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 / 2nd 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 17:29:44 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 21st 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 Enng GPT Hyderabad
7. Dr. K S Chakravarthy Head of General Section JNGPT Hyderabad
8. Ms. A Malathi Head of Section in Civil Enng 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 T 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

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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.)

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)

c) E-content generation entirely an in-house activity.

d) Introduction, Learning outcomes, discussion, Recapitulation, References, Acknowledgements etc. to be added for each e-lesson or video lesson.

e) 70% course contents (practicals) to be made available in virtual labs.

f) Gaps found in course contents of a subject or lacking continuity missing in topics in a subject in

Action: Faculty
<table>
<thead>
<tr>
<th>The existing C-18 curriculum are to be identified by Subject Experts and the same to be corrected during C-21 Curriculum preparation</th>
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<tbody>
<tr>
<td><strong>II</strong></td>
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<tr>
<td>a) Support team should be in place to clarify the doubts of the teachers while attempting e-content generation</td>
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<td>Action: RJD(FAC)</td>
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<td>b) Adapting e-content generation guidelines issued by UGC for issuing guidelines for the faculty</td>
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<td>Action: RJD(FAC)</td>
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<td>c) Non-monetary benefits to faculty in commensurate with involvement in the activity viz. Equivalency to publications / FDPs</td>
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<td>Action: RJD(FAC)</td>
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<tr>
<td>a) Subject Experts to be identified course wise, covering all subjects; <strong>Issue of orders to the Identified Staff Members to be issued by CTE</strong></td>
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<td>Action: Secretary, SBTET/ RJD(FAC)</td>
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<td>b) Standardization of templates required for e-lessons and video lessons</td>
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<td>Action: Secretary, SBTET</td>
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<td>c) Training to be given for using efficiently the identified S/W and E-content production tools</td>
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<td>Action: Secretary, SBTET</td>
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<td>d) A list of Virtual lab links to be identified by Subject Experts and the same is to be made available to all GPTs</td>
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<td>Action: Secretary, SBTET</td>
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<td>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</td>
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<td>Action: Secretary, SBTET</td>
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<td>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.</td>
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<td>Action: Secretary, SBTET</td>
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<td>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</td>
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<td>Action: Secretary, SBTET</td>
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<td><strong>IV</strong></td>
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<td>a) Training on OBS Studio/ Open shot for all the staff, to begin with Officers in O/o CTE/ SBTET</td>
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<td>Action: System Analyst, SBTET</td>
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<td>b) Exploration of tools such as OBS Studio, Loom screen recorder etc. and freezing the common tools for the use by the faculty uniformly</td>
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<td>Action: System Analyst, SBTET</td>
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<td>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</td>
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<td>Action: System Analyst, SBTET</td>
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<td>d) Common Software tools need to be identified for</td>
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<td>Action: System</td>
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<td>Creating quality video lessons</td>
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<td>e) All the e-content materials should be amenable for open access by the staff and students through an e-learning portal</td>
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<td><strong>v</strong> a) Providing collar mike facility, with amplifier/speakers in the classrooms</td>
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<td>b) <em>Electronic Writing</em> Tabs for teaching problematic subjects such as Mathematics etc.</td>
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<td>c) One virtual classroom is to be established in each GPT</td>
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<td><strong>Overall Supervision/Monitoring by dedicated team</strong></td>
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