

**DIRECTORATE OF DISTANCE EDUCATION
KURUKSHETRA UNIVERSITY KURUKSHETRA
(Established by the State Legislature Act XII of 1956)
(‘A+’ Grade, NAAC Accredited)**

Development of Self-Learning Material (SLM) at DDE

Process followed for development of Self-Learning Material at DDE

In the Distance Education, Self Learning Material (SLM) plays an important role. It is the main bridge between distance learner and distance educators or instructors. As per UGC regulations on open and distance education, 2017, “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.” The success of Open and Distance Education programmes depends on the quality of Self Learning Material.

Self Learning Material Policy at DDE:

University Grants Commission (UGC), Distance Education Bureau (DEB), National Council of Teacher Education (NCTE), Executive Council & Academic Council of Kurukshetra University, Kurukshetra are the guiding forces of Directorate of Distance Education, Kurukshetra University, Kurukshetra and its academic and administrative endeavors. DDE, KUK frames all its policies and programmes in the light of guidelines and notifications issued by the aforesaid bodies / authorities. Therefore, Directorate of Distance Education’s policy of Developing Self Learning Material is based on the UGC regulations and office memorandums issued by the competent authorities of Kurukshetra University, Kurukshetra.

University Grant Commission (Open and Distance Learning) Regulations, 2017 deals with Quality Assurance Guidelines of Learning Material in Multiple Media, Human Resource, Curriculum and Pedagogy. Therefore, UGC (Open and Distance Learning) Regulations, 2017, are the bases of DDE’s policy of Self Learning Material.

Self Learning Material (SLM) Development Process at DDE:

The process of Self Learning Material (SLM) development is the main academic endeavour of Open and Distance Education. The Directorate of Distance Education provides quality course material in SLM Format prepared by experts of repute keeping in mind the quality and academic standard for each course in respective fields. The Chairpersons or senior faculty of University Teaching Departments acts as Coordinators of the distance education courses. Study material is also supplemented by books referred to in the syllabi to reinforce learning. A number of Power Point Presentations related to the course contents of classes of this Directorate have been prepared by teachers of the Directorate and uploaded on the Website of the Directorate. The Directorate of Distance Education adheres the following procedure for development of Self Learning Material;

Steps	Activities
1	Identification of Writers, Editors, Proof readers through a core committee
2	Establishment of Editorial Board
3	Formation of Subject Expert Groups
4	Organizing Workshop for writers, editors and proof readers
5	Allotment of Unit for writing
6	Writing of Content
7	Editing and Plagiarism checking of Content
8	Editing of Language
9	Formatting and Designing of Self Learning Material
10	Vetting of SLM

11 Printing of SLM

12 Revision of SLM after every 3 years

Sr. No	Details of assignments/ work	Rate of Payments
1	Self Learning Material(SLM) writing per unit (in any required language)	Upto 15 pages: Rs. 4000/- for UG & Rs.5000/- for PG above 15 pages: Rs. 5500/- for UG and Rs. 6500/- for PG (Note: If units are in composed form, Rs. 500/- per unit will be paid as composing charges)
2	Knowledge Book writing	Rs. 1.25/- per word
3	Translation	Rs. 1.00/- per word
4	Glossary Compilation	Rs. 25/- per term
5	Subject / Language Editing	Rs. 300/- per 1000 words
6	Proof Reading	Rs. 50/- per 1000 words
7	Composing (14 font size in Inpage / 12 font size in New Times Roman / 16 font size in Kritidew 010)	Rs. 1/- per sq. Inch
8	Title Page Designing	Rs. 2500/- (Front and Back)
9	Simple Geometrical Drawing – Illustration	Rs. 100/- per work
10	Detailed Geometrical Design	Rs. 300/- per work

	or chart used in text / technical, scientific / engineering Drawing	
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In this way, DDE is committed to ensure quality of Self Learning Material as expected by UGC (Open & Distance Education) Regulation, 2017 and provide quality material to its distance learners.