

## **Guidelines for “INFOTECH- PUNJAB”**

### **(For making power point slides by the Faculty)**

#### **Introduction:**

- ❑ The name of the project is “**INFOTECH- PUNJAB**”
- ❑ Under this project shall be authoring more than 6,50,000 high quality multimedia coloured computer slides for facilitating, improving and bring about uniformity in the teaching standards and methodologies across the state.
  - There are more than 30 courses running in Punjab at the diploma level
  - In each course there are 5 to 6 subjects per semester. That means there are 30 to 36 subjects in each course.
  - Thus in all there are 900 to 1000 subjects. Allowing for about 30 to 35% common subjects across various courses there are 650 different subject entities.
  - Each subject has a 40 hour curriculum. Allowing 25 slides for each lecture, with 15 main slides and 10 backup slides, there should be 1000 slides in each subject spread over 40 hours of lectures.
- ❑ These high quality Power Point slides would be used by all institutions through the computers and video data projectors.
- ❑ The idea is to provide multimedia class rooms with PCs and a video projector in each institution as part of basic teaching aids for facilitating, improving and bring about uniformity in the teaching standards and methodologies across the state.
- ❑ The institutions which do not have video projection facilities would get these slides printed on transparencies and use the ordinary over head projectors for this purpose.
- ❑ There are more than 650 faculty members at diploma levels and each teacher has been given a separate subject for making these slides.
- ❑ After each teacher has completed his 1000 slides on the subject allotted to him, 6,50,000 slides would be available at the state level. These slides would then be recorded on CDs subject wise and shared across the entire state for the benefit of all the faculty members.
- ❑ Thus while you making slides on one subject, 30 other faculty members are working round the clock to make 30,000 slides for you to make your life easier and the subject more interesting and meaningful for the students. Similarly each institute would get 6,50,000 slides at the end of the exercise in the first week of August, 1999.
- ❑ These slides would also be made available on the Intranet and Internet for the reference of students.
- ❑ However the quality of the slides would depend as to how much effort, dedication and imagination each one of us puts into this largest exercise of the Department of Technical Education and Industrial Training, in the 20<sup>th</sup> century.
- ❑ The most important advantage you all will get is that there would be no duplicity of efforts, and your single one time efforts into making these slides in the form of soft material would be reusable year after year with slight modifications.

#### **Other Objectives:**

- ❑ To create a positive attitude of students and faculty towards the constant learning process.
- ❑ To provide a ready made instructional material in the shape of slides, handouts, notes, outline of the contents to the teaching and students community.
- ❑ To capture the attention and concentration of students in the class room learning process.
- ❑ To save the precious time of faculty in blackboard writings, drawing complicated figures etc on the black board.

- ❑ To clarify the basic fundamentals and doubts of the students. Some time the coloured pictures and animation may make a point absolutely clear which otherwise may not be possible. Thus this will make the classroom teaching interesting.
- ❑ Students would get subject wise, lecture wise study material from the intranet.
- ❑ The teachers and students both will learn the use of IT in making and using these power point slides.
- ❑ This will also ensure that the complete IT infrastructure in each institution would fall into place after the teething trouble.

### Uniform Standards to be followed:

- ❑ The software used for making the slides would be Microsoft's Presentation software namely the **POWER POINT** and Microsoft's word processing software namely the **WORD** which are part of MS Office Suit ( Any Version ) to be installed on Windows Operating System (Windows 98, XP, 2003, Vista). Both these software are part of the curricula and already suppose to be available in all institutions.
- ❑ There should be Approximately 25 slides per lecture. Out of which about 15 main and 10 backup slides. Main slides are those which would be normally used in a lecture whereas the backup slides are the additional slides which may give further details, data, figures, comparative tables etc. which the teacher may use for clarifications / extra teachings / tutorials or otherwise as and when found necessary.
- ❑ Allowing 40 hours of teaching in a subject approximately 1000 slides should be made in each subject.
- ❑ Normally each slide may consist of not more than 6 lines and each line may not consist of more than 6 words approximately for better readability and understanding by the students.
- ❑ However, in case the situation demands two to three blocks of six lines each can be packed on a single slides.
- ❑ The font style used in the title of each slide and its contents must be readable and consistent. Most of the time "Arial" or "Helvetica" fonts may be a preferred choice. However there is no hard and fast rule on this.
- ❑ The background and fore ground colors should be carefully selected so as to be readable and consistent.
- ❑ The slide can be made interesting by the judicious insertion of the following. However excessive use of any one idea should be avoided to keep the presentation interesting and alive.
  - Graphs
  - Bar chart
  - Pie chart
  - Drawings and diagrams
  - Tables
  - Simple but informative illustrations
  - Scanned image (rarely)
  - Relevant Clipart
  - Animation
  - Sound file if possible
- ❑ Since there would be 6,50,000 slides in each institution, each slide should necessarily contain the following information to keep the identity and classification of the slide fully established. In each lecture slides 1 to 15 will be the main slides and 16 to 25 would be normally the backup slides. The following naming/ numbering conventions should be used:
  - Date and insignia of DTE&IT, Punjab

- Course code e.g. CSE-101, ECE-201 etc.
  - Lecture number e.g. L1 of 40, L2 of 40, ....., L 40 of 40
  - Slide number e.g. 1 of 25, 2 of 25, 24 of 25
  - Name of the topic in the top right .
- The example of one slide ( structure) is attached herewith and may take softcopy of it from Sh. H.P.Singh by bringing an empty floppy of 3.5 inch.
  - Normally the preparation of 50 slides may take 4 to 5 hours initially. However with some practice the time can be reduced to half. The entire presentation on the subject may take 20 to 30 days time with about 3 hours of work every day.
  - Please understand that the contents of the presentations are even more important than the presentation itself. Therefore highest standards must be maintained as far as contents of the presentation are concerned.
  - The instructional material in the shape of Handouts, Class notes, tutorial sheets, list of practical etc. should also be included on the same floppies in the Microsoft Word Format.
  - This is the most important work of substance for all of us.
  - The structure of slides should be as follows:

Sr. No.	Topic of slide	No. of Slides
1.	Detailed name of the course, year and subject, course and subject code, total no of slides, total number of floppies with number of slides on each floppy,	1
2.	Why this subject is important for you, the technicians/ Junior Engineers, its practical use in the industry	4 to 5
3.	Detailed Teaching scheme i.e. total number of lectures/ tutorials/ practical per week, Credits,	1
4.	Detailed Contents with topic wise headings and details (in tabular form)	3 to 7
5.	Evaluation Scheme, Total marks, internal assessment, external assessment, practical assessment, duration and style of examination, pass marks etc	1 to 2
6.	Teaching and examination calendar including holidays if any ( To be modified every year )	1 to 2
7.	List of Practical to be performed	2 to 4
8.	Books and references	2 to 4
9.	Topic wise main and backup slides	985
10.	TOTAL	1000

- For any further clarifications please contact Mr. Rajiv Kumar, Programmer at Departments email [computer\\_section\\_dte@yahoo.com](mailto:computer_section_dte@yahoo.com)
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