



# Rama Devi Women's University

Vidya Vihar, Bhubaneswar-751022

## Centre of Excellence for Translation and Life Writing

### Application form for Certificate Course in Editing, Proofreading & Publishing

1. Name of the Applicant: -----

2. Date of Birth : -----

3. Educational Qualification

Qualification	Board	Institution	% of Mark	Year of Passing

4. Language Known : -----

5. Proficiency in

(i) Odia (ii) Hindi (iii) English

6. Computer Knowledge : -----

Date:

Place:

Signature

## Certificate Course in Editing, Proofreading and Publishing

Offered by

Centre of Excellence for Translation and Life Writing

Rama Devi Women's University, Bhubaneswar

Session 2025-2026

A Course in Editing and Publishing would be beneficial for students at the University who aspire to enhance their employability in the publishing industry, which is yet to make a significant impact in Odisha. This course will be of particular interest to students considering a career in publishing in traditional print or new media, including the functional roles of managing editor, copy editor, creative/art director, photo design editor, and freelance writer. The Course will provide an opportunity for self-employment, skill upgrade, and skill acquisition in various aspects of publishing, proofreading, and editing. Also, the course will aim at training aspiring/practicing publishing professionals in marketable skills in different areas of publishing, including specialized editing, copyediting, online proofreading, marketing, and more.

**Duration, Days, Timing:** 6<sup>th</sup> January, 2026 to 6<sup>th</sup> April 2026. Classes will be held from 2.30 pm to 5.30 pm every Friday and Saturday. There will be 48 sessions in a span of three months. Each session will be of one-and-a-half hours duration. A rough draft of the course (covering 19 topics) is attached. The topics are subject to change.

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**No. of seats:** 30

**Eligibility:** A candidate with a Bachelor's Degree in Arts / Science/ Commerce (Hons/General/Vocational or its equivalent) is eligible to apply. [The aspiring women candidate may be from outside the RDWU campus]

No upper age limit for admission.

**Application and Payment Details:**

Please fill out the attached application form, make a PDF of it and send it to **centreofexcellencerdwu@gmail.com** . Please attach copies of your degree certificate, proof of address and date of birth, and scan a recent passport size photograph and attach. After screening, a confirmation message will be sent following which you make the course fee payment. The Course fee is to be paid to the University account.

Fees: Rs. 8,000/- for RDWU students

Rs. 9,000/- for outside candidates

Rs. 10,000/- for sponsored candidates.

Send the payment details to **centreofexcellencerdwu@gmail.com** mentioned above. Make sure to mention the transaction of the payment, the account holder's name, the bank, and the branch. Payment is not accepted in cash, demand draft, or cheque. Only online payment to the above-mentioned account is accepted.

**Project and Internship:** The participant must submit a project, such as a dummy book or a study on any aspect of publishing area, etc. The course will not be complete without the submission of the Project.

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**Resource Persons:** Eminent and experienced teachers from various academic institutions, professionals from Indian publishing organizations, and other institutions.

**Certificate:** A Certificate of Completion will be given to the participants who complete the course, along with the submission of Project Work.

Minimum number of students to be admitted to run the course is twenty.

**Contact person:** Prof Madhusmita Pati, Coordinator, Centre of Excellence for Translation and Life Writing, to [centreofexcellencerdwu@gmail.com](mailto:centreofexcellencerdwu@gmail.com)

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M. Pati  
27/11/25

See  
27/11/25

U. S. anand  
27/11/25

sabakat Sabaraj  
27.11.25

S. B. Jay  
27/11/25