**Quality Control Process**

Videos will pass through strict quality control to ensure the best outcome.

* 1. Videos will be sent to the senior teacher reviewers to check whether the contents in the videos are up to the mark.
  2. If needed the content may have to be edited as per the guidance of the reviewer.
  3. Videos will be sent to the film reviewer to check the sound quality, HD quality, personification of camera etc.
  4. If needed retake has to be done as per the guidance of the reviewer.

Editing might be needed throughout the course life cycle if suggested by the reviewers (Couse + video) for better quality

Quality being the most important part of Anodiam should have a control process which is as follows.

1. After the content creation is completed including Q/A, chapter snippet etc. the content (MS.Word/Excel/Power point wherever necessary) will be sent to the senior teacher/reviewer team.
2. Any point raised by the reviewer has to be taken care of before making the video.
3. Content has to be discussed with the videography team before shooting so that there is synchronization between the teacher and the videographer.
4. Video will be sent to the senior teacher reviewer for final correction if any.
5. Corrections made by the reviewer teacher needs to be done depending on its importance.
6. If any change or correction is needed any time when the course is live online, the change needs to be addressed within a suitable time frame.
7. Course videos will be sent to the video reviewer for reviewing the light quality, sound quality etc. and upon reviewing if any change is required then it has to be done within a stipulated time frame.
8. Course content should cover the entire syllabus in depth.
9. Question/Answer should be unique.