

**Developing Suitable Pedagogical Methods for Various Classes,
Intellectual Calibers and Research in e-Learning-Main Phase**
National Mission Project on Education through ICT

Ministry of Human Resource Development, Government of India
Anchored by: Indian Institute of Technology, Kharagpur

TERMS OF REFERENCE FOR DOMAIN REVIEWERS

1. Composition of course review team

- The course development team needs to suggest names of 3 faculty members from other institutions who may be appointed as domain reviewers. Reviewers would have to be academicians/experts of repute in the concerned area.
- Only one reviewer would be officially appointed for each course. The reviewer finally selected may be from outside the suggested panel. The development team will not know the identity of the reviewers. Comments of the reviewers may be rejected or partially accepted by giving justifications.
- The course review work is expected to be carried out online through a web portal specifically being developed for this purpose (www.ide.iitkgp.ernet.in). The reviewer will get his/her Login and Password from the web team soon after acceptance of the offer. The review comment will be available to development team after reviewer completes the review. During the review process the course developer login ID and password will be deactivated.
- Honorarium for full course review is Rs.30, 000/-(thirty thousand only) . The honorarium will be paid to the reviewer after completion of whole course review. There will be no part payment. For release of payment reviewer may send a mail to address as given below stating the (a) account no. (b) Pan No. and necessary bank information which is required for bank transfer.
PI Email ID banib@cet.iitkgp.ernet.in
chairman@cet.iitkgp.ernet.in
Project Manager Email ID, tamali95@gmail.com
- Online comments, suggestions and contributions may be encouraged from students /faculty members and other experts from anywhere once the course is made available to public at large.

2. Responsibilities of the reviewer:

- To verify each of the course objectives and their relevance
- To verify whether the claimed course objectives are achievable within 40 hours of lecture.
- To verify if the course/module/unit objectives are in alignment with the specified learning outcomes.
- To verify if the problems / assignments etc.
 - are original in nature and test the achievement of unit / module / course level learning objectives
 - are non trivial, clearly formulated, easily comprehensible
 - have necessary information to solve the problem.
- To verify if the suggested learning strategies are likely to achieve the stated learning objectives and the learning outcomes
- To comment on the overall quality of the work (on a scale of 7... 1: very poor ; 7: exceptional)
- Any other comment thought fit by the reviewer

The detailed terms of reference, the mission document and detailed project report are to be referred from <http://pedagogy.iitkgp.ernet.in>

3. “Online” Review Process for Pedagogy Project

STEPS

1. Please go to <http://www.ide.iitkgp.ernet.in>

We suggest you use Mozilla Fire Fox. In case you do not have Mozilla Fire Fox please download and install Mozilla Fire Fox by clicking on the link provided on the Pedagogy Project Home Page.

- The project home page will appear with the Menu bar on the top rows.
- Immediately below the menu bar but just above the Project title “***Developing suitable pedagogical methods for various classes, intellectual calibers and research in e-learning through ICT***” written, there are 7 buttons.

2. Click on the second button from the left marked “**COURSE DEVELOPMENT**”.

- The COURSE DEVELOPMENT home page will appear with there 5 buttons left hand side.

Click on the fourth button from the left marked “**Domain Review**”.
A new page will be appeared.

3. Then Click on the Appropriate Course Name which is list down there. A new page appears.

4. Click on “**Domain Review Page**” button, a Review Login Page will be appeared.

5. Enter your Login ID & Password and press “ENTER” on your keyboard.

- Your home page will be appeared.

- The details of the course home page will appear on the screen with the title of the course on the left hand side of the screen.

6. Go through all the sections of the course. Type your comments for each section (Nil if you have no comments) in the corresponding “**Comment Box**”. You can either click on the “**Comment**” button as you keep adding comments or click on “**Add Comment**” only when you have written all your comments on a particular section.

- Only when a comment has been posted the course development team is able to see the comments, prepare the response “offline”.

7. DO NOT FORGET to LOG OUT after every review session by clicking on the LOGOUT button on the extreme top right hand corner.

8. If you want to carryout the review "offline", then you may click on "[Full Course View](#)" on right side of the course name.

- The entire document will appear on the screen as a running document.
- If you click on "[Download](#)" tab, then the entire course will be printed excepting the sections which have been uploaded as attached files. The attached files either be viewed or downloaded only when you click on the respective tabs.
- To print these attached files you have to click on "Print" individually on every attachment. This process may be a little tedious but is necessary at the moment.

9. After you have reviewed the course "offline" enter your comments and follow through steps and outlined above.

10. After Complete the review, click on "[Review Completed](#)" Button to submit you review. A new page will be appeared.

11. Click on "[Confirm](#)" Tab, Then your Review will be completed.