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**

   o Provides overall leadership and ensures alignment with University policies.

2. **Convenor – Head of the Department (HoD)**

   o Oversees the process and coordinates with faculty members.

3. **Subject Matter Experts (SMEs) – Senior Faculty Members (2-3 Members)**

   o Review content accuracy and depth.

   o 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**

   o 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)**

   o A pilot group of students provides a learner's perspective on the clarity and relevance of the content.