

# Implementation Plan for ICT Supported Teaching and Learning Management System (LMS)

Prepared by:

Administrative Committee of Durgalaxmi Multiple Campus

For Academic Year 2083/084



## 1. Introduction

Durgalaxmi Multiple Campus is committed to enhancing the quality of teaching, learning, communication, academic administration, and student support services through the effective integration of Information and Communication Technology (ICT). In this context, the Administrative Committee proposes the implementation of a Learning Management System (LMS) from the Academic Year 2083/084.

The LMS will support blended learning, digital content management, online assessments, academic monitoring, communication, and record keeping. This implementation plan outlines the objectives, strategies, activities, responsibilities, timeline, required resources, and monitoring mechanisms for successful LMS implementation.

## 2. Vision

To transform Durgalaxmi Multiple Campus into a technology-enabled academic institution that promotes accessible, interactive, student-centered, and quality education through digital learning systems.

## 3. Mission

- To integrate digital learning practices into regular academic activities.
- To improve teaching-learning effectiveness through modern educational technology.
- To strengthen communication among teachers, students, and administration.
- To ensure continuous access to learning resources and academic support.

## 4. Objectives of LMS Implementation

The major objectives of implementing the LMS are:

1. To digitize teaching-learning activities in the campus.
2. To facilitate blended and online learning opportunities.



3. To improve academic communication and coordination.
4. To provide digital learning materials to students.
5. To conduct assignments, quizzes, and assessments online.
6. To maintain academic records systematically.
7. To enhance students' ICT skills and self-learning abilities.
8. To promote professional development of teachers in educational technology.

### **5. Scope of the LMS**

The LMS shall be used for the following academic and administrative activities:

- Course management
- Uploading lecture notes and learning materials
- Online assignments and submissions
- Online quizzes and examinations
- Attendance and academic tracking
- Communication and announcements
- Discussion forums and collaborative learning
- Academic calendar management
- Result publication and feedback
- Teacher-student interaction
- Digital library integration

### **6. Proposed LMS Platform**

The campus may adopt a suitable LMS platform based on affordability, accessibility, and institutional needs. The following options may be considered:

- Moodle
- Google Classroom
- Canvas LMS
- Microsoft Teams for Education

Among these, Moodle is recommended as the primary LMS because it is open-source, customizable, economical, and widely used in higher education institutions.

### **7. Implementation Strategies**

The LMS implementation shall be carried out through the following strategies:

#### **7.1 Infrastructure Development**

The campus shall:



- Establish reliable internet connectivity throughout the campus.
- Set up a dedicated LMS server or cloud hosting service.
- Upgrade computer laboratories and ICT equipment.
- Ensure uninterrupted electricity and backup power supply.
- Provide multimedia classrooms gradually.

### 7.2 Capacity Building

The campus shall organize:

- Orientation programs for teachers and students.
- Basic and advanced LMS training workshops.
- ICT skill enhancement programs.
- Technical support and troubleshooting sessions.

### 7.3 Academic Integration

Departments and faculty members shall:

- Prepare digital course materials.
- Upload syllabi, lesson plans, and references.
- Conduct online assignments and quizzes.
- Use discussion forums and online communication.
- Integrate blended learning approaches in regular teaching.

### 7.4 Administrative Support

The administration shall:

- Form an LMS Implementation Committee.
- Develop LMS policies and guidelines.
- Allocate annual budget for ICT and LMS maintenance.
- Monitor implementation progress regularly.
- Coordinate with departments and technical experts.

## 8. Formation of LMS Implementation Committee

The Administrative Committee shall form an LMS Implementation Committee consisting of:

Position	Responsibility
Campus Chief	Coordinator
IT Coordinator	Technical Head
Department Heads	Academic Coordination
Administrative Officer	Administrative Support



Faculty Representatives	Faculty Coordination
Student Representative	Student Support
Technical Assistant	Technical Maintenance

## 9. Roles and Responsibilities

### 9.1 Administrative Committee

- Approve policies and budget.
- Provide institutional support.
- Monitor implementation progress.
- Ensure sustainability of LMS.

### 9.2 Campus Administration

- Coordinate implementation activities.
- Arrange training and workshops.
- Maintain records and reports.
- Facilitate communication among stakeholders.

### 9.3 Teachers

- Prepare and upload digital content.
- Conduct online learning activities.
- Monitor student participation.
- Provide online feedback and assessment.

### 9.4 Students

- Participate actively in LMS activities.
- Submit assignments on time.
- Maintain academic discipline in online learning.
- Develop digital learning skills.

### 9.5 IT Support Team

- Maintain LMS system and server.
- Provide technical assistance.
- Ensure data backup and security.
- Solve technical issues promptly.



## **10. Phased Implementation Plan**

### **Phase I: Preparation Phase (Shrawan – Ashwin 2084)**

#### Activities:

- Conduct needs assessment.
- Select LMS platform.
- Form LMS Implementation Committee.
- Prepare policies and operational guidelines.
- Upgrade internet and ICT infrastructure.
- Arrange server hosting and technical setup.
- Prepare implementation budget.

#### Expected Outcomes:

- LMS system selected and installed.
- Basic infrastructure prepared.
- Implementation committee activated.

### **Phase II: Capacity Building Phase (Kartik – Mangsir 2084)**

#### Activities:

- Conduct teacher orientation programs.
- Organize LMS training workshops.
- Train administrative staff and technical personnel.
- Provide student orientation programs.
- Develop user manuals and guidelines.

#### Expected Outcomes:

- Teachers and students trained.
- Basic LMS operation skills developed.
- Support system established.

### **Phase III: Pilot Implementation Phase (Poush – Falgun 2084)**

#### Activities:

- Launch LMS in selected departments/classes.
- Upload course materials and assignments.
- Conduct online activities and assessments.
- Collect feedback from teachers and students.
- Monitor technical and academic issues.



Expected Outcomes:

- Pilot implementation completed.
- Practical experience gained.
- Challenges identified and addressed.

#### **Phase IV: Full Implementation Phase (Chaitra 2084 onward)**

Activities:

- Expand LMS to all programs and departments.
- Conduct regular online academic activities.
- Integrate LMS into routine teaching-learning practices.
- Continue technical support and monitoring.
- Conduct periodic evaluation and improvement.

Expected Outcomes:

- Full LMS operation across the campus.
- Improved academic management and learning.
- Sustainable digital learning environment established.

### **11. Estimated Resources Required**

#### **Human Resources**

- LMS Coordinator
- IT Technician
- Trainers and resource persons
- Faculty coordinators
- Administrative support staff

#### **Physical Resources**

- Computers and laptops
- Internet and networking devices
- Server or cloud hosting
- Multimedia projectors
- Backup power system

#### **Financial Resources**

Budget shall be allocated for:

- LMS setup and maintenance
- Internet and server expenses



- ICT equipment procurement
- Training and workshops
- Technical support and maintenance

## **12. Monitoring and Evaluation**

The LMS Implementation Committee shall regularly monitor and evaluate the implementation process through:

- Monthly progress review meetings
- User feedback collection
- System performance reports
- Teacher and student participation analysis
- Academic effectiveness evaluation

Evaluation indicators may include:

- Number of active users
- Number of online courses
- Student participation rate
- Assignment submission rate
- Teacher engagement level
- User satisfaction level

## **13. Risk Management and Challenges**

Possible challenges include:

- Limited ICT infrastructure
- Internet connectivity problems
- Resistance to technological change
- Limited digital literacy among users
- Budget constraints
- Technical issues and maintenance problems

Mitigation Measures:

- Conduct regular training and awareness programs.
- Ensure gradual implementation.
- Provide continuous technical support.
- Allocate sufficient budget annually.
- Encourage blended learning practices.



#### **14. Sustainability Plan**

To ensure sustainability, the campus shall:

- Include LMS operation in annual academic planning.
- Allocate regular ICT budget.
- Conduct refresher training programs.
- Update software and infrastructure regularly.
- Encourage digital culture among teachers and students.
- Develop institutional LMS policy and regulations.

#### **15. Expected Outcomes**

The implementation of LMS is expected to:

- Improve the quality of teaching and learning.
- Increase access to learning resources.
- Enhance student engagement and participation.
- Strengthen academic monitoring and communication.
- Promote digital literacy among teachers and students.
- Support blended and flexible learning practices.
- Modernize academic administration and record management.

#### **16. Conclusion**

The implementation of the Learning Management System (LMS) from the Academic Year 2083/084 is an important step toward academic modernization and quality enhancement at Durgalaxmi Multiple Campus. The successful implementation of the LMS requires institutional commitment, adequate infrastructure, continuous training, active participation of teachers and students, and effective monitoring mechanisms. The Administrative Committee firmly believes that this initiative will contribute significantly to creating a modern, inclusive, technology-friendly, and quality-oriented educational environment in the campus.

#### **Approved By**

Administrative Committee

Durgalaxmi Multiple Campus

Academic Year 2083/084

