

आज मिति २०८१-०१-२१ गते कृष्ण विद्यामन्दिर
 बहुमुखी क्याम्पसको सञ्चालकमितिो बैठक अध्यक्ष
 श्री रत्न कुमार ढुंगानाको अध्यक्षतामा बसी निम्न
 निर्णय गरियो।

उपाध्यक्षि -

- | | | |
|-----------|------|--------------------------------|
| लेखक | श्री | रत्न कुमार ढुंगाना - अध्यक्ष - |
| सचिव | श्री | शेष शम्शेर शर्मा - सदस्य |
| उपाध्यक्ष | श्री | विश्वराम नेपाल - ॥ |
| सदस्य | श्री | प्रेमलाल शर्मा - ॥ |
| | श्री | डिडी राजीलेप्चा ॥ |
| | श्री | धुव अधिकारी ॥ |
| | श्री | लालिता नेपाल ॥ |
| | श्री | डोलेन्द्र गार्डन ॥ |
| | श्री | सन्तोष शर्मा ॥ |
| | श्री | गोपाल खड्कल ॥ |
| | श्री | अनिल सुनुवा प्रसिद्ध |

प्रमाणित
 २०८१/०१/२१



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|-----------|------|---------------------------|
| उपाध्यक्ष | श्री | रमेश्वर प्रधान - स.का.प. |
| | श्री | बन्दीना खतिवडा - शिक्षापट |
| | श्री | अजय पौडेल - शिक्षापट |
| | श्री | सुलभाया तामा - शिक्षापट |

प्रस्ताव.१. प्रदेश सरकार अनुदान रकम स्वर्च अनुमोदन सम्बन्धमा।

निर्णय - उक्त प्रस्तावमाथि दशफल गर्दा कोशी प्रदेश सरकार द्वारा यस क्याम्पसलाई प्राप्त अनुदान रु ६ लाख स्थानिय पालिका सुर्खोदघ नगर पालिका अर्जित योजना सम्झौता गरी - चालु स्वर्च तर्फको रु २,८०,०००/ अक्षरेपी हुइलाखु अहसी दर्जा अध्यापक दशलाई एक मूढिना वरावडी तलब वतनमा स्वर्च गरिएको र पूर्णगत तर्फको रु ४,२०,०००/ अक्षरेपी - चालुख बीस हजारलाई क्याम्पसको

कक्षा कोठा रङ्ग शेजान, इशाकोठा-विभाजन Room Partation Wall निर्माण, R.M.C, Computer Lab Library रङ्ग शेजान, पुस्तकालय Reading Table निर्माण, सगाहल तथा इशाकोठको भन्धाल त्रिल निर्माण, सगाहलको ढोका निर्माण र मर्मतसंग्रह कार्य सम्पन्न गरिएको सम्पूर्ण स्वर्यको त्रिल गपौडो खुल्लु हुन्छ भएकाले स्वर्य अनुमोदन सबसम्मत वाट गरियो। स्वर्य योजना प्रसोद गर्नका लागि एमनिय पाठिकामा आवश्यक कटाजात सहित प्रस्तावहरू लागी आवश्यक प्रक्रिया अघि बढाउने निर्णय गरियो।

प्रस्ताव-२: Non Credit Course पारित गर्ने सम्बन्धमा।
 निर्णय - उक्त विषयमा इलफल गर्दा Non Credit Course अन्तर्गत विषयगत समितिबाट प्राप्त पाठ्यक्रम मस्कीदा लाई कम्प्युटर विषय विज्ञ समेतको इलफल वाट उपयुक्त ठहर भएकाले पारित गर्ने सर्वसम्मत निर्णय गरियो।

प्रस्ताव-३ Non Credit Course लागु गर्ने सम्बन्धमा।
 निर्णय - उक्त विषयमा इलफल गर्दा यस क्याम्पसमा अध्ययनरत सम्पूर्ण विद्यार्थीहरूलाई समग्र सापेक्षित कम्प्युटर विषयको ज्ञान उपलब्ध गराउने उद्देश्यले तयार गरिएको Non Credit Course लागु गर्ने निर्णय सर्वसम्मत पारित गरियो।

गणित
 २०१९

प्रस्ताव-३: शुल्क निर्धारण तथा परिक्षामुक्त सम्बन्धमा।
 निर्णय:- उक्त प्रस्तावमाथि इलफल गर्दा Non Credit Course अन्तर्गत कम्प्युटर क्षेत्र शिक्षणका लागि अतिरिक्त समय र प्रशिक्षक आवश्यक पर्ने गठाले पारिडासिक व्यवस्थापनका लागि विद्यार्थीबाट कोष र्शुल्क रु १०००, प्रशिक्षी र्शुल्का शुल्क निर्धारण गर्ने निर्णय सर्वसम्मत गरियो।

B - 2

Karfok Bidya Mandir Multiple Campus



Syllabus Of
Basic Professional Computer Course
(a Non-Credit Course for Bachelor Level Students)

Karfok Bidya Mandir Multiple Campus
Suryodaya-12, Karfok, Ham
2081

Karfok Bidya Mandir Multiple Campus
Suryodaya-12, Karfok, Ilam

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Preface

Higher Education in Nepal aims to produce skillful healthy citizens familiar with national customs, culture, social heritage and democratic values who can actively take part in the economic development of the country. So, the main aim of this level is to produce skilled manpower who can make special contribution to the country's all-round development, and at the same time, to produce conscious citizens with essential knowledge and skills. The process of developing and revising University level curricula in Nepal is being continued in line with this objective.

In this connection, Technology has evolved with the speed of light, and its speed of advanced is reaching peak day by day with new improvements and inventions. The human based activities have been translated into computer-based activities and the phase is still on. The development of Artificial Intelligence, robotics and Nano-Technology has surpassed all the expectations on this field. And with advancement of Technology computer knowledge has been a basic skill for any type of employment activities. The study of this course will help students to maximize their knowledge to technology with basic Office skills and help them succeed in their professional life.

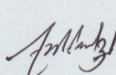
Furthermore, Karfok Bidya Mandir Multiple Campus has developed this course by realizing the necessity of basic level professional course for the bachelor level students apart from university curricula in order to produce emerging technological skilled graduates. The curriculum aims to help the students on basic knowledge on basic concept of computer with practical skill.

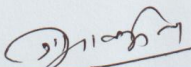
Revising curricula is a continuous process and the role of teachers, parents and scholars is vital in making it more effective in future. Therefore, the Karfok Bidya Mandir Multiple Campus always anticipates constructive suggestions from all the persons concerned.



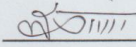
Karfok Bidya Mandir Multiple Campus
Suryodaya-12, Karfok, Ilam

Forwarding Team

S.N.	Members of Subject Committee	Designation	Signature
1.	Mr. Bhupal Khadka	Chairman, Subject Committee	
2.	Mr. Yadhav Adhikari	Member, Subject Committee	
3.	Mr. Anil Sunuwar	Member, Subject Committee	


Mr. Gopal Kattel
Campus Chief




Mr. Ratna Kumar Dhungana
Chairperson

Course Title: Basic Professional Computer Course
Course Code: KVMC 101
Level: Bachelor
Period per Week: 6
Periods: 36

Course: Non-Credit
Nature of Course: Theoretical + Practical
F.M.: 100 (50 Theoretical+50 Practical)
P.M.: 36 (18 Internal+18 External)
Time per Period: 60 min.

Introduction

The course is designed to aim at imparting a basic level appreciation programme for the common students of Karfok Bidya Mandir Multiple Campus, Karfok, Ilam. It is non-credit course. After completing the course the incumbent is able to use the computer for basic purposes of preparing his/her personnel/business letters, viewing information on Internet (the web), sending mails, using internet banking services etc. This allows a common man or housewife to be also a part of computer users list by making them digitally literate. This would also aid the PC penetration program. This helps the small business communities, and others to maintain their small account using the computers and enjoy in the world of Information Technology.

Competencies

On completion of the course, the students will have the following competencies:

1. Develop the concept of computer, its characteristics, application, classification and components.
2. Describe the concept of Computer software, its types and features
3. Develop the concept of memory its types, characteristics and uses
4. Elaborate the Operating System, its functions, types and features
5. Use Internet and its components
6. Develop the concept of multimedia, its components and applications
7. Demonstrate the emerging technology with basic uses and features.



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Course Structure

Duration

36 Credit Hours. (Theory: 10 hrs + Practical: 22 hrs. + Tutorial: 04 hrs.)

This course can also be offered as 06 days full time intensive course.

ALLOCATION OF TOTAL HOURS FOR EACH CHAPTER:

S.No.	Chapter	Theory Hours	Tutorial Hours	Practical Hours
1.	Knowing computer	1	1	1
2.	Operating Computer using GUI Based Operating System	1.5	0	4
3.	Understanding Word Processing	1.5	1	5
4.	Using Spread Sheet	1	1	4
5.	Introduction to Internet, WWW and web browsers	2	0	4
6.	Communications and Collaboration	1	0	2
7.	Making small presentation & Multimedia	1	1	1
8.	Emerging Technology	1	0	1
Total Hours		10	4	22

SYLLABUS OUTLINE:

- 1. Knowing computer:** What is Computer, Basic Applications of Computer; Components of Computer System, Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices, Computer Memory, Concepts of Hardware and Software; Concept of Computing, Data and Information; Applications of ICT; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.
- 2. Operating Computer using GUI Based Operating System:** What is an Operating System; Basics of Popular Operating Systems; The User Interface, Using Mouse; Using right Button of the Mouse and Moving Icons on the screen, Use of Common Icons, Status Bar, Using Menu and Menu-selection, Running an Application, Viewing of File, Folders and Directories, Creating and Renaming of files and folders, Opening and closing of different Windows; Using help; Creating Short cuts, Basics of O.S Setup; Common utilities.
- 3. Understanding Word Processing:** Word Processing Basics; Opening and Closing of documents; Text creation and Manipulation; Formatting of text; Table handling; Spell check, language setting and thesaurus; Printing of word document.
- 4. Using Spread Sheet:** Basics of Spreadsheet; Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet.



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5. **Introduction to Internet, WWW and Web Browsers:** Basic of Computer networks; LAN, WAN; Concept of Internet; Applications of Internet; connecting to internet; What is ISP; Knowing the Internet; Basics of internet connectivity related troubleshooting, World Wide Web; Web Browsing softwares, Search Engines; Understanding URL; Domain name; IP Address; Using e-governance website
6. **Communications and collaboration:** Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using Emails; Document collaboration; Instant Messaging; Netiquettes.
7. **Making Small Presentation and Multimedia:** Basics of presentation software; Creating Presentation; Preparation and Presentation of Slides; Slide Show; Taking printouts of presentation / handouts. Introduce the multimedia and its necessity in present world. Description of the components of Multimedia such as text, audio, video, image, animation. Description and demonstration of the applications of multimedia.
8. **Emerging Technology**
Introduction to Emerging Technology. Concept of AI, Cloud Computing/ distributed computing, IOT, Big data, Data mining/data warehouse and Cryptography (Encryption and Decryption) its features, uses and basic applications. Demonstrate VR, its features, uses and basic applications. Demonstrate AR (Augmented Reality) its features, uses and basic applications.

DETAILED COURSE CONTENTS

1. KNOWING COMPUTER

- 1.0 Introduction
- 1.1 Objectives
- 1.2 What is Computer?
 - 1.2.1 Basic Applications of Computer
- 1.3 Components of Computer System
 - 1.3.1 Central Processing Unit
 - 1.3.2 Keyboard, mouse and VDU
 - 1.3.3 Other Input devices
 - 1.3.4 Other Output devices
 - 1.3.5 Computer Memory



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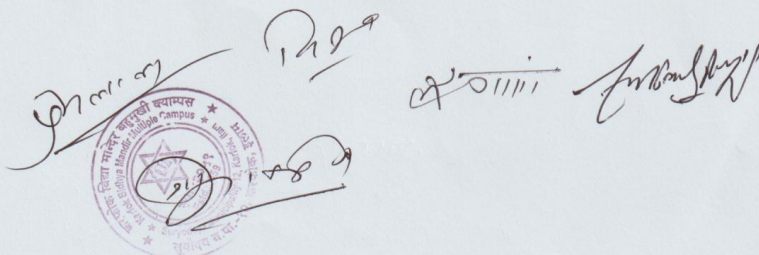
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- 1.4 Concept of Hardware and Software
 - 1.4.1 Hardware
 - 1.4.2 Software
 - 1.4.2.1 Application Software
 - 1.4.2.2 Systems software
- 1.5 Concept of computing, data and information
- 1.6 Applications of IECT
 - 1.6.1 e-governance
 - 1.6.2 Entertainment
- 1.7 Bringing computer to life
 - 1.7.1 Connecting keyboard, mouse, monitor and printer to CPU
 - 1.7.2 Checking power supply

2. OPERATING COMPUTER USING GUI BASED OPERATING SYSTEM

- 2.0 Introduction
- 2.1 Objectives
- 2.2 Basics of Operating System
 - 2.2.1 Operating system
 - 2.2.2 Basics of popular operating system (LINUX, WINDOWS)
- 2.3 The User Interface
 - 2.3.1 Task Bar
 - 2.3.2 Icons
 - 2.3.3 Menu
 - 2.3.4 Running an Application
- 2.4 Operating System Simple Setting
 - 2.4.1 Changing System Date And Time
 - 2.4.2 Changing Display Properties
 - 2.4.3 To Add Or Remove A Windows Component
 - 2.4.4 Changing Mouse Properties
 - 2.4.5 Adding and removing Printers
- 2.5 File and Directory Management
 - 2.5.1 Creating and renaming of files and directories
- 2.6 Common utilities



3.UNDERSTANDING WORD PROCESSING

- 3.0 Introduction
- 3.1 Objectives
- 3.2 Word Processing Basics
 - 3.2.1 Opening Word Processing Package
 - 3.2.2 Menu Bar
 - 3.2.3 Using The Help
 - 3.2.4 Using The Icons Below Menu Bar
- 3.3 Opening and closing Documents
 - 3.3.1 Opening Documents
 - 3.3.2 Save and Save as
 - 3.3.3 Page Setup
 - 3.3.4 Print Preview
 - 3.3.5 Printing of Documents
- 3.4 Text Creation and manipulation
 - 3.4.1 Document Creation
 - 3.4.2 Editing Text
 - 3.4.3 Text Selection
 - 3.4.4 Cut, Copy and Paste
 - 3.4.5 Spell check
 - 3.4.6 Thesaurus
- 3.5 Formatting the Text
 - 3.5.1 Font and Size selection
 - 3.5.2 Alignment of Text
 - 3.5.3 Paragraph Indenting
 - 3.5.4 Bullets and Numbering
 - 3.5.5 Changing case
- 3.6 Table Manipulation
 - 3.6.1 Draw Table
 - 3.6.2 Changing cell width and height
 - 3.6.3 Alignment of Text in cell
 - 3.6.4 Delete / Insertion of row and column
 - 3.6.5 Border and shading



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4.USING SPREAD SHEET

- 4.0 Introduction
- 4.1 Objectives
- 4.2 Elements of Electronic Spread Sheet
 - 4.2.1 Opening of Spread Sheet
 - 4.2.2 Addressing of Cells
 - 4.2.3 Printing of Spread Sheet
 - 4.2.4 Saving Workbooks
- 4.3 Manipulation of Cells
 - 4.3.1 Entering Text, Numbers and Dates
 - 4.3.2 Creating Text, Number and Date Series
 - 4.3.3 Editing Worksheet Data
 - 4.3.4 Inserting and Deleting Rows, Column
 - 4.3.5 Changing Cell Height and Width
- 4.4 Formulas and Function
 - 4.4.1 Using Formulas
 - 4.4.2 Function

5.INTRODUCTION TO INTERNET, WWW AND WEB BROWSERS

- 5.0 Introduction
- 5.1 Objectives
- 5.2 Basic of Computer Networks
 - 5.2.1 Local Area Network (LAN)
 - 5.2.2 Wide Area Network (WAN)
- 5.3 Internet
 - 5.3.1 Concept of Internet
 - 5.3.2 Applications of Internet
 - 5.3.3 Connecting to the Internet
 - 5.3.4 Troubleshooting
- 5.4 World Wide Web (WWW)
- 5.5 Web Browsing Softwares
 - 5.5.1 Popular Web Browsing Softwares
- 5.6 Search Engines
 - 5.6.1 Popular Search Engines / Search for content
 - 5.6.2 Accessing Web Browser
 - 5.6.3 Using Favorites Folder
 - 5.6.4 Downloading Web Pages
 - 5.6.5 Printing Web Pages



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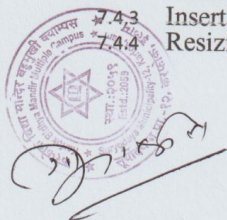
- 5.7 Understanding URL
- 5.8 Surfing the web
 - 5.8.1 Using e-governance website

6. COMMUNICATIONS AND COLLABORATION

- 6.0 Introduction
- 6.1 Objectives
- 6.2 Basics of E-mail
 - 6.2.1 What is an Electronic Mail
 - 6.2.2 Email Addressing
- 6.3 Using E-mails
 - 6.3.1 Opening Email account
 - 6.3.2 Mailbox: Inbox and Outbox
 - 6.3.3 Creating and Sending a new E-mail
 - 6.3.4 Replying to an E-mail message
 - 6.3.5 Forwarding an E-mail message
 - 6.3.6 Sorting and Searching emails
- 6.4 Document collaboration
- 6.5 Instant Messaging and Collaboration
 - 6.5.1 Using Instant messaging
 - 6.5.2 Instant messaging providers
 - 6.5.3 Netiquettes

7. MAKING SMALL PRESENTATIONS AND MULTIMEDIA

- 7.0 Introduction
- 7.1 Objectives
- 7.2 Basics
 - 7.2.1 Using PowerPoint
 - 7.2.2 Opening A PowerPoint Presentation
 - 7.2.3 Saving A Presentation
- 7.3 Creation of Presentation
 - 7.3.1 Creating a Presentation Using a Template
 - 7.3.2 Creating a Blank Presentation
 - 7.3.3 Entering and Editing Text
 - 7.3.4 Inserting And Deleting Slides in a Presentation
- 7.4 Preparation of Slides
 - 7.4.1 Inserting Word Table or An Excel Worksheet
 - 7.4.2 Adding Clip Art Pictures
 - 7.4.3 Inserting Other Objects
 - 7.4.4 Resizing and Scaling an Object



- 7.5 Presentation of Slides
 - 7.5.1 Viewing A Presentation
 - 7.5.2 Choosing a Set Up for Presentation
 - 7.5.3 Printing Slides And Handouts
- 7.6 Slide Show
 - 7.6.1 Running a Slide Show
 - 7.6.2 Transition and Slide Timings
 - 7.6.3 Automating a Slide Show
- 7.7 Introduction to Multimedia
 - 7.7.1 Components of Multimedia
 - 7.7.2 Text, Audio, Video, Image and Animation
 - 7.7.3 Application of Multimedia

8. EMERGING TECHNOLOGY

- 8.1 Introduction to Emerging Technology
- 8.2 Concept of AI
- 8.3 Concept of Cloud Computing and distributed computing
- 8.4 Concept of IOT
- 8.5 Concept of Big data
- 8.6 Concept of Data mining
- 8.7 Cryptography (Encryption and Decryption)
- 8.8 Concept of VR(Virtual Reality) and
- 8.9 Concept of AR(Augmented Reality)



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LEARNING FACILITATION PROCESS

This course aims to blend both theoretical and practical aspects of knowledge and skills required in the subject. So, its facilitation process differs from the traditional method of delivery. The practical aspect is much more focused. So, methods and strategies that enable the practical skills in the students are much used in course of content facilitation. A facilitator encourages and assists students to learn for themselves engaging in different activities with practical tasks. To achieve the entire objectives from this syllabus, the teacher must use different techniques and process while teaching. In particular, the teacher can make use of the following methods and strategies for the learning facilitation:

- Practical/application/experimental methods
- Laboratory based practical works
- Lecture
- Interaction
- Question answer
- Demonstrations
- Online based instructions
- Cooperative learning
- Project work methods (Research work i.e. survey and mini research, innovative work or experiential learning, connection to theory and application)

STUDENT EVALUATION

Evaluation is an integral part of learning process. Both formative and summative modes of evaluation are emphasized. Formative evaluation will be conducted so as to provide regular feedback for students, teachers and parents/guardians about how student learning is. Class tests, unit tests, oral question-answer, home assignment etc, are some ways of formative evaluation.


There will be separate evaluation of theoretical and practical learning. Summative evaluation embraces theoretical examination, practical examination and evaluation of research work or innovative work.

(a) Internal Evaluation

Internal evaluation covers 50 Percent weightage. Internal evaluation consists of Practical Activities (Practical works and projects works) (35 Percent),

(b) Marks from internal examinations (10 Percent), and

(c) Classroom participation (5 Percent).



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Practical work should be based on the activities mentioned in this curriculum. Project works should be based on the mentioned lists or created by teachers. Mark distribution for internal evaluation (practical work and project work) will be as follows:

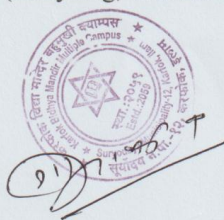
S.N.	Mani activities	Activities in detail	Percent
1	Participation	Participation in attendance, homework, class-work, project work, practical works etc.	5
2	Practical work	Conduction of practical work activities	15
		Record keeping of practical work activities	3
3	Project work	Conduction of project work activities	10
		Record keeping of project work activities	2
4	Viva	Viva of practical work and project work activities	5
5	Internal exam	Internal Tests	10
Total			50

Note:

- (i) Practical examination will be conducted in the presence of internal and external supervisors. Evaluation of experiment will focus both the product of work and skills competencies of student in using apparatus.
- (ii) Project work assessment is the internal assessment of reports and presentation of their project works either individually or group basis. In case of group presentation, every member of the group should submit a short reflection on the presented report in their own language. Records of project works must be attested by external supervisor.

(a) External Evaluation

External evaluation of the students will be based on the written examination. It carries 50 percent of the total weightage. Questions for the external examination will be based on the specification grid given below. Examination question paper will be developed using various levels of revised Bloom's taxonomy including remembering level, understanding level, application level and higher ability (analyzing, evaluating, creating).



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Specification Grid

Subjects : Basic Professional Computer Course

Time : 2 hrs.

Unit	Content	Credit hrs.	Knowledge and Understand			Application			Higher Ability			Total Question Number			Total Question	Marks Weight			Total Marks
			MCQ	Short	Long	MCQ	Short	Long	MCQ	Short	Long	MCQ	Short	Long		MCQ	Short	Long	
			1	Knowing computer, Operating Computer using GUI Based Operating System	8	1		1				1		0		2		1	
2	Understanding Word Processing	8		1					1			-	2	-	-	8	-	8	
3	Using Spread Sheet	6			1			1	1		2	1		2	4		6		
4	Introduction to Internet, WWW and web browsers	6	1			1					1	1		1	4		5		
5	Communications and Collaboration	3		1	1						1	1		1	4		5		
6	Making small presentation & Multimedia	3			1		1	1			2	-	1	2	-	10	12		
7	Emerging Technology	2	1					1			2			2			2		
Total		36	3	2	1	3	1	1	4	2	0	10	5	2	16	9	25	16	50





पूर्वाञ्चल विश्व विद्यालयबाट सम्बन्धन प्राप्त
Affiliated to Purbanchal University

०२७-५५५२२१
027-555221

करफोक विद्या मन्दिर बहुमुखी क्याम्पस
KARFOK BIDYA MANDIR MULTIPLE CAMPUS

प.सं. Ref.No: ०१११
च.नं. Dpt.No: १०२

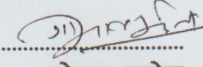
सूर्योदय न.पा. १०२, करफोक, इलाम
Suryodaya Municipality-12, Karfook, Ilam
स्थापना : २०४१ - Estd: 2059

कोशी प्रदेश, (नेपाल)
Koshi Province, (Nepal)
मिति (Date) २०८१/०२/०८

सूचना !

यस करफोक विद्यामन्दिर बहुमुखी क्याम्पसमा अध्ययनरत विद्यार्थीहरूका लागि कम्प्युटर विषयको कक्षा (Non - Credit Course) निम्न शैक्षिक कार्य तालिका अनुसार सञ्चालन गरिने भएकोले सम्पूर्ण विद्यार्थीहरूले अनिवार्य कक्षा लिन सूचना गरिएको छ ।
तपशील

बार		आइतबार/सोमबार	मंगलबार/ बुधबार	विहिबार/शुक्रबार
मिति	समय	शिक्षा संकाय BEd	व्यावस्थापन संकाय BBA/ BBS	मानविकी BA
२०८१/०२/०८ ६ आइतबार देखी	बिहानको १०:३० बजे			


गोपाल कट्टेल
क्याम्पस प्रमुख



मिति २०१९/०७/२३ गते काठ यस्यक्षी
 करफाठ विद्या मन्दिर बहुमुखि क्याम्पलेडो प्रायो-
 गमा प्रा संघालीत computer को आधाररूपत ज्ञान
 सम्बन्ध "Non credit course" को इलामा
 सहभागी प्रथम चरणको विद्यार्थीहरुको दैनिक
 उपलब्धति निम्न अनुसार रहेको छ।

उपलब्धति

क्र.सं.	संख्या	विद्यार्थीको नाम	२३	२४	२५	२६	२७	२८	२९
१		मनिषा ज्ञान BBS 1 st	Manisha	Manish	manis	manis	manis	manis	manisha
२		प्रशान कटवाल BBS 4 th	Prashan	Prashan	Prashan	Prashan	Prashan	Prashan	Prashan
३		सिद्ध्या राई BBS 4 th	Siddhya	Siddhya	Siddhya	Siddhya	Siddhya	Siddhya	Siddhya
४		निरुपा सुर्जित BBS 1 st	Nirupa	Nirupa	Nirupa	Nirupa	Nirupa	Nirupa	Nirupa
५		स्वप्न कालामा B.B.A 2 nd	Swapan	Swapan	Swapan	Swapan	Swapan	Swapan	Swapan
६		पतिष्ठा तामाङ्ग B.B.A 2 nd	Patishtha	Patishtha	Patishtha	Patishtha	Patishtha	Patishtha	Patishtha
७		सुमिता चाम्लिङ्ग B.B.A 2 nd	Sumitra	Sumitra	Sumitra	Sumitra	Sumitra	Sumitra	Sumitra
८		सलीली राई B.B.A 2 nd	Saleeli	Saleeli	Saleeli	Saleeli	Saleeli	Saleeli	Saleeli
९		निष्पु विष्णु B.B.S 2 nd	Nishpu	Nishpu	Nishpu	Nishpu	Nishpu	Nishpu	Nishpu
१०		मंजिना रिमलु B.B.S 2 nd year	Manjina	Manjina	Manjina	Manjina	Manjina	Manjina	Manjina
११		मनिषा गुणवर्द्ध B.B.S 2 nd year	Manisha	Manisha	Manisha	Manisha	Manisha	Manisha	Manisha
१२		कुञ्ज अधिकारी B.B.S 2 nd	Kunja	Kunja	Kunja	Kunja	Kunja	Kunja	Kunja
१३		सालिना पौडेल B.B.S 2 nd	Salinna	Salinna	Salinna	Salinna	Salinna	Salinna	Salinna
१४		मनिषा पल्लो B.B.S 2 nd	Manisha	Manisha	Manisha	Manisha	Manisha	Manisha	Manisha
१५		रुषा श्रेष्ठ B.B.S 2 nd	Rusha	Rusha	Rusha	Rusha	Rusha	Rusha	Rusha
१६		सोस्तीका थामी B.B.S 2 nd	Sostika	Sostika	Sostika	Sostika	Sostika	Sostika	Sostika
१७		गिरीजा राई B.ED	Girijana	Girijana	Girijana	Girijana	Girijana	Girijana	Girijana
१८		शिशीर श्रेष्ठ B.ED	Shishir	Shishir	Shishir	Shishir	Shishir	Shishir	Shishir
१९		मोहन श्रेष्ठ B.ED	Mohan	Mohan	Mohan	Mohan	Mohan	Mohan	Mohan
२०		सिद्ध्या तामाङ्ग B.ED 1 st year	Siddhya	Siddhya	Siddhya	Siddhya	Siddhya	Siddhya	Siddhya
२१		सन्जिता अधिकारी B.ED 1 st	Sanjita	Sanjita	Sanjita	Sanjita	Sanjita	Sanjita	Sanjita
२२									
२३									
२४									
२५									



करफोक विद्या मन्दिर बहुमुखी क्याम्पस
सूर्योदय-१२, करफोक इलाम
Non Credit Course सञ्चालन एवं व्यवस्थापन कार्यविधि -२०८१

प्रस्तावना

समाज रुपान्तरणको मुख्य माध्यम शिक्षा हो। गुणस्तरीय शिक्षा आजको आवश्यकता हो। शिक्षा सम्बद्ध संस्था संचालन एवं सफलता र गुणस्तर कायम गर्न सबै सरोकारवाला निकाय, हरेक व्यक्ति तथा समुदायको सक्रिय सहभागिता हुनु पहिलो अपरिहार्यता हो। पाठ्यक्रम निर्दिष्ट साथै प्रविधिको ज्ञान हुनु आजको अपरिहार्य आवश्यकता भएको सन्दर्भमा यस करफोक विद्या मन्दिर बहुमुखी क्याम्पसमा अध्ययनरत विद्यार्थीहरूको स्नातक तहको पाठ्यक्रमले समेट्न नसकेको तर दैनिक व्यवहार एवं पेशागत जीवनमा आइपर्ने २१ औं सताब्दीको नागरिकका लागि आवश्यक सीपको विकास गर्ने अभिप्रायले कम्प्युटर सम्बन्धी आवश्यक आधारभूत ज्ञानको पाठ्यक्रम निर्माण गरी प्रयोग गर्नु बान्छनीय रहेकोले यसलाई व्यवस्थित र प्रभावकारी रुपमा कार्यान्वयन गर्न गराउन यो Non Credit Course सञ्चालन एवं व्यवस्थापन कार्यविधि -२०८१ करफोक क्याम्पसको विधान २०५९ को परिच्छेद २०, उपनियम २९ को अधिकार प्रयोग गरी लागु गरिएको छ।

परिच्छेद: १

प्रारम्भिक

१ संक्षिप्त नाम र प्रारम्भ:

यस कार्यविधिको नाम विभिन्न समिति तथा उपसमिति सञ्चालन कार्य विधि -२०८१ रहनेछ।

यो कार्यविधि करफोक विद्या मन्दिर बहुमुखी क्याम्पसको क्याम्पस संचालक समितिको बैठकले स्वीकृत भएको मितिदेखि लागु हुनेछ।

२. परिभाषा विषय वा प्रसङ्गले अर्को अर्थ नलागेमा यस कार्यविधिमा,

- क. "ऐन" भन्नाले पूर्वान्वल विश्वविद्यालयको ऐन २०५१ र शिक्षा ऐन २०२८ लाई सम्झनु पर्दछ।
- ख. "विधान" करफोक बहुमुखी क्याम्पसको विधान २०५९ लाई सम्झनु पर्दछ।
- ग. "प्रमुख" भन्नाले करफोक बहुमुखी क्याम्पसको क्याम्पस प्रमुखलाई सम्झनु पर्दछ।
- घ. "संचालक समिति" भन्नाले करफोक बहुमुखी क्याम्पसको क्याम्पस संचालक समितिलाई सम्झनु पर्दछ।
- ङ. "अध्यापक" करफोक विद्या मन्दिर बहुमुखी क्याम्पसमा कार्यरत अध्यापकहरूलाई सम्झनु पर्दछ।

सुप्रतिष्ठित
सञ्चालक



- Non Credit Course को मूल्यांकन एवं प्रमाणीकरण पाठ्यक्रमले तोके बमोजिम हुनेछ ।
- कोर्स पुरा भएपछी सम्पूर्ण विद्यार्थी हरूले प्रमाण पत्र प्राप्त गर्नेछन ।

परिच्छेद: ४

५. विविध

कार्यविधि संशोधन , खारेजी र बचाउ:

- क) ब्याख्या गर्ने अधिकार: यस कार्यविधिको अन्तिम व्याख्या गर्ने अधिकार करफोक विद्यामन्दिर बहुमुखी क्याम्पसलाई हुनेछ ।
- ख) खारेजी र बचाउ: यस कार्यविधिमा उल्लेख भएकोमा यसै बमोजिम र उल्लेख नभएको हकमा प्रचलित कानून बमोजिम हुनेछ । यस कार्यविधिमा उल्लेखित कुनै पनि प्रावधान प्रचलित कानूनसँग बाझिन गएमा बाझिएको हदसम्म स्वतः अमान्य हुनेछ ।

आज्ञाले
गोपाल कट्टेल
क्याम्पस प्रमुख
करफोक विद्यामन्दिर बहुमुखी क्याम्पस , इलाम ।

गोपाल कट्टेल
प्रमुख

