Ragani Chandeshwori Campus

Khijidemba-2, Ragani, Okhaldhunga

Blueprint Plan for Digitization and Connectivity

This plan shows the various aspects of planning and implementation of digitization and connectivity projects in Ragani Chandeshwori Campus.

Introduction of Campus

Ragani Chandeshwori Campus is a T.U. affiliated campus situated at Khijidemba -2, Ragani, Okhaldhunga in Koshi Province. It was established by the economic, physical, and academic support of Shree Chandeshwori Secondary School Ragani. This campus is nearly 250 kilometers away from Kathmandu.

There has been significant support from the political parties, social workers, intellectuals and the local people for establishing and sustaining this campus. After passing various stages since 2067/068, this campus initially conducted three years Bachelor's degree in education specializing in Nepali, Mathematics, English, and Population Education when it received the approval from Tribhuvan University. Now, it has been conducting four years Bachelor's degree program since the academic session 2072/073. The grants and supports from different institutions working in Likhu River belt have played significant role for the campus.

Since the number of secondary schools is increasing gradually, this campus is catering to the needs of growing number of high school graduates. It expands its service to the students of western part of Okhaldhunga, northern part of Ramechhap, and some students from south western part of Solukhumbu.

This campus has been established to supply the academic manpower to address the shortage of educational institutions and to provide higher education for those students who pass the 12th class but cannot go the city centers for higher education. So far, 110 students have graduated from this campus under the faculty of education.

Initially started from the premises of Chandeshwori high school, this campus has now its own building constructed under the auspicious support of University Grants Commission. Currently there is only education faculty working with full time and part time teachers.

1. Scope, Goals, and Objectives

1.1 Scope

The plan focuses on developing digitization and digital technologies for Ragani Chandeshwori Campus, in alignment with UGC guidelines.

1.2 Goals

- **Enhance Campus Digital Services**: Improve access to online resources and digital infrastructure.

- **Streamline Education Management**: Simplify administrative processes and enable efficient decision-making.

1.3 Objectives

- **Internet Access**: Provide fast and reliable internet access for students and staff to ensure uninterrupted use of online resources.
- **Website Development**: Create a user-friendly website for accessing campus information, announcements, and resources.
- **Education Management Information System (EMIS)**: Develop a secure system for managing student data and administrative tasks, aiding decision-making.
- **Digital Library**: Establish an online library with diverse digital learning materials for students and faculty.
- **Virtual Classrooms**: Implement remote learning systems and provide training for faculty and staff to use these tools effectively.

2. Resource Allocation

2.1 Human Resources

- Allocate skilled personnel to specific tasks for enhanced efficiency and productivity.
- Provide training for faculty and staff to adapt to new digital tools and technologies.

2.2 Budget Allocation

The plan's budget will include:

- **Hardware**: Procurement of devices and equipment.
- **Software**: Licensing and development costs.
- **Training**: Capacity-building programs for staff and faculty.
- **Infrastructure Improvements**: Upgrading facilities to support digital initiatives.
- **Maintenance**: Regular updates and upkeep of systems.

3. Implementation Plan

The project will be executed in phases:

- **Short-Term Goals**: Immediate priorities, such as installing internet and launching the website.
- **Mid-Term Goals**: Establishing EMIS and developing the digital library.
- **Long-Term Goals**: Ensuring system sustainability, expanding virtual classrooms, and scaling up digital services.

4. Milestones and Deliverables

1. Phase 1: Foundation (Short-Term Goals – 0-6 Months)

Milestones:

- Establishment of a high-speed broadband internet connection.
- Development and launch of the official campus website.
- Installation of Wi-Fi zones across the campus.

Deliverables:

- Reliable internet access for students and staff.
- A fully functional and user-friendly website with campus information, announcements, and resources.
- Secure Wi-Fi connectivity available at designated areas on campus.

2. Phase 2: Digital Systems Development (Mid-Term Goals – 6-12 Months)

Milestones:

- Implementation of the Education Management Information System (EMIS).
- Creation of an online library system.
- Initiating digital reading resources and library access for students and faculty.
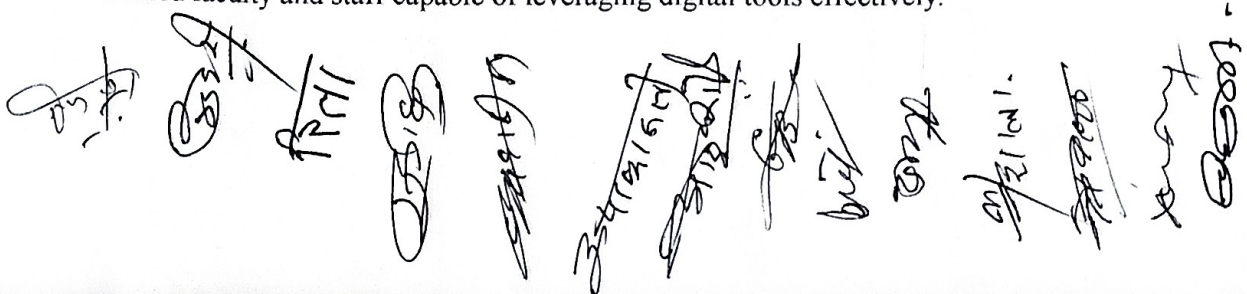
Deliverables:

- EMIS operational, providing tools for student data management, admissions, accounts, and exams.
- A digital library system with access to e-books, journals, and external online libraries.
- A robust digital reading platform for both faculty and students.

3. Phase 3: Virtual Learning (Long-Term Goals – 12-24 Months)

Milestones:

- Establishment of a virtual learning environment using platforms like MS Teams.
- Training faculty and non-teaching staff to conduct virtual and hybrid classes.
- Conducting remote learning sessions with collaborative guest lectures by national and international experts.

Deliverables:

- Fully functional virtual learning systems enabling seamless remote education.
- Skilled faculty and staff capable of leveraging digital tools effectively.

- Regular guest lectures and collaborations to enhance learning outcomes.

Summary of Deliverables by Category

Category	Deliverable	Timeline
Internet Connectivity	High-speed broadband and campus-wide Wi-Fi	0-6 Months
Website	User-friendly website with essential resources	0-6 Months
Digital Library	Access to digital materials and online libraries	6-12 Months
EMIS	Comprehensive Education Management Information System	6-12 Months
Virtual Learning	Virtual classrooms and remote learning tools	12-24 Months
Training	Workshops for faculty and staff to use new systems effectively	12-24 Months
Remote Collaboration	Sessions with national and international guest experts	12-24 Months

5. Monitoring and Evaluation Mechanism

To ensure the success and sustainability of the digitization and connectivity project, a robust **Monitoring and Evaluation (M&E)** mechanism will be implemented.

a) Monitoring Mechanism

Monitoring will involve real-time tracking of activities, resources, and deliverables to ensure alignment with project goals and timelines.

Key Components:

- **Progress Reviews**: Conduct monthly reviews of project activities, milestones, and timelines.
- **Performance Metrics**: Track specific indicators such as internet uptime, website traffic, EMIS usage rates, and student engagement with digital tools.
- **Regular Reporting**:
  - ➤ Departments will submit bi-weekly progress reports to the project manager.
  - ➤ Consolidated monthly reports will be reviewed by the campus administration and UGC representatives.

Tools Used:

- Project management software to track progress.
- Feedback forms and surveys for students, faculty, and staff to evaluate effectiveness.
- Automated analytics tools for EMIS, website, and virtual learning platforms.

b) Evaluation Mechanism

Evaluation will measure the impact of the project and identify areas for improvement.

Evaluation Framework:

- **Baseline Assessment**: Establish pre-project benchmarks for internet connectivity, administrative efficiency, and student satisfaction with digital services.
- **Periodic Evaluations**:
  - Conduct quarterly evaluations to assess progress and effectiveness of each phase.
  - Mid-term evaluation at the end of the first year to make necessary adjustments.
- **End line Assessment**: Conduct a comprehensive review upon project completion to compare outcomes with initial goals.
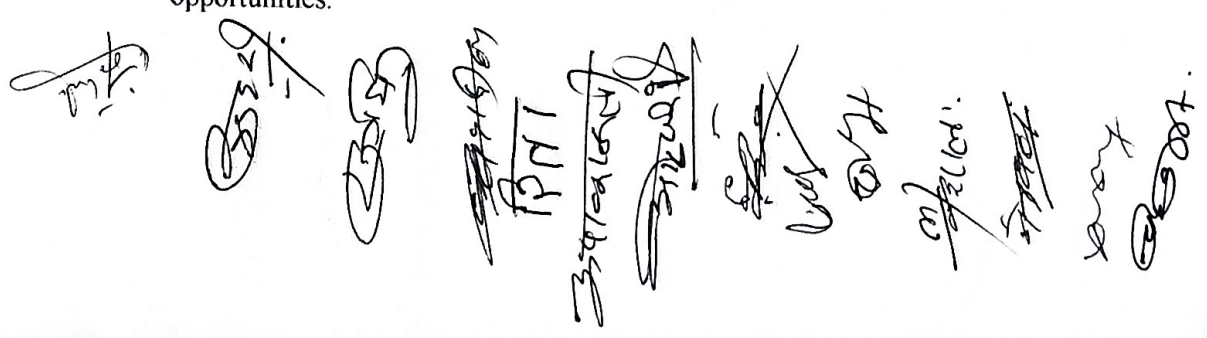
Key Performance Indicators (KPIs):

- **Internet and Connectivity**: Uptime percentage, download/upload speeds, number of users.
- **Website Performance**: Traffic analytics, user satisfaction scores, number of unique visitors.
- **EMIS Usage**: Number of users, processing time for administrative tasks, error rates.
- **Library Engagement**: Number of resources accessed, frequency of usage by students and staff.
- **Virtual Learning Impact**: Attendance in virtual classes, student performance improvement, faculty and student feedback.

c) Feedback Mechanism

- **Surveys**: Conduct regular surveys to gather input from students, staff, and faculty on the usability and effectiveness of digital tools.
- **Focus Groups**: Organize focus group discussions to dive deeper into challenges faced by users.
- **Helpdesk**: Establish a technical support helpdesk to address issues and collect data on recurring challenges.

d) Reporting and Decision-Making

- **Reporting**:
  - Quarterly progress and evaluation reports will be submitted to campus leadership and UGC.
  - Include recommendations based on findings for improvements.
- **Decision-Making**:
  - Form a committee to analyze reports and provide actionable insights.
  - Update strategies as needed based on performance gaps or emerging opportunities.

c) Sustainability Monitoring

Post-implementation, periodic audits will be conducted to ensure:

- Continuous system updates and maintenance.
- Adequate funding allocation for long-term sustainability.
- Adaptation to technological advancements and user needs.

6. Best Practices for implementing Blueprint Plan

Engage with Stakeholders Early on:

To ensure a successful implementation, it is essential to involve stakeholders like students, staff, faculty, and decision-makers right from the start. By leveraging their input through tools like surveys, interviews, and collaborative sessions, organizations can gain a broader perspective and address concerns early. Early engagement builds trust, strengthens commitment, and paves the way for smoother adoption of digital transformation strategies.

Ensure Adequate Training and Support for Faculty and Staff:

Digital transformation demands that faculty and staff stay equipped with the latest technological competencies. Organizing in-depth workshops, virtual training modules, and hands-on coaching sessions ensures that everyone is confident in using advanced tools. Regular feedback and support systems also foster a culture of continuous learning and adaptation, enabling the workforce to keep up with technological advancements.

Develop a Comprehensive Digitization Plan:

A well-thought-out plan serves as a roadmap to achieve an institution's digital transformation objectives. This framework should define specific goals, allocate appropriate resources, and set realistic timelines for execution. By aligning initiatives with broader organizational strategies, a structured digital plan minimizes disruptions and maximizes efficiency during the implementation process.

By following these best practices, the blueprint plan will be implemented efficiently, ensuring its goals are achieved and its benefits sustained.