

HANS RAJ MAHILA MAHA VIDYALAYA, JALANDHAR



SYLLABUS FOR

CERTIFICATE COURSE IN FASHION DESIGNING (Semester I)

- 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.**

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

**PAPER 101-PATTERN MAKING
(Practical)**

Time: 4 Hours Max.

Marks: 150

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

Module I

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

Module II

Infant's Garment Patterns: Pattern making, Layout and cutting of Jhabla, bloomer, romper, 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 be designedbythe student.Itshouldbepickedupfromthe collectionofillustrationwork.

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 be designedbythestudent.Itshouldbe pickedupfromthecollectionofillustrationwork.

ModuleVI

PartyWear:Layout,cuttingandstitchingofapartyweardressforgirlaged7to8years,Layout,cuttingandstitchingofapartyweardressforboyaged7to8years,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:

Knowledge of different types of necklines, collars, skirts, silhouettes, trouser and trimmings.

ModuleIII&IV

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

ModuleV&VI

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

References:

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

PAPER105-COMPUTERS

(Practical)

Time:3Hours

Max.Marks:100

InstructionstotheExaminer: Questionpaperwillhaveonequestionfromeachunit.Each question willcarryequal marks

ModuleI

BasicsofInformationTechnology: Developmentinthecomputers,Historyofcomputers, Modem history- Type and computer generations, Shapes/Types of computers(Supercomputers,MainframeComputers,Minicomputer"s,Workstations,Personal Computers, Variants of Personal Computers), RAM and ROM, Peripheral device:- Inputdevices,Outputdevices-Computer classification-Digital, Analog.

Introduction to computer and .associated terms; Computer; Input devices,Output devices,CPU - Central Processing Unit, Secondary storage devices, Hardware, Peripheral devicesorperipherals, Terminal, Port,Advantagesof acomputer.

Ms-Windows:-Introduction-Windows,Multi-tasking:,ArrangingtheopenapplicationWindows;Cutandpaste,Objectlinkingandembedding;F indingfilesandfolders;Mycomputer; Windows explorer; Creating a folder,Using Recycle Bin; Taskbar settingsDisplayproperties;RecycleBin;Pre-Viewingthedocumentwithaquickview;PathsforwindowAccessories;Iconproperties,Usingthe taskbarfeatures;IMAGING,Savingfolderdisplayoption; Web View; Usingtheweb viewwizard.

ModuleIIandIII

MS Word: System requirements, Working with word, Parts or MS-Word screen, Creatinga document, moving around the document,File operations,Editing the text; Formattingthetext;Changecase,Moving thetext,Copying thetext;,Undo,Redoand Repeat,Function icon and shortcut keys,Someshortcut keysfor 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, Printingandprotectingthedocument;protectingthedocument;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,WritingskillsandGram

marcarrying30 marks5 markseach

Communication:Introduction,Basicformsofcommunication,Barriers.

ReadingSkills:Introduction,Readingpurposes-

Kindsofpurposes,Guidelinesforreadingskills,Writingskills,Introduction,Guidelinesforeffectivewriting,Businessletters,Personal letters,Makingpoint-wisenotesona given speech,Précis.

Grammar:Voice, Narration,Tenses

PAPER108-PUNJABI/BASICPUNJABI

Theory

Time:3Hours

Max.Marks:100

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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 1/4, 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">• Principlesandelementsdesign
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-Wha,tisCorelDraw?StartingwithCorelDraw;WorkingwithCorelDraw;-Creating Graphic Objects and Drawing:-Drawing Objects; Drawing Spirals; Drawing Lines and curves withthe freehand tool; Lines and curves using the Bezier Tool; selecting an object; moving the objects; shapingthe objects; workingwith colors; filing; outlining

Working With Text:-Adding paragraph Adding paragraph text to fixed sized frames; Adding paragraph textto automatic sized frames; Text Conversion; Artistic text to paragraph text; Artistic text to curves; Adding;modifyingandremovingthetext;Linethickness;Distancebetweenlineandtext;Superscript;Subscript;Text Case;Textspacing;spacingafterparagraph;textalignmentTransformation:-Categoriesoftransformation; skewing; mirroring; welding; blending; transparency; contouring; lenses; perspective; powerclips; formatting; import dialogue box options Object Organization:-Cloning; grouping and ungrouping;combiningand breaking; lockingand unlocking; objectmanager;layermanager

NewfeaturesofCorelDrawIO:-

Customization;tools;texthandling;imageoptimizer;colorandprinting.Coreldraw:designing& renderingfashion detailsshowinglike:

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

References:

- VeisinetDD,“ComputerAidedDraftingandDesign–ConceptandApplication“,1987.
- TaylorP,“ComputersintheFashionIndustry”,HeinemannPub.,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,trim,tagandlabelsavailableinthemarketalongwithrates.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

COMMUNICATIONSKILLSPAPER

101

Time:3hrs

Max.Marks:75

InstructionsforthePaperSetters:-*Eightquestionsofequalmarks(Specifiedinthesyllabus)are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (notexceedingfour).Candidatesarerequiredtoattemptfivequestions,selectingatleastonequestionfromeach Section.Thefifthquestionmaybe attemptedfromany Section.*

Thesyllabusisdividedinfoursectionsas mentionedbelow:Section–A

ReadingSkills:*ReadingTacticsandstrategies;Readingpurposes–kindsof purposesandassociatedcomprehension;Readingfordirectmeanings.*

Section–B

Readingforunderstandingconcepts,details,coherence,logicalprogressionandmeaningsof phrases/ expressions.

Activities:

- Comprehensionquestionsinmultiplechoiceformat
- Shortcomprehensionquestionsbasedoncontentanddevelopmentofideas

Section–C

WritingSkills:*Guidelinesforeffectivewriting;writingstylesforapplication,personalletter,official/ businessletter.*

Activities

- Formattingpersonalandbusinessletters.
- Organizingthedetails inasequentialorder

Section–D

Resume,memo,noticesetc.;outlineandrevision.

Activities:

- Convertingabiographicalnoteintoasequencedresumeorvice-versa
- Orderingandsub-dividingthecontentswhilemakingnotes.
- Writingnoticesforcirculation/boards

RecommendedBooks:

1. *OxfordGuidetoEffectiveWriting and Speaking*byJohn Seely.
2. *EnglishGrammarinUse*(FourthEdition)byRaymondMurphy,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 ਇਕ ਪ੍ਰਸ਼ਨ ਲਾਜ਼ਮੀ ਹੈ। ਪੰਜਵਾਂ ਪ੍ਰਸ਼ਨ ਕਿਸੇ ਵੀ ਭਾਗ ਵਿੱਚੋਂ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ।
3. ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਬਰਾਬਰ ਅੰਕ ਹਨ।
4. ਪੇਪਰ ਸੈੱਟ ਕਰਨ ਵਾਲਾ ਜੇਕਰ ਚਾਹੇ ਤਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੀ ਵੰਡ ਅੱਗੋਂ ਵੱਧ ਤੋਂ ਵੱਧ ਚਾਰ ਉਪ-ਪ੍ਰਸ਼ਨਾਂ 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 ਯੁਨੀ 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 its 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 Indus 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*, Part-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
PAPER103

Time:3hrs

Max.Marks:100

**THEORY-
60PRACTICAL-
40**

Instructions for the Paper Setters:-Eight questions of equalmarks (Specified in the syllabus)are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (notexceedingfour).Candidatesarerequiredtoattemptfivequestions,selectingatleastonequestionfro meach Section.The fifth questionmaybe attemptedfromany Section.

UNITI

Organic farming - concept and definition, development of organic farming, its relevance to Indiaandglobalagriculture and future prospects,Requirementsfor organic farming.

UNITII

Principles of organic farming & Need for organic farming, Agencies and institutions related toorganic agriculture ,Organic farming and water use efficiency; Organic manures, soil biota.Vermicomposting,green manuresand biofertilizers.

UNITIII

Conventional farming v/s organic farming, Farming systems, crop rotations, multiple croppingssystem,intercroppinginrelationtomaintenance of soilproductivity.

UNITIV

Controlofweeds,diseasesandinsectpestmanagement,biologicalagent,Biopesticides,Benefitsof organicfarming. Organic farming and nationaleconomy.

Practical

- Vermicompostpreparation
- Identificationandnurseryraisingofimportantagro-forestrytrees.
- Techniqueoftreatinglegumeseedswith*Rhizobium*cultures.
- Methodstorecycle organic residueofdifferentcrops.
- Methodsofbio-insecticideandbio-pesticidepreparation.
- Greenmanurepreparation.
- VisittoorganicfarmsofPunjab.

ReferenceBooks:

1. Farming system:TheoryandPractice-S.A.Solaimalai
2. OrganicFarming:TheoryandPractice-S.P.PalaniappanandK.A.Annadurai
3. AhandbookofOrganicFarmingbyA.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,layoutandcuttingoffollowing:

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

Practicalpaperwillbesetonthe spot bytheexaminer

Twoquestionstoset,whereeachquestionwillbe of25marks.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 in two dimensions; Transforming objects in three dimensions; Transforming perspective; Specifying the Transform; Applying transformations; Freely transforming and previewing effects

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

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

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

Adding Spot colors; Creating spot 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:-WORKSHOPANDTRANING(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 Mark 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
(SEMESTER IV)**

**PAPER-125 PATTERN DEVELOPMENT
(Practical)**

Time: 10.00 Hours each month (approx.)

Max. Marks: 150

Instructions to the examiner:

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

Course Contents

Module I <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-CREATIVE EXPRESSIONS

(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-EXPORT IMPORT MANAGEMENT

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

- Acceptanceofcontract
- LetterOfCredit(LOC)
- QCcertificate
- Porttrustdate
- Anyother
- Signofinspector/customsdiv
- ChecktheEXIMdocumentspertainingtoPre andPostShipment.
- Liaisewithcustomsandexciseofficials,ifrequired
- Takecareofapplicationsforexportincentives
- ObtainadvancelicensefromJtDGFT(DirectorGeneralofForeignTrade),
- ensureadherence withcontractsandagreements
- Lookafterfreightforwards,CHA(CustomsHouseAgent),transporter
- Communicateeffectivelywithsuppliers,consignee,agents,transporters
- Manageandsupervisethefollowupwithlogisticscompaniestoensuret timelyshipmentsof goods
- Negotiation&co-ordination

Unit3

SuperviseandEvaluatePerformance

- Setgoalsandtargetsasperorganizationaldirectivesforallreportingexecutives.
- Createquantifiedmeasuresandmetricstoanalyzetheperformancedeliveredbysubordinates
- Settangibleandachievableincentivesforsubordinatesasperthegoals
andtargets
assigned
- Ensureandimplementstrictadherenceofallactivitiesperformedbysubordinatestoorganizationalguidelines
- Monitorandsupervisealltheactivitiesperformedbysubordinatesandensureoptimizationtoachievethegoals
- Evaluateperformanceofsubordinatesandreportingexecutivesont
hedesignedmeasuresandmetricsaspertheguidelinesoftheOrganization

- 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:
 - Carton 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-APPARELSEWING TECHNIQUES

(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

Module 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.

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**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

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

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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

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

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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, VideoLecture

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 communication 5. Barriers to effective communication-activity:Chinese whisper 6. 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

HANS RAJ MAHILA MAHA VIDYALAYA, JALANDHAR

Syllabus 2023-24

Stress Management and Mindfulness

Course Description:

This 30-lecture syllabus on mindfulness for a healthy life is designed to help individuals cultivate mindfulness practices to enhance their overall well-being. Mindfulness is a powerful tool for managing stress, improving mental clarity, and promoting physical health. Through a combination of theory, practical exercises, and guided meditations, participants will learn to integrate mindfulness into their daily lives.

Course Objectives:

- Understand the concept of mindfulness and its benefits for physical and mental health.
- Develop mindfulness meditation techniques for stress reduction.
- Cultivate self-awareness and emotional regulation through mindfulness practices.
- Explore mindful eating and its impact on nutrition and digestion.
- Discover the connection between mindfulness and physical fitness.
- Learn to manage pain and discomfort through mindfulness-based techniques.
- Foster positive relationships and communication through mindful listening and speaking.
- Enhance creativity and problem-solving skills using mindfulness.
- Develop a daily mindfulness routine to maintain a healthy life.

SECTION A

Understanding stress, Individual differences in coping(carnival activity),The mind-body connection.Stress assessment: Identifying personal stressors. Journaling: Start a stress journal to track daily stressors.

SECTION B

Definition and origins of mindfulness,Time management strategies: Prioritization, setting goals, and to-do lists.Creating a balanced daily schedule.Study skills and test-taking strategies.Dealing with exam anxiety.Johari window technique.

SECTION C

Introduction to mindful movement (e.g., yoga, tai chi),Mindful approaches to managing difficult emotions, emotional labelling activity,Gratitude Journaling,Five Senses Exercise, Introduction to MBSR program.Post-test Questionnaire.

HANS RAJ MAHILA MAHA VIDYALAYA, JALANDHAR
Short Term Course in Content Writing
Weekly Lesson Plan

Name of the Faculty: Yamini Kukreja

Department: English

Year: 2023-2024

Workload: 6 periods per week

Week No: 01 Date: 08-09-2023 to 09-09-2023

Day	Topics to be covered	Pedagogy applied
Day 5	What is Content Writing?	Lecture , Chalk and talk method
Day 6	Difference between content writing and creative writing	Lecture, Chalk and talk method

Week No: 02 Date: 11-09-2023 to 16-09-2023

Day	Topics to be covered	Pedagogy applied
Day 1	Main types of Content Writing	Lecture and discussion method
Day 2	Fundamentals of Content Writing	Lecture, Chalk and talk method
Day 3	What is Blog Post? Benefits, Word Count and types	Lecture, Chalk and talk method
Day 4	Leave	Leave
Day 5	What is Blog Post? Benefits, Word Count and types	Lecture , Chalk and talk method
Day 6	How to write a Blog Post?	Lecture, Chalk and talk method

Week No: 03 Date: 18-09-2023 to 23-09-2023

Day	Topics to be covered	Pedagogy applied
Day 1	Leave	Leave
Day 2	Leave	Leave
Day 3	How to write Website Content?	Lecture, Chalk and talk method
Day 4	What is SEO Content Writing?	Lecture, Chalk and talk method
Day 5	How to write SEO friendly content?	Lecture , Chalk and talk method
Day 6	Leave	Leave

Week No: 04 Date: 25-09-2023 to 30-09-2023

Day	Topics to be covered	Pedagogy applied
Day 1	What is Copywriting?	Lecture and discussion method
Day 2	Copywriting tips and strategies	Lecture, Chalk and talk method
Day 3	Social Media Content: Types and Importance	Lecture, Chalk and talk method
Day 4	Holiday	Holiday
Day 5	Social Media Writing tips	Lecture , Chalk and talk method
Day 6	What is eBook writing?	Lecture, Chalk and talk method

Week No: 05 Date: 11-10-2023 to 14-10-2023

Day	Topics to be covered	Pedagogy applied
Day 3	How to write an eBook?	Lecture, Chalk and talk method

Day 4	Product description writing	Lecture , Chalk and talk method
Day 5	What is Press Release Writing?	Lecture , Chalk and talk method
Day 6	How to write Press Release? Tips and Format	Lecture , Chalk and talk method

Week No: 06 Date: 16-10-2023 to 21-10-2023

Day	Topics to be covered	Pedagogy applied
Day 1	Proofreading v/s Editing Skills	Lecture , Chalk and talk method
Day 2	How to Edit and Proofread content?	Lecture , Chalk and talk method
Day 3	Duty Leave	Duty Leave
Day 4	Common mistakes made by Content Writers	Lecture , Chalk and talk method
Day 5	Tips to improve Content Writing Skills	Lecture , Chalk and talk method
Day 6	How to start freelance writing?	Lecture , Chalk and talk method

Week No: 07 Date: 23-10-2023 to 28-10-2023

Day	Topics to be covered	Pedagogy applied
Day 1	How to research content for website and articles. Tips and tools.	Lecture , Chalk and talk method
Day 2	Dussehra	Holiday
Day 3	How to avoid Content Plagiarism	Lecture, Chalk and talk method
Day 4	What is Technical Writing? Skills, Tips, Examples	Lecture , Chalk and talk method
Day 5	Holiday	Lecture , Chalk and talk method
Day 6	Holiday	Lecture , Chalk and talk method

Week No: 08 Date: 30-10-2023 to 31-10-2023

Day	Topics to be covered	Pedagogy applied
Day 1	Common Grammatical Errors	Lecture, Chalk and talk method
Day 2	Content Writing Career and Opportunities	Lecture, Chalk and talk method

Value Added Course In Interior Design **Syllabus of The Course**

Syllabus

Time: 40 hrs. Max marks: 100

Theory: 10 hrs. Theory marks: 50

Practical: 30 hrs. Practical marks: 50

Theory

- Introduction about Interior Decoration.
- Various Element and Principal Design.
- Lighting & Color Scheme.
- Recycling in Interior World.
- Introduction to Carpentry Tools.
- Joints and Symbol of Interior.
- Role of Computers in Interior World.
- Landscaping.
- Interior Materials.

Practical

- Making Furniture of Waste Material (wood/plastic/metal).
- AutoCAD.
- 3D model making.
- Product Development. Market Survey.

Note

- Theory examiner will set 8 questions out of which 5 has to be attempt.
- All questions carry equal marks.
- Practical examiner has to set two questions out of which student will attempt any one.

Referred books:

- Building Construction by S.P Bindra.
- Architectural Drawing and Light Construction by Edward J. Muller.
- Neufert Architects data by Professor Johannes Kister.
- Beginners guide to decorating by Jocasta Innes and Jill Blake

Short Term Course in Front-end Web Engineering **Course Curriculum by Mr. Zahin Omar Alwa**

- **HTML5**
Elements & Semantics
Images
Forms & validations
Building Web pages

- **CSS3**
Fundamentals (Inheritance & Cascade, Specificity, Selectors, Box Model, Colors)
Fonts (Web fonts, CSS Icons, Google Fonts)
Layouts (Flow, Positioning, Floats, Flexbox, Grids)
Transitions, Transforms & Animation

- **JavaScript & DOM**
Fundamentals (Syntax, Variables/Assignment, Values, Operators, Functions, Objects)
Regular Expressions (Pattern Matching, Searching Strings)
DOM Manipulation
Fetch API & Ajax (XHR)

- **Web API**
Battery API, Media API (Video and Audio), User Interaction API
Drag and Drop API, Navigation API
History API, Canvas 2D API, FullScreen API
Web Storage API (Cookies, Local Storage and Session Storage), Geolocation API

- **React JS**
Components (Class vs Functional), Basics (JSX, Props vs State, Conditional Rendering)
Rendering (Component Life Cycle, Lists and Keys, Render Props, Refs, Events)
Forms (React Hook Form, Formik)
Hooks (Writing Custom Hooks, Common Hooks)

Short Term Value Added Course in Spoken English and Personality Development
2024

Taken by : Miss Himani and Miss Yamini

Total 40 Sessions were Taken in two shifts (80 Minutes per Day) 40hours

Week No. 1			
Day	Topics to be covered	Activities planned	Competencies to be assessed
Day 1	Tips to improve English	Live examples	Fluency
Day 2	English Phonetics	Students will be given symbols to practice	Writing and speaking
Day 3	Vowels	Students given symbols and words to practice	Writing and speaking
Day 4	Diphthongs	Same as above	Writing and speaking
Day 5	Consonants	Same as above	Writing and speaking
Day 6	Consonants	Same as above	Writing and speaking
Week No. 2			
Day 1	Simple Spoken English conversation	Speaking	Speaking/Listening
Day 2	Phrasal Verbs		
Day 3	Oral Drilling of Simple commands/st	Questions about simplest forms are asked	Speaking/Understanding
Day 4	Synonyms	situation based practice	Writing
Day 5	Idioms and Slangs	Situation based Practice	Speaking
Day 6	Idioms and Slangs	Situation based Practice	Speaking
Week No. 3			
Day 1	Tenses And Aspect With Various Levels	What is tense & their explanation; Fill in the blank	Writing and Speaking
Day 2	Tenses And Aspect with Levels in English	Exercise to solve	Writing and Speaking
Day 3	Tenses And Aspect With levels in English	Exercise to solve	Writing and Speaking
Day 4	Personal Interview and Group interaction	Students will be given basic interview questions with answers and will perform	Listening/Speaking
Day 5	Phrasal verbs	Situation based	Speaking
Day 6	Foreign Words	Practice	Speaking

Value Added Short term course on French Learning (Advanced Level)

SYLLABUS : 2023-2024

1. Body parts
2. Directions
3. Cycle of Life
4. Around Town
5. Rooms and Furniture
6. Sports
7. Education
8. Occupation
9. Work
10. Profession
11. Tenses
12. Past tense (compound past)
13. Imperfect
14. Pluperfect
15. Important French Phrases

Syllabus Value Added Short Term Course on Fashion Design

3D Embroidery

1. Hoop Art Embroidery
2. Stencil Printing
3. Construction of Simple Kurta
4. Fabric Painting
5. Hand Made Jewellery

Short Term Course in HARMONY WITH GUITAR

SYLLABUS : 2023-2024

1. Parts of guitar
2. Basic string knowledge
3. Strumming Patterns
4. Knowledge of basic chords a) Major chords b) Minor chords
5. Family of Major chords a) E Major b) D Major c) C Major d) F Major e) A Major f) G Major
6. Family of Minor chords a) E Minor b) A Minor

Hans Raj Mahila Maha Vidyalaya, Jalandhar

Short Term Course Syllabus

Course Title: Nutrition and Dietetics

Course Objectives

1. To provide a foundational understanding of nutrition and its impact on health.
2. To train participants in designing balanced diets for various age groups and conditions.
3. To develop skills for evaluating and improving eating habits.
4. To introduce participants to the role of diet in managing common health issues.

Module-Wise Syllabus

Module 1: Introduction to Nutrition (Week 1)

Definition and importance of nutrition.

Macronutrients (Carbohydrates, Proteins, Fats) and Micronutrients (Vitamins, Minerals).

Dietary guidelines and Recommended Daily Allowances (RDA).

Module 2: Understanding Diet Planning (Week 2)

Principles of diet planning.

Food groups and their functions.

Meal planning for various age groups (children, adults, elderly).

Module 3: Nutrition for Health and Wellness (Week 3)

Nutrition and lifestyle diseases (diabetes, hypertension, obesity).

Role of nutrition in fitness and sports.
Designing diet plans for weight management.

Module 4: Therapeutic Nutrition (Week 4)

Diets for specific conditions (e.g., anemia, heart disease, kidney disorders).
Role of nutrition in immunity building.
Importance of hydration and detox diets.

Module 5: Food Safety and Healthy Cooking (Week 5)

Basics of food safety and hygiene.
Nutrient retention during cooking.
Demonstration of healthy recipes.

Module 6: Project Work and Practical Applications (Week 6)

Preparing diet charts for real-life cases.
Group project on creating a balanced meal plan.
Presentation of project findings and feedback.

Learning Outcomes

By the end of this course, participants will:

1. Understand the principles of nutrition and diet planning.
2. Design balanced diets for various life stages and conditions.
3. Apply knowledge of nutrition to improve health and wellness.
4. Demonstrate practical skills in creating and evaluating diet plans.

Short Term Course in Hindi Media Lekhan aur Rozgar

हिन्दी मीडिया लेखन में रोज़गार

पाठ्यक्रम

1. मीडिया का महत्व
2. प्रिंट मीडिया
3. प्रिंट मीडिया के रूप-समाचार पत्र, पत्रिकाएं
4. समाचार पत्र : संपादक, उपसंपादक, संवाददाता
5. समाचार लेखन
6. आलेख लेखन
7. फीचर लेखन
8. विज्ञापन लेखन
9. इलेक्ट्रॉनिक मीडिया : रेडियो टेलीविज़न, फिल्मों, इंटरनेट
10. रेडियो के लिए समाचार लेखन, वाचन
11. रेडियो नाटक लेखन / प्रतिभागिता
12. रेडियो-विज्ञापन
13. टेलीविज़न के विभिन्न चैनलों हेतु लेखन
14. टेलीड्रामा लेखन
15. विज्ञापन लेखन
16. इंटरनेट
17. ब्लॉग लेखन
18. फिल्मों के लिए पटकथा लेखन
19. दृश्य-श्रव्य भाषा की प्रकृति

मुख्य आकर्षण :

रेडियो स्टेशन का भ्रमण

दूरदर्शन केन्द्र का भ्रमण

समाचार-पत्र कार्यालय का भ्रमण

DEPARTMENT OF BIOTECHNOLOGY
SHORT TERM VALUE ADDED COURSE IN
GENERAL FOOD MICROBIOLOGY

Total course duration: 30 Hrs.

Eligibility: 10+2 Medical/Non medical/Biotechnology/Bioinformatics/Food science technology/Life science.

SYLLABUS FOR GENERAL FOOD MICROBIOLOGY

Time:2 hrs

Max marks: 50

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

SECTION-A

Food as nutrient for various microorganisms, Factor affecting the growth and survival of microorganisms in foods, General features and importance of different groups of bacteria, yeasts and molds important in foods.

SECTION-B

Methods for microbial examination of foods - Traditional, non-traditional methods for the microbial examination of food and food products.

SECTION-C

Food Spoilage - Microbial and biochemical aspect of food spoilage, role of bacteria, yeast and molds in food spoilage,

SECTION-D

Food Borne Illness - Food intoxication and food infection, Bacterial food poisoning by Staphylococcus aureus, Clostridium botulinum, Salmonella, E. coli, Clostridium perfringens, Listeria monocytogenes, and Campylobacter jejuni,

Books Recommended:

1. Gunasekaran P. "Laboratory Manual in Microbiology", New Age International (P) Ltd. 1996.
2. Frazier WC and West offDC "Food Microbiology" 4th edition Tata Mcgraw-Hill Publishing
3. Jay JM "Modern Food Microbiology" 3rd edition CBS Publishers and distributors Delhi 1987

Syllabus : Short Term Course In Vedic Maths(Basic Level)
CONTENTS

S.NO.

- 1) Introduction of Vedic Maths**
- 2) History of Vedic Maths**
- 3) Benefits of Vedic Maths**
- 4) Sutras**
- 5) Sub-Sutras**
- 6) Sutras and their Explanation**
- 7) Multiplication by 11 and multiples of 11
(Sub Sutra Anurupyena)**
- 8) Multiplication by 12 to 19
(Sutra Sopantyadvayamantyam)**
- 9) Multiplication by 111**
- 10) Multiplication by 222 to 999**
- 11) Base Method Multiplication
(Sutra Nikhilam Navatascaramam Dasatah and sub Sutra
Anurupyena)**
 - a) Below Base 10**
 - b) Below Base 20-90**
 - c) Below Base 100**
 - d) Below Base 200-900**
 - e) Above Base 10**
 - f) Above Base 20-90**
 - g) Above Base 100**
 - h) Above Base 200-900**
 - i) Base Method When one number is above & other is below the
same base**

- j) When Bases are different but both number are below base**
k) When Bases are different but both number are above base

- 12) If the sum of units digits is 10 rest place digits are same**
(Sub Sutra Antyayordasake' pi)
13) If the sum of tens place digits is 10 and ones place digits are same

- 14) Multiplication by 9**
15) Multiplication of Number Ending with 9 i.e. 19-99
16) General Method (2 digit x 2 digit)
(Sutra Urdhva Tiryagbhyam)
17) Subtraction (all from 9 last from 10)
18) Vinculum
19) Change units digit into a vinculum
20) Change all digits to vinculum except first
21) Devinculate
22) Subtraction using Vinculum
23) Addition Base Method
24) Subtraction Base Method
25) Addition / Subtraction using Vinculum
26) Addition using Compliments
27) Division by 9
(Sutra Nikhilam Navatascaramam Da Satah)
28) Division by 8
(Sutra Nikhilam Navatascaramam Da Satah)
29) Division by 11
(Sutra Nikhilam Navatascaramam Da Satah)
30) Division by 12
(Sutra Nikhilam Navatascaramam Da Satah)
31) Division by 99
(Sutra Nikhilam Navatascaramam Da Satah)

- 32) Division by number above base 100
(Sutra Nikhilaṁ Navatascaramam Da Satah)**
- 33) Division Base Method (Above Base)**
- 34) Division Base Method (Below Base)
(Sutra Nikhilaṁ Navatascaramam Da Satah)**
- 35) Squares (Base Method)
(Sub Sutra Yavadunam Tavadunikrtya Vargance Yojayet)**
- 36) Square of number ending with 5
(Sutra Ekadhikena Porvena)**
- 37) Square of number starting with 5**

ਸ਼ਾਹਮੁਖੀ ਸਿਖਲਾਈ ਕਲਾਸਾਂ ਕੋਰਸ

ਮੁਢਲੀ ਪੱਧਰ ਕੋਰਸ
ਸਮਾਂ- 30 ਘੰਟੇ

ਪਹਿਲਾਂ ਹਫ਼ਤਾ :

- ਸ਼ਾਹਮੁਖੀ ਲਿਪੀ ਦੀ ਉਤਪਤੀ ਤੇ ਵਿਕਾਸ
- ਮੁਢਲੀ ਜਾਣ-ਪਛਾਣ
 - ਹਰੂਫ਼ ਏ ਤਹੱਜੀ
 - ਪਹਿਲੀਆਂ ਤਿੰਨ ਸਤਰਾਂ

ਦੂਜਾ ਹਫ਼ਤਾ:

- ਹਰੂਫ਼ ਏ ਤਹੱਜੀ
- ਅਗਲੀਆਂ ਪੰਜ ਸਤਰਾਂ
- ਉਚਾਰਨ ਅਤੇ ਟੈਸਟ

ਤੀਜਾ ਹਫ਼ਤਾ

- ਹਰੂਫ਼ ਏ ਤਹੱਜੀ
- ਅਭਿਆਸ
- ਲਿਖਤ,
- ਪ੍ਰਭੂਤ
- ਉਚਾਰਨ ਅਤੇ ਟੈਸਟ

ਚੌਥਾ ਹਫ਼ਤਾ

- ਮੁਕੰਮਲ ਹਰੂਫ਼ ਏ ਤਹੱਜੀ
- ਹਰਫ਼ ਜੋੜਨੇ
- ਮੁਕਤਾ ਵਾਲੇ ਦੇ ਹਰਫ਼ ਜੋੜਨੇ

ਪੰਜਵਾਂ ਹਫ਼ਤਾ

- ਹਰਫ਼ ਜੋੜਨੇ
- ਕੰਨਾ ਵਾਲੇ ਦੇ ਹਰਫ਼ ਜੋੜਨੇ
- ਸਿਹਾਰੀ ਵਾਲੇ ਦੇ ਹਰਫ਼ ਜੋੜਨੇ
- ਬਿਹਾਰੀ ਵਾਲੇ ਦੇ ਹਰਫ਼ ਜੋੜਨੇ
- ਵਰਨਮਾਲਾ ਮੁਢਲੀ ਜਾਣ- ਪਛਾਣ

ਡਾ.ਮਨਦੀਪ ਕੌਰ
ਪੰਜਾਬੀ ਵਿਭਾਗ

VISUAL CATPRO

Visual Catpro is an integrated business accounting software for small and medium businesses. With over 10,000 installations (over 20 thousand users) in India and abroad. Visual Catpro is one of the leading accounting software in Punjab. It provides businesses the tools necessary to streamline business processes, make transactions manageable, and improve employee efficiency and accuracy.

- **The features of visual Catpro.**

Visual Catpro facilitates a customizable billing system where users can edit tax rates, bill design, bill size, etc. This accounting software integrates with business bank accounts for automated reconciliation statement capturing.

- **Creation of company**

You may also create a new firm from the Backup (.BK09 file) by clicking on 'Import From File...' button as shown in the above picture. In this case Visual Catpro shall find out the Firm name & Station from BK09 file automatically.

- **Creation of sundry debtors and creditors**

A business runs on in flow and out flow of cash. Debtors and creditors play a crucial role in shaping a business' hold in its line of work. In any business transaction, there is buying and selling of goods/services involved. Any individual who is responsible for the supplies of the goods or services to another business firm on credit basis, will be considered as sundry creditor by the firm who avails this facility.

- **Accounts payable**

Accounts payable is any sum of money owed by a business to its suppliers shown as a liability on a company's balance sheet. In simple words, when you buy goods or services with an arrangement to pay later, such an amount till it is paid is referred to as accounts payable.

- **Why managing outstanding payables is important for any business?**

When you buy certain goods/services from your vendors or suppliers, you must ensure that you discuss and agree on a specific timeline to make your payments. Especially when you purchase goods on credit, it is important that both parties have agreed on the payment timeline, so that there isn't any bad blood at later stages of the transaction.

- **Record and track dues**

You can get an overview of the amount and the creditors to whom you owe money and how much you owe each creditor and the duration of such pending payments. Managing your outstanding payables will help you to know the time-to-time expenses, avoid overseeing the payments that you owe to the creditors, and help you manage the cash flow in your business.

- **Use credit period**

To ensure that all the payments that you owe to your suppliers are tracked systematically, it is advised to maintain your accounts by specifying the credit period or due date for the party during purchases. You can specify a credit period of say 30 days in the party ledger for the party to make the payments. This helps to avoid conflicts with your parties, systematically track your outstanding payables, and make timely payments to your parties.

- **Creation of masters, with all assets and expense.**

Masters are account heads which shows the transaction under that particular account. You can create masters for both Accounts as well as Inventory. Once you have the company selected, press Esc to reach the Master reformation menu

- **Creation of stock items.**

Stock items are goods that you manufacture or trade (sell and purchase). It is the primary inventory entity. Stock Items in the Inventory transactions are similar to ledgers being used in accounting transactions.

Two Modes of Stock Item Creation:

- Normal Mode
- Advance Configuration Mode.

- **Creation of vouchers.**

A client makes credit notes using 'CN' option of voucher entry. All his credit notes are printed properly. But in one of credit notes he has 3 items. After first item a space of about 3-4 inches is left blank before printing the 2nd item. All his Printer settings were ok

- **Creation of all capital accounts, income and expense.**

You can create a capital account using a spreadsheet or specific accounting software where you log all company transactions. It's important to record all income and expenditures to have an accurate total of the funds in the account



- **Creation of direct and indirect expense**

Direct expenses are those that are linked to a specific cost object, while indirect expenses are associated with the entire business and not specific cost objects. Indirect and direct expenses can be either fixed or variable. Most of a company's expenses are indirect.

- **Creation of direct and indirect income ledger**

Journal is a memorandum book to record transactions date wise. On a particular date, what are total purchases, total sales, debtors, creditors, incomes, expenses may not be known as journal. And to get information about the above, the entries passed in the journal are classified on the basis of their nature in another book which is known as ledger.

- **Creation of bank entries.**

- The bank or cash journal is one method of entering the bank or cash transactions. You can also enter the opening balance for the bank or cash transactions.
- If the **Use bank/cash journal** check box under the **Payments: Other** section in **Bank settings** is selected (at System → General → Settings → Bank settings), transactions with the **Payment method: Others** will be journalized in the bank journal that is linked to the cash instrument used. These transactions are matched automatically and can be edited but cannot be deleted directly from this journal. They can only be deleted at Cash flow → Entries → Cash flow.

- **Creation of cash deposit,cash withdraw, cheque issued entries**

The **Cash Withdrawals / Deposits to Bank** report provides the details of **Total Amount Deposited** or **Withdrawn** from bank during the Audit year, along with the voucher count.

- **Creation of sales composition bills**

You can record sales made within the state under GST composition scheme in sales invoice

- **Insurances entries**

- **Bill creations**

- **Create E-Invoice in Visual Catpro**

- E-Way bill is also required to be generated wherever applicable. E-Invoicing is an additional requirement and not a substitute for E-Way bill.
- By default Item name will be picked from item master head. You may use subitem etc. as item description by modifying the configuration **Item Description in E-Invoicing** in Invoice configurations.