

**GANDHIGRAM RURAL INSTITUTE – DEEMED TO BE UNIVERSITY  
DEPARTMENT OF LIFELONG LEARNING AND EXTENSION  
GANDHIGRAM – 624 302**



***DIPLOMA COURSE IN DIGITAL VIDEOGRAPHY***

***SCHOOL OF HEALTH SCIENCES AND RURAL DEVELOPMENT  
GANDHIGRAM RURAL INSTITUTE – DEEMED TO BE UNIVERSITY  
GANDHIGRAM***

## **DIPLOMA COURSE IN DIGITAL VIDEOGRAPHY**

### **REGULATIONS**

#### **I ELIGIBILITY:**

**For admission:** A pass in the Hr. Sec. Examination (academic/vocational stream) / NIOS Senior Secondary or other equivalent examination conducted by the Government.

#### **II DURATION:**

**For the Diploma:** The candidate shall have subsequently undergone the prescribed course of study in the Department of Lifelong Learning & Extension of this university for a period of **one academic year** under Annual pattern.

#### **III. COURSE OF STUDY & FEES:**

Candidates shall be permitted to do Diploma course concurrently with their UG/PG degree programme. The classes may be conducted either during week days in the regular working hours or after class hours of during weekly holidays.

Course fee: Rs7000/- for Non students, Rs.6000/- for Students of GRI (Including NIOS) and examination fee separate. This is totally self supported programme.

#### **IV. SCHEME OF EXAMINATION:**

Paper 1	BASICS OF VIDEOGRAPHY	100 Marks
Paper 2	VIDEOGRAPHIC EQUIPMENTS OPERATION – PRINCIPLES AND FUNCTIONS	100 Marks
Paper 3	LIGHTING, SOUND RECORDING AND EDITING	100 Marks
Paper 4	PRODUCTION TECHNIQUES	100 Marks
Paper 5	PRACTICALS – VIDEO PRODUCTION	100 Marks

#### **V. DISTRIBUTION OF TEACHING HOURS:**

There shall be a total number of 200 actual contact hours. Each paper shall have 40 hours.

#### **VI. EXAMINATIONS:**

There shall be examination at the end of the course i.e.: in April/May. A candidate who does not pass the examination in any subject(s) shall be appearing in such subject(s) in the subsequent examinations to be held in November/December. All candidates shall be required to register for the examination at the first appearance. The respective course teacher will be the examiner. Candidate can write the examination in Tamil/English.

The Examination will be conducted and marks awarded for Internal 40 marks (Conducting test and practical) and External 60 marks (Exclusive theory) 40% of marks is compulsory for the passing minimum both in internal and external Examination. **For practical paper (V)** The final production will be reviewed and marks will be awarded by internal (40%) and external (60%) experts.

#### **VII. PASSIG MINIMUM:**

A candidate shall be declared to have passed in each paper if he/she secures not less than 40% both in internal and external. He/she shall be declared to have passed the whole examination and qualified for the Certificate if he /she pass all the papers.

#### **VIII. CLASSIFICATION OF SUCCESSFUL CANDIDATES:**

Those who secure 60% and above the maximum marks shall be declared to have passed in I Class those who secure 50% and above but below 60% shall be declared to have passed in the II Class and those who secure between 40% and 49% will be placed in the III class.

#### **IX. AWARD OF DIPLOMA:**

A candidate shall be eligible for the award of the diploma if he/she has passed all the examinations prescribed thereof.

#### **X. REVISION OF REGULATIONS AND CURRICULAM:**

The University may from time to time revise, amend and change the regulations and the curriculum of found necessary.

#### **RELAVANCE**

In present days a lot of educated unemployed individuals are seeking for suitable courses leading to self employment, this effective **Diploma course in Videography**, if offered by the university **will help many enthusiastic youngsters to get self employment**. This also has better scope than self employment for an individual because the **self employed individual can employ individuals more individuals as supporting technical staff in his team**.

There has been a massive media room for nearly over a decade. There are so many TV channels take vital part in communication among the people. The job opportunities in these media are also expanding, **being a camera man, Editor, Lighting specialist, Audio specialist Screen play and Direction techniques have become viable career options for talented youngsters**.

Besides theses Satellite TV channels, **Other opportunities like, Add film maker, Documentary producer, Coverage in big stage shows and marriage events etc., will provide them a good reputation and earnings**.

Whatever be the main career, they can still achieve their hidden aspirations be being a part-timer or a freelancer. The younger generation has the talent but not the professional guidance which could them not only to get there but also to stay on add make it in professionals.

### **OBJECTIVES**

1. To introduce the field of Videography and its scientific development
2. To train the trainee in the techniques of Camera handling, Editing, Audio dubbing and final production of video programme.
3. To provide opportunities for a variety of practical in the actual field situation.
4. To give them enough knowledge of all other relevant techniques and details needed for professional Videographer.

To prepare him for employment are self employment in the field of Videography.

## DIPLOMA COURSE IN DIGITAL VIDEOGRAPHY

### Paper I : BASICS OF VIDEOGRAPHY

#### Distribution hours for theory and practical

Theory	Practical
20 hours	20 hours

Unit	Theory	Practical
1	Basics of still camera - importance of lights and colors - principles and functions - Stages of development – Analog/ Digital images	Practicing SLR-Analog/Digital photo Camera operation, handling with stability Practicing the settings in the camera. <b>Equipment : Canon , Nikon DSLR camera</b>
2	Videography – Definition.- Stages of development-Types of Video Camera Aspect ratio- Frames rate - video standards- – parts and settings in the camera – basic steps for video camera operation-handling methods.	Position the Digital video camera in the shoulder properly Practicing the basic steps for video camera operation Recording the video without shake <b>Equipment : Panasonic, Sony 3 CCD camera</b>
3.	Exposure settings - Aperture control – Shutter speed – Gain - white balance - principles and relevance for the settings in the camera	Practicing the camera with different exposure settings with available light <b>Equipment : Panasonic, Sony 3 CCD camera</b>
4.	Types of Frames, Angles and Camera movements - principles and relevance of the selection of frames angles and movements in video shooting.	Practicing with different types of Frames, Angles in video shooting. Practicing with video camera movements and movements along with subject <b>Equipment : Panasonic, Sony 3 CCD camera</b>
5	Human Eye Vs Camera Lens - Types of lens - Focus- Depth of field.	Practicing correct focusing in video shooting Handling different types of lenses in appropriate places. Practicing good Depth of field in video shooting. <b>Equipment : lens Nikon, canon, casino</b>

### Professional knowledge

- The trainees able to understand the basic principles of Digital still camera and video camera
- The trainees able to explain the exposure setting in the video camera and its importance
- The trainees able to expose proper framing with angles and good movements in video shooting
- The trainees able to handle all types of Lenses and understand its features.

S.no	Assessable out come	Assessment criteria
1.	Identify and check the functionality of Digital Still Camera	<ul style="list-style-type: none"><li>• Check the preliminary requirement to operate the camera</li><li>• Observe that proper handling of the camera</li><li>• Setting the DSLR camera as per the requirement</li><li>• Shooting of the DSLR camera with proper exposure</li><li>• Verify the output of the exposure.</li></ul>
2.	Identify and check the functionality of Digital Video Camera. Understood the various video standards, frame rates and aspect ratio	<ul style="list-style-type: none"><li>• Observe that to follow the basic steps for Video shooting.</li><li>• Observe that proper handling of the Video camera</li><li>• Verify the output of the recorded video without shake.</li></ul>
3.	Understand the proper exposure settings and color balance against the Light.	<ul style="list-style-type: none"><li>• Observe that they understood the proper exposure settings and color balance.</li><li>• Verify the exposed video with proper color.</li></ul>
4.	Choosing the right frames and angles in the situation. Understood the good camera movements in visual production.	<ul style="list-style-type: none"><li>• Observe that the selection of frames, angles and movements in the given situation.</li><li>• Verify the output of the video in proper frame and movement.</li></ul>
5.	Identify the right type of lens and its differences.	<ul style="list-style-type: none"><li>• Right selection of lens for the video shooting.</li><li>• Verify the focus and depth of field using the lens.</li></ul>

**Paper II : VIDEOGRAPHIC EQUIPMENT OPERATION  
PRINCIPLES AND FUNCTIONS**

Theory	Practical
15 hours	25 hours

Unit	Theory	Practical
1	<p>Explain the types of Video Cassettes – its features–Video recording formats – memory card storage.</p> <p>Explain about the different types of Video Recorders and its features</p>	<p>Using the different types of video Cassettes and Recording formats.</p> <p>Practicing different types of video recorders and its connections.</p> <p><b>Equipment : Panasonic, Sony recorder</b></p>
2	<p>Explain about the Camera support system – Tripod, Trolley-Crane.</p> <p>Explain about the Video monitoring System – talk back system and its relevance.</p>	<p>Using the camera support system –Tripod, Monopod, jimmy jib grain etc., handling method and taking video through the system.</p> <p>Practicing the connectivity of video monitor and talk back system.</p> <p><b>Equipment : tripod, monopod, jib crane and slider</b></p>
3	<p>Explain the Analog/Digital Video Mixer its parts and functions – operational procedure.</p> <p>Explain the keys&amp; effects in the mixer and input/output quality of video &amp; audio</p>	<p>Practicing video mixer operation – connections.</p> <p>Using the keys &amp; effects in the mixer in video mixing.</p> <p><b>Equipment : Panasonic, DATA mixer</b></p>
4	<p>Explain the Live mixing and live relay Modulator functions.</p> <p>Information about Cables and connectors using in video and audio field.</p>	<p>Practicing Video mixer live video shooting.</p> <p>Using modulator for live relay and using the cables and connectors.</p> <p><b>Equipment : appropriate cables and connector</b></p>
5	<p>Explain about the Single/Multi camera operation and placement of camera</p> <p>Explain the source cabling –monitoring and recording.</p>	<p>Practicing in multi camera operation, camera position - monitoring and recording</p> <p><b>Equipment : Panasonic, Sony, Data</b></p>

### Professional knowledge

- The trainees able to understand the different types of video recording formats and video recorders.
- The trainees able to handle various types camera support systems in video shooting.
- The trainees able to operate video mixers and live relay.
- The trainees able to understand the multi camera operation and live video mixing.

S.no	Assessable out come	Assessment criteria
1.	Identify the Video cassette and formats of recording. understand the video recorders and its features	<ul style="list-style-type: none"><li>• Observe that the identification of video cassette and its recording formats properly</li><li>• Observe that proper handling of the video recorders and its connections.</li><li>• Verify the output of the recorded video.</li></ul>
2.	Understood all the types of camera support systems and operating technique. Understood the video monitoring system and the use of talk back system.	<ul style="list-style-type: none"><li>• Observe that to use the video support system properly.</li><li>• Observe that the connection for video monitoring, talk back system properly</li><li>• Verify the output of the recorded video using video support system.</li></ul>
3.	Understood the video mixer operation and its techniques.	<ul style="list-style-type: none"><li>• Observe that proper connectivity made in video mixer before operation</li><li>• Verify the video mixing output with visual impact and quality</li></ul>
4.	Understood the live editing concept and use the proper cables and connectors for video recording.	<ul style="list-style-type: none"><li>• Observe that the connectivity and cables are right.</li><li>• Verify the live editing video without loss..</li></ul>
5.	Understood the techniques of placement of multi camera in video shooting and its audio and video source connectivity.	<ul style="list-style-type: none"><li>• Position the camera properly in multi cam operation</li><li>• Verify the output with good visual effect.</li></ul>



**Paper III : LIGHTING, SOUND RECORDING AND EDITING**

<b>Theory</b>	<b>Practical</b>
<b>15 hours</b>	<b>25 hours</b>

<b>Unit</b>	<b>Theory</b>	<b>Practical</b>
1	Explain about the Lights and its types –importance of light in video recording – quality and values of light Basic lighting - Indoor and Outdoor lighting techniques- Professional lights - Reflectors – Bounce light- Modern Lighting techniques.	Working with different kinds of lighting – equipments - reflectors - screens  (Tool: professional lights, reflectors, bounce light, modern light)
2	Sound – Techniques of Sound Recording - Types of Microphones and its Quality -- Microphone supporting system -fish pole – Spot recording techniques	Using of different microphones and understood the quality. Practicing different types of mike stands and its relevance. (Tool: Digital / Analog Audio Mixer – Microphones and stands)
3	Explain the Studio master operation –connectivity with computer. Usage of Software’s in Digital Recording – Track wise recording. Explain the Audio editing methods- rerecording - sound effects. - dubbing	Working with audio mixer console and familiar with the input output connections. Practicing audio editing software and familiar with its options.  (Tool: Audio Mixer – Computer system)
4	Explain the principle of Video editing –types of video editing – options in the window - process of video editing – inserting - file formats.	Practicing with Video Editing software. Working with different file formats and using options in the edit window. (Tool: Adobe Premier CS3, Edius and Adobe audition )
5	Explain about the Creative editing – using effects and transition-audio correction –titling with effects – Exporting file formats.	Practicing video effects and transition for warm looking. Practicing sound modulation, ,rerecording and sound effects. Exporting the files (Tool: Adobe Premier, Edius, and Adobe audition )

### Professional knowledge

- The trainees able to understand the lighting features and arrangement for video production.
- The trainees able to understand the various types of microphone and its features
- The trainees able to operate audio mixer and digital recording
- The trainees able to do video editing and create final output.

S.no	Assessable out come	Assessment criteria
1.	Identify and arranging the correct lighting and cables for video shooting	<ul style="list-style-type: none"><li>• Observe that the identification of proper lights proper positioning for video shooting.</li><li>• Observe that the use of proper cables connectors for lights.</li><li>• Verify the lighting output in the recorded video.</li></ul>
2.	Identify the proper microphone and position it for video recording	<ul style="list-style-type: none"><li>• Observe that to use the right microphone and in proper position,</li><li>• Verify the output of the recorded audio.</li></ul>
3.	Understood the audio mixer operation and digital recording and editing	<ul style="list-style-type: none"><li>• Observe that proper connectivity made in audio mixer before operation</li><li>• Verify the audio mixing output with good sound quality</li></ul>
4.	Understood the digital video editing process.	<ul style="list-style-type: none"><li>• Observe that the work flow of video editing.</li><li>• Verify the edited video.</li></ul>
5.	Understood the creative video editing and final production.	<ul style="list-style-type: none"><li>• Observe the creativity in video editing.</li><li>• Verify the output in video.</li></ul>

## Paper IV - PRODUCTION TECHNIQUES

<b>Theory</b>	<b>Practical</b>
<b>15 hours</b>	<b>25 hours</b>

<b>Unit</b>	<b>Theory</b>	<b>Practical</b>
1	Explain the formation of ideas – Treatment – the structure – difference between story and script – shots- sequence- story board formation Script for difference types of programme – educational, commercial, and information	Practice to write Script play- formation-distributing shots - composition in to sequences - developing story board. <b>Equipment : Panasonic, Sony</b>
2	Explain the role of Director and responsibilities to Asst. Directors – Location arrangement (indoor/outdoor) – Character selection – instruction to Art director – properties arrangements and budget preparation..	Practicing the way of artist selection – location selection - properties arrangement –prepare budget – technical crew selection.
3	Explain the production techniques - dialogue delivery -- action – reactions – subjects in framing- Lead and continuity.	Practicing different types of framing with response to action – reactions.
4	Explain about the shooting techniques -single camera – Multi camera operation in indoor and outdoor shooting – Artist position – Camera Position – Techniques of making reality	Practicing single camera/ Multi Camera operation. Indoor and outdoor shooting Techniques of making reality with Camera movements and sound recording. <b>Equipment : Panasonic, Sony</b>
5	Explain about the Post production: spot editing – post editing work – Rerecording – Final Production – Team sprit and Public relation.	Practicing the spot editing and post editing work -rerecording – sound effects - dubbing Final Production <b>Equipment : Panasonic, Sony, Data</b>

### Professional knowledge

- The trainees able to understand treatment of script in to screen play, shots and developing as story board.
- The trainees able to understand the pre production and budget preparation
- The trainees able to understand the production techniques
- The trainees able to understand the post production techniques

S.no	Assessable out come	Assessment criteria
1.	Understood the treatment of script and process in screen play. Selection of the shots and sequences and developing story board.	<ul style="list-style-type: none"><li>• Observe that the process of treatment for script.</li><li>• Identify the shots and arranging sequence and making story board.</li><li>• Verify the story board.</li></ul>
2.	Understood the duties and responsibilities of the Director and arrangements need for shooting.	<ul style="list-style-type: none"><li>• Observe that responsibilities of the director and technical crew.</li><li>• Verify the allotment of technical crew.</li></ul>
3.	Understood the production process-action and reaction – lead and continuity in the story	<ul style="list-style-type: none"><li>• Observe the process in video production.</li><li>• Verify the smooth flow in the production.</li></ul>
4.	Understood the shooting techniques – framing sense for reality.	<ul style="list-style-type: none"><li>• Observe that the work flow in video shooting.</li><li>• Technically verify the video production.</li></ul>
5.	Understood the final production process.	<ul style="list-style-type: none"><li>• Observe the flow of video editing.</li><li>• Verify the output in video quality.</li></ul>

## Paper V - PRACTICAL - VIDEO PRODUCTION

<b>Theory</b>	<b>Practical</b>
-nil -	<b>20 hours</b>

### Professional knowledge

- The trainees able to understand the making style of the video shooting practically with proper equipments.
- The trainees able to understand the editing procedure practically of a full video project.
- The trainees able to understand practically the placement of re recording, dubbing and sound effects of the video project.
- The trainees able to understand the efforts in group work for better output in a production.

S.No	Assessable out come	Assessment criteria
1.	Understood the practical in making of the video project technically with proper equipments.	<ul style="list-style-type: none"> <li>• Observe that the selection in proper location for the concept.</li> <li>• Observe that the selection of right frame for the object and its flow.</li> <li>• Observe that the use proper equipments in a proper manner</li> </ul>
2.	Understood the practical in extracting the performance of the character (acting) in a video project	<ul style="list-style-type: none"> <li>• Observe that the performance of action and reaction in the video project.</li> <li>• Observe that the selection of character with relevance to the video project.</li> </ul>
2.	Understood the practical in editing flow of the video project with relevance to the script.	<ul style="list-style-type: none"> <li>• Observe that good flow in editing and creativity.</li> <li>• Verify the technical skill in editing.</li> </ul>
3.	Understood the practical in re recording, sound effects for the quality improvement of a video project.	<ul style="list-style-type: none"> <li>• Observe the placement of re recording and effects in the video production.</li> <li>• Verify the smooth flow of audio in the production.</li> </ul>
4.	Understood the technical flow of developing video project like Short Film, Interviews, Documentary and Docu –Drama.	<ul style="list-style-type: none"> <li>• Observe that they properly do the project and visual continuity in the said project.</li> <li>• Technically verify the strength of the project in the current situation.</li> </ul>
5.	Understood the practical in managerial efforts in group work for better output in production.	<ul style="list-style-type: none"> <li>• Observe that the selection of technical and non technical people for the project.</li> <li>• Observe that their competency in the output.</li> </ul>

## **Methodology**

- A Complete Video Project on a Theme or Topic will be done by the group of students.
- The final production will be reviewed and marks will be awarded by internal and external experts.

## **Evaluation Strategy :**

1. Groups divided with minimum of 5 students
2. They can be concentrating in three stages, such as Preproduction, Production and Post production.
3. The production will be in Digital Video format with the maximum duration of 10 mins. after editing.
4. The final production will be reviewed by internal/experts and marks awarded according to their performance in three stages.

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