

CIRCULAR :-

No. UG /378 of 2009

MUMBAI-400 032

29th September, 2009


The Director,
Garware Institute of Career Education
and Development,
University of Mumbai,
Vidyanagari, Santacruz (E).
MUMBAI-400 098.

Sir,

I am to invite to your attention, the Ordinances, Regulations and syllabi relating to the Post-graduate Diploma in Film and Television (PGDF & TV) and to inform you that the recommendation of the course committee of your Institute has been accepted by the Academic Council at its meeting held on 21st April, 2009 vide item No. 7.4 and subsequently approved by the Management Council at its meeting held on 22nd May, 2009 vide item No. 20 and that, in accordance therewith, Post-graduate Diploma in Film and Television (PGDF & TV) has been introduced from the academic year 2009-2010.

Further, that in exercise of powers conferred upon the Management Council under Section 54(1) and Section 55(1) of the Maharashtra Universities Act 1994, it has made **Ordinances 5857 and 5858 Regulations 8015, 8016, 8017, 8018 and 8019** including syllabus relating to the Post-graduate Diploma in Film and Television (PGDF & TV) is as per Appendix and that the same has been brought into force with effect from the academic year 2009 – 2010.

Yours faithfully,


(D. H. KATE)
DEPUTY REGISTRAR
(U.G./P.G. Section)

A.C./7.4/21/04/2009

M.C./20/22/05/ 2009

Copy to :-

The Director, Board of College and University Development, the Deputy Registrar (Eligibility and Migration Section), the Director of Students Welfare, the Executive Secretary to the Vice-Chancellor, the Pro-Vice-Chancellor, the Registrar and the Assistant Registrar, Administrative sub-center, Ratnagiri for information.

7.4
21/4/09

DRAFT

UNIVERSITY OF MUMBAI
GARWARE INSTITUTE OF CAREER EDUCATION & DEVELOPMENT

ORDINANCE, REGULATIONS AND SYLLABUS FOR THE

PG DIPLOMA

IN

FILM & TELEVISION

ONE YEAR FULL-TIME COURSE

(w.e.f. academic year 2009- 2010)

14-04-2009



UNIVERSITY OF MUMBAI
GARWARE INSTITUTE OF CAREER EDUCATION & DEVELOPMENT
PG DIPLOMA IN FILM & TELEVISION
ONE YEAR FULL-TIME COURSE
(w.e.f. academic year 2009- 2010)

Preamble :

The Film and Television sector has been growing both in volume and diversity. There is growing need for qualified and trained personnel to develop and innovate the business to writing creatively put latest technologies to use and produce product to appeal the demands of consumer. The course is aimed at providing combination of the processes, characteristics, technology with management concepts and applications. Emphasis has been put on the syllabus on modern techniques, specialization after multi-functional gross exposure.

The course will be conducted in technical collaboration with Digital Academy, the film school. Management subjects will be conducted at Garware Institute and Film/TV theory subjects, practicals, projects will be at Digital Academy.

Objective :

To equip students with various functions, technology, trends, processes in films supported by practicals, projects and training to get in-depth knowledge and necessary skills for film and television sector.

Career Scope :

The employment opportunities are:

- In Film and TV production, music production
- Marketing and Distribution of film and television
- In functions like project planning, Finance, Project Finance, coordination with Banks and Insurance, Billing and Recovery, Project Management, Run-level Monitoring and Reporting to producers, Public Relations, Govt Coordination, Organising artists and resources, purchases and Logistics etc.
- Personal or Family business of films production, distribution, theatre operations is in existence for long and has excellent opportunities.

O 5857 Title of the Course : PG Diploma in Film & Television

R 8015 Duration : One year full time.

R 8016 Total Capacity of Students : 60

O 5858 Eligibility : Graduate in any faculty. Admission on the basis of written test and interview

R 8017 Teacher's Qualification : Expertise in the subject.

R 8018 Fees: : Course fees Rs 80,000
Fees like PG Registration,
Eligibility, Sports, etc extra.
Fee structure enclosed.

R.8017 Standard of Passing :-

- 1) The minimum percentage required for passing will be 50% in each paper.
- 2) Evaluation : 60% periodic evaluation, 40% semester-end examination. Passing is on total marks in a paper.

Grading system :

75-100	O grade
65-74	A+ grade
60-64	A grade
55-59	B+ grade
50-54	B grade
<50	FAIL

- 3) ATKT: A student who fails in not more than 2 subjects in a semester can move to the next semester (i.e. getting maximum 2 ATKTs) and clear these (ATKTs) subjects in a supplementary examination held before the semester end examination. A student who fails to clear ATKTs in supplementary exams, cannot appear in semester-end examination of the semester.
- 4) A student who fails in more than two subjects can appear in the supplementary examination in all subjects but cannot go to the next semester. A student who fails in the practicals component or job training may be required to repeat that component and pass in the examination conducted separately for that component.
- 5) A student with ATKT has to appear in a supplementary examination in Progressive Evaluation (PE) or semester end - Final Evaluation (FE); whichever component the candidate has failed.
- 6) Carry forward internal marks for students failed in more than 2 subjects: if a student has passed in progressive evaluation but failed in total of the subject/s: the progressive evaluation marks are carried forward.
- 7) All theory semester-end exams will have 3 hours' duration.

Architecture of Course

Sem. I : August – December, Sem. II : January to July
Industry Training: Industry site work. 40 working days. May, June.
Project: To be done from start and submitted in April
1 credit =15 theory hours or 30 practicals or 45 project hours.
Each semester 15 weeks

EXAMINATION PATTERN

(TOTAL MARKS: 1800 TOTAL CREDITS : 48)

Paper	Subject	Marks Assigned	Hours	Credits
	Semester 1			
1	INTRODUCTION TO MANAGEMENT	100	30	2
2	INFORMATION TECHNOLOGY	100	30	2
3	ACTING	100	45	3
4	DIRECTION	100	45	3
5	CINEMATOGRAPHY	100	45	3
6	SOUND RECORDING	100	45	3
7	EDITING	100	45	3
8	PROJECTS / PRACTICALS	100	60	2
	SEMESTER 1 TOTAL	800	345	21
	SEMESTER 2			
9	BUSINESS & MARKETS	100	30	2
10	DANCE & MUSIC APPRECIATION	100	60	4
11	SPECIALIZATION * Any One 11A ACTING 11B SOUND RECORDING 11C CINEMAOTOGRAPHY 11D EDITING 11E DIRECTION	400	300	10
12	FINAL PROJECT	200	120	4
	SEMESTER 2 TOTAL	800	510	20
13	INDUSTRY TRAINING (300 HRS)	200	300	7
	TOTAL	1800	1155	48

- 1) Theory, practicals classes are included in hours given above
- 2) *Split-up of marks: Theory: 100 ; Practical: Test 100, Viva 200
- 3) Project: creativity/application/content, Viva 200
- 4) Credits appear low because credit system calculation stipulates normalisation with 30 hrs practicals = 1 credit and 45 hrs project = 1 credit. If all are treated equal it comes to 1155 hrs = 77 credits.

SUBJECT-WISE SYLLABUS

PAPER NO.	SUBJECT
	<p>Note for Teachers:</p> <p>Curriculum is conducted as below. Theory lectures, explanation of functions and demonstration of equipment, practicals and use of equipment assignments. Projects, assignments, visits to production house, sites.</p>
1.	<p>INTRODUCTION TO MANAGEMENT</p> <p>Basics of Management: Planning, organizing, Controlling, Leading, staffing, Line & Staff. Decision making process. MBO</p> <p>Business Communication, presentations, Official Correspondence</p> <p>Personality, Time management, Skills development, Networking Effectiveness, Plans, Budgets and Self performance compared with targets.</p> <p>Committees & Group Decision making, Leadership Styles, Motivation Theories</p> <p>Books:</p> <p>Koontz, Harold and Weirich, Heinz : Essentials of Management : an Indian perspective. TMG</p> <p>Weirich Heinz and Koontz, Harold : Management : a global perspective. TMG</p> <p>Koontz, Harold & others : Principles of Management : TMG</p> <p>Drucker Peter F : Management : Tasks, Responsibilities and Practice. Allied</p> <p>Business Communication: Dr N Vashishtha, Dr Namita Rajput</p>
2.	<p>BASICS OF INFORMATION TECHNOLOGY</p> <p>WORD, EXCEL, Power Point, MS Project management.</p> <p>IT Systems in Industry:</p> <p>Networking, Telecom networks, Operating systems / Database management selection criterion, vendors and deployment</p> <p>Smart card Technology, Time Attendance Systems</p> <p>ERPs, CRM</p> <p>E commerce as a platform and implementation methodology</p> <p>Management Information System</p> <p>References:</p> <p>Mastering Microsoft Office XP: Gini Courter & Annette Marquis</p> <p>Elements of Computing Systems :Noam Nisan and Shimon Schocken (Prentice Hall)</p> <p>Fundamentals of Information Technology: Deepak Bharihok (Excel)</p> <p>Introduction to Computers :Peter Norton (TMG)</p>
3.	<p>ACTING</p> <ul style="list-style-type: none"> • Overview on film acting, • Characterization for film and television • Understanding Cinema • Exercises for development of acting talent: understanding character, imagination, empathy, emotional understanding, memory • Script study, Scene study, rehearsals • Film appreciation
4.	<p>DIRECTION</p> <ul style="list-style-type: none"> • Approach to Film making • Mainstream and parallel cinema • Development of narrative cinema • Principles of Screen Writing • Film Theory and Film Studies • Study of World Cinema • Study of Indian Cinema • Film appreciation from the view point of Direction

5.	CINEMATOGRAPHY <ul style="list-style-type: none"> • Basics of Cinematography / Videography • Basic photography • History & Inventions of Photographic Camera & Film • Lighting, Colour & Composition, • Introduction to artificial lights and light meters • Filmic Expression • Visual Grammar • Basic theory of motion picture photography • Video cameras and accessories. • Film appreciation from the point of view of Cinematography
6.	SOUND RECORDING <ul style="list-style-type: none"> • History of Sound in Cinema • Basics of Sound Recording and Reproduction • Understanding Film & TV Sound • Music Vocabulary • Relevance of music in Filmmaking and Listening skills. • Basic Sound Design • Elements of Sound and audio science • Sound in Post Production • Sound in Live Music Recording Techniques • Microphone Positions and Directionality • Multi Tracking • Film appreciation from the point of view of Sound Recording
7.	EDITING <ul style="list-style-type: none"> • Introduction to Film & TV Editing • History of Editing • Aesthetics of film editing • Basic Techniques of Film Editing • Basics of Editing equipment, • Understanding Formats –Film & Video • Working with timelines • Basic editing formats for Music Videos, Tele-Serials, AD Films, Documentaries and Feature films. • Film appreciation from the point of view of Editing.
8	PROJECTS / PRACTICALS <ul style="list-style-type: none"> • Each students would give a presentation on his / her passion for films. • All students are expected to write a short story keeping all the elements of Cinema • Each student would narrate his / her story with expressions using the cinematic syntax. • Film analysis : Each student is expected to watch Films and give a presentation on the same on topic from view point of Editing / Acting / Direction /Sound /Cinematography.
9.	BUSINESS & MARKETS <ul style="list-style-type: none"> • Journalism : Electronic media production process • Processes in TV Broadcast Management • Processes in Radio Broadcast management • Film Production Business: Financers, Production, Distribution & exhibition • Business of Exhibition: New trends in Cinema houses technology: Digital transmission. • Formats for exhibition: Multiplex, mini theaters, large theatres • TV Channel Management • Marketing through media, Events, Advertising, TRP, Costs of Media

10.	DANCE & MUSIC APPRECIATION <ul style="list-style-type: none"> • History of Dance (Indian & Western) • Different formats of Dance (Indian & Western) • Dance as a form of Expression • Types of Expression (Nav Rasa) • Music–Generic Information (Indian & Western) • Role of music in Films • Back ground Score • Film appreciation from the point of view of Role of Dance & Music in Films
11 A.	SPECIALIZATION IN FILM & TV ACTING <ul style="list-style-type: none"> • Non-verbal communication: Facial expressions, Movement, Body Posture • Techniques of Verbal Communication & Voice Culture • Dance, Makeup, Grooming techniques • Monologue and Expressions • Scene enactment in live shoots • Imagination , Improvisation and Role analysis. • Characterization • Dialogue delivery • Emoting • Dramatic & Comedic performance • Acting in front of camera • Diction & Dialect • Dubbing • On-floor exercises with scenes and dialogues
11B	SPECIALIZATION IN SOUND RECORDING <ul style="list-style-type: none"> • Psycho Acoustics • Nature of sound. • Elements of Sound, Sound level Meter, • Introduction to Microphones working Principle • How to Mix Voice & Instruments • Principles of - Mixing Consoles, Analogue, Digital, Equalizer ,Monitor • How to Use Compressors & Limiters. • What is Stereo Phonic, Film Sound? • Play-back of different techniques • Reverberation and its use in recording arts. • Music Theory • Basic Electronics, Frequency Response and Decibel Calculations • Synchronization & Time Code : Evolution, Theory and applications • Broadcast Audio – Over-view • Production Sound in Cinema / TV : Pilot Recording • Mixing Procedure / Film Mixing / Re-recording • General Maintenance, Basic Media, computer hardware and software in sound • Analogue and Digital Sound Recording • Audio Analysis & Measurement • Sound production for multi-Media, Internet Audio : Files types / Codecs Studio management & Operations
11C.	SPECIALIZATION IN CINEMATOGRAPHY <ul style="list-style-type: none"> • Understanding Nature of Light & basics of Photography • Introduction to Motion picture Cameras and accessories. • Structure and functioning of 35mm / 16mm film cameras, • Principles of Motion Picture Camera and History • Film Production Process • Lighting and Camera Operations for Motion pictures and Television, • Lights, Lighting & Composition :- Indoor, Outdoor, Source, Mood,

	<p>Sunlight, High & Low Key</p> <ul style="list-style-type: none"> Controlling color, intensity, temperature Television and Digital Cameras Filters, Depth of field Lenses and their effects Exposure to multi-camera set-up lighting and shooting, Controlling Exposure for Film & Video , Exposure meter. Study of Film Speed, Sensitometer, Densitometer ,Gamma. Additive & Subtractive Process Video Make-up and Face correction, Chroma Key & Visual Effects.
11D	<p>SPECIALIZATION IN FILM & TV EDITING</p> <ul style="list-style-type: none"> Conforming Film to Video for Non-Linear Film Editing Work Flow - Digitizing & Organizing Material, Logging ,Bin Management ,Time Line Management Video Editing work flow - High End Mastering Visual Literacy - Types of Shots, Lensing, lighting, Color, Graphics, Titling. Elements of Visual Design Principles of Visual Composition Physical & Relational Continuity Understanding Narrative Structure - Linear Structures Non - Linear Understanding Editing for Dramatic Tension - Suspense & Surprise, Action Sequences, Dialogue Sequences, Comedy Sequences. Montage: The Art of Editing Understanding Editing Ads & Promos, Corporate Films, Documentaries Time Collapsing, Time Expansion, Time Ellipsis ,Time Editing Concept of Space in Cinema, Elasticity of Space, Building Space How to Build Scenes & Sequences using Classical unity and Dispersed unities of time & space Rhythm Timing & Pacing with Lyrical Structures. Understanding Sound Track Design & Mixing Understanding Modern Styles of Editing Introduction to Multi Camera Editing
11E	<p>SPECIALIZATION IN FILM & TV DIRECTION</p> <ul style="list-style-type: none"> What is Your Film About? Narration and Cinematic Story-telling: Film Analysis, Film Grammar : Time Space and Composition Continuity and its Different aspects: Editing, Sound, Action, Light, Props, Backdrops, Costume, Screen direction, etc. Script and Role Analysis, Art of Directing and Visualization Mise-en-Scene and shot-breakdown Imaginary Lines Types of camera movement and image stabilization (steadicam) Scene design, scene structure & function of every shot within a scene Use of music (background and playback) and sound / sound effects Genres and their conventions; genres in Indian cinema Production design, use of colour and storyboard Working with actors, theories of acting Pre-production planning, budgeting and scheduling Postproduction and the finishing process: titles, negative cutting, lab work, answer print Film History , important filmmakers, parallel cinema, contemporary scenario, contemporary world cinema Understanding the film industry: production and financing, distribution and exhibition <p>Discussion of story ideas and screenplay development for final project</p>

12	<p>THE FINAL PROJECT</p> <p>The Final Project would be done by Teams of Units from different departments. The students from the various departments of specialization as a unit will make short films up to ten minutes duration.</p> <p>After the student has completed the project, it is ready for screening / evaluation and he/she gets exposed to different filmmaking techniques with a Specialization in one which he or she has opted.</p> <p>The final product is his/her completed film/project - which they could carry as their demo reels.</p>
13	<p>INDUSTRY TRAINING</p> <ul style="list-style-type: none"> • The Industry Training would start in the second semester, in the free time beyond class-timings. • Objective: Understanding real life handling, on floor experience in post production, live studios for experience • The student will take up training in the industry. Attendance, certified by recipient organization is compulsory. Student will prepare a Journal under a guide with non-confidential write-up • Marks will be given on the Journal and a Viva-voce exam.
	References: See next Page

S No	Title	Author
1	Non-Linear-A Guide To Digital Film & Video Editing	Michael Rubin
2	The Director's Eye - A Comprehensive Textbook For Directors & Actor	John Ahart
3	Professional Cinematography	Charles G. Clarke
4	Sound And Recording	Francis Rumsey / Tim McCormick
5	Modern Recording Techniques	David M. Huber/ Robert E Runstein
6	Practical Cinematography	Paul Wheeler
7	Every Frame A Rembrandt - Art And Practice Of Cinematography	Andrew Laszlo
8	Basic Technique Of Film Making Movies	Madhusudan
9	Satyajit Ray - A Vision Of Cinema (Drawings By Satyajit Ray) (Direction)	Satyajit Ray
10	The Search For Reality -- The Art Of Documentary Filmmaking (Direction)	Edited By Michael Tobias
11	An Actor Prepares --- Translated By Elizabeth Reynolds Hapgood (Acting)	Constantin Stanislavski
12	Creating A Role --- Translated By Elizabeth Reynolds Hapgood (Acting)	Constantin Stanislavski
13	Film Theory And Criticism (Sixth Edition) (Direction) (Film-Making)	Edited By Leo Braudy & Marshall Cohen
14	Sound For Film And Television (Sound)	Tomlinson Holman
15	Film Directing Fundamentals - See Your Film Before Shooting (Second Edition) (Direction)	Nicholas T. Proferes
16	The Way Hollywood Tells It : Story And Style In Modern Movies (Direction)	David Bordwell
17	Electronic Post-Production:The Film-to-Video Guide	Gary H. Anderson
18	Video Editing And Post-Production - A Professional Guide (Editing)	Gary H. Anderson
19	Modern Recording Techniques - Sixth Edition	David Miles Huber & R.E. Runstein
20	Practical Art Of Motion Picture Sound :Second Edn	David Lewis Yewda", M.P.S.E.
21	Story	Robert Mckee
22	Screen Plays - How 25 Scripts Made It To A Theater Near You - For Better Or Worse	David S. Cohen
23	The Art Of Adaptation - Turning Fact And Fiction How To Transform Novels, Plays, And True- Lives Stories Into Screenplays (Scriptwriting)n into Film	Linda Seger
24	How To Read A Painting - Decoding, Understanding And Enjoying The Old Masters	Thames And Hudson
25	Creating Unforgettable Characters - A Practical Guide To Character Development In: Films, TV Series, Advertisements	Linda Seger
26	A 3rd Serving Of Chicken Soup For The Soul - 101 More Stories To Open The Heart And Rekindle The Spirit # 1 (Scriptwriting)	Jack Canfield, Mark Victor Hansen
27	Sound - Introduction To Sound, Hearing, Speech, And Music, Wave Nature Of Sound	Alexander Efron, E. E., Ph.D.
28	Screenplay	Syd Field

14-04-2009

P.G.DIPLOMA IN FILM & TELEVISION	
NO. OF STUDENTS	
	Rs.
TUITION FEES	75 800
LIBRARY FEES	400
EXAM. FEES	1600
LAB FEES	
JOURNAL	
INPLANT	400
STUDY MATERIAL	800
COMPUTER	1000
PLACEMENT	
PG REGISTRN FEES	825
ECHARGES	20
ELIGIBILITY/ENROLMENT	440
GYMKHANA	125
TOTAL FEES	81,410