

**GOVERNMENT OF TELANGANA
DEPARTMENT OF TECHNICAL EDUCATION**

Office of the
Commissioner of Technical Education,
Telangana :: Hyderabad

CIRCULAR MEMO

Sub:- Academic- T.E. – COVID-19– Closure of Polytechnics in Telangana State till 31.07.2020 - Continuation of Academic Activities (production of Video lessons and Power-point Presentations) – Further instructions – Issued - Reg.

- Ref:- 1. Academic Calendar for A.Y. 2020-21
2. CTE's Cir Memo.No.CTE-ACD1/ACAD/66/2020-ACADEMIC-I, dt:15.04.2020
3. Lr No.16-6/2020-U1A of Secretary, MHRD, New Delhi, Dt.30.06.2020
4. CTE's Cir Memo.No. CTE-ACD1/ACAD/66/2020-ACADEMIC-I, dt:01.07.2020

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

Signature valid

Digitally signed by GUNDALA
GIRIBABU
Date: 2020.07.03 10:51:36 IST
Reason: Approved

For Commissioner

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.

File No.CTE-ACD1/ACAD/66/2020-ACADEMIC-I

FORMAT FOR PRINCIPALS - DAILY STATUS REPORT ON PREPARATION OF VIDEO LESSONS & POWER POINT PRESENTATION														
Date	Name of the Institution	Code	S No	Faculty Name	Designation	Branch / Subject	Subject & Subject Code	Topic	Prepared Video Lesson (Yes/No)	Prepared Power Point Presentation (Yes/No)	Youtube/ Google Drive link	Video Duration in Minutes	Day to be treated as Duty/ Absence	Remarks, if any
		1												

FORMAT FOR FACULTY - DAILY STATUS REPORT ON PREPARATION OF VIDEO LESSONS & POWER POINT PRESENTATION													
Date	Name of the Institution	Code	Faculty Name	Designation	Branch / Subject	Subject & Subject Code	Topic	Prepared Video Lesson (Yes/No)	Prepared Power Point Presentation (Yes/No)	Youtube/ Google Drive link	Video Duration in Minutes	Remarks, if any	

FORMAT FOR PRINCIPALS - DAILY STATUS REPORT ON PREPARATION OF VIDEO LESSONS & POWER POINT PRESENTATION														
Date	Name of the Institution	Code	S No	Faculty Name	Designation	Branch / Subject	Subject & Subject Code	Topic	Total No.of Video Lessons prepared	Total No.of Power Point Presentations prepared	Youtube/Google Drive link	Total No. Days to be treated as Duty	Total No. Days to be treated as Absence	Remarks, if any
31.07.2020														

For Commissioner