Annex 1.2.1 Non credit course approved by CMC

कोटेश्वर बहुमुखी क्याम्पस सञ्चालक समिति

एघारौं बैठक

बिहिबार, १० जेठ, २०८१ (२३ मई, २०२४)

अध्यक्षता : श्री रामबाबु नेपाल

समय : बिहान : ७:३० बजे

स्थान : क्याम्पस बैठक कक्ष, का.म.न.पा.-३२, जडीबुटी

उपस्थिति

क्र.सं.	नाम थर	पद	हस्ताक्षर
१.	रामबाबु नेपाल	अध्यक्ष	
२.	डा. साबित्री श्रेष्ठ	उपाध्यक्ष	
३.	प्रद्युम्नकुमार पोखरेल	कोषाध्यक्ष	
४.	नवराज पराजुली	सदस्य	
५.	विश्वम्भरकृष्ण पराजुली	सदस्य	
६.	जनार्दन अधिकारी	सदस्य	
७.	लेखनाथ घिमिरे	सदस्य	
८.	रत्नकुमार श्रेष्ठ	सदस्य	
९.	सुवर्णकुमार कर्माचार्य	संदस्य	
१०.	अर्जुन पराजुली	सदस्य	
११.	श्री सुरेश कुमार पोखरेल	सदस्य	
१२.	ई. राम भारती	सदस्य	
१३.	गोविन्दबहादुर कार्की	सदस्य-सचिव	

बैठकमा प्रस्तुत गरिएका प्रस्ताव तथा निर्णयहरू

१. कोटेश्वर बहुमुखी क्याम्पसको क्याम्पस सभाको गठन गर्ने तथा क्याम्पस सभा आयोजन गर्ने मिति तोक्ने सम्बन्धमा । ।

निर्णय : प्रस्ताव नं. १ माथि छलफल गर्दा कोटेश्वर बहुमुखी क्याम्पसको विधान,२०७६ को दफा ७ को प्रावधान अनुसार क्याम्पसको सञ्चालन, संवर्धन र संरक्षण सम्बन्धमा सञ्चालक समितिलाई निर्देशन

		भण्डारी	
७६.	,,	ओमकृष्ण श्रेष्ठ	,,
७७.	,,	मदन बहादुर के.सी.	,,
७८.	,,	झुमादेवी श्रेष्ठ	शिक्षक
७९.	,,	हरिबहादुर बस्नेत	वडा सदस्य
८०.	,,	भगवान बुढाथोकी	,,
८१.	,,	भुपनाथ शर्मा	स्थानीय
८२.		निरा कर्माचार्य	
८३.	,,	रामशरण बोहोरा	,,
८४.	,,	कृष्ण दाहाल	,,
८५.	,,	मदन शिवाकोटी	,,
८६.	,,	अनुप श्रेष्ठ	शिक्षाविद
८७.	,,	होमनाथ अर्याल	स्थानिय समाजसेवी
८८.	,,	ई. कृष्ण प्रसाद गुरागाई	पूर्व प्रहरी नायव महानिरीक्षक
८९.	,,	प्रा. सुधा श्रेष्ठ	
९०.	,,	दिपक नेपाल	
९१.	,,	कमल सुवेदी	

साथै क्याम्पस सभाको बैठक यहि मिति : २०८१/०३/०८ गते शनिबारका दिन बिहान ११:०० बजे क्याम्पस सभाहलमा सम्पन्न गर्ने निर्णय गरियो ।

२. क्याम्पसमा अध्ययनरत व्यवस्थापन सङ्काय अन्तर्गत स्नातक तथा स्नातकोत्तर तहका विद्यार्थीहरूका लागि तयार पारिएको Professional Accounting Training Package सम्बन्धी Non-credit course को पाठ्यक्रम स्वीकृत गर्ने सम्बन्धमा ।

निर्णय : प्रस्ताव नं. २ माथि छलफल गर्दा क्याम्पसमा अध्ययनरत व्यवस्थापन सङ्काय अन्तर्गत स्नातक तथा स्नातकोत्तर तहका विद्यार्थीहरूका लागि व्यवहारीक तथा व्यवसायीक ज्ञान दिन व्यवस्थापन विभागले सम्बन्धित विषयका विज्ञबाट तयार तयार पारिएको Professional Accounting Training Package सम्बन्धी Non-credit course को पाठ्यक्रम समितिमा पेश भएको छ । यो पाठ्यक्रमलाई स्वीकृत गर्ने निर्णय गरियो । साथै यो पाठ्यक्रम कार्यान्वयनका लागि क्याम्पस प्रशासनलाई निर्देशन दिने निर्णय भयो ।

३. खाता बन्द गर्ने सम्बन्धमा ।

निर्णय : प्रस्ताव नं.३ माथि छलफल गर्दा कोटेश्वर बहुमुखी क्याम्पसको चमेनागृह भवन निर्माण गर्ने क्रममा *कोटेश्वर बहुमुखी क्याम्पस चमेनागृह भवन निर्माण उपभोक्त समिति* गठन भई निर्माण भएको थियो । उक्त उपभोक्ता समिति काठमाडौं महानगरपालिका वडा नं. ३२ मा दर्ता भई आन्तरिक करदाता सेवा कार्यालय कोटेश्वरबाट स्थायी लेखा नम्बर प्राप्त गरी सो कार्यालयमा समेत दर्ता भएको थियो । आर्थिक कारोवारको लागि सिटिजन्स इन्टरनेशनल बैंक कोटेश्वर शाखामा खाता खोलिएको थियो । वडा नं. ३२ र राजश्व कार्यालयमा नियमपूर्वक उपभोक्ता समिति बन्द गरिएकोले सिटिजन्स इन्टरनेशनल बैंक

कोटेश्वर बहुमुखी क्याम्पस सञ्चालक समिति

चौथो बैठक (आ.व. २०८०/०८१)

बुधबार, १७ असोज, २०८० (४ अक्टोबर, २०२३)

अध्यक्षता : डा. सावित्री श्रेष्ठ

समय : दिउँसो : २:०० बजे

स्थान : क्याम्पस बैठक कक्ष, का.म.न.पा.-३२, जडीबुटी

उपस्थिति

क्र.सं.	नाम थर	पद	हस्ताक्षर
१.	डा. सावित्री श्रेष्ठ	उपाध्यक्ष	
२.	प्रद्युम्नकुमार पोखरेल	कोषाध्यक्ष	
३.	हरि बस्नेत	सदस्य	
४.	विश्वम्भरकृष्ण पराजुली	सदस्य	
५.	जनार्दन अधिकारी	सदस्य	
६.	लेखनाथ घिमिरे	सदस्य	
७.	रत्नकुमार श्रेष्ठ	सदस्य	
८.	सुवर्णकुमार कर्माचार्य	सदस्य	
९.	प्रा.डा. जीवनकुमार भट्टराई	सदस्य	
१०.	अर्जुन पराजुली	सदस्य	
११.	श्री सुरेश कुमार पोखरेल	सदस्य	
१२.	ई. राम भारती	सदस्य	
१३.	गोविन्दबहादुर कार्की	सदस्य-सचिव	

बैठकमा प्रस्तुत गरिएका प्रस्ताव तथा निर्णयहरू

१. कोटेश्वर बहुमुखी क्याम्पसको आ.व. २०८०/०८१ का लागि प्रक्षेपण गरिएको कार्यक्रम तथा बजेट पारित गर्ने सम्बन्धमा ।

कोटेश्वर बहुमुखी क्याम्पसको आ.व. २०८०/०८१ का लागि प्रक्षेपण गरिएको वार्षिक कार्यक्रम तथ बजेट छलफल गरी पारित गर्ने निर्णय गरियो । पारित गरिएको बजेटको कुल आम्दानी, कुल खर्च तथा आम्दानी र खर्चको फरकबाट हुने खुद बचतको विवरण देहाय बमोजिम रहेको छ ।

Schedule-6

Academic Expenses					
TC Exam/Reg.	4700000	4609750	3901352	3428499	4000000
Program Exp.(Annual & Other)	200000	31625	2667000	6,16,747.50	650000
Internal & Terminal Exam Exp.	1000000	813112		551891	600000
Skill Development & Refreshment Training (Lecture & Staff)	0	0		0	50000
Scholarship	1900000	1996450		10,36,100.00	1500000
Educational tour & Practical	1000000	1015812		1186896	1350000
Remidial Class	0	0		50000	200000
Membership Renewal / Faculty Renewal	35000	34000		116500	165000
QAA Program Exp.	150000	118235		3,26,740.87	350000
New academic program affiliation deposit and expenses	0	0		0	2000000
RMC Activities	2000000	1008849		1149577	2950000
Teacher/Staff Welfare Exp.	25000	0		0	25000
Orientation Exp.	210000	206800		1,59,041.00	250000
Academic Activities of six departments	0	0		0	200000
Monthly Co- curricular Activities	0	0		0	300000
Soft Skill Training & Non credit Course for Students	0	0		0	500000
E-Library Exp.(Automation/Renewal/Training)	15000	12170		56000	30000
First Aid Medicine & Acessories	75000	50246		0	50000
Students Annual Activities	0	0		0	200000
Total	**11310000**	**9897049**		**6539363**	**15370000**

Schedule-7

Capital Expenditure					
Books for Library Expenses	1100000	401898		1,32,318.00	1680000
Furniture & Fixture	500000	1867428		801570	820000
Construction of Building & Other	0				0
Computer & Electronic Machine	400000	2537020		3,23,722.00	700000
Power Backup System					250000
C C camera					500000
Total	**2000000**	**5606346**		**1601570**	**3950000**

Schedule-8

Other expenditure					
Miscellaneous Exp.(Tie & T Shirt Purchase)	150000	336990		85510	150000
Extra curriculum Activities(Sport, Other)	250000	223400		205862	250000
Engineering Consultant Fee	350000	50000		169500	350000
Plantation (Flower & Other) A/C	0	0		10000	0
Misc. & Extraordinary Exp.	0	0		22278	0
Total	**750000**	**610390**		**493150**	**750000**

Annex 1.2.2 Course of Study

Affiliated to Tribhuvan University

Koteshwor
MULTIPLE CAMPUS

Accredited by University Grants Commission (UGC) Nepal, 2023

Jadibuti Kathmandu-32

COURSE OF STUDY

तमसो मा ज्योतिर्गमय

कोटेश्वर बहुमुखी क्याम्पस
KOTESHWOR MULTIPLE CAMPUS
जडीबुटी, काठमाडौं-३२ JADIBUTI, KATHMANDU-32
२०४७ वि.सं. 1990 A.D.

Professional Accounting Training
(Under Soft Kill Training for Student)
(Non Credit Course)
2024

२०८१/०२/१०

Course of Study

Subject Title: Accounting Training Learning Hours: 48 LHrs

Introduction

The **Accounting Training** is a 48-hour, non-credit course designed to equip Bachelor's and Master's students of Business Studies with hands-on, practical accounting skills that directly complement the theoretical foundations provided by the Faculty of Management (FOM), Tribhuvan University (TU). Aligned with the objective of developing competent accountants for any sector, the course covers essential topics such as bookkeeping, preparation of financial statements, basic VAT and TDS procedures, and the use of MS Excel and Tally software for professional accounting practice. Guided by experienced Chartered Accountants and accounting practitioners, learners not only gain in-depth knowledge of everyday financial operations but also benefit from a robust, practice-oriented approach that addresses real-world challenges. The training necessitates a well-equipped computer lab for interactive sessions, ensuring students can seamlessly apply learned concepts to practical scenarios. Ultimately, this program bridges the gap between job market demands and academic proficiency, enhancing graduates' employability and enabling them to thrive in Nepal's competitive labor market.

Course objective:

This course is specially designed for the students of Bachelors and Master of Business Studies, to meet the program objective of FOM, TU i.e. to develop students into competent accountant for any sector of organized activity.

The course is based on practical accounting treatment of regular financial activities of business entity. It includes procedure of Book Keeping, Preparation of Financial Statements, Basic knowledge of VAT and TDS as well as common use of MS Excel and Tally for accounting.

This course specially attempts to:

- ✓ Equip the students with the required practical and conceptual knowledge of Accounting.
- ✓ Develop knowledge of handling MS Excel independently.
- ✓ Develop knowledge of handling business accounting software 'Tally' as a professional.
- ✓ Enhance the career of the student as a professional accountant of a business entity.

A. Accounting and Reporting:

1. **Concept of Accounting and Basic Accounting Terminology** **2 LH**
   - Accounting and its necessity in modern business entity
   - Knowledge of industry and business entity
   - Accounting Concept
   - Chart of Accounts and classification of account head
   - Documentation and filing

2. **Preparations of voucher and ledgers.** **12 LH**
   - Generating and issuing of Sales Invoice.
   - Identification of nature of transaction- Sales, Purchases, Expenses, etc.
   - Book-keeping though issue of various vouchers- Sales voucher, Purchase Voucher,

Payment voucher, Receipt voucher. Contra Voucher and Journal voucher.
Calculation of depreciation and maintaining fixed asset
Register Carry forward of closing balance to opening balance Preparation of Bank Reconciliation statement
Verification and reconciliation with vendor ledger
Preparation of Stock Ledger

3. **Value Added Tax (VAT) record and its requirements under VAT Act, regulation 2 LH**

Maintaining Purchase and Sales register. E-filing of VAT

4. **Tax Deduction at Source (TDS) Rules and Procedures.** **3 LH**

Deduction of TDS on payment Preparation of Salary sheet Filing of E-TDS

5. **Use on Excel Spreadsheet in Accounting and Preparation of Financial Statement 3 LH**

General formulas and utilities of MS Excel

6. **Preparation of Financial Statements.** **10 LH**

Reviewing trial balance and adjustment entry.

Preparation of Financial Statement (Balance sheet, Profit & Loss Account and Cash Flow Statement with required annexes) of small and medium scale organization in Excel spreadsheet.

7. **Environmental Taxes** **3 LH**

Introduction of Environmental Taxes, Types of environmental Taxes (pollution fees, vehicle taxes etc.), Provision of environmental taxes, practices of environmental taxes, Environmental Aduit

B. **Tally Accounting Software** **13 LH**

Create Company
Entry of Voucher
Display tools
Transfer of Data

Instruction pattern and Requirements:

Instruction Pattern:

The course practically handled by accounting experts in related filed i.e. Chartered Accountant and Accounting practitioner. Classes can be handled in any language (Nep/Eng) according to the need of the institution. The sessions will be conducted on practical basis as per topic requirement.

Generally financial reporting is the part of CA and other accounting practices is done in a special invigilation of Accounting Expert and professional, and in case of Accounting Software, instructed by Tally practitioner. So student can catch the various accounting knowledge in

each and every side of practical aspects.

Requirement:
Institution (College) must require an equipped computer lab with minimum capacity of 20 student, at least ten computers (a computer for two students), projector as well as white (Marker)/Smart Board. Required training materials will be provided by the trainer itself with exclusive copyright, although institution may make needful changes (in case of design and layout, but not in content) with a prior consent of the trainer.

Finally;
Management is a versatile subject. Day by day organizations' offer job vacancies with handsome amount of salary in the field of accounting but our graduates are facing joblessness due to lack of practical knowledge. This course fulfills the gap between job provider and job seeker, so our graduate feels easy to get the job in Nepalese labour market.

आज मिति २०८०।११।१३ गते कोटेश्वर बहुमुखी क्याम्पस व्यवस्थापन सङ्कायको बैठक विभागीय प्रमुख, श्री विमानन्द कोइरालाको अध्यक्षतामा बसी निम्न निर्णय गरियो।

उपस्थिति

१) विभागीय प्रमुख, श्री विमानन्द कोइराला,
२) क्या० प्र० श्री गोविन्द बु० कार्की,
३) स० क्या० प्र० श्री सुमन पोखरेल,
४) स० क्या० प्र० श्री धिरज बुढाथोकी
५) विभागीय [illegible] श्री प्रकाश पोखरेल,
६) सदस्यहरू श्री श्याम पौडेल
७) ,, ,, श्री सुरेश पोखरेल
८) ,, ,, श्री शैलस चन्द्र बराल
९) ,, ,, श्री श्याम प्रसाद भट्टराई
१०) ,, ,, श्री देवराज भट्टराई उपाध्याय
११) ,, ,, श्री तेज प्रसाद ढाहाल
१२) ,, ,, श्री किशोर ढकाल
१३) ,, ,, श्री गुणराज न्यौपाने
१४) ,, ,, श्री राकेश तण्डुकार
१५) ,, ,, श्री बद्री प्रसाद उप्रेती
१६) ,, ,, श्री मिनराज लामिछाने
१७) ,, ,, श्री राजमणि ढाहाल
१८) ,, ,, श्री किशोर लुइटेल

प्रस्तावहरू:-

१) पाठ्यक्रम निर्माण सम्बन्धमा।
२) विविध,

निर्णयहरू:

प्रस्ताव नं० १ माथि छलफल गर्दा व्यवस्थापन सङ्कायका विद्यार्थीहरुलाई वर्तमान बजारको आवश्यकता अनुसारको जनशक्ति उत्पादनका लागि

आवश्यक पर्ने Non credit course "professional Accounting का लागि पाठ्यक्रम निर्माण गर्न मिति २०८०।११।१२ गते देखि मिति २०८१।०१।१३ गते सम्म [एक महिना] कार्य सम्पन्न हुने गरी निम्न उप-प्रा- ध्यापकज्यूहरुलाई कार्यभार ~~सम्पन्न हुने गरी~~ सुम्पने निर्णय गरियो। १) श्री चिरञ्जीवी बुढाथोकी, २) श्री सुरेश पोखरेल ३) श्री प्रकाश पोखरेल, # प्रस्ताव नं० २ मार्थि कलफल गर्दा, विविध विष- यमा कुनै पनि विषय नभएकोले आजको बैठक टुङ्गिएको छ।

Annex 1.2.3 Attendance

Koteshwor MULTIPLE CAMPUS
(Affiliated to Tribhuvan University)

Professional Accounting Training

Attendance Sheet (Third Year)

S.N.	Name	17/01	1/18	1/19	1/20	1/21	1/22	1/23	1/24	1/25
1	Ambika karki									
2	Anil Dahal									
3	Anita devi katwal									
4	Bal kumari panday									
5	Bidhan shrestha									
6	Chandra Raj acharya									
7	Dhirendra Kumar singh									
8	Dinesh Bhatt									
9	Ganesh upadhayay									
10	Ganga Belbase									
11	Gayatri kumari									
12	Kamal gautam									
13	Karna bahadur lama									
14	Maya shrestha									
15	Piyush subedi									
16	Pratik parajuli									
17	Purushottam Timalsina									
18	Rasila Risal									
19	Sabina Karki									
20	Sabina khadka									
21	Santosh Lohar									
22	Sapana Timalsina									
23	Sarada bhandari									
24	Saraswati Basnet									
25	Saraswati lamichhane									
26	Sharada bohora									
27	Shirjana Thapa									
28	Shree tirtha raj bir bikram shahi									
29	Sirjana Bhattarai									
30	Bhawana Thapa Manoj Sah									
30	ASmita Pyakurel									
31	Anish Adhikari									

Expert

Koteshwor MULTIPLE CAMPUS
(Affiliated to Tribhuvan University)

Professional Accounting Training

Attendance Sheet (Third Year)

S.N.	Name	1/17	1/18	1/19	1/20	1/21	1/22	1/23	1/24	1/25	1/26	1/27		
30	Sobha Dhakal													
31	Sunita Budhathoki													
32	Sunita Upreti													
33	Tulashi Bikram Karki													
34	Uddhab Ghising													
35	Unish Rai													
36	Yasoda Shiwakoti													
37	~~Kabi Raj Shrestha~~													
38	Raksha Khadka													
39	Garishma Bhattarai													
42	Rima Karki													
43	Nikita Poudel													
44	Asmita Chaulagain													
45	Susmita Rai													
46	Kalpana Khanal													
47	Raj Chaudhary													
48	Nabin Rai													
49	Sujina Neupane													
50	Deepa Lamsal													
51	~~Kabiraj Shresthra~~													
52	Anjila Dahal													
53	Saroj Thapa													
54	~~Sushita Rai~~													
55	Anil Shrestha													
56	Asmita Chaulagain													
57.	Prapti Budhathoki													
58.	Bhawana Thapa													
59.	Sachetana Chaudhary													

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Koteshwor MULTIPLE CAMPUS

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Professional Accounting Training

Attendance Sheet

BBS Second Year (1st Lot)

S.N.	Name													
1	Amrita Tamang													
2	Apeksha Niraula													
3	Apsara Neupane													
4	Archana Shiwakoti													
5	Asmi Baral													
6	Asmita Khanal													
7	Bhawana Luhar													
8	Bina Kumari Kewat													
9	Bipana Kc													
10	Chandani Kumari													
11	Dinesh katuwal													
12	Divya Kumari das													
13	Durga Adhikari													
14	Durga Thapa													
15	Durga Thapa													
16	Kamala kumal													
17	Mallika Shrestha													
18	Mamata Kumari Pandit													
19	Mamata Yadav													
20	Manisha budha													
21	Nilam Kumari Mahato													
22	Niraj Oli													

Pramila Pradhan

Aruna Pariyar

Expert

Affiliated to Tribhuvan University

Koteshwor MULTIPLE CAMPUS

(QAA Certified by UGC Nepal, 2023)

Professional Accounting Training

Attendance Sheet

BBS Second Year (1st Lot)

S.N.	Name												
23	Nisha Pandey												
24	Nishma Thapa												
25	~~Praban~~ Prabina Phuyal												
26	Pratima Khadka												
27	Puja Laxmi Sejuwal												
28	Puspa Khdaka												
29	Ramita Parajuli												
30	Rasika Acharya												
31	Samrika Bhattari												
32	Shree Krishna Karki												
33	Sirjana Singh												
34	Suman Karki												
35	Usha karki												
	BBS 2nd ~~Old~~ New Batch '												
36	Anishak Kuinkel												
37	Anjali Ghimire												
38	Dipa Thapa C.T												
39	Manisha Adhikari												
40	Gita kamti												
41	Manisha kumari Shah												
42	Namuna Uchai												

Arjun Nepali

Ritika Adhikari

Expert

Koteshwor MULTIPLE CAMPUS
(Affiliated to Tribhuvan University)

Professional Accounting Training
Attendance Sheet
BBS Second Year (Old)

S.N.	Name													
1	Abin Babu Regmi													
2	Anisha kuinkel													
3	Anita Dhungel													
4	Anjal Ghimire													
5	Anjali Kumari manadal													
6	Anu Sharma													
7	Bibash shrestha													
8	Bibek Bartaula													
9	Birendra Bahadur Bist													
10	Bishal													
11	Chanda rai													
12	Ekendra Budha													
13	Gayatri kumari sah													
14	Indira bhattarai													
15	Karina karki													
16	Madhukar Dahal													
17	Madhusudan Paudel													
18	Manoj Basnet													
19	Menuka karki													
20	Prabin Gautam													
21	PRADIP NEPAL													
22	Pramish Dahal													
23	Priyanka Kumari sah													
24	Puspa Basnet													
25	Rajendra Ghimire													
26	Rebika Khatri													
27	Sagun Thapa													
28	Samiksha luitel													

Expert

Koteshwor MULTIPLE CAMPUS
(Affiliated to Tribhuvan University)

Professional Accounting Training
Attendance Sheet
BBS Second Year (Old)

S.N.	Name													
29	Samira Jaishi													
30	Santosh Basnet													
31	Saroj Ghimire													
32	Shastika Bhandari													
33	Tilakraj KC													

~~34 Manisa Adhakari~~

35 Jivan kumar singh Thakuri

36 Arjun Nepali

~~37 Puja Laxmi Sejuwal~~

Expert

Annex 1.2.4 Certificate Format

कोटेश्वर बहुमुखी क्याम्पस
(त्रिभुवन विश्वविद्यालयबाट सम्बन्धन प्राप्त)
विश्वविद्यालय अनुदान आयोगबाट गुणस्तर प्रत्यायनकृत, २०८०

Koteshwor MULTIPLE CAMPUS
(Affiliated to Tribhuvan University)
Accredited by University Grants Commission (UGC) Nepal, 2023

Jadibuti, Kathmandu-32, Nepal Tel.: 01-4992950, 5918301
www.koteshworcampus.edu.np info@koteshworcampus.edu.np www.facebook.com/koteshwor.mc

QAA CERTIFIED CAMPUS

Certificate of Completion

This is to certify that Mr./Ms. ..... of grade/class/level ..... faculty ..... has successfully completed the non-credit course titled **"Professional Accounting Training"** at Koteshwor Multiple Campus. This course consisted of 48 lecture hours.

This certificate is awarded in recognition of the successful completion of the course and the acquisition of valuable knowledge and skills in the field of professional accounting.

.....	.....	.....
Nabin Bhatta	**Govinda Bahadur Karki**	**Ram Babu Nepal**
Chartered Accountant	Campus Chief	Chairperson, CMC

Date: .....

Annex 1.2.5 Photos

Education is the most powerful weapon which you can use t
I have always imagined that paradise will be a kind of a library.

Bad libraries build collections, good libraries build services, great li