

HANSRAJMAHILAMAHAVIDYALAYA,JALANDHAR



SYLLABUSFOR

CERTIFICATE COURSE IN FASHION DESIGNING (Semester I)

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

**PAPER 101-PATTERNMAKING
(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, A-line frock.

Module III

Pattern making, layout and cutting of boy's shirt, 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

PAPER102-GARMENTCONSTRUCTION

(Practical)

Time:4Hours

Max.Marks:150

Instructionstotheexaminer:Studentsarerequiredtoconstructanyonegarment.Basicfoundationpatterncanbeused.

ModuleI

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

ModuleII

StitchingofJhabla,Bloomer, Aline frock

ModuleIII

Stitchingofboy'sbushirt,boy'sshorts

ModuleIV

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 bedesignedbythe student.Itshouldbepickedupfromthecollectionofillustrationwork.

ModuleV

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 bedesignedbythestudent.Itshouldbe pickedupfromthecollectionofillustrationwork.

ModuleVI

PartyWear:Layout,cuttingandstitchingofapartyweardressforgirlaged7to8years,Layout,cutti ngandstitchingofapartyweardressforboyaged7to8years,Thedresstobe designed by the student. It should be picked up from the collection of illustration work.**References:**

1. CarrHarold&LathamBarbara,“TheTechnologyofClothingManufacture”,OxfordPub.US A, 1994.
2. CookingG,“IntroductiontoClothingManufacture”,Blackwell Science, UK,1991.
3. WinfredAldrich,MetricPatternCutting,BlackwellScience,UK

PAPER103-BASICSOF DESIGN

(Practical)

Time:4Hours

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 croquis boy and girl, Make poses, face, arms, legs, hands, hairstyle, features, feet.

Module IV

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

Module V

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

Module VI

Board Formation: Moodboard, Presentation sheets, fabric samples

References:

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

PAPER104-CONCEPTOFFASHIONANDTEXTILES

(Theory)

Time:3Hours

Max.

Marks:100InstructionsforthePaperSetters:-Eightquestionsofequalmarks(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.

ModuleI&II

DesignIdea:

Knowledgeofdifferenttypesofnecklines,collars,skirts,silhouettes,trousers and trimmings.

ModuleIII&IV

Basics of Textiles: Knowledge of different fabric making techniques: weaving, knitting,nonwovens,braidsandlaces.Traditionaltextiles:ikat, patola,kalamkari,sanganeri,brocades,baluchari,poonam,pitambhar,kota,chanderi,maheshwari,paithani,and baluchari.

ModuleV&VI

FashionTerminology&Concepts:Fad,classics,readytowear,houtecouture,style,trend,prêtàporter, andsilhouette.Fashion principles.

References:

1. AjgaonkarD B,“KnittingTechnology”,UniversityPublishingCo-operation,Mumbai.
2. BrackenburyTerry,“KnittingClothingTechnology”,BlackwellScience,UK.
3. SpancerDavidJ,“KnittingTechnology”,PergemanPress

PAPER105-COMPUTERS

(Practical)

Time:3Hours

Max.Marks:100

InstructionstotheExaminer:Questionpaperwillhaveonequestionfromeachunit.Each question will carry equal marks

ModuleI

Basics of Information Technology: Development in the computers, History of computers, Modem history- Type and computer generations, Shapes/Types of computers (Supercomputers, 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, Wordcount, 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.

PAPER106-WORKSHOP

(Practical)

Time:3Hours

Max.Marks:100

Instructionstotheexaminer:Theexaminerwillsetonequestionfromeachmodule.Questionsmayhave sub-parts

ModuleIWorkshop

onExternal:BasicStitchesofHand Embroidery

Internal:Weaving

Module

IIWorkshoponExternal:Machinedemonstration

Internal: Yarncraft

Module

IIIWorkshoponExternal:Knittingtechnology

Internal:Renderingtechniques.

ModuleIV

WorkshoponExternal:Tshirtdesigningofkidsagegroup(0-14)

Internal:Collagemaking

ModuleV

WorkshoponExternal:Fabricstudy

Internal: Handknittingandcrochet

Module

VIWorkshoponExternal:Stitchingofknits

Internal: accessorydesigningfor kids

References

1. AnandM.R..“TextilesandEmbroideriesofIndia”,MargPublications, Bombay.
2. NaikS.“TraditionalEmbroideriesofIndia”,APHPublishingCorporation,NewDelhi.
3. MathewA.“Vogue DictionaryofCrochet Stitches”,Davidand Charles,London.
4. SnookB..“CreativeArtofEmbroidery”,NumbleyPub.Group Ltd.,London.

PAPER107-COMMUNICATION SKILLS-I

(Theory)

Time:3Hours

Max.Marks:100

Instructionsfortheexaminer

Thequestionpaperwillconsistofobjective(40marks)andsubjective(60marks)questionscarrying100 marksin total.

Twoobjectivequestionsfrompart-1(Communication)andpart-2(Comprehension)willbe set carrying20 marks,10 each

Sixquestionswillbesetfrompart2,3and4

i.e.Readingskills,WritingskillsandGrammarcarrying30 marks5 markseach

Communication:Introduction,Basicformsofcommunication,Barriers.

ReadingSkills:Introduction,Readingpurposes-

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

PAPER108-PUNJABI/BASICPUNJABI

Theory

Time:3Hours

Max.Marks:100

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SYLLABUSFOR

Certificate Course in Applied Music and Dance

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SYLLABUS FOR DIPLOMA IN APPLIED MUSIC AND DANCE 2020-21
SEMESTER-I

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

AMD Paper 101
Theory (Basic theory of Indian Music)

Time : 3 hours

Marks : 50

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

- (1) Knowledge of Bhatkhande swarlipi padhti
- (2) Definition of- Swara, Laya, Taala
- (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

Sangeet shastra darpan-1 to 2 Shanti Govardhan

Sangeet Ratanavali By Ashok Kumar 'Yaman'

AMD PAPER 102
PRACTICAL (TRAINING OF APPLIED MUSIC)

Marks : 100

Note : The examiner may ask the students to perform any form of singing style prescribed in the syllabus. The examiner would judge the practical proficiency of the students.

- (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
- (3) Playing and Singing minimum one Bhajan and one Shabad
- (4) Playing and Singing minimum one Folk song and one Soofi song
- (5) Singing and Playing minimum 2 film song
- (6) Singing of Minimum one Gazal composition
- (7) Training of Raag Bilawal and Kalyan
- (8) Playing of Harmonium and Keyboard.

AMD Paper 103
STUDY OF FOLK AND CLASSICAL DANCE

Marks : 50

Time : 3 hrs.

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

- 1) Origin and characteristics of classical dance Kathak
- 2) Knowledge of folk dances of Punjab ..
- 3) Aims and roll of dance in Society .
- 4) Comparison between Western dance forms and classical dance forms.
- 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 Puro DaDhech
- 2) folk Dance of Punjab - Aarohi Walia.

AMD Paper 104

(PRACTICAL) STAGE PERFORMANCE AND CHOREOGRAPHICALLY SKILLS

Marks : 100

Note : The examiner may ask the students to perform any form of dancing style prescribed in the syllabus. The examiner would judge the practical proficiency of the students.

- 1) Basic Components of Teen Taal (Notation)
 - 1- Amad,
 - 1- Tehai,
 - 1-Tora,
 - 1-Kavit,
 - 1-Paran.
- 2) Dance Performance on any Bhajan
- 3) Dance Performance on any Patriotic Song
- 4) Musical choreography
- 5) Knowledge and understanding of a range of Dance Styles

AMD Paper -105
COMMUNICATION SKILLS
(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

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

SY
Paper 1
AMD
A

AMD Paper 106
BASIC COMPUTER SKILLS

Marks : 75

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.

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
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 Khare

Computer Basic – Kumar Bittu

How Computers Work – Ron White

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**SYLLABUS FOR
DIPLOMA COURSE IN FASHION DESIGNING
(Semester II)**

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DIPLOMA COURSE IN FASHION DESIGNING (SEMESTER II)

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

Time: 4 Hours

Max. Marks: 150

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

Distribution of marks

File Submission 50 marks (internal)

Exam 100 marks (external)

Module I: Basics of Pattern Making <ul style="list-style-type: none">• Pattern making tools and their use• How to take measurements• Basic bodice front and back• Basic sleeve	Module IV: collars <ul style="list-style-type: none">• Peterpan• Sailors• Mandrin• Shirt• Convertible• Shawl
Module II: Dart manipulation by slash and spread and pivot method <ul style="list-style-type: none">• Two dart• Single dart• Dart to flare• Dart to princess line• Dart to yoke• Dart to multiple darts	Module V and VI <ul style="list-style-type: none">• Basic skirt• Casual dress• Salwar suit
Module III: sleeve variation <ul style="list-style-type: none">• 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. Winifred Aldrich, Metric Pattern Cutting, Blackwell Science, UK

PAPER110-GARMENT CONSTRUCTION

(Practical)

Time:4Hours

Max.Marks:150

Instructionsto theexaminer:Studentsarerequired to constructany onegarmentwith atleast4 designfeatures.Basicfoundation patterncan beused.

Distributionofmarks:

Garment Submission50 marks

(Internal)Exam 100marks(External)

Practicalpaperwillbesetonthespot bythe examiner

ModuleI:Basics <ul style="list-style-type: none">• Samplesof<ul style="list-style-type: none">○ biasfacing○ biasbinding○ shaped facing○ placket○ darts○ basicsleeveanditsattachmentto bodice	ModuleIV:Skirt <ul style="list-style-type: none">• Slimskirt• Skirtwithyokeand gathers/pleats
ModuleII:Collars <ul style="list-style-type: none">• Peterpancollar• Convertible• Shawlcollar• Shirtcollar	ModuleV:WesternCasualDress <p>Stitchingofanyoneselfdesignedcasualdress</p>
ModuleIII:Sleeves <ul style="list-style-type: none">• Puff• Legomutton• Shirtsleeve withcuffandplacket• Petalsleeve	ModuleVI: SuitandSalwar <p>Stitchingofcasualsuitandbasicsalwar.</p>

References

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

PAPER 111-FASHION ILLUSTRATION

(Practical)

Time: 4 Hours

Max. Marks: 150

Instructions to the examiner:

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

Module I and II

Female Croquis: Female basic block 1/2 and 1/2, Fleshing, Pose formation,

Module III and IV

Features: Hairstyles, 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,

PAPER112-WARDROBEPLANNING

(Theory)

Time:3Hours

Max.Marks:100

InstructionsfortheExaminers/PaperSetters: Therewillbe8questionsinall.Studentsarerequiredtoattempt5 questions(20 Markseach).

Distributionofmarks:

Total 8 questions to be

set.Attempt any 5

questions.Subjective

30 marks

Objective 20Marks(40% papertobe objectivetype)

CourseContents

ModuleI:SelectionofSuitableFabricforFamily <ul style="list-style-type: none">• Age• Climate• Occupation• Occasion• Figure• Fashion	ModuleIV:Design <ul style="list-style-type: none">• Principlesandelementsofdesign
ModuleII:GeneralPrinciplesofClothingConstruction <ul style="list-style-type: none">• Studyofbodymeasurementsinrelationtoheightandage.• Importanceofdraftingandmakingpatterns• Placingandcuttingofpapperpatternsinrelationto textureand design offabric• Calculatingtheamountofmaterial required forthedifferentgarments.	ModuleV:IntelligentBuyingofReadyMadeGarments <ul style="list-style-type: none">• Appearance–Size,design,lineandcolour• Fabric –Durabilityandserviceability• Workmanship – cutting, sewing, finishingandfitting• cost

Module III: Fitting

- Common fitting problems and how to remedy 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

PAPER113-COMPUTERS

(Practical)

Time:3Hours

Max.Marks:100

InstructiontotheExaminer:Twoquestionstobesetfromsyllabus.

Distributionofmarks:

Projects submission 25 marks

(Internal)Exam 65Marks(External)

Viva 10 Marks(External)

ModuleI,II,III:

CorelDraw:-Introduction-WhatisCorelDraw?StartingwithCorelDraw;WorkingwithCorelDraw;-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 CorelDraw 10:-

Customization; tools; text handling; image optimizer; color and printing. Corel draw: designing & rendering fashion details showing like:

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

References:

- Veisinet DD, "Computer Aided Drafting and Design – Concept and Application", 1987.
- Taylor P, "Computers in the Fashion Industry", Heinemann Pub., 1990.

- WinfredAldrich,“CADinClothingandTextiles”,BlackwellScience 1994.

PAPER114-WORKSHOP

(Practical)

Time:3Hours

Max.Marks:100

InstructionsfortheExaminer:Theexaminerwillsetonequestioncoveringthewholesyllabus.Thequestionwill haveSub parts.

ModuleI

WorkshoponExternal: CAD

Internal: Accessorydesign:handbags

ModuleII

ProjectonFollowing:

Sourcefileofdifferenttypesofbuttons,trims,tagsandlabelsavailableinthemarketalongwithrates.Astudyon different typesofmachinesavailableintheindustryforweavingand knittingfabrics.

Basicfabricfolderofwovenfabricsforthepurposeofstudyingfabrictype

ModuleIII

WorkshoponExternal:Presentationtechniques

Internal:Embellishmenttechniques

- Quilting
- Applique
- Pom-Poms
- fringes
- Mirrorwork

ModuleIV

ProjectonFollowing:

Tostudydifferenttypesofcasual,formalandsemi-formalwearforkidswithsurveyofmallsandshopsalongwith pricerangeand fabrictype.

Basicfabricfolderofknittedfabricsforthepurposeofstudyingdifferenttypesofknitsavailableandvarietiesof combination available.

ModuleV

WorkshoponExternal:DigitalPrinting

Internal:Smocking

ModuleVI

ProjectonFollowing:

Basicfabricfolderofnon-wovenandopenweavefabricsavailableinthemarketalongwiththewholesaleretailrate, for thepurposeofstudyingfabrictype.

AsurveystudyofanIndianandaninternationaldesignerandfindwhereitsproductsareavailablealongwithdetailsand pictures

References:

1. AnandM.R.“TextilesandEmbroideriesofIndia”,MargPublications,Bombay.
2. NaikS.“TraditionalEmbroideriesofIndia”,APHPublishingCorporation,NewDelhi.
3. MathewA.“VogueDictionaryofCrochet Stitches”,DavidandCharles,London.
4. SnookB.“CreativeArtofEmbroidery”,NumbleyPub.Group Ltd.,London.

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.

SYLLABUS FOR

Certificate Course In Communication Skills (Semester I)

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

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

HANS RAJ MAHILA MAHA VIDYALAYA
Jalandhar

SYLLABUS

Certificate Course in Organic Farming
Under Community College

Eligibility

+2 pass in any stream.

SCHEME(DIPLOMA)SEMESTER-I

PaperNo.	Subjects	Max.Marks		Total	Credits		Total Credits
		Th.	Pr.		Th.	Pr	Th+Pr
101	GeneralComponents(Credits-12)						
	SkillComponents(Credit-18)						
101	CommunicationSkills	75		75	6		6
102	BasicPunjabi/GeneralPunjabi/PHC	75		75	6		6
103	Conceptoforganicfarming	60	40	100	4	3	7
104	Organicseed,soilandweedmanagement	60	40	100	4	3	7
105	SeminarandProjectwork	50		50			4
				TotalMarks=400			TOTAL CREDITS=30

COMMUNICATIONS SKILLS PAPER

101

Time: 3hrs

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 into 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

GENERALPUNJABI

PAPER102

Time:3hrs

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 (notexceeding four). Candidates are required to attempt five questions, selecting at least one questionfrom eachSection. The fifth questionmay be attemptedfrom any Section.

PAPER – 7 : PUNJABI

ਸਮਾਂ 3 ਘੰਟੇ

ਕੁਲ ਅੰਕ - 50

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

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

ਸੈਕਸ਼ਨ-ਸੀ

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

ਸੈਕਸ਼ਨ-ਡੀ

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

BASICPUNJABI

Time:3hrs

Max.Marks:75

ਸਮਾਂ. 3 ਘੰਟੇ

ਅੰਕ-ਵੰਡ ਅਤੇ ਪਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

1. ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਚਾਰ ਭਾਗ ਹੋਣਗੇ। ਹਰ ਭਾਗ ਵਿੱਚ ਦੋ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ।
2. ਵਿਦਿਆਰਥੀ ਨੇ ਕੁੱਲ ਪੰਜ ਪ੍ਰਸ਼ਨ ਕਰਨੇ ਹਨ। ਹਰ ਭਾਗ ਵਿੱਚ ਇਕ ਪ੍ਰਸ਼ਨ ਲਾਜ਼ਮੀ ਹੈ। ਪੰਜਵਾਂ ਪ੍ਰਸ਼ਨ ਕਿਸੇ ਵੀ ਭਾਗ ਵਿੱਚ 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, ਪੰਰ ਬਿੰਦੀ ਵਾਲੇ ਵਰਣ ਅਤੇ ਪੰਰ ਵਿਚ ਪੰਣ ਵਾਲੇ ਵਰਣ ਅਤੇ ਮਾਤ੍ਰਵਾਂ (ਮੁੱਢਲੀ ਜਾਣ-ਪਛਾਣ)
ਲਗਾਖਰ (ਬਿੰਦੀ, ਟਿੱਪੀ, ਅੱਧਕ) : ਪਛਾਣ ਅਤੇ ਵਰਤੋਂ

ਸੈਕਸ਼ਨ-ਬੀ

ਸੈਕਸ਼ਨ-ਸੀ

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

ਸੈਕਸ਼ਨ-ਡੀ

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

Punjab History and Culture

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

Time: 3hrs

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.

CONCEPT OF ORGANIC FARMING
PAPER 103

Time: 3hrs

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 biofertilizers.

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, Biopesticides, Benefit of organic farming. Organic farming and national economy.

Practical

- Vermicompost preparation
- Identification and nursery raising of important agro-forestry trees.
- 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 handbook of Organic Farming by A.K. Sharma

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
- units, 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
- Weeds 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.

SYLLABUS FOR

Diploma in Communication Skills (Semester II)

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 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

Paper – CS 202
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

Training/ Project Work (CS 205)

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

HANS RAJ MAHILA MAHA VIDYALAYA, JALANDHAR



SYLLABUSFOR

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

- 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.**

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

PAPER117-PATTERNMAKINGDEVELOPMNET

(Practical)

Time:4Hours

Max.Marks:150

InstructionstotheExaminer:

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.

ModuleI

Pattern making of blouse

(female)4dartBlouse

Cholicutblouse

ModuleII

Petti coat (6

panel)Simple

suitDesignersuit

ModuleIII

Patternmaking,layoutandcuttingofffollowing:

Casualdress

Skirt(circular,pleated,pegged)st

yle reading and

layout**References:**

1. "CompleteGuidetoSewing",ReaderDigest.
2. Mullick,PremLata,"GarmentConstructionSkills",KalyaniPublishers,NewDelhi.
3. WinfredAldrich,MetricPatternCutting,BlackwellScience,UK

APER118-GARMENTCONSTRUCTION
(Practical)

Time:4Hours

Max.Marks:150

Instructiontothe Examiner

Studentsarerequiredtoconstructanyonegarment.Basicfoundationpatterncanbeused.

Course

ContentsMo

dule I

Constructionofthegarments:Simpleblouse,Cholicutblouse

ModuleII

Simplealwarsuit,OnepieceCasualdress,petticoat,Designersuit,Skirt(circular,pegged)

ModuleIII

Fancyembroideriesstitches

References:

1. “CompleteGuidetoSewing”,ReaderDigest.
2. Mullick,PremLata,“GarmentConstructionSkills”,KalyaniPublishers,NewDelhi.
3. WinfredAldrich,MetricPatternCutting,BlackwellScience,UK

PAPER119-SURFACEORNAMENTATION

(Practical)

Time:4Hours

Max.Marks:150

Instructiontothe Examiner

Practicalpaperwillbesetonthespotbytheexaminer

Twoquestionstoset,whereeachquestionwillbeof25marks.Internalchoicecanbegiven.

Distributionofmarks:

FileSubmission 50marks

(Internal)Exam 100marks(External)

ModuleI

Makeatleast2articleseachofthefollowingFree

handpainting, mirrorwork

Module

Blockprinting

IIModuleI

Stencilprinting

Reference:

II

1. SinghKiran,"TextilesinAncientIndia",VishwaVidalaya.
2. OarS.N., "CostumesofIndiaandPakistan",OBTataporevalaSonsandCo. Ltd.
3. KumarRitu,"Costumes&Textiles ofRoyalIndia",ChristiesBookLtd, London,.
4. Ghurey,G.S., "IndianCostumes",ThePopularBookDepot

PAPER120-CONCEPTOFFASHION

(Theory)

Time:3Hours

Max.Marks:100

InstructiontotheExaminer:

Attemptanyfive questionsoutofeight.Allquestioncarryequalmarks.

Distributionofmarks:

Subjective 60 marks

Objective 40Marks(40% papertobeobjective type)

ModuleI

Concept of fashion

- (A) Fashionterminology
- (B) Originoffashion
- (C) Fashiontheories
- (D) Fashionforecasting
- (E) SalesForecasting
- (F) Fashioncycle

ModuleII

StudyonthreeIndianfashiondesigners

- (A) TarunTahiliani
- (B) J.JValaya
- (C) RituBeri

ModuleIII

Study of any two international designers**References:**

1. Clarke,S.“Textiledesign”,LaurencekingpublishingLtd,London.
2. Bhatnagar,P.“TraditionIndianCostumeandTextile”,Abhishepublication,

PAPER121-COMPUTERDESIGNING

(Practical)

Time:3Hours

Max.Marks:100InstructionstotheExaminer

Twoquestiontobesetfromsyllabus.

Distributionofmarks:

Projectsubmission 50 marks

(Internal)Exam 40Marks(External)

Viva 10 Marks(External)

ModuleI

Adobe-Photoshop:-Introduction-PhotoShop Environment; Toolbox and Tools; BitmapimagesandVectorgraphics;Imagesizeandresolution:PixelDimension,Imageresolution, Monitor Resolution, Printer Resolution, Screen Frequency, File Size; WorkingwithImageFiles:Opentheimagefiles,PrintResolution,SavetheImageFiles;Duplication and Cropping the Image; File Compression; Image File Formats; PhotoShopImagesInOtherApplications;ObjectLinkingAndEmbedding(OLE);PalettesinPhotoshop: Layer Palette, Channels Palette, Path Palette, History Palette, Action Palette,PickerPalette, SwatchesPalette, Scratch Palette,InfoPalette

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;Dutonemode;Indexedcolormode;MultichannelMode;Colourgamut's;Monitordisplay :

Channelandbitdepth;Conversionbetweenbitdepths;ConversionbetweenColourmodes; Conversion between color modes: Conversion between Grayscale and Bitmap mode,Grayscale image to bitmap mode, Predefine bitmap conversion method, Halftone screensfor bitmap-mode images,CustomhalftonescreenforBitmap-modeimage;ConversiontoIndexedcolor;

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 into two dimensions; Transforming objects into three dimensions; Transforming perspective; Specifying the Transform; Applying transformations; Freely transforming and previewing effects

Layers, Channels, Masks:-Layers; Layers sets; Layer Palette: Viewing and Selection of Layers; Linking Layers; Creating a Layered image; Adding Layers; Duplicating of Layers; Grouping of Layers; Moving; Aligning the contents of Layers; Aligning & Distributing the contents of

Linked; Editing of Layers; Locking of Layers; Clipping of Layers; Specifying Layer properties; Layer Style dialog box; Blending Options: Specifying Fill Opacity;- Specifying Knock Options; Blending of Channels; Grouping Blend effects; Specifying range of Blend Layers; Layer Style;

Displaying Layer Styles; Palette Styles; Managing Layer Style; Applying Layer Style; Channels and Masks; Channel palette; Selecting and Editing Channels; Managing Channels: Changing the order of Channels; Duplicating of channels; Splitting of Channels; Merging of Channels; Deleting of Channels; Mixing of Colour Channels;

Adding Spot colors; Creating spot Channels; Modifying of Spot Channels; Channel Calculations to blend Layers and Channels; Blending Modes; Masks; Quick Mask Mode; Quick Mask Options; Storing Masks; Saving Masks

Selection; Alpha Channels

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

Single-line Composer

Module-II

Photoshop:

- (A) Study tools in detail
- (B) Drapings simulation – Make Croquis in Corel and drape address 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.

PAPER122:-WORKSHOPANDTRAINING(SEM-3)

(Practical)

Time:3Hours

Max.Marks:100

InstructionstotheExaminer:

Distributionofmarks:

Projectsubmission 100 marks(Internal)

ModuleI

(A) PersonalityDevelopment

Self-groomingandspeakingskills

ModuleII

(B) TextileDesigning

Fabricbeautificationusingdifferenttextiledecorationtechniques.

ModuleIII

(C) Seminar onRetailing

Conceptofstoreandnon-storeretailing

References:

Clarke,S.“Textiledesign”, Laurencekingpublishingltd, London.

PAPER123-FASHIONMERCHANDISING-I(SEM -3)

(Theory)

Time:3Hours

Max.Marks:100Instructionstothe Examiner

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

Module I

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

Module II

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

Module III

Sales promotion, Promotional stores and techniques

Module IV

Visual merchandising, role of visual merchandiser, equipment and tool setc.

Module V

Store merchandising: concept, operations and planning, advantages and disadvantages, Exhibitions 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 Wiley and Sons, New York

PAPER124:APPARELSEWINGTECHNIQUES

(Theory)

Time:3Hours

Max.

Marks:100InstructionstotheExaminer

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

Module I & II

Products Standards and Specifications

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

MODULE III & IV

Garment Analysis and Specification Development

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

Module V & VI

Creative and Technical Design

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

References:

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

**ADVANCED DIPLOMA IN FASHION DESIGNING (S
EMESTER 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 <ul style="list-style-type: none">• Pattern making of Kalidaar suits and its Layout	Module IV <ul style="list-style-type: none">• Pattern making of trouser and layout
Module II: <ul style="list-style-type: none">• Party wear dress	Module V <ul style="list-style-type: none">• Pattern making of designers saree
Module III <ul style="list-style-type: none">• Fusion Dress	

References:

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

PAPER-126 GARMENT CONSTRUCTION

(Practical)

Time: 4 Hours

Max. Marks: 150 Instruction 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, Prem Lata, "Garment Construction Skills", Kalyani Publishers, New Delhi.
2. "Complete Guide to Sewing", Reader Digest
3. Winfred Aldrich, Metric Pattern Cutting, Blackwell Science, UK

PAPER-127 FABRIC ORNAMENTATION

(Practical)

Time: 4 Hours

Max. Marks: 150 Instruction to the examiner:

Two questions 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 &

Module 2

die Screen

Module 3

printing Digital

Module 4

printing Batik pr

Module 5

inting

Samples of 5 traditional embroideries

To make at least three articles with samples

References:

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

PAPER128-CREATIVEEXPRESSIONS

(Theory+Practical)

Time:3Hours

Max.Marks:100Instructionstotheexaminer:

Twoquestiontobe set,whereeachquestionwillbeof50marks.Internalchoicecanbegiven.

CourseContents

- (A) Accessorydesigning(bags, footwear,andjewelryetc)
- (B) Traditionaltextiles(woven&printedtextilesanysix)
- (C) Make up (hairstyles, partymakeup etc)
- (D) Personalitydevelopment
- (E) Dressingandstyling

References:

1. Diamond,J.“Fashion ApparelAccessories&HomeFurnishing”
2. Fowler,A.“ModernCreativeDesignanditsapplication”,TheGorgeWahiPublication,Michigan.

PAPER-129CAD

(Practical)

Time:3Hours

Max.Marks:100InstructiontotheExaminer:

Twoquestiontobe set,whereeachquestionwillbe of50marks.Internalchoicecanbegiven.

Distributionofmarks:

Projectsubmission 25 marks

(Internal)Exam 75 Marks

(External)**Designingthe followingthemes:**

Takinginspirationfrom themoodboard&storyboard

(A) Beachwear

(B) Indowestern

(C) Clubwear

Byusingcoreldraw& adobe photoshop

References:

1. VeisinetDD,“ComputerAidedDraftingandDesign–ConceptandApplication”.
2. TaylorP,“ComputersintheFashionIndustry”, HeinemannPublications.
3. WinfredAldrich,“CADinClothingandTextiles”,Blackwell Science.

PAPER-130WORKSHOP/TRAINING

(Practical)

Time:3Hours

Max.Marks:100

InstructiontotheExaminerD

istribution ofmarks:

Project submission:100marks(Internal)

CourseContents

- InteractionwithTextiledesigner–textiledesigning
- Seminaronmerchandising
- Interactionwithaccessorydesignertoaccessoriesfashioncollection

ModuleI

- IndianCostumes:
- Punjab,
- JammuKashmir,
- Rajasthan,
- Maharashtra,
- Gujrat,
- Kerala,
- Karnatka,
- Manipur,
- HimachalPardesh,
- TamilNadu,
- WestBengal

Module-II

- Westerntraditionalcostumes:
- Egypt,greek,rome,french,byzantine,british

References:

Fowler,A.(1951).“ModernCreativeDesignanditsapplication”,TheGorgeWahiPublication,Michigan.

PAPER131-EXPORTIMPORTMANAGEMENT

Time:3Hours

Max.Marks:

100

Instructionstothe examiner

Total8Questionsto be set.Thestudenthasto perform any5.All questionscarryequalmarks.The examiner shouldcover allthetopicsin the question paper.

Unit1

PlanningforExport

- Organizethelogisticsoptionsforshipment
- Carryoutriskassessmentforshipmentplan
- Explainthetradepoliciesandguidelinestoallconcernedandensureitisfollowed
- Plantheshipmentstrategy
- Usetheexportplanningtoolsavailable
- Carryout **SWOT** analysisfor shipmentvertical
- Makesuretheorganization'sdomesticandinternationalmarketingactivitiesarealignedand updated withcurrent policiesand guidelines

Unit

2ManageExportProcessesandCheckDocumentation

- Managedocumentationrelatedtopre&postshipment
- Checkandmanage export salescontract
- Managethecentralexcise/customsclearance:regulations,proceduresanddocumentation
- Supervisethe processingofanexport order
- Checkallpre-shipmentdocumentsincluding:
 - invoice
 - packinglist
 - GRform
 - Ar-4/ar4a form
 - Etclicence
 - Indent

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

Unit 3

Supervise and Evaluate Performance

- Set goals and targets as per organizational directives for all reporting executives.
- Create quantified measures and metrics to analyze the performance delivered by subordinates
- Set tangible and achievable incentives for subordinates as per the goals and targets assigned
- Ensure and implement strict adherence of all activities performed by subordinates to organizational guidelines
- Monitor and supervise all the activities performed by subordinates and ensure optimization to achieve the set goals
- Evaluate performance of subordinates and reporting executives on the designed measures and metrics as per the guidelines of the Organization

- Assist and support reporting executives whenever necessary or applicable
- Document all performance indicators and metrics of subordinates in the prescribed format for organization
- Perform all appraisal related process flow for subordinates, as per respective performance documents
- Hand over all the documents and appropriate support measures to human resources department for official records.
- Ensure and implement proper process flow for feedbacks and queries received from subordinates

Unit 4

Ensure Shipping Compliance

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

Unit 5

Manage Export Marketing Operations

- Analyze the export marketing business & the operations involved
- Interpret the export marketing terms & understand the processes involved

- Apply export-market entry strategies
- Analyze the factors that affect cost in export marketing
- Be adept in understanding foreign currencies & conversion
- Be updated on current market trade in respect of various foreign currencies
- Manage the export distribution across geography
- Understand the institutional framework for export promotional council & world trade organization
- Coordinate with export promotional council/ministry of commerce & industry for affiliation & documentation formalities
- Understand & interpret the various export schemes
- Interpret export financing methods and terms of payment
- Carry out export credit and foreign exchange risk management
- Apply export promotional strategies where appropriate
- Carry out all export marketing functions effectively

Unit 6

Comply with Industry, Regulatory and Organizational Requirements

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

Unit 7

Analyze Foreign Trade Logistics

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

- Apply knowledge of different types of Transport and the best suitable method
- Manage logistics processes as per norms

Unit 8

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

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

References

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

PAPER132-APPARELSEWINGTECHNIQUES

(Theory)

Time:3Hours

Max.Marks:100

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

Module I

Dimension of Apparel Management

- System for quality management
- Methods of assuring quality

Module II

Costs, Costing, Pricing and Profit

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

Module III

Materials Sourcing and Selection

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

M

odule IV Sourcing Product Development and Production

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

References

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

Syllabus

Short Term Course in Software Development

Section –A

Asp.net :What is Web site, Features of web sites ,Usage of the web sites ,Types of Web Sites (Static & Dynamic) ,Difference between static & dynamic web sites ,What is Designing & Web Development, Inserting images, Links

Section-B

Php:server-side scripting language ,Inserting images, Links, Lists

Creating tables, Frames,Working with form elements, My Sql ,database creating,Microsoft SQL Server are among the common databases it supports.

Section-C

Java Script:What Is Browser Object Model (BOM)? ,Window Object. Window Object ,Timing.ScreenObject.History ,Object. Navigator Object.Location Object.

Section-D

C#:Text formatting tags, marquee, Lists,Creating tables, Frames, Working with form elements.

Syllabus for
Skilled Certificate Course of Interactive French Learning
Basic to Advance Level

Syllabus:-

numbers from rim 0-1000

Days of the week, months,

**Vocab:- Food, weather, directions, clothing, adjectives, adverbs,
preposition**

Grammar:- simple present tense (sentence making)

Syllabus

PG DEPARTMENT OF POLITICAL SCIENCE
30 hours Short Term Certificate Course in Human Rights
2022-23

Duration of the course Human - 30 hours (07.04.23 to 12.05.23)

Curriculum of 30 hours Short Term Certificate of in Human Rights

Q by- Mrs.Alka HoD, Political Science Department

Section- A

Meaning, Nature and Features of Human Rights

Section- B

Three Generation Human Rights

Section- C

The Universal Declaration of Human Rights

Section- D

National Human Rights Commission
State Human Rights Commission

OFFICE PRODUCTIVITY TOOLS SYLLABUS

SECTION-A

Presentation Software using Microsoft Office: Presentation overview, entering information, Presentation creation, opening and saving presentation, inserting audio and video, creating video of powerpoint, narration & record of slide show, use of animation, transition in slides, alignment of text in slides, use of quick time player software in powerpoint.

SECTION-B

Word Processor using Microsoft Office: Overview, creating, saving, opening, importing, exporting and inserting files, formatting pages, paragraphs and sections, indents and outdents, creating lists and numbering. Headings, styles, fonts and font size Editing, positioning and viewing texts, Finding and replacing text, inserting page breaks, page numbers, book marks, symbols and dates. Using tabs and tables, header, footer and printing.

SECTION-C

Spreadsheet using Microsoft Office: Spreadsheet overview, Editing, Formatting, Creating formulas (financial, logical, mathematical), Graphs, page, layout, page orientation, thesaurus, smartart, creating tables.

SECTION-D

TYPING SKILLS: 30 word per minute typing ,convert(.pptx .xlsx,.doc file to pdf),convert folder to zip file.

HANS RAJ MAHILA MAHA VIDYALAYA, JALANDHAR



**SYLLABUS FOR
SHORT TERM COURSE IN SOFT SKILLS**

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- (ii) Subject to change in the syllabi at any time. Please visit the college website time to time.

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

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

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

HANS RAJ MAHILA MAHA VIDYALAYA, JALANDHAR



**SYLLABUS FOR
SHORT TERM COURSE IN VERBAL ABILITY**

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- (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 words, 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, In spite/Despite, Enough and too	5

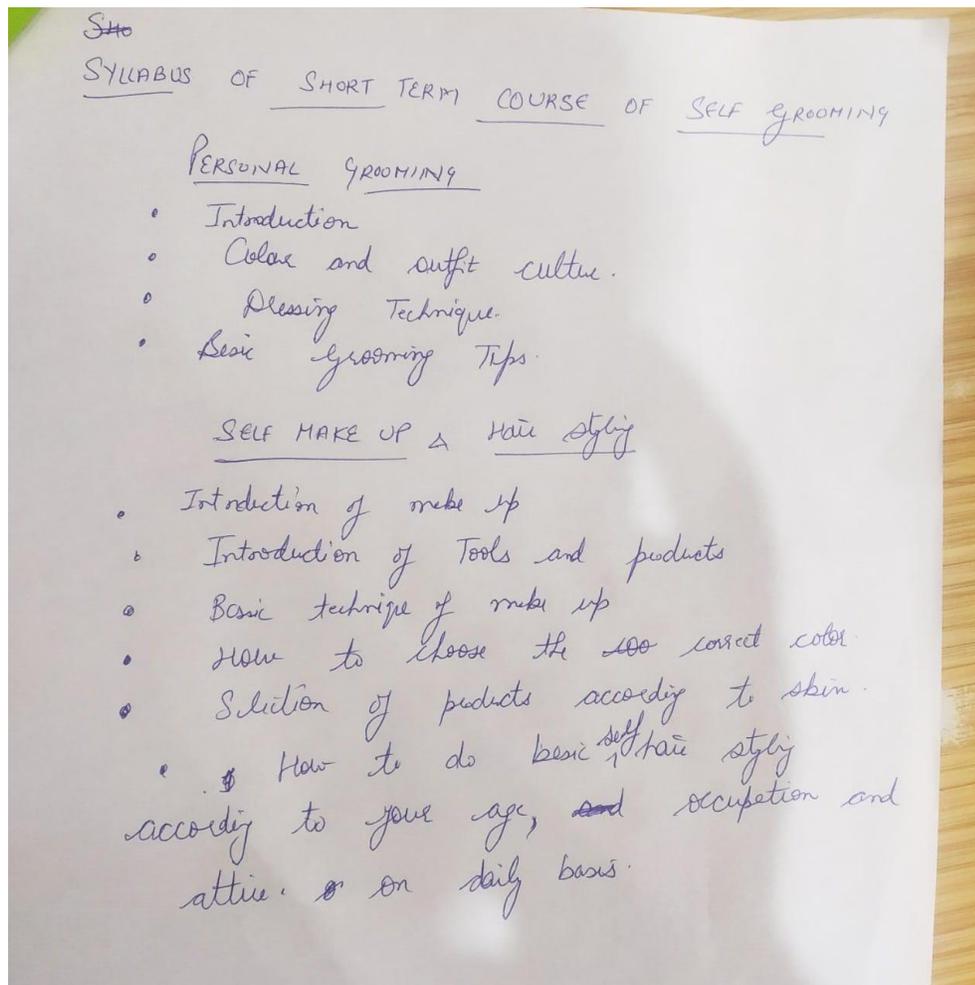
SYLLABUS FOR Short Term Course on Self Grooming

Basic of Dance- Classical Dance, Retro Dance, Bhangra and Gidda

Basic of Yoga for Fitness- Various Asana of Yoga

Basic of Self Defence Training

Basic of Self Make up



Basic of Nutrition- Types of Nutritious diet, Indian Recipes of nutritious diet

Basic of Dress Techniques- Draping Saree , Duppata and Shawls

Basic of Women Health Issues

HANS RAJ MAHILA MAHA VIDYALAYA, JALANDHAR



**SYLLABUS FOR
SHORT TERM COURSE IN INTERVIEW SKILLS**

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Defaulters will be prosecuted.

(iii) Subject to change in the syllabi at any time. Please visit the college website time to time.

SHORT TERM COURSE IN INTERVIEW SKILLS

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.	<ol style="list-style-type: none">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	<ol style="list-style-type: none">4. Verbal and non verbal communication5. Barriers to effective communication-activity:Chinese whisper6. Preparing and delivering an oral presentation(Mystory, 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
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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	<p>Interview skills-Interview etiquette, pre – interview preparation</p> <p>21. Types of Interviews The Traditional Interview</p> <p>22. The Phone Interview The Skype Interview (Types of interviews continued)</p>	5
3	<p>23. Importance of Emotional Intelligence in Interviews</p> <p>24. Descriptive thinking(Discussion about answering techniques)</p> <p>25. Justification of Resume(Interactive session on interview questions related to justification of Resume</p>	5
4	<p>26. Questions related to knowledge, skills and attitude, utilizing opportunity</p> <p>27. Taking control of the interview, successful answering techniques</p> <p>28. Mock interview sessions Interview Questions Resume based HR based Behavioral</p>	5
5	<p>Mock Test of Interview Skills Continued(Students are interviewed and evaluated by the trainer.)</p>	5
6	<p>29. Self Management (Being Pro-Active, prioritization)</p> <p>30. Planning, organizing, action plan, managing change</p> <p>31. Values and ethics</p> <p>32. Activity cum test(Students are able to set SMART goals , plan a course of action to achieve desired results, manage self and time.)</p>	5