

**INSTRUCTIONAL MEDIA CENTRE**  
**MANUU, HYDERABAD**

**Minutes of the meeting**

Reference IMC's Advisory Committee Meeting held on 20<sup>th</sup> March 2019, it was discussed and decided that there should be a healthy coordination between IMC and DDE for better programme production and dissemination of knowledge across the country. During the Advisory Committee meeting it was emphasised that the ODL system of education is one of the important mandate of the university which provides a significant distinctiveness to this university, therefore DDE and IMC should strategise the audio visual content production. Accordingly Director IMC requested a meeting with Director DDE to further strengthen the Audio-Visual Programme Production. The Meeting was held on 29<sup>th</sup> March 2019 at Director DDE chamber to discuss the following agenda.

**Meeting Agenda -**

1. Recording Schedule Coordination & follow up by DDE
2. Monitoring of systematic programme recording as per syllabus
3. Data maintenance of recorded educational programme as per syllabus
4. Preview of programme by the resource persons just after recording
5. Timely preview of edited programme by the resource person and HoD's
6. DTP Operator
7. Subscription of IMC youtube channel by the DDE Students
8. Publicity of IMC Youtube channel on DDE SLM, Prospectus, students IUMS Portal and other related spaces

The following officials were present during the meeting :

1. Prof. P.F Rahman, I/C Director, DDE
2. Mr. Rizwan Ahamd, Director, IMC
3. Mr. Mohd. Mujahid Ali, Producer-I
4. Mr. Md. Imtiyaz Alam, JRO
5. Mr. Md. Shakeel Ahmad, Engineer-Gr-I
6. Mr. Md. Aamir Badr, Producer, I





**Following points were discussed during the meeting:**

- 1) The director IMC explained about the systematic recording of DDE syllabus for which recording schedule of IMC is distributed to all HODs and DDE well in advance for smooth recording of the video lessons. He further explained that as of now our concerned producers/ and Production Assistants are coordinating with the resource persons of different subjects, many a times IMC does not receive any communication from the concerned HOD regarding the Resource Person deputation for Programme recording. As per the notification issued from the Academic Section all HoDs/Course Coordinators are supposed to intimate the names of Resource persons for the recording at least a week before recording but this is not happening in most of the cases. He requested, Director DDE to develop a mechanism at DDE to monitor the recording schedule and line up of a Resource Person for recording in advance for better output. **On this Director DDE informed that as of now DDE can not follow it, let IMC manage coordinator.**
- 2) Discussing the point of maintenance of record of recorded educational programmes as per syllabus, Director IMC emphasized that record should be maintained by the concerned course coordinators from the DDE to avoid the re-recording of the same topic. Director DDE agreed and also requested Director IMC to provide a list of the programmes of each subject which have been produced so far and said that he will try to make it mandatory for respective subject teachers in DDE in future. He further added that it would be easy and beneficial for DDE to maintain the syllabus/subject wise A/V Resources data. On this, Director DDE informed that for **most of the courses, DDE has no subject experts (Course coordinators). Therefore, DDE cannot maintain such records for all subjects. IMC has to do it.**
- 3) The Director IMC shared the details of the produced programmes so far. Director DDE suggested that we can increase the rate of Programme recordings by involving subject experts from all across country to develop video content for our ODL students. The Director DDE also suggested that expenses of video recording by outside experts may be met from DDE budget. - **Agreed**



- 4) The Director IMC expressed his concern about the preview of the programme before uploading at MANUU YouTube channel. He emphasized that sometimes it's been delayed by the concerned resource person and HODs despite repeated intimation about this process. Commenting on this point the Director DDE said we should convene a meeting with all the respective HODs to avoid delay in uploading the programmes. **-Agreed-**
- 5) Expressing the need of one Urdu DTP operator, Director IMC informed that one Urdu DTP operator is very much needed at IMC to help Faculty/Resource persons in typing the video lesson content for Studio presentation and Graphics/Editing Purpose and same may be hired through DDE budget. Director DDE agreed with the requirement and requested Director IMC to move a separate file for the same and communicated that **If hired, such resources will have to be shared with DDE.**
- 6) It was also discussed that how IMC's video lessons could be best supplementary material and source of knowledge for our ODL students across the country. Director, DDE agreed to develop a mechanism with the support of CIT to make the subscription of MANUU YouTube channel mandatory to all DDE students at the time of admission. He also added that DDE will further publicize the link of the channel for existing students through various platforms such as prospectus, SIM, RCs, SRCs, RCs etc. **Enrolment of students was agreed as current usage is low, it should be enhanced.**
- 7) Director IMC also shared that IMC has a e-class room facility which can be utilised for the counselling sessions for DDE students all across India by further equipping the e-class room with Video conferencing facilities smart podium, switcher, smart board, accoustics, furniture etc and same may be connected with SCs, RCs, SRCs etc all across India by installing minimum infrastructure at each centre for the benefit of Distance learners. Director IMC suggested that e-class room may be upgraded through DDE budget. Director DDE appreciated the proposal and informed that DDE is also developing one such facility **in each School of Studies at Headquarter.**

Meetings ended with thanks to all the officials present during meeting.