

CURRICULUM
for
DIPLOMA
in
Journalism
and
Mass Communications (JMC)
(Three years programme)



Council for Technical Education and Vocational Training
Curriculum Development Division
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1. Background:

Journalism and Mass Communications have attracted considerable attention to and attendance of working media practitioners as well as potential communicators covering various branches of this field. Given that media in Nepal give high priority to skill-based knowledge, an appropriate course imparting extensive skills, backed by theoretical knowledge, will create considerable interest in potential students pursuing such course in the cross-section of Nepal's media industry, which has grown dramatically since the 1990s. Skill is what counts the most in media houses, and a course catering to such needs will go a long way in generating employment.

2. Introduction:

This curriculum is tailored to producing intermediate level human resources who will be qualified with the knowledge and skills demanded by the growing but ever-competing media industry. It will also be the first of its type at this level and with such purpose focusing chiefly on skills.

3. Course title:

Diploma in Journalism and Mass Communications (JMC)

4. Programme goal and Course objectives:

Goal:

To produce skilled mass communicators and meet the needs of a growing media community requiring qualified hands.

Course objectives:

The course graduates will be able to:

- Apply the knowledge and skills to meeting a variety of professional needs of the media industry in particular and others producing their own in-house media course contents in general.
- Apply critical thinking skills for analysis, addressing problems, presenting well thought out arguments in keeping with the requirements of the sources, the channels employed and the target audience identified for the intended impact to the maximum extent.
- Analyze the demands and functioning of various mass media.
- Apply skills of producing and presenting media course contents in different formats.
- Analyze issues for a solid foundation of the primary task concerning mass media operations.

5. Course description:

This course seeks to equip candidates with a mixture of knowledge and skills concerning various facets of mass media and mass communications. As such, it covers three years, with annual exams marking each academic year-end. The first year deals with the basics of the most important aspects of mass communication while the second year covers a logical sequel to the previous year's course content. The third, and final, year puts emphasis on internship. Assignments and fieldwork will remain a regular feature all along.

6. Duration:

The total duration of this course is of three years.

7. Target group:

The target group for this course will be individuals having passed SLC or equivalent, and are keen to join journalism and mass communication as a profession.

8. Group size:

The size of each batch will be 40 students.

9. Target location:

The target location will encompass all regions Nepal.

10. Entry qualification:

- Entry qualification for JMC will be SLC passed or equivalent.

11. Entry criteria:

- Should submit certificate of SLC pass or equivalent.
- Should pass entrance examination as administered by NPI/CTEVT.
- Applicants fulfilling the minimum requirements will be selected for admission on the basis of merit.

12. Selection:

Merit will be the basis of selection for admission, with preference to ethnic minorities, dalits and other marginalized groups.

13. Medium of instruction:

The medium of instruction will be English and/or Nepali.

14. Attendance requirement:

A minimum of 80% attendance in each subject is required for eligibility in the respective final examination.

15. Teacher and student ratio:

- For theory: As per the nature of the course.
- For practical/demonstration: 1:20.
- At least half of the teaching staffs must be full timers.

16. Faculty members/instructors/demonstrators:

- A Faculty member must hold a Master's degree in the related discipline with ten years academic teaching must hold a Master's degree in any discipline together with fifteen years' working experience in a major field of mass communication.
- An Instructor must hold a Bachelor's degree in the related discipline with ten years of working experiences must hold a Bachelor's degree in any discipline together with fifteen years' working experience.
- A Demonstrator must hold a Certificate level (or equivalent) degree in the related discipline and five years' teaching experience in a related field or must hold a Certificate in any discipline together with fifteen years' working experience.

17. Instructional media and materials:

The following instructional media and materials are suggested for the effective instruction and demonstration.

- **Printed materials** (assignment sheets, case studies, handouts, information sheets, training packets, procedure and performance check lists, textbooks).
- **Non-projected materials** (display, models, flip charts, posters, writing boards etc.).
- **Audio-visual materials** (audiotapes, films, slide-tape programs, videodiscs, videotapes etc.).
- **Computer-based instructional materials** (computer-based training and related materials).

18. Teaching learning methodologies:

Lectures, illustrated lectures, tutorials, group work, individual assignments, discussions, demonstrations, fieldwork, report writing, individual presentations and case studies will be the main basis of teaching.

19. Curriculum implementation model (Blended):

Theory classes denote face-to-face interactions and practical work consisting of fieldwork and assignments supervised through distance learning method under a blended model.

20. Examination and marking scheme:

- Each subject teacher will internally assess the students' achievement in each subject during the course, followed by a final examination at the end of each year.

- A weightage of 40% for the internal assessment and 60% for the annual final examinations will be allocated for theoretical components of a subject.
- The final annual examinations of all theory components will be conducted through written tests.
- Regular assessment will be conducted for practical exercise.
- Final examinations are also conducted for practical exercise.
- A student failing in the internal assessment will not be eligible to sit in the final examinations.

21. Provision of back paper:

There will be a provision of back paper, provided a student passes all the subjects of all the years within six years from the enrollment year.

22. Disciplinary and ethical requirements:

- Insubordination or other forms of misdemeanour will result in immediate suspension followed by a review by the disciplinary review committee.
- Dishonesty in academic and other related activities will result in immediate suspension followed by administrative review, with possible expulsion.

23. Pass marks:

A student must secure a minimum of 40% marks both in theory and practical (lab work). The students must secure a minimum of 40% marks in the internal assessment and 40% in annual final examination of each subject to be declared pass in the respective subject.

24. Grading system:

The overall achievement of each student will be measured by a final aggregate percentage of all final semester examinations and graded as follow:

Marks division:

- Distinction : > or =80 %
- First division : 65 % to < 80 %
- Second division : 50 % to 65 %
- Pass : 40 % to < 50 %

25. Certification and degree awards:

- Students who have passed all the components of all the subjects of all the years are considered to have successfully completed the course.
- Students who have successfully completed the course will be awarded a degree of Diploma in Journalism and Mass Communications (JMC).

26. Career path:

The graduates will be eligible for the position equivalent to Non-gazette 1st class (technical) or its equivalent, as prescribed by the Public Service Commission of Nepal. The graduate will be eligible for registration with the related licensing organization (if any) of the country.

Course structure

Diploma in Journalism and Mass Communications

First Year

SN	Subjects	Nature	Marks distribution and examination hours														
			Hours/week			Hours/year			Theory				Practical				Tot.
			Th.	Pr.	Tot.	Th.	Pr.	Tot.	Int.	Ext.	Tot.	Hr(s)	Int.	Ext.	Tot.	Hr(s)	Marks
1.	Mass Communications	T+P	3	2	5	117	78	195	20	40	60	2	20	20	40	4	100
2.	Evolution of Media	T+P	3	2	5	117	78	195	20	40	60	2	20	20	40	4	100
3.	Information collection and dissemination	T+P	3	2	5	117	78	195	20	40	60	2	20	20	40	4	100
4.	Basics of news reporting	T+P	3	2	5	117	78	195	20	40	60	2	20	20	40	4	100
5.	Nepali	T	3	0	3	117	0	117	20	80	100	3	0	0	0	0	100
6.	English-1	T	3	0	3	117	0	117	20	80	100	3	0	0	0	0	100
7.	Civics	T	3	0	3	117	0	117	20	80	100	3	0	0	0	0	100
8.	Foundations of journalism	T+P	3	2	5	117	78	195	20	40	60	2	20	20	40	4	100
	Total:				34	936	390	1326	160	440	600		100	100	200		800

Second Year

SN	Subjects	Nature	Marks distribution and examination hours														
			Hours/week			Hours/year			Theory				Practical				Tot.
			Th.	Pr.	Tot.	Th.	Pr.	Tot.	Int.	Ext.	Tot.	Hr(s)	Int.	Ext.	Tot.	Hr(s)	Marks
1.	English-2	T	3	0	3	117	0	117	20	80	100	3	0	0	0	0	100
2.	Writing and editing for Newspapers	T+P	2	3	5	78	117	195	20	40	60	2	20	20	40	4	100
3.	Writing and editing for Magazines	T+P	2	3	5	78	117	195	20	40	60	2	20	20	40	4	100
4.	Writing and editing for Broadcast media	T+P	2	3	5	78	117	195	20	40	60	2	20	20	40	4	100

5.	Basics of New media	T+P	2	2	4	78	78	156	16	64	80	3	8	12	20	1	100
6.	Computer Applications	T+P	2	3	5	78	117	195	20	40	60	2	20	20	40	4	100
7.	Photography	T+P	1	4	5	39	156	195	20	20	40	2	20	40	60	4	100
8.	Layout and Design	T+P	1	4	5	39	156	195	20	20	40	2	20	40	60	4	100
	Total:				37	585	858	1443	156	344	500		128	172	300		800

Third Year

SN	Subjects	Nature	Marks distribution and examination hours														
			Hours/week			Hours/year			Theory				Practical				Tot.
			Th.	Pr.	Tot.	Th.	Pr.	Tot.	Int.	Ext.	Tot.	Hr(s)	Int.	Ext.	Tot.	Hr(s)	Marks
1.	Media Research	T+P	1	4	5	39	156	195	20	40	60	2	20	20	40	4	100
2.	Independent Study	P	0	5	5	0	195	195	0	0	0	2	75	75	150	4	150
3.	Basics of Advertisement and Public Relations	T+P	1	4	5	39	156	195	20	40	60	2	20	20	40	4	100
4.	Writing for Television and Radio	T+P	1	4	5	39	156	195	20	40	60	2	20	20	40	4	100
5.	Photo journalism	T+P	1	4	5	39	156	195	16	64	80	2	8	12	20	1	100
6.	Writing for Online Media	T+P	1	4	5	39	156	195	16	64	80	2	8	12	20	1	100
7.	Internship	P	0	5	5	0	195	195	0	0	0	0	75	75	150	4	150
	Total:				35	195	1170	1365	92	248	340		226	234	460		800

All total

SN	Marks distribution									
	Total hours			Theory			Practical			Total
	Th.	Pr.	Tot.	Int.	Ext.	Tot.	Int.	Ext.	Tot.	Marks
1.	936	390	1326	160	440	600	100	100	200	800
2.	585	858	1443	156	344	500	128	172	300	800
3.	195	1170	1365	92	248	340	226	234	460	800
	1716	2418	4134	278	1032	1440	454	506	960	2400

First Year

Subjects

1. Mass Communications
2. Evolution of Mass Media
3. Information Collection and Dissemination
4. Basics of News Reporting
5. Nepali
6. English-1
7. Civics
8. Foundations of Journalism

1. Mass Communications

Year I

Total: 5 hrs/w
Theory: 3 hrs /w
Practical: 2 Hrs /w

Course description

It consists of knowledge and skills related to principles and model of communication, communication theory, human communication, uses of communication means to test a communication process and relationship between communication and media.

Course objectives

After its completion the students will be able:

- To explain the importance of model of communication
- To define communication and mass communication
- To explain the terminology of the mass media
- To explain the relationship of media and communication
- To describe the meaning of communication

Course contents

Theory

Unit: I: Communication and information

25 hrs.

1. Introduction to Communication and Information
2. Human communication —a conceptual move
3. Elements of communication process
4. Paradigms of communication: non-linear paradigm of communication and linear paradigm of communication

Unit: II: Human communication

25 hrs.

1. Factors for communication success
2. Functions of communication
3. Forms of communication: interpersonal communication, machine-assisted interpersonal communication and mass communication

Unit: III: Types of communication model

25 hrs.

1. Functions of communication models
2. Different communication models
3. Linear models of communication and non-linear models of communication

Unit: IV: Communication models

25 hrs.

1. Aristotle model of communication
2. Lasswell model of communication
3. De Fleur Models of Communication

Unit: V: Communication and media

17 hrs.

1. Uses of communication means
2. Different processes of communication
3. Relationship between communication and media

Practical

Unit: I: Human Communication	25 hrs.
1. Lead class discussions on communication models	
2. Present elements of communication process	
3. Carry out linear communication	
4. Carry out non-linear communication	
Unit: II: Communication and information	25 hrs.
1. Produce informative lead	
2. Perform interpersonal communication	
3. Perform machine-assisted interpersonal communication	
Unit: III: Types of Communication	10 hrs.
1. Perform linear communication	
2. Perform non-Linear communication	
Unit: IV: Types of communication model	10 hrs.
1. Apply Laswell's Model	
2. Apply De Fleur model	
Unit: V: Communication and media	8 hrs.
1. Analyze how a newspaper communicates	
2. Carry out peer group discussion on communication with the help of media	
3. Carry peer group discussion on communication without media	

References

1. Narula, Uma. (2001), Mass Communication: Theory and Practice. Haranand Publication: New Delhi.
2. Stone, Gerald, Michael Singletary and Virginia P. Richmond. (2003), Clarifying Communication Theories: A Hands-On Approach. Delhi: Surjeet Publications.

2. Evolution of Media

Year I

Total: 5 hrs/w
Theory: 3 hrs /w
Practical: 2 Hrs /w

Course description

The course consists of history of journalism: world and Nepal, history of print: books, printing press and newspapers in world and Nepal; development of media, with reference to print, radio, cinema, television and of online media.

Course Course Objectives

The objectives of this paper are to make the students able:

- To explain the historical development of journalism in global and domestic context.
- To present an overall idea on the development of print journalism including the printing press.
- To present a timeline with reference to print, radio, television and online media.

Course contents

Theory

Unit: I: Book the oldest mass media **37 hrs.**

1. Book with the emergence of Guttenberg press
2. Early days books in world
3. Early days books in Nepal
4. Book as the messenger of idea and thought
5. Variety of topics in Nepal's book market

Unit: II: Evolution of print media **30 hrs.**

1. Acta Diurna as an early prototype of newspaper
2. Some early newspapers from Europe and North America
3. Brief history of *Gorakhapatra* as pioneer newspaper in Nepal
4. *Sudha Sagar* and other early Nepali magazines from within and outside the country

Unit: III: Radio as mass media **25 hrs.**

1. Early radio stations in Europe and North America
2. History of BBC Service
3. History of radio broadcasting in Nepal prior to 1950
4. Development of radio broadcasting in Nepal since 1951
5. Emergence of FM radio in Nepal

Unit: IV: Television as mass media **25 hrs.**

1. History of television in Nepal prior to 2000
2. Emergence of private television channels
3. Early television channels in Europe and North America
4. Worldwide trend of news channels

Practical

Unit: I: Book the oldest media

10 hrs.

1. Find lead paragraph on early days books of Nepal (i.e. MAKAIKO KHETI)
2. Finalize lead on hand made books and printed books
3. Discuss and decide on why essay books were so important
4. Prepare a list five disciplines and develop five separate lists of books on the respective disciplines

Unit: II: Evolution of print media

18 hrs.

1. Prepare/submit a project work compiling the review of five consecutive issues of a broadsheet daily
2. Prepare and analyze a five pages of photocopied material from the old letter press
3. Collect and compile three page of reading material on Acta Diurna through the help of internet
4. Compile and analyze five early newspapers from Europe and North America

Unit: III: Radio as mass media

25 hrs.

1. Prepare final copies of assigned project work on any FM radio station located at a site to student convenient
2. Prepare presentation of a project work on a programme of a FM radio station in your location
3. Write a commentary on BBC's recent news bulletin within 500 words

Unit: IV: Television as mass media

25 hrs.

1. Compare news bulletin over Nepal Television and a local TV station
2. Prepare a commentary in about 1000 words on the news programme broadcast over a private TV channel
3. Prepare a presentation on the latest news bulletin by CNN

References

1. Dominick, Joseph R. (1999), the Dynamics of Mass Communication. New York: McGraw-Hill College.
2. Folkerts, Jean and Stephen Lacy. (2005), The Media in Your Life: An Introduction to Mass Communication. Pearson Education,

3. Information Collection and Dissemination

Year I

Total: 5 hrs/w
Theory: 3 hrs /w
Practical: 2 Hrs /w

Course description

The course consists of importance of information and the knowledge and skills of information gathering as well as dissemination. In line with the notion that the information is power the course presents strategies for cultivating information.

Course Objectives

The objectives of this course are to enable students:

- To explore the importance of information
- To distinguish forms of information
- To explore ways to gather information
- To understand right to information
- To describe information as power

Course contents

Theory

Unit: I: Introduction

30 hrs.

1. Definition of information
2. Forms of information
3. Information as rights: Article 19 of Universal Declaration of Human Rights, 1948 and International Covenant of Civil and Political Rights, 1976
4. National Information Commission, Nepal

Unit: II: Strategies for cultivating information

30 hrs.

1. Planning for getting information
2. Skills of assembling information
3. Primary and secondary sources of information
4. Information management

Unit: III: Processing and presentation

30 hrs.

1. Collection of information
2. Verification of information
3. Processing of information to cultivate the message
4. Making information comprehensive

Unit: IV: Dissemination

27 hrs.

1. Press release, press conference
2. Writing features
3. Website/online
4. Campaign and media campaign

Practical

Unit: I: Introduction ***10 hrs.***

1. Collect 10 daily newspapers of the day and re-write the leads of their main news items
2. Write a news lead using data and information collected from the website of Central Bureau of Statistics
3. Analyze the status of Right to Information in Nepal

Unit: II: Strategies for cultivating information ***20 hrs.***

1. Prepare a list of 10 soft lead published on the issue of politics in Nepal
2. Prepare a list of 10 soft lead for further research work
3. Analyze primary and secondary data from the main news of 5 recent daily newspapers

Unit: III: Processing and presentation ***30 hrs.***

1. Collect data to prepare 10 questions on farming system or tradition in your location
2. Analyze the soft-leads published in 5 local newspapers on farming culture of your region
3. Prepare a pie chart to denote status of land use in three different district
4. Analyze the main news of 2 news bulletin of a local FM radio station

Unit: IV: Dissemination

18 hrs.

1. Write a press release on current political issue
2. Re-write and elaborate 5 soft lead using information on farming culture of Nepal from website installed
3. Design a publication plan to find space for your 200 words news on media education in Nepal in Nepal.
4. Prepare 5 soft-lead news for print, radio and television media.

References

1. Dominick, Joseph R. (1999), *The Dynamics of Mass Communication*. New York: McGraw-Hill College.

5. Basics of News Reporting

Year I

Total: 5 hrs/w
Theory: 3 hrs /w
Practical: 2 Hrs /w

Course description

The course aims to impart knowledge and skills on news reporting specifically on the definition of news, news values, generation of idea for news, observation, interview and document review for quality reporting and presentation.

Course objectives

The objectives of this course are to make the student able:

- To explain about journalistic reporting
- To prepare news story based on reporting
- To distinguish different nature of reporting on different beats

Course contents

Theory

Unit: I: News

17 hrs.

1. Definitions of news
2. News value
3. Elements of news
4. Event or incident reporting and situation reporting: hard and soft news
5. Sources of news

Unit: II: Reporting and reporters

30 hrs.

1. Reporting the expected and the unexpected
2. An objective observation
3. Cultivating human sources
4. Searching for facts within documents

Unit: III: Reporting soft story

30 hrs.

1. Soft issues, soft story and feature
2. Quality of a good feature
3. Blending of experiences and information in a feature
4. Developing cases and writing case story
5. An effective news feature

Unit: IV: Presentation of News

40 hrs.

1. News structure of a hard news
2. Lead: types and purpose
3. Synchronizing lead and body
4. Inverted pyramid
5. Using quotes

Practical

Unit:I: News ***10 hrs.***

1. Lead discussion to present the news definition with practical experiences
2. Lead discussion on given cases for analyze on news values
3. Lead an exercises to find elements of news in news items from dailies
4. Lead an exercise to count the sources of a given news story from a newspaper

Unit:II: Reporting and reporters ***20 hrs.***

1. Lead an exercise to make a list of expected and unexpected reporting from a daily newspaper
2. Lead an exercise to observe things without pre occupied mind set
3. Lead an exercise to cultivate certain information with the help of conversation
4. Give a sheet of information and lead to an exercise to find the information on given topic
5. Lead an exercise to present a plan to go in depth in a published news from a daily

Unit:III: Reporting soft story ***25 hrs.***

1. Lead peer group discussion to make a list of soft and hard issues around us
2. Lead an exercise to read a feature loudly and seek the reaction among students
3. Present examples of experiences and information embedded in a feature story
4. Assign students to write a news feature on a current issue

Unit:IV: Presentation of news ***23 hrs.***

1. Develop an effective lead for a given description of an event
2. Lead an exercise to find out the most important information in a given event
3. Lead an exercise to find out the newsworthiness of a given subject matter
4. Lead an exercise on an overall news idea from a given description of an event

References

1. Hough, George A. (1991), News Writing. New Delhi: Goyl sasb.
2. Mencher, Melvin. (1999), Basic News Writing. New Delhi: Universal Books.

५. नेपाली

पहिलो वर्ष

जम्मा: ३ घण्टा/हप्ता
सैद्धान्तिक: ३ घण्टा/हप्ता

पाठ्यांश विवरण:

यसभित्र वर्ण वर्ण र विन्यास, शब्दवर्ग, शब्दरूपायन र शब्द-निर्माण, नेपाली लेखन, वाक्यतत्व, वाक्यान्तरण र अनुच्छेद-रचना, कृति समीक्षा आदि समावेश गरिएका छन्

पाठ्यांशको उद्देश्य :

यो पाठ्यांश पूरा गरेपछि विद्यार्थीहरू निम्नलिखित कुरामा सक्षम हुनेछन् :

१. कथ्य भाषा तथा लेख्य भाषाका बीचको भिन्नता पहिल्याउन ।
२. अभिव्यक्तिमा प्रयोग हुने शब्दहरूको उपयुक्त वर्णविन्यास लेख्न ।
३. शब्दहरूको वर्ग, पहिचान गर्न, रूपायन गर्न र निर्माण गर्न ।
४. वाक्यतत्व र वाक्यान्तरणका कडीहरू बुझेर आफ्ना अभिव्यक्तिमा तिनको उपयुक्त प्रयोग गर्न ।
५. खास वाक्यतत्वसंग सम्बद्ध ढाँचा र सन्दर्भका आधारमा अनुच्छेद रचना गर्न ।
६. भाषा प्रयोगमा देखा पर्ने दोष र कमजोरीहरूको पहिचान गर्नुका साथै सरल, सहज, छरितो, कसिलो र सम्प्रेषणीय नेपाली भाषा लेख्न ।
७. तोकिएका आधारमा साहित्यिक कृतिहरूको समीक्षा गर्न ।

एकाई -१

८ घण्टा

वर्ण र विन्यास :

- स्वर र व्यञ्जन वर्णहरू
– कथ्य र लेख्य नेपाली भाषामा भिन्नता
- ह्रस्व - दीर्घ (इ,उ), स/श/प, व/व, व/ओ, य/ए, ऋ/रि, क्ष/छे, क्ष्य/छ्य, शिरविन्दु र चन्द्रविन्दु, हलन्त पदयोग र पदवियोग तथा लेख्य
- अशुद्धि-संशोधन (प्रूफरीडिङ) अभ्यास

एकाई -२

२० घण्टा

शब्दवर्ग, शब्दरूपायन र शब्द-निर्माण

- (क) शब्दवर्ग-नाम, सर्वनाम विशेषण, क्रियापद, नामयोगी, क्रियायोगी, संयोजक, विस्मयाबोधक र निपातहरूको पहिचान-अभ्यास
- (ख) शब्दरूपायन - नाम, सर्वनाम र विशेषणको लिङ्ग, वचन, आदर, कारकका आधारका तथा क्रियापदको लिङ्ग, वचन, पुरुष, आदर काल, पक्ष, भाव, वाच्य र अकरणका आधारमा शब्दरूपायनको अभ्यास ।
- (ग) शब्द निर्माण अभ्यास
 - ❖ निम्नलिखित उपसर्गहरूद्वारा शब्दनिर्माणको अभ्यास
 - प्र, अप, सम्, अनु, वि, अधि, उत्, प्रति, परि, उप, सु, नि, निर, दुर् ।
 - अ, अन, कु ।
 - ❖ निम्नलिखित कृत् प्रत्ययद्वारा शब्दनिर्माणको अभ्यास :
 - आइ, ओट, ओ, आउ, अक्कड, उवा, इलो ।
 - अक, अन ई इत, य, तव्य ।
 - ❖ निम्नलिखित तद्धित प्रत्ययहरूद्वारा शब्दनिर्माणको अभ्यास :
 १. आइ, आली, इया, इलो, ई, ए, एली, ली, ले ।
 २. इक, ई, ईय, इत, ता, त्व, मान, वान, आलु
 - ❖ समस्त शब्दहरूको पहिचान र तत्पुरुष, कर्मधारण, द्विगु, द्वन्द्व, अव्ययीभाव, र बहुव्रीहिको प्रक्रियाबाट समस्त शब्दहरूको निर्माण गर्ने अभ्यास ।

नेपाली लेखन

- क. समकालीन आमसञ्चार माध्यम/व्यवहारमा प्रयोग भइरहेको नेपाली भाषाका विशेषता तथा कमजोरी र सुधारका सम्भावनाहरू ।
- ख. वाङ्मय अर्थ नदिने र विपरीत अर्थ दिने शब्द तथा वाक्यको पहिचान, विश्लेषण र उपयुक्त शब्द प्रयोग तथा वाक्य रचनाको अभ्यास ।
- ग. वाक्यमा आउने अनावश्यक शब्दको पहिचान/शब्दजाल तथा शब्दाडम्बरबाट बच्ने अभ्यास ।
- घ. उद्देश्य र विधेयको संगति, जोड, तुलना, उपवाक्य संयोजन तथा उचित स्थानमा शब्दयोजनाको अभ्यास ।
- ङ. क्रमभङ्ग, पुनर्वाक्ति, पुनरावृत्ति, न्यूनपद तथा सन्दर्भहीन वाक्यांशको पहिचान, विश्लेषण र दोषमुक्त लेखनको अभ्यास ।
- च. वर्ग बोली (जार्गन), सहलिया बोली (क्लिसे), कुरुचिपूर्ण अभिव्यक्ति र नियतपूर्वक हुने शब्दको दुरुपयोगबाट बच्ने अभ्यास ।
- छ. अंक, प्रतिशत, तथ्यांक आदिको प्रयोगमा हुने गल्तीको पहिचान, विश्लेषण र उपयुक्त, सम्प्रेषणीय तवरमा प्रयोग गर्ने अभ्यास ।
- ज. विदेशी भाषा र शैलीबाट प्रभावित मुक्त नेपाली लेखन अभ्यास ।
- झ. परिचित र सजिला शब्द, छोटो वाक्य, छोटो अनुच्छेदबाट जटिल एवं गहन विषयवस्तु सहजतापूर्वक सम्प्रेषण गर्ने अभ्यास । सुसंगत, स्पष्ट, छरितो र कसिलो भाषा लेखन अभ्यास ।

वाक्यतत्व, वाक्यान्तरण र अनुच्छेद-रचना

(क) वाक्यतत्व:

- ❖ लिङ्ग, वचन, पुरुष र आदरका आधारमा कर्ता र क्रियापदका बीचको सङ्गति सम्बन्धी अभ्यास
- ❖ विशेष्य-विशेषण र नाम-सर्वनामको बीचको सङ्गति सम्बन्धी अभ्यास
- ❖ विभक्ति-नियम तथा ले, लाई, देखि, बाट, द्वारा, को, का, की, रो, रा, री, नो, ना, नी, मा आदि विभक्ति प्रयोगको अभ्यास
- ❖ सरल र तिर्यक् विभक्तिनियमको अभ्यास

(ख) वाक्यान्तरण :

- १) विभिन्न काल, पक्ष, भाव, अकरण, वाच्य, प्रेरणार्थक आदिमा वाक्यान्तरण गर्ने अभ्यास
- २) वाक्य-सश्लेषण र विश्लेषणको अभ्यास

(ग) अनुच्छेद-रचना

लिङ्ग, वचन, पुरुष, आदर, काल, पक्ष, भाव, अकरण, प्रेरणार्थक आदिका आधारमा खास सन्दर्भ वा विषय भित्र रही अनुच्छेद रचना गर्ने अभ्यास :

- ❖ निर्दिष्ट वाक्य-ढाँचामा आधारित अनुच्छेदहरूलाई अन्य ढाँचामा परिवर्तन गरी अनुच्छेदहरू लेख्ने अभ्यास

कृति समीक्षा:

विषयवस्तु कथानक, पात्र, परिवेश, सन्देश, शीर्षक र भाषा शैलीका आधारमा निम्नलिखित रचनाहरूको समीक्षात्मक अभ्यास:

कथा:

- | | |
|-----------------------------|-------------------|
| १) गुरु प्रसाद मैनाली | छिमेकी |
| २) विश्वेश्वरप्रसाद कोइराला | सिपाही |
| ३) भवानी भिक्षु | हारजीत |
| ४) इन्द्रबहादुर राई | रातभरि हुरी चल्यो |
| ५) रमेश विकल | मधुमालतीको कथा |

निबन्ध:

- १) लक्ष्मीप्रसाद देवकोटा
- वीरहरू

- २) श्यामप्रसाद शर्मा
- ३) भैरव अर्याल

आइमाई साथी
महापुरुषको संगत

सहायक पुस्तकहरू :

१. कृष्णप्रसाद पराजुली, *नेपाली अध्ययन तथा अभिव्यक्ति*, रत्न पुस्तक भण्डार, काठमाडौं ।
२. पत्रिकाका *सम्पादकीय, टिप्पणी र लेखहरू* ।
३. मोहनराज शर्मा, *शब्दरचना र वर्ण-विन्यास वाक्यतत्त्व र अभिव्यक्ति*, काठमाण्डौ बुक सेन्टर, काठमाण्डौ ।
४. शरच्चन्द्र वस्ती, *हाम्रो भाषा*, एकता प्रकाशन, काठमाडौं ।
५. हेमाङ्गराज अधिकारी, *समसामयिक नेपाली व्याकरण*, विद्यार्थी पुस्तक भण्डार, भोटाहिटी, काठमाण्डौ ।

6. English-1

Year I

Total: 3 hrs/w
Theory: 3 hrs /w

Course description

This is an integrated general English course which treats English as a medium for communication and as a means to knowledge. The course is divided into two papers leading students from intermediate level of English proficiency to upper intermediate.

Course objectives

After completing this course the students will be able:

- To acquire skills in the use of English for academic and communicative purposes
- To understand in the functional, notional and grammatical areas of English language use
- To understand them see the relationship between structures and meaning
- To enable students to write essays and commentaries

Course Content

Unit I

60 hrs.

1. A remedial or refresher course. It will be given at the beginning of the session. The content includes Basic English structures and the use of dictionary.
2. Core English. The texts in this component primarily aim at teaching various language skills in integrated manure. They emphasis is on providing tools for using language for communicative purposes, and for receiving as well as imparting information effectively.

The content of this unit are:

- Places
- Decisions and intentions
- Jobs and routine
- Direction
- Past event
- Talking about Now
- Requests and offers
- Recent actions and activities
- Comparison
- The past and the present
- Likes and dislikes
- Events and circumstances
- Leisure activities and skills
- Advice
- Origin and duration
- Location
- Similarities and differences
- Obligation
- Prediction
- Objects
- Degree
- Setting a scene
- Criticizing
- Explanations

3. Extensive reading and writing. The prescribed materials in this component expose students to various interesting and informative topics of global interest and common human concern.

Unit II **17 hrs.**

Poems

1. Arthur Guiterman, "On the Vanity of Earthly Greatness"
2. Dorothy Charles, "Concrete Cat"
3. Cowper, "The Poplar Field"
4. W. Wordsworth, "My Heart Leaps Up When I Behold"

Unit III **20 hrs.**

Essays:

1. Barbara Holland, "Speaking of Children"
2. Joan Didion, "In Bed"
3. Issac Asimov, "The Nightmare Life Without Fuel"
4. Harold. J. Morowitz, "The Six Million Dollar Man"

Unit IV **20 hrs.**

Stories:

1. Stories of the supernatural: "The Recurring Dream", "The Lost Doll", "House Call,"
2. Hemingway, "The Three- Day Blow"
3. R. Kipling, "The Gardener"

Play: R. N. Tagore, "Malini"

References

1. Appropriate books containing topics mentioned in the course of studies.

6. Civics

Year I

Total:3 hrs/w
Theory: 3 hrs /w

Course description

The course consists of evolution of civilizations; state: definitions, scope, elements and functions; sovereignty, branches of government, democracy and good governance, Nepal's experiences with democracy.

Course objectives

The objectives of this course are to make the students able:

- To have an understanding of the state structure and functioning.
- To understand the values of democracy
- To impart education on civic life.

Course contents

Theory

Unit: I: Evolution of civilization

10 hrs.

1. Introduction to civilizations
2. Early civilizations
3. Civics as a social science
4. Scope of civic education

Unit: II: state and its origin

10 hrs.

1. State
2. Elements of State
3. Functions of State
4. Early State
5. Separation of power; judiciary, executive and legislature

Unit: III: Governance

20 hrs.

1. Concept of government
2. Governance and constitutionalism in Nepal
3. Good governance
4. Decentralization
5. Local government

Unit: IV: Democracy

20 hrs.

1. Ancient democracy
2. Parliamentary democracy
3. American democracy
4. Adult franchise
5. Periodic elections

Unit: V: Human Rights

17 hrs.

1. Magna Carta
2. Declaration of Man and Citizen, 1789
3. Universal Declaration of Human Rights, 1948
4. Brief study of International Covenant on Civil and Political Rights, 1976
5. Brief study of International Covenant on Economic, Social and Cultural Rights, 1976

Unit: VI: Governance

20 hrs.

1. Review / analyze trends of civic education in Nepal
2. Analyze functions of the executive, legislature and judiciary bodies of Nepal

Unit: VII: state and its origin

20 hrs.

1. Analyze functions of National and local government of Nepal
2. Analyze the procedures of legal system of local judiciary

References

1. MacIver, R.M & Page, Charles H. (2006), Society: An introductory analysis. New Delhi: MacMillan India Ltd, (reprinted)
2. Kaviraj, Sudipta & Khilnani, Sunil. (2008), Civil Society: History and possibilities. New Dehli : Cambridge University Press

8. Foundations of Journalism

Year I

Total: 5 hrs/w
Theory: 3 hrs /w
Practical: 2 Hrs /w

Course description

The course consists of journalism as profession, functions of journalism for society; fundamentals of journalism: national, international, and multinational institutions. Reporting and writing in the field of journalism. The course is inspired by also a model developed by UNESCO in keeping with the principle of creating a well informed society.

Course objectives:

The objectives of this paper are to enable students:

- To understand journalistic institution
- To acquire basic journalistic reporting and writing with professional standards
- To understand basic general knowledge of journalism
- To understand the qualities of a good journalist

Course contents

Theory

Unit: I: Journalism as profession

30 hrs.

1. Logic, evidence and research (incorporating critical thinking)
2. National and international institutions (incorporating a basic understanding of one's own country's system of government, its constitution, system of justice, political process, economy, social and cultural organization, its relations with other countries, and the place of journalism in the architecture of democracy)

Unit: II: Journalism writing

20 hrs.

1. Writing (narrative, descriptive and explanatory methods)
2. Code of conducts of the journalists

Unit: III: General knowledge

20 hrs.

1. General knowledge (incorporating basic knowledge of national and international history and geography, and an introduction to contemporary social and other issues of importance to journalists, including gender, cultural diversity, social class, conflict, poverty, and development issues)
2. Basic understanding of one's own country's system of government, its constitution, system of justice, political process, economy, social and cultural organization, and its relations with other countries
3. Basic knowledge of the geography and history of one's own country and the world
4. Basic knowledge of science

Unit: IV: Journalism and arts/science

20 hrs.

1. Media arts/science courses
2. Similarities between media and science
3. Why journalism is different
4. Functions of journalism

- Unit: V: News features** **10 hrs.**
1. Reporting and writing
 2. Basic news and news feature stories

- Unit: VI: Media law** **17 hrs.**
1. Concept and practices
 2. Libel and defamation
 3. Contempt of court
 4. Parliament's prerogatives
 5. Right to know Vs right to privacy

Practical

- Unit: I: Journalism as profession** **20 hrs.**
1. Apply critical thinking skills on logic, evidence and research incorporating with recent analysis of media
 2. Analyze national and international institutions incorporating a basic understanding of one's own country's system of government,
 3. Analyze constitution and system of justice of your country
 4. Analyze political process and its impacts on economy of your country
 5. Analyze social and cultural organization and its impacts on betterment of your society
 6. Analyze relations between journalism and development of democracy in your country

- Unit: II: Journalism writing** **10 hrs.**
- Carryout writing exercises on narratives patterns in daily news.

- Unit: III: General knowledge** **10 hrs.**
1. Collect documents on basic information on national and international history related to journalism
 2. Collect basic documents on geography and related issues produced by newspapers in recent times
 3. Enlist materials important for journalists relating on gender, and cultural diversity in the news room
 4. Prepare a critical report on social class, conflict and poverty in Nepal

- Unit: IV: Journalism and arts/science** **10 hrs.**
1. Prepare two essays on arts and science with reference to Nepal
 2. Prepare one essay on journalism education in Nepal

- Unit: V: News features** **10 hrs.**
- Carryout 3 writing exercises on three different topics of yours choice

- Unit: VI: Media law** **18 hrs.**
1. Analyze the relationship between media and society in Nepal
 2. Collect and compile information on two political institutions in Nepal
 3. Write critical comment on two different news media in Nepal
 4. Analyze laws related to media in Nepal

References

1. Leo Groake (2006), Christopher Tindale and Linda Fisher. On logic and evidence.
2. Pierre Laszlo. (2006), Communicating Science: A Practical Guide. Berlin: Springer.
3. Herbert Simons (2001). Persuasion in Society. Thousand Oaks, Cal.: Sage.
4. John Allen Paulos. (1996), A Mathematician Reads the Newspaper. New York: Double Day.

Second Year

Subjects

1. English-2
2. Writing and Editing for Newspaper
3. Writing and Editing for Magazines
4. Writing and editing for Broadcast media
5. Basics of New Media
6. Computer Applications
7. Photography
8. Layout and Design

1. English-2

Year II

Total: 3 hrs/w
Theory: 3 hrs /w

Course description

It consists of knowledge and skills related to principle and model of English language, listening, writing and speaking between communication and media, and focuses on practical exercises on writing essays and commentaries.

Course objectives:

After its completion the students will be able:

- To enable understanding the art of essay writing
- To develop the skill of writing essays and commentaries
- To explain the relationship of media and language
- To describe the meaning of language

Course contents

Theory

Unit I "The Gold Frame" 22 hrs.

1. Listening Exercise (A)
2. Listening Exercise (B)
3. Speaking (Dialogue 1: Formal)
4. Speaking (Dialogue 2: Informal)
5. Speaking Exercise A
6. Speaking Exercise B

Unit II "Freedom of the Press" 15 hrs.

1. Listening Exercise
2. Speaking (Dialogue 1: Formal)
3. Speaking Exercise A
4. Speaking (Dialogue 2: Formal)
5. Speaking (Dialogue 3: Informal)
6. Speaking Exercise B

Unit III: Writing exercise 20 hrs.

Prepare three commentaries on social issues

Unit IV: Field exercise 20 hrs.

Prepare three commentaries on issues related to women and children in Nepal

Unit V: Writing exercise through research 20 hrs.

Prepare three commentaries on issues related to education in Nepal

Unit VI: Exercise and field study 20 hrs.

Prepare three commentaries on political issues in Nepal

References

1. Rao, A Rama Krishna. (2008). Learning English; A Communicative Approach, India, Orient Black Swan.
2. Newspapers and broadcast media news bulletins.

2. Writing and Editing for Newspaper

Year II

Total: 5 hrs/w
Theory: 2 hrs /w
Practical: 3 Hrs /w

Course description

The course consists of an introduction to various forms of newspaper writing principles and practices of editing.

Course Course objectives

The objectives of this paper are to enable students:

- To understand about an overall idea on writing for newspaper
- To understand the process of editing
- To understand the functioning of newsroom

Course contents

Theory

Unit: I: Writing skills

30 hrs.

1. Commentaries
2. Editorial
3. Book review
4. Profile
5. Obituary

Unit: II: Contributing writers

20 hrs.

1. Freelance
2. Column and columnist
3. Syndicated writer

Unit: III: News at the desk

20 hrs.

1. Subediting; news agency copy, sorting copy, clean copy
2. News headlines; headline patterns, decks, and arrangement
3. Writing headline; language of headline, typography, punctuation
4. Photo edition; selection of news photographs, cropping

Unit: IV: Skills of editing

8 hrs.

1. Structure and language editing
2. Revising and rewriting
3. Common errors in news copy
4. Improving copy
5. Revising the lead, updating a story

Practical

Unit: I: Writing skills

30 hrs.

1. Lead an exercise to write a letter to editor on a given topic
2. Lead an exercise to present a topic for a commentary on a contemporary issue
3. Lead an exercise to present a topic for an editorial on a current issue
4. Review a book
5. Write a profile of a public personality
6. Lead discussion on various types of writing for newspaper

Unit: II: Contributing writers

30 hrs.

1. Lead discussion on an example of descriptive writing
2. Lead discussion on an example of narrative writing
3. Assign students to analyze the copy of their favorite newspaper column
4. Lead an exercise to present an analysis of any development of public issue

Unit: III: News at the desk

30 hrs.

1. Lead an exercise to compile different pieces of information to prepare a news
2. Lead discussion on different headlines from given newspapers
3. Lead discussion on the photographs carried by different newspapers

Unit: IV: Skills of editing

10 hrs.

1. Lead an exercise to go through the structure of any piece of writing and seek suggestions from students
2. Assign students to go through the writings of a daily to find out error or other weaknesses
3. Lead an exercise to seek suggestions to improve a headline of a given news

Unit: IV: In-depth journalism

17 hrs.

Reporting and writing: In-depth journalism

1. Journalism ethics
2. Arts/science courses

References

1. Lorenz, Alfred Lawrence and John Vivin. (2006), News: Reporting and writing. New Delhi: Pearson Education.
2. UNESCO. (2008) Media Development Indicators: A framework for assessing media development. Paris: UNESO.

3. Writing and Editing for Magazines

Year II

Total: 5 hrs/w
Theory: 2 hrs /w
Practical: 3 Hrs /w

Course description

The course consists of the organization of the magazine industry: content categories, producing a magazine: department and staffs, writing for magazine, editing magazine, online magazine.

Course objectives

After the completion of the course the students will be able:

- To understand the nature and functions of magazine
- To understand the differences between magazine and daily newspaper
- To understand the style of presentation for magazines

Course contents

Theory

Unit: I: Introduction

30 hrs.

1. Magazines and correlating of various sections of society
2. Industrial revolution and magazine technology
3. Specialized magazine
4. The news magazine, the digest and the pictorial

Unit: II: Magazine Vs newspaper

20 hrs.

1. Writing and presentation style
2. Layout and use of photography
3. Course contents
4. Salient features of writing for magazines

Unit: III: Typology

20 hrs.

1. Consumer and business magazine
2. Five main content categories
3. Magazines on the web
4. Defining audience through categories
5. News magazines

Unit: IV: Editing a magazine

8 hrs.

1. Developing and shaping the identity
2. Managing editor
3. Features editor
4. Department editors
5. Layers of editing

Practical

Unit: I: Functions and types of magazines

30 hrs.

1. Analyze functions of magazine for society
2. Discuss different types of magazines available in news stalls in Nepal
3. Analyze why magazines are for leisure and pleasure reading

Unit: II: Magazine Vs newspaper

30 hrs.

1. Compare and contrast the differences between magazine and newspaper
2. Find a common subject and compare the writing and presentation style in a magazine and newspaper respectively
3. Compare photographs of magazine and newspaper

Unit: III: Typology

30 hrs.

1. Show the different types of magazines that are available in local market
2. Demonstrate and discuss the Newsweek and Time in order to impart the overall knowledge on news magazine
3. Assign students to make separate lists in order to show four main specialized magazines that are available in local market, i.e. general consumer magazines, business magazines, literary reviews and academic journals, newsletters and public relations magazines

Unit: IV: Editing a magazine

27 hrs.

1. Assign students to prepare a list of Nepali magazines with their respective target audience
2. Lead discussion to show the differences of news in news magazine and newspaper
3. Analyze the style of news presentation in daily papers and magazines

References

1. Dominick, Joseph R. (1999), The Dynamics of Mass Communication. Boston: McGraw-Hill College.
2. Folkerts, Jean and Stephen Lacy. (2005), The Media in Your Life: An Introduction to Mass Communication. Delhi: Pearson Education.

4. Writing and editing for Broadcast media

Year II

Total: 5 hrs/w
Theory: 2 hrs /w
Practical: 3 Hrs /w

Course description

The course consists of an overall knowledge on evolution of broadcast media and deals on topics such as radio as first broadcast media, radio's revolution, and history of radio and television in Nepal.

Course objectives

After the completion of the course the students will be able:

- To understand the overall idea on broadcast media
- To explain the evolution of broadcast media
- To understand the nature and feature of radio as mass media
- To understand the nature and feature of television as mass media

Course contents

Theory

Unit: I: Radio: first broadcast media

20 hrs.

1. Early radio
2. Radio for information
3. News on radio
4. Radio-press war
5. Short wave, medium wave and FM

Unit: II: In-depth journalism

20 hrs.

1. Broadcast reporting and writing (radio and television)
2. Journalism ethics
3. Arts/science courses based on UNESCO module

Unit: III: Beginning of television

20 hrs.

1. Early Television
2. Brief study of explosion of commercial TV stations
3. Television news

Unit: IV: The global media

8 hrs.

1. Emergence of satellite channels
2. Brief introduction to BBC and CNN
3. Foreign correspondent

Unit: V: Radio and television in Nepal

10 hrs.

1. Radio Nepal
2. Nepal Television
3. Radio and television in private sector
4. Community broadcasting in Nepal

Practical

Unit: I: Radio: First broadcast media **20 hrs.**

1. Prepare a comparison between radio and newspaper news
2. Lead an exercise on the presentation style of news on radio and in newspapers
3. Review a given segment of FM programme
4. Discuss the style and format of radio news

Unit: II: Radio's revolution **20 hrs.**

1. Discuss the impact of radio broadcasting in society
2. Assign students to present introduction to a radio magazine run by a local radio station
3. Discuss the use of radio to educate the general public

Unit: III: Beginning of television **30 hrs.**

1. Assign students to present the difference among 5 different TV channels in their news presentation
2. Discuss news broadcast on different TV channels

Unit: IV: The global media **17 hrs.**

1. Assign to make a presentation on items broadcast by CNN and BBC
2. Present the list of foreign correspondents in Nepal
3. Discuss how a correspondent dispatches news to TV channel

Unit: V: Radio and television in Nepal **30 hrs.**

1. Review the news bulletins of Radio Nepal
2. Review the news bulletins of Nepal Television
3. Compare the news on private TV channels with those on Nepal TV
4. Prepare a brief introduction of a community radio in Nepal

References

1. Bliss, Jr. Edward. (1991), *Now The News: The Story of Broadcast Journalism*. New York: Columbia University Press.
2. Fang, Irving E. (1975), *Television News*. New York: Hastings House.
3. Sharma, Durga Nath (ed). (1998), *Prasaran Patrakarita*, NPI.
4. Kharel, P. & Deoja, Bhruha Kumar. (2003), *Radiokarmi*, NPI.

5. Basics of New media

Year II

Total: 4 hrs/w
Theory: 2 hrs /w
Practical: 2 Hrs /w

Course description

The course aims to provide the concept of new media, and it consists of history of new media, styles and format of new media, introduction to blog.

Course objectives

After the completion of the course the students will be able:

- To understand the historical development of new media
- To understand the importance of new media to communicate message
- To use internet as sources of information for new media

Course contents

Theory

Unit: I: New media

30 hrs.

1. Practices of new media
2. Satellite TV
3. Cable TV
4. Digital TV
5. Online media and the computerized newsroom

Unit: II: Introduction to online journalism

25 hrs.

1. Journalism through Internet
2. Products processing
3. Styles and format of new media
4. Social media on web

Unit: III: Web page

23 hrs.

1. Concept of web page
2. Target audience
3. Limitations of a screen
4. Easy navigation
5. Introduction to blog

Practical

Unit: I: New media

40 hrs.

1. Analyze the evolution of new media
2. Analyze the import of new media growth on contemporary society

Unit: III: Work for web page

38 hrs.

Lead peer group to develop a blog

References

1. Quinn, Stephen. Digital Sub-editing & Design. Boston: Focal Press, 2001.
2. Boyd, Andrew. Broadcast Journalism: Techniques of Radio and TV News. New Delhi: Focal Press, 1997.

6. Computer Applications

Year II

Total: 5 hrs/w
Theory: 2 hrs /w
Practical: 3 Hrs /w

Course description

This course is intended to provide students with the knowledge and skills on basic computer system and Information Technology.

Course objectives

After the completion of the course the student will be able:

- To understand the evolution of the computer
- To chalk out advantages and disadvantages of computer
- To describe various components of computer

Course contents:

Theory

Unit: I: Introduction to computer system

20 hrs.

1. Discuss the basic definition, advantages and disadvantages of computer.
2. Explain the characteristics of computer in relation to Accuracy, Speed, Vast Storage, Accuracy, Reliability, Diligence, Automatic, Non-intelligent, Versatile.
3. Categorize the computers on the basis of their size, the large super computers, mainframes, minicomputers, workstations, microcomputers, laptops and palmtops.
4. Describe various components of computers:

Input and Output Devices:

Input Devices: Keyboard, Mouse, Microphone

Output Devices: Monitors, Printers: Impact (Dot Matrix); Non-Impact (Ink-jet and laser printer, Speaker).

The Central Processing Unit (CPU): *CU, ALU and Registers:*

Storage

Primary Storage: Cache Memory, RAM and ROM and their types.

Auxiliary Storage: Magnetic Disks: Hard Disk, Pen Drive, And Memory Card;

Optical Disk: CD, DVD, Magneto-Optical (MO) devices. The Blue-Ray Technology.

Software

Introduction

System Software: Operating System, Utility Software

Application Software: Word Processor, Presentation Tool

Unit: II: Number system, Boolean operations and logic gates

7 hrs.

1. Discuss decimal, binary octal and hexa-decimal number system in detail
2. Discuss binary-to-decimal and decimal-to-binary conversion
3. Discuss binary addition and subtraction
4. Introduce logic gates with description of AND, OR and NOT gates
5. Define combinational circuit

Unit: III: Problem solving using computers

6 hrs.

Discuss Algorithm and Flowchart as one of the steps in problem solving

1. Discuss problem – solving using computers and programming techniques
2. Discuss machine language, assembly language, high-level and low-level language with their history and purpose of use

- Unit: IV: Computer system analysis and development** **5 hrs.**
1. Discuss with a case study the steps in system development life cycle.
 - a. *Investigation*
 - b. *Analysis*
 - c. *Design*
 - d. *Implementation*
 - e. *Documentation*
- Unit: V: Multimedia** **5 hrs.**
- Define multimedia and discuss its various uses in brief:
1. Discuss various image file formats: PNG, JPEG, GIF, TIF etc
 2. Briefly discuss animation, audio and video
- Unit: VI: Computer network** **6 hrs.**
- Give overview of the computer network:
1. Discuss various network topologies with their advantages and disadvantages
 2. Discuss TCP/IP protocol stack
 3. Discuss various types of network: LAN, MAN and WAN
 4. Categorize networks in terms of Internet and Intranet
- Unit: VII: Introduction to the internet** **5 hrs.**
- Discuss the client-server architecture of computer networks
1. Define and discuss world wide web (www)
 2. Discuss and understand static vs. dynamic course contents on the web
 3. Define electronic mail (e-mail) and discuss its importance
- Unit: VIII: Introduction to electronic commerce** **3 hrs.**
1. Discuss the basic concept of e-commerce with its various aspects
 2. Discuss various types of e-commerce
- Unit: IX: Societal issues of computer** **3 hrs.**
1. Discuss computer crime in context of various ethical issues in computing
 2. Discuss cyber law
- Practical**
- Unit: I: Hardware** **4 hrs.**
- The lab session should introduce various components of computer and give basic computer parts.
- Unit: II: Software** **4 hrs.**
- The operating system installation
Introduction to device drivers
Files (file names/ formats/ extensions) and folders
- Unit: III: MS Office** **14 hrs.**
1. Lab consisting of standard features to perform related tasks on various office element software: MS-Word, MS-Excel, and MS-PowerPoint.
- Unit: IV: Computer network and internet** **4 hrs.**
1. Visibility of computers inside a network, sharing of resources, browsing through the Internet, the fundamentals of e-commerce etc.

References

1. Norton, Peter. *Introduction to Computers*, Tata McGraw-Hill
2. Sinha, P.K. *Computer Fundamentals*, BPB Publication
3. Kahate, Atul. *Foundation of IT*, Tata McGraw-Hill

7. Photography

Year II

Total: 5 hrs/w
Theory: 1 hrs /w
Practical: 4 Hrs /w

Course description

The course consists of an overall idea of photography; more precisely it aims to impart basic knowledge and skills to handle a camera with the sense of light and composition.

Course objectives

After the completion of the course, the students will be able:

- To handle the camera with the sense of light and composition
- To take technically and aesthetically standard photographs
- To organize the photographs properly and safely for good use in future

Course contents

Theory

Unit: I: Understanding camera

10 hrs.

1. Basic requirements
2. Viewfinder
3. Analogue and digital camera
4. Functions of lens

Unit: II: Light and exposure

10 hrs.

1. Lighting condition and using it to improve quality in photographs
2. Controlling light
3. Focusing
4. Natural and artificial light

Unit: III: Composition

10 hrs.

1. Outdoor and portrait photography
2. Nature photography
3. The aesthetics
4. Rule of third

Unit: IV: Photography in practice

9 hrs.

1. Caption writing
2. Use of photographs to illustrate a story
3. Photo dispatch through email
4. Photoshop software and photography
5. Archiving or storing images

Practical

Unit: I: Understanding camera

26 hrs.

1. Discuss safety tips regarding camera and batteries
2. Make presentation on key parts of a camera

Unit: II: Light and exposure

50 hrs.

1. Prepare caption for given photographs
2. Analyze photographs for use as an illustrated story
3. Dispatch photographs through email
4. Demonstrate Photoshop software and photography

5. Demonstrate archiving or storing images

Take photographs to show the control over the effect of natural light through selection and reflection

Unit: III: Composition

30 hrs.

Take photographs complying the rule of third

Unit: IV: Practical photography

50 hrs.

1. Analyze captions in newspapers and magazines
2. Use Photoshop for specific assignments
3. Send photo through email

References:

1. Bowskill, Derek. (1989), Photography Made Simple. London: Rupa & Co.
2. Hough, George A. (1991), News Writing. Boston: Houghton Mifflin Company.
3. Mencher, Melvin. (1999), Basic News Writing. New Delhi: Universal Books Stall.
4. Wainwright, David. (1986), Journalism Made Simple. London: Rupa.

8. Layout and Design

Year II

Total: 5 hrs/w
Theory: 1 hrs /w
Practical: 4 Hrs /w

Course description

This course consists of knowledge and skills related to layout and design for print media such as picture editing, concept of layouts, headline placement and working with dummy.

Course objectives

After the completion of this course the students will be able:

- To make distinction between a well designed and poorly designed newspaper
- To select appropriate headline and fontsize for a balanced page
- To prepare a newspaper dummy

Course contents

Theory

Unit: I: Effective layout

9 hrs.

1. Concept of layout
2. Intros, drop letters, box
3. Sentence spread, paragraph lengths
4. Balance, weight and eye movement

Unit: II: Headlines

15 hrs.

1. Purpose, types
2. Banner headline
3. Column: Purpose, types
4. Typographical dynamism and unity of character

Unit: III: Picture editing

15 hrs.

1. Making the right choice
2. Cropping, collage and montage
3. Laying out pictures: scaling
4. Placement of caption

Practical

Unit: I: Effective layout

50 hrs.

1. Lead peer groups work to produce newspaper dummy
2. Lead the peer groups to evaluate dummy for newspapers

Unit: II: Headlines

50 hrs.

1. Lead an exercise to review the headlines of given news stories from dailies
2. Suggest alternative headlines to given news stories from dailies

Unit: III: Picture editing

56 hrs.

1. Analyze and select photographs for given topics
2. Formulate captions for given types of contents

References

1. George, T.J.S. (1989), *Editing: A Handbook for Journalists*. New Delhi: Indian Institute of Mass Communication,
2. Stovall, James Glen. (2008), *Writing for the Mass Media*. New Delhi: Pearson Education.

Third Year

Subjects

1. Media Research
2. Independent Study
3. Basics of Advertisement and Public Relations
4. Writing for Television and Radio
5. Photo Journalism
6. Writing for Online Media
7. Internship

1. Media Research

Year III

Total: 5 hrs/w
Theory: 1 hrs/w
Practical: 4 Hrs/w

Course description

The course aims to provide basics of media research, specifically it consists of research preparation, wondering for research issue, pondering for research issues, wonder-ponder game to identify research issues, developing research issues, skills of mind mapping for burning issue (event or process), skills of open mode observation and skills of examination and verification of information.

Course objectives

After the completion of the course the students will be able:

- To explain and describe basic news research
- To perform basic research to materialize the news idea
- To understand and prepare content analysis

Course contents:

Theory

Unit: I: Basic News research

10 hrs.

1. Research mind set
2. Generation of news idea
3. Wondering and pondering for issues
4. Skills of examination and verification of information

Unit: II: Media research

10 hrs.

1. Introduction to research
2. Preparation for research
3. Concept of content analysis

Unit: III: Use of content analysis

10 hrs.

1. Uses of content analysis
2. Limitations of content analysis
3. Steps in content analysis
4. Examples of content analysis

Unit: IV: Content analysis and the internet

9 hrs.

1. Internet as opportunity and challenge for content researchers
2. New areas of content: personal web pages, home pages of commercial media, political campaign websites, online news coverage

Practical

Unit: I: Basic News research

50 hrs.

1. Mind mapping: theory and techniques
2. Developing research issues
3. Skills of mind mapping for burning issue (event or process)
4. Skills of open mode observation

Unit: II: Media Research

50 hrs.

1. Discuss research concept
2. Define research techniques
3. Explain how observation
4. Give examples of wonder and ponder of the research
5. Discuss and examine the verification of information

Unit: III: Content analysis and the Internet

56 hrs.

1. Exercises for content researchers
2. Exercises for obtaining data from web pages, home pages of commercial media, political campaign websites, online news

References

1. Wimmer, Roger D. and Joseph R. Dominick. (2003), Mass Media Research: An Introduction. US: Thomson Wadsworth.

2. Independent Study

Year III

Total: 5 hrs/w
Practical: 5 Hrs /w

Course description

The JMC is tailored to those who have completed their 1st and 2nd year studies. On completion of the first two-year courses, students can join independent level courses offered by this curriculum.

Course objectives

For the purpose of independent study students will be assigned to select a topic and will be required to work on it for systematic present in the form of a long essay. After the completion of the study, the student will be able:

- To acquire academic knowledge and skills, with a heavy emphasis on practical assignments and fieldwork in order to make them all-rounded communicators.
- To enable students to become journalists who look at things with a critical approach for fulfilling the role media as a watchdog that informs and educates people, with extensive coverage of all sections of society, especially marginalized or ignored groups such as women and children.

Course content

Practical work on social issues on women and children

This paper will have components in the course units focusing on women and children. All the units exclusively constitute practical exercises and assignments.

Practical

1. Lead group work on identifying gender issues in print **25 hrs.**
2. Lead group work on identifying gender issues on Nepali radio channels **35 hrs.**
3. Lead group work on identifying gender issues on TV channels **35 hrs.**
4. Prepare a comprehensive study on the space/airtime given by
a select number of news media in Nepal **50 hrs.**
5. Prepare a workshop paper for presentation on a topic related to the unheard voices of children and women of marginalized communities **50 hrs.**

3. Basics of Advertisement and Public Relations

Year III

Total: 5 hrs/w
Theory: 1 hrs /w
Practical: 4 Hrs /w

Course description

The course consists of the working definition of advertisement, principles objectives of public relations advertising, media of public relations advertising: newspaper, magazine, radio and television; working definitions of public relations, four basic elements of public relations; media relations and publicity: selection of publicity media-newspapers, magazines, radio and television.

Course objectives

After the completion of this course the students able:

- To explain what is advertisement
- To distinguish different Media of Public Relations
- To select appropriate Publicity Media for particular message.

Course contents

Theory

Unit: I: Definition

10 hrs.

1. Working definitions of public relations
2. Four basic elements of public relations
3. The work of the PR practitioner
4. Characteristics of the PR practitioner

Unit: II: Tools of Public Relations

10 hrs.

1. Selection of publication media
2. Publicity media: newspaper, magazine, radio and television
3. Writing news releases
4. Writing promotional feature

Unit: III: Advertising

10 hrs.

1. Working definition of advertising
2. Principle objectives of public relations advertising
3. Elements of a print ad
4. Writing advertising for broadcast

Unit: IV: Needs and Appeals

9 hrs.

1. The audience
2. The product
3. The advertising situation
4. Copy platform

Practical

Unit: I: Definition **50 hrs.**

1. Lead peer group work on a given piece of advertisement material from daily newspapers
2. Lead peer group work on a jingle from a radio
3. Lead peer group work on a Television commercial

Unit: II: Tools of Public Relations **50 hrs.**

Develop a promotional slogan for a campaign and work on the tools of PR

Unit: II: Advertising **56 hrs.**

1. Working on creation advertising
2. Exercises on public relations advertising
3. Preparation of print ad
4. Writing advertising for broadcast

References

1. Moore, H. Frazier and Frank B. Kalupa. (2002), Public Relations: Principle. New Delhi: Surjeet Publications.
2. Stovall, James Glen. (2008), Writing for the Mass Media. New Delhi: Pearson Education.

4. Writing for Television and Radio

Year III

Total: 5 hrs/w
Theory: 1 hrs /w
Practical: 4 Hrs /w

Course description

The course aims to present knowledge and skills on the writing for television and radio, specifically it focuses on the nature and techniques of television and radio news, elements of TV and radio news and styles and format of TV and radio news.

Course objectives

After the completion of the course the students will be able:

- To describe the nature of television news
- To describe the nature of radio news
- To understand the techniques of making TV and radio news
- To acquire skills of producing broadcast's worthy contents

Course contents

Theory

Unit: I: Broadcast news style

10 hrs.

1. Broadcast copy
2. Clear writing
3. Easy listening formula
4. Tight writing
5. Colourful writing

Unit: II: Television news

10 hrs.

1. Audio-visual signal and television news
2. Elements of TV news
3. The Bulletin: Styles and format of TV news
4. Reading the script
5. The Writer, the Producer and the Newscaster
6. Control room and studio

Unit:III: Radio news

10 hrs.

1. Writing for ear
2. Elements of radio news
3. Styles and format of radio news
4. Advantages and drawbacks
5. Examples of radio news operations

Unit:IV: TV and Radio: The newsroom

9 hrs.

1. Development of newflash, headlines and breaking news
2. The cue: lead or link
3. Script layout
4. Balancing words with pictures

Practical

Unit:I: Evolution of broadcast news style

30 hrs.

1. Lead an exercise to show the differences between the news in a newspaper and radio news bulletins
2. Lead an exercise to show the differences between the news in a newspaper and a TV news bulletins
3. Lead peer group work on approach to easy listening

Unit:II: Television news

36 hrs.

1. Analyze audio visual signal
2. Monitor elements of TV news
3. Prepare a study of major features of TV news
4. Prepare a study of major feature of TV news

Unit:III: Radio news

50 hrs.

1. Prepare materials for a script amid at the ear
2. Lead group work on radio news
3. Analyze different formats of radio contents
4. Lead group work on radio news headlines
5. Prepare a content analysis of a prime time TV channel

Unit:IV: TV and Radio: The newsroom

40 hrs.

1. Development of newflash, headlines and breaking news
2. The cue: lead or link
3. Script layout
4. Balancing words with pictures

References

1. Boyd, Andrew. (1997), Broadcast Journalism: Techniques of Radio and TV News. New Delhi: Focal Press.

5. Photo Journalism

Year III

Total: 5 hrs/w
Theory: 1 hrs /w
Practical: 4 Hrs /w

Course description

The course consists of an overall idea on use of photographs in newspaper and magazine, more precisely it provides knowledge and skills for the journalistic use of photographs.

Course objectives

After the completion of the course the students will be able:

- To understand the importance of photo for newspaper and magazine
- To use photographs effectively for any kinds of reading materials
- To assess ethical standards for the use of photographs

Course contents

Theory

Unit:I: Reporting visually **9 hrs.**

1. Idea generation, planning and preparing, observation
2. Image formation: close-up shot, medium shot, long shot
3. visuals for feature story and for breaking news event

Unit:II: News photography **10 hrs.**

1. Qualities of a good news picture
2. Understanding the news value of a picture
3. Qualities of a photo journalist

Unit:III: Selection of photographs **10 hrs.**

1. Handling pictures in news room
2. Photographs for Spot-news
3. Photo editing
4. News photography and magazine photography
5. Use of file photo and caption writing

Unit:IV: Ethics of photojournalism **10 hrs.**

1. Photography and ethical standard
2. Code of conducts for photo journalist

Practical

Unit:I: Reporting visually **30 hrs.**

1. Generate ideas for planning and preparation, observation
2. Undertake exercise on image formation: close-up shot, medium shot, long shot
3. Compose visuals for feature story and for breaking news event

Unit:II: News photography **50 hrs.**

1. Qualities of a good news picture
2. Understanding the news value of a picture
3. Qualities of a photo journalist

Unit:III: Selection of photographs

50 hrs.

1. Prepare a catalogue of pictures for a news room
2. Analyze spot-news photographs
3. Lead group work on photo editing
4. Use file photo for features and produce suitable captions

Unit:IV: Ethics of photojournalism

26 hrs.

1. Photography and ethical standard
2. Code of conducts for photo journalist

References

1. Wainwright, David. (1986), Journalism Made Simple. London: Rupa & Co.
2. Mencher, Melvin. (1999), Basic News Writing. New Delhi: Universal Books.
3. Harris, Geoffrey and David Spark. (1998), Practical Newspaper Reporting. London: Focal Press.

6. Writing for Online Media

Year III

Total: 5 hrs/w
Theory: 1 hrs /w
Practical: 4 Hrs /w

Course description

The course consists of an overall idea of writing for online media; more precisely it provides knowledge and skills for the journalistic use of online media.

Course objectives

After the completion of the course the students be able:

- To understand the paper trails to gather information
- To understand special electronic news gathering
- To understand the skills of process reporting

Course contents

Theory

Unit: I: Information

9 hrs.

1. Skills of information hunting,
2. Using People, Place and Paper trails to gather information

Unit: II: Electronic News Gathering

20 hrs.

1. ENG (electronic news gathering),
2. Skills of handling equipment (or electronic devices),
3. Skills of recording (taking notes, audio recording and audio-visual capture),

Activities:

1. Review the concept of (i) information hunting, and (ii) skills of handling equipment.
2. Describe the skills of soft event reporting.
3. Define and explain audio recording and audio-visual capture principles.

Unit: III: Electronic News Gathering

10 hrs.

Information (and ENG) gathering

1. Skills of process reporting (key aspects of law, business, science, and technology etc.)
2. Skills of soft event reporting (Arts, culture, sports, lifestyles, human interest, and celebrities etc.)

Practical

Unit: I: Information

30 hrs.

1. Lead group work on skills of information hunting,
2. Lead group work on the skills of soft event reporting
3. Undertake field work using people, place and paper trails to gather information

Unit: II: Electronic news gathering

50 hrs.

1. Lead an exercise on ENG (electronic news gathering),
2. Perform a plan for handling equipment (or electronic devices)
3. Perform steps for recording skills (taking notes, audio recording and audio-visual coverage)
4. Define and explain audio recording and audio-visual capture principles

Unit: III: Electronic News Gathering**50 hrs.**

Information (and ENG) gathering

1. Gather information underscoring skills of process reporting (aspects of law, business, science, and technology etc.)
2. Analyze information gathered for soft event reporting (Arts, culture, sports, lifestyles, human interest, celebrities etc.)

Unit: IV: Review**26 hrs.**

1. Produce flip charts on the workings of principles of reporting
2. Understand work on skills of recording
3. Perform the steps for handling equipment to report the electronic news
4. Produce exercises on paper trails to gather information

References

1. Mencher, Melvin. (1999), Basic News Writing. New Delhi: Universal Books.
2. Harris, Geoffrey and David Spark. (1998), Practical Newspaper Reporting. London: Focal Press.

7. Internship

Year III

Total: 5 hrs/w
Practical: 5 Hrs /w

Course description

A student will be assigned to study and complete internship in a media house for 195 hours. After the internship, student will produce a report. The report will be evaluated in the examination.

Course objective

After the completion of the course the students are able:

- To understand the media practices in the assigned regions
- Acquire first hand experience as a working hand

Course contents

Practical

1. Observe/identify news reporting process.
2. Observe/identify writing process.
3. Work in news desk.
4. Work in news reporting department.
5. Work in news programme department
6. Work in op-ed section
7. Produce news reports

Appendices

1. Personnel Involved in developing course structure

S.N	Name	Organization	Designation	Contact Add
1	Prof. Mr.Parsuram Kharel	Nepal Press Institute (NPI)	NPI Chairman	4241496 (R)
2	Mr.Gokul Pokharel	Nepal Press Institute	Former NPI Chairman and board member	9851092072
3	Mr.Lal Deosa Rai	Department of Journalism, RR Campus	Associates professor	4350658(R)
4	Mr.Dhruva Hari Adhikary			
5	Mr.Sharat Chandra Wasti	Nepal Press Institute (NPI)	Senior Journalist and NPI Board Member	4264 155
6	Ms.Shobha Gautam	Nepal Press Institute (NPI)	General Secretary	9851040165
7	Mr.Kundan Aryal	Nepal Press Institute (NPI)	Coordinator	9851000811
8	Ms.Monressori Rajbhandari	Nepal Press Institute (NPI)	Treasurer and senior journalist	4264 155
9	Mr.Rajendra Dahal	Nepal Press Institute (NPI)	Treasurer and senior journalist	4264 155
10	Mr.Rajendra Sharma	Radio Nepal	Former director, News	4264 155
11	Mr.Rajendra Dev Acharya	Nepal Television	Director, News	4264 155
12	Mr.Chiranjibi Khanal	Department of Journalism, RR Campus	Associates professor	9851002147
13	Ms.Hari Kala Adhikari	Gorkha Patra	Senior editor	4264 155
14	Mr.Badri Tiwari	Nepal Samachar Patra	Editor	4264 155
15	Mr.Mohan Mainali	Freelancer,	Senior journalist	9851074932
16	Mr.Somnath Lamichhane	RSS	Senior editor	4264 155
17	Mr.Hasta Gurung	Nepal Press Institute	Training Officer	9851002169
18	Mr.Jeevan Chandra Dahal	CTEVT	Chief Senior curriculum officer	9841475320
19	Mr.Mister Kant Mainali	CTEVT	Senior curriculum officer	9841456378
20	Mr.Birendra Sharma	NPI/RMRC Biratnagar	Regional coordinator	4264 155
21	Mr.Hari Lamsal	NPI/RMRC Butwal	Regional coordinator	4264 155
22	Mr.Niraj Pokharel	NPI/RMRC Nepalgunj	Regional coordinator	4264 155

2. Personnel Involved in content development

S.N	Name	Organization	Designation	Contact Add
1	Prof. Parsuram Kharel	Nepal Press Institute (NPI)	Chairman	4241496 (R)
2	Mr.Chiranjibi Khanal	Department of Journalism, RR Campus	Associates professor	9851002147
3	Mr.Lal Deosa Rai	Department of Journalism, RR Campus	Associates professor	4350658(R)
4	Mr.Gokul Pokharel	Nepal Press Institute	Former Chairman of NPI	9851092072
5	Mr.Hasta Gutung	Nepal Press Institute	Training Officer	9851002169
6	Ms.Rekha Pokharel	Nepal Press Institute	Accounts Officer	9841363526
7	Mr.Birendra Sharma	NPI/RMRC Biratnagar	Regional coordinator	
8	Mr.Hari Lamsal	NPI/RMRC Butwal	Regional coordinator	
9	Mr.Niraj Pokharel	NPI/RMRC Nepalgunj	Regional coordinator	
10	Mr.Kundan Aryal	Nepal Press Institute (NPI)	Coordinator	9851000811
11	Mr.Shobha Gautam	Nepal Press Institute (NPI)	General Secretary	9851040165
12	Mr.Jeevan Chandra Dahal	CTEVT	Chief Senior curriculum officer	
13	Mr.Mister Kant Mainali	CTEVT	Senior curriculum officer	

2. Technical Committee

Prof. Parsuram Kharel	Chairman
Associate Prof. Chiranjibi Khanal	Member
Associate Prof. Lal Deosa Rai	Member
Associate Prof. Saratchandra Wasti	Member
Mr. Gokul Prasad Pokharel	Member
Mr. Hasta Gurung	Member
Mr. Kundan Aryal	Member
Mr. Jeeban Chandra Dahal	Member
Mr. Mistar Kanta Mainali	Member-secretary

3. Facilities

1. Class rooms with white board
2. Library
3. Studio
4. Internet/communication access
5. Electricity
6. Media lab

4. Tools, Materials and Equipment

1. Computers
2. Cameras
3. Audio visuals aids
4. Teaching aids