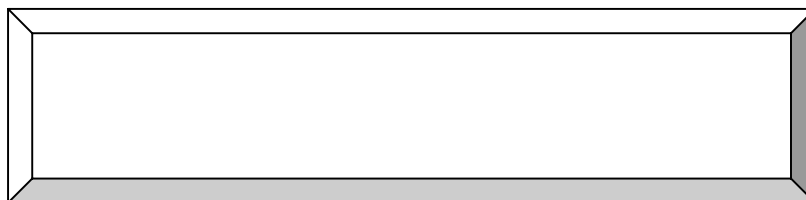




Mahatma Gandhi University

MEGHALAYA

www.mgu.edu.in



PROFESSIONAL PROGRAMME

PROGRAMME CODE---314

Bachelor of Arts in Mass Communication Advertising and Journalism (BAMCAJ)

SEMSTER I

CODE	SUBJECT	CREDIT
BAMCAJ11	Principles of communication-I	3
BAMCAJ12	History & Industry of Mass Communication	3
BAMCAJ13	Reporting & Editing	3
BAMCAJ14	Communication Skills	3
BAMCAJ15P	Reporting & Editing Practical	2
BAMCAJ16P	Project-Viva	2
TOTAL		16

SEMESTER II

CODE	SUBJECT	CREDIT
BAMCAJ21	Mass Communication: Concepts and Processes	3
BAMCAJ22	Reporting Techniques & Skills	3
BAMCAJ23	Editing: Concepts & Processes	3
BAMCAJ24	TV Journalism	3
BAMCAJ25P	Practical	4
TOTAL		16

SEMESTER III

CODE	SUBJECT	CREDIT
BAMCAJ31	Basics of Camera, Lights and Sound Television	3
BAMCAJ32	Advertising and Public Relations	3
BAMCAJ33	Press Laws and Media Ethics	3
BAMCAJ34	Event Management: Principles & Methods	3
BAMCAJ35	Information Technology	2
BAMCAJ36P	Practical	2
TOTAL		16

SEMESTER IV

CODE	SUBJECT	CREDITS
BAMCAJ41	Global Comparative Media	3
BAMCAJ42	Television Production: Idea to Screen	3
BAMCAJ43	Computer Application For Journalism	3
BAMCAJ44	Print Media & Photo Journalism	3
BAMCAJ45P	Practical	2
TOTAL CREDITS		14

SEMESTER V

CODE	SUBJECT	CREDITS
BAMCAJ51	Advertising: Concepts & Principles	3
BAMCAJ52	Cyber Journalism	3
BAMCAJ53	Radio Techniques	3
BAMCAJ54	Organization & Management	3
BAMCAJ55P	Practical	4
TOTAL CREDITS		16

SEMESTER VI

CODE	SUBJECT	CREDITS
BAMCAJ61	World Media Scenario	4
BAMCAJ62	Government information System	4
BAMCAJ63P	Media Research	4
BAMCAJ64P	Project Report	4
TOTAL CREDITS		16

Detailed Syllabus

SEMESTER- I

BAMCAJ11 --- Principles of Communication-I

UNIT I: Introduction to communication

Meaning, need, types models.

UNIT II: History of communication

UNIT III: Tools

Tools of communication

UNIT IV: Fundamentals of communication

Features, Importance, Patterns

UNIT V: Types of communication

Meaning of Formal communication/ Informal Communication, Verbal / Written Communication, Barriers of communication

UNIT VI: Essentials of communication

UNIT VII: Theories of communication

Two step and multi step, commercial, Play theory, Perception and retention theory, Individual Theory

UNIT VIII: Effective principles

Effective principles of communication

UNIT IX: Process of communication

Transmission of ideas, facts & figures from one person to another, elements of communication process (message, sender, encoding, channel, receiver, decoding, acting & feedback)

UNIT X: Factors affecting process of communication

UNIT XI: Forms of communication

Intrapersonal communication, interpersonal communication, group communication (public, crowd, small group), mass communication, non-verbal communication, body language

UNIT XII: Oral Communication

Planning and conducting interviews, selection interviews, reprimand interviews, clinical & psychological interviews, grievance interviews, exit interviews, preparation with reference to welcome, introduction and thanks.

Reference Books:

1. Principles of communication by R.E Ziemer
2. Principles of communication by William Tranter

BAMCAJ12 --- History and Industry of mass communication

UNIT I: Eras of Mass Communication

UNIT II: Introduction to mass communication

Meaning, needs, Types

UNIT III: History of mass communication

Stages in History of Advertising Globalisation

UNIT IV: Introduction to Journalism

Role, Power & Censorship in the press

Making of Newspaper- News Reporting, Investigative and Interpretive Reporting, Sub Editor, Headlines, Feature Writing and Interviews

UNIT V: Press Codes & Ethics

Code of Ethics in Indian Journalism, Press Councils guide to Journalistic Ethics.

UNIT VI: Elements

Elements of mass communication

UNIT VII: The Psychology and Sociology of Media Audiences

Introduction, Media Audiences, the Mass Audiences and their Nature

UNIT VIII: Models of mass communication

Dependency model, Agenda setting model, Effect model, Model of gate keeping.

UNIT IX: Theories of mass communication

Authoritarian, Social Responsibility, Soviet Media, Democratization theory.

UNIT X: Issues in communication

UNIT XI: Differences

Difference b/w communication and mass communication

UNIT XII: Mass media and public opinion

Reference Books:-

1. History of mass communication by Kevin Williams
2. History of media and communication and communication research by David park

BAMCAJ13 --- Reporting and Editing

UNIT I: Journalistic Writing

Meaning, Forms (news, editorial, features).

UNIT II: Reporting

Meaning, Types, Tips, Objectivity, Report writing for all media.

UNIT III: Principles of Reporting.

UNIT IV: Functions & Responsibilities of Reporting.

UNIT V: Writing News

Leads, Types of leads.

UNIT VI: Reporting

Techniques, qualities of reporter, news, elements, sources-types.

UNIT VII: Problems in Reporting.

UNIT VIII: Editing

Meaning, Symbols, Usage, Need and Principles, Proof Reading.

UNIT IX: Functions and qualifications of

Sub-editor and chief sub editor.

UNIT X: News paper meaning

Newspaper meaning and its production steps.

UNIT XI: Structure and functions of newsroom.

UNIT XII: Difference b/w newspapers and magazines, pages of newspaper

Newspaper, magazines, pages.

Reference Books:-

1. Inside reporting by Tim Harrower
2. Fundamentals of journalism by R.Thomas

BAMCAJ14 --- Communication Skills

UNIT I: Communication

Meaning, Tools of Communication.

UNIT II: Theories of Communication

Hypodermic Needle, Two Step and Multi Step, Commercial Theory, Play Theory, Uses and Gratification Theory.

UNIT III: Models of Communication

SMR Model, SMRc Model, Shanon and Weaver Model, Laswell Model, Osgood Model, Dance Model, Schramm Model, Gerbner's Model, New Comb Model, Convergent Model, Gate Keeping Model.

UNIT IV: Types of Communication.

UNIT V: Techniques of effective communication.

UNIT VI: Written Communication

Meaning of Business report, types and essentials of ideal reports.

UNIT VII: Drafting

Preparation of first draft of the report, collection, classification and selection of information, logical ordering, presentation and reports, writing application, personal resumes, business resumes, business letters, memos.

UNIT VII: Telephone handling manners

Receiving the call, problems, in telephonic communication, sample telephonic conversation dialogue form.

UNIT IX: Preparation of Matters of Meetings

The writing of notices, agenda and minutes, organization and conduct of conference, the use of chart, line chart, scatter diagrams, designing messages, title of charts, choosing of suitable charts.

UNIT X: Verbal Communication

Universals of verbal communication, Meaning and barriers in verbal communication.

UNIT XI: Non-Verbal Communication

Non-Verbal behavior as communication, Body communication and body movements, Facial Communication, Space communication-physical environment, silence, paralanguage, and temporal Communication.

UNIT XII: Process of Communication and Barriers in Communication.

Reference Books:-

1. Communication Skills by Richard Ellis
2. The handbook of communication skills by Owen Hargie

BAMCAJ15P --- Reporting & Editing Practical

Crime, Politics

BAMCAJ16P --- Project Viva**SEMESTER II****BAMCAJ21 --- Mass Communication: Concepts and Processes****UNIT I: Introduction to mass communication**

Meaning, needs, Types.

UNIT II: Mass Communication

Characteristics, features, Scope.

UNIT III: Elements

Elements of mass communication.

UNIT IV: Culture of mass communication**UNIT V: Functions of Mass Communication**

To-Persuade, Inform, Educate, and Entertain.

UNIT VI: Tools of Mass communication

Newspaper.

UNIT VII: Models of mass communication

Dependency model, Agenda setting model, Effect model, Model of gate keeping.

UNIT VIII: Theories of mass communication

Authoritarian, Social Responsibility, Soviet Media, Democratization theory.

UNIT IX: Differences

Difference b/w communication and mass communication.

UNIT X: Mass Communication as a global tool.**UNIT XI: Journalism and Mass Communication**

Mass media and modern society-functions-mass media and democracy.

UNIT XII: Verbal & Non-Verbal Communication**Reference Book:-**

1. Mass Communication by Ralph Hanson
2. Introduction to mass communication by Stanley Baron

BAMCAJ22 --- Reporting Techniques and Skills**UNIT I: Principles of reporting**

Functions, responsibilities.

UNIT II: The Business of Mass Media and Reporter**UNIT III: Writing News**

Lead, Types of Leads, Body-Techniques Of re-writing, News agency copy.

UNIT IV: Gathering the News

Reporting and Reporters- Training & Qualification to be a reporter, reporting for Newspaper.

UNIT V: Reporting Techniques

Qualities of a reporter, News-Elements, Sources.

UNIT VI: Types of reporting

Objective, Legal, Political, Crime, Economic & Commercial.

UNIT VII: Problems in reporting

Pitfalls, attribution-off-the-record, embargo, pool reporting.

UNIT VIII: Reporting

Crime, courts, Civil Administration, Civic, culture, politics.

UNIT IX: Writing the story.**UNIT X: Writing for Magazines, Newspapers.****UNIT XI: Photo Journalism .****UNIT XII: Differences**

Reporter and correspondent.

Reference Books:-

1. Investigating reporting by John Ulmann
2. Investigating reporting by David Spark

BAMCAJ23 --- Editing –Concepts and Processes

UNIT I: Introduction

Meaning, Concepts, Objectives.

UNIT II: Nature and Need for editing

Principles, editorial desk, functions of editorial desk.

UNIT III: Copy Editing

Preparation of copy for press, style sheet, editing symbols, proof reading symbols.

UNIT IV: Functions of sub-editor

Qualifications of chief sub-editor, copy selection, copy testing.

UNIT V: Basic Editorial Set-up of a Daily

Position of editor, Managing Editor, Assistant Editor and their functions.

UNIT VI: Structure and functions of news room

Daily newspaper, weekly, periodicals, different sections and functions.

UNIT VII: Editorial Set-Up of a Magazine

UNIT VIII: News Editor

Roles, Responsibility and selection of news.

UNIT IX: Editing Desk Vs Reporting

Chief Sub Editors, Sub Editors and their functions.

UNIT X: Headlining

Principles, types, techniques.

UNIT XI: Language Skills for the Desk

Modern Conventions, Punctuation, Some facts on Spellings, Principles behind Modification.

UNIT XII: Working of the News Room

Coordination Process.

Reference books

1. Self editing by Renni Browne
2. Technical Editing by D.Rude

BAMCAJ24 --- TV Journalism

UNIT I: TV Journalism

Mass Communication: Meaning & definitions, Characteristics & features Scope the concept of Mass & Mass Culture of Mass Communication.

UNIT II: Mass Communication

Interface between Intra personal & Mass Communication.

UNIT III: Media

To-Persuade, Inform, Educate, and Entertain; Other functions; Impact & Influence of Mass Media.

UNIT IV: Theories

Meaning of theories based on scientific study & analysis; Four major theories of Press, according to Fred Siebert, Theodore Peterson & Wilbur, Schramm.

UNIT V: Journalism

Journalism and Mass Communication: Mass media and modern society - functions - mass media and democracy; Print media in India: on overview.

UNIT VI: Piece to Camera.

UNIT VII: Presentation.

UNIT VIII: Interview.

UNIT IX: Programming Production.

UNIT X: Anchoring a show.

UNIT XI: Packaging for a Channel.

UNIT XII: Packaging Stories.

Reference Books:-

1. TV Guide by Dr. Stephen
2. Presenting On TV and radio by Janet

BAMCAJ25P --- Practical

UNIT I: Presentation

UNIT II: Interview

UNIT III: Programming Production

UNIT IV: Anchoring a show

SEMESTER III

BAMCAJ31 --- Basics of camera, Lights and Sound Television

UNIT I: Camera

Meaning.

UNIT II: Video Camera

Types of video camera.

UNIT III: Shots

Different types of shots.

UNIT IV: Camera movements

Tilt, Track, Crane movements etc.

UNIT V: Lenses

Different types of lenses.

UNIT VI: Application of Lenses

UNIT VII: Lighting:

Lights and lighting.

UNIT VIII: Basics of lighting, Techniques.

UNIT IX: Different types of lights used in videography.

UNIT X: Use of filters & reflectors

UNIT XI: Sound

What is sound? UNIT of sound, Voicing.

UNIT XII: Microphones, audio mixers

Types of microphones, use of audio mixers for recording & editing of sound

Reference Books:-

1. Television production handbook by Herbert Zettl
2. An introduction to television studies by Jonathan Bignell

BAMCAJ32 --- Advertising and Public Relations

UNIT I: Introduction to Advertising

Definition, Origin & development, Growth of advertising in India, Scope (Effects on

Economy/Industry), Facets of advertising (As an act of commerce, as hidden persuader).

UNIT II: Purpose of Advertising

Need for advertising, Functions of advertising, Benefits of advertising: To Seller, Buyer & Media.

UNIT III: Types of Advertising

Commercial & Non – commercial, Product & Consumer, Classified & Display; Retail & Wholesale, Regional, National & Co-operative; Govt. advertising, Comparative advertising.

UNIT IV: Advertising as a Communication Tool

Communication Process & Advertising, Communication Principles, Theories applied to advertising.

UNIT V: Advertising as a Marketing Tool

Concept of Marketing & advertising, Marketing Mix - 5 P's in marketing, Segmentation of consumer & positioning of product.

UNIT VI: Advertising Theories

Unique Selling Proposition, Brand Image, Relevance to Indian Advertising.

UNIT VII: Role & effects of Advertising

Negative & Positive Effects, Advertising & Society, Advertising & Development, Role of advertising in National Economy, Social/Public Advertising .

UNIT VII: Role of Public Relations in Corporate Image Building

UNIT IX: Functions of Public Relations

UNIT X: PR as distinguished from Marketing, Sales Promotion & Advertising

UNIT XI: PR Techniques

UNIT XII: Relationship & Duties of the PR Practitioner - Value of IPR Code & the International Codes of Conduct

Reference Books:-

1. Advertising and Public Relations by Stan Tymorek
2. Advertising and public relations by Florence F. Rowles, Ruth Haynes Carpenter, Woman's Occupational Bureau (Minneapolis, Minn.)

BAMCAJ33 ---Press Laws and Media Ethics

UNIT I: Press, Law, Society & Democracy.

UNIT II: Constitutional Safeguards to Freedom of Press.

UNIT III: Press Commissions & their recommendations.

UNIT IV: Press & Registration of Books Act.

UNIT V: Working Journalist Act.

UNIT VI: Law of Libel & Defamation.

UNIT VII: Contempt of Court.

UNIT VIII: Parliamentary Privileges.

UNIT IX: Press Council Act.

UNIT X: Official Secret Act.

UNIT XI: Right to Information.

UNIT XII: Ethics, Self-Regulation & Freedom of Expression.

Reference Books:-

1. Media, ethics and laws by Jan R. Hakemulder, Fay A. C. de Jonge, P. P. Singh
2. Press Laws and Media Ethics by Anil K. Dixit

BAMCAJ34 --- Event Management: Principles and Methods

UNIT I: Role & importance of exhibitions.

UNIT II: Objectives of the exhibition.

UNIT III: Advantage of exhibition over other devices.

UNIT IV: Importance of direct contact.

UNIT V: Choosing the right exhibition - Where to participate.

UNIT VI: Why exhibitions sell? Concept of neutral territory.

UNIT VII: PR for an exhibition.

UNIT VIII: Role of the Press in promotion of an event.

UNIT IX: Publicity inputs or visible aids for promoting an event.

UNIT X: Print & Display material.

UNIT XI: Trade Fair: Uses & Abuses.

UNIT XII: Gauging Cost Effectiveness.

Reference Books:-

1. Corporate actions: a guide to securities event management by Michael Simmons, Elaine Dalgleish
2. Events management by G. A. J. Bowdin, Johnny Allen, William O'Toole

BAMCAJ35 --- Information Technology

UNIT I: Introduction to information technology

Information, Characteristics of information, Uses of information; Flow of information in Organisation, Levels of information, Categories of Information; Information Technology.

UNIT II: Introductory concepts computers

Introduction to computers, Importance of computers, Computer application in various areas of business, Computers in Personnel department, Computers in Finance department, Computers in Marketing department, Computers in Production department, Office Automation.

UNIT III: Applications of Technology

General Application of computers in various fields.

UNIT IV: Fundamentals of computers

Classification of computers, Basic principles of operation of digital computer, Input UNIT, Central processing UNIT, Output UNIT, Computer system, Computer virus.

UNIT V: Development of computers and computer generations

History of computer, Generation of computers, Computer number system.

UNIT VI: Data processing

Data Processing concepts, Data Processing cycle, Objectives of Data Processing; Steps of Data Processing, Data Processing operations, Data Bank, Database; Methods of Data Processing, Transaction Processing.

UNIT VII: Operating system

Functions of operating system, Types of operating system, DOS (Disk Operating System); UNIX operating system, Windows operating system, Windows 98; Windows NT workstation.

UNIT VIII: Networks

Introduction to network, Types of Networks, Local area network (LAN), Wide area network (WAN) Metropolitan area network (MAN), Topologies.

BAMCAJ36P --- Practical

UNIT I: Lenses

UNIT II: Types of camera

UNIT III: P.R. Role

UNIT IV: Event Management

Reference Books:-

1. Introduction to Information Technology by V. Rajaraman
2. Introduction to Information Technology by I. T. L. Education Solutions Limited

SEMESTER IV

BAMCAJ41 --- Global Comparative Media

UNIT I: Media

Media, types of media.

UNIT II: Concepts of global media

UNIT III: Global advertising:

Global advertising, global agencies.

UNIT IV: Global media.

UNIT V: Choice of global media.

UNIT VI: Global market place

Global market place, requirement of global market place.

UNIT VII: Types of global markets.

UNIT VIII Doing business abroad.

UNIT IX: Global campaign

Global campaign, global marketing environment, global consumer research.

UNIT X: Global media environment

Global media environment, global electronic media, global print media, global new media.

UNIT XI: Ethical and legal considerations

Ethical and legal considerations in global media environment, impact of technology.

UNIT XII: Case studies

Case studies in Global media.

Reference Books:-

1. Global entertainment media: content, audiences, issues by Anne Cooper-Chen
2. Comparative media law and ethics by Tim Crook

BAMCAJ42 --- Television Production: Idea to Screen

UNIT I: Selection of the programme topic:

Developing programme briefs (Objectives, Contents, Duration etc).

UNIT II: Researching the topic.

UNIT III: Programme Resources.

UNIT IV: Style and format.

UNIT V: Structuring the programme.

UNIT VI: Storyboard and Script designing.

UNIT VII: Script Layout.

UNIT VIII: Video Recording.

UNIT IX: Editing

What is editing? Rules of editing.

UNIT X: Editing sound; Umatic, Beta & VHS.

UNIT XI: Types of editing

Cut to cut, A/B roll, Assembly and insert editing.

UNIT XII: Media Research Methodology:

Writing support materials, Designing Evaluation Tools and Techniques, Evaluation and field testing of programme, Preview and Analysis of programme.

Reference Books:-

1. Television production by Keith Kyker, Christopher Curchy
2. Television Production by Gerald Millerson, Jim Owens

BAMCAJ43 --- Computer Application for Journalism

UNIT I: Page Maker.

UNIT II: Interfacing.

UNIT III: Working with text.

UNIT IV: Page Setup, Printing, Formatting Techniques.

UNIT V: Graphics and Drawings.

UNIT VI: Corel Draw Environment.

UNIT VII: Working with Objects, Outing.

UNIT VIII: Clipart and Symbols.

UNIT IX: Control of Object Outlines - Text Creation and Alignment.

UNIT X: Bitmap Graphics - Conversions - Graphs.

UNIT XI: COREL SHOW - Cartoons.

UNIT XII: Use of colours in publishing concepts.

Reference Books:-

1. The Handbook of Journalism Studies by Karin Wahl-Jorgensen, Thomas Hanitzsch
2. Computer application for journalism by Rajiv Saxena

BAMCAJ44 --- Print Media and Photo Journalism

UNIT I: Journalism

Concept, Dimension, Growth

UNIT II: Importance, Requirements, Ideals, Nature, Objectives of Journalism

UNIT III: Purpose & Functions.

UNIT IV: What is News?

Definitions, Nature of News, Qualities of News, News Value, Hard & Soft News; Orientation & Perspective, Objectivity & Fairness, News as a process, Verification, special interests.

UNIT V: Why is News Important

Difference between News & Information - Journalism & Communication - Stories of High Interest - Celebrity Journalism, Trends in modern journalism - Influence of TV channels on serious news reporting in print media- Sensationalism & Entertainment.

UNIT VI: News Media Operations

How news media functions? Three Modes of Daily Journalism, National media - How it Nationalizes the news? Agenda setting function of the National media, New categories of News, Approaches of Journalism, Press Organizations.

UNIT VII: News Agency Journalism:

History, functioning & role of PTI and UNI, International News Agencies, Feature, Syndicates.

UNIT VIII Photography

Elements and principles - visual language - meaning - photographer's jargon; composition of photography - subject and light.

UNIT IX: Photographic equipment

Cameras - types - formats - lens - their types and functions - film - types and functions – Accessories.

UNIT X: Camera and Photo

Shots - focus - shutter - speed - selection of subject - different types of photographs - action - photo editing - procedure - pictures for newspapers and magazines – developing photographer's manual and computerised photography.

UNIT XI: Photographing people:

Portrait and still, wildlife; environment; sports; landscape; industrial disasters; photography for advertising; conflicts - war - political and social photography.

UNIT XII: News values for pictures

Photo - essays - photo features; qualities essential for photo journalism; picture magazines - colour photography - impact of technology, practicals, field assignments and their evaluation.

Reference Books:-

1. Photojournalism by Kenneth Kobre, Betsy Brill
2. Print Media and Photojournalism by Charles Nandi

BAMCAJ45P --- Practical

UNIT I: Page Maker

UNIT II: Role of computer in Journalism

SEMESTER V

BAMCAJ51 --- Advertising: Concepts and Principles

UNIT I: Introduction to Advertising

Definition, Origin & development.

UNIT II: Growth of advertising in India.

UNIT III: Scope (Effects on Economy/Industry)

Facets of advertising (As an act of commerce, as hidden persuader).

UNIT IV: Purpose of Advertising

Need for advertising.

UNIT V: Functions of advertising

UNIT VI: Benefits of advertising: To Seller, Buyer & Media

UNIT VII: Types of Advertising

Commercial & Non – commercial, Product & Consumer, Classified & Display, Retail & Wholesale, Regional, National & Co-operative, Govt. advertising, Comparative advertising.

UNIT VIII Advertising as a Communication Tool

Communication Process & Advertising, Communication Principles, Theories applied to advertising.

UNIT IX: Advertising as a Marketing Tool

Concept of Marketing & advertising, Marketing Mix - 5 P's in marketing, Segmentation of consumer & positioning of product.

UNIT X: Advertising as a PR Tool

Relationship of Advertising & Public Relation, Corporate/Institutional Advertising.

UNIT XI: Advertising Theories

Unique Selling Proposition, Brand Image, Relevance to Indian Advertising.

UNIT XII: Role & effects of Advertising

Negative & Positive Effects, Advertising & Society, Advertising & Development, Role of advertising in National Economy, Social/Public Advertising.

Reference Books:-

1. Principles Of Advertising And Imc by Duncan
2. Principles of advertising: a global perspective by Monle Lee, Carla Johnson

BAMCAJ52 --- Cyber Journalism

UNIT I: What is Cyber Space? What is Information Super Highway?

UNIT II: Internet and Information Revolution

UNIT III: Fundamentals of Cyber Media

Comparison of Cyber Media with Print, TV, Radio mediums.

UNIT IV: Advantages & Disadvantages of Cyber Journalism

UNIT V: Writing for Web Media

Basic rules Do's & Don'ts

UNIT VI: Writing News stories

UNIT VII: Features & Articles on the Web,

Interviewing on the Web

UNIT VIII Print & Electronic Media networks are going on the Net.

UNIT IX: Impact of Web Journalism, Recent Trends.

UNIT X: Presentation & Layout of Web Newspapers & Magazines Advertising on the Web.

UNIT XI: Circulation of Web Newspapers Future of Web Journalism.

UNIT XII: Analysis of important Indian News based Websites

Trends in Cyber Reporting & Editing, Impact of globalization on Web Journalism, Cyber Laws, Concept of e-governance.

Reference Books:-

1. Essentials Of Practical Journalism by Vir Bala Aggarwal
2. Journalism And Mass Communication by Hena Naqvi

BAMCAJ53 --- Radio Techniques

UNIT I: Radio Station

Making of a Radio Station.

UNIT II: FM Radio .

UNIT III: Process of Setting Up and Operating an FM Radio Station in India.

UNIT IV: Use and mixing of sound

Audio Effects, Music Voice Modulations Radio Journalism.

UNIT V: Microphones

UNIT VI: Acoustics

UNIT VII: Documentaries

Feature-Documentaries, Plays, Dialogue Writing, Newsreel, Discussions, Interviews, News writing, Commercials / Jingles.

UNIT VIII: Voice Modulations

UNIT IX: Radio Journalism

UNIT X: Elements

Key elements of Radio Writing.

UNIT XI: Traditional Media

Traditional Media, Meaning & Role, Difference between Traditional & Electronic Media.

UNIT XII: Structure of radio

Structure of All India Radio & Door Darshan.

Reference books :-

1. Creating powerful radio by Valerie Geller
2. The Radio Station by Michell

BAMCAJ54 --- Organization and Management**UNIT I: Media organization:**

Meaning, Nature, Forms of Media Organization.

UNIT II: Structure and Functions of Media Organization.

UNIT III: Role and Importance of Media Organizations.

UNIT IV: Management:

Definition, Nature and Management Functions; Planning –Definition, Process and Importance .

UNIT V: The Evolution of Management Theory

Scientific Management Theory, Administrative Management Theory, Behavioral Management theory, Management Science Theory, Organizational Environment Theory.

UNIT VI: Organizational Structure and Design

Responsibility, Authority and Accountability, Span of Control, Centralization and Decentralization.

UNIT VII: Human Resource Planning & Process

Recruitment, Selection, Orientation, Training and Career Development.

UNIT VIII Foundations of Behavior

Attitudes, Personality, and Learning.

UNIT IX: Leadership

Importance and major types, Contemporary Issues in Leadership – empowerment, gender leadership, leadership style across and culture; Motivating employees.

UNIT X: Control Tools and Techniques

Financial, Operational and Behavioral Controls

UNIT XI: Establishing a Media Organization

Steps involved, Process, Importance of Entrepreneurship and Sources of Finance.

19 | Page

UNIT XII: Groups and Teams

Groups, Teams and Organizational Effectiveness, Types of Groups and Teams, Group Dynamics, Managing Groups and Teams for High Performance

Reference books:-

- 1 Stephen P. Robbins & Mary Coulter, Management, Prentice Hall of India
- 2 Anna Bhattacharyajee, The Indian Press – Profession to Industry.

BAMCAJ55P --- Practical

UNIT I: Voice Modulations.

UNIT II: Radio Journalism.

UNIT III: Advertising.

UNIT IV: Web Newspapers Future of Web Journalism.

SEMESTER VI

BAMCAJ61 --- World Media Scenario

UNIT I: World Media scenario since the World War - II

The Cold War Days, Emergence of the Third World Countries, The Non Aligned block and its relevance.

UNIT II: Colonization of Communication

10% population dominating 90% of global news agencies, the news syndicates and mammoth TV network. Why?

UNIT III: Integration between Information and Armament

Close encounters between information & armament, media & military.

UNIT IV: Use of media by power blocks, super powers

UNIT V: Demand for a new information order by developing countries

UNIT VI: Bilateral, multi-lateral & regional information corporation

UNIT VII: Non-Aligned news pool.

UNIT VIII: Struggle for News between developing & developed countries.

UNIT IX: The Gandhian Approach.

UNIT X: Barriers to the flow of news.

UNIT XI: Role of International organizations – UN resolutions on Media related issues.

UNIT XII: Global Challenges in the New Information Age.

UNIT XIII: New World Information and Communication Order

Domination of the Transnational News Agencies, Barriers To The Flow of News.

UNIT XIV Struggle for News between Developed and Developing Countries.

UNIT XV Era of Information Cooperation

Role of International Organizations – UN Resolutions on Media Related Issues; International Practices On Visual Coverage; Regulations in Media Exchange

UNIT XVI Contemporary Trends in World Media

The Media Approach from Eminent Personalities; International Mergers/Media Moguls; Boundaries of Media; Global Challenges In The New Information Age.

Reference books:-

1. Comparing Media from Around the World by Mckenzie.
2. Media and society: challenges and opportunities by Vir Bala Aggarwal

BAMCAJ62 --- Government Information System

UNIT I: Publicity System the need for Government publicity.

UNIT II: Basic principles of Government publicity.

UNIT III: Government publicity guidelines.

UNIT IV: Operation of Government publicity.

UNIT V: Maintaining press relations through press conferences, press releases, press tours.

UNIT VI: Supporting service like background, research, references and photo coverage Government information system.

UNIT VII: Handling Government and other information sources.

UNIT VIII Information needs for a journalist in social, developmental, national and international

areas.

UNIT IX: The press information officers in Ministry and Government Departments.

UNIT X: The Press Information Bureau.

UNIT XI: The UN, UNESCO and World bank officers as source of information.

UNIT XII: The CII, FICCI, as information sources for business, industry.

UNIT XIII: The Bombay Stock Exchange Directory and the Registrar of Companies as sources for profile

UNIT XIV: The press information officers in Ministry and Government Departments.

UNIT XV: Public vs. Private Information Systems

UNIT XVI: E-Government: Concepts, Issues, and Challenges

Reference Books:-

1. Management Information Systems by Joseph, Joseph/mohapatra
2. Let's Review: U.S. History and Government by John McGeehan, Morris Gall

BAMCAJ63P --- Media Research

UNIT I: Writing support materials, Designing Evaluation Tools and Techniques,

UNIT II: Evaluation and field

Testing of programme

UNIT III: Preview and analysis of programme

Research: Basic concepts and methods

UNIT IV: Concepts

Meaning of research, Process of research, Research problem, Research design, Sampling, Hypothesis.

UNIT Methods

Process research, Anthropological research, Historical research, Experimental research, and other types.

UNIT VI: Formative Research

Need assessment.

UNIT VII: Development of audience profile.

UNIT VIII Availability of audience segment.

UNIT IX: Access of the media.

UNIT X: Resource mapping.

UNIT XI: Production research

Print production, Radio programme production, TV programme production.

UNIT XII: Analyzing moving images.

UNIT XIII: Feedback and summative research

Impact of stated objectives and unintended outcomes.

UNIT XIV: Ethics in research.

UNIT XV: Ways of Appreciation

Description, Interpretation.

UNIT XVI: Thinking Methods

Paradigm Shifts, Thinking Methods.

Reference Books:-

1. Media research techniques by Arthur Asa Berger
2. International media research by John Corner, Philip Schlesinger, Roger Silverstone
