Nepal Administrative Staff College

Jawalakhel, Lalitpur

Annual Program Calendar

Fiscal Year 2074/75

Regular Programs

S.N.	Program and Activities	Target Particants	Programs	Shrawan				Bhadra				Ashwin				Kartik				Mangsir				Poush				Magh				Falgun				Chaitra				Baishakh				Jeshtha				Ashadh			
				I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV
D1	**Public Service Training Department**																																																		
C1	**Centre for In-service Training**																																																		
1	Professional Course on Management & Development	Class III Officers of GON	3		S9	S16																																C26												
2	Advanced Course on Management & Development	Class II Officers of GON	1			S17																																													
3	Senior Executive Development Programme	Class I Officers of GON	1		S10					Bh21						K15							M27					M12																						
4	Secretary Colloquium	Secretaries & Special Class officers of GON	1																																																
		Sub total	**6**																																																
C2	**Centre for Induction Training**																																																		
5	Basic Administration Training (BAT): 6- Months Group	Newly appointed Class-III Officers of GoN	8																				M25																												
6	Basic Administration Training (BAT): 3- Months Group	Newly appointed Class-III Officers of GoN	10																				M25																												
7	Induction Training for new officials	Newly appointed Officials of NASC	1													K13																																			
		Sub total	**19**																																																
		PSTD Total	**25**																																																
D2	**Management Learning Group (MLG)**																																																		
C1	**Centre for Organization Development**																																																		
8	Certificate Course on Integrity Building	Officials of Public Organisations	1						Bh14																																										
9	Leadership and Management Training	Officers of Nepal Army & other countries	1																			M17																														
		Sub total	**2**																																																
C2	**Centre for Human Resource Management**																																																		
10	Professional course on Human Resource Management	Class III Officers of GoN	1																																			C27													
11	Advanced course on Human Resource Management	Class II Officers of GoN	1		S11																																														
12	Trainer Development (ToT)	Potential trainers of public and corporate sector	1														K20																																		
		Sub total	**3**																																																

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D5	**Management Services Department (MSD)**		
A1	**Internal Capacity Development**		
30	Publish annual program calendar (upload in website) and distribute printed copies to main client organizations		1
31	NASC Documentary: Subtitling and Short Clip Production		1
32	HR acquisition and promotion		1
33	MoU Implementation: Faculty Exchange and Local Hospitality Management		1
34	Staff Development		1
35	Selection of Best Performer		1
36	Implementation of training nomination system (training, communication)	NASC faculties and concern stakeholder	1
		Sub total	**7**
A2	**Publications**		
37	Annual Report		1
		Sub total	**1**
A3	**Other Events**		
38	NASC Day	NASC Staff and guests	1
39	Budget and Planning workshop	NASC Management Team	1
40	Annual Review Workshop	NASC Staff	1
41	Midterm review of Strategic Plan	NASC Staff	1
42	Networking Meeting among Training Institutions	Chief of public training institutions	2
		Sub total	**6**
		MSD Total	**14**
Total Training/Workshops/Programmes and Activities			**103**

Note: **D-** Departments, **C**- Centers, and **A**- Activity

Nepal Administrative Staff College

Jawalakhel, Lalitpur

Fee-based Programs- FY 2074/75

S.N.	Programmes/Activities	Target Group	Program No. of Program	Shrawa		Bhadra				Ashwin				Kartik				Mangsir				Poush				Magh				Falgun				Chaitra				Baishakh				Jeshtha				Ashadh			
				III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV
D1	**Management Learning Group**																																																
C1	**Centre for Organization Development**																																																
1	Management consulting	Public organisations	2																																														
2	Leadership and Management	Senior Officers of Nepal Army	2																																														
3	Assertiveness Skills for Women Managers	Women Managers of public and corporate sector	1																																														
C2	**Centre for Human Resource Management**																																																
3	Training of Trainers (ToT)	Officers of public and corporate secctor	2																																														
C3	**Centre for Knowledge Management & IT**																																																
4	Learning Organisation and Knowledge Management	Officers of public and corporate secctor	1																																														
C4	**Center for Customer Care and Relations**																																																
5	Customer Service Convenience	Officers of public and corporate secctor	1																																														
C5	**Center for Financial Management**																																																
6	Financial Management	Officers of public and corporate sector	1																																														
D2	**Governance and Development Management Learning Group**																																																
C1	**Centre for Procurement Management**																																																
7	Enhancing Portfolio performance training (CDRC)	ADB funded project officials	17																																														
C3	**Centre for Climate Change**																																																
8	Disaster/Climate Risk Management	Officers of public organizations	1																																														
Total Training Programmes			**28**																																														