Subject Specific Tools Training Completion Report

Sukuna Multiple Campus

Sundarharaincah -12, Morang

Date of Submission: 2082/12/14

Prepared By:

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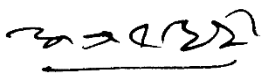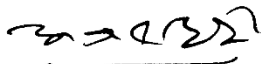
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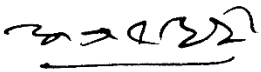
Arjun Raj Adhikari
Campus Chief

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Campus Chief

1. Introduction

This report provides an overview of the Subject Specific Training under Capacity Development Training conducted by Sukuna Multiple Campus. The program was designed to enhance participants' ability to address the needs of faculty and staff equipping them with skills in recent digital technologies for administration, teaching, and learning. It aimed to provide hands-on experience and practical knowledge in specific digital tools and platforms that are essential for modern education and workplace efficiency.

The facilitator Er. Santosh Dahal and Shanker Dewan were introduced, followed by a brief presentation of the training activities and objectives. Participants were encouraged to actively engage in the sessions to maximize their learning outcomes. To ensure effective participation, the training was divided into multiple sessions across different days.

The closing ceremony of the three-day subject specific tools and overall capacity Development Training was a moment of celebration and reflection. Campus Chief Mr. Arjun Raj Adhikari presided over the event, expressing his gratitude to the facilitators and participants for their active engagement. In his closing remarks, he emphasized the importance of implementing the newly acquired digital skills in teaching, learning, and service delivery. He expressed hope that the training would serve as a catalyst for transforming the campus into a more digitally empowered institution, fostering innovation and efficiency in academic and administrative processes. Mr. Adhikari also encouraged participants to share their knowledge with colleagues and students, creating a ripple effect of digital literacy across the campus community.

Reflection by a Teacher

One of the participating teachers, Ms. Trilochan Sitaula, shared his reflections on the training. He described the program as "transformative" and "eye-opening," highlighting how it equipped him with practical skills to integrate digital tools into his teaching methods. He particularly appreciated the sessions on digital pedagogy and subject-specific tools, which he believes will make his lessons more engaging and effective. Mr. Sitaula also emphasized the importance of cybersecurity training, noting that it has made her more confident in handling
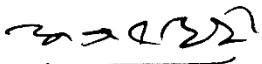
digital platforms safely. He concluded by expressing her gratitude to the organizers and facilitators, stating that the training has not only enhanced his teaching skills but also inspired him to explore new ways of leveraging technology for student success.

The ceremony culminated in the distribution of certificates to all participants, recognizing their successful completion of the training program. Each certificate symbolized the hard work and dedication of the participants in mastering digital tools and techniques. The certificates were handed out by the Campus Chief and the facilitators, who congratulated the participants on their achievements. The certification not only validated their newfound skills but also motivated them to continue their journey toward digital excellence. Participants expressed pride in receiving their certificates, acknowledging the program's role in enhancing their professional and academic capabilities.
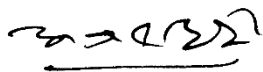
2. Objectives

The primary objectives of the training program were:

i. To provide hands-on training on specific digital tools and platforms that are essential for modern education and workplace efficiency.

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3. Schedule

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The training program was conducted over 3 days starting from 2081/11/24 to 2081/11/26, following a structured agenda:

		Subject-Specific Tools				
			DAY 7			
13	Session 13	Academic (Tools) Research Citation and Article Management Tools;	2081/11/24	8:00 am-10:00 am	Shankar Dewan	2 hours
		Google Scholar (Introduction, Advance Search and Resource Management, Research)	2081/11/24	10:00 am-12:00pm	Shankar Dewan	2 hours
	Lunch		2081/11/24	12:00 am-01:00pm		
14	Session 14	Academic Research: Citation and Article Management Tools	2081/11/24	01:00 am-4:00 pm	Shankar Dewan	3 hours
			DAY 8			
15	Session 15	HEMIS Data Management and Report Preparation;	2081/11/25	8:00 am-10:00 am	Er. Santosh Dahal	2 hours
		Data Analysis using Excel and Visualization (creating graph, chart and dashboards)	2081/11/25	10:00 am-12:00 pm	Er. Santosh Dahal	2 Hours
	Lunch		2081/11/25	12:00 pm-01:00 pm		
16	Session 16	Writing Reports Based on HEMIS Data	2081/11/25	01:00 pm-02:00 pm	Shankar Dewan	1 hours
		Research Methodology; Research Design and Planning	2081/11/25	2:00 pm-4:00 pm	Shankar Dewan	2 hours
			DAY 9			
17	Session 17	Research data collection method	2081/11/26	8:00 am-9:00 am	Shankar Dewan	1 hour
		Statistical concepts (mean, median, mode, variance).	2081/11/26	9:00 am-10:00 am	Shankar Dewan	1 hour
		Using tools like Excel	2081/11/26	10:00 am-12:00pm	Shankar Dewan	2 Hours
	Lunch			12:00 pm-01:00 pm		
18	Session 18	Data Visualization and Reporting	2081/11/26	1:00 pm-3:00 pm	Er. Santosh Dahal	2 Hours

		Course Wrap-up Final project, Group presentations of reports and peer feedback.	2081/11/26	3:00 pm-4:00 pm	Er. Santosh Dahal	1 hours
		Wrap Up and Certification Program	2081/11/26			30 minutes

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.

5. Facilitators

The training program was delivered by expert facilitators, including:

Table 1:
Facilitators Information

S.No	Name	Organization	Title of Training
1	Shankar Dewan	Sukuna Multiple Campus	➤ Academic (Tools) Research Citation and Article Management Tools; ➤ Google Scholar (Introduction, Advance Search and Resource Management, Research) ➤ Academic Research: Citation and Article Management Tools ➤ Writing Reports Based on HEMIS Data ➤ Research Methodology; Research Design and Planning ➤ Research data collection method ➤ Statistical concepts (mean, median, mode, variance). ➤ Using tools like Excel

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2	Er. Santosh Dahal	Sukuna Multiple Campus	➢ HEMIS Data Management and Report Preparation; ➢ Data Analysis using Excel and Visualization (creating graph, chart and dashboards) ➢ Data Visualization and Reporting ➢ Course Wrap-up Final project, Group presentations of reports and peer feedback.

6. Participant Information

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

Table 2
Participation Information

Day	Session	No of Participants
Day 7	Session1	41
	Session 2	41
Day 8	Session1	41
	Session 2	41
Day 9	Session1	41
	Session 2	41

7. Training Content and Activities

The training covered the following key topics:

Table 3
Training Content and Activities

Day	Session	Content	Activities
Day 7	Session 1	Academic (Tools) Research Citation and Article Management Tools;	**Quick Search Challenge** – Find and cite 3 relevant articles using Google Scholar filters.
		Google Scholar	Introduction, Advance Search and Resource Management, Research
	Session 2	Academic Research: Citation and Article Management Tools	**Citation Race** – Organize references using Zotero and

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			generate a bibliography in APA format.
Day 8	Session 1	Data Management and Report Preparation	**Data Entry Task** – Enter and validate sample HEMIS data in Excel.
		Data Analysis using Excel and Visualization	Creating graph, chart and dashboards
	Session 2	Research Methodology; Research Design and Planning	**Mini Proposal** – Draft a 3-sentence research question, objective, and method.
Day 9	Session 1	Research data collection method	**Survey Design** – Create a research questioner using Google Form for data collection.
		Statistical concepts (mean, median, mode, variance).	**Quick Calculation** – Compute mean, median, and variance using Excel formulas.
		Using tools like Excel	**Formula Challenge** – Use SUM, AVERAGE, and COUNTIF on a sample dataset.
	Session 2	Data Visualization and Reporting	**Dashboard Task** – Design a simple dashboard with charts in Excel
		Course Wrap-up Final project, Group presentations of reports and peer feedback.	**Group Presentation** – Present findings in 5 minutes with one key insight.
		Wrap Up and Certification Program	**Reflection & Feedback** – Share one key learning and receive certificates.

8. Outcome and Impact:

The achievement and improvement after the subject specific tools are listed as below:
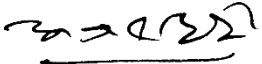
Achievement

The training workshop achieved its primary objective of providing hands-on training in core digital tools for modern education and workplace efficiency. The attendees gained hands-on experience in academic research tools like Google Scholar, thus improving their ability to perform advanced searches and manage resources effectively. Excel data analysis workshops equipped the participants with valuable skills in data processing, data visualization, and report preparation to generate professional charts, graphs, and dashboards.

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The research methodology modules enhanced participants' research design, data collection procedures, and basic statistical analysis with Excel knowledge. By the end of the training, participants had demonstrated increased competence in the use of digital tools to learning and administrative activities, as seen in their final group projects and presentations. The carefully structured three-day format offered extensive skill acquisition, with immediate application evident in participants' ability to handle research citations, read institutional data, and produce data-driven reports. These findings confirm that the program effectively delivered its promised digital upskilling, empowering participants to apply these tools in their work and study lives.

Improvement

  i.   **Technical Skills**: Faculties were able to use tools like Google Scholar, Zotero, Excel that helped to search research paper, for citation of papers and data visualization respectively.

  ii.   **Research Skills**: Faculties had experience on improved research design, data collection, and report writing.

  iii. **Soft Skills**: Faculties had gained skills on Enhanced presentation, collaboration, and time management.

  iv.   **Tool Proficiency**: Mastery of Excel, citation tools, and data visualization.

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Appendices

Attendance Sheets

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Campus Chief

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Sundarharaicha-12 , Morang
Subject Specific Training

S.No	Name	Designation	Date		
			2081/11/24	2081/11/25	2081/11/26
1	Er. Santosh Dahal	Trainer			
2	Rojina Luitel	Teaching Assistant			
3	Sita Ram Khatiwada	"			
4	Kanta Subedi	"			
5	Uma Dhungel	"			
6	Belkrishna Gautam	"			
7	Dev Raj Giri	"			
8	Krishna pd. Bhusal	"			
9	Kedar Man Shrestha	"			
10	Janardan Guragein	"			
11	Tulashi Rimal	"			
12	Mohan Kang	"			
13	Bikram Thapa	"			
14	Trilochan Sitoula	"			
15	Indra B. Chetri	"			
16	Ramesh Khatiwada	"			
17	Indra Prasad Timsina	"			
18	Suman Sapkota	"			
19	Khojendra Raj Dahal	Lecturer			
20	Krishna pd. Dahay	Teaching Assistant			
21	Bala Ram Pokharel	Ast. Campus Chief			
22	Ganesh pd. Dahal	" " "			
23	Bidur Subedi	dect.			
24	Govinda Khand	Teaching Ass			
25	Shanwar Dewan	Trainor/Facilitator			
26	Navaraj Koiral	Admin			

Sukuna Multiple Campus

Sundarharaicha-12 , Morang

Subject Specific Training

S.No	Name	Designation	Date 2081/11/24	Date 2081/11/25	Date 2081/11/26
27	Dharma Kumari Kailakhti	Teaching Ass.			
28	Krishna Neupane	"			
29	Soma Basnet	Teaching Ass.			
30	Biplab Dhakal	Trainer			
31	Dhurba pd. Nepal	Lecturer			
32	Basudev Dahal	Teaching Assistant			
33	Gehendra Khang	Lecturer			
34	Dev Raj Giri	Staff			
35	Arjun Raj Adhikari	Campus chief			
36	Atul Bhattarai	Trainer			
37	Tika Pd. Upadhyaya				
38	Maya Dewan	Lecturer			
39	Bal Kumar Kalakheti				
40	Suvendra Baby Shrestha	"			
41	Tulsi Ram Paudyal	Teaching Assistant			

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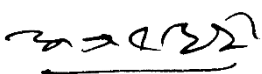Campus Chief

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SUNDARHARAINCHA MUNICIPALITY, MORANG
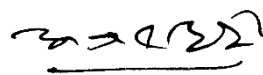ESTD. 1962
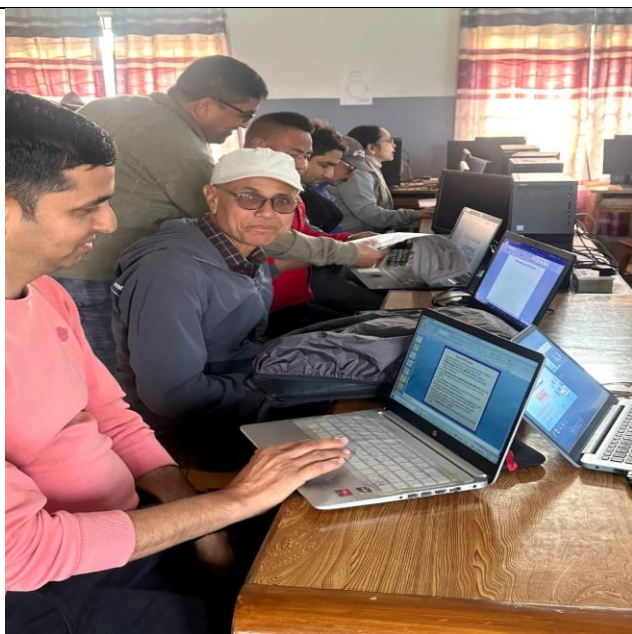
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Certificates Template

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

Kanta Subedi

who has successfully completed the **Subject-Specific Tools Training** at Sukuna Multiple Campus from 2081/11/24 to 2081/11/26.

ER. SANTOSH DAHAL
Training Head
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

Mohan Karki

who has successfully completed the **Subject-Specific Tools Training** at Sukuna Multiple Campus from 2081/11/24 to 2081/11/26.
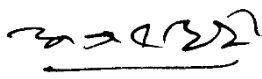
ER. SANTOSH DAHAL
Training Head
Sukuna Multiple Campus

ARJUN RAJ ADHIKARI
Campus Chief
Sukuna Multiple Campus

Arjun Raj Adhikari
Campus Chief

Financial Summary Sheet

S.N	Particulars	Proposed Budget	Remarks
1	Expert Expenditure	50,000	External trainer per session: Rs.4,000 Internal trainer per session: Rs.3,000
2	Expert Transportation Expenditure	10,000	
3	Food / Breakfast	20,000	
4	Lodging Expenses	10,000	
5	Stationery	5,000	
	Total	**100000**	

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