

Rukumeli Campus

Musikot Municipality – 1, Khalanga , Rukum (West)

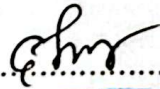


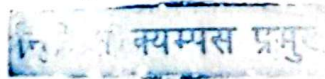
Training Program Name : HEMIS & Course Specific Tools Training

Prepared By: Rukumeli Campus

Submitted To: University Grants Commission (UGC)

Sanothimi, Bhaktapur

Signature:.....



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1. Introduction:

This HEMIS and Course Specific Digital Tools comprehensive training program was organized to equip academic and administrative staff with essential skills in academic research management, citation practices, institutional data handling, and insightful reporting using HEMIS (Higher Education Management Information System). As the role of data and research continues to grow in academic institutions, it is critical for staff to be adept in both scholarly research tools and institutional data analysis techniques. This training covers both theoretical concepts and hands-on practice to ensure participants gain practical experience with widely used tools and techniques.

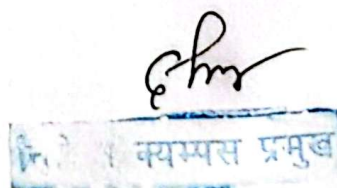
This teacher-focused Course Specific Digital Tools training program aims to strengthen the capacity of educators in handling subject-specific research tools, with a focus on research methodology, data types, research design, and practical data analysis. As research plays a critical role in academic excellence and evidence-based instruction, teachers need to be well-versed in modern research techniques and tools

2. Objectives of Training:

- Efficiently manage HEMIS data, ensuring accurate and timely reporting aligned with institutional and national standards.
- Perform data analysis using Microsoft Excel and other visualization tools to derive meaningful insights from institutional data.
- Design and plan effective research studies relevant to their academic disciplines.
- Conduct and manage survey-based research, from data collection to processing.
- Analyze and interpret survey data using appropriate tools and techniques.
- Apply subject-specific research tools to enhance classroom instruction and academic inquiry.

3. Schedule:

HEMIS & Course Specific Tools Training (Teachers)				Experts
Session1	Introduction and Hands on Academic Research Citation and Article Management Tools	2082/1/29	7:00 am to 8:00 am	Manoj Dhani
Session2	HEMIS Data Management and Report Preparation	2082/1/29	9:00 am to 10:00 am	..
Session3	Data Analysis in HEMIS using Ms Excel and Data Visualization Tools	2082/1/29	10:00 am to 11:00 am	..
Session4	Writing Reports Based on HEMIS Data:	2082/1/29	11:00 am to 12:00 pm	..
Lunch		2082/1/29	12:00 pm to 1:00 pm	
Session5	Subject-specific tools handling training: Research Methodology and Data types	2082/1/30	7:00 pm to 8:00 pm	Rom Kanta Pandey
Session6	Research Design and Planning and Data Analysis Survey Data Demo and Practices	2082/1/30	8:00 pm to 9:00 pm	..
Course Specific Tools (Teachers)				



Session 1:	Introduction to Research Methodology:	2082/1/31	8:30 am to 9:00 am	Rom Kanta Pandey
	Activities:			
	Group discussion on examples of research types in various fields. Case study analysis of a published research paper.			
Session 2:	Data Collection Methods:	2082/1/31		
	Activities:			
	Design a short survey or interview guide.		9:00 am to 9:30 am	"
	Practice collecting data using a selected tool.			
	Surveys, interviews, focus groups, and observations. Using tools for online data collection (e.g., Google Forms, Qualtrics).			
Session 3:	Introduction to Data Analysis:	"	9:30am to 10:00 am	"
	Activities: Calculate basic statistics using Excel or a chosen software.			
LUNCH				
Session 4:	Quantitative Data Analysis Overview		10:00am to 10:30am	"
	Basic statistical concepts (mean, median, mode, variance).			
	Using tools like Excel, SPSS, or R for basic analysis			
Session 5:	Data Visualization and Reporting:	"	10:30 am to 11:00 am	"
	Activities: Create a visual representation of a dataset.			
	Tools for visualization (Tableau, Power BI, or Excel).			

4. **Training Delivery Method:** The training programs was delivered through online mode.

5. **Facilitators (Expert):**

s.n	Name	Organization	Post
1	Manoj Dhami	Godawari municipality ,kailali	IT officer
2	Rom Kant Pandey	T.U	Professor
.....			



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6. Training Contents and Activities:

The **HEMIS & Course-Specific Tools Training for Teachers** spans three days and offers a comprehensive, hands-on learning experience. On Day 1, participants begin with an introduction to academic research tools, focusing on citation and article management using platforms like Mendeley or Zotero. They then delve into HEMIS data management, learning how to input, manage, and generate reports, followed by data analysis using MS Excel and basic visualization techniques. The day concludes with a session on writing structured, data-informed institutional reports. Day 2 shifts focus to research methodology, where teachers explore various data types and subject-specific tools, followed by practical activities in research design, planning, and survey data analysis. On Day 3, the training dives deeper into course-specific tools, starting with group discussions and case analysis on research types and methodology, then moving to hands-on practice in data collection methods using surveys and online tools. Participants also calculate basic statistics and explore quantitative analysis using Excel, SPSS, or R, before wrapping up with a session on creating effective data visualizations and reports using tools like Tableau, Power BI, or Excel.

7. Outcomes and Impact:

As a result of this training, participating teachers gained competence in both academic research practices and institutional data handling. They will be able to efficiently use citation and article management tools, improving the quality and integrity of their scholarly writing. Participants will develop the ability to manage and analyze HEMIS data, generate meaningful reports, and apply data-driven insights to support institutional planning and decision-making. Through subject-specific and course-based sessions, teachers will strengthen their research design and data analysis skills, enabling them to conduct classroom-relevant research and contribute to academic discourse. Additionally, their capacity to visualize and present data effectively using tools like Excel, Tableau, and SPSS will improve instructional delivery and administrative reporting. Overall, the training fosters a culture of evidence-based teaching and institutional accountability, ultimately enhancing the quality of education and research within their institutions.

**Financial Summary Sheet HEMIS &
Course Specific Tools Training**

s.n	Particular	Amounts	Total Cost	Remark (TDS If any)
1	Expert/Resource Person Remuneration(External&internal)	4000x9	36,000	5400
2	Hotel Lodging		12,000	
3	Food		30,000	
4	Transportation		15,000	
5	Stationary		10,000	
6	Venue Rent If Any			
7			
	Grand Total		1,03,000	



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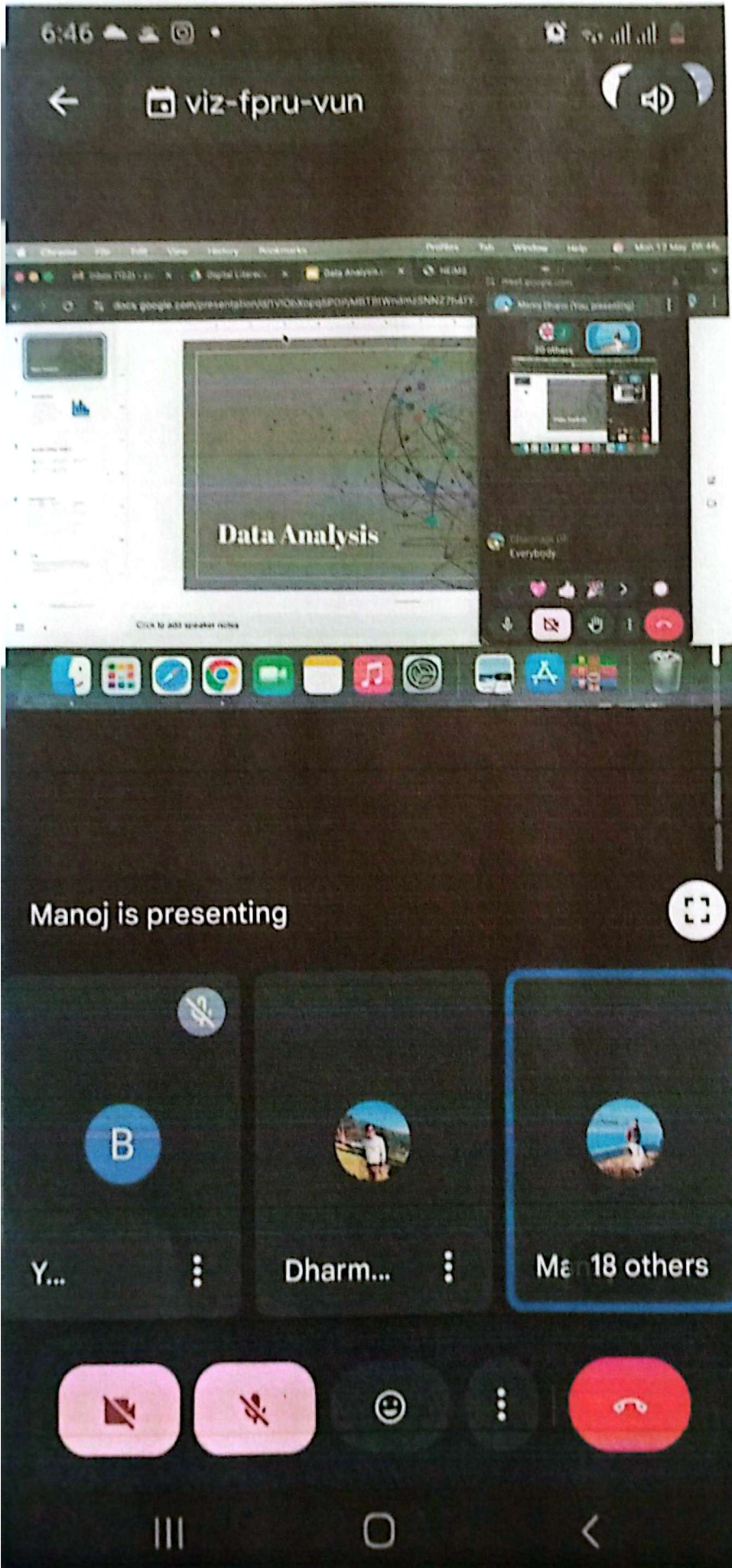
Campus
Chief

Name: Daulat BM

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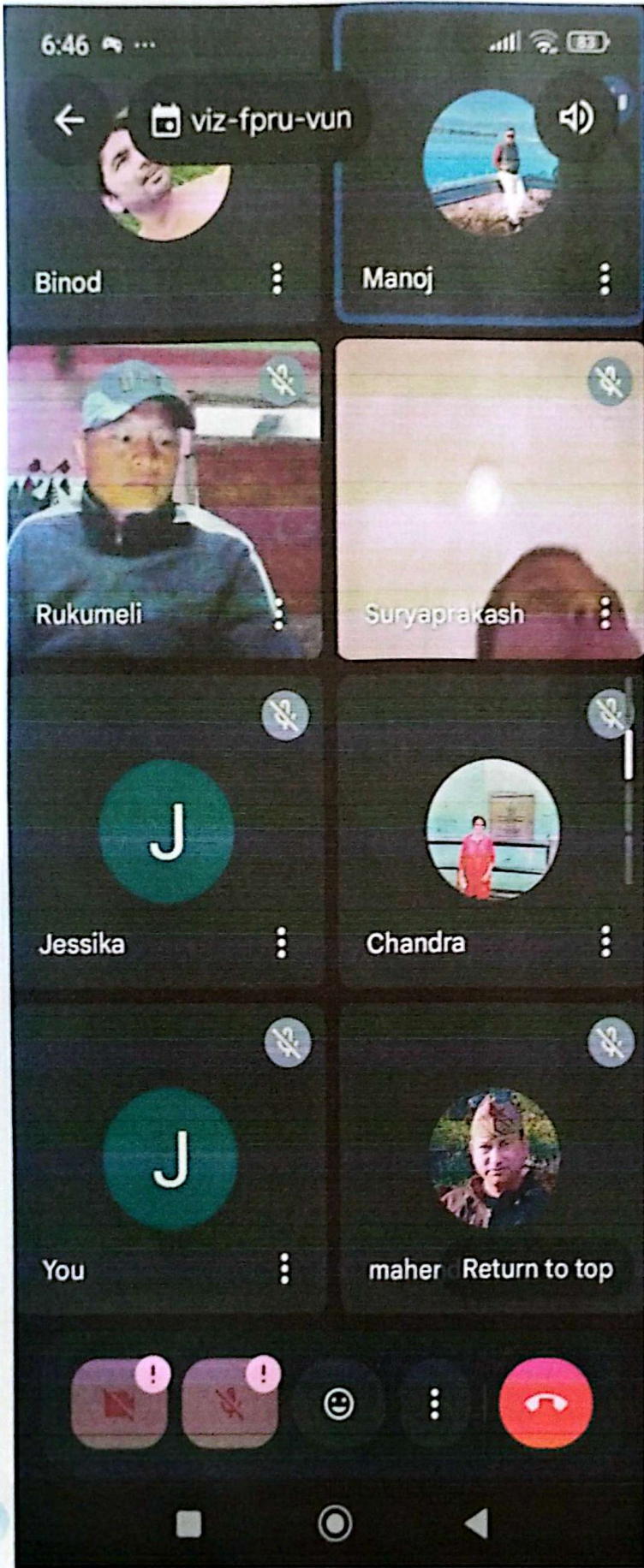
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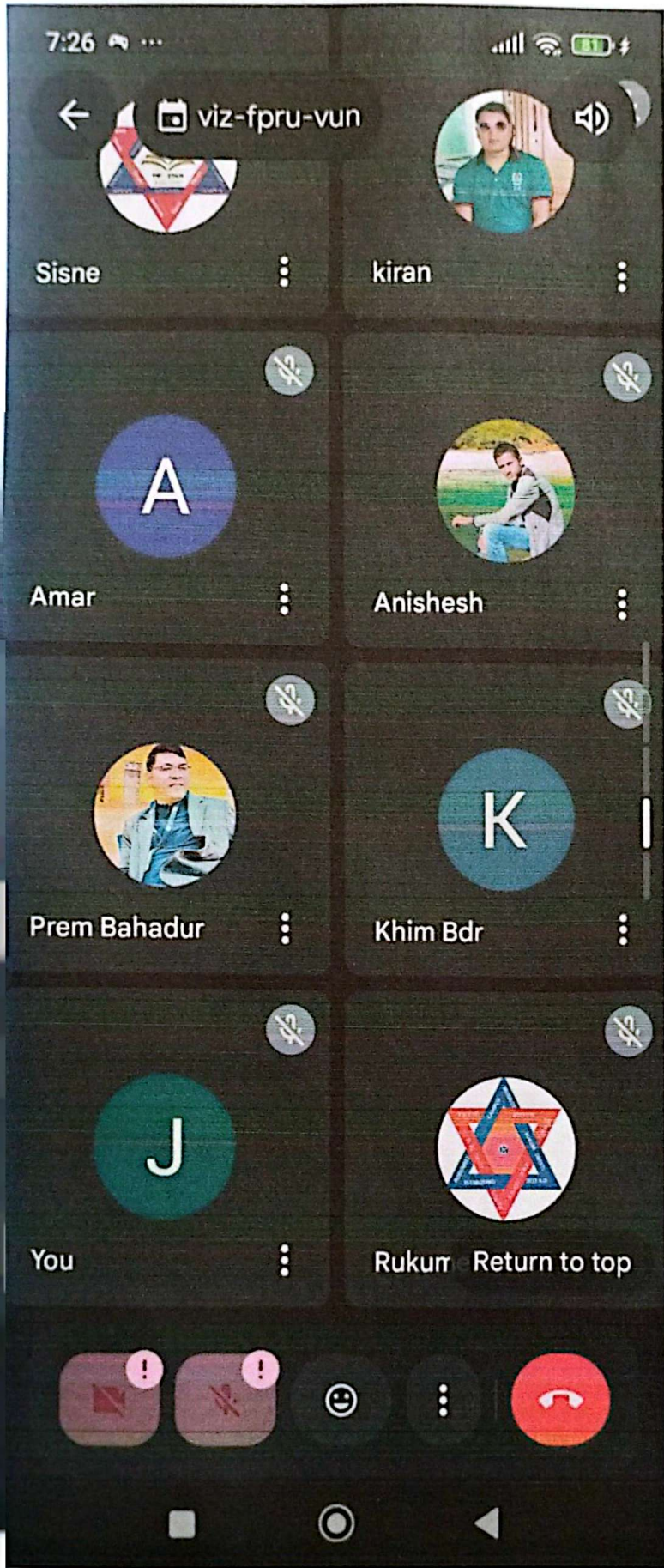
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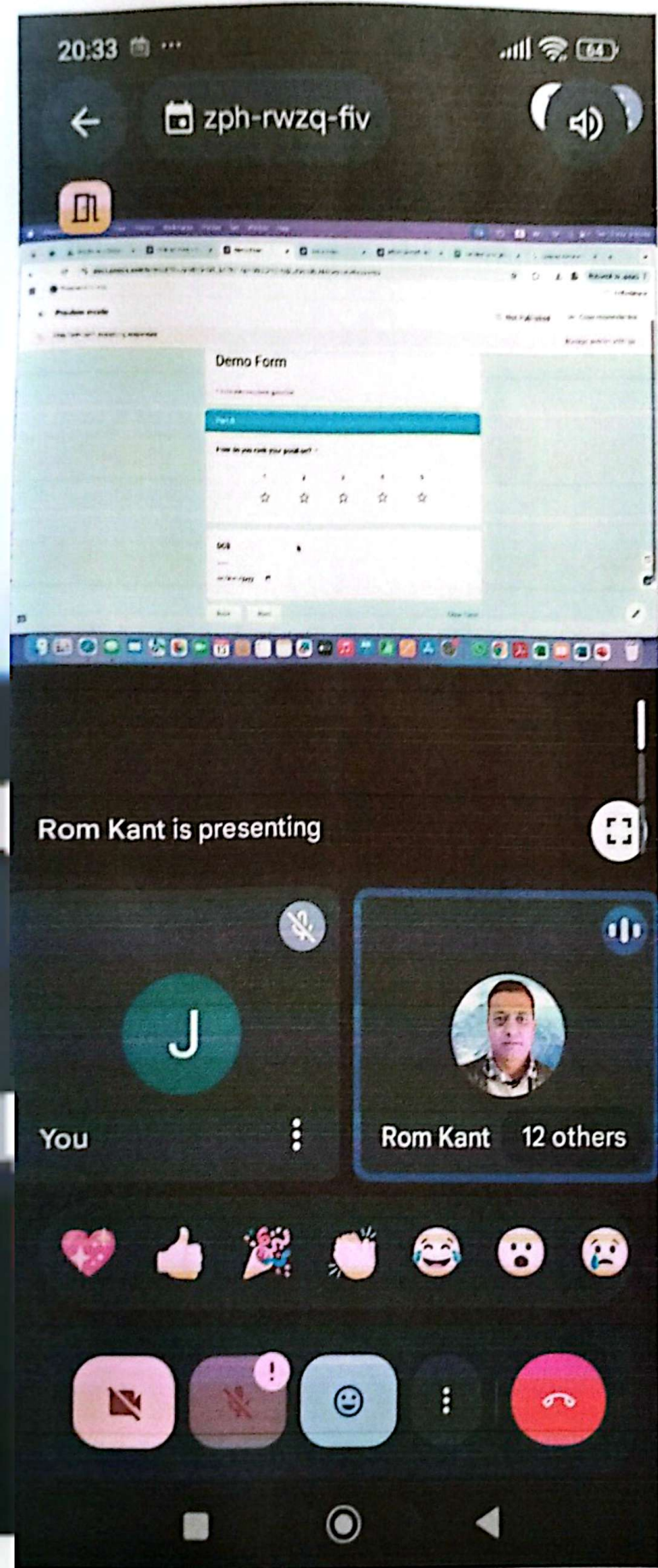
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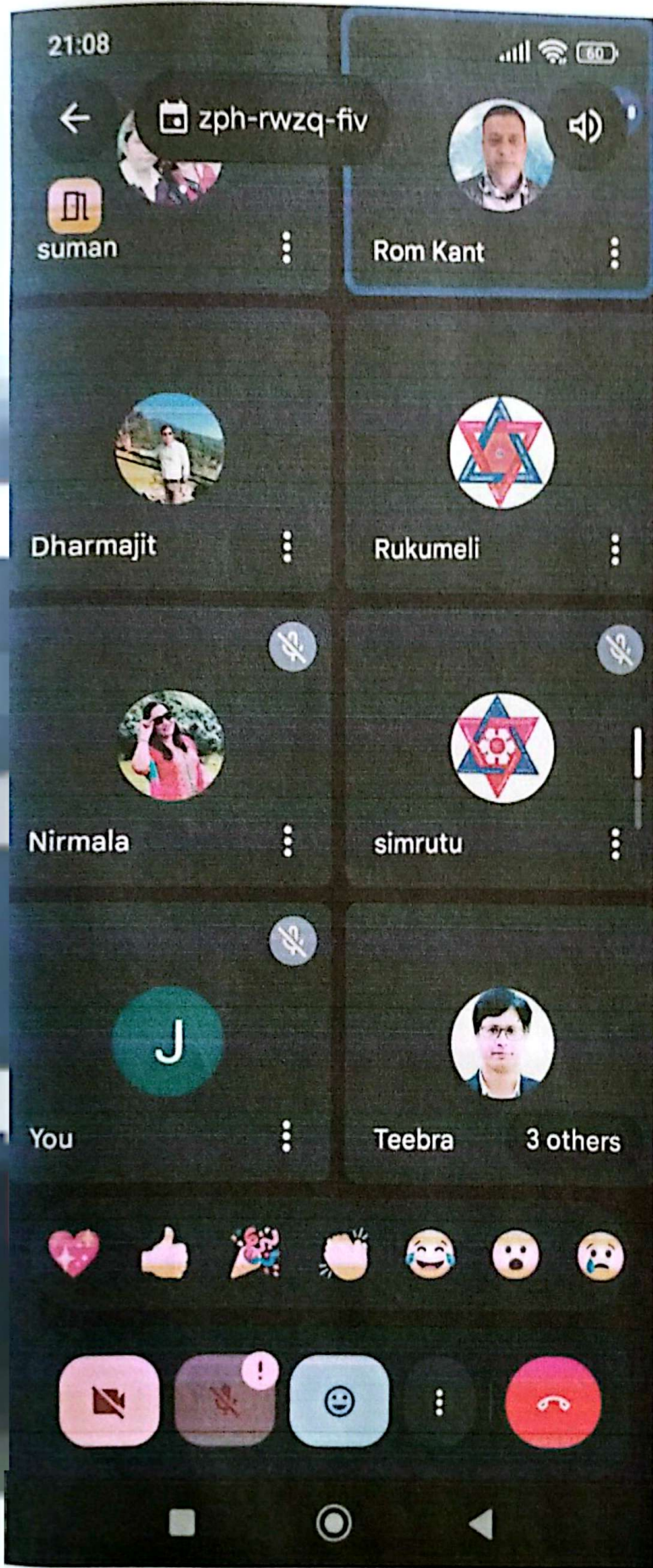
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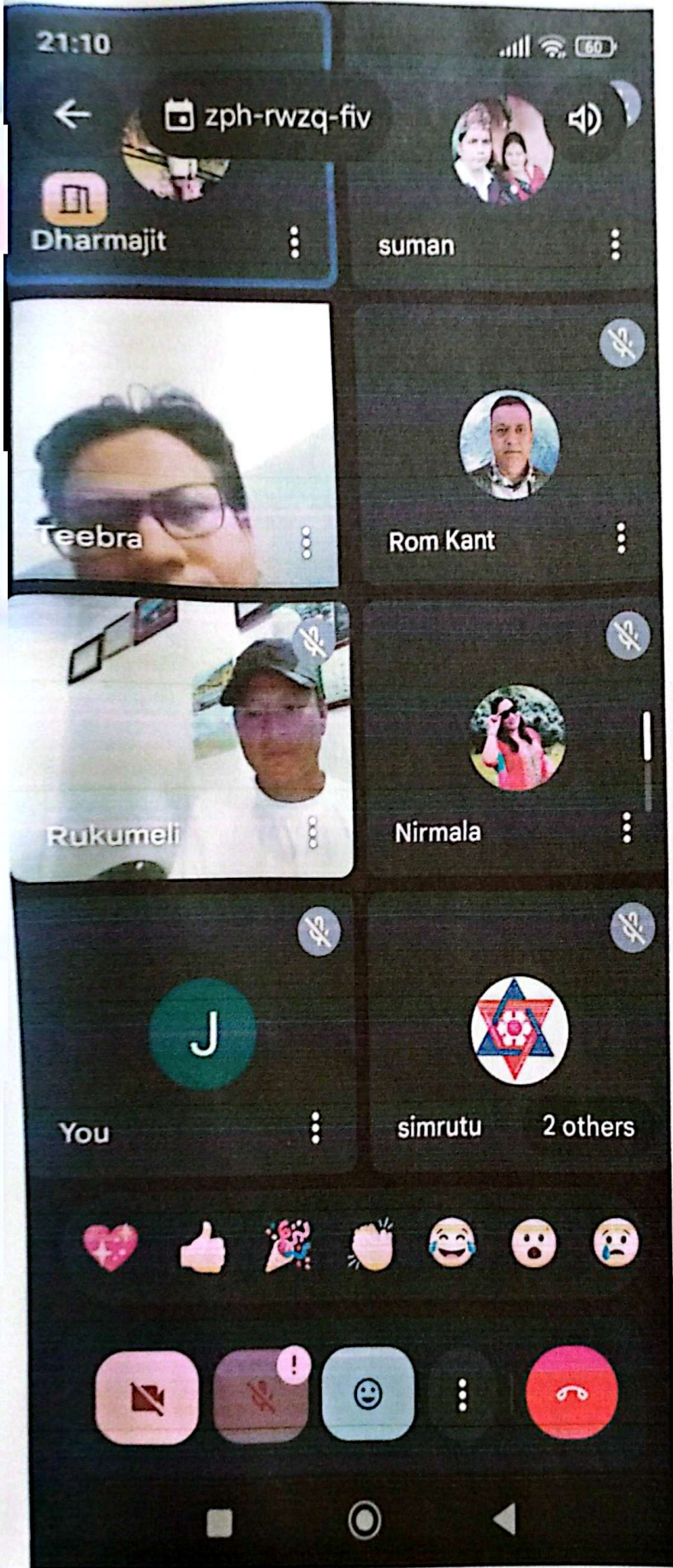


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वि. वि. कृषि विद्यापीठ



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 सिद्धमूर्ती व्यापारिक संस्थान



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रुकुमेली क्याम्पल

Certificate of Participation

This certificate is proudly awarded to

.....*RASHAN KHADKA*.....
.....*TRIPANI F. RUKUM (West)*.....

Has completed three days **HEMIS and Course Specific Tools 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)

Kuber K.C.

.....
Kuber K.C.
Chairman
Campus Management Committee

Daulat BM

.....
Daulat BM
For Campus Chief

Date: 2082/01/29-31

Certificate of Participation

This certificate is proudly awarded to

.....Tharak..B.M.....

.....Chakrjahaia:1a...RUKUM..(West)

Has completed three days **HEMIS and Course Specific Tools 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)

.....
Kuber K.C.
Chairman

Campus Management Committee

.....
Daulat BM

For Campus Chief

Date: 2082/01/29-31

Campus Name: Mukumeli Campus Muskot-1 Khatanga Rukum (west)

Training Title: HEMIS & Course Specific Tools Training

Date: 2032/1/29 to 2032/1/31

Participants Attendance

S.N	Name	Signature		
		2032/1/29	2032/1/30	2032/1/31
1	Javlat B.M for Campus chief	[Signature]	[Signature]	[Signature]
2	Jhanok B.M lecture	[Signature]	[Signature]	[Signature]
3	Roshan khadka "	[Signature]	[Signature]	[Signature]
4	Bibek Sharna lecturer	[Signature]	[Signature]	[Signature]
5	Dilla Jangi "	[Signature]	[Signature]	[Signature]
6	Rama Gautam "	[Signature]	[Signature]	[Signature]
7	Nimjan G.M "	[Signature]	[Signature]	[Signature]
8	Surya Bikram Khola "	[Signature]	[Signature]	[Signature]
9	chandra ali "	[Signature]	[Signature]	[Signature]
10	Amar Bahadur ali "	[Signature]	[Signature]	[Signature]
11	prem prakash ali "	[Signature]	[Signature]	[Signature]
12	khim Bahadur ali "	[Signature]	[Signature]	[Signature]
13	Kapil ali "	[Signature]	[Signature]	[Signature]
14	pharmajit ali "	[Signature]	[Signature]	[Signature]
15	Bhagiram Bhandari "	[Signature]	[Signature]	[Signature]
16	Prilal ali "	[Signature]	[Signature]	[Signature]
17	chakra Bhandari "	[Signature]	[Signature]	[Signature]
18	karna Bahadur Bista "	[Signature]	[Signature]	[Signature]
19	manraj Dahal "	[Signature]	[Signature]	[Signature]
20	Mirani khadka "	[Signature]	[Signature]	[Signature]
21	Nabin Rawal "	[Signature]	[Signature]	[Signature]
22				
23				
24				
25				
26				

Appendices:

Photos:

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

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