

**MANONMANIAM SUNDARANAR UNIVERSITY**  
**DIRECTORATE OF DISTANCE AND CONTINUING EDUCATION**

**BEST PRACTICES**

Sl. No.	Domain Area / Type	Best Practices
1.	Curriculum / SLM	<ul style="list-style-type: none"> <li>• The syllabus for the DD&amp;CE programs are framed by the Board of Studies.</li> <li>• Constitution of Board of Studies for framing Curriculum and Study Learning Material with Subject Experts.</li> <li>• The framed syllabi are approved by the Standing Committee on Academic Affairs (SCAA) and Syndicate.</li> <li>• The Subject Experts of the Board of Studies members prepared the Study Learning Materials.</li> <li>• The detailed syllabus, scheme of examination, examination norms, internal assessment parameters and credit specifications are available in the University website.</li> <li>• The Study Learning Materials uploaded in the University Website and the same will be given to the students in the form of Compact Disc (CD) as well as printing material.</li> </ul>
2.	Personal Contact Programme	<ul style="list-style-type: none"> <li>• Personal Contact Programme classes are conducted in two spells of four rounds for a year. <ul style="list-style-type: none"> <li>➤ To provide encourage, guidance, reinforcement and feedback to the study.</li> <li>➤ To impart the knowledge of the subject in a concise form.</li> <li>➤ To develop the insight into the concept of subjects.</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>➤ To develop the understanding of the basic and difficult concepts or fundamentals of the subjects and help learners to solve the learning problems.</li> </ul>
3.	Examination & Evaluation	<ul style="list-style-type: none"> <li>• All the programmes offered through Directorate of Distance Education are conducted with Credit System as specified by the UGC-DEB Open Distance Learning norms, 2020.</li> <li>• Before commencement of University examination, students are assessed for Internal Assessment.</li> <li>• The evaluation system is maintained as per the norms of the regular examinations of the University.</li> <li>• Evaluation of answer scripts are drawn from the panel of examiners available for the corresponding disciplines in the regular mode.</li> </ul>
4.	LSCs Activities	<ul style="list-style-type: none"> <li>• LSC shall be a college affiliated of Manonmaniam Sundaranar University.</li> </ul> <p>The Learner Support Centre should :</p> <ul style="list-style-type: none"> <li>➤ Conduct of Personal Contact Programme (PCP) and practical Classes.</li> <li>➤ Address all grievances of students.</li> <li>➤ Strictly follow the Schedule and time – table given by the University and classes will be conducted by employing qualified teachers as per UGC norms.</li> <li>➤ Maintain proper attendance register for students and staff (teaching / non – teaching) and produce for inspection whenever necessary by University authorities.</li> <li>➤ Make arrangements to collect and send internal assignment of students to the University in time.</li> <li>➤ Abide by other rules and regulations of the University and DD &amp; CE as on date and as amended from time to time.</li> </ul>

		<ul style="list-style-type: none"> <li>➤ The University has all the rights to monitor the PCP classes by sending inspection teams whenever necessary.</li> <li>➤ All rights &amp; liabilities under the present instrument are subject to the norms, regulation and rules made by the Distance Education Bureau (DEB) of UGC, New Delhi and the University and other laws for the time being in force.</li> </ul>
5.	Quality Assurance	<ul style="list-style-type: none"> <li>• Centre for Internal Quality Assurance (CIQA) has established as per UGC – DEB ODL Regulations 2020.</li> <li>• To ensure that the quality of programmes at par with the conventional mode of classroom teaching.</li> <li>• To take adequate measures for training and capacity building of its teaching and administrative staff at regular intervals.</li> <li>• To exhibit the copies of the approval letters duly obtained or received from the concerned statutory authority to run the programmes on the University website.</li> <li>• To ensure that the academic and infrastructural facilities in the Learner Support Centres.</li> </ul>
6.	Placement	<ul style="list-style-type: none"> <li>• ODL programs familiarizes the students about the contexts under which lawful business could be carried on.</li> <li>• Also ODL programs educate rural dwellers and thereby enhances rate of literacy.</li> <li>• MSU-DDE is highly focused towards enabling career development for all our students and alumni.</li> <li>• Our placement assistance programs have helped bridging the talent gap plaguing various industries and job markets. We have helped students take a step ahead in their careers through our multiple initiatives and widespread alumni network.</li> </ul>

7.	Faculty centric	<ul style="list-style-type: none"> <li>• Faculty centric policies and Practices in MSU</li> </ul> <p>Financial Assistance like; Personal Loan Policy, Emergency Loan Policy, Staff Development Fund, Festival Advance, Leave Travel Concession, Medical Reimbursement, Annual Performance Appraisal, Career Advancement Scheme</p> <p>Faculty Centric policies</p> <ul style="list-style-type: none"> <li>➤ Deputation for higher Studies.</li> <li>➤ Promoting Faculties for FDP and Industrial Training.</li> <li>➤ Free Medical Check up</li> <li>➤ Maternity Leave/ Paternity Leave.</li> <li>➤ Special Leave.</li> </ul>
8.	Student centric	<ul style="list-style-type: none"> <li>• Scope for utilizing</li> </ul> <ul style="list-style-type: none"> <li>➤ A comprehensive Care System, designed to provide a 'holding environment', provides for the holistic development of the students.</li> <li>➤ Multi-pronged Capability Enhancement and Development Schemes include Individual Mentoring, Student development programmes, and programmes designed to learn to live and work together with achieving excellence in personal and academic areas.</li> <li>➤ Student activity clubs create interest in both technical and non-technical activities and talent promotion.</li> <li>➤ Career Guidance Cell create awareness on career opportunities in emerging fields. Coaching classes in competitive exam such as GATE,CAT, UPSC are also organized by the cell.</li> <li>➤ Training and Placement Cell provides training in aptitude, technical and personal competencies and facilitates job placements.</li> <li>➤ Entrepreneurship Development and Incubation: Projects have been selected</li> </ul>

		<p>and forwarded for financial assistance.</p> <ul style="list-style-type: none"> <li>➤ Continuing education using ICT: The University has been chosen a Remote Centres for Spoken Tutorials, online courses and certification.</li> <li>➤ Counseling services: are available for students to address the pressures of family expectations, personal expectations, academic pressure, social pressure, psychological adjustments and identity formation.</li> <li>➤ Grievance Redressal Mechanism is functional right from inception.</li> <li>➤ Scholarships Scheme: The University provides scholarships out of a dedicated corpus fund.</li> <li>➤ To facilitate opportunities for students and alumni, MSU has launched a job fair program.</li> </ul>
9.	Use of Technology	<ul style="list-style-type: none"> <li>• The entire admission process is through online admission system maintained by the University.</li> <li>• Once admission is made, the students are confirmed of their admission through SMS.</li> <li>• The students automatically get enrolled for examination and they are instructed to download hall tickets through online system.</li> <li>• All the Departments and administrative offices of the University are computerized and the offices have LAN and WiFi connectivity.</li> </ul>
10.	Others	<ul style="list-style-type: none"> <li>• DD&amp;CE Program educates rural dwellers and thereby enhances rate of literacy. These program covers the diverse class of learners.</li> <li>• Library Resources: The libraries of the campus are virtually centralized and offer access and reference books and remote access to thousands of e-Journals.</li> <li>• DD&amp;CE program imparts knowledge to the following categories of people.</li> </ul>

		<ol style="list-style-type: none"><li>1. Unaffordable to regular stream of Education.</li><li>2. Differently abled and Transgender (free education in all respects).</li><li>3. Employed group with higher education Aspirations.</li><li>4. Employed categories with higher education requirements for regularization and promotions.</li><li>5. Population with low level of disposable Income.</li><li>6. Rural &amp; the unreached population.</li></ol>
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