

**THREE- DAY WORKSHOP: PROFESSIONAL DEVELOPMENT ON GOOD ADMINISTRATION, ACCOUNT KEEPING,
AND SCIENCE LABORATORY MANAGEMENT SYSTEM FOR UNIVERSITY STAFF**

5-7 Magh 2082 (18-20 January 2026)

Organized by Central Department of General Science, FWU

Facilitated by Central Department of Education, FWU

Supported by UGC, Nepal (Equity Grant)

Venue: Central Department of General Science, FWU

Objective: Enhance the skills of university staff in good administration, financial/accounting practices, and effective science laboratory management.

DAY 1 (2082/10/5): GOOD ADMINISTRATION

Time	Session Title	Objective	Content	Learning Outcome	Resource Person
9:00- 9:30 AM	Registration and Tea				
9:30- 10:00 AM	Chair by HOD, chief guest Prof. Dr. Bhawani Chand Thakuri, welcome speech by Tirth Raj Paneru, Remarks by chief guest and closing by HOD				
10:00 – 11:30 AM	Budgeting and Financial Planning	Prepare and monitor departmental budgets	Budget preparation, allocation, monitoring, cost control	Participants can manage budgets effectively	Prof. Yagya Raj Pathak
11:30 –1:00 PM	Administrative Procedures	Improve efficiency and compliance in administration	Office workflow, file management, official correspondence, meeting coordination	Participants perform administrative tasks efficiently and correctly	Mr. Krishna Bahadur Dhami

1:00 to 2.00 PM		Lunch			
2:00– 3:30PM	Financial Records and Reporting	Ensure accurate documentation of finances	Cash books, ledgers, vouchers, statements, reports	Participants maintain precise financial records and reports	Prof. Yagya Raj Pathak
3:30 – 5:00 PM	Principles of Good Administration	Understand Administration frameworks in universities	University structure, administrative hierarchy, staff roles, responsibilities	Participants understand their role in administration and decision-making	Prof. Dr. Kishan Datta Bhatta

DAY 2(2082/10/6): ACCOUNT KEEPING AND FINANCIAL MANAGEMENT

Time	Session Title	Objective	Content	Learning Outcome	Resource person
9:00 – 10:30 AM	Fundamentals of Accounting	Understand basic accounting principles	Accounting concepts, income & expenditure, financial terminology	Participants apply core accounting principles in work	Mr. Prem Bahadur Singh
10:30-12:30 pm	Record Keeping and Documentation	Maintain accurate records for accountability	Manual & digital record systems, departmental registers, report writing (Tippni)	Participants maintain compliant and audit-ready records	Mr. Nabin Bahadur Bam
12:00 PM – 12:45 PM		Lunch			
12:45 -2:15 PM	IT in University Administration	Applying IT in university administration	Overview of administrative systems (HR, payroll, finance, records), basic IT infrastructure, and user support practices.	Participants understand the uses of IT in administration	Mr. Prakash Bahadur Saud

			Data security fundamentals, system access control, common administrative IT issues, and practical examples of handling technical problems in a university environment		
2:15– 3:30 PM	Audit and Internal Controls	Enhance accountability and compliance	Audit types, procedures, fraud prevention, regulatory compliance	Participants ensure financial accountability and audit readiness	Mr. Prakash Datta Bhatt (CA)
Time	Subject	Session Title	Objective	Content	Learning Outcome/ Resource Person
3:30-5:00 PM	Zoology	Zoology Lab Management	Manage specimens and ethical practices	Specimen handling, preservation, microscope and dissection tool maintenance	Participants manage specimen preservation and storage/ Mr. Yagya Raj Joshi

DAY 3 (2082/10/7): SUBJECT-SPECIFIC LABORATORY MANAGEMENT

Time	Subject	Session Title	Objective	Content	Learning Outcome	Resource person
9:00 – 10.30 AM	Physics	Physics Lab Management	Handle instruments and ensure safety	Electrical/electronic instruments, calibration, preventive maintenance	Participants handle physics lab equipment	Dr. Tirth Raj Paneru

					properly and safely	
10:30 – 12:00 PM	Chemistry	Chemistry Lab Management	Manage chemicals, glassware, and safety	Chemical storage, Reagent preparation and labeling, chemical waste disposal, chemical hazard and safety precaution	Participants manage chemistry labs safely and effectively	Dr. Prem Singh Saud
12.00 -12.45 PM Lunch						
12:45– 2:15 PM	Microbiology	Microbiology Lab Management	Apply biosafety and sample handling	Biosafety levels, sterilization, culture handling, biohazard disposal	Participants implement microbiology lab safety and procedures	Mr. Madan Singh Bohara
2:15 – 3:45 PM	Environmental Science	Environmental Lab Management	Handle samples and ensure sustainability	Sample collection/preservation, instrumentation, eco-friendly practices	Participants manage environmental labs sustainably	Mr. Tark Raj Joshi
3:30	Closing and Certificate Distribution					

- Mode: Interactive lectures, hands-on demonstrations, and discussions
- Batch size: 25–35 participants (staff of FWU)
- Resources: Projector, lab access, SOP manuals, sample documents
- Certification: Certificate of Completion awarded upon participation and assessment