



Estd. 1962

‘A++’ Reaccredited by NAAC (2021) with CGPA 3.52

**Shivaji University, Kolhapur**

***E-Content Development Proposal Format***

(For submission by University Departments and Affiliated Colleges)

***PART I: GENERAL INFORMATION***

1) Proposed Course Title:

2) Category (Tick one): UG / PG / Certificate / Diploma / Skill Enhancement / MOOC

3) Faculty and Subject:

4) Course Duration (based on video modules): 4 / 8 / 12 / Other: \_\_\_\_\_

5) Principal Investigator / Course Coordinator:

i) Name:

ii) Gender: Male / Female

iii) Date of Birth:

iv) Educational Qualification:

v) Designation and Institution:

vi) Office Address & Contact:

vii) Mobile Number:

viii) Email ID:

ix) Date of Joining Service:

x) Date of Confirmation:

6) Co-Investigator (If any):

i) Name:

ii) Designation and Institution:

iii) Contact Information:

**7) Proposed Course Development Team:**

| Role                     | Name | Department / Institution |
|--------------------------|------|--------------------------|
| Content Writer           |      |                          |
| Video Anchor             |      |                          |
| Translator (if required) |      |                          |
| Technical Support        |      |                          |
| Editor                   |      |                          |

***PART II: PROPOSAL DETAILS***

8) Course Overview:

- Objectives of Course Development
- Expected Learning Outcomes
- Significance / Relevance of the Subject
- Alignment with SWAYAM / MOOC Standards

9) Pedagogical Design and Structure:

- Modules / Units Structure
- Number and Duration of Lectures
- Assessment Plan
- LMS Tools to be Used (Text, Video, PPT, Quiz, etc.)

10) Work Plan:

| Phase            | Timeline / Dates |
|------------------|------------------|
| Content Writing  |                  |
| Video Recording  |                  |
| Editing & Review |                  |
| LMS Upload       |                  |

11) Collaborating Agencies (if any):

***PART III: ESTIMATED BUDGET (If applicable)***

| Item              | Estimated Cost (₹) |
|-------------------|--------------------|
| Honorarium        |                    |
| Studio Recording  |                    |
| Editing           |                    |
| Technical Support |                    |
| Miscellaneous     |                    |
| Total             |                    |

***PART IV: OTHER INFORMATION***

12) Previous E-Content Projects (if any):

| Course Title | Institution | Year | Status |
|--------------|-------------|------|--------|
|--------------|-------------|------|--------|

13) Available Departmental Facilities:

- Subject Experts
- Studio Access
- LMS / Uploading Facility
- Technical Assistance

14) Any Additional Information (Optional):

***Declaration***

I / We hereby declare that the above information is true and correct to the best of my / our knowledge. We commit to complete the proposed E-Content project as per University guidelines and within the stipulated timeline.

Date: \_\_\_\_\_

Signature of Principal Investigator / Course Coordinator: \_\_\_\_\_

Signature & Seal of HoD / Principal: \_\_\_\_\_



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***Supportive Documents for e-Content developers, Shivaji University, Kolhapur***

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Upon finalization of topic allotment, Shivaji University will provide standard documents approved by the authorities to the respective e-Content developers as a part of the ‘Aid to e-Content Development’ package.

1. Template for the development of video transcripts (ANNEX I)
2. Specifications sheet for video content development (ANNEX II)
3. Specifications sheet for PowerPoint presentations and images to be used in videos (ANNEX III)
4. Specifications sheet for the development of the question bank (ANNEX IV)
5. Copyright & Plagiarism declaration format (ANNEX V)
6. Blank advanced stamped receipt to be filled by experts/e-Content developers (ANNEX VI)
7. Rates for E- Content Development (ANNEX VII)



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**TEMPLATE FOR TRANSCRIPT (3000-3200 WORDS)  
(DEVELOPMENT OF E-CONTENT)**

|                                     |                   |
|-------------------------------------|-------------------|
| <b>Writer:</b>                      | <b>Presenter:</b> |
| <b>Estimated time:</b>              | <b>Status:</b>    |
| <b>Version:</b>                     | <b>Revised:</b>   |
| <b>Mob No:</b><br><b>e-mail ID:</b> | <b>Address:</b>   |

***FADE IN:***

*(background music begins) (shot opens on teacher)*

TEACHER

Hi I'm [insert name here] your teacher for

[insert course code/course name and subject name here].

[insert introduction to content, with learning objectives in terminal end]

*(cut to screen cast or insert graphics)*

TEACHER

[insert content]

*(cut to screen cast or insert graphics)*

TEACHER

[insert content learning points in chunks with its descriptions]

*(cut to teacher)*

[Insert content; Assignments, summary of video] [say bye]

***TITLE SLIDE:***

Credits (References) Music Credits Image Credits Content Credits

***DETAILS TO BE GIVEN IN THE DESCRIPTION BOX OF THE VIDEO***

[Insert Glossary; Questions for Practice etc.]

**ADDITIONAL RESOURCES FOR STUDY:**

Books

Repositories

Consortiums or other web resources



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## **VIDEO -TRANSCRIPT FORMAT**

A trans-script is not meant to limit what anyone say on film nor is it meant for one to read from. **A Transcript is a plan for your video.** Transcription is the first step toward the creation of a captioned video. There are numerous automatic transcription tools are available to convert speech to text, but none of them provide satisfactory results at this time. The transcripts produced by automatic transcription require extensive edits and corrections. **Therefore, transcripts be typed manually in Microsoft Word.**

### **Benefits of a Transcript**

1. It saves a lot of time during filming and post-production.
2. Useful in the captioning process.
3. It may be useful in its own right as a learning tool for students, who can read the text and search for key words.
4. It is a great addition to any instructional video or podcast because they give students another way to comprehend and interact with the material.



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### ***Specifications' Sheet for Video Content Development (e-Content)***

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1. Video recording must be in Full HD resolution (1920 x 1080 pixels).
2. Aspect ratio should be maintained as 16:9 (widescreen format).
3. Audio must be of high quality, without disturbances, and within an audible pitch range (minimum 44.1 kHz).
4. Proper audio levels and natural pauses should be maintained during the recording.
5. For outdoor recordings, ensure clear camera visuals and consistent audio quality.
6. Final video should be delivered in .mp4 format with 1080i resolution.
7. Video quality must be preserved during editing, resizing, compressing, or transferring.
8. The video should be recorded in full-screen format without borders or black bars.



(ANNEX III)

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***Specifications’ Sheet for PPT / Images to be incorporated in Video as e-Content for***  
.....

1. Power Point slides must be created using the widescreen 16:9 aspect ratio.
2. Font size guidelines: Headings (24–30 pt), Sub-headings (22–26 pt), Body text (20–24 pt).
3. All graphs and diagrams should use clear, legible fonts.
4. Avoid the use of dark colours or dark shades.
5. Prefer soft colours, light shades, and subtle textures for background and design.
6. Slide content should not be fully occupied by text; ensure visual balance.
7. Content should be concise and well distributed across the slide for clarity and visual appeal.
8. Use effective transitions and animations as appropriate, along with an attractive template suitable for the topic.





(ANNEX IV (i))

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### ***Specifications' Sheet for Question Bank Development for***

.....

1. The question bank should include Multiple Choice Questions, Short Answer Type Questions, Case-Based Questions, Long Answer Questions, and Illustrative Questions.
2. All questions must be developed strictly based on the subject or topic assigned to the expert for e-content development.
3. Approximately 10 to 15 questions of each type should be prepared and submitted by the expert.
4. Each question must be properly formatted, and accompanied by a model answer where applicable.
5. The completed question bank must be submitted in soft copy format, in both Word and PDF versions, to the designated email ID within the specified timeline.



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## **Question Bank Format**

**Course Title: [Insert Course Name]**

**Subject:** [Insert Subject Name]  
**Semester/Year:** [Insert Semester/Academic Year]  
**Paper Code:** [Insert Code]  
**Prepared by:** [Name of Faculty/Instructor]  
**Department:** [Name of Department]  
**Institution:** [College/University Name]

### **UNIT-WISE QUESTION BANK**

#### **Unit 1: [Unit Title]**

##### **A. Very Short Answer Questions (1 Mark each):**

1. Define...
2. What is the meaning of...?

##### **B. Short Answer Questions (2–3 Marks each):**

1. Explain the concept of...
2. List the features of...

##### **C. Long Answer/Essay Questions (5–10 Marks each):**

1. Discuss the significance of...
2. Describe in detail...

#### **Unit 2: [Unit Title]**

(Repeat format: A. Very Short, B. Short, C. Long)

### **Marking Scheme (Optional)**

| Question Type     | Marks | Number of Questions | Total Marks |
|-------------------|-------|---------------------|-------------|
| Very Short Answer | 1     | 10                  | 10          |
| Short Answer      | 3     | 5                   | 15          |
| Long/Essay Answer | 10    | 2                   | 20          |
| <b>Total</b>      |       |                     | <b>45</b>   |

### **Instructions (Optional)**

- This question bank is a compilation of important questions from each unit.
- Questions are aligned with the syllabus and course objectives.
- Students are advised to prepare all types of questions for comprehensive understanding and exam preparation.

### **Signature**

**Prepared by:**

[Instructor's Name]

[Designation]

[Department, Institution]

Date: [DD/MM/YYYY]

**Approved by (HOD/Coordinator):**

[Name & Signature]



(ANNEX V)

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***Format for ‘General Self-Declaration’ to be submitted by e-Content Developers along with developed e-Content,***

I, ..... (Name of the e-Content Developer), hereby agree to develop e-content as per the four-quadrant approach which includes Video, Transcript, Presentation/Images/Charts/Graphs (as applicable), and a Question Bank for the topic titled.....(Insert title of topic allotted) under Part ..... (Specify the Part of Programme).....of the Programme .....(Mention Name of Programme) to be delivered through ..... mode for ‘....., Shivaji University, Kolhapur.’

I fully understand and agree to comply with all existing and future regulations related to copyright, plagiarism, and other applicable guidelines. I am also submitting the necessary declarations related to these aspects along with this General Self-Declaration. I confirm that I accept all rules and regulations laid down for e-Content development by Shivaji University. I have no objections and will fully adhere to the required criteria while submitting the developed e-Content as per the four-quadrant structure.

Signature with Date

Name :.....

Address:.....

Contact No.....

e-Mail ID.....

(Stamped Receipt be sent where pre-receipted bills are not furnished)

Ref. No. \_\_\_\_\_

**RECEIPT**

Place \_\_\_\_\_

Date \_\_\_\_\_

Received from the Finance and Accounts Officer, Shivaji University, Kolhapur, an amount of Rupees \_\_\_\_\_ (Rs. \_\_\_\_\_ Ps. \_\_\_\_\_)

on account of my \_\_\_\_\_

by Cheque - D.D. No./Cash \_\_\_\_\_ dated \_\_\_\_\_

| Particulars of Bill/s | Amount |
|-----------------------|--------|
|                       |        |
|                       |        |
|                       |        |
|                       |        |
| Total                 |        |

*Signature*

|   |
|---|
| Revenue<br>Stamp<br>over<br>Rs. 5,000/- |
|---|

( Name \_\_\_\_\_ )

Address \_\_\_\_\_



(ANNEX VII)

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***Rates for E-Content Development, Shivaji University, Kolhapur***

As per UGC guidelines, the following remuneration structure has been prepared for the development of e-content. The rates are standardized for a unit consisting of 300 minutes (5 hours) of video content. This includes the creation of transcripts, PPTs, on-camera presentations, and a comprehensive question paper set.

| Sr. No.      | Activity  | Rate (INR) | Time Unit Description     | No. of Units (for 300 mins) | Total Amount (INR) |
|--------------|---|------------|---------------------------|-----------------------------|--------------------|
| 1            | Development of Transcript                                 | ₹1000      | Per 10-minute video       | 30                          | ₹30,000            |
| 2            | Development of PowerPoint Presentation (PPT) per Video    | ₹500       | Per 10-minute video       | 30                          | ₹15,000            |
| 3            | On-Camera Presentation                                    | ₹500       | Per 10-minute video       | 30                          | ₹15,000            |
| 4            | Question Paper Set (case studies, LAQs, SAQs, MCQs, etc.) | ₹500       | Per set per unit allotted | 1                           | ₹500               |
| 5            | Video Editing   | ₹300       | Per video of 10 minutes   | 30                          | 9000               |
| <b>Total</b> |   |            |                           |                             | <b>₹69,500</b>     |

Total cost for development of one complete e-content unit (5 hours/300 minutes) is ₹69,000 + ₹500 for the Question Paper Set = **₹69,500**.

All rates are fixed as per University norms and proportionally calculated for each 10-minute segment.