Content Creation Process

## For Teachers

Once you are selected as a teacher with Anodiam, you will be teaching a particular course corresponding to the syllabus of a class, subject and board. As the teacher, you will create the course contents and materials for the complete syllabus with adequate depth. Following are the guidelines of how you will be expected to accomplish this successfully with a great quality.

1. Start with an **authentic copy of the syllabus** for your class, subject and board.
2. Get this syllabus **verified** by your academic reviewer.
3. Video lessons in Anodiam© system will replace traditional classrooms and will have multiple benefits. You will create all of these video lessons under professional guidance and infrastructure support provided by Anodiam© so that **professional standards and quality control** is maintained. Details are described in the link ([Video Lesson Writeup](Anodiam%20contact%20details%20in%20Australia.docx)).
4. For the video contents of your course, first make a **detail plan** in a spread sheet (MS Excel: [Template provided here](Content%20CollectionPlanning.xlsx)).
5. Each of your video lessons should be a minimum of 5 mins to a maximum of 30 mins with an average of **15 to 20 mins**.
6. Your plan should detail out each video lesson as a **sequence of scenes**, each of which can be few seconds to few minutes long. Following is a suggestive example:

* In one scene you might stand in front of the camera and give an introduction to the chapter.
* In the next scene you may show a diagram and describe it with voice over.
* In the following scene you might work out some numerical on a black board or light board setup.
* In a final scene you may discuss some suggestive/probable exam questions and their answers.

To plan for the non-video contents the following guidelines can be followed. Details are given in the [Non video content guidelines link](Non%20ideo%20content.docx).

* At the end of every chapter there should be chapter highlights in bullet points.
* There should be set of question paper at the end of every chapter.
* There should be an answer sheet for the question papers to refer.
* There should be proper answers for the queries generated by the students.
* There should be practice tests for the syllabus with the course.
* There should be last ten years respective board question papers with answer sheets.

1. As a teacher with Anodiam©, you have to run **through your plan with your academic reviewer**, as part of our [Quality Control process](Anodiam%20contact%20details%20in%20Australia.docx). You will make changes and adjustments to your video as well as non-video lesson plans according to the suggestions made by your reviewer.
2. To ensure the coverage and depth of your video as well as non-video lessons as early as from the planning stage, all lessons in your plan should be approved by the reviewer before you proceed further. This will add great value to the ultimate stakeholder in our ecosystem, i.e. our beloved students. They will be served with a **well-planned learning video and non video material**.
3. Once your video lesson plan is completely approved, you will be required to discuss the same with the **videography team**.
4. Once you are ready with approved schema and a preferable date for shooting your video lessons with the videography team, you need to go to the Anodiam© Studio for the recording.
5. You will be doing rehearsal under the guidance of the video director before the take with the videography team so that you feel comfortable in front of camera.
6. As many as possible videos of one or many chapters have to be done in one shoot to optimize the utilization of time for all.
7. After videos are ready, video reviewer will go through them and you along with the help of the videography team will be making changes and adjustments to your videos according to the suggestions made by your reviewer. This video improvement cycle will have to continue until all the line items for all the scenes, for all the lessons under each chapter of the syllabus in your video gets approved by the reviewer.
8. Once you are ready with videos of all the chapters in a particular syllabus along with all other important [non video contents](Non%20ideo%20content.docx), you can go to Anodiam’s website and from the teachers portal you can upload your course following the step by step [instructions](Business%20terms%20and%20conditions.docx).
9. Once the course with full syllabus of a particular subject of a particular class of a particular board will be uploaded in Anodiam’s website, an admin from Anodiam© will approve it.
10. Once your course is in Anodiam’s website, students can buy them from any part of the respective country based on their respective classes, subjects and boards.
11. [Payouts](Payment%20breakup.docx) will be given to all the stake holders of Anodiam© on weekly basis.

**Content Copyright and Data Leakage Prevention**

**Quality Control Process**

**Anti-Plagiarism**

As plagiarism is an act of fraud and it involves both stealing someone else's work and lying about it afterward, we in Anodiam will take it very seriously. Rules for anti-plagiarism are as follows:

1. Course content should be unique and in your own language. No content should be copied from any book or copy righted online material.
2. Example refer to any topic should be unique and should not be copied from any book or any online content.
3. Question/answer should be unique and not copied from any book or online material.

**Genuine Content and Plagiarism Penalty**

**Content Copyright and Data Leakage Prevention**

**Separation policy** :

**Termination**:

**Notice period** :

**Safe custody of ‘‘Company’’ material**:

**Confidentiality of information**:

**Connection with Media (Press, TV, Radio, Social Media etc.)**:

You will not, except with prior written permission of the ‘Company’ participate in any media, radio or TV broadcast or write or publish a book or contribute an article to a newspaper or periodical.

**Support provided from the ‘‘Company’’:**

You will be supported with a functioning studio where the video lessons recording will be done with the help of the professional videographer, director and videos will be edited with the help of editing team. They all are different stakeholders of the ‘Company’ and work hand in hand. The ‘Company’ will be supporting you to make professional quality videos with high resolution videography and will be reviewed by the video reviewers before uploading for the quality control purpose. You will be given a complete platform to be able to establish your foot hold in the competitive education market.

It is mutually agreed between the associates and the ‘Company’ management that all disputes or differences whatsoever arising between the parties out of related to the construction, meaning and operation or effect of this welcome letter for the breach thereof shall be settled by the arbitrator. It is further agreed that the management reserves the right to appoint an arbitrator to resolve disputes and the decision of the arbitrator shall be final and binding between the associates and the management.