



Shiv Chhatrapati Shikshan Sanstha's
Rajarshi Shahu Mahavidyalaya, Latur
(Autonomous)

Certificate Course in Proof Reading & Editing

Under PM-USHA
(Activity under Soft Component)

Department of English
Rajarshi Shahu Mahavidyalaya, Latur
(Autonomous)

About PM-USHA

Pradhan Mantri Uchchatar Shiksha Abhiyan (PM-USHA) is a centrally-sponsored program that aims to improve the quality of higher education in India. Rajarshi Shahu Mahavidyalaya, Latur (Autonomous) has been awarded a grant of Rupees 05 crores under the Grants to Strengthen institution component of PM-USHA. As the one of the well-known institution in the state of Maharashtra to be selected for this grant, Rajarshi Shahu Mahavidyalaya, Latur (Autonomous) has achieved a significant milestone.

About the Management

Shiv Chhatrapati Shikshan Sanstha Latur was established to serve for the welfare of underprivileged people. During 1960s the people in Marathwada region were educationally backward, ignorant and lacked all the facilities needed to lead a civilized life. With the motto Pursuit of Excellence, Shiv Chhatrapati Shikshan Sanstha was established in 1968 with some well-educated associates, and till today office bearers of the Sanstha are the same. Since inception a care has been taken to maintain transparency in recruitment of teachers on the basis of merit alone and regardless of caste, nepotism, donation, favoritism or recommendation of VIPs. The journey is full of hardship and their consistent hard work and headwork lead the Sanstha towards the path of success. At present seven institutes are dispersing light of knowledge to the rural students of the region, moving them from darkness to light.

On 5th September, 2000 the Govt. of Maharashtra honored the Sanstha with the award of 'Ideal Educational Institution of Maharashtra'. The Govt. of Maharashtra instituted this award in 2000 and we are proud to say that this Sanstha bagged this award in the very first year of its inception.

The Sanstha also the recipient of Shikshan Maharshi Dr. Panjabrao Deshmukh Smruti Puraskar by Yashwantrao Chavan Maharashtra Open University, Nashik in 2010 and many more are in the list.

About the College

Rajarshi Shahu Mahavidyalaya (Autonomous), Latur, the higher educational institute of Shiv Chhatrapati Shikshan Sanstha, was established in 1970. The institute had gone through a chain of adverse situations and a tuff journey for a decade like an Ancient Mariner. In 1978, a history was created as three out of three University merits in UG Commerce were from our institute which brought name, fame and recognition to the institute. Since then, the tradition of merit has been maintained with the Motto-Pursuit of Excellence. We are now known for academic autonomy, plurality, peculiarity and leadership. Our experiments, excellence and the tradition of merit in education have created the Shahu Pattern of Education. Shahu Pattern is devotion, dedication, consistent and untiring striving by inspired teachers, motivated students helped by hard working non-teaching staff, encouraged with ideas and incentives, non-interference, insistence on idealism, ethical values, excellence in education by the management - all put together makes a driving force - an Engine. This pattern has shaped hundreds and hundreds of toppers in Board and University Examinations specially those coming from rural area and made us one of the premier institutes of the region. Every year 500 to 600 students from this college seek admission to medical colleges in India. This is the institute from where maximum numbers of students go to medical and engineering colleges in India.

Taking note of our uniqueness in the field of education, the Govt. of Maharashtra honored us with 'Ideal Educational Institute' award in 2000. The college has the distinction of being the first institution in our region going for the NAAC accreditation in 2003 ('A' grade-88.25%) and retained it in the re-accreditation in 2010 (CGPA-3.38) and in the 3rd cycle NAAC has accredited us with B++ CGPA 2.99 in 2018. In the Fourth cycle, institution scored the second highest CGPA among autonomous colleges in Maharashtra with 3.49 A+. The college has UGC-CPE (Phase III) status and support under DST-FIST scheme. We are also the recipient of Best Examination Center Award by Yashwantrao Chavan Maharashtra Open University, Nashik. Best Institute Award (2008-09), Best Examination Center Award and Best Principal Award by our parent SRTM University, Nanded. The institution also received a special grant of 5 Crores under PM-USHA Scheme.

About the English Department

The Department of English has been functioning since 1970, the inception of the institute. The scope of the department became wider after accepting academic autonomy at institutional level in the year 2013-14. The department has extended its horizon of academic service and started PG course in English since June 2017. As an initiative, in collaboration with ELTIS (English Language Teaching Institute of Symbiosis, Pune), we have introduced Certificate Courses in - Spoken English and Foreign Languages.

Department of English has successfully signed six active MoU's with well-known institutions like Sangmeshwar College (Autonomous), Solapur and Imperial English UK 22/02/2022. Under these MOU's the institution conducted various activity oriented programs for students such as webinar, seminar, workshop & student exchange etc.

Besides teaching, the department offers co-curricular activities like Filmfest, Lab feast, Knowing a Book Series, Library Session, Alumni Talk, Career Counseling, SET-NET Preparation Classes, Slow Learner Advanced Learners, Yes you can and wings of fire, ECC - English Composition Competition, Rabindranath Tagore Reading Competition, Author's Week, Poetry Recitation, Author's Meet and Spell Bee Competition. Through Langlit (Students' Association of English), we conduct activities like poster presentation, student seminars, quiz competition, elocution and anchoring in various programs of the department which help students to overcome their phobia of public speaking in English. All these activities lend a hand for academic progress and cultural advancement of the students.

Department offers courses

Undergraduate Studies- Communicative English for UG First Year and Second Year

Undergraduate Studies- BA (Optional English as Core Course)

B.VoC. Courses

B.A. CEP Courses

Post-Graduate Studies- MA (English Literature)

Certificate Course- Spoken English

Certificate Course- Foreign Language

Facilities Provided by the Department:

Language Lab

Departmental Library with 300+ books, Journals.

Pradhan Mantri Uchchatar Shiksha Abhiyan

(PM-USHA 3.0)

Grants to strengthen colleges

Activity under Soft Component

Sanctioned as per DPR revised on

DPR Sr No	
Title of the activity as per DPR	Certificate Course in Proof Reading & Editing
Activity sanctioned for years	2025-2026
Sanctioned Total Amount	30,000/-
Duration of Activity	December 2025
Total Hours	30 hrs
Minimum - Maximum Intake Capacity	30-40
Credits	02
Marks	50
Evaluation	Internal 40% & External 60%
Certificate	After the fulfillment of the course

Curriculum

Proof Reading and Editing in English Language

Objectives:

1. To familiarize the learner with basic features of editing
2. To familiarize the learner with basic features of grammar and usage
3. To develop an understanding for correct techniques of writing
4. To acquaint the learner with related technical terms
5. To develop an understanding of different style manuals

Course Outcomes:

1. Ability to understand basic features of grammar and usage
2. Ability to correct and improve the syntax and grammar of the text
3. Familiarity with technical terms related to editing
4. Ability to provide reliable set of editing standards and skill.
5. Ability to apply and use different style manuals.

Unit I Basic grammar and syntax

1. Spellings, Tracing Errors in Spellings,
2. Sentence Structure, Sentence Completion
3. Vocabulary, Synonyms, Antonyms,
4. Phrases and Idioms

II Punctuation and Technical Terms

1. Punctuation

Full stop, Colon, Semi colon, Question mark, Comma, Exclamatory, Dashes, Parentheses, Square brackets, Hyphen, Ellipsis, Apostrophe, Quotation marks

2. Technical Terms

Abbreviation, Abstract, Acronym, Alignment, Close Parenthesis, Close Quote, Content Management System (CMS), Content Mapping, Context Sensitive, Copy Writing, Dash Leader, Document Management, Editing Marks, Correction Marks, Proof-Reader Marks

III Editing

1. Basic Steps in Editing: Planning, Gathering/Organizing Composing/Drafting, Revising/ Editing, Symbols of Editing, Analysis and Critique of Manuscripts/Media.

2. Types of Editing: Structural editing, Stylistic editing, copy editing, Proof reading, Formatting, Web editing, Line editing, Developmental editing

3. Documentation: Entries, references, works cited, bibliography, citing online and offline sources, formatting.

IV Functional Editing

1. Passages, Extracts from literary text for editing practice

2. Style manuals: MLA, Chicago Style Guide, APA

Learning Resources:

1. Correct English for Language skills, Subramanyam, Tickoo M. N, Macmillan Publication
Hyderabad, 1977.

2. Essentials of Business Communication, Pal Rajendra, Sultan Chand Book Publication. 1983.

3. Effective Editing, Halan, Y.C., Sterling Publishers Pvt, Ltd

4. English Editing, Alexa Estella D, Fair Field Book Publishers, 2013

5. The Copyeditor's Handbook. Einsohn, Amy. University of California Press (2011).

6. Microsoft® Manual of Style. Microsoft Press. (4th ed.) (2012).

7. Professional English, Meenakshi Raman & Sharma Sangeeta, Oxford Higher Education, 2018
(Online Resources)

8. Technical Editing (5th ed.) Rude, C. D., & Eaton, A. Pearson. (2011).

9. The artful edit: On the practice of editing yourself. W.W. Norton (2007).

10. What Editors Do: The Art, Craft, and Business of Book Editing, Gina Peter, University of
Chicago Press, 2017.