

**PROCEEDINGS OF THE COMMISSIONER OF COLLEGIATE EDUCATION
ANDHRA PRADESH :: MANGALAGIRI**

Present: Dr.Pola Bhaskar, IAS.

Proc. No. 07/CCE-AP/LMS /AC-02/2022-23

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Sub: Collegiate Education – Learning Management System (LMS) –Topic Allotment for LMS e-Content Generation, 2024 - Instructions to State-level Subject Expert Committees (SECs), NRC-wise Subject Coordinators (NSCs) and e-Content Generators (CGs) - Reg.

Ref: 1. Circular-13/APCCE/Academic Cell/AC-02/2022, dt: 28-03-2024
2. Proc.No.06/CCE-AP/LMS /AC-02/2023-24, dated:17-01-2024
3. Proc. No. 05/CCE-AP/LMS/AC-02/2023-24, dated: 17-11-2023

Commissionerate of Collegiate Education (CCE), Government of Andhra Pradesh always stays at the forefront of educational technology and exploring innovative methods to improve teaching and learning. AP CCE's Learning Management System (LMS) is one of the innovative and important tools for the faculty and students of Government Degree Colleges of Andhra Pradesh to enhance the quality of teaching of the faculty and to promote self-learning among students. It provides a centralized platform for students to access course materials, faculty videos, assessments and track their progress in line with NEP-2020.

The department of Collegiate Education, AP has proposed to develop e-Content for the first, second, and third year UG syllabus in line with Single Major Curriculum introduced from the academic year 2023-24. This e-Content will be hosted on CCE's LMS web portal for the benefit of the students. To generate this e-Content, the department has formed a State-level Subject Expert Committees (SECs) and Nodal Resource Centre (NRC)-wise Subject Coordinators (NSCs) for each one of the 20 subjects identified. With an aim to generate e-Content for these subjects, these SECs and NSCs are made responsible for identification of topics and assigning topics to the lecturers (Content Generators), monitoring the progress of content development, reviewing the e-content submitted by the lecturers in 4-Quadrants (Quadrant-I: Video & Podcast, Quadrant-II: Presentation (PPT), Quadrant-III: Additional reading material /Notes, and Quadrant-IV: Self-Assessment Questions (SAQs)), and scrutiny of the generated e-content to ensure that the content is of good quality. Working together, the SECs and NSCs have identified topics for each course paper-wise for all the semesters as Single Major curriculum and assigned them to all the regular and contract lecturers (Content Generators) for e-Content development.

Recording Videos and PodCasts:

Recording Videos and Podcasts:

All the State-level SECs, NSCs, and Content Generators (CGs) have been instructed to create video lectures and podcasts for their assigned LMS topics in the recording studios established at their Nodal Resource Centers (NRCs) colleges.

All the NRC College principals having established recording studios are presumed to carefully plan recording schedules (timetable) for each lecturer and topics as per the list provided. They need to ensure that lecturers in Government Degree Colleges (GDCs) within the NRC region can record their LMS Lessons without any interruptions. Furthermore, NRC College principals should circulate the recording schedules with all GDCs falling under their NRC college region.

NRC College principals shall submit a weekly on recording studio usage to the O/o CCE AP in the proforma given below:

S#	Name of the GDC (Studio Center)	Name of the Lecturer	Subject	Name of the Working College	No. of Topics Allotted	Title of the Topic Recorded	Video/ Podcast	Date of Recording	Time Slot
1									

Studio Centre-wise Abstract:

S#	Name of the GDC (Studio Center)	Name of the Lecturer	Subject	Name of the Working GDC	No. of Topics Allotted	No. of Topics recorded during this week	No. of Topics recorded till this week	No. Topics yet to be recorded
1								

Guidelines for Subject Expert Committees:

- The Subject Expert Committees (SECs) shall allocate topics to all the faculty members (Regular, Contract) and ensure covering of all subjects, all papers, all topics including all electives of V and VI semesters and multidisciplinary courses of I and II semesters in line with their core subject.
- SECs should work in coordination with NSCs to develop qualitative e-Content for the benefit of students. In case of different opinions among the members about the selection and allocation of the topic to the content generator (CG), acceptance of content etc., the opinion of the committee shall be considered as final.
- Guiding the presenters in the development of e-content.

- The SECs shall coordinate with NSCs and CGs and monitor the progress of e-content preparation, content quality, design, and delivery of material for the topic allotted shall be given top priority.
- To check the relevance of the content provided in PPT and additional notes. To check the quality of images, etc., used in PPT, check the video and audio quality of the presentation.
- To verify whether the content is prepared using text, media and other assets permitted under Open Educational Resources (OERs) or not.
- To verify whether the content is prepared by abiding to the copyright act or not.
- The quality testing/evaluation of the e-content in 4-quadrant approach shall be done as follows:
 - Step-I: By the individual (CG)
 - Step-II: By the Nodal Resource Center (NRC) Subject Coordinator (NSC)
 - Step-III: By concerned State-level Subject Expert Committee Members
- SEC members shall check the quality of the Video and Podcast, PPT, notes (reading material) and Self-Assessment Questions (SAQs) pertaining to their subjects for suitability to the new UG syllabus.
- Self-Assessment Questions (SAQs) shall include questions to test knowledge, understanding, Application and Skill covering easy, moderate, and tough/complex questions for the benefit of students.
- For each topic, Content Generators (CGs) shall submit the following three kinds of SAQs along with answers which can be evaluated immediately by the system:
 - i. Multiple Choice Questions (MCQs) – minimum 6 questions
 - ii. True / False Questions (TFQs) – minimum 6 questions
 - iii. Match the Following Questions (MFQs) – minimum 01 question.
 - iv. Short Answer Questions (ShAQs)
 - v. Very Short Answer Questions (VSAQs)
 - vi. Essay Type Questions / Long Answer Questions (LAQs)
- Indexing of the topic should be done viz 1.1.1.1.2, which is 1st Year, 1st Semester, 1st Paper, 1st Unit, and 2nd topic.
- For each topic, the following 8 items are to be submitted by SECs:
 - i. Video
 - ii. Podcast
 - iii. Power Point Presentation
 - iv. Reading material / Notes with web links

- v. Self-Assessment Questions (SAQs)
- vi. Declaration by the Content Generator as per the given proforma
- vii. Declaration by the NRC-wise Subject Coordinator as per the given proforma
- viii. Declaration by the Subject Expert Committee as per the given proforma
- SECs must accept only qualitative, suitable content satisfying all norms of e-Content generation given.
- SECs can suggest the content generator with remarks such as incorrect answers for the SAQs and content and may ask the CG to resubmit it until the quality standards are met.
- SECs shall submit the completed topics to CCE LMS team as and when completed to facilitate uploading into CCE-LMS portal.

Guidelines for NRC-wise Subject Coordinators (NSCs):

- Should maintain coordination with the state-level SECs and Lecturers (CGs) in the NRC.
- Coordination with the SECs in dividing the entire syllabus of single major programme paper-wise into topics.
- Motivate and involve all the Lecturers in e-Content development process.
- Allocation of topics to the Lecturers paper-wise carefully based on the subject knowledge and the skillsets of the Lecturers.
- Guide presenters in e-Content development.
- Review the e-content submitted by the CGs in terms of their relevance, quality, and copyright compliance of PPTs, Additional Notes, images, videos, and audio.
- Ensure that the content adheres to Open Educational Resources (OER) and copyright regulations.
- Verify language clarity and presenter fluency.
- For each topic, the following 7 items are to be submitted by SECs:
 - i. Video
 - ii. Podcast
 - iii. Power Point Presentation
 - iv. Reading material / Notes with web links
 - v. Self-Assessment Questions (SAQs)
 - vi. Declaration by the Content Generator as per the given proforma
 - vii. Declaration by the NRC-wise Subject Coordinator as per the given proforma

- NSCs must accept only qualitative, suitable content satisfying all norms of e-Content generation given.
- NSCs can suggest the CGs with remarks such as incorrect answers for the SAQs and content and may ask the CG to resubmit it until the quality standards are met.
- NSCs shall submit the completed topics to SECs for state-level review.

Guidelines for the Content Generators (CGs):

1. The Content Generators should prepare the e-content in the following 4-quadrants for each topic allocated.
 - i. Video and Podcast
 - ii. Power Point Presentation
 - iii. Additional reading material / Notes with web links
 - iv. Self-Assessment Questions (minimum 06 MCQs / TFQs, ample no. of questions based on the topic coverage for the remaining types of questions).
2. Every Content Generator (CG) shall prepare content (4-quadrants) in English only. Note: This condition is not applicable for Language subjects.
3. CGs shall not allow plagiarism & violation of copyrights in the preparation of e-content. Content Generator (CG) shall use only OER (Open Education Resources), should cite sources duly by giving credit wherever necessary, and shall submit the declaration certificate to this effect to the CCE through NSCs & SECs.
4. For each topic, the following 7 items shall be submitted by the CGs:
 - i. Video
 - ii. Podcast
 - iii. Power Point Presentation
 - iv. Reading material / Notes with web links
 - v. Self-Assessment Questions (SAQs) in Excel format (ie., shared by the O/o CCE)
 - vi. Podcast -Audio
 - vii. Declaration by the Content Generator
5. While preparing the video, the CG should adhere to the following points
 - i. 15 to 25 minutes time limit for the recorded video
 - ii. Video in MPEG4 format
 - iii. 16:9 aspect ratio
 - iv. 1024 x 768-pixel resolution
 - v. Video size should be less than 200 Mb

- vi. Audio quality and synchronization with PPT should be checked
 - vii. Video of the CG may be placed at the bottom right corner of the presentation.
6. While preparing PPT, Content Generator (CG) should adhere to the following points:
- i. The First slide of the presentation should be the master slide provided by the department of Collegiate Education and should appear at the beginning of the video.
 - ii. Font size for the Title – 40, Sub-title – 32 and text – not less than 24, use clear and visible fonts.
 - iii. Give learning objectives at the beginning of the topic.
 - iv. Simplify and limit the number of words/lines on each slide.
 - v. Display only important points, definitions, synopsis etc., on the slide.
 - vi. Animations, images, graphics, and short videos may be used in the preparation of PPT to grab the attention of the students towards the presentation.
 - vii. Use contrast colours for text and background.
7. Content Generator shall submit a minimum of three pages of notes on each topic in pdf format and it shall include web links at the end for further reading.
8. As part of the Self-Assessment Questions, 3 kinds of questions with at least six questions for each kind and for every topic assigned and SAQs should be submitted as per the Excel format given by the O/o CCE, AP.
- i. Multiple Choice Questions (MCQs)
 - ii. True / False Questions (TFQs)
 - iii. Match the Following Questions (MFQs)
 - iv. Short Answer Questions (ShAQs)
 - v. Very Short Answer Questions (VSAQs)
 - vi. Essay Type Questions / Long Answer Questions (LAQs)
9. CGs are advised to prepare notes on the allocated topic and PPT first and share with NSCs, SECs, and colleagues to receive quality inputs before preparation of the video.
10. Content generation for I, II, III, IV, V and VI Semesters as per the Single Major Curriculum introduced in the year 2023 should be completed by 20.05.2024.

The principals of all the Colleges and the Nodal Resource Centres (NRCs) are requested to guide and support the State-level Subject Expert Committees (SECs), NRC-wise Subject Coordinators (NSCs), and Content Generators (CGs) as this is an important and useful initiative taken by the department to enhance the skills of the

faculty and to provide quality education to the students and to support the assessment process for the students.

All the lecturers who successfully develop and upload e-Content for CCE LMS in the 4-quadrant approach (Video & Podcast, PPT, Additional Reading Material, Self-Assessment Questions (SAQs)) will be given due recognition in the Career Advancement Scheme, Annual Self Appraisal Report scores, Teacher Awards, etc. The contributions of SECs, NSCs, and CGs will not only benefit all degree students but also contribute to the advancement of digital education and innovation in higher education through the Department of Collegiate Education, Govt. of Andhra Pradesh.

Annexures enclosed:

1. State-level Subject Experts Committee list.
2. NRC-wise Subject Coordinators list
3. List of subject-wise content generators along with topics allocated.
4. Self-Assessment Questions proformas as a single .xlsx file
5. 21 NRCs list with College Mapping
6. Specimen declaration form by the SEC member
7. Specimen declaration form by the NSC member
8. Specimen declaration form by the Content Generator

Dr. POLA BHASKAR, IAS
Commissioner of Collegiate Education

To

The Principals of all the GDCs and PACs

Copy to

RJDCEs of all Zones

Members of Subject Expert Committees

NRC-wise Subject Coordinators

Subject wise Content Generators

Nodal Resource Centers (NRCs)

//ATTESTED//


Academic Guidance Officer