

**केन्द्रीय-संस्कृत-विश्वविद्यालयः**

**Central Sanskrit University**

56-57, Institutional Area, Janakpuri, New Delhi – 110 058

**मुक्तस्वाध्यायपीठम्**

(केन्द्रीय-संस्कृत-विश्वविद्यालयस्य दूरस्थशिक्षा-संस्थानम्)

**Mukta Swadhyaya Peetham**

(Institute of Open and Distance Education )

मुक्तस्वाध्यायपीठस्य

**नियमावलिः**

**Regulations**

of

**Mukta Swadhyaya Peetham**

**2022**

**मुक्तस्वाध्यायपीठस्य नियमावलिः**  
**Rules and Regulations of Mukta Swadhyaya Peetham**  
**2022**

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**Central Sanskrit University**  
Under Ministry of Education, Govt. of India  
56-57, Institutional Area, Janakpuri, New Delhi – 110 058

**Mukta Swadhyaya Peetham**  
(Institute of Open and Distance Education)

## Regulations

### Preamble

**Central Sanskrit University (केन्द्रीय-संस्कृतविश्वविद्यालयः)**, formerly known as Rashtriya Sanskrit Sansthan was initially established in October 1970, as an autonomous body for the promotion and propagation of Sanskrit in the country. It has been wholly funded by the Government of India. It has been working as the leading organization engaged in promotion, propagation and development of Sanskrit and helps the Ministry of Human Resource Development in preparation and implementation of various schemes and programmes for the development of Sanskrit learning. It has been functioning as a central nodal agency for the effective implementation of the various recommendations made by the First Sanskrit Commission which was set-up in 1956 by the Department of Education, Government of India, for preservation, promotion and development of Sanskrit.

Recognizing its contribution in the field of promotion and propagation of traditional Sanskrit learning and teaching, its excellent publications and its effective efforts in preservation and management of more than 58,000 rare Sanskrit manuscripts, the Government of India bestowed the status of Deemed University on Rashtriya Sanskrit Sansthan on May 7, 2002 vide Notification Number F. 9-28/2000 U 3 followed by the UGC Notification Number F.6-31/2001(CPP-1) dated 13<sup>th</sup> June, 2002.

**The institution played a leading role in the field of Sanskrit education in the last decades. Consequently, the Government of India approved the Rashtriya Sanskrit Sansthan as the Central Sanskrit University by an act of parliament which was notified vide Government of India Gazette No. CG-DL-A-17042020-219068 dated 17<sup>th</sup> April 2020. Accordingly, the Rashtriya Sanskrit Sansthan was transformed as Central Sanskrit University (केन्द्रीय-संस्कृतविश्वविद्यालयः) w.e.f. April 30, 2020.**

The potential of Open Distance Learning (ODL) for promoting and popularizing Sanskrit is well recognized by the Rashtriya Sanskrit Sansthan and it is having various projects in this direction. Establishing a centre for Distance education was discussed and approved by Shasi Parishad (executive council at that time) as well as by Board of Management (BOM) [Ref. Shasi Parishad meeting 4-8-2000 item No. 10; 1<sup>st</sup> BOM meeting on 5-01-2004 item No. 13; 17<sup>th</sup> BOM meeting in 2008 item No. 23]. Since the first proposal for promoting Distance-Education in 2000, Rashtriya Sanskrit Sansthan started working in this direction by producing 'self learning-materials'. Rashtriya Sanskrit Sansthan proposed & established **Mukta Swadhyaya Peetham** (Institute of Distance Education) following the guidelines of Distance Education Council. BOM had approved the same in its 23<sup>rd</sup> meeting (held on 31-5- 2010) vide item no. 23.7 taking into consideration the recommendations of DEC team.

Thus **Mukta Swadhyaya Peetham (MSP)** came into existence in 2010 and started planning and offering courses through distance mode. As per the guidelines prepared in 2010, 'Abhikalpa Samiti' for this institute was constituted by the Vice Chancellor of the Rashtriya Sanskrit Sansthan (Deemed University) for proper planning of its functions. The Abhikalpa Samiti after deliberating on the guidelines prepared in 2010 felt the need for preparing the guidelines cum rules and regulations that govern the Mukta Swadhyaya Peetham (Institute of Distance Education) (Item No. 2, 4<sup>th</sup> meeting of Abhikalpa samiti dt. 23-11-2013). It authorized the Vice chancellor of the Rashtriya Sanskrit Sansthan to constitute a team to work on the details. The Vice Chancellor constituted a team with Registrar of the Rashtriya Sanskrit Sansthan as chairman, one external expert in Distance Education (Dr. B.P.R. Narasimharao), and three faculty members of the Rashtriya Sanskrit Sansthan Dr.Ratna Mohan Jha, K. Venkatesha Moorthy and Dr.Shyam Dev Mishra as members. The team deliberated on the various matters from 6<sup>th</sup> January 2014 to 10<sup>th</sup> January 2014 and prepared a manual of Guidelines (rules and regulations) for Mukta Swadhyaya Peetham (Institute of Distance Education) in accordance with ODL principles / DEC guidelines.

National level importance of Sanskrit education mentioned by 'Sanskrit Commission' was considered while planning for offering 'Sanskrit education through ODL mode'. One of the objectives of 2<sup>nd</sup> Sanskrit commission constituted by Government of India is to deliberate on Sanskrit education and promotion of Sanskrit-learning through Distance-Education. The team realized the potential of ODL mode for promoting, popularizing and expanding Sanskrit education not only in India but also outside India.

The importance of developing Distance Education in general for higher education is reflected in the order of MHRD dated 29<sup>th</sup> December 2012. It states that **"Every conventional University and institution, including technical and professional ones, to be encouraged to switch over to dual mode of education by offering ODL programmes ...."**

One of the objectives of Sansthan (present Central Sanskrit University) as stated in its MoA/rules includes **"To undertake extra mural studies, extension programmes and field-outreach activities to contribute to the development of the society"**.

Considering the general importance entrusted nationally on ODL programmes and also considering the potential of ODL for the expansion, development and promotion of Sanskrit education within and outside the country, it is necessary to give Mukta Swadhyaya Peetham a special centre status with functional autonomy as per the powers of BOM (MoA/rules of sansthan item no 47 - XXI) and the guidelines of UGC. This provides a base for Mukta Swadhyaya Peetham (MSP) to expand and set innovative ways of Sanskrit education.

The manual of guidelines was again updated/amended with the mandatory contents/information as per statutory requirements specified in 'University Grants Commission (Open and Distance Learning) Regulations, 2017' published in Gazette of India on **JUNE 23, 2017**.

In view of the transformation of Rashtriya Sanskrit Sansthan as **Central Sanskrit University (केन्द्रीय-संस्कृतविश्वविद्यालयः)**, vide Government of India's Gazette notification (No. CG-DL-A-17042020-219068 dated 17<sup>th</sup> April, 2020) **w.e.f. April 30, 2020**, Mukta Swadhyaya Peetham is the 'Institute of Open and Distance Education' of Central Sanskrit University (केन्द्रीय-संस्कृतविश्वविद्यालयः) dedicated for promoting Sanskrit-Education by developing Open & Distance Learning mode and/or Online-mode. Therefore, wherever the name of the university was mentioned as 'Rashtriya Sanskrit Sansthan' in the Guidelines of Mukta Swadhyaya Peetham



earlier is replaced with ‘Central Sanskrit University (केन्द्रीय-संस्कृतविश्वविद्यालयः)’. Further, the manual of guidelines/Regulations was once again updated/amended with the mandatory contents/information in view of ‘University Grants Commission (Open and Distance Learning) Regulations, 2020’ published in Gazette of India on **September 4, 2020**.

It is also to be noted that Sl. No 42 of the statues mentioned under second schedule of Central Universities Act,2020 (Gzette notification dated 25-3-2020 emphasises to have a distance education system.

## 1. Short title and commencement

- 1.1 The manual of guidelines shall be called ‘Regulations of Mukta Swadhyaya Peetham (2022)’ of Central Sanskrit University (केन्द्रीय-संस्कृतविश्वविद्यालयः).
- 1.2 The updated manual shall be considered w.e.f. the date of its notification (i.e. 25/07/2022). However, the statutory / mandatory instructions by the Govt. / ODL-Regulating Authority / UGC, specified in this manual (if any), shall be considered w.e.f the date mentioned in the notification of concerned Authority.  
Future amendments (if any take place) will be w.e.f. the date which would be mentioned in the notification of concerned Authority.

## 2. Definitions / Abbreviations

- 2.1 MoA means Memorandum of Association of Central Sanskrit University as registered and modified by the approval of BOM/EC from time to time.
- 2.2 “Academic Council” means the Academic council of Central Sanskrit University.
- 2.3. “Authorities” means the authorities of Central Sanskrit University.
- 2.4. “BOM” means Board of Management of Central Sanskrit University.  
“Karya-parishad” or EC means Executive council of Central Sanskrit University.
- 2.5 “Chancellor” means chancellor / Kuladhipati of Central Sanskrit University.
- 2.6. “Central Sanskrit University” means Central Sanskrit University (केन्द्रीय-संस्कृतविश्वविद्यालयः), established by an Act of Parliament (Formerly Central Sanskrit University (Deemed to be University), under Ministry of Human Resource Development (MHRD), Govt. of India.
- 2.7. “Vice-Chancellor” or Kulapati means Vice Chancellor of Central Sanskrit University.
- 2.8. S.K. means Swadhyaya-Kendram (Study Centre) of Mukta Swadhyaya Peetham.

- 2.9. ‘Mukta Swadhyaya Peetham’ means a constituent Institute of Central Sanskrit University established for the planning, implementation & promotion of Open & Distance (ODL mode for Sanskrit-Education). 10
- 2.10. MSP means Mukta Swadhyaya Peetham of Central Sanskrit University.
- 2.11 U.G.C. means University Grants Commission.
- 2.12 DEC means Distance Education Council. DEB means Distance Education Bureau.
- 2.13 ODL means Open & Distance Learning.  
“Open and Distance Learning” mode means a mode of providing flexible learning opportunities by overcoming separation of teacher and learner using a variety of media, including print, electronic, online and occasional interactive face-to-face meetings with the presence of an Higher Educational Institution or Learner Support Services to deliver teaching-learning experiences, including practical or work experiences.
- 2.14 SLM means Self Learning Material. It includes contents of the study in the form of course material in print / non-print, which is inter-alia self-explanatory, self-contained, self-directed at the learner, and amenable to self-evaluation, and enables the learner to acquire the prescribed level of learning in a course of study.  
[Ref. – UGC ODL Regulations 2017, 2. (r)]
- 2.15 “Programme” means a course or programme of study leading to the award of a Degree at graduate and postgraduate levels in a higher educational institution including Certificate or Diploma or Post Graduate Diploma.
- 2.15 C.S.U. or K.S.V. or के.सं.वि. means Central Sanskrit University (केन्द्रीय-संस्कृतविश्वविद्यालयः)
- 2.16 ODE means Online Distance Education/

### 3. Vision

Providing access to the vast Sanskrit literature for the betterment of world.

### 4. Mission

- 4.1. To spread the wisdom of Sanskrit Learning in global context.
- 4.2 To bridge the gap between Sanskrit & contemporary learning.
- 4.3 To create better understanding of Sanskrit-based knowledge systems.
- 4.3. To facilitate knowledge seekers / learners by imparting Sanskrit-Education removing the barrier of **distance** through innovative methods.
- 4.4 To provide opportunity to the society at large level, to achieve betterment in every walk of life.

## 5. Objectives /Functions of MSP

- 5.1 To develop distance-education and/or online-learning-system for imparting Sanskrit-knowledge for various target groups.
- 5.2 To develop & offer various programmes through open/online/distance-mode which are being offered by Central Sanskrit University through regular-mode.
- 5.3 To identify and develop new disciplines/areas of studies in Sanskrit& offer study programmes through online/distance mode.
- 5.4 To develop innovative courses/programmes through Sanskrit medium (in Sarala-Maanaka-Samskritam) in inter-disciplinary fields covering Sanskrit Literature.
- 5.5 To develop on-line Sanskrit-learning programmes of general interest, in Sanskrit for the people of India & abroad.
- 5.6 To apply Distance-Education/ODL/Online-methodology to achieve the mandates of Central Sanskrit University (केन्द्रीय-संस्कृतविश्वविद्यालय:).
- 5.7 To promote learning of 'Sanskrit based knowledge-branches' by applying the multimedia/ I.C.T. effectively.
- 5.8 To develop & offer Sanskrit learning programmes through blended-mode in various disciplines.
- 5.9 To develop & offer skill-development-programmes related to Sanskrit Knowledge system.
- 5.10 To develop & offer Non Formal programmes for Sanskrit teaching & learning.
- 5.11 To undertake 'Research & Development and training projects/programmes' related to Indian-Knowledge-System and the use/implementation/effect of the ODL & online-learning-system for Sanskrit-Education.

## 6. 'Abhikalpa Samiti' - The Governing Council of MSP

**6.1 Abhikalpa Samiti** shall the Advisory and governing body for the guidance & for making policy decisions for the effective functioning of Mukta Swadhayaya Peetham (MSP). The committee termed as '**Abhikalpa Samiti**' It shall be composed of the following members –

- |  |          |
|--|----------|
| a. Vice Chancellor, Central Sanskrit University                | Chairman |
| b. One member of EC of Central Sanskrit University             | Member   |
| c. One from Deans of faculties, Central Sanskrit University    | Member   |
| d. One Eminent scholar having experience in distance education | Member   |
| e. Dean, Academic Affairs, Central Sanskrit University         | Member   |
| f. Controller of Examination of Central Sanskrit University    | Member   |
| g. Registrar of Central Sanskrit University                    | Member   |
| h. Finance Officer of Central Sanskrit University              | Member   |

i. One senior Faculty Member of MSP	Member	12
j. Director, MSP	Member-Secretary	

6.2 The Vice Chancellor of CSU shall be the Chairman of the Abhikalpa samiti and the Director of MSP shall be the member Secretary of the Abhikalpa samiti.

**6.3 Members mentioned under b, c and d & i of the above-mentioned list shall be nominated by the Vice-Chancellor of Central Sanskrit University.**

6.4 The member-secretary may invite any other officer/member for the meeting of Abhikalpa Samiti when required, with the permission of Chairman.

6.5 The Abhikalpa Samiti shall meet at least twice in a year and shall take all necessary decisions for the smooth and efficient functioning of the MSP.

6.6 The Vice Chancellor shall preside over the meetings of Abhikalpa Samiti and in his absence any other member nominated by him shall preside.

6.7 The term of the office of the nominated members shall be two years. Any casual vacancy of a member by death, resignation or other reasons/s shall be filled up by the Vice-Chancellor and the tenure of membership will be for the remaining period only.

6.8 Wherever a question or policy cannot be decided by majority vote of the members present, the Chairman's decision shall be final.

## 7. Powers of Abhikalpa-Samiti

7.1 Abhikalpa Samiti has the power to supervise, guide and regulate the activities of MSP. This body shall be responsible for Academic, Administrative and Financial affairs of MSP. Major policy decisions shall be referred to the concerned authority of CSU.

7.2. The Abhikalpa Samiti can take decisions on the fees-structure of Open & Distance-education / Online-Learning programs offered by MSP.

7.3. Abhikalpa Samiti shall decide the modalities of running of MSP and its Swadhyaya Kendras /Centres / units related to it.

7.4. Abhikalpa Samiti will take policy decisions regarding distance education programs, working procedure, staff and student related matters.

7.5. Abhikalpa Samiti may amend or change any of its decisions taken earlier.

7.6 Abhikalpa Samiti may propose for creation of posts according to the nature of works to be carried-out by the MSP.

## 8. Location(s) of Mukta Swadhyaya Peetham (MSP)

8.1. Mukta Swadhyaya Peetham (MSP) shall be located both at headquarters of the Central Sanskrit University and & its constituent Campuses/Units/Centers.

- 8.2. Main Coordinating office (Directorate) of Mukta Swadhyaya Peetham may be located at HQ of Central Sanskrit University at New Delhi.
- 8.3. Swadhyaya-Kendras / study centers or any other Special Centers may be established at headquarters of the Central Sanskrit University and / or its Campuses/Units/Centers.
- 8.4 Swadhyaya-Sahayoga-Kendras (Learning Support Centres) may be established in affiliated/recognized institute subject to the rules laid by the Regulating Authority.

## 9. Organizational Structure of the MSP

- 9.1 MSP shall have a directorate/main coordinating & controlling office headed by a Director not below the rank of professor. It shall have appropriate and adequate academic, technical, administrative staff and infrastructural facilities.
- 9.2 MSP shall have a Centre for Online Education (COE) for effective coordination among its Departments or Schools of Studies for offering the Online Programme, comprising Admission / Registration Unit, Examination Unit and Technology Support Unit. The Centre for Online Learning shall maintain and administer the Centralised-Base of all the recognized programmes. It shall be headed by a Director and shall have Deputy Director, Asst. Director, faculty-members etc. as per the guidelines of UGC.
- 9.3 Swadhyaya Kendras / Centers of MSP & Swadhyaya-Sahayoga-Kendras (Learners' Support Centers) shall be headed by a Coordinator who shall be a regular/fulltime teacher not below the rank of a qualified Assistant Professor of the CSU/approved center and supported by other concerned subject teachers / academic-counsellors and helping staff as decided by the MSP/CSU in accordance with the guidelines of UGC.
- 9.4 Centre for Internal Quality Assurance shall be established for MSP which shall be headed by a dedicated Director facilitated by suitable supporting-staff.
- 9.5 Other Special Centers may be established as per requirement either at headquarters of MSP/CSU or its Campuses/Units/Centers.

## 9.5 Staff structure / Man-power

### I. Academic / Academic-Administration

1.	Director	1
2.	Dy. Director (e-Learning) (COE)	1
3.	Asst. Director (COE)	1
4.	Faculty [full time dedicated basis, for performing academic functions including teaching in ODL / OL mode ] Asst. Professor / Asso. Professor / Professor	One per Programme for programme-coordination
5.	Faculty [full time dedicated basis, for performing academic functions including teaching in ODL / OL mode ] Asst. Professor / Asso. Professor / Professor	One per course for course coordination
6.	Faculty (full time dedicated basis, for performing academic functions including teaching/mentoring in ODL/OL mode) Asst. Professor	One per batch of 250 learners for Mentoring per course
7.	Academic Counselor in a Learner Support Centre	One per batch of 100 learners per theory course
8.	Librarian/ Assistant Librarian	1
9.	Coordinator of Swadhyaya Kendra	1 per SK
10	Director (CIQA)	1
11	Academic Associate (CIQA)	1

### II. Administration / Supporting staff

Deputy Registrar (Coordinator Admission , Exam & Finance)	1
Asst. Registrar (Office-coordinator)	1
S.O (Section in-charge and I/c SLM stock & Delivery)	1
Assistants	2
DEO / Computer operators	2 at HQ & 1 at each SK/ Center
MTS	2 at HQ & 1 at each SK/ Center

In case of the enrolment higher than 5,000 the number of positions in the Centre for Distance and Online Learning may be increased by the HEI appropriately.

### III. Technical Support team for Online Programmes

#### (a) For Development of e-Content as Self-Learning e- Modules

Technical Manager (Production)	1
Technical Associate (Audio-Video recording and editing)	1
Technical Assistant (Audio-Video <b>recording</b> )	1
Technical Assistant (Audio-Video <b>editing</b> )	1

#### (b) For Delivery of Online Programmes

Technical Manager (LMS and Data Management)	1
Technical Assistant (LMS and Data Management)	2

#### (c) For Admission and Examination for Online mode

Technical Manager (Admission, Examination and Result)	1
Technical Assistant (Admission, Examination and Result)	2

## 9.6 Appointments/recruitments

- 9.6 (i)** The Director in the professor rank may be appointed by the Vice Chancellor of the Central Sanskrit University. Academic person of high academic distinction and professional attainment in Sanskrit may be invited. He shall preferably have experience in ODL/OL concepts besides being a Sanskrit scholar. The term of the director shall be three years extendable further one more year at the discretion of the Vice chancellor.

Till the post of Director are notified/created as per the provisions of MoA/ Rules of Central Sanskrit University, Vice Chancellor of the Central Sanskrit University as per his powers, may assign the duty of the Director to prominent faculty member (professor/having the capability of running MSP) working in Central Sanskrit University.

- 9.6 (ii)** As per the guidelines of UGC, University shall have defined criteria or guidelines for the technical know-how and skill requirements of the Online Programme Coordinators, Course Coordinators, Course Mentors **and other staff** and the university shall ascertain that all the resources are competent to deliver online education effectively from the learner-learning-perspective and continuous up-gradation of skills including office management skills shall be essential for embracing newer methodologies and Information and communication technology tools for enhancing the development and delivery, support activities of the Programmes in the long run. As the functions, support-activities etc. under MSP involve communication in Sanskrit, the staff (Academic/administrative and supporting-staff both at H.q. & S.K./Centers) of MSP shall **preferably** have the

working knowledge of Sanskrit besides the thorough knowledge/skill in the concerned field.

- 9.6 (iii)** The institute shall have Assistant Professors, Associate Professors, Professors and Mentors as core faculty in the subject area of the concerned Programme and courses as per UGC rules. Till the creation of the posts, alternative arrangement may be done by appointing the contractual staff on consolidated pay.
- 9.6 (iv)** Dy. Director, Asst. Director, Dy. Registrar, and Astt.Registrar and other office staff shall be there as specified in UGC (ODL) Regulations. Till the creation of regular posts in this regard, alternative arrangement may be done by assigning duty to other suitable persons of CSU or through contractual engagement.
- 9.6.(v).** Academic-Associates / Academic-counselors may be appointed temporarily (with consolidated pay or on work-wise remuneration basis) in each discipline as per the requirements.
- 9.6.(vi).** Persons having required skills shall be appointed as Technical team members. Till the creation of regular post in this regard, alternative arrangement shall be done by contractual engagement.
- 9.6.(vii).** **Supporting staff** of MSP (both at H.Q. & Swadhyaya Kendras) may consist of contractual / temporary staff (with consolidated pay) till regular posts (such as DEO/Assistants or any other designated positions for MSP are sanctioned. Persons having required skills (preferably having working knowledge of Sanskrit) according to the nature of duty shall be recruited/engaged for such positions.
- 9.6.(viii)** **Creation of posts / faculty positions & appointments in MSP shall be governed by the rules of Central Sanskrit University in accordance with the guidelines of UGC / ODL/Online Education-Regulating authority.**
- 9.6.(ix).** In order to have the flexibility needed for developing the ODL and innovative programmes in Sanskrit the MSP shall have functional autonomy within the frame work of MoA/ Rules of Central Sanskrit University.
- 9.6.(x).** In order to achieve the objectives stated, there shall be provisions for flexibility and expansion in the organizational structure.
- 9.6.(xi).** Efforts shall be done for creating & recruiting regular posts/positions following standard procedures for the smooth conducting of M.S.P. by CSU in accordance with guidelines of concerned Regulating Authority.
- 9.6.(xii).** Number of faculty members/ staff / man power positions may be increased considering the required developmental/expansion-activities, notable increase in number of learners, mandatory requirements notified by ODL&OLE Regulating Authority, increase in volume of works/ etc. whenever such situation occurs.



## 10. Duties, Responsibilities and Functions of Various Functionaries

### 10. 1. Director

10.1a. Director will be the Chief Academic & Executive Officer of M.S.P.

The Director shall be responsible for Vice-Chancellor for the smooth and efficient functioning of the MSP. He has to initiate all possible efforts to fulfill the objectives of Central Sanskrit University by exercising his powers vested on him by the Abhikalpa samiti. He shall perform the following duties and responsibilities:-

10.1b. He has to organize the meetings of Abhikalpa Samiti at least twice in a year.

10.1c. He has to organize the meetings of Swadhyaya Kendra- Co-ordinators (as per the need).

10.1d. He has to present Distance Education-related matters (which are to be discussed) in the meetings of Directors of Central Sanskrit University.

10.1e. He should take appropriate decisions using the powers given by Abhikalpa Samiti for the overall development and smooth running of M.S.P.

10.1f. The Director shall directly responsible to Vice-Chancellor of Central Sanskrit University.

**10.1g. The Director should work for the development of academic activities of MSP which include (but not limited to) –**

- Developing different concepts related to ODL/OL system for Sanskrit.
- Developing new and innovative programmes/courses in consultation with the department of studies of the university.
- Offering certain unique and specialized courses and high level courses.
- Value additions through certain modifications to the existing programmes/courses of the university in consultation with the coordinators.
- Undertaking research studies on Outreach and Engagement programmes.
- Organizing programmes which will boost the ODL/ OL system for Sanskrit.

**10.1h. The Director should work for Quality maintenance improvement by ensuring the following-**

- Standard Modalities for running Dept.s/Swadhyaya Kendras.
- Engaging eligible/appropriate/suitable persons for handling various tasks under the directorate (whenever such engagement is required).
- Punctuality, fairness, transparency and efficiency in various activities of MSP.
- Identifying the training needs of the faculty/employees and recommending for attending such training programmes organized by various universities/ organizations/institutions.
- Organizing training programmes for the employees/members connected with ODL system.

- Helping & encouraging the staff for their academic and professional excellence.
- Getting feedback and monitoring of Swadhyaya Kendras / Centers under the directorate through academic audit.
- Developing learning resources whenever required in collaboration with EMMRC and department of studies.

**10.1i. The Director should look after the following administration and financial affairs of MSP -**

- Implementing the decisions of Abhikalpa Samiti with regard to the activities of directorate.
- Coordinating the activities of the directorate with Swadhyaya Kendras.
- Coordinating the activities of different units of the directorate
- Specifying the duties and responsibilities of all staff members of the directorate from time to time.
- Maintenance of finance accounts and statements.
- Formation of committees and sub-committees for various activities to be performed as per the need.

**10.1j. Administrative and Financial Powers of the Director –**

**I. To sanction and incur expenditure on items in the approved budget including -**

- Purchase of capital goods as per the requirement and their maintenance.
- Purchase of books, audio / video, journals, magazines, microfilms etc., and their maintenance as per the budget.
- Expenditure towards development of learning resources, training material, use of modern technologies like edusat, teleconference etc.,
- Purchase of consumables, stores, apparatus etc.,
- Pay for Services like water, electricity, telephone, telex, fax, computer facilities, electronic mail and network systems, insurance etc.,
- Hiring of equipment, vehicles, taxis etc., and reimbursement of petrol for the daily use of car by the director.
- Printing/production of prospectus, proforma and other advertizing material
- Purchase of stationery.
- Expense on postage and telegraphs.
- Hospitality, incidental expenses on visiting faculty and technical and other personal.
- Medical expenses as per University Rules.

**II. Expenditure/Powers related to academic development and quality maintenance.**

- Permitting staff members to attend to Seminars, Conferences, Workshops, Exhibitions etc.(related to MSP) and sanction expenses for travel and other purposes in this regard.
- Sanction travel grants from the available funds to visit and interact with the Swadhyaya-Kendras / Centers.
- Payment of remuneration/honorarium for the scholars/faculty of Central Sanskrit University whose services are utilized in developing learning resources (SLMs etc.) as per the norms of the University.

#### **10.1.k . Other administrative functions and expenditure**

- To sanction payment of advances for purchase of material, for festivals, leave travel, advances, tour advances and advances for other purposes
- To sanction leave to the staff as per University (Central Sanskrit University) Rules.
- To dispose off scrap equipment, furniture, old records, that are obsolete.
- To engage staff (academic / supporting non academic) on contractual basis as per MSP regulations.
- Payment to resource persons called with regard to various activities.
- In case of any exigency of work, the Director shall make temporary appointments of staff on daily wages/ contract basis not exceeding three months. Engagements of temporary staff for more than three months but up to eleven months may be done by the Director with the approval of the Vice-Chancellor. However, he should report such appointments made to the Governing Council (Abhikalpa Samiti) in its ensuing meeting with proper justification. Any contract engagement of staff/manpower for more than eleven months may be done by the Director only after taking the consent of Vice Chancellor.
- The Vice Chancellor of the Central Sanskrit University is the reporting and reviewing officer for the Director of the MSP.

#### **10.2. Core Faculty**

- a. Nature of duty of a teacher in MSP (D.E.) is teaching in terms of D.E/ ODL/OLE system. This may involve one or more of the following activities – online teaching, course design and curriculum development, preparing SLMs of one particular assigned subject/programme/discipline, self learning support activities, counseling / study-guidance / teaching through ODL/OL techniques, teaching in contact/virtual classes, imparting subject-knowledge, developing knowledge-transmission-techniques/methods, preparing teaching comments/giving learning tips to the learners (either on paper/via email/ direct oral/ telephonically/electronically through LMS), evaluation of self learning process, monitoring progress of self learning of the learners of concerned course/subject,

editing/modifying/improving/revising (including convening these works) of SLMs on concerned/assigned subject. Thus he/she will be in-charge-teacher/coordinator of particular subject/course/paper or Programme (as the case may be). 20

- b. Asst. Professors / Asso.Professors / Professors are given the responsibility of programme-coordination / Course-coordination of particular subject. As per the UGC guidelines, there shall be one programme-coordinator per programme and one course-coordinator per course.
- c. If Coordinator-ship of Swadhyaya Kendram, writing, editing/reviewing etc. of additional paper or subjects are given, those will be considered/required as additional responsibilities.
- d. Teachers should be encouraged to develop ODL/OL methodologies relevant to Sanskrit-education & develop new, innovative and interdisciplinary courses for various target groups.
- e. Supporting-staff (having multi talent like – multi-lingual-typing, DTP/computer jobs, capable of doing other clerical works with working knowledge of Sanskrit as per the nature of duty) shall be provided to the faculty member entrusted with programme-coordination / course-coordination / course-designing & developmental works.

### 10.3 (a) Deputy Director

- Shall facilitate core faculty by developing/exploring Educational technology.
  - Shall assist the Director in arranging the meetings of Abhikalpa-Samiti, CIQA, Swadhyaya Kendra coordinators' meetings etc.
  - Shall coordinate the works related to obtaining statutory-approvals, recognitions, accreditations, mandatory-proceedings etc. in consultation with faculty members, Director, UGC, DEB etc.
  - Shall assist the Director in implementing various decisions of Abhikalpa-Samiti / competent-authority.
  - Shall initiate the works related to publicity/ propagation of programmes/courses.
  - Shall develop delivery-mode/delivery-mechanism of academic programmes.
  - Shall prepare annual budget/estimation & report by collecting required information from constituent units of MSP.
  - Shall Coordinate the printing of SLM, ensure the quality of output of SLM & ensure the availability (stock) of SLMs which are already prepared.
  - Shall initiate/ensure all mandatory-information (as per the ODL Regulations) & other required information are published in website of MSP.
  - Shall maintain the important records of MSP.
  - Shall be assisted by a supporting-clerical staff (having multi talent like – Data Entry, data-execution, computer jobs, capable of doing other clerical works with working knowledge of Sanskrit according to the nature of duty.)
- (b) **Asst. Director** – shall assist to coordinate & facilitate e-learning /OE/e-learning component developing activities.

**10.4. Coordinator (admission and examination) / Dy. Registrar**

- a. Shall coordinate admission, publicity, examination activities of MSP at head quarters.
- b. Shall coordinate with Swadhyaya Kendras with regard to admission, assignment handling and examination.
- c. Shall be responsible for maintaining & analyzing student lists, marks lists, examinee rolls and records at head quarters of MSP.
- d. Shall be assisted by a supporting-staff (having multi talent like – Data Entry, data-execution, computer jobs, capable of doing other clerical works with working knowledge according to the nature of duty.)

**10.5. Coordinator (Office management) / Asst. Registrar**

- a. Shall assist the Director in all administrative matters of MSP.
- b. Shall ensure the stock of SLM & its proper distribution to the Swadhyaya Kendras/learners/other concerned person in time.
- c. Shall look after the infrastructural development of MSP.
- d. Shall be assisted by supporting-staff (having multi talent like – Data Entry, data-execution, computer jobs, capable of doing other clerical works with working knowledge according to the nature of duty.)

**10.6. Academic Associates**

Shall associate with Course-coordinators / programme-coordinators who are engaged in Course design and curriculum development. Independent assignments may also be given as per the need.

**10.7 SO/Assistant**

SO assisted by office-Assistants or other supporting staff shall look after the routine official works and extend official-support to Academic / Administrative officers / various coordinators in official / infrastructural/clerical / financial matters.

**10.8. Technical support team**

The team shall-

- a. Assist the core faculty in developing computer programs to improve teaching-learning process.
- b. Assist the core faculty in developing e-Content as Self-Learning e-Modules with Audio-Video recording and editing works.
- c. Coordinate with outside agencies (wherever required) for producing audio/video, study materials.
- d. Assist the MSP arranging proper solution for online delivery of programmes.
- e. Assist the core faculty for planning, developping and managing e-learning.
- f. Customize, maintain & update technology-based L.M.S. (Learning Management System in consultation with Faculty members/ coordinators.

- g. Maintain data/ update programme /software related to M.S.P.
- h. Maintain/update /develop website of M.S.P.
- i. Develop network for ODL.
- j. Provide technological support for online admission & exams.

## 10.9 Supporting-staff

Work-Executives/Work-assistants/UDC / LDC / D.E.O / MTS (if any) - Shall work under the supervision of their reporting officers/coordinating officers at H.Q. or S.K./ Centers of MSP as the case may be.

- 10.10 Duties & Responsibilities of Director (CIQA) are indicated in the concerned section of these Regulations.
- 10.11 Duties & Responsibilities of coordinators of Swadhyaya-Kendra / Swadhyaya-Sahayoga-Kendra are mentioned in concerned section of these Regulations.

## 11. Establishment of Swadhyaya-Kendra & Swadhyaya-Sahayoga-Kendra (Centers of MSP & Learners' Support Centers of MSP)

The overall administration related to ODL& OL-programmes of CSU, management of the processes of Admissions, Evaluation, and Declaration of Results etc. are the main responsibilities of the Head-Quarters of MSP/CSU.

Apart from the HQ, MSP shall have its Centers called **Swadhyaya-Kendras (Centers of MSP) in the Campuses of CSU** and may have **Swadhyaya-Sahayoga-Kendras (Learners' Support Centers)** in other approved places based on need. Details are given below-

### 11.1. Swadhyaya-Kendras (Centers of MSP)

- (a) **Swadhyaya-Kendras** (Centers of MSP) shall be established in the campuses of the Central Sanskrit University. These are integral part of MSP/CSU and function under the direct management & control of the MSP/Central Sanskrit University. These will function as academic-house & coordinating units of MSP. These centers will help in promoting ODL/online-education-system and implementing various programmes of MSP for expansion of Sanskrit education. **Swadhyaya-Kendras** shall have collective-dynamic-role of course-coordination, programme-coordination, which includes teaching through ODL and/or OL mode, Learners'-support-services in academic matters, promotional & developmental activities. Thus, these centers will act as **Regional Centers as well as study centers (Learners' Support Centers)** and shall also be engaged in developmental activities of MSP.

Facility for *pratyaksha-maukhika-prashikshana* for essential subjects, 'hands on experience'/practical class (if any), field experience, laboratory for experimental work, library services etc. shall be available at Swadhyaya-Kendras apart from other learning-support-services mentioned in the Regulations.

**Standard operating procedure of Swadhyaya-Kendras**

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- (b) The existing infrastructure facilities available in the Campuses of C.S.U. may be used for conducting the MSP programmes at the SK. MSP/C.S.U shall allot funds for any new infrastructure facilities required for running the programmes.
- Swadhyaya-Kendra of M.S.P. situated in any Campus of C.S.U. is the integral part of the C.S.U. Thus the concerned Campus/C.S.U shall facilitate Swadhyaya-Kendra in arranging necessary infrastructure facility & support for the smooth functioning of Swadhyaya-Kendra.
- (c) Swadhyaya-Kendras shall receive funds from H.Q of C.S.U. / MSP. for general functioning and for conduct of contact/counseling classes/online teaching/other related activities.
- (d) The activities of the Swadhyaya-Kendra shall be coordinated by a Coordinator nominated by the Hon'ble VC of Central Sanskrit University from among the faculty of the MSP / C.S.U.
- (e) Director of the campus may nominate or appoint other supporting staff as per the guidelines given by the MSP/HQ.
- (f) Whenever the Coordinator-ship of Swadhyaya-Kendra is given to any faculty member of any mode, it shall be considered/requited as additional duty / responsibility (in addition to his/her own duty of teaching in the concerned mode).
- (g) When the No. of learners considerably goes up & requirement of regular Coordinators emerges, MSP may create a separate post for such function, following the norms applicable in view of ODL Regulations.
- (h) All the staff/scholars working for Swadhyaya-Kendra shall receive prescribed salary/ honorarium/remuneration as per the rules and regulations of MSP/Central Sanskrit University.
- (i) The term of Coordinator-ship assigned to a faculty of regular stream shall be two years or as specified during the appointment. Term of supporting staff will be as per the conditions laid during their appointment.
- (j) The modalities and guidelines for the functioning of Swadhyaya-Kendras shall be prepared by MSP and circulated by the Director of MSP.
- (k) Promoting ODL/OL-system/implementing various programs of MSP, undertaking academic activities of MSP, coordinating learners-support-activities such as admission related activities, teaching through ODL/online-mode, guiding & facilitating & monitoring teaching-learning process, assignment handling and examination-related works as per the directions of authorities of CSU are general functions to be carried out by the Swadhyaya-Kendras.
- (l) Swadhyaya-Kendras may have to perform a dynamic operational link between the Head-Quarter and Swadhyaya-Sahayoga-Kendras / Learner Support Centres (LSCs) in academic matters.

- (m) Special tasks / focused developmental activities may be assigned to any particular Swadhyaya-Kendra based on the strength, available resources, expertise, scope of achievement etc. 24
- (n) One of the Swadhyaya-Kendras may be considered as course development center which shall take developmental activities in coordination with HQ of MSP & other Swadhyaya-Kendras/course-coordinators/programme-coordinators.
- (o) All the Swadhyaya-Kendras shall be inter-linked with proper network so that the man-power, resources & expertise available in any Swadhyaya-Kendra can be utilized effectively & collectively for achieving the goals of MSP.

## 11.2 Duty/Responsibility of the functionary at Swadhyaya-Kendras

### 11.2.1 Responsibility of Faculty deployed at SK

- a. Teaching concerned subject in contact classes & online-classes as per the requirement based on the mode of delivery decided for programmes.
- b. Preparing & posting e-tutorials.
- c. Course-related-support activities like guiding/ counseling/clearing doubts, facilitating & monitoring teaching-learning process utilizing the LMS effectively.
- d. Improvement of learners' writing skill, reading skill, pronunciation skill, presentational skill etc.
- e. Correction of general mistakes & eradicating general misconception related to course topics.
- f. Learners-support-activities such as admission related activities, guiding & facilitating & monitoring teaching-learning process
- g. Preparation of assignments, Evaluation of assignments and giving teaching comments to each & every student.
- h. Preparation of question-banks in the concerned subjects.
- i. course design and curriculum development, SLMs of one particular assigned subject/programme/discipline
- j. Editing/modifying/improving/revising existing printed SLMs of concerned course/assigned subject.
- k. Credit-wise division of available e-content.
- l. Modifying the existing printed SLMs according to the revised syllabus pattern of CSU.
- m. Transforming the existing / modified printed SLMs to e-SLMs as per the four-quadrant pattern.
- n. Writing new lessons to add to existing courses (if required)
- o. Preparation of new courses in the concerned subject.
- p. Utilization of available OER for improving SLM of concerned course.
- q. Contribution to OER by preparing new e-learning-components.
- r. Thus the dedicated/full-time faculty deployed in MSP/Swadhyaya-Kendra will be course-coordinator i.e. in-charge-teacher of particular course. He shall undertake course-developmental activities as per the guidelines of course/programme development center of MSP.



- s. Examination-related works as per the directions of authorities

### 11.2.2 Responsibility of Coordinator of S.K. -

- a. Coordinating activities & Academic-Administration related to Swadhyaya Kendra.
- b. Propagation of programmes of MSP.
- c. Pre-admission counseling/guiding/facilitating aspirants of admission.
- d. Providing S.L.M.s (which are received from H.Q.) to the learners as per the programmes/courses. (Coordinator may prepare/provide additional or supplementary study material also using available / accessible resources.)
- e. Suggesting useful additional-learning-resources to the learners.
- f. Arranging/coordinating contact cum counseling-sessions/contact-classes and/or virtual classes (Online/offline/tele/blended mode may be used for teaching-learning process)
- g. Facilitating/guiding the self learning activities of learners.
- h. Addressing various issues related to the learners.
- i. Handling assignments including evaluation process.
- j. Various procedures related to examinations at S.K.
- k. Guidance for the learners for further learning based on the result of exams etc.
- l. Supervising/monitoring teaching-learning process and other activities related to S.K.
- m. In case of online-programmes, Learners' support services shall be through ICT as per UGC regulation and as per the instructions of MSP/CSU.
- n. The functionary at Swadhyaya-Kendras may be required to be engaged in developmental activities also as per the directions by MSP/CSU.

### 11.2.3 Nature of duty of Work-Executives/Work-assistants/UDC/LDC cum D.E.O at SK

The supporting staff of Swadhyaya Kendra [i.e.Work-Executives/Work-assistant/UDC/LDC cum D.E.O)] shall perform of the following duties under the supervision/guidance of Coordinator -

- a. Managing of all data (including collecting/sorting, entry, updating & maintenance of data) related to S.K.
- b. Typing /DTP works related to SLM (Sanskrit, Hindi & English)
- c. Processing/executing office works related to admission process.
- d. Preparing notes/ drafts/ letters/ emails, SMS for official communication with students.
- e. Arrangement for sending lessons (printed/ audio/ video lessons programme wise) to the learners as per the schedule prepared by Coordinator.
- f. Resizing/editing/uploading multimedia contents as required by S.K.
- g. File-works & other assistance for arranging contact classes/tele-teaching/audio lessons etc.
- h. Follow up works related to admitted learners- i.e. assisting the coordinator in creating and maintaining the study groups (class wise) in social media,

intimation & issue of assignments, collecting assignments & presenting them for valuation, communicating/forwarding the teaching comments made by the teachers to the concerned learners. 26

- i. Entry of assignment-marks.
- j. Examination related processing works like- intimation to the eligible students of current year & dropped/left out students of previous years, collecting application forms/data for examination, checking them and presenting them to the coordinator in order to forwarding to examination Dept., Distribution of hall tickets, assistance for arrangements for examinations, maintenance of result records, distribution of mark lists & certificates with record.
- k. Updating/maintaining 'students communication network'/web page/LMS (if any) of S.K.
- l. Responding to queries for information and accessing relevant files & reporting the same to the coordinator of S.K. & communicating required information to the concerned learners under the supervision of Coordinator.
- m. Preparing various types of reports related to the activities of S.K., based on data.
- n. Maintaining stock details of Self Learning Materials & movable property of S.K.
- o. Maintaining S.K. Library.
- p. Account related works of S.K. like – general account of S.K., checking & putting up bills related to contact class, valuation works, purchases, workshops/seminars etc.
- q. Equipment Maintenance
- r. Any other allied works assigned by coordinator of Swadhyaya Kendra/ Concerned Campus of the University.
- s. He shall be expert in using computer applications (MS Word, Excel, PPT, LMS etc.) & social media to support the activities of S.K.

(Till the regular posts of supporting staff are created to carry out the above-mentioned responsibilities, temporary engagement shall be done either through walk in interview or contractual engagement through outsourcing with suitable remuneration/wage according to the nature of duty & level of responsibility.)

#### **11.2.4 Nature of duty of Multi Work Attendant / M.T.S at SK.-**

- Physical Maintenance of records of the Section/S.K.
- Physical Maintenance of S.L.M stock room.
- Carrying of files & other papers within the Campus/Centre.
- Photocopying, scanning, and forwarding short messages as directed by the controlling officer.
- Routine office work like diary, despatch etc. (including doing dairy/despatch electronically using computer).
- Delivering of dak (even outside the building also).
- Other non-clerical works in the Section/Unit/S.K.
- Watch & ward duties. Opening & closing of rooms/windows etc. .

- General cleanliness & upkeep of the Section/ Unit/S.K. (Which may include cleaning of rooms/SLM stock room, dusting of furniture/books/files etc., cleaning of building, fixtures/windows etc.)
- Work related to his ITI qualifications (if such exist).
- Upkeep of parks, lawns, potted plants etc. (whenever such works are assigned)
- Any other work assigned by the superior authority.

### 11.3 Swadhyaya-Sahayoga-Kendra / Learner Support Centre (LSC)

**Swadhyaya-Sahayoga-Kendra / Learner Support Centre (LSC)** means a Centre established, and recognised by CSU for advising, counselling, providing interface between the teachers and the learners, rendering academic and any other related services and assistance, required *inter alia* by the learners of Open and Distance Learning Mode.

Swadhyaya-Sahayoga-Kendras / Learner Support Centres (LSC) may be established outside the Campuses of CSU based on the need, following the norms and in consultation with the concerned Regulating Authority.

#### 11.3.1 General Principles for establishing Learner Support Centre –

- a. It shall be based on the need assessed by MSP/CSU and the center/ institution shall meet the criteria specified in the guidelines of Regulating Authority.
- b. The **need** of establishing a Swadhyaya-Sahayoga-Kendras / Learner Support Centres outside the Campuses of CSU shall be assessed based on the following –
  - Mode of delivery of the programme offered (Whether ODL/Online/blended). If the programme is offered through pure online-mode, then the learners may be attached to the Centers of MSP situated in the Campuses of CSU.
  - Requirement of practical-sessions/hands on experience-sessions, *maukhika-pratyaksha-prashikshanam* etc. for a programme.
  - Propagation, Encouragement & direct/offline-guidance required in a particular region to the prospective-learners.
- c. It shall be ensured that Swadhyaya-Sahayoga-Kendras or Learner Support Centres are established only in a College or Institute affiliated to a recognised university (other than a Private University) or a Government recognized Higher Educational Institution offering conventional mode programmes of equivalent level in the same broad areas under the relevant faculty and having all the necessary infrastructure and availability of appropriate number of qualified faculty not below the rank of qualified Assistant Professors of recognised Colleges or Institutes offering a similar programme for engaging theory contact sessions and supervising practical sessions in laboratory or field:

Provided further that MSP/CSU may establish a Special Learner Support Centre for imparting instruction to persons referred to in the Persons with

Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995, the National Trust for Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disability Act, 1999 including the employees of Defence or Security Forces and jail inmates interested to study through the Open and Distance Learning mode:

Provided also that, in case of exigency or non-availability or non-willingness of an Institution/College as specified above for a specialized programme or a special component of a programme, the MSP/CSU may activate Work-Centre / Programme-Centre at the Government aided/affiliated/recognized Research and Extension Institutions such as Krishi Vigyan Kendras, State Training Institutes/Industrial Training Institutes; Government Organizations/ Departments; Accredited Laboratory; Government Licensed Industry; and approved Vocational Institutes having infrastructure, facilities and human resource as specified by the Statutory bodies for a programme or a few courses of a programme.

Any Swadhyaya-Sahayoga-Kendras (Study Centre or Learner Support Centre) shall be established by MSP/CSU after processing through the appropriate statutory bodies. While processing such approvals it is mandatory to provide evidence of the preparedness for establishing Study Centres/Learner Support Centres, providing learner support services, availability of the academic, other staff and qualified academic counselors.

- d. The MSP shall have a Standard Operating Procedure for the smooth functioning of the Swadhyaya-Sahayoga-Kendras (Study Centre or Learner Support Centre) which shall include all aspects of functions of the Study Centre or Learner Support Centre, monitoring mechanism of different services provided by the Centre, and it shall be mandatory for the Study Centre or Learner Support Centre to maintain the learner data related to conduct of counselling sessions, evaluation of assignments and effective and online grievance redressal system, which should be monitored at the level of regional centre and Head Quarters.
- e. The list of Study Centres or Learner Support Centres with details such as: Name with address of the institution where the centre is located, name of the coordinator with contact details, working hours and schedules for counselling sessions, infrastructure and other facilities available in the Study Centre or Learner Support Centre shall be displayed on the web portal of the Open and Distance Learning institution and the same information shall be made available in the prospectus for the information of the learners and other stakeholders.
- f. As per the instructions of UGC, the MSP/CSU **is supposed to submit an undertaking to the Commission** to the effect that the academic and instructional facilities at its Study Centres or Learner Support Centres meet all the conditions /guidelines issued by UGC from time to time, and are commensurate with the number of academic programmes and learners' strength thereto- Provided **that the LSCs of Higher Educational Institution shall not carry out any of its activities related to the Open**

**and Distance Learning mode at places other than Study Centres or Learner Support Centres under a different name such as Information Centre, Facilitation Centre, Nodal Centre, Knowledge Partner, Partner Institution, Multimedia Centres and similar such names:** 29

Provided that a Study Centre or Learner Support Centre shall not admit a learner to any programme in Open and Distance Learning mode for or on behalf of any other Higher Educational Institution.

- g. Swadhyaya-Sahayoga-Kendras (LSC established in affiliated/approved Institutions shall function as per the guidelines issued time to time in accordance with UGC (ODL/OL programmes) Regulations).

**11.3.2 Norms for Empanelment of Academic Counsellors and Counselling Sessions LSC**

**a. Eligibility conditions for appointment of academic counsellors:**

The academic staff in the Study Centre or Learner Support Centre shall fulfill the minimum qualifications as laid down in the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in the Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018. In addition, such academic staff should have familiarity with the Characteristics of Open and Distance Learning mode learners and their needs, difference between Open and Distance Learning and conventional face-to-face education, awareness about instructional design, familiarity with the learner centered approach in blended mode of learning, ability to use different delivery media including online and computer mediated communication and Information and Communication Technology enabled learning.

**b. Norms for Personal Contact Programmes**

Norms for counselling & contact sessions for ODL-mode shall be as per the guidelines issued by MSP in accordance with UGC Regulations.

**11.3.3 Deployment of work force and other support at Learner Support Centres**

The Study Centres or Learner Support Centres shall be headed by a Coordinator, not below the rank of an Assistant Professor and shall be augmented with academic and non-academic staff depending on the number of learner, assigned for adequate support to the learners.

The capacity of intake per programme should be commensurate with the available qualified faculty in relevant area, well equipped laboratory (if applicable), library, online connectivity and Information and Communication Technology facilities, and appropriate infrastructure, along with the following:

- (i) Number of qualified counsellor to number of students shall be

1:100 per theory course;

(ii) Number of qualified supervisors per practical course of 2 credits: 1 or more;

(iii) Availability of laboratory: The laboratory should be in a recognized Higher Educational Institution offering a similar programme in conventional mode for a period of not less than 3 years.

#### **11.4 Monitoring of functioning of the Learner Support Centres or Study Centres**

The MSP shall monitor the activities of Learner Support Centres using dynamic Information and Communication Technology based interactive communication system (AMS, LMS, EMS etc.) between Head Quarters, Center of MSP / Regional Centres and Study Centres.

- (i) Head Quarters, Regional Centres and Study Centre or Learner Support Centres shall maintain a web portal giving all relevant and updated information about the Open and Distance Learning programmes being delivered. The content of these shall be updated at least on a weekly basis;
- (ii) There shall be system/plan to collect holistic report about all aspects of the functioning and quality of programme delivery of Study Centres or Learner Support Centres periodically especially during the Admissions, Examinations, and Counselling Sessions etc., and share a consolidated report with the Head Quarters on periodical basis;
- (iii) These reports alongwith responses by learners shall be periodically analysed for the quality audit of a programme and its delivery besides the quality of performance of the Learner Support Centres;
- (iv) Any remedial action shall be jointly ensured by the Head Quarters, Regional Centres and Study Centres or Learner Support Centres promptly;
- (v) Periodical visits by the academic staff for on the spot monitoring and interaction with functionaries of the Regional Centres and Study Centres or Learner Support Centres, the learners and the counsellors; and
- (vi) Ensuring access of —SWAYAM and other repositories of Massive Open Online Courses by the learners at Study Centres or Learner Support Centres.

#### **11.5 Closure of Non-performing Study Centre or Learner Support Centre:**

- The Learner'-Support-Centre established in affiliated/approved institution shall be term based and not be considered as permanent. MSP may discontinue any Learner'-Support-Centre by making proper alternative arrangement for learners' support.

- In case a Learner Support Centre fails to adhere to the prescribed norms or guidelines, MSP/CSU shall initiate action for closure of the centre by following due procedures, so that interests of learners are taken care by some alternative arrangement. 31

## 12. Difference between ODL-mode and OL-mode of delivery of programme

### 12.1 Norms for delivery of courses through open and distance mode (on an indicative basis) -

S. No.	Credit Value of the course	Size of SLMs Range (in terms of units, to be divided into blocks)	No. of Assignments	Practical Sessions	No. of Counselling Sessions Theory (10 percent of total study Hours)	Study hours of Learner
1.	2 Credits	6-10 units	1	60 hours	6 hours	60 hours
2.	4 credits	14-20 units	2	120 hours	12 hours	120 hours
3.	6 credits	20-28 units	3	180 hours	18 hours	180 hours
4.	8 credits	30-34 units	4	240 hours	24 hours	240 hours

### 12.2 Norms for Contact Sessions for Theory and Practical Courses offered under ODL-mode -

(Post Graduate programmes in Open and Distance Learning mode, 16 credits per semester are assigned for a total of four semesters, on an indicative basis for explaining the concept, however shall be governed by the number of credits/teaching-learning hrs. as defined by the concerned regulating authority / UGC from time to time.)

Four Courses, each of 04 Credits, with a total of 16 credits per semester			
Number of Assignments	10-12 credits for theory and 6-4 Credits for practical courses		Counselling for theory only Courses:
	Contact sessions- practical	Contact sessions-theory	Four courses of 4credits each
Four per semester	60 hours of guided experiments with support of internal supervisor per 2 credits	30-36 hours	12 hours per course

**Note (1):** Contact session up to the extent of twenty per cent., or as defined by the UGC from time to time, could be arranged by providing Massive Open Online Courses and other online programme delivery systems.

**Note (2):** Practical sessions to the extent of twenty per cent., or as defined by the

Commission from time to time, could be provided through virtual lab mode.

### 12.3 Norms for Delivery of Courses in Online Mode

S. No.	Credit value of the course	No. of Weeks	No. of Interactive Sessions		Hours of Study Material		Self-Study hours including Assessment etc.	Total Hours of Study (based on 30 hours per credit)
			Synchronous Online Counselling/ Webinars/ Interactive Live Lectures (1 hour per week)	Discussion Forum/ asynchronous Mentoring (2 hours per week)	e-Tutorial hours	e-Content hours		
1.	2 credits	6 weeks	6 hours	12 hours	10	10	22	60
2.	4 credits	12 weeks	12 hours	24 hours	20	20	44	120
3.	6 credits	14 weeks	14 hours	28 hours	30	30	66	180
4.	8 Credits	16 weeks	16 hours	32 hours	40	40	88	240

### 13 Learners' Support Services at a glance

The following support services shall be available to the registered learners through Swadhyaya-Kendras, programme-coordinators, course-coordinators, mentors and / or through Swadhyaya-sahayoga-Kendra / academic-counsellors –

- a. Pre-admission Counseling for prospective learners to provide information to facilitate them in taking an informed decision on joining a specific programme.
- b. Support for admission related matters (Support during admission-procedure).
- c. Post admission Counseling - to ward off the feeling of difficulty seated in the mind of learners, to understand the level of understanding of the learners, to facilitate them to change the Course/Programme if it is genuine need in view of their understanding capacity/actual requirement etc.
- d. Clarification on syllabus, programme-structure, study-schedule & SLM-components, Clarification on methodology of teaching-learning-process adopted by MSP.
- e. The delivery of SLM in time.
- f. Support for learning-process.
- g. Learner-centric facilities through effective LMS.
- h. Contact-sessions /Online-sessions / doubt clearing tele-sessions / language skill enhancing camps according to the mode of the programme-delivery.
- i. Referred-virtual classes / on line teaching sessions.
- j. Web links of Audio/Video lessons sent via email/ compatible social media/LMS network.
- k. Teaching-comments on the performance of the learners in assignments.



1. Facility to change study centers/examination centers (within the approved centers of MSP/ C.S.U.) if the learners desire so in view of their transfer/migration to another city (subject to certain conditions). 33
- m. Exam related guidance.
- n. 'Information and Communication Technology'- based network connecting the Head-Quarters and Swadhyaya-Kendra / Regional Study Centres and Learner Support Centres should be established for faster, constructive and reliable operations in order to timely support to the learners.

Note - The type & nature of Learner support services for ODL learners and/or Online learners shall be updated time to time as per the trends set by CSU in accordance with Education policies / UGC Regulations.

## 14 Flow of work-procedure (Admission to Examination)

### 14.1 Admissions

#### 14.1.1 Pre-admission advertisement

(a) The admission notice/prospectus for various programs is published by H.Q. of **Mukta Swadhyaya Peetham** in its official website (with sufficient time to register ) approximately 45 days before the commencement of programmes.

(b) **MSP/Swadhyaya-Kendra should give publicity** through any one or more of the following -

- Advertisement in local news papers.
- Circulating pamphlets/posters.
- Organizing awareness programs in society / various institutions / organizations.
- Organizing Sambhashana shibiras/Prashikshanavargas etc.
- Internet / Social Media etc.

(c) M.S.P may use Central Sanskrit University's Non-Formal Sanskrit Education centers for the publicity of the programme & to create feeder groups for various Sanskrit-learning programmes according to the feasibility.

#### 14.1.2 Admission procedure/Eligibility criteria/ Contents of Prospectus

The prospectus shall contain the following for informing admission-seekers and general public -

- (a) Mode of teaching/learning (whether ODL or Online)
- (b) each component of the fee, deposits and other charges payable by the learners admitted to MSP for pursuing a programme in Open and Distance Learning mode and/or Online mode, and the other terms and conditions of such payment;
- (c) The percentage of tuition fee and other charges refundable to a learner

admitted in MSP in case such learner withdraws from such Higher Educational Institutions before or after completion of programme of study and the time within, and the manner in, which such refund shall be made to the learner;

- (d) The number of seats approved in respect of each programme of Open and Distance Learning mode and/or Online mode, which shall be in consonance with the resources;
- (e) The conditions of eligibility (pre-required knowledge-level/skill) including the minimum age (if applicable) of a learner in a particular programme of study;
- (f) The minimum educational qualifications required for admission in programme(s) specified by the Commission or relevant statutory authority or councils, or by MSP/CSU, where no such qualifying standards have been specified by any statutory authority;
- (g) The process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each programme of study and the amount of fee to be paid for the admission test;
- (h) Details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such member is employed on regular or contractual basis or any other;
- (i) Information regarding physical and academic infrastructure and other facilities, including that of each of the learner support centres (for ODL programmes) and in particular the facilities accessible by learners on being admitted to the programmes offered by MSP; & information regarding Online learning support in case of online-mode of delivery.
- (j) Broad outline of the syllabus and learning outcome for every programme of study;
- (k) Activity planner including all the academic activities to be carried out by the MSP during the academic sessions;

#### **14.1.3 Pre-admission counseling -**

Pre-admission counselling for prospective learners shall be done by the Swadhyaya-Kendra / Swadhyaya-Sahayoga-Kendra to provide information to facilitate them in taking an informed decision on joining a specific programme.

#### **14.1.4 Admission / Application-Submission**

- a. The applicants shall be encouraged to submit application online using web based online Admission Management Portal maintained by MSP/CSU. Fees are collected through payment gateway integrated with the admission portal. Those who are in remote area & have problem of internet connectivity etc. shall be facilitated by Swadhyaya-Kendras / helpdesk for

submitting application through alternative way. But prescribed fees are accepted only through payment gateway / Bank transfer/DD/NEFT in favor of MSP. 35

- b. For Entrance Test (wherever applicable) there will be online registration with nominal fee as specified in the prospectus. Entrance test will be conducted at Swadhyaya-Kendras / approved centers / online. The modality of the entrance test will be decided & communicated by the MSP H.Q.
- c. Application forms are scrutinized by the concerned programme coordinator / team / committee / experts as decided by MSP and list of eligible candidates is published in the website and also sent to Swadhyaya-Kendras. Concerned candidates will receive notification regarding his selection.
- d. A letter of conformation of admission will be generated online and/or issued to the learners.
- e. Provision shall be there for changing optional or elective subject / subject of specialization even after admission within certain permissible period if candidate desires so, subject to other eligibility conditions.
- f. Successfully admitted students'-data shall be automatically shall be linked to LMS & SLM dispatch-delivery-tracking system.

#### 14.2 Providing S.L.M.s

- Printed Self Learning Materials (SLM) and some audio/video lessons will be provided after the admission process is over.
- Efforts shall be there for the delivery of study material (at least first bundle of SLM) along with programme/study-guide to the learners within a fortnight from the date of confirmed admission.
- H.Q. shall ensure the stock of SLM in advance & should supply the printed SLM in supposedly required quantity to the Swadhyaya-Kendras before the admission process, in order to prevent the delay in delivering the SLM to the learners.
- Printed Self Learning study Materials may be mailed to contact address of the learners.
- Audio/video lessons, e-learning materials or web links (if any) will also be sent/shared via email or any compatible media/LMS.
- SLM dispatch-dairy, tracking system of MSP shall be utilized to facilitate learners to track their printed SLM.
- **LMS of MSP shall be utilized for proper delivery of the e-components of SLM.**

- **Study materials, Learning materials, e-contents, online learning materials, Audio / video-lessons etc. shall meet the characteristics as specified in UGC (ODL/OL) guidelines. According to the mode of the delivery of the programme, appropriate modalities shall be adopted.**

### 14.3 Monitoring/coordinating Teaching-Learning Process

- a. Course-wise grouping/enrolling the learners in LMS, the counseling cum contact-sessions or online-sessions/virtual-classes/ teaching cum guiding sessions shall be arranged/coordinated by Swadhyaya-Kendras / concerned programme-coordinator of MSP in accordance with ODL/OL-system of MSP.
- b. Depending upon the type of target groups and depending on the number of the learners, the Swadhyaya-Kendras / Swadhyaya-Sahayoga-Kendras may decide suitable time-slot/venue/modality/group-wise-arrangements etc. for conducting Contact-classes/teaching cum guiding sessions.
- c. Faculty of MSP (course-coordinators) and other approved subject experts (as Academic-Counselors / teachers / mentors / learning-facilitators) will handle teaching-learning-process (including taking contact-classes/ counseling / teaching cum guiding sessions / posting e-learning components in LMS, handling assignments/managing discussion-forum etc.) **in Swadhyaya-Kendra**. Coordinators will submit the report to Director.
- d. Coordinator of Swadhyaya-Sahayoga-Kendra will call/utilize the services of the approved subject experts (as Academic-Counselors/teachers/learning-facilitators) for conducting contact-classes/ teaching cum guiding sessions (in case of ODL-mode). In case of OL-mode, learners shall receive online-classes & online supports from Swadhyaya-Kendras through LMS or as per the arrangement decided by MSP.
- e. Swadhyaya-Kendras / Programme-coordinators, Course-coordinators, Mentors, Swadhyaya-Sahayoga-Kendras, Academic-counsellors may use various kinds of methods/medias/techniques/technologies to reach the students & shall use LMS of MSP for effective management of teaching-learning process.
- f. Learners are advised to be in contact with the concerned Swadhyaya-Kendra (in case of ODL-mode) and Programme-coordinators/Course coordinators/Mentors through LMS (in case of OL-mode) in study-related matters.
- g. In case of online programmes, MSP may utilize the services of experts available in any Swadhyaya-Kendra / Campus of CSU to all other Swadhyaya-Kendras also as per the need & feasibility.

### 14.3.1 Faculty/Teachers/Mentors/Academic-Counselors/learning-facilitators

- a. The academician whose service sought as faculty members / teachers / mentors / academic-counsellors / learning-facilitators / should have the prescribed qualifications/skills & should have familiarity with the characteristics of Open and Distance Learning /online-mode, learners and their needs, difference between Open and Distance Learning / and conventional face to face education, awareness about instructional design, familiarity with the learner-cantered approach in blended mode of learning, ability to use different delivery media including online and computer mediated communication and Information and Communication Technology enabled learning.
- b. As per the UGC (ODL/OL programmes) Regulations, **there shall be full time dedicated teachers** (one per programme, one per course and one mentor per batch of 250 learners) to handle academic and teaching-learning-process of learners of ODL &/or Online-mode.
- c. Services of Central Sanskrit University's faculty and outside subject experts may also be used for Academic Counseling/ teaching / facilitating *swadhyaya* of learners and / taking classes / evaluation etc.
- d. Coordinators of all Swadhyaya-Kendras must prepare & maintain list of experts (subject-wise) whose service would be required as academic counselors/ teachers/learning-facilitators / mentors. It should be reported to the Director.

### 14.4 Components of teaching-learning process

- a. Study Materials (in print)
- b. E-learning materials
- c. Audio-Video lessons/ Tele-learning sessions etc.
- d. Audio-Visual interactive material
- e. Virtual Classroom sessions
- f. In-text questions
- g. Self-assessment Quizzes or Tests
- h. Other multi-media components (if any)
- i. Discussions
- j. Assignments /feed-back / teaching comments

The b. to j. of the above-mentioned teaching-learning-components shall be made available in four quadrant form thorough LMS.

### 14.5 Student assessment/assignments

- a. Apart from in-text questions, there may be one or more assignments for each course, which shall be given at appropriate time. Sufficient time-gap should be given to learners to submit the completed the assignments (either

online/off-line as decided by MSP). Assignments shall be prepared by core faculty at MSP using the question Bank.

- b. After the valuation, feedback/teaching comments on assignments will be intimated to the students by the concerned course-coordinator (teacher).
- c. The teaching-comments/ feedback on assignments will help the students to improve their learning.
- d. Concerned course-coordinators shall prepare a question bank. These questions may be used for assignments.
- e. Concerned course-coordinators shall enter/submit the assignment-marks in the prescribed format /through concerned online portal of MSP.
- f. Swadhyaya-Kendras will facilitate Programme-coordinators / course-coordinators in maintaining records related to assignments.

#### **14.6 Eligibility marking for appearing for examinations –**

Those who covered/completed the minimum percentage of the prescribed learning components (such as completing minimum study-coverage of given learning components i.e. attempting SLM, online/virtual classes, e-tutorials, attempts of self-assessments in LMS, submitting/qualifying in assignments / e-contents, participation in discussion forum etc. of each course) , shall be considered as eligible for appearing for semester/yearly/term-end-exams. Concerned course-coordinators/academic-counsellors / Mentors who have monitored the study of concerned course of the learners shall mark the eligibility of each learner for appearing for the exam of concerned course. Notification for registering for exams shall be sent to the concerned via LMS. Data of such eligible students shall be transferred to exam-department by MSP.

### **15. Examinations**

The examination of the programmes offered through Open and Distance learning mode and/or Online mode shall be managed by the examination or evaluation Unit of Central Sanskrit University.

#### **15.1 Schedule of examinations –**

Examination time table shall be prepared in coordination with MSP, based on the tentative exam-period announced during admission-notification/prospectus of study-programme.

#### **15.2 Registration for examination –**

Registration for appearing for examination shall be enabled online through an Examination Management System. The eligible learners may register for exams of

those courses only for which they are marked as eligible as mentioned in 14.6 of these Regulations.

### **15.3 Examination-Centers and mode of examination**

Examinations may be conducted at the campuses of C.S.U./Swadhyaya-Kendras / approved exam centers (either pen and paper test or using ICT based test in a proctored environment) OR Online/remote-proctored environment. Exam centers/mode of exams shall be according to the norms specified by MSP in accordance with the guideline issued by ODL / OL Regulating authority/DEB/U.G.C. time to time.

### **15.4 General criteria for an examination center**

As mentioned above, Campuses of C.S.U. / Swadhyaya-Kendras established in the Campuses of CSU may be exam centers. Government Institutions like Kendriya Vidyalaya(s), Navodaya Vidyalaya(s), Sainik School(s), State Government Schools, etc. can also be identified as examination centre(s) as per the need under direct overall supervision of CSU including approved affiliated colleges under the University system in the Country where established facility is already there for conducting examination.

Approved Learner Support Centres established outside the Campuses of CSU (if any), can also be used as examination centres subject to the necessity decided by MSP / CSU and such centers fulfill the general criteria of an examination centre as defined below –

### **15.5 General facility required at examination center**

- a. The examination center must be prominently located place, with good connectivity for the convenience of the students.
- b. The number of examination centers in a city or State must be proportionate to the studentenrolment from the region.
- c. Building and grounds of the examination center must be clean and in good condition.
- d. The examination center must have an examination hall with adequate seating capacity and basic amenities.
- e. Fire extinguishers must be in working order, locations well marked and easily accessible. Emergency exits must be clearly identified and clear of obstructions.
- f. The Examination Centre shall have adequate and comfortable seating capacity and amenities including adequate lighting, ventilation and clean drinking water facilities.
- g. Safety and security of the examination center must be assured.
- h. Restrooms must be located in the same building as the examination center,

and rest-rooms must be clean, supplied with necessary items, and in working order.

- i. Provision of drinking water must be made for learners.
- j. The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure and biometric system and in case of non-availability of the Closed-Circuit Television facilities, the Higher Educational Institution shall ensure that proper videography be conducted and video recordings are submitted by in-charge of examination centre to the concerned Higher Educational Institution.
- k. Adequate parking must be available near the examination centre.
- l. Facilities for Persons with Disabilities should be available.
- m. Full time faculty of the Open and Distance Learning and/or Online mode Higher Educational Institutions or qualified faculty/academician from University Grants Commission recognised Higher Educational Institutions only should be associated to function as invigilators, examination superintendents, & observers etc.

#### **15.6 Minimum Standards to be maintained at Online-Examination Centers**

In addition to facilities mentioned above, Online Examination shall have the following facilities, namely:-

##### **(i) Requirements at online-Test Centres:**

- (a) Provide adequate test room(s)/space for given number of examinees;
- (b) Examinees must be seated with separation distance that restricts view of others work;
- (c) Examination Centres must have backup plans in case of power or application failure;
- (d) The online examination application must be tested before commencement of the examination;
- (e) The check-in area should be located near the entrance to the testing room, in an area separate from other activities;
- (f) The building, testing rooms and rest rooms must be accessible to people with disabilities, including wheel chair access;
- (g) Each test room shall have proctoring facility either through human proctors or through technology mediated proctoring.

##### **(ii) Requirement of proctors:**

Each test centre requires one or more proctors in each room, whose responsibilities include the following, namely:-

- (a) Monitor the testing room to maintain security;
- (b) Interact with the testing workstations to start or pause tests;



- (c) Report any irregularities;
- (d) Other activities to ensure credibility and transparency of the examination.

**(iii) Security arrangements in the testing centre:**

- (a) Only authorised staff and if any external examiner(s) shall have access before exam time;
- (b) Only authorised staff and examinee shall have access during exams;
- (c) Authorised staff and external examiners to have only the level of access as required and mandated;
- (d) OS, Browser and the Software must be kept up-to-date and patched in a timely fashion;
- (e) The testing application shall be able to track and report all access attempts;
- (f) Each examination room shall have CCTV facility;
- (g) Centralised audio/video monitoring of all exam centers shall be ensured;
- (h) A separate examination application server or machine in each exam centre must be ensured which will be connected to a central server through virtual private network connectivity for secure delivery of question papers in encrypted form at a designated time prior to the exam;
- (i) Examination applications server must reside on a local area network in the same subnet to allow communication between test delivery applications without blocking any ports;
- (j) Audit Logging: the online examination system must provide a detailed audit logging facility recording activities like Login, Logout, Exam Access, Question Navigation, Answer Responses, etc. Using techniques like geo-tagging which will make it possible to track the exact location of the user during online exam activity.
- (k) IP based Authentication and Authorization: the access and operation of the examination program must be restricted or limited to a certain specified number of IP addresses specially in the case of admin login to ensure complete safety for the examination.
- (l) Examination Centre has to be connected to the internet via a good internet connection with a minimum download speed of 4 Megabits per second (Mbps) and upload speed of 1 Megabits per second (Mbps) for online question paper delivery and uploading of scanned answer scripts.
- (m) There should be a separate device for Local Area Network (switch) and internet connectivity (router) instead of using an integrated device.
- (n) Staffs have to verify the student's original ID proof issued by Govt. of India with the ID proof for authentication.
- (o) External devices (i.e. mobile, pen drive, tab, laptop, smart watch etc.)

or reading materials should not be permitted in exam centres.

- (p) The online exam Platform will be accessible *via* user id and password which is unique for each student for each session and exam.
- (q) After examination data shall be transferred in encrypted format through an encrypted virtual private network connection from examination application server to central server.

### **15.7 Remote Proctored online Examination -**

15.7.1 Following **security measures** to be ensured for conducting online examination through remote proctoring:

(a) Secure browser:

There must be custom application pre-installed on the machine for the examination preventing opening of any other windows or application. This application must prevent Screen Capturing, Recording and Remote Login or taking output to a remote screen through Video Graphic Array (VGA), Universal Serial Bus (USB) or High Definition Multimedia Interface (HDMI) ports features.

(b) Remote Proctoring:

remote proctoring shall involve image capturing in intervals or video streaming of the candidate through webcam or screen capturing of the current access screen of the candidate.

(c) Data Encryption:

Online examination system's data needs to be encrypted to prevent any kind of misuse. Question Bank and exam data must be stored in a highly secure and encrypted manner. The entire communication between server and client/student machine during the examination needs to be encrypted with a secure mode of communication.

15.7.2 As restriction of territorial jurisdiction is not applicable for Online learning, CSU/MSP may enroll even international learners & shall endeavor to conduct remote proctored online examinations for registered learners of online mode programmes.

15.7.3 There shall be provision for authenticating attendance of examinees through biometric system as per Aadhaar details or other Government identifiers for Indian learners and Passports for International learners.

15.7.4 The controller of examination of C.S.U. shall conduct the examination and declare the results. The coordinator of the MSP assigned with exam-related coordination-work, shall undertake coordinating-work between MSP & Examination Dept. as per the guidelines framed by MSP/CSU regarding the examination.

### **15.8 Reports from Examination Centers:**

Report of conduct of examinations in both Open and Distance Learning Mode and Online mode, along-with report of observers/proctors for all examinations shall be collected periodically from Examination Centers. CSU shall adopt the technological solutions for easy receipt of these reports. 43

### 15.9 Miscellaneous points related to exams

- 15.9.1 The candidates must complete all courses (papers) within the maximum time period prescribed for completion of a particular programme. Facility for re-registration for exam purpose may be given with fine for those students who could not complete within the normally allowed maximum period.
- 15.9.2 The standard of examinations for the programs conducted by **Mukta Swadhyaya Peetham** are maintained at par with the examinations conducted for the on-campus students.

### 15.10 Certification

- (a) Each award of Degree at undergraduate and postgraduate level and post graduate diploma for both Open and Distance Learning and Online mode shall be assigned a unique identification number and shall have photograph and Aadhaar number or other government recognised identifier or Passport number, as applicable, along with other relevant details of the learner along with the Programme name. Each award shall also be uploaded on the National Academic Depository.
- (b) As mandated by UGC (ODL & OL Programmes) Regulations, 2020 CSU shall mention the following on the backside of each of the degrees/certificates and mark-sheets issued by the Higher Educational Institution to the learners:
- Mode of delivery – (ODL/Online)
  - Date of admission – (Date / academic year of initial joining the programme)
  - Date of completion - (Date / academic year of completion of the programme)
  - Name and address of Learner Support Centre
- (in case of ODL mode mention the address of Swadhyaya-Kendram. In case of Online-mode, mention 'Online LSS')
- Name and address of Examination Centres (In case of Remote proctored Online-exam, mention 'Remote proctored Online-exam')

### 15.11 Issue of mark-sheets & certificates

Marksheets / certificates shall be generated/prepared as soon as possible after the results are announced. Digital-mark-sheets may be arranged for quick & easy delivery. Credits shall be linked with academic Credit Bank.

## 16. Equivalence of qualification acquired through Conventional or Open and Distance Learning and Online modes –

Degrees at undergraduate and postgraduate level in conformity with UGC notification on Specification of Degrees, 2014 and post graduate diplomas awarded through Open and Distance Learning mode and/or Online mode by Higher Educational Institutions, recognised by the Commission under these regulations, shall be treated as equivalent to the corresponding awards of the Degrees at undergraduate and postgraduate level and post graduate diplomas offered through conventional mode.

(22 of UGC (ODL & OL Programmes) Regulations, 2020)

## 17. Learner centric provisions /Academic Flexibility:

The MSP/CSU shall adopt proper strategies for imparting academic flexibility, which refers to freedom in the use of the time-frame of courses, vertical mobility, and inter-disciplinary options facilitated by curricular transactions for learners.

**17.1 Learner's mobility :-** A learner enrolled for a programme under Open and Distance Learning mode and/or Online mode in MSP / CSU shall be eligible for mobility from one mode of learning to another mode of learning;

Provided that in case a particular programme (professional programme) is under the domain of regulatory authority/statutory council, CSU shall take permission from the concerned regulatory authority/statutory council for mobility of learners under such programmes.

### 17.2 Minimum and Maximum Duration of Programme :-

- (i) The minimum duration for completion and award of degrees at the undergraduate and postgraduate levels in Open and Distance Learning mode and Online mode shall be in accordance with the UGC notification of specification of degrees, 2014;
- (ii) The minimum duration for completion and award of post graduate diploma shall be two years;
- (iii) The maximum duration for completion and award of degree at the undergraduate and postgraduate levels or post graduate diploma in Open and Distance Learning mode and Online mode shall be double the minimum duration of the respective programmes as per items (i) and (ii).
- (iv) Students learning through ODL/OL-mode may be allowed to write exam of any one or more or all courses (papers) related to a particular programme in concerned semester/year and the exams of remaining/back-papers (courses) if any may be written in subsequent semesters/years within the maximum period allowed to complete that particular programme.
- (v) CSU may relax maximum duration for completion of Certificate & Diploma programme.

**The Academic Flexibility, Minimum and Maximum Duration of Programme shall be updated according to the prevailing education policy and guidelines of concerned regulating authority.**

## 18. Grievance Redressal Mechanism

I. The MSP shall have a Grievance Redress System and Procedure which shall be published on the portal of MSP and it shall be the responsibility of MSP to update the same as and when required. MSP shall provide an online facility for submitting grievances and track their status. The MSP shall also be responsible for monitoring, assessing and reviewing the effectiveness of its Grievance Redressal Procedures.

- a. The following types of General queries/ complaints/ problems reported/noticed through approved-media, email, postal letters or through ICT enabled problem reporting system under Complaint handling Mechanism of MSP are to be attended and handled by the supporting staff (with minimum procedure) in consultation with concerned unit and/or Coordinator of Swadhyaya-Kendra / programme-coordinator -
  - Complaint/problem related to -
  - receipt of SLM
  - exam forms
  - hall tickets
  - mark list
  - corrections etc.
- b. Issues related to contact classes/virtual classes/doubt clearing sessions etc. reported through whatsapp/approved-media, email etc. are attended by coordinator of SK / programme coordinator. If the issue is pertained to a particular subject (course/paper/lesson/concept/theory), then the matter will be referred to the concerned course-coordinator / subject teacher/counselor by the coordinator and follow up action would be taken.
- c. Regarding any problem **which is not cleared /solved by normal, minimum procedure** (through whatsapp/approved-media, telephone etc.) learners can lodge complaints through Complaint handling Mechanism of MSP or email, letter, registered post etc.
- d. The immediate approaching point for a learner is concerned Swadhyaya Kendra / programme-coordinator. Concerned Coordinators will settle the issue if it is within their purview. Issue related to H.Q. will be referred to H.Q.
- e. If the problem not solved through ICT based Complaint handling Mechanism within a reasonable time, learners may approach the Director of M.S.P. for justice.
- f. The M.S.P. H.Q. shall also be responsible for monitoring, assessing and reviewing the effectiveness of its Grievance Redressal Procedures. M.S.P. shall update & improve the online facility for submitting grievances and track their status & settlement of the issues based on the following principles -

## II. Guidelines and Standards for the Grievance Redress System

The policy on Grievance Redress System based on following guidelines and standards, namely:

- a. the policy shall be unbiased and understandable;
- b. there shall be time line for each stage of the process;
- c. the policy shall be published on MSP portal so that the learners may read and refer to;
- d. the policy shall be made available to learners with disability in appropriate format and the provision shall be made accordingly in the policy document;
- e. the authority or authorities involved in the grievance redressal process shall treat and investigate the facts impartially;
- f. the MSP shall address the grievances in a timely manner so as to lessen interruption in learning process of the learner;
- g. the MSP shall have a proper communication and escalation mechanism which shall be operated and maintained through the online software application;
- h. the MSP Institution shall maintain the confidentiality of the complainant as far as possible;
- i. the MSP shall ensure that officer(s) deputed/enagaged for the learner support at the HQ, Swadhyaya-Kendras / Swadhyaya-Sahayoga-Kendras / Online-supporting-units are able to provide guidance on submitting grievances in the portal;
- j. there shall be a provision to withdraw a complaint without prejudice at any time during the procedure; and
- k. the learner shall be kept informed of the status in relation to his or her queries or grievance on priority.

### **III. Rights and responsibilities of learner**

The rights and responsibilities of a learner shall be as under:

- a. The learner has right to complain regarding any aspect related to his or her learning path including programme quality, learning resources, learner support and guidance, teaching, learning and assessment.
- b. The learner is entitled to approach the respective Learner Support Centres (for ODL programmes) for submitting his or her complaint. The learners of online mode may submit their complaint directly to the Higher Educational Institution. The complaint can be submitted individually or collectively by a group of learners.
- c. The learner shall submit a formal complaint in a manner prescribed by the Higher Educational Institution regarding expression of dissatisfaction with a service provided or the lack of a service or the quality of a service. Such expression shall be correlated with what the learners were entitled to receive.

### **IV. Responsibilities of the Higher Educational Institution**

The responsibilities of MSP shall be as under:

- a. MSP shall work with the principles of openness and collaboration.

- b. MSP shall continuously improve the services it offers. As and when a grievance is received, the Higher Educational Institution shall investigate it thoroughly and make the necessary improvement(s) in its services.
- c. MSP shall encourage Swadhyaya-Kendras, Programme-coordinators, Course-coordinators, Learner Support Centres and/or members of online-supporting-unit to make initial attempts to address and resolve complaints as close as possible to the point of origin, and with the minimum of formality.
- d. MSP shall also monitor the Grievance Redressal process through its Swadhyaya-Kendras / Learner Support Centres.
- e. MSP shall maintain privacy and confidentiality unless disclosure is necessary to proceed in the matter.
- f. The grievance shall be accompanied with the reasons for dissatisfaction and expected remedy. The learner shall also give the reference of Online Grievance Registration Number generated at the time of submitting the complaint at the Learner Support Centre.
- g. Complaints should be considered as an opportunity to improve the system and shall be handled with open mind without any bias.
- h. The Head of concerned School/Department/Centre of the MSP/CSU shall investigate the complaint(s) or refer the matter(s) to a more appropriate person, body or committee or departments, as appropriate whenever such requirements occurs in view of serious issues.
- i. It shall be the responsibility of the Director and Heads of School/Department/Centre of the MSP/CSU to monitor the progress and to timely resolve the matter.
- j. The Head of concerned School/Department/Centre of the Higher Educational Institution shall respond in writing (letters or email etc.) through offline or online mode giving reasons for a decision and action taken related to serious issues.
- k. MSP shall provide a link with title 'Problem resolving / Complaint Handling Mechanism' on homepage of website of MSP/CSU for creating awareness amongst the stakeholders.

## 19. Integrated ICT supported Learning & Programme Managing Platform

MSP shall have an integrated / ICT supported Learning & Programme managing platform having the following systems –

- I. Admission Management System (AMS)
- II. Learning Management System (LMS)
- III. Exam Management System (EMS)
- IV. SLM and Document-dispatch-delivery tracking system & SLM stock Management System (DSMS)
- V. Complaint Handling Mechanism & Grievance Redress System (CHM/GRS)
- VI. Alumni Management System (ALMS)

The above systems shall have the features for effective management of ODL/OL-programmes-related-activities of MSP.

The platform shall have security features & privacy controls, protected logins, and should utilize secured server locations to keep users' data safe.

### **19.1 Admission Management System** should have the following features -

- (a) Provision to display admission procedure, prospectus, eligibility criteria, outcome of the programme, syllabus, course-wise faculty details, information on delivery of the programme, academic calendar for each programme, details on mode of exam etc.
- (b) Provision for pre-admission-counseling /guidance to admission-seekers.
- (c) Online registration for various programmes of MSP (Online/ ODL/NFSE programmes, Workshops, Seminars, Short-term learning programmes, Training-programmes etc.
- (d) Learner authentication - integrated with Aadhaar or other government recognised identity for Indian learners and Passport for foreign learners.
- (e) Learner registration - through a web application with supporting documents.
- (f) Payment gateway – using Digital Payment system.
- (g) User login, Password (Super-admin, Programme-coordinators, Course-coordinators, Teachers, Mentors, Counselors, Office representatives, Students, Controller of Examinations, Members of technology support team, Exm-dept-staff etc. All these shall have customizable defined-permissions in the portal.)
- (h) Generation of acknowledgement for application-submission.
- (i) Generation of admission-conformation.
- (j) Learner-profile management (change/forget password, Correction/updating application form within the permissible period, Change contact details, change /update contact address, change/add elective courses, change medium of instruction for modern subjects etc.)  
Other user-profile management shall be as per need.
- (k) Fee refund solution shall be there in case a learner withdraws his registration for a programme from such Higher Educational Institutions before or after conformation of admission.
- (l) Integration of helpline for technical assistance throughout the semester/course of study.
- (m) Generation of various reports (such as report of admitted students - Programme-wise, Course-wise, elective subject-wise, Medium for modern-subject-wise, Gender-wise, Category-wise, State-wise, Country-wise, Profession-wise, Admisson-year-wise, Expiry year of registration-validity-wise, Programme-wise report of collected fees etc. )



- (n) The AMS should be linked with website of MSP & CSU.
- (o) The AMS should be integrated with Learning Management System
- (p) The AMS should be integrated with Exam Management System
- (q) The AMS should be integrated with Alumni Management System
- (r) The AMS should be integrated with SLM stock-management-system
- (s) The AMS should be integrated with Complaint Handling Mechanism

## 19.2 Learning Management System

Learning Management System means a system to keep track of delivery of e-Learning Programmes, learners' engagement, assessment, results, reporting and other related details in one centralised location. It should have the following features –

1. LMS shall be integrated with Admission Management System & Exam Management System.
2. LMS shall be integrated with Printed SLM dispatch-delivery tracking system.
3. LMS shall be integrated with Complaint Handling Mechanism.
4. Provision to provide the following Four-quadrant-learning-components –

(a) **Quadrant-I** is e-Tutorial; which shall contain: Video and Audio Content in an organized form including Video Lectures, Audio-Visual interactive material, Virtual Classroom sessions, Audio Pod casts, Animation, Simulations/ Virtual Simulation, video demonstrations, Virtual Labs, etc, along with the transcription of the video.

(b) **Quadrant-II** is e-Content; which shall contain; self-instructional material (digital Self Learning Material / e-Text Materials), e-Books, illustrations, case studies, presentations etc., and also contain Web Resources such as further references, Related Links, Open source Content on Internet, Video, Case Studies, books including e-books, research papers and journals, Anecdotal information, Historical development of the subject, Articles, etc.

(c) **Quadrant-III** is the Discussion forum for raising of doubts and clarifying the same on real time basis by the Course Coordinator and/or his team.

Facility of online interaction with learners providing hyperlink support for Open and Distance Learning Programmes and Online Programmes shall be there.

(d) **Quadrant-IV** is Assessment, which shall contain; Problems and Solutions, which could be in the form of Multiple Choice Questions, Fill in the blanks, Matching Questions, Short Answer Questions, Long Answer Questions, Quizzes, Assignments and solutions, Discussion forum topics and setting up the FAQs, Clarifications on general misconceptions.

This quadrant shall have a precise assessment mechanism for the identified learning outcomes at each level.

5. LMS must support all types of files (PDFs, docs, MP3s, MP4s etc.) and e-Learning formats, and data collection capabilities.
6. LMS shall allow its learners to access courses on different devices, i.e. Personal Computers, Laptop, tab or smart phones.
7. There shall be provision for Role Based authentication, User Registration, User Profiling along with personalised dashboard, Users' activities analytics. Learning Management System should have Application Programming Interface Integration facility to integrate with external Application/tools.
8. LMs should have with all required security & privacy features.
9. LMS shall be able to foster communication and peer-to-peer interaction among learners with features such as online chats, discussion forums, user groups, built-in messenger etc.
10. LMS shall have content storage mechanism.
11. There shall be provision for other learners' support activities as specified in part IV of UGC (ODL & OL) regulations.
12. Feedback mechanism on design, development, delivery and continuous evaluation of learner-performance.
13. Architecture of LMS shall permit the online teacher or instructor to add multimedia enriched and interactive content, activities and assessments to extend learning opportunities and shall be easy to navigate; and shall meet accessibility standards for interoperability and access for learners with special needs.
14. 30% of marks of Continuous assessment (Assignments) shall be automatically reflected in the concerned place of EMS.
15. Those who completed study of 75 % of particular course shall be marked as eligible for exam of that particular course.
16. Generation of various reports related to teaching-learning process (such as attendance in live classes, progress percentage of completion of each course, assignment mark-sheets etc.)
17. Exam notification to the learners
18. Alarming system for expiry of registration validity.
19. Progress bar showing completed components, completed courses and remaining courses.
20. List of suggested courses/programme for further study.
21. Suggestion for unsuccessful learner.

### **19.3 Exam Management System (EMS)**

1. It shall be integrated with Admission Management System & Learning Management System.
2. Those who complete study of 75 % of particular course shall be marked as eligible for exam of that particular course. This will be done in LMS. The data of such students shall appear in the portal of EMS along-with their marks of

- continuous assessment (assignments).
3. Online submission system for registering for exams just by clicking course-code.
  4. Payment gateway for submission of exam-fees.
  5. Acknowledgement generation regarding applying for exams.
  6. Admit card generation for exam purpose.
  7. Linkage between Continuous assessment (Assignments) marks & Summative assessment marks.
  8. Mark sheet-generation
  9. Academic-Credits earned by each learner are to be added to the Academic-Credit Bank.
  10. There shall be provision to add credits earned from other university/Swayam etc. as per rules.
  11. Certificate generation
  12. Prize/Rank-related information (if any)
  13. Convocation related information
  14. Generation of various reports related to exam (such as reports of students applied for exam, appeared for exam, passed candidates etc. - Programme-wise, Course-wise, elective subject-wise, Medium for modern-subject-wise, Gender-wise, Category-wise, Admisson-year-wise, Expiry year of registration-validity-wise etc.)

#### **19.4 SLM and Document-dispatch-delivery tracking system & SLM stock Management System**

SLM or any document dispatched in favor of a learner is to be registered in the system & the tracking ID shall be notified to the concerned learner through message. The dairy-dispatch of SLM shall be linked with SLM stock so that the stock status gets automatically updated.

#### **19.5 Complaint Handling Mechanism & Grievance Redress System**

Most of the problems related to teaching-learning process can be solved through LMS. The problems which can't be solved there may be reported by the learners in Complaint Handling Mechanism/Grievance Redress System. This system (interactive portal) shall facilitate learners to submit online complaints and track their resolution status. This system shall be linked with the registration No. of the learner and integrated with other components of management portal so that the authorized persons at each level can see the actual activities held / actual facilities given to that particular learner and do the needful to solve the problem quickly and easily. The architecture of this system is to be worked out based on the broad guidelines of the Regulations.

## 19.6 Alumni management System

After completion of their programme, learners are to be automatically added to the Alumni with essential data. Provision for Login ID/password shall be there to this system so that the alumni-members can update their contact details, working /professional status/ social status, achievements, interests/hobbies etc. time to time.

## 20 Assessment criteria for offering online-programmes through *non-swayam* learning platform -

### I. Provisions:

Learning Platform, other than SWAYAM, used for delivery of online programmes is supposed to be assessed by a Technical Expert Committee duly constituted by the UGC and the learning platform shall broadly have the following provisions:

#### 1. User and Course management

- (i) **User Management:** Role Based authentication, User Registration, User Profiling along with personalised dashboard. User's activities analytics. Learning Management System should have Application Programming Interface Integration facility to integrate with external Application/tools.
  - (ii) **Course Content Management:** Learning Management System must support all types of files (PDFs, docs, MP3s, MP4s etc.) and e-Learning formats, and data collection capabilities.
  - (iii) **Capability for Personalized Learning Experience:** The platform should allow to create personalised learning paths along with criteria that are necessary to be met before they move on to the next content.
2. **Collaboration and Communication:** The platform shall be able to foster communication and peer-to-peer interaction among learners with features such as online chats, discussion forums, user groups, built-in messenger etc.
  3. **Assignment and Quiz management:** Self-assessment creation (assignment, quiz), announcement. It shall support all types of Questions (Multiple Choice Questions, True and False, Matching, subjective short and long questions etc.).
  4. **Accessibility across Devices and Mobile Learning:** Learning Management System shall allow its learners to access courses on different devices, i.e. Personal Computers, Laptop, tab or smart phones.
  5. **Security and Privacy:** As Learning Management System holds personal records of learners' it is important to ensure that the Learning Management System has privacy controls, protected logins, and utilizes secure server locations to keep users' data safe.

### II. Parameters for Assessment of Online Platform:

The assessment of a non-SWAYAM platform by the technical Expert Committee shall be broadly based on the following parameters, alongwith any other criteria as notified by the Commission from time to time:

1. User friendliness
 

Indicative terms of reference:

    - (i) Ease of use/proper navigation/attractive presentations in User Interface.
    - (ii) Availability of Interfaces/delivery mechanisms—web, mobile desktop, instantmessaging, video conferencing, audio graphic systems etc.
    - (iii) Availability of proper internet connection in case of web-based interfaces.
    - (iv) Representation of content-text/graphical, exercises, tutorials, Examples, casestudies etc.
  2. Content Storage and management provisionsIndicative terms of reference:
    - (i) Production of contents;
    - (ii) Video-Audio Storage mechanism (name of cloud service provider; streaming services used);
    - (iii) and availability of content at all times.
    - (iv) Synchronous Ease of access to content;
  3. Reliability Interaction provisions (video/audio conferencing, live chat etc.)
  4. Asynchronous Interaction provisions (Discussion Forum, Blogs, Wikis etc).
  5. Learner engagement provisions (interactive content, activity management, group projects).
  6. Peer group interaction provisions (social media integration, group activity, breakout roomsetc.).
  7. Learning Communities/Research forums.Indicative terms of reference:
    - (i) Collaboration of internal/external communities;
    - (ii) Collaboration methodology.
  8. Adaptive learning provisions (skill gap analysis, personalised content).
  9. Provision for grouping the learners with different mentors
    - (i) One mentor to be assigned for 250 learners as per the regulations
  10. Dashboard options for all the stakeholders.
  11. Proctored examination methodology.
- Examination support- formative and summative Indicative terms of reference:
- (i) Online question bank management, paper setting, valuations
  - (ii) Online student registrations and exam scheduling
  - (iii) Online generation of grades based on continuous evaluation
  - (iv) Learner authentication
12. Examination support- Multiple choice and Long/ Short answers

13. Provisions for Online assignment creation, submission and grading
14. Availability of tool to keep students informed about activities, performance etc.
15. Plagiarism check provisions.
16. Methodology for online payment gateway
17. Flexibility.

Indicative terms of reference:

- (i) Browsers supported,
  - (ii) Main site having responsive design.
18. Support for the standard four quadrant approach, which is followed by SWAYAM.
  19. Provision of online award of certificates/degrees.
  20. Proposed methodology to train the faculty to effectively Design Develop and Deliver Massive Open Online Courses (MOOCs).
  21. Security features from transparency and credibility perspective.

Indicative terms of reference: (i) at all levels including IP tracking of the learner.

22. Scalability -

Indicative terms of reference:

- (i) Maximum users;
  - (ii) Number of users able to log in simultaneously.
23. Proposed methodology to ensure that the faculty engages with the student, motivates them and assesses them.
  24. Provision for an appropriate organizational setup in the HEI for maintaining and running the platform.
  25. Proposed methodology to ensure the quality of courses.

## **21 Development and Launching of Programmes/Courses**

### **21.1 Steps to launch new programmes**

Whenever a new programme is to be launched, the following steps are to be followed-

- a. Programme Project Report (PPR) should be prepared with regard to each new programme. The PPR may be prepared by Programme-proposer. Programme-proposer may be any of the following – (i) individual scholar / (ii) any programme-coordinator / faculty member having the complete idea of new programme / (iii) CIQA
- b. The PPR (Programme Project Report) shall be discussed in the meeting of CIQA, Abhikalpa Samiti and Academic Council.

- c. Initiation by Programme/course-coordinator for preparing SLM as per ODL/OL requirement. This involves the following activities –
- i. Preparing details of course-structure – division of Lessons/units (पाठविभागः) of each paper (course) & contents/structure (पाठसंरचना) of each lesson/unit.
  - ii. Lesson-writing & editing (content-editing, format-editing etc.) and presentation, overall examining of the SLM by a subject expert and ODL expert.
  - iii. E-learning-components, online learning components.
  - iv. The Self-learning materials (printed / e-component) shall meet the standards prescribed by the ODL/OL-programme regulating authority.
- 21.2 After the SLM is ready, approval shall be obtained from concerned statutory bodies of CSU and ODL/OL-programme regulating authority for launching the programme.
- 21.3 The director shall keep Abhikalpa Samiti informed of all the programmes/courses to be launched and under consideration.
- 21.4 The Director, MSP, if required, shall conduct a meeting of experts in different subject fields to propose new inter-disciplinary courses.
- 21.5 The MSP may arrange for collaborations within the frame work of MoA/Rules of the Central Sanskrit University to develop courses/programmes in Sanskrit which can link Sanskrit with other subjects like science, Arts, humanities, social sciences, computer science, engineering, medicine etc. subject to the Regulations framed by concerned Regulating authority.

## 22 Guidelines on Programme Project Report (PPR)

### I. Overview

- a. A Programme Project Report (PPR) of MSP is a document prepared to introduce a new programme, which includes details of - (a) programme objectives and outcomes; (b) nature of target group of learners; (c) appropriateness of the programme with quality assurance for acquiring specific skills; (d) programme content designing and developing; (e) cost estimates for development of the programme; and (f) admission, delivery and evaluation norms.
- b. The Programme Project Report is a self-disclosure by the Institution about launching the programme in the Open and Distance Learning mode and/or Online mode. The Institution has to define specific aims and objectives for each of the academic programmes which will give the direction to launch a programme and will allow to focus on results. At the end, these aims and objectives will help to demonstrate what has been achieved. The programme shall be planned with clear deliverables and knowledge experiences to be gained.

### II. Contents of Programme Project Report (PPR) -

Programme Project Report is required to be prepared before introducing any new

programme duly approved by its highest academic authority. The Programme Project Report shall contain the following contents, namely:-

**(i) Programme's mission and objectives -**

Mission statement and objectives for the programme to be launched shall be defined, which shall reflect the strategic direction and the academic goals of the MSP/CSU. Those shall be aligned with industrial or learners' demand, and shall be defined in such a manner that they are appropriate to be achieved.

**(ii) Relevance of the program with HEI's Mission and Goals**

The MSP shall plan for such a programme to be offered through the Open and Distance Learning Mode and/or Online Mode that is relevant to the mission and goals of MSP / CSU. Therefore, it is very much important that the programme to be offered through Open and Distance Learning Mode and/or Online Mode should be aligned with Higher Educational Institution's mission and goal and will prove as major contributing factor in its achievement.

**(iii) Nature of prospective target group of learners:**

The MSP shall identify the target group of learners. It is required to understand their learning needs and on its basis the curriculum should be aimed. The MSP should also consider diverse class of learners including a class having of low level of disposable income, rural dwellers, women, unskilled men, minorities etc.

**(iv) Appropriateness of programme to be conducted in Open and Distance Learning and/or Online mode to acquire specific skills and competence:**

Learning out comes of the proposed programme shall be clearly identified which shall cover the specific skills and competence to be acquired by the learner. The programme should be aimed appropriately to those learning outcomes. The learning outcomes shall include the development of knowledge and understanding appropriate to the area of study and these should also reflect academic, professional and occupational standards of that field. The learning outcomes should incorporate generic transferable skills and competencies.

**(v) Instructional Design:**

Instructional Design includes Curriculum design, detailed syllabi, duration of the programme, faculty and support staff requirement, instructional delivery mechanisms, identification of media– print, audio or video, online, computer aided, and student support service systems. Instructional design shall be designed for each of the academic programmes to be offered through the Open and Distance Learning Mode and/or Online Mode and shall map the credit hours for each course or module of the programme.

**(vi) Procedure for admissions, curriculum transaction and evaluation:**

The MSP shall define the admission policy for the programme with minimum eligibility and fee structure. The information related to financial assistance, if any, should be included in the policy. MSP shall notify the policy of programme delivery along with the details of methods and web-based tools to be adopted. The MSP shall notify the activity planner including all the academic activities to be



carried out by the Institution during the academic session. Further, policy for evaluation of learner progress along with methods and tools shall also be defined. 57

**(vii) Requirement of the laboratory support and Library Resources:**

There may be programmes having practical component in syllabus. Clear guidelines shall be mentioned in PPR if laboratory support required for the learners to perform the practical prescribed in the programme.

**(viii) Cost estimate of the programme and the provisions:**

The cost estimate shall indicate the amount assigned for programme development, delivery and maintenance.

**(ix) Quality assurance mechanism and expected programme outcomes:**

The MSP shall define the review mechanism for programme and continuously enhance the standards of curriculum, instructional design relevant to professional requirements of the area of study. There should be course benchmark statements. The MSP shall also devise the mechanism for monitoring effectiveness of the programme being offered in Open and Distance Learning mode and/or Online mode.

## **23 Quality assurance guidelines of learning material in multiple media and curriculum and pedagogy**

### **A. For Open and Distance Learning mode**

#### **1. Learning Materials (Print Media): Quality Standard**

1. Learning Materials through print-media is termed as Self Learning Materials (SLM), being developed with the approach of self-explanatory, self-contained, self-directed, self- motivating and self-evaluating.
2. The Self Learning Material shall be self-contained providing complete course description comprising overview of units alongwith objectives, activities, assignments and additional resources.
3. There shall be description of credit value of each module or unit in the course.
4. The course material shall provide an environment for practice, at the learner's own pace and in his/her own time.
5. There shall be clear guidelines on academic integrity and netiquette (internet etiquette) expectations regarding activities, discussions and plagiarism.
6. The course shall be designed to teach concepts and skills that the learner will retain throughout the study.
7. There shall be multiple learning paths for engaging the learner in active learning.
8. The content shall provide opportunities for learners to engage in higher- order thinking, critical-reasoning activities and thinking in increasingly complex ways.
9. The following is an indicative list of quality standards for printed learning materials:
  - (i) The Self Learning Material shall be structured on the Learning Outcome based Curriculum Framework (LOCF).

- (ii) The Self Learning Material shall be designed with the approach of two-way communication between the learner and content. The content of Self Learning Material shall be presented in an interactive, conversational format with dialogue and personal system of writing method which will create the nature of interactivity in Self Learning Materials
- (iii) The Self Learning Material shall involve the learner actively through various experience-based activities and assignments.
- (iv) The learner should get clear information about the structure of the programme and course.
- (v) There shall be detailed concept/learning map in Self Learning Material for the learner so that he or she will be self-directed for completion of his or her studies with clearly stated learning outcomes.
- (vi) The Self Learning Material shall encourage learner to apply new knowledge and skills.
- (vii) The content of a course should be divided into a few Blocks on major related themes, each block containing a few Units on a major theme for effective learning.
- (viii) Units in the Self Learning Material shall be developed in defined formats with the following features, namely:-
  - (a) Consistent layout and format;
  - (b) Inclusion of overview of content;
  - (c) A unit structure, Introduction, and expected learning outcomes and reference to prior learning at the beginning of the unit and Summary at its end;
  - (d) Presentation of content in appropriate sequence in sections and sub-sections synchronized with learning objectives and outcome, containing plenty of examples including national or international case studies, wherever relevant;
  - (e) Explanation of icons, symbols, formula etc. used in content;
  - (f) Explanation on technical, new, difficult terms or word in a glossary/ keyword section;
  - (g) Inclusion of adequate suggested reading (both print and online).

## II. Audio–Video Material: Quality Standards

1. The following is an indicative list of quality standards for audio-video materials:
  - (i) The audio-video material shall supplement and complement the Self Learning Material and based on the curriculum structure.
  - (ii) There shall be adequate consideration of learners' prior knowledge, skills and attitudes.
  - (iii) Level and style of presentation and language shall be simple and appropriate to aid in self-learning.
  - (iv) There shall be clear information on types of support material and study activities to be used by the learner.

- (v) It shall be clear and unambiguous, also preferably free from pedagogic jargon.
- (vi) The aim, objective and target audience for the audio or video material shall be clearly defined.
- (vii) It shall conform to the learning outcomes.
- (viii) There shall be clear guidelines with regard to the use of the audio or video material vis-a-vis other content of the course.
- (ix) Audio or video material shall be developed in forms and formats that will be easily accessible by the learners and compatible with web-based delivery.
- (x) Audio or video material shall provide continuity and coherence within and between audio or video based study sessions.
- (xi) The content need to be interactive with appropriate use of graphics, animations simulation etc. to keep the learners engaged.

### **III. Online and Computer based Material: Quality Standards**

1. The following is an indicative list of quality standards for Online and Computer based materials:
  - (i) The digital content should not be merely scanned files of the Self Learning Material. If content is scanned it should be made available in accessible format such as Word Processing, Portable Document Format or E-Pub format.
  - (ii) The file size should not be very heavy so that the learners are easily able to access and download the content.
  - (iii) The course content in digital format shall be easy to navigate and searchable through metadata.
  - (iv) The digital content needs to be Unicode compliant so that font issues are not faced by the learners specially in the case of Indian languages.
  - (v) Digital content should be accessible to all with special attention to the needs of the learners with disabilities.
  - (vi) The digital content shall be available across platforms and devices.
  - (vii) Since the learners may not have access to unlimited Internet data plan, it is advisable that the audio-video material is made available through streaming server instead of file uploaded as such on the server.
  - (viii) The compression of the digital files needs to be optimised so that the quality is not compromised and content is easily accessible.
  - (ix) For digital content the appropriate required players need to be easily available or made available.

### **IV. Curriculum and Pedagogy: Quality Standards**

1. The following is an indicative list of quality standards for curriculum and pedagogy:
  - (i) The curriculum objectives shall be consistent with the mission of the Higher Educational Institution.

- (ii) There shall be involvement of all the stakeholders in the process of framing the curriculum objective.
- (iii) While designing the curriculum, the Higher Education Institution shall take into consideration the University Grants Commission Model Curriculum and the Learning Outcome- based Curriculum Framework (LOCF) and incorporate local or regional needs.
- (iv) There shall be rationale for the appropriateness of the curriculum to the stage of learning.
- (v) There shall be linkages of the curriculum to previous and subsequent stages of learning.
- (vi) There shall be such learning experiences which allow a diversity of methods (like learning from practice, opportunities for distributed and concentrated practice, learning with peers, learning in formal situations inside and outside the department, personal study, specific teacher inputs etc).
- (vii) The structure of curriculum shall be defined.
- (viii) There shall be a complete strategy on teaching and learning methods.
- (ix) The instructional methods or pedagogy and the media mix should be clearly spelt out.
- (x) A comprehensive methodology for assessment and evaluation should be clearly stated.
- (xi) The content shall be reliable and justify the learning outcome(s).
- (xii) There shall be clear definition of intended outcomes of learning, benchmarked to identifiable stages of learning.
- (xiii) There shall be the use of reference points and expertise from outside the Higher Educational Institution, if required, in programme design and in the processes of programme development and approval.
- (xiv) There shall be relevance of curriculum to national competency requirement.
- (xv) There shall be description of credit value of each module or unit in the course.

## **B. For Online mode**

### **E-Learning Materials Quality Standard:**

The online courses should comply with the following Quality standards, namely:-

- (i) The courses should follow the following four quadrant approach, as per the SWAYAM Guidelines:-
  - (a) Quadrant-I is e-Tutorial; which shall contain: Video and Audio Content in an organized form, Animation, Simulations, video demonstrations, Virtual Labs, etc., along with the transcription of the video.
  - (b) Quadrant-II is e-Content; which shall contain; self-instructional material (digital Self Learning Material), e-Books, illustrations, case studies, presentations etc,

and also contain Web Resources such as further references, Related Links, Open source Content on Internet, Video, Case Studies, books including e-books, research papers and journals, Anecdotal information, Historical development of the subject, Articles, etc. 61

- (c) Quadrant-III is the Discussion forum for raising of doubts and clarifying the same on real time basis by the Course Coordinator or his team.
- (d) Quadrant-IV is Assessment, which shall contain; Problems and Solutions, which could be in the form of Multiple Choice Questions, Fill in the blanks, Matching Questions, Short Answer Questions, Long Answer Questions, Quizzes, Assignments and solutions, Discussion forum topics and setting up the FAQs, Clarifications on general misconceptions.
- (ii) The courses shall be rich in innovative presentation techniques to ensure that learner attention is retained.
- (iii) It shall be the responsibility of the Course Coordinator to ensure that none of the graphics, animations, images, sound clips, video clips used are plagiarized or cited without formal permissions from owners.
- (iv) A four-credit course shall typically have 20 hours of video content and 20 hours of reading material.
- (v) For Quadrant III there shall be Mentors to handle this quadrant. Course Coordinators/Academic councellors and Mentors shall need to participate actively in the Discussion Forum. Apart from discussion forum other interactive platforms like web conferencing may also be considered.

## 24 Guidelines on Self-Learning Material And E-Learning Material

### 24.1 Preparation of Learning Material (Characteristics of SLM)

#### A. For Open and Distance Learning mode

1. Self-Learning Materials (SLMs) should be self-explanatory, self-contained, self-directed, self-motivating and self-evaluating. It should be engaging and actively involve the learners. During the planning of the Self Learning Material, the following points should be considered very carefully:
  - (i) backgrounds of learner and learning needs;
  - (ii) learning experiences; and
  - (iii) support and preparation in adapting to flexible learning.
2. The following major points should be considered by teachers while developing the printed learning materials or e-learning materials:
  - (i) learning objectives
  - (ii) assessment of prior knowledge
  - (iii) learning activities
  - (iv) feedback of learning activities
  - (v) examples and illustrations

- (vi) self-assessment questions/In-text questions
  - (vii) summary/key points
  - (viii) study guide
3. The learning material should lay emphasis on real-world tasks, learner's choice of tasks or situations, case studies, collaborative learning tasks, opportunities for observing others, self-evaluation.
4. **Planning for development of learning material:**

Due to the absence of interaction with the teachers in the Open and Distance Learning mode, the learner has to take the decision(s) at any point during the learning path. This may create disagreement between learner's perception and the objective of the learning materials. Therefore, it is required to consider the following key points during planning for the development of learning material:

**(i) Learner Profile:**

It is required to consider literacy level (including level of language proficiency), age group, information communication technology skills, aim of study, personal background and home situation, prior knowledge, prior skills, learning situations, etc.

**(ii) Background:**

In Open and Distance Learning system, learner studies at her/his own pace unlike in the face-to-face mode. A substantial number of the learners are working professionals and they get time to study at their homes. If we add certain references which they cannot access at home, then it will create an obstacle in their learning. Therefore, it is necessary to consider the accessibility of course resources and references at the place of learning.

**(iii) Learning Objectives and Outcome:**

It is required to define the learning objectives and outcomes prior to initiating the process developing the learning materials. The learning objectives can be of terminal, intermediate or enabling nature. These learning objectives can be set at course, unit, or module level.

5. **Group of Learning Material:** Considering the principles of Open and Distance Learning mode of education, the programmes shall be accompanied with learning material or resources which shall comprise of self-learning material or e-learning material, e-books, practical book, student's handbook, question bank, assignment book, Audio Video material, programme guide, project manual, etc.

**B. For Online mode**

The E-Learning Material shall have the four quadrant approach; as per UGC (Credit Framework for online learning courses through SWAYAM) Regulations, 2016 taking into consideration the following, namely:-

- (i) **Quadrant-I** is e-Tutorial; which shall contain: Video and Audio Content in an organised form, Animation, Simulations, Video Demonstrations, Virtual Labs, etc, along with the transcription of the video.

- (ii) **Quadrant-II** is e-Content; which shall contain; self-instructional material, e-Books, illustrations, case studies, presentations etc., and also contain Web Resources such as further references, Related Links, Open source Content on Internet, Video, Case Studies, books including e-books, research papers and journals, Anecdotal information, Historical development of the subject, Articles, etc.
- (iii) **Quadrant-III** is the Discussion forum for raising of doubts and clarifying them on a near real time basis by the Course Coordinator or his team.
- (iv) **Quadrant-IV** is Assessment, which shall contain; Problems and Solutions, which could be in the form of Multiple Choice Questions, Fill in the blanks, Matching Questions, Short Answer Questions, Long Answer Questions, Quizzes, Assignments and solutions, Discussion forum topics and setting up the FAQs, Clarifications on general misconceptions.

## 24.2 Preparedness of Learning Material

### A. For Open and Distance Learning mode:

The preparedness level of Self Learning Material (SLM) at the time of submission of the proposal shall have the following, namely:-

- (i) Under Graduate Programmes (3 years duration):  
Self Learning Material should be ready in all respect for first two years and its approval by the statutory authorities of the Higher Educational Institution.
- (ii) Post Graduate Programmes (2 years duration): Self Learning Material should be ready in all respect for first year and its approval by the statutory authorities of the Higher Educational Institution.
- (iii) For Post Graduate Diploma Programmes (2 years duration): Self Learning Material should be ready in all respect for first year and its approval by the statutory authorities of the Higher Educational Institution.

### B. For Online mode:

The availability of E-Learning Material at the time of submission of the proposal shall be as per the following:

- (i) For Post Graduate Level Programmes- First year e-learning material in four quadrants for each course in the first year of study and its approval by the statutory authorities of the Higher Educational Institution;
- (ii) For Under Graduate Level Programmes- First three semesters e-learning material in four quadrants for each course and its approval by the statutory authorities of the Higher Educational Institution;
- (iii) For Post Graduate Diploma Programmes- First year e-learning material in four quadrants for each course in the first year of study and its approval by the statutory authorities of the Higher Educational Institution;

Provided that for remaining year/semester, the learning material for programmes shall be ready prior to beginning of next year/semester and same shall be intimated to the Commission.

## 25 Credit system

Credit-system shall be followed as per the guidelines issued by the UGC time to time.

**Note-** “Credit” means the Unit award gained by a learner by study efforts of a minimum of thirty hours required to acquire the prescribed level of learning in respect of that Unit.

The credit criteria may be revised for the betterment according to the updated standard trends time to time / as per the guidelines of concerned regulating authority.

## 26 Funding

- a. The fund allocated by Central Sanskrit University for MSP and any grant received from DEB/UGC, **programme-fee** etc. are the financial recourses of the MSP.
- b. The Director is permitted to mobilize more resources from the Government and other funding agencies to develop learning resources.
- c. **The MSP may also work in the direction to start self-financing programmes in due course of time.**
- d. The MSP H.Q. may have separate joint account in the approved/Nationalized Banks and all transactions shall be done through this account. Account of MSP in the H.Q. will be handled by Director & Deputy Director (Finance).
- e. Since the MSP is the integral part of the Central Sanskrit University, sufficient fund is to be allocated for the smooth functioning of MSP. The money received by MSP shall be used for meeting the following expenditure/s of the Centre -
  - Expenditure for maintaining all units of MSP including Swadhyaya Kendras.
  - Expenditure towards maintenance of equipments and other appliances
  - Expenditure towards basic amenities such as electricity, water supply, sanitation etc.
  - Expenditure towards TA/DA of the Director, Coordinators, monitoring officials, other staff, meeting expenses, stationery expenses, transportation, fuel etc.
  - Expenditure towards purchase of equipments, furniture and other requirements.
  - Expenditure towards developing innovative courses to be offered through Outreach Concept.
  - Expenditure towards development of Specialized learning resources.
  - Expenditure towards developing multimedia facilities.
  - Pay/wages/honorarium /remuneration and related expenditure.
  - Any other expenditure to be incurred from time to time by the Director/authorized officers of MSP in connection with the activities of MSP.
- f. The financial receipts and payments of MSP shall be audited as per the norms of the university/Govt.



## 27 Payment Norms

- a. Pay/Salary of the faculty members shall be as per the rules of CSU in accordance with the norms prescribed by the UGC/concerned Regulating Authority.
- b. Pay/Salary of other staff members shall be as per the rules of CSU without violating the norms framed by Govt. of India from time to time.
- c. Suitable remuneration shall be given to the external-scholars/experts whose services are availed by MSP.
- d. The norms prescribed by IGNOU/UGC/DEB regarding remuneration may be followed by the MSP for various activities.
- e. Any work (other than the work assigned as part of normal duty) assigned to the members of Central Sanskrit University may be considered as extra work and suitable remuneration may be given for that.

## 28 Assessment, Accreditation and Audit -

(1) CSU shall comply with University Grants Commission (Mandatory Assessment and Accreditation of Higher Educational Institutions) Regulations, 2012 and in any case shall apply for assessment and accreditation under those regulations for assessment and accreditation of the programmes offered by it in Open and Distance Learning mode and/or Online mode:

Provided that Open Universities shall obtain accreditation as stipulated under UGC (ODL & OL-Programmes) Regulations.

(2) A Higher Educational Institution recognised under these regulations for imparting programmes in Open and Distance Learning mode and/or Online mode shall get all its programmes assessed through the Centre for Internal Quality Assurance once in a year in the format prescribed by the Commission and the report on quality assurance shall, before the end of the academic year, be prominently placed on its website and a copy furnished to the Commission.

(3) A Higher Educational Institution recognised under these regulations for imparting programmes in Open and Distance Learning mode and/or Online mode shall undergo third party academic audit every five years and internal academic audit by Centre for Internal Quality Assurance every year as specified in **Annexure-I**.

## 29. Centre for Internal Quality Assurance (CIQA)

### I. Establishment of Centre for Internal Quality Assurance:

The Centre for Internal Quality Assurance shall be established by MSP/CSU. It shall be headed by a full-time Director, being an experienced academician, preferably from the field of Open and Distance Learning and/or online education, who shall be supported by adequate number of academic and other staff. It shall function as per the guidelines given in the Regulations.

### II. Objective:

The objective of Centre for Internal Quality Assurance is to develop and put in place a comprehensive and dynamic internal quality assurance system to ensure that

programmes of higher education in the Open and Distance Learning mode and Online mode being implemented by the MSP are of acceptable quality and further improved on continuous basis. 66

### III. Functions:

The functions of Centre for Internal Quality Assurance would, *inter alia*, include the following, namely:-

- (i) To maintain quality in the services provided to the learners.
- (ii) To undertake self-evaluative and reflective exercises for continual quality improvement in all the systems and processes of MSP.
- (iii) To contribute in the identification of the key areas in which MSP should maintain quality.
- (iv) To devise mechanism to ensure that the quality of Open and Distance Learning programmes and Online programmes matches with the quality of relevant programmes in conventional mode.
- (v) To devise mechanisms for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.
- (vi) To suggest measures to the authorities of MSP for qualitative-improvement.
- (vii) To facilitate the implementation of its recommendations through periodic reviews.
- (viii) To organize workshops/ seminars/ symposium on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.
- (ix) To develop and collate best practices in all areas leading to quality enhancement in services to the learners and disseminate the same all concerned in Higher Educational Institution.
- (x) To collect, collate and disseminate accurate, complete and reliable statistics about the quality of the programme(s).
- (xi) To ensure that Programme Project Report for each programme is according to the norms and guidelines prescribed by the UGC and wherever necessary by the appropriate regulatory authority having control over the programme;
- (xii) To put in place a mechanism to ensure the proper implementation of Programme Project Reports.
- (xiii) To maintain a record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.
- (xiv) To provide inputs to the MSP for restructuring of programmes in order to make them relevant to the job market.
- (xv) To facilitate system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.
- (xvi) To act as a nodal coordinating unit for seeking assessment and accreditation

from a designated body for accreditation such as NAAC etc.

- (xvii) To adopt measures to ensure internalization and institutionalization of quality enhancement practices through periodic accreditation and audit.
- (xviii) To coordinate between MSP and the regulating authority for various quality related initiatives or guidelines.
- (xix) To obtain information from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.
- (xx) To record activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.
- (xxi) The Centre for Internal Quality Assurance will submit Annual Reports to the Director Authorities or Bodies of the MSP CSU about its activities at the end of each academic session. A copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution shall be submitted annually to the Commission.

#### **IV. Centre for Internal Quality Assurance Committee:**

- (1) Centre for Internal Quality Assurance Committee shall have the following composition, namely:-
 

(a) Vice Chancellor of the University -	Chairperson
(b) Three senior teachers of MSP -	Members
(c) Head of three Departments or School of Studies of CSU-	Members
(d) Two external experts of Open and Distance Learning and/or Online education -	Members
(e) Officials from the Administration and Finance departments of CSU -	Members
(f) Director, Centre for Internal Quality Assurance -	Member Secretary
- (2) The members at clauses (b) to (e) shall be nominated by the Vice-Chancellor of the Higher Educational Institution.
- (3) The membership of such nominated members shall be for a period of two years. The Committee of Centre for Internal Quality Assurance shall meet at least once in a semester. The quorum for the meeting shall be two-third of the total number of members with mandatory presence of one external expert. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.
- (4) Centre for Internal Quality Assurance Committee shall perform the following functions, namely:-
  - (i) To oversee the functioning of Centre for Internal Quality Assurance and approve the reports generated by Centre for Internal Quality Assurance on the effectiveness of quality assurance systems and processes.
  - (ii) To facilitate adoption of instructional design requirements as per the philosophy of the

Open and Distance Learning and/or Online learning decided by the statutory bodies of the HEI for its different academic programmes.

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- (iii) To promote automation of learner support services of the Higher Educational Institution.
- (iv) To coordinate with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes.
- (v) To coordinate with third party auditing bodies for quality audit of programme(s).
- (vi) To oversee the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution.
- (vii) To promote collaboration and association for quality enhancement of Open and Distance Learning and Online modes of education and research therein.
- (viii) To facilitate industry-institution linkage for providing exposure to the learners and enhancing their employability.

## **V. Quality Monitoring Mechanism**

- (1) The guidelines on quality monitoring mechanism shall be adopted by the Centre for Internal Quality Assurance for conducting institutional quality audits, to promote quality assurance and enhance as well as spread best-in-class practices of quality assurance.
- (2) Quality monitoring shall be addressed under the following broad areas, namely:-

### **(i) Governance, Leadership and Management:**

This relates to the policies and practices of MSP/CSU in the matter of planning, human resources, recruitment, training, performance appraisal, financial management and the overall role of leadership, with a focus on the following key aspects:

#### **(a) Organisational Structure and Governance:**

The MSP/CSU shall fill all sanctioned/required positions of MSP as prescribed by the UGC and establish a credible governance system.

#### **(b) Management:**

The leadership and management of the Institution shall strive to assess and review the organisational culture to achieve its vision, mission and goals.

#### **(c) Strategic Planning:**

The MSP shall undertake strategic planning of its activities and implement the same by aligning those with academic and administrative aspects to improve the overall quality.

#### **(d) Operational Plan, Goals and Policies:**

The MSP shall have well defined goals which are realistic and measurable, well defined policies that are in sync with its strategic plan and are realistic and achievable, clearly stated guidelines for the implementation of its policies and plans, and transparent and accountable system for its policies and planning that are well

communicated to its stakeholders.

**(ii) Articulation of Higher Educational Institution Objectives:**

The Higher Educational Institution shall articulate a clear vision, mission, ethos and broad strategy consistent with the goals for offering programmes in Open and Distance Learning and Online mode.

**(iii) Programme Development and Approval Processes:**

This area of concern relates to programme development and approval mechanism for the programme(s) to be launched, covering the following key aspects, namely:-

**(a) Curriculum Planning, Design and Development:**

The curriculum planning, design and development of academic programmes is a major academic activity of the Higher Educational Institution. Therefore, it shall have processes, systems and structures in place to carry out these responsibilities.

**(b) Curriculum Implementation:**

The MSP shall have specific implementation plans for identifying the time to be spent on specific components of the implementation phase. It is the basis for the effectiveness of the programme(s) and their usefulness as a whole.

**(c) Academic Flexibility:**

The MSP/CSU shall adopt proper strategies for imparting academic flexibility, which refers to freedom in the use of the time-frame of courses, vertical mobility, and inter-disciplinary options facilitated by curricular transactions for learners.

**(d) Learning Resource:**

The MSP shall ensure quality learning resources in the form of Self Learning Materials (SLMs) for Open and Distance Learning mode and e-learning material for Online mode of education as defined in these regulations. While deciding on the instructional packages, the Higher Educational Institution shall take into consideration various factors – the media and technology utilized matches the course content in order to enhance and expand learning, and to match to the learners' needs; that these are accessible, practical and equitable, and cost effective to the learners.

**(e) Feedback System:**

The process of revision and re-design of curricula shall be based on feedback from all stakeholders in terms of its relevance and appropriateness in catering to the needs of the society, economy and environment.

**(iv) Programme Monitoring and Review:**

The MSP shall plan and execute programme monitoring and review system to conduct periodic internal reviews and maintain the quality of academic programmes. For such reviews, the Institution shall also consider the attainments of learning outcomes that are assessed through the various tools for direct and indirect assessment.

**(v) Infrastructure Resources:**

The MSP shall have a system to elicit data on the adequacy and optimal use of the facilities - physical facilities, library (or e-library), Information and Communication Technology infrastructure, etc. - available in MSP to maintain the quality of academic

programmes and ensure qualitative support to each of the stakeholders.

**(vi) Learning Environment and Learner Support:**

The learner support services including academic counselling and library services shall be a major pre-occupation of a Higher Educational Institution for its Open and Distance Learning mode and Online mode learners. Additionally, Higher Educational Institution (i.e. MSP) shall establish Information and Communication Technology facilities as component of the learning environment which is focused around the pedagogical use of modern educational practices to support blended learning. Learner Support Services shall be provided through the campus-wide portal and e-Learning platform. The MSP shall take a more sophisticated approach to the use of Information and Communication Technology and expertise in e-learning. The approach shall provide a seamless learner-centred environment.

**(vii) Assessment and Evaluation:**

All the stated Learning Outcomes of a Programme must be part of its evaluation protocol. The MSP/CSU shall execute the evaluation through varied assessment tools including multiple choice questions, projects, reports, case-studies, presentations, and term-end examinations, to suit the different learning outcomes expected of the course elements. The MSP shall have proper assessment and moderation system for assessing the learning outcomes of learners.

**(viii) Teaching Quality and Staff Development:** The MSP shall have a well established structure for promoting quality counselling, capacity building workshops, programmes, interactive teaching-learning and provide staff development programmes and activities to encourage academic staff to improve teaching and learning on continuous basis.

**(3) Process of Quality Audit**

**(i) Academic Planning:**

The MSP shall have robust and appropriate academic planning procedures to ensure that the programmes offered by it are relevant to national economy, reflects the Institution's strategic direction and offers a high quality value-added learner experience. The Institution shall have adequate and appropriate teaching and other support staff along with infrastructure and technology support to ensure that the curriculum remains up to date and the institutional goals are achieved.

**(ii) Validation:**

The MSP shall have a mechanism in place for validation to ensure that its programmes are academically viable, that academic standards have been appropriately defined and that these offer learners the best opportunity to learn.

**(iii) Monitoring, Evaluation and Enhancement Plans:** Quality deliverance of the Open and Distance Learning programmes and Online programmes and the outcomes attainment and continual quality improvements shall be ensured by the MSP, shall be broadly as follows, namely:-

**(a) Reports from Learner Support Centres (for Open and Distance Learning programmes):**

Report of academic activities and other related activities containing details of all the activities related to academic planning, counselling, learner support, etc. shall be collected periodically from Learner Support Centres. The MSP shall adopt the technological solutions for easy receipt of these reports. 71

**(b) Reports from Examination Centres:**

Report of conduct of examinations in both Open and Distance Learning Mode and Online mode, alongwith report of observers/proctors for all examinations shall be collected periodically from Examination Centres. The MSP shall adopt the technological solutions for easy receipt of these reports.

**(c) External Auditor or other External Agencies report:**

The MSP may consider the comments made by External auditors, experts and third party of quality audit and implement as appropriate.

**(d) Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels:**

For effective evaluation and audit, the Higher Educational Institution shall ensure easy access to performance monitoring information such as course pass rates, learner entry profiles and progression and achievement reports, which should be available through web-based application and be used for report making by the Higher Educational institution.

**(e) Reporting and Analytics by the Higher Educational Institution:**

The MSP shall generate the required reports out of such web-based applications and analyze learner and academic analytics for deciding the improvements to be executed for better performance.

**(f) Periodic Review:**

The MSP needs to have an effective system for collecting feedback from the stakeholders regularly to improve its programmes. The MSP needs to conduct self-assessments regularly and use the results to improve its systems, processes etc. and finally quality of programmes.

### **30 Other functions / Special Centers of MSP**

- 30.1 Non Formal Sanskrit Education System shall function as per the guidelines of Kendriya-Samiti constituted for the purpose by the Vice-Chancellor of CSU.
- 30.2 The Vice-Chancellor of CSU may establish any other Special Centers under MSP (such as Course/Programme-Development Center etc.) to fulfill the objectives of MSP/CSU which shall function as per the guidelines framed by MSP/CSU.

### **31 Interpretation Clause –**

- 31.1 In the event of conflict of opinion with regard to interpretation of these regulations, the opinion of Hon'ble Viice-Chancellor will be final if the issue is related to internal matter of CSU. If the matter of issue is concerned with any policy mandated by the

ODL Regulating Authority/UGC, then the opinion of ODL/OLE-Regulating Authority/UGC shall be sought.

31.2 The core intention of the Regulations shall be improvement of ODL/OL system, maintaining & enhancing quality of the programmes, promotion of Sanskrit Education and overall development of the institution. MSP/CSU will initiate to adhere to it. In case of difficulty in implementing any of these Regulations due to any administrative / financial / practical reasons, Vice-Chancellor of CSU shall take appropriate decision to ease the situation.

Notwithstanding anything contained in these Regulations, the Vice Chancellor of CSU may take such measure as may be necessary for removal of difficulties and to resolve any other extra ordinary issues.

### **32. Improvement / Modification / Updation**

This manual of Regulations of MSP may be reviewed /modified /updated by the competent authority for the betterment & overall development of MSP/CSU in order to achieve the objectives of MSP/CSU.

### **33. Jurisdiction**

In case of any disputes relating to these Regulations, the territorial jurisdiction for adjudication shall be Delhi only.

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