A Report on

EMIS Capacity Development Training

Submitted to:

University Grants Commission

Sanothimi, Bhaktapur
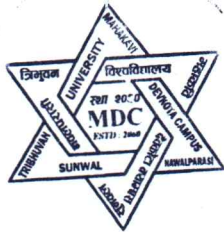
Submitted by:

Research Management Cell

Mahakavi Devkota Campus

Sunwal, Nawalparasi, Nepal
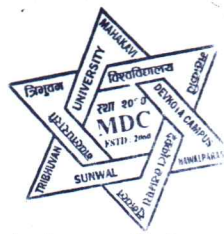
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List of Content

Acknowledgement

We would like to express our deepest appreciation to all those who provided us the possibility to organize the training program and to complete this report. A special gratitude we give to University Grants Commission (UGC) Nepal without whose support this training program would not have been accomplished.

Furthermore, we would also like to express our gratitude to trainers Mr. Parshuram Upadhyaya and Mr. Vijay Adhikari who, despite their busy schedule, accepted our humble request to train the participants about Management Information System. We are indebted to them for the lessons they taught us and the guidelines they provided us.

We would also like to acknowledge with much appreciation the crucial role of the faculties and staffs of Mahakavi Devkota Campus whose untiring support helped conduct the program successfully. All these helping hands are the reasons for the successful completion of the program. We are thankful to the faculties of those campuses who accepted our invitation to participate in the training program. A special thanks goes to Mr. Saurav Khadka who helped to prepare this report with his computer skills.
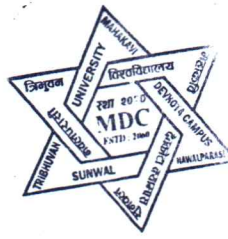
1. Introduction to the Program

The present age is the age of information and technology. In this time, technology has not only assisted in accomplishing works faster but also helped in bringing out qualitative outcome. Any activity conducted without the support of technology cannot produce expected result. Realizing this fact, several campuses have formed EMIS section. It is an important section that collects, analyses and records various academic information of the campus. Collecting, analyzing and recording academic data are crucial for every institution, for they help in taking right and prompt decision. This section, in addition, makes the academic data available to the stakeholders whenever necessary.

The progress and success of the campus largely depends on the effective performance of EMIS section. Inefficiency of this section affects the public trust over the campus, which ultimately results in the downfall of the institution. Therefore, in order to keep records of the academic data systematically and to make the academic system effective, the EMIS staff should be made efficient.

Mahakavi Devkota Campus (MDC) has been emphasizing technology friendly education. It has always been effortful to lead the campuses of this region towards quality increment. For this reason, it has been conducting various training programs. At present, MDC has felt that education without technology remains lame, and cannot be productive. Therefore, in order to provide additional knowledge about computer and technology essential for EMIS section in particular, MDC has conducted 3-day EMIS Capacity Development Training program with the support of University Grants Commission, Nepal from 19th – 21st Jestha 2080.

2. Objectives of the Program

The program trained the staffs of EMIS section of the campuses of Nawalparasi (East Bardaghat and Susta), and the neighbouring districts like East Nawalparasi, Kapilvastu and Rupandehi. The teaching and non-teaching staffs of Mahakavi Devkota Campus have also been benefitted from the program. Its objectives are:

a. To acquaint the participants with best EMIS practices
b. To instruct them about hardware set up and software installation
c. To instruct them in works related to graphics and designing

d. To provide them knowledge regarding troubleshoot for finding solution of different problems

3. Methodology Used for Conducting the Program

The following methods were used for conducting the training program:

a. Lecture
b. Presentation
c. Workshop
d. Discussion

4. Day-wise Activities

Day 1

1. Presentation and workshop by Mr. Vijay Adhikari on

   a. Introduction to EMIS and Designing

   b. Retrieving Database from Excel

2. Presentation and workshop by Mr. Parshu Ram Upadhyaya on

   a. Graphics / Designing

   b. WordPress for maintaining the web software

Day 2:

1. Presentation and workshop by Mr. Vijay Adhikari on

   a. Computer Network and System Security Maintenance

   b. SEO Concept

2. Presentation and workshop by Mr. Parshu Ram Upadhyaya on

   a. Hardware Setup to Connecting All Peripheral Devices

   b. Troubleshoot for Finding Solution of Different Problem

Day 3:

1. Presentation and workshop by Mr. Parshu Ram Upadhyaya on

   a. Information Boosting and Digital Marketing

   b. Project Management and Coordination

2. Presentation and workshop by Mr. Vijay Adhikari on

   a. Professional Documentation

   b. Workshop
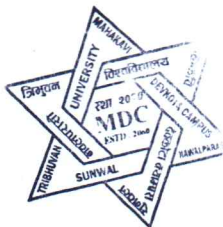
5. Program Schedule

| Date	Time	Activities/Presentation	Trainer
2080/02/19	**Day 01**		
	10:00 AM to 10:30 AM	Registration	
	10:30 AM to 11:00 AM	Opening Session	
	11:00 AM – 12:30 PM	Introduction to EMIS and Designing	Mr. Vijay Adhikari
	12:30 PM to 2:00 PM	Graphics / Designing	Mr. Parshu Ram Upadhayaya
	2:00 PM to 2:30 PM	**BREAK**	
	2:30 PM to 4:00 PM	Retrieving Database from Excel	Mr. Viyay Adhikari
	4:00 PM to 5:30 PM	Wordpress for maintaining the web software	Mr. Parshu Ram Upadhayaya
2080/02/20	**Day 02**		
	10:00 AM to 11:30 AM	Hardware Setup to Connecting All Peripheral Devices	Mr. Parshu Ram Upadhayaya
	11:30 AM to 2:00 PM	Computer Network and System Security Maintenance	Mr. Viyay Adhikari
	2:00 PM to 2:30 PM	**BREAK**	
	2:30 PM to 4:00 PM	Troubleshoot for Finding Solution of Different Problem	Mr. Parshu Ram Upadhayaya
	4:00 PM to 5:30 PM	SEO Concept	Mr. Viyay Adhikari
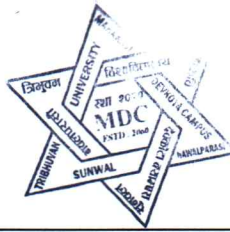
2080/02/21	Day 03		
	10:00 AM to 11:30 AM	Information Boosting and Digital Marketing	Mr. Parshu Ram Upadhayaya
	11:30 AM to 12:30 PM	Professional Documentation	Mr. Viyay Adhikari
	12:30 PM to 2:00 PM	Project Management and Coordination	Mr. Parshu Ram Upadhyaya
	2:00 PM to 2:30 PM	BREAK	
	2:30 PM to 3:30 PM	Workshop	Mr. Vijay Adhikari
	3:30 PM to 4:00 PM	Feedback Collection	
	4:00 PM to 5:00 PM	Closing	

6. Details of the Participants

20 campuses of Nawalparasi (both Bardaghat/Susta East and West), Rupandehi and Kapilvastu districts were informed through correspondence out of which 41 EMIS Staffs and faculties of 18 campuses participated in the training program. The list of participants on the training is given below:

S.N.	Name of Campus	Name of Participants
1	Asnaiya Aadarsha Campus, Nawalparasi	1. Sushil Prasad Panthi 2. Yuwaraj Thapa
2	Butwal Kalika Campus, Rupandehi	1. Ganesh Gaha 2. Kamal Prasad Dhakal
3	Devdaha Aadarsha Multiple Campus	1. Menuka Parajuli
4	Divya Jyoti Campus, Nawalparsi	1. Rupa Thapa 2. Sudha Gyawali
5	Madhyabindu Campus, East Nawalparasi	1. Amrit Malla 2. Nabin Thapa
6	Mahakavi Devkota Campus	1. Haridatta Sharma 2. Padam Pandey 3. Tara Prasad Pandey

			4. Chiranjivi Bashyal
			5. K. B. Chhetri
			6. Jagannatha Bashyal
			7. Bishwash Shrestha
			8. Saurabh Chhetri
			9. Ashish Chaudhari
			10. Mamata Rana
7	Nawajagaran Multiple Campus		1. Dolraj Kafle
			2. Eka Dev Rana
8	New Life College, Nawalparasi		1. Milan Pun
			2. Suman Lamichhane
9	Parasi Campus, Nawalparasi		1. Manisha Shrestha
10	Parroha Multiple Campus, Rupandehi		1. Dhan Kumar Kanwar
			2. Dhanraj Chaudhary
11	Pashupati Campus, Rupandehi		1. Baikuntha Prasad Basyal
12	Rammani Multiple Campus, Rupandehi		1. Sabita Regmi
			2. Krishna Kumar Regmi
13	Rupandehi Campus, Rupandehi		1. Birat khatri
			2. Raj Kumar Harijan
14	Sahid Narayan Pokharel Campus, Rupandehi		1. Madan Thapa
			2. Gita Regmi
15	Siddhartha Campus, Kapilvastu		1. Suran Kumar Sharma
			2. Sudip Acharya
16	Siddhartha Gautam Buddha Campus, Rupandehi		1. Surya Bahadur Khamcha
17	Somnath Baba Campus, Nawalparasi		1. Sushmita Poudel
			2. Subarna Raj Upadhyaya
18	Yagyadaya Dodhnath Tharu Multiple Campus, Rupandehi		1. Karna Bahadur Kafle
			3. Bhes Raj Paudel
			4. Saraswoti Bashyal

7. Achievement and Outcome of the Training

The training program has developed skills and updated knowledge regarding information system in the participants. The information shared in this program has helped the participants be acquainted with cyber security. It has also helped them collect, analyze and record the data systematically. The positive impact of their performance is expected to be observed in the overall academia of this region.

8. Future Perspectives and Challenges

In the present day, the importance of EMIS is ever growing. However, it is seen that in most of the campuses, the proper documentation of the files has not been done. Most of the staffs of different campus are even unaware of cyber security and network functioning. Although this program has helped imparting knowledge and skill in this field to some extent, a lot of effort is still required to develop a culture of managing information system. Mahakavi Devkota perceives that a few more related trainings and workshop will encourage the educational institutions of this area to install EMIS software and develop the practice of proper recording, analyzing and documenting the data.

EMIS Capacity Development Training is a step towards acquainting EMIS staffs and faculties with current and possible future problems and possibilities related to information system. The trainees are expected to apply the knowledge in their respective institutions. Although the training remained significant, the following challenges still persist:

- Any training program of 3 days can give a general concept of the information technology; however, it cannot give a detailed knowledge and skills related to the field. Moreover, the regular practice of the individuals largely depends on the meaningful outcome of the program.
- Most of the public institutions that do not have additional funding source may find it expensive to purchase and install EMIS software.

9. Conclusion and Recommendation

EMIS Capacity Development Training program was conducted by Mahakavi Devkota Campus with the support of UGC Nepal in a techno-friendly environment. Theoretical as well as practical lessons were discussed and practiced in the program. Experiences related to
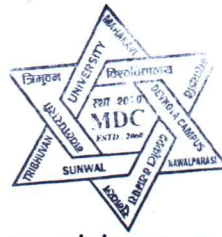
information system were shared among the participants and facilitators. Participants felt the significance these lessons and skills on their workplaces. Some of these skills turned out to be heard-but-less practiced and useful ones for most of the participants. However, following recommendations are made.

- Since the activities in EMIS are more a matter of practice and up-to-datedness rather than learnt-and-followed, the regular trainings and experience sharing is necessary.
- EMIS trainings often focus of recording, analyzing and documenting of the academic data in digital form or soft copies. Moreover, these trainings also inform and educate about cyber security. Yet, the threats of data hacking and cybercrime still persist. Therefore, it would be better if these sorts of programs equally encourage EMIS staffs to keep hard copies of every academic data.

Annex

a. Decision Minute

आज मिति २०८०।०७।२८ गतेका दिन यस महाविद्यालय देवकोरा क्याम्पस मालगींतको शैक्षिक परामर्श समितिको बैठक यसै समितिको संयोजक श्री नारायण प्रसाद ढकाल ज्यू को संयोजकत्वमा बसी तपसीलका विषय र प्रस्ताव माथि छलफल गरी निर्णय गरियो ।

उपस्थिति

	श्री नारायण प्रसाद ढकाल	संयोजक
	श्री प्रकाश पि. यू.	सदस्य
	श्री बबन शर्मा	"
	श्री मिश्रीलाल ढकाल	"
	श्री सुलोचना अर्याल	"
	श्री हरिप्रसाद बस्याल	"
	श्री हरिदत्त शर्मा	"
	श्री धधराम पाँडेल	"
	श्री सूर्यप्रसाद ढकाल	"
	श्री पदम चाल्हे	"
	श्री नारायणप्रसाद पाल्हे	"
	श्री चिरञ्जीबी बस्याल	"
	श्री पार्वतीप्रसाद भट्टराई	"
	श्री नारायण बस्नेत	"
	श्री श्याम पोखरेल	

प्रस्ताव तथा निर्णयहरु :-

प्रस्ताव नं.१ Pre visit को Recommendations सम्बन्धमा,

निर्णय नं.१ प्रस्ताव नं.१ माथि छलफल गर्दा यस क्याम्पस को Re Accreditation गर्नलाई PRT द्वारा दिइएको Recommendation अनुसारको छलफल गरी शाखाहरु गत पूर्ण कामहरुको बारेमा जानकारी शाखाका संयोजकलाई जानकारी गराइयो ।

प्रस्ताव नं.२ EMIS प्रणाली विकास गर्नलाई संबन्ध सम्बन्धमा ।

निर्णय नं.२ प्रस्ताव/प्रस्ताव माथि छलफल गर्दा मिति २०६१।०८।१४ गते विश्वविद्यालय अनुदान

आयोजना पश्र गरिएको EMIS कम्प्यु...
विकास तालिम सम्बन्धी प्रस्तावना प...
हुनाले मिति २०८०/०२/१९ ... २० र २९ ...
सी तालिम संचालन गर्ने निर्णय ...

b. Work Schedule

SN	Main Activities	Duration	Procedure
1	Information to concerned campuses	3 days	Correspondence, Phone contact
2	Receive application from applicants	1 day	Registration of application form
3	Appointment of trainers	1day	Contact with trainers and confirmation
4	Information about training schedule	1 day	Information about training schedule was given to the participants through telephone call and emails
5	Report preparation	2 days	

c. Financial Summary Sheet

The training program was conducted with the financial support from University Grants Commission (UGC) Nepal. Necessary amount was also used from the campus account. The financial details are mentioned below:

1. University Grants Commission (UGC) -   Rs.1,00,000
2. Mahakavi Devkota Campus -   Rs. 35,445

Expenditure

S. No.	Expenditure	Details	Net Amount (Rs.)
1	Opening Program: Breakfast	$100 \times 41 \times 3$ days	12,300
2	Lunch 3 days	$300 \times 41 \times 3$ days	38,680
3	Lodging and fooding for trainer	3 days	6,700
4	Remuneration for trainer	$3,000 \times 6 \times 2$	36,000
5	Correspondence		5,000
6	Stationery		13,155
7	Training material & misc. Expenses		3,460
8	Petrol / Diesel (used for transportation and power backup)		15,740
9	Proposal and Report Writing		5,000
	Total		1,36,035

Details of Remuneration for Trainers

S.N	Name of Trainers	Remuneration per session	No. of sessions	Total Remuneration	TDS (15%)	Total
1	Mr. Parshuram Upadhyaya	Rs. 3,000	6	Rs. 18,000	2,700	15,300
2	Mr. Vijay Adhikari	Rs. 3,000	6	Rs. 18,000	2,700	15,300

d. Appointment Letters of Trainers

त्रिभुवन विश्वविद्यालय
महाकवि देवकोटा क्याम्पस
सुनवल, नवलपरासी, नेपाल
स्था. २०६०

Tribhuvan University
MAHAKAVI DEVKOTA CAMPUS
Sunwal, Nawalparasi, Nepal
Estd.: 2060

Accredited by University Grants Commission, Nepal (2074)

प.सं.: २०७९/८०
च.नं.: ४४४

मिति : २०८०/०२/१०

श्री परशुराम उपाध्याय ज्यू,
महेन्द्र रत्न क्याम्पस
ताहाचल, काठमाण्डौं ।

विषय : सहजिकरण गरिदिने बारे ।

महोदय,

उपर्युक्त सम्बन्धमा विश्वविद्यालय अनुदान आयोग, नेपालको सहयोग र महाकवि देवकोटा क्याम्पसको आयोजनामा मिति २०८०/०२/१९ देखि २१ गतेसम्म संचालन हुन लागेको EMIS क्षमता विकास तालिममा प्रशिक्षकको रुपमा उपस्थित भई सहजिकरण गरिदिनुहुन अनुरोध छ ।

नारायण प्रसाद ढकाल
क्याम्पस प्रमुख
क्याम्पस प्रमुख

त्रिभुवन विश्वविद्यालय
महाकवि देवकोटा क्याम्पस
सुनवल, नवलपरासी, नेपाल
स्था. २०६०

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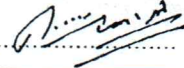
प.सं.: २०७९/८०

च.नं.: ४८५

मिति : २०८०/०२/१०

श्री विजय अधिकारी ज्यू,
महाकवि देवकोटा क्याम्पस
सुनवल, नवलपरासी ।

विषय : सहजिकरण गरिदिने बारे ।

महोदय,

उपर्युक्त सम्बन्धमा विश्वविद्यालय अनुदान आयोग, नेपालको सहयोग र महाकवि देवकोटा क्याम्पसको आयोजनामा मिति २०८०/०२/१९ देखि २१ गतेसम्म संचालन हुन लागेको EMIS क्षमता विकास तालिममा प्रशिक्षकको रुपमा उपस्थित भई सहजिकरण गरिदिनुहुन अनुरोध छ ।

नारायण प्रसाद ढकाल
क्याम्पस प्रमुख
क्याम्पस प्रमुख
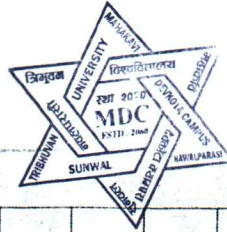
e. Attendance of Participants

EMIS Capacity Development Training
Registration / Attendance

Supported By: University Grants Commission
Sanothimi, Bhaktapur, Nepal

Organized By: Mahakavi Devkota Campus
Sunwal, Nawalparasi

2070/02/19

SN	Name of Participant	Name of Campus	Address	Contact No	Email	Signature	Remarks
1	Kamal Prasad Dhakal	School kalitaCon	Butwal	9857067748	kamalbhakalesygm/a.		
2	Ganesh Gaha	School teller Camp	Butwal	9864143492	Iamganeshgaha@gmaleu		
3	Manisha Shrestha	Parasi Campus	Parasi	9860021152	manisa1233@gmailcom		
4	Susan Sharma	Siddhastha Campus	Bangunga	9857051695	suransharma7@gmail.com		
5	Sudip Acharya	"	"	9869478543	getcudp@gmail.com		
6	Menuka Parajuli	Devdaha Adarsha Multiple combus	Shitalnagar	9847044045	muna parajuli747@g-mail.com		
7	Dhan Kumar Kumar	Pamdha Multiple Campus	Saivanaihary Rupandehi	9847826668 3	dhanu.kumar@gmail.com		
8	Dhanraj Chaudhary	"	"	9861466872	chdhamraj61@gmail.com		
9	Sahasrwati Beskya	Yagyodaya Bradhmath M. Campus	Suddhadha-8 Rupandehi	9847919861	Amyalsawy 454@gmi.		
10	Bhesh Haj Pandey	"	"	9887038557			

16

EMIS Capacity Development Training
Registration / Attendance

Supported By: University Grants Commission
Sanothimi, Bhaktapur, Nepal

Organized By: Mahakavi Devkota Campus
Sunwal, Nawalparasi

2080/02/19

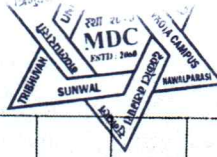| SN	Name of Participant	Name of Campus	Address	Contact No	Email	Signature	Remarks
11	Rayna Bahadur Kafle	Jagyodaya Budhnath thaw multiple Compus	Suddhodan -3, Rupandehi	9847049313	somserkafle7@gmail.com	Kafle	
12	Madan thapa	Sahid Narayan Pokharel ComsharCampy	Saharawa-06 Rupandeh.	9857837387	thapamadan007mt @gmail.com	8000	
13	Gita Regmi	''	''	9847290198	9847regmi'244y@gmai).cony	Regmi	
14	Dhiraj Kafle	Nawa Jagaran Multiple Campus	Manikgste den-7 Chirwara, N.p.	9847708867	kdhiraj461 @gmail.com 3887	Kdhiraj 3887	
15	Eba Dev lamu	''	''	9847271184	ebdev89@gmail.Com		
16	Sudha Agrawal	Divya Jyotim Campus	Bardaghat -2, Nal	9847425492	Sudhaagrawall@gmail.Com		
17	Rupa thapa	''	''	9847099398	-		
18	Subarna Raj Upadhyay.	Somnath Baba Campus	Sunwal	9858528701	subarnaprsent@g. Com		
19	Susmita Paudel	Somnath baba Campus	Sunwal	9861010708	Susmitapaudel0708@gmail.com		
20	Yubraj thapa	Ashwarya Aadarshy Campus	Sunwal-7	9807513685	Ashwaryaaadarsha Campus @gmail.Com		

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Sanothimi, Bhaktapur, Nepal

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Sunwal, Nawalparasi

2080/02/19

SN	Name of Participant	Name of Campus	Address	Contact No	Email	Signature	Remarks
21	Sushil Pod Pasti	Asrai Aadorsha Campus	Sunwal-7	9867128047	Ashraiyaadarsha campus@gmail.com		
22	Milan Pun	New life S. School/4	Boudaghat-4	9864555519	milanpun9@gmail.com		
23	Vilay Kumar	New life s.s/college Boudaghat-4	Boudaghat-4	381948306	Vijaytrekwon7a539@gmail.com		
24	Rajkumar Harijan	Rupandehi Campus	Si:Na.Pa-09 Rup.	9748799966	rkglobal0422@gmail.com		
25	Birot Khati	Rupandehi Campus	Si:Na.Pa-09,Rup.	9805496872	vivekke39@gmail.com		
26	Krishna Kumar Regmi	Ramimani multiplecampus	Tilottama-5, Rupandehi	9857055587	regmikrishna09@gmail.com		
27	Sabita Regmi	"	"	9847077032	regmi.sabita724@gmail.com		
28	Surya sdr. Shreshtra	Siddharthu buddha campus, Butwal	9847054284	Khancha.39bc@gmail.com			
29	Nabin Thapa	Madhyabindu M.Ompu	Kowasoti	9857010685	mmcnavin@gmail.com		
30	Amit Malla	"	"	9864458099	amit.malla206@gmail.com		

EMIS Capacity Development Training
Registration / Attendance

Supported By: University Grants Commission
Sanothimi, Bhaktapur, Nepal

Organized By: Mahakavi Devkota Campus
Sunwal, Nawalparasi

Date:- 2080/02/19

SN	Name of Participant	Name of Campus	Address	Contact No	Email	Signature	Remarks
31	Kalak Bdr. chetri	Mahakavi Devkota Campus	Sunwal-4	9847269013	kbkettrio4@gmail.com		
32	Hari Datta Sharma	''	''	9847079991	harisharma.9811@gmail.com		
33	Padam Pandey	''	''	3891881558	padampdr@gmail.com		
34	Bishwosh shresth	''	''	9302625600	bishwosh'shrv@gmail.com		
35	Ashish kumar chaudhary	Mahakavi Devkota Campus	Sunwar-04	9817551514	ashishchaudary72058@gmail.com		
36	Manta Ram	''	''	9749294077		आगमन	
37	Chiranjivi Bryal		Sunwal-01	9847330042	chiranbasys13@gmail.com		
38	Tara Prasad Panday	Mahakavi Devkota Campus	Sunwa1-4	9857064677	pandeystar12@gmail.com		
39	Subas Suprkota	'' '' ''	Sunwal-4	9847 218 256	supkotababu@gmail.com		
40	Jayanath Besiyal	''	''	9847269178	brighdbasiyo159@gmail.com		
41	Saurav Khanelm	''	''	9867184443	Sourovkhadka29@gmail.com		

EMIS Capacity Development Training
Attendance

Supported By: University Grants Commission
Sanothimi, Bhaktapur, Nepal

Organized By: Mahakavi Devkota Campus
Sunwal, Nawalparasi

Date: 2080/02/20

SN	Name of Participant	Name of Campus	Address	Signature
1.	Sunam lamichhane	New life College Bordaghat-4 Milan Pun	Bandaghat-4	
2.	Milan Pun	New life College	Bandaghat-4	
3.	Menuka Parajuli	Devdaha Adarsha MV/HI Ple Campus	Devdaha-7	
4.	Surya Bahadur Shrestha	Siddhartha Autano Gurkha Campus	Butuwal	
5.	Manisha Shrestha	Paoasi Campus	Parasi	
6.	Suran kumar Sharma	Siddhartha Campus	Kapilvastu	
7.	Sudip Acharya	Siddhartha Campus	Kapilvastu	
8.	Govindnath Prasad Banshyal	Pashupati College	Rupandehi	
9.	Karna Bdr kafee	Jagadaya Dudhmati Hm m.c.	Rupandehi	

EMIS Capacity Development Training
Attendance

Supported By: University Grants Commission
Sanothimi, Bhaktapur, Nepal

Organized By: Mahakavi Devkota Campus
Sunwal, Nawalparasi

Date: 2080/02/20

SN	Name of Participant	Name of Campus	Address	Signature
16.	Bhesh Raj Paudel	Yuyodaya Drolkatath Thuru M.C.	Rupandehi	
11.	Madan Thapa	Sahid Narayan pokharel Ramapur Campus	Sainamaina-6 Rupandehi	
12.	Gita Regmi	-- '' --	-- '' --	
13.	Ganesh Gaha	Buddhal Edit. Campus	Buddhal 10, Rupandehi	
14.	Sabita Regmi	Rammani multiple campus	Tilottam-5 Rupandehi	
15.	Krishna Kumari Regmi	Rammari Multiplecampus	Tilottam-5 Rupandehi	
16.	Birod Khatri	Rupandehi Campus	Sidda-Par-5, Rupandehi	
17.	Raj Kumar Harijan	Rupandehi Campus	Si.Na.Pa-9 Rupandehi	
18.	Dairaj Katta	Navodjagaran Multiple Campus	Madhyabdd-7 Manmura,Np	''
19.	Elon Dev Rana	''	''	

EMIS Capacity Development Training
Attendance

Supported By: University Grants Commission
Sanothimi, Bhaktapur, Nepal

Organized By: Mahakavi Devkota Campus
Sunwal, Nawalparasi
Date: 2080/02/12 ව

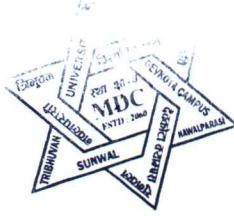| SN	Name of Participant	Name of Campus	Address	Signature
20.	Susmita Paudel	Somnath Baba Campus	Sunwal - 1 N.P	
21.	Subarna Raj Upadhyaya	''	''	
22	Ashish Kumar Chaudhary	mahakavi Devkota Comples	Sunwal.04, NP	
23.	Sushil Prasad Panthi	Asraiya Adarsha Camles	Sunwal-07, NP	
24	Kalak Bahadur Chhetri	Mahakavi Devkota Campus	Sunwal-04, N.P.	
25	Mamata Devi Rana	Mahakavi Devkota Campus	''	
26	Dupa Magar	Didya Jyoti Multiple Compus	Chisapani -	
27	Sucha Gyawali	''	''	
28.	Padam Pandey	Mahaben Devkota Campy	Sundals	
29	Hari datta sharma	''	''	

EMIS Capacity Development Training
Attendance

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Sanothimi, Bhaktapur, Nepal

Organized By: Mahakavi Devkota Campus
Sunwal, Nawalparasi

Date: 2080/02/20

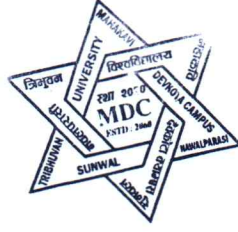| SN	Name of Participant	Name of Campus	Address	Signature
30	Bishush Shyesmn	Mahakavi Devkota Campus	Sunwal -04	
31	Mamta Rana	ʺ	ʺ	डा भंडारी
32	Chiranjivi Bsyal	Mahakavi Devkota Compus	Synnalroy	
34	Tara Prasad Pandey	Mahakavi Devkota Campus	Sunwq 1-04	
35	Rabin Sapkota	ʺ ʺ ʺ	Scunwal -04	
36	Jagannath Bsasuyal	Mahakavi Devkota compus	scnudaloy	
37	Kamal Prasad Dhakal	Butwal kalika Cnw	Bilbual	
38	Sa asswati Bsabyal	Yagodaya Dedhathhou	Siddhat Hor-3 Rupandevi	
39	Sowrya B.day Khouen Modybisem	Sridevanfu	Karsal	
40	Sourow Kshefri	Mahakavi Devkota Compus	Synbvaly	
41	Amit malla	Madhyabindu multiple Campus.	Kawasoti	

EMIS Capacity Development Training
Attendance

Supported By: University Grants Commission
Sanothimi, Bhaktapur, Nepal

Organized By: Mahakavi Devkota Campus
Sunwal, Nawalparasi

Date: 2080/02/21

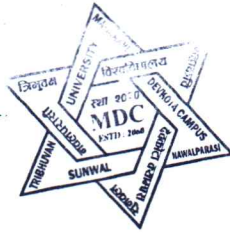| SN	Name of Participant	Name of Campus	Address	Signature
1.	New life College Barbaghat Milan Phun			
1.	Suman lamichhane.	New life College	Bardaghat-4	
2.	Milan Pun	New life College	Bardaghat-4	
3.	Menuka parajuli	Devdaha Adarsha Multi- ple campus	Devdaha-7	Gung
4.	Surya Bahadur Shandy	Siddhartha Gautam Buddha campus	Butwal	
5.	Manisha Shrestha	Parasi Campus	Parasi	Shrestha
6.	Suman kumar Shafma	Siddhartha Campus	Kapilvastu	
7.	Sudip Acharya	Siddhartha Campus	Kapilvastu	
8.	Baikuantha Prasad Banjyal	Pashupati College	Rupandehi	
9.	Karna Bdr kafre.	Jagyddaya Budhmaok Man m.c.	Rupandehi	

24

EMIS Capacity Development Training
Attendance

Supported By: University Grants Commission
Sanothimi, Bhaktapur, Nepal

Organized By: Mahakavi Devkota Campus
Sunwal, Nawalparasi

Date: २०८०/०२/२१

SN	Name of Participant	Name of Campus	Address	Signature
16	Bhesh Raj Paudel	999श्रीउदय Dhakaratz Thapa M.C.	Rupendehi	
12	Madan Thapa	Sahid Narayan pokharel Ramapur Campus	Sainamaina-6 Rupandehi	
12	Gita Regmi	— '' —	— '' —	
13	Ganesh Gahi	Bhaheal Kalika Campus	Butwal 10, Rupandehi	
14	Sabita Regmi	Rammani Multiple Campus	Tilottama-5 Rupundehi	
15	Krishna Kumar Regmi	Rammani Multiplecampus	Tilottama-5 Rupandehi	
16	Birat Khatri	Rupandehi Campus	Siddha.Pa-3, Rupandehi	
17	Raj Kumar Harijan	Rupandehi Campus	Si.Na.Pa-9 Rupandehi	
18	Dolraj Katta	Nawadjagaran Mrelti ple Campus	Madhyabindu-7, Chanmanaghat	
19	Elan Dev Rana	''	''	

EMIS Capacity Development Training
Attendance

Supported By: University Grants Commission
Sanothimi, Bhaktapur, Nepal

Organized By: Mahakavi Devkota Campus
Sunwal, Nawalparasi

Date: 2080102121

SN	Name of Participant	Name of Campus	Address	Signature
20.	Susmita Paudel	Somnath Baba Campus	Sunwal-1 N.P	
21.	Sabarna Raj Upadhyaya	"	"	
22	Ashish Kumar Chaudhary	mahakavi Devkota campus	suhwal-04, NP	
23.	Sushil Prasad Panthi	Asnaiya Adarsha Campus	Sunwal-07, NP	
24	Kalak Bahadur Chhetri	Mahakavi Devkota Campus	Sunwal-04, N.P.	
25	Mamata Devi Rana	Mahakavi Devkota campus	"	
26	Dupa Thapa	Didya Jyoti Multiple Campus	chuspeant	
27	Sudha Gyawali	"	"	
28.	Padam Pandey	Mahakavi Devkota Campy	Sundol-1	
29	Harjdatta Sharma	"	"	

EMIS Capacity Development Training
Attendance

Supported By: University Grants Commission
Sanothimi, Bhaktapur, Nepal

Organized By: Mahakavi Devkota Campus
Sunwal, Nawalparasi

Date: 2080/02/21

SN	Name of Participant	Name of Campus	Address	Signature
30	Bishwash Shrestha	Mahakavi Devkota Campus	Sunwal-04	
31	Mamta Rana	"	"	डा रोटा
32	Chiranjivi Beyal	Mahakavi Devkota Campus	Synwalroy	
34	Tara Prasad Pandey	Mahakavi Devkota Campus	Sunwa1-04	
35	Nabin Sapkota	"	Sunwal -04	
36	Jagannath Bashyal	mahakavi Devcoty Campus	Sunwalroy	
37	Kamal Prasad Dhakal	Buddha kalika Cam	Butwal	
38	Sa raswati Bashyal	Yagodaya Dedhhaththou	Siddharthar-3 RU founder	SBrishu
39	Saurya Bdr/Khanol	Srivantu ovolyobivesn	1kawsad	
40	Sauron Kshetri	Mahakavi Devkota Campus	Sumtevelly	
41	Amrit malla	Madhyabindu multiple Campus	Kawasoti	

j. Feedback from Participants

[Responses were collected via Google form]

S.N.	सहभागीको नाम	संलग्न संस्था	ठेगाना	१तालिममा. तपाईले के कुराको अपेक्षा गर्नु भएको थियो?	तालिम. तपाईले अपेक्षा गरे अनुरूप भयो वा भएन?	उतपाईले. तालिमबाट के के कुरा सिक्नु भयो?	प्रतालिम. प्रति तपाईको केही सुझाव छ कि?
1	हरिदत्त शर्मा	Mahakavi Devkota Campus	Sunwal	EMIS सम्बन्धि नयाँ कुरा	भयो	यके पटकमा सबैलाई सूचना पठा उन	लिने राम्रो
2	Suman Lamichhane	New Life College	Bardaghat-10, Nawalparasi		भयो		
3	Madan thapa	Sahid narayan pokharel ramapur campus	Sainamaina-6, Rupandehi	knowledge about EMIS & capacity development	लिने भयो	EMIS, graphic design, cyber security	I was expecting more knowledge about EMIS, data analysis, data management, and more and more about only EMIS
4	Gita Regmi	Sahid Narayan Pokharel Rampur Campus	Sainamaina-06, Rupandehi	To have knowledge about emis	लिने भयो	Graphic design, Cyber security	I was expecting more knowledge about EMIS.
5	Ganesh Gaha	Butwal Kalika Campus	Butwal 10 Rupandehi	More Details about EMIS	भएन	Graphic design Idea, WordPress, Digital Marketing, cyber security awareness	Training should be focus on training Title ("इ.एम.आइ.एस क्षमता विकास तालिम")

S.N.	Name	Institution	Address				
6	Bhesh Raj Paudel	Yagyodaya Dudhanath Tharu Multiple Campus	Shuddhodhan-3 Rupandehi	EMIS को बारेमा नया कुरा सिक्न पाईन्छ ।	भयो	साइबर सेक्युरिटी को बारेमा सिक पाईयो	केहि छैन ।
7	Milan Pun	New Life College	Bardaghat-4	Information about data base and it's maintenance	भयो	How to create a database without using 3rd party software, web site designing, poster design	This kind of training should be conducted frequently
8	Birat Khatri	Rupandehi Campus	Siddharthanagar - 9, Rupandehi	EMIS practical	भएन	Designing, WordPress, Cyber security	All the things were great.
9	Sushil Prasad Panthi	Asnaiya Adarsha Campus	Sunwal-7	Broad knowledge about EMIS	ठिक भयो	Retrieving Database from Excel, cyber security and Modern EMIS, Graphics.	Please make short content but provide it practically so that the knowledge would impart clearly and time period is short to present so many contents.
10	सुवर्ण राज उपाध्याय	सोमनाथ बाबा क्याम्पस	सुनवल नगरपालिका वडा नम्बर ९, सोमनाथ	नयाँ कुरा जुन हाम्रो संस्था को लागि पूर्ण रुपमा प्रयोग मा आउँछ	ठिक भयो		कार्यक्रममा सोचे अनुसारको ज्ञान प्राप्त भयो
11	बैकुण्ठ प्रसाद बश्याल	पशुपति कलेज	तिलोत्तमा २६- कोटिहवा रुपन्देही	आधारभुत जानकारी लिन	भयो	EMIS सम्बन्धि विविध जानकारी	समयमै कार्यक्रम सुरु गर्ने बानी को बिकास
12	Manisha Shrestha	Parasi Campus	Ramgram-02, Parasi	Naya kai sikne	ठिक भयो	About Graphic design, digital marketing, cyber security, network sharing etc.	No

SN	Name	Campus	Address	Expectation		What learnt	Remarks
13	Raj Kumar Harijan	Rupandehi Campus	Siddharthanagar 09 Bhairahawa, Rupandehi	Advanced level EMIS training practical and about cyber security Practical.	ठिक भयो	About the mail merging features of MS office word to create multiple letters, I'd cards, certificate and so on along with this about the Adobe Photoshop to create banner designs and broacher at the first Day.	Not at all due to different age groups faculties tries their best to make easy.
14	Dhan Kumar Kunwar	Parroha Multiple Campus	Sainamaina-4, Rupandehi	Overall integration of EMIS platforms and ideas to generate institutional EMIS report.	ठिक भयो	Learnt many new things than expected about ICT.	Nothing. Thank you to the campus team for providing us training opportunity.
15	Sudip Acharya	Siddharth Campus	Banganga-1, kapilvastu	Detailed description about EMIS	भयो	Designing, Networking, About database and security	Nothing
16	Eka Dev Rana	Nawajagaran Multiple Campus	Madhyabindu-7, Chormara, Nawalparasi(East)	Details knowledge, skills, attitude and uses of EMIS	ठिक भयो	1. Graphing Designing 2. Web Page 3. File Share 4. Digital Marketing / Boosting General information of EMIS etc.	Lack of practice due to short time period for expected syllabus.
17	Ashish Kumar Chaudhary	Mahakavi Devkota Campus	Sunwal	Computer network seo workshop Photoshop Designing Access syber security and modern EMIS	ठिक भयो	Computer network, SEO workshop, Photoshop Designing, Access, cyber security and modern EMIS	
18	Suran kumar sharma	Siddhartha Campus	Banganga-1,kapilvastu	EMIS सफ्टवेयर सम्बन्धि	ठिक भयो	Graphics designing, cyber security, computer networking	सबै ठिक छ ।

k. Certificate Template
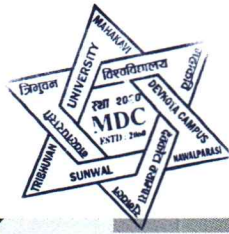
MAHAKAVI DEVKOTA CAMPUS

SUNWAL, NAWALPARASI

Estd: 2060

ACCREDITED BY UNIVERSITY GRANTS COMMISSION, NEPAL (2074)

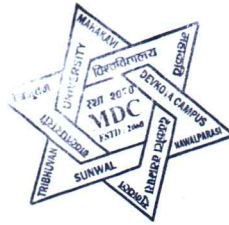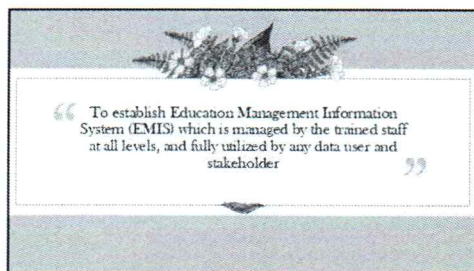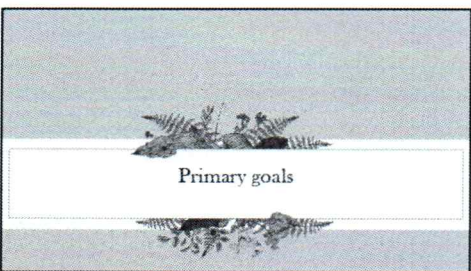**CERTIFICATE OF PARTICIPATION**

This certificate is presented to

_____

of .... for participating in
EMIS Capacity Development Training organized by **Mahakavi Devkota Campus**
and supported by
University Grants Commission, Nepal

Conducted From 19th Jestha - 21st Jestha, 2080

MR. KRISHNA PRASAD LAMICHHANE	MR. PARSHU RAM UPADHAYAYA	MR. NARAYAN PRASAD DHAKAL
Chairman	Trainer	Campus Chief

MAHAKAVI DEVKOTA CAMPUS

SUNWAL, NAWALPARASI

Estd: 2060

ACCREDITED BY UNIVERSITY GRANTS COMMISSION, NEPAL (2074)

CERTIFICATE OF PARTICIPATION

This certificate is presented to

Mr. Dhanraj Chaudhary

of Parroha Multiple Campus, Rupandehi for participating in
EMIS Capacity Development Training organized by **Mahakavi Devkota Campus**
and supported by
University Grants Commission, Nepal

Conducted From 19th Jestha - 21st Jestha, 2080

MR. KRISHNA PRASAD LAMICHHANE	MR. PARSHU RAM UPADHAYAYA	MR. NARAYAN PRASAD DHAKAL
Chairman	Trainer	Campus Chief

l. Photos of Presentation Slides

Introduction to EMIS

Vijay Prasad Sharma

EMIS

Agenda

Background

Introduction

Primary goals

EMIS Web client requirement

Maps

Area of focus

Summary

Background

- Ministry of education established an Education Management Information System (EMIS) under the Second Higher education Project (SHEP, 2007-2014) with support from the World Bank, to ensure quality of the data regarding the higher education by standardizing the process of data collection, their effective management and timely publication. Accordingly, a set of EMIS indicators were prepared

Introduction

An EMIS is a software/platform that you can use to collect, process, integrate, and manage data and information. It's a centralized tool that holds every bit of information in an intuitive and innovative manner

Using an EMIS, you can view and monitor your school's education programs and allocate resources for the same.

Primary goals

66 To establish Education Management Information System (EMIS) which is managed by the trained staff at all levels, and fully utilized by any data user and stakeholder 99

EMIS Requirements

Key information
- It is the responsibility of the regional and/or local IT teams to specify PCs that have sufficient resources to run the applications that are required

- The EMIS Web hardware specification includes recommended minimum requirements to run the application independent of other applications running.

Requirement

This document details the recommended minimum hardware/ software requirements in order to run the EMIS Web application independent of other applications running

Hardware Requirement

Software Requirement

Windows/Software

Windows 11 Professional

Windows 10 Professional (64-bit)

Software

.NET Framework 4.8

Processor

Intel Core i3 (6th Generation) equivalent or higher

Memory

EMIS recommends at least 8 GB RAM dedicated to EMIS Web (32-bit) and its other (64-bit) components. This provides a level of future proofing as more of these components move to 64-bit, however, any additional applications installed and in use will result in an increase in the RAM required on the PC
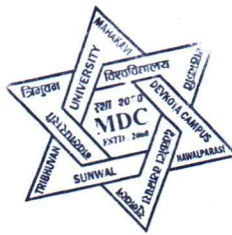
Display/monitor

Minimum resolution of 1024 x 768. For the best experience, EMIS recommends one or two widescreen monitors with a native resolution of 1366 x 768 or higher. Higher resolutions may be more appropriate, depending on the size of the screen being used.

Meet our extended team

Krishna prasad Jamarkattel — chairman
Narayan Prasad Bhatta — Campus Chief
Prakash G.C — Assistant campus Chief
Babita Sapkota — B.Ed coordinator
Haddatta sharma — BICTE Coordinator
Bhim Dhakal — MOMT coordinator
Tika Pandey — BBA coordinator
Vijay prasad Sharma — Teacher

Areas of focus

- UGC through its Education Management Information System(EMIS) has been endeavoring to ensure the quality of higher education data by standardizing the process of data collection, their effective management and their timely publication so as to establish UGC as a data coordinating system. Accordingly, a set of EMIS indicators have been prepared, statistical data forms developed and data publication brought out annually.

MAP - 1
Distribution of Community, Constituent, Private Campuses in Provinces

Green : Community
Red : Constituent
Blue : Private

MAP - 2
Number of Students and Institutions in Medical Faculty in each Province

Green : Number of Students
Red : Number of Institutions

MAP - 3
Percentage of Students in Technical and Non-Technical Faculties

Green : Technical Faculties
Red : Non-Technical Faculties

MAP - 4
Number of Students and Campuses in each Province
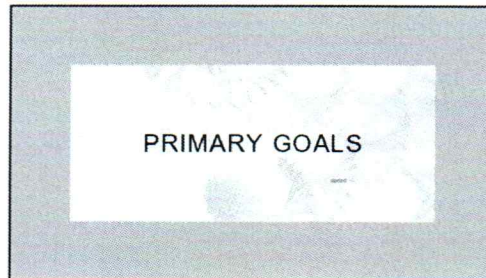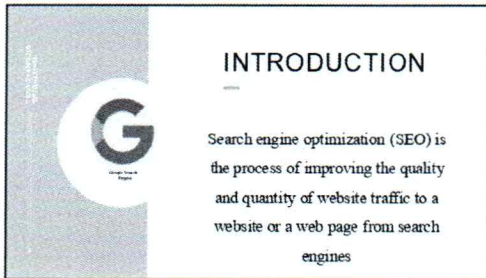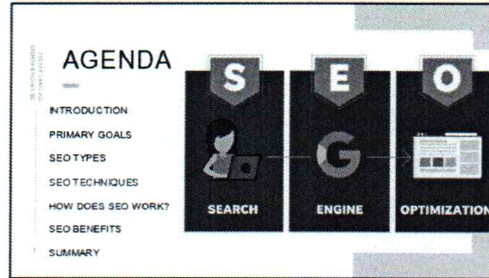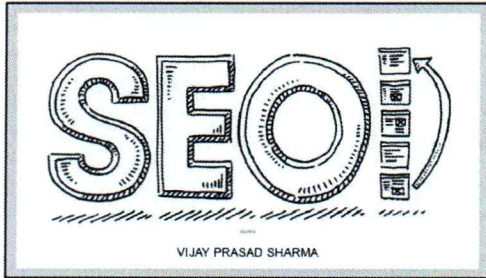
Green : Students
Red : Campuses

Summary

An (EMIS) is a system that collects, manages and analyzes data related to educational institutions and processes. It helps in decision making and improves the efficiency and effectiveness of education systems. EMIS collects data on enrolment, attendance, academic performance, teacher qualifications and infrastructure. It organizes and stores data in a centralized database, ensuring its quality and reliability. EMIS also includes data analysis tools to generate meaningful insights and reports, which are used by policy makers, administrators, and educators to monitor trends and make informed decisions.

Thank you

Vijay Prasad Sharma
askv.jay1@gmail.com
www.mdc.edu.np

SEO

VIJAY PRASAD SHARMA

AGENDA

INTRODUCTION
PRIMARY GOALS
SEO TYPES
SEO TECHNIQUES
HOW DOES SEO WORK?
SEO BENEFITS
SUMMARY

S E O

SEARCH   ENGINE   OPTIMIZATION

INTRODUCTION

Search engine optimization (SEO) is
the process of improving the quality
and quantity of website traffic to a
website or a web page from search
engines

PRIMARY GOALS

The primary goal of SEO (search engine optimization) is to
increase a website's visibility and ranking in search engine
results pages (SERPs). This can be done by optimizing the
website's content, structure, and performance, as well as
building backlinks from other high-quality websites.

SEO TYPES

- On-page SEO: This involves optimizing the website's content, structure, and performance. This includes things like keyword research, title tag optimization, meta description optimization, and internal linking.
- Off-page SEO: This involves building backlinks from other high-quality websites. This can be done through a variety of methods, such as guest blogging, social media, and outreach.
- Technical SEO: This involves ensuring that the website is technically sound and optimized for search engines. This includes things like site speed optimization, mobile optimization, and security.

SEO TECHNIQUES

BLACK HAT SEO

Black hat SEO refers to a set of practices that are used to increases a site or page's rank in search engines through means that violate the search engines' terms of service.

WHITE HAT SEO

White hat SEO refers to the ethical and legitimate techniques used to improve a website's search engine rankings and visibility

HOW DOES SEO WORK?

Search engines use bots to crawl all website pages, downloading and storing that information into a collection known as an index. The search engine pulls and displays relevant information from the search query and shows users content related to what they were looking for. Search engine algorithms analyze webpages in the index to determine the order those pages should be displayed on the SERP.

SEO BENEFITS

Search engine optimization is an essential marketing activity to make a website visible on the web. But it also provides several other benefits to the organization.

BUILDS TRUST AND CREDIBILITY

PROVIDES A COMPETITIVE ADVANTAGE

RANKS BETTER IN LOCAL SEARCHES

REACHES MORE PEOPLE

SUMMARY

SEO, or Search Engine Optimization, is the process of improving a website's visibility and ranking in search engine results pages. It involves optimizing various aspects of a website, including content, structure, and backlinks, to make it more appealing to search engines and users. By implementing SEO strategies, websites can attract more organic traffic, increase their online visibility, and improve their chances of reaching their target audience. The goal of SEO is to enhance a website's relevance and authority, ultimately leading to higher rankings and improved online presence.
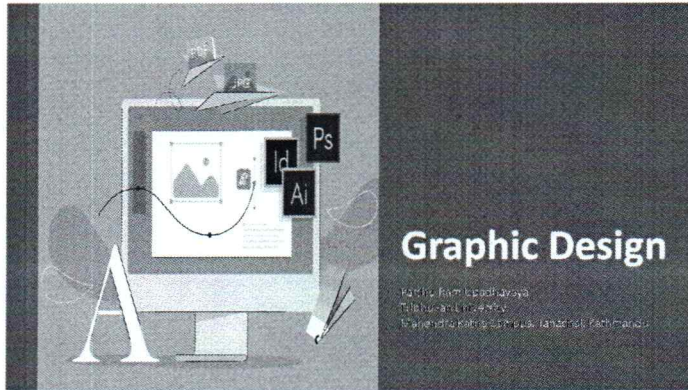
Thank you

VIJAY PRASAD SHARMA
ASKVJAY1@GMAIL.COM

Graphics Design

Graphic Design

Kartik Ram Upadhyaya
Tribhuvan University
Mahendra Ratna Campus, Tahachal, Kathmandu
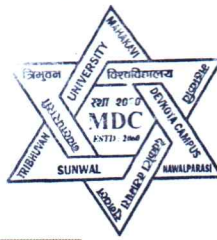
What is Graphics Design?

- Graphic design is the process and art of combining text and graphics and communicating an effective message in the design of logos, graphics, brochures, newsletters, posters, signs, and any other types of visual communication.
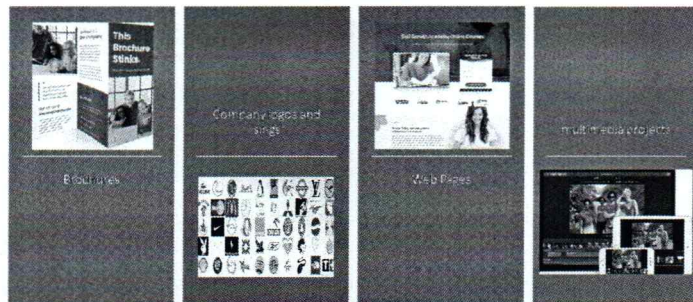
Contd...

- Graphic designers- or graphic artists- plan, analyze, and create visual solutions to communications problems
- They decide the most effective way of getting a message across in print, electronic, and film media

Graphic designers develop

Magazines, newspapers, and journals

Corporate logos and publications

Promotional displays and packaging

Commercial displays and billboards

Contd...

Brochures

Company logos and signs

Web Pages

multimedia projects

Basic principles of graphic design

- Audience
- Layout
- Typography
- Image
- color

Anatomy Of A Typeface

Audience

- Audience The audience is defined as the group or segment of the population you are designing for.
- Many factors need to be taken into consideration when developing a design such as age, background, skills & abilities, and cultural differences.
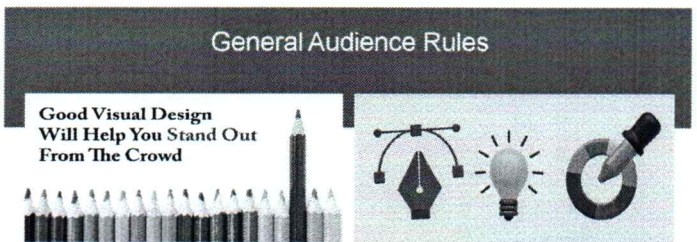
General Audience Rules

Good Visual Design Will Help You Stand Out From The Crowd

- Age makes a difference: younger and older readers require larger print.
- Make sure there is a good visual separation between the words and background; avoid dark or very bright colors, avoid complicated backgrounds such as patterns.
- Reading skills influence design, keep page layouts simple.
- Remember, you are not designing for yourself, you are designing for your audience!
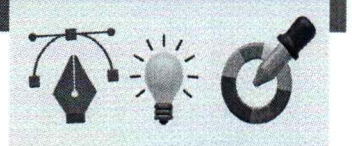
Layout

- The layout is defined as the planned organization of text, colors, and images on a page or screen.
- Many factors need to be taken into consideration when developing a layout including font size, color palettes, column width(s), image types and image sizes.

General Layout Rules

- Be consistent; help the reader recognize, identify, and comprehend different types of information.
- "I like it.." is not a reason to include it in your design. Logic, clarity, and meaning should drive the design.
- Keep it simple; only include layout elements, images and words that support the message.
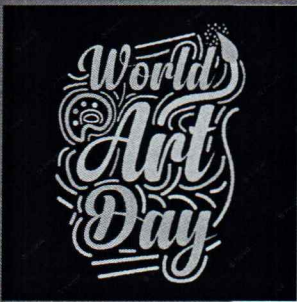
Typography

- Typography is the design and use of typefaces [fonts] as a means of visual communication from calligraphy to the ever-developing use of digital type.

Anatomy of Typography
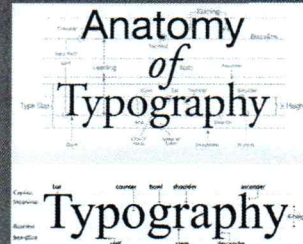
General Typography Rules

- Avoid using more than two different type families (fonts) in one project.
- Add contrast by using one typeface (font) with two different styles; e.g., use a light or regular weight with a bold or extra-bold weighted font.
- NEVER use all caps for writing paragraphs.

Image is the illustrations or photographs that support and enhance the design and help the reader understand the content.
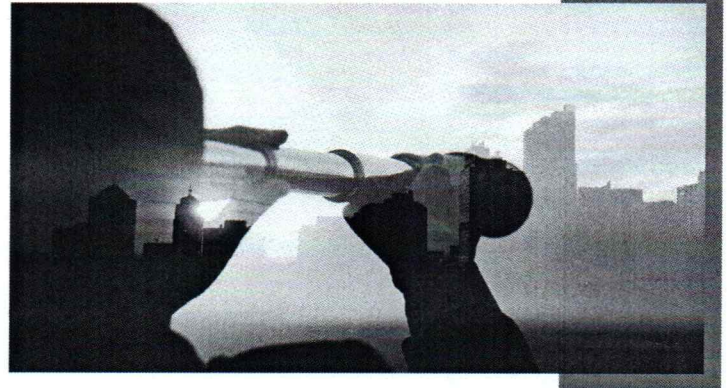
Image

General Image Rules

- Use graphics and images to break up the layout so that the reader has opportunities to absorb information.
- Be careful that the images used can be reproduced without losing resolution! (Don't use blurry pictures!)

- Cropping, or removing the unwanted parts of an image, allows you to focus on the important parts of that picture.
- Be sure your pictures have meaning and support the message you are trying to convey!
- Brightness is the total amount of light in an image. Change the brightness of an image to change its appearance.

Colour wheel

RYB colour model
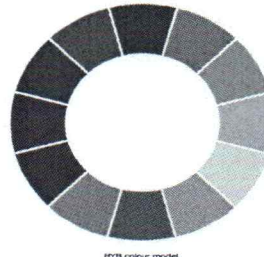
Color

- Color is the set of colors or color palette chosen to enhance, compliment, and impact the final outcome of the design.
- Color plays a vital role in how your audience perceives, reacts to, and ultimately understands your message.
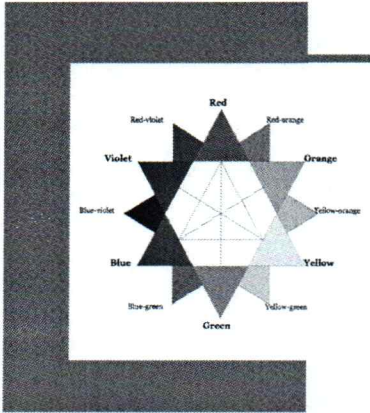
General Color Rules

- Hue is the actual name for color.
- Colors can suggest temperature. Reds, oranges, browns and yellows suggest warmth; blues, greens and purples suggest coolness.
- Warm colors appear larger than cool colors.
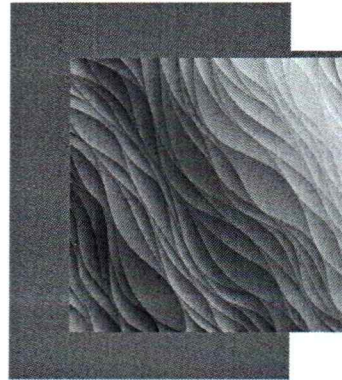
- Most colors carry emotional and psychological implications.
- Saturation is the intensity or boldness of a color.
- Gradients – the degree of change from one color into another – creates a 3D effect.

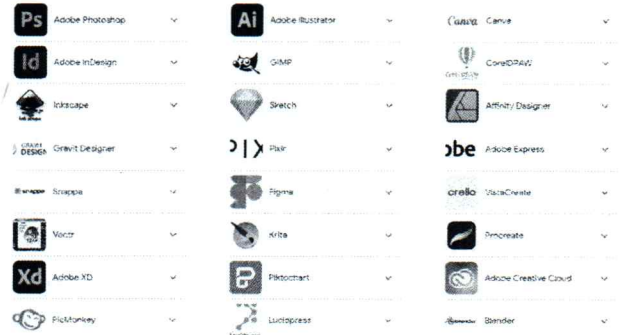## Resolution requirements for print output

- **Resolution** is defined as the degree of sharpness of a computer-generated image as measured by the number of dots per linear inch in a hard-copy printout or the number of pixels across and down on a display screen.
- Anything being designed for print output needs to have a minimum resolution of 150 DPI or PPI. The higher the resolution, the sharper the printed image will be.
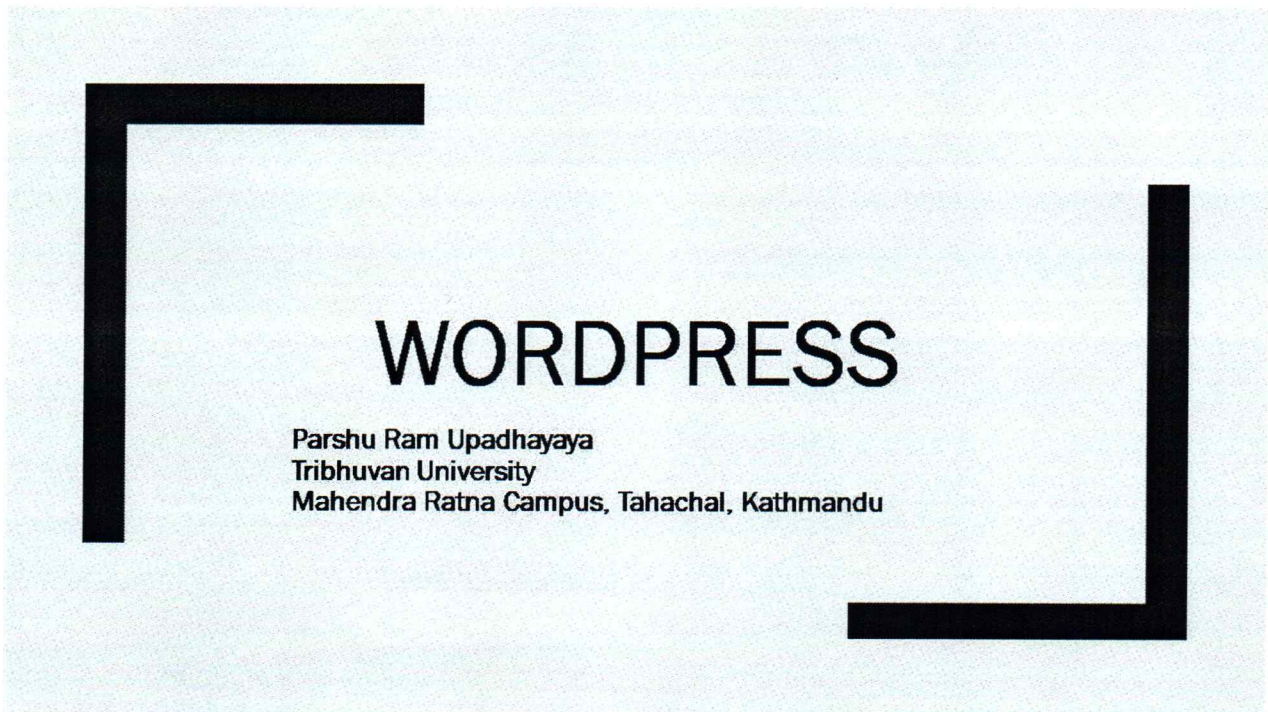
Image Resolution @ Print Size Guide

File Size Pixels Width	File Size Pixels Height	Megapixels (millions)	Max Print Size @ 300DPI (inches)	Max Print Size @ 200DPI (inches)
1600	1200	1,920,000	5.33	4.00	8.00	6.00
2000	1600	3,200,000	6.67	5.33	10.00	8.00
2300	4100	9,430,000	7.67	13.67	11.50	20.50
2400	3500	8,400,000	8.00	11.67	12.00	17.50
2750	4000	11,000,000	9.17	13.33	13.75	20.00
3200	4200	13,440,000	10.67	14.00	16.00	21.00
3300	4100	13,530,000	11.00	13.67	16.50	20.50
3500	2500	8,750,000	11.67	8.33	17.50	12.50

Designing tools

- Ps Adobe Photoshop
- Id Adobe InDesign
- Inkscape
- Gravit Designer
- Scappa
- Vactr
- Xd Adobe XD
- PicMonkey

- Ai Adobe Illustrator
- GIMP
- Sketch
- Pixlr
- Figma
- Krita
- Piktochart
- Lucidpress

- Canva
- CorelDRAW
- Affinity Designer
- Adobe Express
- VistaCreate
- Procreate
- Adobe Creative Cloud
- Blender

WordPress

WORDPRESS

Parshu Ram Upadhayaya
Tribhuvan University
Mahendra Ratna Campus, Tahachal, Kathmandu

- WordPress is an open source Content Management System (CMS), which allows the users to build dynamic websites and blogs.
- WordPress is the most popular blogging system on the web and allows updating, customizing and managing the website from its back-end CMS and components.

What is Content Management System (CMS)?

- The Content Management System (CMS) is a software which stores all the data such as text, photos, music, documents, etc. and is made available on your website.
- It helps in editing, publishing and modifying the content of the website.
- WordPress was initially released on 27th May, 2003 by Matt Mullenweg and Mike Little. WordPress was announced as open source in October 2009.

Features

- User Management: It allows managing the user information such as changing the role of the users to (subscriber, contributor, author, editor or administrator), create or delete the user, change the password and user information. The main role of the user manager is Authentication.
- Media Management: It is the tool for managing the media files and folder, in which you can easily upload, organize and manage the media files on your website.
- Theme System: It allows modifying the site view and functionality. It includes images, stylesheet, template files and custom pages.

- Extend with Plugins: Several plugins are available which provides custom functions and features according to the users need.
- Search Engine Optimization: It provides several search engine optimization (SEO) tools which makes on-site SEO simple.
- Multilingual: It allows translating the entire content into the language preferred by the user.
- Importers: It allows importing data in the form of posts. It imports custom files, comments, post pages and tags.

Advantages

- It is an open source platform and available for free.
- CSS files can be modified according to the design as per users need.
- There are many plugins and templates available for free. Users can customize the various plugins as per their need.
- It is very easy to edit the content as it uses WYSIWYG editor (What You See Is What You Get is a user interface that allows the user to directly manipulate the layout of document without having a layout command).

- Media files can be uploaded easily and quickly.
- It offers several SEO tools which makes on-site SEO simple.
- Customization is easy according to the user's needs.
- It allows creating different roles for users for website such as admin, author, editor and contributor.

Disadvantages

- Using several plugins can make the website heavy to load and run.
- PHP knowledge is required to make modifications or changes in the WordPress website.
- Sometimes software needs to be updated to keep the WordPress up-to-date with the current browsers and mobile devices. Updating WordPress version leads to loss of data, so it a backup copy of the website is required.
- Modifying and formatting the graphic images and tables is difficult.

System Requirements for WordPress

- Database: MySQL 5.0+
- Web Server:
  - WAMP (Windows)
  - LAMP (Linux)
  - XAMP (Multi-platform)
  - MAMP (Macintosh)
- Operating System: Cross-platform
- Browser Support: IE (Internet Explorer 8+), Firefox, Google chrome, Safari, Opera
- PHP Compatibility: PHP 5.2+

41

Download XAMP

- Now, open the link https://www.apachefriends.org/

Download WordPress

- Now, open the link https://wordpress.org/download/
You will see this screen

INFORMATION BOOSTING AND DIGITAL MARKETING

Parshu Ram Upadhayaya

Tribhuvan University

Mahendra Ratna Campus, Tahachal, Kathmandu

Everyday life's tools

Computer

Email

Word processor

Music player

Radio

Camera

Smart phone
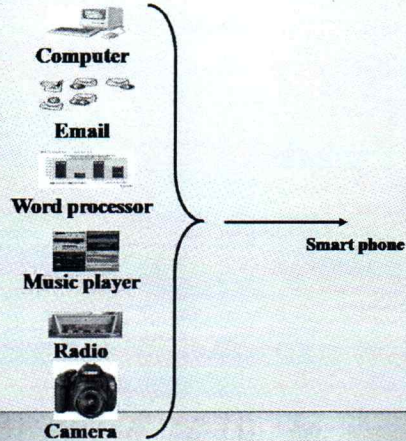
INTRODUCTION

- With the changing era, technology has impacted our lives.
- Same way Digital Marketing has become a major component to grow your business by reaching a wider audience.
- *Digital Marketing Services* helps to have more visibility of your targeted audience and achieve the outcome you are hoping for.
- *Best Digital Marketing Company* determines to add the best ways to create and implement the wow factor creatively at a low price so that you can achieve your goal.

5

DIGITAL MARKETING TIPS
for Giving
**YOUR ECOMMERCE BUSINESS A BOOST**

- To employ *Digital Marketing Services* and get the best of it one needs to figure out what their goals are because the strategies you choose deeply impact your goals.
- This is critical because different objectives require a different marketing strategy.
- With perused digital tactics you can easily start getting returns on your investment.
- With the changing consumer behavior making an online presence of your business is mandatory to maintain transparency and build trust between you and your customer.

IMPORTANT STRATEGIES FOR EFFECTIVE DIGITAL MARKETING CAMPAIGN

- Incorporating Creative or Visual Elements make your business highlight itself in the crowd.
- Look for Logo, Images, Font or Color Scheme that have consistent aesthetic, adding them will help you to maintain audience attention without making your social campaign feel repetitive.

- You need to analyze which digital marketing tactic you should invest your time and money.
- You need to plan which platform will bring the outcome for your specific advertising efforts for your brand according to your budget.
- Here is an example for you to understand: Search Advertising Platforms, such as Google Adwords, work best when there is a huge demand for your product and services but less effective for a start-up that has invented new and innovative product never seen before in the market.
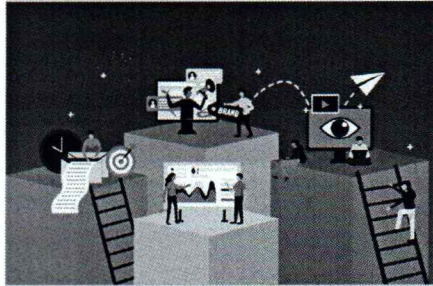
- You very well know who your clients are and what is going to work best.
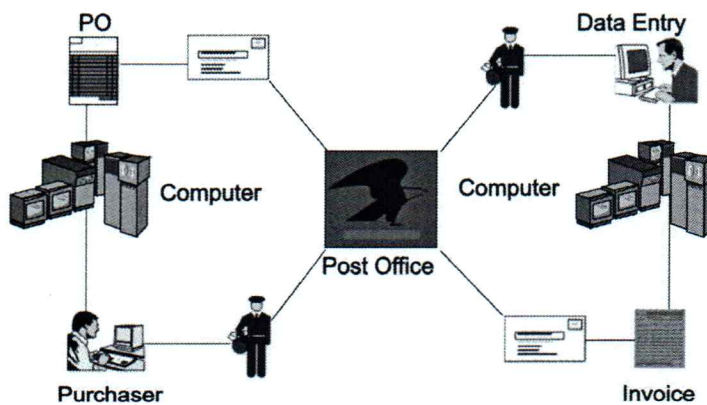- You need to do your research and have data to support the steps you are taking its essential to collect data and place your strategy based on that.
- Developing a capability to monitor what is promoting engagement versus what's driving conversions is mandatory.
- Social Media has a great advertising model that enables a place small to big business to advertise to very specific target markets without much effort, social media, if used correctly can come up as a very powerful tool.

INFORMATION BOOSTING

- Boosting is a method used in machine learning to reduce errors in predictive data analysis.
- Data scientists train machine learning software, called machine learning models, on labeled data to make guesses about unlabeled data.

Always be Closing.
BOOSTING.
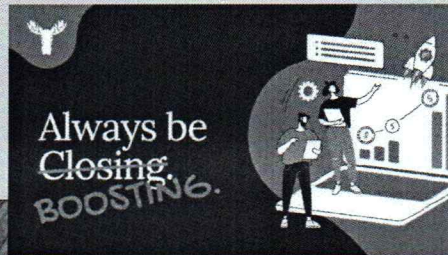
PAPER DOCUMENT INTERCHANGE

PO   Data Entry

Computer   Computer

Post Office

Purchaser   Invoice

A typical manual process looks like this, with lots of paper and people involvement:

Buyer generates Purchase Order → Faxes or Mails → Supplier enters Order into Internal systems and prints an Invoice

Invoice → Faxes or Mails → Buyer enters Invoice into internal system for processing

Print Transcript — U.S. Mail — Receive Transcript — Re-key Data

Student Information System — Request Transcript — Recipient's Student Information System
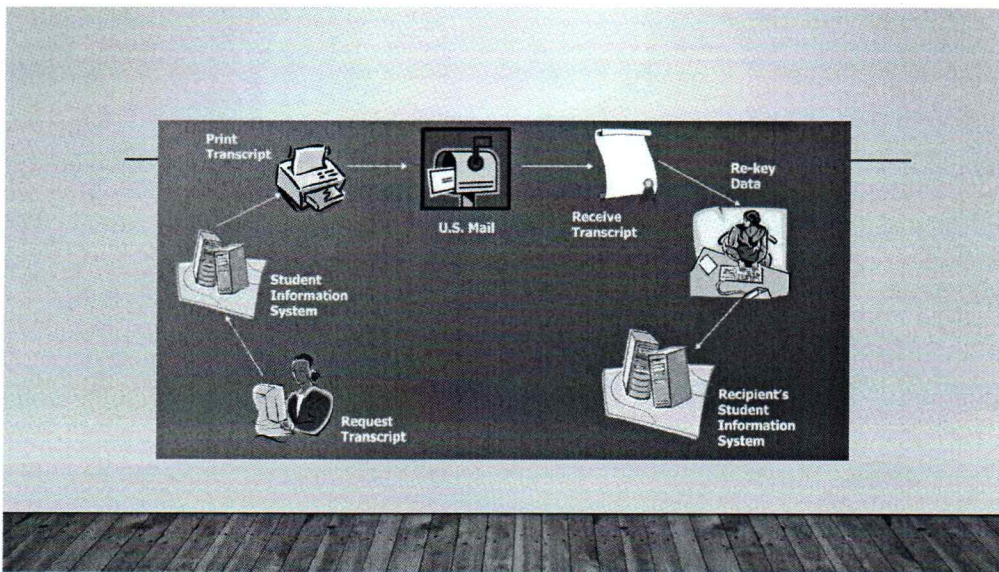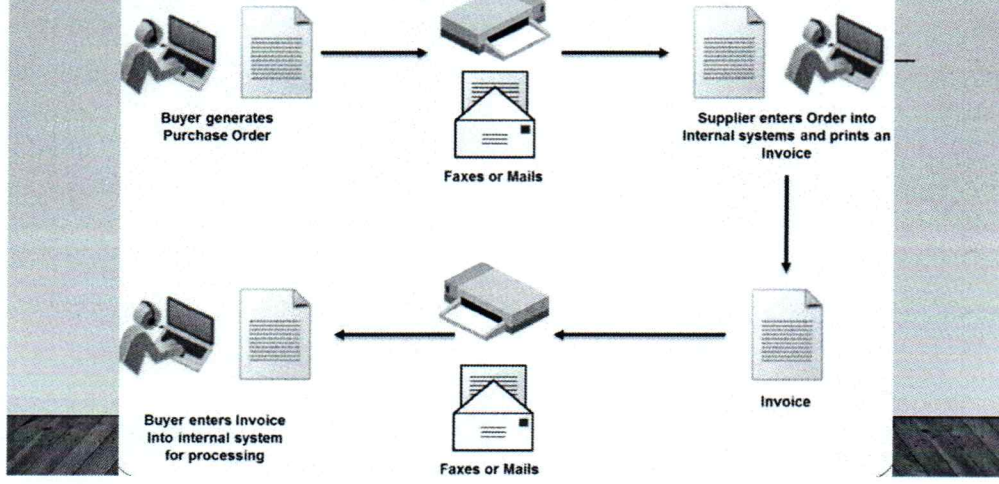
ELECTRONIC DATA INTERCHANGE

PO — Data Entry

Computer — VAN — Computer

Purchaser — Invoice
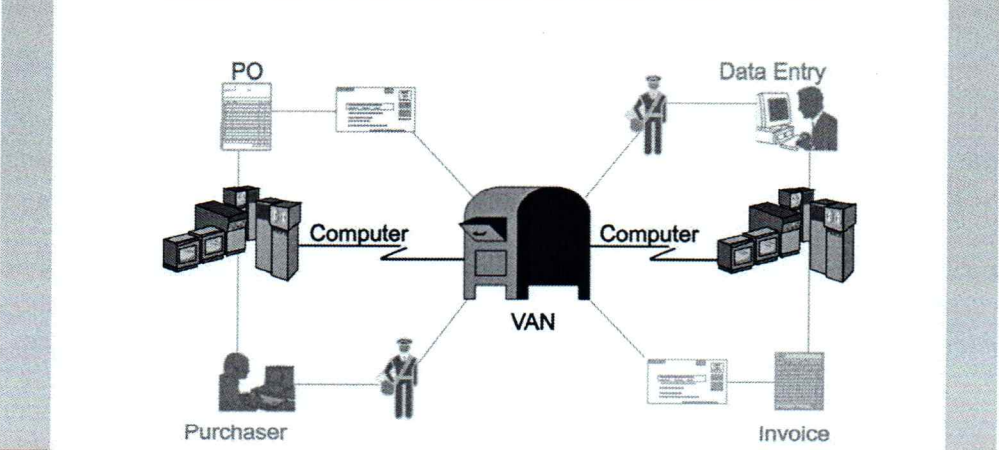
- Electronic interchange between the computer and an electronic post office eliminates these problems
- Information is exchanged via electronic post office or VAN

A reductionist view of Web 2.0:
A read-write web + lots of people using it
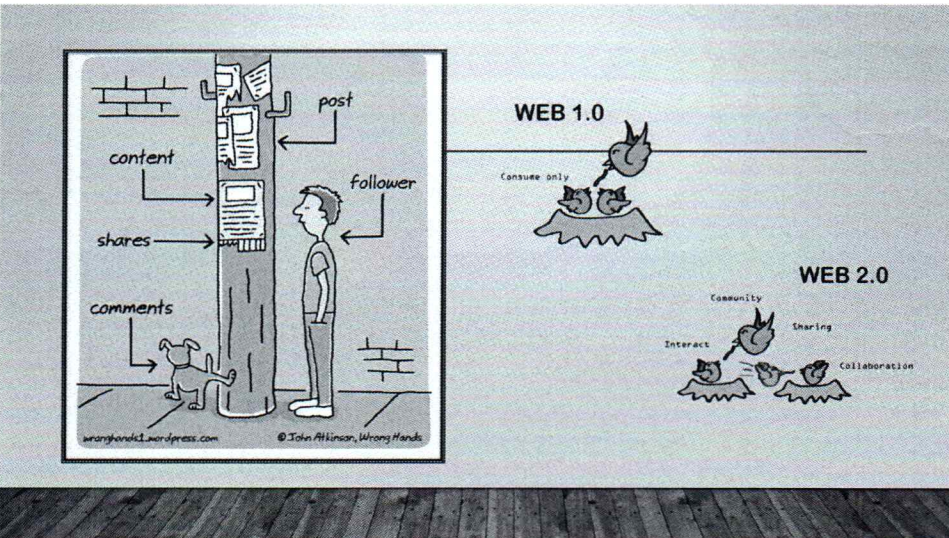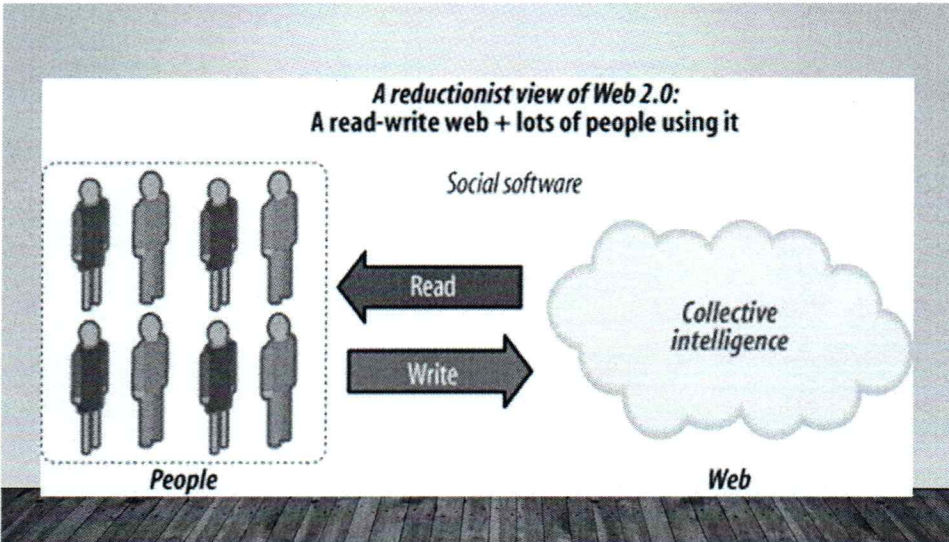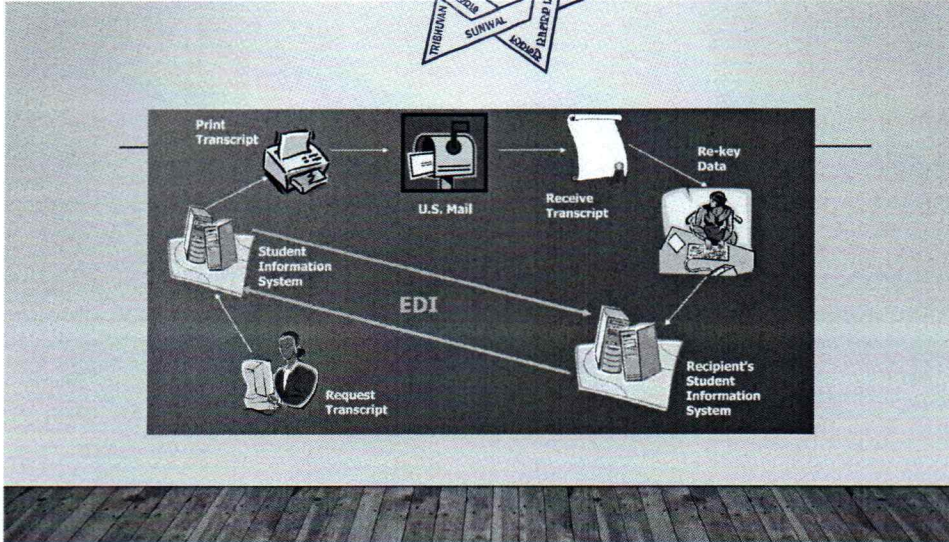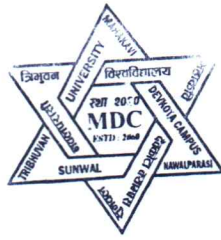
Photos of Program
Day 01

Photos of Program
Day 02
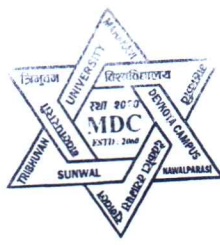
Photos of Program

Day 03
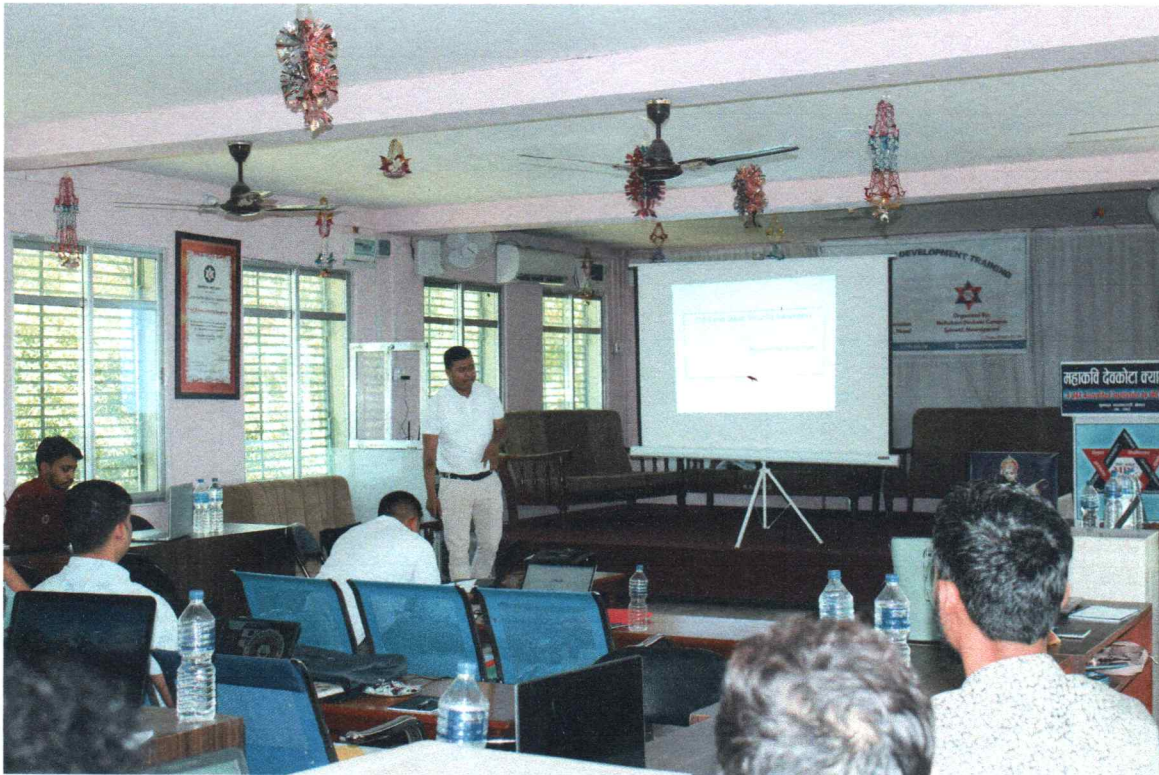
n). Bills of Expenditure

i). Petrol (used for transportation of trainers)

<< TAX INVOICE >>
LAXMI OIL SUPPLIERS
SUNWAL- 4 NAWALPARASI

PAN No : 300116720

Customer Details :
mahakabi debkota school

VAT No. :

Invoice Details :
Invoice No. : 2882/2079-80
Invoice Miti : 2080/02/22
Vechicle No.:

S.N.	Item Discription	QTY.	Unit	Rate.	Amt.(Rs)
1	PETROL(MS)	2.84	Ltr.	155.752	442.336

BILL PRINT TIME : 12:11 PM

In Words: **Five Hundred Only**

Basic Total	:	442.336
Taxable Amount	:	442.336
VAT (13%)	:	57.504
Rounded Off (+)	:	0.160
Total:	:	**500.000**

E.O.&E.
Note :
1. Goods once sold will not be taken back.
2. Interest @ 18% p.a. will be charged if the payment
   is not made with in the stipulated time.

Received By.

For LAXMI OIL SUPPLIERS

ii). Diesel (used for power backup)

TAX INVOICE Tel: 078-570161

LUMBINI OIL SUPPLIERS.

Sunwal-1 Nawalparasi
Vat No.: 300030381
Authorized Dealer of N.O.C.

Invoice No: sa-08994 Vech No:
Customer : MAHAKAVI DEVKOTA CAMPUS
Address : Date : 04/06/2023
Pan No : 608340508 Miti : 21/02/2080

S.N	Description	Qty	Unit	Rate	Amount
1	Petrol	60.000	LTR	155.75	9,345.13
	Total				9,345.13
	Bill wise				9,345.13
	Taxable Amount				9,345.13
	Vat 13%				1,214.87
	Grand Total				10,560.00

In Words: Ten Thousand Five Hundred Sixty Only
Remarks: FUEL FOR EMIS TRAINING

(admin) For:LUMBINI OIL SUPPLIERS.
Prepared By Authorized By

TAX INVOICE Tel: 078-570161

LUMBINI OIL SUPPLIERS.

Sunwal-1 Nawalparasi
Vat No.: 300030381
Authorized Dealer of N.O.C.

Invoice No: sa-08995 Vech No:
Customer : MAHAKAVI DEVKOTA CAMPUS
Address : Date : 04/06/2023
Pan No : 608340508 Miti : 21/02/2080

S.N	Description	Qty	Unit	Rate	Amount
1	Diesel	30.000	LTR	138.05	4,141.59
	Total				4,141.59
	Bill wise				
	Taxable Amount				4,141.59
	Vat 13%				538.41
	Grand Total				4,680.00

In Words: Four Thousand Six Hundred Eighty Only
Remarks: FUEL FOR EMIS TRAINING

admin For:LUMBINI OIL SUPPLIERS.
Prepared By Authorized By

आदर्श पुस्तक भण्डार

|| श्री गणेशाय नमः || || श्री गणेशाय नमः || ☎ ३२५२८६१

बुटवल

पान नं. ३०३३०७६६४५

(पुस्तक, खेलकुद तथा स्टेशनरी सामानको बिक्रेता)

बिल नं. .... Mahakavi 71.8 Dev Koshi Campus   मिति: 2080-02-18

श्री. .... Sunwal

ठेगाना ....

सि. नं.	विवरण	परिमाण	दर	रकम रु.	पै.
	Photo Paper	5pkt	175	878	
	Ball pen (Tsuton flow)	2pkt	400	800	
		जम्मा		1678	

क्रेता:- विक्रेता: 078

* विक्रेय वस्तुको माल फिर्ता हुदैन ।
★ ★ मुल्यचेक मिलाइदिनु ।

किशोर पुस्तक प्रसल

स्थायी लेखा नं.: ३०१६७१११८   ©०७८-५७०००५

सुनवल-४, शुभमनगर, नवलपरासी

बिल नं. 192   मिति: 2080.2.28

नाम: .... महाकवि देवकोटा क्याम्पस

ठेगाना ....

क्र.सं.	विवरण	परिमाण	दर	जम्मा रकम रु.
१	डायरी	६१	३००	१८३००—
२	किलिप	६१	८	३२८०—
३				
४				
५				
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७				
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९				
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११				
१२				
१३				
१४				
१५				
३६		जम्मा		११४८०

* भलचेक मिलिहिले । धन्यवाद ।

आक्षरेपी: एघार हजार चार सय असी   विक्रेताको सही:

क्रेताको सही:

। Breakfast and Lunch

पराजुली बारदा पसल ☎९८६६८८०३८५२

सुनवल–४, रामपुर, नवलपरासी

स्थायी लेखा नं: ६१२६९८७०६   मिति:२०८०/१२/१०

नाम:.................................   सम्पर्क नं .....

ठेगाना ....

केताको स्थायी लेखा नं.– ☐☐☐☐☐☐☐   बिल नं. 336

क्र.स.	विवरण	परिमाणा	दर	जम्मा रु.
१.		४१	९००।–	४१००।८
२.		४१	३००।–	१२३००।–
३.		८	४४०।–	६५०।–
	कुल जम्मा			१९३५०।८

अक्षरेपी रु.– ....

बिक्री भएको सामान फिर्ता हुनेछैन ।
मूल्यचुक्ता लिनेदिने । धन्यवाद ।

केता: विक्रेता:

पराजुली बारदा पसल ☎९८६६८८०३८५२

सुनवल–४, रामपुर, नवलपरासी

स्थायी लेखा नं: ६१२६९८७०६   मिति:२०८०/१२/२९

नाम:.................................   सम्पर्क नं .....

ठेगाना ....

केताको स्थायी लेखा नं.– ☐☐☐☐☐☐☐   बिल नं. 350

क्र.स.	विवरण	परिमाणा	दर	जम्मा रु.
१.		४१	९००।–	४१००।–
२.		४१	३००।–	१२३००।–
३.		४१	९०।–	८८०।–
	कुल जम्मा			१९२८०।–

अक्षरेपी रु.– ....

बिक्री भएको सामान फिर्ता हुनेछैन ।
मूल्यचुक्ता लिनेदिने । धन्यवाद ।

केता: विक्रेता:

Receipt 1 (top)

पराजुली बारता परौल

☎ ०८४६८०३८६२

सुनवल–८, रम्पुर, नवलपरासी

स्थायी लेखा नं: ६७२६१९८७०६

मिति: २०७०/९/२८

नाम: M.D.C.D. देवदह क्याम्पस

ठेगाना: देवदह

सम्पर्क नं: 3.2.5

बिल नं:

केताको स्थायी लेखा नं:

क्र.सं.	विवरण	परिमाण	दर	रु. जम्मा
१.	कलरटी	४९	९००/–	४४००/–
२.	६१ाग	४९	३००/–	१२३००/–
				कुल जम्मा १७५४००/–

अक्षरेपी रु:– सत्रह हजार चारसय मात्र

बिक्री भएकी सामान फिर्ता हुनेछैन।
भुल्तुक तिरोदिने। धन्यवाद।

केता:

विक्रेता:

Receipt 2 (bottom)

ढाँगी वेस्टी रेष्टुरेन्ट एण्ड लज

☎ ९८५६९३०६२२०

स्थायी लेखा नं: ६१७७८८९३५

सुनवल रम्पुर, नवलपरासी

बिल नं: 221

मिति: २०८०/०७/२१

नाम: Mahakabi Devkota Campus

ठेगाना: Sunwal – 4

क्र.सं.	विवरण	परिमाण	दर	जम्मा रकम रु
	Room charge	3 Days	1800	5400/–
	Khana	3	350	1050/–
	Water	5	25	100/–
	Coffee	3	50	150/–
			जम्मा	6700/–

अक्षरेपी रु:– Six thousand & seven hundred only.

भुल्तुक तिरोदिने। धन्यवाद।

केताको साहि:

विक्रेताको साहि:

vi) Breakfast and Lunch Lodging for trainers
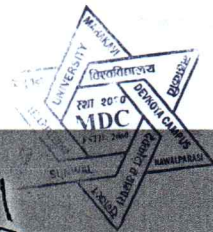
VII. Remuneration for Trainers **नगदी भरपाई**
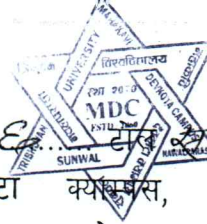
सुनवल.......... जिल्ला देवद६........ मा.वि.स/नगरपालिका वडा नं. .... टोल ....वस्ने म विजय अधिकारी .... ले यस महाकवि देवकोटा क्याम्पस, सुनवल-०४ वाट EMIS क्षमता विकास तालिममा प्रशिक्षण/ .... वापत पाउने रकम नगद रु. ९८०००।-........... (अक्षरेपी अठार हजार मात्र ....) मात्र बुझिलिई यो भरपाई गरिदियाँ ।

ईति सम्वत् २०८०................साल .....२..... महिना ..२२...... गते ....रोजमाशुभम् ।

TADA	
खजा खर्च	
परिश्रमिक	रु.९८०००।-
TDS कट्टी ९%.	रु.२६००।-
खुद पाउने रकम	९५४०।-

....
बुझाउनेको दस्तखत

....
बुझिलिनेको दस्तखत

नगदी भरपाई महेन्द्र रत्न कमाभरु, नेटचल

५. ५. रुपन्देही जिल्ला रुपन्देही ग्रा.वि.स/नगरपालिका वडा नं. .... टोल ....वस्ने म परश राम अध्यापय .... ले यस महाकवि देवकोटा क्याम्पस, सुनवल-०४ वाट EMIS क्षमता विकास तालिममा प्रशिक्षण .... वापत पाउने रकम नगद रु. ....१८,०००/(अक्षरेपी अठार हजार मात्र ....) मात्र बुझिलिई यो भरपाई गरिदियाँ ।

ईति सम्वत् २०८०................साल .....०२..... महिना ..२९...... गते ....रोजमाशुभम् ।

TADA	
खजा खर्च	
परिश्रमिक	१८,०००/-
TDS कट्टी १८/.	-२६००/-
खुद पाउने रकम	१५,३००/-

....
बुझाउनेको दस्तखत मोन. ९८४९१३५४५६
पान नं. ९०१३६८५४३

....
बुझिलिनेको दस्तखत

नगदी भरपाई

नवलपरासी जिल्ला सुनवल मा.बि.स/नगरपालिका वडा नं. ६ टोल विश्नालय वस्ने म पदम पाण्डे ले यस महाकवि देवकोटा क्याम्पस, सुनवल-०४ वाट EMIS क्षमता विकास तालिम सम्बन्ध्मा रिपोर्ट वापत पाउने रकम नगद रु. ५०००।- (अक्षरेपी पाँच हजार मात्र) मात्र वुझिलिई यो भरपाई गरिदियाँ ।

ईति सम्वत् २०८० साल ०२ महिना २१ गते रोजमाशुभम् ।

TADA	
खजा खर्च	
परिश्रमिक	५०००।-
TDS कट्टी	४५०।-
खुद पाउने रकम	४५५०।-

....
वुझाउनेको दस्तखत   वुझिलिनेको दस्तखत

नगदी भरपाई

नवलपरासी जिल्ला सुनवल मा.बि.स/नगरपालिका वडा नं. ६ टोल विश्नालय वस्ने म नारायणप्रसाद पाण्डे ले यस महाकवि देवकोटा क्याम्पस सुनवल-०४ वाट EMIS तालिमसभा चिठी पत्रन आदि तामल पेश्रोल वापतपाउने रकमनगद रु. ५०००।- (अक्षरेपी पाँचहजार मात्र) मात्रवुझिलिई यो भरपाई गरिदियाँ ।

ईति सम्वत् २०८० साल ०२ महिना २१ गते रोजमाशुभम् ।

पाउने रकम	५०००।-

....
वुझाउनेको दस्तखत   वुझिलिनेको दस्तखत

नाम : ....

Ministry of Finance

Inland Revenue Department

(TDS at source system Form)

ubmission No. : 800052336626

AN No. : 608340508

-Mail :

hone : 9860834050

ame : Mahakavi Devkota Campus

DS Collection Period: From 2079.04.01 To 2080.02.24

land Revenue Department's Name : Inland Revenue Office Bhairahawa

Record has been verified...

Verified Date : 2080.02.25

TDS Type :	Remuneration Income Tax					Account Code: 11112
S.N.	PAN No.	Name	Date	Date Type	Payment Amount (Rs)	TDS Amount (Rs)
1	109378583	PARSHURAM UPADHAYAYA	2080.02.24	BS	18,000.00	2,700.00
2	127591201	BIJAYA ADHIKARI	2080.02.24	BS	18,000.00	2,700.00
3	111082713	Padam Pandey	2080.02.24	BS	5,000.00	750.00
				Total Amount	41,000.00	6,150.00

Voucher Information

	Account	Voucher No.	Payment Mode	Payment Date(BS/AD)	Bank/IRO	TDS Amount (RS)
1	11112	48707040	Bank	2080.02.22	Rastriya Banijya Bank	6,150.00
					Total Amount :	6,150.00

राजस्व व्यवस्थापन सूचना प्रणालीमा कर दाखिला भएको निस्सा

भौचर विवरण

आर्थिक वर्ष:	२०७९ / ०८०
कारोबार सङ्केत:	२०७९ - ११५८३८९४
भौचर मिति:	२०८०/०२/२२
कार्यालय:	करदाता सेवा कार्यालय परासी

सि. नं.	भौचर नं	शिर्षक विवरण
१	४८७०७०४०	पारिश्रमिक आय कर (१११११२)

रकम भुक्तानी भएको , जम्मा रकम : ६१५०

मिति:	2080/02/22
बैंक:	Rastriya Banijya Bank
रकम अक्षरमा :	छ हजार एक सय पचास रुपैयाँ मात्र ।

राजस्व जम्मा गर्नेको विवरण

पान नं:	६०८३४०५०८
नाम:	महाकवी देवकोटा क्याम्पस
ठेगाना:	रमवापुर ४ सुनवल
फोन:	०९८४७२६९०४८

वापत	रकम	आय वर्ष	श्रोतमा करकट्टी
आय विवरण	६१५०	२०७९/०८०	हो

iv). Banner and certificate Printing

प. नं. ६०३७३४५२०६   ☎ ९५५७०४५९५५३, ९८०६९२८५०९
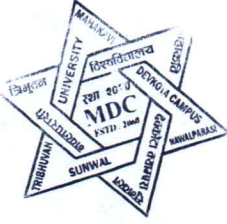
☸ राजेन्द्र डिजिटल आर्ट्स
सुनवल, नवलपरासी

बिल नं: **1592**   मिति: २०८०/२/२३

क्रेताको नाम: प्रज्ञाकारी देवकोटा व्याम्पस

ठेगाना: सुनवल - ६   हस्ते:

क्र.सं.	विवरण	साईज	थान	दर	रकम
१	EMIS ट्रेनिङ न्यानर प्रिन्ट	२x६	१		१०००
२	प्रमाण पत्र	A५	४१	६०	२४६०

अक्षरेपी रु: चौतिस सय साठी रुपैया मात्र

जम्मा	३४६०
पेश्की	
बाँकी	

क्रेता:   ॥ भुलचूक लिनेदिने ॥   विक्रेता:

हाम्रा सेवाहरू: साईन बोर्ड, होर्डिङ्ग बोर्ड, फ्लेक्स प्रिन्ट, फोटो फ्रेमिङ्ग, लाईट बोर्ड, नाईफ पेन्टिङ्ग, नम्बर प्लेट ग्राफिक्स प्रिन्ट, मायाको चिनो, टि-सर्ट प्रिन्ट, नाईनल छाप, सेल्फ छाप लगायतका सेवाहरू उपलब्ध छ ।