

<b>Policy on use of Institutional LMS (MOODLE)</b>	<b>Policy No: 05</b> <b>Last reviewed: 2019</b> <b>Issue: 1</b> <b>Page: 1 to 3</b>
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<b>Date effective from</b>	July 10 <sup>th</sup> 2019
<b>Date of next review</b>	Aug 20 <sup>th</sup> 2020
<b>Purpose</b>	Provide uniform guidelines on use of Institutional MOODLE based LMS
<b>Scope</b>	Includes guidelines on use of MOODLE LMS platform by Administrators, Faculty and Students
<b>Procedure</b>	<p>Modular Object Oriented Dynamic Learning Environment (MOODLE) is one the world's most popular learning management system (LMS). Most often, an LMS is used to support educational activities at university level. LMS help in registering users, support internet mediated distribution of academic content, schedule learning activities, track users progress and generate various kinds of reports required in an academic environment.</p> <p>MOODLE platform was made functional at SRIHER in July 2017. It is presently functional under the e-learning unit of Dept of Medical Education. Till the appointment of a full time MOODLE site administrator, the part time Site administrator of the MOODLE PLATFORM is Dr T Vijaya Sagar, Prof and Head, Dept of Anatomy, Sri Ramachandra Medical College &amp; Research Institute.</p> <p><b><u>Hosting of the MOODLE Platform:</u></b> The MOODLE platform is hosted on a dedicated 2 Terabyte IBM server which is located within the SRIHER Campus. Maintenance of the server is under the jurisdiction of IT head Mr Balaji Srinivas and IT team. The IT team will ensure that maintenance tasks of the server are undertaken regularly and downtime of server is kept to as minimal period as is required. IT team will also ensure that Monthly back up of all content on server is done so that data is not inadvertently lost.</p> <p><b><u>Site Organisation:</u></b> The site has been organized in such a way to provide maximum autonomy to Heads of Departments. Sub-domains have been created for every department of the medical college. Heads of respective departments are administrators of their sub-domain. Heads of Depts are free to organize the organization and layout of their respective subdomain as per their preference. They are free to upload</p>

academic content in any form, schedule various activities as per their convenience and generate reports of their choice.




**Responsibility of Site Administrator:** The site administrator will add faculty and students into the MOODLE system. The site administrator is responsible for imparting training in sub-domain administration to Heads of Departments/faculty members nominated by HOD for the purpose. The site administrator will also be responsible for training of faculty members in the use of Rapid Authoring tool Knowledge presenter Version XII. Additionally, the site administrator will perform routine maintenance tasks and troubleshoot minor issues/problems at subdomain level.

**Responsibility of Heads of Departments:** In order to provide complete autonomy to departments, the Heads of Departments are provided with complete control of all activities at their respective department subdomains. Heads of Departments will ensure that they/their nominated faculty undergo sub-domain site administration training and are capable of performing all activities in their sub-domain. They will create courses of their choice within their sub-domain and various assign roles to their faculty like course creators, teachers, non-editing teachers. Heads of departments will also ensure that their students are enrolled into the various courses present in their sub-domain.

**Access to MOODLE platform:** At present, bonafide students of the medical college access the MOODLE platform via the e-governance portal. On logging in to their e-governance portal, students can access e-learning site by clicking on E-learning > autologin link available in their individual control panel. No further login to the e-learning site is required. Faculty can access the e-learning site by directly going to the URL <http://elearning.sriramachandra.edu.in> and filling in the required username and password. The username and password to the e-learning site is provided by the MOODLE site administrator and is different from the e-governance portal username and ID. Over a period of time, single entry facility via the e-governance portal and access to e-learning site via the autologin feature will also be provided to the faculty.

**MOODLE platform for constituent colleges of SRIHER:** The present MOODLE platform is available to the faculty and students of Sri Ramachandra Medical College and Research Institute only. A case has been taken up to provide an identical MOODLE platform for the constituent colleges which will be hosted on the same IBM server

	<p>which is hosting the Medical college LMS. The MOODLE platform for constituent colleges will have sub-domains for constituent colleges where Principals/Directors of constituent colleges will be default administrators for their subdomains. Like Heads of Departments in the Medical college Platform, Principals/Directors of constituent colleges will have total autonomy in setting up additional departments and courses under their sub-domain. All activities being undertaken by HODs in the Medical College Platform will be undertaken by Principals/Directors of Constituent colleges or their nominated faculty. Upon commencement of the additional MOODLE LMS for the constituent colleges, a separate site administrator for the Additional MOODLE platform will be appointed who will perform the same duties as the Site administrator for the medical college platform.</p>
Frequency	Need based
Time	As and when required
Related/Supportive Documents	E-Learning platform of National Education Policy
Custodian	E-learning Unit, Dept. of Medical Education, SRIHER.

Prepared by	Verified by	Approved by
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