

## About the workshop

The purpose of the workshop is to help students to understand how the different concepts that they learn are used in actual practice of IT industry. From the workshop, the students will become aware about some of the basic tools and techniques that are used in this industry. It will also enable them to understand how technical writing can be taken up as a career.

Students who are pursuing M. Lib. I. Sc. Degree, M.Phil. and PhD. are eligible to participate in the workshop.

★ There is a limitation of the number seats in the workshop!

*Celebrating Glorious Platinum Jubilee of the Department*



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Prof. Pijushkanti Panigrahi  
**Head of the Department:**

Dr. Parikshit Mondal, Associate Professor  
**Convenor of the Workshop:**

★ *Please contact with the convenor of the workshop for participation*  
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## WORKSHOP ON TECHNICAL WRITING

Date - 24<sup>th</sup> February 2020  
(Monday)

Time - 12 Noon

Venue - 8<sup>th</sup> Floor  
Centenary Building  
University of Calcutta

*Organized by*  
**Department of Library  
and Information Science,  
University of Calcutta in  
collaboration with  
Keysight Technologies**

## About the Department:

On August 17, 1944 the Syndicate of the University considered the resolutions of the library sub-committee that was formed by the University of Calcutta to the effect that "The University will institute a Diploma Course in Librarianship every year. The course including the examination will extend over one year beginning in the month of January". A Librarianship Training Committee was to be appointed every year to run the course and there was no separate department. The first Dip. Lib. Training started in January, 1945. In 1959 the Training Department was separated from the Library Department. A separated and independent Faculty for Post-Graduate Studies in Library Science was created and the 'Department of Library Science' was placed under it. In 1998 the Department has been renamed as the Department of Library & Information Science and the course is being called as Bachelor of Library & Information Science (BLIS). In 2010 the department incorporated a new course of 5-Year Integrated Master of Library and Information Science (5-Year Integrated MLIS). The Department is presently under the Faculty of Post-Graduate studies in Journalism, Education and Library & Information Science. From 2018, the department started another new set of course as 2-Year Integrated Bachelor of Library & Information Sciences - Master of Library & Information Sciences (2-Year Integrated B. Lib. I. Sc - M. Lib. I. Sc.). **The department is celebrating it's glorious 75 years by organizing several workshops, seminars/and conferences and many academic programmes throughout the year.**



## About Keysight Technologies

Founded as Hewlett-Packard in 1939 and launched as a fully separate electronic measurement company on November 1, 2014, Keysight's story continues with the same unparalleled entrepreneurial tenacity and passion that has inspired innovators worldwide, helping them achieve the unimaginable.

Whether you are seeking to overcome barriers to innovation, transform your development processes, Keysight's solutions optimize networks, integrate workflows, and validate tomorrow's technologies with unprecedented performance backed by decades of research and expertise.

Discover more at: <https://www.keysight.com/in/en/about.html>

## Details of the workshop

Session	What you will learn?	Duration
Involvement in Technical Publications	<ul style="list-style-type: none"><li>•Different types of technical documents like user guides, installation guides, API guides, etc.</li><li>•Structure, scope, and content of 3 such documents</li></ul>	1 hour
News Digests and Newsletters	<ul style="list-style-type: none"><li>•What are they, why they are needed, and the different types</li><li>•Some of the most popular News Digests</li><li>•How to prepare a News Digest using MS SharePoint</li><li>•How to prepare Newsletter using MS tools.</li></ul>	1 hour
Referencing and indexing using MS and other Tech Writing tools	<ul style="list-style-type: none"><li>•How to prepare bibliographic references in MS word</li><li>•How to prepare an index in MS word</li></ul>	1 hour
Technical Writing tools with special emphasis on Single-Sourcing	<ul style="list-style-type: none"><li>•Awareness about some of the most popular tools used in the technical writing field</li><li>•Understand single-sourcing and some of the techniques</li></ul>	1 hour