



NATIONAL TESTING SERVICE, INDIA

Centre for Testing and Evaluation

Central Institute of Indian Languages, MHRD, GOI, Mysore - 570 006



II. DETAILS OF SPECIFICATION & FRAMEWORK

Auto instructional modular approach is suggested to be followed for preparing the module as it is meant to be used as a self learning material. Each module is expected to possess all the components suggested and are to be presented as per the following specifications.

Module size, Preparation Time

- o **Module size** - Maximum 16 typed pages; ideally, main text 10-12 pages; exercises 4-6 pages; to be typed on A4 size paper with 25 to 30 lines per page in 1½ (interline) space; font size 10 points in Times New Roman; and layout as in *Language journal*.
- o **Duration** - Maximum 10 weeks* w.e.f. the date of official communication authorising the module preparation on a specific topic; for English version 7(5+2) weeks; for translated version 3(2+1) weeks.
 [* Break up : 5 weeks for preparing the I draft in full form (and making it available to the NTS panel together with a CD and a hard copy for scrutiny). 2 weeks for incorporating the suggestions / observations, and finalising the module. 2 weeks for translation into Hindi / Tamil / Urdu. 1 week for incorporating the suggestions into the translated version]

Module Structure / Components

- o **Caption** - the title of the module; to be chosen from the list of 80 probable topics displayed in the web
- o **Abstract** - content specification, structure and salient features of the module, in about 10 sentences.
- o **Objectives** - the general and specific objectives expected to be achieved on learning this module, in about 5 sentences (e.g., the trainee will be able to discriminate the concept of measurement from evaluation.)
- o **Introduction** - background information; significance of the concept being dealtwith in the context of evaluation.
- o **Main Text** - definitions, quantitative and qualitative (structural & natural) descriptions of the concept being discussed are to be provided with examples. Its theoretical significance, practical utility in merits & demerits, etc., are to be provided along with an account of up-to-date information and latest trend. These descriptions are to be illustrated with adequate examples / pictures / graphs / figures / diagrams / tables / charts whichever is appropriate. The title of the illustration, serial no., etc., are to be given in parenthesis • details of these contents are to be presented clearly and coherently so that they could be seen as internally consistent and easily comprehensible by the trainees / teacher learners. • also a balance is to be maintained between theoretical and practical descriptions; • quotations, citations, reproductions, etc., are expected to be very minimal, and in such case, inclusion of cross references is a must; details of primary and secondary sources are to be specified; • languages other than English if any used for illustration, are to be given in Roman (phonemic) transliteration with meaning in English.
- o **Points to Remember** - on completion of the preparation, at the end of the module, the main points (of the module) are to be provided in the chronological order of their occurrence in the text.
- o **Notes** - for each one of the interdisciplinary concepts and highly technical & archaic terms used in the text, a brief explanation is to be provided in the form of notes, at the bottom of the page concerned.
- o **Exercises** - the exercises are to be directly related to the objectives of the module; the exercises are expected to provide further clarity on the contents of the module; • each unit / section of the exercises is to be preceded by worked out examples. The possible responses / answers, answer keys / cues, etc., may also be provided by the same expert who prepares the module.

- o **Tips for Further Study** - suggestions for further study on this topic may be included here; they may consist of the places / organisations where this concept is put into use, in practice, etc., they should be useful for enhancing the scope of further study on this topic.
- o **Bibliographical References** - a clear distinction among the books, articles, chapters, sections, etc., is to be maintained with appropriate sequence of information covering the name of the author (in alphabetic order), year (in chronological order if several works by a single author), title (differentiating the books from chapters, sections, etc.), publisher, place of publication, pgs., pp., etc.

III. TERMS & CONDITIONS

- o Any Indian scholar / expert / researcher / teacher (either as an individual or as a group belonging any discipline irrespective of being in service or retired) who has relevant experience in any of the topics listed above, can contribute the modules by staying in their own place.
- o Those who desire to take up this assignment are requested to mail their willingness in the prescribed proforma (given at the end) along with a synopsis of about 700 words or 2 pages on one or more topics of their interest (to be chosen from the list provided in the web). Synopsis here is expected to be a miniature version of the actual module and hence it is required to be prepared by accommodating all the 10 components as listed under II. Details of Specification : Module Structure / Components. This is required for comparing the synopses on a uniform scale.
- o The module preparation is to be commenced only after official allotment. Since it is a time bound project, the time schedule prescribed for completing the preparation is to be strictly adhered to. If the time allotted is exceeded unreasonably, without any prior intimation, the assignment contract is deemed to have been ceased automatically, and no claim of any kind will be entertained.
- o The module is expected to be of original writing, concise, highly informative and also of international standard. The medium of the module is ENGLISH. Translation into HINDI / TAMIL / URDU is optional. The structure & style of the language are to be as simple as possible so that the contents conveyed could be easily comprehensible by the teachers at all levels of education. Technical and archaic terms representing interdisciplinary concepts (if used in the text) are to be explained separately under notes in different fonts.
- o A committee of interdisciplinary scholars will scrutinize the synopses and decide the allotment of topics to various individuals / groups / departments based on the synopses received and also by taking into account various factors such as experience in executing similar work. It is quite possible that some topics may be opted by many and some are not by any. In such case the committee will take a suitable decision which will be final (both for allotment and acceptance of the product.)
- o Those who are taking up this highly acclaimed academic responsibility are expected to be amenable for getting the modules (developed by them) modified / improved based on healthy criticisms, suggestions if any. If the quality of the model developed is not upto the expectation, the committee reserves right to ask for modification & improvement.
- o The module developer will be given full academic credit on publication of the module. However, the copyright of the modules rests with the NTS / CT&E of CIIL which reserves the right to alter them to suit the teaching & training needs of the country. No module writer is entitled to claim any further honorarium or royalty on the basis of publication or utility of the modules other than what has been specified under IV below.

IV. HONORARIUM & PAYMENT PROCEDURES

- o Honorarium / remuneration applicable for developing a comprehensive module (max.16 pgs as per our specification and framework.) on each one of the 80 and odd topics with translation into Hindi / Tamil / Urdu, is Rs.40,000/- If the developer opts to deliver the module only in English, the payment will be limited to Rs.30,000/-
- o On receipt of the complete module (in English as per specification) the I installment of Rs.20,000/- will be disbursed. On receipt of final version* (in English, after incorporating the suggestions), the II installment of Rs.10,000 will be disbursed. On getting the translation of the finalised version, the last installment of Rs.10,000/- will be disbursed.
- o Option is also available to release the entire amount in one lumpsum on receipt of the final version (in English at the end of 7 weeks) translated part (at the end of 10 weeks).