



Rizwan Ahamd
Director, IMC

13th February, 2017.

**Sub: First meeting of Academic Coordination Committee for producing
ODL programmes.**

First Meeting of the Academic Coordination committee will be held at 3:00 p.m on 15.02.2017 at Conference Hall, Administrative Building. Hon'ble Vice-Chancellor will chair the meeting. All the members and special invitees are requested to attend the meeting.

Agenda

- Brief presentation by Director, IMC
- Approval of Course Coordinators as per DDE courses
- Approval of Programmes Recording Schedule
- Any other item with the permission of the chair


13/2/17

Rizwan Ahamd
Director, IMC & Member/Convener

Copy to:

- | | |
|---|--------------------|
| 1. Director (DDE) | - Member |
| 2. Head Dept of Education & Training | - Member |
| 3. Head Dept of History | - Member |
| 4. Head Dept of Commerce | - Member |
| 5. Head Dept of Economics | - Member |
| 6. Head Dept of Zoology | - Member |
| 7. Head Dept of Botany | - Member |
| 8. Head Dept of Mathematics | - Member |
| 9. Head Dept of Chemistry | - Member |
| 10. Head Dept of Physics | - Member |
| 11. Head Dept of MCJ | - Member |
| 12. Head Dept of Islamic Studies | - Member |
| 13. Head Dept of Arabic | - Member |
| 14. Head Dept of English | - Member |
| 15. Head Dept of Urdu | - Member |
| Producer-I, Junior Research Officer, Engineer Grade-I | - Special Invitees |

مولانا آزاد نیشنل اردو یونیورسٹی
مؤلانا آزاڈ نیشنل اردو یونیورسٹی

MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)

(Accredited 'A' Grade by NAAC)

INSTRUCTIONAL MEDIA CENTRE (IMC)



Minutes of the Academic Coordination Committee Meeting
Held on 15th Feb 2017

The First Meeting of the Academic Coordination Committee for Producing Open and Distance Learning (ODL) programmes was held on 15th Feb-2017 at the Administrative building's conference hall. The meeting was chaired by Hon'ble Vice- Chancellor and following members were present.

Present-

1. Dr. Mohammad Aslam Parvaiz , Vice Chancellor	Chairperson
2. Dr. Shakeel Ahmad , PVC/Registrar	Member
3. Prof. K.R.Iqbal Ahmed , Director DDE	Member
4. Prof. H. Khatija Begum , HoD, Dept of Edu&Trng	Member
5. Prof. Ehtesham Ahmad Khan , HoD, Dept of MCJ	Member
6. Prof. P.F. Rahman , HoD, Dept of Zoology & Chemistry	Member
7. Prof. Syed Najamul Hasan , HoD, Dept of Mathematics	Member
8. Prof. Farida Siddiqui , HoD, Dept of Economics	Member
9. Prof. Shugufta Shaheen , HoD, Dept of English	Member
10. Prof. Naseemuddin Farees , HoD, Dept of Urdu	Member
11. Prof. Mushtaq Ahmad Kaw , HoD, Dept of History	Member
12. Prof. Badiuddin Ahmed , HoD, Dept of Commerce	Member
13. Dr. Maqbool Ahmed , HoD, Dept of Botany	Member
14. Dr. Aleem Basha , HoD, Dept of Physics	Member
15. Dr. Mohd. Fahim Akhtar , HoD, Dept of Islamic Studies	Member
16. Dr. Syed Alim Ashraf , HoD, Dept of Arabic	Member
17. Dr. Afroz Alam , HoD, Dept of Political Science	Member
18. Mr. Mohammed Mujahid Ali , Producer -I, IMC	Special Invitee
19. Mr. Md. Imtiyaz Alam , Jr. Research Officer, IMC	Special Invitee
20. Mr. Md. Shakeel Ahmad , Engineer-I, IMC	Special Invitee
21. Mr. Rizwan Ahamd , Director, IMC	Member-Convener

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20. Mr. Md. Shakeel Ahmad , Engineer-I, IMC	Special Invitee
21. Mr. Rizwan Ahamd , Director, IMC	Member-Convener

Following members could not attend the meeting –

Dr. Kaneez Zehra, HoD, Dept of Public Administration
Prof. P.H. Mohammad, HoD, Dept of Sociology

Member
Member

The Hon'ble Vice- Chancellor, Dr Mohammad Aslam Parvaiz extended a warm welcome to the all participants and requested Director IMC to present and explain the meeting agenda.

With the permission of the Chair, Director Instructional Media Centre (IMC) explained the purpose of meeting and presented a detailed power point presentation; stating the objectives of the university and role of IMC in fulfilling the MANUU's Mandate to impart education in conventional and distance modes.

In the presentation, Director IMC presented the Current status of ODL Programmes productions and the future strategy before the Chairman and the members of the Academic Coordination committee.

The following points were presented and discussed in detail.

- I. The role of IMC in imparting Distance Education was presented in details. The Instructional Media Centre (IMC) was established to enrich its Distance Education with media components based on audio, video, Radio, TV and multimedia programmes.
- II. Brief report of IMC, highlighting the details of the Video programmes produced so far.
- III. Target Distance Education courses were highlighted and year wise production break up of each course was presented.
- IV. Current status of the production of each course along with the Total No. of programs to be produced in each course was presented in detail.
- V. For the systematic, flawless programme productions, Director IMC proposed to designate the Course Coordinators for every DDE Course/Subject from Distance Education Faculties as well as Departments on Regular mode.

- VI. Orientation Programme by IMC for the faculties to familiarize them with Programme Production process.
- VII. Dynamic Website for IMC
- VIII. Up gradation of e-class room
- IX. Manpower requirement of IMC

Discussion on the agenda

1. The chairperson appreciated the detailed PowerPoint presentation by Director IMC and expressed serious concerns about the production status of curriculum-based programmes.

The Chairperson emphasized that all the HODs/faculty members of Regular Department and DDE should come forward actively and contribute in programme productions along with their normal duties in their respective departments as regular and distance mode syllabus is same now. The Chairperson also suggested if required the university will utilize the services of eminent faculty members, visiting university for different Board of Studies (BoS) in various departments. In this regard, Hon'ble VC suggested that the HODs, Director DDE and Director IMC may designate a staff member/faculty to coordinate the recording of the guest in advance. It was also come into discussion that the concerned department will collaborate with the eminent faculty members and same will be conveyed to the IMC for video recording.

The Committee noted to include the faculties of regular and Distance modes in Audio-video Programme production process.

2. For the systematic, flawless programme productions, Director IMC proposed to designate the Course Coordinators for every DDE Course/Subject from Distance Education Faculties as well as Departments on Regular mode. The suggestion was appreciated by the Committee and Chairperson approved the list of the course coordinators from the DDE as well as from the regular departments. It was also suggested to include the regular departments HODs as Course coordinators in all courses.

The committee noted and approved the list of the course coordinators from the DDE as well as from the regular departments (List of Course Coordinators – Annexure-1)



3. Director IMC was of view that the effort should be to plan the systematic recordings of Educational programmes of each course of every year from Unit-1 / Chapter-1 onwards to ensure the recordings of whole Distance Education Syllabus.

The point was well discussed and committee noted the point as this will help the Distance Learners to get regular supply of content of every year in a systematic way.

4. The Pro- Vice Chancellor expressed his concern on the utilization of content and feedback mechanism at the receiving end. On this, Director IMC mentioned that a Research Officer has been appointed at IMC for this very purpose, who conduct regular surveys on need and effectiveness of ODL programmes on target students. Director IMC also mentioned that a proposal on "Need Assessment Survey" is already ready which will be submitted for approval.

The committee noted to plan regular surveys to assess the need of target audience.

5. To familiarize the faculty members with Programme Production process Director IMC proposed two Days Orientation programme for the faculty members. The committee members appreciated the proposal as it will help them in plan their lessons in better way. The Chairperson and committee were of view that the Orientation programme can be designed School-wise. On this Director IMC suggested to conduct a week long Orientation programme for various schools tentatively from 27th Feb 2017 onwards and accordingly recording schedule may be pushed from 13th March 2017 onwards.

The committee considered and approved to organize the orientation programmes for the faculty members. (Conducted successfully from 27th Feb to 6th March-2017. (Recording Schedule - Annexure-2)

6. Few faculty members put forward their reservations about the recording of programmes. The Chairperson was of view that the teachers should be given full freedom for recording. In response to the inhibitions of faculty members about the programme production process, Director IMC suggested the faculty members to explore various other formats like e-class room set up, discussion mode, lecture mode etc for the recording. Director IMC, emphasized that the production team will lend its full support to the faculty members in producing quality programmes.

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The committee noted the need of recording on e-classroom mode and to plan more e-classrooms with modern recording facilities.

7. It was also discussed that the recording of video lessons will start from 6th of March-2017 onwards and the Department of Physics may begin the recordings in place of Deptt. Of Botany. Director IMC was of view that recording may be delayed for a week as Orientation programme duration has increased, which has been approved by the chairperson.

The committee noted and approved the programme schedule.

8. **It was also discussed and decided** that the modus operandi of the recordings will be Semester- wise and Unit-Wise for all the years' i.e from first semester, first Unit onwards.

The committee considered and approved the programme schedule recordings, starting with 1st semester 1 unit onwards

9. Director IMC explained the concept of e-class rooms to the committee members which was very encouraging to the faculty members. It was decided that the facilities at E-Class Room should be utilized to its maximum to accelerate the lessons recording, which was approved by the chairperson.

The committee noted and ratified the concept of e-classroom recordings.

10. The committee members also suggested creating e-class rooms at every Department. Director IMC suggested that there won't be optimum utilization of e-class rooms in all departments as IMC has limited manpower which can record simultaneously maximum at 2-3 places. Further, Director IMC suggested upgrading the existing e-class room with proper acoustics, smart podium, and smart board along with tele-counselling facilities, HD camera and other latest equipments as this will have maximum utilization. Since, faculties were appreciative about the e-class room concept, Director IMC also suggested installing the e-class room facilities at IMC Preview Theatre as well. The Chairperson agreed with the proposal and requested the Registrar/PVC to explore the possibilities. Registrar enquired the approximate cost of the e-class room setup and requested Director IMC to submit the proposal in this regard.



The committee noted the upgradation of existing e-classroom and equipping the IMC preview theatre with e-classroom facilities.

11. Director IMC explained the creation of IMC website for better dissemination of Distance Education content and to highlight the IMC infrastructure for hiring purpose. The Chairperson appreciated and agreed with the concept of Developing a Dynamic Website of IMC. The Chairperson was of the view that web technology is the best source in disseminating knowledge to the target audience. Committee was of view that till the time dynamic IMC website is prepared, video lessons may be uploaded on youtube.

The Committee noted and ratified the concept of Developing a Dynamic Website of IMC.

12. Director IMC also discussed the manpower status of IMC and emphasized the redeployment of IMC manpower in accounts, administrative, technical sections. Out of the sanctioned strength of 25 members, only 15 regular and two contractual staff members are working at the moment. Also there is no editor available to edit the programme, as a result backlog has been generated. Director IMC further explained that as recordings have been scheduled from March onwards, there will be requirement of editor, accounts and administrative manpower to maintain the files and database. The chairperson instructed to discuss the matter with the Registrar.

The committee noted and suggested the discuss the matter with Registrar.

13. The meeting concluded with the vote of thanks to the Chair.

