

**Ministry Of Federal Education & Professional Training
National Curriculum Council Secretariat**

TEXTBOOK REVIEW PROCESS

w.e.f. June 30, 2022

TEXTBOOK REVIEW PROCESS

One Full Cycle of Textbook Review is thoroughly explained below

Step 1: Application Submission and Composition of Review Committee

The author/publisher submits in hard form:

- Copies of Manuscript (2 B/W copies and one colored copy)
- Form 1A: SLO Compliance Log
- Form 2A: Textbook Review Criteria
- A letter addressed to the Director NCC, requesting an NOC

NCC Desk Officer constitutes a committee of two to six reviewers including desk officer which may comprise:

- Curriculum experts
- Subject experts
 - Practicing teachers from public/private sector
- Teacher training experts
- Assessment experts

Step 2: First Round of Review

In the first round of review cycle, the review committee collectively completes the following:

- Form 1B: SLO Compliance Log
- Form 2B: Textbook Review Criteria
 - Completion of Evaluation Summary

Step 3: Author/Publisher Response

The author/publisher incorporates all feedback received through Step 2, and submits:

- Form 3: Manuscript Review & Feedback Log
- Revised Manuscript along with Master Copy

In case of errors/typos pertaining to proofreading requirements, the reviewers shall only point out that there is a need to proofread the textbook. The author/publisher must submit a certificate that the textbook has been thoroughly proofread.

Step 4: Second Round of Review

NCC Desk Officer convenes the second round of review. In the second round, the revised manuscript is reviewed in the light of Form 3 and feedback incorporated in the revised manuscript. After this review either an NOC is issued or the publisher is given further recommendations.

Step 5: Author/Publisher Response

The author/publisher incorporates any further feedback received through the second round of review and resubmits the manuscript along with the final Form 3.

NOC Recommendation

Final decision to issue NOC lies with NCC Secretariat whereby recommendations by the Review Committee in both rounds, and Forms are given due weightage.

In case a manuscript is not recommended for NOC in the first cycle comprising the aforementioned two rounds of review, the author/publisher will revise the manuscript and re-apply for the full cycle of textbook review beginning from Step 1. The author/publisher will clearly mention the details of the first cycle in the letter and append the final Form 3 when applying for the second cycle of review.

Complaint Redressal

The author/ publisher may request for complaint redressal whereby a grievance committee will be constituted by NCC Secretariat, MoFEPT to address author/publisher's concerns.

The grievance committee shall have four members comprising NCC Senior Leadership (DEAs and above) and Senior Experts.

Review Process Fee

All the review expenses will be borne by the publisher/ author/ agency/ textbook board/organization or institution. No registration charges will be required. These charges will be paid directly to the reviewers and vendors.

| Charges | Grades | Fee |
|--|---------------|------------|
| Lumpsum Charges for Review of a Textbook | Pre 1 to 8 | Rs. 50,000 |
| | 9 to 12 | Rs. 72,500 |

This fee includes all the expenses such as review fee, lunch, refreshments, traveling expenses (if any), support staff fee, and stationery charges etc.

NOC Validity

The textbook will receive an NOC for three years from the date of issue, unless there is a notified revision to the curriculum. The textbook can be called for re-evaluation of NOC at any time, in case of any major change required in the textbook or curriculum. The author/publisher will be required to make necessary amendments based on any feedback.

Combined Textbooks

Certain subjects are sometimes combined in one textbook for thematic purposes, such as History and Geography may be combined to make Social Studies. These textbooks when submitted for an NOC will be evaluated for SLO compliance as separate subjects. For example, if History and Geography sections for Grades 6 are clubbed in one textbook called Social Studies Grade 6, then the History section will be treated as a separate textbook for the review process and the same will be the process for Geography section. Separate NOCs and review charges will be applicable. If the textbook contains content on Civics as well, it will be treated as additional content.

Language of Textbooks

With reference to the guidelines in [Language of Textbooks - Extended Range](#), as per letter no. F.4 (5) 2015- (NCC) by the Federal Ministry dated 4th February, 2022, certain subjects may be taught through the main textbook in a range of languages. A bilingual / multilingual textbook which is written in more than one language is considered to be following the Hybrid Method. Such textbooks will be evaluated through a dedicated section in Form 2.

Two criteria are important: 1) the use of multiple languages in the textbook facilitates exposure to the secondary/ additional language(s) and, 2) the secondary/ additional language(s) is not inserted in the textbook only for cursory usage.

Publishers are encouraged to develop hybrid textbooks for a range of combinations to develop multilingual proficiency amongst students across Pakistan. For example, some students may be proficient in Urdu but need gradual exposure to English, and vice versa. Similarly, some textbooks may be in Sindhi but include exposure to English/ Urdu. Including a glossary of terms, text boxes, and small sections in the secondary/ additional language(s) are useful methods of helping a student learn through a multilingual textbook.

Supplementary Readings Materials

Supplementary Readings Materials (SRMs) are learning resources (in addition to the main textbook) used in the classroom, such as worksheets, workbooks, dictionaries, novels/ readers, teacher resources, reference materials, additional/ supplementary books, etc. SRMs do not require an NOC to be used in the classroom. All responsibility regarding such material rests with the publisher concerned.

An SRM may be in any language or combination of languages, including the language which is not permitted for the main textbook. There are no language restrictions for SRMs or additional materials.

Options to facilitate NOC review process in Transition Year (first year of the curriculum change)

Directions are given below to the author/publisher in cases where,

- Required SLOs are covered in a lower grade
 - The author/publisher inserts pages with sections on 'Recap/ Recall' in the main textbook, OR submits an addendum and includes reference to pages in the main textbook.

 - Required SLOs are covered in a higher grade
 - The author/publisher inserts pages on 'Introduction to Advanced Concepts' in the main textbook OR submits an addendum and includes reference to pages in the main textbook.

 - Required SLOs are covered in an SRM or Teacher Guide
 - The author/publisher ensures that required SLOs are covered directly or indirectly in the main textbook also.

 - Required SLOs are covered indirectly in the textbook in the form of assessments, diagrams, graphics, tables, or activities
 - The author/publisher mentions in Form 1A: SLO Compliance Log that these SLOs are covered indirectly as such.

 - Required SLOs are not covered in the main textbook
 - The author/publisher ensures that all SLOs are included (if the textbook is still under development)
- OR
- The author/publisher ensures that an addendum is submitted to cover all missing SLOs (in case the textbook is already in print and remaining stock needs to be sold before a revised edition can be developed)