

F.No. 16-16/2012-TEL  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education.  
(TEL Division)  
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216-D Shastri Bhawan  
New Delhi, dated 30.01.2017

**Subject: Minutes of 3<sup>rd</sup> SWAYAM Prabha Workshop – reg.**

The undersigned is directed to enclose herewith a copy of Minutes of 3<sup>rd</sup> SWAYAM Prabha Workshop held on 25.01.2017 at BISAG Gandhinagar, Gujarat, for information and necessary action.

  
(K. D. Verma)  
Under Secretary (TEL)  
TEL No. 011-23073582

To,

1. Shri T. P. Singh, Director BISAG, Gandhinagar, Gujarat
2. Prof. K. Mangala Sunder, Department of Chemistry, IIT Madras, Chennai- 600036
3. Dr. Jagdish Arora, Director, INFLIBNET, Gandhinagar, Gujarat
4. National Coordinators of SWAYAM Prabha
5. Channel Coordinators of SWAYAM Prabha

Copy to:-

1. PPS to Additional Secretary (TE), M/o HRD
2. Director (TE), M/o HRD
3. DS (ICT), M/o HRD
4. Shri Parameswaran N., Sr. Consultant, NMEICT, M/o HRD

### 3<sup>rd</sup> Workshop – SWAYAM Prabha 25<sup>th</sup> January, 2017

The 3<sup>rd</sup> SWAYAM Prabha Workshop was held on 25<sup>th</sup> January, 2017 at BISAG Gandhinagar. The list of participants is at annexure.

2. At the outset, the following were observed:
  - a) Whereas a few channels have produced/shared adequate content in the past 6 months, most channels have fallen short. Some channels like IIT-PAL and Open Universities channels have not taken off at all. Every CC needs to take stock of the situation, arrive at the reasons for shortfall and propose action for rectification.
  - b) So far, most channels have used the ready content with them. This is time for producing new content sufficient for the next 6 months ( $6*30*4 = 720$  hrs)
  - c) The pedagogy has to be reviewed. It shall contain interesting presentation including use of multimedia, live models, external shoots etc.
  
3. The above and other related issues were discussed in detail in the workshop which resulted in the following decisions/recommendations:
  - a) Every channel should have a Vision statement highlighting the contents covered in the channel, who would benefit from the contents and what one would gain by going through the contents etc. **(Every channel coordinator would submit the vision statement to MHRD by close of the workshop and also would provide 1-2 min video about their channel. Both things will be available on website of SWAYAMPBABHA.)**
  - b) There would be a full time **Academic coordinator** and an **Academic Advisory committee** for every channel. The norms for engaging the Academic coordinator would be finalised by MHRD keeping in view the vision statement. The National/channel coordinator would engage the Academic coordinator and appoint the advisory Committee **by 28<sup>th</sup> February, 2017.**
  - c) The Academic Committee of each channel shall furnish by **15<sup>th</sup> March 2017** the month-wise academic plan for the next 6 months – containing:
    - i. Date of proposed transmission
    - ii. Subject
    - iii. Topic
    - iv. Name of the (best) Teacher selected for giving the lecture
    - v. Date for completing the script
    - vi. Date for review/finalizing the script
    - vii. Dates for production along with the place of production
    - viii. Dates for post-production work along with the place for post production work
  - d) For producing new contents either the production facilities of external studios could be used or the **production itself could be outsourced.** MHRD would work out the financial norms for these in consultation with Chief/National coordinators.

- e) Each channel coordinator would determine the list of **post-production** equipment required and inform the chief coordinator and MHRD within one week for permission to procure and for releasing of funds.
  - f) The excel format for sending information by the channel coordinators alongwith the videos was finalised after detailed discussions. The channel coordinators would put information in the finalised format (shared excel sheet for each channel) which would be used by BISAG / INFLIBNET.
  - g) The channel coordinators would ensure that they give the complete schedule for the four hour programme content every day very clearly in the agreed format from 1<sup>st</sup> February 2017 onwards.
  - h) The channel coordinators would send videos of any filler contents that is available with them. It may be noted that filler would be treated as a video i.e. part of 4 hour duration.
  - i) The logo will consist of SWAYAM Prabha and the channel logo in rotating manner. BISAG would sent the SWAYAM Prabha logo to all channel coordinators and they in turn would incorporate the channel logo and sent it back to BISAG. The banner would have – MHRD channel no., Organisation name, topic and time left. Channel coordinator would decide on the details like organisation name and topic and inform BISAG/INFLIBNET as a part of metadata.
  - j) The financial norms regarding usage of funds and payment of honorarium will be provided by an official communication by MHRD.
  - k) Based on the request three National Coordinators, CEC, IGNOU, and QEEE will be provided one encoder for initiating live broadcast. BISAG & INFLIBNET will help the process to be completed and tested.
4. The channel coordinators requested that such workshops should be once in 4 to 5 months as this would give an opportunity to share their experiences and learn from each other. All the participants unanimously thanked BISAG and INFLIBNET for jointly hosting the workshop and the excellent arrangements made.

The workshop ended with thanks to the chair.

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