



Gujarat Council of Vocational Training Gandhinagar



2401

1. Name of Course:

Certificate Course in Program Anchoring for
Persons with Blindness and Low Vision

N.C.O. No. for Skills Covered:
(Please refer National Classification of
Occupations -2004 available
on www.dget.nic.in)

2. Engineering OR Non-engineering: Non Engineering

3. No. of students per batch: 10

4. Duration in Hours. : 180 Hours

5. Duration in Month: 3 months @ 10 hours/Week.(Practical)

Duration in Month: 3 months @ 05 hours/Week. (Theory)

5. Examination Scheme:

No.	Name of Subject	Teaching Hours during full course.	Maximum Marks. (Excluding Sessional)	Minimum Marks required for Passing (Excluding Sessional).	Sessional Marks if any.
Subject-1	Theory	60	100 50	40 20	
Subject-2	Practical	120	200 150	120 90	

7. Entry qualification for Trainee:

Minimum entry qualification (Essential):	Std. 5 th Pass
Desirable:	Reasonable command over Gujarati language, Interest in Radio programme, Clarity in speech.

3. Minimum qualification for Trainer:

Minimum qualification (Essential):	POST GRADUATE DIPLOMA IN DEVELOPMENT AND COMMUNICATION/DIPLOMA IN JOURNALISUM
Desirable:	APPROVED RADIO ANNOUNCER

* Persons with Blindness and Low Vision should be given 30 minutes more than the prescribed time and writer should be provided during the examination.



J.B. Kari

RDS

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Gujarat Council of Vocational Training Gandhinagar



9. Syllabus Committee Members: Certificate Course in Program Anchoring

Sr. No.	Name	Organization	Designation	Technical Qualification	Experience in Years	Signature
1.	R.P. Soni	Blind People's Association	Co-ordinator in BPA Technology Centre	M.A. M.Ed	5	
2.	Dr. B. Punani	Blind People's Association	Exe. Director	PGDM, PhD	33	
3.	Mr. G. B. Jadeja	ITI, Saraspur	Principal Class-I	DME, DEE, PDPE	28	
4.	Moulin Munshi	All India Radio	Programme Producer	B.A.L.L.B. Diploma in Journalism	15	
5.	J.B.Kavi	Blind People's Association	Retd. Principal	Diploma In Journalism	30	

10. Terminal Skills of trainee: (Should be well defined and having reference to NCO):

The trainee, after successful completion of training, will have following skills...

1. They will be able to effectively and expressively read different forms of writings such as poetry, drama, story, articles etc.
2. They will be able to write impressive and effective script for an anchor appropriate for the situation and occasion.
3. They will always try to be innovative and creative in their writing and presentation.
4. Trainees will be able to work as anchors for both prescheduled as well as instant programmes.
5. They will be able to record and edit radio programmes.

(please attach separate sheet, if more space is required)

Objectives:

1. To enable trainees to understand the role and importance of an anchor in different situations
2. To enable trainees to work as anchors in radio programmes, public concerts, etc.
3. To enable trainees to take an interview of the invitee for the radio programme
4. To enable trainees to write effective and appropriate anchor's script for various occasions and programmes
5. To enable trainees to make use of enabling technology necessary for a successful and skilled anchor
6. To encourage trainees to volunteer as an anchor in social, institutional and community functions which, in turn, will bring them respect and acceptance.

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Course Content:

1. Training in Voice Culture
 - a. Voice Rhythm and modulation
 - b. Proper Pausing and Breathing, stress and intonation.
 - c. Good and pleasing voice.
 - d. Clear and attractive speech.
 - e. Feelings for the words.
2. The techniques of verbal communication.
 - a. Expressive use of movement- sense of pace, timing and style.
 - b. Expressive use of body postures & facial expressions.
 - c. Exercise for relaxation and concentration.
3. Effective Reading
 - a. Reading of Poetry
 - b. Reading of Drama
 - c. Reading Prose
 - d. Reading of Documentary
 - e. Reading Announcements
 - f. Reading advertisements
4. Exercise in Anchoring
 - a. Anchoring for Radio Program
 - b. Anchoring for Public Function
 - c. Anchoring for Concerts
 - d. Dos and Don'ts of Anchoring
5. Script Writing
 - a. Basics of Script Writing
 - b. Script for Anchoring
 - c. Language selection based on the mood of the program.
6. Interviewing
 - a. Different formats of interview
 - b. How to conduct an interview
 - c. Things to remember before, during and after the interview
7. Assistive technology for anchoring
 - a. Fundamentals of computer – MS word, Internet
 - b. Use of various recording and editing softwares – Soundforge, Obi
 - c. mic techniques

J. B. Kavi

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**Gujarat Council of Vocational Training
Gandhinagar**



11. Approximate cost of Tools /
Equipments / Machinery for
starting one batch of the course:

Rupees
3, 21,000/-

Reference Year
2012

12. Area required for practical / Workshop for one batch.

20 Sq. Meters

13. Minimum Power connection required

2 K.W.

14.1 No of items in Standard list of Machinery :

04 (S. No. 1 to 4)

14.1.1. Page NO from 5 to 5.

14.2 No of items in Standard list of Shop outfit :

11 (S.No. 5 to 15)

14.2.1. Page NO from 5 to 5.

14.3 No of items in Standard list of Trainee Toll-Kit :

01 (S.No. 16)

14.3.1. Page NO from 5 to 5.

***** FOR OFFICIAL USE *****

Approved by GCVT in ~~Governing Body~~ meeting on :

07-06-2012

Syllabus implemented w.e.f. admission session :

Next session

Revision History :

1. Revision No..... Revision Date.
2. Revision No..... Revision Date.
3. Revision No..... Revision Date.

J.B. Kar

D. Kumar

DDG





Gujarat Council of Vocational Training Gandhinagar



1-409

Standard List of Machinery - Equipment / Shop-outfit / or Trainee Toolkit
for Trade of Certificate Course in Programme Anchoring.

Sr. No.	Description of Item with detailed specifications	Item type i.e. Machinery / Equipment OR Shop Outfit OR Trainee Toolkit	Quantity Required per one Batch of Students	Quantity Required per one Batch of Students for Instructor	Total Quantity Required (Total of previous two columns)
1.	Laptops (i3 Processor 2 GB RAM)				4
2.	Audio Mixer (8 Channel Yamaha)				1
3.	Home Theatre (5.1. Dolby Sound)				1
4.	Digital Recorder				1
5.	Recording Mikes				4
6.	Pen Drives (4 GB)				10
7.	Head Phones (Intex)				10
8.	Data Card (4 GB)				1
9.	Jaws (Software)				1
10.	Sound Forge(Software)				1
11.	Trainee Tables ("3X2.5")				5
12.	Computer Chairs				10
13.	Store well Cupboard ("6.5 X3")				1
14.	Instructor Table ("4X2")				1
15.	Instructor Chair				1
16.	CDs/DVDS				100

(As many sheets as required should be used to accommodate all items)

Financial Outlay (Budget)

S.N	Item	Amount	Working	Details
1	Tools and Instruments and Furniture & Fixture	3,21,000	As per Table	Non-recurring
	Grand Total	3,21,000		



J. B. Kaul

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