
DEVA MATHA COLLEGE, KURAVILANGAD

Affiliated to Mahatma Gandhi University, Kottayam



Add on course Report

DMCK/MAL/AD18/20: Malayalam DTP & Copy Editing

Academic Year 2021-2022



**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: 40Students
Eligibility: Graduation
Mode of Instruction: Offline

Report

The Department of Malayalam has organized four Add-on courses for UG Students during the Academic year 2021-22.. The program organized from January 17 to 21 Mr. Amal V. Thankachan was the course coordinator. A course on ‘Malayalam DTP & Copy Editing’ was conducted for Second year P.G students. 11 children participated in it.

The said program which was conducted for thirty hours was successfully completed in five days. In the examination conducted for children, they performed well. As a part of this, the flip book called ‘Kayyoppu’ made by the children was very attractive. E-certificates were distributed to the students.

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





Deva Matha College, Kuravilangad
Kottayam, Kerala, 686633



കവിത

കരയാപ്പ്

രണ്ടാം വർഷ ബിരുദാനന്തര ബിരുദ വിഭാഗം

Add on Course

DTP & COPY EDITING

മലയാളഗവേഷണവിഭാഗം
ദേവമാതാ കോളേജ് കുറവിലങ്ങാട്



STUDENTS LIST

| Sl.No | Class No. / Admission No | Name of the Student | Department |
|-------|--------------------------|---------------------|-----------------|
| 1 | 301 | Aleena Joy | II PG Malayalam |
| 2 | 302 | Anju Cyriac | II PG Malayalam |
| 3 | 303 | Anjumol V T | II PG Malayalam |
| 4 | 304 | Ann Maria Jose | II PG Malayalam |
| 5 | 305 | Aryamol A V | II PG Malayalam |
| 6 | 306 | Kavyamol A B | II PG Malayalam |
| 7 | 307 | Krishnapriya M Nair | II PG Malayalam |
| 8 | 308 | Nourin Fathima Khan | II PG Malayalam |
| 9 | 309 | Pallavi Surendran | II PG Malayalam |
| 10 | 310 | Sandra Mary Sonny | II PG Malayalam |
| 11 | 311 | Treesa Jojan | II PG Malayalam |

Students Attendance

| | | MUSTER | | | | | R | | | |
|-----------------------|---------------------|----------|----------------|---------------|---|---|------|---|---|---|
| Name of Establishment | | Place | | | | | Dist | | | |
| Serial No. | NAME | Mask /10 | Signature | Feb - 14 - 18 | | | | | 6 | 7 |
| | | | | 1 | 2 | 3 | 4 | 5 | | |
| 301 | Aleena Joy | 9 | <i>Aleena</i> | x | x | x | x | x | x | x |
| 302 | Anju Cyriac | 9 | <i>Anju</i> | x | x | x | x | x | x | x |
| 303 | Anjumol V.T | 8 | <i>Anju</i> | x | x | x | x | x | x | x |
| 304 | Ann Maria Jose | 8 | <i>Ann</i> | x | x | x | x | x | x | x |
| 305 | Aryamol A V | 9 | <i>Arya</i> | x | x | x | x | x | x | x |
| 306 | Kavyamol A B | 7 | <i>Kavya</i> | x | x | x | x | x | x | x |
| 307 | Krishnapriya M Nair | 9 | <i>Krishna</i> | x | x | x | x | x | x | x |
| 308 | Nourin Fathima Khan | 8 | <i>Nourin</i> | x | x | x | x | x | x | x |
| 309 | Pallavi Surendran | 8 | <i>Pallavi</i> | x | x | x | x | x | x | x |
| 310 | Sandra Mary Sonny | 9 | <i>Sandra</i> | x | x | x | x | x | x | x |
| 311 | Treesa Jojan | 6 | <i>Treesa</i> | x | x | x | x | x | x | x |



*Deva Matha College, Kuravilangad
Kottayam, Kerala, 686633*

Sample of Certificate




DEVA MATHA COLLEGE, KURAVILANGAD

Re-Accredited by NAAC with A Grade

Certificate of Participation

*This is to certify that Aleena Joy, 2nd M A Malayalam has successfully completed
Add on Course titled "Malayalam DTP & Copy Editing" conducted by Research & PG Department
of Malayalam, Devamatha College Kuravilangad during 2021-2022.*

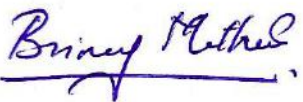

Amal V Thankachan
Co - ordinator


Dr. Ciby Kurian
Head of the Department


Dr. Sunil C Mathew
Principal




Principal
Deva Matha College
Kuravilangad - 686 633



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