



DEPARTMENT OF JOURNALISM & MASS COMMUNICATION

PROGRAMME : BA(JMC)



GUIDELINES

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

for the

ACADEMIC SESSION : 2021-22





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 Evalu	ation: 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 2021-2022 Onwards- GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, Dwarka, New Delhi - 110 078(INDIA). <u>www.ipu.ac.in</u>

i. Approved in the BOS Meeting held on 27th June 2021 & AC Sub Committee Meeting held on 22nd July 2021. ii. To be effective from the Academic Session 2021-22 onwards.





Functional Exposure Report- BA (JMC) 357

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 are 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*





Functional Exposure Report- BA (JMC) 357

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.

3.2 CHAPTER-2: JOB PROSPECTIVE & RELEVANCE OF TRAINING

In this chapter, students have to clarify different aspects of working model / prospective of the

HOD BA(JMC)-TIAS





Functional Exposure Report- BA (JMC) 357

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

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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/2021-22/26 (G)

4.2 CERTIFICATE

The format of the certificate (from Students & Faculty Guides) is attached as **TIAS/AC/2021-22/26(H)** The draft copy of the certificate (from Industry Guide) is attached as **TIAS/AC/2021-22/26** (I)





Functional Exposure Report- BA (JMC) 357

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 higherlevel 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	Торіс	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 world 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.

4.8 LIST OF TABLES/FIGURES/SYMBOLS

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





Functional Exposure Report- BA (JMC) 357

Table No	Title		Page No
1	Number of Employees in Org	anization ABC	
2			
IST OF FIGUR	RES		
Figure No	Title		Page No
1	Sales Figures of ABC Compar	iy for 2011–12	
2			
IST OF SYMB	OLS		
S No	Symbol	Nomenclature & Mea	ning
1	@	At the rate	
2			
IST OF ABBR	EVIATIONS		
S No	Abbreviated Name	Full name	
1	CRM	Customer Relationship	Management

Earning Per Share.

Section-C

5.0 SPECIFICATIONS FOR BODY OF THE FER

EPS

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:

2

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.*

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





Functional Exposure Report- BA (JMC) 357

5.6 TABLE AND FIGURE NUMBER:

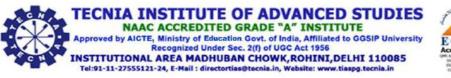
Table and figure numbers are to be written at the bottom of the table/ figure as given below:

- 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







TIAS/AC/2021-22/26 (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
02/08/2021	Briefing Session, Allocation of guides
27/09/2021	Commencement Of Functional Exposure Report work
05/10/2021	First Progress Report to the respective guides (Chapter I: Introduction, Chapter II: Job Prospective & Relevance Of Training)
15/10/2021	Second Progress Report to the respective guides (Chapter III: Job Specific Analysis, Chapter IV: Learning Summary & Conclusion)
20/11/2021	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





		FACULTY G	GUIDE	Foi	m No. TIAS/AC/2	2021-22/26 (B)	
Session:	Programme:	Semester:	Div:	Shift:	Paper Code:	Paper:	

Subject: Reference to Scheme of Examination & Syllabus of BA(JMC) for Academic Session 2021-2022 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)

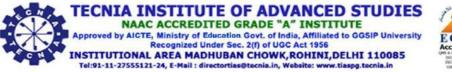
Note: Record be made in individual Faculty Mentor register

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

Prepared By

Checked By

HOD





TIAS/AC/2021-22/26 (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 #:		
Grading Option:		
Beginning Date:		
Hours per Week:		

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.

HOD





Functional Exposure Report- BA (JMC) 357

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

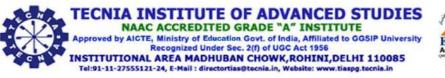
Faculty Guide_____

Industry Guide ______

Date ____

Date _____

Date ____





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Functional Exposure Report- BA (JMC) 357

TIAS/AC/2021-22/26 (D)

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STUDENT'S DAILY DIARY/ DAILY LOG

Dept./Division:	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:						
δατ						
SAT DATE:						

Name of Student:

Enroll. No.: Semester: Shift: Mob: E mail id:

Signature of Industry Guide

HOD BA(JMC)-TIAS





TIAS/AC/2021-22/26 (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:

	F	unctional Exposure App	oraisal	
Student's Name:			Enroll. No.	:
Programme:			Sem:	Shift:
You are requested to provid rating given below	le your evaluatio	on of the students' perfo	ormance on the followin	g parameters as per the
Outstanding	Good	Satisfactory	Unsatisfactory	
Α	В	С	D	
1. Technical knowledge gath		industry and the job he	/she was involved.	
2. Communication Skills: Or	al / Written			
3. Ability to work in a team				
4. Ability to take initiative				
5. Ability to develop a healt		•	sociates	Ц
6. Ability to relate theoretic	-			
7. Creativity and ability to in		•	& procedures	
8. Ability to grasp new ideas	s and knowledge	2		
9. Presentations skills				
10. Documentation skills				
11. Sense of Responsibility				
12. Acceptability (patience,	-	-	rust, etc.)	
13. His/her ability and willin	igness to put in	hard work		

14. Punctuality

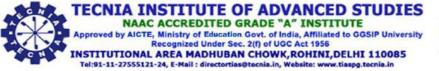
15. In what ways do you consider the student to be valuable to the organization?

Any other comments

Assessor's Overall rating

Assessor's Name: Email id: **Contact No:** Designation: Organization name: Address:







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TIAS/AC/2021-22/26 (F)

Functional Exposure Report- BA (JMC) 357

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	То		
Diasco fill out the above in full detail			

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	No	Disagree	Strongly
	Agree		Opinion		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	No	Disagree	Disagree
	Agree		Opinion	Strongly	
Expanded my sensitivity to the ethical implications of					
Expanded my sensitivity to the ethical implications of the work involved					
the work involved					
the work involved Made it possible for me to be more confident in new					
the work involved Made it possible for me to be more confident in new situations					
the work involved Made it possible for me to be more confident in new situations Given me a chance to improve my interpersonal skills					
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					
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					
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					
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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					

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Functional Exposure Report- BA (JMC) 357

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?)

TIAS/AC/2021-22/26 (G HOD





Functional Exposure Report- BA (JMC) 357 FUNCTIONAL EXPOSURE REPORT ON

TITLE OF PROJECT REPORT

Undertaken at

<u>"NAME OF THE ORGANIZATION"</u>

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 2021-22





HOD JMC)-TIAS





TIAS/AC/2021-22/26 (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:

Name of the Guide: Designation: Signature of the Guide







TIAS/AC/2021-22/26 (I)

ON COMPANY'S LETTER HEAD

CERTIFICATE

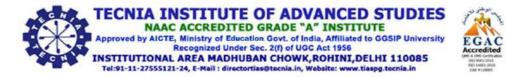
This is to certify that	(Full Name of the Student), a
student of Bachelor of journalism and Mass Communication (BA(JMC)),	, a class of 2021, Tecnia Institute of
Advanced Studies, Affiliated to GGS.IP. University bearing Enrolment No	, has
undertaken the Functional Exposure Training at	(Name of the
Company) during under n	ny 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:





TIAS/AC/2021-22/26 (J)

NOTICE (Briefing Session)

Date: 28/07/2021

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 02/08/2021 at 10:30 am in UG Building, Room No. 2304.

The session resource persons will be Dr. Rajnesh Kumar Pandey and Dr. Vipul Pratap & TNP Coordinator Dr. Shaheen Bano. All the faculty members of the department are required to be present during the session.

Prepared By

Checked By

Verified By

Cc: Notice Board







TIAS/AC/2021-22/26 (K)

Attendance Sheet (Briefing Session)

9	Session:	Programme:	Semester:	Div:	Shift:	Paper Code:	Paper:
Date:							
S.No.	Enrolmen	it No.	Name			Attendance	

Prepared By

Checked By







TIAS/AC/2021-22/26 (L)

CONTINUOUS EVALUATION SHEET

Sessi Faculty Gu		gramme:	Semester:	Div: Shift:	Paper Code:	Paper:
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
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Functional Exposure Report- BA (JMC) 357

TIAS/AC/2021-22/25 (M)

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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

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PROFORMA FOR EVALUTION OF INTERNSHIP BY INSTITUTE

	DEPARTMEN	NT OF TRAINING AND PLACEMENT	
Ph	Fax	Email	
Evaluation (I)			
1. Name of Student	t	Mob. No	
2. College Roll No		University Roll No	
3. Branch/Semeste	r	Period of Training	
4. Home Address w	ith contact No		
5. Address of Traini	ing Site:		
6. Address of Traini	ing Providing Agency:		
7. Name/Designation	on of Training In- charge		
8. Type of Work			
9. Date of Evaluation	on		
a) Attendance: _ (S	atisfactory/ Good/ Excellen	nt)	
b) Practical Work: _	(Satisfactory/ Good/ Exce	cellent)	
c) Faculty's Evaluat	ion: _ (Satisfactory/ Good/	[′] Excellent)	
d) Evaluation of Ind	lustry: (Satisfactory/ Go	iood/ Excellent)	
Overall grade: (Sat	isfactory/ Good/ Excellent))	

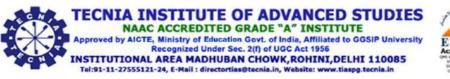
Signature of Faculty Guide

Signature of FPC

Signature of Chair-Placement Cell



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Functional Exposure Report- BA (JMC) 357

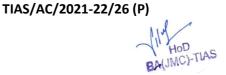
STUDENTWISE PROJECT DETAILS

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

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

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Checked By







Functional Exposure Report- BA (JMC) 357

S No	Session: Enroll No.	Programme: Name of Student	Semes Marks to be		Shift: Marks) (Gr	Paper C			
5.140	Linon No.	Nume of Student	Marks to be awarded (50 Marks) (Grade-Satisfactory/Good/Excellent) Reporting (Guide) Project Report (Committee /Guide)						-
			Punctuality (4 marks)	Maintenanc e 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)	OVERALI MARKS/ GRADES
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Name & Sign:

Date:

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