

# **Gopal Narayan Singh University, Jamuhar, Sasaram, Rohtas (Bihar)**

**A State Private University established under the Bihar Private University Act-2013**



## LEARNING MANAGEMENT SYSTEM (LMS) POLICY INDEX

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## LMS POLICY

<b>1.</b>	<b>SHORT TITLE AND COMMENCEMENT</b>	
	<b>1.1</b>	This policy may be called <b>LMS POLICY</b> of Gopal Narayan Singh University, Jamuhar, Sasaram, Rohtas (Bihar). The LMS Policy document will serve as detailed guidelines and will be useful to all the concern related to the same.
	<b>1.2</b>	This Policy namely <b>LMS POLICY</b> , Gopal Narayan Singh University shall come into force on the date of their approval from the Board of the Management of the Gopal Narayan Singh University, Jamuhar.
	<b>1.3</b>	This policy is prepared to ensure the better support to deploy and maintain a world-class LMS infrastructure and information resources, and to facilitate the effective use of the learning material in all academic processes.
	<b>1.4</b>	In the light of the objectives of the University as spelt out in the notification of ACT, steps have been taken to ensure the maximum utilization of the LMS resources in the University.
<b>2.</b>	<b>ADMINISTRATION</b>	
	<b>2.1</b>	The said policy shall function under overall supervision and administrative control of the Academic Director and monitor by the Registrar of the University.
	<b>2.2</b>	There will be one in charge for smooth functioning of the said Policy and the day to day's activities related to the same will monitored by the said in charge.
<b>3.</b>	<b>INTRODUCTION</b>	
	<b>3.1</b>	This document contains policies that govern the administration and use of the learning management system (LMS) at Gopal Narayan Singh University, which is currently VMEDULIFE. These policies have been developed by the Transformative Teaching & Learning (TTL) team and reflect existing practices and recommended guidelines to implement.
	<b>3.2</b>	The policies described in this document refer to the current LMS (VMEDULIFE) which is centrally supported through Institutional Computing ( <a href="https://gnsu.org">https://gnsu.org</a> ) and TTL. The policies do not apply to LMS deployments supported by individual schools and colleges or to

		emerging LMS services under development or in use for a specialized purpose.						
4.	TEACHING & LEARNING FUNCTIONALITY							
	4.1	USER ACCOUNTS						
		4.1.1	User accounts are considered any account created and listed in the learning management system (LMS), making the account available for course, institution, or system use as governed by roles assigned to the account.					
		4.1.2	All concerned members of the Gopal Narayan Singh University community may register themselves on the appropriate LMS of the University and arrange to have a valid login name and password for the said user account. This includes faculty, students, and administrative and academic staff. Members outside of the Gopal Narayan Singh University community who need access to an LMS learning space can do so by requesting sponsorship from an individual or a department from the Gopal Narayan Singh University community. The individual must then have an account created for them and be enrolled into a course by the request of the instructor.					
	4.2	COURSE-LEVEL ROLE						
		This section is intended to clarify the VMEDULIFE roles and their use. Each role has a specific function within a course, but does not affect any information within the LMS. VMEDULIFE user role permissions allow users to access certain features and perform certain functions within a VMEDULIFE course. A user’s permissions within the course are determined by the role the user is assigned.						
	4.3	COURSE-LEVEL ROLE PERMISSIONS						
		PERMISSIONS	STUDENT	TA	TEACHER	COURSE VIEWER	OBSERVER	DESIGNER
		Analytics - view	✗	✓	✓	✗	✗	✗
		Announcements - view	✓	✓	✓	✓	✓	✓
		Assignments - add, edit, delete	✗	✓	✓	✗	✗	✓
		Calendar - add, edit, delete	✗	✓	✓	✗	✗	✓
		Course Content - add, edit, delete	✗	✓	✓	✗	✗	✓

		Discussions - create	✓	✓	✓	×	×	✓
		Discussions - moderate	×	✓	✓	×	×	✓
		Discussions - view	✓	✓	✓	✓	✓	✓
		Email - send to entire class	×	✓	✓	×	×	×
		Email - send to Individuals	✓	✓	✓	×	×	×
		Grades - edit, view	×	✓	✓	×	×	×
		Grades - select final grade	×	×	✓	×	×	×
		Groups - add, edit, delete, view	×	✓	✓	×	×	✓
		Pages - add, edit, delete	×	✓	✓	×	×	✓
		Question Banks - view and link	×	✓	✓	×	×	✓
		Rubrics - add, edit, delete	×	✓	✓	×	×	✓
		Student Collaborations - create	✓	✓	✓	×	×	✓
		Users - add/remove students	×	×	×	×	×	×
		Users - add/remove TAs, designers	×	×	✓	×	×	×
		Users - view list	✓	✓	✓	✓	✓	✓
	<b>4.4</b>	<b>COURSE ENROLMENT REQUESTS</b>						
		4.4.1	Gopal Narayan Singh University is committed to protecting the privacy of student education records as outlined by the Right to Education Act 2009. To support Right to Education Act compliance and the protection of student information privacy, enrolment in VMEDULIFE course sites is strictly regulated. Below are the guidelines associated with VMEDULIFE course enrolments.					
		4.4.2	No individual may request access to a course for themselves unless they are the instructor of record for the course. If the individual is not the instructor of record for a course, they must either:  a. Request access from the instructor of record for the course or  b. Request access from someone with a higher level of access to that course, i.e., Dean or Director.					

		4.4.3	When giving access to your course, it is important to select the appropriate level of access in order to protect students' privacy rights. If you only want to share course content with another instructor, choose the Course Designer role. Refer to the Course-Level Role Permissions table above to determine which level of access is appropriate.
	<b>4.5</b>	<b>ENROLMENT OF ADDITIONAL FACULTY OR ADMINISTRATIVE PERSONNEL</b>	
			The Transformative Teaching & Learning team must receive a formal request from the instructor of record or their Dean / Director to enrol additional faculty or administrative personnel into a course or multiple courses either temporarily or for continued access in a particular course.
	<b>4.6</b>	<b>COURSE, INSTITUTION, OR SYSTEM ROLE REQUESTS</b>	
		<b>4.6.1</b>	If a faculty member, Dean / Director, or associated administrative support staff requires a role that is currently unavailable or does not fit their needs, a request can be made to the TTL for a new course, institution or system role.
		<b>4.6.2</b>	Any VMEDULIFE user whose primary interaction with the system is in a student, guest, or observer capacity is not permitted to request roles.
		<b>4.6.3</b>	Requests to copy a VMEDULIFE course site (and its content) from a previous semester must be submitted by the instructor of record, who is assumed to be the creator and owner of the site and its content.
		<b>4.6.4</b>	In the event the instructor of record is unavailable, the request for a course copy may be submitted by the Dean / Director of the school/college.
	<b>4.7</b>	<b>COPYRIGHT</b>	
			All content created and used in the LMS are subject to all rules and policies set forth in the GNS university's Copyright Policy.
<b>5.</b>	<b>SYSTEM ADMINISTRATION</b>		
	<b>5.1</b>	<b>THIRD-PARTY TOOLS AND FUNCTIONALITY POLICY</b>	

		Many vendors produce tools, commonly referred to as “apps,” which link their materials into an LMS. Apps can provide both faculty and students with supplemental information or functionality to complete coursework. Please contact the TTL to request the installation of an app or “plug-in.”
	<b>5.2</b>	<b>COURSE CONTENT AVAILABILITY</b>
		After the course has ended, the course instructor has the discretion to determine student availability as set in the course site’s options. Faculty may set the course availability as they choose or submit a request to the TTL to set the availability as requested.
	<b>5.3</b>	<b>VMEDULIFE POLICIES</b>
	<b>5.3.1</b>	<b>VMEDULIFE USE POLICY</b>
		<p>The VMEDULIFE Learning Management System (LMS) can be used only for the following purposes:</p> <ul style="list-style-type: none"> <li>a) To deliver instructional content for Gopal Narayan Singh University courses.</li> <li>b) To support course content development for a future course.</li> <li>c) To share program or degree resources for students enrolled in an official program or degree.</li> <li>d) To provide accessible platform for Gopal Narayan Singh University departments, offices, and other organizations.</li> </ul>
	<b>5.3.2</b>	<b>DATA RETENTION POLICY</b>
		At the end of each semester, all VMEDULIFE courses will continue to be available to the instructor(s) of record. Any course copy request by made someone other than the instructor (assumed to be the creator of the content) will require that the appropriate Dean / Director of the appropriate academic department contact the TTL directly to make the request.
	<b>5.3.3</b>	<p>Examples of data that can be created and/or stored:</p> <ul style="list-style-type: none"> <li><b>a)</b> Authors: teachers, TAs, course designers</li> <li><b>b)</b> Participants: students, guests</li> <li><b>c)</b> Course content: files, HTML, video, quizzes</li> <li><b>d)</b> Student grades</li> </ul>

			<b>e)</b> Communication with students <b>f)</b> Profile information <b>g)</b> Quiz responses, discussion posts <b>h)</b> Uploaded files
		5.3.4	A user's profile data will be deleted after the following conditions are met: <b>a)</b> User is no longer associated with any courses; <b>b)</b> User is no longer an active faculty, student, or staff; and <b>c)</b> User has been separated from the university for more than two years.
	<b>5.4</b>	<b>INTELLECTUAL PROPERTY PROTECTIONS FOR USERS</b>	
		As per the platform rule followed by IT Act govt of India.	