DIGITAL STUDIO UTILIZATION AND
SHARING STANDARD OPERATING PROCEDURE (SOP)

LAKSHMIBAI NATIONAL INSTITUTE OF PHYSICAL EDUCATION GWALIOR

FOREWORD

In the ever-evolving landscape of education, where technological advancements are reshaping the ways we learn and teach, it becomes imperative for educational institutions to adapt and harness the potential of Digital resources. As we strive towards excellence in higher education, it is essential to recognize the transformative power of Digital studios in enhancing the teaching and learning experience.

The **"Digital Studio Utilization and Sharing Standard Operating Procedure(SOP)"** for L.N.I.P.E Gwalior document represents a significant milestone in our journey towards modernizing and enriching the educational ecosystem in Gwalior. Developed through collaborative efforts and insights from various stakeholders, this document sets forth a comprehensive framework for the effective utilization and sharing of Digital studios across higher educational institutions in our nation. By standardizing operating procedures, we aim to streamline the utilization of Digital resources, ensuring optimal efficiency and resource allocation, protecting intellectual property rights, and maintaining a safe and productive working environment.

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1. INTRODUCTION

1.1 Background

The need to improve teaching and learning experiences and meet the needs of the digital age has led to a growing trend of Digital technology integration into educational practices.

In line with this, Digital studios have grown to be vital resources for higher education institutions in recent years, providing a setting for electronic content development and artistic expression. Digital studios give instructors and students the resources and equipment they need to produce a variety of Digital content, including audio and video recordings, animations, and interactive presentations. Given the significance of these studios for improving research, teaching, and learning, a standard operating process must be established to guarantee their efficient use and sharing.

The LNIPE have recognized the growing significance of Digital studios and established a few studios to be used on a cluster basis; nevertheless, effectively managing, utilizing and sharing those studios emerged as an issue. Without an established standardized operating procedure (SOP), institutions may find it challenging to maintain Digital technology and facilities sustainably, manage budget allocation, and grant equitable access. Furthermore, the absence of clear procedure might make it harder for institutions to work together and exchange Digital resources, which would restrict the full potential of these invaluable resources.

1.2 Scope

This SOP applies to Digital studios at LNIPE. It includes protocols for scheduling studio time, making use of tools and resources, exchanging Digital files, receiving training and assistance, adhering to rules and regulations, sharing the studios among cluster universities, and maintaining ongoing progress. This SOP applies to all authorized users of the Digital studio. The SOP applies only to utilization and sharing issues specific to Digital studios and thus digital resource-sharing (as part of the teaching-learning process) needs separate protocol development.

1.2.1 Scope of Utilization

The User is granted access to the Digital studio facilities located at [Location] ("Studio") for the purpose of [Purpose of Utilization].

The Studio facilities available for use by the User include but are

not limited to:

- Voice Recording
- Animation Graphics
- Software applications
- Video recording
- Cameras Microphones

1.2.2 STAKEHOLDERS' ROLES AND RESPONSIBILITIES

The digital studio will be managed by the Directorate of open and distance learning and they will ensure the use and availability of digital studio for all the stakeholders of LNIPE.

- Assign the necessary technical personnel to manage the Digital studio and pay their salary and benefits as per the institutional arrangements.
- Establish rules, regulations, and financial allotments for the Digital studio.
- Ensuring adherence to safety norms, legal mandates, and university regulations.
- Providing funding and assistance for the upkeep, modernization, and growth of the Digital studio.
- Make annual inventory of the Digital studio facilities and report as part of the annual plan and reporting mechanism.

1.2.3 Studio Technical Staff

- Offering technical help and support, including debugging software and equipment difficulties, to Digital studio users.
- Maintaining and upgrading Digital facilities and equipment regularly.
- Educating users on how to maintain and operate studio equipment and software.
- Supporting course production, editions, and uploading on platforms.
- Keeping log of facilities and bookings done by the various stakeholders of LNIPE, Gwalior
- Making use of the Digital studio's resources for projects, extracurricular activities, or individual creative initiatives.

1. Intellectual Property Rights

- The User acknowledges that any Digital content created within the Studio remains the property of the institute (and content developer), subject to any applicable intellectual property rights.

- Unless granted in explicit terms, only the User has a non-exclusive, royalty-free license to use, reproduce, distribute, and display the Digital content created within the Studio.

2. **Content creation :-** The department or faculty members who wish to create content shall prepare the

- Script of the content
- Ensure the quality and language and information of the content
- Content must be reviewed before the final production is done

The details of technical staff of Digital studio:

S. No.	Post	No.	Job description	Eligibility
1.	Technical Manager (Editor for Editing Video)	01	Will be responsible for Video Audio editing and post production of contents and developing quality educational contents. And maintenance of studio.	**Essential Qualification** :- Bachelor's Degree in Digital or Diploma in 3D Animation or Advanced Cinematic with at least 50% marks from any recognized Institute/ University. **Desirable** :- Minimum 02 years experience in related field must possess knowledge in video-audio editing software and post production.
2.	Technical Manager (Videographer)	01	Will be responsible for Videography and shooting of Educational contents and developing digital content for Institute. He will also responsible for booking, upkeeping and maintenance of studio.	**Essential Qualification** :- Bachelor's Degree in Media and Communication, Arts, Bachelor degree in Videography or Diploma in Digital Video production with at least 50% marks from any recognized Institute/ University. **Desirable** :- Minimum 02 years experience in related field of Arts, Cinematography, Video Editing, and Videography.

Note : All post required under the UGC guidelines of Open and Distance Learning Bureau.

2. STUDIO SERVICES

Education

Evaluation
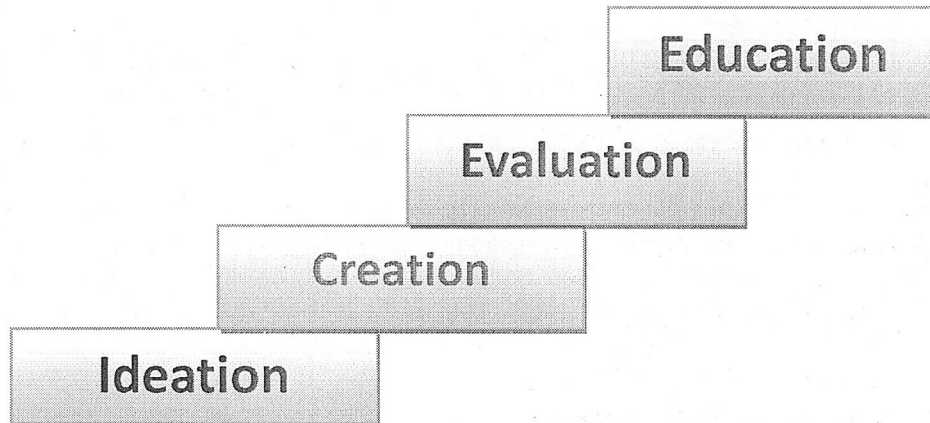
Creation

Ideation

i. Ideation (Developing Idea)

- Collaborate to ensure e-courses meet learning outcomes and objectives.
- Provide a second pair of eyes and serve as a soundboard for ideas.
- Provide options for technology tools and media selection.
- Providing course enhancement consultation and support.

ii. Creation

- Design course structure, organization, and learning content.
- Suggest engaging activities that boost learning outcomes.
- Advising on learning activities that support objectives.
- Analyzing course and unit objectives.
- Video recording, audio recording, photography, custom graphics, animation
- Setting milestones with actionable steps to maintain course development pace and adherence to design standards.

iii. Evaluation

- Educate and apply success criteria for assessments.
- Evaluate course delivery from the online student perspective.
- Identify strategies for assessing learning.

iv. Education

- Introduce new tools as they become available.
- Guidance for proper tool usage.
- Provide evidence-based ideas for course enhancements.
- Consultation on media options to best present your course materials.
- Recommend resources to improve academic integrity.
- Provide resources for building community and increasing participation.
- Share relevant tutorials and workshops.

3. GENERAL PROCEDURES

3.1 Operational Preconditions

3.1.1 Qualified Staff :- Employ individuals skilled in Digital production, Including audio engineers, video recorders and editors, graphic designers, and Digital developers. Also, include instructional designers who can help faculty integrate Digital elements into their teaching materials effectively. Academic staff participating in digital content development and delivery must also have basic digital skills as well as e-learning platform utilization skills. Higher Education Institutions (HEIs) shall provide training workshops and resources for the staff to equip them with Digital production techniques and softwareoperation.

3.1.2 Facilities and Equipment :- Invest in key Digital facilities including computers, cameras, microphones, lighting equipment, green screens, and other necessary hardware. Purchase licenses for Digital editing software suites. Designate a dedicated area for Digital production with appropriate acoustics, lighting, and ventilation.

3.1.3 Budget Allocation :- Allocate funds for equipment purchase, software licenses, studio maintenance, and staff salaries. Consider long-term budget planning to ensure the sustainability and growth of the Digital studio.

3.1.4 Process and Forms :- Develop processes and forms for the use of the Digital studio, including scheduling procedures, equipment checkout processes, and intellectual property rights. Ensure compliance with copyright laws and licensing agreements when using Digital content. Establish mechanisms for gathering feedback from users to continuously improve the services and resources offered by the Digital studio.

3.2 Availability

Mon to Friday –
9.30 am to 1.30 PM   and   2.30 to 5.30 PM

Closed on Saturday, Sunday, and public holidays.

Depending on the workload and upon consultation and decision by the concerned management, the studio can be open for extended hours duringweekdays as well as on Saturdays and Sundays as per the need of hour or for any institute work with due permission of concern authority.

3.3 Reservation

1. Users must submit a reservation request through the designated online system or by contacting the Studio Manager with details such as the Date and time of requested use, estimated duration, equipment needed, and project purpose. The form is **annexed as Annexure- I.**

2. To efficiently handle studio reservations, a centralized reservation system (preferably online forms) ought to be put in place.

3. Users are required to follow the specified booking procedures, which include giving the required project data, choosing suitable timeslots, and following the cancelation regulations.

4. Several factors, including academic requirements, project deadlines, and resource availability, may determine which studio reservations are given priority.

5. Requests for use of the Digital studio shall be submitted online by the requester will be approved subject to approval by the Director, ODL. in consultation with the studio technical staff.
6. Studio staff in consultation with the requester will verify that the user has done the orientation before approving his/her reservation.
7. There are no fees to use the Digital studios for users of LNIPE Gwalior
8. The studio should be booked at least 15 days before the time the user will need it.
9. The outside users must take requisite permission to use the studio through Registrar LNIPE and must submit the charges for booking the Digital studio.

Equipment and Facilities

10. Users are responsible for familiarizing themselves with the equipment they want to use and its proper operation before use.
11. It is important to operate and handle equipment carefully to avoid damage or malfunctions.
12. Users are required to immediately report any problems or worries about the operation or maintenance of the equipment to the appropriate technical support staff.

Maintenance and Upkeep

13. the Digital studio's facilities, software, and equipment need to be regularly maintained and upheld.
14. Studio personnel shall carry out regular inspections, cleaning, and maintenance duties to swiftly address any difficulties or concerns.
15. Users shall maintain the studio by being mindful of shared resources, reporting any damage or malfunctions, and adhering to cleanliness protocols.
16. There should be different user manuals available in the studio (about the different equipment and software) for a better understanding of the functions and insights for maintenance.

3.4 BOOKING PROCEDURE FOR OUTSIDERS

Reservation requests must be made using the official reservation system, with the required project information, desired date and hours, and equipment and software specifications included.

1. Confirmation of reservations is subject to availability and compliance with booking procedures.
2. Booking confirmations and any pertinent guidelines or instructions ought to be sent to users.
3. Academic staff can reserve time for as long as the space is available whereas students can reserve the studio for a maximum of 4 hours at a time within the studio's available times. This can be extended, contingent upon approval by studio management.
4. No recurring booking is permitted (i.e. 'every Friday' or 'every third Tuesday'). Additional requests must be sent for each occurrence.
5. Reservations are on a first-come, first- serve basis.
6. A user must arrive no earlier than the requested start time and leave no later than the requested end time. If a user thinks s/he will need additional time to set up or clean up afterward, s/he must   adjust the time request to reflect this. If no one arrives to claim the reservation within 30 minutes after the requested start time, the entire reservation will be forfeited.

4. USAGE RESTRICTION

1. Observe copyright regulations and intellectual property rights while utilizing proprietary software or information from third parties.

2. Abstain from actions that could endanger your safety, harm studio equipment, or transgress institutional regulations.

3. Digital Production usage is for anyone who is utilizing the space to work on a Digital project, including, but not limited to: video recording, audio recording, rehearsals, photography sessions, art creation, and media experimentation.

5. GUIDELINES FOR PAYMENT OF REMUNERATION TO THE IN-HOUSE FACULTY MEMBERS FOR CONDUCTING ODL CLASSES AND PREPARATION OF ONLINE CONTENT FOR ODL PROGRAMMES.

S. No.	Heads of Payment/ Account	Proposed Remuneration	Remark
1.	Remuneration to the teachers for conducting Online classes	1,500/- Per session	-
REMUNERATION FOR COURSE WRITING			
2.	Remuneration for course writing Postgraduate Programme	10,000/- per course	-
3.	Remuneration for course writing Under graduate Programme	8,000/- per course	-
4.	Remuneration for course writing Diploma/ Certificate Programme	6,000/- per course	-
REMUNERATION FOR E-CONTENT/ VIDEO RECORDING DEVELOPMENT			
5.	Remuneration for video recording for topic presenter per topic In-house faculty	1,500/- per topic	
6.	Remuneration for video recording presenter per topic Outside faculty	3,000/- per topic	T.A. & D.A. as per Institute rules.
REMUNERATION FOR CONTENT EDITING			
7.	Content editing for PG/ UG/ Diploma/ Certificate Programme	3,000/- per module	If only one or two modules are assigned. If half or more than half of module is assigned for editing, the remuneration payable will be proportionate.
8.	Remuneration for course Reviewers	3,000/- per course	-

A copy of the IGNOU guidelines is attached as annexed as **Annexure-2.**

Note :-

* Programme :- Programme is two semester with all subject.
* Module :- Module is one unit of subject.
* Course :- Course is a subject which contains three module further module contains topics.

Digital Studio Reservation Form

Participant Information	
Name of Requester	
University / Institution	
Department / Program	
Email Adress	
Phone Number	
Student / Faculty / Staff	

Project title :

_____

_____

Brief description of the purpose of the reservation:

_____

_____

Date of Reservation   *Time of Reservation*

Start date :   Start time :

End Date :   End Time :

Registrar, LNIPE   **Director ODL, LNIPE Gwalior**

Committee for finalization of SOP's and future scope of Digital Studio.

1.   Prof. M.K. Singh (Convenor) 11/11/24

2.   Dr. K.K. Sahu (Member) 11/11/24

3.   Dr. Birendra Jhajharia (Member) .... Absent

4.   Dr. Nibu R. Krishna (Member) 11/11/2024

5.   Dr. Ashish Phulkar (Co-convenor) 11/11/24