

PRACTICAL MANUAL

Practical: Print (MJML-220)



Course Coordinator

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Objective of the Course

The main objective of this course is to provide you with practical experience of print media. You will have to perform some activities related to print media by practically applying what you have learned in the theoretical courses.

Learners are required to do the following things

1. Go through the study material of all the theory courses properly as in this practical course you have to apply your knowledge learnt from these theory courses.
2. There will be no face to face classes for this practical course so there is no issue of attendance. However, students are advised to attend various sessions focused on this practical course organized on different technological platforms such as Gyan Darshan (TV), Gyan Vani (Radio), Gyanadhara (Internet Radio) and other online platforms (Google Classroom, Facebook, etc). Please join the official Facebook page of School of Journalism & New Media Studies for latest updates and academic support.
3. **You have to prepare a Production Portfolio and submit it to your study centre.** The details of the Production Portfolio are given in the coming pages.

PRODUCTION PORTFOLIO

S.N.	Item	Quantity	Marks
1.	Political news report (300 to 500 words)	1	5
2	Legal/Court news report (300 to 500 words)	1	5
3	Sports news report (300 to 500 words)	1	5
4	News report on health issues (300 to 500 words)	1	5
5	News report on educational issues (300 to 500 words)	1	5
6	News report on local governance issues (300 to 500 words)	1	5
7	Crime news report (300 to 500 words)	1	5
8	Business news report (300 to 500 words)	1	5
9	News report on lifestyle/fashion/films (300 to 500 words)	1	5
10	Feature on any issue of your choice (700 to 1000 words)	1	10
11	Conduct and write an interview with any local politician/sports person/artist/social worker/academician for a newspaper. (500 to 700 words)	1	10
12	Click and print four photographs having news value. Write their captions too. Use any type of camera including mobile phones.	4	10
13	Data-based news report (300 to 500 words) (Use any data set provided by the government or well-known international or national organizations. Also include minimum one data visualization in this report.)	1	10
14	Which newspaper or magazine do you like? Analyze the strengths and weaknesses of that newspaper or magazine.	1	5
15	Read any newspaper for a week. And give the following information: 1. Name of the newspaper 2. Language 3. How many pages does it have daily ? Give details of every day Monday to Sunday. 4. How much space (pages) is given to sports, business and international news? Give details of every day Monday to Sunday. 5. How many images (photographs, cartoons, illustrations, etc.) did they use in the news content (excluding advertisements)? Give details of every day Monday to Sunday.	1	10
Total Marks			100

Important Instructions for Preparing Production Portfolio

- i. All news reports, feature, interview and other written works of the production portfolio will be **written by hand**.
- ii. Data visualizations (for item no. 13) will be generated with the help of computer and their printouts should be attached with the handwritten data-based news report.
- iii. Compile all the items in a folder and mention your details (Name, Enrolment number, Programme Code, Course Code, Study Centre Code, Regional Centre Name & Code, Email id, Phone number and Address) on the front page.
- iv. Learners are advised to make their own Production Portfolios and not copy them from anywhere. Production Portfolios may be rejected if evidence of copying or other malpractices is found.

When submitting practical work, please include the following:

1. Cover page which includes Name, Enrolment number, Programme Code, Course Code, Study Centre Code, Regional Centre name and code, Email id, Phone number and Address.
2. IGNOU Identity Card
3. Examination fee receipt of MJML 220. Examination fee is valid only for the examination for which it has been deposited. Hence Pay the exam fee only after checking your preparation.
5. Table of 15 activities of Production Portfolio given in this practical manual.
4. All the 15 activities together in one file

EVALUATION OF PRACTICAL COURSE

There will be a term end examination for this practical course. **Learners have to fill the examination form to appear in the term end examination of this course like any other course of this programme,** but the nature of the term end examination of this practical course will be different.

Term End Practical Examination

- Maximum Marks : 100
- Evaluation of Production Portfolio (100 Marks)
- No viva-voce component in the evaluation

Passing Criteria

The maximum marks of this practical course will be 100. **Minimum 40%** will be required to complete this practical course successfully.

Practical Course: Duration Related Norms

You can complete the PG Diploma Programmes maximum in **three years** and Master Degree Programmes maximum in **four years**. You need to complete your practical courses successfully within the above mentioned time frame. As far as minimum time is concerned, you can appear in the term end examination of MJML-220 only after one year of your registration. For example – If you have taken admission in January 2025 admission cycle, then you can appear in December 2025 Term End Examination, not before that. Similarly, if you have taken admission in July 2025 admission cycle, then you can appear in June 2026 Term End Examination, not earlier than that.

- IGNOU takes admission in two admission cycles in a year:

January Admission Cycle and July Admission Cycle

- IGNOU conducts term-end examinations twice a year: **June term-end examinations and December term-end examinations**

- Please check your **registration details** on IGNOU website to know the validity of your registration.

Important Information

- **Where to Submit :** Submit it (Production Portfolio) to your Study Centre for evaluation. If you face any problem at the Study Centre, please contact your Regional Centre.
- For online programmes, students should submit it (Production Portfolio) through LMS
- Keep a **copy of the practical work** with you.
- **Last date for submission of practical work**

There will be two last dates for submission of practical work in a year:

- 30th June for Term End Examination June
- 31st December for Term End Examination December
- **Be in touch with your Study Centre and Regional Centre for updated information regarding last dates.**

Follow the official Facebook pages of IGNOU and School of Journalism and New Media Studies for useful information:

- **Link to the Facebook page of School of Journalism and New Media Studies:** <https://www.facebook.com/sojnms>
- **Link to IGNOU Facebook page:**
<https://www.facebook.com/OfficialPageIGNOU>