

Teaching Manual

Department of Mass Communication & New Media

Central University of Jammu

Course No: MCNM-103

Title: Print Media: Reporting and Editing

Total Credits: 4

Total Lectures= 44, Practical assignments= 44

	Day/ Week	Title of Topic to be taught	No. of Hours/ Days per topic	Suggestive Readings
Ist Week	I	Evolution and Definition of News Relationship between Information and News, Elements of News, Changing Concept of News	4 Lectures, 4 Hours practical assignments	Kumar, J. Keval (2015), Mass Communication in India, Jaico Publication. Delhi Rangaswami Parthasarathy (1994). Here is the News: Reporting for Media, Sterling Publishers.
	II			
	III			
	IV			
	V	Field Assignments	3 Hours	
IInd Week	I	News Gathering Process, Structure of News, Reporting and Editing Assignments	4 Lectures, 4 Hours practical assignments	Hough, George A. (2006). News Writing, Kanishka Publishers, New Delhi. Kumar ,J Keval (2015),Mass Communication in India, Jaico Publication Delhi
	II			
	III			
	IV			
	V	Class Presentation	3 Hours	
IIIrd Week	I	News Writing Process, Organising the News Story, News Writing Assignments	4 Lectures, 4 Hours practical assignments	Hough, George A. (2006). News Writing, Kanishka Publishers, New Delhi. Kamath, M.V, (2014) The Journalist Handbook, Vikash Publishing house Pvt. Ltd.
	II			
	III			
	IV			
	V	Seminar/ Assessment	3 Hours	

	Day/ Week	Title of Topic to be taught	No. of Hours/ Days per topic	Suggestive Readings
IVth Week	I	Types of Reporting: Based on Beats and Bureau Reporting Assignments	4 Lectures, 4 Hours practical assignments	Hough, George A. (2006). News Writing, Kanishka Publishers, New Delhi.
	II			
	III			
	IV			
	V	Field Assignments	3 Hours	
Vth Week	I	Editing: Role, Objectives and Importance, Editing Assignments	4 Lectures, 4 Hours practical assignments	George, T.J.S. (1989). Editing: A Handbook for the Journalist, IIMC, New Delhi
	II			
	III			
	IV			
	V	Class Presentation	3 Hours	
VIth Week	I	Editorial values, Challenges of Editing, Process of Copy, Editing Assignment	4 Lectures, 4 Hours practical assignments	Rogers, Geoffrey (1993). Editing for Print, Macdonald Book, London. Hodgson, F.W. (1987). Subediting: A Hand book of Modern Newspaper Editing & Production, Focal Press, London.
	II			
	III			
	IV			
	V	Seminar/ Assessment	3 Hours	
VIIth Week	I	Editing Process: News Selection and Placement, Practical Assignments	4 Lectures, 4 Hours practical assignments	George, T.J.S. (1989). Editing: A Handbook for the Journalist, IIMC, New Delhi
	II			
	III			
	IV			
	V	Interaction with some working journalist	3 Hours	

	Day/ Week	Title of Topic to be taught	No. of Hours/ Days per topic	Suggestive Readings
VIIIth Week	I	Management of News Flow, Editing Symbols, Copy Editing Assignments	4 Lectures, 4 Hours practical assignments	Hough, George A. (2006). News Writing, Kanishka Publishers, New Delhi. Rogers, Geoffrey (1993). Editing for Print, Macdonald Book, London.
	II			
	III			
	IV			
	V	Visit of a Newspaper Office	3 Hours	
IXth Week	I	Editorial Vocabulary, News Room, News Flow and Editing System, Editing Assignments	4 Lectures, 4 Hours practical assignments	Rogers, Geoffrey (1993). Editing for Print, Macdonald Book, London. George, T.J.S. (1989). Editing: A Handbook for the Journalist, IIMC, New Delhi
	II			
	III			
	IV			
	V	Class Presentation	3 Hours	
Xth Week	I	Newsroom structures of Print, Electronic and New Media, Field Visit	4 Lectures, 4 Hours practical assignments	Hough, George A. (2006). News Writing, Kanishka Publishers, New Delhi.
	II			
	III			
	IV			
	V	Seminar/ Assessment	3 Hours	
XIth Week	I	Structure of News Bureau Editorial Functionaries, Practical Assignments	4 Lectures 4 Hours practical assignments	Hodgson, F.W. (1987). Subediting: A Hand book of Modern Newspaper Editing & Production, Focal Press, London.
	II			
	III			
	IV			
	V	Interaction with some working journalist	3 Hours	

❖ One tutorial per week will be taken by concerned faculty as per the availability of classes.