

- * i) Writing notice with agenda and minutes
- ii) Notice
- iii) Agenda
- Minutes

* Notice with agenda:

STUDENT'S COUNCIL

KEC, Kalimati

Date: 12th Nov., 2018

NOTICE

All the members of the students' council at Kathmandu Engineering College (KEC), are hereby notified that the fifth general meeting of the council is scheduled to be held at 2 P.M. on Saturday, 15th Nov, 2018 at the office of the council itself in order to discuss some important issues. Therefore, all the concerned are humbly requested to attend the meeting. The agenda of the meeting are mentioned below:

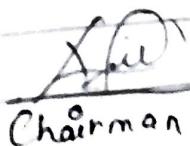
5.01 Student's canteen

5.02 Extra-curricular Activities

5.03 Student's Uniform

5.04 Transportation facility for the students

Please, make it convenient for you.


Chairman


Secretary

Q. Imagine that you are the secretary of your local Health Club and you have decided to conduct the 7th meeting of your club soon. Inviting at least four most relevant agenda and the other necessary details, write a notice so as to inform and invite all the members.

PAGE NO. :
DATE :

BHUJEL HEALTH CLUB

Bhujel Tole, Dolpa

Date : 12th Nov., 2018

NOTICE

All the members of the Bhujel health club at Bhujel Tole, are hereby notified that the seventh meeting of the club is scheduled to be held at 8 A.M., on Sunday at 16th Nov. 2018 at the local health post in order to discuss some important issues about the health issue of the local people. Therefore, all the concerned members are humbly requested to attend the meeting. The agenda of the meeting are as mentioned below:

Agenda

- 7.01 Polio drop distribution
- 7.02 Hepatitis 'B' vaccination
- 7.03 Awareness about cleanliness
- 7.04 Free dental camp.
- 7.05 Blood donation program

Please, make it convenient for you.

Bishal

Secretary

Bhujel
Chairman

iii)

Minutes

The term minutes refers to an official record of formal meetings. In every formal meeting, certain issues, topics or subjects known as agenda are discussed in order to find out the most effective solution to the existing problems related to those agenda. During the meeting, the agenda will be forwarded by the chairman requesting all the members present to take part in the discussion by expressing their personal opinions on the agenda helping the chairman to draw a most convincing conclusion at end so that appropriate types of decision can be linked eventually. In course of discussion on the agenda, different members will be expressing their own viewpoints but there may be some common points for all of them to agree with. The decision will be made on the basis of that common points. All these things are summarized in the minutes which is generally written in indirect speech.

There may be various styles and methods for writing minutes. The following one is just an example.

Writing notice with agenda and minutes

Minutes:

STUDENTS' COUNCIL KEC, Kalimati

Date: 21st Magha, 2075

Minutes of the Fourth Meeting

The Fourth meeting of Students' Council of KEC, Kalimati held on Monday, 19th Magha, 2075 at the office of the council under the chairmanship of Mr. Adbhutanand Chalise, the chairman of the council, discussed and passed the resolutions as mentioned below:

Members Present:

1. Mr. Adbhutanand Chalise - Chairman - Adh
2. Ms. Bilakohyana Pant - Vice Chairman - Bila
3. Mr. Bibhutinanda Ojha - Secretary - Bibhuti
4. Ms. Tripura Sundari Paudya - Treasurer - Tripura
5. Mr. Birkha Man KC - Member - Birkha
6. Ms. Sahila Lama - " " - Sahila
7. Ms. Phool Maya Dong - " " - Phool May
8. Ms. Rose Rai - " " - Rose

Members Absent:

1. Mr. Buddhiman Gurung - Member
2. Ms. Chanamati D.C. - "
3. Mr. Hush Prasad Upadhyay - "

S.No.

4.01

Agenda
Students' Canteen

Decision

The meeting discussed the inconvenience caused by the lack of a separate canteen for the students in the college premises and unanimously decided to request the college authorities to make arrangements for a separate students' canteen soon.

4.02

Tution Fees

Taking the recent increase in the tution fees and the problems caused by this to the students from remote areas into account, the meeting also decided to request the college authorities to rethink occur the decision and minimize the fear.

4.03

Extra-curricular Activities

As it is generally very monotonous to attend the lectures on various subjects continuously, the meeting decided to request the college authorities to organize ECA for the students at least twice a week so that they can have less academic burden and more entertainment.

4.04

Students' Picnic Programme

In order to bring some transformation in the mentality of the students through regular refreshments the meeting also decided to organize students' picnic programme at least once a month.

The meeting end with a vote of thanks to the chairman for his active and dynamic leadership to the student's council.

Abhijit

Chairman

B. B. Shukla

Secretary

Classwork :

Imagine that you are the secretary of your local social club and the seventh meeting of your club has been held recently. As a secretary, write minutes of the same meeting inventing at least four most relevant agenda:

P.T.O

MANAKAMANA SOCIAL CLUB

Kalimati - 13, Kathmandu

Date: 26th March, 2075

Minutes of the seventh meeting.

The seventh meeting of Manakamana Social club of Kalimati - 13, Kathmandu was held on Monday, 19th March, 2075 at the office of the council under the chairmanship of Mr. Bhimsen Thapa, the chairman of the council, discussed and passed the resolution as mentioned below.

Members Present:

1. Mr. Bhimsen Thapa - Chairman - BT
2. Ms. Rajendra Laxmi Shah - Vice Chairman - RLS
3. Mr. Amar Singh Thapa - Secretary - AS
4. Ms. Dibash Devi Singh - Treasurer - DD
5. Mr. Balabhadra Kunwar - Member - BK
6. Ms. Dangshana Devi Gurung - " - DDG
7. Mr. Bhakti Thapa - " - BT
8. Mr. Ayush Gandhi - " - AG

Members Absent:

1. Mr. Winston Churchill - Member - WC
2. Ms. Itihas Maya Tamang - " - IT

S.No.	Agenda	Decision
7.01	Cleanliness Program	The meeting discussed the inconveniences caused by

the garbage around the street and unanimously decided to conduct clean cleanliness program every Saturday at 7 AM.

7.02 Blood Donation Program The social club has decided to conduct blood donation program on Saturday in association with the Nepal Red Cross. The program is to be held in the premise of KEC.

7.03 Yoga Room In order to improve the health condition of the local people, the meeting has decided to conduct Yoga class every morning in the Kalimati town-hall.

7.04 Stray dog management. As the winter is approaching and the weather is getting colder, the meeting has decided to provide necessary facilities to stray dogs and to organize adoption program.

The meeting ended with a vote of thanks to the chairman for his active and dynamic leadership to

the social club.

S.B.T

Chairman

Asst

Secretary

* Writing Proposal:

Types:

- I. a. Solicited Proposal
- b. Unsolicited Proposal.

- II. a. Sales Proposal
- b. Research Proposal

* Parts / Components:

- 1. Title Page
- 2. Abstract
- 3. Statement of Problem
- 4. Rationale
- 5. Objectives
- 6. Methodology / Procedure
- 7. Cost estimate / Budget
- 8. Schedule / Time management
- 9. Evaluation / Follow up
- 10. Works cited.

1. Title Page:
- Title page of a proposal refers to an external component which lies outside the main body of proposal and serves as a cover for a proposal. The title page contains some important details such as the title of proposal, main, past & institutional address of the person who has prepared & submitted by the it or followed by the date of submission. The title of a proposal is naturally different from the title of any documents. If we have a very close look at the title of proposal, we can find the title divided in 2 sections:

- The problem that the submitter or the candidate wants to solve and the purpose of writing & submitting the proposal

A

PROPOSAL

ON

THE INVESTIGATION OF THE

CAUSES OF AIR POLLUTION

IN KATHMANDU TO RESTORE

THE HEALTHY ENVIRONMENT FOR

THE ENHABITANTS

SUBMITTED BY

DR. VIDHYAPATI SARASWATI

SENIOR CONSULTANT.

ENVIRONMENT CONSERVATION CONSULTANCY
KATHMANDU

12 DECEMBER, 2018

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Classworks

Imagine that you have seen a public notice published in The Kathmandu Post from the ministry of Road & Transport requesting the interested and qualified consultancies to submit their proposals expressing their desire to repair and maintain the Tripureswor - Banepa section of Araniko Highway. As a consultant design title page for the proposal that you are going to submit.

A
PROPOSAL

FOR
REPAIRING AND MAINTAINANCE^{PNL}
OF THE TRIPURESHWOR - BANEPA
SECTION OF THE
ARANIKO HIGHWAY

SUBMITTED BY
ER. BIBEK KUMAR SHERPA
SENIOR CONSULTANT

SHERPA CONSTRUCTIONS
BHAKTAPUR

12 DECEMBER, 2018

Editing

Edit the following text:

Mistake: Once I meet a old fren of mine while walks around the town. Since I have seen him after a long time, it is quite hard for me to recognize him. I notice a lot of change in his appear. He grows taller, fatter and he has long unshave beard. Fortunately he happen to recognize me and call me by my first name Rabin. I stare at his face for a long time before I can identify him. His voice help me guess who he is.

Corrected: Once I met an old friend of mine while walking around the town. Since I had seen him after a long time, it was quite hard for me to recognize him. I noticed a lot of changes in his appearance. He ^{had} grown taller, fatter and he ^{had} long unshaved beard. Fortunately, he happen to recognize me and call me by my first name 'Rabin'. I stared at his face for a long time before and I could identify him. His voice helped me guess who he was.

Abstract

Abstract & summary are generally used interchangeably because they are synonymous are in meaning. In most of the dictionary we can find abstract defined as summary and summary defined as abstract. However, there are some distinct differences between abstract and summary. Summary is a general term. Every text written by reducing

the size of its original one is termed as summary, but abstract is a more technical term in nature. In most of the technical documents such as report, thesis, research articles, proposal, etc., we mostly used the term abstract instead of summary. An abstract of a proposal is a very precise description of the overall details that our proposal contains. It describes problem which the writer of proposal is willing to solve or handle, the objectives, the methodologies, cost estimate and the brief description of the end result. A sample has been given below.

Abstract

This proposal aims at investigating the cause of air pollution in Kathmandu. The main objective of writing and submitting this proposal is to study the major factors involved in causing air pollution in Kathmandu. Both the primary and secondary sources of data will be employed during this study. Tentatively around 12 crore (in NRs.) will be its estimated cost and it is hoped that this study will play a vital role in minimizing the problem of air pollution in Kathmandu on the completion of this project.

Classwork :

Write abstract for your proposal which you are going to submit to the Ministry of Road and Transport expressing your willingness to undertake the project concerning the construction and maintenance of Tripureswar-Banepa section of Araniko Highway.

Abstract :

This proposal aims at the construction and maintenance of Tripureswar-Banepa section of Araniko Highway.

3. Statement of Problem:

Statement of Problem is that part of a proposal which introduces, defines and highlights what type of problem, the writer of the proposal is willing to investigate, handle or solve making it clearly visible and to the authorities concerned. In other words, the person submitting a proposal will make the problem that he/she wants to handle & solve clearly understood by the authorities concerned.

Statement of Problem

Tripureswar-Banepa section of Araniko Highway has remained in a very poor condition over the past few years. Due to the poor condition of this section of Araniko Highway, a significantly

large section of Araniko Highway, as the Nepalese population who use this highway, for the day to day movement and transportation have been very seriously affected. The wretched condition of this section of Araniko Highway has affected not only the Nepalese people living in the northern hilly region of Nepal but it has equal impact on the life of the people of our close northern neighbour China. Our economic activities with China has been hampered and the imports and exports of both the countries have been paralyzed due to this. For the enhancement of our d neighbours country China, it has been very urgent for us to improve the condition of Tripureswar - Banepa section of Araniko Highway.

* Rationale:

The term 'rationale' generally refers to the reason. In the context of proposal writing, the part of the proposal called rationale usually contains the statements highlighting the reasons for submitting that proposal. A sample has been given as:

* Rationale

The Araniko Highway links Kathmandu, the capital city of Democratic Republic of Nepal through road transportation. As Tripureswar - Banepa section of this highway has been badly damaged, a lot of

problems have been badly caused in the smooth flow of vehicles carrying not only people but also the various goods of everyday use including medicine. Moreover, the tourism and trade between Nepal and the Chinese autonomous region of Tibet have been hampered very seriously. As a result, the public and the government of these two countries have been suffering from numerous problems. Nepal has suffered more from this problem as there has been monopoly of our another neighbouring country in the South. To solve or lessen this problem, the reconstruction and maintenance of this road has been very urgent. This profit proposal has been submitted for the same purpose.

5. Objectives:

Objectives are known as aims or targets. What we aim at is known as objectives. There're two types of objectives such as:

1. General objectives
2. Specific objectives

i) General objective:

It is the one which is very broad in its coverage. It covers a wide range of targets. It is quite superficial and requires to be specified to make it more practicable. Therefore, we also need specific objectives in the documents like proposal.

A sample has been given as:

Objectives:

General objective

The general objective of this proposal is to reconstruct and maintain Tripureswar - Banepa section of the Araniko Highway.

ii) Specific objectives:

It differs from the general objective in terms of their coverage or scope. The specific objectives are breakdown of the general objectives. There are different parts & components as fragments in specific objective. A sample has been given below.

Specific objectives:

The specific objectives of this proposal are:

- a. to reconstruct and maintain the Tripureswar - Banepa section of the Araniko Highway
- b. to make the transportation between Nepal and China easier
- c. to contribute to trade and tourism between Nepal and China, and
- d. to link sep Nepal and China with road transport ation

6. Methodology:

It is one of the major components of any scientific documents including proposal. In this component we generally highlight various techniques

& methods that we are going to adopt during the process of trying to solve the existing problem. In methodology section of a proposal, the person involved in writing a proposal will mention how s/he is planning to conduct that experiment on practical work for carrying out that project as a whole.

There may be two things that need to be considered in the context of technical proposal. One of them is how the concerned person is going to collect data necessary and the next one is exactly how s/he is going to handle that project in order to solve the existing problem. In course of writing technical proposal, the person involved may require to collect some necessary data or information to equip himself/herself with the theoretical know-how. At the same time, s/he has to mention what process, steps and techniques he/she is going to solve that problem. A sample has been given below:

Methodology

During this ~~proposal~~ project, we will utilize secondary sources of data in order to enrich ourselves with the theoretical information that we need. For this purpose, we will visit libraries and review the reference materials to avail ourselves of information found in the Internet. Besides this, we will also utilize various equipment

related to construction works and the best technicians and human resources available.

* Parts / Components

- Cost Estimate / Budget
- Time Management / Schedule
- Evaluation / Follow-up.
- Works cited Page

Cost Estimate:

It contains the tentative budget roughly calculated supposing that the amount of money mentioned is required for the successful accomplishment of the given project. It is presented in tabular form displaying various items on which the money is going to be spent. A sample has been given below:

Cost Estimate

S.No.	Items	Amount (in NRs.)
1.	Equipment	10,00,00,000/-
2.	Salary and Wages	11,00,00,000/-
3.	Foods & Beverage	5,00,00,000/-
4.	Transportation	8,00,00,000/-
5.	Electricity	9,00,00,000/-
6.	Stationary	2,00,00,000/-
7.	Publication	3,00,00,000/-
8.	Communication	2,00,00,000/-
	Total	NRs. 50,00,00,000/-

Time Management / Schedule:

In this component of proposal, the allotment of the time or the budgeting of the time is displayed in the form of a schedule showing very clearly how much time is required for the total period of project and how much time has been allotted for different activities to be performed for the project throughout the project period.

A sample has been given below:

Schedule

S.No.	Activities	Duration of Time
1.	Preliminary Survey	Jan. 15 - March 14 2019
2.	Hire & Purchase	March 15 - June 14 2019
3.	Laying Foundation of Road	June 15 - May 14 2020
4.	Black topping of the Road	May 15 - Dec. 14 2020
5.	Completion of the Project	Dec. 2020
6.	Handover	Jan 2021

- **Evaluation/ Follow-up:**

It is that component of technical proposal in which various methods and ways of getting the work in the project site ~~evaluated~~ will be indicated. Since evaluation and follow-up are most essential monitoring activities which ~~be~~ might help both the parties to check any kind of ~~un~~ unwanted consequences to happen/ occur between them. As a consultant, the person who is handling the project is required to specify some specific techniques of evaluation procedures. There may be various techniques such as preparing a progress report, submitting them to the authorities and presenting them in the seminars so as to get the progress of the from the concerned authorities or getting the progress report for the paper published in journals and other kinds of periodical publications. A sample has been given below:

Evaluation/ Follow-up

In order to ensure the timely information to the concerned authorities about the condition of the work in the project site, Bi-monthly progress reports will be prepared and submitted to them. Seminars may also be held in order to present these progress reports.

Works cited Page:

It is also called bibliography or references.

These terms are very often used interchangeably as alternative terminologies depending upon the system and convention of the given company. Some org. prefer one and other prefers another one. Anyway, each term refers to list of reference materials presented at the end in order to let the authorities ~~to~~ know what reference materials were consulted and reviewed.

In course of preparing proposal. Each item in the list will be arranged either according to MLA or APA.

Works cited

1. Acharya, J.P. (2010). Foundations of Economics
Kathmandu, Kantipur Publication.

2. Baidhya, D.P. (2008). Elements of Economics
Pokhara : Bindhyabasini Publication.

3. Chaulagain, N.P. (2007). Basics of Economics
Janakpur, Janaki Publication.

4.

Assignment

Imagine that you have seen an announcement published from the Ministry of Science and Technology inviting proposal from the interested and qualified consultants expressing their interest to undertake a project related to the establishment of multi-media houses.

PAGE NO.:



DATE:

in different parts of the country. As a qualified technician
write a proposal in response to it.