



DEPARTMENT OF MASS COMMUNICATION & JOURNALISM

Date: 2/11/13

A meeting of the BOS members of the Department of MC&J was held on the 2nd November at MC&J Dept. at 9.30 am. The following members of the BOS attended the meeting:

- | | | |
|---|---------------------|-------------------------|
| 1. Dr. Ehtesham Ahmad Khan, Associate Professor & HOD - | Chairman & Convener | <i>Ehtesham</i> |
| 2. Prof. Obaid Siddiqui, Director, MCRC, JMI, New Delhi - | Member | <i>Obaid Siddiqui</i> |
| 3. Prof. Karnam Narender, Head, Dept of Journalism, Osmania Uni.- | Member | <i>Karnam Narender</i> |
| 4. Prof. Manzurul Amin, Ex-ADG, Doordarshan - Hyderabad - | Member | <i>Manzurul Amin</i> |
| 5. Prof. T.V. Kattimani, I/C Dean, School of MCJ | Member | ABSENT |
| 6. Mr Mohammed Mustafa Ali, Associate Professor - | Member | ABSENT |
| 7. Dr. Mohammad Fariyad, Assistant Professor - | Member | <i>Mohd. Fariyad</i> |
| 8. Mr. Syed Hussain Abbas Rizvi, Assistant Professor - | Member | <i>Syed Hussain</i> |
| 9. Mr. Meraj Ahmed Mubarki, Assistant Professor - | Member | <i>Meraj A. Mubarki</i> |

Due to pre-occupation Prof. T.V. Kattimani, I/C Dean, School of MCJ could not attend the meeting. Mr Mohammed Mustafa Ali, Associate Professor could not attend the meeting.

The agenda of the meeting was as follows:

1. To provide the details of the overall progress of the department.
2. To frame the rules and regulations of the M.A(MCJ) course i.e., *Patterns of Marks for Internal/ External Assessment and Practical Examinations, * Backlog & Improvement Exam Pattern, * Double Evaluation of Answer Scripts, * Internships, and its Evaluation, * Educational Tours and its outstation duration, * Evaluation of Dissertation and Submission Guidelines, * Entrance Exam Question Pattern, * Revision of Fee structure in terms of enhancement of Educational tour fees, * Caution money etc*
3. To discuss about the introduction of Five Year Integrated course from the academic year 2014-15, and to prepare & design the syllabus of the 5 (Five) Year Integrated course like ** Eligibility, * Intake capacity, * Title of the Course, * Core and Inter-disciplinary papers * Fee, * Selection Process, * Credit System /Marks Pattern based on Instructional hours (theory and practical), * Educational Tour, * Technical and Infrastructural requirements, * Recommended Readings*

4. To revise the current syllabus of M.A (MCJ) course.
5. To discuss and finalize the pattern of entrance test for M.Phil and Ph.D programmes.
6. To revise the supervisors' names for M.Phil and Ph.D programmes
7. Any other matter with the permission of the chair.

The decision regarding the agenda attached here within the minutes of the meeting.

1. As per the agenda the Chairman appraised the members about the progress made till date to the satisfaction of the members.
2. The BOS members comprehensively discussed about all the agenda and approved the following.
 - I. The students have to clear 50% of papers (Internal & External Assessment) for promotion in the next Semester (The same will be implemented from academic year 2014-15)
 - II. The condition for Promotion / Backlog Examination in the Semesters.(Annexe 'A') . (The same will be implemented from academic year 2014-15)
 - III. Evaluation of Dissertations (Annexe 'A') (The same will be implemented from academic year 2013-14)
 - IV. For Improvement Exams (Annexe 'A') (The same will be implemented from academic year 2014-15)
 - V. Double Evaluation (Annexe 'A') (The same will be implemented from academic year 2014-15)
 - VI. Internal & External Assessment (Annexe 'A') (The same will be implemented from academic year 2014-15)
 - VII. Entrance Examination Pattern/s for MA(MCJ) Course (Annexe 'A') (The same will be implemented from academic year 2014-15)
3. The BOS members approved the guidelines for the internships of MA(MCJ) course (Annexe B). (The same will be implemented from academic year 2013-14)
4. The BOS members approved the Educational Tours of MA (MCJ) course of a minimum duration of ten days and approved the revised fee towards Educational Tours and also included Practical fee in the revised structure of MA (MCJ) as per the Annexe B. (The same will be implemented from academic year 2014-15)
5. THE BOS members approved the inclusion of Reporting and Editing Practicals to be held with External Examiner. The detail is enclosed in the revised syllabus of MA (MCJ) course. This same paper will be implemented from the current academic year 2014-15.
6. The BOS members approved the revised marks pattern for the paper Revision of the title of the paper 407, marks pattern, and weightage for the paper titled **Internship, Communication & Soft Skills, Co-curricular activities**. The detail is enclosed in the revised syllabus of MA(MCJ)course. This same paper will be implemented from the current academic year 2013-14.

Mansoor Ali


Md. Farid


Shahy

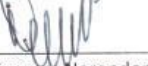
Masry A. Mubashir

7. Due to limited number of students and faculties optional papers stand withdrawn. The BOS members approved the inclusion of Paper titled 'Introduction to Film Studies' which will be included in the final semester as compulsory paper of the number 408. This paper will be taught from the current academic year 2013-14.
8. The BOS members authorized the BOS Chairman to prepare the evaluator list of dissertation with the consultation of the faculty members, and place the same before the School Board. (The same will be implemented from academic year 2013-14)
9. The BOS members approved the schemes of Entrance for M.Phil and PhD programmes. (**Annexe C**). (The same will be implemented from academic year 2013-14)
10. The BOS members approved the revised list of supervisors for M.Phil and PhD programmes. (**Annex C**). (The same will be implemented from academic year 2013-14)
11. The BOS members approved the syllabus consisting of Core, Compulsory Add on and Breadth courses of the 5 year integrate course to be introduced from academic year 2014-15 with suggestions and corrections. However the BOS has suggested that weightage of credit, inter-disciplinary subjects, internal and external evaluation procedures to be decided by the chairman of the BOS after having broad consensus in the university departments and offered courses.
12. The BOS members also authorized the chairman of the BOS to incorporate the details of the Practical papers of all the Semesters, as suggested in the meeting.
13. The BOS members have approved the title of the course, intake capacity, fee structure, Eligibility, Technical cum Office Staff, Infrastructure and Resource Persons. (**Annexe D**). (The same will be implemented from academic year 2014-15). For introducing the said course, the BOS members have advised the department that the Human & Physical resources should be placed before the launch of the Integrated course for smooth functioning.


The meeting concluded with thanks from the chairman.



 Dr. Ehtesham Ahmad Khan,
 Chairman



 Prof. Qbaid Siddiqui,
 Member


 Prof. Karnam Narender,
 Member


 Mr. Manzarul Amin,
 Member


 Dr. Mohammad Farhad,
 Member

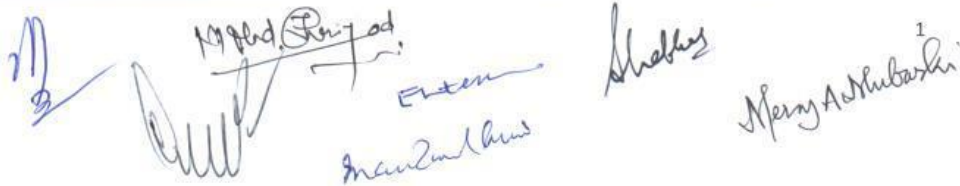

 Syed Hussain Abbas Rizvi,
 Member


 Meraj Ahmed Mubarki,
 Member

Annexe A

1. The BCS members has approved that students not clearing 50% of Internal Assessment and 50% of Exams in the First Semester will not be promoted to the Second Semester.
2. The BOS members has approved the conditions for Promotion / Backlog Examination in the Semesters will be as follows:

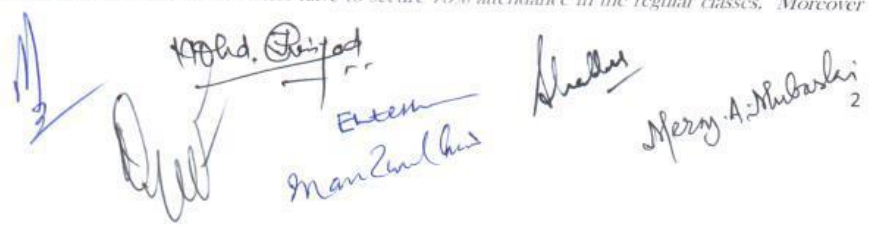
First Semester	Second Semester
<p>If a student clears 50% of Internal & External Exams he/she will be promoted to the Second semester. Students will be allowed to appear for the backlog of the remaining 50% of his papers in the Second semester of the succeeding semester.</p>	<p>If a student clears 50% of Internal & External Exams he/she will be promoted to the Third semester.</p>
<p>If a student fails to clear 50% of Internal & External Exams he/she will not be promoted to the second semester.</p>	<p>Students who have backlog of First semester must clear the backlog papers in the Second Semester only. In case, a student fails or is absent in Backlog of the first Semester, he or she will be considered to have failed, and will be required to seek a new admission through Entrance Exam.</p>
<p>In case the student having 75 % of the attendance and has not cleared the exams of the first semester he/she will be allowed to appear in the succeeding year only. In such cases, students not having 75% attendance will be required to seek readmission by paying semester fees in the succeeding semester only.</p>	<p>Students who have cleared their first semester backlog during the Second semester but have cleared only 50% of his second semester will be promoted to the Third Semester.</p>
<p>If a student fails in the Practical exam of the first semester, then he/she will be considered to have failed. And will be required to take new admission through Entrance.</p>	<p>Students, who fail to clear 50% of the Second Semester, will be required to clear their backlogs in the succeeding year. In such cases, where students have not secured 75% attendance in the second semester will be required to attain 75% attendance and pay the required semester fees again.</p>
<p>If the student is absent during practical examination in the current semester, student will be allowed to appear only once in the Practical Examination of the succeeding year only, under condition that he/she has 75% attendance in the Practical class of the concerned semester. In case the student has less than 75% attendance in the semester, he/she will be required to secure 75% attendance in the following year of that semester. If the student fails to clear in the said exam, he/she will be considered to have failed, and will be required to seek new admission through Entrance Exam only.</p>	<p>If the Second semester has Practical exams, then student who fail in the Practical exam will be considered to have failed. And will be required to take new admission through Entrance exam only.</p>
<p>If the student is absent during practical examination in the current semester, student will be allowed to appear only once in the Practical Examination of the succeeding year only, under condition that he/she has 75% attendance in the Practical class of the concerned semester. In case the student has less than 75% attendance in the semester, he/she will be required to secure 75% attendance in the following year of that semester. If the student fails to clear in the said exam, he/she will be considered to have failed, and will be required to seek new admission through Entrance Exam only.</p>	<p>If the student is absent during practical examination in the current semester, student will be allowed to appear only once in the Practical Examination of the succeeding year only, under condition that he/she has 75% attendance in the Practical class of the concerned semester. In case the student has less than 75% attendance in the semester, he/she will be required to secure 75% attendance in the following year of that semester. If the student fails to clear in the said exam, he/she will be considered to have failed, and will be required to seek new admission through Entrance Exam only.</p>


 The bottom of the page features several handwritten signatures and stamps. From left to right: a signature that appears to be 'M. S.', a signature that appears to be 'M. R. P. J. J.', a signature that appears to be 'E. M.', a signature that appears to be 'Shahid', and a signature that appears to be 'Mary A. Mubashir'. There are also some illegible handwritten notes and a small number '1' above the last signature.

Third Semester	Fourth Semester
<p>If a student clears 50% of Internal & External Exams he/she will be promoted to the Forth semester.</p> <p>Students who have backlog of Second semester must clear the backlog papers in the third Semester only. In case, a student fails in Backlog of the Second Semester, he or she will be considered to have failed, and will be required to seek a new admission through Entrance Exam. Students who have cleared their Second semester backlog during the third semester but have cleared only 50% of his Third semester will be promoted to the Fourth Semester.</p> <p>Student, who fails to clear 50% of the Third Semester, will be required to clear their backlogs in the succeeding year. In such cases, where students have not secured 75% attendance in the Third semester will be required to attain 75% attendance in the succeeding year, and will be required to pay the semester fees again.</p> <p>If the students fail in the Third Semester Practical exams, then the student has to appear in the Practical Exam of the succeeding year and have achieved 75% attendance in the Practical paper.</p> <p>If the student is absent during practical examination in the current semester, student will be allowed to appear only once in the Practical Examination of the succeeding year only, under condition that he/she has 75% attendance in the Practical class of the concerned semester. In case the student has less than 75% attendance in the semester, he/she will be required to secure 75% attendance in the following year of that semester. If the student fails to clear in the said exam, he/she will be considered to have failed, and will be required to seek new admission through Entrance Exam only.</p>	<p>Students who have backlog of Third semester must clear the backlog papers in the Fourth Semester only. In case, a student fails in Backlog of the third Semester, he or she will be required to write his or her backlog in the succeeding year only, <i>even if he has cleared the fourth semester exam.</i></p> <p>Students who have cleared only 50% of his fourth semester will be allowed to appear for the backlog of the Fourth Semester in the succeeding semester.</p> <p>Student, who fails to clear more than 50% of the fourth Semester, will be required to clear their backlogs in the succeeding year. In such cases, where students have not secured 75% attendance in the fourth semester will be required to attain 75% attendance in the succeeding year and will be required to pay the semester fees again.</p> <p>If a student fails in the Fourth Semester Practical exams, then the student will be allowed to appear in the Practical exam of the succeeding semester if s/he has secured 75% attendance previously.</p> <p>The Fourth Semester backlogs must be cleared by students within 4 years from the date of registration with the University.</p> <p>If the student is absent during practical examination in the current semester, student will be allowed to appear only once in the Practical Examination of the succeeding year only, under condition that he/she has 75% attendance in the Practical class of the concerned semester. In case the student has less than 75% attendance in the semester, he/she will be required to secure 75% attendance in the following year of that semester. If the student fails to clear in the said exam, he/she will be considered to have failed, and will be required to seek new admission through Entrance Exam only.</p>

Note:

- I. Permission to write exam will be given only in case of 75% attendance in Practical class in all semester.
- II. For backlog students who have not secured 75% attendance while taking re-admission and the students of all the four semesters have to secure 75% attendance in the regular classes. Moreover



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 Ektem
 Man Zaidhus
 Shaker
 Maryam A. Mubarki 2

10% of this may be relaxed on medical grounds if s/he has been hospitalized due to severe illness and the same has to be duly certified by a Medical Gazette Officer / University Medical officer.

- III. A student will be considered to have successfully completed the course only after having passed in all the Internal and External exams.
- IV. The pass mark for each paper of every semester will be 10% (28 marks out of 70) and 12 marks out of 30 for each Internal/ Sessional exam.
- V. For practical exams the pass marks will be 10%, or 20 out of 50 marks.

3. Evaluation of Dissertations

- I. The BOS members has approved that there shall be external evaluators / examiners (the list of evaluators will be suggested by the BOS Chairman with consultations of Faculty members) for evaluation and viva voce. It has also been approved that evaluator/s shall be paid an honorarium to evaluate each dissertation. It is recommended that a minimum amount of Rs 200/- (hundred) be paid per evaluation of each dissertation. Besides evaluating dissertations, the external examiner / evaluator be paid remuneration of Sitting Fees of Rs 1000/- for Viva Voce, excluding conveyance.
- II. The BOS members has approved that Dissertation shall be evaluated by the external evaluator on five parameters viz., Language, Content, Originality, Power Point Presentation and Viva Voce each carrying equal weightage. The faculty members shall also be present during the presentations.

A Model for dissertation marking of 100 marks is given below:

Language	Content	Originality	Power Point Presentation	Viva Voce	Grand Total
25	25	10	10	30	100

4. For Improvement Exams the BOS members has approved the following conditions:

- I. Students shall be allowed to write an improvement exam for one paper only from each semester, subject to the condition that marks obtained in the improvement exam shall be considered final.
- II. A student shall not be allowed to write an Improvement exam/s, for a /backlog paper. Improvement exams will have to be taken with the same semester, in the succeeding year.
- III. No improvement exam will be allowed in Internal/ Sessional and Practical exams.
- IV. Students will not be eligible to write an improvement paper for the same semester in which they have a backlog paper.
- V. Improvement in the fourth Semester will be held in the succeeding semester.
- VI. Those who have attempted Improvement Exams in any semester will not be considered eligible for any Awards / Distinction based on merit list.
- VII. Students with Improvement marks in any semester shall not be eligible for Gold Medal/ award.



5. Double Evaluation

The BOS members have approved to introduce **Double Evaluation System** to make the evaluation system of the External exams more transparent and objective based on the following patterns.

- I. The answer script be evaluated by two examiners separately as approved by competent authority.
- II. That, in case of variation of marks within 20% range between the two evaluations, the average of the two marks shall be awarded.

In case of variations of more than 20%, the answer script shall be evaluated by the Third Examiner, and the marks awarded by the third examiner shall be judgmental and considered to be final and binding.

6. Internal & External Assessment

- I. For Internal Assessments, and External Evaluation of answer scripts, the BOS members have approved that the maximum marks to be awarded may not exceed generally 80%. Marks given in excess of 80% should be justified in a separate sheet in writing, subject to review by a Moderation Committee constituted by a competent authority.
- II. The BOS members have also approved that the Internal / Sessional Assignments of a particular semester shall be accepted only till the last working day of that particular semester. In case of backlog, the student should appear in the Sessional test/ assignments in the succeeding Semester, as per schedule of the succeeding semester.

7. Entrance Examination Pattern/s

- I. For MA (MCJ) course, the BOS members has approved that from the 2014-15, the entrance exam shall consist of Written Examination). A candidate appearing for admission shall have to secure a minimum of 40% in Written. A candidate securing less than 40% in Written shall be deemed to have failed in the entrance examination. A Merit List shall be prepared of candidates having successfully qualified in the Written.
- II. The BOS members has approved that a candidate who is applying for MA (MCJ) course shall not be more than 28 years of age. The BOS members has approved that the Written Exam of 100 marks shall consist of Print Media (20), Electronic Media (20), General Knowledge & Current Affairs (20), Language Proficiency in Urdu and English (20), Writing and Translation Skills in Urdu & English (20). The scheme of the Entrance Exams For MA MCJ course is given below:

Scheme of Entrance Exams For MA MCJ course

Subjects	No. of Questions	Marks	Type of Question	Duration of Test
Print Media	20	20	Objective	2 hours
Electronic Media	20	20		
General Knowledge & Current Affairs	20	20		
Language Proficiency in Urdu and English	2	20	Descriptive	

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Manzoor
Shahid
Meryam Mubashir
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Writing and Translation Skills in Urdu & English	2	20		
Total		100		

Ehtesham
Dr. Ehtesham Ahmad Khan,
Chairman

Obaid Siddiqi
Prof. Obaid Siddiqi,
Member

Karnap Narender
Prof. Karnap Narender,
Member

Manzurul Amin
Prof. Manzurul Amin,
Member

Mohammad Fariyad
Dr. Mohammad Fariyad,
Member

Syed Hussain Abbas Rizvi
Mr. Syed Hussain Abbas Rizvi,
Member

Meraj Ahmed Mubarki
Mr. Meraj Ahmed Mubarki,
Member


Annexe B

1-Educational Tours and Revised Fee Structure for MA (MCJ) Course

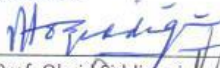
- I. The BOS members approve the enhancement of Educational Tour fees from Rs 400/- annually to Rs 1000 annually.
- II. Educational tours shall be of a minimum duration of 10 (ten) days including the dates of journey, from the academic year 2013-14.
- III. The BOS members approves reducing the Semester Fees from Rs2500/- to Rs2000/-.
- IV. In view of the rising cost of transportation and other expenses during shooting, the BOS members has recommended to include the Practical fee of Rs 1000/ per year for MA(MCJ) course from the academic year 2014-15. And recommended that the total fees should be worked out after adding other fee of the university.

2-Internships

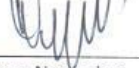
- I. The BOS members approved that a student may opt for internship of a minimum of four weeks as per his/her choice (Print/Electronic/New Media etc.) on the condition that he finishes the concerned stream as per his/her semester/course.
- II. The BOS members approved that Internships may be availed at the end of the First, Second, and Third semester only, and during the vacations / holidays with intimation to the Head of the Department.
- III. The BOS members approved that the Internship Report and the Certificate awarded by the Organization should be submitted in photocopy duly attested by the concerned Head, the latest by the last working day of the Fourth Semester.



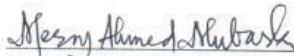
Dr. Ehtesham Ahmad Khan,
Chairman




Prof. Obaid Siddiqui,
Member




Prof. Karnam Narender,
Member



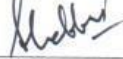
Mr. Meraj Ahmed Mubarki
Member



Prof. Manzurul Amin,
Member



Dr. Mohammad Fariyad,
Member



Mr. Syed Hussain Abbas Rizvi,
Member

Annexe C

- 1- The BOS members has approved that the following pattern of entrance test for M.Phil and Ph.D programmes:

Scheme of Entrance Exams For **M.Phil and Ph.D** course


Subjects	No. of Questions	Marks	Type of Question	Duration of Test
Objective Questions based on Masters course in Mass Communication & Journalism	20	20	Objective	2 hours
Research Methodology	20	20		
Subjective Questions based on Masters course in Mass Communication & Journalism	05	35	Descriptive	
Interview		25	Interview	
		100		

- 2- The BOS members has approved that the following revised list of the M.Phil and Ph.D programmes

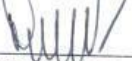
I- Dr Ehtesham Ahmad Khan (Associate Professor)

II-Dr Mohammed Fariyad (Assistant Professor)

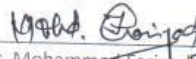
The name of the Prof P.L.V. Rao has been excluded from the list.

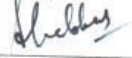

Dr. Ehtesham Ahmad Khan,
Chairman

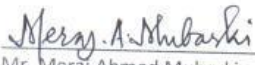

Prof. Obaid Siddiqi,
Member


Prof. Karnam Narendra,
Member


Prof. Manzurul Amin,
Member


Dr. Mohammad Fariyad,
Member


Mr. Syed Hussain Abbas Rizvi,
Member


Mr. Meraj Ahmed Mubarki,
Member

Annexe C

- 1- The BOS members has approved that the following pattern of entrance test for M.Phil and Ph.D programmes:

Scheme of Entrance Exams For **M.Phil and Ph.D** course


Subjects	No. of Questions	Marks	Type of Question	Duration of Test
Objective Questions based on Masters course in Mass Communication & Journalism	20	20	Objective	2 hours
Research Methodology	20	20		
Subjective Questions based on Masters course in Mass Communication & Journalism	05	35	Descriptive	
Interview		25	Interview	
		100		


- 2- The BOS members has approved that the following revised list of the M.Phil and Ph.D programmes

I- Dr Ehtesham Ahmad Khan (Associate Professor)

II-Dr Mohammed Fariyad (Assistant Professor)

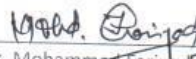
The name of the Prof P.L.V. Rao has been excluded from the list.

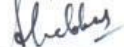

Dr. Ehtesham Ahmad Khan,
Chairman

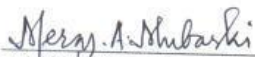

Prof. Obaid Siddiqi,
Member


Prof. Karnam Narendra,
Member


Prof. Manzurul Amin,
Member


Dr. Mohammad Fariyad,
Member


Mr. Syed Hussain Abbas Rizvi,
Member


Mr. Meraj Ahmed Mubarki,
Member

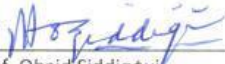
Annexe D

REQUIREMENT AND OTHER DETAILS OF THE FIVE YEARS INTEGRATED COURSE IN MASS COMMUNICATION

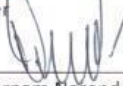
S.No.	Course Details	Requirement Details
1	Eligibility	10+2 with any stream through entrance test as decided as the University for Integrated Courses
2	Title of the Course,	BA (Mass Communication) (Pass) BA (Mass Communication) (Hons) MA(Mass Communication)
3	Fee	Rs 500 Per Semester and other Yearly Fee of the University like Medical Fee, Library Fee etc. to be added later. Practical Fees -For the Students in IV & V Year will be Rs 1000/ per year – Educational Tour Fee -f Rs 500/ per semester for the Students in the IV & V Year i.e Rs2000/- (Note: Total fees to be Decided by the Dept. later after consultations)
4	Intake	20(Course to be launched with a minimum of 10 students).
5	Educational Tour	10 Days including Journey (During the IV & V Year for 5 years Integrated Course Only)
6	Technical cum Office Staff	04
7	Infrastructure	20 computers for Computer Lab, 10 Non-Linear Editing Suits, 05 ENG Camera, 02 Film Camera, 10- DSLR Camera, 02 Sony-fex Machine for Outdoor Audio Recording. Establishment of Campus Community Radio. (Specifications to be given later)
8	Resource Persons	Professor-01 Associate Professor-01 Assistant Professor-05



Dr. Ehtesham Ahmad Khan,
Chairman




Prof. Obaid Siddiqui,
Member



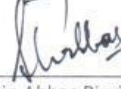
Prof. Karnam Narender,
Member



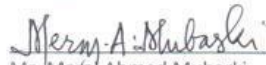
Prof. Manzurul Amin,
Member



Dr. Mohammad Fariyad,
Member



Mr. Syed Hussain Abbas Rizvi,
Member



Mr. Mera Ahmed Mubarki,
Member