



CENTRE FOR DIGITAL LEARNING

GUIDELINES



CENTRE FOR **DIGITAL LEARNING**

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

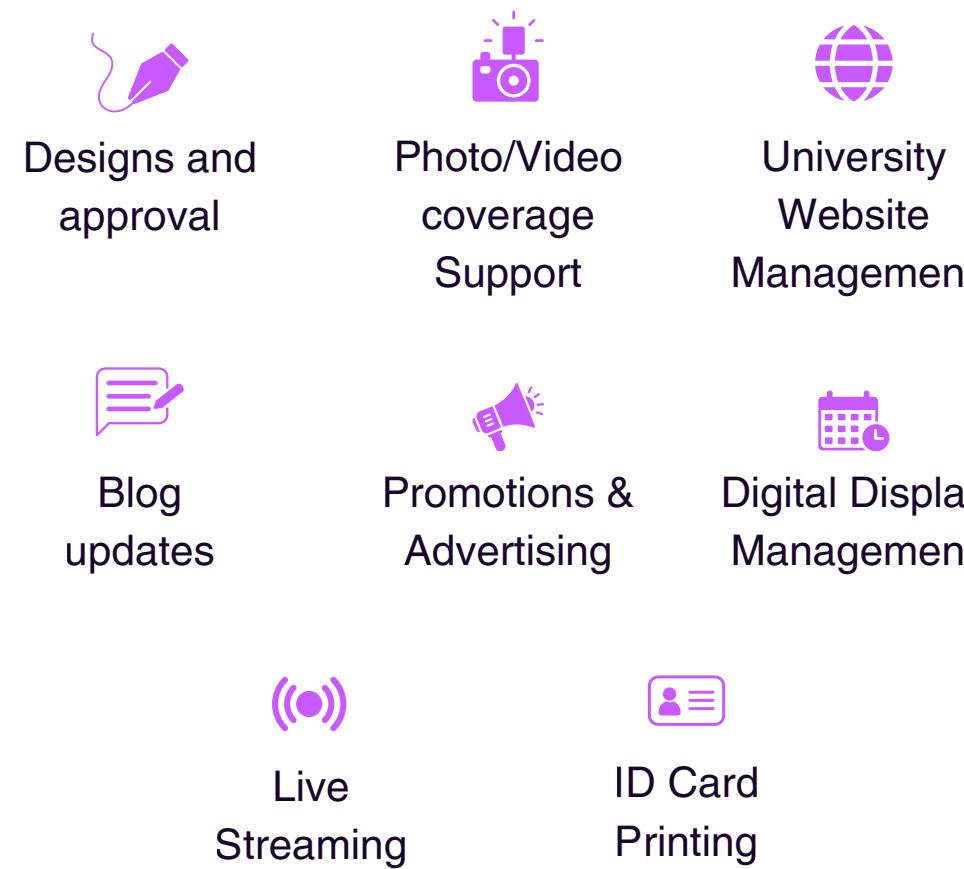


Recording Console



Shooting Room

What we do



Standard procedure

- CDL should be notified through email for the requirements Email id: 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

02

03

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.

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.

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)

TV DISPLAYS

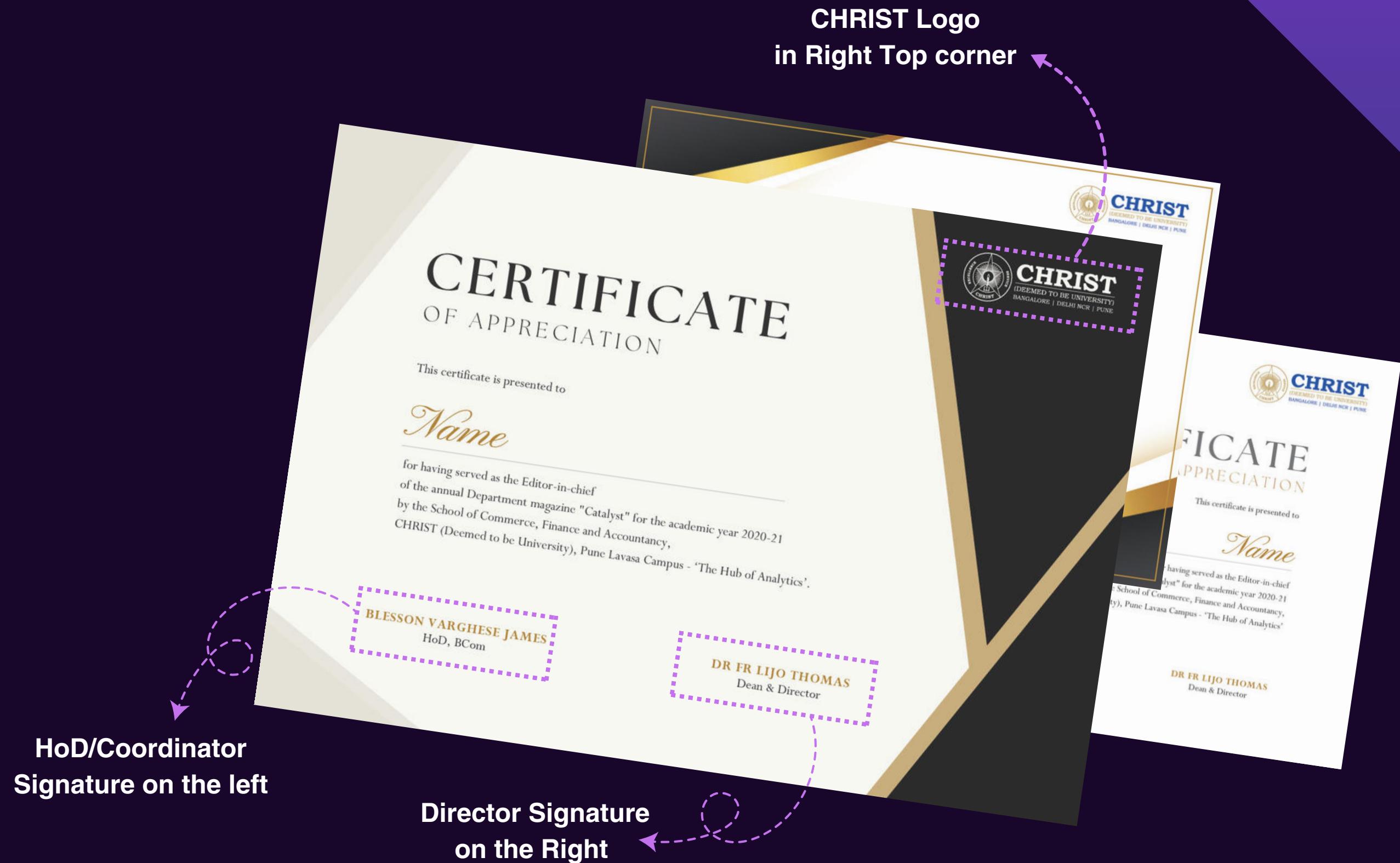


TV Full Screen (Landscape)
1920 Width x 1080 Height (Pixels)

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



C E R T I F I C A T E L A Y O U T



OUR TEAM



Shalet Jacob
Coordinator



Arjun K
Designer



Akhil Raj
Photographer



Sudharsan M
Videographer/ Editor



Sreya
Videographer/ Editor



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Follow for more

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