

# **SYLLABUS OF ONE YEAR DIPLOMA IN ACTING**

**SRI DEV SUMAN UTTARAKHAND  
UNIVERSITYBADSHAHITHAUL(TEHRI  
GARHWAL) - 249199 UTTARAKHAND**

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Regulations and Syllabus for One Year Diploma  
in Acting  
(Through Regular Mode)

With effect from the Academic Session 2022-23 (Subject to change  
from time to time)

Note: Sri Dev Suman Uttarakhand University reserves the right to  
amend Regulations, Scheme of Examinations, Pass Criteria, Scheme of Studies and courses  
of study as and when it deems necessary.

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# COURSE CURRICULUM FOR ONE YEAR DIPLOMA IN ACTING

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Regulations and Scheme of Examinations (General Objectives, Scheme of Examinations and Courses of Study for Diploma in Acting)

## 1. General Objectives

The acting course offers various opportunities to learn the craft and techniques of different schools of acting starting from Natyashastra, Stanislavsky, Meisner and then moving on to Realistic, Naturalistic and Acting in front of the camera. The students will also gain overall knowledge of films and various departments involved in the process of filmmaking so that they can act in films, television programmes or commercials with utmost confidence.

- Gain knowledge of Acting as an art form practically and theoretically. Learning various
- techniques of Visual Composition.
- Understanding the Importance of Lighting Techniques.
- To be able to act or give their voice in the form of voiceover in Films, Television Programmes, Commercials or any other Audio-Visual medium.

## 2. Duration of the Course and Working Days

### 2.1 Duration of the Course

One Year Programme consisting of two semesters. Candidates shall be permitted to complete the programme requirements of the one-year programme within a maximum period of three years from the date of admission to the programme.

### 2.2 Working Days

There shall be at least one hundred eighty (180) working days in a year, inclusive of the period of admission, classroom interactions, practicals and conduct of examination. The institute shall work for a minimum of thirty two hours, in a week (five or six days) each semester during which faculty members shall be available for classroom interactions, collaborative dialogues consultation, mentoring and disseminating practical inputs of the course of the students. Similarly, college is required to access the workload of the each faculty members to give maximum orientation of the Film & Television industry aligned with the updated pedagogy and the artistic & technical skills. The minimum attendance of candidates shall be 75% for theory courses and practicals.

### **3 . Eligibility (Entry Requirements) and Procedure of Admission:**

- ♦ The minimum qualification required to be eligible of admission is a pass with a minimum of 50% aggregate marks in 10+2 examination of a Board of a State Government, Central Government or a course recognised as equivalent thereto by the University, desirably with the relevant or related subjects as one of the subjects of study.
- ♦ Admission shall be made on the basis of merit of the qualifying Examination or any other selection process as per the policy of the State Government/ Sri Dev Suman Uttarakhand University, Badshahithaul (Tehri Garhwal), Uttarakhand.

### **4 . Pedagogy**

Acting is imparted through a thoughtfully balanced mix of teaching pedagogy. Faculty Members strive to make the classes interactive so that students can correlate the theories with practical examples for better understanding. This facilitates experiential learning among the students as they face real production issues, apply their classroom knowledge and strengthen their creative acumen.

- ♦ **Assignment:**

Students are given assignments based on the units of the syllabus from time to time. The assignments are later discussed in classes to understand the motive behind the creation.

- ♦ **Continuous Evaluation:**

Students are regularly evaluated on different parameters to check their progress throughout a semester. Class participation, announcement tests, assignments, projects, etc. form part of this evaluation process.

- ♦ **Guest Lecture:**

Students interact with eminent guests from the industry on a regular basis. At the university level, these guests having huge experience and unparalleled expertise come from varied industries and different countries. Doon Film School arranges

for regular visit by high-ranking industry personnel to the campus. This ensures that the students have get to know about the latest happenings in the industry, thereby making them ready for their future endeavours.

- ♦ **Workshop:**

Workshops on different domains are conducted on a regular basis to equip the students with necessary skills as per the demand of the industry; workshops are conducted to improve students' skills related to Acting.

- ♦ **Case Study:**

Students are shown film clipping as a topic for discussing the various aspects of framing, composition and lighting incorporated in that particular scene.

- ♦ **Demonstration:**

Students are given a task to choose a scene from film of their choice and try to replicate the same with given infrastructure and equipment in a stipulated time.

#### 4 . No. of Seats and Age Limit

**No. of Seats - 30 ( Sri Dev Suman Uttarakhand University reserves the rights to change seats when it deems necessary),**

**Age Limit :** There is no upper age limit for the candidates applying to the One Year Diploma in Acting course.

#### 5 . Courses of Study in Diploma in Acting (DA)

There shall be five (5) papers in first semester and five (5) in second semester. These papers are devoted to the fundamentals and practical learning of Acting through class lectures, practicals ,studio and on-field exposure of the core subjects .A candidate is required to take following courses during two semesters of the Diploma in Acting (DA) .

#### SEMESTER 1

Total Marks ( 1st Semester)	24 credits		700

#### SEMESTER 2

Total Marks ( 2nd Semester)	24 credits	15	900
Total Marks ( 1st + 2nd Semester)	48 credits		1600

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# COURSE CURRICULUM ONE YEAR DIPLOMA IN ACTING

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## SEMESTER 1

### DA 101 Still Photography: Theory & Practice

**Photographic images leaves a powerful and lasting impression on the human mind. Still photographs find extensive use in Film & Television industry. Film & Television professionals have to learn the techniques of photography and to apply the theory to practical problems in still photography.**

#### **Unit 1 - Introduction to Still Photography**

What is Photography? , Brief History of Photography, The Role and Importance of Photography, Light and Colour (The Human Visual System), Light Sources and their Characteristics, Colour Temperature & Classification of Colour.

#### **Unit 2 - Camera**

What is Camera? , Basic Parts of Single Lens Reflex (SLR), Camera Lens and Optics , Film Chamber and digital sensors (CCD & CMOS), Aperture & Shutter, Camera Working Mechanism & its Controls, Types of Cameras, Depth of Field and How they Work, Exposure Metering System & Metering Modes, Camera Accessories : Tripod, Monopod, Filters, White Balance (Custom & Kelvin)

#### **Unit 3 - Lighting & Composition**

Lighting Equipments , Studio Lights , One Point Lighting, Two Point Lighting, three point Lighting, Photographic Composition & Composition Rules, 6 Portrait Lighting Patterns.

#### **Unit 4 - Photography Exercise**

Indoor & Outdoor Photography, Photographing people/nature/architecture, Fashion Photography, Food Photography, Street Photography, Product Photography, Macro Photography.

#### **Text Books**

- ♦ Basics of Photography : Michael Langford
- ♦ Dictionary of Photography & digital imaging : Tom Ang
- ♦ Lighting for photographers : Roger Hicks & Frances Schultz
- ♦ Studio Photography : John Child
- ♦ Photography : Barbara London & John Upton

## DA 102 Acting- I

**This is the specialization subject and is specially designed to first develop confidence and reduce stage fear from the minds of students willing to be an actor. Also, students will be able to understand different types of acting and presentationskills for becoming an actor.**

### **Unit 1 - Basics of Acting**

Introduction to Acting, Introduction to Basic Camera Techniques, Acting History/Literature(Greek & Russian - Aristotle - Stanislavsky).Natyashastra by BharatMuni, Rasa & Bhava, Yoga , Physical Exercises, Music & Dance Movements.

### **Unit 2 - Actor and his body**

Discovering the physical action – Committing to action – believing the action sustaining the belief making and score of the physical action , Finding a purpose , Training the body , Directing attention concentration on action , Observation , Relating to thing

### **Unit 3 - Actor and his role**

Getting into the part , Getting into the Character , Getting into the Play , Speaking thelives

### **Unit 4 - Voice & Speech**

Breathing Exercises, Voice Exercises, Diction, Speech Pattern, Dialogue, Humming,Pitch, Volume , Singing.

### **Unit 5 - Performance Skills**

Basic Text and speech Analysis, Movement, Imagination, Monologue, Scene Work.

### **Unit 6 - Final Scenework Exercise**

Text reading sessions, Scenework (Classical, Mythological & Contemporary), Characterization, Observation, Audition for Camera, Monologue for Camera ,Scenework for Camera, Final Scenework.

### **Text Books**

- ♦ Natyashastra : Bharat Muni
- ♦ An Actor Prepares : Constantin Stanislavsky
- ♦ Creating a Role. : Constantin Stanislavsky
- ♦ Building a character : Constantin Stanislavsky Television
- ♦ Performing : William Hawes
- ♦

## DA 103 Film Studies 1

To introduce the students with the core subject of Films, teaching them about the birth and history of cinema . The emphasis is more on the western cinema.

### Unit 1

Birth and Evolution of Cinema (1895-1905)

### Unit 2

Classical Narrative Cinema and Emergence of the feature film (1906-1914)

### Unit 3

The Rise of Studio System and the arrival of sound (1915- 1929)

### Unit 4

Film Analysis (Scene by Scene)

### Unit 5

German Expressionism Movement

### Unit 6

Russian Cinema and Theory

### Unit 7

Italian Neo Realist Movement

### Unit 8

French New Waves

### Unit 9

Indian Cinema : The Early Days (1913-1947)Dada

- ♦ Saheb Phalke
- ♦ P.C. Barua
- ♦ Mehboob Khan
- ♦ Shantaram Sohrab
- ♦ Modi
- ♦

### Text Books

- ♦ The Cinemas of India. : Yves Thoraval
- ♦ Hollywood Cinema : Richard Maltby
- ♦ The German Cinema Book : Tim Bergfelder, Erica & DenizThe
- ♦ British cinema book. : Robert Murphy
- ♦ The oxford history of world cinema : Nowell- Smith GeoffreyHow to
- ♦ read a film : James Monaco

## DA 104 Techniques of Screenplay Writing

**To teach the students how to write a screenplay for films (short & feature films), Documentary films, television and advertisement films starting from basic to advanced level with the development of their own screenplay.**

### **Unit 1 - Basics**

What is a story? , What are the sources for obtaining stories and story ideas? , Various methods of narrating a story, What is screenplay? How is it different from literary writing? , Elements of a screenplay for connecting with the audience , Subject , Theme, Plot , Premise , The paradigm of a screenplay

### **Unit 2 - Character & Characterization**

The creation of a character, External and Internal aspects of a character, Role of dramatic need and conflict in building a character, Character growth, Professional, Personal, Private life of a character, Putting the character in action, Common problems of Characterization, Elements of Good Characterizations.

### **Unit 3 - Format of a Screenplay**

International Format for feature film , Softwares for Screenplay.

### **Unit 4 - Study of Exemplary Screenplays**

CHINA TOWN , AVATAR , SHOLAY , CHAK DE! INDIA , MANCHESTER BY THE SEA , SHIP OF THESEUS , ANKHON DEKHI , FOLLOWING (from the point of view of the Structure , Screenplay & Characterization)

### **Unit 5 - Starting a screenplay**

Choosing the Subject, Deciding the Plot, Deciding the Theme, Choosing the Premise

### **Unit 6 - The Set-Up**

Introducing the Protagonist and other supporting characters, the ambience, the location and the period, in which the story is located, Introduction of the dramatic need of the protagonist, Introduction of the potential source of conflict.

### **Unit 7 - The Plot Point 1**

The turning point in the story that makes the conflict inevitable.

### **Unit 8 - The Confrontation**

Polarization of the story between the protagonist and the antagonist, exchange of initial threats, Minors confrontations resulting in the further planning, Polarization of the supporting Characters in the conflict, Failure of reconciliation

### **Unit 9 - The Plot Point 2**

The final turning point of the story that will lead the film to its resolution.



### **Unit 10 - The Resolution**

The Confrontation accelerates into a 'war-like' situation, end of the polarization becomes inevitable, Preparation for the final battle, The battle, Climax.

### **Unit 11 - Screenplay Devices**

Dialogues, Sound Effects, Background Music, Inter-relationship of the characterization and Plot.

### **Text Books**

- ◆ The Thirty Six Dramatic Situations : Georges Polti
- ◆ Screenplay (The Foundations of Screenwriting) : Syd Field  
The Screenwriters Workbook : Syd Field
- ◆ The Psychology of Screenwriting : Jason Lee
- ◆ Deep Focus : Satyajit Ray

## **DA 105 Film Direction**

**To teach the students the process of Filmmaking from Preproduction to Post Production making them understand the role of every department and individual involved in the process of Film Production.**

### **Unit 1 - Introduction to Films/Cinema**

History of Films, Types of Films, Basic Film Genres, Process of Filmmaking, Various Departments in Films - Preproduction , Production , Post Production , Film Language (Shot, Scene, Camera Movements)

### **Unit 2 - Introduction to Film Direction**

Introduction , Work/Role of a Director, Hiring the Crew/ Making your Team, DirectionTeam, Assistant Directors and their duties.

### **Unit 3 - Identification & Vision**

Basic Responsibilities & Personal Traits, Leadership Collaboration & Vision, Identifying Themes ( Identify, Belief & Vision ; Temperament affects vision ; Finding your Life issues) , Subjects to avoid, Displace and transform, The Artistic Process.

### **Unit 4 - Role & Duties of Direction Team**

Clap, Continuity, Master Breakdown, Production Scheduling, Callsheets, Budgeting, Recce, Base Camp Operation, Project Designing & Planning.

### **Unit 5 - Basic thought, story & screenplay**

Inspiration, Observation , Imagination

### **Unit 6 - 3 Act Structure**

Beginning, Middle, End

### **Unit 7 - World Building**

Importance of World Building, Immersion of Viewer, Detailing, Characterization.

### **Unit 8 - Screen Direction**

Technical (Camera Direction, Continuity of Motion, 180 degree rule) , Creative (ScreenLeft & Screen Right , Movement of Characters or objects within a frame, Breaking the 180 degree rule)

### **Unit 9 - Film Aesthetics**

Form & Style (The Storyteller's Vision - Visual Design , Sound Design , Performance Style, Editorial Style) , Rhythmic Design , Directorial Style ;  
Tone: Naturalistic and Stylistic Approaches (Genre & Style , Naturalism, Stylization, Distancing & Suspending Belief)

### **Unit 10 - Elements of Storytelling**

Film Language & Storytelling, Creating Complex meaning in an image, The Edit and Montage, Time & Space, Plant & Payoff, Blocking , Visual Metaphors, Exposition , McGuffin, Red Herring.

### **Unit 12 - Directing & Producing Short Digital Film**

Pre-production, Production , Post- Production , Distribution .

### **Text Books**

- ◆ On Directing Film : David Mamet
- ◆ Something Like an Autobiography : Akira Kurosawa Speaking of
- ◆ Films : Satyajit Ray
- ◆ Making Movies : Sydney Lumet
- ◆ The Filmmaker's Handbook : S.Ascher & E. Pincus The
- ◆ Director's Mind : Ujjal Chakraborty

## **DA 106 Acting Practical - Minor Project**

**Course Objective :** To teach the students in the field of Acting in the form of a SoloPerformance .  
An Acting Practical - Minor Project will give them a basic understanding how to deliver a solo performance in the stipulated time while applying learnt and studied acting techniques into their performance.

The students will prepare an Acting Practical - Minor Project work under the guidance of the college faculties and it will be evaluated by an external examiner.

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# COURSE CURRICULUM ONE YEAR DIPLOMA IN ACTING

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## SEMESTER 2

### DA 201 Camera and Lighting Techniques

**Camera is the medium through which we express ourselves or tell a story in the audio-visual medium like Cinema. Coupled with lighting , Cinematography is not only instrumental in telling a story but also plays a very important part in projecting the mindscape, mood and character of the story or a scene. It is a highly technical and creative art and goes hand in hand with Lighting Techniques. Lighting for Cinema and Television is much more than merely illuminating the subject. It helps to interpret the character, story and the mood.**

#### **Unit 1 - History of Cinematography**

Introduction to Film Cameras, Film Dimension & Packaging, Processing & Printing, Transfer Film to Digital ( Telecine Basic, Types of Telecine Machine, Frames per second, File type, Reverse Tele Cine ) , Digital Intermediate , Transition from Film to digital Recording & everything in between.

#### **Unit 2**

Camera Operation & Handling allied equipments

#### **Unit 3**

Camera Angles and Types of Shots

#### **Unit 4**

Composition, Lenses & Filters

#### **Unit 5**

Various Methods of Camera Movements( Use of Dolly , Tracks , Trolley etc.)

#### **Unit 6**

Principles of Lighting

#### **Unit 7**

Indoor & Outdoor Lighting, Intensity and Colour Temperature of Lights

## Text Books

- ◆ Cinema as Graphic Art : Joseph V.Mascelli
- ◆ The five C's of Cinematography : Freddie Young & Paul PetzoldThe
- ◆ focal digital imaging : Adrian Davies
- ◆ Digital Cinematography : Paul Wheeler BSC FBKS
- ◆ Lighting for Digital Video & TV : John Jackman
- ◆ Cinematography : Theory & Practice : Blain Brown

## DA 202 Acting II

**The subject is specially designed to make students learn the different schools of acting and implement the theoretical knowledge learnt in practical assignments.**

### **Unit - 1 Clowning , Comedy & Five Senses**

Introduction , Clowning for Comedy, Opening up as an actor , 5 senses - (sight, smell, hearing, taste & touch)

### **Unit 2 - Stanislavsky**

Introduction , Method , Process, Selected chapters from 'The Actor Prepares' ,Scenework

### **Unit 3 - Mime**

Introduction, Conventional, Occupational, Pantomime, Acting in Mime Plays

### **Unit 4 - Basic principal of following acting style**

Classical, Greek, Sanskrit , Realistic , Non realistic , Stage acting with a given script ,Acting different kinds of roles , Audition for camera , Solo Performance for Actors,

### **Unit 5 - Getting into the part**

Discovering the dramatist's concept of the character: The motivating force , Naming the motivating force, Analyzing the role.

### **Unit 6 - Getting into character**

Doing a little at a time, Seeing a part as units of actor, Supplying an imaginary background, Characterizing through externals, Relating details to the motivating desire, Expanding the characterization.

### **Unit 7 - Getting into the play**

Finding the Dramatists basic meaning, The Dual personality of the Actor, Interpreting the lines, Finding the under meaning of the lines, Finding the verbal action, Relating the lines to the motivating desire, Relating the lines to the dramatist meaning, Believing the characters manner of speaking, Motivating the longer speech .

### **Unit 8 - Speaking the lines**

Understanding the words, Handling the sentence, Looking forward backward, Making contrasts, Sharing the imagery

### **Unit 9 - 9 Emotions**

Love, Humour, Wonder, Courage, Calmness, Anger, Sadness, Fear, and Disgust.

### **Unit 10 - Sanford Miezner School of Acting**

Introduction, Emotional Preparation , Repetition, Improvisation , Actor Process

### **Unit 11 - Short Film**

Preparing for role in short film, collaborating with the director, rehearsals ,blocking , acting in a short film.

### **Text Books**

- ◆ Sanford Miezner on Acting : Sanford Miezner
- ◆ Acting is believing : Charles McGaw
- ◆ Actors talk about acting : Leis Funke & Jones E.Both
- ◆ Acting for the Camera : Tony Barr
- ◆ The Science and Art of Acting for the Camera : John Howard Swain



## DA 203 Film Editing & Sound Recording

**Film / Video Editing** are part of post production work in the process of filmmaking and Tv production. On its most fundamental level film/ video editing is the art , techniques and practice of assembling shots into a coherent whole. A film and TV programme are indeed made at the editing table . Digital editing has added creation and integration of visual and sound effects to the work of the editor.

### Unit 1 - Film Editing Historical

- ◆ BackgroundThe Shot
- ◆ Various Methods of Juxta-Positioning shots and their significance (Cut, Fade, Dissolve and Super imposition)
- ◆ Principles of Editing
- ◆ Aesthetics & Categories of EditingOnline
- ◆ Editing Vs. Offline Editing.

### Unit 2 - Sound Recording

- ◆ Role of Sound in Audio- Visual MediaThe
- ◆ sound track
- ◆ The microphone and the loudspeakerThe
- ◆ techniques of sound recordings Laying of the
- ◆ sound track
- ◆ Technique of Sound Recording using Neundo and Pro Tool Software

### Unit 3 - Dubbing

Introduction , Sync Sound , Dubbing for films , Equipments used in Dubbing

### Text Books

- |   |   |                             |
|---|---|-----------------------------|
| ◆ Technique of Film Editing                 | : | Karel Reitz & Gevien Miller |
| ◆ Video Editing( a post-production primer   | : | Steven E. Browne            |
| ◆ Media grammar of the edit                 | : | Roy Thompson                |
| ◆ Reel World                                | : | R.K. Ramachandran           |
| ◆ Film Editing (History, Theory & Practice) | : | Don Fairservice The         |
| ◆ Recording & reproduction of sound         | : | Oliver Read SOund           |
| ◆ for Film & TV                             | : | Tomilson Holman             |
| ◆ Modern Recording Techniques               | : | Bartett & Bartlett          |

## DA 204 Film Studies II

To advance the students with core subject of films, teaching them about the establishment and survival of cinema. Focus will be on both International and Indian Cinema .

### Unit 1

Film Genres and Theories

### Unit 2

The Golden Era of Hollywood

### Unit 3

The Golden Era of Bollywood ( 1948- 1970)

### Film Directors

- ◆ Bimal Roy
- ◆ Guru Dutt
- ◆ Raj Kapoor
- ◆ K.Asif Nitin
- ◆ Bose
- ◆ Vijay Anand
- ◆ Chetan Anand
- ◆ Hrishikesh Mukherjee
- ◆ The great Music Directors

### Unit 4

#### In-Depth Analysis with reference to the following directors:

- ◆ Historical, Political , Social & Psychological Context. Complete Plot
- ◆ overview with Acts and Plot Points Defined Personal and Motivational
- ◆ analysis of Major Characters The associated themes , Motifs and Symbols explained.
- ◆ Relatively important Technological achievements and Innovations in specific filmshighlighting Acting, Cinematography, Editing, Sound and Visual Effects.
- ◆ Analysis of certain crucial dialogues and Visual narrative devices.Critical Evaluation  
Allegorical and Mythical references(where valid).

#### The Directors Satyajit

- ◆ Ray Bimal Roy  
Akira Kurosawa  
Sanjay Leela Bhansali
- ◆
- ◆
- ◆
- ◆

## **Text Books**

- ◆ The moving image(a study of Indian Cinema) : Kishore Valicha
- ◆ Hindi Cinema( an insider's view) : Anil Saari
- ◆ Global Bollywood : Anandam P.Kavoori Aswin
- ◆ Indian Cinema in the time of celluloid. : Ashish Rajadhyaksh
- ◆ The cinemas of India : Yves Thoraval
- ◆ The History of World Cinemas : Oxford University Press

## **DA 205 Distribution & Marketing Strategies of Films**

**The aim of this subject is to understand the trends in the distribution and exhibition of Films & Television Programmes in the current market scenario.**

### **Unit 1**

#### **Understanding the Film Market**

Basics of Film Market , Up's and Down's , Internal and External factors influencing filmmarket.

### **Unit 2 - Distribution**

Distribution for theatres, Distribution for OTT, Distribution for Film Festivals, Distribution for Television.

### **Unit 3 - Marketing**

Advertising and Marketing techniques , Tie-ups with various TV Programmes for the promotion of Films, Media Partnerships, Radio Advertising , Events for Promotion, Print Media Advertising and Unpaid Publicity , Gimmicks for Promoting Films.

### **Unit 4 - Revenue and Recovery**

Various Rights of the Film , Revenue Sharing & Recovery , Monitoring the Box Office Collection.

### **TEXT BOOKS**

- ◆ Principles of Marketing : Kotler Armstrong
- ◆ Media & Market Force : V.S. Gupta & Rajeshwar DyalThe
- ◆ Indian Media Business : Vanita Kohli - Khandekar
- ◆ Entertainment Industry : V. Partha Sarathy

## **DA 206 Acting Practical - Major Project**

**Course Objective :** To teach the students about practically infusing different schools of Acting , Acting Techniques, Navrasa and various comprehensive skills into a performance. An Acting Practical - Major Project will give the students practical understanding of applying various acting techniques into a performance .

The students will prepare a monologue , scenework and a solo performance in which they will use all the techniques learnt in the acting course till now.

The above mentioned three practicals will act as their industry showreel.

The students will prepare an Acting practical - Major Project work under the guidance of the college faculties and it will be evaluated by the professional Industry experts.

## **Ordinance**

### **Diploma in Acting(w.e.f. session 2022-23)**

1. The duration of the courses leading to the Diploma in Acting shall be of one academic year . Academic year shall be divided into two semesters i.e. July toDecember and January to June. Each semester shall have a minimum of 90 teaching days excluding admission, preparation and examination days. The examination for the first semester of the year shall be held in the month of February/March and for the second semester in the month of August/September on such dates as fixed by the Vice Chancellor and notified by the Controller of Examinations of Sri Dev Suman Uttarakhand University, Badshahithaul (Tehri Garhwal).
2. The minimum qualification required to be eligible of admission is a pass with a minimum of 50% aggregate marks in 10+2 examination of a Board of a State Government, Central Government or a course recognised as equivalent thereto by the University, desirably with the relevant or related subjects as one of the subjects of study.
3. The medium of Instruction/Examination for the Diploma in Acting (DA) shall be English.
4. 30% marks in each paper excluding Term Paper and Viva- Voce shall be assigned for Internal Assessment. The question papers will be set and answer books examined by external examiner.
5. A candidate for Diploma course will be provided with a membership Card after the completion of second semester from Cine & Television Artists Association (CINTAA) which is affiliated with Federation of Western India Cine Employees (FWICE) after which they can start working in the Film & Television industry and the charge/fees for the issue of respective cards will be borne by the candidates.
6. The Director/ Principal of the Institute shall forward the Internal Assessment marks on the basis of internal assessment to the Controller of Examinations at least one week before the commencement of the semester examinations.
7. The Principal of the institute shall preserve the records on the basis of which the Internal Assessment awards have been prepared, for inspection, if needed by the University up to six months from the date of declaration of semester examination results.
8. The candidate is required to obtain Pass Marks in each of the Theory and Practical papers in aggregate of the external and internal assessment/ sessional subject to obtaining pass marks separately in each paper of external examinations. The Internal Assessment award of a candidate who fails in one or more papers of any semester examination shall be carried forward to the same examination in which he/she will be failed. He/she will, however, be allowed to reappear in only two back papers of the concerned semester exams with the next batch same semester exams.
9. The minimum pass marks in each semester examination, shall be :
  - a. 40 % marks in each paper of Internal Assessment/Practical Test.
  - b. 40 % marks in End- Semester Exam/ Viva-Voce and Practical Examination.
  - c. 45 % aggregate marks in all the prescribed courses in each semester.

10. On the basis of the aggregate marks obtained in the first and second semester examinations taken together, the list of successful passed candidates shall be placed in three divisions and the division shall be awarded as under :

- a. Those who pass both the semester examinations at the first attempt obtaining 75 % or more marks in the aggregate shall be declared to have passed with - DISTINCTION.
- b. Those who obtain 60 % or more marks - FIRST DIVISION
- c. Those who obtain 50 % marks but less than 60 % marks - SECOND DIVISION
- d. Those who obtain 45% marks but less than 50 % marks - THIRD DIVISION

11. A candidate must pass all the two semester examinations within three years of his admission to the first semester of the Diploma courses failing which she/he will be required to repeat the course de novo.

12. A candidate who has failed in one or two papers or fails to appear in a semester examination shall be allowed two additional chances only to clear re-appear papers throughout the duration of a course.

13. The candidates shall be examined according to the Scheme of Examination and Syllabus as approved by the Academic Council from time to time. A candidate who fails in an examination, or having been eligible, fails to appear in an examination, shall take the examination according to the syllabus prescribed for regular students appearing for that examination.

14. The amount of examination fee to be paid by a candidate for each semester shall be as prescribed by the University from time to time. A candidate who re-appears in one or two papers shall pay back paper fee for the examination held in the concerned semester as prescribed by the university.

### **Evaluation**

The performance of a candidate in each course will be evaluated in terms of percentage of marks. Evaluation for each course shall be done by continuous comprehensive assessment (CCA) by the concerned course teacher and end session examination and will be consolidated at the end of the course. The evaluation system of the students has the following two components :

- ◆ Continuous Comprehensive Assessment(CA) / Internal Exams accounting for 30% of the total marks assigned to the particular course ; and
- ◆ End-Semester Examination (ESE) accounting for the remaining 70% of the total marks assigned to a particular course.

#### **1 . Continuous Comprehensive Assessment (CCA)/ Internal Exams in Diploma in Acting (DA)**

Continuous Comprehensive Assessment (CCA) will include the following components:

### **(a) Classroom Attendance**

- ♦ Each candidate will be required to attend a minimum of 75% Lectures/Tutorials/Practical. A candidate having less than 75% attendance will not be allowed to appear in the End Semester Examination (ESE).
- ♦ However, the exemption from 75% attendance will be given to those participating in prescribed co-curricular activities e.g. NCC, NSS, Youth Festivals, and Sports etc. to the extent of 20% (making the necessary attendance as 60% in these cases). The claim for this exemption should be supported by authenticated certificate from the concerned University/college authorities.

### **(b) Examination Pattern**

- ♦ 30% marks in each paper excluding project work/training reports and viva-voice shall be assigned for internal assessment. There shall be two internals of 30 marks in each semester for the concerned paper and the average of the two sessions shall be taken into consideration to award the marks in internal exams. The head of the department shall forward the internal assessment marks on the basis of the periodical tests to the controller of examination/registrar at least one week before the commencement of semester examination. If a candidate does not obtain the minimum marks in internal assessment, he/she cannot appear in the semester examination.
- ♦ Internal Assessment exams shall be of 1 hour duration where there shall be questions covering the entire syllabus of the concerned paper with the following question paper pattern :

- 1 . 4 short-answer type questions of 5 marks each where student has to attempt any 3 of them.
- 2 . 3 long-answer type questions of 7.5 marks each where student is required to attempt any 2 of them.

- ♦ In discipline specific core papers, subject teachers shall assess the filmmaking skills of the candidates and award the practical marks to the candidates out of the designated marks for internal assessment in each practical subject.

### **2 . End-Semester Examination: End-Semester examination(ESE) will include the following components :**

- a.** The remaining 70% of the final marks assigned to a Diploma in Acting (DA ) candidate in a course will be on the basis of an end-semester examination (ESE). The end-semester examination (ESE) will cover the whole syllabi of the course for the respective semester. Durations of the End Semester Examinations (ESE) for each paper shall be 3 hours.



- b.** The End Semester Examinations for DA candidates will be held in the month of February/March and July/August each year respectively and shall be conducted by the university. The last date by which the examination form and fees and fees must reach the Controller of Examinations shall be as approved by the Vice-Chancellor and notified by the Controller of Examinations.
- c.** In discipline, specific core papers, external subject expert shall assess the skills of the candidates and award the practical marks to the candidates out of the designated marks for external assessment.
- d.** Guidelines for paper setters Each theory question paper shall carry 70 marks and the duration of examination shall be 3 Hrs. The question paper shall ordinarily consist of three sections to develop testing of conceptual skills, comprehension skills, articulation and application of skills in Film & Television field. To assess the skills of the candidates, external paper setter shall cover the whole syllabi of the concerned paper. A set of question papers for the end- semester examination (ESE) will be set by the Controller of Examinations, Sridev Suman University, Badshahithaul (Tehri Garhwal). The question paper for the endsemester examination (ESE) (having 70 marks) will have the following pattern :



Total

70 Marks

The question paper for the ESE will have three Sections A,B and C. Section A will be compulsory of 20 marks and consist of 10 objective type questions of 2 marks, each covering whole of the syllabus.

Section B and C will consist of short and long-answer type questions out of which candidate will attempt questions as stated in the question/paper pattern/model.

Total marks (A + B + C) = 20 + 20 + 30 (70 marks)

e . At the end of 2nd semester i.e. in the month of August evaluation of the dissertation work and viva-voce will be conducted by the External Examiner. If candidate fails to submit their dissertation on the due date which will be notified by the Chairperson, late fees will be charged as per University Rules.

### **3 . Conditions for Qualifying the One Year Diploma in Acting**

**(a)** The pass percentage in each course of study will be 40 percent ( both in theory and internal assessment/practical respectively) and 45% in aggregate in all the prescribed courses in each semester.

**(b)** It will be necessary for a candidate to pass each course separately in Internal and External Examinations.

**(c)** A candidate is required to pass all the courses of study. If a candidate fails in theory part of all the papers of the university examination, he/she will have to reappear in that theory course in the subsequent examination.

**(d)** A candidate is permitted to appear in back papers only in any Two Papers in each semester. Theory or practical shall be considered as one paper, but where a paper consists of both theory and practical, it will be treated as one paper.

**(e)** If a candidate fails in internal assessment/sessional, he/she will be required to improve his/her internal assessment /sessional marks/grades by doing extra work to the satisfaction of the Director/Principal of the institute. Concerned Faculty Members will assess the candidate for award of revised internal assessment/sessional marks.

**(f)** The result of the candidate will be declared when he/she will qualify in all the parts of the concerned paper ( Theory + Internal assessment).

**(g)** If a candidate fulfils the condition of 75% attendance in theory courses and fulfil the conditions of internal assessment but, does not pass the examination (ESE) in any courses or due to some reasons i.e. her/his own serious illness, accident, or on account of the death of the near relative, or the dates of states/national/international level examination/sports and all other extracurricular activities fall on dates of the semester exams or as such cases during the days of examination will be considered as "fail" shall be permitted to appear in such failed courses in odd/even semester/session only when the examination of that semester is due. However, such candidates will have to seek permission for appearing in the examination from Director/Principal on the production of authenticated valid certificate/document from the competent authority.

**(h)** All the candidates whose result is delayed in the first semester may be permitted provisionally to attend the second semester. However, they must submit an affidavit duly signed by the notary to the college stating that she/he can be provisionally admitted in the second semester subject to their passing the concerned semester examination. In such case, if the candidate fails to clear all subjects in first semester, her/his admission in the second semester shall stand cancelled.

#### **4. Scrutiny and Revaluation :**

- ♦ Scrutiny shall be allowed in only two theory papers as per the rule of the University.
- ♦ Revaluation of theory/practical papers is not permitted.

#### **5. Course Fee**

Diploma in Acting

S.No.	Particulars	Diploma in Acting	
		1st Sem	2nd Sem
1.	Admission Fee (including tuition , training, studios, activity, enrolment, internet, operational/maintenance and student activity fee)	60,000	60,000

#### **6. End-Semester Examination Fee**

The examination fee for each semester will be same as prescribed by Sri Dev Suman University, Badshahithaul (Tehri Garhwal), Uttarakhand for the Diploma programmes.

#### **7. Academic Session**

- ♦ Commencement of Session will be intimated at the time of admission. Institute will be open five/six days a week from Monday to Friday. Timings of the institute may vary and will be notified on institute notice board.
- ♦ The Institutes cannot be held responsible for non-receipt/late receipt of application forms, selection memos etc. and other correspondence regarding admission.

- The University reserves the right to postpone or cancel any of the courses/activities without any reason.
- Any other details not specifically covered by these clauses will be decided by the Vice- Chancellor whose decision will be final.
- Medium of instruction and examination is English only.

## **8. REGULATIONS OF THE INSTITUTES/COLLEGES OF DIPLOMA IN ACTING**

- Once admission is done, every student must obtain an Identity Card which will be supplied from the Institute/ college office. It is must for student to carry the card with his/her photograph affixed on the same present it for inspection when demanded.. Institute/College will not allow students to attend classes and practical etc. unless she or he has Identity card with her/him.
- It is must for student to attend theory classes, practical and tutorials of the Institute/college and take active part in group discussions, extempore, synopsis and assignments as arranged by the Institute for hands on experience and to equip them with the acting & filmmaking skills. Students must not absent themselves from any of the Institute's /college curricular and co-curricular activity without the prior permission of the Director/Principal. Such absense without leave may lead to loss of exams, since to appear for the semester exams, a Student has to complete to the satisfaction of the Director/Principal the course of study prescribed for the class to which the student belongs.
- Each student is required to complete 75% attendance failing which she or he will be disqualified from sitting for the final examination. Shortage in attendance can be condoned on Medical grounds (supported by a medical certificate from a registered Medical Practitioner produced by a candidate at the time of illness or immediately thereafter) or for any reason deemed satisfied by the Director/Principal.
- Conduct of the students in their classes as well as on the premises of the institute should not cause any disturbance to the fellow students or to other classes. The Director/Principal may expel a student whose work or conduct is not satisfactory and the fees paid will be forfeited.
- Students must not loiter around the institute/ college premises while the classes are on. Students when free should make use of the Institute's/College Library .Smoking is not permitted inside the Institutes's campus.

- ◆ Students shall do nothing either inside or outside the Institute/College campus that may in any way interfere with its ordinary administration or discipline.
- ◆ Students are expected to take proper care of the Institute's or college property and to help in keeping the premises neat and tidy. Any damage done to the property of the Institute/College by disfiguring walls, doors, or breaking furniture fittings etc. is a breach of discipline and liable to severe punishment recovery of loss and fines.
- ◆ If for any reason the continuance of a student in the institute/college is harmful in the opinion of the Director/Principal. This shall be final, detrimental to the best interest of the Institute/ college. The Director/Principal may ask such students to leave the Institute/ college without giving reason for his decision.
- ◆ Absence without leave is considered a breach of discipline and is liable for fines. No leave will be granted without previous application, except in case of illness or emergency. Prior permission must be obtained for all other leave from the Director/Principal who will consider the application on individual merits.
- ◆ Name of the student, continuously absenting himself for five days without permission, shall be struck off the Institute rolls. The students can be readmitted on a payment of readmission fee of Rs. 1000 /- within five working days in case the Director/Principal is satisfied that the absence was due to circumstances beyond the control of the student. A candidate who does not join the course after depositing the fee for 10 continuous working days or a candidate whose name is struck off from the roll of the institute and he/she does not seek re-admission for 5 working days from the day her/his name was struck off, her/his admission will stand cancelled and seats will be given to the candidate on list.
- ◆ All fees paid once will not be returned under any circumstances.
- ◆ Non-compliance of the rules of the Institute/College can also be dealt by means of suitable fines and disciplinary action.
- ◆ Candidates are not allowed to do any part time job or any other course of Education along with the training. Defaulter shall be terminated at the sole discretion of Director/Principal.
- ◆ The Institute's authority cannot accept any liability in respect of any accident a student sustain while engaged in practical work, vocational work or due to any other cause.
- ◆ The progress report of student's performance is sent to their parents on a monthly basis. The parents who do not receive the progress report may contact the Director/Principal on any working day.

## **SCHEME FOR AFFILIATION TO THE INSTITUTE/COLLEGES FOR DIPLOMA IN ACTING:**

### **1. BROAD NORMS/GUIDELINES FOR AFFILIATION:**

- a.** Institutes registered as a Society or an Educational Society or registered as a Trust or under Section 25(1)(A)(B) of Companies Act, either already running the academic programs or newly established, having adequate infrastructure as per Norms & Standards notified by the University may apply in the prescribed format to the University, within prescribed time limit.
- b.** The applicant institute will be informed about the status whether the Institute is shortlisted for inspection upon scrutiny of application. Institutes not shortlisted for inspections shall be notified and the application fee shall be refunded by the University.
- c.** Inspection Committees appointed by the competent authority shall undertake inspections to verify the infrastructural requirements available and the Committee shall submit its report to the Registrar, SDSUV in confidential cover by filling the checklist provided by the University.
- d.** Expenses towards inspections shall be borne by the applicant institute, which would include local transport, lodging/boarding for inspection team members.
- e.** Based on inspection report and presentation to be made by the authorities of the Institute before the affiliation committee, final recommendation will be submitted by the affiliation committee to the competent authority of the University for Approval. Upon approval of the competent authority, the applicant Institute shall be granted provisional affiliation to begin with for a period of three years which shall be reviewed subsequently on yearly basis, for a maximum period of 5 years. Upon successful implementation of the educational programs and adherence to the terms of agreement for five years, the University may consider the case for regular affiliation of the Institute with a provision of review on three yearly basis.
- f.** Each Institute granted provisional affiliation shall have to sign an agreement with the University and provide non revocable bank guarantee.

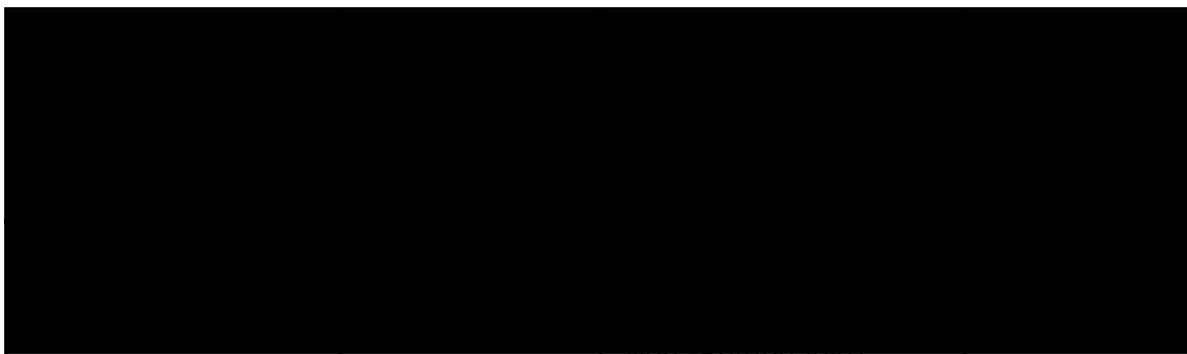
## **2. GUIDELINES FOR AFFILIATION**

The concerned institution/college seeking approval of Sridev Suman Uttarakhand University to run Diploma in Acting (DA) Programme is required to apply individually as per the norms laid down for approval by the University. Applications shall be processed by way of obtaining an application on payment of Rs. 5,000/- along with the processing fee. The application shall be processed as per the procedure of approval for Diploma courses. Once the application for seeking approval is cleared by the expert visit committee, the Letter of Approval (LOA) shall be issued to the institution/college to run the course within the purview of the University Ordinances. Validity of the Letter of Approval, if issued, shall be for three Academic Years from the date of issue of Letter of Approval. Extension of approval shall be issued separately with the same procedure as it is for the first-time approval. An Expert Visit Committee may be conducted any time before the first batch of students has passed out, to verify the fulfilment of the norms as per norms of the University.

New Institutions granted Letter of Approval shall comply with the appointment of Faculty and Director/Principal as the case may be, as per Policy regarding minimum qualifications pay scales etc., as prescribed by the UGC/AICTE/NCHMCT. Institutions/Colleges shall appoint Faculty/Principal/Director and other Supporting Staff and Administrative Staff strictly in accordance with the methods and procedures of the University/State Government, and as applicable in the case of selection procedures and selection Committees.

## **3. FEE DETAILS:**

For every affiliating institute who wish to affiliate with SDSUV, Uttarakhand for Diploma in Acting Programme shall have to pay the fee as prescribed by the University below.



(Non-Refundable)

\*FDR should be in favor of Sridev Suman Uttarakhand University, Badshahithaul (Tehri Garhwal)

**(i) APPLICATION FEE** Following application/scrutiny fee will have to be submitted by the applicant Institutes along with the application through Demand Draft drawn infavour of SDSUV payable at Chamba (Tehri Garhwal).

a) Application Fee for Diploma in Acting 5000/-

b) Application Scrutiny/Processing Fee 25000/-

#### **4. BANK GUARANTEE VALUE**

Institutes/Colleges granted affiliation by the University will have to furnish the non- revocable Bank Guarantee (FDR) as per value indicated below:

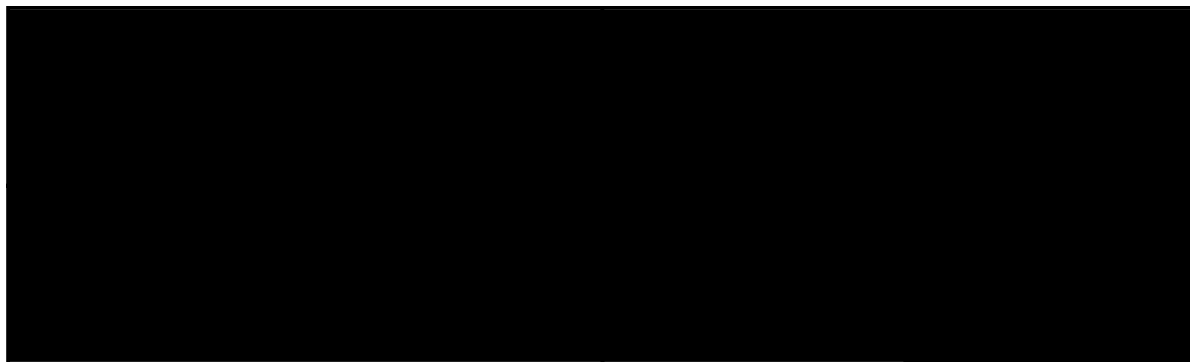
a) Intake up to 60 students in Certificate Program - Rs. 0.50 lakhs

b) Intake up to 60 students in Diploma Program - Rs. 1.00 lakhs

c) For each seat in Diploma Course - Rs. 10,000

#### **5. LAND REQUIREMENT:**

The applicant Institute should possess land as given below, registered in the name of Society/Trust (undisputed) or not less than 10 years of lease of unitary land, leased by land owner/Central/State Govt. organization, as the case may be. Certain norms have been laid down for the Land/ Built-up area requirement for infrastructural facilities i.e., land, classroom, tutorial rooms and practical labs etc. The Promoter Society/Trust/ institution shall have the Land as required and has its lawful possession with clear title in the name of the Promoter Society/ Trust/institution on or before the date of submission of application. However, it has been proposed by the University that any college/institution may have a leased land where the building has been constructed to run the said course of Acting . As stated above, Institution/college may also function in a temporary campus with the provision that that they must have a lease agreement of rented building. Norms for Land requirement and Built-up area for Institution/College shall be as follows:



Diploma in Acting



Along with the application, the Institute/Society/Trust has to attach one set of registered land documents or registered lease documents.

**5.1. Minimum Built-up Area Requirements:** Although the Institution/College shall be applying for the First Year, the proposal for the Building(s) and the Plans are required to be submitted as under:

**a.** Institution/College is required to submit the approved and sanctioned Building Plans from the Competent Authority considering the Total Built up area as required to run the Programme(s) and the Division(s)/ Department(s) for the entire duration of the Course

**b.** Institution is required to submit an Occupancy/ Completion Certificate (as applicable) from the Competent Authority clearly stating that the Building(s) is/are fully developed and ready in all respects for the intended use considering the Total Area as required to run the Programme and the Divisions/ Departments for the Course.

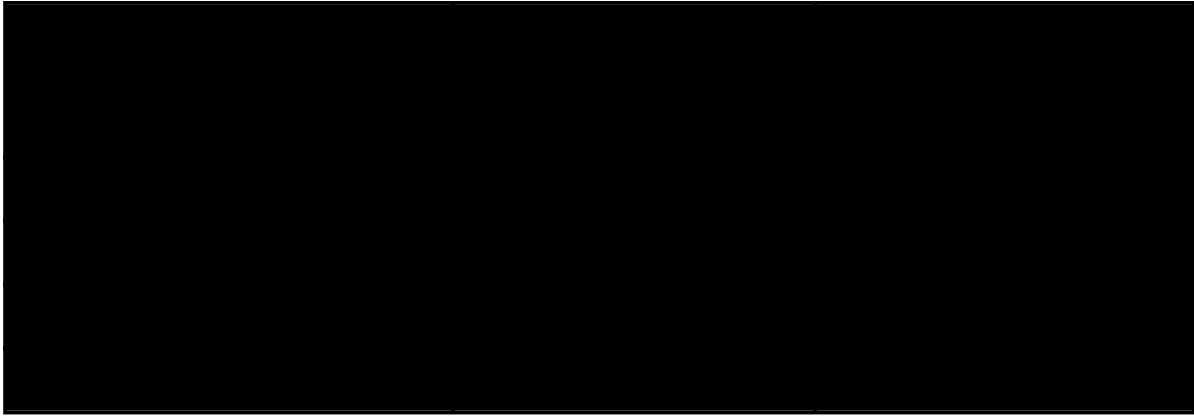
## **5.2. Infrastructure for Running Diploma in Acting**

**1. Library:** Well-maintained library with a large collection of text and reference books of Acting is also required. The library should be based on modern set-up with computer in it which supports study and research. Acting students must be encouraged to use handouts, journals, magazines and periodicals available.

**2. Computer Lab:** The computer facilities of the Institute/college must cater the needs of students of Acting. The Computer lab should be equipped with the hardware needed to support teaching and research in areas of expertise within the College.

**3. Film Studios :** Film Studios are the need of the hour to be specifically designed to cater to the demands of training courses organized for Film & Television institutes in order to improve their functional efficiency for the highly lucrative film & television industry. Hence, there must be one studio for strong mental built-up through Lecture, group discussion, practical, exercises, games, inventories and case studies.

**4. Instructional Area (Carpet Area) in sq. ft. Area for Institution/Colleges**



Of the Total Number of Classrooms required, at least ONE shall be a Smart Classroom for interactive learning.

Norms for affiliation and land requirement shall be as per the SDSUV Ordinances for seeking approval for affiliation.