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केन्द्रीयसंस्कृतविश्वविद्यालयः
मुक्तस्वाध्यायपीठम्
(Institute of Open and Distance Education)
जनकपुरी, नवदेहली

अधिसूचना (Notification) - 24

दिनाङ्कः 10/03/2023

शैक्षिकविकासकेन्द्रस्य प्रतिष्ठापन-सञ्चालनादिविषयकसूचना
Notification Regarding establishment of
शैक्षिकविकासकेन्द्रम् (Academic Development Centre) of MSP

Hon'ble Vice Chancellor is pleased to establish शैक्षिकविकासकेन्द्रम् (Academic Development Centre) of Mukta Swadhyaya Peetham (MSP) at Rajiv Gandhi Campus of CSU as per the provision contained in 11.1(m), 11.1 (n), 30.2 of MSP Regulations -2022 and decision of concerned Samiti / council.

1. The above said Centre शैक्षिकविकासकेन्द्रम् (here after referred as Centre or SVK or ADC) will be an integral part of MSP,CSU and shall function as per the Regulations of MSP, CSU. This will function as academic-house & coordinating unit of MSP. The center will work for development of ODL/online-education-system and expansion of Sanskrit education. It shall have collective-dynamic-role of course-coordination, programme-coordination & academic developmental activities which includes the following –
 - a. Developing different concepts related to ODL/OL system for Sanskrit.
 - b. Developing new and innovative programmes/courses in consultation with the department of studies of the university.
 - c. Preparing unique and specialized courses for various target groups.
 - d. Value additions through certain modifications to the existing programmes/courses of MSP,CSU in consultation with the coordinators.
 - e. Teaching through ODL and/or OL mode, SLM preparation, academic-support, promotional & other developmental activities of MSP.
 - f. Organizing training programmes for the employees/members connected with ODL system.
 - g. Collaboration & coordination with other department of studies for developing/betterment of learning resources as per the need.
 - h. Undertaking research studies, Outreach and Engagement programmes.
 - i. Organizing programmes which will boost the ODL/ OL system for Sanskrit.

The centre (SVK) shall undertake developmental activities in coordination with HQ of MSP & CIQA of MSP.

2. The existing infrastructure-facilities available in the Campus of C.S.U. may be used for conducting the MSP programmes at SVK. MSP/.

3. CSU will allot funds for new infrastructure facilities required at SVK at appropriate time.
4. The R.G. Campus of CSU shall facilitate SVK in arranging necessary infrastructure facility & support for the smooth functioning of SVK.
5. SVK shall receive funds from H.Q of MSP/CSU for its general functioning and related activities of MSP.
6. Staff members are appointed for the SVK by the authority of CSU. The staff/scholars working for SVK shall receive prescribed salary/remuneration/honorarium as per the rules / regulations of MSP/Central Sanskrit University.

Leave management through SAMARTH-Module (or any other office-automation-system as decided by the authority time to time) will be made accessible. Till then, manual procedure shall be adopted. According to the nature of duties in MSP, the working days/hours (time slot) & leaves may be different than of other employees details of which will be made available from time to time by concerned authority.

Services of outside experts may be availed by SVK on remuneration basis for modern-subjects and such subjects where additional or external expertise is required.

7. The activities of the SVK shall be headed by a Joint-Director (academic, MSP) nominated by the Hon'ble VC of Central Sanskrit University. This shall be considered/required as additional responsibility of the nominated faculty member in addition to his own duty. **He -**
 - i. has to initiate all possible efforts & take appropriate decisions to fulfill the objectives of SVK by exercising the academic & administrative responsibilities in accordance with the Regulations of MSP and/or as per the instructions by Director of MSP.
 - ii. should take initiative for the development and smooth running of SVK in accordance with the Regulations of MSP and empowered to utilize the fund sanctioned for SVK,MSP, following GFR.
 - iii. has to present/submit concerned reports of activities of SVK to the Director of MSP/concerned authorities at appropriate time.
 - j. shall specify the duties and responsibilities of all staff members of the SVK from time to time.
8. The Campus will facilitate the SVK by maintaining finance accounts and statements related to SVK under the patronage / supervision of Director.
9. The staff engaged in SVK will work under the supervision of Joint Director (Academic, MSP).
10. Academic-staff deployed at SVK,MSP will be engaged in online teaching, course-designing and curriculum-development of concerned / assigned subject. These may involve the following activities –
 - 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/ counselling/clearing doubts, facilitating & monitoring teaching-learning process utilizing the LMS effectively.

- d. Skill-enhancement of the learners according to the course requirement.
 - e. Correction of general mistakes & eradicating general misconception related to course topics.
 - f. Academic-support & 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 students.
 - h. Preparation of question-banks in the concerned subjects.
 - i. Course designing and curriculum development, SLMs of 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 (as per requirement)
 - 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/SVK will be in-charge-teacher/course-coordinator of particular course. He shall undertake course-developmental activities as per the guidelines SVK of MSP.
 - s. Examination-related works & other responsibilities as per the directions of authorities.
10. Further details regarding activities, duties & responsibilities of various functionaries & staff members engaged under MSP are specified in the Regulations of MSP (Attached Regulations of MSP - 2022).

Abbreviations –

MSP – Mukta Swadhyaya Peetham of CSU.

CSU – Central Sanskrit University, New Delhi (Established by an Act of Parliament).

SVK – शैक्षिकविकासकेन्द्रम् (Shaikshika Vikasa Kendram/Academic Development Centre) of MSP, CSU.

ADC - शैक्षिकविकासकेन्द्रम् (Shaikshika Vikasa Kendram/Academic Development Centre) of MSP, CSU.

CIQA – Centre for Internal Quality Assurance of MSP.


10.03.2023
(Dr. Ratna Mohan Jha)
Director, MSP