

Minutes of the 4th Multimedia Advisory Committee Meeting

The 4th Multimedia Advisory Committee meeting was held in the presence of Hon'ble Vice Chancellor, KKHSOU on 7th October 2020 at the Conference Hall, City Office, Khanapara, Guwahati, Assam.

Members present:

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| 1. Prof. Kandarpa Das, Hon'ble Vice Chancellor, KKHSOU | : Special Invitee |
| 2. Dr. Arupjyoti Choudhury, Registrar | : Chairperson |
| 3. Dr. Deepak Kalita, Finance Officer | : Member |
| 4. Prof (Dr.) Nripendra Narayan Sarma, Director, CIQA | : Member |
| 5. Dr. Pranab Saikia, Associate Professor, Deptt. of Education | : Member |
| 6. Deep Bhuyan, Filmmaker | : Member |
| 7. Dr. Ajanta Das, Prog. Executive, Guwahati Doordarshan Kendra | : Member |
| 8. Dr. Nabankur Pathak, Asstt. Director (i/c), Centre for OL | : Special Invitee |
| 9. Dr. Sangeeta Kakoty, Dy. Director- Multimedia | : Convenor |

The convenor started the meeting and introduced the new members to all. Then requested the chairperson of this committee to conduct the meeting. The Chairperson welcomed the members and introduced the new members.

The proceedings of the meeting started with the existing activities of Multimedia CMC and its augmentation. The Deputy Director, Multimedia CMC shared the overall activity report with all members. The list comprised of the activities completed, existing activities and new initiatives taken by the centre. In this context, the chairperson sought views from Hon'ble VC, KKHSOU.

Views expressed by Hon'ble VC are as follows:

- For an ODL mode of education, Multimedia activities is important.
- More focus have to be given on production of quality multimedia material.
- To increase the teacher-learner interaction, the multimedia videos is taking important role.
- Encouragement for production of small videos, having 2/3 fillers within a 30 minutes video, which is as per SWAYAM PRABHA/ MOOCS.
- Encouragement for discussion type production, which can be done among in-house faculty members and may be experts from outside, if needed. Suggested to keep the component "what we have learnt" at the end of all discussion.

In this regard, the members suggested on fillers, which may be of our folk culture, or related small documentary to make the videos more interesting and attractive.

After the discussion, the draft of production manual prepared by the centre was placed before the committee members. The members looked on that and suggested to send it to CIQA office for giving final shape, if needed.

The resolutions adopted in the meeting are as follows:

Resolution 1: The Hon'ble VC proposed a concept of iTV/webTV, which will be an exclusively educational TV for the University. All members agreed on this. The Hon'ble VC requested the members to think of a suitable name for this TV channel, which will be finalized in the next meeting.

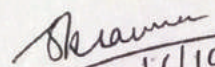
After discussion, it is resolved that this can be done after the centre is ready and with full equipment needed for this purpose.

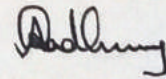
Resolution 2: Discussion also took place on the unserviceable equipment of the centre. After discussion, it is resolved that

- i) There will be 2/3 new well equipped studio as per the requirement
- ii) As most of existing equipment are obsolete the following equipments have to be purchased immediately for the studio:
 - a) Three (3) cameras with necessary accessories, preferably Canon, Panasonic or Sony.
 - b) Lapel: cordless 2 Nos, wired 2 Nos.
 - c) Light as per requirement
 - d) Digital board with tablet
 - e) Teleprompter

Resolution 3: Discussion were also held on any other matter related to the centre. As the Community Radio of the University is suspended due to the shifting of the centre, Hon'ble VC suggested accelerating the Antenna installation work. Until it is done, the internet-radio can be started, which can be broadcast from University City office. In this context, members of the committee suggested for at least 2 hours of daily broadcasting that can be done till the proper radio studio is set up.

As no other matter was raised, the Chairperson ended the meeting with thanks.


Convenor 16/10/2020


Chairperson