



# **HSNC University Mumbai**

(2020-2021)

Ordinances and Regulations

For

Choice Based Credit System

(CBCS)

For the Program Under the Department of Mass Media

in

**The Faculty of Humanities**

For the subject

**Bachelor of Arts in Multimedia and Mass Communication  
(B.A.M.M.C)**

With effect from the Academic year

2020-2021

**Semester I & Semester II**

## Section A

### Outline of Choice Based Credit System as outlined by University Grants Commission:

#### R. 10001: The Definitions of The Key Terms used in the Choice Based Credit System introduced from The Academic Year 2020-2021 are as under:

1. **Core Course:** A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core course.

2. **Elective Course:** A course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill is called an Elective Course.

2.1 **Discipline Specific Elective (DSE) Course:** Elective courses offered by the main discipline/subject of study is referred to as Discipline Specific Elective.

The University/Institute may also offer discipline related Elective courses of **interdisciplinary** in nature (to be offered by main discipline/subject of study).

2.2 **Dissertation/Project:** An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a candidate studies such a course on her/his own with an advisory support by a teacher/faculty member is called dissertation/project. A Project/Dissertation work would be of 6 credits. A Project/Dissertation work may be given in lieu of a discipline specific elective paper.

2.3 **Generic Elective (GE) Course:** An elective course chosen from an unrelated discipline/subject, with an intention to seek exposure is called a Generic Elective.

P.S.: A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice versa and such electives may also be referred to as Generic Elective.

3. **Ability Enhancement Courses (AEC):** The Ability Enhancement

Courses may be of two kinds: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC). "AECC" courses are the courses based upon the content that leads to knowledge enhancement; SEC courses are value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills, etc.

## **Choice Base Credit System**

CBCS allows students to choose inter-disciplinary, intra-disciplinary courses, skill-oriented papers (even from other disciplines according to their learning needs, interests and aptitude) and provides more flexibility for the students.

### **Program:**

A Program is a set of course that are linked together in an academically meaningful way and generally ends with the award of a Degree Certificate depending on the level of knowledge attained and the total duration of study, FMM Programs.

### **Course:**

A 'course' is essentially a constituent of a 'program' and may be conceived of as a composite of several learning topics taken from a certain knowledge domain, at a certain level. All the learning topics included in a course must necessarily have academic coherence, i.e. there must be a common thread linking the various components of a course. A number of linked courses considered together are in practice, a 'program'.

### **Bridge Course:**

Bridge course is visualized as Pre semester preparation by the learner before commencement of the regular lectures. For each semester the unit, whose knowledge is considered as essential for effective and seamless learning in the Semester, will be specified. The Bridge Course can be conducted in online mode. The Online content can be created for the Bridge Course Units.

### **Module and Unit:**

A course which is generally an independent entity having its own separate identity, is also often referred to as a 'Module' in today's parlance, especially when we refer to a 'modular curricular structure'. A module may be studied in conjunction with other learning modules or studied independently. A topic within a course is treated as a Unit. Each course should have exactly 5 Units.

### **Self-Learning:**

**20% of the topics will be marked for Self-Learning.** Topics for Self-Learning are to be learned independently by the student, in a time-bound manner, using online and offline resources including online lectures, videos, library, discussion forums, field work, internships etc.

Evaluative sessions (physical/online), equivalent to the credit allocation of the Self Learning topics, shall be conducted, preferably, every week for each course. Learners are to be evaluated real time during evaluative sessions. The purpose of evaluative sessions is to assess the level of the students' learning achieved in the topics earmarked for Self-Learning.

The teacher's role in these evaluative sessions will be that of a Moderator and Mentor, who will guide and navigate the discussions in the sessions, and offer concluding remarks, with proper reasoning on the aspects which may have been missed by the students, in the course of the Self-Learning process.

The modes to evaluate self-learning can be a combination of the various methods such as written reports, handouts with gaps and MCQs, objective tests, case studies and Peer learning. Groups can be formed to present self-learning topics to peer groups, followed by Question and Answer sessions and open discussion. The marking scheme for Self-Learning will be defined under Examination and Teaching.

The topics stipulated for self-learning can be increased or reduced as per the recommendations of the Board of Studies and Academic Council from time to time. All decisions regarding evaluation need to be taken and communicated to the stakeholders preferably before the commencement of a semester. Some exceptions may be made in exigencies, like the current situation arising from the lockdown, but such ad hoc decisions are to be kept to the minimum possible.

**Credit Point:**

Credit Point refers to the 'Workload' of a learner and is an index of the number of learning Lectures deemed for a certain segment of learning. These learning Lectures may include a variety of learning activities like reading, reflecting, discussing, attending lectures / counseling sessions, watching especially prepared videos, writing assignments, preparing for examinations, etc. Credits assigned for a single course always pay attention to how many Lectures it would take for a learner to complete a single course successfully. A single course should have, by and large a course may be assigned anywhere between 2 to 8 credit points wherein 1 credit is construed as corresponding to approximately 30 to 40 learning Lectures.

**Credit Completion and Credit Accumulation:**

Credit completion or Credit acquisition shall be considered to take place after the learner has successfully cleared all the evaluation criteria with respect to a single course. Thus, a learner who successfully completes a 4 CP (Credit Point) course may be considered to have collected or acquired 4 credits. learner level of performance above the minimum prescribed level (viz. grades / marks obtained) has no bearing on the number of credits collected or acquired. A learner keeps on adding more and more credits as he completes successfully more and more courses. Thus, the learner 'accumulates' course wise credits.

**Credit Bank:**

A Credit Bank in simple terms refers to stored and dynamically updated information regarding the number of Credits obtained by any given learner along with details regarding the course/s for which Credit has been given, the course-level, nature, etc. In addition, all the information regarding the number of Credits transferred to different programs or credit exemptions given may also be stored with the individual's history.

**Credit Transfer:**

(performance transfer) When a learner successfully completes a program, he/she is allowed to transfer his/her past performance to another academic program having some common courses and Performance transfer is said to have taken place.

**Course Exemption:**

Occasionally, when two academic programs offered by a single university or by more than one university, may have some common or equivalent course-content, the learner who has already completed one of these academic programs is allowed to skip these 'equivalent' courses while registering for the new program. The Learner is 'exempted' from 'relearning' the common or equivalent content area and from re-appearing for the concerned examinations. It is thus taken for granted that the learner has already collected in the past the credits corresponding to the exempted courses.

**Note: The Ordinances and Regulations given below are applicable to Program of Humanities under faculty of Mass Media, unless and otherwise specified.**

**O. 1**

Minimum duration of the FMM programme will be of 3 years in the Semester pattern i.e. from Sem. I to Sem. VI.

The degree will be awarded to a learner who successfully completes 120 credits of the programme in period of 3 to 6 years from the year of enrollment to semester VI.

If a learner does not earn 120 credits in 12 semesters from the year of enrolment to semester I, he/she may at his/her option transfer his/her performance in the existing/new program after establishing equivalence between old and new syllabus. Such a performance transfer will be decided by the Board of Studies / Ad-hoc Board / Ad hoc Committee of the concerned subject. The admission to the program will be governed by the existing rules

**O\*\*\*\*\*The fees for transfer of credits or performance will be based on number of credits that a learner has to complete for award of the degree.**

**R10002** Credits earned at one institution for one or more courses under a given program will be accepted under another program either by the same institution or another institution either through Direct Performance Transfer or Course exemption.

**R10003 The Scheme of Teaching and Examination:**

The Scheme of Teaching and Examination shall be divided into THREE components, SELF LEARNING, Internal assessment and External assessment (semester end examination) for each course of the program.

1) **SELF LEARNING** Assessment. Some methodology has been described in Definition of Self Learning. However Subject Teacher is authorized to devise newer methods of evaluation, which must essentially be documented and circulated through mail or written circular to the learners at least 7 days prior to its implementation. 10% of the marks shall be allocated for Self-Learning assessment.

2) **Internal Assessment** includes Assignments, Seminars, Core Practical, Practical, Commutative Test, Practical Record, Unit Tests etc. Subject Teacher is authorized to devise newer methods of evaluation, which must essentially be documented and circulated through mail or written circular to the learners at least 7 days prior to its implementation. For each course, there is a passing minimum for internal Assessment as 40% (12 out of 30 marks).

3) **Semester End Examination** 60% (24 out of 60 will be passing marks) overall 40% (40 out of 100 will be passing marks).

## Section B

### **R. 20001 Passing Standard and Performance Grading:**

#### **PASSING STANDARD:**

The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment & Semester End Examination. The learners shall obtain minimum of 30% marks (i.e. 12 out of 30) in the Internal Assessment and 70% marks in Semester End Examination (i.e. 24 Out of 60) separately, to pass the course and minimum of Grade E in each project, wherever applicable, to pass a particular semester. A learner will be said to have passed the course if the learner passes the Internal Assessment & Semester End Examination together.

#### **PERFROMANCE GRADING:**

The Performance Grading of the learners shall be on the TEN-point ranking system as under:

<b>Grade</b>	<b>Marks Grade</b>	<b>Points</b>
O+	90 & above	10
O	80 to 89.99	9
A+	70 to 79.99	8
A	65 to 69.99	7
B+	60 to 64.99	6
B	55 to 59.99	5
C	50 to 54.99	4
D	45 to 49.99	3
E	40 to 44.99	2
F	(Fail) 39.99 & below	1

**The performance grading shall be based on the aggregate performance of Internal Assessment and Semester End Examination.**

#### **R.20002 Carry Forwards of Marks: In Case of A Learner Who Fails In The Internal Assessment And /Or Semester End Assessment In One Or More Subjects:**

1) A learner who PASSES in the Internal Examination but FAILS in the Semester End Examination of the course shall re-appear for the Semester End Examination of that course. However, his/her marks of the Internal Examinations shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.

2) A learner who PASSES in the Semester End Examination but FAILS in the Internal Assessment of the course shall re-appear for the Internal Examination of that course. However, his/her marks of the Semester End Examination shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.

#### **R. 20003 ALLOWED TO KEEP TERMS (ATKT):**

a. A learner shall be allowed to keep term for Semester II irrespective of number of heads of failure in the Semester I.

b. A learner shall be allowed to keep term for Semester III if he/she passes each of Semester I and Semester II

**OR**

A learner who fails in not more than two courses of Semester I and Semester II taken together.

c. A learner shall be allowed to keep term for Semester IV irrespective of number of heads of failure in Semester III. However, the learner shall pass each course of Semester I and Semester II in order to appear for Semester IV.

d. A learner shall be allowed to keep term for Semester V if he/she passes Semester I, Semester II, Semester III and Semester IV

**OR**

learner shall pass Semester I and Semester II and fails in not more than two courses of Semester III and Semester IV taken together.

e. A learner shall be allowed to keep term for Semester VI irrespective of number of heads of failure in the Semester V. However, the learner shall pass each course of Semester III and Semester IV in order to appear for Semester VI.

f. The result of Semester VI of a learner, in regular program, shall be kept in abeyance until the learner passes each of Semester I, Semester II, Semester III, Semester IV and Semester V.

g. The result of Semester VI of a learner, in Honours program, shall be kept in abeyance until the learner passes each of Semester I, Semester II, Semester III, Semester IV and Semester V and additional

#### **R.20004 ADDITIONAL EXAMINATION: INTERNAL ASSESSMENT:**

#### **Eligibility norms to appear for the additional class test or assignment or project for learners who remained absent:**

a. The learner must apply to the Head of the Institution / School / Department giving the reason(s) for absence within 8 days of the conduct of the examination along with the necessary documents and testimonials.

b. If the learner is absent, on sanctioned leave from head of Institution / School / Department, for participation in Inter Collegiate events, State or National or International level events, Training camp or coaching camp organized by authorized university or state or national or international bodies, NSS / NCC Events / Camps / cultural activities / sports activities / research festival or any other activities authenticated by the head of the institution, the head of the Institution shall generally grant permission to the learner to appear for the additional class test or assignment.



c. The Head of the Institution, on scrutiny of the documents and testimonials, may grant the permission to the learner to appear for the additional examination.

### **Class test or assignment for Internal Assessment:**

a. A learner who is absent for the class test and for all the assignment/s will be declared fail in the Internal Assessment Scheme.

b. A learner who is absent for the class test and has appeared for all the assignment/s will be allowed to appear for the additional class test

c. A learner who has appeared for the class test but remains absent for all the assignment/s will be allowed to appear for only one additional assignment.

d. A learners who is absent for the class test or one assignment as the case may be the learner will be allowed to appear for the additional class test/assignment.

The Additional Class Test (or viva examination) or Assignment must be conducted 15 days prior to the commencement of the Semester End Examination after following the necessary procedure and completing the formalities.

### **SEMESTER END EXAMINATIONS**

#### **Eligibility to Appear for Additional Semester End Examination:**

a. A learner who does not appear i.e. remains absent in some or all the courses on medical grounds or for representing the college / university in sports, cultural activities, activities of NSS, NCC or sports training camps conducted by recognized bodies / competent authorities or for any other reason which is considered valid under exceptional circumstances and to the satisfaction of the Principal or the Head of the Institute OR fails in some or all the subjects is eligible to appear for the additional examination.

A learner who does not appear for both the Internal Assessment and Semester End Examination shall not be eligible to appear for the additional Semester End Examination.

The additional Semester End Examination shall be of two and half Lectures duration and of 70 marks. The learner shall appear for the course of the Semester End Examination for which he/she was absent or has failed.

#### **MODE OF CONDUCT OF SEMESTER END ADDITIONAL EXAMINATION:**

a) There will be one additional examination for semester I, II, III and IV for those who have failed or remained absent.

b) The absent learner will be allowed to appear for the examination by the head of the institution after following the necessary formalities subject to the reasons to the satisfaction of the head of the institution.

c) This examination will be held 20 days after the declaration of results but not later than 40 days.

### **PROJECT EVALUATION**

1. A learner who PASSES IN ALL THE COURSES BUT DOES NOT secure minimum grade of E in project as applicable has to resubmit a fresh project till he/she secures a minimum of grade E.  
2. The credits and grade points secured by him/her in the other courses will be carried forward and he/she shall be entitled for grade obtained by them on passing of all the courses.

3. The evaluation of project and viva/voce examination shall be done by marks only and then it will be converted into grade in the Ten-point scale and award the same to the learner.

4. A learner shall have to obtain minimum of grade E (or its equivalent marks) in project evaluation and viva/voce taken together to obtain 30% marks in project work.

### **R.\*\*\*\*: Grade Cum Marks Cards:**

The result gazette and the format of the Grade Cards for the semesters conducted by colleges on behalf of the University will be uniform for all the Colleges / Institutions as indicated in the manual for the faculty.

### **R.\*\*\*: Semester wise Credit allocation:**

Course	Sem-I	Sem-II	Sem-III	Sem-IV	Sem-V	Sem-VI	Total credit
BAMMC	20	20	20	20	20	20	120

**R.\*\*\*\*\* GRACING:** The gracing shall be carried out as per existing ordinances of the University in force.

### **R.\*\*\*\* Question Papers Setting, Assessment Pattern:**

1. The question papers shall be set and assessed by the teacher, teaching the course. If the course is taught by more than one teacher, the question paper shall preferably be set jointly and assessment of the sections / questions shall be done by the respective teacher.

2. The College authorities may request the teachers from other institutes teaching the course to set the question paper and/or assess the answer papers. However, for such actions the university authorities may seek proper reasons and justifications from the concerned Head of the Institute.

3. The question paper set by the college in different courses shall be forwarded to the University within 15 days of the declaration of the results for the semester for being placed before the respective Board of Studies, which shall report their observations to the Academic Council and inform the observations of the Board and the Academic Council to the concerned colleges.

**R.\*\*\*\* Centralized Assessment:**

The entire work of assessment of the answer papers at the Semester End Examinations shall be centralized within the premises of the concerned college as per the provisions of the University Act and shall be open to inspection by the University. The College can appoint a Committee of 5 members to plan and conduct the CAP Center to ensure smooth, efficient and effective conduct of CAP and Completion of the Assessment.

**R.\*\*\*\* Verification and Revaluation:**

Shall be as per the existing ordinances and regulation / & Vice Chancellor's Directive of the University.

**R.\*\*\*\* Ex-student:** Learners who are declared failed, on account of failure at the Internal Assessment and/or Semester End Examinations or who have been allowed to keep terms for the higher class shall appear as ex-student for the Internal Assessment and/or the Semester End Examination in the failed course at the examinations held by their respective college. Examination for the ex-students will be held at least 15 days prior to the Semester End Examination of the next Semester as per the pattern of the course in the respective (failed) semester examination. The examinations for the ex-students shall be held in every semester.

**R.\*\*\*\* College Examination Committee:** The College Examination Committee shall consist of not more than 10 members, nominated by the Principal / Head of the Institute. One of the members shall be the Chairman of the Committee. The Committee will act as the custodian and shall be In-charge of all the matters pertaining to the Internal Assessment, Semester End Examination of regular as well as ex-students for all the examination at Semester I to IV and for the Internal Assessment for Semester V and VI including preparation of time table, setting of the question paper, arrangement for assessment of the answer books, the declaration of the results, attending to and resolving the grievances/queries of the learners which are not part of Unfair Means Inquiry Committee, keeping records of the assessment of all the assessments and examinations, scrutiny of the student's eligible to appear for the additional examination and any other matter pertaining to the conduct of the additional and examination for the ex-students. The committee shall work as per the rules & regulation of the University and under the superintendent of the Principal/ Head of the Institution but as per direction of University Examination authority from time to time.

**R.\*\*\*\* College Unfair Means Inquiry Committee:** The College Unfair Means Inquiry Committee as per the prevailing ordinances of the University. The term of the committee shall be for five years subject to the provision of the Maharashtra Universities Act. The proceedings and working of the committee shall be maintained in the form of documents and minutes.

**R.\*\*\*\* Sets of Question papers:** Three different sets of question papers shall be drawn with the model answer paper and assessment scheme per course for every Semester End Examination one of which shall be used for the regular examination, the second set can be used for the additional examination and the third set can be used for the examination for the ex-student. Similarly, two sets of question papers shall be drawn for every test/assignment

conducted per course one of which shall be used for the examination and the other for the additional examination.

**R.\*\*\*\* Remuneration to Paper Setters / Examiners / Teaching and Non-**

**Teaching Staff:** The remuneration payable to the paper setters and examiners will be as prescribed by the University Statute from time to time. The remuneration payable to the teaching and non-teaching staff appointed for the conduct of the examinations will be as per the rates prescribed by the University for the conduct of the Third Year Examinations by the University in the concerned faculty

**R.\*\*\*\*\* GRACING:** The gracing shall be carried out as per existing ordinances of the University in force

**O.\*\*\*\*\*: - Grace Marks passing in each head of passing:** Grace Marks passing in each course/ head of passing (Theory/ Practical/ Oral/ Sessional/ TW/ External / Semester End Exam / Internal Assessment) The examinee shall be given the benefit of grace marks only for passing in each course / head of passing (Theory / Practical / Oral / Sessional/ TW) in External / Semester End Examination or Internal Examination Assessment as follows:

Head of Passing	Grace Marks Upto
Upto - 50	<b>2</b>
051 - 100	<b>3</b>
101 - 150	<b>4</b>
151 - 200	<b>5</b>
201 - 250	<b>6</b>
251 - 300	<b>7</b>
301 - 350	<b>8</b>
351 - 400	<b>9</b>
401 and above	<b>10</b>

Provided that the benefit of such gracing marks given in FMM courses head of passing shall not exceed 1% of the aggregate marks in that examination. Provided further that the benefit of gracing of marks under this Ordinance, shall be applicable only if the candidate passes the entire examination of semester / year. Provided further that this gracing is concurrent with the rules and guidelines of the UGC.

**O.\*\*\*\*\*:-GraceMarks for getting Higher Class / Grade**

A candidate/learner who passes in all the subjects / courses and heads of passing in the examination without the benefit of either gracing or condonation rules and whose total number of marks falls short for securing Second Class /Higher Second Class/ First Class or next Higher Grade by marks not more 1% of the aggregate marks of that examination or up to 10 marks, whichever is less, shall be given the required marks to get the next higher or grade as the case may be.

Provided that benefits of above-mentioned grace marks shall not be given, if the candidate fails to secure necessary passing marks in the aggregate course / head of passing also, if prescribed, in the examination concerned.

Provided further that benefits of above-mentioned grace marks shall be given to the candidate for such examination/s only for which provision of award of Class / Grade has been prescribed.

Provided further that this gracing is concurrent with the rules and guidelines of the UGC.

**O.\*\*\*\*Grace Marks for getting distinction / Grade 'O' inthe subject / course only.**

A candidate/learners who passes in all the Courses or Subjects/ Heads of passing in the examination without benefit of either gracing or condonation rules and whose total number of marks in the courses/ subject/s falls short by not more than three marks for getting Grade 'O'/ distinction in the courses / subject/s respected shall be given necessary grace marks up to three (03) in maximum two subjects, courses subject to maximum 1% of the total marks of that Head of Passing whichever is more, in a given examination.

Provided that benefits of above-mentioned grace marks shall not be given to the candidate only for such examination/s for which provision for distinction in a course /subject has been prescribed.

**O. \*\*\*\*\* Condonation**

If a candidate/learners fails in only one course/ head of passing, having passed in all other courses/ heads of passing, his/her deficiency of marks in such head of passing may be condoned by not more than 1% of the aggregate marks of the examination or 10% of the total number of marks of that course / head of passing in which he/she is failing, whichever is less. However, condonation, whether in one head of passing or aggregate head of passing be restricted to maximum up to 10 marks only.

Condonation of deficiency of marks be shown in the Grade Card/ Statement of Marks in the form of asterisk and Ordinance number. Provided that this condonation of marks is concurrent with the rules and guidelines of UGC.

**O.\*\*\*\*\* Moderation**

1. The Moderation System shall be application to all the faculties for Under Graduate and Post Graduate Semester End Examination / External Theory Examination.

2. 100% moderation of the answer book shall be carried out in the case of candidates failing by 10% of marks of the aggregate marks of that course / paper.

3. In case of FMM course, 100% moderation shall be carried out in case of candidates obtaining 70% and above marks or Grade 'O'.

4. The moderation of answer books of at least 5% of total number of candidates obtaining marks between Grade 'E' / minimum passing marks and marks required for Grade 'A' and above First Class/ distinction shall be carried out on random sample basis.

5. One moderator shall be appointed per five examiners. However, Chairman, Board of paper setters will act as the moderator, where there are less than five examiners.

6. Moderation work shall be carried out simultaneously with the central assessment of answer books at CAPs.

7. Where marks awarded by the moderator vary from those awarded by original examiner, the marks awarded by the moderator shall be taken as final.

8. University shall formulate detailed scheme of moderation on the basis of guidelines given above.

**O.\*\*\*\*\*: Vigilance Squad**

1. The Vigilance Squad/s of not less than three and not more than four members shall be appointed by the Vice Chancellor to visit the Centers of University Examinations to:

i. Ensure that the University Examinations are conducted as per norms laid down.

ii. Observe whether the Senior Supervisors and Block Supervisors are following scrupulously instructions for conduct of the University Examinations.

iii. Check the students who try to resort to malpractices at the time of University Examinations and report such case to the University.

2. The Vigilance Squad is authorized to visit any Examination Centre without prior intimation and enter office of the In-charge of the Examination Centre to check the record and other material relating to the conduct of Examination. They can enter in any block of Examination for checking the candidates identify card, fee receipt, hall tickets etc. to ascertain the authenticity of the Candidate. The Vigilance Squad shall be authorized to detect use of malpractices and unfair means in the University Examination.

3. The Vice Chancellor shall appoint Vigilance Squad which may include: Senior Teachers of Affiliated College/Recognized Institution/ University Departments /Teachers and desirably one lady teacher; and any other person as the Vice Chancellor considers appropriate.
4. The Chairman of Vigilance Squad/s shall submit the report on surprise visit directly to the Vice Chancellor with a copy to the concerned Principal. The Vigilance Squad/s may make suggestions in the matter of proper conduct of examinations, if necessary.
5. The Principal of the College where the center of examination is located shall be responsible for the smooth conduct of examination. He/ She shall ensure strict vigilance against the use of unfair means by the students and shall be responsible for reporting such cases to the University as well as the law of enforcing authority.

#### **O.\*\*\*\*\*Amendments of Results**

1)**Due To Errors** In any case where it is found that the result of an examination has been affected by errors, the Controller of Examinations shall have power to amend such result in such manner as shall be in accordance with the true position and to make such declaration as is necessary, with the necessary approval of Vice Chancellor, provided the errors are reported / detected within 6 months from the date declaration of results. Errors detected thereafter shall be placed before the Board of Examinations.

Error Means: -

- i) Error in computer/data entry, printing or programming and the like.
- ii) Clerical error, manual or machine, in totaling or entering of marks on ledger/register.
- iii) Error due to negligence or oversight of examiner or any other person connected with evaluation, moderation and result preparation.

2. Due to fraud, malpractices etc.

In any case where the result of an examination has been ascertained and published and it is found that such result has been affected by any malpractices, fraud or any other improper conduct whereby an examinee has benefited and that such examinee, has in the opinion of the Board of Examination been party of privy to or connived at such malpractice, fraud or improper conduct, the Board of Examination shall have power at any time notwithstanding the issue of the Certificate or the award of a Prize or Scholarship, to amend the result of such examinee and to make such declaration as the Board of Examination considers necessary in that behalf.

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## Section C

### Bachelor of Arts in Multimedia and Mass Communication

#### Part 1 - Preamble

The Bachelor of Arts in Multimedia and Mass communication program is started with an aim to make the students employable and impart industry-oriented training.

**1. Course Objective:** The main objectives of the course are:

- To think analytically, creatively and critically in developing robust, extensible and highly maintainable technological solutions to simple and complex problems related to human, technology and environmental factors.
- To work effectively as a part of a team to achieve a common stated goal.
- To adhere to the highest standards of ethics, including relevant industry and organizational codes of conduct.
- To develop an aptitude to engage in continuing educational and professional development.

The syllabus spanning three years covers the industry endorsed relevant courses. The students will be ready for the jobs available in different fields of media.

**2. Process adopted for curriculum designing:**

The process involved both Academia & Industry professionals & the methods adopted were:

- Brainstorming
- Deliberations
- Personal Interactions
- Studied syllabi of other Universities & colleges in India and custom-made the same to our programs.

**3. Salient features, how it has been made more relevant:**

The mass media course of Bombay university started in the year 2000. It is now two decades since the course came into force and the media course today needs to be made more relevant to suit the current times. The Media landscape has changed a lot in the last two decades. The programs are relevant in today's academic sphere as:

- Traditional media has changed -in presentation & content
- Internet has become more accessible and has penetrated far and wide making academia accessible.
- Media convergence has grown paving way for collaborations across geographical boundaries
- Increased viewership of Films & TV content across platforms
- Boom of radio and digital audio platforms
- Growth of Transmedia



#### **4. Learning Objectives:**

The syllabi for the two undergraduate programs is for three years:

FYBAMMC and FYBAFTNMP

The learning outcomes involve both understanding the theoretical perspectives and practical applications.

The programs enable students to learn:

- Global awareness of political, social, environmental, and corporate issues.
- To deal with issues- sensitively, cognitively & compassionately.
- The foundation, process, and practices of writing & be proficient in the same indifferent media.
- The foundation, process and nuances of filmmaking across platforms & be proficient in the same.
- To conceptualize, design, and produce content aesthetically.
- To acquire the knowledge, skills, and values that prepare them for future careers.

#### **5. Learning Outcomes:**

- Be future ready for a variety of careers in the media industry including - Print, Broadcast, Films, New Media, Media Research.
- Appreciate the interdisciplinary nature of the programs & on graduation, apply it in their jobs effectively.
- Ensure that they have a global awareness of political, social, and environmental issues to incorporate the same in their field of work.
- To understand the nuances of the economics of the media industry, regulatory constraints, Ethical concern, and the role of Intellectual property Rights in India & around the world.
- To be groomed through various practices to be responsible media professionals.

## Part 2 - The Scheme of Teaching and Examination

### Semester – I

Sr. No.	Choice Based Credit System			Subject Code	Remarks
1	Core Course			UHFMM103 UHFMM104 UHFMM106	
2	Elective Course	Discipline Specific Elective (DSE) Course			
		2.1	Interdisciplinary Specific Elective (IDSE) Course		
		2.2	Dissertation/Project		
		2.3	Generic Elective (GE) Course	UHFMM101 UHFMM105	
3	Ability Enhancement Compulsory Courses (AECC)			UHFMM102	
	Skill Enhancement Courses (SEC)				
UHFMM – Undergraduate Humanities Faculty of Mass Media					

### First year Semester -I Internal and External Assessment Details

Sr No	Subject Code	Subject Title	Lectures Per Week (Lecture of 45min)				Evaluation Scheme						Total Marks
			Units	S L	L	P	CR	SLE	TA	CT	SEE	PE	
1	UHFMM101	Effective Communication-1	4	20 %*	4	-	4	10	20	10	60	-	100
2	UHFMM102	Foundation Course for-I	4	20 %*	4	-	4	10	20	10	60	-	100
3	UHFMM103	Computers Multimedia-1	4	20 %*	4	4	4	10	20	10	60	-	100
4	UHFMM104	Fundamentals of Mass Communication	4	20 %*	4	-	4	10	20	10	60	-	100
5	UHFMM105	History	4	20 %*	4	-	4	10	20	10	60	-	100
6	UHFMM106	Introduction to Economics for Media	4	20 %*	4	-	4	10	20	10	60	-	100
Total Lectures/ Credit			(24+4) per week/20				20		Total Marks				600

**\*One to two lectures to be taken for CONTINUOUS self -learning evaluation**

Sr No	Subject Code & Title	Subject Unit Title		Lectures (50 min)	Total Lectures	Credit	Total Marks
<b>1</b>	UHFMM101E Effective Communication-I	1	Introduction to Communication	16	48	2	100 (60+40)
		2	Reading-English, Hindi Or Marathi	14			
		3	Thinking and Presentation Skills	06			
		4	Translation Skills	12			
<b>2</b>	UHFMM102 Foundation Course-I	1	Introduction to Sociology	06	48	2	100 (60+40)
		2	Society and Social Interaction Social Institution	12			
		3	Social Stratification	10			
		4	Media with Reference to Sociology of News Culture and Media	10			
		5	Socialization, Social group & Social control	10			
<b>3</b>	UHFMM103 Computers Multimedia-I	1	Photoshop: Pixel based Image editing Software	08	48 + 48 (Practical Sessions)	2	100 (60+40)
		2	CorelDraw: Vector based Drawing software	08			
		3	Quark Xpress/ InDesign: Layout Software	10			
		4	Premiere Pro: Audio-visual: Video editing software	10			
		5	Sound Forge/Sound Booth: Sound Editing Software	12			
<b>4</b>	UHFMM104 Fundamentals of Mass Communication	1	Introduction and overview of Mass Communication	10	48	2	100 (60+40)
		2	History of Mass communication	10			
		3	Major forms of mass media	10			
		4	Impact of Mass Media on Society	10			
		5	The New Media and media convergence	08			
<b>5</b>	UHFMM105 History: Media Perspective	1	Europe, US & The World Wars	12	48	2	50
		2	Cold War The Rise and Fall of Communism China and Far East	10			
		3	UNO Formation	10			
		4	Indian History Formation of the State of Maharashtra Africa	10			
		5	Role of Social Media History of Media	06			

<b>6</b>	UHFMM106 Introduction to Economics for Media	1	Nature and Scope of Microeconomics	06	48		
		2	Demand and Supply Analysis	06			
		3	Production Function Costs of Production	10			
		4	Macro Economics-I Introduction to Macroeconomics Market Structure Banking and Monetary Policy	12			
		5	Macro Economics -II Overview of Indian Economy India in the World Economy	10			
			TOTAL			20	600

- **Lecture Duration – 50 Minutes (48 sessions)**

## Part 3:Detail Scheme Theory

### I Year Semester – I Units – Topics – Teaching Lectures

**Curriculum Topics along with Self-Learning topics** - to be covered, through self-learning mode along with the respective Unit. Evaluation of self-learning topics to be undertaken before the concluding lecture instructions of the respective unit.

#### UHFMM-101 Effective Communication

(Total Lectures: 48)

#### Unit-1: Introduction to Communication[16Lectures]

- 1.1 The Concept of Communication:** Communication, its concepts, process Importance of Communication in Media; Differences between Technical and General Communication; Barriers to Communication; Measures to Overcome the Barriers to Communication.
- 1.2 Types of Communication:** Types of Communication - Verbal Communication: Importance of verbal communication, Advantages of verbal communication, Advantages of written communication, Significance of Non-verbal Communication.
- 1.3 Oral communication and media:** Storytelling, Anchoring, voice modulation, interview, public speaking, skits/ plays, panel discussions, voice over, debates and group discussion
- 1.4 Listening Skills:** Listening Process, Classification of Listening, Purpose of Listening, Common Barriers to the Listening Process, Measures to Improve Listening, Listening as an Important Skill in Work Place.

#### Unit -2:Reading -English, Hindi OR Marathi[14 Lectures]

- 2.1 Types of reading:** Skimming and scanning Reading - examples Newspaper / Magazine article, TV, feature and documentary, radio bulletins, advertising copy, press release in English, Hindi OR Marathi, Recognizing aspects of language particularly in media. Importance of spelling
- 2.2 Various aspects of Language:** Recognizing various aspects of language particularly related to media, Vocabulary 100 media words
- 2.3 Grammar & Usage:** Grammatical structure – spelling, structure of sentences, Active / Passive voice, tenses, Idioms, Phrases, proper usage of homophones, homonyms etc. (Kindly provide practice session- Test, Quiz etc)

#### Unit -3:Thinking and Presentation[06Lectures]

- 3.1 Thinking:** Types of thinking (rational, logical, critical, lateral etc.), Errors in thinking, Partialism, Time scale, Egocentricity Prejudices, Adversary Thinking
- 3.2 Presentation:** Presentation, its importance, Steps in Making a Presentation, Delivering a Presentation

## Unit-4: Translation Studies[12 Lectures]

- 4.1 Introduction to Translation:** Concept, importance, need for translation, challenges in translation, problems and importance of Information and Technology in translation, Interpretation: Meaning, Difference between interpretation and translation
- 4.2 Interpretation:** Interpretation: Meaning, Difference between interpretation and translation
- 4.3 Role of Translator:** Translator and his role in media, Qualities, Importance of Translator, Challenges faced by translator

Self-Learning topics (Unit wise)	
Unit	Topics
1	<b>To be discussed by the respective professor in the beginning of the semester</b>

Online Resources	
1	<b>Effective Communication (I):</b> Communication Technology: <a href="http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_pg.php/704">http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_pg.php/704</a>

### Reference Books:

Sr. No.	Title Author/s Publisher	Edition Year
1	Norman Lewis, (1975), Word Power Made Easy, Pocket Books	
2	Edward de Bono (1999), Six Thinking Hats, Little, Brown & Company.	
3	Wren, P.C.; Martin, H.; Prasada Rao, N.D.V. (1973–2010). High School English Grammar & Composition. New Delhi: S. Chand.	
4	Sanjay Kumar, Pushp Lata, (1 <sup>st</sup> January 2015), Communication Skills, Oxford Printing Press	

**Unit -1: [06 Lectures]**

- 1.1 Introduction to Sociology:** Definition, concept of social interaction and social relationships, scope and application/uses of sociology for media students-the Sociological Imagination as the main methodology/tool for media to understand the subject as a science
- 1.2 Society and Social Interaction:** Types-Rural, Urban, Tribal and Civil Society

**Unit -2: [12Lectures]**

- 2.1 Social Institution:** Social Structure:Institutions- Family, Marriage, education, religion, economy(just definitions),social stratification
- 2.2 Social stratification:** gender, class, age and caste(focus should be on this).

**Unit -3: [12Lectures]**

- 3.1 Culture and Media:** Aspects of culture- the elements of culture: Language, Norms and Values; Innovation, Diffusion and Lag; Variations and attitudes towards variation in culture- changes in values in India and the role of media
- 3.2 Socialization:** Importance-Anticipatory and Sex role socialization,Resocialization;Agencies with special reference to media and its impact
- 3.3 Sociology of news: Types, current trends -Digital and social media,**

**Unit -4: [10Lectures]**

- 4.1 Social control:** Types- Informal and formal: the concepts of piracy, copyright, censorship, laws.
- 4.2 Groups:**Types:primary,secondary;reference groups.

**Unit -5: [08Lectures]**

- 5.1 Collective behavior:**crowd,disaster,panic,rumour,fashion
- 5.2 Social change and social movements:** Concepts; the role of the media

**Self-Learning topics (Unit wise)**

Unit	Topics
1	<b>To be discussed by the respective professor in the beginning of the semester</b>

**Online Resources**

1	<b>Foundation Course (I)-</b> Principles of Sociology: <a href="http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/4">http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/4</a>
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**Reference Books**

Sr. No.	Title Author/s Publisher	Edition Year
	Giddens Anthony, 2009, Sociology, 6 <sup>th</sup> Edition, Polity Press	

**Unit -1:Photoshop: Pixel based Image editing Software[08 Lectures]**

- 1.1 Introduction to Photoshop:**Image editing theory, Bitmaps vs Vectors, when to use Photoshop and when to use drawing tools
- 1.2 Photoshop Workspace:**The tools, Toolbox controls Property bar, Options bar, Floating palettes
- 1.3 Working with images:** Image mode, Image size, canvas size, Image resolution, size and resampling What is a perfect resolution?Cropping to size and resolution Resizing v/s resampling
- 1.4 Image Editing:** Levels, Curves,Contrast adjustment, Colour adjustment Photo filters
- 1.5 Working with text:** Text layer, Character palate, Paragraph palate, Text resizing, Text color, Text attributes Working on simple project/one-page design

**Unit -2: CorelDraw: Vector based Drawing software [08 Lectures]**

- 2.1 Introduction to CorelDraw:**CorelDraw Interface, Tool Box, Importing files in CorelDraw, Different file formats
- 2.2 Using text:**Artistic and paragraph text, Formatting Text, Embedding Objects into text,Wrapping Text around Object, Linking Text to Objects TextC2C:
- 2.3 Exploring tools:** Basic shapes: Cut, Erase, Combine, shaping tool: Nodes, Handles, Corners, Convert to Curves: Reshaping, Creating figures,Logos
- 2.4 Applying effects:** Power of Blends, Distortion and contour Effects, Envelopes, Lens effects, Transparency, Creating Depth Effects and Power Clips
- 2.5 Exporting in CorelDraw:** Exporting, Types of export, Exporting for other software

**Unit -3: Quark Xpress/ InDesign: Layout Software[10 Lectures]**

- 3.1 Introduction to QuarkXpress:**List the menus, List the tools, Benefits of using Quark, Application of Quark
- 3.2 Text edits in Quark:**Format of text, Purpose of text selection, Aligning text in different design formats, Text alignment, with embedded images
- 3.3 Using Palette:** Using palettes for different types of publications made in quark, Magazine in quark, Newspaper in quark
- 3.4 Colour correction in quark:** Embedding images in proper formats, Colour correction on the images, Adjusting according to the color tone of the publication,



**3.5 Exporting files:** Types of files, Exporting for different publications/templates, Newspaper, magazine, etc.

**Unit -4: Premiere Pro: Audio-visual: Video editing software[10 Lectures]**

- 4.1 Introduction to Editing:**Editing importance, Great editing examples, Editing for different formats(film/ad/news/etc.)
- 4.2 Introduction to Premier Pro:**How premiere helps in editing, Understanding the toolbar, importing files, Experimenting with video and audio layers, Basics of editing (cut/layers/different windows/etc.)
- 4.3 Understanding file formats:** Understanding different file formats (AVI/MPEG/MOV/H264, etc.), Importing raw footage for edits, performing video checks while editing
- 4.4 Using colour grading:** What is color grading, Examples of color grading Using filters and pre-sets in color mixing, Applying pre-sets on layers for editing
- 4.5 Exporting and rendering:** Exporting in different formats, choosing right formats for exposing, managing quality while exporting, Rendering and maintain file format,Improving quality and time to render techniques

**Unit -5: Sound Forge/Sound Booth: Sound Editing Software[12 Lectures]**

- 5.1 Introduction to Digital Audio:** Sound basics, Audio band pitch volume Understanding Digital audio Sampling, bit rate
- 5.2 Concept of Dolby Digital:**Mono, Stereo, Quadrophonic Surround sound, 5.1 Channel, Subwoofer Difference in Dolby Digital and DTS, More about DTS Three-way sound speaker
- 5.3 Sound Recording:** Recording Equipment, Microphone and Types of microphones Preamps, Power amps, Sound card Input from audio sources, Extract audio from CD Different audio saving formats Wave, WMA, CDA, MP3
- 5.4 Working with Sound:** Workspace, Play bar, timeline, Transport tool bar, Working with audio file Basic editing, cut/copy/paste, paste special Using Markers, Regions and Commands Sound processing techniques Channel converter, Bit depth converter
- 5.5 Advanced Sound Processing:** Delay, Echo, Reverb, Chorus Mixing sounds Noise gating.Expansion, changing pitch and Time duration Sound track outputCreate your audio CD and mark chapters

Self-Learning topics (Unit wise)	
Unit	Topics
1	<b>To be discussed by the respective professor in the beginning of the semester</b>

Online Resources	
1	<b>Computers and Multimedia (I):</b> Computer Applications for Mass Media: <a href="http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module Ug.php/121">http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module Ug.php/121</a>

<b>Reference Books</b>		
<b>Sr. No.</b>	<b>Title Author/s Publisher</b>	<b>Edition Year</b>
1	Lisa DaNae Dayley, Brad Dayley, (November 2013), Photoshop CC Bible, Photoshop Bible McLeLand Willey Publication	
2	Prof. Satish Jain, M. Geetha, (2019), Corel Draw Training Guide, BPB Publication	
3	Quark Express-9: Prepress Know-How Noble Desktop Teachers	
4	Desktop Publishing with Quark 10 Kindle version	
5	Debasis Sen, (2004), Understanding Digital Music and Sound Forge BPB Publications	

**Unit-1:[10Lectures]**

- 1.1 Introduction and overview:** Meaning and importance of Mass Communication  
 Forms of Communication: Intra Personal Communication, Interpersonal Communication, Group Communication, Mass Communication: Electronic, Satellite, Interactive, Digital Communication etc. Functions & Barriers to Communication  
 Models of Communication: Lasswell's Model, Gerbner's Model, Sociological Model, Gatekeeping Model, De fleur's Model of the Taste-differentiated Audience Model, Hub Model, Sadharanikaran model.

**Unit-2:[10Lectures]**

- 2.1 History of Mass communication:** From oral to communication (Kirtan, Davandi, Powada, Nagara), From Electric to Electronic communication, From electric to Digital communication, Contemporary scene in Indian communication landscape

**Unit-3:[10Lectures]**

- 3.1 Major forms of mass media:** Traditional & Folk Media: Print: Books, Newspapers, Magazines Broadcast: Television, Radio Films, Internet

**Unit-4:[10Lectures]**

- 4.1 Impact of Mass Media on Society:** Social Impact (With social reformers who have successfully used mass communication), Political Impact (With political leaders who have successfully used mass communication), Economic Impact (With how economic changes were brought about by mass communication), Developmental Impact (With how the government has successfully used mass communication), Impact of mass media on – Education, Children, Women, Culture, Youth, Development.

**Unit-5:[08Lectures]**

- 5.1 The New Media and media convergence:** Elements and features, of new media, Technologies used in new media, Major challenges to new media Acquisition- personal, social and national, Future prospects.

Self-Learning topics (Unit wise)	
Unit	Topics
1	<b>To be discussed by the respective professor in the beginning of the semester</b>

Online Resources	
1	<b>Fundamentals of Mass Communication-</b> Introduction to Mass Communication: <a href="http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/125">http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/125</a>

Reference Books		
Sr. No.	Title Author/s Publisher	Edition Year
1	Denis McQuail, Mark Deuze, (2020), McQuail's Media and Mass Communication Theory 7th Edition, Sage Publications Ltd.	
2	Rowland Lorimer, Mike Gasher, David Skinner, (2007), MassCommunication, 6 <sup>th</sup> Edition , Oxford University Press.	
3	JeanFolkertsandStephen Lacy, TheMediainYourLife:AnIntroductiontoMassCommunication,(PearsonEducation)	
4	MassCommunicationEffects:JosephKlapper	
5	MassCommunication&Development:Dr.BaldevRajGupta	
6	MassCommunicationinIndia:KevalJKumar	
7	MassCommunicationJournalisminIndia:DSMehta	
8	TheStoryofMassCommunication:GurmeetSingh	
9	PerspectiveHumanCommunication:AubreyBFisher.	
10	CommunicationTechnology&Development:IPTiwari	
11	TheProcessofCommunication:DavidKBerlo	
12	Cinema&Television:JacquesHermabon&KumarShahan.	
13	Mass Media Today:SubirGhosh	
14	MassCulture,Language&artsinIndia:MahadevLApte	
15	CommunicationFacts&IdeasinBusiness:L.Brown(PrenticeHall).	
16	India'sCommunicationRevolution:ArvindSinghalandEverettRogers.	
17	TheMythofMassCulture:AlanSwingwood	
18	Communication:C.S.Rayadu,(HimalayaPublishingHouse,Mumbai).	
19	Communication-concepts&Process:JosephADevito	
20	LecturesonMassCommunication:SGanesh.	

**Unit -1:[12Lectures]**

- 1.1 Europe, US & The World War:**Aftermath, changing boundaries: rise of dictatorships  
Negative propaganda by war perpetrators, Positive media by president Wilson Case studies: Holocaust; War crimes

**Unit -2:[10Lectures]**

- 2.1 Cold War:** Ideological clash: Media espionage, Theatres of Cold War: Korea Vietnam, Brinkmanship in Cuba, Economic Alliances
- 2.2 The Rise and Fall of Communism:**USSR, East European nations, Glasnost & Perestroika, American hegemony-its role in Afghan War, People's Movement in China-Tiananmen SquareCase studies: Collapse of Berlin War, Formation of CIS
- 2.3 China and Far east:**Red star over China- reign of Mao-Tse-Tung Pol Pot- Cambodia Killing fields-human rightsviolation.

**Unit -3:[10Lectures]**

- 3.1 UNO Formation:**Issues under UN: Human Rights, Humanitarian Aid (African famine, refugee problem), Formation of Israel, Middle East conflict Case studies: Iran Iraq war; End of Saddam Hussein regime UDHR document, role of UN in peace keeping in Sudan, Liberia

**Unit -4:[10Lectures]**

- 4.1 India:**Partition of India: Refugee problem; Sino Indian War 1962, Indo-Pak Wars 1965, 1971- formation of BangladeshIndia & SAARC, India's Role in Non-Aligned Movement Cross Border terrorism, Kargil.
- 4.2 Maharashtra Formation of State 1960:**Game changers in the State: Vinoba Bhave- Bhoodan Movement, Maharshi D. K. Karve- Women's University, Baba Amte, Anna Hazare's Fight for good governance
- 4.3 Africa:**Nelson Mandela's contribution to removal of Apartheid.Peace time media intervention: 1. Star Radio, Talking Drum Studio- Liberia Voice of Hope in Sudan

**Unit -5:[06Lectures]**

- 5.1 Role of Social Media:**Arab Spring, Tahrir Square, Egypt & Jasmine Revolution
- 5.2 History of Media:**The evolution and development &Current Affairs of Media-Print, Radio, Television and Internet, Media coverage in the time of Covid, and other Global pandemics.

**Self-Learning topics (Unit wise)**

Unit	Topics
1	

**Online Resources**

1	<b>Indian &amp; World Historical Perspectives and Media:</b> Aspects of European History: <a href="http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/56">http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/56</a>
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**Reference Books**

<b>Sr. No.</b>	<b>Title Author/s Publisher</b>	<b>Edition Year</b>
1	Malayala Manorama, Manorama Yearbook 2020, December 2019	
2	Competition Review, Competition Success Review	
3	Competition Master	
4	Livemint, 2017, 70 years in Indian politics and policy, <a href="https://www.livemint.com/Politics/.../70-years-in-Indian-politics-and-policy.htrmarket/#7e8eddbd55b6">https://www.livemint.com/Politics/.../70-years-in-Indian-politics-and-policy.htrmarket/#7e8eddbd55b6</a>	

**Unit -1:[06Lectures]**

- 1.1 Nature and Scope of Micro Economics:**Meaning-nature- scope-significance & limitations, positive and normative economics. Basic Concepts, wealth- welfare and scarcity.

**Unit -2:[10 Lectures]**

- 2.1 Demand& Supply Analysis:**Marshallian Approach-Equimarginal utility- Law of demand - Determinants of demand-Elasticity of demand and its measurement-Price, Income, Cross and Promotional Elasticityof Demand

**Unit -3:[10Lectures]**

- 3.1 Production Function:**Short run and long run, Production function- Economies and Diseconomies of scale, scope – internationaleconomies
- 3.2 Costs of Production:**Concepts of cost – measures of costs - Total, Fixed, Variable, Marginal, Average Costs, opportunity costs, social and private costs, implicit, explicit costs. Total Revenue - Breakeven Analysis

**Unit -4:Macro Economics -I [12Lectures]**

- 4.1 Introduction to Macro Economics:**Meaning and scope of macroeconomics- Concepts of National Income - GNP, GDP, NNP, NDP, Per Capita Income - Circular flow of income- Trade Cycles-Features and Phases
- 4.2 Market Structure:**Features of Perfect Competition, Monopoly, MonopolisticCompetition and Oligopoly
- 4.3 Banking & Monetary Policy:**Meaning and function of money-Constituents and Determinants of money supply - Velocity of circulation of money - RBIs approach to money supply - Demand for money - Inflation - meaning- causes - effects - measures to control inflation - Monetary policy - Functions of Commercial Banks and Central Bank, Fiscal Policy- Sources of Public Revenue- Areas of Public Expenditure - Union Budget – Social Expenditure-Millennium Development Goals

**Unit -5: Macro Economics -II [10 Lectures]**

- 5.1 Overview of Indian Economy:**Structure and macroeconomic scenario - salient features- challenges and economic issues- poverty- unemployment - infrastructure - population - India's position in world economy - share in world GDP, Trade and Capital flows.
- 5.2 India in the World Economy:**Balance of Payments- Exchange Rate -Trade Policy - Free Trade and Protectionism - FDI-FII. World Institutions-IMF, World Bank and WTO- India in a globalized world

Self-Learning topics (Unit wise)	
Unit	Topics
1	<b>To be discussed by the respective professor in the beginning of the semester</b>

1	<b>Introduction to Economics &amp; Media:</b> Principles of Macroeconomics: <a href="http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/107">http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/107</a>
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Reference Books		
Sr. No.	Title Author/s Publisher	Edition Year
1	Paul Samuelson, William Nordhaus, (2009) Economics 19th Edition, McGraw-Hill Education	
2	David K.H. & Stanley Fischer & Rudiger Dornbusch Begg, (2002) Economics 7th Rev Ed Edition McGraw-Hill Publishing Co.	
3	Alfred William Stonier, D C Hague, (1972), A Textbook of Economic Theory, Longman	
4	Richard G. Lipsey, Peter O. Steiner, Douglas D. Purvis, Paul N. Courant, (January 1990), Economics, 9th Edition, Longman Higher Education;	
5	Mithani D M, (2014), Business Economics, Sheth Publishers Pvt. Ltd.	
6	Sahuraja RR, Economic Theory	
7	Koutsoyiannis A, (1975), Modern Microeconomics, Macmillan	
8	Misra SK, Puri VK, (2019) Indian Economy, 37 <sup>th</sup> Updated Edition, Himalaya Publishing House	
9	Economic Survey – GOI	



## Part 5

### I Year Semester – II Summary

Sr. No.			Sr. No. in Detail Course Scheme	Remarks
1	Core Course		UH-FMM-203 UH-FMM-205 UH-FMM-206	
2	Elective Course	Discipline Specific Elective (DSE) Course		
2.1		Interdisciplinary Specific Elective (IDSE) Course		
2.2		Dissertation/Project		
2.3		Generic Elective (GE) Course		UHFMM201 UHFMM204
3	Ability Enhancement Compulsory Courses (AECC)		UHFMM202	
	Skill Enhancement Courses (SEC)			
UHFMM-Undergraduate Humanities Faculty of Mass Media				

## First year Semester -II Internal and External Assessment

## Detail Scheme

SN.	Subject Code	Subject Title	Lectures Per Week (Lecture of 50 min)				Credit	Seasonal Evaluation Scheme					Total Marks
			Units	SL	L	P		SLE	CT	TA	SEE	PE	
1	UHFMM201	Effective communication –II-Content Writing	4	20%*	4	-	4	10	10	20	60	-	100
2	UHFMM202	Foundation course –II	4	20%*	4	-	4	10	10	20	60	-	100
3	UHFMM203	Introduction to Media Psychology	4	20%*	4	-	4	10	10	20	60	-	100
4	UHFMM204	Introduction to English Literature	4	20%*	4	-	4	10	10	20	60	-	100
5	UHFMM205	Principles of Marketing & Management	4	20%*	4	-	4	10	10	20	60	-	100
6	UHFMM206	Computer & Multimedia - II	4	20%*	4	4	4	10	10	20	60	-	100

**\*One to two lectures to be taken for CONTINUOUS self -learning evaluation**

**Lecture Duration – 50 Minutes (48 sessions)**

Sr N o	Subject Code & Title	Subject Unit Title		Lectu res (50 min)	Tot al Lec tures	Cr ed it	Total Marks
1	UHFMM201 Content Writing	1	Foundation	08	48	2	100 (60+40)
		2	Editing Skills	10			
		3	Writing Tips and Techniques	10			
		4	Presentation Tools and Techniques	10			
		5	Writing for the Web	10			
2	UHFMM202 Foundation Course-II	1	Introduction to the Political Scenario	08	48	2	100 (60+40)
		2	The Indian Constitution	10			
		3	Political Dynamics	10			
		4	Political Dynamics in Maharashtra	10			
		5	Role of Politics in Media	10			
3	UHFMM203 Introduction to Media Psychology	1	Evolution of Psychology	08		2	100 (60+40)
		2	Role of Psychology in Media	10			
		3	Psychological Effect and Influence of Media	10			
		4	Developmental psychological issues with respect to media	10			
		5	Social Psychology of the Media	10			
4	UHFMM204 Introduction to English Literature	1	Introduction to English Literature	08	48	2	100 (60+40)
		2	Short Stories	10			
		3	Novels	10			
		4	Poetry	10			
		5	Drama	10			
5	UHFMM205 Principles of Marketing and Managemen t	1	Marketing Scope & Concepts	12	48	2	100 (60+40)
		2	Marketing Mix and Product	10			
		3	Pricing Strategies	10			
		4	Managing Marketing Channels	10			
		5	Integrated Marketing Communication and Market Segmentation	06			
		6	Management – Definition Nature and Concept	06			
		7	Approaches to Management	04			
		8	Group Dynamics and Decision Making	06			
		9	Recent Trends in Management	04			
6	UHFMM206 Computers Multimedia II	1	Photoshop – Advanced Image Editing	10	48 + 48 (Pra ctic al Ses sion s)	2	100 (60+40)
		2	Adobe Illustrator – Vector Based Drawing	10			
		3	In Design Layout Software	08			
		4	Premier Pro – Advanced Application	12			
		5	Adobe Dreamweaver – Web Designing Software	08			
▪ Lecture Duration – 50 Minutes (48 sessions)							

## Part 6: Detail Scheme Theory

**Curriculum Topics along with Self-Learning topics** - to be covered, through self-learning mode along with the respective Unit. Evaluation of self-learning topics to be undertaken before the concluding lecture instructions of the respective UNIT

### UHFMM201Content Writing

(Total Lectures: 48)

#### Unit-1: Foundation[08Lectures]

- 1.1 Grammar refresher:** With special emphasis on use of punctuations, prepositions, capital letters and lower case
- 1.2 Vocabulary building:** Meaning, usage of words, acronyms
- 1.3 Common errors:** Homophones and common errors in English usage.
- 1.4 Essentials of good writing:** With emphasis on writing with clarity, logic and structure
- 1.5 Phrases and idioms:** Creative usage of phrases and idioms.

#### Unit-2: Editing Skills[10 Lectures]

- 2.1 Redundant Words:** Identifying redundant words and phrases and eliminating these.
- 2.2 Editing Sentences:** Editing redundant words/ phases and replacing wrong words/punctuation/grammatical error
- 2.3 Editing Captions:** Editing redundant words/ phases and replacing wrong words/punctuation/grammatical error.
- 2.4 Editing Headlines:** Editing redundant words/ phases and replacing wrong words/punctuation/grammatical error
- 2.5 Editing Copy:** Structuring a story, creating a flow, editing redundant words/ phases and replacing wrong words/punctuation/grammatical error

#### Unit-3: Writing Tips and Techniques[10 Lectures]

- 3.1 Writing tickers/scrolls:** For television news
- 3.2 Writing social media post:** Twitter and for other social networks
- 3.3 Writing briefs/snippets:** News briefs, Lifestyle and entertainment snippets
- 3.4 Caption writing:** Picture stories etc.
- 3.5 Writing headlines:** News headlines and feature headlines

#### **Unit-4: Presentation Tools and Techniques[10 Lectures]**

- 4.1 Power Point Presentation:** Use of Power Point tools Power Point to Pdf Power Point to self-animated presentation Auto timing of Power Point presentation
- 4.2 Info graphic:** Colour selection, Use of clip art Use of Power Point smart tools Minimalist animation for maximum impact
- 4.2 Three-minute presentation:**Content for single slide Uses of phrases Effective word selection Effective presentation
- 4.3 Google Advance search:** How to select relevant information Locating authentic information How to gather information for domestic and international websites
- 4.4 Plagiarism:** How to do a plagiarism check Paraphrasing Citation and referencing style

#### **Unit-5: Writing for the Web[10 Lectures]**

- 5.1 Content is King:** Importance of content
- 5.2 Less is more:** Writing for print media/ social media like Twitter, etc.
- 5.3 Copy writing:** Ad campaigns (creative, witty and attractive)
- 5.4 Realtime content:** Difference in writing for print vs digital
- 5.5 Keywords:** Designing keywords for Search Engine Optimization

Self-Learning topics (Unit wise)	
Unit	Topics
1	To be discussed by the respective professor in the beginning of the semester

Online Resources	
1	

Reference Books		
Sr. No.	Title Author/s Publisher	Edition Year
1	Buck Ryan, Michael O' Donnell, (2001),The Editor's Toolbox, Wiley-Blackwell	
2	James Glen Stovall, (2014), Writing for the Mass Media, 9 <sup>th</sup> Edition, Pearson	
3	Robert Harris A, (2002), Writing With Clarity and Style: A Guide to Rhetorical Devices for Contemporary Writers, 1 <sup>st</sup> Edition, Routledge	

**Unit-1:[08 Lectures]**

- 1.1 Introduction to the Political Scenario:** Concepts, Interaction between State and Society, Definition and Elements of State and factors building a Nation, Democracy: Principles, Institutions and Challenges, Non-Democratic forms of government: Characteristics

**Unit-2:[10 Lectures]**

- 2.1 The Indian Constitution:** Features of the Constitution, Preamble and Philosophy of the Constitution, Fundamental Rights, Fundamental Duties, Directive Principles of State Policy, Federal structure

**Unit-3:[10 Lectures]**

- 3.1 The Political Dynamics:** Indian Party System: Evolution, Major National and Regional Parties, Caste and Reservation, Role of Religion in Indian Politics, Local Self Government, Electoral System and Reforms, Coalition governments

**Unit-4:[10 Lectures]**

- 4.1 Political Dynamics in Maharashtra:** The Political System In Maharashtra: Evolution, Maharashtra state formation, Major Regional Parties, Caste and Reservation, Role of Religion in Maharashtra, Local Self Government in Maharashtra, Coalition governments

**Unit-5:[10 Lectures]**

- 5.1 Role of Politics in Media:** Role of Media in democracy, Media and formation of Public opinion, Political Campaigning and advertising in new media

**Self-Learning topics (Unit wise)**

Unit	Topics
1	<b>To be discussed by the respective professor in the beginning of the semester</b>

**Online Resources**

1	<b>Foundation Course (II)-</b> Indian Government and Politics: <a href="http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/63">http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/63</a>
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**Reference Books**

Sr. No.	Title Author/s Publisher	Edition Year
1	Iain Mclean, Alistair McMillan, (2008) Oxford Concise Dictionary of Politics, 4 <sup>th</sup> edition, Oxford University Press	
2	Andrew Heywood, (2002), Politics, 2 <sup>nd</sup> Edition, Palgrave Macmillan	
3	Robertson D, Dictionary of Politics, D. Robertson, 2 <sup>nd</sup> Edition, Penguin Books India.	
4	An Introduction to Political Theory, Gauba, O.P., Macmillan	
5	Political ideas and concepts: An introduction, Heywood Andrew, Macmillan, Houndmills	
6	Political ideologies: An introduction, Heywood Andrew, Macmillan, Houndmills	

7	Oxford Companion to Politics of the World, Krieger Joel Joseph William A Kahler Miles Nzongola – Ntalaja Georges Stallings Barbara B. Weir Margaret, Oxford University Press New York.	
8	Political Theory, Das Hari Hara and Chaudhari B. C., National Publishing House.	
9	Introduction to the Indian Constitution, Basu D. D., Wadhwa Publications.	
10	An Introduction to the Constitution of India, Pylee M V, Vikas Publishing House.	
11	Introduction to the Constitution of India, Sharma, Brij Kishore, Prentice-Hall of India.	
12	Our Constitution Kashyap Subhash, National Book Trust.	
13	Indian Policy for Preliminary Examination, Lakshmikanth, Tata McGraw Hill.	
14	Indian Government and Politics, Narang A. S., Gitanjali Publishing House, New Delhi.	
15	Introduction to Media and Politics, Sarah Oates, Sage publishers.	
16	Principles of Modern Political Science, J. C. Johari, Sterling publishers.	

**Unit-1:[08 Lectures]**

**1.1 Evolution of Psychology:** Definition of Psychology, Branches of psychology- Overview of the fields. Media psychology- Definition, scope & objectives. Psychology and media- An uneasy relationship, Research methods in media psychology

**Unit-2:[10 Lectures]**

**2.1 Role of Psychology in Media:** Memory- Definition, Information processing model, LOP Thinking - Definition - Lateral thinking and creative thinking. Perception – Visual and depth perception, Cognitive and behavioral effects of media. (Focus on print, interactive medium and web advertising), Effects of pro- social media

**Unit-3:[10 Lectures]**

**3.1 Psychological effects and influence of media:** Personality theories (Trait theory, Cognitive theory, Psychoanalytical theory and behavior theory.) and their relevance in mass media, Social influence (Definition, Conformity, Compliance, Obedience & Indoctrination), Effects of media violence.

**Unit-4:[10 Lectures]**

**4.1 Developmental psychological issues with respect to media:** Learning- Theories- Classical conditioning and Operant conditioning, Cognitive Learning, Observation learning, Social cognition- Script and schema, Motivation- Definition- Types- Need hierarchy theory, Young Children and media-socialization through media, Media use and influence during adolescence.

**Unit-5:[10 Lectures]**

**5.1 Social psychology of the media:** Attitude formation- Theories, cognitive dissonance, role of media in attitude formation, Persuasion, Prejudice, Gender representation in media. (internal assessment) Representation of minority groups, Media representation of disability, Media representation of mental health, Audience participation and reality T.V.

**Self-Learning topics (Unit wise)**

Unit	Topics
1	<b>To be discussed by the respective professor in the beginning of the semester</b>

**Online Resources**

1	<b>Introduction to Media Psychology:</b> Fundamentals of Rural Sociology and Educational Psychology: <a href="http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_uq.php/52">http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_uq.php/52</a>
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**Reference Books**

<b>Sr. No.</b>	<b>Title Author/s Publisher</b>	<b>Edition Year</b>
1	Baron,R.A.,Branscombe,N.R.,&Byrne, D.Bhardwaj,G. (2008). SocialPsychology. (12th).NewDelhi:PearsonEducation,Indiansubcontinentadaption2009.	
2	Feldman,R.S.(2008). UnderstandingPsychology. (8thed.). McGraw-HillPublication, NewYork.	
3	Lahey,B.B. (2007). Psychology:AnIntroduction. (9thed.). McGraw-Hill Publications, NewYork.	
4	Karen, E.D. (2012). OxfordHandbookofmediaPsychology.(1sted.).OxfordLibrary of Psychology.	

**Unit-1:[08 Lectures]**

- 1.1 Introduction to Literature:** Concept of Literature, Forms of literature-Poetry & it's types, Prose-Fiction-Types of Fiction, Drama-Elements of drama,Plot,Characters-Types of characters, Setting, Script

**Unit-2:[10 Lectures]**

- 2.1 Short Stories:** Kiran Desai/Ruskin Bond/Shashi Deshpande/Anton Chekhov (any collection of short stories)

**Unit-3:[10 Lectures]**

- 3.1 Novels:** R.K.Narayan, Raja Rao, Amitav Ghosh, Jhumpa Lahiri, ShashiTharoor, Upamanyu Chatterjee, Ernest Hemmingway, Mark Twain

**Unit-4:[10 Lectures]**

- 4.1 Poetry:** William Wordsworth, John Keats, Emily Dickenson, Lord Alfred Tennyson, William Shakespeare Children And media-socialization through media. Media use and influence during adolescence.

**Unit-5:[10 Lectures]**

- 5.1 Drama:** The Merchant of Venice – William Shakespeare Joseph Andrews – Henry Fielding the Rising of the moon – Lady Gregory

Self-Learning topics (Unit wise)	
Unit	Topics
1	<b>To be discussed by the respective professor in the beginning of the semester</b>

Online Resources	
1	<b>Introduction to English Literature</b> :Indian Writing in English: <a href="http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/94">http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/94</a>

Reference Books		
Sr. No.	Title Author/s Publisher	Edition Year
1	The Law and Literature: ShakuntalaBharvani	
2	Introductiontoliterature:GilbertMuller,JohnWilliams	

**Unit-1:[06 Lectures]**

- 1.1 Marketing Scope & Concepts:** Marketing – scope, nature, definition, core marketing concepts, Marketing environment and recent trends in Marketing in India.

**Unit-2:[08 Lectures]**

- 2.1 Marketing Mix & Product:** Developing the concept of marketing mix, managing the product – types of consumer and industrial products, Product related decisions, product line, product mix, product life cycle (PLC), and new Product development, branding and packaging decisions, New Product Strategies

**Unit-3:[04 Lectures]**

- 3.1 Pricing Strategies:** New product strategies – Innovation, Market entry, Product line extension

**Unit-4:[04 Lectures]**

- 4.1 Managing Marketing Channels:** Managing marketing, channels, channel design, decisions, channel, dynamics, managing, retailing, wholesaling and market logistics.

**Unit-5:[06 Lectures]**

- 5.1 Integrated Marketing Communication & Market Segmentation:** Factors contributing to the growth of IMC The Marketing communication Process, The IMC planning Process, Market Segmentation – Bases for market segmentation of consumer goods, industrial goods and services – Market Targeting and positioning Strategies

**Unit-6:[06 Lectures]**

- 6.1 Management-Definition, Nature and Concept:** Management-Concept, nature, process overview of functional areas of managerial roles (Mintzberg)

**Unit-7:[04 Lectures]**

- 7.1 Approaches to Management:** Contributions of F.W. Taylor, Henri Fayol, Elton Mayo, Chester Barnard & Peter Drucker to the management thought, Behavioral Science approach and Contingency approach to management.

**Unit-8:[06 Lectures]**

- 8.1 Group Dynamics & Decision Making:** Group Dynamics and Team Management: Theories of Group Formation – Formal and Informal Groups and their interaction, Importance of teams - Formation of teams – Team Work, Leading the team, Conflict Management - Traditional vis-à-vis Modern view of conflict, Stress management, Decision Making- concept, importance and steps in decision making

**Unit-9:[04 Lectures]**

- 9.1 Recent trends in Management:** Recent Trends in Management: Social Responsibility of Management– environment friendly management, Management of Change, Management of Crisis, Total Quality Management, International Management

Self-Learning topics (Unit wise)	
Unit	Topics
1	<b>To be discussed by the respective professor in the beginning of the semester</b>

Online Resources	
1	<b>Principles of Marketing &amp; Management:</b> Principles of Marketing: <a href="http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/221">http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/221</a>

Reference Books		
Sr. No.	Title Author/s Publisher	Edition Year
	<b>Marketing:</b>	
1	Marketing Management–Kotler,Philip; Prentice Hall of India Publications, NewDelhi.	
2	Marketing Management Ramaswamy,V.S.and Namakumari,S; McMillan India Ltd.,New Delhi.	
3	ContemporaryconceptsandPractices–Schoell,W.F. AllwynandBayconInc.,NewYork.	
	<b>Management:</b>	
4	Essentials of Management Koontz H & W McGraw Hill, New York	
5	Principles of Management Ramaswamy, Himalaya, Mumbai	
6	ManagementConceptandPracticeHannagainT.McMillan,Delhi	
7	BasicManagerialSkillsforAllMcGrath,E.H.PrenticeHallofIndia	

**Unit-1:Photoshop: Advanced Image Editing[10 Lectures]**

- 1.1 Working with images:** Mixing, Selection marquee, Lasso, Magnetic lasso, feather Slice tool, Erase tool, Pen tool and image tracing Clone tool, Stamp tool
- 1.2 Image Effects:**Editing, Burning, Dodging Smudge, Sharpen, Blur, Eyedropper, Choosing color Swatches, Color pick, Filters
- 1.3 Working with Layers:** Layer basics, changing background, Gradient Moving linking aligning layers Applying Transformations Masking layers, Masks and extractions, Layer effects, Adjustment layers
- 1.4 Wonders of Blend modes:** Blend modes, Advanced blending options Layer blends
- 1.5 Fully editable text:** Text as art, Glyphs, Creative text Type mask tool, Image in text, Text to path and Direct selection Path selection (black arrow)

**Unit-2:Adobe Illustrator: Vector based Drawing software [10 Lectures]**

- 2.1 Introduction to Adobe Illustrator:** Illustrator Interface,Tool Box, Panels and Bars Importing files in illustrator, Different file formats
- 2.2 Using text:** Artistic and paragraph text, Formatting Text, Embedding Objects into text, Wrapping Text around Object, Linking Text to Objects
- 2.3 Creating Simple designs:** Text based logo replication, Shape based logo replica, Creating new symbols, Fill colour, Outline colour, Weight and opacity
- 2.4 Applying effects:** Power of Blends, Distortion and contour Effects, Envelopes, Lens effects, Transparency, Creating Depth Effects and Power Clips
- 1.5 Exporting in Illustrator:** Exporting, Types of export, Exporting for other softwares

**Unit-3: InDesign Layout Software[08 Lectures]**

- 3.1 Introduction to Adobe In Design:** List the menus, List the tools, Palettes Benefits of using In Design, Application of In Design
- 3.2 Text Edits in InDesign:** Format of text, Character and Paragraph Bars Purpose of text selection, Aligning text in different design formats, Text alignment with embedded images
- 3.3 Using palettes:**Using palettes for different types of publications made in InDesign, Magazine in InDesign, Paragraph styles Newspaper in InDesign,Paragraphs type pallette, Text wrap pallet
- 3.4 Colourcorrection in InDesign:** Embedding images in proper formats, Colour correction on the images, Adjusting according to the colortone of the publication
- 3.5 Exporting Files:** Types of files, Exporting for different publications/templates, Newspaper, magazine, etc.

#### **Unit-4:Premiere Pro: Audio-visual: Advanced application[12 Lectures]**

- 4.1 Introduction to editing:** Editing importance, Great editing examples, Editing for different formats (film/ad/news/etc.)
- 4.2 Exploring Premiere Pro:** How premiere helps in editing, Understanding the toolbar, importing files,Experimenting with video and audio layers,Basics of editing (cut/layers/different windows/etc.)
- 4.3 Rightapplication of various file formats:** Understanding different file formats (AVI/MPEG/MOV/H264, etc.) Importing raw footage for edits, performing video checks while editing Using inbuilt transitions
- 4.4 Using colour grading:** What is color grading, Examples of color grading,Using filters and presents in color mixing, Applying pre-sets on layers for editing
- 4.5 Exporting and rendering:** Exporting in different formats, choosing right formats for exposing, managing quality while exporting, Rendering and maintain file format, improving quality and time to render techniques

#### **Unit-5:Adobe Dreamweaver: Web designing software[08 Lectures]**

- 5.1 Introduction to Dreamweaver:** Workspace overview, Document toolbar, Document window, Panel groups, Files pane, Property inspector, Tag selector, Defining website in Dreamweaver
- 5.2 Working with Dreamweaver:** Creating Dreamweaver template Page layout in DWCSS layouts: advantages and disadvantages Creating HTML pages, Insert content and form Creating Forms in DW
- 5.3 Linking pages:** Using DW to accomplish basic web page development, Page properties Title, Background image, BG color, Text color, Links
- 5.4 Using tables:** Cell padding, cell spacing, Border, Table basics: Colour BG in cell, Invisible tables, changing span, Making image into clickable link
- 5.5 Typo in DW:** Changing Font typefaces, size, style, colours Text to hyperlink

Self-Learning topics (Unit wise)	
Unit	Topics
1	

Online Resources	
1	<b>Computers and Multimedia (II):</b> Computer Applications for Mass Media: <a href="http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/121">http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/121</a>

**Reference Books**

<b>Sr. No.</b>	<b>Title Author/s Publisher</b>	<b>Edition Year</b>
1	Photoshop Bible McLeland Willey Publication	
2	Corel Draw Practical Learning: BPB Publication	
3	Quark Express-9: Prepress Know-How Noble Desktop Teachers	
4	Desktop Publishing with Quark 10 Kindle version	
5	Digital Music and Sound ForgeDebasis Sen BPB Publications	

### **Section D**

The semester end examination (external component) of 60% will be as follows:

1) Duration – 2 Hours

2) Theory Question Paper Pattern: -

a. There shall be five questions each of 12 marks. On each unit there will be one question and the fifth one will be based on the entire syllabus.

b. All questions shall be compulsory with internal choice within the questions.

c. Question may be subdivided into sub-questions a, b, c... and the allocation of marks depends on the weightage of the topic.

d. The marks will be given for all examinations and they will be converted into grade (quality) points. The semester-end, final grade sheets and transcripts will have credits, grades and grade points.

e. The assessment of Part 'A' i.e. Internal Assessment as mentioned above for the Semesters I&VI shall be processed by the Colleges / Institutions of their learners admitted for the programme while the University shall conduct the assessment of Part 'B' i.e. Semester End Examination from Semesters I& VI.

The Internal Assessment marks of learners appearing for Semesters I& VI shall be submitted to the University by the respective colleges/ Institutions before the commencement of respective Semester End Examinations. The Semester End Examinations for Semesters I& VI shall be conducted by the University and the results shall be declared after processing the internal assessment and the marks awarded to the learners. The grade card shall be issued by the University after converting the marks into grades.

f. The marks of the internal assessment should not be disclosed to the students till the results of the corresponding semester is declared.



## Section E

### Department of Mass Media

#### Board of Studies

Sr. no.	Names of members	Name of Department	Name of Institution	Address	Contact no	Email id
1,	Ms. Manjula Srinivas Chairperson	Mass Media	Associate Professor and Head Dept of Mass Media K.C.College	124, Dinshaw Wachha Rd. Churchgate, Mumbai 400020	9324536999	manjulashrinivas@gmail.com
2.	Ms. Nidhi Thanawala Co- Chairperson	Mass Media	Coordinator' Dept of Mass Media H.R. College	Dinshaw Wachha Rd. Churchgate, Mumbai 400020	981931651	contactfaculty@gmail.com
3.	Ms. Nandini Sardesai	Senior Visiting faculty - Sociologist and former member of Central Board of Film Certification	Former Head, Department of Sociology, St. Xavier's College, Mumbai	D/1 Corinthian, opposite Fariyas hotel, Colaba, Mumbai-400005	9324636906	<a href="mailto:ninasardesai@hotmail.com">ninasardesai@hotmail.com</a>
.4	Ms. Sudha Ravishankar	Mass Media	In house faculty, K.C.College	124, Dinshaw Wachha Rd. Churchgate, Mumbai 400020	9869001943	sudha.ravishankar@gmail.com
5.	Ms. Surya Gune	Mass Media	In house faculty, K.C.College	124, Dinshaw Wachha Rd. Churchgate, Mumbai 400020	9970524523	surya.gune@gmail.com
6.	Dr. Sanjay Ranade	Communication & Journalism	Associate Professor and Head, Dept of Communication & Journalism Mumbai University	Chatrapati Shivaji Maharaj Terminus Rd, , Vidya Nagari, Kalina, Santacruz East, Mumbai, Maharashtra 400098	9029096636	sanjayvranade@gmail.com
7.	Dr.Mangesh Karandikar	Director	Director, Post graduate diploma in Mass media Mumbai Education Trust	Bhujbal Knowledge City, Reclamation, Bandra West, W, Maharashtra 400050	9869281084	mangesh.karandikar@gmail.com
8.	Dr. Mira Desai	Communication Technology	Professor in Communication Technology Department of Extension Education SNDT University	Juhu Rd, Daulat Nagar, Santacruz West, Mumbai, Maharashtra 400049	9819529129	drmiradesai@gmail.com
9.	Ms. Smita Deshmukh	Visiting faculty	Independent Media Professional Former journalist with the Times group	G-2, A wing, Neptune building Dosti Estates Shaikh Mistree road Wadala East Mumbai - 400037	9321212120	smita.meenu@gmail.com

10.	Ms Shobha Venkatesh	Advertising Faculty	Former Corporate Communication Head, Standard Chartered Bank,	EMP 44,Flat no 102, Above Satyam steel Thakur village Kandivili E Mumbai 400101	9167765222	shobha2258@gmail.com
11.	Mr. Srinivasrao Challapalli	Mass Media	In House faculty K.C.College	124, Dinshaw Wachha Rd. Churchgate, Mumbai 400020	9820357598	srinivasrao.challapalli72@gmail.com
12.	Ms. Tunali Mukherjee	Visiting faculty - Mass Media	Independent Filmmaker and Photojournalist	27 Moti Mahal J Tata road Churchgate Mumbai 400020	9820584214	looneytuna@gmail.com
13.	Mr. Ranjith Phatak	Visiting faculty- Mass Media	National Programming Head, Red FM	Golden heights, Anant Patil Marg, Shivaji Park,Dadar (W)Mumbai-400028	9819600090	rnjtpatak@gmail.com

<b>Student members on the Board of studies</b>				
Sr No	Name of student member	Class	Mobile number	Email id
1	Ms. Soma Das	MACJ II	9833719498	soma.work3112@gmail.com
2	Ms. Rhutuja Koli	MAEMA II	7506288076	rhutjakoli@gmail.com
3	Mr. Harsh Khurana	TYBMM	9529047838	khurana.harsh1234@gmail.com
4	Mr. Siddhesh Pilankar	TYBAFTNMP	8291390992	shraddhapilankar1957@gmail.com

Recommendations of the Board of Studies: