NAHEP

Investments in ICAR Leadership in Agricultural Higher Education

NAHEP-Component 2A

ICAR-Indian Agricultural Statistics Research Institute, New Delhi

First Call for Creating e-Learning Course Content under NAHEP-2

Guidelines for Content Creation and Review

1. The time period for creating the e-content for units is 1 month.
2. A content creator who has been allotted more than 1 unit for creation, needs to create the content simultaneously within this 1-month period.
3. The content creator should prepare the Unit content lecture wise as per the syllabus described by BSMA.
4. **Content Creator needs to create and upload content lecture wise**.
5. **Each unit will be divided into Lectures/Lessons, the structure of each lecture is mentioned in annexure I**
6. If the BSMA syllabus gets revised, the creator needs to act accordingly.
7. Disclaimer must be provided by the content creator stating that - "All the acknowledgements are made from where the text, images and tables are taken and there are no copyright violations in the prepared course contents".
8. The citations/ source should be written against the appropriate content (text, table, and image).
9. The complete references should be given at the end of the content.
10. There will be no responsibility of the Project team in case of any violation of the Disclaimer.
11. The course structure and Format as in Annexure-I must be adopted for preparing the eLearning content.
12. The Unit Reviewer's role will start, once the content has been created by the content creator. They will be given 15 days to review the unit.
13. A Unit Reviewer who has been allotted more than 1 unit to review, needs to review them all within 15 days.
14. The Unit Reviewer should review the content as per the guidelines, BSMA syllabus and as per the content structure provided in Annexure-I.The Course reviewer will be provided with the Unit wise content already reviewed by the unitreviewers along with the mail-id of the unit reviewer for any correspondence. They will be given 30 days to review and integrate all the units together, giving the course a final shape.
15. The units need to be integrated in such a way that there is no loss of continuity observed between the units.
16. A Course Reviewer who has been allotted more than 1 course needs to review the courses simultaneously within 1-month time.
17. In some courses, the unit reviewers are not selected, in that case these units will again be opened for submitting applications. The course reviewer need to consider these units as and when they come to them and integrate them with the courses.

Course Structure and Format to be Adopted for Preparing eLearning Content

1. Course Name, Unit Name, Unit Instructor Name, University/College Name, Department Name

2. Lessons/Lectures – At least 8-10 Lessons must be created for each unit under content

3. Lecture Structure:

1. Objectives of the Lecture in bullets (At least 2).
2. Glossary of terms: 5-10 definitions of the main terms used in each Lecture.
3. E-Lecture: eLearning content of the Lecture containing the Text, Tables and labelled Pictures (The content should be more in bulleted form or small paragraphs rather than big paragraphs).
4. Questions/Answers: All the Questionnaires are mandatory to upload with at least 8-10 Questions each for (MCQ's, True/False & Fill Ups with their options and correct answers), 5-6 Short Question Answer Type and 2-3 Long Question Answer type.
5. At least 1 Assignment from each Lecture.
6. A power point presentation for each Lecture of the unit.
7. Animations/ Explanatory Video (if any)

4. Format:

1. The e-Learning content should be created in MS-Word using the Times New Roman font style
2. Title of Unit and Lectures should be Bold and in 14 pts font size.
3. The text should be written in 12 pts font size.
4. All topics under the Lecture should have a Bold Heading and a SectionNo. (1,2,3,...)
5. Subsections should be numbered as 1.1, 1.1.1 etc.
6. Tables and Figures should be numbered as 1,2, 3 ... with footnote/title of the table
7. Reference (at the end of each lesson) inside the text should be written as Hannon and Ruth (1994), if there are two authors.
   - Willams *et al*. (1999) should be written where more than two authors are there. All the literature cited in the text should be properly mentioned in the Reference.
8. Style of Reference

For Published Research Paper

- Williams, E.R., John, J.A. and Whitaker, D. (1999). Example of block designs for plant and tree breeding trials**.** *Australian & New Zealand Journal of Statistics,* **41**(**3**), 277–284.
- If volume numbers are not available "DOI" need to be mentioned. For Accepted Research Paper
- Everything will be similar as above except after the journal it should be written as "In Press".

For books

- Hannon, B.M. and Ruth, M. (1994). *Dynamic Modeling*. Springer-Verlag, New York.

For Online software

- AgroPlotter.

  http://www.coxinternet.com/agrosoft/plotter_launch.html, 2002.