Quality Assurance Guidelines of Learning Material in Multiple Media and Curriculum and Pedagogy

Quality assurance guidelines of learning material in multiple media and curriculum and pedagogy :-

A. For Open and Distance Learning mode

I. Learning Materials (Print Media): Quality Standard:-

1. Learning Materials through print-media is termed as Self Learning Materials (SLM), being developed with the approach of self-explanatory, self-contained, self-directed, self- motivating and self-evaluating.

2. The Self Learning Material shall be self-contained providing complete course description comprising overview of units along with objectives, activities, assignments and additional resources.

3. There shall be description of credit value of each module or unit in the course.

4. The course material shall provide an environment for practice, at the learner's own pace and in his/her own time.

5. There shall be clear guidelines on academic integrity and netiquette (internet etiquette) expectations regarding activities, discussions and plagiarism.

6. The course shall be designed to teach concepts and skills that the learner will retain throughout the study.

7. There shall be multiple learning paths for engaging the learner in active learning.

8. The content shall provide opportunities for learners to engage in higher- order thinking, critical-reasoning activities and thinking in increasingly complex ways.

9. The following is an indicative list of quality standards for printed learning materials:-

   (i) The Self Learning Material shall be structured on the Learning Outcome based Curriculum Framework (LOCF).

   (ii) The Self Learning Material shall be designed with the approach of two-way communication between the learner and content. The content of Self Learning Material shall be presented in an interactive, conversational format with dialogue and personal system of writing method which will create the nature of interactivity in Self Learning Materials

   (iii) The Self Learning Material shall involve the learner actively through various experience-based activities and assignments.

   (iv) The learner should get clear information about the structure of the programme and course.

   (v) There shall be detailed concept/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 with clearly stated learning out comes.

(vi) The Self Learning Material shall encourage learner to apply new knowledge and skills.

(vii) The content of a course should be divided into a few Blocks on major related themes, each block containing a few Units on a major theme for effective learning. (viii) Units in the Self Learning Material shall be developed in defined formats with the following features, namely:-

(a) Consistent layout and format;

(b) Inclusion of overview of content;

(c) A unit structure, Introduction, and expected learning outcomes and reference to prior learning at the beginning of the unit and Summary at it send;

(d) Presentation of content in appropriate sequence in sections and sub-sections synchronized with learning objectives and outcome, containing plenty of examples including national or international case studies, wherever relevant;

(e) Explanation of icons, symbols, formula etc. used in content;

(f) Explanation on technical, new, difficult terms or word in a glossary/ keyword section;

(g) Inclusion of adequate suggested reading (both print and online).

II. Audio–Video Material: Quality Standards

1. The following is an indicative list of quality standards for audio-video materials:-

(i) The audio-video material shall supplement and complement the Self Learning Material and based on the curriculum structure.

(ii) There shall be adequate consideration of learners' prior knowledge, skills and attitudes.

(iii) Level and style of presentation and language shall be simple and appropriate to aid in self-learning.

(iv) There shall be clear information on types of support material and study activities to be used by the learner.

(v) It shall be clear and unambiguous, also preferably free from pedagogic jargon.

(vi) The aim, objective and target audience for the audio or video material shall be clearly defined.

(vii) It shall conform to the learning outcomes.

(viii) There shall be clear guidelines with regard to the use of the audio or video material vis-a-vis other content of the course.

(ix) Audio or video material shall be developed in forms and formats that will be easily accessible by the learners and compatible with web- based delivery.

(x) Audi or video material shall provide continuity and coherence within and between audio or video based study sessions.

(xi) The content need to be interactive with appropriate use of graphics, animations simulation etc. to keep the learners engaged.

III. Online and Computer based Material: Quality Standards :-

1. The following is an indicative list of quality standards for Online and Computer based materials:

   (i) The digital content should not be merely scanned files of the Self Learning Material. If content is scanned it should be made available in accessible format such as Word Processing, Portable Document Format or E-Pub format.

   (ii) The file size should not be very heavy so that the learners are easily able to access and download the content.

   (iii) The course content in digital format shall be easy to navigate and searchable through metadata.

   (iv) The digital content needs to be Unicode compliant so that font issues are not faced by the learners specially in the case of Indian languages.

   (v) Digital content should be accessible to all with special attention to the needs of the learners with disabilities.

   (vi) The digital content shall be available across platforms and devices.

   (vii) Since the learners may not have access to unlimited Internet data plan, it is advisable that the audio-video material is made available through streaming server instead of file uploaded as such on the server.

   (viii) The compression of the digital files needs to be optimised so that the quality is not compromised and content is easily accessible.

   (ix) For digital content the appropriate required players need to be easily available or made available.

IV. Curriculum and Pedagogy: Quality Standards :-

1. The following is an indicative list of quality standards for curriculum and pedagogy:-

   (i) The curriculum objectives shall be consistent with the mission of the Higher Educational Institution.

   (ii) There shall be involvement of all the stakeholders in the process of framing the curriculum objective.

   (iii) While designing the curriculum, the Higher Education Institution shall take into consideration the University Grants Commission Model Curriculum and the Learning Outcome- based Curriculum Framework (LOCF) and incorporate local or regional needs.

   (iv) There shall be rationale for the appropriateness of the curriculum to the stage of learning.

   (v) There shall be linkages of the curriculum to previous and subsequent stages of learning.

   (vi) 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).

(vii) The structure of curriculum shall be defined.

(viii) There shall be a complete strategy on teaching and learning methods.

(ix) The instructional methods or pedagogy and the media mix should be clearly spelt out.

(x) A comprehensive methodology for assessment and evaluation should be clearly stated.

(xi) The content shall be reliable and justify the learning outcome(s).

(xii) There shall be clear definition of intended outcomes of learning, benchmarked to identifiable stages of learning.

(xiii) 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.

(xiv) There shall be relevance of curriculum to national competency requirement.

(xv) There shall be description of credit value of each module or unit in the course.

B. For Online mode

E-Learning Materials Quality Standard: The online courses should comply with the following Quality standards, namely :-

(i) The courses should follow the following four quadrant approach, as per the SWAYAM Guidelines :-

    (a) Quadrant-I is e-Tutorial; which shall contain: Video and Audio Content in an organized form, Animation, Simulations, video demonstrations, Virtual Labs, etc., along with the transcription of the video.

    (b) Quadrant-II is e-Content; which shall contain; self-instructional material (digital Self Learning Material), e-Books, illustrations, case studies, presentations etc, and also contain Web Resources such as further references, Related Links, Open source Content on Internet, Video, Case Studies, books including e-books, research papers and journals, Anecdotal information, Historical development of the subject, Articles, etc.

    (c) Quadrant-III is the Discussion forum for raising of doubts and clarifying the same on real time basis by the Course Coordinator or his team.

    (d) Quadrant-IV is Assessment, which shall contain; Problems and Solutions, which could be in the form of Multiple-Choice Questions, Fill in the blanks, Matching Questions, Short Answer Questions, Long Answer Questions, Quizzes, Assignments and solutions, Discussion forum topics and setting up the FAQs, Clarifications on general misconceptions.

(ii) The courses shall be rich in innovative presentation techniques to ensure that learner attention is retained.

(iii) It shall be the responsibility of the Course Coordinator to ensure that none of the graphics, animations, images, sound clips, video clips used are plagiarized or cited without formal permissions from owners.

(iv) A four-credit course shall typically have 20 hours of video content and 20 hours of reading material.

(v) For Quadrant III there shall be Mentors to handle this quadrant. Course Coordinators/Academic counsellors and Mentors shall need to participate actively in the Discussion Forum. Apart from discussion forum other interactive platforms like web conferencing may also be considered.

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Ref. :- (Regulations of Mukta SwadhyayaPeetham 2022, Page No. 57 to 61),

https://www.sanskrit.nic.in/uploads/2022_07_25/Regulations_MSP_r.pdf