URDU ACDEMY DELHI

SYLLABUS FOR THE POST OF KATIB (CALLIGRAPHER)

I Fundamentals & Traditional Calligraphy

1: Introduction to Urdu Calligraphy

- History and evolution of Urdu scripts
- Overview of classical calligraphic styles
- Cultural and artistic significance

2: Script Studies (Khattati)

- Intensive training in:
  - **Khatt-e-Nasta'liq**
  - **Khatt-e-Naskh**
- Copying exercises from classical manuscripts
- Stroke development and stylistic accuracy

3: Tools & Materials

- Types of **Qalam (reed pen)** and cutting techniques
- Ink preparation (traditional and modern)
- Paper types and surface preparation
- Maintenance of tools

4: Letter Formation & Composition

- Structure and anatomy of Urdu letters
- Proportion, alignment, and spacing
- Word and sentence construction
- Balance and visual harmony

II Digital Calligraphy & Graphic Design

1. Digital Calligraphy

- Introduction to digitizing handwritten scripts
- Scanning and vectorization techniques
- Stylization and refinement of calligraphic work

2: Graphic Design Software

- Basics of design tools such as:
  - CorelDRAW
  - Adobe PageMaker (or modern equivalents)
  - InPage Urdu software
- Typography and font handling in Urdu

3: Layout & Composition

- Principles of design (balance, contrast, hierarchy)
- Designing:
  - Book covers
  - Magazine layouts
  - Posters and advertisements
- Integration of calligraphy into visual design

4: Applied Projects

- Branding using Urdu calligraphy
- Publication design (newsletter/booklet)
- Advertisement campaign design

5: Professional Practice

- Freelancing basics
- Print production techniques
- Portfolio development
- Industry exposure/workshops

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