

**TRIPURA UNIVERSITY**  
**(A Central University)**  
**Suryamaninagar-799022, Tripura**  
**INDIA**

**Skeleton of the Course Curriculum of Bachelor in Vocational Film and Video Production**  
**(B. Voc Film and Video Production)**

<b>YEAR 1</b>			
<b>SEMESTER 1</b>			
<b>GENERAL EDUCATION</b>			
<b>Sr. No</b>	<b>Course Code</b>	<b>Course Particulars</b>	<b>Credits</b>
1	BFVP 101	Communication Skill	4
2	BFVP 102	Basic of Computer Application	4
3	BFVP 103	Introduction to Media & Entertainment Industry	4
4	BFVP 104	Concept of Camera, Light and Sound	4

<b>SKILL BASED EDUCATION</b>			
<b>Sr. No.</b>	<b>Course Code</b>	<b>Course Particulars</b>	<b>Credits</b>
1	BFVP 105	Script Researcher (MESQ 3003, NSQF 5)	4
2	BFVP 106	Script Writing & Storyboarding, Pre-Production & Production Planning	4
3	BFVP 107	Film Direction Basics	4
4	BFVP 108	Making of Short Film – I	4

<b>SEMESTER 2</b>			
<b>GENERAL EDUCATION</b>			
<b>Sr. No.</b>	<b>Course Code</b>	<b>Course Particulars</b>	<b>Credit</b>
1	BFVP 201	Soft Skills for Media	4
2	BFVP 202	Basic Concept of Entrepreneurship & Banking	4

<b>SKILL BASED EDUCATION</b>			
<b>Sr. No.</b>	<b>Course Code</b>	<b>Course Particulars</b>	<b>Credit</b>
1	BFVP 203	Introduction to Rotoscopy VFX & Stereo	4
2	BFVP 204	Camera Operator (MESQ 0902, NSQF 5)	8
3	BFVP 205	Making of Short Film – I (Roto concepts to be applied for Roto Prep on Film) - A	4
4	BFVP 206	Making of Short Film – I (Continued...) - B, Additional shoot required, layers to be shot, etc etc	4
			<b>60</b>

<b>YEAR 2</b>			
<b>SEMESTER 3</b>			
<b>GENERAL EDUCATION</b>			
<b>Sr. No</b>	<b>Course Code</b>	<b>Course Particulars</b>	<b>Credits</b>
1	BFVP 301	Advanced Computer Skill for Media	4
2	BFVP 302	Business Communication	4
3	BFVP 303	Basics of Media Marketing	4
4	BFVP 304	Life Skills (Practical)	4

<b>SKILL BASED EDUCATION</b>			
<b>Sr. No</b>	<b>Course Code</b>	<b>Course Particulars</b>	<b>Credits</b>
1	BFVP 305	Adv Rotoscopy VFX & Stereo - (MESQ to be generated @ NSQF 6)/Roto Artist (MESQ 3504 NSQF Level- 4)	8
2	BFVP 306	Making of Short Film – I (Continue making of Short Film) - A	4
3	BFVP 307	Basics of Matchmove & Rotomation/Photoshop	4

<b>SEMESTER 4</b>			
<b>GENERAL EDUCATION</b>			
<b>Sr. No</b>	<b>Course Code</b>	<b>Course Particulars</b>	<b>Credits</b>
1	BFVP 401	Computer Graphics for Film & Video	4
2	BFVP 402	Film Budgeting & Financing	4

<b>SKILL BASED EDUCATION</b>			
<b>Sr. No</b>	<b>Course Code</b>	<b>Course Particulars</b>	<b>Credits</b>
1	BFVP 403	Introduction to Digital Painting (MESQ to be generated @ NSQF 6) / Computer Graphics (3D Animation)- Animator – MES Q 0701- NSQF level 4/Texturing Artist - MESQ 2503 - NSQF Level - 4	4
2	BFVP 404	Industrial Training - /Project	16
			<b>60</b>

<b>YEAR 3</b>			
<b>SEMESTER 5</b>			
<b>GENERAL EDUCATION</b>			
<b>Sr. No</b>	<b>Course Code</b>	<b>Course Particulars</b>	<b>Credits</b>
1	BFVP 501	Film Promotion, Marketing & Distribution	6
2	BFVP 502	Advanced Film Production Tools and Techniques	6
3	BFVP 503	Basic Managerial Skills	6
4	BFVP 504	Business Ethics, Safety Measures & Soft Skills	6

<b>SEMESTER 6</b>			
<b>SKILL BASED EDUCATION</b>			
<b>Sr. No</b>	<b>Course Code</b>	<b>Course Particulars</b>	<b>Credits</b>
1	BFVP 601	Adv Digital Painting (MESQ to be generated @ NSQF 7) /Director of Photography – MESQ 0901- NSQF 7/Script Editor - MESQ 3001 NSQF Level -7	8
2	BFVP 602	6 months Industrial Training - Digital Paint (Industry will Assess)	28
			<b>60</b>

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**Skeleton of the Course Curriculum of Bachelor in Vocational Film and Video Production (B. Voc Film and Video Production)**

**Course Code: BFVP-101 (Communication Skill)**

**Total Marks: 100 (Theory 70 + Internal Assessment 30)**  
**Credit: 04**

## **BFVP 101 : Communication Skills**

### **UNIT 1: INTRODUCTION TO PERSONALITY**

Basics of personality, Human Growth and Behavior, Theories in personality, Motivation-Introduction to Motivation, relevance and Types of Motivation, Motivating the Subordinates, Analysis of Motivation.

### **UNIT 2: COMMUNICATION AND PERSONALITY**

Intrapersonal Communication and Body Language, Importance of Communication, Non Verbal Communication-Personal appearance, Posture, gesture, Facial expressions, Eye Contact, space Distancing, Interpersonal Communication and Relationship, Introduction to Interpersonal Relations, Analysis of Relations, Different Ego States, Analysis of Transactions-Strokes-Life Positions, Leadership skills, Introduction to Leaderships, Leadership Power, Leadership styles, Leadership in Administration, Team Building, Public speaking, Importance of Groups in organizations, Interactions in group, Decision taking, Team Building, Problem Solving.

### **UNIT 3: TECHNIQUES OF PERSONALITY DEVELOPMENT**

Self Confidence, Mnemonics, Goal Setting, Immediate, short Term, Smart Goals, strategies, Time management, Planning, Individual Time Management Styles, Techniques, Techniques for Better Time Management.

### **UNIT 4: VOCABULARY**

One-Word substitutions, Words Often Confused, Synonyms and Antonyms, Foreign Phrases, Phrasal Verbs, from dynamic Verbs-Go-Get-Run-Take-Look-Hold-Put-Stand etc, Concord, Articles, Prepositions, Words Followed by Prepositions, Tenses

**References:**

1. Kerry Patterson, Joseph Grenny, Ron McMillan, Al Switzler, Crucial Conversations: Tools for talking When Stakes are High. McGraw Hill 2002.
2. R. Agarwal, Effective Communication Skills, Neha Publishers, 2008.
3. Matthew McKay, Martha Davis and Patrick Fanning, Messages: The Communication Skills Book, New Harbinger Publications, 2009.
4. Nageshwar Rao and Rajendra P. Das, Communication Skills, Himalaya Publishing House, New Delhi, 2009.
5. E. H. McGrath ,Basic Managerial Skills for All , Prentice Hall, 2016

**Course Code: BFVP-102 (Basics of Comoputer)**

**Total Marks: 100 (Theory 70 + Internal Assessment 30)**

**Credit: 04**

# BFVP 102 Basics of Computer Application

## UNIT 1: FUNDAMENTALS OF COMPUTER

Introduction, Characteristics of Computers, Evolution of Computer, Generation of computer, Types of computers, Block diagram of a digital computer and detail function of each block, introduction to peripheral devices and memories, Hardware, Software, Software Categories, Relationship between Software and Hardware.

## UNIT 2: OFFICE PACKAGES

- a) **MS-Word:** Salient features, Documentation Using MS-Word - Introduction and area of use, Menus and Commands, Toolbars and Buttons, Shortcut Menus, Wizards and Templates, Creating & Editing Document, Different Page views and layouts, Formatting Document, Auto-text, Autocorrect, Spelling and Grammar Tool, Document Dictionary, Paragraph and Page Formatting, Bullets, Numbering, Auto formatting, Bookmark, Printing and various print options, Finding and replacing of text, page set up, Header & Footer, Shapes, Equation editor, Drop Cap features, Water mark and Background color of the document, Paragraph settings, implementation of borders in both text and document, Insertion of images in the document from file and clip art, Advance Features of MS-Word-Mail Merge, Macros, Tables, File Management, Styles, inserting objects in the document, introducing text box in the document, linking and embedding object, Protection of the document using password.
- b) **MS-Excel:** Salient features, Spread Sheet, Electronic Spread Sheet using MS-Excel – Introduction and area of use, Creating & Editing Worksheet, concept of cell, Finding and replacing of text in a cell, Auto fill feature, Shapes, Formatting and Essential Operations, Layout organization of excel worksheet, Formulas, Basic Excel Functions, Charts- Various types of charts like Bar, Column, Line, Pie etc., Insertion of images in the worksheet from file and clip art Advance features of MS-Excel- Linking and Consolidation, Creation of database, Database Management using Excel-Sorting, Filtering, Table, Validation, Goal Seek, Conditional formatting, inserting objects in the worksheet, introducing text box in the worksheet, Printing of work sheets and Work book with various options, Protection of the worksheet and workbook using password.

## UNIT 3 : OFFICE AND OTHER ESSENTIAL PACKAGES

**MS-Powerpoint:**Salient features, Presentation using MS-PowerPoint- Automatic Presentations, Mouse click presentation, Concept of slides, Creation of Slides, Manipulating & Enhancing Slides with Lay Outs and Custom Background Effect, Inclusion of images in the Slides from file and clip art, Transition speed of Slides, Slide Sorter, Slide Master, Organizational Charts, Excel Charts, Word Art, Layering art Objects, Animations and Sounds, Custom Animation, Inserting Animated Pictures or Accessing through Object, Inserting Recorded Sound Effect or In-Built Sound Effect, Inserting video files in the slide, Custom Slide Show, Slide Show Set up, Page set up, Handout activity of slides- Handout orientation, Slides per page, Protection of the presentation using password

**Other softwares** such as Adobe Acrobat reader , Brief Introduction to Adobe CS and its capabilities and professional desktop publishing

## UNIT 4: COMPUTER NETWORK AND INTERNET

Introduction to computer Network and its advantages, Elements of computer network, Server Client network, Peer to Peer network, LAN, MAN, WAN, Network topology, Introduction to Internet, Application of Internet in modern life, WWW, Web Browser, Browsing the Internet, Downloading and uploading capabilities of Internet, Search Engine, Various techniques for searching - double quotes, Boolean operators, plus(+) sign, minus(-) sign, E-mail, Structure of the E-mail, Options /Buttons of E-mail and their functional activities.

[**N.B.:-** Practical classes will be done based on Office Packages, Computer Network and Internet.]

**Reference:**

1. Fundamentals of Computers, P.K. Sinha, BPB Publications
2. Computer Fundamentals, B Rajaraman, PHI Publications
3. Computer Fundamentals. ReemaThareja, OxfordPublications
4. Office 2007, Microsoft Press
5. Office 2010/2013, Microsoft Press

**Course Code: BFVP-103 (Introduction to Media and Entertainment Industry)**

**Total Marks: 100 (Theory 70 + Internal Assessment 30)**

**Credit: 04**

## **BFVP 103 Introduction to Media and Entertainment Industry**

### **Unit 1. Visual Media**

TV, Films, Music Videos, Advertising, Banners and Hoardings, Drone Films, 360 Degree Films, AR and VR.

### **Unit 2. Print**

Newspapers, Magazines, Books, Periodicals, E-Books

### **Unit 3. Radio**

National Radio, Private Radio, International Radio, Community Radio, Advertising

### **Unit 4. New Media**

What is New Media, Social Media, You Tube, Blogs

### **References :**

1. FICCI KPMG Annual reports for 2014 to 2018
2. Robert Kolker ( 2009) : Media Studies : An Introduction , Wiley Blackwell
3. Shirley Biagi (2016) : Media Impact, An Introduction to Mass Media
4. G. Kindem and R.B. Musberger ( 2016 ) , Introduction to Media Production , The path to Digital Media , Focal Press

**Course Code: BFVP-104 (Concept of Camera Light and Sound)**

**Total Marks: 100 (Theory 70 + Internal Assessment 30)**

**Credit: 04**

**BFVP 104 Concept of Camera Light and Sound :**

**UNIT -I Camera Basics :** Introduction to Digital Video Cinematography, Interactivity and Emotions through Cinematography, Building Blocks, Compositions, Lenses and Cameras, Types of Lenses: Zoom Lens, Prime Lens Types of Cameras: HD Cameras, Basics of Film Camera, Difference Between Film Camera and Digital Camera, DSLR and HDSLR Cameras

**Unit 2 : Operating the Camera :**

Construction of a Shot, Color, Contrast, Deep Focus, Shallow Focus, Depth of Field, Exposure, Rack focus, Frame Rate, Telephoto shot, Zoom shot. Framing, Angle of Framing, Aspect Ratio, Level of Framing, Canted/Dutch Angle Framing, Following Shot, Reframing, Point-Of-View shot, Wide angle Lens, Extreme long shot, Long shot, Medium long shot, Medium Close-up, Close-up, Extreme Close-up, Space-Deep Space, Frontality, Matte Shot, Off-screen space, Shallow space Movement of Camera, Crane Shot, Handheld Camera, Steady Shot, Pan, Tilt, Tracking shot, Whip Pan

**UNIT 3 BASICS OF LIGHTING**

Lighting, Psychology of Light, Human Vision, Light Sources, Setting the Mood Through Lighting, Lighting as a Story Element, Visual Environment, Dealing with Natural Lighting, Directional Effect of Light, Lighting Design Process, Controlling the Intensity of Light, Colour and Colour Temperature of Light, Three-point lighting, High-Key lighting & Low Key lighting, Indoor and Outdoor Lighting Reflectors, Role of reflectors and other Lighting devices

**UNIT 4 : CONCEPT OF AUDIO AND SOUND**

Sound Kit, Introduce Sound Devices, Mini-Mixer, Review microphone placement & booming Techniques, Sound Design Principles, Locations: Scouting and impact on production, Recording & Final Mix, Elements of Track, Recording Assignments, Fx, BGs, Foley, Music, Using elements of track for purpose of story, plot points, character, tone

**References:**

1. Motion Picture and Video Lighting, Brown: Blain, Focal Press, 1996
2. Film and Video Terms and Concepts: Ferncase, Richard K. Boston: Focal Press, 1995
3. Television Production Handbook: Zettl, Herbert Published, Thomson Wadsworth, 2005
4. Rick Altman, Sound Theory, Sound Practice, Routledge, New York. 1992.



5. Mike Collins, Pro Tools 11: Music Production, Recording, Editing, and Mixing, Kindle, 2014
6. Stephen Webber, DJ Skills: The essential guide to Mixing and Scratching, Focal Press, 2007.

**Course Code: BFVP-105 (Script Researcher QP Script Researcher (MESQ 3003, NSQF 5)**

**Total Marks: 100 (Theory 70 + Internal Assessment 30)  
Credit: 04**

## **BFVP 105 Script Researcher QP Script Researcher (MESQ 3003, NSQF 5)**

Students are requested to do research on a novel script and will be assessed by MESQ i.e. the Media and Entertainment Skill Council for the same at NSQF level 5 Qualification pack required for BVOC .

**Course Code: BFVP-106 (Film Pre Production and Production Planning)**

**Total Marks: 100 (Theory 70 + Internal Assessment 30)  
Credit: 04**

## **BFVP 106 Film Pre Production and Production Planning**

### **UNIT 1: INTRODUCTION TO CREATIVE WRITING**

Concept of creative writing, Creative Writing in the World, Challenges of Creative Writing, Composition and Creative Writing,

### **UNIT 2 WRITING A SCRIPT**

Process of Script Writing, Writing a Visual Diary, Role of Imagination in Writing Script, Observation, Character Development, Writing Dialogue, Setting the Plot, Creating Subplot, Narrative-Visual Narrative, Storyboarding and Screenplay Writing

### **UNIT 3 : COORDINATE PRODUCTION ACTIVITIES**

Performance Criteria-Production Schedule, Break Down of Production Schedule into Daily Tasks, Managing Tasks, Lead or Support in Management-The Production Unit, Track The Progress of Filming Against Schedule and Budget, Anticipate Potential Delays or /Budget Overruns, Motivations and Vision of Creative Team, Production Limitations, The Role and Contributions of Key Departments, Interdependencies and Reporting Structures, Technical Knowledge related to Different Activities in the Production Processes, Core Skills-Note Taking and Mark up Production Schedules, Prepare daily all sheets, Progress Report; Reading Skills-Interpret the Scripts, Correctly Read Vendor and Supplier Bill, Oral Communication Skills, Decision Making, Planning, Organizing, Problem Solving, Analysis

### **UNIT 4 ASSIST PERFORMERS, CONTRIBUTORS AND CREW**

Liaisoning-With Asst. Directors, Set Designing Activities, Providing Information to the Work Unit, Maintain Accurate Records of Artistes on Set; Personal Qualities-Sensitivity, Briefing, Effective Movement of the Performers in the Set, Distribute Call Sheets and other Papers, Vision of the Creative Team, Specifications of Productions, Technical Knowledge- Needs of Artists and Crew, Prompt Paper work, Monitoring, Delay Factors, Relay Cues and Artists, Background Action, Maintain Records of Artists, Reading skills, Oral Communication, Planning and Organizing

**References :**

- 1 Eve Light Honthaner, (2010).The Complete Film Production Handbook Focal Press: US.
2. John Lee Jr. and Anne Merie Gillen (2010). The Producer’s Business Handbook. Focal Press; US.
3. Abbott, H. Porter, The Cambridge Introduction to Narrative, Cambridge: Cambridge University Press, 2002.
4. Abrioux, Yves, Ian Hamilton Finlay: A Visual Primer, London: Reaction Books
5. Bell, Julia and Magrs, Paul, The Creative Writing Course book, London: Macmillan, 2001.

**Course Code: BFVP-107 (Film Direction Basis)**

**Total Marks: 100 (Theory 70 + Internal Assessment 30)**

**Credit: 04**

## **BFVP 107 Film Direction Basics**

### **UNIT 1: INTRODUCTION**

Director and key personnel; form team/ assignment of roles, Director and casting process; Exercise--casting and audition, Character and script analysis, character and script analysis, The Film World, Film Language, Shots, Film Grammar, The 180-Degree Rule, The 30-Degree Rule, Screen Direction, Film Time, Compression, Elaboration, Familiar Images

### **UNIT 2: DIRECTION**

Rehearsing with actors; Exercise--rehearsing, Directing actors on set; Assignment--blocking actors, Directing a scene--children; Assignment-- presentation and critique, directing a scene, Spines, Whose Film Is It?, Character, Circumstance, Dynamic Relationships, Wants, Expectations, Actions, Activity, Acting Beats, Dramatic Blocks, Narrative Beats, The Fulcrum, Dramatic Elements in Notorious Patio Scene, Notorious Patio Scene Annotated.

### **UNIT 3: PRACTICAL ASPECTS**

Directing a scene--crowd scenes, Assignment--presentation and critique, Film clips screening; Assignment--directing a scene, Discussion of film clips; Assignment--presentation and critique, Directing a scene--fight scenes; Assignment--directing a scene—Assignment--presentation and critique, Main Functions,Patterns of Dramatic Movement Changing the Stage Within a Scene, Staging as Part of a Film’s Design, Working with a Location Floor Plan, Floor Plan and Staging for Notorious Patio Scene, The Camera as Narrator, The Reveal, Entrances, The Objective Camera, The Subjective Camera, Where Do I Put It?, Visual Design, Style, Coverage,

Camera Height, Lenses, Composition, Where to Begin?, Working Toward Specificity in Visualization, Looking for Order, Dramatic Blocks and the Camera, Shot Lists and Storyboards, The Prose Storyboard

#### **UNIT 4: DIRECTING FILM**

Reading Your Screenplay, A Piece of Apple Pie Screenplay, Whose Film Is It?, Character, Circumstance, Spines for A Piece of Apple Pie, Dynamic Relationships, FILM DIRECTING FUNDAMENTALS Wants, Actions, Acting Beats, Activity, Tone for A Piece of Apple Pie, Breaking A Piece of Apple Pie into Actions, Designing a Scene, Visualization, Identifying the Fulcrum and Dramatic Blocks, Supplying Narrative Beats to A Piece of Apple Pie, Director's Notebook.

#### **References:**

1. Nicholas T Proferes, Film Directing Fundamentals, Focal Press, 2005.
2. Mark W. Travis, Directing Feature Films, Michael Wiese Productions, 2002.
3. David Mamet, On Directing film, Penguin Books,1992.
4. Judith Weston, Directing Actors: Creating Memorable Performances for Film and Television, Michael Wiese, 1999.

**Course Code: BFVP-108 (Making a short Film – I)**

**Total Marks: 100 (Theory 70 + Internal Assessment 30)  
Credit: 04**

### **BFVP 108 Making a short Film – I**

The students are required to undergo training in an industry and produce corporate short ad-films, corporate films .

**Course Code: BFVP-201 (Soft Skills for Media)**

**Total Marks: 100 (Theory 70 + Internal Assessment 30)  
Credit: 04**

### **BFVP 201 SOFT SKILLS FOR MEDIA**

#### **UNIT 1: BASICS OF COMMUNICATION**

Soft Skills and Communication Skills, Presentation Skills, Time Management, Group Discussion, Interview Skills, Body Language and Verbal Communication– Facial Expression, Gestures-Space and Voice, Sound Communication

#### **UNIT 2: COMPUTER AND NEW MEDIA**

Applications of MS office, Graphics and Animation software, World Wide Web, Search Engines, online applications, mobile devices, WiFi applications, Digital Audio and Video

### **UNIT 3: PERSONALITY DEVELOPMENT**

Group Discussions, Interviews and Presentations--Understand the Skills Tested and Participate Effectively in Group Discussions, Appreciate the nuances of the Group Decision making process, Learn the basics of how to make an effective presentation and have numerous practice presentations in small groups and larger audiences, Attend any type of interview with confidence borne out of knowledge gained and practice sessions

### **UNIT 4: TEAM WORK AND LEADERSHIP**

Team Work, Understand the Necessity and Importance of Working Together as a team, Team Building, Team Building Skills, Understand the skills tested and participate effectively in Group Discussions, Appreciate the nuances of the Group Decision Making Process, Attending an Interview, Language Skills, Business Communication

#### **References:**

1. Frederick H. Wentz, Soft Skills Training: A Workbook to Develop Skills for Employment, Create Space, 2012.
2. Gopalswamy Ramesh and Mahadevan Ramesh, The Ace of Soft Skills: Attitude, Communication and Etiquette for Success, Pearson, 2010.
3. Maxine Kamin, Soft Skills Revolution, A Guide for Connecting with Compassion, Wiley, 2013.
4. Bruce Tulgan, Bridging the Soft Skills Gap, Jossey Bass, 2015.

**Course Code: BFVP-202 (Basic Concepts of Entrepreneurship and Banking)**

**Total Marks: 100 (Theory 70 + Internal Assessment 30)**

**Credit: 04**

## **BFVP 202 Basic Concepts of Entrepreneurship and Banking**

### **UNIT 1: BASICS OF ENTREPRENEURSHIP**

Entrepreneurship: Concept, Functions, Need and Importance; Pros and cons of entrepreneurship; Process of entrepreneurship; Entrepreneur: Types of Entrepreneurs; Entrepreneurial Value: Values, Attitudes and Motivation; Difference between Entrepreneur and Entrepreneur; Entrepreneurship in Economic Growth; Factors Affecting Entrepreneurial Growth.

### **UNIT 2: MOTIVATION AND BUSINESS PLANNING**

Major Motives Influencing an Entrepreneur; Self Assessment of Qualities, Skills, Resources and Dreams; Problem identification, creativity and innovation; Business Plan Preparation and Execution; Challenges faced by women in Entrepreneurship; Entrepreneurship Development Programs: Need, Objectives.

### **UNIT 3: BUSINESS**

Social Entrepreneurship: Concept and Importance; Risk taking: Concept, Types of business risks; Role of technology/ social media in creating new forms of firms, organizations, networks and cooperative clusters; Barriers to Entrepreneurship; Support structure for promoting entrepreneurship (various government schemes); Form of business entities, Formalities for starting a business.

#### **UNIT 4: CONCEPT OF BANKING**

Concept of-Bank, credit to deposit ratio (CDR), cash reserve ratio (CRR), statutory liquid ratio (SLR), repo rate, reverse repo rate, bank rate, prime lending rate, cheque, draft, open market operation (OMO), interest margin, equated monthly installment (EMI), debt service coverage ratio (DSCR), mortgage, pledge, hypothecation, know your customer (KYC), PradhanMantri Jan DhanYojna (PMJDY), Electronic clearing system (ECS), National electronic funds transfer (NEFT), real time gross settlement (RTGS), inflation. Types of banks, role of central bank, functions of commercial banks, difference between commercial bank and central bank, different types of deposits, schemes of loans and application forms and filling, non-performing asset (NPA) and key provisions of Securitisation and Reconstruction of Financial Assets and Enforcement of Security Interest Act, (SARFAESI),2002.

Book-keeping, Accounting, Accountancy, role of Accounting, types of accounts, golden rules, system of accounting, books of accounts, debit and credit, concept and conventions of accounting, accounting standards concept; books of primary records (journal), books of original records (ledger), test of arithmetical accuracy (trial balance), cash book and its types, bank reconciliation statement-concept and preparation.

Financial statements- concept, components, objectives and scope; Trading account, Profit & Loss statement, Balance Sheet-concept and preparation. Ratio Analysis-basic concept and applications.

#### **References:**

1. S.S.Khanka "Entrepreneurial Development" S.Chand & Co. Ltd. Ram Nagar New Delhi, 1999.
2. Donald F. Kuratko, "Enterprenuership – Theory, process and practices", Cengage Learning 9th Ed., Australia, 2012.
3. Accounting For Management- Asish Kumar Bhattacharyya (Elsevier Publications,New Delhi)
4. Financial Accounting- Md. Hanif&Amitabha Mukherjee (McGraw Hill Publications,New Delhi).

**Course Code: BFVP-203 (Introduction to Rotoscopy for VFX and Stereo)**

**Total Marks: 100 (Theory 70 + Internal Assessment 30)**

**Credit: 04**

## **BFVP 203 Introduction to Rotoscopy for VFX and Stereo**

### **Unit 1 : Introduction to Rotoscopy**

Meaning of rotoscopy, rotoscopy as an essential element for VFX and 3D stereoscopic conversion , what we do in rotoscopy , Basic geometry shapes and Splines

## **Unit 2 : Introduction to Silhouette**

Silhouette as an essential software for Rotoscopying , basic commands and demonstrations

## **Unit 3 : Rotoscopy Compilation and Rendering**

## **Unit 4 : Practical examples and demonstrations**

Evaluations of this subject are done based on tutorials assigned by the instructor .

Reference :

The reference material for these will be based on the material from Prime Focus Academy of Media and Entertainment Studies

**Course Code: BFVP-204 (Camera Operator MESC Q 0902 NSQF Level 5 )**

**Total Marks: 100 (Theory 70 + Internal Assessment 30)  
Credit: 04**

## **BFVP 204 Camera Operator MESC Q 0902 NSQF Level 5**

Students will be assessed by Media and Entertainment Skill Council for the Qualification pack as required for the BVOC Course.

**Course Code: BFVP-205 (Making of Short Film – I Part A )**

**Total Marks: 200 (Theory 140 + Internal Assessment 60)  
Credit: 08**

## **BFVP 205 Making of Short Film – I PART A**

Application of rotoscoping technique what students have learnt to what they have made

**Course Code: BFVP-206 (Making of Short Film – I Part B )**

**Total Marks: 100 (Theory 70 + Internal Assessment 30)  
Credit: 04**

## **BFVP 206 Making of Short Film –I Part B**

**Course Code: BFVP-301 (Advanced Computer Skills for Media)**

**Total Marks: 100 (Theory 70 + Internal Assessment 30)**

**Credit: 04**

## **BFVP 301 Advanced Computer Skills for Media**

### **Unit 1**

Introduction to media, Classification of media: text media, graphics media, animation media, audio media, video media, multimedia, multimedia computer system, media center computer, multimedia applications, audio and video format, operational activities of image editing software (Adobe Photoshop), graphics designing software(Corel Draw), d documentation designing software(PageMaker).

### **Unit 2**

The Internet: Introduction, Evolution of Internet, Basic Internet Terms (Website, Webpage, URL, etc), Internet Services: Electronic Mail: Introduction, essential fields of E-mail, working of E-Mail; Searching the Web (Search Engines), WWW, FTP, Telnet Difference between intranet, Internet and Extranet, Internet and Viruses; Data Security: Need of security, Data encryption & decryption, antivirus and its basic function, web browser and its architecture, navigation, Applications of Internet.

### **Unit 3**

Web page and HTML: Introduction, markup language, Structure of HTML document, common tags, headers, text styles, scrolling text, linking, images, formatting text, horizontal rules, line breaks, unordered lists, nested and ordered lists, tables, creation of HTML forms and its development, construction of frames, optimizing the webpage using browsers.

### **Unit 4**

Advanced HTML: Inserting and editing audio and video elements, playing you tube video in html/web page, cascade style sheet: creating style sheets with the style element: External style sheet, Internal style sheet, Inline style sheet, CSS color, lists, positioning elements, backgrounds, element dimensions, text flow and the box model, navigation bars, scripting language: introduction, variables, operators, expression, keywords, validation, HTML-script DOM document, DHTML event models.

### **References:**

1. Xavier C, " Web Technology and Design" , New Age International
2. Ivan Bayross," HTML, DHTML, Java Script, Perl & CGI", BPB Publication.
3. Ramesh Bangia, "Internet and Web Design" , New Age International
4. "Adobe Photoshop CS6: classroom in a book ",The official training workbook from Adobe Systems
5. Gary David Bouton, "Corel DRAW X4: The Official Guide", Corel press
6. Scott Basham, "PageMaker in Easy Steps", Dreamtech press

**Course Code: BFVP-302 (Business Communication)**

**Total Marks: 100 (Theory 70 + Internal Assessment 30)**

**Credit: 04**

## **BFVP 302 Business Communication**

**Unit 1: Applied Grammar:** Common errors, Use of words, Synonyms and Antonyms, Formation of words- Prefixes and Suffixes.

**Unit 2: Presentation of Technical Information:** Technical description of – (a) Simple Objects, tools and appliances (b) Processes and Operation (c) Scientific Principles.

**Unit 3: Composition and written communication :** Comprehension, Dialogues- Conversational and Colloquial, Idioms; Spoken English: Practice in self expression talks, Lecture and Speeches; Self introduction and Introducing Others – Greetings – Apologies – Requests – Social and Professional Etiquette - Telephone Etiquette; Extempore- Public Speaking.

Note making and note taking; summarizing; notes and memos; developing notes into text; organization of ideas: cohesion and coherence; paragraph writing: ordering information in space and time; short essays: description and argument; comparison and contrast; illustration; using graphics in writing: tables and charts; diagrams and flow-charts; maps, plans and graphs.

**Unit 4 : Practical Exercises :** Writing e-mails, writing on social media like whatsapp , twitter , facebook , writing an advertisement , leaflet ..

### **References:**

1. Adrian Doff & Christopher Jones, Language in Use. Upper intermediate, self-study workbook & classroom book, Cambridge University Press, 2000.
2. Krishna Mohan & Meenakshi Raman, Effective English Communication, Tata Mc-GrawHill, 2000.
3. Krishna Mohan & Meera Banerji, Developing Communication Skills, Mac Millan India Ltd, 2000.
4. Rajendra Pal & JS Koriahalli, Essentials of business communication, S. Chand & Company Ltd.

**Course Code: BFVP-303 (Basics of Media Marketing)**

**Total Marks: 100 (Theory 70 + Internal Assessment 30)**

**Credit: 04**

## **BFVP 303 Basics of Media Marketing**

### **UNIT 1: INTRODUCTION**

Principles Marketing – Media Marketing Trends, Marketing Management, Role and Function of Marketing Manager



## **UNIT 2: MANAGING MEDIA ORGANISATION**

Managing Media Organization - Planning, Coordination, Motivation, control, Decision-Making and Departmentalization, Marketing Media Organization, Marketing Media Product

## **UNIT 3: PRODUCTION MANAGEMENT**

Concept of Production Management – Marketing Research, Audience Research, Audience Segmentation, Project Proposal, Preproduction, Scheduling, Budgeting, Financing, Controlling, Production, Post-Production and Delivery.

## **UNIT 4: ADVERTISEMENT AND PROMOTION**

Advertising Management – Sponsorship, Profit, Sales and Market Share Objectives, Setting the Budget, Media Selection and Media Scheduling Media Selling, Sales Promotions, Purpose, Tools and Techniques, Program, Publicity, Messages and Vehicles, Sponsored Events and Campaigns.

### **References:**

1. Peter K Pringle, Michael F. Starr & William E Mc Cavitt, Electronic Media Management, Focal Press, London 1991.
2. John R Rossiter & Larry Percy, Advertising and Promotion Management, McGraw Hill, New York, 1987.
3. Barry G. Sherman, Telecommunications and Management - the Broadcast and Cable Industries, McGraw Hill 1987.
4. Richard Gates, Production Management for Film and Video, Focal Press, London, 1992.

**Course Code: BFVP-304 (Life Skills)**

**Total Marks: 100 (Theory 70 + Internal Assessment 30)**

**Credit: 04**

## **BFVP 304 Life Skills**

The main purpose of introducing this novel subject is to make students understand the environment and the technology they live in and offer very practical skills which will be support them in practical life. A part of this certainly is soft skills , written communication but as we have covered that , the same should not be repeated here as the purpose is different.

Some topics are given here but instructor can as well select some others of his or her own choice and evaluation is based purely on practical assessment OR Oral . No theory paper for this subject .

**UNIT 1 :** Operating and repairing basic electrical equipments / Mechanical equipments .

Operating a mixer , fitting a tube light and checking and identifying what is wrong with non functioning of electrical equipments .

Operating a hand drill for fixing nails etc

**Unit 2 :** Yoga for good physical fitness and self defense skills may be Karate

Students need to be taught some basic exercises and self defense skills which will be useful in their practical life.

**Unit 3 :** Cooking skills and Environmental safety

Basic tea / coffee preparation and a breakfast and lunch and dinner preparation . Table manners .

Minimal use of plastics. Green or eco friendly

**Unit 4** Working in Media Industry and society

Corporate culture, working in a team and enhancing personal effectiveness

Living in a society and understanding family values . Self awareness , polite communication , public behaviour basics .

**Course Code: BFVP-305 (Adv Rotoscopy VFX & Stereo - (MESQ to be generated @ NSQF 6)/Roto Artist (MESQ 3504 NSQF Level- 4)**

**Total Marks: 100 (Theory 70 + Internal Assessment 30)  
Credit: 04**

## **BFVP 305 Adv Rotoscopy VFX & Stereo - (MESQ to be generated @ NSQF 6)/Roto Artist (MESQ 3504 NSQF Level- 4)**

Students will be assessed by the MESQ or Industry partner for NSQF level 6 for their skills on Advanced Rotoscopy for Vfx and Stereo

**Course Code: BFVP-306 (Making of Short Film - I)**

**Total Marks: 100 (Theory 70 + Internal Assessment 30)  
Credit: 04**

## **BFVP 306 Making of Short Film – I**

**Course Code: BFVP-307 (Photoshop/Basics of Matchmove and Rotomation)**

**Total Marks: 100 (Theory 70 + Internal Assessment 30)**

**Credit: 04**

## **BFVP 307 Photoshop/Basics of Matchmove and Rotomation**

**Unit 1 : Fundamentals of matchmove**

**Unit 2 : PF Track and PF Equalizer**

**Unit 3 : Polygonal modelling and animation basics**

**Unit 4 : Rigging basics**

This is a practical subject and the instructor will cover the subject as mentioned above along with the practicals and students will be evaluated based on tutorials .

Reference Material will be given by PFAMES .

**Course Code: BFVP-401 (Computer Graphics for Film and Video)**

**Total Marks: 100 (Theory 70 + Internal Assessment 30)**

**Credit: 04**

## **BFVP 401 Computer Graphics for Film and Video**

### **UNIT 1: INTRODUCTION**

Overview of Computer Graphics, Computer Graphics Application and Software, Description of some graphics devices, Input Devices for Operator Interaction, Active and Passive Graphics Devices, Display Technologies, Storage Tube Graphics Displays, Calligraphic Refresh Graphics Displays, Raster Refresh (Raster-Scan) Graphics Displays, Cathode Ray Tube Basics, Color CRT Raster Scan Basics, Video Basics, The Video Controller, Random Scan Display Processor, LCD displays

### **UNIT 2: GRAPHICAL TRANSFORMATIONS**

Transformations and Matrices, Transformation Conventions, 2D Transformations, Homogeneous Coordinates and Matrix Representation of 2D Transformations, Translations and Homogeneous Coordinates, Rotation, Reflection, Scaling, Combined Transformation, Transformation of Points, Transformation of The Unit Square, Solid Body Transformations, Rotation About an Arbitrary Point, Reflection through an Arbitrary Line, A Geometric Interpretation of Homogeneous Coordinates, The Window-to-Viewport Transformations

### **UNIT 3: THREE DIMENSIONAL TRANSFORMATIONS**

Introduction, Three-Dimensional Scaling, Three-Dimensional Shearing, Three-Dimensional Rotation, Three-Dimensional Reflection, Three-Dimensional Translation, Multiple Transformation, Rotation about an Arbitrary Axis in Space, Reflection through an Arbitrary Plane, Matrix Representation of 3D Transformations, Composition of 3D Transformations, Affine and Perspective Geometry, Perspective Transformations, Techniques for Generating Perspective Views, Vanishing Points, the Perspective Geometry and camera models, Orthographic Projections, Axonometric Projections, Oblique Projections, View volumes for projections

### **UNIT 4: GRAPHICS VIEWING, MODELLING AND CONVERSIONS**

Stages in 3D viewing, Canonical View Volume (CVV), Specifying an Arbitrary 3D View, Examples of 3D Viewing, The Mathematics of Planar Geometric Projections, Combined transformation matrices for projections and viewing, Coordinate Systems and matrices, camera model and viewing pyramid, Scan Converting Lines, Mid-point criteria, Problems of Aliasing, end-point ordering and clipping lines, Scan Converting Circles, Scan Converting Ellipses, Filling Polygons, edge data structure, Clipping Lines algorithms–Cyrus-Beck, Cohen-Sutherland and Liang-Barsky, Clipping Polygons, problem with multiple components. Representing Solids, Regularized Boolean Set Operations, Primitive Instancing, Sweep Representations, Spatial-Partitioning Representations - Octree representation, B-Reps, Constructive Solid Geometry, Comparison of Representations.

#### **References:**

1. J. D. Foley, A. Van Dam, S. K. Feiner and J. F. Hughes, Computer Graphics - Principles and Practice, Second Edition in C, Pearson Education, 2003.
2. D. Hearn and M. Pauline Baker, Computer Graphics (C Version), Pearson Education, 2nd Edition, 2004.
3. D. F. Rogers and J. A. Adams, Mathematical Elements for Computer Graphics, 2nd Edition, McGraw-Hill International Edition, 1990.
4. F. S. Hill Jr., Computer Graphics using OpenGL, Pearson Education, 2003.

**Students will be exposed to demonstrations and pilot projects on Adobe After effects .**

**Course Code: BFVP-402 (Film Budgeting and Financing)**

**Total Marks: 100 (Theory 70 + Internal Assessment 30)**

**Credit: 04**

## **BFVP 402 Film Budgeting and Financing**

### **Unit 1 Film Budgeting**

Understanding the Script breakdown and various processes and activities . Factors controlling budgeting,, various Heads of budgeting, types of budgets, surplus budget, Zero budget, deficit budget,.

**Unit 2 Preparation the film budget in Excel sheet.**

budgeting for low Budget film, medium budget film, high budget film, documentary film, ad. Film and Tele film, Estimating the budget of a low budget film and use of excel sheet for preparing the same .

### **Unit 3 Finance Fundamentals**

Methods and procedure adopted for financing feature films in India, General finance, through Distributors, Hundi basis and contract basis.

### **Unit 4 Finance through banks and other resources**

NFDC , Co-operative method, Bank finance and other companies .

### **References**

1. Ralph Singleton : Or How much it will cost to shoot yr movie , Film makers' Library series
2. Paula Laundry : Scheduling and Budgeting yr film : A panic free guide
3. M. Ryan : Film and Video Budgets , Michael Wise Productions
4. Ralph Singleton : Film Scheduling and Budgeting workbook ,Film Makers' Library series

**Course Code: BFVP-403 (Introduction to Digital Painting (MESQ to be generated @ NSQF 6) / Computer Graphics (3D Animation)- Animator – MES Q 0701- NSQF level 4/Texturing Artist - MESQ 2503 - NSQF Level - 4)**

**Total Marks: 100 (Theory 70 + Internal Assessment 30)  
Credit: 04**

**BFVP 403 - Introduction to Digital Painting (MESQ to be generated @ NSQF 6) / Computer Graphics (3D Animation)- Animator – MES Q 0701- NSQF level 4/Texturing Artist - MESQ 2503 - NSQF Level - 4**

**Course Code: BFVP-403 (Industry Training/ Project)**

**Total Marks: 400 (Theory 280 + Internal Assessment 120)  
Credit: 16**

**BFVP 404 – Industry Training/ Project**

**Course Code: BFVP-501 (Film Promotion Marketing and Distribution)**

**Total Marks: 150 (Theory 105 + Internal Assessment 45)**

**Credit: 06**

## **BFVP 501 Film Promotion Marketing and Distribution**

### **UNIT 1: CONCEPT OF FILM MARKETING**

Defining film marketing, Supply chain management and marketing, Origin and development of the film industry, Box office, Market research, Perception of market research in the film industry.

### **UNIT 2: MEDIA BUYING AND SELLING**

Broad and target audiences, Consumer advertising, Publicity, Awards, Festivals and Recognition Corporate communications, press and publicity and the impact on marketing and promotion, Creating buzz using public relations techniques,

### **UNIT 3: PROMOTION**

Product Tie-Ins, Merchandising, and Franchise Management, The importance of PR in a marketing campaign, Managing good and bad buzz, how reviews impact awareness and intent to view and how PR is utilized as a key element of the campaign.

### **UNIT 4: FILMMARKETING TOOLS**

Marketing to a sales agent, Publicist, Visual representation, Film posters, Film trailers, Television and print Advertising, Digital Marketing, Online, Mobile, & Social media.

### **References:**

1. Finola Kerrigan, Film Marketing, A Butterworth-Heinemann 2009
2. Robert Marich, Marketing to Moviegoers: A Handbook of Strategies and Tactics, Southern Illinois University Press 2013
3. Stacey Parks, The Insider's Guide to Independent Film Distribution, Focal Press 2012

**Course Code: BFVP-502 (Advanced film production tools and technique)**

**Total Marks: 150 (Theory 105 + Internal Assessment 45)**

**Credit: 06**

## **BFVP 502 Advanced film production tools and technique**

### **UNIT 1: THE FOUNDATIONS OF VIDEO PRODUCTION**

Concept, Advanced Video Equipment, Video vs New Media, Usage of Digital Technologies, Today's Production Equipments, Production Crew, Talent, The Freelance Crew, Production Methods, Digital Video Effects, and Chroma Keying

### **UNIT 2: PRODUCTION PROCESS**

Planning and Preparation, The idea-Starting with a Concept, Setting the Goals and Objectives, Production Method, schedule, Coverage, Research, Regular Studio Formats, Developing the camera Plan, Story Boards, Production Aspects, Location Survey, set up, Rehearsal, The Director During the Production, The Producer During the Production, Production Emphasis, selective Tools, Selective Techniques

### **UNIT 3: VISUALISING THE STORY**

What the camera can do, Types of camera, studio cameras, Camcorders, Miniature or Point-of-View Cameras, Camera Basics, Camera Lens, Lens angle, Camera features, Using the Camera, Camera Operation, single camera shoot, Multi camera Shoot, Persuasive camera, selecting Shots, framing Shots, Moving the Camera

### **UNIT 4: CREATING AN EFFECTIVE IMAGE**

Behind the Picture, Composing the Picture , Practical Composition , The Director and, Composition Principles , The Effect of the Picture Frame, Framing, Pictorial Balance , Unity (Order) , Visual Patterns , Leading Lines , Rule of Thirds , Scale , Subject Prominence , Impressions of the Subject , Composition and Color, Composition and Motion A Theory of Dynamic Composition, Using Dynamic Composition, Crossing the Line, Anticipating Editing

#### **References:**

1. Gerald Millerson and Jim Owen, Television Production, Focal Press, 2009.
2. Herbert Zettl, Television Production Handbook ,Wadsworth, 2012
3. Peter W. Rea and David K. Irving, Producing and Directing the Short Film and Video. Focal Press, 2000.

**Course Code: BFVP-503 (Basics of Managerial Skills for Media)**

**Total Marks: 150 (Theory 105 + Internal Assessment 45)**

**Credit: 06**

## **BFVP 503 Basics of Managerial Skills for Media**

### **UNIT 1 : Principles of Management**

Concept of Management - Management Theories, Personal Management, Role and Function of Personal Manager.

### **UNIT 2: MANAGING MEDIA ORGANIZATION**

Managing Media Organization - Planning, Coordination, Motivation, Control, Decision-Making and Departmentalization, Organizational Structure, Ownership

### **UNIT 3: PRODUCT MANAGEMENT**

Production Management - Preproduction, Scheduling, Budgeting, Financing, Controlling, Production, Post-production and Delivery

### **UNIT 4: ADVERTISING MANAGEMENT**

Advertising Management - profit, sales and market share objectives, setting the budget, media selection and media scheduling, sales promotions, purpose, tools and techniques, program, publicity, messages and vehicles, sponsored events and campaigns

#### **References:**

1. Peter K Pringle, Michael F. Starr & William E McCavitt, Electronic Media Management, Focal Press, London 1991.
2. John R Rossiter & Larry Percy, Advertising and Promotion Management, McGraw Hill, New York, 1987.
3. Barry G. Sherman, Telecommunications and Management - the Broadcast and Cable Industries, McGraw Hill 1987.
4. Richard Gates, Production Management for Film and Video, Focal Press, London, 1992.

**Course Code: BFVP-504 (Business Ethics and Safety Measures)**

**Total Marks: 150 (Theory 105 + Internal Assessment 45)**

**Credit: 06**

## **BFVP 504 Business Ethics and Safety Measures**

**Unit 1 : Introduction to business ethics and IPR .**



Ethics: Media's ethical problems including privacy, right to reply, communal writing and Sensational and yellow journalism; freebies, bias, coloured reports; ethical issues related with ownership of media – role of press and/or media councils and press ombudsmen in the world.

Concept of IPR, Introduction, Copyright, Patent, Universal Declaration of Human Rights and Need of IPR, Protection of Authorship, World Intellectual Property Organization (WIPO)

### **Unit 2 : Industrial Safety and Measures**

Introduction to Industrial safety , , safety devices and their operational functionality , How to safeguard in events such as fire , earthquake and flood .

### **Unit 3 : work environment safety**

Maintaining the work environment safe , organization's norms and polic

different types of health and safety hazards in a workplace, precautionary measures , Govt. Norms and policies and OSHA regulations .

### **Unit 4 Risk Mgt**

Understanding organization's emergency procedures for accidents , fire and any other natural calamity in case of hazard , Identification of correct risks, how to summon medical assistance and emergency measures where necessary .

Understanding National Occupational Std NOS MES/N3004 from Media and Entertainment Skill Council .

**Course Code: BFVP-601 (Adv Digital Painting (MESQ to be generated @ NSQF 7) /Director of Photography – MESQ 0901- NSQF 7/Script Editor - MESQ 3001 NSQF Level -7)**

**Total Marks: 200 (Theory 140 + Internal Assessment 60)**

**Credit: 08**

**BFVP 601 Adv Digital Painting (MESQ to be generated @ NSQF 7) /Director of Photography – MESQ 0901- NSQF 7/Script Editor - MESQ 3001 NSQF Level -7**

PFAMES Will generate the QP with collaboration of MESC and students will be assesses for their skills in digital painting

**Course Code: BFVP-601 (Adv Digital Painting (MESQ to be generated @ NSQF 7) /Director of Photography – MESQ 0901- NSQF 7/Script Editor - MESQ 3001 NSQF Level -7)**

**Total Marks: 700 (Theory 490 + Internal Assessment 210)  
Credit: 28**

BFVP 602 Industry Training for 6 months and assessment will be done by the Industry.