No.   405 / Dev/2023   Ballarpur, Date: 18/7/23

OFFICE MEMORANDUM

The Standing Committee of the Academic Council in its meeting held on 14 and 18 July, 2023 approved the proposal for **GGV You-Tube Channel (जीजीवी यू-ट्यूब चैनल)** in Guru Ghaisidas Vishwavidyalaya, Bilaspur under the following guidelines:

1. **The duration of the content will be 3-5 Minutes.**

2. **The number of Programmes/Videos will be uploaded phase wise:**
   (i)   30-40 (1/Department) – Ist Phase (By 15th August, 2023)
   (ii)   50-60 (2/Department) - IInd Phase (By 15th September, 2023)
   (iii) 75-100 (3/Department, 2 ABC and 1 Department Introduction) - IIIrd Phase (By 15th October, 2023)
   (iv)   10-15 by DSW, Proctor, Academics, Tarang Band, NSS, NCC, SC/ST Cell, Behavioural Club, GST, Shravan Line, Kilkari Child Care Centre, Chief Warden, EK Bharat Shreshth Bharat, Biodiversity, Accelerator, etc.

3. **Contents**
   (i)   Departmental/Introduction/Strength/Placement/Alumni etc.
   (ii)   ABC Courses.
   (iii) Contents related to National/International issues where Department can give inputs/observations etc.
   (iv)   Any Academic contents by teachers/students/staff, etc.
   (v)   The content writer can take the help/guidance from the language editing committee.

4. **Technical Committee**
   (i)   The Technical committee will be of 3-4 members headed by the In-charge MOOCs/Media Lab.
   (ii)   The Technical committee will allot the slots for recording of the contents forwarded by the department.
   (iii) Will help in editing in relation to the audio-video, lights and other related areas, etc.
   (iv)   The recorded content will be sent to the HoD for getting certification.
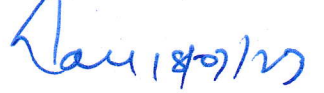   (v)   Will keep all the records of the contents, uploading etc.

5. **Monitoring**
   (i)   Department can have a committee (to examine and record keeping)
   (ii)   After approval of the committee the HoD will approve it.
   (iii) The content will be forwarded to the Dean by HoD.
   (iv)   Dean will examine and forward the content to the Technical committee for uploading it.

6. **Language Editing**
   (i) The Language Committee will be headed by the HoDs of English & Hindi and will consist of teachers from English and Hindi Department.
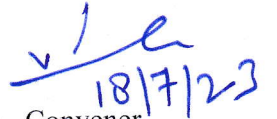   (ii) The committee will help the content developer in relation to language.

By Order,

Registrar (Acting)

Copy to:

1. The Secretary to the Vice-Chancellor, Guru Ghasidas Vishwavidyalaya, Bilaspur for information to the Hon'ble Vice-Chancellor.
2. All Deans, School of Studies/all Heads, Teaching Departments, Guru Ghasidas Vishwavidyalaya, Bilaspur for information and necessary action.
3. The Director, IQAC, Guru Ghasidas Vishwavidyalaya, Bilaspur for information.
4. All Committee members, GGV You-Tube Channel, Guru Ghasidas Vishwavidyalaya, Bilaspur for information and necessary action.
5. The Nodal Officer MOOCs/Media Lab, Guru Ghasidas Vishwavidyalaya, Bilaspur for information and necessary action.
6. The Head, Department of English and Hindi, Guru Ghasidas Vishwavidyalaya, Bilaspur for information and necessary action.
7. The in charge Website Cell/Media Cell, Guru Ghasidas Vishwavidyalaya, Bilaspur for information and necessary action.

18/7/23

Convener
You-Tube Channel