
DEVA MATHA COLLEGE, KURAVILANGAD

Affiliated to Mahatma Gandhi University, Kottayam



Add on course Report

Malayalam DTP & Copy Editing

Academic Year: 2018-19



**ADD ON COURSE
On
DMCK/MAL/AD18/20: Malayalam DTP & Copy Editing**

Course Coordinator: Amal V Thankachan, Assistant Professor, Department of Malayalam
Instructional Hours: 30 Hours
Duration: 3 Months
Intake in a batch: 40 Students
Eligibility: Graduation
Mode of Instruction: Offline

A Brief Report on Programme

Kuravilangad Deva Mata College Malayalam Research Department 2018-'19 Add on course was Malayalam DTP and Copy Editing. Thirty five students from various departments participated in this course. Assistant Professor Dinta Kurian was in charge of it. V.K. The classes were conducted by Dr. Krishna Kaimal, Dr. Ciby Kurian and Swapna P. Nair. The duration of the course was thirty hours. The children happily participated and successfully completed the said course which was conducted from 1st to 7th March 2019.

Objective

- To understand the basic principles of Malayalam language usage and practice DTP.
- To learn about the art of editing.
- To identify editing and DTP as areas of potential employment.



SYLLABUS

Module: 1

Malayalam Grammar - Letter - Word - Syntax - Editing - Title Page - Bibliography - Footnote - Blurb - Proof Symbols - Proof Correction - Various Proofs - Style Sheet

Module:2

Practice - Page Setting - Layout - Different Fonts - Text Formatting - Cutting - Copying - Pasting - Alignment - Paragraph Formatting - Line Space - Page Orientation - Page Break - Headers & Footers - Page Numbering - MS Word - Page Maker

Prepare a flip book

Course Outcomes

- Students mastered in Malayalam DTP & Copy Editing and prepared flip books accordingly

Mode of Evaluation

Attendance, Project Work, and Examination

Assessment Procedure

Attendance – 30 Marks, Project Work – 20 Marks, Written Examination – 50 Marks, Total – 100 Marks

Grading

80-100% - A Grade

60-79% - B Grade

40-59% - C Grade

Below 40% - Grade- Not passed

*Separate Minimum required to get passed per individual elements– 50



References

- Printing A to Z - KJ Samkutty
- Bookmaking - Kerala Language Institute
- An Introduction to Book Publishing – D Raghavan
- Copy Editing – Judith Butcher

Photo



Sample of Certificate





Students List

Class No	Name List
306	APARNA JAYACHANDRAN
305	APARNA N S
312	VISHNUPRIYA P V
245	RANJITHA E R
242	THERES TOMY
822	ABHIJITH E A
837	ANEETTA N THOMAS
529	ANIJA V T
530	ANJALY AUGUSTINE
533	ANUPAMA MONACHAN
505	ASHA VISWAM
535	ATHIRA MANOHARAN
547	THANKAMONY S
651	MARTIN JOHNEY
646	VISHNUPRIYA C B
701	ADARSH K A
731	AKSHAY MANIKKUTTAN
707	ALPHONSA J M
708	ANETA C JOHN
732	CAROLIN MARIA REJI
730	DON T BAIJU
713	LINTU JOSE
716	MINU RAJU
705	NANDU S NAIR
717	NAYANTHARA B
706	NITHINROY KAROTT



721	REHNA PADMANABHAN
728	SANDRAMOL M S
726	SREELKSHMI T R
729	SWARNA C S
32	K J ANAGHA
38	SONA SURESH
118	NANDAGOPAN S
120	SREEHARI S NAIR
414	DEVIKA GOPI

Attendance Sheet

MALAYALAM
Course : Malayalam DTP & Copy Editing
Co-ordinator : Ms. Dipta Kuriyan

Sl. No.	Class No.	Name	Department	Remarks	11/03/19	12/03/19	13/03/19	14/03/19	15/03/19	16/03/19	17/03/19	18/03/19	19/03/19	20/03/19	Total
1.	306	APARNA JAYACHANDRAN	BOTANY	Present	X	X	X	X	X						9
2.	305	APARNA N. S.	BOTANY	Present	X	X	X	X	X						9
3.	312	VISHNUPRIYA P. V.	BOTANY	Present	X	X	X	X	X						9
4.	245	RANJITHA E. R.	CHEMISTRY	Present	X	X	X	X	X						9
5.	242	THERES TOMY	CHEMISTRY	Present	X	X	X	X	X						9
6.	822	ABHITH E. A.	COMMERCE	Present	X	X	X	X	X						9
7.	837	ANEETA N. THOMAS	COMMERCE	Present	X	X	X	X	X						9
8.	529	ANJIA V. T.	ECONOMICS	Present	X	X	X	X	X						9
9.	530	ANJALY AUGUSTINE (HINDI)	ECONOMICS	Present	X	X	X	X	X						9
10.	533	ANUPAMA MONACHAN	ECONOMICS	Present	X	X	X	X	X						9
11.	505	ASHA VISWAM	ECONOMICS	Present	X	X	X	X	X						9
12.	535	ATHIRA MANOHARAN	ECONOMICS	Present	X	X	X	X	X						9
13.	547	THANKAMONY S.	ECONOMICS	Present	X	X	X	X	X						9
14.	651	MARTIN JOHNEY	ENGLISH	Present	X	X	X	X	X						9
15.	646	VISHNUPRIYA C. B.	ENGLISH	Present	X	X	X	X	X						9
16.	701	ADARSH K/ A.	MALAYALAM	Present	X	X	X	X	X						9
17.	731	AKSHAY MANIKUTTAN	MALAYALAM	Present	X	X	X	X	X						9
18.	707	ALPHONSA J. M.	MALAYALAM	Present	X	X	X	X	X						9
19.	708	ANETA C. JOHN	MALAYALAM	Present	X	X	X	X	X						9
20.	732	CAROLIN MARIA REJI	MALAYALAM	Present	X	X	X	X	X						9
21.	730	DON T. BALJU	MALAYALAM	Present	X	X	X	X	X						9
22.	713	LINTU JOSE	MALAYALAM	Present	X	X	X	X	X						9
23.	716	MINU RAJU	MALAYALAM	Present	X	X	X	X	X						9
24.	705	NANDU S. NAIR	MALAYALAM	Present	X	X	X	X	X						9
25.	717	NAYANTHARA B.	MALAYALAM	Present	X	X	X	X	X						9
26.	706	NITHIN ROY KAROTT	MALAYALAM	Present	X	X	X	X	X						9



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27.	721	REHNA PADMANABHAN	MALAYALAM	Rehna	X	X	X	X	X	9
28.	728	SANDRAMOL M. S.	MALAYALAM	Sandramol	X	X	X	X	X	9
29.	726	SREELAKSHMI T. R.	MALAYALAM	Sreelakshmi	X	X	X	X	X	8
30.	729	SWARNA C. S.	MALAYALAM	Swarna	X	X	X	X	X	8
31.	32	K. J. ANAGHA	MATHEMATICS	Anagha	X	X	X	X	X	7
32.	38	SONA SURESH	MATHEMATICS	Sona	X	X	X	X	X	8
33.	118	NANDAGOPAN S.	PHYSICS	Nandagopan	X	X	X	X	X	8
34.	120	SREEHARI S. NAIR	PHYSICS	Sreehari	X	X	X	X	X	8
35.	414	DEVIKA GOPI	ZOOLOGY	Devika	X	X	X	X	X	9



Brincy Mathew

Dr. Brincy Mathew
Add on course General Coordinator
Dept. of Malayalam
Deva Matha College, Kuravilangad

Prinitha Mathew
Principal
Deva Matha College
Kuravilangad - 686 633