***Suggested Format (For Community Campuses)***

*[Campus letter head]*

Date: (DD/MM/YYYY)

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 ………………, 2024. Please find attached documents listed below. Documents substantiating the statements in the submitted application are also attached herewith.

*List of documents submitted*

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

Sincerely yours,

*[Signature]*

*[Authorized Signatory’s name]*

*[Name of Campus Authority, and contact details: email/ phone]*

*[Official Seal]*

***Sample Proposal cover page***

**Nurturing Excellence in Higher Education Program**

*[Insert Campus Logo]*

**Proposal for *Extending Digitalization of Higher Education***

Submitted to

University Grants Commission

Sanothimi, Bhaktapur

Submitted by

***[XYZ Campus]***

***[XYZ District]***

***[XYZ Municipality]***

***[…/…/2024]***

**Key area of digitalization work under NEHEP**

***[Pls read UGC HEIs Digitalization SOPG based Activities for DLI-6 Digitalization]***

***Check list for Proposal of Campus Digitalization***

***The NEHEP SOPG expects enhancement in the following digitalization areas:***

***The campus/Institute may prepare its proposal based on its own priorities addressing the following mandatory areas:***

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

The following list are suggestive with \* points as the Mandatory

* 1. \* **Connectivity and ICT Infrastructure Development:**

1. Broadband Connectivity
2. Secure Wi-Fi on campus
3. Intranet development on campus to connect all the departments
4. IT support unit with hardware and software
   1. **\*Learning Management System/Virtual Learning Environment/Digital Learning Platform:**
5. 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)
6. Operation of campus LMS.
7. Campus each program academic course delivery on online/blended mode through campus LMS
8. preparation and approval of the sustainability plan for the LMS hosting
9. Preparation of campus LMS user manual and publish in website.
   1. **\*Strengthening web based EMIS Plan:**
10. Web based integrated EMIS
11. Regular updating of campus academic data in the EMIS system and generating executive summary campus EMIS reports(disaggregated by gender and indicating student enrollment % having access in online learning)
    1. **\*Digital resource development and dissemination Plan:** ( E- Library, Digital Studio and Production and publication of e-books, audio/video, animation, simulation, gaming learning materials)
12. Establish/operate the Digital library platform to develop the digital materials
13. Digital studio set up
14. 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. \* **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.

***…………………………………………………………………………………………………………………………………………………..***

**(Reference Guidelines for Proposal)**

1. **Project topics/Title: Digitalization of higher education at XYZ campus**
2. **Introduction/Background:**

[Some points for reference]

* Campus/HEIs digitalization background, Vision and Goal
* Brief statement about expectation from UGC,NEHEP
* Institutional commitment
* Digitalization relevance and effectiveness
* Digitalization Policy and Strategy
* Competitiveness
* Capacity Development
* Sustainability

1. **Digitalization Current status:**

[Briefly explain existing software and hardware infrastructure addressing the key aspects/indicators in campus/Institutions]

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Status of Existing Software System in Use If Any:** | | | | |  |  |  |  |  |  |
|  |  | *Please Tick* | |  |  |  |  |  |  |  |
| **Type of Software :** | | Web Based | Desktop | Both |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| s.n | Name of Software | Web Based/Desktop | Software used by Department/Section | Fully Functional/Partially Functional | Is Source Code Available? | Software Platform | | Software Hosting from? | Integrated with other software (Y/N) | |
| Programming Languages | Databases |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

Campus Official website link address:……………………………………..

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Campus Offered Level of Program | | | No of Students | | |
| Level | Program | Faculty | GIRLS | BOYS | TOTAL |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

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

1. **Digitalization activities Plan:**

**4.1** **Detail description of activities: [Mention only what is your preference write in priorities order]**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.N | Activities | Detail Description | Expected Outcome | Responsible Person | Remarks |
| 1 | **Connectivity and ICT Infrastructure Development** | * Ensure Broadband Connection coordination * Enhancement of secure the Wi-Fi zone on campus premises * All departments connected with each other in intranet or enhancement * Enhance IT support unit college with hardware and software | * Update Wi-Fi zone to all students access Wi-Fi using password and user name * Exchange data and information in the LAN network * Purchase three laptops and antivirus software for all computers to support in IT support unit |  |  |
| 2 | Establish Learning management system | * Establish the Moodle based LMS platform at the campus * Upgrade MS Teams, ZOOM, Meet, or other similar tools for virtual learning | * Minimum 50% 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 |  |  |
| 3 | Digital Resources Development and Dissemination | * Establish/operate/upgrade the Digital library platform to develop the digital materials * Digital studio set up * Production and publication of e-books, audio/video, animation, simulation, gaming learning materials, and so on and dissemination/sharing | * 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. |  |  |
| 4 | Digital Capacity Development | * Conduct digital literacy training for faculties, students * Conduct digital pedagogy training for faculties * Conduct the subject-specific tools handling training for faculties. | * 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 |  |  |
| 5 | Upgrade and Strengthening Web-based EMIS | * Enhance/develop EMIS system * Regular updating of academic data in the EMIS system | * 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. |  |  |

**3.2 Budget Breakdown:**

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

**3.3 Methodology and Timeline:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.N | Activities | Methodology | Timeline | Deliverables | Remarks |
| 1 | Broadband Connection | Working with NTA collaboration or existing network connection |  | Broadband Connection Establish |  |
| 2 | Enhancement of secure the Wi-Fi zone | Update Wi-Fi zone, change router, upgrade security features, purchase outsourcing services |  | Secure Wi-Fi Zone at Campus |  |
| 3 | LAN Development upgrade | Set up switch and router, LAN setup, new wire, setup control computer server |  | LAN Establish between 30 computers in campus |  |
| 4 | Enhance IT support unit | Purchase software and hardware, allowance for IT support unit or outsourcing |  | Function of IT supporting unit |  |
| 5 | Establish LMS platform and Operation | Purchase new cloud services for host LMS, training to teachers and regular upgrade |  | LMS operate |  |
| 6 | Upgrade MS Teams, ZOOM, Meet services | Renew existing services or outsourcing services or payment services upgrade |  | Operation on Video Conference system |  |
| 7 | Establish/operate/upgrade the Digital library platform | Setup library server or upgrade my existing server |  | 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 |  | Minimum Requirement level Digital Studio |  |
| 9 | Digital literacy training for faculties, students | Design course, calls participants, conduct training and certification and reporting |  | 200 Teacher/Faculty trained |  |
| 10 | Digital pedagogy training | Design course, calls participants, conduct training and certification and reporting |  | 50 Teacher/Faculty trained |  |
| 11 | Subject-specific tools handling training | Design course, calls participants, conduct training and certification and reporting |  | 50 Teacher/Faculty trained |  |
| 12 | Enhance/develop EMIS system | Upgrade EMIS, Add some additional features form existing vendors |  | 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 |  | Operation of EMIS and data update |  |

1. Digitalization Sustainability Plan:

Some Useful points for reference:

* Establish a dedicated technology fund sourced from a percentage of tuition fees Collaborate with local internet providers for cost-effective solutions.
* Create a faculty Training/Orientation focused on digital pedagogy and LMS utilization. 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.
* Establish partnerships with industry stakeholder’s organizations and publishers to access a wide range of high-quality digital content. Implement open educational resource (OER) initiatives to share resources within the institution and the broader education community.
* 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.

1. Reporting, monitoring and evaluation:

Some useful points to consider for reference:

* 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*