



POLICY DOCUMENT ON SELF-LEARNING MATERIAL

**School of Distance Learning & Continuing Education
(SDLCE)**

**Kakatiya University
warangal.**



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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 Kakatiya University are the guiding forces of School of Distance Learning & Continuing Education (SDLCE), Kakatiya University in its academic and administrative endeavours. SDLCE, KU frames all its policies and programmes in the light of guidelines and notifications issued by the aforesaid bodies / authorities. Therefore, SDLCE's policy of Developing Self-Learning Material is based on the UGC regulations and office memorandums issued by the competent authorities of SDLCE, KU from time to time.

Process of SLM Development:

The process for developing the Self Learning Materials by the DDE is as per the format and guidelines of UGC DEB. The School takes the academic support of the faculty in Departments of the University for engaging the contact classes, preparing the study materials and evaluation purposes. Regarding the preparation of self Instructional Materials for the distance education in house meeting in the respective departments are conducted on the awareness of the format of SLM and the faculty are encouraged to prepare the lessons.

The major objective for SLM is help learners to organise their learning activities systematically. The SLM shall be self-contained, self-directed, self-motivating and self-evaluating. It shall comprise overview of units along with expected learning objectives, activities, assignments and additional resources. Further, it must ensure that the specified

distance learning mode of writing is followed, the language editing to ensure that the language is simple, free of jargon and easy to understand by the distance learners who come from a large variety of social, economic and regional backgrounds. The volume and size of each unit is predetermined such that the remotely located distance learner is able to study it.

A. 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.

B. Units in the Self Learning Material shall be developed in defined formats with the following features, namely:-

- (i) Consistent layout and format;
- (ii) Inclusion of overview of content;
- (iii) A unit structure, Introduction, and expected learning outcomes and reference to prior learning at the beginning of the unit and Summary at it send;

- (iv) 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;
- (v) Explanation of icons, symbols, formula etc. used in content;
- (vi) Explanation on technical, new, difficult terms or word in a glossary/ keyword section;
- (vii) Inclusion of adequate suggested reading (both print and online).

C. Process followed for Development of Self Learning Materials:

- (i) The concerned Board of Studies, Head of the Department in consultation with the Director prepare the list of editors and course-writers.
- (ii) The list is forwarded to the Director for seeking necessary approval of the university.
- (iii) The Director if necessary shall add the names of the retired faculty or faculty from other affiliated Colleges depending on the necessity.
- (iv) The Director finalises the list and issues orders for course writers and Editors.
- (v) A meeting of the Course writers, Editors and the Course Coordinator will be conducted by SDLCE to prepare the lesson plans in each unit and the same are allotted to the writers. A model unit plan, lesson format and stated learning outcomes are provided to the editor and writers.
- (vi) The schedule of the dates are finalised for pre-meeting of the Editor and Course Writers and submission of the lessons.
- (vii) The lessons are submitted to the Editor for editing and verifying them with the format of SLM.
- (viii) The support of the language editors, if necessary will be taken up.
- (ix) The lessons are submitted to the Director after making necessary corrections and modifications.
- (x) After, the approval of the editor, the material is sent for printing by the Director. Later, it is followed by proof reading by the editor and course writers.
- (xi) The study materials have to be approved by the Standing Committee / Advisory Committee of the DDE before they are distributed to the students. The CIQA also needs to approve and assess the materials.

D. Preparation of Learning Material - 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.

The following major points should be considered by teachers while developing the printed learning materials or e-learning materials:

- a. learning objectives
- b. assessment of prior knowledge
- c. learning activities
- d. feedback of learning activities
- e. examples and illustrations
- f. self-assessment questions/In-text questions
- g. summary/key points
- h. study guide

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.

E. Audio-Video Material: Quality Standards

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

- a. The audio-video material shall supplement and complement the Self Learning Material and based on the curriculum structure.
- b. There shall be adequate consideration of learners' prior knowledge, skills and attitudes.
- c. Level and style of presentation and language shall be simple and appropriate to aid in self-learning.

- d. There shall be clear information on types of support material and study activities to be used by the learner.
- e. It shall be clear and unambiguous, also preferably free from pedagogic jargon.
- f. The aim, objective and target audience for the audio or video material shall be clearly defined.
- g. It shall conform to the learning outcomes.
- h. There shall be clear guidelines with regard to the use of the audio or video material vis-a-vis other content of the course.
- i. 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.
- j. Audi or video material shall provide continuity and coherence within and between audio or video based study sessions.
- k. The content needs to be interactive with appropriate use of graphics, animations simulation etc. to keep the learners engaged.


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