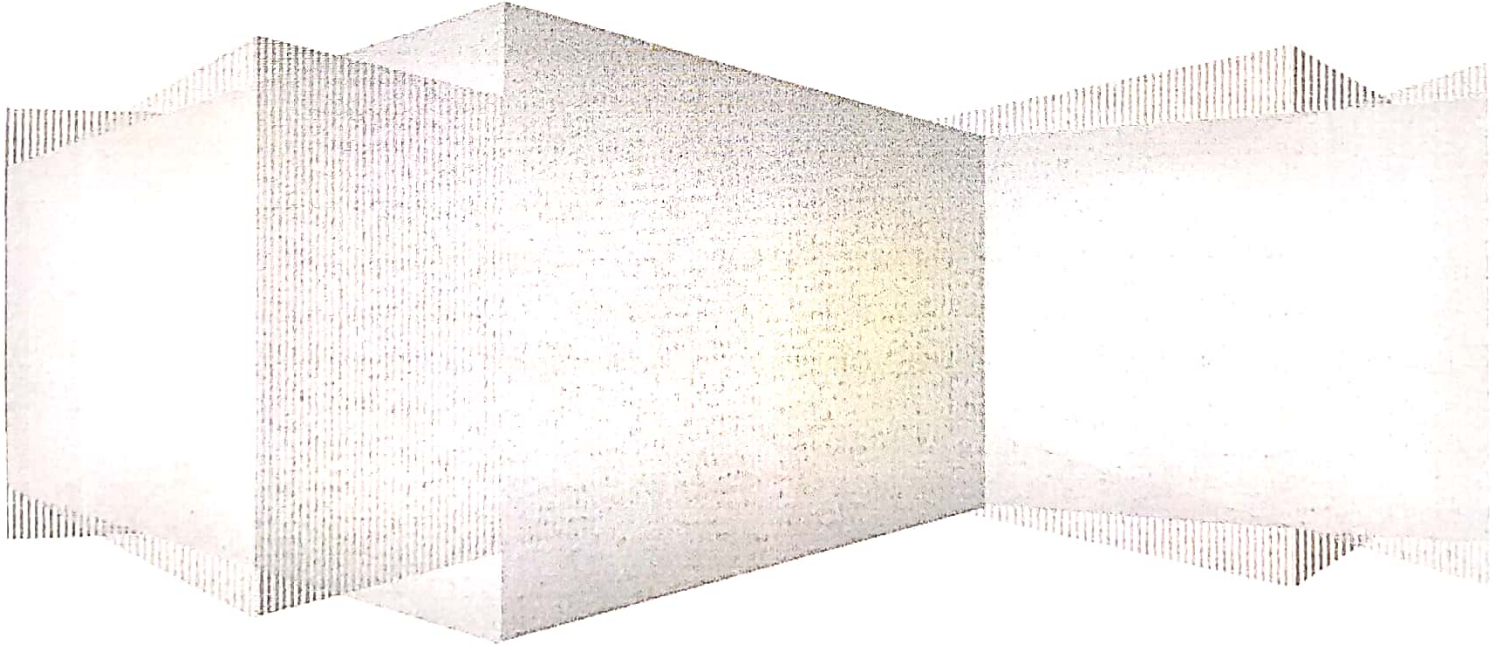


Directorate of Distance Education,
Maulana Azad National Urdu University,
Hyderabad

Policy Document on Self Learning Material

(As summarized from standing orders)



- **Introduction:**

Self Learning Material plays an important role in Distance Education. It is the main bridge between distance learner and distance educators or instructors. According to UGC regulations on open and distance education, 2017 (page no. 39), "Self Learning Material means and includes contents in the form of course material, whether print or 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, but does not include textbooks or guide-books." The success of Open and Distance Education programmes depends on the quality of Self Learning Material.

- **Policy of DDE regarding Self Learning Material:**

University Grants Commission (UGC), Distance Education Bureau (DEB), National Council of Teacher Education (NCTE), Executive Council & Academic Council of MANUU are the guiding forces of Directorate of Distance Education, MANUU in its academic and administrative endeavours. DDE, MANUU frames all its policies and programmes in the light of guidelines and notifications issued by the aforesaid bodies / authorities. Therefore, Directorate of Distance Education's policy of Developing Self Learning Material is based on the UGC regulations and office memorandums issued by the competent authorities of MANUU from time to time.

- **Adoption of UGC (Open and Distance Learning) Regulations, 2017 dated 23rd June, 2017 (REGD. NO. D. L.-33004/99):**

UGC (Open and Distance Learning) Regulations, 2017, Annexure VII deals with Quality Assurance Guidelines of Learning Material in Multiple Media, Human Resource, Curriculum and Pedagogy and Annexure VIII describes the Guidelines on Preparation of Self-Learning Material in sufficient details.

The Academic Council of MANUU in its 27th Meeting held on 5th September, 2017 had adopted UGC (Open and Distance Learning) Regulations, 2017, Item wide no. 27.3.03 (*Exhibit 1*). Further, the Executive Council of MANUU in its 63rd meeting held on 7th September, 2017 ratified the same (27th Academic Council, Item wide no. 63.4 (1) (*Exhibit 2*)).

Therefore, Annexure VII (*Exhibit 3*) and Annexure VIII (*Exhibit 4*) of UGC (Open and Distance Learning) Regulations, 2017, are the bases of DDE's policy of Self Learning Material.

- **Process of SLM Development:**

The process of SLM Development is the main academic endeavour of Open and Distance Education. DDE adheres to the following procedure for development of Self Learning Material;

Steps	Activities
1	Identification of Writers, Editors, Proof readers through a core committee
2	Establishment of Editorial Board
3	Formation of Subject Expert Groups
4	Organizing Workshop for writers, editors and proof readers
5	Allotment of Unit / Units to writers
6	Content Writing
7	Editing and Plagiarism check
8	Editing of Language
9	Formatting of Self Learning Material
10	Vetting of SLM
11	Printing of SLM
12	Revision of SLM

- **Standard Fonts & Size:**

As per the Office Memorandum, wide no: MANUU/Acad/F.TP/2018-19/44 dated 9th August, 2019 (*Exhibit 6*) following are standard fonts and sizes for SLM typing in different languages;

Language	Font	Size
Urdu	Nastaliq	14
English	Times New Roman	12
Hindi	Kruti	16


- **Honorarium / Remuneration for SLM writing:**

As per the office memorandum, wide no: MANUU/DTP/2016/F.09 dated 26th September, 2019 (*Exhibit 5*) the rates of honorarium and remuneration for SLM writing is as under;

Sr. No	Details of assignments/ work	Rate of Payments
1	SLM writing per unit (in any required language)	Upto 15 pages: Rs. 4000/- for UG & Rs.5000/- for PG above 15 pages: Rs. 5500/- for UG and Rs. 6500/- for PG (Note: If units are in composed form, Rs. 500/- per unit will be paid as composing charges)
2	Knowledge Book writing	Rs. 1.25/- per word
3	Translation	Rs. 1.00/- per word
4	Glossary Compilation	Rs. 25/- per term
5	Subject / Language Editing	Rs. 300/- per 1000 words
6	Proof Reading	Rs. 50/- per 1000 words
7	Composing (14 font size in Inpage / 12 font size in New Times Roman / 16 font size in Kritidew 010)	Rs. 1/- per sq. Inch
8	Title Page Designing	Rs. 2500/- (Front and Back)
9	Simple Geometrical Drawing – Illustration	Rs. 100/- per work
10	Detailed Geometrical Design or chart used in text / technical, scientific / engineering Drawing	Rs. 300/- per work

- **Summing Up:**

In this way, DDE is committed to ensure quality of SLM as expected by UGC (Open & Distance Education) Regulation, 2017 and provide quality material to its distance learners.


DIRECTOR
 Directorate of Distance Education
 Maulana Azad National Urdu University
 Alibowli, Hyderabad-500 032.

Minutes of the 27th Meeting of Academic Council

مولانا آزاد نیشنل اردو یونیورسٹی

MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in the year 1998)



**MINUTES OF THE 27th MEETING OF THE ACADEMIC COUNCIL MEETING
HELD ON 5TH SEPTEMBER, 2017 AT 3:30 P.M. IN THE CONFERENCE HALL,
ADMINISTRATIVE BUILDING**

The following members were present.

1	Dr. Mohammad Aslam Parvaiz, <i>Hon'ble Vice Chancellor</i>	Chairman
2	Dr. Shakeel Ahmad, <i>Pro-Vice Chancellor</i>	Member
3	Prof. S. M. Rahmatullah, <i>Dean, School of Arts & Social Sciences</i>	Member
4	Prof. Mohd. Abdul Azeem, <i>Dean, SC & BM/Head, Dept. of Mgmt.</i>	Member
5	Prof. Syed Najamul Hasan, <i>Dean, SS and Head, Dept. of Mathematics</i>	Member
6	Prof. Fatima Begum, <i>Dean, School of Education & Training</i>	Member
7	Prof. Ehtesham Ahmed Khan, <i>Dean, SMC & J/Head, MCJ</i>	Member
8	Prof. Abdul Wahid, <i>Dean, SCS&I T/Head, Dept. of CS & IT</i>	Member
9	Prof. Naseemuddin Farees, <i>Dean, SLL & I/Head, Dept. of Urdu</i>	Member
10	Prof. A. Ravinder Nath, <i>Dean, Academics</i>	Member
11	Prof. K. R. Iqbal Ahmed, <i>Director, DDE</i>	Member
12	Prof. Mushtaq Ahmad I Patel, <i>Dean, Students Welfare</i>	Member
13	Prof. Farida Siddiqui, <i>Head, Dept. of Economics</i>	Member
14	Dr. Mohd. Fahim Akhtar, <i>Head, Dept. of Islamic Studies,</i>	Member
15	Dr. Afroz Alam, <i>Head, Dept. of Political Science</i>	Member
16	Dr. Kaneez Zehra, <i>Head, Dept. Public Administration</i>	Member
17	Prof. P. H. Mohammad, <i>Head, Dept. of Sociology</i>	Member
18	Prof. Farida Siddiqui, <i>Head, Dept. of Economics</i>	Member
19	Prof. Shahida, <i>Head, Dept. of Women Education</i>	Member
20	Prof. Badiuddin Ahmed, <i>Head, Dept. of Commerce</i>	Member
21	Prof. Aziz Bano, <i>Head, Dept. of Persian</i>	Member
22	Dr. S. Maqbool Ahmed, <i>Head, Dept. of Botany</i>	Member
23	Dr. H. Aleem Basha, <i>HoD, Dept. of Physics</i>	Member
24	Prof. P.F. Rahman, <i>Head, Dept. of Zoology & I/c Head, Dept. of Chemistry</i>	Member
25	Prof. Siddiqui Mohd. Mahmood, <i>I/c HOD, Dept. of Education & Training</i>	Member
26	Prof. Salma Ahmed Farooqui, <i>Director, H. K. S. Centre for Deccan Studies</i>	Member
27	Prof. Syed Mohammed Haseebuddin Quadri, <i>Dept. of English</i>	Member
28	Prof. Mohd. Shahid, <i>Controller of Examination</i>	Member

Item No. 27.2.06

Sub: Minutes of the First meeting of the Academic Coordination Committee for Production of Open & Distance Learning (ODL) programs – Reg.

Considered and Ratified.

Item No. 27.2.07

Sub: Amendment to clause 29.1(f) of DRC Composition of the PhD Regulations – Reg.

Considered and Ratified.

ITEMS FOR REPORTING:

Item No. 27.3.00

Sub: *The following items are placed before the Academic Council for information and reporting.*

Item No. 27.3.01

Sub: Automation of Attendance Statement of Students on Rolls – Reg.

Noted and Recorded.

Item No. 27.3.02

Sub: Creation of two seats under Supernumerary Quota to be made available to the students of Jammu & Kashmir – Reg.

Noted and Recorded.

Item No. 27.3.03

Sub: Adoption of UGC (Open and Distance Learning) Regulations, 2017 – Reg.

Noted and Recorded.

Item No. 27.3.04

Sub: The National Assessment and Accreditation Council (NAAC), Bengaluru Manual for Universities to be effective from July, 2017 – Reg.

Noted and Recorded.

Item No. 27.3.05

Sub: Action Plan to be initiated by the University as per MHRD directions - Reg.

Noted and Recorded.

مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY
(A Central University established by an Act of Parliament in 1998)
(Accredited "A" Grade by NAAC)



**MINUTES OF THE 63rd EXECUTIVE COUNCIL MEETING HELD ON THURSDAY
 THE 7th SEPTEMBER, 2017 AT 11.30 AM**

MEMBERS PRESENT:

S.No.	Name	Designation
1.	Dr. Mohammad Aslam Parvaiz Vice-Chancellor	Chairman
2.	Dr. Shakeel Ahmad Pro-Vice-Chancellor	Member
3.	Prof. Mazhar Asif Professor, Gauhati University	Member, (Visitor's Nominee)
4.	Dr. Sanjay Kumar Associate Professor, Govt. College, Daman & Diu	Member, (Visitor's Nominee)
5.	Dr. Alamgheer Ali Ahmad Associate Professor, Shibli National College, Azamgargh	Member, (Visitor's Nominee)
6.	Dr. Bisen Jogendersing Motisingh Principal, Dayanand College of Arts, Latur	Member, (Visitor's Nominee)
7.	Prof. Abdul Wahid Dean, School of CS & IT	Member
8.	Prof. Ehtesham Ahmed Khan Dean, School of Mass Communication & Journalism	Member
9.	Prof. S. M. Rahmathullah Dean, School of Arts & Social Sciences	Member
10.	Prof. K. R. Iqbal Ahmed Director, DDE	Member
11.	Prof. Siddiqui Mohd. Mahmood Professor, Dept. of Education & Training	Member
12.	Dr. Bilal Rafiq Shah Associate Professor, CTE Srinagar	Member
13.	Dr. Mosarrat Jahan Assistant Professor, Dept. of Urdu	Member
14.	Dr. K. P. Singh Finance Officer	Special Invitee
15.	Prof. Mohd. Shahid Controller of Examinations	Special Invitee
16.	Dr. M. A. Sikandar Registrar	Ex-Officio Secretary

Leave of absence was granted to Prof. Mohd. Abdul Azeem, Dean, School of Commerce & Management.

The Vice-Chancellor extended a warm welcome to all the members of the Executive Council. He introduced Dr. M. A. Sikandar who has been appointed and joined as Registrar of the University.

MANUU on deputation basis with effect from 01.12.2016, initially for a period of one year and extendable further on mutual consent till his attaining 62 years of age or until further orders whichever was earlier.

While serving as Finance Officer on deputation basis in MANUU, Dr.K.P.Singh superannuated from the services of UGC on 31.08.2017 on attaining age of 60 years. As per the initial terms and conditions set by the University and ratified by the EC, his services shall continue to be utilized by the University as the Finance Officer beyond 31.8.2017 on re-employment basis as per Govt. of India/UGC guidelines.

The Executive Council noted and ratified the action taken by the Vice-Chancellor.

63. 4: Item for Consideration

63.4(1) To consider Minutes of the 27th Academic Council meeting held on 05.09.2017

The Executive Council approved the Minutes of the 27th Academic Council meeting held on 05.09.2017.

63.4(2) To consider the demand of MANUU Teacher's Association that all Executive Council members of three teaching categories i.e. Professor, Associate Professor and Assistant Professor must be elected by Teachers

The Executive Council was informed that MANUU Teacher's Association (MANUUTA) demanded that all Executive Council members of three teaching categories i.e. Professor, Associate Professor and Assistant Professor must be elected by Teachers and that existing procedure of selection on seniority basis must be abolished. They further demanded that the University should make an amendment in the Statutes and make necessary changes therein.

The EC noted that the existing composition of the Executive Council under Statute-12 (read with Statute-40) was included in the Statutes of the University as per the approval of the Visitor of the University as conveyed by the Ministry of HRD, Govt. of India vide letter dated 14.01.2002 & 07.11.2005. According to the said provision, one Professor, one Associate Professor (Reader) and one Assistant Professor (Lecturer) shall be appointed by the Vice-Chancellor by rotation according to seniority. After discussing the matter at length, the Executive Council did not find any merit in the demand made by MANUUTA and resolved to reject the same.

63.4(3) To consider the demand of MANUU Teacher's Association that MANUU being an autonomous Institution must have its own Service, Conduct and Disciplinary rules like other Central Universities

The Executive Council was informed about the demand made by the MANUUTA in which it was demanded that the provisions of CCS (CCA) Rules should not be made applicable to the Teachers/University. A demand was put forth by the MANUUTA for framing of a separate Conduct and Disciplinary Rules for Teachers in which the President of MANUUTA should be made as Member in the Drafting Committee.

The Executive Council after detailed deliberations and going through the relevant records connected to the above matter resolved that the original nomenclature of the post of Professor - Deccan Studies as sanctioned by the UGC vide letter dated 5.2.2014 (against which the appointment of Prof. Salma Ahmed Farooqui has been made) to be restored with immediate effect and Prof. Salma Ahmed Farooqui shall continue as Professor- Deccan Studies against the original sanctioned post for the Centre for Deccan Studies as per the original sanction by the UGC. The EC authorized the Vice Chancellor to make alternative arrangements on the post of Director, H.K. Sherwani Centre for Deccan Studies, after the expiry of three years term of Prof. Salma Ahmed Farooqui.

The EC also resolved to review the academic activities of H.K. Sherwani Centre for Deccan Studies through a Review Committee to be constituted by the Vice-Chancellor and also to take appropriate action in this regard and the matter be reported to the EC in its next meeting.

63.5(3) To consider write-off the condemnation of the old vehicle (Ambassador Car) placed with Regional Centre-Delhi

Ref: 30th meeting of the Executive Council held 4.5.2009

The EC was informed about the audit observation by the audit team of the office of the Accountant General (Audit) for the year 2014-15 & 2015-16 (Audit para No. 19/2009-10), regarding the issue related to obtaining ex-post facto approval by the Executive Council for the condemnation of the old Ambassador Car (Registration No. DL 3 CF 9472, Model 2006) which was placed at the disposal of the Regional Centre-Delhi. The EC noted that the condemnation of the vehicle was done through due process with the approval of the then Vice-Chancellor.

In view of the above, the Executive Council resolved to accord ex-post facto approval for the condemnation of said vehicle.

63.5(4) To consider appointment of Prof. Akbar Ali Khan, Former Vice-Chancellor, Telangana University

It was brought to the notice of the EC that Prof. K.R. Iqbal Ahmed, Director, DDE shall be attaining the age of superannuation on 31.05.2018. It was also brought to the notice of the EC that on 23.06.2017, the UGC notified a regulation "UGC (Open and Distance Learning) Regulations, 2017 in the Gazette of India which will be operationalised from the academic year 2018-19 vide UGC communication dated 17.07.2017. The above UGC regulations have been considered and adopted by the Academic Council in its 27th meeting held on 05.09.2017. The UGC has introduced stringent measures in the open and distance learning in the Universities which required a lot of new initiatives and corrective measures to be put in place in the DDE. In order to maintain continuity and incorporate recent developments in the field of distance education and the new regulatory measures notified by the UGC, it was suggested to utilize the services of Prof. Akbar Ali Khan, an eminent educationist from Osmania University and Former Vice-Chancellor, Telangana University, having expertise in distance education system. (a copy of Cv of Prof. Akbar Ali Khan was circulated among the Members of EC)

Teacher : Non-Teaching Staff (NTS) ratio -1: 2 shall be maintained

B. Physical Infrastructure

Total Built-up area for Open and Distance Learning activity: Minimum 15000 sq. ft. (carpet area):

Sl.No.	Built-up Area Type	Percentage (%)	Built-up Area (Carpet Area, in sq ft)
1	Academic	50%	7500
2	Administrative	10%	1500
3	Academic support such as Library, Reading room, Computer Centre, Informational and Communication technology Labs, Video and Audio Labs etc.	30%	4500
4	Amenities or other support facilities	10%	1500
Total			15000

Note: Built up area for toilets shall be separate.

Annexure VII

QUALITY ASSURANCE GUIDELINES OF LEARNING MATERIAL IN MULTIPLE MEDIA, HUMAN RESOURCE, CURRICULUM AND PEDAGOGY

1. Learning Material (Print Media)

Learning Material through print-media is termed as Self Learning Material, being developed with the approach of self-explanatory, self-contained, self-directed, self-motivating and self-evaluating. The following is an indicative list of quality standards for print material:

- The Self Learning Material shall be designed with the approach of two-way communication between the learner and content.
- The Self Learning Material shall involve the learner actively through various experience-based activities and assignments.
- The learner should get clear information about the structure of the programme and course.
- There shall be detail 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.
- The content of Self Learning Material shall be developed with dialogue and personal system of writing method which will create the nature of interactivity in Self Learning Material.
- The Self Learning Material shall encourage learner to apply new knowledge and skills.
- There shall be clear definition of learning objectives and outcomes.
- The content shall be divided into small sections (blocks) and sub-sections (units & sub-units) for effective learning.
- There shall be an assignment on each learning objective for self-assessment.
- The learner shall be directed through problem solving activities as applicable to nature of the course.
- The Self Learning Material shall be developed in defined formats with following features :
 - Consistent layout and format.
 - Inclusion of overview of content.
 - A unit structure at the beginning of the unit.

- (iv) Plenty of examples.
- (v) Reference to prior learning.
- (vi) Inclusion of national or international caselets and case studies.
- (vii) Content in segments synchronised with learning objectives and outcome.
- (viii) Explanation of icons used in content.
- (ix) Appropriate sequence of material.
- (x) Explanation on technical, new, difficult terms or word in a glossary section.
- (xi) Inclusion of adequate suggested reading (both print and online).

2. Audio-Video Material: Quality Standards

- (a) There shall be adequate consideration of learners' prior knowledge, skills and attitudes.
- (b) Level and style of language shall be appropriate.
- (c) There shall be clear information on types of support material and study activities to be used by the learner.
- (d) It shall be clear and unambiguous, also preferably free from pedagogic jargon.
- (e) The aim, objective and target audience for the Audio Video material shall be clearly defined.
- (f) It shall be capable of being evaluated to conform to the learning outcomes.
- (g) There shall be clear guidelines with regard to the use of the Audio or Visual material vis-a-vis other content of the course.
- (h) AV Material shall be developed in forms and formats that will be easily accessible by the learners.
- (i) There shall be separate Audio Video manual for giving the guidelines of using the Audio Video material in study.
- (j) Audio Video Material shall provide continuity and coherence within and between audio-based study sessions.
- (k) There shall be synchronisation of Sound and Image in Audio Video material.
- (l) There shall be appropriate graphics and animations relevant to the course content.
- (m) There shall be appropriate 'visual texture' and rate of change of image to keep the learner involved.

3. Online Material: Quality Standards

- (a) The course shall be organised into units and lessons.
- (b) There shall be description of unit overview along with objectives, activities, assignments and resources that frame the unit.
- (c) Availability of a program map and correlation matrix among the courses in the programme.
- (d) There shall be description of credit value of each module or unit in the course.
- (e) There shall be clear guidelines on academic integrity and netiquette (internet etiquette) expectations regarding lesson activities, discussions and plagiarism.
- (f) There shall be lesson overview, content and activities, assignments to provide the learning opportunities for learner to master the content.
- (g) The course shall be designed to teach concepts and skills that the learner will retain throughout the study.
- (h) There shall be multiple learning paths for engaging the learner in active learning
- (i) The content shall provide opportunities for learners to engage in high-order thinking, critical-reasoning activities and thinking in increasing by complex ways.
- (j) There shall be appropriate readability levels, written language assignments and mathematical requirements.
- (k) The content shall provide for periodical feedback about the learning process.
- (l) The course shall be easy to navigate.
- (m) There shall be declaration of textbooks, courseware, and online resources necessary to refer additionally to complete the course
- (n) The content shall be accessible on various devices.
- (o) The online material shall satisfy the needs of learners with disabilities

4. Computer-based material: Quality Standards

- (a) The Computer-based material shall provide an environment for practise, at the learner's own pace and in his own time.
- (b) The Computer-based material shall provide an environment for self-assessment.
- (c) It shall allow learners to develop analysis and decision-making skills, to discover principles and concepts for themselves.
- (d) The course shall be organised into units and lessons.
- (e) There shall be description of unit overview along with objectives, activities, assignments and resources that frame the unit.
- (f) Availability of a program map and correlation matrix among the courses in the programme.
- (g) There shall be description of credit value of each module or unit in the course.
- (h) There shall be lesson's overview, content and activities, assignments to provide the learning opportunities for learner to master the content.
- (i) The course shall be designed to teach concepts and skills that the learner will retain throughout the study.
- (j) There shall be multiple learning paths for engaging the learner in active learning.
- (k) The content shall provide opportunities for learners to engage in high-order thinking, critical-reasoning activities and thinking in increasing by complex ways.
- (l) There shall appropriate readability levels, written language assignments and mathematical requirements.
- (m) The course shall be easy to navigate.
- (n) There shall be declaration of textbooks, courseware, and online resources necessary to refer additionally to complete and master the course.
- (o) The Compute-based material shall satisfy the needs of learners with disabilities.

5. Curriculum and Pedagogy: Quality Standards

- (a) The curriculum objectives shall be consistent with the mission of the HEI.
- (b) There shall be involvement of all the stakeholders in the process of framing the curriculum objective.
- (c) The curriculum shall be designed by adopting University Grants Commission Model Curriculum and incorporating local or regional needs.
- (d) There shall be rationale for the appropriateness of the curriculum to the stage of learning.
- (e) There shall be linkages of the curriculum to previous and subsequent stages of learning.
- (f) 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).
- (g) The structure of curriculum shall be defined.
- (h) There shall be a complete strategy on teaching and learning methods.
- (i) There shall be a decision made on types of media content used.
- (j) There shall be a comprehensive decision on assessment & evaluation techniques.
- (k) The content shall be reliable and justify the learning outcome(s).
- (l) There shall be clear definition of intended outcomes of learning, benchmarked to identifiable stages of learning.
- (m) 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.
- (n) There shall be relevance of curriculum to national competency requirement.
- (o) There shall be description of credit value of each module or unit in the course.

Table I: Norms for offering programmes through Distance mode based on credit system

Duration of the programme	Credits	Level of the Programme
3 years	96-100	Bachelor's Degree (General)
2 years	64-72	Master's Degree (General)

Table 2: Norms for delivery of courses through distance mode

No. of Assignments	Practical Sessions	No. of Counseling Sessions Theory (10% of total study hours)	Size of SLMs Range (in terms of units, to be divided into blocks)	Study input	Credit Value of the course
1	60 hours	6 hours	6-8 units	60 hours	2 Credits
2	120 hours	12 hours	14-16 units	120 hours	4 credits
3	180 hours	18 hours	20-24 units	180 hours	6 credits
4	240 hours	24 hours	30-34 units	240 hours	8 credits

Table 3: Norms of Credit Structure for Self Learning Material Development Non-Print Form

No. of counseling sessions (theory)			Size of e-content (in terms of units)	Study input	Credit value of the course
Syn Chat 5%	Asyn** Discussion Forum (comp)	Syn* (f2f)# (optl) 10%			
3 hrs	2-10 topics per course as per the subject	6 hrs	6-8 units	60 hours	2 credits
6 hrs	-do-	12 hrs	14-16 units	120 hours	4 credits
9 hrs	-do-	18 hrs	20-24 units	180 hours	6 credits
	-do-	24 hrs	30-34 units	240 hours	8 credits

* Syn : Synchronous

**Asyn : Asynchronous

f2f : face-to-face

Annexure VIII

Guidelines on Preparation of Self-Learning Material**Overview**

Self Learning Material is developed with the approach of self-explanatory, self-contained, self-directed, self-motivating and self-evaluating. The major challenge for the Open and Distance Learning system is near absence of the teacher. Therefore, it is very essential to pre-plan each of the activities. The learning material plays a vital role in this system and it includes Self-Learning Material in print and electronic form. A key challenge of Learning Material is ensuring that its writing is to be in a way that is engaging and which actively involves the learners. Another challenge of learning material is rapidly changing technology and deploying traditional teaching-learning methods through these technologies. Therefore, it is necessary to have the proper planning prior to development of the learning material. During the planned period, the following points should be considered very carefully:-

- backgrounds of learner and learning needs;
 - learning experiences; and
 - support and preparation in adapting to flexible learning.
2. Learning materials place much more emphasis on the processes of learning. Following are the major ingredients to be considered while developing the learning material by authors (in case of print material) and instructional designers (in case of e-learning material):-
- (a) learning objectives
 - (b) assessment of prior knowledge
 - (c) learning activities
 - (d) feedback of learning activities
 - (e) examples and illustrations
 - (f) self-assessment tests
 - (g) summaries and key points
 - (h) study tips
3. The learning material should be developed with the constructivist approach and that 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. The Higher Educational Institution may also adopt or procure the Learning Materials from expert agencies or consultant if it saves the time and cost without compromising on the quality.

Planning for development of learning material

4. Due to the near absence of the teachers in the Open and Distance Learning mode, the learner has the opportunity 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 material. Therefore, it is required to consider the following key points during planning for the development of learning material.

- (a) **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.
- (b) **Background**: In Open and Distance Learning system, learner studies at his pace and not like face-to-face mode. Most 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.
- (c) **Learning Objectives and Outcome** : It is required to define the learning objectives and outcomes prior to initiating the process for the learning material development. The learning objectives can be of terminal, intermediate or enabling nature. These learning objectives can be set at course, unit, or module level.

Group of Learning Material

5. 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.

Standards of Self Learning Material (SLM) in Print Form

- (i) The Self Learning Material shall be developed as per the defined credit structure of the programme.
- (ii) The Self Learning Material shall involve the learner actively through various experience-based activities and assignments.
- (iii) The learner shall get the clear information about the structure of the programme and the course.
- (iv) There shall be a detailed learning map in the Self Learning Material for the learner so that she or he will be self-directed for completion of their studies.
- (v) The content of the Self Learning Material shall be developed with dialogue and personal system of writing method which will create a nature of interactivity in the Self Learning Material.
- (vi) The Self Learning Material shall encourage the learner to apply new knowledge and skills.
- (vii) There shall be clear definition of learning objectives and outcomes.
- (viii) The content shall be divided into small sections (blocks) and sub-sections (units & sub-units) for effective learning.
- (ix) Activities shall be included in each unit of the Self Learning Material.
- (x) There shall be assignments on each learning objective for self-assessment.
- (xi) The learner shall be directed through problem solving activities as applicable to the nature of the course.

Standards of Self Learning Material (SLM) in Non-print Form

6. The learners' perspective is an important aspect of quality assurance for e-learning. High-quality e-learning content should be designed by skilled content and instructional design professionals. Good instructional design will reflect best practices and research on teaching and learning. The key principles of designing e-learning content are: (1) consistent layout and design; (2) clear organisation and presentation of information; (3) consistent and easy-to-use navigation; and (4) aesthetically pleasing design and graphics. Thus, the standards of Self Learning Material in non-print form as under:-

- (i) The e-learning material shall be designed as per the credit structure of the online programme.
- (ii) The course shall be organised into units and lessons.
- (iii) There shall be description of unit overview along with objectives, activities, assignments and resources that frame the unit.
- (iv) Availability of a programme map and correlation matrix among the courses in the programme.
- (v) There shall be description of credit value of each module or unit in the course.
- (vi) There shall be clear guidelines on academic integrity and netiquette (internet etiquette) expectations regarding lesson activities, discussions and plagiarism.
- (vii) There shall be lesson overview, content and activities, assignments to provide the learning opportunities for learner to master the content.
- (viii) The course shall be designed to teach concepts and skills that the learner will retain throughout the study.
- (ix) There shall be multiple learning paths for engaging the learner in active learning.
- (x) The content shall provide opportunities for learners to engage in high-order thinking, critical-reasoning activities and thinking in increasing by complex ways.
- (xi) There shall be appropriate readability levels, written language assignments and mathematical requirements.
- (xii) The content shall provide for periodical feedback about the learner process.
- (xiii) The course shall be easy to navigate.
- (xiv) There shall be declaration of textbooks, courseware, and online resources necessary to refer additionally to complete and master the course
- (xv) The content shall be accessible on various devices.
- (xvi) The e-Learning Material shall satisfy the needs of learners with disabilities.

مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY
 (A Central University established by an Act of Parliament in 1998)
 Accredited with 'A' Grade by NAAC



No. MANUU/DTP/2016/F.09/

26th September, 2019**OFFICE MEMORANDUM**

Sub: MANUU - Rates of honorarium / remuneration for translation of documents, books in Urdu Language with composing, editing, vetting, proof reading, designing etc.- Reg.

Ref: 1. MANUU/Acad/F.TP/2018-19/44, dated 10th August, 2018.
 2. Approval of Vice-Chancellor dated 18.09.2019.

....

In supersession to the Office Memorandum 1st cited, on the recommendations of the Committee constituted by the Vice-Chancellor, the rates of honorarium / remuneration for SLM/ Books writing, translation of documents / books, vetting & editing, proof reading, designing and composing etc. are revised as under:

Sl. No.	Details of assignments / work	Rate of payments
1.	SLM writing per unit (in any required language)	Upto 15 pages: Rs. 4000/- for UG & Rs.5000/- for PG above 15 pages: Rs. 5500/- for UG and Rs. 6500/- for PG. (Note: If units are in composed form, Rs. 500/- per unit will be paid as composing charges)
2.	Knowledge Books writing	Rs. 1.25/- per word
3.	Translation	Rs. 1.00/- per word
4.	Glossary Compilation	Rs. 25/- per term
5.	Subject/ Language editing	Rs. 300/- per 1000 words
6.	Proofreading	Rs. 50/- per 1000 words
7.	Composing (14 font size in Inpage/ 12 font size in New Times Roman/ 16 font size in kritidew 010)	Rs. 1/- per sq. inch
8.	Title page designing	Rs. 2500/- (front and back)
9.	Simple geometrical drawing/ illustration	Rs. 100/- per work
10.	Detailed geometrical design or chart used in text/ technical, scientific/engineering drawing	Rs. 300/- per work

All other terms and conditions contained in the earlier O.M dated 10.08.2018 shall remain same

Copy to:

1. Offices of the VC, PVC, Registrar, FO, COE
2. Director DDE
3. Director, DTP
4. Joint Dean (Academics)
5. Director, CIT - (with a request to upload the same on University website)
6. Concerned file.

Registrar

Gachibowli, Hyderabad - 500 032, Telangana, Ph: 040-23006602, Fax: 040-23006603
 email: registrar@manuu.edu.in, www.manuu.ac.in

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No. MANUU/Acad/F.TP/2018-19/414

(9th August, 2018)

OFFICE MEMORANDUM

Sub: Rates of honorarium / remuneration for translation of documents/ books in Urdu language with composing, editing, vetting, proof reading, designing etc.

...

Attention is invited to University's O.M. No. MANUU/Acad/F.TP/2017-18/25 dated 25th July, 2017 wherein rates of honorarium / remuneration for translation of documents/ books in Urdu language with composing, editing, vetting, proof reading, designing etc. were notified. Subsequent to notification of University Grants Commission (Open and Distance Learning) Regulations, 2017, the matter has been re-considered.

2. Accordingly, the following have been decided:

- a) Honorarium for SLM content writing shall be at per page basis instead of unit basis.
- b) The rates of honorarium for original writing in Urdu language (with composing) shall be R 350/- per page for PG and R 300/- per page for UG/ Diploma/ Certificate programs subject to a maximum of R 7,000/- and R 6,000/- respectively.
- c) The page referred to above shall have the following specifications:
 - (i) Page size : A4
 - (ii) Font

English : Times New Roman 12 (regular text) and Times New RomanPtx (bold)

Urdu : Nastaliq 14 (Auto)

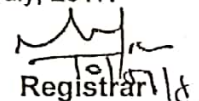
Hindi : Kruti 16
 - (iii) Line Spacing : Single
- d) To ensure quality and check unnecessary use of excessive text, contents prepared by authors shall be vetted by an Editorial Board / Committee or subject expert(s).
- e) Payment for content writing shall be processed as per above rates after obtaining approval/ acceptance of the Editorial Board/ Committee.
- f) The honorarium for members of Editorial Board/ Committee or subject experts shall be as per University norms.
- g) Other rates and terms shall remain unchanged as notified in O.M. dated 25th July, 2017.

3. In addition to the rates notified in O.M. dated 25th July, 2017 as modified above, the rate for Glossary Compiler shall be R 25/- per term.

4. The above decisions shall be effective from the date of issue of O.M. dated 25th July, 2017.

To

1. Director, DDE
2. Director, Directorate of Translation & Publications
3. Dean, Academics
4. Office of V.C/PVC/Registrar/F.O
5. Concerned file


 Registrar