

**PSS CENTRAL INSTITUTE OF VOCATIONAL EDUCATION, NCERT, BHOPAL**

**Circular**

**No F. 14-4/PSSCIVE/DET/2024-25/Circular**

**Date: 12.09.2024**

This circular outlines the coordination and workflow for two projects at PSS Central Institute of Vocational Education (PSSCIVE), NCERT, Bhopal. These projects are (i) Design, Development and Maintenance of Web Applications, Social Media and Network Infrastructure of PSSCIVE and (ii) Development digital resources on vocational education.

**Project 1: Design, Development, and Maintenance of Web Applications, Social Media, and Network Infrastructure (PAC Code 21.14)**

**Website Uploads:** Documents for uploading in the website may be submitted in PDF format to Web Information Manager to email id [wim@psscive.ac.in](mailto:wim@psscive.ac.in), with consideration given to file size. Approval from the Joint Director is required for uploading publications.

**Social Media:** Faculty are required to send news briefs dully verified by senior faculty/ HoD. News items should be sent to email id [wim@psscive.ac.in](mailto:wim@psscive.ac.in) with a CC to [ictc@psscive.ac.in](mailto:ictc@psscive.ac.in).

**For Twitter:** The short news in plain text restricted to 240 characters with 3-4 photographs are to be submitted to email id [wim@psscive.ac.in](mailto:wim@psscive.ac.in) with a CC to [ictc@psscive.ac.in](mailto:ictc@psscive.ac.in).

**For Facebook:** The news in plain text (100-200 words) with 5-10 photographs are to be submitted to email id [wim@psscive.ac.in](mailto:wim@psscive.ac.in) with a CC to [ictc@psscive.ac.in](mailto:ictc@psscive.ac.in).

**Network Infrastructure:** Network-related issues may be reported to [wim@psscive.ac.in](mailto:wim@psscive.ac.in). The complaint will be attended by Network Administrator. The complaints related to computer hardware repair and maintenance may be reported to In-charge, AMC Computer Maintenance.

**Project 2: Development of Digital Resources on Vocational Education (PAC Code 21.13)**

**Digital Content Creation:** This project focuses on creating videos and virtual tour for vocational education, which will be broadcast on the PM eVidya DTH Channel No. 13. The PMeVIDYA initiative is designed to ensure the quality educational content should reach the students across the country, irrespective of their geographical location. This initiative provides an excellent opportunity to supplement traditional classroom teaching with high-quality, standardized educational content that can be accessed from the classroom or student's homes. It is therefore important to develop quality and engaging video content for learners. A soft copy of **Standard Operating Procedure (SOP)** and **Guidelines for development of quality video contents** is enclosed herewith for ready reference.

**Team:** A dedicated team, including a Producer, Cameramen, and Video Editors, is assigned to the project. Their roles are defined, and faculty have to coordinate with them for script development, video shooting, and editing. The coordinators are requested contact Producer on one to one basis for consultation in development and review of the script on email id [producer@psscive.ac.in](mailto:producer@psscive.ac.in). For photography and videography in the programmes, email may be sent to [cameraman@psscive.ac.in](mailto:cameraman@psscive.ac.in) with CC to [ictc@psscive.ac.in](mailto:ictc@psscive.ac.in) mentioning date and time.

## Process Flow:

1. **Script Development:** Coordinators work with subject experts and the Producer.
2. **Script Review:** The script will be reviewed and finalized in consultation with the concerned coordinator, associated faculty/ experts and Producer.
3. **Final Script:** The the final script with the details for video shooting may be submitted in the following proforma to [ictc@psscive.ac.in](mailto:ictc@psscive.ac.in) and CC to [d.shudhalwar@psscive.ac.in](mailto:d.shudhalwar@psscive.ac.in).

Job Role and Grade/ Any other Purpose	
Number and List of videos with title	
Associated faculty/ staff for video shooting	
Name of Coordinator	
Dates proposed for Video Shooting	

4. **Video Shooting:** The video shooting will be scheduled and informed to the coordinator.
5. **Graphics Preparation:** The graphics, motion graphics and animation required for the video has to be prepared with their department's Graphics Artist.
6. **Video Editing:** Video Editor will be allotted with the estimated time period for video editing. The Producer and the faculty/staff nominated by the coordinator will monitor the progress of the video editing and graphics.

## Contact Summary

- **Website Uploads:** [wim@psscive.ac.in](mailto:wim@psscive.ac.in)
- **Network Issues:** [wim@psscive.ac.in](mailto:wim@psscive.ac.in)
- **Social Media:** [wim@psscive.ac.in](mailto:wim@psscive.ac.in), CC to [ictc@psscive.ac.in](mailto:ictc@psscive.ac.in)
- **Video Script Review:** [producer@psscive.ac.in](mailto:producer@psscive.ac.in)
- **Final Script:** [ictc@psscive.ac.in](mailto:ictc@psscive.ac.in) CC to [d.shudhalwar@psscive.ac.in](mailto:d.shudhalwar@psscive.ac.in),
- **Video Shooting:** [ictc@psscive.ac.in](mailto:ictc@psscive.ac.in) CC to [d.shudhalwar@psscive.ac.in](mailto:d.shudhalwar@psscive.ac.in),
- **Photogrpahy/Videography:** [cameraman@psscive.ac.in](mailto:cameraman@psscive.ac.in) CC to [ictc@psscive.ac.in](mailto:ictc@psscive.ac.in)

This structured approach aims to streamline the contributions of all faculty members to ensure the smooth execution of these projects.



**Dr. Deepak Shudhalwar**  
Programme Coordinator

## Copy to:

All faculty members  
Under Secretary  
PS to Joint Director