

**GOVERNMENT OF TELANGANA  
DEPARTMENT OF TECHNICAL EDUCATION**

**Office of the Commissioner  
of Technical Education,  
Hyderabad**

**CIRCULAR MEMO**

**Sub:-** Academic – Technical Education – E-content generation by the in house faculty of GPTs – Meeting held on 21-08-2020 - Minutes of the Meeting - Communicated –Reg.

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

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A brain-storming meeting was held at RUSA Bhavan, Hyderabad on Dt. 21-08-20 to obtain the views and suggestions of a cross-section of faculty working in Government Polytechnics for E-content generation by the in-house faculty working in GPTs, so as to cater to the academic needs of the students of Government / Private / 2<sup>nd</sup> shift Polytechnics in Engineering Colleges in the State.

In this connection, the Minutes of the Meeting are herewith communicated to the concerned for taking further necessary action.

**Signature valid**

Digitally signed by NAVIN  
MITTAL IAS  
Date: 2020.08.25 17:09:44 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 of Government Polytechnics/ Private / 2nd shift Polytechnics in Engineering Colleges in the State for information and necessary action
4. The Faculty/Officers of GPTs, who have attended the Meeting for information and necessary action (through the Principals of respective GPTs)

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

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1	Sri Navin Mittal, I.A.S.	Commissioner of Technical Education, Hyderabad	
2	Dr C Srinath	Secretary, SBTET Hyderabad	
3	Sri A Pullaiah	RJDTE (FAC), O/o CTE Hyderabad	
4	Sri Ch Sriram Kumar	Principal	GPT Nizamabad
5	Sri M Nagaraju	Principal	GPT Jogipet
6	Sri CVV Prasad	Head of Section in Civil Engg	GPT Hyderabad
7	Dr. K S Chakravarthy	Head of General Section	JNGPT Hyderabad
8	Ms.A Malathi	Head of Section in Civil Engg	GPW Warangal
9	Sri A K Srikanth	Head of Section in EEE	GPT Kothagudem
10	Dr Ch Vidya Sagar	Head of Section in ECE	GIOE, Secunderabad
11	Sri K Venkan Goud	Head of Section in CME	QQ GPT Hyderabad
12	Sri G Mallikarjun	Head of Section in ECE	GPT Sangareddy
13	Sri J Srinivasa Rao	Senior Lecturer in EIE	GPT Kothagudem
14	Smt. Chamundeshwari <sup>T</sup>	Senior Lecturer in ECE	JNGPT Hyderabad
15	Dr A Venkataramana	Senior Lecturer in ECE	GPT Siddipet
16	Sri M Suresh	Lecturer in CME	GPT Hyderabad
17	Sri K Praveen Kumar	Lecturer in Maths	GPT Vikarabad
18	Sri B Venkateshwarlu	Assistant Director (Academic-I), O/o CTE Hyderabad	

<b>I</b>	a) E-lessons 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: Faculty
	b) Video lessons to be prepared for the use of students outside classroom, as supplementary learning resource (30 minutes divided into videos of 3-10 minutes duration individually; all video lessons collectively would cover all course contents in self-sufficient way)	Action: Faculty
	c) E-content generation entirely an in-house activity.	Action: Faculty
	d) Introduction, Learning outcomes, discussion, Re-capitulation, References, Acknowledgements etc. to be added for each e-lesson or video lesson.	Action: Faculty
	e) 70% course contents (practicals) to be made available in virtual labs.	Action: Faculty
	f) Gaps found in course contents of a subject or lacking continuity missing in topics in a subject in	Action: Faculty

	the existing C-18 curriculum are to be identified by Subject Experts and the same to be corrected during C-21 Curriculum preparation	
<b>II</b>	a) Support team should be in place to clarify the doubts of the teachers while attempting e-content generation	Action: RJD(FAC)
	b) Adapting e-content generation guidelines issued by UGC for issuing guidelines for the faculty	Action: RJD(FAC)
	c) Non-monetary benefits to faculty in commensurate with involvement in the activity viz. Equivalency to publications / FDPs	Action: RJD(FAC)
<b>III</b>	a) Subject Experts to be identified course wise, covering all subjects; <b>Issue of orders to the Identified Staff Members to be issued by CTE</b>	Action: Secretary, SBTET/ RJD(FAC)
	b) Standardization of templates required for e-lessons and video lessons	Action: Secretary, SBTET
	c) Training to be given for using efficiently the identified S/W and E-content production tools	Action: Secretary, SBTET
	d) A list of Virtual lab links to be identified by Subject Experts and the same is to be made available to all GPTs	Action: Secretary, SBTET
	e) Inter disciplinary subjects in branches such as ECE/EIE/ CME / EEE or Mech Engg /Civil Engg. are to be arranged in Curriculum in such a way that they are taught in the same semester of the respective branches with common nomenclature of the paper/code for sharing of resources and for better efficiency	Action: Secretary, SBTET
	f) Video lessons are to be prepared in such a way that they could eventually be used as MOOCS in SWAYAM/ NPTEL or native LMS for Diploma level.	Action: Secretary, SBTET
	g) Gaps found in course contents of a subject or lacking continuity missing in topics in a subject in the existing C-18 curriculum are to be identified by Subject Experts and the same to be corrected during C-21 Curriculum preparation	Action: Secretary, SBTET
<b>IV</b>	a) Training on OBS Studio/ Open shot for all the staff, to begin with Officers in O/o CTE/ SBTET	Action: System Analyst, SBTET
	b) Exploration of tools such as OBS Studio, Loom screen recorder etc. and freezing the common tools for the use by the faculty uniformly	Action: System Analyst, SBTET
	c) Collaborative tools like Microsoft 365 and Google G-Suite can be used to bring all the administration, staff and students to the common platform	Action: System Analyst, SBTET
	d) Common Software tools need to be identified for	Action: System

	creating quality video lessons	Analyst, SBTET
	e) All the e-content materials should be amenable for open access by the staff and students through an e-learning portal	Action: System Analyst, SBTET
<b>V</b>	a) Providing collar mike facility, with amplifier/speakers in the classrooms	Action: DD(T)- II, O/o CTE or Secretary, SBTET
	b) <i>Electronic Writing Tabs</i> for teaching problematic subjects such as Mathematics etc.	Action: DD(T)- II, O/o CTE or Secretary, SBTET
	c) One virtual classroom is to be established in each GPT	Action: DD(T)- II, O/o CTE or Secretary, SBTET
	<b>Overall Supervision/Monitoring by dedicated team</b>	Action: Secretary, SBTET/ RJD(FAC)

Signature valid

Digitally signed by NAVIN MITTAL  
IAS  
Commissioner  
Date: 2020.08.25/17:40:22 IST  
Reason: Approved

