

# **DEVA MATHA COLLEGE, KURAVILANGAD**

**Affiliated to Mahatma Gandhi University, Kottayam**



## **Syllabus**

**ADD-ON COURSE**

**In**

**Malayalam DTP & Copy Editing**

**Academic Year: 2021-22**

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



**DEVA MATHA COLLEGE KURAVILANGAD**  
**DEPARTMENT OF MALAYALAM**

*Add on Courses offered for Students:2021-2022*

- **Culture & Heritage - *for II DC Students***  
**DMCK/ MAL/AD 17/2021**
- **Creative Writing in Malayalam - *for III DC Students***  
**DMCK/ MAL/AD 16/2021**
- \* **IIPG-Malayalam DTP & Copy Editing - *for PG Students***  
**DMCK/ MAL/AD 18/2021**
- **PG-Natural Language Processing and Malayalam Language**  
**DMCK/ MAL/AD 19/2021**

**Department Coordinator: Mr.Amal V.Thankachan**

Academic year

: 2021 –'22

Beneficiaries

: 2<sup>nd</sup> P G students of Malayalam

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

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

**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



കവിയത്

**കരയാപ്പ്**

രണ്ടാം വർഷ ബിരുദാനന്തര ബിരുദ വിഭാഗം

**Add on Course**  
DTP & COPY EDITING

മലയാളഗവേഷണവിഭാഗം  
ദേവമാതാ കോളേജ് കുറവിലങ്ങാട്



*Anni Mathew*

Principal  
Deva Matha College  
Kuravilangad - 686 633