

LESSON PLAN

Name of Assistant Professor: Sh. Hitesh Bhardwaj

Class: BMC 4th Semester

Subject: **Introduction to Reporting**

Lesson Plan: From January 2020 to April 2020

Week 1 01.01.2020-04.01.2020	Concept of news, definition, nature, qualities, elements of news, news concept of 5 w's & 1H
Week 2 06.01.2020-11.01.2020	Objectively of news, types of news, news verses information. Hard and soft news
Week 3 13.01.2020-18.01.2020	Understanding local, regional and national news,
Week 4 20.01.2020-25.01.2020	Defining beats and different types of beats
Week 5 27.01.2020-01.02.2020	News sources, news gathering, types of sources, sourcing/attribution.
Week 6 03.02.2020-8.02.2020	Verification, validation of facts, credibility and protection of sources
Week 7 10.02.2020-15.02.2020	Revision, Class Test
Week 8 17.02.2020-22.02.2020	cultivation of sources, on record sources, off the record sources, Report writing. Scoop and exclusive stories
Week 9 24.02.2020-29.03.2020	News writing style, intro types and importance, inverted pyramid, 5W and 1H,
Week 10 02.03.2020-07-03-2020	Hour glass style, circle style, Tools of reporting, qualities and responsibilities of reporting
Week 11 09.03.2020-14.03.2020	KUK Vacation
Week 12 16.03.2020-21.03.2020	Principles of reporting- accuracy, objectivity, fairness, balance, Hierarchy function of reporting staff in a newspaper,
Week 13 23.03.2020-28.03.2020	Duties and responsibilities of a chief reporter & reporter.
Week 14 30.03.2020-04.04.2020	Types of Reporting: Investigative & Interpretative reporting,
Week 15 06.04.2020-11.04.2020	Accident, crime, court, political,
Week 16 13.04.2020-18.04.2020	Human interest, Health reporting,
Week 17 20.04.2020-25.04.2020	Interviewing, reporting press conference
Week 18 27.04.2020-30.04.2020	Revision, Class Test

LESSON PLAN

Name of Assistant Professor: Sh. Hitesh Bhardwaj

Class: BMC 4th Semester

Subject: **Introduction to Reporting (P) Group 1**

Lesson Plan: From January 2020 to April 2020

Week 1 01.01.2020-04.01.2020	Concept of news, definition, nature, qualities, elements of news, news concept of 5 w's & 1H
Week 2 06.01.2020-11.01.2020	Objectively of news, types of news, news verses information. Hard and soft news
Week 3 13.01.2020-18.01.2020	Understanding local, regional and national news,
Week 4 20.01.2020-25.01.2020	Defining beats and different types of beats
Week 5 27.01.2020-01.02.2020	News sources, news gathering, types of sources, sourcing/attribution.
Week 6 03.02.2020-8.02.2020	Verification validation of facts, credibility and protection of sources
Week 7 10.02.2020-15.02.2020	Revision, Class Test
Week 8 17.02.2020-22.02.2020	cultivation of sources, on record sources, off the record sources, Report writing. Scoop and exclusive stories
Week 9 24.02.2020-29.03.2020	News writing style, intro types and importance, inverted pyramid,
Week 10 02.03.2020-07-03-2020	Hour glass style, circle style, Tools of reporting, qualities and responsibilities of reporting
Week 11 09.03.2020-14.03.2020	KUK Vacation
Week 12 16.03.2020-21.03.2020	Principles of reporting- accuracy, objectivity, fairness, balance, Hierarchy function of reporting staff in a newspaper,
Week 13 23.03.2020-28.03.2020	Duties and responsibilities of a chief reporter & reporter.
Week 14 30.03.2020-04.04.2020	Types of Reporting: Investigative & Interpretative reporting,
Week 15 06.04.2020-11.04.2020	Accident, crime, court, political,
Week 16 13.04.2020-18.04.2020	Human interest, Health reporting,
Week 17 20.04.2020-25.04.2020	Interviewing, reporting press conference
Week 18 27.04.2020-30.04.2020	Revision, Class Test

LESSON PLAN

Name of Assistant Professor: Sh. Hitesh Bhardwaj

Class: BMC 4th Semester

Subject: **Introduction to Reporting (P) Group 3**

Lesson Plan: From January 2020 to April 2020

Week 1 01.01.2020-04.01.2020	Concept of news, definition, nature, qualities, elements of news, news concept of 5 w's & 1H
Week 2 06.01.2020-11.01.2020	Objectively of news, types of news, news verses information. Hard and soft news
Week 3 13.01.2020-18.01.2020	Understanding local, regional and national news,
Week 4 20.01.2020-25.01.2020	Defining beats and different types of beats
Week 5 27.01.2020-01.02.2020	News sources, news gathering, types of sources, sourcing/attribution.
Week 6 03.02.2020-8.02.2020	Verification validation of facts, credibility and protection of sources
Week 7 10.02.2020-15.02.2020	Revision, Class Test
Week 8 17.02.2020-22.02.2020	cultivation of sources, on record sources, off the record sources, Report writing. Scoop and exclusive stories
Week 9 24.02.2020-29.03.2020	News writing style, intro types and importance, inverted pyramid,
Week 10 02.03.2020-07-03-2020	Hour glass style, circle style, Tools of reporting, qualities and responsibilities of reporting
Week 11 09.03.2020-14.03.2020	KUK Vacation
Week 12 16.03.2020-21.03.2020	Principles of reporting- accuracy, objectivity, fairness, balance, Hierarchy function of reporting staff in a newspaper,
Week 13 23.03.2020-28.03.2020	Duties and responsibilities of a chief reporter & reporter.
Week 14 30.03.2020-04.04.2020	Types of Reporting: Investigative & Interpretative reporting,
Week 15 06.04.2020-11.04.2020	Accident, crime, court, political,
Week 16 13.04.2020-18.04.2020	Human interest, Health reporting,
Week 17 20.04.2020-25.04.2020	Interviewing, reporting press conference
Week 18 27.04.2020-30.04.2020	Revision, Class Test

LESSON PLAN

Name of Assistant Professor: Dr Sandeep Kumar

Class: BMC 6th Semester

Subject: **Print Production (P) Group 3**

Lesson Plan: From January 2020 to April 2020

Week 1 01.01.2020-04.01.2020	Design concept & importance , Basic principles of layout designing
Week 2 06.01.2020-11.01.2020	Tools of layout designing
Week 3 13.01.2020-18.01.2020	Terms in layout planning : Press layout, page layout, dummy, cover layout, make up,4 model, story board
Week 4 20.01.2020-25.01.2020	Stages in layout, Types of layout , Principles of design
Week 5 27.01.2020-01.02.2020	Introduction to page maker and its features
Week 6 03.02.2020-8.02.2020	Introduction to quark express and its applications
Week 7 10.02.2020-15.02.2020	Revision, Class Test
Week 8 17.02.2020-22.02.2020	Introduction to In-design and its applications
Week 9 24.02.2020-29.03.2020	Introduction to photoshop and its various applications, DTP
Week 10 02.03.2020-07-03-2020	Visual importance and functions,
Week 11 09.03.2020-14.03.2020	KUK Vacation
Week 12 16.03.2020-21.03.2020	Categories of visual Selection and placement of photos
Week 13 23.03.2020-28.03.2020	Introductions to Photoshop and its various applications
Week 14 30.03.2020-04.04.2020	Photo cropping & caption writing. Basic principles of photo editing
Week 15 06.04.2020-11.04.2020	Newspaper designing, design principles, Newspaper format,
Week 16 13.04.2020-18.04.2020	Various design elements, page make up, front page, editorial page, section page, colour pages
Week 17 20.04.2020-25.04.2020	Process of Producing a Lab Journal, News letter, Newspaper
Week 18 27.04.2020-30.04.2020	Revision, Class Test

LESSON PLAN

Name of Assistant Professor: Dr Sandeep Kumar

Class: BMC 6th Semester

Subject: **Print Production (T)**

Lesson Plan: From January 2020 to April 2020

Week 1 01.01.2020-04.01.2020	Design concept & importance , Basic principles of layout designing
Week 2 06.01.2020-11.01.2020	Tools of layout designing
Week 3 13.01.2020-18.01.2020	Terms in layout planning : Press layout, page layout, dummy, cover layout, make up,4 model, story board
Week 4 20.01.2020-25.01.2020	Stages in layout, Types of layout , Principles of design
Week 5 27.01.2020-01.02.2020	Introduction to page maker and its features
Week 6 03.02.2020-8.02.2020	Introduction to quark express and its applications
Week 7 10.02.2020-15.02.2020	Revision, Class Test
Week 8 17.02.2020-22.02.2020	Introduction to In-design and its applications
Week 9 24.02.2020-29.03.2020	Introduction to photoshop and its various applications, DTP
Week 10 02.03.2020-07-03-2020	Visual importance and functions,
Week 11 09.03.2020-14.03.2020	KUK Vacation
Week 12 16.03.2020-21.03.2020	Categories of visual Selection and placement of photos
Week 13 23.03.2020-28.03.2020	Introductions to Photoshop and its various applications
Week 14 30.03.2020-04.04.2020	Photo cropping & caption writing. Basic principles of photo editing
Week 15 06.04.2020-11.04.2020	Newspaper designing, design principles, Newspaper format,
Week 16 13.04.2020-18.04.2020	Various design elements, page make up, front page, editorial page, section page, colour pages
Week 17 20.04.2020-25.04.2020	Process of Producing a Lab Journal, News letter, Newspaper
Week 18 27.04.2020-30.04.2020	Revision, Class Test