



# Sripat Singh College

(Estd. 1949. Govt. Sponsored)

P.O.: Jiaganj • Dist. Murshidabad • West Bengal-742123

Phone: (03483) 255351, Tele Fax: (03483) 256961,

[www.sripatsinghcollege.edu.in](http://www.sripatsinghcollege.edu.in) E-mail: [sscollege2009@gmail.com](mailto:sscollege2009@gmail.com)

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Date: 09/03/2024

## Meeting Resolution

### Department of Physics:

At a convened meeting of the Department of Physics at Sripat Singh College on 09/03/2024, the following resolutions were passed regarding the proposed introduction of an add on course on “**Latex for Scientific and Technical Writing**”.

### Members Present:

1. Dr. Asit Kumar Mandal
2. Dr. Amritendu Halder
3. Shahnewaz Mondal
4. Dr. Debi Prasad Dutta
5. Paban Bittar
6. Sudip Bhattacharjee
7. Nandini Halder

### 1. Approval of Course Layout:

The department collectively endorses the proposed course layout, acknowledging its alignment with the educational objective.

### 2. Programme Duration:

A consensus was reached on the programme duration, setting it at 30 hours as per schedule, ensuring balance coverage of the curriculum without causing undue strain on students' schedule.

### 3. Assessment Modalities:

The meeting established the assessment modalities, encompassing a diverse range of evaluation methods such as examinations, practical assignments and presentations. This approach aims to provide a comprehensive understanding of students' proficiency in applying programming concepts.



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#### 4. Utilization of Existing Resources:

Acknowledging the importance of optimizing existing resources, the meeting deliberated on the resource requirements for the successful implementation of this course. The department head with the responsibility of coordinating with the college administration to ensure the effective utilization of available facilities, including computer, classroom and projector.

#### 5. Awarding Criterion:

The resolution outlined a clear awarding criterion, emphasizing the importance of attendance, performance in assessment and active participation in class discussion as key factors for successful completion and certificate issuance.

#### 6. Selection of Course Coordinator:

The department appointments Paban Bittar, HoD, Department of Physics as the course coordinator for the course. He will support faculty coordination, day-to-day operations, focusing on administrative aspects, students' engagement, and the coordination of assessments.

HoD,

Department of Physics,

Sripat Singh College



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## Flyer



# SRIPAT SINGH COLLEGE



*Department of Physics, in collaboration with  
Internal Quality Assurance Cell, offers  
Certificate Course on*

### LATEX FOR SCIENTIFIC AND TECHNICAL WRITING

*This course will enable students to use the Latex package which is used around the world in scientific and technical publishing and to prepare dissertations, projects, manuscripts for journals, thesis and many more. The knowledge of Latex makes the students not only highly efficient in academic writing but also makes them more suitable for any academic or technical positions*



Registration Starts on	14 <sup>th</sup> March 2024
Registration ends on	25 <sup>th</sup> March 2024
Mode of Class	Blended mode
Intake Capacity	100
Duration	30 hours
Category	Scientific and Technical Writing
Course starts on	3 <sup>rd</sup> April, 2024
Course ends on	5 <sup>th</sup> May, 2024

Chief Patron  
Dr. Kamal Krishna Sarkar

IQAC Coordinator  
Dr. Sagar Simlandy

Course Coordinator  
Mr. Paban Bittar

Registration Link: <https://forms.gle/mD267RkUgyjQNXtvz>



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**Course Name:** Latex for Scientific and Technical Writing

**Course Duration:** 30 hours

**Benefits of the Course:** This course helps the students acquire knowledge about Latex software and a new/different experience to write documents such as dissertation papers, research papers, thesis and many more. This alternative typeset document allows users to smoothly tackle the more technical aspects of typesetting such as entering mathematical equations and figures/graphs, constructing tables of contents, referencing, and constructing bibliographies, and maintaining a consistent layout across all sections. This software thus provides an attractive writing experience. This additional skill/knowledge can make graduates more attractive to the teachers who are looking for candidates with specialized expertise.

## **Curriculum of the Course:**

### ► **Module 1 (6 hours):**

- i. Introduction
- ii. Basic idea
- iii. Installation
- iv. Documentclass
- v. Usepackage
- vi. Preparation of a title page, abstract, Keywords
- vii. Paragraph Sectioning.

### ► **Module 2 (3 hours):**

- i. Table preparation
- ii. Citation setting/ Referencing
- iii. Bibliography preparation

### ► **First Tutorial - 1 hour**

### ► **Module 3 (5 hours):**

- i. Fonts & spacing
- ii. Colour Setting
- iii. Page setting
- iv. Special characters, symbols insertion
- v. Mathematical equations/formulae writing, labelling, and recalling

### ► **Module 4 (7 hours):**

- i. Inclusion of figures/ graphics and captioning
- ii. Labelling figures/graphics and recalling
- iii. Inclusion of footnotes, customizing header, footer and margins
- iv. Appendix setting, centring
- v. Errors and warning



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## ▶ Second Tutorial - 1 hour

### ▶ Module 4 (6 hours):

- i. Beamer presentation (Introduction/basic idea)
- ii. Preparation of title page and author information
- iii. Themes setting, customizing
- iv. Construction of frames
- v. Equation writing
- vi. Figures/graphics inclusion and captioning
- vii. Labelling equations, figures/graphics and recalling
- viii. Referencing

## ▶ Third Tutorial - 1 hour

*Note: The scheduled examination date is subject to change based on unforeseen circumstances or organizational requirements. Please stay informed through official channels for any updates or adjustments to the examination timetable.*

### ➤ Assessment Procedure for Certificate Award

The certificate for the “**Latex for Scientific and Technical Writing**” will be awarded based on a comprehensive evaluation, including examinations and presentations. The assessment procedure is designed to ensure a thorough understanding of concepts and their practical application. The evaluation will be divided into the following components:

1. **Practical Assignments (70%):**
2. **Presentations (20%):**
3. **Project (10%):**

**Note:** Each component will be graded on a scale of 0 to 100, and the final score will be calculated based on the percentage allocation mentioned above. To successfully complete the course and receive the certificate, a student must achieve an overall score of 60% or higher.

*Disclaimer: The course certificate is awarded upon the successful completion of the examinations, practical assignments, and presentations.*



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## Summary (2023-24)

Registration Start Date	11 <sup>th</sup> March 2024
Registration end date	25 <sup>th</sup> March 2024
Mode of Instruction	Blended
Course Status	Completed
Number of times offer during the academic year	01
Duration	30 hours
Category	Scientific and Technical Writing
Level	Undergraduate
Start Date	3 <sup>rd</sup> April 2024
End Date	05 <sup>th</sup> May 2022
Number of students enrolled	68
Number of students completing the course	68

Signature

(Programme Coordinator)



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Name of the programme: Add-on Course on “**Latex for Scientific and Technical Writing**”

Academic Session (2023-24)

## **Summary Report**

In the academic session 2023-2024, one add-on course on “**Latex for Scientific and Technical Writing**” is conducted by the Department of Physics. 68 (Sixty-eight) students have registered for the course and all the students have completed the programme.

## **Course Outcome (CO):**

LaTeX is widely used for scientific publications and a variety of other forms of publishing. Therefore, this course will be very helpful for students in future, especially for the science stream. Preparation of dissertation papers, and research papers using this software is easy and time-saving. After completion of this course, the students will acquire sufficient knowledge that they will be able to write research articles for scientific publications or prepare beamer presentations that they can deliver presentations in seminars/workshops.

Signature

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## Sample of Completion Certificate

	<p><i>Certificate Course</i> On <i>Latex for Scientific and Technical Writing</i> Organized by <i>Department of Physics</i> <i>Sripat Singh College, Jiaganj, Murshidabad, West Bengal</i></p>	
<p>This is to certify that _____ has successfully completed the certificate course "Latex for Scientific and Technical Writing" organized by Department of Physics, Sripat Singh College from _____ to _____</p>		
<p><b>Paban Bittar</b> Head Department of Physics</p>	<p><b>Dr. Sagar Simlandi</b> Coordinator IQAC</p>	<p><b>Dr. Kamal Krishna Sarkar</b> Principal</p>

*P. Bittar*

Signature

(Programme Coordinator)