आज्ञ मिति २०८०।६।२२ गतेका दिन यस ज्ञान ज्योति सामुदायिक व्यायपठका संचालक समितिका अध्यक्ष खड्ग क० कार्की अध्यक्षतामा बैठक बसी निम्नधारका विषय हरुमा निर्णय गरियो।

अध्यक्ष :- श्री खड्ग क० कार्की
सदस्य :- श्री कर्ण क० गुरेल
" श्री ध्रुवराज थापा
" श्री कृष्ण क० थापा
" श्री होमनाथ घिमिरे
" श्री आश्रिता थापा
" श्री नरेन्द्र प्रसाद घिमिरे
" श्री भरत क० चामीहार
     रुद्र क० भाण्डारी कार्की
विद्यार्थी प्रतिनिधि :- तिला दहाल
अध्यापक प्रतिनिधि :- नवराज घिमिरे
स. व्या० प्रमुख :- महेश कुमार खड्क
सदस्य सचिव :- गणेश प्रसाद उप्रेती

विषयहरु :- १. Blue print plan लिखत सम्बन्धमा

निर्णयहरु :-
१. विषय नं १ साथी व्यापक छलफल गर्दा Research management Committee ले तयार गरेको Blue print plan of digitization and connectivity को plan लिखतमा ल्याई व्यायपठ संचालक समितिमा पेश गरेकाले सो plan लिखत गरे निर्णय पारित गरियो।

Gyan Jyoti Community Campus, Ghorakhori, Okhaldhunga

Blue Print Plan of Digitization and Connectivity

Gyan Jyoti Community Campus, Ghorakhori is located in the Okhaldhunga district of Nepal. It is affiliated with Tribhuvan University and approval of University Grant Commission (UGC). This blueprint for campus digitalization incorporates a comprehensive transformation plan aimed at improving connectivity, resource accessibility, and administrative efficiency.

A. Goals and objectives

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

Goal 1: Improve Campus Digital Services	Objective 1: Ensure fast and reliable internet access for students and staff, enabling them to use online resources without disruptions.
	Objective 2: Develop a user-friendly website that provides easy access to campus information, announcements, and resources.
Goal 2: Streamline Education Management	Objective 3: Create an Education Management Information System (EMIS) to make administrative tasks like student data management more efficient, secure and utilize for decision making.
	Objective 4: Develop and manage an online library with a wide range of digital learning materials for students and faculty.
	Objective 5: Implement virtual classrooms to support remote learning and provide training for faculty members to use them effectively.

B. Metrics/Indicators of Success/Achievement

- Fast and reliable internet access for students and staff provided;
- Campus website created and staff trained to update;
- EMIS system acquired/developed , implemented and staff trained to operate the system;
- Online library system acquired/developed , implemented and staff trained to operate the system;

- Virtual classrooms for remote learning system implemented and faculty trained to use it; Office 365 A1 free package for all students and faculties set up, and use MS Teams for virtual classes.

C. Key stake holders and team roles

This document is only the blue print of the digitalization policy and plan. For the detailed plan, implementation, and continuous improvement of the digitalization process, campus will follow the following steps:

- Initial Planning and Stakeholder Identification: it defines the campus digitization and connection project's scope, objectives, and aims.
- Needs Assessment: Survey, interview, and workshop stakeholders to determine their requirements and expectations.
- Assess Technology and selection: Assess network, hardware, and software capabilities of the IT infrastructure. This may involve Wi-Fi expansion, digital classrooms, campus-wide network enhancements, and security.
- Cost Estimation: Consult IT professionals and contractors to estimate modification costs.
- Consultation/Approval: Present the blueprint and cost estimates to stakeholders, gather input, and adjust the plan as needed. Explain the updated plan's advantages and cost-effectiveness to the committee for project approval.
- Project Management and Implementation: Work closely with technology suppliers, contractors, and project managers to implement the agreed strategy. Implement infrastructure and technological upgrades as planned.
- Continuous Monitoring and Improvement: Assess the new infrastructure and technology's performance. Resolve concerns quickly. Look for ways to enhance and expand digitalization and connection.

D. Budget and Funding

Our 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 collaborations with external organizations, UGC grants, alumni and charitable assistance, and cost-sharing with local municipalities and government agencies. This method will be carefully designed to achieve the plan's objectives and achievements financially and effectively via grant applications, partnership proposals, or fundraising initiatives.

E. Milestones and deliverables

Milestones	Deliverables
Internet Connection Set up	- Broadband Internet Connection on campus - Setup Wi-Fi zone - Data package subscription to students.
EMIS System Implemented	- Develop EMIS, including admission, account, and exam. - Regular updates and EMIS reporting to UGC and TU
Website development and management	- Develop and operate websites. - Regular updates and dissemination of information
Online Library Developed	- Develop and implement e-library system - Digitalize campus resources.
Virtual Classrooms Set Up	- Setup a virtual learning environment using MS Teams. - Conduct remote and virtual classes from aboard or Kathmandu.

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F. Timeline and schedule

The following activities will be completed on a phase-wise, short-term, mid-term, and long-term plan. Time line will be defined on details plan.

Activities/Task	Short	Mid-term	Long-term
Broadband Internet Connection on campus	y		
Setup Wi-Fi zone	y		
Data package subscription to students.	y		
Develop EMIS, including admission, account, and exam		y	
Regular updates and EMIS reporting to UGC and TU		y	
Develop and operate websites	y	y	y
Regular updates and dissemination of information	y	y	y
Access the library system through the TU Central Library		y	
Develop a digital reading environment and digitalize campus resources.			y
Setup a virtual learning environment using MS Teams	y		
Conduct remote and virtual classes from aboard or Kathmandu	y	y	y

G. Monitoring and Evaluation Mechanism

Digitalization and connectivity on campus is revolutionary and demands strong M&E. A strong campus digitalization M&E system comprises defined, quantifiable goals and objectives, data gathering, continual assessment of digital infrastructure, software, and user happiness, and stakeholder input. To adapt digitalization initiatives to changing demands and problems, the M&E system should enable fast modifications.   M&E is a tool for supervision, innovation, and improvement, and it's the key to the campus's digital transformation.

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