

Ram Raja (M.B.S.) Multiple Campus



(त्रि.वि.वि. सम्बन्धन प्राप्त)

Kalaiya (Bara)

(Estd. 2038)

मिति :- २०८०/१२/१५

पत्र संख्या :-

चलानी नं. :- २२६/०८०/८९

To,

University Grants Commission (UGC)
Sanothimi, Bhaktapur, Nepal

Subject: Application for Extending Digitalization of Higher Education Under NEHEP

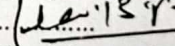
Dear Sirs,

We are pleased to submit the application for **Extending Digitalization Performance Grants** as announced by the University Grants Commission on 3 March 2024. Please find attached documents listed below. Documents substantiating the statements in the submitted application are also attached herewith.

List of documents submitted

- Key areas of digitalization work under NEHEP.
- Proposal (as per the format suggested by UGC);
- Document relating to formation and management of EMIS/IT unit including details of the IT focal person appointed.
- Audit Report F.Y 2079/80.

Sincerely yours,

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Hari Bhashan Kushwaha

Campus Chief

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Nurturing Excellence in Higher Education Program



Proposal for *Extending Digitalization of Higher Education*

Submitted to

University Grants Commission

Sanothimi, Bhaktapur

Submitted by

Ram Raja (M B Shah) Multiple Campus

Bara

Malaya Sub metropolitan city

29/03/2024



Digitalization of Higher Education at Ram Raja (M.B. Shah) Multiple Campus Kalaiya - 5 Bara

1. Introduction

Ram Raja (MBS) Multiple Campus, Kalaiya is located in the Central Terai region of Nepal. Kalaiya is the neighboring city of Birgunj (economic capital of the country) and is also an industrial corridor. As the city is connected to the Indian border Aadapur, Bihar, it has great possibility of being the second economic destination of Nepal. It is a hub for educational access for all the neighboring districts of this region namely Bara, Rautahat, Sarlahi. The catchment area of this campus has a sound set up from a social, cultural and economic point of view. This region has cultural, lingual and religious diversities but the inhabitants have social harmony & tolerance for each other.

This Campus was established three decades ago with a view of imparting higher education and to cater the needs of people in this region. It has a glorious history as it was started by literate people with the help of local traders, businessmen and education lovers for their higher education.

It was established in 2038 B.S. Ram Raja (MBS) Multiple Campus Kalaiya is only one pioneering academic institution for higher education, not only in Kalaiya, but also in the Bara District. Immediately after the Referendum, the campus came into existence with an aim of extending higher education to the people in the region. It is the first campus founded in Bara District. During its inception, it was run under the affiliation to Tribhuvan University, Nepal. It was a matter of pride and satisfaction for the campus that it has been able to contribute considerably in the production of statesmen, literary figures, scholars, artists, social workers, industrialists, within the period. The campus has since then steadily moved forward both in quantity and quality.

In the establishment years, the campus was run in the local 3 Chandra Secondary School with a small number of students and a few subjects. Within a very brief span of time, it managed to have its own land and building in 2052 BS by the support of local donors.

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Campus Digitalization Background

In 2070 BS ,For the first time EVDO USB dongle of NTC was bought for surfing, browsing, searching and e-mailing Purpose in this Campus. BroadBand Connection (W-Link) was established in 2075 BS and now, Dish Home Fibernet and W-Link both are providing connectivity to this campus.Computer Lab Consisting 14 assembled systems was set up but now many of them are out of order. In administration 5 branded computers and 3 laptops are being used .

Vision: "To be a pioneering institution in the digitalization of higher education, where innovation and technology seamlessly integrate to empower students and faculty with accessible, high-quality educational experiences that are globally recognized."

Mission: "Our mission is to:

Embrace digital transformation to enhance academic excellence and research capabilities.

- **Provide equitable access** to education through advanced digital platforms, ensuring opportunities for all students regardless of their background.
- **Foster a culture of continuous learning** and adaptation to emerging technologies among students and faculty.
- **Cultivate partnerships** with tech leaders and industries to stay at the forefront of educational innovations.
- **Prepare students** for the challenges of the digital era with skills that transcend traditional learning boundaries."

We need Technical and financial supports from UGC to:

gain and meet our access in use of ICT and Digitalization for quality education such as :

- Secure wi-fi on campus
- Intranet development to connect all departments
- Establish IT support unit
- Establishment of LMS
- Continuity of Web based EMIS
- Set up platform and infrastructure for digital content and material development (Visual,Text,A/V,Animation,Simulation)
- Training on Digital literacy , Digital pedagogy and tool handling

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Digitalization in higher education has become increasingly relevant and effective for several reasons:

Effectiveness:

Improved Performance: Digitalization can enhance the performance of universities by supporting the delivery of more efficient and effective services.

Hybrid Learning Models: The adoption of digital tools and resources has led to hybrid learning environments that combine traditional and digital methods, offering flexibility and accessibility.

Cost Reduction: Digital transformation can reduce costs related to education, making it more accessible to a wider audience.

Relevancies:

Social Innovation: Digital transformation in higher education institutions can facilitate access to education for individuals from diverse social backgrounds and equip them with necessary skills to address global problems.

Inclusion and Quality: Digitalization can enhance the quality and relevance of learning, strengthen inclusion, and improve education administration and governance.

Preparedness for Crises: In times of crises, such as the COVID-19 pandemic, digitalization in education can mitigate the effects of disruptions and school closures.

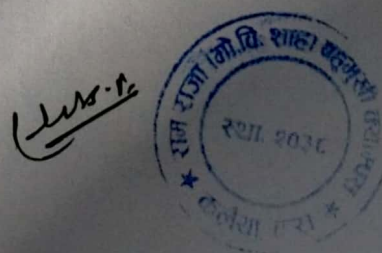
These points highlight the significant impact digitalization has on the landscape of higher education, making it a crucial element for the future of learning and research.

Digitalization Policy and Strategy

The National Education Policy 2019 has underscored the importance of the use of Information and Communication Technology (ICT) to deliver improved equitable quality education for producing human capital for societal transformation and prosperity.

Information and Communication Technology (ICT) Policy 2015 has stressed the use of local content & indigenous technologies and employment driven competencies. It has also emphasized affordable innovative and affordable technology use, E-learning, E-education, E-library, distance & open learning, promoting research and innovation.

EMIS Policy improves, monitor and publish the required document and activities taken place in Campus



2. Digitalization Current status:

Software :

It is a Cloud based ERP running in Account, Physical Library (Book Issue & Return). It has modules for advanced EMIS to operate in HR, Students Portal for LMS , Flutter student mobile App, Faculty member portal for marks entry, Examination Management, Certificates and result.

Hardware:

SN	Particulars	
1	Desktop in Computer Lab	5 set
2	Desktop in Admin	3 set
3	Desktop in Account	1 set
4	Laptop	3 pcs
5	Router	2
6	Internet Connection	2
7	Projector	3 set

us of Existing Software System in Use If Any:

e
ware :

Web Based

Name of Software	Web Based/Desk top	Is Source Code Available?	Software Platform		Software Hosting from?	Integrated with other software (Y/N)
			Programing Languages	Databases		
Tez Academic ERP	Web Based	Yes	PHP	Mysql	Tezash Tech	No

Campus Official website link address: www.ramraja.edu.np



Campus Offered Level of Program			No of Students		
Level	Program	Faculty	GIRLS	BOYS	TOTAL
Bachelor	BBS	Management	224	237	461
Bachelor	B Ed	Education	189	184	373
Master	MBS	Management	9	23	32
Master	M Ed	Education	10	15	25

Please Mark * for the program with an online/blended mode of teaching and learning.



L.S.V.

3. Digitalization activities Plan:

4.1 Detail description of activities:

S. N	Activities	Detail Description	Expected Outcome	Responsible Person	Remarks
1	Connectivity and ICT Infrastructure Development	<ul style="list-style-type: none"> Broadband connection for Academic departments. Enhancement & connection of new switch and routers and internet connection for the secure Wi-Fi zone on campus premises. Establish an internal & External (Cloud) file server for LMS to access LMS content in our network without internet. Enhancement in internet connection of all departments with each other on the internet. Development of IT support unit in college with hardware and software. 	<ul style="list-style-type: none"> Update Wi-Fi zone to all students access Wi-Fi using password and username. Exchange data and information in the LAN network . Purchase five laptops and antivirus software for all computers to support in IT support unit 	EMIS Coordinator (Nivesh Kumar Timilsina)	Unit

LWSV



2	Establish Learning management system	<ul style="list-style-type: none"> Establish the Moodle based LMS platform at the campus. Establishment of a cloud based LMS server for campus LMS. Campus Mobile App development for students to access LMS content from anywhere. Upgrade MS Teams, ZOOM, Meet, or other similar tools for virtual learning 	<ul style="list-style-type: none"> Minimum 60% students will engage in online/blended mode academic courses (existing and or new) Students and faculties use video conferencing tools for classroom teaching/discussion/meeting 	EMIS Coordinator (Nivesh Kumar Timilsina)
3	Digital Resources Development and Dissemination	<ul style="list-style-type: none"> Establish/operate/upgrade the digital library platform to develop the digital materials Digital studio setup Production and publication of e-books, audio/video, animation, simulation, gaming learning materials, and so on and dissemination/sharing 	<ul style="list-style-type: none"> Establish digital library/Access TU library One Digital studio establish Produce and publish 100 items of e-books, audio/video, animation, simulation, gaming learning materials, and so on and dissemination/sharing between students in a library or YouTube. 	EMIS Unit
4	Digital Capacity Development	<ul style="list-style-type: none"> Conduct digital literacy training for faculties, students Conduct digital pedagogy training for faculties Conduct the subject-specific tools handling training for faculties. 	<ul style="list-style-type: none"> Trained on Digital literacy training for 100 faculty members Trained on Digital pedagogy training 100 faculty members Trained on Subject-specific tools handling training 50 faculty members 	EMIS Unit



5	Upgrade and Strengthening Web-based EMIS	<ul style="list-style-type: none"> ● Enhance EMIS system ● Implementation of EMIS in all departments and faculties. ● Staff Training on EMIS ● Regular updating of academic data in the EMIS system 	<ul style="list-style-type: none"> ● Reporting and integration of campus EMIS with the UGC EMIS system including with provision of reporting. ● Regular updating of academic data in the EMIS system and generating executive reports. 	AsstCampus Chief (Nivesh Kumar Timilsina)
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3.2 Budget Breakdown:

S.N	Activities	Proposed (000)	Budget	Budget from Campus	Budget from UGC	Remarks
1	Broadband Connection	1,20,000		10%	90%	
2	Enhancement of secure the Wi-Fi zone	2,00,000		10%	90%	
3	LAN Development upgrade	80,000		10%	90%	
4	Enhance IT support unit	1,50,000		10%	90%	
5	Establish LMS platform and Operation	2,50,000		10%	90%	
6	Upgrade MS Teams, ZOOM, Meet services	1,20,000		10%	90%	
7	Establish/operate/upgrade the Digital library platform	1,80,000		10%	90%	
8	Digital studio set up and materials production	20,00,000		5%	95%	
9	Digital literacy training for faculties, students	1,50,000		10%	90%	
10	Digital pedagogy training	1,00,000		10%	90%	
11	Subject-specific tools handling training	1,00,000		10%	90%	
12	Enhance/develop and EMIS system	2,50,000		10%	90%	
13	Updating of academic data in the EMIS system	50,000		10%	90%	
	Total	38,50,000				



3.3 Methodology and Timeline:

S.N	Activities	Methodology	Timeline	Deliverables	Remarks
1	Broadband Connection	Working with NTA collaboration or existing network connection	2024-2024	Broadband Connection Establish	
2	Enhancement of secure the Wi-Fi zone	Update Wi-Fi zone, change router, upgrade security features, purchase outsourcing services	2024-2024	Secure Wi-Fi Zone at Campus	
3	LAN Development upgrade	Set up switch and router, LAN setup, new wire, setup control computer server	2024-2024	LAN Establish between 30 computers in campus	
4	Enhance IT support unit	Purchase software and hardware, allowance for IT support unit or outsourcing	2024-2024	Function of IT supporting unit	
5	Establish LMS platform and Operation	Purchase new cloud services for host LMS, training to teachers and regular upgrade	2024-2024	LMS operate	
6	Upgrade MS Teams, ZOOM, Meet services	Renew existing services or outsourcing services or payment services upgrade	2024-2024	Operation on Video Conference system	
7	Establish/operate/upgrade the Digital library platform	Setup library server or upgrade my existing server	2024-2025	Establish Digital Library	
8	Digital studio set up and materials production	Procurement of camera, microphone, speaker, computer, lighting system and operate software to record audio, video and other learning materials	2024-2025	Minimum Requirement level Digital Studio	
9	Digital literacy training for faculties, students	Design course, calls participants, conduct training and certification and reporting	2024-2026	50 Teacher/Faculty trained	
10	Digital pedagogy training	Design course, calls participants, conduct training and certification and reporting	2020-2024	50 Teacher/Faculty trained	
11	Subject-specific tools handling training	Design course, calls participants, conduct training and certification and reporting	2024-2024	50 Teacher/Faculty trained	



12	Enhance/develop EMIS system	Upgrade EMIS, Add some additional features form existing vendors	2024 -	Operation of EMIS	
13	Updating of academic data in the EMIS system	Assign one dedicated HR to update data and reporting to UGC Integration with UGC EMIS through API	2024 -	Operation of EMIS and data update	



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4. Digitalization Sustainability Plan:

- The campus will implement and establish a dedicated technology fund sourced from a percentage of tuition fees and collaborate with local internet providers for cost-effective solutions. We have plans to create a faculty Training/Orientation focused on digital pedagogy and LMS utilization, as well identify and network with LMS champions among faculty who can provide ongoing support, conduct training sessions, and lead workshops for their peers. Integrate feedback mechanisms within the LMS to ensure continuous improvement and user satisfaction.
 - Implement open educational resource (OER) initiatives to share resources within the institution and the broader education community.
 - We have a regular provision to allocate a portion of the institutional budget for regular EMIS upgrades and enhancements. Create an EMIS oversight committee comprising representatives from academic, administrative, and technical departments to oversee the system's functionality and alignment with institutional goals.
5. Reporting, monitoring and evaluation:
- The campus will follow and prepare the the following rules and criteria .
- Quarterly reports detailing the status of campus network and ICT infrastructure, highlights of technical issues and their resolutions. Regular network performance assessments will be conducted, with a focus on internet speed and reliability, and shared with relevant stakeholders. Feedback forms will be provided to students and faculty to gather their experiences and suggestions for improvement.
 - Quarterly evaluations assessing LMS utilization rates among faculty and students, tracking the frequency of course updates, assignments, and interactions. User feedback mechanism to report any technical glitches or challenges. Faculty workshops will be held quarterly to discuss LMS effectiveness, identify areas for enhancement, and gather suggestions for feature additions.
 - Quarterly content creation report will outline the number and types of digital resources developed, along with access statistics. Usage analytics from the digital repository will be reviewed quarterly to determine the popularity of different resources. Regular student and faculty surveys will be conducted annually to gauge satisfaction with the availability and quality of digital materials.

END



Key area of digitalization work under NEHEP

1. Key Campus Digitalization Indicator (Mandatory) Activities Action Plan with budget

The following list are suggestive with * points as the Mandatory

1.1 *Connectivity and ICT Infrastructure Development:

- a. Broadband Connectivity
- b. Secure Wi-Fi on campus
- c. Intranet development on campus to connect all the departments
- d. IT support unit with hardware and software

1.2 *Learning Management System/Virtual Learning Environment/Digital Learning Platform:

- a. Establishment of campus-level LMS platform and delivery of online/blended mode academic courses (existing and or new) with setting up of a virtual learning environment (MS Teams, ZOOM, Meet, or other similar tools)
- b. Operation of campus LMS.
- c. Campus each program academic course delivery on online/blended mode through campus LMS
- d. preparation and approval of the sustainability plan for the LMS hosting
- e. Preparation of campus LMS user manual and publish in website.

1.3 *Strengthening web based EMIS Plan:

- a. Web based integrated EMIS
- b. Regular updating of campus academic data in the EMIS system and generating executive summary campus EMIS reports(disaggregated by 1`gender and indicating student enrollment % having access in online learning)

1.4 *Digital resource development and dissemination Plan:(E- Library, Digital Studio and Production and publication of e-books, audio/video, animation, simulation, gaming learning materials)

- a. Establish/operate the Digital library platform to develop the digital materials
- b. Digital studio set up
- c. Production and publication of campus academic course related e- books, audio/video, animation, simulation, gaming Learning materials, and so on and dissemination/sharing (up to 100 items)digital form (visual, text, and audio or video, animated electronic form)

1.5 * Capacity Building Plan: (i.e Human Resource Capacity Development through ICT)

- (i) Conduct the digital literacy training for faculties, students
- (ii) Conduct digital pedagogy training for faculties
- (iii) Conduct the subject-specific tools handling training for faculties.

