

E-Content Development Committee - Minutes of the Meeting (MoM)

Date: 20-06-2024

Time: 12:30 p.m.-12:50 p.m.

Venue: Mass Communication Lab

Members Present

Mr. P. Clement

Dr. Kanchana

Ms. Stella Martina

Ms. Sruthi Sagar

Ms. Manisha Kulkarni

Ms. Ummya

Mr. Ram

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Content of the meeting

- ✓ Discussed to record E-content videos in Boardroom
- ✓ Discussed the inputs to be posted in HoD's group regarding the E-content videos from each Department
- ✓ Discussed to request HoD's to select one faculty (Depts less than 10 members) TWO faculty (Depts more than 10 members) for E-content development, and they should be ready with content for one lesson.
- ✓ Decided to circulate an Excel sheet for the same purpose.

E-Content Development Committee - Minutes of the Meeting (MoM)

Date: 05-01-2025

Time: 10:30 a.m.-10:45 a.m.

Venue: American Corner

Members Present

Mr. P. Clement

Dr. Kanchana

Ms. Stella Martina

Ms. Sruthi Sagar

Ms. Manisha Kulkarni

Ms. Ummya

Mr. Ram

ATR of August meeting

- ✓ We could not record two E-content videos in Boardroom then discontinued due low lighting
- ✓ The selected faculty by HoD's filled the Excel sheet for E-content development.
- ✓ Separate WhatsApp group was created and posted the detailed instructions of recording the video

Content of the meeting

- ✓ Briefed the members about entire process of recording of E-content videos
- ✓ Informed the members that E-content recordings would take place in Mass Communication Lab I.
- ✓ Since the Video recordings scheduled on all Saturdays' we decided to take turns
- ✓ Discussed how to coordinate with the faculty and technical staff on Saturdays