

**HANS RAJ MAHILA MAHA VIDYALAYA, JALANDHAR**



**SYLLABUS FOR  
ADD ON CERTIFICATE COURSE IN FASHION DESIGNING**

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**ADD ON CERTIFICATE COURSE IN FASHION DESIGNING**

**Paper-A**

**(THEORY)**

**Max. Marks.50**

**Time 3hrs.**

**Instructions for paper setters:**

There will be a total of eight (8) questions. Candidate will be required to attempt any five (5) questions. All questions will have equal marks.

**Unit-I**

(I) Introduction to sewing machine.

- a) Parts
- b) Defects
- c) Remedies

(II) Equipment and supplies used in apparel construction.

**Unit-II**

(III) Basics of drafting and its importance.

**Unit-III**

(IV) Anthropometric

(V) Wardrobe planning

**References:**

1. Bhatnagar, P. "Decorative Design History in Indian Textiles and Costumes" Abhishek Publications.
2. Clarke, S. "Textile Design" Laurence King Publishing Limited, London.
3. Diamond, J.D. "The World of Fashion" Fairchild Publications, New York.
4. Tozer, J and Levitt, S. "Fabric of Society: A Century of People and their Clothes 1770-1870" Laura Ashley Publications.



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## ADD ON CERTIFICATE COURSE IN FASHION DESIGNING

**Paper-B**

**(Practical)**

**Max. Marks.100**

**Time 3hrs.**

### **Instruction for the paper setters:**

- (i) There will be two questions from unit I and one from unit II and one from unit-III
- ii) Students are allowed to use slopers for the adaptation.

### **OBJECTIVES:**

#### **To impart knowledge about:**

- i) Various construction techniques.
- ii) Applying these techniques in garment construction

#### **Unit-I**

- (I) Make sample of the following:
  - a) Hand stitches: Hemming(visible, invisible), Basting( even, uneven, diagonal), running stitch, back stitch
  - b) Seams: Plain, French, run and fell
  - c) Decorative Seams: pleats(box, inverted), darts, pin tucks
- (II) Embroidery Stitches: Button Hole stitch, Herring bone, stem, chain, satin, French knot

#### **Unit-II**

- (III) Drafting& Construction:
  - a) Child bodice block and sleeve block
  - b) Sleeve: plain, puff, cap
  - c) Collars: Chinese band, peter pan, sailor, cape collar
- (IV) Drafting of the following Kid garments:
  - a) Romper
  - b) Sun suit
  - c) A-line frock
  - d) Gathered frock

#### **Unit-III**

- (V) Construction of:
  - a) Sun suit/romper
  - b) Frocks:
    - i) A-line
    - ii) Gathered frock, yoke frock, low waist frock

### **References:**

1. Gupta, L. "Textbook of Clothing", Kalyani Publishers.
2. Golden, H., and Golden, V."Art in Everyday Life". Oxford and IBH Publishing, Calcutta.
- 3.. Trueman. "Home Science" Dainik Publishing.



**HANS RAJ MAHILA MAHA VIDYALAYA, JALANDHAR**



**SYLLABUS FOR**

**CERTIFICATE COURSE IN AVIATION, CATERING AND EVENT MANAGEMENT**

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**Certificate course in Aviation, Catering and Event Management**

**Theory**

**Time: 3 Hours**  
**50**

**Max. Marks:**

**Instructions for the paper setters:**

**There will be 8 questions. Candidate will have to attempt any 5 questions. All questions will carry equal marks.**

**Unit-I**

**Aviation and Catering –**

- ❖ Table setting
- ❖ Basic cooking dishes
- ❖ Sweet dishes
- ❖ Cake
- ❖ Napkin folding
- ❖ Basic nutrition theory
- ❖ Methods of cooking

**Unit-II**

**Event Management-** Definition, Concept, Scope & Principles.

Organizing an Event & Its Promotion

Marketing- Meaning, Concept, Marketing Mix, Marketing Tools

Sponsorship

Budgeting

Media tools- Press Conference, Press Release, and Communiqué.

Exhibitions- Meaning, types & Importance.

PR for an exhibition.

Cost Effectiveness of an event.

**Practical:-**

1. Making one snack and one sweet in practical exam.
2. Organizing an event at the department level.
3. Organizing an Exhibition.
4. Handling Promotions & Publicity.
5. Organizing Press Conferences.
6. Writing Report for the events.

**Max. Marks: 50**

**References:**

1. Mehta,D.S., “Handbook on Public Relations”
2. Sarkar, N.N.,”P.R. Tools, Concepts Tools and Strategies”.
3. Grewal, Neelam, “A textbook of Home Science”.



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**SYLLABUS FOR  
CERTIFICATE COURSE IN BIOINFORMATICS**

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## CERTIFICATE COURSE IN BIOINFORMATICS

### Scheme of Course

	<b>Title</b>	<b>Credits</b>	<b>Marks</b>
1.	Theory (5 hours/week)	7	75
2.	Practical (3 hours/week)	5	75
3.	Training	8	50
	<b>Total</b>	<b>20</b>	<b>200</b>



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## Paper – I Basic Bioinformatics

**Time: 5 hrs**

**Periods: 7**

**Max. Marks: 75**

**Time : 3 Hrs.**

**Note for examiner:**

Each question paper will consist of three sections.

Section A will have ten questions of one mark each. All questions will be compulsory.

Section B will be comprised of ten questions. Seven are to be attempted and each question will carry five marks.

Section C will contain four essay type questions, two are to be attempted and each question will carry fifteen marks.

### Unit –I

Definition, History of Bioinformatics, its future scope, Bioinformatics Glossary, Internet and Bioinformatics, World Wide Web, Knowledge Discovery and Data mining.

### Unit – II

Introduction to genes and Proteins : Genome sequences, Protein sequences, Protein structure : secondary, tertiary, quaternary, motifs and domains.

Sequence Formats : Genbank DNA Sequences Entry, FASTA Sequence Entry Format, EMBL Format.

### Unit – III

Sequences Alignment : Introduction, Local and Global Alignment Concepts & Algorithms, Dynamic Programming , Gap penalty, Significance of Alignments, Scoring matrices – PAM & BLOSUM, Statistics of Alignment score.

### Unit – IV

Sequence Information Sources : Database Searches for homologous sequences : BLAST & FASTA versions. Primary Databases : NCBI, EMBL, GENBANK, ENTREZ. Understanding the structure of each source and using it on the web.

Protein Classification Approaches : SCOP, CATH.

### Books Recommended: -

1. Bioinformatics: Sequences and Genome Analysis, D.W. Mount (2001) Cold Spring Harbor Laboratory Press.
2. Arthur M. Lesk (2002) “ Introduction to Bioinformatics” Oxford University Press.
3. T.K. Attwood & D.J Parry-Smith (2001), Introduction to Bioinformatics Pearson Education Ltd. Low Price Edition

## Paper – II Practical

**Time: 3 hrs**

**Periods: 5**

**Max. Marks: 75**

1. To use Bioinformatics tool for sequence alignment : BLAST
2. To explore NCBI database and retrieve a sequence
3. To explore and use EMBL
4. GENBANK
5. ENTREZ
6. Protein classification database : SCOP
7. CATH
8. Protein Databank (PDB)
9. Pubmed in NCBI
10. SWISS-PROT

### **Book Recommended:**

1. S.Markel & D.Leon (2003): Sequence Analysis in a Nutshell: A Guide to common Tools & Databases “. O Reilly Press, Shroff Publishers & Distributors Pvt. Ltd. Mumbai.



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**SYLLABUS FOR**  
**CERTIFICATE COURSE IN COMMUNICATION SKILLS IN ENGLISH**

Time:3 Hours

Max Marks:100

Theory: 70

Practical: 30

**Section–A**

**Communication in English**

- Age of Globalization and the Need for Communicating in English
- English as the First or Second language
- Uses of English in academic and non-academic situations in India

**Reading Skills:**

- Purpose, Process, Methodologies
- Skimming and Scanning
- Levels of Reading
- Reading Comprehension
- Academic Reading Tips

**Activities:**

- Comprehension questions in multiple choice format
- Short comprehension questions based on content and development of ideas

**Section–B**

**Listening Skills-**

- Purpose of Listening
- Listening to Conversation (Formal and Informal)
- Active Listening- an Effective Listening Skill
- Benefits of Effective Listening
- Barriers to Listening

Activity: Listening to Announcements- (railway/ bus stations/ airport /sports announcement/ commentaries etc.

Academic Listening (Listening to Lectures)

Listening to Talks and Presentations

**Note Taking Tips**

**Section-- C**

**Writing Skills:** Main Forms of Written Communication

- Paragraph Writing (Linkage and Cohesion)
- Letter Writing(formal and informal)
- Essay writing
- Notices
- Précis Writing
- Note-making



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### Activities

- Formatting personal and business letters.
- Organising the details in a sequential order

### Section–D Speaking Skills

- Components of a meaningful and easy conversation;
- Understanding the cue and making appropriate responses;
- Forms of polite speech;
- Asking and providing information on general topics.

**Activities:** 1) Making conversation and taking turns  
2) Oral description or explanation of a common object, situation or concept

### Section E:

Understanding and Applying Vocabulary

- Words Often Confused-Pairs of words
- One Word Substitutes
- Synonyms and Antonyms
- Word Formation: Prefixes, Bases and Suffixes (Derivational & Inflectional)
  - Modals
  - Concord (Agreement of the Verb with the Subject)

### Recommended Books:

- *Oxford Guide to Effective Writing and Speaking* by John Seely.

Practical: Oral Presentation, Conversation, and Reading from a given text piece



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**SYLLABUS FOR  
CERTIFICATE COURSE IN COSMETOLOGY  
(Semester I & II)**

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## Certificate Course in Cosmetology

### Semester-I

**Duration – 30 Hrs**

**Marks - 100**

**Theory 40**

**Practical -60**

**Instructions for the examiner:** Eight questions of equal marks (specified in the syllabus) are to be set, two in each of the four sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section. Practical Paper will be set on the spot by the examiner

#### SECTION-A

- Threading
- Waxing
- Bleaching

#### SECTION-B

- Massage
- Basic manipulations of massage
- Facial

#### SECTION-C

- Principles of hair styling
- Thermal hair styling
- Self makeup

#### SECTION-D

- Introduction to hair cuts
- Tools handling
- Haircuts – Straight, U,V

#### References:

*Milady, "Standard Text book of Cosmetology"*

*Veena Pitre, "A Professional Guide to Hair Dressing and Beauty Therapy"*

*Mary Healy, "Text book of Cosmetology", Prentice- Hall of India Private Limited, New Delhi.*

  
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## Certificate Course in Cosmetology

### Semester-II

**Duration – 30 Hrs**

**Marks - 100**

**Theory 40**

**Practical -60**

**Instructions for the examiner:** Eight questions of equal marks (specified in the syllabus) are to be set, two in each of the four sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section. Practical Paper will be set on the spot by the examiner

#### SECTION-A

- Manicure
- Pedicure

#### SECTION-B

- Mehendi
- Nail art

#### SECTION-C

- Hair styling : Braids, Basic Buns
- Party makeup

#### SECTION-D

- Introduction to hair cuts
- Tools handling
- Haircuts-Layers, Steps.

#### References:

*Milady, "Standard Text book of Cosmetology"*

*Veena Pitre, "A Professional Guide to Hair Dressing and Beauty Therapy"*

*Mary Healy, "Text book of cosmetology" Prentice- Hall of India Private Limited, New Delhi.*

  
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**SYLLABUS FOR**

**CERTIFICATE COURSE IN DANCE**

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## CERTIFICATE COURSE IN DANCE

**Time: 20 minutes**

**Marks: 50**

Note: Candidates are required to give stage performance of 20minutes

### **1. Basics of folk dance of Punjab:**

- Bhangra
- Giddha
- Jhumar
- Luddi

### **2. Basics of semi- classical dance:**

- Foot work
- Hand moments
- Facial expressions (head, neck, eye moments)
- Any one performance on filmy song

### **References:**

1. Badhwar Lata Sneh, "Folk Dance Tradition of Punjab"
2. Puru, "Kathan Naritaya Shikh" , Bindu Publication.

  
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**SYLLABUS FOR  
CERTIFICATE COURSE IN DESCRIPTIVE STATISTICS- USING MS EXCEL  
(SEMESTER I & II)**

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# CERTIFICATE COURSE IN DESCRIPTIVE STATISTICS- USING MS EXCEL

## Semester I

Time: 3 Hours

Max. Marks: 100

Theory: 50

Practical: 30

Viva Voce: 20

### Instructions for the Paper Setters:

The theory portion of the paper will have two parts Part A and Part- B which will cover entire syllabus. Part A of the question paper will contain six questions and students are required to attempt any five questions. Each carries three marks. Part B of the paper will contain seven questions and students are required to attempt any five questions. Each carries seven marks. The practical portion of the paper will contain three questions which will cover entire syllabus and students are required to attempt any two questions on MS Excel. Each carries fifteen marks.

### SECTION A

**Introduction to MS Excel:** Entering Data, Selecting Cells, Editing and Deleting the data, Moving and copying data, inserting row and column, inserting and deleting worksheet, renaming worksheet, deleting, saving workbook. Formatting, changing the size of data, bold, underline, italics data, inserting symbols.

**Formula and functions in MS Excel:** creating a formula, entering a formula, editing, copying, displaying the formula, performing common calculations.

### SECTION B

#### Drawing Charts using MS Excel

**Measures of central tendency:** Arithmetic Mean in case of Individual, Discrete and continuous series, Types of continuous series. Median in case of Individual, Discrete and continuous series, Types of continuous series.

Deciles, Quartiles and Percentiles. Mode.

*(Stress on numerical questions using both formulas and in- built functions of MS Excel)*

#### Suggested Readings:

1. Gurvinder Singh, Rashpal Singh: P.C. Computing Kalyani Publishers.
2. BPB Publishers: Complete Reference M.S. Office.
3. Kumar Gulshan and Sharma B.K, Quantitative Methods, Modern publishers.
4. Jain T.R, Quantitative Methods , V.K. Publishers.
5. Kumar Gulshan and Sharma B.K, Quantitative Techniques for Business, Modern publishers.
6. Jain T.R, Quantitative Techniques for Business, V.K. Publishers.



## CERTIFICATE COURSE IN DESCRIPTIVE STATISTICS- USING MS EXCEL

### Semester II

Time: 3 Hours

Max. Marks: 100

Theory: 50

Practical: 30

Viva Voce: 20

#### Instructions for the Paper Setters:

The theory portion of the paper will have two parts Part A and Part- B which will cover entire syllabus. Part A of the question paper will contain six questions and students are required to attempt any five questions. Each carries three marks. Part B of the paper will contain seven questions and students are required to attempt any five questions. Each carries seven marks. The practical portion of the paper will contain three questions and students are required to attempt any two questions on MS Excel. Each carries fifteen marks.

#### SECTION A

**Measures of Dispersion:** Range- Absolute and Relative Measures, Quartile Deviation- Absolute and Relative Measures,  
Mean Deviation and its coefficient from mean, median and mode  
Standard Deviation and its coefficient.

#### SECTION B

**Linear Correlation** Karl Pearson Method- Direct, Short cut and Step deviation method.

**Linear Regression Analysis:** Karl Pearson Method- Direct, Short cut and Step deviation method.

*(Stress on numerical questions using both formulas and in- built functions of MS Excel)*

#### Suggested Readings:

1. Gurvinder Singh, Rashpal Singh: P.C. Computing Kalyani Publishers.
2. BPB Publishers: Complete Reference M.S. Office.
3. Kumar Gulshan and Sharma B.K, Quantitative Methods, Modern publishers.
4. Jain T.R, Quantitative Methods , V.K. Publishers.
5. Kumar Gulshan and Sharma B.K, Quantitative Techniques for Business, Modern publishers.
6. Jain T.R, Quantitative Techniques for Business, V.K. Publishers.



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**SYLLABUS FOR**

**CERTIFICATE COURSE IN ENGLISH SPEAKING**

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## Certificate Course in English Speaking

Time: 2 hours

M. M.: 40

### **Instructions to the Paper Setter:-**

The question paper will be divided into two parts. Part-One will be of theoretical nature and Part Two will be of practical nature. Theory part will be of 25 marks and comprise of eight questions and the examiner has the discretion to distribute 2, 3, or 4 marks to them depending on the nature of answers to those questions. Practical part will be of 15 marks and comprise three questions of 5 marks each. The time allotted will be 2 hours.

1. Self Introduction
2. Features of Pronunciation
3. Usage of Tenses
4. Causative Sentences
5. Imperative Sentences
6. To narrate the story of the movie *The Lion King* (at least 5 minutes)
7. Usage of Modals
8. Role Play (in pairs)
9. Conditional Sentences

### **References:-**

- i) Wren, P. C., and Thomson Martinet. *High School English Grammar and Composition*. S. Chand and Co., 1999.
- ii) Sethi, J., and P. V. Dhamija. *A Course in Phonetics and Spoken English*. 2nd ed., Prentice-Hall of India , 2006.
- iii) Swan, Michael. *Practical English Usage*. 2nd ed., OUP, 1995.

  
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**SYLLABUS FOR  
CERTIFICATE COURSE IN FASHION DESIGNING  
(Semester I)**

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**CERTIFICATE COURSE IN FASHION DESIGNING  
(SEMESTER I)**

**PAPER 101 - PATTERN MAKING**

**(Practical)**

**Time: 4 Hours**

**Max. Marks: 150**

**Instructions to the Examiner: Question paper will have one question from each unit. Each question will carry equal marks.**

**Module I**

**Basics of Pattern Making:** What is pattern making, Basic points on body, How to take measurements, Basic bodice and basic sleeve of kids (2 yrs.)

**Module II**

**Infant's Garment Patterns:** Pattern making, Layout and cutting of Jhabla, bloomer, romper, Aline frock.

**Module III**

Pattern making, layout and cutting of boy's bushirt, boy's shorts

**Module IV**

**Casual Wear:** To make patterns of a casual dress for girl aged 2 to 3 years, To make patterns of a casual dress for boy aged 2 to 3 years, The dress to be designed by the student. It should be picked up from the collection of illustration work.

**Module V**

**Night Wear:** To make patterns of a night dress for girl aged 5 to 6 years, To make patterns of a night dress for boy aged 5 to 6 years, The dress to be designed by the student. It should be picked up from the collection of illustration work.

**Module VI**

**Party Wear:** To make patterns of a party wear dress for girl aged 7 to 8 years, To make patterns of a party wear dress for boy aged 7 to 8 years, The dress to be designed by the student. It should be picked up from the collection of illustration work.

**References:**

1. Carr Harold & Latham Barbara, "The technology of clothing manufacture", C  
Pub. USA.

2. Cooking G, "Introduction to clothing manufacture", Blackwell Science, UK.
3. "Complete Guide to Sewing", Reader Digest
4. Mullick, Prem Lata. "Garment construction skills", Kalyani Publishers, New Delhi
5. Winfred Aldrich. "Metric pattern cutting". Blackwell Science, UK



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## PAPER 102- GARMENT CONSTRUCTION

(Practical)

**Time: 4 Hours**

**Max. Marks:150**

**Instructions to the examiner: Students are required to construct any one garment. Basic foundation pattern can be used.**

### Module I

**Basic Stitches and Machine Practice:** Hand stitches: Running, Hemming, Slip stitch, Fastener attachment: Button, Button hole, Hook, Eyelet, Snap fastner, Sewing practice with seams.

### Module II

Stitching of Jhabla, Bloomer, A line frock

### Module III

Stitching of boy's bushirt, boy's shorts

### Module IV

**Casual Wear:** Layout, cutting and stitching of a casual dress for girl aged 2 to 3 years, Layout, cutting and stitching of a casual dress for boy aged 2 to 3 years, The dress to be designed by the student. It should be picked up from the collection of illustration work.

### Module V

**Night Wear:** Layout, cutting and stitching of a night dress for girl aged 5 to 6 years, Layout, cutting and stitching of a night dress for boy aged 5 to 6 years, The dress to be designed by the student. It should be picked up from the collection of illustration work.

### Module VI

**Party Wear:** Layout, cutting and stitching of a party wear dress for girl aged 7 to 8 years, Layout, cutting and stitching of a party wear dress for boy aged 7 to 8 years, The dress to be designed by the student. It should be picked up from the collection of illustration work.

### References:

1. Carr Harold & Latham Barbara, "The Technology of Clothing Manufacture", Oxford Pub. USA, 1994.
2. Cooking G, "Introduction to Clothing Manufacture", Blackwell Science, UK, 1991.
3. Winfred Aldrich, Metric Pattern Cutting, Blackwell Science, UK

## PAPER 103 - BASICS OF DESIGN

(Practical)

**Time: 4 Hours**

**Max. Marks: 150**

**Instructions to the Examiner:** Question paper will have one question from each unit. Each question will carry equal marks.

### Module I

**Sketching:** Line drawing – rendering in 3 tones, Simple object Drawing: cubes, cuboid, common objects etc., Perspective drawing : Interiors, exteriors, any large object, nature, trees, landscape, Textures in Pencil rendering and colours

### Module II

**Elements of Design:** Make motifs of 6 inch by 6 inch using lines, Positive and negative, Form, Space, Composition, Colours, Colour wheel, Colour interaction, Colour composition

### Module III

**Illustration Kids:** Kids croque boy and girl, Make poses, face, arms, legs, hands, hair style, features, feet.

### Module IV

**Designing of Kids Wear:** Dress rendering on croque, Use of various design details and learn how to sketch on croque.

### Module V

**Baby Textures and Rendering:** Bring fabrics from market and learn to render them, Create your own baby textures.

### Module VI

**Board Formation:** Mood board, Presentation sheets, fabric samples

### References:

1. Peacock John, "Fashion Accessories - Men", Thames and Hudson, London.
2. Peacock John, "The Complete 20" Century Source Book", Thames and Hudson, London.

  
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## PAPER 104 - CONCEPT OF FASHION AND TEXTILES

(Theory)

**Time: 3 Hours**

**Max. Marks: 100**

**Instructions for the Paper Setters:-** Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

### Module I & II

**Design Idea :** Knowledge of different types of necklines, collars, skirts, silhouettes, trouser and trimmings.

### Module III & IV

**Basics of Textiles:** Knowledge of different fabric making techniques: weaving, knitting, non woven's, braids and laces. Traditional textiles : ikat, patola, kalamkari, sanganeri, brocades, baluchari, poonam, pitambhar, kota, chanderi, maheshwari, paithani, and baluchari.

### Module V & VI

**Fashion Terminology & Concepts:** Fad, classics, ready to wear, haute couture, style, trend, prêt a porter, and silhouette. Fashion principles.

### References:

1. Ajgaonkar D B, "Knitting Technology", University Publishing Co-operation, Mumbai.
2. Brackenbury Terry, "Knitting Clothing Technology", Blackwell Science, UK.
3. Spancer David J, "Knitting Technology", Pergeman Press

  
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## PAPER 105 - COMPUTERS

(Practical)

**Time: 3 Hours**

**Max. Marks: 100**

**Instructions to the Examiner:** Question paper will have one question from each unit. Each question will carry equal marks

### Module I

**Basics of Information Technology :** Development in the computers, History of computers, Modem history- Type and computer generations, Shapes/Types of computers (Super computers, Mainframe Computers, Minicomputer's, Workstations, Personal Computers, Variants of Personal Computers), RAM and ROM, Peripheral device:-Input devices, Output devices- Computer classification- Digital, Analog.

Introduction to computer and associated terms; Computer; Input devices, Output devices, CPU - Central Processing Unit, Secondary storage devices, Hardware, Peripheral devices or peripherals, Terminal, Port, Advantages of a computer.

**Ms-Windows:-**Introduction-Windows, Multi-tasking;, Arranging the open application Windows; Cut and paste, Object linking and embedding; Finding files and folders; My computer; Windows explorer; Creating a folder, Using Recycle Bin; Taskbar settings

Display properties; Recycle Bin; Pre- Viewing the document with a quick view; Paths for window Accessories; Icon properties, Using the taskbar features; IMAGING, Saving folder display option; Web View; Using the web view wizard.

### Module II and III

**MS Word:** System requirements, Working with word, Parts or MS-Word screen, Creating a document, moving around the document, File operations, Editing the text; Formatting the text; Change case, Moving the text, Copying the text;, Undo, Redo and Repeat, Function icon and shortcut keys, Some shortcut keys for formatting, Exiting Word-Formatting; Paragraph options, Drop cap, Borders and shading; Bullets and numbering, Tab stop, Find, Replace and Go To; Spelling and Grammar; AutoText, AutoCorrect, Word count, Text background, Breaks, Columns-Tables, Inserting objects & Page design, Table; Inserting objects, Header /Footer; Footnotes and Endnotes, Mail merge, Views; Printing & creating styles, Mail merge, Views, Full screen, Ruler, Zooming; Information, Printing and protecting the document; protecting the



document; Style, Template.

**MS PowerPoint-** Introduction to PowerPoint:-invoking Microsoft PowerPoint; The initial screens, The standard toolbar; The formatting toolbar; The drawing palette, Getting ahead with PowerPoint, Slide layouts, Getting more familiar with PowerPoint, Editing a slide, Working with slides, Slide back ground, Applying templates, PowerPoint views, Built-in wizards, Working with objects, Inserting the clip art picture into slide, Slide show; Using slide transitions, Text build, Graphics, Creating tables; Organization chart, Animation, Inserting sound in powerpoint; printing

\*Prepare a PowerPoint presentation based on the project report.

**Internet-**Introduction to internet, What is internet? Connecting to the internet, Web browsers, how does the Internet work? What you can do with the Internet, History of internet;-WWW; World Wide Web, search engines, Advantages of electronic mail, E-mail addresses and mail boxes, How E-mail works?; E-mail options, E-mail software, Micro-Soft outlook express.

### **References**

1. Taylor, P. "Computers in the Fashion Industry", Heinemann Publications.
2. Veisinet, D.D. "Computer Aided Drafting and Design – Concept and Application".
3. Winfred, A., "CAD in Clothing and Textiles", Blackwell Science.

  
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## **PAPER 106 - WORKSHOP**

**(Practical)**

**Time: 3 Hours**

**Max. Marks: 100**

**Instructions to the examiner:** The examiner will set one question from each module. Questions may have sub-parts

### **Module I**

**Workshop on External:** Basic Stitches of Hand Embroidery

**Internal:** Weaving

### **Module II**

**Workshop on External:** Machine demonstration

**Internal:** Yarn craft

### **Module III**

**Workshop on External :** Knitting technology

**Internal:** Rendering techniques.

### **Module IV**

**Workshop on External:** T shirt designing of kids age group (0-14)

**Internal:** Collage making

### **Module V**

**Workshop on External:** Fabric study

**Internal:** Hand knitting and crochet

### **Module VI**

**Workshop on External: Stitching** of knits

**Internal:** accessory designing for kids

### **References**

1. Anand M.R.. “Textiles and Embroideries of India”, Marg Publications, Bombay.
2. Naik S. “Traditional Embroideries of India”, APH Publishing Corporation, New Delhi.
3. Mathew A. “Vogue Dictionary of Crochet Stitches”, David and Charles, London.
4. Snook B. .“Creative Art of Embroidery”, Numbley Pub. Group Ltd., London.

## PAPER 107- COMMUNICATION SKILLS – I

(Theory)

**Time: 3 Hours**

**Max. Marks: 100**

### **Instructions for the examiner**

The question paper will consist of objective (40 marks) and subjective (60 marks) questions carrying 100 marks in total.

Two objective questions from part-1 (Communication ) and part -2 (Comprehension) will be set carrying 20 marks, 10 each

Six questions will be set from part 2,3 and 4 i.e. Reading skills, Writing skills and Grammar carrying 30 marks 5 marks each

**Communication:** Introduction, Basic forms of communication, Barriers.

**Reading Skills:** Introduction, Reading purposes- Kinds of purposes, Guidelines for reading skills, Writing skills, Introduction, Guidelines for effective writing, Business letters, Personal letters, Making point- wise notes on a given speech, Précis.

**Grammar:** Voice, Narration, Tenses

## PAPER 108- PUNJABI/BASIC PUNJABI

Theory

  
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**SYLLABUS FOR  
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**CERTIFICATE COURSE IN FRENCH LANGUAGE**

**PAPER-I (Theory)**

**M.M.: 50 marks**

**Time: 3 hours**

**Instructions to Paper Setter:**

**Theory-** Eight questions will be set from entire syllabus. Candidates are required to attempt any five questions. Each Question carries ten marks.

**Unit- I**

- Greeting and Usage: Les Salutations
- Vocabulaire Verbe etre, avoir et aller
- Les nombres cardinaux Presentez-vous Translation

**Unit- II**

- Grammaire: Les articles; Les adjectifs; Les adjectifs demonstratifs
- Vrebes ER, IR et RE; Verbe pronominal; L imperatif Sentence Construction and Dialogue Articles partitifs et contractes
- Interrogation La negation Les nationalites; Les jours de la semaine; Les moins de l annee Les couleurs; Les professions Time

**Paper- II (Theory)**

**M.M.: 50 marks**

**Time: 3 hours**

**Instructions to Paper Setter:**

**Theory-** Eight questions will be set from entire syllabus. Candidates are required to attempt any five questions. Each Question carries ten marks.

- Composition
- Paragraph writing
- Unseen comprehension
- Civilisation (France, monuments, lieux, fetes etc)

**Paper III (Practical)**

**M.M.: 50 marks Viva Voce**

Speaking and listening skills

**Recommended Books:**

1. Connexions / Le nouveau sans frontie res
2. Merieux Regine, "CONNEXIONS-II" Yves Loiseau, Published by Didier.
3. Philippe Dominique & Jacky Girardet, "Nouveau Sans Frontières II"



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**SYLLABUS FOR  
CERTIFICATE COURSE IN INTERIOR DECORATION**

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## Certificate Course in Interior Decoration

Time: 40 hrs.

Max marks: 100

Theory: 10 hrs.

Theory marks: 50

Practical: 30 hrs.

Practical marks: 50

### **Instruction to Paper Setter:**

**Theory-** Eight questions will be set from entire theory syllabus. Candidates are required to attempt any five questions. Each Question carries ten marks.

**Practical-** Two questions will be set. Out of which students will attempt any one.

### **Theory**

- Introduction about interior decoration
- Various element and principal design
- Color scheme and color
- Making project of waste materials.
- Introduction to carpentry tools.
- Joints and symbol of Interior.
- Role of computers in Interior world.

### **Practical**

- Making furniture of waste material(wood/plastic/metal)
- Google sketch up software(3d)
- 3D Model Making

### **References:**

1. Bindra S.P, "Building Construction".
2. Muller J. Edward, "Architectural Drawing and light construction".
3. Kister Johannes, "Neufert Architects data".
4. Innes Jocasta and Blake Jill, "Beginners guide to decorating"



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**SYLLABUS FOR**

**CERTIFICATE COURSE IN PERSONALITY DEVELOPMENT**

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## Certificate course in Personality Development

**Time: 3 Hours**

**M. Marks: 50**

### **Instructions for the Paper Setters:**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

### Section A

**Introduction** - Introduction to Personality Development, Concept of Personality, Determinants of Personality, How Personality is developed, Corporate Theories on Personality Development.

**Attitude and Motivation** - Attitude - Concept, Significance, Factors affecting attitudes, Positive attitude - Advantages, Negative attitude - Disadvantages, Ways to develop positive attitude, Differences between personalities having positive and negative attitude.

Concept of motivation, Significance, Internal and external motives, Importance of self-motivation, Factors leading to de-motivation.

**Personal Hygiene and Care** - Looking great and attractive, Physical fitness, Dressing and make-up, hair care and inner glow, poise and posture, eye contact, projecting a professional image.

### Section B

**Reading Skills** - Reading tactics and strategies, Reading purposes - kinds of purposes, and associated comprehension, Reading for direct meanings.

**Writing Skills** - Guidelines for effective writing, writing styles for application, personal letter, official/ business letter, resume, memo, notices etc.

**Interpersonal Skills** - Introduction of interpersonal skills, Assessing interpersonal skills situation, Description of interpersonal skills.

### Section C

**Body Language** - Non-verbal communication, Types, Role, Functions of Body Language.

**Personality Development** - Inner Personality Development, SWOT Analysis, Filling the GAP - Grooming, Attitude and Personality.

**Professional Etiquettes** - How to behave, interact and react in a Professional Environment.

## Section D

**Public Speaking** - Mechanics of Public Speaking, Voice culture, Audience analysis, Speaking with confidence.

**Interview Skills** - Prepare for an interview, the frequently asked questions and dos and don'ts of behaviour in an interview.

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### Suggested Readings:

1. Soft Skills, Career Development Centre, Green Pearl Publications, 2015.
2. Thomas A Harris, I am ok, You are ok , New York-Harper and Row, 1972.
3. Daniel Coleman, Emotional Intelligence, Bantam Book, 2006.38
4. Andrews, Sudhir. How to Succeed at Interviews. 21st (rep.) New Delhi.Tata McGraw-Hill, 1988.
5. Lucas, Stephen. Art of Public Speaking. New Delhi. Tata - Mc-Graw Hill, 2001.
6. Mile, D.J Power of positive thinking. Delhi. Rohan Book Company, 2004.
7. Pravesh Kumar. All about Self- Motivation. New Delhi. Goodwill Publishing House, 2005.
8. Smith, B . Body Language. Delhi: Rohan Book Company, 2004.

  
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**SYLLABUS FOR  
CERTIFICATE COURSE IN PHOTOGRAPHY**

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## Certificate Course in Photography

Max. Marks: 100

Practical: 100

In the practical students are required to click & submit at least 20 photographs of various types. (Nature, Fashion, Exterior, Interior, Product)

### Section -A

- Types of Cameras
- Handling the Camera, understanding different kinds of camera and exposures.
- Understanding different kinds of films
- Camera– Parts & Lenses
- Function– Aperture, Shutter Speed, Film, ISO

### Section -B

- Experiment with different light & angles
- Composition & layout
- Table Top Photography
- Fashion photography
- Indoor and outdoor photography
- Art photography
- Basic editing in Photoshop.

Reference:-

- Gatcum Chris, “ The Beginner's Photography Guide: The Ultimate Step-by-Step Manual for Getting the Most from Your Digital Camera Paperback”
- Kelby Scott, “The Digital Photography”



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**SYLLABUS FOR**

**CERTIFICATE COURSE IN REPORTING, ANCHORING AND NEWS READING**

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**Certificate course in Reporting, Anchoring and News Reading**

**Theory**

**Time: 3 Hours**

**Max. Marks: 50**

**Instructions for the paper setters:**

**There will be 8 questions. Candidate will have to attempt any 5 questions. All questions will carry equal marks.**

**Unit-I**

What is news? Different types of news; emergencies, politics, crime, local and national, government, industry, health, human interest.

Personalities, sport, seasonal news, special local interest, weather

Elements of news

News sources: reporters, contacts, newsroom diary, files, check calls, news agency services, news from politicians, pressure groups.

Principles of writing news stories; articles and opinions for different media

**Unit-II**

Qualities and responsibilities of a news anchors and presenters, anchor versus newsreaders, qualities of a newscaster, various roles of live and recorded television presenters.

Do's and Don'ts for the presenter, Body Language, Overcoming Glitches, Preparing and researching for your subject

**Practicals:**

**Max. Marks: 50**

1. Voice, speech and breath exercise.
2. Correcting diction
3. Interview skills, live reporting
4. Performing with make shift teleprompters
5. Practise different styles of News Reading, News Anchoring and Presenting
6. Practice of Anchoring of various programs
7. Writing TV news script and program script
8. Writing Radio program script
9. Recording 5 bulletins of Radio news.
10. Recording 5 bulletins of TV news.

**References:**

1. J. Kumar, Kewal "Mass Communication in India" ,Jaico Publications, Mumbai.
2. Lyver, Das "Basics of Video Sound", Focal Press.
3. Kamath, M.V., "Professional Journalism", Vikas Publications.



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**SYLLABUS FOR  
CERTIFICATE COURSE IN SOFTWARE DEVELOPMENT USING ASP.NET**

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## CERTIFICATE COURSE IN SOFTWARE DEVELOPMENT USING ASP.NET

**Time :3 Hours**

**M. Marks: 100**

**Practical: 100**

**In the practical, students are required to develop software. The software will have three or more web pages along MySQL database.**

### SECTION A

- Standard Controls: Display information, Accepting user input, Submitting form data, Displaying images, Using the hyperlink control.
- Validation Controls: Using the required field validator control, Using the range validator control, Using the compare validator control, Using the regular expression validator control.
- Rich Controls: Accepting file uploads, Displaying advertisement.

### SECTION B

- Designing Website with Master Pages: Creating master pages, Modifying master page content.
- Database with SQL Data Source Control: Creating database connections, Executing database commands.
- List Controls: Dropdown list control, Radio button list controls.
- Grid View Controls: Grid view control fundamentals, Using field with the grid view control.

### *References*

*Stephen Walther .(2010). ASP.NET 4.0.; Pearson Education.*

  
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**SYLLABUS FOR  
DIPLOMA IN JOURNALISM AND MEDIA**

**Diploma in Journalism and Media**

**Semester-I**

**General Course Content**

**COMMUNICATION SKILLS - I**

**Paper-I**

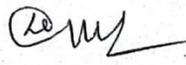
1. **Reading Skills:** Reading Tactics and strategies; Reading Purposes-kinds of purposes and associated comprehension; Reading for direct meanings; Reading for understanding details. coherence. logical progression and meanings of phrases/expressions.

**Activities:**

- a) Active reading of passages on general topics
  - b) Comprehension questions in multiple choice format
  - c) Short comprehension questions based on content and development of ideas
2. **Writing Skills:** Guidelines for effective writing; writing styles for application. personal letter. official/business letter. memo, notices; outline and revision.

**Activities:**

- a) Formatting personal and business letters
- b) Organizing the details in a sequential order
- c) Converting a biographical note into a sequenced resume or vice-versa
- d) Ordering and sub-dividing the contents while making notes
- e) Writing notices for circulation/boards




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**Paper-III**  
**Time : 3 Hours**

## HISTORY OF MEDIA & LAWS

**Max. Marks: 100**

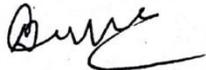
The question paper will consist of three sections as per following pattern:

**Section-A:** The examiner will set 10 questions. Candidate will attempt all the questions carrying 2 mark each in 5-10 sentences or 50 words each. The total weightage of this Section will be 20 marks.

**Section-B:** The examiner will set 10 questions which will cover the entire syllabus. Candidate will attempt any 8 questions in at least 2-3 pages each. Each question will carry 5 marks. The total weightage of this Section will be 40 marks.

**Section-C:** The examiner will set 4 questions which will cover the entire syllabus. Candidate will attempt any 2 questions in at least 4-5 pages each. Each question will carry 20 marks. The total weightage of this Section will be 40 marks

- Brief History of Indian Journalism, Print media during freedom struggle
- Contributions of James Augustus Hickey, James Silk Buckingham, Raja Ram Mohan Roy, Dyal Singh Majithia.
- History of Punjabi Journalism: Ajit, NawaZamana, Jagbani,
- The Statesman, Amrit Bazar Patrika, The Tribune, The Hindu
- Brief history of Hindi Journalism
- Brief History of Radio, TV, Cable and Cinema
- Organs of I & B Ministry
- Problems faced by Punjabi Journalism
- Basic Legal Concepts- Judicial system in India, fundamental rights
- Freedom of the press
- Right to Information
- Press Commissions: first and second
- Basics of Press Laws: Official Secrets Act, Defamation, Press and Registration of Books Act, Copyright Act, Contempt of Court Act, Working Journalists Act, Intellectual Property Rights, Parliamentary Proceedings Act
- Social responsibility of the press



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**Skill Oriented Component**

**COMMUNICATION: PRINCIPLES AND PRACTICES**

**Paper-IV**

**Time : 3 Hours**

**Max. Marks: 100**

The question paper will consist of three sections as per following pattern:

**Section-A:** The examiner will set 10 questions. Candidate will attempt all the questions carrying 2 mark each in 5-10 sentences or 50 words each. The total weightage of this Section will be 20 marks.

**Section-B:** The examiner will set 10 questions which will cover the entire syllabus. Candidate will attempt any 8 questions in at least 2-3 pages each. Each question will carry 5 marks. The total weightage of this Section will be 40 marks.

**Section-C:** The examiner will set 4 questions which will cover the entire syllabus. Candidate will attempt any 2 questions in at least 4-5 pages each. Each question will carry 20 marks. The total weightage of this Section will be 40 marks

- **Fundamentals of Communication:** Meaning of communication, Concept of communication, Need of communication, Communication as a process, Nature of communication, Functions of communication, 7C's of communication, Barriers of communication.
- **Types of Communication:** Intrapersonal, Interpersonal, Group, Mass communication, Public communication, Verbal and Non-verbal communication
- **Traditional Folk Media:** Its relevance in modern digital world
- **Introduction to Models of Communication:** Aristotle model, Lasswell Model, Shannon and Weaver Model, Wilbur Schramm Model, Berlo's model, Gerbner's Model, Dance's model, Newcomb Model, Osgood Model, Westley and Maclean Model, Defleur Model.
- **Theories of Communication:** Hypodermic needle theory; Individual difference theory, Personal Influence theory, Agenda setting theory, Uses and Gratification theory, Authoritarian theory, Libertarian theory, Social responsibility theory.
- **Digital India**

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**Paper-IV**

**Time : 3 Hours**

## BASICS OF COMPUTERS

**Max. Marks: Theory 75  
Practical 25**

The question paper will consist of three sections as per following pattern:

**Section-A:** The examiner will set 10 questions. Candidate will attempt all the questions carrying 2 mark each in 5-10 sentences or 50 words each. The total weightage of this Section will be 20 marks.

**Section-B:** The examiner will set 10 questions which will cover the entire syllabus. Candidate will attempt any 7 questions in at least 2-3 pages each. Each question will carry 5 marks. The total weightage of this Section will be 35 marks.

**Section-C:** The examiner will set 4 questions which will cover the entire syllabus. Candidate will attempt any 2 questions in at least 4-5 pages each. Each question will carry 10 marks. The total weightage of this Section will be 20 marks

- Brief Introduction to Computers: History of computers, Generations, Hardware and Software, Keyboard Functions.
- MS office and its applications: MS word and its features, MS Excel, Important commands of MS office.
- Power Point Presentation: An overview
- Corel Draw: Coral tools, use of object manager
- Internet: Internet and its working, uses of internet, Web Browsing, search engines, applications of internet
- Page Maker: Working with text, Page setup, Formatting Techniques, Graphics and Drawings.
- Quark Express
- Flash- Interface, Tools, Tweens, Symbols, Action script, Publish settings

### Practical:

- Making PPTs
- Making 2 banners in Coral Draw
- Making a tabloid size page of a newspaper
- Practical of flash.

**Practical will be taken by external examiner.**



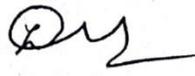
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**Practical:**

- Editing news
- Writing features, articles, columns
- Visit to editorial department of a newspaper
- Visit to Vidhan Sabha
- Analyzing various news
- Making news of various events

**Practical will be taken by external examiner.**


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## Semester-II

### General Course Content COMMUNICATION SKILLS – II

#### Chapter-I

1. Listening Skills: Barriers to listening, effective listening skills, and feedback . Attending telephone calls; note taking

Activities:

- a) Listening Exercises- Listening to conversation, News and TV reports
- b) Taking notes on a speech/Lecture

2. Speaking and Conversational Skills: Components of a meaningful, easy conversation; understanding the cue and making appropriate responses, forms of polite speech, asking and providing information on general topics  
The study of sounds of English, stress and intonation  
Situation based conversation in English  
Essentials of spoken English

Activities:

- a) Making conversation and taking turns
- b) Oral description or explanation of a common object, situation or concept
- c) Giving interviews

#### Practical/oral testing

1. Oral Presentation with/without audio visual aids.
2. Group Discussion
3. Listening to any recorded or live material and asking oral questions for listening comprehension.



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**Skill Oriented Component**

**RADIO & TELEVISION JOURNALISM (J)**

**Paper-II**

**Time : 3 Hours**

**Max. Marks: Theory 75  
Practical 25**

The question paper will consist of three sections as per following pattern:

**Section-A:** The examiner will set 10 questions. Candidate will attempt all the questions carrying 2 mark each in 5-10 sentences or 50 words each. The total weightage of this Section will be 20 marks.

**Section-B:** The examiner will set 10 questions which will cover the entire syllabus. Candidate will attempt any 7 questions in at least 2-3 pages each. Each question will carry 5 marks. The total weightage of this Section will be 35 marks.

**Section-C:** The examiner will set 4 questions which will cover the entire syllabus. Candidate will attempt any 2 questions in at least 4-5 pages each. Each question will carry 10 marks. The total weightage of this Section will be 20 marks.

- Radio and TV as medium of Mass Communication
- Conceptual process; principles of script writing, types of scripts, script formats, creative writing for radio and TV
- Types of programmes on Radio and TV- interviews, discussion, drama, features, news, news reels, rural programmes, women, children, youth, phone-in programmes, commentary, voxpox, radio commercial, TV commercial
- Basic concept of sound and handling sound equipments
- Types of microphones, recording and mixing of sound
- Satellite radio, FM radio, Community Radio
- Pre-production stage-conception, research and development of story and script; Storyboard; Writing scripts, Budgeting, Production Crew, location survey.
- Production stage-Handling camera, various types of shots and angles; indoor and outdoor shooting; Lighting equipments, set designing.
- Post-production: writing voice-over (narration), dubbing, Titling/subtiting, caption writing, graphics and animation-editing and mixing, Editing: Linear and Non-linear
- Television Production Management: Planning and management of single and multi-camera productions; Floor and studios management; Managing budget
- Code of ethics for Radio and TV

**Practical:**

- Visit to a recording studio/Doordarshan/AIR/Community Radio
- Writing scripts for various formats of radio and TV
- Recording 5 radio programmes in own voice
- Production of a TV show.

**Practical will be taken by external examiner.**

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## Paper-III PHOTOJOURNALISM (N)

Time : 3 Hours

Max. Marks: Theory 75  
Practical 25

The question paper will consist of three sections as per following pattern:

**Section-A:** The examiner will set 10 questions. Candidate will attempt all the questions carrying 2 mark each in 5-10 sentences or 50 words each. The total weightage of this Section will be 20 marks.

**Section-B:** The examiner will set 10 questions which will cover the entire syllabus. Candidate will attempt any 7 questions in at least 2-3 pages each. Each question will carry 5 marks. The total weightage of this Section will be 35 marks.

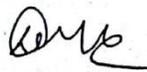
**Section-C:** The examiner will set 4 questions which will cover the entire syllabus. Candidate will attempt any 2 questions in at least 4-5 pages each. Each question will carry 10 marks. The total weightage of this Section will be 20 marks.

- Meaning of Photography; role of photography in communication and journalism, famous photojournalists
- Photojournalism; meaning and concept, scope and functions
- Qualification and responsibilities of photojournalists
- Sources and covering issues, legal and ethical requirements
- Understanding the camera; types of camera (still and video), lens, films and filters
- Types of shots and angles
- Focusing, shutter speed, aperture, depth of field, exposure, lighting composition, flash photography
- Types of photography; portrait, candid shots, news photo, photo feature, landscape, nature and wildlife, sports
- Digital photography; digital effects and techniques
- Photo editing
- Light designing
- Ethics in photo journalism

### Practical:

- Preparing a photo album of 20 photographs of different shots, angles and types of photography
- Photo editing software Photoshop

Practical will be taken by external examiner.



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**Paper-IV**

**ADVERTISING & PUBLIC RELATIONS (R)**

**Time : 3 Hours**

**Max. Marks: Theory 75**

**Practical 25**

The question paper will consist of three sections as per following pattern:

**Section-A:** The examiner will set 10 questions. Candidate will attempt all the questions carrying 2 mark each in 5-10 sentences or 50 words each. The total weightage of this Section will be 20 marks.

**Section-B:** The examiner will set 10 questions which will cover the entire syllabus. Candidate will attempt any 7 questions in at least 2-3 pages each. Each question will carry 5 marks. The total weightage of this Section will be 35 marks.

**Section-C:** The examiner will set 4 questions which will cover the entire syllabus. Candidate will attempt any 2 questions in at least 4-5 pages each. Each question will carry 10 marks. The total weightage of this Section will be 20 marks.

- **Advertising:** Origin, Concept and role
- Need for advertising, functions of advertising , benefits of advertising
- Publicity and Propaganda
- Modes of advertising, types of advertising, advertising media
- Ad Budget
- Role, functions and organs of ad agencies
- Organizing ad campaigns
- Copy writing
- Parts of an ad
- Attributes of an effective copy
- Types, design and layout
- Advertising and its impact
- Advertising appeals
- **Public Relations:** Definition and concept
- Functions of Public Relations
- PR different from advertising and publicity
- Duties and Qualities of PR person
- PR programme planning
- Organizing a press conference
- Various tools of PR



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Sc: \_\_\_\_\_

- Writing press releases and reports
- Need for PR
- Code of ethics of PR
- Internal and External Public for PR

**Practical:**

- Making advertisements for print media, radio and TV
- Visiting an ad agency
- Writing Press releases of college events
- Organizing Mock press conferences.

**Practical will be taken by external examiner.**

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Paper-V

## FILM PRODUCTION (N)

Time : 3 Hours

Max. Marks: Theory 75  
Practical 25

The question paper will consist of three sections as per following pattern:

**Section-A:** The examiner will set 10 questions. Candidate will attempt all the questions carrying 2 mark each in 5-10 sentences or 50 words each. The total weightage of this Section will be 20 marks.

**Section-B:** The examiner will set 10 questions which will cover the entire syllabus. Candidate will attempt any 7 questions in at least 2-3 pages each. Each question will carry 5 marks. The total weightage of this Section will be 35 marks.

**Section-C:** The examiner will set 4 questions which will cover the entire syllabus. Candidate will attempt any 2 questions in at least 4-5 pages each. Each question will carry 10 marks. The total weightage of this Section will be 20 marks.

- Origin and growth of films in the world
- Development of cinema in India, silent era, talkies, golden age of Indian cinema
- Indian parallel cinema, modern Indian cinema, growth of regional cinema
- Various stages of film production, Preproduction stage, Production stage, Postproduction stage
- Above the line and below the line personnel
- Key departments in film making
- Role and responsibilities of a producer in Film production
- Preparation of budget for various types of films, preparing scripts
- Preparation of shooting schedule
- Cast and crew hiring procedures, crew duties, actors, agents,
- Production of a film
- Post production stage in film making, film editing
- Film distribution, film promotion
- Film review, Film criticism

### Practical:-

- Writing film reviews
- Making a short film.
- Discussions about film promotion techniques.




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Paper-VI

## EVENT MANAGEMENT (J)

Time : 3 Hours

Max. Marks: Theory 75  
Practical 25

The question paper will consist of three sections as per following pattern:

**Section-A:** The examiner will set 10 questions. Candidate will attempt all the questions carrying 2 mark each in 5-10 sentences or 50 words each. The total weightage of this Section will be 20 marks.

**Section-B:** The examiner will set 10 questions which will cover the entire syllabus. Candidate will attempt any 7 questions in at least 2-3 pages each. Each question will carry 5 marks. The total weightage of this Section will be 35 marks.

**Section-C:** The examiner will set 4 questions which will cover the entire syllabus. Candidate will attempt any 2 questions in at least 4-5 pages each. Each question will carry 10 marks. The total weightage of this Section will be 20 marks.

- Definition and scope of event management
- Understanding various events: conferences, trade fairs, wedding, fashion shows, birthdays, and corporate meetings.
- Budget in an event
- Organizing exhibitions
- Objectives and advantage of exhibitions
- PR for an exhibition
- Promoting an event
- Publicity material for an event
- Stand design
- Trade fairs
- Cost effectiveness of an event
- Managing the press at an event

### Practical:-

- Organizing events at department level along with publicity and promotion
- Writing report for the event.




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Title	Credits	Marks
1. Theory (5 hours/week)	7	75
2. Practical (3 hours/week)	5	75
3. Training	8	50
<b>Total</b>	<b>20</b>	<b>200</b>



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## Paper – I Computational Biology and Biological Databases

Time : 3 hrs

Periods: 7  
Marks: 75

### Instructions to paper setter:

#### Each question will consist of three sections:

*Section A will have ten questions of one mark each. All questions will be compulsory. Section B will be comprised of ten questions. Seven are to be attempted and each question will carry 5 marks.*

**Section C will contain four essay type questions, two are to be attempted and each question will carry 15 marks.**

### Unit – I

Introduction to Computational Biology

Multiple Sequence Alignment

Progressive alignment – Clustal W, T-Coffee, Position specific Scoring Matrices (PSSM)

Probabilistic Models : Markov Chain, Hidden Markov Models, Role of HMMs in Gene Prediction, training HMMs, HMM Scoring Algorithms.

### Unit – II

Protein Classification and Structure Visualisation:

Overview of Protein structure, PDB and MMDB databases

Protein Structure Visualisation Databases and Tools – Cn3D, Swiss-PDB viewer, Rasmol

Protein structure alignment: VAST, DALI

### Unit – III

Protein structure prediction:

Use of Sequence patterns for protein structure prediction

Prediction of Protein structure from amino acid sequence

Motifs, Profiles, Patterns

### Unit – IV

Biological Databases: Introduction, Importance of biological databases,

Types of biological databases

Sequence databases :- Grnbank, EMBL

Protein databases:- PDB, SWISS-PROT, TrEMBL

Genome databases – KEGG

Organism databases – Flybase, Ecoli



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### **Books Recommended:**

1. Bioinformatics: Sequence and genome analysis, D.W. Mount (2001) Cold Spring Harbor Laboratory Press.
2. D.Baxenvanis and F.Oulette, (2002) "Bioinformatics: A Practical guide to the analysis of genes and proteins" Wiley Indian Edition.
3. Watermann M.S (Eds). Introduction to computational Biology, Chapman and Hill. London (1995)
4. Bishop M.J (Eds). DNA and Protein Sequence Analysis, A Practical Approach, IRL Press Oxford. (1997).
5. Suhai(Eds). Theoretical and computational methods in genome research, Plenum Press, N.York(1997).

### **Paper – II Practical**

**Time: 3 hrs**

**Max. marks : 75**

1. Multiple sequence alignment tool: Clustal W
2. Multiple sequence alignment tool: T-Coffee
3. Protein Visualisation tool : Rasmol
4. To use tool: Swiss-PDB viewer
5. To use tool Cn-3D.
6. To use and explore database: PDB
7. To use and explore database: SWISS-PROT & TrEMBL
8. To use and explore database: KEGG
9. To explore genome database: Flybase

  
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**SYLLABUS FOR  
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(Semester II)**

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**DIPLOMA COURSE IN FASHION DESIGNING  
(SEMESTER II)**

**PAPER-109- PATTERN DEVELOPMENT  
(Practical)**

**Time: 4 Hours**

**Max. Marks: 150**

**Instructions to the examiner:** The examiner will set one question from each unit. Questions may have sub-parts.

**Distribution of marks**

File Submission      50 marks (internal)

Exam 100 marks (external)

<b>Module I: Basics of Pattern Making</b> <ul style="list-style-type: none"><li>• Pattern making tools and their use</li><li>• How to take measurements</li><li>• Basic bodice front and back</li><li>• Basic sleeve</li></ul>	<b>Module IV: collars</b> <ul style="list-style-type: none"><li>• Peterpan</li><li>• Sailors</li><li>• Mandrin</li><li>• Shirt</li><li>• Convertible</li><li>• Shawl</li></ul>
<b>Module II: Dart manipulation by slas and spread and pivot method</b> <ul style="list-style-type: none"><li>• Two dart</li><li>• Single dart</li><li>• Darts to flare</li><li>• Darts to princess line</li><li>• Darts to yoke</li><li>• Dart to multiple darts</li></ul>	<b>Module V and VI</b> <ul style="list-style-type: none"><li>• Basic skirt</li><li>• Casual dress</li><li>• Salwar suit</li></ul>
<b>Module III: sleeve variation</b> <ul style="list-style-type: none"><li>• Puff</li><li>• Leg o mutton</li><li>• Tulip</li><li>• Lantern</li><li>• Raglan</li></ul>	

**References**

1. "Complete Guide to Sewing", Reader Digest.
2. Mullick, Prem Lata, "Garment Construction Skills", Kalyani Publishers, New Del
3. Winfred Aldrich, Metric Pattern Cutting, Blackwell Science, UK

## PAPER 110 - GARMENT CONSTRUCTION

(Practical)

Time: 4 Hours

Max. Marks: 150

**Instructions to the examiner:** Students are required to construct any one garment with atleast 4 design features. Basic foundation pattern can be used.

**Distribution of marks:**

Garment Submission 50 marks (Internal)

Exam 100 marks (External)

Practical paper will be set on the spot by the examiner

<b>Module I: Basics</b> <ul style="list-style-type: none"><li>• Samples of<ul style="list-style-type: none"><li>○ bias facing</li><li>○ bias binding</li><li>○ shaped facing</li><li>○ placket</li><li>○ darts</li><li>○ basic sleeve and its attachment to bodice</li></ul></li></ul>	<b>Module IV: Skirt</b> <ul style="list-style-type: none"><li>• Slim skirt</li><li>• Skirt with yoke and gathers/ pleats</li></ul>
<b>Module II: Collars</b> <ul style="list-style-type: none"><li>• Peter pan collar</li><li>• Convertible</li><li>• Shawl collar</li><li>• Shirt collar</li></ul>	<b>Module V: Western Casual Dress</b> Stitching of any one self designed casual dress
<b>Module III: Sleeves</b> <ul style="list-style-type: none"><li>• Puff</li><li>• Leg o mutton</li><li>• Shirt sleeve with cuff and placket</li><li>• Petal sleeve</li></ul>	<b>Module VI: Suit and Salwar</b> Stitching of casual suit and basic salwar.

### References

1. "Complete Guide to Sewing", Reader Digest.
2. Mullick, Prem Lata, "Garment Construction Skills", Kalyani Publishers, New Delhi.
3. Winfred Aldrich, Metric Pattern Cutting, Blackwell Science, UK

**PAPER 111- FASHION ILLUSTRATION**

**(Practical)**

**Time: 4 Hours**

**Max. Marks: 150**

**Instructions to the examiner:**

The examiner will set one question from each unit. Questions may have sub-parts.

**Module I and II**

**Female Croquis:** Female basic block 12 and ½, Fleshing, Pose formation,

**Module III and IV**

**Features:** Hair styles, Features, Arms, Legs, Hands, Feet.

**Module V and VI**

**Draping and Rendering :** Sports wear, Casual wear, Formal wear

**References**

1. Allen and Seaman, "Fashion Drawing – The Basic Principles", B.T. Batsford, London
2. Elisabetta Drudi, T.Paci, "Figure Drawing for Fashion", The Pepin Press.
3. Ireland, Patrick John, "Fashion Design Drawing and Presentation", B.T. Batsford,

  
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**PAPER 112- WARDROBE PLANNING**  
**(Theory)**

**Time: 3 Hours**

**Max. Marks: 100**

**Instructions for the Examiners/Paper Setters:** There will be 8 questions in all. Students are required to attempt 5 questions (20 Marks each).

**Distribution of marks:**

Total 8 questions to be set.

Attempt any 5 questions.

Subjective 30 marks

Objective 20 Marks (40 % paper to be objective type)

**Course Contents**

<b>Module I: Selection of Suitable Fabric for Family</b> <ul style="list-style-type: none"><li>• Age</li><li>• Climate</li><li>• Occupation</li><li>• Occasion</li><li>• Figure</li><li>• Fashion</li></ul>	<b>Module IV: Design</b> <ul style="list-style-type: none"><li>• Principles and elements of design</li></ul>
<b>Module II: General Principles of Clothing Construction</b> <ul style="list-style-type: none"><li>• Study of body measurements in relation to height and age.</li><li>• Importance of drafting and making patterns</li><li>• Placing and cutting of paper patterns in relation to texture and design of fabric</li><li>• Calculating the amount of material required for the different garments.</li></ul>	<b>Module V: Intelligent Buying of Ready Made Garments</b> <ul style="list-style-type: none"><li>• Appearance – Size, design, line and colour</li><li>• Fabric – Durability and serviceability</li><li>• Workmanship – cutting, sewing, finishing and fitting</li><li>• cost</li></ul>
<b>Module III: Fitting</b> <ul style="list-style-type: none"><li>• Common fitting problems and how to remedy the fitting defects.</li></ul>	

**References:**

1. Ajgaonkar, D. B. “Knitting Technology”, University Publishing Co-operation, Mumbai.
2. Brackenbury Terry, “Knitting Clothing Technology”, Blackwell Science, UK.
3. Spancer David J, “Knitting Technology”, Pergeman Press

**PAPER 113- COMPUTERS**  
**(Practical)**

**Time: 3 Hours**

**Max. Marks: 100**

**Instruction to the Examiner:** Two questions to be set from syllabus.

**Distribution of marks:**

Project submission    25 marks (Internal)  
Exam                      65 Marks (External)  
Viva                        10 Marks (External)

**Module I, II, III:**

**Corel Draw:**-Introduction-What is CorelDraw? Starting with CorelDraw; Working with CorelDraw;-Creating Graphic Objects and Drawing:-Drawing Objects; Drawing Spirals; Drawing Lines and curves with the freehand tool; Lines and curves using the Bezier Tool; selecting an object; moving the objects; shaping the objects; working with colors; filing; outlining

Working With Text:-Adding paragraph Adding paragraph text to fixed sized frames; Adding paragraph text to automatic sized frames; Text Conversion; Artistic text to paragraph text; Artistic text to curves; Adding; modifying and removing the text; Line thickness; Distance between line and text; Superscript; Subscript; Text Case; Text spacing; spacing after paragraph; text alignment Transformation:-Categories of transformation; skewing; mirroring; welding; blending; transparency; contouring; lenses; perspective; power clips; formatting; import dialogue box options Object Organization:-Cloning; grouping and ungrouping; combining and breaking; locking and unlocking; object manager; layer manager

New features of Corel Draw 10:-Customization; tools; text handling; image optimizer; color and printing.

Corel draw:designing& rendering fashion details showing like:

- (A) Collars
- (B) Sleeves
- (C) Skirts
- (D) Trousers
- (E) Top

**References:**

- Veisinet DD, “Computer Aided Drafting and Design – Concept and Application’, 1987.
- Taylor P, “Computers in the Fashion Industry”, Heinemann Pub., 1990.
- Winfred Aldrich, “CAD in Clothing and Textiles”, Blackwell Science 1994.



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**PAPER 114- WORKSHOP  
(Practical)**

**Time: 3 Hours**

**Max. Marks: 100**

**Instructions for the Examiner:** The examiner will set one question covering the whole syllabus. The question will have Sub parts.

**Module I**

**Workshop on External:** CAD

**Internal:** Accessory design: hand bags

**Module II**

**Project on Following:**

Source file of different types of buttons, trims, tags and labels available in the market along with rates.

A study on different types of machines available in the industry for weaving and knitting fabrics.  
Basic fabric folder of woven fabrics for the purpose of studying fabric type

**Module III**

**Workshop on External :** Presentation techniques

**Internal:** Embellishment techniques

- Quilting
- Applique
- Pom-Poms
- fringes
- Mirror work

**Module IV**

**Project on Following:**

To study different types of casual, formal and semi-formal wear for kids with survey of malls and shops along with price range and fabric type.

Basic fabric folder of knitted fabrics for the purpose of studying different types of knits available and varieties of combination available.

**Module V**

**Workshop on External:** Digital Printing

**Internal:** Smocking

**Module VI**

**Project on Following:**

Basic fabric folder of non-woven and open weave fabrics available in the market along with the whole sale retail rate, for the purpose of studying fabric type.

A survey study of an Indian and an international designer and find where its products are available along with details and pictures

**References:**

1. Anand M.R.. “Textiles and Embroideries of India”, Marg Publications, Bombay.
2. Naik S. “Traditional Embroideries of India”, APH Publishing Corporation, New Delhi.
3. Mathew A. “Vogue Dictionary of Crochet Stitches”, David and Charles, London.
4. Snook B. .“Creative Art of Embroidery”, Numbley Pub. Group Ltd., Lon

## PAPER 115 - COMMUNICATION SKILLS-II

**Time: 3 Hours**

**Max. Marks: 100**

**Theory Marks: 75**

**Practical Marks: 25**

### **Instructions for the Examiner**

The question paper will consist of objective (40 marks) and subjective (60 marks) questions carrying 100 marks in total.

Two objective questions from part-1 (Communication ) and part -2 (Comprehension) will be set carrying 20 marks , 10 each

Six questions will be set from part 2,3 and 4 i.e. Reading skills, Writing skills and Grammar carrying 30 marks 5 marks each

### **Theory:**

**Communication** : Introduction , Channels of communication, Barriers.

**Listening Skills**: Introduction, Types, Barriers , Feedback skills, Note taking.

**Writing Skills**: Covering letters, Resume, Notice, Memo.

### **Grammar:**

Subject – Verb agreement, Combination of two simple sentences into one, Tenses.

Practical: 25 marks.

General introduction

General interview

Listening comprehension

### **References:**

1. Singh R. Vandana, “The written words”, Oxford University Publication.
2. Sharma R.C., “Business Correspondence and Report Writing”, McGraw Hills Publishers.
3. Korlahalli J.S., “Essentials of good Communication”, Sultan Chand and Sons Publishers.

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**SYLLABUS FOR**

**ADVANCE DIPLOMA COURSE IN BIOINFORMATICS**

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### Scheme of Course

	<b>Title</b>	<b>Credits</b>	<b>Marks</b>
1.	Theory (5 hours/week)	7	75
2.	Practical (3 hours/week)	5	75
3.	Training	8	50
	<b>Total</b>	<b>20</b>	<b>200</b>

  
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## Paper – I Drug Discovery, Phylogenetic Analysis & PERL

**Time: 5 hrs**

**Periods: 7**

**Max. Marks: 75**

**Note for examiner:**

**Time: 3 Hrs.**

Each question paper will consist of three sections.

Section A will have ten questions of one mark each. All questions will be compulsory.

Section B will be comprised of ten questions. Seven are to be attempted and each question will carry five marks.

Section C will contain four essay type questions, two are to be attempted and each question will carry fifteen marks.

### Unit –I

**Drug Discovery:** Introduction to pharmacogenomics, SNPs, Drug Discovery Technologies: Structure Based and Ligand Based Drug Designing. Computer Aided Drug Designing, Docking ADME Property Prediction

### Unit – II

**Phylogenetic Analysis:** Molecular Data, Phylogenetic Trees-Rooted and Unrooted, Construction of Trees-Distance Methods, Clustering Methods, Character Based Methods, Bootstrap Analysis

### Unit – III

**PERL:** Introduction to PERL, Role of PERL in Bioinformatics, Downloading & installing perl, Perl syntax, variables and constants, operators, arrays and hashes.

### Unit – IV

**PERL:** Control Structures, Regular expressions, functions, working with subroutines, file handling introduction to Bioperl.

  
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### Books Recommended: -

- Lengauer T (2004) Bioinformatics from Genomes to Drugs (Volume1 and 2). *John Wiley and Sons*.
- Mount D. W. (2004). Bioinformatics & Genome Analysis. *Cold Spring Harbor Laboratory*.
- Salemi M., and Vandamme A. (2003). The Phylogenetic Handbook: A Practical Approach to DNA and Protein Phylogeny. *Cambridge University Press*.
- Wyke A and Thomas D (2001). PERL Beginner guide. *Tata Mcgraw Hill Company Ltd., New Delhi*.
- James D.Tisdall, (2001). "Beginning Perl for Bioinformatics," *O'Rilley and Associates*.

### Paper – II Practical

**Time: 3 hrs**

**Periods: 5**

**Max. Marks: 75**

11. To explore the data dbSNP (NCBI)
12. To install and use Evolutionary analysis software
13. To install and use Docking software
14. To use Swiss-PDB Viewer

#### PERL

1. A program to declare and use variables
2. A program to use operators
3. Use of Arrays in PERL
4. Use of Hashes in PERL
5. A program related to regular expressions
6. A program on File Handling

  
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**SYLLABUS FOR  
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(SEMESTER III & IV)**

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**ADVANCED DIPLOMA IN FASHION DESIGNING  
(SEMESTER III)**

**PAPER 117 - PATTERN MAKING DEVELOPMNET**

**(Practical)**

**Time: 4 Hours**

**Max. Marks: 150**

**Instructions to the Examiner:**

Question paper will have one question from each unit. Each question will carry equal marks. Practical paper will be set on the spot by the examiner. Students are required to make all pattern pieces of any one dress. Basic pattern can be provided.

**Module I**

Pattern making of blouse (female)

4 dart Blouse

Choli cut blouse

**Module II**

Petti coat (6 panel)

Simple suit

Designer suit

**Module III**

**Pattern making, layout and cutting of following:**

Casual dress

Skirt (circular, pleated, pegged)

style reading and layout

**References:**

1. "Complete Guide to Sewing", Reader Digest.
2. Mullick, PremLata, "Garment Construction Skills", Kalyani Publishers, New Delhi.
3. Winfred Aldrich, Metric Pattern Cutting, Blackwell Science, UK



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## **PAPER 118- GARMENT CONSTRUCTION**

**(Practical)**

**Time: 4 Hours**

**Max. Marks: 150**

### **Instruction to the Examiner**

Students are required to construct any one garment. Basic foundation pattern can be used.

### **Course Contents**

#### **Module I**

Construction of the garments: Simple blouse, Choli cut blouse

#### **Module II**

Simple salwar suit, One piece Casual dress, petticoat, Designer suit, Skirt (circular, pegged)

#### **Module III**

Fancy embroideries stitches

### **References:**

1. "Complete Guide to Sewing", Reader Digest.
2. Mullick, PremLata, "Garment Construction Skills", Kalyani Publishers, New Delhi.
3. Winfred Aldrich, Metric Pattern Cutting, Blackwell Science, UK

  
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## PAPER 119- SURFACE ORNAMENTATION

(Practical)

**Time: 4 Hours**

**Max. Marks: 150**

### **Instruction to the Examiner**

Practical paper will be set on the spot by the examiner

Two questions to set, where each question will be of 25 marks. Internal choice can be given.

### **Distribution of marks:**

File Submission      50marks (Internal)

Exam                      100 marks (External)

### **Module I**

Make at least 2 articles each of the following

Free hand painting, mirror work

### **Module II**

Block printing

### **Module III**

Stencil printing

### **Reference:**

1. Singh Kiran, "Textiles in Ancient India", VishwaVidyalaya.
2. Oar S.N., "Costumes of India and Pakistan", OB Tataporevala Sons and Co. Ltd.
3. Kumar Ritu, "Costumes & Textiles of Royal India", Christies Book Ltd, London,.
4. Ghurey, G.S., "Indian Costumes", The Popular Book Depot

  
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## PAPER 120 - CONCEPT OF FASHION

(Theory)

**Time: 3 Hours**

**Max. Marks: 100**

### **Instruction to the Examiner:**

Attempt any five questions out of eight. All questions carry equal marks.

### **Distribution of marks:**

Subjective 60 marks

Objective 40 Marks (40 % paper to be objective type)

### **Module I**

Concept of fashion

- (A) Fashion terminology
- (B) Origin of fashion
- (C) Fashion theories
- (D) Fashion forecasting
- (E) Sales Forecasting
- (F) Fashion cycle

### **Module II**

Study on three Indian fashion designers

- (A) Tarun Tahiliani
- (B) J.J. Valaya
- (C) Ritu Beri

### **Module III**

Study of any two international designers

### **References:**

1. Clarke, S. "Textile design", Laurence king publishing Ltd, London.
2. Bhatnagar, P. "Tradition Indian Costume and Textile", Abhishek publication,



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## PAPER121 - COMPUTER DESIGNING

(Practical)

**Time: 3 Hours**

**Max. Marks: 100**

### Instructions to the Examiner

Two question to be set from syllabus.

### Distribution of marks:

Project submission	50 marks (Internal)
Exam	40 Marks (External)
Viva	10 Marks (External)

### Module I

**Adobe-Photoshop**:-Introduction-PhotoShop Environment; Toolbox and Tools; Bitmap images and Vector graphics; Image size and resolution: Pixel Dimension, Image resolution, Monitor Resolution, Printer Resolution, Screen Frequency, File Size; Working with Image Files: Open the image files, Print Resolution, Save the Image Files; Duplication and Cropping the Image; File Compression; Image File Formats; PhotoShop Images In Other Applications; Object Linking And Embedding (OLE); Palettes in Photoshop: Layer Palette, Channels Palette, Path Palette, History Palette, Action Palette, Picker Palette, Swatches Palette, Scratch Palette, Info Palette

Working with Colour:-Colour modes and models: HSB model; RGB model: RGB mode; CMYK model: CMYK mode; \* a \* b model; Lab model; Bitmap mode; Grayscale mode; Dutone mode; Indexed color mode; Multichannel Mode; Colour gamut's; Monitor display:

Channel and bit depth; Conversion between bit depths; Conversion between Colour modes; Conversion between color modes: Conversion between Grayscale and Bitmap mode, Grayscale image to bitmap mode, Predefine bitmap conversion method, Halftone screens for bitmap-mode images, Custom halftone screen for Bitmap-mode image; Conversion to Indexed color; Conversion option for indexed color images; Indexed color tables

Drawing and Editing:-Shapes; Work path; Shape layer; Creating a work path; Creating rasterized shapes; Using the shape tools; Saving custom shapes; PEN TOOL: Drawing a straight segments; Drawing curve; Freeform tool; The magnetic pen; Overlapping; Path palette: Editing Path; Selection of path segment; Moving; reshaping; deleting of path segments; Moving; reshaping;



copying; and deleting path components; Aligning and distributing path components; Editing of anchor points; Managing paths (Photoshop); Converting paths to selection borders; Adding color to paths (photoshop); Painting tools; Brush tool; Customizing brush libraries; Creating and editing brushes; Setting brush options; Selecting a blending mode; Specifying opacity; pressure; exposure; Art history brush tool; Retouching tool; Smudge tool; Focus tools; Toning tools; Sponge tool; Erasing; Eraser tool; Magic eraser tool; Background eraser tool; Auto Erase option; Gradient filling; Applying a gradient fill; Creating gradient fills; Intermediate colors to a gradient; Gradient transparency; Noise gradient fills; Managing gradients; Paint Bucket Tool; Filling & Stroking; Filling Patterns; To fill the work canvas; To fill a selection with a pattern; Transforming and Manipulating objects; Transforming objects in two dimensions; Transforming objects in three dimensions; Transforming perspective; Specifying the Transform; Applying transformations; Freely transforming and previewing effects

Layers, Channels, Masks:-Layers; Layers sets; Layer Palette: Viewing and Selection of Layers; Linking Layers; Creating a Layered image; Adding Layers; Duplicating of Layers; Grouping of Layers; Moving; Aligning the contents of Layers; Aligning & Distributing the contents of Linked; Editing of Layers; Locking of Layers; Clipping of Layers; Specifying Layer properties; Layer Style dialog box; Blending Options: Specifying Fill Opacity;-Specifying Knock Options; Blending of Channels; Grouping Blend effects; Specifying range of Blend Layers; Layer Style;

Displaying Layer Styles; Palette Styles; Managing Layer Style; Applying Layer Style; Channels and Masks; Channel palette; Selecting and Editing Channels; Managing Channels: Changing the order of Channels; Duplicating of channels; Splitting of Channels; Merging of Channels; Deleting of Channels; Mixing of Colour Channels; Adding Spot colors; Creating spot Channel~; Modifying of,Spot Channels; Channel Calculations to blend Layers and Channels; Blending Modes; Masks; Quick Mask Mode; Quick Mask Options; Storing Masks; Saving a Masks Selection; Alpha Channels

Filters for special effects:-Plug-in Filters; Blending Filter Effects; Loading Images and textures; Types of Filters; Lighting Effects type; Choosing a Lighting Effects type; Lighting Effects; Texture

Text in Image Editing:- Type tool; Paragraph Type: Type layers; Rasterizing Type Layers; Warping Type layers; Creating work path from type; Converting type to shapes; Formatting



characters; Changing the case; Formatting Paragraphs; Aligning and Justifying type; Indenting Paragraphs; Paragraph Space; Hyphenation and Justification; Adjusting Hyphenation; Preventing unwanted word breaks; Adjusting spacing; Working with composition; Every line Composer; Single-line Composer

## Module-II

Photoshop:

- (A) Study tools in detail
- (B) Draping simulation – Make Croquis in Corel and drape a dress in adobe
- (C) Make a Fashion Show invitation Card
- (D) Design cover page of any fashion magazine.

### References

1. Fowler, A. “Modern Creative Design and its application”, The Gorge Wahi Publication, Michigan.
2. Veisinet DD, “Computer Aided Drafting and Design – Concept and Application’.
3. Taylor P, “Computers in the Fashion Industry”, Heinemann Publications.
4. Winfred Aldrich, “CAD in Clothing and Textiles”, Blackwell Science.



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**PAPER 122:- WORKSHOP AND TRAINING (SEM -3)**

**(Practical)**

**Time: 3 Hours**

**Max.**

**Marks: 100**

**Instructions to the Examiner:**

Distribution of marks:

Project submission 100 marks (Internal)

**Module I**

**(A) Personality Development**

Self-grooming and speaking skills

**Module II**

**(B) Textile Designing**

Fabric beautification using different textile decoration techniques.

**Module III**

**(C) Seminar on Retailing**

Concept of store and non-store retailing

**References:**

Clarke, S. "Textile design", Laurence king publishing ltd, London.

  
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**PAPER 123 - FASHION MERCHANDISING-I (SEM -3)**

**(Theory)**

**Time: 3 Hours**

**Max.**

**Marks: 100** Instructions to the Examiner

There will be 8 questions in all. Students are required to attempt 5 questions (20 Marks each).

**Module I**

Fashion merchandising: introduction, concept ,planning, role and responsibility of merchandising,

**Module II**

Range Development: product and range development on the basis of fashion calendar

**Module III**

Sales promotion, Promotional stores and techniques

**Module IV**

Visual merchandising, role of visual merchandiser, equipment and tools etc.

**Module V**

Store merchandising: concept, operations and planning, advantages and disadvantages, Exhibition and display

**Module VI**

Careers and job roles in merchandising

**References:**

1. Colussy, K.M. and Greenberg S. "Rendering Fashion Fabric and Prints".
2. David, B. and Dommelen, V. "Design and Decorating Interiors", John Willey and Sons, New York

  
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## **PAPER 124: APPAREL SEWING TECHNIQUES**

**(Theory)**

**Time: 3 Hours**

**Max. Marks:**

### **100 Instructions to the Examiner**

There will be 8 questions in all. Students are required to attempt 5 questions (20 Marks each).

### **Module I & II**

#### Products Standards and Specifications

- Products standards
- Sources of quality and performance standards
- Standards for quality, size and fit and performance
- Developing and using specifications for apparel manufacturing

### **MODULE III & IV**

#### Garment Analysis and Specification Development

- Role of garment analysis
- Style description
- Positioning strategy
- Sizes and fit
- Material selection
- Garment components assembly
- Final garment assembly and finishing
- Style presentation

### **Module V & VI**

#### Creative and Technical Design

- Influence on the design process
- Creative design
- Technical design
- Apparel design technology

#### **References:**

1. Gupta, L. "Textbook of Clothing", Kalyani publishers.
2. Irene E. Mc Dermott.; Jeanne L. Norris, "Opportunity in Clothing"
3. Kulshrestha, U. and Kashyap, R. "Clothing Behaviors"



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**ADVANCED DIPLOMA IN FASHION DESIGNING  
(SEMESTER IV)**

**PAPER-125 PATTERN DEVELOPMENT**

**(Practical)**

**Time: 10.00 Hours each month (approx.)**

**Max. Marks: 150**

**Instructions to the examiner:**

Students are required to make all pattern pieces of any design given by the examiner, which will include any four topics from the mentioned content. Basic pattern can be provided.

**Course Contents**

<b>Module I</b> <ul style="list-style-type: none"><li>• Pattern making of Kalidaar suits and its Layout</li></ul>	<b>Module IV</b> <ul style="list-style-type: none"><li>• Pattern making of trouser and layout</li></ul>
<b>Module II:</b> <ul style="list-style-type: none"><li>• Party wear dress</li></ul>	<b>Module V</b> <ul style="list-style-type: none"><li>• Pattern making of designer saree</li></ul>
<b>Module III</b> <ul style="list-style-type: none"><li>• Fusion Dress</li></ul>	

**References:**

1. Mullick, PremLata, "Garment Construction Skills", Kalyani Publishers, New Delhi
2. "Complete Guide to Sewing", Reader Digest
3. Winfred Aldrich, Metric Pattern Cutting, Blackwell Science, UK

  
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## PAPER-126 GARMENT CONSTRUCTION

(Practical)

**Time: 4 Hours**

**Max. Marks: 150**

### Instructions to the examiner:

Students are required to construct any one garment with at least 4 design features. Basic foundation pattern can be used.

### Distribution of marks:

Garment Submission 50 marks (Internal)

Exam 100 marks (External)

### Course Contents

Construction of the garments mentioned:

- (A) Kalidaarkurta
- (B) One piece dress
- (C) Fusion dress
- (D) Trouser

Incorporate the embroideries in the garments

### References:

1. .Mullick, PremLata, "Garment Construction Skills", Kalyani Publishers, New Delhi.
2. "Complete Guide to Sewing", Reader Digest
3. Winfred Aldrich, Metric Pattern Cutting, Blackwell Science, UK

  
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## PAPER-127 FABRIC ORNAMENTATION

(Practical)

**Time: 4 Hours**

**Max. Marks: 150**

### Instructions to the examiner:

Two question to be set, where each question will be of 50 marks. Internal choice can be given.

### Distribution of marks:

File Submission 50 marks (Internal)

Exam 100 marks (External)

#### Module 1

Tie & die

#### Module 2

Screen printing

#### Module 3

Digital printing

#### Module 4

Batik printing

#### Module 5

Samples of 5 traditional embroideries

To make at least three articles with samples

### References:

1. .Mullick, PremLata, "Garment Construction Skills", Kalyani Publishers, New Delhi.
2. "Complete Guide to Sewing", Reader Digest
3. Winfred Aldrich, Metric Pattern Cutting, Blackwell Science, UK

  
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## PAPER 128 - CREATIVE EXPRESSIONS

(Theory+Practical)

**Time: 3 Hours**

**Max. Marks: 100**

### **Instructions to the examiner:**

Two question to be set, where each question will be of 50 marks. Internal choice can be given.

### **Course Contents**

- (A) Accessory designing (bags, footwear, and jewelry etc)
- (B) Traditional textiles ( woven & printed textiles any six)
- (C) Make up (hairstyles, party make up etc)
- (D) Personality development
- (E) Dressing and styling

### **References:**

1. Diamond, J. "Fashion Apparel Accessories & Home Furnishing"
2. Fowler, A. "Modern Creative Design and its application", The Gorge Wahi Publication, Michigan.

  
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## PAPER-129 CAD

(Practical)

**Time: 3 Hours**

**Max. Marks: 100**

### **Instruction to the Examiner:**

Two question to be set, where each question will be of 50 marks. Internal choice can be given.

### **Distribution of marks:**

Project submission 25 marks (Internal)

Exam 75 Marks (External)

### **Designing the following themes:**

Taking inspiration from the moodboard& story board

(A) Beach wear

(B) Indo western

(C) Club wear

By using corel draw & adobe photoshop

### **References:**

1. Veisinet DD, "Computer Aided Drafting and Design – Concept and Application".
2. Taylor P, "Computers in the Fashion Industry", Heinemann Publications.
3. Winfred Aldrich, "CAD in Clothing and Textiles", Blackwell Science.

  
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## PAPER-130 WORKSHOP/TRAINING

(Practical)

**Time: 3 Hours**

**Max. Marks: 100**

### **Instruction to the Examiner**

### **Distribution of marks:**

Project submission : 100marks(Internal)

### **Course Contents**

- Interaction with Textile designer – textile designing
- Seminar on merchandising
- Interaction with accessory designer to accessories fashion collection

### **Module I**

- Indian Costumes:
- Punjab,
- Jammu Kashmir,
- Rajasthan,
- Maharashtra,
- Gujrat,
- Kerala,
- Karnatka,
- Manipur,
- Himachal Pardesh,
- Tamil Nadu,
- West Bengal

### **Module-II**

- Western traditional costumes:
- Egypt, greek, rome, french, byzantine, british

### **References:**

Fowler, A. (1951).“Modern Creative Design and its application”, The Gorge Wahi Publication, Michigan.



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## PAPER 131 - EXPORT IMPORT MANAGEMENT

**Time: 3 Hours**

**Max. Marks: 100**

### **Instructions to the examiner**

Total 8 Questions to be set. The student has to perform any 5. All questions carry equal marks.

The examiner should cover all the topics in the question paper.

### **Unit 1**

#### **Planning for Export**

- Organize the logistics options for shipment
- Carry out risk assessment for shipment plan
- Explain the trade policies and guidelines to all concerned and ensure it is followed
- Plan the shipment strategy
- Use the export planning tools available
- Carry out **SWOT** analysis for shipment vertical
- Make sure the organization's domestic and international marketing activities are aligned and updated with current policies and guidelines

### **Unit 2**

#### **Manage Export Processes and Check Documentation**

- Manage documentation related to pre & post shipment
- Check and manage export sales contract
- Manage the central excise/customs clearance: regulations, procedures and documentation
- Supervise the processing of an export order
- Check all pre-shipment documents including:
  - invoice
  - packing list
  - GR form
  - Ar-4/ ar4a form
  - Etc licence
  - Indent
  - Acceptance of contract
  - Letter Of Credit (LOC)

  
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- QC certificate
- Port trust date
- Any other
- Sign of inspector/ customs div
- Check the EXIM documents pertaining to Pre and Post Shipment.
- Liaise with customs and excise officials, if required
- Take care of applications for export incentives
- Obtain advance license from Jt DGFT (Director General of Foreign Trade),
- ensure adherence with contracts and agreements
- Look after freight forwards, CHA (Customs House Agent), transporter
- Communicate effectively with suppliers, consignee, agents , transporters
- Manage and supervise the follow up with logistics companies to ensure timely shipments of goods
- Negotiation & co-ordination

### Unit 3

#### Supervise and Evaluate Performance

- Set goals and targets as per organizational directives for all reporting executives.
- Create quantified measures and metrics to analyze the performance delivered by subordinates
- Set tangible and achievable incentives for subordinates as per the goals and targets assigned
- Ensure and implement strict adherence of all activities performed by subordinates to organizational guidelines
- Monitor and supervise all the activities performed by subordinates and ensure optimization to achieve the set goals
- Evaluate performance of subordinates and reporting executives on the designed measures and metrics as per the guidelines of the Organization
- Assist and support reporting executives whenever necessary or applicable
- Document all performance indicators and metrics of subordinates in the prescribed format of organization
- Perform all appraisal related process flow for subordinates, as per respective performance documents

- Handover all the documents and appropriate support measures to human resources department for official records.
- Ensure and implement proper process flow for feedbacks and queries received from subordinates

#### **Unit 4**

##### **Ensure Shipping Compliance**

- Follow the general invoicing instructions
- Check that the packing list requirement is met
- Ensure packing instructions are being followed including:
  - Carton specifications
  - Packing standards
  - Flat pack cargo
  - Pre-packs packing standards
  - Garments on hangers (GOH)
  - Exceptions to packing requirements
  - Shipping marks & labels
  - Bar code labels
- Follow the shipping guidelines
- Follow the routing guidelines
- Ensure tendering of freight to consolidator as per process and ensure sequence instruction is followed

#### **Unit 5**

##### **Manage Export Marketing Operations**

- Analyze the export marketing business & the operations involved
- Interpret the export marketing terms & understand the processes involved
- Apply export-market entry strategies
- Analyze the factors that affect cost in export marketing
- Be adept in understanding foreign currencies & conversion
- Be updated on current market trade in respect of various foreign currencies
- Manage the export distribution across geography



- Understand the institutional framework for export promotional council & world trade organization
- coordinate with export promotional council/ministry of commerce & industry for affiliation & documentation formalities
- Understand & interpret the various export schemes
- Interpret export financing methods and terms of payment
- Carry out export credit and foreign exchange risk management
- Apply export promotional strategies where appropriate
- Carry out all export marketing functions effectively

### **Unit 6**

#### **Comply with Industry, Regulatory and Organizational Requirements**

- Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures
- Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel
- Apply and follow these policies and procedures within your work practices
- Provide support to your supervisor and team members in enforcing these considerations
- Identify and report any possible deviation to these requirements

### **Unit 7**

#### **Analyze Foreign Trade Logistics**

- Check pre shipment document
- Understand and identify the best suitable logistics as per buyer's standard
- Interpret and negotiate the logistics cost with different type of shipment mode
- Track the shipment and follow up for payment
- Communicate with logistic agency, buying offices and buyers
- Apply knowledge of different types of Transport and the best suitable method
- Manage logistics processes as per norms

### **Unit 8**

#### **Maintaining A Healthy, Safe and Secure Working Environment in the Organization**

- Comply with health and safety related instructions applicable to the workplace



- Carry out own activities in line with approved guidelines and procedures
- Maintain a healthy lifestyle and guard against dependency on intoxicants
- Follow environment management system related procedures
- Minimize health and safety risks to self and others due to own actions
- seek clarifications ,from supervisors or other authorized personnel in case of perceived risks
- Monitor the workplace and work processes for potential risks and threats
- Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned
- Report hazards and potential risks/ threats to supervisors or other authorized
- Personnel participate in mock drills/ evacuation procedures organized at the workplace
- Undertake first aid, fire-fighting and emergency response training ,if asked to do so
- take action based on instructions in the event of fire, emergencies or accidents
- Follow organization procedures for shutdown and evacuation when required

### References

1. Kumar, A. (2005). *Export and Import Management*. Excel Books India.

  
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## PAPER 132 - APPAREL SEWING TECHNIQUES

(Theory)

**Time: 3 Hours**

**Max. Marks: 100**

There will be 8 questions in all. Students are required to attempt 5 questions (20 Marks each).

### Module I

#### Dimensions of Apparel Management

- System for quality management
- Methods of assuring quality

### Module II

#### Costs, Costing, Pricing and Profit

- Costs and profits
- Systems of costing
- Stages of costing
- Determining product costs
- Cost/volume relationship
- Pricing strategies

### Module III

#### Materials Sourcing and Selection

- Sourcing decisions in apparel firms
- Material sourcing process
- Selecting Fabrics

### Module IV

#### Sourcing Product Development and Production

- Sourcing Issues
- Global Sourcing
- Trade legalization
- Costing imported goods

#### References

1. Mullick, PremLata, "Garment Construction Skills", Kalyani Publishers, New Delhi.
2. Winfred Aldrich, Metric Pattern Cutting, Blackwell Science, UK.

  
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**SYLLABUS FOR  
SHORT TERM COURSE IN BASIC OF ACCOUNTING IN TALLY**

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## SHORT TERM COURSE IN BASIC OF ACCOUNTING IN TALLY

**Time: 3 Hours**

**M. Marks: 50**

**Theory: 25**

**Practical: 25**

### **Instructions for the Paper Setters:**

Eight questions of equal marks (Specified in the syllabus) are to be set containing four questions in each section. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt 5 questions, selecting atleast two questions from each Section. Fifth question can be attempted from any section.

### **SECTION A**

**Basics of Accounting:** Meaning of accounting, Functions of accounting, Double entry system, Accounting equation, Types of accounts, Principles of accounting

**Introduction to Tally:** Features of Tally.ERP9, Functions of tally, Advantages and Disadvantages of tally.

**Accounts Management:** Company creation, Details of horizontal button bar and vertical button bar, Gateway of tally, Creation of single and multiple ledger, Group creation, Entry in different types of vouchers: Receipt voucher, payment voucher, journal voucher, purchase voucher, sales voucher, contra voucher, debit note, credit note.

### **SECTION B**

**Inventory Management:** Creation of stock groups, Stock category and Stock item, Stock summary

**Godown Creation:** Single godown, Multiple godown, Godown wise outward and closing stock summary, Stock ageing analysis.

**Final Accounts in Tally:** Preparation of trial balance, Profit and loss account, Balance sheet, Short cut keys in Tally.

### **Suggested Readings:**

1. Maheshwari, S.N. and Maheshwari, S.K, "Financial Accounting", 2009, Vikas Publishing House, New Delhi.
2. Sehgal Ashok, Sehgal Deepak, "Financial Accounting", Fifth Edition Taxmann.
3. Singh, S. and Mehra, N., "Tally ERP 9 (Power of Simplicity)", 2016, V & S Publishers.
4. Tulsian, PC, "Financial Accounting", Pearson Education

  
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**SYLLABUS FOR  
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## **SHORT TERM COURSE IN COMPUTER MAINTENANCE AND NETWORKING**

**Time: 3 Hrs.**

**Theory : Max. Marks: 70**

**Practical : Max Marks :30**

### **Instructions for the Paper Setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**Objective of the Course:** This course enables the students to understand the fundamentals of PC assembly.

### **Section A**

Basic of computer and I/O devices, Study of monitors, memory, Hard disk and motherboard I/O ports, Graphic card Identify File Types and File Components, Understand basic architecture and partition a disk, Work with file systems

### **Section B**

Perform mounts, un mounts, booting and shutdown procedures, Install packages & patches, Manage user accounts, Perform system security and take backups , Introduction to PC H/W

### **Section C**

H/W installation and configuration, PC debugging, Installation of printer, modem, OS & scanner

### **Section D**

Networking fundamentals, troubleshooting & maintenance, S/W installation & configuration, Networking basis & configuration

### **References:**

1. Muller, “ Upgrading & Repairing PCs”, Prentice Hall – 10th Edition, 2000.
2. Minasi Mark , “Complete PC Upgrade & Maintenance Guide”, BPB Publishers 15<sup>th</sup> Edition, 2004.



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**SYLLABUS FOR  
SHORT TERM COURSE IN COSMETOLOGY**

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## Short Term Course in Cosmetology

### **Theory**

**Time: 3 hrs**

**Max. Marks: 50**

#### **Instructions for the Paper Setters:**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

#### **Section: A**

##### **Yoga and exercise**

- Aerobics
- Figure maintenance exercises

##### **Yoga**

- Pranayama
- Padam asana
- Vajra asana
- Tar asana
- Bhujanga asana
- Dhanur asana
- Shalabh asana

##### **Health and Wellness**

- Personal grooming
- Diet for good health and beautiful complexion
- Visual poise
- Conversational charm
- Importance of colors in selection of attire
- Wardrobe selection
- Personal hygiene



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## Section: B

### **Hair**

- Hair Care
- Hair Spa
- Removal of Unwanted Hair ( Waxing, Bleach, Threading)
- Hair Styling (Braids, Buns)
- Thermal Hair Styling ( Hot Rollers, Crimping, Pressing , Rod Setting)

## Section: C

### **Skin :**

- Skin Care
- Facial

### **Make up**

- Basic Make up
- Party make up

## Section: D

- Manicure
- Pedicure
- Mani Pedi Spa
- Nail Art

### **References:**

- *Milady, "Standard Text book of Cosmetology"*
- *Veena Pitre, "A Professional Guide to Hair Dressing and Beauty Therapy"*
- *Mary Healy, "Text book of Cosmetology", Prentice- Hall of India Private Limited, New Delhi.*

  
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## Short Term Course in Cosmetology

### Practical

Time: 3 hrs

Max. Marks: 50

Practical – 40

Viva - 10

**Instructions for the Paper Setters: Paper will be set on the spot by the examiner.**

#### Yoga

- Pranayama
- Padama asana
- Vajra asana
- Tar asana
- Bhujanga asana
- Dhanur asana
- Shalabh asana

#### Hair

- Hair Care
- Hair Spa
- Removal of Unwanted Hair ( Waxing, Bleach, Threading)
- Hair Styling (Braids, Buns)
- Thermal Hair Styling ( Hot Rollers, Crimping, Pressing Rod Setting)

#### Skin

- Skin Care
- Facial

#### Make up

- Basic Make up
- Party make up
- Manicure
- Pedicure
- Mani Pedi Spa
- Nail Art

#### References:

- *Milady, "Standard Text book of Cosmetology"*
- *Veena Pitre, "A Professional Guide to Hair Dressing and Beauty Therapy"*
- *Mary Healy, "Text book of Cosmetology", Prentice- Hall of India Private Limited, New Delhi.*



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**SYLLABUS FOR  
SHORT TERM COURSE IN HUMAN VALUES**

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## SHORT TERM COURSE IN HUMAN VALUES

### मानवीय मूल्य

कुल अंक - 50

समय - 3 घण्टे

#### प्रश्न पत्र बनाने वाले के लिए निर्देश -

क. भाग 'क' में कुल सात प्रश्न डाले जाएंगे और विद्यार्थी के लिए किन्हीं पांच प्रश्नों का उट्टार देना अनिवार्य होगा। प्रत्येक प्रश्न छः अंकों का होगा। सभी इकाईयों को एक समान महत्व दिया जाए।

ख. भाग 'ख' में कुल तीन प्रश्न दस-दस अंकों के डाले जाएंगे। विद्यार्थी को उनमें से किन्हीं दो का उट्टार देना अनिवार्य होगा।

#### इकाई - I

- (i) मानवीय मूल्यों से संबंधित विभिन्न परिभाषाएं एवम् मत।
- (ii) सार्वभौमिक रूप से सुख-समृद्धि का आधार मानवीय मूल्य।

#### इकाई - II

- (i) वर्तमान युग में मानवीय मूल्यों की आवश्यकता।
- (ii) नैतिकता का मूलाधार विषयक चिन्तन।

#### इकाई - III

- (i) पारिवारिक सद्भाव और मानवीय मूल्य।
- (ii) सार्वभौमिक मानवीय आकांक्षाएं सुख और समृद्धि।

#### इकाई - IV

- (i) सामूहिक कार्य और स्वयंसेवी धारणा, अधिकार और कर्तव्य।
- (ii) नैतिक दृष्टिकोण - पर्यावरण के प्रति, समाज के प्रति, वृद्धों के प्रति, शारीरिक एवम् मानसिक अक्षम के प्रति।

#### इकाई - V

- (i) मूल्यपरक शिक्षा और संस्कृत ग्रंथ।
- (ii) आध्यात्मिकता, साकारत्मक दृष्टिकोण एवम् वैज्ञानिक सद्भाव।

#### संबन्धित पुस्तकें

- (i) त्रिपाठी - मानवीय मूल्य - न्यू ऐज पब्लिशर्स, नई दिल्ली।
- (ii) आर.आर. सांगल - मानवीय मूल्य - एसेल पब्लिशर्स, नई दिल्ली।
- (iii) डॉ. सरला भारद्वाज - संस्कृत साहित्य में मानवीय मूल्य - पंजाब हिन्दी साहित्य अकादमी, जालन्धर।
- (iv) जय श्री सुरेश और बी.एस. राघवन - मानवीय मूल्य और पेशेवर नैतिकता - एम. चांद पब्लिशर्स, नई दिल्ली।

**HANS RAJ MAHILA MAHA VIDYALAYA, JALANDHAR**



**SYLLABUS FOR  
SHORT TERM COURSE IN SELF DEFENCE**

- Note:** (i) Copy rights are reserved. Nobody is allowed to print it in any form. Defaulters will be prosecuted.
- (ii) Subject to change in the syllabi at any time. Please visit the college website.

  
— Principal  
Hans Raj Mahila Maha Vidyalaya  
Jalandhar City

## SHORT TERM COURSE IN SELF DEFENCE

**Time: 3 Hours**

**Max. Marks: 50**

### **Instructions for the Paper Setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four UNIT (1-4). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

### **UNIT 1- GENDER**

- GENDER- UNDERSTANDING GENDER
- EMERGING ISSUES AND CHALLENGES
- CONSTITUTIONAL AND LEGAL PERSPECTIVES

### **UNIT 2- PERSONAL SAFETY AND SELF DEFENCE**

- CONCEPTS AND STRATEGIES
- TYPES OF THREATS- BULLYING, MUGGING, EVE TEASING, DOMESTIC VIOLENCE, SEXUAL ABUSE, HOSTILE ENCOUNTERS
- ROLE AND SIGNIFICANCE OF SELF DEFENCE TRAINING

### **UNIT 3- MARTIAL ARTS**

- IMPORTANCE, CONCEPTS AND TECHNIQUES
- PRACTICAL TRAINING

### **UNIT 4- HEALTH NUTRITION AND LIFE STYLE**

- CONCEPT
- BALANCED DIET AND ITS IMPORTANCE IN HEALTHY LIFE

  
Principal  
Pt. Raj Mahila Maha Vidyalaya  
Jalandhar City

**HANS RAJ MAHILA MAHA VIDYALAYA, JALANDHAR**



**SYLLABUS FOR**

**SHORT TERM COURSE IN VEDIC CHETNA**

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## SHORT TERM COURSE IN VEDIC CHETNA

वैदिक चेतना

कुल अंक - 50

समय - 3 घण्टे

**प्रश्न पत्र डालने हेतु आवश्यक निर्देश -**

इस प्रश्न-पत्र के दो खण्ड होंगे। भाग 'क' और भाग 'ख'। भाग 'क' में कुल सात प्रश्न डाले जाएंगे और विद्यार्थी के लिए किन्हीं पांच प्रश्नों का उट्टर देना अनिवार्य होगा। प्रत्येक प्रश्न छः अंकों का होगा और भाग 'ख' में चार प्रश्न डाले जाएंगे जिनमें से किन्हीं दो का विस्तृत उट्टर देना होगा। प्रत्येक प्रश्न दस अंकों का होगा। सभी इकाईयों को समान रूप से महत्व दिया जाए।

### इकाई - I

- (i) वेदों की संक्षिप्त जानकारी।
- (ii) ऋग्वेद एवम् यजुर्वेद की सामान्य विशेषताएं।

### इकाई - II

- (i) वेद और उसका वैज्ञानिक रूप।
- (ii) वैदिक विज्ञान - अर्थ एवम् स्वरूप।

### इकाई - III

- (द्व) वेदकालीन समाज तथा आदर्श।
- (द्वद्व) वैदिक काल में नारी।

### इकाई - IV

- (द्व) वेदों की शाश्वत प्रासंगिकता।
- (द्वद्व) वर्तमान समय में वेदों की उपादेयता।

### संबन्धित पुस्तकें

- (i) बलदेव उपाध्याय - वैदिक साहित्य और संस्कृति - महताब राय नागरी मुद्रण काशी
- (ii) वाचस्पति गैरोला - वैदिक साहित्य और संस्कृति - संवर्तिका प्रकाशन
- (iii) डॉ. रामेश्वर दयाल गुप्त - वैदिक वाङ्मय में विज्ञान - महर्षि संदीपनी वेद विद्या प्रतिष्ठान उज्जैन
- (iv) डॉ. राजकिशोर सिंह - वैदिक साहित्य का इतिहास - प्रकाशन केन्द्र रेलवे क्रासिंग, सीतापुर रोड, लखनऊ!