

Blue Print Plan for Digitization and Connectivity

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1. Introduction

This blueprint outlines a comprehensive plan for digitization and connectivity at the Central Department of Education, Far Western University, Nepal. The plan is designed to guide the systematic planning, implementation, and management of digital infrastructure, services, and academic technologies within the department.

In the context of rapid technological advancement and increasing reliance on digital platforms in higher education, digitization has become essential for effective teaching, learning, research, and administration. This plan seeks to enhance institutional efficiency, improve access to academic resources, strengthen governance and decision making, and ensure continuity of academic activities through reliable digital systems. The plan is developed in accordance with University Grants Commission (UGC) guidelines and national priorities for digital transformation in higher education.

2. Goals and Objectives

Plan of Digitization and Connectivity has the following goals and objectives:

Goals	Objectives
Goal 1: Improve the Department's Digital Services	1. To ensure fast, reliable, and secure internet connectivity for students, faculty, and staff, enabling uninterrupted access to online academic and administrative resources.
	2. To develop and maintain a user-friendly departmental website that provides timely access to information, announcements, policies, academic resources, journals, and theses.
Goal 2: Streamline the Education Management System	3. To design and implement an Education Management Information System (EMIS) that enhances efficiency, data security, and reporting for admissions, examinations, finance, and human resources, and supports institutional decision making.
	4. To establish and manage an online library system that provides access to digital learning materials and national and international academic databases.

5. To institutionalize online and blended learning by conducting virtual classes and providing capacity building training for faculty members and non-teaching staff.

3. Scope of the Plan

The scope of this plan is limited to the development and strengthening of digitization and digital technologies within the Central Department of Education, Far Western University, Nepal. The plan focuses on digital infrastructure development, system integration, capacity building, and service delivery in line with UGC policies and guidelines. Also, it is designed to be scalable and aligned with broader university digital strategies.

4. Areas of Intervention and Expected Deliverables

Upon successful implementation, the plan will deliver the following outputs and outcomes:

Areas	Key Deliverables
1. Internet Connectivity	<ul style="list-style-type: none"> • Installation of broadband internet connection across the campus. • Establishment of a corporate premium Wi Fi zone with personal public IDs (up to 500 Mbps). • Provision of subsidized data packages for students.
2. EMIS Implementation	<ul style="list-style-type: none"> • Development of EMIS covering admissions, accounts, examinations, and reporting. • Regular EMIS based reporting to UGC and Far Western University. • Implementation of Paathshala EMIS for accounting, billing, student information, office administration, payroll, library services, biometric attendance, mobile applications, human resources, management, and reporting as per UGC guidelines.
3. Electronic Fund Transfer (EFT)	<ul style="list-style-type: none"> • Full digitization of financial transactions, including salaries and government payments, through corporate payment systems (NCHL).

4. Website Development and Management	<ul style="list-style-type: none"> • Development and operation of an official departmental website. • Regular updating and dissemination of academic information, policies, plans, journals, and theses.
5. Online Library Development	<ul style="list-style-type: none"> • Development of a departmental e library system. • Access to TU online library and other national and international digital libraries. • Digitization of departmental academic resources.
6. Online Teaching and Learning	<ul style="list-style-type: none"> • Establishment of a virtual learning environment using MS Teams. • Training workshops for students, faculty, and staff on effective use of digital platforms. • Conduct of online classes for Professional B.Ed. and Master's programs (Semester I, II, and IV). • Organization of virtual classes and collaborative guest lectures with national and international experts.

5. Implementation Schedule and Timeline

The implementation will follow a phased approach, categorized into short term, midterm, and long-term activities. Detailed timelines will be finalized during operational planning.

Activities	Short Term	Mid Term	Long Term
Broadband internet connection	√		
Wi Fi zone setup	√		
Student data package subscription		√	
EMIS development and integration	√	√	√
EMIS reporting to UGC and FWU	√	√	√
Website development and operation	√	√	√
Website content updates and dissemination	√	√	√
E library development and external access		√	
Digitization of academic resources		√	
Virtual learning environment setup	√	√	√
Online and collaborative virtual classes	√	√	√

6. Budget and Funding Sources

The estimated budget for the digitization and connectivity plan is preliminary and subject to revision during implementation. Costs include infrastructure development, hardware and software acquisition, system maintenance, training, and operational support.

Areas	Estimated Cost (NPR)
Internet connectivity and Wi Fi setup	500,000
EMIS implementation	450,000
Website development and management	250,000
Online library development	500,000
Online teaching and learning systems	575,000
Total Estimated Cost	2,275,000

Finding Source

The department digitization plan's anticipated expenses are preliminary; comprehensive budgets will be determined throughout implementation. The cost will include hardware, software, staff, training, infrastructure improvements, and upkeep.

Sources of funding include collaborations with UGC equity grants, UGC digitalization grants, University regular infrastructure development budget and department internal budget for enhancing digital environment.

7. Stakeholder Roles and Responsibilities

The Central Department of Education shall bear the primary responsibility for the planning, implementation, and long-term sustainability of the digitization initiative. The roles and responsibilities of the concerned stakeholders are outlined as follows:

- **Initial Planning and Coordination:** The Central Department of Education will define the scope, goals, objectives, and strategic priorities of the digitization initiative in alignment with institutional and UGC guidelines.

- **Needs Assessment:** The Equity Grant Program Team will conduct systematic needs assessments through surveys, interviews, and consultative workshops to identify the requirements and expectations of key stakeholders.
- **Technology Assessment and Selection:** The Equity Grant Program Team, with technical support from the Technical Team of Far Western University, will assess existing digital infrastructure and select appropriate network systems, hardware, software, and security solutions.
- **Cost Estimation:** The Central Department of Education will engage relevant subject matter experts and technical professionals to prepare realistic and evidence-based cost estimates for the proposed activities.
- **Consultation and Approval:** The Equity Grant Program Team will present the proposed plans, budgets, and implementation strategies to the concerned institutional committees for review, feedback, and formal approval.
- **Project Implementation:** The Central Department of Education will oversee project implementation through a formally constituted Equity Grant Program Team under the leadership of the Head of the Department.
- **Continuous Improvement:** The Equity Grant Program Team will regularly monitor project performance, analyze feedback, and introduce necessary improvements to ensure effectiveness, efficiency, and sustainability of the digitization initiative.

8. Monitoring and Evaluation Mechanism

A robust Monitoring and Evaluation (M&E) framework will be established to ensure accountability, effectiveness, and sustainability of digitization initiatives. The M&E system will include clearly defined indicators, measurable targets, periodic data collection, and stakeholder feedback mechanisms.

Monitoring will focus on digital infrastructure performance, system usability, service reliability, and user satisfaction. Evaluation findings will be used to identify gaps, inform timely corrective actions, and support continuous innovation. The M&E mechanism will function not only as a supervisory tool but also as a driver of institutional learning and digital transformation within the



department. In this regard, the department will formulate the M&E Team under the Head of the Department for effective execution of the project.

