



(A University established under the Tamil Nadu Act No. 9 of 2012)
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TAMILNADU NATIONAL LAW UNIVERSITY (TNNLU)
RECORDED LECTURE CIRCULATION POLICY

Preliminary :

1. This Policy is referred to as the Tamil Nadu National Law University (TNNLU) Recorded Lecture Circulation Policy.
2. The Tamil Nadu National Law University maybe hereinafter referred to as the "University".
3. The term "Faculty" denotes faculty/faculties of the Tamil Nadu National Law University either employed in regular, contractual, part-time, guest lecturer, visiting lecturers, experts/resource persons invited for the purpose of class room lectures.

Introduction :

4. Recording of lectures (video and audio recording of lectures) have become an increasing trend across Educational Institutions in India in the beginning of the year 2020 due to the rapid spread of COVID-19, when Educational Institutions were forced to resort to Online Mode of Teaching.
5. As a consequence of which lecture recording is increasing for a number of reasons including changing pedagogical models of delivery, availability of lecture-capture systems, and students themselves recording lectures. Hence, there is an increasing requirement for the University to provide guidance and to clarify the regulatory position regarding audio and video recording of lectures and the circulation of the same.

6. The recording of lectures can provide a useful resource for students, including but not limited to: revisiting particularly difficult points that they may have missed or misunderstood; writing more detailed notes following a lecture; for those students who have particular educational needs; for those students who could not have real time access to lectures owing to but not limited to poor internet connection, technical and technological reasons.

7. The University recognises and acknowledges that Recording is not intended to replace student contact time or reduce student attendance at lectures.

8. This Policy provides the respective roles and responsibilities of those involved in such recordings, circumstances when the lectures can be transferred to students, the do's and don'ts with the circulated recordings and the implications of breaches of this policy. For the purposes of this policy, the term 'recording' refers to any audio and/or video recording of a lecture or other teaching session, made with Cisco Webex.

Principles and Practice :

9. The University mandates all the Faculties to audio and/or video record their lectures at the start of each session of their lecture.

10. The University recognises that the content of lectures remains the property of the University.

11. The University prohibits the Students to record the real time lectures and if the same is being recorded, the University shall take appropriate disciplinary action. The circulation or misuse of the recordings by any means/mode/method will attract additional disciplinary charges as decided by the University.

12. The faculties of TNNLU shall record their day-to-day lectures using Cisco Webex Platform.

13. All recorded lectures shall be encrypted and stored securely in the CISCO Webex's cloud platform and shall be maintained and organised by the IT department of TNNLU. Faculties shall be provided with the right to access over the recorded lecture of the concerned subject(s) only and further such faculty shall have the right to provide

access of the respective subject lecture(s) to students only on request made as per the provisions under clause 14 of this policy;

14. A student shall make a request for acquiring access to one or more recorded lectures to the concerned faculty only via the official TNNLU G-suite. The request shall be accompanied by reason(s) for requesting the same. The concerned faculty on the receipt of such a request shall exercise discretion in providing access to the requested recorded lecture(s).

15. The faculty has the right to restrict the number of views of the lecture and/or to download the lecture and also place other incidental restrictions on the lecture so shared.

16. The Faculty has the right to apply discretion and pause or subsequently edit a recording, for example if sensitive material is being discussed or if the recording is considered to be interfering with interactive teaching.

17. The faculties and students are expected to allow others to use their recorded contributions to lectures as part of their personal learning resources. However, the unauthorised transmission or sharing of audio and or audio/video recorded material of any teaching session through any medium constitutes a breach of University rules and will be subject to disciplinary action.

18. The University reserves the right to modify, alter, add or delete all/any terms of this Policy at its discretion.
