

INDIRA GANDHI (PG) MAHILA MAHAVIDYALYA

Faculty Name: Amar Jyoti

Class: B.A.M.C

Sub. : Introduction to Communication

Sem.: 1st

DATE	COURSE CONTENT
02-07 Nov.	Concept and definition of communication, functions of communication
09-14 Nov.	Process of communication, Elements of communication
16-21 Nov.	Barriers in communication. Concept of Communication in Indian Tradition.
23-28 Nov.	Verbal, non-verbal communication
30Nov-05 Dec.	Forms of communication, visual communication: Characteristics and functions.
07-12 Dec.	Concept of listening: developing effective listening, Active listening, listening habits
14-19 Dec.	Importance of feedback in communication
21-26 Dec.	Intrapersonal communication, Interpersonal communication
28Dec-02Jan.	Group communication, functions of group communication, factors Affecting group performance
04-09 Jan.	Mass communication and its characteristics.
11-16 Jan.	Public communication, responsibility of a public speaker audience Relationship
18-23 Jan.	Speech delivery, key concept and terms physical delivery Vocal delivery, style etc, communication skills
25-30 Jan.	Mass communication an overview
01-06 Feb.	Weekly Test
08-13 Feb.	Revision
15-20 Feb.	Revision

INDIRA GANDHI (PG) MAHILA MAHAVIDYALYA

Faculty Name: Mrs. SeemaSuneja

Class: B.A.M.C

Sub. : Personality Development

Sem.: 1st

DATE	COURSE CONTENT
02-07 Nov.	Communication: Nature, Scope and Significance, Interpersonal Skills, Communication and Persuasion
09-14 Nov.	Introduction to Personality : Basic of Personality, Human growth and Behavior,
16-21Nov.	Theories in Personality, Motivation
23-28 Nov.	Communication skills and Personality Development: Intra personal communication and Body Language,
30 Nov.-02 Dec.	Inter personal Communication and Relationships, Leadership Skills,
03-05 Dec.	Team Building and public speaking, presentation skills,
07-12 Dec.	Public speaking, social etiquettes and mannerism.
14-19 Dec.	Techniques in Personality development: Self-confidence, Mnemonics,
21-26 Dec.	Goal setting, Time Management and effective planning
28 Dec.-02 Jan.	Self, Self-confidence, Various personalities and their characteristics
04-09 Jan.	Famous personalities in the country
11-16 Jan.	Self-hypnotism, Self-acceptance and Self Growth
18-23 Jan.	Techniques in Personality Development: Stress Management
25-30 Jan.	Meditation and Concentration Techniques
01-06 Feb.	Practical work
08-13 Feb.	Revision
15-20 Feb.	Revision

INDIRA GANDHI (PG) MAHILA MAHAVIDYALYA

Faculty Name: Mrs. SeemaSuneja

Class:: B.A.M.C

Sub. : Basics of Editing

Sem.: 3rd

DATE	COURSE CONTENT
02-07 Nov.	Meaning, Definition and concept of editing, process of editing
09-14 Nov.	Significance of editing in Journalism, Structure of News desk, nature of work and the role of news desk people
16-21Nov.	Difference between editing for newspaper and magazine. Skill of editing, Do's and Don'ts of editing
23-28 Nov.	subbing of news and news reports, qualities of sub-editor, ability to analyze, synthesize, evaluate unfamiliar material, critical thinking
30 Nov.-02 Dec.	Understanding news worthy items, Role of News editor,.
03-05 Dec.	Chief sub editor and copy editor in a news organization, function of news agency
07-12 Dec.	Headline writing- types , Do's and Don'ts of headlines writing, functions and importance
14-19 Dec.	Lead & its various types, Concept of 5W's 1H
21-26 Dec.	inverted style of headline writing and its advantages
28 Dec.-02 Jan.	Brief introduction to printing technology from letterpress to offset,
04-09 Jan.	Photo need and Importance
11-16 Jan.	Page designing principles, Layout and preparation for a newspaper
18-23 Jan.	Use of Computers in print production
25-30 Jan.	DTP, Page Maker, Quark Express & in desk software's and their applications.
01-06 Feb.	Weekly test
08-13 Feb.	Revision
15-20 Feb.	Revision

INDIRA GANDHI (PG) MAHILA MAHAVIDYALYA

Faculty Name: Ms. Amar Jyoti

Class: : B.A.M.C

Sub. : Introduction to Audio-Visual Media

Sem.: 3rd

DATE	COURSE CONTENT
02-07 Nov.	Broadcasting policy and code, Definition , concept, characteristics
09-14 Nov.	Need and scope of Audio media, Earlier History of Audio Media, Phonograph
16-21Nov.	Gramophone, Magnetic Recordings, Electrical recording and digital recordings.
23-28 Nov.	History of Radios, Radio as a mass media, Radio in India
30 Nov.-02 Dec.	Need and scope of radio, Types of Radio
03-05 Dec.	, Public Private Community, Internet radio.
07-12 Dec.	Concept definition and characteristics of Visual Media,
14-19 Dec.	Earlier History of Visual Media
21-26 Dec.	Types of Visual Media, Magnetic Recordings
28 Dec.-02 Jan.	Electrical recording and digital recordings
04-09 Jan.	History of Television, Television in India, Doordarshan
11-16 Jan.	Private Channels, cable TV, Internet Television
18-23 Jan.	Popular channels, News, Entertainment, sports
25-30 Jan.	Films, Lifestyle, Regional, Musical etc.
01-06 Feb.	Practical work
08-13 Feb.	Revision
15-20 Feb.	Revision

INDIRA GANDHI (PG) MAHILA MAHAVIDYALYA

Faculty Name: Mrs. SeemaSuneja

Class: : B.A.M.C

Sub. :Writing for Radio and Television Sem.5th

DATE	COURSE CONTENT
02-07 Nov.	Objectives and principles of Radio Broadcasting
09-14 Nov.	Basics Principles of Writing
16-21 Nov.	Introduction to Radio Writing and its Process Radio's Characteristics and Limitations as Mass Media
23-28 Nov.	Radio Programme Production Terminology Rule and Regulation
30Nov-05 Dec.	Various formats of Radio writing: Meaning & Importance Radio news
07-12 Dec.	Radio talks, Radio features Radio Drama, Entertainment and Advertisements
14-19 Dec.	Current affairs Programs
21-26 Dec.	Objectives and principles of TV Broadcasting
28Dec-02Jan.	Television as a medium of mass communication
04-09 Jan.	Practical work
11-16 Jan.	Understanding the medium – Nature & Importance and Limitations Basics Principles of TV Writing
18-23 Jan.	Production Team Members Rule and Regulations
25-30 Jan.	Various Formats of Television Writing: Meaning & Scope
01-06 Feb.	News, Documentary, Advertisements, Voice Over, Short Films, Serials,
08-13 Feb.	Reality Shows, Shop Operas
15-20 Feb.	Revision

INDIRA GANDHI (PG) MAHILA MAHAVIDYALYA

Faculty Name: Mrs. SeemaSuneja

Class: B.A.M.C

Sub. : Reporting Skills & Practice Sem.: 5th

DATE	COURSE CONTENT
02-07 Nov.	News story structure, headlines, lead and body
09-14 Nov.	various formats of news writing, inverted pyramid, chronological, Circle style of news writing
16-21Nov.	Beats, News sources, Research and References, Story Idea and its importance
23-28 Nov.	Types of Reporting: investigative Reporting; Interpretative reporting, Principles of Reporting
30 Nov.-02 Dec.	Duties & Responsibilities of a reporter in a news organisation
03-05 Dec.	Skills required for a reporter, Role of Bureau chief
07-12 Dec.	Special correspondent, stringers
14-19 Dec.	Press conference. Interview--types, purpose, technique
21-26 Dec.	Press release. News Agencies: Role and importance;
28 Dec.-02 Jan.	Specialized Reporting: Health , Science
04-09 Jan.	Sports, Political ,Election ,Business
11-16 Jan.	Agriculture _Life style & Culture,_Seminar, workshop & Social events
18-23 Jan.	Editorials: editorial page versus news pages: editorials
25-30 Jan.	types of editorials; middles, features, columns
01-06 Feb.	Letters to the editor; qualities and responsibilities of and Editorial Writer
08-13 Feb.	Difference between Article, Feature and News feature.
15-20 Feb.	Revision

INDIRA GANDHI (PG) MAHILA MAHAVIDYALYA

Faculty Name: Mr. SURESH KUMAR

Class: B.A.M.C

Sub. : **Language and Media (Hindi-I)**Sem.: 1st

DATE	COURSE CONTENT
02-07 Nov.	fganhHkk"kkdklkekU; ifjp; %
09-14 Nov.	Hkk"kkdkvFkZ] ifjHkk"kk ,oavo/kkj.kk] Hkk"kkifjorZu ds dkj.k]
16-21 Nov.	fganhHkk"kk dh mRifrvkSjfodkl]
23-28 Nov.	fganh dh izeq[k cksfy;ka ,oaifjp;] nsoukxjhfyfi&ekudhdj.krFkkoSKkfudLo:lk
30Nov-05 Dec.	'kCnlkeF;Z % milxZ] izR;;] 'kCnHksn
07-12 Dec.	'kCn L=ksr] rr~le] m~Hko] fons'kh] foykseFkZd 'kCn] vusdkFkZd 'kCn]
14-19 Dec.	lk;kZ;okph] 'kCn 'kqf+)] 'kCn 'kfDr
21-26 Dec.	fganhys[ku % ys[kudkvFkZ] ifjHkk"kk ,oavo/kkj.kk
28Dec-02Jan.	ys[ku ds izdkj] l' tukRedys[ku] i=dkfjrkys[ku] iVdFkkys[ku]
04-09 Jan.	ukVdys[ku] dgkuhys[ku]
11-16 Jan.	dforKys[ku] lkfgR;dys[kuA
18-23 Jan.	fizaVehfM;k dh Hkk"kk % fizaVehfM;kdkLo:lk
25-30 Jan.	fiazVehfM;kys[ku ds izdkj] fizaVehfM;k dh Hkk"kkdkfodkl
01-06 Feb.	fizaVehfM;k dh Hkk"kk ds fofo/k :lk] mi;ksx] egRovkSjlhek,aA
08-13 Feb.	Revision
15-20 Feb.	Revision

INDIRA GANDHI (PG) MAHILA MAHAVIDYALYA

Faculty Name: Mr. SURESH KUMAR

Class: B.A.M.C

Sub. : **Language and Media (Hindi-I)**Sem.: 3RD

DATE	COURSE CONTENT
02-07 Nov.	mPpkj.k ,oaorZuh
09-14 Nov.	mPpkj.k ,oaorZuhnks"k
16-21Nov.	x ka'kikB% izokg] rkjrE;rk] cyk?kkr ,oafojke
23-28 Nov.	'kq) mPpkj.k ,oaorZuhdkvH;kl ,
30 Nov.-02 Dec.	fganh dh Hkkf"kdIajpuk % Hkk"kkfoKkuvkSjmlsdszdkj
03-05 Dec.	/ofufoKku] vFkZfoKku] :lkfoKku
07-12 Dec.	'kCnvkSjvFkZesalaca/k] vFkZifjorZudhfn'kk,a] vFkZladksp] vFkZfoLrkj,
14-19 Dec.	okD; lkeF;Z % okD; Ijapuk] okD; ds Hksn]
21-26 Dec.	fojkefpàu] or`uh] fujarjrk] izokg]
28 Dec.-02 Jan.	okD; esadzec]rk] okD; 'kqf)] egkojsavkSjyksdksfr;ka
04-09 Jan.	Hkk"kkdkO;ogkfjdvH;kl % i= ys[ku] fuca/k ys[ku ehfM;k,kesaHkk"kkdkmi;ksx ,oaegÙo] ehfM;k dh Hkk"kk dh izd`fr ,oafo'ks"krk,a
11-16 Jan.	lekpkjksa o foKkiuksaesami;ksxgksusokysyksdfiz; 'kCn] ehfM;k dh Hkk"kkesau;sizpyu ehfM;k dh Hkk"kk ds fodkj ,oaleL;k,a] ubZrduhd ,oaHkk"kk]
18-23 Jan.	ehfM;kys[ku % lekpkjys[ku] ys[k] Qhpj] laikndh; ys[ku
25-30 Jan.	Vhoh] jsfM;ks] fQYeys[ku
01-06 Feb.	fQYeleh{kk] iqLrdleh{kk
08-13 Feb.	foKkiuys[ku] vkWuykbuehfM;k ,oalks'kyehfM;kys[ku
15-20 Feb.	Revision

