



**PRIYADARSHINI DENTAL COLLEGE AND HOSPITAL
E- CONTENT POLICY**

VERSION :2

Doc No: PDCH/ EC /01/2022

Date of issue: 13/07/2022

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Preamble:

The e-Content policy of PDCH aims at guiding the development of high quality digital/ e-Content, as well as expertise for generating the same. The E-Content does not replace traditional teaching and learning, but are expected to supplement them. E-content are created and delivered through various electronic media which includes images, text, videos, animations, and audio. The inclusion of E-content in learning is inevitable in today's world to meet new challenges in the field of education and to help the students to take the lead in this newly emerging field. The use of e-content has transformed teaching in several ways. In the process of e-learning, structured and validated e-content serves as an effective virtual teacher. Today, the educators are able to generate their own resources and consequently have more control over the classroom than they have had in the past.

SCOPE:

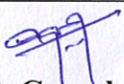
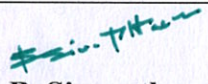
The policy is applicable to all teaching faculty

Objectives :

- To develop high quality e-Content, as well as the required knowledge to develop it.
- Promote generation of e-Content in all subjects in Dentistry.
- Develop teachers and experts resources in e-Content creation.
- To develop partnerships with the ICT industries for continuous development of new content.

Procedure:

- Assistance in developing e-content materials.
- To analyse and scrutinise every e-content materials generated for possible dissemination.

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- To encourage new e-content material creation by the faculty.
- To upload in the PDCH website for e-learning.
- Publish best materials in Social media handles like Face book, Instagram, twitter, Youtube etc. for the public awareness.


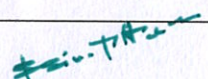
General Guidelines to Authors/Creators :

1. An author can submit any number of e-learning materials preferably on the subject they are teaching.
2. Each e-learning material should cover one topic related to the unit/syllabus.
3. The e-learning materials should be submitted in English.
4. It is advised to provide the content with examples rather than merely reproducing the bookish information.
5. At the end of each content, a summary should be given.
6. The content should be grammatically and typographically error free.
7. Plagiarism of the content/material should be self-checked.
8. Should not violate copy right requirements.

Expected Features of E-Content :

E-content is expected to focus on the following features:

1. E-content should encourage the learner in better and an effective manner.
2. E-content should attract the attention of the learners.
3. E-content should enhance the knowledge level of learners in which it leads to creative thinking

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- E-content should include web links so that it gives the future ideas on the basis of given links and references.

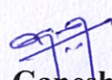
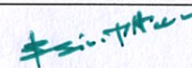
Procedure for developing E-Content:

- Make a Representation to the Head of the respective department for permission to produce E- content on a particular topic.
- Heads of Departments will authorize development and production of e content with special attention to avoid duplication of production of same topic by different faculty.
- Academic content shall be original content produced by faculty member.
- Multimedia used in e-content like photographs, audio, video, animations etc will be purely original and not copied from copy right protected content available in the web.

Preparation of Assets and Learning Objects:

- When developing e-content, all teachers shall first formulate a lesson plan to teach a specific objective.
- An “asset” is the smallest indivisible digital unit for transfer of information. For eg, a picture, an audio clip, a video clip or picture with text, audio/text combination, video/text combination, video/audio combination are all assets.
- Learning objects are well planned, sequentially arranged assets which lead a learner to a definite objective or goal.

Preparation of e-content:

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(a) Microsoft Office can be used by beginners of e-content development.

(b) Graphics, Audio and Video: Graphics can either be created and edited by specific softwares.


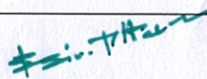
E-Classes:

1. Faculties are holding online Classes for their respective subjects.
2. They are encouraged to convert these lectures into E-content.
3. These can subsequently be made available online and hosted like any other e-content.

MOOCs (Massive Open Online Courses)

Faculty are encouraged to create MOOCs.

- PDCH takes all possible steps to teach the faculty and students to create e-content by conducting seminars, workshops and hands on program by having eminent personalities as resource persons.
- Depute the faculty and students to attend such programs as on duty.
- Sponsor the registration fees to attend the advanced programs by faculty members.
- Alloted 500 Sq.ft acoustically designed room with all the necessary gadgets to capture the video and audio for the creation of digital content.
- Procured necessary softwares for digital content creation and editing.
- Appointed a faculty member to upload the created e-content in the institution website under the e-learning tab and to the social media.
- Conduct competition for students in photography, videography, shortfilm making, documentary film making and the like.

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