको निष्कर्षमा पुर्‍याउन उपयोगी हुन्छ । २/३ जना सहभागीबिच बसेकै स्थानमा आमनेसामने भई यो विधिमार्फत विषयवस्तुको निचोड निकाल्न सकिन्छ । यस विधिले सिकाइलाई मूर्त रूप दिन मदत गर्दछ ।

सञ्चालन प्रक्रिया

- सहजकर्ताले छलफलको विषय र समय निर्धारण गर्ने ।
- नजिकैका २/३ जना सहभागीलाई आमनेसामने बस्न भन्ने ।
- छलफल गर्न लगाउने । छलफलका मुख्य कुरा टिपोट गर्न भन्ने ।
- छलफलको निचोडलाई मेटाकार्ड दिई लेख्न लगाउने ।
- छलफल सकिएपछि क्रमिक रूपमा सहभागी समूहलाई आफ्नो निचोड प्रस्तुत गर्न लगाउने, छलफल गर्ने, कार्ड सफ्ट बोर्डमा टास्ने ।
- सहभागीको प्रस्तुतिपश्चात् सहजर्ताले विषयवस्तुको सन्दर्भ र तात्पर्य मिलाई निष्कर्ष निकाल्ने ।

ङ) मस्तिष्क मन्थन

सहभागीले आफ्नो विचार मन्थन गरी विषयवस्तुलाई निर्णयमा पुर्‍याउने विधि नै मस्तिष्क मन्थन विधि (Brainstorming) हो ।

सञ्चालन प्रक्रिया

- छलफलको विषय / प्रश्न प्रस्ट रूपमा राख्ने ।
- सोच्नका लागि समय दिने ।
- सहभागीहरूका विचारलाई सङ्गठित गर्दै टिपोट गर्ने, छलफल चलाउने ।
- भनाइलाई निष्कर्षमा पुर्‍याउने ।

च) अभ्यास

सहभागीको प्रत्यक्ष संलग्नतामा सिकाइ आर्जन गर्न यो विधि महत्त्वपूर्ण हुन्छ । यो विधि जीवन र जगतसँग सम्बन्धित घटनामा आधारित कुराहरू प्रस्ट पार्न प्रयोग गरिन्छ ।

सञ्चालन प्रक्रिया

- सहजकर्ताले घटना वा सवाल समूहबिच राख्ने ।
- विषयअनुसार समय निर्धारण गर्ने ।
- सवालका निष्कर्ष निकाल्न लगाउने ।
- अभ्यासबाट निकालिएको निष्कर्षलाई सहजकर्ताले छलफल चलाई अन्तिम निष्कर्ष निकाल्ने ।

ज) लघु प्रवचन

यो प्रशिक्षणको सबैभन्दा महत्त्वपूर्ण विधि हो । यसमार्फत विषयवस्तुलाई सहभागीहरूसमक्ष सहज रूपमा प्रस्तुत गर्न सकिन्छ । नामअनुसार नै यो विधिमार्फत गरिने प्रस्तुतीकरण छोटो र सहभागितामूलक हुनु पर्दछ । प्रशिक्षकले एकोहोरो रूपमा लामो समयसम्म प्रस्तुतीकरण गर्नु हुँदैन । प्रस्तुतीकरणका सिलसिलामा सहभागीहरूलाई पनि संलग्न गराउँदै जानु पर्दछ ।

प्रशिक्षकलाई प्रश्नः

१. सत्रका विषयवस्तुको राम्ररी अध्ययन गर्नुभएको छ ?

२. सत्र सञ्चालनका लागि पाठयोजनाको अध्ययन गर्नुभएको छ ?

३. सहभागीहरूको पृष्ठभूमि तथा स्तरका बारेमा सोच्नुभएको छ ?

४. सत्रका लागि चाहिने आवश्यक प्रशिक्षण सामग्रीहरू जुटाउनुभएको छ ?

५. प्रस्तुतीकरणका बुँदाहरूको राम्ररी अध्ययन गर्नुभएको छ ?

६. प्रस्तुतीकरणमा बढी महत्त्व दिनुपर्ने बुँदाहरूको निक्र्योल गर्नुभएको छ ?

७. प्रस्तुतीकरणमा विशेष जोड दिनका लागि आवश्यक उदाहरणहरूको चयन गर्नुभएको छ ?

८. प्रशिक्षण सारांशका बुँदाहरू तय गर्नुभएको छ ?

९. सत्रप्रति रुचि जगाउन तथा सहभागिता बढाउन आवश्यक पर्ने विधिहरूको चयन गर्नुभएको छ ?

१०. समयभित्र सत्र पूरा गर्न राम्ररी योजना गर्नुभएको छ ?

११. सत्र सञ्चालनका लागि आवश्यक पर्ने भौतिक सामग्रीहरू, जस्तैः सेतो पाटी, फ्लिपचार्ट, खैरो कागज, मेटाकार्ड, मार्कर, मास्किङ टेप, कागज, कलम, कैँची, चित्रहरूको व्यवस्था गर्नुभएको छ ?

१२. प्रशिक्षण हल, बसाइ व्यवस्थापन, कोठाको तापक्रम, हावा, प्रकाश इत्यादिका बारेमा सोच्नुभएको छ ?

प्रशिक्षण योजना

Training plan

Subject	Information and Communication Technology
Date	
Location	Municipality /Rural Municipality
Facilitator	

Targeted Participants

- Staffs from Local Levels

General Objective

To enable the participants at the local level by increasing their knowledge and skills about various IT tools and techniques

Specified Objectives:

At the end of this training, participants will be able to learn and implement skill/Knowledge about:

- Invention of Computer (historical development)
- Introduction to Project Management Information System
- Traditional and Unicode typing
- MS Office Word
- MS Office Excel
- MS Power Point
- Surfing the internet, content search, & email
- Smart / e-Administration, Smart Accounting/Auditing system, E-Procurement Process, rules, and regulations
- Presentation and document writing skill development / Public Speaking

Methodology:

- Brainstorming

- Multimedia presentation lectures

- group exercises

- Lab Works short speeches, Q & As etc.

Necessary materials, tools and resources:

Laptop/Desktop Computer With necessary software installed, Internet, LCD Projector , Sound System, White board, Screen, Pointer, Pin Board, Camera, Printer, Forms, Attendance Register.

(Tentative Training Hall Layout) :

Remarks:

1. To conduct effective training, to collect necessary information and to determine the responsibility of all other works as per the need.

2. To arrange accommodation for the participants on the basis of availability of training hall and number of participants. To manage the table to make it easier to do group work.

3. Although presentation material are in English, it is also needed to be explained in Nepali language. While giving lectures and conducting exercises and discussions, the background and interests of the participants will be taken into consideration.

4. To conduct lab works Internet and Office package Installation prior to training is deem necessary.

स्थानीय विकास प्रशिक्षण प्रतिष्ठान
(स्थानीय विकास प्रशिक्षण प्रतिष्ठान ऐन. २०४९ द्वारा स्थापित)
"An Autonomous, Professional, Client Centered, Gender Responsive National Institute of Excellence in the area of Local-Self Governance."
Local Development Training Academy
(Established by Local Development Training Academy Act, 2049)

नेपाल सरकार
सङ्घीय मामिला तथा सामान्य प्रशासन मन्त्रालय

LDTA >>>

Training on Information and Communication Technology
Schedule

Date/Time	8:30-09:00	09:00-11:00	11:00-12:00	12:00-14:00	14:00-14:30	14:30:16:30
Day 1	Breakfast	▪ शुभारम्भ उद्देश्य विषपवस्तु पूर्व जानकारी ▪ Chapter#1 Invention of Computer (historical development) *Lecture/Tutorial*	Launch	▪ Chapter#4 MS Office Word *Lecture + Interactive Lab Session*	Tea/Biscuits	▪ Chapter#4 MS Office Word *Lecture + Interactive Lab Session*
Day 2		▪ Chapter #2 Introduction to Project Management Information System *Lecture/Tutorial*		▪ Chapter#5 MS Office Excel *Lecture + Interactive Lab Session*		▪ Chapter#5 MS Office Excel *Lecture + Interactive Lab Session*
Day 3		▪ Chapter#3 Traditional and Unicode typing *Lecture + Interactive Lab Session*		▪ Chapter3(till 12:00 noon)‖Chapter#7(from 12:00 noon) Surfing the internet, content search, & email		▪ Chapter#7(from 12:00 noon) Surfing the internet, content search, & email *Lecture + Interactive Lab Session*
Day 4		▪ Chapter#9 Presentation and document writing skill development *Lecture/Tutorial*		▪ Chapter#6 MS Power Point *Lecture + Interactive Lab Session*		▪ Chapter#6 MS Power Point *Lecture + Interactive Lab Session*
Day 5		▪ Chapter#8.1 Enterprise management system (office workflow management) *Lecture/Tutorial*		▪ Chapter#8.2 Smart Accounting/Auditing system *Lecture + Interactive Lab Session*		▪ Chapter#8.2 Smart Accounting/Auditing system *Lecture + Interactive Lab Session*
Day 6		▪ Chapter#8.3 Local e-Administration challenges and issues Lecture/Tutorial		▪ Chapter#8.4 E-Procurement Process, rules, and regulations Lecture + Interactive Lab Session		▪ Chapter#8.4 E-Procurement Process, rules, and regulations Lecture + Interactive Lab Session
Day 7		▪ Chapter#10 Team collaboration and presentation making		▪ Chapter#10 Presentation and Evaluation		▪ Chapter#10 Feedback form filling/Closing and certificate distribution

सत्र योजना

मोड्युलः सूचना तथा संचार प्रविधि

<div align="right">

सत्रः १

समय ९० मिनेट

</div>

विषयः शुभारम्भ, परिचय, उद्देश्य, अपेक्षा सङ्कलन, समूह मान्यता, प्रशिक्षण पूर्व जानकारी

साधारण उद्देश्यः यस सत्रको अन्तमा सहभागीहरू प्रशिक्षणको उद्देश्यबारे प्रष्टहुनेछन्।

निर्दिष्ट उद्देश्यः सत्रको अन्तमा सहभागीहरू

- एक आपसमा परिचित हुनेछन्।
- प्रशिक्षण अवधिमा छलफल गरिने मुख्य विषयवस्तुको वारेमा जानकारी पाउनेछन्।
- विषयवस्तु वारेमा पूर्व जानकारीको अवस्था उपलब्ध हुनेछ।

सत्रका मुख्य विषयवस्तुः

- प्रशिक्षणको शुभारम्भ
- प्रशिक्षणको उद्देश्य
- परिचय
- अपेक्षा सङ्कलन
- प्रशिक्षणका विषयवस्तु, आधारभूत नियम, जिम्मेवारी आदि
- प्रशिक्षण पूर्व जानकारी

प्रशिक्षण – सिकाई क्रियाकलाप	अवधि	प्रशिक्षण – सिकाई सामाग्री	कैफियत
क्रियाकलाप १ शुभारम्भ ▪ सहभागीहरु र अतिथिहरुको उपस्थितिसंगै राष्ट्रियगानका लागि अनुरोध गर्नुहोस् । ▪ स्वागतसहित कार्यक्रमको उद्देश्यबारे प्रकाश पार्नुहोस् । ▪ प्रमुख अतिथिबाट ब्यानर पढी कार्यक्रमको औपचारिक शुभारम्भ गर्नुहोस् । ▪ अतिथिहरुबाट कार्यक्रमको सफलताको शुभकामना मन्तव्यका लागि अनुरोध गर्नुहोस् । ▪ कार्यक्रमको अध्यक्षबाट शुभारम्भ मन्तव्यसहित सत्र विसर्जनका लागि अनुरोध गर्नुहोस् ।	२५मिनेट	मेटाकार्ड, व्यानर,	अतिथिहरू र अतिथिहरूको मन्तव्य व्यवस्थापन अवश्यकता अनुसार गर्नुहोस् ।
क्रियाकलाप २ परिचय ▪ सबै सहभागी, सहजकर्ता (प्रशिक्षक) र अन्य उपस्थित व्यक्तिहरुलाई आफ्नो नाम, ठेगाना, पद, संक्षिप्त कार्य अनुभवसहित आफ्नो परिचय दिन लगाउनुहोस् ।	१५ मिनेट		
क्रियाकलाप ३ अपेक्षा सङ्कलन ▪ सहभागीहरूलाई प्रशिक्षणबाट गरिएको अपेक्षालाई मेटाकार्डमा लेख्न लगाउनुहोस् । ▪ मेटाकार्डहरूलाई एक एक गरी पढ्दै ब्राउन पेपर वा बोर्डमा टाँस्नुहोस् । ▪ आएका अपेक्षालाई एकै किसिमका आसय भएका कार्डलाई एकै ठाँउमा राख्नुहोस् । ▪ प्रशिक्षणको विषयवस्तु र सहभागीको अपेक्षा मिलान गर्नुहोस् । ▪ सहभागीहरुबाट आएका अपेक्षाहरु के कति हदसम्म यस प्रशिक्षणले सम्बोधन गर्न सक्छ भन्ने प्रष्ट पार्नुहोस ।	१५ मिनेट	मेटाकार्ड, मार्कर, पुस पिन, ग्लु स्टीक, मास्किङ टेप, ब्राउन पेपर	यदि सहभागीबाट विषयवस्तु भन्दा भिन्न अपेक्षाकार्ड आएमा अलग राख्नुहोस् ।
क्रियाकलाप ४ विषयवस्तुको जानकारी ▪ सहभागीहरुले ल्याएका अपेक्षाहरुलाई मिलान गर्दै प्रशिक्षणमा छलफल गरिने विषयवस्तुहरु जानकारी गराउनुहोस ।	५ मिनेट	ब्राउन पेपर, मार्कर, न्यूजप्रिन्ट पेपर	

प्रशिक्षण – सिकाई क्रियाकलाप	अवधि	प्रशिक्षण – सिकाई सामाग्री	कैफियत
क्रियाकलाप ५ समुह मान्यता, जिम्मेवारी आदि ▪ प्रशिक्षण प्रभावकारीताको लागि हरेक दिनको प्रशिक्षण अवधिमा समूह मान्यतालाई सहभागीहरुसंग छलफल गरी न्यूज प्रिन्टमा लेख्‌ ‍िपालना गर्न लगाउनुहोस् । ▪ आवश्यकता परेमा विभिन्न जिम्मेवारी बाँडफाँड (रिपोटिङ, समय व्यवस्थापक, मनोरञ्जनकर्ता आदि) गराउनुहोस् ।	५ मिनेट	ब्राउन पेपर, मार्कर, न्यूजप्रिन्ट पेपर, पावरप्वाइन्ट स्लाइड	
क्रियाकलाप ६ प्रशिक्षण पूर्व जानकारी ▪ सहभागीहरुलाई प्रशिक्षण पूर्व जानकारी फाराम वितरण गर्नुहोस् । ▪ उक्त फाराम कसरी भर्ने सबैलाई स्पष्ट पार्नुहोस् । ▪ सबै सहभागीहरुबाट फाराम संकलन गरी सकेपछि यसबाट आएको नतिजालाई हामी प्रशिक्षणको अन्तमा गरिने पश्चात जानकारीको नतिजासँग तुलना गर्नेछौं भन्नुहोस ।	१० मिनेट	प्रशिक्षण पूर्व परीक्षण फाराम	
क्रियाकलाप ७ प्रशिक्षणको साधारण उद्देश्य, निर्दिष्ट उद्देश्यहरु, प्रशिक्षण विधि र प्रशिक्षण तालिका ▪ प्रशिक्षकले प्रशिक्षणको बारेमा फ्लीप चार्टमा तयार पारेको प्रशिक्षणको साधारण उद्देश्य, निर्दिष्ट उद्देश्यबारे बताउनुहोस् । ▪ प्रशिक्षणका विधिहरु जानकारी गराउनुहोस् । ▪ प्रशिक्षण तालिकाको जानकारी तथा तालिका वितरण गर्नुहोस् ।	१० मिनेट	ब्राउन पेपर, फ्लीप चार्ट, प्रशिक्षण तालिका	
क्रियाकलाप ८ सत्र संक्षेपीकरण र अग्रसम्वन्ध ▪ समग्र प्रशिक्षण सहभागितामूलक ढंगबाट अगाडि बढ्ने कुराको अवगत गराउनुहोस् । ▪ दोश्रो सत्र सम्वन्धी जानकारी गराउनुहोस् ।	५ मिनेट		

Session Plan

Session Topic: Invention of Computer (historical development)

General Objective: Brief overview on historical development of Computer

Specified Objectives:

At the end of this session participants will be able to,

- Know the fundamentals of Computer System.

- Brief review of computer history.

- Know how generations of computers are evolving.

- Discuss applications of computers.

Contents of the session

- Overview

- Introduction to Computers

- Characteristics of Computers

- History/Evolution

- Generation Of Computers

- Application of Computers

- Discussion

Teaching Learning Activities	Duration (in Minutes)	Teaching-Learning Material	Remarks
Activity 1: Prior introduction and briefing about objectives of this training • Program Opening Speech along with objectives of this training in this digital era.	10	Oral Presentation	prior preparation by facilitator.
Activity 2: Drawing attention of participants • Personal and professional introduction of participants and also mention the use of computer in their day to day activities.	10	Oral Presentation	Class discussion
Activity 3: Introduction to computer, I/O, hardware, software, characteristics, history and generations.	30	Powerpoint multimedia	Referred to PPT slides
Activity 4: Evolution of computers	10	Video Presentation	Referred to provided video material
Activity 5: History/generations with pictures and Von-Neumann architecture	20	Powerpoint multimedia	Referred to PPT slides
Activity 6: Class Discussion on Applications of computer	20	Class discussion	Referred to PPT slides
Activity 7: feedback/evaluation	10	Questionnaire/feed back	Referred to questionnaire
Session Summary Wrapping up the session and providing information aout the next session which is "MS Office based on the routine.	10		

Session Plan

Session: Introduction to Project Management Information System (PMIS)

General Objective: Brief overview on PMIS

Specified Objectives:

At the end of this session participants will be able to,

- Know about Project and Project Management.

- Know and explore about use of Project Management Information System, its elements and advantages.

Contents of the session

- Overview of project & project management

- Example of Projects

- Introduction to PMIS

- Differentiation between data, information and Knowledge

- PMIS Information sourcesApplication of Computers

- Key Functions of PMIS

- Elements of PMIS

- Benefits of PMIS

- Limitations of PMIS

- Discussion

Teaching Learning Activities	Duration (in Minutes)	Teaching-Learning Material	Remarks
Activity 1: Introduction and briefing about objectives of this Session • Objectives of PMIS session	10	Oral Presentation	prior preparation by facilitator.
Activity 2: Drawing attention of participants • Ask the participants if they have any information about the subject	10	Oral Presentation	Class discussion
Activity 3: Introduction to Project, examples of project and Project management	20	Powerpoint multimedia	Referred to PPT slides
Activity 4: Data, Information, Knowledge, PMIS information sources and PMIS objectives	20	Powerpoint multimedia	Referred to provided video material
Activity 5: Functions, Benefits, elements of PMIS	20	Powerpoint multimedia	Referred to PPT slides
Activity 6: Limitations, Discussion on possible use of PMIS in participany's office for managing projects.	20	Class discussion	Referred to PPT slides/ Classroom discussion
Activity 7: feedback/evaluation	10	Questionnaire/feed back	Referred to questionnaire
Session Summary Wrapping up the session and providing information aout the next session which is "MS Office Excel" Based on the routine.	10		

Session Plan

Session: Traditional and Unicode typing

General Objective: Brief overview and practical of **Traditional** and Unicode typing

Specified Objectives:

At the end of this session participants will be able to,

- Understand How characters are stored in computer.

- Know encoding standards.

- Know about Unicode and its advantages.

- Install and type in Unicode traditional or romanized.

Contents of the session

- Knowing Characters

- Encoding techniques

- ASCII

- Limitations of ASCII

- UNICODE

- Advantages of Unicode

- Traditional Nepali Typing methods and their drawback.

- Nepali Typing Using UNICODE(Traditional/Romanized) Layouts.

- Online Nepali typing.

- Browsing using Nepali Unicode.

- Create high quality document using Nepali Unicode.

Teaching Learning Activities	Duration (in Minutes)	Teaching-Learning Material	Remarks
Activity 1: Introduction to characters and ASCII	20	Oral Presentation/PPT	Referred to PPT slides
Activity 2: Knowing Unicode and its advantages	20	Powerpoint multimedia	Referred to PPT slides
Activity 3: Downloading and installing Unicode Romanized and traditional.	20	Practical session	Live class practical under supervision of facilitator
Activity 4: Working with text (Participants now are encouraged to type and practice sufficiently using Unicode Romanized/Traditional layouts.)	90	Powerpoint multimedia/ Classwork	Class Practical
Activity 5: Hints, Online browsing and typing practice. (Hints on special characters typing and grammatical punctuation options as well as type and browse using Nepali key words in internet.)	20	Powerpoint multimedia	Referred to PPT slides
Session Summary Wrapping up the session and providing information aout the next session which is "Surfing the internet, content search, & email" Based on the routine.	10		

Session Plan

Session: Microsoft Word

General Objective: Brief overview and practical of Microsoft Word

Specified Objectives:

At the end of this session participants will be able to,

- Knowing Characters

- work with the basic features of Word

- create a new document

- work with a document

- display documents using various views

- select and work with text in a document

- use a range of font formatting techniques

- format paragraphs

- work effectively with features that affect the page layout of your document

- create and modify tabs and tables

- insert and work with clip art and pictures

- use the Mail Merge Wizard to perform mail merges

- print a document

- find the information you need in Help

- Create high quality document designs and layouts

Contents of the session

- Word Processing

- Getting Started with MS word

- Understanding the start screen

- Word Screen

- Navigation pane of a fully formatted Document

- Shortcuts Menus

- Dialog Box

- Status Bar

- Lab : Create a document following the instructor

- Checking Grammar and Spellings

- Printing Document

Teaching Learning Activities	Duration (in Minutes)	Teaching-Learning Material	Remarks
Activity 1: Introduction to Word processing	5	Oral Presentation/PPT	Referred to PPT slides
Activity 2: Getting started with Word	30	Powerpoint multimedia	Referred to PPT slides
Activity 3: First Document & Working with document	15	Lab work	Live class practical under supervision of facilitator
Activity 4: Working with text & Text appearance	25	Powerpoint multimedia/ Classwork	``
Activity 5: Working with paragraph	20	Lab work	``
Activity 6: Working with pages.	20	Lab work	``
Activity 7: Working with tables and pictures	45	Lab work	``
Activity 8: Performing Mail merge	30	Lab work	``
Activity 9: Printing document and getting help	10	Lab work	``
Activity 10: Preparing a document using above concepts	40	Lab work	``
Session Summary Wrapping up the session and providing information aout the next session which is "Introduction to Project Management Information System" Based on the routine.			

Session Plan

Session: Microsoft Excel

General Objective: Brief overview and practical lessonof Microsoft Excel

Specified Objectives:

At the end of this session participants will be able to,

- Applying mathematical functions in a large stream of data is easier.

- Large application in major fields like data entry, accounting, financial analysis, programming, financial management, almost in anything that needs to be managed.

- Visualizing data in larger data set (in form of graphs, bar-diagrams and pie-charts.)

Contents of the session

- Work with the basic features of Excel.

- Create a new Spreadsheet.

- Work with a Spreadsheet.

- Display Spreadsheet using various views.

- Select and work with sheets in a Spreadsheet.

- Use a range of font formatting techniques.

- Format sheets.

- Work effectively with features that affect the layout of your Spreadsheet.

- Create and modify the tables.

- Insert and calculate the required operations.

- Print a document.

- Find the information you need in Help.

Teaching Learning Activities	Duration (in Minutes)	Teaching-Learning Material	Remarks
Activity 1: Introduction to Excel Spreadsheet	20	Oral Presentation/PPT	Referred to PPT slides
Activity 2: Getting started with Excel	40	Powerpoint multimedia	Referred to PPT slides and handout
Activity 3: First Document inserting data	15	Lab work	PPT/Live class practical under supervision of facilitator
Activity 4: Working with formulas	15	Powerpoint multimedia/ Classwork	``
Activity 5: Preparing a document using given detail	30	Lab work	``
Activity 6: Freezing panes, views, sorting , filtering & printing etc.	30	Lab work	``
Activity 7: Practice session for the lab work provided along with materials	90	Lab work	``
Session Summary Wrapping up the session and providing information aout the next session which is "Traditional and Unicode typing" Based on the Routine.			

Session Plan

Session: Microsoft Power Point

General Objective: Brief overview and practical lesson of Microsoft Power Point

Specified Objectives:

At the end of this session participants will be able to,

- Understand and use basic skills for Microsoft PowerPoint.

- Understand general interface of PowerPoint,

- Use various PowerPoint samples

- & complete their own PowerPoint presentation.

Contents of the session

- Introduction to Powerpoint
- Opening powerpoint
- Views
- Applying Layouts
- Applying Themes
- Formatting Background
- Lists
- Adding contents: picture, chart, table etc.
- Image , Table , Chart
- Transition and Animations

Teaching Learning Activities	Duration (in Minutes)	Teaching-Learning Material	Remarks
Activity 1: Introduction to Powerpoint	10	Oral Presentation/PPT	Referred to PPT slides
Activity 2: Creating new Power Point (PPT) file and knowing ribbon and thumbnails.	20	Powerpoint multimedia	Referred to PPT slides and handout
Activity 3: Display file using views,knowing layouts and design	30	Lab work	PPT/Live class practical under supervision of facilitator
Activity 4: using a range of font formatting techniques & use of text formatting, bullets, lists.	30	Powerpoint multimedia/ Classwork	``
Activity 5: changing and choosing suitable themes. & Adding contents: picture , online picture, chart, tables.	30	Lab work	``
Activity 6: Transition, Animation and Slideshow	30	Lab work	``
Activity 7: Saving, Opening, Editing and Printing slides	30	Lab work	``
Activity 8: Class work and evaluation	30	Lab work	Referred to handout and lab work
Session Summary Wrapping up the session and providing information aout the next session which is "Enterprise management system (office workflow management)". Based on the routine.			

Session Plan

Session: Surfing the internet, content search, & email

General Objective: Brief overview and practical lesson of internet, email & content search.

Specified Objectives:

At the end of this session participants will be able to,

- Learn about the Internet

- Work with different Browsers

- Navigate through Webpages

- Know about hyperlinks and URL

- Learn about Search Engine

- Search contents in Internet

- Grasp concepts of Email

- Create Email

- Compose and send Email

- Attach a file in Email

Contents of the session

- Introduction to the internet

- Getting started with browsers

- Understanding the start Screen

- Navigating through links

- Lab works - browsers

- Content search

- Lab works - content search

- Understanding and using emails

- Introduction to webmail providers

- Setting up your email

- Inbox, Message Pane & Compose Pane

- Attaching a file

- Lab works

Teaching Learning Activities	Duration (in Minutes)	Teaching-Learning Material	Remarks
Activity 1: Introduction to the Internet	10	Oral Presentation/PPT	Referred to PPT slides and Handout
Activity 2: Internet Surfing Stepwise with Demonostration	20	Powerpoint multimedia/Live	Referred to PPT slides and handout
Activity 3: Lab Works: Start, Using browser and navigate between pages.	30	Lab work	PPT/Live class practical under supervision of facilitator
Activity 4: Knowing and doing content search (eg. Search for the products to want to purchase, Search for the recent news on the browser etc.)	20	Powerpoint multimedia/ Classwork	``
Activity 5: Email, Webmail Providers and Setting up email.	40	Lab work	``
Activity 6: Checking Inbox, Label, message pane, attaching & composing.	30	Lab work	``
Activity 7: Class work and evaluation: signing up and getting contact and composing to facilitator.	30	Lab work	Referred to handout and lab work
Session Summary Wrapping up the session and providing information aout the next session which is "Presentation and document writing skill development" Based on the routine.			

Session Plan

Session: e-Administration

General Objective: Gettini familiraty with smart E- Administration, Accounting and Procurement

Specified Objectives:

At the end of this session participants will be able to understand and know about ,

- Smart administration

- Local e-Administration challenges and issues

- Smart Accounting

- E-Procurement Process, rules, and regulations

Contents of the session

- E-Administration
- E-Governmence/e-Government
- Smart Leading
- Smart Negotiations
- Smart Collaboration
- Smart Communication
- Smart Officer/Employee
- E-Administration example.
- Content Management
- Backup and security
- ETDS
- Electronic Government Procurement (e-GP) in Nepal

- Importance of Public Procurement in Nepal

- Issues of Public Procurement in Nepal

- Streamlining of Public Procurement in Nepal

- Legal Provisions for Electronic Procu rement

- Stakeholders of National e-GP System

- Benefits of National e-GP System

- Functional Coverage of National e-GP Sy system

- Features of N tion al e-GP System

- Overv iew of Registration (Public Entity Procurement Unit)

- Document Preparation

- Contract Management

- Practical Session

Teaching Learning Activities	Duration (in hour)	Teaching-Learning Material	Remarks
Activity 1: (E-Administration(Smart Administration)	4	Powerpoint multimedia/ *Interactive Lab Session*	Referred to PPT slides and Handout
Activity 2: Importance Smart Accounting/Auditing system	4	Powerpoint multimedia/ *Interactive Lab Session*	Referred to PPT slides and Handout
Activity 3: E-Procurement Process, rules, and regulations	4	Powerpoint multimedia/ *Interactive Lab Session*	Referred to PPT slides and Handout
Session Summary Wrapping up the session and providing information aout the final session which is "Presentation and Evaluation". (*Please distribute the group division and Assignment printed paper of Session 10*)			

Session Plan

Session: Presentation & Document Writing Skills

General Objective: In depth lesson for Presentation & Document Writing Skills

Specified Objectives:

At the end of this session participants will be able to do,

- Planing

- Preparing

- Practice

- & Presenting quality documents along with efficient communication skill.

- Keeping Quality Records.

Contents of the session

- Introduction to good Presentation
- 4 P's for effective presentation.
- Characteristics of good document
- Correction of documents.

Teaching Learning Activities	Duration (in Minutes)	Teaching-Learning Material	Remarks
Activity 1: Introduction to presentation and good writing.	10	Oral Presentation/PPT	Referred to PPT slides and Handout
Activity 2: Importance and challenges of public speaking	10	Powerpoint multimedia	Referred to PPT slides and handout
Activity 3: Planning and Peparing	20	Powerpoint multimedia	Referred to handout
Activity 4: Practicing and presenting	20	Powerpoint multimedia	Referred to handout
Activity 5: Dealing with Anxiety and stage fright: Live encouragement to participants.	30	PPT/Practice	Interaction and motivating to speak
Activity 6: Preparing quality documents and correction procedure.	20	Powerpoint multimedia	Referred to slides
Activity 7: feedback/evaluation	10	Questionnaire/feed back	Referred to questionnaire
Session Summary Wrapping up the session and providing information aout the final session which is "MS Power point" Based on the routine. (***Please distribute the group division and Assignment printed paper of Session 10)***			

Session Plan

Session: Lab works/Assignment, Presentation, Evaluation & Closing

General Objective: Presentation of participants, Evaluation and closing

Specified Objectives:

At the end of this session participants will be able to,

- Team collaboration and presentation making

- Doing Presentaions

- Public speaking practice

- Providing feedback

- & Collecting Certificates

Contents of the session

- Team collaboration and presentation making

- Presentation and Evaluation

- Feedback form filling (on google form):

- Cosing and certificate distribution

Teaching Learning Activities	Duration (in Minutes)	Teaching-Learning Material	Remarks
Activity 1: Team collaboration and presentation making (on the basis of the team members and topics assigned participants are allowed to make discussion and make presentation on powerpoint)	120	Team Interaction/Collaboration and practice	under supervision of facilitator
Activity 2: Presentation and Evaluation (Nearly 10 minutes for presentation and about 6 minutes for feedback by the evaluators and other participants)	120	Powerpoint multimedia	Evaluation by Evaluators
Activity 3: **Feedback form filling (on google form)** At the end of the training session it is required to collect feedback from participants in the google form. The questionnaire is attached herewith in excel sheet. Please mention name of respective trainer on google form and do it for all 8 topics.	30	Lab work	Collected via google form and making summary
Activity 4: Closing and certificate distribution	90	Closing ceremony	
Activity 5: Distribution of the teaching/learning materials to participants via google drive.			

सत्र योजना

मोडुलः सूचना तथा संचार प्रविधि

सत्रः

समय ९० मिनेट

विषयः कार्य योजना, प्रशिक्षण मूल्याङ्कन तथा समापन

साधारण उद्देश्यः यस सत्रको अन्तमा सहभागीहरुले सिकेका कुरालाई आफ्नो कार्यक्षेत्रमा कसरी कार्यान्वयन गर्ने बारे कार्ययोजना तयार भएको हुनेछ ।

निर्दिष्ट उद्देश्यः सत्रको अन्तमा सहभागीहरुले

- सिकाई कार्यान्वयन गर्ने बारे कार्ययोजना तय गर्न सक्नेछन् ।
- समग्र प्रशिक्षणको सिकाई उपलव्धी मूल्याकङ्न गर्न सक्नेछन् ।
- प्रशिक्षण कार्यक्रमको औपचारिक रुपमा समापन हुनेछ ।

सत्रका मुख्य विषयवस्तुः

- कार्य योजना तयार
- प्रशिक्षण अपेक्षा पुनरावलोकन
- प्रशिक्षणको संक्षेपीकरण
- प्रशिक्षण पश्चात जानकारी
- प्रशिक्षण मूल्याङ्कन
- प्रशिक्षण समापन

प्रशिक्षण – सिकाई क्रियाकलाप	अवधि	प्रशिक्षण – सिकाई सामाग्री	कैफियत
क्रियाकलाप १ सहभागीहरुको ध्यानाकर्षण • सहभागीहरु सवैलाई उठ्न लगाउनुहोस् । • सवैलाई ताली वजाउन लगाउनुहोस् र ध्यानाकर्षण गर्नुहोस् ।	५मिनेट		
क्रियाकलाप २ सत्रको नाम, उद्देश्य र विषयवस्तु • सत्रको नाम, उद्देश्य, विषयवस्तु र समय अवधि वताउनुहोस् ।	५मिनेट	स्लाइड प्रस्तुति	पावर प्वाइन्ट स्लाइड

प्रशिक्षण – सिकाई क्रियाकलाप	अवधि	प्रशिक्षण – सिकाई सामाग्री	कैफियत
क्रियाकलाप ३ विषयवस्तु सम्बन्धी सहभागीहरुको बुझाई • सहभागीहरुलाई तपाईहरुले कार्य योजना तयार गर्नुभएको छ कि छैन भनी सोध्नुहोस् । • कार्य योजनामा के के राख्नुपर्छ भनी सोध्नुहोस् । • सहभागीहरुबाट आएका कुराहरुलाई मिलान गर्दै विषयवस्तु अगाडि बढाउनुहोस् ।	५मिनेट	प्रश्न उत्तर	
क्रियाकलाप ४ कार्ययोजना तयारी • सहभागीबाट आएको बुँदालाई समेट्दै अब हामी कार्य योजना बनाउंछौ भनी कार्य योजनाको फाराम प्रस्तुत गर्नुहोस् । • प्रत्येक सहभागीले आ आफ्नो कार्ययोजना तयार गर्न लगाउने । • कार्य योजना बनाउंदा कम्तिमा ६ महिनाको लागि गर्न सकिने योजना बनाउनुहोस भनी भन्नुहोस् । • यस कार्य योजनाको अनुगमन हुने छ भनी बताउनुहोस् ।	१५मिनेट	समूह छलफल	न्यूज प्रिन्ट, मार्कर, मास्किङ टेप, कार्ययोजना फाराम (अभ्यास पत्र)
क्रियाकलाप ५ कार्ययोजना प्रस्तुतिकरण • कार्ययोजना प्रस्तुत गर्न लगाउनुहोस् । • प्रस्तुतिकरणमा केही थपघट गर्नु पर्ने भए गर्न लगाउनुहोस् । • यो योजना लेख्न मात्र नभै कार्यान्वयन गर्नुपर्छ भनी बताउनुहोस् ।	१५मिनेट	लघु प्रवचन	
क्रियाकला ६ सत्र संक्षेपीकरण • सहभागीहरुको केही जिज्ञासाहरु भए समेट्दै यस सत्रमा गरिएका कार्यहरुलाई समेट्दै संक्षेपीकरण गर्नुहोस् ।	५मिनेट	लघु प्रवचन	

क्रियाकलाप ७ सत्र मूल्यांकन
• यस सत्रमा राखिएका निर्दिष्ट उद्देश्यहरु हासिल भए कि भएनन् भनेर थाहा पाउनको लागि सहभागीहरुलाई
• निम्न प्रश्नहरु गर्नुहोस् ।
  ▪ कार्ययोजना भनेको के हो
  ▪ कार्ययोजनामा के के विषयहरु हुन्छन्
  ▪ अहिले तयार गरिएको कार्ययोजनामा के के क्रियाकलापहरु राखियो
	५मिनेट	लघु प्रवचन	

प्रशिक्षण – सिकाई क्रियाकलाप	अवधि	प्रशिक्षण – सिकाई सामाग्री	कैफियत
क्रियाकलाप ८ प्रक्षिणको पश्चात जानकारी र मूल्याङ्कन ▪ सहभागीहरुलाई प्रशिक्षण पश्चात्को फाराम वितरण गरी भर्न अनुरोध गर्नुहोस् । ▪ सहभागीहरुलाई प्रशिक्षणको मूल्याङ्कनको लागि तयार गरिएको प्रशिक्षण मुल्याङ्कन फाराम वितरण गरी भर्न लगाउनुहोस् । ▪ सहभागीहरुलाई आवश्यकता परेमा फारामहरु भर्न सहजीकरण गर्नुहोस् । **प्रक्षिणको संक्षेपीकरण र अग्रसम्वन्ध** ▪ प्रशिक्षकले प्रशिक्षण अवधिभर छलफल भएका विषयवस्तुहरुलाई संक्षिप्त रुपमा स्मरण गराउनुहोस् । ▪ सहभागीहरुबाट आएको अपेक्षाहरुको पुनरावलोकन गर्दै प्रशिक्षणमा समेटिएका र नसमेटिएका विषयवस्तुहरुको जानकारी गराउनुहोस् । ▪ सहभागीहरुलाई सक्रिय सहभागिताको लागि धन्यवाद दिदै प्राविधिक सत्रहरु समास भएको भन्दै अब यस पछि समापन कार्यक्रम हुनेछ भनी सत्र अन्त्य गर्नुहोस्।	१५मिनेट		फारामहरु

प्रस्तुति सामग्री (पावरप्वाइन्ट स्लाइड)

सूचना तथा संचार प्रविधि प्रशिक्षण

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प्रशिक्षण शुभारम्भ

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प्रशिक्षण औपचारिकता

- परिचय
- नामः
- ठेगानाः
- पदः
- कार्य अनुभवः

साधारण उद्देश्य

- To enable the participants at the local level by increasing their knowledge and skills about various IT tools and techniques

निर्दिष्ट उद्देश्यहरु

At the end of this training, participants will be able to learn and implement skill/Knowledge about:

- Invention of Computer (historical development)
- Introduction to Project Management Information System
- Traditional and Unicode typing
- MS Office Word
- MS Office Excel
- MS Power Point
- Surfing the internet, content search, & email
- Smart / e-Administration, Smart Accounting/Auditing system, E-Procurement Process, rules, and regulations
- Presentation and document writing skill development / Public Speaking

अपेक्षा संकलन

प्रशिक्षणका विषयवस्तु

- Invention of Computer (historical development)
- Introduction to Project Management Information System
- Traditional and Unicode typing
- MS Office Word
- MS Office Excel
- MS Power Point

प्रशिक्षणका विषयवस्तु

- Surfing the internet, content search, & email
- Smart / e-Administration, Smart Accounting/Auditing system, E-Procurement Process, rules, and regulations
- Presentation and document writing skill development / Public Speaking

प्रशिक्षण विधि

- मस्तिस्क मन्थन, समुह अभ्यास, लघुप्रवचन, प्रश्नोत्तर आदि । हरेक दिनको अन्तमा दिनभर छलफल भएका विषयवस्तुको संक्षेपीकरण गर्ने ।
- दोस्रो दिन पहिलो दिन संचालन भएका गतिविधिको पुनरावलोकनबाट सत्र शुरुवात गर्ने ।
- व्यवहारिक अभ्यासको लागि आवश्यक फाराम अभ्यास सिटहरु तयार गर्ने ।

समय तालिका

०७३० – ०८३०	१ घण्टा	चिया र नास्ता
०८३० – ०९००	३० मि	अधिल्लो दिनको पुनरावलोकन
०९०० – ११००	२ घण्टा	पहिलो सत्र
११०० – १२००	१ घण्टा	दिवा भोजन विश्राम
१२०० – १४००	२ घण्टा	दोश्रो सत्र
१४०० – १४३०	३० मि	चिया विश्राम
१४३० – १६३०	२ घण्टा	तेश्रो सत्र

समूह मान्यता

- समय तालिकाको पालना ....
- मोबाईल साईलेन्ट मोडमा ....
- ....
-

पूर्व जानकारी

धन्यवाद

13

Invention of Computer

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MoFAGA

Invention of Computer

Historical development

Objectives

► To know fundamentals of Computer System.

► Brief review of computer history.

► To know how generations of computers are evolving.

► To discuss applications of computers.

CONTENTS

• Overview

• Introduction to Computers

 – Characteristics of Computers

 – History/Evolution

 – Generation Of Computers

Introduction To Computers

- Definition:
  - Its an electronic Device that is used for information Processing.
  - Computer.. Latin word.. compute
  - Calculation Machine

- A computer system includes a computer, peripheral devices, and software

Introduction To Computers

- Accepts input, processes data, stores data, and produces output
- *Input* refers to whatever is sent to a Computer system
- *Data* refers to the symbols that represent facts, objects, and ideas
- *Processing* is the way that a computer manipulates data
- A computer processes data in a device called the *central processing unit* (CPU)

Introduction To Computers

- *Memory* is an area of a computer that holds data that is waiting to be processed, stored, or output
- *Storage* is the area where data can be left on a permanent basis
- Computer *output* is the result produced by the computer
- An output device displays, prints or transmits the results of processing.

Introduction To Computers

A computer accepts input from an input device, such as a keyboard, mouse, scanner, or digital camera.

Data is processed in the CPU according to instructions that have been loaded into the computer's memory.

Computers produce output on devices such as screens and printers.

A computer uses disks, CDs, and DVDs to permanently store data.
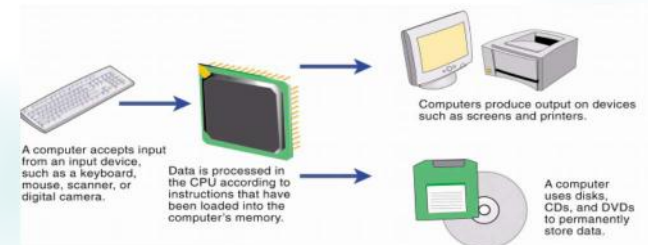
Introduction To Computers

Computer
  Performs computations and makes logical decisions
  Millions / billions times faster than human beings
Computer programs
  Sets of instructions for which computer processes data
Hardware
  Physical devices of computer system
Software
  Programs that run on computers
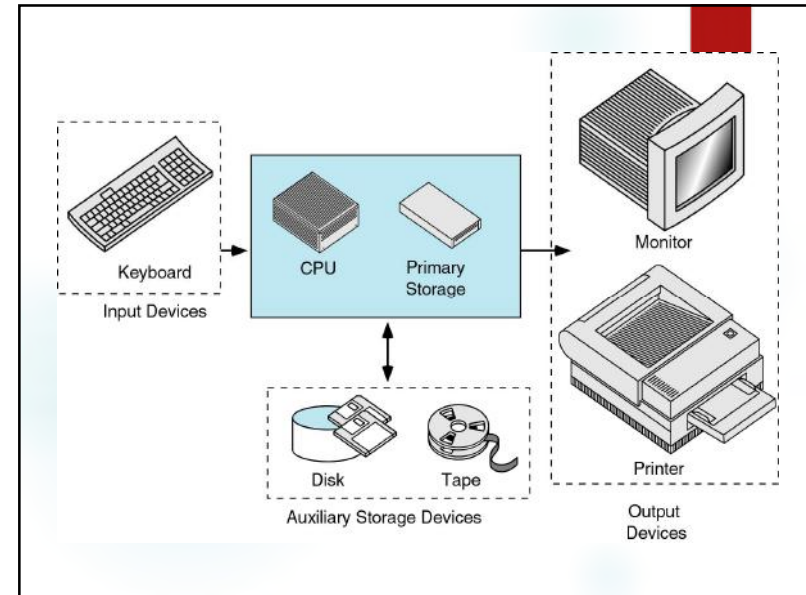
Introduction To Computers

- Capabilities of Computers
  - Huge Data Storage
  - Input and Output
  - Processing

Introduction To Computers

- Characteristics of Computers
  - High Processing Speed
  - Accuracy
  - Reliability
  - Versatility
  - Diligence

Introduction To Computers

History Of Computers

• Before the 1500s, in Europe, calculations were made with an **abacus**

  Invented around 500BC, available in many cultures (China, Mesopotamia, Japan, Greece, Rome, etc.)

• In 1642, **Blaise Pascal** (French mathematician, physicist, philosopher) invented a mechanical calculator called the **Pascaline**

• In 1671, **Gottfried von Leibniz** (German mathematician, philosopher) extended the Pascaline to do multiplications, divisions, square roots: the **Stepped Reckoner**

None of these machines had memory, and they required human intervention at each step

---

• In 1822 **Charles Babbage** (English mathematician, philosopher), sometimes called the "father of computing" built the **Difference Engine**

• Machine designed to automate the computation (tabulation) of polynomial functions (which are known to be good approximations of many useful functions)
  – Based on the "method of finite difference"
  – Implements some storage

• In 1833 Babbage designed the **Analytical Engine**, but he died before he could build it
  – It was built after his death, powered by steam
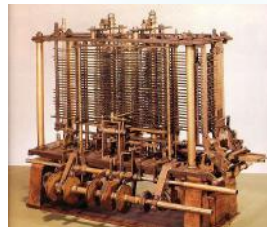
Introduction To Computers

Generations of Computers

Introduction To Computers

- Generation of Computers
  - First Generation (1946-59)
  - Second Generation(1957-64)
  - Third Generation(1965-70)
  - Fourth Generation(1970-90)
  - Fifth Generation(1990 till date)

Introduction To Computers

Generation 0: Mechanical Calculators

Generation 1: Vacuum Tube Computers

Generation 2: Transistor Computers

Generation 3: Integrated Circuits

Generation 4: Microprocessors

Introduction To Computers

	First Generation	Second Gen.	Third Gen.	Fourth Gen.
Technology	Vacuum Tubes	Transistors	Integrated Circuits (multiple transistors)	Microchips (millions of transistors)
Size	Filled Whole Buildings	Filled half a room	Smaller	Tiny - Palm Pilot is as powerful as old building sized computer

Introduction To Computers

Some Pictures…..

Generation 1 : ENIAC

The ENIAC (Electronic Numerical Integrator and Computer) was unveiled in 1946: the first all-electronic, general-purpose digital computer

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The use of binary
In the 30s Claude Shannon (the father of "information theory") had proposed that the use of binary arithmetic and boolean logic should be used with electronic circuits

The Von-Neumann architecture
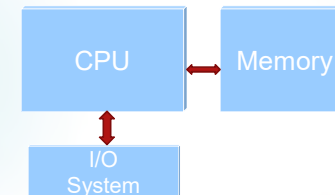
Generation 2: IBM7094

Generation 3: Integrated Circuits

Seymour Cray created the Cray Research Corporation
Cray-1: $8.8 million, 160 million instructions per seconds and 8 Mbytes of memory

Generation 4: VLSI

Improvements to IC technology made it possible to integrate more and more transistors in a single chip

SSI (Small Scale Integration): 10-100

MSI (Medium Scale Integration): 100-1,000

LSI (Large Scale Integration): 1,000-10,000

VLSI (Very Large Scale Integration): >10,000

Microprocessors

Generation 5?

The term "Generation 5" is used sometimes to refer to all more or less "sci fi" future developments

Voice recognition

Artificial intelligence

Quantum computing

Bio computing

Nano technology

Learning

Natural languages

- **Source of Knowledge:**
  The Mother of Information…
  "*The Internet*"
- **The World Wide Web**

So,

- Let's discuss what are applications of computers in our daily and official lives?

Applications of computer
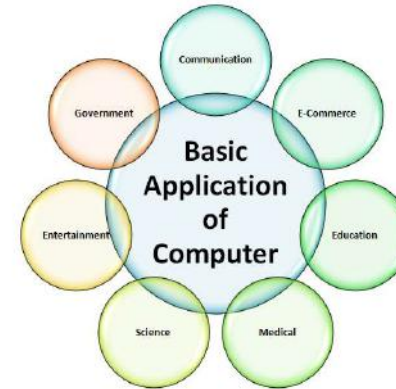
Applications of computer

Home

Computers are used at homes for several purposes like online bill payment, watching movies or shows at home, home tutoring, social media access, playing games, internet access, etc.

Medical Field

Computers are used in hospitals to maintain a database of patients' history, diagnosis, X-rays, live monitoring of patients, etc.

Applications of computer

Entertainment

Computers help to watch movies online, play games online; act as a virtual entertainer in playing games, listening to music, etc.

Industry

Computers are used to perform several tasks in industries like managing inventory, designing purpose, creating virtual sample products, interior designing, video conferencing, etc.

Applications of computer

Education

Computers are used in education sector through online classes, online examinations, referring e-books, online tutoring, etc. They help in increased use of audio-visual aids in the education field.

Government

In government sectors, computers are used in data processing, maintaining a database of citizens and supporting a paperless environment.

Applications of computer

Banking

In the banking sector, computers are used to store details of customers and conduct transactions, such as withdrawal and deposit of money through ATMs. Banks have reduced manual errors and expenses to a great extent through extensive use of computers.

Business

Nowadays, computers are totally integrated into business. The main objective of business is transaction processing, which involves transactions with suppliers, employees or customers. People can analyze investments, sales, expenses, markets and other aspects of business using computers.

Applications of computer

Training

Many organizations use computer-based training to train their employees, to save money and improve performance. Video conferencing through computers allows saving of time and travelling costs by being able to connect people in various locations.

Science and Engineering

omputers with high performance are used to stimulate dynamic process in Science and Engineering. Supercomputers have numerous applications in area of Research and Development (R&D).

And So on.............

धन्यवाद

Slide 1:

स्थानीय विकास प्रशिक्षण प्रतिष्ठान
(स्थानीय विकास प्रशिक्षण प्रतिष्ठान ऐन, २०४९ द्वारा स्थापित)

"An Autonomous, Professional, Client Centered, Gender Responsive National Institute of Excellence in the area of Local-Self Governance."

Local Development Training Academy
(Established by Local Development Training Academy Act, 2049)

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नेपाल सरकार
सङ्घीय मामिला तथा सामान्य प्रशासन मन्त्रालय

Introduction to PMIS
(Project Management Information System)

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>>> Learning-Researching-Networking

MoFAGA

Slide 2:

Introduction to PMIS
(Project Management Information System)

Slide 3:

Objectives

To know about

- Project and Project Management.
- Project Management Information System its elements and advantages.

Slide 4:

What is Project?

A project can be considered to be any series of activities and tasks that:

- Have a specific objective, with a focus on the creation of business value, to be completed within certain specifications.

- Have defined start and end dates

- Have funding limits (if applicable)

- Consume human and nonhuman resources (i.e., money, people, equipment)

- Are multifunctional (i.e., cut across several functional lines)

Project and Project Management

Project may range from small infrastructure project to more complex multipart project.

Project are the major tool for implementing and achieving the strategic goals of organizations.

Project management is recognized as a strategic competency necessary for the survival of the firm.

Example of projects

- Constructing a building or facility.
- Developing a new product or service.
- Organizing a meeting.
- Software development.
- Research.
- Implementing a new business process. Etc.

So,

mention some projects that your organization has conducted, conducting or likely to conduct in future?

Project Management Information System(PMIS)

- A project management information system is the logical organization of the information required for an organization to execute projects successfully.

- A PMIS is typically one or more software applications and a methodical process for collecting and using project information.

- PMIS is not just one IT system; it's an entire system/approach including tools and processes!

Data, Information, and Knowledge

- **Data**: Data are raw facts. It is a discrete set of unorganized, scattered statements about reality. Represented in the form of numbers, letters or words.
- **Information:** Information is defined as data with context. Information organizes data, with a meaning and relevance.
- **Knowledge:** Knowledge is information in action, or the ability to understand the relevance of information and how to use it to advantage. The use of information leads to experience and new knowledge

Data, Information, and Knowledge
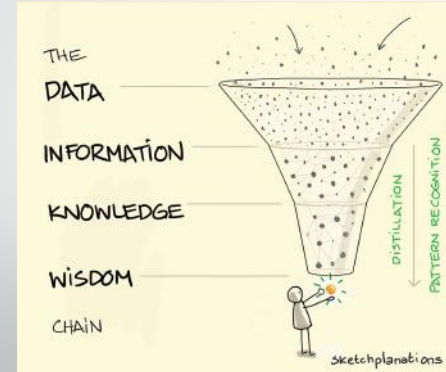
Your PMIS could include

- Scheduling software tools.
- Work authorization system.
- Configuration management system (change management).
- Document management system.
- Information collection and distribution system.
- Interfaces to other online automated system such as corporate knowledge based repositories.
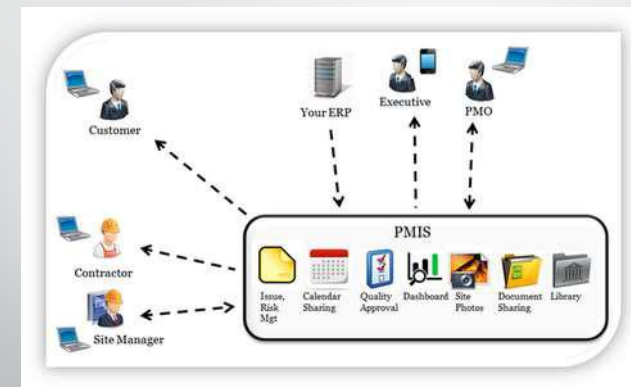
PMIS Information sources

- Internal Sources:

Updated baseline plans, formal and informal reports by project teams ,
information from quality management, HRD management, communication
management etc.

External Sources:

Government policy, Research publications, Commercial journals, industry
magazines, academic journals, websites etc.

Objectives of PMIS

- To compare the baseline with the actual completion of activity.
- To manage materials.
- To collect financial data.
- To keep record for recording purposes. Etc.

6 Key PMIS Functions

1. Planning & Scheduling
2. Budget & Estimating
3. Resource & Procurement Management
4. Cost Mgmt & Project Performance
5. Project Progress Reporting
6. Data & System Integration

- During the planning process, project managers use PMIS
for budget framework such as estimating costs.
- The Project Management Information System is also used to create a specific schedule and define the scope baseline.
- At the execution of the project management goals, the project management team collects information into one database.
- The PMIS is used to compare the baseline with the actual accomplishment of each activity, manage materials, collect financial data, and keep a record for reporting purposes.
- During the close of the project, the Project Management Information System is used to review the goals to check if the tasks were accomplished. Then, it is used to create a final report of the project close.
To conclude, the project management information system (PMIS) is used to plan schedules, budget and execute work to be accomplished in project management.

Thus,

- PMIS is used by upper and lower management to communicate with each other.
- PMIS helps in planning, executing and closing project management goals.
- During the planning process, project managers used PMIS for budget framework such as estimating costs,
- PMIS provides managers with decision-making support needed in planning, organizing, and controlling projects.

Elements of PMIS

The Project Management Information System consists of input-transformation-outputs-feedback.
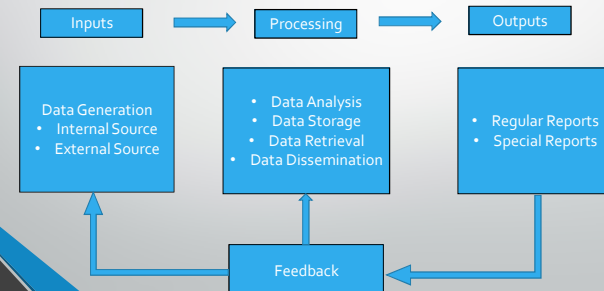
Benefits of PMIS

- Speed
- Capacity
- Reduced Human Resources
- Economy
- Accuracy
- Optimum Decisions and so on

Limitations of PMIS

- Possible high cost of infrastructure(hardware, software, networking) and user training.
- Not suitable for many (specially smaller) projects.
- Resistance to use by some persons.
- Possible technical issues etc.

Traditional & Unicode typing

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OBJECTIVES:

At the end of this session you will be able to

➤ Understand How characters are stored in computer.
➤ Know encoding standards.
➤ Know about Unicode and its advantages.
➤ Install and type in Unicode traditional or romanized.
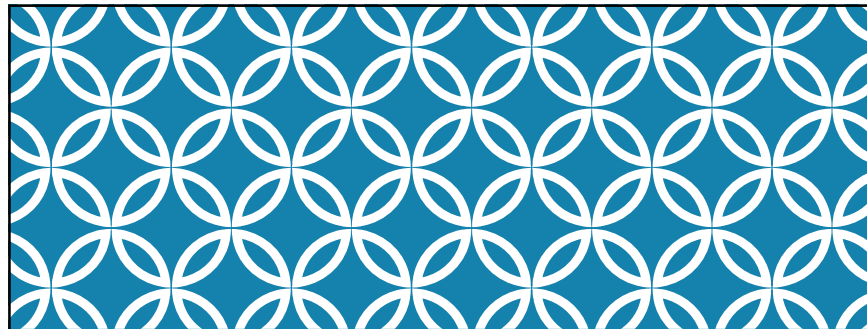
TRADITIONAL & UNICODE TYPING

CHARACTERS

A **character** is any letter, number, space, punctuation mark, or symbol that can be typed on a **computer**.

Example : a, A ,$,#, - ,) ,, 9,+ etc

All data in a computer is represented using **1s and 0s**, so numeric binary codes are used to represent characters such as the ones that appear on a keyboard (letters, numbers, symbols, etc.)

Characters are usually grouped together in a **character set.** A character set includes:

• alphanumeric data (letters and numbers)

• symbols (*, &, : etc.)

• control characters (Shift, Escape etc.)

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CHARACTER ENCODING TECHNIQUES

ASCII

ASCII, abbreviated from **A**merican **S**tandard **C**ode for **I**nformation **I**nterchange, is a character encoding standard for electronic communication.

ASCII uses **8 bits** to represent a character.

However,

one of the bits is a **parity bit**. This is used to perform a parity check (a form of error checking). This uses up one bit, so ASCII represents **128 characters** (the equivalent of 7 bits) with 8 bits rather than 256.

What happens when the letter C is pressed on the keyboard?

C button is pressed

C → Code number 67 / Binary 01000011 → C
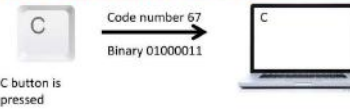
As you know, computers only understand 1&0.
Humans want to read and write with letters of the alphabet.
So we need a way of converting letters, known as characters, into binary which the computer can then use.

GCSE (9–1)
COMPUTER SCIENCE

EXAMPLE

Letter	ASCII Code	Binary	Letter	ASCII Code	Binary
a	097	01100001	A	065	01000001
b	098	01100010	B	066	01000010
c	099	01100011	C	067	01000011

ASCII Table

Dec	Hex	Oct	Char	Dec	Hex	Oct	Char	Dec	Hex	Oct	Char	Dec	Hex	Oct	Char
0	0	0		32	20	40	(space)	64	40	100	@	96	60	140	`
1	1	1		33	21	41	!	65	41	101	A	97	61	141	a
2	2	2		34	22	42	"	66	42	102	B	98	62	142	b
3	3	3		35	23	43	#	67	43	103	C	99	63	143	c
4	4	4		36	24	44	$	68	44	104	D	100	64	144	d
5	5	5		37	25	45	%	69	45	105	E	101	65	145	e
6	6	6		38	26	46	&	70	46	106	F	102	66	146	f
7	7	7		39	27	47	'	71	47	107	G	103	67	147	g
8	8	10		40	28	50	(	72	48	110	H	104	68	150	h
9	9	11		41	29	51	)	73	49	111	I	105	69	151	i
10	A	12		42	2A	52	*	74	4A	112	J	106	6A	152	j
11	B	13		43	2B	53	+	75	4B	113	K	107	6B	153	k
12	C	14		44	2C	54	,	76	4C	114	L	108	6C	154	l
13	D	15		45	2D	55	-	77	4D	115	M	109	6D	155	m
14	E	16		46	2E	56	.	78	4E	116	N	110	6E	156	n
15	F	17		47	2F	57	/	79	4F	117	O	111	6F	157	o
16	10	20		48	30	60	0	80	50	120	P	112	70	160	p
17	11	21		49	31	61	1	81	51	121	Q	113	71	161	q
18	12	22		50	32	62	2	82	52	122	R	114	72	162	r
19	13	23		51	33	63	3	83	53	123	S	115	73	163	s
20	14	24		52	34	64	4	84	54	124	T	116	74	164	t
21	15	25		53	35	65	5	85	55	125	U	117	75	165	u
22	16	26		54	36	66	6	86	56	126	V	118	76	166	v
23	17	27		55	37	67	7	87	57	127	W	119	77	167	w
24	18	30		56	38	70	8	88	58	130	X	120	78	170	x
25	19	31		57	39	71	9	89	59	131	Y	121	79	171	y
26	1A	32		58	3A	72	:	90	5A	132	Z	122	7A	172	z
27	1B	33		59	3B	73	;	91	5B	133	[	123	7B	173	{
28	1C	34		60	3C	74	<	92	5C	134	\	124	7C	174		
29	1D	35		61	3D	75	=	93	5D	135	]	125	7D	175	}
30	1E	36		62	3E	76	>	94	5E	136	^	126	7E	176	~
31	1F	37		63	3F	77	?	95	5F	137	_	127	7F	177	

LIMITATIONS OF ASCII

The first big problem is that **ASCII only includes letters from the English alphabet and a limited set of symbols**.

Representing the character sets for several different language structures is not possible in ASCII, there are just not enough available characters.

Eg. If we type some Nepali character in traditional way like using preeti font it was internally stored using English characters rather than unique value for our Devanagarik letters.

128 — ASCII characters in English language

Over 1.1m — Unicode characters in all languages
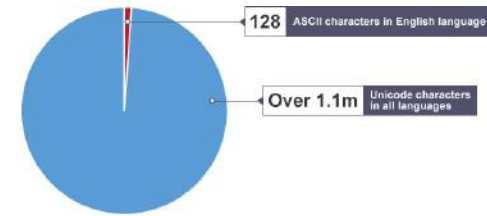
UNICODE

Unicode was created to allow more character sets than ASCII.

Unicode uses **16 bits** to represent each character. This means that Unicode is capable of representing 65,536 different characters and a much wider range of character sets.

- Unicode can represent **65,536 characters**
- Unicode uses 16 bits to represent each character
- Able to represent any universal character in the Unicode Standard
- There are adapted forms of the original Unicode standard capable of representing millions of characters

ISSUES

We all are familiar with this kinds of issues
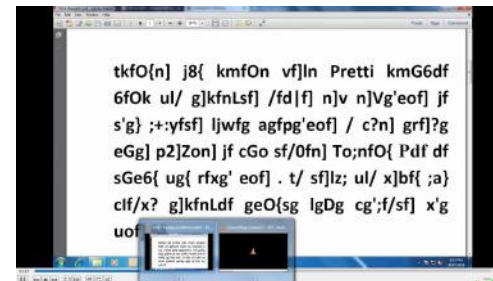
Now we use UNICODE to overcome such issues

Document typed in UNICODE will remain as it is no matter whereever we send it.

INSTALLING UNICODE NEPALI TOOLS

Extract and install it.
You can also download it online

Traditional Nepali Unicode	6/27/2018 6:40 PM	File folder	
0-Google InputTools	10/18/2012 10:30 AM	Application	4,161 KB
1-GoogleInputNepali	10/18/2012 10:30 AM	Application	2,887 KB
14-Traditional Nepali Unicode	6/27/2018 6:58 PM	WinRAR archive	245 KB

NEPALI UNICODE TRADITIONAL

Nepali Unicode Keyboard Layout (Traditional)

NOW ENJOY TYPING IN UNICODE

Now choose your preferred method from bottom right corner of your computer

Type on browser , email or any of your document , now it will not distort.

ROMANIZED LAYOUT

63

Hints on typing

ONLINE TYPE

You can take online Nepali typing tool's help also if you need.

LAB SESSION

नेपालमा २००७ सालको राजनैतिक परिवर्तन पश्चात् देशको आन्तरिक कार्यको व्यवस्थापन हेर्ने गरी वि.सं. २००८ सालमा गृह मन्त्रालयको स्थापना भयो। वि.सं. २०१७ सालको परिवर्तन पछि गृह मन्त्रालयको नाम परिवर्तन गरी गृह पञ्चायत मन्त्रालय बनाईयो र नेपाललाई १४ अञ्चल ७५ जिल्लामा विभाजन गरी अंचलाधीश र प्रमुख जिल्ला अधिकारीको व्यवस्था भयो। स्थानीय प्रशासन ऐन, २०२८ प्रारम्भ भएपछि अंचलाधीश र प्र.जि.अ.को काम कर्तव्य र अधिकार कानूनी रुपमा व्यवस्थित गरियो। वि.सं. २०३७ सालमा गृह मन्त्रालयबाट पञ्चायत सम्वन्धी काम छट्याई सो सम्वन्धी काम हेर्ने छुट्टै स्थानीय विकास मन्त्रालयको गठन भएपछि गृह मन्त्रालयको मुख्य कार्यभार शान्ति सव्यवस्था र स्थानीय प्रशासन भयो। नेपालको संविधान २०७२ जारी भै ७७ जिल्ला कायम भएबमोजिम मन्त्रालय अन्तर्गत ७७ जिल्ला प्रशासन कार्यालयहरु रहेका छन् ।

अभ्यासले नै मानिसलाई सफल बनाउँछ!!!

धन्यवाद !!

Microsoft Word

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Microsoft Word

Summary of Course

By the end of this course, you should be able to:

- work with the basic features of Word
- create a new document
- work with a document
- display documents using various views
- select and work with text in a document
- use a range of font formatting techniques
- format paragraphs
- work effectively with features that affect the page layout of your document
- create and modify tabs and tables
- insert and work with clip art and pictures
- use the Mail Merge Wizard to perform mail merges
- print a document
- find the information you need in Help
- Create high quality document designs and layouts.

Word Processing

- What is word processing?
- Word Processing refers to the act of using a computer to create, edit, save and print documents. Examples of word processors: Microsoft Word, LibreOffice writer.
- Online tools for word processing: Google docs, Microsoft word online. Both are free tools anyone can access and use from anywhere using internet.
- We will be using MS Word 2013 throughout the session.

Getting Started with MS word

- Starting Microsoft Word
  - Using Run : Click windows key ⊞ + R in keyboard >> Type winword >> click ok button
  - Start Menu : All programs > office > word

Understanding the start screen
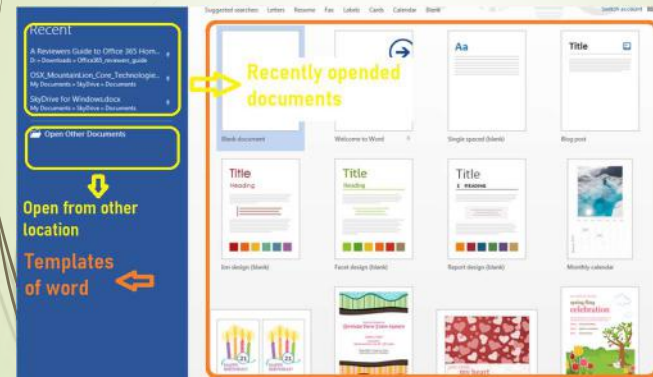
Word Screen

- Quick Access Toolbar
- Document Title
- Ribbon and tabs
- Status Bar
- Navigation panel
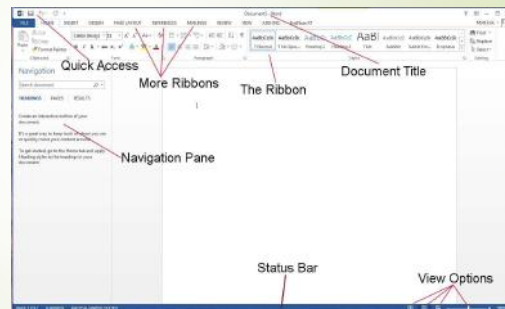
Navigation pane of a fully formatted Document

Shortcuts Menus

A shortcut menu is a menu that appears when you right-click an object
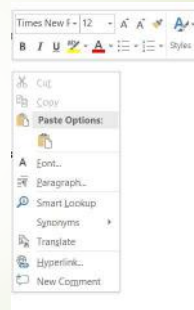
Dialog Box
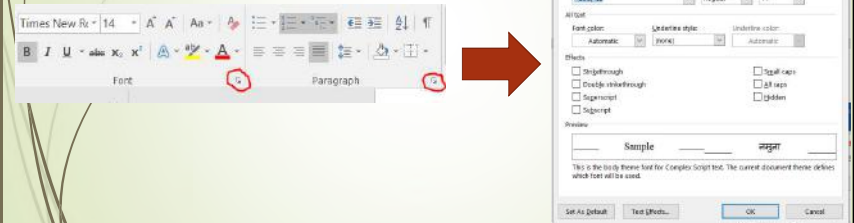
Status Bar

Right side of status bar
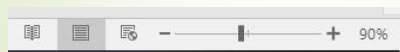
Left side of status bar

Lab : Create a document following the instructor

- Create a blank document
- Typing text
- The save as place
- The save as dialog box
- Saving a new document on your computer
- Typing numbers
- Inserting a date
- Document proofing

Checking Grammar and Spellings

- click the **Review** tab on the ribbon. Click **Spelling** or **Spelling & Grammar**.
- If the program finds spelling mistakes, a dialog box appears with the first misspelled word found by the spelling checker.
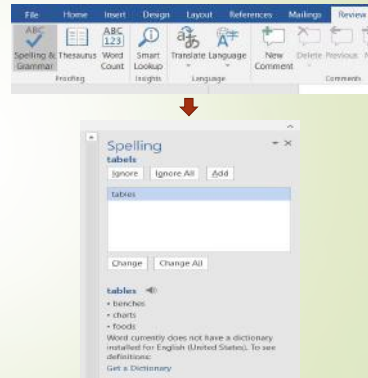
Printing Document

- Click **Ctrl+P** or **File > Print.**
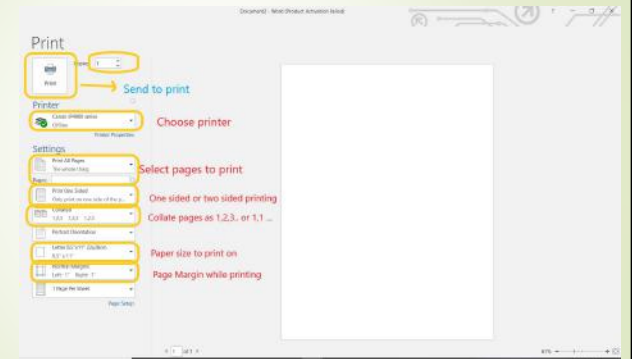
Lab works

Thank you

Slide 1

स्थानीय विकास प्रशिक्षण प्रतिष्ठान
(स्थानीय विकास प्रशिक्षण प्रतिष्ठान ऐन, २०४९ द्वारा स्थापित)
Local Development Training Academy
(Established by Local Development Training Academy Act, 2049)

"An Autonomous, Professional, Client Centered, Gender Responsive National Institute of Excellence in the area of Local-Self Governance."

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सङ्घीय मामिला तथा सामान्य प्रशासन मन्त्रालय

Microsoft Excel

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Slide 2

Microsoft Excel

Slide 3

What is it?: Spreadsheets Basics

Spreadsheet is a computerized ledger.

Divided into Rows and Columns.

Excel is a "spreadsheet" which holds different kinds of information.

It performs calculations with mathematical and statistical functions

It presents your information in a variety of ways, with visually interesting charts and graphs

Constants - entries that do not change

Formulas - combination of constants and functions

Spreadsheet is generic term; Worksheet is an Excel term

Workbook contains one or more worksheets

Slide 4

Why to Study it?

- Applying mathematical functions in a large stream of data is easier.

- Large application in major fields like data entry, accounting, financial analysis, programming, financial management, almost in anything that needs to be managed.

- Visualizing data is easier even in larger data (in form of graphs, bar-diagrams and pie-charts.)
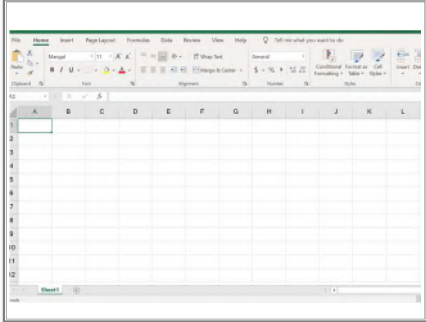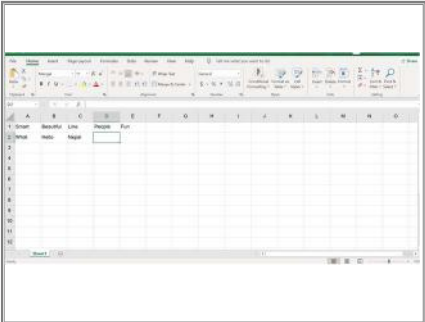
Getting Started!!

- Initially as in the image on the background we can somewhat see what excels' initial interface may look like.
- It has some excellent inbuilt guides which can deepen your knowledge about excel.
- Here well learn few basics only but you can visit if you have the curiosity to learn it.
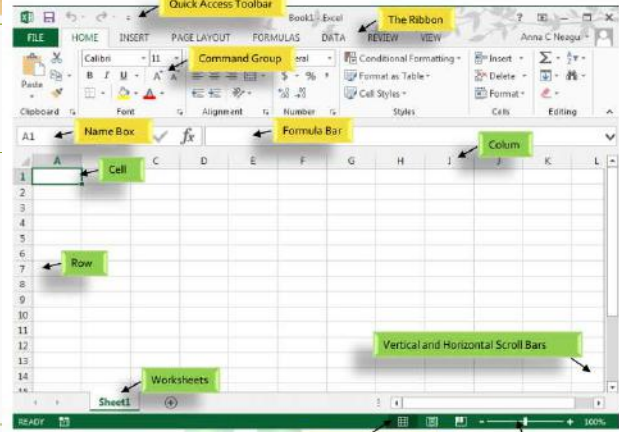
Inside Excel Sheets

- Initially, when a new option is clicked in the main menu somewhat interface like this will show up.
- We can see rows and columns have specifying naming pattern like A, B, C, etc for columns and 1,2,3,4,etc.
- Like in chess the name of the 1st cell is A1,2nd one in consecutive row is B1 and the pattern follows.

Data Entry in Cells

- Inside each cell as A1, A2, B1 ,B2, C1, C2, D1, E1 we have filled some random information.
- Any information as per our need can be filled easily and modified according per as our needs and demands.

...ing with Worksheets

Basic...

Copy, Cut and Paste

Top Layouts

- Top part consists of the layout as shown above. Here, it is more likely familiar with that as we have seen in most of the texting editing tools.
- Similarly, other have inserting options for pictures and all and other manipulation of tools as required.
- Exactly below this layout there is another one with formula.
- We will get familiar with other tools with the entry practice we will do further.
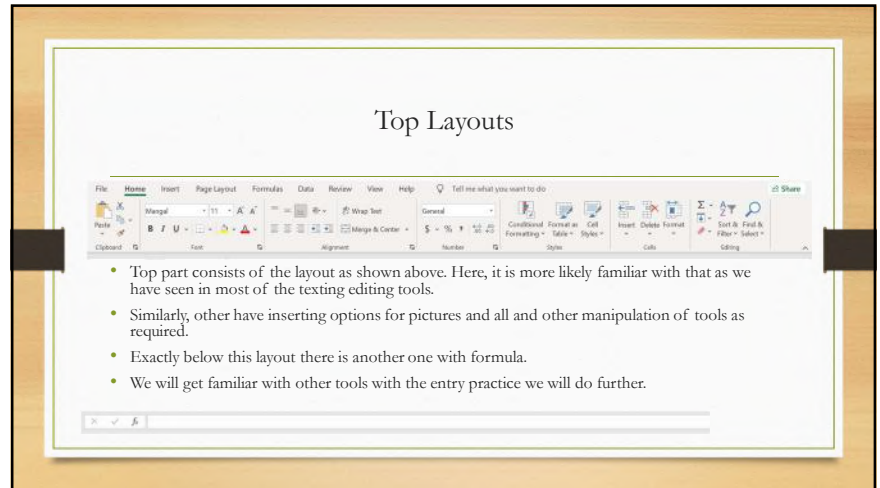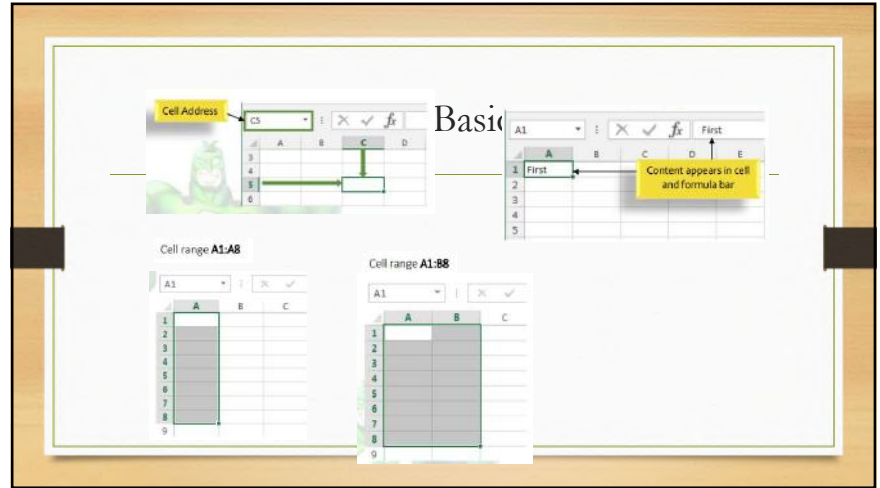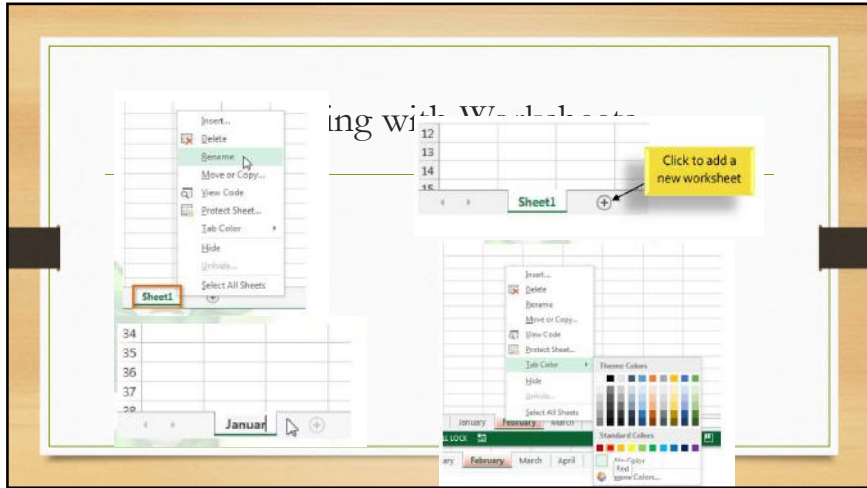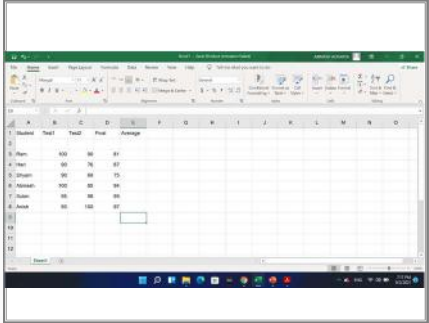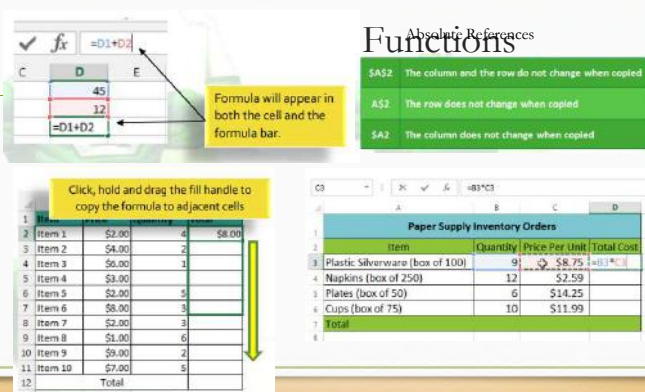
Inserting data in rows and columns

- Lets insert different data in the worksheet.
- Each person's details are kept in the row.
- Each column holds a persons specific detail.

Functions — Absolute References

Formula will appear in both the cell and the formula bar.
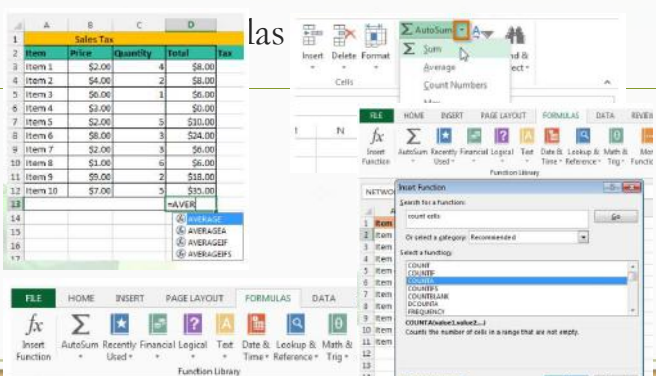
Click, hold and drag the fill handle to copy the formula to adjacent cells
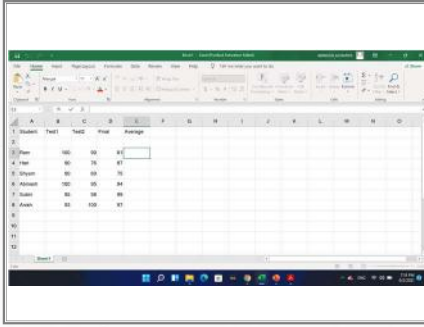
Using Formulas

- Let's see a example on how to insert formulas for calculations.
- Here we are going to calculate Average marks for Test1, Test2 and Final using inbuilt formula.

Using Formulas
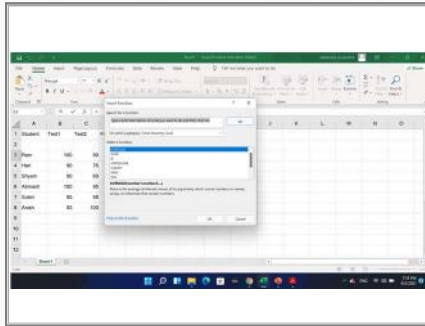
- Click on the function menu on side of function bar.
- It will show you different options for different calculations.
- Let's use Average for our purpose.

Using Formulas
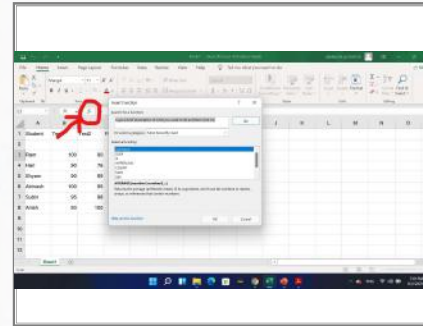
- Click on the function menu on side of function bar

Gaining Proficiency: Formatting

© Oleg Vlasov, KIMEP, Fall 2002

Modifying the Worskheet

- Insert co...
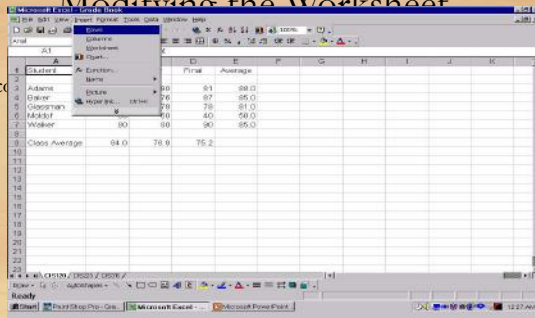
Modifying the Worksheet

- Delete co...
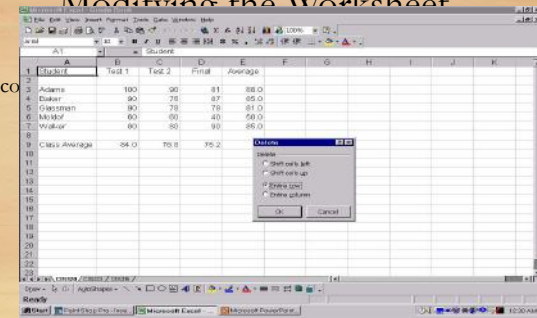
Modifying the Worksheet

- Page Setup co...
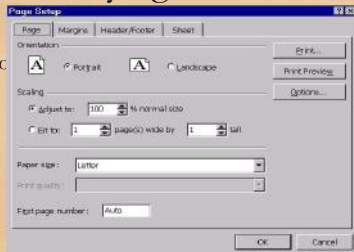
Excel Formatting

- Column widths
- Row Heights
- Numeric Format
- Alignment
- Fonts
- Borders, Patterns, and Shading

Format Cells Command
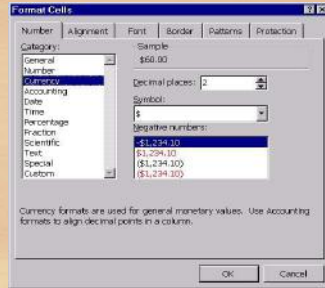
Freezing Panes and View Options
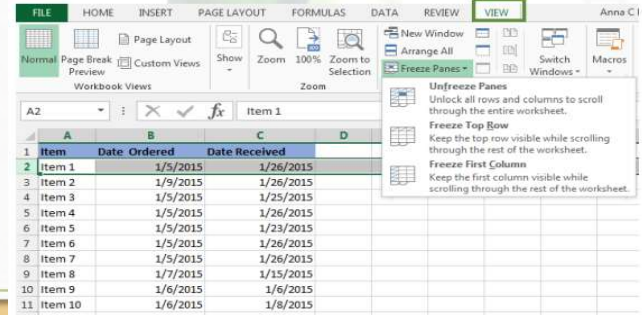
Sorting and Filtering
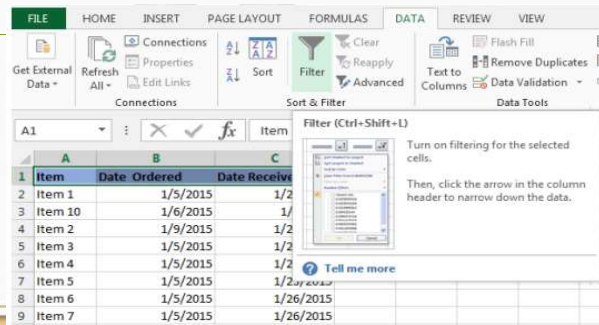
Working with Charts
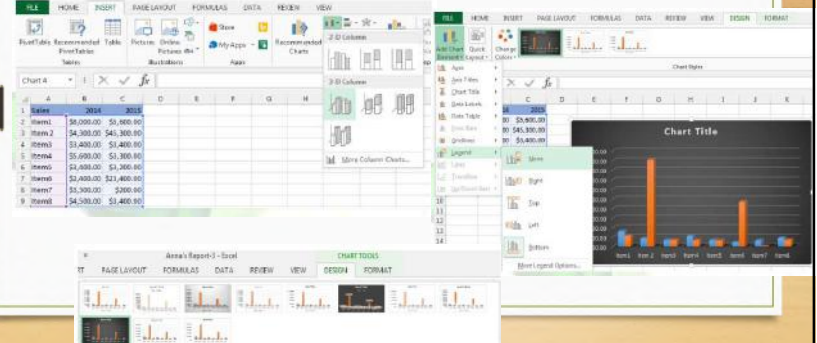
Worksheet Views and Printing
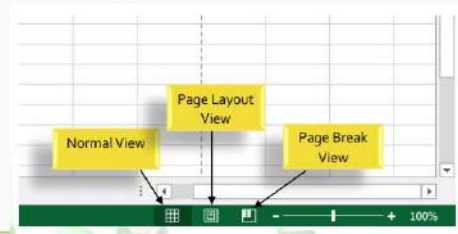
Printing Worksheets

Thank You!

- Enjoy Practicing !
- Working, Learning and Sharing !

Working with Power Point

Working with Power Point

Objective

Teach basic skills for Microsoft PowerPoint.

Participants will learn the general interface of PowerPoint, view various PowerPoint samples, and complete their own PowerPoint presentation.

WHAT IS POWERPOINT?

- PowerPoint is part of the Microsoft Office suite.
- It is a powerful tool used to create presentations.
- It provides everything you need to create a professional presentation.
- PowerPoint contains graphic tools and word processing tools and is easy to use.
- PowerPoint are created from a series of slides.
- PowerPoint can be referred to a slideshow presentation.

Opening powerpoint

➢Right click in you desired location.
• Click New
• Click Microsoft Powerpoint Presentation.
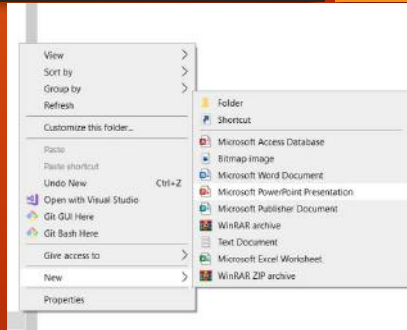
Or,

• Open powerpoint by double clicking it and,

• Create a blank presentation
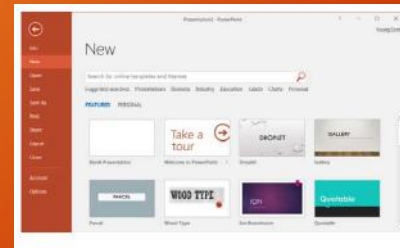
Normal view
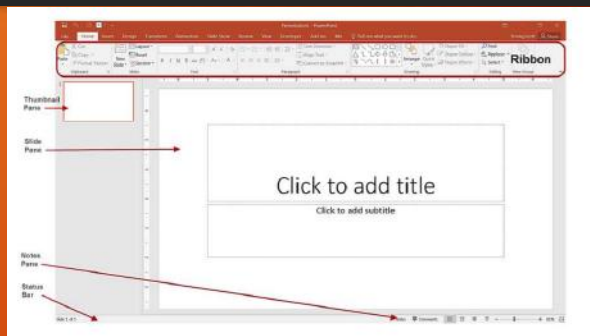
Slide Layouts

• There are several standard slide layouts to choose from when adding new slides.
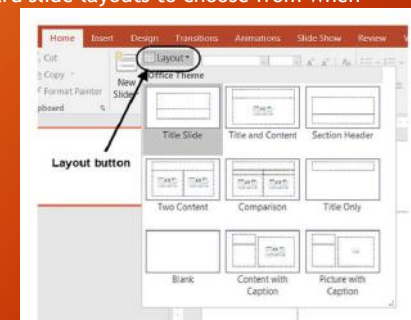
Applying themes

- Once a new presentation has been created, a design or color scheme can be added.

Using format background

- Using the Format Background feature, you can choose fill colors, gradients, transparencies, textures, or pictures for your background.
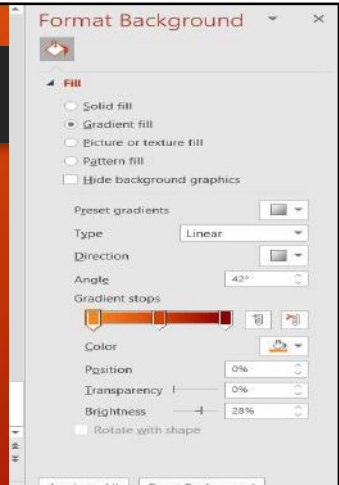
Text: Formatting Bulleted Lists

- In PowerPoint, you can easily modify a slide's default bulleted list.
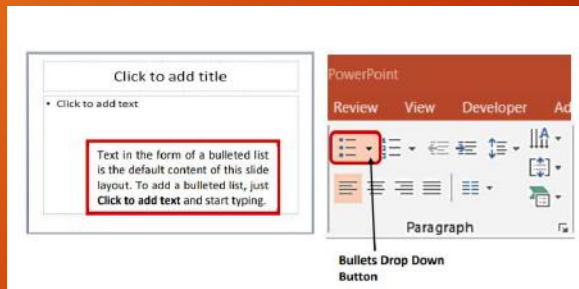
Example

- Sagarmatha
- Annapurna
- Mahhapuchhre
- Gaurishankar
- Makalu etc

Adding contents: picture, chart ,table etc.

- Go to insert

The icons represent the six standard graphical elements that you might want to insert.

Table   Chart   SmartArt

Picture   Online   Video
           Pictures
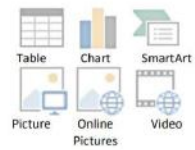
Image

Person   **Place**

Online Pictures

You can insert pictures online if your Computer is connected to internet.

Tables

File   Home   Insert   Design

New   Table   Pictures   Online   Screenshot
Slide   Pictures

Insert Table...
Draw Table
Excel Spreadsheet

Insert Table

Number of columns: 5

Number of rows: 2

OK   Cancel

Table Tools

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Tables (example)

S.N.	Country	Population(in million)	Area(km^2)
1.	Nepal	**28.83**	147,516
2.	China	**1,400**	9,596,961
3.	India	1,367	3,287,263

Charts

- Select the type of chart you want and click OK.

Chart Title

You can edit data by right clicking

Category 1 Category 2 Category 3 Category 4

■ Series 1 ■ Series 2 ■ Series 3

Transitions

- The way in which slide appear.

Animations

- Apple

Slide show

• While you are ready for presentation open file and press F5.

Or

Printing your presentation

Surfing Internet, Content Search and Email

Local Development Training Academy
(Established by Local Development Training Academy Act, 2049)

"An Autonomous, Professional, Client Centered, Gender Responsive National Institute of Excellence in the area of Local-Self Governance."

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E >>>   ldta.org.np@gmail.com
W>>>   www.ldta.org.np

Surfing Internet, Content Search and Email

Summary of Course

- ➢ By the end of the course you should be able to:
- ➢ Learn about the Internet
- ➢ Work with different Browsers
- ➢ Navigate through Webpages
- ➢ Know about hyperlinks and URL
- ➢ Learn about Search Engine
- ➢ Search contents in Internet
- ➢ Grasp concepts of Email
- ➢ Create Email
- ➢ Compose and send Email
- ➢ Attach a file in Email

INTERNET

What is an Internet?

- Internet is the group of interconnected networks.
- The internet is the wider network that allows computer networks around the world run by companies, governments, universities and other organizations to talk to one another.
- Internet Surfing means to go from one page to another on the internet, browsing for the topics of interest.
- We will be using google chrome or Firefox or Microsoft Edge to access the internet.

Getting Started with Browsers

➤ Starting Browser

  ✓ Click on the Start Menu
  ✓ Type Chrome or Firefox or Edge
  ✓ Double click to start browser

Understanding the start Screen

Navigating through links
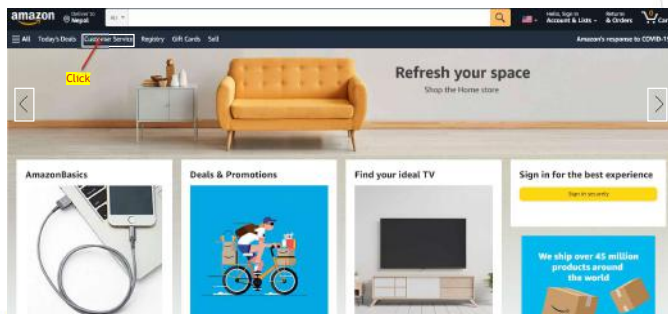
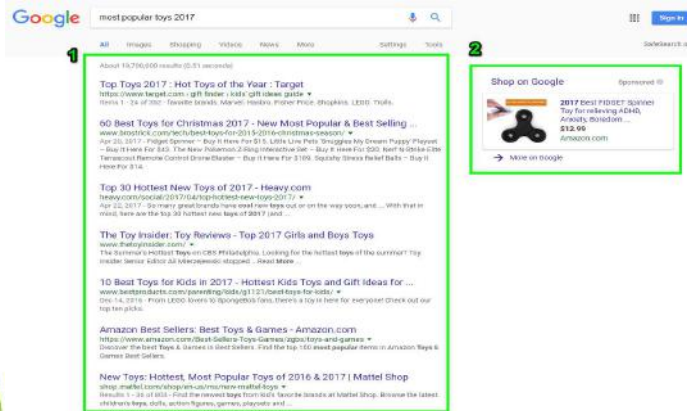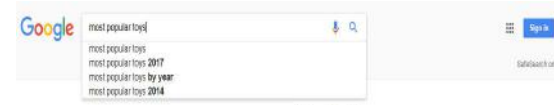

LAB Works - Browsers

1. Start an internet browser
2. Type the address of a webpage in the address field of the web browser
   o Go to www.google.com and search for most popular websites and visit any one of them by typing the address on the address bar of the web browser.
3. Identify and use common buttons on the browser toolbar like Back, Forward, Home
4. Navigate or move Between web pages
5. Exit the browser

Content Search

- The first step is to open a Browser by clicking on the browser icon. Once the browser open, type www.google.com or www.bing.com on the top of the browser window and press the Enter key on the keyboard.

- The browser now displays the large Google search bar. As you begin to enter the phrase *most popular toys of 2017* into the search bar, notice how the search bar moves to the top of the screen as the words are typed. This movement is normal; continue to type the phrase.

LAB WORKS - CONTENT SEARCH

1. Search for the products to want to purchase.
2. Search for the recent news on the browser.
3. Search for the most beautiful places to visit in 2021 in Nepal.

Understanding Emails

- To receive emails, you will need an email account and an email address.
- Also, if you want to send emails to other people, you will need to obtain their email addresses.
- Email addresses are always written in a standard format that includes a user name, the @ (at) symbol, and the email provider's domain.
- The user name is the name you choose to identify yourself.

Merced Flores - merced.flores73 @gmail.com>
to me

Hi Julia,

I'm absolutely available as a scientific consultant for y

- Today, the top three webmail providers are Yahoo!, Microsoft's Outlook.com (previously Hotmail), and Google's Gmail.
- These providers are popular because they allow you to access your email account from anywhere with an Internet connection.

M Gmail

O Outlook

YAHOO! MAIL

Sign up using google or Hotmail or yahoo

Google

Create your Google Account

First name | Last name

Username | @gmail.com

You can use letters, numbers & periods.

Use my current email address instead

Password | Confirm

Use 8 or more characters with a mix of letters, numbers & symbols.

Show password

One account. All of Google working for you.

Sign in instead   Next

The inbox is where you'll view and manage emails you receive. Emails are listed with the name of the sender, the subject of the message, and the date received.

| | | Facebook | Getting back onto Facebo | Jun 29 |
		Google	New sign-in from Samsung	Jun 28
		Olenna Mason	Hey girl!	Jun 24
		Grace Ellington	Volunteer Opportunity - I w	Jun 21
		Olenna Mason	Lakestone student art exh	Jun 21

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Message pane

Select an email in the inbox, it will open in the Message pane. From here, read the message and choose how to respond with a variety of commands
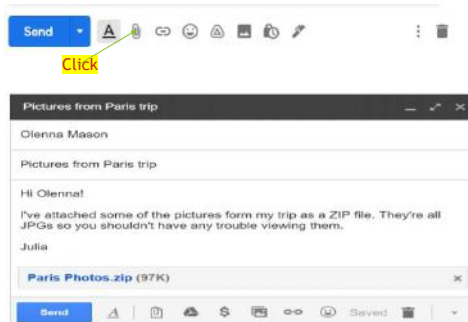

Compose pane

Click the Compose or New button from your inbox to open the Compose pane to create your own email message.
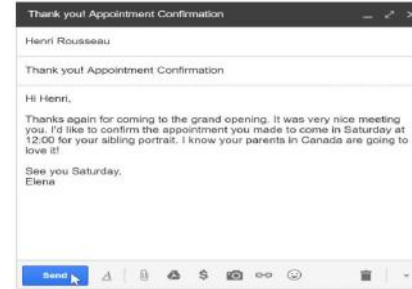
Attaching A File

LAB WORK – EMAIL

- Sign up on one of the top three webmail providers are Yahoo!, Microsoft's Outlook.com or Google's Gmail
- Sign In using Email ID and password
- Obtain one of your friend's Email addresses
- Enter the friend's email address on the recipient box
- Compose the mail (Include Subject and the content)
- Attach any files (images, txt, docx) but consider the size (limit within 2-3MB)
- Now send the message to your friend

Smart Accounting / Auditing system

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W>>> www.ldta.org.np

TDS Means

TDS stands for tax deducted at source.

नेपालको आयकर ऐन अनुसार कुनै पनि कम्पनि फर्म वा संस्थासंग आर्थिक कारोबार गर्दा भुक्तानी हुने रकम मध्ये १३ प्रतिशत कर भन्दा अगाडीको मुल्यमा र कुनै ब्यक्तिलाई भुक्तानी दिंदा ऐनले तोकेको प्रतिशत कर कट्टा गरि पहिलो पक्षले आन्तरीक राजश्व कार्यालयमा कर दाखिल गर्नु पर्दछ ।

कर कसरी पठाउने

पुरानो तरिकाः सक्वलेजरको कुल जम्मा रकम अनुसारको चेक रकम आन्तरीक राजश्व कार्यालयमा बुझाउने र सो को कपी भौचरमा राख्ने ।

ETDS: यो एक आधुनिक तवरबाट सूचना प्रविधिको प्रयोग मार्फत ird.gov.np को portal मा गएर ब्यक्तिको नाम, प्यान नं, कारोबारको मिति, कारोबार रकम, TDS रकम र कारोबारको कोड नं राखी रकम दाखिला गरिने कार्य हो ।

ETDS कसरी गर्ने ???

- पूर्वतयारीः
  - सबैभन्दा पहिले सब लेजरको धरौटी अन्तर्गत रहेको सामाजिक सुरक्षाकर टिडीएस तथा पारीश्रमिककरको कुल जम्मा निकाल्ने ।
  - लेजर अनुसारको प्रत्येकको फरक फरक सिटमा details Sheet तयार गर्ने ।
  - Rajaswa.gov.np बाट Online भौचर तयार गर्ने ।
  - Online Voucher र चेक सम्वन्धित बैंकमा जम्मा गर्न पठाउने ।

भौचरको नमुना

Slide 1

बैंकबाट भौचर Verified प्राप्त भए पश्चात गर्नुपर्ने कार्य

- Ird.gov.np को Browser खोल्ने
- करदाता पोर्टलमा क्लिक गर्ने ।
- तलको चित्र अनुसारको बक्स देखिनेछ ।

Slide 2

Online E-Services

- Integrated Tax System
  - General
  - Registration(PAN,VAT,EXCISE)
  - VAT
  - Estimated Return
  - Income Tax
  - Excise
  - E-TDS
  - Diplomatic Refund
  - Health Tax
  - Education Tax
  - Electronic Billing
  - Other Offices

Slide 3

बैंकबाट रसिद प्राप्त भए पश्चात गर्नुपर्ने कार्य

- E-TDS मा click गर्ने ।
- सम्पूर्ण जानकारी भर्ने ।
- Register गर्ने ।

Slide 4

Example for sample data

Excel File Sample for Upload

	A	B	C	D	E	F	G
	Pan	Name	T Date	Date Type	Payment Amount	TDS Amount	TDS Type
	123456789	Aarati Gurung	2071.06.31	BS	16,205.80	162.06	33
	987654321	Aashika Bidari	2071.06.31	BS	17,162.00	171.62	33

TDS Type:
Individual of Proprietorship Firm 1.5%(11111) =19
Remuneration Income Tax 10%, 15%, 20%, 30%(11112)=20
Social Security tax based on Remuneration 1% =33

For 1%

Pan	Name	T Date	Date Type	Payment Amount	TDS Amount	TDS Type
10874'1434		2077.07.30	BS	43,190.00	375.00	33
110202156		2077.07.30	BS	37,190.00	323.74	33
108750997		2077.07.30	BS	32,900.00	329.43	33
108726099		2077.07.30	BS	32,900.00	315.08	33
108788389		2077.07.30	BS	32,819.00	325.04	33
108737712		2077.07.30	BS	31,932.00	354.60	33
108739136		2077.07.30	BS	20,778.00	254.60	33
108767657		2077.07.30	BS	20,778.00	254.60	33
108767560		2077.07.30	BS	20,778.00	254.60	33
108753086		2077.07.30	BS	20,778.00	254.60	33

IOE, Exam 2077 kartik TDS

For 1.5% (TDS)

Pan	Name	T Date	Date Type	Payment Amount	TDS Amount	TDS Type
302971842		2077.07.30	BS	5,400.00	81.00	19
606590471		2077.07.30	BS	24,115.00	361.73	19
600231228		2077.07.30	BS	6,760.00	101.40	19

For 15%

Pan	Name	T Date	Date Type	Payment Amount	TDS Amount	TDS Type
104481956		2077.07.30	BS	1,200.00	180.00	20
104484058		2077.07.30	BS	1,200.00	180.00	20
101111388		2077.07.30	BS	1,200.00	180.00	20
108800731		2077.07.30	BS	1,200.00	180.00	20
104522224		2077.07.30	BS	1,200.00	180.00	20
106088517		2077.07.30	BS	1,200.00	180.00	20
106068463		2077.07.30	BS	1,200.00	180.00	20
109880873		2077.07.30	BS	1,200.00	180.00	20

File Upload Process

After Complete File Upload

Voucher Entry Process

Note: TDS File Upload को कुल जम्मा र भौचर अनुसारको कुल जम्मा अनिवार्य रुपमा मिल्नु पर्दछ ।

Nepal Government
Ministry of Finance
Inland Revenue Department
(TDS at source system Form)

Submission No. 770029405134
PAN No. :
E-Mail : exam@ioe.edu.np
Phone : 015260636
Name : IOE, Examination Control Division
TDS Collection Period: From 2077.10.01 To 2077.10.29
Inland Revenue Department's Name : Inland Revenue Office Lalitpur-1

Record has not been verified...

Verified Date

Slide 1 (TDS at source system Form screenshot):

ट्रान्स्याक्शन भर्ने कारम | भौचर भर्ने फारम | सम्पूर्ण विवरण परिवर्तन गर्ने फारम | लगआउट

ट्रान्स्याक्शन विवरण

सब्मिशन नं.: 770027469350   विथहोल्डरको स्थायी लेखा नं.:   विथहोल्डरको नाम: IOE Examination Control Division, Chakupat, Lalitpur   टि. डि. एस कलेक्सन अन्तराल: 207

Print Preview | Print Preview in English | Download Sample   Save Records to EXCEL file   Transaction already Verified!

Note:-First row of excel is reserved for header. So it will be ignored during upload

भुक्तानी मिति:

स्थायी लेखा नं./पान नं.   नाम   ☑ वि.सं. ☐ ई.सं. भुक्तानी रकम   टि.डि.एस रकम   टि.डि.एस किसिम
YYYY.MM.DD   ---Select TDS Type---

स्थायी लेखा नं./पान नं.: [   ]   नाम छोड्ने आधार: ⦿ English ○ Nepali   नाम: [   ]   🔍 Search

🗑 Delete All   Add   Reset   💾 Save   ✔ Submit

Slide 2 (Printed form):

Nepal Government
Ministry of Finance
Inland Revenue Department
(TDS at source system Form)

Submission No. 770027469350
PAN No. :
E-Mail :
Phone : 015260636
Name : IOE Examination Control Division, Chakupat, Lalitpur
TDS Collection Period: From 2077.07.01   To   2077.07.30
Inland Revenue Department's Name :   Inland Revenue Office Lalitpur-1

Record has been verified...

Verified Date 2077.09.14

Slide 3:

Any Query ??????

Slide 4:

Thank you

Namaste

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स्थानीय विकास प्रशिक्षण प्रतिष्ठान
(स्थानीय विकास प्रशिक्षण प्रतिष्ठान ऐन, २०४९ द्वारा स्थापित)

"An Autonomous, Professional, Client Centered, Gender Responsive National Institute of Excellence in the area of Local-Self Governance."

Local Development Training Academy
(Established by Local Development Training Academy Act, 2049)

LDTA >>>

नेपाल सरकार
सङ्घीय मामिला तथा सामान्य प्रशासन मन्त्रालय

Electronic Government Procurement (e-GP) in Nepal
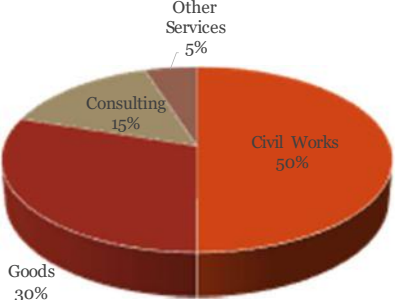
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F >>> +977(1) - 5521521
E >>> ldta.org.np@gmail.com
W>>> www.ldta.org.np

Er. Amod Ulak
Public Procurement Monitoring Office (PPMO)
Kathmandu, Nepal

Importance of Public Procurement in Nepal

- Around 60 to 70 % of the annual national budget has been allocated for public procurement, out of which:

Other Services 5%
Consulting 15%
Civil Works 50%
Goods 30%

Issues of Public Procurement in Nepal

Efficiency, Transparency, Competition and Value for Money information are not available due to lack of consolidated database resulting:

1. • Quality deterioration
2. • Time and cost overrun
3. • Inadequate capital expenditure
4. • Poor monitoring of procurement and contract management

Streamlining of Public Procurement in Nepal

Reform Imitative taken care to minimize the procurement issues:

- Enactment of Public Procurement Act, 2007 and Public Procurement Regulation 2007
- Establishment of PPMO and Public Procurement Review Committee, 2007
- Government Policy to use e-GP system
- Amendment in PPA and PPR based on uses and international practices
- Development and implementation of e-GP systems (Phase I & Phase II)

Legal Provisions for Electronic Procurement

Public Procurement Act- Clause 69 and 18

६९. विद्युतीय सञ्चारको माध्यमबाट खरिद कारोबार हुन सक्ने : (१) सार्वजनिक निकायले खरिद कार्यको कुनै वा सबै प्रक्रियामा विद्युतीय कार्यविधि प्रणाली मात्र अपनाउन सक्नेछ ।
(२) उपदफा (१) बमोजिम विद्युतीय प्रणालीबाट हुने खरिदको कार्यविधि, प्रणाली र यसका अन्तरनिहित सिद्धान्त सार्वजनिक खरिद अनुगमन कार्यालयले निर्धारण गरे बमोजिम हुनेछ ।

Public Procurement Regulation- Rule 146

१४६. विद्युतीय सञ्चार माध्यमको प्रयोग : (१) सार्वजनिक खरिद अनुगमन कार्यालयले ऐनको दफा ६९ को प्रयोजनको लागि एउटा मात्र पोर्टल रहने गरी विद्युतीय खरिद प्रणालीको स्थापना, सञ्चालन र व्यवस्थापन गर्नेछ ।
(२) सार्वजनिक निकायले उपनियम (१) बमोजिम स्थापना भएको विद्युतीय खरिद प्रणालीमा आवद्ध भई खरिद कारोबार सञ्चालन गर्नु पर्नेछ ।

Legal Provisions for Electronic Procurement

खण्ड (६६) संख्या ४८ नेपाल राजपत्र भाग ५ मिति २०७३.१०.3

प्रधानमन्त्री तथा मन्त्रिपरिषद्को कार्यालाको सूचना

नेपाल सिकाठिले सार्वजननक खरिद ननर्मा लीं, २०६ ४ को उपननर्म (१) बमोन्तज्म सार्वजननक खरिद अनु मन का रूला लें स्थापना गि को वर्षतु ठौ र प्रणाली संर्त २० ७४ साल साउन १ ग ते देन्तख संचालनमा ल्ठाउने नननूण गिकोले स म्क्त्ख्ा स बैको जानकाठिीको लाग्ना रूो सू चना प्रका शान गरिएको छ ।

विद्युतीय खररद प्रणाली तनदेमिका, २०७४ – दफा ३५

❖ व्द्युतीर खरिद प्रणालीको समेत प्रयोग गनुुपन
 - ६० लाख भन्तदा बढीको सबै खरिदमा

❖ व्द्युतीर खरिद प्रणालीको मार प्रयोग गनुुपन
 - २ कठि ठोड भन्तदा बढीको नन्मागा कारूको खरिदमा
 - ६० लाख भन्तदा बढीको मालसामान खरिदमा
 - २० लाख भन्तदा बढीको पिामशा सेरू खरिदमा

Stakeholders of National e-GP System

Benefits of National e-GP System

Minimized collusion and intimidation and improved transparency	Reduced turn around time of procurement cycle & improved process efficiency	Easy access of national and international bidders in procurement
Procurement information (PPMIS) – easy monitoring & analysis and effective decision making	Improved regulatory compliance	Consolidated database of Contractors/Suppliers/Consultants profile helps in future to monitor bid capacity

Current Benefits of National e-GP System

- *Follow Regulatory Act and Compliance*
- *Internet Based Centralized System*
- *Integration with other system*
- *Document Encryption and Access Control Mechanism*
- *Transparency*
- *Increase Competition*
- *Single portal Procurement practice*
- *Running Full fledge interactive module based system*
- *Online document preparation & Publish*
- *Online Addendum*
- *Unloadable Features*
- *Online bid submission*
- *Banking interface Module*
- *Profile Management*
- *Document Management*
- *Public Procurement Information Management System*

E-GP Statistics

Statistics– Today's & Running

Title	Count
Active Public Entities	3232
Active Bidders	21281
Running Bids	2442
Closed Bids	47419

Category	No of Bids
Goods	11377
Works	32502
Consultancy	21
Other Services	0
Works Pre qualification	10
Consultancy EOI	954

E-GP Statistics

Total Published Bids Details (Count – Amount in Crores)

Online Contract Details

Functional Coverage of National e-GP System

Cycle elements: Public Entity & User Registration, Procurement Plan Management, Preparation, & invitation of Bid, Bid Response Preparation & Submission, Bid Opening, Bid Evaluation, Contract Awarding, Contract Management

Center: Common Procurement Vocabulary, Complaint Management, Notification

Left box: Public Procurement Management Information System (PPMIS)

Right boxes: Banking Interface for Securities/ Guarantee Verification; Integration with Other Systems (Tax Registration System, Central Bank)

National e-GP Modules

Interactive Modules
- Public Entity's Module
- Bidder's Module
- Banker's Module

PPMIS User's Modules
- PPMO/Public Entity's Module
- Oversight Module

System Functionality

Modules Coverage	Functionality Coverage
PE Registration	PPMO (Super User), Ministries, Departments, Regional Offices, Division Offices
PE User Registration	Admin, Creator, Reviewer, Approver, Account Officer
APP Creation	Estimate Creation, Revision, Lock/ Unlock
MPP Creation	Approve by Secretary of Ministry
Bid Document Preparation	Works NCB/ICB, Goods NCB/ICB, Consultancy (EOI/RFP), PQ-WORKS ICB, SQ, System Generated Bid Document
Bid Addendum	Similar process of approval cycle as bid document preparation
Bidder Registration	Organization Detail, Account Details, Documents Details
Bidder Profile Management	Personnel (Staffs and Officers), Financial Details (Balance Sheet, Annual Turnover, Income Statement), Contract Details (Bolpatra/ Non-Bolpatra), Litigations, Documents, etc.

Modules Coverage	Functionality Coverage
Bid Response Submission	JV, Letter of Bid, Technical Details, Financial Situation, BoQ, Price Adjustment, Fees and Security, etc.
Bid Opening	System Generated Bid Opening Records (Muchulka)
Bid Evaluation	Legality Test, Completeness Test, Technical Test, Commercial Test, Evaluated Price, Qualification Test, Special Test
Contract Awarding	LOI, LOA, Contract/ Agreement Document
Complaint Management	After LOI before LOA
Contract Management	Assign Project Coordinator, Update Work Schedule, Update Physical Progress, Certify IPC, Forward to PE chief, VO, Price Adjustment
Payment Management	Bill Claim by Contractor
Dispute Management	Capture Final Value of Dispute
Banking Interface	Bank Registration, Branch Registration, Maker/ Checker Registration, Verifying Bid Document Fee, Bid Security, Performance Security, Advance Payment Security
Security Features	User Credential, SSL, Data Encryption, Time stamping, OTP

Features of National e-GP System

Procurement Category
1. Works
2. Goods
3. Consulting
4. Others

Procurement Method
1. NCB
2. ICB
3. Sealed Quotation

Bidding Type
1. Single Stage Single Envelope
2. Single Stage Double Envelope

Document Type
1. GoN Online
2. Gon Uploadable

Features of National e-GP System

Public Entity Management
1. Maintain PE Hierarchy
2. User Management
3. Role Management
4. Access Control
5. Task Delegation

Bidder Registration
1. Register New Bidder
2. Block Bidder

Bank
1. Register Bank and Branches
2. Bank User management

Features of National e-GP System

Procurement Preparation
1. Annual Procurement Planning
2. Document draft , review and approval system.
3. Online Bid Document Generation
4. Copy bid functionalities
5. Online tender publish
6. Uploadble module
7. Online BoQ / SOR
8. Addendum Publication
9. Bid Query

Procurement Execution
1. Banking instrument verification
2. Opening and evaluation
3. Online Evaluation report generation
4. Complain lodge
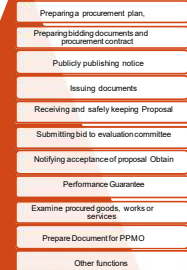5. Contract Awarding
6. Contract Management

Email Notification System
1. Task Notification
2. JV confirmation
3. OTP confirmation
4. LOI, LOA, Contract Award
5. etc

Report Generation
1. APP/MPP report
2. Bid Document
3. Evaluation Report
4. Muchulka
5. Comparative Chart
6. Contract Document
7. Billing

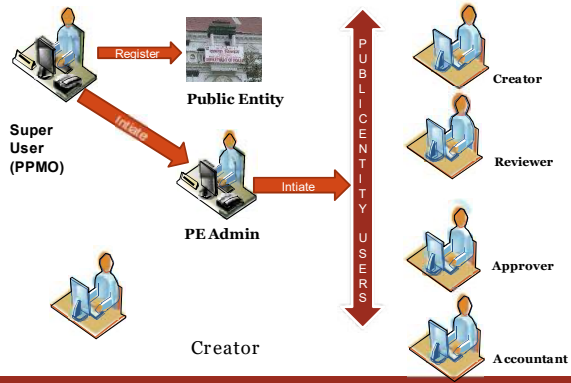
Procurement Unit

PPA 7(3)(a)

A Public Entity shall establish a procurement unit or assign the responsibilities thereof in order to carry out the following acts:

Procurement Requisition PPR 5(2)

Description regarding the type, quality, quantity of the goods

The timing of the requiremen ts of goods, nt, and

Estimated price of the procureme

Source of the priceto be borne .

- Preparing a procurement plan,
- Preparing bidding documents and procurement contract
- Publicly publishing notice
- Issuing documents
- Receiving and safely keeping Proposal
- Submitting bid to evaluation committee
- Notifying acceptance of proposal Obtain
- Performance Guarantee
- Examine procured goods, works or services
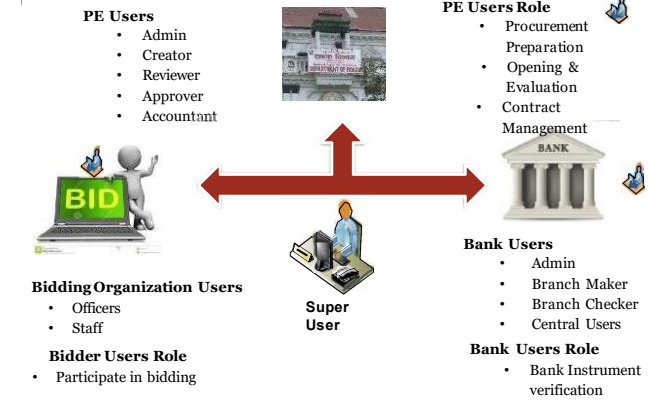- Prepare Document for PPMO
- Other functions

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Overview of Registration (Public Entity ~ Procurement Uni

>> PPMO r egister Public Entity and its admin
>> PE Admi n registers procurement related users

Register

Public Entity

Super
User
(PPMO)

Intiate

PE Admin

Intiate

P U B L I C E N T I T Y U S E R S

Creator

Reviewer

Approver

Accountant

Creator

User Category

PE Users
- Admin
- Creator
- Reviewer
- Approver
- Accountant

PE Users Role
- Procurement Preparation
- Opening & Evaluation
- Contract Management

Bidding Organization Users
- Officers
- Staff

Bidder Users Role
- Participate in bidding

Super User

Bank Users
- Admin
- Branch Maker
- Branch Checker
- Central Users

Bank Users Role
- Bank Instrument verification

Privilege for Public Entity Users

Module/Menus	☐ Creator	☐ Reviewer	☐ Approver
Annual Procurement Plan	☐	☐	☐
Bank Transaction	☐	☐	☐
Bid Addendum	☐	☐	☐
Bid Evaluation	☐	☐	☐
Bid Opening	☐	☐	☐
Committee Formation	☐	☐	☐
Complaint Management	☐	☐	☐
Contract Awarding	☐	☐	☐
Dispute Management	☐	☐	☐
Master Procurement Plan	☐	☐	☐
Payment Management	☐	☐	☐
Procurement Document	☐	☐	☐
Project Management	☐	☐	☐

Planning

>> **Master Procurement Plan**
>> **Annual Procurement Plan**

PPR- Clause (7): Master Procurement Plan to be prepared

- in procuring for a plan or project operated **for a period more than**
one year
or
-in making a procurement annually **of an amount exceeding 100 million Rupees**

PPR- Clause (8): Annual Procurement Plan to be prepared:

(1) Where a Public Entity requires to make a **procurement annually of an**
amount

Slide 24

Procurement Plan

Master Procurement Plan   Annual Procurement Plan

Amount greater than 1 hundred Million or

Project Exceed 12 Months
Approve by Secretary

Annual Procurement Plan exceeds 1 Million
Approve by PE Chief

PPR 8(5) The chief of the Public Entity shall, after receiving the approved program and budget of the current fiscal year, have to revise accordingly the annual procurement p lan prepared pursuant to th is Rule and approve it and send one copy each of such p lan to its superior office, Treasury and Controller Office and Public Procurement Monitoring Office.

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Slide 25

Sample of APP

Annual Procurement Plan (APP)

Fiscal Year: 2075/76
Ministry/Department/ Project /Office: Bhaktapur Municipality
Budget Sub-title No.: 6.05

Fiscal Year: 2075/76
Ministry/Department/ Project /Office: Bhaktapur Municipality
Budget Sub-title No.: 01

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Slide 26

Points to be considered at the time of planning

1. Requirements
2. Procurement Category
3. Procurement Method
4. Contract Type
5. Procurement Schedule

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Slide (Requirement Identification)

Requirement Identification

Organizational Need
- Construction Works
- Stationary Items
- Building
- Training
- Security Guards
- Electronic Devices
- etc

Annual Program

Annual Budget

Slide 1

Procurement Category

1. Goods
2. Works
3. Consulting
4. Other Services

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Slide 2

Procurement Method

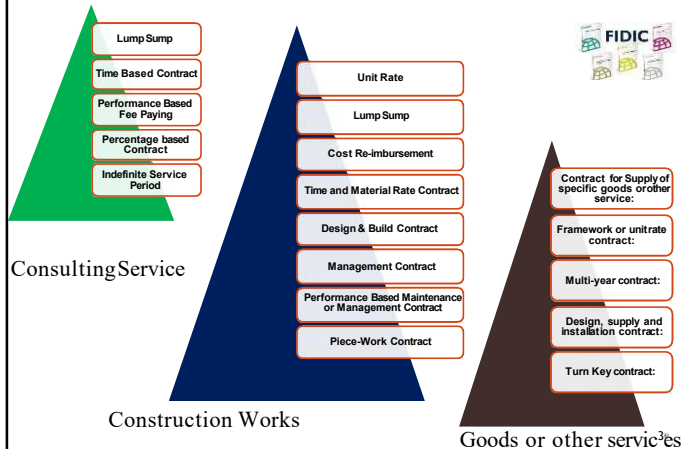| Works, Goods or Other Services	Consultancy Service

• Direct Purchase (Upto 1 lakh, Upto 5 lakh via standing list)
• Sealed Quotation (20 Lakh)
• NCB
  • Single Envelope (Below 20 Million)
  • Double Envelope (20 M to 2 Billion)
• ICB
• participation of users' committee or beneficiary group
• force account.
	• **Through competitive proposals,**
	• **Through direct negotiations (upto 20 lakh)**

Slide 3

Contract Method Selection

Consulting Service
- Lump Sump
- Time Based Contract
- Performance Based Fee Paying
- Percentage based Contract
- Indefinite Service Period

Construction Works
- Unit Rate
- Lump Sump
- Cost Re-imbursement
- Time and Material Rate Contract
- Design & Build Contract
- Management Contract
- Performance Based Maintenance or Management Contract
- Piece-Work Contract

FIDIC

Goods or other services
- Contract for Supply of specific goods or other service:
- Framework or unitrate contract:
- Multi-year contract:
- Design, supply and installation contract:
- Turn Key contract:

3

Slide 4

4 Common Types Of Construction Contracts

Lump Sum Or Fixed Price Contract
- Total fixed price for all construction related activities.
- Can include incentives benefits for early termination, or can also have penalties, called liquidation damages, for a late termination.

Cost Plus Contract
- Involve payment of the actual costs, purchases or other expenses generated directly from the construction activity.
- must contain information about covering contractor's overhead and profit.

Time and Materials Contracts
- Preferred if the projet scope is not clear or defined.
- must establish hourly or daily rate.
- Include additional expenses that could arise in process.

Unit Pricing Contracts
- Commonly used by builders and in federal agencies.
- Unit prices can also be set during bidding process as the owner requests specific quantities and pricing for a pre-determined amount of unitized items.

Image by Kelly Miller. © The Balance

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Planning

>> Annual Procurement Plan

PE Creator — PECreator visits thee-GP — form for multipleprocurement — Reviewer receives

syste m — sends for aggregation — receives the APP
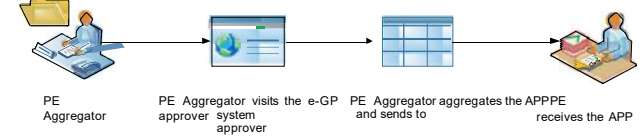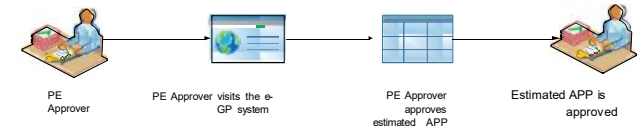
Planning

>> Annual Procurement Plan

3. APP ESTIMATE AGGREGATE (FOR WORKS, GOODS, CONSULTANCY SERVICES & OTHER SERVICES)

PE Aggregator — PE Aggregator visits the e-GP approver system approver — PE Aggregator aggregates the APP PE and sends to — PPE receives the APP

4. APP ESTIMATE APPROVAL (FOR WORKS, GOODS, CONSULTANCY SERVICES & OTHER SERVICES)

PE Approver — PE Approver visits the e-GP system — PE Approver approves estimated APP — Estimated APP is approved

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Online
Bid Document Preparation

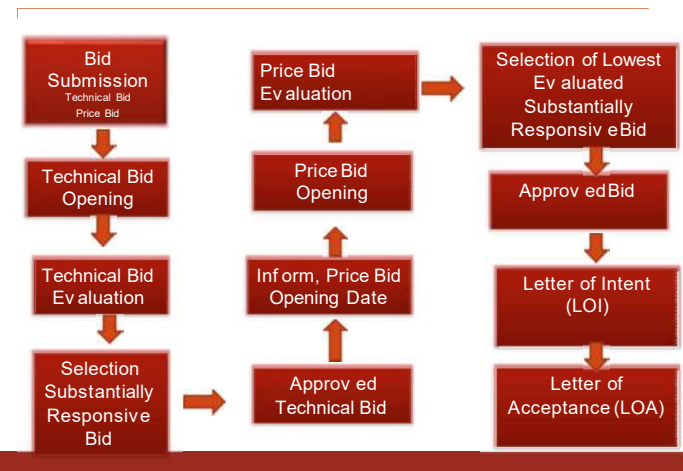---

Bid Document

PPMO Issue Standard Bidding Document (PPA 3(b))

Public Entity Should follow SBD for GoN funded Project

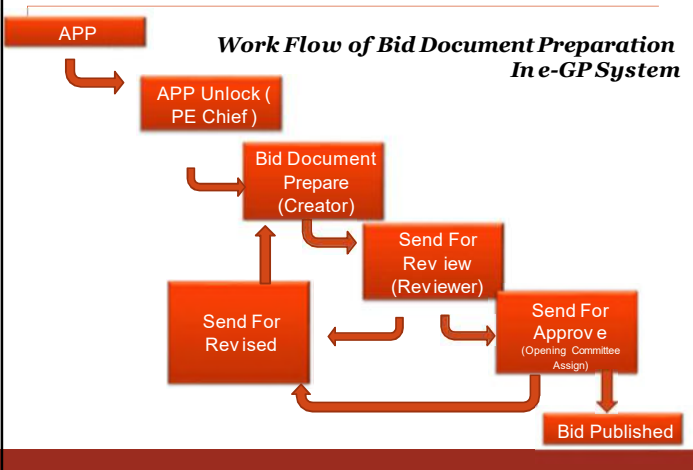For Donor Funded or Grant project SBDs will be defined by guideline or agreement

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Slide 1: Standard Bidding Document : www.ppmo.gov.np

Standard Bidding Document : www.ppmo.gov.np

Procurement of Works

  Direct Purchase

    Procurement of Works, Direct Purchase

  Sealed Quotation (SQ)

Procurement of Works, Sealed Quotation (SQ)

Procurement of Works, Sealed Quotation (SQ) Nepali

  National Competitive Bidding (NCB)

Procurement of Works, Qualification Not Required

Procurement of Works, Single Stage One Envelope Procedure

Procurement of Works, Single Stage Two Envelope Procedure

  International Competitive Bidding (ICB)

Procurement of Works, Single Stage One Envelope Procedure

Procurement of Works, Single Stage Two Envelope Procedure

  Pre- Qualification (PQ)

  Pre- Qualification (PQ) Document

After Pre- Qualification (PQ) Document

Procurement of Goods

  Direct Purchase

Procurement of Goods, Direct Purchase

  Catalogue Shopping

Procurement of Goods, Catalogue Shopping

  Sealed Quotation (SQ)

Procurement of Goods, Sealed Quotation (SQ)

  National Competitive Bidding (NCB)

Procurement of Goods, National Competitive Bidding (NCB)

  International Competitive Bidding (ICB)

Procurement of Goods, International Competitive Bidding (ICB)

Procurement of Consulting Services

  Direct Purchase

Procurement of Consulting Services, Direct Purchase

  Express of Interest (EOI) Document for Short Listing

Express of Interest (EOI) Document for Short Listing

  Request for Proposal (RFP)

Lump-Sum Contract

Time based Contract

Procurement of Other Services

Procurement of Ration

Slide 2: Document Preparation — Example : 1S2E Procedure

Example : 1S2E Procedure — flow diagram: Bid Submission (Technical Bid, Price Bid) → Technical Bid Opening → Technical Bid Evaluation → Selection Substantially Responsive Bid → Approved Technical Bid → Inform, Price Bid Opening Date → Price Bid Opening → Price Bid Evaluation → Selection of Lowest Evaluated Substantially Responsive eBid → Approved Bid → Letter of Intent (LOI) → Letter of Acceptance (LOA)

Slide 3: Document Preparation

Work Flow of Bid Document Preparation In e-GP System

APP → APP Unlock (PE Chief) → Bid Document Prepare (Creator) → Send For Review (Reviewer) → Send For Revised → Send For Approve (Opening Committee Assign) → Bid Published

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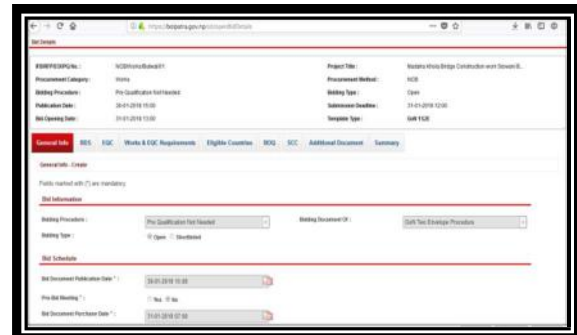## Slide 4: Document Preparation

>> Different Editable section based upon standard bid document Template

>> Online and Uploadble Template

>> Online BoQ with Export/Import Feature and standard CPV

>> Customizable notice and schedule for bid publication

>> Online document preview and generation

Bid Opening & Evaluation

- Simultaneous Logging for opening
- Online Muchulka Generation
- Online Evaluation

Evaluation & Report Generation

- Test of Legality
- Test of Completeness
- Technical Test
- Commercial Test
- Evaluated Test
- Qualification Test
- Special Test

- Online Comparative Chart
- Online Evaluation Report

Contract Awarding

- **LOI**
- **LOA**
- **Contract Management**

Complain Management

- Online Complain lodge
- Resolve complain

Complain Management

- Online Complain lodge
- Resolve complain

Contract Management

- Project Management
- Payment Management
- Dispute Management

Public Procurement Monitoring Information System (PPMIS)

Planning

Bid Document Preparation

Contract Management

Public Procurement Management Information System (PPMIS)

Bid-Submission

Contract Awarding

Bid Opening

Bid Evaluation

Benefits for Oversight Agencies

- Consolidated public procurement information from planning to contract execution for transparency
- Continuous monitoring of compliance with PPA and PPR hence prompt intervention wherever necessary,
- Statistical information on public procurement is analyzed for making important decisions
- Performance based on compliance indicators are analyzed periodically and improvement measures can be suggested
- Provides room for auditors to monitor procurement activities
- Enhancing controls on the expenditure of public funds.

Public Procurement Monitoring Information System

Key Performance Indicator based Reporting Types

Static Reporting

Dynamic Reporting

Monitoring and Evaluation

PPMIS- Reports

- Master Plan
- Annual Plan
- Procurement Activities
- Exception Monitoring
- Pre-Budget Level Estimation
- Bid Opening and Evaluation Reports
- Complaints
- Cost Comparison
- Award Analysis
- Contract Management
- Monitoring and Evaluation Report

Training Practical Session

1. User Registration
2. Pl anning
3. Document Preparation
4. Bi d Publication
5. Bi dder Registration
6. Bi d Submission
7. Bi d Opening & Evaluation
8. Contr act Awarding
9. Contr act Management - Demonstration

Tutor ial + Group Practical

50

Thank You

E-Administration (Smart Administration)

E-Administration?

- e-Administration, or electronic administration, refers to any of a number of mechanisms which convert what in a traditional office are paper processes into electronic processes, with the goal being to create a paperless office.

- e-Administration can encompass both intra-office and inter-office communication for any organization.

- Its objective is to introduce total transparency and accountability leading to better e-Governance

3

E-Governmence/e-Government?

- Electronic governance or e-governance is the application of IT for delivering government services, exchange of information, communication transactions, integration of various stand-alone systems between government to citizen (G2C), government-to-business (G2B), government-to-government (G2G), government-to-employees (G2E).

- eGovernment is the use of information and communication technologies (ICTs) to improve the activities of public sector organisations.

4

E-Governmence/e-Government- difference

- By e-Government we mean the use of ICT in government operations, as a tool to increase the outreach of the government services.

- e-Governance, on the other hand, implies the use of ICT in transforming and supporting functions and structures of the system.

- e-Government is a system while e-Governance is a function.

5

e-Government services - Examples

- **Business**
  - PAYE returns
  - End of year return
  - Corporation tax returns
  - VAT returns
  - Company registrations
  - Filing company accounts

- **Benefits**
  - Retirement Pension applications
  - Benefit applications
  - Tax credit applications
  - Personal Tax returns

- **Transport & Travel**
  - Tax disc renewal
  - Vehicle registration
  - Driver services
  - Transport direct
  - Passport applications
  - Parking fines

6

e-Government services - Examples

- **Education**
  - Student loans
  - School applications
  - Teacher services
  - University applications

- **Health**
  - E prescriptions
  - Registration of birth and death
  - Booking appointments

- **Justice**
  - Services to victims and witnesses
  - Civil claims

- **Land and property**
  - Planning applications
  - Conveyance

- **Agriculture**
  - CAP payments
  - Tracking living stock

- **Democracy**
  - Voting
  - Consultation

7

Smart Administration: Scope & Definition

Smart Leading   Smart Negotiations

Smart Collaborations   Smart Human Resources

Smart Communication   Smart Partnerships

Smart Scheduling

8

e-Administration

Smart Administration

    Smart Office Administration

      Smart Officer/Employee

Smart Leading

- Should have knowledge higher than your sub-ordinates.
- Assume that you are the boss of your office.
  - Means you have sub-ordinates in your organization

Do you advice to do the tasks?

    OR

Do you assist to furnish the tasks?

Smart Negotiations

- Collect the evidences, rules & regulations.
- Assess your bargaining power
- Prioritize and Compromise
- Don't – unless you really need to
- Don't negotiate with yourself
- Don't accept the first offer
- Don't make the first offer - Their first offer may be much better than you expected!
- Don't talk so much – listen

Smart Collaboration

- Team effort's outcome should be the most productive one.
- Putting a team of experts or specialists on the same project isn't enough to guarantee a competitive advantage. *by Heidi Gardner*
- Leveraging people and resources in a more proactive and dynamic way
- Challenges: multiple sub-tasks done by different individual combined into a single one

Smart Communication

- Communications management in a smart way for success and happiness.
- Use of proper communication tool: Phone/Mobile, Email, messengers, social networks
- Make internal documents and knowledge easily available.
- Take advantage of social media.
- Allow your sub-ordinates the opportunity to recharge/refresh.
- Strengthen connections between ordinates and subordinates
- Discourage one-way communication –top/down
- Always share important news
- Use a CRM platform
- Track tasks
- Schedule status meetings –google calendar at your hand on mobile

13

Smart Officer/Employee

- One who apply all other smart approaches.
- Encouraged for paperless works
- Maximal use of Machines/ICT Tools to get the work done efficiently and timely.
- Maximize the work efficiency
- Make a balance between office works and personal life activities

14

Requirement for SMART Adm.

- Comfortable office space/environment
- A computer/laptop with internet connections
- Other office facilities (printer, fax, mobile..)

- Do you have THIS?

15

E-Mail Account?

16

Make e-Mail communication – part of your life

- Encourage to Paperless
- No Physical Contact
- No loss/wastage of Time
- Recorded work – Fully Transparent

Furnishing a Letter - Case

Current Situation

YOU

Imagine, the current situation: your immediate senior requested you to type a letter. The content of letter is vocally told to you.
- You prepared a letter > submit to boss > refined it > again submit > refine it > again submit > …..

BOSS

Current Situation

YOU

- Your BOSS should also be smart to help furnish task efficiently

BOSS

Let us Do ONE TASK:

- please create a memo and save in the computer – it is required in the next level activities

---

श्री_____,

_____ ।

म _____यस ___मा मिति २०७०-०१-०२ देखि _____ कार्यरत रहेको यहाँमा अवगतनै छ। मैले गर्ने दैनिक कामको भार बढ्दै गएकोले मेरो कामको भारलाई कम गर्न अनुरोध गर्दछु वा अफिस समय भन्दा बाहिरको समयमा पनि गर्ने वातावरण बनाई नियमानुसार कार्यादिश हुन अनुरोध गर्दछु।

_____

_____

_____

कर्मचारी परिचाय पत्र नः

E-Administration example.

- The letter is registered in the reception,
- Receptionist scan the leter and sent to Dean.
- Dean adviced on the letter - श्री प्रसाशन प्रमुख, आ का and forwarded.
- Admin chief आ का to Section offier – ram kumar giri
- Section Officer आ का to head assistant-raj kumar wagle.
- Head assistant write a memo
- Decision flow.
- Decided…
- Print the memo and file it. (decision on the data center)

How much time it takes for you to type and save this work?

Question:
- Next month, you need to open the content and re-issue such type of memo again, What you do?

1) retype again or 2) get it back from computer?

Question:
- Unfortunately your computer is crashed by next week. Your work is very important.

- have you applied any precaution to save and recover the content?

- Do you have the backup of those contents?

Question:
- by next week, your computer got infected by virus?

- how do you recover that content from virus?

2nd Task:
- Send your previous work into the email: trainer's_email

Content Management

- Content management refers to the system and processes whereby information is created, managed, published, and archived.
- A computer software system for organizing and facilitating collaborative creation of documents and other content, especially for loading to a website

Content Management

- A CMS typically offers
  - Easy content creation and editing for non-technical content contributors
  - Access rights for security
  - Structured workflow processes for content approvals
  - Archival and versioning of content
  - Templates for consistent output
  - Content check-in/check-out services for distributed users

Backup and security

- Keep a copy in the email or better in the drive

- Never insert other's pen drive into your computer or make sure that your computer is antivirus-antimalware protected.

- Perform regular backup of your work into a drive

- For normal work, generally do not login from administrator account.

  - Use power user for normal operation

Backup and synchronize

- Store in Cloud like
  - Sync
  - Google Drive
  - One Drive
  - Drop Box
  - Amazon Drive
  - Media Fire
  - SugarSync
  - ……

- Store in Cloud like
  - Box
  - Bitcasa
  - Evernote
  - Skydrive
  - Tresorit
  - iDrive
  - pCloud
  - Degoo
  - ……….

Question:
- On which folder have you saved your previous task?

Backup and security

- Never keep your work on the desktop on which drive your OS is installed – it has maximum chances to crash

- Make folder/sub-folder well organized in to a hierarchy such that search would be easy for you.

Security Tips

- **Tip #1 - You are a target to hackers**
- **Tip #2 - Keep software up to date**
- **Tip #3 - Avoid Phishing scams - beware of suspicious emails and phone calls**
- **Tip #4 - Practice good password management**
- **Tip #5 - Be careful what you click**
- **Tip #6 - Never leave devices unattended**
- **Tip #7 - Protect sensitive data**
- **Tip #8 - Use mobile devices safely**
- **Tip #9 - Install anti-virus protection**
- **Tip #10 - Back up your data**

37

Discussion Session:

Let Us Discuss:

What are the Local e-Administration challenges and issues we are facing??

38

Conclusion

- Let us deal in a smart way.
- Optimum use of ICT tools for time and work optimization.
- Focus to paperless work if possible.
- Prepare your content/document backup and recovery plan

39

Thank you

40

Presentation & Document Writing Skills

What is a good presentation?

Good presentation is one that has 4Ps:

- Plan
- Prepare
- Practice
- Present

Why do we need to know how to prepare the information?

- Public speaking is commonly feared by many people.

- It can be a nerve-racking experienced, but anxiety can be minimized.

- Practice and preparation can help become a good presenter.

Plan

Preparation or planning is the first step for successful presentation
Aspects:
- Purpose
- Audience
- Structure

• Ask yourself:

➢ Who is your audience?
➢ What do you want to present? (Content, material)
➢ Why do you want to present this? (purpose)
➢ Where do you want to present? (place)
➢ How do you want to present this? (ppt, other, technology,etc.)

Plan

Audience Analysis

➢ In what is the audience interested?
➢ What does the audience want?
➢ What does the audience already know?
➢ What does the audience need to know?
➢ What does the audience expect from this presentation?
➢ How will the audience benefit from this presentation?

Plan

Structure:

➢ Structure the content in line with the audience's needs
➢ What is your objective?
➢ Do your research
➢ Gather material from different sources o Arrange points logically

Important Tips:

➢ Anticipate audience's questions and prepare possible answers
➢ Prepare handouts if desired and appropriate. Everyone benefits from visual/graphic documents.
➢ Don't forget to prepare with the allotted presentation time in mind. If you don't know how long you have, find out.

Plan

Example Structure for 20-minute presentation:

➢ Opening: 2 minutes

➢ Middle: 13 minutes

➢ Ending: 2 minutes

➢ Questions: 5 minutes

Prepare

❖ **Opening**:
The first few minutes are critical for success

- Carefully design and master this while practicing
  - Good first impression
  - Rehearse well, but use natural speech and no reading from notecards or computer
- Get attention
  - Shock, humor, question, story, statistics
- Be enthusiastic
  - Motivate audience to listen

❖ **Middle**:
- Logical sequence
- Understandable
- Recaps (summaries) when appropriate
- Visual aids (flip-charts, handouts)

❖ **Ending:**
The last few minutes are just as critical for success as the first few minutes

- Summarize important points
- Suggest action
  - What should the audience do now?
  - When should they do it?
  - Why?
  - How?

Practice

- Be active
  - Move around rather than stand stiffly in one spot
- Controlled gestures
  - Hand movements
  - Playing with hair
- Where to keep hands?
  - Not in pockets
  - Occupy hands with notes or a pointer. Nervousness tends to show in our hand gestures.
- Eye contact
  - Look around from person to person while glancing at notes or presentation
  - Don't stare
- Face audience

Practice

Verbal Communication
- Speak naturally
- Variations in tone and pitch of voice
- Talk to audience, not just in front of them
- No jargon
- No ambiguous or complicated language
- Question your audience throughout to facilitate group involvement or garner attention

Practice

Audience

- Be aware of audience's nonverbal and verbal communications
- If people are bored or confused, their body language will show it.
- Adjust based on what you see
- Engage audience
- Questions, activities
- Handle questions to the best of your ability
- You are not expected to know everything
- Anticipate questions and have answers ready
- Sometimes questions allow you to highlight a point you want to make

Present

- Prepare thoroughly
- Breath deeply and slowly
- Use gestures and facial expressions as a way of converting nervous fear to positive enthusiasm.

Anxiety and stage fright

- Everyone has it to some degree, even the best public speakers
- Do not try to completely eliminate fear
- Instead, channel that fearful energy into an effective presentation.

So, what is a Good Documentation?

➤ It is a concise, legible, accurate and traceable records in a simple word.

Concise:
The document must tell the entire story and must be understood by internal/ external customers

Legible:
The documents must be readable by internal/external customers.

Accurate:
- The document must be error free.

Traceable:
- Each aspect of the document must be traceable, such as, who recorded it, where and why

How do we make the task easy?

Let's examine what it means to be concise.

- Are our documents standardized?
- Are the documents easy for all to use?
- Do we have certain documents that consistently have errors?
- Do our documents tell a complete story?

If we have an answer to these questions, then we are good to go…

Let's examine what **legible** means.
- Can everyone read what is written?
- No matter who, where or what, can the written or printed data be read?

Now, let's examine what it means to be **accurate**.
- Data shall be recorded as soon as possible and shall not be falsified.

What does the traceability mean?

Can everyone understand who recorded the data, why it was recorded, what was recorded and when it was recorded.

- If we have an answer to this, then we can trace every information about the data.
- For all this, standardization is the key, a common practice accepted by everyone.

Purpose of documentation:
- Documents are objective evidence that actions or tasks have been performed
- Documentation helps other to read your research, experiment and account of future countless possibility of new ideas and also it provides credit to the owner.

Quality System Records

- Includes:
- Purchase Orders
- Management Reviews
- Contracts
- Training Records
- Device History Records
- Device History Files

What am I responsible for?

You are responsible for your signature:
- <u>Written Signature</u>
  - Should at a minimum be your first initial and full name.
    - Eg J. Doe
  - Initials maybe used on any page of a document once signature appears on that page.
    - Eg. JD
- <u>Electronic Signature</u>
- Responsible for all recorded information before you… because you will be reviewing all data before you to be sure no one has made any mistakes.

Quality System Records

What if there is a mistake?

- All errors should be corrected by the person who created them.
- If the person is not available, the error can be corrected by their manager
- Or be corrected by the next highest member of the management and so on

How to correct Mistake?

- Draw a single line through the error
- Make the correction next to the error
- Write an explanation for the error

- Sign and Date the correction

Quality System Records

What if there is no more space for correction?

- Draw an asterisk (*) next to the error. Place the asterisk (*) on the same page where there is room to write and put the information.

Example: My Name is Misspelled

AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
My name is ~~Jon~~ * John
AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
*misspelled
J. Doe 01/01/2000

Thank You!

- Enjoy Practicing !
- Working, Learning and Sharing !

स्थानीय विकास प्रशिक्षण प्रतिष्ठान
(स्थानीय विकास प्रशिक्षण प्रतिष्ठान ऐन, २०४९ द्वारा स्थापित)

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नमुना कार्य योजना

क्र स	क्रियाकलापहरु	कहिले गर्ने	जिम्मेवारी कसको	सहयोगी निकाय	कसरी गर्ने
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पश्चात जानकारी

मूल्याङ्कन

समापन

धन्यवाद

सहभागीका लागि अध्ययन सामग्री
(प्रशिक्षण प्रयोजनका लागि)

CSCA0101
COMPUTING BASICS

Chapter 1
History of Computers

Topics

1. Definition of computer
2. Earliest computer
3. Computer History
4. Computer Generations

Definition of Computer

- Computer is a programmable machine.

- Computer is a machine that manipulates data according to a list of instructions.

- Computer is any device which aids humans in performing various kinds of computations or calculations.

History of Computers

Definition of Computer

Three principles characteristic of computer:

- It responds to a specific set of instructions in a well-defined manner.

- It can execute a pre-recorded list of instructions.

- It can quickly store and retrieve large amounts of data.

History of Computers

Earliest Computer

- Originally calculations were computed by humans, whose job title was computers.

- These human computers were typically engaged in the calculation of a mathematical expression.

- The calculations of this period were specialized and expensive, requiring years of training in mathematics.

- The first use of the word "computer" was recorded in 1613, referring to a person who carried out calculations, or computations, and the word continued to be used in that sense until the middle of the 20th century.

Tally Sticks

A **tally stick** was an ancient memory aid device to record and document numbers, quantities, or even messages.
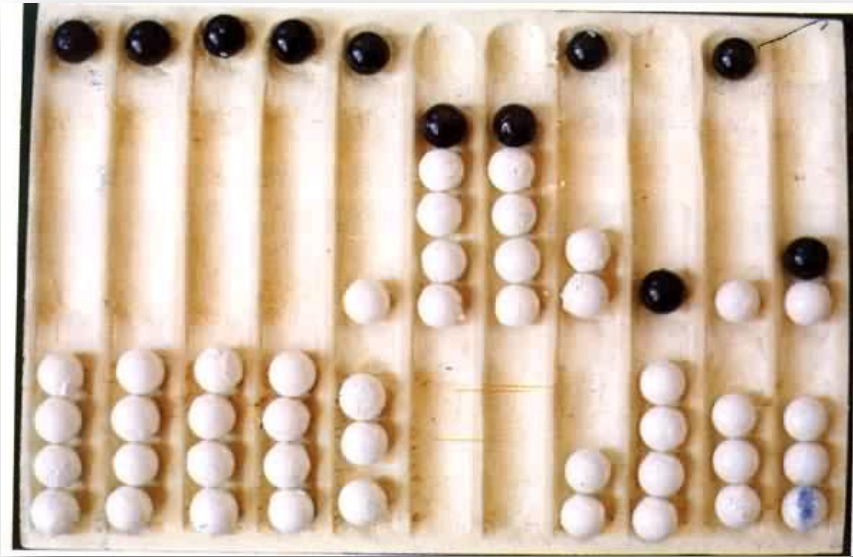

Tally sticks

Abacus

- An **abacus** is a mechanical device used to aid an individual in performing mathematical calculations.

- The **abacus** was invented in Babylonia in 2400 B.C.

- The abacus in the form we are most familiar with was first used in China in around 500 B.C.

- It used to perform basic arithmetic operations.

History of Computers

Abacus

Earlier Abacus

Modern Abacus

Napier's Bones

- Invented by **John Napier i**n 1614.

- Allowed the operator to **multiply**, **divide** and **calculate square** and **cube roots** by moving the rods around and placing them in specially constructed boards.

John Napier

Napier's Bones

Slide Rule

- Invented by **William Oughtred** in **1622**.

- Is based on Napier's ideas about **logarithms**.

- Used primarily for
  – **multiplication**
  – **division**
  – **roots**
  – **logarithms**
  – **Trigonometry**

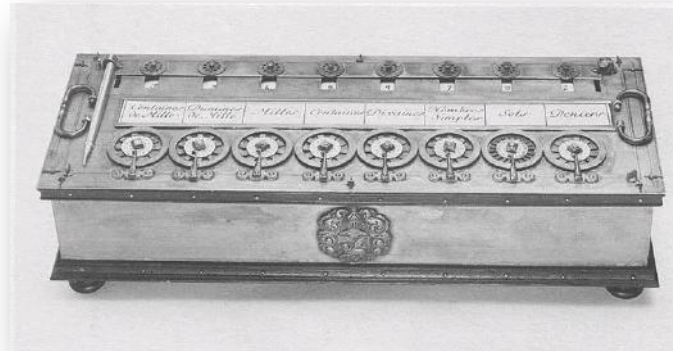- Not normally used for **addition** or **subtraction**.

William Oughtred

Slide Rule

Pascaline

- Invented by **Blaise Pascal** in 1642.

- It was its limitation to addition and subtraction.

- It is too expensive.

Blaise Pascal

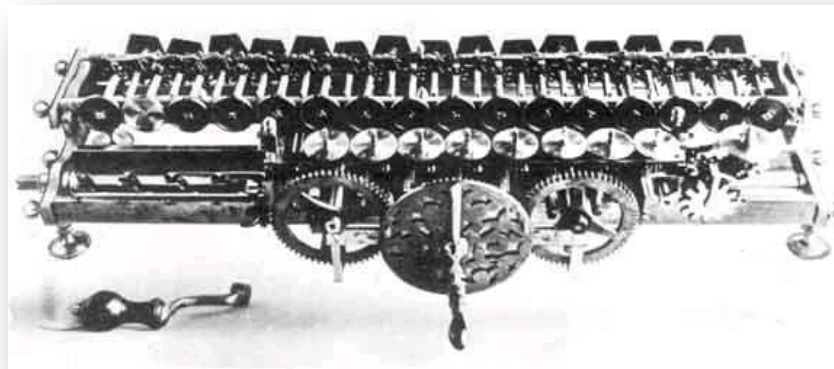
Pascaline

History of Computers

Stepped Reckoner

- Invented by **Gottfried Wilhelm Leibniz i**n 1672.

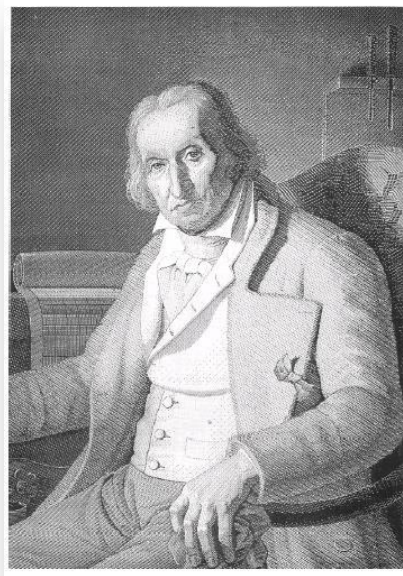- The machine that can add, subtract, multiply and divide automatically.
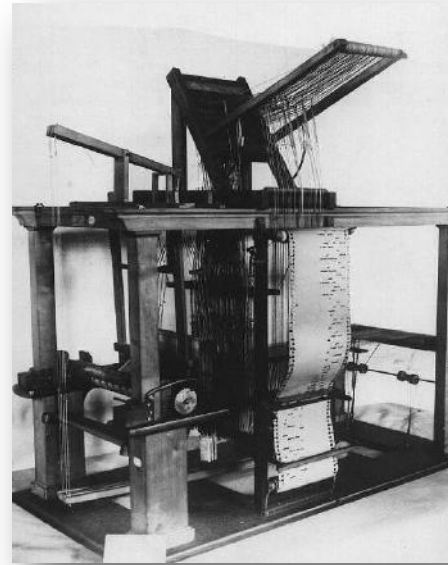

Gottfried Wilhelm Leibniz

Stepped Reckoner

Jacquard Loom

- The **Jacquard loom** is a mechanical loom, invented by **Joseph-Marie Jacquard** in 1881.

- It an automatic loom controlled by punched cards.

Joseph-Marie Jacquard   Jacquard Loom

History of Computers

Arithmometer

- A mechanical calculator invented by **Thomas de Colmar** in 1820,

- The first reliable, useful and commercially successful calculating machine.

- The machine could perform the four basic mathematic functions.

- The first mass-produced calculating machine.

Thomas de Colmar

Arithmometer

History of Computers

Difference Engine and Analytical Engine

- It an automatic, mechanical calculator designed to tabulate polynomial functions.

- Invented by **Charles Babbage** in **1822 and 1834**

- It is the first mechanical computer.

Charles Babbage
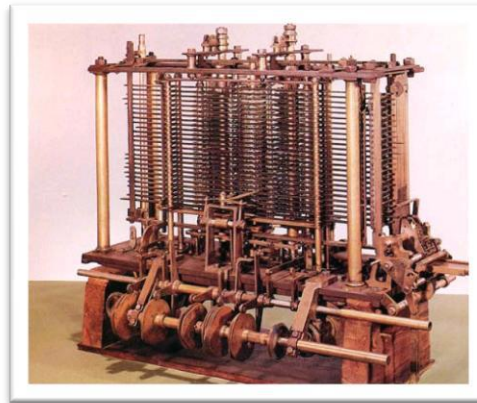
Difference Engine

Analytical Engine

History of Computers
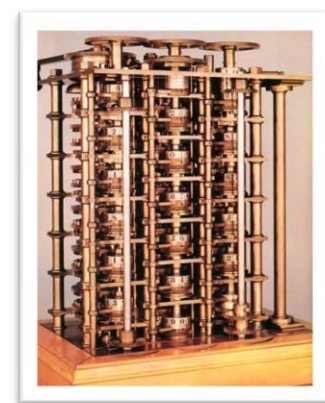
First Computer Programmer

- In 1840, **Augusta Ada Byron** suggests to Babbage that he use the binary system.

- She writes programs for the **Analytical Engine**.

Augusta Ada Byron

Scheutzian Calculation Engine

Per Georg Scheutz

- Invented by **Per Georg Scheutz** in 1843.

- Based on Charles Babbage's difference engine.

- The first **printing calculator.**

Scheutzian Calculation Engine
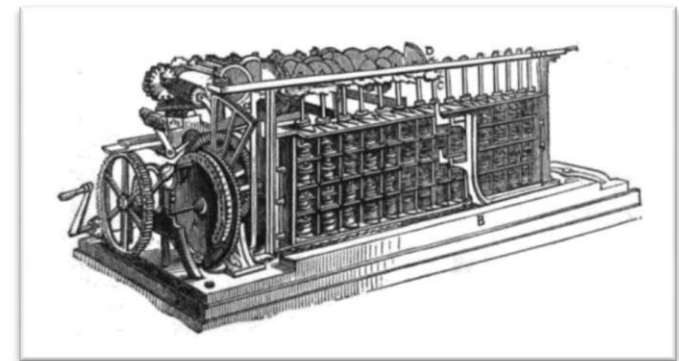
History of Computers

Tabulating Machine

- Invented by **Herman Hollerith** in 1890.

- To assist in summarizing information and accounting.
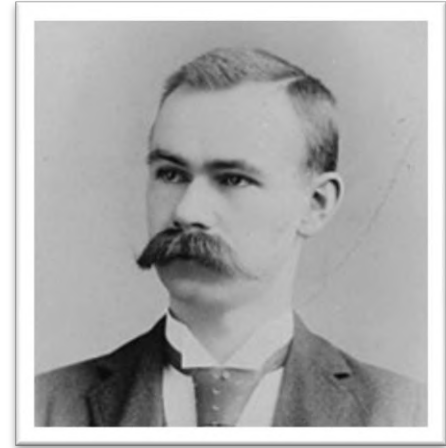
Herman Hollerith

Tabulating Machine

History of Computers

Havard Mark 1

- Also known as IBM Automatic Sequence Controlled Calculator (ASCC).

- Invented by **Howard H. Aiken in** 1943

- The first electro-mechanical computer.

Howard H. Aiken

Mark 1

History of Computers

Z1

- The first programmable computer.

- Created by **Konrad Zuse** in Germany from **1936 to 1938.**

- To program the Z1 required that the user insert punch tape into a punch tape reader and all output was also generated through punch tape.

Konrad Zuse

Z1

History of Computers

Atanasoff-Berry Computer (ABC)

- It was the first electronic digital computing device.

- Invented by **Professor John Atanasoff** and graduate student Clifford Berry at Iowa State University between 1939 and 1942.
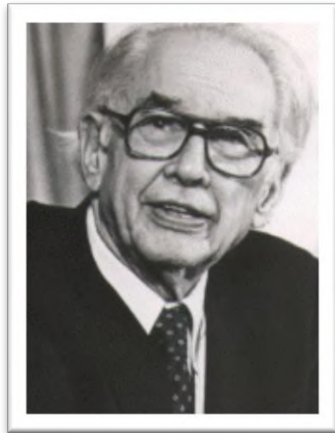
Professor John Atanasoff

Atanasoff-Berry Computer

History of Computers
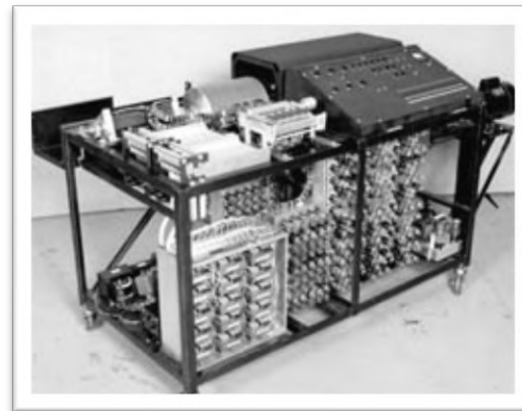
ENIAC

- **ENIAC** stands for **Electronic Numerical Integrator and Computer**.

- It was the first electronic general-purpose computer.

- Completed in 1946.

- Developed by **John Presper Eckert** and **John W. Mauchl**.

ENIAC

UNIVAC 1

- The **UNIVAC I** (**UNIV**ersal **A**utomatic **C**omputer 1) was the first commercial computer.

- Designed by **J. Presper Eckert** and **John Mauchly.**

UNIVAC 1

History of Computers

EDVAC

- **EDVAC** stands for **Electronic Discrete Variable Automatic Computer**

- **The First Stored Program Computer**

- Designed by Von Neumann in 1952.

- It has a memory to hold both a stored program as well as data.

EDVAC

The First Portable Computer

- **Osborne 1** – the first portable computer.

- Released in 1981 by the Osborne Computer Corporation.

Osborne 1

The First Computer Company

- The first computer company was the **Electronic Controls Company.**

- Founded in 1949 by **J. Presper Eckert** and **John Mauchly**.

Computer Generations

There are five generations of computer:

- **First generation** – 1946 - 1958

- **Second generation** – 1959 - 1964

- **Third generation** – 1965 - 1970

- **Fourth generation** – 1971 - today

- **Fifth generation** – Today to future

The First Generation

- The first computers used **vacuum tubes** for circuitry and **magnetic drums** for memory, and were often enormous, taking up entire rooms.

- They were very expensive to operate and in addition to using a great deal of electricity, generated a lot of heat, which was often the cause of malfunctions.

Vacuum tube

The First Generation

- First generation computers relied on machine language, the lowest-level programming language understood by computers, to perform operations, and they could only solve one problem at a time.

- Input was based on punched cards and paper tape, and output was displayed on printouts.

The Second Generation

- Transistors replaced vacuum tubes and ushered in the second generation of computers.

- One transistor replaced the equivalent of **40 vacuum tubes**.

- Allowing computers to become smaller, faster, cheaper, more energy-efficient and more reliable.

- Still generated a great deal of heat that can damage the computer.
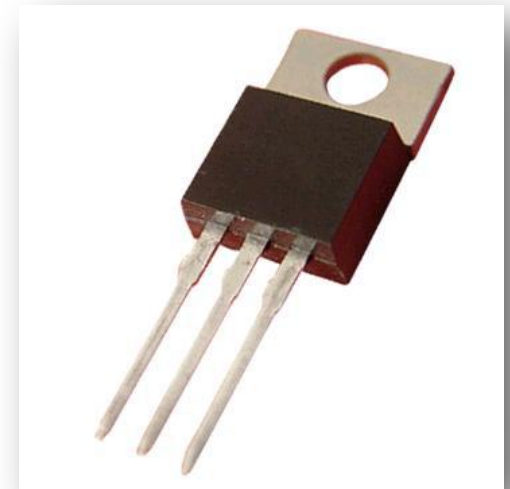
Transistor

The Second Generation

- Second-generation computers moved from cryptic binary machine language to symbolic, or assembly, languages, which allowed programmers to specify instructions in words.

- Second-generation computers still relied on punched cards for input and printouts for output.

- These were also the first computers that stored their instructions in their memory, which moved from a magnetic drum to magnetic core technology.

The Third Generation

- The development of the **integrated circuit** was the hallmark of the third generation of computers.

- Transistors were miniaturized and placed on silicon chips, called semiconductors, which drastically increased the speed and efficiency of computers.

- Much smaller and cheaper compare to the second generation computers.

- It could carry out instructions in billionths of a second.

Integrated Circuit

History of Computers
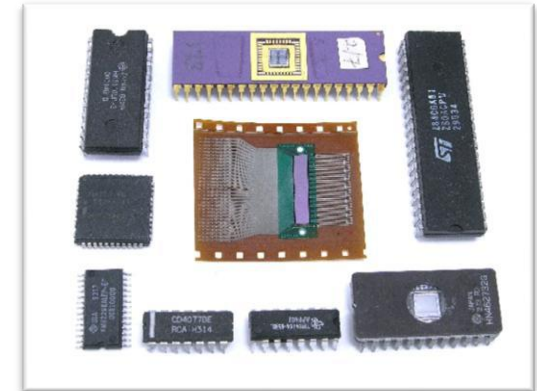
The Third Generation

- Users interacted with third generation computers through keyboards and monitors and interfaced with an operating system, which allowed the device to run many different applications at one time with a central program that monitored the memory.

- Computers for the first time became accessible to a mass audience because they were smaller and cheaper than their predecessors.

History of Computers

The Fourth Generation

- The **microprocessor** brought the fourth generation of computers, as thousands of integrated circuits were built onto a single silicon chip.

- As these small computers became more powerful, they could be linked together to form networks, which eventually led to the development of the Internet.

- Fourth generation computers also saw the development of GUIs, the mouse and handheld devices.
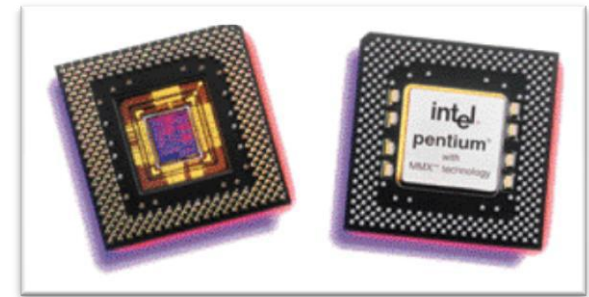
Microprocessor

The Fifth Generation

- Based on Artificial Intelligence (AI).

- Still in development.

- The use of parallel processing and superconductors is helping to make artificial intelligence a reality.

- The goal is to develop devices that respond to natural language input and are capable of learning and self-organization.

- There are some applications, such as voice recognition, that are being used today.

Unicode Typing - Trainer's Handout

Time allocated: 4 hours

Content delivery format: Theory + lab

1. Teaching methods.

Methods	Theory	Lab work
Content delivery	Power point sides and explanatory.	Instructor shall perform all the lab works by him/herself in front of students using live displays (projector / TV etc) and make students follow the process.
Motive	Student shall memories and under stand	Students shall get Hands-on practical experiences with the help of instructors.

2. Summary of the topics.

By the end of this course, you should be able to:

1) Knowing Characters
2) Encoding techniques
3) ASCII
4) Limitations of ASCII
5) UNICODE
6) Advantages of Unicode
7) Traditional Nepali Typing methods and their drawback.
8) Nepali Typing Using UNICODE(Traditional/Romanized) Layouts.
9) Online Nepali typing.
10) Browsing using Nepali Unicode.
11) Create high quality document using Nepali Unicode.

3. Introduction to characters and ASCII (20 minutes)

Basics of Computer Language:

Computers don't understand human language. The only language computers understand is 0's and 1's (presence of a signal or absence of a signal).

Everything that goes into the computer memory for processing converts first into 0s and 1s. It could be numbers, character, texts, audios, videos and nowadays even emojis. Another fact is that, all the characters are just symbols. That means, every characters you see on the screen are symbols.

All the Characters are 'JUST SYMBOLS'
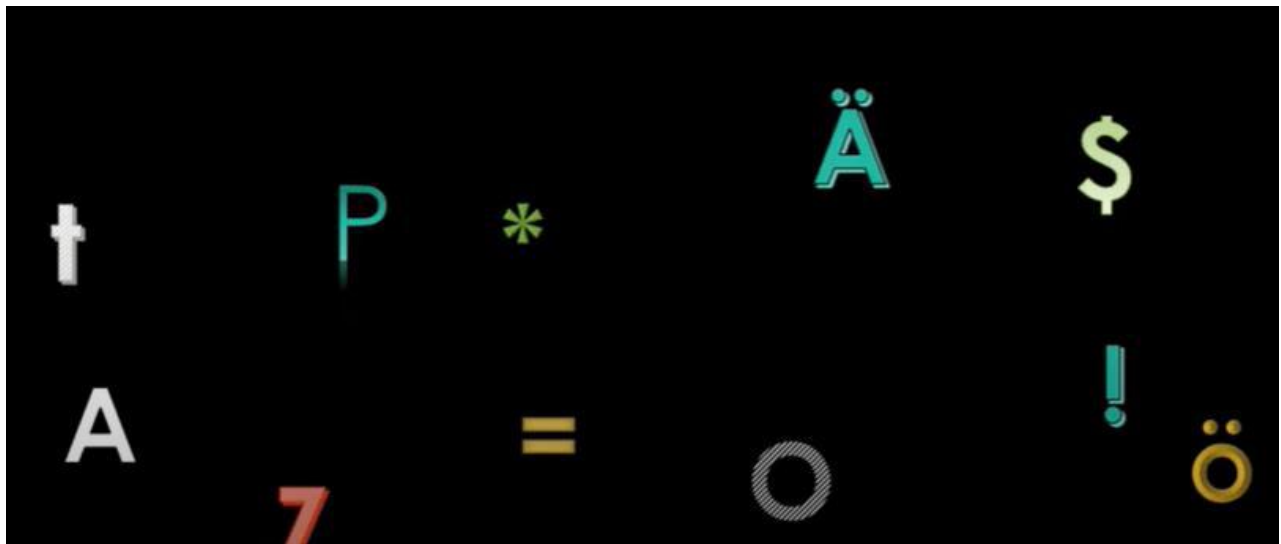
These symbols do not make any sense to the computers. Symbols are only for humans.

Now we have a problematic scenario in front of us. On one side have symbols so that human can interact with computers. On the other side, we have 0s and 1s , the only language the computer understands.
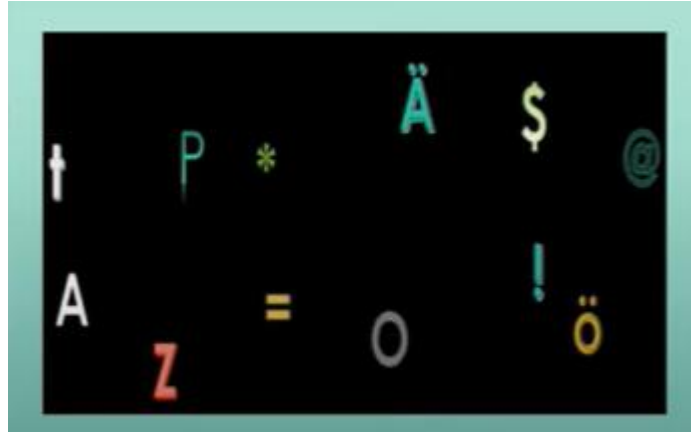
If we want computer to process these symbols, then we need to convert it into 0s and 1s.

But the problem is, we cannot convert symbols directly into 0s and 1s. Because 0s and 1s are actually numbers and belong to binary number system. A number from one number system can be converted into another number system. For example, a decimal number 65 can be converted into a binary number system and a binary of 65 can be converted back to decimal number.

4. Knowing Unicode and its advantages (20 minutes)
   Refers to slide material

5. Downloading and installing Unicode Romanized and traditional.(20 minutes)

   Here participants should encourage and taught to how to download ,install and use Nepali Unicode layouts of their choice

6. Working with text (lab work – 2 Hours)

   Participants now are encouraged to type and practice sufficiently using Unicode Romanized/Traditional layouts.

7. Hints ,Online browsing and typing practice (1 Hour)

   Hints on special characters typing and grammatical punctuation options as well as type and browse using Nepali key words in internet.

8. Evaluation: (Reference only)

Particular	Weightage
Concept of the word processing	20%
Interaction	10%
Final document preparation	60%
Extra knowledge gained	10%

MS- Word 2013 trainer's handout.

Time allocated: 4 hours

Content delivery format: Theory + lab

1   Teaching methods.

Methods	Theory	Lab work
Content delivery	Power point sides and explanatory.	Instructor shall perform all the lab works by him/herself in front of students using live displays (projector / TV etc) and make students follow the process.
Motive	Student shall memories and under stand	Students shall get Hands-on practical experiences with the help of instructors.

2   Summary of the topics.

By the end of this course, you should be able to:

  a. work with the basic features of Word
  b. create a new document
  c. work with a document
  d. display documents using various views
  e. select and work with text in a document
  f. use a range of font formatting techniques

g. format paragraphs

h. work effectively with features that affect the page layout of your document

i. create and modify tabs and tables

j. insert and work with clip art and pictures

k. use the Mail Merge Wizard to perform mail merges

l. print a document

m. find the information you need in Help

n. Create high quality document designs and layouts.

3   Introduction to Word processing (5 minutes)

What is word processing?

Word Processing refers to the act of using a computer to create, edit, save and print documents. In order to perform word processing, specialized software (known as a Word Processor) is needed. One example of a Word Processor is Microsoft Word, but other word processing applications are also widely used.

Examples of word processors: Microsoft Word, LibreOffice writer.

Online tools for word processing: Google docs, Microsoft word online. Both are free tools anyone can access and use from anywhere using internet.

Note: Access Microsoft word, Word online and/or google docs inside the class.

4   Getting started with Word (30 min)

4.1   Starting Microsoft Word

Different ways to starting MS Word. Using start menu and run.

Opening Word using start menu:

Windows 7 and earlier: Click on start menu >> All programs >> Microsoft office /office >> Word.

Windows 8/10: Use of start menu and search to start Ms Word.

Using run:

Click windows **key** ⊞ + **R** in keyboard >> Type **winword** >> click **ok** button

4.2 Understanding the start screen and creating a new blank document

The use of following three parts of start screen

Templates: Create document using different templates. Blank document template to start creating blank documents.

Recent: To access recently opened / edited documents.

Open other documents: Access other documents on recent list from different locations.
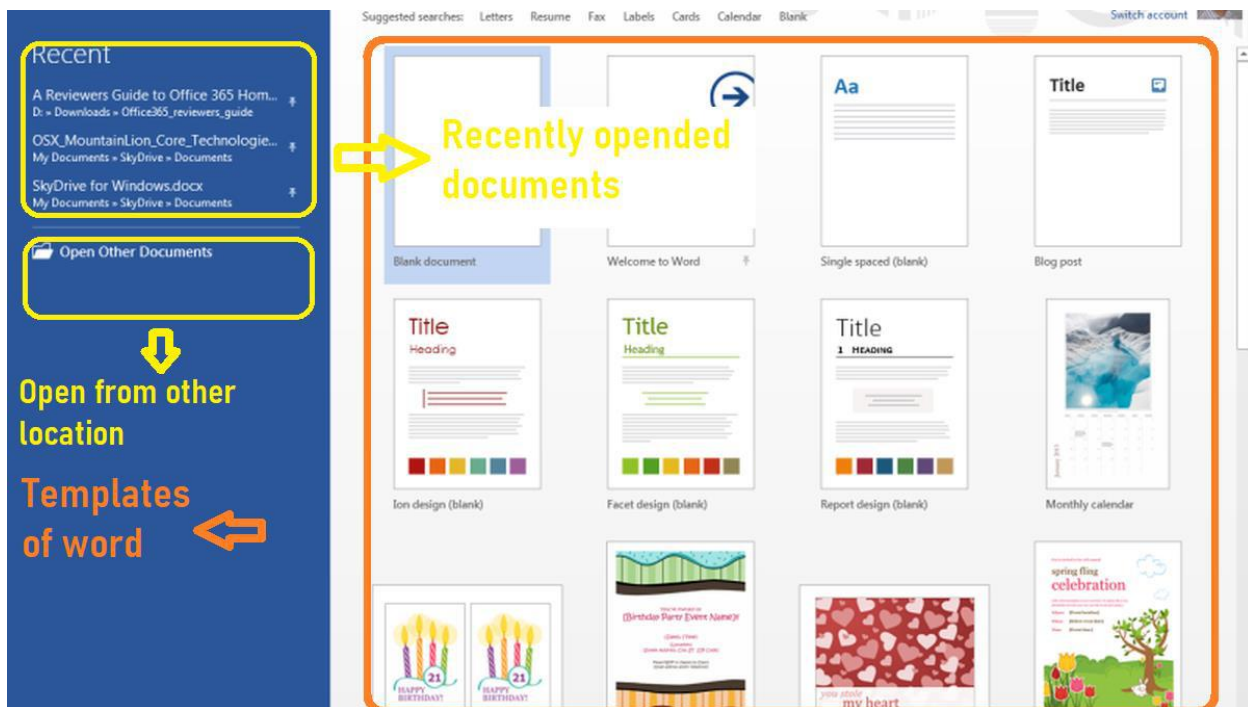
4.3   The word screen

Quick Access Toolbar: Quick Access Toolbar lies next to the Microsoft Office Button. It is a customizable toolbar that comes with a set of independent commands. Default quick access toolbar contains save button, undo button, redo button and a drop down to customize quick access toolbar.

Document Title: It lies next to the Quick Access Toolbar. It displays the title of the currently open document or application.

Ribbon and tabs: It is located below the Quick Access Toolbar and the Title Bar. It comprises seven tabs; Home, Insert, Page layout, References, Mailing, Review and View. Each tab has specific groups of related commands.

Status Bar: The Status Bar is a thin toolbar that runs along the bottom of the Word workspace. This bar can display information about the document being worked on, such as page number, word count, language, and there are viewing options in the form of icons at the right hand side of the Status Bar.

Navigation panel: In Word 2016, 2013, and 2010, the Navigation Pane helps you quickly navigate through long documents. This feature organizes your document into a series of headings and pages.
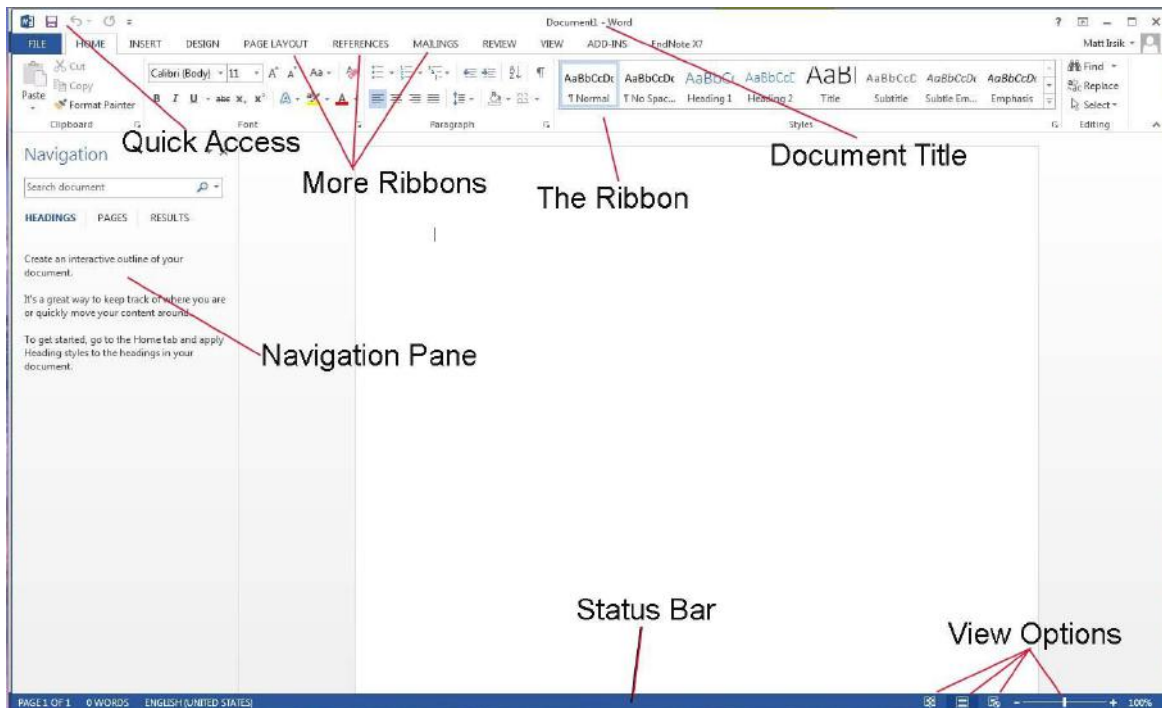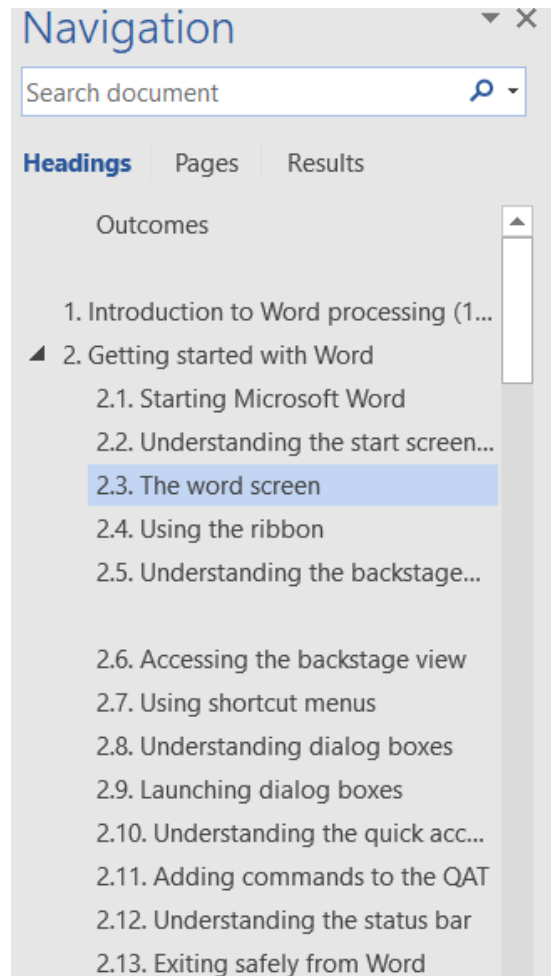
Navigation pane sample for proper formatted document

4.4   Understanding the backstage view

Backstage view appears after clicking **File** tab.

Dialog box after clicking file tab (bakstage view)

4.5 Using shortcut menus

A shortcut menu is a menu that appears when you right-click an object. In Microsoft Forms, the following objects have shortcut menus.

Sample Shortcut menus:

Shortcut menu for text.

4.6 Understanding dialog boxes

A dialog box is a small window that a program pops open to request input from the user. For example, in Word if you click on the Save icon and the document hasn't already been named, Word will pop open a dialog box that prompts you to name the file and tell the program where to save it.

Font dialog box

Paragraph dialog box

4.7   Launching dialog boxes

Click in arrows as shown below inside red circles to access ribbon dialog box.

Launching dialog boxes of font and paragraph group ribbons.

4.8 Understanding the status bar

Word status bar displays information such as word count, page number, line number, Language etc at the right side and different display modes , zoom, zoom slider, etc at the left side.

Right side of status bar

Left side of status bar

4.9 Exiting safely from Word

➢ Click X (cross button) on top right corner of the word document.

- ➢ Following dialog box will appear if you have not saved the document.
- ➢ Click save to save changes in the document.
- ➢ Cancel or X button to cancel the closing process and continue editing document.
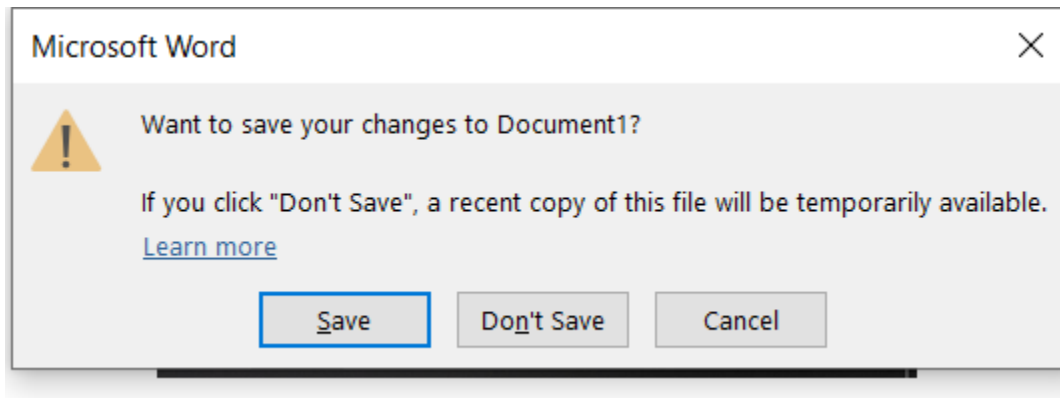
Dialog box after clicking close button on word

5 first document (Lab work - 10 min)

Note: sample file **Word_lab_1.docx**

5.1 Creating documents in word

a. Create a blank document
b. Typing text
c. The save as place
d. The save as dialog box
e. Saving a new document on your computer
f. Typing numbers
g. Inserting a date
h. Document proofing

5.2 Checking spelling and grammar

On the Word menu, click **Review > Spelling & Grammar.**

To start a check of the spelling and grammar in your file just press F7 or follow these steps:

1. click the **Review** tab on the ribbon. Click **Spelling** or **Spelling & Grammar**.
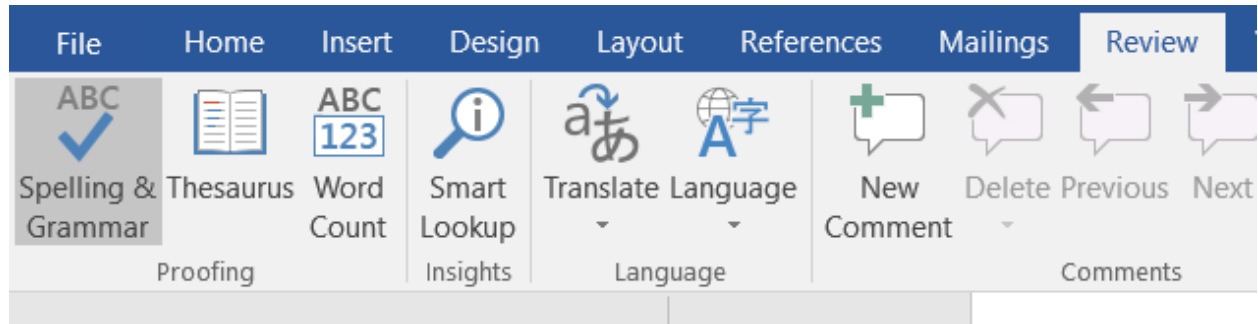
2. If the program finds spelling mistakes, a dialog box appears with the first misspelled word found by the spelling checker.
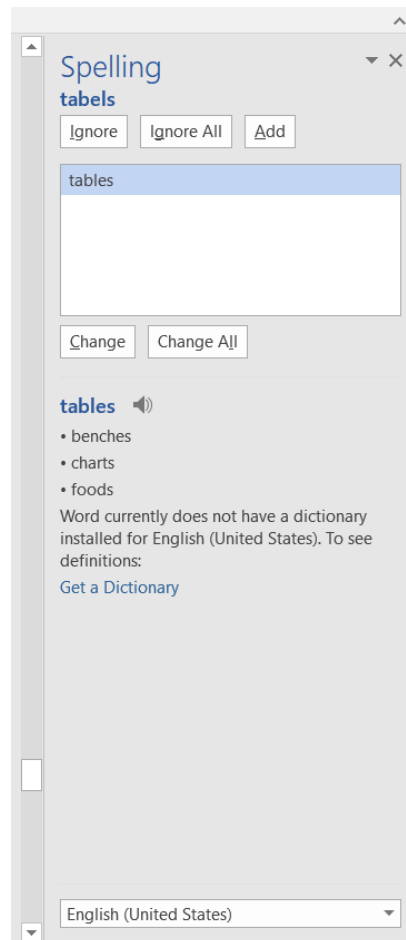
Dialog box for spelling and grammer.

3. After you decide how to resolve the misspelling (ignoring it, adding it to the program's dictionary, or changing it), the program moves to the next misspelled word.

5.3 Printing a document

Click **Ctrl+P** or **File > Print.**
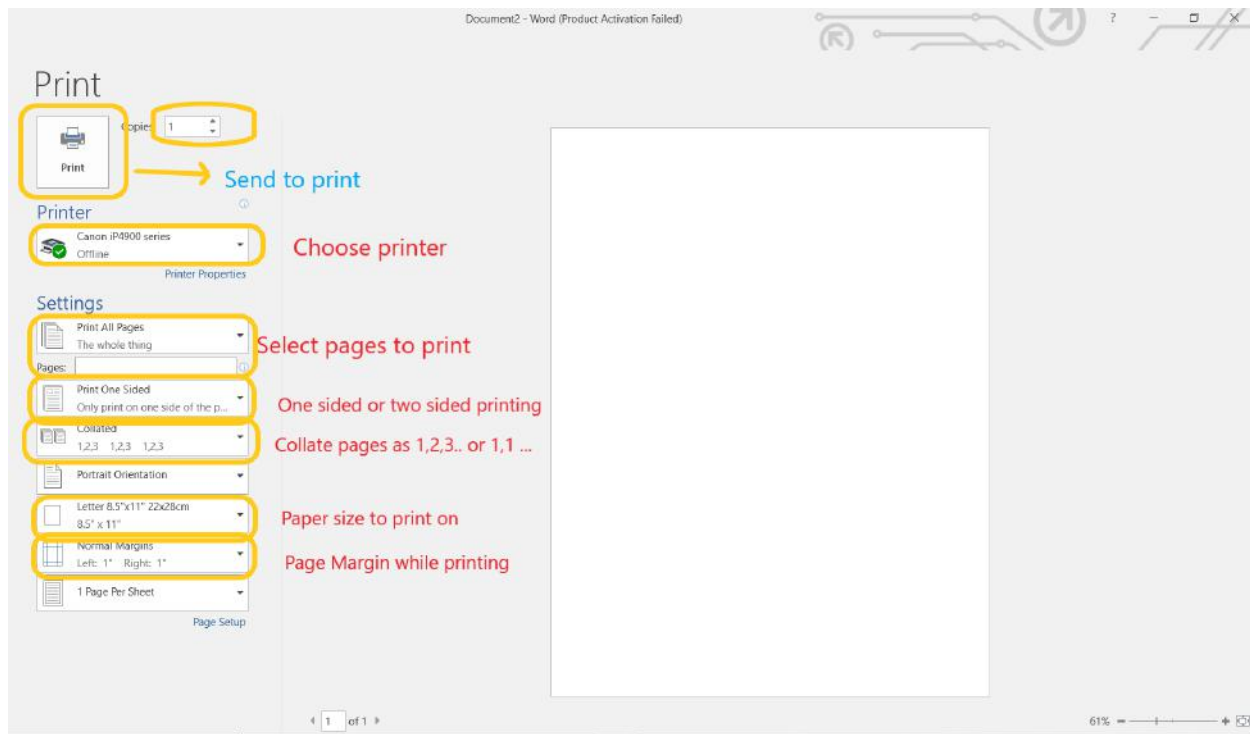
5.4 Safely closing a document

Remember to save you document before closing.

6 Working with a document (Lab work – 5 mins)

a. The open place

b. The open dialog box
c. Opening an existing document
d. Navigating with the keyboard
e. Scrolling through a document
f. Page zooming
g. Viewing the ruler
h. Showing paragraph marks
i. Counting words
j. Viewing multiple pages
k. Splitting the window
l. Opening a new window
m. Understanding document views
n. Changing document views
o. Understanding read mode
p. Viewing a document in read mode

7 Working with text (lab work - 15 minutes)

7.1 Text manipulation

Selecting text using the mouse

Selecting text using the keyboard

Deleting text

Using undo

Using redo

7.2 Understanding find and replace

Finding words

Replacing words

Using go to

7.3 Understanding Copy, cut, paste

7.3.1 Understanding cutting and copying

8 Text appearance (lab work - 10 minutes)

a. Understanding font formatting
b. Understanding font formatting tools
c. Working with live preview
d. Changing fonts
e. Changing font size
f. Increasing and decreasing font size
g. Making text bold
h. Italicizing text
i. Underlining text
j. Highlighting text
k. Changing text colour
l. Using the format painter
m. Using the font dialog box
n. Clearing font formatting
o. Table of Content

9 Working with paragraphs (lab work - 20 min)

a. Understanding paragraph formatting
b. Understanding text alignment
c. Changing text alignments
d. Changing line spacing
e. Changing paragraph spacing
f. Indenting paragraphs
g. Out denting paragraphs
h. Starting a bulleted list
i. Adding bullets to existing paragraphs
j. Removing existing bullets
k. Starting a numbered list
l. Numbering existing paragraphs
m. Removing existing numbers
n. Applying borders to paragraphs
o. Using the paragraph dialog box

10 Working with pages (lab work - 20 min)

a. Changing page margins
b. Setting custom margins
c. Changing page orientation

d. Changing paper sizing
e. Setting custom paper sizes
f. Inserting page breaks
g. Removing page breaks
h. Inserting page numbers
i. Formatting page numbers
j. Removing page numbers

11 Tables (lab work - 30 minutes)

a. Understanding tables
b. Creating a table
c. Adding data to a table
d. Selecting in tables using the ribbon
e. Selecting in tables using the mouse
f. Inserting columns and rows
g. Deleting columns and rows
h. Changing column widths
i. Changing row heights
j. Autofitting columns
k. Shading cells
l. Modifying borders
m. Adding custom borders
n. Choosing a table style

12 Pictures (lab work - 15 minutes)

a. Understanding clip art and pictures
b. Inserting clip art
c. Selecting clip art
d. Applying text wrapping styles
e. Positioning clip art
f. Resizing clip art
g. Applying picture styles to clip art
h. Inserting a picture
i. Inserting an online picture
j. Resizing a picture
k. Changing the picture
l. Cropping a picture

13 Performing a mail merge (30 minutes)

a. Understanding mail merge
b. Understanding the mail merge process
c. Creating a recipient list
d. Creating the starting document
e. Starting the mail merge wizard
f. Selecting a recipient list
g. Inserting mail merge fields
h. Previewing the merged documents
i. Completing the merge

14 Printing your documents (5 minutes)

a. Understanding printing
b. Previewing your document
c. Quick printing
d. Selecting a printer
e. Printing the current page
f. Specifying a range of pages
g. Specifying the number of copies

15 Getting help (5 minutes)

a. Understanding how help works
b. Accessing the help window
c. Navigating the help window
d. Using the office website
e. Googling help
f. Printing a help topic

16 Prepare a Document using above details – (40 minute)

17 Evaluation: (Reference only)

Particular	Weightage
Concept of the word processing	20%
Interaction	10%
Final document preparation	60%
Extra knowledge gained	10%

My office

I work as head assistant at Nagarjung Rural Municipality. I have been working since 2069 B.S. I have following responsibility and job in my work place.

a. Create all necessary official documents.

b. Monitor and assist my junior staffs.

c. …………………

d. ………………….

e. ………………….

Table of Contents

1 Introduction

1.1 Introduction

1.1.1 Background of project

The proposal is written on the behalf of the naragjung municipality to state government for starting a project …………..

1.2 Objectives of the project

- To solve the problem of transportation

- To help people

*Bullet and numbering concept.

2 Methodology

2.1 Budget

S.N.	Particulars	Quantity	Rate	Total
1.				
2.				
3.				
4.				
5.				

*NOTE: Shall include

- Concept of portrait and landscape pages

- Create tables,

    o   insert and delete rows, columns and cells

    o   Changing size of rows ,columns and auto fit column

    o   Change border and shading of cells

3 Annexure

3.1 Images
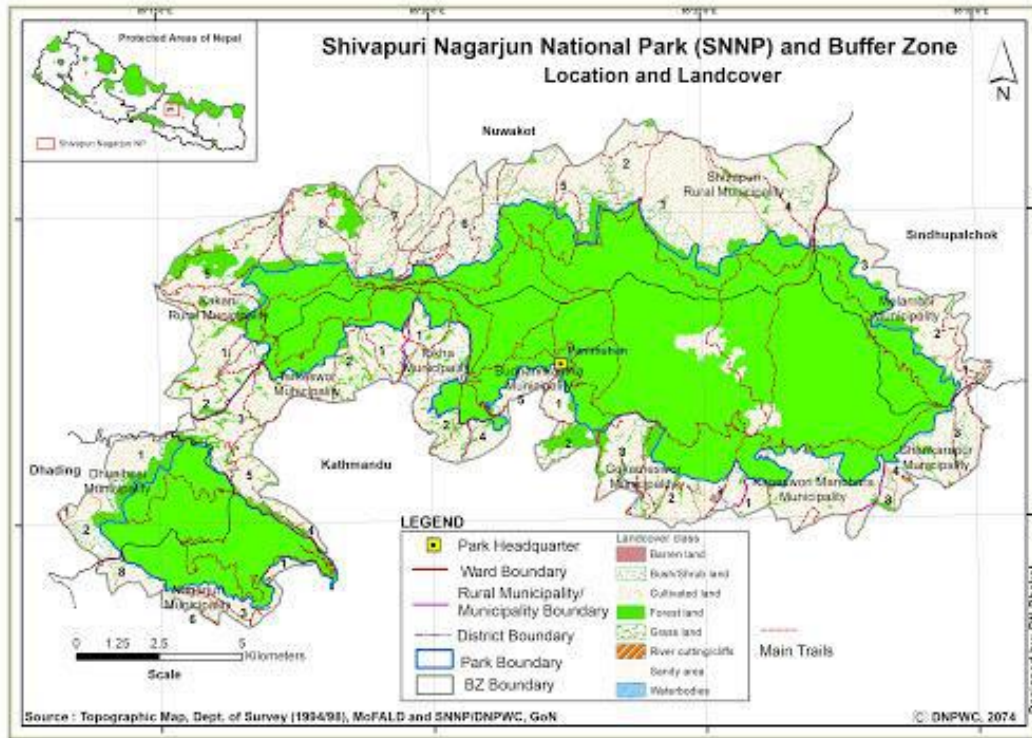
Map of Shivapuri- Nagarjun National park.

MS- Excel 2013 trainer's handout.

Time allocated: 4 hours

Content delivery format: Theory + lab

1 Teaching methods.

Methods	Theory	Lab work
Content delivery	Power point slides and explanatory.	Instructor shall perform all the lab works by him/herself in front of students using live displays (projector / TV etc) and make students follow the process.
Motive	Student shall memories and understand.	Students shall get Hands-on practical experiences with the help of instructors.

2 Summary of the topics.

By the end of this course, you should be able to:

a. Work with the basic features of Excel.

b. Create a new Spreadsheet.

c. Work with a Spreadsheet.

d. Display Spreadsheet using various views.

e. Select and work with sheets in a Spreadsheet.

f. Use a range of font formatting techniques.

g. Format sheets.

h. Work effectively with features that affect the layout of your Spreadsheet.

i. Create and modify the tables.

j. Insert and calculate the required operations.

k. Print a document.

l. Find the information you need in Help.

3 Introduction to Excel Spreadsheet (20 minutes)

What is Excel Spreadsheet?

Microsoft Excel is a spreadsheet developed by Microsoft for Windows, macOS, Android and iOS. It features calculation, graphing tools, pivot tables, and a macro programming language called Visual Basic for Applications (VBA). It has been a very widely applied spreadsheet for these platforms. Excel forms part of the Microsoft Office suite of software.

Microsoft Excel has the basic features of all spreadsheets, using a grid of cells arranged in numbered rows and letter-named columns to organize data manipulations like arithmetic operations. It has a battery of supplied functions to answer statistical, engineering, and financial needs. In addition, it can display data as line graphs, histograms and charts, and with a very limited three-dimensional graphical display. It allows the sectioning of data to view its dependencies on various factors for different perspectives (using pivot tables and the scenario manager).

Microsoft Excel is free tools anyone can access and use from anywhere using internet.

Note: Access Microsoft Excel, Excel online and/or google docs inside the class.

4 Getting started with Excel (40 min)

4.1 Starting Microsoft Excel

Different ways to starting MS Excel. Using start menu and run.

Opening Excel using start menu:
Windows 7 and earlier: Click on start menu >> All programs >> Microsoft office /office >> Excel.

Windows 8/10: Use of start menu and search to start Ms Excel.

**4.2 Understanding the start screen and creating a new blank spreadsheet**

The use of following three parts of start screen

Templates: Create a new Excel spreadsheet by clicking on New Blank WorkBook; also we can use different templates avilable there.

Recent: To access recently opened / edited documents.

Open other documents: Access other documents on recent list from different locations.
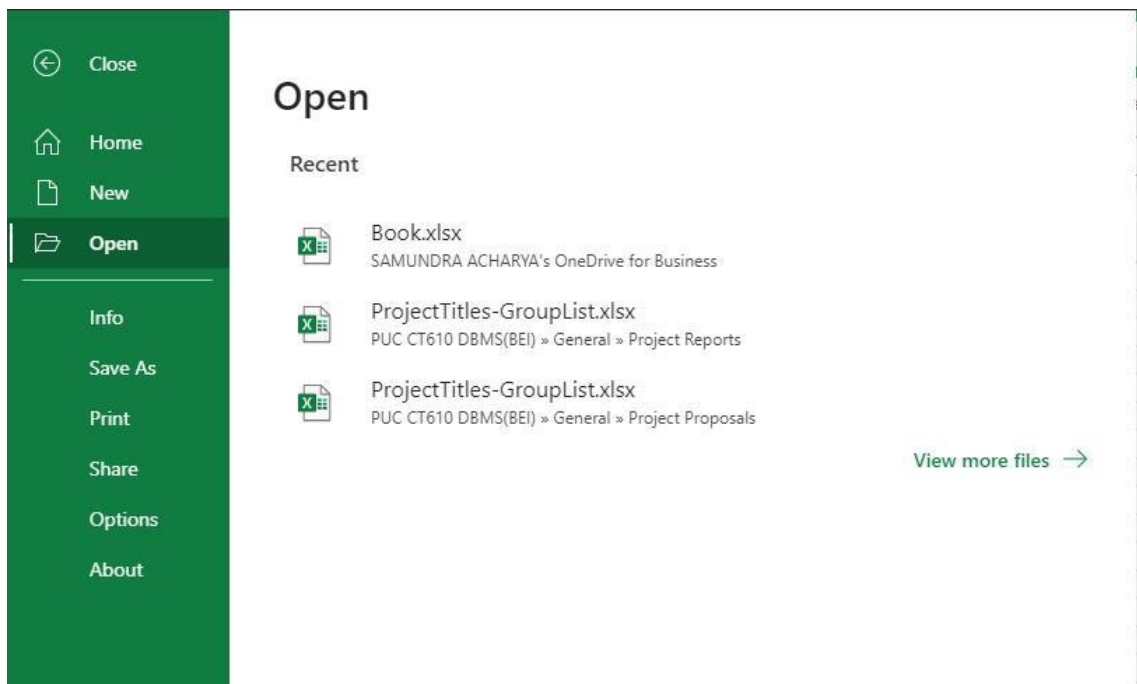
4.3 The Excel screen

Quick Access Toolbar: Quick Access Toolbar lies next to the Microsoft Office Button. It is a customizable toolbar that comes with a set of independent commands. Default quick access toolbar contains save button, undo button, redo button and a drop down to customize quick access toolbar.

SpreadsheetTitle: It lies next to the Quick Access Toolbar. It displays the title of the currently open spreadsheet

Ribbon and tabs: It is located below the Quick Access Toolbar and the Title Bar. It comprises eight tabs; Home, Insert, Page Layout, Draw, Formulas, Data, View and Help. Each tab has specific groups of related commands.

Status Bar: The Status Bar is a thin toolbar that runs along the bottom of the Excel workspace. This bar can display information about the Spreadsheet being worked on, such as sheet number, language, and there are viewing options in the form of icons at the right hand side of the Status Bar.

Navigation panel: In Excel2016, 2013, and 2010, the Navigation Pane helps you quickly navigate through long documents. This feature organizes your document into a series of headings and pages.

4.4 Understanding the backstage view

Backstage view appears after clicking **File** tab.

Dialog box after clicking file tab (bakstage view)

4.5 Using shortcut menus

A shortcut menu is a menu that appears when you right-click an object. In Microsoft Forms, the following objects have shortcut menus.

Sample Shortcut menus:

Shortcut menu for text.

4.6 Understanding dialog boxes

A dialog box is a small window that a program pops open to request input from the user. For example, in Word if you click on the Save icon and the document hasn't already been named, Word will pop open a dialog box that prompts you to name the file and tell the program where to save it.

Font dialog box

Paragraph dialog box

4.7 Launching dialog boxes

Click in arrows as shown below inside red circles to access ribbon dialog box.

Launching dialog boxes of font and paragraph group ribbons.

4.8 Understanding the status bar

Word status bar displays information such as word count, page number, line number, Language etc at the right side and different display modes , zoom, zoom slider, etc at the left side.

Right side of status bar

Left side of status bar

4.9 Exiting safely from Excel

⮞ Click file of the Excel Spreadsheet.
⮞ Following dialog box will appear to saved the document.

⮞ Click save to save in the document.
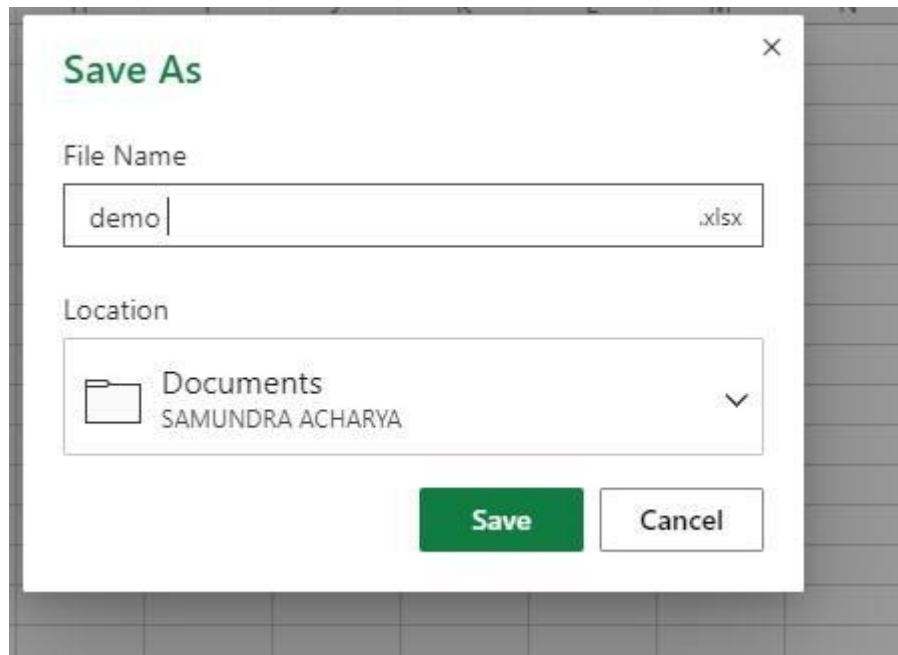
Dialog box after clicking close button on Excel

Other referred to slides…….

5 first document (Lab work - 10 min)

Note: sample file **Excel_lab_1.docx**

5.1 Creating Spreadsheetin Excel

    a. Create a new document

    b. Typing text,numbers

    c. The save as place

    d. The save as dialog box

    e. Saving a new document on your computer

5.2 Printing a document

Click **Ctrl+P** or **File > Print.**
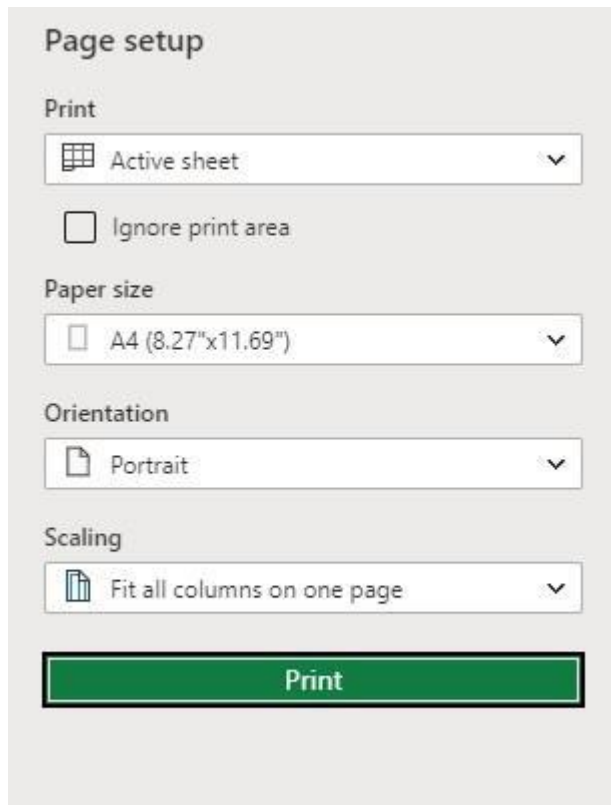
5.4 Safely closing a document

Remember to save you document before closing.

6 Inserting Data(Lab work – 5 mins)
- At first, let's insert different data i.e., as names seen in the spreadsheet.
- Each person's details are kept in a row (like Student,Test1, Test2, Final and Average as seen in the picture.)
- Each column holds a person's specific information like how much they scored as seen in the picture.

7 Using Formulas (lab work - 15 minutes)

- We start by clicking on the function menu *(fx)* that is present on the side of the function bar.
- Then, it'll show you different options for calculations to be performed as required.
- let's use average for our example.
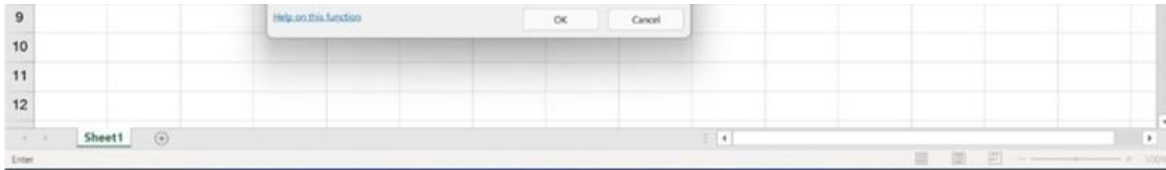
16 Prepare a Document using above details – (30 minute)

17. lab practice session (1.5 hour)

18. freezing panes, views, sorting , filtering & printing etc. (30 minutes)
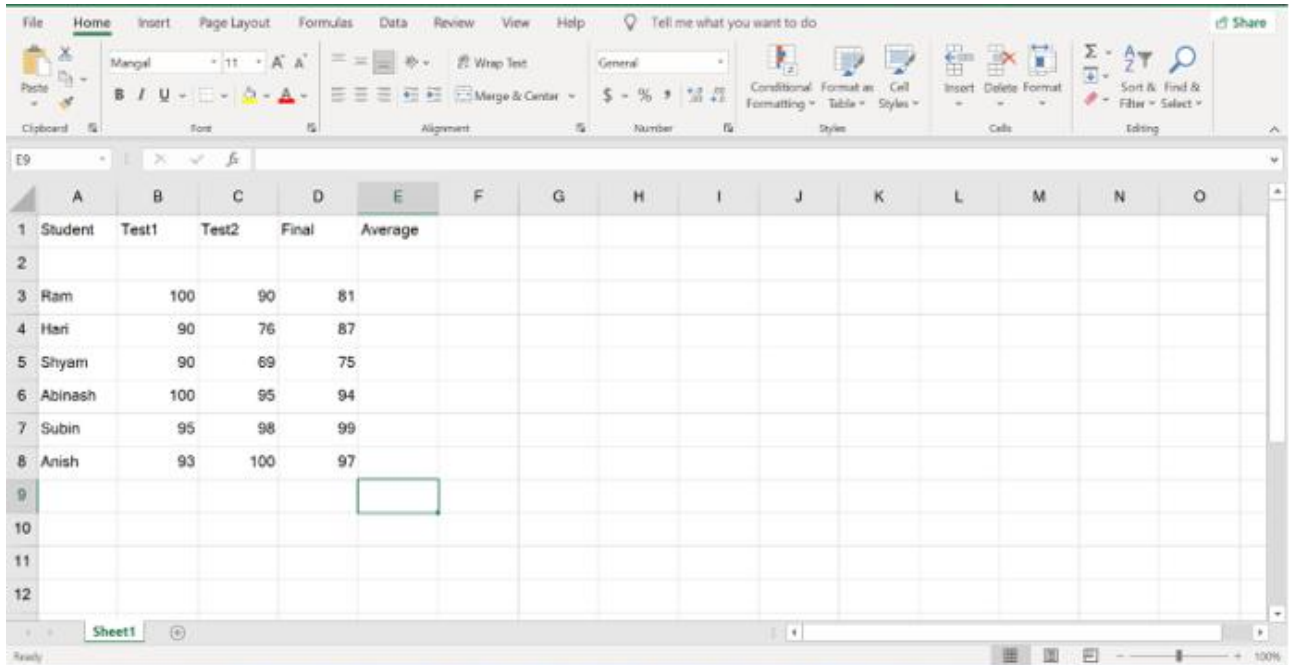
19 Evaluation: (Reference only)

Particular	Weightage
Concept of the Excel	20%
Interaction	10%
Final document preparation	60%
Extra knowledge gained	10%

Microsoft Excel

Lab Sheet:

1. Add all the data as shown below in the cell of the spreadsheet of the excel and perform average operation using the function bar.

2. Then show the maximum and minimum value from the data.

3. Now graphically show the data using any of the methods. (Bar-graph, pie-chart, etc.)

Home assignment:

1. Use random data and perform all the steps as above and also explore further possibilities of the excel.

MS- Powerpoint trainer's handout.

Time allocated: 4 hours

Content delivery format: Theory + lab

1. Teaching methods.

Methods	Theory	Lab work
Content delivery	Power point sides and explanatory.	Instructor shall perform all the lab works by him/herself in front of students using live displays (projector / TV etc) and make students follow the process.
Motive	Student shall memories and under stand	Students shall get Hands-on practical experiences with the help of instructors.

Instructors are requested to thoroughly gone through provided slides , hand out and materials and practice sufficiently before conducting training. At the end one should give participants class work as specified and let them do it with their creativity and lesson learnt during class.

2. Summary of the topics.

By the end of this course, participant should be able to:

- what is power point.   [1 Hour]
- creating a new ppt file.
- knowing views, ribbon, thumbnail.
- display file using various views.
- knowing layouts.
- Knowing designs.

- ➢ use a range of font formatting techniques   [1 Hour]
- ➢ use text formatting, bullets, lists.
- ➢ changing and choosing suitable themes.
- ➢ Adding contents: picture , online picture, chart, tables.

- Transitions and animations.   [1 Hour]
- Slideshow.
- Saving and opening.
- Editing slides.
- Printing slides.

- ➢ Create presentation class work using all concepts. [1 Hour]

3. Evaluation: (Reference only)

Particular	Weightage
Concept of the word processing	20%
Interaction	10%
Final document preparation	60%
Extra knowledge gained	10%

What is PowerPoint?

PowerPoint is a graphical presentation program used to organize and present information. PowerPoint presentations consist of a number of individual pages or "slides." Slides may contain text, graphics, sound, movies, and other objects that can be freely arranged.

Presentations can be printed, displayed live on a computer, or navigated through at the command of the presenter. For larger audiences, the presentation is often projected onto a large screen. Handouts, speaker notes, or outlines can also be produced from the slides.

PowerPoint 2016 Editing Window (Normal View)

The **Normal View** in PowerPoint features several commonly used **Tabs**, **Panes**, and **Tools**. We'll use **Normal View** as we create and design our presentation.

The Ribbon

The Ribbon replaces the menu bar seen in previous versions of PowerPoint. The Ribbon groups items that are most likely to be used together. There are several frequently used tabs, such as **File**, **Home**, **Insert**, **Design** and **View**. Clicking on each tab activates a group of relative commands, menus, and buttons. There are also contextual tabs that only show up only when needed, such as Text Box Tools, Picture Tools, Drawing Tools and Chart Tools. To activate those tools, click on the associated object.

1
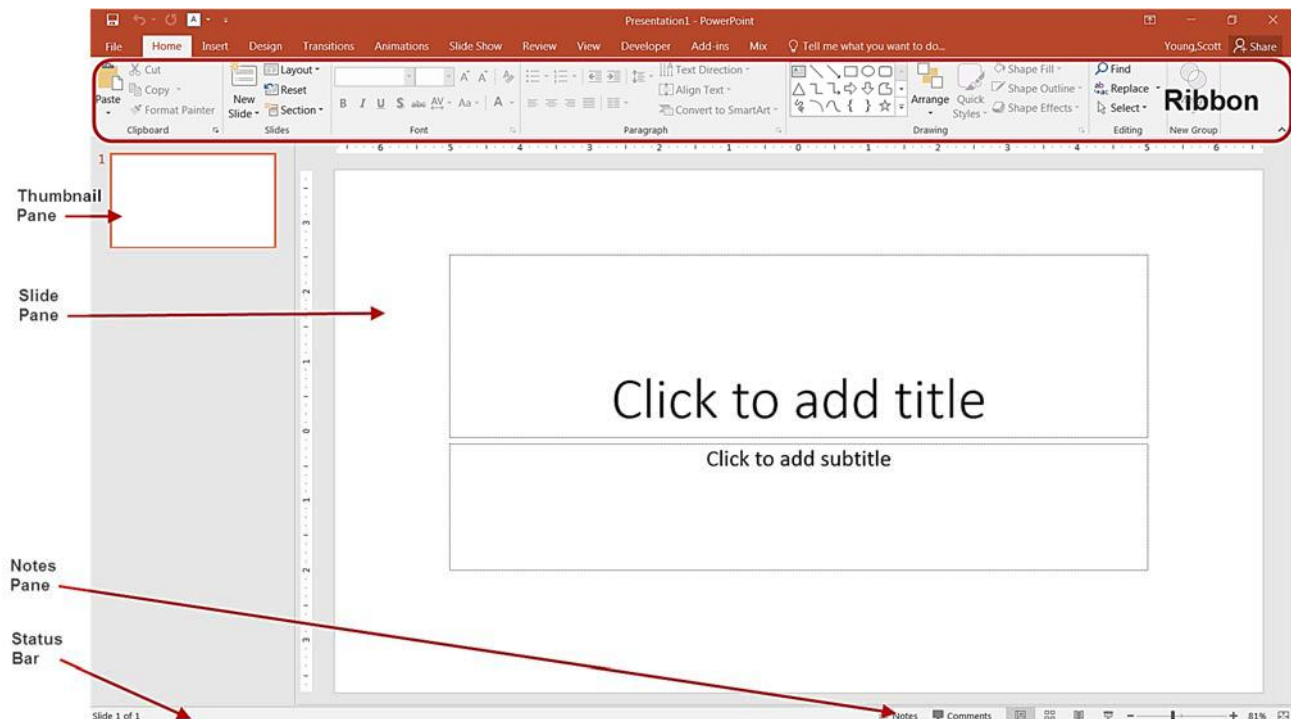
Opening PowerPoint

To open a PowerPoint 2016 presentation, click on the **File** tab in the upper left corner.
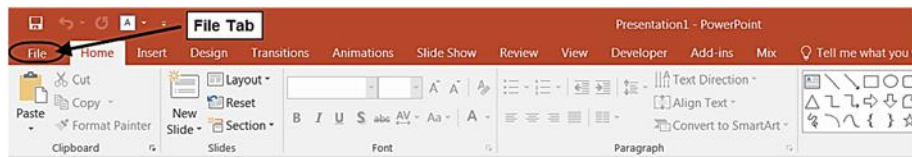
- The most common choices for opening a presentation are:

  - **New** - allows you to open a **Blank presentation** or you may choose from a selection of **Templates** and **Themes**.

  - **Open** - lets you navigate to an existing file to view and/or modify a presentation that has already been created.

  - **Recent –** displays a list of your most recently created presentations and their file locations.

Creating New Presentations

The **New** selection gives you several options:

- **Blank presentation** creates a new presentation using default settings for text and color. Theses slides will not include content or design elements.

- **Templates** and **Themes** are used to create a new presentation based on pre-designed slide styles. These options also do not include content.

- **New from existing** will use the formatting of a previously created presentation.

For this exercise, we'll start with a **Blank presentation**. Select **New**, choose **Blank presentation** and click on the **Create** icon.

2
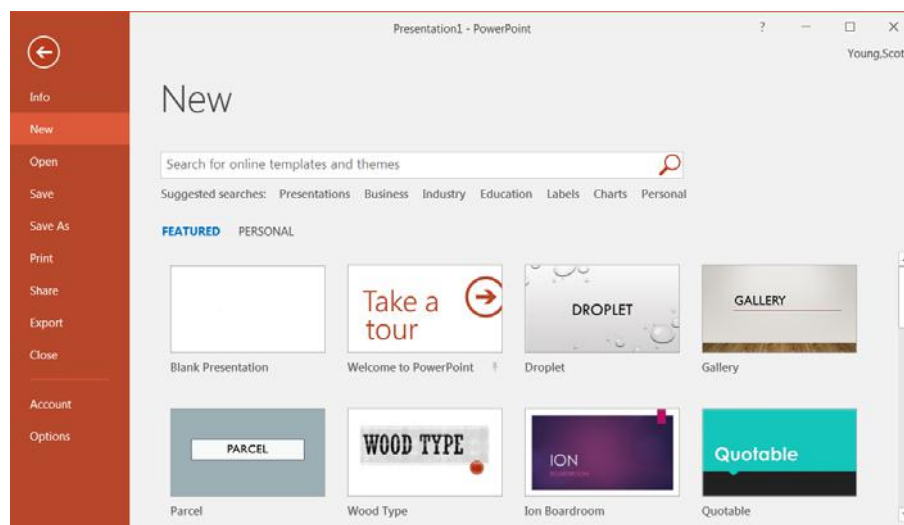
PowerPoint Slides

When you choose to create a blank presentation, PowerPoint will open a presentation with a **Title Slide**. Once the **Title Slide** is open, you'll see a slide with two placeholder text boxes for a title and a subtitle. Click inside the placeholder box and type to add the title. If you want a subtitle, click and type inside the smaller placeholder. If you don't want a subtitle, you can just ignore its placeholder box.
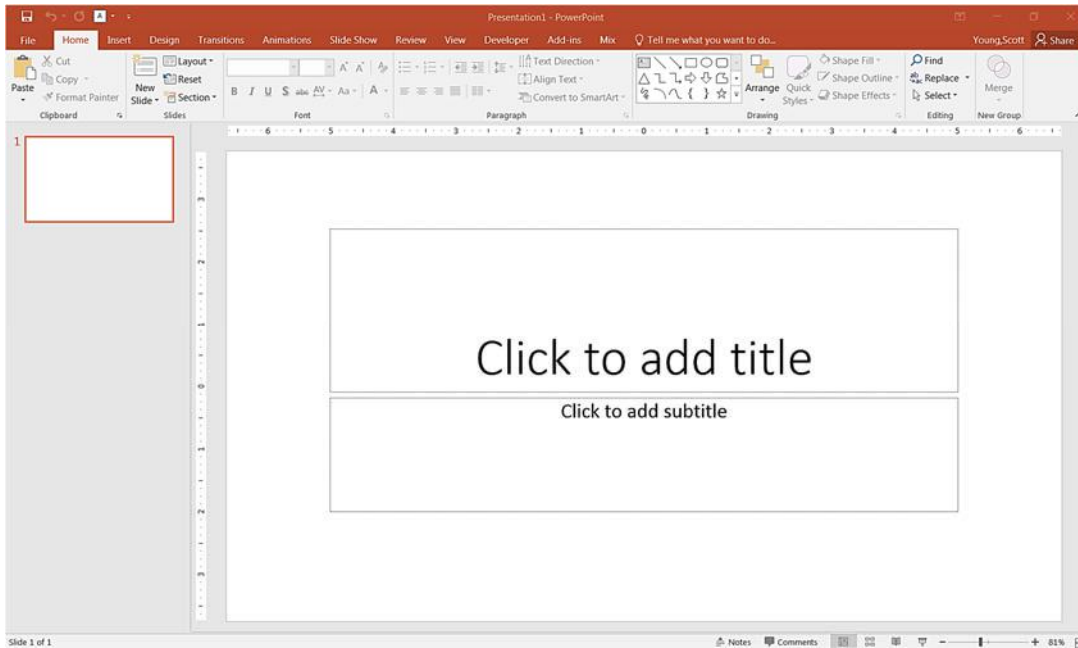
To add a **New Slide**, make sure you're on the **Home** tab. The **New Slide** button will add slides to your presentation.
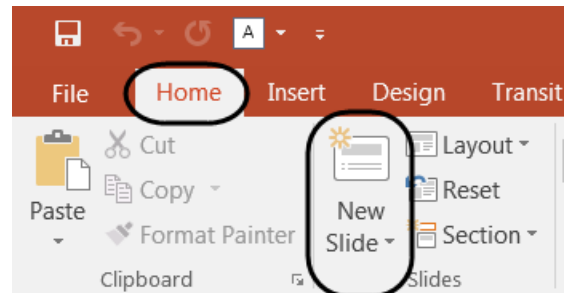
The **New Slide** button has two parts:

 Clicking on the top part will automatically insert a new slide. If you have just reated a **Title** slide, the new default layout will be a **Title and Content** slide (for details, see the section on slide layouts).

 Clicking on the bottom will give you a choice of layouts. You can choose which layout you want for your next slide. Select a slide layout by clicking on its image in the **Office Theme** gallery.

3

Slide Layouts

There are several standard slide layouts to choose from when adding new slides.

A unique layout can be chosen by clicking on the bottom half of the **New Slide** button in the **Home** tab. When the layout gallery opens, click on the style you want and a new slide with that layout will appear in your presentation.

Each layout caption describes the layout type. Content can be text, tables, charts, graphics, pictures, clip art, or video.

If you decide later that the layout you chose doesn't work well for a particular slide, select the slide by clicking on it in the **Thumbnail** pane. Next, click on the **Layout** button in the **Slides** group of the **Home** tab. Click on a new layout and it will change the layout of the slide.

4
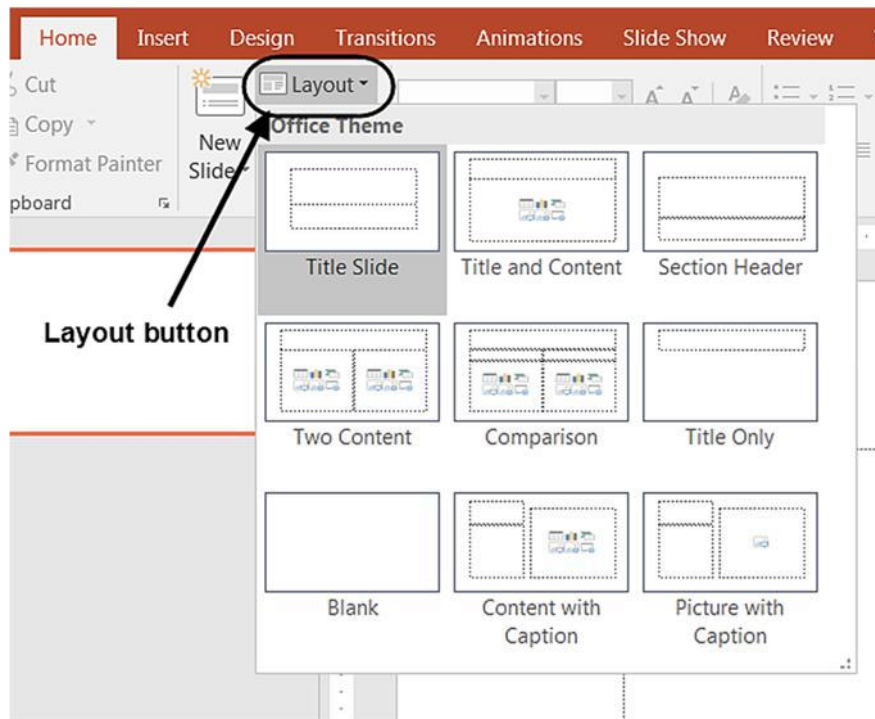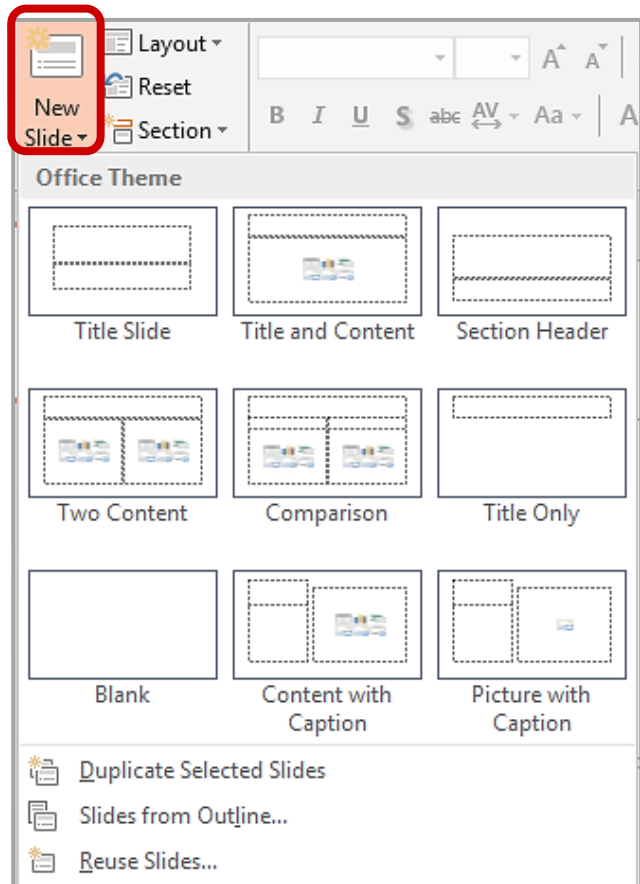
<u>**Applying a Theme**</u>

Once a new presentation has been created, a design or color scheme can be added. Remember to use color carefully to enhance your presentation, not detract from it. You will want to maintain good contrast between the background color and the text color. Consider using a light colored background and dark text (or vice versa), but avoid busy backgrounds and primary colors. Use sans serif fonts like Arial, Calibri, and Helvetica for titles and size them between 44 – 60 points. Sub-headings should be between 32 – 40 points, and body text between 18 – 32 points. Try not to use more than two fonts.

PowerPoint has many pre-set designs and themes that include complimentary colors and fonts. To add a theme to a presentation, go to the **Design** tab in the ribbon. There are several themes immediately available. To use one of the built-in themes, just click on its thumbnail.
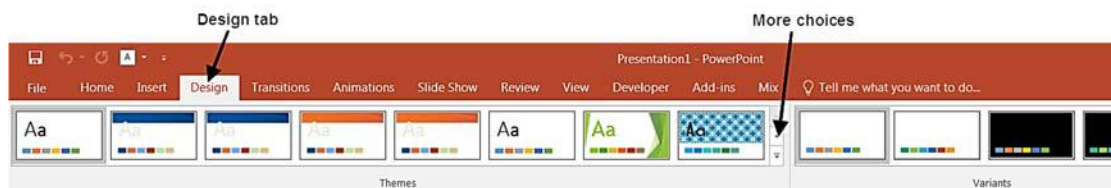
On the right side of the **Theme** thumbnails, there's a scroll bar and an **Arrow Down** button, which will offer more designs, as seen below. If you're online, you can get more themes from Microsoft Office Online. (Your office program must be a genuine Office product to get online templates).
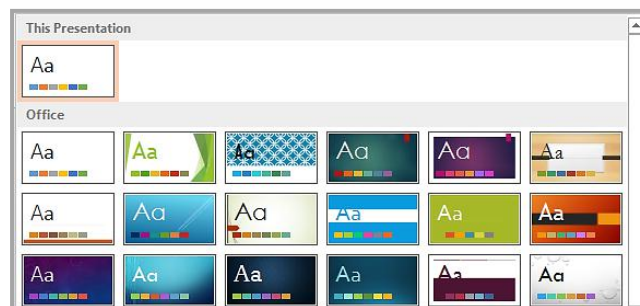
If you don't want to use a theme, you can add **Background Styles**. From this selection, you can add some preset background styles that change according to the colors you've chosen.
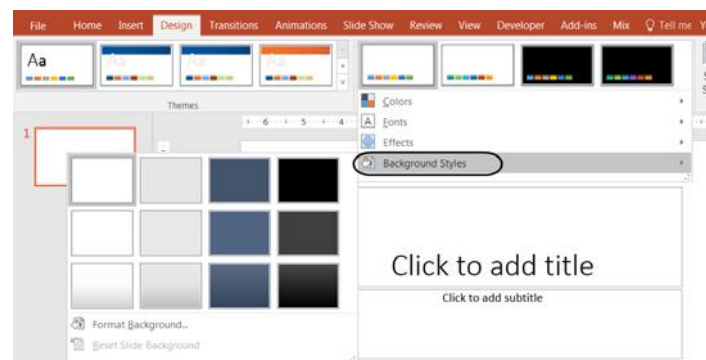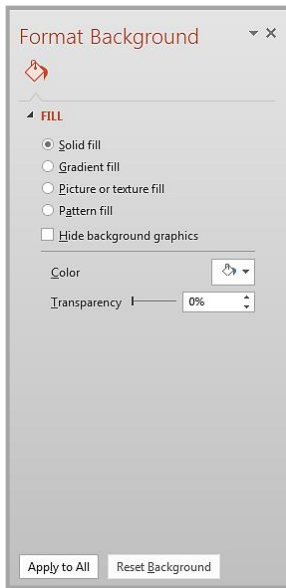
5

Using the **Format Background** feature, you can choose fill colors, gradients, transparencies, textures, or pictures for your background.

When you have the desired background fill effect, select **Close** to apply it to the selected slide or choose **Apply to All** to add the background to all of the slides in the presentation.

Designs can be added to all of the slides or to selected slides. To select multiple slides, click on a slide in the **Thumbnail** pane of the navigation bar and then hold down the control key and click on any other slides you want to apply the design to.

Text

Formatting Bulleted Lists

In PowerPoint, you can easily modify a slide's default bulleted list. Click inside the text box, and the **Format** tab will automatically be highlighted. Click on the drop down triangle next to the **Bullets** button in the **Paragraph** group.
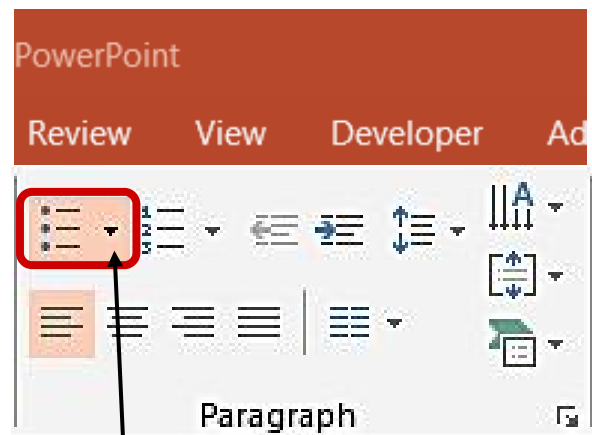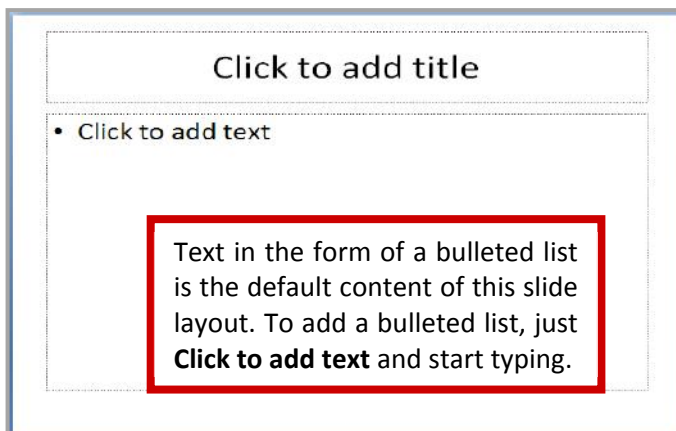
Bullets Drop Down Button

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From the **Bullets and Numbering** menu you can make various changes to your list:
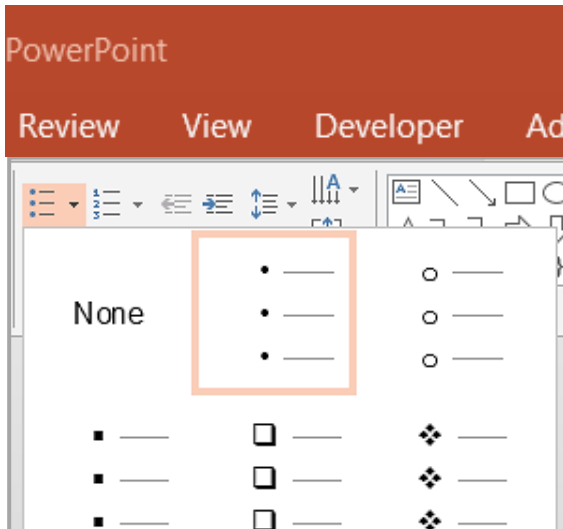
- The bullet size relative to the text
- The color of the bullet
- The shape of the bullet using either a picture or a character

You may also want to adjust line spacing between paragraphs or lists. You can do this through the **Paragraph** group of tools by clicking the **Line Spacing** button and selecting **Line Spacing Options**.
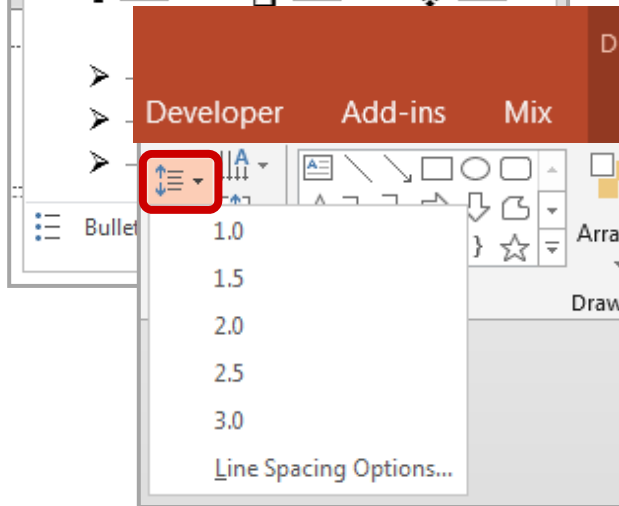
Indents and Spacing controls will open in a separate dialog box.
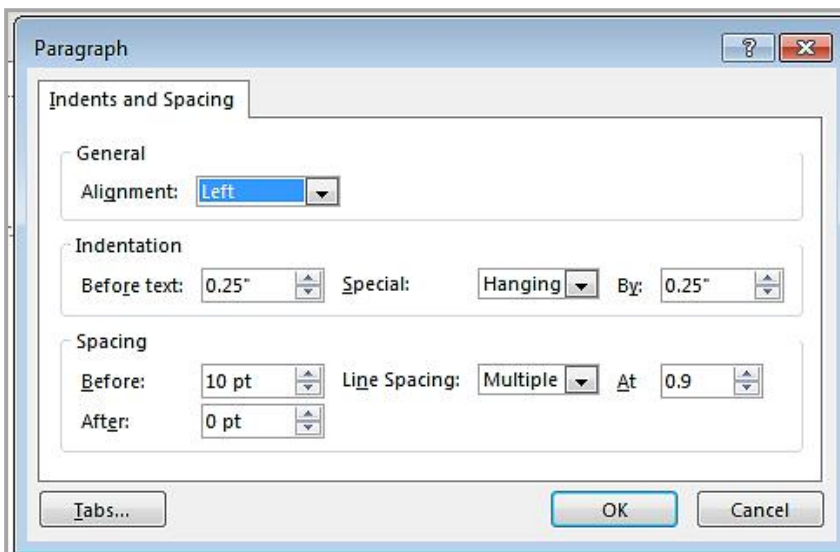
Adding Content

Text is the default content of the slide below. The format for the default text is a bulleted list. To add text, click and begin typing. To add other content, click on the icon within the content group on the new slide. Each icon will open the appropriate dialog box or task pane in the **Drawing Tool**
s contextual tab.

Drawing Tools
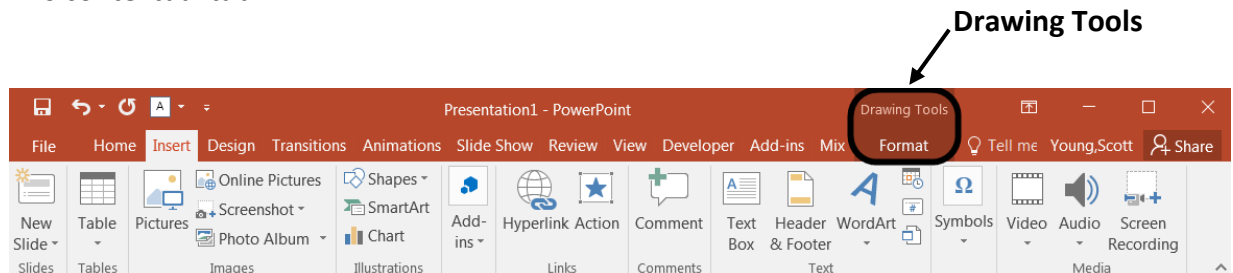
The icons represent the six standard graphical elements that you might want to insert.
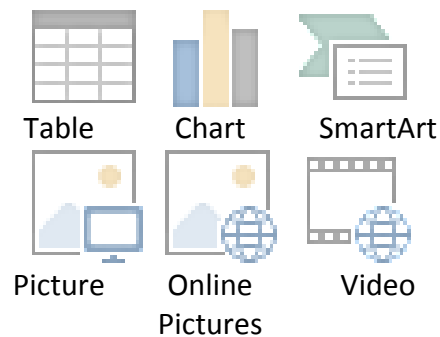
Clicking on an icon will open the associated dialog box. Note that these icons, as well as several other insertion options, are also displayed in the **Insert** tab on the Ribbon.

8

Tables

Set the number of columns and rows as needed in the Insert Table dialog box and click OK. Methods for editing and the design and layout of your table are located on the Table Tools contextual tab.

Table Tools
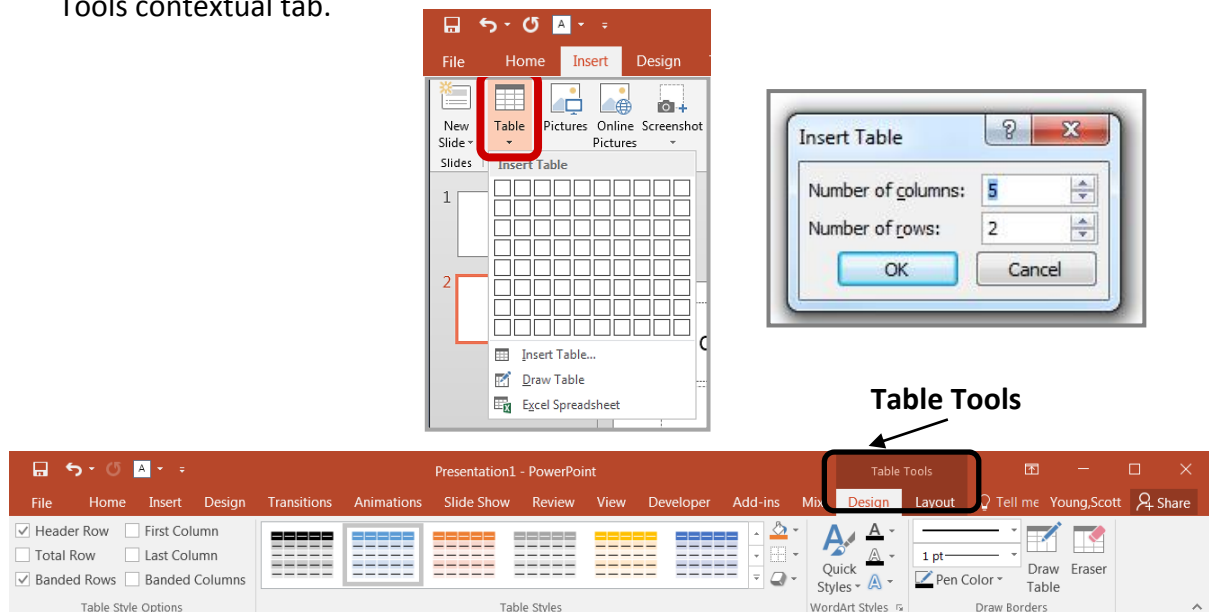
Charts

Select the type of chart you want and click OK. Once inserted into the slide, you can click on the chart to activate the **Chart Tools** contextual tab, where you'll find tools for editing chart data and changing layouts and styles.

9
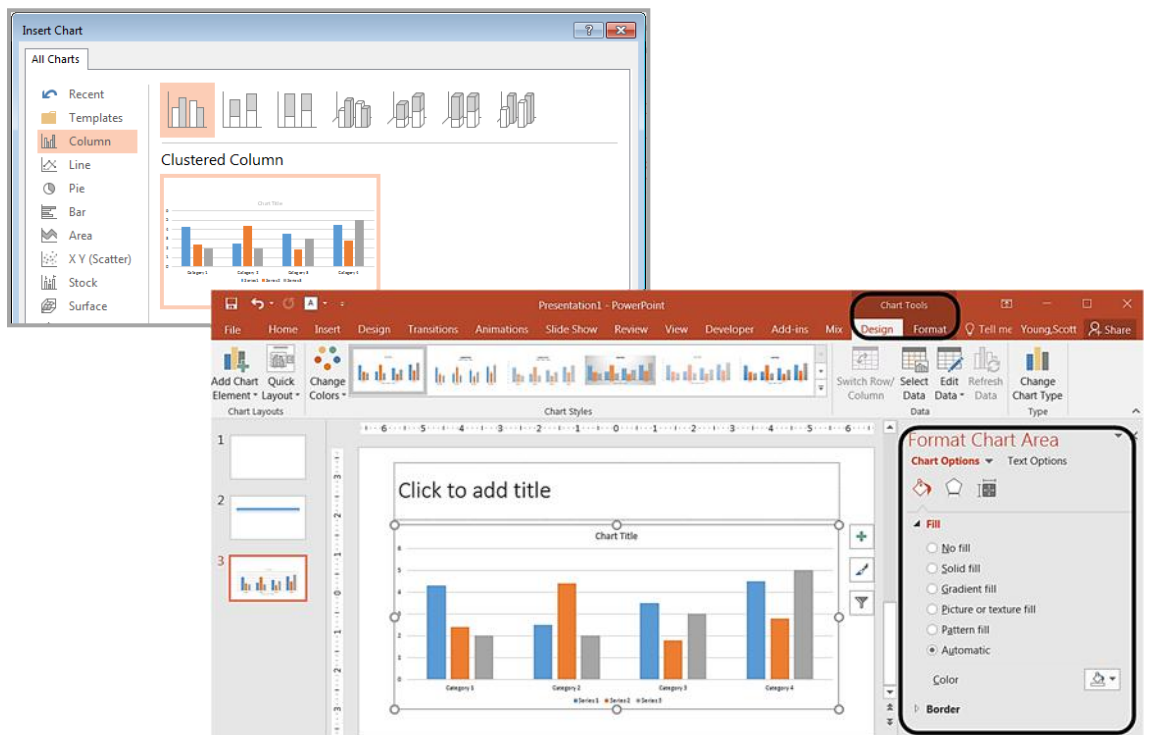
SmartArt Graphics

SmartArt graphics are shapes that are designed to represent the relationship between things or people. You might use SmartArt for an organizational chart or a timeline. SmartArt styles and layouts can be formatted in the **SmartArt Tools** contextual tab.
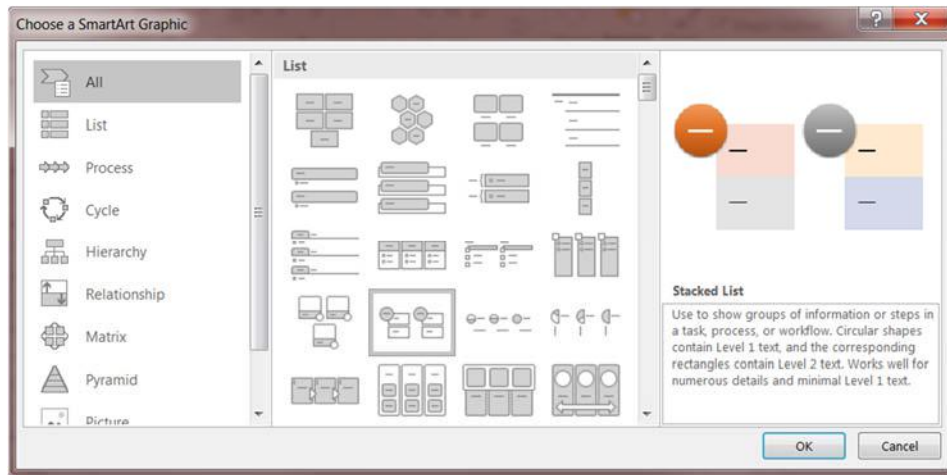
Pictures

Rather than using too much text on your slides, consider using *pictures along with text* as a more interesting way to communicate your ideas. You can put lots of text into the **Notes Section** and refer to that as you're speaking.

When browsing for images, keep in mind that pictures imported from web sites can be low resolution, and are typically used for on-screen presentations and web pages. If you're going to print handouts, be sure to use images that are at least 180 dpi (dots per inch).

Notes Section ——————▶

Online Pictures

Online pictures have replaced the old Clip Art. When you click on the Online Pictures button you get a search box. You can type in a word and press enter to search for a specific image or you can click on the Bing Image Search icon to browse categories.
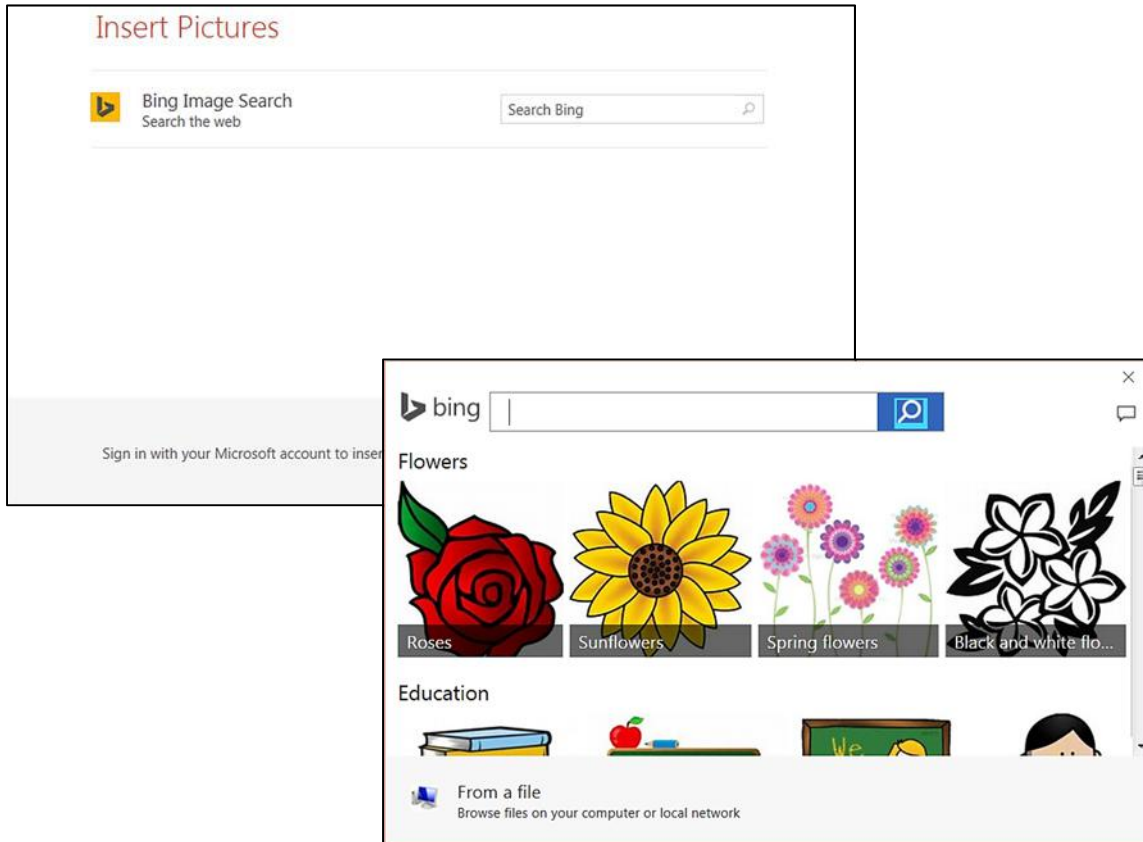
Videos / Media

You can embed a video or link to a video from your presentation. If you want to limit the size of your file, you can link to a video file on your local drive or to a video file that you uploaded to a web site, such as YouTube or Hulu.

All options to insert video or audio are located on the **Insert** tab, in the **Media** group.

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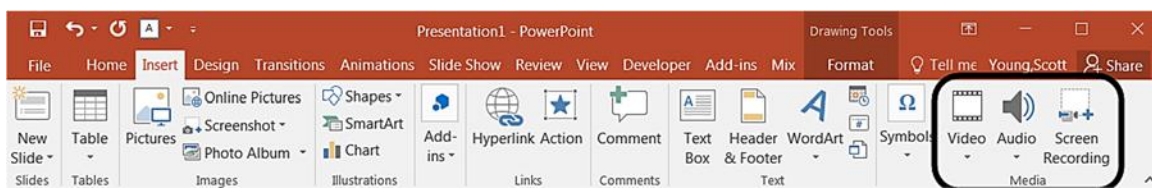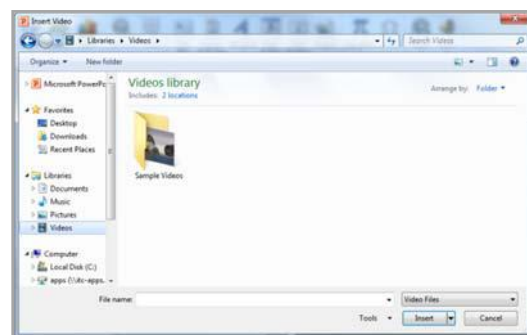
Viewing Presentations

There are four different ways to view your presentation in PowerPoint. The views can be accessed using the buttons in the status bar, or by using the **View Tab** on the Ribbon.
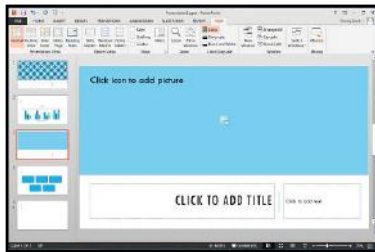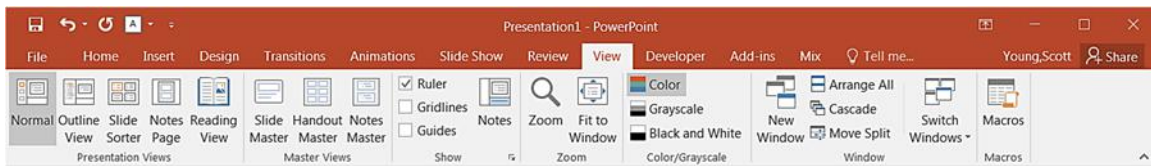
Normal View displays a single slide as it appears in the presentation, as well as thumbnails and an outline tab, where you can organize the structure. Speaker notes can be added in the bottom section of this window. This view is used to create and edit slides.
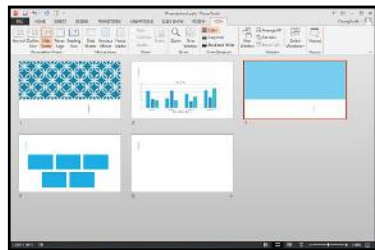
Slide Sorter View shows thumbnails of your slides. From this view you can reorder slides by dragging and dropping them, or you can set the timing for the slide show. You can also hide slides in this view. Hiding a slide will keep it in the file, but it will not show when you view the presentation.
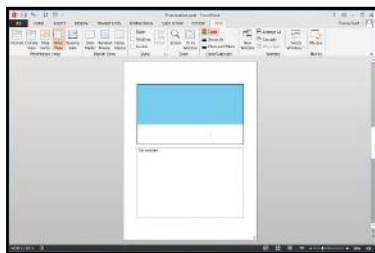
Notes Page View allows the speaker to create notes to use during a presentation. Each page corresponds to one slide. These can be printed to assist the presenter during the presentation. Use this view when you're composing speaking topics.
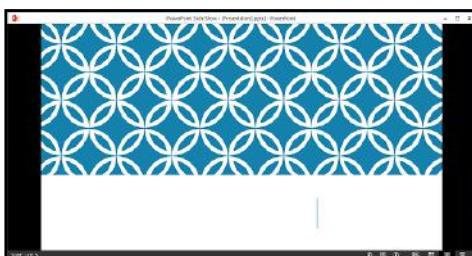
Reading View/Slide Show View displays the slides as an audience will see them. Use the arrows and icons on the lower right side of the **Status Bar** to advance slides or switch views.

Use the **Esc** key to return to Normal View.

Slide Show Tab

The **Slide Show Tab** allows you to review the slide show from beginning to end or from the current (active) slide. You can also control how the show will be presented and rehearse timings in the **Set Up Slide Show** drop down box.
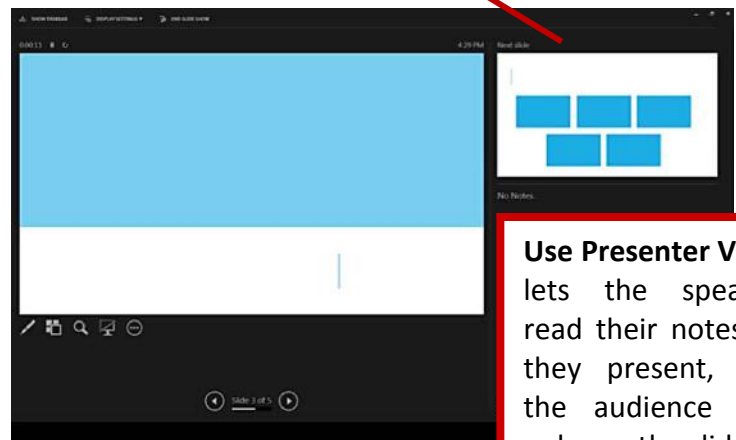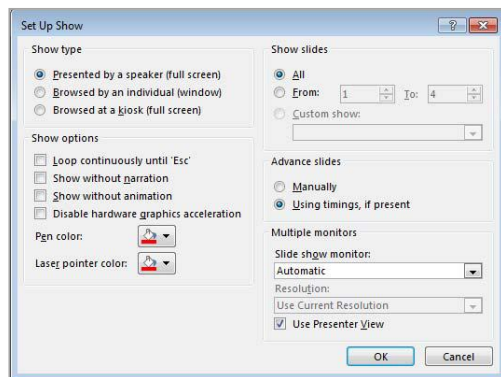
Use Presenter View lets the speaker read their notes as they present, but the audience will only see the slides.
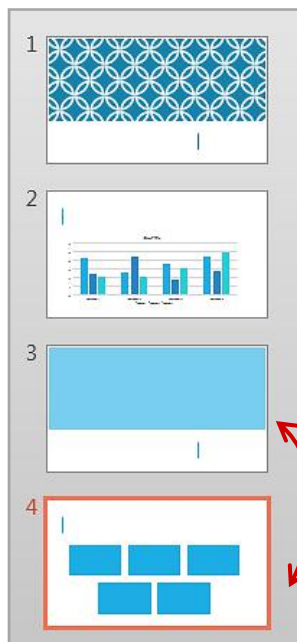
Changing the Order of Slides in a Presentation

In the slide sorter view, click and hold down the left mouse button and drag the slide to a new location. You'll see a line where the slide will be placed when you release the mouse button. This can also be done in the Thumbnail pane area of the Navigation bar.

Select slide 4 and drag it above slide 3.

PowerPoint Help

If you need help at any point while you're creating or presenting a PowerPoint slide show, you can press the F1 key on your keyboard to get content-specific help.

Saving a Presentation

You can save a file by clicking the **File** tab, choosing **Save**, typing a descriptive name into the **File Name** window, and then clicking the **Save** button.

You can also use the **Save** button on the **Quick Access Toolbar** in the **top left corner**.
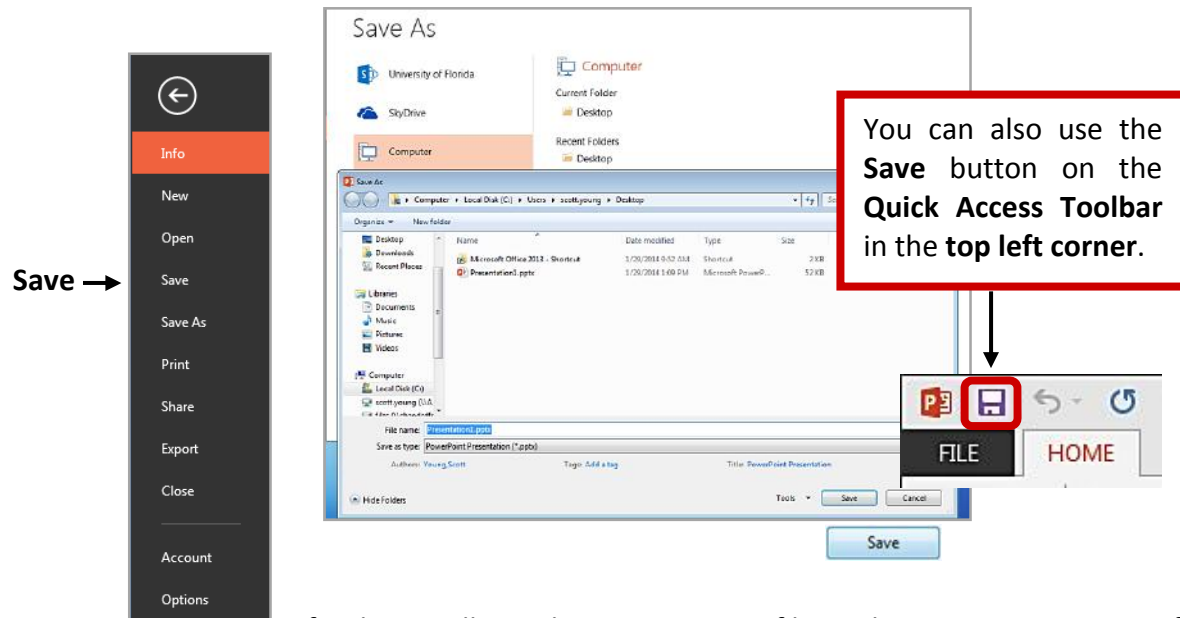
If others will need to open your file with previous versions of PowerPoint, use the **Save As** option and select **PowerPoint 97 – 2003 Presentation** from the **Save as type** menu.

Save and Send to Others

If you need to send your presentation to someone else, the best way to is to use the **Save & Send** option. You can send an attachment of your file using **Send Using E-mail**, but if you have large media files, such as videos, you'll need to compress those first to make a smaller file. On the **Home** Select the **Info** tab and click the **Compress Media** button and choose **Presentation Quality**. *Note: Only available if you have inserted media.*
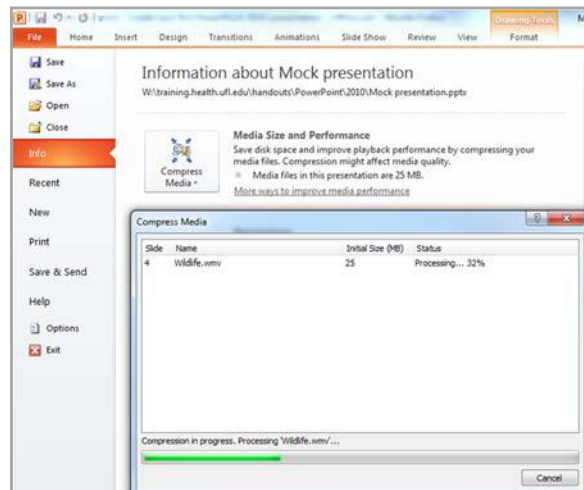
You also have the option to **Package Presentation for CD**. This allows you to add other files or to add a PowerPoint Viewer so that the presentation can be run on a computer that does not have the PowerPoint program. You can also add any linked files such as video or audio.

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Printing your Presentation

PowerPoint offers several print options to help you prepare your presentation. You can print slides, handouts, and/or notes to support your presentation.
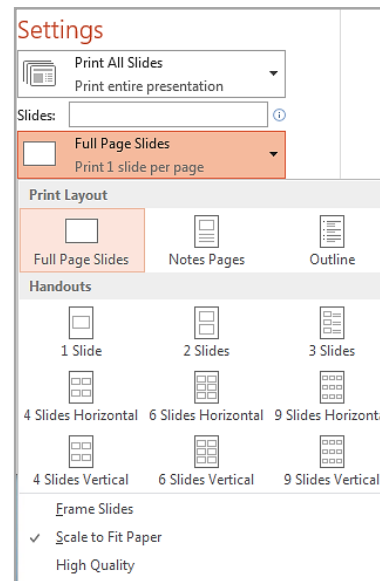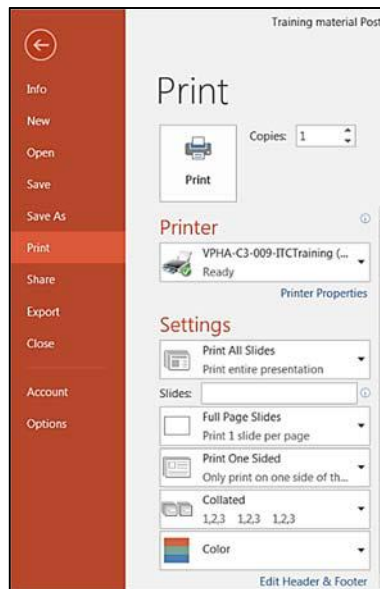
Types of Print Layouts

- **Print All Slides** prints out the entire presentation, one slide per page, usually landscape. If you have color graphics on your slides and a large number of pages to print, you may want to print in Grayscale or Pure Black and White.

- **Notes Pages** will print one slide per page and have room for your presentation notes (if you type them in).

- You can print a text outline of your slides with the **Outline** option.

- **Handouts** can be printed with one, two, three, four, six or nine slides per page. When printing handouts with multiple slides per page, you also have the option to print the pages horizontally or vertically.

Exiting PowerPoint

There are several ways to close your file and exit PowerPoint. From the **File Button**, click **Close**, if you have not saved your presentation, PowerPoint will prompt you to save. Click **Yes** to save your presentation and your changes, click **No** to discard your changes and close the file.

To close the presentation and exit the program, choose **Exit** or use the **X** in the upper right corner of the PowerPoint window. You'll be prompted to save the presentation if any changes have not been saved.

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Class Work

1. Create a new folder named 'IT Training'
2. Open a **Blank presentation** inside that folder.
3. Save the presentation as **PowerPointLabOne.pptx**
4. Add a **Title** to the first slide: **My Country.**
5. Type your first name and last name in the **Subtitle** section.
6. Choose an appropriate design.
7. Use suitable color for background using format background.
8. Use bullet lists and write name of 5 Districts of Nepal.
9. Insert our national flag in next slide.
10. Insert table and fill appropriate data.
11. Insert chart to show population province wise and modify data by right clicking.
12. Use attractive transition for one next slide and fill content.
13. Use animation (onclick) to list name of president and prime minister of Nepal.
14. Present your slides using slideshow.
15. Print your slides (as pdf) in such a way that two slides lies per page.

Surfing the internet, content search, & email

Internet Surfing
- Are you wondering where to get information for your project or the price of commodities in other cities?
- Are you planning to travel to a new place with your family or friends during your vacation but you have no new place to suggest?
- ❖ One easy and quick way to find any information is through the internet

Internet Surfing means to go from one page to another on the internet, browsing for the topics of interest.

Internet Surfing usually involves:
- ❖ Starting an internet browser (Browsers are software that helps during surfing)
- ❖ Typing the address of a web page in the location box or address field of the web browser.
- ❖ Identifying and use of common buttons on the browser toolbar like Back, Forward, Home
- ❖ Navigating or moving between web pages

Steps on How to Surf the Internet

A. Start the Web Browser

Some popular web browser
B. Type on a Web site Address
- o Click to place your cursor in the address of location bar. Type a website address. Eg www.google.com
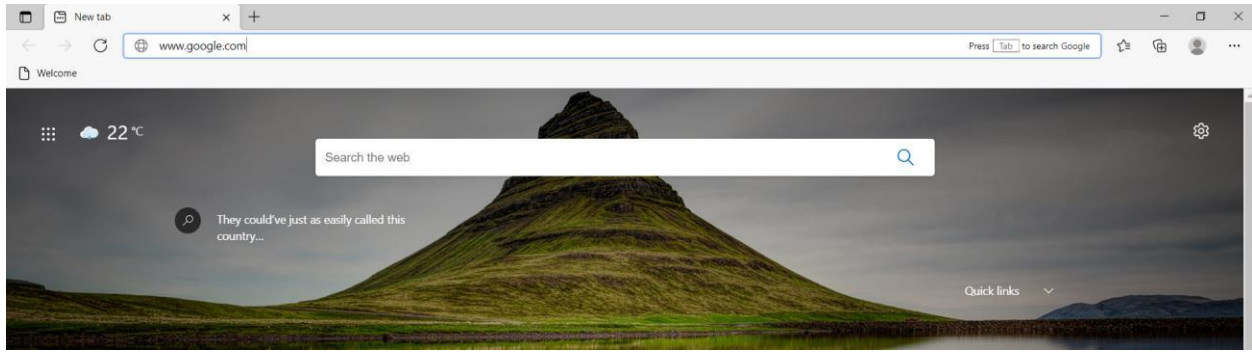
- o Press the Enter key on the keyboard or click on the go button. Then, wait as the page loads on the computer.
- o Access the webpage.
- o
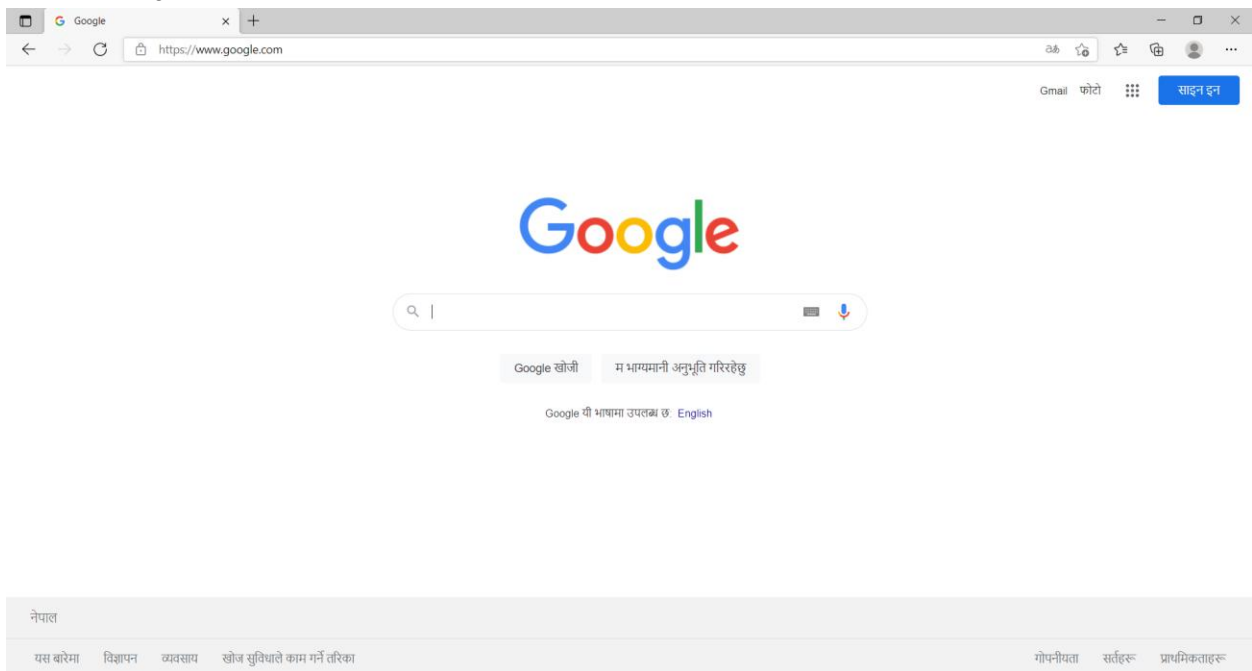
C. Click on Hyperlinks
- o Click on a topic of your interest and read the information given.
  Note: You can move to other pages on the website by using hyperlinks. When you point
  to a hyperlink, the pointer changes to a hand . When you click a hyperlink, it takes you
  to that page.
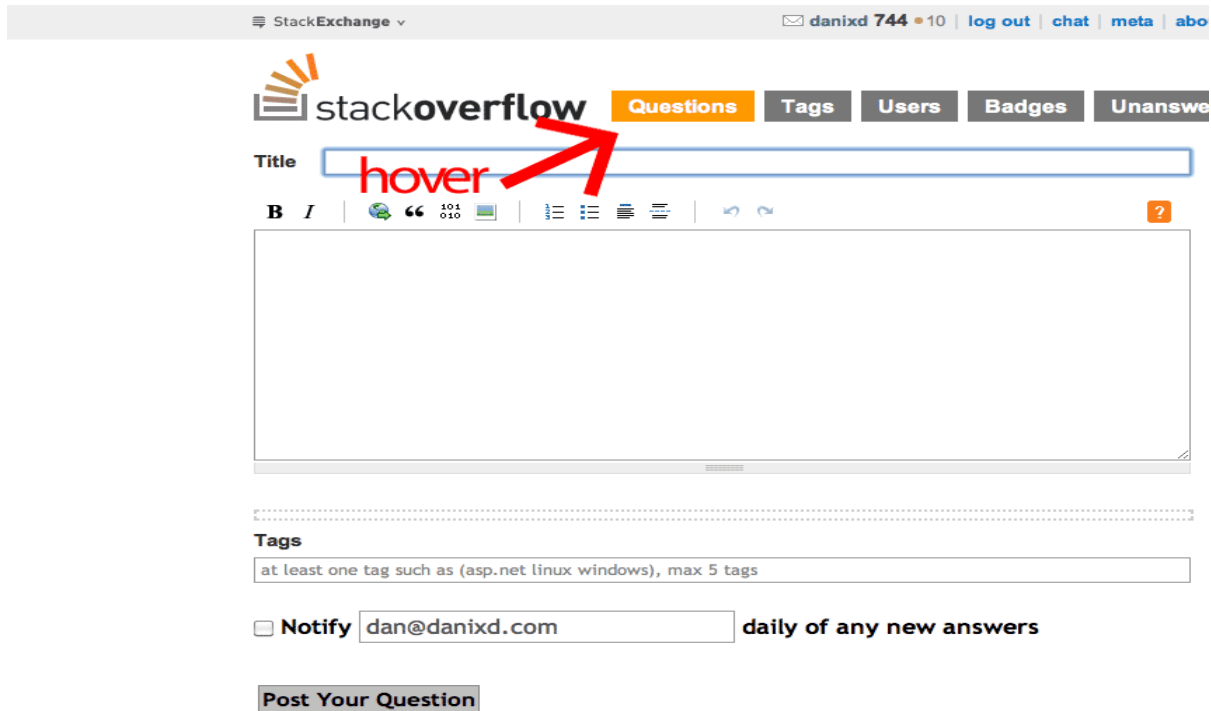
browser shows link destination
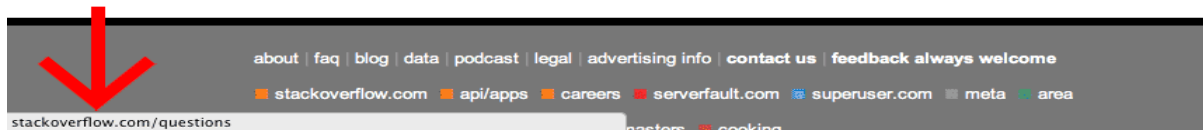
D. Navigate Between Webpages

- o Go back to the first page by clicking the Back Button [←] on the toolbar.
- o Click to place the cursor n the Address or location bar and type another Website address.
- o Press the Enter key on the keyboard or click the Go button on the toolbar. Then, wait as the Web page loads on the computer.
- o Read the Web Page.
- o Click the icon on the toolbar that looks like a house [🏠]. This icon is called Home and it usually takes to the default home page of the browser.
- o Go back to the previous page by clicking the Back button [←] on the toolbar.
- o To visit the page the page or any Website again, bookmark the page.
- o Click the Forward button [→] to move the Web page that you were viewing before you click the Back button

E. Close the Browser.

- o Click the close button [✕] at the top-right corner of the browser window to exit.
- o

LAB-Work
1. Start an internet browser
2. Type the address of a webpage in the address field of the web browser
   o Go to www.google.com and search for most popular websites and visit any one of them by typing the address on the address bar of the web browser.
3. Identify and use common buttons on the browser toolbar like Back, Forward, Home
4. Navigate or move Between web pages
5. Exit the browser

Content Search
Search Engines are used to search the content on the web. E.g. Google, Bing

- The first step is to open a Browser by clicking on the browser icon. Once the browser open, type www.google.com or www.bing.com on the top of the browser window and press the Enter key on the keyboard.

- The browser now displays the large Google search bar. As you begin to enter the phrase *most popular toys of 2017* into the search bar, notice how the search bar moves to the top of the screen as the words are typed. This movement is normal; continue to type the phrase.
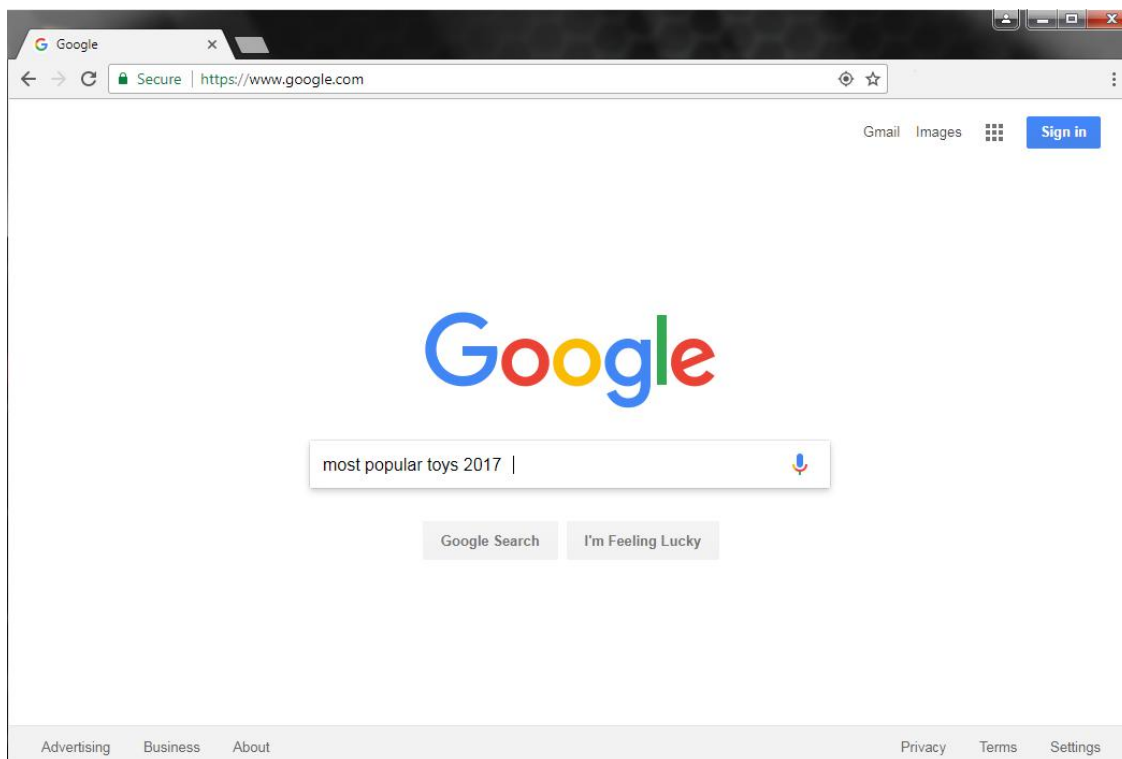
- As the will display a dropdown list word are typed, the search engine of suggested search options. At this point either continue typing the phrase or select the option of *most popular toys 2017*. Selecting a suggestion option is done in two ways; either by using the mouse to click on the desired option, or by using the down arrow key on the keyboard to select an option, then pushing the Enter (or Return) key.
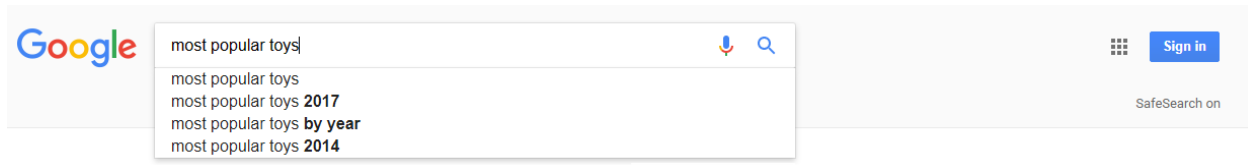
- The search is now entered and the webpage displays the results of your search. Notice how the results are displayed. Box #1 is the first page of the search results. Box #2 is an advertisement targeted to be relevant to the search. The search results in the list are titled by hyperlinks in a larger font and in a blue color. These links direct you to a website with information about the search. The advertisements on the right side are linked to something to buy. When conducting a search for information, the primary focus is on the list of search results, not the advertisements.
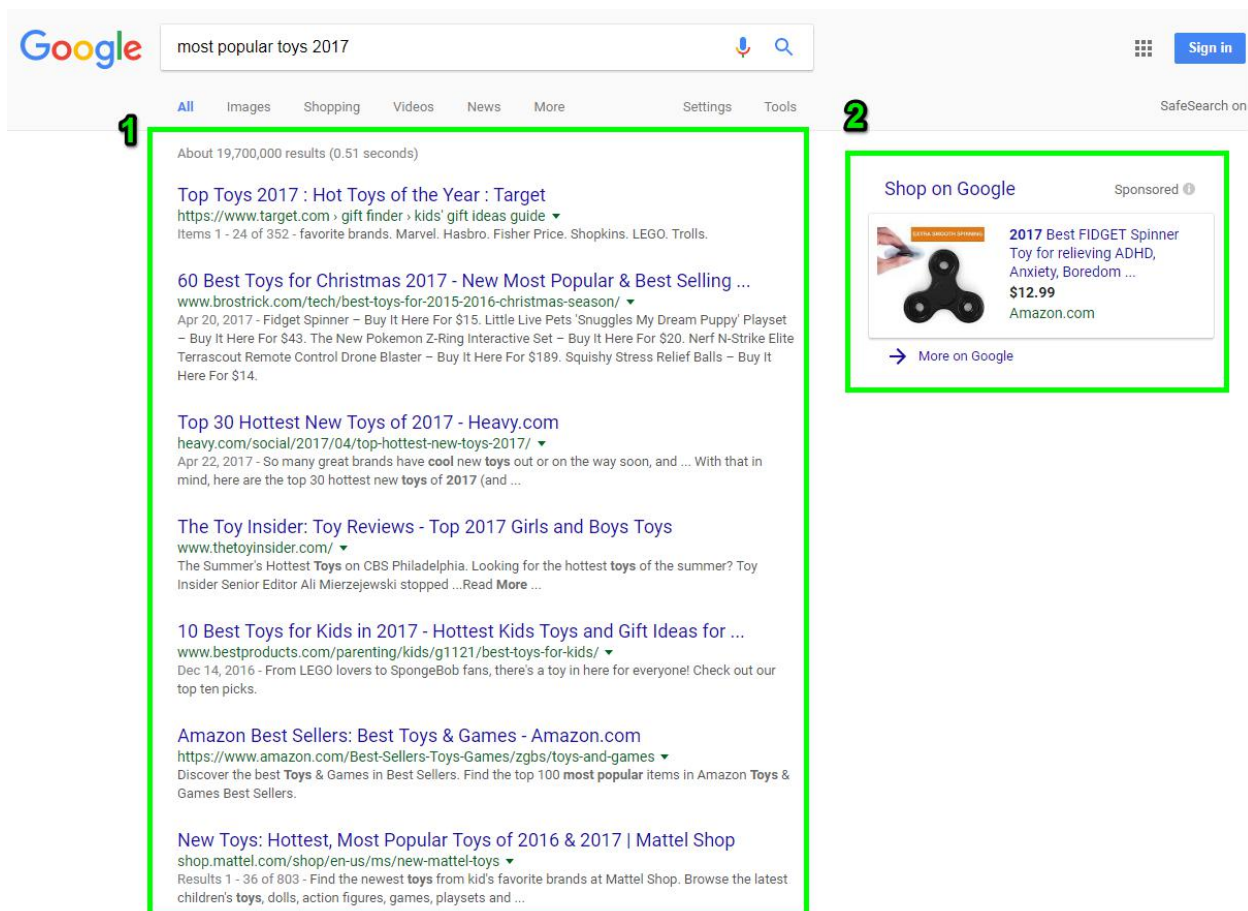
LAB-Work
1. Search for the products to want to purchase.
2. Search for the recent news on the browser.
3. Search for the most beautiful places to visit in 2021 in Nepal.

Email

Email (electronic mail) is a way to send and receive messages across the Internet. It's similar to traditional mail, but it also has some key differences.

Email advantages

- Productivity tools: Email is usually packaged with a calendar, address book, instant messaging, and more for convenience and productivity.

- Access to web services: If you want to sign up for an account like Facebook or order products from services like Amazon, you will need an email address so you can be safely identified and contacted.

- Easy mail management: Email service providers have tools that allow you to file, label, prioritize, find, group, and filter your emails for easy management. You can even easily control spam, or junk email.

- Privacy: Your email is delivered to your own personal and private account with a password required to access and view emails.

- Communication with multiple people: You can send an email to multiple people at once, giving you the option to include as few as or as many people as you want in a conversation.

- Accessible anywhere at any time: You don't have to be at home to get your mail. You can access it from any computer or mobile device that has an Internet connection.

Understanding email addresses

To receive emails, you will need an email account and an email address. Also, if you want to send emails to other people, you will need to obtain their email addresses. It's important to learn how to write email addresses correctly because if you do not enter them exactly right, your emails will not be delivered or might be delivered to the wrong person.

Email addresses are always written in a standard format that includes a user name, the @ (at) symbol, and the email provider's domain.

The user name is the name you choose to identify yourself.

The email provider is the website that hosts your email account.

Some businesses and organizations use email addresses with their own website domain.

About email providers

In the past, people usually received an email account from the same companies that provided their Internet access. For example, if AOL provided your Internet connection, you'd have an AOL email address. While this is still true for some people, today it's increasingly common to use a free web-based email service, also known as webmail. Anyone can use these services, no matter who provides their Internet access.

Webmail providers

Today, the top three webmail providers are Yahoo!, Microsoft's Outlook.com (previously Hotmail), and Google's Gmail. These providers are popular because they allow you to access your email account from anywhere with an Internet connection. You can also access webmail on your mobile device.

Other email providers

Many people also have an email address hosted by their company, school, or organization. These email addresses are usually for professional purposes.

Many hosted web domains end with a suffix other than .com. Depending on the organization, your provider's domain might end with a suffix like .gov (for government websites), .edu (for schools), .mil (for military branches), or .org (for nonprofit organizations).

Getting started with email

You should now have a good understanding of what email is all about. Over the next few lessons, we will continue to cover essential email basics, etiquette, and safety tips.

Setting up your own email account

If you want to sign up for your own email account, we suggest choosing from one of the three major webmail providers.

Once you have signed up, you can log in using the email address and password you have set.

Understanding the email interface

Below are some examples of different email interfaces from Gmail. Review the images below to become familiar with various email interfaces

- **Inbox**

The inbox is where you'll view and manage emails you receive. Emails are listed with the name of the sender, the subject of the message, and the date received.

- **Message pane**

When you select an email in the inbox, it will open in the Message pane. From here, you can read the message and choose how to respond with a variety of commands

Compose pane

You can click the Compose or New button from your inbox to open the Compose pane to create your own email message. From here, you'll need to enter the recipient's email address and a subject. You'll also have the option to upload files (photos, documents, etc.) as attachments and add formatting to the message.

A Compose pane will also appear when you select Reply or Forward. The text from the original message will be copied into the Compose pane

Thank you! Appointment Confirmation

Henri Rousseau

Thank you! Appointment Confirmation

Hi Henri,

Thanks again for coming to the grand opening. It was very nice meeting you. I'd like to confirm the appointment you made to come in Saturday at 12:00 for your sibling portrait. I know your parents in Canada are going to love it!

See you Saturday,
Elena
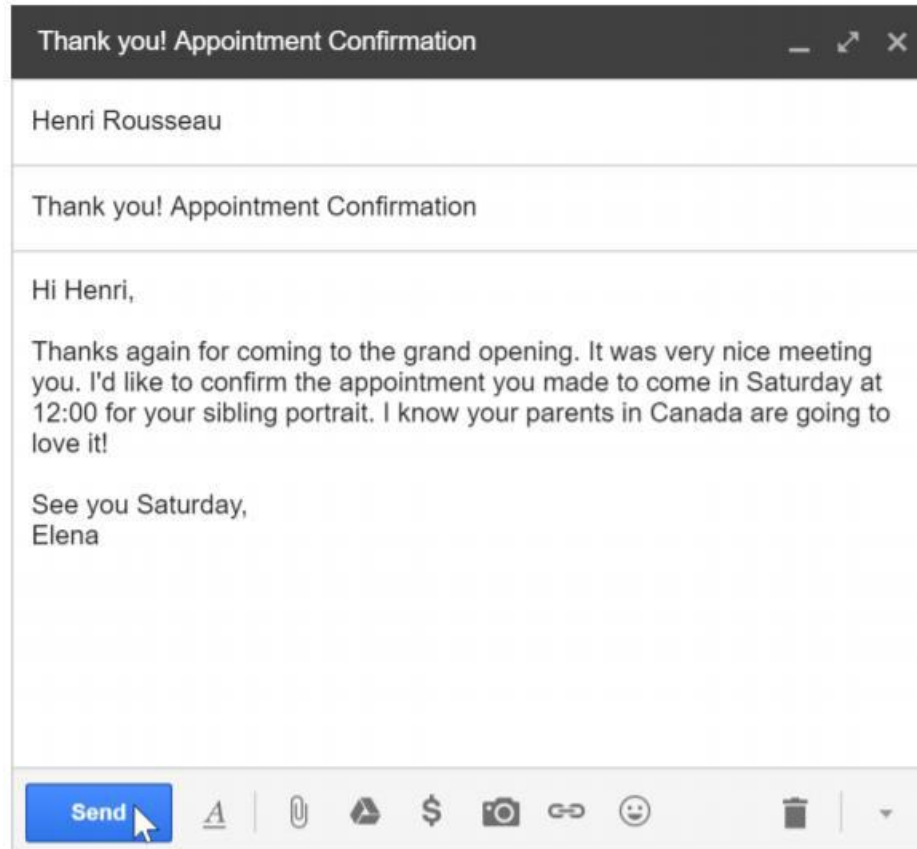
Forward

Whenever you want to share an email you've received, you can use the Forward command to send the message to another person.

Email attachment etiquette

Attachments are an easy way to share files, photos, and more, but many people aren't aware of some of the most common attachment mistakes. Be sure to follow these basic rules when including attachments in your emails.

Mention included attachments

Never attach a file without mentioning it in the body of your email. On the other hand, make sure the attachments you mention are actually included with the message—it's easy to focus on your message and forget to include the file itself. We recommend attaching any files before you start writing.
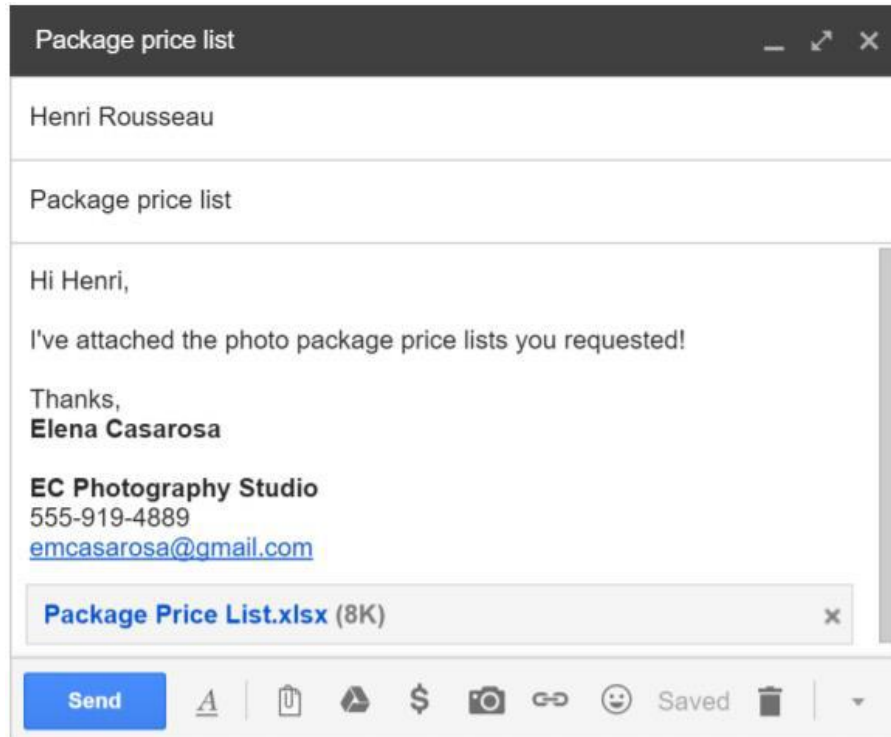
Consider file size and format

Avoid sending excessively large attachments or uncompressed photos, which can take a long time for your recipients to download. You can always ZIP or compress files to make them easier to send. Additionally, make sure your attachments don't need to be viewed in a specific application—use universal file types like .PDF, .RTF, and .JPG.
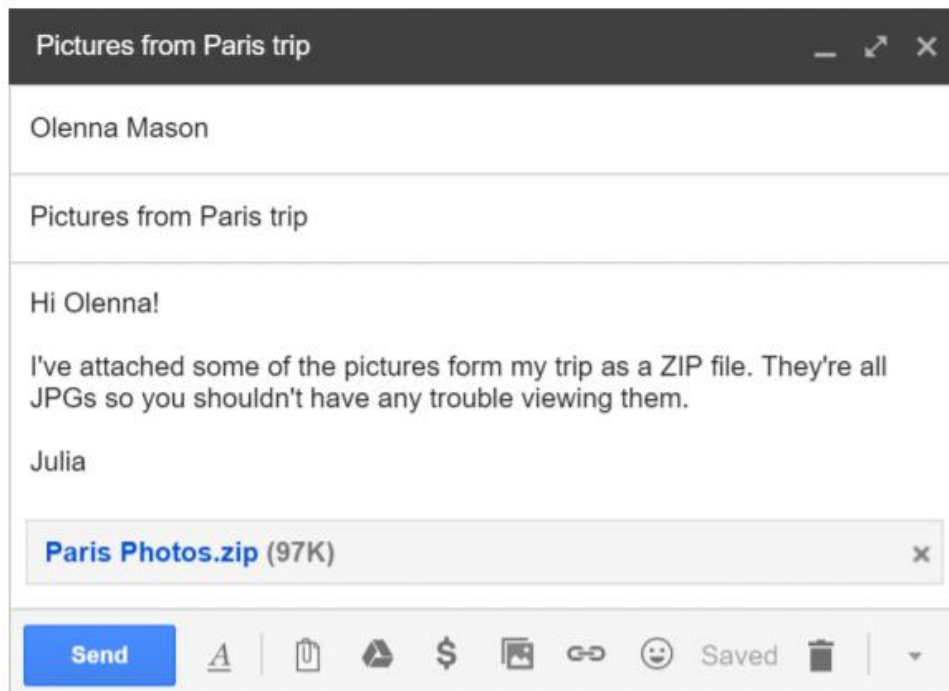
LAB-work

- Sign up on one of the top three webmail providers are Yahoo!, Microsoft's Outlook.com or Google's Gmail
- Sign In using Email ID and password
- Obtain one of your friend's Email addresses
- Enter the friend's email address on the recipient box
- Compose the mail (Include Subject and the content)
- Attach any files (images, txt, docx) but consider the size (limit within 2-3MB)
- Now send the message to your friend

ई.पी.सी. माध्यमबाट खरिद गर्ने सम्बन्धी निर्देशिका, २०७८

प्रस्तावना: ई.पी.सी. माध्यमबाट गरिने खरिदमा एकरुपता कायम गर्न वाञ्छनीय भएकोले,

सार्वजनिक खरिद ऐन, २०६३ को दफा ६५ को उपदफा (१) को खण्ड (ख) तथा दफा ७४क. ले दिएको अधिकार प्रयोग गरी सार्वजनिक खरिद अनुगमन कार्यालयबाट नेपाल सरकारको स्वीकृतिमा यो निर्देशिका जारी गरिएको छ ।

१. **संक्षिप्त नाम र प्रारम्भ:** (१) यस निर्देशिकाको नाम "ई.पी.सी. माध्यमबाट खरिद गर्ने सम्बन्धी निर्देशिका, २०७८" रहेको छ।

(२) यो निर्देशिका नेपाल सरकारले स्वीकृत गरेको मितिदेखि प्रारम्भ हुनेछ।

२. **परिभाषा:** विषय वा प्रसङ्गले अर्को अर्थ नलागेमा यस निर्देशिकामा,-

(क) "ई.पी.सी." भन्नाले निर्माण सम्बन्धी आयोजनाको डिजाईन सहित ईन्जिनियरिङ्ग, खरिद तथा निर्माण चरणका कार्यहरु तथा आवश्यकता अनुसार निर्धारित अवधिका लागि गर्नुपर्ने मर्मत सम्भार र सञ्चालन समेत निर्माण व्यवसायीबाट गराउने माध्यम सम्झनु पर्छ ।

(ख) "ऐन" भन्नाले सार्वजनिक खरिद ऐन, २०६३ सम्झनु पर्छ ।

(ग) "कार्यालय" भन्नाले सार्वजनिक खरिद अनुगमन कार्यालय सम्झनु पर्छ ।

(घ) "नियमावली" भन्नाले सार्वजनिक खरिद नियमावली, २०६४ सम्झनु पर्छ ।

(ङ) "निर्माण व्यवसायी" भन्नाले ई.पी.सी. माध्यमबाट हुने खरिद प्रक्रियामा बोलपत्र स्वीकृत भएका निर्माण व्यवसायी सम्झनु पर्छ र सो शब्दले संयुक्त उपक्रमका साझेदारलाई समेत जनाउँछ ।

३. **ई.पी.सी. माध्यमबाट खरिद गर्न सकिने:** सार्वजनिक निकायले ठूला र जटिल प्राविधिक क्षमता आवश्यक पर्ने देहायका आयोजनाको लागि ई.पी.सी. माध्यमबाट खरिद गर्न सक्नेछ:-

(क) सुरुङ्ग, सुरुङ्ग मार्ग वा फ्लाई ओभर जस्ता संरचना तयार गरी निर्माण गरिने सडक, सिँचाई, खानेपानी, जलविद्युत वा प्राविधिक रुपमा जटिल प्रकृतिको पुल जस्ता पूर्वाधार निर्माण सम्बन्धी आयोजना,

(ख) विमानस्थल, रङ्गशाला, सभागृह जस्ता भौतिक संरचना निर्माण सम्बन्धी आयोजना,

(ग)   पूर्वनिर्मित जटिल प्लाण्ट जडान गर्नु पर्ने फोहोर व्यवस्थापन आयोजना, प्रशोधन केन्द्र वा त्यस्तै प्रकृतिका अन्य आयोजना,

(घ)   दफा ४ को उपदफा (२) बमोजिमको निकायले उपयुक्त ठानेका अन्य पूर्वाधार आयोजना ।

४.   <u>प्रारम्भिक अध्ययन गर्नु पर्नेः</u> (१) सार्वजनिक निकायले ई.पी.सी. माध्यमबाट खरिद गरी निर्माण कार्य गर्नु अघि कम्तीमा आर्थिक, सामाजिक, प्राविधिक तथा वातावरणीय पक्षमा आयोजनाको सम्भाव्यता अध्ययनका आधारमा प्रतिवेदन तयार गरी आयोजनाको प्रारुप डिजाइन (कन्सेप्च्युअल डिजाइन) समेत तयार गर्नु पर्नेछ ।

(२) उपदफा (१) बमोजिमको प्रतिवेदन समेतको आधारमा कुनै आयोजनाको लागि ई.पी.सी. माध्यमबाट खरिद प्रक्रिया अघि बढाउन उपयुक्त देखिएमा देहायको निकायबाट निर्णय गर्नु पर्नेछः-

(क)   सङ्घीय आयोजनाको हकमा नेपाल सरकारको सम्बन्धित मन्त्रालय,

(ख)   प्रदेशस्तरका आयोजनाको हकमा प्रदेश मन्त्रिपरिषद्,

(ग)   स्थानीय तहका आयोजनाको हकमा स्थानीय तहको कार्यपालिका,

(घ)   ऐनको दफा २ को खण्ड (ख) को उपखण्ड (२), (३), (५), (६) र (७) बमोजिमका सार्वजनिक निकायको हकमा त्यस्तो निकायको सर्वोच्च कार्यकारी निकाय ।

(३) उपदफा (१) बमोजिमको प्रतिवेदन सार्वजनिक निकायले बोलपत्र सम्बन्धी कागजात सँगै बोलपत्रदातालाई उपलब्ध गराउनु पर्नेछ ।

तर सो प्रतिवेदनमा उल्लिखित तथ्यको शुद्धता (एकुरेसी) को विषयमा सार्वजनिक निकाय जिम्मेवार हुने छैन र सो विषय बोलपत्र सम्बन्धी कागजातमा समेत उल्लेख गर्नु पर्नेछ ।

५.   <u>लागत अनुमानः</u> (१) सार्वजनिक निकायले ई.पी.सी. माध्यमबाट खरिद गर्दा देहाय बमोजिम लागत अनुमान तयार गर्नु पर्नेछः-

(क)   विस्तृत परियोजना प्रतिवेदन तयार भएको आयोजनाको हकमा अनुसूची बमोजिम,

(ख)   विस्तृत परियोजना प्रतिवेदन तयार नभएको आयोजनाको हकमा आयोजनालाई विभिन्न खण्ड (कम्पोनेन्ट) मा विभाजन गरी सोको लागि चालु वा अघिल्ला वर्षहरुमा सोही प्रकृतिको खरिद गर्दा लागेको वास्तविक लागत, स्थानीय बजारमा प्रचलित दरभाउ, मूल्य वृद्धि दर तथा विदेशी विनिमय दर समेतको आधारमा ।

(२) उपदफा (१) बमोजिमको लागत अनुमानमा निर्धारित अवधिका लागि गर्नुपर्ने मर्मत सम्भारको लागि लाग्ने लागत र निर्माण व्यवसायीबाट सञ्चालन समेत गराउनु पर्ने आयोजनाको हकमा सञ्चालनको लागि लाग्ने लागत समेत समावेश गर्नु पर्नेछ ।

(३) उपदफा (१) को खण्ड (ख) बमोजिम लागत अनुमान तयार गर्दा दुई वर्षभन्दा बढी सम्झौता अवधिको खरिदका हकमा अनुसूची बमोजिम समायोजन गरी कुल लागत अनुमान तयार गर्नु पर्नेछ ।

(४) यस दफा बमोजिमको लागत अनुमानको आधारमा सार्वजनिक निकायले बोलपत्रको प्रयोजनको लागि एकमुष्ठ कुल लागत अनुमान तयार गरी बोलपत्रदातालाई उपलब्ध गराउनु पर्नेछ।

६. विवरण खुलाउनु पर्ने: सार्वजनिक निकायले बोलपत्र आह्वान गर्दा आयोजना सम्बन्धी उपलब्ध जानकारीहरूका साथै आवश्यकता अनुसार आयोजनाको सर्वेक्षण, डिजाईन, नक्सा, गुणस्तर जाँच र सुनिश्चितता सम्बन्धी प्रावधान र आयोजनाले प्राप्त गर्नुपर्ने उपलब्धिको सुचक सहितको विवरण विस्तृत रुपमा खुलाउनु पर्नेछ।

७. योग्यताको आधार: (१) सार्वजनिक निकायले बोलपत्र सम्बन्धी कागजातमा योग्यताका आधार निर्धारण गर्दा गुणस्तर कायम गर्न आवश्यक आधारहरू तय भएको, प्रतिस्पर्धा सीमित नहुने सुनिश्चतता गरिएको, बजारमा प्रतिस्पर्धीको उपस्थितिको लेखाजोखा भएको र कानूनले प्रत्याभूत गरेको संरक्षणको प्रतिकूल नभएको विषय समेत सुनिश्चित गर्नु पर्नेछ ।

(२) उपदफा (१) बमोजिम योग्यताका आधार निर्धारण गर्दा देहायका विषयहरू समेत समावेश गर्नुपर्नेछ:-

(क) संयुक्त उपक्रम नभएको एकल बोलपत्रदाताको हकमा ई.पी.सी., टर्न की वा डिजाईन एण्ड बिल्ड (डिबी) खरिद माध्यमबाट लागत अनुमानको कम्तीमा चालीस प्रतिशत बराबरको समान प्रकृतिको कार्य गरेको अनुभव प्राप्त गरेको हुनुपर्ने.
स्पष्टीकरण: यस दफाको प्रयोजनको लागि,-

(१) "टर्न की" भन्नाले निर्माण व्यवसायीले डिजाईनका साथै निर्माण कार्य सम्पन्न गरी तयार गरेको संरचना प्रयोगमा ल्याउने गरी सार्वजनिक निकायलाई हस्तान्तरण गर्ने खरिद विधि सम्झनु पर्छ ।

(२) "डिजाईन एण्ड बिल्ड (डिबी)" भन्नाले सार्वजनिक निकायबाट उपलब्ध तथ्य वा अध्ययनको आधारमा निर्माण व्यवसायीले नै डिजाईन तयार गरी सो डिजाईन बमोजिम त्यस्तो निर्माण व्यवसायीबाट निर्माण गरिने खरिद विधि सम्झनु पर्छ ।

३

(ख) संयुक्त उपक्रमको बोलपत्रदाताको हकमा देहाय बमोजिम हुनु पर्ने:-

(१) कुनै एक साझेदारले ई.पी.सी., टर्न की वा डिजाईन एण्ड बिल्ड (डिबी) को खरिद माध्यमबाट लागत अनुमानको कम्तीमा चालीस प्रतिशत बराबरको समान प्रकृतिको कार्य गरेको अनुभव प्राप्त गरेको हुनुपर्ने।

(२) प्रत्येक साझेदारले लागत अनुमानको कम्तीमा पच्चीस प्रतिशत रकम बराबर सार्वजनिक निर्माणको कुनै पनि क्षेत्रमा काम गरेको अनुभव प्राप्त गरेको हुनुपर्ने।

८. मूल्याङ्कन र छनौटका आधार: बोलपत्रदाता छनौट गर्दा सार्वजनिक निकायले देहाय बमोजिम मूल्याङ्कन गरी छनौट गर्नु पर्नेछ:-

(क) विस्तृत परियोजना प्रतिवेदन तयार भएको आयोजनाको हकमा प्राविधिक प्रस्तावमा उत्तीर्ण भएका बोलपत्रमध्ये न्यूनतम मूल्याङ्कित सारभूत रुपमा प्रभावग्राही बोलपत्र,

(ख) विस्तृत परियोजना प्रतिवेदन तयार नभएको आयोजनाको हकमा बोलपत्रदाताको योग्यता र अनुभव, आयोजनाको बुझाइ (अन्डरस्ट्याण्डिड) र सोका आधारमा गरिएको प्रस्तावित डिजाइन तथा जनशक्ति, मेसिनरी उपकरण, आर्थिक क्षमता समेतका आधारमा योग्य देखिएका बोलपत्रदातामध्ये न्यूनतम मूल्याङ्कित सारभूत रुपमा प्रभावग्राही बोलपत्र।

९. एकमुष्ट कार्यसम्पादन (लमसम कन्ट्र्याक्ट): ई.पी.सी. माध्यमबाट खरिद गर्दा एकमुष्ट कार्यसम्पादन (लमसम कन्ट्र्याक्ट) को आधारमा प्रतिस्पर्धा गराई खरिद सम्बन्धी कारबाही गर्नु पर्नेछ।

१०. ड्रइङ तथा डिजाइन पेश गर्ने: (१) निर्माण व्यवसायीले खरिद सम्झौतामा उल्लेख गरिएको अवधिभित्र आयोजनाको ड्रइङ तथा डिजाइन सार्वजनिक निकायमा पेश गर्नु पर्नेछ।

(२) उपदफा (१) बमोजिम निर्माण व्यवसायीले पेश गरेको ड्रइङ तथा डिजाइन आयोजनाको कार्यक्षेत्र (स्कोप), स्ट्याण्डर्ड तथा प्रारम्भिक डिजाइन बमोजिम भए नभएको सम्बन्धमा विज्ञ टोलीद्वारा जाँच गराई देहायको निकाय वा अधिकारीले स्वीकृत गर्नु पर्नेछ:-

(क) सङ्घीय आयोजनाको हकमा सम्बन्धित विभागीय प्रमुख,

(ख) प्रदेशस्तरीय आयोजनाको हकमा प्रदेश मन्त्रालयको सचिव,

(ग) स्थानीय तहस्तरीय आयोजनाको हकमा स्थानीय तहको प्रमुख प्रशासकीय अधिकृत,

(घ) ऐनको दफा २ को खण्ड (ख) को उपखण्ड (२), (३), (५), (६) र (७) बमोजिमका सार्वजनिक निकायको हकमा त्यस्तो निकायको कार्यकारी प्रमुख ।

११. **माइलस्टोन तयार गर्नेः** (१) सार्वजनिक निकायले सम्पूर्ण आयोजनालाई सामान्यतया चार देखि सात वटा मुख्य क्रियाकलाप (माइलस्टोन) मा विभाजन गर्नु पर्नेछ ।

(२) उपदफा (१) बमोजिम क्रियाकलाप (माइलस्टोन) तयार गर्दा देहायका विषय खुलाउनु पर्नेछः-

(क) प्रत्येक क्रियाकलाप (माइलस्टोन) मा निर्माण व्यवसायीले पूरा गर्नुपर्ने शर्त,

(ख) प्रत्येक क्रियाकलाप (माइलस्टोन) को नतिजा स्पष्ट मापन गर्न सकिने सूचक,

(ग) प्रत्येक क्रियाकलाप (माइलस्टोन) को प्रगति तथा कुल कबोल अङ्कको आधारमा आयोजनाको विभिन्न चरणमा गरिने भुक्तानीको भार सहितको तालिका ।

१२. **गुणस्तर नियन्त्रण र गुणस्तरको सुनिश्चितताः** सार्वजनिक निकायले निर्माण व्यवसायीले गरेको निर्माण सम्बन्धी कार्यको परीक्षण तथा नापजाँच गरी वा गराई गुणस्तर नियन्त्रण तथा सुनिश्चित गर्नु पर्नेछ ।

१३. **भुक्तानी व्यवस्थाः** (१) दफा ११ बमोजिमको क्रियाकलाप (माइलस्टोन) को प्रगतिको आधारमा सार्वजनिक निकायले सो दफाको उपदफा (२) को खण्ड (ग) बमोजिमको भारको आधारमा निर्माण व्यावसायीलाई रकम भुक्तानी गर्नु पर्नेछ ।

(२) उपदफा (१) बमोजिमको रकम भुक्तानी गर्नु अघि दफा १२ बमोजिम गुणस्तर सुनिश्चित गर्नु पर्नेछ।

१४. **जोखिम बहन गर्नेः** ई.पी.सी. माध्यमबाट गरिने खरिदमा डिजाइन, निर्माण तथा मर्मत सम्भार गर्दा उत्पन्न हुने भौगर्भिक, व्यावसायिक तथा प्राविधिक लगायतका सम्पूर्ण जोखिम निर्माण व्यवसायीले वहन गर्नु पर्नेछ ।

१५. **वारेण्टी, मर्मत सम्भार वा सञ्चालन व्यवस्थाः** (१) वारेण्टी तथा मर्मत सम्भार अवधि निर्धारण गर्दा आयोजनाको प्रकृति अनुसार निर्माण सम्पन्न भएको कम्तीमा दुई वर्ष हुने गरी निर्धारण गर्नु पर्नेछ ।

(२) बोलपत्र सम्बन्धी कागजातमा निर्माण कार्यको प्रकृति बमोजिम आवश्यक पर्ने वारेण्टी, मर्मत सम्भार गर्ने अवधि वा सञ्चालन गर्ने विधि सम्बन्धी व्यवस्था प्रष्ट रुपमा खुलाउनु पर्नेछ ।

(३) उपदफा (२) बमोजिम निश्चित अवधिसम्मका लागि मर्मत सम्भार वा सञ्चालन समेत गर्नुपर्ने अवस्थामा सार्वजनिक निकायले आयोजनाको कार्यसम्पादन सूचकहरु (पर्फर्मेन्स इन्डिकेटर) उल्लेख गरी अनुगमन गर्नु पर्नेछ ।

१६. **म्याद थप नहुनेः** सम्बन्धित आयोजनाको संरचनामा असर पर्ने गरी भूकम्प, आगलागी, अतिवृष्टि, बाढी, पहिरो जस्ता विपद्‌को अवस्था सिर्जना भएको वा कुनै महामारीको अवस्थामा नेपाल सरकारले जारी गरेको आदेश बमोजिम लामो समय कार्य सम्पादन हुन नसकी समयमा काम सम्पन्न हुन नसकेको अवस्थामा बाहेक अन्य कारणले म्याद थप गरिने छैन ।

१७. **भेरिएशनः** सार्वजनिक निकायले कुनै काम थप वा संशोधन गरेको अवस्थामा बाहेक कुनै किसिमले भेरिएशन आदेश जारी गरिने छैन ।

१८. **मूल्य समायोजन नहुनेः** यस निर्देशिका बमोजिम गरिएको खरिदमा मूल्य समायोजन गरिने छैन ।

१९. **क्षतिपूर्तिः** (१) दफा ११ मा उल्लिखित माइलस्टोन बमोजिमको कार्यसम्पादन गर्न नसकेमा सार्वजनिक निकायले निर्माण व्यवसायीलाई पूर्वनिर्धारित क्षतिपूर्ति लगाउनु पर्नेछ ।

(२) आयोजना अवधिमा सम्पूर्ण कार्य सम्पन्न भएमा उपदफा (१) बमोजिम लगाइएको पूर्वनिर्धारित क्षतिपूर्ति सम्बन्धित निर्माण व्यवसायीलाई फिर्ता दिनु पर्नेछ ।

(३) उपदफा (१) र (२) मा उल्लेख भए बाहेक सम्झौता बमोजिमको कार्यसम्पादन नभएमा सार्वजनिक निकायले सम्झौतामा उल्लेख भए बमोजिम निर्माण व्यवसायीलाई क्षतिपूर्ति लगाउनु पर्नेछ ।

(४) आयोजनाको संरचनामा असर पर्ने गरी भूकम्प, आगलागी, अतिवृष्टि, बाढी, पहिरो जस्ता विपद्‌को अवस्था सिर्जना भएको वा कुनै महामारीको अवस्थामा नेपाल सरकारले जारी गरेको आदेश बमोजिम लामो समय कार्य सम्पादन हुन नसकी समयमा काम सम्पन्न हुन नसकेको कारणले निर्माण व्यवसायीले आफूलाई भएको थप व्ययभार वापत क्षतिपूर्तिको दाबी गरेमा सार्वजनिक निकायले जाँचबुझ गरी त्यस्तो विपद्‌को कारणले निर्माण व्यवसायीलाई प्रत्यक्ष रुपमा भएको थप व्ययभारको हदसम्मको रकम क्षतिपूर्ति भुक्तानी गर्न सक्नेछ ।

२०. **भुक्तानी हुने मुद्राः** (१) निर्माण व्यवसायीलाई भुक्तानी दिंदा नेपाली मुद्रामा भुक्तानी हुने व्यवस्था गर्नु पर्नेछ।

(२) उपदफा (१) मा जुनसुकै कुरा लेखिएको भए तापनि अन्तर्राष्ट्रिय स्तरको बोलपत्रका लागि बढीमा सत्तरी प्रतिशत रकम विदेशी मुद्रामा भुक्तानी गर्न सकिने व्यवस्था गर्न सकिनेछ ।

२१. <u>नमूना बोलपत्र सम्बन्धी कागजात तयार गर्ने:</u> (१) कार्यालयले ऐन, नियमावली तथा यस निर्देशिका बमोजिम ई.पी.सी. माध्यमबाट गरिने खरिदको लागि नमूना बोलपत्र कागजात तयार गर्नेछ ।

(२) उपदफा (१) बमोजिम नमूना बोलपत्र कागजातको मस्यौदा तयार गर्न कार्यालयले सरोकारवाला निकायको प्रतिनिधि र सम्बन्धित क्षेत्रका विज्ञ समेत रहने गरी समिति गठन गर्न सक्नेछ।

अनुसूची

(दफा ५ को उपदफा (१) को खण्ड (क) र उपदफा (३) सँग सम्बन्धित)

लागत अनुमानको गणना विधि

(क) आइटमको दररेट निकाल्ने तरिकाः

श्रमिकहरुको खर्च .... (क)

निर्माण सामाग्रीको खर्च .... (ख)

यान्त्रिक उपकरणको भाडा (तैल्य पदार्थ सहित)............................. (ग)

आइटमको दररेट (क+ख+ग) = (घ)

बोलपत्रदाताको ओभरहेड (घ को १५ प्रतिशत) = ०.१५× (घ)

जम्मा दररेट (ङ) = १.१५× (घ)

(ख) लागत अनुमान निकाल्ने तरिकाः

क.सं.	आइटम	एकाइ	आइटमको जम्मा दररेट	आइटमको जम्मा परिमाण	आइटमको जम्मा खर्च
१	आइटम (१)		(च)	(ट)	(च)×(ट)
२	आइटम (२)		(छ)	(ठ)	(छ)×(ठ)
३ ...	आइटम (३) इत्यादी		(ज)	(ड)	(ज)×(ड)

कुल लागत अनुमान (व) = (च×ट+छ×ठ+ज×ड+.....)

(ग) दुई वर्षभन्दा बढी सम्झौता अवधिको खरिदका लागि देहाय बमोजिम समायोजन गरी कुल लागत अनुमान (व') तयार गर्नु पर्नेः

व'= व (१+ढ/१००)$^{त/२}$

ढ= विगत दश वर्षमा प्रत्येक वर्षको मुद्रास्फिति दरको औसत (स्रोतः नेपाल राष्ट्र बैंकको उपभोक्ता मूल्य सूचकाङ्क)

त= आयोजना अवधि (वर्ष)

उदाहरण

"ढ" निकाल्ने तरिका

वर्ष	वर्ष$_१$	वर्ष$_२$	वर्ष$_३$	वर्ष$_४$	वर्ष$_५$	वर्ष$_६$	वर्ष$_७$	वर्ष$_८$	वर्ष$_९$	वर्ष$_{१०}$
मुद्रास्फिति दर	ढ$_१$	ढ$_२$	ढ$_३$	ढ$_४$	ढ$_५$	ढ$_६$	ढ$_७$	ढ$_८$	ढ$_९$	ढ$_{१०}$

ढ= (ढ$_१$+ढ$_२$+.....+ ढ$_{१०}$)/१०

८

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Presentation and Documentation Writing Skills

What is a good presentation?
Good presentation is one that has 4Ps:
- Plan
- Prepare
- Practice
- Present

Presentation Skills:
- Why do we need to know how to prepare the information?
- Public speaking is commonly feared by many people.
- It can be a nerve-racking experienced, but anxiety can be minimized.
- Practice and preparation can help become a good presenter.

Plan:
- Preparation or planning is the first step for successful presentation

Aspects:
- Purpose
- Audience
- Structure

Ask yourself:
- ➢ **Who** is your audience?
- ➢ **What** do you want to present? (Content, material)
- ➢ **Why** do you want to present this? (purpose)
- ➢ **Where** do you want to present? (place)
- ➢ **How** do you want to present this? (ppt, other, technology,etc.)

Audience Analysis
- ➢ In what is the audience interested?
- ➢ What does the audience want?
- ➢ What does the audience already know?
- ➢ What does the audience need to know?
- ➢ What does the audience expect from this presentation?
- ➢ How will the audience benefit from this presentation?

Structure:
- ➢ Structure the content in line with the audience's needs
- ➢ What is your objective?
- ➢ Do your research

➢ Gather material from different sources o Arrange points logically

Important Tips:

- Anticipate audience's questions and prepare possible answers
- Prepare handouts if desired and appropriate. Everyone benefits from visual/graphic documents.
- Don't forget to prepare with the allotted presentation time in mind. If you don't know how long you have, find out.

Example Structure for 20-minute presentation:

➢ Opening: 2 minutes
➢ Middle: 13 minutes
➢ Ending: 2 minutes
➢ Questions: 5 minutes

Always leave time for questions

Prepare

- ❖ **Opening:** the first few minutes are critical for success
- Carefully design and master this while practicing
  - o Good first impression
  - o Rehearse well, but use natural speech and no reading from notecards or computer
- Get attention
  - o Shock, humor, question, story, statistics
- Be enthusiastic
  - o Motivate audience to listen
- ❖ **Middle:**
  - Logical sequence
  - Understandable
  - Recaps (summaries) when appropriate
  - Visual aids (flip-charts, handouts)
- ❖ **Ending:** the last few minutes are just as critical for success as the first few minutes
  - Summarize important points
  - Suggest action
    - o What should the audience do now?
    - o When should they do it?
    - o Why?
    - o How?
- ❖ **Visual Aids:**
  - Colors
    - o Grey on white

- o Black on white
- Grammar
- Font size
  - o Small
  - o Medium
  - o Large

Practice

- Be active
  - o Move around rather than stand stiffly in one spot

- Controlled gestures
  - o Hand movements
  - o Playing with hair

- Where to keep hands?
  - o Not in pockets
  - o Occupy hands with notes or a pointer. Nervousness tends to show in our hand gestures.

- Eye contact
  - o Look around from person to person while glancing at notes or presentation
  - o Don't stare

- Face audience

Verbal Communication
- Speak naturally
- Variations in tone and pitch of voice
- Talk to audience, not just in front of them
- No jargon
- No ambiguous or complicated language
- Question your audience throughout to facilitate group involvement or garner attention

Audience
- Be aware of audience's nonverbal and verbal communications
  - o If people are bored or confused, their body language will show it.
  - o Adjust based on what you see
- Engage audience
  - o Questions, activities

- Handle questions to the best of your ability
  - You are not expected to know everything
  - Anticipate questions and have answers ready
  - Sometimes questions allow you to highlight a point you want to make

Present
- Prepare thoroughly
- Breath deeply and slowly
- Use gestures and facial expressions as a way of converting nervous fear to positive enthusiasm.

Anxiety and stage fright
- Everyone has it to some degree, even the best public speakers
- Do not try to completely eliminate fear
- Instead, channel that fearful energy into an effective presentation.

So, what is a Good Documentation?
- ➢ It is a concise, legible, accurate and traceable records in a simple word.

Concise:
The document must tell the entire story and must be understood by internal/ external customers

Legible:
The documents must be readable by internal/external customers.

Accurate:
The document must be error free.

Traceable:
Each aspect of the document must be traceable, such as, who recorded it, where and why.

How do we make the task easy?

Let's examine what it means to be concise.
- Are our documents standardized?
- Are the documents easy for all to use?
- Do we have certain documents that consistently have errors?
- Do our documents tell a complete story?

If we have an answer to these questions, then we are good to go…

Let's examine what legible means.
- Can everyone read what is written?

No matter who, where or what, can the written or printed data be read?

Now, let's examine what it means to be accurate.
- Data shall be recorded as soon as possible and shall not be falsified.

What does the traceability mean?

- Can everyone understand who recorded the data, why it was recorded, what was recorded and when it was recorded.

If we have an answer to this, then we can trace every information about the data.

For all this, <u>standardization</u> is the key, a common practice accepted by everyone.

Purpose of documentation:
- Documents are objective evidence that actions or tasks have been performed
- Documentation helps other to read your research, experiment and account of future countless possibility of new ideas and also it provides credit to the owner.

Quality System Records:
Includes:
- Purchase Orders
- Management Reviews
- Contracts
- Training Records
- Device History Records
- Device History Files

What am I responsible for?

- You are responsible for your signature:
- <u>Written Signature</u>
  Should at a minimum be your first initial and full name.
  > Eg J. Doe
  Initials maybe used on any page of a document once signature appears on that page.
  > Eg. JD
- <u>Electronic Signature</u>
- Responsible for all recorded information before you... because you will be reviewing all data before you to be sure no one has made any mistakes.

What if there is a mistake?

- All errors should be corrected by the person who created them.
- If the person is not available, the error can be corrected by their manager
- Or be corrected by the next highest member of the management and so on

How to correct Mistake?

- Draw a single line through the error
- Make the correction next to the error
- Write an explanation for the error
- Sign and Date the correction

What if there is no more space for correction?

- Draw an asterisk (*) next to the error. Place the asterisk (*) on the same page where there is room to write and put the information.

Example: My Name is Misspelled

AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
My name is ~~Jon~~ * John
AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
*misspelled
J. Doe 01/01/2000
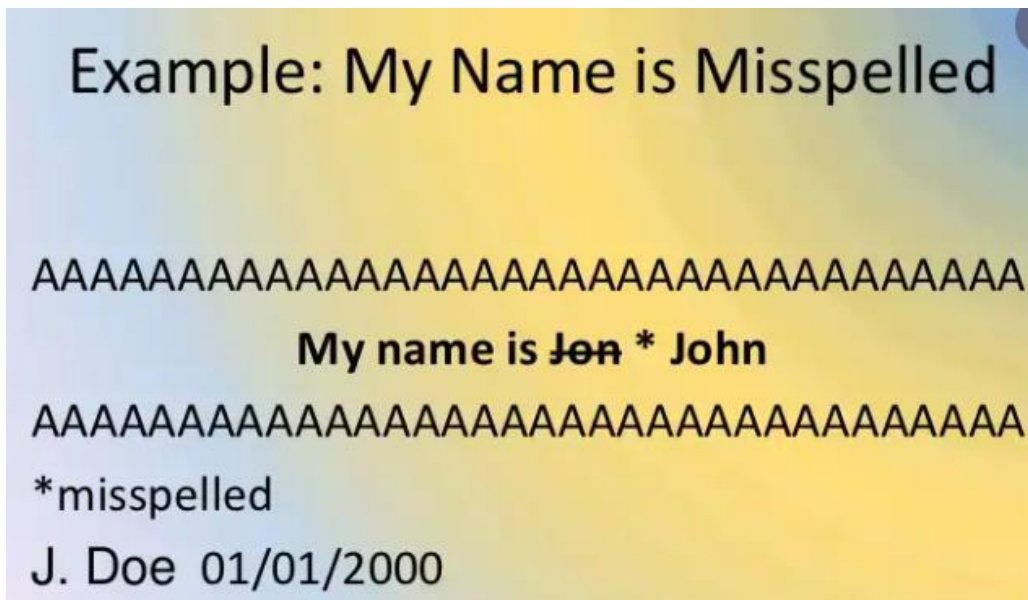
Computer Skill Training - 2078

Assignment Presentation Evaluation Session

Evaluators: **Date:**

सि.नं.	नाम थर	Topic	Please Include
1	Group 1	MS Office Word	Prepare a presentation slides including at least the following: What you learn - 2 slides?, why this is required in your office life - 1 slide?, comment on resource person's skills,contents, depth etc...-1 slide, overall feeling of this syllabus/training etc..-1 slide
	Group 1		
	Group 1		
	Group 1		
2	Group 2	MS Office Excel	
	Group 2		
	Group 2		
	Group 2		
3	Group 3	MS Power Point	
	Group 3		
	Group 3		
	Group 3		
4	Group 4	Traditional and Unicode typing	
	Group 4		
	Group 4		
	Group 4		
5	Group 5	Introduction to Project Management Information System	
	Group 5		
	Group 5		
	Group 5		
6	Group 6	Surfing the internet, content search, & email	
	Group 6		
	Group 6		
	Group 6		
7	Group 7	e-Administration	
	Group 7		
	Group 7		
	Group 7		

Please divide total participants in seven groups as shown in <u>Assignment Group Division sheet</u> and assign them respective topics and allow sufficient time for discussion and presentation making.

Team collaboration and presentation making : 3 Hours

(on the basis of the team members and topics assigned participants are allowed to make discussion and make presentation on powerpoint)

Presentation and Evaluation : 2 Hours

(Nearly 10 minutes for presentation and about 6 minutes for feedback by the evaluators and other participants)

Feedback form filling (on google form): 1 Hour

At the end of the training session it is required to collect feedback from participants in the google form. The questionnaire is attached herewith in excel sheet. Please mention name of respective trainer on google form and do it for all 8 topics.

Evaluation reference

Particular	Weightage
Final slide presentation	50%
Concept of the topic	30%
Interaction	10%
Extra creativity	10%

Please prepare a google form and submit summarized responses

The objective(s) of the training were met.		Strongly Agree	Agree	Neutral	Disagree	Strongly disagree
Overall the trainers were highly capable, knowledgeable & engaging.		Strongly Agree	Agree	Neutral	Disagree	Strongly disagree
The trainers were well prepared and able to answer any questions		Strongly Agree	Agree	Neutral	Disagree	Strongly disagree
The course length was appropriate.		Strongly Agree	Agree	Neutral	Disagree	Strongly disagree
The pace of the course was appropriate to the content and attendees		Strongly Agree	Agree	Neutral	Disagree	Strongly disagree
The time allotted for the training was sufficient.	Options	Strongly Agree	Agree	Neutral	Disagree	Strongly disagree
The training Hall/Lab and facilities provided were adequate and comfortable.		Strongly Agree	Agree	Neutral	Disagree	Strongly disagree
The organizing team and members were helpful and supportive.		Strongly Agree	Agree	Neutral	Disagree	Strongly disagree
It is believed that such type of training is useful and is required in the future too.		Strongly Agree	Agree	Neutral	Disagree	Strongly disagree
Do you have any suggestions regarding the food supply and its quality? so that we can take care in the futures.		Paragraph				

Another Section

Prepaare below questions for all topics individually including trainer name.

Topic Name:						
Trainer name						
Training hour						
This topic is highly relevant for me in this training		Strongly Agree	Agree	Neutral	Disagree	Strongly disagree
The training session was highly interactive, informative & engaging.		Strongly Agree	Agree	Neutral	Disagree	Strongly disagree
The Trainer was knowledgeable, well prepared and encouraging.	Options	Strongly Agree	Agree	Neutral	Disagree	Strongly disagree
The time slot allotted for this topic was suitable.		Strongly Agree	Agree	Neutral	Disagree	Strongly disagree
If you want more comments and suggestions, please write below		Paragraph				

Repeat 7 More sets of these questions

मूल्याङ्कनका औजारहरू

Local Development Training Academy
(Established by Local Development Training Academy Act, 2049)

LDTA >>>

"An Autonomous, Professional, Client Centered, Gender Responsive National Institute of Excellence in the area of Local-Self Governance."

स्थानीय विकास प्रशिक्षण प्रतिष्ठान
(स्थानीय विकास प्रशिक्षण प्रतिष्ठान ऐन, २०४९ द्वारा स्थापित)

नेपाल सरकार
सङ्घीय मामिला तथा सामान्य प्रशासन मन्त्रालय

Training on Information and Communication Technology
Pre & Post test Questionnaire

Participant's Detail

Name: Organization:

Designation: District:

Additional Detail:

Gender   Age

Ethnicity: Education:

Please read the following questions carefully & answer them with (✔) mark.

1. The brain of any computer system is
   a) ALU
   b) Memory
   c) CPU
   d) Control unit

2. _____ is an area of a computer that holds data that is waiting to be processed, stored, or output.
   a) ALU
   b) Memory
   c) CPU
   d) Control unit

3. Computer _____ is the result produced by the computer.
   a) ALU
   b) Input
   c) Output
   d) Storage

4. An _____ device displays, prints or transmits the results of processing.
   a) Keyboard
   b) Input
   c) Output
   d) Storage

5. Which of the following device is used for taking input by the computer ?
   a) ALU
   b) Mouse
   c) Mice
   d) Laptop

6. Which of the following are the capabilities of the computer?
   a) Huge Data Storage
   b) Input and Output
   c) Processing
   d) All of the above

7. Which generation of computer do we use currently?
   a) Third Generation
   b) Fourth Generation
   c) Fifth Generation
   d) Sixth Generation

8. Which of the following are the capabilities of the computer?
   a) Huge Data Storage
   b) Input and Output
   c) Processing
   d) All of the above

9. Computer is free from tiresome and boredom . We call it
   a) Accuracy
   b) Reliability
   c) Diligence
   d) Versatility

10. Mention any four applications of computer
    a) _____
    b) _____
    c) _____
    d) _____

11. Project Have a specific _____, with a focus on the creation of business value, to be completed within certain specifications.

    a) Time
    b) objective
    c) PMIS
    d) Date

12. Which of the following is not an example of project?

    a) Constructing a building or facility
    b) Developing a new product or service
    c) Having a tiffin
    d) Software development

13. A project management information system is the logical organization of the _____ required for an organization to execute projects successfully.
    a) Data
    b) Information
    c) Time
    d) Money

14. _____ is defined as data with context. _____organizes data, with a meaning and relevance.
    a) Datum
    b) Input
    c) Information
    d) Wisdom

15. Your PMIS could include?
    a) Scheduling software tools.
    b) Work authorization system.
    c) Configuration management system
    d) All of above

16. Government policy is an example of which sources of information in PMIS?
    a) Intermediate
    b) Internal
    c) External
    d) All of the above

17. Objectives of PMIS includes.
    a) To compare the baseline with the actual completion of activity.
    b) To manage materials.
    c) To collect financial data.
    d) All of above mentioned

18. Feedback is provide after which steps in PMIS?
    a) Input
    b) Processing
    c) Output
    d) None of the above

19. Which of the following is not an limitation of PMIS?
    a) Accuracy
    b) Not suitable for many (specially smaller) projects.
    c) Resistance to use by some persons.
    d) Possible technical issues etc.

20. Mention any four benefit of PMIS.
    a) _____
    b) _____
    c) _____
    d) _____

21. Communication is a non stop_____.
- a) paper
- b) process
- c) programme
- d) Plan

22. Which Our dress code is an example of _____ communication.
- a) Verbal
- b) Non-Verbal
- c) Written
- d) Spoken

23. Which of the following is fundamental skill we need to be successful in our professional career?
- a) Private Speaking
- b) Public speaking
- c) Fear
- d) Anxiety

24. Preparation or planning is the first step for successful presentation which includes
- a) Purpose
- b) Audience
- c) Structure
- d) All of above

25. _____ Is nothing but checking whether we have followed the earlier stages promptly and efficiently
- a) Review
- b) Reading
- c) Looking
- d) None of the above

26. In oral presentation outside your organisation you must first give the audience a _____ of your organization.
- a) Flash Back
- b) Background
- c) Front view
- d) Forward View

27. Which of the following is not a part of an audience analysis?
- a) What does the audience already know?
- b) What mobile device audience have?
- c) What does the audience expect from this presentation?
- d) How will the audience benefit from this presentation?

28. Which of the following quality refers that the document must be error free?
- a) Concise
- b) Legible
- c) Accurate
- d) Traceable

29. which of the following is not a step for correcting a mistake in written record ?
- a) Draw a single line through the error
- b) Make the correction next to the error
- c) Put a # sign for corrected word
- d) Write an explanation for the error

30. Mention 4P's for a good Presentation..
- a) _____
- b) _____
- c) _____
- d) _____

सूचना र संचार प्रविधि प्रशिक्षण

दैनिक पृष्ठपोषण फाराम (.........................दिन)

नामः   मितिः

१. आजका प्रशिक्षण सत्रहरूबाट के के सिकाइहरू भए ?

- ■
- ■
- ■
- ■
- ■

२. तपाईँ ती सिकाइहरूलाई व्यवहारमा कसरी प्रयोग गर्नुहुन्छ ?

- ■
- ■
- ■
- ■
- ■

३. प्रशिक्षणलाई अझ प्रभावकारी बनाउन के गर्नुपर्ला ?

- ■
- ■
- ■
- ■
- ■

सूचना र संचार प्रविधि प्रशिक्षण

प्रशिक्षण अन्तिम मूल्याङ्कन फाराम

प्रशिक्षणको नामः ....   प्रशिक्षण मितिः ....

कृपया तलका प्रश्नहरूमा आफूलाई उपयुक्त लागेको विकल्पमा चिह्न लगाउनुहोस् ।

१. यस प्रशिक्षणलाई तपाईं कसरी मूल्याङ्कन गर्नुहुन्छ ?

(क) उत्कृष्ट   (ख) ज्यादै राम्रो   (ग) राम्रो   (घ) ठिकै   (ङ) सुधार गर्नुपर्ने

टिप्पणी/सुझाव ....

....

२. सहजकर्ताहरूलाई तपाईं कसरी मूल्याङ्कन गर्नुहुन्छ ? (विषयवस्तुको ज्ञान, सञ्चार क्षमता, प्रस्तुतीकरण शैली आदि)

(क) उत्कृष्ट   (ख) ज्यादै राम्रो   (ग) राम्रो   (घ) ठिकै   (ङ) सुधार गर्नुपर्ने

टिप्पणी/सुझाव..

....

३. प्रशिक्षणको विषयवस्तु तपाईंलाई कस्तो लाग्यो ? (कामसँग सम्बन्धी र उपयोगी, ज्ञानमा वृद्धि, सिप र दक्षताको विकासमा सहयोगी आदि)

(क) उत्कृष्ट   (ख) ज्यादै राम्रो   (ग) राम्रो   (घ) ठिकै   (ङ) सुधार गर्नुपर्ने

टिप्पणी/सुझाव..

....

४. प्रशिक्षणमा प्रयोग भएको प्रशिक्षण विधि तपाईंलाई कस्तो लाग्यो ? (विषयवस्तु बुझ्नका लागि सहयोगी आदि)

(क) उत्कृष्ट   (ख) ज्यादै राम्रो   (ग) राम्रो   (घ) ठिकै   (ङ) सुधार गर्नुपर्ने

टिप्पणी/सुझाव..

....

५. प्रशिक्षणमा उपलब्ध गराइएका पाठ्यसामग्री तथा सन्दर्भसामग्रीहरू तपाईंलाई कस्ता लागे ? (विषयवस्तु बुझ्नका लागि सहयोगी, भावी प्रयोजनका लागि उपयुक्त आदि)

(क) उत्कृष्ट   (ख) ज्यादै राम्रो   (ग) राम्रो   (घ) ठिकै   (ङ) सुधार गर्नुपर्ने

टिप्पणी/सुझाव..

....

स्थानीय तहको क्षमता अभिवृद्धिका लागि तयार पारिएका प्रशिक्षण सामग्री

मोड्युल ११	भवन निर्माण मापदण्ड तथा भवन संहिता
मोड्युल १२	आगलागी र अग्नी नियन्त्रण उपकरण सञ्चालन
मोड्युल १३	फोहोरमैला व्यवस्थापन तथा वातावरण व्यवस्थापन
मोड्युल १४	जग्गा नापजाँच
मोड्युल १५	हरित आवास
मोड्युल १६	सडक ठेगाना र भौगोलिक सूचना प्रणाली
मोड्युल १७	एकीकृत स्थानीय विकास योजना प्रणाली
मोड्युल १८	Urban Design (अर्बन डिजाइन)
मोड्युल १९	सूचना र संचार प्रविधि
मोड्युल २०	पूर्वाधार निर्माण
मोड्युल २१	चट्ट्याङ्ग र विद्युतीय लेखा परीक्षण