



DME_Dir_2020_105

30 May 2020

SOPs FOR VIDEO LECTURES

1. Recording will be done with google hangout meet (through the college's mail id) or zoom.
2. The minimum 40-minute video is to be recorded in continuation. In case of a pause or a fumble, repeat the same line again & note the time (for facilitating the editing). The same can be Edited/Merged Later.
3. Recording of lectures will be done on the teacher's own Laptop.
4. The video lectures will be the property of DME.
5. Due care to be taken so that eye contact with the Camera is maintained throughout the lecture (Mind the height of camera). Also, gesticulations should be monitored.
6. Dress formally and deliver in a Cheerful Mood.
7. Background to have white wall / board with the college's Logo clearly visible.
8. PPTs should be in the prescribed template only. (Annexure A)
9. Ensure webcam settings of the Laptop before starting the recording. A two-minute trial before actual recording can be helpful.
10. All files i.e. PPT, pdf, video or any mode, which is to be used for the lecture, should be kept open on the laptop.
11. Room lighting should be good.
12. One lecture / working day should be recorded.
13. The recording of the video lectures will be done only in the designated recording areas in the college campus.
14. Suggestions of the "E Content Quality Assurance" team will be final & binding.

Ravi Kant Swamy

[Director]