Nepal Sanskrit University (NSU)

Information Technology Policy, *2024*

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1. Background about NSU

The Nepal Sanskrit University is an excellent representation of Sanskrit education in Nepal. Beljhundi, Dang, Nepal, is its geographical location. It has been in existence since 1986 and employs both traditional and contemporary teaching methods in Sanskrit education. The university's primary mission is to preserve, promote, and propagate Sanskrit language, literature, and philosophy. It offers a diverse range of courses encompassing traditional Vedic studies, linguistics, literature, philosophy, and contemporary research. With a strong emphasis on both academic excellence and practical applications, Nepal Sanskrit University serves as a hub for scholars, students, and enthusiasts from around the world, contributing to the global understanding and appreciation of Sanskrit's profound legacy.

2. The Significance of Digitalization at NSU

In today's rapidly changing educational environment, Nepal Sanskrit University recognises the critical role of digitalization in higher education and its importance because it helps students learn easier using computers and the internet. It also helps teachers share information and make classes more interesting. Digitalization improves education and prepares students for future jobs.

From virtual classrooms to innovative learning management systems, NSU harnesses digital tools to make education more accessible and flexible *during period of covid-19*. This commitment not only prepares students for modern professional challenges but also cultivates a tech-savvy mindset crucial for success in a globalised world.

By immersing students in digital technologies across all aspects of academic life, NSU aims to equip them with the skills and adaptability needed to thrive in today's interconnected society. These initiatives signify NSU's proactive approach to shaping the future of education and producing graduates ready to lead and innovate in a rapidly evolving world.

3. Scopes of Digitalization at Nepal Sanskrit University

The Nepal Sanskrit University has already started a basic digitization effort. Their goal is to transform traditional research into a more accessible and technology-friendly educational environment. By embracing digitalization, the university aims to enhance research accessibility and inclusivity in the field of Sanskrit studies. Nepal Sanskrit University recognises 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 not only enriches the learning experience but also equips its students to thrive in a digitally driven global landscape.
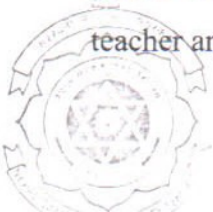
The following scope has been prioritizing developing the IT polices;

- **E-Learning Platforms:** Governing the use and security of online learning platforms and virtual classrooms.

- **Standards Web Portals and Integration:** Guidelines for developing, integrating, and maintaining standardized web portals.

- **Networking and Intranet Connection:** Policies related to network infrastructure, intranet systems, and security.

- **Resources Archiving and Digital Library:** Rules for digitally archiving and accessing valuable resources.

- **Educational Management System:** Regulations for managing educational processes effectively.

- **Digital Capacity Enhancement:** Empowering faculty members and staff with digital tools for teaching, research, and administrative tasks.

4. Mission Vision and Goals

Vision: To create a technologically empowered university environment in which digital tools facilitate seamless learning, collaboration, and innovation, ensuring security and accessibility for all.

Mission: To establish and maintain a digital learning environment that puts on digital archives, secure networks, e-learning platforms, web portals, educational management systems, and teacher and staff capacity-building programmes first while ensuring security and reliability.

Goals:

- **Goal 1**: Ensure the safety and security of online learning platforms.

- **Goal 2:** Simplify web portals for easy accessibility and integration at multi tenants mode.

- **Goal 3:** Establish and maintain secure networking and intranet connections.

- **Goal 4:** Digitize and preserve valuable resources in a digital library.

- **Goal 5:** Efficiently manage education through an effective educational management system.

- **Goal 6:** Enhance the digital capacity of teachers and staff through training and support initiatives.

5. Key Digitization Policies Statement:

NSU aims to align with the following policy statements mentioned below:

5.1 E-Learning Platforms:

a) **Open Sources Based LMS:** NSU will promote the use of open-source Learning Management Systems (LMS) for educational purposes, encouraging cost-effective solutions that offer customization and flexibility while adhering to security and compatibility standards.

b) **Centralized LMS System:** LMS will implement a centralized approach to LMS hosting, ensuring a consistent user experience, efficient resource allocation and streamlined administration.

c) **Virtual Learning Environment**: *The* NSU IT unit will regulate the usage and access to the Microsoft Teams-based video or Google Meet or ZOOM based conferencing system for LMS.

d) **Access and Authentication**: Each student and faculty member will be assigned a unique user account, which will be used to access the LMS. User accounts will be maintained and managed by the IT unit and IT unit.

e) **Training and Support**: Training and support will be provided to faculty and staff on how to use the LMS effectively. Resources such as user manuals, video tutorials, and online forums will be made available to users.

f) **Update and Upgrade**: The LMS system will be regularly maintained and updated to ensure optimal performance and functionality.

5.2   Standards Web Portals and Integration:

a) **Centralized Web Portal:** The NSU will emphasizes the implementation of centralized web portals to enhance access to information and services across departments and campuses.

b) ***Same Domain and Sub-domain***: Each *and every* campus*es*/departments *are* required to use the same tenant, which facilitates the creation of secure and shareable websites for collaborative work and communication.

c) **Accessible and Secure Websites:** Accessibility, security, and centralized data collection are paramount, ensuring that websites are accessible to all users, data is securely maintained, and databases are centralized for efficiency and consistency.

5.3   Networking and Intranet Connection:

a) **Internet Development:** The university plans to create an internal network for secure information sharing among units, campuses, and departments to share information.

b) **Boardband Connection:** NSU will promote equitable access to broadband connectivity for all members of the university community across the entire university campus, encompassing academic buildings, administrative offices, and common areas such as the library.

c) **Secured Internet**: Internet access will be password-protected and exclusively available for students, staff, faculty and alumni or the university.

d) **Proper use of *the* Internet:** The Internet is not to be used to access or disseminate illegal, objectionable, or obscene materials or to engage in any conduct, *that* may be considered provocative, abusive or harassing. The internet is not to be used to conduct personal business for profit. Adult-oriented sites are specifically prohibited at central level and campus level.

e) **Security Scanning:** All internet access will be provided to the users through the NSU firewall set up as per policy and standard.

5.4   Digital Infrastructure Management:

a) **Data Center Collaboration *and Colaction:*** NSU will collaborate with the government-supported data center (DoIT) to ensure efficient and secure IT operations and robust recovery mechanisms. Cloud services will be used for educational service delivery with national cloud service providers.
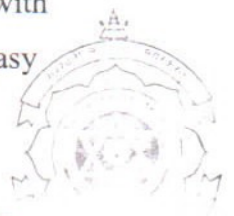
b) **IT Unit Preparedness:** All IT units at NSU will be equipped with essential resources, including computers, laptops, printers, firewalls, and power backups, to manage devices effectively.

c) **Enhanced Security Measures:** NSU's IT infrastructures must be fortified with password protection, biometrics, and multifactor authentication to safeguard

d) **Security and Surveillance:** *NSU* will deploy surveillance cameras and CCTV for crime deterrence and illegal activities, enhancing security and monitoring.

5.5 Resources Archiving and Digital Library:

a) **Archeving Sanskrit Manuscript:** NSU is committed to digitising all classical Sanskrit manuscripts and valuable old books, utilising advanced scanning techniques and robust security measures to ensure their preservation and accessibility. As part of our digital preservation efforts, the university prioritises the secure scanning and storage of classical Sanskrit manuscripts and old, valuable books, aiming to safeguard cultural heritage and facilitate scholarly research.

b) **Digital Learning Resources:** NSU will promote the creation, development, and shar*ing* of diverse digital educational resources, such as eBooks, audio, video, text, animations.

c) **Plagiarism Detection:** All students research work at the university needs to pass a plagiarism check to ensure it's original and authentic, collaborating other academic institutions.

d) **Visual Studio:** NSU will establish state-of-ar*t* recording studios to facilitate the production of high quality audio and video content for academic and educational purpose*s*.

5.6 Educational Management System:

a) **Centralized Educational Management Information System(EMIS):** NSU will simplify student enrollment, academic progress tracking, and communication with students by managing all student records and information in one location for easy access and organization.

b) **Campus Level ERP System and Automation:** NSU will utilize a single integrated system at campus or department to streamline various administrative tasks such as resource planning, procurement, and inventory management, ensuring efficiency and consistency across different departments.

c) **Centralised Accounting and Financing System**: NUS will maintain a centralised financial system to manage budgeting, expenses, and financial reporting, thereby enhancing transparency, accuracy, and accountability in financial transactions.

d) **Personal Information Management System (PIS):** The university employs a unified system for managing human resources and tracking attendance. This facilitates employee management, payroll processing, and compliance with attendance policies.

e) **Centralised Exam System**: To facilitate smooth examination processes, the university employs a centralised system for exam scheduling, registration, and result management. This system enhances fairness, security, and efficiency in conducting exams. university-wide

5.7 Digital Capacity Enhancement:

a) **Digital Leadership Proficiency:** Digital Leadership Proficiency: Digital Literacy Program: We will enforce a comprehensive digital literacy program for staff, faculty, and students to drive the institution's digitalization mission through proficient use of digital tools.

b) **Digital Literacy Training:** NUS will enforce a comprehensive digital literacy program for staff, faculty, and students to drive the institution's digitalization mission through proficient use of digital tools.

c) **Digital Pedagogy Traning:** The university will enforce pre-service and in-service digital pedagogy training for teachers to enhance teaching effectiveness and global competitiveness.

d) **Online Training for New Staff**: New recruits will receive comprehensive service training through an online mode of training to facilitate efficient onboarding processes.

5.8 Data Protection, Backup and Recovery

a) **Data Security Measures**: Critical or sensitive data from NSU and related entities must be stored securely on a server with proper access controls to prevent unauthorized access.

b) **Restricted Access:** Access to university data will be limited to authorized personnel only, ensuring confidentiality and integrity.

c) **Data Encryption**: Sensitive university data will be encrypted during transmission and storage to safeguard against unauthorized access and data breaches.

d) **Continuous Monitoring and Training**: The university's IT support unit will regularly monitor network and systems for security threats, while faculty and staff will receive training on security best practices to mitigate risks such as phishing scams and maintain data integrity.

5.9   Centralized Data Management

a) The university will implement a centralized database to store data from various units, campuses, and departments. Additionally, each unit will create its own local database system for data storage.

6.   Institutional Arrangements:

Nepal Sanskrit University (NSU) will establish an ICT Steering Committee to oversee the implementation of its IT Policy. This committee will develop strategies, guidelines, and policies in alignment with the university's overall IT strategy.

6.1 ICT Steering Committee:

During the formulation of this steering committee, the following points are considered;

- NSU's central-level ICT Steering Committee comprises five members, including the Registrar (Chairman), Planning/Research Director, Administration Head, IT Expert/Engineer, and IT Coordinator/Staff (Member Secretary).
- This committee serves as the central regulatory body for NSU's Digitization Policy, guiding all other IT policies, strategies,
- Tasked with formulating and reviewing IT policies, strategies, and guidelines.
- Ensuring coordination, collaboration, and effective implementation of IT policies and initiatives.
- Engaging with Nepal Sanskrit University (NSU) government and local governments to align with ICT standards and initiatives.
- 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.

6.2 IT Support Unit:

The campus/department/gurukul will be formmulted IT Support unit in each academic units.

- Responsible for providing technical support to faculty, staff, and students in utilizing IT resources and services at campus/department/academic unit.

- Collaborating with the ICT Steering Committee to implement IT policies and guidelines effectively.

7. Monitoring and Evaluation

Nepal Sanskrit University utilizes modern technology and the Digitization Policy's indicators to track progress and make informed decisions based on real data.

- **Performance Tracking**: Creation of interactive performance tracking system for real-time tracking of key performance indicators, enabling stakeholders to make informed decisions with current data.

- **Outcome-Based Evaluation**: Implementation of frameworks to assess the effectiveness of IT policy and programs based on outcomes, evaluating their influence on learning achievements and institutional performance.

- **Feedback Mechanisms**: Introduction of digital feedback channels to gather input from students, faculty, staff, and stakeholders, facilitating continuous enhancement of institutional processes.

- **Meet Up**: Scheduled meetings and discussions focusing on operational and policy-level indicators to comprehend the overall IT impact at Nepal Sanskrit University.

- **Audit**: Conducting regular system audits at predefined intervals to monitor enhancements and enhance the evaluation capacity and mechanism.

The End