

# Syllabus

## B.A. (MULTIMEDIA AND MASS COMMUNICATION)

### (Sem.- IV)

**Title of Paper: Reporting and Editing**

Sr. No.	Heading	Particulars
1	<b>Description the course :</b>  <b>Including but Not limited to :</b>	This course offers a foundational understanding of the principles and practices of news reporting and editing in the context of print and digital journalism. Students will learn how to gather, verify, and present news accurately and ethically, while also developing the skills required for effective newsroom editing.
2	<b>Vertical :</b>	Minor
3	<b>Type :</b>	Theory
4	<b>Credit:</b>	4 credits (1 credit = 15 Hours for Theory or 30 Hours of Practical work in a semester)
5	<b>Hours Allotted :</b>	60 Hours
6	<b>Marks Allotted:</b>	100 Marks
7	<b>Course Objectives:</b> <ul style="list-style-type: none"> <li>Recognize the key components of a news story, including attribution, verification, balance, fairness, and brevity.</li> <li>Identify the functions of key editorial staff such as editors, news editors, and sub-editors.</li> <li>Apply editing techniques including rewriting, proofreading, and following style guides.</li> <li>value the advantages and limitations of different printing technologies.</li> </ul>	
8	<b>Course Outcomes:</b> <ul style="list-style-type: none"> <li>Cover and report on a range of subjects including crime, politics, business, sports, science, agriculture, and lifestyle with clarity and journalistic integrity.</li> <li>Differentiate between primary and secondary sources, and verify facts using professional journalistic standards.</li> <li>Create headlines that reflect the tone and content of a story while following layout constraints and design principles.</li> </ul>	

Sr. No.	Heading	Particulars
	Module I: Understanding News and the Reporting Process (15 Hours)	<ul style="list-style-type: none"> <li>• The journey of news: from the event to the audience</li> <li>• Understanding news values in the Indian context</li> <li>• Core elements of a news story: attribution, verification, balance, fairness, and brevity</li> <li>• The reporter's role: duties, responsibilities, and essential qualities</li> <li>• Identifying and verifying sources of news</li> <li>• Techniques of fact-gathering</li> <li>• Types of reporting: spot news, live reporting</li> <li>• Coverage of public affairs, official meetings, conferences, cultural programs, civic and social events</li> </ul>
	Module II: Specialized Forms of Reporting (15 Hours)	<ul style="list-style-type: none"> <li>• Reporting across key beats: crime, legislature, judiciary, business, agriculture, science &amp; technology, and sports</li> <li>• Advanced reporting styles: investigative, interpretative, trend-based, in-depth, and advocacy reporting</li> <li>• Writing curtain-raisers and backgrounders</li> <li>• Mastering interview techniques for various contexts</li> <li>• Reporting fashion, lifestyle, and human-interest stories</li> <li>• Developing and using background research effectively</li> </ul>
	Module III: The Editorial Department and Newsroom Functions (15 Hours)	<ul style="list-style-type: none"> <li>• Organizational structure of a newspaper's editorial wing</li> <li>• Roles and responsibilities of editorial team members: editor, news editor, chief sub-editor, and sub-editor</li> <li>• Key qualities and skills required for sub-editing</li> <li>• News processing and the role of various news sources</li> <li>• Understanding different types of news copy: agency, bureau, and district-level copy</li> <li>• News values and criteria for selection</li> <li>• Overview of various editorial desks: general news, sports, features, business, and others</li> </ul>
	Module IV: The Editing Process and Printing Technologies (15 Hours)	<ul style="list-style-type: none"> <li>• Editing different types of copy: rewriting, proofing, and using style guides</li> <li>• Crafting headlines: functions, types, formats, and headline schedules</li> <li>• Understanding unit count and layout planning</li> <li>• Basics of desktop publishing</li> </ul>

		<ul style="list-style-type: none"> <li>• Overview of the printing process: letterpress, offset, and gravure printing</li> <li>• Detailed study of offset printing: its advantages and limitations</li> </ul>
<b>10</b>	<b>Books / References:</b> <ul style="list-style-type: none"> <li>• <b>Mencher, Melvin</b> – <i>News Reporting and Writing</i> (McGraw-Hill Education)</li> <li>• <b>Bruce D. Itule &amp; Douglas A. Anderson</b> – <i>News Writing and Reporting for Today's Media</i> (McGraw-Hill Education)</li> <li>• <b>Jan R. Hakemulder, Fay A.C. de Jonge, P.P. Singh</b> – <i>News Reporting and Editing</i> (Anmol Publications)</li> </ul>	
<b>11</b>	<b>Internal Continuous Assessment: 40%</b>	<b>External, Semester End Examination 60% Individual Passing in Internal and External Examination</b>
<b>12</b>	<b>Continuous Evaluation through:</b> <ol style="list-style-type: none"> <li>1. Individual/ group project</li> <li>2. Group discussion/ Debates</li> <li>3. Presentation</li> <li>4. Assignment</li> </ol>	