



CDEC

Continuing & Digital Education Centre

**MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR
CONTINUING AND DIGITAL EDUCATION CENTRE (CDEC)**

**मालवीय राष्ट्रीय प्रौद्योगिकी संस्थान जयपुर
सतत् एवं डिजिटल शिक्षा केन्द्र**

PREAMBLE TO CDEC, MNIT JAIPUR

Continuing and Digital Education Centre (CDEC) is a center at MNIT Jaipur that helps to provide resources for online & offline courses and digital course materials. It would also allow to enhance and create better relationships with business/government entities through certificate programmes. It provides a platform to undertake different training programmes by setting up a single-window service facility. The various kind of activities would be conducted at this center such as Faculty Development Program (FDP), Management Development Program, Short Term Training Program, Workshops, Academic Programme & Certification courses, NPTEL/Swayam/MOOCs courses.

PROCEDURE FOR APPLICATION AT CDEC MNIT JAIPUR FOR ORGANISING EVENTS

The faculty member (referred to as 'the applicant' hereafter) has to submit the application (also referred to as the 'proposal') to the CDEC center, as per Annexure A, through proper channel. The following procedural steps would be followed for submission of the applications:

1. Submit the application through Head of the Department. The application should be submitted 10-12 weeks before the event starting date.
2. The application would be reviewed by CDEC committee.
3. The proposal can be approved in principle or comments would be provided for revision / further updating of the application.
4. If approved then further process for the event details would be requested by CDEC, including the Brochure for 'Call for Participation'. The Brochure must include the logo of MNIT Jaipur and CDEC.
5. Once proposal is approved by competent authority, the brochure would be publicized among contact list of CDEC, on CDEC portal at MNIT website and also on social media.
6. Post registration-closing date, the list of registered participants would be shared by CDEC

to coordinators (details will be provided as per information captured in the Registration form, Annexure B).

7. The coordinator has to take responsibility for smooth conduction of the programme. In the online/hybrid mode, he/she can use any LMS such as canvas/google classroom/Microsoft teams/Moodle etc.
8. The course coordinator has to conduct quizzes/assessments (as per the requirement of the course) through LMS and submit all the details.
9. The course coordinator has to submit the feedback of each participant along with the list of certified participants. (Annexure C)
10. The course coordinator has to submit the course completion report (As per Annexure D) and course account settlement/utilization certificate within 7 to 10 days after the course completion.

INSTRUCTIONS TO BE FOLLOWED DURING THE EVENT / COURSE / PROGRAMME

1. The permission of recording for each session should be obtained by coordinator from each expert. CDEC MNIT Jaipur would collect all the recorded session along with relevant materials for the in-house repository.
2. The course coordinator has to announce to all participants regarding learning outcomes and session plan at the first day or prior to the event.
3. The course coordinator has to provide the details regarding the requirements for the satisfactory completion of the event.
4. The course coordinator is responsible to maintain attendance records of all the participants and submit at the end of event to CDEC, MNIT Jaipur
5. The coordinator has to announce the assessment methods and relevant topics for awarding the certification of each participant.
6. The format of certificate may be provided by CDEC. The certificate should contain the logo of MNIT and CDEC (and other logos if any as required).

[Please also refer to the document "DETAILED GUIDELINES FOR APPROVAL OF EVENTS / PROGRAMS / COURSES"]