

# PRACTICAL MANUAL

## Practical: Audiovisual (MJML-221)



**Course Coordinator**

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# Objective of the Course

The main objective of this course is to provide you with practical experience of audio-visual media. You will have to perform some activities related to audio-visual 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.	Write two Public Service Announcements (PSA) for Radio to aware general audience about any contemporary issues. (max. up to 150 words each)	2	5
2	Write a review for a film you saw recently or any other Indian classic of your choice. (400 to 600 words)	1	5
3	Write a piece about your favourite television news anchor giving reasons for your liking. (300 to 500 words)	1	5
4	Analyse any documentary which you might have heard or seen during this year on radio, television or online platform. Discuss its strength and weaknesses. (400 to 600 words)	1	5
5	Record a starting/opening PTC/piece to camera (through mobile phone) for an informative TV News Feature about any contemporary issue like the importance of family values, water conservation, education of the girl child, public health system etc. Give a suitable title to the story. (approx. 2 minutes)	1	10
6	Prepare a copy/script of the news bulletin for Radio by using at least three sound bites to support news items. (approx. 600 words/ 5 minutes).	1	10
7	Create a video story on any topic related to Indian culture using still photographs taken by you. Do not use voice-over, use suitable background music. Also give a suitable title to your story. (2 to 3 minutes)	1	20
8	Conduct and record an interview with any local politician/ sports person/ artist/ social worker/ academicians for Radio or TV. (7 to 8 minutes)	1	10
9	Produce a standard finally edited news package for television on any issue/ story of your choice, pertinent to your area (approx. 2 minutes)	1	20
10	Suppose you have to make a documentary on an Indian freedom fighter or a great Indian scientist. Do the necessary research for this and prepare the script of the first five minutes of the documentary in proper format. Also give a suitable title to your documentary.	1	10
<b>Total Marks</b>			<b>100</b>

# Production Portfolio: Nature Of Activities

S.N.	Item	Nnature of Activity
1.	Write two Public Service Announcements (PSA) for Radio to aware general audience about any contemporary issues. (max. up to 150 words each)	Written work
2	Write the review for a film you saw recently or any other Indian classic of your choice. (400 to 600 words)	Written work
3	Write a piece about your favourite television news anchor giving reasons for your liking. (300 to 500 words)	Written work
4	Analyse any documentary which you might have heard or seen during this year on radio, television or online platform. Discuss its strength and weaknesses. (400 to 600 words)	Written work
5	Record a starting/opening PTC/piece to camera (through mobile phone) for an informative TV News Feature about any contemporary issue like the importance of family values, water conservation, education of the girl child, public health system etc. Give a suitable title to the story. (approx. 2 minutes)	Write script and Record a video file
6	Prepare a copy/script of the news bulletin for Radio by using at least three sound bites to support news items. (approx. 600 words/ 5 minutes).	Written work
7	Create a video story on any topic related to Indian culture using still photographs taken by you. Do not use voice-over, use suitable background music. Also give a suitable title to your story. (2 to 3 minutes)	Video file
8	Conduct and record an interview with any local politician/ sports person/ artist/ social worker/ academician for Radio or TV. (7 to 8 minutes)	Audio or Video file
9	Produce a standard finally edited news package for television on any issue/ story of your choice, pertinent to your area (approx. 2 minutes)	Video file
10	Suppose you have to make a documentary on an Indian freedom fighter or a great Indian scientist. Do the necessary research for this and prepare the script of the first five minutes of the documentary in proper format. Also give a suitable title to your documentary.	Written work

# **Important Instructions for Preparing Production Portfolio**

- i. All written work must be in your own handwriting.
- ii. Compile all the written works in a folder and mention your details (Name, Enrolment number, Programme Code, Course Code, Study Centre Code, Regional Centre Code, Email id, Phone number and Address) on the front page.
- iii. Audio and video files must be submitted in a CD/DVD/Pen drive. Attach it properly with your portfolio and don't forget to mention your details on it.
- iv. Keep all your audio and video files ready to show at the time of viva voce.
- v. 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.
- vi. Don't forget to keep a copy of the production portfolio with you.

## **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 221. Examination fee is valid only for the examination for which it has been deposited. Hence Pay the exam fee only after checking your preparation.
4. Table of 10 activities of Production Portfolio given in this practical manual.
5. All the 10 activities together in one file along with CD/DVD/Pen drive.

# 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-221 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 of the Facebook page of School of Journalism and New Media Studies:** <https://www.facebook.com/sojnms>
- **Link of IGNOU Facebook page:**  
<https://www.facebook.com/OfficialPageIGNOU>