



Director (Manuscripts)

NOTIFICATION

The Managing Director, Punjab Curriculum & Textbook Board has been pleased to approve the following procedure of review and selection of the best manuscript(s) per subject per grade from those received against advertisements published in Daily Newspapers dated 24-03-2018 and 15-06-2018.

The review and selection process of the best manuscript(s) for each subject shall be conducted in two phases.

Phase-I

Phase-I will be the Internal Review by Internal Review Committee (IRC)

Composition of Internal Review Committee (IRC) PER SUBJECT

1. Head of the Department, Manuscript Wing (Convener)
2. Senior Subject Specialist, Manuscript Wing (Member)
3. Subject Specialist, Manuscript Wing (Member)
4. Subject Coordinator, Manuscript Wing (Member)
5. Language Expert, Manuscript/Curriculum Wing (Member)
6. Curriculum Expert, Curriculum Wing (Member)
7. Islamic/Pakistan Studies Expert for checking objectionable contents (Member)

Director Manuscripts and Director Curriculum will approve the names as members of IRC from their respective wings. The date/time and place for conductance of IRC meetings will be decided by Director Manuscripts after ensuring the availability of members of IRC.

Internal Review Committee will examine the mandatory requirements and alignment of manuscript with the curriculum in the light of approved SOPs. The manuscripts, which are found during review by IRC not meeting the mandatory standards and advertised policy will not be recommended for External Review and Selection Process.

Phase-II

The manuscripts qualifying the mandatory criteria and having alignment with the curriculum will be reviewed by External Review Committee. External Review Committee will select the best (minimum 1 and maximum 3) manuscript(s) and recommend for approval by BOG, PCTB.

Composition of External Review Committee (ERC) PER SUBJECT

Director Manuscripts shall submit the list of reviewers for a particular subject registered in PCTB to the Managing Director. The Managing Director will approve the names from the list provided as members of the external review committee for External Review/Selection Process. The proposed composition of External Review Committee is as under:

(a) Six subject experts (3 males and 3 females) categorized as under:

- Two from University Side
- Two from College side
- Two from School side

(b) One Language Expert

(c) One Expert for checking of any material contrary to Islamic/ Pakistani Ideology

Jamil
8-11-18

Director (Manuscripts)

Endst. No. & Date even:

1. P.S to Managing Director, PCTB.
2. Directors (Curriculum / Production / Manuscripts / Fin)
3. All Addl Directors/Deputy Directors
4. All HODs / S.S.S / S.S / A.S.S
5. Incharge Manuscript Branch