

**HANS RAJ MAHILA MAHA VIDYALAYA  
JALANDHAR**

Syllabus

**Diploma in Communication Skills**

### Semester I

NSQF Level 4

QP: Assistant to PRO, Receptionist, Clerks

Total: 30 credits (General Credits: 12; Skill Credits: 18)

Paper No	Subjects	MM		Total	Credits		Contact Hours	Total
		Th	Pr		Th	Pr		
CS 101	Basics of Grammar	100	-	100	6	-	90 hrs	6 General
CS 102	Vocabulary	100	-	100	6	-	90 hrs	6 General
CS 103	Listening Skills	50	50	100	3	3	45 hrs 90 hrs	6 Skill
CS 104	Reading Skills	50	50	100	3	3	45 hrs 90 hrs	6 Skill
CS 105	Business Communication	100	-	100	6	-	90 hrs	6 Skill

### Semester II

NSQF Level 5

QP: Content Writer, News Reader, Career Counsellors, News Editors

Total: 30 credits (General Credits: 12; Skill Credits: 18)

Paper No	Subjects	MM		Total	Credits		Contact Hours	Total
		Th	Pr		Th	Pr		
CS 201	Non Verbal Communication	100	-	100	6	-	90 hrs	6 General
CS 202	Mass Communication	50	50	100	3	3	45 hrs 90 hrs	6 General
CS 203	Speaking Skills	50	50	100	3	3	45 hrs 90 hrs	6 Skill
CS 204	Writing Skills	100	-	100	6	-	90 hrs	6 Skill
CS 205	Training/Project Work	-	-	100		6		6 Skill

Paper – CS 101  
Basics of Grammar

Contact Hours: 90 hours

MM: 100

Instructions for the Paper Setters:

There will be three sections of the question paper. Nine questions of equal marks are to be set, three in each of the three sections. Questions can be sub-divided into parts. Candidates are required to attempt five questions, selecting at least one question from each section. Fourth and Fifth question can be attempted from any section.

Section A (30 hours)

- Parts of Speech: Noun, Pronoun, Verb, Adjective, Adverb, Preposition, Conjunction, Interjection.
- Tenses: Auxiliaries, Infinitive, Participle, Gerund

Section B (30 hours)

- Direct and Indirect Speech
- Active and Passive Voice

Section C (30 hours)

- Sentence: Types, Transformation, Synthesis
- Punctuation

Recommended Books:

1. A Comprehensive Grammar of Current English by Joseph, Biswas and Myall, IUP
2. BBC Compacta (English Core) Class 12, Brajindra book Company

## Paper – CS 102

### Vocabulary

Contact Hours: 90 hours

MM: 100

Instructions for the Paper Setters:

There will be three sections of the question paper. Nine questions of equal marks are to be set, three in each of the three sections. Questions can be sub-divided into parts. Candidates are required to attempt five questions, selecting at least one question from each section. Fourth and Fifth question can be attempted from any section.

Section A (30 hours)

- Word Formation
- One word Substitution

Section B (30 hours)

- Spellings
- Idioms and Proverbs

Section C (30 hours)

- Common Errors
- Homophones and Homonyms

Recommended Books:

1. A Comprehensive Grammar of Current English by Joseph, Biswas and Myall, IUP
2. Word Power Made Easy by Norman Lewis, Penguin Books

## Paper -103

### Listening Skills

Contact Hours: 45 hours

MM: 50

Instructions for the Paper Setters:

There will be three sections of the question paper. Nine questions of equal marks are to be set, three in each of the three sections. Questions can be sub-divided into parts. Candidates are required to attempt five questions, selecting at least one question from each section. Fourth and Fifth question can be attempted from any section.

Section A (20 hours)

- Process of Listening
- Types of Listening

Section B (20 hours)

- Skimming and Scanning
- Barriers

Section C (10 hours)

- Improving Listening Skills
- Feedback Skills

Recommended Books:

1. Communication Skills by Sanjay Kumar, Pushp Lata, OUP

### **Practical**

Contact Hours: 90 hours

MM: 40 (Practical) + 10 (Viva Voce)

The examiner will conduct the practical exam on the spot in the college

Activities: Listening to Pre-recorded audios and answering the questions based on them

## Paper – CS 104

### Reading Skills

Contact Hours: 45 hours

MM: 50

Instructions for the Paper Setters:

There will be three sections of the question paper. Nine questions of equal marks are to be set, three in each of the three sections. Questions can be sub-divided into parts. Candidates are required to attempt five questions, selecting at least one question from each section. Fourth and Fifth question can be attempted from any section.

Section A (20 hours)

- Process of Reading
- Types of Reading

Section B (10 hours)

- Skimming and Scanning
- Models of Reading

Section C (20 hours)

- Barriers
- Reading Skills and Strategies

Recommended Books:

1. Effective Business Communication by R.Pal and JS Korlahalli

### **Practical**

Contact Hours: 90 hours

MM: 40 (Practical) + 10 (Viva Voce)

The examiner will conduct the practical exam on the spot in the college

Activities: Reading Newspapers, Reading Comprehension

Paper – CS 105  
Business Communication

Contact Hours: 90 hours

MM: 100

Instructions for the Paper Setters:

There will be three sections of the question paper. Nine questions of equal marks are to be set, three in each of the three sections. Questions can be sub-divided into parts. Candidates are required to attempt five questions, selecting at least one question from each section. Fourth and Fifth question can be attempted from any section.

Section A (30 hours)

- Business Letters : Inquiry, Orders, Sales letter
- Notices

Section B (30 hours)

- Memorandums
- Report Writing

Section C (30 hours)

- Meetings
- Resume Writing

Recommended Books:

1. Effective Business Communication by R.Pal and JS Korlahalli
2. Technical Communication by Meenakshi Raman, Sangeeta Sharma, OUP
3. Effective Business Communication by Herta Murphy and Herbert Hildebrandt, Tata Mcgraw Hill

## Paper – CS 201

### Non Verbal Communication

Contact Hours: 90 hours

MM: 100

Instructions for the Paper Setters:

There will be three sections of the question paper. Nine questions of equal marks are to be set, three in each of the three sections. Questions can be sub-divided into parts. Candidates are required to attempt five questions, selecting at least one question from each section. Fourth and Fifth question can be attempted from any section.

Section A (30 hours)

- Kinesics : Eye Contact, Gestures, Facial Expressions
- Proxemics

Section B (30 hours)

- Paralanguage
- Body Language and Posture

Section C (30 hours)

- Interpersonal Skills and Non Verbal Communication
- Cultural Influence

Recommended Books:

1. Non Verbal Communication, Science and Applications Edited by David Matsumoto, Mark G. Frank, Hyi Sung Hwang, Sage Publishers
2. Body Language by Allan Pease, Sheldon Press
3. Soft Skills for Everyone by Jeff Butterfield, Cengage Learning

## Mass Communication

Contact Hours: 45 hours

MM: 50

Instructions for the Paper Setters:

There will be three sections of the question paper. Nine questions of equal marks are to be set, three in each of the three sections. Questions can be sub-divided into parts. Candidates are required to attempt five questions, selecting at least one question from each section. Fourth and Fifth question can be attempted from any section.

Section A (20 hours)

- Communication: Meaning, Nature, Need
- Process and Functions of Communication

Section B (20 hours)

- Mass Communication Channels: Print Media, Radio, TV, Cinema
- Technology and Media

Section C (10 hours)

- Changing Trends of Mass Communication in the globalized world
- Social Media and Ethics

Recommended Books:

1. Mass Communication in India by Kewal J. Kumar
2. Mass Communication by Uma Narula

### **Practical**

Contact Hours: 90 hours

MM: 40 (Practical) + 10 (Viva Voce)

The examiner will conduct the practical exam on the spot in the college

Activities: Writing Blogs, Anchoring, News stories

Paper – CS 203

Speaking Skills

Contact Hours: 45 hours

MM: 50

Instructions for the Paper Setters:

There will be three sections of the question paper. Nine questions of equal marks are to be set, three in each of the three sections. Questions can be sub-divided into parts. Candidates are required to attempt five questions, selecting at least one question from each section. Fourth and Fifth question can be attempted from any section.

Section A (20 hours)

- Types of Public Speaking
- Five Steps to Public Speaking

Section B (10 hours)

- Introduction to Phonetics
- Voice Modulation

Section C (20 hours)

- Methods of Delivery
- Group Discussion

Recommended Books:

1. The Art of Public Speaking by Dale Carnegie, Rupa Publications
2. Write to Speak by Mike Acker

**Practical**

Contact Hours: 90 hours

MM: 40 (Practical) + 10 (Viva Voce)

The examiner will conduct the practical exam on the spot in the college

Activities: Extempore, Prepared Speech, Group Discussion

Paper – CS 204

Writing Skills

Contact Hours: 90 hours

MM: 100

Instructions for the Paper Setters:

There will be three sections of the question paper. Nine questions of equal marks are to be set, three in each of the three sections. Questions can be sub-divided into parts. Candidates are required to attempt five questions, selecting at least one question from each section. Fourth and Fifth question can be attempted from any section.

Section A (30 hours)

- Process/Steps of Writing
- Note taking

Section B (30 hours)

- Essay Writing and Paragraph Writing
- Letter Writing

Section C (30 hours)

- Interpreting Graphs
- E- mails

Recommended Books:

1. Writing Skills: Success in 20 Minutes a Day by Judith F. Olson, Goodwill Pub

Students can undergo one month training in the related fields (Coaching centers, Media Houses) and submit a report for the same

Or

Students can prepare a project report choosing any topic related to the syllabus

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**Syllabus**

**Diploma in Applied Music and Dance**

**WORKING SCHEDULE**

Diploma	30+30=60 credits
Duration of the course	1 year
Eligibility	10+2 Pass in any stream

  
**Principal**  
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**Jalandhar City**

**SYLLABUS FOR DIPLOMA IN APPLIED MUSIC AND DANCE 2020-21**  
**SEMESTER-I**  
**NSQF LEVEL - 4**

Paper No.	Subjects	Marks		Total Marks	Credits		Total Credits
		Th.	Pr.		Th.	Pr.	
AMD 101	Basic Theory of Indian Music	50		50	3		3 Skill
AMD 102	Training of Applied Music		100	100		6	6 Skill
AMD 103	Study of Folk and Classical Dance	50		50	3		3 Skill
AMD 104	Stage Performance & Choreographically Skills		100	100		6	6 Skill
AMD 105	Communication Skills	75		75	6		6 General
AMD 106	Basic Computer Skills		75	75		6	6 General

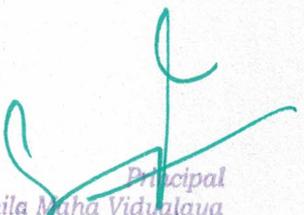
General Component : 12 Credits

Skill Component : 18 Credits

Total : 30 Credits

**Qualification Pack :-**

- Entrepreneur
- Freelance Artist
- Song recordist & Choreographer

  
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**AMD Paper 101**  
**Theory ( Basic Theory of Indian Music)**

Time : 3 hours

Marks : 50  
Credits : 3  
Hours : 45

**Note :** The examiner would set 8 questions and the students are required to attempt any five questions.

**UNIT - I**

Hours : 20

- (1) Knowledge of Bhatkhande Swarlipi Padhti
- (2) Definition of- Swara, Laya, Taala

**UNIT - II**

Hours : 25

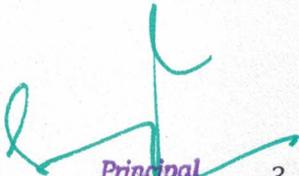
- (3 ) Notation of Raag Bilawal and Kalyan-
- (4) Notation of Taal Daadra and Kherva -
- (5) Life sketch of Surinder Kaur/Muhammad Rafi

**Reference Books**

Raag Parichay Bhag 1 to 4 By Harish Chandra Srivastava published by Indigo Books

Sangeet Shastra Darpan-1 to 2 Shanti Govardhan Pathak Publication

Sangeet Ratanavali By Ashok Kumar 'Yaman' Abhishek Publications

  
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**AMD PAPER 102**  
**PRACTICAL (TRAINING OF APPLIED MUSIC)**

Marks : 100  
Credits : 6  
Hours : 180

**Note :** The examiner may ask the students to perform any form of singing style prescribed in the syllabus on the spot. The examiner would judge the practical proficiency of the students from each section and file work will be of 20 marks.

**UNIT - I**

- (1) Playing and Singing of Alanknkaars based on That Bilawal, Khamaj, Kafi, Aasavari, Bhairavi and Bharav -
- (2) Playing and Singing of National Anthem and National song

**UNIT - II**

- (3) Playing and Singing minimum one Bhajan and one Shabad
- (4) Playing and Singing minimum one Folk song and one Soofi song

**UNIT - III**

- (5) Singing and Playing minimum 2 film song
- (6) Singing of Minimum one Gazal composition

**UNIT - IV**

- (7) Training of Raag Bilawal and Kalyan
- (8) Playing of Harmonium and Keyboard.

  
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**AMD PAPER 103**  
**STUDY OF FOLK DANCE AND CLASSICAL DANCE**

Time : 3 hours

Marks : 50  
Credits : 3  
Hours : 45

**Note :** Section A - 7 very short answer type questions should be set out of which 5 questions have to be attempted 2 x 5 = 10.

Section B - 5 long answer type questions should be set out of which 4 questions have to be attempted 4 x 10 = 40

**UNIT - I**

Hours : 15

- 1) Origin and characteristics of classical dance Kathak
- 2) Knowledge of folk dances of Punjab.

**UNIT - II**

Hours : 15

- 3) Aims and roll of dance in Society .
- 4) Comparison between Western dance forms and Classical dance forms.

**UNIT - III**

Hours : 20

- 5) Explanation of Taal and Laya in classical dance
- 6) Notation of teen Taal- Ek Gun, Do.Gun and Chow Gun layakare and its whole material-  
1-Tehai,  
1-Amad,  
1-Tora  
1-Kavit.  
1-Paran.
- 7) Notation of Nagma in teen taal.

**Reference Books**

- 1) Kathak Nritya Shiksha Part - I - Dr Puru DaDhech published by Bindu Prakashan.
- 2) folk Dance of Punjab - Aarohi Walia published by Lokgeet Prakashan Publishers.

**AMD Paper 104**

**(PRACTICAL) STAGE PERFORMANCE AND CHOREOGRAPHICALLY SKILLS**

Marks : 100  
Credits : 6  
Hours : 180

**Note :** The examiner may ask the students to perform any form of dancing style prescribed in the syllabus on the spot. The examiner would judge the practical proficiency of the students from each units and file work will be of 20 marks.

**UNIT - I**

1) Basic Components of Teen Taal (Notation)

1- Amad,

1- Tehai,

1-Tora,

1-Kavit,

1-Paran.

2) Dance Performance on any Bhajan

**UNIT - II**

3) Dance Performance on any Patriotic Song

4) Musical choreography

5) Knowledge and understanding of a range of Dance Styles

  
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**AMD Paper -105**  
**COMMUNICATION SKILLS**  
**(THEORY)**

Max Marks : 75  
Credits : 6  
Hours : 90

**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**

Hours : 15

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

**UNIT - II**

Hours : 20

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**

Hours : 30

**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**

Hours : 25

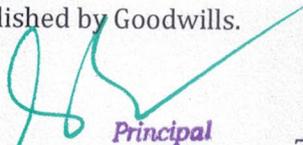
Resume, memo, notices etc.; outline and revision.

**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 published by Oxford.
2. *English Grammar in Use* (Fourth Edition) by Raymond Murphy, CUP published by Goodwills.

  
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## AMD Paper 106

### BASIC COMPUTER SKILLS

Marks : 75

Credits : 3

Hours : 45

**Note :** Examiner would ask the students to explain practically about the different components of computer. She will ask to perform practical related to the contents.

#### UNIT - I

Hours : 20

1. Brief history of computer and its latest updates
2. General awareness about input and output devices of computer
3. Data storage devices of computer

#### UNIT - II

Hours : 20

4. General knowledge about basic components of computer hardware
5. Knowledge of Microsoft word and power point presentation
6. Email working and attachment

#### **Reference Books :**

Playing Keyboard made easy (Volume 1) – Vanshika Verman Khere published by Notion Press.

Computer Basic – Kumar Bittu published by Top Brand

How Computers Work – Ron White published by BPB Publishers.

  
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## SYLLABUS FOR DIPLOMA IN APPLIED MUSIC AND DANCE 2020-21

### SEMESTER-II

### NSQF LEVEL - 5

Paper No.	Subjects	Marks		Total Marks	Credits		Total Credits
		Th.	Pr.		Th.	Pr.	
AMD 201	Theoretical Study of Indian Music	50		50	3		3 General
AMD 202	Training of Applied Music		100	100		6	6 Skill
AMD 203	Study of Different Components of Dance	50		50	3		3 General
AMD 204	Movements and Gestures		100	100		6	6 Skill
AMD 205	Advanced Computer Skills		75	75		6	6 General
AMD 206	Practical training/ Internship (6 Weeks) This Part of the course would be accomplished in professional houses such as radio, Doordarshan and recording studios the students after training would get certificate and submit a detailed report about training		75	75		6	6 Skill

General Component : 12 Credits

Skill Component : 18 Credits

Total : 30 Credits

#### Qualification Pack

- Accompanist (Public & Private)
- Music and Dance Mentor
- Wedding Choreography Planner

  
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**AMD Paper 201**  
**(Theory) THEORETICAL STUDY OF INDIAN MUSIC**

Time allotted : 3 hours

Marks : 50  
Credits : 3  
Hours : 40

**Note :** The examiner would set 8 questions and the students are required to attempt any five.

**UNIT - I**

Hours : 20

- (1) Life sketch of Bhai Surjan Singh and Hari Om Sharan
- (2) Life sketch of Lata Mangeshkar and Jagjit Singh

**UNIT - II**

Hours : 25

- (3) Notation of Raag Des and Vrindavani Sarang
- (4) Notation of Roopak Taal and Teen Taal

**Reference books**

Sangeet Bodh by Sharch Chandra shree dhar Paranjape published by Chaukhambha Vidya Bhawan Varanasi

Sangeet Visharad by Vasant Sangeet Karyalya Hathras

  
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**AMD Paper 202**  
**(PRACTICAL) TRAINING OF APPLIED MUSIC**

Marks : 100  
Credits : 6  
Hours : 180

**Note :** The examiner may ask the students to perform any form of singing style prescribed in the syllabus on the spot. The examiner would judge the practical proficiency of the students from each unit and file work will of 20 marks.

**UNIT - I**

- (1) Playing and Singing of Alankaars based on Thaata Kalyan, Marwa, Poorvi and Tori
- (2) Singing and Playing minimum one patriotic and one motivational song

**UNIT - II**

- (3) Playing and Singing minimum one English song
- (4) Singing and Playing minimum one Bhajan and one Shabad based on Raag

**UNIT - III**

- (5) Singing minimum two Folk songs
- (6) Singing minimum two film songs based on traditional folk

**UNIT - IV**

- (7) Playing and singing minimum two compositions of Gazal
- (8) Training of Playing Guitar Instrument

  
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**AMD Paper 203**  
**(THEORY) STUDY OF DIFFERENT COMPONENTS OF DANCE**

Time : 3 hrs.

Marks : 50  
Credits : 3  
Hours : 45

**Note :** Section A - 7 very short answer type questions should be set out of which 5 questions have to be attempt  $2 \times 5 = 10$ .

Section B – 5 long answer type questions should be set out of which 4 questions have to be attempt  $4 \times 10 = 40$

**UNIT - I**

Hours : 15

- Q1. Role of Music Vocal and Music Instrument in Dance.  
Q2. A Sanyukta hasta Mudras based on Abhinaya darpan

**UNIT - II**

Hours : 15

- Q3. Knowledge of folk dances of Rajasthan.  
Q4. Historical background of theater and its important in dance.

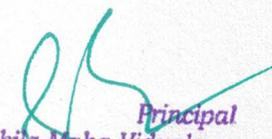
**UNIT - III**

Hours : 20

- Q5. Comparison between folk dance and classical dance  
Q6. Importance of Team Spirit Leadership skills, Synergy and Team Building  
Q7. Importance of Costumes, Make-up , Props, light and Sound far dance Performance

**Reference Books Sem II**

- 1) Kathak Nritya Shiksha Part - I - Dr Puro DaDhech published by Bindu Parkashan  
2) Kathak Nritya – Dr Laxminarayan Garg Sangeet Karyalaya Hathras

  
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**AMD Paper 204**  
**(PRACTICAL) MOVEMENTS AND GESTURES**

Marks : 100  
Credits : 6  
Hours : 180

**Note :** The examiner may ask the students to perform any form of dancing style prescribed in the syllabus on the spot. The examiner would judge the practical proficiency of the students from each unit and file work will be of 20 marks.

**UNIT - I**

1. Basic Study of Movements and Gestures In different Dance styles (Classical Dance and folk dance)
  - i) Hand Movements
  - ii) Foot Movements
  - iii) Facial Expressions
  - iv) Over all Gestures

**UNIT - II**

2. Padant of Rupak taal with its layakarries. Ek gun, Do-gun, Chow-Gun.
  - i) Tehai -
  - ii) Amad -
  - iii) Tora
  - iv) Kavita -
  - v) Paran -

  
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**AMD Paper 205**  
**(Practical) Advanced Computer Skills**

Marks : 75  
Credits : 6  
Hours : 180

**Note :** Examiner would ask the students to explain practically about the different components of computer. He/she may ask to practical project related to the content.

**UNIT - I**

1. Sound recording and editing
2. Knowledge of sound recording software such as SOUND FORGE, Sony Vegas(Vegas Pro), Nuendo Cubase etc.

**UNIT - II**

3. Knowledge of data management such as making of folder and files
4. Knowledge about Midi keyboard and software of synthesized sounds

**UNIT - III**

5. Knowledge of using online platforms such as Facebook, YouTube, Google meet and Skype.
6. Knowledge about multi track recording
7. Awareness about the available music playback software for different formats

**Reference Books :**

Playing Keyboard made easy (Volume 1) – Vanshika Verman Khere published by Notion Press

Computer Basic – Kumar Bittu published by Top Brand.

How Computers Work – Ron White published by BPB Publications.

  
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**AMD Paper 206**

**Practical training/ Internship (6 Weeks)**

(75- Marks)

Training/Internship would be accomplished in professional houses such as Radio, Doordarshan and Recording Studios and students will submit a detailed report about training.

  
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**HANS RAJ MAHILA MAHA VIDYALAYA**  
**JALANDHAR**

**Syllabus**  
**For**  
**DIPLOMA IN COOKING AND CATERING MANAGEMENT**  
Session (2020-2021)

**WORKING SCHEDULE**

Diploma	30+30=60 credits
Duration of the course	1 year
Eligibility	10+2 Pass in any stream

## Semester-1

NSQF LEVEL: 4

PAPER	SUBJECTS	M MARKS		TOTAL	CREDITS		TOTAL CREDITS
		TH.	Pr.		TH.	Pr.	
CCM 101	Communication skills	75	-	75	6	-	6 (General)
CCM 102	General Punjabi	75	-	75	6	-	6 (General)
CCM 103	Basic foods and nutrition	50	50	100	3	3	6 (Skill)
CCM 104	Basic food production	40	60	100	2	4	6 (Skill)
CCM 105	Craft Bakers	50	50	100	3	3	6 (Skill)
<b>TOTAL</b>		-	-	<b>450</b>			

### Credit scheme

General component - 12 credits

Skill component - 18 credits

Total - 30 credits

### QUALIFICATION PACK:

- CRAFT BAKER
- CHEF
- BAKING TECHNICIAN

**CCM-101**  
**Communication skills (Theory)**

**Time: 3hrs**

**Max.Marks:75**

**Credits: 6**

**Hours: 90**

**Instructions for the paper setter:-**

Eight questions of equal marks (specified in 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.

**Contents**

**Section-A**

**Hours: 15**

**Reading skills:** reading tactics and strategies; reading purposes- kinds of purposes and associated comprehension; reading for direct meanings.

**Section-B**

**Hours: 20**

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**

**Hours: 30**

**Writing skills:** Guidelines for effective writing:

- writing styles of application
- personal letter
- official Letter
- Business letter.
- advertisements

**Activities:**

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

## **Section-D**

**Hours: 25**

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

### **Reference books:**

- Guide to effective writing and speaking by John Seely, Published by: Oxford
- Advanced writing skills by D.S Paul, Published by: Goodwill's

**CCM-102**  
**GENERAL PUNJABI**  
**(THEORY)**

ku`1 AMk: 75

ਸਮਾਂ. 3 ਘੰਟੇ

ਕ੍ਰੈਡਿਟ - 6  
ਘੰਟੇ - 90

**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 ਇੱਕ 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 ਵਿੱਚ ਕਰ ਸਕਦਾ ਹੈ।

**ਪਾਠ-ਕ੍ਰਮ ਅਤੇ ਪਾਠ-ਪੁਸਤਕਾਂ**

**ਸੈਕਸ਼ਨ-ਏ**

ਘੰਟੇ: 20

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

**ਸੈਕਸ਼ਨ-ਬੀ**

ਘੰਟੇ : 15

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

**ਸੈਕਸ਼ਨ-ਸੀ**

ਘੰਟੇ: 25

- (ੳ) ਪੇਰਾ ਰਚਨਾ  
(ਅ) ਪੇਰਾ ਪੜ੍ਹ ਕੇ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ।

**ਸੈਕਸ਼ਨ-ਡੀ**

ਘੰਟੇ: 30

- (ੳ) **ਪੰਜਾਬੀ ਧੁਨੀ ਵਿਉਂਤ** : ਉਚਾਰਨ ਅੰਗ, ਉਚਾਰਨ ਸਥਾਨ ਤੇ ਵਿਧੀਆਂ, ਸਵਰ, ਵਿਅੰਜਨ,  
ਸੁਰ-ਪ੍ਰਕਾਸ਼।  
(ਅ) **ਭਾਸ਼ਾ ਵੰਨਗੀਆਂ** : ਭਾਸ਼ਾ ਦਾ ਟਕਸਾਲੀ ਰੂਪ, ਭਾਸ਼ਾ ਅਤੇ ਉਪ-ਭਾਸ਼ਾ ਦਾ ਅੰਤਰ, ਪੰਜਾਬੀ  
ਉਪਭਾਸ਼ਾਵਾਂ ਦੇ ਪਛਾਣ-ਚਿੰਨ੍ਹ।

**Reference Books:** pMjwbIBwSwivigAwn; suKivMdrisMGsMGw

**CCM-103**  
**BASIC FOOD AND NUTRITION**  
**(Theory)**

**Time: 3hrs**

**Max.Marks:50**  
**Credits: 3**  
**Hours: 45**

**Instructions for the paper setter: -**

There will be nine questions carry equal marks are to be set, three in each section. Question may be divided into subparts. Candidates are required to attempt five questions, selection at least one question from each section. Fourth and fifth question may be attempted from any section.

**Contents**

**Section-A**

**Hours: 15**

- Importance and functions of food: Physiological, Psychological, Social
- Essential food Constituents: Carbohydrates, Proteins and Fats; functions, sources, requirements and Deficiency and excess.
- Methods of cooking: Boiling, steaming, frying, baking, roasting and micro-wave cooking.

**Section-B**

**Hours:10**

- Food nutrients: Functions, recommended allowances, deficiency and sources of:
  - a) Vitamins– B-1, B-2, Niacin, A, C, D
  - b) Minerals–Calcium, Iron, Iodine
- Retention of the maximum nutritive value during cooking
- Enhancement of nutritive value of food

**Section-C**

**Hours:20**

- Food Preservation: Definition, Importance & Principles. Causes of food spoilage.
- Household methods of preservation. Sun drying, use of salt, oil, spices, sugar & chemical preservatives.
- Preservation by high temperature and low temperature.

**Reference books:**

- Food Processing and Preservation by G Subulakshmi and Shobha A Udipi. Published by: New Age International
- Fruit and vegetable preservation by R.P. Srivastava and Sanjeev Kumar. Published by: International Book Distributing Company

**Basic Food And Nutrition  
(Practical)**

**Time: 3hrs**

**Maximum Marks:50**

**Credits: 3**

**Hours: 90**

**Instructions:** Paper will be set on the spot. There will be 2 practical carry equal marks are to be set from each section. Viva-voce and file work will be of 5 marks each.

**Section-A**

1. Preparation of minimum of three dishes by using various methods of cooking

- Boiling
- Steaming
- Baking
- frying (deep & shallow)
- roasting with different food groups e.g. cereal, pulses & vegetables groups and their combinations.

**Section-B**

2. Food Preservation-

- Pickle- 3 varieties
- Chutneys- 3 varieties
- Jams- 2 varieties
- Squashes- 2 varieties
- Sherbets- 2 varieties
- Sauces- 2 varieties

**CCM-104**  
**BASIC FOOD PRODUCTION**  
**(Theory)**

**Time: 3hrs**

**Max.Marks:40**

**Credits: 2**

**Hours: 30**

**Instruction for the paper setter:-**

There will be nine questions carry equal marks are to be set, three in each section. Question may be divided into subparts. Candidates are required to attempt five questions, selection at least one question from each section. Fourth and fifth question may be attempted from any section.

**Contents**

**SECTION-A**

**Hours: 10**

- Introduction to cookery
- Methods of cooking: Radiation, Conduction, Convection, Induction, Moist Heat Methods, Dry Heat Methods, Medium of Fat

**SECTION-B**

**Hours: 15**

- Preparation of vegetables and fruits cookery  
Classification of vegetables and fruits  
Quality criteria for checking freshness of vegetables and fruits  
Uses of vegetables and fruits  
Nutritional contribution of vegetables and fruits in diet  
Identification of various cuts of vegetables and fruits  
Effect of heat on colour, texture and flavour of vegetables  
Ways to preserve nutrients while processing of vegetables and fruits

- Preparation of soup

**SECTION-C**

**Hours: 5**

- Preparations of salads: Vegetable salad, Fruit salad, Pasta salad, Protein salad
- Preparations of sandwiches

**Reference Books:**

- Text book of Food production: Basic training kitchen by Vikas Singh and Subhadip Mujumdar Published by: Aman publications.
- Food production operations by Parvinder S. Bali. Published by: Oxford

## **BASIC FOOD PRODUCTION** **(Practical)**

**Time: 3hrs**

**Max. Marks:60**

**Credits: 4**

**Hours: 120**

**Instructions:** Paper will be set on the spot. There will be 3 practical carry equal marks are to be set from each section. Viva-voce will be of 5 marks. File work will be of 10 marks.

### **Section-A**

- 1) Different type of cooking by using following methods
  - Radiation
  - Conduction
  - Convection
  - Induction
  - Moist heat
  - Dry heat
  - Medium of fat

### **Section-B**

- 2) Preparation of soup
  - Carrot soup
  - Vegetable soup
  - Sweet corn soup
  - Tomato soup
  - Mushroom soup
  - Pea soup
  - manchow soup
  - hot and sour soup
- 3) Preparation of salads with different dressing
  - Vegetable salad
  - Fruit salad
  - Pasta salad
  - Protein salad
  - Apple walnut salad
  - Mixed bean salad

### **Section-C**

- 4) Food presentation
  - Balance
  - Portion size
  - Temperature
  - Plate presentation
- 5) Garnishes
  - Use of tool
  - Different type of garnishes

**CCM-105**  
**CRAFT BAKERS**  
**(Theory)**

**Time: 3hrs**

**Max.Marks:50**  
**Credits: 3**  
**Hours: 45**

**Instruction for the paper setter:-**

There will be nine questions carry equal marks are to be set, three in each section. Question may be divided into subparts. Candidates are required to attempt five questions, selection at least one question from each section. Fourth and fifth question may be attempted from any section.

**Contents**

**SECTION-A**

**Hours: 10**

**Introduction**

- Food Processing,Sub Sectors Of Food Processing Industry. Roles And Responsibilities Of Craft Baker

**Organizational Standards and Norms**

- Various Norms and Procedures Followed In The Organization
- Food Safety Hygiene Standards To Follow In A Work Environment

**SECTION-B**

**Hours: 15**

**Maintain work area and machineries**

- Materials and Equipment Used In The Cleaning And Maintenance Of The Work Area
- Common Detergents and Sanitizers Used In Cleaning
- Different Types of Maintenance Procedures

## **SECTION-C**

**Hours: 20**

### **Food Microbiology**

- Types of Food Microbes.
- Causes for Food Spoilage.
- Process for Food Spoilage.
- Criteria to Check Food Spoilage.

### **Food Safety, Hygiene and Sanitation**

- Importance of Safety,
- Hygiene and Sanitation in Food
- Processing Industry
- Industry Standards to Maintain A Safe and Hygiene Workplace
- HACCP Principles to Eliminate Food Safety Hazards in The Process and Products
- Safety Practices in The Work Area

#### **Reference Books:**

- Food hygiene and Sanitation by S. Roday. Published by: McGraw Hill education.
- Food safety management by Y. Motarjemi and Huub Lelieveld published by: Book Aid International

**CRAFT BAKERS**  
**(Practical)**

**Time: 3hrs**

**Max. Marks:50**

**Credits: 3**  
**Hours: 90**

**Instructions:** Paper will be set on the spot. There will be 2 practical carry equal marks are to be set from each section. Viva-voce and file work will be of 5 marks each.

**Section-A**

- 1) Develop Different Type of Design by Using Piping Bags.
- 2) Mixing and Preparing Of Dough
- 3) Fermenting and Proofing Dough
- 4) Rolling, Shaping, Cutting and Moulding Biscuit and Cookies

**Section-B**

- 5) Preparation of Cakes
- 6) Preparation of Biscuits.

**Semester-II**  
**NSQF LEVEL- 5**

PAPER	SUBJECTS	M MARKS		TOTAL	CREDITS		TOTAL
		TH.	PR.		TH.	PR.	
CCM 201	Basics of Computer	50	50	100	3	3	6 (General)
CCM 202	Apprentice Food Production	100	-	100	3	-	6 (General)
CCM 203	Indian Culture And Tradition	40	60	100	2	4	6 (skill)
CCM 204	Plant Baker	50	50	100	3	3	6 (skill)
CCM 205	Practical training/internship 6 weeks	-	-	100	6		6 (skill)
<b>TOTAL</b>				<b>500</b>			

**Credit scheme**

General component	-	12 credits
Skill component	-	18 credits
Total	-	30 credits

**Qualification package**

- Plant baker
- Entrepreneurship
- Catering officer
- Manager and supervisor

**CCM-201**  
**BASICS OF COMPUTER**  
**(THEORY)**

**Time: 3 hours**

**Maximum marks: 40**

**Credits: 3**

**Hours: 45**

**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**

**Hours:10**

**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**

**Hours:10**

**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**

**Hours:10**

**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**

**Hours:15**

**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.

**Reference book:** Fundamentals of computer by V. Rajaraman. Published By: Prentice-Hall of India

**CCM-202**  
**Apprentice Food Production**  
**(Theory)**

**Time: 3hrs**

**Max.Marks:100**

**Credits: 6**

**Hours: 90**

**Instruction for paper setter: -**

There will be nine questions carry equal marks are to be set, three in each section. Question may be divided into subparts. Candidates are required to attempt five questions, selection at least one question from each section. Fourth and fifth question may be attempted from any section.

**Content**

**Section-A**

**Hours:30**

- Concept in productivity. Quality tools and labour welfare legislation.
- Cleanliness and hygiene of kitchen area.
- Personal hygiene and implement statutory provision of disposal of waste food.

**Section-B**

**Hours: 30**

- Do's and don'ts in the food production department.
- Different methods of cooking such as boiling, steaming, grilling, roasting, poaching, frying.
- Preparation and cooking of Indian, Chinese, continental, bakery and pastry etc.

**Section-C**

**Hours: 30**

- Different types of hotels.
- Concept of A La carte and bulk cooking.
- Pot washing techniques and methods of cleaning various utensils and their maintenance.

**Reference book:** The Apprentice: My Life in the Kitchen By Jacques Pepin. Published by: Anthony Bourdain.

**CCM-203**  
**INDIAN CULTURE AND TRADITION**  
**(Theory)**

**Time: 3hrs**

**Max.Marks:40**

**Credits: 2**

**Hours: 30**

**Instruction for paper setter: -**

There will be nine questions carry equal marks are to be set, three in each section. Question may be divided into subparts. Candidates are required to attempt five questions, selection at least one question from each section. Fourth and fifth question may be attempted from any section.

**Content**

**Section-A**

**Hours: 10**

Festivals celebrated in India and festival Cuisine

- Navroze (parsi)
- Baisakhi
- Padwa
- Navratri
- Onam
- Pongal
- Id
- Holi
- Diwali
- Easter
- Christmas

**Section-B**

**Hours: 5**

Occasion and Ceremony food

- Wedding
- Fasting
- Birthday Parties

**Section- C**

**Hours: 15**

Food destination of India

- Street Food
- Indian Eating habits and serving styles

**Reference Book**

- The Indian Pantry by Vir Sanghvi. Published by: Penguin Random House India

## INDIAN CULTURE AND TRADITION

(Practical)

**Time: 3hrs**

**Max. Marks:60**

**Credits :4**

**Hours: 120**

**Instructions:** Paper will be set on the spot. There will be 2 practical carry equal marks are to be set from each section. Viva-voce and file work will be of 5 marks each.

### Section-A

1. Preparation of Indian street food from different states.
2. Indian Eating habits and serving styles

### Section-B

3. Preparation of Festivals foods of India
  - Navroze (parisi)
  - Baisakhi
  - Padwa
  - Navratri
  - Onam
  - Pongal
  - Id
  - Holi
  - Diwali
  - Easter
  - Christmas

**CCM-204**  
**PLANT BAKERS**  
**(Theory)**

**Time: 3hrs**

**Max.Marks:50**

**Credits: 3**

**Hours: 45**

**Instruction for the paper setter:-**

There will be nine questions carry equal marks are to be set, three in each section. Question may be divided into subparts. Candidates are required to attempt five questions, selection at least one question from each section. Fourth and fifth question may be attempted from any section.

**Contents**

**Section-A**

**Hours: 10**

**Introduction**

- Food Processing,Sub Sectors Of Food Processing Industry .Roles And Responsibilities Of Craft Baker

**Organizational Standards and Norms**

- Various Norms and Procedures Followed In The Organization
- Food Safety Hygiene Standards To Follow In A Work Environment

**Section-B**

**Hours: 15**

**Maintain work area and machineries**

- Materials and Equipment Used In The Cleaning And Maintenance Of The Work Area
- Common Detergents and Sanitizers Used In Cleaning
- Different Types of Maintenance Procedures

**Section-C**

**Hours: 20**

**Food Microbiology**

- Types of Food Microbes.
- Causes for Food Spoilage.
- Process for Food Spoilage.
- Criteria to Check Food Spoilage.

**Food Safety, Hygiene and Sanitation**

- Importance of Safety,
- Hygiene and Sanitation in Food Processing Industry
- Industry Standards to Maintain A Safe and Hygiene Workplace
- Hacci Principles to Eliminate Food Safety Hazards in The Process and Products
- Safety Practices in The Work Area

**Reference Books:**

- Food hygiene and Sanitation by S. Roday. Published by: McGraw Hill education.
- Food safety management by Y. Motarjemi and Huub Lelieveld published by: Book Aid International

**PLANT BAKERS**  
**(Practical)**

**Time: 3hrs**

**Max. Marks:50**

**Credits: 3**

**Hours: 90**

**Instructions:** Paper will be set on the spot. There will be 2 practical carry equal marks are to be set from each section. Viva-voce and file work will be of 5 marks each.

**Section-A**

- 1) Develop Different Type of Design by Using Piping Bags.
- 2) Mixing and Preparing of Dough
- 3) Fermenting and Proofing Dough
- 4) Rolling, Shaping, Cutting and Moulding Biscuit and Cookies

**Section-B**

- 5) Preparation of Cakes
- 6) Preparation of Biscuits.