STANDARD OPERATING PROCEDURE (SOP)

BODHI Studio

Continuing Education, IIT Bhubaneswar

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1. Purpose

This SOP defines the standard procedure to be followed for recording academic content/lecture sessions at BODHI Studio, to ensure consistency, pedagogical quality, and production-readiness of recorded content.

2. Scope

This SOP applies to all faculty members, instructors, and support staff involved in booking, recording, and producing lecture content at BODHI Studio, including full-length session recordings.

3. About BODHI Studio

BODHI Studio is a dedicated lecture-recording and academic content-creation facility located on the ground floor of the **Lalitgiri Hall of Learning (LHL).**

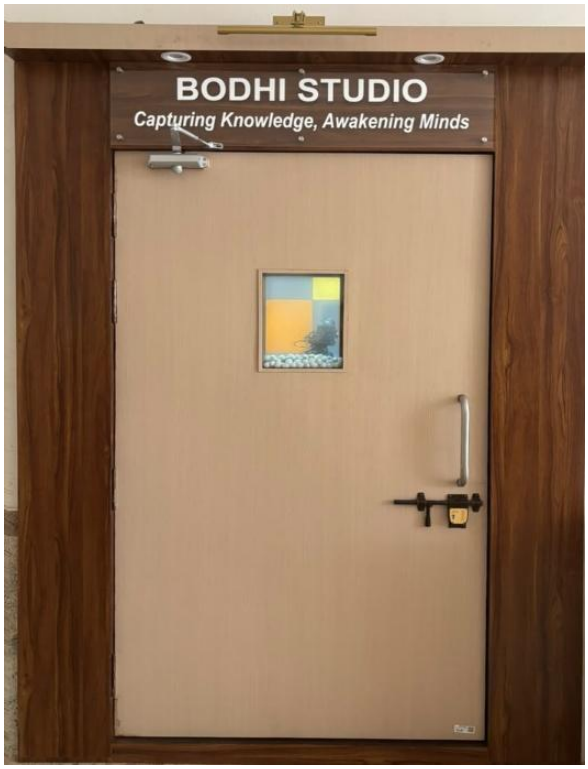
The studio is equipped to support high-quality academic and digital content creation, including:

- Video recording facilities for lectures, demonstrations, and instructional content
- PowerPoint slide presentation, green board, and tablet facilities for teaching and demonstration
- A dedicated team for editing and producing the final digital content
- Facilities also exist for live streaming of the recorded content over social media channels (such as You Tube) or even interaction with local and online participants in hybrid mode.

Studio Signage and Entrance



Signage directing visitors to BODHI Studio



Studio entrance

Studio Interior



Recording area with camera and lighting setup



Studio setup showing podium, green screen backdrop, and chalkboard

4. Booking Procedure

4.1: Instructors must submit a booking request specifying dates, time slots, session duration, purpose etc.

4.2: Bookings should be confirmed at least 02 working days in advance to allow scheduling of the technical support team.

4.3: Booking request form is available in the following link: https://www.iitbbs.ac.in/index.php/home/continuing-educationce/bodhi-studio/

5. Procedure for Recording Full Sessions

It is recommended that multiple video sessions on a single topic be recorded in blocks of 30 min duration in keeping with current recording practices, e.g. Swayam platform, unless there is a good reason to do otherwise.

5.1: Example of 30 min Bookend Lecture Model:

Introduction (~3 min) → Lecture (15 min) → Activity (2 min) → Lecture and Summary (5 min) → Q&A (5 min). The actual activity will be much longer than 2 min, e.g. it could be 10 min or more. Clips of this will be compressed into 2 min. The studio has two roundtables with movable chairs to record Active Collaborative Learning (ACL) sessions.

You are strongly recommended to follow this bookend model in order to align with the institute's vision of *Transforming teaching-learning and communication through research-based pedagogical practices.* As you know, pure lecture is not the best method of imparting learning, as per research on education. We should practice this principle and preach it to the world outside as well, through our recordings uploaded on internet.

5.2: Instructor Attire Guidelines

To ensure visual consistency and optimal chroma/lighting output on camera, following dress code is recommended:

- **Wear a plain, dark-colored shirt/top.**
- Avoid checks, patterns, or prints.
- Avoid green and black specifically (to prevent interference with the studio's green-screen backdrop and chalkboard).

5.3: Guidelines for Demo/Introductory Videos

All demo and introductory videos for NPTEL, SWAYAM Prabha, or similar educational content must combine chalkboard instruction with PPT presentations, rather than relying solely on slides. The video should include a schematic/figure, an introduction to the course, course content, the rationale for taking up the course, and the expected learning outcomes.

6. Pre-Session Checklist

6.1: Instructor to arrive at least 15 minutes prior to the scheduled slot.

6.2: Technical team to verify recording equipment, lighting, and audio levels.

6.3: Instructor to confirm slide deck / demonstration materials are loaded and functional.

7. During the Session

7.1: Technical staff to monitor recording quality throughout.

7.2: Session to follow the structure outlined in Section 5 (bookend + ACL + Q&A).

8. Post-Session Procedure

8.1: Recorded content to be edited by the editing team.

8.2: Final edited content to be reviewed and approved by the instructor before sharing.

8.3: If a content creator wants to upload content to the institutional website, a review based on three teaching portfolios for the same subject may be conducted, with the material evaluated by internal or external expert faculty before approval is given.

9. Recording charges: Charges apply for content recording related to sponsored or consultancy projects, commercial use, and external users. Please email your inquiries to office.ce@iitbbs.ac.in.

- The applicable charges are as follows:

a) For IIT Bhubaneswar employee recording and editing charges Rs. 15,000/- + GST per hour.
b) For IIT Bhubaneswar employee recording and editing charges Rs. 8,000/- + GST per 30 minutes.
c) For IIT Bhubaneswar employee recording charges Rs. 5,000/- + GST and editing charges Rs. 4,000/- +GST per 30 minutes.
d) For IIT Bhubaneswar employee recording, editing and Live Streaming charges Rs. 16,000/- + GST per hour.
e) For outsiders recording and editing charges Rs. 20,000/- + GST per hour.
f) Photographer charges Rs. 5,000/- + GST (the same will be announced).

- For NPTEL and SWAYAM programs, the sanctioned project amount will apply.

- **Complimentary Services: No fee will be charged to IIT Bhubaneswar employees if the recorded content is used exclusively for the institute's academic programs and uploaded to the official IIT Bhubaneswar website after review.**

10. PowerPoint slide design

For PowerPoint slide designs, fonts such as Arial, Montserrat, or Open Sans may be used for the recording. An example of the font size and style is given below to guide beginners.

Sample 1
(16:9 widescreen)

Presentation Title Goes Here (Arial 36pt)

Subtitle / Course Code / Module Name (Arial 30pt)

Speaker Name | Department | IIT Bhubaneswar (Arial 26pt)

Section / Slide Title (Arial 30pt)

- First-level point in Black/Charcoal body text (Arial 24pt)
  - Second-level point (20-22pt)
  - Dark charcoal text on a light gray background reduces eye strain while keeping text completely legible.
- Use maximum 3 colours (dark shades preferable) in each slide

Figure / Image / Chart placeholder area

Instructor PiP Camera Zone
(Do not place content here)

⚠ Subtitle & Caption Zone — Maintain completely clear across all slides

11. Copyright and Intellectual Property

Users are solely responsible for ensuring that any copyrighted material (including but not limited to text, images, audio, video, or music) incorporated into content recorded, edited, or streamed at the BODHI Studio is used with appropriate permission, licence, or under applicable fair-use provisions. IIT Bhubaneswar / the BODHI Studio shall not be held liable for any copyright infringement arising from content submitted or presented by the user. The onus of obtaining necessary clearances and permissions rests entirely with the requesting individual/department.

12. Contact Information

Technical Assistance

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Queries and Booking Assistance

Office of Continuing Education

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