

# Course on Academic Journal Typesetting using LaTeX for Publishing Houses and Academic Typesetters

Conducted by - Sayahna Foundation (Sayahna Open Access Publishing)

## Schedule

(Published as on 01-09-2021)

Advertisement in Sayahna's site	02/09/2021
Last date for applying	06/09/2021
Scrutiny	08/09/2021 to 13/09/2021
Publish and inform shortlisted candidates for interview	14/09/2021
Interview (Online) to determine if they are the right fit for the course	15/09/2021 and 16/09/2021
Last date for paying course fees	18/09/2021 (by 5:00 PM)
Finalise the list of trainees	18/09/2021 (by 8:00 PM)
Introductory session	20/09/2021 to 21/09/2021
LaTeX Starter Course Commences (Basic training) - Exit test would be conducted during the last week of this window	23/09/2021 to 23/10/2021  Note - Candidates who fail the exit test would not be issued a certificate of completion and cannot continue with the course or move onto the Intermediate course

<p>Intermediate Course Commences - Exit test would be conducted during the last week of this window</p>	<p>27/09/2021 to 27/10/2021</p> <p>Note - An entry test would also be conducted to induct into the intermediate course and any one failing would be paid back half of the course fees remitted while joining the course.</p> <p>Note - Candidates who fail the exit test would not be issued a certificate of completion of the intermediate course and cannot continue further or move onto the advanced course if applicable.</p>
<p>Course Completion</p>	<p>31/10/2021 - Course Ends - Certificate of Completion is issued</p>

- Course Fee for Starter and Intermediate Course - Rs. 6000
- Conducted by Sayahna Foundation (a not for profit company)
- Medium of instruction - Malayalam and English
- Platform - Virtual training through Online platforms like zoom/google meet. Classes would be a combination of live and recorded sessions. Whenever possible classes would be limited to online classes, physical classes would be called for when required to impact hands on training etc.
- Minimum Attendance requirement to complete the course - above 90% (Trainers have to be notified in advance of any absence). Training would be conducted on all days with no exception to public holidays etc.
- Entry criteria are applicable to join the course and who joins from among the list of candidates who have applied to the course is subject to the discretion of the training provider.
- Entry and exit tests - at each stage of the training, would be applicable and whoever fails any of them would not be allowed to move onto the next stage of the course.
- Fees to be remitted to the Sayahna Foundation Bank Account before the due date and payment receipt should be provided when requested.
- Candidates would not be allowed to join the course before remitting the course fees.
- Fees once paid cannot be refunded back under any circumstances
- Candidates are not allowed to leave the course midway.
- The timing of the course and course duration is subject to change and is at the discretion of Sayahna Foundation or the Training Providers
- There is no guarantee of any job that may be offered, but taking up this course will help improve your employability with Publishing houses and Typesetting Companies.

## Please Note

<p>Advanced Course or Industry Specific Training is restricted to select few candidates which will be intimated after the completion of the Basic and Intermediate Courses</p> <p>Fees paid for Starter and Intermediate courses would not cover the advanced course or industry specific training.</p>	<p><b>Please Note</b> - Advanced training is not included as part of the Starter and Intermediate Course</p> <p>Advanced Course or Industry Specific Training Dates would be announced in the future when the Advanced Course or Industry Specific Training is rolled out.</p>
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Fees to be remitted to: **Sayahna Foundation (Sayahna Open Access Publishing)**

Name and Address: Sayahna Open Access Publishing, JWRA 34, Jagathy, Trivandrum 695014

Name of Bank: HDFC Bank, Keston Towers, Vazhuthacaud, Trivandrum 695014

Account No: 50200002163303

IFSC Code: HDFC0000063

info@sayahna.org

## Basic requirements of the candidate to join the Course

1. A basic Degree or greater (minimum 3 year degree after 10+2 years of schooling) from a recognised University within or outside India.
2. A laptop or Desktop Computer (with a legal operating system) with a webcam and headset, good internet connectivity, a smartphone android or ios with a mobile (number) connection dedicated to the said user who has joined the course.
3. Language Skills in Malayalam and English. Should be able to read, write and speak in English.
4. Ability to use a computer and operating system as a user without additional assistance.
5. Knowledge of using a browser, any word processing software, online training methodologies - using tools like google meet, zoom etc, using email, chat tools like signal messenger, whatsapp etc.
6. Read to attend training locations in Trivandrum or Kozhikode physically when required, flexibility in timings.
7. Honesty and punctuality and a mindset to read, understand and grasp things. A drive to be self motivated and become employed.

Candidates looking forward to joining the Course are required to read the following links and to try out examples on their own.

#### LaTeX tutorials

<https://guides.nyu.edu/LaTeX/exercises>

<https://www.learnlatex.org/en/>

[https://www.overleaf.com/learn/latex/Learn\\_LaTeX\\_in\\_30\\_minutes](https://www.overleaf.com/learn/latex/Learn_LaTeX_in_30_minutes)

#### Introduction to Linux and Basic Linux File management Commands

- <https://www.tecmint.com/linux-file-management-commands/>
- [https://www.digitalocean.com/community/tutorial\\_series/getting-started-with-linux](https://www.digitalocean.com/community/tutorial_series/getting-started-with-linux)

Questions during the course joining interview, to test your independence and comprehension skills would be from the above content.

## Syllabus of basic and intermediate training

1. LaTeX
2. Proofreading/Quality checking
3. Operating system (Linux) basic usage skills
4. Basic training on handling systems (hardware orientation for a user)
5. Best practices related to work (email usage, work from home, network/internet security)

## Trainers who are industry experts are

1. Abhilash GP
2. Sumeshkumar SS
3. Manju V
4. Rashmi Prabhu
5. Sidharthan
6. Rajeesh

7. Rajeesh (staff of Rajeesh)
8. Rahul Krishnan S
9. Apu V
10. Rishi

## Our Training Providers and Industry Partners

Basic and Intermediate Course Training Provider - Sayahna Foundation, Trivandrum

Advanced Course or Industry Specific Training Provider - STM Software Engineering Private Limited, Trivandrum

Sayahna Foundation has close association with the following organisations who are looking out for skilled candidates in LaTeX for their business needs:

- \* STM Software Engineering Private Limited
- \* STM Document Engineering Private Limited
- \* Opeconsiva Texmakers
- \* TeXByte
- \* Sayahna Foundation (for its internal projects)