

Report
On
Add-on Course on
BOOK MAKING AND EDITING

Conducted by
Department of English
Raja Peary Mohan College, Uttarpara,
Hooghly

2022-2023



RAJA PEARY MOHAN COLLEGE

1, Acharya Dhruba Pal Road,

Uttarpara, Hooghly, West Bengal, Pin- 712 258.

Tel No.: (033)2663-0191, Mob: 7074292263

Website: <https://www.website.rpmcollege.edu.in/>, e-mail: rajapearymohancollege@gmail.com

ISO Certified

Ref.: _____

Date: _____

DECLARATION FROM THE PRINCIPAL

This is to certify that all the data provided in this document is true to the best of my knowledge.



**ADD ON COURSE ON
BOOK MAKING AND EDITING**

organised by

**THE DEPARTMENT OF ENGLISH
RAJA PEARY MOHAN COLLEGE, UTTARPARA**

SESSION 2022-23

**Course Director
Dr. Sudip Kumar Chakrabarty**

**Course designer and Coordinator
Dr. Pinaki De**

Poster of the Add-on Course on Book Making and its Editing circulated
digitally and in print.

both



RAJA PEARY MOHAN COLLEGE

রাজা প্যারীমোহন কলেজ

1, ACHARYA DHRUBA PAL ROAD, UTTARPARA, HOOGHLY, WEST BENGAL, PIN - 712 258

Tel No. : 033-2663-0191 & 7074292263

E-mail : rajapearymohancollege@gmail.com Website : www.rpmcollege.edu.in

১. আচার্য ধ্রুব পাল রোড উত্তরপাড়া, হুগলী, পশ্চিমবঙ্গ, পিন - ৭১২২৫৮.

দূরভাষ : ০৩৩-২৬৬৩-০১৯১ & ৭০৭৪২৯২২৬৩

NAAC Accredited with B grade (2.7); ISO 9001 : 2015

Ref. No./সূচক সংখ্যা _____

Date/তারিখ 04.03.23

Extract of the Proceedings of the meeting of the IQAC of Raja Peary Mohan College, Uttarpara, Hooghly, held on 27.02.2023 in the IQAC Room.

Agendum No 4:

Dr. Sanjukta Bhattacharyya – Placed proposal of Addon/Certificate course for even semester.

Resolved that the following Addon/Certificate courses will start from 2022-2023 even semester.

New courses to be introduced

1. Political Science: Climate Change & Public Policy Indian Perspectives.
2. Physics: basic computational tools for scientific applications.
3. Research: Basic Practical Bio technology.
4. Mitali Women Cell: Handicrafts & Jewellery Making.
5. Philosophy: Philosophy & Practice: Some ethical issues in Contemporary era.
6. Central Library: Digital Library
7. Economics: Add on Course on Advances in Applied Econometrics with Stata Software
8. Bengali: Certificate Course on Folklore
9. Photography Club: Add on Course on Photography & Photo Editing for Beginners
10. Heritage Cell: Add on course on Painting & its Applications
11. Bengali: Add on Course on Eco-Fiction
12. Computer Science: Add on Course on Advance course on MS Office & Networking
13. English: Add on course on Book Making & Editing
14. Mathematics: Add on Course on Sage Maths and its Applications

Sanjukta Bhattacharyya

Coordinator, IQAC
Raja Peary Mohan College
Uttarpara, Hooghly

Coordinator,
Internal Quality Assurance Cell
Raja Peary Mohan College
Uttarpara, Hooghly

Principal

Principal
Raja Peary Mohan College
Uttarpara, Hooghly

PRINCIPAL
Raja Peary Mohan College
Uttarpara, Hooghly

Extract of the proceedings of the meeting of the IQAC of Raja Peary Mohan College. Add-on Course on Book Making and Editing mentioned in Point No. 13



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Ref. No. /সূচক সংখ্যা _____

Date /তারিখ _____

NOTICE

It is hereby notified that the add-on course on Book-making and Editing will commence from 11.03.2023. The registered students are hereby instructed to meet the course co-ordinator at 2.00 pm in the college auditorium for further instructions regarding the course

Pinaki De

Dr. Pinaki De

Course Co-Ordinator

Dated : 07.03.23

সুদীপ কুমার চক্রবর্তী

Dr. Sudip Kumar Chakrabarty

Principal

Raja Peary Mohan College

Uttarpara

PRINCIPAL

Raja Peary Mohan College

Uttarpara, Hooghly



Notice for the start of the Add-on Course on Book making and Editing.

SYLLABUS

The Add-on Course in Bookmaking and Editing is a unique programme that focusses on various aspects of book publication. There are many jobs in the publishing industry which an interested student from any background (Humanities, Science or Commerce) can opt for — book-editor, copyeditor, proof-reader, or book designer, to name a few.

The course is an introductory one which will try to provide a window to the students in an organized manner. The following aspects will be covered in 32 hours teaching time which also includes a project at the end of the course.

1. Introduction to Publishing and its Legal Aspects
2. Editing and Pre-Press
3. Production and Emerging Technologies
4. Marketing, Promotion and Distribution of Books
5. Editing Books for Children
6. Editing Scientific, Technical and Medical Books
7. Editing Textbooks
8. Book Designing



Here is the detailed syllabus:

INTRODUCTION TO PUBLISHING AND ITS LEGAL ASPECTS

OVERVIEW OF PUBLISHING

- History of Publishing
- International Publishing Scenario
- Various kinds of Publishing
- Structure of a Publishing House
- Openings in Book Publishing

INTELLECTUAL PROPERTY RIGHTS

- Charter of the Book and Preservation of Digital History
- The Copyright Act 1957
- Copyright and Related Rights
- Publishing Rights and Controls

CREATING THE BOOK

- Acquisition and Evaluation
- Publisher's Contract or Memorandum of Agreement

EDITING AND PRE-PRESS

IDEAS INTO BOOKS I

- Kinds of Editors and Kinds of Editing
- Editor-Author-Publisher Relationship
- House Style and Style Manuals
- Latest Technologies in Book Publishing

IDEAS INTO BOOKS II

- Acquisition and Commissioning
- Evaluation and Refereeing
- Tracking the Progress

COPY EDITING AND PROOF READING

- Kinds of Copy Editing
- Checklist of Copy Editing
- Proof Reading and Copy Marking

LAYOUT & DESIGN

- Introduction to Layout Types
- Cover Design
- Illustrations and Sketches (including maps, tables and charts)
- Art Proofs

PRODUCTION AND EMERGING TECHNOLOGIES

INTRODUCTION TO BOOK PRODUCTION

- Role of the Production Department
- Book Design
- Parts of a Book

PRINTING

- Various Printing Processes
- Types of Composing
- Casting Off and Costing
- Paper History, Types, and Selection

BINDING

- History of Binding
- Kinds of Binding
- Binding Operations
- Materials for Binding

EMERGING TECHNOLOGIES IN BOOK PRODUCTION

- Use of New Technologies
- Word Processing Programs (MS Word)
- Design Programmes (Adobe InDesign, Photoshop)

MARKETING, PROMOTION AND DISTRIBUTION OF BOOKS

MARKETING AND SALES

- Different Strategies for Different Books
- E-Marketing
- Publisher's Agreement (Wholesales and Distributors)

EDITING BOOKS FOR CHILDREN

BASIC EDITORIAL COMPETENCIES

- Understanding Issues of Language, Vocabulary, Phonetics and Grammar
- Understanding Developmental Psychology of Students
- Editing Multimedia Packages
- Art and Graphics

EDITING GENERAL BOOKS

- Editing Books for Children of Different Age Groups
- Editing Stories, Fables and Adaptations/ Abridged Versions
- Editing Scientific Literature, Adventures, Thrillers
- Editing Biographies, Narratives and Travelogues

EDITING EDUCATIONAL PUBLICATIONS

- Editing Text Books
- Editing Teacher support Materials
- Editing Magazines
- Editing Dictionaries and Encyclopaedias for Children

BEYOND TEXTBOOKS

- Editing Comics Illustrated Books
- Editing Material on Safety Education for Children
- Editing Patriotic Literature for Children
- Editing Literature for Children with Special Needs

EDITING TEXTBOOKS

BASIC EDITORIAL COMPETENCIES

- Understanding Issues of Language, Vocabulary, Phonetics and Grammar
- Understanding Developmental Psychology of Students
- Current Issues: NLP; EI, MI;
- Understanding Art and Graphics

Add On Course on Book Making and Editing Admission Record 2022-2023

RAJA PEARY MOHAN COLLEGE

UTTARPARA, HOOGHLY

ATTENDANCE SHEET

NAME OF THE ACTIVITY: **ADD-ON COURSE ON BOOK MAKING AND EDITING**

ORGANISING UNIT: DEPT. OF ENGLISH

DATE: 11/03/2023

COURSE CO-ORDINATOR: DR. PINAKI DE, ASSOCIATE PROF., DEPT. OF ENGLISH

SL. NO.	NAME	SIGNATURE
1	Tamassha Bhattacharyya (Eng 4th Sem.)	Tamassha Bhattacharyya.
2	Sagar Mondal [Eng 4th Sem.]	Sagar Mondal.
3	Jayanta Soren [Eng 4th Sem.]	Jayanta Soren .
4	Sayani Koley [Eng 4th Sem.]	Sayani Koley
5	Afsana Khatun [Eng 4th Sem.]	Afsana Khatun
6	Srijan Sarkar [Eng 4th Sem.]	Srijan Sarkar
7	Disha Naskar [Eng 2nd Sem.]	Disha Naskar
8	Soumitri Maity [Eng 2nd Sem.]	Soumitri Maity
9	Debopama Das [Eng 2nd Sem.]	Debopama Das
10	Sagnik De [Eng 2nd Sem.]	Sagnik De
11	Raz Santra [Eng 2nd Sem.]	Raz Santra
12	Bidisha Gayen [Eng 2nd Sem.]	Bidisha Gayen
13	Soumitri Ghosh [Eng 2nd Sem.]	Soumitri Ghosh
14	Aliv Banerjee [Eng 4th Sem.]	Aliv Banerjee
15	Ankon Ghosh [Eng 4th Sem.]	Ankon Ghosh
16	Snaha Majumder [Eng 2nd Sem.]	Snaha Majumder
17	Mouliana Bhownik [Eng 6th Sem.]	Mouliana Bhownik.
18	Tirtha Chatterjee [Eng 6th Sem.]	Tirtha Chatterjee
19	Saptak Ghosh [Eng 6th Sem.]	Saptak Ghosh
20	Kalyan Banerjee [Eng 6th Sem.]	Kalyan Banerjee

[Signature]

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Registration sheet for Admission to Add-on Course on Book making and Editing.

**RAJA PEARY MOHAN COLLEGE
UTTARPARA**

**ADD-ON COURSE ON BOOK MAKING AND EDITING
2022-2023**

Attendance Sheet

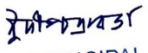
Sl. No	Name of the Student	Departmental details	PD 11/03	PD 18/03	AS 05/04	AS 12/04	KS 15/04	KS 22/04	PD 15/04	PD 22/04	PD 29/04	MB 29/04	MB 29/04
1.	Tamasha Bhattacharyya	English (Hons) Semester 4	1	2	.	.	3	4	5	.	.	6	7
2.	Sagar Mondal	English (Hons) Semester 4	1	2	3	4	5	6	7	8	9	10	11
3.	Jayanta Saren	English (Hons) Semester 4	1	.	.	2	3	4	5	6	7	8	9
4.	Sayani Koley	English (Hons) Semester 4	1	2	.	.	3	4	5	6	7	8	9
5.	Afsana Khatun	English (Hons) Semester 4	1	2	3	4	5	6	7	8	9	10	11
6.	Srijan Sarkar	English (Hons) Semester 4	1	2	3	4	5	6
7.	Disha Naskar	English (Hons) Semester 2	1	2	3	4	5	6	7	8	9	10	11
8.	Soumili Maity	English (Hons) Semester 2	1	2	3	4	5	6	7	8	9	10	11
9.	Debopama Das	English (Hons) Semester 2	1	.	.	.	2	3	4	5	6	7	8
10.	Sagnik De	English (Hons) Semester 2	1	2	3	4	5	6	7	8	9	10	11
11.	Raz Santra	English (Hons) Semester 2	1	2	3	4	5	6	7	8	9	10	11
12.	Bidisha Gayen	English (Hons) Semester 2	1	2	3	4	.	.	.	5	6	7	8
13.	Soumitri Ghosh	English (Hons) Semester 2	1	2	3	4	5	6	7	8	9	10	11
14.	Aliv Banerjee	English (Hons) Semester 4	1	.	.	.	2	3	4	5	6	7	8
15.	Ankon Ghosh	English (Hons) Semester 4	1	2	3	4	5	6	7	8	9	10	11
16.	Sneha Majumder	English (Hons) Semester 2	1	.	.	.	2	3	4	5	6	7	8
17.	Moulima	English (Hons)	1	2	3	4	5	6	7	8	9	10	11

[Signature]

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Attendance sheet for the Add-on Course on Bookmaking and Editing

			PD 22	PD 23	AS 24	AS 25	KS 15	KS 15	PD 15	PD 24	PD 24	MB 29	MB 29
	Bhowmik	Semester 6											
18.	Tirtha Chatterjee	English (Hons) Semester 6	1	.	2	3	4	5	6	7	8	9	10
19.	Saptak Ghosh	English (Hons) Semester 6	1	2	3	4	.	.	.	5	6	7	8
20.	Kalyan Banerjee	English (Hons) Semester 6	1	2	3	4	.	.	.	5	6	7	8


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Attendance sheet for the Add-on Course on Bookmaking and Editing (continued).

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ADD-ON COURSE ON BOOK-MAKING AND EDITING
2022-2023

DISTRIBUTION OF CERTIFICATES

Name of the Student	Departmental Details	Signature
Tamasha Bhattacharyya	ENG (H) Sem 4	Tamasha Bhattacharyya
Sagar Mondal	ENG (H) Sem 4	Sagar Mondal.
Jayanta Soren	ENG (H) Sem 4	Jayanta Soren.
Sayani Koley	ENG (H) Sem 4	Sayani Koley
Afsana Khatun	ENG (H) Sem 4	Afsana Khatun
Srijan Sarkar	ENG (H) Sem 4	Srijan Sarkar
Disha Naskar	ENG (H) Sem 2	Disha Naskar
Soumili Maity	ENG (H) Sem 2	Soumili Maity
Debopama Das	ENG (H) Sem 2	Debopama Das


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Receipt of Certificates for the Add-on Course on Bookmaking and Editing

Sagnik De	ENG (H) Sem 2	Sagnik De
Raz Santra	ENG (H) Sem 2	Raz Santra
Bidisha Gayen	ENG (H) Sem 2	Bidisha Gayen
Soumitri Ghosh	ENG (H) Sem 2	Soumitri Ghosh
Aliv Banerjee	ENG (H) Sem 4	Aliv Banerjee
Ankon Ghosh	ENG (H) Sem 4	Ankon Ghosh
Sneha Majumder	ENG (H) Sem 2	Sneha Majumder
Moulina Bhowmik	ENG (H) Sem 6	Moulina Bhowmik
Tirtha Chatterjee	ENG (H) Sem 6	Tirtha Chatterjee
Saptak Ghosh	ENG (H) Sem 6	Saptak Ghosh
Kalyan Banerjee	ENG (H) Sem 6	Kalyan Banerjee


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Receipt of Certificates for the Add-on Course on Bookmaking and Editing (continued)





Book Making and Editing class in Progress



Certificate of Book Making and Editing class