

## Notice for Capacity Development Training Applications

**Subject:** Call for Experts for Capacity Development Training

Madan Bhandari Memorial College is pleased to announce its upcoming Capacity Development Training, focusing on enhancing the digital literacy, pedagogy, and subject-specific skills of faculty, staff, and students. Interested experts are invited to apply as per the details provided below:

**Purpose of the Training:** To build capacity in digital literacy, digital pedagogy, and subject-specific tools, equipping participants with essential 21st-century skills.

### Key Details

#### 1. Eligibility:

- External and/or internal experts specializing in relevant training areas.
- Proficiency in conducting sessions aligned with the outlined training content areas.

#### 2. Remunerations :

- External experts: Up to NPR 4,000 per session.
- Internal experts: Up to NPR 3,000 per session (as per UGC norms).

#### 3. Expert Responsibilities:

- Prepare and deliver training sessions as per the approved schedule.
- Assist with training needs assessment, if required.
- Submit session plans, training materials, and feedback for report compilation.

### Training Content Areas:

#### 1. Digital Literacy

This module aims to enhance participants' foundational skills in using digital tools, platforms, and resources. Key areas include:

##### Computer Basics

- Operating system navigation: Start/shut down, user interface (e.g., minimizing/maximizing windows).
- File and folder management: Creation, renaming, searching, and properties.
- Device management: Printer selection, user account settings, and system specifications.

##### File Conversion and Compression:

- File format conversions (e.g., Word to PDF, PDF to Word).
- Installing and using compression tools like WinZip or RAR.
- Managing backups using external drives and cloud storage (Google Drive, OneDrive).

##### Office Applications:

- Advanced MS Word/Google Docs features for creating templates and reports.
- Excel for grading, data analysis, budgeting, and visualizations.
- PowerPoint for designing effective presentations.



**Internet and Email Proficiency:**

- Safe internet practices, identifying secure websites, avoiding phishing scams.
- Email setup and management, including attachments, CC/BCC usage, and signatures.
- Efficient use of Google Apps (e.g., Google Forms, Google Drive) for collaboration and surveys.

**Cloud Storage and Collaboration:**

- File organization, sharing, and real-time collaboration using platforms like Google Drive and Dropbox.
- Backup and recovery systems in cloud environments.

**Cybersecurity Awareness:**

- Protecting data from malware, phishing, and other threats.
- Password management and email security.

**2. Digital Pedagogy**

This module focuses on using digital tools for teaching and learning enhancement, providing faculty with the skills to integrate technology into education.

**Introduction to Digital Pedagogy:**

- Understanding digital pedagogy and its role in modern education.
- Differences between traditional and digital teaching approaches.

**Tools for Teaching and Learning:**

- Content creation tools (Google Slides, Canva, Loom).
- Learning Management Systems (LMS) like Moodle and Open edX for managing courses, assignments, and assessments.
- Online collaboration tools (Zoom, Microsoft Teams) for virtual classrooms.

**Assessment Tools:**

- Constructed Response: Designing and evaluating essay-based and problem-solving questions using tools like Google Forms.
- Selected Response: Creating MCQs and quizzes using platforms like Kahoot and Quizizz.
- Tools for learning analytics to monitor student performance.

**Integration of AI in Education:**

- AI tools for lesson planning, student engagement, and assessment.
- Using AI-based platforms for adaptive learning and personalized feedback.

**3. Subject-Specific Tools**

This module targets specialized training for faculty to use tools relevant to their academic disciplines and research.

**Research Methodology and Data Analysis:**

- Basics of qualitative and quantitative research methods.
- Using tools like SPSS, R, or Python for statistical analysis.
- Advanced qualitative analysis using NVivo or MAXQDA.



**Learning Analytics:**

- Tracking and analyzing student behavior, participation, and success using Google Analytics, Power BI, and Tableau.
- Data collection methods (LMS logs, surveys) and visualization techniques.

**Higher Education Data Management:**

- Using HEMIS for data entry, analysis, and reporting.
- Generating insights and preparing professional reports for stakeholders.

**Citation and Article Management Tools:**

- Tools like Zotero and Mendeley for organizing references and creating bibliographies.
- Setting up academic profiles on platforms like Google Scholar.

**4. Training Modality:**

- Physical, online, or blended sessions, with at least one physical session required.

**5. Application Process:**

- Interested experts must submit the following documents:
- CV
- Session outline
- Proposal

**Submission Deadline:** 2081/10/18

**Submission Email:** [vacancy@mbmc.edu.np](mailto:vacancy@mbmc.edu.np)

We encourage all eligible experts to apply and contribute to the capacity-building initiatives of Madan Bhandari Memorial College.

A	B	C
Draft content for the application form.	Create session outlines for the training areas.	Write a proposal template for the training program.

