

Completion Report
on
Rotary for Digital Literacy Training Program Series 1
To
Misa Puchha
of
Ward No. 29, Lalitpur



Prepared by:
Rotary Club of Yala

Date: 27 July 2026

1. Executive Summary

The Rotary Club of Yala successfully organized a one-day **Digital Literacy Training Program** to **25 Representative of Misa Pucha (Women's Group)** on **26 July 2026** at the Ward No. 29 Office, Lalitpur Metropolitan City. The program was generously sponsored by **Nepal Telecom**, technically supported by **Women in Information Technology (WIIT)**, and facilitated with the support of **Ward No. 29 Office**. The wheels of Nepal also supported for the program.

The training aimed to strengthen participants' digital skills, enabling them to confidently use smartphones, access digital government and financial services, communicate online, and protect themselves from cyber threats. The program emphasized practical, hands-on learning to encourage participants to apply digital technologies in their daily lives.

2. Objectives

The training was designed to:

- Improve basic digital literacy among middle-aged women.
- Enhance confidence in using smart phones and the internet.
- Introduce digital communication and social media tools.
- Promote safe and responsible online behavior.
- Increase awareness of digital services and mobile banking.
- Encourage digital inclusion and women's empowerment.

3. Participants

- **Target Group:** Representatives of Misa Pucha (**Women's Group**)
- **Total Participants:** 25
- **Location:** Ward No. 29, Lalitpur Metropolitan City

Participants actively engaged in discussions, demonstrations, and hands-on practical sessions throughout the day.

4. Training Schedule

Time	Session	Resource Person(s)
09:30 - 10:30	Registration & Introduction	Minu Pradhan Shrestha, MC Rotary Club of Yala & WIIT Member
10:00 - 11:15	Session 1: Smartphone & Internet Basics	Shova Sedai, Member, WIIT

Time	Session	Resource Person(s)
11:15 - 11:30	Tea Break	
11:30 -	Session 2: Digital Marketing &	Adipti Gupta, Life Member, WIIT
01:00	Session 3: Cyber Safety	Sheela Kansakar Karkee, Acting President, WIIT
01:00 - 01:30	Lunch Break	
01:30 - 03:30	Session 4: Digital Communication & Social Media	Shova Sedai, Member, WIIT
03:30 - 05:00	Session 5: Digital Services & Mobile Banking	Elisha Rajbhandari, Life Member, WIIT
05:00 - 05:30	Assessment, Feedback & Participant Certificate Distribution	Distribution of Token of Love and Souvior Publication of Rotary Club of Yala o Trainers from WIIT, Ward Members. Distribution of Certificate of Participation to the trainees Speech by Manmaya Maharjan, Mahila Member, Ward no. 29 office Speech and Concluding Remarks By Rtn. Deepak Das Tamrakar, President Rotary Club of Yala

5. Key Topics Covered

Session 1: Smartphone & Internet Basics

- Smartphone features and settings
- Internet connectivity and Wi-Fi
- Google Search
- Installing and managing mobile applications

Session 2: Digital Marketing Cyber Safety

- Introduction to digital marketing
- Facebook and social media usage

Session 3: Digital Marketing Cyber Safety

- Identifying online scams and fraud
- Password security and safe internet practices

Session 4: Digital Communication & Social Media

- WhatsApp messaging
- Video calling
- Sharing photographs and documents
- Responsible use of social media

Session 5: Digital Services & Mobile Banking

- QR code scanning
- Mobile banking
- Digital payments
- Government online services
- Practical demonstrations

During the Training the trainees were also educated with Downloading Nepal Telecom Apps, Using its Services and explained about newly introduced “Pay as you go” functions.

6. Training Methodology

The program adopted an interactive and practical learning approach through:

- Presentations
- Live demonstrations
- Hands-on practical exercises
- Individual mentoring
- Group discussions
- Question-and-answer during the training

The practical sessions and lively conversation enabled participants to apply their newly acquired knowledge immediately.

7. Outcomes

The training successfully achieved its objectives. At the end of the program, participants were able to:

- Operate smart phones with greater confidence.
- Connect to the internet and search for information online.
- Use social media responsibly.
- Understand cyber security risks and methods to stay safe online.
- Perform basic digital payment and mobile banking functions.
- Access essential digital services available through smartphones.

Participants’ enthusiasm and feedback indicated a high level of satisfaction, with many expressing increased confidence in using digital technologies independently.

8. Conclusion

The Rotary for Digital Literacy Training Program successfully enhanced the digital awareness and practical digital skills of 25 middle-aged women from Ward No. 29, Lalitpur. By equipping participants with essential digital competencies, the program contributed to Nepal's vision of digital inclusion and promoted responsible, confident, and safe use of digital technologies. This initiative marks an important step toward building a digitally aware and empowered community.

The Rotary Club of Yala sincerely thanks Nepal Telecom for its generous sponsorship, Women in Information Technology (WIIT) for providing technical expertise and trainers, and the Ward No. 29 Office for its valuable support and coordination. Their collaboration was instrumental in the successful implementation of the program.

The combined efforts of these organizations ensured the successful delivery of a high-quality community-based digital literacy initiative.

9. Acknowledgements

The Rotary Club of Yala extends its heartfelt appreciation to:

- Nepal Telecom for sponsoring the program.
- Women in Information Technology (WIIT) for technical support and delivering the training.
- Ward No. 29 Office, Lalitpur Metropolitan City for venue and logistical support.
- The trainers— Sheela Kansakar Karkee, Elisha Rajbhandari, Shova Sedai, and Adipti Gupta—for their dedication and expertise.
- All participants for their enthusiastic participation and commitment to learning.

Together, we are fostering a digitally empowered, responsible, and inclusive community.

Annexes:

Annexes 1: Expenses

Annexes 2: Attendance

Annexes 3: Photographs

Annexes 1: Expenses

SN	Description	Unit price	Quantity	Total	Remarks
1	Certificate Printing	113	33	3729	
2	Notebooks	0	40		Contribution from Nepal Telecom
3	Pens	0	40		Contribution from Nepal Telecom
4	Digital Banner Design and Certificate Design	1000	1	1000	From Elisha Rajbhandari
5	Trainer Honorarium				
	Elisha Rajbhandari	1000	1	1000	
	Shova Sedai	1000	2	2000	
	Adipti Gupta	1000	1	1000	
	Sheela Kansakar Karee				Contribution from WIIT
6	Newari Khaja and Tea	300	45	13500	
7	Water			0	Contribution from Wheels of Nepal
8	Mohi			0	Contribution from Minu Pradhan Shrestha
9	Souvenirs from Rotary Club of Yala				
	Total Expenses			21890	

Annexes 2: Attendance

WARD 29 MISSA Pucha		
S.NO	Name	Organisation
1	Bindya Mahajan	Vibhaaz mahila samuha
2	Rashmi Mahajan	" "
3	Gyanu Dulal	Tulsi mahila samuha
4	Srijana Timalsina	Parijat Mahila Samuha
5	Rajya Laxmi Mahajan	Gurmai Mahila Samuha
6	Sarita Mahajan	Lakha Pukhi Mahila Samuha
7	Mandira Mahajan	Dhyo Mahila Samuha
8	Rita Mahajan	Dhusal Mahila Samuha
9	Bina	" "
10	Pamila Mahajan	Nagma Mahila Samuha
11	Padm	" "
12	Ashpaxi Napit	Lakhur mahila samuha
13	Sumita Mahajan	Lakha Pukhi Mahila Samuha
14	Bhakta Laxmi Mahajan	Dhyo-Dha Mahila Samuha
15	Gyan Devi Mahajan	" "
16	...	...
17	...	...
18	...	...
19	...	...
20	...	...
21	Mamida Mahajan	Jaga Mahila Samuha
22	Sobina Mahajan	...
23	...	...
24	Sakun C.C.	...
25	Rasna Mahajan	...
26		

WARD 29 MISSA Pucha		
S.NO	Name	Organisation
1	Deepak Dhamak	...
2	Dharmendra Shukla	RC Yala
3	Basank Shukla	RC Yala
4	Sanku Shukla	RC Yala
5	Manjani Tamrakar	...
6	Ratna Devi Shukla	R.C. Yala
7	Gyanu Dhamak	R.C. Yala
8	Ra Shobha Devi Shrestha	RC Yala
9	Anju Shrestha	RC YALA
10	Kanti D. Shrestha	R.C. YALA
11	Nipu Pradhan	RC Yala/WIT
12	Rajman Shrestha	...
13	Suresha G. Jorhi	...
14	Jeeandhar Nazkani	...
15	Pina Shrestha	...
16	Suresh Kanta Kante	WIT
17	Adipti Gupta	WIT
18	Man Maya Mahajan	29 ward office
19	Urmila Shrestha	...
20	Pwinkle Nyanchhon	...
21	Pasha Rajbhandari	WIT

Annexes 3 Photos

