



## Guideline for preparation of Audio Visual materials for OSOU

Odisha State Open University is offering different academic programmes through blended mode of learning. The University is providing self learning materials (SLMs), video lectures and audio lessons on different subjects. Moreover, OHEEPE has given assistance to the University for preparing AV materials. So, for the smooth production of Audio-Video materials the following guidelines shall be followed.

- There shall be a committee which will be responsible for coordinating all Audio-Video Material productions. At present the committee (henceforth referred as AVPC), shall consist of:
  - a. Jyoti Prakash Mohapatra
  - b. Dr. Ansuman Jena
  - c. S. Trehman
  - d. Ms. Prasansa Das
  - e. Mr. Sambit Mishra (Convener)
- The committee shall meet every week on Saturday and review the Audio-Video material production activities of the week and make plan for the next week.
- The Audio Video Production team (AVPT) shall consist of the following members:
  - a. Mr. Sambit Mishra (Coordinator)
  - b. Debidutta Behera,
  - c. Abhinandan Tripathy
- Programme Coordinators of different academic programmes will identify Resource Persons (RP) subject-wise and prepare unit-wise video lecture schedule in consultation with the RP.
- They will take prior approval from the Vice-Chancellor regarding the lessons to be prepared and the schedule. They will send the brief bio-data of the RP to the VC for his perusal.
- Once approved the requirement for audio-visual production shall be shared with the Convener of Audio Visual Material Production Committee along with the content draft.
- Convener of AVPC shall place the requirement in the Committee and will decide / make plan for pre-production, production and post-production work.
- The plan will be communicated to the concerned programme coordinator to ensure availability of the resource person and also to provide necessary content/information.
- Prior to shooting of the video, Coordinator of AVPT will make final content and script in consultation with the concerned programme coordinators.
- The recording of the AV material shall be done by the members of the AVPT as per the schedule finalized by AVPC.
- After completion of the shoot, AVPT will take up further work regarding post production.
- Each video can be of maximum 10 minutes duration, including intro and sign off.
- The first cut of the video shall be previewed to the concerned programme coordinator and necessary changes shall be made, if desired by him/her.

- After validation of the video by the concerned programme coordinator, the video shall be previewed by the AVPC and necessary changes shall be made, if desired by the AVPC.
- Then the video shall be sent to the Vice-Chancellor for approval and necessary changes shall be incorporated, if desired by the VC.
- After getting due approval from the VC the Video Lecture shall be given to the IT / website management team, which shall upload it in the University website within one working day.
- The audio part of the video lecture will then be separated and developed into audio lessons with signature tune and end note. This will be completed in two working days.
- During shooting it's the responsibility of the AVPT to record the voice for the introductory note and end part for the audio lessons as well.
- The Audio Lessons will be uploaded in MP3 format within two working days (as the related graphics is to be prepared) in the University Internet Radio Pragnyavani by IT Team.
- If there is delay or obstacle at any level, that should be brought to the notice of the AVPC which will take appropriate steps or refer it to VC/Registrar for necessary action.
- Tentative Timeline for each video production shall be as follows:
  - Pre-Production (Content, Script, Shooting Plan etc) : 2 Days
  - Shooting (Video and Audio recording) : 1 Day
  - Post Production (Editing/Graphics etc) : 1 Day
- Shooting for multiple videos should be scheduled for the day to minimize the cost.
- Specification for Video output (as per Guidelines for developing Online Courses for SWAYAM on June 01, 2017):
  - Video recording format: Full HD 1920x1080 pixels.
  - Videos aspect ratio: 16:9 (widescreen).
  - Module Delivery: 1080i following MPEG-4 AVC Compression.
  - Audio Channel 1 to have Mixed Audio Track.
  - Font size: Heading: 24-30; Sub-heading: 22-26; Body: 20-24;
  - Full screen Video Frame.
  - All graphs and diagrams must have clear font.
  - The expert/teacher should speak extempore as delivery made in case of classroom set-up and avoid reading from written material or a Teleprompter.
  - Video frame to maintain 6-8% headroom.

These guidelines shall come into operation with immediate effect.

By orders of the Vice-Chancellor.



Registrar

Dr. Jayanta Kar Sharma, OES(I)  
Registrar  
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