

# KCT COMPUTER LITERACY CENTRE MUZAFFARABAD

**NEVER DISCOURAGE ANYONE WHO  
CONTINUALLY MAKES PROGRESS  
NO MATTER HOW SLOW**



## PROGRESS REPORT



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## General

### *Make us an instrument of your peace*

- **KCT** Stands for **Kashmir Charitable Trust** is an **UK** based volunteer **Organization** and its Registered Charity Number is **053171**. **KCT** is a voluntary organization striving to assist people of **Kashmir**. **KCT** was founded in **1995**. It has contributed funds to **Organizations** and individuals on all sides of the divide. In the recent months some changes have taken place to bring normality in the day to day of ordinary people. However, there are still those people who have been struggling for better life. People of **Jammu** and **Kashmir** are peace loving nation who have been affected by the decades old turmoil in control, which divides **Kashmir** have been going through some torrid time. There is no family in these areas that have not been affected by the decades old turmoil in the country. Members of **KCT** over the years have been endeavoring to assist as many ongoing projects as possible through other **Charitable Organizations**, working in **Jammu** and **Kashmir**. However, there is lot of more work that can be carried out with increased man-power and financial resources. People living in **UK**, particularly **Kashmiri** people have contributed well in making some of the projects successful. **KCT** is a non governmental volunteer organization. The registered office of the **Organization** is in the **United Kingdom**. The address for correspondence is:

**Kashmir Charitable Trust (UK),  
P.O. Box 326,  
Huddersfield. West Yorkshire. United Kingdom. HD 2 1FX.**

- **The aim of the Organization is**
  1. To relieve the inhabitants and the origins(living elsewhere) of the state of **Jammu** and **Kashmir** who are in conditions of need, hardship or distress as a result of local, internal or external conflict or by reason of their **social** and **economic** circumstances.
  2. To provide relief in the shape of essentials and every day needs including food and clothing.
  3. To provide relief and temporary shelter to the people who do not have any source of income and are made homeless.
  4. To provide medical relief in the form of medicine and necessary equipment.
  5. To assist in providing and helping to maintain regular basic education to the children who are under 16 and are either made orphans or are poor.
  6. To help people of the area and living elsewhere to lead a normal, healthy and prosperous family life.
  7. To provide and facilitate awareness and promotion on practical, professional and environmental development of individuals involved in the Organization where possible. Such that the Organization benefits from established member of the society in profession and business.

- **Definition of the Area and its Beneficiaries**

The area of the beneficiary is the **State** of **Jammu** and **Kashmir** which is situated on the extreme **North** of **Indo-Pakistan** subcontinent and surrounded by **India**, **Pakistan**, **China** and **Afghanistan**. The people living in this area and the ones who have originated (but living abroad) from this area will be the direct beneficiaries, in particular those people living on both sides of the line of control.

- **Situation of affected area**

On **8 October 2005** an Earthquake measuring **7.6** on the Richter scale struck **South Asia**, affecting **3.5 million** people: **73,000** people were killed, **79,000** were injured and disabled and **2.8 million** were left without shelter, assets and livelihoods. In **North-West Frontier Province**, the earthquake damaged **84 percent** of homes, hospitals, schools and other infrastructures; in **Pakistan Administered Kashmir** this figure was **40 percent**. More than **27, 00** villages were affected in an area of **30, 000 square km**. livestock and significant crop losses of between **40 percent** and **75 percent**. Aftershocks and landslides severed rural roads, forcing **250,000** people in to tented camps and stranding **745,000** people in mountainous terrain where they remained dependent on airlifts for food, shelter and medicine.

The impact on health and education was devastating: **18,000** schoolchildren and **853** teachers lost their lives; **574** health facilities and **4,844** schools were destroyed. Over **955,000** school-age children had their education disrupted; **450,000** children aged **5-9** require immediate access to primary education.

There was significant destabilization of land and environmental damage. Landslides reduced tree cover; further slides and deforestation are expected from February to **July 2006** as a result of harsh weather and increased demand for fuel wood and reconstruction material. Between **50 percent** and **100 percent** of irrigation structures and community water systems were damaged or buried; natural springs dried up as a result of seismic shifts. Terraces and retaining walls require significant rehabilitation.

After the huge disaster, some changes have taken place to bring normality in the day to day life of ordinary people. However, there are still those people who have been struggling for better life. People of **Jammu & Kashmir** are peace loving nation. People living in the beautiful Valley of **Kashmir**, and those people living on the sides of Lin of Control, which divides **Kashmir** have been going through some torrid time. After the **8<sup>th</sup> October's** earthquake the member of **KCT** decided to work with their partner **Organization KRRC** for accommodating the affective people. **KCT** team reached on **17<sup>th</sup> of October 2005** at **Muzaffarabad**. They establish their main Office in **Jalalabad** and arranged meetings with community representatives for managing the relief work properly.

The rescue relief and restoration activities put an upbeat impact on the process of Social mobilization program of the project. In this regard a number of meetings were conducted with the members of community members of evacuation of critically injured people, rescue, and food distribution, provision of temporary shelters and provision guidance for coordination with other organization came for the purpose. Due to miserable circumstances the management of **KCT** decided to establish as many **project** for the community of disaster areas. **Computer Literacy** is one of the projects which were the most significant for the youth of the area.

### **Need & Assessment**

According to the attitude of potential beneficiaries, "**computer studies**" is the mainly important training and need of at hand generation. In order to try to win in the modern world, Computer literacy is an essential necessity. The majority of our community wants and need Computer training; these skills can improve our economic and social structure.

The education system in **AJK** was very systematic, with a high literacy rate of **78%**. The competition was very high as education was a high priority for parents. After the Earthquake, when **Govt.** transferred the majority of their education departments from **Muzaffarabad** to **Islamabad**, many of the poorer students, i.e. those who did not have the resources to travel or to pay for hostel accommodation in **Islamabad**, were forced to discontinue their studies. In the private sector there were seven institutes working before the **Earthquake**, five institutes were demolished, the other two institutes has been transferred to **Islamabad**

The unemployment rate in **Azad Kashmir** is **40 to 50** percent; this is due primarily to lack of modern professional skills. If we provide basic skills then they will be better equipped to find suitable service. Currently there are many national and international NGOs and in the **Govt.** sector they are looking to recruit staff, a basic requirement is **computer literacy**. By offering this training, we would assist the local community to find employment, and the humanitarian community to find qualified and competent local staff.

If we see the total number of secondary Schools in **Muzaffarabad**, then we came to know that there is **1318, 900, 000** schools. The literacy rate of education in **Muzaffarabad** is **78%** and the unemployment rate is **40 to 50** percent, this is just due to lack of computer skills. All of the sectors (**private and Govt.**) looking to recruit staff, and the basic requirement is computer literacy. At the other side, that how many computer institutes from Govt. and private sectors are available in Muzaffarabad? Then we can find that there are hardly seven institutes from Private sector and one from Govt. sector. After the earthquake **Govt.** computer institute can not meet the requirement of community, and five institutes from private sectors were demolished, the remaining two were not functioning now. We want to compete with modern worlds but the lack of latest education put us behind. This is due primarily to the lack of computer skills. In those circumstances **KCT** decided to establish a **Computer Literacy Centre** to facilitate the students with modern education. The institutes like this can easily change the feature of the youth of our **country**.

## **AIMS of Computer Literacy**

To provide the skills and training needed to enable the unemployed youth of **Muzaffarabad** and other rural areas to find suitable work.

## **OBJECTIVES**

The objectives of the project was

- To establish a computer literacy center in **Muzaffarabad** and its surrounding areas for male and female.
- To train young people in **IT** skills including Office tools, Computer Troubleshooting (Hardware & Software), Web Designing and Computer Language.
- To assist trainees to look for jobs on completion of their training.
- To establish software library, for the use of all IT users in the disaster area.

## **TIME LINE**

The targeted time line for starting the Literacy Centre was 06<sup>th</sup> of May 2006.

## **STRATEGY**

It was decided that **CLC** will start the courses from basics of Computer. So the first course was **IT Basic**.

## **MONITORING & EVALUATION**

A committee was formed to conduct the monitoring and evaluation of the project.

The Project manager will report to this committee and will provide the monthly reports of Institute's progress and activities.

It will be the project manager's responsibility at the end of month to give his monthly report to the Committee. In his report, he will give the following detail to Committee.

- No. of students attending the class in the month?
- No. of people (daily, weekly) visiting the Computer software Library?
- No. of people visiting the computer library each day.
- Identify additional training needs that could be met by the institute.

## STUDENTS OPINION

An evaluation form will record the following feedback from students:

- Are you satisfied with your teacher?  
Has the training helped you to get a suitable job? If not, then what was lacking?
- How could the training, improved to give you better job opportunities  
Is the computer library helping you? If not then mention, which software is still required in this library?

## FUNDING

The establishment expenditure was provided by Kashmir Charitable Trust (UK).

Computers for the Lab were provided by **Bradford Council**.

## BUDGET

### ESTABLISHMENT EXPENDITURE

ITEM NAME	QUANTITY	RATE	TOTAL
Computer Table	14	1500	21000
Computer Chair	20	1000	20000
Notice Board	1	1000	1000
White Board	1	1200	1200
Office Table	1	2000	2000
Office Chair	1	1700	1700
Wardrobe	1	3000	3000
Gust Chair	1 set	2500	2500
Electricity work		3000	3000
Stabilizer	1	7000	7000
Switch	10/100 Mbps	3000	3000
	<b>Building expenditure</b>		<b>95000</b>
	<b>Total</b>		<b>285800</b>

## RUNING EXPENDITURES

### UTILITY BILLS

		3Months Total	6 Months Total	One years Total
Monthly Office Rent	7000	21000	42000	84000
Electricity	2000	6000	12000	24000
Water	200	600	1200	2400
Telophone	1000	3000	6000	12000
Internet Charges	4000	12000	24000	48000

### STAFF SALARY

Senior Instructor	8000	24000	48000	96000
Instructor	4000	12000	24000	48000
Care Taker	2500	7500	15000	30000
Miscellanious Expenditure	3000	9000	18000	36000
<b>Total Amount</b>	<b>31700</b>	<b>95100</b>	<b>190200</b>	<b>380400</b>

## COST SUMMARY

The period of the project was one year, and the total cost of the project was 666200 In Pakistani rupees. The six months progress shows that **Literacy Centre** will meet its **objectives** within one year of project. Here is the detail of the courses.

## OPENING CEREMONY

The opening Ceremony of **KCT Computer Literacy Centre** was held on **7<sup>th</sup> of May 2006** at **Aziz Mansion**. Maximum 32 honorable guest were invited from different National and international **Organizations**. The chief guest of that ceremony was **Pauline** from **Red r**. The aim of that ceremony to built relations with other organizations. At the beginning of the ceremony the coordinator **Mr. Aamir Khawaja** gave brief introduction of **KCT** and its new project of **CLC**. The other guests were also invited for their comments. **Pauline** from **Red r** appreciates **KCT** work and says that “The project like that will be important for economical rehabilitation of disaster area”. **Paul Wagner** from **Food for the Hunger** was also come on stage for his comments. He said that “**KCT**’s work is admirable and I can say that this will be the first step towards bright future”. **Qazi Aftab** from **NRC ( Norvagian Refugee Council)** said that “Involvement of local community is very important for any project or Organization”. He also praised the **KCT** work and also the volunteer’s involvement in **KCT’s Projects**.



### Activities

From the very first day of **CLC** opening ceremony we published the advertisement for admissions in daily local newspaper. The wall hanging banners were also designed for the different area. In the response of these advertisements and banners we received good response from students.

**CLC** decided to start computer education from **IT basics**, so the first offering course was IT basic. The course contents were as bellow.

- **Fundamentals of Computer**
- **Basic Input / Output Devices**
- **Operating System (win XP)**
- **Microsoft Word 2003**
- **Microsoft Excel / Power Point 2003**
- **Inpage (Urdu Software)**
- **Internet**
- **Typing Tutor.**

We decided that the highest number of students in a class would be 13 because there are only 13 computers in our lab. The 70 students submitted their application forms up to 18<sup>th</sup> of May and 40 students came for registration. So, we divided the students in four classes. We have five days work schedule in a week. The duration of each class was 2 hours. The classes were started on 22<sup>nd</sup> may. Due to the unavailability of internet we skipped the course of internet. There were 2 teachers who facilitated the students, Mr. Fazil Mughal and Mr. Jawad Muzaffar. Each teacher handled two sessions. Each student was given a registration number by **CLC** centre. The detail of each session is given bellow.

<b>KCT Computer Literacy Centre</b>		
<b>MORNING SESSION for 22-05-006 to20-06-006</b>		
<b>IT Basic Class Time 9:20AM To 11:20AM</b>		
<b>Sr. No</b>	<b>Name</b>	<b>Registration No</b>
1	ABDUL SHAKOOR KHAN	AS05IB06
2	RASHID MEHMOOD	RM06IB06
3	SHOAIB WANI	SW14IB06
4	ADIL QURESHI	AQ08IB06
5	RAJA ASIF BASHIR	AB31IB06
6	SHAUKAT BANDY	SB01IB06
7	SHAJAZ AHMED	SA01IB06
8	AMJAD SAEED USMANI	AS20IB06
9	IRFAN ABBASI	IA02IB06
10	AAMIR ABBASI	AA01IB06
11	DANISH ASLAM ABBASI	DA24IB06
12	KAMRAN SULTAN KHAN	KS15IB06
13	KHAWAJA IQBAL BASHIR	IB30IB06
	<b>Total Students In Class</b>	<b>13</b>
		<b>Project Manager</b>
		<b>Jawad Muzaffar</b>

<b>KCT Computer Literacy Centre</b>		
<b>MORNING SESSION for 22-05-006 to20-06-006</b>		
<b>IT Basic Class Time 11:30 AM To 1:30AM</b>		
<b>Sr. No</b>	<b>Name</b>	<b>Registration No</b>
1	SABOOR HASHMAT	SH01IB06
2	MUHAMMAD AMIN AFSAR	AA09IB06
3	ABDUL RAUF	AR14IB06
4	ZAHID ABBASI	ZA26IB06
5	MUHAMMAD ARSHAD	MA04IB06
6	WAQAR AHMED	WA31IB06

<b>KCT Computer Literacy Centre</b>		
<b>EVENING SESSION For the Month of 22-05-006 to 20-06-006</b>		
<b>Class Time 3:00PM To 5:00PM</b>		
<b>Sr. No</b>	<b>Name</b>	<b>Registration No</b>
<b>1</b>	<b>MIR ADIL HUSSAIN</b>	<b>AH24IB06</b>
<b>2</b>	<b>SARFRAZ WAHEED</b>	<b>SW15IB06</b>
<b>3</b>	<b>MUHAMMAD ASIF</b>	<b>MA11IB06</b>
<b>4</b>	<b>AMIR ALI</b>	<b>AA11IB06</b>
<b>5</b>	<b>ABID ALI</b>	<b>AA10IB06</b>
<b>6</b>	<b>IRFAN ALI</b>	<b>IA18IB06</b>
<b>7</b>	<b>DIL PAZEER AHMED</b>	<b>DP02IB06</b>
<b>8</b>	<b>FAIZ-UR- REHMAN</b>	<b>FR02IB06</b>
<b>9</b>	<b>MUHAMMAD HAROON</b>	<b>MH24IB06</b>
<b>10</b>	<b>KHAWAJA SHABBIR</b>	<b>SA06IB06</b>
	<b>Total Students in Class</b>	<b>10</b>
		<b>Project Manager</b>
		<b>Jawad Muzaffar</b>

<b>KCT Computer Literacy Centre</b>		
<b>EVENING SESSION For the Month of 22-05-006 to 20-06-006</b>		
<b>Class Time 5:00PM To 7:00PM</b>		
<b>Sr. No</b>	<b>Name</b>	<b>Registration No</b>
<b>1</b>	<b>MUHAMMAD MUSTEHSAN</b>	<b>MM11IB06</b>
<b>2</b>	<b>HUSSAIN AHMED MADNI</b>	<b>HA13IB06</b>
<b>3</b>	<b>SAJID HUSSAIN</b>	<b>SH20IB06</b>
<b>4</b>	<b>JAVED AHMED</b>	<b>JA04IB06</b>

5	FAROOQ AHMED	FA03IB06
6	MUHAMMAD ZAHEER	MZ15IB06
7	IMRAN BASHIR	IB03IB06
8	SOHAIL AHMED PANDITH	SA27IB06
9	MUHAMMAD DIN	DP11IB06
10	MUHAMMAD ABRAR	MA13IB06
11	ASRAR AHMED	AA17IB06
	<b>Total Students In Class</b>	<b>11</b>
		<b>Project Manager</b>
		Jawad Muzaffar

### Problems

When we published the advertisements for the student's maximum **25** female students were visited in **CLC** centre and they request that **CLC** should establish a female centre in the middle of city. Due to the location of our centre majority of female students are not feeling convenient to continue their study.

### Methodology

The teachers prepared the notes for students. The teacher also played tutorials of the course in front of students. During there lecture the students were invited to present their lecture in front of the whole class. At the last day of the week the students were examined by the teacher about their weekly progress. The teachers made a debate between students on different topics what they learnt. Teachers gave them a good atmosphere in which they learn easily. After **20** days of classes we designed the questionnaire which include the following questions;

1. Are you contented with your teachers?
2. What is your opinion about the teaching method of our institute? And the behavior of teachers?
3. What is your opinion that this type of courses will help you in you feature life?
4. What is your opinion that how could we improve our institute?
5. Why majority of the students prefer to go Islamabad or other city of Pakistan for Computer Education?
6. If you got opportunity to get advance education in your own city then will you go Islamabad or other city for computer education?

This questionnaire was designed to get the opinion from the students about the progress of **CLC**, teachers and their behavior with students. And the feedback which we received was very good. Our mostly students are from Neelum Valley, who daily came to Muzaffarabad and in evening time they went back. The majority of the students of **CLC**, when they got admission in our institute they did not have the simple information about computer. But after a one months suitable training of our devoted teachers, trained them very well. On **21** of **June**, at the end of the course, we held an examination to check the ability of our students and check that how much we succeed in our aim. **Mr Ashar Awan** who was our volunteer took

examination of our students. At the day of test only 30 students appeared in exam. The list of their names and with their marks is given below;

<b>Sr.No</b>	<b>Names</b>	<b>Marks Percentage</b>
<b>01</b>	<b>Abdul Shakoor Khan</b>	<b>80</b>
<b>02</b>	<b>Rashid Mehmood</b>	<b>75</b>
<b>03</b>	<b>Adil Qureshi</b>	<b>80</b>
<b>04</b>	<b>Raja Asif Bashir</b>	<b>61</b>
<b>05</b>	<b>Amjad Saeed Usmani</b>	<b>85</b>
<b>06</b>	<b>Irfan Abbasi</b>	<b>79</b>
<b>07</b>	<b>Aamir Akhtar Abbasi</b>	<b>77</b>
<b>08</b>	<b>Kamaran Sultan</b>	<b>98</b>
<b>09</b>	<b>Khawaja Iqbal Bashir</b>	<b>94</b>
<b>10</b>	<b>Muhammad Amin Afsar</b>	<b>90</b>
<b>11</b>	<b>Abdul Rauf</b>	<b>78</b>
<b>12</b>	<b>Muhammad Arshad</b>	<b>70</b>
<b>13</b>	<b>Sarfraz Waheed</b>	<b>90</b>
<b>14</b>	<b>Waqar Ahmed</b>	<b>62</b>
<b>15</b>	<b>Aamir Ali</b>	<b>95</b>
<b>16</b>	<b>Dil pazeer Ahmed</b>	<b>91</b>
<b>17</b>	<b>Faiz-ur-Rehman</b>	<b>88</b>
<b>18</b>	<b>Muhammad Haroon</b>	<b>66</b>
<b>19</b>	<b>Khawaja Shabir Ahmed</b>	<b>99</b>
<b>20</b>	<b>Mir Adil Hussain</b>	<b>82</b>
<b>21</b>	<b>Abid Ali</b>	<b>81</b>
<b>22</b>	<b>Hussain Ahmed</b>	<b>98</b>
<b>23</b>	<b>Farooq Ahmed</b>	<b>89</b>
<b>24</b>	<b>Imran Bashir</b>	<b>97</b>
<b>25</b>	<b>Muhammad Din Perwana</b>	<b>76</b>
<b>26</b>	<b>Muhammad Abrar</b>	<b>99</b>
<b>27</b>	<b>Shohail Ahmed Pandith</b>	<b>97</b>
<b>28</b>	<b>Shoukat Banday</b>	<b>62</b>
<b>29</b>	<b>Danish Aslam</b>	<b>67</b>
<b>30</b>	<b>Irfan Ali</b>	<b>58</b>

The examiner **Mr. Ashar Awan** was very happy after completing the examination of our students. In the regards of our achievements he said

*``I found that the students are competitive and hard worker.  
The incentive which the CLC given to them, utilized by the  
Students in a good way and from the confidence of the  
Students, I realize that the teachers has worked hard to  
Build a confidence in the students``*

Then on **22 June** we arranged a certificates distribution ceremony for the students. At that ceremony **Mr. Paul Wagner** Pakistan **Program Coordinator** of **Food for the Hungry** distributed the certificates to the

students. This event encouraged our students. In that ceremony the students gave opinion to chief guest about the **CLC**, teachers and their behavior.

At the end of the ceremony **Mr. Chief Guest (Paul Wagner)** delivered his speech in which he encouraged the students and said to students that this is your first step towards bright and healthy future so keep it up and try to get more and more education from this centre. He also appreciated **KCT** about their tremendous job for the rehabilitation of the community of Muzaffarabad. The Regional Coordinator **Mr. Aamir Khawaja** was also being glad about student's progress.



**Mr. Fazil Mughal** designed the certificate of **KCT Computer Literacy Centre**.

According to the opinion of one student "the step of **KCT** of providing opportunity for the students of disaster area is very helpful in brightening our future. **Mr. Shakor** one the students of **CLC** gave remembers able opinion for **CLC**. According to his opinion there is only one computer centre in **Muzaffarabad** who is offering free education for needy and poor students and that is only **KCT computer literacy centre**. In first badge **40** students complete their **IT basic** education and **18** of them was **free**. The management of **CLC** decided that the fee sis will be on student's behalf so they can afford that fee easily and meet their desire for bright future. For appreciating the students who got extraordinary marks and also had good behavior **Mr. Jawad Muzaffar** announced the name of those students. **CLC** reward these students of getting free education. The names of these students are given below;

1. **Kamran Sultan**
2. **Khawaja Iqbal Bashir**
3. **Muhammad Amin Afsar**
4. **Aamir Ali**
5. **Imran Bashir**
6. **Sohail Ahmed Pandith**

The management of **CLC** decided that **Graphic Designing** will be the next course for the students of **CLC**. The advertisement for admission was published in daily news paper. Before starting any new course **CLC** was publishing the advertisement for admission in daily news paper.



From 22<sup>nd</sup> of June the application form was distributed for next willing students. In the month of **July** **CLC** starts two courses one is **IT Basic** and the other is **Graphic Designing**. **IT Basic** has the same course content and **Graphic Designing** course content was as bellow.

- Corel Draw 11
- Adobe Photoshop Cs2

➤ Inpage (URDU)

79 students has submitted application form for IT Basic up to 30 June and 52 students came for their registration. Four classes were designed for IT Basic. The class duration was 1:15 hours. For the course of Graphic Designing 35 students has submitted their application form and 26 students came for registration and these 26 students include the students of our first badge who were free due to excellent performance in previous exam. Two classes was designed for Graphic Designing course. The class duration was 1:30.

The classes were started on 03 July. There were 2 teachers who facilitated the students, Mr. Fazil Mughal and Mr. Sheikh Waqas Ahmed. Mr. Waqas handled three classes of IT-Basic and Mr. Fazil handle one class of IT-Basic and two classes of Graphic Designing. The teachers prepared the notes for students. The teacher also played tutorials of the course in front of students. During there lecture the students were invited to present their lecture in front of the whole class. At the last day of the week the students were examined by the teacher about their weekly progress. The teachers made a debate between students on different topics what they learnt. Teachers gave them a good atmosphere in which they learn easily. After 20 days of classes we designed the questionnaire which include the following questions;

This questionnaire was designed to get the opinion from the students about the progress of CLC, teachers and their behavior with students. And the feedback which we received was very good. Our mostly students are from Neelum Valley, who daily came to Muzaffarabad and in evening went back. The majority of the students of CLC, when they got admission in our institute they did not have the simple information about computer. But after a one months suitable training of our devoted teachers, trained them very well. On 03 of August, at the end of the course IT-Basic, we held an examination to check the ability of our students and check that how much we succeed in our aim. Mr Ashar Awan who was our volunteer and he made the website of CLC, took examination to our students. At the day of test only 48 students appeared in exam. The list of their names and with their marks is given below;

Sr.No	Names	Marks Percentage
01	Sayed Rizwan Bukhari	62%
02	Basharat Mughal	81%
03	Muhammad Ilays	62%
04	Syed Raza Ali	87%
05	Babar Rasheed	79%
06	Mohsin Ali Awan	95%
07	Rafique Sultan	77%
08	Danish Qureshi	58%
09	Zeeshan Saeed	79%
10	Ishtiaq Ahmed	59%
11	Adil Ali Khokar	67%
12	Noman Rafique	86%
13	Khuram Abbasi	90%
14	Waqar Ahmed	74%
15	M Ishtiaq Khan	91%
16	Shujhat Latif	84%
17	Ch. Farman Ali	89%
18	Muhammad Naseer	61%
19	Farzana Rasheed	68%
20	Rukhsana Rasheed	79%
21	Naeem Ahmed	65%
22	Tahir Khan Swati	67%

23	Ashret Naseem	63%
24	Abdul Raheem	64%
25	Serfraz Ahmed Mughal	73%
26	Inham-ul-Haq	56%
27	Sheikh Burhan	60%
28	Zaheer Alam	69%
29	Ishtiaq Ali Awan	61%
30	Khuram Auranzaib	67%
31	Muhammad Saghir	48%
32	Sakhawat Mughal	75%
33	Shahid Nazir Shah	44%
34	Muhammad Asif	73%
35	Khalid Hammed	60%
36	Muhammad Safeer	72%
37	Muhammad Aftab	77%
38	Muhammad Saddique	86%
39	Nadeem Zareen	96%
40	Raja Waqas Muzaffar	85%
41	Shahid Akram	78%
42	Muhammad Shahid Khan	79%
43	Raja M Israr	89%
44	Raja M Adnan	76%
45	Raja M Fiazan	91%
46	Mehwish Rasheed	95%
47	Saba Latif	92%
48	Waqar-ul-Hassan	78%

From these 61 students 27 students were requested for full fee deduction. Then on 7<sup>th</sup> of August we distributed the certificates to the students. After completing the course of IT Basic CLC decided to start a English speaking and listening workshop for improving the English capacity of the students of disaster area. The first Speaking and listening workshop from all private sectors was designed only to improve the skills of students. The Banners was designed and hanged in different areas of Muzaffarabad.



## Expectations and Target of Workshop

As we know that English Language is basic need of current age, we also know that majority of youth wants to get admission in this workshop. At the time of making planning of the workshop we targeted to teach at least 40 students. In the response of advertisement we received 120 applications for admission due to lack of premises we gave only 60 students admission. It was our target to make them fluent in English and to increase their listening and speaking power for understanding.

## Workshop was mainly focused on

1. English speaking
2. English listening
3. Communication skills

## Volunteer's contribution

Our two volunteer's were the facilitators of the workshop

1. Mr. Sheikh Waqas Ahmed
2. Mr. Ashar Awan
3. Miss. Saba Bashir

These three volunteers are well qualified and had done IELTS with good scores.

They all worked hard to design a simple and precise course for one month taking help with National University of Modern Language (NUML) and other well-known institutes of English Language courses.

**The first class started 10:00 in Morning to 11:30. the names of students who registered in that class are:**

S.No	Name	Father Name
01	Mh. Aslam Mughal	Shah Zaman
02	Mh. Ishtiaq Khan	Mh. Razzaq Khan
03	Khuram Jamali	Taj Muhammad
04	Waqar Ahmed	Raj Mh. Safeer
05	Imran Waheed	Khawaja Abdul Waheed
06	Raja Waqas Muzaffar	Muzaffara Khan
07	Adeel Ahmed	Mh. Saeed
08	Waqar Ahmed Sadiqee	Mh. Khushal Khan
09	Mh. Naseem Khan	Mh. Ismail Khan
10	Ashert Naseem	Wife of Naseem
11	Raja Hammad Haider	Raja Mh. Sarwar
12	Raja Waqas	Mh. Zaman
13	Farukh Fareed	Mh. Fareed
14	Jawad Naqvi	Syed Manzoor Naqvi
15	Bilal Ali	Mh. Islam
16	Nadeem Ahmed Kiani	Sher Muhammad
17	Sadaqat Naseer Awan	Mh. Israel
18	Naveed Ahmed	Sher Muhammad

**The second class started at 11:45am to 01:15pm, the names of students are:**

S.No	Name	Father Name
01	Raja Mh. Adnan	Raja Shah Zaman
02	Nadeem Zareen	Mh. Zareen
03	Mh. Zubair Makhdoom	Abdul Ghani
04	Syed Taufiq Gillani	Syed Maqbool Hassan
05	Wasim Iqbal	Mh. Iqbal
06	Farzana Rasheed	Abdul Rasheed
07	Zeshan Saeed	Saeed Qadri
08	Qamar Alam	Mh. Shabir Awan
09	Mubhashar Alam	Mh. Shabir Awan
10	Mh. Jhangir Khan	Mh. Naseer Khan
11	Yasir Abbasi	Aziz-ur-Rehman Abbasi
12	Junaid Sharif Din	Mh. Sharif Din
13	Saqib Saeed	Raja Mh. Saeed
14	Naeem Shahzad	Abdul Rasheed

**Third class started at 1:30 to 3:00, the names of students are;**

S.No	Name	Father Name
01	Naveed Ismail	Mh. Ismail.
02	Raja Sohail Khan	Abdul Qayoom Khan
03	Raja Tahir Azeem	Mh. Azeem Khan
04	Wajid Hussain Abbasi	Abdul Rasheed Abbasi
05	Mh. Amin Afsal	Mh. Afsal
06	Mehwish Rasheed	Rasheed Awan
07	Saba Latif Awan	Abdul Latif Awan
08	Sumera Aziz	Aziz
09	Abbass Qayoom	Abdul Qayoom
10	Mh. Saddique	Alif Din
11	Chan Zaib	Aurangaib
12	Shahid Nazeer Durani	Nazir Ahmed Durani
13	Kamran Qureshi	M. Iqbal Qurashi
14	Sardar Asim Zia	Sardar Aurangaib

**Some student had submitted application for fee concession in the Office of Regional Coordinator of Kashmir Charitable Trust (UK). They got full fee concession on the behalf of regional coordinator Mr. Aamir kh. The list of these students is given bellow:**

S.No	Name	Father Name
01	Saba Latif Awan	Abdul Latif Awan
02	Kamran Qureshi	M. Iqbal Qurashi
03	Sardar Asim Zia	Sardar Aurangaib
04	Abbass Qayoom	Abdul Qayoom
05	Wajid Hussain Abbasi	Abdul Rasheed Abbasi

06	Naveed Ismail	Mh. Ismail.
07	Yasir Abbasi	Aziz-ur-Rehman Abbasi
08	Saqib Saeed	Raja Mh. Saeed
09	Nadeem Zareen	Mh. Zareen
10	Mh. Zubair Makhdoom	Abdul Ghani
11	Mh. Aslam Mughal	Shah Zaman
12	Mh. Ishtiaq Khan	Mh. Razzaq Khan
13	Farzana Rasheed	Abdul Rasheed
14	Zeshan Saeed	Saeed Qadri
15	Waqar Ahmed Sadiqee	Mh. Khushal Khan
16	Farukh Fareed	Mh. Fareed
17	Sadaqat Naseer Awan	Mh. Israel
18	Sardar Asim Zia	Sardar Aurangzaib
19	Mubhashar Alam	Mh. Shabir Awan
20	Ashert Naseem	Wife of Naseem
21	Raja Tahir Azeem	Mh. Azeem Khan
22	Chan Zaib	Auranzaib

### Targets achieved

The teachers taught the students very well. First day of class the students was not able to speak even one word and on the last day of class every student of workshop was able to speak English not well but good. You may say that they can convey their views to any one easily. The schedule of week is that on Presentation day the students spoke on given topic given by teacher. On discussion day teachers divide the class on 2 groups and student discuss the topic with opposite group. On listening day the students listens the cassettes on cassettes player and they have to fill some blanks on paper .All the reading stuff was provided by the institute. On grammar day the students learnt the functional tenses. After the completion of workshop the certificates of workshop was distributed by Regional Coordinator. Now CLC able to launch a little project like English Language Workshop and bear their expenses. Project Manager Computer Literacy Centre A project of KCT/KRRC

Within one years progress of KCT Computer Literacy Center shows that the expenditures of pilot project like English Language Workshop can meet by itself. There are total three centers for English language courses in Muzaffarabad and the fee for getting admission in these centers is 1000/ per month and due to high rate of cost majority of the students cannot get admission in these courses. KCT launched Computer Literacy Center project especially for the poor and needy students to help them for their bright future.

The expenditure of English workshop shows us that CLC can meet the expenses of short term courses.

<b>EXPENDITURE OF ENGLISH LANGUAGE COURSE</b>						
<b>Income Detail</b>				<b>Amount</b>		
<b>Fee for workshop</b>		<b>300</b>				
<b>Total Students</b>	<b>40</b>					
<b>Total Received Amount</b>	<b>18*300</b>			<b>5400</b>		

<b>Total Expenditure</b>						
<b>Expenditure for Stationary</b>				<b>1685</b>		
<b>Expenditure for Banners</b>				<b>1800</b>		
<b>Printing Expenditure</b>				<b>2000</b>		
<b>Total expenditure</b>						
<b>5485</b>						

In the month of July CLC also starts 3months course of Graphic Designing, here are the detail of this course. The offering course was Graphic Designing (03 months). The course contents were as below;

**Graphic Designing**

- **Corel Draw 11**
- **Adobe Photoshop Cs2**
- **Inpage (URDU)**

The 35 students submitted their application forms for Graphic Designing up to 30 of June and 26 students came for registration and these 26 students include the students of our first badge which are free after their exam. So, we divided the students in two classes. We have five days schedule in a week. The duration of each class was 1:30 hours. Our Registration Fees was Rs150 per student. 16 were already registered who are studying in Graphic Designing and 1 student of Graphic Designing was Free because she was poor. The classes were started on 03 July. Mr. Fazil handled two classes of Graphic Designing. The teacher prepared the notes for students. The teacher also played tutorials of the course in front of students. During there lecture the students were invited to present their lecture in front of the whole class. At the last day of the week the students were examined by the teacher about their weekly progress. The teacher made a debate between students on different topics what they learnt. Teachers gave them a good atmosphere in which they learn easily. The Names of Students with their timings are given on next page.

**First Class 3:00 to 4:30**

<b>Sr. No</b>	<b>Name</b>	<b>Father Name</b>
<b>01</b>	<b>Bilal Ali</b>	<b>Mh. Islam</b>
<b>02</b>	<b>Summaira Aziz</b>	<b>Aziz-ur- Rehman</b>
<b>03</b>	<b>Sardar Asim Zab</b>	<b>Sardar Aurangzab Khan</b>
<b>04</b>	<b>Sadaqat-ur-Rehman</b>	<b>Fazal-ur-Rehman</b>
<b>05</b>	<b>Waqar Ahmed Siddiqi</b>	<b>Khushal Khan</b>
<b>06</b>	<b>Kamran Sultan</b>	<b>Sultan Mehmood Khan</b>
<b>07</b>	<b>Abid Ali</b>	<b>Mir Ali Khan</b>
<b>08</b>	<b>Muhammad Haroon</b>	<b>Raja Ali Zaman</b>

<b>09</b>	<b>Faiz-ur- Rehman</b>	<b>Mir Peer Khan</b>
<b>10</b>	<b>Naveed Ahmed</b>	<b>Abdul Rasheed Shah</b>
<b>11</b>	<b>Shahid Nazir Durrani</b>	<b>Nazir Ahmed Durrani</b>
<b>12</b>	<b>Shohail Ahmed Padnit</b>	<b>Khawaja Ahmed Pandith</b>
<b>13</b>	<b>Naveed Ahmed</b>	<b>Sher Muhammad</b>

### **Second Class 5:00 to 6:30**

<b>Sr. No.</b>	<b>Name</b>	<b>Father Name</b>
<b>01</b>	<b>Khawaja Shabbir Ahmed</b>	<b>Ghulam Mahaiudin</b>
<b>02</b>	<b>Iqbal Bashir</b>	<b>Bashir Ahmad Shad</b>
<b>03</b>	<b>Imran Bashir</b>	<b>Bashir Ahmed</b>
<b>04</b>	<b>Syed Hammad Hussain Kazmi</b>	<b>Syed Khalid Kazmi</b>
<b>05</b>	<b>Ammar Ali Sheikh</b>	<b>Sh. Mushtaq Ahmed</b>
<b>06</b>	<b>Aqil Mughal</b>	<b>Khadim Hussain Mughal</b>
<b>07</b>	<b>Abdul Shakoor Khan</b>	<b>Shaibzada Abdul Manan</b>
<b>08</b>	<b>Rashid Mehmood</b>	<b>Mirza Gul Hassan</b>
<b>09</b>	<b>Muhammad Abrar</b>	<b>Abdul Qayoom</b>
<b>10</b>	<b>Ahsan Zulifqar</b>	<b>Zulifqar Ahmad</b>
<b>11</b>	<b>Shohaib Mughal</b>	<b>Sammandar Khan</b>

The teacher planned that first month is for Corel Draw. And in one month the students got fully command on Corel Draw, they could do any thing in Corel Draw which was given by teacher. In the second month teacher taught Adobe Photoshop to students and due to the hardworking of teacher and students, the students got command on Adobe Photoshop. In the next 10 days the Students taught Urdu Point and the last 20 days of course the student came in institute and did practice and worked on different projects which were given by teacher.

On 30<sup>th</sup> of **September 2006** the test was held under the Supervision of **Awais Habib Pandith**. On final test day the attendance percentage was 100%. The teacher who took the examination was very satisfied with the result of students.

### **Result of Graphics Designing Course**

<b>Sr.No</b>	<b>Name</b>	<b>Marks Percentage</b>
<b>01</b>	<b>Bilal Ali</b>	<b>80</b>
<b>02</b>	<b>Summaira Aziz</b>	<b>75</b>
<b>03</b>	<b>Sardar Asim Zab</b>	<b>80</b>
<b>04</b>	<b>Sadaqat-ur-Rehman</b>	<b>61</b>
<b>05</b>	<b>Waqar Ahmed Siddiqi</b>	<b>85</b>
<b>06</b>	<b>Kamran Sultan</b>	<b>79</b>
<b>07</b>	<b>Abid Ali</b>	<b>77</b>

<b>08</b>	<b>Muhammad Haroon</b>	<b>98</b>
<b>09</b>	<b>Faiz-ur- Rehman</b>	<b>94</b>
<b>10</b>	<b>Naveed Ahmed</b>	<b>90</b>
<b>11</b>	<b>Shahid Nazir Durrani</b>	<b>78</b>
<b>12</b>	<b>Shohail Ahmed Padnit</b>	<b>70</b>
<b>13</b>	<b>Naveed Ahmed</b>	<b>90</b>
<b>14</b>	<b>Khawaja Shabbir Ahmed</b>	<b>62</b>
<b>15</b>	<b>Iqbal Bashir</b>	<b>95</b>
<b>16</b>	<b>Imran Bashir</b>	<b>91</b>
<b>17</b>	<b>Syed Hammad Hussain Kazmi</b>	<b>88</b>
<b>18</b>	<b>Ammar Ali Sheikh</b>	<b>66</b>
<b>19</b>	<b>Aqil Mughal</b>	<b>99</b>
<b>20</b>	<b>Abdul Shakoor Khan</b>	<b>82</b>
<b>21</b>	<b>Rashid Mehmood</b>	<b>81</b>
<b>22</b>	<b>Muhammad Abrar</b>	<b>98</b>
<b>23</b>	<b>Ahsan Zulifqar</b>	<b>89</b>
<b>24</b>	<b>Shohaib Mughal</b>	<b>97</b>

In the month of September 2006 CLC also trained the students for Ms Office and this course was completed on **02-12-006**.

**Duration:**

**3 Months**

**Strategy**

**Expectations & targets of Course:**

At the time of making planning of the Course we targeted to teach at least 26 students. We want to make them expert in M.s Office and to increase their typing speed and to teach them how to work in office.

**Advertisement**

We gave Advertisement for Course in newspaper on 4 September. After doing that we got a good response from our youth. 40 students submitted their forms up to 8 September and only 26 students got admission because there is only 13 computer in a lab. this workshop.

**Course structure**

There are 5 working days in a week.

**Course Contents**

- **Ms Word**
- **Ms Excel**
- **Ms Power point**

➤ **Ms Access**

**Class grouping**

We decided that there will be 2 classes of duration 1:30. Because there was other course for **Graphics and English workshop** was also running in the **Centre of Computer Liter Centre** so the management of **CLC** decided that there will be **Two Sessions** for the course of **Ms Office**. **20 Students** submit application form for the **Ms Office** course and **14** students got admission for **Two Sessions**. The detail of the students is given bellow.

**Session I**

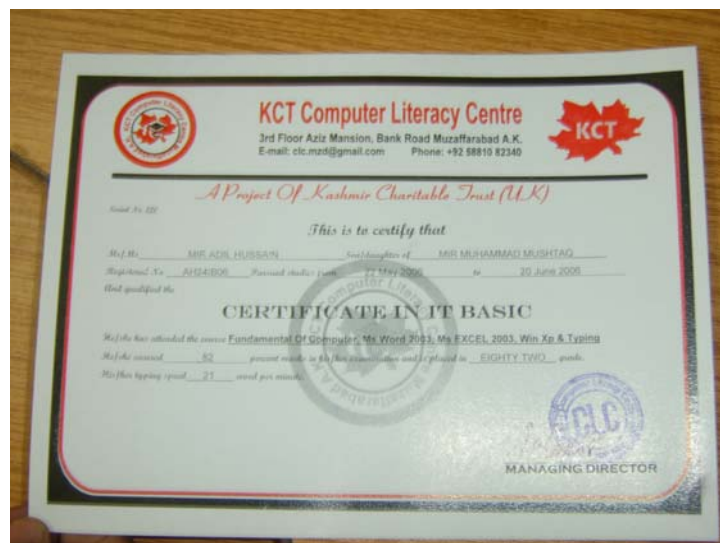
**Time: 11:30am to 1.00 pm**

S.No	Name
01	Faheem Ahmed
02	Junaid Barkat
03	Syed Khuram Ali
04	Abbas Quayoom
05	Tahir Ahmed
06	Hameed Khan
07	Qamran Qurashi
08	Ghulam Murtaza

**Session II**

**Time: 30pm to 3:00pm**

S.No	Name
01	Zeshan Saeed
02	Muhammad Waqas
03	Sakhawat Mughal
04	Nadeem Zarveen
05	Furhat-ur-Rehman
06	Muhammad Sadique



**Mr. Waqas Sheikh** the volunteer member of **Kashmir Charitable Trust (UK)** was the facilitator for the course of **Graphic Designing**. The teacher also played tutorials of the course in front of students. During his lecture the students were invited to present their lecture in front of the whole class. At the last day of the week the students were examined by the teacher about their weekly progress. The teacher made a designing competition between students on different styles what they learnt. Teachers gave them a good atmosphere in which they learn easily. At last **Mr. Anjum Farid** was invited by the management of **CLC** for the final test of students. According to the opinion of **Anjum Farid**, “students of **Ms Office** are full skilled and **KCT** got the credit to polish their abilities”.

### **Future Plane**

Until now **125** students have completed their education from **CLC** the number of students show that the **Centre** is achieving its target very well. The Management of **CLC** decided to start **Web designing** course for the next three months. Until now centre achieve the maximum objectives but according to the opinion of female they want to get education in middle of the area so the project manager submitted the application for establishing a **Computer Literacy Centre** for female in middle of **Muzaffarabad**. If the management succeeded to establish a new centre for female then it will be more beneficial for female of disaster area. The **CLC** also want to train students in the field of video editing and for these courses the computers are not compatible the project manager of **CLC** also requested for upgrading the computers of Centre. There are many private and official schools in **Muzaffarabad** where is no proper setup for computer literacy, so **CLC** decided to start a special package for the students of these schools.

