



**BHARATI VIDYAPEETH'S**

**INSTITUTE OF COMPUTER APPLICATIONS & MANAGEMENT (BVICAM)**  
 (Affiliated to Guru Gobind Singh Indraprastha University, Approved by AICTE, New Delhi)  
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## Lesson Plan

<b>Course: BA (JMC) 203 – Basics of radio programming and production</b>		
<b>BA (JMC) – 3<sup>rd</sup> Semester</b>	<b>No. of Theory Hours per Week:04</b>	<b>No. of Practical Hours per Week:02</b>

**Course Outcomes (COs):**

<b>COs for Theory BA(JMC) 203</b>	
CO <sub>1</sub>	Explain radio as the medium of mass communication. ( (BTL5)
CO <sub>2</sub>	Classify various formats of radio programme. (BTL4)
CO <sub>3</sub>	Appraise radio production and transmission process. (BTL5)
CO <sub>4</sub>	Analyse and assess production of a radio programme. (BTL5)

**Recommended Books:**

<b>Books</b>	<b>S. No.</b>	<b>Details of the Books</b>
<b>Text Books</b>	1.	Chantler, P., & Stewart, P. (2003). Basic Radio Journalism. Amsterdam: Focal Press. <b>(TB1)</b>
	2.	Chatterji, P. C. (1987). Broadcasting in India. New Delhi: Sage Publications. <b>(TB2)</b>
	3.	Luthra, H. R. (1986). Indian Broadcasting. New Delhi: Publications Division, Ministry of Information and Broadcasting, Govt. of India. <b>(TB3)</b>
	4.	Michael C. Keith (2012). The Radio Station: Broadcast, Satellite & Internet. <b>(TB4)</b>
<b>Reference Books</b>	1.	McLeish, R. (1999). Radio Production: A manual for broadcasters. Oxford: Focal Press. <b>(RB1)</b>
	2.	Shrivastava, K. M. (1990). Radio & TV journalism. Sterling. <b>(RB2)</b>
	3.	Woody Woodhall (2017). Audio Production and Postproduction. <b>(RB3)</b>
	4.	Pavarala, V., & Malik, K. K. (2007). Other voices: The Struggle for Community Radio in India. Thousand Oaks, CA: Sage Publications. <b>(RB4)</b>

	5.	Tony Palermo (2012). Handbook of Radio Production. <b>(RB5)</b>
	6.	Lois Shearing (2019). Practical Radio Documentary Handbook. <b>(RB6)</b>

### Lesson Plan for Theory:

Lecture No.	Topics/Concepts to be Covered	Reference of the Book and its Chapter
<b>UNIT - I</b>		
1.	Introduction to Radio as a Medium	<b>(TB1)</b>
2.	Characteristics of Radio	
3.	Limitations of Radio	
4.	Radio Broadcasting in India (Pre independence)	<b>(TB2)</b>
5.	Radio Broadcasting in India (Post-independence)	
6.	Different Types of Radio Stations and Transmission	<b>(RB1)</b>
7.	Community Radio	<b>(RB4)</b>
8.	Benefits of Community Radio	
9.	Transmission Technology: AM, SW.	<b>(TB2)</b>
10.	Transmission Technology: FM, Web.	
11.	Organizational Structure and Functionaries of a Radio Station: Govt.	<b>(TB3)</b>
12.	Organizational Structure and Functionaries of a Radio Station: Private	
13.	Buffer Reserved for Revision	
14.	Buffer Reserved for Doubt Clearing	
<b>UNIT - II</b>		
15.	What are Formats?	<b>(RB1)</b>
16.	Radio Announcement and Links	
17.	Radio Talk	<b>(RB2)</b>
18.	Radio Interview & Discussion	
19.	Radio News	

<b>Lecture No.</b>	<b>Topics/Concepts to be Covered</b>	<b>Reference of the Book and its Chapter</b>
20.	Radio Feature and Documentary	
21.	How to produce good Radio Documentary?	<b>(RB1)</b>
22.	Radio Commentary	
23.	Radio Play/Drama	
24.	Radio Ads (Social and Commercial)	<b>(RB1)</b>
25.	Types of Radio Advertising	<b>(RB2)</b>
26.	Phone-in and Radio Bridge	
27.	Buffer Reserved for Revision	
28.	Buffer Reserved for Revision	
<b>UNIT - III</b>		
29.	Elements of Radio Programme	<b>(TB4)</b>
30.	The role of voice in radio	<b>(RB5)</b>
31.	Music & Radio	
32.	Script & Radio Programmes	
33.	Sound Effect	
34.	Radio Production Process (Pre-Productions)	
35.	Types of Microphones	
36.	Types of Microphones continued	<b>(RB1)</b>
37.	Types of Headphones	
38.	Audio Mixer & Transmitter	
39.	Recording, Broadcasting Indoor	<b>(TB4)</b>
40.	Recording, Broadcasting Outdoor	
41.	Buffer Reserved for Revision	
<b>UNIT - IV</b>		
42.	Mixing & Editing	<b>(RB3)</b>
43.	Mixing & Editing continued	
44.	Mixing & Editing continued	
45.	Interface	
46.	Sound Effect	
47.	Sound Effect continued	
48.	Audio filters	
49.	Low Pass filters	
50.	High Pass Filters	

Lecture No.	Topics/Concepts to be Covered	Reference of the Book and its Chapter
51.	Evaluation Process	
52.	Methods of Audience measurements	(RB2)
53.	Buffer Reserved for Revision	
54.	Buffer Reserved for Doubt Clearing	

**Suggested Topics for Presentation:**

S.No.	Suggested Topics for Presentation
1	Evolution of Radio Broadcasting in India: Pre-Independence Era
2	Impact of Radio on Indian Society: Pre and Post-Independence
3	Government Policies and Regulations for Radio Broadcasting in India
4	Role of Community Radio Stations in Empowering Local Communities
5	Comparison of Different Types of Radio Stations: National, Regional, Local, and Community
6	Organizational Structure of Government-Owned Radio Stations in India
7	Rise of Private Radio Broadcasting in India: Challenges and Opportunities
8	Conducting Engaging Radio Interviews and Discussions
9	Journalism Ethics in Radio News Reporting
10	Understanding the Nuances of Radio Commentary
11	Analyzing Social and Commercial Radio Ads: Impact and Effectiveness
12	Facilitating Phone-ins and Radio Bridges: Engaging with Audience

<b>Course: BA (JMC) 251 - Radio Production Lab-I</b>	
<b>BA (JMC) - 3<sup>rd</sup> Semester</b>	<b>No. of Practical Hours per Week: 02</b>

**Course/Lab Outcomes (COs):**

<b>COs for Practical [(BA(JMC)] 251</b>	
CO <sub>1</sub>	Compose radio programmes in various formats. (BTL6)
CO <sub>2</sub>	Create recordings using digital audio techniques. (BTL6)
CO <sub>3</sub>	Formulate production book using audio workflow. (BTL6)
CO <sub>4</sub>	Collaborate in teams to produce radio commercials. (BTL6)

**Lesson Plan for Practical:**

<b>Week No.</b>	<b>Lab No.</b>	<b>Topics/Concepts to be Covered</b>	<b>Reference of Lab Manual</b>
1.		Talk Show	Assignment 1
	1.	Formulate the structure and content of a talk show on given topic. (CO1, BTL6)	AP1
	2.	Analyze the primary differences in the structure and content between a talk show format and a music radio format, and how do these differences impact audience engagement and the overall media experience? (CO1, BTL6)	AQ1
	3.	Prepare a radio talk show for a private radio channel. (CO1, BTL6)	AQ2
2.	1.	Audio recording	Assignment 2
	2.	Compose an audio track by applying various audio tools to enhance the sound quality. (CO2, BTL6)	BP1
	3.	Design a multimedia presentation on advanced techniques and tools used in digital audio processing to clean up and enhance audio recordings effectively. (CO2, BTL6)	BQ1
3.	1.	Radio Production	Assignment 3
	2.	Develop a step-by-step guide to	CP1

Week No.	Lab No.	Topics/Concepts to be Covered	Reference of Lab Manual
		create a production book for a radio program. (CO3, BTL6)	
	3.	Outline the key strategies for producing a successful and engaging radio drama that caters to a diverse audience. (CO3, BTL6)	CQ1
4.	1.	Public Service Announcement (PSA)	Assignment 4
	2.	Produce a PSA that raises awareness about a social issue or community initiative. (CO4, BTL6)	DP1
	3.	Produce a IVR, as a CSR initiative of a private FM Channel to raise awareness about the environmental impact of single-use plastics and promote sustainable alternatives. (CO4, BTL6)	DQ1
5.	1.	Radio news segment	Assignment 5
	2.	In a small group, produce a radio news segment or feature that covers a current event or relevant topic. (CO1, BTL6)	EP1
	3.	Produce a radio news segment or feature that covers a current event or relevant topic, employing in-depth research, critical analysis, and journalistic excellence. (CO1, BTL6)	EQ1

#### Testing Schedule:

Nature of Test	Aug	Sep	Oct	Nov
Surprise Test (ST)	ST in any of the Weeks	-	-	-
Mid Term Test (MT)	-		TBAL	-
Class Test (CT)	-	CT in any of the Weeks		-
Supplementary Test (Sp.T)	-	-		Sp. T in 1 <sup>st</sup> Week
Assignment	Assignment-1 is to be submitted One Week after completion			

Nature of Test	Aug	Sep	Oct	Nov
<b>Submission Schedule</b>	of Unit-1 and Unit-2. <b>Assignment-2</b> is to be submitted One Week after completion of Unit-3. <b>Assignment-3</b> is to be submitted One Week after completion of Unit-4.			

**Suggested Topics for Presentation:**

S.No.	Suggested Topics for Presentation
1	Advantages and Disadvantages of Various Transmission Technologies: AM, SW, FM, Web
2	Programme Formats in Radio Broadcasting: A Comprehensive Overview
3	Techniques for Effective Radio Announcement and Links
4	The Art of Radio Talk: Strategies and Best Practices
5	Crafting Compelling Radio Features and Documentaries
6	Creativity in Radio Play/Drama Production
7	Radio Production Process: From Conceptualization to Broadcasting
8	Importance of Post-Production: Editing, Mixing, and Evaluation Techniques