1ˢᵗ year- 2ⁿᵈ semester

MES Q 1906: ASSIGNMENT EDITOR

(The MESQ for SECOND semester is MES-Q 1906)

There are total 7 MES/N for 2ⁿᵈ semester. These are as following.

SR. NO.	UNIT CODE	UNIT TITLE
1	MES/ N 1901	GENERATE IDEAS FOR JOURNALISM PROJECTS
2	MES/ N 1902	UNDERTAKE RESEARCH FOR JOURNALISM PROJECT
3	MES/ N 1903	WORK ON ASSIGNMENT DESK
4	MES/ N 1907	UNDERSTAND AUDIO VISUAL AID
5	MES/ N 1908	COMPUTER SKILL FOR JOURNALISM & MEDIA
6	MES/ N 1911	COMPLY WITH APPLICABLE LAW AND REGULATION
7	MES/N 1912	MAINTAIN WORKPLACE HEALTHY AND SAFETY

1. *MES/N 1901- GENERATE IDEAS FOR JOURNALISM PROJECTS*

This unit is about generating new ideas for journalism projects and successfully evaluating the potential of these ideas.
Generate ideas for the following types of content:
* A specific story-e.g. fact based reporting, analytical, feature –writing.
* A specific section-e.g. the "edit" page of a news paper.

TOPIC COVERED:
* Generate ideas for fact based reporting
* Evaluate a idea for its suitability and undertake background research.
* Identify any constraints to successfully realize the idea.
* Ideas according to the different target audiences
* Editorial standard of the organization
* How to undertake research and background information.
* Maintain a network of contact.
* How to verify information.
* How to prepare synopses, summaries', proposal, story outline and other written material.
* Suitability of idea for different type of content.
* Read and analyze various sources including wire service and other publication/channel/website/media.
* Effectively present and defend idea.

2. *MES/N   1902- UNDERTAKE RESEARCH FOR JOURNALISM PROJECTS*

This unit is about undertaking research, collecting background information and conducting accuracy checks for journalism projects.
* This unit/task is applicable for journalism across a range of media including print (newspapers and magazines), television, radio and online (web, mobile and other emerging platforms)
* It is also applicable across media that provide/ disseminate information at different times/ frequencies: daily – e.g. newspapers, evening news bulletins; weekly, fortnightly, monthly etc. – e.g. magazines and continuous/ Ongoing – e.g. news websites, news TV channels etc.
* Types of research- Qualitative and Quantitative,
* Concept of Hypothesis and its use in journalistic levels.
* Examples for research of different stories.

TOPIC COVERED:
* Evaluate story ideas and conduct background research.
* Collect information to support story ideas.
* The different target audience for the content.
* Different information sources available.
* Verify collected information.
* Available resources and implication of a particular story/idea/concept.
* How to prepare background research, notes, analysis, timeliness, summaries', and other written material.
* Effectively present and defend research and information collected to one's editor.
* How to analyze a range of information sources.

3. *MES/ N 1903 WORK ON THE ASSIGNMENT DESK*

This unit is about tracking news stories/upcoming events, preparing a daily coverage plan and assigning stories to reporter and correspondents.
* Work on the assignment desk, which is often known as the "nerve centre" of a news organization. It constantly tracks news flow and developments (often on a 24X7 basis) and is also responsible for resource allocation to different stories.

TOPIC COVERED:
* Track news flow and event from different sources in department.
* Maintain a running diary of events.
* Understand the suitability of different events.
* Prioritize the event for coverage.
* Assess the resources available.
* Target audience based reporting.
* Editorial standard based reporting and writing.
* News Agencies- types of agencies
* Reporters as a source of news
* How to maintain a network of contacts.
* Day Plan- How to compile different story ideas & daily coverage plan.
* Execution of day plan in news room, daily planning and input meetings.
* Resource available for news coverage at the organization.
* How to identify stories that need live coverage.
* How to manage conflict/breaking news situation, including diverting resources to more important

stories.

4. *MES/ N 1907 UNDERSTAND AUDIO VISUAL AID*

This unit is about identifying different types of audio visual aids and evaluating their suitability based on the story and medium.
- Understand and apply audio visual aids as an effective way to convey information:examples of audio visual aids include: photographs, illustrations, graphics (text, charts, graphs), audio and video clips, animation and visual effects/VFX.
  TOPIC COVERED:
- What are audio visual aids
- Types of audio visual aids
- Story and script in which audio –visual can be used.
- Various types of graphs, chart and analytical tool.
- How to plan audio visual aid –photographs, illustration, graphic, sound bite etc.
- How to verify information and confirm the accuracy of any fact that is being used.
- How to write caption that correctly represents visual aids.
- Intellectual property norms- use of image from paid data base, photographs and artist credits, use of freely available content.
- Audio/Visual aid related to print, electronic and radio

5. *MES/ N 1908 COMPUTER SKILLS FOR JOURNALISM AND MEDIA*

This unit is about operating and functional knowledge of various computer applications and software used in the journalism industry.
- This unit covers computer application, software and computing skills, needed for various roles in the news/journalism environment, including: news room control system, pagination and layout, graphic design, audio and video editing, word processing.
- Each of this software / computing skill can be taught separately at various degree of advancement. At this stage the attempt is to set an overarching standard and provide a comprehensive list of tools in use, and thus a more generic approach has been adopted.

TOPIC COVERED:

- Computer applications, software and computing skills needed for various roles.
- Pagination and layout, graphic design, audio and video editing, word processing.
- Structure of News room.
- Pagination and layout software (Quark, Indesign)
- Audio and video editing software(Filmora, Cool edit pro)
- Graphic design, illustration and image editing.

6. ***MES/ N 1911 COMPLY WITH APPLICABLE LAW AND REGULATION***

This unit is about complying with various laws and regulations applicable to the journalism industry (including codes of conduct for various media).

- Familiarize oneself with each of the applicable legal and regulatory norms, codes of conduct and ethics using the respective source documents and training.
- Comply with the legal and regulatory requirements of the specific organization/individual that is commissioning the content.

TOPIC COVERED:

- Understand the legal and regulatory framework.
- Establishment of Press council of India and its role.
- Norms of journalistic conduct-2005
- Code of ethics and core values.
- Personal attack/commentary on an individual/ defamation, libel and slander.
- What kind of information can and can not be disclosed- official secret act.
- How to correctly represent minority.
- Intellectual property, copyright infringement, Trade Mark, Patent Right
- Understand the penalties
- Read and comprehend applicable laws and codes of conduct.
- How to critically evaluate ones own work for non compliance.

7. ***MES/ N 1912 maintain workplace health and safety.***

This unit is about contributing towards maintaining a healthy, safe and secure working environment.

- Concept of a healthy, safe and secure working environment in media
- Promoting a safe working environment in a media house.
- Promoting a safe working environment in the field.
- How to prevent hazards at the workplace.
- Reporting in a hostile environment.
- Reporting in hostile environment.