

PRAGJYOTISH COLLEGE

BENGALI DEPARTMENT



ADD-ON COURSE

DTP in BENGALI

Three Months' Certificate Course

Dr. Jyotirmoy Sengupta

Coordinator

ADD-ON COURSE in BENGALI

COURSE SUMMARY

TITLE: DTP in BENGALI
COURSE: CERTIFICATE COURSE
DURATION: 3 MONTHS (30 contact hours)
COORDINATOR: 1. DR. JYOTIRMOY SENGUPTA (HOD)

Outcome of the Course:

☞ Basic Concept: Students will learn to use Bengali Smart and General Key board with Ramdhanu software. The software is easy to install and user friendly. (CO#1)

☞ Explanation of Concept: Using the software students will easily acquire the knowledge to type not only with Bengali fonts but also with Assamese and Hindi fonts. (CO#2)

☞ Experimental Use of the Concept: Students can design, prepare projects, write articles instead of hand written manuscripts and make soft copies of the work. (CO#3) They can also able to analyze project documents by developing different artistic ideas. (CO#4)

☞ Evaluation and New Creation with the Concept: It will enable the students to evaluate their credentials through experiential learning. (CO#5) They will be able to make press copy/ master copy in Bengali, Assamese and Hindi for different journal, magazine, newspaper, authored book etc. (CO#6)

Scope: A MOU has been signed between Bengali Department Pragjyotish College and BYATIKRAM GROUP, Guwahati, in respect of:

a) Expert assistance

b) 6 months on-job trainee program for the certificate holders.

After the program candidates may get permanent/part-time job under the Publication House. This skill based certificate course can be a source of income to the students. The course is able to create job opportunity for the students.

Course Period: 30 contact hours inclusive assessment of the participants.

Teaching Method: Discussion with Experiential in a blended mode

Detail Structure of the Course:

L.L 1> a) Unit-I > Adaptation and familiarization of Ramdhanu Software user guide and Introduction to tools of Pagemaker and Microsoft Word Document, introduction to Menu bar and Ribon etc. (1st week=3 classes, 2nd week= 3classes, 3rd week=2 classes, 4th week= 2classes)
 b) Practical class.
 c) Internal Assessment= 5marks {attendance 80% and above= 3marks, Conception clearance test (written or viva)= 2marks}

L.L2> a) Unit-II & III > Learn to set up new document with margin and Bengali page number (page set-up) both in Word and Pagemaker documents, table creation (1st, 2nd week= Word docs/ 3rd, 4th week= Pagemaker docs) (1st week=3 classes, 2nd week= 3classes, 3rd week=2 classes, 4th week= 2classes)
 b) Practical class.
 c) Internal Assessment= 5marks {attendance 80% and above= 3marks, Conception clearance test (written or viva)= 2marks}

L.L3> a) Unit- IV > Title page creation, final draft, Key-board shortcut, use of template learn to insert comments, reference etc. preparation of final draft and master copy, Project creation (1st, 2nd week= page set up and final draft/ 3rd week= master copy/ 4th week practical) (1st week=3 classes, 2nd week=3classes, 3rd week=2 classes, 4th week= Evaluation)

Learning Level with Curriculum Mapping: Indicators> H= High, M= Medium, L= Low

	CO # 1	CO # 2	CO # 3	CO # 4	CO # 5	CO # 6
L.L 1	L	L				
L.L 2			M	M		
L.L 3					H	H

Evaluation> Total Marks= 100 (Project/Practical=40, Viva-voice 30 = 70marks and Theory Paper=20marks, Internal Assessment=10)
 End Evaluative Examination will be held on last Saturday of April every year. Result will be declared by 1st week of May.

E-certificate will be provided by the authority on a notified date.

Time Table>

	1 st Week	2 nd Week	3 rd Week	4 th Week
Wednesday	3:00pm (Theory)	3:00pm (Theory)	--	--
Friday	3:00pm (Theory)	3:00pm (Theory)	3:00pm (Theory)	3:00pm (Theory)
Saturday	3:00pm (Practical)	3:00pm (Practical)	3:00pm (Practical)	3:00pm (Assessment/Evaluation)

Reading Material>

1. Adobe Pagemaker- Mahbubur Rahaman, Sistech Publications, Dhaka, Bangladesh
2. Microsoft Word- Kaushik Dutta & Soma Roychowdhury, Anjali Prakashani, Kolkata
3. Tishtha Khanakal- Subhash Bhattacharya, Ananda Publishers, Kolkata
4. Pandulipi theke Proofreading- Dr.Jyotirmoy Sengupta, Saptarshi Publication, Kolkata

Course Fee: NIL.

Equipment assistance to the participants will be provided by the department.

Course starts from: March 2023

Eligibility: B.A/B.Sc/B.Com students (all semester). Students will have to register through a Google form provided by the Department.

Contact: HOD, Bengali (8638850289)



(Dr. Jyotirmoy Sengupta)
HOD, Bengali