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REGISTRAR

Guru Nanak Dev University, Amritsar

(Established by the State Legislature Act No. 21 of 1969)

(Accredited at "A++" grade (highest level as per modified criteria) by NAAC and conferred "University with Potential for Excellence" status by UGC)

Notification of Guidelines

No. 252/2023

Dated 29/08/2023

Subject: LEARNING MATERIAL IN MULTIPLE MEDIA AND CURRICULUM AND PEDAGOGY

E-Learning Materials Quality Standard:

The online courses comply with the following Quality standards, namely:-

1. The courses follow the following four-quadrant approach:
 - a) **Quadrant-I is e-Tutorial; which contains;** 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 contains;** 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 the 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 doubts and clarifying the same on a real-time basis by the Course Coordinator or his team.
 - d) **Quadrant-IV is Assessment, which contains;** 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.
2. The courses are rich in innovative presentation techniques to ensure that learner attention is retained.
3. The Course Coordinator ensures that none of the graphics, animations, images, sound clips, video clips used are plagiarized or cited without formal permission from owners.
4. A four-credit course typically has 20 hours of video content and 20 hours of reading material.
5. For Quadrant III for every 250 learners registered for a program one Mentor is being appointed per course to facilitate the Course Coordinator. The Mentor is the subject matter expert and is adept in handling technology. The Course Coordinators and Mentors participate actively in the Discussion Forum. Apart from discussion forums, other interactive platforms like web conferencing are also considered.

Table 1: Norms for offering Degree programs through Open and Distance Learning mode and/or Online mode, based on a credit system

S.No.	Level of the Programme	Duration of the Programme	Credits
1.	Bachelor's Degree, Bachelor's Degree (Honours)	As per UGC Notification on Specification of Degree, 2014	As per UGC guidelines
2.	Master's Degree	As per UGC Notification on	As per UGC

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		Specification of Degree, 2014	guidelines
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Table 2: Norms for the delivery of courses through open and distance mode

S. No.	Credit Value of the course	Size of SLMs Range (in terms of units, to be divided into blocks)	No. of Assignments	Practical Sessions	No. of Counseling Sessions Theory (10 percent of the total study Hours)	Study hours of Learner
1.	2 Credits	6-10 units	1	60 hours	6 hours	60 hours
2.	4 Credits	14-20 units	2	120 hours	12 hours	120 hours
3.	6 Credits	20-28 units	3	180 hours	18 hours	180 hours
4.	8 Credits	30-34 units	4	240 hours	24 hours	240 hours

Table 3: Norms for Delivery of Courses in Online Mode

S. No.	Credit Value of the course	No. of Weeks	No. of Interactive Sessions		Hours of Study Material		Self-Study hours including Assessment etc.	Total Hours of Study (based on 30 hours per credit)
			Synchronous Online Counseling/ Webinars/ Interactive Live Lectures Discussion Forum/ asynchronous Mentoring (2 hours per week) e-Tutorial in hours (1 hour per week)	Discussion Forum/ asynchronous Mentoring (2 hours per week)	e-Tutorial in hours	e-Content hours		
1.	2 Credits	6 weeks	6 hours	12 hours	10	10	22	60
2.	4 Credits	12 weeks	12 hours	24 hours	20	20	44	120
3.	6 Credits	14 weeks	14 hours	28 hours	30	30	66	180
4.	8 Credits	16 weeks	16 hours	32 hours	40	40	88	240

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