CIRCULAR MEMO


Ref:- 1. Academic Calendar for A.Y. 2020-21
3. Lr No.16-6/2020-U1A of Secretary, MHRD, New Delhi, Dt.30.06.2020

****

In continuation of the Ref. 4th cited, wherein it has been directed that all the Heads of Sections, Senior Lecturers and Lecturers working in Government Polytechnics in the State shall produce one Video lesson of a topic in the respective subjects taught by them, along with Power point presentations(PPTs) of the said topic of (45-50) duration minutes on each working day till 31.07.2020 i.e. (23 No.) for the remaining working days till 31-07-2020 and send the reports in this regard through the Google form.

In this connection, it is to inform the Principals/OSDs of the respective GPTs that uploading of the above mentioned Video lessons/ Power-point presentations (PPTs) may be done through You Tube (using Private View option only), duly following the guidelines given in Annexure to this Memo and accordingly intimate the details of Video lessons/ Power-point presentations (PPTs) uploaded in the Google form, as shown in the following formats:-

1. Principal Daily Report format https://forms.gle/TCbedFZzQKmLmDYq8
2. Faculty Daily Report Format https://forms.gle/T35ZdVtnr7C2NDYs5 (to be kept at Principal level only)
3. Principal Monthly Report Format https://forms.gle/Zn6BhJdmtuaLAIha8 (to be furnished on Dt.31.7.2020)

Further, Deputy Director (Technical-I), O/o Commissioner of Technical Education, Hyderabad is requested to monitor the implementation of the above instructions.

The receipt of these orders shall be acknowledged.

(This has the approval of the Commissioner of Technical Education)

Encl: (3) Formats & Annexure – as above

To
The Heads of Sections, Senior Lecturers & Lecturers (Through the Principals/ OSDs of Govt. Polytechnics in the State for taking necessary action)
Copy to the Deputy Director (T-I), O/o CTE, Hyderabad
Copy to the Secretary, SBTET, Hyderabad for information
ANNEXURE

✓ By default, you can upload videos that are up to 15 minutes long. Verified accounts can upload videos longer than 15 minutes.
✓ To verify your Google Account:
✓ Open the YouTube mobile app.
✓ Tap the camera to upload a video.
✓ Select or record a video longer than 15 minutes.
✓ If you’ve never uploaded a video before, enter the name you’d like to use for your YouTube channel and tap CREATE CHANNEL.
✓ Choose your video’s title, description, and settings, then, tap Next.
✓ Select Verify to verify your Google Account.
✓ Enter your phone number and choose whether you’d like to receive a text or phone call.
✓ Tap SEND CODE.
✓ Enter the verification code you got by text or phone call.
### FORMAT FOR PRINCIPALS - DAILY STATUS REPORT ON PREPARATION OF VIDEO LESSONS & POWER POINT PRESENTATION

<table>
<thead>
<tr>
<th>Date</th>
<th>Name of the Institution</th>
<th>Code</th>
<th>S No</th>
<th>Faculty Name</th>
<th>Designation</th>
<th>Branch / Subject</th>
<th>Subject &amp; Subject Code</th>
<th>Topic</th>
<th>Prepared Video Lesson (Yes/No)</th>
<th>Prepared Power Point Presentation (Yes/No)</th>
<th>Youtube/Google Drive link</th>
<th>Video Duration in Minutes</th>
<th>Day to be treated as Duty/ Absence</th>
<th>Remarks, if any</th>
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### FORMAT FOR FACULTY - DAILY STATUS REPORT ON PREPARATION OF VIDEO LESSONS & POWER POINT PRESENTATION

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For Commissioner