

## **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.

<b>Credit Load</b>	<b>Rate per Credit</b>	<b>Total Remuneration per Course</b>
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) 12/6/25

  
(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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