


**DIRECTORATE OF DISTANCE EDUCATION
KURUKSHETRA UNIVERSITY KURUKSHETRA**
(Established by the State Legislature Act XII of 1956)

GENERAL INSTRUCTIONS FOR UNIT/LESSON WRITERS

1. Unit/ lesson-writers are requested the Units/Lessons in self Instructional Material(SIM) format with skill and care, ensuring a good standard of course content coupled with easy comprehension and assimilation, Guidelines for the preparation/ conversation of study Material (Unit/lessons) of distance education courses in self Instructional Material (SIM) format are given on the reverse of this page.
2. A good coverage should be given to all the topics which fall within the scope of unit/lessons. Irrelevant details should be eschewed.
3. Language employed should be lucid, plain but all the same effective, keeping in view the standard of the class for which units/lessons are written.
4. All relevant questions which are likely to be set in the University Question papers should be dealt with at responsible length. An idea about the pattern of questions may be formed are consulting the University Question papers
5. Sub-headings should be provided to mark matter intelligible, vivid and logically presentable so that students have a clear and through understanding of points raised.
6. At the end of each unit/lesson, writers are requested to frame sample question in order to arouse the interest of students to answer specific question on given topics. The aim of setting such questions is to test the students grasp of the topic covered.
7. The lenth of unit lesson should be 5000 to 6000 words or 25 to 30 typed (double space) pages (A-4 size paper) approximately.
8. Unit/lesson-writers are requested to send legible and distinctly written scripts, preferably typed, if possible.
9. Since distance education is a time bound programme, unit/lesson writers are requested to send the script of Study Material at the earliest but not later than 20 days in any case.
10. While preparing units/lessons, writers should take care that copyright material is not included in the unit/lessons, so as to avoid infringement of the provision of Indian Copyright Act,1956. While including quotation in the unites/lesson, due acknowledgement of the source should be made.
11. The copyright in the Study Material (units/lessons) got prepared by the University for any course shall vest in the University and the University shall be entitled to get it translated in other language or to use it partially or wholly for any other course of the Directorate. In case of need, the shall also be entitled to get Study Material (Units/Lessons) updated/edited from the same author or any other teacher/expert of the relevant subject/field.
12. The Copyright of the study material got prepared by it in print/electronics media or in any other from through teachers in University or from outside or any other person/agency will vest with the Directorate of Correspondence Courses and the directorate/ University will be freee to make use of it in any form of any course/subject/paper in the same from or after vetting/updating from any expert/ teacher in the area of specialization. Provided that the teachers contributing study material for the DCC courses may be permitted to make use of the said study material for inclusion of the same in a book or as a research paper/article for academic purpose with due permission from the Director with the condition that it will not be the verbatim reproduction of the said study material and it will not be used for publications of the same as a study material for the distance education programme of any other University/Institution in any form.
13. Unit/lesson-writer may make the figures/graphs, if any, on the graph paper with due care and paste/insert the same of the appropriate place in the lesson-scripts. Special instructions and model question papers where supplied may please be kept in mind at the time of writing lesson scripts.
- 13A Course coordinator is to ensure that a lesson writer should be a teacher on regular/contract/adhoc basis and also should have at least three year teaching experience at college/university level.
14. The unit/lessons written by the professors/Readers/Principal of the colleges are not required to be vetted.
15. Computer typing charges will be paid @ Rs.15 per page along with C.D. in respect of English and Rs. 20/- per pages alongwith C.D in respect of Hindi, Punjabi, Sanskrit, Maths and Computer (12points). In case C.D for above is not received, the payment will be made for ordinary typing (Rs. 5/- per page of English, Rs. 6/- per page of Hindi & Punjabi and Rs. 7/- per page of Maths & Sanskrit). Actual postal charges for the sending the script(s) of the unit/lessons by Registered/Speed post will also be paid on production of receipt.


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GUIDELINES FOR THE PREPERATION/CONVERSATION OF THE STUDY MATERIAL (UNIT/LESSON) OF THE DCC COURSES IN SELF INSTRUCTIONAL MATERIAL(SIM) FORM.

1. The coordinator of the each course will prepare the unit/lesson plan of all the papers covering the total syllabi of the course dividing the whole course of each paper in unit/lessons topic-wise keeping in view that each unit/lesson should be of 5000 to 6000 words or 25 to 30 typed (double space) page A-4 size paper) approximately. In case there is no sufficient material on any topic, two topics may be combined in one lesson.
2. While unit/lesson No. will be indicated on the left hand corner with name(s) of the writer/vetter on the right hand corner, study material of each unit/lesson may be covered under the following headings:
 - A. Structure: The first section of the unit/lesson is called structure which gives a glimpse of the different parts of the unit/lesson. The structure of the unit/lesson containing the headings/sub-headings, sections of Sub-heading, etc. of the unit/lesson in brief is to be given on the first page of each lesson.
 - B.
 1. Introduction: The synoptical view of the whole unit/lesson and linkage with the previous lesson(s) of this paper, if any, may be given under this heading.
 2. Objectives: The objective of the units/lesson may be enlisted under this heading so as to apprise the students as to what the student would achieve after going through this unit/lesson.
 3. Presentation of contents: The detail of contents of the course are to be discussed under this heading covering different dimensions of the topic under discussion. The whole unit/lesson may be divided into small sections assigning sub heading to each section.
 4. Summary: The main point of the topic under discussion in this unit/lesson may be summarised under this heading for the purpose of recapitulation and ready reference of the students.
 5. Self Assessment Questions (SAQ): Author may suggest sample questions relating to the unit/lessons for helping the student to recapitulate what they have studied. These questions are also helpful for the student learn in the contract of examination pattern.

- Note:
1. Please make the unit/lessons more comprehensible to the students.
 2. Please write in the interactive way i.e while writing use the word like, 'you know', 'You might have observed', etc.
 3. Please try to divide the course contents of a unit/lesson in four or five sections. Each Section representing a specific theme.

- C. Headings, sub-headings and subsequent Sections of the Sub-Headings are required to be serialized for the better understanding of the study material by the student. All Headings like Introduction, 'Objective', 'Presentation of contents', 'Summary', 'Suggested Reading'/'Reference Material', Self Assessment Questions', may be given Sr. No. 1,2,3,4,5 and 6 respectively. 'Sub-Headings', under a Headings may be assigned further Sr. No. 1,2,3,4 by using a dot between the Sr No. 's of a heading and 'sub-Headings' and similarly for subsequent Sections of a Sub -Heading as given in the following illustration of 'Structure' of unit/lesson.

Structure:

- | | |
|---|---------------|
| 1. Introduction | (Heading) |
| 2. Objective | (Heading) |
| 3. Presentation of Contents | (Heading) |
| 3.1 Early History | (Sub-Heading) |
| 3.2 The Middle Age | (Sub-Heading) |
| 3.3 Early Modren period | (Sub-Heading) |
| 3.3.1 | |
| 3.3.2 | |
| 3.4 Modern Time | |
| 3.4.1 (Section of a Sub-Heading) | |
| 3.4.2 | |
| 4. Summary | (Heading) |
| 5. Suggested Readings/Reference Material) | (Heading) |
| 6. Self Assessment Questions (SAQ) | (Heading) |