



مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY
(A Central University, Ministry of Education, Govt. of India)
(Accredited Grade "A" by NAAC)



Directorate of Distance Education

Prof. Mohd. Razaullah Khan
Director

HY/DDE/ODDE/F.451/ 298.

Dated: 18.10.2022

**Subject: Copy of the Report of the Policy for SLM Development-
Forwarded- Reg.**

Ref: Approval of the Hon'ble Vice-Chancellor dated 06.10.2022

Please find, herewith, attached copy of the Report for Standardization and Policy for development of Self Learning Material (SLM) of DDE Programmes submitted by the Committee constituted by the University for the purpose and approved by the Hon'ble Vice-Chancellor.


Director

To:

The Members
and all Concerned

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MAULANA AZAD NATIONAL URDU UNIVERSITY

Directorate of Distance Education

Policy for SLM Development, October, 2022

Policy for SLM Development

Preamble: Notwithstanding anything given under the **Policy for SLM Development**, the rules, regulations and guidelines issued by UGC-DEB, NCTE or any other regulatory body from time to time shall be binding upon the University. The UGC-DEB Regulations 2017 and the UGC-DEB ODL and Online Learning Regulations 2020 have clearly laid down the guidelines for SLM development. Maulana Azad National Urdu University, Hyderabad has been constantly adhering to the UGC-DEB guidelines in SLM development. The same shall be continued.

A. SLM for New Programme(s)

1. Wherever SLM for new programme/course is to be prepared, the standard procedure shall be followed.
2. An Experts Committee shall be constituted with the approval of the Director, DDE for the new Programme/Subject with the following composition:
 - a) Programme/Subject Coordinator(s)
 - b) Internal Members of Faculty in concerned Programme/Subject
 - c) One Member of Faculty from concerned Programme/Subject in the regular/conventional mode and
 - d) External experts
3. The functions of the Experts Committee for new programme shall be:
 - a) Preparation of PPR
 - b) Framing of syllabus

- c) Defining course structure (division into blocks, units, sub-units etc)
- d) Panel of SLM content writers, editors, language experts for vetting, and
- e) Instructional design

4. Consultative meetings with the Experts Committee consisting of the Programme/Subject Coordinator(s); internal Members of Faculty in concerned Programme/Subject; one Member of Faculty from concerned Programme/Subject in the regular/conventional mode and external experts for preparation of PPR, framing of syllabus, course structure (division into blocks, units, sub-units etc), panel of SLM content writers, editors, language experts for vetting and instructional design shall be convened before the SLM development of new programme.

5. All first-time SLM content writers shall be given training in SLM preparation through a workshop at the Subject level through the Subject Coordinator or centrally at the level of DDE through STRQA Unit.

B. SLM Formatting and Standardization of SLM Publication

1. All the SLM prepared by DDE shall continue to follow the existing font and line spacing:
 - a) Font 15 *Jameel Noori Nastaliq* for Urdu; Font 14 *Arial Unicode* for Hindi; Font 15 *Sakkal Majalla* for Arabic and Font 12 Times New Roman for English in the main document and running matter
 - b) The font size shall increase by 2 for Sub-Heading and by 4 for Heading
 - c) The Heading and Sub-Heading shall be bold
 - d) 1.5 line spacing shall be followed
 - e) Font size for title of the Unit shall be as in existing practice
2. The Unit Structure shall contain the Introduction; Objectives; Main Content divided into sections and sub-sections; Learning Outcomes; Glossary/Key Words; Sample Questions and Suggested Learning Resources List. The template for Unit Structure is placed at **Annexure 1**.
3. When using colour for diagrams/ graphics/content in a Unit, it shall be ensured that in the black and white print material there is clarity.
4. It shall be the discretion of the Subject Coordinator to decide on the permissible limit to diagrams/maps/use of graphics/tables, etc. within a Unit.

5. It shall be the discretion of the Subject Coordinator to allow minor changes to the format depending on the specific requirements of a Unit/Course.

6. The Suggested Learning Resources List shall be limited in number and the suggested books/resources shall be those that are easily available to the Learners either in print or digital mode.

7. Check your progress/self-check exercises/activities shall be included in each Unit wherever possible.

8. Answers to the check your progress/self-check exercises/activities shall not be provided at the end of the SLM.

9. Answers to the objective type questions shall be provided at the end of the SLM.

10. The existing Editorial Board and its page shall be retained for the Programme/Subject. The name of the Subject/Course Coordinator shall be placed first.

11. The copyright page (template placed at **Annexure 2**) shall clearly indicate the following:

All rights reserved. No part of this publication may be reproduced or transmitted in any form or by any means, electronically or mechanically, including photocopying, recording or any information storage or retrieval system, without prior permission in writing from the publisher.

12. The copyright page shall not mention the name(s) of the Editor(s).

13. Credit shall be given to everyone involved in the Editing process on the Editorial Board page.

14. Ideally there shall be only one Editor for the entire SLM of a course. However, not more than two Editors shall be involved in SLM editing per course.

15. Where the Programme/Subject Coordinator is also an Editor and if there is more than one Editor, the name of the Programme/Subject Coordinator shall be placed first on the Editorial Board page.

16. Names of copy editors shall be given on the copyright page.

17. When a Unit of a course is reproduced/republished in another course, credit shall continue to be given to the content writer.

18. The page length per Unit shall be between 12 to 18 pages for UG and PG courses and as approved in 9th CIQA meeting held on 26th May 2022 and ratified in the 45th Academic Council Meeting held on 23rd June, 2022.

19. The page length per Unit shall be between 6 to 12 pages for Diploma and Certificate courses.

20. The Message from the Vice Chancellor and the Message from the Director, DDE shall be on letter head with name of the incumbent in office at the time of printing.
21. The Introduction to the Course shall include the name and designation of the Subject/Course Coordinator.
22. The Course Code for each Course Title shall be given on the Title Cover of the SLM and the Course Code shall invariably be the official Course Code generated and provided by CIT, MANUU.
23. The BKID (book id) on the SLM shall invariably be the official BKID generated and provided by the Despatch Section, DDE.
24. The publication of SLM shall be course-wise. One book containing all the blocks of a Course shall be published as SLM for that course.

C. Copyright Matters

1. Along with (a) the official letter assigning SLM content writing work, (b) the Undertaking for laying no claim to copyright and (c) anti-plagiarism Undertaking shall also be enclosed. The templates for (a), (b) and (c) are placed at **Annexure 3a, 3b and 3c**.
2. All copyright shall vest with Maulana Azad National Urdu University, Hyderabad.
3. The University shall reserve the right to publish, translate, modify, adapt, distribute and republish the accepted Units of SLM.

D. Plagiarism Check

1. All the Units shall be subjected to plagiarism check by the University Librarian or a person deputed by him/her.
2. The Subject/Course Coordinator shall ensure that the Units are submitted to the Plagiarism Check Cell, DDE and ensure digital receipt of the Plagiarism Report. No Unit(s) shall be sent for editing/publication until acceptable similarity report is received from the Central Library.

3. Wherever content/table/diagram/graphics, etc. are borrowed, the source must clearly be cited in the Unit by the SLM content writer.
4. In case a Unit requires to be translated from English into Urdu, plagiarism check shall be applied on the original Unit submitted in English, not on the translated (into Urdu) Unit.
5. An Undertaking shall be taken from the SLM content writer that the Unit is free of plagiarism and that the writer shall be solely responsible for plagiarism detected at any stage in the future. The template is placed at **Annexure 3c**.
6. All the Undertakings shall be stored in Cloud by the Publication Cell, DDE.

E. Any Other Matter

Payments:

1. Payments to the SLM Content Writers, Editors, Proof Readers, etc. shall be governed by the rules and regulations of the University and as applicable from time-to-time on rates as approved by the University.
2. The rates of honorarium/remuneration shall be competitive to attract the best writers and editors and to maintain quality.
3. Payment for SLM content writing shall be only for the first time acceptance of the Unit. No payment shall be made to the writer when the same Unit is accepted again to be reproduced/republished in the same or different course in the same or subsequent years.
4. DDE shall streamline the payment process through the A&F Unit and it shall be ensured that payment is done soon after Unit is accepted in case of Content writing and soon after edited material is submitted by the editor in case of Editing.
5. Faculty of MANUU Regular or Contractual (other than DDE faculty, Regular or Contractual) shall be eligible for payment toward any aspect of SLM preparation.
6. Similarly, DDE faculty, Regular or Contractual shall be eligible for payment toward any aspect of the conventional/regular/on-campus mode - teaching, research guidance, practical sessions, any examination related activity, etc.

Translation:

7. The name of the translator shall be given along with the name of the original writer in the relevant place on the verso.
8. The translated Unit shall be edited and not the original Unit where the Editor knows Urdu. In case the Editor does not know Urdu, the original Unit shall be edited and then translated.

Technology-Enabled Learning:

9. Blended learning may be encouraged and wherever possible hyperlinks/URLs may be given in the SLM for digital learning under Suggested Learning Resources.
10. Available Open Educational Resources (OERs) may be listed/links provided in the SLM.
11. Links to IMC, MANUU YouTube AV lessons wherever available on the same title(s) shall be included in the SLM either under suggested learning resources or in the course of the relevant Unit.
12. A minimum of two AV lessons may be prepared for each course.

API under CAS:

13. For the purpose of API under CAS for Faculty of MANUU (conventional/regular/on-campus and ODL mode), each Unit published in the SLM shall be treated as Chapter in a book and credit weight-age for editing shall be given to the Editors as per the UGC Guidelines.

Template for Unit Structure

Structure

12.0 Introduction

12.1 Objectives

12.2 Main Topic/Heading (based on the Unit)

12.2.1 Sub-heading

12.2.2 Sub-heading

12.2..... (required number of sub-headings)

12.2.3

12.2.3.1 (further sub-divisions, if required)

12.2.3.2

12.2.4

12.2.5 (as per requirement of the Unit)

12.3 Learning Outcomes

12.4 Glossary

12.5 Sample Questions

12.6 Suggested Learning Resources

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SLM Assignment Cover Letter (Annexure 3 a)

To

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.....

.....

Sir/Madam

Sub: SLM preparation [subject title Eg: B.A. History] Courses (distance mode)

Greetings from MANUU!

Thank you for giving your consent to be Content Writer for the Self Learning Material (SLM) of DDE, MANUU. The Unit(s)of Block of the UG/PG/Diploma/Certificate SLM for the Course [course title] are allotted to you.

You are requested to complete the assignment within one month from the receipt of this letter and email the soft copy of the same at xyz@manuu.edu.in with cc to abc@yahoo.co.in . Please ensure that the anti-plagiarism norms stipulated by the UGC are followed.

Please find enclosed the Unit Structure with links to Sample Units; broad Guidelines for SLM Preparation and a copy of the Syllabus.

For all future correspondence, please contact Dr at #..... He/She may also be contacted at 123@manuu.edu.in .

The copyright of the submitted Unit(s) shall vest with Maulana Azad National Urdu University, Hyderabad. Please send your acceptance by return mail along with the filled-in signed Undertaking attached herewith.

Please note, the filled-in and signed anti-plagiarism Undertaking, also attached herewith, is to be submitted with the completed Unit(s).

Looking forward to a fruitful academic association with you in the cause of Open Distance Learning.

Regards,

Director

UNDERTAKING

I hereby declare that I shall not lay claim to copyright of the SLM prepared and submitted by me with reference to the letter number dated
(wherever applicable please enclose copy of letter). All copyright shall vest with Maulana Azad National Urdu University, Hyderabad. The University shall reserve the right to publish, translate, modify, adapt, distribute and republish the accepted Units of the SLM in electronic, print or any other form.

Signature:

Name:

Affiliation:

Contact Details:

UNDERTAKING

I hereby undertake that the *SLM prepared by me vide letter number dated (wherever applicable please enclose copy of letter) confirms to UGC ODL Regulations for SLM; confirms to the common syllabus and is original work, not plagiarized from any source - electronic or print.

Signature in full with date

Name:

Designation:

Institution:

***SLM details:**

Programme: BA/BCom/BSc/MA...../any other

Course Number and Title	Unit Number and Title	Total pages