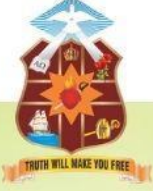


DEPARTMENT OF MALAYALAM
DEVA MATHA COLLEGE, KURAVILANGAD
Affiliated to Mahatma Gandhi University, Kottayam



REPORT
ON
ADD-ON COURSE
Malayalam DTP & Copy Editing
Academic Year: 2022-2023

Brochure



DEVA MATHA COLLEGE KURAVILANGAD

DEPARTMENT OF MALAYALAM

Add on Courses offered for Students : 2022-2023

1. Vegetable Farming : DMCK/ MAL/AD 10/2022
2. Digital Photography : DMCK/ MAL/AD 11/2022
3. Culture & Heritage : DMCK/ MAL/AD 12/2022
4. Malayalam DTP & Copy Editing : DMCK/ MAL/AD 13/2022



Department Coordinator: Mr. Amal V. Thankachan

DEVA MATHA COLLEGE, KURAVILANGAD



Add on Course

for

I & II PG MALAYALAM

MALAYALAM DTP & COPY EDITING

2022-'23



**മലയാളഗവേഷണവിഭാഗം
ദേവമാതാ കോളേജ് കുറവിലങ്ങാട്**

Amal Touch

Academic Year	2022-2023
Title	Malayalam DTP & Copy Editing (DMCK/MAL/AD 13/2022)
Instructional Hours	Minimum 30 Hours
Duration	3 Months
Mode of Instruction	Online/Offline
Intake Capacity	12 Students
Eligibility	Degree
Beneficiaries	II PG Malayalam Students
Date(s) on which Programme was Conducted	February 17, 21, 22, 23 & 27
Collaborating Agency Inside/Outside the Institute	NA
Organizing Dept. /Club & Name of the Coordinator :	Dept. of Malayalam AmalV.Thankachan
Number of Students Participated in the Programme	11
Number of Students Completed the Programme	11

A Brief Report on Programme

Deva Matha College Kuravilangad

Malayalam Research Department 2022 - 23 Year Add On Course Activity Report. The Department of Malayalam Studies has organized four courses in undergraduate programs for add-on courses during the year. The program organized from February 17, 21, 22, 23 & 27 Mr. Amal V. Thankachan was the course coordinator. A course on 'Malayalam DTP & Copy Editing (DMCK/MAL/AD 13/2022)' was conducted for first PG students. 12students participated in it.

The said program which was conducted for thirty hours was successfully completed in five days. In the examination conducted for students, they performed well. As a part of this, Students made a note called 'Novel Padanam'. Certificates were distributed to the students.

Objectives:

- 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

References

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

Assessment Procedure

Assignment – 20%

Garden construction – 50%

Examination – 30%

Grading

A+ - 4.5-5

A – 4-4.49

B+ - 3.50- 4

B - 3-3.49

C+ - 2.50-3

C - 2- 2.49

D+ -1.50- 2

D – 1.00- .1.49

Outcome:

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

List of Resource Persons:

1. Dr. Cigi Chacko

Asst. Professor

Dept. of Malayalam

DMC Kuravilangad

Students List II PG

Sl. No.	Name of Students	Class/Batch
1	JOMI SEBASTIAN	II PG MAL 2022-23
2	NANDHU S NAIR	II PG MAL 2022-23
3	NITHIN ROY KAROT	IIPG MAL 2022-23
4	AJITH K. S.	IIPG MAL 2022-23
5	AUGUSTEENA MANOJ	II PG MAL 2022-23
6	KAROLIN MARIA REJI	II PG MAL 2022-23
7	JISS JAMES	II PG MAL 2022-23
8	JUSTEENA AUGUSTINE	II PG MAL 2022-23
9	MINU RAJU	II PG MAL 2022-23
10	NAYANTHARA B.	II PG MAL 2022-23

11	SREELAKSHMI T. R.	II PG MAL 2022- 23
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












Students List I PG

Sl. No.	Name of Students	Class/Batch
1	AKSHAI SHAJI	I PG MAL 2022-23
2	ALEENAMOL MATHEW	I PG MAL 2022-23
3	ANSU SEBASTIAN	I PG MAL 2022-23
4	ARSHAMOL P V	I PG MAL 2022-23
5	BINISHA K SUNNY	I PG MAL 2022-23
6	JULIA BABU	I PG MAL 2022-23
7	NAVEEN MARTIN	I PG MAL 2022-23
8	NEENU JOSE	I PG MAL 2022-23
9	SANTHINIDEVI K V	I PG MAL 2022-23
10	SEBASTIAN JOY	I PG MAL 2022-23
11	SREEKKUTTY P K	I PG MAL 2022-23

12	TONU JOY	I PG MAL 2022-23
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8. Attendance Sheet of Students with Signature :

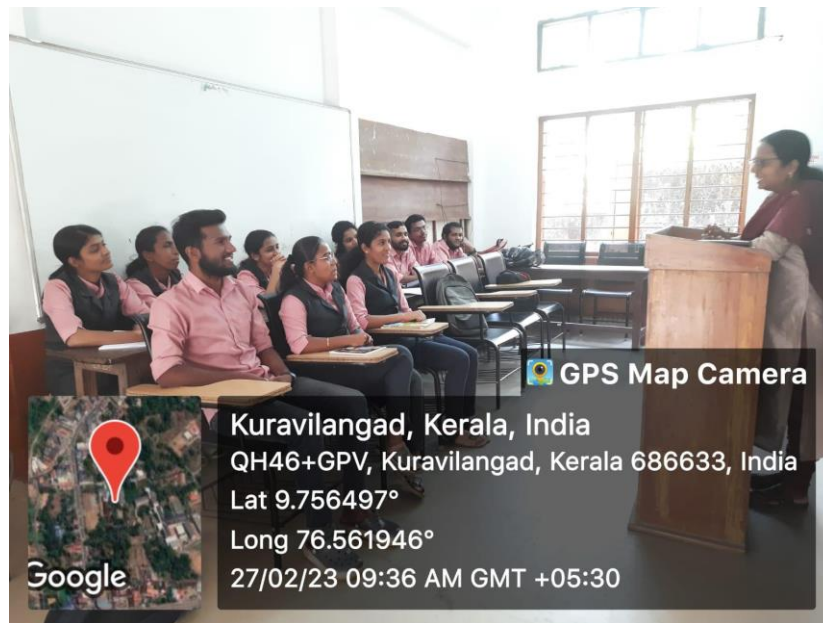
ADD ON COURSE ATTENDANCE IIPG DC 2022

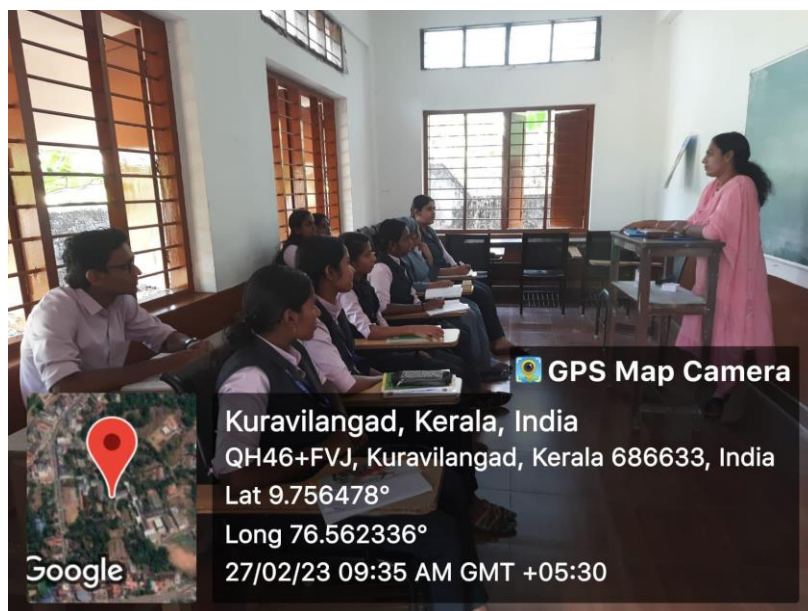
Class No	Name List						Signature
21PG302	JOMI SEBASTIAN	x	x	x	x	x	
21PG303	NANDHU S NAIR	x	x	x	x	x	
21PG304	NITHIN ROY KAROT	x	x	x	x	x	
21PG305	AJITH K. S.	x	x	x	x	x	
21PG306	AUGUSTEENA MANOJ	x	x	x	x	x	
21PG307	KAROLIN MARIA REJI	x	x	x	x	x	
21PG308	JISS JAMES	x	x	x	x	x	
21PG309	JUSTEENA AUGUSTINE	x	x	x	x	x	
21PG310	MINU RAJU	x	x	x	x	x	
21PG311	NAYANTHARA B.	x	x	x	x	x	
21PG312	SREELAKSHMI T. R.	x	x	x	x	x	
Name of the Teacher in charge: Amal V Thankachan							
Name of HoD : Dr. Ciby Kurian							

ADD ON COURSE ATTENDANCE IPG DC 2022

Class No	Name List	17/2	21/2	22/2	23/2	27/2	Signature
22PG 1551	AKSHAI SHAJI	x	x	x	x	x	<i>Akshai</i>
22PG 1552	ALEENAMOL MATHEW	x	x	x	x	x	<i>Aleena M</i>
22PG 1553	ANSU SEBASTIAN	x	x	x	x	x	<i>Ansu</i>
22PG 1554	ARSHAMOL P V	x	x	x	x	x	<i>Arshamol</i>
22PG 1555	BINISHA K SUNNY	x	x	x	x	x	<i>Binisha</i>
22PG 1556	JULIA BABU	x	x	x	x	x	<i>Julia</i>
22PG 1557	NAVEEN MARTIN	x	x	x	x	x	<i>Naveen</i>
22PG 1558	NEENU JOSE	x	x	x	x	x	<i>Neenu</i>
22PG 1559	SANTHINIDEVI K V	x	x	x	x	x	<i>Santhi</i>
22PG 1560	SEBASTIAN JOY	x	x	x	x	x	<i>Sebastian</i>
22PG 1561	SREEKKUTTY P K	x	x	x	x	x	<i>Sreekkutty</i>
22PG 1562	TONU JOY	x	x	x	x	x	<i>Tonu</i>
Name of the Teacher in charge: Amal V Thankachan							<i>Amal V Thankachan</i>
Name of HoD : Dr. Ciby Kurian							<i>Ciby Kurian</i>

Geotagged Photo





Mark List& Feed Back Forms

Class No	Name List	Mark Secured/100	Feed Back
21PG302	JOMI SEBASTIAN	100	Maintain competence.
21PG303	NANDHU S NAIR	85	Improve further.
21PG304	NITHIN ROY KAROT	100	Maintain competence.
21PG305	AJITH K. S.	100	Maintain competence.
21PG306	AUGUSTEENA MANOJ	85	Improve further.
21PG307	KAROLIN MARIA REJI	100	Maintain competence.
21PG308	JISS JAMES	80	make an effort
21PG309	JUSTEENA AUGUSTINE	85	Improve further.
21PG310	MINU RAJU	100	Maintain competence.
21PG311	NAYANTHARA B.	100	Maintain competence.
21PG312	SREELAKSHMI T. R.	100	Maintain competence.

Class No	Name List	Mark Secured/100	Feed Back
22PG 1551	AKSHAI SHAJI	100	Maintain competence.
22PG 1552	ALEENAMOL MATHEW	95	Improve further.
22PG 1553	ANSU SEBASTIAN	100	Maintain competence.
22PG 1554	ARSHAMOL P V	100	Maintain competence.
22PG 1555	BINISHA K SUNNY	95	Improve further.
22PG 1556	JULIA BABU	90	make an effort
22PG 1557	NAVEEN MARTIN	90	make an effort
22PG 1558	NEENU JOSE	96	Improve further.
22PG 1559	SANTHINIDEVI K V	94	Improve further.
22PG 1560	SEBASTIAN JOY	100	Maintain competence.
22PG 1561	SREEKKUTTY P K	100	Maintain competence.
22PG 1562	TONU JOY	100	Maintain competence.

12. Model Certificate Issued to the Students :



Brincy Mathew

Dr. Brincy Mathew
Add-on Course General Coordinator



Anni Mathew

Principal
Deva Matha College
Kuravilangad - 686 633