

**Guru Gobind Singh Indraprastha University  
PG Diploma in Electronic Media**

**SCHEME OF EXAMINATION**

**&**

**SYLLABI**

**of**

**PG DIPLOMA IN ELECTRONIC MEDIA**

**for**

**First, Second and Third Trimester  
(w.e.f. 2006 – 2007 Academic Session)**



**GURU GOBIND SINGH  
INDRAPRASTHA  
UNIVERSITY**

**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY  
KASHMERE GATE, DELHI-110 403**

**Guru Gobind Singh Indraprastha University  
PG Diploma in Electronic Media**

# **Centre for Media Studies**

Duration of Programme	One Year
Status of Programme	A One year weekend programme divided into three trimesters. The classes shall take place only on Saturdays and Sundays (students will be given field assignments to be done on week days)
Maximum intake	60
Fee	54,000/- (Annually)
Number of Trimesters	Three

## **CREDITS AND TEACHING/TRAINING HOURS**

Total Credits	48 (16 credits in each trimester)
Teaching/Training Hours	24 Hours in a week (8 hours on Saturday, 8 hours on Sunday & 8 hours for weekdays' assignments)
Theory Papers	6 (2 papers in each trimester)
Lab Papers	6 (2 papers in each trimester)

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**FIRST TRIMESTER**

<b>Course Code</b>	<b>Course Title</b>	<b>L</b>	<b>T/P</b>	<b>Credits</b>
DEM 101	Radio Programme Formats	4	-	4
DEM 102	Radio Journalism	4	-	4
<b><u>Practical</u></b>				
DEM 151	Radio Programme Production	-	8	4
DEM 152	Radio News Production	-	8	4
<b>Total</b>		8	16	16

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**SECOND TRIMESTER**

<b>Course Code</b>	<b>Course Title</b>	<b>L</b>	<b>T/P</b>	<b>Credits</b>
DEM 103	TV Formats & Programmes	4	-	4
DEM 104	TV Journalism	4	-	4
<b><u>Practical</u></b>				
DEM 153	TV Programme Production	-	8	4
DEM 154	TV News Production	-	8	4
<b>Total</b>		8	16	16

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**THIRD TRIMESTER**

<b>Course Code</b>	<b>Course Title</b>	<b>L</b>	<b>T/P</b>	<b>Credits</b>
DEM 105	Film Making (Fiction)	4	-	4
DEM 106	Film Making (Documentary)	4	-	4
<b><u>Practical</u></b>				
DEM 155	Film Production (Fiction)	-	8	4
DEM 156	Documentary Production	-	8	4
<b>Total</b>		8	16	16

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**FIRST TRIMESTER**

**DEM 101 : RADIO PROGRAMME FORMATS**

<b>L : 4</b>	<b>T/P : 0</b>	<b>CREDITS : 4</b>
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*Marks for internal assessment : 25*

**UNIT I [PROGRAMME FORMATS]**

**L-12**

- Radio Programmes
  - Talk
  - Interview
  - Discussion
  - Feature
  - Documentary
  - Drama
  - Commentary
  
- Interactive Programmes
  - Phone-in
  - Radio Bridge
  - Voice Mail
  - Vox Pop

**UNIT II [RADIO COMMERCIALS]**

**L-08**

- Product Advertisement
- Social Advertisements

**UNIT III [PRESENTATION]**

**L-10**

- Announcements
- Comparing/Anchoring a Programme

**UNIT IV [STUDIO SETUP]**

**L-10**

- Types of Studio
- Microphone and other equipments

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**DEM 101 : RADIO PROGRAMME FORMATS**

***Instructions to paper setter/evaluator***

Maximum marks	75
Time	3 hrs
Total Questions	5 questions of 15 marks each, out of which one question will be compulsory. The compulsory question should come first in the serial order.
Compulsory question	Short answer questions should be asked eg. 6 short notes of 2½ marks each or 5 short notes of 3 marks each. For framing this question, anything from any unit can be picked up
Setting of other questions	Rest four questions should be set by framing one question from each of the four units. Question no. 2 should be based on Unit-I, Question no. 3 should be based on Unit-II, Question no. 4 should be based on Unit-III and Question no. 5 should be based on Unit-IV
Distribution of marks in these question	A question should be either a full-length question of 15 marks or 2 short notes of 7½ marks each or 3 short notes of 5 marks each.
Availability of choice to students	Within a unit, internal choice must be given to students and the question based on the Unit should be framed accordingly.

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**DEM 102 : RADIO JOURNALISM**

<b>L : 4</b>	<b>T/P : 0</b>	<b>CREDITS : 4</b>
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**UNIT I [BASICS OF RADIO NEWS]**

***L-10***

Radio News  
Characteristics of Radio News  
Difference from Print & TV News  
  
Sources for Radio news  
Network of correspondents  
News Agencies

**UNIT II [NEWS REPORTING & EDITING]**

***L-10***

News Report Writing  
Structure of news report  
Editing of copy  
  
News Room Operations  
Setup of newsroom  
Functions of newsroom

**UNIT III [RADIO NEWS BULLETIN]**

***L-10***

Bulletin Compilation  
30, 15, 10 and 5 minute bulletins  
Role of compilation editor  
  
New format of news at AIR  
Voice Cast, Sound bites, Radio reports, News capsules  
Bulletin segmentation, Discussion



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DEM 102 : RADIO JOURNALISM

**UNIT IV [PRESENTATION OF NEWS]**

**L-10**

News Anchoring

Reading the bulletin

Discussion with studio expert, outside expert and correspondent

Current Affairs Programme

Talks/Discussion

Newsreel

***Instructions to paper setter/evaluator***

Maximum marks	75
Time	3 hrs
Total Questions	5 questions of 15 marks each, out of which one question will be compulsory. The compulsory question should come first in the serial order.
Compulsory question	Short answer questions should be asked eg. 6 short notes of 2½ marks each or 5 short notes of 3 marks each. For framing this question, anything from any unit can be picked up
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Availability of choice to students	Within a unit, internal choice must be given to students and the question based on the Unit should be framed accordingly.

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DEM 151 : RADIO PROGRAMME PRODUCTION

<b>L : 0</b>	<b>T/P : 8</b>	<b>CREDITS : 4</b>
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The students will make the following programmes -

**Individual Assignments**

- Radio Talk/Interview
- Radio jingle/Musical programme

**Group Assignments**

- Radio Feature/Documentary
- Radio Drama

*For the purpose of group assignments, the class of 60 will be divided into 6 groups, each group comprising 10 students.*

The making of the above programmes will include scripting, recording, editing and presentation.

**Internal Assessment:** A student should be judged on the basis of his/her performance while undertaking various exercises and doing the production job. The marks assigned for internal evaluation are **40**.

**Instructions to practical/external examiner**

<i>a.</i>	Students should be evaluated on the basis of the individual and group production work that they would have undertaken during the trimester. The examiner will listen to the radio programmes produced by students for their evaluation.
<i>b.</i>	The examiner should also interview the student to find out his/her level of understanding radio as a medium and his/her skills in audio production work.
<i>Max Marks</i>	The marks prescribed for evaluating a student by the External Examiner are <b>60</b> .

**Guru Gobind Singh Indraprastha University**  
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DEM 152 : RADIO NEWS PRODUCTION

<b>L : 0</b>	<b>T/P : 8</b>	<b>CREDITS : 4</b>
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The students will undertake production of the following:

**Individual Assignments**

- Reporting and editing of a news report
- Voice Cast/Correspondent's report
- Radio Report/ News Capsule

**Group Assignments**

- News bulletin of 30 minute

*For the purpose of group assignments, the class of 60 will be divided into 6 groups, each group comprising 10 students.*

The production of the above will include scripting, recording, editing, compilation and presentation.

**Internal Assessment:** A student should be judged on the basis of his/her performance while undertaking various exercises and doing the production job. The marks assigned for internal evaluation are **40**.

**Instructions to practical/external examiner**

<i>a.</i>	Students should be evaluated on the basis of the individual and group production work that they would have undertaken during the trimester. The examiner will listen to the radio programmes produced by students for their evaluation.
<i>b.</i>	The examiner should also interview the student to find out his/her level of understanding radio as a medium and his/her skills in audio production work.
<i>Max Marks</i>	The marks prescribed for evaluating a student by the External Examiner are <b>60</b> .

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**SECOND TRIMESTER**

**DEM 103 : TV PROGRAMME FORMATS**

<b>L : 4</b>	<b>T/P : 0</b>	<b>CREDITS : 4</b>
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**UNIT I [TV PROGRAMMES]**

**L-10**

- Formats of TV Programmes
- Types of TV Programmes
- Basics of TV Programme Production

**UNIT II [TV PRODUCTIONS]**

**L-10**

Types of Production

- ENG
- EFP
- Studio based

**UNIT III [CAMERA, LIGHT & SOUND]**

**L-10**

- Camera Techniques
- Lighting for TV Programmes
- Sound for TV Programmes

**UNIT IV [POST PRODUCTION]**

**L-10**

- Production People
- Post Production Techniques

***Instructions to paper setter/evaluator***

Maximum marks	75
Time	3 hrs
Total Questions	5 questions of 15 marks each, out of which one question will be compulsory. The compulsory question should come first in the serial order.
Compulsory question	Short answer questions should be asked eg. 6 short notes of 2½ marks each or 5 short notes of 3 marks each. For framing this question, anything from any unit can be picked up
Setting of other questions	Rest four questions should be set by framing one question from each of the four units. Question no. 2 should be based on Unit-I, Question no. 3 should be based on Unit-II, Question no. 4 should be based on Unit-III and Question no. 5 should be based on Unit-IV
Distribution of marks in these question	A question should be either a full-length question of 15 marks or 2 short notes of 7½ marks each or 3 short notes of 5 marks each.
Availability of choice to students	Within a unit, internal choice must be given to students and the question based on the Unit should be framed accordingly.

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DEM 104 : TV JOURNALISM

<b>L : 4</b>	<b>T/P : 0</b>	<b>CREDITS : 4</b>
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**UNIT I [TV NEWS]**

**L-10**

- Types of News Stories
- Sources for TV News

**UNIT II [TV NEWS WRITING]**

**L-10**

- Principles of News Writing
- Formats of TV News Scripts
- Structure of news Room

**UNIT III [TV NEWS REPORTING]**

**L-10**

- Reporting Skills
- Interview for TV News

**UNIT IV [TV NEWS BULLETIN]**

**L-10**

- Producing a News Bulletin
- Packaging
- Anchoring

***Instructions to paper setter/evaluator***

Maximum marks	75
Time	3 hrs
Total Questions	5 questions of 15 marks each, out of which one question will be compulsory. The compulsory question should come first in the serial order.
Compulsory question	Short answer questions should be asked eg. 6 short notes of 2½ marks each or 5 short notes of 3 marks each. For framing this question, anything from any unit can be picked up
Setting of other questions	Rest four questions should be set by framing one question from each of the four units. Question no. 2 should be based on Unit-I, Question no. 3 should be based on Unit-II, Question no. 4 should be based on Unit-III and Question no. 5 should be based on Unit-IV
Distribution of marks in these question	A question should be either a full-length question of 15 marks or 2 short notes of 7½ marks each or 3 short notes of 5 marks each.
Availability of choice to students	Within a unit, internal choice must be given to students and the question based on the Unit should be framed accordingly.

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DEM 153 : TV PROGRAMME PRODUCTION

<b>L : 0</b>	<b>T/P : 8</b>	<b>CREDITS : 4</b>
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The students will undertake the following exercises :

- Camera Techniques (Shots, Movement, Angle)
- Lighting Techniques (Three Point Lighting)
- Studio Production/Field Production

*For the purpose of group assignments, the class of 60 will be divided into 6 groups, each group comprising 10 students.*

**Internal Assessment :** The concerned faculty member should ensure the accomplishment of the above exercises and students need to be evaluated on the basis of their performance. The marks assigned for internal evaluation are **40**.

***Instructions to practical/external examiner***

<i>a.</i>	Students need to be judged on the basis of the exercises and production undertaken by them.
<i>b.</i>	Questions related to the exercises/production work can be asked by the examiner for the purpose of evaluation of students.
Max Marks	The marks prescribed for evaluating a student by the External Examiner are <b>60</b> .

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DEM 154 : TV NEWS PRODUCTION

<b>L : 0</b>	<b>T/P : 8</b>	<b>CREDITS : 4</b>
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The students will take up the following assignments :

**Individual Assignments**

Shooting a sequence/short interview with PTC  
(Opener, Bridge & End)

**Group Assignments**

News Bulletins

*For the purpose of group assignments, the class of 60 will be divided into 6 groups, each group comprising 10 students.*

The above exercises will include writing, scripting, recording, editing, voicing and anchoring.

**Internal Assessment :** The concerned faculty member should ensure the accomplishment of the above assignments and students need to be evaluated on the basis of their performance. The marks assigned for internal evaluation are **40**.

**Instructions to practical/external examiner**

<i>a.</i>	Students need to be judged on the basis of their individual and group assignments.
<i>b.</i>	Questions regarding their assignments and production work can be asked by the examiner for the purpose of evaluation of students.
Max Marks	The marks prescribed for evaluating a student by the External Examiner are <b>60</b> .

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**THIRD TRIMESTER**

**DEM 105: FILM MAKING ( FICTION)**

<b>L : 4</b>	<b>T/P : 0</b>	<b>CREDITS : 4</b>
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**UNIT I [CONCEIVING THE IDEA]**

**L-10**

- Plot
- Story
- Character

**UNIT II [WRITING THE SCRIPT]**

**L-10**

- Script
- Dialogue
- screen Play
- Script breakdown

**UNIT III [PRODUCTION DESIGN]**

**L-10**

- Budget
- Production Design
- Make up
- Costume
- Set

**UNIT IV [SHOOTING AND POST PRODUCTION]**

**L-10**

- Shooting a Fiction
- Post Production

***Instructions to paper setter/evaluator***

Maximum marks	75
Time	3 hrs
Total Questions	5 questions of 15 marks each, out of which one question will be compulsory. The compulsory question should come first in the serial order.
Compulsory question	Short answer questions should be asked eg. 6 short notes of 2½ marks each or 5 short notes of 3 marks each. For framing this question, anything from any unit can be picked up
Setting of other questions	Rest four questions should be set by framing one question from each of the four units. Question no. 2 should be based on Unit-I, Question no. 3 should be based on Unit-II, Question no. 4 should be based on Unit-III and Question no. 5 should be based on Unit-IV
Distribution of marks in these question	A question should be either a full-length question of 15 marks or 2 short notes of 7½ marks each or 3 short notes of 5 marks each.
Availability of choice to students	Within a unit, internal choice must be given to students and the question based on the Unit should be framed accordingly.



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DEM 106 : FILM MAKING (DOCUMENTARY)

<b>L : 4</b>	<b>T/P : 0</b>	<b>CREDITS : 4</b>
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**UNIT I [FORMAT OF DOCUMENTARY]** **L-10**

- Definition, meaning and history of documentary
- Documentary as distinguished from other formats

**UNIT II [ATTRIBUTES OF DOCUMENTARY]** **L-10**

- Types of documentary
- Characteristics of documentary

**UNIT III [DOCUMENTARY IDEAS]** **L-10**

- Sources for documentary ideas
- Doing the research work

**UNIT IV [SCRIPTING]** **L-10**

- Writing for Documentary
- Interview for Documentary

***Instructions to paper setter/evaluator***

Maximum marks	75
Time	3 hrs
Total Questions	5 questions of 15 marks each, out of which one question will be compulsory. The compulsory question should come first in the serial order.
Compulsory question	Short answer questions should be asked eg. 6 short notes of 2½ marks each or 5 short notes of 3 marks each. For framing this question, anything from any unit can be picked up
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Distribution of marks in these question	A question should be either a full-length question of 15 marks or 2 short notes of 7½ marks each or 3 short notes of 5 marks each.
Availability of choice to students	Within a unit, internal choice must be given to students and the question based on the Unit should be framed accordingly.

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DEM 155 : FILM PRODUCTION

<b>L : 0</b>	<b>T/P : 8</b>	<b>CREDITS : 4</b>
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The students will make fiction films in groups.  
This will include the following:

**PRE- PRODUCTION**

- Writing a story
- Script
- Screenplay
- Shooting script
- Story board
- Preparing for shoot

**IN PRODUCTION**

- Shooting

**POST PRODUCTION**

- Dialogue edit-Final cut
- Audio post production
- Colour correction

*For the purpose of group assignments, the class of 60 will be divided into 6 groups, each group comprising 10 students.*

**Internal Assessment :** Students need to be evaluated on the basis of their performance in the group production work as mentioned above. The marks assigned for internal evaluation are **40**.

***Instructions to practical/external examiner***

<i>a.</i>	Students need to be judged on the basis of the group production undertaken by them. The individual contribution of a student to the production should also be taken into account.
<i>b.</i>	Questions with regard to the production work should also be asked by the examiner for the purpose of evaluation of students.
Max Marks	The marks prescribed for evaluating a student by the External Examiner are <b>60</b> .

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DEM 156 : DOCUMENTARY PRODUCTION

<b>L : 0</b>	<b>T/P : 8</b>	<b>CREDITS : 4</b>
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The students will make documentary in groups. This will include the following :

**PRE PRODUCTION**

- Idea Generation
- Research
- Script
- Permissions & Legalities
- Scheduling

**IN PRODUCTION**

- Shooting

**POST PRODUCTION**

- Narration recording
- Editing

*For the purpose of group assignments, the class of 60 will be divided into 6 groups, each group comprising 10 students.*

**Internal Assessment :** Students need to be evaluated on the basis of their performance in the group production work as mentioned above. The marks assigned for internal evaluation are **40**.

***Instructions to practical/external examiner***

<i>a.</i>	Students need to be judged on the basis of the group production undertaken by them. The individual contribution of a student to the production should also be taken into account.
<i>b.</i>	Questions with regard to the production work should also be asked by the examiner for the purpose of evaluation of students.
Max Marks	The marks prescribed for evaluating a student by the External Examiner are <b>60</b> .