Nepal Administrative Staff College

Jawalakhel, Lalitpur

Regular Programme Calendar for FY 2073/74

S.N.	Programmes/Activities	Target Group	Per Programme		Total participants	Duration	
			No. of Program	No. of Participants		Per program	Total
D1	**Public Service Training Department (PSTD)**						
C1	**Centre for In-service Training**						
1	Professional Course on Management and Development	Class III Officers of GoN	1	25	25	30	30
2	Professional Course on Management and Development	Class III Officers of GoN	1	25	25	30	30
3	Professional Course on Management and Development	Class III Officers of GoN	1	25	25	30	30
4	Professional Course on Management and Development	Class III Officers of GoN	1	25	25	30	30
5	Professional Course on Management and Development (New Course)	Class III Officers of GoN	1	25	25	30	30
6	Advanced Course on Management and Development	Class II Officers of GoN	1	25	25	30	30
7	Advanced Course on Management and Development	Class II Officers of GoN	1	25	25	30	30
8	Senior Executive Development Programme	Class I Officers of GoN	1	20	25	40	40
9	Secretary Colloquium	Secretaries and Special Class Officers of GoN	1	60	60	2	2
10	Orientation programme for the Course Coordinators for new course	Course Coordinators of NASC	2	30	60	1	1
		Subtotal	**11**		**320**		**253**
C2	**Centre for Induction Training**						
11	Basic Administration Training (BAT): General Administration Group	Newly appointed Class-III Officers of GoN	10	28	280	180	1800
12	Basic Administration Training (BAT): Other Group	Newly appointed Class-III Officers of GoN	5	25	129	90	450
13	Induction Training for the newly appointed officials of NASC	Newly appointed Officials of NASC	1	14	14	20	20
		Subtotal	**16**		**423**		**2270**
	PSTD Total		**27**		**743**		**2523**
D2	**Management Learning Group (MLG)**						
C1	**Centre for Organization Development**						
14	Leadership and Management Training	Officers of Nepal Army & other countries	1	52	52	12	12
15	Leadership and Management Training for women officers	Class II & III women officers of public organisations	1	25	25	5	5
		Subtotal	**2**		**77**		**17**
C2	**Centre for Human Resource Management**						
16	Professional course on Human Resource Management	Class III Officers of GoN	1	25	25	30	30

S.N.	Quarter I															
	Shrawan				Bhadra				Ashwin				Kartik			
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S.N.	Qurater II															
	Marg				Poush				Magh				Falgun			
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C1																
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S.N.	Quarter III															
	Chaitra				Baishakh				Jestha				Ashadh			
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17	Advanced course on Human Resource Management	Class II Officers of GoI	1	25	25	30	30
18	Training of Trainers for the faculties of KUSOM	Faculties of KUSOM	1	20	20	15	15
		Subtotal	**3**		**70**		**75**
C3	**Centre for Knowledge Management & IT**						
19	Professional course on ICT and E-governance	Class III Officers of GoN	1	25	25	30	30
		Subtotal	**1**		**25**		**30**
	MLG Total		**6**		**172**		**122**
D3	**Governance and Development Management Learning**						
C1	**Centre for Governance and State Management**						
20	Professional Course on Governance and Development	Class III Officers of GoN	1	25	25	30	30
21	Advanced Course on Governance and Development	Class II Officers of GoN	1	25	25	30	30
22	Certificate Course on Integrity Building	Class II/III Officers of GoN	1	20	20	10	10
		Subtotal	**3**		**70**		**70**
C2	**Centre for Project Management**						
23	Advanced Course on Project Management	Class II (Technical) Officers of GoN	1	20	20	30	30
		Subtotal	**1**		**20**		**30**
C3	**Centre for Development Policy Management**						
24	Workshop on Policy Management	Class I & II Officers of GoN	1	20	20	1	1
25	Workshop on Evidence Based Policy	Class I Officers of GON and faculties of NASC	1	25	25	2	2
		Subtotal	**2**		**45**		**3**
	GDMLG Total		**6**		**135**		**103**
D4	**Research and Consulting Services Department (RCSD)**						
C1	**Centre for Marketing and Consulting Services**						
26	Develop marketing strategy of NASC		1				
27	Develop booklet of NASC services		1				
		Subtotal	**2**				
C2	**Centre for Research and Development**						
28	Journal Publication		1				
29	Research methodology and professional writing	NASC faculties	1	20	20	3	3
30	Case teaching workshop	NASC faculties	1	20	20	1	1
	Publication of Case Studies conducted by BAT Trainees		1				
31	Research seminar	Public organizations, academia and DPOs	1	50	50	1	1
32	Research (Type I-2, II-4 and III-4)		10				
33	NASC Discussion Series		12	25	300	1	12
		Subtotal	**27**		**390**		**17**
C3	**Academic Programme Unit**						
34	Detailed feasibility study of academic programme		1				
		Subtotal	**1**				
	RCSD Total		**30**		**390**		**17**
D5	**Management Services Department (MSD)**						
A1	**Internal Capacity Development**						

35	HR acquisition and promotion		1		6		
36	Staff Development		1		36		
37	Selection of Best Performer		1	2	2		
38	Restructuring for strategic alignment of core functions and responsibilities (by KUSOM)		1				
		Subtotal	**4**		**44**		
A2	**Physical Infrastructure and Facilities Development**						
39	New construction (Board Room and sports facilities)		3				
40	Training halls furnishing and maintenance		4				
41	Residential facilities upgradation and maintenance		3				
42	ICT Upgradation and knowledge center		7				
43	Solar systems installation and office utilities		2				
44	Demolish Sampada Sadan and design for new construction (As per NRA activity planning)		1				
45	Identification of location for new residential infrastructure		1				
		Subtotal	**21**				
A3	**Publications**						
46	NASC e-Newsletter		6				
47	Annual Report		1				
		Subtotal	**7**				
A4	**Other Events**						
48	NASC Day	NASC Staff and guests	1	150	150	1	1
49	Annual Review and Planning Workshop	NASC Staff	1	100	100	1	1
50	Networking meeting among Training Institutions	Chief of public training institutions	3	15	45	1	3
		Subtotal	**5**		**295**		**5**
	MSD Total		**37**		**339**		**5**
	Total Training/Workshops/Programmes and Activities		**106**		**1779**		**2770**

Note :

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