



TECNIA INSTITUTE OF ADVANCED STUDIES

NAAC ACCREDITED GRADE "A" INSTITUTE

Approved by AICTE, Ministry of Education Govt. of India, Affiliated to GGSIP University
Recognized Under Sec. 2(f) of UGC Act 1956

INSTITUTIONAL AREA MADHUBAN CHOWK, ROHINI, DELHI 110085

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DEPARTMENT OF JOURNALISM & MASS COMMUNICATION

PROGRAMME : BA(JMC)



GUIDELINES

**BA(JMC) - 357
FUNCTIONAL EXPOSURE REPORT
(FER)**

for the

ACADEMIC SESSION :

2018-19



Functional Exposure Report- BA (JMC) 357

GUIDELINES FOR FUNCTIONAL EXPOSURE REPORT -5TH SEM

1.0 GGSIPU- ORDINANCE

BACHELOR OF ARTS (JOURNALISM & MASS COMMUNICATION)

FIFTH SEMESTER

FUNCTIONAL EXPOSURE REPORT

COURSE CODE: BA (JMC) 357	L: 0	T/P: 0	CREDITS: 4
External Evaluation: 50 Marks	Internal Evaluation: 50 Marks		Total Marks: 100

Objectives of the Course

On completion of this course, the student should be able to:

- apply classroom learning for practical work experience in the industry
- develop professional skills, explore career options and network with potential employers
- demonstrate proficiency of skills in their field of interest in Media and Entertainment industry

Soon after the Fourth Semester End Term Examination, each student will undergo a Functional Exposure Training for a period of four weeks in Radio/ Television/Advertising /Public Relations/New Media/NGO and submit a Functional Exposure Report [FER] along with the multi-media presentation on actual experiential learning. The hard and soft copy of the FER (in duplicate) along with a copy of the multi-media presentation is to be submitted at least four weeks before the commencement of End Term Examination of the Fifth Semester.

The Functional Exposure Report [FER] carries 100 marks. These reports will be evaluated out of 50 marks each by a Board of Examiners comprising Director/Principal or his/her nominee and one External Examiner to be appointed by the Competent Authority.

Soon after the End Term Examination of the Fourth Semester, each student shall undergo a Functional Exposure Training/ Internship for four weeks in Radio/TV/Advertising /Public Relations/NGO. She/ he shall submit in duplicate hard copy and a soft copy of Functional Exposure Report [FER] along with the DVD of multi-media presentation containing the actual experiential learning, at least 4 weeks before the commencement of End Term Examination of the Fifth Semester. The Functional Exposure Report shall be supervised by the internal faculty appointed by the Director/ Principal of the Institute/ College.

***Scheme of Examination & Syllabi Of BACHELOR OF ARTS (JOURNALISM & MASS COMMUNICATION) For Academic Session 2018-19 Onwards- GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, Dwarka, New Delhi - 110 078(INDIA). www.ipu.ac.in**

- Approved in the BOS Meeting held on 27th June 2018 & AC Sub Committee Meeting held on 22nd July 2018.
- To be effective from the Academic Session 2018-19 onwards.

Sanjay Singh
 HOD
 BA(JMC)-TIAS



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2.0 GUIDELINES FOR FUNCTIONAL EXPOSURE REPORT

2.1 OBJECTIVES

Each student of BA (JMC) program is to engage himself/herself in functional exposure training during the summer vacations at the end of fourth semester. It is an exercise in 'Organizational Interface' with reference to various aspects of chosen area of media tasks and functions.

The academic objectives of functional exposure training are to

- 2.1.1 Work & gain knowledge of real Media world.
- 2.1.2 Explore the various functional areas and analyze how theoretical concepts taught are applied in real situations.
- 2.1.3 Analyze best practices, system, processes, procedures and policies of a company/industry in different functional areas and bring forward the deviations.
- 2.1.4 Develop skills in report writing through data collection, data analysis, data extraction, and presentation and draw lessons vis-à-vis firm or company where you are doing functional exposure training in respect of print and electronic media. At the end of 'Functional Exposure Training' the students are to submit a written report in the standardized format and guidelines given to the students.

2.2 SCOPE OF THE PROJECT / FUNCTIONAL EXPOSURE TRAINING

The functional exposure training assignments would be based on the functional area (such as Electronic Media, Advertising, Public Relations etc. as mentioned above).

Each student is required to carry out the work and submit the report individually.

2.3 GENERAL INSTRUCTIONS

- 2.3.3 Immediately after the completion of the fourth Semester, the students shall proceed for their Functional Exposure Training of four weeks duration in the Institute. The candidates shall be required to undergo training in the functional area (such as Electronic media, advertising, public relations etc. as mentioned above).
- 2.3.4 The organization may assign a specific project to the candidate, which will be completed by him / her during this tenure. The work done by the candidate in the training on the project shall be submitted by the candidates in the manner as specified in the Ordinance.
- 2.3.5 The Functional Exposure Report prepared after the completion of Training shall be assessed in the fifth Semester as a compulsory paper of 100 marks (Internal 50: External: 50).
- 2.3.6 The Faculty guide has the liberty to visit the Organization where the student is undergoing training to assess and evaluate fruitfulness of the training.
- 2.3.7 No two students should work on a Single Topic during their Functional Exposure Report. Even if the students are assigned the same project it is expected that they work on different aspects or demographic area of the project and present accordingly.
- 2.3.8 All the students are required to give presentation to the Committee of experts which will be held as per Schedule notified.
- 2.3.9 The students are required to meet their Faculty Guides on regular basis.
- 2.3.10 It is obligatory for students to get their draft approved from concerned guide before giving final draft of the Functional Exposure Report for submission.
- 2.3.11 The Guidelines for writing Functional Exposure Report is given in **Section A**.
- 2.3.12 The format of the Report Writing is given in **Section B**
- 2.3.13 Specifications for Body of the FER is given in **Section C**

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2.4 ADVICE

It is advised that: You take the Functional Exposure very seriously & understand the Functional Exposure Report in its entirety – its objectives, methodology future scope & the time frame in which it has to be completed.

2.4.1 Perform Good Quality Work which would help you

- a. In developing an understanding of the functional area.
- b. In applying theoretical concepts learnt in the classroom.
- c. In evolving the new theories and concepts.
- d. In gaining experiences of working in the real life situation.
- e. Building a rapport with the Industry Guide.
- f. Establishing a mutually beneficial relationship between you and yours respective organization.

2.4.2 This is an opportunity for you & at the same time a very important responsibility to build a close relationship between your institute & various members of your Organization and all the other organization you come across during your Internship. The following would definitely help you to achieve the above:-

- Be punctual in your office training.
- Be sincere towards your Functional Exposure Training.
- Meet deadlines & targets given.
- Support your office Staff & your industry guide for work during your Functional Exposure Training.
- Be ethical in your deals.
- Build cordial relationship with all the industry Professional you come across during your Functional Exposure Training.

Section-A

3.0 GUIDELINES FOR WRITING FER

The Guidelines for carrying out the FER is given in the following paragraphs. Each student is to compile his/her study in six chapters as detailed below:

3.1 CHAPTER-I: INTRODUCTION

Following aspects need to be covered in the first chapter in order to know the company profile:

- 3.1.1 **Industry profile** : In which area you are working, a brief introduction
- 3.1.2 **Company profile**: Name of the firm/company, its complete address along with telephone numbers, email address, website name. Mention whether local, national or multinational. If national/multinational, give location & address of the registered office and geographical areas of operation of the company.
- 3.1.3 Explain the nature of the organization and its working Model (Target Audience / Prospective etc).
- 3.1.4 Company's vision & mission.
- 3.1.5 Reach / Frequency (in terms of Circulation & Readership) of organization.
- 3.1.6 Organizational structure in chart form
- 3.1.7 Audience share & position of the company in the industry.
- 3.1.8 Present leadership. Mention the people & their level with whom you have interacted during the Functional Exposure Training with their Email –id & Mobile No.
- 3.1.9 Objectives of the Training.

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3.2 CHAPTER-2: JOB PROSPECTIVE & RELEVANCE OF TRAINING

In this chapter, students have to clarify different aspects of working model / prospective of the organization and they have to establish relationship of the same with the task assigned to them.

3.3 CHAPTER-3: JOB SPECIFIC ANALYSIS

In this chapter include detailed analysis of the task that the students have carried out at the behest of the company week wise separately. Provide the full details of the project/work given by the company guide and its execution. Students are advised to put their submission / reports / write-ups along with final publication (if any)

3.4 CHAPTER-4: LEARNING SUMMARY & CONCLUSION

In this chapter students are required to mention learning value of the summer training covering at least following aspects:

- 3.4.1 Comment on your experience about the working and environment existing in the organization.
- 3.4.2 Explain the practical knowledge you gained during your summer training in terms of systems, procedures and practices followed by the organization in different areas such as (Marketing, Reporting, Editing, page numbering etc.)
- 3.4.3 Best practices / USPs that the company follows in different areas.
- 3.4.4 Explain the variations/deviations in practices followed by the organization vis-à-vis the concepts taught to you in the classroom.
- 3.4.5 Constraints and limitations, if any, experienced in the company where you have undergone summer training.
- 3.4.6 In case you get the offer to join the same company, what changes you would like to carry out for the betterment of the same organization.
- 3.4.7 Advantages you gained during your Functional Exposure Training.
- 3.4.8 Limitations you faced during your Functional Exposure Training.

Section-B

4.0 FORMATS FOR FUNCTIONAL EXPOSURE REPORT

The final report should be written in the following the format:

- Cover Page
- Certificate (s)
- Acknowledgement
- Executive Summary
- Contents
- Body of the Functional Exposure Report (As per Section C)
- Summary and Conclusions
- References/ Bibliography
- Appendices
 - List of Tables
 - List of Figures

4.1 COVER PAGE

The format of the Cover page is attached as **TIAS/AC/2018-19/23 (G)**

4.2 CERTIFICATE

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The format of the certificate (from Students & Faculty Guides) is attached as **TIAS/AC/2018-19/22 (H)**

The draft copy of the certificate (from Industry Guide) is attached as **TIAS/AC/2018-19/22 (I)**

4.3 ACKNOWLEDGEMENTS

In the "Acknowledgements" page, the student recognizes his indebtedness for guidance and assistance to the adviser and other members of the faculty. Courtesy demands that he also recognizes specific contributions by other persons or institutions such as libraries and research foundations.

4.4 EXECUTIVE SUMMARY

An Executive summary is a brief or condensed summary of the work assigned and performed for higher-level management positions. It should be about 3-4 pages in length. It should comprise problem definition, work assigned, methodology adopted for the performance of work assigned, findings, limitations, directions for future development, if any.

4.5 CONTENTS & LIST OF TABLES/FIGURES/SYMBOLS

The format of Contents is as follows:

CONTENTS

S No	Topic	Page No
1	Certificates	-
2	Acknowledgement	-
3	Executive Summary	-
	Chapter I: Introduction	-
	Chapter II: Job Prospective & Relevance Of Training	-
	Chapter III: Job Specific Analysis	
	Chapter IV: Learning Summary & Conclusion	
	References/ Bibliography	
	Appendices	
	- List of Tables	
	- List of Figures	

4.6 REFERENCES/BIBLIOGRAPHY

Examples are given below:

- 4.6.1 India today, "The Melt down: End of good times", Oct 27, 2008.
- 4.6.2 James M, Kaplan; and et.al., "Managing it in a Down Turn: Beyond Cost Cutting", Indian Management, vol.47 issue 11, Nov 08.
- 4.6.3 "How to Save Your Job in Recession", Harward Business Review, September 08.
- 4.6.4 <http://www.ibm.com/in> (Date of visit with complete address)
- 4.6.5 <http://www.intel.com/india> (Date of visit with complete address)

4.7 APPENDICES

The appendices are to be attached at the end of the report and to be numbered as Appendix-A, Appendix-B etc right justified at the top of the page. Below the word Appendix write in parenthesis "Refer Para No__". The para number is to be the number in the body of text where the reference of appendix is given. An appendix may have annexure (s). If there are annexure, there are to be attached immediately after the said appendix. The annexure are to be numbered as Annexure-I, Annexure-II etc.

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4.8 LIST OF TABLES/FIGURES/SYMBOLS

The format of list of Tables/Figures/Symbols is as follows:

LIST OF TABLES

Table No	Title	Page No
1	Number of Employees in Organization ABC	
2		

LIST OF FIGURES

Figure No	Title	Page No
1	Sales Figures of ABC Company for 2011–12	
2		

LIST OF SYMBOLS

S No	Symbol	Nomenclature & Meaning
1	@	At the rate
2		

LIST OF ABBREVIATIONS

S No	Abbreviated Name	Full name
1	CRM	Customer Relationship Management
2	EPS	Earning Per Share.

Section-C

5.0 SPECIFICATIONS FOR BODY OF THE FER

While compiling the body of report as in **Section C** following aspects must be adhered to as given in. Aspects are:

5.1 PAGE SIZE:

Good quality white A4 size executive bond paper should be used for typing and duplication.

5.2 CHAPTER/PARA NUMBERING:

The chapters are to be numbered as Chapter-1, Chapter-2 etc. The heading/title of the chapter is to appear below the chapter number in uppercase. Paragraphs are to be numbered as 1, 2, 3 etc in every chapter separately. Sub-paras are to be numbered as 1.1, 1.2, 1.3----, 2.1, 2.2, and 2.3-----etc. Sub-sub paras are to be numbered as 1.11, 1.12, 1.13, 2.11, 2.12, 2.13 etc.

5.3 PAGE SPECIFICATIONS:

- a) Left Margin : 1.25 inch
- b) Right Margin : 1.25 inch
- c) Top Margin : 1 inch
- d) Bottom Margin : 1 inch

5.4 PAGE NUMBERS:

All text pages starting from Body of the Project Report as well as program source code listings should be numbered at the **bottom center** of the pages.

No. of Pages: Minimum 50.

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5.5 NORMAL BODY TEXT:

- a) **Font Size:** 12, Times New Roman, Double Spacing, Single Side Writing.
- b) **Paragraphs Heading Font Size:** 12, Times New Roman, Bold & underlined
- c) **Page/Title Font Size:** 14 Bold

5.6 TABLE AND FIGURE NUMBER:

Table and figure numbers are to be written at the bottom of the table/ figure as given below:

- a) **Table No-1:** Number of Employees in Organization ABC
- b) **Figure No-1:** Data Flow Diagram

5.7 BINDING & COLOR CODE OF THE REPORT:

- a) Hard Bound Report
- b) Background of the cover page – Maroon
- c) Color of Letters: Golden



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TIAS/AC/2018-19/22 (A)

Scheme of Evaluation

S.NO.	DETAILS	MARKS	External
1	External Examination- Evaluation-Viva- Voce; Project Report	50	As per Univ. Notifications
2	Internal Examination- Evaluation	50	As per Schedule given below

SCHEDULE (Proposed)	PARTICULARS
01/08/2018	Briefing Session , Allocation of guides
28/09/2018	Commencement Of Functional Exposure Report work
05/10/2018	First Progress Report to the respective guides (Chapter I: Introduction, Chapter II: Job Prospective & Relevance Of Training)
15/10/2018	Second Progress Report to the respective guides (Chapter III: Job Specific Analysis, Chapter IV: Learning Summary & Conclusion)
20/11/2018	Pre-Power Point based Presentation on Chapter I, Chapter II, Chapter III, Chapter IV (Four weeks of work with actual experiential learning)
To be notified separately	Final- Power Point based Presentation & Defending of Work (10 min each student)
To be notified separately	Final Submission of one hard bound, one spiral bound & 1CD duly completed in all respect

Prepared By

Checked By

Verified By

Sanjay Singh
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Form No. TIAS/AC/2018-19/22 (B)

FACULTY GUIDE

Session: Programme: Semester: Div: Shift: Paper Code: Paper:

Subject: Reference to Scheme of Examination & Syllabus of BA(JMC) for Academic Session 2018-2019 onwards, GGSIPU, New Delhi for BAJMC semester-IV, Code: BA(JMC)357: Sub: Summer Training Report

Following students are immediately required to meet the Mentor/Faculty Guide Summer Internship proposed to start wef immediately after the completion of end term examinations of IV Sem. with reference to Corporate, topic, Specialization, Subject Electives and Guideline/Formats/Reporting Schedule. Also refer AICTE Internship Policy (Attached PDF)

Note: Record be made in individual Faculty Mentor register

Mentors/ Faculty Guide: Name-----Design. -----, e mail id-----, Mobile-----						
S.No	Enroll No	Name	Student's e-mail	Student's Mob. No.	Schedule Received	Sign

Prepared By

Checked By

Verified By

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TIAS/AC/2018-19/22 (C)

OBJECTIVES/ GUIDELINES/ AGREEMENT: INTERNSHIP SYNOPSIS (THIS WILL BE PREPARED IN CONSULTATION WITH FACULTY GUIDE)

An internship is a unique learning experience that integrates studies with practical work. This agreement is written by the student in consultation with the Faculty Guide and Industry Guide. It shall serve to clarify the educational purpose of the internship and to ensure an understanding of the total learning experience among the principal parties involved.

Part I: Contact Information

Student

Name: _____ Student ID# _____ Class Year: _____
 Campus Address: _____
 City, State: _____
 Phone: _____ Email: _____

Industry Guide

Name: _____ Title: _____
 Company/Organization: _____
 Internship Address: _____
 City, State, Pin: _____
 Phone: _____ Email: _____

Faculty Guide

Name: _____ Phone: _____
 Campus Address: _____

Academic Credit Information

Internship Title: _____ Department: _____
 Course #: _____ Credits: _____
 Grading Option: _____ Credit/Non-credit _____
 Beginning Date: _____ Ending Date: _____
 Hours per Week: _____ Internship is: _____ Paid _____ Unpaid _____

Part II: Internship Objectives/Learning Activities

Internship Objectives: What do you intend to learn, acquire and clarify through this internship? Try to use concrete, measurable terms in listing your learning objectives under each of the following categories:

- Knowledge and Understanding
- Skills

Learning Activities: How will your internship activities enable you to acquire the knowledge/understanding, and skills you listed above?

On the job: Describe how your internship activities will enable you to meet your learning objectives. Include projects, research, report writing, conversations, etc., which you will do while working, relating them to what you intend to learn.

Teaching/Mentoring Activities: How your technical knowledge can be applied at the site of the internship. How you can create value through mentoring/help people learn new things.

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Off the job: List reading, writing, contact with faculty supervisor, peer group discussion, field trips, observations, etc., you will make and carry out which will help you meet your learning objectives.

Evaluation: Your Internship supervisor will provide a written evaluation of your internship. Describe in detail what other evidence you will provide to your faculty Mentor to document what you have learned (e.g. journal, analytic paper, project, descriptive paper, oral presentation, etc.) Include deadline dates.

Part III: The Internship

Job Description: Describe in as much detail as possible your role and responsibilities while on your internship. List duties, project to be completed, deadlines, etc. How can you contribute to the organization/site of internship.

Supervision: Describe in as much detail as possible the supervision to be provided/needed at the work site. List what kind of instruction, assistance, consultation you will receive from whom, etc.

Evaluation: How will your work performance be evaluated? By whom? When?

Part IV: Agreement

This contract may be terminated or amended by student, faculty coordinator or work supervisor at any time upon written notice, which is received and agreed to by the other two parties.

Student _____

Date _____

Faculty Guide _____

Date _____

Industry Guide _____

Date _____

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TIAS/AC/2018-19/22 (D)

STUDENT'S DAILY DIARY/ DAILY LOG

Dept./Division:	
Name of Industry Guide with e-mail id	
Day & Date	Main points of the day
MON DATE:	
TUES DATE:	
WED DATE:	
THURS DATE:	
FRI DATE:	
SAT DATE:	

Name of Student:
Enroll. No.:
Semester:
Shift:
Mob:
E mail id:

Signature of Industry Guide

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TIAS/AC/2018-19/22 (E)

Functional Exposure Appraisal Form (FEA)

Summer Training Appraisal form to be filled by the respective **Industry Guide** on the format prescribed by the GGSIP University which is as follows:

Functional Exposure Appraisal

Student's Name:

Enroll. No.:

Programme:

Sem:

Shift:

You are requested to provide your evaluation of the students' performance on the following parameters as per the rating given below

Outstanding A	Good B	Satisfactory C	Unsatisfactory D
1. Technical knowledge gathered about the industry and the job he/she was involved.			<input type="checkbox"/>
2. Communication Skills: Oral / Written			<input type="checkbox"/>
3. Ability to work in a team			<input type="checkbox"/>
4. Ability to take initiative			<input type="checkbox"/>
5. Ability to develop a healthy long term relationship with client/associates			<input type="checkbox"/>
6. Ability to relate theoretical learning to the practical training			<input type="checkbox"/>
7. Creativity and ability to innovate with respect to work methods & procedures			<input type="checkbox"/>
8. Ability to grasp new ideas and knowledge			<input type="checkbox"/>
9. Presentations skills			<input type="checkbox"/>
10. Documentation skills			<input type="checkbox"/>
11. Sense of Responsibility			<input type="checkbox"/>
12. Acceptability (patience, pleasing manners, the ability to instill trust, etc.)			<input type="checkbox"/>
13. His/her ability and willingness to put in hard work			<input type="checkbox"/>
14. Punctuality			<input type="checkbox"/>
15. In what ways do you consider the student to be valuable to the organization?			<input type="checkbox"/>

Any other comments _____.

Assessor's Overall rating

Assessor's Name:

Email id:

Contact No:

Designation:

Organization name:

Address:

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TIAS/AC/2018-19/22 (F)

STUDENT FEEDBACK OF INTERNSHIP (TO BE FILLED BY STUDENTS AFTER INTERNSHIP COMPLETION)

Student Name: _____ Date: _____
 Industry Guide: _____ Title: _____
 Industry Guide Email: _____ Internship is: _____ Paid _____ Unpaid _____
 Company/Organization: _____
 Internship Address: _____
 Faculty Guide: _____ Department: _____
 Dates of Internship: From _____ To _____

Please fill out the above in full detail

Give a brief description of your internship work (title and tasks for which you were responsible):

Was your internship experience related to your major area of study?

_____ Yes, to a large degree _____ Yes, to a slight degree _____ No, not related at all

Indicate the degree to which you agree or disagree with the following statements.

This experience has:	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
Given me the opportunity to explore a career field					
Allowed me to apply classroom theory to practice					
Helped me develop my decision-making and problem-solving skills					
Expanded my knowledge about the work world prior to permanent employment					
Helped me develop my written and oral communication skills					
Provided a chance to use leadership skills (influence others, develop ideas with others, stimulate decision-making and action)					
This experience has:	Strongly Agree	Agree	No Opinion	Disagree Strongly	Disagree
Expanded my sensitivity to the ethical implications of the work involved					
Made it possible for me to be more confident in new situations					
Given me a chance to improve my interpersonal skills					
Helped me learn to handle responsibility and use my time wisely					
Helped me discover new aspects of myself that I didn't know existed before					
Helped me develop new interests and abilities					
Helped me clarify my career goals					
Provided me with contacts which may lead to future employment					
Allowed me to acquire information and/ or use equipment not available at my Institute					

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In the Institute internship program, faculty members are expected to be mentors for students. Do you feel that your faculty coordinator served such a function? Why or why not?

How well were you able to accomplish the initial goals, tasks and new skills that were set down in your learning contract? In what ways were you able to take a new direction or expand beyond your contract? Why were some goals not accomplished adequately?

In what areas did you most develop and improve?

What has been the most significant accomplishment or satisfying moment of your internship?

What did you dislike about the internship?

Considering your overall experience, how would you rate this internship? (Circle one).

(Satisfactory/ Good/ Excellent)

Give suggestions as to how your internship experience could have been improved. (Could you have handled added responsibility? Would you have liked more discussions with your professor concerning your internship? Was closer supervision needed? Was more of an orientation required?)

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TIAS/AC/2018-19/22 (G)

FUNCTIONAL EXPOSURE REPORT ON

TITLE OF PROJECT REPORT

Undertaken at

"NAME OF THE ORGANIZATION"

*Submitted in partial fulfillment of the requirements
for the award of the degree of*

BACHELOR OF ARTS (JOURNALISM & MASS COMMUNICATION)

to

Guru Gobind Singh Indraprastha University, Delhi

Under the Guidance of
Dr.
Faculty Guide

Submitted by
Name of Student
BA(J&MC) -V Sem, Shift
Enrollment No.:

SESSION 2018-19



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TIAS/AC/2018-19/22 (H)

To Whom It May Concern

I _____, Enrolment No. _____ from BA(JMC)-V Sem, Shift _____ of the Tecnia Institute of Advanced Studies, Delhi hereby declare that the Functional Exposure Report (BA(JMC-357) entitled _____ at _____ is an original work and the same has not been submitted to any other Institute for the award of any other degree. A presentation of the Functional Exposure Report was made on _____ and the suggestions as approved by the faculty were duly incorporated.

Date:

Signature of the Student

Certified that the Functional Exposure Report submitted in partial fulfillment of BA(J&MC) to be awarded by G.G.S.I.P. University, Delhi by _____, Enrolment No. _____ has been completed under my guidance and is satisfactory.

Date:

Signature of the Guide

Name of the Guide:
Designation:

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TIAS/AC/2018-19/22 (I)

ON COMPANY'S LETTER HEAD

CERTIFICATE

This is to certify that.....(Full Name of the Student), a student of Bachelor of journalism and Mass Communication (BA(JMC)), a class of 2019, Tecnia Institute of Advanced Studies, Affiliated to GGS.IP. University bearing Enrolment No....., has undertaken the Functional Exposure Training at (Name of the Company) during.....to under my supervision & guidance.

He / She has conducted a study & completed the FER Titled

Signature of the Guide
 Name of the Guide:
 Designation:
 Address:

Seal of Organization
 Date:

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TIAS/AC/2018-19/22 (J)

NOTICE (Briefing Session)

Date: 25/07/2018

All the students of BA (JMC)-V Sem. Shift- I/II are required to attend the briefing session on Functional Exposure Report (FER) BA (JMC) 357 and collect the guidelines for FER on 01/08/2019 at 10:30 am in UG Building, Room No. 2304.

The session resource persons will be Dr. Rajesh Kumar Aggarwal and Dr. Sanjay Srivastava. All the faculty members of the department are required to be present during the session.

Prepared By

Checked By

Verified By

Cc: Notice Board

Sanjay Srivastava
HoD
BA(JMC)-TIAS



Functional Exposure Report- BA (JMC) 357

TIAS/AC/2018-19/22 (K)

Attendance Sheet (Briefing Session)

Session: Programme: Semester: Div: Shift: Paper Code: Paper:

Date:

S.No.	Enrolment No.	Name	Attendance

Prepared By

Checked By

Verified By

Sanjay Srivastava
 HoD
 BA(JMC)-TIAS



Functional Exposure Report- BA (JMC) 357

TIAS/AC/2018-19/22 (L)

CONTINUOUS EVALUATION SHEET

Session: Programme: Semester: Div: Shift: Paper Code: Paper:
 Faculty Guide:

S.No.	Enrolment No.	Name	First Progress Report to the respective guides.(Chapter I: Introduction, Chapter II: Job Prospective & Relevance Of Training)	Second Progress Report to the respective guides.(Chapter III: Job Specific Analysis, Chapter IV: Learning Summary & Conclusion)	Draft Copy	Sign

Prepared By

Checked By

Verified By

Sanjay Singh
 HOD
 BA(JMC)-TIAS



Functional Exposure Report- BA (JMC) 357

TIAS/AC/2018-19/22 (M)

Attendance Sheet (Internal Evaluation)

Session: Programme: Semester: Div: Shift: Paper Code: Paper:

Date:

S.No.	Enrolment No.	Name	Sign.

Faculty Expert Name & Sign Faculty Expert Name & Sign Faculty Expert Name & Sign

Date: Prepared By Checked By Verified By

Sanjay Srivastava
 HO
 BA(JMC)-TIAS



Functional Exposure Report- BA (JMC) 357

TIAS/AC/2018-19/22 (N)

PROFORMA FOR EVALUATION OF INTERNSHIP BY INSTITUTE

DEPARTMENT OF TRAINING AND PLACEMENT

Ph. _____ Fax _____ Email _____

Evaluation (I)

1. Name of Student _____ Mob. No. _____

2. College Roll No. _____ University Roll No. _____

3. Branch/Semester _____ Period of Training _____

4. Home Address with contact No. _____

5. Address of Training Site: _____

6. Address of Training Providing Agency: _____

7. Name/Designation of Training In- charge _____

8. Type of Work _____

9. Date of Evaluation _____

a) Attendance: _ (Satisfactory/ Good/ Excellent)

b) Practical Work: __ (Satisfactory/ Good/ Excellent)

c) Faculty's Evaluation: _ (Satisfactory/ Good/ Excellent)

d) Evaluation of Industry: ___ (Satisfactory/ Good/ Excellent)

Overall grade: (Satisfactory/ Good/ Excellent)

Signature of Faculty Guide

Signature of FPC

Signature of Chair-Placement Cell

Sanjay Singh
HoD
BA(JMC)-TIAS



Functional Exposure Report- BA (JMC) 357

TIAS/AC/2018-19/22 (O)

STUDENTWISE PROJECT DETAILS

Program: -.....Semester.....(...-S) Paper Code: Paper:

S.No.	Enroll No.	Name of Student	Area	Project Title	Company Details

Prepared By

Checked By

Verified By

Sanjay Singh
HoD
BA(JMC)-TIAS



Functional Exposure Report- BA (JMC) 357

TIAS/AC/2018-19/22 (P)

INTERNSHIP EVALUATION REPORT:

Session: Programme: Semester: Shift: Paper Code: Paper:

S.No	Enroll No.	Name of Student	Marks to be awarded (50 Marks) (Grade-Satisfactory/Good/Excellent)						OVERALL MARKS/ GRADES
			Reporting (Guide)			Project Report (Committee /Guide)			
			Punctuality (4 marks)	Maintenance of Daily Diary (4 marks)	Skill Test (6 marks)	Quality of contents design (12 marks)	Presentations of content & delivery mechanism (12 marks)	Innovations in learning process (12 marks)	
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19.									
20.									

Name & Sign:

Date:

Sanjay Singh
 HO
 BA(JMC)-TIAS