

Vignan's Foundation for Science Technology and Research

(Deemed to be University)

Vadlamudi, Guntur, Andhra Pradesh

Learning Management System (LMS) Policy and Framework

Version	1.0
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Classification	Internal / Restricted

1. Introduction

Vignan's Foundation for Science Technology and Research (Deemed to be University) recognizes the Learning Management System (LMS) as a core institutional technology platform for facilitating effective teaching, learning, and assessment. This policy establishes the framework governing the deployment, administration, use, and governance of the LMS(VU Moodle) across all academic programmes and departments.

This policy aligns with the University Grants Commission (UGC) guidelines on online and blended learning, the National Education Policy (NEP) 2020, and NAAC criteria for ICT integration in education.

2. Scope and Applicability

This policy applies to:

- All academic departments and constituent institutions of the University.
- All faculty members, including visiting, adjunct, and contractual faculty.
- All students enrolled in UG, PG, Ph.D., diploma, and certificate programmes.
- Administrative and technical staff involved in LMS(VU Moodle) management.
- Third-party vendors and service providers involved in LMS(VU Moodle) implementation.

3. LMS Platform

3.1 Institutional LMS

The University shall maintain a centralized, institution-wide LMS as the primary platform for digital course delivery. The LMS shall be accessible via web browsers and mobile applications, ensuring round-the-clock availability to all stakeholders.

3.2 System Requirements

- The LMS shall support SCORM, xAPI (Tin Can), and LTI standards for content interoperability.
- The system shall integrate with the University ERP for automated enrollment and grade transfer.
- The LMS shall provide Single Sign-On (SSO) capability using institutional credentials.
- Minimum system availability (uptime) shall be 99.5% during academic periods.
- The system shall be accessible on devices with minimum 2G internet connectivity.

4. Roles and Responsibilities

4.1 LMS Administrator

- Manage user accounts, roles, and permissions across the platform.
- Configure and maintain course templates, plugins, and integrations.

- Monitor system performance, storage utilization, and uptime.
- Provide Level 1 and Level 2 technical support to faculty and students.
- Maintain data backups and coordinate disaster recovery procedures.

4.2 Faculty (Course Instructors)

- Create and maintain course content, assignments, quizzes, and resources on the LMS(VU Moodle).
- Ensure all course materials are uploaded at least one week before the commencement of each semester.
- Engage with students through discussion forums, announcements, and feedback mechanisms.
- Maintain accurate and timely grade records on the LMS(VU Moodle).
- Complete the mandatory LMS(VU Moodle) orientation programme before each academic year.

4.3 Students

- Access course materials, submit assignments, and participate in online activities as directed.
- Maintain academic integrity and refrain from sharing login credentials.
- Report technical issues to the LMS(VU Moodle) helpdesk in a timely manner.
- Adhere to the University's Acceptable Use Policy while using the LMS(VU Moodle).

4.4 Departmental Coordinators

- Monitor LMS adoption and usage within their department.
- Facilitate faculty training and ensure compliance with this policy.
- Report department-level analytics to the Dean/Principal regularly.

5. Content Standards

5.1 Minimum Course Requirements

Each course on the LMS shall contain, at minimum, the following elements:

Component	Requirement
Course Syllabus	Uploaded by Week 1 of semester
Learning Outcomes	Clearly stated and mapped to curriculum
Lecture Materials	Minimum 1 module per teaching week
Assessments	Minimum 2 formative + 1 summative assessment
Discussion Forum	At least 1 active forum per course
Feedback Mechanism	Mid-semester and end-semester surveys
Grade Book	Continuously updated throughout semester

5.2 Content Accessibility

- All digital content shall conform to WCAG 2.1 Level AA accessibility standards.
- Video content shall include captions or transcripts.
- Documents shall be published in accessible PDF or HTML formats.

6. Assessment and Academic Integrity

- Online assessments shall be configured with appropriate time limits, randomization, and proctoring measures.
- Faculty shall design assessments that minimize opportunities for academic dishonesty.
- The University may employ AI-based plagiarism detection tools integrated with the LMS(VU Moodle).
- Any instance of academic misconduct detected through LMS data shall be addressed under the University's Academic Integrity Policy.

7. Data Privacy and Retention

- All student data processed through the LMS is governed by the University's Data Protection Policy.
- Course content and student data shall be retained for a minimum of five (5) years after course completion.
- Faculty shall not share identifiable student data with unauthorized parties.
- Analytics data shall be used solely for improving learning outcomes and institutional planning.

8. Training and Support

- The University shall conduct mandatory LMS(VU Moodle) orientation for all new faculty within 30 days of joining.
- Annual refresher training shall be organized at the beginning of each academic year.
- A dedicated LMS(VU Moodle) helpdesk shall be operational during working hours (8:00 AM to 8:00 PM, Monday to Saturday).
- Self-help tutorials, FAQs, and user manuals shall be maintained on the LMS(VU Moodle) portal.

9. Monitoring and Compliance

- The LMS Administrator shall generate monthly usage reports for review by the IQAC.
- Departments with LMS adoption below 80% shall be flagged for remedial action.
- Non-compliance by faculty may result in administrative action as per service rules.

10. Review and Amendments

This policy shall be reviewed annually by the LMS(VU Moodle) Policy Committee, chaired by the Dean of Academics. Amendments shall be ratified by the Academic Council before implementation.

11. Effective Date

This LMS(VU Moodle) Policy and Framework is effective from the Academic Year 2024-2025 and supersedes all previous guidelines on digital learning platforms issued by the University.


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