Standard Operating Procedure for PODCAST

✓ Faculty and Students of Sri Manakula Vinayagar Medical College and Hospital are eligible for Podcast development.

✓ The audio file has to be submitted in MP3 format with good clarity (not exceeding 10 minutes) to podcast@smvmch.ac.in

✓ The transcript of the audio file in .docx / pdf format should be submitted along with references.

Process

Resource person develops the transcript and recording

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Resource person submits the same to department head for approval

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Transcript duly signed by HOD along with the recording to be forwarded to podcast committee (podcast@smvmch.ac.in)

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E-content approval committee reviews the content and makes a decision of acceptance/rejection/acceptance after corrections

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After direct approval/ approval after corrections - Recording of the Podcast by IT Department

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Final editing by IT department in standard format

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IT department forwards to e-content approval committee for proof check

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E-content approval committee approves for publishing after proof check

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IT Department uploads content In Institute website

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Feedback from end users quarterly