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Dear PI(s).

Subject: - Quality and benchmark decided by Standing Committee (e-content) for Preparation of each Module under Production of Courseware e-Content for Postgraduate Subjects.

This has reference to the decision taken on 22nd Meeting of Standing Committee (e-content) held on 01.09.2014 & 02.09.2014 at UGC. The Committee thereon decided regarding the issue of quality and benchmark for Preparation of Modules. I am directed to inform all PI's to follow as under:-

1. **Since SCORM standard is now outdated, it is no more recommended.** Instead content should be delivered in **raw formats** mentioned at **Point 2 below**.
2. **Content should be in following formats:**
 - a) **E-text (Quadrant-I):** doc (document file format) or odt (open standard for electronic documents).
 - i. The textual description should also be enriched with multimedia supplements, wherever applicable. Self-check exercises (Problems with answers given to learners that allow them to assess how they are doing on an ongoing basis. Doing them online with self-grading provides immediate feedback) in the body of the text, applications from day to day life, if applicable should be incorporated. Multimedia supplements may include images for which resolution should be about 600 dpi, animations, graphics, video or audio clips, line drawings, hand drawings whichever applicable/possible. For each topic or subtopic, Content Writer should use examples to explain the module, if required.
 - ii. E-Text: - Textual document should consist of at least 8 pages or minimum 3000 words with detailed write-up on the topic of the module. Moreover, number of words / pages must be worth for the respective modules. Language should be very simple. Topic should be built in systematic and logical manner. A summary at the end will help a learner to quickly review the entire module.

b) Video / Self-Learning (Quadrant-II): MPEG4/AVI (preferable in AVI).
Video recording format recommended is as follows or better 720x576 (pixel), 25 (frame/second), 450 (TVL resolution), bit rate of 3 Mbps.

i. The duration of Video should be 30 Minutes (or more).The Video must not be like a Spoken Tutorial (audio narration / voice-over of text mention in presentation slides). A clear description of visuals as well as text is required. Training demonstration, illustration of examples, case study, documentary, etc should be added wherever applicable.

ii. Video tutorial which will explain the concept of a module should be initiated by the teacher with appearances (generally less than 25% of the total time) in-between the section/sub-sections of the topic and the entire topic should be in video timeline full of graphics, animations, PPT and not merely the content. Content delivery through Video is an essential component of each module of the e-Content that needs to be incorporated to explain the topic. It must include:- Multimedia, Animation, Documentary, Simulation, Graphics and Virtual Lab appropriately.

iii. The expert/teacher whose video is recorded should look straight into the lens and talk to the camera. The audio has to be clear and of superior quality. Make it sure that there is no distracting background noise. The equipment used should be semi professional one.

c) Presentation: PPT (PowerPoint Presentation program) or odp.

Avoid long blocks of text preferably use bulleted points, use appropriate fonts (e.g. Arial, verdana, Helvetica or Myriad pro etc), use larger font size (not less than 20) for clear visibility. Add graphics and images as much as possible appropriately. Kindly note that presentation would be part of video, however PI has to submit presentation for each module.

d) Self Assessment (Quadrant-III) / Learn More (Quadrant-IV) : doc or odt or PPT or odp.

Learn more quadrant is about the supporting material of respective modules in different forms. For Self Assessment, The Content Writer should provide minimum 10-15 questions for each module in one or more of the following formats.

i) Multiple Choice Questions with Answer ii) True & False Statements iii) Fill in the Blanks iv) Match the Columns.

e) E-Content development under Four Quadrant Approach.

PI is required to develop e-content in four quadrants, as recommended by the MHRD. The quadrants should approach as under:

i. First Quadrant: Textual Document, PDF / e-Books / illustration, documents & Interactivity wherever required Simulations, Virtual Labs.

ii. Second Quadrant: Video and Audio Content in an organised form, Animation.

- iii. **Third Quadrant:** MCQ, Problems, Quizzes, Assignments, & solutions, online feedback through discuss forums & setting up the FAZ, Clarifications on general misconceptions etc.
 - iv. **Fourth Quadrant:** Related Links, Wikipedia Development of Course, Open content on Internet, Cases Studies, Anecdotal information, Historical development of the subject, Articles.
3. **It is mandatory to send the Static Content along with each Module.**
 4. **Content delivery format should NOT be in SWF (Adobe Flash file format used for multimedia).**
 5. **Source of graphics/images/audio/video must be mentioned** in respective quadrant of the module.
 6. **PI must send Reviewer's Certificate, Anti-plagiarism Certificate and a declaration that graphics and animation are not copyright of others. (Prescribed format attached).**
 7. **PI is required to follow e-content development based on "Sample e-Content e-PG Module" uploaded on <http://epgp.inflibnet.ac.in> (Sample Module Button left hand side on home page).**
 8. **The Committee recommended that the PI will use only logo of e-PG Pathshala and NME (ICT)-MHRD, no other logo or name is permissible.**

However, if it is found that the quality of e-Content is not as per Technical and Production Guidelines as mentioned above, the Implementing Institution / individual assigned to produce the e-Content shall have to **get it corrected within the budget sanctioned to the PI**, and the **Module should be technologically friendly: so as to be downloaded and used on any computer either independently or in a LAN situation.**

Yours faithfully,

(Diksha Rajput)