

Rukumeli Campus

Musikot Municipality – 1, Khalanga, Rukum (West)



Training Program Name: Digital Literacy Training (DLT)

Prepared By: Rukumeli Campus

Submitted To: University Grants Commission (UGC)

Sanothimi, Bhaktapur

Signature:.....

रुकुमेली क्याम्पस प्रमुख



Campus Stamp

1. Introduction:

Rukumeli Campus organized a Capacity Building Training Program focused on strengthening the digital literacy skills of its faculty, staff, and students. The program aimed to provide practical, hands-on experience in using modern digital technologies to support administrative tasks, teaching, and learning processes. Aligned with the capacity development goals set by the University Grants Commission, this initiative marks a significant step toward fostering a digitally empowered academic environment. This report presents an overview of the activities and outcomes from the initial phase of the program.

2. Objectives:

The primary objective of this Digital Literacy Training (DLT) for the faculty, staff, and students of Rukumeli Campus was to equip participants with practical, hands-on skills in using modern digital technologies to enhance administrative tasks, teaching, and learning activities. Specifically, the training aimed to strengthen digital literacy competencies, including basic computer operations, file management, office tasks using the MS Office suite, internet and email usage, cloud storage, online collaboration tools, and cyber security awareness.

3. Schedule:

The Digital Literacy Training first step was conducted from 2082/01/12 to 2082/01/14 (3 Days). The detail schedule of Digital Literacy Training (DLT) attached appendix I.

Schedule:

| Session | Topics | Date | Time | Resource Person |
|---|---|------------|----------------------|----------------------|
| Digital Literacy (Students, Teachers, Staffs) 2081/11/10 to 2081/11/12 | | | | |
| Session1 | Participants Need Assessment and Digital Literacy Computer Basic Skills: - >Interfacing with Computer: User window (minimizing, maximizing, and closing a window; menu; status and other bars; etc.) Control Panel, Computer Specification View, File Conversion and compression | 2082/01/12 | 8:00 am to 9:30 am | Anish KC External |
| Session2 | Office Administrative Work (MS Office packages) | 2082/01/12 | 9:30 am to 11:00 am | Anishesh KC Internal |
| Session3 | Internet and Email, Searching and saving Web resources (images, audio, | 2082/01/13 | 11:00 am to 12:30 pm | Anish KC External |



| | | | | |
|----------|--|------------|--------------------|-------------------------|
| | videos) and | | | |
| Session4 | Cloud Storage Management | 2082/01/13 | 1:00 pm to 2:30 pm | Ramesh Devkota External |
| Session5 | Online collaboration Applications ((application: Google Docs, Google Sheet, Google Slides and Google Form) | 2082/01/14 | 2:30 pm to 4:00 pm | Anish KC External |
| Session6 | Cyber Security Tools(Email, internet, data security, Malware, Anitvirus etc) | 2082/01/14 | 4:00 pm to 5:30 pm | Ramesh Devkota External |

4. **Training Delivery Method:** The training was delivered in physical mode face-to-face workshop

5. **Facilitators:** The primary facilitator for this Digital Literacy Training conducted by

| s.n | Name | Organization | Post |
|-----|----------------|---|------------------------|
| 1 | Anish KC | Shree Birendra Secondary School, Banphikot R.M.-4, Rukum West | TEVT Assistant Trainer |
| 2 | Ramesh Devkota | Nagalad Municipality , Jajarkot | IT Officer |
| 3 | Anishesh KC | Rukumeli Campus | Focal Person |

6. **Participant Information:** The number of participants for the Digital Literacy Training first step were 32. Detailed attendance sheets will be attached in the appendices.

7. **Training Content and Activities:**

The training covered various aspects of digital literacy, including following topics. Computer Basic Skills: User interface, operating system (OS), file and folder management, control panel functions, and understanding computer specifications. File Conversion and Compression: Converting between file formats and using compression programs. Office Administrative Work (MS Office): Utilizing Microsoft Word for document creation and templates, Excel for data analysis and visualization, and PowerPoint for designing presentations. Internet and Email: Searching web resources, safe internet practices, email communication with attachments, and using



[Handwritten Signature]
 रुकुमेली क्याम्पस प्रमुख

calendars. Cloud Storage: Overview of platforms, setting up accounts, file management, sharing, and backup. Online Collaboration Applications: Introduction to tools for online collaboration and shared file editing. Cyber Security and Tools: Introduction to data security, malware, antivirus software, and its installation. The training involved hands-on activities to provide practical skills to the participants.

8. **Outcomes and Impact:** Achievements: The training aimed to improve the participants' Basic Digital Literacy Skills, enabling them to effectively use digital tools for their day-to-day activities in their personal and professional lives, as well as in teaching and learning. The sessions were designed to provide practical experiences with essential software and online resources. Improvements: Participants are expected to have gained key skills and knowledge in basic computer operations, file management, using office productivity tools, effective internet and email usage, cloud storage for data management and understanding basic cyber security measures. This will contribute to enhanced efficiency in administrative tasks, improved teaching methodologies, and better access and utilization of online learning resources.

Financial Summary Sheet Digital Literacy

| s.n | Particulars | Amounts | Total Cost | Remark (TDS If any) |
|-----|--|-----------|------------|---------------------|
| 1 | Expert/Resource Person Renumeration(External&internal) | 10000 X 3 | 30000 | TDS for only Expert |
| 2 | Hotel Logistic | | 2700 | |
| 3 | Food | | 11500 | |
| 4 | Transportation | | 2000 | |
| 5 | Stationary | | 3800 | |
| 6 | Venue Rent If Any | | | |
| 7 | | | | |
| | Grand Total | | | 50,000 |

For Campus Chief

Name: Daulat B M

Signature: [Signature]
Campus Stamp: [Stamp]



[Signature]
[Stamp]

Campus Name : Rukumeli Campus Musikot-1 Khalanga Rukum (West)

Training Title: Digital Capacity Development Training

Date: 2082/01/12 to 2081/13/14

| Participants Attendance | | | Signature | | |
|-------------------------|-------------------------------|--------------------|------------|------------|------------|
| S.N | Name | | 2082/01/12 | 2082/01/13 | 2082/01/14 |
| 1 | Sandhya Bishwakarma (student) | | | | |
| 2 | Arjun oli | " | | | |
| 3 | Arjun Pariyar | " | | | |
| 4 | Khimala Chaitam | " | | | |
| 5 | Sapana Bohary | " | | | |
| 6 | Muna Budha Magar | " | | | |
| 7 | Puja K.C. | " | | | |
| 8 | Haritara Budha | " | | | |
| 9 | Sangeeta ranaol | " | | | |
| 10 | Susan Thapa | " | | | |
| 11 | Kamalya Thakur | " | | | |
| 12 | Yajnan B.K | | | | |
| 13 | Maen Bahadur Pun | campus chief | | | |
| 14 | Daulat B.M | Asst. Campus Chief | | | |
| 15 | Manisha Khadka | (student) | | | |
| 16 | Bhawana b.k. | " | | | |
| 17 | Ganga Pun Magar | " | | | |
| 18 | Nabina pun magar | " | | | |
| 19 | Dharana Budhathoki | " | | | |
| 20 | Him Kumari Basnet | " | | | |
| 21 | Asmita shah | " | | | |
| 22 | Jhanak B.M | Teacher | | | |
| 23 | Putala K.C | staff | | | |
| 24 | Divijan pun magar | student | | | |
| 25 | Bibek Sharma | lecturer | | | |
| 26 | Gopal Khatri | Dr. P. | | | |
| 27 | Kamal Budha Magar | student | | | |
| 28 | Dipak Dangri | student | | | |
| 29 | sandesh Budhathoki | student | | | |
| 30 | Dipak Kumar Khadka | Student | | | |
| 31 | Bhagiram Budhathoki | Student | | | |
| 32 | Madan Budha Magar | " " " | | | |
| 33 | Ramesh Budha magar | COMPUTER Teacher | | | |
| 34 | Sabitra Oli | Student | | | |



कालिका कम्पस प्रमुख

| | | | | | |
|----|-----------------------|----------|-----------|-----------|-----------|
| 35 | Surya malia | Students | Surya | Surya | Surya |
| 36 | Jyanimaya Budha Magar | 12 | Jyanimaya | Jyanimaya | Jyanimaya |
| 37 | Premjina Giri | Student | Premjina | Premjina | Premjina |
| 38 | ASHIKA. O'Harti Magar | | Ashika | Ashika | Ashika |
| 39 | | | | | |
| 40 | | | | | |
| 41 | | | | | |
| 42 | | | | | |
| 43 | | | | | |
| 44 | | | | | |
| 45 | | | | | |
| 46 | | | | | |
| 47 | | | | | |
| 48 | | | | | |
| 49 | | | | | |
| 50 | | | | | |
| 51 | | | | | |

Appendices:

Photos:

Certificate (2 sample only):.....

END



[Handwritten Signature]
 निदेशक क्याम्पस प्रमुख



Handwritten signature or name in Arabic script.





Signature
KARNATAKA GOVT

Certificate of Participation

This certificate is proudly awarded to

Shamrock B.M.

Charanjit Kaur, Sukum & West

Has completed three days digital capacity development trainings
under USC-NETEP Coordinated by Sukumeti Campous, held in
Sukumeti Campous Musiker Municipality-1 Khahanga, Sukum (West)



Organized by:
Programmi Campous

Musiker Municipality-1 Khahanga, Sukum (West)

Anish K.C.

IT Expert

Daulat B.W.

For Campous Chief

Certificate of Appreciation

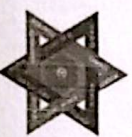
This certificate is thankfully honered to

Mr. Anish K.C.

Banphikot R.M.-5, Rukum (West), Nepal

As an active ICT Expert to make successfull the digital capacity development training under UGC-NEHEP Coordinated by Rukumeli Campus, Held in Rukumeli Campus Musikot Municipality-1

Khalanga, Rukum (West)



Organized by:
Rukumeli Campus

Musikot Municipality-1 Khalanga, Rukum (West)

ghr
.....

Daulat BM
For Campus Chief