Quality Assurance Guidelines of Learning Material in Multiple Media and Curriculum and Pedagogy

Chitkara Centre for Continuing Education is following guidelines prescribed in the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 (including subsequent amendments) to come up with a strategy for preparation of Quality Assurance Guidelines of Learning Material in Multiple Media and Curriculum and Pedagogy. Following are the brief details

1. **Audio–Video Material: Quality Standards**

    (i) The audio-video material will supplement and complement the Self Learning Materialbased on the curriculum structure.

    (ii) Level and style of presentation and language will be simple.

    (iii) There will be clear information on support material and study activities to be used by the learner.

    (iv) It shall conform to the learning outcomes.

    (v) There will be clear guidelines to the use of the audio or video materialvis-a-vis other content of the course.

    (vi) Audio or video materials are developed in forms and formats that are easily accessible by the learners and compatible with web- based delivery.

    (vii) The content will be interactive with appropriate use of graphics etc will be used.

2. **Online and Computer based Material: Quality Standards**

    (i) The digital content shall be made available in accessible format such as Word Processing, Portable Document Format or E-Pub format.

    (ii) The file size will not be too heavy for the learners to access and download the content.

    (iii) The course content in digital format shall be easy to navigate and searchable.

    (iv) Digital content shall be accessible to all.

    (v) The digital content shall be available across platforms and devices.

    (vi) The compression of the digital files are optimised so that the quality is not compromised and content is easily accessible.

3. **Curriculum and Pedagogy: Quality Standards**

   (i) The curriculum objectives shall be consistent with the mission of the Chitkara University.

   (ii) While designing the curriculum, the Chitkara University has taken into consideration the UGC's Model Curriculum and the Learning Outcome- based Curriculum Framework.

   (iii) There is a linkages of the curriculum to previous and subsequent stages of learning.

   (iv) The instructional methods or pedagogy and the media mix shall be clearly spelt out.

   (v) A comprehensive methodology for assessment and evaluation is clearly stated.

   (vi) The content is reliable and justify the learning outcome(s).

   (vii) Intended outcomes of learning are properly explained, benchmarked to identifiable to various stages of learning.

4. **E-Learning Materials Quality Standard:**

Each course follows the following four quadrant approach:-

   (a) Quadrant-I (e-Tutorial of 20 hours): It contains topic wise Video and Audio Content, Animation, Simulations, video demonstrations, etc, along with the transcription of the video of complete syllabus of all courses.

   (b) Quadrant-II (e-Content of 20 hours): It contains, self-instructional material (digital Self Learning Material), e-Books, illustrations, case studies, presentations etc, and also contains Web resources, Anecdotal information, Global resources, Historical development of the subject, Articles, etc. A student can access e-Tutorials; e-Content etc. on the Learning Management System (LMS) immediately at the beginning of the semester.

   (c) Quadrant-III (Live Classes of 12 hours and Discussion forum of 24 hours) for students to raise questions before the subject matter expert for clarifying their doubts as well as to share their views on a particular topic from a course taken up by the subject matter expert for discussion. Topics are related to the current news; case studies etc. For every 250 learners enrolled in a course one Mentor is there to help the students.

   (d) Quadrant-IV (Assessment of 44 hours). This contains; Problems and Solutions, in the form of internal assessments and End semester examinations constitutes any one or all of these viz. Multiple Choice Questions, Fill in the blanks, Matching Questions, Short Answer Questions, Long Answer Questions, Quizzes etc.

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)
			Synchronous/Webinar/Interactive Live Lectures (1 hours per week)	Discussion forum/asynchronous Mentoring (2 hours per week)	e-tutorials in hours	e-content in hours		
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