

DEPARTMENT OF ENGLISH
CERTIFICATE COURSE IN AUDIO-VISUAL MEDIA EDITING



Ramakrishna Mission Vidyamandira

P. O.: Belur Math, Dist. : Howrah, PIN: 711202, West Bengal

(A Residential Autonomous College Affiliated to University of Calcutta)

College with Potential for Excellence (Phase 3)

NAAC Accreditation: A++ (CGPA: 3.58)

NIRF 2022 Ranking (College Category): 9th | DBT-Star College

Website: vidyamandira.ac.in, Email: vidyamandira@gmail.com

1. Details

This course is being offered by the Department of English, Ramakrishna Mission Vidyamandira, Belur Math, Howrah. The course will be completely online.

2. Aim:

The course aims to impart introductory training in audio-visual media editing as a means of professional skill development, which will help successful participants widen their skill base for prospective employers.

3. Participation

Only **60** participants, on first-come-first-served basis, will be admitted to the course. Of these, **35** places are reserved for students of the Department of English, while **25** places are open for candidates on the above-mentioned rule. Only the **first 25** applicants will be registered on full payment of the requisite fees for the course.

4. Duration

The duration of the course will be 8 weeks, commencing from **01 August 2022**. Classes will be on **Saturdays and Sundays**, per a routine, which will be issued at the beginning of the course. Each class will be of **one hour's** duration. There will be a total of **30 hours** of classes, including a visit to a newspaper office / auditing of an online portal, depending on extant circumstances. Listed holiday and vacation breaks according to the college calendar shall be followed.

5. Minimum Qualifications for applicants

The minimum qualification for applicants is 50% aggregate with 60% in English at the Higher Secondary, ISCE, CBSE, or equivalent board examination. Applicants will need to fill in the proforma which they may download from the college website, www.vidyamandira.ac.in.

All applications need to be accompanied by self-attested photocopies of the following documents:

- a. Proof of age (birth certificate / school-leaving certificate)
- b. Proof of residence (Voter's ID card / Aadhaar)
- c. Proof of minimum qualification (board marksheet and certificate)

The original papers will be required to be shown at the time of registration.

6. Fees

Course fees for all open places shall be **Rs.2500/-** per participant. Students of the college will have to pay **Rs.1200/-**. The fee will have to be paid in full in either cash or by electronic transfer at the beginning of the course. for registration. The fee is not refundable.

Both fees and registration forms will have to be submitted in person at the college, on working days, between 11 am and 2 pm. No registration forms or fees will be accepted after the 25 open places are filled.

Details for electronic transfer may be obtained at the college during submission of registration forms.

7. The Course

Classes will be conducted by reputed professionals with considerable expertise in their respective fields.

A part of the course will focus on theory, while others classes will teach editing in practice. Exercises will be administered to students for continuous evaluation. Participants will also have to work on a final project. Satisfactory performance at these assessments will be the sole criterion for the award of the certificate of participation at the end of the course.

A certificate of successful participation shall be awarded to applicants who will be declared eligible for this by the Department, at the conclusion of the course.

For course details, please see attachment.

8. Certification

Certification will follow on attendance (minimum 80%), successful completion of tasks, and the final project.

9. Complaints

Complaints should first be addressed to the Course Coordinator, and then escalated to the Head of the Department. The decision of the Department shall be the final determinant in all academic matters related to the course. Grievances may be finally escalated to the Principal, Ramakrishna Mission Vidyamandira. The decision of the Principal shall final and binding in all such matters.

10. Contact information

Course Coordinator:

Ramkrishna Mandal (9830171848) (ramkrishnasvrc@gmail.com)

Head, Department of English:

Dr Sudip Bhattacharya (9831076243) (caespitose@yahoo.co.in)

Ramakrishna Mission Vidyamandira Main office: (033) 2654-9181 / 9632

Website: www.vidyamandira.ac.in

COURSE DETAILS:

- Each Class Set represents a two-hour weekend period
 - Class Set 1: Introduction
 - Class Set 2: A history of editing; Developing a critical eye
 - Class Set 3: Perspective: Environmental Writing
 - Class Set 4: Lifestyle Matters: Food, Fun, and Travel
 - Class Set 5: Text, Editing, Print: The Fundamentals in Practice 1
 - Class Set 6: Text, Editing, Print: The Fundamentals in Practice 2
 - Class Set 7: Text, Editing, Print: The Fundamentals in Practice 3
 - Class Set 8: Text, Editing, Online: In Practice 1
 - Class Set 9: Text, Editing, Online: In Practice 2
 - Class Set 10: Text, Editing, Online: In Practice 3
 - Class Set 11: Text, Editing, Online: In Practice 4
 - Class Set 12: Visual Editing: In Practice 1
 - Class Set 13: Visual Editing: In Practice 2
 - Class Set 14: Visual Editing: In Practice 3
 - Class Set 15: A working day's field trip / hands-on practice
 - Project submission
 - Assessment
 - Certification
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