

# RAJARSHI JANAK UNIVERSITY



## University Digitalization Strategy

2023

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## **1. Background of Rajarshi Janak University**

Rajarshi Janak University is a hub of academic excellence, embodying a commitment to knowledge, innovation, and holistic education. Established with a vision to nurture intellectual curiosity and produce leaders of tomorrow, this institution has become a symbol of academic prowess and progressive learning.

Located at the crossroads of tradition and modernity, Rajarshi Janak University is deeply rooted in the principles of inclusivity, diversity, and academic freedom. The university's dedication to fostering a dynamic learning environment is evident in its state-of-the-art infrastructure, qualified faculty, and comprehensive curriculum spanning many disciplines.

## **2. The Significance of Digitalization at Rajarshi Janak University**

In the rapidly evolving landscape of education, the importance of digitalization cannot be overstated, and Rajarshi Janak University recognizes this imperative. The contemporary world demands a paradigm shift in how education is imparted and acquired, and the university is at the forefront of this transformative journey.

Digitalization at Rajarshi Janak University extends beyond mere technological integration; it represents a fundamental shift in the way knowledge is disseminated, accessed, and applied. Embracing cutting-edge technologies, the university is committed to providing students with a learning experience that transcends the confines of traditional classrooms.

From virtual classrooms and online resources to collaborative platforms and innovative learning management systems, Rajarshi Janak University leverages digital tools to enhance accessibility, flexibility, and the overall quality of education. This commitment to digitalization not only prepares students for the challenges of the contemporary professional landscape but also instills in them a tech-savvy mindset essential for success in the globalized world.

By integrating digital technologies into every facet of academic life, Rajarshi Janak University aims to empower its students with the skills, knowledge, and adaptability necessary to thrive in an interconnected, fast-paced world. The university's digital initiatives are not just about keeping pace with the times; they signify a proactive approach to shaping the future of education and producing graduates who are academically proficient and technologically adept leaders poised to make a lasting impact on society.

### **3. Scopes of Digitalization at Rajarshi Janak University**

Rajarshi Janak University envisions a comprehensive scope for digitalization, leveraging cutting-edge technologies to enhance every facet of the academic experience. The university's commitment to embracing digitalization extends across various domains, fostering an environment where innovation, accessibility, and interconnectedness converge for the benefit of students, faculty, and the broader educational community.

#### **E-Learning Platforms:**

- I. Implementation of e-learning platforms that facilitate anytime, anywhere access to course materials.
- II. Integration of multimedia resources, interactive modules, and virtual classrooms to cater to diverse learning styles.

#### **Collaborative Digital Spaces:**

- I. Creation of collaborative digital spaces that encourage real-time communication and teamwork among students and faculty.
- II. Utilization of collaborative tools for group projects, discussions, and knowledge sharing, promoting a dynamic and interactive learning ecosystem.

#### **Digital Libraries and Resources:**

- I. Establishment of extensive digital libraries offering a vast repository of academic resources, research materials, and e-books.
- II. Access to online databases, journals, and scholarly publications to enrich research capabilities and academic pursuits.

#### **Online Assessments and Feedback Systems:**

- I. Implementation of secure online assessment platforms to conduct examinations and quizzes.
- II. Timely and constructive feedback mechanisms facilitated through digital platforms, fostering continuous improvement in students' academic performance.

#### **Virtual Laboratories and Simulations:**

- I. Integration of virtual laboratories and simulations to provide practical, hands-on experience in STEM (Science, Technology, Engineering, and Mathematics) disciplines.



- II. Enhancing the learning experience by enabling students to conduct experiments in a virtual environment, bridging the gap between theory and practice.

#### **Technological Infrastructure:**

- I. Investment in robust technological infrastructure, ensuring a seamless and secure digital experience for students and faculty.
- II. Regular updates and upgrades to keep pace with emerging technologies, fostering a tech-savvy learning environment.

#### **Professional Development through Digital Platforms:**

- I. Provision of digital platforms for professional development, offering courses, workshops, and certifications to enhance students' employability skills.
- II. Integration of industry-relevant technologies and practices, preparing students for the demands of the contemporary workforce.

#### **Data Analytics for Student Success:**

- I. Utilization of data analytics to monitor and analyse students' academic performance, identifying areas of improvement and personalizing learning paths.
- II. Proactive interventions based on data-driven insights to enhance student success and retention.

Rajarshi Janak University recognizes that the scope of digitalization goes beyond adopting technology for its own sake. It is a strategic investment in creating an inclusive, dynamic, and future-ready educational ecosystem. By embracing digital transformation across these dimensions, the university is not only enriching the learning experience but also equipping its students to thrive in a digitally driven global landscape.

RJU's IT vision is to create a secure and reliable digital space that helps students learn, supports faculty in teaching and research, assists staff in being efficient, manages information well, and ensures user privacy.

## **4. Mission Vision and Goals**

- I. Help students access the information they need for their studies.
- II. Support faculty in teaching and research.
- III. Provide staff with tools for productivity.
- IV. Manage the university's information effectively.

- V. Protect user privacy.
- VI. Encourage safe and effective IT use.
- VII. Use IT for teaching and learning.
- VIII. Use IT for research.
- IX. Use IT for administrative tasks.
- X. Use IT for security and privacy.

## **5. Key Digitization Policies**

RJU aims to incline with the following policy statements mentioned below:

### **5.1. Connectivity:**

Ensure a strong and secure internet connection and Wi-Fi access with encryption and password protection

### **5.2. Digital Infrastructure:**

Establish a dedicated Data Centre, collaborate with Government Data Centres, and use cloud infrastructure for efficient data storage and processing. Develop, purchase, and upgrade software for the university.

### **5.3. Learning Management System:**

Adopt a user-friendly digital platform for academic activities, including a Learning Management System (LMS) and a Virtual Learning Environment (VLE). Provide faculty training for effective use.

### **5.4. Web-based EMIS:**

Strengthen the web-based Education Management Information System (EMIS) for accurate and secure data management, emphasizing a centralized system.

### **5.5. Digital Resource Development:**

Develop and share digital resources like an E-Library, Digital Studio, and e-books to enhance learning experiences.

### **5.6. Human Resource Development:**

Provide ICT training for faculty and staff to enhance their skills and efficiency.

### **5.7. University Automation:**

Implement Higher Education Institutions (HEIs) or University Management Information System (UMIS). E-governance and ERP systems for streamlined administration, finance, and EMIS integration.

### **5.8. Intellectual Property and Security:**

Implement strict security protocols to safeguard intellectual property, prevent plagiarism, and educate the academic community on copyright laws.

### **5.9. Data Protection and Recovery:**

Emphasize data protection with mirror storage, encryption, and cloud backup to ensure continuity and prevent unauthorized access.

### **5.10. IT System Security:**

Prioritize IT system security with firewalls, antivirus software, and regular security audits.

### **5.11. Centralized Data Management:**

Centralize data management for consistency, accuracy, and accessibility of institutional information.

### **5.12. Online/Blended Examination:**

Introduce online, open, and blended examination modalities to modernize assessment practices and provide flexible learning experiences.

### **5.13. Email System:**

Adopt a secure and efficient email system (@rju.edu.np) for official communication.

### **5.14. Website Uniformity:**

Ensure all university websites adhere to approved branding guidelines for a cohesive visual identity and improved online presence.

### **5.15. Institutional Arrangements:**

The Institutional Arrangement for the Digitization Policy of Rajarshi Janak University (RJU) involves the establishment of an ICT Steering Committee as the key IT governance and regulatory team. This committee will be responsible for developing the university's Digitization Policy, strategy, and guidelines and ensuring alignment with the overall IT strategy of the institution.

## **6. ICT Steering Committee:**

1. Comprising five members with expertise in information technology and relevant fields.
2. Tasked with formulating and reviewing IT policies, strategies, and guidelines.
3. Ensuring coordination, collaboration, and effective implementation of IT policies and initiatives.
4. Engaging with the Rajarshi Janak University (RJU) government and local governments to align with ICT standards and initiatives.
5. The committee may invite IT experts/engineers and specialists for specific tasks or recommendations on complex IT issues, contributing their knowledge and experience to ensure effective Digitization Policy implementation.

**a. IT Support Unit:**

1. Responsible for providing technical support to faculty, staff, and students in utilizing IT resources and services.
2. Ensuring the smooth functioning of RJU's IT infrastructure and services.
3. Collaborating with the ICT Steering Committee to implement IT policies and guidelines effectively.

**b. Monitoring Team:**

1. Responsible for monitoring and evaluating adherence to IT policies and guidelines across RJU.
2. Conducting regular audits to assess the effectiveness of Digitization Policy implementation.
3. Reporting to the ICT Steering Committee and recommending necessary adjustments or improvements.

**c. Collaboration with External Agencies:**

1. Establishing partnerships with external agencies, industry experts, and other educational institutions to stay informed about IT trends and best practices.
2. Collaborating with relevant government bodies and regulatory authorities to ensure compliance with IT standards and regulations.

**d. Legal and Regulatory Arrangements:**

1. RJU's central-level ICT Steering Committee comprises six members, including the Registrar (Chairman), Planning/Research Director, one Dean from any Faculty, Administration Head, IT Expert/Engineer, and IT Director/Coordinator (Member Secretary).
2. This committee serves as the central regulatory body for RJU's Digitization Policy, guiding all other IT policies, strategies, guidelines, and procedures.

**e. Conflict Resolution Measures:**

1. **Assessment and Documentation:** Thoroughly understand the nature of the conflict, document relevant details, and review the policy.
2. **Review the Policy:** Examine the Digitization Policy for clarity, relevance, and alignment with best practices.
3. **Gather Input:** Consult with affected parties, legal experts, IT professionals, and stakeholders to collect diverse perspectives.
4. **Modify or Update the Policy:** If needed, modify, or update the policy with legal expert input.



5. **Training and Awareness:** Provide training and awareness sessions to ensure understanding and proper implementation.
6. **Mediation and Resolution:** Facilitate open discussions and aim for resolutions that align with organizational goals.
7. **Legal Consultation:** Seek legal experts' advice for conflicts with legal implications.
8. **Escalation and Reporting:** Escalate matters if internal resolution is not possible, appropriately documenting and reporting the situation.
9. **Monitoring and Feedback:** Continuously monitor changes and gather feedback to ensure effectiveness.
10. **Continuous Improvement:** Use the experience to improve policies, regularly reviewing and updating them to prevent similar conflicts in the future.

## 7. Monitoring and Evaluation

Rajarshi Janak University (RJU) integrates Information and Communication Technology (ICT) into its monitoring and evaluation processes, fostering a data-driven approach. The Digitization Policy incorporates key components to leverage ICT tools effectively.

1. **Performance Dashboards:** Developing interactive dashboards to track key performance indicators in real-time, empowering stakeholders to make informed decisions based on up-to-date data.
2. **Outcome-Based Evaluation:** Incorporating outcome-based evaluation frameworks to measure the effectiveness of educational programs and initiatives, assessing their impact on learning outcomes and institutional performance.
3. **Feedback Mechanisms:** Establishing digital feedback mechanisms to collect input from students, faculty, staff, and stakeholders, enabling continuous improvement of institutional processes.
4. **Meet Up:** Regular meetings and discussions of operational and policy-level indicators to understand the impacts of overall ICT at Rajarshi Janak University.
5. **Audit:** Regular audits of the entire system at fixed intervals to track system enhancements and improve the evaluation capacity and mechanism.