

Standard Guidelines for Video Lecture Recording

1. Kindly fill-up the application form with all details, providing information regarding study material (type, media etc.) to be used during the video lecture recording.
2. Provide all study material to the Technical Staff one day before your allotted time slot.
3. It is humble recommendation to rehearse your lecture/topic, at least once to finish within the specified time duration. Additional written script can be a good idea to be more precise and concise during your presentation recording.
4. Properly sequence use of different types of study material types (power-point, .pdf file, word file, media file, document camera etc.)
5. Keep eye-contact with the camera.
6. Wear your comfortable formal Attire (dress code) preferably with neck tie and blazer would be highly appreciated for more professional performance. Do not forget to wear you ID card.
7. Avoid Palilalia (involuntary repetition of syllables, words, or phrases) during recording.
8. Properly cite/acknowledge external resources (if used) to avoid copyright infringement issues.
9. Be comfortable and avoid camera consciousness.
10. The recorded video lectures shall be hosted on the University LMS/Intranet server for the benefit of the students.

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Video Lecture Recording Application

Name	:	
School	:	
Title of Lecture	:	
Duration	:	
Study Material (tick appropriate)	:	Power Point(.pptx) .pdf Video File(.mp4/.wav/.mkv) Papers (Document Camera) Audio File
Additional Requirement	:	
Preferred Time Slot	:	

I hereby give my consent for suitably editing of my lecture and uploading the same on university LMS and intranet for the benefit of students.

Signature of the Teacher

Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon

E - Content Development (Video lecture recording) Available Slots

Time	Date															
	11/11/19	13/11/19	14/11/19	15/11/19	18/11/19	19/11/19	20/11/19	21/11/19	22/11/19	23/11/19	25/11/19	26/11/19	27/11/19	28/11/19	29/11/19	30/11/19
10.30 a.m. – 12.00 noon																
12.00 noon – 01.30 p.m.																

- Please contact **Dr. Ram Bhavsar (9423951804)** or **Ms. Divya Borse (9834386244)** for booking the slot.
- Please submit copy of your PPT one day before your scheduled recording to Ms. Divya Borse (Rusa Resource Center for Inclusive Education).
- Venue: - Technology Enabled Classroom
- School of Chemical Sciences, KBCNMU, Jalgaon

CC to:

1. Prof. D.H. More, Director, School of Chemical Sciences for information and needful co-operation.
2. Shri. S.P. Nemade, Construction division, for making arrangements for uninterrupted power supply on these days.

IQAC/NAAC Office