



ASSAM DON BOSCO UNIVERSITY

Tapesia Gardens, Kamarkuchi, Sonapur – 782 402, Assam, INDIA

Ref. No. F23A/JJ/23-018 dated 29 April 2023

Notification of Guidelines

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 (Honors) | As per UGC Notification on Specification of Degree, 2014 | As per UGC guidelines |
| 2. | Master's Degree | As per UGC Notification on Specification of Degree, 2014 | As per UGC guidelines |
| 3. | Post Graduate Diploma | 2 years | 80 |

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) |
|-------|----------------------------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|----------------------------|------------------------|--------------------------------------------|-----------------------------------------------------|
| | | | <i>Synchronous Online Counseling/ Webinars/ Interactive Live lectures Discussion Forum/ asynchronous Mentoring (2 hours per week) e-Tutorial in hours (1 hour per week)</i> | <i>Discussion Forum/ asynchronous Mentoring (2 hours per week)</i> | <i>e-Tutorial in hours</i> | <i>e-Content hours</i> | | |
| 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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