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   **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

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:-   **Max. Marks: 50**
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.

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 COSMETOLOGY

(Semester I & II)

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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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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
- Mehandi
- 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 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", Oxford 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

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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 croquie boy and girl, Make poses, face, arms, legs, hands, hair style, features, feet.

Module IV

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

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.

Modulev V &VI

Fashion Terminology & Concepts: Fad, classics, ready to wear, houte couture, style, trend, prêt a potter, 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.

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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

Time: 3 Hours   **Max. Marks: 100**

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SYLLABUS FOR

CERTIFICATE COURSE IN FRENCH LANGUAGE

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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, Publishe
3. Philippe Dominique & Jacky Girardet, "Nouveau Sans Frontières II"

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SYLLABUS FOR

CERTIFICATE COURSE IN FRENCH LANGUAGE

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

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SYLLABUS FOR

CERTIFICATE COURSE IN INTERIOR DECORATION

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<div align="center">**Certificate Course in Interior Decoration**</div>

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 JAVASCRIPT

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Certificate Course in JavaScript

Time: 3.00 Hours   Max. Marks: 50 (Theory)
                                                       Max. Marks: 50 (Practical)

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 TO HTML

- Elements of Web page (Text, Image & Hyperlink Elements)
- Html Tags

Working with Tables

- Page Design & Layout with Links
- Advanced Layout with Tables
- Working Style Sheets

Forms & Frame

- HTML Forms (<form> element, Form controls, creating labels for control, structuring forms, focus, sending form data to server)
- Using Frame (<frame>, <frameset><noframes> element, creating links between frames, nested framesets)

INTRODUCTION TO CSS3

- CSS3 Gradients, CSS3 Columns, CSS3 Border Image, CSS3 Background /Multiple backgrounds, CSS3 Text Overflow, CSS3 Text shadow

SECTION - B

JAVASCRIPT BASICS

- Introduction to JAVASCRIPT
- Client-Side JavaScript

Functions

- Function Definition, Calling a Function, Function Parameters, The return Statement, Nested Functions, Function () Constructor, Function Literals

Dialog Box

- Alert Dialog Box, Confirmation Dialog Box, Prompt Dialog Box

Arrays in JavaScript: Introduction to arrays, Array Properties , Constructor, length ,Prototype ,Array Methods [concat () ,every () ,filter () ,forEach () ,join () ,lastIndexOf () ,map () ,pop (),push (), reduce (), reverse (), shift (), slice (), some (), sort () , splice (), toString (), unshift ()]

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SECTION - C

Cookies: Introduction to cookies**,** Storing Cookies, Reading Cookies , Setting Cookies Expiry Date, Deleting a Cookie

Objects : Introduction to objects, Object Properties, Object Methods ,User-Defined Objects
,Defining Methods for an Object ,The 'with' Keyword

Handling Errors and Exceptions in JavaScript
Form Validation
Animation: Manual Animation .Automated Animation .Rollover with a Mouse Event

SECTION - D

Data Models: Relational model, Hierarchical model, Network model, comparison of these model, An overview of the E/R Model, E/R diagrams, Database design with the E/R model.

Database Connectivity with Database: Connection with Database, Performing basic database operation (DML) (Insert, Delete, Update, Select), Setting query parameter, Executing query Join (Cross joins, Inner joins, Outer Joins, Self joins.)

SQL: Introduction, Data Definition Language (DDL), Data Manipulation Language (DML), Data Control Language (DCL) statements, Views, Sub–queries, Access Rights.

Practical based on above syllabus.
Final assignments
Website Design with JAVASCRIPT and SQL

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SYLLABUS FOR

Certificate Course in Legal Rights of Women in India

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Certificate Course in Legal Rights of Women in India

Time:3Hours
Max.Marks:100

Note: *Instructions for the Paper–Setters/Examiners.*

Section–A: *The examiner shall set 10 questions. Candidates will attempt 7 questions carrying 4 marks in 10-15 sentences each. The total weightage if this section shall be 28 marks.*

Section–B: *The examiner shall set 8 questions, two from each unit. The candidate shall attempt 6 questions in all, one from each unit. Each question carries 12 marks. The total weightage of this section shall be 72 marks.*

Unit-I

(i)   (a) Constitution of India mainly.
      (b) The Preamble
      (c) Fundamental Rights
      (d) Directive Principles of state Policy.
      (e) Fundamental Duties including Article 32 and Article 226.
(ii) National Commission for women Act, 1990.
(iii) Dowry Prohibition Act, 1961.
(iv) Protection of women from Domestic Violence Act, 2005.

Unit-II

(v)   The criminal law Amendment act 2013 along with related provisions of Indian Penal code, Cr. Pc, CPC and Indian Evidence Act.
(vi) The sexual Harassment of women Act workplace (Prevention Prohibition and Redressal Act), 2013.
(vii) The Maternity Benefit Act, 2013.
(viii) The Medical Termination of Pregnancy Act, 1971.

Unit-III

(ix) The immoral Traffic (Prevention) Act, 1956
(x)   The Pre-conception and pre-natal Diagnostic (Prohibition of sex selection) Act, 1994.
(xi) The minimum wages Act, 1948.

Unit-IV

(xii) SC and ST (Prevention of Atrocities) Act
(xiii) The scheduled Tribes and other Traditional forest Dwellers (Recognition of forest Rights) Act, 2008.
(xiv) Major International conventions relating to elimination of discrimination and violence against women.

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Books Recommended:

1. D.D. Basu, An Introduction to the Constitution of India, New Delhi, Prentice Hall, 2008.

2. B.L. Fadia, State Politics in India, Vol. II, New Delhi, Radiant Publishers, 1984.

3. M.V. Pylee, Constitutional Government in India, Bombay, Asia Publishing House, 1977.

4. M.V. Pylee, An Introduction to the Constitution of India, New Delhi, Vikas, 1998.

5. P.M Bakshi, The Constitution of India, Universal, 2007.

6. J.C Johari, The Constitution of India, Sterling, 2007

7. Lawmann's 'Dowry Prohibition Act 1961,(Act no 28of 1961, Kamal Publication, New Delhi, 2017

8. P.K. Das 'Protection of Women from Domestic Violence - Acts & Rules' Universal Law Publishing, 2016

9. N.K. Acharya'Protection of Women from Domestic Violence Act', 6th edition, Asia Law House, Hyderabad, 2013.

10.https://en.wikipedia.org/wiki/Sexual_Harassment_of_Women_at_Workplace_(Prevention,_Prohibition_and_Redressal)_Act,_2013.

11.https://indiacode.nic.in/handle/123456789/2104?view_type=browse&sam_handle=123456789/1362

12. http://corporatelawreporter.com/2017/04/17/the-maternity-benefit-amendment-act-2017

13. https://en.wikipedia.org/wiki/Minimum_Wages_Act_1948

14.https://en.wikipedia.org/wiki/Scheduled_Caste_and_Scheduled_Tribe_(Prevention_of_Atrocities)_Act,_1989

15.https://en.wikipedia.org/wiki/The_Scheduled_Tribes_and_Other_Traditional_Forest_Dwellers_(Recognition_of_Forest_Rights)_Act,_2006

16 http://www.unhcr.org/protect

17. Lawmann's 'Immoral Traffic (Prevention) Act, 1956, Kamal Publishers, New Delhi, 2017.

18. Lawmann's 'Protection of Children from Sexual Offences Act, 2012 (Act No.32 of 2012)' Kamal Publishing, New Delhi, 2017.

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SYLLABUS FOR

CERTIFICATE COURSE IN PHP AND ORACLE DATABASE CONNECTIVITY

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Certificate Course in PHP and Oracle Database Connectivity

Time: 03.00 Hours
Max. Marks: 50 (Theory)
Max. Marks: 50 (Practical)

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

RODUCTION TOHTML

- Elements of Web page (Text, Image & Hyperlink Elements)
- Html Tags

Working with Tables

- Page Design & Layout with Links
- Advanced Layout with Tables
- Working Style Sheets

Forms & Frame

- HTML Forms (<form> element, Form controls, creating labels for control, structuring forms, focus, sending form data to server)
- Using Frame (<frame>, <frameset><noframes> element, creating links between frames, nested framesets)

SECTION – B

INTRODUCTION TO CSS3

- CSS3 Gradients, CSS3 Columns, CSS3 Border Image, CSS3 Background /Multiple backgrounds, CSS3 Text Overflow, CSS3 Text shadow

INTRODUCTION TO PHP

- Basic Syntax, Integrating PHP with HTML, Defining variable and constant, PHP Data type

WORKING WITH FLOW CONTROL THROUGH LOOP STATEMENT

- If Statement, If...else Statement, If...else if... Statement, Loop Control, While Loop, Do...while Loop, For Loop, For-in Loop, Switch-Case

HANDLING HTML FORM WITH PHP

- Capturing Form Data, Dealing with Multi–value filed, Generating File uploaded form, Redirecting a form after submission

SECTION - C

ARRAYS: Anatomy of an Array, Creating index based and Associative array, Accessing array Element, looping with Index based array, Looping with associative array using each() and for each()

PHP FUNCTIONS: Defining functions, Using variables in functions, Passing values to a function, Nesting of Functions, Anonymous Functions, Recursion, Returning a value from a function, Using built–in functions, Defining User functions, Passing parameter(Call By Value & Call By Reference) & return value, Trends of PHP Functions(Missing Parameter, Formal parameter declaration), Importing content of one page into another

Object Oriented Concepts in PHP

CREATING WEB FEATURES: Redirecting users to other pages, Creating an Email, Sending an Email, Configuring Email, File Uploading and File Downloading

ERROR & EXCEPTION HANDLING
Concept of Exception handling, Using Try/catch/throw, Checked & Unchecked Exception Creating Custom exception

SECTION - D

Data Models: Relational model, Hierarchical model, Network model, comparison of these model, An overview of the E/R Model, E/R diagrams, Database design with the E/R model.

Database Connectivity with Database: Connection with Database, Performing basic database operation (DML) (Insert, Delete, Update, Select), Setting query parameter, Executing query Join (Cross joins, Inner joins, Outer Joins, Self joins.)

SQL: Introduction, Data Definition Language (DDL), Data Manipulation Language (DML), Data Control Language (DCL) statements, Views, Sub–queries, Access Rights.

Practical based on above syllabus.
Final assignments
Website Design with PHP

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SYLLABUS FOR

CERTIFICATE COURSE IN PUNJABI TYPING

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<div align="center">**Certificate Course in Punjabi Typing**</div>

Time: 1 hour   **Max. Marks: 80**
                                                                                              Theory: 50
                                                                                              Practical: 30

Instructions for the Paper Setters:-
50 Questions of One marks are to be set. Candidates are required to attempt all the fifty questions.

Section :-A Knowing Computer:-What is Computer. Basic Application of Computer, Components of Computer System, Central Processing Unit (CPU), Keyboard and Mouse, Other input/output Devices, Computer Memory, Concepts of Hardware and Software; Concept of Computing ,Data and Information; Application of IECT; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.

Section:- B Introduction to internet, WWW and Web Browsers, Basic of computer network, LAN, WAN; Concept of internet; Application of internet ; Connecting to internet; What is ISP; Knowing the internet ; Basic of internet connectivity related troubleshooting, World Wide Web; Web Browsing Software, Search Engines; Understanding URL; Domain name ; IP Address using e-governance Website.

Section:- C Punjabi Typing:- Punjabi Font and Keyboard. Google Translator, word(characters) 2016,Punjabi word process , general information use of Punjabi on the internet, Punjabi typing on MS Word, Use it on Unicode system, Purchase security ,smartphone ,cyber crime, Punjabi blog.

Reference Books:

1.Computer Fundamentals-by P.K SINHA

2. pMjwbI BwSw dw kMipaUtrIkrn- fw.sI.pI.kMboj   Punjabi Bhasha Da Computarikaran- Dr.C.P.Kamboj

3.pMjwbI tweIipMg inXm qy nukqy- fw.sI.pI.kMboj **Punjabi Typing Niyam Te Nukte-** Dr.C.P.Kamboj

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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**

Theory: 0

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

Semester-I

Paper code	Subject	Theory	Practical	Total marks
I	Communication skills in English-I	50	-	50
II	Punjabi (Compulsory) OR !wℤⅠ𝖸bh gzikpℎ OR **Punjab History & Culture (From Earliest to C 320)	50	-	50
III	Communication: Principles and Practices	50	25	75
IV	Basics of Computer	50	25	75
V	News reporting-I	50	50	100
VI	History of press	50	-	50
VII	***Drug Abuse (compulsory)	50*	-	-

Semester-II

Paper code	Subject	Theory	Practical	Total marks
I	Communication skills in English-II	50	-	50
II	Punjabi (Compulsory) OR !wℤⅠ𝖸bh gzikpℎ OR **Punjab History & Culture	50	-	50
III	Media and the Law	50	-	50
IV	News Reporting-II	50	25	75
V	Editing for newspapers	50	25	75
VI	Design and Pagination	50	50	100
VII	***Drug Abuse (compulsory)	50		

Note :- 1. *Special Paper in lieu of Punjabi compulsory
2. **For those students who are not domicile of Punjab
3. ***This Paper marks are not included in the total marks.

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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 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.

The syllabus is divided in four sections as mentioned below:

Section–A

Reading Skills: Reading Tactics and strategies; Reading purposes–kinds of purposes and associated comprehension; Reading for direct meanings.

Section–B

Reading for understanding concepts, details, coherence, logical progression and meanings of phrases/ expressions.

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

Section–C

Writing Skills: Guidelines for effective writing; writing styles for application, personal letter, official/ business letter.

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

Section–D

Resume, memo, notices etc.; outline and revision.

Activities:
- Converting a biographical note into a sequenced resume or vice-versa
- Ordering and sub-dividing the contents while making notes.
- Writing notices for circulation/ boards

Recommended Books:

- *Oxford Guide to Effective Writing and Speaking* by John Seely.
- *English Grammar in Use* (Fourth Edition) by Raymond Murphy, CUP

Paper-II: ਪੰਜਾਬੀ (ਲਾਜ਼ਮੀ)

ਸਮਾਂ : 3 ਘੰਟੇ   ਕੁਲ ਅੰਕ : 50

ਪਾਠ-ਕ੍ਰਮ ਅਤੇ ਪਾਠ-ਪੁਸਤਕਾਂ

ਸੈਕਸ਼ਨ-ਏ

ਆਤਮ ਅਨਾਤਮ (ਕਵਿਤਾ ਭਾਗ),
(ਸੰਪ. ਸੁਹਿੰਦਰ ਬੀਰ ਅਤੇ ਵਰਿਆਮ ਸਿੰਘ ਸੰਧੂ)
ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।
(ਪ੍ਰਸੰਗ ਸਾਹਿਤ ਵਿਆਖਿਆ, ਸਾਰ)

ਸੈਕਸ਼ਨ-ਬੀ

ਇਤਿਹਾਸਕ ਯਾਦਾਂ (ਇਤਿਹਾਸਕ ਲੇਖ-ਸੰਗ੍ਰਹਿ)
ਸੰਪਾ. ਸ.ਸ.ਅਮੋਲ.
ਪੰਜਾਬੀ ਸਾਹਿਤ ਪ੍ਰਕਾਸ਼ਨ, ਲੁਧਿਆਣਾ। (ਲੇਖ 1 ਤੋਂ 6)
(ਨਿਬੰਧ ਦਾ ਸਾਰ, ਲਿਖਣ-ਸ਼ੈਲੀ)

ਸੈਕਸ਼ਨ-ਸੀ

(ੳ) ਪੈਰ੍ਹਾ ਰਚਨਾ

(ਅ) ਪੈਰ੍ਹਾ ਪੜ੍ਹ ਕੇ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ।

ਸੈਕਸ਼ਨ-ਡੀ

(ੳ) ਪੰਜਾਬੀ ਧੁਨੀ ਵਿਉਂਤ : ਉਚਾਰਨ ਅੰਗ, ਉਚਾਰਨ ਸਥਾਨ ਤੇ ਵਿਧੀਆਂ, ਸਵਰ, ਵਿਅੰਜਨ, ਸੁਰ-ਪ੍ਰਬੰਧ।

(ਅ) ਭਾਸ਼ਾ ਵੰਨਗੀਆਂ : ਭਾਸ਼ਾ ਦਾ ਟਕਸਾਲੀ ਰੂਪ, ਭਾਸ਼ਾ ਅਤੇ ਉਪ-ਭਾਸ਼ਾ ਦਾ ਅੰਤਰ, ਪੰਜਾਬੀ ਉਪਭਾਸ਼ਾਵਾਂ ਦੇ ਪਛਾਣ-ਚਿੰਨ੍ਹ।

ਅੰਕ-ਵੰਡ ਅਤੇ ਪਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

1. ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਚਾਰ ਭਾਗ ਹੋਣਗੇ। ਹਰ ਭਾਗ ਵਿੱਚੋਂ ਦੋ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ।

2. ਵਿਦਿਆਰਥੀ ਨੇ ਕੁੱਲ ਪੰਜ ਪ੍ਰਸ਼ਨ ਕਰਨੇ ਹਨ। ਹਰ ਭਾਗ ਵਿੱਚੋਂ ਇਕ ਪ੍ਰਸ਼ਨ ਲਾਜ਼ਮੀ ਹੈ। ਪੰਜਵਾਂ ਪ੍ਰਸ਼ਨ ਕਿਸੇ ਵੀ ਭਾਗ ਵਿੱਚੋਂ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ।

3. ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਬਰਾਬਰ ਅੰਕ ਹਨ।

4. ਪੇਪਰ ਸੈੱਟ ਕਰਨ ਵਾਲਾ ਜੇਕਰ ਚਾਹੇ ਤਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੀ ਵੰਡ ਅੱਗੋਂ ਵੱਧ ਤੋਂ ਵੱਧ ਚਾਰ ਉਪ-ਪ੍ਰਸ਼ਨਾਂ ਵਿਚ ਕਰ ਸਕਦਾ ਹੈ।

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Paper-II: ਮੁੱਢਲੀ ਪੰਜਾਬੀ

(In lieu of Compulsory Punjabi)

ਸਮਾਂ : 3 ਘੰਟੇ   ਕੁਲ ਅੰਕ: 50

ਪਾਠ-ਕ੍ਰਮ

ਸੈਕਸ਼ਨ-ਏ

ਪੱਤੀ ਅੱਖਰੀ, ਅੱਖਰ ਕ੍ਰਮ, ਪੈਰ ਬਿੰਦੀ ਵਾਲੇ ਵਰਣ ਅਤੇ ਪੈਰ ਵਿਚ ਪੈਣ

ਵਾਲੇ ਵਰਣ ਅਤੇ ਮਾਤਰਾਂ (ਮੁੱਢਲੀ ਜਾਣ-ਪਛਾਣ)

ਲਗਾਖਰ (ਬਿੰਦੀ, ਟਿੱਪੀ, ਅੱਧਕ) : ਪਛਾਣ ਅਤੇ ਵਰਤੋਂ

ਸੈਕਸ਼ਨ-ਬੀ

ਪੰਜਾਬੀ ਸ਼ਬਦ-ਬਣਤਰ : ਮੁੱਢਲੀ ਜਾਣ-ਪਛਾਣ

(ਸਾਧਾਰਨ ਸ਼ਬਦ, ਸੰਯੁਕਤ ਸ਼ਬਦ, ਮਿਸ਼ਰਤ ਸ਼ਬਦ, ਮੂਲ ਸ਼ਬਦ, ਅਗੇਤਰ ਅਤੇ ਪਿਛੇਤਰ)

ਸੈਕਸ਼ਨ-ਸੀ

ਨਿੱਤ ਵਰਤੋਂ ਦੀ ਪੰਜਾਬੀ ਸ਼ਬਦਾਵਲੀ : ਬਾਜ਼ਾਰ, ਵਪਾਰ, ਰਿਸ਼ਤੇ-ਨਾਤੇ, ਖੇਤੀ ਅਤੇ ਹੋਰ ਧੰਦਿਆਂ ਆਦਿ ਨਾਲ ਸੰਬੰਧਤ।

ਸੈਕਸ਼ਨ-ਡੀ

ਹਫ਼ਤੇ ਦੇ ਸੱਤ ਦਿਨਾਂ ਦੇ ਨਾਂ, ਬਾਰ੍ਹਾਂ ਮਹੀਨਿਆਂ ਦੇ ਨਾਂ, ਰੁੱਤਾਂ ਦੇ ਨਾਂ, ਇਕ ਤੋ ਸੌ ਤਕ ਗਿਣਤੀ ਸ਼ਬਦਾਂ ਵਿਚ

ਅੰਕ-ਵੰਡ ਅਤੇ ਪਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

1. ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਚਾਰ ਭਾਗ ਹੋਣਗੇ। ਹਰ ਭਾਗ ਵਿੱਚੋਂ ਦੋ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ।

2. ਵਿਦਿਆਰਥੀ ਨੇ ਕੁੱਲ ਪੰਜ ਪ੍ਰਸ਼ਨ ਕਰਨੇ ਹਨ। ਹਰ ਭਾਗ ਵਿੱਚੋਂ ਇਕ ਪ੍ਰਸ਼ਨ ਲਾਜ਼ਮੀ ਹੈ। ਪੰਜਵਾਂ ਪ੍ਰਸ਼ਨ ਕਿਸੇ ਵੀ ਭਾਗ ਵਿੱਚੋਂ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ।

3. ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਬਰਾਬਰ ਅੰਕ ਹਨ।

4. ਪੇਪਰ ਸੈੱਟ ਕਰਨ ਵਾਲਾ ਜੇਕਰ ਚਾਹੇ ਤਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੀ ਵੰਡ ਅੱਗੋਂ ਵੱਧ ਤੋ ਵੱਧ ਚਾਰ ਉਪ-ਪ੍ਰਸ਼ਨਾਂ ਵਿਚ ਕਰ ਸਕਦਾ ਹੈ।

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Paper-II:Punjab History & Culture (From Earliest Times to C 320) (Special Paper in lieu of Punjabi compulsory) (For those students who are not domicile of Punjab)

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 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

1. Physical features of the Punjab and impact on history.
2. Sources of the ancient history of Punjab

Section B

3. Harappan Civilization: Town planning; social, economic and religious life of the India Valley People.
4. The Indo-Aryans: Original home and settlement in Punjab.

Section C

5. Social, Religious and Economic life during later *Rig* Vedic Age.
6. Social, Religious and Economic life during later Vedic Age.

Section D

7. Teaching and impact of Buddhism
8. Jainism in the Punjab

Suggested Readings

1. L. Joshi (ed): *History and Culture of the Punjab*, Art-I, Patiala, 1989 (3rd edition)
2. L.M. Joshi and Fauja Singh (ed); *History of Punjab* , Vol.I, Patiala 1977.
3. Budha Parkash : *Glimpses of Ancient Punjab*, Patiala, 1983.
4. B.N. Sharma: *Life in Northern India*, Delhi. 1966.

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Paper-III: Communication: Principles and Practices

Time: 3 hours
Total Marks: 75
Theory: 50 marks
Practical: 25 marks

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

Communication: Meaning, definition, nature, process, functions, barriers, 7C's of communication

Section–B

Types of communication: Intrapersonal, Interpersonal, Group , Public and Mass communication
Verbal and Non-verbal communication

Section–C

Communication models: Aristotle, Lasswell, Shannon and Weaver, Wilbur Schramm, Berlo, Dance model, Gerbner model

Section–D

Communication theories: Two Step, Multi step flow of communication, Personal influence theory, selective exposure theory, selective perception and selective retention theory.
Uses and Gratification theory, Cultivation theory, dependency theory, agenda setting theory
Practical:
Group discussion, Debates
Voxpop, Announcements
Anchoring and debates

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Paper-IV: Basics of Computer

Time: 3 hours   **Total Marks: 75**
Theory: 50 marks,
Practical: 25 marks

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

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.

Section–B

Power Point Presentation; An overview.
Corel Draw: Coral tools, use of object manager.

Section–C

Internet: Internet and its working, uses of internet, Web browsing, search engines, applications of internet.

Section–D

Page maker: Working with text, page setup, formatting techniques, graphics and drawings. Quark express
Photoshop
Practical:
Making PPTs
Making 2 banners in coral draw
Working in Photoshop

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Paper-V: News Reporting-I

Time: 3 hours   **Total Marks: 100**
                                                   Theory: 50 marks,
                                                   Practical: 50 marks
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

Concept of news, Elements & Structure of News
Types of news- Hard & Soft News

Section–B

News Leads and their
types Sources of News
News writing styles
Headlines & its types

Section–C

Role, Functions & Qualities of a reporter, Chief Reporter & Bureau Chief
Understanding beats & their categories: Crime Reporting, City Reporting,
Political Reporting, Legal Reporting, Health Reporting, Education, Art &
Culture, Fashion & Lifestyle, Sports, Entertainment, Science & Technology,
Defence .

Section–D

Interpretative, Investigative, Descriptive, Analytical Reporting
Practical:
Event reporting
Visit to newspaper office
Writing headlines and making intros
Precision writing

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Paper-VI: History of Press

Time: 3 hours   **Total 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

Early History of Press in India
Prominent Newspapers: The Hindu, The Statesman, Times of India, Amrit Bazar Patrika, Hindustan times, The Tribune, Indian Express, Punjab Kesari, Ajit.

Section–B

Magazines and News
Agencies Media in Punjab

Section–C

Media Organisations
Organs of I & B Ministry
Prasar Bharti

Section–D

Broadcast Regulatory Bodies- TRAI, BRAI,IBF
Editor's Guild, IFWJ,IJU

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Paper-VII:Drug Abuse: Problem, Management and
Prevention PROBLEM OF DRUG ABUSE

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 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

Meaning of Drug Abuse:

Meaning, Nature and Extent of Drug Abuse in India and Punjab.

Section – B

Consequences of Drug Abuse for:

Individual   :   Education, Employment,

Income. Family: Violence.

Society   :   Crime.

Nation   :   Law and Order problem.

Section – C

Management of Drug Abuse:

Medical Management: Medication for treatment and to reduce withdrawal effects.

Section – D

Psychiatric Management: Counselling, Behavioural and Cognitive

therapy. Social Management: Family, Group therapy and

Environmental Intervention.

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References:

1. Ahuja, Ram (2003), *Social Problems in India*, Rawat Publication, Jaipur.

2. Extent, Pattern and Trend of Drug Use in India, Ministry of Social Justice and Empowerment, Government of India, 2004.

3. Inciardi, J.A. 1981. *The Drug Crime Connection.* Beverly Hills: Sage Publications.

4. Kapoor. T. (1985) *Drug epidemic among Indian Youth*, New Delhi: Mittal Pub.

5. Kessel, Neil and Henry Walton. 1982, *Alcohalism. Harmond Worth:* Penguin Books.

6. Modi, Ishwar and Modi, Shalini (1997) *Drugs: Addiction and Prevention*, Jaipur: Rawat Publication.

7. National Household Survey of Alcohol and Drug abuse. (2003) New Delhi, Clinical Epidemiological Unit, All India Institute of Medical Sciences, 2004.

8. Ross Coomber and Others. 2013, *Key Concept in Drugs and Society.* New Delhi: Sage Publications.

9. Sain, Bhim 1991, *Drug Addiction Alcoholism,* Smoking obscenity New Delhi: Mittal Publications.

10. Sandhu, Ranvinder Singh, 2009, *Drug Addiction in Punjab*: A Sociological Study. Amritsar: Guru Nanak Dev University.

11. Singh, Chandra Paul 2000. *Alcohol and Dependence among Industrial Workers*: Delhi: Shipra.

12. Sussman, S and Ames, S.L. (2008). *Drug Abuse: Concepts, Prevention and Cessation,*

    Cambridge University Press.

13. Verma, P.S. 2017, "*Punjab's Drug Problem: Contours and Characterstics",* Economic and Political Weekly, Vol. LII, No. 3, P.P. 40-43.

14. World Drug Report 2016, United Nations office of Drug and Crime.

15. World Drug Report 2017, United Nations office of Drug and Crime.

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Paper-I: COMMUNICATION SKILLS IN ENGLISH-II

Time: 3 Hours   **Max. Marks: 50**
                                                                     Theory Marks: 35
                                                                     Practical Marks: 15

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.

Course Contents:

SECTION–A

Listening Skills: Barriers to listening; effective listening skills; feedback skills.
Activities: Listening exercises – Listening to conversation, News and TV reports

SECTION–B

Attending telephone calls; note taking and note making.
Activities: Taking notes on a speech/lecture

SECTION–C

Speaking and Conversational 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–D

The study of sounds of English,
Stress and Intonation,
Situation based Conversation in
English, Essentials of Spoken English.

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Activities: Giving Interviews

PRACTICAL/ ORAL TESTING

Marks: 15

Course Contents:

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.

Questions:

1. Oral Presentation will be of 5 to 10 minutes duration (Topic can be given in advance
   or it can be student's own choice). Use of audio visual aids is desirable.
2. Group discussion comprising 8 to 10 students on a familiar topic. Time for each group will be 15 to 20 minutes.

Note: Oral test will be conducted by external examiner with the help of internal examiner.

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ਸਮਾਂ : 3 ਘੰਟੇ   ਪਾਠ-ਕ੍ਰਮ ਅਤੇ ਪਾਠ-ਪੁਸਤਕਾਂ   ਕੁਲ ਅੰਕ : 50

ਸੈਕਸ਼ਨ-ਏ

ਆਤਮ ਅਨਾਤਮ (ਕਹਾਣੀ ਭਾਗ),
(ਸੰਪ. ਸੁਹਿੰਦਰ ਬੀਰ ਅਤੇ ਵਰਿਆਮ ਸਿੰਘ ਸੰਧੂ)
ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।
(ਵਿਸ਼ਾ-ਵਸਤੂ, ਪਾਤਰ ਚਿਤਰਨ)

ਸੈਕਸ਼ਨ-ਬੀ

ਇਤਿਹਾਸਕ ਯਾਦਾਂ (ਇਤਿਹਾਸਕ ਲੇਖ-ਸੰਗ੍ਰਹਿ)
ਸੰਪਾ. ਸ.ਸ.ਅਮੋਲ,
ਪੰਜਾਬੀ ਸਾਹਿਤ ਪ੍ਰਕਾਸ਼ਨ, ਲੁਧਿਆਣਾ। (ਲੇਖ 7 ਤੋਂ 12)
(ਸਾਰ, ਲਿਖਣ ਸ਼ੈਲੀ)

ਸੈਕਸ਼ਨ-ਸੀ

(ੳ) ਸ਼ਬਦ-ਬਣਤਰ ਅਤੇ ਸ਼ਬਦ ਰਚਨਾ : ਪਰਿਭਾਸ਼ਾ, ਮੁੱਢਲੇ ਸੰਕਲਪ

(ਅ) ਸ਼ਬਦ ਸ਼੍ਰੇਣੀਆਂ

ਸੈਕਸ਼ਨ-ਡੀ

(ੳ) ਸੰਖੇਪ ਰਚਨਾ

(ਅ) ਮੁਹਾਵਰੇ ਅਤੇ ਅਖਾਣ

ਅੰਕ-ਵੰਡ ਅਤੇ ਪਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

1. ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਚਾਰ ਭਾਗ ਹੋਣਗੇ। ਹਰ ਭਾਗ ਵਿੱਚੋਂ ਦੋ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ।
2. ਵਿਦਿਆਰਥੀ ਨੇ ਕੁੱਲ ਪੰਜ ਪ੍ਰਸ਼ਨ ਕਰਨੇ ਹਨ। ਹਰ ਭਾਗ ਵਿੱਚੋਂ ਇਕ ਪ੍ਰਸ਼ਨ ਲਾਜ਼ਮੀ ਹੈ। ਪੰਜਵਾਂ ਪ੍ਰਸ਼ਨ ਕਿਸੇ ਵੀ ਭਾਗ ਵਿੱਚੋਂ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ।
3. ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਬਰਾਬਰ ਅੰਕ ਹਨ।
4. ਪੇਪਰ ਸੈਂਟ ਕਰਨ ਵਾਲਾ ਜੇਕਰ ਚਾਹੇ ਤਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੀ ਵੰਡ ਅੱਗੋਂ ਵੱਧ ਤੋਂ ਵੱਧ ਚਾਰ ਉਪ-ਪ੍ਰਸ਼ਨਾਂ ਵਿਚ ਕਰ ਸਕਦਾ ਹੈ।

(In lieu of Compulsory Punjabi)

ਸਮਾਂ: 3 ਘੰਟੇ   ਕੁਲ ਅੰਕ: 50

ਪਾਠ-ਕ੍ਰਮ

ਸੈਕਸ਼ਨ-ਏ

ਸ਼ਬਦ ਸ਼੍ਰੇਣੀਆਂ : ਪਛਾਣ ਅਤੇ ਵਰਤੋਂ
(ਨਾਂਵ, ਪੜਨਾਂਵ, ਕਿਰਿਆ, ਵਿਸ਼ੇਸ਼ਣ, ਕਿਰਿਆ ਵਿਸ਼ੇਸ਼ਣ, ਸਬੰਧਕ, ਯੋਜਕ ਅਤੇ ਵਿਸਮਿਕ)

ਸੈਕਸ਼ਨ-ਬੀ

ਪੰਜਾਬੀ ਵਾਕ ਬਣਤਰ : ਮੁੱਢਲੀ ਜਾਣ-ਪਛਾਣ
(ੳ) ਸਾਧਾਰਨ ਵਾਕ, ਸੰਯੁਕਤ ਵਾਕ ਅਤੇ ਮਿਸ਼ਰਤ ਵਾਕ (ਪਛਾਣ ਅਤੇ ਵਰਤੋਂ)
(ਅ) ਬਿਆਨੀਆ ਵਾਕ, ਪ੍ਰਸ਼ਨਵਾਚਕ ਵਾਕ ਅਤੇ ਹੁਕਮੀ ਵਾਕ (ਪਛਾਣ ਅਤੇ ਵਰਤੋਂ)

ਸੈਕਸ਼ਨ-ਸੀ

ਪੈਰ੍ਹਾ ਰਚਨਾ
ਸੰਖੇਪ ਰਚਨਾ

ਸੈਕਸ਼ਨ-ਡੀ

ਚਿੱਠੀ ਪੱਤਰ (ਘਰੇਲੂ ਅਤੇ ਦਫ਼ਤਰੀ)
ਅਖਾਣ ਅਤੇ ਮੁਹਾਵਰੇ

ਅੰਕ-ਵੰਡ ਅਤੇ ਪਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

1. ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਚਾਰ ਭਾਗ ਹੋਣਗੇ। ਹਰ ਭਾਗ ਵਿੱਚੋਂ ਦੋ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ।
2. ਵਿਦਿਆਰਥੀ ਨੇ ਕੁੱਲ ਪੰਜ ਪ੍ਰਸ਼ਨ ਕਰਨੇ ਹਨ। ਹਰ ਭਾਗ ਵਿੱਚੋਂ ਇਕ ਪ੍ਰਸ਼ਨ ਲਾਜ਼ਮੀ ਹੈ।
    ਪੰਜਵਾਂ ਪ੍ਰਸ਼ਨ ਕਿਸੇ ਵੀ ਭਾਗ ਵਿੱਚੋਂ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ।
3. ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਬਰਾਬਰ ਅੰਕ ਹਨ।
4. ਪੇਪਰ ਸੈੱਟ ਕਰਨ ਵਾਲਾ ਜੇਕਰ ਚਾਹੇ ਤਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੀ ਵੰਡ ਅੱਗੋਂ ਵੱਧ ਤੋ ਵੱਧ ਚਾਰ ਉਪ-ਪ੍ਰਸ਼ਨਾਂ ਵਿਚ ਕਰ ਸਕਦਾ ਹੈ।

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Paper-II: Punjab History & Culture (C 321 to 1000 A.D.) (Special Paper in lieu of Punjabi compulsory) (For those students who are not domicile of Punjab)

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 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
1. Punjab under Chandragupta Maurya and Ashoka.
2. The Kushans and their Contribution to the Punjab.

Section B
3. The Panjab under the Gurpta Emperor.
4. The Punjab under the Vardhana Emperors

Section C
5. Political Developments 17th Century to 1000 A.D. (Survey of Political)
6. Socio-cultural History of Punjab from 7th to 1000 A.D.

Section D
7. Development of languages and Literature.
8. Development of art & Architecture

Suggested Readings

1. L. Joshi (ed): *History and Culture of the Punjab*, Art-I, Patiala, 1989 (3rd edition)
2. L.M. Joshi and Fauja Singh (ed); *History of Punjab* , Vol.I, Patiala 1977.
3. Budha Parkash : *Glimpses of Ancient Punjab*, Patiala, 1983.
4. B.N. Sharma: *Life in Northern India*, Delhi. 1966.

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Paper-III Media and the Law*-

Time: 3 hours   **Total 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

Fundamental rights
Freedom of speech and expression

Section–B

Press Commission

PCI and RNI   **Section–C**

Press and Registration of books act, 1867 rasar Bharti act
Intellectual Property rights Copyright act 1957 Official secrets act 1923
Right to information act 2005
Defamation Act
General acts: Juvenile justice Act, domestic violence act, NDPS act, working journalist act

Section–D

Guidelines for Parliamentary coverage AIR code for election coverage Doordarshan commercial code

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Paper-IV News Reporting-II

Time: 3 hours   **Total Marks: 75**
                                                     Theory: 50 marks
                                                     Practical: 25 marks

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

Features & articles, columns
Difference between news, feature, articles & editorial

Section–B

Editorial Department: Structure of Editorial Department, Editor, Managing Editor, Ombudsman, Sub-Editor, News Editor.
Opinion Writing : Editorial, Op-ed Page, Middles, Weekend pullouts, Letter to Editor, Supplements

Section–C

Interviews-Types & techniques
Backgrounders, Reviews (Books/Films/Documentaries)

Section–D

Magazine Reporting: Current trends, style and future
Covering press conferences and writing from press releases, events and meets
Practical:-
Conducting Interviews
Writing features and human interest stories
Writing letter to the editor
Writing a review of any book/film/documentary

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Paper-V Editing for News Papers

Time: 3 hours   **Total Marks: 75**
                                                            Theory: 50 marks
                                                            Practical: 25 marks

 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

Editing: concept, process and significance
Editorial Values: objectivity, facts, impartiality and
balance Concept of news and news making
Section–B

Difference between newspaper/ radio and TV news editing
Challenges before editor : bias, slants and pressures
Editorial structure of newspaper/magazines/ news agencies /radio & TV
Editorial hierarchy and job of various functionaries
Section–C

Functioning of News Desk, Integrated News Room
News Flow and Editing: Role and Responsibility of
Gatekeepers News Selection: News Value and Other
Parameters
PSection–D

Handling a News Copy, Planning and Visualizing of News
Rewriting News Stories
Headlines and Intro,Style Book, Style Sheet
Translation: Concept and definition of translation, types of translation, need and importance of translation in journalism, guidelines for translation
Practical:
Copy Editing (Editing of Copy Given in the
Class) Translating news

Paper-VI Design and Pagination

Time: 3 hours   **Total Marks: 100**
                                                          Theory: 50 marks
                                                          Practical:50marks

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

Concept and theory of design: Principles of Design, Basic elements of design and layout Printing methods- Letter press, gravure, offset and screen printing Printing paper-types and sizes

Section–B

Pagination - typography for legibility, harmony and white space; makeup versus design; principles of artistic design – balance, contrast, proportion and unity Principles of page makeup, mechanics of dummying, positioning, vertical and horizontal

Section–C

Traditional and contemporary make-up concepts.
Front page makeup; inside news page makeup; sports page makeup; edit-page makeup; lifestyle page makeup; special page makeup; Sunday magazine page makeup

Section–D

Brief introduction to Design and pagination software – QuarkXPress (page design), Photoshop, Corel Draw, Illustrator
Practical:-
Designing pages of a newspaper
Designing posters

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Paper-VII: Drug Abuse: Problem, Management and Prevention DRUG ABUSE: MANAGEMENT AND PREVENTION

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 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

Prevention of Drug abuse:

Role of family: Parent child relationship, Family support, Supervision, Shaping values, Active Scrutiny.

Section – B

School: Counselling, Teacher as role-model. Parent-teacher-Health Professional Coordination, Random testing on students.

Section – C

Controlling Drug Abuse:

Media: Restraint on advertisements of drugs, advertisements on bad effects of drugs, Publicity and media, Campaigns against drug abuse, Educational and awareness program

Section – D

Legislation: NDPs act, Statutory warnings, Policing of Borders, Checking Supply/Smuggling of Drugs, Strict enforcement of laws, Time bound trials.

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SYLLABUS FOR

DIPLOMA COURSE IN BIO-INFORMATICS

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DIPLOMA COURSE IN BIOINFORMATICS

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

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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 Algorithims.

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). Theortical 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

DIPLOMA COURSE IN FASHION DESIGNING
(Semester II)

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 time to time.

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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)

Module I: Basics of Pattern Making • Pattern making tools and their use • How to take measurements • Basic bodice front and back • Basic sleeve	**Module IV: collars** • Peterpan • Sailors • Mandrin • Shirt • Convertible • Shawl
Module II: Dart manipulation by slas and spread and pivot method • Two dart • Single dart • Darts to flare • Darts to princess line • Darts to yoke • Dart to multiple darts	**Module V and VI** • Basic skirt • Casual dress • Salwar suit
Module III: sleeve variation • Puff • Leg o mutton • Tulip • Lantern • Raglan	

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

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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

Module I: Basics	Module IV: Skirt
- Samples of - bias facing - bias binding - shaped facing - placket - darts - basic sleeve and its attachment to bodice	- Slim skirt - Skirt with yoke and gathers/ pleats
Module II: Collars	**Module V: Western Casual Dress**
- Peter pan collar - Convertible - Shawl collar - Shirt collar	Stitching of any one self designed casual dress
Module III: Sleeves	**Module VI: Suit and Salwar**
- Puff - Leg o mutton - Shirt sleeve with cuff and placket - Petal sleeve	Stitching of casual suit and basic salwar.

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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 Croquie: 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

Module I: Selection of Suitable Fabric for Family	Module IV: Design
- Age - Climate - Occupation - Occasion - Figure - Fashion	Principles and elements of design
Module II: General Principles of Clothing Construction - Study of body measurements in relation to height and age. - Importance of drafting and making patterns - Placing and cutting of papper patterns in relation to texture and design of fabric - Calculating the amount of material required for the different garments.	**Module V: Intelligent Buying of Ready Made Garments** - Appearance – Size, design, line and colour - Fabric – Durability and serviceability - Workmanship – cutting, sewing, finishing and fitting - cost

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Module III: Fitting	
• Common fitting problems and how to remedify the fitting defects.	

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 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-Wha,t 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 lO:-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
                    o Quilting
                    o Applique
                    o Pom-Poms
                    o fringes
                    o 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., London.

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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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HANS RAJ MAHILA MAHA VIDYALAYA, JALANDHAR

SYLLABUS FOR

DIPLOMA FOR MEDICAL LAB TECHNICIAN

(Semester I & II)

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 time to time.**

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DIPLOMA FOR MEDICAL LAB TECHNICIAN

SEMESTER-I

PAPER MLT-101

COMMUNICATION SKILLS

(THEORY)

Time	3 Hrs
Marks	75
Credits	06

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.

Unit-I
Reading Skills: Reading Tactics and strategies; Reading purposes–kinds of purposes and associated comprehension; Reading for direct meanings.

Unit-II
Reading for understanding concepts, details, coherence, logical progression and meanings of phrases/ expressions.

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

Unit-III
Writing Skills: Guidelines for effective writing; writing styles for application, personal letter, official/ business letter.

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

Unit-IV
Resume, memo, notices etc.; outline and revision.

Activities:
- Converting a biographical note into a sequenced resume or vice-versa
- Ordering and sub-dividing the contents while making notes.
- Writing notices for circulation/ boards

Recommended Books:
1. *English Grammar in Use* (Fourth Edition) by Raymond Murphy, CUP
2. *Oxford Guide to Effective Writing and Speaking* by John Seely.

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PAPER MLT-102
GENERAL PUNJABI
(THEORY)

Time	3 Hrs
Marks	75
Credits	06

ਸਮਾਂ. 3 ਘੰਟੇ   ਕੁਲ ਅੰਕ – 50

Time	3 Hrs
Marks	75
Credits	06

ਅੰਕ-ਵੰਡ ਅਤੇ ਪਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

1. ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਚਾਰ ਭਾਗ ਹੋਣਗੇ। ਹਰ ਭਾਗ ਵਿੱਚੋਂ ਦੋ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ।
2. ਵਿਦਿਆਰਥੀ ਨੇ ਕੁੱਲ ਪੰਜ ਪ੍ਰਸ਼ਨ ਕਰਨੇ ਹਨ। ਹਰ ਭਾਗ ਵਿੱਚੋਂ ਇਕ ਪ੍ਰਸ਼ਨ ਲਾਜ਼ਮੀ ਹੈ। ਪੰਜਵਾਂ ਪ੍ਰਸ਼ਨ ਕਿਸੇ ਵੀ ਭਾਗ ਵਿੱਚੋਂ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ।
3. ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਬਰਾਬਰ ਅੰਕ ਹਨ।
4. ਪੇਪਰ ਸੈੱਟ ਕਰਨ ਵਾਲਾ ਜੇਕਰ ਚਾਹੇ ਤਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੀ ਵੰਡ ਅੱਗੋਂ ਵੱਧ ਤੋਂ ਵੱਧ ਚਾਰ ਉਪ-ਪ੍ਰਸ਼ਨਾਂ ਵਿਚ ਕਰ ਸਕਦਾ ਹੈ।

ਪਾਠ-ਕ੍ਰਮ ਅਤੇ ਪਾਠ-ਪੁਸਤਕਾਂ

ਸੈਕਸ਼ਨ-ਏ

ਆਤਮ ਅਨਾਤਮ (ਕਵਿਤਾ ਭਾਗ),
(ਸੰਪ. ਸੁਹਿੰਦਰ ਬੀਰ ਅਤੇ ਵਰਿਆਮ ਸਿੰਘ ਸੰਧੂ)
ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।
(ਪ੍ਰਸੰਗ ਸਾਹਤ ਵਿਆਖਿਆ, ਸਾਰ)

ਸੈਕਸ਼ਨ-ਬੀ

ਇਤਿਹਾਸਕ ਯਾਦਾਂ (ਇਤਿਹਾਸਕ ਲੇਖ-ਸੰਗ੍ਰਹਿ)
ਸੰਪਾ. ਸ.ਸ.ਅਮੋਲ,
ਪੰਜਾਬੀ ਸਾਹਿਤ ਪ੍ਰਕਾਸ਼ਨ, ਲੁਧਿਆਣਾ। (ਲੇਖ 1 ਤੋਂ 6)
(ਨਿਬੰਧ ਦਾ ਸਾਰ, ਲਿਖਣ-ਸ਼ੈਲੀ)

ਅੰਕ-ਵੰਡ ਅਤੇ ਪਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

1. ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਚਾਰ ਭਾਗ ਹੋਣਗੇ। ਹਰ ਭਾਗ ਵਿੱਚੋਂ ਦੋ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ।
2. ਵਿਦਿਆਰਥੀ ਨੇ ਕੁੱਲ ਪੰਜ ਪ੍ਰਸ਼ਨ ਕਰਨੇ ਹਨ। ਹਰ ਭਾਗ ਵਿੱਚੋਂ ਇਕ ਪ੍ਰਸ਼ਨ ਲਾਜ਼ਮੀ ਹੈ। ਪੰਜਵਾਂ ਪ੍ਰਸ਼ਨ ਕਿਸੇ ਵੀ ਭਾਗ ਵਿੱਚੋਂ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ।
3. ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਬਰਾਬਰ ਅੰਕ ਹਨ।
4. ਪੇਪਰ ਸੈੱਟ ਕਰਨ ਵਾਲਾ ਜੇਕਰ ਚਾਹੇ ਤਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੀ ਵੰਡ ਅੱਗੋਂ ਵੱਧ ਤੋਂ ਵੱਧ ਚਾਰ ਉਪ-ਪ੍ਰਸ਼ਨਾਂ ਵਿਚ ਕਰ ਸਕਦਾ ਹੈ।

ਪਾਠ-ਕ੍ਰਮ

ਸੈਕਸ਼ਨ-ਏ

ਪੱਤੀ ਅੱਖਰੀ, ਅੱਖਰ ਕ੍ਰਮ, ਪੈਰ ਬਿੰਦੀ ਵਾਲੇ ਵਰਣ ਅਤੇ ਪੈਰ ਵਿਚ ਪੈਣ ਵਾਲੇ ਵਰਣ ਅਤੇ ਮਾਤ੍ਰਾਵਾਂ (ਮੁੱਢਲੀ ਜਾਣ-ਪਛਾਣ) ਲਗਾਖਰ (ਬਿੰਦੀ, ਟਿੱਪੀ, ਅੱਧਕ) : ਪਛਾਣ ਅਤੇ ਵਰਤੋਂ

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ਸੈਕਸ਼ਨ-ਬੀ

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ਪੰਜਾਬੀ ਸਬਦ-ਬਣਤਰ : ਮੁੱਢਲੀ ਜਾਣ-ਪਛਾਣ
(ਸਾਧਾਰਨ ਸਬਦ, ਸੰਯੁਕਤ ਸਬਦ, ਮਿਸਰਤ ਸਬਦ, ਮੂਲ ਸਬਦ, ਅਗੇਤਰ ਅਤੇ ਪਿਛੇਤਰ)

ਸੈਕਸ਼ਨ-ਸੀ

ਨਿੱਤ ਵਰਤੋਂ ਦੀ ਪੰਜਾਬੀ ਸਬਦਾਵਲੀ : ਬਾਜ਼ਾਰ, ਵਪਾਰ, ਰਿਸਤੇ-ਨਾਤੇ, ਖੇਤੀ ਅਤੇ ਹੋਰ ਧੰਦਿਆਂ ਆਦਿ ਨਾਲ ਸੰਬੰਧਤ।

ਸੈਕਸ਼ਨ-ਡੀ

ਹਫ਼ਤੇ ਦੇ ਸੱਤ ਦਿਨਾਂ ਦੇ ਨਾਂ, ਬਾਰ੍ਹਾਂ ਮਹੀਨਿਆਂ ਦੇ ਨਾਂ, ਰੁੱਤਾਂ ਦੇ ਨਾਂ, ਇਕ ਤੋਂ ਸੌ ਤਕ ਗਿਣਤੀ ਸਬਦਾਂ ਵਿਚ

Time	3 Hrs
Marks	75
Credits	06

Punjab History and Culture
(Special Paper in lieu of Punjabi compulsory)
(For those students who are not domicile of Punjab)
(THEORY)

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.

Unit-I

1. Physical features of the Punjab and impact on history.
2. Sources of the ancient history of Punjab

Unit-II

3. Harappan Civilization: Town planning; social, economic and religious life of the India Valley People.
4. The Indo-Aryans: Original home and settlement in Punjab.

Unit-III

5. Social, Religious and Economic life during later *Rig* Vedic Age.
6. Social, Religious and Economic life during later Vedic Age.

Unit-IV

7. Teaching and impact of Buddhism
8. Jainism in the Punjab

Recommended Books:

1. L. Joshi (ed): *History and Culture of the Punjab*, Art-I, Patiala, 1989 (3rd edition)
2. L.M. Joshi and Fauja Singh (ed); *History of Punjab* , Vol.I, Patiala 1977.
3. Budha Parkash : *Glimpses of Ancient Punjab*, Patiala, 1983.
4. B.N. Sharma: *Life in Northern India*, Delhi. 1966.

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PAPER MLT-103
BASICS OF HUMAN ANATOMY
(THEORY)

Time	3 Hrs
Marks	60
Credits	04

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.

Unit-I

- Basic unit of body - Cell
- The anatomical organization of body cells, tissues, organs, organ systems, membranes and glands in human body.
- Introduction to different types of tissues: Anatomy, epithelial tissue, muscular tissue, nervous tissue.
- Skeletal system: bones, joints and muscles.

Unit-II

Digestive Organs:
- Tongue
- Teeth
- Oral cavity
- Pharynx
- Oesophagus
- Stomach
- Small intestine
- Large intestine Liver, Pancreas and Spleen

Unit-III

Respiratory Organs:
- Nasopharynx
- Oropharynx
- Larynx
- Trachea
- Bronchi
- Lungs
- Thoracic cavity
- Pleura and Pleural cavity

Circulatory System: Structure of Heart and Brief introduction of main blood vessels.

Unit-IV

Reproductive System- Brief Intruduction to Female Reproductive System and Male Reproductive System.

Nervous system and Sense organs: Brief Introduction of Central Nervous System, Peripheral Nervous System and sense organs (Eye, Ear, Olfactory Receptors, Gustatory Receptors).
Excretory Organs:
- Cortex and medulla of Kidney

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• Ureter
• Urinary Bladder
Urethra (male and female)

Recommended Books:

1. Marieb, E.N. (2014). Human Anatomy and Physiology. Dorling Kindersley (India) Pvt. Ltd.,

2. Ross and Willson (2012). Anatomy and Physiology. ELBS Publication.

3. Tortora, G.J. and Henderson, S.R. (2012). Principles of Anatomy and Physiology. HarperCollins College Publishers.

4. A.K.Sabharwal. (2017). Biochemistry and Physiology. Modern's Publisher.

PAPER MLT-103
BASICS OF HUMAN ANATOMY
(PRACTICAL)

Time	3 Hrs
Marks	40
Credits	03

1. Study of human skull, Bones of face, Vertebrae, Sternum, Scapula, Clavicle, Pectoral and Pelvic Girdles, Bones of upper and lower limbs.

2. To study human digestive system, respiratory system, circulatory system, nervous system, urinary system and reproductive system through charts and models.

3. Preparation of thin blood smear to study different types of blood cells.

Recommended Books:

1. Kale and Kale. Practicals-Anatomy, Physiology and Health Education. Pragati Prakashan Publisher.

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PAPER MLT-104
INTRODUCTION TO HEMATOLOGY
(THEORY)

Time	3 Hrs
Marks	60
Credits	04

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.

Unit-I

- Introduction to hematology and laboratory organization Composition and functions of blood and lymph.
- Structure and function of Haemoglobin
- Blood groups including Rh. Factor
- Detailed study of Reticulocytes
- Brief introduction of Hemeopoiesis and Heamostasis

Unit-II

- Collection of blood, different routes, difference between capillary and venous sample. Different types of Anticoagulants, mode of action and their merits and demerits, Romanowsky's stains.

Unit-III

- Descriptive study of RBC abnormalities. Disorders related to RBC and WBC count.

- Thalassemia, Polycythemia, hemolytic disease of new born, multiple myeloma.

- Laboratory Investigation & Bleeding Disorders.

Unit-IV

Haemocytometery, procedure for cell counts: Red Blood Cells: Total Count- Normal, abnormal values, and

Physiological variations, White cell count – TLC, Platelet count.

Principle, procedure and significance of DLC (Differential White Cell Count), ESR (Erythrocyte Sedimentation Rate) and PCV (Packed Cell Volume).

Recommended Books:
1. Godkar, PB and Godkar, DP (2008). Text Book of Medical Laboratory Technology, 2nd edition Bhalani Publishing House, Mumbai, India.
2. Martin R. Howard & Peter J Hamilton (2013). Text Book of Hematology, 4th edition, Churchill Livingstone.
3. R.C.Sobti. Medical Zoology and Medical Technology. Shoban Lal and Company.
4. K.L. Mukherjee Medical laboratory technology. Tata McGraw-Hill Publishin~ ~

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PAPER MLT-104
INTRODUCTION TO HEMATOLOGY
(PRACTICAL)

1. Clinical significance, specimen collection, laboratory investigation & preservation of blood for various hematological investigations.

Time	3 Hrs
Marks	40
Credits	03

2. Haemocytometery, procedures for cell counts
3. Total leukocyte count and Differential leukocyte count.
4. Determination of total erythrocyte (RBC) count and platelet counts. Errors involved and mean to minimize such errors.
5. Romanowsky dyes, preparation and staining procedures of blood smears.
6. Laboratory tests for assessing bleeding disorders.
7. ESR by Westergren method and Wintrobe method.
8. Isolation of serum and plasma.
9. Determination of blood groups.
10. Determination of hemoglobin by Sahli's method.

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Time	3 Hrs
Marks	50
Credits	04

PAPER MLT-105
INTRODUCTION TO LABORATORY EQUIPMENTS
(PRACTICAL)

- Laboratory organization: General principles, Components & functions of laboratory.

- Sterilization: Definition, General Principle of Sterilization, Sterilization Techniques.

- Care of laboratory glassware, equipment and chemicals: General principles, care & cleaning of glasswares, careful handling and proper labeling of chemicals.

- Principle, working of common laboratory instruments and safety precautions.

  o Centrifuge
  o Calorimeter
  o Spectrophotometer
  o Autoclave
  o Flame photometer
  o pH meter
  o Cold centrifuge
  o Laminar flow
  o Semi autoanalyzer
  o Compound Microscope
  o Transmission and Scanning Electron Microscope.
  o Microtome

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SEMESTER-II
PAPER MLT106
BASICS OF COMPUTER
(THEORY)

Time	3 Hrs
Marks	35
Credits	03

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.

UNIT - I

Computers: Introduction to computers, characteristics of computer, organization of computers, hardware, software, data, information, Types of computer: Classification on the basis of purpose: digital computers, analog computers, hybrid computers; Classification on the basis of size: microcomputers, mini computers, mainframe computers and supercomputers, desktop computers, laptops, workstations, PDA. Generations of computer, Uses and Application of computers.

UNIT- II

Computer Hardware: Input Devices: Keyboard, mouse, light pen, joystick, trackball. Voice input device: microphone; Output Devices Printers: types of printer, Plotters, Speakers; Scanners: types of scanners, Visual display devices. **Computer Storage:** Representation of information, BIT, BYTE, Memory, Types of memory: primary memory RAM: static RAM, Dynamic RAM; ROM, EROM, EPROM, EEPROM; Secondary Memory: Magnetic disk, Hard disk, Floppy disk, Optical disk, Compact disk (CD-ROM) and Solid state storage devices.

UNIT - III

Software: Introduction, Types of Software: Application software, System software. Operating system, functions of operating system, types of operating system. Data processing, Application Software Packages (Word Processing Packages, Spreadsheets Package, Graphics Package and Personal Assistance Package) - Introduction and Commonly Supported Features.

UNIT -IV

Computer Networks: Introduction, types of networks on the basis of area coverage: LAN, WAN, MAN. **Internet and WWW:** Evolution of Internet, Various Internet services (WWW, e-mail, telnet, ftp, IRC, news) and their uses, Access Methods, Browsers, Future of Internet, Applications of Internet, Evolution of www.

Recommended Books:

- Computers Today' by S.K. Basandra, Galgotia Publications.
- Computer Fundamentals' by P.K.Sinha, N.D.: BPB. Publications.
- Fundamentals of Computers' by V. Rajaraman, N.D.; PHI Publications.
- Using the Internet' by Barbara Kasser, PHI, 4th ed., New Delhi.
- Using the World Wide Web' by David A. Wall, PHI, New Delhi.

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PAPER MLT106
BASICS OF COMPUTER
(PRACTICAL)

Time	3 Hrs
Marks	40
Credits	03

Practicals related to theory syllabus.

PAPER MLT-107
INTRODUCTION TO MEDICAL TECHNOLOGY   HEALTHCARE SYSTEMS
(THEORY)

Time	3 Hrs
Marks	75
Credits	06

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.

Unit-I

Introduction to medical technology
• Healthcare Systems, Laboratory and Delivery System
• Health care service provider (primary, secondary & tertiary)
• Understanding of Hospital Functions
• Understanding of Diagnostic Centers and medical laboratory facilities
• Role of Medical Laboratory Technician
• Understanding of Laboratory Test Results

Unit-II

• Use of laboratory related medical terminology in daily activities with colleagues, patients and family.
• Monitor and assure quality and quality assurance program.
• Organisations' policies and commitments towards quality assurance.
• Ethical Behavior.
• Patient Comforts and Safety.
• Sensitivities involved in patient's right.
• Medical laboratory technician's role in maintaining patient's rights.

Unit-III

Patient's Environment
• Maintain a safe, healthy, and secure environment
• Common Hazards
• Organisational structure and the various processes related to reporting and r
• Procedure for accessing training, learning and development needs
• To make the patient feel safe and comfortable while collection

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<div align="center">**Unit-IV**</div>

Personal Hygiene
• Importance and methodology of cleanliness, and hygiene environment in collection space
• Concept of Healthy Living
• Understanding & procedures of healthy Hygiene
• Techniques of Grooming
• Vaccinations against common infectious diseases.

Recommended Books:

1. A Manual of Laboratory & Diagnostic Tests (6/ e) Frances Fischbach.
2. Hand book of Medical Laboratory Technology (2/e) V.H. Talib.
3. Clinical Diagnosis & Management by Laboratory method0 (20/e) John Bernard Henary.
4. Textbook of Medical Laboratory Technology Godkar and Godkar.

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<div align="center">

PAPER MLT-108
BASICS OF PHYSIOLOGY
(THEORY)

</div>

Time	3 Hrs
Marks	60
Credits	04

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.

Unit-I

- Nutrition- Different types of Nutrition.
- Digestive system: Physiology of digestion of food (Carbohydrates, Proteins, Fats- flow charts only) and absorption.

Unit-II

- Cardiovascular system: Origin and regulation of heart beat, cardiac cycle, electrocardiogram and Blood pressure.
- Brief Introduction to Lymphatic System.

Unit-III

- Respiratory system-Transport of O_2 and CO_2, Exchange of gases.
- Brief Introduction to Physiology of Reproduction.

Unit-IV

- Excretory System: Role of Kidney in Urine formation, Osmoregulation.
- Brief Introduction to endocrine glands- thyroid, parathyroid, adrenal, pituitary, pancreas, and thymus (Location, structure and function).

Recommended Books:

- Textbook of Medical Physiology, Guyton and Hall.
- Anatomy & Physiology, Ross and Wilson.
- Anatomy and Physiology, N Murgesh.
- Manual of Endocrinology and Metabolism, Norman Levin.
- Physiology & Health Education, Gandhi & Goel.

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<table>
<tr><td></td><td>Time</td><td>3 Hrs</td></tr>
<tr><td></td><td>Marks</td><td>40</td></tr>
<tr><td></td><td>Credits</td><td>03</td></tr>
</table>

PAPER MLT-108
BASICS OF PHYSIOLOGY
(PRACTICAL)

- Study of systems mentioned in theory through Charts.
- To separate the plasma and serum from given blood sample.
- Study of histology slides of mammalian tissues.

PAPER MLT-109
ELEMENTARY KNOWLEDGE OF   BIOCHEMISTRY
(THEORY)

Time	3 Hrs
Marks	60
Credits	04

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.

Unit-I Elementary Knowledge of Inorganic Chemistry: Structure of atom, atomic weight, molecular and equivalent weight.Acids, bases and salts. Acid Base Balance, pH, pH indicators pH-measurement (pH meter, pH paper, universal indicator). Normality, Molarity and Molality, Mole, Molar solutions, normal solutions, buffer solutions, percent solutions, saturated solutions, standard solutions

Unit-II

- Elementary Knowledge of Organic Chemistry: Organic compounds, aliphatic, aromatic, alcohol, ethers, phenols, acids, etc.Elementary Knowledge of Physical Chemistry- Osmosis, osmotic pressure, dialysis, surface tension, diffusion, hypotonic, hypertonic and isotonic solutions. Definition and classification of some colloids and crystalloids.

Unit-III

Carbohydrates: Definition; broad classification of carbohydrates; Structure and functions of various classes of carbohydrates; Monosaccharides, Disaccharides, Polysaccharides.**Lipids:** Definition, Classification of lipids, structure and functions of various classes of lipids, Triglycerides, Phosphoglycerides, Sphingolipids, Steroids etc.

Unit-IV

Proteins: Classification and structure of proteins and their functions.
Brief introduction to structure and functions of DNA and RNA.

Recommended Books:
1. U. Satyanarayana, U. Chakrapani. Biochemistry. A division of RELX India Private Limited.
2. Nelson DLand Cox MM. (2013) Lehninger Principles of Biochemistry, 6th Edition. Macmillan Worth Publishers, New Delhi.
3. Berg JM, Tymoczko JL, Gatto GJ and Stryer L (2015) Biochemistry,8th Edition, WH Freeman& Co., New York.
4. Bender DA, Botham KM, Kennelly PJ, Rodwell VW and Weil PA (2015) Harper's Illustrated Biochemistry, 30thEdition, McGraw-Hill Medical Canada.

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PAPER MLT-109
ELEMENTARY KNOWLEDGE OF
BIOCHEMISTRY
(PRACTICAL)

</div>

Time	3 Hrs
Marks	40
Credits	03

1. Preparation and storage of distilled water.
2. Preparation of laboratory reagents and standard solutions, storage of chemicals.
3. Units of measurements. S.I. Units, measurement of volume, volumetric apparatus (pipettes, flasks, Cylinders).
4. Calibration of volumetric apparatus.
5. Preparation and standardization of volumetric solutions.
6. Preparation of buffer solution and measurement of their pH.
7. To prepare 1/10 N HCL.

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PAPER MLT-110
LABORATORY TRAINING AND PROJECT REPORT

</div>

Time	3 Hrs
Marks	50
Credits	04

One month training in Diagnostic/Pathologic Laboratory/Hospital to know more about latest in diagnostic techniques and practical hands on training on different topics included in syllabus.
Submission of the Project report.

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SYLLABUS

DIPLOMA IN ORGANIC FARMING

Under Community College

WORKING SCHEDULE

I year	30+30 =60 credits
	60 credits

Eligibility

+2 pass in any stream.

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SCHEME (DIPLOMA) SEMESTER – I

Paper No.	Subjects	Max.Marks		Total	Credits		Total Credits
		Th.	Pr.		Th.	Pr	Th +Pr
	General Components (Credits –12)						
	Skill Components(Credit-18)						
101	**Communication Skills**	75		75	6		6
102	**Basic Punjabi/General Punjabi/PHC**	75		75	6		6
103	**Concept of organic farming**	60	40	100	4	3	7
104	**Organic seed, soil and weed management**	60	40	100	4	3	7
105	**Seminar and Project work**	50		50		4	4
				Total Marks =400			**TOTAL CREDIT HOURS =30**

SEMESTER – II

Paper no.	Subjects	M. Marks		Total	Credits		Total Credits
		Th.	Pr.		Th.	Pr.	Th +Pr
201	**General Components (Credits – 12)** **Skill Components(Credit-18)** **Environmental sciences**	75		75	6		6
202	**Introduction to computer skills**	40	35	75	3	3	6
203	**Integrated Pest disease and Irrigation management**	60	40	100	4	3	7
204	**Organic certification and Quality Assurance**	60	40	100	4	3	7
205	**Industrial Training/Field Learning**	50		50 **Total Marks=400**		4	4 **TOTAL CREDIT HOURS =30**

COMMUNICATION SKILLS

PAPER 101

Time: 3 hrs   **Max.Marks:75**

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.*

The syllabus is divided in four sections as mentioned below:

Section–A

Reading Skills*: Reading Tactics and strategies; Reading purposes–kinds of purposes and associated comprehension; Reading for direct meanings.*

Section–B

Reading for understanding concepts, details, coherence, logical progression and meanings of phrases/ expressions.

Activities:

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

Section–C

Writing Skills*: Guidelines for effective writing; writing styles for application, personal letter, official/ business letter.*

Activities

□ Formatting personal and business letters.
□ Organizing the details in a sequential order

Section–D

Resume, memo, notices etc.; outline and revision.

Activities:

□ Converting a biographical note into a sequenced resume or vice-versa
□ Ordering and sub-dividing the contents while making notes.

□ Writing notices for circulation/ boards

Recommended Books:

1. *Oxford Guide to Effective Writing and Speaking* by John Seely.
2. *English Grammar in Use* (Fourth Edition) by Raymond Murphy, CUP

Time: 3 hrs   **Max.Marks:75**

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.

PAPER – 7 : PUNJABI

ਸਮਾਂ 3 ਘੰਟੇ   ਕੁਲ ਅੰਕ - 50

ਅੰਕ-ਵੰਡ ਅਤੇ ਪਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

1. ਪ੍ਰਸਨ ਪੱਤਰ ਦੇ ਚਾਰ ਭਾਗ ਹੋਣਗੇ। ਹਰ ਭਾਗ ਵਿਚੋਂ ਦੋ ਪ੍ਰਸਨ ਪੁੱਛੇ ਜਾਣਗੇ।
2. ਵਿਦਿਆਰਥੀ ਨੇ ਕੁੱਲ ਪੰਜ ਪ੍ਰਸਨ ਕਰਨੇ ਹਨ। ਹਰ ਭਾਗ ਵਿਚੋਂ ਇਕ ਪ੍ਰਸਨ ਲਾਜ਼ਮੀ ਹੈ। ਪੰਜਵਾਂ ਪ੍ਰਸਨ ਕਿਸੇ ਵੀ ਭਾਗ ਵਿਚੋਂ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ।
3. ਹਰੇਕ ਪ੍ਰਸਨ ਦੇ ਬਰਾਬਰ ਅੰਕ ਹਨ।
4. ਪੇਪਰ ਸੈਟ ਕਰਨ ਵਾਲਾ ਜੇਕਰ ਚਾਹੇ ਤਾਂ ਪ੍ਰਸਨਾਂ ਦੀ ਵੰਡ ਅੱਗੋਂ ਵੱਧ ਤੋ ਵੱਧ ਚਾਰ ਉਪ-ਪ੍ਰਸਨਾਂ ਵਿਚ ਕਰ ਸਕਦਾ ਹੈ।

ਪਾਠ-ਕ੍ਰਮ ਅਤੇ ਪਾਠ-ਪੁਸਤਕਾਂ

ਸੈਕਸ਼ਨ-ਏ

ਆਤਮ ਅਨਾਤਮ (ਕਵਿਤਾ ਭਾਗ),
(ਸੰਪ. ਸੁਹਿੰਦਰ ਬੀਰ ਅਤੇ ਵਰਿਆਮ ਸਿੰਘ ਸੰਧੂ)
ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।
(ਪ੍ਰਸੰਗ ਸਾਹਤ ਵਿਆਖਿਆ, ਸਾਰ)

ਸੈਕਸ਼ਨ-ਬੀ

ਇਤਿਹਾਸਕ ਯਾਦਾਂ (ਇਤਿਹਾਸਕ ਲੇਖ-ਸੰਗ੍ਰਹਿ)
ਸੰਪਾ. ਸ.ਸ.ਅਮੋਲ.
ਪੰਜਾਬੀ ਸਾਹਿਤ ਪ੍ਰਕਾਸ਼ਨ, ਲੁਧਿਆਣਾ। (ਲੇਖ 1 ਤੋ 6)
(ਨਿਬੰਧ ਦਾ ਸਾਰ, ਲਿਖਤ-ਸ਼ੈਲੀ)

ਸੈਕਸ਼ਨ-ਸੀ

(ੳ) ਪੈਰ੍ਹਾ ਰਚਨਾ

(ਅ) ਪੈਰ੍ਹਾ ਪੜ੍ਹ ਕੇ ਪ੍ਰਸਨਾਂ ਦੇ ਉੱਤਰ।

ਸੈਕਸ਼ਨ-ਡੀ

(ੳ) **ਪੰਜਾਬੀ ਧੁਨੀ ਵਿਉਂਤ :** ਉਚਾਰਨ ਅੰਗ, ਉਚਾਰਨ ਸਥਾਨ ਤੇ ਵਿਧੀਆਂ, ਸਵਰ, ਵਿਅੰਜਨ, ਸੁਰ-ਪ੍ਰਬੰਧ।

(ਅ) **ਭਾਸ਼ਾ ਵੰਨਗੀਆਂ :** ਭਾਸ਼ਾ ਦਾ ਟਕਸਾਲੀ ਰੂਪ, ਭਾਸ਼ਾ ਅਤੇ ਉਪ-ਭਾਸ਼ਾ ਦਾ ਅੰਤਰ, ਪੰਜਾਬੀ ਉਪਭਾਸ਼ਾਵਾਂ ਦੇ ਪਛਾਣ-ਚਿੰਨ੍ਹ।

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PAPER – 7 : ਮੁੱਢਲੀ ਪੰਜਾਬੀ
In Lieu of Punjabi Compulsory

ਸਮਾਂ. 3 ਘੰਟੇ

ਅੰਕ-ਵੰਡ ਅਤੇ ਪਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

1. ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਚਾਰ ਭਾਗ ਹੋਣਗੇ। ਹਰ ਭਾਗ ਵਿਚੋਂ ਦੋ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ।
2. ਵਿਦਿਆਰਥੀ ਨੇ ਕੁੱਲ ਪੰਜ ਪ੍ਰਸ਼ਨ ਕਰਨੇ ਹਨ। ਹਰ ਭਾਗ ਵਿਚੋਂ ਇਕ ਪ੍ਰਸ਼ਨ ਲਾਜ਼ਮੀ ਹੈ। ਪੰਜਵਾਂ ਪ੍ਰਸ਼ਨ ਕਿਸੇ ਵੀ ਭਾਗ ਵਿਚੋਂ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ।
3. ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਬਰਾਬਰ ਅੰਕ ਹਨ।
4. ਪੇਪਰ ਸੈੱਟ ਕਰਨ ਵਾਲਾ ਜੇਕਰ ਚਾਹੇ ਤਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੀ ਵੰਡ ਅੱਗੋਂ ਵੱਧ ਤੋਂ ਵੱਧ ਚਾਰ ਉਪ-ਪ੍ਰਸ਼ਨਾਂ ਵਿਚ ਕਰ ਸਕਦਾ ਹੈ।

ਪਾਠ-ਕ੍ਰਮ

ਸੈਕਸ਼ਨ-ਏ

ਪੱਤੀ ਅੱਖਰੀ, ਅੱਖਰ ਕ੍ਰਮ, ਪੈਰ ਬਿੰਦੀ ਵਾਲੇ ਵਰਣ ਅਤੇ ਪੈਰ ਵਿਚ ਪੈਣ ਵਾਲੇ ਵਰਣ ਅਤੇ ਮਾਤੂਵਾਂ (ਮੁੱਢਲੀ ਜਾਣ-ਪਛਾਣ)
ਲਗਾਖਰ (ਬਿੰਦੀ, ਟਿੱਪੀ, ਅੱਧਕ) : ਪਛਾਣ ਅਤੇ ਵਰਤੋਂ

ਸੈਕਸ਼ਨ-ਬੀ

ਸੈਕਸ਼ਨ-ਸੀ

ਨਿੱਤ ਵਰਤੋਂ ਦੀ ਪੰਜਾਬੀ ਸ਼ਬਦਾਵਲੀ : ਬਾਜ਼ਾਰ, ਵਪਾਰ, ਰਿਸ਼ਤੇ-ਨਾਤੇ, ਖੇਤੀ ਅਤੇ ਹੋਰ ਧੰਦਿਆਂ ਆਦਿ ਨਾਲ ਸੰਬੰਧਿਤ।

ਸੈਕਸ਼ਨ-ਡੀ

ਹਫ਼ਤੇ ਦੇ ਸੱਤ ਦਿਨਾਂ ਦੇ ਨਾਂ, ਬਾਰ੍ਹਾਂ ਮਹੀਨਿਆਂ ਦੇ ਨਾਂ, ਰੁੱਤਾਂ ਦੇ ਨਾਂ, ਇਕ ਤੋਂ ਸੌ ਤਕ ਗਿਣਤੀ ਸ਼ਬਦਾਂ ਵਿਚ

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Punjab History and Culture

(Special Paper in lieu of Punjabi compulsory)
(For those students who are not domicile of Punjab)

Time: 3 hrs   **Max.Marks:75**

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

1. Physical features of the Punjab and impact on history.

2. Sources of the ancient history of Punjab

Section–B

3. Harappan Civilization: Town planning; social, economic and religious life of the India Valley People.
4. The Indo-Aryans: Original home and settlement in Punjab.

Section–C

5. Social, Religious and Economic life during later *Rig* Vedic Age.
6. Social, Religious and Economic life during later Vedic Age.

Section–D

7. Teaching and impact of Buddhism
8. Jainism in the Punjab

Recommended Books:

1. L. Joshi (ed): *History and Culture of the Punjab*, Art-I, Patiala, 1989 (3rd edition)
2. L.M. Joshi and Fauja Singh (ed); *History of Punjab* , Vol.I, Patiala 1977.
3. Budha Parkash : *Glimpses of Ancient Punjab*, Patiala, 1983.
4. B.N. Sharma: *Life in Northern India*, Delhi. 1966.

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<u>**CONCEPT OF ORGANIC FARMING**</u>
<u>**PAPER 103**</u>

Time: 3 hrs   **Max.Marks:100**

THEORY-60
PRACTICAL-40

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.

UNIT I
Organic farming - concept and definition, development of organic farming, its relevance to India and global agriculture and future prospects, Requirements for organic farming.

UNIT II
Principles of organic farming & Need for organic farming, Agencies and institutions related to organic agriculture ,Organic farming and water use efficiency; Organic manures, soil biota. Vermicomposting, green manures and bio fertilizers.

UNIT III
Conventional farming v/s organic farming, Farming systems, crop rotations, multiple cropping system, intercropping in relation to maintenance of soil productivity.

UNIT IV
Control of weeds, diseases and insect pest management, biological agent, Bio pesticides, Benefits of organic farming. Organic farming and national economy.

Practical
- Vermicompost preparation
- Identification and nursery raising of important agro-forestry tress.
- Technique of treating legume seeds with *Rhizobium* cultures.
- Methods to recycle organic residue of different crops.
- Methods of bio-insecticide and bio-pesticide preparation.
- Green manure preparation.
- Visit to organic farms of Punjab.

Reference Books:
1. Farming system: Theory and Practice - S.A.Solaimalai
2. Organic Farming: Theory and Practice- S.P.Palaniappan and K.A. Annadurai

3. A hand book of Organic Farming by A.K.Sharma
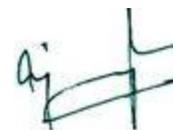
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ORGANIC SEED, SOIL AND WEED MANAGEMENT

PAPER 104

Max.Marks:100

THEORY-60
PRACTICAL-40

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.*

UNIT I

Difference between seed and grain, Characteristics of quality of seed, Types of seeds. Seed cleaning, treatment, storage, Seed testing, viability and dormancy. Factors and method of breaking seed dormancy.

UNIT II

Soil: Introduction, types of soil, soil morphology, soil components (organic and inorganic), soil microbes and soil fertility, soil testing, soil managements, microbial culture. Soil profile, physical properties, texture, and productivity-factors. Features of good soil management

UNIT III

Weed biology and ecology, principles and methods of weed control and classification; weed indices. Weed control through bio-herbicides. Herbicides: introduction and history of their development; mode and mechanism of action of herbicides.

UNIT IV

Weed management in major crops and cropping systems; parasitic weeds; weed shifts in cropping systems; aquatic and perennial weed control. Integrated weed management.

Practical:

- Morphology of seed
- Seed viability test
- Seed moisture test and seed germination test.
- Visit to seed processing center and seed production unit
- Determination of pH of different types of soils.
- Study of soil structure and texture

- Study of water holding capacity of soil.
- Identification of important weeds of different crops
- Preparation of a weed herbarium
- Weed survey in crops and cropping systems

Reference Books:

1. Chemistry of the soils – F. Bear

2. Soils and soil fertility – C.M. Thomson and F.R. Troeh

3. Soil fertility and fertilizers – S.L.Tisdale, W.L.Nelson, J.D. Beaton and J.L. Havlin
4. Modern weed management - O.P.Gupta

5. Weed management - V.N. Saraswat, V. M. Bhan Yaduraju (ICAR)

6. All about weed control - S. Subramaniam, A.Mohamed Ali and R. Jay Kumar and N.T.
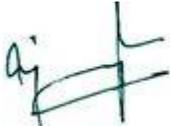
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ENVIRONMENTAL SCIENCES

PAPER 201

Time: 3 hrs   **Max.Marks:75**

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.

UNIT–I

Definition, scope and importance of environment studies, Natural Resources: Renewable and non-renewable resources, Use and over-exploitation of forest resources, deforestation, Use and over-utilization of surface and ground water.

UNIT–II

Use and exploitation of mineral resources, environmental effects of extracting and using mineral resources, effects of modern agriculture, fertilizer-pesticide problems, renewable and non-renewable energy sources, Role of an individual in conservation of natural resources.

UNIT–III

Concept of an ecosystem, Structure and function of an ecosystem Producers, consumers and decomposers , Energy flow in the ecosystem ,Ecological succession Food chains, food webs and ecological pyramids, Value of biodiversity Threats to biodiversity.

UNIT–IV

Definition, Causes, effects and control measures of Air pollution, Water pollution, Rain water harvesting, Disaster management: floods, earthquake, Climate change, global warming, acid rain.

REFERENCE BOOKS

- Kaushik, A. & Kaushik, C.P. 2004. Perspective in Environmental Studies, New Age International (P) Ltd, New Delhi.
- Rajagopalan, R. 2011. Environmental Studies from Crisis to Cure. Oxford University Press, New Delhi.
- Sharma, J. P., Sharma. N.K. & Yadav, N.S. 2005. Comprehensive Environmental Studies, Laxmi Publications, New Delhi.
- Sharma, P. D. 2009. Ecology and Environment, Rastogi Publications, Meerut
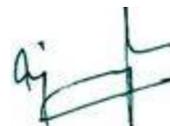
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INTRODUCTION TO COMPUTER SKILLS
PAPER 202

Time: 3 hrs
Max.Marks:75
Theory-40
Practical-35

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

Computers: *Introduction to computers, characteristics of computer, organization of computers, hardware, software, data, information, Types of computer: Classification on the basis of purpose: digital computers, analog computers, hybrid computers; Classification on the basis of size: microcomputers, mini computers, mainframe computers and supercomputers, desktop computers, laptops, workstations, PDA. Generations of computer, Uses and Application of computers.*

Section–B

Computer Hardware: *Input Devices: Keyboard, mouse, light pen, joystick, trackball. Voice input device: microphone; Output Devices Printers: types of printer, Plotters, Speakers; Scanners: types of scanners, Visual display devices.* ***Computer Storage:*** *Representation of information, BIT, BYTE, Memory, Types of memory: primary memory RAM: static RAM, Dynamic RAM; ROM, EROM, EPROM, EEPROM; Secondary Memory: Magnetic disk, Hard disk, Floppy disk, Optical disk, Compact disk (CD-ROM) and Solid state storage devices.*

Section–C

Software: *Introduction, Types of Software: Application software, System software. Operating system, functions of operating system, types of operating system. Data processing, Application Software Packages (Word Processing Packages, Spreadsheets Package, Graphics Package and Personal Assistance Package) - Introduction and Commonly Supported Features.*

Section–D

Computer Networks: *Introduction, types of networks on the basis of area coverage: LAN, WAN, MAN.* ***Internet and WWW:*** *Evolution of Internet, Various Internet services (WWW, e- mail, telnet, ftp, IRC, news) and their uses, Access Methods, Browsers, Future of Internet, Applications of Internet, Evolution of www.*

Books Recommended:
- 'Computers Today' by S.K. Basandra, Galgotia Publications.
- 'Computer Fundamentals' by P.K.Sinha, N.D.: BPB. Publications.
- 'Fundamentals of Computers' by V. Rajaraman, N.D.; PHI Publications.
- 'Using the Internet' by Barbara Kasser, PHI, 4th ed., New Delhi.
- 'Using the World Wide Web' by David A. Wall, PHI, New Delhi.

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INTEGRATED PEST DISEASE AND IRRIGATION MANAGEMENT
PAPER 203

Max.Marks:100

THEORY-60
PRACTICAL-40

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.

UNIT I
Water resources; Soil plant water relationships; effective rainfall; Methods of irrigation: surface and subsurface, Micro irrigation, sprinkler and drip irrigation; Irrigation efficiency and water use efficiency, irrigation water quality and its management.

UNIT II
Definition of pests, Pests of cereals and pulses including nature of damage, life history of important pests and their control, Insects pests of vegetables, oil crops and ornamental plants with nature of damage .

UNIT III
Pest Management; Use of chemicals, cultural methods, the use of farm practices mechanical, physical, bio ecological methods. The introduction and encouragement of natural enemies and integrated pest management

UNIT IV
Types of Insecticides i.e. dusts, suspensions, emulsions, special formulations with wax. Fumigantes: Different types of fumigants. Selection and applications of insecticides on different crops. Efficiency of different spray schedules against insects pests.

Practical:
- Demonstration of furrow methods of irrigation.
- Identification of crop pests with symptoms of damage in major crops belonging to cereals, pulses, oil seeds, fiber crops, sugar cane, important vegetables and plantation crops.
- Identification of weeds; Survey of weeds in crop fields.
- Demonstration of methods of herbicide application.
- Tours and visits to experimental field areas.

Reference Books:
1. Irrigation Principles and Practices - O.W. Israelsen and V.E. Hansen

2. Irrigation and Drainage - D. Lenka

3. Irrigation, Theory and Practices - A. M. Michael

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4. Elements of Economic Entomology – B.V.David

5. Insect and mites of crops in India – MRGK Nair

6. Agricultural insect pests and their control V.B.Awasthi
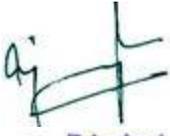
ORGANIC CERTIFICATION AND QUALITY ASSURANCE

PAPER 204

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.

UNIT I
Organic certification, The certificate process, Certificate and product labeling, Regulatory mechanism for organic certification in India

UNIT II
National standards for organic production- Food Quality Standards, Maintenance of organic management, Food Processing and handling labeling, storage and transport, NPOP standards

UNIT III
Inspection and certification process, Inspection and certification agency, Inspection visits and reports, Analysis of Residue testing, Inspection for use of genetically engineered products, Certification process

UNIT IV
Quality Assurance Interaction (QAI), Personal care certification, Kosher certification, Food safety and quality management, Environmental policy

Reference Books:
1. Organic agriculture development in India- Mukesh Gupta. ABD Publishers.
2. Organic Farming: Policies and Prospects- Stephan Dabbert, Anna Maria Haring, Raffaele Zanoli. Zed Books Ltd.
3. Agri-environmental Policy in the European Union- Henry Buller, Geoff A Wilson, Andrea Holl Routledge.
4. The Certified Quality Inspector Handbook- H. Fred Walker, Ahmad K. ElshennawY, Bhisham C. Gupta, Mary McShane Vaughn. ASQ QualityPress.
5. Food Quality Assurance: Principles and Practices- Inteaz Alli.

Suggested practical:
• Quality standards, inspection, certification, procedures for farm Produce from organic farms.

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- Determination of carbohydrates in different samples of farm produce.
- Determination of crude fats in a given sample.
- Estimation of sugars in different seeds.
- Determination of moisture in different cereals.
- Visit of food processing industries and check the quality parameters.

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SYLLABUS FOR

ADVANCE DIPLOMA COURSE IN BIOINFORMATICS

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Scheme of Course

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

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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 PracticalApproach 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

1. To explore the data dbSNP (NCBI)
2. To install and use Evolutionary analysis software
3. To install and use Docking software
4. 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

ADVANCED DIPLOMA IN FASHION DESIGNING
(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

ModuleII

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", VishwaVidalaya.

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 question 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) TarunTahiliani

  (B) J.J Valaya

  (C) RituBeri

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: 100Instructions 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:-lntroduction-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

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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

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 Croquie 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.

PAPER 122:- WORKSHOP AND TRANING (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: 100Instructions to the Examiner

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

ModuleI

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

ModuleII

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 Istructions to the Examiner

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

ModuleI& 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
- Postioning 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

Module I	Module IV
• Pattern making of Kalidaar suits and its Layout	• Pattern making of trouser and layout
Module II:	**Module V**
• Party wear dress	• Pattern making of designer saree
Module III	
• Fusion Dress	

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: 150Instructions 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: 150Instructions 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: 100Instructions 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: 100Instruction 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 isfollowed
- 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 activitiesare 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, proceduresand documentation
- Supervise the processing of an export order
- Check all pre-shipment documents including:
  - invoice
  - packing list
  - GR form
  - Ar-4/ ar4a form
  - Etclicence
  - Indent

- o Acceptance of contract
- o Letter Of Credit (LOC)
- o QC certificate
- o Port trust date
- o Any other
- o Sign of inspector/ customs div
- Check the EXIM documents pertaining to Pre and Post Shipment.
- Liaise with customs and excise officials, if required
- Takecare 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 ensuretimely shipments of goods
- Negotiation & co-ordination

Unit 3

Supervise and Evaluate Performance

- Setgoalsandtargetsasper organizationaldirectivesforallreportingexecutives.
- Createquantifiedmeasuresandmetricstoanalyzetheperformancedeliveredbysubordinates
- Settangibleandachievableincentivesforsubordinatesasperthegoals andtargets assigned
- Ensureandimplementstrictadherenceof all activities performed bysubordinatesto organizational guidelines
- Monitorandsupervisealltheactivitiesperformedbysubordinatesandensure optimization toachievethesetgoals
- Evaluateperformanceof subordinatesandreportingexecutivesonthedesignedmeasuresand metricsaspertheguidelines of theOrganization

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- Assistandsupportreportingexecutiveswhenevernecessaryorapplicable
- Document all performanceindicatorsandmetricsof subordinates in the prescribed formatoforganization
- Performallappraisalrelatedprocessflowfor subordinates, as per respective performancedocuments
- Handoverallthedocumentsandappropriatesupportmeasurestohumanresourcesdepartmentforofficialrecords.
- Ensureand implementproperprocessflowforfeedbacksandqueriesreceivedfromsubordinates

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 processesinvolved

- 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 foreigncurrencies
- 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

- Carryoutworkfunctionsinaccordancewithlegislationandregulations,organizational guidelines andprocedures
- Seek and obtain clarifications on policies and procedures, from yoursupervisororother authorized personnel
- Applyandfollowthesepoliciesandprocedureswithinyourworkpractices
- Provide supporttoyoursupervisorandteammembersinenforcingtheseconsiderations
- Identifyandreportanypossibledeviationtotheserequirements

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 shipmentmode
- Track the shipment and follow up for payment
- Communicate with logistic agency, buying offices and buyers

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- Apply knowledge of different types of Transport and the best suitablemethod
- Managelogisticsprocesses 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 theworkplace
- 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 oraccidents
- 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

ModuleII

Costs, Costing, Pricing and Profit

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

ModuleIII

Materials Sourcing and Selection

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

ModuleIV

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 ANGULAR JS FRAMEWORK

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SHORT TERM COURSE IN ANGULAR JS FRAMEWORK
Total Number of Hours: 30

Content

Angular JS Framework
1. Controllers
2. Model
3. Views
4. Modules
5. Services
6. Routers
7. Data Binding
8. Expressions and Filters
9. Request and Response Transformation
10. Directives
11. Forms and Data Validation
12. Communicating with Server
13. Restful Web Services
14. Unit Testing

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SYLLABUS FOR

SHORT TERM COURSE IN IONIC APPLICATION DEVELOPMENT

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SHORT TERM COURSE IN IONIC APPLICATION DEVELOPMENT

Content

Ionic Application Development
1.Creating Tabs Layout
2. Ionic Routing (Lazy Loading)
3. String Interpolation
4. Property and Event Binding
5. Directives
6. Components
7. Fetching data from Backend
8. Ionic Grid System
9. Ionic CSS Variable
10. Build and Deploy

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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

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

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<center>**Section: D**</center>

- 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.*

<center>**Short Term Course in Cosmetology**</center>
<center>**Practical**</center>

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 CREATIVE AND GRAPHIC DESIGNING

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SHORT TERM COURSE IN CREATIVE AND GRAPHIC DESIGNING

PHOTOSHOP

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

1) Introduction to graphics, vector graphics & bitmaps
2) Understanding image size resolution
3) Relation between resolution, File sizes &output
4) Using Menu & Colour palettes
5) Concept of Path (Segment, Anchor, Curved, Closed, Open, Sub-path)
6) Working with Photoshop Tools
7) Working with Masks & Histogram

SECTION B

8) Importing & exporting images
9) Working with Layers, Channels & paths, Actions, History
10) Using navigator & Photoshop plugins.
11) Integrating with Webpages
12) Understanding Digital Images

Corel Draw

SECTION C

13) Using menus, Standard toolbar, Property Bar and Dialog Boxes
14) Drawing Rectangles, Ellipses, Polygons, Stars, Spirals & Graph paper
15) Drawing lines of all shapes & Sizes
16) Creating & Manipulating Text
17) Selecting and Transforming Objects

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18) Shaping Objects, Filling Objects, Outlining Objects

19) Object Ordering, Layers & the object Manager

20) Combining, Breaking Apart, Grouping, Ungrouping, Separating & Converting to Curves

SECTION D

21) Weld, Intersection & Trim

22) Aligning, Distributing, Copying, Pasting & Cloning

23) Enveloping & perspective, Extruding, Blending & Countering

24) Lens, Transparency& Power–clip

25) Colour–Management, Scanning and Auto Tracing

26) Importing & Opening Files, Exporting & Saving Files.

27) Page Setup, Printing, Styles, Templates & Scrapbooks

28) Creating Custom Arrowheads, Patterns, Symbols & Line Style

Suggestive Reading

1. **Kogent, "Simple Steps in Coreldraw"**

2. **Kogent, "Simple Steps in Photoshop"**

3. **White W. White, "The elements of Graphic Design"**

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SYLLABUS FOR

SHORT TERM COURSE IN HUMAN VALUES

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SHORT TERM COURSE IN HUMAN VALUES

मानवीय मूल्य

<div align="right">

कुल अंक – 50

समय – 3 घण्टे

</div>

प्रश्न पत्र बनाने वाले के लिए निर्देश –

क. भाग 'क' में कुल सात प्रश्न डाले जाएंगे और विद्यार्थी के लिए किन्हीं पांच प्रश्नों का उत्तर 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 उत्तर देना अनिवार्य होगा।

इकाई – I

(i) मानवीय मूल्यों से स•बन्धित 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।

स•बन्धित पुस्तकें

(i) त्रिपाठी – मानवीय मूल्य – न्यू ऐज पि्लशर्स, नई दिल्ली।

(ii) आर.आर. सांगल – मानवीय मूल्य – ए€सेल पि्लशर्स, 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 नैतिकत पि्लशर्स, नई दिल्ली।

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SYLLABUS FOR

SHORT TERM COURSE IN   PRE-PLACEMENT TRAINING

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SHORT TERM COURSE IN   PRE-PLACEMENT TRAINING

Course Overview and Context: Career skills can be said to incorporate all aspects of generic skills that include the cognitive elements associated with non-academic skills. Career skills are identified to be the most critical skills in the current global job market especially in a fast moving era of technology. So the basic aim of providing this training to students is to make them employable and to make students outshine in their professional lives.

Pedagogy
The pedagogy will be Class discussion through the mode of PPT or White board, Video Lecture

Course content:

(Syllabus)

Level : BASIC

Corporate expectations, Employee Expectations, Grooming and Etiquette, Hiring Process and Pre- Placement Presentation, Self-Analysis, Resume Building

	Competency	Number of Hours
1.	1. Introduction to the course(Presentation) and Ice-Breaking (Activity) 2. Corporate expectations, Employee expectations(CE Through presentation and EE through activity) 3. Grooming and Etiquette (Etiquette-Basic manners, formal conversation etiquette Formal and informal dressing)	5
2	4. Verbal and non verbal communication 5. Barriers to effective communication-activity: Chinese whisper 6. Preparing and delivering an oral presentation(My story, your face) 7. Students practice communication skills (Extempore) (Discussion on ways to improve communication by overcoming barriers, discussion on errors made during communication. Discussion on effective presentation and platform skills.)	5

3	9-10 Hiring Process and Pre-Placement Presentation(Discussion-Sharing Hiring process of companies)	5
4	Mock Test: Communication skills (Presentation by students: Trainer will evaluate the communication skills of students on the basis of their presentation)	5
5	11. Self Analysis(SWOT Analysis) 12. Resume- Meaning, Difference between CV and Resume 13. Writing a personalized resume, forming a right career objective, elements of resume(Resume and cover letter samples for students from naukri.com, monster.com, shine.com etc.)	5
6	14. Importance of Resume, Grouping elements of resume under the right heading, How to frame sub headings, using imperatives and correct vocabulary 15. Discussion on common errors and Resume cover letter Assignment of Resume(Students will submit their resume)	5

Course Contents:

Level: ADVANCED

Group Discussion, Interview skills and Self Management

	Competency	Number of Hours
1	. Group Discussion(Understanding the topic, group discussion etiquette, skills required for an effective group discussion) 17. Art of smart discussion, taking control of a conversation, Mock Group Discussion 18. Mock Group Discussion 19. Test of GD (Students participate in a group discussion and trainer evaluates.)	5

2	Interview skills-Interview etiquette, pre – interview preparation
	
	21. Types of Interviews
	    The Traditional Interview
	
	22. The Phone Interview
	    The Skype Interview (Types of interviews continued)
		5

3	23. Importance of Emotional Intelligence in Interviews 24. Descriptive thinking(Discussion about answering techniques) 25. Justification of Resume(Interactive session on interview questions related to justification of Resume	5

4	26. Questions related to knowledge, skills and attitude, utilizing opportunity
	27. Taking control of the interview, successful answering techniques
	
	28. Mock interview
	    sessions Interview
	    Questions Resume
	    based
	    HR based
	    Behavioral
		5

5	Mock Test of Interview Skills Continued(Students are interviewed and evaluated by the trainer.)	5
6	29. Self Management (Being Pro-Active, prioritization) 30. Planning, organizing, action plan, managing change 31. Values and ethics 32. Activity cum test(Students are able to set SMART goals , plan a course of action to achieve desired results, manage self and time.)	5

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SYLLABUS FOR

SHORT TERM COURSE IN SELF DEFENCE

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<center>**SHORT TERM COURSE IN SELF DEFENCE**</center>

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 STYLE

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SYLLABUS FOR

SHORT TERM COURSE IN SOFT SKILLS

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SHORT TERM COURSE IN SOFT SKILLS

Aim of the course:

The aim of the Soft Skills Training is to give each student a realistic perspective of work and work expectations, to help formulate problem solving skills, to guide students in making appropriate and responsible decisions, to create a desire to fulfill individual goals, and to educate students about unproductive thinking, self-defeating emotional impulses, and self- defeating behaviors.

Pedagogy
The pedagogy will be Class discussion through the mode of PPT or White board, Video Lecture

Course Contents:

Level: BASIC

SWOT / Training Need Analysis, Self Esteem, Self Respect, Self Belief and Confidence Building, Time Management, Goal Settings, Emotional intelligence

	Competency	No. of Hours
1.	SWOT and Training Need Analysis: What is SWOT; what, why, when, who, how questions; Video on SWOT, brainstorming in pairs and groups; Action plan based on personal SWOT	**5**
2.	Self Esteem, Self-respect, Self-belief and Confidence building: Difference between self esteem and self respect. Writing a love letter to yourself, how positive affirmations work, Toot your Horn – Listing down your positive traits	**5**
3.	Time Management and Goal Setting : What are Goals, Why we need them and How to Set Goals; How to stay focused, How to meet deadlines, Realistic vs Unrealistic goals, How to improve concentration; Prioritization, Elements of a goal: Specific, Measurable and completion time, Stress Management and Patience	**5**
4.	What is Emotional intelligence, Benefits of emotional intelligence 5 Dimensions of trait EI Model: Self awareness, Managing emotions, Motivation , Empathy, Social skills Determine your EQ	5

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5.	Self awareness: Seeing the other side, Giving in without giving up, Life positions Self regulating/ Managing emotions: Understanding emotions, Find your self control, using relaxation techniques Self Motivation: Optimism, Pessimism, The balance between optimism and pessimism Empathy: Barriers to empathy and developing your empathy	5
6.	Social Skills: making an impact, creating a powerful first impression, traits of a person with high social Skills	5

Course Contents:

Level: ADVANCED

Problem solving, Decision making, Mind mapping, Social courtesies, Netiquette and Communication skills

	Competency	No. of Hours
1	Problem Solving and Decision making: Ice breaker, Defining problem solving and decision making, Identification of problem, Problem solving in action What is mind mapping, Requirements to start mind mapping, Effective steps to mind mapping, Visualizing your mind map	5
2	Decision making: Types of decisions, Decision making traps, Facts vs information, Problem solving toolkit (Brainstorming and brain writing, Creative thinking methods), Ethical Paradox	5
3	Social Courtesies and etiquette : What are social skills, What is etiquette, A positive and lasting first impression(Grooming, Body language) , Introduction etiquette, The hand shake Small courtesies, Telephone etiquette, Table etiquette Netiquette: Email etiquette, Social media etiquette, Civility on the internet	5
4	Telephone etiquette Table etiquette Netiquette: Email etiquette, Social media etiquette, Civility on the internet	5

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5	Communication skills: Communication – Listening Skills, Being Assertive, How to respond, Body Language- Hand gestures, Posture, Facial Expression, Presentation and Public Speaking - Tone, Voice modulation, Speed, Clarity. Leadership speaking vs victim speaking	5
6	Communication skills: Communication –Presentation skills and Public Speaking - Tone, Voice modulation, Speed, Clarity. Leadership speaking vs victim speaking	5

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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 उॅत्तर देना अनिवार्य होगा। प्रत्येक प्रश्न छ: अंकों का होगा और भाग 'ख' में चार प्रश्न डाले जाएंगे जिनमें से किन्हीं दो का विस्तृत उॅत्तर 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।

स•बन्धित 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!

Principal
Hans Raj Mahila Maha Vidyalaya
Jalandhar City

HANS RAJ MAHILA MAHA VIDYALAYA, JALANDHAR

SYLLABUS FOR

SHORT TERM COURSE IN VERBAL ABILITY

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 time to time.

SHORT TERM COURSE IN VERBAL ABILITY

(Basic and Advanced)

Aim of the course:

The aim of the Verbal Ability course is to enable the students to express their ideas using English language in a clearly understandable manner.

Course Outcomes: At the end of the course the students should be able to

- *Speak language without grammatical flaws*

- *Frame complicated sentences*

- *Improve their pronunciation and avoid common mistakes*

- *Comprehend the spoken and written English better*

- *Gain the ability to communicate effectively with friends, employers, clients and customers and family members*

Pedagogy

The pedagogy will be Class discussion through the mode of PPTs, White board, Video Lecture, Audio Files, Role Plays and speaking and listening activities

Course Contents:

Level: BASIC

Parts of Speech, Tenses, Noun Verb Agreement, Direct Indirect Speech, Pronunciation, Apostrophe, Modal Verbs, Pronoun and Determiners, Listening, Vocabulary

	Competency	No. of Hours
1.	Verb Tenses: Basic Tense structure, Usage of all the tenses - Positive, Negative, Interrogative form, Story writing, Speaking Activities	**5**

2.	Subject-Verb Agreement: Plural noun plural verb, Plural noun singular verb, Countable uncountable nouns and their verb agreement, Composite subject, Indefinite pronouns Parallelism Errors, Redundancy errors, Modified errors	**5**
3.	Direct Indirect Speech: Reported speech for all the tense forms, use of modals in reported Speech, Reported speech in case of universal truth, habitual facts, proverbs, historical facts and improvable future conditions, Change of Pronoun, Indirect speech for Questions, Indirect speech for Questions which cannot be answered with a "yes" or "no"	**5**
4.	Pronunciation: International Phonetic Alphabet system, Voiced and Unvoiced Consonants, Minimizing mother tongue influence, How to break down works, Pronunciation audio and video clips, Recording and listening to yourself, Peer activity, 200 day to day words pronounced incorrectly	**5**
5.	Modal Verbs: Can, Could, (be) able to, may and might, have to and must, Had better Pronoun and Determiners : Myself, Yourself, Themselves, Much, any, little, few, a lot, a plenty, Both/Both of, Neither/ Neither of, Either/Either of Prepositions and Conjunctions: Although/Though/Even though, Unless, As long as, As if/as though/ like, During and While, On time, In time, At the end, In the end, Noun+Preposition, Verb+Preposition, Adjective+Preposition	**5**
6.	Vocabulary : Reading Tips, Making a journal, Writing tips, Using Merriam Webster the online dictionary with speaker, Mnemonics to aid memory, Flashcards, Situational Vocabulary Part 1	**5**

Course Contents:

Level: ADVANCED

Adjective and Adverbs, English Conditionals, Phrasal Verbs, Idioms, Vocabulary, Relative Clause, Gerund and Infinitive, Listening, Common Mistakes by Non-Natives

	Competency	**No. of Hours**
1	Relative Clause: Clause with and without – who/that/which; Whose/ Whom/ Where; Extra information clause; Ing clause Gerund and Infinitive: Verb +ing; Verb+to; Verb + object + to; Verb + ing + to, Verb + preposition + ing Apostrophe: The general rule for forming possessives – singular and plural noun; Shared or individual possessives; Possessives for time period, Possessives for non-living, Possessives for organizations, countries and earth, Possessive Pronouns	**5**
2	Adjectives and Adverbs: Three forms/ degrees of adjectives – Positive, Comparative, Superlative; Three degrees of adverbs; Usage -Quick/Quickly; Hard/ Hardly; So and such; Quite, pretty, rather and fairly; Still and Yet; Any more, Any longer Concept of word order – Verb+ object, place and time; Adverbs with the verb	**5**
3	English Conditionals: Zero Conditional- Present simple + Present simple, First Conditional – Present simple+ Will/Won't + Verb, Second conditional – Past simple + would + verb, Third Conditional – Past perfect + Would have + Past participle, Mixed Conditionals	**5**
4	Phrases : For Introductions, To show interest, For telephonic calls, Asking for information, For disagreeing, For agreeing, For invitation, To make a suggestion, Describing relationship, For complaining, For estimating and guessing, For cheering someone up Phrasal Verbs: Bring, Call, Come, Cut, Drop, Fall, Fill, Get, Give, Grow, Hand, Hold, Look, Put, Take, Turn, Pull	**5**
5	Vocabulary: Synonym and Antonym, Spot the error, Story writing , Jargons, Situational Vocabulary Part 2	**5**
6	Common Mistakes by Non-natives: Incorrect Omissions, Unnecessary Words, Misplaced words, Confused Words, Misused forms, For and since, wish, it's time, Prefer and Would rather, Inspite/Despite, Enough and too	**5**

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