SHIVAJI UNIVERSITY, KOLHAPUR

CENTRE FOR DISTANCE AND ONLINE EDUCATION

E-Content Development Policy for ODL and OL Mode

Introduction:

As per the guidelines issued by the University Grants Commission (UGC), development of high-quality **e-tutorials** is one of the four essential components of online and distance learning. These e-tutorials are vital for effective learner engagement and academic delivery in both **Open and Distance Learning (ODL)** and **Online Learning (OL)** modes. Shivaji University, Kolhapur through its Centre for Distance and Online Education (CDOE), is committed to ensuring standardised and quality-driven development of e-tutorials. This policy outlines a clear framework for planning, development, review, and implementation of e-tutorials to maintain academic excellence and regulatory compliance.

1. Policy Title:

E- Content Development Policy for ODL and OL Mode

2. Purpose:

To provide a structured and standardised process for the creation, review, and delivery of high-quality e-content for programmes under ODL and OL modes.

3. Scope:

This policy applies to all faculty members, subject experts, technical staff, course coordinators, and committees involved in the e-content development process for online and distance programmes.

4. Objectives:

- To ensure systematic development and timely delivery of e-content.
- To define roles and responsibilities in content development and quality monitoring.

- To enable efficient management and integration of e-content through the Learning Management System (LMS).
- To support a feedback-based approach for continuous improvement.

5. Governance and Oversight:

The overall supervision of e-content development lies with the **Dean, Faculty of Commerce and Management**. The actual implementation will be handled by committees, course coordinators, technical teams, and appointed subject experts under the guidance of the Dean.

6. Policy Provisions:

6.1 Appointment of **e-content** Developers:

- Subject experts will be appointed by a committee chaired by the Dean.
- Appointment letters will include development guidelines, syllabus outlines, and remuneration details.

6.2 Coordination and Scheduling for Recording:

- The Course Coordinator will handle scheduling and share necessary information with experts including technical requirements and preparation materials (e.g., PPTs, transcripts).
- Experts must be fully prepared for their recording session.

6.3 In-Studio Recording Process:

- Technical support staff and assistants will assist during recording.
- Attendance logs will capture entry and exit times.
- Experts may claim travel allowances by submitting TA/DA forms.

6.4 Video and Tutorial Management:

- Raw footage will be stored and managed by the technician.
- Materials will be forwarded to the editing team along with relevant reference files.
- A logbook will track all editing assignments.

6.5 Editing and Post-Production:

- The Course Coordinator will provide editing guidelines and deadlines.
- Completed edits will be submitted back for review.

6.6 Review and Quality Approval:

- A preliminary review will be done by internal coordinators.
- A Review Committee, chaired by the Dean, will conduct the final review.
- Only approved tutorials will move forward for billing and LMS upload.

6.7 LMS Upload:

- Approved tutorials will be sent to the LMS team for final integration and deployment.

6.8 Feedback and Revision Mechanism:

- Review Committee feedback must be addressed promptly.
- Any required re-recording or revisions will be managed by the Course Coordinator.

6.9 Remote Tutorial Development:

- Experts may opt for remote recordings in special cases.
- These tutorials will go through the same review and approval process.

6.10 Reassignment of Incomplete Tasks:

- If an expert withdraws or fails to complete the task, it will be reassigned by the committee.
- Updated communication and timelines will be issued.
- Follow-up will be conducted to ensure completion.

7. Quality Assurance:

- Continuous monitoring will ensure that all e-content meet academic, technical, and pedagogical standards.
- Content must support learner-centric goals and digital learning best practices.

8. Records and Documentation:

All records including appointment letters, schedules, reviews, feedback, and approvals will be logged and digitally archived for audit and quality control.

9. Policy Review:

This policy will be reviewed periodically to accommodate changes in technology, pedagogy, and regulatory guidelines.

10. Effective Date:

This policy shall come into effect from the **academic year 2025–26**.

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Specifications' Sheet
for
Video to be developed as e-Content for Online Programmes

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1. Video Recording Format- Full HD 1920 X 1080 Pixels

2. Video's Aspect Ratio to be maintained- 16:9 (Widescreen)

3. High Quality (Without any disturbance and considering Pitch of Voice generally audible range i.e., approximately 44.1 KHz and above) and Proper Levels with appropriate pauses of Audio to be maintained during recording

4. If outdoor recording is done; proper Camera Vision and Levels of audio to be maintained during recording.

5. Video Module Delivery- 1080i .mp4 extension/ format

6. Quality should not be hampered during modifying the Video (either during resizing/ compressing the video for transferring/ uploading/ sending)

7. Full screen video frame should be maintained

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Specifications' Sheet
for
PPT / Images to be inserted/ added in Video as e-Content for Online Programmes

……………………………………………………………………………………………

1. Size of PPT Slide- Widescreen 16:9 Aspect Ratio

2. Font Sizes-   a. For Headings- 24-30

   b. For Sub-Headings- 22-26

   c. For Body- 20-24

3. All Graphs and Diagrams must have clear font.

4. Use of Dark Colour / Shades strictly be avoided.

5. Use of Soft Colour /Shades/Textures is highly preferred.

6. Content of Slide/Body should-

   a. not cover 100 % place by just inserting texts

   b. be precise and cover all places by proper distribution/ well balanced

   content within the Slide.

7. Effective use of transitions, animations should be done while creating PPT along with

   attractive template should be used as per need of content of topic.

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Specifications' Sheet
for
Question Bank to be developed for Online Programmes

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1. Nature of Questions-

   - Multiple Choice Questions

   - Short Answer Type Questions

   - Case-Based Questions

   - Long Answer Questions

   - Illustrations

2. All types of above-mentioned questions should be based upon topic/subject that has been allotted to expert for development of e-content.

3. Tentatively 10-15 questions of every nature (mentioned as above Point 1) should be submitted by respective expert.

4. Proper formatting should be done while framing the questions of every type/ nature along with model answer.

5. All the questions framed by expert should be submitted in 'Soft Copy' with 'Word' as well as 'PDF' formats to email ID provided to every expert developing the e-Content within specified time.

Estd. 1962

'A++' Reaccredited by NAAC (2021) with CGPA 3.52

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Checklist for e-Content Development Experts while submitting the e-Content

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While submitting the e-content allotted to the concern expert should check following points before submitting the same to CDOE.

1. Transcript with Declaration

2. Video with proper resolution through accessible media (If expert will recording Himself / Herself the Video)

3. Slides/Images to be inserted in video for editing (i.e. time and place mentioned as per the transcript)

4. Question bank with reference to allotted topic

5. Copyright Declaration

6. Plagiarism Declaration

7. Advanced Stamp receipt form with necessary documents such as photocopies of Bank Passbook and PAN Card

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Supportive Documents to be provided for e-Content developer
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Once allotment of topics to the concerned e-Content Developer get finalized, CDOE will give standard documents as defined by authorities to the respective e-Content Developer as a 'Aid-to-e-Content Development'

1. Format of Template for Development of Video Transcript

2. Specifications' Sheet for Video to be Developed

3. Specifications' Sheet for PPTs/Images for insertion in Videos.

4. Specifications' Sheet for Question Bank to be developed

5. Copyright Declaration Format

6. Plagiarism Declaration Format

7. Blank Advanced Stamp Receipt to get filled from experts/ e-content developers

Format for 'General Self-Declaration' by e-Content Developers to be submitted

along with developed e-Content

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General Self-Declaration

      I……(Name of e-Content Developer)………………………………… agreed to develop e-content as per four-quadrant (i.e. Video, Transcript, Presentation/Images/Charts/Graphs to be inserted, Question Bank etc. as applicable) for topic titled…………(Insert name of topic allotted)……………………………… of Part………(Mention Part of Programme)………………..of Programme ……(Mention Name of Programme)………………… through online mode for 'Centre for Distance and Online Education (CDOE), Shivaji University, Kolhapur.'

      Other rules and regulations related to Copyright, Plagiarism and allied regualtions if any be enforced from time-to-time are abide to me and I am submitting the respective declarations with this 'General Self Declaration'.

      Hence, I agree with all rules and regulations set for e-Content development and I have no any other objections to fulfill Criterion while submitting the e-Content to CDOE as per four Quadrants allotted to me.

Signature with Date
Name :…………………………………………..
Address:………………………………………
Contact No…………………………………………
e-Mail ID…………………………………………..

Ref :SU/CDOE/67   **Date :** 1 9 OCT 2024

To,

Smt. Supriya U. Mogale

Programme Coordinator, Online M.B.A.,

Centre for Distance and Online Education,

Shivaji University, Kolhapur.

Subject: Request to Develop E-Content in the prescribed format.

Respected Sir / Madam,

Greetings from Centre for Distance and Online Education(CDOE), Shivaji University, Kolhapur!

Through this letter, Centre for Distance and Online Education is requesting you to prepare E-Content of allotted course unit / units of Online M.B.A. Programme. Relevant information is given herewith for your ready reference. We hope you will find some time from your busy schedule and complete assigned work on or before 30th November,2024.

Sr. No.	Name of the Course	Unit Number	Name of the Unit / Units
1	Computer Applications for Business (Paper-V)	2	MS-PowerPoint, Formatting Presentation, Graphics and Effects

Thanking you,

Yours Faithfully,

Bhinde

Dy. Registrar

Format of Unit for SIM
M.B.A. Part - I, II-Distance Mode Course

0. **Objective –** (After Studying this Unit you will be able to :
   1. Understand ………………………………………………….
   2. Explain…………………………………………………….
   3. Find relationship between………………………………)
1. **Introduction –** (Linking previous unit with the one present)
2. **Presentation of Subject Matter.**

   Section – 1

   Check your progress - 1. (5-10 objective type question True or false, fill in the blanks, match 'a' with 'b' etc.)

   Section –2

   Check your progress - 2.

   Section – 3

   Check your progress - 3
3. **Summary :**
4. **Glossary** - (important terms in the Unit along with their brief meaning)
5. **Answers to Check your progress** - (1,2,3…………………………….)
6. **Exercise** - (Long and short type question as would appear in the examination)
7. **Reference for further study** - (Written in APA Style)

   i.e.

   Vohra, D.K., (2004).Success is just 6 steps away. Mumbai Jaico Publication.

   Miller, D.W.& Martir , K.S.(1967).The Structure of Human Decisions.New Jersey : Prentice Hall, Inc.

Each Unit 45-50 Pages hand written or around 35-40 pages typed – A 4 size paper.

जा.क्र. शिवाजी वि/सीडीओई/ **७४**

दिनांक : **28 OCT 2024**

प्रति,

डॉ. निलम जाधव यशवंतराव चव्हाण स्कुल ऑफ रूरल डेव्हलमेंट, शिवाजी विद्यापीठ, कोल्हापूर श्रीमती. सुप्रिया मोगले हंगामी ऑनलाईन एम.बी.ए. प्रोग्रॅम कोऑर्डिनेटर, दूरशिक्षण व ऑनलाईन शिक्षण केंद्र, शिवाजी विद्यापीठ, कोल्हापूर	डॉ. एन. डी. सपकाळ C/O - Pooja Prasad Jadhav, 526/1 Om Exotica अपार्टमेंट, फ्लॅट न. 305 सागर नगर, कोल्हापूर.

विषय: ऑनलाईन एम.बी.ए भाग १ सत्र १ Computer Application for Business (Paper - V)या विषयाच्या स्वयंअध्ययन साहित्याच्या घटकलेखनाबाबत.

महोदय,

उपरोक्त विषयास अनुसरून आपणास कळविण्यात येते की, ऑनलाईन एम.बी.ए भाग १ सत्र १ Computer Application for Business (Paper - V) स्वयंअध्ययन साहित्यामधील आपल्या नावासमोर दर्शविण्यात आलेल्या घटकांचे लेखन व आपणाकडे सोपविण्यात आले आहे. सदरचे घटक लेखन आपण दि. १० नोव्हेंबर २०२४ पर्यंत या केंद्राकडे जमा करावे.

अ.क्र.	घटकाचे नांव	लेखकाचे नांव
1	**Unit 1** – MS-Word and PowerPoint, Formatting Documents, Tables, Tools , Drawings.	डॉ. निलम जाधव
2	**Unit 2-** Ms-PowerPoint, Formatting Presentation, Graphics and Effects	श्रीमती. सुप्रिया मोगले
3	**Unit 3 -** Ms-Excel, Formatting Worksheet	डॉ. एन. डी. सपकाळ
4	**Unit 4-** Statistical Analysis, Data Visualization	डॉ. निलम जाधव

आपला विश्वासू

सहाय्यक कुलसचिव