



# TEERTHANKER MAHAVEER UNIVERSITY

(Established under Govt. of U. P. Act No. 30, 2008)

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## **STANDARD OPERATING PROCEDURE (SOP) for** **Developing E-Content at Teerthanker Mahaveer University**

**Introduction:** Teerthanker Mahaveer University (TMU) envisions a dynamic educational landscape, enriched through the strategic integration of Information and Communication Technology (ICT). By fostering the 'Teaching-Learning-Knowledge Triad,' TMU seeks to enhance the accessibility, flexibility, and interactivity of its academic resources through high-quality e-content. This initiative will seamlessly integrate with the University's Learning Management System (LMS), ensuring an engaging and immersive digital learning experience. E-content, as a vital component of modern pedagogy, facilitates the seamless transmission of knowledge in an innovative, encouraging academic creativity and fostering a technologically empowered learning ecosystem. These guidelines serve as a blueprint for e-content development, ensuring compliance with academic standards and regulatory frameworks while promoting excellence in digital education.

**1.Purpose:** To provide a structured framework for faculty members at Teerthanker Mahaveer University (TMU) to develop high-quality e-content in alignment with the guidelines of the UP Higher Education Portal, MOOC guidelines and the University's academic vision.

**2. Scope:** This SoP applies to all faculty members for developing e-content for the courses offered at TMU in offline/online mode and ensures adherence to institutional and regulatory requirements.

### **3. Objectives:**

- To develop engaging, accessible, and interactive digital learning materials aligned with the learning outcomes and as per prescribed syllabus.
- To maintain academic integrity by ensuring originality, proper citations, and compliance with plagiarism checks.
- To integrate multimedia tools such as PPTs, text notes, videos, and infographics to enhance the learning experience.

### **4.Key Components of Creating Effective E-Content**

- **Target Audience:** Understanding the audience's needs, preferences, and goals to create relevant and engaging content.
- **Impactful Content:** Creating narratives that captivate the audience, evoke emotions, and leave a lasting impact.
- **Visual Impact:** Utilizing images, videos, and graphics to enhance the effectiveness and engagement of e-content.

Dr. Vaibhav Rastogi  
Joint Registrar  
Teerthanker Mahaveer University  
Moradabad

## 5. Permitted Forms of e-Content:

- **Compiled by/ Edited by:**

This refers to content compiled from multiple sources and publications while ensuring adherence to Copyright and Intellectual Property Rights (IPR). In this format, the primary author acts as the main content provider. Proper credit will be given with acknowledgments such as "Compiled by" and "Edited by"

- **Created E-content:**

This involves original content developed by the author, incorporating insights from various resources along with their own contributions. In this case, the author holds full authorship of the content. The developer must present the material in the prescribed standard module format.

## 6. E-Content Development Process (Figure 01):

### 6.1. Planning and Ideation

- Faculty members identify topics for e-content development based on their assigned courses each semester

### 6.2. Content Design and Creation

- E-content must align with curriculum and learning objectives
- E-content must be created topic-wise instead of unit-wise.
- Faculty members must use Annexure-3 as the first page format for PPTs or notes.
- The content must include relevant references in APA style on the last slide/page.
- Maximum number of pages allowed is 20, and file size should be less than 2MB (1.8MB recommended).
- The proposed content structure, learning objectives, and format (PPTs or text notes) is reviewed by the College/Departmental Screening Committee for authenticity, grammar check, content quality, and relevance. (Annexure-04)

### 6.3. Review and Quality Assurance

- The developed content must undergo plagiarism checks before submission.
- Proper citations must be included to avoid copyright issues.
- The College/Departmental Screening Committee must verify the content before submission.
- Feedback from a pilot group of students to assess the quality and relevance of the content.
- Peer review by the course expert.

### 6.4. Integration and Deployment

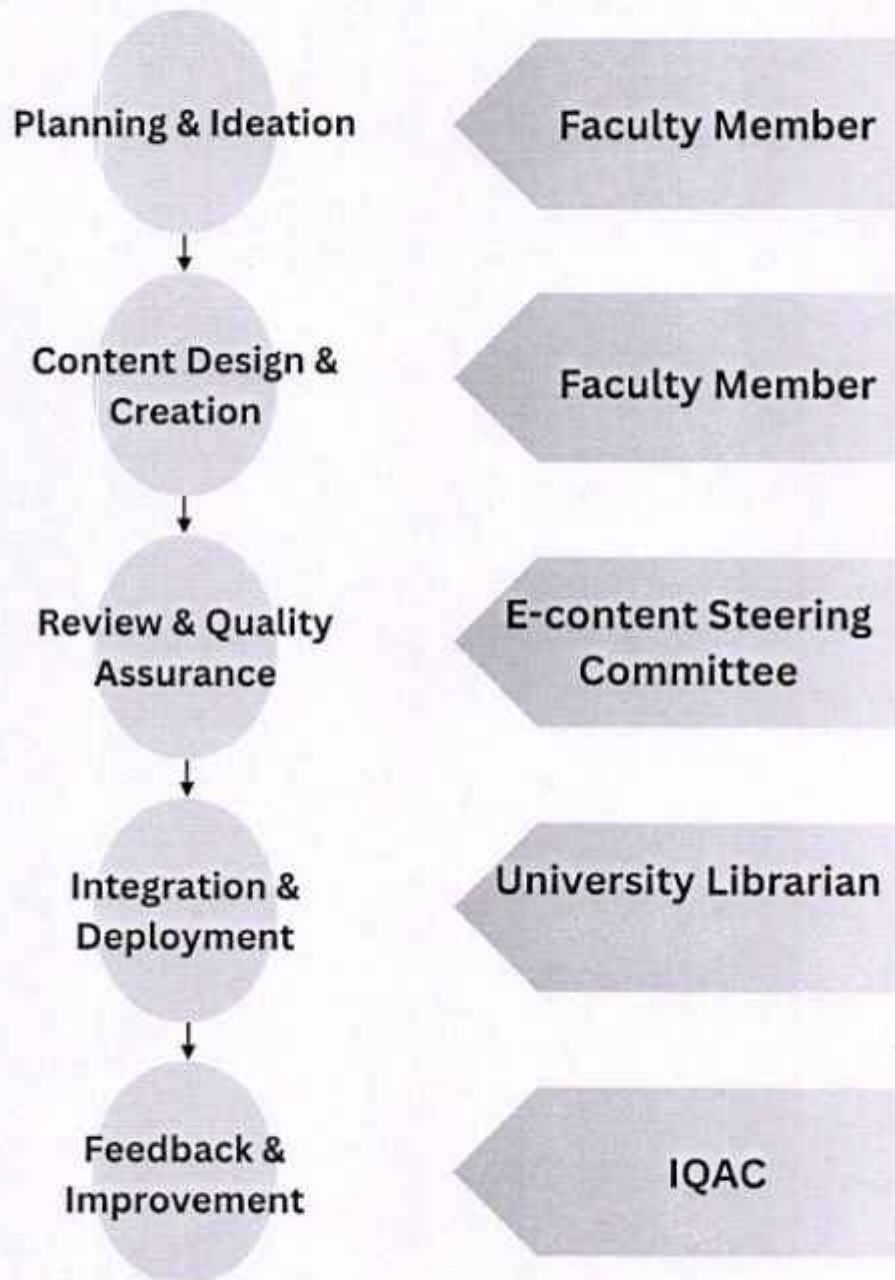
- Faculty members must fill out Annexure-1 (Undertaking Form) and Annexure-2 (Additional Information) before submission.
- The reviewed content is submitted to the Dean/Principal's office, who then forwards it to the University Librarian
- Direct submissions by faculty members will not be accepted.
- The e-content must be in PDF format before submission to the UP Higher Education Portal.



#### 6.5. Feedback & Improvement

- Student and faculty feedback must be collected to assess the effectiveness of e-content.
- Periodic updates should be made to ensure content remains relevant and aligned with the evolving syllabus.
- TMU-IQAC shall conduct periodic audits to ensure quality and compliance with guidelines.

### E-Content Development Process Flow



**Figure-01**

#### 7. Roles and Responsibilities:

- **Faculty Members:** Responsible for content creation, accuracy, plagiarism check, and adherence to guidelines.
- **HoD & College/Departmental Screening Committee:** Ensure content quality, approve submissions, and verify compliance.
- **Dean/Principal:** Review and forward approved e-content to the University Librarian.
- **University Librarian:** Ensures final compliance before submission to the UP Higher Education Portal.
- **University-IQAC:** Responsible for conducting periodic audits to ensure the quality of e-content, compliance with guidelines, alignment with the evolving syllabus, and monitoring the effectiveness of content through student and faculty feedback. Also, content is aligned with learning outcomes and adheres to Regulatory/NAAC guidelines.

#### 8. Compliance and Ethical Considerations:

- Ensuring correct citation/referring and avoiding plagiarism is a responsibility of the faculty member.
- Only course-specific content should be developed by faculty members.
- Adhere to UP Higher Education Digital Library standards.

**7. Conclusion:** This SoP ensures the development of high-quality, regulation-compliant e-content, enriching the digital learning experience at TMU. Faculty members must adhere to these structured guidelines to contribute effectively to the University's academic excellence.

This is issued with the approval of Hon'ble Vice Chancellor



(Dr. Vaibhav Rastogi)

**Dr. Vaibhav Rastogi**  
Joint Registrar  
Teerthanker Mahaveer University  
Moradabad

#### Annexures enclosed-

- 1- Undertaking
- 2- Additional Information Format
- 3- e-content Format
- 4- Suggestive Steering Committee at College/ Departmental level

**UNDERTAKING**

I \_\_\_\_\_ working as \_\_\_\_\_ in the \_\_\_\_\_, Teerthanker Mahaveer University, Moradabad, hereby, declare that the e-content entitled \_\_\_\_\_, is an original work developed by me with all the citations at relevant places.

This undertaking transfers the copyright to Teerthanker Mahaveer University, which covers the exclusive right and license to reproduce, distribute, publish and archive the e-content in all forms and media of expression now known or developed in the future, including reprints, translations, photographic reproduction, microform, or any other reproduction of similar nature.

Name & Signature :

Date:

Verified & forwarded by the Dean/Principal:

Name & Signature with Date

Name of the Teacher	
Gender	
Mobile No	
E-mail Id	
Designation	
College Name	
University Name	
Specialization (For e.g. Engineering, Fine Arts, Management, Science, etc.)	
Department Name	
Programme Name	
Programme Type ( UG/PG)	
Programme Type & Duration (IF Year-based, then mention Yearly& no of years and if semester based, pls mention Semester & no of semesters)	
Course Name (Pls mention course name here)	
Topic Name	
Content Type (PPTS or text notes, etc)	
No. of Pages	
Search Keyword	

Signature of Content Creator

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**Please Note:** A standard pattern is being forwarded to all concerned so as to conform to the suggested structure by UP Higher Education Portal. Unless the suggested structure is followed, it will not be accepted for Uploading. Fields are mentioned as per the requirement of UP Higher Education Digital Library)



**TEERTHANKER  
MAHAVEER UNIVERSITY**  
Moradabad

Accredited with NAAC **A** Grade

*12-B Status from UGC*

Title of the e-content

By

Name of the Creator

Designation

Department

Write the E-content from next page



**Suggestive Screening Committee at College/ Departmental level**

To ensure the **quality, relevance, and compliance** of e-content, the following members can be part of the **College/Departmental Steering Committee**:

1. **Chairperson –Dean/ Principal of the College**
  - Provides overall leadership and ensures alignment with University policies.
2. **Convenor – Head of the Department (HoD)**
  - Oversees the process and coordinates with faculty members.
3. **Subject Matter Experts (SMEs) – Senior Faculty Members (2-3 Members)**
  - Review content accuracy and depth.
  - Ensure compliance with the syllabus and academic guidelines.
4. **Communication & Linguistics Reviewer-** Reviews content for language clarity, grammatical accuracy, and readability.
5. **E-Content Coordinator – Faculty with Expertise in Digital Learning**
  - Ensures proper formatting, multimedia integration, verifies APA-style references and citations to avoid copyright issues, ensures file compatibility and plagiarism checks.
6. **Student Representative (for Feedback Purposes)**
  - A pilot group of students provides a learner's perspective on the clarity and relevance of the content.