Guidelines

for

MOOCs Development

Internal Quality Assurance Cell

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE

(A Govt. Aided UGC Autonomous & NAAC Accredited Institute Affiliated to RGPV, Bhopal)
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MOOCs Development Guidelines

Development of e-text

1) Subject matter expert (EME) is required to prepare 4 week/8 week/12 week course material as per the Course syllabus.
2) Each week is consisting of approx 4 hour course material which is divided into at most 40 minute lectures. For a single topic at most 2 lecturers can be recorded.
3) Each week is followed by one quiz/Assignment. Quiz should consist of at least 10 MCQ based questions.
4) In the end of the course, SME should provide a MCQ based question bank consist of 100 questions.

Guidelines to avoid plagiarism/Copyright handling

1) It is required to obtain copyright clearance from Content writers for any readings, images, and video clips used as core and supplementary reading in case of licensed material if used.
2) Direct references to specific materials should be avoided in video content or other course material till clearance has been obtained.
3) Ensure that content is not plagiarized and the similarity of the e-text should not exceed 15%.
4) Please check content using turnitin software.
5) All contents (text, audio, video, animation, quiz etc.) developed will be the property of MITS Gwalior.

Guidelines for recording of videos

1) SMEs should prepare power point presentation in the given template
2) A clear description of visuals as well as text is required.
3) Training demonstration, illustration of examples, case study, documentary, etc should be added wherever applicable.
4) Please avoid wearing green/blue cloths for recording due to cromakey projection.

(Dr. Manjaree Pandit)   (Dr. R. K. Pandit)
Dean Academics   **DIRECTOR**
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