

2.3.1 Process followed for development of Self-Learning Material (in Print)

Development of Self Learning Material (Print Media)

The self- learning course material for the students admitted in the programmes run by PSSOU is prepared keeping in mind the fact-based information, knowledge enhancement, skill development and quality in the students according to the prescribed syllabus in such a way that the students understand it well present in between the lines of SLM.

It seems to the students that the teacher is Self - learning course material are self-explanatory, self-motivated, self- directed, and self-evaluable. The following points are followed keeping in mind the standard, quality etc., at the time of making self-study material :-

1. While designing the self-study course material, the level and curriculum of the students is kept in mind.
2. Self-study course material includes academic activities based on the best academic experiences of the author.
3. Self-study course material is unambiguous so that students do not have many confusions.
4. Self-study course material provides new knowledge and skills to the students.
5. Various natural, daily routine examples are integrated in the self-study material.
6. The language of the self-study material is easy and communicable.
7. Self-study course material is divided into sections and units.
8. Questions are included for self-assessment of the students at the end of the units.
9. Self-study course material is be prepared keeping in mind the following
 - (a) Level of understanding of learners.
 - (b) Outline of course content.
 - (c) Sub division into smaller unit.
 - (d) State of contemporary knowledge about the subject.
 - (e) Self assessment exercise and
 - (f) Suggested readings it.

VERIFIED

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Stages of Innovative self-study material

The following steps are adopted for preparing new self-study material (S.L.M.)

- First Step - Initially, the syllabus is prepared by the Board of Studies of the concerned programme and then it is approved by the academic council of the university. In this process the approval of the names of writing boards or subject experts is also obtained.
- Second Step - The concerned authors or subject experts are provided training related to the writing, format and quality of the content (S.L.M.).
- Third Step - Unit wise allocation of subject matter to subject experts for writing work is Made.
- Step – Editing of content, language and format.
- Step - Writers are paid as per rules for writing work and typing work according to the rates approved by the university for writing the text material.
- Step - Distribution of course material to the admitted students.
- Step - Re-edited and re-printed every three years or after a maximum period of five years.

(a) Self-study material (S.L.M.)

The creation of self-study text material (printed) and E-format there of (e-content) is followed, e.g., after determining the course contents of graduation, post-graduation, post-graduate diploma, diploma, certificate course etc, subject experts of the concerned subject are selected according to the question paper. In making self-study material for students, each question paper is divided into four sections/units and the following points have are included in each unit:

- Introduction of the topic, Objective of learning or learning of the students.
- Assessment of prior knowledge/lesson.
- Learning activities.
- Pictures and diagrams, linear and real pictures are used in the diagram for the understanding of the students.
- Examples and exercises.
- Self-assessment exercises.
- Summary and important facts.
- Practice questions for each unit.

The basic objective of the S.L.M. is to provide the students with a concise, well — planned, objective and evaluative knowledge of their course/ study subjects.

(b) Action plan for previously developed S.L.M..

- The previously developed text material of the subjects being taught at the university is first placed before the subject experts in the Board of Studies related to the subject and the related course material is recommended by them. In this stage, if necessary amendments are to be made in the syllabus or it is to

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- be upgraded in time, then it is considered or revised.
- S.L.M. is approved by the editing board and goes for the approval of the academic council and the executive council. It is then sent to the printer for printing.
 - In these text materials, the work of continuous correction of quantitative data and grammatical printing errors is done before reprinting.
 - The published books are again distributed to the students after testing and approval by the Board of Studies and subject experts.

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