

**FACULTY OF ONE YEAR DIPLOMA IN FILM & TV PRODUCTION &  
DIRECTION**

**SRI DEV SUMAN UTTARAKHAND UNIVERSITY  
BADSHAHITHAUL(TEHRI GARHWAL) - 249199  
UTTARAKHAND**

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Regulations and Syllabus for One Year Diploma in Film & TV  
Production & Direction(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.

~~Regulations and Scheme of Examinations (General Objectives, Scheme of Examinations and Courses of Study for Diploma in Film & TV Production & Direction)~~

### **1 . General Objectives**

The course offers various opportunities to learn the aesthetics, craft and techniques of film & television production & direction from scripting stage to the completion of a film. Students are taught to learn and explore the various norms and techniques of visual presentation of different genres of films and television productions. Students will learn the process of pitching their films, executing their project and further distributing it in theatres, OTT platforms and film festivals. The teaching method includes several classroom lectures, live demonstrations and studio practice with time-to-time submission of projects.

- To acquire Knowledge of practical film and television shooting.
- Developing the vision required for filmmaking and managing the team. Learning various
- techniques of Visual Composition.
- Understanding the work of each and every department involved in filmmaking. To be able to
- complete a project from concept to final stage with expertise.
- To be able to distribute and market films.

### **2. Duration of the Course and Working Days**

#### **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.

#### **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 10+2 examination of a Board of a State Government, Central Government or a course recognized 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

Film & TV Production & Direction 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 Film & TV Production & Direction.

- ♦ **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 Film & TV Production & Direction course.

**5 . Courses of Study in Diploma in Film & TV Production & Direction (DFTPD)**

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 Filmmaking 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 Film & TV Production & Direction (DFTPD).

SEMESTER I						
S.No.	Course Code	Course Title	Max. Marks	Theory/ Practical Marks	Sessional Marks	Credit
1	DFTD101	Still Photography	100	70	30	4
		Practical	100	70	30	2
2	DFTD102	Acting & Presentation	100	70	30	4
		Minor Project work	100	70	30	2
3	DFTD103	Techniques of Screenplay writing	70	70	-	5
		Tutorial	30	-	30	1
4	DFTD104	Film & Television Production & Direction - I	70	70	-	5
		Tutorial	30	-	30	1
Total Credits						24

SEMESTER II						
S.No.	Course Code	Course Title	Max. Marks	Theory/ Practical Marks	Sessional Marks	Credit
1	DFTD201	Film Editing & Sound Recording	100	70	30	4
		Practical	100	70	30	2
2	DFTD202	Film & TV Direction	100	70	30	4
		Practical	100	70	30	2
3	DFTD203	Camera & Lighting Techniques	70	70	-	5
		Tutorial	30	-	30	1
4	DFTD204	Internship/Project (Four week Internship / Project Report Presentation)	100	70	30	6
Total Credits						24

# **COURSE CURRICULUM ONE YEAR DIPLOMA IN FILM & TVPRODUCTION & DIRECTION**

## **SEMESTER 1**

### **DFTPD 101 Still Photography**

**Photographic images leave 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**

Photography: Brief History, Role and Importance, Lighting and Colour (The Human Visual System), Light Sources and their Characteristics, Colour correction, Colour Temperature & Classification of Colour.

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

Camera: Camera obscure, basic parts of Single Lens Reflex (SLR), Camera Lens and Optics , Film Chamber and digital sensors (CCD & CMOS), Aperture & Shutter, ISO, White Balance (Custom & Kelvin), Camera Working Mechanism & its Controls, Types of Cameras, Depth of Field, Exposure Metering System & Metering Modes, Camera Accessories : Tripod, Monopod, Filters

#### **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. Focus , Exposure , Framing

#### **Unit 4 – Photo Editing**

Photo editing software: Microsoft Office Picture manager, Corel Draw, Adobe Photoshop Elements, Photoshop CC (Creative Cloud) Correcting imperfect images: Picture orientation, Cropping, Levels, Altering brightness and contrast, Red eye.

#### **Practical Exercises**

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	

## **DFTD 102 Acting and Presentation**

**This subject is specially designed to develop confidence and reduce stage fear from the minds of students willing to be a Film & Television professional. Also, students will be able to understand different types of acting and presentation skills for becoming an actor or for directing or dealing with the actors.**

### **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 - Voice & Speech**

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

### **Unit 3 - Performance Skills**

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

### **Unit 4 - 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
- ◆

## **DFTD103 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? Dialogues, Sound Effects, Background Music, Inter- relationship of the characterization and Plot.

### **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. Choosing the Subject, Deciding the Plot, Deciding the Theme, Choosing the Premise, 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 4 - The Plot Point**

The turning point in the story that makes the conflict inevitable. The final turning point of the story that will lead the film to its resolution.

### **Unit 5 - 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

### **Text Books**

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



## **DFTD104 Film & Television Production & Direction - I**

**To teach the students the process of Filmmaking from Preproduction to Post Production making them understand the Role of a Director and every other department and individual involved in the process of Film & Television 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, Direction Team, Assistant Directors and their duties.

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 3 - Role & Duties of Direction Team**

Clap, Continuity, Master Breakdown, Production Scheduling, Callsheets, Budgeting, Recce, Base Camp Operation, Project Designing & Planning, Basic thought, story & screenplay: Inspiration, Observation, Imagination, Act Structure: Beginning, Middle, End, Importance of World Building, Immersion of Viewer, Detailing, Characterization.

### **Unit 4 - 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 5 - 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, Elements of Mis-en-scene, Execution of Mis-en-scene, 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. PincusThe
- Director's Mind : Ujjal Chakraborty

# COURSE CURRICULUM ONE YEAR DIPLOMA IN FILM & TV PRODUCTION & DIRECTION

## SEMESTER 2

### DFTD201 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 Background
- ♦ Shot
- ♦ Various Methods of Juxta-Positioning shots and their significance (Cut, Fade, Dissolve and Super imposition)
- ♦ Principles of Editing
- ♦ Aesthetics & Categories of Editing
- ♦ Online Editing Vs. Offline Editing.

#### **Unit 2 - Sound Recording**

- ♦ Role of Sound in Audio- Visual Media
- ♦ The sound track
- ♦ The microphone and the loudspeaker
- ♦ techniques of sound recordings Laying of the sound track
- ♦ Technique of Sound Recording using Nuendo and Pro Tool Software

#### **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
- ♦ for Film & TV : Tomilson Holman
- ♦ Modern Recording Techniques : Bartlett & Bartlett

## DFTD 202 Film & TV Direction

### Unit 1

Introduction to film language, film history and its evolution, Screenwriting: elements of story, character development, scene structure, and script analysis, Pre-Production: Budgeting, Scheduling, Storyboarding, Casting, and Location Scouting, Visual storytelling: Mise-en-Scene, Cinematography, Editing, Sound and Music

### Unit 2

**Directing actors:** rehearsals, blocking, camera placement, performance direction, Production: equipment, lighting, sound recording, camera movement and shots, Post-production: editing, sound design, visual effects, color correction, and final mixing, Film genre and style analysis, Film theory and criticism, Film project: hands-on experience in conceptualizing, scripting, pre-production, production, and post-production of a short film

### Unit 3

Introduction to TV production and its evolution, Script analysis and development: story structure, character development, and scene breakdown, Pre-production: Scheduling, Budgeting, Storyboarding, Casting, and Location Scouting, Visual storytelling: Shot composition, Camera placement and movement, Lighting, and Sound, Directing actors: Rehearsals, Blocking, Performance direction, and Camera blocking, Production: Equipment, Studio lighting, Sound recording, and Multi-Camera directing,

### Unit 4

Post-production: Editing, Sound design, Visual effects, Color correction, and Final mixing TV genre and style analysis, TV theory and criticism, TV project: Hands-on experience in conceptualizing, scripting, pre-production, production, and post-production of a short TV show,

### Unit 5

Introduction to media production and its evolution, Pre-production: Script analysis and development, Scheduling, Budgeting, Storyboarding, Casting, and Location Scouting, Visual storytelling: Shot composition, Camera placement and movement, Lighting, and Sound, Directing actors: Rehearsals, Blocking, Performance direction, and Camera blocking, Production: Equipment, Studio and on-location lighting, Sound recording, and Multi-Camera directing, Media genre and style analysis, Media theory and criticism, Hands-on project: Conceptualizing, scripting, pre-production, production, and post-production of a short TV show or film, Legal and ethical considerations in media production

## DFTD203 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 Camera and Lighting: History, Evolution, and Terminology, 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, Camera Equipment: Types of cameras, lenses, accessories, and maintenance, Camera Movement: Shot composition, Camera placement, and movement, Camera Angles and Types of Shots, Composition, Lenses & Filters

### Unit 3

Various Methods of Camera Movements ( Use, of Dolly, Tracks, Trolley etc.) Exposure and Color: Aperture, Shutter speed, ISO, White Balance, and Color Correction, Studio Lighting: 3-point lighting, lighting for green screen, and lighting for interviews, Hands-on project: Camera and lighting techniques in a short film or TV production

### Unit 4

Principles of Lighting, Lighting Equipment: Types of lights, gels, diffusers, and accessories  
Lighting Techniques: Key lighting, Fill lighting, Back lighting, Rim lighting, and Special Effects, On-Location Lighting: Natural light, Artificial light, and lighting for outdoor scenes  
Lighting for Special Effects: Day-for-night, night-for-day, and lighting for explosions and fire, 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 Petzold
- ◆ focal digital imaging : Adrian Davies
- ◆ Digital Cinematography : Paul Wheeler BSC FBKS
- ◆ Lighting for Digital Video & TV : John Jackman
- ◆ Cinematography : Theory & Practice : Blain Brown

**DFTD204 Internship/Project**  
**(Four week Internship/Project Report Presentation)**

**Each student will undergo a Functional Exposure Training (in Industry or will complete below mentioned Projects) for four weeks and will submit a Functional Exposure Report (FER) along with the Power point Presentation containing the actual experiential learning. The hard copy of the FER (in duplicate) is to be submitted along with a soft copy of the PowerPoint Presentation.**

**(Complete any Five Projects)**

- **Documentary:** Direct a short documentary on a subject of your choice, exploring its history, significance, and impact on society.
- **Music Video:** Direct a music video for a local band or artist, exploring different visual styles and techniques to bring their music to life.
- **Short Film:** Write, direct and produce a short film, exploring a theme or story of your choice.
- **Commercial:** Direct a commercial for a local business or product, using creative techniques to grab the audience's attention.
- **Web Series:** Direct a web series, exploring different stories and characters over multiple episodes.
- **PSA (Public Service Announcement):** Direct a public service announcement promoting a cause or social issue that you are passionate about.
- **Film Adaptation:** Adapt a short story, play, or novel into a short film, exploring the challenges and opportunities of bringing a literary work to life.
- **Experimental Film:** Direct an experimental film, exploring different techniques and styles to push the boundaries of conventional filmmaking.
- **Documentary:** Direct a documentary, exploring the humor and satire of a particular subject or situation.
- **Collaborative Film:** Direct a collaborative film with classmates or local filmmakers, exploring different perspectives and styles to create a unique and diverse film project.

**Note:** These projects can be tailored to suit the skill level and resources available to you, and the instructor can provide guidelines and feedback throughout the process.

## **Ordinance**

### **Diploma in Film & TV Production & Direction (w.e.f. session 2022-23)**

1. The duration of the courses leading to the Diploma in Film & TV Production & Direction shall be of one academic year . Academic year shall be divided into two semesters i.e. July to December 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, 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 Film & TV Production & Direction (DFTPD) 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 an Assistant Director Card after the completion of second semester from Indian Film & Television Director's Association (IFTDA) 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 passmarks 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 backpapers 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 . Continous Comprehensive Assessment (CCA)/ Internal Exams in Diploma in Film & TV Production & Direction (DFTPD)**

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/registrars 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 Film & TV Production & Direction (DFTPD) 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 DFTPD 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 :

SECTION-A	10 questions of Objective- type questions (True/False, fill in the blanks and choice-based options) of 02 marks each. All questions are COMPULSARY	(10 x 02 = 20 Marks)
SECTION- B	08 Analytical Questions (Short-answer type questions) of 05 marks each Answer any FOUR	( 4 X 5 = 20 Marks)
SECTION- C	04 Essay type questions (Long answer type questions) of 15 marks each Answer any TWO	(02 x 15 = 30 Marks)
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 Film & TV Production & Direction**

**(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 these 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 Film & TV Production & Direction

S.No.	Particulars	Diploma in Film & TV Production & Direction	
		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 FILM & TV PRODUCTION & DIRECTION**

- ♦ 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 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 re-admission 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 sustains 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  
FILM & TV PRODUCTION & DIRECTION :**

**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.

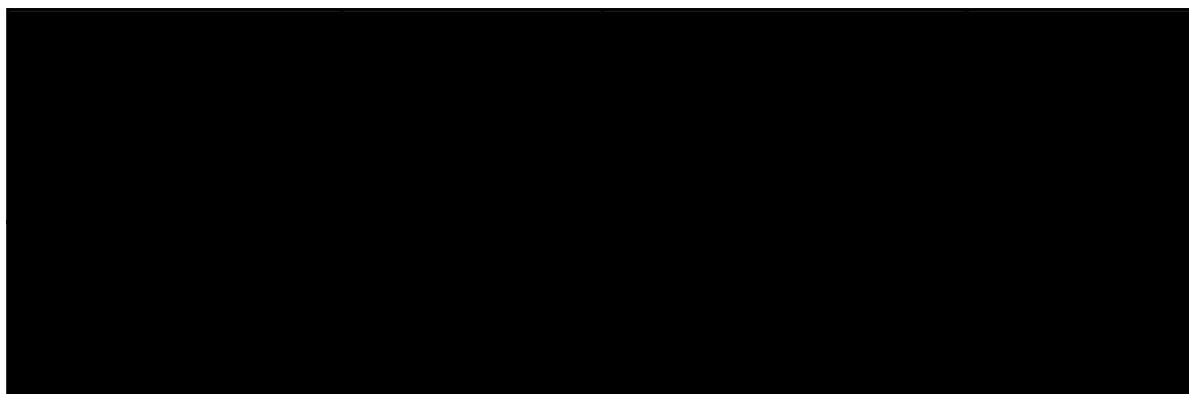
## **2. GUIDELINES FOR AFFILIATION**

The concerned institution/college seeking approval of Sridev Suman Uttarakhand University to run Diploma in Film & TV Production & Direction (DFTPD) 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 Film & TV Production & Direction Programme shall have to pay the fee as prescribed by the University below.



\*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 in favour of SDSUV payable at Chamba (Tehri Garhwal).

- |   |         |
|---|---------|
| a. Application Fee for Post-Graduation Diploma in Film & TV Production & Direction. | 5000/-  |
| b) Application Scrutiny/Processing Fee  | 25000/- |

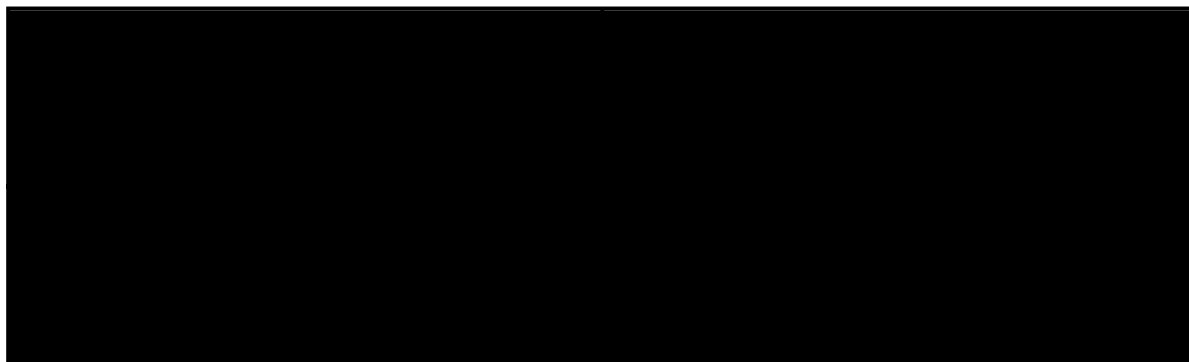
#### **4. BANK GUARANTEE VALUE**

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 Film & TV Production & Direction. 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:



Direction



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

**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.

### **Infrastructure for Running Diploma in Film & TV Production & Direction**

**1. Library:** Well-maintained library with a large collection of text and reference books of Film & Television is also required. The library should be based on modern set-up with computer in it which supports study and research. Film & Television 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 Film & TV Production & Direction. 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 Personality Development Programme/Module

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