1. **Learning Material (Print Media)**

Learning Material through print-media is termed as Self Learning Material, being developed with the approach of self-explanatory, self-contained, self-directed, self-motivating and self-evaluating. The following is an indicative list of quality standards for print material:

(a) The Self Learning Material shall be designed with the approach of two-way communication between the learner and content.

(b) The Self Learning Material shall involve the learner actively through various experience-based activities and assignments.

(c) The learner should get clear information about the structure of the programme and course.

(d) There shall be detail learning map in Self Learning Material for the learner so that he or she will be self-directed for completion of his or her studies.

(e) The content of Self Learning Material shall be developed with dialogue and personal system of writing method which will create the nature of interactivity in Self Learning Material.

(f) The Self Learning Material shall encourage learner to apply new knowledge and skills.

(g) There shall be clear definition of learning objectives and outcomes.

(h) The content shall be divided into small sections (blocks) and sub-sections (units & sub-units) for effective learning.

(i) There shall be an assignment on each learning objective for self-assessment.

(j) The learner shall be directed through problem solving activities as applicable to nature of the course.

(k) The Self Learning Material shall be developed in defined formats with following features :

    (i) Consistent layout and format.

    (ii) Inclusion of overview of content.

    (iii) A unit structure at the beginning of the unit.

(iv) Plenty of examples.

(v) Reference to prior learning.

(vi) Inclusion of national or international caselets and case studies.

(vii) Content in segments synchronised with learning objectives and outcome.

(viii) Explanation of icons used in content.

(ix) Appropriate sequence of material.

(x) Explanation on technical, new, difficult terms or word in a glossary section.

(xi) Inclusion of adequate suggested reading (both print and online).

Overview

Self Learning Material is developed with the approach of self-explanatory, self-contained, self-directed, self motivating and self-evaluating. The major challenge for the Open and Distance Learning system is near absence of the teacher. Therefore, it is very essential to pre-plan each of the activities. The learning material plays a vital role in this system and it includes Self-Learning Material in print and electronic form. A key challenge of Learning Material is ensuring that its writing is to be in a way that is engaging and which actively involves the learners. Another challenge of learning material is rapidly changing technology and deploying traditional teaching-learning methods through these technologies. Therefore, it is necessary to have the proper planning prior to development of the learning material. During the planned period, the following points should be considered very carefully:-

- backgrounds of learner and learning needs;

- learning experiences; and

- support and preparation in adapting to flexible learning.

2. Learning materials place much more emphasis on the processes of learning. Following are the major ingredients to be considered while developing the learning material by authors (in case of print material) and instructional designers (in case of e-learning material):-

(a) learning objectives

(b) assessment of prior knowledge

(c) learning activities

(d) feedback of learning activities

(e) examples and illustrations

(f) self-assessment tests

(g) summaries and key points

(h) study tips

3. The learning material should be developed with the constructivist approach and that should lay emphasis on realworld tasks, learner's choice of tasks or situations, case studies, collaborative learning tasks, opportunities for observing others, self-evaluation. The Higher Educational Institution may also adopt or procure the Learning Materials from expert agencies or consultant if it saves the time and cost without compromising on the quality.

Planning for development of learning material

4. Due to the near absence of the teachers in the Open and Distance Learning mode, the learner has the opportunity to take the decision(s) at any point during the learning path. This may create disagreement between learner's perception and the objective of the learning material. Therefore, it is required to consider the following key points during planning for the development of learning material.

(a) **Learner Profile :** It is required to consider literacy level (including level of language proficiency), age group, information communication technology skills, aim of study, personal background and home situation, prior knowledge, prior skills, learning situations, etc.

(b) **Background:** In Open and Distance Learning system, learner studies at his pace and not like face-to-face mode. Most of the learners are working professionals and they get time to study at their homes. If we add certain references which they cannot access at home, then it will create an obstacle in their learning. Therefore, it is necessary to consider the accessibility of course resources and references at the place of learning.

(c) **Learning Objectives and Outcome :** It is required to define the learning objectives and outcomes prior to initiating the process for the learning material development. The learning objectives can be of terminal, intermediate or enabling nature. These learning objectives can be set at course, unit, or module level.