



# PROGRAMME GUIDE

## 2024-25



**AISECT ACADEMY**  
for Media and Entertainment

# PROGRAM GUIDE

## CERTIFICATE IN VIDEO PRODUCTION (CVP)

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### Supported By



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**CERTIFICATE IN VIDEO  
PRODUCTION (CVP)**

## Certificate in Video Production (CVP)

### सर्टिफिकेट इन वीडियो प्रोडक्शन (CVP)

(A) Duration : 06 Months (D) Courses : 08  
 ½/½ vof/k : 06 ek ½ dk 1 : 08

(B) Eligibility : 12th Pass (E) Credit : 16  
 ½/½ ik=rk : 12oh ikl ½ ØfM : 16

### (C) Contents and Scheme of Examination

½ ½ ikB; Øe fo"k l ph , oaijhkk ; kt uk

Course Code	Title of the Course	Credit	Total Marks	Theory		Practical Marks		Assignments		Key Learning Outcomes
				Max	Min	Max	Min	Max	Min	
CVP 1	Introduction to T.V. Technology टी.वी. टेक्नॉलॉजी से परिचय	2	100	50	20	20	8	30	12	<ul style="list-style-type: none"> <li>Understand the basic principles of TV technology</li> </ul>
CVP 2	Principle of Video Camera, Components and Controls of Video Camera प्रिंसीपल ऑफ वीडियो कैमरा, एवं वीडियो कैमरा के कम्पोनेन्ट्स एवं कंट्रोलस	3	100	50	20	20	8	30	12	<ul style="list-style-type: none"> <li>Familiarization with working principles and components of video camera</li> <li>Skill in various controls and operation of video camera</li> </ul>
CVP3	Safety Practices in the Work Environment कार्यस्थल पर सुरक्षा प्रबंध	1	100	50	20	20	8	30	12	<ul style="list-style-type: none"> <li>Familiarity with safety, first aid, food safety, primary health and basic hygiene</li> </ul>
CVP 4	Different Types of Television Cameras विभिन्न प्रकार के टेलीविजन कैमरे	3	100	50	20	20	8	30	12	<ul style="list-style-type: none"> <li>Familiarization with different types of television cameras, i.e., ENG camera, EFP camera, studio cameras and special cameras</li> </ul>

										<ul style="list-style-type: none"> <li>• Familiarity with types of microphone used on video camera and types of audio and video connectors</li> <li>• Introduction to video formats</li> </ul>
CVP 5	Introduction to Television Production टेलीविज़न उत्पादन से परिचय	2	100	50	20	20	8	30	12	<ul style="list-style-type: none"> <li>• Familiarity with video production process and production personnel &amp; their duties and responsibilities</li> <li>• Knowledge of video programme production, television studio and ENG production</li> </ul>
CVP 6	Lighting for Television टेलीविज़न में लाइटिंग	2	100	50	20	20	8	30	12	<ul style="list-style-type: none"> <li>• Familiarization with lighting equipment and control</li> <li>• Knowledge of lighting techniques and illumination system</li> </ul>
CVP7	Communication and Personality Development कम्यूनिकेशन एवं पर्सनालिटी डेवलपमेंट	1	100	70	28	-	-	30	12	<ul style="list-style-type: none"> <li>• Basic communication skills</li> <li>• Personality grooming</li> </ul>
CVP8	Editing Concepts, Fundamentals and Techniques एडीटिंग कन्सेप्ट्स, फन्डामेन्टल एवं टेक्नीक से परिचय	2	100	50	20	20	8	30	12	<ul style="list-style-type: none"> <li>• Understand meaning and importance of editing</li> <li>• Familiarization with grammar of editing, picture and audio</li> <li>• Familiarization with editing problems &amp; ethics, criteria for editing, editing equipment and types of editing</li> </ul>

**Note : For a PASS - A Student would require to secure 40% for both Theory and Practical.**

Grand Total	Pass
800	320

# Detailed Syllabus

## CVP 1 : Introduction to T.V Technology

Picture formation

T.V Scanning - Horizontal & Vertical

Frame & field rate

Resolution video bandwidth, sync. blanking signals, colour burst, sensitivity, linearity etc.

Television standards: NTSC, PAL, SECAM.

## CVP 2: Principle of Video Camera, Components and Controls of Video Camera

Primary & secondary colours

Photo conduction, photo voltaic, photo emissive effect

Working principle of video camera

CCD cameras three CCD, single CCD colour camera

Various sizes of pickup devices

Parts of a video camera

Different controls on video camera

Power switch, preheat, genlock, white balance, gain, iris, pedestal etc.

Zoom control: servo, manual, remote, zoom extenders.

Focus control: auto, manual, remote, back focus, macro focus.

Camera view finders (B/W and colour), its indicators and control.

Colour temperature

White balance: Process and need.

Camera filters

Camera control unit (CCU)

Waveform monitor for output level of video

Vector scope

Perspective

Types and use-normal lens, telephoto lens, wide-angle lens.

Zoom lens.

Tripod, types of tripod heads, dolly, trolley & other accessories.

Different types of camera angles and use

Camera movements – types & use.

## CVP 3 : Safety Practices in the Work Environment

**Safety Signs & Colour at Work:** Safety Signs - Cause for accidents, Safe attitudes; Safety Signs & Colour- Sign categories, Sign types.

**First Aid & Artificial Respiration:** First Aid - Introduction, first aid and Its aim, Recovery position, Cardiopulmonary resuscitation (CPR), Wound, Shock, Convulsion, Extensive burns,

Minor burns and scalds, Chemical burns, Electric shock, Fracture, first-aid box; Artificial Respiration - Respiration, Artificial respiration, Mouth to nose method of artificial respiration, Artificial respiration in case of cardiac arrest, Important points to note after giving artificial respiration to victims.

**Safe Lifting and Carrying Techniques:** Causes of injury, Types of injury and methods to prevent them, Points that make an objects/load difficult to carry, Preparation before lifting or shifting heavy loads, Correct body posture before beginning the lift in kinetic method of lifting, Manual lifting techniques using kinetic method, shifting of working tables, Shifting of electronic equipments/instruments, Basic steps of safe lifting and handling.

**Fire and Fire Extinguishers:** Fire, Fuel, Heat, Oxygen, Controlled and uncontrolled fire, Controlling and extinguishing fire, Fire extinguishers, Types of fire extinguisher - water-filled extinguishers, foam, extinguishers, dry powder extinguishers, carbon dioxide type extinguishers, halon extinguishers, General procedure to be adopted in the event of a fire.

**Safe Working Measure:** Electric shock, action and treatments; Hazard identification, risk assessment and risk control; Workstation layout and ergonomic guidelines.

**Managing Health and Safety at Work:** Introduction, General office safety, Types of office accidents, Office hazard control, Office environment, Hazards from electrical equipments, Office safety procedures, Emergency action plan.

**Personal Hygiene:** Introduction, how to maintain good hygiene, how to ensure food safety, Grooming, what are the consequences of not maintaining good hygiene?

**Public and Home Safety:** Introduction, Safety at home, Activities that have a potential for accidents, Things that are normally used at home and have a potential for accidents, Public safety, Prevention.

**Common Food Borne Diseases and Infections:** Introduction, The Farm – beginning of the food chain, Food processing-preventing food-borne illness and improving quality, Transport and storage-safeguarding food, Food safety and retailing, Food safety in the home, Food borne diseases.

## **CVP 4 : Different Types of Television Cameras**

ENG camera

EFP camera

Studio cameras

Special cameras: underwater camera, endoscopes camera, aerial photography camera, remote control camera

Types of microphones used on video camera

Types of audio & video connectors

Introduction to video formats: VHS, S-VHS, U-matic: Low-band & Hi-band, betacam, betacam SP, digi-betacam, mini DV, DV/DVC, DVC Pro, DV-CAM,

## **CVP 5 : Introduction to Television Production**

Video production: meaning and scope

Video production process: pre-production, production, post production

Production personnel and their duties and responsibilities

Types of video programmes production

Television studio and ENG production



## **CVP 6 : Lighting for Television**

Importance of lighting in television

Lighting equipment and control

Lighting techniques and problems, illumination system inclusive of inverse square law & luxmeter

## **CVP 7 : Communication and Personality Development**

- **Basic Grammar for Effective Communication : Parts of Speech** – Revision (sentence, phrase, clause, parts of speech), Noun, Pronoun, Adjective, Article, Verb, Active & Passive Voice, Infinitive, Gerund, Preposition, Conjunctions, Interjection; **Analysis, Transformation, Synthesis and Direct & Indirect Speech** – The phrase, the clause, the sentence, Analysis of compound and complex sentences, Transformation of sentences, Synthesis of sentences, Direct and indirect speech; Composition and Comprehension – Picture composition, How to write short a short story, Letter writing; **Situational communication**
- **Personality Development:** Communication skills, Body language, Positive attitude, Etiquette and manners, SWOT analysis, Decision making, Goal setting, Positive thinking, Self-confidence, Motivation, Time management, Anger management, Stress management, Leadership, Team building,

## **CVP 8 : Editing Concepts, Fundamentals and Techniques**

Editing - meaning and significance

Grammar of editing, Grammar of Picture, Grammar of Audio, eye line, point of view and continuity type- Match cut, jump cut, tempo, transition, special effects

Importance of cut away and cut in shots

Editing problems and ethics

Criteria for editing - picture, narration and music

Editing equipment - recorder, player, Video Switcher, audio mixer, monitor, speaker, special effect generator, non linear workstation

Types of editing - assemble and insert editing, on line and off line editing, cut to cut and AB roll editing, Non linear editing (Basics software's)

## Counseling and Study Structure

S. No.	Course Code	Title of the Course	Credit	Total Hours of Study	Counseling and Study Structure (hours)			
					Face to Face Counseling	Self study	Practical	Assignments
1	CVP 1	Introduction to T. V. Technology	2	60	8	22	12	18
2	CVP 2	Principle of Video Camera, Components and Controls of Video Camera	3	90	12	33	18	27
3	CVP 3	Safety Practices in the Work Environment	1	30	4	11	6	9
4	CVP 4	Different Types of Television Cameras	3	90	12	33	18	27
5	CVP 5	Introduction to Television Production	2	60	8	22	12	18
6	CVP 6	Lighting for Television	2	60	8	22	12	18
7	CVP 7	Communication and Personality Development	1	30	4	17	-	9
8	CVP 8	Editing Concepts, Fundamentals and Techniques	2	60	8	22	12	18

## Study Modules & Books Information

S. No.	Course Code	Subject Name	Modules to be used
1	CVP 1	Introduction to T. V. Technology	
2	CVP 2	Principle of Video Camera, Components and Controls of Video Camera	Video Production by Vasoki Belavadi, Oxford
3	CVP 3	Safety Practices in the Work Environment	S69 : Safety Practices, Primary Health and Personal Hygiene, AISECT
4	CVP 4	Different Types of Television Cameras	Video Production by Vasoki Belavadi, Oxford
5	CVP 5	Introduction to Television Production	i) Writing and Production for Television and Film, by John Riber & Esta De Fossard, SAGE ii) Broadcasting Journalism by Ajay Dash, Discovery
6	CVP 6	Lighting for Television	Video Production by Vasoki Belavadi, Oxford
7	CVP 7	Communication and Personality Development	S68 : Effective Communication and Personality Development, AISECT
8	CVP 8	Editing Concepts, Fundamentals and Techniques	Video Production by Vasoki Belavadi, Oxford

**CERTIFICATE IN RADIO  
PROGRAMME PRODUCTION  
(CRPP)**

## CERTIFICATE IN RADIO PROGRAMME PRODUCTION (CRPP)

### सर्टिफिकेट इन रेडियो प्रोग्राम प्रोडक्शन (CRPP)

(A) Duration : 06 Months (D) Courses : 08  
 1/2 vof/k : 06 ek 1/2 dk 1 : 08

(B) Eligibility : 12th Pass (E) Credit : 16  
 1/2 ik-rk : 12oh ikl 1/2 ØfM : 16

### (C) Contents and Scheme of Examination

1/2 ik; Øe fo"k l ph, oaijh{k ; kt uk

Course Code	Title of the Course	Credit	Total Marks	Theory		Practical Marks		Assignments		Key Learning Outcomes
				Max	Min	Max	Min	Max	Min	
CRPP1	Audio Technology ऑडियो टेक्नॉलॉजी	2	100	50	20	20	8	30	12	<ul style="list-style-type: none"> <li>Familiarity with basics of audio recording, types and use of microphone</li> <li>Understand audio control and sound effect and mono, stereo &amp; surround sound</li> </ul>
CRPP2	Formats of Radio Programmes, Radio and Voice and Field-based Programmes फॉरमेट्स ऑफ रेडियो प्रोग्राम्स रेडियो एवं वॉइस एण्ड फील्ड बेस्ड प्रोग्राम्स	3	100	50	20	20	8	30	12	<ul style="list-style-type: none"> <li>Knowledge of generic element, various radio programmes, special audience and current affairs programmes</li> <li>Knowing role and responsibilities of news reader, importance of pronunciation and clarity, modulation and voice quality</li> <li>Familiarity with live broadcast, radio interview &amp; commentaries</li> </ul>
CRPP3	Safety Practices in the Work Environment	1	100	50	20	20	8	30	12	<ul style="list-style-type: none"> <li>Familiarity with safety, first aid, food safety, primary health and basic hygiene</li> </ul>

	कार्यस्थल पर सुरक्षा प्रबंध									
CRPP4	Studio Production and Studio Programme Genres स्टूडियो प्रोडक्शन एवं स्टूडियो प्रोग्राम जिनर्स	3	100	50	20	20	8	30	12	<ul style="list-style-type: none"> <li>• Understand recording of programmes, sound effects, editing and mixing techniques</li> <li>• Understand presentation techniques of spoken word programmes &amp; radio dramas etc., conducting interviews, production of radio documentaries and entertainment programmes</li> </ul>
CRPP5	Interactive Programme Formats and Production Techniques इंटरैक्टिव प्रोग्राम फारमेट्स एवं प्रोडक्शन टेक्निक	2	100	50	20	20	8	30	12	<ul style="list-style-type: none"> <li>• Understanding of phone-in programmes, field-generated and participatory programmes, special audience programmes, special drives and campaigns, recording of programmes, codes &amp; ethics in broadcasting and evaluation of programmes</li> </ul>
CRPP6	Studio Facilities, Equipment and Modern Technology स्टूडियो फेसिलिटीज, इक्विपमेंट एवं मॉडर्न टेक्नोलॉजी	2	100	50	20	20	8	30	12	<ul style="list-style-type: none"> <li>• Understanding of layout of studio and use of studio equipment</li> <li>• Familiarity with analogue and digital recording, mono and stereo sound systems,</li> <li>• Familiarity with satellite transmission, satellite radio, web radio and new technologies in audio broadcasting</li> </ul>
CRPP7	Communication and Personality Development कम्यूनिकेशन एवं पर्सनालिटी डेवलपमेंट	1	100	70	28	-	-	30	12	<ul style="list-style-type: none"> <li>• Basic communication skills</li> <li>• Personality grooming</li> </ul>

CRPP8	Broadcast Business and Funding Mechanism ब्राडकास्ट बिजनेस एवं फन्डिंग मेकेनिज्म	2	100	50	20	20	8	30	12	<ul style="list-style-type: none"> <li>Understand marketing of radio programmes, philosophy of local broadcasting, private FM broadcasting and Vividh Bharti broadcasting</li> </ul>
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**Note : For a PASS - A Student would require to secure 40% for both Theory and Practical.**

Grand Total	Pass
800	320

## Detailed Syllabus

### CRPP 1: Audio Technology

Nature of sound  
Basics of audio recording  
Selection, placement and types of microphone  
Audio control and sound effect, PAN  
Mono Stereo and surround sound

### CRPP 2: Formats of Radio Programmes, Radio and Voice and Field-based Programmes

Generic element: content and format  
Spot light, music, feature, talk, review, discussion, newsreel phone in programme, Interactive program  
Special audience and current affairs programs  
Role and responsibilities of a news reader  
Do's and don'ts for news reader  
Importance of pronunciation and clarity  
Modulation and voice quality  
Voice over  
Live broadcast  
Radio interview & commentaries  
Art of interviewing  
Types of interviews  
Research Inputs  
Reporting

### CRPP 3 : Safety Practices in the Work Environment

**Safety Signs & Colour at Work:** Safety Signs - Cause for accidents, Safe attitudes; Safety Signs & Colour- Sign categories, Sign types.

**First Aid & Artificial Respiration:** First Aid - Introduction, first aid and Its aim, Recovery position, Cardiopulmonary resuscitation (CPR), Wound, Shock, Convulsion, Extensive burns, Minor burns and scalds, Chemical burns, Electric shock, Fracture, first-aid box; Artificial Respiration - Respiration, Artificial respiration, Mouth to nose method of artificial respiration, Artificial respiration in case of cardiac arrest, Important points to note after giving artificial respiration to victims.

**Safe Lifting and Carrying Techniques:** Causes of injury, Types of injury and methods to prevent them, Points that make an objects/load difficult to carry, Preparation before lifting or shifting heavy loads, Correct body posture before beginning the lift in kinetic method of lifting, Manual lifting techniques using kinetic method, shifting of working tables, Shifting of electronic equipments/instruments, Basic steps of safe lifting and handling.



**Fire and Fire Extinguishers:** Fire, Fuel, Heat, Oxygen, Controlled and uncontrolled fire, Controlling and extinguishing fire, Fire extinguishers, Types of fire extinguisher - water-filled extinguishers, foam, extinguishers, dry powder extinguishers, carbon dioxide type extinguishers, halon extinguishers, General procedure to be adopted in the event of a fire.

**Safe Working Measure:** Electric shock, action and treatments; Hazard identification, risk assessment and risk control; Workstation layout and ergonomic guidelines.

**Managing Health and Safety at Work:** Introduction, General office safety, Types of office accidents, Office hazard control, Office environment, Hazards from electrical equipments, Office safety procedures, Emergency action plan.

**Personal Hygiene:** Introduction, how to maintain good hygiene, how to ensure food safety, Grooming, what are the consequences of not maintaining good hygiene?

**Public and Home Safety:** Introduction, Safety at home, Activities that have a potential for accidents, Things that are normally used at home and have a potential for accidents, Public safety, Prevention.

**Common Food Borne Diseases and Infections:** Introduction, The Farm – beginning of the food chain, Food processing-preventing food-borne illness and improving quality, Transport and storage–safeguarding food, Food safety and retailing, Food safety in the home, Food borne diseases.

## **CRPP 4 : Studio Production and Studio Programme Genres**

Recording of programs, selection of sound effects, editing and mixing techniques,

Process of planning, scheduling and transmission,

Generation of program ideas and process of production,

Classification of radio program formats and concept of creativity,

Presentation techniques of spoken word programs (talks, interviews, radio reports, chat-shows, reviews, discussions, debates, commentaries, magazines etc.)

Conducting various types of interviews,

Planning and production of radio documentaries,

Presentation techniques of radio dramas, skits, family serials, quickies, commercial spots, jingles etc.

Production of entertainment programs including classical, light and folk music programs, music appreciation, operas, film music, listener's request invited audience music programs etc.

## **CRPP5 : Interactive Programme Formats and Production Techniques**

Concept and significance of phone-in-program,

Field generated and participatory programs,

Special audience programs-youth, farmers, women, children, senior citizens etc.

Special drives and campaigns including special topic programs (science, sports, family welfare, environment, development etc.)

Recording of programs, selection of sound effects, editing and mixing techniques,

Art of comparing and announcing (voice quality, modulation and pronunciation techniques)

Codes and ethics in broadcasting,

Process of planning, scheduling and transmission,

Evaluation of programs and quality control.

## **CRPP 6 : Studio Facilities, Equipment and Modern Technology**

Layout of a studio

Acoustics, quality of an audio signal,

Types and use of microphones, Tape recorders, mixers console, control- panels, audio tapes etc.

Analogue and digital recording,

Mono and stereo sound systems.

Satellite transmission and its advantages,

New technologies in audio broadcasting DAB,

Use of computers in broadcasting,

Satellite radio, web radio, convergence of technology,

## **CRPP 7 : Communication and Personality Development**

- **Basic Grammar for Effective Communication : Parts of Speech** – Revision (sentence, phrase, clause, parts of speech), Noun, Pronoun, Adjective, Article, Verb, Active & Passive Voice, Infinitive, Gerund, Preposition, Conjunctions, Interjection; **Analysis, Transformation, Synthesis and Direct & Indirect Speech** – The phrase, the clause, the sentence, Analysis of compound and complex sentences, Transformation of sentences, Synthesis of sentences, Direct and indirect speech; Composition and Comprehension – Picture composition, How to write short a short story, Letter writing; **Situational communication**
- **Personality Development:** Communication skills, Body language, Positive attitude, Etiquette and manners, SWOT analysis, Decision making, Goal setting, Positive thinking, Self-confidence, Motivation, Time management, Anger management, Stress management, Leadership, Team building,

## **CRPP 8 : Broadcast Business and Funding Mechanism**

Marketing of radio programs and revenue earning prospects,

Conducting audience research and listeners surveys.

Philosophy of local broadcasting,

Private F.M. broadcasting,

Vividh Bharti commercial broadcasting.

## Counseling and Study Structure

Sl. No	Course Code	Title of the Course	Credit	Total Hours of Study	Counseling and Study Structure (hours)			
					Face to Face Counseling	Self study	Practical	Assignments
1	CRPP 1	Audio Technology	2	60	8	22	12	18
2	CRPP 2	Formats of Radio Programmes, Radio and Voice and Field-based Programmes	3	90	12	33	18	27
3	CRPP 3	Safety Practices in the Work Environment	1	30	4	11	6	9
4	CRPP 4	Studio Production and Studio Programme Genres	3	90	12	33	18	27
5	CRPP 5	Interactive Programme Formats and Production Techniques	2	60	8	22	12	18
6	CRPP 6	Studio Facilities, Equipment and Modern Technology	2	60	8	22	12	18
7	CRPP 7	Communication and Personality Development	1	30	4	17	-	9
8	CRPP 8	Broadcast Business and Funding Mechanism	2	60	8	22	12	18

## Study Modules & Books Information

Sr. No.	Course Code	Subject Name	Modules to be used
1	CRPP 1	Audio Technology	AISECT Module 1
2	CRPP 2	Formats of Radio Programmes, Radio and Voice and Field-based Programmes	AISECT Module 2
3	CRPP 3	Safety Practices in the Work Environment	S69 : Safety Practices, Primary Health and Personal Hygiene, AISECT
4	CRPP 4	Studio Production and Studio Programme Genres	i) Mass Communication in India by Keval J. Kumar, JAICO ii) Writing and Producing Radio Dramas by by Esta De Fossard, SAGE
5	CRPP 5	Interactive Programme Formats and Production Techniques	Writing and Producing Radio Dramas by by Esta De Fossard, SAGE
6	CRPP 6	Studio Facilities, Equipment and Modern Technology	i) Broadcasting Journalism by Ajay Dash, Discovery ii) Video Production by Vasuki Belavadi, Oxford
7	CRPP 7	Communication and Personality Development	S68 : Effective Communication and Personality Development, AISECT
8	CRPP 8	Broadcast Business and Funding Mechanism	Broadcasting Journalism by Ajay Dash, Discovery

### Other Short Term Certificate Programs

Sl. No.	Name of the Programme	Duration	Eligibility
1.	Certificate Course in Citizen Journalism and Citizen Media (CCCJCM)	3 Months	Graduation

Short terms programs are listed separately along with Academy Programs. The respective Academy can conduct relevant Short Term programs choosing from a list of short term courses. The exam scheme of each program is:

- (1) Theory Paper : 70 Marks
- (2) Assignment : Not Applicable for short term certificate programmes
- (3) Practical/Project : 30 Marks

Thus, every short term program evaluation shall be done on the basis of 100 marks

**Note: For Short Term Certificate Programs, only Certificates are provided by the University after conducting examination.**