

**Krishna Kanta Handiqui State Open University  
Guwahati, Assam, India**

**SELF LEARNING MATERIALS POLICY**



**(Approved the by Board of Management in its  
51<sup>st</sup> Meeting held on 27/09/2019)**

## **1. Preamble:**

Self-Learning Materials of KKHSOU are an important aspect of Open and Distance Learning which needs to be developed with the approach of making it self-explanatory, self-learning, self-motivating, self-contained, self-directed and self-evaluating. It should strive to include the constructivist approach of learning and as far as possible there should be emphasis on real life situations, case studies, collaborative learning and self-evaluation.

## **2. Definitions:**

There are a few terms which are frequently used in the process of preparing SLMs at KKHSOU.

**2.1 University:** University refers to the Krishna Kanta Handiqui State Open University (KKHSOU).

**2.2 Self-Learning Material (SLM):** The printed study materials (written in self-instructional style) for both theory and practical components of the programmes that are provided to the learners.

**2.3 Programme:** Programme means the curriculum of combination of courses in a particular field of study.

**2.4 Course:** The Programme is divided into courses. Here, course is used to describe the teaching materials and other components of the study. Each course consists of a few printed booklets called Blocks, a few audios, a few videos and some assignments as may be applicable.

**2.5 Block:** The Self Learning Material of a Course is divided into Blocks which comprises of preferably 6-8 units.

**2.6 Unit:** A Unit is a self-contained portion of a Block covering one or more interwoven learning concepts.

**2.7 Credit:** Credit is a standardised transparent system which is necessary for smooth running of educational process in a definite time period. The University follows the system of assigning credit as per UGC guideline and other concerned as may be applicable.

**2.8 Coordinator:** the person who will coordinate the programme and course design, SLM preparation and development process.

**2.9 SLM Writer(s):** is/are person(s) authorized by Krishna Kanta Handiqui State Open University for writing and developing the content of units of the courses.

**2.10 Content Editor(s):** is/are person(s) authorized by Krishna Kanta Handiqui State Open University and are subject experts in a particular domain of knowledge for editing the content of units of the courses.

**2.11 Language Editor:** is/are person(s) authorized by Krishna Kanta Handiqui State Open University for editing the language of the content.

**2.12 Translators:** is/are person(s) authorized by Krishna Kanta Handiqui State Open University for translating the content of SLMs to a particular language wherever required.

### **3. Purpose of the SLM policy**

The purpose of the SLM policy is to:

**3.1** Develop a mechanism of preparing SLM in such a way that quality learning is promoted.

**3.2** Provide a standardise procedure to be followed by all the Schools/ Departments of the University.

**3.3** Provide guidelines to be followed by all SLM Writers and Content Editors.

**3.4** Ensure that the University meets national regulatory requirements.

### **4. Applicability**

The SLM policy would applicable to the following:

**4.1** All types of Self Learning Materials released by the University in any physical or electronic format.

**4.2** All content developers within the University and those engaged by the University for writing and editing materials on contract basis as subject matter experts on payment of certain fees or may be free (with consent);

**4.3** In cases where the material is developed in collaboration/ partnership with other institutions, the guidelines governing that collaboration as indicated in the MOU will prevail. However, any such agreement should duly consider the SLM Policy before any deviation is agreed upon with justification approved by the competent authority of the University.

### **5. Norms for Offering Programmes through KKHSOU**

The University would follow the norms as suggested by the regulatory authority from time to time. In case of organization specific, special need based and collaborative programmes the University would work out the modalities to suit the requirements.

### **6. Institutional Arrangement**

**6.1 Role of Dean (Academic):** The Dean (Academic) has a major role to play in the process of SLM preparation. The Dean (Academic) deals with the planning of new Programmes and facilitates different Schools of KKHSOU in developing their proposals. The upgraded syllabus

of any Programme is framed by the Committee on Courses (CCS) convened by the Dean (Academic) which requires approval from the Academic Council of the University.

**6.2 Role of Schools and Departments:** The Schools and Departments of different subjects are the basic academic entities responsible for the conceptualisation, design and development of academic programmes. For interdisciplinary and interdepartmental academic programmes, the respective departments would jointly prepare SLMs and e-resources or would adopt/adapt the available SLMs and e-resources.

**6.3 Role of Course Coordinator:** The Coordinator manages the whole process of development of the course. The Coordinator constitutes the SLM preparation team in consultation with the Dean (Academic) and other faculty members of the Department. The SLM preparation team includes the coordinator, subject experts, content writers, content editors, language editors, format editor, translator (in case of bi-lingual SLM). The course coordinator would ensure the adoption of the University Housestyle on SLM, which the University would notify along with the guidelines for SLM writers.

**6.4 Role of SLM Branch:** The SLM Branch will take care of printing and timely delivery of the SLMs.

**6.5 Role of Multi-media Course Material Centre:** The Centre would coordinate the development of the audio and video content of SLM.

**6.6 Role of Centre for Internal Quality Assurance (CIQA):** With a view to enhance the quality of the SLMs, CIQA would conduct Quality Audit of the SLMs from time to time. The CIQA would also develop a system for obtaining learner's feedback. The CIQA will take care of the following to elicit inputs towards improving the quality of SLM units:

- SLM Audit
- Feedback Responses from the learners from various programmes
- Counsellors workshop
- Stakeholders meetings

CIQA would prepare guidelines for SLM Writer and Content Editors to ensure quality of SLM. The guideline will provide the specification including anti-plagiarism.

## **7. Revision of SLMs:**

Revision of SLMs need to be undertaken in the subsequent phases of programme delivery which should be based on the experience and data obtained from the feedback received from the learners and through other means of checking feedback. Likewise, SLM feedback should be obtained from Counsellors, Subject Experts and other stakeholders also. The University shall

undertake the revision of SLMs preferably in 3 years or as per the requirement of the regulatory authority.

\*\*\*\*\*