



No. 1187 Date. 26.07.2021

To

The Principals of all Polytechnics

Sub: Request to supply Best Video Lecture developed by Teachers of own Institution for online classes of their students.

Sir/Madam,

With reference to the above subject, I am to say that, SCTE&VT has already launched one You Tube Channel to provide educational contents to the students studying Diploma Courses under the council. Now to strengthen the repository of Video Contents, it is being planned to create video contents matching to the syllabus of SCTE&VT, which shall take some time. Immediately to facilitate the students to learn from Video Lectures from Teachers across all Polytechnics, it is decided to collect the Best Video Lectures created/developed by Teachers of different Polytechnics which shall be uploaded in You Tube Channel of SCTE&VT. In this respect, Principals are requested to send Video Lecturers of good standards with quality contents covering syllabus of SCTE&VT limiting to 15MB size each by E-Mail to the mail Id sctevtvideolecture@gmail.com.

Following guidelines need to be followed before sending the video Lecturers to the council by the Principal of the institution.

1. The Video Lecture File name shall be named as semester name followed by Branch Name followed by Subject name following by Theory Number followed by Unit Number of the subject followed by Teacher name.
2. At a time only one Video Lecture can be mailed in a mail. The subject of the mail must indicate the Institution, semester, Branch, Subject and Unit of the subject and Teacher's name.
3. Each video lecture must be accompanied by a scanned copy of covering letter duly signed by the Principal with seal with description of Video Lecture sent. There can be one Covering letter for each of video Lecture sent with certificate as mentioned below.
4. Such Video Lectures if received from the authorized/official mail Id of the Principal of Polytechnic shall only be considered. Video Lectures from individual persons/Teachers shall not be considered unless it is submitted through the Principal of the Polytechnic.
5. The covering letter of the Principal must bear a following certificate.



"Certified that the contents of Video Lecture sent from this Institution is originally developed by Mr./Ms. _____ Teacher of this Institution of _____ Branch and is of good quality and also is as per the current syllabus of SCTE&VT. It is also certified that copyright is hereby transferred to SCTE&VT by Mr./Ms _____, scanned copy of which is enclosed herewith for record at SCTE&VT.

Signature of the Principal with Seal of the Institution"

In that respect the Principal must attach along with mail containing video lectures, the scanned copy of the copyright from the teacher concerned duly signed authorizing SCTE&VT to utilize in public interest.

6. Ordinarily maximum 15 Video Lectures shall be considered of individual Institution initially. Gradually, more and more such video lectures shall be added from the Institution upon verification.
7. The Introductory screen of the Video Lecture must have Semester Name, Branch Name, Subject Name, Title of Topic, Name of the Teacher and Institution Name. In addition to all these it shall be captioned as under the banner of SCTE&VT, Odisha towards the bottom of the screen. Not much time be wasted on introductory screen.
8. The Video Lecture file shall be so formatted that it can be opened using any standard media player such as VLC Media Player.
9. The Video Lectures shall cover from 1st semester to 6th semester subjects of all disciplines both Theory and Practical.
10. The Council is not bound to consider and to publish any Video Lecture sent by Principal of the Institution. The council may reject any or all such Video Lectures received through this endeavor, if felt so.

You are hereby requested to please send the Video Lectures considered to be of best quality in terms of contents, presentation etc. as stated above for enriching the repository of Video contents of SCTE&VT and publication thereof for benefit of the registered students at large.

Yours faithfully


Secretary