

R K ENTERPRISES

Bhagirath Palace, Chandni Chowk, Old Delhi - 110006

Ref. No.: RK/CON/2023/1783

Dated: 23/02/2023

To,
Ms. Vidhi Gaur,
School of Education,
K.R. Mangalam University
Gurgaon (Haryana)

Subject: Approval of Consultancy Project on Development of e-content as per Four Quadrant Approach on Interactive Board for digital Platforms

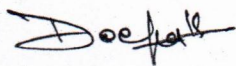
Dear Ms. Vidhi Gaur,

It is hereby informed you that you have been awarded a consultancy project as you applied on "Development of e-content as per Four Quadrant Approach on Interactive Board for digital". We hope that your expertise in your area of research and relevant experience may help to contribute to improving the HR environment in our organisation.


We are pleased to approve this project and has agreed to pay consultancy amount of Rs. 2,50,000/-. It will be for a period of 3 months. If looking for any possible extension in consultancy period, the review committee must approve satisfactory progress reports following your review process.

Regards,

For R K Enterprises



Authorized Signatory



Registrar
K.R. Mangalam University
Sohna Road, Gurugram, (Haryana)

Consultancy Project Proposal

Development of e-content as per Four Quadrant Approach On Interactive Board for Digital Platforms

1.0. Introduction

The Project has been proposed with intent to improve quality in educational development at all stages of education. The theme of this Project is to prepare teaching learning material in the form of e-content as per four quadrant approach by UGC guidelines. The project includes lectures as well as extensive hands-on training which will provide both theoretical and practical exposure to the participants. It will also acquaint participants with different e□ learning approaches to get hands on training on development of e-content.

2.0. Objectives

1. To acquaint participants on developing e□ content as per the four-quadrant approach.
2. To familiarize the participant with tools and techniques of e□ content.
3. To develop competencies for sending proposals in different MOOC (Massive Open Online Courses) Platforms.
4. To develop skills on creating video lectures for the e-content with multimedia support material.

3.0. Eligibility

Principals, Teachers, Special Educators, Counsellors, Soft Skill Trainers, including retired teachers with experience at any level of teaching.

4.0. Broad Plan of e□content Development

I. Four Quadrant Approach

As suggested by various Government resources, development of the e-content should be based on a Four Quadrant Approach:

- *Quadrant 1:* e-Tutorial (Video and audio content in an organized form)
- *Quadrant 2:* e-Content with about 3500 words (PDF, Text, e-Books, Illustrations, and Documents) including Web resources (Related Links, Wikipedia, Open Content etc.).
- *Quadrant 3:* Discussion Forums for raising of doubts and clarifying them on a real time basis by the course coordinator.
- *Quadrant 4: Assessment* (Problem/ Solutions, MCQs, Short answers type, Quizzes, Assignments etc.)

II. Schedule of the e-Content Module

i. Introductory Module: Defining the course design, qualifications for taking the course, outline of the course, credits to be awarded, starting date/ending date, learning outcomes & assessment system. The content should synchronize with your approved course syllabus unit-wise and topic and sub-topic wise.

ii. Segments of Course: Lectures / Presentations/ Graphics/ Images/ Reading Material / Assignments / Quizzes/ Test in two weeks and short modules.

iii. Presentation Techniques – Different multimedia techniques need to be used, and the name of the teacher on the camera. The PowerPoint slides should be made in 16:9 ratio. The content will be in bulletin points, centrally aligned, 18 Font size.

iv. Duration of Video Content: Content duration has been estimated based on the number of hours that are required to transact the content in the classroom. A four-credit course may have an overall duration of about 20 hours of video Lectures and reading module (a course may have up to 40 Modules). The videos should vary from 10 minutes to 30-60 minutes with respect to the content of the Unit.

v. Format of the e-content module

- a. Objectives
- b. Subject Mapping
- c. Summary
- d. Text
- e. Video and audio
 - 1. FAQs
- f. Assignments
 - 1. Quiz
 - 2. Tutorial
 - 3. Case Studies
- g. References
 - 1. Glossary
 - 2. Links
- h. Download
- i. Contact

vi. Discussion Forum, certain questions will be prepared for discussion, doubts, opinions and comments will be catered with course-coordinators and others.

vii. Self-Assessment Exercises – In each video, periodic self-assessment exercises should be there to initiate the thought process of the learner. Assessment exercises should specifically utilize the higher order cognitive skills of the learners according to Bloom's Taxonomy. The Questions will be mapped with Course outcomes and Program Outcomes.

- 1. Self-check exercises
- 2. Examples & Applications from day-to-day life, case studies, if applicable

3. Illustrations (Images, Maps, Graphics (2D & 3D))
4. Appropriate URLs, E-books, Wikipedia, blogs, OERs (Open Education Resources), wherever required.
5. Latest Developments and Trends, Research Papers, Articles & Journals
6. Summary

viii. Reading Material

- i. **Self-Assessment Modules:** The total number of quizzes and assignments can be provided for the recorded courses.
- ii. **Assessment System:** Weekly /biweekly assessments and assignments would be required to be taken by the students.
- iii. **Reading Material:** Lecture Notes/ Extra Readings would be provided by the faculty.

ix. Presentation Techniques of the Video Development:

- a) **Video Recording:** The course should break up into 3-4 units as given in the course handout, then each unit into lectures, each lecture should be self-contained but have brief review of previous material covered.
- b) **Plagiarism Check:** It shall be the responsibility of the teacher to ensure that none of the graphics, animations, images, sound clips, video clips used are plagiarized without credit. The acknowledgement would be given by citation and references at the end of the presentation.
- c) **Delivery of the Content:** The expert/teacher should speak extempore as delivery made in case of classroom set-up and avoid reading from written material.
- d) **Dress Code of the Faculty:**

It should be ensured that the teacher before the camera is presentable as per television practices (color and dress code). Some points to be taken into consideration:

- The faculty will be in formals. All are requested to be in formals for video shoot for e-content.
- Avoid wearing green colour or hues of green. The plain pastel hue dress is preferred. (Avoid patterns/flowers/leaves/strips, etc).
- Wear make-up for better quality video.

x. Video Recording Format:

- Videos Aspect Ratio: 16:9 (widescreen).
- Module Delivery: 1080i following MPEG-4 AVC Compression.
- Font Size: Heading: 24-30; Sub-heading: 22-26; Body: 20-24.
- Full Screen Video Frame. Full HD 1920x1080 pixels.
- All graphs and diagrams must have clear font.

- Video frame to maintain 6-8% headroom.
- Video quality and audio levels should be constantly monitored while recording.
- Voice Modulation will be taken care of by the production team. Video clips or audio clips from eminent experts, outdoor shooting, lab-based demo etc. can be used appropriately.

xi. Monitoring the Programme

The entire process of e-content development will be done with the support of academicians, technologists, and Media Managers. A school-wise coordinator for the e-course may be engaged for monitoring purposes.

xii. Content Development & Subject Experts

The syllabus proposed for creation of e-content are expected to incorporate the latest developments that have taken place in that subject. The intention here is to provide scope for value added information on the subject.

E-content which should be self-explanatory, self-contained, self-directed at the learner, and amenable to self-evaluation, and enables the learner to acquire the prescribed level of learning in a course of study and includes contents in the form of a combination of the following e-Learning content, namely:

(a) e-Text Materials, (b) Video Lectures, (c) Audio-Visual interactive material, (d) Virtual Classroom sessions, (e) Audio Podcasts, (f) Virtual Simulation, and (g) Self-Assessment Quizzes or Tests. (a) e-Text Materials, (b) Video Lectures, (c) Audio-Visual interactive material, (d) Virtual Classroom sessions, (e) Audio Podcasts, (f) Virtual Simulation, and (g) Self-Assessment Quizzes or Tests.

xiii. Quality Control

The final products in the form of e-Content modules shall finally be previewed and approved before making it available to the public. The content authenticity shall be the responsibility of the teacher who is recording the e-content.

5.0. TimeLine and Cost

Budget

Particulars	Amount
Trainer's fees (Rs15,000 * 10 sessions)	Rs.1,50,000
Logistics (Rs.2500 * 10 session)	Rs.50,000
Reading material/Stationery (Rs.2500 * 10 session)	Rs.25,000
Refreshments (Rs.2500 * 10 session)	Rs.25,000
Total Amount	Rs.2,50,000

Time Duration

Sessions	Topics	Timings
Session 1	Basics of Online Learning and MOOC Development	9:00 am - 4:00pm
Session 2	Introduction to four quadrant Approach prescribed by the Ministry of Education	9:00 am - 4:00pm
Session 3	Tools for Interactive Lessons	9:00 am - 4:00pm
Session 4	Use of OERs in Developing Lessons	9:00 am - 4:00pm
Session 5	Developing Multimedia Tools for the Video Lectures	9:00 am - 4:00pm
Session 6	Developing Course Mapping	9:00 am - 4:00pm
Session 7	Developing Teachers' Kit	9:00 am - 4:00pm
Session 8	Application for Assessment and Evaluation	9:00 am - 4:00pm
Session 9	Preparing complete Modules of the specific syllabus of the School Subject.	9:00 am - 4:00pm
Session 10	Application required for MOOC Development	9:00 am - 4:00pm

Please find the Proposal for your kind perusal. The Project proposal could be discussed to align more with the objectives of the Senses Electronics Pvt. Ltd. We look forward for the collaboration and bring change in the field of the digital learning and Education. Please feel free to contact the undersigned for any concerns.

Trainer and Coordinator:


Ms Vidhi Gaur

Assistant. Prof.

School of Education

K.R. Mangalam University

Gurugram


Registrar
K.R. Mangalam University
Sohna Road, Gurugram, (Haryana)

Mbl. 9911000963


Registrar
K.R. Mangalam University)
Sohna Road, Gurugram, (Haryana)



K.R. MANGALAM UNIVERSITY
THE COMPLETE WORLD OF EDUCATION

To

RK ENTERPRISES

AF-10, SR Flora Apartment Near,

Mico Layout, Begur, Bengaluru Urban

Karnataka-560068

Invoice No. : 02/March/2022-23

Invoice Date : 01/03/2023

Invoice for Corporate Training

Particulars	Amount (Rs.)
Invoice for services rendered in relation to the corporate training titled "Development of e-content as per Four Quadrant Approach on Interactive Board for digital platforms"	2,50,000
Net Amount Payable	2,50,000

(Rupees Two Lakh & Fifty Thousand Only)

Please make the payment of the invoice by NEFT/RTGS/IMPS as per Bank Detail:

Beneficiary Name : K.R. Mangalam University

Account No. : 091101000622

IFSC CODE : ICIC0000911

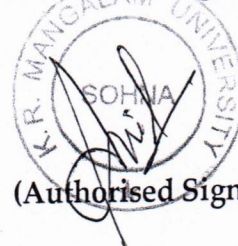
Bank : ICICI Bank Ltd.

Branch : Sohna Bus Stand, Gurgaon

PAN : AAJCS3143G


Registrar
K.R. Mangalam University
Sohna Road, Gurugram, (Haryana)

For K. R. Mangalam University


(Authorised Signatory)