

GOVERNMENT OF TELANGANA  
DEPARTMENT OF TECHNICAL EDUCATION

Office of the Commissioner  
of Technical Education,  
Hyderabad

CIRCULAR MEMO

Sub:- Academic – Technical Education – E-content generation in Government Polytechnics – Meeting held on 31-08-2020 - Minutes of the Meeting - Communicated –Reg

- Ref:-
1. This Office Memo No.CTE-ACD1/ACAD/66/2020-ACADEMIC-I, dt:14.08.2020
  2. Minutes of the Meeting held on 21<sup>st</sup> August 2020 at RUSA Bhavan, Hyderabad

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A meeting was held at RUSA Bhavan, Hyderabad on Dt: 31-08-2020 in connection with e-content generation in Government Polytechnics where the Officers of Commissioner of Technical Education and State Board of Technical Education & Training were present.

In the above meeting, a demonstration of OBS Studio/ Open Shot Software Tools for Video recording/streaming and editing was given in the meeting and it was in principle agreed to adopt the above software tools for e-content generation in Government Polytechnics. Therefore, in continuation to Ref.2<sup>nd</sup> cited, the Minutes of the Meeting held on 31-08-2020 at RUSA Bhavan, Hyderabad are herewith communicated to the concerned for taking further necessary action.

**Signature valid**

Digitally signed by MAVIN  
MITTAL IAS, Commissioner  
Date: 2020.09.04 11:04:21 IST  
Reason: Approved

To

1. The Secretary, State Board of Technical Education & Training, Hyderabad for information and necessary action
2. The Officers concerned in the O/o CTE, Hyderabad for information and necessary action
3. The Principals/OSDs of Government Polytechnics in the State

**Draft Minutes of the Meeting held on 31<sup>st</sup> August 2020 at RUSA Bhavan, Hyderabad in connection with E-content Generation in GPTs**

**Sub:-** Academic – Technical Education – e-content generation by the in-house faculty of GPTs – Minutes – Reg.

**Ref:-** 1. This Office Memo No.CTE-ACD1/ACAD/66/2020-ACADEMIC-I, dt:14.08.2020

2. Minutes of the Meeting held on 21<sup>st</sup> August 2020 at RUSA Bhavan, Hyd.  
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A Meeting with the Commissioner of Technical Education was held on 31-08-2020 at RUSA Bhavan, Hyderabad at 3.00 pm in connection with e-content generation in Government Polytechnics where the Officers of Commissioner of Technical Education and State Board of Technical Education & Training were present. The faculty members, namely, Dr.A Venkata Ramana, Senior Lecturer in ECE, GPT Siddipet and Sri M Suresh, Lecturer in CME, GPT Hyderabad have given a demonstration of OBS Studio for Video recording /streaming and Open Shot Software Tools for editing in the above meeting and it was in principle agreed to adopt the above software tools for e-content generation in Government Polytechnics. Further, the following decisions were taken in the meeting in continuation to the Minutes of the Meeting 2<sup>nd</sup> cited:-

<b>I</b>	a) E- lectures to be prepared for the use of the teacher in the classroom, as a teaching aid (containing ppt, images, animations, charts, diagrams, short duration videos etc.)	Action: <b>Faculty</b>
	b) Video lessons to be prepared for the use of students outside classroom, as supplementary learning resource (30 minute-content divided into videos of 3-10 minutes duration individually; all video lessons collectively would cover all course contents in self-sufficient way)	Action: <b>Faculty</b>
	c) All regular/contract faculty members without exception will have to participate in e-content generation activity in various phases, be it data, images, pictorials, animations, PPTs preparation, video recording/editing, voice-over, critical appraisal etc.	Action: <b>Faculty</b>
	d) e-content is to be prepared for all Diploma Courses	Action: <b>Faculty</b>
	e) e-content to the extent of 70% of Practicals in the curriculum is to be prepared in virtual labs mode.	Action: <b>Faculty</b>
<b>II</b>	a) A Committee at State level shall freeze Template for E-lectures and Video lessons having the characteristics of uniformity, predictability, consistency etc.	Action: <b>Secretary, SBTET &amp; RJD(FAC)</b>
	b) High resolution Logo, reflecting Diploma Education in Telangana State, shall be prepared for SBTET	Action: <b>Secretary, SBTET</b>
	c) A Committee at State level shall constitute Teams of Subject Experts (Branch/subject-wise) for preparation of E-lectures and Video lessons. Each team[having minimum of (3) and maximum of (6) faculty members] shall be responsible for one	Action: <b>Secretary, SBTET &amp; RJD(FAC)</b>

	course and one competent faculty as Head of the team shall be indentified for the core activity of e-content generation.	
<b>III</b>	a) In preparation of curriculum/e-content, common nomenclature such as Programme (Diploma), Branch(e.g.ECE), Semester (I/II/III/IV/V/VI), Courses (what we call subjects such as Surveying), Units (chunks of topics covering learning outcomes), lecture(30 minutes duration), sub-lecture(3-10 minutes duration) shall be adhered to for common understanding and avoiding confusion or ambiguity	Action <b>Secretary,</b> : <b>SBTET</b>
	b) e-content generation activity shall also be optimized for the review of the existing C-18 curriculum, identification of common subjects to be brought in the same semester in various Diploma Courses and also for preparation of C-21 curriculum	Action <b>Secretary,</b> : <b>SBTET</b>

## Signature valid

Digitally signed by NAVIN MITTAL IAS  
Date: 2020.09.04 11:17:22 IST  
Reason: Approved by Honer

