



SCHOOL OF OPEN LEARNING
5, CAVALRY LANE
UNIVERSITY OF DELHI
DELHI-110007

Ph.No.27666773
27666776
Fax No.27667242

Dear Sir/Madam,

The School of Open Learning approaches you to write lessons/translation of lessons in Self Learning Material (SLM) Format for the students enrolled in our esteemed institution in the

Course _____

Medium _____

Paper _____

Topic _____

No. of Lessons for writing/translating _____

1. The approved honorarium rates for writing/translating and handing over the ready to print soft and hard copy of the Lesson in SLM Format (including all typing and other charges) are as follows:

S. No.	Head/Particulars	Approved Rates from Academic Session 2019-2020
1.	Content Writer	For PG: Rs. 10,000/- per Lesson For UG: Rs. 8000/- per Lesson
2.	Translation (Per Lesson)	For PG: Rs. 5,000/- per Lesson (50% of Course writing per Lesson) For UG: Rs. 4000/- per Lesson (50% of Course writing per Lesson)

Thus the School will pay a sum of Rs. _____ (@ _____ x _____ no. of lessons) honorarium for writing/translating lessons to you as a token of appreciation towards your support.

2. The Lessons should be ready to print Laser Typeset with following specifications:

S. No.	Specifications	For English Medium	For Hindi Medium
1.	Paper Size	23x36/8, A-4 Size	23x36/8, A-4 Size
2.	Print Area	6.5 inch x 9.5 inch	6.5 inch x 9.5 inch
3.	Software	MS Word	MS Word



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S. No.	Specifications	For English Medium	For Hindi Medium
4.	Font	Times New Roman	Walkman Chanakya 905
5.	Title Heading Size	18 point Bold Caps	22 point Bold Caps
6.	Author Name Size	12 point bold	14 point bold
7.	Side Heading Size	12 point bold	14 point bold
8.	Text Size	12 point normal	14 point normal
9.	Leading in Lines	Auto	Auto
10.	Leading above the side heading	22 point	24 point
11.	Leading Below the Side Heading	20 point	22 point
12.	Folio Point Size	12 point normal	12 point normal
13.	Space between matter & folio	Not more than ½ inch	Not more than ½ inch
14.	Words per lesson	5000-6000	5000-6000

3. Since the published manuscript will be given an ISBN Number, it is mandatory that the manuscript be checked for anti-plagiarism by running it through the available software at the following places:

- (i) Dr. Tapan Biswal, Department of Political Science
- (ii) Assistant Registrar (Printing)
- (iii) In-charge, Library

The anti-plagiarism report should be submitted along with the manuscript.

4. The Copyright © would rest with the School of Open Learning, University of Delhi, Delhi.
5. The Matter should not be copied from any of the books/ journals/website. Only proper references, quotations, literature may be cited. The author may quote suggested Readings at the end of the Lesson.
6. While preparing the lessons, you may please take into consideration the main points which are attached herewith by the Department. It is also requested to kindly send us ready to print two hard copies and one soft copy in CD (with MS Word and Pdf files must be properly formatted and in separate files) of the manuscript of the lessons. The hard copies of the lessons will be verified by the Teacher, In-charge of the Department to ensure the compatibility of contents as per syllabus and their SLM and of requisite quality.



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7. You are requested to kindly send the manuscript of (Soft and Hard Copy) of an individual lesson as soon as it is ready, but not more than twenty days from the dispatch of this letter. May kindly send respective lesson as and when it is completed in sequence rather than sending the whole set of lessons at one go that may help us to save multiple copies of Study Material.

May I request you to kindly accept this assignment so that your expertise may be made available to the School. You may please send your consent at the earliest.

I am also enclosing herewith a Declaration/Undertaking and Bill for Lesson Writing/Translation proformas for your kind perusal which is to be submitted along with two hard copies and one soft copy in CD of the manuscript of the lesson/s.

Looking forward to your kind co-operation.

Yours Sincerely,

OSD, SOL

Teacher-in-charge
Department of _____, SOL

Encls. a.a.

Copy to: _____ Subject/Paper editor

Declaration/Undertaking

I, hereby certify that the ready to print copy of the Study Material/Lessons listed below has/have been prepared as Course Material for the School of Open Learning, University of Delhi, Delhi-110007 for the course/s and paper/s as specified below has /have been written by me in SLM Format and is my original work.

I also certify the contents of the Study material/Lessons are in accordance with the prescribed syllabi of the University and the material is of the requisite quality as per the standard of the Course. I also certify that due acknowledgements have been made for all quotations and all materials borrowed from other sources. I have submitted the anti-plagiarism report as required.

Title of the Study Material _____
Course _____
Subject and Paper _____
Medium _____

I, Undertake the responsibility of editing/improving of any part of the Study Material/Lesson if it is required to further enhance the quality of Study Material.

I, hereby assign all rights in the article/s to the School of Open Learning, University of Delhi, 5, Cavalry Lane, Delhi-110007 including the right to get the Study Material/translated and to circulate it in the original form or in translation, in printing or through the electronic media.

Signature of the Resource Person

Name _____

Address _____

(For Department Use)

Certified that the Study Material/Lessons developed by Dr./Ms./Mr. _____ are having the requisite quality and SLM Format as per our specifications and standards of University of Delhi. The Undersigned has verified the contents of the Study Material. The Lesson writer has followed all the Learnings and quality parameters. The payment of Rs. _____ for writing/translation @ Rs. _____ may be released as per the rule.

Signature of the Subject/Paper Editor _____

Deptt. of _____

Signature of Teacher-in-charge _____

Deptt. of _____
School of Open Learning
University of Delhi
Delhi

Bill for Lesson Writing/Translation

1. Name of the Teacher _____
2. Address _____
3. PAN No. _____
4. Course: M.A./M.Com./B.Com.(Hons.)/B.Com./B.A(Prog.)/B.A(Hons.)Eng./Pol. Sc.
5. Year /Semester _____
6. Subject _____ Medium _____
7. Details of the Lesson:

S. No.	Paper No.	Lesson No.	Topic of the Lesson	No. of Pages typed

8. Total No. of Lessons _____ Total no. of Typed Pages _____
9. Remuneration for lessons writing/translation Rs. _____ (Per lesson) x No. of Lessons = Rs. _____
10. Amount claimed (In figure) Rs. _____ (in words)

Date: _____

Signature _____

Certified that the above _____ Lesson (s) was/were written by _____

Signature of Subject/Paper Editor
Department of _____

Signature of Teacher-in-charge _____
Department of _____
School of Open Learning,
University of Delhi
Delhi

Printing Section, SOL

This is to certify that the Printing Section has received ready to print, soft copy in a CD and two sets of hard copies of 'ready to print material' of each lesson. The Printing Section has verified the contents and the requisite format. The Print Material is as per the specification mention in Letter no. _____ dated _____ delivered to the author prior to lesson writing. The Print Material may be given for printing and the payment of Rs. _____ for writing/ translation at the rate of Rs. _____ may be released as per the rule.

Production Supdt./ Asstt. Registrar
(Printing)