Policy Name: **LMS Policy**	Policy No: CDE2503
	Last reviewed: NA
	Issue: 1
	Page: 1 of 4

Policy	**Learning Management System (LMS) Policy**
Date effective from	05.09.2025
Date of next review	04.09.2025
Purpose	The purpose of this policy is to outline the appropriate use, access, and responsibilities related to the Learning Management System (LMS) used by the institution for educational and training purposes. The policy ensures data privacy and security, providing reliable access to course materials.
Scope	• Delivering **course content** in a structured and accessible manner. • Facilitating **Learner engagement** through discussion forums, announcements, and multimedia content. • Enabling **formative and summative assessments** (quizzes, assignments, online exams). • Providing **feedback and performance tracking**. • Learners **analytics and reports** • Supporting **anytime-anywhere learning**
Procedure	**1. User Roles: Define admin, instructor, and Learner responsibilities** **a. Administrator:** Regularly update and maintain the Learning Management System (LMS) to ensure its functionality and security. Implement robust security measures to protect user data and perform regular backups to prevent data loss. Grant access levels based on user roles (Learner, instructor, manager) to ensure authorised access. **b. Faculty/Instructors:** Upload and maintain relevant course materials. Regularly engage with Learners through announcements, discussions, or messages—Utilise LMS tools to evaluate learner assignments and submissions. Provide prompt grades and constructive feedback to support the learner's learning and development. **c. Learners:** Utilise the LMS to access course materials, such as SLM,

video lectures, PPTs, etc. Submit assignments and participate in activities on time. Engage in discussions, quizzes, and other course activities. Use the LMS responsibly, adhering to academic integrity and online etiquette.

2. Courses on the LMS

UG Online courses, PG Online courses, Online Certification courses, Online fellowship courses and MOOCs courses are delivered through the Learning Management System (LMS).

3. Usage Guidelines: Clear instructions for Learners

Detailed guidance will be provided to learners on how to navigate the Learning Management System (LMS), including accessing course materials, submitting assignments, and participating in discussions. Ensure all resources, such as syllabi, self-learning materials, PowerPoint presentations, and videos, are easily accessible and well-organised. Include FAQs, support contacts, and help desk facilities to assist users with any difficulties.

4. Data Protection

Maintain confidentiality by ensuring personal and academic information is accessible only to authorised users (Learners, instructors, and administrators).

5. Teaching, Learning, and Assessment

Provide a user-friendly interface for course delivery, including options for video lectures, PowerPoint presentations (PPTs), quizzes, assignments, blogs, and discussion forums in the Learning Management System (LMS).

To ensure a smooth learning experience, learners receive a comprehensive onboarding session that covers the learning plan, session plan for live lectures, and LMS orientation. This will enable learners to understand course expectations and requirements, navigate the LMS with ease, and stay organised and on track throughout the course.

Support diverse assessment formats (e.g., multiple-choice, essays, project submissions) to assess learners effectively. Ensure timely feedback on assessments to foster continuous learning and improvement.

6. Secure End-Semester Exam Proctoring:

To maintain academic integrity, a proctoring tool in the Learning Management System (LMS) will be utilised to supervise and monitor the end-of-semester exam, ensuring a secure and transparent

testing environment.

7. Technical Support:

Providing technical support to the learners to address any technical issues they may face during their learning journey in the Learning Management System (LMS). Issues will be addressed based on the specified criteria (low, medium, and high) within the stipulated timeframe.

8. Mobile Compatibility:

Ensure that the LMS is mobile-friendly, allowing learners to access course materials and submit assignments on smartphones or tablets, thereby enabling learning on the go.

9. Course Analytics and Reporting:

Features such as the dashboard enable instructors to track learner engagement and progress. This can be particularly helpful in providing tailored support to students who are struggling. Allow administrators to generate reports on system usage, learner performance, and course completion rates to improve the LMS experience.

10. Student Feedback Mechanism:

A channel for learners to give feedback on the course content, the LMS experience, and the instructor's performance. This feedback is to improve future course offerings and the overall LMS experience.

11. Access Timeline

Deadlines for assignments, quizzes, and exams will be communicated well in advance through notification in LMS. This allows learners to plan and manage their time efficiently, ensuring they're well-prepared for each assessment.

Learners can access the course materials, assessments and resources for double the period of their respective program.

Maintain a well-defined schedule for releasing course content to ensure consistency and fairness for all learners.
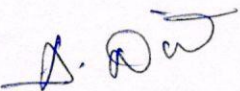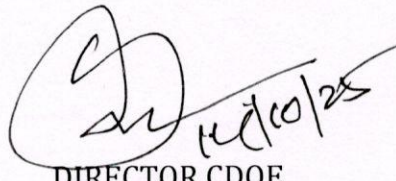
12. Course Updates and Revisions:

A process for updating and revising course materials within the Learning Management System (LMS) will be defined. Ensure that students are notified of any significant changes or additions to the course content.

13. Disciplinary Actions:

Specify potential consequences for inappropriate use of the LMS, including disruptive behaviour in forums or unethical conduct in assessments.

Frequency	Once in 3 years
Time	March 2028
Related/ Supportive Documents	-
Custodian	CDOE Office

Prepared by	Verified by	Approved by
ACADEMIC CO-ORDINATOR	MANAGER-STUDENTS SERVICE	DIRECTOR CDOE