



RKDF UNIVERSITY

(ESTABLISHED BY AN ACT OF GOVT. OF M.P. AND APPROVED BY UGC UNDER SECTION 2(F) OF 1956)

NAAC 'A+' Accredited University

Annexure-VII

(GUIDELINES ON SELF-LEARNING MATERIAL AND E-LEARNING MATERIAL)

GUIDELINES ON SELF-LEARNING MATERIAL AND E-LEARNING MATERIAL

I. Preparation of Learning Material

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.

II. 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 is ready in all respect for first two years and its approval by the statutory authorities is done.
- (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.

Preparedness of Learning Material		
Sr. No.	Proposed Programmes	Learning Material is ready and approved for
Under Graduate Programmes		
1	Bachelor of Commerce	First two years
2	Bachelor of Arts	First two years
3	Bachelor of Business Administration	First two years
4	Bachelor of Social Work	First two years
Post Graduate Programmes		
5	Master of Commerce	First year
6	Master of Arts (Sociology)	First year
7	Master of Business Administration	First year
8	Master of Social Work	First year

[Link to Self-Learning Material](#)