



NO. DGSE-AD(PHY)/EL/2021/ 3127  
GOVERNMENT OF THE PUNJAB  
DIRECTORATE GENERAL OF SPECIAL EDUCATION  
31-Sher Shah Block New Garden Town, Lahore.

Dated Lahore, the 1<sup>st</sup> July, 2021.

To

*The District Education Officer (Special Education),  
Bahawalpur / Dera Ghazi Khan / Faisalabad / Gujranwala /  
Lahore / Multan / Rawalpindi / Sahiwal / Sargodha.*

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

In continuation of this Directorate's letter No. DGSE-PO/EL-2021/2650 dated: 03.06.2021 on the subject cited above.

2. I am directed to inform you that the Committee under the Chairmanship of Director General Special Education, Punjab, has reviewed some videos recorded for E-Learning Module and showed grave concern on the quality and standard of videos.

3. You are, therefore, requested to take necessary steps to establish fully equipped **Audio & Video Recording Room / Digital Resource Room** and record e-learning video lectures for children with special needs by strictly following **Guidelines (copy enclosed)** issued by this Directorate General in order to maintain standard and uniformity.

4. I am directed to inform you that a specimen video that is recorded under the supervision of Director General, Special Education, Punjab, is being forwarded to you via email for further dissemination to the Heads/Principals working under your jurisdiction to follow as a standard while recording e-learning video lectures.

Enclosed: As above.

(KHAULA MUNAWAR MINHAS)  
DEPUTY DIRECTOR (CURRICULUM)

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1. The Director (Academics), Directorate General of Special Education, Punjab.
2. P.S to Secretary, Special Education Department, Punjab.
3. P.A to Director General Special Education, Punjab.

## GUIDELINE WITH REFERENCE TO THE PREPARATION OF E-LEARNING VIDEOS FOR THE STUDENTS WITH SPECIAL NEEDS AND DISABILITIES

Punjab Special Education Department has taken a ground breaking initiative in the best interest of students with special needs and disabilities by incorporating E-Learning along with its direct service delivery model through 303 institutions across the Punjab. For this purpose, a mechanism is being adapted in order to develop quality E-learning material e.g. videos etc. Single National curriculum from grad I-V shall be followed while developing e-learning material, however, for grade 6 to onwards revised / updated syllabi of PCTB shall be followed.

Necessary instructions / SOPs regarding the project have already been issued, however, considering challenges and issues facing teachers while preparing E-Learning material further guidelines are being issued as under:

1. Guideline for Presenter / Instructors
2. Guideline for Content / Subject Delivery
3. Guideline for Video Production
4. Guideline for Editing / Mixing in Videos

### **1. GUIDELINE FOR PRESENTERS / INSTRUCTORS**

The videos must reflect that they have been designed addressing the diverse needs of learners with special needs and disabilities. In all aspects, attempt should be made to ensure that the traditional classrooms are being simulated. Dress code being followed should be simple and appropriate with reference to social and cultural norms. The presenter must have demonstrated qualities like verbal and non verbal communication skills, use and manipulation of IT gadgets and appropriate use of time pace and space.

#### **1.1 Regarding the students with Hearing Impairment following considerations may be taken into account:**

- 1.1.1. The presenters must be equipped with all approaches of communication with Hearing Impaired students, i.e. total communication, Rochester method (oral language with finger spelling), etc.

- 1.1.2. The specific gesture, facial expressions and body language should also be considered in order to ensure appropriate communication with Hearing Impaired students.
- 1.1.3. Appropriate use of instructional aids specifically catering the disability needs of Hearing Impaired students should be ensured.
- 1.1.4. Board writing preferably in calligraphic style is mandatory for every e-lesson
- 1.2. Regarding the learning needs of students with Visual Impairment following measures be ensured:**
  - 1.2.1 Good voice quality
  - 1.2.2 Appropriate use of material like Braille Perkin, Braille board and Math slate etc.
  - 1.2.3 Verbalization of each concept in the content delivery in order to minimize the threat of verbalism (Empty Language)
  - 1.2.4 While reading content, use of appropriate fluctuations / pauses / expressions in order to indicate the usage of punctuations.
  - 1.2.5 Presenter must realize that the students with Visual Impairment are unable to see facial expression and body language; so the presenter must ensure that the voice impression is reflecting the specific feature like anger, softness, fear, affection etc.
  - 1.2.6 Video recording for students with Visual Impairment is strongly recommended in order to ensure facilitation by family members / siblings for understanding various concepts.

**1.3 Regarding students with Physical Disabilities & Slow Learners:**

For students with Physical Disabilities & Slow Learners, it may be ensured that classroom practices of instructions delivery, use of Audio/Visual aids, curriculum accommodations & modifications be followed while recording video lectures.

**2. GUIDELINES FOR CONTENT / SUBJECT DELIVERY**

Following guidelines may please be followed while recording videos lectures:

- 2.1 Mastery in the relevant content to be delivered shall be ensured by incorporating daily life examples and local cultural context.

- 2.2 All subjects have specific demands regarding teaching method / delivery of content / learning experiences so the following considerations be strictly followed.
- 2.2.1 Specific teaching methods for teaching of languages be incorporated along side with necessary accommodations & modifications regarding the disability and special needs.
- 2.2.2 It is very important to know that all subjects / disciplines like language, social sciences, physical sciences and mathematic are taught using relevant teaching methods so the presenters should select and use appropriate methods according to needs & demands of the subject.
- 2.2.3 The presenters must ensure that he/she is recording video lectures for a diverse population; so by all aspects the needs of children with special needs and disabilities must be catered.

### **3. GUIDELINES FOR VIDEO PRODUCTION**

Prior to recording video lectures, the follow arrangements must be ensured:

#### **3.1 Necessary equipment**

- Camera with stand
- Lighting
- Mice
- Power backup
- Sound proof recording room
- Data storage
- Laptop / computer
- Internet

#### **3.2 Required arrangements before recording**

- Video recording frame
- Collection & setting of relevant instructional material / A.V. aids.
- Illuminated frame focused area.
- Sample recording of few minutes for piloting
- Rehearsal / preparation of lesson before formal recording.



3.3 **Required arrangements during recording**

- Follow set parameter mentioned above.
- Avoid interruption i.e. environmental sounds, movements of people inside and outside of the recording room.

3.4 **Required arrangements after recording**

- Proper storage of recoded material
- Retention of mother copy

4. **EDITING / MIXING**

After completing the recording of video lectures, it should be refined in presentable manner considering the following parameters:

- Cutting / Pasting
- Content captioning
- Appropriate length & size

