

## NATIONAL BOOK TRUST, INDIA

5, Institutional Area, Vasant Kunj New Delhi- 110070

**Application for NBT Book Publishing Course: 01 June - 10 July 2026**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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Email ID: \_\_\_\_\_ Mobile: \_\_\_\_\_

Date of Birth (DD/MM/YYYY): \_\_\_\_\_ Gender: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

University Education: (Please start from last qualification)

Institution	Degree/Diploma	Subject	Year of passing	CGPA/Percentage

Work Experience

Institution	Department	Designation	Duration	Monthly Salary

Please enclose a Statement of Purpose along with self-attested scanned copies of: 1. Proof of Address and Age, 2. Certificate of highest educational qualification, 3. Work experience certificates (if applicable). Please ensure that contact details such as, email ID and Mobile number, are written legibly.

Please provide the payment details below:

Amount      Transaction No.      Date      Bank and Branch      Account holder's Name

Declaration: I have read the terms and conditions of the course and agree to abide by them.

Date:

Place:

Signature of the Applicant

**NATIONAL BOOK TRUST, INDIA**  
(Ministry of Education, Government of India)  
5, Institutional Area, Vasant Kunj New Delhi- 110070

## **NBT INDIA BOOK PUBLISHING COURSE- TERMS AND CONDITIONS**

### **About the Course**

To create a pool of trained professionals for the publishing industry, the National Book Trust, India (NBT) conducts various courses in Book Publishing. Our six-week offline Course in Book Publishing is carefully designed for the benefit of students and aspiring professionals.

### **Duration, Days, and Timing**

- **Dates:** 01 June to 10 July 2026
- **Timing:** 10:00 AM to 05:00 PM (Monday to Friday)
- **Structure:** Approximately 120 sessions in 30 days. Each session is one hour and fifteen minutes long.
- *Note: A draft schedule is provided below. Dates and topics are subject to change.*

### **The Faculty**

Faculty members have been selected with care to ensure learners gain insights from top industry experts. Eminent professionals from leading publishing houses and specialists in Indian publishing will lead sessions on various aspects of the field.

### **Medium of Instruction**

The medium of instruction will be English.

### **Projects and Internships**

To successfully complete the course, participants must complete project work.

- **Projects:** Submission of a study/practical project (e.g., a dummy book, a research paper on a publishing niche, a business plan, or a design project) is mandatory and must be submitted by 1 July 2026. There will be a presentation of Projects.
- **Internship:** An optional internship of at least 30 days at a publishing house is encouraged and must be completed by 31 August 2026. Students are expected to get in touch with the publishing companies for internship and NBT will not be arranging internships. A limited number of internships will be available at NBT.
- **Assessment:** Final results will be based on internal assessment, attendance, and project work. The evaluation of projects by a faculty team will be final.
- Certificates will be dispatched by the 30 September 2026.

### **Who Can Participate?**

The course is open to graduates and post-graduates who are directly or indirectly related to the publishing industry or are inclined toward a career in the field. To ensure quality and accommodate space constraints, intake will be limited to 30 students. Admission will be based on academic merit, relevant experience, a Statement of Purpose (SoP), and an online/offline interview.

## Foundational Phase and Advanced Specialization

The six-week program will be divided into a Four-Week Foundational Phase followed by a Two-Week Advanced Specialization. This would allow students to focus on specific tracks such as Editorial, Marketing, Production, or Design based on their career interests. A "drop-off" option after the foundation course is available for candidates seeking knowledge without a certification.

### Course Fee

- **Fee:** Rs. 15,000/- + Rs. 2,700/- (18% GST) = Rs. 17,700/- per participant.
- **Payment Details:** Online payments should be made to:
  - **Account Name:** National Book Trust, India
  - **Account No.:** 3159101000021
  - **Bank:** Canara Bank, Vasant Kunj Branch, New Delhi
  - **IFSC:** CNRB0003159
- *If a candidate is not granted admission, the course fee will be refunded.*

### Application Process

1. Complete the application form and save it as a PDF.
  2. Email the form to [nbtpublishingcourse@gmail.com](mailto:nbtpublishingcourse@gmail.com) along with:
    - Copy of Degree Certificate
    - Proof of Address and Date of Birth
    - Scanned recent passport-size photograph.
  3. Include the Transaction ID, account holder's name, bank, and branch in the application form.
  4. **Deadline:** 20 May 2026.
- **Note:** Only online applications and payments are accepted. Do **not** send hard copies, cash, demand drafts, or cheques.

### Certification & Attendance

A Certificate of Participation will be awarded to those who successfully complete the course and project work. A minimum of 75% attendance is mandatory. No certificate will be issued to students who fail to meet the attendance requirement or do not submit their project.

### Resources

Please note that video/audio recordings of classes will not be shared, and the NBT does not provide printed study notes.

### Contact Information

**Shri Rubin DCruz**, Assistant Editor (Malayalam), NBT, is the officer in charge. **Email:** [nbtpublishingcourse@gmail.com](mailto:nbtpublishingcourse@gmail.com)

# **National Book Trust, India**

## **NBT Book Publishing Course**

### **Six Weeks' Course Schedule**

#### **1 June to 10 July 2026**

Monday to Friday 10:00 am to 05:00 pm.

#### **Week One: Inauguration and Introduction to Publishing**

##### **Monday 1 June 2026**

- 10:00 am – 11:15 am: Inauguration
- 11:45 am – 01:00 pm: Introductory Message from Director, NBT
- 02:00 pm – 03:15 pm: The World of Books
- 03:45 pm – 05:00 pm: Book Publishing as a Career

##### **Tuesday 2 June 2026**

- 10:00 am – 01:00 pm: History of the Book: From Tablets to Tablet – The Journey of Written Communication
- 02:00 pm – 05:00 pm: Book Publishing in India: A Historical View

##### **Wednesday 3 June 2026**

- 10:00 am – 11:15 am: Publishing Across the World: Major Publishing Houses and Industries in Different Countries.
- 11:45 am – 01:00 pm: An Introduction to Publishing in India Today: Problems, Prospects, Major Houses, and Trends.
- 02:00 pm – 03:15 pm: Publishing in Hindi: Challenges and Future.
- 03:45 pm – 05:00 pm: Publishing in Indian Languages: The Case of an Indian Language (Malayalam/Marathi/Bengali/Tamil).

##### **Thursday 4 June 2026**

- 10:00 am – 11:15 am: Promotion of Indian Books Abroad: Translation Scope, Buying Rights, Grants, International Book Fairs, and Awards.
- 11:45 am – 01:00 pm: Role of the Government and Industry Associations: Book Promotion Policy, NBT, National Library, RRRLF, CAPEXIL and ISBN.
- 02:00 pm – 03:15 pm: How Does Self-Publishing Work?
- 03:45 pm – 05:00 pm: Structure and Business of an Independent Publishing House.

## **Friday 5 June 2026**

- 10:00 am – 11:15 am: Sectors of Publishing: Academic Publishing.
  - 11:45 am – 01:00 pm: Sectors of Publishing: Textbooks and Educational Publishing.
  - 02:00 pm – 03:15 pm: Sectors of Publishing: Trade Book Publishing.
  - 03:45 pm – 05:00 pm: Sectors of Publishing: Children’s Publishing.
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## **Week Two: Editorial**

### **Monday 8 June 2026**

- 10:00 am – 11:15 am: Structure of a Publishing House: Editorial, Art & Design, Production, Marketing, Sales, Administration, and Finance – Their Interaction and Interdependence.
- 11:45 am – 01:00 pm: Various Stakeholders in the Publishing Industry: Authors, Publishers, Printers, Distributors, Retailers, and Consumers.
- 02:00 pm – 03:15 pm: An Introduction to the Editorial Department: Functions and Relationships with Other Departments.
- 03:45 pm – 05:00 pm: Author–Editor Relationship.

### **Tuesday 9 June 2026**

- 10:00 am – 11:15 am: Commissioning of Books: An Introduction.
- 11:45 am – 01:00 pm: Acquiring a Manuscript: Commissioned vs. Unsolicited, Vetting, and Selection Across Genres (Fiction, Non-Fiction, Academic, and Children’s Books).
- 02:00 pm – 05:00 pm: Role of Literary Agents and Agencies: Global and Indian Perspectives.

### **Wednesday 10 June 2026**

- 10:00 am – 01:00 pm: Intellectual Property Rights, Copyright, and Ethics: Anti-Piracy Measures, Plagiarism Prevention, and Open Publishing.
- 02:00 pm – 03:15 pm: Author/Editor Contracts: Meaning, Scope, Royalty Structures, and Subsidiary Rights.
- 03:45 pm – 05:00 pm: Practical Session: Drafting Agreements.

### **Thursday 11 June 2026**

- 10:00 am – 01:00 pm: Developmental, Structural, and Substantive Editing.
- 02:00 pm – 05:00 pm: Line and Copyediting: Fact-Checking, Formatting, and Style Consistency.

## Friday 12 June 2026

- **10:00 am – 01:00 pm:** Style Guides and House Style: Punctuation, Spelling, and Paging Standards.
  - **02:00 pm – 03:15 pm:** Parts of a Book: Front Matter, Back Matter, and Blurb Writing.
  - **03:45 pm – 05:00 pm:** Proofreading: Typos, Widows/Orphans, and Proofreading Marks.
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## Week Three: Design and Production

### Monday 15 June 2026

- **10:00 am – 01:00 pm:** The Art of Book Design: Principles of Page Layout, Readability, and Technical Terms.
- **02:00 pm – 05:00 pm:** The Art of Book Cover Design: An Introduction.

### Tuesday 16 & Wednesday 17 June 2026

- **10:00 am – 05:00 pm: Workshops:** Introduction to Design Software (Photoshop, Illustrator, PageMaker, and InDesign).

### Thursday 18 June 2026

- **10:00 am – 01:00 pm:** The A to Z of Book Printing.
- **02:00 pm – 05:00 pm:** Book Printing: Processes and Technical Introduction.

### Friday 19 June 2026

- **10:00 am – 01:00 pm:** Pre-Press and Imposition: Plate Making, CTC, and Printing Methods (Sheet-fed vs. Web-fed).
  - **02:00 pm – 03:15 pm:** Post-Press: Binding, Lamination, and Special Finishes.
  - **03:45 pm – 05:00 pm:** Paper Selection, Costing, Estimation, and Generation of ISBN/Barcodes.
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## **Week Four: Marketing, Sales, and Digital Publishing**

### **Monday 22 June 2026**

- **10:00 am – 01:00 pm:** Role of Marketing Across Publishing: Tools and Techniques for Book Promotion.
- **02:00 pm – 05:00 pm:** Marketing Essentials: Publicity, Niche Markets, and Book Club Management.

### **Tuesday 23 June 2026**

- **10:00 am – 01:00 pm:** Sales Strategy: Supply Chain, Distribution Channels, and Logistics.
- **02:00 pm – 03:15 pm:** Financial Management: Pricing Policies and Inventory Control.
- **03:45 pm – 05:00 pm:** Accounting and Cost Management in the Publishing Industry.

### **Wednesday 24 & Thursday 25 June 2026**

- **10:00 am – 01:00 pm:** Basics of ePublishing and Audiobooks: Production, DRM, and Marketing.
- **02:00 pm – 05:00 pm: Workshops:** eBook and Audiobook Production.

### **Friday 26 June 2026**

- **Holiday:** Muharram (No Sessions).
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## **Weeks Five and Six: Specialization and Site Visits**

### **Monday 29 June – Tuesday 7 July 2026**

- **10:00 am – 05:00 pm:** Advanced Specialization Master Classes: (Editorial, Production, Design, or Marketing).

### **Wednesday 8 & Thursday 9 July 2026**

- **Field Visits:** Publishing House Visit and Printing Press Visit.

### **Friday 10 July 2026**

- **10:00 am – 11:15 am:** Panel Discussion: The Future of the Book.
- **11:45 am – 01:00 pm:** Closing Ceremony and Concluding Message.