

Է՞մուզ արկյն արկյՆ- 1

ԻԿմԳԿՄ: EDBN 1522

Է՞ՄԲԻ ԱԷ ԳՄԻԿԿԵ (ԱԷ ԳՄ) ԻՇՄՈՂ

ԳՄԴԵ: 1 | 3

ԻԲԵՂ

Մ. ԻԳ: ԿՅԳԻՆԿ ԻԳԳՎ

մոնիթինգ ԱԷ՝ՐԿ, ԻՇ ԱԷ ԳՄԻԿԿԵ, ԷՎԴԵ |

(ԲԴԻԲ: 1, Առաքեկ: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13)

ԻԳ: ԻԳՐԻԲԻ ԻՆԳԵ

մոնիթինգ ԱԷ՝ՐԿ, ԻՇԵ ԻՇ, ԷՎԴԵ |

(ԲԴԻԲ: 2, Առաքեկ: 14, 15, 16, 17, 18)

ԳԵԳ ԿԳՎԻ ՄՈՆ

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ԱՄՆ ՅԱԳՆԵ ԶԻՅԻՎԻ

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ՄԱՍՆ՝ ԵՂ

Մ. ԻԳ: ԱՅԻԽԻ-ԻՆԳԵ

ԱԷ՝ՐԿ, ԻՇ ԱԷ ԳՄԻԿԿԵ, ԷՎԴԵ |

(ԲԴԻԲ: 1 – 5; Առաքեկ: 1 – 34)

 <p>TQI Working For Quality</p>	<p>ԻՇ ԱԷ ԳՄԻԿԿԵ ԷՍԵՅ ԻՖ՝Կ ԴՅԳՅ՝ ՌԵԿՈՒԷ՝ՎԵՅԳ</p>	 <p>ԷՍԵՅ ԻՖ՝Կ ԴՅԳՅ՝ ՌԵԿՈՒԷ՝ՎԵՅԳ</p>
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e'emvq vkyv vkyY- 1

fKvqKv: EDBN 1522

veGW tcÜMög

cKvkKvj

cÜg gY

tmP, 2008

cÜg cvigvRg gY

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Rvsv, 2011

Rvsv, 2012

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eivj v`k Dvgv vektv`vj q

MvRvcj- 1705|

gY

Avj & Kv`i AdtmU vcÜvm©

57, üvl tkk`vm tivW

mFvcj, XvKv- 1100|

FigKv

Ávb I `ýZvi cĀmZ-cĀ mZZ cwi eZĀkij | AvRtKi Ávb I `ýZvi fiel tzi P'vtj Ä tgvKvtejq hġó nte br- GuvB `rfweK | GRb" cĀqvRb cĀZubqZ G tÿTmgfni beiqb I AvanjKxKiY |

ikÿv I ikÿK cĀkÿY KgmPi cĀZömbK aviv G Dcgnvġtk cĀq `B kZ eQi ati P'tj AvmtQ | AZxtzi G ikÿv vb c×uZ uQj AtbKvstk , iæZ_v ikÿKtKw`K | ikÿv vtb G aviv Ggb Kx weSk kZvāxi tkl cĀš chš P'tj AvmQj | eZġvB G iPšlavivi e'vcK cwi eZĀ NtUtQ | AvanjK ikÿv vb c×uZ ikÿv_xP'K I KgfriEK | GQvovl ikÿY-ikLb ieltq iekġ'vcx ubZ" bZb iPšlavivi D"e NUtQ | ietkji iefbæġtk G , t'jv AbryZ nt"Q | evsj vġtk Gi cĀZĀ GLb mgtqi `vex |

Gme AvanjK iekRbxb iPšlavivġK evsj vġtki ikÿv e'e`iq cĀZġbi gva'tg ikÿvi gvtbvġtbi j tÿ" miKvi e'vcK Dġ"m MġY Kti | Gi avivemKZvq 2005 m'jtj MpxZ nq Teaching Quality Improvement in Secondary Education Project (TQI-SEP) | G cĀkġi i Ab"Zg DġiK" nj gva'igK ikÿK cĀkÿY KgmPi gvb Dbġb I AvanjKvġtbi gva'tg gva'igK iet`ij tqi ikÿY-ikLġbi gvtbvġb | tKbbv GKgvġ AvanjK gvbma'úbæ cĀkÿYZ ikÿtKi gva'tgB gvbma'Ź ikÿv vb ma'e |

gva'igK ikÿK cĀkÿY KgmPi gvtbvġtB BtZvġcġtmimc cĀkġi i Avl Zvq iegW ikÿvµtg e'vcK cwi eZĀ m'rab Kiv nq | cĀvqB Kiv nq AvanjK I iekgvtbi ikÿvµg | iUikDAvB-tmc cĀkġi i Dġ"vġM 2006 m'jt t_ġK G ikÿvµg RvZvq iekġe`ij tqi gva'tg mKj miKvi I temiKvi iUuvm-tZ ev`éivqZ ntqtQ | miKvġi i m×všġ Abryvġi GKB mġ_ Zv evsj vġk D"Ź iekġe`ij tqi (evDne) `ikÿtYi gva'tgl ev`éivqB Dġ"m MġY Kiv nq | G j tÿ" 2008 m'jtj evDne I iUikDAvB-tmc cĀkġi i gġa" GKuP P"Ź `Źywi Z nq | G P"Ź Abryvq evsj vġk Dbġy iekġe`ij tqi `ġ Ae GWġKkb 2008-2009 ikÿvelġ_ġK GKB ikÿvµtgi Aaxtb iegW tĀMġg cwi P'j bv Ki tQ |

eZġvB `ikÿtY iegW tĀMġtgi ikÿv_xP'v gġLvgġ iegW tĀMġtgi ikÿv_xP' i mġ_ Awfbae ikÿvµtgi gva'tg GKB gvtbi iegW iUuMĀARĀ Kivi mġhvm cġ"Q | G tĀMġtgi GKuP Dġj LthvM" Ask G cvV mvgMĀ | eZġvB DfQ avivq GKB cvV mvgMĀ P'j yitqtQ | `ġ Ae GWġKkb Ges iUikDAvB-tmc Gi msukĀ Rb Kġvi cwi kġgi gva'tg G cvV mvgMĀ cĀvqB KġitQb | GRb" Zuv cĀsmvi `ve`vi |

G cvV mvgMġZ ikÿY-ikLġbi AvanjK I iekgvtbi iPšlavivi cĀZdj b NUvġvi cĀvm P'j vġbv ntqtQ | Avkv Kiv nt"Q Gi gva'tg evsj vġtk hġMvcthvMx gvbma'úbæ`ÿ ikÿKgdj x`Zwi Kiv ma'e nte hviv evsj vġtki gva'igK ikÿvi gvtbvġtB `ÿ I BvZevPK figKv ivLte |

cĀkġi cwi P'j K
iUikDAvB-tmc
ikÿv gšÿv q, XivKv |

Wxb
`ġ Ae GWġKkb
evsj vġk D"Ź iekġe`ij q

mPCĬ

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BDıbu - 1

- Avatekb 1** : e`emıq ıkÿv I e`emıq ıkÿvj vf
- Avatekb 2** : gva`ıgK `fi e`emıq ıkÿvi , iaZ;
- Avatekb 3** : gva`ıgK `fi e`emıq ıkÿvi velqe`-t 6ô-10g tkYıZ
e`emıq ıkÿv ıkÿvıg `ıj tj i velqe`-ıetkıY
- Avatekb 4** : gva`ıgK `fi e`emıq ıkÿvi velqe`-t ıkÿvıg veııZ
I cW`mıP
- Avatekb 5** : gva`ıgK `fi e`emıq ıkÿvi velqe`-t cW`cÿK I
cixıvi cıeı
- Avatekb 6** : gva`ıgK `fi e`emıq ıkÿvi Dıİk, ıkLb dj I cW
cui mi
- Avatekb 7** : velqe`-ı veKıkıgub I thŞıP Kıg vPııYZKiY
- Avatekb 8** : e`emıq cui Kıbv I e`emıqK thıMıthıM
- Avatekb 9** : ımmveıÿY I ımmveıeÁıb
- Avatekb 10** : eisj v`tki e`emıtqi LvZ
- Avatekb 11** : e`emıq gııj Kıbv I `^Kgııs`ıb
- Avatekb 12** : e`emıq tÿıı eııeıEK SıK, mıgııRK tıııZ Ges
cui c°Zv
- Avatekb 13** : e`ııMZ Avıj vPııı velqe`-ııı ıceıKıY

Giu gj-Z GKiu e'emvq| t'vKiv`vi cY" µq Kti Zv ciienY, c'itKiuRs I e'envi Dc'thMx Kti tfr³vi vbKU ueµtqi gva'tg gbydv AR⁸ Kti, GB mg'ÍKvh'eij i mguóB ntjv e'emvq| A_ŕ cY" mvgMá Dm'j t_ŕK µq Kti tµZv ev tfr³vi nvfZ Ztj t`qvi cáµqvi mvt_ RuoZ hveZiq Kvh'eij tKB e'emvq etj |



ce² L t e'emvq I e'emvq ikýv ik?

ikýv_xe,,` ,

tKiv e'w³ ev cáZôvb hLb gbydv AR⁸bi Rb" tj bt`b m²útbie KvŕR e'vcZ ZLb ZvŕK e'emvq etj Ges ikýv ue'ŕti i th kvLiq GB e'emvq Kvh'eij m²útk⁹ikýv t`qv nq ZvB e'emvq ikýv| A_ŕ e'emvq cii Pvj bv mspµśiel qv` Ávb ue'ŕti i th kvLiq vb cvq ZvŕKB e'emvq ikýv etj | e'emvq ikývi mvt_ th mkj iel q RuoZ Zv ntjv e'emvq e'e'vcbv, e'emvq inmvieÁvb, e'emvq A_ŕqb, e'emvq uecYb Ges e'emvq thMvthvM BZ'w | A_ŕ ikí mspµśi Kvh'eij , µq-ueµq mspµśi Kvh'eij Ges Dcv`vb I e'Eb mrvqK Kvh'eij e'emvq inŕmte MY"

KvR: ikýv_xe,,` , e'emvŕqi mvt_ m²ú³ wZbuU KvŕRi bvg wj Lty|



ce² M t e'emvq ikýv ikývj vf Kx?

ikýv_xe,,` ,

ikývj vf ntjv tKiv iel q m²útk⁹ÁvbvR⁸ Kiv ev Abgveb Kiv| A_ŕ tKiv wv⁸ w⁸ ielŕqi cáZ e'w³i Ávb uecvmvB"Qv ev AvKiv⁹vi djvdjB ntjv H ielŕq ikývj vf| ikývj vŕfi gva'tg e'w³i AvPiY, i²µP, tKiv ielŕqi cáZ aviYvi cii eZ⁸ NŕU ev tKiv m²ú⁸ ielŕqi cáZ m²úó aviYvi DrcuÉ NŕU| e'emvq mspµśi hveZiq tj bt`b, Av`vb-cúvb, j vf-tj vKmv BZ'w ielŕq ikývj vf KivB e'emvq ikývj vf|

KvR: ikýv_xe,,` , wbtRi AwfÁZvi Avŕj vŕK e'emvq ikýv j vŕfi GKiu msÁv wj Lty|

umveiyY cFwZ | e'emvqi G mKj w K msµvš hveZxq Ávb ARB ntjv e'emvq
ukÿv ukÿvj vf | Avi I mnRfite ejv hvq e'emvq ukÿv msµvš uewfbæel tqi Dci
Ávb, `ÿZv I cQvM tKŠkj ARB KivB ntjv e'emvq ukÿv ukÿvj vf | Gi gva'ig
tµZv`i iap, cQ, cQvRb, Pwv`v BZ`w` cebgvb Kti mWK mgtq, mWK
e'w³ ev tµkb w tµ mWK cY` I tmev Drcv`b Kti mWK mgtq cKZ. tµZv ev
tfv³ v`i wBKU Zv tcSQtbv hvq | dtj cZôvbi jÿ` I Df'k` mµwDZ nq |



gji'iqb

- 1 | e'emvq ej tZ Kx etSb?
- 2 | Avcbvi gtZ e'emvq ukÿv Kx?
- 3 | e'emvq ukÿv ukÿvj vf Kx?
- 4 | e'emvqi , iazjeYv Ki ab |
- 5 | e'emvq ukÿv ukÿvj vtfi cQvRbxqZv e'vL'v Ki ab |



mæe' DEi

1. tKiv e'w³ ev cZôvb hLb gvndv ARBbi Rb` tjb`b mævte KivR
wbtqWRZ `vK ZLb ZvK e'emvq etj | Ab` K_vq ejv Ptj cY` ev tmev
mieivn Kti gvndv ARB Kivi jÿ` KivR e'`v_KivB ntjv e'emvq ev
business |
2. ukÿv ue`t'ii th kvLiq e'emvq Kvhµg mævK ukÿv t`qv nq ZvK e'emvq
ukÿv ejv nq |
3. e'emvq msµvš hveZxq tjb-t`b, Av`vb-côvb, jvf-tjvKvnb BZ`w` wltq
ukÿv jvf KivB e'emvq ukÿvj vf | Ab` K_vq ejv hvq, e'emvq ukÿv msµvš
uewfbæel tqi Dci `ÿZv I cQvM tKŠkj ARB KivK ejv nq e'emvq ukÿv
jvf |
4. e'emvq ukÿv mgvR MVb I Dbqb ZjvšZ Kivi GKw Ab`Zg gva'g | e'emvq
e'ZxZ gvbe Rxeb APj | e'emvqi gva'ig Rivxq `v`msiyY, Dbz Rxeb
hvcb gvbe Kj`vY I mævK Dbqbgj-K Kvhµg cwi Pvj bv Kiv mæ | GQvov
e'emvqi gva'ig vek-âvZZteva mµmn Avg`vb I iBvbi gva'ig t`k I
wtkj Dbqb mæ |
5. e'emvq ukÿv ukÿv jvtfi gva'ig cY`-`è` I tmev thvMvb, cvRi mgvtek
mvab, PivKv i ms`vbi e'e`v Kiv, cKwZK mæv`i mð`envi Kiv, mvgvRK
AMwZ mvab, thvMthvM I cwi entbi Dbqb mvab Ges Avtqi Drm eµx Kti
Rxebhv'vi gv b Dbqb Kiv mnRZi Kiv hvq |

5. Kgms`vtbi e'e`vi gva'tg teKviZi `hKiYi Rb` tckvMZ uk'yvi e'e`vKiY|
6. webtqvMi cwitek I mshvM mjev gj`vqbi gva'tg mWK e'e`v PivZKiY|
7. bZb Dt`v³v I AvZKkgms`vtbi mshvM mvo Kiv|
8. e'emvq uk'yvtK Rieb I RneKvi nviZqvi untmte cwiYZ Kiv|
9. e'emvq uk'yv chvti Avtj vtK AvaybK netk;e'emvtqi ,iaZjZtj aiv|
10. mtevemi kvixi K ktgi ciz uk'yv_xp i tk kxvkxj Kiv|

KvR: ucq uk'yv_xe'emvq uk'yvi j y`mgfni GKwU PwUcO'Z Kiab|



ce@ L t gva'igK `ti e'emvq uk'yvi Dtik'mgn

ucq uk'yv_xe' tPvL eU Kti evsj vt`tki uk'yv e'e`v vbtq cUP igvbu fvely| Gevi vbtPi dUKv RvqMvq evsj vt`tki uk'yv e'e`vi weifbae`li Ges `li Abhvx mgqmvgv Dtj L Kiab:

ucq uk'yv_xe' lo tkYx t`tk Ov`k tkYx chs uk'yvB ntjv gva'igK uk'yv| Avb Zvcm W. KziZ-B-Lyvi gtZ OcO'igK uk'yvi cieZx'P wvMoi ce@Zx'uk'yv avc ntjv gva'igK uk'yvi `li O| GB `tii uk'yvB GKRb uk'yv_xp wfiE MVb Kitz mnvqZv Kti| Gi Dci wfiE KtiB tm KgRieb Ges D'P uk'yvi cwi Kibv MhY Kti| Avgt`i t`tk RbmsL`vi Zjbvq D'P uk'yvi mshvM Kg| ZvB GB `ti Stj cov uk'yv_xp i Kgms`vb I AvZKkgms`vtbi cOqvRb nq| G w`tk tLqvj ti tLB

1995 mvj t_#K gva'igK _#i e'emvq ukÿv uelqul msthvRb Kiv nq| gva'igK
_#i ubtq³ jÿ" I D#i'k" ubtq e'emvq ukÿv c#j b Kiv nq :

1. **Ávb I `ÿZv AR#t** gva'igK _#i e'emvq ukÿvi gva'tg ukÿv_x#Y e'emvq
msmuš'wfbæKv#ej , i x#Z-bx#Z I c#qM m#úK#Ávb I `ÿZv AR#t Ki#e|
2. **tckv ube#bt** ukÿv_M#Y tk#l ukÿvi Dci wfi#E K#i ukÿv_x#Y tckv ube#b
K#i _#tK| Z`#c e'emvq ukÿv ukÿv M#Y tk#l ukÿv_x#Y mn#RB e'emvq
msmuš'tckv ube#b Ki#Z cvi#eb|
3. **D"P ukÿvi wfi#E Mvbt** gva'igK _#i e'emvq ukÿvi gva'tg ukÿv_x#Y cieZx[©]
e'emvq msmuš'D"P ukÿvi wfi#E `vcb Ki#e|
4. **bZb D#`v³v I e'emvq c#Z#v m#t** e'emvq ukÿvi gva'tg bZb D#`v³v
m#óKiY Ges D#`v³v#i #viv A#bK e'emvq c#Z#v `vcb hv teKviZ;
`#Ki#Y mnvqK n#e|
5. **k#gi gh#v c#vbt** e'emvq ukÿvi gva'tg cY" Drcv`b I tmev mieivn msmuš'
hveZxq Kv#ej ukÿv`vb Kiv nq hv ev`#vq#b k#tK Ab`Zg Drcv`b wnt#te
e`envi Ki#Z nq| D#`v³v#tK ub#Ri kvixi K k#j w#btqvMmn k#gK#i k#j
w#btqvM Ki#Z nq| G#Z kvixi K k#gi gh#v e#x cvq|



ce[©] M t gva'igK _#i e'emvq ukÿvi Ašb#Z gj`teva

ukÿv_x#Y, eZ#vb mvgvRK R#etb th msKU Zv n#jv gj`tevtai msKU| Avi
GRb`B R#et#K gvwRZ, m#sLj I AvPvi-AvPi#Y cwiix K#i tZjvi Rb"
gj`tevtai Ab#xjb `iKvi| wfbæc#vi gj`tevtai gta` b#ZK I mvgvRK
gj`teva mgv#Ri I e#w³i wbcwšZ I k#Luj Z R#etbi Rb" L#B , i#ZcY[©] e'emvq
ukÿv G`#U gj`tevtai msiÿY Kivi c#P#v P#j v#Q| Av#bK mgv#Ri c#KwZ, k#j
e`e`v BZ`w` Avgv#i R#etb bZb wKQvgj`tevtai Rb#w`#t"Q, dtj gvw#tKi m#t_
k#g#Ki, e'emvq e`e`vcbvi m#t_ RbM#Yi Ges e`emv#qi m#t_ cwi#t#ki wfbæ
gwiK m#úK#`w#Z n#t"Q| D`vniY wnt#te ejv hvq Drcv`b e`e`v Av#bKvqb,
KwL#y#t#i hwišKxKiY, e#E b e`e`v Av#bKvqb BZ`w` k#j I k#g#Ki m#úK#K
cwiwZZ K#i#Q| Gme cwiw`wzi g#j i#t#Q e'emvq ukÿv| e'emvq t#y#t#i
gj`tevtai , i#Z; Acwi mxg| e'emvqxi `b#ZK gj`teva e`emv#K mdj Zvi #vi c#t#š
w#btq hvq| e`emv#qi mvgvRK gj`teva e`emv#qi mvgvRK M#Y thvM`Zv evovq|

BDıbu-1

Avatekb-2

gj- ikLbıq vel'iqi mn'huMzvıbtq QıKi kb'`ıb, tıv ciY Kiab:

μg.	e'emıq ik'yvi mıaviY j'y' I Dı'ik"	μg.	gva'iqK `ti e'emıq ik'yvi j'y' Dı'ik"
1/	gıvıdvı AR@ I Rb'tmevi Rb' cY' I tmev Drcı`b/	1/	Áıv I `yZı AR@
2/		2/	
3/		3/	
4/		4/	
5/		5/	
6/		6/	
7/		7/	

gj- ikLbixq ielq (Key Learning Point)

gva'igK `ti e'emvq ikÿvi , iaZ;



e'emvq ikÿv e'emv msµvšl hveZixq Kvhÿig I Kvhÿigmgæ mÿv i aifc ev`evqtbi Kjv-tKškj I Gi cõqvM mæútKæavi Yv cõvb Kti | GQvov Dt`v³v mÿpó, ikí cõZõvb `icb, e'emvq cõZõvb cvi Pvj bvi i xivZ-bmiz mæútKæev`é ikÿv cõvb Kti | e'emvq cõZõvtbi inmvei yY cõµqv, cY`-`é Drcv`b, eEb, cY` evRvi RvZKi Y BZ`w` msµvšl Kvhÿitgi ikÿv ibwõZ Kti e'emvq ikÿv |

e'emvq ikÿvi j 91"

gvidv ARØ I Rbtevi j ty` cY` te`i Drcv`b, eEb I tm,tjvi mnvqK mKj SÿKcY`Kvhÿei j MðY I mivK ev`evqb e'emvq cõZõvtbi j y` | A`DcivRæbi j ty` cZ`y` ev ctivÿ kg I tmevKg`msµvšl Kvhÿei j Ges µq iemvq msµvšl hveZixq Kvhÿei j mÿv i aifc ev`evqtbi Rb` ikÿv cõvb B e'emvq ikÿvi gj-j y` | iektqvtbi Kvi ty` ietk; e'emvq ikÿv ielq GKiv Avt`ij b i iæntqtQ | GB ikÿv ikÿv_xp i wku Kggjx, AvZ`Kgmš`vb gj-K ikÿv e`v i ntmte cvi wPZ ntqtQ | ZvB Gi gj-j y` I Dt`k`ik migtb ti tL e'emvq ikÿvi Kvhÿig Pvj vtbn nt`Q |

e'emvq ikÿvi Dt`ik`

- 1| e'emvq i wvfbæKvhÿei j i ikLb Dt`k`mgæ ikÿv_xp i AeMZ Kiv |
- 2| e'emvq cõkuz, , iaZ; I cõqvRbixqZv mæútKæev`é avi Yv cõvb |
- 3| e'emvqK Kvhÿei j thgb cY` ev tmev Drcv`b t`k` i iæ Kti Zv tfv³vi wku tcõvvtbn chšl hveZixq Kvhÿig (Drcv`b, eEb, evRvi RvZKi Y, gj` wbjcY, inmvei yY BZ`w`) mæútKæikÿv_xp i tK AeMZ Kiv |
- 4| mvgvRK I `buzK gj`teva mÿpZ e'emvq i , iaZ; mæútKæevZKi Y |
- 5| Kgmš`vtbi e`vi gva'tg tekvi Zj` hki tyi Rb` tckvMZ ikÿvi e`v Ki Y |
- 6| wvbtqvMi cvi tek I mshvM mÿvav gj`vqvtbi gva'tg mivK e`v wPvZKi Y |
- 7| bZb Dt`v³v I AvZ`Kgmš`vtbi thvM`Zv ARØ |
- 8| e'emvq ikÿvtK Rieb I RmeKvi nvizqvi i ntmte cvi YZ Kiv |
- 9| e'emvq ikÿv cõvti i Avtj vtK AvabK ietk; e'emvq i , iaZ; Ztj aiv |
- 10| mtefcvi kvixi K ktgi cõZ ikÿv_xp i tK k`vkvj Kiv |

gva'igK `fi
e'emvq ik'yvi
j'y' I Dfik'

gva'igK ik'yv ejtZ c'igK I D'P ik'yvi ga'eZi[©]fi ik'yvtK eSvq| Avb
Zvcm W. KziZ-B-L'vi gtZ Oc'igK ik'yvi cieZi[©]I MVM[©] fi ce'eZi[©]ntjv
gva'igK fi | O A_# I o tkYx t_tK Ov k tkYx chS[©] ik'yvB ntjv gva'igK ik'yv
fi | gva'igK fi i ik'yv e'e-^vB gj-Z GKRB ik'yv_xP wfiE c'Z Kfi | ik'yv_xP
Gi Dci wfiE Kfi B D'P ik'yv I KgR[©]xetbi cwi Kí bv MhY Kfi | AvqZb Abynfi
Avgvt' i t_tki RbmsL'vi cwi gvY A**tbK** tenk | tm Zjbvq ik'yv e'e-^vi
KvVtgvMZ Ae-^vb L**gB** `g[©] | ZvB A**tbK** ik'yv_xB D'P ik'yvi Ovfi tcl'v[©]tbvi
c**teB** Sfi hvq | Sfi cov ik'yv_xP i Kgms-^vb I AvZ**Kgms-^vtb**i c'qvRb nq |
GQvov, D'P ik'yvi Rb" e'emvq ik'yv GKU^U , iaZcY[©]ielq (Discipline) | D'P
ik'yvi wfiE -^vcb I Sfi cov ik'yv_xP i Kgms-^vb I AvZ**Kgms-^vtb**i Rb"
gva'igK fi e'emvq ik'yv kvLvi msthvRb tenk w_tbi bq | evsj vt_tk 1995
mvt' j gva'igK fi i ik'yvug cwi eZ[©] KigvU i mgvvi k gtZ gva'igK fi e'emvq
ik'yv ielqU msthvRb Kiv nq | gva'igK fi i b'tg[©] j'y' I Dfik' mgn-^vbtq
e'emvq ik'yvi c'j b Kiv nq |

1. **Avb I `yZv AR[©]t** gva'igK fi e'emvq ik'yvi gva'tg ik'yv_xM^Y e'emvq
msp^vš[©] i wfbacK^vi hv[©]ej i xiz-bxiz I c'qvM m^vú[©]K[©]Avb I `yZv AR[©] Ki te |
2. **tckv i beP[©]b** ik'yv MhY tktl ik'yvi Dci wfiE Kfi ik'yv_xM^Y tckv i beP[©]b
Kfi _vtK | Z`jc e'emvq ik'yv ik'yv MhY tktl ik'yv_xM^Y mn^vRB e'emvq
msp^vš[©] tckv i beP[©]b Ki tZ cvi te b |
3. **D'P ik'yvi wfiE Mvbt** gva'igK fi e'emvq ik'yvi gva'tg ik'yv_xM^Y cieZi[©]
e'emvq msp^vš[©] D'P ik'yvi wfiE -^vcb Ki te |
4. **bZb Df`v[©] I e'emvq c'Zovb mvt** e'emvq ik'yvi gva'tg bZb Df`v[©]
m^vó[©]KiY Ges Df`v[©]vt`i Ov i A**tbK** e'emvq c'Zovb c'ZKiY hv teKvi Z;
`i^vKi tY mnvqK nte |
5. **kftgi gh[©]v c'vbt** e'emvq ik'yvi gva'tg cY" Drcv`b I tmev mi ei vn msp^vš[©]
hveZxq Kvhp[©]g ik'yv`vb Kiv nq hv ev-^viqtb kftK Ab`Zg Drcv`b i^vntmte
e`envi Ki tZ nq | w^vtRi kv^viii K k[©]g w^vib^vq^vMmn Df`v[©]vt`K kftgKt`i kftg
w^vib^vq^vM Ki tZ nq | GtZ kv^viii K kftgi gh[©]v ew^x cvq |

e'emvq ik'yvi
Ašb[©]nZ
gj`teva

eZ[©]vb mvgv^vRK R^xetb th msKU Zv ntjv gj`tevtai msKU | Avi GRb`B R^xet**K**
gv^vRZ, mksLj I AvPvi-AvPi tY cwi i x Kfi tZvjvi Rb" gj`tevtai Abkxj b
`i Kvi | w^vfbacK^vi gj`tevtai gta" `bvZK I mvgv^vRK gj`teva e`w[©] I mgvtRi
w^vbq^vš[©] I ksLuj Z R^xetbi Rb" L**gB** , iaZcY[©] e'emvq ik'yv G `g[©]U gj`tevtai
msi yY Kivi c'Póv Pij vt`Q | AvabK mgvtRi c'KuZ, k[©]g e'e-^v BZ`w` Avgvt` i
R^xetb bZb i KQygj`tevtai Rb^v w`vt`Q, dtj gvij tKi mvt_ kftgKi, e'emvq
e'e-^vcbvi mvt_ RbM^vYi Ges e'emvtqi mvt_ cwi te^vki wfbagv^vl K m^vú[©]K[©] w^vcZ
nt`Q | D`vni Y i^vntmte ej v hvq Drcv`b e'e-^v AvabKvqb, Kul.ty^vt^v hviš[©]KiY,

eËb e'e-v AvajbKvqb BZ'w` kÿ I klg#Ki m'uK#K cwi enZ' Kti#Q| Gme
cwi w'wzi g#j i#q#Q e'emvq ukÿvi| e'emvq tÿ#I gj-#evtai , i#Z; Acwi mxg|
e'emvqxi 'bwZK gj-#eva e'emv#K mdj Zvi Øvic#t#s' wbtq hvq| e'emv#qi
mvgw#RK gj-#eva e'emv#qi mvgw#RK M#Y#h#M'Zv eivovq|



gj-#vqb

- 1| e'emvq ukÿvi j'ÿ' I D#I'k'mgr eY#v Kiab|
- 2| gva'wgK #i e'emvq ukÿvi D#I'k'mgr eY#v Kiab|
- 3| e'emvq ukÿvi A#b#nZ gj-#eva eY#v Kiab|



m#e' D#i

- 1 bs c#kaD#i i Rb' ce#K I gj- ukLbxq w#l q t`Ly|
- 2 bs c#kaD#i i Rb' ce#L I gj- ukLbxq w#l q t`Ly|
- 3 bs c#kaD#i i Rb' ce#M I gj- ukLbxq w#l q t`Ly|

gva'igK ãfi e'emvq ukÿvi cV'cÿK, ij i biv:

- 1/ e'emvq cV'PvZ
- 2/ e'emvq Dt`vM
- 3/ gva'igK vnmveÁvb
- 4/ evvR`K f#Mvj



ce® L t gva'igK ãfi e'emvq ukÿvi cV'cÿK, ij i velqe`

- 1/ e'emvq cV'PvZ tKvmp tgvU 13uU Aa'vq (gj- ukLbxq vel q t`Lb)|
- 2/ e'emvq Dt`vM cV'cÿK Ki tgvU 9uU Aa'vq (gj- ukLbxq vel q t`Lb)|
- 3/ gva'igK vnmve Ávb vel tqi tgvU 12uU Aa'vq (gj- ukLbxq vel q t`Lb)|
- 4/ evvR`K f#Mvj cV'cÿK Ki tgvU 12uU Aa'vq (gj- ukLbxq vel q t`Lb)|

KvR: mycÿ ukÿv_x,® gj- ukLbxq velqe`i mnthvMZv vbtq bxtPi OK Abjvqx e'emvq ukÿvi cV'cÿK, ij i velqe` vekt Y Ki ab:

tKvmp biv	tKvmp,ij mV'K vKbv	Kvi Kÿvq Abjvqx Aa'vq veb`vm AvtQ vKbv	Aa'vq, ij gva'igK ãfi i Rb` Dc`hvMx vKbv	cV'cÿK tevaMg` I mvej xj vKbv	cV'cÿK mgfn ukÿv cxvZ Abjv Y Ki v ntqtQ vKbv
e'emvq cV'PvZ					
e'emvq Dt`vM					
gva'igK vnmveÁvb					
evvR`K f#Mvj					

BDıbu-1

Ava'etekb-3

gj- ikLbxq ñelq (Key Learning Point)

e'ëmvq ikÿv ikÿvµg `ıj tji ñelqe' ñe'køY



ıbw'ø j tÿ'i wfi'ÉtZ ıby'Z ikLb AwfÁZı, cVb-cVb mvgMö Ges ikÿv'ıb Kvh'fej i mgıšZ ifctıLıtk ikÿvµg etj | Avi gj-Z cVb-cVb mvgMö A_ı' cV'cyK-B nj ikÿvµg `ıj j | Ab'fıte ejv hvq, ıbw'ø jÿ'mg'ni wfi'ÉtZ ikÿvi 'li Abıvıx ikÿv_ı' i gbb, tgav l thvM'Zvi wfi'ÉtZ Dc'ıhvMx cV' mvgMöB ntjv ikÿvµg `ıj j |

ık'ııµg `ıj j

gva'igK 'fi e'ëmvq ikÿv cıv'ıbi Rb' RıZıxq Kwi Kÿvg tevW'KZ' th mKj ñelq ıba'ıY Kti w'ıqıQ Zı ntjv

- K. e'ëmvq cıvıPıZ
- L. e'ëmvq Dı'vM
- M. gva'igK ıımvı ñeÁıv
- N. evııR'K f'ıııj

gva'igK 'fi
cV'cyKı
ñelqe'

gva'igK 'fi 4 (Pri) ıı cV'cyK th mKj Aa'ıq ev ñelq ıbtq i Pbv Kiv ntqıQ Zı ñelqıwı'EK ıbgıDc'ıcb Kiv ntjv t

K. Öe'ëmvq cıvıPıZÖı ñelqe't

- 1| e'ëmvıqi msÁı l cKıZ.
- 2| e'ëmvıqi cıvı'ek
- 3| AvZ'Kıg'ı'ıv l e'ëmvq Dı'vM
- 4| gvııj Kıvıı wfi'ÉtZ e'ëmvq msMVb
- 5| Lıııv e'ëmvq
- 6| cıBKııı e'ëmvq
- 7| ýz'ı Kıııı ıkıı
- 8| evııı Rııııııı
- 9| A_ı' e'ııııKs
- 10| exııv
- 11| e'ëmvıqı thvıı'ııııı
- 12| Z_ııııııı cı' Ges
- 13| dııııııı cı'

L. Ôe"emvq Df`"vMÔ- Gi velqe`-t

- 1| e"emvq Df`"vM I Df`"v³v
- 2| AvZf-Kgms`vb
- 3| e"emvq ai b I ubePb
- 4| e"emvq `vcfb mnvqK Dcv`vbmga
- 5| cKf`i A`q b
- 6| e"emvq i i ai cÔ`ugK Kvheij
- 7| e"emvq cwi Kí bv
- 8| gÿv dv cwi Kí bv Ges
- 9| Drcv`b e"q I gj` ubaP Y

M. Ôgva"ugK inmvieÁvbÔ- Gi velqe`-t

- 1| mPbv
- 2| tj bf`b
- 3| `ôZi dv`vmlj v c×vZ
- 4| Rvte`v
- 5| Rvte`vi tkYmeFvM
- 6| LuvZqv b
- 7| bM`vb eB
- 8| ti I qvngj
- 9| gj-ab I gÿv dv RvZvq tj bf`b
- 10| PøvŠ inmvie
- 11| µqgj` I µqgj` ubaP Y Ges
- 12| cwi evvi K evfRU I cwi evvi K inmvie e"e`v

N. ÔemYvR`K f#Mvj Ô-Gi velqe`-t

- 1| emYvR`K f#Mvj t msÁv, AvI Zv I cÔqvRbxqZv
- 2| Rj evqyAÁj
- 3| Kul.RvZ cY`
- 4| LubR m`ú`
- 5| ebR m`ú`
- 6| ukí
- 7| emYR` c_
- 8| evsj v`tki tfŠ#Mvj K cwi vPvZ
- 9| evsj v`tki Kul.
- 10| evsj v`tki LubR m`ú`
- 11| evsj v`tki ukí Ges
- 12| evsj v`tki cwi enb I thvMvthvM e"e`v

**cv'cyK, ij i
velqe' we'kdY**

gva'igK 'fi cv'cyK, ij i velqe' we'kdY GKuU RuUj KvR| we'klA' i
iba'ni Z KtqKiu g'ste' i Avtj vtK c'izuU tKv'mP we'kdY ubtgeZtj aiv ntj vt

- 1/ e'emvq **cv'Puzt** gva'igK 'fi intmte tKv'm, ij m'WK AvtQ| K'vi K'z'vg
AblyqX Aa'iq web'vm Kiv ntqtQ| Aa'iq, ij I gva'igK 'fi i Rb' Dc'thvMx;
tevaMg' I mvej'ij fvl'iq tj Lv Ges h_vh_ ik'yv c'x'wZ tqtB Pj v ntqtQ|
- 2/ e'emvq **Dt' 'm** e'emvq Dt' 'm I Dt' 'v'v m'utK'e'vcK avi Yv t'qv i t'pov
Kiv ntqtQ| AvZ'K'gms'vb m'utK'ik'yvi e'e'v Kiv ntqtQ| 'kS' yz'
e'emvq m'utK'tKvb avi Yv t'qv nq b'vB| e'emvq Dt' 'm yz' e'emvq
m'utK'ik'yv' i avi Yv t'qv c'iqvRb|
- 3/ **gva'igK inmie'Avb** G tKv'm'utZ mKj vel'iqi c'iz mgvb 'w' t'qv ntqtQ
Ges h_vh_ f'vte Aa'iq I velqe' i AeZvi Yv Kiv ntqtQ|
- 4/ **em'v'R'K f'Mvj** t' i mKj velqB m'WK AvtQ 'kS' we'k'q'tbi h'M
Av'S'R'ZK Kul. cv'Puz m'utK'tKvb Aa'iq t'vB| em'v'R'K f'Mvj
Av'S'R'ZK Kul. cv'Puz m'utK'Aa'iq m's'thvRb Kiv D'PZ|



gj'iqb

- 1/ ik'yv'ug 'ij j Kx?
- 2/ gva'igK 'fi cv'cy'K' i velqe' i eY'v'v b|
- 3/ e'emvq cv'Puz cv'cy'K' i velqe' i we'kdY K'v'ab|
- 4/ e'emvq Dt' 'm cv'cy'K' i velqe' i we'kdY K'v'ab|
- 5/ gva'igK inmie'Avb cv'cy'K' i velqe' i we'kdY K'v'ab|
- 6/ em'v'R'K f'Mvj cv'cy'K' i velqe' i we'kdY K'v'ab|



m'v'e' DE'i

- 1 bs c'ok'e' DE'i i Rb' ce'K I gj' ik'Lbxq velq t' L'v|
- 2 bs c'ok'e' DE'i i Rb' ce'Q I gj' ik'Lbxq velq t' L'v|
- 3-6 bs c'ok'e' DE'i i Rb' gj' ik'Lbxq velq t' L'v|

ikývi ñelqe' ñbwi' ð mgtqi gta' cvV'v'bi mgq ñefv'Rb, ci'xývi mgq ñbañY I gvb eËb BZ'w' i mgwšZ ifc'ti Lv'tK cvV'miP ejv nq|

Aciv'tK cvV'miP n'tjv ikývµtg Duj ñLZ ñelqe' ñe'ñwiZ e'vL'v-ñetk'd'Y| A_ñ' ñewfbetk'Yxi ikývµtg th mKj ñelq'tK m'áú,³ Kiv n'tq'tQ, Zvi ñe'ñwiZ ñeeiY _v'tK cvV'miP'tZ| ZvB ejv hvq cvV'miP n'tjv ikývµg m'áú,³ ñelqe' ñe'ñwiZ ñeeiY|



ce^Q L t ikývµg I cvV'miPi gta' cv_R'

ikývµg I cvV'miP ci'úi Mfxi f'ite m'áúKñ'ý| tKvb ñbwi' ð 'ñi i Rb' ñelqe' I Kg^QAñfÁZvi th gj-bñwZ ñbañY Kiv nq, Zv'tK ikývµg etj| tKvb GKñU ikýv'ñi i ikýv_x^P i ñK ñK ñelq cov'tbv nte tñuU D'tjL _v'tK ikývµtg Ges ñelq I ñelq' ñe'vL'v, m'xgvi'ti Lv BZ'w' _v'tK cvV'miP'tZ| GKñU ñbwi' ð eq'tmi ikýv_x^P cwi'cY^QñeKiv'tki ñK cwi'gviY Kg^QAñfÁZvi ev ñelqe' ñkL'tZ nte Zvi ñeeiY _v'tK cvV'miP'tZ|

KivR: ikýv_x^Q, ñb'tPi Q'tK cvV'miP I ikývµtgi cv_R' ñbifcY Kiab| Ges tj Lv tk'tl gj- ñkL'bxq ñelqe' ñi m'v't_ ñgij t'q Av'cbvi avi Yv'tK mg× Kiab:

µg.	ikývµg	µg.	cvV'miP
1		1	
2		2	
3		3	
4		4	
5		5	



ce[©] M t e'emvq ikÿvi ikÿvY I cW'miP

e'emvq ikÿvi ikÿvY I cW'miP:

mÿx cVVK, gva'igK ð'i e'emvq ikÿvi ikÿvY I cW'miP ch'aj vPbv Kitj
Avclb ð`LÏZ c'iteb Bn'ÏZ 5uU Avek'Kiq ñelq, 3uU ð'be'PibK ñelq Ges 1uU
Hw'QK ñelq i'ÏqQ, hvi me'gVU b'af 1100 h_v-

- 1| 5uU Avek'K ñelqi tgvU b'af n'jv - 700
- 2| 3uU ð'be'PibK ñelqi tgvU b'af n'jv - 300
- 3| 1uU Hw'QK ñelqi tgvU b'af n'jv - 100
- 4| tgvU b'af n'jv - 1100

KvR: gva'igK ð'i e'emvq ikÿvi ñelqe`i Dci c'ÏZte`b %Zwi |

Dij ñLZ ñelqi Dci GKuU c'ÏZte`b `Zwi Kiab Ges GÿÏT ñbtg³ ñb'`Rbv
Ab'yi Y Kiab:

K. c'ÏZte`bi ñelqt

.....
.....

L. ñelq m'au'K'eei Yt

.....
.....

M. mgv'tj vPbv

.....
.....

N. mgv'wi kt

.....
.....

O. Dcmsvi t

.....
.....

BDibU-1

Amatekb-4

gj- ikLbxq ielq (Key Learning Point)

gva'igK 'fi e'emiq ik'yvi ielqe 't ik'yvug weewZ I ciW'miP



ik'yvug ev Kivi K'zvg k'ailU j 'mUb k'ā 'Currere' t_#K DTM n'tq#Q, hvi A_© 'Course of Study' | ik'yvutgi kwāK A_#hivB t'ivK bv tKb, eZ#v#b Gi c'ivi wa c'hvvi Z n'tq#Q | AZx#Z ik'yvug I ciW'miP#K mgv_# e#j MY' Kiv nZ | iKŠ' mg#qi weeZ#bi m#t_ m#t_ ik'yvutgi c'k'wZ. I c'ivi mi c'hvvi Z n't#Q |

ik'vutgi ms'Av

ik'yvutg#K Avgiv weifb'e t'c'vctU ms'Av#Z Ki#Z c'ivi | i#t#e weifb'e t'c'vctU#v#i#EK K#tqK#U ms'Av t` I qv n#j vt

- 1/ m#v#v`# K#tqK#U j #j`i v#v#E#Z i#v#v#Z i#kLb Av#f#Z#v, c#v#b-c#v#b m#v#M# Ges i#k'yv`#v K#v#h#v#j i m#v#S#Z i#f#t#i L#v#K i#k'yvug e#j v n#q |
- 2/ i#k'yv_x#P Av#P#v-Av#P#v#Y, g#t#b#v#v#e I `#v#f#v#i m#v#v#R#K#f#v#e M#h#Y#t#h#v#M` I e#v#A#Z c#v#e#Z#B Av#b#v#i D#f#i#t#k` Z#v#t` i#t#k h_v#h_ i#kLb Av#f#Z#v t` I q#v#i R#b` c#v#i K#v#i Z Ges i#k'yv c#v#Z#v#b K#Z#R. c#v#i P#v#j Z m#v#b`#` I K#g#R#v#D#t#K i#k'yvug e#j |
- 3/ we`#v#j q K#Z#R. c#v#i P#v#j Z G#K#U m#v#v#v`# i#k'yv`#i#i R#b` ce#v#b#v#i#i Z I c#h#v#q#v#t#g we#b`#` I Av#b, `#y#Z#v, t#h#v#M`#Z#v, g#j`#v#v#v B#Z`#v#v` AR#B Ges Z#v#i `#k#v#Z. `#f#v# i#k'yv_x#P#K m#b` c#v#v#b - G#m#t#e#i m#v#v#M#K i#f#t#K i#k'yvug e#j |

ik'yvug m#v#t#K#K#v#Z#c#q g#b#l#x#i g#s#e`#:

I P#m Gi g#t#Z i#k'yvug n#j#v t#K#v#b G#K#U m#v#v#v`# i#k'yv`#i#i R#b` e#v# i#e#l#t#q#i G#K#U m#v#v#M#K K#v#h#v#j |

R#b K#v#i Gi g#t#Z, we`#v#j q K#Z#R c#v#i K#v#i Z I c#v#i P#v#j Z h#v#e#Z#q i#kLb h#v we`#v#j q I we`#v#j #q#i e#v#n#t#i `#j#M#Z ev e`#v#v#M#Z#f#v#e m#v#v#b#K#v#n#q Z#v#B i#k'yvug |

A#c#i#v`#K t#j#v#f#i g#t#Z, e#Z#v#b i#k'yvug k'ailU e`#v#C A#t_#e`#e#v#Z n't#Q | G#t#Z m#s#t#h#v#R#Z n't#Q i#k'yv_x#P Z#r#c#i#Z#v, b#v#v#v i#K#g i#kLb t#kL#v#t#b#v m#v#v#M#K, i#k'yv`#v#t#b#i K#j#v-#t#K#S#k#j, ev`#v#q#b c#v#m#q#v B#Z`#v#v` |

G m#K#j ms'Av t_#K t`#L#v h#v#q i#k'yvug n#j m#v#v#M#K i#k'yv e`#v#i K#Z#K_#t#j#v c#v#i K#v#i Z K#g#R#v#D, h#v c#v#q#v#R#b I P#v#v#v`#v Av#t#j#v#t#K c#v#e#Z#B, c#v#i e#v#B I c#v#i g#v#R#B K#i#Z n#q |

cW'mPi msÁv

cW'mPi msÁv

ukÿvi velqe`' ubw`' mgtqi gta`' cvV`vbi mgq wefvRb, cixÿvi mgq ubaſſY I gvb eËb BZ`w` i mgušZ ifctiLvK Avgiv cvV'mPi ejtZ cwi | ZvB cvV'mPi ntjv ukÿvµtg Dvj mZ velqe`'i ve`wiz e`vL`v-veſkſY | A_ſ wevfbaetkÿxi ukÿvµtg th mKj velqſK m`u`³ Kiv ntqſQ, Zvi ve`wiz weeiY _vſK cvV'mPiſZ | ZvB ejv hvq cvV'mPi ntjv ukÿvµg m`u`³ velqe`'i ve`wiz weeiY |

**ukÿvµg I
cW'mPi cv`R`**

ukÿvµg	cW'mPi
1/ ukÿvi mvgwMk cwi Kíbv	1/ tKvb weſkl velſqi cvZe` velſqi Zvwj Kv
2/ tKvb weſkl `i (thgb cŰigK `li, gva`igK `li) Gi Rb` ukÿvµg cŰxZ nq	2/ `i wſwËK ubw`' tKÿxſZ tKvb weſkl velqſK wſſi cvV'mPi cŰxZ nq
3/ ukÿvi jÿ, Dſk, velqe`, ukÿv vb cxwZ, gj`vqb tKſkj, wevfbaeDcKiY I ukÿv mſµvſſi ve`vjſqi Ab`vb` KgmP me ukQſ ukÿvµtgi Aſſſſ	3/ velqe`'i ve`wiz e`vL`v, mgq wſwËK jÿ gvſv, gvbeËb BZ`w` cvV'mPi Aſſſſ
4/ ukÿvµg cŰxZ nq RvZxq ev tK`iq chſq	4/ Zvi AvſjvſK cŰZw ukÿv cŰZôvb Zſ`i cvV'mPi cŰqb Kſi
5/ ukÿvµtgi cwi mi e`vcK	5/ cvV'mPi ukÿvµtgi GKw Ask
6/ ukÿvµg ev`evqſbi mſ` RwoZ Qvſ, ukÿK, AwſſveK, ukÿv cſkmK, mi Kvi	6/ cvV'mPi ev`evqſbi mſ` ukÿv_x ⁶ ukÿK I ukÿv cŰZôvſbi KZſÿ RwoZ
7/ ukÿvµtgi jÿ ukÿv_x ⁶ mvgwMk Rxeſbi veKvk mvab	7/ cvV'mPi ukÿv_x ⁶ teſwK gvb I Pwv`v cwi eZſbi mſ` m`u` ³
8/ ukÿvµg ev`evqſbi AMwZ `xN ⁶ mgq ci ci gj`vqb Kiv nq	8/ cvV'mPi ev`evqſbi gj`vqſbi Rb` ubw`' mgſq velqe`'i Dci wſwË Kſi cixÿv tbqv nq

e'emiq ik'vi
ik'vug ueeE

Aveik'K ielqmgR I baf eEb

1/ eisjv	200
2/ BstiiR	200
3/ MmYZ	100
4/ ag'kyv	100
5/ mvguRK ueAvb/ mivavi Y ueAvb	100
	<hr/>
	= 700

bePibK I
Hw'QK iel'qi
big I baf eEb

ueAvb kulv	gubieK kulv	e'emiq ik'yv kulv
%bePibK iel q (3iu) 300	%bePibK iel q (3iu) 300	%bePibK iel q (3iu) 300
1/ c`v`ueAvb 100	1/ Buznm 100	1/ e'emiq cwi iPuZ 100
2/ imvqb ueAvb 100	2/ f#Mvj 100	2/ unmvueAvb 100
3/ Rxe ueAvb/ D"PZi MmYZ 100	3/ A_omZ/ tcSi bmvZ 100	3/ e'emiq Dt`'vM/ ewYw'R'K f#Mvj 100
Hw'QK iel q (1iu) 100	Hw'QK iel q (1iu) 100	Hw'QK iel q (1iu) 100
1/ D"PZi MmYZ	1/ A_omZ	1/ ewYw'R'K f#Mvj
2/ Rxe ueAvb	2/ tcSi bmvZ	2/ e'emiq Dt`'vM
3/ Kul .ueAvb	3/ Kul .ueAvb	3/ Kul .ik'yv
4/ Mm' A_omZ	4/ Mm' A_omZ	4/ Mm' A_omZ
5/ f#Mvj	5/ D"PZi eisjv	5/ A_omZ
6/ KueuDvri	6/ D"PZi BstiiR	6/ KueuDvri
7/ Kg'lyx ik'yv	7/ D"PZi MmYZ	7/ D"PZi MmYZ
8/ teimK tUW	8/ Avi ue/ ms`z/ cvvj	8/ Kg'lyx ik'yv
9/ unmvueAvb	9/ Kg'lyx ik'yv	9/ teimK tUW
10/ Avi ue/ ms`z/ cvvj	10/ teimK tUW	10/ Avi ue/ ms`z/ cvvj
11/ msMxZ	11/ Pvi æ I Kvi akjv	11/ msMxZ
12/ kvi xii K ik'yv I μxov	12/ unmvueAvb	
	13/ msMxZ	
	14/ kvi xii K ik'yv I μxov	



gj`iqb

- 1/ ukÿvµg I cvV`mµP Kx?
- 2/ ukÿvµg I cvV`mµPi cv_℞` ubi/cY Ki ab|
- 3/ Kvi Kÿvµg e`emvq ukÿvi RvZxq µPÎi eYØv w` b|



mæte` DËi

- 1 bs cØkæ DËti i Rb` ce@K I gj` ukLbxq µel q t` Lÿ|
- 2 bs cØkæ DËti i Rb` ce@L I gj` ukLbxq µel q t` Lÿ|
- 3 bs cØkæ DËti i Rb` gj` ukLbxq µel q t` Lÿ|

gva'igK t'i e'emvq ik'yvi velqe 't cv'cyK I cixyvi ckeI

figKv

tKvb ubi'0 fEtd/ivto^a emevmKvix ik'yv_x^o i mvgvRK, gvbmK I kvixiK
veKviki DcthvMx `az RvZiq ik'yvi jy'' ARfb mrvqK RvZiq ik'yvug I
cv'cyK tevW^oKZK uba'ni Z eqmibvugK I tkYvifvEK cv' eBmgnK cv'cyK
(Text Book) etj | ikLb-ik'yY c'p'vq me'naK m'aviY I euj e'euz ik'yv
DcKiY n't'Q cv'cyK | ik'yK cv'cytKi m'v'vth'B cv'vb Kti _vtKb |
cv'cyK c'v'qtb cv'm'p h_vh_fvte Avy'Y Kiv `iKvi |

Dtik''

GB Avatekb tk'I Avcb-

1. cv'cytKi msAv eY'v Ki tZ cv'vteb |
2. e'emvq ik'yvi cv'cyK, ij i bvg D'tj L Ki tZ cv'vteb |
3. cv'cytKi, iaZj I 'enkó' e'vL'v Ki tZ cv'vteb |
4. cixyvi DEg cke'tI 'enkó' D'tj L Ki tZ cv'vteb |



ce^o K t cv'cytKi msAv vbiæY

ik'yv_x^oeU'zv, ikLb-ik'yY c'p'vq e'euz KZK, tj v m'aviY DcKi tYi bvg vbtPi
d'vKv RvqMvq vj L'v | Ges Gt' i tKvb m'aviY DcKi YvU euj e'euz Ges me'tPtq
tevk c'v'qRbxq Zv gvK'f v'v'q m'v'v³ Ki ab:

n'ueU'zv, vbdqB cv'cyK me'naK e'euz Ges me'tPtq c'v'qRbxq GKvU m'aviY
DcKiY | eU'zv, Gevi Avcbv' i g'tb vbdqB cke'tR'tM'tQ th, cv'cyK Kx?

tKvb ubw` 0 f-LtD/ivto⁴ emevmKvix ukýv_x⁰ i mý; mvgwRK, gubwmK I kvixiK
 ueKviki DcthvMx Ges `az RvZiq ukývi jý" AR⁰b mrvqK RvZiq ukývµg I
 cv"cyK tevW⁰KZ⁰. uba⁰i Z eqmibvµgK I tkYwfvEK cv" eBmgn⁰K cv"cyK
 (Text Book) etj |



ce⁰ L t cv"cyK⁰Ki , iaZ;I `enkó"

uc⁰ ukýv_x⁰; BtZigta" Avcbv tRtbtOb th, uevfbetkYx I eqtmi ukýv_x⁰ i mý;
 mvgwRK, gubwmK I kvixiK ueKviki Rb" RvZiq ukývµg I cv"cyK tevW⁰
 KZ⁰. uba⁰i Z eBmgn⁰K cv"cyK (Text Book) etj | cv"cyK t_tK ukýv_x⁰
 Zvi ukýv DcthvMx Ávb AvniY KitZ cvti | dtj Zvi tgar I e"v³tZj ueKvK
 NtU | GRb" B cv"cyK uevfbetkYx I eqmivfvEK fute AZ" šmZ⁰Zvi mvt_ i Pbv
 KitZ nq | cv"cyK⁰Ki vel qe" c⁰qvRb I cwi tetki Avtj vtK me⁰av⁰K nte |

KvR: uc⁰ ukýv_x⁰ Avcbvi ubtRi AvfÁZvi Avtj vtK ubtPi QKwU ci-Y Kiab Ges
 c⁰qvRtb Avcbvi mncvX I ukýK⁰Ki mnthvMZv ubtq Avcbvi avi YvtK Avi I mg⁰
 Kiab:

cv"cyK ⁰ Ki , iaZ;	cv"cyK ⁰ Ki `enkó"
1/	1/
2/	2/
3/	3/
4/	4/



ce^o Mt cixÿvi DËg cãkætîi `enkó"

icô ukÿv_x^oAvicub Rivbb th, eqm I tkYmfiEK cãkætîi gva'ig ukÿv_x^o i gj'vqb Kiv nq| KivRB cãkætîi cÿqtb AZ'šmZR I mRvM_vKtZ nte| cãkætîi h_v_ç cãm1/2K nãZ nte, Av`k^o ubfPthvM" nãZ nte| Ab'v_vq cãkætîi gva'ig ukÿv_x^o i mivKfvte gj'vqb Kiv hite bv|

KivR: icô ukÿv_x^oGKiv Av`k^oh_v_çcãkætîi uk uk `enkó" _vKv DvPZ Zvi GKiv Zvij Kv `Zvi Kiab:

1.
2.
3.
4.
5.

gj- ukLbaq welaq (Key Learning Point)

**gwa'iqK ṽti e'emiq ukývi welaqe ṽt
cW'cýK I cixývi ckeĀ**



Teaching-Learning e'e'iq me'iaK maviY I euj e'euZ ukýv DcKiY n#0 cW'cýK| weṭki cĀq me t'ṭki ukýv cĀZōvṭb cW'cýṭKi euj e'envi jý Kiv hvq| mKj t'ṭk weṭki ukQybniZgijv AbiyiY Kṭi cW'cýK tj Lv nq| Avi G cW'cýK iPbiq AbiyiY Kiv nq GKŪW ubi'ṭ ukývµg I cW'miP| Ab'fite ejv hvq,

cW'cýK

“A Textbook is a book designed for classroom use, carefully prepared by experts in the field and equipped with the usual teaching devices.”

msÁv

tKiv ubi'ṭ f-LṭḌ/ i'ṭó'emevmKiv ukýv_xṔ i mý, mvgwRK, givbmK I kivivi K weKivṭki DcṭhivMx `áz RvZiq ukývi jý ARṔb mnvqK RvZiq ukývµg I cW'cýK tevW'KZR. uba'ni Z eqmivbyµgK I tkYwffwĒK cW'eBmgṭK cW'cýK (Textbook) eṭj |

**cW'cýṭKi
iažj**

- 1| ukýK ukývKivMY cW'cýṭKi mivvṭh'B cW'vb Kṭi _vṭKb|
- 2| ukýv_xṔv emvoṭZ vṭR vṭR cW'cýK cto Ávb jvf Kṭi Ges ukýK cĀĒ emioi Kiv ṽwi Kṭi |
- 3| ucZv-gvZv cW'cýK t'ṭL tQṭj -tgṭqi tj Lv-covq mivvṭh' Kṭi b|
- 4| cW'cýK e'envi Kṭi cixýK ukýv_xṔ i AwRZ Ávb I `ýZvi gj'vqb Kṭi b|
- 5| ukývµg weṭkiÁMY cW'cýK vṭq biviKg MṭelYv Kṭi b| Zṭi i wPšĀ fivb I e'e'ṭK ukýv_xṔ i m'ṣṬ Zṭj aivi cKZ.gwa'g nj cW'cýK|

**cW'cýṭKi
eikó**

(K) welaqe ṽMZ eikó

- ukývµṭg uba'ni Z DṭĀk" I ukLbdṭj i Avṭj vṭK welaqe ṽ'cĀvqb|
- cW'cýK cĀqṭb cW'miP h_vh_fvṭe cij b|
- cW'cýṭKi welaqe ṽ' Aek'B me'iaK nṭZ nṭe|
- welaqe ṽ' ukýv_xṔ Pwv'v I AvMṭh ciṭY mg_ḡṭZ nṭe|
- welaqe ṽ' ZĒ; I Z_ṽMZ wbfṭ nṭZ nṭe|

- wel qe' Aek'B gj'te'itai Aeÿq tivta mnvqK ntZ nte|
- wel qe'tZ tKvb iKg mskq_vKte bv|

(L) wel qe' i web'imMZ `enkó`

- wel qe' web'v'mi bñMZgij v I c×ñZ AbjiY Kti wel qe' i web'im Ki tZ nte|
- ukÿv`v'bi `vk'K I gb`ñEK wñE AbjiY Kti wel qe' m'vRv'tZ nte|
- wel qe' i cñvi I gvñMZ cv_R` `i Ki tZ nte|
- tkYññE aviveññZ v I AbjÜ wK ti tL web'im Ki tZ nte|
- weñfbæ Aa'v'tqi AbjQ`_tjv iPbvq thŠ³K aviveññZ v iyv Kti wel qe' i web'im Ki tZ nte|

(M) Dc`vcbMZ `enkó`

- ukL'tbi bñMZ I ZËj AbjiY Kti wel qe' Dc`vcb Ki tZ nte|
- wel qe' i Dc`vc'b aviveññZ v iyv Ki tZ nte|
- wel qe' Dc`vc'b cñqvRbxq Qñe, wPñ I PñU'mstñvRb Ki tZ nte|
- wel qe' Dc`vc'b cñxZ Pñj Z iññZ tZ Dc`vcb Ki tZ nte|

(N) wel qe' i e'vL`ñMZ `enkó`

- RñUj wel q'tK mnR'teva` Kti Dc`vc'tbi Rb` Dchÿ Dcgv Ges D`vni'tYi AeZvi Yv Ki tZ nte|
- wel qe' e'vL`vq `bñ`b Rñeb t_tK D`vni Y w tZ nte|
- weZñKZ wel qe' i tÿtñ mZKZ v I wbi'tcÿZ v Ae j ðb Ki tZ nte|
- `xññ wel qe' i mgMñAsk tK ÿž`ÿž`Astk weñ³ Kti e'vL`v Ki tZ nte|

(O) Abjxj bx mspñvšl`enkó`

- cñZ`K Aa'vq tk tI chñB Abjxj tbi e'e`v_vK tZ nte|
- wj ñLZ I tgññLK Df q ai tbi Abjxj tbi e'e`v_vK tZ nte|
- weñfbætgavi ukÿv`ñ i gta` cv_R` wbi'fcY Kiv hvq, GiKg Abjxj tbi e'e`v_vK tZ nte|
- Abjxj bx tZ `be`ñ³K I iPbvqj-K Afñyvi e'e`v_vK te|

- %be`P³K Astk mWVK DĒi ubePb, i b`vb ci-Y, mZ` ug_v ubYq I ugj KiY RvZxq cke_vKte|
- gj`vqtb weifbatWvtgBb t_tK mgnvti ckeambePb Ki tZ nte|

(P) AvWzK `enkó`

- cv`cýtki AvKvi I AvqZb msukó ukýv_xP Pqb DcthvMx ntZ nte|
- cv`cýtki Kfvi WVRvBb AvKI Pq nte|
- cv`cýtki eravB tUKmB ntZ nte|
- cv`cýtki gýY `úó ntZ nte|
- cv`cýtki Qvcvi AvKvi h_vh_ nte|
- cv`cýtki KvMR Dbzgvbi nte|
- cv`cýtki `vg Aek`B hvPmZ ntZ nte|

(Q) mnaviY `enkó`

- cv`cýk msukó velqK wekl Á KZR.iWPZ ntZ nte|
- cv`cýk gly`Kivi tKvb mthvM_vKte bv|
- cv`cýkU Aek`B t`kxq tcývctU iWPZ nte|

GKw DĒg cĕkē ubtge³ `enkó`mgn_vKv DvPZ:

**DĒg cĕkēĭi
%enkó`**

(K) cĕkēĭi h_v_Zv (Validity) t th `enkó`, ij cwi gvc Kivi Rb` cĕkēĭ `Zvi Kiv ntq³ h v` Zv cwi gvc Ki tZ H cĕkēĭ mýg nq Zte ZvtK h_v_Zv ev Validity etj | GRb` GKw Av`k³cĕkēĭi h_v_Zv_vKv DvPZ|

(L) cĕkēĭi wfp³thvM`Zv (Reliability) t cĕkēĭi wfp³thvM`Zv ej tZ cĕkēĭw KZUv wLý ev wfp³ Zv eSvq| cĕkēĭ hZ wfp³thvM` nte ukýv_xP t`vi ZZ teik wLý nte|

(M) cĕkēĭi %be`P³KZv (Objectivity) t cĕkēĭi MVb, cĕqvM I dj wYqgi D³ik` tKvb e`w³MZ cfve ðviv cfmeZ nte bv A_ŕ cĕkēĭ nte velq wfp, e`w³ wfp bq|

(N) cĕkēĭi Av`kqb (Standardization) t GKw fvj cĕkēĭi ,iaZcY³ `enkó` ntjv cĕkēĭw Av`kqZ Kiv| A_ŕ cĕkēĭw GKwaKeri c³qvM K³i GKw mveRbxb gv ubYq Kiv|

(O) cĕkēĭi cĕqvMkxj Zv (Applicability) t GKw Av`k³cĕkēĭi cĕqvMkxj Zv ntjv mnR, mij, cĕqvMieva hv cĕkēĭi dj vdj I DcthvMZv e`_bv nq|

(P) **cÿkÿi igZe'iqZv (Economy)** t cÿkÿi cwi igwZ ej tZ eSvq cÿkÿe m'ete" DËi ubw' @ mg'tqi g'ta" thb ikÿv_XMY cÿvb Ki tZ cv'ti tmw' tK `wó t`qv|



gj'iqb

- 1| cv'cÿtKi msÁv wj Lb|
- 2| cv'cÿtKi ,iazj| `enkó" eYDv Kiab|
- 3| DËg cÿkÿi `enkó" eYDv Kiab|



m'ete" DËi

- 1 bs cÿkÿe DËt i Rb" ce'K I gj- ikLbxq w'l q t`Lb|
- 2 bs cÿkÿe DËt i Rb" ce'Q I gj- ikLbxq w'l q t`Lb|
- 3 bs cÿkÿe DËt i Rb" ce'M I gj- ikLbxq w'l q t`Lb|

KvR: ucô ukýv_x, ubtRi AvfÁZvi Avtj vtK gva'igK t̄fi e'emvq ukývi j ý" I Dfík'i mvt_ ukývi RvZxq j ý" I Dfík'i ubtgr³ Zjbvgj-K ueei YxU m^ubæ Kiab:

ukývi RvZxq j ý" I Dfík"	gva'igK t̄fi e'emvq ukývi j ý" I Dfík"
1/ cö_igK t̄fi cöB tgšvj K ukývtK m ^u cñvvi Z I m ^u snZ Kiv	1/ gj-ab uebtqvM I cY" Drcv`b m ^u úK ^{avi} Yv cövb
2/	2/
3/	3/
4/	4/
5/	5/



ce[©] Lt gva'igK ˘ti e'emvq ikÿvi ikLbdj iPiYZKiY

icŃ ikÿv_x[©] e'emvq ikÿvi ikÿtYi gva'tg cŃkÿYv_x[©] i Ávb, `ÿZv, AvPiY I
`wofw/2i cwi eZŃ Ges Zv cŃkŃB gŷ' ikLbdj | e'emvq ikÿvi ielq Aa'qb tkŃi
cŃkÿYv_x[©] e'emvq mspuŃŃ ielq m'úŃK[©] Ávb, `ÿZv I `wofw/2 cŃkŃ
KiŃZ cviŃeb|

KvR: icŃ ikÿv_x[©] Avcbvi iŃŃRi AvfÁZvi AvŃj vŃK gva'igK ˘ti e'emvq ikÿvi
ikLbdŃj i GKwJ Zvuj Kv ˘Zvi Kiab:

1.
2.
3.
4.
5.



ce[©] M t gva'igK ˘ti ikÿvi cvw cwi mi iŃaŃY

i'aygva'igK ˘ti bq mKj ˘tiB ikÿvµg I cvw'miPi cwi mi AZ'ŃŃ , iazŃY[©]
ikÿvi cwi mi hŃMictŃvMx KŃi meŃyŃK ZĚj Z_ I chŷ[©] e'envi KŃi ielqe'
Aek'B tkYx Dchŷ KŃi iŃaŃY KiŃZ nŃe| m'aviYZ ikÿv_x[©] i Ávb, `ÿZv,
tgav, eqm BZ'w i Dci wfiĚ KŃi ikÿv_x[©] DcŃvMx KŃi cvw iŃaŃY Kiv nŃq
_vŃK| ikÿv_x[©] i `wŃ tiŃL ikÿvµg ielqŃcŃvŃV fŃM KŃi Dc'rcb KiŃZ nŃe,
cŃŃqRŃb QK, iŃŃ, PŃU[©]mshŷ Kiv thŃZ cviŃi |

**gva'igK ukÿvutg
e'emvq ukÿvi
ukLbdj**

e'emvq ukÿv ukÿYi gva'tg cÿkÿYv_xP i Ávb, `ÿZv I `wofwzi cÿkÿB gly' ukLbdj | e'emvq ukÿv melq Aa'qb tkfI cÿkÿYv_xPv wbgiejc melq m'útk'Ávb, `ÿZv, AvPiY I `wofwz cÿkÿB KiTZ cvi'teb|

1. gva'igK `fii e'emvq ukÿv mel'tqi cvV'miP I Gi c'ávb `ÿZvmgr mÿúofvte Dcjwä KiTZ cvi'teb Ges ukÿv_xP i gvtS Zv e'vL'v KiTZ cvi'teb|
2. e'emvq ukÿvi cvV'cÿYK wtkd'Y KiTZ cvi'teb I mgm'vmgr wPwYZ KiTZ cvi'teb|
3. e'emvq ukÿv ukL'tbi cvi'tek m'wó KiTZ cvi'teb Ges ukÿv_xP i AskMhYgj-K c'xwzi gva'tg ukÿv w'tZ cvi'teb|
4. ht_vchÿ ukÿY-ukLb DcKiY `Zwi I Gi e'envi KiTZ cvi'teb|
5. eisjvt`tki e'emv m'útk'Qe`hwi Z aviYv jvf KiTZ cvi'teb|
6. e'emvq ukÿvi gva'tg ukÿv_xP i AvZ'Kgm's`v'tbi Rb" D0y KiTZ cvi'teb|
7. cÿkÿYv_xP i gj'vqb KiTZ cvi'teb|
8. gva'igK `fii Afxyv I cixÿvi Rb" c'kæ'v'qb, b'af c'lvb, m'wPi Dbæb Ges c'k'w'kZ c'kæ'el AZxZ cixÿvi e'vL'v I w'bw eo wetePbvq D`vni'tYi e'env'tii gva'tg ukÿv_xP i mn'th'wM'Zv KiTZ cvi'teb|

**gva'igK `fi
e'emvq ukÿv
cv'w cwi mi**

ukÿv'wug I cvV'm'wPi cwi mi AZ`šl ,iaZc'Y' ukÿvi cwi mi h'jM'vc'th'wMx K'ti mel'æ'w'K ZÉj I Z` e'envi K'ti mel'qe`'Aek`B tk'Yx Dchÿ K'ti w'ba'f'Y KiTZ n'te| ukÿv_xP i Ávb, `ÿZv, tgav, eqm BZ`w' i Dci w'f'wÉ K'ti ukÿv_xP'Dc'th'wMx K'ti cvV w'ba'f'Y KiTZ n'te| ukÿv_xP'Dc'th'wMx ukÿv'wug w'w'f'æ'c'v'tV f'wM K'ti Dc`v'cb Kivi e'e`v KiTZ n'te| Dc`v'c'tbi Rb" c'w'qv'Rb'tev'ta OK, w'P'I, P'vU' m'w'bw'w'kZ KiTZ n'te| w'ba'f'w' Z mg'tq ukÿv_xP'Y cvV th'b cv'b tkf I AvqÉ KiTZ cv'tib tm'w'tK j'y" i'vL'tZ n'te| gva'igK `fii tu· U eB'tq e'emvq ukÿvi ukÿv'wutgi c'wZdj b Nu'te GUvB `f'f'w'æ'K| ukÿv'wug Ab'tv'qx tu· U eB `Zwi KiTZ n'te Ges G eB ev cvV cwi mi Aek`B ukÿv_xP'Dc'th'wMx n'tZ n'te| gva'igK e'emvq ukÿvi ukÿv cwi mi ukÿvi RvZxq j'y" I D't'f'k'i m'w't_ m'w'ú'K'w'ÿ n'tZ n'te| GRb" gva'igK `fi RvZxq ukÿvi j'y" mgr wetePbvq w'b'tZ n'te| w'b'tgæ'w'sjvt`tki ukÿvi RvZxq D't'f'k' mgr m'sw'ÿB AvK'v'ti eY'v'v Kiv n'tjvt

**gva'igK `fi
RvZxq ukÿvi
j'y' mgr**

- 1| c'w'igK `fi c'w'Z tg'š'ij K ukÿv't'K m'w'c'h'w'w' Z I m'w'snZ K'ti ukÿv_xP tgav I c'æ'YZv Ab'w'v'ti R'w'æ'Kiv w'be'f'w'ni D't'f'k' c'w'qv'Rb'xq th'wM'Zv I `ÿZv AR'f'bi m'j'h'wM m'w'ó Kiv|

- 2/ ukÿv_xp i tgar I cÿYZv Abÿvqx D"P ukÿvi DcÿhvMx Kti Mto tZvj v|
- 3/ mÿyg mÿgvRK I bVMwi K weKvÿki Rb" fvlv, MwiYZ, weÁvb, BwZnm, f#Mvj , ag,emYR" BZ"wi" weI tÿ cÿqvRbxq tgÿij K Ávb AR#b mÿvnh" Kiv|
- 4/ ukÿv_xpK wR tgar, cÿYZv I mRbkxj Zv Abÿvqx weKukZ nI qvi mÿhvM cÿvb Kiv Ges mRbkxj Zv mPZbfvte jvj tbi e"e"v Kiv|
- 5/ ukÿvÿK Rxeb I Kgÿlx Kivi gva'tg ukÿv_xp gtb kÿgi cÿZ ghP vteva mÿo Kiv|
- 6/ t`tk I AvŠR#ZK tÿtÎ KwiÿZ gvÿbi mr, `wqZkxj I KZ# civqY bVMwi K wntmte ukÿv_xp i Mto tZvj v|
- 7/ ukÿv_xp i tK AvZwb fPkxj bVMwi K wntmte Mto tZvj v BZ"wi" |



gj"vqb

- 1/ ukÿvi Dÿi k"mgn eY#v Kiab|
- 2/ gva'igK `ÿi e"emvq ukÿvi ukLbdj wPwÿZ Kiab|
- 3/ gva'igK `ÿi e"emvq ukÿvi cvV cwimi tKgb nI qv DwPZ? e"vL"v Kiab|



m#te" Dÿi

- 1 bs cÿk# Dÿi i Rb" ce"K gj-ukLbxq weI q t`Lÿ|
- 2 bs cÿk# Dÿi wbtg#³ fvte eY#v Kiv tÿtZ cviÿi:
 - ❖ gva'igK `ÿi i e"emvq ukÿv weI tÿi cvV m#P I Gi cÿvb `ÿZvmgn mÿúofvte Dcjwä KiÿZ cviÿeb Ges ukÿv_xp i gvÿS Zv e"vL"v KiÿZ cviÿeb|
 - ❖ e"emvq ukÿvi cvV cÿYK weI k#Y KiÿZ cviÿeb I mgn"vmgn wPwÿZ KiÿZ cviÿeb|
 - ❖ e"emvq ukÿv ukLÿbi cwitek mÿo KiÿZ cviÿeb Ges ukÿv_xp i AskMhYgj-K c#wZi gva'tg ukÿv w`ÿZ cviÿeb|
 - ❖ ht_vchÿ ukÿv DcKiY `Zwi I Gi e"envi KiÿZ cviÿeb|
 - ❖ eivj vÿ tki e"emvq m#útk#e"lwi Z avi Yv cviÿeb|
 - ❖ e"emvq ukÿvi gva'tg ukÿv_xp i AvZ#Kgms"vÿbi Rb" Dÿx KiÿZ cviÿeb|
 - ❖ cÿkÿYv_xp i gj"vqb KiÿZ cviÿeb|
 - ❖ gva'igK `ÿi Afÿv I cixÿvi Rb" cÿk#vqb, b#t cÿvb, m#Pi Db#b Ges cÿkukZ cÿk#el AZxZ cixÿvi e"vL"v I wbeo weI Pbvq D`vniÿYi e"enÿi i gva'tg ukÿv_xp i mntwMZv KiÿZ cviÿeb|
- 3 bs cÿk# Dÿi i Rb" ce"m Gi gj-ukLbxq weI q t`Lÿ|

ik'yvug ielqe'f iEKvk mva'bi c'vqv
 kb'v'fb m'v'e' DEi vj L'yt

KvR	ieiY
ik'yvug ielqe'f iEKvk mva'bi c'vqv, t'j v iK iK?	1/ 2/ 3/ 4/
ik'yvug ielqe'f th'sv'K'vug ieb'vm Kivi b'v'Zg'v v iK iK?	1/ 2/ 3/ 4/



ce^Q L t ielqe'f iEKv'ki tK'vj I iet'P' ielqmgv

ukÿv_xe, ukÿvµtg velqe`i weKvk NUvfbvi mgq velqivfEĖK tKŠkj Aeĵ ab
Kiv nq| e`emvq tÿtĪ jvfRbK I SĭKnxb velq, tĵvi D`vniY t`qv nq| ZvQivov
māŷbRbK KvR ev tmevi velqiv Dc`vcb Kiv hvq| mivaviYZ NUbri weeiY, Mĭ,
ukÿv_xp i DŃy Kti Ggb KvR Avfivc, kvixxiK I gubvwmK Ae`vi Abĵĵ-
velqe`i Pqb, cieZx`tkYxĵ coĵZ nte Ggb velq ntĵ avivevwmKZv ivLv, wevfbœ
tckvi bvg, `wofwz, gĵbvfive I tPZbĵK mµµq Kti Ggb velq ubePb I eYBvq
Zvi weKvk NUvĵZ nte|



ce^Q M t ukÿvµtg velqe`i thŠv³Kµg vPnyZ KiĵYi cĵµqv

ukÿv_xe, wevfbœvelĵqi cĀZiU tkYxi cv`mµP cĶqtbi ubt`Rbv Avĵm cĀvbZ
cĀZiU velĵqi tkYxvfvEĖK weĵkl Dĵĭk`vejx t_ĵK| GB Dĵĭk`_tĵvi Drm nĵ`Q
ukÿvi GKiu ubv`Ń `ĵi i Rb` ubaŷiZ KZ, tĵv Dĵĭk` ev KvR| ukÿv_xp vPŠĭ,
Kĭbv, AvMĥ, Zvi eqm, mvg_ I cĶYZvi mgšĶ Nivĵq velqe`i mivRĵbv nq|
ZvQivov ukÿv_xp thŠv³K vPŠĭ, tLvĵv gb`Zv, cigZ mivnōZv, teŠv`K mZZv,
velqe`i µg Aa`qb I cwiĵekĵbi Dci vbfPkvj | ukÿv_xpZvi cwiĵek Ges
NUbv t_ĵK velĵqi cĀZ tKŠZĵj I AbvymŪrmv mµó Kti | ZvB GB mKj mĤ, ZĒj I
tgŠĵj K bvxZ māúĵKĶRĵb velqe`i µg web`vm KiĵZ nte|



**ce^Q N t velqe`i weKvk NUvfbv I thŠv³K µg vPnyZ Kivi tÿtĪ `ÿ
ukÿĵKi figKv**

ukÿv_xe, ukÿvµg cĵµqv PviuU avc| G, tĵv ntĵvt ukÿvi Dĵĭk` vbiŷY,
ukÿvi velqe`i mbv³KiY, velqe`i Pqb Ges velqe`i web`vmKiY| AZxZ, eZĶvb
I fivel`r GB vzb Kvĵi mgšĶ KiĵZ nq| ivóĭq, mvgvwmRK, agvĶ I Ab`vb`
velĵqi mgšĶ Kti velqe`i ubePb I web`vm KiĵZ nq| ZvB ukÿvµg
ev`ĕvqĵb ukÿv_xp I ukÿĵKi figKv Acvixmvg| ukÿv_xp mŷ cĀZfvi weKvk,
thvM`Zv, `ÿZv I `bcÿ` ARĶb mÿg cv`cÿĶ Piv| ZvB GKRB `ÿ I AvfÁ
ukÿK thgb ukÿvµg cĶqtbi figKv ivLĵZ cvĵib tZgub Gi ev`ĕvqĵb I e`vcK
figKv ivLĵZ cvĵib| ZvB velqe`i fvlvq thgb fvlv%kvx I mĶzĵfc, `eivPĪ`_vKv
`i Kvi tZgub web`vĵm vki ifc_vKv DvPZ| tkYxKĵÿ ukÿv_xp gĵbvtĵvM I AvMĥUv
thgb Riāix, ukÿĵKi cv`vb cĀvzi cwi KĭbvUvĵZ vK tZgub Riāix|

KvR: mýcô ikýv_x^oib†Ri AñfÁZvi Av†j v†K ikývµg ñelqe⁻i ñeKvk mva†bi cáµqví Ask ññtmte Wwb cv†kP kb⁻v†bi m=te⁻ DËi vj Lb:

KvR	ñeiY
<p>ikývµg ñelqe⁻i ñeKvk mva†bi cáµqví, tj v ñK ñK?</p>	<p>1/</p> <p>2/</p> <p>3/</p> <p>4/</p>
<p>ikývµg ñelqe⁻i thšw³Kµg ñeb⁻vm Kivi bñwZgij v ñK ñK?</p>	<p>1/</p> <p>2/</p> <p>3/</p> <p>4/</p>

gj-ikLbxq velq (Key Learning Point)

velqe-i veKıkgub I thšir³Kμg veřkoy



**velqe-i
veKıkgub I
thšir³Kμg**

ikÿv RvZıxq Dbatıbi cıvb ıbcıvgK| GKıU RıvıZi ikÿv e'e-ıi gta" B cıZdıj Z nq Zvi RvZıxq Av`k, gj-ıeva, mıs-ıZK I Av-ımıgvıRK Rıeb cıvtıni Qıe| cıııgK ikÿvıřK mveRbxıb I eva"Zıvgj-K Kiv nıj I ikÿv_xıP msL"v DıEıvtıvEı Šti hıř"Q| ZıQıovıv gıa"ııgK, D"P gıa"ııgK "ıi I ikÿv_xıP i Šti corı j y"Yıxq nıv ve`"gıv| Zıv gıa"ııgK ikÿvıřK Ggb fıře mıvRıřbv cıııvRb hıřZ ikÿv_xıPv cıeZı" Rıeřb `vq bıv nıř Rb m"ıř" cııı YZ nq| ikÿv_xıP i agıř, "bııZK, mıs-ıZK I mıgvıRK gj-ıevıřa DıııB Kıřı RvZıxq Rıeřb gj-ıevıřaı Aeıyq tıva KıtZ nıř| ıvıřq gj- bıııZmgtıni AvıřıřK ikÿvıřK AvıřRııZK gıřbı cıııřq DbııZ KıtZ nıř|

tKıv ikÿvıμg cıřqıřbı mgq ııııb ev hıııv Zı cıřqı Kıtıeb ZıřK ev Zıř" ıřK t`k, Kıv cııı fıř" ikÿvı KZ, řıv ıPııvZ Dııık" ııK tıřL cıřqı KıtZ nq| ikÿv_xıP Rb" velqe-i veıııı I Dc-ıřcıřb KZ, řıv gj-bıııZ I veřeP" ıı K ıřqıřQ| thgıř

- Rb tıııvıxi Rıeb `kıř
- Rb tıııvıxi mıgvıRK ıřcıřı KıtıYı Dı"ııı
- RvZıxq A-ııııZK Dbatıb cıııPıv

GB cıvb ıı K, řıv ıvıřq bıııZgıvıv ııřıřKıY t_řK veřePıv Kıv nq|

ikÿvıμg ıbaıııZ veřıřı veře-i veKıv nıřıv veře-řK AvııııKıřq, mgıřcıřıııı I ikÿv_xıP Dcıřıııı Kıv| Avıııı μg ıbaıııY nıřıv tKıv Aa"ıřqı cı tKıv Aa"ıřq nıř Ges tKıvıı cıııř tKıvıı Zıııı Gı GKıU thšıř³K veıııı "ıřcıř| ıbıřıř³ D`vıııY t_řK veřeıııı Avıřıv mıR Kıv hıře|

e'emvq ikÿvıřq e'e-ıřcıřv GKıU tKıvııhıvı gta" veře-i ıbıřıř³ fıře ıbaıııY Kıv hıřq| thgıř

- 1| řıřıřı K veřeıııı ev fıřıřKıv Aa"ıřq
- 2| cııı Kıř bıv Aa"ıřq
- 3| msıııvıv Aa"ıřq

- 4/ ÷ wds Aa'vq
- 5/ wbt` Rbv Aa'vq
- 6/ tbZZ;Aa'vq
- 7/ thvMvthvM Aa'vq
- 8/ mgšq Aa'vq
- 9/ wqšy Aa'vq
- 10/ e'e`vcvvi AvšRwZK Zžbvqj-K Avtj vPbv

Dcwi Duj mLZ tKvm@i c0Z`KuU Aa'vq eZ@vb wekjq@bi Avtbi Avtjv#K Aa'vqmP`Zwi KivB ntjv wclqe`i weKvkgvb| Avi Aa'vq, wj tK GtKi ci GK m@eb`v`fite mg wba#Y Kiv ntjv wclqe`i thšw³K mg| A_# wclqe`i weKvk thgb _vKtZ nte tZgub wclqe`i ik'yv_xP tgav, gbb, eqm I wcltqi avivewwKZv Avyvti thšw³K mg _vKtZ nte|

**wclqe`i tKškj
I wclpe`
wclqmgv**

ik'yv_wtq wclqe`i weKvk NUv#vvi mgq wclqwf#EK tKškj Aeja#b Kiv nq| e'emvq tytI jvfRbK I S#Knxw wclq,tjvi D`vniY t`qv nq| ZvQvov m#ybRbK KvR ev tmevi wclqmw` Dc`vcv Kiv hvq| m#vaviYZ NUBvi weeiY, Mí, ik'yv_xP i D0y Kti Ggb KvR Avtvc kvivvi K I gvbwK Ae`vi Abkj- wclqe` Pqb, cieZi@tkYtZ co#Z nte Ggb wclq ntj avivewwKZv ivLv, wewfbwctckvi biv, wofwz, gtbvfe I tPZv#K mwq Kti Ggb wclq wbe#b I eY0vq Zvi weKvk NUv#Z nte|

**wclqe`i wclpe`
wclqmgv**

- ik'yv_x@civ` eBtZ Ašf# wclqmg#ni gta` wclq, wcltqi aviYv, Kvhpig, D0yKiY c#t#z wbtg# w`K,tjv wclpe` etj MY` nqt
- (K) ik'yv_xP mweR weKvk
 - (L) eÁwvK wofwzi Dbqb I thšw³K ygZvi weKvk
 - (M) cwi tekMZ m#PZbZvi weKvk
 - (N) RbmsL`v ewxi cwi Yig m#ú#K@m#PZbZvi mwó
 - (O) ik'yv I Ktgp gta` mgšq mvab
 - (P) RvZxqZv tava tRvi`vi KiY
 - (Q) gj`tevtai weKvk mvab
 - (R) RvZxq Kwó. I HwZn` msi yY
 - (S) wKlb I wKgnsv
 - (T) mRbkxj ygZvi weKvk mvab
 - (U) AvšRwZK avZZ#eva RvM#KiY

tKvb ubw`® GKwU wclqtk cV`v`bi Rb` ukÿvµtg Ašf® Kiv ntj Zvi wKvk NUv`bvi Rb` cV`mµP`Z GKUv cwi Kíbv _vKv DµPZ| thgb evsjv`tki cÜKwZK m`ú` | Bnv GKwU eo cV/ Aa`vq| A`bK`_tjv tmb`b Bnv m`úY`©Ki`Z nte| cVwUvi msÁv, evsjv`tk Gi cÜqvRbxqZv I _iaZ; cwi grY, e`envi, m`tebv, AbryÜvb, Rwi c I A`_®wZK Dbq`b cÜKwZK m`ú`i Ae`vb wcltq c`K c`K tmb`b cÜZ Ki`Z nte|

ZvQvon Dctiv³ tmb`_tjvi thš³KZv m`ú`K`ejv hıq ukÿv_x`I t`tki mvariY bVwvi Kt`i Rb` t`tk w`gıv cÜKwZK m`ú` m`ú`K`Rıv Acwıvnh® th t`k cÜKwZK m`ú` hZ tenk mg` tm t`tki Av`_mıvıwRK wfiE ZZB gReZ| H mKj wclq wetePbvq ukÿvµtg wclqe`i wKvk mvab I thš³Kµg Abryvıti wv`ım Kiv ntq _v`K| ukÿv_x`P eqm, mvg_`©, cEYZv, `wıfıw` wetePbv Kti gtbwıeÁvb m`Zfıte wclqe`tk cV`mµP`Z wv`ım Kiv nq|

**ukÿvµtg
wclqe`i
thš³K µg
ıPıyZKi`Yi
cÜµqv**

wıfıw`wcltqi cÜZıw tkYıi cV`mµP cÜq`bi w`b`Rbv Av`m cÁvbZ cÜZıw wcltqi tkYıwıfıE`K wtkl DfıK`vejx t`tk| GB DfıK`_tjvi Drm nt`Q ukÿvi GKwU ubw`® t`ii Rb` wbaıwı Z KZ`_tjv DfıK` ev KıR| ukÿv_x`P ıPŠı, Kıbv, AvMö, Zvi eqm, mvg_`© I cEYZvi mgšq NuUtg wclqe`i mıRıvıv nq| ZvQvon ukÿv_x`P thš³K ıPŠı, tLıvıv gb`Zv, cigZ mıwöZv, tešıw`K mZZv, wclqe`i µg Aa`qb I cwi`tektbi Dci wıfıP`kxj | ukÿv_x`Zvi cwi`tek Ges NUbv t`tk wcltqi cÜZ tKŠZıj I AbryüRmv mıw Kti| ZvB GB mKj mF, ZE; I tgšıj K bıwZ m`ú`K`® tR`b wclqe`i µg wv`ım Ki`Z nte|

**wclqe`i wKvk
NUv`bvi I thš³K
µg ıPıyZKi`Y
ukÿv`Ki fıgKv**

ukÿvµg cÜµqvi Pıvıw avc| G`_tjv ntjvt ukÿvi DfıK` wıfıcy, ukÿvi wclqe`i mbr³KıY, wclqe`i Pqb Ges wclqe`i wv`ımKıY| Gtÿtİ AZıZ, eZgıvb I fıel`r GB wZb Kıtjı mgšq Ki`Z nq| ivóıq, mıvıwRK, agrıq I Ab`vb` wcltqi mgšq Kti wclqe`i wv`ıP`b I wv`ım Ki`Z nq| ZvB ukÿvµg ev`evqtb ukÿv_x`® I ukÿv`Ki fıgKv Acwımıg| ukÿv_x`P mš cÜZfıvı wKvk, thvM`Zv, `yZv I `bcy` AR`b mıy cV`cY`K Pıv| ZıB GKRB `y I AvıfÁ ukÿK thgb ukÿvµg cÜq`b fıgKv ivL`Z cıtib tZgıv Gi ev`evqtbı e`vcK fıgKv ivL`Z cıtib| ZvB wclqe`i fıvıq thgb fıvıv `kjx I mōzıfc, `evıPİ` I wv`ıvımi I tZgıv wKııfc _vKv DıPZ| tkYıKtÿ ukÿv_x`P gtbıthvM I AvMöUv thgb Ri`ııx, ukÿv`Ki cV`vb cÜwZı cwi KıbvUvı tZgıv Ri`ııx| GUv`K wKŠ` tQıv Kti t`Lvi mšhvM tb|



gj'iqb

- 1/ ñelqe`i ñeKivgıv I thŠı³Kıg Kı?
- 2/ ñelqe`i tKŠkj I ñeP` ñelqmgıni eYÖv ñ`b|
- 3/ ñelqe`i thŠı³K ñPıyZKiıYi cãııııv I Gıyıtı ikÿıKi fııııv eYÖv Kıııı|



mãe" DËi

- 1bs cãkã DËıı Rb" ceK I ceM Ges gj' ikLıııı ñelq t`Lı|
- 2bs cãkã DËıı Rb" ceL Ges gj' ikLıııı ñelq t`Lı|
- 3bs cãkã DËıı Rb" ceM Ges gj' ikLıııı ñelq t`Lı|

BDibU-1

Avatekb-8

e`emvq cvi Kíbv I e`emvqK thvMthvM

figKv

e`emvqK Kvhpig m`útk`ve`hvi Z AvMvg cvi KíbvK ejv nq e`emvq cvi Kíbv|
Avi `B`ev ZtZmaK e`emvq ct`yi gta` tgšLK ev wj uLZfvte ev AvKvti BwštZ
tKvb Z` ev fitei Av`vb-c0v`bi c0muqtK ejv nq e`emvq thvMthvM| cvi Pvj bv
Ges thvMthvM DfqB e`emvtqi t`yt`L`B , iaZcy`

Dfík`

GB Avatekb tktl Avicib -

- e`emvq cvi Kíbv m`útk`avi Yvi Dbqb KitZ cvi teb|
- e`emvq cvi Kíbv , iaZ;eYb`v KitZ cvi teb|
- e`emvq thvMthvM m`útk`avi Yv e`vL`v KitZ cvi teb|
- e`emvq thvMthvM , iaZ;Dc`vcb KitZ cvi teb|



ce` K t e`emvq cvi Kíbv msÁv I , iaZ;

cvi Kíbv ej tZ ejv hvq, tKvb j t`y` t`c0vi Rb` fvel`tZ Kx KvR Kiv nte, Klb
Kiv nte, Kx fite Ges Kvi 0viv Kiv nte Gi Rb` m`te` e`q KZ BZ`w` w`elq
m`útk`AvMvg uPšf-fvebvB ntjv cvi Kíbv| Avi e`emvqK Kvhpig m`útk`
ve`hvi Z AvMvg cvi KíbvB ntjv e`emvq cvi Kíbv|

cvi Kíbv Avgt` it

- K. m0zev`evqtb w` Kvb`Rbv t`q|
- L. wqZe`wqZv AR`b mnvqZv Kti |
- M. gvb w`bqš`Y mnvqZv Kti |
- N. f`j nI qvi m`tebv nwm Kti |
- O. c0wZ M0t`Y mnvqZv Kti |

KvR: m`c0` ukjv`x` w`b`Ri AwfÁZv t`tk GK gvij Kvbv e`emvtqi Rb` GKwU
e`emvq cvi Kíbv `Zwi Kiab|



ce` L t e`emvq thvMthvM mi msÁv I , iaZ;

`B`ev ZtZmaK ct`yi gta` tgšLK ev wj uLZfvte ev AvKvti BwštZ tKvb Z` ev
fitei Av`vb-c0v`bi c0muqtK thvMthvM etj| KvRi thvMthvM Qrov tKvb
Krivei m0z`fc Mvb, cvi Pvjbv I w`bqš`Y Kivi K_v uPšf Kiv hvq bv| m0z`
thvMthvM 0viv A`b`i mvt` tmZ`Úb i uPZ nq, kigK I e`e`vcbv m`útk`Dbz`
nq, e`emvtqi `bc`Y I KvRwvi Zv e`w` cvq Ges m`te`cvi e`emvtqi gj`j`y` I
Dfík` w`w0Z nq|

e'emvq
thvMthvMi
msÁv

e'emvqMY Zv`i cÖZ`wK mg`qi kZKiv 85 fvM tKej thvMthvMi MB AwZewwZ
Kti `vKb| thvMthvM e`wZZ tKvb e'emvqB wJtK `vKtZ cvti bv| ZvB e'emvq
thvMthvM m`úKÁvbrRÁ AZ`vek`K|

thvMthvM ev ÒCommunication" kãwU j`wUw kã ÒCommunis" t`tK D`mG
Ges Gi A`n`Q ÒCommon" ev mrvviY| e`Zt `B ev ZtZwAK ctÿi gta`
tevSvovi GKwU mrvviY wfvE cÖZ`wv KivB ntjv thvMthvMi cãvb D`t`k`|

`B ev ZtZwAK ctÿi gta` tg`LK ev wj wLZfvte ev AvKvti-BwztZ tKvb Z` ev
fvtei Av`vb-cÖvb cãvqvK thvMthvM etj |

wfvbægbxl | ms`v thvMthvMtK wfvbævte msÁvqZ KtiQb Zvi D`j L`thvM`
KtqKwU msÁv bxtP t`qv ntj vt

- **Aa`vcK j`BP. G Gtjb** Gi g`Z ÒAci tKvb e`w`tK eSveri Rb` Ges Zvi
gtb GKB fve m`ó Kivi Rb` tKvb e`w` hv wKQyKti Zvi mgwóB nt`Q
thvMthvM|Ó
- **wbDg`vb I mvgvi** Gi g`Z ÒthvMthvM nt`Q `B ev ZtZwAK e`w`i gta`
Z`w` , fve, AwfgZ ev AvteM Abfvzi wvbqg|Ó
- **American Management Association (AMA)** Gi g`Z ÒthvMthvM
ej tZ Ggb me AvPiYtK eSvq hv tKvb A`ev fvtei wvbqg NUvq|Ó
- **Concise Oxford Dictionary** Gi fvlvq ÒthvMthvM ntjv ÁvZ Kiv, tcÖY
Kiv, kixK Kiv|Ó

Dctiv` msÁv, wj wtköY Kiti t`Lv hvq th, thvMthvM nt`Q `B ev ZtZwAK
e`w`i aviYv Ges Z` wKsev msevt`i Av`vb-cÖvb m`úKÁ cãvqv| Avi Gme
thvMthvM cãvqv hLb e'emvqK tÿt` msMwZ nq ZLb Zv`K e'emvq thvMthvM
etj |

e'emvq
thvMthvMi
iaZj

KvhRi thvMthvM Qvov tKvb Kvivi mg`zfc Mvb, cwiPvj bv | wqšÿ Kivi K`v
wPš` Kiv hvq bv| mg`zthvMthvMi Qvov A`b`i mvt` tmZæÜb i wPZ nq, kigK |
e`e`vcbv m`úKÁDbz nq, e`emvqi `bcY` | KvhRwv Zv ewx cvq Ges mtefcwi
e`emvqi gj`j` D`t`k` wvÖZ nq| ZvB KvhRi thvMthvM Qvov tKvb Kvivi
Gi Aw`Zj iyvi wlvq wPš` Kiv hvq bv| wbtg`thvMthvMi iaZj AvtjvPbv Kiv
ntj vt

1. thvMthvM GKwU e`emvqi `bcY` Ges KvhRi w`K wbt`Rbv cÖvb Kti |
2. thvMthvM e`emvqK KvhRitg A`b`i mvt` tmZæÜb i Pbv Kti |

3. e'emvqi mdj Zv wbfP Kti KihRi I dj cãh-thvMvthvM e'e'vi Dci |
4. thvMvthvM Mi gva'ig kigK I e'e'vcbv m'úK Dbqb Kiv m'æ |
5. thvMvthvM e'emvqi j'ÿ I Df'k" m'bwDZ Kti |
6. thvMvthvM Mi gva'ig e'emvK AvšRwZK gvfb Dbz Kiv m'æ |



gj'vqb

- 1| e'emvq cwi Kí bvi msÁv I i'æZ; eYDv Ki ab |
- 2| e'emvq thvMvthvM Mi msÁv I i'æZ; Avtj vPbv Ki ab |



m'æ" DËi

- 1bs cãkã DËti i Rb" ce'K Ges gj' ukLbxq w'el q t`Lb |
- 2bs cãkã DËti i Rb" ce'Q Ges gj' ukLbxq w'el q t`Lb |

Ae`v ubifcY Kiv, Avu_R djvdj I Ae`vi e`vL'v `vb Kiv Ges e`w³ ev cãZôvbtK Avu_R uel'q uewfbæZ` cõvb Kiv|



ce² M t inmvieÁvb I inmveiÿYi cv_R

ucõ ukÿv_x² inmveiÿY I inmvieÁvbtbi gta` ue`gvb cv_R` ,tjvtK Avgiv ubgèftc Dc`vcb Ki'Z cwi :

inmveiÿY	inmvieÁvb
<ul style="list-style-type: none"> • Rvte`vq tj bt`b uij uce× Kiv • Rvte`v n'Z LuZqv'tb tj bt`b `vbršl' Kiv • tj Rv'ti cãZuU inmve thvM Kiv • tj Rv'ti cãZuU inmvei tRi ubYq Kiv 	<ul style="list-style-type: none"> • ti lqvngj cõ'Z Kiv • inmvei mgšq m'vab Kiv • Avq ueeiYx cõ'Z Kiv • DØZEÎ cÿqb Kiv • fÿj mštkvab Kiv



ce² N t inmvieÁvbtbi , iazj

AvavbK ue'tk| inmvieÁvbtbi ,iazj Acwi m'xg| tQvU-eo, e`emv'iq-Ae`emv'iq, miKwii-temiKwii mKj cãZôvbtbi Rb`B inmvieÁvb Acwi nvh' KviY mKj cãZôvbtB Kg'te'wK Avu_R tj bt`b msN'uZ nq| tj bt`b ev t`bv cvl bvi inmve `xN' b h'v'er g'tb i vL'v m'æ bq| ZivQvov uewfbæctÿyi gta` fÿj ešve'š ubim'tbi Rb`I inmvieÁvb cõqvRb|

KvR: ucõ ukÿv_x²ub'tRi AwfÁZvi Av'tj vtK Ges gj- ukLbxq uel'q i m'vnh` ubtq inmvieÁvbtbi ,iazj m'ú'tK'ub'tPi QK'uU ci-Y Ki'ab:

1.
2.
3.
4.
5.
6.

BDıbu-1

Amatekb-9

gj- ukLbxq uelq (Key Learning Point)

ımmveiyY I ımmveieÁvb



tKıv e'w³ ev cıZövıbi ^bıwb AvıR tjbı`b,ıj chıqıtg k:Lj I mıeb`ıfıte ıj ıce× KivtK ımmveiyY etj | ımmveiyY ntjv ımmveieÁvıbi ıj ıce×KiY avc | Ab`fıte ejv hvq, e'emvq tjbı`ıbi ıvıv msNıUZ DcvıEı mıeb`ııj ıce×KiYtK ımmveiyY ejv nq |

ımmveiyY I ımmveieÁvıbi msÁv

ımmveieÁvb ntjv e'emvıqi cKZ.AvıR Ae`v ıbyıqi cıııqv | e'emvıqi tjbı`b I NUBımgı Af_P gvcKııvıZ ht_vchıfıte ıj ıce×KiY, msıııBKıY Ges Zv t_tK AvıR djvdj I Ae`v ıbyıq Ges Zv e'vL'v I Dc`ıcb Kivi Kjv-tKŞkj tKB ımmveieÁvb ejv hvq |

Ab`fıte ejv hvq, ımmveieÁvb ntjv Ggb GKııU uelq hvıZ Kjv-tKŞkj I ıbqg-bıııZı mııvıth" Kvi evıı tjbı`bmgı ımmvıei LvZıv ev eBıq ıj ıce× Ktı ıvLv nq Ges ıbw`ı mgq tkıı tjbı`ıbi cKııı, cKııZ, djvdj ıepıı-ıetkııY Ktı e'emvıqi mııeR AvıR Ae`v ıbıfıY Kiv nq |

ımmveiyY I ımmveieÁvıbi Dıık`mgı

ımmveiyıYı Dıık`mgı

- ^bıwb e'emvıqK tjbı`b,ıj tK`ıvıfıte ımmvıei LvZıv ıj ıce× Kiv |
- e'emvıqtK e'emv cıZövıbi ^bıwb cıııvıZ mıııtK@AeııZ Kiv |
- h_vh_fıte ıııfıbıımmve LvZ/LıvZqvb msııııYı gıvıtıg Gtı cııK e'ııj Y ıbaııY Kiv hv ımmveieÁvıbi KııRı mııvıqK |

ımmveieÁvıbi Dıık`mgı

- jıf-ıııZ (Profit and Loss Accounts) ımmve cııZ Ktı ıbw`ı mgııı A_ııııZK Kvhıııııı djvdj ıbıfıY Kiv |
- AvıR erııı tkııı ıbw`ı ZııııL Dııııı (Balance Sheet) cııZ Ktı e'ııı ev cıZövıbi AvıR Ae`v ıbıfıY Kiv |
- AvıR djvdj I Ae`ııı e'ııL'v`ıı Kiv |
- e'ııı ev cıZövıbtK AvıR ıelıtı ıııfıbııZ`ı cıııı Kiv |

inmeiÿY I inmeveÁvb Kihÿÿÿi cv_R

<p>inmeiÿY (ibgñi vLZ Kihÿÿÿi inmeiÿÿYi Ašf9)</p>	<p>inmeveÁvb (ibgñi vLZ Kihÿÿÿi inmeveÁvbi Ašf9)</p>
<ul style="list-style-type: none"> • Rvte`vq tj bÿ`b wj ice× Kiv • Rvte`v nÿZ LwZqvÿb tj bÿ`b `vbršli Kiv • tj Rvÿi cãZwU inmeve thvM Kiv • tj Rvÿi cãZwU inmvÿei tRi wby9 Kiv 	<ul style="list-style-type: none"> • ti lqvñg cãZ Kiv • inmvÿei mgš9 mrvab Kiv • Avq weeiYx cãZ Kiv • D0ÿcÿ cãqb Kiv • fy mštkvab Kiv

**inmeveÁvbi
iaZi**

AvaybK wek; inmeveÁvbi ,iaZi Acwi mvg| tQvU-eo, e`emvñq-Ae`emvñq, miKwii-temiKwii mKj cãZôvÿbi Rb`B inmeveÁvb Acwi nvh9 KviY mKj cãZôvÿbB KgÿewK Avw_R tj bÿ`b msNwUZ nq| tj bÿ`b ev t`br cvl bvi inmeve`xN9 b hver gÿb i vLv mæe bq| ZvQvov wevfbæcÿÿi gÿa` fy ešveš9 wbi mÿbi Rb`I inmeveÁvb cãqvRb| wbtg inmeveÁvbi ,iaZi eY9v Kiv nÿj vt

- inmeiÿY I inmeveÁvbi cãµqvi mrvñth` cãZôvÿbi Avw_R tj bÿ`b mgÿñi mæúY9I `vqx `wjj msiÿY Kiv nq| hvi dtj fiel`Z cãqvRb nÿj inmvÿei eB t`tL tj bÿ`b mšµvšlZ` Rvbr hvq|
- inmeveÁvbi dtj cãZôvÿbi Avw_R Ae`v Rvbr hvq|
- inmeveÁvbi gva`tg cãZôvÿbi Pwi, cãZvi Yv, Avw_R ýwZ cãFwZ wbtiva Kiv hvq|
- Gi gva`tg wbfÿfÿite inmeve wj ice× Kiv nq|
- inmeveÁvb cãZôvÿbi AMwvZ mæúÿK9Z` cãvb Kÿi |
- inmeveÁvb cãZôvÿwU mgZÿite Ges `ÿZvi mÿ_ cwi Pÿj bv KiZ e`e`vcbÿÿK mrvqZv Kÿi |



gj`iqb

- 1| *wnmvei yY Kx? Bnvi Df`ik` eYv Ki ab|*
- 2| *wnmveieAvb Kx? Bnvi Df`ik` eYv Ki ab|*
- 3| *wnmvei yY I wnmveieAvfbi cv`R` wbfcy Ki ab|*
- 4| *wnmveieAvfbi , iazj eYv Ki ab|*



m`e` D`E`i

- *1bs c`k`e` D`E`i i Rb` ce`K Ges gj` ukLbrq w`l q t` Lj|*
- *2bs c`k`e` D`E`i i Rb` ce`L Ges gj` ukLbrq w`l q t` Lj|*
- *3bs c`k`e` D`E`i i Rb` ce`M Ges gj` ukLbrq w`l q t` Lj|*
- *4bs c`k`e` D`E`i i Rb` ce`N Ges gj` ukLbrq w`l q t` Lj|*

evsj vř`tki e'emvřqi LvZ

fıgKv

evsj vř`tki e'emvř LvZ cãvbZ `B aiřbi : Af`šlıxY e'emvř LvZ Ges AvšRıRZK e'emvř LvZ | evsj vř`tki e'emvřqi Dřj LřhvM" LvZmgř nřjv : RbmsL`v i Bvıb, řcvlvK ukı, n`ı I Křđi ukı, grm" I ıngvıqZ Lv`, i vıvıqıbK `e", hřřvıZ, Pıgıv I PıgıvRıZ `e", Kıřvı cvU I cvURıZ `e", KıMR I ıbDRıvcŮ, Kıl.RıZ cY", ukıRıZ cY", Břj ±ıbK mıgMŮ BZ`ıı | evsj vř`tki A_řbıZK Dbqıb e'emvř LvřZi , i řZ; Acıı mıg |

Dřık"

GB Avatekb řkřl Avııb -

- evsj vř`tki e'emvř LvZ m`úřK`avi Yvi Dbqıb KiřZ cvıřeb |
- evsj vř`tki cãvb cãvb e'emvř LvZ ıPııY Z KiřZ cvıřeb |
- evsj vř`tki e'emvř LvZ ıbařřıYı ıeřeP" ıel qmğř Dc`ıcb KiřZ cvıřeb |



ce@ K t e'emvřqi LvřZi msAv Ges evsj vř`tki cãvb cãvb e'emvř LvZ

th řKvb e`ıřřřKB e'emvř KiřZ řMřj řKvb bv řKvb gva`g ev LvřZ ZıřK řřřZ nq | e'emvř LvZ nřjv e'emvřqi řmB řyřı thLvřb e'emvř msMıWZ nq | evsj vř`tki e'emvř LvZ `B aiřbi-(1) Af`šlıxY e'emvř LvZ Ges (2) AvšRıRZK e'emvř LvZ | evsj vř`tk ıeıřfbæıKg e'emvř cıı Pıııj Z nq řhgıb-MıřgŮım e'emvř, gRı e'emvř, i Bvıb e'emvř, Avg`ııb e'emvř BZ`ıı | evsj vř`tki e'emvřqi Dřj LřhvM" LvZmgř nřjv: RbmsL`v i Bvıb, řcvlvK ukı, n`ı I Křđi ukı, gvQ I ıngvıqZ Lv`, i vıvıqıbK `e", Pıgıv I PıgıvRıZ `e", Kıřvı cvU I cvURıZ `e", KıMR I ıbDRıvcŮ, Kıl.RıZ cY", Břj KUlıbK mıgMŮ BZ`ıı |



ce^QL t eisj v`tki e"emvq LvZi , iaz;

eisj v`tki e"emvq LvZi , iaz; Acwi mÿg| t`tki A_#oWZK Ae`v, RbM#Yi Rxeb hvIvi gvb, Dbq#bi nvi, t`tki tgvU Drcv`b, mÂq, veib#qvM, eEb e`e`v, A_#oWZK cwi Kíbv cÿqb, Kgms`v#bi m#hvM, Af`ŠlíxY emvY#R"i Pvn`v c#Y, `e#`ukK emvYR" h_v Avg`vb i Bvb c#vZ veifbatÿ#I eisj v`tki e"emvq LvZi , iaz; Acwi nvh^Q



ce^QM t eisj v`tki e"emvq LvZ vbat#Yi veteP" velqmg#

eisj v`tki e"emvq LvZ vbat#Yi veteP" velqmg# ntjv: AvŠR#ZK emvY#R"i Pvn`v, Af`ŠlíxY emvY#R"i Pvn`v, Kgms`v#bi m#hvM, vRvWvc#Z Ae`vb, i Bvb emvY#R" Ae`vb, emvYR" b#vZi mv#_ m#vZ, ukí vq#b c#av", Kv. vbfP e"emvq LvZ, t`kxq c#Ri veKvk BZ`v# |

gj- ikLbiq velq (Key Learning Point)

evsj v' t'ki e'emvq LvZ



th tKvb e'w³tKB e'emvq Ki tZ tM t' tKvb bv tKvb gva'g ev LvZ Zv tK th tZ nq| e'emvq LvZ ntjv e'emvq t' mB ty' th Lv t' e'emvq msNuUZ nq| e'emvq i i ai c' t' e' e'emvq t' K m' e' c' i' i' t' e' P' v' K' t' j' v' f' R' b' K' e'emvq t' q' i' LvZ u' b' e' P' b' K' i' t' Z' n' q' | e' v' s' j' v' t' k' i' e' e' m' v' q' L' v' Z' e' p' r' A' t' _' e' a' i' t' b' i' - (1) A' f' s' l' i' x' Y' e'emvq LvZ Ges (2) A' v' s' R' u' Z' K' e'emvq LvZ |

m' m' e' R' f' v' t' e' e' v' s' j' v' t' k' i' e' e' m' v' q' i' D' t' j' l' t' h' v' M' L' v' Z' m' g' r' n' t' j' v' : K' u' l' , i' k' i' , t' c' i' v' i' v' K' i' k' i' , n' i' l' K' u' i' i' k' i' , u' b' g' P' Y' , c' i' i' e' n' b' l' t' h' v' M' t' h' v' M' , M' p' v' q' b' , k' u' ³ l' M' v' m' , e' v' s' K' l' e' x' g' v' , R' b' m' s' L' v' i' B' v' i' b' , i' n' g' v' i' q' Z' g' r' m' , i' v' m' v' i' q' u' b' K' ` e' R' b' m' s' L' v' i' B' v' i' b' , g' r' m' l' i' n' g' v' i' q' Z' L' v' , i' v' m' v' i' q' u' b' K' ` e' , h' s' c' v' i' Z' , P' i' g' o' v' l' P' i' g' o' v' R' v' Z' ` e' , K' u' P' v' c' i' v' l' c' i' v' U' R' v' Z' ` e' , K' v' M' R' l' u' b' D' R' i' c' o' U' , K' u' l' R' v' Z' c' Y' , B' t' j' t' i' b' K' m' v' g' M' B' Z' v' |

e'emvq LvZi
iazi

evsj v' t'ki e'emvq LvZi iazi Acwi m' g' | t' t'ki A_ e' v' Z' K' Ae' v' , R' b' M' t' Y' i' R' x' e' b' h' v' i' v' i' g' v' b' , D' b' q' t' b' i' n' v' i' , t' t'ki t' g' i' v' D' r' c' i' v' b' , m' A' q' , u' e' b' t' q' v' M' , e' E' b' e' e' v' , A_ e' v' Z' K' c' i' i' K' i' b' v' c' l' y' q' b' , K' g' m' s' v' t' b' i' m' t' h' v' M' , A' f' s' l' i' x' Y' e' m' v' t' R' i' P' v' i' n' v' c' i' Y' c' l' y' Z' u' e' f' b' e' t' y' t' i' e' v' s' j' v' t' k' i' e' e' m' v' q' L' v' Z' i' i' a' z' i' A' c' w' i' n' v' h' e' A_ e' v' Z' K' D' b' q' b' c' i' i' K' i' b' v' c' l' y' q' t' b' i' m' g' q' e' v' s' j' v' t' k' i' e' e' m' v' q' L' v' Z' i' u' m' v' e' G' K' v' s' i' A' c' w' i' n' v' h' e' t' h' t' K' v' b' ` x' N' e' t' g' q' v' x' A_ e' v' Z' K' c' i' i' K' i' b' v' c' l' y' q' b' K' i' t' Z' n' t' j' t' t'ki e' Z' g' v' b' A_ e' v' Z' K' Ae' v' , u' e' f' b' e' t' y' t' i' u' b' t' q' v' M' R' Z' g' j' a' t' b' i' c' w' i' g' v' Y' , D' r' c' i' v' t' b' i' e' Z' g' v' b' n' v' i' B' Z' v' u' e' l' t' q' A' v' b' _' v' K' v' A' c' w' i' n' v' h' e'

t' f' s' t' M' v' j' K' Ae' v' b' , R' j' e' v' q' y' e' u' o' c' i' Z' , c' o' K' u' Z' K' m' e' u' t' i' c' i' v' R' c' l' y' Z' K' v' i' t' y' e' v' s' j' v' t' k' i' u' e' f' b' e' t' y' t' i' e' D' r' c' i' v' t' b' A' v' t' c' i' v' y' K' m' e' a' v' t' f' v' M' K' t' i' | D' v' n' i' Y' t' f' c' e' j' v' h' v' q' , A' v' t' c' i' v' y' K' m' e' a' v' i' K' v' i' t' y' e' v' s' j' v' t' k' i' c' i' v' l' K' v' i' v' i' W' i' M' g' D' r' c' i' v' b' K' t' i' G' e' s' c' i' v' l' l' M' g' u' e' b' g' t' q' i' g' v' a' t' g' G' ` e' u' t' t' t'ki g' t' a' e' e' m' v' q' m' s' N' u' U' Z' n' q' | h' l' b' G' K' B' t' t' k' ` e' u' u' u' e' f' b' e' A' A' t' j' i' g' t' a' e' e' m' v' q' c' w' i' P' v' i' j' Z' n' q' Z' l' b' Z' v' t' K' A' f' s' l' i' x' Y' e' e' m' v' q' e' j' v' n' q' | A' v' e' v' i' h' l' b' ` e' u' u' u' e' f' b' e' t' t' k' i' g' t' a' e' e' m' v' q' m' s' N' u' U' Z' n' q' Z' l' b' Z' v' t' K' A' v' s' R' u' Z' K' e' e' m' v' q' e' j' v' n' q' | A' f' s' l' i' x' Y' e' e' m' v' q' L' v' Z' l' A' v' s' R' u' Z' K' e' e' m' v' q' L' v' Z' i' g' j' u' e' f' v' e' G' K' n' t' j' l' Z' v' t' i' g' t' a' h' t' o' c' i' v' R' u' e' g' v' b' |

A' v' s' R' u' Z' K' e' e' m' v' q' L' v' Z' i' i' a' z' i' l' K' g' b' q' | G' i' g' v' a' t' g' t' t'ki D' o' e' c' Y' i' B' v' i' b' , A' b' y' c' v' u' Z' c' Y' m' v' g' M' o' A' v' g' v' i' b' , R' i' a' i' x' A' e' v' i' t' g' v' K' v' t' e' j' v' , A' Z' i' v' e' k' K' i' q' t' f' v' M' c' Y' A' v' g' v' i' b' , K' v' i' M' v' i' l' c' h' v' y' M' Z' A' v' b' A' v' g' v' i' b' K' u' h' e' r' g' , D' r' c' i' v' b' e' q' n' u' m' , m' e' u' t' i' i'

mÿze"envi, Drcv`b `ÿZv I AvšR@ZK mnthvMZv ep× civq Ges weifbat`tki gta" eÜZcYmúK©cúZwZ nq|

evsj vt`tki e"emvq LvZ vbañtY veteP" velqmgnt

AvšR@ZK emYtR"i Pwn`v, Af`šlxy emYtR"i Pwn`v, Kgñs`vtbi mthvM, vRvMvctZ Ae`vb, iBvnb emYtR" Ae`vb mjevav, emYR" bñvZi mvt_ m½vZ, vki vqtb cñavb", KvL. vbfP e"emvq LvZ, t`kxq cvRi veKvk BZ"v" velq vetePbvq vbtq e"emvtqi LvZ vbañtY Ki tZ nq|



gj`iqb

- 1| evsj vt`tki e"emvq LvZi msÁv I LvZmgñ eYñv Ki ab|
- 2| evsj vt`tki e"emvq LvZi , iazj eYñv Ki ab|
- 3| evsj vt`tki e"emvq LvZ vbañtY veteP" velqmgñ Avtj vPbv Ki ab|



mte" DËi

- 1bs cñkè DËti i Rb" ceK Ges gj- vKlvxq velq t`Lv|
- 2bs cñkè DËti i Rb" ceL Ges gj- vKlvxq velq t`Lv|
- 3bs cñkè DËti i Rb" ceM Ges gj- vKlvxq velq t`Lv|

e'emvq gwıj Kıvı I ^Kgm̃s'ıv

fıgKv

hıv e'emıtqi gj-ab mieıvı Kti Ges gıvıvı I tıvKıvı MđY Kti ZıvıB e'emıtqi gwıj K| ^Kgm̃s'ıv ejtZ ıbtıRı Kgm̃s'ıv KivtK eSıvq| ^Kgm̃s'ıvıbi ^eıko" nıjıv ıbtıRB ıbtıRı Kgm̃s'ıv ^Zıvı Kiv| ^Kgm̃s'ıvıbi gj-jÿ" nıjıv teKıvıZı| `ıvı`^`ıKıY Ges Rıebıvııvı gıvıvıvıvı| gwıj Kıvıvı vıvıEıZ e'emvqıK gj-Z 3 fıvıM fıM Kiv hıvq, h_v - GK gwıj Kıvıvı Kıvıvı, Askıvıvı Kıvıvı I thđ_ gj-abı Kıvıvı |

DııK"

GB Avatekb tkııı Avıvıvı-

- e'emvq ikÿıvı gwıj Kıvıvı mıvııKıeYđvı KıtZ cıvıteb|
- ^Kgm̃s'ıvıbi msAv I ^eıko" eYđvı KıtZ cıvıteb|
- ^Kgm̃s'ıvıbi cđıvıRıvıZıvı I tÿıı vıvııYZ KıtZ cıvıteb|



ce@K. e'emvq gwıj Kıvıvı msAv

hıv e'emıtqi gj-ab mieıvı Kti, gıvıvıvı I tıvıKıvıvı MđY Kti ZıvıvıB gwıj K| gwıj Kıvıvı gj-Z 3 cãKıvııı h_v- GKgwıj Kıvıvı Kıvıvı, Askıvıvıvı Kıvıvı I thđ_ gj-abı tkıvııvıvıvı|



ce@Lt ^Kgm̃s'ıvıbi msAv I ^eıko"

^Kgm̃s'ıvıbi msAv: BstııRtZ GKııU eıj cđıvıZ kã nıjıv Self Employment hıvı A_@^Kgm̃s'ıv eıv AvZıKgm̃s'ıv eıv ^ıvıbhıı Kg@BZ"ıv | ^Kgm̃s'ıv ejtZ ıbtıRı Kgm̃s'ıv KivtK eSıvq| Ab" fıvıte ejıv hıvq ıvR^mıvı" eıv fı FY, ıvR^ıPđı, Avıvı, `ııZıvı I eıvıgEıv KıvıR jıvıMıtq mıvıvıvı SıvK MđııYı gıvıtg AvZıK cđıPıvıvı RıvıeKıv ARıııı e'eıvıK ^Kgm̃s'ıv eıj |

^Kgm̃s'ıvıbi ^eıko"t

- ıbtıRB ıbtıRı Kgm̃s'ıv ^Zıvı Kiv
- GııU GK aıııı e'emvq
- fı cıııı cđıvıRıvı nıq
- PıvKıııı ıvıeKıı e'eıvı

- t`^Qvqj-K KvR, Pmctq t`qv ev Avti vncZ bq|



ce@Mt ^Kgm̄s`v̄bi cŃqRbxqZv

- **teKviZ;** `iKiyt ^Kgm̄s`v̄bi GKwU cŃvb mÿeav n̄jv Kgm̄xb hÿKt`i KtqP e`e`v Kti |
- **cŃkÿtYi gva`tg gube m̄ú` Dbqbt** ^Kgm̄s`v̄bi AvtiKwU mÿeav n̄jv cŃkÿtYi gva`tg gube m̄ú`i Dbqb Kiv I Dbz gube m̄ú`tK t`tki KvR e`envi Kiv|
- **`wi`^`iKiy I RxbhvĬvi gŃbvbqbt** ^Kgm̄s`v̄b t`tki `wi`^`iKiy I RxbhvĬvi gŃbvbqbt m̄vqZv Kti |
- **RbmsL`vi mÿg eĒb I knigÿx RbŃm̄Z tiva Ktit** AvZ^Kgm̄s`v̄b RbmsL`vi mÿg eĒb m̄vnh` Kti Ges thŃnZzM̄tg ^Kgm̄s`v̄b teuk Mto I tV tmŃnZz knigÿx RbŃm̄Z n̄m cvq|
- **t`ktcŃg DŃy Kiv** ^Kgm̄s`v̄bi gva`tg t`tki RbM̄tYi t`ktcŃg eÿx cvq|

KvR: ucŃ ukÿv_x, Avcbvi Pmi cvtk th mKj e`emvqi LvZ I KgŃÿĬ itqtQ thgb, gÿMxi Lvgi, Mi ai Lvgi, gÿ t`vKvb, MtgŃm BŪw÷, Askx`vix cŃZŃvb BZ`w` cwi`kŃ Kiab Ges Zvi Avtj v̄tK H KgŃÿĬwi gÿv Kvbvi cŃwZ, `enkó, cŃqRbxqZv m̄úwKz we`m̄i Z eYŃm̄n GKwU cŃZte`b `Zwi Kiab| `Zwi KZ. cŃZte`b wU Avcbvi mZx_Ń i Ges cŃqRt̄b ukÿKtK t`wLtq Zv Avil mgx Kiab|

gj- ikLbxq ielq (Key Learning Point)

e'emıq gwıj Kıbv I - Kgmıs - ıb



e'emıq gwıj Kıbv

GKRb e'ı³ thgb GKKfıte e'emıq cwi Pıj bv KıtZ cıti tZgıb ıB ev ZtZmaK e'ı³ ıgtj I Askı`vıi tZji wfiEtZ ev Pı³ ex nıq ıbw ıB AvBıbi Avl Zıvq Krievi ev e'emıq cıZıvb MVb, cwi Pıj bv I ıbqıY KıtZ cıti | Gfıte GK ev GKmaK e'ı³ ıgwıj Z nıq e'emıtqi gj-ab mieıv Kti | hvıv GB gj-ab mieıv Kti ZviB gj-Z e'emıtqi gwıj K | gwıj Kıbvı wfiEtZ e'emıvıK gj-Z 3 fıM fıM Kiv hvq |

K) GK gwıj Kıbv Krievi (Sole Tradership firm)

L) Askı`vıx Krievi (Partnership firm)

M) thŞ gj-abx tKıvıvb (Joint Stock Company)

K) GK gwıj Kıbv Krievi (Sole Tradership firm) t GK gwıj Kıbv e'emıq ej tZ GKRb gwıj K e'emıtqi mıvı³ gj-ab mieıv Ktib Ges ıZıvb e'emıtqi mKj cıvi ımvıš MıY Ktib I e'emıq cwi Pıj bv Ktib | thgb Avgıı i tıki AvıKıvsk gıy tıvıv ev ıZ e'emıq GK gwıj Kıbv e'emıq | Zvıı ej v hvq, th Krievi GKK gwıj Kıbvıxb MıvZ, cwi Pıvıj Z I ıbqıŞZ nı ZıfK GK gwıj Kıbv Krievi etj | Gi fc cıZıvb MVıb AvBıMZ Svıgj v tıB | Zıv Lı mıR MVb Kiv hvq | e'emıtqi mKj jvf tıvKıvb gwıj tıki ıbtıri |

L) Askı`vıx Krievi (Partnership firm) t ıB ev ZtZmaK e'ı³ tıki cıvıj Z Askı`vıx AvBı tıvıteK gıvıv ARıbi Rı Pı³ ex nıq th Krievi MVb Kti ZıfK Askı`vıx Krievi etj | Gi m`mıMY Krievıı cıqvRıbx gj-ab mieıv Ktib Ges thŞ fıte jvf I tıvKıvıbi Ask fıvı Ktib | MVb mıvıš AvBıMZ Rııj Zı ıKıyıtıqı | GB mıMVıbi m`mıı vı Amıgı |

M) thŞ gj-abx tKıvıvb (Joint Stock Company) t mıvııYZ mıgıvıx vıtqi wfiEtZ gıvıv ARıbi DıııKı Kıvıcıq e'ı³ ıgwıj Z nıq tKıvıvb AvBı tıvıteK mıvııj Z gwıj Kıbvı th Krievi MVb Kti ZıfK thŞ gj-abx tKıvıvb etj | Gi fc cıZıvb MVb mıvıš AvBıMZ Rııj Zı Lı teık | tKıvıvıbi m`mıı ev tıqvııvıı vıMY emıR mıvııY mıvıq cwi Pıj bv cwi I MVb Ktib | Zııı nıfZ cwi Pıj bv, e'eıvıbv I ıbqıŞıı vıqııvıı | Zıv tKıvıvbıtZ gwıj Kıbv tıfK e'eıvıbv cıKı |

**^-Kgm̄s^-t̄bi
c̄q̄vRbxqZv**

evsj v̄`k w̄t̄k̄i GK̄u Rbeuj t̄`k | t̄`tki RbmsL̄v 15 t̄K̄uU Dc̄ti | Gt̄`i
c̄q̄ 80% M̄t̄g evm K̄ti hv̄`i c̄v̄b Dc̄Rxe` n̄t̄jv K̄uL. KvR | t̄`k̄u w̄w̄f̄b̄e
mgm̄vq RR̄m̄ Z thgb - `wi`^; Lv` msKU, teKviZ; c̄v̄p̄n̄xbZv, w̄bi`yiZv, Liv,
Abv̄ēj, AvZ̄ēj, N̄ySo, eb̄v I w̄w̄f̄b̄e c̄q̄vRbxqZv `t̄h̄m̄ BZ`v̄ | t̄`tki miK̄v̄i
Kgm̄s^-t̄bi m̄t̄h̄v̄M Kg | G t̄c̄q̄v̄c̄t̄U P̄vK̄uZi w̄eK̄i w̄n̄t̄m̄t̄e AvZ̄Kgm̄s^-t̄bi , īæZ;
I c̄q̄vRbxqZv Ab`x̄K̄v̄h̄p̄ ^-Kgm̄s^-t̄bi c̄q̄vRbxqZv w̄b̄t̄ḡēm̄s̄w̄j̄B AvK̄uZi Z̄t̄j
aiv n̄t̄j vt

1. **teKviZ; `iKiyt** ^-Kgm̄s^-t̄bi GK̄u c̄v̄b m̄ȳeav n̄t̄jv Kḡx̄b h̄yK̄t̄`i
K̄t̄ḡp̄ e`e`v̄ K̄ti |
2. **c̄k̄ȳt̄Yi gva`tg gibe m̄u` Db̄q̄bt** ^-Kgm̄s^-t̄bi Av̄tiK̄u m̄ȳeav n̄t̄jv
c̄k̄ȳt̄Yi gva`tg gibe m̄u`t̄`i Db̄q̄b Kiv I Db̄z̄ gibe m̄u` t̄`tki Kv̄t̄R
e`envi Kiv |
3. **`wi`^` iKiy I R̄ebhv̄Ivi ḡv̄t̄bv̄q̄bt** ^-Kgm̄s^-t̄bi t̄`tki `wi`^` iKiy I
R̄ebhv̄Ivi ḡv̄t̄bv̄q̄bt m̄v̄q̄Zv K̄ti |
4. **RbmsL̄vi m̄yg eĒb I kniḡlx Rb̄t̄m̄Z t̄iva K̄t̄it** AvZ̄Kgm̄s^-t̄bi RbmsL̄vi
m̄yg eĒb m̄v̄v̄h` K̄ti Ges th̄t̄nZz M̄t̄g ^-Kgm̄s^-t̄bi t̄eik M̄to I t̄v̄ t̄m̄t̄nZz
kniḡlx Rb̄t̄m̄Z n̄w̄m̄ c̄v̄q |
5. **t̄`k̄t̄c̄q̄ D̄ōy K̄iv** ^-Kgm̄s^-t̄bi gva`tg t̄`tki RbM̄t̄Yi t̄`k̄t̄c̄q̄ ēw̄x̄ c̄v̄q |

**^-Kgm̄s^-t̄bi
t̄q̄t̄i**

RbmsL̄veuj t̄`k w̄n̄t̄m̄t̄e evsj v̄`t̄k̄ miK̄v̄i P̄vK̄u i m̄t̄h̄v̄M m̄x̄igZ _vK̄t̄j I ^-
Kgm̄s^-t̄bi m̄t̄h̄v̄M Āt̄bK Ges w̄eip̄I | m̄nR, mij I m̄v̄aviY KvR t̄`t̄K̄ i īæ K̄ti
R̄uUj KvR I ^-Kgm̄s^-t̄bi Av̄l Z̄vq c̄ti | h̄y Db̄q̄b Av̄a`B̄t̄ii gva`tg c̄k̄ȳY I
`f̄ FY AvZ̄Kgm̄s^-t̄bi m̄t̄h̄v̄M m̄ūp̄ K̄t̄i t̄q̄ | h̄y Db̄q̄b I w̄eimK-Gi Av̄l Z̄vq th
mKj D̄t̄j L̄t̄h̄v̄M` t̄ȳI i t̄q̄t̄Q Zv w̄b̄ḡēf̄ct

1. n̄w̄m̄ ḡȳM̄x̄ c̄v̄j b
2. M̄ew` ci I Q̄v̄M̄j c̄v̄j b
3. gr̄m` P̄v̄l
4. d̄t̄j i P̄v̄l
5. Z̄z̄ I ti kg P̄v̄l
6. tḡs̄ḡv̄m̄Q P̄v̄l
7. i v̄ēvi P̄v̄l
8. m̄ūâ P̄v̄l BZ`v̄ |



gj'vqb

- 1/ e'emvq gwij Kivr I ^Kgms'rb ej tZ Kx eSvq?
- 2/ e'emvq gwij Kivr KZ cKvi? eYBv Kiab|
- 3/ ^Kgms'rb i'ekó' I ,iaZ;eYBv Kiab|
- 4/ evsj v'`tk ^Kgms'rb tÿTmgn eYBv Kiab|



mæ' DËi

- 1bs c0kæ DËti i Rb'' ce^K I ce^L Ges gj- wKLbxq wel q t`Lly|
- 2bs c0kæ DËti i Rb'' ce^K Ges gj- wKLbxq wel q t`Lly|
- 3bs c0kæ DËti i Rb'' ce^L I ce^M Ges gj- wKLbxq wel q t`Lly|
- 4bs c0kæ DËti i Rb'' gj- wKLbxq wel q t`Lly|

BDwbU-1

Awatekb-12

e'emvq tytI eykewEK Sxk, mvgwRK tcljZ Ges cwi c°Zv

figKv

AZxZ wLb I eZgvtbi c0qvRtbi wfiEtZ eyk-gj-K mgmiv mgvatbi mvariY ygZvtK eyk etj AwfinZ Kiv hvq| Avi Sxk ejtZ tKvb AvKiw-SK NUbv, wec` Ges tjkmbv ev ywzi mgr mtevtK eSvq| eyk ntjv wLbI ygZv hv byb cwi tek mgmiv mgvatbi tytI c0qvM Kiv hvq| e'emvtqi mvt_ msuk0 Sxk wepyZvi mvt_ wbfCY Kti Zv Govtvi ev Kgtvri ev`e e`v MhYB ntjv eykewEK Sxk| gtb ivLtz nte th, e'emvtq webtqvM grtbB Sxk MhY| Sxk gj-Z 2 cKvi | e'emvqK Sxk Ges Avw_R Sxk|

Dtik

GB Awatekb tkI Avciw-

- eyk I Sxki msAv wbfCY Kitz cvi teb|
- Sxki cKvif` I Sxk e`vcbv mwtKavi Yv evL`v Kitz cvi teb|
- e'emvq tytI mvgwRK cwi tek I Zvi `wqZj mwtKavi Yv eYBv Kitz cvi teb|
- gva`wgK `ti e'emvqK Avtbi cwi c°Zvi gvIv wbfCY Kitz cvi teb|

ceK t eyk I Sxki msAv

DwI qv`etj b 0AZxZ wLb I eZgvtbi c0qvRtbi wfiEtZ eyk-gj-K mgmiv mgvatbi mvariY ygZvtK Avgiv eyk etj AwfinZ Kwi |0
Ari Webster Awfawb Abjvqx Sxk ejtZ tKvb AvKiw-SK NUbv, wec` Ges tjkmbv ev ywzi mtevtK eSvq|



ceL t Sxki cKvif` I cKvif` i cv_R`

Sxk gj-Z 2 cKvi, h_v: e'emvq Sxk I Avw_R Sxk| e'emvq cwi Pvj bv Kti gbydv ARbi tytI th Awb0qZv weivR Kti ZvtK e'emvq Sxk etj | Aci w`tK Avw_R Sxk tgvU Sxki tmB Ask hv FYKZ.A_mst`vbi gva`tg mw0 nq|

Avi_R SãK Ges e'emvãqK SãKi gta' wevfbe'vte cv_R'' ubYq Kiv hvq| thgb Zv' i msL'v, SãK mÿó, ubifcY, SãK MõY, SãK ubqšÿ, cãZõv'bi bãvZ, Avtqi e'vcKZv BZ''v' |

KvR: weq' ukÿv_x'ubt'ri AvfAZvi Avtjv'tK e'emvã SãK I Avi_R SãKi gta' cv_R'' ubYq Kiab|

ce°M t SãK e'e'icbv

eZq'v'eb e'emv-emv'tR'i we-ZwZ.jv'tfi mvt_ mvt_ RivJ Zvi ewx cv't'Q| ZvB ewx cv't'Q AvbõqZv I SãK| GB AvbõqZv tgvKv'tejv Kivi Rb'' e'emvãq'tK cãqvRbxq e'e'v MõY Ki'tZ nq| hvi gta' itq'tQ SãK wPivZKiY, SãKi cwi gvc Kiv, SãK cwi Pij bv Kiv Ges wmv's'ev'evq'v Kiv| Gi gva'tg SãK nwm, ubqšÿ I cwi nvi Kivi Rb'' Dchÿ e'e'v MõY Kivi cãqv'tK SãK e'e'icbv etj |

ce°N t e'emvã ty'tI mvgvRK tãÿZ

GKwU t'iki mvgvRK Ae'v tm t'iki e'emvã cwi'tetki Dci avvZ'K ev FYvZ'K cãve we'vi Ki'tZ cv'ti| evsjv't'k cv_exi 't'ivbã etj Gt'iki Av_° mvgvRK cwi'tek GL'tbv Dbã bq| wkt'ii AbMõhiZv, 'f gv_wicQyAvq, teKvi mgm'v, RxebvPi'tY mvgvRK I Kã's'v'tii gv'v'vZ'v³ ubqšÿ, webvkt'g AvãK jv'tfi cãv'Ë I gj'tev'tai Aeÿq t'iki e'emv emv'R'' Z_v Dbq'bt'K we'tkl fite evavMõ' Kti | Kv'tRB t'iki e'emv emv'R'' mvgvRK cwi'tetki Dci A'tbKuvB wbf'Pkj | e'emvãq'tK Zvi Kiv'ÿZ gv'tb wbtq hv'l qvi Rb'' cãqvRb mvgvRK Dbã cwi'tek| GQ'ov e'emvã thvM'thvM, cwi'enb, e'vsu'ks exgv, wki Kj Kvi Lvbv, ktg evRvi, cv'RevRvi Ges Av_°mvgvRK I ivR'v'vZ'K w'vZ'kxj Zvi Dci e'emvãq'i mvdj' A'tbKuvB wbf'Pkj |



ce°O t gva'igK 'ti e'emvãqK Áv'bi cwi'c°Zvi gv'lv'ubifcY

evsjv't'iki mvgvRK tãÿv'cU I AvãK RbmsL'vi wePv'ti GB t'ik 'ãKgm's'vb, ew'Ëgj-K tckvq AvZ'wbtqv'tMi weKí tbB| ZvB Avgv't' i gva'igK 't'ii cvV'mv'Pt'Z e'emvã ukÿv ukLb wcltq e'vsK, exgv, wmvvew'Avb, emv'R''K f'ãMvj, e'emvã cwi'v'vZ, e'emvã D't''vM BZ''v' wclq mgw's'Z Kiv nãq'tQ| Aek'' Gi mvt_ Mv'ÿZi wKQy'wclq thgb cwi'msL'vb, m'v'ebvZ'Ëj BZ''v' wclq mshÿ Kitj cvV Avi I Kv'hR'i nte| ukÿv'v'v'g'tK Kg'f'K'v' K I ew'Ëgj-K Kiv Dv'PZ| gva'igK 't'ii B S'ti cov ukÿv_x'p'v hv'tZ 'ãKgm's'vb Z_v A_°DcvRb Kti Rv'v'Kv' wbev'v Ki'tZ cv'ti tm Rb''B GB 't'ii e'emvã ukÿv Aš'f'ÿ Kti ukÿv_x'p' i gta' G m'v'v'v'K'Z Áv'bi we'vi Kivi D't''vM tvqv nãq'tQ|

Avl_R Sdk I e'emvqK Sdk i gta' cv_R'

Avl_R Sdk I e'emvqK Sdk i gta' ibtge³ cv_R', ij iPiYz Kiv hvqt

cv_R' i ielq	Avl_R Sdk	e'emvqK Sdk
msAv	tKvb dvtgP gvij tKi gj-atbi ywiZi m'ebvtK Avl_R Sdk etj	tKvb dvtgP KvhRi gbydvi tytI th AwbOqZv t'Lv t'q ZvtK e'emvqK Sdk etj
Sdk mup	Avl_R Sdk FYKZ.Znej msMni gva'tg mup nq	Af'sliXY I ewn'K Kvi tY hw dvtgP Drcv`b e'vNZ nq Ges m'umE ywZM' nq Zv ntj e'emvqK Sdk i mup nq
Sdk ibifcY	dvtgP Avl_R ij fvti tRi gva'tg Avl_R Sdk ibifcY Kiv nq	dvtgP cwi Pij b ij fvti tRi gva'tg e'emvqK Sdk ibifcY Kiv nq
Sdk MhY	dvtgP weibtvMKvi xMY G Sdk enb Kti _vtK	dvtgP gvij K I KgPwi DfqB G Sdk enb Kti _vtK
Sdk ibqSjY	gj-ab Kivvtgvi cwieZ m'ab Ges weibtvMKvi xMY KZR. G Sdk ibqisZ ntq _vtK	dvtgP gvij K I KgPwi MY KZR. G Sdk ibqisZ ntq _vtK
dvtgP bvxZ	Avl_R Sdk dvtgP weibtvM cij im I gj-ab Kivvtgvi Dci wbfP Kti	e'emvqK Sdk tKej gvI dvtgP weibtvM cij imi Dci wbfPkxj
At_P e'vcKZv	e'emvqK Sdk ewxi dtj Avl_R Sdk ewx cvq etj Bnv AtcyvKZ. msKxY@At_ e'eüZ nq	e'emvqK Sdk we`ZZ. At_ e'eüZ ntq _vtK

Sdk e'e'icbv

eZ'vb wek; e'emvq-emYR' thgb we`ZwZ. jvf Kti tQ tZgub RlUj AvKvi aviY
Kti tQ | GB RlUj Zvi mvt_ mvt_ e'emv emYtR' Avtqi tytI AwbOqZvi mup
ntqtQ | GB AwbOqZv tgvKvtjv Kivi Rb' e'emvqtK c'qvRbxq e'e`v MhY
KtZ nq | Sdk iPiYzKi tYi gva'tg Gi nwm, ibqSj I cwini Kivi Rb' Dchj
e'e`v MhY Kivi c'qvvtK Sdk e'e'icbv etj |

Suk e'e'rcbv mspvšl'el'q e'emv'qi Kuh'ej vbg'ct

- **Suk PnyZ Kiv** e'emv'qi c'ab I c'og KivR ntjv `yZvi mvt_ Suki tÿÎmgñ PnyZ Kiv I Zvi m'æ" ywZi Zvij Kiv c'ÿqb Kiv|
- **Suk cui'gvc Kiv** Suk PnyZ Kivi ci e'emv'qi cieZi'KivR ntjv Suk cui'gvc Kiv| e'emv'q Kx Kx ai'bi ywZRibZ Suki m'æ'x n'Z cv'ti Zvi m'æ'bev vbi'fçY Ki'Z nq|
- **Suk cui'Pvj bv Kiv** Suki cui'gvc Kivi ci e'emv'q'K Suki gv'Îv Kgv'tbvi c'Póvi gva'tg Suk cui'Pvj bv Kiv|
 - vbtg'æ' f'v'te Suk cui'Pvj bv Kiv hv'q
 - 1. Suk cui'nvi Kiv|
 - 2. Suk enb Kiv-Ab'tgq Suk I Kg Suk ntj Zv enb Kiv hv'q|
 - 3. Suk `v'bvšl' t' exgv t'Kiv'úv'bx' gva'tg Pw' m'æ'úv`b K'ti Suk `v'bvšl' Kiv hv'q|
 - 4. c'óZi y'vgj-K e'e'v M'hY Kiv hv'q|
 - 5. `v'gRvZKiY Ges Drcv`b c'ô'µqv'tK w'w'f'ba'v'tb `v'ct'bi gva'tg Suk w'w'f'ba'v'tb Kiv|
- **v'x'všl' ev'êv'qb Kiv** Suk m'æ'ú'K'w'w'f'ba'v'm'x'všl' M'hY Ges Zv ev'êv'qb Kiv e'emv'q'K Suk e'e'rcb'vi m'æ'kl I `v'ia'z'ç'Y'KivR|

<p>e'emvq mvgvRK cui'ç'ô'Z</p>

GKw t'iki mvgvRK Ae'v tm t'iki e'emvq cui'te'ki Dci w'æ'kl c'f'Ve tdj'Z cv'ti | eisj'v't'k cu'exi `f'v'v'æ' t'k' t'j'vi Ab'Zg| G t'iki Av'© mvgvRK cui'tek GL'tbv Db'æ' bq| w'k't'i Ab'M'h'Zi, `f' gv'v'nc'QyAv'q, teKvi mgm'v, R'xeb'v'Pi'tY mvgvRK I K'æ's`v't'i gv'Îv'Zwi³ v'v'q's'ÿ, w'eb'v'k't'g Av'aK j'v't'fi c'ô'Ë I gj'te'v'tai Ae'yq t'iki e'emv' em'YR" Z_v Db'q'b'tK w'æ'kl f'v'te ev'v'M' K'ti | Kiv'RB t'iki e'emv' em'YR" mvgvRK cui'te'ki Dci A'tbKUvB v'bf'p'k'j | e'emv'q'K Zvi K'v'v'ýZ gv'tb v'bt'q hv'l' q'vi Rb" c'ô'qv'Rb mvgvRK Db'ÿ' cui'tek | GQ'v'v' e'emv'q th'v'v't'h'v'M, cui'enb, e'v's'w'ks exgv, w'k'í K'j Kiv L'v'v', k'g ev'R'vi, c'v'R'ev'R'vi Ges Av'© mvgvRK I iv'R'v'w'ZK w'v'w'Z'k'j Zvi Dci e'emv'q'qi m'v'd'j" A'tbKUvB v'bf'p'k'j |

mvgvRK cui'tek th'gb e'emv'q cui'P'vj b'vi Rb" ab'v'Z'K ev' F'Y'v'Z'K c'f'Ve w'e'v'li Ki'Z cv'ti | t'Z'g'v'v' e'emv'q'qi Aver' w'K'QymvgvRK `v'v'q'Z'j i't'q't'Q| e'emv'q'qi mvgvRK `v'v'q'Z'm'gñ v'bt'g'æ'Z'j aiv ntj'v't

- Kg'P'v'i t' i msi'yY K'ti |
- t'iki A'v'w'ZK Db'q't'bi Rb" Drcv`b'k'j Zv e'w'x' K'ti Ges iv'R'^L'v'Z Av'q'Ki c'ô'v't'bi gva'tg R'v'Z'x'q Av'q e'w'x'Z Ask'M'h'Y v'v'w'öZ K'ti |
- Rb'M't'Yi P'v'v'v' cui'eZ'P'bi mvt_ mvt_ t'mB P'v'v'v'v' c'i't'Y t'P'óv' K'ti |

- mgvR weifbæKj vYgÿx KvR Kti thgb ukÿv cãZõvb ubgP, ukÿv cãZõvb Abÿvb t`qv, tgavex ukÿv_xP i covi vri Rb" eEi e'e`v Kiv BZ"v |
- AvabK chÿ Avg`vb Kti Riebhvivi gvb Dbqtb mPó nq |
- cY'i b`vh" gj" wbaP Y Kti tfrv`i i `r_`msiÿY Kti |

cwi`tkl ejv hvq,

evsjt`tki mvgwRK tçÿvctUi wfiE`Z wePbv Kitj ejv hvq AvZ RbmsL`vi GB t`tk `^Kgms`vb, eEgj-K tckvq AvZwbqvtMi weKí tbB | ZvB Avgv`i gva'igK `ti cv`mP`Z e`emvq ukÿv ukLY wcltq e`vsK, exgv, wmwveÁvb, ewYwR`K fMj, e`emvq cwiPvZ, e`emvq Df`vM BZ"v` wclq mgwšZ Kiv ntqtQ | Aek` Gi mvt_ MvYtZi wKQyelq thgb cwi msL`vb, m`ebvZÉj BZ"v` wclq mshÿ Kitj cvV AvI KvRi nte | ukÿvµgtK KgK`K I eEgj-K Kiv DvPZ | gva'igK `tiB Stí cov ukÿv_xP hvZ `^Kgms`vb Z_v A_`DcvR` Kti RweKv wbePn KitZ cvi tm Rb`B GB `tiB cQvRbxq wclq Ašfÿ Kiv cQvRb etj gtb Kiv nq |

e`emvq ukÿv wclqul `bePwbK | 9g-10g tkYtZ wKQymsL`K ukÿv_x`wclqul Aa`vqb Kti | e`vsKs, exgv, mgevq, gÿ e`e`v, `vbxq I AvšRwZK e`emvq QrovI weifbæai`bi wwbqvtMi wclq Zviv Abxj b Kti | gva'igK `ti GB wclq`tjv mKj ukÿv_xP Rb" mwgZ cwi gvtY ntj I Aa`qtbí e`e`v`vKv DvPZ | th mKj ukÿv_xP Stí cto Zviv th tKvb e`emvqK KvR AvZwbqvtM Kti RweKv wbePn KitZ cvi | ukÿv_xP eqtmi mvt_ KvR I RweKvi Ges tckvi mvt_ cwi c`Zvi mgšQ NvZ ntj e`emvqK Ávb I S`K MhÿYi gvbumKZv AR` KtiZ nte |



gj`iqb

- 1 | evx I S`Ki msÁv w`b |
- 2 | S`Ki cKvif` AvtjvPbv Kiab I e`emvqK S`K I Avw`R S`Ki cv`R" wbfCY Kiab |
- 3 | S`K e`e`v`vcbv AvtjvPbv Kiab |
- 4 | e`emvtqi mvgwRK cwi tçÿvZ AvtjvPbv Kiab |



m`te` DËi

- 1bs c`k` DËti i Rb" ce`K Ges gj- ukLbxq wclq t`Lÿ |
- 2bs c`k` DËti i Rb" ce`L Ges gj- ukLbxq wclq t`Lÿ |
- 3bs c`k` DËti i Rb" ce`M Ges gj- ukLbxq wclq t`Lÿ |
- 4bs c`k` DËti i Rb" ce`N Ges gj- ukLbxq wclq t`Lÿ |



ce^QL t Avtj vPbvi velqe`'uj Lvi aviYv AR^Q I Zvi c^QqM

th tKvb Avtj vPbvq mgvavtbi BwZgj-K e³e'mgr c^QletKi bvgmn uj tL ivLv nq| hvi dtj c^QleKvix e³e" A`ikvi Ki tZ cvtib bv Ges `tj i Ab`vb" e³ H velq tgtb Pj tZ eva" nb| tbZ.vbxq e³i Avt`k, vbt`R I civgk^Qmfvg uj tL ivLv nq hv tZ cti k sLjvi `t`^QGB Avt`k envj Kiv hvq| GBifc Avtj vPbvi v³ve³e³, c^Qievi, mgvR I c^QZovtbi uj tL ivL tZ Zvi m^Qlj cvl qv hvq| yz³ev e³MZ c^Qietek Gifc v³ve³gZvgZ g^Qg^Q ev gtb ti tLB cvj b Kiv nq| Gfite tKvb Avtj vPbvi velqe`'uj tL ivLvB ntj v velqe`'i vj vce³Ki Y|



ce^QM t Avtj vPbvi c^Qvi t` I velqe`'uj Lvi c^QvZ

Avtj vPbv e³MZ ev `jxq ntZ cvti| th tKvb Avtj vPbvq GKRB mfvcvZ ev gWtiUi _vtKb| mfvcvZi AbgvZ m^Qctj^Q Avtj vP" velq m`m`/m`m`vMY mfvg c^Qle Ktib Ab`vb`iv ZvtZ Zvt`i gZvgZ t`b| Gfite Avtj vPbvi gva`tg v³ve³ MpxZ nq| GKRB v³ve³ tj LK Gme c^Qle, gZvgZ I v³ve³etkl eBtZ veva tgvZvteK ti KW^QKtib| mfvi tkl v`tk c^Qle, gZvgZ I v³ve³ c^Qivq cto i b³ve³ nq| cieZv^Qmfvg v³ve³mgv v³ve³ Zivi Rb" c^Qivq cto i b³ve³ nq Ges Zv cvm Kiv nq| Gfite v³ve³GK a³ti v³ve³ ev AvBtb c^Qie YZ nq Ges mgm`v mgvavtbi c^QqM Kiv nq| mKtj B Zv tgtb Ptj b Ges th tKvb a³ti mgm`v ntj Zvi v³ve³ Kiv nq|



ce^QN t Avtj vPbvi v³ve³t`k mgm`v mgvavtbi I `yZv AR^Q

MpxZ v³ve³ mKtj i Ab³gv`b tctj Zv GK a³ti AvBtb c^Qie YZ nq| e³ c^QZovtbi Zv tgtb Pj tZ nq| v³ve³ v³ve³ Zv tgtb v³ve³ eva" nq| D³ GiB Avtj v³ve³ v³ve³ Kiv nq| Avtj vPbvi gva`tg mKtj i gZvgtZi v³ve³ v³ve³ MpxZ ntj A³tk evav I mgm`v mgvavtbi ntq hvq| dtj c^QZovtbi ev m^Qg^Q RK KvR mnR nq| c^QZovtbi k sLjv v³ve³ Avt^Q Drcv`b, thv^Qthv^Q, evRvi `i, P^Qv, thv^Qvb, A^QevRvi v³ve³ v³ve³ v³ve³ | mgv^Q R^Qeb hvcb I m^Qg^Q RK AvPvi Ab³gv mnR I M^QZgq nq|

g-j- ukLbriq ielq (Key Learning Point)

e`ir³MZ Avtj vPbriq ielqe`´ij icexKiY



Avtj vPbriq

cŕŕg Avgiv tRtb tbB Avtj vPbv (Discussion) Kix? tKvb GKll mgm`v mgravtbi Rb` Brvi iefbæi K ietq K_vevZP`ej ev Avjvc Kti KtqKRtb iqtj th iimxvšŕ tbhv nq Zvfk Avtj vPbv ev Discussion cxllZ ej | G cxllZ AbgriY Kti ukýv_xPv civ` ielqe`´i gj- e³e` ietRiv GtK Atb`i mvt_ Avjvc Avtj vPbv Kti AvqE` Kitz cıti Ges Zv AvqE` Kitz tKvb Rllj mgm`vq cotj cŕqvrRtb ukývtKi mvt_ Avjvc Kti mgm`vi mgravb Kite|

- mgm`v mgravtb ukýv_xPv -
- 1| mevB GKB Df`tk` cŕYi Z nteb
 - 2| mgm`v mgravtbi Rb` gZ iebgq Kiteb
 - 3| Z_` msMh Kti mgm`vi `fjc I tyŕ i baf`Y Kiteb
 - 4| mgm`v mgravtb iimxvšŕtcb`

ukýv tyfŕ Avtj vPbriq mjev I Amjev mgn-

mjev	Amjev
1 Dbzgvitbi ukLb cxllZ D`teb I cŕqVM mæ	1 Kvk i baf`i Z mgtdi gta` G cxllZ cŕqVM mæ nq bv
2 ukýv_xPK gj-` iei`vi Dci i bfpkxj ntZ nq bv	2 gvbmeúbæMšvMv`i Afve
3 ukýv_xP i bR`^ AvfgZ I `cŕPovq ÁbvRb nq	3 ibge gva`igK `ti G cxllZ KihRi bq
4 iPšŕ tPZbri cŕZdj b NtU	4 ukýv_xP i d`uk t`qvi cŕYZv mup ntZ cvti
5 kšLjv eRiq ivLv mæ nq	5 gva`igK iei`vj`g G cxllZ KihRi bq

Avtj vPbriq ielqe`´ij Lb

Avtj vPbriq AskMh`Yi gva`tg ukýv_xPv GtK Atb`i KvQ t_`tk iefbæaviYv, Kvh` cxllZ BZ`i mæútk`ukLtZ cıti| Gijc Avtj vPbriq cŕkýYv_x`iefbæ mgm`v Dc`vcb, mgm`v mgravtbi iefbææKı c`v Ges Gi ga` t_`tk mtefEg mgravbll tetQ tbqvi tKškj mæútk`KihRi fvgKv ietZ myg nq| G aitbi Avtj vPbriq ihub e`ir³MZfite Ask ieteb Zvfk Aek`B ielqe`´ij tL Zv cxllZ AbgriY Kti Dc`vcb Kitz nte| Avevi mfv cwi Pjv bvi `vqZ; ietqvRZ e`ir³ mfv ielqe`´ I iimxvšŕ myúofite ij tL ivLteb| Avtj vPbriq ielqe`´ij icex Kivi gva`tg ietgæ³ mjev, ij fvm Kiv hvq-

- 1/ tKD Zvi cÕ'le A`Kvi Ki tZ cvi bv|
- 2/ umxvš' mevb tgb Pj tZ eva" nq|
- 3/ cãZõv'bi kšLjv eRvq ivLv mæ Ges
- 4/ bv_ msiÿtYi gva'tg `ij j w` msiÿY Kiv mæ|

**Avtj vPbvi
cãkvi t'f` I
vel qe`'tj Lvi
cxvZ**

Avtj vPbv cãvbZ `B cãkvi | (i) e`w³MZ Avtj vPbv (ii) `j xq Avtj vPbv| tKvb
wbr` Ø msL`K e`w³i Abõv'tb hLb GKK e`w³ Zui e³e" ivLb ZLb Zv tK e`w³MZ
Avtj vPbv etj | Avi mgm'v mgvav'tbi Rb" hLb `B ev Z tZvnaK e`w³ `^cØYw Z
n tq Avtj vPbv Kti _v tKb Zv tK `j xq Avtj vPbv ej v nq|

Avtj vPbvi cxvZ I `B cãkvi (K) mggbv `j (L) e`w³MZ Dc`vcb| Avtj vPbvi
wKQybw` Ø Kvh'ig Av tQ hv Abõvi Y Kiv B vel qe`'tj Lvi cxvZ wntmte cvi wPZ|
thgb-

- (K) mggbv `j MVb/ c`v'tbj MVb|
- (L) `j xq Avtj vPbv-umxvš'ij Lb, Kh`eei Yx bv_ Ki Y|
- (M) mfv e`e`vcbv / tkYxKÿ e`e`vcbv|
- (N) Avtj Pbv gubUwis - hv³i mgšq, mgm'v mgvav'b, Avtj vPbvi cvi tek,
c`hv³ Dbq|
- (O) ikÿtKi fvgKv - ikÿY, mAvj b, Abõv'eb, Avb cØqvM|

**mgm'v mgvav'tb
Avtj vPbvi , iaz;
I cØqvRbxZv**

- th tKvb mgm'vi mgvav'b Ki tZ ntj Avtj vPbv LõB , iazcY® tkYxKÿ
Avtj vPbvi gva'tg mgm'v mgvav'tbi mgq ikÿK mAvj tKi fvgKv cvj b
Ki teb| Z_ , thvMv'thM, Z_` wtkd Y Ges umxvš'ingr` ij wce x Kti Zv
mgvav'tbi ct_ cØqvM Kiv nq| Avtj vPbv Dbkÿ cvi tek nI qv DvPZ| D`mÿ
ØØ I mgv'tj vPbv mgvav'tbi Rb" `ah`mnKv'ti wvfbæel q mgšq Kiv hvq|
- Avtj vPbvq c`v'tbj Avtj vPK wbtqvM Ki tZ cvi tj mgvavbgj-K BwZ cvl qv
mnR nq| wvfbæel q Dc`vcbKvix `j , t'v ci`ui mgv_ R wfbæegZvgtZi
AeZvi Yv Ki t'j Zv mgštqi tPõv Kiv nq|
- umxvš'ij Lb Z_v mfv i Kvh`eei Yx ij Lb mfv e`e`vcbvi , iazcY®KvR|
wvfbæe`w³ ev Avtj vPK mgvavbgj-K th e³e" ivL'teb Zv Zv ij Kv AvKv'ti ij tL
ivL'tZ nte| msiÿyZ ti KW®_tK , iazcY®el q , t'v mstkd Y Kti mgvav'tbi
Rb" MhY I cØqvM Kiv nq|
- MpxZ umxvš' ev ij wce x cÕ'levewj i Øv'v mgm'v mgvav'tbi tÿtÎ tKvb ØØ ev
cãZeÜKZvi mÿõ ntj Zv mgšq Kti Põvš' umxvš' MhY I ØØ wimb Kiv
hvq|



gj`iqb

- 1| Avtj vPbvi msÁv I mÿeav Amÿeav eYËv Kiab|
- 2| Avtj vPbvi ñelqe`'ij Lb I Zvi c×uZi eYËv Kiab|
- 3| Avtj vPbvi cKvi†f` eYÿv Kiab|
- 4| 00†h †Kvb mgm`v Avtj vPbvi gra`tg mgvaib Kiv hvq00 - GB Dir³uI Zvrch©
ñe†k†Y Kiab|



m†e` DËi

- 1bs c0k† DË†i i Rb` ce^K Ges gj` ukLbxq ñelq †`Lÿ|
- 2bs c0k† DË†i i Rb` ce^L Ges gj` ukLbxq ñelq †`Lÿ|
- 3bs c0k† DË†i i Rb` ce^M Ges gj` ukLbxq ñelq †`Lÿ|
- 4bs c0k† DË†i i Rb` ce^N Ges gj` ukLbxq ñelq †`Lÿ|

gia'igK ikýK cikýY - ieGW

BDıbu - 2

Avıtekb 14 *t* e'emiq ikÿvi ikLb dj

Avıtekb 15 *t* e'emiq ikÿvıelıqi cıW'cÿK gj'ıqb

Avıtekb 16 *t* e'emiq ikÿv ikÿY-ıLb cııKı bvi ıePıhıelqt
(AvıRıZK I eisj ı' k)

Avıtekb 17 *t* e'emiq ikÿv ikLb cııKı bvi ıePıhıelq t ikÿııg I
cıW' cÿKı chıj ıPbv

Avıtekb 18 *t* e'emiq ikÿv ikÿY KıWııgv

gia'igK ikÿK cikÿY - ieGW

e'emvq ukÿv nel'tqi ukLbdj ej tZ GLv'tb gva'igK t'fi e'emvq ukÿv kvLvq th mKj be'PibK nelq i'tqtQ H me nel'tqi ukLbdj tK eSv'tbv ntqtQ| thgb: unmvve weÁvb nel'tqi ukLbdj, e'emvq Dt`'vM nel'tqi ukLbdj, e'emvq cwi'PvZ nel'tqi ukLbdj I emvYvR`K f'Mvj nel'tqi ukLbdj |

e'emvq cwi'PvZ nel'tqi ukLbdj

e'emvq cwi'PvZ nelq cvV tk'tl ukÿv_Áv th mKj Ávb, `yZv I `wofw½ AR® Kite tm m'útk©mÿúó Ges m'wv`® weewZ ev evK`B nj ukLbdj | e'emvq cwi'PvZ nelq cvV tk'tl ukÿv_Áv th mKj cwi`ukZv AR® Kite ZvB e'emvq cwi'PvZ nel'tqi ukLbdj | thgbt

1| e'emv'tqi µgweKvk, Dt'ik", Kvhpewj I cKvitf` eY®v KitZ cvi'teb|

2| ukÿv_Áv e'emv'tqi weifbæ cvi'tetki (cÜKwZK, A_®wvZK, ivR®wvZK AvBbMZ, mvgvRk I cñy³MZ cvi'tek) Dcv`vb_tjv vPvYZ KitZ cvi'teb Ges e'emv'tq Gt`i AbKj I cÜZKj- cFve wePvi KitZ cvi'teb|

KvR: ukÿv_®eÜzv Avmby, Avgiv e'emvq cwi'PvZ nel'tqi cv'cyKvU tei Kvi Ges vbtgè Qtk (QK 2-14.1) e'emvq cwi'PvZ nel'tqi cÜZ`K Aa'vq t_tK GKvU Kti ukLbdj vj vL:

QK 2-14.1

Aa'v'tqi bvg	ukLbdj
cÜg Aa'vq	e'emv'tqi msÁv, µgweKvk, Dt'ik", Kvhpewj I cKvitf` eY®v KitZ cvi'teb
wZxq Aa'vq	
ZZxq Aa'q	
PZZ®Aa'vq	
cÂg Aa'vq	
Iô Aa'vq	
MBg Aa'vq	
Aóg Aa'vq	
beg Aa'vq	
`kg Aa'vq	



ce[©]Lt inmvveÁvb vel̄tqi ukLbdj

uc̄q̄ ukÿv_x[©] inmvveÁvb vel̄q civ tk̄l ukÿv_ſ th mKj Ávb, `ÿZv I `w̄fW½ AR[®] Kīte tm m^áútk[©]mÿúó Ges m̄w̄w̄ ̄ ̄eeWZ ev evK[®]B nj inmvveÁvb vel̄tqi ukLbdj | A_ſ inmvveÁvb vel̄q civVi gva'tg ukÿv_ſv th mKj civ `ukZv AR[®] Kīte ZvB inmvveÁvb vel̄tqi ukLbdj | thgb:

- 1/ c̄Zôv̄t̄bi tj b̄t`b m^áútk[©]AeinZ n̄teb Ges weifbæc̄q̄Yc̄t̄i m̄v̄v̄th" inmv̄tei c̄l_ugK eB̄tZ w̄j ice× KītZ civ̄teb|
- 2/ tj b̄t`t̄bi `ØZmËv m^áútk[©]AeinZ n̄tq `ØZmËvi w̄fW̄ĒtZ inmv̄e `Zwi KītZ civ̄teb|

KvR: uc̄q̄ ukÿv_x[©]Av̄m̄b, Av̄giv inmvveÁvb vel̄tqi civ`cÿKw̄U tei Kw̄i Ges ub̄t̄gæQ̄t̄K (QK 2-14.2) inmvveÁvb vel̄tqi c̄Z`K Aa`vq t_̄t̄K GKw̄U K̄ti ukLbdj w̄P̄w̄YZ Kw̄i -

QK 2-14.2

Aa`vtqi bvg	ukLbdj
c̄l_g Aa`vq	
w̄Zxq Aa`vq	
ZZxq Aa`vq	
c̄Ág Aa`vq	
I ô Aa`vq	
mBg Aa`vq	
Aóg Aa`vq	
beg Aa`vq	
`kg Aa`vq	



ce[©]Mt e'emvq D̄t`v̄M vel̄tqi ukLbdj

uc̄q̄ ukÿv_x[©] e'emvq D̄t`v̄M vel̄q civ tk̄l ukÿv_ſ th mKj Ávb, `ÿZv I `w̄fW½ AR[®] Kīte tm m^áútk[©]mÿúó Ges m̄w̄w̄ ̄ ̄eeWZ ev evK[®]B nj e'emvq D̄t`v̄M vel̄tqi ukLbdj | A_ſ e'emvq D̄t`v̄M vel̄q civVi gva'tg ukÿv_ſv th mKj civ `ukZv AR[®] Kīte ZvB e'emvq D̄t`v̄M vel̄tqi ukLbdj | thgb:

- 1/ e'emvq D̄t`v̄M m^áútk[©]avi Yv, D̄t`v̄v̄vi %æw̄kó" I , Yveij m^áútk[©]AeMZ n̄tq Dchÿ R̄weKvi Āt̄ſl̄ t̄Y Av̄M̄h̄x n̄teb|
- 2/ Kḡm̄s`v̄t̄bi t̄ÿt̄Î weivRḡvb m̄gm`v m̄gva'v̄t̄b P̄vK̄w̄i i weKí in̄tm̄te Av̄ZK̄ḡm̄s`v̄b MV̄t̄bi `ÿZv AR[®] Kīteb|

KiR: ucq' ik'yv_@Avmb, Avgi v e'emvq Df' VM nel'tqi cvV'cy'tKi mrvn'th" ub'tgæ Q'tK (OK 2-14.3) e'emvq Df' VM nel'tqi cQ'Z'K Aa'vq t_tK GKW K'ti ikLbdj mbv³ Kwi:

OK 2-14.3

Aa'vqi bvg	ikLbdj
cQ'g Aa'vq	
wZxq Aa'vq	
ZZxq Aa'vq	
PZZ@Aa'vq	
cAg Aa'vq	
lô Aa'vq	
mBg Aa'vq	
Aóg Aa'vq	
beg Aa'vq	
`kg Aa'vq	



ce'nt emYiR'K f#Mvj nel'tqi ikLbdj

ucq' ik'yv_x, emYiR'K f#Mvj nel'q cvV tk'tl ik'yv_# th mKj Avb, `yZv l`wofw/2 AR@ Ki'te tm m'ú'tK@m'yúó Ges mjbw' @ weewZ ev evK'B nj emYiR'K f#Mvj nel'tqi ikLbdj | A_@ emYiR'K f#Mvj nel'q cv'tVi gva'tg ik'yv_#v th mKj cvi `ik'Zv AR@ Ki'te ZvB emYiR'K f#Mvj nel'tqi ikLbdj | thgb:

- 1/ emYiR'K f#Mvj i Avl Zv l cQ'qvRbxqZv e'³ Ki'tZ cv'teb/
- 2/ wewfbaRj evqyAA'tj i mvt_ cvwPZ n'te Ges AAj ,tjvi `eikó", A_@wZK Kvh'ewj Ges Rxebhvcb c'Yj x m'ú'tK@AeinZ n'teb/

KıR: ıcŃ ıkÿv_ŔAvmb, Avgiv emYıR^K f#Mıj melıqi cıV'cyK t_tK ıbtgıe
 QtK emYıR^K f#Mıj melıqi cŃZ^K Aa'ıq t_tK GKıU Kti ıkLbdj ıj ıL-

Aa'ıqi bıg	ıkLbdj
cŃg Aa'ıq	
ıŃZıq Aa'ıq	
ZZıq Aa'ıq	
PZZ ^Ń Aa'ıq	
cÂg Aa'ıq	
I ô Aa'ıq	
MBg Aa'ıq	
Aóg Aa'ıq	
beg Aa'ıq	
`kg Aa'ıq	

gj- ikLbxq ielq (Key learning point)
e'emvq ikývi ikLbdj

ikLbdtj i msÁv

ikLbdtj i msÁv

ikLb-tkLv#bv c#muv i j ý" nj ikýv_# AvPi#Yi KuvýZ cwi eZ# Avbqb Kiv |
 Avi GB AvPiYMZ cwi eZ# ej tZ tevSvq ikýv_# Ávb, `ýZv I `wóf#zi
 cwi eZ# | ZvB ej v hvq tKvb GK#U civ tk#l ikýv_# ik Ávb, `ýZv I `wóf#z
 AR# Ki te tm m#ú#K#nyúó Ges m#w`# weewZ ev evK"B nj ikLbdj |
 ikLbdj #K ikLb thvM"ZvI ej v nq | A_# GK#U civ tk#l G t_#K ikýv_#v ik
 ik civ `ikZv AR# Ki te ZvB ikLbdj | ikLbdj mvariYZ weewZ ev evK"i
 gva'tg cKvk Kiv nq | ikýK ielqe' ikýv`v#bi c#eB ikLbdj w#bfcY K#i
 _v#Kb Ges gj`vq#b ikLbdj AR# ntqtQ ikbv Zv hvPvB K#i t`#Lb |
 e'emvq ikýv iel#qi ikLbdj ej tZ GLv#b gva'igK `#i e'emvq ikýv kvLvq th
 mKj `bePv#K ielq i#qtQ H me iel#qi ikLbdj #K eSv#bv ntqtQ | thgb: unmve
 weÁvb iel#qi ikLbdj , e'emvq Dt`"vM iel#qi ikLbdj , e'emvq cwi wPvZ iel#qi
 ikLbdj I evwYwR"K f#Mvj iel#qi ikLbdj |

ikLbdj tj Lvi wbgg

ikLbdtj i `enkó" I tj Lvi wbgg:

- ikLbdtj i gj- %enkó"i g#a" i#qtQ-
- 1| ms#y#B, `úó I m#w`# nq |
- 2| ch#e#yY I cwi gvc#thvM" nq |
- 3| ikýv_# AvPi#Yi cZ`vkZ cwi eZ# #K wfv# K#i tj Lv nq |
- 4| ikýv_# Ávb, `ýZv I `wóf#zi cwi eZ# cZ`vkv Kiv nq |
- 5| evK"i gva'tg ikLbdj tj Lv nq |
- 6| w#qv#vPK (Action verb) k#ā tj Lv nq |

ukLbdj tj Lvi DcþhV Mx ukqv evPK kã, tj v ntj v:

**ukLbdjtj i
ukqv evPK
kã**

cwi gvc KitZ cviþeb weþk dY KitZ cviþeb cv_R'' ubifcY KitZ cviþeb e'vL'v KitZ cviþeb Zþbv KitZ cviþeb fivM KitZ cviþeb tkY mefivM KitZ cviþeb	eYþv KitZ cviþeb ej tZ cviþeb wj LtZ cviþeb wPwYz KitZ cviþeb A¼b KitZ cviþeb cv_R'' KitZ cviþeb wj KitZ cviþeb	Abgv` KitZ cviþeb mbr ³ KitZ cviþeb MVb KitZ cviþeb mvrvtZ cviþeb ubevPb KitZ cviþeb wmvšÍ MhY KitZ cviþeb t`LvZ cviþeb
---	---	--

**e'emvq
cwi wPwZ
wltqi
ukLbdj**

e'emvq cwi wPwZ wltqi ukLbdj

e'emvq cwi wPwZ wltq cvV tkþl ukÿv_þ th mKj Ávb, `ÿZv I `wofwz ARþ
 Kite tm m'utK©mÿúó Ges mwþv þ wewZ ev evK'B nj ukLbdj | e'emvq
 cwi wPwZ wltq cvV tkþl ukÿv_þ th mKj cwi ukZv ARþ Kite ZvB e'emvq
 cwi wPwZ wltqi ukLbdj | e'emvq cwi wPwZ wltqi KZ, tjv ukLbdj wbtgæDjtj L
 Kiv tmj :

- 1| e'emvqtqi µgweKiv, Dþk'', Kvhþwþj I cKviþf` eYþv KitZ cviþeb |
- 2| ukÿv_þv e'emvqtqi weþfbæ cviþetki (cþKwZK, A_þwZK, ivRþwZK
 AvBbMZ, mvgwvRK I cþwþMZ cviþek) Dcv`vb, tjv wPwYz KitZ cviþeb
 Ges e'emvqtq Gþ' i AbKj I cþZKj- cþve wePvi KitZ cviþeb |
- 3| AvZKgwms`vþbi msÁvvn tÿÎ wPwYz KitZ cviþeb Ges evsjvþ`tki
 tcþvvcþU cþqvRbxqZv ubifcY KitZ cviþeb |
- 4| Dþ`v³vi , Yveþj I `ÿZv ubifcYmn A_þwZK Dbqþb Dþ`v³vi fvgKv e'vL'v
 KitZ cviþeb |
- 5| gwþj Kvþvi wfvÉtZ e'emvq msMVþbi cKviþf`, MVb cþvþx, mþeav, Amþeav I
 tÿÎ m'utK©Ávb ARþ Kþi Ae`v tft` e'emvq msMVb `Zwi KitZ cviþeb |
- 6| Lþiv e'emv I cvBKvvi e'emvqtqi gþa` cv_R'', Kvhþwþj wþYþ Ges G aiþbi
 e'emvq `vcb KitZ cviþeb |
- 7| ÿz^a I Kwti wktíi cKwZ, weþfbæ aib wPwYz KitZ Ges evsjvþ`tki
 A_þwZtZ Gme wktíi , iazje'vL'v KitZ cviþeb |
- 8| evRvi RvZKItYi msÁv, Kvhþwþj Ges weþfbæcY" evRvi RvZKIY cþµqv eYþv
 KitZ cviþeb |
- 9| A_©I e'vstKi msÁvvn emwvR"K e'vsk Ges tkv`þq e'vstKi Kvhþwþj m'utK©
 ev`e Ávb ARþ KitZ cviþeb |
- 10| exgvi msÁv, cþqvRbxqZv I cKvi tft` ubifcY KitZ cviþeb |

11| e'emvqK thvMvthvMi msAv, thvMvthvMi uewfbægva'g, e'emvqK cfi KivWtgv m'utK'ng'K Avb jvf Kti thvMvthvM KitZ cvi'eb|

12| Z_vbryÜvb, digvtqk cfi msAv, iPbv tKškj AvqE Kti Gme cI `Zwi KitZ cvi'eb|

inmveAvb vel'tqi ikLbdj

**inmveAvb
vel'tqi
ikLbdj**

inmveAvb velq civ tkfi ik'yv_ſ th mKj Avb, `yZv I `wofw/2 ARB Kite tm m'utK'nyúó Ges m'w'w' ſ uewZ ev evK'B nj inmveAvb vel'tqi ikLbdj | A_ſ inmveAvb velq civ'vi gva'tg ik'yv_ſv th mKj civ`ikZv ARB Kite ZvB inmveAvb vel'tqi ikLbdj | inmveAvb vel'tqi KZ_tjv ikLbdj wbtge D'tj L Kiv tMj t

1| cZövtbi tjbt`b m'utK'AewZ nteb Ges uewfbæc'gy'c'fi minvth' nmvtei cö'igK ebtZ wj wce× KitZ cvi'eb|

2| tjbt`bi 'ØZ m'Ev m'utK'AewZ ntq 'ØZ m'Ev wfi'É'Z inmve `Zwi KitZ cvi'eb|

3| uewfbæc'Kvi nmvtei OK A¼b KitZ cvi'eb Ges inmve mgxKiY m'utK'AeMZ ntq nmvtei t'w'eu t'p'w'w' wbyq KitZ cvi'eb|

4| uewfbæc'Kvi Rvte`v `Zwi Kti Zv t_ſK LuZqvb `Zwi KitZ cvi'eb Ges LuZqvb DØÉ t_ſK nmvtei M'w'w'ZK i'xZv hvPvB KitZ cvi'eb|

5| uewfbæc'Kvi bM`vb eB `Zwi Ges KÈ'Gw'U' e`vL'v w' tZ cvi'eb|

6| gj-ab I g'v'dv RvZxq tjbt`bi gta` cv_ſ` w'bf'cy KitZ cvi'eb Ges Pevš'inmve c'q'qb G Avb c'q'q'M KitZ cvi'eb|

7| cv'w'w'K inmve ivLvi , iaz; e'ſ'cv'w'w'K inmve I ev'RU c'Z KitZ cvi'eb|

8| e'emvq cZövtbi Drcw'Z cY' m'v'g'M'oi I tmevi µq gj` I µq gj` w'ba'ſ'Y KitZ cvi'eb|

9| e'emvq cZövtb cY`te'i e'q w'bf'cy I e'q w'bq's'ſ' c'w'Z I tKškj ikL'Z cvi'eb|

10| m'v'g'w'RK I ag'ſ'q gj`te'va, Revew'w'Zv, m'Áqx I w'gZe'tqi Af'w' Mto DV'te|

11| ag'ſ'q, `bw'ZK, gv'w'ek I m'v'g'w'RK gj`te'v'tai w'ek'v'k nte|

**e'emvq
Df`vM
veltqi
ukLbdj**

e'emvq Df`vM veltqi ukLbdj

e'emvq Df`vM velq cvV tkfI ukÿv_ſ th mKj Ávb, `ÿZv I `uofwz AR⁸ Kite tm m^áútk⁹mÿúo Ges m^áu^áſ⁸ ō weewZ ev evK`B nj e'emvq Df`vM veltqi ukLbdj | A_ſ e'emvq Df`vM velq cvtVi gva`tg ukÿv_ſ th mKj cvi`ukZv AR⁸ Kite ZvB e'emvq Df`vM veltqi ukLbdj | e'emvq Df`vM veltqi KZ_ t^jv ukLbdj *ubtgaD^tj* L Kiv tMj :

- 1| e'emvq Df`vM m^áútk⁹avi Yv, Df`v³vi %enkó" I _ Yveij m^áútk⁹AeMZ ntq Dchÿ RmeKvi A^tš| t^jY AvM^hx nteb|
- 2| Kgm^s-vtbi tÿtⁱ weivRgvb mgm^v mgvartb Pvkⁱ i weKí intmte AvZKgm^s-vb MVtbi `ÿZv AR⁸ Kiteb|
- 3| weib^tqv^tMi weifb^em^th^vM m^áev gj-`vqb Kti Zÿbv^j-K fite m^áevRbK LvZ weP^b Kti weib^tqv^M Ki^tZ cvi^teb|
- 4| cKí `vctbi mnvqK Dcv`vb_ t^jv m^áútk⁹AeMZ ntq c⁰qvRbgZ mnvqZvi m^áVK D^rtmi m^t½ thvM^th^vM Ki^tZ cvi^teb|
- 5| cKí i A_ſ^tbi weifb^eAe`v m^áútk⁹Ávb AR⁸ Kti c⁰qvR^tb ubR`^cKí i A_ſ^tbi Ki^tZ cvi^teb|
- 6| kÿ AvB^tbi m^t_ cwi^áPZ ntq K^j K^vi Lv^bvq AvB^b tgvZ^teK k^ágK *ubtqvM*, AvB^b tgvZ^teK K^j K^vi Lv^bv `vcb Ki^tZ cvi^teb|
- 7| g^bvdv cwiKíbv `Zwi Kti c⁰Z⁰v^tbi jvf-tjvK^mv I Av^á_R Ae`v c⁰k⁸ Ki^tZ cvi^teb|
- 8| ukí c⁰Z⁰v^tbi cwi`k⁸ Kti c⁰Z^te`b %Zwi Ki^tZ cvi^teb |

**ewYvR`K
f#Mvj
veltqi
ukLbdj**

ewYvR`K f#Mvj veltqi ukLbdj

ewYvR`K f#Mvj velq cvV tkfI ukÿv_ſ th mKj Ávb, `ÿZv I `uofwz AR⁸ Kite tm m^áútk⁹mÿúo Ges m^áu^áſ⁸ ō weewZ ev evK`B nj ewYvR`K f#Mvj veltqi ukLbdj | A_ſ ewYvR`K f#Mvj velq cvtVi gva`tg ukÿv_ſ th mKj cvi`ukZv AR⁸ Kite ZvB ewYvR`K f#Mvj veltqi ukLbdj | ewYvR`K f#Mvj veltqi KZ_ t^jv ukLbdj *ubtgaD^tj* L Kiv tMj :

- 1| ewYvR`K f#M^tj i AvI Zv I c⁰qvR^bvqZv e³ Ki^tZ cvi^teb|
- 2| weifb^eR^j evqyA^át^j i m^t_ cwi^áPZ nte Ges A^áj_ t^jvi `enkó", A_ſ^ávZK K^vh^áv^j Ges R^xeb h^vcb c⁰v^j x m^áútk⁹Ae^ávZ nteb|
- 3| weifb^ec⁰K^vi K^vl R^vZ c^tY`i m^t_ cwi^áPZ ntq G_ t^jvi D^rcv`b, e^Éb I Av^áſ^ávZK ewY^r` m^áútk⁹AeMZ nteb|
- 4| weifb^eL^ábR m^á` m^áútk⁹avi Yv jvf Kti we^tk^á ewY^tR` L^ábR m^áú^t` i_ i^áz^j Ab^áv^eb Ki^tZ cvi^teb|

5| ebR m'úf`i , iazmn cu_xi ebfug I ebR m'úf`i eYb KiTZ cvi`eb|

6| wefk; cãvb cãvb mgÿ`c_ , iazpY'e`i I emYR` tK>`tjv m'úf`K@AeMZ n`eb|

7| evsjv`tki fFstMvj K Ae`vb m'úf`K@avi Yv jvf Kti gvbiPÎ Askb Kti , iazpY'Ae`vb , tjv cõkõ KiTZ cvi`eb|

8| evsjv`tki Kul.m'ú` I LubR m'úf`i , iaz; Drcv`b I eËb e`e`v ejTZ cvi`eb|

9| evsjv`tk ukfí AbMñviZvi KviY I cõZKvi e`³ KiTZ cvi`eb Ges A_`bWZK Dbqtb ukfí i fvgKv ibifcY KiTZ cvi`eb|

10| evsjv`tki weifbæcwi enY I thvMvthvM e`e`v m'úf`K@cõ_igK avi Yv jvf Kti thvMvthvM e`e`vi , iaz; ibifcY KiTZ cvi`eb



gj`vqb

- 1| ukLbdj ejTZ Kx eSvq?
- 2| msÁvmn e`emvq cwi iPiZ wel`qi ukLbdj vj Lly |
- 3| msÁvmn wnmveieÁvb wel`qi ukLbdj vj Lly |
- 4| msÁvmn e`emvq Df`vM wel`qi ukLbdj vj Lly |
- 5| msÁvmn emYvR`K f#Mvj wel`qi ukLbdj vj Lly |



m'æ` DEi

- 1 bs cõkõ DEfi i Rb` ce`K Ges gj` ukLbxq wel`q f`Lly|
- 2 bs cõkõ m'æ` DEi wbgõfc

e'emvqci cwi vPvZ nel tqi Aa'vqv fivEK ukLbdj tK Avgiv vbgjefc Avtj vPbv Ki tZ cwi :

Aa'vqci bvg	ukLbdj
cŭg Aa'vq	e'emvqci msAv, µgveKvk, Df'k", Kvhevj I cKvif` eYv Ki tZ cvi teb
vZxq Aa'vq	ukÿv_ſv e'emvqci vefbæ cvi tetki (cŭKvZK, A_ſvZK, ivR%ſvZK AvBbMZ, mvgvRK I cſvMZ cvi tek) Dcv`vb, tjv vPvZ Ki tZ cvi teb Ges e'emvq Gt`i AbKj I cŭZKj- cſve vPvi Ki tZ cvi teb
PZZAa'vq	gvj Kvbi vfiE tZ e'emvq msMvbi cKvif`, Mvb cſvjx, mveav, Amveav I tÿI mæutK©Avb ARv Kti Ae`v tft` e'emvq msMvb `Zvi Ki tZ cvi teb
cAg Aa'vq	evRvi RvZKi tYi msAv, Kvhevj Ges vefbæ cY` evRvi RvZKi Y cŭµqv eYv Ki tZ cvi teb
lô Aa'vq	Lſiv e'emvq I cvBKvii e'emvqci gta` cv`R", Kvhevj vbYq Ges G ai tbi e'emvq `vcb Ki tZ cvi teb
Aóg Aa'vq	ÿ`a I Kvbi vktfi cKvZ, vefbæaib vPvZ Ki tZ Ges vsjv`tki A_ſvZ tZ Gme vktfi ,iaZj evL`v Ki tZ cvi teb
`kg Aa'vq	exvi msAv, cŭqvRbxqZv I exvi cKvi tf` vbfcY Ki tZ cvi teb
Ítqv`k Aa'vq	digvtqk cſi msAv, iPbv tKſkj AvqE Kti GiKg cſ `Zvi Ki tZ cvi teb

- 3 bs cŭkæ mæte` DEi vbgjefc:

vnmvevAvb nel tqi Aa'vqv fivEK ukLbdj tK Avgiv vbgjefc Avtj vPbv Ki tZ cwi :

Aa'vqci bvg	ukLbdj
cŭg Aa'vq	vnmvevAvtbi msAv, DrcvEKvj , Avl Zv, Df'k", cŭqvRbxqZv mæutK©avi Yv ARv Kti gj`teva mæutZ vnmvevAvtbi fvgKv eYv Ki tZ cvi te
vZxq Aa'vq	cŭZv tbi tj b`b mæutK© AevnZ nteb Ges vefbæ cſvYcſi mivvth` vnmvtei cŭ_µgK eBtZ vj vce× Ki tZ cvi teb
ZZxq Aa'vq	tj b` tbi vZmEv mæutK©AevnZ ntq vZ mEvi vfiE tZ vnmve `Zvi Ki tZ cvi teb

Aa'itqi big	ikLbdj
cÂg Aa'iq	uewfbæcKvi Rvte`v `Zwi Kti Zv t_#K LwZqvb `Zwi KitZ cvi te Ges LwZqvb D0E t_#K unmvtei MvYwZK i xZv hvPvB KitZ cvi teb
Iô Aa'iq	uewfbæcKvi bM`vb eB `Zwi Ges KEÏGwUÏ e`vL`v w`tZ cvi teb
Aóg Aa'iq	LwZqvb D0E t_#K unmvtei MvYwZK i xZv hvPvB KitZ cvi teb
beg Aa'iq	gj-ab I gbydv RvZiq tjb`#bi gta` cv_R` wbfycY KitZ cvi te Ges Pevšunmve cÏqtb G Ávb cÏqM KitZ cvi teb
Îtqv`k Aa'iq	cwi ewi K unmve ivLvi , iaZj ejs cwi ewi K unmve I evtRU cÏZ KitZ cvi teb

- 4 bs cÏkú mæte` DEi wbgie#c:

e`emvq Df`vM weltaqi Aa'iqwFwEK ikLbdj #K Avgi v wbgie#c Avtj vPbv KitZ cwi :

Aa'itqi big	ikLbdj
cÏg Aa'iq	e`emvq Df`vM mæú#K©avi Yv, Df`v`3vi %æwkó` I , Yvej mæú#K© AeMZ ntq Dchÿ RweKvi Atšl #Y AvMh x nteb
wZiq Aa'iq	Kgms`v#bi tÿtÎ weivRgvb mgm`v mgvai#b PvKw i weKí un#mte AvZ#Kms`vb MV#bi `ÿZv AR0 KitZ
PZz©Aa'iq	cKí `vc#bi mnvqK Dcv`vb , tj v mæú#K©AeMZ ntq cÏqvRbgZ mnvqZvi mWk Drtmi m#½ thvMvthvM KitZ cvi teb
cÂg Aa'iq	cKtí i A_#q#bi uewfbæAe`v mæú#K©Ávb AR0 Kti cÏqvR#b wR`^cKtí i A_#q#b KitZ cvi teb
Iô Aa'iq	kg AvB#bi m#_ cwi wPZ ntq Kj Kvi Lvbiq AvBb tgvZvteK klgK wbtqvM, AvBb tgvZvteK Kj Kvi Lvbr `vc#b KitZ cvi teb
Aóg Aa'iq	gbydv cwi Kí bv `Zwi Kti cÏZôv#bi jvf-tj vKmvb I Avw_R Ae`v cÏk0 KitZ cvi te
beg Aa'iq	wkí cÏZôvb cwi `k0 Kti cwZte`b %Zwi KitZ cvi te

- 5 bs c0k0e m0te DEi vbgie#c
emvYwR^K f#Mvj wetqi Aa'vqvfwEK ukLbdj tK Avgiv vbgie#c Avtj vPbv KitZ
cwi :

Aa'vtqi bvg	ukLbdj
c0g Aa'vq	emvYwR^K f#Mvtj i Avl Zv l c0qvRbxqZv e ³ KitZ cvi#eb
w0Zxq Aa'vq	wewfb0e Rj evqyAA#tj i mvt_ cwiiwPZ n#e Ges AAj ,tjvi `euk0, A_#0wZK Kvhw#ej Ges Rxeb hvcb c0vjx m0utK ⁰ AemZ n#eb
PZZ0Aa'vq	wewfb0eLwbR m0u` m0utK0avi Yv jvf Kti wetk! emvYwR" LwbR m0ut`i , iaZjAbgveb KitZ cvi#eb
c0g Aa'vq	ebR m0ut`i , iaZmn c0exi ebfwq l ebR m0ut`i eY0v KitZ cvi#eb
l0 Aa'vq	wetk!j wewfb0e tki uk#i Ae`v eY0v KitZ cvi#eb Ges A_#0wZK Dbq#b uk#i i fwgKv wbfcy KitZ cvi#eb
A0g Aa'vq	evsj vt`tki f#StMvj K Ae`vb m0utK0avi Yv jvf Kti gvbwP# AsKb Kti , iaZcy0Ae`vb ,tjv c0k0 KitZ cvi#eb
`kg Aa'vq	evsj vt`tk uk#i AbM0viZvi KvY l c0ZKvi e ³ KitZ cvi#eb Ges A_#0wZK Dbq#b uk#i i fwgKv wbfcy KitZ cvi#eb
0v`k Aa'vq	evsj vt`tki wewfb0ecwi enY l thvM#thvM e`v m0utK0c0_wgK avi Yv jvf Kti thvM#thvM e`vi , iaZjwbfcy KitZ cvi#eb

e'emvq ukÿv vel tqi cW'cÿK gj'vqb

figKv

th tKvb ukÿv e'e'vi cãvb wbt`Rbv mvgMð nã"Q cV'cÿK | Avi cV'cÿK gj'vqb nj ukÿvµtgi Dãik" I velqe' i AvtjvtK ukÿvi gw'Z DcKiY wntmte GKU cV'cÿKtKi gj'vqb wePvi Kiv | cV'cÿK wePb Ges cV'cÿK Dbqãbi RY" cV'cÿK gj'vqb Kiv nq | KZ,tjv `enkó"i wfiÉZ cV'cÿK gj'vqb Kiv nq | cV'cÿK gj'vqb ukÿvµg Mtel Yvi GKU tÿT | e'emvq ukÿv vel tqi cV'cÿK gj'vqb ej tZ gva'igK tti e'emvq ukÿv kvLvi velq,tjvi (e'emvq cwi wPwZ, wmwveÁvb, e'emvq Dã"vM I ewYwR"K fãMvj) cV'cÿKtKi gj'vqbãK eSvtbv nãtãQ |

Dãik"

GB Awatekb tkãI Avcwb N

- 1| cV'cÿK I cV'cÿK gj'vqãbi msÁvGes cV'cÿK gj'vqãbi Dãik" ej tZ criãeb |
- 2| cV'cÿK gj'vqãbi `enkó" ,tjv mbr³ KiãZ criãeb |
- 3| `enkó"i AvtjvtK gva'igK tti e'emvq ukÿv kvLvi velq,tjvi (e'emvq cwi wPwZ, wmwveÁvb, e'emvq Dã"vM I ewYwR"K fãMvj) cV'cÿK gj'vqb KiãZ criãeb |



ce® Kt cW'cÿK I cW'cÿKtKi gj'vqb

tKvb ukÿv e'e'vq cãvb wbt`Rbv mvgMð nã"Q cV'cÿK | GKU wbw` tKÿxi cV'µtg ewYZ tKvb GKU vel tqi wLbdj , jÿ" I Dãik" ARãbi Rb" ukÿv_xP tgav, AwfiãP, eqm, Pwv`v, thvM"Zv I cwi gvtci cãZ tLqvj tiãL ukÿY-wLb KvhpãgãK mnRZi I dj cã-Kivi Rb" vel tqi wbw` cV'mwP tgvZvãK ZÉ; Z_"; DcviÉ I velqe' mãnj Z mÿwLZ, mÿeb" I msããB cÿKãK H vel tqi cV'cÿK etj |

cW'cÿKtKi tã

- 1| wLb-tkLvãbv cãµqvã metãtã mvari Y I eúj e'eüZ GKU ukÿv DcKiY nj cV'cÿK |
- 2| cV'cÿK bwZgvj v Abÿi Y Kãi tj Lv nq |

- 3/ cV'cýK ukývµg I cV'mP AbmY Kti tj Lv nq|
- 4/ cV'cýK Ki gva'tg ukývµg tkYx Kty ev'Evqb Kiv nq|
- 5/ ukýK cV'cýK AbmY Kti cV'vb Ktib Ges`yZvi gj'vqb Ktib|
- 6/ ukýK ukýv_xDfqb cV'cýK wbfP|

cV'cýK gj'vqb

mvaviY Af_ gj'vqb nj ce'banwZ Dti'tki wfiEtZ tKvb GKwU e' er_Y Gi gj'gvb wePvi Kivi cUqv| gj'vqtb i`QW we'tkl`enkó` itqtQ| GK nj cwi gvc Ges`B gj'gvb wePvi | Avi cwi gvc me mgq tKvb bv tKvb gvbtDi mvt_Zz'bv Kiv ntq_vtK|

cV'cýK Ki tytI gj'vqb nj ukývµtgi Dti'k` I welqe'i AvtjvtK ukývi gy'Z DcKiY wntmte GKwU cV'cýK Ki gj'gvb wePvi KiY| hLb GKwU Av`k` cV'cýK Ki`enkó`i AvtjvtK tKvb GKwU wbr`ó`cV'cýK Ki gj'gvb I Dch'Zvi wePvi Kti H cýKwU Dbq'tbi Rb` cUqvRbxq mgywik Kiv nq ZLb ZvtK cV'cýK Ki gj'vqb ej v nq|

cV'cýK gj'vqtb i Dti'k` t

K) cV'cýK wbevPb|

L) cV'cýK Ki DbwZ weavb|

e'emvq ukývi cV'cýK gj'vqb ej tZ e'emvq ukýv kvLiq`bevPwbK welq_tjvi (wmmve weÁvb, e'emvq cwi wPZ, e'emvq Dti`wM I ewwYwR`K f#wvj) cV'cýK gj'vqtbK eSv'tbv ntqtQ|

KvR: wca ukýv_PAvmb, Avgiv wbtge cke'tjvi DEi LjR tei Kwi:

- 1/ tKvb ukýv e'e'vq cAvb wbt`Rbv mvgMÓtKvbwU?
- 2/ cV'cýK Kx Kx AbmY Kti tj Lv nq ?
- 3/ wKtmi AvtjvtK cV'cýK gj'vqb Kiv nq ?
- 4/ cV'cýK gj'vqtb i Dti'k`_tjv Kx Kx ?
- 5/ e'emvq ukýv wel'tqi cV'cýK Ki gj'vqb ej tZ tKvb tKvb wel'tqi cV'cýK K eSv'tbv ntqtQ?



ce'Lt cV'cýK gj'vqtb i`enkó`_tjv mbr`K iY

cV'cýK gj'vqb GKwU RwUj KvR| thbtZb fite GKwU cV'cýK gj'vqb Kiv hiv bv| ZvB cV'cýK gj'vqtb i Rb` KZ_tjv`enkó` e'envi Kiv nq| wbtge cV'cýK gj'vqtb i wYqK/'enkó`_tjv Zz' aiv nj |

K) welqe`MZ`enkó`|

- L) uelqe`i web`imMZ `eikó`|
- M) Dc`'tcbMZ `eikó`|
- N) uelqe`i e`vL`iMZ `eikó`|
- O) Abkxj tbi msthvM (Abkxj bMZ `eikó`)|
- P) AvwzK `eikó`|
- Q) mrvaiY `eikó`|

uelqe`MZ `eikó`

- 1| ik'yvutg ubavf Z Dti k` I ukLb dtj i ev`évbq e`e`v
- 2| civ`mip h_vh_ fvtc cij b
- 3| uelqe`'me'pabK
- 4| uelqe`'ik'yv_xp Pinn`v I AvMh cihY mg_©
- 5| uelqe`'me iKg wdar ev ksKvgy
- 6| uelqe`'Aek`B gj`teva mwozZ mnvqK
- 7| uelqe`tZ ZÉj I Z`MZ mivKZv

Dc`'tcbMZ `eikó`

- 1| ukLtbi bmvZ I ZÉj AbyriY Kti uelqe`'Dc`'tcb
- 2| uelqe`'Dc`'tcb avivevvnKZv
- 3| c@qvRbxq Qwe, PivU, wPÎ msthvRb
- 4| uelqe`'Dc`'tcb kã mæti, evK` KvVutgv I iPbv %kj x ik'yv_xDc`thvMx
- 5| uelqe`'c@z Puj Z i mvZ AbyriY Kti Dc`'tcb

web`im/msMvbmZ `eikó`

- 1| uelqe`'web`vimi bmvZgvj v I cxvZ AbyriY Kti uelqe`'mrvitbv
- 2| ik'yv`vbi `vk@K, mvgvRK I gtbv%AvnbK wfvE` Abjvqx uelqe`'mrvitbv
- 3| tkYx wfvEK avivevvnKZv I AbgÜ wvK titL web`im

uelqe`i e`vL`iMZ `eikó`

- 1| uelqtk mnR Kivi Rb` h_vh_ D`vniY
- 2| `biv`b Rxb t`tk D`vniY
- 3| ueZwKZ uelqe`'eR@
- 4| `xNuelqe`i mgMAsktk jz`jz`Astk wef³ Kti e`vL`v

Abkxj bMZ ^eikó"

- 1| cŰZ^K Aa'vq tk†l chŰB Abkxj †bi e'e`v
- 2| wj uLZ I tgšuLK Abkxj †bi e'e`v
- 3| Abkxj b†Z `beŰK, iPbvqj-K, KvŰtgvex I Gj vKvŰŰEK Afkývvi e'e`v

AvŰK ^eikó"

- 1| cv`cý†Ki AvKvi I AvqZb tkYx Dc†hvMx
- 2| gj vU I ŰŰRvBb AvKI Űxq
- 3| etavB †UKmB
- 4| gyY `úó Ges Qvci AvKvi h_v_©
- 5| Dbž g†bi KvMR
- 6| `vg hvŰm½Z

mvavi Y ^eikó"

- 1| cv`cýK Űelq Űe†kl Á KZR.i ŰPZ
- 2| gy`Kivi m†hvM bv_vKv
- 3| cv`cýKŰU †`kxq tçŰvctU i ŰPZ

KvR: ŰcŰ ukýv_ŰAvmb, Avqiv DĚg cv`cýK gj`vq†bi ^eikó" Abkxj gva`igK
`†i ŰmvveÁvb Űel†qi cv`cýKŰU hvPvBK†i Űbgvj uLZ ^eikó", †jv ŰPvYZ Kvi t
K) Űelqe`MZ ^eikó"t

L) Űelqe`i Űeb`vmMZ ^eikó" t

M) Dc`vcbMZ ^eikó" t

N) Űelqe`i e`vL`vMZ ^eikó" t

O) Abkxj †bi m†hvM (Abkxj bMZ ^eikó") t

P) AmwzK ênkó" t

Q) mvariY ênkó" t

icôj ikýv_x,© Dcti ewYZ cV"cyK gj"vqtbí ênkó" Ablyvqx gva'igK "fi
inmveieÁvb iel tqi cV"cyKkuU hVPiBKti Bnvi , YMZgvb m"útk©Avcbvi gZvgZ
ij Lty:

1.
2.
3.
4.
5.
6.
7.
8.

gj- ukLbxq ielq (Key learning point)

e'emiq ukývi cW'cýK gj'iqb



**cW'cýK
msÁv**

cW'cýK msÁv

th tKvb ukývi e'e'iq cÁvb ubt`Rbv mvgMÁ nT`Q cW'cýK | GKU ubw`Á tkYxi ukývutg eWYZ tKvb GKU ielq iukLbdj , j`y` I Dfík` ARfbi Rb` ukýv_xP tgav, Avfiap, eqm, Pvin`v, thvM`Zv I cwi gvtci cÁZ tLqvj ti tL ukýY-ukLb KivpigtK mnRzi I dj cÁ-Kivi Rb` ielq ubw`Á cW'muP tgvZvteK ZÉ; Z_ ; DcvÉ I ielqe`' m`nj Z m`j uLZ m`eb`' I msivB cýKtK H ielq cW'cýK etj |

cW'cýK tjc

- 1/ ukLb-tkLvtrv cÁqvq metPtq mavi Y I euj e'enZ GKU ukýv DcKiY nj cW'cýK |
- 2/ cW'cýK bWZgvj v Avyi Y Kti tj Lv nq |
- 3/ cW'cýK ukývutg I cW'muP Avyi Y Kti tj Lv nq |
- 4/ cW'cýK gva`tg ukývutg tkYx Kty ev`evqb Kiv nq |
- 5/ ukýK cW'cýK Avyi Y Kti cW`vb Ktib Ges`yZvi gj'iqb Ktib |
- 6/ ukýK ukýv_xDfqb cW'cýK ubfP |

**cW'cýK
gj'iqb
msÁv**

cW'cýK gj'iqb

mavi Y Af`_gj'iqb nj cÁvav Z Dfítki wfiÉZ tKvb GKU e`' ev`_Y Gi gj'gub wPvi Kivi cÁqv | gj'iqb `ÁU wtkl`eukó` itqtQ | GK nj cwi gvc Ges`B gj'gub wPvi | Avi cwi gvc me mgq tKvb bv tKvb gub`tdi mvt`_Zxbv Kiv ntq_vtK |

cW'cýK tytI gj'iqb nj ukývutgi Dfík` I ielqe`' AvtjvtK ukývi gy`Z DcKiY wntmte GKU cW'cýK gj'gub wPvi KiY | hLb GKU Av`k` cW'cýK euktó`i AvtjvtK tKvb GKU ubw`Á cW'cýK gj'gub I DchZv wPvi Kti H cýKwi Dbqbi Rb` cÁqvRbxq mgwik Kiv nq ZLb ZvtK cW'cýK gj'iqb ejv nq |

**ciV'cȳK
gj'vq̄bi
D̄i'k''**

ciV'cȳK gj'vq̄bi D̄i'k''

- K) ciV'cȳK ubePb|
- L) ciV'cȳK Ki Db̄z̄ uearb|

K) ciV'cȳK ubePb t Gi `Ńj̄ w̄ K i tq̄Q| h_v:

- 1| DEg ciV'cȳK ubeP̄b hvPvB Kiv|
- 2| fij ciV'cȳK evQvB Kivi Rb'' gj'vqb

L) ciV'cȳK Ki Db̄z̄ uearb

- 1| ciV'cȳK Ki Db̄z̄ uearb mnvqZv Kiv|
- 2| Db̄z̄ gv̄bi ciV'cȳK cŃq̄bi ce^okZ^onj ciV'cȳK Ki μgvMZ ch̄j̄ vPbv I gj'vqb|
- 3| ciV'cȳK iPbv i Kiv GKiu Muzkxj cKuz̄|
- 4| ciV'cȳK Ki mej I `Ńj̄ w̄ K ubePb Kiv|
- 5| ciV'cȳK Ki `Ńj̄ w̄ K mgr̄ cwi gvR̄ I mstkvab K̄i Db̄z̄ gv̄bi ciV' eB cŃq̄b|
- 6| ciV'cȳK gj'vqb ik'yvμg M̄teI Yvi GKiu t̄ȳI |

e'emvq ik'yv̄ nel̄qi ciV'cȳK gj'vqb ej̄Z e'emvq ik'yv̄ kvLiq̄ beP̄bK nelq, t̄j̄vi (m̄mve ueAiv̄, e'emvq cwīPZ, e'emvq D̄i' v̄M I em̄Yv̄R'K f̄M̄j̄) ciV'cȳK gj'vqb̄tK eS̄v̄t̄bv̄ n̄tq̄Q|

**ciV'cȳK
gj'vq̄bi
%eikó'mgr̄**

ciV'cȳK gj'vq̄bi ^eikó'mgr̄

ciV'cȳK gj'vqb GKiu R̄iUj̄ Kiv| thb̄ t̄Zb̄ f̄v̄te GKiu ciV'cȳK gj'vqb Kiv hvq̄ bv̄| Ziv̄B ciV'cȳK gj'vq̄bi Rb'' KZ, t̄j̄v̄ %eikó'' e'envi Kiv nq| ub̄t̄gr̄e ciV'cȳK gj'vq̄bi ub̄Yq̄K/'eikó'', t̄j̄v̄ Z̄t̄j̄ aiv̄ nj |

- K) nel qe^-MZ ^eikó''|
- L) nel qe^-i web'vmMZ ^eikó''|
- M) Dc^-vcbMZ ^eikó''|
- N) nel qe^-i e'vL'vMZ ^eikó''|
- O) Ab̄k̄xj̄ t̄bi m̄sh̄v̄M (Ab̄k̄xj̄ bMZ ^eikó'')|
- P) Av̄īz̄K ^eikó''|
- Q) m̄v̄vi Y ^eikó''|

welqe~MZ ^enkó"

- 1| ukývµtg wbañ Z Dñk" I ukLb dtj i ev~évtqbi e'e~v _vKtZ nte|
- 2| cvV'mµP h_vh_ fvte cvj b KitZ nte|
- 3| welqe~'meñµK nte|
- 4| welqe~'ukýv_xP Pµn`v I AvMñ ci+Y mg_ñte|
- 5| welqe~tZ tKvb i Kg wðav ev ksKv _vKte bv|
- 6| welqe~'Aek"B gj~teva mµóZ mnvqK nte|
- 7| welqe~tZ ZË; I Z_~MZ tKvb fž _vKte bv|

Dc~'vcbMZ ^enkó"

- 1| ukLtbi bñvZ I ZË; AbynY Kti welqe~'Dc~'vcb Kitte|
- 2| welqe~'Dc~'vcb avivevñKZv _vKte|
- 3| cñqvRbxq Qwe, PµU;µPÎ msthµRZ _vKte|
- 4| welqe~'Dc~'vcb kã mµti, evK" KvVtgv I iPbv %kj x ukýv_xDcthvMx nte|
- 5| welqe~'cñgZ Pµj Z iñvZ AbynY Kti Dc~'vcb Kitte|

web~vm/msMvbMZ ^enkó"

- 1| welqe~'web~vñmi bñvZgvj v I c×ñvZ AbynY Kti welqe~'mvRvñZ nte|
- 2| ukýv`vñbi `vkñK, mvgµRK I gñbv%ÁvñK wññË Abynqñ welqe~'mvRvñZ nte|
- 3| tkYx wññËK avivevñKZv I AbynÜ wñK tiñL web~vm KitZ nte|

welqe~i e~vL~vMZ ^enkó"

- 1| welqñK mnR Kivi Rb" h_vh_ D`vniY _vKtZ nte|
- 2| `bñ`b Rñeb t_ñK D`vniY wññZ nte|
- 3| weZñKZ welqe~'eRñ KitZ nte|
- 4| `xññwelqe~i mgMñAskñK jž³jž³Astñ wñf³ Kti e~vL`v KitZ nte|

Abñj bMZ ^enkó" t

- 1| cñZ`K Aa`vq tkñl chññ Abñj tbi e'e~v _vKtZ nte|
- 2| wñ µLZ I tgññLK Abñj tbi e'e~v _vKte|
- 3| Abñj bññZ `beññK, iPbvñj-K, KvVtgvex I GjvKwññËK Afnñvi e'e~v _vKte|

AvwK ^enkó''

- 1| cv'cÿfKi AvKvi I AvqZb tkYx Dc'hmMx nte|
- 2| Kfvi I wVRvBb AvKI q'xq nte|
- 3| etavB fUKmB nte|
- 4| gÿY -úó Ges Qvcvi AvKvi h_v_ñte|
- 5| Dbz gı'bi KvMR nte|
- 6| `vg hı' m½Z nte|

mvaviY ^enkó''

- 1| cv'cÿK nelq we'klÁ KZR.iwPZ nte|
- 2| gÿ' Kivi m'hm bv_vKv fij |
- 3| cv'cÿKıU t`kxq tçÿvcıU iwPZ nte|

GKıU cv'cÿfK Dc'iv³ ^enkó''i Avtjv'K h_vh_fıte Z'zbvKi'Yi gva'ıg cÿfKi ,YMZgvb cııgıv KivB nj cv'cÿfKi gj'ıqb| ,YMZgvb fij ntj cv'cÿKıU ıbe'p'b Kiv hıte Ab`_v cv' cÿKıU Dbq'bi e'e`v MhY Ki'Z nte|



gj'ıqb

- 1| cv'cÿK Ges cv'cÿK gj'ıqb ej fZ Kx e'ıvq?
- 2| Av`k'cv'cÿK gj'ıqbı ^enkó'' ,tj v'ıj Lı|
- 3| Av`k'cv'cÿK gj'ıqbı ^enkó''i Avtjv'K e'ıvıvq cıııPıZ, e'ıvıvq Df`ıM I eıııR'K f'ıııj nel'ıqı cv'cÿK ,tj vi ,YMZgvb hıPıB Ki'ab|



m'ıe'' DËi

- 1 bs c'k'ıe' DËıi Rb'' ce'K Ges gj' ıkLbxq nelq t`Lı|
- 2 bs c'k'ıe' DËıi Rb'' ce'L Ges gj' ıkLbxq nelq t`Lı|
- 3 bs c'k'ıe' DËi ıb'ıRi AwfÁZıı Avtjv'K `Zııı Ki'ab|

e'emvq ukÿv ukÿY-ukLb cwi Kí bvi wePvh@elqt (AvšR@ZK I evsj v`k)

fvgKv

e'emvq ukÿv kvLwU Avgv`i t`tk gva'wgK `fi c@ij Z ukÿvµtg cŭg msthvRb/
Gi AvtM Avgv`i t`tk gva'wgK `fi ukÿvµtg e'emvq ukÿv bvtg `Zš; tKvb
kvLv uQj bv| c@ij Z ukÿvµg `Zwi KwgU wevfbat`tki ukÿv e`v ch`eyY Kti
Ab'vb" t`tki b'vq Avgv`i t`tk gva'wgK `fi e'emvq ukÿv kvLv bvtg `Zš;
GKuU kvLv msthvRb Ktib| t`tki ukÿv_@v gva'wgK `fi G kvLvq cov tj Lv Kti
D"P ukÿvi mthvM civ`Q Ges AvZKqms`vb `Zwi i gva'tg A_@wZK Dbqtb fvgKv
ivLtZ cvi te G j ty" c@ij Z ukÿvµg ev`evqtbí KvR Pj tQ|

Dtík"

GB Awatekb tkfI Avcwb -

- 1| e'emvq ukÿv ukÿY ukLtb wePvh@elq, tjv wPwYZ Kitz cvi teb|
- 2| G wevtq ukÿtKi thvM`Zv mbv³ Kitz cvi teb|
- 3| evsjv`tki we`vj q, tjv tZ e'emvq ukÿv wevtq ukÿY-ukLtbi `wZv, tjv
mbv³ Kitz cvi teb|



ce@K t e'emvq ukÿv ukÿY ukLtb wePvh@elq, tjv wPwYZKiY

e'emvq ukÿv ukÿY-ukLb cwi Kí bvi wePvh@elq:- Effective Learning and Teaching in Scottish Secondary School Business Education and Economics MtelYvq t`Lv hvq th Dbz t`tki we`vj q, tjv tZ e'emvq ukÿv wevM bvtg Avjv`v wevM itqtQ| G wevM GKRb wevMxq c@vbi Aaxtb Oq (6) Rb wevtq wetklÁi c` itqtQ| G me wetklÁ Øviv e'emvq ukÿv wevtq ukÿv t`qv nq| wZb Rb wbtqvRZ `vtK Standard level Gi Rb" Ges wZb Rb wbtqvM Kiv nq Intermediate level Gi Rb"| c@vb ukÿtKi wBKU wvcvU@gtUi c@vb `vqex `vtKb|

KvR: wcv ukÿv_@Avmb, Avgiv wbtg@ cKtj vi DEi LtR tei Kwi:

- 1/ ~uJk gva'igK ue`ij q,tj vZ e'emvq ik'yv uefvM KquU uelq ik'ytki c` i tqtQ ?
- 2/ uWcUqgtUi ik'yKiv Kvi `uqtZj_vtkb ?
- 3/ c'vb ik'ytki uBKU uWcUqgtUi tK `vqex_vtkb ?
- 4/ Standard level Gi Rb" KZRb ik'yK uotqumRZ_vtkb ?
- 5/ e'emvq ik'yv ik'yY-ukLtbi GKU uePvq'uelq uij Lty |



ce^oL t e'emvq ik'yv ik'ytki thM'Zv mbv³KiY

GKRb e'emvq ik'yvi ik'yK ue`ij tq uewfbæaitbi Kiv m'uv`b Kti_vtkb/ thgb- tkYxKty cv`vb, uewfbæct'yi mvt_ thMvthvM, uewfbæAbgv'tbi AvtqvRb, ik'yv_#K uot`Rbv `vb BZ'w | Gme Kiv m'uv`tbi Rb" e'emvq ik'yv uel'qi ik'ytki uewfbæaitbi thM'Zv_vKv Avek`K| uewfbæ'tk e'emvq ik'yvi Av`k' ik'yK ntZ ntj ubgij uLZ thM'Zv_vKv c'qvRb|

- 1/ Professional competencies in the subject.
- 2/ Good teaching ability.
- 3/ The capacity to create a good Ethos.
- 4/ The ability to create and maintain good relationship with colleagues, learner and parents.
- 5/ Excellent organizational skills
- 6/ Good management skills.
- 7/ Good communication skills.

KivR: uc'q ik'yv_# e'emvq ik'yv ik'ytki thM'Zv mbv³ Kivi Rb" `xq AwfAZvi Avtj vK uot'Pi QKuU ci-Y Kiab:

uewfbæct'yi mvt_ thMvthvM Rb" tKvb `yZv c'qvRb	
uewfbæaitbi Abgv' AvtqvRb KiZ e'emvq ik'yvi ik'ytki tKvb `yZv c'qvRb	
tkYxKty cv`vb Kivi Rb" tKvb `yZv c'qvRb	
e'emvq ik'yvi ik'ytki tKvb tKvb Kiv m'uv`b KiZ nq	
ik'yv_xi wfZti gj`teva m'otZ tKvb `yZv_vKv c'qvRb	



ceMt evsj v`tki gva'ugK `fi e'emvq ukÿv ukÿY-ukLb cwi Kí bvi `ÿw K, t j v mbr³KiY

evsj v`tki gva'ugK `fi e'emvq ukÿv ukÿY-ukLb cwi Kí bvi `ÿw w K- evsj v`tki gva'ugK `fi e'emvq ukÿv ukÿY-ukLb cwi Kí bvi `ÿw w K, t j v mbr³KiY vPbv Kiv nj :

- 1| we`ij q, t j v tZ evwYR" ukÿtKi msL`v LgB Kg|
- 2| we`ij tqi e'emvq ukÿvi Rb" mjbw`e tKvb j`y" ev Dfí k" tbB|
- 3| e'emvq ukÿvi Rb" evrmwi K tKvb UvM`e tbB|
- 4| c`qvrBvq `vb msKj`vb tbB|
- 5| gj`vqb c`qvr Í`ucY`
- 6| ukÿtKi Review`wZv tbB|
- 7| we`ij tq cvW`v`bi tKvb mbr`Rbv tbB|
- 8| we`ij tq `Zš; kvLv wntmte Avj v`v e`e`v tbB|
- 9| ukÿK Gi mvt_ ukÿv_x`l Avffve`Ki m`úK`Kg|
- 10| mi Kwi D`vmbZv j`yYxq|
- 11| Dchÿ ukÿvbwZi Afve|
- 12| we`lq we`tkl Á Qvov e'emvq ukÿv we`lq cvW`vb Kiv |
- 13| QvÍ Abgv`Z ukÿK mbr`q`Mi tKvb bwwZgvj v tbB |

KvR: we`ij ukÿv_`P Avmky, Avgi v gva'ugK `fi e'emvq ukÿv ukÿY ukLb cwi Kí bvi Rb" mbr`Pi c`k`q`j vi DEi LjR tei Kwi t

- 1| evsj v`tki gva'ugK we`ij tq e'emvq ukÿvi Rb" c` msL`v mjbw`e Kiv AvtQ uk ?
- 2| evsj v`tki gva'ugK we`ij tq e'emvq ukÿv ukÿtKi msKU tKb ?
- 3| evsj v`tki gva'ugK we`ij tq e'emvq ukÿv kvLv QvÍ Abgv`Z ukÿK mbr`q`Mi Kx tbB ?
- 4| e'emvq ukÿv cvW`v`bi Rb" tKgb we`tkl Á `i Kvi ?

gj- ikLbxq uelq (Key learning point)
e'emvq ik'yv ik'yY-ikLtb i uePvhuelq
(AvšRiZK I eisj v`k)



**e'emvq ik'v
 ik'v ikLb
 cui Kí bvi
 uePvhuelq**

e'emvq ik'yv ik'yY ikLb cui Kí bvi uePvhuelqt Effective Learning and Teaching in Scottish Secondary School Business Education and Economics Mtel Yvq t`Lv hvq th H me t`tki ue`vj q,tj vZ e'emvq ik'yv Department bvtg Avjv`v Department itqtQ| Department G GKRb uefvMxq cãvbi Aaxtb Qq (6) Rb uelq uefklÁi c` itqtQ| G me uefklÁ Øviv e'emvq ik'yv uelq ik'yv t`qv nq| uZb Rb ubtqvRZ _v`K Standard level Gi Rb` Ges uZb Rb ubtqvM Kiv nq Intermediate level Gi Rb`| cãvb ik'ytki ibKU uWcivUg`Ui cãvb `vqex _v`Kb|

H me t`tki uefvbue`vj tqi 6u uWcivUg`U-+Gi m`syj Z Mtel Yv t`tk e'emvq ik'yv-ik'yY ikLb cui Kí bvi uePvhuelq m`útk`bgéfc Z` cvl qv hvq:

- 1| e'emvq ik'yv uefvMi Df`k" (Objectives of the Department)
- 2| e'emvq ik'yv uefvMi el`f`EK Pevšl j`y" (Year wise target of the department)
- 3| ik'yK ubtqvMi bvxZgij v
- 4| ik'ytki thvM`Zv
- 5| ik'ytki `vqZj I KZ`
- 6| uWcivUg`Ui k`Lj vbvxZ
- 7| m`ú`
- 8| tkvb tkvb uelq covtbr nte Ges tkb covtbr nte
- 9| ik'yv`vb mrvqK mvgMØ (Teaching aids)
- 10| mgqmP
- 11| Guidelines of the learning approaches
- 12| ik'yv`v ibivcÈv I `^`
- 13| gj`vqb cãvq I djvdj msi`yYt ik'yv`v gj`vqb cãvq m`útk`AvM t`tkB AeMZ _v`Kb|

e'emvq ukÿv ukÿtKi thM'Zv

H mKj t`tk e'emvq ukÿvi Av`k`ukÿK ntZ ntj ubgij uLZ thM'Zv _vKv c0qvRb|

**e'emvq ukÿv
ukÿtKi
thM'Zv**

- 1/ Professional competencies in the subject.
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- 3/ The capacity to create a good Ethos.
- 4/ The ability to create and maintain good relationship with colleagues, pupils and parents.
- 5/ Excellent organizational skills
- 6/ Good management skills.
- 7/ Good communication skills.

evsj vt`tk gva`ngK `fi e'emvq ukÿv ukÿY ukLb cuiKí bvi `g` w`Kt-

Avgt`i GB t`tk gva`ngK `fi ukÿY -ukLtb Dbz t`tki gZ mjbwi` tKvb cuiKí bvi bvi _vKvq uewfbanel q cV`vtbi tÿt` A`bK `g` w`K i`tqtQ| evsj vt`tk gva`ngK `fi e'emvq ukÿv ukÿY ukLb cuiKí bvi `g` w`K, tj v ubtgwAvtj vPbv Kiv njt

**ukÿY ukLb
cuiKí bvi
`g` w`K**

- 1/ ue`vj q, tj vtZ ewYR" ukÿtKi msKU|
- 2/ ue`vj tqi e'emvq ukÿvi Rb" mjbwi` tKvb j`y" ev D`i`k" tbB|
- 3/ e'emvq ukÿvi Rb" evrmi K tKvb UvtM0 tbB|
- 4/ c0qvRbxq Accomodation tbB|
- 5/ gj`vqb c0qv T`uLcY0
- 6/ ukÿtKi Review` inZv tbB|
- 7/ ue`vj tq cV`vtbi tKvb MBW j`vBb tbB|
- 8/ ue`vj tq `Zš;kvLv in`mte Avj v`v e`v tbB|
- 9/ ukÿK Gi mvt_ ukÿv_x`l A`wffie`Ki mvt_ m`úK`Kg|
- 10/ miKvwi D`vmbZv j`yYxq|
- 11/ Dchÿ ukÿvb`mZi Afre|
- 12/ vel q ue`tkl Á Qrov e'emvq ukÿv vel q cV`vb Kiv |
- 13/ Qv` AbgvtZ ukÿK ubtqv`Mi tKvb b`mZgvj v tbB |



gj`iqb

- 1/ e`emvq ukÿv ukÿY-ukLtb i wePv`iel qmgn` uk uk?
- 2/ e`emvq ukÿv ukÿtKi thvM`Zv, t j v Dtj` Ki ab|
- 3/ eisj vt`tki gva`igK t`ti e`emvq ukÿv ukÿY-ukLtb i `gj` w`K, t j v uba`Y Ki ab|



mate` DËi

- 1 bs cãkã DËti i Rb` ce`K Ges gj` ukLbxq weI q t`Lb|
- 2 bs cãkã DËti i Rb` ce`L Ges gj` ukLbxq weI q t`Lb|
- 3 bs cãkã DËti i Rb` ce`M Ges gj` ukLbxq weI q t`Lb|

gva'igK ði e'emvq ikÿv kvLvi ikÿvµg

1996 mvtj bevgbKZ. I cwi gwRZ ikÿvµg Abvq gva'igK ði e'emvq ikÿvi ñeWfbæcv'cÿK i PZ ntqtQ | ikÿvµtgi mvt_ cv'cÿK Ki cv_ R' RvbtZ ntj e'emvq ikÿv ñeltqi ikÿvµg m'útk'avi Yv _vKv c'qvRb | ñbtgæG ñeltq Avtj vPbv Kiv nj :

Aveik'K ñelq: Dvj ñLZ ikÿvµtgi 5u Aveik'K ñelq cotZ nq | thgb-

ñelq	baf
1 evsj v-	200 baf
2 Bstj Rx	200 baf
3 MvYZ	100 baf
4 ag©	100 baf
5 m'avi Y ñeÁvb	100 baf

bePibK ñelq: G mKj Aveik'K ñelq Qvovl G kvLvi ikÿv_ñMYtk Avtjv 3u ðePibK ñelq cotZ nq | Gme ñelq I baf ñbtP t'qv nj -

ñelq	baf
1 e'emvq cwi ñPvZ-	100 baf
2 ñmv ñeÁvb-	100 baf
3 e'emvq Df' ñM/evvYvR'K f'Avj -	100 baf

KvR: ñc' ikÿv_ PAvmb, Avgiv gva'igK ði e'emvq ikÿv kvLvi ikÿvµg Rvbi Rb' ñbtPi c'k'vj DEi LjR tei Kvi :

- 1 | ikÿvµg tk ikÿve'e'vi Kx ejv nq?
- 2 | eZ'v b gva'igK ði c'vj Z ikÿvµg u KZ mvtj cwi gwR' I bevgb Kiv ntqtQ?
- 3 | ikÿvµgtK tk' Kti Kx i Pbv Kiv nq?
- 4 | e'emvq ikÿv kvLvi ðePibK ñelq, tjvi Rb' tgv u KZ baf eivx AvtQb?
- 5 | gva'igK ði i ikÿvµtgi e'emvq ikÿv kvLvi Rb' Aveik'K ñelq, tjv Kx Kx?



ce©L t e'emvq cwi P'vZ ñeltqi ikÿvµg Abvq cv'cÿK Ki chBZv I T'v m'v ñvYq

chBZv

- 1 | ikÿvµtgi mKj ñelqe' cv'cÿK Ki A'sf'v ntqtQ |
- 2 | baf eEb fvi m'v'c'Yq
- 3 | cv'm'P ñWK AvtQ |
- 4 | ñelqe'i aviv ñv m'KZv i'v Kiv ntqtQ |

- 5/ mnR mij fvlv e`envi ntqtQ/
- 6/ evvib i xwZ Abym Y Kiv ntqtQ/
- 7/ wqlqe`web`vm h_vh_ ntqtQ/

Tadmgn

- 1/ ev`e D`vni tYi Afve itqtQ/
- 2/ c0Q` AvKI qvq bq/
- 3/ gj`teva I AvZKgm s`vbi Dci Avtiv tewk , iazit`qv DWPZ wQj |
- 4/ wkyv`PhvPvB Ktr DcthvMx c0ka Afve itqtQ/
- 5/ mgvtrI wwfbae`i t`tK ev`e Avb Avni tYi mthvM Kg/
- 6/ nvtZ Kj tg wkyvi mthvM tbB ej tj B Ptj |

KvR: wca wkyv`PAvmb, Avgiv wbtPi ckaejvi DEi LJR tei Kw t

- 1/ e`emvq cwi wPwZ wltqi c0Q` tKgb?
- 2/ e`emvq cwi wPwZ wltqi wkyv`w nvtZ Kj tg tklvi mthvM AvtQ wK?
- 3/ G wltqi baf eEb tKgb?
- 4/ G wltqi Aa`vq tktl c0qvRbxq msL`K ckaemsthvRb ntqtQ wK?



ceM t wmwveAvb wltqi wkyvug I cw`cytKi gta` mv`k` I %amv`k` wYq

mv`k`

- 1/ wkyvug Abjvqx c0E wqlqe`w wK AvtQ/
- 2/ wqlqe`i avivmwKZv wK AvtQ/
- 3/ baf eEb fvimvg`cYq
- 4/ cv`mwP wK AvtQ/
- 5/ wkyv`q v eqm I aviyygZv Abjvqx fvlv e`envi ntqtQ/
- 6/ wbt`wZ evvib i xwZ Abym Y Kiv ntqtQ/

%amv`k`

- 1/ AskMhYgj-K wkyv e`e`v Abgw`Z/
- 2/ e`envi K wqlqe`Ašf` Kiv nq bvB/
- 3/ wmwveAvb c0tqwmK wqlqe`wKšjev`e Avb Avni tYi e`e`v tbB/
- 4/ eBwDi c0Q` AvKI qvq bq/
- 5/ Abkxj bxtZ chwB Abkxj tbi e`e`v tbB/
- 6/ ev`e D`vni tYi Afve itqtQ/
- 7/ Kw`uDuvi wfwEK wmwve Pij ynI qvq bZb wqlqe`w msthvRb c0qvRb A`w mefawK wqlqe`w`vKv c0qvRb/

- KiR:** ucÿ ukÿv_@Avmb, Avgiv ubtPi ckq:tj vi DEi LtR tei Kmi t
- 1/ nmve ueAvb nel tqi cv'cÿtKi e'ennvi K nel q Ašifÿ Ki tZ nte uK?
 - 2/ G nel tqi ev`é Ávb Avni tYi mšhvM AvtQ uK?
 - 3/ G cv' cÿtKi chß Abkuj tbi Kx tbB?
 - 4/ ubt`uKZ evbvb i xuz Abyri Y Kiv ntqtQ Kx?
 - 5/ nel qe`Kx fite mivRv tbi ntqtQ?



ce@N t e'emvq Dt`vM nel tqi ukÿvug Ablyqx cv'cÿtKi chßZv I AchßZv ubYq

chßZv

- 1/ ukÿvutg ubašvi Z nel q Abyri Y Kti cv'cÿK i uPZ ntqtQ/
- 2/ fvlv I evbvb i xuz Abyri Y Kiv ntqtQ/
- 3/ baf eÉtb fvimvq` itqtQ/
- 4/ nel qe`i avivevvnKZv uK AvtQ/
- 5/ cÿKiu evsj vt`tki tçÿv tZ i uPZ ntqtQ/
- 6/ cÿtKi AvKvi I cøv msL`v uK itqtQ/

AchßZv

- 1/ gj`vqtb ukÿvi mKj Dt`k` hvPvBtqi e`e`v tbB/
- 2/ tKBm ÷ vW msthvRZ nqub/
- 3/ ev`eag@d`vni tYi Afve itqtQ/
- 4/ mKj tgavi ukÿv_@`i DcthvMx ckwaA`vq tktI msthvRb mae nqub/
- 5/ e'emvq cÿZovb cmi`kß I cÿZte`b`Zvi e`e`v tbB/
- 6/ nel qe`m`u`K@AvanbK avi Yvi Afve itqtQ/
- 7/ GKB nel qe`GKmaK nel tq mibtek Kiv ntqtQ/

- KiR:** ucÿ ukÿv_@Avmb, Avgiv ubtPi ckq:tj vi DEi LtR tei Kmi :
- 1/ e'emvq Dt`vM nel tqi cÿKiu tKvb t`tki tçÿv tU i uPZ ntqtQ?
 - 2/ e'emvq Dt`vM nel tqi cÿKiu AvKvi I AvqZb tKgb?

gj- ukLbix ielq (Key learning point)

e'emiq ukÿv ukLb cwi Kí bvi ielq t ukÿvug I cV'cÿKí gta" cv_R" ibiçY

ukÿvug Ki?



ukÿvutgi msÁv

ukÿv e'w³i Ávb, `ýZv, `wów² I gj`teva BZ`w¹ i iekvk I Dbqab Kfi _v#K/ Duj mLZ tÿT ,tjv m³ú#K³ukÿv_# gta" aviYv Mto tZijvi mvgwM³ cwi Kí bvtK ukÿvug ejv nq | ukÿvug nj ukÿv e'e`vi ü`wç| ukÿvug ÍwUcY³ntj çtjv ukÿv e'e`vB ýwZM³Íntè| ZvB ukÿvug hçMvçthvMx nI qv DvPZ| ZvB ukÿvug cwi eZ³çkj | mgtqi cwi eZ³çbi mvt_ mvt_ ukÿvug cwi eZ³ç c³qvRb nq| ZvB ukÿvutgi meRb `KZ.tKvb GKK msÁvi D³m³e nqub| wewfb³ukÿv³w³MY wewfb³ç mgta ukÿvutgi KvRix msÁv `Zwi Kfi tQb|

UvBjv³i gtz ðukÿvug nj ukÿvi jÿ" AR³çbi Rb" `ç KZ³ cwi Kwí Z I cwi Pw³j Z ukÿv_# mKj ukLb AwfÁZv|ð

Zvev etj b, "A curriculum is a plan for learning"

Keer etj b, "All learning which is planned or guided by the school, When there it is carried out in group or individually inside or outside of the school."

A_# w³ `vj tq Ges w³ `vj tqi evBti w³ `vj q KZ³. cwi Pw³j Z mKj ukLb AwfÁZvi mgw³çK ukÿvug etj |

e'emiq ukÿvi ukÿvug

gva'igK `fi e'emiq ukÿv kvLvi ukÿvug

1996 mvtj bevqbKZ.I cwi gw³RZ gva'igK `fi e'emiq ukÿv kvLvi cV'cÿK íPZ ntqt0| ukÿvutgi mvt_ cV'cÿKí cV_R" RivtZ ntj e'emiq ukÿv ielqti ukÿvug m³ú#K³avi Yv _vKv c³qvRb | wbtg³G ielq Avtj vPbv Kiv nj |

Aveik`K ielq: Duj mLZ ukÿvutg 5wU Aveik`K ielq cotZ nte| thgbt

ielq	b³ç
1 evsj v-	200 b ³ ç
2 Bst ³ i wR	200 b ³ ç
3 MwYZ	100 b ³ ç
4 ag ³	100 b ³ ç
5 m ³ vavi Y w ³ Ávb	100 b ³ ç

bePibK ñelq: G mKj Aveñk"K ñelq Qvovl G kvLvi ikÿv_ñMYtK Avtÿv 3ñl
bePibK ñelq cotZ nq| Gme ñelq l bñt ñbtp t`qv nj |

ñelq	bñt
1 e`emvq cwi ñPvZ-	100 bñt
2 ñmve ñeÁvb-	100 bñt
3 e`emvq Dt`ñM/evñYñR"K fñMvj -	100 bñt

Dij ñLZ ñelqmgñi th ikÿvñug `Zwi Kiv ñtqtQ Zv Abñvqx cv`cÿtKi `Zwi Kiv ñtqtQ ñKbv Zv hvPvB Kiv cñqvRb|

**ñmveñeÁvb
ñelq
ikÿvñug l
cv`cÿtKi
chñZv**

**ñmveñeÁvb ñelqti ikÿvñug l cv`cÿtKi gta` mv`k` l %amv`k`
ñbYq
mv`k`**

- 1| ikÿvñug Abñvqx cñE ñelqe`ñWK AvtQ|
- 2| ñelq e`i aviveññKZv ñWK AvtQ|
- 3| bñt eÈb fviñvg`cYq
- 4| cv`mñP ñWK AvtQ|
- 5| ikÿv_ñv eqm l aviyÿgZv Abñvqx fvlvq e`envi ñtqtQ|
- 6| ñbtp`ñKZ evñvb iññZ Abñvi Y Kiv ñtqtQ|

%amv`k`

- 1| AskMñYgj-K ikÿv e`e`ñ Abñv`Z|
- 2| e`envi K ñelq Añfñ Kiv nq bvB|
- 3| ñmveñeÁvb cñtqññK ñelq ñKñjev`e Ávb Avñitÿvi e`e`ñ tbB|
- 4| eBñli cñQ` AvKI ññq bq|
- 5| Abñxj bñtZ chñB Abñxj tbi e`e`ñ tbB|
- 6| ev`e D`ññitÿvi Afve itqtQ|
- 7| KñúDUvi ññEñK ñmve Pijynlqvq bZb ñelqe`ñ mññvRb cñqvRb A_ññ
meñññK ñelqe`ñ _vKv cñqvRb|

**e`emvq
cwi ñPvZ
ñelq
ikÿvñug l
cv`cÿtKi
chñZv**

**e`emvq cwi ñPvZ ñelqti ikÿvñug Abñvqx cv`cÿtKi chñZv l
ññmgn-ñbYq
chñZv**

- 1| ikÿvñtgi mKj ñelqe`ñ cv`cÿtKi Añfñ ñtqtQ|
- 2| bñt eÈb fviñvg`cYq
- 3| cv`mñP ñWK AvtQ|
- 4| ñelqe`ñ aviveññKZv iÿv Kiv ñtqtQ|

- 5| mnR mij fvlv e'envi n̄tqtQ|
- 6| evbvb i xwZ Abym Y Kiv n̄tqtQ|
- 7| w̄l qe' w̄eb'vm h_vh_ n̄tqtQ|

Îalmgn

- 1| ev'e D`vni t̄Yi Afve i t̄qtQ|
- 2| cŃQ` AvKl Ɔxq bq|
- 4| gj`teva I AvZ Kgn̄s`r̄tbi Dci Avt̄iv tenk , i az; t` qv D̄wPZ w̄Qj |
- 5| ukÿv_ Ɔh̄vPvB Kt̄r Dc̄thvMx cŃk̄e Afve i t̄qtQ|
- 7| mgv̄tRi w̄ewfb̄e`l̄i t_ t̄K ev'e Ávb Avni t̄Yi m̄thvM Kg|
- 8| nv̄tZ Kj t̄g ukÿvi m̄thvM tbB ej t̄j B P̄tj |

e'emiq
Dt` w̄M
w̄l t̄qi
ukÿvug I
cw'cÿt̄Ki
ch̄BZv

e'emiq Dt` w̄M w̄l t̄qi ukÿvug Ablyqx cw'cÿt̄Ki ch̄BZv I Ach̄BZv w̄BYŃ ch̄BZv

- 1| ukÿvug w̄baŃi Z w̄l q Abym Y Kt̄i cw'cÿK i w̄PZ n̄tqtQ|
- 2| fvlv I evbvb i xwZ Abym Y Kiv n̄tqtQ|
- 3| b̄af eĒtb fvi mvg` i t̄qtQ|
- 4| w̄l qe' i avivew̄nKZv w̄K Avt̄Q|
- 5| cÿKw̄U evsj v̄t̄tki t̄cŃȳt̄Z i w̄PZ n̄tqtQ|
- 6| cÿt̄Ki AvKvi I cŃv msL`v w̄K Avt̄Q|

Ach̄BZv

- 1| gj`vq̄tb ukÿvi mKj Dt̄l k` h̄vPvB̄t̄qi e'e`v tbB|
- 2| t̄KBm ÷ w̄w̄ m̄sthv̄w̄RZ nq̄wb|
- 3| ev'e aḡD`vni t̄Yi Afve i t̄qtQ|
- 4| mKj t̄gavi ukÿv_ Ɔ` i Dc̄thvMx cŃk̄eAa`vq t̄k̄l m̄sthvRb m̄e nq̄wb|
- 5| e'emiq cŃZŃvb cw'`k̄Ń I cŃZte`b `Zwi i e'e`v tbB|
- 6| w̄l qe' m̄ūt̄K̄Av̄w̄K avi Yvi Afve i t̄qtQ|
- 7| GKB w̄l qe' GKv̄w̄K w̄l t̄q m̄l̄b̄tek Kiv n̄tqtQ|

ewYiR`K
f#Mvj
ñeltqi
ikÿvug I
cW`cÿtKi
ch#BZv

ewYiR`K f#Mvj ñeltqi ikÿvug Ablyqx cW`cÿtKi ch#BZv I
Ach#BZv ñbYq

ch#BZv

- 1| evbvb I fvlviñZ AblyiY Kiv nÿtq0|
- 2| ikÿvutgi ñelqe`i mvt_ñgj iÿtq0|
- 3| ñelqe`ñeb`im ñWK nÿtq0|
- 4| cÿtKi AvKvi I c#v msL`v ñWK Avt0|

Ach#BZv

- 1| gvbiPÎ, QK, PivU`h_vh_fvte e`eüZ nqub|
- 2| Aa`vq tk!l ñb#`ñKZ msL`K cÿkams#hvRb nqub|
- 3| ev`ewfiEK Ávb AR#bi m#hvM Kg|
- 4| me#hvK Zt`i Afve iÿtq0|
- 5| ikÿv_ñ nvtZ Kj tg ikÿvi m#hvM tbB|
- 6| AvZ#Kgñs`v#bi c#Z ch#B , iaz;c#vb Kiv nqub|
- 7| c#Q` AvKI`xq bq|
- 8| mKj tgavi ikÿv_ñ h_vh_ gj`vq#bi m#hvM tbB|



gj'iqb

- 1/ ukÿvµg ej tZ Kx eSvq|
- 2/ e'emvq ukÿv kvLvi `bePvK vclq, tji vi bvg ej ty|
- 3/ e'emvq cwi vPvZ, vnmvevÁvb Ges e'emvq Dt` vM vcltqi ukÿvµg I
cvW`cÿtKi gta` mv`k` I %mv`k` hvPvB Kiab|



ma'e` DËi

- 1 bs c0kè DËti i Rb` ceK I gj- ukLbxq vclq t`Lty|
- 2 bs c0kè DËti i Rb` ceK I gj- ukLbxq vclq t`Lty|
- 3 bs c0kè DËti i Rb` ceK, L I M Ges gj- ukLbxq vclq t`Lty|

ukÿY Kwÿtgvv Dcv`vb

- 1/ ukÿK 2/ ukÿv_x³ | wvq⁻ 4/ Df`k 5/ tkYxKÿ 6/ tc0Yv 7/ gj`vqb
- 8/ mnvqK mvgM0 9/ c×wZ 10/ mgq 11/ ifctiLv

KvR: wvq ukÿv_P Avmby, Avgiv ukÿY m×útk³avi Yv jvtfi Rb` wvtpi cktjvi DEi LjR tei Kwi -

- 1/ ukÿY Kx ?
- 2/ e'emvq ukÿv ukÿY Kx ?
- 3/ ukÿY Kwÿtgvv , iazcY³wZbuU Dcv`vtfi bvg wj L |
- 4/ wvq⁻ Kx ?
- 5/ tc0Yv Kx ?



ce³L t cv`vtfi wvfbac×wZ /tKŠkj eY0v

cv`vtfi wvfbai Kg c×wZ/tKŠkj itqtQ, h_v-

- | | |
|---|---------------------------|
| 1/ e ³ Zv | 9/ Kvhr`i `j wvbm |
| 2/ Avtj vPbv | 10/ tcv÷ e· |
| 3/ mgm`v mgvavb | 11/ fvgKwvfbq (Role play) |
| 4/ cKí c×wZ | 12/ Walking wall |
| 5/ GKK KvR | 13/ Ranking |
| 6/ `jxq KvR | 14/ Agree/disagree |
| 7/ teBb ÷wq ³ (wPŠtb SotZvj v) | 15/ Listing |
| 8/ avi Yv gvbwPÎ (gvBÚ g`vics) | 16/ Visualisation |

KvR: wvq ukÿv_P Avmby, Avgiv cv`v/tKŠkj m×útk³c0_wgK avi Yv jvtfi Rb` wvtpi cktjvi DEi LjR tei Kwi t

- 1/ cv`v/tKŠkj Kx ?
- 2/ gvBÚ g`vics Gi A_`Kx ?
- 3/ Kvhr`i `j wvbm Gi A_`Kx ?
- 4/ GKK KvR Kx ?
- 5/ teBb ÷wq³A_`Kx ?



ce©M t e'emvq ikÿvi cV`vb Avb>``vqK Kivi Dcivq

- e'emvq ikÿv cV`vb Avb>``vqK Kivi Rb` AþbK cšv i tqþQ, h_v-
- 1| DcKiY e'envi
- 2| tcŸYv mÿó
- 3| e'emvq ikÿY ñelqK t`qvij Kv cKvk
- 4| emYR` tgj v cwi`kŸ
- 5| emYR`K ikÿv mdi
- 6| e'emvq ikÿv tgj v
- 7| ñeifbæ e'emvq cŸZôvb cwi`kŸ
- 8| tkYxKÿ mÿ¼ZKiY
- 9| tkYxKÿ AvZw_ e³vi AvMgb NUvþv
- 10| ikÿv_Ÿ` iþK cÿv`Z.Kiv
- 11| ikÿv_Ÿ` KvþRi``KwZ.`vb
- 12| AskMŸYgj-K c×wZþZ cV`vb Kiv|

KivR: ñcŸ ikÿv_ŸAvmb, Avgiv vbþPi cKqþjvi DËi LþR tei Kwi-

- 1| e'emvq ikÿv cV`vbþK Avb>``vqK Kivi Rb` tkvb aiþbi c×wZ e'envi Kiv cŸqvRb?
- 2| tkYxKÿ tkb AvZw_ e³v cŸqvRb?
- 3| tkYxKÿ ikÿ_ŸK Kxfvte cÿv`Z Kiv hvq?
- 4| tkYxKÿ cV`vb GKþNþqwg Kxfvte`- Kiv hvq?

gj- ikLbıq nelq (Key learning point)

e'emvq ikývi ikýY Kwtgv

ikýY ej tZ Kreşvq

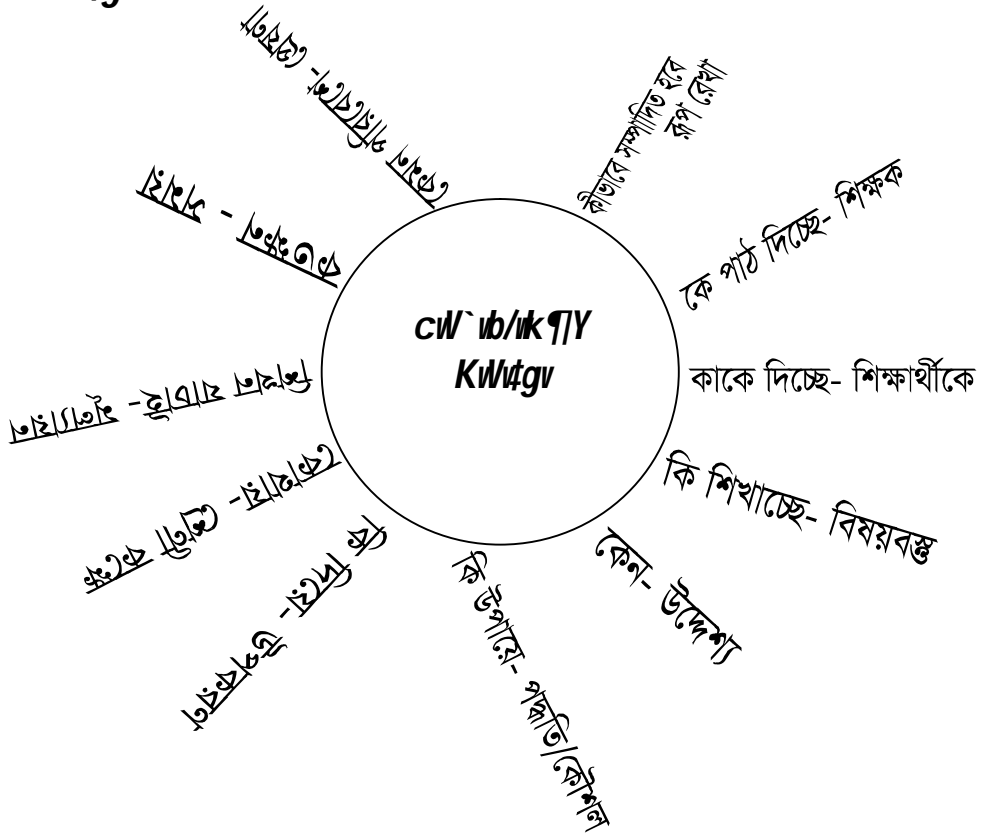


ikýY nj Ab tK ikL tZ mnıvZv Kiv| Teaching is a transection between Teacher and Learner. ikýv vb ev ikýY nj GKıU ıbw t RıvMıv ev K tY GKB eqtmi ıKQımkýv_ıK ıbtq ikýK ıbw t j y ev D t k t K mıgtb tı tL Kıhıg cıı Pıj bı Kiv Ges j y AR t b c P ó v t b q v I AıR Z dj v d j gj v q b Kiv| GKRB ikýK D t k t ıbtq ikýY i i a K tı b Ges gj v q t b i g v a t g Z v t k l K tı b | e'emvq ikýv nel t q i ikýK ikýv_ıı e'ıko m'ı t K Z vı Áıv Ges ikýv_ıı gı t S t c t Y v v t b i y Z vı D c i ıfı E K t i ikýY-ıkL b cıııııııı D t k t K t K t K t i gj v q t b i mı t t h v M m f v c b K tı b | e'emvq ikýv nel q cıV v t b i K v R B nj e'emvq ikýv ikýY |

ıK t Y i A_ I ms Á v

ikýY Kwtgv

cıV vb Kwtgv



ukÿY/cW` vb KwHtgV

e'emvq ukÿv ukÿY KivHtgV ej tZ eSvq e'emvq ukÿv velqulI velq e` t j v
ukÿv_# i vbKU Dc`vcÿbi mvsMvubK ev KivHtgVMZ Ae`v hvi gva'tg cÿfVi
velqe` m'ú#K ukÿv_#K AevnZ Kiv hviq| A_# GKIU velqe` ukÿv w` tZ wMtq
ukÿK tkYx Ktÿ th mKj Dcv`vb , t j vi mgšq NUvb G mKj Dcv`vÿbi mgwóB
nj cW` vb KivHtgV|

ukÿv_#t hvt` i tK ukÿv` vb Kivi Rb` GKÎ Kiv nq Ziv` i tK ukÿv_#ej v nq|
ukÿK t we`vj t q ihub ukÿv` vb cÿµqvq mnvqZv Ktÿb ZvÿK Avgiv ukÿK evj |
velqe` t GKIU vbw`# mgtq ukÿv_#K hv ukÿv t`qv nte ZvB nj velqe` ev
Content|

Df'ik` t tKb tKvb velqe` ukÿv t`qv nte tm m'ú#K weevZ ev evK`B nj Df'ik`|
cW` vb c×wZ/tKškj t ukÿK th cÿµqvq ukÿv` vb Kvhÿrg cwi Pvj bv Ktÿb ZvÿK
ukÿv` vb c×wZ | tKškj evj v nq|

tkYxKÿ t ukÿK-ukÿv_# igj b tK` tK Avgiv tkYx Kÿ etj _wK|
mnvqK mgM# t ukÿY Kvhÿrg tK Kvhÿri Kivi Rb` th mKj `è` e`eüZ nq ZvÿK
ukÿv` vb mnvqK mgM# evj v nq|

gj`vqb t ukÿv_# ukÿvi Df'ik` AR# Ki tZ tcti tQ wKbv Zv hivvB KivB nj
gj`vqb|

ifctiLv t ukÿv` vÿbi KivRwU wKfvte cwi Pvj bv Ki te G velq ce`m×všB ntj v
ifctiLv |

tc#Yv t ukÿv_# wFZti AvM# ev c#P#v m#v KivB nj tc#Yv|

mgq t GKRb ukÿK tkYx Ktÿ KZÿY cW` vb Kvhÿrg cwi Pvj bv Ki te b ZvB nj
GKIU Kvk cwi Pvj bvi mgq|

cW` vb c×wZ/tKškj mgr-

ukÿK cW` vÿbi KivR th cÿµqvqvI gva'tg m'úv` b Ktÿ ZvB nj cW` vb c×wZ ev
tKškj | cW` vÿbi wevfbæiKg c×wZ itqtQ | GKRb ukÿK GKIU velqe`
cW` vÿbi tÿtÎ wbtgæ GK ev GKvwaK c×wZ ev tKškj e`envi Ktÿ _v tKb:

- 1| e³Zv
- 2| Av t j vPbv
- 3| mgm`v mgravb
- 4| cKÍ c×wZ
- 5| GKK KivR
- 6| `j xq KivR

**cW` vb
c×wZ /
tKškj mgr**

- 7/ teBb ÷ ugS
- 8/ avi Yv gvbiPT (gvBU g'wics)
- 9/ KihRi `j web'im
- 10/ tcv ÷ e
- 11/ fngKwfbq (Role play)
- 12/ Walking wall
- 13/ Ranking
- 14/ Agree/disagree
- 15/ Listing
- 16/ Visualisation

cW`vb
Avb>`vqK
Kivi tKŠkj

e'emvq ukÿv vclqK Avb>`vqK Kivi Dcv`vb

e'emvq ukÿv cW`vb Avb>`vqK Kivi Rb" AfbK cšv itqfQ/ ukÿK tkYxKtÿ
 cW`vfb mgq cWtK ü`qMhx I Avb>`vqK Kivi Rb" ubtai th tKvb e`e`v MhY
 KiZ cftib/ h_v-

- 1/ DcKiY e`envi
- 2/ tcl Yv mjo
- 3/ e'emvq ukÿY vclqK t`qvij Kv cKvk
- 4/ emYR" tgj v cwi`k
- 5/ emYR"K ukÿv mdi
- 6/ e'emvq ukÿv tgj v
- 7/ wfbæ'emvq cZövb cwi`k
- 8/ tkYxKÿ m1/4ZKiY
- 9/ tkYxKtÿ AvZw_e3vi AvMgb NUvfbv
- 10/ ukÿv_Š iK cy`Z.Kiv
- 11/ ukÿv_Š KvRi`KwZ.`vb
- 12/ AskMhYgj-K c×wZtZ cW`vb Kiv/



gj`iqb

- 1/ ikÿY ej tZ Kx eSvq?
- 2/ ikÿY-ikLb Kivvıgv Kx? Bnvi Dcr`vb , t j v D t j L Ki ly|
- 3/ crV`vb tKŞkj , t j v Kx Kx?
- 4/ e`emıvq ikÿv crV`vb ikFıte Avb>``vqK Ki v hvq?



mæte` DËi

- 1 bs cÿkÿ DË t i i Rb` ce^K I gj- ikLbxq ñel q t` Ly|
- 2 bs cÿkÿ DË t i i Rb` ce^K I gj- ikLbxq ñel q t` Ly|
- 3 bs cÿkÿ DË t i i Rb` ce^L I gj- ikLbxq ñel q t` Ly|
- 4 bs cÿkÿ DË t i i Rb` ce^M I gj- ikLbxq ñel q t` Ly|

BDıbu - 3

- Avatekb 19** t *ıe`vj tqi e'emiq ikýv ıelq ikýY-ıLb DcthıMıx
cıı tek- Af`šıxY cıı tek*
- Avatekb 20** t *e'emiq ikýv ikýY-ıLb cıı tek mıđ - eım`K cıı tek*
- Avatekb 21** t *e'emiq ikýv ıelqıı ikýY-ıLb DcthıMıx tckıMıZ
ıelqvej x I ikýv ıelqvej xt_tK Áıı I `ýZv ARĐ*
- Avatekb 22** t *e'emiq ikýv ıelq ikýY DcthıMıx Ask MăYgı-K ikýY-
ıLb Kııđıtgi Rb` Avek`K `ýZv, cıııZ I tKŠkj mgrı
(jııı Avıj vPııı)*
- Avatekb 23** t *e'emiq ikýv ıel tqi DcthıMıx Ask MăYgı-K ikýY-ıLb
Kııđıtgi Rb` Avek`K `ýZv, cıııZ I tKŠkj mgrı
(cđkúĚı I Abııııııııı-K cııııZ)*
- Avatekb 24** t *e'emiq ikýv ıelq cıı`ıı DcthıMıx Ask MăYgı-K cııııZ I
tKŠkj mgrı*

gia'igK ikýK cikýY - ieGW

ve`vj tqi e'emv ikÿv velq ikÿY-ıKlb DcþhMx cwi tek Af`šl'xY cwi tek

fiqKv

cwi tek nj tKvb `vb ev AAþji cwi cwiK` Ae`v hvi gta` emevm Kti gvbly Rxeb aviY Kti | A` tKvb `vþbi c`KıZK, mvgvıRK, mvs`ıZK I Ac`KıZK Ae`v ıbtq MıWZ nq H `vþbi cwi tek | ve`vj q GKıU mvgvıRK msMVb, ve`vj q mgvıRi GKıU ýž`ms`iY | mgvıR Dbqþbi weıfbæms`v itqtQ | Zvi gta` ikÿvi Dbqþb I PP` c`ý`ms`v nt`Q ve`vj q | ZıB mgvıRi tKvb bv tKvb `vþb c`ZıWZ nq ve`vj q | G ve`vj tqi Avtk cvtki Ae`v, H mgvıRi Ae`v, t`tki Ae`v, ve`vj tqi Ae`vb, ve`vj tqi KıVıtgıv, ikÿKt`i `ýZıv, ikÿK-ikÿv_x, AvıffıeK I Ab`vb`t`i mþ½ m`úK`BZ`ıv` ıbtq Mto DıV ve`vj tqi cwi tek | ikÿY-ıKlb Kıvþıg cwi Pıj bıq ve`vj tqi mýzcwi tek GKıU , iæZçY`fiqKv cıj b Kti `vþK |

Dı`k`

GB Avatekb tkıI Avıub N

- 1 | ve`vj tqi ikÿY-ıKlb DcþhMx cwi tekı msAv I ve`vj tqi KıVıtgıv eY`v KıtZ cwi teb |
- 2 | ve`vj tqi Af`šl'xY cwi tek mııı Dcv`vb , tıv ıPııYZ KıtZ cwi teb |
- 3 | ve`vj tqi e'emv ikÿv velq ikÿY-ıKlb DcþhMx cwi tek Dbqþb KıtZ cwi teb |



ce`K t ve`vj tqi ikÿY-ıKlb DcþhMx cwi tekı msAv I ve`vj tqi KıVıtgıv eY`v

cwi tek

cwi tek nj tKvb `vb ev AAþji cwi cwiK` Ae`v hvi gta` emevm Kti gvbly Rxeb aviY Kti | A` tKvb `vþbi c`KıZK, mvgvıRK, mvs`ıZK I Ac`KıZK Ae`v ıbtq MıWZ nq H `vþbi cwi tek |

ve`vj tqi cwi tek

ve`vj q GKıU mvgvıRK msMVb, ve`vj q mgvıRi GKıU ýž`ms`iY | G ve`vj tqi Avtk cvtki Ae`v, H mgvıRi Ae`v, t`tki Ae`v, ve`vj tqi Ae`vb, ve`vj tqi KıVıtgıv, ikÿKt`i `ýZıv, ikÿK-ikÿv_x, AvıffıeK I Ab`vb`t`i mþ½ m`úK`

BZ'vw' ubtq Mto Dtv ue`ij tqi cwitek | ukÿY-ukLb Kvhµg cwipij bvq
ue`ij tqi mÿzcwitek GKul , iazcy'figKv cvj b Kti _vtK |

KvR: ucã ukÿv_ P Avmb, Avgiv ue`ij tqi cwitek m'utK'cã_ugK avi Yv j vtfi
Rb' ubtPi cãq'vj DEi LjR tei Kwi t

- 1 | ue`ij tq mgvRi GKul ýž'Kx?
- 2 | ukÿvi Dbqb I PPA cã'ý ms'v tKvbuU?
- 3 | ukÿb-tkLvtrv Kvhµg cwipij bvi Rb' ue`ij tq Kx cãqvRb?
- 4 | ue`ij tqi ukÿY ukLb cwitek tK Kq fvM fvM Kiv ntqtQ?
- 5 | ue`ij tqi Af'sli xY cwitek ki GKul Dcv'vbi bvq vj Ly?



ce© L t ue`ij tqi ukÿY-ukLb Af'sli xY cwitek ki Dcv'vb mbv³KiY

Af'sli xY cwitek

e'emvq ukÿv nelq ukÿY-ukLb ue`ij tqi Af'sli th mKj Dcv'vb e'envti i
cãqvRb nq H mKj Dcv'vbi gva'ig th cwitek m'p nq ZvB nj ue`ij tqi
Af'sli xY cwitek |

ue`ij tq Af'sli xY cwitek ki Dcv'vb

- %bw`b KgµP
- mgq Zvuj Kv
- Dchÿ tkYxKÿ
- Avmb e'e'v
- ukÿv DcKi Y
- Avtj v evZvm
- ue`ij q cãvmb I e'e'vcbv
- ukÿvµg I cv'mµP
- ukÿtKi tckvMZ `ýZv
- ukÿv_ P Av'sli KZv I mnthvMZv
- ue`ij tqi mvt_ Aw'fvvtKi m'utK'
- tkYx msMvb
- mn-cvµµgK Kvhµej cwipij b `ýZv
- ue`ij tqi Avµ_ R Ae'v
- ci xÿv MhY
- cãgvkb
- Ov'vvevm cwipij bv
- cvVvvi e'e'vcbv

- ukýtKi AvMò
- ve`ij tqi Kg©cwi tek
- Avdm e`e`vcbv
- bll_ msi ýY
- ukýtKi tc0 Yv
- ukýtKi c0wZ
- Ab`vb` ukýtKi mnthvMZv
- cwi`vi cwi`Qbzv

KvR: uc0 ukýv_x, ve`ij tqi m0zAf`šli xY cwi tetki djvdj mspvšlevK
 Ask, tjv cH Ki ab Ges m=te` DÈti i tkl Astki ugij tq t`Ly:

μvK bs	ve`ij tqi Kg©P	ukýK-ukýv_x	djvdj
1/	ukýtKi c0wZ		
2/	emvR` Ky`vcb		
3/	Dch3 e`vKtevW%Zwi		
4/	cvVvMvi`vcb		
5/	cwi`vi cwi`Qbzv i ýv		
6/	Z_` chv3 e`envi		



ceM t e`emvq ukÿv ukÿY DcþhMx cwi þetki Dbqþ

we`ij q,tj vþZ e`emvq ukÿv nelþqi ukÿY-ukLb Kvþþig cwi Pij bvaq ukÿKþK
DcþhMx cwi þek mþó Kþi vbþZ nþe | DcþhMx cwi þek mþó i Dcvq t

- 1| ukÿK vbþqvM
- 2| emvYR` nel q cvV vb DcþhMx þkYxKÿ mþó |
- 3| Dchÿ eãvK tevW%Zwi
- 4| cãqvRbxq mnvaqK mvgMþ`Zwi I msiÿY |
- 5| we`ij q I mgvþRi mþ_ mþúK`vcb |
- 6| ukÿKþ` i cãkÿY `vb
- 7| cyK I `ij j cIw` msMþ
- 8| Ab`vb` nelþqi gZ G mKj nelqþK MyæZ;cðvb |
- 9| Z_` chÿ e`enviþi i mþhM mþó
- 10| cvVMþi cãqvRbxq cyþKi e`e`v Kiv |
- 11| tmvgbvi Kÿ `vcb
- 12| emvYR` tgj vi AvþqvRb
- 13| e`envi K KvR cðvb
- 14| cubxq Rþj i e`e`v Kiv
- 15| cwi`vi cwi`Obæv iÿv
- 16| Dchÿ ctqvþb`vIY e`e`v

KvR: ucã ukÿv_þ Avmþy, Avgi v e`emvq ukÿv ukÿY DcþhMx cwi þetki Dbqþbi
j þÿ` vbþPi cãkÿþj vi DEi LþR tei Kwi t

- 1| we`ij þq e`emvq ukÿvi DcþhMx cwi þek tK mþó Ki þeb?
- 2| we`ij þq e`emvq ukÿvi cvV`vþbi DcþhMx Kx`vKþZ nþe?
- 3| e`emvq ukÿvi cvV`vþbi DcþhMx cwi þek Dbqþbi Rb` ukÿKþ` i þK Kx w`þZ
nþe?
- 4| e`envi K KvR tKb cðvb Ki þZ nþe?

**Af`šlxy
cwi`te`tki
msÁv I
Dcv`vb**

Af`šlxy cwi`tek

e`emvq ukÿv nelq ukÿY-ukLtb we`ij`tqi Af`šlxi th mKj Dcv`vb e`enitxi
cãqvRb nq H mKj Dcv`vbi gva'ig th cwi`tek mÿo nq ZvB nj we`ij`tqi
Af`šlxy cwi`tek| we`tkIKti cwi`te`tki th mKj Dcv`vb,tjvi Dci we`ij`tqi
wbqšY i`tq`Q G mKj Dcv`vb Øviv th cwi`tek mÿo nq ZvB nj we`ij`tqi
Af`šlxy cwi`tek|

we`ij`tq Af`šlxy cwi`te`tki Dcv`vb

we`ij`tqi Af`šlxy cwi`te`tk A`tbK,tjv Dcv`vb i`tq`Q| Gme Dc`vb,tjvi
mgštq Mto D`tV we`ij`tq ukÿY-ukLb Kvheug cwi`Pvj bvi Rb` Dc`thvMx cwi`tek|
hvi gta` i`tq`Q:

1. %bwb`b Kg`mP
2. mgq Zvuj Kv
3. Dchÿ`tkYxKÿ
4. Avmb e`e`v
5. ukÿv DcKi Y
6. Av`tjv evZvm
7. we`ij`q cãkvmb I e`e`vcbv
8. ukÿvµg I cv`mP
9. ukÿ`tKi tckvMZ`ÿZv
10. ukÿv_`A Av`šli KZv I mn`thvMZv
11. we`ij`tqi mv`_ Av`ffie`tki m`xúK©
12. tkYx mSMVb
13. mn-cvµµgK Kvheuj cwi`Pvj b`ÿZv
14. we`ij`tqi Av`_R Ae`v
15. cixÿv MhY
16. cãgvkb
17. Qv`Ivevm cwi`Pvj bv
18. cv`vMvi e`e`vcbv
19. ukÿ`tKi Av`Mh
20. we`ij`tqi Kg`cwi`tek
21. Av`dm e`e`vcbv
22. bv`_ msi`ÿY
23. ukÿ`tKi tc`Yv
24. ukÿ`tKi c`Z
25. Ab`vb` ukÿ`tKi mn`thvMZv
26. cwi`®vi cwi`"Qb`Zv

**ue`vj tq
e`emvq ukÿv
ukÿY- ukLb
DcþvMx
cwi þetki
Dbqb
tKŠkj mgr**

ue`vj tq e`emvq ukÿv ukÿY-ukLb DcþvMx cwi þetki Dbqb

e`emvq ukÿv nel qvU ukÿvµtg bZb msthvRb| ZvB Ab`vb` nel q,uj i gZ ukÿY-
ukLb Kvhþig cwi Pvj bvi Rb` DcþvMx cwi þetki Afve itqtQ ue`vj tq| ZvB
ue`vj q,tj vtZ e`emvq ukÿv nel tqi ukÿY-ukLb Kvhþig cwi Pvj bviq ukÿKþK
DcþvMx cwi þek mþó Kþi vbþZ nþe| DcþvMx cwi þek mþó Dcvq,tjvi gþa`
itqtQ:

- 1| ukÿK vbþqvM
- 2| emvYR` nel q cvV`vb DcþvMx þkYxKy` mþó|
- 3| Dchþ eövk tevW%Zwi
- 4| cþqvRbxq mnvqK mvgMþ`Zwi I msiÿY|
- 5| ue`vj q I mgrþRi mþ_ mþúK`vcb|
- 6| ukÿKþ`i cþkÿY`vb
- 7| cyK I`vj j cIvw`msMþ
- 8| Ab`vb` nel tqi gZ G mKj nel qþK MyæZ;cþvb|
- 9| Z_`cþvþ e`envti i mþhvM mþó
- 10| cvVvMþi cþqvRbxq cyþKi e`e`v Kiv|
- 11| tmvgbvi Ky`vcb
- 12| emvYR`tgjvi AvþqvRb
- 13| e`envi K KvR cþvb
- 14| cvbxq Rþj i e`e`v Kiv
- 15| cwi`vi cwi`ObæZv iÿv
- 16| Dchþ ctqvþvþ`vI Y e`e`v



gj'iqb

- 1/ we`'ij tq e'emvq ikýv cvV vb Dc'huMx cwi tek ej tZ Kx eSvq ?
- 2/ we`'ij tq e'emvq ikýv cvV vb Dc'huMx Af`šli xY cwi tek Kx ? Bnvi Dcv`vb, t'j v mbv³ Ki ab |
- 3/ we`'ij tq e'emvq ikýv cvV vb Dc'huMx Af`šli xY cwi tek Dbqb tKŠkj eY'v Kiy |



m'pe` DĒi

- 1 bs c'k'ie DĒti i Rb` ce^K I gj- ikLbxq iel q t`Lty|
- 2 bs c'k'ie DĒti i Rb` ce^L I gj- ikLbxq iel q t`Lty|
- 3 bs c'k'ie DĒti i Rb` ce^M I gj- ikLbxq iel q t`Lty|

we`'ij tqi m'yzAf`šli xY cwi te'tki dj v dj

μigK bs	we`'ij tqi Kg'p	ikýK- ikýv_x ^o	dj v dj
1/	ikýtKi c'wZ	ikýtKi KvR	cvV vb mv_R nq, tkYxKty tc'Yv m'w nq, h_v mg'tq cvV tkl Kiv hvq
2/	e'vYR` Ky`vcb	ikýK- ikýv_x ^p m'μq AskM'hY	t'kYx Ky m'w ³ 4Z nq, ikýK-ikýv_x ^p AvM'h e'vto, m'vqK m'vGM' msi y'Y Kiv hvq
3/	Dch'v e'vK'tevW ^o %Zwi	ikýtKi KvR	ikýK-ikýv_x ^p DcKZ.nq
4/	cvV'v'vi vcb	ikýK- ikýv_x ^p m'μq AskM'hY	ikýtKi c'wZ, M'tel Yv Ges ikýv_x ^p v eB covi m'v'vM cv'teb
5/	cwi ^o vi cwi`Qb'v i yv	mK'tj m'μq AskM'hY	we`'ij tqi cwi tek fij_vK'te, ikýK-ikýv_x ^p v gb I`'v'`' fij _vK'te, cvV v'tbi Dch'v cwi tek _vK'te
6/	Z`' ch'v ³ e`envi	ikýK- ikýv_x ^p	Av'v'vK Z`' msM'h, M'tel Yv Kiv Ges Ab'v'v' M'tel Yvi dj v dj msM'h, cvV v'tb ikýtKi c'wZ I ikýv DcKi Y m'v'te e`envi n'te

1.		2.	
3.		4.	
5.		6.	
7.		8.	
9.		10.	

ucôq ukÿv_® Avmb, ubtgaë Zvij Kv t_†K ewn^K cwi te†ki Dcv`vb, †j v†K Avj v`v Kwi :

- bll_msiÿY
- ukÿ†Ki tcôYv
- ukÿ†Ki cõuZ
- agkq gj`teva
- Rj evqy
- A_®e`v
- mi Kvi
- AvBb kšLj v cwi w`Z
- mgq Zvij Kv
- Dchÿ tkYxKÿ
- Avmb e`e`v
- ukÿv DcKi Y
- Av†j v evZvm
- Ab`vb` ukÿ†Ki mn†hvmZv
- we`vj †qi Ae`vb
- †hvm†hvm e`e`v
- mvgvRK Ae`v
- ivR%öwZK cwi †ek
- †kYx msMVb
- we`vj †qi Avll_® Ae`v
- we`vj †qi Kg®cwi †ek
- Avdm e`e`vcbv
- uk††Ki AvMh
- cwi`vi cwi`QbãZv
- uk†v mel qK mi Kvi x bnuZ
- uk†vµg
- Z_` I chÿÿ
- cix†v MbY
- cögvkb
- QvIvevm cwi Pvj bv
- cvWmvi e`e`vcbv
- RbM†Yi Rxebteva
- we`vj q cãvmb I e`e`vcbv
- uk†vµg I cv`mµP
- mn-cvµvgK Kvheij cwi Pvj b`†Zv
- uk††Ki tckvMZ`†Zv
- uk†v_† Avšhi KZv I mn†hvmZv
- we`vj †qi m†_ Avffie†ki m`úK®



ce®L t we`vj †q ukÿY-ukLb Dc†hmlx ewn^K cwi †ek Dbqab †KŠkj
 e`emvq ukÿv ukÿY-ukLb ewn^K cwi †ek Dbqab GKll Rllj e`vcvi | Kvi Y
 ewn^K cwi †ek Dbqab ubf® K†i mi Kvi†i mllK bnuZgvj v, mvgvRK m†PZbZv I
 ivRbnuZwe`†i mllK fvgKv cvj †bi Dci | ubtgaëGKll we`vj †qi ewn^K cwi †ek
 Dbqab †KŠkj Z†j aiv nj :

- ve`vj tqi Avtkcvtk thvMvthvM I cvi enY e`e`vi Dbqb
- mvgvRK mtpZbv
- ivR%ovZK w`wZkxj Zv mÿó
- tRÛvi mtpZbv eÿx Kiv|
- kvšíkšLjv iÿv
- `è`gj` w`wZkxj ivLv
- hšMvcthvMx ukÿvµg cÿqb
- KvgDvbvUi vbKU ve`vj tqi MðYthvM`Zv
- Dbžgvvbi Riebteva mÿó
- Z_`cðvÿi e`envi
- vkí cðZòvb `vcb
- cðhvRbxq Kgvš`vb mÿó
- A_`e`e`vi Dbqb
- Riebgv ukÿv e`e`v Pvj y

KvR: w`wZkxj_x, w`wZkxj Qtk emv`K cvi tek Dbqb tKšktj i bvg wj Lly:

1.		2.	
3.		4.	
5.		6.	

w`wZkxj_` Avmly, Avgiv emv`K cvi tek Dbqb tKšktj w`wZkxj Rb` w`wZkxj
c`k`ktjvi DÈi LjR tei Kwi:

1. ivR%ovZK Av`i Zv
2. agvU
3. AvBb kšLjvi AebvZ
4. `è`gj` eÿx
5. mi Kwi bvwZgvjvi Afve
6. Abvž thvMvthvM e`e`v
7. mvgvRK AmtpZbZv
8. tRÛvi mgm`v

ce`M t ve`vj tq ukÿY-ukLb DcthvMx cvi tevki , iažj

Gevi Avmly w`wZkxj AvfÁZvi AvtjvtK ve`vj tqi ukÿY-ukLb DcthvMx
Af`šlxy I emv`K cvi tevki , iažj Zv wj Kv`Zvi Kwi:

1.		1.	
2.		2.	
3.		3.	

Af'šixY cwi tetki , iaž;

- ikýtKi Avšii KZv
- Dchý tkYx Ky
- cŕqvrBxq DcKi Y
- tkYxkšLjv
- QvÎ ikýK mæúK©
- Dchý mgq Zvuj Kv
- ikýv_ŕ mnthvMZv
- mncvWµigK Kvhpelj
- tLjvi gvV
- tLjvi mi Ävg
- cvtVi c^rWZ
- DcKi Y e"envi
- cwb l ctqvtcŕvj x e"e^v

Dctiv³ we l q , tjv h_vh_ bv ntj cvV`vb mWVK frte mæúv`b Kiv mæe bq| ZvB we`vj tq e"emvq ikýv ikýY-ikLtb Af'šixY cwi tetki , iažcY©fvgKv itqtQ| Avevi emn"K cwi tek l cvV`vb l MhŕYi týtÎ we`vj tq , iažcY©fvgKv cvj b Kti _vtK| thgb-

- ivR%bwZK Aw`i Zv
- agŕU
- AvBb kšLjvi AebwZ
- `e"gj" ewx
- mi Kwvi bWZgvjvi Afve
- AblyZ thvMvthvM e"e^v
- mvgvRK AmtPZbZv
- tRŪvi mgm^v

KvR: ucô ikÿv_x©evnn"K cwi tetki dj vdj msµvšl wbtPi QtKi evKx Ask_tj v
 ciY Kiab Ges cieZxPZ mæte" DËti i tkl Astki mvt_ wgvj tq t`Lb:

µvK bs	KgRw	cŕweZ cÿ	ikÿtYi Dci cŕie
1	agRU	ikÿK/ikÿv_x©	we`vj q eÜ_vtK ikÿv_PKv#k Avtm bv
2	`è"gj" eµx	ikÿv_P	teZb etKqv nq; ikÿv DcKi tYi Aŕie; ikÿv_PAbgv_Z_vtK
3	AvBb kšLj vi AebwZ		
4	QvÎ Amtšl		
5	ivR%wZK Aw`iZv		
6	tRÛvi %elg"		

gj- ikLbxq velq (Key learning point)

e'emıq ik'yv velq ik'yY-ikLb Dc'thıllıx cıı'tek mıp t ewn'K cıı'tek



**ewn'K
cıı'tekı
ms'Av I
Dcr'ıbmgn-**

ıe'`ıj tıq ik'yY-ikLb Kih'ıtg ewn'K cıı'tek

ıkyY-ıklb cıı'tekı tıy'ı Ggb ıKQyDcr'ıb ı'tqtQ th ,tjvi ıbqş'ı ev mıpı tıy'ı ıe'`ıjq ev ıe'`ıjq KZE'ıy tKıv fııgKıv ıvLıZ cıı'tıbv | G Dcr'ıb ,tjv ıe'`ıjq ev ıe'`ıjq KZE'ıy cıı'ıy ev cıı'ıy fııte ıbqş'ı KıtZ cıı'tı bv | H me Dcr'ıb ıııv th cıı'tek ıe'`ıj tıq mıp nı Zıv nj ewn'K cıı'tek | ewn'K cıı'tek ıe'`ıj tıq ik'yY-ıklbı tıy'ı ,ıaz'ıf'ııgKıv cıı'ıb Ktı _ı'tK | Zıv e'emıq ik'yv velq ik'yY-ıklb ewn'K cıı'tekı fııgKıv ,ıaz'ıf'ıı

ewn'K cıı'tekı Dcr'ıb

GKıı ıe'`ıj tıqı ewn'K cıı'tek AıbK ,tjv Dcr'ıt'ıbı Dcı ıbf'ı Ktı | th mKj Dcr'ıt'ıbı Dcı ıe'`ıjq/KZE'ıy tKıv cıı'ıe ıe'`ıı KıtZ cıı'tı bv | ıbt'ıgıe'`ıj tıqı ewn'K cıı'tekı Dcr'ıb ,tjv Dıj L Kıv nj t

1. ıe'`ıj tıqı Ae'ıv
2. thıMı'thıM e'e'ıv
3. mıgııRK Ae'ıv
4. ııR'ıııZK cıı'tek
5. RbMı'ıı Rıeb'teva
6. agııq gj'ıteva
7. Rj evqy
8. A_ıe'ıv
9. mı Kıvı
10. AvBb kşLjv cıı'ıııZ
11. ik'yv velqK mı Kııı bıııZ
12. Kgııı'ııı tıy'ı
13. ik'yv I ms'ıııZ.
14. ik'yıııg
15. Z_ıı I cıı'ıııı
16. Dcr'ıb e'e'ıv

ewn'K cıı'tek Dbqıb tKş'ıj

**ewn'K
cıı'tek
Dbqıbı
tKş'ıj mııı-**

e'emvq ukÿv ukÿY-ukLtb evn'K cwi tek Dbqb GKIU RiuJ e'vcvi | KviY evn'K cwi tek Dbqb ubfP Kti miKvfi i miVK bnuZgvj v, mvgvRK mtpZbZv I ivRbnZue` t' i miVK fvgKv cvj tbi Dci | ubtgæGKIU ue`vj tqi evn'K cwi tek Dbqb tKŠkj Ztj aiv nj :

1. ue`vj tqi Avtkcvtk thvMvthvM I cwi enb e'e`vi Dbqb
2. mvgvRK mtpZbv
3. ivR%bnZK v`vZKvj Zv mup
4. tRÜvi mtpZbv evx Kiv |
5. kvš'ksLjv iÿv
6. `e`gj` v`vZKvj ivLv
7. hšMvcthvMx ukÿvµg cŸqb
8. KvgDnbvUi vbKU ue`vj tqi MhYthvM`Zv
9. Dbzgvvbi Rxebteva mup
10. Z_`cŸvŸi e`envi
11. uk' cŸZövb `vcb
12. cŸhvRbxq Kgvš`vb mup
13. A_`e`vi Dbqb
14. Rxebgvx ukÿv e'e`v Pvj y

ue`vj tqi
e'emvq ukÿv
ukÿY-ukLtb
ue`vj q
cwi tek
i aZj

ue`vj tq e'emvq ukÿv ukÿY-ukLtb ue`vj q cwi tek i , i aZj

ue`vj tq cv`vb MhY Kvhpvg cwi Pvj bvi Rb` DcthvMx cwi tek i , i aZj
Acvixg | ue`vj tqi Af`šlixY cwi tek thgb , i aZpY`tZgvb cŸqvRb evn'K
cwi tek | e'emvq ukÿv ukÿY-ukLtb i tÿt' ue`vj tq Af`šlixY cwi tek i , i aZpK
Avgiv vbgvŸc Dc`vcb Ki tZ cwi :

1. ukÿtKi Avšhi KZv
2. DchŸ tkYx Ky
3. cŸqvRbxq DcKi Y
4. tkYx ksLjv
5. QvT ukÿK m`úK©
6. DchŸ mgq Zvuj Kv
7. ukÿv_Ÿ mnthvMZv
8. mncvµµgK Kvhpvg
9. tLjvi gvV
10. tLjvi mi Avg
11. cvtVi c`vZ
12. DcKi Y e`envi
13. cvb I ctqvctŸvj x e'e`v

Dcÿiv³ weIq, tÿv h_vh_ bv ntÿ cvV`vb mWVK frÿte m^uv`b Kiv m^e bq| ZvB
we`'ij tÿq e`emvq ukÿY-ukLtb Af`šli xY cwi tÿtki , iazcY^efigKv i tÿq tQ|

Aveni emn`K cwi tÿek I cvV`vb I MhÿYi tÿtÿI we`'ij tÿq , iazcY^efigKv cvj b
Kti _vÿK| thgb-

1. ivR%omZK Aw`i Zv
2. agAU
3. AvBb kšLj vi AebWZ
4. `è`gj` eWx
5. mi Kwii bWZgvj vi Afve
6. AblyZ thvMvthvM e`e`v
7. mvgWVK AmÿPZbZv
8. tRÛvi mgm`v

Dcÿiv³ KviÿY ukÿv `vb MhÿY Kvhÿg mvsNvWZK frÿte e`vNZ nq| ZvB emn`K
cwi tÿtki , iazj Kg bq|



gj`iqb

1. emn`K cwi tÿtki Dcv`vb, tÿv vi bÿg ij Lÿ|
2. emn`K cwi tÿek Dbq b Kx? Bvvi tKškj , tÿv Kx Kx?
3. we`'ij tÿq e`emvq ukÿv ukLtb Af`šli xY cwi tÿtki , iaz; eYÿv Ki ab|
4. emn`K cwi tÿtki djvdtÿ i GKvU ZvWj Kv `Zvii Ki ab|



m^ete` DËi

- 1 bs cãkÿ DËÿi i Rb` ce`K Ges gj- ukLbxq weIq t`Lÿ|
- 2 bs cãkÿ DËÿi i Rb` ce`L Ges gj- ukLbxq weIq t`Lÿ|
- 3 bs cãkÿ DËÿi i Rb` ce`M Ges gj- ukLbxq weIq t`Lÿ|
- 4 bs cãkÿ m^ete` DËÿi i cÿi i cÿvi OK t`Lÿ:

µiqK bs	KgRvÜ	cñveZ cÿ	ikÿtYi Dci cñve
1	agRvÜ	ikÿK/ikÿv_x [©]	ne`ij q eÜ _v†K ikÿv_ƒK†k Av†m bv
2	`e`gj` eµx	ikÿv_ƒ	teZb e†Kqv nq; ikÿv DcKi†Yi Añve; ikÿv_ƒAbgww`Z _v†K
3	AvBb kšLj vi AebwZ	ikÿK/ikÿv_x [©]	ñbivcËvi Añve, Pñi -ñQbZvB-nZ`v eµx civq, ikÿv_ƒAbgww`Z _v†K
4	QvÎ Am†š†l	ikÿK/ikÿv_x [©]	Kvk eÜ _v†K, ikÿv_ƒv Abgww`Z _v†K, ikÿK tkYxKvhµig ev`bivq Ki†Z civ†i bv
5	ivR%ñwZK Av`iZv	ikÿK/ikÿv_x [©]	Nb Nb mi Kvi civ eZØ nq, ñb†`Rbv civ eZØ nq, mñWK ñm×vš†MñY Kiv hvq bv
6	†RÜvi %e†g`	ikÿK/ikÿv_x [©]	QvÎxiv teñk ÿñZMÖ†nq, ne`ij †q ñKLb evÜe civ †ek _v†K bv

e'emiq uk'yv nel qvU uk'yY- ukLb Dc'hmX tckvMZ nel qvej I uk'yv nel qvej t_tK Avb I `yZv ARB

fvgKv

MYcRvZšq evsjv`tki miKvi uk'yv`K GvMtq tbqvi Rb" j'y'mgn ubaſY Kti`q| gva'ingK ue`vj tqi uk'yK n`Z AvMhxt`i I c'kyYuenxb uk'yKt`i Rb" AvavbK AvšRmZK chiqi uk'yK c'kyYtK cl'arb" t`qvi j`ty" ue.GW c'kyYi uk'yvµg cvieZb Ri`ix n`q cto| G j`ty" evsjv`k Dbk' nekte`vj tq ue.GW tKvmp uk'yvµg cvieZb Kti 2007-2008 uk'yvel`n`Z AvšRmZK gv`bi bZb uk'yvµg PijyKi`Z hv`q| G tKvmp uk'yvµg gva'ingK ue`vj tqi cl'v`K uk'yK I c'kyYuenxb uk'yKt`i c'kyY Dc'hmX ue`Z.KgmP mieivn Kti| G uk'yvµg 5vU ukLb ty`f`| G,tjv nj t tckvMZ nel qvej , uk'yv nel qvej , uk'yY nel qvej , ch'v` I MtelYv nel qvej , cv`vb Abk'j b|

Dt'ik"

GB Amatekb tktI Avcib N

- 1| tckvMZ nel qvej I uk'yv nel qvej m`utK`aviYv ARB Ki`Z cvi`teb |
- 2| tckvMZ I uk'yv nel qvej t_tK Avb I `yZv ARB Ki`Z cvi`teb|
- 3| tckvMZ I uk'yv nel qvej t_tK AvRZ Avb I `yZv Kg`y`f` cl'qvM Ki`Z cvi`teb|



ce`K t tckvMZ I uk'yv nel qvej m`utK`aviYv

MYcRvZšq evsjv`tki miKvi uk'yv`K GvMtq tbqvi Rb" j'y'mgn ubaſY Kti`q| gva'ingK ue`vj tqi uk'yK n`Z AvMhxt`i I c'kyYuenxb uk'yKt`i Rb" AvavbK AvšRmZK chiqi uk'yK c'kyYtK cl'arb" t`qvi j`ty" evsjv`k Dbk' nekte`vj tq ue.GW c'kyYi uk'yvµg cvieZb Ri`ix n`q cto| G j`ty" evsjv`k Dbk' nekte`vj tq ue.GW tKvmp uk'yvµg cvieZb Kti 2007-2008 uk'yvel`n`Z AvšRmZK gv`bi bZb uk'yvµg PijyKi`Z hv`q| G tKvmp uk'yvµg gva'ingK ue`vj tqi cl'v`K uk'yK I c'kyYuenxb uk'yKt`i c'kyY Dc'hmX ue`Z.KgmP mieivn Kti| G uk'yvµg 5vU ukLb ty`f`| G,tjv nj t

- tckvMZ nel qveij
- ukÿv nel qveij
- ukÿY nel qveij
- c`hv³ I Mtel Yv nel qveij
- cvV`vb Abkxj b

KivR: uc`h ukÿv_x,© bZb ne.GW tKvtmP ukÿvµg KOU ukLb tÿtÎ nef³, Zv
 wj Lÿ:

1.	
2.	
3.	
4.	
5.	

tckvMZ nel qveij (PS) t ukÿKZv tckvi AZ`vek`Kixq Kvh©m`úv`tbi Rb` th
 mKj Ávb, `ÿZv I `wó f½ c`qvRb Zv tckvMZ nel qveij i Ašf` | thgb-
 AvZ`ekjm I `ÿZv Dbqb Dcv`vb, tkYx e`e`vcbv, cvV cwi Kí bv, c`æc`ÿqb
 BZ`w` |

ukÿv nel qveij (ES) t gva`ngK `fi evsj vt`tki ukÿv`fi i neifbav`K m`útk©
 th nel tq AvtjvPbv Kiv ntqtQ ZvB nj ukÿv nel qveij | thgb t gva`ngK `fi i
 ukÿvi `eikó, gva`ngK ukÿvµg, gva`ngK `fi i ukÿY-ukLb cxvZ BZ`w` |

ukÿv`peÜzv Avly Avgiv vbgvj vLZ c`etjvi DËi LjR tei Kiv

- 1/ ukÿvµtgi ukLb tÿtÎK KquU ukLb tÿtÎ fvm Kiv ntqtQ|
- 2/ c`g `ÿU ukLb tÿtÎ i bvg wj L|
- 3/ tckvMZ nel qveij tZ Avtj vPZ `ÿU nel qe`i bvg wj L|
- 4/ ukÿv nel qveij tZ Avtj vPZ `ÿU nel qe`i bvg wj L|



ce[®]L t tckvMZ I ikÿv ñelqvej t_tK Ávb I `ÿZv eiQvBKiy

tckvMZ ñelqvej

ñe. GW ikÿv_ñv tckvMZ ñelqvej (PS-100) t_tK th mKj Ávb `ÿZv I `wófñ½ AR[®] Ki tZ cvi te A_ñ AR[®]thvM" Ávb, `ÿZv I `wófñ½ ñbtgambv³ Kiv njt

- 1| ikÿtYi Rb" ñeklm I gj"teva
- 2| gva'igK ikÿvµtgi bñvZ
- 3| ikÿtYi thvM"Zv
- 4| ikÿtKi e"v³MZ `ÿZv
- 5| tckvMZ gtbvñve Dbqb
- 6| Avšte"v³K I thvM"thvM `ÿZv
- 7| tkYx e"e"vcbv tKŠkj
- 8| cvV cwi Kí bv cŸqb tKŠkj
- 9| AskMñYgj-K cvV"vb c×ñZ/tKŠkj
- 10| dj veZ[®] I dj veZ[®] tKŠkj e"envi

ikÿv ñelqvej (ES)

ikÿv ñelqvej i PviñU tKvm[®]i tqtQ| h_v EDBN- 1313, EDBN-1314, EDBN-2315 Ges EDBN-2316 | G tKvm[®]PviñU gva'tg AR[®]thvM" Ávb, `ÿZv I `wófñ½, tñv ñbtgAvñj vPbv Kiv njt

- 1| gva'igK ñti i ikÿv_x[®] i `wófñ½, AvPiY I cŸ"vkv|
- 2| ikÿv_x[®] i Rieb ñeKivk cãµqv
- 3| evsj vñ tki gva'igK ikÿvq Amñeav
- 4| ikÿvi `ikñK cñve
- 5| gva'igK ñti i ikÿvµg
- 6| ikÿvµtgi ñli ñbañY
- 7| evsj vñ tki ikÿv e"e"v m[®]úñK[®]avi Yv
- 8| ñe"ñj q e"e"vcbv
- 9| GKvñWigK cwi Kí bv cŸqb tKŠkj
- 10| ñkLb ZÈmgn

KivR: ñcñ ikÿv_x[®] ñbtgñe Zñvñ Kv t_tK tckvMZ I ikÿv ñelqvej i Ávb, `ÿZv I `wófñ½ c_xK Ki ab:

- 1| tckvMZ gtbvñve Dbqb
- 2| ikÿv_x[®] i Rieb ñeKivk cãµqv
- 3| evsj vñ tki gva'igK ikÿvq Amñeav
- 4| ikÿtYi Rb" ñeklm I gj"teva
- 5| gva'igK ñti i ikÿvµg

- 6/ ukÿvµtgi `li ubaßY
- 7/ evsj vř`tki ukÿv e`e`v mæútk®avi Yv
- 8/ dj veZß I dj veZß tKŞkj e`envi |
- 9/ GKvřWwgK cwi Kí br cŸqb tKŞkj
- 10/ ukLb ZËmgn
- 11 | Avšte`w³K I thvMřthvM `ÿZv
- 12/ gva`wgK ukÿvµtgi bmvZ
- 13/ ukÿřYi thvM`Zv
- 14/ ukÿřKi e`w³MZ `ÿZv
- 15/ gva`wgK `ři i ukÿv_x® i `wřwř, AvPiY I cŸ`vkv
- 16/ ukÿvi `vkßK cřve
- 17/ tkYv e`e`vcbr tKŞkj
- 18/ cvV cwi Kí br cŸqb tKŞkj
- 19/ AskMřYgj-K cvV`vb c×wZ/tKŞkj



ce®M t ukÿY-ukLb Dcřhvřx tckvMZ I ukÿv velqvej t_řK AvRŸ Ávb `ÿZv Kg®Rreřb cŸqM

ukÿřYi gj- KivR nj cvV`vb Kiv| ZvB tckvMZ I ukÿv velqvej t_řK AvRŸ Ávb, `ÿZv I `wřwř e`envi Kři e`w³MZ cvV`vb `ÿZvi Dbqbb nj G me Ávb, `ÿZv I `wřwř ARřbi Avmj Dřřk`| ukÿřKi Kg®Rreřb tckvMZ I ukÿv velqvej nřZ AvRŸ Ávb, `ÿZv I `wřwř cŸqM tKŞkj ,řv Zřj aiv nřv t

- 1/ cvřVi velqe`ubeřb|
- 2/ cvV cwi Kí br cŸqb|
- 3/ cvřVi Dřřk` ubaßY|
- 4/ c×wZ ubeřb|
- 5/ DcKiY `Zwi I e`envi |
- 6/ tkYvKřÿ tcŸYv mřp|
- 7/ Micro Teaching Gi gva`řg `ÿZv Dbqbb|
- 8/ dj veZß MřY|

KvR: wřwř ukÿv_x®,Gevi ubřRi AvřÁZv t_řK ubřgř QKw ci-Y Ki ab:

`ÿZvi bug	cŸqMmi KviY	dj vřj
cvV cwi Kí br cŸqb	ukÿřKi ce`cŸwZ	
cvřVi Dřřk` ubaßY	řWřřBb Abřvqx ukÿv_x®K gj`vqb	
dj veZß	AbřkÿY ev mřgřj křbi gva`řg `ÿZv Dbqbb	
gvBřµv wřwřPs	cvV`vb	

gj- ikLbix ielq (Key learning point)

e'emiq ik'yv ielqv ik'yY-ikLb Dc'huMx tckvMZ ielqviej I ik'yv ielqviej t_`tK Avb I `y'Zv AR®



ik'yv m'ZK tkYt'Z tckvMZ ielqviej I ik'yv ielqviej cwi'v'Z

MYc'RvZSx evsjv'`tki miKvi ik'yv'K GvM'q tbqvi Rb` j'y'mgr iwa'p'Y Kti'tQ| gva'igK ie`'vj'tqi ik'yK n'tZ AvM'ix't' i I cik'yYienxb ik'yK't' i Rb` Avap'K Av'SR'ZK ch'qi ik'yK cik'yY'tK c'lab` t`qvi j'ty` evsjv'`k Db'p' vekt'e`'vj'tq ie.GW cik'y'tYi ik'yv'ug cwi'eZ® Ri'ix n'tq cto| G j'ty` evsjv'`k Db'p' vekt'e`'vj'tq ie.GW tKv'tm'® ik'yv'ug cwi'eZ® Kti 2007-2008 ik'yvel'©n'tZ Av'SR'ZK gv'tbi bZb ik'yv'ug PijyKi'tZ hv't'Q| G tKv'tm'® ik'yv'ug gva'igK ie`'vj'tqi c'oi'p'K ik'yK I cik'yYienxb ik'yK't' i cik'yY Dc'huMx ie`Z.Kg'm'® mieivn Kti | G ik'yv'ug 5vU ikLb ty't' i ef³ | G, t'jv nj t

tckvMZ
ielqviej I
ik'v
ielqviej i
cwi'v'Z

1. tckvMZ ielqviej
2. ik'yv ielqviej
3. ik'yY ielqviej
4. ch'p' I M'telYv ielqviej
5. cV`vb Ab'xj b

tckvMZ ielqviej (PS) t ik'yKZv tckvi AZ'`vek`Kixq Kv'h'm'au'`t'bi Rb` th mKj Avb, `y'Zv I `w' f'w' c'q'vRb Zv tckvMZ ielqviej i A's'f'® | thgb-AvZ'v'ek'm I `y'Zv Db'qb Dcv`vb, tkYx e'e`vcbv, cV` cwi'K'ibv, c'kaec'q'qb BZ'v' |

ik'yv ielqviej (ES) t gva'igK `t'i evsjv'`tki ik'yv`t'i i iev'f'baev`K m'au'`t'K© th iel'tq Av'tj v'p'bv Kiv n'tq'tQ ZvB nj ik'yv ielqviej |
thgb: gva'igK `t'i i ik'yvi `e'ik'o`, gva'igK ik'yv'ug, gva'igK `t'i i ik'yY-ikLb cxwZ BZ'v' |

tckvMZ velqvej i Ávb, `ÿZv I `wofwzi mbv³KiYt *ie.GW cükÿYv_Áv*
tckvMZ velqvej (PS-100) t_ÁK th mKj Ávb, `ÿZv I `wofwz AR⁸ KiZ
cvi te Zv (A_Á AR⁸thvM" Ávb, `ÿZv I `wofwz) wbtgambv³ Kiv nj t

- 1| ukÿtYi Rb" weklm I gj`teva|
- 2| gva`igK ukÿvµtgi bmvZ|
- 3| ukÿtYi thvM"Zv|
- 4| ukÿtKi e"i³MZ `ÿZv|
- 5| tckvMZ gtbvfe Dbqb|
- 6| Avšte"i³K I thvMvthvM `ÿZv|
- 7| tkYx e"e`vcbv tKŠkj |
- 8| cvW cwi Kí bv cŸqb tKŠkj |
- 9| AskMhYgj-K cvW`vb c×wZ/tKŠkj |
- 10| djveZ⁸ I djveZ⁸ tKŠkj e"envi |
- 11| tkYxKtÿ cwi tek mµ|
- 12| tRÚvi mtpZbZv|
- 13| cKæcŸqb|
- 14| ukÿv`vb mnvqK mvgMh`Zwi, e"envi I msiÿY tKŠkj |
- 15| tckvMZ `ÿZv Dbqtbv Rb" G mKj Ávb, `ÿZv I `wofwz AR⁸bi
 gva`tg G tKvm⁸ mivmwi ukÿv_Áv AbvriYthvM" 2 cteP cvW`vb
 Abqatbi `enkto"i thvMv w`te|

ukÿv velqvej i Ávb, `ÿZv I `wofwzi mbv³KiYt (ES) *t ukÿv velqvej i*
`ÁU tKvm⁸i tqtQ| h_v- ES-101 Ges ES-102| G tKvm⁸ ÁU gva`tg AR⁸thvM"
Ávb, `ÿZv I `wofwz, tj v wbtgæAvtj vPbv Kiv nj t

- 1| gva`igK `ti i ukÿv_x⁸ i `wofwz, AvPiY I cZ`vkv|
- 2| ukÿv_x⁸ i Rieb weKvK cµqv|
- 3| evsj vt`tki gva`igK ukÿvq Amjear|
- 4| ukÿvi `vk⁸K cŸve|
- 5| gva`igK `ti i ukÿvµg|
- 6| ukÿvµtgi `li wbaŸY|
- 7| evsj vt`tki ukÿv e"e`v m⁸útk⁸avi Yv|
- 8| we`vj q e"e`vcbv|
- 9| GKvWigK cwi Kí bv cŸqb tKŠkj |
- 10| ukLb ZĚmgn|
- 11| gva`igK we`vj tqi gj`hvPvB tKŠkj |

- 12| cãæ Afxyv MVtbi `ýZv|
- 13| cixývi djvdj wbfçY `ýZv|
- 14| ie`ij q wfiEK gj`hivB tKŠkj |
- 15| evsj vt`tki tçÿtZ cãZdj b Abkxj b|

**tckvMZ
ielqvej I
ikŋv
ielqvej
t_ŋK AvRZ
Ávb `ŋZvi
cãqvl**

e`emq ikýv ielq ikýY-ikLtb tckvMZ I ikýv ielqvej t_ŋK AvRZ Ávb I `ýZvi cãqvl tKŠkj t ikýtYi gj- Kiv nj cv`vb Kiv| ZvB tckvMZ I ikýv ielqvej t_ŋK AvRZ Ávb, `ýZv I `wofw½ e`envi Kti e`w³MZ cv`vb `ýZvi Dbqbb nj G me Ávb, `ýZv I `wofw½ ARŋbi Avmj Dŋk`| ikýtKi Kg©Rxeŋb tckvMZ I ikýv ielqvej ntZ AvRZ Ávb, `ýZv I `wofw½ cãqvl tKŠkj ,tjv Ztj aiv ntjvt

- 1| cvŋvi ielqe`wbeŋb|
- 2| cvVcwi Kíbv cãqbb|
- 3| cvŋvi Dŋk` wbaŋY|
- 4| cxwZ wbeŋb|
- 5| DcKiY `Zwi I e`envi |
- 6| tkYxKtý tçÿYv mw|
- 7| Micro Teaching Gi gva'ig `ýZv Dbqbb|
- 8| djveZŋ MŋY|
- 9| ikýv_xŋ AvPiY wqšY|
- 10| ikývµtgi Dŋk` ARŋ|
- 11| cãæT cãqbb|
- 12| ikýv_ŋ gj`vqb|
- 13| ie`ij q wfiEK gj`hivB ev`éiqb|
- 14| ikýtYi týt Abhvqx gj`vqb|
- 15| wewfbæiŋbi Afxyv cãqbb|



gj'iqb

1. e'emvq ukÿv mel q'ui ukÿvµg†K KŪU tÿ†Î nef³ Kiv ntq†Q?
2. 5uU ukLb tÿ†Î i cŪg `Ūi bvg ej ly|
3. GKRB me GW cŪkÿYv_x†ckvMZ mel qvevj t_†K uk uk Ávb, `ÿZv I `ŵófv½ ARB Ki†Z c†ti?
4. ukÿv mel qvevj i gva†tg ARB†hvM Ávb, `ÿZv I `ŵófv½ Zvvj Kvq uk uk mel q Ašif† Kiv ntq _v†K?
5. GKRB ukÿ†Ki KgR†etb tckvMZ I ukÿmel qvevj ntZ AvR† Ávb, `ÿZv I `ŵófv½ cŪqvM tKŠkj ,†j vi bvg vj Ly|



mate" DËi t

- 1 bs cŪkÿ DË†i i Rb" ce†K Ges gj- ukLbxq mel q t`Ly|
- 2 bs cŪkÿ DË†i i Rb" ce†K Ges gj- ukLbxq mel q t`Ly|
- 3 bs cŪkÿ DË†i i Rb" ce†L Ges gj- ukLbxq mel q t`Ly|
- 4 bs cŪkÿ DË†i i Rb" ce†L Ges gj- ukLbxq mel q t`Ly|
- 5 bs cŪkÿ DË†i i Rb" ce†M Ges gj- ukLbxq mel q t`Ly|



ce^QK t Avtj vPbv c×wZ

th c×wZtZ GK`j ukÿv_x^P mvgtb cvV`vb KvTj ukLbxq wclqe`tK ukÿK mgm`vKvti Dc`vcb Ktib Ges ukÿv_x^Pv mgm`v mgvatibi DtI`tk` mµµq AskMhY I ci`úi gZ wclbgq Kti wmvššl Mh`tYi gva`tg ukÿv jvf Kti GtK Avtj vPbv c×wZ ejv nq| tKvb wclqe` m`útk^QAvtj vPbvi Rb` th KtqKwU wclq AZ`šl c`qvRb Zv wbtgæDtj l Kiv ntjv t

- 1) Avtj vPbvi wclq wbañY
- 2) Avtj vPbvi cwi Kíbv wK Kiv
- 3) wbañi Z wcltq Avtj vPbvi Rb` c`qvRbxq Z` I DcvE msMh Kiv,
- 4) Avtj vPbvq msukw mKj tK AskMh`tYi mthwM c`vb Kiv,
- 5) Avj vc-Avtj vPbvi wmvššl, wj wj wce× Kiv|

KvR: mµc` ukÿv_x^QGevi Avcwb Avtj vPbv c×wZi wclqe` m`útk^QAvtj vPbvi Rb` th KtqKwU wclq AZ`šl c`qvRb Zv Dtj l Kti wbtgæ QKwU ci`Y Kiab:

1.
2.
3.
4.
5.



ce^QL t Avtj vPbv c×wZi `eikó`

Avtj vPbv c×wZi `eikó` ,tjv wbtgæwj wce× Kiv ntjv t

- 1| Avtj vPbv c×wZtZ ukÿK-ukÿv_x^QDfqb AskMhY Kti `vKb|
- 2| GwU `j wfwEK Avtj vPbv c`µqv|
- 3| GtZ ukÿv_x^Pv wbtRt` i gZvgZ cKvk Kitz cvti |
- 4| GtZ ukÿK Avtj vPbvi wclqe` Ges w K wbt`Rbv w`tq `vKb|
- 5| Avtj vPbvq AskMh`tYi cte^Qukÿv_x^P i mµµq Kiv nq|

KvR: ukÿv_x^PeÚzGevi Avcwb wbtgæ cke`tjvi DEi LjR tei Kiab:

1. Avtj vPbv c×wZtZ tK tK AskMhY Kti `vKb?
2. GtZ ukÿv_x^Pv wK cKvk Kitz cvti?
3. Avtj vPbvq AskMh`tYi cte^QK Kiv nq?
4. ukÿv_x^PwbR`^tPZbvq wK wK `Zwi Kti?
5. tK Avtj vPbvq mweR tbZZj.w`tq `vKb?



ce^{©M} t Avtj vPbv c×vZi mÿav

Avtj vPbv c×vZtZ cvV`v`bi mÿav, tj v ubtgeAvtj vPbv Kiv ntj vt

1/ GtZ ikÿv_xPv `ZtÛZ[©] mÿuqfite ikÿv`vb Kvth[©]AskMhY Ki tZ cvti |

2/ vPšlaviv I ubR`fve weibgq Kti ikÿv_xPv bZb bZb Z_` I avi Yv jvf Ki tZ cvti |

3/ ikÿv_xPv weiqe` , uQtq mKtj i gvtS Dc`vcb Ki tZ cvti | GtZ Zvt` i AvZweklm evto |

4/ G c×vZi gva'ig ikÿv_x[©]Zvi Ávb ev`étÿtÎ cÿqM Kivi mÿhVM cvq | Avtj vPbvq AskMhYi gva'ig tm AtbK covibv Kti, dtj ubtRi fÿÎau mstkvab Ki tZ cvti |

5/ Avtj vPbv c×vZtZ ikÿv_x`i KZ, tjv wekl , tYi weKiv NtU | thgb minòZv, fve cKvtki ÿgZv, mgm`v mgvavtbi `ÿZv cfWZ , Yvej x ikÿv_xPv AR[©] Ki tZ cvti |

KvR: weç ikÿv_x[©]Gevi Avtj vPbv c×vZtZ cvV`v`bi 5uU mÿav vj tL ubtge QKiu ciY Ki ab:

1.
2.
3.
4.
5.



ce^{©N} t Avtj vPbv c×vZi Amÿav

Avtj vPbv c×vZi Amÿav, tj v ubgiefc t

1/ AtbK mgq tbZtZji Afite Avtj vPbv j ÿPÿZ ntq hvq |

2/ mKj tK Avtj vPbv mÿhVM w`tj G c×vZtZ AtbK tek mgq e`q nq |

3/ mKj Avtj vPK j ÿ`vfvEK Avtj vPbv Ki tZ cvti bv etj A_`ixb I Ac[©]WZK weitqi AeZvi Yv ntZ cvti |

4/ we`vj tq cÿZw`b G c×vZtZ cvV`vb Kiv m`e ntq I tV bv |

5/ G c×vZi cÿqvRbxq DcKiY I e`e`vcbv we`vj tq `vfk bv |

KvR: ucô wkÿv_® ubtRi AwfÁZvi Avtj vtK ubtgê QKwU ciY Kiab:

1. AtbK mgq tbZtZji Afvte Avtj vPbv	
2. mKj tK Avtj vPbvi mthvM w` tj G c×wZtZ	
3. we`vj tq cöZw b G c×wZtZ	

gj- iKLbxq ielq (Key learning point)

**e'emvq ik'yv ielq ik'yY Dc'ihMx Ask Mh'Ygj-K ik'yY- iKLb
Kih'igi Rb" Avek"K `yZv, cxwZ I tKSkj mgn
(`j xq Av'j vPbv)**



AskMh'Ygj-K ik'yY-iKLb Kih'ig

ik'y'Ki Ab'Zg Kiv nj tk'YiK'ty ik'yY-iKLb Kih'ig cwi Pij bv Kiv | Gme
Kih'ig cwi Pij bv Ki'tZ Mtq ik'yK we'fbæi K'tgi cxwZ ev tKSkj e'envi K'ti
_v'Kb | Gme cxwZ ev tKSkj `tj v'K c'gZ `gu fVfM fVfM Kiv hvq |

- 1 | ik'yK tK'`K ev MZvbM'ZK cxwZ / tKSkj |
- 2 | ik'yv_x'K'`K ev Av'jbK cxwZ / tKSkj |

ik'yv_x'K'`K cxwZ ev Av'jbK cxwZ / tKSkj `tj v'K Ask Mh'Ygj-K cxwZ ev
tKSkj ejv nq | Ask Mh'Ygj-K cxwZ / tKSkj nj cv`vb-Mh'Yi GKwU w'g'x
c'h'qv | ik'yK cv`vb-Mh'Y Kih'ig cwi Pij bvi mgq c'Z'K ik'yv_x'GKK A_ev
`jMZf'vte m'µq Ask Mh'Yi gva'tg v'bt'`i g'ta" w'g'v'v' m'µ, ci`ui
gZwe'bgq, ci`ui mn'th'MZv c'vb I ci`ui Av'vc Av'j vPbvi mn'v'th" iKLbxq
ielqe`' m'µ'tK'µm'x'š' Mh'Y K'ti cv Av'qE Kiv G'fc ik'yY-iKLb Kih'ig'tK
Ask Mh'Ygj-K cxwZ / tKSkj ejv nq |

thgb - Av'j vPbv, `j xq Kiv, tR'ovq Kiv, mgn'v m'g'v'v, c'k'v'v' ce'Ab'v'v'v,
teBb ÷ w'g'v'v' |

Av'j vPbv cxwZ

GB cxwZ'tZ ik'yK GK`j ik'yv_x'P m'v'tb cv`vb K'v'j iKLbxq ielqe`'tK
mgn'vK'v'i Dc`v'cb K'ti Ges ik'yv_x'Pv mgn'v m'g'v'v'v' D't'`tK" m'µq AskMh'Y
I ci`uti i gZ we'bg'tqi gva'tg m'x'š' Mh'Y K'ti ik'yv j'vf K'ti | tKiv ielqe`'
m'µ'tK'Av'j vPbvi Rb" th K'tqKwU ielq AZ"š'c'qvRb Zv v'bt'g'D'tj K Kiv n'tjv t
1) Av'j vPbvi ielq v'ba'Y, 2) Av'j vPbvi cwi K'iv w'K Kiv 3) v'ba'Z ielq
Av'j vPbvi Rb" c'qvRbxq Z" I Dcv'v msMh' Kiv, 4) Av'j vPbvq ms'k' mKj tK
AskMh'Yi m'th'M c'vb Kiv, 5) Av'vc-Av'j vPbvi m'x'š', w'j w'j v'ce'x Kiv |

Avtj vPbv c×vZi êekó

Avtj vPbv c×vZi êekó, tj v vbtgawj wce× Kiv ntjv:

- 1/ Avtj vPbv c×vZtZ ukÿK-ukÿv_xDfqb AskMhY Kti _vfkB|
- 2/ GvU `j wfvEK Avtj vPbv cDmqv|
- 3/ GtZ ukÿv_xPv vbtRt` i gZvqZ cKvk Kitz cvti |
- 4/ GtZ ukÿK Avtj vPbvi wv qe` Ges w` K vbt` Rbv w` tq _vfkB|
- 5/ Avtj vPbvq AskMhYi cteukÿv_xP` i mvmuq Kiv nq|
- 6/ ukÿv_xPvR`^ vPšl-tPZbvq wv qe`i ctÿ wectÿ hvP` Zwi Kti |
- 7/ Avtj vPbvi Rb` vbw` 0 mgq eivl` t`qv _vfk|
- 8/ ukÿK Avtj vPbvq mveR tbZZi.w` tq _vfkB|
- 9/ mvgbv-mvgvb th tKvb Z` m`fU Avtj vPbv Kiv ntq _vfk|
- 10/ vbañi Z Kvhpvtgi cte`cU`vZ ev ce`cwi Kí bv m`úbaKiv ntq _vfk|

Avtj vPbv c×vZi mjev

Avtj vPbv c×vZtZ cvV` vftbi mjev, tj v vbtgawj Avtj vPbv Kiv ntjv

- 1/ GtZ ukÿv_xPv `ZtUz` mvmuqvite ukÿv` vb KvthAskMhY Kitz cvti |
- 2/ vPšlaviv l vbr`fve wvbgq Kti ukÿv_xPv bZb bZb Z` l aviv jvf Kitz cvti |
- 3/ ukÿv_xPv wv qe` , vQvq mKtj i gvS Dc`vcb Kitz cvti | GtZ Zv` i AvZvekfm evto|
- 4/ G c×vZi gva`tg ukÿv_xZvi Avb ev`étÿtÎ cDqvM Kivi mthvM cvq| Avtj vPbvq AskMhYi gva`tg fm AvbK covibv Kti, dtj vbtRi fZÎU mstkvab Kitz cvti |
- 5/ Avtj vPbv c×vZtZ ukÿv_xP`i KZ,tjv wvkl` ,tYi wvkv NtU| thgb mwnòZv, fve cKvtki ygZv, mgm`v mgvavtbi `ÿZv cfvZ ,Yvejx ukÿv_xPv ARB Kitz cvti |
- 6/ Avtj vPbv c×vZi gva`tg `jxq HK` mvp nq| GtZ cvv`úwi K mrvbYvZ l mrvPh`x nq|
- 7/ jvRk Ges K_v ej tZ Abf`ukÿv_xPv GB c×vZtZ K_v ejvi Af`vm Mto tZvtj | GtZ cDZU ukÿv_xP` K_v ejvi mrvn l `ÿZv evx cvq| GB c×vZtZ ukÿv_xPv hvP`cYvte vPšl Kitz cvti Ges hvP` w` tq K_v ej tZ cvti |

- 8/ ukÿv_xP gvtS mRbkxj Zvi Dtb# NtU _vtK|
- 9/ ukÿv_xP gvbimK I AvwZK gj`tertai weKvk NtU|
- 10/ Gi gva'tg ukÿv_xP i gvtS tbZZj:vtbi cEYZv eit0|
- 11/ ukÿv_xP i gvtS `vqZj:mPZbZv e#x cvq|

Avtj vPbv c×wZi Amgav

Avtj vPbv c×wZi Amgav, tj v ubgiefc t

- 1/ AtbK mgq tbZtZi Afvte Avtj vPbv j yPyZ ntq hvq|
- 2/ mKj tK Avtj vPbvi mthvM w tj G c×wZtZ AtbK tenk mgq e`q nq|
- 3/ mKj Avtj vPK j y`wvEK Avtj vPbv Ki tZ cvti bv etj A_#xb I Ac0wzK
weltaqi AeZvi Yv ntZ cvti |
- 4/ we`vj tq c0Zw`b G c×wZtZ cvV`vb Kiv m#e ntq I tV bv|
- 5/ G c×wZi c0qvRbxq DcKiY I e`e`vcbv we`vj tq _vtK bv|
- 6/ ubgwgva'igK `ti i ukÿv_xP i Rb` G c×wZ KvhRi bq|
- 7/ G c×wZtZ cvV`vtbi Rb` D`P tgavex ukÿv_xP c`qvrBv nq, hv Avgvt`i
t`tki we`vj q, tj vtZ L# tenk tbB|
- 8/ Avtj vPbv c×wZtZ cvV`vtbi Rb` th iKg `y ukÿtKi `i Kvi Zv meÿytI
cvi qv hvq bv etj Avtj vPbv AtbK mgq j y` AR#b e`_nq|
- 9/ Avtj vPbv AtbK mgq `ÿctÿi gvtS weifc c0Zwµqv tdj tZ cvti GtZ Kti
Aci cÿ ukÿv_xP i gvtS ANUb NUvi m#tebv _vtK|
- 10/ uba#i Z mgtaqi gta` tkl Kiv hvq bv etj Gi KvhRwvi Zv gva'igK `ti
AtbKUv Kg|

ukÿvÿytI Avtj vPbv c×wZi c0qvM AwZ c0Pxb ntj I eZgvtb Gi c`qvrBxqZv
Avt0| eZgvtb c#_exi wevfbet`tk G c×wZi gva'tg e`emvq ukÿv weltaqi cvV`vb
Kiv nq| Avtj vPbv c×wZi Kvh#cwi m#ti ukQv cwiEZ# Kti ukÿK ukÿv_xP
mµµq AskM#Y ubw0Z Kti e`emvq ukÿv weltaqi cvb I cvb tK KvhRi Kti
tZvj v hvq|

Avtj vPbv c×vZ ev`évtbi Dcvq

Avtj vPbv c×vZ vbtg³ i ftc ev`évtb Kiv hvq:

1. KvR`i iæ Kivi c^æcwi Kí bv c^ÿqb
2. `j`Zwi Kiv
3. `tj i gta` KvR eÈb Kiv
4. †Kvb GKRB†K `tj i KvR cwi Pvj bv Kivi `vqZj c^ÿvb
5. mKtj i mg AskM^hY vbw^ÛZ Kiv|
6. `tj i c^ÛZ`K m`m`† i Ae`vb vj wce× Kiv|
7. msuk^ó vcl q I D†í`k` AR†bi Rb` Avtj vPbv mvgvex i vLv
8. ci`ú†i i gZvqZ †K , iæZj t`qv
9. hv³ m½Z vvxvš M^hY Kiv
10. mgq m^hbw`^Û K†i t`qv
11. MpxZ vvxvš`j MZfvte ukÿv`v†K Dc`vcb Ki†Z t`qv
12. fj-ÎæU ntj mstkrab Kiv



gv`vqb

1. Avtj vPbv c×vZ ej †Z vK tevSvq?
2. Avtj vPbv c×vZi `evkó` , vj D†j † K i ab?
3. Avtj vPbv c×vZi m^hvavmg^h vK vK ?
4. Avtj vPbv c×vZi Am^hvavmg^h e`vL`v K i ab|



m^hte` DÈi

- 1 bs c^Ûk^é DÈ†i i Rb` ce^Q Ges gv` vK Lbxq vcl q t`Lb|
- 2 bs c^Ûk^é DÈ†i i Rb` ce^L Ges gv` vK Lbxq vcl q t`Lb|
- 3 bs c^Ûk^é DÈ†i i Rb` ce^M Ges gv` vK Lbxq vcl q t`Lb|
- 4 bs c^Ûk^é DÈ†i i Rb` ce^N Ges gv` vK Lbxq vcl q t`Lb|

**e'emvq ikjv nel tqi DcthmX AskMöYgj-K ikjY-ikLb
Kihpiti Rb" Avek"K `yZv, cxuZ I tKšj mgr
(cöküEi I AbryÜbgj-K cxuZ)**

figKv

e'emvq ikjv nel tqi DcthmX AskMöYgj-K ikjY-ikLb Kihpiti Rb" Avek"K
`yZv, cxuZ I tKšj mgrni gta" cöküEi I AbryÜbgj-K cxuZ LyB , iaZcyf
ikjK I ikjv_ p cvi `üwi K cöküEti i gva'tg tKvb nel q m=utK@ikjv_ f Ávb,
`yZv I `wofw/2 cwieZfbi cöuqitK cöküEi cxuZ ejv nq| G cxuZtZ ikjK
ikjv_ p DfqB müuq _vtK| tKvb cöküE müWK DEi ikjv_ f Rvbv bv _vKtj ikjK
tm cöküE müWK e"vL"v w`tq _vtKb| ce"cwí Kí bv Qvov G cxuZtZ civ`vb Kiv hvq
bv| Aci w`tK AbryÜvb cxuZtZ ikjv_ p ubtR tKvb nel qe`' LtR tei Kti iksev
Mtél Yvi gva'tg tei Kti | GLvtb ikjtKi mnthvMZiq ikjv_ xfv cKí MhY Kti
Ges ikjtKi ubt`Rbvq AbryÜvb Kih@m=úbæKti | cKí Qvovl tkYtZ ikLb-
ikjY KvtR G cxuZ e"eüZ ntq _vtK| G cxuZtZ ikjv_ p GKK, hmj I
`j xqfvte Kvr Kitz cvi |

Dfik"

GB civ tkil Avciab-

- cöküEi cxuZi msÁv, mjev I Amjev ejtZ cvi teb|
- cöküEi cxuZi KihRix Kivi Dcvq Djt L Kitz cvi teb|
- AbryÜbgj-K cxuZi mjev e"vL"v Kitz cvi teb|
- AbryÜbgj-K cxuZi Amjevavmgr PwýZ Kitz cvi teb|



ce^QK t cöküEi c×iZ

ukÿK I ukÿv_@ci`úti gta" cöküEti gva`tg tKvb uelq m^utK^Qukÿv_@
 Ávb, `ÿZv I `wofw/2 cwieZ@bi cömuqtK cöküEi c×iZ ejv nq| G c×iZtZ
 ukÿK ukÿv_@DfqB mµµq _vtK| tKvb cöküE mµVK DËi ukÿv_@ Rvbr br _vKtj
 ukÿK tm cöküE mµVK e`vL`v w`tg _vtKb| ce^Qcwi Kí br Qvor G c×iZtZ cvV vb
 Kiv hvq br|

cöküEi c×iZi mÿav t

- 1| mKtj i AskMhY ubwÖZ Kiv hvq|
- 2| ukÿK- ukÿv_@DfqB mµµq _vtK|
- 3| GKtNtggx mµoi mÿhvM _vtK br|
- 4| tkYxKtÿ mµµq ubieZv eRvq _vtK|
- 5| ukÿv_@cöküE DËi i`tb i`tb mntRB uelqe`AvqË Ki tZ cüti |

cöküEi c×iZi Amÿav t

- 1| `ÿ ukÿtKi Afve|
- 2| GKB cöküYv_x^evi evi cöküDËi `vtbi mÿhvM tctq hvq|
- 3| cvV cwi Kí br ev`évb Kwb|

KvR: ucö ukÿv_@eÜzGevi cöküEi c×iZtZ cvV`vtbi 3u mÿav I Amÿav wj tL
 ubtgé QK `öU ciY Ki ab:

mÿav:

1.
2.
3.

Amÿav :

1.
2.
3.



ce^L t cöküEi c×iZ KvhRi Kivi Dcuq

- 1| uelqe`m^utK^QukÿtKi mÿúo avi Yv _vKtZ nte|
- 2| cvtVi Dtík" uba@Y Ki tZ nte|
- 3| Dtík" AR@ Kivi Rb" uelqe`i Dci cöqvRbxq msL"K cöküZwi Ki tZ nte|
- 4| cöküE Aek`B tQvU tQvU DËi _vKtZ nte|
- 5| ukÿv_x^P eqm I AwfÁZv Abyvti cöküZwi Ki tZ nte|

KvR: m'c'q ik'yv_PeÜzGeri ibt'ri AwfÁZvi Avtj v'K ibtg'e QKwU ci-Y Ki ab:

1. mel qe' m'ú'fK'ik'y'tKi m'yúó	
2. ik'yv_ſ eqm I AwfÁZv Abm'v'ti	
3. c'k'ie arivev'wKZv	



ce^oM t Abm'Übgj-K c'xwZ

G c'xwZ'tZ ik'yv_P'ib'tR t'Kvb mel qe' L'tR tei K'ti w'Ksev M'tel Yvi gva'tg tei K'ti | GLv'tb ik'y'tKi mn'th'wMZvq ik'yv_x'Pv c'k'í M'hY K'ti Ges ik'y'tKi ibt' Rbvq Abm'Üvb Kvh'm'ú'beK'ti | c'k'í Q'vovl t'k'Yx'tZ w'KLb-w'k'yY Kv'tR G c'xwZ e'euZ n'tq _v'tK | G c'xwZ'tZ ik'yv_P'GKK, h'wJ I `j'xq'fite KvR Ki'tZ c'v'ti |

Abm'Übgj-K c'xwZi m'v'av

- 1/ w'KLb N'tU |
- 2/ h'w'p `v'tbi y'gZv ev'to |
- 3/ w'P'sb k'w'p ev'x cvq |
- 4/ AvZ'f c'Z'q m'w'p nq |
- 5/ w'KLb `v'qx nq |

KvR: w'c'q ik'yv_PeÜzGeri ibtg'e c'k'et'j vi D'ei L'tR tei Kivi t'P'ov Ki ab:

1. Abm'Übgj-K c'xwZ'tZ ik'yv_ſv w'K M'hY K'ti?
2. ik'yv_ſv Kivi ibt' Rbvq Abm'Üvb Kvh'm'ú'beK'ti?
3. G c'xwZ'tZ ik'yv_ſ w'K ev'x cvq?
4. G c'xwZ'tZ ik'yv_ſ w'K'tmi m'w'p nq?
5. G c'xwZ'tZ ik'yv_ſ w'KLb t'K'gb nq?



ce^oN t Abm'Übgj-K c'xwZi Am'v'av

- 1/ mgq te'w'k j v'tM |
- 2/ c'q'v'Rbxq ti d'v'ti Y' eB `i Kivi nq |
- 3/ `g'p ik'yv_ſ Av'M'h Kg _v'tK |
- 4/ cv'V i'ag'v'í t'k'Yx K't'y m'x'g'v'ev'x _v'tK bv |
- 5/ A'tbK mgq D't'i k' e'nZ nq |

KvR: w'c'q ik'yv_PeÜzGeri Av'cv'ib Abm'Übgj-K c'xwZ'tZ cv'V `v'tbi 3'w'U Am'v'av w'j t'L ibtg'e QKwU ci-Y Ki ab:

1.
2.
3.

gj- wLbvx vwlq (Key learning point)

**e'emvq wkyv vwlqi DcthvMx AskMhYgj-K wkyY-wLb
Kvhpvtgi Rb AvkK `yZv, cxvZ I tKskj mgr
(cokvEi I AbyvUvbgj-K cxvZ)**



cokvEi cxvZ

wkyK I wkyv_@ci`vtii gta" cokvEitii gva'tg tKvb vwlq m'utK@wkyv_@
Avb, `yZv I `wofw/2 cviez@bi cvwvqtK cokvEi cxvZ ejv nq| G cxvZtZ
wkyK wkyv_@DfqB mwmq_vtK| tKvb cokvEi mwmK DEi wkyv_@ Rvbn bv_vKtj
wkyK tm cokvEi mwmK e'vL'v w'tq_vtKb| ce'cwi KÍbv Qvov G cxvZtZ cvW`vb
Kiv hvq bv|

cokvEi cxvZi mgrv

- 1| mKtj i AskMhY wvuvDZ Kiv hvq|
- 2| wkyK- wkyv_@DfqB mwmq_vtK|
- 3| GK tNtqgx mwi mshvM_vtK bv|
- 4| tkYx Kty mwmq wbieZv eRvq_vtK|
- 5| wkyv_@cokvEi DEi itb itb mntRB vwlq e'AvqZ;KitZ cvti|
- 6| e'q Kg nq|
- 7| ejvi I tj Lvi `yZv evx cvq|
- 8| `w wkyv_@mntRB wpyZ Kiv hvq I wvvgvtqi e'e'v MhY Kiv hvq|

cokvEi cxvZi Avgrv

- 1| `y wkytKi Avv|
- 2| GKB cokvYv_xevi evi ckvDEi `vbi mshvM tctq hvq|
- 3| cvV cwi KÍbv ev'evqb Kvb|
- 4| cokvEi vwlqe'cvV mskw bv ntj Df'k" AR@ e'vnZ|

cokvEi cxvZ KvRi Kivi Dcv

- 1| vwlqe' m'utK@wkytKi m'vuo avi Yv_vKtZ nte|
- 2| cvtVi Df'k" wba'Y KitZ nte|
- 3| Df'k" AR@ Kivi Rb vwlqe'v Dci cvqvRvx msl"K ckvZvi KitZ
nte|
- 4| cokvEi Aek'B tQvU tQvU DEi_vKtZ nte|
- 5| wkyv_x'eqm I Avf'Zv Avvvti ckvZvi KitZ nte|
- 6| cokvEi avivvvnKZv i'v KitZ nte|

- 7/ mKtj i Dti'k" cÿkÿo w' tZ nte|
- 8/ DEi cÿv'ib ukÿv_ÿ KvtRi "KwZ. I cÿksmV Ki tZ nte|
- 9/ ukÿv_ÿfj DEi w' t'j ukÿK AZ"š' "fmeK AvPiY Kti Zv mstkvab Kivteb|

AbryÜbgj-K c×wZ

G c×wZ tZ ukÿv_ÿv'ib tKvb we l qe " LjR tei Kti ukSev MtelYvi gva'tg tei Kti| GLv'ib ukÿtKi mnthvMZvq ukÿv_ÿv'ib cÿk'í MhY Kti Ges ukÿtKi v'ib`Rbvq AbryÜvb Kvh"m'ubæKti| cÿk'í Qvovl tkYtZ ukLb-ukÿY KvtR G c×wZ e'eüZ ntq _vtK| G c×wZ tZ ukÿv_ÿGKK, hMj I `j xqfite KvtR Ki tZ c'iti |

AbryÜbgj-K c×wZi mÿeav

- 1/ "ukLb NtU|
- 2/ hÿß `vtbi ÿgZv evto|
- 3/ vPšb kv'ß evx cvq|
- 4/ AvZf cÿZ"q mÿó nq|
- 5/ ukLb "vqx nq|
- 6/ Avšte"v'ßK `ÿZv evx cvq|
- 7/ Z_ msMh I ch"qZKi tYi gva'tg wv'vš'í MhY Ki tZ c'iti |

AbryÜbgj-K c×wZi Amÿeav

- 1/ mgq tevkj v'fM|
- 2/ cÿqvRbxq ti dvti Y eB `i Kvi nq|
- 3/ `ÿÿ ukÿv_ÿ AvMh Kg _vtK|
- 4/ cvV i agv' t'kYx Ktÿ mÿgvev _vtK bv|
- 5/ A'ibK mgq Dti'k" e'nZ nq|



gj'iqb

- 1. cÿkv'ÿi c×wZ Kx? Bnvi mÿeav I Amÿeavmgv Kx Kx?
- 2. cÿkv'ÿi c×wZ KvhRi Kivi Dcvq D'tj L Ki ab|
- 3. AbryÜbgj-K c×wZ Kx? Bnvi mÿeavmgv e'vL'v Ki ab|
- 4. AbryÜbgj-K c×wZi Amÿeavmgv Kx Kx ?



m'æte" DEi

- 1 bs cÿk'æ DEti i Rb" ce'K Ges gj- ukLbxq we l q t`Lb|
- 2 bs cÿk'æ DEti i Rb" ce'Q Ges gj- ukLbxq we l q t`Lb|
- 3 bs cÿk'æ DEti i Rb" ce'M Ges gj- ukLbxq we l q t`Lb|
- 4 bs cÿk'æ DEti i Rb" ce'N Ges gj- ukLbxq we l q t`Lb|



ce^QL t mgm'v mgraib c×iZ

mgm'v mgraib c×iZ e'emvq ukÿv cv`v`v`bi Ab`Zg c×iZ | ukÿv`ÿt`i G c×iZi
ht_ó Dc`thv`Mzv AvtQ | G ñel`tq ukÿv`v`bKv`tj ukÿK tkYxKtÿ Avj`v`c-Avtj`v`Pbv
l e³Zvi gva'tg GKv`U AbKj`j cwi`te`k m`p` Kt`ib | G iKg cwi`te`k ukÿK
mKt`j i Aj`tÿ` GKv`U mgm'v`t`K Zt`j a`t`ib | ukÿv`_f`v AbKj`j cwi`te`k mgm'v
mgraib`b Gv`M`t`q hv`b |

mgm'v mgraib`bi `fi

mgm'v mgraib`bi Pvi`u`U `fi AvtQ | h_vt

- 1 | c`i`v`Z
- 2 | cwi`K`i`bv
- 3 | mgraib`b ev`v`m`x`v`š`l
- 4 | v`m`x`v`š`l`ñel`t`q`c`b`v`e`f`e`Pbv` |

mgm'v mgraib c×iZtZ ukÿK vZbv`U KvR Ki`te`b | thgb t

- 1 | ukÿK mgm'v`u`U ukÿv`_f`v Kv`t`Q Zt`j a`i`te`b |
- 2 | ukÿK mgm'v m`x`u`t`K`e`v`f`b`ñel`q` t`R`t`b ukÿv`_f`v` i` Rv`b`v`e`v`i` Rb` mem`g`q`
`Zvi`_v`K`te`b |
- 3 | v`m`x`v`š`l`_t`j`v` g`j`-v`q`t`bi` Rb` ukÿK me`v` ukÿv`_f`v` t`c`v`Yv` thv`M`t`eb` |

KvR: v`c`v` ukÿv`_P`v`b`t`Ri` Avf`Á`Zvi` Avt`j`v`t`K` v`b`t`g`e` c`k`e`t`j`vi` D`E`i` L`v`R` t`e`i` Kivi`
t`P`v`v` Ki`ab`:

1. mgm'v mgraib c×iZtZ ukÿK ñel`q`e`-t`K` v`K`t`mi` AvKv`i` Zt`j` a`t`ib`?
2. mgm'v mgraib`bi `fi` Kqiv`U`?
3. `fi`_t`j`v` v`K` v`K`?
4. mgm'v mgraib c×iZtZ ukÿK Kqiv`U KvR Ki`te`b`?



ce^QM t mgm'v mgraib c×iZi mgraiv`Amgraiv

Ab`v`b` c×iZi` gZ` mgm'v mgraib c×iZi` v`K`Qym`v`e`av` AvtQ | m`v`e`av`_v`j` v`b`t`g`e`
Avt`j`v`Pbv` Kiv` n`t`j`v`t`

- 1 | gva'igK `fi`i` ukÿv`_f`v` i` e`v`³MZ` R`v`e`b` b`v`b`v`i` Kg` mgm'v`_v`t`K` | mgm'v mgraib
c×iZ` ukÿv`_f`v` i` mgm'v mgraib`b Ki`t`Z` m`v`v`h` K`ti` |
- 2 | mgm'v mgraib`bi` ñel`q`v`U` ev`-`e` cwi`v`-v`Zi` Avt`j`v`t`K` m`x`u`v`-`b` Ki`t`Z` n`q` | Gi` v`v`i`v`
ukÿv`_P`th` Avf`Á`Zv` j`v`f` K`ti` Zv` c`i`e`Z`P`R`v`e`b` `x`N`v`q`x` n`q` |
- 3 | mgm'v mgraib c×iZtZ ukÿv`_f`v` mgm'vi` Mf`xi` Zv` l` mgm'v` v`P`š`l` Kivi` d`t`j`
R`v`e`b`i` m`e`f`ÿ`t`i` v`P`š`l`k`v`³`i` v`e`K`v`k` N`t`U` |

mgm'v mgvavb c×uZi Amÿav

mgm'v mgvavb c×uZi Amÿav, t j v vb t g v j i c e x K i v n t j v t

1| GB c×uZi GK u eo Amÿav n j , ukÿv_ f i v c u M Z e v Z E M Z ukÿvi c u Z AvM h n v i t q t d t j | d t j t k Y i K t y e ³ Z i t k i v b e v e B c o v i AvM h K t g h v q |

2| GB c×uZ t Z e'emvq ukÿvi m e i e l q t K c i V v b K i v h v q b v |

3| mgm'v mgvavb c×uZ t Z c i V v b K i t j m g q t e i k j v t M G e s w e i f b e Z t _ i R b D c K i Y m s M h K i v S v t g j v n q |

KvR: u c o q ukÿv_ P m g m ' v m g v a v b c × u Z t Z c i V v t b i 3 u J m ÿ a v - A m ÿ a v i j t L v b t g i e Q K ` o u c i Y K i a b :

mÿav :

1.
2.
3.

Amÿav:

1.
2.
3.



ce@Nt mgm'v mgvaib c×iZ ev'Évqb tKŠkj

mgm'v mgvaib c×iZ ev'Évqbi tÿtÎ AþK, tÿv tKŠkj itqtQ/ hv ubgêfc:

- 1/ ukÿK ukLbxq uel qe' ukÿv_ŕ i mvgtb Dc'vcb Kiþeb/
- 2/ ukÿK mgm'v mgvaib cwi tek mÿó Kiþeb/
- 3/ ukÿv_ŕv mgm'v ukÿKt' i KvQ t_þK fij fite eþS ubte/
- 4/ ukÿv_xŕv-
 - K) mgm'v mgvaib cwi Kíbv Kiþeb/
 - L) mgm'v mgvaib Rb' Z' mšMh Kiþeb/
 - M) Z' uetkð Y Kþi hvPvB Kiþeb Ges Z' mÿvŕ4Z Kiþeb/
 - N) mgm'v mgvaib m×vŠ/MhY Kiþeb/
 - O) vi tcvU'cŕqb Kiþeb/

KvR: ucð ukÿv_ŕvþRi AvfÁZvi Avtj vtK ubtgê QKvU ci-Y Kiab:

1. ukÿK ukLbxq uel qe' ukÿv_ŕ i mvgtb	
2. ukÿK mgm'v mgvaib cwi tek	
3. ukÿv_ŕv mgm'v ukÿKt' i KvQ t_þK fij fite	

gj- ukLbxq velq (Key learning point)

**e'emiq ukÿv velq cıV vb DchıMıx AskMYgj-K
c×ıZ I tKŞkj mgn**



jq Kıhıg AskMYgj-K cıV vb c×ıZıZ ukÿK ukÿv_K ıııfbae Kır mıv`bi gva`tg cıV vbi Kır cııPıj bı Ki _ıKb| cıVi DıK`K mıgb tıL ukÿK cııKıı Z Dcıq Kırıı gva`tg cıV vb Kıhıg cııPıj bı Ki b| ukÿv_ıv Gme Kır mıv`b Ki cıV MıY Ki b| tKıx Kıy ev tKıx Kıı eıBı ukÿK cıVi DıK` ev`evqbi Rb` ukÿv_ıv ıııv th mKj Kır `jMZ fıte ev`evq Kııv Zıv `jMZ Kır ev `jq Kıhıg|

ukÿv_Dc`ıcbı AskMYgj-K cıV vb c×ıZ I tKŞkj e`enı Ki ukÿK hLb tKıx Kıy cıV vb Kır cııPıj bı Ki b ZLb cıVi DıK` ARı Rb` ukÿv_K GKK, tRıııq ev `jMZ fıte Kır cııv Ki _ıKb| G mKj Kır mıv`b Ki ukÿv_ıv th mKj Áıv, `yZı I `ıııfı AR Ki H mKj Áıv, `yZı I `ıııfı, tıv ukÿv_KZ.tKıxKıy Dc`ıcb Kııv nj ukÿv_Dc`ıcbı| ukÿv_Dc`ıcbı GKK, tRıııq ev `jMZ fıte nZ cıı |

ukÿv_Dc`ıcbıı cııRbxqZı t

ukÿv_xKZ cıV vb Dc`ıcbıı cııRbxqZı AbK| Avgıı Bıııı ,ıazı I cııRbxqZıK ıııgıııc Dc`ıcb KıZ cııı :

- 1| ukÿv_ıv ejıı `yZı mııı nq|
- 2| ukÿv_ıv RoZı `ı nq|
- 3| ukÿv_ıv mıııı evı|
- 4| tıZZıı ,ıvej x AR nq|
- 5| cıV tııııı mııı nq|
- 6| cıV MııY AvMı evı|
- 7| ukÿv_Kııııı `ıKııZ cııı|
- 8| jıRıı ukÿv_ıvı KııR Gııııı Avııı|
- 9| ukÿK cıVi DıK` hıııı KıZ cıı |

mgm`v mgnııı c×ıZı mgm`v mgnııı c×ıZ e'emıq ukÿv cıV vbi Ab`Zg c×ıZ| ukÿvıııı G c×ıZı hıı DchııMıZı Avııı| G ıııııı ukÿv`vbKıııı ukÿK tKıxKıy Aııııı-Aıııııııı I e³Zıı gva`tg GKııı Abıııı cııııı mııı Ki b| G ıııııı cıııııı ukÿK mKııı Aıııııı GKııı mgm`ıııı Zı aııı| ukÿv_ıv Abııııı

cwi tētk mgm'v mgvavtB GIMtq hiv| ukýK hiv mýúó fvlvq mgm'vU ukýv_xP
ubKU Ztj aítZ cvtib ZteB G c×uZ Øviv e'emvq ukýv ukýv`vb KvH©mUZ`Kvi
fite AvKI Pq I KvH©i Kiv hvq|

mgm'v mgvavtbi `fi

mgm'v mgvavtbi PviU `fi AvtQ| h_vt

- 1| cŕuZ
- 2| cwi Kíbv
- 3| mgvavb ev um×všf
- 4| um×všf vel tq cbyefPbv|

1. cŕuZ: cŕuZ `fi ukýtki `vqZ; Lg ,iaZcYq ukýK ukýv_ŕ`i migtb
mgm'vU Ggbfite Ztj aíteb hvTZ ukýv_ŕv eštZ cvtib th mgm'vU Zt`i
KvtQ mgvavtbi Rb` cŕvb Kiv ntqtQ|

2. cwi Kíbv: uZxq `fi ukýv_ŕv mgm'v mgvavtbi cwi Kíbv MhY Ktib| mgm'v
mgvavtbi mjevavi Rb` ukýv_ŕv ubtRt`i KtqKvU `tj fivM Kti Z` msMh Ges
msMpxZ Z` ,uj mgyw4Z Kivi `vqZ; cij b Ktib|

3. mgvavb ev um×všf ZZxq `fi ukýv_ŕv mgm'v mgvavtbi Kg©cŕPóvq um×všf
MhY Kti|

4. um×všf vel tq cbyefPbv: metktl ukýv_ŕv DcYvZ um×všmgtni cbytcixv
Kti Kg©úv`b Kti _vtKb| G c×uZtZ ukýK memgq cŕZ _vKteb KviY th
tKvb mgq ukýtki cigtkP cŕqvRb ntZ cvtib|

mgm'v mgvavb c×uZtZ ukýK uZbvU KvR Kíteb| thgb t

- 1| ukýK mgm'vU ukýv_ŕ KvtQ Ztj aíteb|
- 2| ukýK mgm'v m×útk©wfbvel q tRtb ukýv_ŕ`i Rvbvvi Rb` memgq `Zui
_vKteb|
- 3| um×všf ,tjv gj`vqtb Rb` ukýK me©v ukýv_ŕ tcŕYv thvMteb|

mgm'v mgvavb c×uZi mjevavt

Ab`vb` c×uZi gZ mgm'v mgvavb c×uZi uKQymjevav AvtQ| mjevav ,uj ubtge
Avtj vPbv Kiv ntjvt

- 1| gva'igK `fi i ukýv_ŕ`i e`w³MZ Rvteb bvbvi Kg mgm'v _vtK| mgm'v mgvavb
c×uZ ukýv_ŕ`i mgm'v mgvavb Kitz mnvvh` Kti|
- 2| mgm'v mgvavtbi velqvU ev`é cwi w`uZi Avtj vtK m×úv`b Kitz nq| Gi Øviv
ukýv_ŕth AvfÁZv jvf Kti Zv cieZP Rvteb `xN©vqx nq|

- 3/ mgm'v mgvavb c×wZtZ ukýv_ŕ mgm'vi MfxiZv I mgm'v wPšlv Kivi dtj Rxeťbi meťýtĀ wPšlkw³i weKvk NtU|
- 4/ GB c×wZi ukýv_ŕK wiťcvU©Zwi I Zv Dc`vcb KiťZ nq| GtZ ukýv_ŕ wiťcvU©Zwi i `ýZv Ges K_v ejvi `ýZv evto|
- 5/ mgm'v mgvavb c×wZ ukýv_ŕK bvbv iKg mgm'vi mvť_ cwiPq NUvq| GtZ ukýv_ŕ Zvi ev`bRxeťbi mgm'vťK mnRfite MhY KiťZ cvťi Ges Zv mgvavťbi tPóv KiťZ cvťi | e'emvq ukýv ukýv_vťb mgm'v mgvavb c×wZtK GKwU KvhŔi c×wZ wntmte Avgiv MhY KiťZ cwi |

mgm'v mgvavb c×wZi Amveav

mgm'v mgvavb c×wZi Amveav, tјv wbtgavj wce× Kiv ntј vt

- 1/ GB c×wZi GKwU eo Amveav nj, ukýv_ŕv cwmZ ev ZEMZ ukývi cĀZ AvMh nwiťq tdtj | dtj tkYxKťý e³Zv tkvbr ev eB covi AvMh Kťg hvq|
- 2/ GB c×wZtZ e'emvq ukývi mewełqťK cv`vb Kiv hvq bv|
- 3/ mgm'v mgvavb c×wZtZ cv`vb Kiťj mgq tevk j vťM Ges wewfbaeZt`i Rb` DcKiY msMh Kiv Svťgj v nq|
- 4/ mgm'v mgvavb c×wZ `ýZv I `bcťY'i mvť_ cwiPvj bv Kivi gZ thvM`Zvm`úbe ukýK Avgvť`i t`tk Kg|

mgm'v mgvavb c×wZ ev`bvaq tKškj t

mgm'v mgvavb c×wZ ev`bvaqťbi týtĀ AtbK, tјv tKškj iťqťQ| hv cĀvbZ Pvi fivťM wef³ Kiv hvq:

- 1/ ukýK ukLbxq wełqe`ukýv_ŕ i mvgťb Dc`vcb Kiťeb|
- 2/ ukýK mgm'v mgvavťbi cwiťek mwó Kiťeb|
- 3/ ukýv_ŕ mgm'vU ukýKť`i KvQ t`ťK fvj fite eťS wťeb|
- 4/ ukýv_ŕv-
 - K) mgm'v mgvavťbi cwi Kí bv Kiťeb|
 - L) mgm'v mgvavťbi Rb` Z` msMh Kiťeb|
 - M) Z` weťkd Y Kťi hvPvB Kiťeb Ges Z` mgyw³4Z Kiťeb|
 - N) mgm'v mgvavťbi wv`všlMhY Kiťeb|
 - O) wiťcvU©cŕqb Kiťeb



gj'iqb

1. ðkYxKtÿ ukÿv_ÐDc`vcbv Kx? Bnvi cÐqvRbxqZv eYÐv Kiab|
2. mgm`v mgvavb c×wZ I Gi`ti`_tjv eYÐv Kiab|
3. mgm`v mgvavb c×wZtZ ukÿK Kx Kx KvR Kt`ib?
4. mgm`v mgvavb c×wZi mÿeav I Amÿeavmgn e`vL`v Kiab|
5. mgm`v mgvavb c×wZ ev`évbq tKŠkj mgn wPwYz Kiab|



mãe` DËi

- 1 bs cÐkã DËti i Rb` ce^K Ges gj` ukLbxq ñelq t`Lb|
- 2 bs cÐkã DËti i Rb` ce^L Ges gj` ukLbxq ñelq t`Lb|
- 3 bs cÐkã DËti i Rb` ce^L Ges gj` ukLbxq ñelq t`Lb|
- 4 bs cÐkã DËti i Rb` ce^M Ges gj` ukLbxq ñelq t`Lb|
- 5 bs cÐkã DËti i Rb` ce^N Ges gj` ukLbxq ñelq t`Lb|

BDıbu - 4

Anaˆtekb 25 t e'emiq ukÿv nelˆqi ukÿv DcKiY

Anaˆtekb 26 t `ycöc" I AcZj ukÿv DcKiY mgMö e'e'ıcbv I msıÿY

Anaˆtekb 27 t nebigtj"i I ˆfgtj"i ukÿv DcKiY

**Anaˆtekb 28 t e'emiq ukÿv nelq ukÿY-ıklıb Ab"ıb" cW'cyK I Ab"ıb"
ukÿv DcKiY**

Anaˆtekb 29 t ICT DcKiY- vfiWl, vıvıf I BıUviıbu

gia'igK ikýK cíkýY - ieGW

KiR: ucã ukýv_ P gva'igK ãfi e' emvq ukýv ñel tqi cW`vb týtã e' eüZ `kU mnRj f` DcKi tYi bvg wj Lby:

1.	2.
3.	4.
5.	6.
7.	8.
9.	10.



ce[©]L t ukýv DcKi tYi maviY tkYñeb`vm

e' emvq ukýv ñel tqi ukýv DcKi Y, t j vtK ñbgñ ñLZfvte tkYñeb`vm Kiv hvq:

K. kèYgj-K DcKiY t th mKj DcKi tYi mñvñh` e' emvq ukýv ñel tqi ñel qe` Kvtb i`tb ukýv jvf Kiv hvq tm, t j vtK kèYgj-K DcKiY ejv nq| thgb- Mñtgrñdvb, AñWI K`vñmU, tUcñiKWñ, BZ`ññ |

L. `kñgj-K DcKiY t th mKj DcKi tYi mñvqZivq e' emvq ukývi ñel qe` tPñtL t`ñL ukýv jvf Kiv hvq tm, t j vtK `kñgj-K DcKiY ejv nq| thgb- PKñeW, gñWj, Qñe, cñV`eB, tMñe, dñUñMñd, OHP kñU BZ`ññ |

M. kèY-`kñgj-K DcKiY t th mKj DcKi tYi mñvñh` e' emvq ukýv ñel tqi ñel qe` Kvtb i`tb Ges tPñtL t`ñL ukýv jvf Kiv hvq H mKj DcKiY tK kèY-`kñgj-K DcKiY ejv nq| thgb- ñmñbgñ, tUñj ñfkb, ñfñmAvi BZ`ññ |

N. Kg[©]mñvñ`bgj-K DcKiY t th mKj ukýv DcKiY e' enñfi Project MñY KiñZ nq H mKj DcKiY tK Kg[©]mñvñ`bgj-K DcKiY ejv nq| G aiñbi DcKiY e' emvq ukýv uký tYi Rb` hñ_ó DcññMñ| thgb- Lvñvi, eññYR` tgñv, chñb tK` BZ`ññ |

O. ukýv cñññ`i bZñ Ae`vb mspññš t e' emvq ukýv ñel tqi ñel qe` uký tY mñvqZiv Rb` ukýv cñññ` AvññK Kñtj th mKj ukýv mñvqK DcKiY `Zñi KñiñQ tm, t j vtK ukýv cñññ`i bZñ Ae`vb mspññš ukýv DcKiY ejv nq| thgb- tññMñg ñfñEK ukýY, BñUññbU, B-tgBj BZ`ññ |

KvR: ucôÿ ukÿv_x[©]GLb ubgij uLZ DcKiY, tj v mavi Y tkYneb'vm Abÿvqx fivM Kvi t

cv'cÿK mBw cR±i wfiwI tUcti KwA PvU [©] g'vc OHP mBw cR±i ewYR" tgj v	Rvte`vi OK tcMög wfiEK ukLb umw KivúDUvi Qie chBb tK>` ^a nungjMxi Lvgi wtbgv tcv÷vi tccvi PKtevW [©]	tUwj wfk b ti wI Mötgvtdvb AwI K'vfmU B>Uvi tBU wf um Avi tMæ B-tgBj e'vsfKi Qie wPib Ktj i gWj
---	---	--

1. kèY wfiEK :
2. `kB wfiEK :
3. kèY-`kB wfiEK :
4. Kg[©]múv`b wfiEK :
5. ukÿv chÿ[©]i bZb Ae`vb mspvšf :



ce[©]M t ukÿv DcKiY e'envti i , iaZj

ucôÿ ukÿv_x[©] cvV vbtk KvRi, Avb>`vqK, mnR I tevaMg" Kti tZij vi tytI ukÿv DcKiY AZ"šf , iaZpY[©]fvgKv cij b Kti _vfk| ukÿv DcKiYi fvgKvK ubgiefc eYBv Ki tZ cwi :

- 1| cv MhY mRxe, cYešf I mnR nq|
- 2| ukÿvq gtbvthvM ewx cvq|
- 3| tcO Yv mwp nq|
- 4| ukLb `xN[©]vqx nq|
- 5| AwaK msL"K Bw`tqi e'envi nq|
- 6| e'envi K Avb, `yZv ewx cvq|

KvR: ucôÿ ukÿv_p ukÿv DcKiYi Dvuj uLZ e'envi Qvov Avi I 5uU , iaZpY[©] e'envti i bvg ij tL ubtgæ OKuU ciY Kiab:

1.
2.
3.
4.
5.



ce©N t ukÿv DcKiY e'enÿi i bwiZgvj v

ucô ukÿv_x, Geri Avgiv ukÿv DcKiY e'enÿi i bwiZgvj v ubtq Avtj vPbv Kie/ ukÿv DcKiY e'enÿi i tÿtÿ Avgvÿ i ubgvj uLZ bwiZgvj v, tÿvi cãZ tLqvj ivLÿZ nte:

- 1/ uelq msukô ukÿv DcKiY ubePb KiÿZ nq|
- 2/ ukÿK tK ubePZ DcKiY ^Zwi ev msMô KiÿZ nq|
- 3/ DcKiY e'enÿi i Rb" cwi Kíbv MôY|
- 4/ DcKiY e'enÿi i cte©ÿS ubÿZ nte DcKiY cvÿVi Dÿi k" I ukLb dj ARPb mnvqK uk bv?
- 5/ ukÿv DcKiY cvV`vÿbi mgq KLB Dc`vcb Kiÿe uKfvÿe Dc`vcb Kiÿe BZ`w` |
- 6/ tKvb mgq Dc`vcb Kiÿe Ges KZÿY Dc`vcb Kiÿe|
- 7/ DcKiY e'enÿi i tKÿkj cãqvM KiÿZ nte|
- 8/ DcKiY e'enÿi i tKÿl fivel`r e'enÿi i Rb" mWKfvÿe msiÿY KiÿZ nte|

KvR: ucô ukÿv_PAvmb, Geri Avgiv ukÿv DcKiY e'enÿi i bwiZgvj v, tÿv mbr³ Kÿi ubtqé QKw cÿY Kwi :

1.
2.
3.
4.
5.
6.

gj- wLbvx wvq (Key learning point)

e'emvq wkyv wvvtqi wkyv DcKiY



wkyv DcKiYi msAv

cv`vb l MhYKvtj mvariYZ th mKj `e-mvgMh e`envi Kiv nq ZvtK wkyv DcKiY ejv nq| Ab`fvte ejv hvq th, thme miAvq, `e-mvgMh l hscvWZ e`envi Kti wkyv_`i Kibvkw³ RvMvtq tZvjv hvq Ges wLtbv wvvtqe` Zvt`i KvtQ mnR, AvKI`vx, tevaMg` l `xN^ovqx Kti tZvjv hvq, ZvtK wkyv DcKiY ev wkyv mnvqK DcKiY etj |

e'emvq wkyv wvvtqi wkyv DcKiYi msAv

wkyv DcKiYi BstivR cZkA ntjv- OTeaching aids0; evsvq Gi A_`ntjv wkyvi Rb` mnvqK e` ev mnvth`Kvix| th mKj wkyv mnvqK `e-mvgMh e`emvq wkyv wvvtqi wkyv-wLtbv DrKI^omvatbv wvvtqe` e`envi Kiv ntq vtK tmmKj `e-mvgMhK e`emvq wkyv wvvtqi wkyv DcKiY ejv nq| thgb- cv`cYK, Rvbv, Rvte`vi OQ, tUvj wfvk, wfvAvi BZ`w` | wkyv DcKiYi gva`tg wkyv_`i Kibvkw³ evx Kiv hvq Ges wLtbv wvvtqe`K mnR, AvKI`vx, tevaMg` l `xN^ovqx Kti tZvjv hvq|

wkyv DcKiYi maviY tkYx wvvtm

e'emvq wkyv wvvtqi wkyv DcKiY, tj vtK wbgv wLZfvte tkYx wvvtm Kiv hvqt

- K. kèYgj-K DcKiY t** th mKj DcKiYi mnvth` e`emvq wkyv wvvtqi wvvtqe` Kvtb`i wkyv jvf Kiv hvq tm, tj vtK kèYgj-K DcKiY ejv nq| thgb- Mvtgvtdvb, AvwI K`vtmU, tUctiKwv, BZ`w` |
- L. `kèYgj-K DcKiY t** th mKj DcKiYi mnvqZvq e`emvq wkyvi wvvtqe` tPvtL t`L wkyv jvf Kiv hvq tm, tj vtK `kèYgj-K DcKiY ejv nq| thgb- PKtevW^ogvWj, Qwe, cv`eB, tMwe, dtUvMhd, OHP kvU BZ`w` |
- M. kèY-`kèYgj-K DcKiY t** th mKj DcKiYi mnvth` e`emvq wkyv wvvtqi wvvtqe` Kvtb`i Ges tPvtL t`L wkyv jvf Kiv hvq H mKj DcKiY tk kèY-`kèYgj-K DcKiY ejv nq| thgb- wvvtbgv, tUvj wfvk, wfvAvi BZ`w` |
- N. Kg^omvv`bgj-K DcKiY t** th mKj wkyv DcKiY e`envti Project MhY Kitz nq H mKj DcKiY tk Kg^omvv`bgj-K DcKiY ejv nq| G avtbi DcKiY e`emvq wkyv wkyvYi Rb` ht`o DcthvMx| thgb- Lvghi, evwYR` tgv, chvb tk>`BZ`w` |

0. **ukýv chýP i bZb Ae`vb mspvš t** e`emvq ukýv nel tqi nel qe` ukýtY mnvqZvi Rb` ukýv chýP AvabK Kv t j th mKj ukýv mnvqK DcKiY `Zwi Kti tQ tm , t j v t K ukýv chýP i bZb Ae`vb mspvš ukýv DcKiY ejv nq| thgb- tcMóg wfiEK ukýY, B)Uvi t bU, B-tgBj BZ`w` |

ukýv DcKiY e`enıtii , iaž;

civ`vb t K Kv hRi, Avb` `vqK, mnR I tevaMg` Kti tZijvi týtĀ ukýv DcKiY AZ`šI , iažcY`FıgKv cij b Kti _v t K| ukýv DcKi t Yi fıgKv t K ubgö#c eYbV Ki t Z cwi :

- 1| civ MhY mRxe, cöYešI I mnR nq|
- 2| ukývq gtbı#hvM ewx civq|
- 3| t cö Yv mıó nq|
- 4| ukLb `xN`vqx nq|
- 5| Avak msL`K Bw` t qi e`envi nq|
- 6| e`envi K Avb, `yZv ewx civq|
- 7| ukýv Mh t Y GK tNtqgx `i nq|
- 8| `f mg t q tkLv t bv hıq|
- 9| ukýv_x`D`PZi wPšb `yZv ARb Ki t Z civı |
- 10| tkYıK t y mıııq ubıeZv _v t K|
- 11| ukLb evÜe cwi tek mıó nq|
- 12| mRbkıj `ıó fıw/2 mıó nq|

ukýv DcKiY e`enıtii bwiZgvj v

Geri Avgiv ukýv DcKiY e`enıtii bwiZgvj v ub t q Av t j v Pbv Kie| ucö ukýv_ı, B t Zıg t a` Avcıb t R t b t Qb th, ukýv DcKi t Yi gva`tg ukýv_ı`i Kı bıkw³ ewx Kiv hıq Ges ukL t bı nel qe` t K mnR, AvKı ııq, tevaMg` I `xN`vqx Kti tZijv hıq| ZvB ukýv DcKiY e`enıtii týtĀ Avgv t `i ubgöı wLZ bwiZgvj v , t j vi cöZ tLqıj ivL t Z nte:

- 1| **ukýv DcKiY ubePb t** nel q msıkw ukýv DcKiY ubePb Ki t Z nq|
- 2| **ukýv DcKiY c`Z/ msMöt** ukýK t K ubePZ DcKiY `Zwi ev msMh Ki t Z nq|
- 3| **e`enıtii cöıZ t** DcKiY e`enıtii Rb` cwi Kı bv MhY|
- 4| **Dıı k` I ukLbdj ARb t** DcKiY e`enıtii cte`e t S ub t Z nte DcKiY civı Vi Dıı k` I ukLb dj ARb mnvqK uk bv?

- 5/ **DcKiY Dc`lcb t** ukÿv DcKiY cvV`v#bi mgq KLb Dc`lcb Ki#e mKfv#e Dc`lcb Ki#e BZ`w` |
- 6/ **DcKiY e`env#i mgq t** tkvb mgq Dc`lcb Ki#e Ges KZÿY Dc`lcb Ki#e |
- 7/ **DcKiY e`envi tKŠkj t** DcKiY e`envi tKŠkj c0qvM Ki#Z n#e |
- 8/ **DcKiY msiÿY t** DcKiY e`envi tk#l f#el`r e`env#i i Rb` m#WKfv#e msiÿY Ki#Z n#e |



gj`vqb

- 1. ukÿv DcKiY I e`emvq ukÿv vel#qi ukÿv DcKiY ej #Z mK tevSvq?
- 2. ukÿv DcKi#Yi m#v#i Y tkY#neb`vm Av#j vPbv Ki#b |
- 3. ukÿv DcKiY e`env#i i , i#Z; e`vL`v Ki#b |
- 4. ukÿv DcKiY e`env#i i b#mZgvj v , #j v mK mK?



m#e` D#i

- 1 bs c0k# D#i i Rb` ce`K Ges gj` mKLbvq vel q t`L# |
- 2 bs c0k# D#i i Rb` ce`L Ges gj` mKLbvq vel q t`L# |
- 3 bs c0k# D#i i Rb` ce`M Ges gj` mKLbvq vel q t`L# |
- 4 bs c0k# D#i i Rb` ce`N Ges gj` mKLbvq vel q t`L# |

`ÿcãc" I AcLZÿ ukÿv DcKiY mvgMâ e"e"vcbv I msiÿY

figKv

e"emvq ukÿv uelıq ukÿv `ıfbi mgq Aıbk iKıgi Dcv`vb e"eüZ nq| Zvi gıa" ukQyDcKiY AvıQ Lıy teıK `ıgx| Pıın`vi Zÿbvq AcLZÿ Ges B"Qv Kiıj I %Zwi Kiv hvq bv| Avevi ukQyukQyDcKiY AvıQ AıcyvKZ. `ıg Kg| ukŠ' B"Qv Kiıj B nıfZi KıfQ cvlqv hvq bv Ges %Zwi KiıZ tMıj cPÿ mgq I kÿ cıqvRb nq| Zıv Gme ukÿv DcKiY tK `ÿcãc" DcKiY mvgMâ AcLZÿ DcKiY mvgMâZ fıM Kiv hvq|

Dıik"

GB cvV tkıI Avıvb-

- `ÿcãc" I AcLZÿ ukÿv DcKiY mvgMâi msAv ej tZ cvıteb|
- `ÿcãc" I AcLZÿ ukÿv DcKiY mvgMâ PııyZ KiıZ cvıteb|
- `ÿcãc" I AcLZÿ ukÿv DcKiY mvgMâi e"e"vcbv tKŠkj eYıv KiıZ cvıteb|
- `ÿcãc" I AcLZÿ ukÿv DcKiY msiÿY bııZgıj v eYıv KiıZ cvıteb|



ce°K t `ÿcãc" I AcLZÿ ukÿv DcKiY mvgMâi msAv

ıcã ukÿv_x,° th mg`ı ukÿv DcKiY mvgMâ tek `ıgx Ges Pıınev gvı nıfZi KıfQ cvlqv hvq bv ev `Zwi Kiv hvq bv ZıfK `ÿcãc" ukÿv DcKiY mvgMâ etj | thgb- KııúDUvi, `ıBW, cıR±i BZ"ıı |

Aci ııfK, th mg`ı ukÿv mvgMâi `ıg Kg ukŠ' nıfZi KıfQ cvlqv hvq bv ev `Zwi Kiv Kıvb Ges mgq mıfcÿ e"vcıı, ZıfK AcLZÿ ukÿv DcKiY mvgMâ ejv nq| thgb- gvııPı, tMıe, cY" Zııj Kv BZ"ıı |

KıvR: ıcã ukÿv_x,°ııfRi AıfAZvi Avıj vıK ıbtgıe QKıU ciY Kiıb:

1. `ÿcãc" ukÿv DcKiY mvgMâi `ıg tKgb?	
2. AcLZÿ ukÿv DcKiY mvgMâi `ıg tKgb?	
3. `ÿcãc" ukÿv DcKiY mvgMâ `Zwi Kiv hvq uk?	
4. AcLZÿ ukÿv DcKiY mvgMâ `Zwi Kiv hvq uk?	



ce[©]L t`yúlc" I AcŁž ikýv DcKiY mvgMñi Zwj Kv`Zui

ııcđ ikýv_r[©]Aımbı, Gevi Avgiv`yúlc" I AcŁž ikýv DcKiYi Zwj Kv ııbtq Avtj vPbv Kwi |

`yúlc" ikýv DcKiY mvgMñi Zwj Kv t Gi gta" itqt0:

- 1| ııBW I ııBW cŒR±i
- 2| j`ıvcUc KııúDUvi
- 3| gvıëıgvıııqv
- 4| OHP
- 5| cŒR±i
- 6| KııúDUvi

AcŁž ikýv DcKiY mvgMñi Zwj Kv t Gi gta" itqt0:

- 1| gvııPı
- 2| tıııe
- 3| mgq Zwj Kv
- 4| ııPı
- 5| Qııe
- 6| PıU[©]

KııR: ııcđ ikýv_r[©] Aımbı ııbtRi AııFÁZıı Avtj vıK Gevi Avgiv ııbtgıe QK`ııU cıY Kwi :

K. e'emvq ikýv ikýY e'eüZ 5ııU`yúlc" ikýv DcKiY ntj v-

1.
2.
3.
4.
5.

L. e'emiq ik'yv ik'yfY e'eüZ 5uU AcZj ik'yv DcKiY ntj v-

1.
2.
3.
4.
5.

KvR: ucđ ikýv_x, Avmbj Geri Avgi v e'emvq ikýv nelq ikýY-ukLtb e'eüZ ubgngj uLZ ikýv DcKiY, tj vtK `ycđc" I AcđZj ikýv DcKiY intmte Avj v`v Kti ubtPi QKiu ci-Y Kwi t

gvbPÎ, tUvj wFkb,
 `c'vbs tgnkb, Rvte`vi QK, ti dvti Y eB, Rvbŕj
 (t`kx I uef`kx), OHP, UvBc ivBUvi, K'vj Ktj Ui, tcbWBF
 ikýK ubt`Kv, Pj wPÎ, WBS hšcviZ, g`vRK j Éb, KivúDUvi
 cvV`cyK, Df`v`vi Qwe, e'emvqi Kvhŕej PivUŕ

`ycđc" iktyvcKiY	AcđZj iktyvcKiY



ce©M t `ycđc" I AcđZj ikýv DcKiY migmäi e'e`vcbr tKškj

ucđ ikýv_x, tkYxKtj AvbŕmbK fite cvV`vb Kvtj h_v mgtq, h_vh_fite DcKiY e'envi Kitz cvi vB nj DcKiY e'e`vcbr| e'emvq ikývtK cđqvMgŕx I ev`égŕx Kivi Rb" `ycđc" I AcđZj DcKiY e'envt i iaz; Acwi mxg| DcKiYi e'e`vcbrq TãU ikýv Kvhŕtg tbwZeiPK cŕve tdjt| ZvB ikýv KvhŕgtK mivK fite cwi Pij bvi Kivi `f`ycđc" I AcđZj ikýv DcKiY e'e`vcbr mivK fite Kitz nte| GRb" Avgt`i wKQvtKškj metepbv Kitz nte, hv ubtgeAvtj vPbv Kiv nj t

1| **Dchŕ tkYxKj t** e'emvq ikýv nelqti tkYx Kvhŕg cwi Pij bvi c_uK I Dchŕ GKiu tkYxKj_vKitz nte| tkYxKtj `i Rv, Rvbij v eo nte hv tZ chŕŕ Avtj v evZvm cđetki e'e`v_vtK|

- 2/ tkYxKÿyi cÿtekt tkYxKÿyi cÿtekt cÿqvRbxq DcKiY e'envi i DcthvMx nte |
- 3/ DcKiY ubePbt tkYx cvV`v`b ubePZ DcKiYU i s, AvKvi I AvKvZi w`K t_`K Aek`B h_vh_ I AvKI`Yxq nte |
- 4/ ikÿtKi c`vZt DcKiY e'e`vcbri Rb` ikÿtKi cÿvZ A_` Bnv Klb e'envi Ki`eb, KZÿY e'envi Ki`eb, w`Kfite e'envi Ki`eb BZ`w` m`u`K`ikÿtKi ce`cÿvZ Aek`B_vKtZ nte |
- 5/ msiÿY t DcKiY h_vh_fite msiÿY bv Kitj cÿqvRb gÿtZ`h_vh_fite cvl qv hıq bv ev bó ntZ cvti | ZıB Dchÿ msiÿY e'e`v`ycÿc` I AcZÿ DcKiY e'e`vcbri GKıU Ab`Zg Dcv`vb |

KıR: w`cÿ ikÿv_`p, Avmbÿ Geri Avgiv `ycÿc` I AcZÿ ikÿv DcKiY e'e`vcbri Dcv`vb_tjv mbr³ Kti w`tgıe QKıU ciY Kıi :

1.
2.
3.
4.
5.



ce[©]N t`ÿcöc" I AcZÿ DcKiY msiÿY bñZgvj v

ucöÿ ukÿv_x, e'emiq ukÿv ñel tÿ e"eüZ `ÿcöc" I AcZÿ DcKiY AþK `vgx Ges `ÿÿ| ZvB Gme DcKiY h_vh_fvte msiÿY bv Kitj DcKiY_tjv bó nþZ cÿti Ges h_vh_fvte e"envi mæe bvl nþZ cÿti | ZvB GmKj ukÿv DcKiY msiÿY AZxe ,iaZcÿÿ `ÿcöc" I AcZÿ DcKiY_tjv ñbgñ ñLZ bñZgvj v AbÿiY Kti h_vh_fvte msiÿY Kiv thþZ cÿti |

- 1| msiÿÿYi Rb" ñbañi Z Kÿ_vKte|
- 2| h_v`vþb DcKiÿYi cKñZ Abÿvqx msiÿY KiþZ nte|
- 3| msiÿY KÿñU kxZvZc ñbqñšZ nþj fivj nq Zv bv nþj Aek"B cwi "Obæ_vKþZ nte|
- 4| msiÿY KÿñU ñbiñcÿvi ñelq ñetePbv KiþZ nte|
- 5| cÿqvRbxq Avmeve cÿñi e"e`v_vKte|
- 6| DcKiÿYi GKñU ÷K timRóvi_vKte|
- 7| K"Uvj M e"envi KiþZ nte|

KvR: ucöÿ ukÿv_x, Avmbÿ Gevi Avgiv `ÿcöc" I AcZÿ ukÿv DcKiY mivMö msiÿÿYi 5ñU bñZgvj v ñj þL ñbñgñe QKñU cÿY Kñi t

1.
2.
3.
4.
5.

AcÛž ukÿv DcKiY mgMñi Zwj Kv t Gi gta` i tq̄0:

- 1| gvbrPĪ
- 2| tMæ
- 3| mgq Zwj Kv
- 4| wPĪ
- 5| Qwe
- 6| PvU©
- 7| gŕWj
- 8| ti dv̄ti Ý eB
- 9| bKkv
- 10| etj wUb tevW©
- 11| Ribŕj (t`kx I weŕ`kx)
- 12| dñc
- 13| wmwW
- 14| tcbWwBf
- 15| wbt`wKv
- 16| cvV`cyK BZ`w`

`yc̄c̄ I AcÛž ukÿv DcKiY mgMñi e`e`vcbrŕKškj t

tkYx Ktÿ AvbŕwmbK fr̄te cvV`vb Kvŕj h_v mḡtq, h_vh_fr̄te DcKiY e`envi
KitZ crivi br̄gB nj DcKiY e`e`vcbr| e`emvq ukÿvŕK c̄q̄Mḡȳx I
ev`eḡȳx Kivi Rb` `yc̄c̄ I AcÛž DcKiY e`env̄tii ,iaZi Ac̄wi mxg|
DcKiŕYi AcYZv, Īau weP̄z̄, wek;Lj Ae`v̄tb ukÿv Kv̄hŕtḡ tbwZevPK c̄f̄ve
we`li Kti _v̄ŕK| ZvB ukÿv Kv̄hŕtḡK m̄wK fr̄te c̄wi P̄vj br̄ Kivi `ŕ`©`yc̄c̄ I
AcÛž ukÿv DcKiY e`e`vcbr m̄wK fr̄te m̄úv`b KitZ n̄te| GtÿŕĪ wbḡj wLZ
Dcv`vb ,tjv weŕeP̄br KitZ n̄te:

- 1| **Dchÿ tkYx Ky t** e`emvq ukÿv wełtqi tkYx Kv̄hŕiḡ c̄wi P̄vj br̄i c_wK I
Dchÿ GKwU tkYx Ky _vK̄Z n̄te| tkYx KywU AvqZvKvi Ges Kgctÿ 40
dł × 25 dł m̄vŕŕi n̄te| `i Rv, Rv̄vj v eo n̄te h̄ŕZ chŕB Avŕj v evZvm
c̄ŕetki e`e`v _v̄ŕK|
- 2| **tkYx Ktÿi c̄wi tek t** tkYx KywU m̄ȳw̄Z _vK̄te| tkYx Ktÿ c̄q̄Rbr̄q
DcKiŕYi mgv̄vi NUv̄Z n̄te thb ukÿK tkYx Ktÿ c̄ŕek KitjB thb
wełq̄wi GKwU m̄ȳi I ḡt̄vi ḡ c̄wi tek ukÿK- ukÿv_xŕ w̄bKU aiv c̄to|
- 3| **DcKiY wbeP̄bt** tkYx cvV`v̄tb wbeP̄Z DcKiYwU Aek`B h_vh_ I AvKIŕxq
n̄te| ev`eZvi m̄ŕ_ w̄j tiŕL DcKiY wbeP̄b KitZ n̄te| DcKiŕYi is,
AvKvi I AvKwZ. ev`e n̄Z n̄te|

4/ **ukÿtKi c'wZ t** DcKiY e'e'vcbri Rb" GKwU , iaZcY'w K nj DcKiY e'envi KLB Kiŧe, KZÿY e'envi Kiŧe, wKfŧe e'envi Kiŧe BZ'w' m'áúK' ukÿtKi ce'c'wZ Aek'B _vKtZ nŧe| ukÿtKi c'wZ Qrov DcKiY e'e'vcbr fŧe Kiv m'æ bq|

5/ **msiÿY t** DcKiY h_vh_ fŧe msiÿY Kih'ŧgi Dci DcKiY e'e'vcbr AŧbKustk wbf' Kti | KviY DcKiY h_vh_ fŧe msiÿY bv Kiŧj c'qRb gÿtZ'h_vh_ fŧe cvl qv hvq bv ev bó nŧZ cŧi | ZvB Dchÿ msiÿY e'e'v `ÿc'c' I AcZÿ DcKiY e'e'vcbri GKwU Ab'Zg Dcv`vb|

`ÿc'c' I AcZÿ DcKiY msiÿY bwiZgvj v t

e'emvq ukÿv nelŧq e'eüZ `ÿc'c' I AcZÿ DcKiY AŧbK `vgx Ges `j' | ZvB thbŧZb fŧe Gme DcKiY msiÿY Kiv hvq bv | Gme DcKiY h_vh_ fŧe msiÿY bv Kiŧj DcKiY , tŧv bó nŧZ cŧi Ges h_vh_ fŧe e'envi m'æ bvl nŧZ cŧi | ZvB GmKj ukÿv DcKiY msiÿY AZxe , iaZcY'w `ÿc'c' I AcZÿ DcKiY , tŧvi msiÿY m'w'Z Kivi Rb" Avgt' i wbgw' wLZ bwiZgvj v AbŧviY KiŧZ nŧe:

- 1/ msiÿtYi Rb" wba'w'Z Kÿ _vKŧe|
- 2/ h_v'vŧb DcKiŧYi c'kwZ Abŧvqx msiÿY KiŧZ nŧe|
- 3/ msiÿY KÿwU kvZvZc wq'w'Z nŧj fŧj nq Zv bv nŧj Aek'B cwi "Qbre _vKtZ nŧe|
- 4/ msiÿY KÿwU wbi'vc'vi nelq wetePbv KiŧZ nŧe|
- 5/ c'qRbqx Avmeve c'ŧi e'e'v _vKŧe|
- 6/ DcKiŧYi GKwU ÷K ti wRóvi _vKŧe|
- 7/ K'vUvj M e'envi KiŧZ nŧe|
- 8/ e'emvq ukÿv nelŧq cPbkj DcKiY Avj v`v Kti ivLŧZ nŧe|
- 9/ ukÿv DcKiŧYi Dcŧi bvg, mSM'ni `vb, msiÿtYi ZwiL Ges msiÿtKi bvgmn tŧej j wMŧq w'ŧZ nŧe|
- 10/ msiÿY Ktÿ wba'w'Z e'w' i hvZvqvZ w'w'Z KiŧZ nŧe| me'wKtj i c'ek w'ŧa KiŧZ nŧe|
- 11/ DcKiY hvŧZ ŧcvKvq bó bv Kti Zvi Rb" KxUv'kŧKi e'e'v KiŧZ nŧe|



gj'iqb

1. `yc0c" I AcZz ukÿv DcKiY mvgM0 ej tZ uK tevSvq?
2. `yc0c" I AcZz ukÿv DcKiY, t j vi bvg wj Lb|
3. `yc0c" I AcZz ukÿv DcKiY mvgM0i e'e'rcbv tKŠkj e'vL'v Ki ab|
4. `yc0c" I AcZz ukÿv DcKiY mvgM0 msi y'tYi bxxZgvj v uK uK?



mpe" DEi

- 1 bs c0k0 DEti i Rb" ceQ Ges gj- uKLbxq uel q t`Lb|
- 2 bs c0k0 DEti i Rb" ceL Ges gj- uKLbxq uel q t`Lb|
- 3 bs c0k0 DEti i Rb" ceM Ges gj- uKLbxq uel q t`Lb|
- 4 bs c0k0 DEti i Rb" ceN Ges gj- uKLbxq uel q t`Lb|

uebvgtj "i I "fgtj "i ukýv DcKiY

figKv

Avgt "i t`k GLbl Móg ubfP | Mótgb t`tki AvaKısk tj vKRb evm Kti | Mótgi ue`ıj tqi ukýKt`i Ggb gvbımkZv _vKtZ nte thb Zııv mnıRB Avtkcvtki uewfbae"envh,©mnRj f" uRıbmctıı mıvıth" uKQyDcKiY ^Zıı Ki tZ cvıtb |

"ıbxqfıte ukýK ukýv_ı i mnıvZıv Mı ev Avtkcvtk tdtj t`ıqv uewfbae DcKiY ev uewfbaecıZövb t`tK uewfbaeıtbi dig msMh, hv cvV" uelqe "ı mı t_ mıvııi m`ú„³ Ges cvıvi Dıık" ARıb mıyg Ggb DcKiYtK uebvgtj "i I "fgtj "i ukýv DcKiY tevSıq | thgb-uewfbae"emı cıZövb t`tK msMıxZ Pıj vb, uej, K`vk tgtıv, tWıeU tıvU, tıııWU tıvU, e`ısk ııııve tLıj vı dig, bıııııı i Qıe, m`ú t`i PıU,©OHP kıU, AvUıccııı ^Zıı uewfbaePıU,ıcvııı BZ`ıı |

Dıık

GB cvV tktı Avıııb-

- uebvgtj "i I "fgtj "i ukýv DcKiYı msAv ej tZ cvıteb |
- e`emıv ukýv uelq ukýY-ııLıb e`eüZ uebvgtj "i I "fgtj "i ukýv DcKiYı Zııj Kı cıZ KıtZ cvıteb |
- uebvgtj "i I "fgtj "i ukýv DcKiY ^Zıı I e`enıııı DcKııı Zı e`vL`v KıtZ cvıteb |
- e`emıv ukýv uelq e`eüZ uebvgtj "i I "fgtj "i ukýv DcKiY mgq gZ tkYıKıı e`enıııı cıı Kııııı e`vL`v KıtZ cvıteb |



ce[©]K t vebvgtj`i l`fgtj`i ukÿv DcKiYi msÁv

ucô ukÿv_x, e'emvq ukÿv vclq civ`v`v`bi Rb` th mg`Í DcKiY vebv e`tq msMô l nvtZ`Zwi Kiv nq Zv`K Avgiv vebvgtj`i ukÿv DcKiY ej`tZ cvwi | thgb- tPK eB, Pvj vb, vej, K`vk tgtgv BZ`w` | Aciv`tK, e'emvq ukÿv vclq civ`vb l Mô`tY e`eüZ th mKj ukÿv DcKiY`f e`tq tKbv hvq ev`Zwi Kiv hvq GmKj ukÿv DcKiY`tK Avgiv`fgtj`i ukÿv DcKiY ej`tZ cvwi | thgb- m`ú`i PvU, OHP kvU, tcv`vi BZ`w` |

KvR: ucô ukÿv_x, vbtRi AvfÁZvi Avtj`v`K vbtgá QKvU c`Y Ki`ab:

1. th mg` DcKiY vebv e`tq msMô l nvtZ`Zwi Kiv nq Zv`K ej`v nq-	
2. th mKj ukÿv DcKiY`f e`tq tKbv hvq ev`Zwi Kiv hvq, Zv`K ej`v nq-	
3. tPK eB, Pvj vb, vej ntj`v-	
4. m`ú`i PvU, OHP kvU, tcv`vi tccvi ntj`v-	



ce[©]L t e'emvq ukÿv vclq ukÿY-ukL`b e`eüZ vebvgtj`i l`fgtj`i ukÿv DcKiYi Zvij Kv

ucô ukÿv_x, e'emvq ukÿv vclq ukÿY-ukL`b e`eüZ vebvgtj`i l`fgtj`i ukÿv DcKiYi vbtgá³ Zvij Kv`ôU cob:

vebvgtj`i ukÿv DcKiYi Zvij Kv

<ul style="list-style-type: none"> • Pvj vb • vej • K`vk tgtgv • AvqKi veeiYx • Wvng tPK eB • cY` mvgMôi Kfvi • tWveU tbrU • tµvWU tbrU 	<ul style="list-style-type: none"> • e`vsK vnmve tLvj vi dig • K`vtj`Ûvi t`tK msMô Kiv nwn gjMxi Lvgtj`i Qve • `y Lvgtj`i Qve • bvm`v`i Qve • bM`vb eB`tqi QK • ti l qvngtj`i QK • KvU.RvZ cY`- thgb (Avj ygvwi P, `Zj exR)
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ᶑgᶑ'í ikýv DcKiᶑYi Zwi Kv

- 1/ m'úᶑ'í PíU[©]
- 2/ OHP kxU
- 3/ tQvU tQvU ikí RvZ cY" (PKᶑj U, Uzᶑc÷, Kj g)
- 4/ Kwji ikᶑí i cY" (cᶑᶑ)
- 5/ AvUᶑccvᶑi ᶑwi QK
- 6/ AvUᶑccvᶑi ᶑwi weifbaPíU[©]
- 7/ ᶑcv÷vi
- 8/ Drcv`ᶑbi PíU[©]
- 9/ gvwi ᶑwi weifba^cY"ᶑ"/dj/cᶑYx

KvR: weᶑ' ikýv_x, Avmᶑy Geri Avgiv e'emvq ikýv weiq ikýY-ikLᶑb e'eüZ 8wU webvᶑᶑ'í I ᶑ'gᶑ'í ikýv DcKiᶑYi bvg wj ᶑL wᶑᶑe QKwU ci-Y Kwit

webvᶑᶑ'í ikýv DcKiY	ᶑ'gᶑ'í ikýv DcKiY
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.



ceᶑM t webvᶑᶑ'í I ᶑ'gᶑ'í ikýv DcKiY ᶑwi I tkYx Kᶑy e'enᶑ'í i DcKwi Zv

weᶑ' ikýv_x, webvᶑᶑ'í I ᶑ'gᶑ'í i DcKiY ᶑwi I e'enᶑ'í i hᶑ_ó , iᶑZ; itᶑᶑQ/ GᶑZ ikýK Ges ikýv_x[©]DfᶑB hᶑ_ó DcKZ.nq/ wᶑᶑe e'emvq ikýv weiq webvᶑᶑ'í I ᶑ'gᶑ'í ikýv DcKiY ᶑwi I e'enᶑ'í i DcKwi Zv Dᶑj ᶑ Kiv nj t

- 1/ ikýK-ikýv_x[©]Dfᶑᶑi B m'ókxj cᶑZfvi weKiv NᶑU/
- 2/ ikLb ev`eagxᶑnq/

- 3/ ukÿv_xPv Avtk-cvtki cY" `è" m=útk@avi Yv jvf Kti |
- 4/ ukÿtki DcKiY `Zwi i `ÿZv ep× cvq|
- 5/ Ac@qvRbxq `è"v` KvtR j vtM|
- 6/ kfgi ghv@v ep× cvq|

KvR: uc@ ukÿv_x, @vbtRi AvfÁZvi Avtj vtK vbtg@ QKwU c-iY Ki ab:

1. vebvgtj " I "fgtj " ukÿv DcKiY %Zwi Kij ukÿK-ukÿv_PDftqiB m@ókij c@Zfvi -	
2. ukLb-	
3. ukÿtki DcKiY %Zwi i `ÿZv-	
4. Ac@qvRbxq `è"v` -	
5. kfgi ghv@v-	



**ce@ N t e'emiq ukÿv veltq e'eüZ vebvgtj "i I "fgtj "i ukÿv
DcKiY mgqgZ tkYx Ktÿ e'envti i cwi Kíbv**

uc@ ukÿv_x, ce@Zx@ce@tj vtZ Avgiv vebvgtj "i I "fgtj "i ukÿv DcKiY vbtq
Avtj vPbv KtiwQ| Gevi Avgiv GmKj DcKityi e'envti i cwi Kíbv vbtq
Avtj vPbv Kie| GtÿtÁ Avgt`i vbtg@ veltq, tjv vetePbvq ivLtz nte|

- 1/ ukÿv DcKiY vbePb Kiv|
- 2/ DcKiY c@Z Kiv|
- 3/ DcKiY e'envti i Rb" ukÿKtK vbtRtK c@Z Kiv|
- 4/ DcKiY e'envti i tfSZ cwi tek m@ó Kiv|
- 5/ ukÿv_x i gvbumKfvt@ c@Z Kiv|
- 6/ mgqgZ tkYx Ktÿ c@k@ Kiv|

KvR: uc@ ukÿv_x, Gevi vebvgtj "i I "fgtj "i ukÿv DcKiY mgqgZ tkYxKtÿ
e'envti i 5wU cwi Kíbv wj tL vbtg@ QKwU c-iY Ki ab:

1.
2.
3.
4.
5.

- 5/ AvU#ccv#i ^Zwi OK
- 6/ AvU#ccv#i ^Zwi weifbaPvU©
- 7/ tcv÷vi
- 8/ Drcv`#bi PvU©
- 9/ gvU#i ^Zwi weifba#Y`è"/dj/cØYx

webvg#j`i I `fg#j`i ukÿv DcKiY ^Zwi I e`en#i i DcKwi Zv t

webvg#j`i I `fg#j`i DcKiY ^Zwi I e`en#i i h#ó ,ia#Z; i#q#Q| G#Z ukÿK Ges ukÿv_x#Df#qB h#ó DcKZ.nq| wbtg#e`emvq ukÿv w#l#q webvg#j`i I `fg#j`i ukÿv DcKiY ^Zwi I e`en#i i DcKwi Zv D#j#L Kiv nj t

- 1/ ukÿK-ukÿv_x#Df#q#i B m#p#k#j c#Z#f#i w#K#v# N#U#|
- 2/ w#L#b ev`é#ag#r#n#q#|
- 3/ ukÿv_x#P#v Av#k cv#k#i c#Y`è" m#ú#k#©#v#i Y#v#j#v#f# K#i#|
- 4/ ukÿ#k#i DcKiY ^Zwi i `y#Z#v e#x# cv#q#|
- 5/ Ac#q#v#R#b#q `è" w#` K#v#R#j#v#M#|
- 6/ k#t#gi gh#v#v e#x# cv#q#|
- 7/ c#v#i#t#k#i e#R#©`v#_#P# e`en#v#i w#L#t#e#|
- 8/ ukÿv_#P#v Av#Z#v#k#v#m#x# n#q#|

e`emvq ukÿv w#l#q e`eüZ webvg#j`i I `fg#j`i ukÿv DcKiY mgg gZ tkYx K#j#y e`en#i i c#v#i#k#i#v#t

webvg#j`i I `fg#j`i ukÿv DcKiY w#l#q Av#j#v#P#v#i ci Geri Av#g#v# Gm#K#j DcKi#j#i tkYx K#j#y e`en#i i c#v#i#k#i#v#t w#l#q Av#j#v#P#v#i K#i#e#| G#j#y#j#i Av#g#v#`i w#l#q#e#3 w#l#q ,#j#v w#t#e#P#v#q i#v#L#t#Z# n#t#e#:

- 1/ ukÿv DcKiY w#b#e#P#b# Kiv|
- 2/ DcKiY c#Z# Kiv|
- 3/ DcKiY e`en#i i R#b" ukÿ#k#k# w#b#r#k# c#Z# Kiv|
- 4/ DcKiY e`en#i i t#f#Z# c#v#i#k# m#p# Kiv|
- 5/ ukÿv_#P#`i g#v#v#m#K#f#v#t#e# c#Z# Kiv|
- 6/ mgg#Z# tkYx K#j#y c#k#k# Kiv|
- 7/ DcKi#j#i Dc#h#v#v#M#Z#v h#v#P#v#B# Kiv|
- 8/ ukÿv DcKi#j#i c#Z# ukÿv_x#P# Av#K#I#P# m#p# Kiv|

9| DcKiY e`envi`i i gva`tg tkÿx Ktÿy cvV`vb Kvhpig#K Avb>``vqK Kiv|

10| DcKiY tkÿx Ktÿyi h_v`v#b ivLv hv#Z mKj ukÿv_x#`L#Z cv#i |

11| DcKiY e`envi tk#l DcKi#Yi cKwZ. Ab#vqx msi yÿY Kiv|



gj`iqb

1. webvg#j`i l `f#g#j`i ukÿv DcKi#Yi msÁv wj L#y|
2. e`emvq ukÿv welq ukÿY-ukL#b e`eüZ webvg#j`i l `f#g#j`i ukÿv DcKi#Yi Avj v`v Avj v`v Zwvj Kv c#Z Kiab|
3. webvg#j`i l `f#g#j`i ukÿv DcKiY ^Zwi l e`envi`i DcKwi Zv e`vL`v Kiab|
4. e`emvq ukÿv welq e`eüZ webvg#j`i l `f#g#j`i ukÿv DcKiY mgq gZ tkÿxKtÿy e`envi`i GKwJ cwi Kíbv c#Yqb Kiab|



m#e` DËi

- 1 bs c#k# DË#i i Rb` ce#K Ges gj- ukLbxq welq f`L#y|
- 2 bs c#k# DË#i i Rb` ce#L Ges gj- ukLbxq welq f`L#y|
- 3 bs c#k# DË#i i Rb` ce#M Ges gj- ukLbxq welq f`L#y|
- 4 bs c#k# DË#i i Rb` ce#N Ges gj- ukLbxq welq f`L#y|

Ab'vb'' cıV'cÿfKi gta'' i tq†Q t

1/ cãkÿY g'ıbgıj

2/ ñkÿK ñb†`ñKıv

3/ ñmıveñeÁıv AııFavb

4/ A_9 emıYR'' kã†Kıı

5/ f-ıPıvejı

KıR: ñcđ ñkÿı_ı, e'emıq ñkÿı ñelq ñkÿY-ıkL†b cđqıRbıq Ab'vb''
cıV'cÿfKi bıg ıj †L ñb†gıe QKııU cıY Kııb:

1.
2.
3.
4.
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7.
8.
9.
10.



ce^oL t Pw^oZwi i tKŠkj

ucĥ ukÿv_x, Pw^oZwi i tKŠkj , tj vi gta" i tq̄tQ:

- 1/ Pw^o tj Lv mÿúo n̄Z n̄e
- 2/ Pw^o tj Lv AvKI Ɔxq n̄e
- 3/ Pw^oPÎ ev Qwe e"envi n̄Z cv̄i
- 4/ weifbaKvj e"envi Ki t̄Z n̄e
- 5/ Pw^oZwi i KivMR wmv̄te AvU^occvi e"envi Ki t̄Z n̄e

Pw^oe"envi tKŠkj

ucĥ ukÿv_x, Pw^oe"envi i tKŠkj , tj vi gta" i tq̄tQ:

- 1/ tev̄W^o cv̄k Pw^oSjv̄t̄bvi e"e"v Kiv
- 2/ vb̄`RK Kiv e"envi Kiv
- 3/ Pw^o weifbaAsk e"vL"v Kiv
- 4/ hLb cĥqvRb ZLb Pw^o L̄v̄t̄bvi
- 5/ Pw^ovi v̄jY tkYt̄Z bv t` L̄v̄t̄bvi

KivR: ucĥ ukÿv_x, vb̄`Ri AvfÁZvi Av̄t̄j v̄t̄K vb̄t̄g^e QKiv ci-Y Kiab:

1. Pw ^o tj Lv-	
2. Pw ^o weifbaKvj -	
3. Pw ^o Aek"b-	
4. tev̄W ^o cv̄k Pw-	
5. Pw ^o e"envi tk̄l-	



ce^oM t tcv÷vi ^Zwi i tKŠkj

ucĥ ukÿv_x, tcv÷vi ^Zwi i tÿt̄Î AtbK tKŠkj i tq̄tQ| Avgiv vb̄t̄g^e tKŠkj , tj v e"envi Ki t̄Z cv̄i:

- 1/ GKiv melqe`t̄K tK`^Kti tcv÷vi ^Zwi Ki t̄Z n̄e|
- 2/ tRvi t̄j v l mÿúo fvlvq e³e" Z̄j ai t̄Z n̄e|
- 3/ tcv÷vi tj Lv Aÿi , tj v eo n̄e|
- 4/ tcv÷vi cĥvb mv̄t̄Ri n̄e|
- 5/ D³4j l AvKI Ɔxq Kvj w̄ tq̄ wj L̄t̄Z n̄e|

KvR: ucã ukÿv_® tcv÷vi ^Zii i 5uU tKŠkj uj tL ubtgê QKuu ci-Y Ki ab:

1.
2.
3.
4.
5.



ceN t ukÿv DcKiY ubePb c×uZ/tKŠkj

ucã ukÿv_x,® GKRB ukÿK tkYx Ktÿ cW vtb th mKj DcKiY e'envi Kti
 _vtKb tmme DcKiY ubePb GKuu RiuJ e'vci | Zely ukÿK tK cãZubqZ ukÿv
 DcKiY ubePb Ki tZ nq| ukÿK DcKiY ubePb tÿtÎ th mKj tKŠkj e'envi
 Kti _vtK ubtgêZv Avtj vPbv Kiv nj t

- 1| cãm½KZv
- 2| DcKi tYi mnRj f`Zv
- 3| e'tqi `f Zv
- 4| DcKi tYi D™teb thvM`Zv
- 5| e'envi i DcKivi Zv

KvR: ucã ukÿv_® ubtRi AvfÁZvi Avtj vtK ukÿv DcKiY ubePb c×uZ/
 tKŠkj , tj v mbv³ Kti ubtgê QKuu ci-Y Ki ab:

1.
2.
3.
4.
5.
6.
7.
8.
9.

Ab'ib" cW'cÿtKi figKv t Ab'ib" cW'cÿtKi figKvi gta" itqt0:

- 1/ ukÿv_xP Ávb I `ÿZv eÿx Kti
- 2/ cvW`v#b mrvqZv Kti
- 3/ ukÿK AvavbK Ávb I chÿP e"envi Ki#Z cvi
- 4/ ukÿK cvW'cÿK ukfivte e"envi Ki#e tm m=útK@b#`Rbv tctq_v#K|
- 5/ mgtqi cwi eZ#bi mvt_ mvt_ ukÿK ub#R#K LvcLvl qvtZ cvi |
- 6/ ukÿvi ñel qe`' cwi eZ# m=útK@avi Yv j vf Kti |
- 7/ bZb bZb M#el Yvi dj vdj AwZ `#Z Rvb#Z cvi |
- 8/ AvavbK c#WZ I tKŠkj e"envi Ki#Z ukÿK#K mÿg Kti |
- 9/ ukÿtKi `wofwzi avvZ#K cwi eZ# NUvtZ cvi |

Pw©Zwi tKŠkj t Pw©Zwi tKŠktj i gta" itqt0:

- 1/ PvtUP tj Lv mÿúo ntZ n#e
- 2/ PvtUP tj Lv AvKI #iq n#e
- 3/ PvtUP#PÎ ev Qwe e"envi ntZ cvi
- 4/ ñeWfb#Kvuj e"envi Ki#Z n#e
- 5/ Pw©Zwi K#MR wnmvte AvU#ccvi e"envi Ki#Z n#e
- 6/ PvtUP uk#ivbvq_vK#Z n#e
- 7/ wbf# fivte tj Lv
- 8/ ñel qe`i mvt_ mvg#m`cÿ#ntZ n#e
- 9/ ukÿv_x#K m#uq I Kg#L# Kti
- 10/ ukÿv_x#K AvZ#wf#k#j Kti tZvtj
- 11/ ukÿK ukÿv_# tgav I gbb k#i ñeK#k NUvq|

Pw©"envi tKŠkj t Pw©"envi tKŠktj i gta" itqt0:

- 1/ tev#W# cvi#k Pw©S#v#bvi e`e`v Kiv
- 2/ wbt`RK K#W e"envi Kiv
- 3/ PvtUP ñeWfb#Ask e`vL`v Kiv
- 4/ hLb c#qvRb ZLb Pw©#`Lv#bv
- 5/ Pw©m#vÿY tkÿ#Z bv t`Lv#bv
- 6/ e"envi tk#l msiÿY Kiv

tcr÷vi `Zwi tKŠkj t cr÷vi `Zwi tKŠktj i gta` itqtQ:

- 1| GKU melqe`tk tk`Kti tcr÷vi `Zwi KitZ nte|
- 2| tRvivtjv I mýúó fvlvq e³e` Ztj aiZ nte|
- 3| tcr÷vti tj Lv Aýi ,tjv eo nte|
- 4| tcr÷vi cõvY mBtRi nte|
- 5| D³4j I AvKI Pq Kwj w`tq wj LtZ nte|
- 6| tcr÷vi `Zwi Kivi mgq eWti gWRB_vKte|
- 7| tcr÷vi Uvrbvri e`e`v ivLtZ nte|

ukýv DcKiY ubePb c×WZ/tKŠkj t

GKRb ukýK tkYx Kty cvV`tb AtbK aiPbi DcKiY e`envi KitZ cvtib|
 Zte ZvK mWK mgtq mWK DcKiY ubePb KitZ nq| AtbK DcKiY t`tk
 mWK DcKiYU ubePb GKU Ruj e`rcvi| Zely ukýK tk cõZwbqZ ukýv
 DcKiY ubePb KitZ nq| ukýK DcKiY ubePbti tyt` th mKj c×WZ/tKŠkj
 e`envi Kti_vtkb wbtgeZv Avtj vPbv Kiv nj t

- 1| cõmwKZv
- 2| DcKitYi mnRj f`Zv
- 3| e`tqi `f`Zv
- 4| DcKitYi DTMeb thvM`Zv
- 5| e`envti i DcKvi Zv
- 6| ukýv_xP thvM`Zv
- 7| cõqvM thvM`Zv
- 8| e`envti i mgqKj
- 9| msiýY thvM`Zv



gj'iqb

1. e'emvq ukÿv ñelq ukÿY-ukL#b c0qvRbxq Ab'vb" cvV'cy#Ki fngKv D#j L
Kiab I Zvij Kv %Zwi Kiab|
2. PvU©Zwi I e'envi tKŠkj ij L#y|
3. tcv÷vi ^Zwi i #KŠkj e'vL'v Kiab|
4. ukÿv DcKiY ñbe#Pb c×uZ/tKŠkj e'vL'v Kiab|



m#te" DËi

- 1 bs c0k# DË#i i Rb" ce#K Ges gj- ukLbxq ñelq t`L#y|
- 2 bs c0k# DË#i i Rb" ce#L Ges gj- ukLbxq ñelq t`L#y|
- 3 bs c0k# DË#i i Rb" ce#M Ges gj- ukLbxq ñelq t`L#y|
- 4 bs c0k# DË#i i Rb" ce#N Ges gj- ukLbxq ñelq t`L#y|



ce©K t ICT-Gi msAv

ic© ik'yv_x,© ICT Gi cYpjc n#Q Information and Communication Technology, hv#K evsj vq ejv nq Z_ I thvMvthvM chv# | KuvDUvi Ges tUvj thvMvthvM e'e`vi gva'tg hveZxq Z_ msMh, GKTKiY, msiyY, c©µqvKiY Ges weibgg ev cwi tek#bi gvBtµv Btj KUib. e'e`v#K ICT ev Z_ I thvMvthvM chv# vntmte vPvYZ Kiv nq| ICT Gi gva'tg c#_extK Global village G cwiYZ Kiv hvq|

KvR: ic© ik'yv_x,© v#Ri AvfAZvi Avtj v#K vbtg# QKvU ci-Y Kiab:

1. ICT-Gi cYpjc n#Q-	
2. ICT-#K evsj vq ejv nq-	
3. hveZxq Z_ msMh, GKTKiY, msiyY, c©µqvKiY Ges weibgg ev cwi tek#bi Kiv nq-	
4. ICT-Gi gva'tg c#_extK cwiYZ Kiv hvq GKvU-	



ce©L t ik'yY-ikLb mnvqK mvgMh vnmvte vfiWl i figKv

ic© ik'yv_x,© vfiWl AvavbK ik'yY-ikLb e'e`vi GKvU , iazcY#gva'g| Gi tPŠ#K vdzvq `t`k#bi Rb` vP# avvb tikW©Kiv hvq| cieZx#Z GvU vfiWlAvi htš; c# k# Kiv hvq| ik'yvq Gi c©qM v`b v`b tetob Pj tQ|

ik'yY-ikLb mnvqK mvgMh vnmvte vfiWl i figKv t

- 1| GKB mv#_ K_v tkvbn hvq I Qve t`Lv hvq|
- 2| ik'yY-ikLb c©µqv AvKI P#xq I `evP#gg nq|
- 3| `M# AAj m#ú#K#Avb j v#f Kiv hvq|
- 4| ikLb `xN©vqx nq|
- 5| vfiWl K`v#mUvU Pvnj t# evi evi tkLv hvq|
- 6| v#Ri m#eav I B"QvgZ mg#q tkLv hvq|
- 7| ev`e Avb AvR# nq|

KvR: ucô ukÿv_x, ukÿY-ukLb mnvqK mvgMö inmvte wfwvl i 5uU fvgKv DfjL
Kfi wbtgê QKiu ciY Kiab:

1.
2.
3.
4.
5.



**ceM t ukÿY-ukLb mnvqK mvgMö inmvte tUuj wfkbi fvgKv Ges mÿav
I Amÿav**

ucô ukÿv_x, tUuj wfkbi GKiu , i azcYkêY-`kê ukÿv DcKiY| ukÿK ukÿvgj-K
Abôvb mP ukÿv_x i tkYxKtÿ t LvtZ cvtib| evsj vt`k tUuj wfkbi wbr`wKQy
ukÿvgj-K Abôvb Ges evsj vt`k Dbÿÿ nekpe`vj tqi wewfbæ wcltqi AfbK
ukÿvgj-K Abôvb cPvi Kfi _vtK| G mg`ÍAbôvb t`fK AfbK wKQytkLvi AvtQ|
ukÿY-ukLb mnvqK mvgMö inmvte tUuj wfkbi fvgKv t

- 1| ukÿY-ukLb cöµqv AvKI Pÿxq I `ewPÎgq nq|
- 2| ukLb `xN°vqx nq|
- 3| `Mê AÂj mæúfKÁvb j vrf nq|
- 4| ev`é Ávb AvRZ nq|
- 5| RxešÍZ` cvl qv hvq|

ikÿY-ikLb mnvqK mvgMÖ inmvte tUvj wfkB e`envti i mÿsav t

- 1| tUvj wfkB bi gva`tg e`emvq ikÿv wltqi RlUj I KwlB wltqi Dbÿ e`vL`v wtkÿY Ges c` kÖ Kiv hvq|
- 2| Gi gva`tg ikÿYxq wltq, t j v Lÿ `ãZ cÖvi Kiv hvq|
- 3| th tKvb Av`k`ikÿtKi Av`k`civ m`cÖvi Kiv hvq|

ikÿY-ikLb mnvqK mvgMÖ inmvte tUvj wfkB e`envti i Amÿsav t

- 1| ikÿK-ikÿv_xP gta` tKvb wq_w`ÿqv m`e` nq bv|
- 2| ikÿv_xPv nvtZ-Kj tg wLtz civi bv|
- 3| tKvb Z_` ev` cto tMtj Zv cÿivq tkvbi e`e`v` tbB|

KvR: wçÿ ikÿv_ÿ, wtkRi AwfÁZvi Avtj vtK wtkgö QKw civi Kiab:

1. wwf e`envti ikÿY-ikLb cÿuqv AvKI`xq I -	
2. ikLb-	
3. `Mÿ AAj m`útk-	
4. ikÿYxq wltq, t j v Lÿ `ãZ cÖvi-	
5. ikÿv_ÿv nvtZ-Kj tg-	



ce`v t ikÿY-ikLb mnvqK mvgMÖ inmvte B>Uvi tbtUi msÁv, , iaZ; I mÿsavmga-

ikÿY-ikLb mnvqK mvgMÖ inmvte B>Uvi tbtUi msÁv t

eZÿvb wtkÿi Kw`úDvri tbUI qvK` cÿuqvq B>Uvi tbtU GK we`sqKi Awne`vi | B>Uvi tbtUi gva`tg mKj Kw`úDvri e`envi Kvi xMY GtK A`b`i mvt_ mnthvMzv I mngwZvq Ave` nvtqQb | B>Uvi tbtU nj GKw thvMvthvM e`e`v` | GKw tbUI qvK` Gi gva`tg gy`ZP gta` c`lexi GK cÖst`_tk Ab` cÖst`Z_` Av`vb cÖvb Kivi e`e`vtK etj B>Uvi tbtU | B>Uvi tbtUfÿ nI qvi Rb` cÿqvRb GKw Kw`úDvri, tUvj tcvb msthvM, gfwg Ges tbUI qvK` msthvM | B>Uvi tbtUi dtj Avgiv AwZ `ãZ Dbã wtkÿi mvt_ Zij wgvj tq Z_` msMö, wlvbgq, wPvi -wtkÿY Kitz civi |

ukÿY-ukLb mnvqK mvgMÖ inmte B>Uvi tbU i figKv t

- 1/ Lÿ mn†R Z_“ Av`vb-c^ vb Kiv hvq|
- 2/ Aeva Z_“ nv†Zi bvlM†j cvl qv hvq|
- 3/ e-learning Gi c_ mYg nq|
- 4/ ZvrÿwYK I `ãZ Z_“ cvl qv hvq|
- 5/ e`w³MZ `ÿZv I tMvcbxqZv i ÿv Kiv hvq|

ukÿY-ukLb mnvqK mvgMÖ inmte B>Uvi tbU i mæav t

- 1/ B>Uvi tbU i gva`tg c_w_exi th tKvb hvqMvq thvM†hvm Kiv hvq|
- 2/ Lÿ mn†RB Z_“ Av`vb cÖvb Kiv hvq|
- 3/ tMvcbxqZv i ÿv Kiv hvq|
- 4/ ZvrÿwYK I `ãZ thvM†hvm Kiv hvq|
- 5/ KvhRi fi†e Rbms†hvm Kiv mæe|

KvR: ucö ukÿv_® ,`†q Av†ÁZvi Av†j v†K vb†gæ QKwU ci-Y Ki ab:

1. KivúDvi tbU i qmK® cöµqvq B>Uvi tbU n†“Q-	
2. B>Uvi tbU wK?	
3. B>Uvi tbU i gva`tg wK Kiv hvq?	
4. B>Uvi tbU f`³ n l qvi Rb` wK wK cöqvRb ?	
5. e-learning Gi c_ -	
6. A†cÿv KZ.e`q-	
7. mvi v wek! m††gÿ†Z† g†a`-	
8. Lÿ mn†RB Z_“ -	
9. ZvrÿwYK I `ãZ-	
10. vb†R†K `ÿ gube mæú†` -	

ukÿY-ukLb mnvqK mvgMö inmtete tUuj wfk b t

tUuj wfk b GKUW , iazcY©kèY-`k® ukÿv DcKiY| ukÿK ukÿvgj-K Abövb mP
ukÿv_x® i tkYxKtÿ t`LvtZ cvti b| eivj vt`tki tUuj wfk b wR`^wKQyukÿvgj-K
Abövb Ges eivj vt`k Dbkÿ wekhe`ij tqi weifbæel tqi AþK ukÿvgj-K Abövb
cÞvi Kti _vtK| G mg`ÍAbövb t`tk AþK wKQyK Lvi AvtQ|

ukÿY-ukLb mnvqK mvgMö inmtete tUuj wfk tbi figKv t

ukÿY-ukLb mnvqK mvgMö inmtete eZövb mgvtR tUuj wfk b Ab`šÍ , iazcY©figKv
civ b Kti _vtK| tUuj wfk tbi figKvtK Avgiv wbgéþc eYöb KiþZ cwi :

- 1| ukÿY-ukLb cöµqv AvKI Þxq I `ewPÎ gq nq|
- 2| ukLb `xN©vqx nq|
- 3| `Mö AÂj mæúþKÁvb j v f n\
- 4| ev`é Ávb AvRZ nq|
- 5| RxešÍZ_` cvl qv hvq|
- 6| tkLvi Rb` ukÿþKi cöqvRb nq bv|
- 8| AwKZ.Z_` cvl qv hvq|
- 9| `ZtÜZ©ukLb nq|
- 10| ukÿv_x®v mµµqv fite cvtV Ask MðY KiþZ cvti |
- 11| `i ukLtb weþkl KivRi |

ukÿY-ukLb mnvqK mvgMö inmtete tUuj wfk b e`envti i mæv t

ukÿY-ukLb mnvqK mvgMö inmtete eZövb mgvtR tUuj wfk tbi e`envti i gta`
i þqþQ:

- 1| tUuj wfk tbi gva`tg e`emvq ukÿv weltaqi RvUj I Kivb weltaqi Dbkÿ e`vL`v
weþkl Y Ges cª k® Kiv hvq|
- 2| Gi gva`tg ukÿYxq weltaq , t j v Lø `æZ cÞvi Kiv hvq|
- 3| th tKvb Av`k©ukÿþKi Av`k©civ mæcÞvi Kiv hvq|
- 4| Z_` wfiEK Avtj vPbv ukÿv_Þv mivmwi `i bþZ I t`LvtZ cvti |
- 5| th tKvb `Mö I cöKwZK `þhvMv wPÎ cö k® Kiv hvq|

ukÿY-ukLb mnvqK mgMö inmtë tUwj wfkÿbi e'envti i Amÿav t

ukÿY-ukLb mnvqK mgMö inmtë eZgÿvb mgvR tUwj wfkÿbi e'envti i AþK mÿav_vKtj I Bnv e'envti ukQYAmÿav i tqtQ, hv wbaifc:

- 1| ukÿK-ukÿv_xP gta" tKvb wq_w@Gv mæe nq bv|
- 2| ukÿv_xPv nvZ-Kj tg ukLtZ cvti bv|
- 3| tKvb Z_" ev` cto tMtj Zv cÿivq tkvbri e'e`v tbB|
- 4| ukÿv_xPv `ah`hmi tq tdj tZ cvti |
- 5| ukÿv_xP i gtb cãRvMtj Zvi DEi cvl qv mæe bq|

ukÿY-ukLb mnvqK mgMö inmtë B>Uvi tBU t

eZgÿvb wtkji KwúDvri tBUl qvK© cãµqvq B>Uvi tBU GK we@sqKi Avwe@vi | B>Uvi tBUi gva'tg mKj KwúDvri e'envi Kvi xMY GþK Aþ"i mvt_ mnthvMZv I mngwZvq Ave× ntqtQb| B>Uvi tBU nj GKwU thvMthvM e'e`v| GKwU tBUl qvK© Gi gva'tg gytZP gta" c_w_xi GK cãšt_tK Ab" cãšZ_" Av`vb cãvb Kivi e'e`vþK etj B>Uvi tBU| B>Uvi tBUfÿ nI qvi Rb" cãqvRb GKwU KwúDvri, tUwj tdvb msthvM, gþWg Ges tBUl qvK© msthvM| MYcRvZŠÿ evsj vt`k mi Kvti i mskw wefVM Gt`k On Line Internet e'envti i mÿav cãvb Kti tQb| wel qwU Avgvt`i Rb" AZ"šAvb`i | GB Abj vBb B>Uvi tBUi dtj Avgiv AwZ `ãZ Dbæ wtkji mvt_ Zvj wgwj tq Z_" mslö, weibgq, wePvi -wtki Y Ki tZ cvwi |

ukÿY-ukLb mnvqK mgMö inmtë B>Uvi tBUi , iaZjt

ukÿY-ukLb mnvqK mgMö inmtë B>Uvi tBU AZ"š , iaZcY© fvgKv cvj b Kti_vþK, hv Avgiv wbgæfc Avtj vPbv Ki tZ cvwi :

- 1| Lÿ mnþR Z_" Av`vb-c`vb Kiv hvq|
- 2| Aeva Z_" nvZi bVMtj cvl qv hvq|
- 3| e-Learning Gi c_ mYg nq|
- 4| ZivÿwYK I `ãZ Z_" cvl qv hvq|
- 5| e"v³MZ `ÿZv I tMvcbxqZv i ÿv Kiv hvq|
- 6| e"v³MZ `ÿZv I tckvMZ AwfÁZv mg× nq|
- 7| miv vek'mæfU gãtZP gta" Rvbr hvq|
- 8| vek'j vBtefxtZ Aevta cãek Kiv hvq|
- 9| AþcÿvKZ.e"q miktq nq|

- 10| ub†R†K `ÿ gvbe m=ú†` i fcršti Z Kiv hvq|
- 11| ub†Ri mgq I B"QvgZ tkLv hvq|
- 12| `jƒ Qwe, wP†, Z_` I msiÿY Kiv hvq|
- 13| th tKvb mgq ucŒU ub†q i vLv hvq Ges mÿavgZ cov hvq|

ukÿY-ukLb mnvqK mvgMŒ inmvte B>Uvi†b†Ui mÿav t

ukÿY-ukLb mnvqK mvgMŒ inmvte B>Uvi†bU e'envtii A†bK mÿav itqtQ, hv
Avgiv ubg††c Av†j vPbv Ki†Z cwi :

- 1| B>Uvi†b†Ui gva††g c_w_exi th tKvb hvqMvq thvM†hvm Kiv hvq|
- 2| Lÿ mn†RB Z_` Av`vb cŒvb Kiv hvq|
- 3| tMvcbxqZv iÿv Kiv hvq|
- 4| ZvrÿwYK I `†Z thvM†hvm Kiv hvq|
- 5| Kvh†i f†te Rbms†hvm Kiv m=†|
- 6| `jƒ wP†, Qwe Ges Z_` msMŒ I msiÿY Kiv hvq|
- 7| ub†R†K `ÿ gvbe m=ú†` cwi YZ Kiv hvq|



գրադրական

1. ICT-ը որտեղ է օգտագործվում?
2. Գրականության մեջ կիրառվող տեղեկատվության տեսակները և դրանց դերը
3. Գրականության մեջ կիրառվող տեղեկատվության տեսակները, նպատակը և արդյունքները
4. Գրականության մեջ կիրառվող տեղեկատվության ԲՆԱ-ի դերը, նպատակը և արդյունքները



առարկան

- 1-ին հարցը: Այս հարցը վերաբերում է Գրականության մեջ կիրառվող տեղեկատվության տեսակներին
- 2-րդ հարցը: Այս հարցը վերաբերում է Գրականության մեջ կիրառվող տեղեկատվության նպատակին
- 3-րդ հարցը: Այս հարցը վերաբերում է Գրականության մեջ կիրառվող տեղեկատվության արդյունքներին
- 4-րդ հարցը: Այս հարցը վերաբերում է Գրականության մեջ կիրառվող տեղեկատվության ԲՆԱ-ի դերին

BDıbu -5

Amatekb 30 : *ıbuı 0ıeıq cıW` ıfbı Rb" cıW cııKıbv cŨqb I
I ııııqfıUkb*

Amatekb 31 : *AYıkŨıYı gva`ıg ıkŨıv ıb cııZ I Kıhıg
cııŨıKıY*

Amatekb 32 : *QŨ ıkŨıYı (Simulation) gva`ıg cııKıbv I
ıkLb Kıhıg cııŨıKıY*

Amatekb 33 : *dııeZııı gva`ıg cııKıbv I ıkLb Kıhıg*

Amatekb 34 : *cııKıbıq mıııq AskMıY I ıkLbdı cııZdııı
gva`ıg ıkŨıv ıfbı mđı Zııgıııı*

gia'igK ikýK cíkýY - ñeGW

vbwì 0 vèlq cW` v`bi Rb` cW cwiKíbv cÛqb I I wi tqfUkb

figKv

BstíR Planning kãUi A_°nj 0pre-thinking, thinking out and thinking through.' mnR K_vq cwiKíbv cÛqb nj fíel`tZ m`úv`b`thvM` tKvb GKwU Kv`Ri ce°cÛZ MhY| mZivs tkYxKÿ cvb-cv`v`bi Rb` GK Rb ukÿK`K cv`v`bi cteB h_vh_ cv`v`bi cwiKíbv cÛqb Ki`Z nte| Avi G cwiKíbv DciB wbf° Ki`Q Zui ukÿY Kv`h°m`úv`v`bi `yZv| Zintj Avmly, Awatekb t_`K Kxfvte GKwU cv`v`bi cwiKíbv cÛqb Kiv hvq Ges I wi tqfUkb Kiv hvq tm m`úv`K° tR`b wB| G Awatekb w`b`Pi KwZcq cte°ef³ :

- cv`v`bi cwiKíbv I I wi tqfUkb`bi msÁv
- cv`v`bi cwiKíbv I I wi tqfUkb`bi cÛqvRbxqZv
- cv`v`v`Kv I wi tqfUkb`bi c×wZ
- cv`v`v`Kv cÛq`b I wi tqfUkb`bi th`w³KZv

ce°tjv GK GK K`i covi gva`tg Avcwb tR`b w`b`Z cvi`teb cv`v`bi cwiKíbv I I wi tqfUkb`bi bvbv`ea vèlq|

Df`k`

GB Awatekb tk`I Avcwb-

1. cv`v`bi cwiKíbv cÛqb I I wi tqfUkb`bi msÁv w`b`fcY Ki`Z cvi`teb|
2. cv`v`bi cwiKíbv cÛq`bi Rb` I wi tqfUkb`bi cÛqvRbxqZv eY`v Ki`Z cvi`teb|
3. cv`v`bi cwiKíbv cÛqb Kv`R I wi tqfUkb`bi c×wZ m`úv`K°ej`Z cvi`teb|
4. cv`v`bi cwiKíbv cÛq`bi Rb` I wi tqfUkb`bi th`w³KZv e`vL`v Ki`Z cvi`teb|



ce°K t cW cwiKíbv cÛqb I I wi tqfUkb`bi msÁvqb

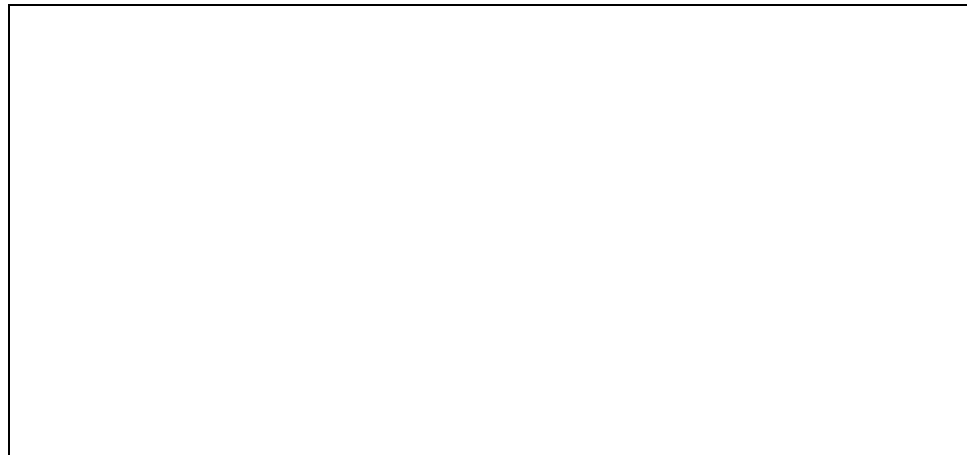
wcÛ ukÿv_x° tKvb KvR m`úv`æKivi Rb` me°Ûg th vèlqvU cÛqvRb nq Zv`nj cwiKíbv| cv`v`v`b th`nZzGKwU KvR tm Rb` GwU m`úv`æKivi Rb`I cwiKíbv cÛqvRb nte| GKRB ukÿK w`tm`te hLb tkYxKÿ cv`v`v`b Ki`teb Zv ce°f_`K GKwU cwiKíbv Ki`teb|

Gevi Avmly, Avg`v cwiKíbv kãUi A_°e`hwi Zf`vte tR`b wB|

cwi Kíbv Avi wKQb bq; GiU nj ce'wba'ni Z Kuzcq Df'k" AR'bi Rb" GKwU
thšw³K `wofw/2 grl | mZivs eStZB cwiQob, cwi Kíbv nj fiel'zi wfiE |
wDg'vb (Newman) cwi Kíbv c'qbtK fiel'z m'uv`bthvM" Kv'Ri AwM'g imxvšl
MhYtK eStqQob | A_ŕ Zvú gZ cwi Kíbv ntjv fiel'r Kv'Ri c'°jb | wčq
civK, GZýY Avgiv cwi Kíbvri ZvE'K welq m'utK'Rvbjvg | Geri Awmly civ
cwi Kíbv I Iwi tq'Uk'tbi msÁv m'utK'R'tb wB |

civ cwi Kíbv ev civUxKv nt"Q civ'v'tbi týt'Ī wv'ŕ tkYx I wciwq'w msukw
wel'tqi wky'tKi c'Ē civ'vi Dci Zvi gvbmK ce'c'ŕ'zi wj wLZ ewntc'Kv |
Aciv'K Iwi tq'Ukb nt"Q cwi wPwZ ev ci'ŕ'ii wel'tq AeMZ nIqv | civUxKv
c'q'tbi Rb" Iwi tq'Ukb ntjv wky'K'tK civUxKvi `Ztmx ifc ev Q'tKi m'ŕ_
cwiPq ev aviYv `vb Kiv | G'týt'Ī nve'UP c'Ā tmvcvb ev w'Ī tmvcvbwfiE'K civUxKv
c'q'tbi `ýZv AR'ŕ Kiv | civUxKvi wewfbætmvcvb I Z'ŕ' i m'ŕ_ GKwbô cwiPq
ev msukw nIqv |

KvR: wčq wky'v_x' cwi Kíbv Ges civ cwi Kíbv m'utK'Avcbri w'tRi AwfÁZv
wj Lly:



ce' t civUxKv c'q'tbi Rb" Iwi tq'Uk'tbi c'q'Rb'qZv

tkYx cvb-cvb tKvb wew'QbæNUbv bq | eis wbiwew'Qbæ'ite civ'vb Kiv D'wPZ |
civUxKv c'q'gb GKwU , iazcY'w'elq | ZvB c'ŕ'KwU w'elq civ'v'tbi Rb" c'ŕ'K
wky'K'tK AwfbæbxwZ ev tKškj t'gb Pjv D'wPZ | civUxKv c'q'tbi týt'Ī mKj
wel'tqi wky'K't' i `ýZv GK iKg bq | G Qvov mgv'Ri wewfbætkYx I eq'tmi
tjvK wky'K wnt'mte `wqZ; cvjb K'tib | ZvB G'tKK R'tbi m'gwmRK Ae'vb,
`ýZv, wky'v BZ'w' G'tKK iKg | ZvB mKj w'el'tqi wky'K't' i Rb" civUxKv
c'q'tbi w'elq'w'tK mnR I Kih'Ri K'ti Z'ŕ'Z civUxKv c'q'tbi Iwi tq'Ukb

KgRvjv Kiv DvPZ| GtZ mKj nel tqi ukýKMY cvUxKvi maviY bvxZ-cxvZ ev avc mufÜ Avb jvf Kiteb| netkl nel tqi cvUxKvi avci gta tKvb netklvqY _vKtj Zvi Zviv RivtZ cvtib| ZvB cvUxKvi cVqtbi Rb" I nitqfUktbi nekí tbB|

I nitqfUktbi KviY -

- ukýK cvV cvi Kí bv wKgz `Zvi Kiteb ukbv Zv tevsvtZ cvi teb ;
- vZvb cvV-cvi Kí bv Abtqvq covt"Qb ukbv Zv mbv³ Kitz cvi teb ;
- cvV Dc vctb mWK vbqg I cxvZ gvbn nt"Q ukbv Zv vby⁶ Kitz cvi teb ;
- cvV vtb ukýK mnvqkv Avvi Y Kitz cvi teb ;
- mKj ukýv_x⁶ cvtV mμqvite AskMhY (active participation) KivZ cvi teb ;
- cvV vb DcKi Ymgf mWKfvite e`envi Kitz cvi teb ;
- cvV vb cxvZtZ AskMhYgj-K (participatory) nel q , t j v h _ v h _ c⁰qvM Kitz cvi teb ;
- ukýv_x⁶ tevaMg`Zv bvbv cxvZtZ cixyv Kitz cvi teb ;
- `v⁶ ukýv_x⁶ i (slow learner) Rb" netkl e`e`v vbtZ cvi teb ;
- Avtj vPbv I covi Astk ukýK mgvb , iaz;v` tZ cvi teb ;
- t j Lvi KivR vbqg I cxvZ h _ v h _ c⁰qvM Kitz cvi teb ;
- ukýK ukýYxq nel tqi clyivev⁶ Kitz cvi teb ;
- ukýK ukýv_x⁶ i KivRi cksmv Kitz cvi teb|

KivR: vco ukýv_x⁶ I nitqfUktbi c⁰qvRbxqZv mufK⁶Avcbvi AvfÁZv vj Lly:

1.	
2.	
3.	
4.	
5.	

ce[©]M t cvUxKv cŏqtbi ĩ

cvUxKv cŏqtbi Rb" 3 ev 5 ĩ ĩeikó GKuU Av`k'bglyv itqtQ| Rb nveŏŏki i gubimK MVb I AvMŏni avivtK ĩevi Kti GKuU cvtK PviuU ĩi fivM KtiitQb| thgb- chŏeyY, aviYv, Pwin`v I KvR| GB ĩi ĩefivM t_tKB uZub cv`vb c×uZi PviuU ĩi tei Ktib| tm, tjv ntjv `úóZv, cvi`úwi K m'úK, mĤ ĩbaŏY, Ges cŏqvM| nveŏUP ĩkl" cŏg ĩi uU tK tft½ cŏuZ Ges Dc`vcb bvgKiY Ktib| Zuĭ Ab" ĩkl" tiBb cŏuZi cti DtiK" eŏj bZb GKuU ĩi thvM Ktib| nveŏŏ cŏĖ cŏĖ ĩi ĩeikó cv`vb cwi Kí bvi ĩekp'vcx GK ĩece Avbqb Kti | ik'yv tytĪ uZubB me[©]cŏg cv`vb cwi Kí bvi GKuU ĩeÁvb m'ŏZ ĩfivĖ `vcb Ktib| nveŏUP GB RMŏL`vZ cv cwi Kí bvi cŏŏuU tmvcvb _vKvq G, tj vtK mstýtc cĀ tmvcvb ejv nq|

KvR: ĩcŏŏ ik'yv_x,©cvUxKv cŏqtbi ĩi m'úKAvcbvi AvfÁZv ĩj Lly:



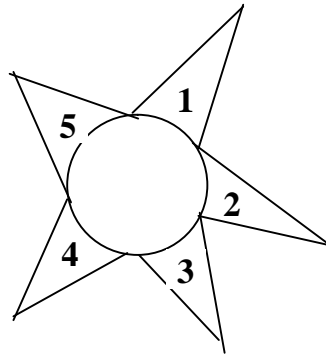
ce[©]N t cv cwi Kí bvi ĩelqe ĩ; AbyZ Kvhŏg I c×uZ

e'emvq ik'yv ik'yYmn mKj ĩelqtB cv`vbi Rb" cŏZuU cv'e` (Topic) Gi Rb" `Zš; I c_uK cvUxKv cŏqb Kiv cŏqvRb| G m'úuKŏ mŏzcvv Kí bvi cvtK Kvhŏi Kti Dc`vcb mrvqZv Kti | mŏzcvv Kí bvi Qvov tkYx Kty cvtK ev`e, cŏYeš I dj cŏ-Kiv hvq bv| G ĩelqt mivK ĩelqe ĩi Avtj vtK AbyZ Kvhŏg I c×uZ mKj tK tgtb Pjv DvPZ|

KvR: ĩcŏŏ ik'yv_x,©cv cwi Kí bvi ĩelqe ĩ; AbyZ Kvhŏg I c×uZ m'úKAvcbvi gZvgZ ĩj Lly:

avc/ tmvcvb	AbyZ Kvhŏg	c×uZ/ ĩi tmim [©]
cŏuZ		
Dc`vcb		
cŏqvM		

RMu0L'vZ cvV cwi Kí bvi cUuU tnvcbv i tqfQ | G, tj vtK mstýtc cÂ tnvcbv etj |



- 1 – cŮ'vZ ev AvtqvRb
- 2 – Dc'vcb
- 3 – msthvM mrab/ AwfthvRb
- 4 – mF'vbaſſY
- 5 – cŰqvM/ggŰMſſY

Gevi Avmly Avgiv cvV v'bi cÂ tnvcbv m'útk'ŰRtb vbB ; Gi Ame'vi K ntj b RvgŰxi ukýme` tdWwi K nveŰŰ' vZvb cvV Dc'vcb cŰ'qvŰK 5uU 'ſi fvm Kſi tQb :

1. cŮ'vZ
2. Dc'vcb
3. AwfthvRb
4. ggŰMſſY
5. mF'vbaſſY

1. **cŮ'vZ** : cŮ'vZ cte'gj- KivR nj ukýv_xŰ gbtk cvtVi cŰZ AvKó.Kivi Rb'' AvMſ mŰó Kiv | G KivRiU LŰB Ri'x | KiY tkYxKtý mgvŰRi vevfb'e'li t_ŰK ukýv_x'ŰDciv'Z _v'K; Gt'i GK GK Rtbi gtbvthvM GK GK iKg | K&j vevbgg I e'v'3MZ Avtj vPbvi gva'tg GKRB ukýK G KivRiU LŰ mnŰRB m'úbaKi tZ cvtvi b |
2. **Dc'vcb** : hv covtbi nte Zv Aek'B axti axti eYŰv Kitz nte | covtbi týtŰ c'vZ A_Ű Dcgv, D'vniY I DcKiY e'envti cvV vbtk vPÉvKIŰ I Avb>Nb Kitz nte | Dc'vcvbi mgg bvbv aitbi ukýY c'vZ e'envi Kiv cŰ'qvRb |
3. **AwfthvRb** : AwfthvRb cte'qelqe'ŰK ukýv_xŰ gb I Avtbi 'li (level) Gi mŰ½ msthvRb Kiv nq | Avtbi mvŰ_ ukýv_xŰ AwfÁZvi vgg NUv'vbi Rb'' bvbv cKvi Avtj vPbvi mF'cvZ Kiv nq |
4. **ggŰMſſY** : G cte'cvtVi Aſhb'vZ avi Yv, tjv e'vL'v I vektŰY Kti ukýv_xŰK Zv ggŰMſſY Kitz mnvqZv Kti | vevqe' 'ü`tq avi Y KivB G cte'Ű DŰ'k'' |
5. **mF'vbaſſY** : mF'vbaſſY cte'gj-Z ukýK ukýv_xŰ gj'vqb Kti _v'Kb |

Aek" nve@UP cÂ tmcvbtK AvabKKvtj gj-Z wZbuU ev wî-tmcvmbK cvV`vb cwi Kí bv ej v hvq|

wî-tmcvmb veikó cvUxKv

nve@UP Zui AbMvgx ukýve`MY ukýv`vtbi tmcvbtbi cvBUU `Zš;cwi Kí bv cŸqb KtiwQtj b| wKš' cieZxPZ `gU tmcvmb ev` t`qv nq Zvntjv ZžbvKiY Ges mgvb`KiY| e`Z G tmcvmb `gU `Zšfite AbmriY Kiv Avek`K bq| ZvQiov cŸqvRbxq mgŸqi I ht_ó Afve| G wZbuU tmcvmb ntj vt

- 1| cŸwZ
- 2| Dc`rcb
- 3| cŸqvM ev gj`vqb

cvW cwiKíbví veIqe` ; AbyZ Kvhþg I cxwZ

e'emvq ukýv ukýYmn mKj veIqB cvV`vtbi Rb" cŸZwU cvV'e` (Topic) Gi Rb" `Zš; I c_xK cvUxKv cŸqb Kiv cŸqvRb| GKwU cvV`K Kvhþi Kti Dc`rcb KtiþZ ntj mŸzcwi Kí bv_vKv DvPZ| tkYx Ktj cvV`K ev`é, cŸYešI djcŸ~Kti ZžþZ cvW cwiKíbví cŸqb Kiv cŸqvRb| wbtgæcvV cwiKíbví veIq_s,tjv Dc`rcb Kiv ntj v:

cvW cwiKíbví veIqvej t

avc/ tmcvmb	AbyZ Kvhþg	cxwZ/ wítmum®
cŸwZ	1 cwi wPwZ 2 cvtVi Dfík" wbiŸY 3 avi Yv, wKLbdj 4 ce@cvtVi cŸyvtj vPbv 5 A`Kvi cvtVi gvbwM cwi tek MVb 6 cvV tNvI Yv	cŸkYv_x® ukýK, tkYx ukýK
Dc`rcb	1 gj- veIqti eYŸv, msÁvqb 2 avi Yv, e`vL`v, Z_` cŸvb 3 DcKiY cŸkŸ, tevWqj Lb 4 `j xq Avtj vPbv, cŸkKiY 5 DfíxcK cwi eZŸ, n`vŸ AvDU 6 cŸyt ej `vb, tcv÷vi Dc`rcb 7 cŸyvtj vPbv, wmxvšÍ MŸY	wkYK KZR cŸYešI `fmeK, Kg©Zrci, Z_`cYŸbfŸ Dc`rcb Ges Avšti KZvcY©Avtj vPbví cwi tek

avc/ tmvcvb	AbyZ Kvhÿg	c×uZ/ uítmvm©
cÿqvM	1/ mvi vsk, cÿjiveÿ 2/ cÿtgj-ÿqb 3/ emoi KvR cÿvb, mgvcb	ukLbdj, AvPiÿYi avvZK cÿve/ mvor

Dcÿiv³ avc ev tmvcvb, tÿjvi gta" cÿZuWi c_uK c_uK e"vL"v I Kvhÿg itqtQ/ cÿZuW tmvcvÿbB mgq uefvRb, Kvhÿtÿgi ueeiY, ukÿÿKi KvR I ukÿv_xP KvÿRi DÿjL _vKte| Dc"vcb tmvcvbWU metÿtq , iæZcY©nlqiq G avtc mgq I Kvhÿtÿgi cmigvY teuk nte| GQvor cvUxKvq DcKiÿYi e"enri, PK tevtW© e"enri, Avÿj vPbv ev mgm"v mgvavÿb ukÿv_xP AskMhY, cÿkKiY I Dÿi Av"vÿqi tKŠkj, cvV"vÿb e"eüZ c×uZ BZ"u" I cÿYz cvUxKvq AŠfY© KiÿZ nte|



gj-ÿqb

- 1/ cvV cwi Kí bv cÿqb I I uí tqÿUkÿbi msÁv uÿj Lÿ|
- 2/ cvV cwi Kí bv cÿqb I I uí tqÿUkÿbi , iæZ; Avÿj vPbv Ki ab
- 3/ cvUxKvi tmvcvb, tÿj v uK uk? ue"uwi Z eYDv Ki ab|
- 4/ cvUxKvi uelqe"; AbyZ Kvhÿg I c×uZ m"úÿK©Avÿj vPbv Ki ab|



m"e" Dÿi

- 1 bs cÿkæ Dÿi i Rb" ce^K Ges gj- ukLbxq uelq t`Lÿ|
- 2 bs cÿkæ Dÿi i Rb" ce^L Ges gj- ukLbxq uelq t`Lÿ|
- 3 bs cÿkæ Dÿi i Rb" ce^M Ges gj- ukLbxq uelq t`Lÿ|
- 4 bs cÿkæ Dÿi i Rb" ce^N Ges gj- ukLbxq uelq t`Lÿ|

AYnkÿtYi gva'tg ukÿv`vb c×uZ I Kihþg cixÿvKiY

fvgKv

%uKfvte teto I Vvi mvt_ mvt_ GKuU iki cÅZw`bB bZb uKQyukL+Q| cÅ_ugK ukLb uelq_ tju tm gvtqi KvQ t_+KB ukL+Q| iki +K tkLv+vi mgq gv Kx K+ib? nqZ etj b, GUv K+iv bv, I Uv K+iv bv BZ`w | gv cÅZwbqZB fj mstkvatbi gva'tg iki +K tkLv | gvtqi G KvRuB gj-Z AYnkÿY ev micro-teaching. A_þ micro-teaching n+ju `yZwfvEK ukÿY |

D+ik

GB Avatekb tk+I Av+vb-

- AYnkÿtYi msAv ej tZ cvi +eb |
- AYnkÿtYi gva'tg cvV`v+bi cÅqvRbxqZv eYþv Ki tZ cvi +eb |
- AYnkÿtYi gva'tg cvV`v+bi c×uZ m+ú+K+ej tZ Ki tZ cvi +eb |
- AYnkÿtYi gva'tg cÅ E cv+vi gj`vqb c×uZ uPüZ cvi +eb |



ce+K t AYnkÿtYi msAvqb

ucÅ ukÿv_x, ubqvS+Z tkYvK+ÿ cÅkÿYv_x ukÿK hLb m+ugZ mg+qi g+av` cvV`v+bi KZ_ tju `yZv cÅ k+bi m+þuM cvb Zv+K gvB+u+u+Ps ev AYnkÿY etj | AYnkÿtYi uba+u Z 14u ev tÿt+ netkl 23u `yZv Av+Q | Gu mi vmi tkvb c×uZ bq | cvV`v+bi A+K_ tju `yZv+K ukÿK ukL+bi tÿt+ m+ugZ mg+q m+PZbfvte cÅqvM Kiv nq |

KvR: ucÅ ukÿv_x, AYnkÿY m+ú+K+Avbvri gZvgZ wj Lþ:



ce^QL t AYukÿtYi gva'tg cW`v`bi cÿqvRbxqZv

ucÿ ukÿv_x^QAYukÿtYi gva'tg cV`v`bi ukÿK I ukÿv_x^Q i mÿuqZv teik_v`K |
weiq I DcKi'tYi mgšq nq weavq cV`xN^Qvqx nq | th tKvb ukÿKB GB c×wZ
e'envi ev AYkxj b Kti mvdj I `ÿZv AR^Q KitZ cvtib | GB c×wZtZ
Acivci cV`vb c×wZi tKškj_tjv mgšq I cÿqM NtU weavq Zv'tZ ukÿtKi
mKj cV`vb c×wZB cÿÿÿ ev ctivÿfÿte Rtvb n'tq hvq | GtZ cV`vb I `ÿZv
AR^Q Dfq tÿtI mvdj Avtm |

KvR: ucÿ ukÿv_x^QAYukÿtYi cV`v`bi cÿqvRbxqZv m^utK^QAvcbvi gZvgZ
ij Lly:



ce^QM t AYukÿtYi gva'tg cW`v`bi c×wZ

ucÿ ukÿv_x^QAYukÿtYi weifbæ`ÿZv cÿqM KitZ ntj ev`e weitqi cV`v`bi
gnov w'tZ nte | cÿkÿYv_x^QukÿK imgtj kb cV`v`bi gva'tg cÿ`wKZ `ÿZv
AR^Q mÿg nteb | cteRZ.fÿ-Îau cieZx^QZ Dbkÿ AvtjvPbvq mstkvab Kiv
m^ue | djveZ^Qb fÿj i msL`v nvm cvte | cV`v`bi gvb Dbz nte, ukÿv_x^Q i AR^Q
evote, mtevevi mvgwMK cV`v`bi gvb Dbz nte | GtZ weifbæc×wZ Aeja^Qb Kiv
hvq h_v: ukÿtKi e³Zv, ukÿtKi ckaKiv, ukÿtKi cÿk^QEi, ukÿv_x^Q i
cÿZw^Qqv, ukÿv_x^Q t`^QvKZ.KvR, ukÿv_x^Q bxieZv, Ges AtkYweb`vmthvM` KvR |

KvR: ucÿ ukÿv_x^QAYukÿtYi cV`vb m^utK^QAvcbvi gZvgZ ij Lly:



ceñlt AYukÿtYi gva'tg m'úwì Z cW` vb DcKiY Ges gj`vqb tKŠkj

ucđ ukÿv_x, AYukÿY nj m² ukÿY | AYukÿY c×wZ cwi Pij bri Rb` tek uKQy gj`evb DcKiY cđqvRb nq thgb - wfiwv K`vtgiv, wfiwAvi, gwbi BZ`w | Aci w`tK, AYukÿY gj`vqtb Rb`l AtbK tKŠkj itqđ, h_v: cđkÿYv_x ukÿtKi mtpZbZv, eyxgEv, wvqAvb, Dc`vctb e`eüz c×wZ, cvV`vb DÍxcđKi `ePÎ` Avbqb, cđæKivi ÷vBj, DEi Av`vq, cđsmv l DđyKiđYi gvĪv, cvqPvix, fvlvxb Bw½Z, mtevewi cvV`vbi MwZ l KihRwiZv gj`vqb BZ`w |

KvR: ucđ ukÿv_x, Gevi AYukÿtYi gva'tg cvV`vbi c×wZ, KihRig l cđqvRbxq DcKiY BZ`w e`envi Kđi wbtg³ QwU cđY Kiab:

c×wZ	KihRig	DcKiY
1/		
2/		
3/		
4/		
5/		
6/		

- 4/ ukÿv_xP i c0Zuµqv
- 5/ ukÿv_xP t^0vKZ.KvR
- 6/ ukÿv_xP bxi eZv
- 7/ AþkYueb^vmþhM^ KvR (Unclassifiable work)

AYukÿY c×uZ c0qvMi DcKiY

AYukÿY c×uZ cwi Pvj bvi Rb^ tek ukQygj^evb DcKiY c0qvRb nq thgb - wfwl K^vtgiv, wfmAvi, gubUi BZ^w | G Qvov tek mgþqi | cþqvRb nq | Z_wc dj cñ ukÿv`vþbi Rb^ | mdj ukÿK ^Zwi i Rb^ G `ÿZv AZ^š c0qvRb |

AYukÿYi gva^tg m^úw Z c¼Vi gj^vqb tKŠkj t

AYukÿY nj m^ ukÿY | c¼V`vþbi mgq c0kÿYv_x0ukÿþKi mþPZbZv, ey×gËv, welqÁvb, Dc^vcþb e^eüZ c×uZ, c¼V`vþb D^xcþKi ^ewP^ Ávbqb, c0kæKivi ÷vBj, DËi Av`vq, c0ksmv I D0xKiþYi gv^v, c¼vPvix, fvlvnxv Bw½Z, mþewi c¼V`vþbi MwZ I Kvhrvwi Zv gj^vqb Kiv nq |



gj^vqb

- 1/ AYukÿY c×uZi msÁv eY0v Kiab |
- 2/ c¼V`vþbi gvþvrbqþbi AYukÿYi , iazj eY0v Kiab |
- 3/ AYukÿYi gva^tg c¼V`vb c×uZ , þjv uk uk?
- 4/ AYukÿYi gva^tg c¼V`vb c×uZ c0qvMi DcKiY I gj^vqb tKŠkj , þjv eY0v Kiab |



m^e^ DËi

- 1 bs c0kæ DËþi i Rb^ ce^K Ges gj^ ukLbxq welq t`Lþ |
- 2 bs c0kæ DËþi i Rb^ ce^L Ges gj^ ukLbxq welq t`Lþ |
- 3 bs c0kæ DËþi i Rb^ ce^M Ges gj^ ukLbxq welq t`Lþ |
- 4 bs c0kæ DËþi i Rb^ ce^N Ges gj^ ukLbxq welq t`Lþ |



ce[©]L t QÜ ukÿY cËµqvi avc I tKŠkj

ucË ukÿv_x[©]QÜ ukÿY cËµqvi A**t**bK₃ t**j**v avc I tKŠkj i**t**q**t**Q| avc₃ t**j**vi g**t**a^{''} i**t**q**t**Q cËkÿYv_x[©]ukÿtKi f**ig**Kv, ukÿY `y**Z**v ube**P**b, QÜ ukÿY c**vi** K**i** b**v**, g**j**-vq**t**bi cËµq**v** uba**f**Y, d**j**ve**Z**B cËµq**v**, A**b**k**x**j b**x** c**v**V, ukÿtKi f**ig**K**vi**f**b**q, g**t**bve**j** e**µ**x B**Z**'**v** | A**ci** w**t**K QÜ ukÿtYi tKŠkj₃ t**j**vi g**t**a^{''} i**t**q**t**Q m**g**q**m**P c**t**e**B** w**K** K**i** t**b**q**v**, t**h**v**M**'**Z**v A**b**y**v**t**i** P**vi**t**i** A**w**f**t**b**Z**v c**t**e**B** ube**P**b, `j t**Q**vU i**v**L**v** cËq**v**R**b**. Ges m**R**b**k**x**j** **Z**v I uk**i** `b**c**y**Z**vi cË**Z** `w**ó** i**v**L**v**|

KvR: ucË ukÿv_x[©]QÜ ukÿY cËµqvi avc I tKŠkj m^µú**t**K^qb**t**Pi Q**K**vU c**i**-**Y** K**i**a**b**:

avc	tKŠkj
1.	
2.	
3.	
4.	
5.	
6.	



ce[©]M t QÜ ukÿtYi mÿav I Amÿavmgn-P**vÿ**Z**K**i**Y**

ucË ukÿv_x[©]QÜ ukÿtYi A**t**bK mÿ**av** i**t**q**t**Q h_v: w**el**q**v**U A**t**bK w**b** ch**S**i ukÿv_x[©] i g**t**b_v**t**K, tek D**c**t**f**v**M**'₃ D**c**j**w**ai y**g**Z**v** e**µ**x c**i**q Ges S**u**K**i** c**Ë**Y**Z**v K**g**| A**ci** w**t**K QÜ ukÿtYi tek uk**Q**y**A**mÿ**av**l i**t**q**t**Q h_v: e**v**-**é** w**el**q**t**K K**u**l**g**f**v**t**e** D**c**-**v**cb K**iv** A**Z**'**s**i R**v**U**j**, mem**g**q c**vi** c**Y**P**v**t**e** D**c**-**v**cb K**iv** m^µ**e** n**q** b**v** Ges S**u**K**Y**[©]

KvR: ñcã ikýv_x, QÙ ikýtYi mñeav-Amñeav, tñ v ñj tL ñbtpi QKñU ci-Y Kiab:

mñeav	Amñeav
1.	
2.	
3.	
4.	
5.	



ce[©]N t QÙ ikýtYi cãqñMK týt

ñcã ikýv_x, QÙ ikýY ñeñfbætýt t cãqñM Kiv hñq h_v: mñyñrKvi c×ñZi týt, gj'iqtb, ñeµq, cãkýY, Avšte'ñ³K mñúK, cìvgk[©]cõvb, cãkýY BZ'ñ týt KñhRi |

KvR: ñcã ikýv_x, ñq AmñÁZvi Avtj vtK QÙ ikýtYi cãqñMK týt mñúK[©] ñj Lñ:

1.	
2.	
3.	
4.	



ce⁰ t QÜ ukýtYi cöqvRbxqZv

ucö ukýv_x⁰ QÜ ukýtYi AþK cöqvRbxqZv itqtQ h_v: Bnv GKIU iaZcY⁰
 c_xwZ hv cökyYv_x⁰ukýtKi tckvMZ cökytYi Rb⁰ LqB cöqvRbxq| QÜ ukýY
 tKškjw GKIU Mäc m⁰ubæq| QÜ ukýtYi mgMöKvhþigw cökyYv_x⁰ukýK Ges
 Mäc m⁰m⁰t⁰i AwfÁZv ewx Kti | Bnvi gva'tg mivK dj veZ⁰bi gva'tg mej I
 `öf w⁰K tiKW⁰Kiv nq hv cieZx⁰QÜ ukýtY mivqK nq| Bnvi gva'tg ukýtYi
 ZvE⁰K I e⁰enmi K w⁰tKi mgšq nI qvtZ cökyYv_x⁰ukýY `ýZvi DrKI⁰mivab
 ev Dbqb NUvþbv hvq| QÜ ukýtYi A⁰Abjfc Abjxj b| ZvB GtK figKwfbq
 c_xwZ wntmteI AvL⁰vqZ Kiv thtZ cvti |

KvR: ucö ukýv_x⁰ xq AwfÁZvi Avtj vtK QÜ ukýtYi cöqvRbxqZv m⁰utK⁰btPi
 QKIU ciY Ki ab:

1.	
2.	
3.	
4.	
5.	

QÛ ukÿtYi mÿamgn

QÛ ukÿtYi AþK, tjv mÿav i tqtQ, h_v:

- 1| mel qIU AþK w b chS ukÿv_xP i gtb_vtK|
- 2| GIU tek DctfvM|
- 3| GtZ ukÿv_xP i Dcj wä Kivi ygZv epx cıq Ges
- 4| GtZ Sık i cEYZv Kg|

QÛ ukÿtYi Amÿamgn

QÛ ukÿtYi Amÿav, tjvi gta" i tqtQ:

- 1| GIU KULg weavq mel qe`tk ev`bmS Kti Dc`vcb Kiv AZ"šIRUj |
- 2| GtZ memgq mel qIUtk cwi cYFıte Dc`vcb Kiv mæ nq bv|
- 3| GtZ Sık t`tk hvq, tKbbv cwi tek Abkj- bv ntj Dfı k" e`Zıq chEkZ nq|

QÛ ukÿtYi cÖqUMK tÿt: mbgn ulZ tÿtI QÛ ukÿtYi tKŞkj tk KvhRi fıte cÖqUM Kiv thZ cıti:

- 1. mivırvKvi cxiZi tÿtI
- 2. gj`ıqtb
- 3. weıq
- 4. cıkÿY
- 5. Avšte`w³K mæUK
- 6. cııgk^cÖvb
- 7. cıkÿY BZ`w` tÿtI KvhRi |

QÛ ukÿtYi cÖqvRbxqZv

ıbtgaQÛ ukÿtYi cÖqvRbxqZv Avtj vPbv Kiv ntj vt

- 1. QÛ ukÿY GKıU , iæZcY^cxiZ, hv cıkÿYv_xP ukÿtKi tckıMZ cıkÿtYi Rb` LÿB cÖqvRbxq|
- 2. QÛ ukÿY tKŞkjıU GKıU Mæc mæúbæng| GKıU Mæc GKRB cıkÿYv_xP ukÿtKi fıgKıq Ges Ab`vb" cıkÿYv_xPıv ukÿv_xPıI chÿeytKi `ııqZı cıj b Ktib| QÛ ukÿtYi mgMÜ KıhııgıU cıkÿYv_xP ukÿtKi i fıgKıv cZ`yY I fıgKııfıbtıı GKıU cıkÿY ıntmte cwi MıYZ nq|
- 3. chÿeyK`j cıkÿYv_xP ukÿtKi mej I`ıP w K ti KW^cKtib Ges tkYıKtÿ cıkÿYv_xP ukÿtKi KıtQ Zv weıfbæDcıtq e³ Ktib, hıZ Zıı Kıhııg mæútk^mMK dj veZB jvf Kiv hvq|
- 4. QÛ ukÿtYi gıa`tg ukÿtYi ZııEİK I e`enıııK wtki mgşq nıqııZ cıkÿYv_xP ukÿY`yZıı DrKI^mvab ev Dbıqıb NUııııı hvq| ıbqıışZ cıııııı cıkÿYv_xP ukÿY mæúbæKıvıq cıkÿYv_xP ukÿYK GK wtkı thgb ukÿtYi ev`b

AurfÁZv jvf Ktib, tZgub Ab''w tK Mvbgj-K mgvtj vPtki AurfÁZvI AR®
Ktib|

5. QÜ ik'y'tYi A_©Abjfc Abkxj b| ZvB GtK figKvfbq c×wZ wntmtel
AvL'wqZ Kiv thtZ c'iti | Gt'y't' c'ik'y'v_x'ik'y'K i'agv' ik'y'tKi figKv
cij b Qvovl Ab'' mgtq ch'e'y'K ik'sev ik'y'v_x'p' figKv'tZI _v'tKb|
6. ik'y'tKi tckvMZ `y'Zv ew'tZ QÜ ik'y'tYi Abkxj b AZ''š' mniqK Ges
Kvh'ri |



gj'iqb

- 1| QÜ ik'y'Y Gi msÁv w' b|
- 2| QÜ ik'y'Y c'iqv' avc I c'q'v'Rbxq tKš'kj mgr eY'v Ki ab|
- 3| QÜ ik'y'tYi m'v'ar I Am'v'aimgr Av'tj vPbv Ki ab|
- 4| QÜ ik'y'tYi c'itq'vMK t'y't' , t'j v ik' ik'?
- 5| QÜ ik'y'tYi c'q'v'RbxqZv Av'tj vPbv Ki ab|



m'v'e' D'Éi

- 1 bs c'ik'e' D'Éti i Rb'' ce'K Ges gj- ik'Lbxq w'el q t`Lb|
- 2 bs c'ik'e' D'Éti i Rb'' ce'L Ges gj- ik'Lbxq w'el q t`Lb|
- 3 bs c'ik'e' D'Éti i Rb'' ce'M Ges gj- ik'Lbxq w'el q t`Lb|
- 4 bs c'ik'e' D'Éti i Rb'' ce'N Ges gj- ik'Lbxq w'el q t`Lb|
- 5 bs c'ik'e' D'Éti i Rb'' ce'O Ges gj- ik'Lbxq w'el q t`Lb|

dj veZ#bi gva'tg cwi KÍbv I ukLb Kvh#ig

fi#Kv

ukLb Kvh#i Kivi Rb" cwi KÍbv Kiv nq| tm cwi KÍbvU mıVK uQj ukbv, Zv mıVK fi#e ev`eviqZ n#Q ukbv Ges tKvb veP#Z Av#Q ukbv BZ"ıv` Rıbv AvZ , i#Z#Y# #mıU GKgv# dj veZ#bi gva'tg cwi KÍbv I ukLb Kvh#ig ci#y#v Kiv hvq| dj veZ# hZ m#y#i n#e cwi KÍbv ev`eviqb I ukLb Kvh#ig ZZ dj`vqK n#e|

D#i#k"

GB Avatekb tk#l Avıcb-

- dj veZ#bi msÁv w`tZ cvi#eb|
- dj veZ# Kvh#i Kivi tK#kj I ve#P" ve#q vPıy#Z Ki#Z cvi#eb|
- dj veZ#bi m#eav-Am#eav Ges , i#Z#e"vL"v Ki#Z cvi#eb|



ce#K t dj veZ#bi msÁvqb

cıkÿ#Ki evZ# cvl qvi ci cıkÿYv_x#th cıZıııııııı cıkÿ#Ki ubKU cKıv K#i, Zv#K dj veZ# etj | MıxZ cwi KÍbv KZUKzkvh#i I KZUKzj y" AR#b mıvqK ntjv Zv ubıfct#Yi Rb" dj veZ# c#qvRb| G#Z K#i ukÿv_x# mgm"v Ges ukÿ#Ki cvV AMıııııııı avıv I mgm"v m#ú#K#m#y#ú avıYv cvl qv hvq| ukLb#K MıZk#j , Avb#` g#y#i , ev`eg#y#x Ki#Z dj veZ# Ri#ıx|

KıR: uc# ukÿv_x#dj veZ#bi msÁv m#ú#K#Avcbıv ubR`^avıYv vj L#y#:



ce[©]L t djveZ[®]bi tKŠkj I weŧeP" nelqmgñ

djveZ[®]tK KvhRi KiŧZ ntj wbtg^³ tKŠkj Aeſ ð Kiv thŧZ crŧi: djveZ[®] Aek" B MVbgj-K nte, djveZ[®]bi nelq wbaſY KiŧZ nte, cÿkÿY_v iŧK tQvU tQvU `tj (6/8 Rb) fiM Kŧi djveZ[®] c[×]wZ e"envi KiŧZ nte, djveZ[®] tj Lvi Rb" c^ØZ"K `tj c^ØqvRbxq KvMR, Kj g BZ" w` w`ŧZ nte, MVbgj-K djveZ[®] Kx Kx KiYxq Zvi GKwU Zwiſj Kv `Zwi KiŧZ nte| Aci w`ŧK djveZ[®] mdj Kivi Rb" wbt^³ nelqmgñ weŧePbvq wbtZ nte h_v: chſeÿK hLb wdWe"vK c^Øvb Kiŧeb ZLb ukÿK KZſ evavi m^µó bv Kiv, ukÿŧKi gZvgZ c^Øvŧbi mgq chſeÿK KZſ tKvb iKg evavi m^µó bv Kiv, wdWe"vK memgq `wqZc^Y I ukÿŧKi `c^ŧÿ nI qv fiſj, ukÿŧKi wBKU t_ŧK MpxZ wdWe"vK chſeÿK c^Øvi veſE bv Kiv Ges djveZ[®]bi b[×]wZgvj v Abyri Y Kiv D^uPZ|

KvR: w^Øq ukÿ_v x[©] djveZ[®]bi AŧbK, tj v tKŠkj I weŧeP" nelq iŧqŧQ| wbtRi AwfÁZvi Avŧj vŧK djveZ[®]bi tKŠkj I weŧeP" nelq wj ŧL wbtPi QKwU ciY Kiab:

tKŠkj	weŧeP" nelq
1.	
2.	
3.	
4.	



ce[©]M t djveZ[®]bi m^µev I Am^µevamgn

djveZ[®]bi AŧbK m^µev iŧqŧQ hvi gŧa" Dŧj LthvM" ntj v: djveZ[®]bi gva'ŧg cvV AM^µwZ m^µúŧK[©]aviYv jvf Kiv hvq, cvV vŧbi Am^µev/T^u m^µúŧK[©]Rvbn hvq, ukÿ_v x[©] i gvŧS Rvbi AvM^h I `jxq tPZbv ew[×] c^Øv Ges ukÿK ukÿ_v x[©] m^µúŧK[©] w^ubeo I Avſŧi K nq| Aci w`ŧK djveZ[®]bi Am^µevavi gŧa" iŧqŧQ: ukÿKŧK c^uvi kŧx, `ÿ I AwfÁ nŧZ nq; ukÿKŧK c^ØqvRbxq ce[©]c^ØwZ wbtZ nq; avive^uwnK I w^ubqvgZ Abſxj ŧbi Dci mdj Zv w^ubf[©] Kŧi Ges `g[©] I m^µvavi Y ukÿ_v x[©] v gubwmK P^uŧc _vŧK|

KvR: ucÿ ukÿv_x© dj veZ#bi dtj tKv_vq uk mgm"v, uk Kti Zv `i- Kiv hvte Zv
 uv tL vbtgic QKvU c-iY Kiab:

mÿeav	Amÿeav
1.	
2.	
3.	
4.	
5.	



cev t dj veZ#bi , iaz;

*dj veZ#bi , iazji gta" itqtQ dj veZ# cÿkÿtYi GKvU Ri ax velq; dj veZ#bi
 gva"tg cÿkÿK, cÿkÿYv_x©I KgmvPi Dbqtb nq; Bnvi gva"tg cvW`v tbi AvRZ
 Dtik" m"utK©Rvbr hvq Ges cÿkÿYv_x© i `yZv Dbqtb mgvMZ fvgKv ivLtz
 cvtib; gvbvmKZv I vbtRi Dbqtb Rb" dj veZ# AZ"bZ , iazcY© AvavbK ukÿv
 e"e"vq dj veZ# AZ"š Ri ax Ges cÿkÿY Kvhvtg `az vvxš Mvty Bnv AZ"š
 KvhRi |*

KvR t dj veZ#bi , iaz; m"utK©Avcbri gZvgZ uv Lÿ t

gj- ikLbxq velq (Key learning point)

djveZ#bi gva'ig cwiKıbv I ikÿY Kih#ug



msAv

MpxZ cwiKıbv KZUKzKvh#i I KZUKzjÿ" AR#b mnvqK ntjv Zv ıbıfctYi Rb" djveZ# c#qvRb| GtZ Kti ikÿv_x# mgm"v Ges ikÿtKi cvV AM#Mzi aviv I mgm"v m#utK#mÿúó avıYv cvl qv hvq| ikLbtK MıZkij , Avb>` gÿi, ev`egÿx KıtZ djveZ# Ri#x|

ikÿv_x#K Zvi ikLb c#uqvq mnvnh"Kvix Z_ c#vb ev cıvgk#`qv#K djveZ# ev feedback etj | tkYx Ktÿ ikÿv_x# mej I `# w Kmg# ıPıYz Kti Kxfıte `#Zvmg# `ı Kiv hvq tm velq cıvgk#`qv Ges tm AvtjtK e`e`v tbqv#K djveZ# ejv nq| djveZ# ıj ıLZ ev tg#Lk `#fıteB ntZ cıti |

ikÿv v#b djveZ#bi c#qvRbxqZv

c#Z"K e"ı#iB Dc`vctb ikQybv ikQy#au cwi jıYz nq| G mKj #au_ıjv Kıvıtq DVri Rb" mıPı#Z gZvgZ c#qvRb| D# mıPı#Z gZvgZ Dc`vctKi #auımg# `ıKıtY mnvqZv Kıt#|

ikÿK Zıı ıbtRi fıj i c#Z nqtZv tLqvj Ktıb bv| ikÿv_x#Y hıv ıdWe"vK t`q Zte ikÿK ıbtRtK m#tkvab KıtZ cıti b|

djveZ# Kih#i Kivi tK#kj

djveZ#tK Kvh#i KıtZ ntj ıbtg# tK#kj Aej #b KıtZ ntet

- (O) djveZ# Aek"B MVbgj-K nte|
- (P) djveZ#bi velq ıba#Y KıtZ nte|
- (Q) c#kÿYv_x# itK tQıv tQıv `ıj (6/8 Rb) fıM Ktı djveZ# c#ıZ e`envı Kiv|
- (R) c#Z"K `ıj c#qvRbxq KıMR, Kjg BZ"ıv` ı#eb hı#Z djveZ# ıj tL ıvL#Z cıti |
- (S) MVbgj-K djveZ# Kx Kx KıYıq Zvi GKıU Zııj Kıv`Zıı Kıt#b|

djveZ#bi veteP" velq

MVbgj-K djveZ#bi Rb" ıbtg# vel qmg# vetePbvq ıbtZ ntet

- (1) ch#ÿK hLb ıdWe"vK c#vb Kıt#b ZLb ikÿK tKıv evıı mıó Kıt#b bv|
- (2) ch#ÿKI tKıv iKg evıı mıó bv Ktı ikÿtKi gZvgZ ıı#teb|

- (3) idWe'vK memgq `niqZcY^Q ukÿtKi `ctÿ nI qv fij |
- (4) ukÿtKi ubKU t_tK MpxZ idWe'vK chfeyK cÿvvef Kiteb bv |
- (5) djveZ^{bi} bnxZgvj v Abny Y Kiv DnPZ |

djveZ^{bi} mÿav I Amÿavmgn

djveZ^{bi} A**t**bK mÿav-Amÿav i**t**q**t**Q hv ubtgn³ Q**t**K eY^Ø Kiv n**t**j vt

mÿav	Amÿav
1/ djveZ ^{bi} gva'tg cvV AM ^Ø WZ m ^{au} tK ^{avi} Yv j vf Kiv hvq	1/ ukÿKtK cwi kÿx, `ÿ I AwfÁ n t Z nq
2/ cvV v t bi Amÿav/Áau m ^{au} tK ^{avi} R v bv hvq	2/ ukÿKtK c ^Ø qvRbxq ce ^c t ^W Z ub t Z nq
3/ ukÿv_x ^Ø i gva'tS R v bv AvM ^Ø I `j xq tPZbv e ^Ø x cvq	3/ avivev ⁿ K I ubqvgZ Abkxj t bi Dci mdj Zv ubf ^Ø K t i
4/ ukÿK ukÿv_x ^Ø m ^{au} tK ^{avi} b ^Ø veo I Avš i K nq	4/ `g ^Ø I mvari Y ukÿv_x ^Ø v gub ØmK Pvtc _vtK

djveZ^{bi} , iaZ;

djveZ^{bi} , iaZ**t**K Avgiv ubg^Øfc Av**t**j vP**v** Ki**t**Z cwi :

1. djveZ^Ø c^ØkÿtYi GKU Ri**ai**x uelq | djveZ^Ø ubtq c^ØkÿK thgb ub**t**R**t**K Db**Z** Ki**t**Z cv**t**ib, thgb Kg^Øm**P**i Db**q**b Kiv m^{au}e **W**K tZgnb c^ØkÿYv_x^ØYI Z**u**i i tK cwi eZ^Ø Kivi m**h**vM cvq | Z**v**B c^ØkÿK, c^ØkÿYv_x^ØI Kg^Øm**P**i Db**q**b NU**v**tZ n**t**j djveZ^{bi} Avek^ØKZv Ab^ØxK**v**h^Ø
2. GKU Pj g**v**b Ges u**Ø**g**Ø**x c^Øu**Ø**qv gva'tg c^ØkÿK Z**u**i cvV v**t**bi AwR**Z** D**t**i'k^Ø m^{au}tK^{avi}R**v**b**t**Z cv**t**ib Ges c^ØkÿYv_x^Ø i `ÿZv Db**q**tb **µ**gvMZ f**Ø**gKv ivL**t**Z cv**t**ib |
3. djveZ^Ø t`qv thgb mnR, M^ØhY Kiv tZgb mnR e'vcvi bq Ges M^ØhY Kivi gub**ØmKZv Av**Ø**v**t**'i A**t**b**t**KiB tbB | GRb^Ø djveZ^Ø t`qv mgq gub**ØmK Ae^ØvUv L**Ø** f**v**j K**t**i ueteP**v** Ki**t**Z n**t**e |****
4. ub**t**Ri Db**q**tbi Rb^Ø djveZ^Ø AZ^Øš' , iaZcY^Ø u**K**š' djveZ^Ø u**t**Z tM**t**j t`Lv hvq th, A**t**b**t**K c^ØZ**µ**qv**Ø**xj n**t**q D**t**Vb Ges h**Ø**v^Ø u**t**Z _v**t**Kb hv tK**v**b**v**iteB K**v**g^Ø bq |

5. AvabK ukÿv e'e'iq dj veZ^Ø AZ"ší Ri a|x| Gi gva'tg cÿkÿK ukÿv v'fbi
 AWRZ Df'ik" m^uúK[©]Rvb^tZ cv'tib| dj veZ^Øbi gva'tg cÿkÿK, cÿkÿYv_x[©]
 Df'tqi `yZv e^ux cvq| ZvB dj veZ^Ø Pj gvb MwZkxj Ges w^glyx cÿuqv|
6. cÿkÿY Kvh[©]g^tK `az m^xvší Mh^tYi gva'tg Kvh[©]Ri Kivi Rb" dj veZ^Øbi
 ,iaZ; Acwimxg| th tKvb cÿkÿ^tKi Rb" B dj veZ^Ø ,iaZc^Y©hw` wZwb
 dj veZ^Ø Mh^Y Ki tZ Pvb|



gj'iqb

- 1| dj veZ^Øbi msÁv w`b|
- 2| dj veZ^Ø Kvh[©]Ri Kivi tKškj I weteP" w^lqmgⁿ eY^Øv Ki ab|
- 3| dj veZ^Øbi m^uav I Am^uavmgⁿ wj L^y|
- 4| dj veZ^Øbi ,iaZ; eY^Øv Ki ab|



m^ute" DËi

- 1 bs cÿkⁱ DËti i Rb" ce^Q Ges gj- w^kLbxq w^lq t`L^y|
- 2 bs cÿkⁱ DËti i Rb" ce^L Ges gj- w^kLbxq w^lq t`L^y|
- 3 bs cÿkⁱ DËti i Rb" ce^M Ges gj- w^kLbxq w^lq t`L^y|
- 4 bs cÿkⁱ DËti i Rb" ce^N Ges gj- w^kLbxq w^lq t`L^y|

BDıbu-5

Avatekb-34

**cwi Kí bvq mıµq AskMöY I ukLbdj cÖZdj tbi gva`tg
ukÿv`ı tbi mdj Zv gj`ıvqb**

fıgKv

cVb-cvVb Kvheıj tZ AskMöYgj-K KgZrciZv AZ`şl ,ıazcYŞ e`emvq ukÿvi tÿtİ GıU Avtıv teık cŞqvRbxq| e`emvq ukÿvi cvV cwi Kí bvq ukÿv_xŞ i mıµq AskMöY Kivıtv Ges ukLbdj cÖZdj tbi gva`tg ukÿv`ı tbi mdj Zv gj`ıvqb Kiv Avek`K|

Dıİk`

GB Avatekb tkİl Avcıb-

- cwi Kí bvq mıµq AskMöYtK msÁıvqZ Ki tZ cvi teb|
- ukLbdj tK msÁıvqZ Kiv I Zvi Zıvj Kv cÖZ Ki tZ cvi teb|
- ukÿv`ı tbi mdj Zv gj`ıvqb Ki tZ cvi teb|



ceŞK t cwi Kí bvq mıµq AskMötYi msÁv

tKıv Kvheıg ev`évqıbi Rb` MpxZ b· vB nt`Q cwi Kí bv| Avi ukÿY ukLb Kg© ev`évqıb MpxZ c`ıyc ev ceŞKkıv nt`Q ukÿY cwi Kí bv| A_Ş ukÿtYi Dıİk` th cwi Kí bv, ZıB ukÿY cwi Kí bv| AvıgK ukÿY cwi Kí bvq ukÿv_xŞ KıR gıy` ; ukÿtKi KıR tMŞY| A_Ş tkYxKtÿ ukÿv_xŞ mıµq AskMötYi gva`tg cvV vb KivıtvıK cwi Kí bvq mıµq AskMöY ej v nq|

KıR: ucŞ ukÿv_xŞ; cwi Kí bvq mıµq AskMötYi msÁv ıj Lıy:



ce^QL t cwi Kí bvaq mÿµq AskMhÿYi c×uZ I tKŠkj

ucÿ ukÿv_x^Q cwi Kí bvaq ukÿv_x^Q i tK ukÿv cÿvb Kvhpitg mÿµq AskMhÿYi tÿtÎ A t b K c×uZ i t q t Q, h_v: KgRijv c×uZ, G- t cwi t g Uij c×uZ, Gm v B b t g U c×uZ, e' en v i K c×uZ, m g m' v m g v a v b c×uZ, t R v o v q A s k M h Y g j - K c×uZ G e s A Y u k y Y c×uZ | A c i w t K u k y v _ x ^Q i t K u k y v c ÿ v b K v h p i t g A s k M h Y g j - K c×uZ c ÿ q v t M i t y t Î A t b K K j v - t K Š k j i t q t Q, h_v: g y w P Š í, g v B Ū g' w c s, ` j x q A v t j v P b v, m Z x _ u k y Y, f i g K v A u f b q, t c v ÷ e . c×uZ, A w e i v g c×uZ, m g m' v m g v a v b c×uZ G e s m v y v r K v i c×uZ |



ce^QM t ukLbdÿj i msÁv I Zvi Zwj Kv cÿZKiY

ukLb t k t l ukÿv_x^Q Zvi t h v M' Z v c ÿ k f b i R b'' u K K i t Z c v i t e Z v ~ u ó c w i f v l v q e''³ K i v B n j u k L b d j e v A v P i w Y K D t i k'' | A t b K u p r q v c` Ø v i v u k L b d j u j L v h v q, t h g b - m b v³ K i v, m s Á v t` l q v, c ÿ k f K i v, u b e P b K i v B Z'' w |

KvR: ucÿ ukÿv_x^Q ukLbdÿj i msÁv u j L b y G e s u k L b d ÿ j i Z w j K v ^ Z v i K i a b:

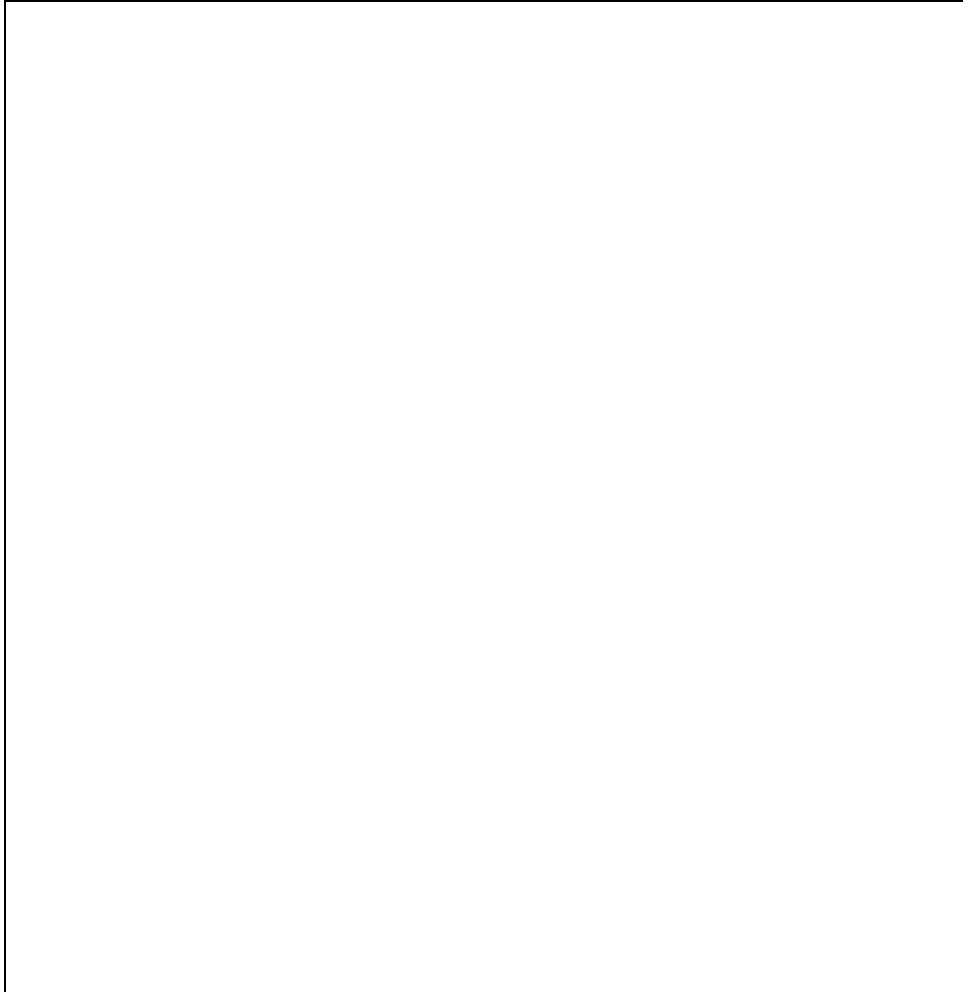
ukLbdÿj i msÁv	ukLbdÿj i Zwj Kv



ce^QN t ukÿv` v t b i m d j Z v g j` v q b

ukLb t k t l ukÿv_x^Q Zvi t h v M' Z v c ÿ k f b i R b'' u K K i t Z c v i t e Z v ~ u ó c w i f v l v q e''³ K i v B n j u k L b d j | u k L b d j G g b f v t e m b v³ K i t Z n t e t h b Z v u k y v _ x ^Q c v i u k Z v i c ÿ v Y u n m v t e ~ K Z . n q | u k L b d j c ÿ Z d j b n t j v u k y v i i i a t Z t h u k L b d j u b a P Y u b e P b K i v n t q u Q j Z v u k y v t k t l Z v i c ÿ Z d j b N U v t b v | u k L b c w i K í b v a q c v t V i u k L b d j m a t Ū u k y K t K c v V v t b i c e n t Z B A e w Z _ v K t Z n t e, G i A v t j v t K u k y v _ x ^Q i c w i P w j Z K i t Z n t e G e s u k y v t k t l Z i t` i m d j f i t e g j` v q b K i t Z n t e | G u e l t q u k y K t K h t _ ó m R w M I m Z R _ v K v A Z'' š l R i a i x |

KvR: ucq ukÿv_x, ukÿv`v`bi mdj Zv gj`vqb m`ú†K©Avcbvi ub†Ri AvfÁZv
uj Ly:



gj- ikLbnq ielq (Key learning point)

cwi Kí bva mupq AskMáY I ikLbdj cZdj tbi gva'tg ikýv` tbi mdj Zv gj-`iqb



cwi Kí bva mupq AskMáY

tKvb Kvhpuig ev`évaq tbi Rb" MpxZ b. vB n't"Q cwi Kí bva/ Avi ik'yY ikLb Kg© ev`évaq b MpxZ c`tyc ev ce©bKk v n't"Q ik'yY cwi Kí bva/ A_@ ik'y'tYi D'ti'tk" th cwi Kí bva, ZvB ik'yY cwi Kí bva/ AvapbK ik'yY cwi Kí bva ikýv_xP Kvr gly" ; ik'y'tKi Kvr tMSY/ A_@ tk'yxKty ikýv_xP mupq AskMáYi gva'tg civ`vb Kiv'tbvtK cwi Kí bva mupq AskMáY ej v nq/

cwi Kí bva mupq AskMáY m'ú'K'RibtZ ntj Avgt` i cÚ'gB RibtZ nte mupq AskMáYgj-K ik'yY-ikLb cxwZ m'ú'K' AskMáYgj-K cxwZ ej tZ tk'Yx iký'tYi Ggb KZK, tj v cxwZ tK tevsvq th mg`lcwZ c@qv'tMi gva'tg tk'Yx tZ ikýv_xP i'tK ikýv cÚ'vb Kvhpuig AskMáY ubw@Z Kiv nq/

cwi Kí bva mupq AskMáYi cxwZ I tKŠkj

ikýv_xP i'tK ikýv cÚ'vb cwi Kí bva I ev`évaq Kvhpuig mupq AskMáYi ty'tÍ A'tbK cxwZ itqtQ, h_v:

1. Kgrvj v cxwZ
2. G. t'cwi t'gUvj cxwZ (Experimental Method)
3. Gm'Bb't'gU cxwZ
4. e`en'vi K cxwZ
5. mgm`v mgvavb cxwZ
6. tRvoiq AskMáYgj-K cxwZ Ges
7. AYik'yY cxwZ/

ikýv_xP i'tK ikýv cÚ'vb Kvhpuig AskMáYgj-K cxwZ c@qv'tMi ty'tÍ A'tbK Kvj-tKŠkj itqtQ, h_v:

1. gÝ vPŠÍ (Brain Storming)
2. gvBÚ g`vics
3. `j xq Av'tj vPbv

4. mZx_@kýY
5. fvgKv Avfbq
6. tcv÷e· cxwZ
7. Aweivg cxwZ
8. mgm'v mgvavb cxwZ Ges
9. mrvvrKvi cxwZ|

cvV`vb cwi Kíbv Mh̄tYi mgq Aek`B ukýv_xp i m̄m̄uq AskM̄h̄Y ubw̄ōZ Kiv c̄q̄vRb| Dcwi D³ th tKvb cxwZ ev tKŠkj e`envi Kti cvV ubaŋY cwi Kíbv m̄m̄uq AskM̄h̄Y ubw̄ōZ Kiv hvq|

tkYxKt̄y cvV`vb Kivh̄q̄bt̄q̄vRZ_vt̄Kb ukýK| Zvi ukýv_xp i Ávb PPF̄ c̄áv̄b ev tK>`^we>`ynt`Q tkYxKt̄y| KivRB tkYxKt̄y ukýv_xp i Ávb PPF̄q Dch̄y fiv̄te cwi ūw̄Z Ki t̄Z nt̄j Aek`B Avgr̄t` i ukýY cwi Kíbv m̄útk̄c̄wi cY`avi Yv ivL t̄Z n̄te| Avav̄bK ukýY cwi Kíbvq ukýv_xp KivR ḡy`; ukýt̄Ki Kivh̄t̄M̄SY| A_ŋ tkYxKt̄y ukýv_xp m̄m̄uq AskM̄h̄t̄Yi gva`tg cvV`vb Kivt̄bv̄t̄K cwi Kíbvq m̄m̄uq AskM̄h̄Y ejv nq|

ukLbdj c̄ōZdj b, gj`vqb I vj Lb

ukLbdj c̄ōZdj b m̄útk̄c̄Rvb̄t̄Z nt̄j Avgr̄t` i Rvb̄t̄Z n̄te ukLbdj Kiv? ukLb tk̄t̄l ukýv_xp Zvi thvM`Zv c̄ōk̄bi Rb` uk̄ Ki t̄Z cvīte Zv `úó cwi fiv̄vq e`³ KivB nj ukLbdj ev AvPiw̄YK D̄t̄i k`| GB AvPiY Ggbfiv̄te mbv³ Ki t̄Z n̄te thb Zv ukýv_xp cvi`uk̄Zvi c̄ōv̄Y w̄m̄v̄te `xKZ.nq| A_ŋ GB AvPiY n̄te ukýv_xp ch̄ēyYthvM` AvPiY|

ukLbdj c̄ōZdj b nt̄jv ukývi i i t̄Z th ukLbdj ubaŋY/ubeŋb Kiv nt̄q̄v̄j Zv ukýv tk̄t̄l Zvi c̄ōZdj b NUv̄t̄bv̄| ukLb cwi Kíbvq cv̄t̄vi ukLbdj m̄t̄Ū ukýKt̄K cvV`v̄t̄bi ce`h̄t̄ZB Aew̄nZ_vKt̄Z n̄te, Gi Avt̄jv̄t̄K ukýv_xp i cwi Pw̄j Z Ki t̄Z n̄te Ges ukýv tk̄t̄l Ziv̄ i mdj fiv̄te gj`vqb Ki t̄Z n̄te| G w̄el̄t̄q ukýKt̄K h̄t̄_ó mRv̄M I mZŔ_vKv AZ`ší Ri a i x| G w̄el̄t̄q ukýK hZ mRv̄M, mZK̄c̄I Avš̄ti K n̄teb ukýY t̄y t̄l ukýv_xp i AskM̄h̄Y I Ziv̄ i ukLb Kivh̄p̄g ZZ dj`vqK n̄te| ukLbdj w̄ew̄fb̄v̄te vj Lv hvq| Zte ukLbdj vj Lvi uk̄QyDch̄y w̄m̄v̄c` i t̄q̄t̄Q| h_v:

ukLbdj tj Lvi Rb" Dchÿ µµqvc` (Action Verb) Gi Zwj Kv	
eYÐv Kiv (to describe)	bvgKiY Kiv (to name)
weZ Kiv (to state)	cwi gvc Kiv (to measure)
tj Lv (to write)	thvM Kiv (to add)
tj tej AvUv (to lable)	AsKb Kiv (to draw)
ARÐ Kiv (to acquire)	Abÿv` Kiv (to translate)
cv_Ë" Kiv (to distinguish)	e`vL`v Kiv (to interpret)
µPbÿZ civ (to recognize)	µµvÿŠ/Kiv (to decide)
weÿkÿY Kiv (to analyse)	mgvavb Kiv (to solve)
tkYµefiM Kiv (to classify)	µbifcY Kiv (to determine)
fM Kiv (to divide)	f`Lv (to show)
gj`vqb Kiv (to evaluate)	Zÿbv Kiv (to compare)
Mvb Kiv (to construct)	mvRvb (to arrange)
cwi eZÐ Kiv (to change)	µbePb Kiv (to select)



gj`vqb

- 1/ cwi Kí bvg µµµq AskMhY Kx?
- 2/ cwi Kí bvg µµµq AskMhY cµµZ I tKŠkj eYÐv Kiab|
- 3/ ukÿY dj Kx?
- 4/ ukÿv`vbi mdj Zv gj`vqb ej tZ µK eSvq? Bnv µKfvte mµe?
- 5/ ukLbdj µj Lvi Dchÿ µµqvc` µK µK?



mµe" DËi

- 1 bs cÿkÿ: DËti i Rb" ceQ Ges gj- ukLbxq µel q f`Lÿ|
- 2 bs cÿkÿ: DËti i Rb" ceL Ges gj- ukLbxq µel q f`Lÿ|
- 3 bs cÿkÿ: DËti i Rb" ceM Ges gj- ukLbxq µel q f`Lÿ|
- 4 bs cÿkÿ: DËti i Rb" ceN Ges gj- ukLbxq µel q f`Lÿ|
- 5 bs cÿkÿ: DËti i Rb" gj- ukLbxq µel q f`Lÿ|