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Notice to All Faculty Members

Subject: Invitation to Capacity Development Training on Digital Literacy

Dear Faculty Members,

Madan Bhandari Memorial College is pleased to invite all faculty members to participate in a **Capacity Development Training** focused on enhancing **Digital Literacy** skills. This three-day training is designed to equip participants with essential computer skills, cybersecurity knowledge, and proficiency in digital tools, ensuring you stay updated with the latest technological trends.

Program Schedule

Day 1: Saturday, 2081/10/19

- **Session 1:** 12:30 PM – 2:30 PM: *Computer Basics* (Mr. Rhishav Poudyal)
- **Snacks and Tea Break:** 2:30 PM – 3:00 PM
- **Session 2:** 3:00 PM – 5:00 PM: *Cybersecurity Awareness* (Mr. Ram Kumar Basnet)

Day 2: Sunday, 2081/10/20

- **Session 1:** 12:30 PM – 2:30 PM: *Internet and Email Proficiency* (Mr. Suvash Khadka)
- **Snacks and Tea Break:** 2:30 PM – 3:00 PM
- **Session 2:** 3:00 PM – 5:00 PM: *Cloud Storage and Collaboration* (Mr. Ramesh Pokharel)

Day 3: Monday, 2081/10/21

- **Session 1:** 10:00 AM – 12:00 PM: *File Conversion and Compression* (Mr. Debesh Adhikari)
- **Lunch Break:** 12:00 PM – 1:00 PM
- **Session 2:** 1:00 PM – 3:00 PM: *Office Applications* (Mr. Sukraj Limbu)

Important Notes

1. All participants are required to bring their laptops to the training/workshop.
2. Snacks and tea will be provided during the designated breaks.
3. Kindly ensure your participation for the entire duration of the program.

This training is an excellent opportunity to enhance your digital proficiency and apply these skills effectively in academic and professional activities. Your active participation is highly encouraged.

Dr. Babu Ram Adhikari
Campus Chief

