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# Civinnovate

Discover, Learn, and Innovate in Civil Engineering

Writing notices with agenda and minutes:-

1. Suppose you are the member secretary of English Instructions Committee, Pulchowk Campus, Lalitpur. Write a notice along with four-point agenda for its fifth meeting. (5 marks)

### NOTICE

This is to notify all the members of English Instructions Committee, Pulchowk Campus, Lalitpur that the fifth meeting of the committee is going to be held in the Meeting Hall of Science and Humanities Department at 1 p.m. on 27<sup>th</sup> June 2015. Therefore, all the members of the committee are earnestly requested to attend the meeting. In the meeting the following agendas will be discussed in detail.

### AGENDA

- 5:01 Minutes of the last meeting
- 5:02 Chairman's report
- 5:03 Purchase of furniture
- 5:04 Appointment of a lab boy

Date: 21<sup>st</sup> June 2015

*[Signature]*

Ramesh Kr. Yadav

Secretary

Always ahead...

2. You are the secretary of a committee formed to distribute donated materials among victims of certain natural disaster. Assuming necessary information, write a notice along with a three-points agenda to call its second meeting. (5m)

### NOTICE

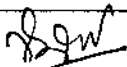
~~This is to notify all t~~

This is to notify all the members of Earthquake Relief Distribution Committee, Kupondole that the second meeting of the committee is going to be held in the Meeting Hall of ERDC at 4p.m on 28th June 2015. Therefore, all the members of the committee are earnestly requested to attend the meeting. In the meeting the following agendas will be discussed in detail.

### AGENDA

- 2.01 Report of earthquake victims
- 2.02 Distribution of donated materials
- 2.03 Appointment of workers

Date: 21<sup>st</sup> June 2015

  
Ramesh Kr. Yadav  
Secretary

3. Assume that you have been appointed secretary of a committee comprising management, staff and workers representatives to advise the company to produce a handbook containing information about conditions of service, rules and regulations of fringe (small) benefits and other related matters. Write a notice to call a meeting to discuss above matters. (5 marks).

Answer is in back page.

## NOTICE

This is to notify all the members of Management, Staff and Workers Representatives of Aals Company, Bhaktapur that the second meeting of the committee is going to be held in the Meeting Hall of MSWR at 1 p.m. on 27th June 2015. Therefore, all the members of the committee are earnestly requested to attend the meeting. In the meeting the following agendas will be discussed in detail.

## AGENDA

- 2:01 Conditions of service
- 2:02 Rules and regulations of fringe benefits
- 2:03 Other related matters

Date: 21<sup>st</sup> June 2015

*R.K.*  
Ramesh Kr. Yadav  
Secretary

Formal Report : 10 marks.

A formal report has the following parts :

1. Preliminary section
  - 1.1 Cover Under Page
  - 1.2 Title page
  - 1.3 Preface / Letter of Transmittal
  - 1.4 Acknowledgements
  - 1.5 Abstract
  - 1.6 Table of Contents
  - 1.7 List of figures and tables
2. Main section
  - 2.1 Introduction
  - 2.2 Discussion
  - 2.3 Conclusions
  - 2.4 Recommendations
3. Documentation section
  - 3.1 Appendix
  - 3.2 Bibliography / List of References / Works cited
  - 3.3 Glossary / Foot notes
  - 3.4 Index

1. Write a report on "Water Pollution in the Kathmandu Valley" that you are going to submit to the head of KUKL, Jawalakhel Lalitpur. Prepare only title page, abstract, introduction and recommendation parts of your report. (10 marks).

2. Write a report on "Damages done by Recent Earthquake in Nepal". Mention only the main section of your report. (10 marks).

3. You are asked to prepare a report on "Sound Pollution in the Kathmandu Valley". Prepare only the following parts, giving an outline of your report: (list all parts at first for this type of question.)
- (i) Title page
  - (ii) Table of contents
  - (iii) Conclusions
  - (iv) Recommendations (10 marks).
4. Prepare a report on "Damages Done by Landslides in the Hilly Areas of Nepal in 2071". (10 marks).  
(main section)

Cover Page

Report Number: R6

A  
REPORT  
ON  
AIR POLLUTION IN THE KATHMANOU VALLEY

SUBMITTED BY:  
RAMESH KUMAR YADAV  
SENIOR ENGINEER

MINISTRY OF POPULATION AND ENVIRONMENT  
KATHMANOU

JUNE 28, 2015

1.

Cover Page

Report Number: R6

A  
REPORT  
ON  
WATER POLLUTION IN THE KATHMANOU  
VALLEY

SUBMITTED BY:  
RAMESH KUMAR YADAV  
SENIOR ENGINEER

KATHMANOU UPATYAKA KHANEPANI LIMITED  
JAWALAKHEL, LALITPUR

JUNE 28, 2015

2.

Cover Page

Report Number: R3

A  
REPORT  
ON  
DAMAGES DONE BY RECENT EARTHQUAKE  
IN NEPAL

SUBMITTED BY:  
RAMESH KUMAR YASAV  
SENIOR ENGINEER

DEPARTMENT OF EARTHQUAKE ENGINEERING  
PULCHOWK CAMPUS, LALITPUR

JUNE 28, 2015

1.

Title Page

Report Number: R5

A  
REPORT  
ON  
WATER POLLUTION IN THE KATHMANJU VALLEY

SUBMITTED TO:  
SHEKHAR YADAV  
CHIEF ENGINEER

SUBMITTED BY:  
RAMESH KR. YADAV  
SENIOR ENGINEER

APPROVED BY:  
K.L. ADHIKARI  
DIRECTOR

KATHMANJU UPATYAKA KHANEPANI LIMITED  
JAWALAKHEL, LALITPUR

Title Page

Report Number: R5

A  
REPORT  
ON  
DAMAGE DONE BY RECENT EARTHQUAKE IN  
NEPAL

SUBMITTED TO:  
SHEKHAR YADAV  
CHIEF ENGINEER

SUBMITTED BY:  
RAMESH KR. YADAV  
SENIOR ENGINEER

APPROVED BY:  
K.L. ASHIKARI  
DIRECTOR

DEPARTMENT OF EARTHQUAKE ENGINEERING  
PULCHOWK CAMPUS, LALITPUR

JULY 05, 2015

### Preface:-

1. Necessity of the report
  2. Description of the work
  3. Advantage or achievement of the work.
- 150 to 200 words.

### Expression Acknowledgement:-

- Expression or thanks to people who helped you to complete the project/work.
- 150 to 200 words.

H.W.

Prepare preface & letter of transmittal homework.

1.

## ACKNOWLEDGEMENTS

I would like to express the deepest appreciation to my committee chair, Professor Raju Bhattarai, who has the attitude and the substance of a genius; he continually and convincingly conveyed a spirit of adventure in regard to research; and an excitement in regard to guiding to study and preparing this report. Without his guidance and persistent help this report would not have been possible.

I would like to thank my committee members, Professor Prem Sagar Shah and Civil Engineer Pranish Pandey whose work demonstrated to me that concern for water pollution in the Kathmandu Valley should get high priority and provide a quest for our times. In addition, I thank Professor Raj Kumar Yadav of Pulchowk Campus, who introduced me to Engineering and whose enthusiasm for the "water pollution" had lasting effect.

I thank Pulchowk Campus of Lalitpur for permission to include copyrighted photographs as part of my report.

Financial support was provided by Tribhuvan University in research study. I would like to express my sincere gratitude to the selection committee for considering me the correct subject for doing research.

2.

## PREFACE

In recent years Department of Earthquake Engineering, Pulchowk Campus, Lalitpur has researched on different geological formation of Earth, relating the earthquake. This report of SEE, reports the information about the damages done by recent earthquake in Nepal. In report, number of houses, offices<sup>and</sup> apartments<sup>and</sup> effected by earthquake are discussed.

Of particular interest in this report is making the further tasks easy by entering all the data collected in computer. It will be beneficial as it can be used for the future reference as well. The report also includes the number of earthquake shakes observed with corresponding magnitude and epicenter location.

Authors and Editors  
Ramesh Kumar Yadav  
Raju Bhattarai  
Prem Sagar Shah

2.

## Letter of Transmittal

Department of Earthquake Engineering  
Pulchowk Campus  
Lalitpur

5th July 2015

Er. Ramesh Kumar Yadav  
Senior Geotechnical Engineer

Tribhuvan University  
Kirtipur

Dear Er. Yadav

I submit the accompanying report entitled "Damages done by Recent Earthquake in Nepal".

The report discusses the damages done by all the shakes in Kathmandu Valley. I have made an effort to provide all the information regarding magnitude, time, date and epicenter location (recorded by Department of Earthquake Engineering), Pulchowk Campus, Lalitpur. The number of houses collapsed as well as partially damaged are also incorporated in

the report .

I am indebted to Mr. Raju Bhattarai of the department who assisted me doing this job

Yours sincerely  
Radhe Sawant  
Secretary

1. Suppose you are the member secretary of Civil Department ACEM, Kupondole, Lalitpur. Write only the minutes of its fifth meeting, inventing 4 point agenda. (5 marks).

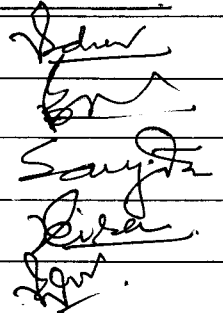
MINUTES

Minutes of the fifth meeting of Civil Department of ACEM, Kupondole, Lalitpur, held in the department room at 1 p.m on 26<sup>th</sup> July 2015.

Members present

1. Er. Uddhar Karmacharya, HOD
2. Er. Sujaj Bhattarai, JHOD
3. Sangita Mainali, Member
4. Er. Kiran Sapkota,
5. Ramesh Kumar Yadav

Signature



No.

Subject

Minutes

5.01

HOD's report

The HOD reported the progress of the department and highlighted its achievements besides outlining the next year's development

plan. On a motion by engineering Er. Kiran Sapkota and seconded by Er. Sangita Mainali. the HOD's report was approved. ~~and~~ adopted.

5.02 Minutes of the last meeting

Minutes of the meeting held on March 15, 2015 was approved and signed by the HOD.

5.03 Purchase of lab equipments

The HOD's report already circulated was read by every member and it was noticed that different lab equipments amounting to Rs. 10,00,000 ~~lakhs~~ only must be bought by the end of this month on a motion by Er. Suraj Bhattarai & seconded by Er. Kiran Sapkota, the proposal was approved.

5.04 Appointment of

On a motion by Er.

a Physics lecturer.

Sangita Mainali & seconded by Er. Suraj Bhattarai, it was resolved that Mr. Hari Bdr. Karki should be appointed a full time lecturer of physics in the department at the payment of Rs. 40,000 only per month.

The meeting ended with a vote of thanks to the HOD.

Sudhar

Er. Uddhav Karmacharya  
HOD

Ramesh

Agw.

Ramesh Kumar Yadav  
Secretary

Date: 26<sup>th</sup> July 2015

H.W.

2. Write the minutes of a FSU meeting based on the following agendas:
- Extra activities program.
  - Launching cleaning up campaign to keep the college environment clean.
  - Publication of a journal.
  - Shifting of union office from block A to block B.

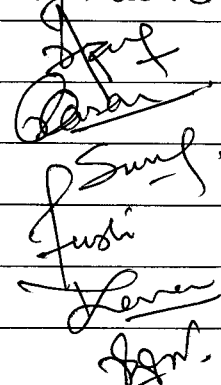
## MINUTES

Minutes of the third meeting of ASU, Kupon-dole, Lalitpur held in the meeting hall at 1 p.m on 27th July 2015.

### Members present

1. Er. Ajay Yadav, Chairman
2. Er. Karan Shrestha
3. Er. Sunny Verma
4. Er. Tulsi Bohara
5. Er. Devendra Puri
6. Ramesh Kumar Yadav

### Signature



No.	Subject	Minutes
3.01	Extra activities program	The chairman reported about the benefits of extra-activities program. On a motion by Er. Karan Shrestha and seconded by Er. Sunny Verma, the chairman's report was approved and adopted.
3.02	Launching clean-	The chairman's report

ing up campaign to keep the college environment clean

already circulated was read by every member and it was noticed that the cleaning up campaign to keep the college environment clean must be implemented by the end of this week.

3.03 Publication of a journal

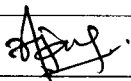
The Chairman reported about the publication of a journal to conduct extra activities along with terms and conditions of games.

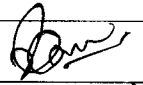
3.04 Shifting of a union office from block A to block B

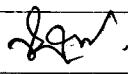
The chairman's report discussed about the shifting of a union office from block A to block B due to less space in block A. On a motion by Er. Tulsi Bohara and seconded by Er. Devendra Puri, the chairman's

report was approved  
and adopted.

The meeting ended with a vote of thanks to  
the Chairman.

  
Er. Ajay Yadav  
Chairman

  
Er. Ajay Yadav  
Chairman

  
Ramesh Kir Yadav  
Secretary

Date: 27<sup>th</sup> July 2015

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3.2.2 _____	
4. _____	
5. _____	
6. _____	
7. Conclusion	
8. Recommendations	
9. Appendix	

10. Bibliography

11. Glossary

12. Index

### Abstract and Summary

Abstract (exam imp.).

1. what is the report all about
2. achievement.
3. significance of achievement.

Summary

main points all report parts.

↳ beginning

↳ middle

↳ ending.

→ summary is longer than abstract.

P.g.no. 226, 2nd paragraph 2nd line underline it.

P.g.no. 227.

Introduction:

1.  
3. → four point, tick in book.  
4.  
5.

P.g.no. 228. → Sample of Introduction.

Discussion → 2 pages लेखन Exam में

Always ahead...

- HW: 1. Minutes.  
2. Table of Contents  
3. Abstract.  
4. Introduction.

1. Suppose you are the secretary of any government or non-governmental organisation in Nepal. Write only the minute of its 4th meeting enlisting 3 point agenda: (5 marks).

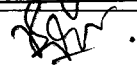
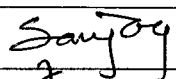
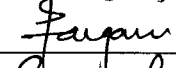



### MINUTES

Minutes of the 4th meeting of department of Road, Babarmahal, Nepal held in the Meeting Hall of the department at 10 am on 21<sup>st</sup> June 2015.

#### Members present

1. Er. Ramesh Kumar Yadav
2. Er. Sanjog Panthi
3. Er. Sangam Acharya
4. Er. Sailesh Adhikari
5. Er. Shiva Raymajhi
6. Ram Kumar Yadav

#### Signature

No.

Subject

Minutes

4.01

Appointment  
of Engineers

The chairman's report  
already circulated

was read by all the members and it was noticed that the team of Engineers must be appointed by the end of this month. On a motion by vice-chairman Sanjog Panthi & seconded by Er. Sangam Acharya, the proposal was accepted.

4.02 Purchase of Raw Materials

On a motion by Er. Sailesh Adhikari & seconded by Er. Shiva Rayamajhi, it was noticed that all the raw materials should be bought by the end of next month.

4.03 Extension of Roads

The chairman's reported the progress of the country & highlighted its task to be conducted related to the extension of road in the heavy traffic zone.

The meeting ended with a vote of thanks to the chairman.

Sanjog

Sangam

Er. Ramesh Kumar Yadav *Secretary* Ram Kumar Yadav  
Chairman *Secretary*  
Department of Road *Secretary*

Date: 30<sup>th</sup> July 2015

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Preface  
Acknowledgement  
Abstract

Conclusion → 100 words.

Recommendation → 5 points  
sub + should + V<sub>1</sub>

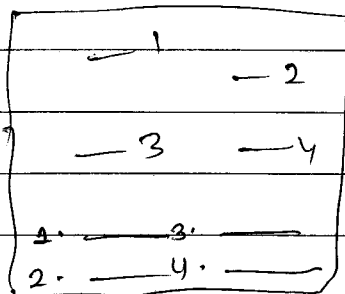
Appendix → optional part → not compulsory part → missed part is written here.  
Appendix A

next page IT

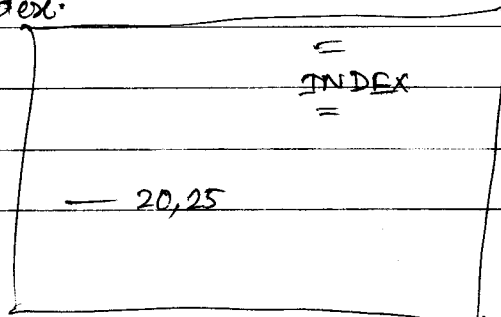
Appendix B

Bibliography.

Glossary or Footnotes.



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## Abstract

This report describes the working principle, construction and design of seismograph. It attempts to find out the earthquakes of various magnitude. The report also discussed on the improvement work of the existing seismography to make it more sensitive. This report also highlights the different places affected by the earthquake. It also contains the section which describes the way to tackle with earthquake making our life safe. It also describes some inconvenience in providing rescue to the affected peoples.

## Introduction

The report on 'Damages Done by Recent Earthquake in Nepal' consists of all the data of death of peoples and affected peoples as well. It also contains all the contributions done by different organizations of national and international countries.

Nepal falls in seismically active region. Several earthquakes that occurred in the past had caused several damages on different places. The earthquake of 1990 B.S. with the magnitude of 8.3 rector was the most dangerous earthquake in the history of Nepal. This report also discussed about how the problems were tackled during earthquake. Even though, this survey has tried to cover all other districts near the capital city. But the main focus have been given to the districts with high damages such as Bhaktapur, Lamjung, Kathmandu, Solakha, etc.

This survey has provided detail information of all the victims. The preventive measures are also included in the report with all other supportive text as well.

HW: Prepare one complete report and submit. → 15<sup>th</sup> bhadra.  
submission date.  
to Pradip Sai.

<https://civinnovate.com/civil-engineering-notes/>

font size of ~~common~~ normal text = 12 points. 12/11/19

" " " heading = 16 points & bold.

" " " sub heading = 14 " " " "

line spacing should be 1.5 → one ↓

~~more~~ 1.5 margin on <sup>the</sup> left.

1.25 " " " right

top & bottom margin = 1

header & footer = 0.5

No. of page → top right corner. as Yadav 1.

Chapter:-3

DATE: \_\_\_/\_\_\_/\_\_\_  
PAGE NO. \_\_\_ Aa

Editing → <sup>small text</sup> (5 marks) (5 or 10 mistakes)

spelling

capital / small

punctuation

grammar

underline at corrected place.

Bir Bahadur, the son of Shyam Bahadur, is your best friend.

→ two commas as one mistake.

Edit the following text - a (5 marks). 1

1. The essence of wisdom is emancipation as far as possible from the tyranny of the here and the now. We can not help the egoism of our senses. Sight sound and touch are bound up to our own bodies and can be made impersonal.

→ The essence of wisdom is emancipation, as far as possible, from the tyranny of the here and the now. We cannot help the egoism of our sense. Sight, sound and touch are bound up with our own bodies and <sup>can't</sup> ~~cannot~~ be made impersonal.

2. The privileges of beauty are immense said Cocteau. To be sure beauty is a form of power. And deservedly so. What is lamentable is that it is the only form of power that most women are encouraged to seek. This power is always conceived in relation to men it is not the power to do but the power to attract. It is a power that negates herself. For this power is not the one that can be chosen freely - at least not by women - or renounced without social censure.

"The privileges of beauty are immense", said Cocteau. To be sure, beauty is a form of power. And deservedly so. What is lamentable is that it is the only form of power that most women are encouraged to seek. This power is always conceived in relation to men; it is not the power to do but the power to attract. It is a power that negates itself. For this power it is not the one that can be chosen freely - at least not by women - or renounced without social censure.

Interpretation of a text - (5 marks). → small text.

The given talks about

find central point.

focus on  
discusses that

tells that

80% details from text.

20% " " " " outside

H.w.

P.g.no. 73 last paragraph.

Read the following text carefully & interpret it so as to make the meaning clear.

Note making and summary writing (5+5=10 marks)  
→ given very long passage.

### Note Making

=

— Title —

=

11

=

P.g. no. 80, 81

Summary

=

--- Title ---

=

||

one page paragraph

=

Total no. of words = 103

=

passage में  $\frac{2}{3}$  words और  
summary में

→ summary में  
अबू words

H.W.

P.g. no. 89.

C.

note making & summary.

16.1.2

16.1.3

16.2

16.3

16.6

H.W.

2 questions from each chapter.

Read from book.

## Note Making

### Bio Gas

1. Biogas - a mixture of methane and  $\text{CO}_2$ 
  - 1.1 Fermentation of organic matter
  - 1.2 Used as fuel
  - 1.3 Digested slurry as a fertilizer
2. Research - scientific study
  - 2.1 Scientists' interest
  - 2.2 Supports in replacement of fuel energy
  - 2.3 Reduces energy crisis
3. History - its development from past
  - 3.1 ~~First~~ used in 1950 in India
  - 3.2 Use of dung
  - 3.3 Could produce energy equivalent to 40 million tons of coal per year
4. Supports - Government and private sectors
  - 4.1 Additional government support in late 1970s
5. Use - beneficial and economical
  - 5.1 Mostly for domestic cooking
  - 5.2 Cooperatives, government or industrial use
  - 5.3 Economical and beneficial

## Summary

### Bio Gas

Biogas is simply a mixture of methane and  $\text{CO}_2$  produced by the fermentation of organic matter such as cowdung. The biogas can be used as fuel and the digested slurry that remains in ground as fertilizer. The scientists also began to show some interest and it is helping in the replacement of fuel energy which in turn reduces the energy crisis. It was first used in 1950 in India in an effort to make a cleaner and more efficient use of dung. With its use we could produce the energy equivalent to 40 million tons of coal per year. Because of all these, government as well as private sectors are showing interest to invest on biogas production. It makes the economical and beneficial use. It is mostly used for domestic working purpose and also gives the healthier environment.

Total no. of words = 90

1. Read the following text carefully and interpret it so as to make the meaning clear.

To be called beautiful is thought to name something essential to women's character and concerns. (In contrast to men - whose essence is to be strong, or effective, or competent). It does not take someone in the throes of advanced feminist awareness to perceive that the way women are taught to be involved with beauty encourages narcissism, reinforces dependence and immaturity. Everybody (women and men) knows that for it is "everybody", a whole society being feminine with caring about how one looks that has identified in contrast to being masculine which is identified with caring about what one is as does and only secondarily, if at all, about how one looks. Given these stereotypes, it is no wonder that beauty enjoys, at best, a rather mixed reputation.

→ Beauty is concerned to women's character and concerns in our society and for men it is to be strong or effective or competent. In our society, beauty is taken as how one looks ~~rather~~ <sup>and</sup> beauty encourages narcissism, reinforces dependence and immaturity. Our society is a male dominated society. So, female awareness program is necessary for their empowerment for their equal reputation in society as man does.

### Research Article (10 marks)

A research article has the following parts :-

- ✓ 1. Title page → different
- ✓ 2. Acknowledgement → 40 to 50 words
- ✓ 3. Abstract → 30 to 40 words
- ✓ 4. Introduction → 100 words
5. Methods & materials → interview, questionnaire, door to door visit, by ~~so to~~ <sup>collecting</sup> the secondary data available, as formal report
6. Results → output of research → 30 to 40 words. <sup>describe all methods.</sup>
7. Tables and graphs → optional.
8. Discussion → explanation → 1.5 page.
- ✓ 9. List of references → books,

1. Write a research article on "effect of smoking on academic performance". (10 marks).
2. Write, in 500 words, a research article on "Advancements Made in the last decade Civil Engineering in the last decade". (10 marks).

Title Page

A  
RESEARCH ARTICLE  
ON  
EFFECT OF SMOKING ON ACADEMIC PERFORM-  
ORMANCE

WRITTEN BY:  
RAMESH KUMAR YADAV  
CIVIL ENGINEER

AUGUST 9, 2015

## Grammar

Fill up the following blank spaces selecting the correct words from the brackets (5 marks).

1. He, along with his ~~to~~ teachers, ----- playing. (is/are).
2. The principal and accountant ----- on leave. (is/are).
3. It ----- a long time (since he telephoned me.  
(is, has been).
4. It's <sup>high</sup> time he ----- the job. (got, has got)
5. Had it not been a hot day, we ----- a lot.  
(had worked, would have worked).
6. Should that happen, I ----- the job. (should quit, will quit).
7. I will stand ----- you whatever happens. (for, by)
8. The project is running ----- financial difficulties.  
(with, into)
9. The passive voice of "I remember him teaching me algebra" is ----- (I remembered being taught algebra / I remembered to being taught algebra by him.)
10. The passive voice of "I saw him crossing the road" is ----- (He was seen crossing the road by me / He was seen to be crossing the road).

P.g. <sup>no</sup> 322 sequence  
327 conditional  
331 sub+verb + agemunt  
339 preposition  
380 voice

} #W2: Remembers

P.g. 342 → preposition → applied parts

3 51

3 53

3 55

380 → voice. upto 392

386 →

Proposal → p.g. no. 175 → Read from 175 to 185.  
title page → different  
& others same.

### Methods of documenting :-

MLA: Modern Language Association.

APA: American Psychological Association.

Q. Document the following bibliographic information  
(i) MLA (ii) APA styles.

Name of book: ~~A.J. Herbert~~ The structure of Technical English

Place of publication: India

Name of publisher: Orient Longman

Name of author: A.J. Herbert

Year of publication: 1965

Ans

In MLA :-

Herbert, A.J. The structure of Technical English. Orient Longman: India, 1965 Longman: India, 1965.

In APA :-

Herbert, A.J. (1965). The structure of Technical English. Orient Longman: India

Write the following using in-text citation:-

"-----" (Herbert, 22)

↳ writers last name.      ↳ p.g.no.

Title Page

A  
RESEARCH ARTICLE  
ON  
BEHAVIORAL STUDY ON OBEDIENCE

WRITTEN BY:  
RAMESH KUMAR YASAV  
CIVIL ENGINEER

AUGUST 9, 2015

## ACKNOWLEDGEMENTS

I would like to express the deepest appreciation to my committee chair, Professor Ajay Yadav, who has the attitude and the substance of a genius; he continually and convincingly conveyed a spirit of adventure in regard to research; and an excitement in regard to guiding to study and prepare this article. Without his guidance and persistent help this article would not have been possible.

I would like to thank my committee members, Professor Sinesh Mahajan and Civil Engineer Geeta Pandey whose work demonstrated to me that concern for behavioral study of obedience should get high priority and provide a quest for our times.

I would like to express my sincere gratitude to Mr. Sindayal Singh who told me about the behaviour and nature of people and helped me in behavioral study of obedience.

## Abstract

There are little facts about the role of obedience doing evil actions up until (2013). Most theories suggest that only very few disturbed people do horrible actions if they are ordered to do so. Our experiment tested people's obedience to authority. The results showed that most obey all orders given by the authority figure. The conclusion is that when it comes to people have using others, the situation a person's is in more important than previously thought. In contrary to earlier beliefs individual characteristics are less important.

## Introduction

Current theories focus on personal characteristics to explain wrong doing and now someone can intentionally harm others. In a survey, professionals such as doctors, engineers, and laymen thought that very few out of population (1-3%) would harm others if ordered to do so.

In recent war trial with locals, he claims to "only have been following orders". The author wanted to test whether this is true is just a cheap examination. Can people harm others because they obey orders? Are good hearted people able to do this?

The experiment will test whether a person can keep giving shocks and that most person will disobey the order.

## Methods and Materials

### Participants:

There were 30 male participants. They were recruited by advertisement in a newspaper and were paid Rs. 500.

### Instruments:

A "shock generation" was used to trick the participants into thinking that they gave shocks to another person in another room. The shock generation had switches labeled with different voltages, straight at 30 volts and increasing in 30 volts increment all the way up to 450 volts. The switches were also labeled with terms which reminded the participants of how dangerous the shocks were.

### Procedure:

The participant met another "participant" in the waiting room before the experiment. The other "participant" was an actor. Each participant got the role as a "teacher" who would then deliver a shock to the actor everytime as incorrect answer was produced. The participant believed that he was delivering real shocks to the teacher.

The teacher was a considerate ~~whout~~ who would pretend to be shocked. As the experiment progressed the teacher would hear the teacher plead to be released and complain about a heart condition. Once the 300 volt level had be reached, the teacher banged on the wall and demanded to be released. Beyond this point, the teacher became completely silent and refuse to answer anymore questions. The experimenter then instructed the participant to treat this silence as an incorrect response and deliver a further shock.

When asking the experimenter if they should stop, they were instructed to continue.

## Results

Of the 40 participants in the study, 26 delivered the maximum shocks 14 persons did not obey the experimenter and stopped before reaching the highest levels. All 40 participants continue to give shocks upto 300 volts.

### Discussion/ Conclusion

Most of the participant became very agitated, stressed and angry at the experimenter. Many continued to follow order all of the time even though they were clearly uncomfortable. The study shows that people are also able to harm intentionally if ordered to do so. It shows that the situation is far more important than previously believed, and that personal characteristics are less important in such a situation.

## List of References

Adhikari, Usha, et. al. (2000). Communicative skills in English. Research Training Unit (RTU); Pulchowk campus.

Corder, S. Pit. (1960). An Intermediate English Practice Book. Orient Longman: New Delhi.

Narayanswami, V. R. (1978). Strengthen Your Writing. Orient Longman: New Delhi.

H.W

Q.no. 1

~~365~~

Q.no. 5

~~366~~

Short Reports:-

1. Project / Field / Trip Report.
- ~~H.W~~ 2. Progress Report.
3. Feasibility Report / Recommendation Report.
4. Empirical Report / Research Report.
5. Technical Report -

P.g. no. 368, 369.

Heading  
Introduction  
Discussion  
Recommendation.

Project Report

DATE:
TO:
FROM:
SUBJECT:

CONCLUSION/RECOMMENDATIONS

P.g. no. 377

↳ Progress Report.

Most Important

Imp Write, in memo format, the first yearly progress report of a project you are working on. (6 marks)

H.W.

P.g. no. 364 (Imp) ;

PROGRESS REPORT

~~FINAL REP~~  
REPORT

~~work~~  
work accomplished

Always ahead...

Work Remaining

Recommendation & Conclusion.

P.g. no. 382  
Feasibility Report.

Technical report  $\rightarrow$  same parts of formal report.  
Report no   E2137  

Title

Submitted To :

Submitted by :

Approved by   E2137    
Address & company   E2137    
Date :-

~~HW P.g. no. 417 Q. no 22~~  
" 415 Q. no. 2

10. Write a proposal to be submitted to the Campus Chief on the Improvement of the Campus Library. Prepare only the Title page, Acknowledgements and Abstract parts of your proposal.

Ans:

Title Page

A  
PROPOSAL  
ON  
IMPROVEMENT OF THE CAMPUS LIBRARY

SUBMITTED TO:  
MR. SANTOSH SHRESTHA  
CAMPUS CHIEF  
ACEM

SUBMITTED BY:  
RAMESH KUMAR YADAV  
SENIOR ENGINEER  
ACEM

SEPTEMBER 3, 2015

## ACKNOWLEDGEMENTS

I would like to express the deepest appreciation to Mr. Ram Prasad Sharma, who has the attitude and substance of a genius; he continually and convincingly conveyed a spirit of adventure in regard to research; and an excitement in regard to guiding to study and preparing this proposal. Without his guidance and persistent help this proposal would not have been possible.

I would like to thank to Mr. Shyam Mishra who gave me new ideas about campus library improvement. In addition I thank Mr. Sujan Ranabhat who assisted me in my work.

I thank my friends who introduced me about Bar Code Reader. Finally I thank would like to express my sincere gratitude to the selection committee for considering me the correct subject for doing research.

## Abstract

This proposal describes the working principle, construction and design of Bar Code Reader. This device is very useful in Library. Students do not have to wait for long time to take books and recording them. They can themselves choose the book they want and the entry of books can be made through Bar Code Reader. It also describes the inconvenience to students that occur due to space limitation in library and difficulties that arise due to noisy environment.

1. The Management of civil Home construction Pvt. Ltd. Kathmandu, has announced a new bonus and production-linked incentive scheme. Most of the employers are not satisfied with this scheme. As personal Manager you have investigated the causes of dissatisfaction. Now, write a report to the Managing Director summarizing your findings and recommending suitable changes in the scheme.

Ans:

~~CIVIL HOME CONSTRUCTION PVT. LTD.~~  
~~KATHMANDU~~

CIVIL HOME CONSTRUCTION PVT. LTD.  
NEW BANESHWOR, KATHMANDU

To: Managing Director  
From: Personal Manager  
Date: 3 Sept, 2015

Subject: Dissatisfaction of employers with a new bonus and production-linked incentive scheme

Please refer to your Memo no. PN/4/1237, dated 25 August 2015, asking me to study the causes of dissatisfaction of employers with a new

Always ahead...

bonus and production-linked incentive scheme and to suggest suitable changes in the scheme.

## FINDINGS

Based on responses from 25 employers and 5 department members, the following causes for dissatisfaction of employers with new bonus and production-linked incentive schemes were determined:

Bonus is based on the assumption that the employers will only get bonus if the products are sold in the market.

The bonus percentage is very low. Employers have to work more than usual.

Employers should involve in the advertisement but no other bonus during marketing and advertisement.

## RECOMMENDATIONS

The company should increase the bonus percentage.

The company should give wages to employers for overtime work.

The company should provide wages for to ~~the~~ workers if they involve in advertisement and marketing.

The bonus should be given according to production of products.

Ramesh Kumar Yadav

5. Tribhuvan university wishes to include the internal evaluation system and has written to the Registrar. As Registrar, write a letter report to be sent to the chairman, Examination committee, T.V. including relevant information.

Ans

TRIBHUVAN UNIVERSITY  
Balkhu, Kathmandu

Ref. No. 525-A  
3 Sept, 2015

Chairman, Examination Committee  
Tribhuvan University  
Kathmandu

Subject: Internal Evaluation System

Sir

This letter is in reference to the internal evaluation system.

1. Introduction:

Internal Evaluation System is a method of evaluating students on internal basis. The methods of internal evaluation system are:-

- (i) Weekly Tests
- (ii) Unit Tests
- (iii) Internal Assessment
- (iv) Viva
- (v) Project work.

2. ~~2~~ Benefits of internal evaluation system:

(i) Internal evaluation system helps students to be prepared on a regular basis.

(ii) It enforces them to study.

(iii) It enlightens their group work.

(iv) It develops creativity in students.

(v) Prepares students to face the final board examination.

3. Conclusion:

This system is very much beneficial to students. Different presentation programs should be organized during internal evaluation.

Hope this report covered all the desired aspects.

Thank you

~~Yours~~

Yours Sincerely

R.K. Yadav

Registrar

T.U.

Write in memo format, the first yearly progress report of a project you are working on.

DATE: September 3, 2015

To: Shyam Sahal

From: Ramesh Kumar Yadav

ABC CONSTRUCTION

BAGBAZAR, KATHMANJU

PROGRESS REPORT

To: Shyam Sahal

From: Ramesh Kumar Yadav

Date: 3 Sept, 2015

SUBJECT: FIRST YEARLY PROGRESS REPORT-  
PROJECT ~~ABC~~ CONSTRUCTION

REPORT

In response to your January 1, 2014, request, following is our first yearly report on

Always ahead...

project 80 construction (Downtown Airport). Department 93 is in the start-up phase of our company's 2000 build plans for the downtown airport and surrounding site enhancements. These construction plans include the following:

1. Airport Construction - Terminals, runways, feeder roads, observation tower, parking lots, maintenance facilities.
2. Site enhancements - northwest and southeast collecting ponds, landscaping, beams and signage.

### WORK Accomplished

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

1. Subcontractors: Toby Summers and Karen Kuykendahl worked with our primary sub-contractors (Acem Engineering) and Knoblauch and Smu Architects. Toby and Karen arranged site visitations and confirmed construction schedules. This work was completed on March 12, 2014.
2. Permits: Once site visitations were held & work schedules agreed upon, Karen and Toby acquired building permits from the city. They accomplished this task on April 15, 2015.

3. Core samples: Core sample screening has been completed by Department 86 with a pass/fail ratio of 76.4% pass to 23.6% fail. This meets our goal of 75%. Sample screening was completed on June 15, 2014.

4. Shipments: Timely concrete, asphalt and steel beam shipments this year have provided us a 60-day lead on scheduled parts provisions. Materials ~~are~~ arrived on August 5, 2014.

5. EPA Approval: EPA agents have approved our construction plans. EPA approval occurred on August 25, 2015.

6. Flooring and Column Design: This work completed on ~~Dec~~<sup>Dec</sup> 15, 2014.

7.

Work Remaining

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

1. Advertising: Our advertising department is working on brochures, radio & television, sports and highway signs.

2. Signage: With new roads being constructed

ucted for entrance and exit, our transportation department is working on street signage to help the public navigate our new roads.

3. Landscaping: We are working with Anderson Brothers Turf and Surf to landscape the airport, roads & two ponds.

4. Construction: The entire airport must be built. Thus, construction comprises the largest remaining task.

#### Problems Encountered:

Core samples are accepted throughout most of our construction sites. However, the area set aside for the northwest pond had a heavy work concentration. We believed this would cause no problem. Unfortunately, when Anderson Brothers began dredging, they hit rock, which had to be removed with explosives. Since this northwest pond is near the sand crane and pelican nesting sites, EPA requested that we wait until the birds were <sup>re</sup>settled. The extensive ~~see~~ rock removal and wait for wildlife re-settlement has slowed our progress.

## CONCLUSION / RECOMMENDATION

Though we have just begun this project, we still are approximately 30% of the way toward our goal. We anticipate a successful completion, especially since deliveries have been timely.

Only the delays at the northwest pond site present a problem. We are behind schedule and over cost. With additional personnel to speed the rock removal and increased funds, we can meet our target dates. Darlene Laughlin, our city council liaison, is the person to see about corporate investors, city funds and big-ticket endowments. With your help & Darlene's cooperation, we should meet our build schedules.

22. Write a feasibility report. You can draw your topic either from your work environment or home. For example, if you and your colleagues were considering the purchase of new equipment, the implementation of a new procedure, expansion to a new location, or the marketing of a new product, you could study this idea & then write a feasibility report on your findings.

DATE: Sept 3, 2015

TO: Lovely Singh

FROM: Ramesh Kumar Yadav

SUBJECT: RECOMMENDED PURCHASE OF  
THREE AAA VIDEO CASSETTE RECORDERS (VCRs)

## INTRODUCTION

### Purpose

The purpose of this report is to recommend the purchase of three new VCRs.

### Problem

We need these VCRs in the Management  
Always ahead...

Development Training Department for the following reasons:

1. Currently, our two ABC VCRs (purchased in 2013) break down approximately twice per week. When this occurs, they are unusable for ten hours per week and cost the department \$150 each for weekly repairs.
2. Our department has acquired four new trainers. We offer 25 percent more management development courses this year than we did last year. These factors, coupled with the increased use of video presentations, require working VCRs.

## Personnel

Our vendor contacts are as follows:

ABC Electeck	XYZ Inc.	AAA Electronic
Steve Ross	Jay Rochlin	Karen Allen
415-628-1904	415-489-7286	415-459-3872

## DISCUSSION

### Criteria

The following criteria were considered when I compared the three top-selling VCRs.

1. Maintenance - We need to purchase VCR which comes with a frequent (either quarterly or biannual) service agreement (at no extra charge).
2. Service Personnel - The service people should be trained by the company that sells the VCR.
3. Warranty - The warranty should be for at least one year.
4. Cost - The VCR should cost no more than \$1000.

### Analysis of Three VCRs

The following table ~~compares~~ compares the top three VCRs we researched:

CRITERIA	AAA	ABC	XYZ
Maintenance package	Quarterly	Biannual	No options
Service personnel	AAA certified	Subcontracted	No options
Warranties	1 year parts and labour	90 days parts and labour	1 year parts & labour
Cost	\$ 950.00	\$ 899.99	\$1,500.00

### ~~CONCLUSION~~

### CONCLUSION

Although the ABC and XYZ VCRs are good pieces of equipments, neither meets all our criteria. In particular, their service personnel are not trained by the VCR manufacturers. Also, the XYZ VCR, our current model, is the most expensive and offers the fewest service options.

### RECOMMENDATION

Given the combination of cost, service contracts and warranties, AAA is our best choice for purchase. With three new AAA VCRs, we will be able to offer more efficient and effective seminars to a greater number of company personnel.

ICE Q. Imagine that you have made a field trip. Write a report for your co-workers.

CE Q. P.g. no: 207

3. Garbage management is a challenge for the government. You have a grand plan to manage it. Write only objectives, time schedule and budget parts of the proposal that you are going to submit.

Ans:- 3 Objectives:

- (i) To sustain clean environment and maintain aesthetic beauty of city.
- (ii) To control land and water pollution.
- (iii) To control sporadic spread of diseases.
- (iv) To use sewage as fertilizer by sewage farming.
- (v) To evacuate waste water to prevent breeding of mosquito, flies, bacteria, etc.

Time schedule:-

Table 1	Time schedule
Time	Working
8AM to 10AM	Cleaning the community way, Saturday.

Budget Plans:-

Table 2:	Budget
Cost	Works (materials)
Rs: 10,000	Placement of dustbin at every 50 metre.

Rs 5000/month watering the road surface.

2070 10.  
CE.

### ACKNOWLEDGEMENT

I would like to thank to the college administration who encouraged me for writing this report. Financial support was provided by college administration itself. I express my sincere gratitude to all the students who gave me feedback about the present condition of the library.

I am deeply grateful to the librarians who shared me their problems to be incorporated in the report. In addition, I thank the management who ensure me to improve the condition of library after viewing the report.

## ABSTRACT

Library management can definitely improve the educational system. Our plan for management involves

- Addition of new more books
- Increasing the reading space and chairs
- Maintenance of silence
- Addition of extra curricular books

Achieving the above will allow us to maintain protection of library in proper and systematic way.

<https://civinnovate.com/civil-engineering-notes/>



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