



GOVERNMENT OF THE PUNJAB  
DIRECTORATE GENERAL OF SPECIAL EDUCATION  
31-SHER SHAH BLOCK, NEW GARDEN TOWN, LAHORE

To,

All District Education Officers,  
Of Special Education Punjab.  
(Lahore, Gujranwala, Faisalabad, Rawalpindi, Multan,  
Sargodha, Bahawalpur, D.G. Khan, Sahiwal).

Memo No. DGSE-PO/EL-2021 2650 Dated: 3-6-21

Subject: - **E-LEARNING MODULE ON OFFICIAL WEBSITE.**

Please refer to the subject noted above.

2. It was decided in DEO's meeting held on 24-05-2021 under the Chairmanship of Director General Special Education Punjab to develop e-learning module to cater teaching & learning needs of Special Education Institutions for which District Education Officers (Special Education) shall be responsible to develop/record videos for e-learning module class wise as given below distribution:-

Sr.No.	Class Name	District Education Officer
1.	8 <sup>th</sup> Class	Lahore
2.	7 <sup>th</sup> Class	Gujranwala
3.	6 <sup>th</sup> Class	Faisalabad
4.	5 <sup>th</sup> Class	Rawalpindi
5.	4 <sup>th</sup> Class	Multan
6.	3 <sup>th</sup> Class	Sargodha
7.	2 <sup>th</sup> Class	Bahawalpur
8.	1 <sup>th</sup> Class	Sahiwal
9.	K.G	D.G. Khan

3. It is therefore, you are directed to take the necessary actions and develop/record effective course videos for e-learning module according to the following SOPs and send complete e-learning videos recording in DVD/CD form within month positively:-

- i. *District Education Officers (Special Education) shall be responsible to nominate subject expert teacher and I.T expert for e-learning video recording of their respective districts.*
- ii. *Concerned DEO's ensure teachers /instructor during video recording must be in proper dressing.*
- iii. *E-learning video content must be according to the syllabus.*
- iv. *Medium of instruction will be simple Urdu/English or Sign Language.*
- v. *E-learning video recording use a quiet room/District resource room to ensure better audio quality.*
- vi. *A good quality camera and mic is recommended.*

- vii. *For better video quality, use a room with appropriate lighting.*
- viii. *Each e-learning video must be chapter wise/ part wise (like Chapter(part1, part2..)).*
- ix. *Video recording interval should not be more than 25 minutes.*
- x. *Acceptable file format must be in high quality video like MPEG-4.*
- xi. *Expert panel under the supervision of Director (Academics) review the e-learning video before being placed live on official website.*

 3/6/21

(KHAULA MUNAWAR MINHAS)  
DEPUTY DIRECTOR (C)

C.C.

1. PS to Secretary Special Education Department.
2. P.A to Director General of Special Education Punjab.