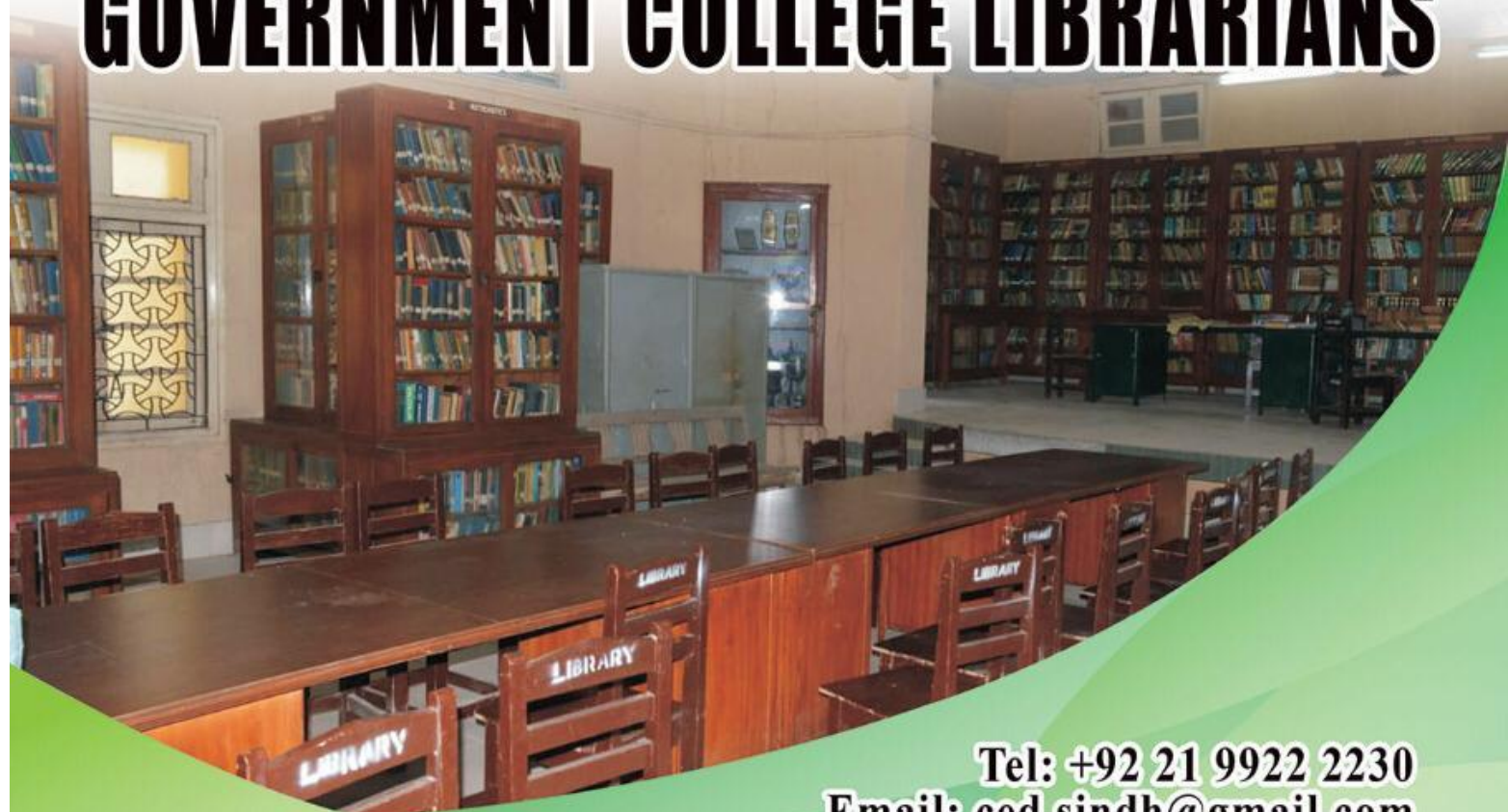




**College Education Department
Government of Sindh**

CAPICITY BUILDING PROGRAMME FOR GOVERNMENT COLLEGE LIBRARIANS



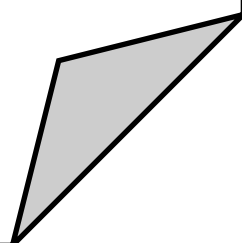
**Tel: +92 21 9922 2230
Email: ced.sindh@gmail.com
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FORWARD

Librarians are essential part of every college. College Education Department recruits librarians directly in BPS-17 through Sindh Public Service Commission (SPSC). It is very unfortunate on behalf of College Education Department that no training program is designed for newly inducted librarians that resulted in inefficient use of library resources.

The training course will provide librarians not only soft & technical skills but also departments' structure and their due role in the system. It facilitates librarians on part of digital skills as well as financial matters. The Program also aims to facilitate librarians in Information Communication Technology (ICT) Field.

The Capacity Building Program strengthening librarians knowledge, making them productive and provide best possible skills enabling them to provide their services within a suitable



ACKNOWLEDGEMENT

We would like to appreciate and acknowledge following officers/ staff of College Education Department for framing capacity Building Program

Tahir Hussain Sangi

Additional Secretary (Academics & Development)

College Education Department

M Faraz Qurishi

Section Officer (Academics)

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College Education Department

Aijaz Akhter Ahmadani

Librarian

Abdul Razzak Gabool Government Degree College Razzakabad, Karachi.

College Education Department

Rashid Ahmed Khoso

Assistant Director (Inspection)

College Education Department

MODEULE OF TRAINING PROGRAM

This program is designed for capacity building of librarians regarding Secretariat Structure, College Education Department Organizational Structure, Basic IT skills, Financial Rules, Soft Skills, Digital Content Management and Presentation Skills

Training Course Module

Day 01:

INTRODUCTION

- Introduction/ Briefing on College Education Department Management.
- Lecture on Role of College Education Department Structure & Functions.
- Structure of Regional Directorate.
- Introduction of Service Rules/ Manuals.

Course Facilitator:

- Director General Colleges Sindh.
- Regional Director Colleges Sindh.
- Additional Secretary College Education Department.
- Deputy Secretary College Education Department.

Day 02:

LIBRARIES IN COLLEGE EDUCATION DEPARTMENT

- Introduction.
- Role of College Library & Librarians.
- Library Disciplinary Skills

Course Facilitator:

- Senior Librarian from College Education Department.
- Any Principle from College Education Department.

Day 03:

BASIC I.T. SKILLS

- Microsoft Office Training.
- Basic Computer Networking Skills.
- Web Designing

Course Facilitator:

- I.T Professional from Information, Science & Technology Department.
- I.T Professional from College Education Department.

Day 04:

FINANCIAL RULES

- Introduction to Financial Rules.
- Use of College Budget for Books.
- Introduction to Sindh Public Procurement Regulatory Authority

Course Facilitator:

- Director Finance College Education Department.
- Representative of SPPRA.
-

Day 05:

OFFICE MANAGEMENT SKILLS

- Problem Solving Skills.
- Administrative & Time Management Skills.
- How to Control Anxiety & Reduce Stress Management.
- Adaptation & Leadership Role

Course Facilitator:

- Professor of Psychology from College Education Department.
- Principal College Education Department.

Day 06:

DIGITAL CONTENT MANAGEMENT

- Library Management.
- Information Hub & Searching Techniques.
- Software Training Related to Library Management (SLiMS)
- How to Develop Library Website.

Course Facilitator:

- Senior Librarian from College Education Department.

Day 07:

SOFT & PRESENTATION SKILLS.

- Communication Skills.
- Individual Contribution to System.
- Art of Group Work.

Course Facilitator:

- Resource Person from College Education Department.