Digital Literacy Training Completion Report

Sukuna Multiple Campus

Sundarharaincha -12, Morang
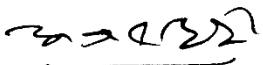

Date of Submission: 2082/12/14

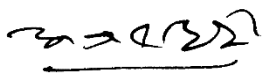**Prepared By:**

Santosh Dahal,

Focal Person, BICTE program

Arjun Raj Adhikari
Campus Chief

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Arjun Raj Adhikari
Campus Chief

1. Introduction

This report provides an overview of the digital literacy training conducted by Sukuna Multiple Campus. The 3-day digital literacy training was a part of capacity development training. The program was designed to enhance participants' ability to address the needs of faculty (teachers), staff, and students by equipping them with skills in recent digital technologies for administration, teaching, and learning. The Digital Literacy Training program aimed to enhance participants' fundamental digital skills, including computer basics, office tools, internet usage, and file management.

The training program commenced with a formal inauguration ceremony attended by faculty members, administrative staff, and students. Campus Chief Arjun Raj Adhikari inaugurated the event, highlighting the importance of digital literacy in today's rapidly evolving technological landscape. He delivered a keynote address emphasizing the role of digital tools in transforming education and administrative efficiency.
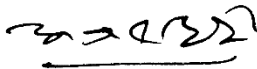
The three facilitators for the training Atul Bhattarai, Dharma Kumari Kalakheti, and Biplab Dhakal, were introduced. Er. Santosh Dahal, focal person of the BICTE program, made a brief presentation of the capacity development training and different parts of the training. He introduced digital literacy training and the material inside this training. He also informed that the training will be followed by digital pedagogy training and subject-specific training later. Additionally, Er. Dahal emphasized the importance of integrating these digital skills into everyday teaching practices to enhance student engagement and learning outcomes.

Participants were encouraged to actively collaborate and share their insights throughout the training to foster a vibrant learning community. To ensure effective participation, the training was divided into multiple sessions across different days

2. Objectives

The primary objectives of the training program were:

  i.   To improve digital literacy by equipping participants with essential computer skills.
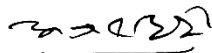
Arjun Raj Adhikari
Campus Chief

3. Schedule

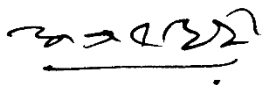The training program was conducted over 3 days, following a structured agenda:

S.N	Session	Topic	Date	Time	Resource Person	Remarks
				DAY 1		
	Inauguration		2081/11/18	7:30 am -8:00 am	Campus Chief	
			Digital Literacy			
1	Session 1	Computer Basic Skills & File Management	2081/11/18	8:00 am - 11:00 am	Dharma Kumari Kakheti	3 hours
		Lunch	2081/11/18	11:00 am - 12:00 pm		
2	Session 2	Office Administrative Work – MS Office	2081/11/18	12:00 pm - 4:00 pm	Biplab Dhakal	4 Hours
			DAY 2			
3	Session 3	Internet, Email & Web Resources	2081/11/19	8:00 am- 11:00 am	Dharma Kumari Kalakheti	3 Hours
		Lunch	2081/11/19	11:00 am- 12:00 pm		
4	Session 4	Cloud Storage (Google Drive)	2081/11/19	12:00 am- 4:00 pm	Biplab dhakal	4 Hours
			DAY 3			
5	Session 5	Online Collaboration (Application Google Docs, Google Sheet, Google Slides, Google Form	2081/11/20	8:00 am- 11:00 am	Atul Bhattarai	3 Hours
		Lunch	2081/11/20	11:00 am- 12:00 pm		
6	Session 6	Cybersecurity & Digital Safety	2081/11/20	12:00 am- 4:00 pm	Atul Bhattarai	4 Hours

4. Training Delivery Method

Training was imparted in face-to-face mode with a mix of lectures, hands-on training, group discussion, and live exercises. A projector and other multimedia equipment were used to aid in content presentation. During hands-on training, each trainee was assigned a lab or personal computer for practice exercise. Personal assistance was offered to the trainees on request to enable efficient learning**.**

Arjun Raj Adhikari
Campus Chief

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5. Facilitators

The training program was delivered by expert facilitators, including:

S.No	Name	Organization	Title of Training
1	Dharma Kumari Kalakheti	Sukuna Multiple Campus	➢ Computer Basic Skills & File Management ➢ Internet, Email & Web Resources ➢ Automated Scoring Tools
2	Atul Bhattarai	Sukuna Multiple Campus	➢ Online Collaboration (Google Docs, Google Sheets, Google Slides, Google Forms)
3	Biplab Dhakal	Sukuna Multiple Campus	➢ Office Administrative Work – MS Office ➢ Cloud Storage (Google Drive)

6. Participant Information

The number of participants on different day and different session are tabulated as follows:

Day	Session	No of Participants
Day 1	Session1	44
	Session 2	44
Day 2	Session1	44
	Session 2	44
Day 3	Session1	44
	Session 2	44

7. Training Content and Activities

The training covered the following key topics:

Day	Session	Content	Activities
Day 1	Session 1	Computer Basic Skills & File Management	➢ Basic concept of desktop, icon, shortcuts, concept of file and folder, renaming, searching files and folders
	Session 2	Office Administrative Work – MS Office	➢ Create template for lesson plan, reports and letters/Advanced features of MS words
Day 2	Session 3	Internet, Email & Web Resources	➢ Web browser, search engine, Viewing,
	Session 4	Cloud Storage	➢ Introduction to cloud storage and its benefits. ➢ Uploading, sharing, and managing files on Google Drive.

Day 3	Session 5	Online Collaboration (Application Google Docs, Google Sheet, Google Slides, Google Form	➢ Using Google Docs, Sheets, Slides, and Forms for collaboration. ➢ Real-time editing and sharing of documents.
	Session 6	Cybersecurity & Digital Safety	➢ Understanding cybersecurity threats and best practices. ➢ Protecting personal and institutional data. ➢ Hands on Installing antivirus, scanning

8. Outcomes and Impact

Achievements

The digital literacy training successfully achieved its objective of improving participants' digital literacy by equipping them with essential computer skills. Through hands-on learning, trainees gained proficiency in fundamental computer operations, file management, and efficient use of productivity tools like MS Office and Google Workspace. They developed the ability to navigate the internet safely, communicate professionally via email, and utilize cloud storage for seamless collaboration. Additionally, participants learned critical cybersecurity practices to protect their data and privacy online. As a result, they are now more confident and capable in using technology for work, education, and daily tasks, enhancing both their personal and professional productivity in an increasingly digital world.
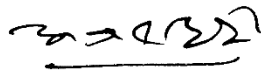
Improvements:

The digital literacy training produced marked, measurable improvements across all participant groups. Teachers were more comfortable with technology and now generate digital lesson plans and interactive presentations that enhance classroom engagement. Students applied their new skills directly by taking organized digital notes, submitting homework in the right format, and creating safer internet use. Administrative staff streamlined processes by efficient file management and by automating office tasks using spreadsheets and email utilities.

The college saw the direct benefits of communication effectiveness as teams adopted email and cloud-based collaboration tools. Use of paper diminished as more processes moved to electronic forms, reducing costs. Security measures were substantially improved with workers and students employing stronger password policies and two-factor authentication. Teachers

reported less time spent on administration and more time spent teaching, while students displayed more independence in completing digital coursework.

The training provided a strong foundation for e-learning readiness, and the participants were able to use tools like Google Classroom with ease. Technical proficiency and digital confidence were greatly enhanced, making the learning environment more effective. These enhancements have opened the door to further digitalization, with recommendations for further training in data analysis and multimedia tools to leverage this success. The direct impact of the program is proof of its effectiveness in preparing the institution for modern learning needs.

Arjun Raj Adhikari
Campus Chief

Appendices

Attendance Sheets

Sukuna Multiple Campus
Sundarharaicha-12, Morang
Digital Literacy Training

S.No	Name	Designation	Date		
			2081/11/18	2081/11/19	2081/11/20
1	Ramesh Khatiwada	Lecturer			
2	Rojina Luitel	Teaching Assistant			
3	SitaRam Khatiwada	"			
4	Kanta Subedi	"			
5	Uma Dhungel	"			
6	BelKrishna Gautam	"			
7	Dev Raj Giri	"			
8	Kedar Man Shrestha	"			
9	Janardan Guragain	"			
10	Mohan Karki	"			
11	Indra Prasad Timsina	"			
12	Tulashi Rimal	"			
13	Trilochan Sitoula	"			
14	Indra B. Chetri	"			
15	Ramesh Khatiwada	"			
16	Bikram Thapa	"			
17	Suman Sapkota	"			
18	Khajendra Raj Dahal	Lecturer			
19	Krishna pd. Acharya	Teaching Assistant			
20	Navaraj Koirala	Admin. off.			
21	Bidur Subedi	Lecturer			
22	Govinda Khanal	Teaching Ass			
23	Er. Santosh Dahal	"			
24	Bala Ram Pokhard	Ast. Campus Chief			
25	Ganesh pd. Dahal	" " "			
26	Dharma kumari Kalakheti	(Ass.t) Trainner			

Sukuna Multiple Campus

Sundarharaicha-12, Morang

Digital Literacy Training

S.No	Name	Designation	Date		
			2081/11/18	2081/11/19	2081/11/20
27	Krishna Neupane	Trainer			
28.	Soma Basnet	Teaching Ass.			
29.	Biplab Dhakal	T.A.			
30	Dhurba pd Nepal	Lecturer			
31	Basudev Dahal	Teaching Assistant			
32	Gehendra Kharel	lec.			
33	Dev Raj Giri	Staff.			
34	Satya Naryan Chau.	"			
35	Tika Pd. Upadhyaya	Lect.			
36	Jhurmal Prasad Bhumraj	Staff			
37	Kapila Pokhrel	Staff	Kapila	Kala	Kapila
38	Arjun Raj Adhikari	campus chief			
39	Aful Bhattarai	Trainer			
40	Biplab Dhakal	"			
41	Maya Dewan	lecturer			
42	Bal Kumar Kalakhati	"			
43	Suvendra Babu Shrestha	"			
44.	Tulsi Ram Paudyal	Teaching Assistant	Tulsi	Tulsi	Tulsi

Arjun Raj Adhikari
Campus Chief

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Photos of Training Sessions

Arjun Raj Adhikari
Campus Chief

SUKUNA MULTIPLE CAMPUS
SUNDARHARAINCHA MUNICIPALITY,MORANG
ESTD. 1992

Arjun Raj Adhikari
Campus Chief

Certificates Sample

Affiliated to Tribhuvan University

SUKUNA MULTIPLE CAMPUS

Sundarharaincha -12, Morang

Accredited by University Grants Commission (UGC) Nepal (2024)

REF. NO: 2081/082
DISPATCH NO:

CERTIFICATE

OF ACHIEVEMENT

THIS CERTIFICATE IS PRESENTED TO

Govinda Khanal

who has successfully completed the **Digital Literacy Training** at Sukuna Multiple Campus from 2081/11/18 to 2081/11/21.

SANTOSH DAHAL
Training Chief
Sukuna Multiple Campus

ARJUN RAJ ADHIKARI
Campus Chief
Sukuna Multiple Campus

Affiliated to Tribhuvan University

SUKUNA MULTIPLE CAMPUS

Sundarharaincha -12, Morang

Accredited by University Grants Commission (UGC) Nepal (2024)

REF. NO: 2081/082
DISPATCH NO:

CERTIFICATE

OF ACHIEVEMENT

THIS CERTIFICATE IS PRESENTED TO

Bidur Subedi

who has successfully completed the **Digital Literacy Training** at Sukuna Multiple Campus from 2081/11/18 to 2081/11/21.

SANTOSH DAHAL
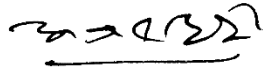Training Chief
Sukuna Multiple Campus

ARJUN RAJ ADHIKARI
Campus Chief
Sukuna Multiple Campus

Arjun Raj Adhikari
Campus Chief

Financial Summary Sheet

Table 1:
 Financial Summary of Digital Literacy Training

S.N.	Particulars	Proposed Budget (RS.)	Remarks
1	Expert Expenditure	25,000	External trainer per session: Rs.4,000 Internal trainer per session: Rs.3,000 As per UGC
2	Expert Transportation Expenditure	-	
3	Food/Breakfast	20,000	
4	Lodging Expenses	-	
5	Stationery & Tools	5,000	
	Total	**50000**	

Arjun Raj Adhikari
Campus Chief