

## **Guidelines on Self-Learning Material and E-Learning Material**

1. **Preparation of Learning Material (Characteristics of SLM) :-**
  - A. **For Open and Distance Learning mode**
    1. Self-Learning Materials (SLMs) should be self-explanatory, self-contained, self-directed, self-motivating and self-evaluating. It should be engaging and actively involve the learners. During the planning of the Self Learning Material, the following points should be considered very carefully :-
      - (i) backgrounds of learner and learning needs; (ii) learning experiences; and (iii) support and preparation in adapting to flexible learning.
2. **The following major points should be considered by teachers while developing the printed learning materials or e-learning materials :-**
  - (i) learning objectives
  - (ii) assessment of prior knowledge
  - (iii) learning activities
  - (iv) feedback of learning activities
  - (v) examples and illustrations
  - (vi) self-assessment questions/In-text questions
  - (vii) summary/key points (viii) study guide
3. The learning material 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.
4. Planning for development of learning material: Due to the absence of interaction with the teachers in the Open and Distance Learning mode, the learner has 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 materials. Therefore, it is required to consider the following key points during planning for the development of learning material :-
  - (i) **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.
  - (ii) **Background:** In Open and Distance Learning system, learner studies at her/his own pace unlike in the face-to-face mode. A substantial number 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.
  - (iii) **Learning Objectives and Outcome:** It is required to define the learning objectives and outcomes prior to initiating the process developing the learning materials. The learning

objectives can be of terminal, intermediate or enabling nature. These learning objectives can be set at course, unit, or module level.

5. Group of Learning Material: 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.

**B. For Online mode :-**

The E-Learning Material shall have the four quadrant approach; as per UGC (Credit Framework for online learning courses through SWAYAM) Regulations, 2016 taking into consideration the following, namely :-

- (i) Quadrant-I is e-Tutorial; which shall contain: Video and Audio Content in an organised form, Animation, Simulations, Video Demonstrations, Virtual Labs, etc, along with the transcription of the video.
- (ii) Quadrant-II is e-Content; which shall contain; self-instructional material, eBooks, 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.
- (iii) Quadrant-III is the Discussion forum for raising of doubts and clarifying them on a near real time basis by the Course Coordinator or his team.
- (iv) 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.

**Preparedness of Learning Material :-**

**A. For Open and Distance Learning mode :-**

The preparedness level of Self Learning Material (SLM) at the time of submission of the proposal shall have the following, namely :-

- (i) Under Graduate Programmes (3 years duration): Self Learning Material should be ready in all respect for first two years and its approval by the statutory authorities of the Higher Educational Institution.
- (ii) Post Graduate Programmes (2 years duration): Self Learning Material should be ready in all respect for first year and its approval by the statutory authorities of the Higher Educational Institution.
- (iii) For Post Graduate Diploma Programmes (2 years duration): Self Learning Material should be ready in all respect for first year and its approval by the statutory authorities of the Higher Educational Institution.

**B. For Online mode :-**

The availability of E-Learning Material at the time of submission of the proposal shall be as per the following :-

- (i) **For Post Graduate Level Programmes :-** First year e-learning material in four quadrants for each course in the first year of study and its approval by the statutory authorities of the Higher Educational Institution;
- (ii) **For Under Graduate Level Programmes :-** First three semesters e-learning material in four quadrants for each course and its approval by the statutory authorities of the Higher Educational Institution;
- (iii) **For Post Graduate Diploma Programmes :-** First year e-learning material in four quadrants for each course in the first year of study and its approval by the statutory authorities of the Higher Educational Institution: Provided that for remaining year/semester, the learning material for programmes shall be ready prior to beginning of next year/semester and same shall be intimated to the Commission.

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**Ref. :- (Regulations of Mukta Swadhyaya Peetham 2022, Page No. 61 to 63),**

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