



A Nanotechnology platform

PG Program

Scientific and Technical Writing

A Distance Participation Program

With e-learning Practical Modules

*Equipping you
to foray into
Technical
Writing*



Nano Science and Technology Consortium

Consulting . Research . Outsourcing . Technology

www.nstc.in/programs/writing

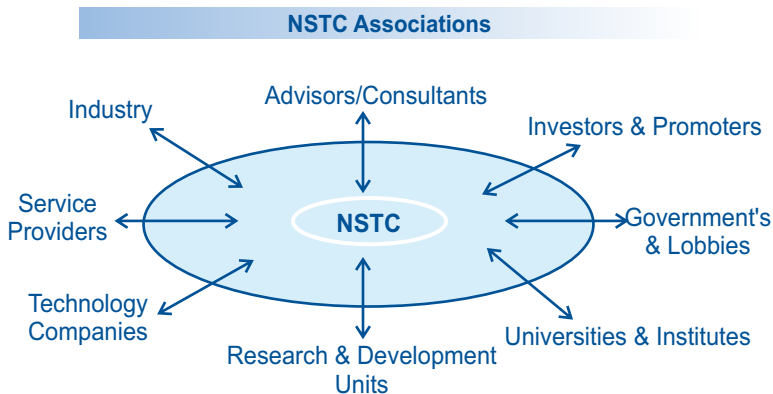
About NSTC

Nano Science & Technology Consortium (NSTC) is a non governmental, privately run body. It came into existence in the year 2005. It is ideally situated in a well developed institutional area in Noida, (U. P.), India.

The professional knowledge enhancement programs offered by NSTC are aimed to provide latest professional knowledge along with a wide variety of reference tools with wide acceptance. The main purpose of these programs is knowledge enhancement of individuals. This purpose is different from educational programs being offered by various universities / institutions which ultimately results in educational qualifications without much linkage with changing requirements. NSTC's professional training programs are suitable to individuals who are looking for significant knowledge enhancement in areas beyond their educational qualifications and requirements.

NSTC's programs aim at the enhancement of knowledge of an individual and thus making him / her capable in taking better decisions. The ultimate aim of these knowledge enhancement programs is to accelerate the society and nation's development by further sharing of this knowledge with other fellow countrymen by the NSTC trained professionals.

However in the present scenario demand from professionally trained manpower is changing continuously. Keeping this in mind NSTC is making lots of efforts in its professional programs for providing latest and most updated content for the participants.



Technical Writing Defined

Technical Writing is a structured way of writing that presents technical information to readers (the audience) in such a way that it is adapted to their needs and understanding level. You write about a technical subject in such a manner that even a new kid on the block could understand. Technical writing communicates technical (specialized) information, generally in the form of user manuals, training materials, information guides and many. These may be printed or portable documentation such as PDF or online help. In today's customer-centric business model, an organization's user manuals and technical write-ups act as its public face and also reflect its level of professionalism.

Future of Technical Writing

Technical Writing has become an increasingly essential occupation in business and government, jobs can be found in almost any industry sector because of the need for users' guides, instruction manuals, and training materials. Demand for Technical Writers is expected to grow because of the growing need to communicate new scientific and technical information to a layman.

Demand of Technical Writers (Technical Communicators) in Current Times

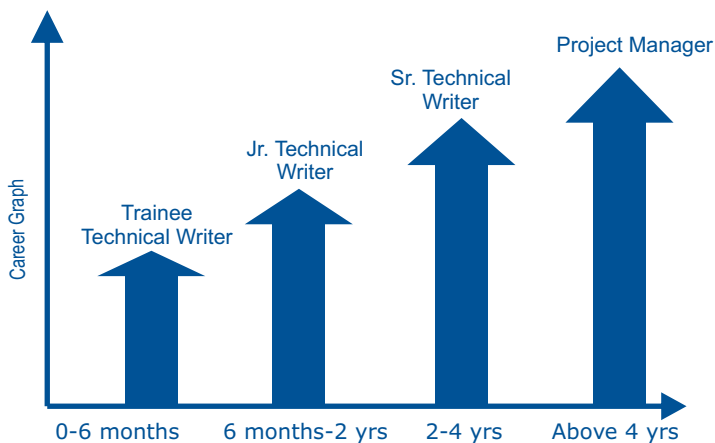
The area of scientific and technical writing is quite competitive, it offers performance-driven growth opportunities. The demand for technical writers is bound to rise as technology continues to become more and more part of our lives. The remunerations in this domain of employment are quite excellent at all ranks.

- The product oriented companies, generating technical content and technical publications are growing in number at a fast pace and the sophistication in this techno-information age is an implied phenomenon
- As India and the world as a whole, progresses in the IT, automobile, biotechnology and pharmaceutical sectors the need for technical communication is expected to continue to increase

The spread of PCs, the mushroom growth of consumer electronics, the net, and the regulatory requirements have all necessitated for clients' friendly instruction /users manuals

- In essence, the scientific, technological and legal developments have deepened the requirement of skilled professionals for interpreting and communicating the highly scientific and technical information to a general audience

Job Positions and Career Path



Key Job Sectors

Aerospace, automotive, engineering, electronic, education & training, food, KPO, research and development, nanotechnology, legal, finance, pharmaceuticals, software, and telecom etc.

Employment and Salary Statistics

The U.S. Dept. of Labor's details of the industries with the highest published employment and wages for Technical Writing are as follows:

Industries with the highest levels of employment in this occupation:

Industry	Employment	Annual mean wage
Computer Systems Design and Related Services	8,550	\$66,090
Architectural, Engineering, and Related Services	3,300	\$59,530
Management, Scientific, and Technical Consulting Services	3,000	\$64,000
Newspaper, Periodical, Book, and Directory Publishers	2,670	\$57,580
Software Publishers	2,570	\$70,380

Top paying industries for Technical Writing:

Industry	Employment	Annual mean wage
Other Financial Investment Activities	Estimate not released	\$77,610
Computer and Peripheral Equipment Manufacturing	1,140	\$75,440
Grantmaking and Giving Services	Estimate not released	\$73,030
Business Schools and Computer and Management Training	190	\$72,180
Wireless Telecommunications Carriers (except Satellite)	50	\$71,860

Society for Technical Communication (STC) India's technical communicator salary survey indicates the following salary structure:

The median salary for technical communicators with less than two years of experience is Rs 17,958 per month. The median figure for those with two-three years of experience is slightly higher at Rs 18,000. The three-four years of experience group earns a median salary of Rs 25,000. The figure goes up to Rs 33,333 for the four-seven years experience group. The median figure for those with more than seven years of experience is Rs 58,333 per month.

There has been 25%-40% rise in salary levels from the above mentioned salary survey since 2003.

"Today, the demand for technical writers in India is rapidly rising. As India progresses in the automobile, biotechnology, and pharmaceutical sectors, the need for technical communicators is bound to rise,"

- Dr. Ganesh Natarajan,
Global CEO, Zensar Technologies,

"Writing today is not a frill for the few, but an essential skill for the many,"

- Declaration by **The National Commission on Writing** for America's Families, Schools, and Colleges.

Scientific and Technical Writing

A Distance Participation Program with e- learning practical modules

Medium of Instruction:
English

Duration: Six Months

Scientific and Technical Writing Program

In the current information age, considering the growing need and importance of an effective communication in general and the technical communication in particular, NSTC is initiating a program for the benefit of new entrants and working professionals-

- It is a tailored, first of its type-program in India, that attempts to provide a complete overview of scientific and technical writing with both print & e-learning aids combined together
- It envisages creation of awareness of scientific and technical communication (writing) at mass level and popularizing the scientific outlook in India
- It endeavours to prepare a competency base in the areas of Scientific and Technical Writing in India
- The program is being made available at average fee to the target audience, the students & professionals

Program Objectives

- To develop and improve the scientific and technical writing (technical communication) skills in the participants
- To cater to the technical communication needs of new entrants and working professionals
- To introduce with the theory and tools of technical communication
- To enable to produce clear and effective scientific and technical documents
- To enhance the level of technical communication and practices

- To create professional technical communicators' traits in an enthusiastic English speaker

In a nutshell, the objective of the program is to impart strong technical /scientific writing fundamentals to the trainees thus creating professionals well grounded in the principles of scientific and technical documentation which in turn meets the emerging industry requirements.

Program Salient Features

- Driven by Experienced and Trained Faculty
- Practical and Virtual Learning Experience through NSTC's e- learning Platform
- Regular Evaluation and Exercises
- Real-Time Projects
- Personalized Guidance and Support
- Knowledge on Technical Writing Tools
- Focus more on Practical Issues
- Self-explanatory Supporting Materials
- Placement Assistance

Target Audience

Diploma holders/Graduates/Post-graduates & Ph.Ds from any field of learning/working professionals.

Program Duration

Duration to complete the program is six (6) months. However the candidates have a maximum of nine (9) months to complete the program by paying re-registration fee of Rs. 2000 /-

Eligibility

- Graduation in any discipline. Those who are pursuing a degree / diploma program are also eligible
- Experienced professionals, academicians and researchers are highly advised to join

- Basic knowledge of computer operations/ utility packages (Windows & MS Office) and Internet
- Good understanding of English language is an advantage
- Participants with an aptitude for writing in general and on scientific and technical matters in particular, may reap the maximum benefits

Fee Structure

The program fee should be sent along with complete application form and documents as mentioned in the application form at Noida, Corporate Office.

The fee should be paid through a demand draft in favor of “ **Nano Science & Technology Consortium**” payable at **Delhi/New Delhi**.

Draft should be sent to:

Program Co-ordinator, **Scientific and Technical Writing**

Nano Science & Technology Consortium
A-105, 3rd Floor, Sector-63, Noida, U.P., India

Fee Details

Fee Details	Indian Students	Overseas Students
Program Fee*	Rs. 10,000=00	US\$ 600 =00

Syllabus

1. Scientific and Technical Writing: An Overview.
2. Main categories of scientific and technical documents/ information products, their audience and purpose.
3. Scientific and Technical Writing (English)- basic principles/ norms of good writing, clear writing, grammar and writing style, editing and

revising, Proof-reading marks.

4. Processes and Guidelines- writing process, audience analysis, job analysis, revision techniques, library consultation, documentation, cross-referencing.
5. Introduction to the important tools employed in the preparation of a quality scientific-technical communication- Microsoft (MS) Office, MS Visio, Robo Help Office, Adobe Frame- Maker, Quadralay Web-Works, Epic Editor etc.
6. Brushing- up the scientific-technical writing skills.
7. Scientific Research Paper: Sections of a scientific paper, how to prepare and publish a scientific paper, significant global conventions and norms concerning scientific-technical writing/ publishing, referencing, yardsticks in the evaluation of scientific-technical writings.
8. Manuals: Main types, a standard- user, installation or maintenance manual, writing of an effective explanation, introduction, and creation of an elaborate outline for a technical manual.
9. Reports and Proposals: Major categories of reports- technical, progress, project, inspection, feasibility, recommendation, incident, trip and other reports, their overview, structure and process. Proposals and plans.
10. Document, design aspects- book design, page design, headings. Visual elements- tables, graphs and charts etc.
11. Formatting conventions, final packaging.
12. Abstracts, introductions, conclusions and indices.

Relevance of the Program

- As apparent, the program is for those who are interested in a career in scientific-technical writing but it also acts as an essential program for all those who invariably deal with multiple technical communications in pursuit of their jobs or studies

- It is also for those, who intend to augment a versatile skill or qualification to their present profile/degree in Science, Engineering, Journalism, English Language, History, Philosophy, Advertising, and Marketing etc. The more you hone your writing skills the better are the job prospects in your respective field
- It is also quite satisfying for them, who may employ their language skills to do some relevant writing job in a quite decent and rewarding profession

Program Delivery Methodology

1) Advertisement

The training program is advertised in leading Indian daily news papers, popular Indian Science magazines and on NSTC web site etc.

2) Registration

In response to the advertisement, candidates apply with duly completed application form. Candidates can download the application form by clicking the link **www.nstc.in/programs**, or send a written request for a complete brochure and application form of this program along with a DD of Rs. 100 or US\$ 50 (outside India) in favour of "Nano Science and Technology Consortium" payable at Delhi/New Delhi.

Duly filled out application form and necessary documents (refer to the application form) , accompanied with the demand draft in the amount of aggregate applicable fee (please refer the section Fee Structure and Scholarship for details) should be sent at Noida, Corporate Office.

3) Dispatch of Study Material, Certificates and Re-registration Process

Course material comprises of printed book and non-book **formats** (CDs). Over and above, it includes a couple of standard introductory texts, written by popular authors of this field. The **course** material is sent to the participants before or around the commencement of the program. Audio-Visual presentations, exercises, chat with faculty and interaction among

participants along with online study/ reference materials is also part of course delivery.

- i) Program fee is inclusive of the charges towards the program assistance and the Certificate.
- ii) In case of return of above documents to us, owing to an incorrect/ insufficient address or changes in the candidate's postal address, the second time dispatch charges are as under:

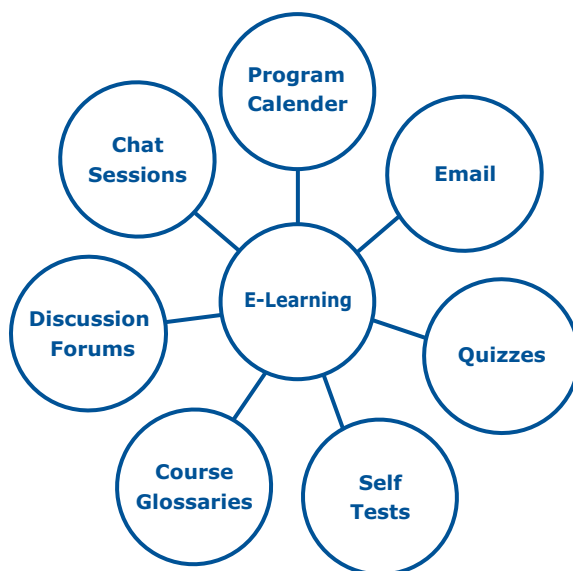
Re-dispatch and Administration Charges

Fee Details	Indian Students	Overseas Students
Re-dispatch/ Admin	Rs. 500=00	US\$ 50 =00
Re-registration	Rs. 2000=00	US\$ 100 =00

Contact Classes (optional)

Contact classes are available on weekends delivered by industry experts, the classes include hands on training and live projects.

4) Participate on web-portal activities on <http://nstc.celnet.in>, receive internet based support.



4.1) Program Calender

The course calender keeps you on track regarding the upcoming chat sessions and due date of assignments.

4.2) Chat Sessions

Instructors will hold a chat session with the class to discuss any issues regarding the provided course material /assignments.

4.3) E-mail

Instructors use e-mail to communicate any relevant information and all important administrative circulars with the class as a whole. You can also use e-mail to obtain one - to - one help from your instructor when you have queries about material / assignment.

4.4) Discussion Forums

Discussion Forums are an excellent way for you to interact with your class and share your thoughts and ideas. In order to stimulate the sharing of ideas between students, you are encouraged to post items to the discussion board during the program. A student can post a question to the class via the discussion board. In some classes, the discussion board is used to post work items so that they can be shared by your course mates.

4.5) Quizzes

To guide the performance of the students during the course of the program, regular quizzes are added. Creating a little mini-test for each reading assignment encourages students to do the reading so they can do well on the quiz. It also gives the students feedback on how well they understood the reading assignment.

4.6) Course Glossaries

Glossary will provide a list of definitions related to the program, like a dictionary. This will facilitate quick reference to any term related to the program.

5) Assessments and their Evaluation

The assignments, exercises or question papers, other relevant information and all the important administrative circulars etc. are provided to the candidates online/ offline. These are conveniently made available in the 'Candidate's Corner' at our web site, www.nstc.celnet.in

The program involves assessments by mentors from NSTC and outside experts.

Evaluation

Mentors from NSTC and NSTC nominated outside experts assess the progress of the candidate's performance, by reviewing/ evaluating the assignments, submitted online/ offline by the candidates.

The assignment papers will be prepared covering the various facets of the Syllabus.

The assignments may be short objective and detailed essay types as well. These are of compulsory and optional types.

Candidates are required to complete at least two compulsory detailed assignments that attempt to take care of all important facets of the program. One of them is of course meant for the self assessment of the candidates. The candidates are empowered to assess themselves. They need to observe the stipulated time lines in the submission of these assignments.

This being a distance participation program, candidates will be required to submit their assignments **online/through email** at the marked loci using the 'Candidates Corner'. The mentors will provide their assessment and comments for corrections, revision.

Candidates may take a note that, plagiarism is taken seriously. It can result in withdrawal from the program.

Grading Criteria for the Assignments

Grades	Criteria- evaluation yard sticks
A+	Excellent i) Fully understood the work and showed an outstanding competence ii) Very high degree of individual style and insight
A	Very good i) Fully understood the work and showed the competence ii) Contributed well above the requisite yardsticks
B+	Good i) Good understanding of the assigned work. ii) Hard work to fulfill the requirements of the assignment is reflected
C	Poor i) No understanding of assignment ii) No sincere effort seen in understanding and execution of the assignment
D	No scores/ Absent i) No submission of assignment ii) Assignment is irrelevant iii) Assignment has to be re-written iv) Evaluation of rewritten assignment

Assignment Calendar

S. No.	Assignments	Syllabus Facet No./ Topic	Due Date (s)
1	Detailed compulsory assignment Self assessment	Announced online http://nstc.celnet.in	Announced online http://nstc.celnet.in
2	Detailed assignment Institution's Assessment		
3	Other optional Assignments		

Certification on Successful Completion of the Program

- Candidate is awarded with a program completion certificate after satisfactory submission and the clearance of the assignments
- The time period required to complete the certification is six months. Candidates are instructed to complete and ensure the submission of the compulsory assignments to the NSTC within the stipulated time period. Failing to submit and get clearance on the compulsory assignments, on or before the program conclusion date, requires a re-registration in the same program. This facilitates an extension of three months (maximum) period for the submission of requisite assignments

Change in Information Policy

NSTC reserves the right to change the commencement/ conclusion dates of the program.

Disclaimer

NSTC strives to make the study material and assignment papers available to the candidates in time, however, in the exceptional events of delay from NSTC's side (not the delay on part of postal/ courier agencies if any), in providing the study material or the assignment papers to the candidates, NSTC assumes the responsibility to compensate the candidates by allowing extra time period on the above account.

Legal

In case of any dispute, the jurisdiction is only Noida district and the dispute has to be resolved only through arbitration and the sole arbitrator is Director NSTC.

FAQs

Please refer to
www.nstc.in/programs/writing

Queries/ Concerns

Telephone No. 0120- 4330376

Mobile No. 09818206463 (General Helpline)
09958161117 (Program Co-ordinator)

Web: www.nstc.in/programs/writing

E-mail: tech.writing@nstc.in

A select list of NSTC Corporate Members

Organization Name

City

Advanced Scientific Systems	Ahmedabad
AI Lexicon Tech Devices Pvt. Ltd.	Chennai
Ajanta Pharma Ltd.	Mumbai
Ashapura Volclay Ltd.	Mumbai
Aspnanoepts Technologies Pvt. Ltd.	New Delhi
Avantel Softech Ltd.	Hyderabad
Bioresource Biotech Pvt. Ltd.	Pune
Bio Technologies Ltd.	Bangalore
Catalyst Pharma Consulting	Mumbai
Chardra Bhagat Pharma Pvt. Ltd.	Mumbai
Confederation of Indian Industry	Ahmedabad
Crystal Nanoclay (P) Ltd.	Talegaon
Defence Research and Development Laboratory	Hyderabad
Secunderabad Eagle Chemical Works	Mumbai
EdgeTech Scientific Pvt. Ltd.	New Delhi
Emmessar Biotech & Nutrition Ltd.	Mumbai
Eppendorf India Ltd.	Chennai
Fortuna Group	Bhubaneswar
Geomarine Biotechnologies (P) Ltd.	Chennai
Global MediSciences Ltd.	Ahmedabad
Hindustan Antibiotics Ltd.	Pune
IIT Madras	Chennai
Infinitum Pvt. Ltd	Kathmandu
K.S.R. Arts and Science College.	Namakkal
Maple Biotech Pvt. Ltd.	Pune
Micro Devices Metrohm Limited	Chennai
Monad Nano-tech Pvt. Ltd.	Mumbai
MS Electronics India Pvt. Ltd.	Panchkula
Multiplex Biotech Pvt. Ltd.	Bangalore
Mur & Mur Bioscience and Health Pvt. Ltd.	Chennai
Nano Technology World Co.	Tehran
Nava-Bharat Fertilizers Limited	Hyderabad
Omega Health Care	Bangalore
Organica Biotech Pvt. Ltd.	Mumbai
Ortin Laboratories Ltd.	Mumbai
Oscar Chemicals Pvt.Ltd.	Ahmedabad
Osho Pharma Pvt. Ltd.	Ahmedabad
Punjab Biotechnology Park Ltd.	Mohali
Qtech Nanosystems Pvt. Ltd.	Bangalore
Rossari Biotech	Mumbai
Sree Vishnu Electronics	Chennai
Sundaram-Clayton Ltd.	Chennai
Symbiotec Pharma Lab Pvt. Ltd.	Indore
TATA Consultancy Services	Haridwar
Tata R&D Design Centre	Pune
Pune Thermax Ltd.	Pune
Transvahan Technologies India Pvt. Ltd.	Bangalore
UCAL Fuel Systems Ltd.	Chennai
Unichem Laboratories Ltd.	Mumbai
Vimta Labs Ltd.	Hyderabad

A select list of NSTC Institutional Members

Organization Name	City
A.C.S. Institute	Amravati
A.M.K. Technological Polytechnic College	Chennai
Ag Nanotech Impex India Pvt. Ltd.	Cochin
Amity School of Engineering	Lucknow
Anna University	Chennai
Annai Teresa College of Engineering	Karaikudi
Arunai Engineering College	Tiruvannamalai
Banaras Hindu University	Varanasi
Bengal College of Engineering & Technology	Durgapur
Bethlahem College of Education	Karungal
Bharathidasan University	Tiruchirappalli
Biiogeneic Institute of Biotechnology	Namakkal
Birla Institute of Technology	Ranchi
Cancer Institute (WIA)	Chennai
Central Electronics Engineering Research Institute	Pilani
Central Institute of plastics Engineering & Techno	Hyderabad
DCR University of Science and Technology	Sonepat
FAHS, Arupadai Veedu College	Pondicherry
Govt. Degree College Srikakulam	Guwahati
Ganga College of Technology	Jabalpur
Indian Institute of Technology	Mumbai
Institute of Information Technology & Management	Gwalior
J.S.S. Medical College	Mysore
Jawaharlal Nehru University	New Delhi
Kamaraj College of Engineering	Arupukottai
King Saud University	Riaydh
Kumaraguru College of Technology	Coimbatore
L.T.M. Medical College	Mumbai
Madras Institute of Technology	Chennai
Madurai Kamaraj University	Madurai
Manipal Academy of Higher Education	Manipal
Manipur Institute of Technology	Imphal
Muthayammal Engineering College	Namakkal
Nanotechnology Research and Innovation Foundation	Pune
Nansen Environmental Research Centre	Cochin
National Institute of Technology	Durgapur
Osmania University	Hyderabad
Punjab University	Patiala
Presidency College	Kolkata
Regional Institute of Education	Mysore
S.R.M. Institute of Science and Technology	Kanchipuram
Sardar Patel University	Vallabh Vidyanagar
SR Engineering College	Warangal
The Foundation for Medical Research	Mumbai
The Kolkata Municipal Corporation	Kolkata
University of Kashmir	Srinagar
Ventura Institute of Biosciences	Hyderabad
Vidya Academy of Science and Technology	Thrissur
Yashwantrao Chavan Maharashtra Open University	Nashik

*The above mentioned list is variable it is compiled as per the current record.
NSTC is not responsible for any change in information.



Nano Science and Technology Consortium

A-105, 3rd Floor, Sector-63, Noida, UP,
INDIA 201 301

Mob.0120-4781203/4, 09958161117
(Program Co-ordinator)



APPLICATION FORM

Scientific and Technical Writing

A Distance Participation Program

with e- learning practical modules

Form No:

Affix your latest
passport size
photograph duly
signed by you

(for office use only)

Enrolment No.

1.Name (Mr./Ms.) _____
Middle Last

2.Father's /Husband's Name First _____

3.Postal Address (Capital Letters Only) _____

City: _____ Pin Code

State _____ Email: _____

Phone No. with STD Code _____ Date of Birth
DD MM YYYY

Mobile No: _____

4.Academic Qualification:

Examination	Board/University	Year of Passing	% Marks
Graduation			
Post Graduation			
Any other			

Nano Science and Technology Consortium

5. Experience:

Present company (Name & Address)	Designation	Total Experience	Present Responsibility

6. Please tick (✓) preferred area of specialization (Any one choice):

Software Documentation

Medical Writing

Business Writing

Scientific Writing

Content Writing

7. (a) **Nationality:** _____ (b) **Country of Residence:** _____

8. General information (P) mark only relevant column

Sex

Male

Female

9. Crossed Demand Draft/Cheque No. _____ date _____

Drawn on _____ for Rs./ \$ _____

(Bank draft must be drawn in favour of "Nano Science and Technology Consortium". Payable at Delhi or New Delhi . Candidates are advised to write their name and address at the back of demand draft/ Cheque)

10. Documents to be attached with application form:

i) Program Fee draft at the time of submitting application form

ii) Certificate & marksheet of the latest Degree / Diploma

iii) Passport size photograph

NSTC accepts **payable at par** cheques only, other cheque are not entertained.

Important Information

The program in which you are seeking participation, is NSTC's independent knowledge enhancement program, that gives an overview of Scientific and Technical Writing. The program neither promises any job guarantee nor provides any specific eligibility to pursue higher studies. In case of any dispute, it would have to be resolved through arbitration, under Arbitration and Conciliation Act 1996, by the sole arbitrator appointed by the NSTC, Noida. The jurisdiction of the same will be the Court of the District Gautam Buddha Nagar, Noida, India only.

Declaration by the Applicant

I hereby declare that I have read and understood the details of the program for which I seek admission. I have provided the necessary information in this regard.

In the event of any information found incorrect or misleading, my candidature shall be liable to cancellation by NSTC at any time and I shall not be entitled to refund of any fee paid by me to NSTC. I fully understand and agree that fee once paid is not refundable in any circumstances and is also not transferable.

Place:

Signature of Candidate

Date: