

Charter of the Self Learning Material (SLM) Review Advisory Committee

Purpose

The Self Learning Material (SLM) Review Advisory Committee is constituted to ensure the quality, academic rigor, instructional design alignment, and regulatory compliance of Self-Learning Materials developed for Open and Distance Learning (ODL) and Online programmes. The committee will review Self Learning Material (SLM) proposed for use in online programmes of NCDOE to ensure they meet educational standards as set by the UGC and are aligned with current industry trends, and reflect diverse perspectives.

Objectives

- To review SLMs for academic accuracy, relevance, and currency of content.
- To ensure alignment with Programme Learning Outcomes (PLOs), Course Learning Outcomes (CLOs), and Bloom's Taxonomy.
- To verify compliance with UGC/ODL regulations and institutional quality standards.
- To examine adherence to copyright, plagiarism, and academic integrity policies.
- To recommend improvements in pedagogy, structure, language, and learner engagement.

3. Scope

The Committee shall review:

- Course structure and Table of Contents (TOC)
- Learning Outcomes (chapter-wise and course-wise)
- Content organization and developmental flow
- Activities, case studies, self-assessment questions, and summaries
- References and citation standards
- Multimedia integration (where applicable)

Responsibilities:

- Review Submissions: Evaluate Self Learning Materials (SLM) submitted by teachers, and reviewers.
- Assessment Criteria Development: Develop and update criteria for Self Learning Materials (SLM) evaluation, ensuring alignment with programme goals and standards.

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- Recommendations: Provide recommendations for Self Learning Materials' (SLM) adoption, rejection, or revision.
- Reporting: Prepare reports summarizing evaluations and decisions regarding Self Learning Materials' (SLM) use.
- Stakeholder Engagement: Collaborate with educators, students, and other stakeholders like industry and auditors, to gather feedback on Self Learning Material (SLM) usage and effectiveness.
- Policy Development: Assist in the creation of policies related to Self-Learning Materials (SLM) selection and procurement.

Composition

The Committee shall comprise:

- Chairperson (Academic Director)
- Subject Matter Experts (Internal/External)
- Content Manager/ Instructional Design Expert

Procedures:

- Guidelines for submitting Self Learning Materials (SLM) for review will be communicated to all SLM authors (faculty) and reviewers.
- The committee will use a standardized procedure to evaluate Self Learning Material (SLM) based on the established criteria. The annexure has the review guidelines.
- Provide written recommendations for revision.
- All decisions and rationale will be documented and made available to relevant stakeholders

Meetings

- The Committee shall meet periodically as per the academic calendar.
- Decisions shall be recorded through minutes and formal recommendations.

Reporting

The Committee shall report to the Academic Council/Board of Studies and submit compliance certification prior to course launch.

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Checklist for Review of Self Learning Material

Criterion	Review Questions
Alignment & Structure	Does the unit title align with the stated Course Learning Outcomes (CLOs)?
	Are 4–6 Learning Outcomes clearly defined and mapped to Bloom's Taxonomy levels?
	Does the content progress logically from basic to advanced concepts?
Content Quality	Does the introduction provide background, relevance, and scope of the unit?
	Are real-life examples, illustrations, or case studies included?
	Are activities and self-assessment questions provided to enhance learning?
	Does the summary effectively capture key takeaways?
Instructional Design	Is a learner-centric and conversational tone maintained?
	Are infographics/figures used appropriately to support understanding?
	Is the unit suitable for ODL/online micro-learning format?
Academic Integrity	Are proper citations and references included?
	Has plagiarism screening been completed as per institutional norms?
	Have necessary copyright permissions been obtained for third-party content?
Formatting & Presentation	Is the approved institutional template used?
	Are font style, size, spacing, and formatting consistent with guidelines?
	Are headings and numbering consistent throughout the unit?
	Is the language clear, grammatically correct, and professionally presented?

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