

Capacity Development Training

*Accounting, Procurement, EMIS and Library Professional Development
Training for the Campus Staff*

**Organized by Ghodaghodi Multiple Campus with the Assistance of UGC
Nepal and Ghodaghodi Municipality**

Sep 3-5, 2021 (Bhadra 18-20, 2078)

Brief Introduction to the Program and Relevancy

We intend to conduct a program that can help staff in generating and storing data related to library, EMIS, procurement, account section in the campus. The data created in traditional way lack complete picture, comparative nature, and predictability. The units may be facing problems in generating big data assisting for the planning and development. It takes much time to organize and synthesize the raw data the units of administration have been creating in the course of daily performance. Had there been the data in the standard format as prescribed by UGC and other funding agency it would have assisted CMC and planning body to make big decision, formulate right policy and plan for sustainable development. Researchers, policy makers, and stakeholders would also have been benefitted from the well organized data. This is also expected to add uniformity in data. It is strongly felt that had there been readymade big data portraying the clear picture of the institution the sustainable well planned development of the entire institution would have been easier.

This program will enrich the staff working in the significant units of campus administration with the skill and traits for innovation and creativity. They will also get ideas, insights and theoretical picture from the resource persons.

Methodology for Conducting the Program/ Benefits

The program will be conducted for three days. Both theoretical and practical sessions will be emphasized. The program will be made interactive so that the participants and experts can talk about their experiences they have had, and the problems they have faced in their craft. To enhance the active participation, the resource person will give participants the task of experience sharing, workshop, problem solving and so on. The theoretical sessions will be delivered through power point presentations, lectures, hands out (hard copy, soft copy) and so on.

The participants will be registered, given them identification card. The registration has been made free. They will be provided with stationery support. Tea, snacks, and breakfast will be managed by the host institution.

However, participating institutions will be requested to bear the burden of dinner, hotel stay, and TADA of the participants.

We propose three resource persons— Librarian, EMIS Specialist, and Accounting and Procurement Specialist— four formal sessions a day, a one and half hours formal session. There will be informal sessions that the participants will get maximum benefit from. The first day will begin from a short inaugural ceremony followed by formal sessions, and the last day will be concluded by formal sessions followed by closing ceremony, distributing certificates to the participants and token of love to the experts.

Objectives of the Program

The objectives of the proposed program will be as follow:

-) To enhance the objective of systemic development of the campus
-) To motivate the staff working in library, account, and EMIS sections for innovation and creativity in their performance
-) To help generate big data that can assist in planning and policy making through the cycle of effective input, processing and output
-) To equip the staff working in the units of campus administration with skills and traits so that they will be able to deliver effectively in the aspects like entry, recording, and reporting for feedback.
-) To update staff with new trends, dynamics, technology, latest innovation in their craft
-) To encourage continuous Professional growth, identifying associations, sites, resources

Detailed Schedule for the Formal Sessions

Day one (2078/05/18): four sessions of 1.30 hours each (Resource Persons in the parenthesis)

Registration and inauguration: 8:00 to 9:30 AM

Pre-lunch sessions: 9:30 to 12:30

Session title: Library and EMIS Professionalism

Discussant as session Chair:

Activities: Presentation, discussion, problem solving, experience sharing, workshop. The session Chair will moderate, comment, suggest and conclude the session.

1. Rules, regulations, ethics, functional aspects of library, professional competencies, and professional associations (Purnalal Shrestha, Chief, TU Central Library, Resource Person)
2. Introduction to EMIS, Users and their requirements (Hikmat Rokaya,

former EMIS specialist UGC, resource person)

Post-lunch Sessions: 1:30 to 4:30 PM

Session title: Accounting Basics and Library Cataloguing System

Discussant as session Chair:

Activities: Presentation, discussion, problem solving, experience sharing, workshop. The session Chair will moderate, comment, suggest and conclude the session.

3. Accounting concepts and application, recording, reporting (Krishna B Shahi, Account Officer, Pahalmanpur Forest Division Office, Resource Person)
4. Library cataloguing system, indexing, knowledge management and information retrieval (Geba Nath Nyaupane, Assistant Librarian, TU Central Library, Resource Person)

Day two (2078/05/19): four sessions of 1.30 hours each (Resource Persons in the parenthesis)

Pre-lunch sessions: 9:00 to 12:00

Session title: Accounting and EMIS Skills

Discussant as session Chair:

Activities: Presentation, discussion, problem solving, experience sharing, workshop. The session Chair will moderate, comment, suggest and conclude the session.

5. Backend of the EMIS, user interface (Hikmat Rokaya, former EMIS specialist UGC, resource person)
6. Accounting for Inventory: planning, budgeting, forecasting (Krishna B Shahi, Account Officer, Pahalmanpur Forest Division Office, Resource Person)

Post-lunch sessions: 1:00 to 4:00

Session title: Library Resources and Accounting Techniques

Discussant as session Chair:

Activities: Presentation, discussion, problem solving, experience sharing, workshop. The session Chair will moderate, comment, suggest and conclude the session.

7. Acquisition, technical, circulation, collection design in library (Geba Nath Nyaupane, Assistant Librarian, TU Central Library, Resource Person)
8. Income statement, balance sheet, cash flow statement, taxation (Krishna B Shahi, Account Officer, Pahalmanpur Forest Division Office, Resource Person)

Day three (2078/05/20): four sessions of 1.30 hours each (Resource Persons in the parenthesis)

Pre-lunch sessions: 9:00 to 12:00

Session title: EMIS Big Data, Account Ethics, and Professionalism

Discussant as session Chair:

Activities: Presentation, discussion, problem solving, experience sharing, workshop. The session Chair will moderate, comment, suggest and conclude the session.

9. Reports required for the big EMIS data (Hikmat Rokaya, former EMIS specialist UGC, resource person)
10. Recording of goods and property, Accounting ethics, professionalism, soft data, safety, recording, storing, and creating big data for planning (Kamal Raj Joshi, Account Officer, Sudurpaschhim Treasure and Account Controller Office, Dhangadhi, Resource Person)

Post-lunch sessions: 1:00 to 4:00

Session title: Library Management and Performance of Procurement Rituals

Discussant as session Chair:

Activities: Presentation, discussion, problem solving, experience sharing, workshop. The session Chair will moderate, comment, suggest and conclude the session.

11. Library committee, information exchange, and administration management (Purnalal Shrestha, Chief, TU Central Library, Resource Person)
12. Procurement: Direct purchasing, sealed quotation, national international bidding, and contract management related to bidding (Kamal Raj Joshi, Account Officer, Sudurpaschhim Treasure and Account Controller Office, Dhangadhi, Resource Person)

Closing (4:00- 5:00 PM)

-) Closing Ceremony
-) Distribution of certificates

For further information

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