



CENTRE FOR DIGITAL LEARNING

# GUIDELINES

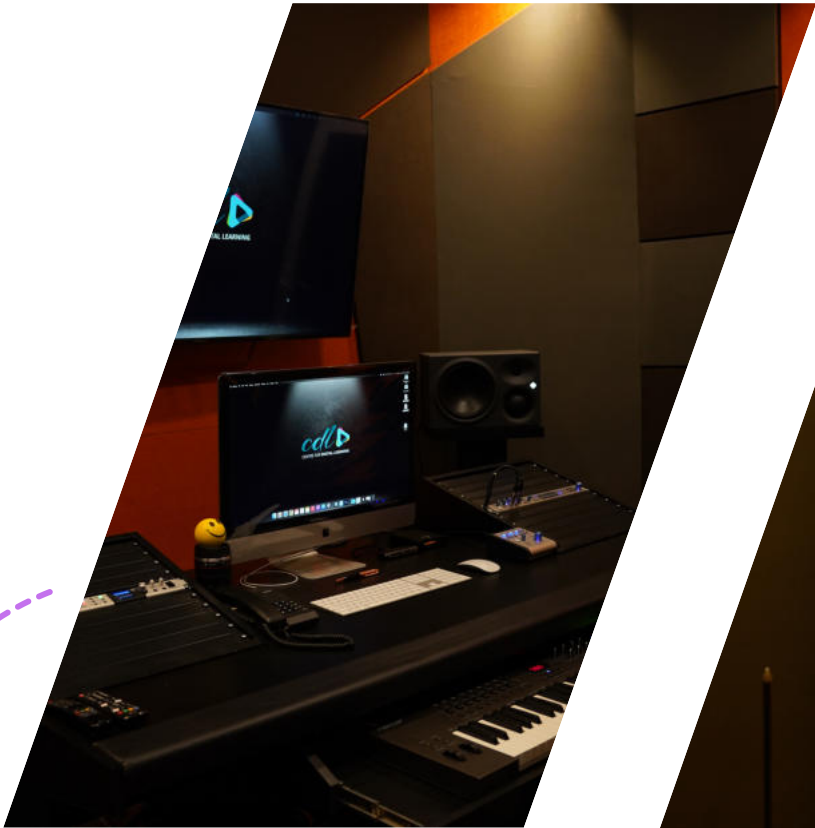
---



The Centre for Digital Learning at CHRIST (Deemed to be University), Pune Lavasa Campus is a dynamic team dedicated to fostering growth and innovation within the institution. From conceptualization to execution, we specialize in designs and approvals, ensuring a seamless visual identity. Our comprehensive services include photo and video coverage support, website management, social media and blog updates, promotions, advertising, digital display schedules, live streaming, and ID card printing. With a blend of creativity and efficiency, we empower CHRIST University to thrive in the digital age.



# OUR FACILITIES



Editing Room



Vocal studio



Recording Console



Shooting Room

## What we do



Designs and  
approval



Photo/Video  
coverage  
Support



University  
Website  
Management



Blog  
updates



Promotions &  
Advertising



Digital Display  
Management



Live  
Streaming



ID Card  
Printing

## Standard procedure

- CDL should be notified through email for the requirements Email id: [cdl.lavasa@christuniversity.in](mailto:cdl.lavasa@christuniversity.in)
- Before sending any content to CDL, please ensure it is vetted by the department's English faculty during the process keep us in CC.
- Once the request is received, it will be approved by the CDL team if it meets all the guidelines.
- Ensure to follow the same email thread until the event concludes, including all related content such as the Poster, Website event update (150 words), Certificate, Photo Coverage, Blog Report, etc.
- Timeline: 3 working days for the poster, 7 working days for newsletter, brochure, magazine etc, 5 working days for the certificate. Photo coverage request one day prior to the event (email us before 4.30PM), for Event ID Card atleast week prior to the event.



# EVENT WORKFLOW

01

## Email Request

- The poster request, along with a 150-word website content, must be submitted at least three (3) days prior to the event.
- All brochure content must be vetted by the language faculty, with CDL kept in the loop during the process.
- Requests for photography and/or videography must be submitted at least one (1) day prior to the event, before 4:30 PM.

02

## Certificate request

- Certificate content must be vetted by the language faculty of the respective department, with CDL kept in the loop.
- It must be issued immediately after the conclusion of the event, and no later than five (5) days from the event date.
- The signatory's signature will not be shared with the department or any in-charge.
- The content approval and the final name list must be shared only by the faculty in charge and not by students.

03

## Blog Report

- The blog report must be submitted within seven (7) days after the event concludes.
- The report should contain a minimum of 500 words, along with relevant photographs (non-geotagged).
- The report must strictly follow the IQAC format.
- The blog report should be shared as an attachment, not as a drive link, to avoid any post-submission modifications.

### Note:

Ensure to follow the same email thread until the event concludes

# POSTER LAYOUT

College name Should  
be in Left Top corner

Department Logos

CHRIST Logo Should  
be in Right Top corner

**Content body**  
Event name, Topic,  
Date, Time, Venue,  
Speaker Details  
(Photo & Designation)

**Footer**  
(Tollfree, Website)

CHRIST UNIVERSITY  
Pune Lavasa Campus

**cdl**  
CENTRE FOR DIGITAL LEARNING

**CHRIST**  
(DEEMED TO BE UNIVERSITY)  
BANGALORE | DELHI NCR | PUNE

*Workshop on*  
**FRAME & MOTION:**  
EXPLORING THE ART OF  
PHOTOGRAPHY AND VIDEO

  
**ANOOP ANTONY**  
Coordinator, CDL  
Delhi NCR Campus

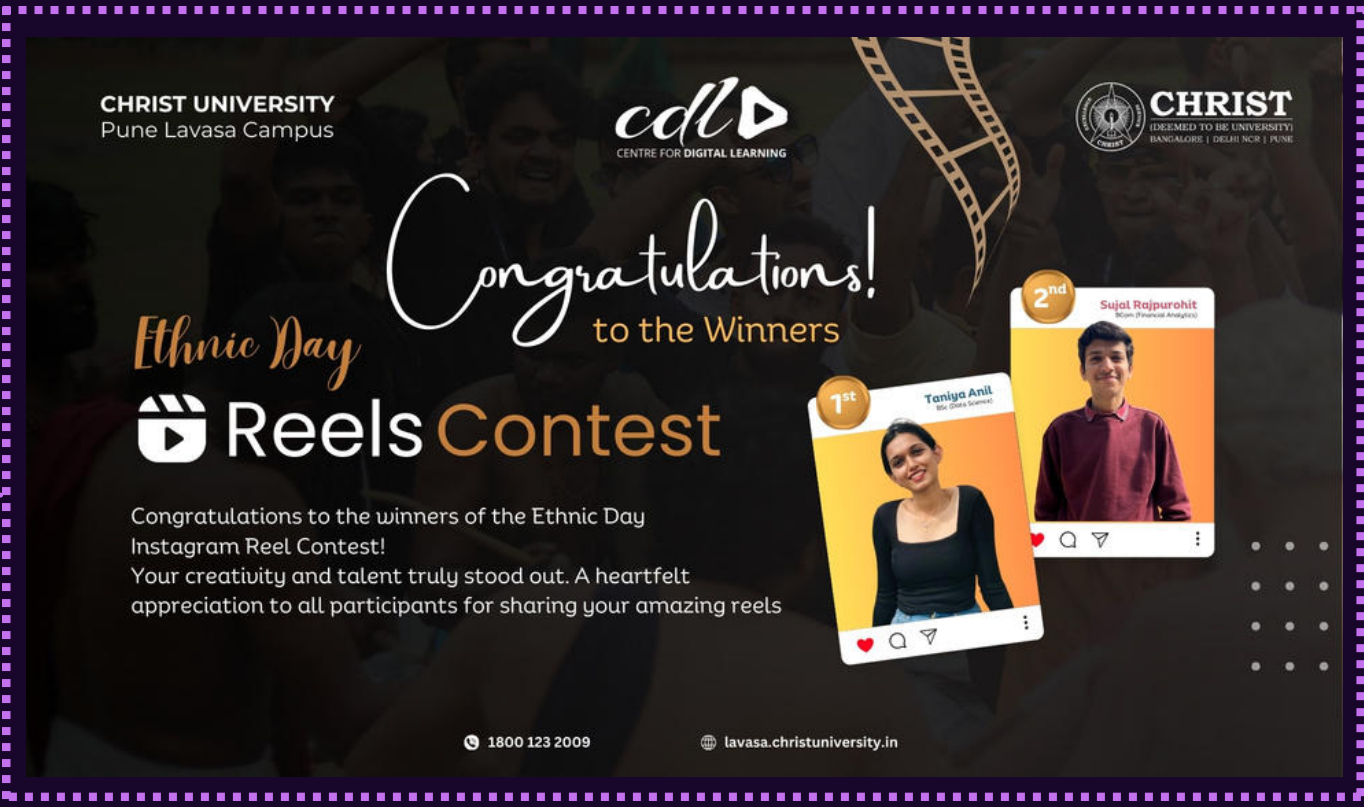
**16-18**  
Feb 2024  
🕒 09:00 AM - 05:00 PM

📞 1800 123 2009    🌐 [lavasa.christuniversity.in](http://lavasa.christuniversity.in)

# TV DISPLAYS



TV Half Screen (Square)  
1080 Width x 1080 Height (Pixels)



TV Full Screen (Landscape)  
1920 Width x 1080 Height (Pixels)



# CERTIFICATE LAYOUT

CHRIST Logo  
in Right Top corner

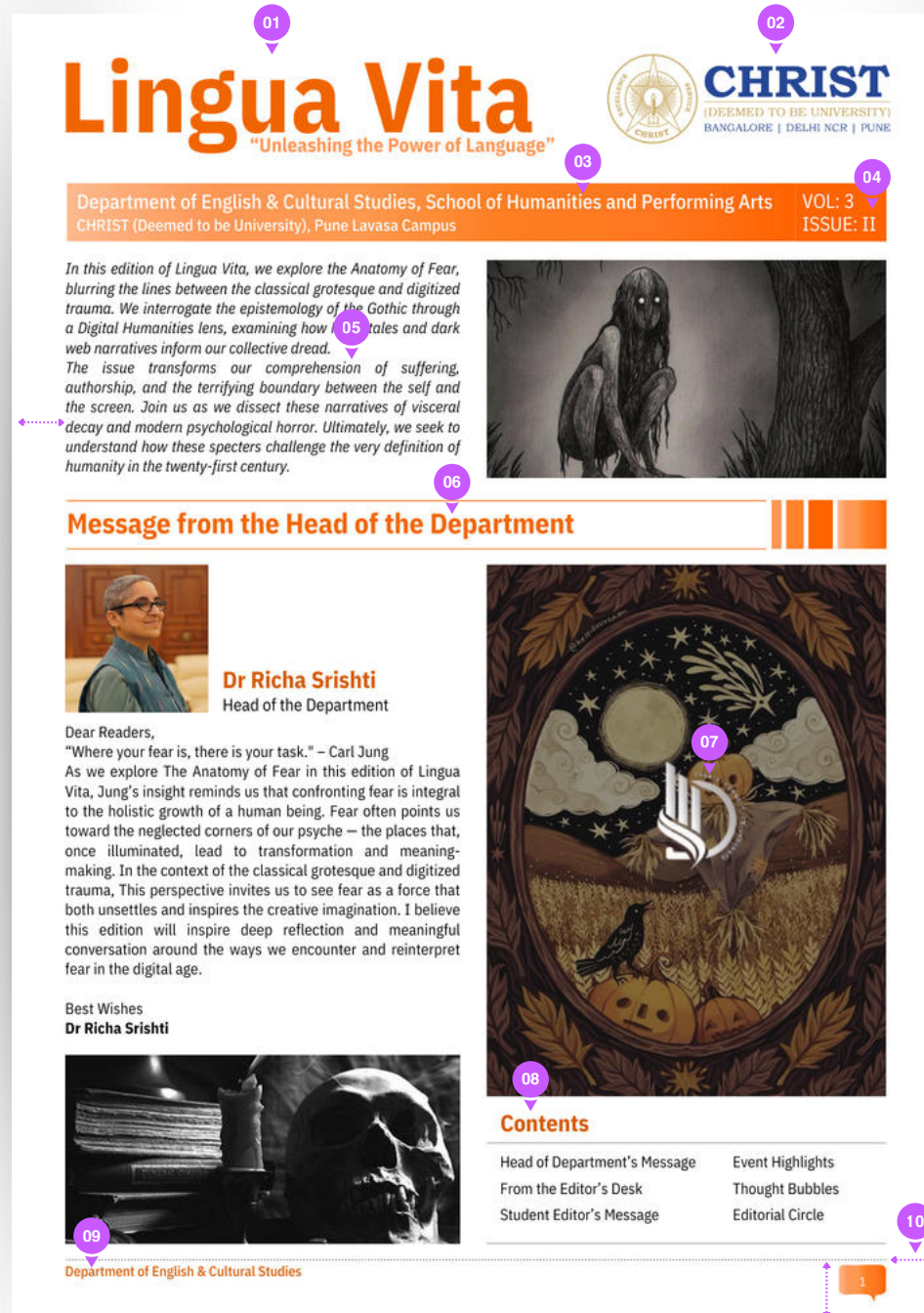
HoD/Coordinator  
Signature on the left

Director Signature  
on the Right





# NEWSLETTER LAYOUT



## Guidelines

### 01. Newsletter Title

Include the newsletter name on the first page.

### 02. CHRIST University Logo

The CHRIST logo should be placed on the first page.

### 03. Department Name

Clearly mention the department's full name on the cover page.

### 04. Volume & Issue Number

Ensure the volume and issue details are visible on all pages where required.

### 05. Consistent Font Size

Use the same font size (Font Size:10, Font Name: IBM Plex Sans Condensed) for body content throughout all pages.

### 06. Consistent Heading Fonts

Main headings should follow uniform font style (Font Size:18, Font Name: IBM Plex Sans Condensed) and size across the newsletter.

### 07. Department Logo

The department logo may be added on the first page for branding consistency.

### 08. Contents / Index Page

Include a contents page listing all the sections.

### 09. Footer

Add footers with the department name and page number on every page.

### 10. Uniform Padding / Margins

Maintain consistent spacing, padding, and layout structure on all pages.

### 11. Header

Header can include newsletter name, volume, and issue number.

### 12. Sub-Headings

Use consistent font style and size for all sub-main headings (Font Size:15, Font Name: IBM Plex Sans Condensed).

### 13. Gutter (Space btw Columns of text)

Use consistent space between two column throughout the newsletter

### 14. Images

Images or illustrations may be placed in available empty spaces to enhance visual appeal.



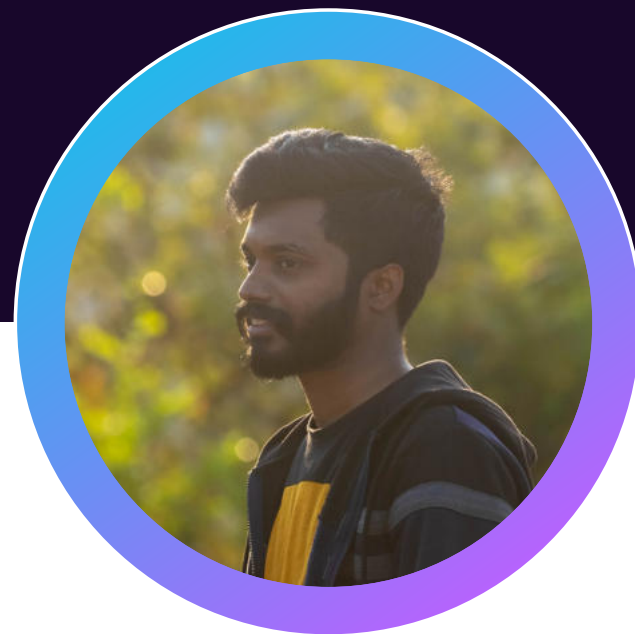
Scan to get  
Canva link



## O U R T E A M



Shalet Jacob  
**Coordinator**



Arjun K  
**Designer**



Akhil Raj  
**Photographer**



Sudharsan M  
**Videographer/ Editor**



Sreya  
**Videographer/ Editor**



Follow for more



[cdl.lavasa@christuniversity.in](mailto:cdl.lavasa@christuniversity.in)



1800 123 2009



Office  
1st Floor

Studio  
2nd Floor



Management Block