

Remuneration Policy for Preparing Self-Learning Materials (SLM) for Online Education

Issue Date : 12.06.2025

Version : V-1

1. Purpose

This document sets guidelines for compensating faculty members who develop Self Learning Material (SLM) for online courses.

2. Scope

The preference for developing SLMs will be given to NIET faculty including all full time, part time and adjunct faculty members. However, if required the work can be outsourced.

3. Remuneration Structure

Faculty involved in preparation of SLMs will be paid @ Rs 8000/- per credit. This remuneration includes development of content for quadrant I, II, III & IV as per the UGC guidelines.

Credit Load	Rate per Credit	Total Remuneration per Course
1 credit	Rs.7000	Rs. 7,000
2 credits	Rs.7000	Rs. 14,000
3 credits	Rs.7000	Rs. 21,000
4 credits	Rs.7000	Rs. 28,000

4. Timeline

- Faculty must submit the SLM by **August 31, 2025**.

5. Faculty Responsibilities

- Faculty shall ensure that the SLM corresponds to the curriculum/syllabus.
- Faculty should be responsible for proper editing, proof-reading, and formatting as per guidelines (Appendix B and C).
- Faculty shall ensure that the SLM is plagiarism-free. A **Plagiarism Certificate** (Appendix A) will be submitted along with SLM.


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- The work is inclusive of multimedia content creation (Micro-videos, Ppt ,animations),self-assessment questions ,quizzes or instructional design according to all four quadrants.

6. Quality Assurance

- SLM will undergo review by the Academic Quality Committee to ensure compliance with content, formatting, and instructional design standards etc.
- Faculty must address any requested revisions promptly for final approval.

7. Payment Terms

- Payment will be processed within 15 days of the approval of the SLM.

8. Intellectual Property

- The institution will retain ownership of SLMs developed under this policy.
- Faculty will be acknowledged as the authors of their respective materials.


(Director)
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(Additional Managing Director)


(Managing Director)
12/6/25

Appendix A: Plagiarism Certificate

I, [Faculty Full Name], hereby certify that the Self-Learning Material (SLM) I have submitted for the course titled “[Course Title]” is my original work and contains no plagiarized content. All sources and references used are properly cited and acknowledged.

Signed

[Faculty Full Name]

Date: _____

Appendix B: Editing Guidelines

- Use clear, concise language appropriate for the target learners.
- Include learning objectives at the start of each module/unit.
- Incorporate examples, exercises, and assessments to engage learners.
- Provide proper citations for all referenced materials.
- Proofread carefully for grammar, spelling, and typographical errors.
- Submit the SLM in the prescribed digital format (e.g., Word or PDF).

Appendix C: Formatting Guidelines

Formatting Template (Sample) – May be revised.

- **For Header, footer:** - Follow the template
- **Formatting guidelines**
- **Font size:**
- Unit Name: 18 (B)
- Heading: 14(B)
- Text: 12
- **Theme fonts:** Times new roman
- **Line spacing:** • Between texts – 1.25


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Between headings – 1.5

- File format: Microsoft Word (.docx) or PDF
- The topic should be explained/ demonstrated using figures, tables and formulas/equation with proper figure/ table/formula/equation number and name. Each figure/ table/formula/equation should be numbered according to the unit number. For e.g. Number of figure/table of unit 1 should start 1.1 and for unit 2 it should start from 2.1.

Title Page:

- Course title
- Course code (if applicable)
- Faculty author's full name
- Date of submission
- Institution logo (optional)

Table of Contents:

- List all modules/units with page numbers

Module/Unit Structure:

It is important to stick to the extent possible to it. (However, one can always resort to need based deviations.)

1. **Module Title** (Heading 1)
2. **Learning Objectives:** Clear statements of what learners will achieve (bullet points)
3. **Introduction:** Overview of the module topic
4. **Content:**
 - Use headings and subheadings (Heading 2, Heading 3) to organize topics
 - Clear, concise paragraphs
 - Include examples, case studies, or illustrations
5. **Exercises and Activities:** Questions, quizzes, or practical tasks
6. **Summary:** Key takeaways
7. **References:** List all sources cited in proper format (APA, MLA, or your institution's preferred style)
8. **Additional Resources:** Optional links or suggested readings

General Style Guidelines:

- Use active voice and simple sentences

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- Avoid jargon or explain technical terms
- Use bullet points or numbered lists to improve readability
- Include diagrams or images where helpful (ensure copyright compliance)
- Consistent use of terms and definitions throughout the text

Faculty Checklist Before Submission

Task	Done (✓)
Followed formatting template	
Completed all modules/units	
Learning objectives clearly stated	
Content is original and plagiarism-free	
Plagiarism certificate signed and attached	
Proper citations and references provided	
Edited and proofread for grammar/spelling	
Included exercises and activities	
Submitted in the correct file format	
Met the deadline (August 31, 2025)	

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Jeff
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