



IT AND LMS COMMITTEE
Faculty of Medical Sciences
University of Sri Jayewardenepura
Gangodawila, Nugegoda, Sri Lanka



**YouTube Video Submission & Upload
Standard Operational Procedure**
(For IT & LMS Committee Use)

IT & LMS Committee
Faculty of Medical Sciences
University of Sri Jayewardenepura

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Version 1



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Document Control Information	
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II.	Document Type: Standard Operational Procedure
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1. Purpose

To ensure accurate, professional, and compliant uploading of videos to the official FMS–USJ YouTube channel, addressing:

- Metadata standardisation
- Subtitle accuracy (auto-generated captions)
- Custom thumbnail compliance
- Playlist classification
- Privacy and ethical safeguards

2. Scope

Applies to:

- All approved videos cleared via the YouTube Video Evaluation Checklist
- Academic, conference, student, and institutional content

3. Responsibility and Authority

Role	Responsibility
Content Creator/ Submitter	Accuracy, copyright compliance, ethical conduct
Academic Advisor (student videos)	Content oversight and endorsement
IT & LMS Committee	Evaluation for guideline, ethical, branding, and technical compliance



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4. Official Channel of Submission

All videos intended for upload to the official FMS YouTube channel shall be submitted exclusively through the designated **IT & LMS Committee official email address**, itandlmscommittee.fms@sjp.ac.lk with the **completed submission form (Annex I)**.

No video shall be:

- Sent directly to individual staff members for upload
- Shared via informal messaging platforms for publication
- Uploaded by unauthorised personnel

Submission through the official IT & LMS email ensures proper documentation, audit trail, and centralised oversight.

5. Pre-Upload Verification

Prior to initiating the upload process, the IT Unit or designated Web Administrator shall ensure that the final, approved version of the video has been formally received. Only content that has undergone institutional review and received documented approval from the IT & LMS Committee shall proceed to upload.

No video shall be uploaded based on draft, preliminary, or unverified material.

Accurate and standardised metadata provided by the video creator shall be used to upload after approval (**Annex I: YouTube Video Submission form**).

1. Title
2. Description
3. Tags
4. Thumbnail image
5. Suggested Playlist name

6. Upload Procedure

6.1 Initial Upload Settings

Videos will be uploaded to FMS Youtube by the Ewb administrator. All videos shall initially be uploaded with visibility set to **Private**. This allows internal verification before public release.

No video shall be directly uploaded as Public without internal review.

Playlist allocation will be decided by the IT & LMS Committee taking the suggestions by the video creator into consideration.

The Playlist name will be communicated to the Web administrator through email along with the video content.



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6.2 Autogenerated Subtitles

YouTube auto-generated subtitles frequently contain:

- Incorrect medical terminology and drug names
- Misinterpretation of Sri Lankan names

YouTube's auto-generated subtitles shall not be relied upon without verification. If subtitles are retained, they must undergo careful review for accuracy, grammar, punctuation, and synchronisation by the video creator and the evaluator.

No video shall be published with inaccurate subtitles.

Auto-generated captions must either disabled prior to publication or manually reviewed by the video creator.

1. Procedure to disable auto-generated subtitles prior to video publication

- Responsible person: FMS Web Admin
- Procedure to disable:
 - Go to YouTube Studio → Content
 - Select the video → go to Subtitles
 - Select video language as “Abkhazian” → Confirm
 - This will prevent YouTube from detecting the language as English and autogenerating subtitles.
 - Delete any autogenerated subtitles

2. Procedure to manually review the subtitles prior to video publication

- Responsible persons: IT & LMS Committee, FMS Web Admin, Video creator
- Procedure to manually review:
 - FMS Web Admin
 - Allow YouTube to auto-generate subtitles
 - Download auto-generated subtitles
 - Copy the generated subtitles to a Word document
 - Send the document to the IT & Committee email as a reply to the same email
 - The subtitles will be sent to the video creator by the IT & LMS Committee through official email
 - Video creator
 - Verify English grammar and language accuracy
 - Verify accuracy of Sri Lankan names
 - Verify accuracy of drug names, medical terms Gene symbols, and Acronyms
 - Send the approved subtitles to the IT & LMS Committee through official email



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6.3. Internal Review Prior to Publication

The following internal review shall be completed by the video creator and the video evaluator on the video uploaded as *private*: (Annex II)

- Verification of title and description formatting
- Confirmation of correct thumbnail display
- Review of subtitle accuracy if used
- Confirmation of appropriateness of playlist allocation
- Confirmation that required disclaimers are included

6.4. Publishing the Video as Public

Only after satisfactory verification shall the visibility be changed to Public. The final decision to make the video public will be taken by the IT & LMS Committee Chairperson following the internal review by the video creator and the video evaluator on the video uploaded as private (Annex II).

The decision to make the video public will be conveyed to the Web administrator through official email by the IT & LMS Committee Chairperson.

7. Compliance, Monitoring, and Review

- Compliance with this policy shall be monitored by the **IT & LMS Committee**
- Non-compliance may result in corrective action as per University regulations
- This policy shall be reviewed **annually**.



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Annex I: YouTube Video Submission form

Video Meta-data	Topic	[Topic] FMS USJ Year
	Description	
	Thumbnail image	Please submit as a PNG or JPEG image

Creator
Name:
Designation:
Department:
Date:
Signature:



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Annex II: Final Internal Review form (following YouTube upload before publishing as public)

#	Area	Video creator	Video Evaluator
1	Video title is accurate		
2	Video description is accurate		
3	Video tags are accurate		
4	Video thumbnail image is appropriate		
5	Video playlist allocation is accurate		
6	Subtitles are diactivated/ accurate if used		
7	All disclaimers are included where applicable		

Creator
Name:
Date:
Signature:
Evaluator
Name:
Date:
Signature:
Recommend publishing to faculty YouTube
Chairperson, IT & LMS Committee:
Date:
Signature: