## COMMUNICATION SKILLS IN ENGLISH

## CODE CD 121

BC 121/CA 121/ ID 121/ TD 121
L $\quad \mathbf{T} \quad \mathbf{P}$
1 -- 2

## RATIONALE

The students seeking admission to the diploma courses do not have the required proficiency in English. It has, therefore, been decided to introduce English and Communication Techniques to help them attain proficiency in the subject.

## CONTENTS

1. Narration, Voice, Basic Sentence Patterns. (Nine basic sentence patterns)
2. Transformation of Sentences, Determiners, Preposition.
(a) Interchange of degree of comparison
(b) Interchange of Affirmative and negative sentences
(c) Interchange of Interrogative and Assertive sentences
(d) Interchange of Exclamatory and Assertive sentences
3. Tenses, Common errors (Noun, Pronoun, Articles, Adverb, Punctuation, Preposition etc.)
4. Modals in Conversational Usage and punctuation:

Modals:
Can, Could, Should, Will, Would, May, Might, Must,
Need not, Dare not, ought to, Used to.

## Punctuation:

Full stop, Comma,
Question mark, Exclamation mark, Inverted Commas, Capital letters
5. Composition - 1. Unseen Passage, Précis Writing
7. Essay Writing - Essays on general topics and topics related to environmental problems.



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## PRACTICALS

We envisage two successive stages for attaining skill in communication ability;

1. Listening
2. Speaking

We can club them together as shown above.
$\begin{array}{ll}\text { 1. Listening: } & \mathbf{P} \\ & 6\end{array}$
1.1 For improving listening skills the following steps are recommended,
1.1.1 Listen to Prerecorded Tapes
1.1.2 Reproduce Vocally what has been heard
1.1.3 Reproduce in Written form
1.1.4 Summarise the text heard
1.1.5 Suggest Substitution of Words and Sentences
1.1.6 Answer Questions related to the taped text

|  | 1.1.7 $\quad$ Summarise in Writing |
| :--- | :--- |
| 2. | Speaking: |
| 2.1 | Introducing English consonant-sounds and vowel-sounds. |
|  | 2.1.1 Remedial excercises where necessary |
| 2.2 | Knowing Word stress |
|  | Shifting word stress in poly-syllabic words |
|  | [For pronunciation practice read aloud a para or page regularly while others monitor] |

## 3. Vocabulary:

3.1 Synonyms. Homonyms. Antonyms and Homophones
3.2 Words often confused, as for example,
[I-me; your-yours; its-it's; comprehensible-comprehensive; complement-compliment]
3.3 Context-based meanings of the words, for example,
3.3.1 $\operatorname{man}[\mathrm{N}] \operatorname{man}[\mathrm{vb}]$; step[ $[\mathrm{N} \mid$,step[vb]
3.3.2 conflict ___Israel Palestinian conflict

Emotional conflict,
Ideas conflict
3.3.3 learn - 1 learn at this school I learnt from the morning news
4. Delivering Short Discourses:
4.1. About oneself
4.2 Describing a Place, Person, Object
4.3 Describing a Picture, Photo.
5. Group Discussion :
5.1 Developing skill to initiate a discussion [How to open]
5.2 Snatching initiative from others [Watch for weak points, etc.]
6. Expand a topic-sentence into $4-5$ sentence narrative.

## Note:

1. The Medium of teaching and examination will be English.
2. The Question on Essay Writing (Unit-7) will be compulsory. The student will have to attempt one essay out of two, touching upon given points.
3. At least on question will be set from each unit.
4. No theory question will be set from syllabus of practicals.

## REFERENCE BOOKS:

1. Intermediate English Grammar

Raymond Murphy, Pub: Foundation Books, New Delhi
2. Eng. Grammar, usage \& Composition
3. A Practical Eng. Grammar (and its Exercise Books)
4. High School English Grammar and Composition

## COMPUTER APPLICATIONS

L T P<br>2 -- 3

## RATIONALE

Use of Computer is increasing for precise and speedy work so it is useful to provide computer knowledge to the students. The course content is designed to give an overview and understand working of computer components and Operating System. The course provides knowledge of internet, email, web browsing and E-commerce. The course also focuses on basic application Software MS-Office.

The student will be able to appreciate the role of Computer Technology, more specifically computer hardware, software and its application in the present social and economic scenario.

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## 1. Introduction

1.1 Characteristics of Computers
1.2 Application of Computer
1.3 Component of Computer
1.3.1 Block Diagram of Computer
1.3.2 ALU and CU
1.3.3 Input Device: Keyboard, Mouse,Joystick ,Scanner ,Optical Mark Reader, Barcode Reader, Magnetic Ink Character Reader, Web Camera
1.3.4 Output Device: Monitor, Impact printer -Dot Matrix and Drum, Non Impact Printer: Laser and Inkjet Plotter
1.3.5 Memory Organization, Primary Memory,Secondary Memory
1.4 Languages and Translators
1.4.1 Low Level and High Level Language
1.4.2 Compiler and Interpreter
2. Operating System
2.1 Concept of Operating System
2.2 Functions of Operating System
2.3 Relationship between Hardware and Software
2.4 Software
2.4.1 System Software
2.4.2 Application Software
2.5 Creating Folder and Shortcut
2.6 System Tool: Disk cleanup, Disk Fragmentation, System Restore
2.7 Control Panel: Adding new hardware and software, Display, Adding new font, User account management
2.8 Accessories: Calculator, Notepad, Paint, WordPad, Snipping Tool
3. Computer Network

### 3.1 Need of networks

3.2 Data Transmission Media: Twisted pair, Coaxial, Optical Fiber, Satellite transmission
3.3 Types of Network-LAN, WAN, MAN
3.4 Topologies of LAN - Ring, Bus, Star, Mesh and Tree
3.5 Digital and Analog Transmission
3.6 Serial and Parallel data transfer
3.7 Modem - Working and characteristics

## 4. Internet

8
4.1 Introduction to Internet and Intranet
4.2 Internet Service Provider.
4.3 URL and DNS
4.4 Web Brower and its functions, Web Page, Search Engines
4.5 Protocol: Basic of http, https, FTP, SMTP, POP
4.6 Basic of E-mail:
4.6.1 E-mail Service Provider
4.6.2 Composing E-mail
4.6.3 Mailing List
4.6.4 Creating Label
4.6.5 Signature
4.6.6 Spam
5. Word Processing
5.1 Introduction to MS Word
5.2 Opening, saving in different format and Printing Document.
5.3 Copy, Paste, Find and Replace, Go to, Redo Undo, Change Case, Spell Check
5.4 Creating and Formatting Tables
5.5 Inserting Clipart, Hyperlink, Symbol
5.6 Character and Paragraph Formatting
5.7 Page Formatting: Header Footer, Page break, Watermark
5.8 Mail merge
6. Power Point Presentation
6.1 Introduction to Power Point
6.2 Creating, Opening,Saving presentations and Printing: Slides ,Handout
6.3 Slide Layout, Presentation Views
6.4 Insert Sound, Smart Art, Chart
6.5 Design Presentation using Animation and Custom Animation
6.6 Running and Controlling a Slide Show
7. Spreadsheet
7.1 Introduction to Spreadsheet
7.2 Creating, Saving and Editing a Workbook.
7.3 Inserting, Deleting Work Sheets and Printing worksheet
7.4 Copying and Moving data from selected cells
7.5 Formatting cells: changing data alignment, different number formats, changing font, adding borders and colors
7.6 Sorting and Filtering
7.7 Working with Formulas: Mathematical, Logical, Text
7.8 Charts and Graphs
8. E-Commerce and Security ..... 7
8.1 Introduction to E-Commerce
8.2 Type of E-Commerce
8.3 Advantage and Disadvantage of E-Commerce
8.4 Payment Gateway
8.5 Definition of Virus, Malware, Trojan Horse
8.6 Scanning \& Removing Virus using Antivirus Program
PRACTICALS

1. Study of Computer Components. ..... 3
2. Practice of using My Computer, creating, deleting folders and shortcuts. ..... 3
3. Practice on Paint, WordPad, Notepad, Calculator and Snipping tool. ..... 3
4. Practice on System Tools-Disk Cleanup, Disk Fragmenter, System Restore. ..... 3
5. Practice on Control Panel. ..... 3
6. Study of different types of Networks and Network Topologies. ..... 3
7. Visit to different Internet Sites. ..... 3
8. Content Searching using Search Engines. ..... 3
9. Creating E-mail accounts, Composing and Sending E-mail. ..... 3
10. Sending E-mail with attachments and signature. ..... 3
11. Exercise on MS-WORD: ..... 21
11.1 Starting MS-Word, Creating, Saving and Opening documents
11.2 Editing Documents-Cut, Copy, Paste, Undo, Redo, Copying one document to other, Change Case, Go to
11.3 Character and Paragraph Formatting, Numbering and Bullets
11.4 Page Formatting, Header and Footer, Page Break, Watermark
11.5 Spell Check, Find and Replace, Inserting Pictures and Clip-arts
11.6 Print Preview and Printing documents
11.7 Working with Tables
11.8 Creating Hyperlink
11.9 Saving documents in different formats- PDF, XPS, Web page
11.10 Mail-Merge.
12. Exercise on MS-PowerPoint: ..... 15
12.1 Starting MS-PowerPoint, Creating, Saving and Opening presentations
12.2 Adding animation in slides
12.3 Running a Slide Show
12.4 Printing Slides and Handouts
12.5 Designing Custom animation
13. Exercise on MS-EXCEL:
13.1 Starting MS-Excel, Creating, Saving and Opening worksheet.
13.2 Editing Worksheet.
13.3 Formatting Cells- Font, Number Formats Alignment and Borders.
13.4 Implementing Mathematical, Logical and Text Formulas.
13.5 Charts and Graphs.
13.6 Sorting and Filtering.
13.7 Printing Workbooks.
14. Study of E-Commerce and Payment Gateways.

## REFERENCE BOOKS :

1 Computer Fundamentals P.K. Sinha and P. Sinha,
2. Microsoft office for 2016 Amy Kinser Pearson education.
3. Data Communications and Networking Forouzan TMH

## THEORY OF FASHION - I

## CODE CD 123

L T P
31 --

RATIONALE
This subject provides a basic idea of tools and material used in fashion designing. The contents of the subject are such that the students are able to understand basic knowledge of paper pattern \& marking techniques.

## CONTENTS

1. Tools for Clothing Construction :

L T
155
1.1 Measuring Tools
1.2 Marking Tools
1.3 Cutting Tools
1.4 Pressing Tools
1.5 General Tools
1.6 needles \& threads
2. Paper Patterns :
2.1 Introduction
2.2 Definition
2.3 Types
2.4 Methods of Developing Patterns: Flat Pattern and Draping
2.5 Importance
2.6 Consideration while making Paper Pattern.
3. Marking to the Fabrics :

124
3.1 Tracing Wheel and Carbon Paper
3.2 Tailor's Chalk
3.3 Thread Tacking
3.4 Tailor's Tack
3.5 Clip Marking
4. Technical Terms Related to :
$4.1 \quad$ Dress Designing
4.2 Drafting and Cutting
4.3 Stitching and Finishing
5. Preparation of Material Before Cutting :
5.1 Identification of warp weft and selvedge

124
5.2 Checking the Grain of the Fabric
5.3 Shrinking
5.4 Straightening
5.5 Pressing
6. Eight Head Theory:

155
6.1 Line of Division
6.2 Body Type
6.3 Human Figures : Standard and Abnormal
7. Readymade Garments:

93
7.1 Introduction
7.2 Basis of Selection of Readymade Garments
7.3 Merits and DeMerits

## REFERENCE BOOKS :

1. Treasure of Indian Textiles
2. The Encyclopedia of World Fashion
3. Vogue-History of 20th Fashion
4. Traditional Indian Textiles

Marg Publication Bombay
Bonza Books N, York
Bloom Bury Books
Thomas and Hudson

## MARKET RESEARCH \& ANALYSIS

$\begin{array}{llll}\mathbf{L} & \mathbf{T} & \mathbf{P} & \\ & 2 & -- & 2\end{array}$

## RATIONALE

The subject will enable the students to explore and analyze different fibers and fabrics available and used in fashion industry.

## CONTENTS

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1. Textile Fibres : 8
1.1 Meaning and Definition of Textile Fibres.
1.2 History \& Development of Fibres.
2. Classification of Fibres.

4
3. Natural Fibres

8
3.1 Animal Fibres
$3.2 \quad$ Vegetable Fibres
3.3 Mineral Fibres
4. Man made Fibres
4.1 Rayons
4.2 Polyester (terelene, dacron)
4.3 Acetate \& Triacetate
4.4 Polyamides (Nylon 6.66)
4.5 Acrylic (Orlon)
5. Characteristics / Properties of above mentioned fibres
6. Identification of Textile Fibres:
5.1 Visual Inspection
5.2 Microscopic Examination
5.3 Burning Test
5.4 Chemical Test
5.5 Elementary knowledge of Blends.
7. Introduction To Basic Weaves

6
8. Uses of different Textile Fibres. 3
9. Glossary of Fabrics

## PRACTICALS

1. Prepare a sample file and survey report according to the following topics and write its identifications such as nature, suitability with cost, general care and identification tests of the fabrics :
1.1 Different types of Cotton Fabrics 8
1.2 Different types of Synthetic Fabrics 8
1.3 Different types of Woolen Fabrics 7
1.4 Different types of Sheer Fabrics 8
1.5 Different types of Silk Fabrics 7
1.6 Different types of Lining and Interlining with 7
its proper utility.
1.7 Collection of various types of accessories 7
1.8 Different types of Jute, Velvet, Canvas, Brocade, Lace (net), Namda and Pile fabrics.

## REFERENCE BOOKS :

1. Soft Furnishing
2. Ready Set Sew
3. Fabric Source \& Marketing Bombay

Manga Books
The Butterick Sewing Books
(Monthly Magazine)
Dhuntyagi
Thomas \& Hudson London
Blaketon Hall England

## DRAFTING AND GARMENT CONSTRUCTION - I

L T P
2 -- 8

## RATIONALE

Fashion always changes but the principles of garment cutting remains the same. With the help of these principles, hundreds of new styles and designs can be created according to change in fashion.pattern making is a highly skilled technique which provides technical ability to interpret a design with practical understanding of garment construction.

## CONTENTS

Note : All Contents are related to children wear.
L $\quad \mathbf{P}$

1. Measurement charts for children wear

2
Applicability and Importance
2. Definition, Scope, Elements, Methods \& Importance of Drafting

4
3. Types of measurements :
3.1 Direct
3.2 Indirect
4. How to take and record body measurement.
5. Introduction of Sewing Machine with Hand, Tradle and Electric motor :
5.1 Basic Parts and Attachments
5.2 Functions
5.3 Defects and Remedies
6. Preparation of Child's basic Bodice Block, Sleeve Block and Hip Block.
7. Precautions to be taken while working with different kinds of fabric :
7.1 Layout - ( Plain, Printed, Striped, Checks)
7.2 Marking - ( Cotton, Synthetic, Woollen, Pile)
7.3 Cutting - ( Cotton, Synthetic, Woolen, Pile)
7.4 Stitching - ( Silk, Pile, Denim, Synthetic, Woollen)
7.5 Finishing - (Light Weight, Medium Weight, Heavy Weight, Knitted Fabrics)
8. Making Drafts and Samples of the following :
8.1 Sleeves

10
8.1.1 Set - in
8.1.2 Puff
8.1.3 Bell
8.1.4 Leg o'motton
8.1.5 Raglon
8.1.6 Kimono
8.1.7 Batwing
8.1.8 Petal
8.2 Collars

10
42
8.2.2 Peter pan
8.2.3 Stand
8.2.4 Shirt
8.2.5 Roll
8.2.6 Sailor
9. Drafting, Pattern Making, Estimation and Layout

16

## cutting of all the garments :

9.1 Jhabla with Panty
9.2 Frock (different types)
9.3 Night Suit
9.4 Dungaree

## REFERENCE BOOKS :

1. Metric Pattern Cutting for Children Wear
2. Dress Fitting
3. Vogue Fitting
4. Singer Sewing Book
5. Make your Own Dress Pattern
6. The Art of Sewing

Winifud Aldrish
B.S.P. Profession

Haprper \& Raw
Singer Company
Brenda Redmile
Anna Jacqued.

## SURFACE ORNAMENTATION - I

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## RATIONALE

Embroidery, the one of the surface ornamentation technique gives creative, decorative and ornamental effect on fabric surface. The student learns variety of stitches and can decorate the costume using them.

It give knowledge about appropriate tools, equipments and suitable fabrics for embroidery to create designs through various transferring methods.

PRACTICALS
P

1. Study of Basic Hand Embroidery Stitches :
1.1 Flat
1.2 Looped
1.3 Crossed
1.4 Knotted
2. Articles Based on Above Mentioned Stitches:
( Any Two )
2.1 Hankies
2.2 Wall Picture
2.3 Dinning table mats
2.4 Baby Bed cover
2.5 Tray Cover
3. File based on hand embroidery stitches.

## REFERENCE BOOKS :

1. Embroidery
2. Teachaing Needle Craft
3. Embroidered Textile
4. The Complete Book of Knitting
5. Needle Worker's Dictionary
6. Decorative Needle Craft
7. Embroidery

Ksynia Marko
Wan Nostrand Remhold Co.
Thomas Hudson Lts. London
Crokhet and Embroidery
Marshall Canvendish
Pammela Clayburn.
Arco Publishing Int. N. York
William Collins \& Sons \&
Coltd London.

## BASIC SEWING TECHNIQUES

CODE CD 127
$\begin{array}{ccc}\mathbf{L} & \mathbf{T} & \mathbf{P} \\ -- & -- & 3\end{array}$

## RATIONALE

The subject may be considered as the backbone for the students of fashion. Contents are related with basic hand \& machine sewing techniques.

## CONTENTS

Note : Brief theoretical knowledge should be given before practical.

1. Basic Hand Stitches :
1.1 Temporary Stitches: Basting even, Uneven, Diagonal \& Slip basting.
1.2 Permanent Stitches : Running stitch, Hemming, Slip stitch, Back stitch, Run and Back stitch, Over casting, Over handing, Whipstitch.
2. Seams and Seam Finishes :
2.1 Seams - Types of seams working of common seams Plain seam, Top stitched seam Welt seam, Lapped seam, Slot seam, Flat fell seam, French seam, Mantua maker's seam, Piped seam.
2.2 Seam Finishes : Pinked, Edge stitched, Double stitched, Over cast, Herring bone stitch, Bound seam
3. Introducing Fullness :
3.1 Darts : Decorative and Functional darts
3.2 Pleats : Knite Pleats, Box Pleats, Inverted Pleats, Kick Pleats, Fan Pleats, Cartridge Pleats, Pinch Pleats.
3.3 Tucks
4.3.1 Pin Tucks - Piped or Corded tucks, Cross Tucking
4.3.2 Wide tucks - Blind Tucks, Spaced Tucks, Shell or Scalloped Tucks, Group Tucking with Scalloped effect.
3.4 Gathers
4.4.1 Gathering by Hand
4.4.2 Gathering by Machine
4.4.3 Gathering by using Elastic
4.4.4 Shirring and Gauging
3.5 Frill or Ruffles
4.5.1 Double Ruffle
4.5.2 Circular Ruffle
4.5.3 Flounces and Waffles
4. Facing and Bindings :
4.1 Facing - Bias facing, Shaped facing, Decorative facing.
4.2 Bindings - Single Bias Binding, Double Bias Binding, (Preparation and uses of True Bias, Cutting and Foaming Bias Strips)
5. Plackets and Openings :
5.1 Continuous Bound Placket
5.2 Bound and Faced Placket or Two Piece Placket
5.3 Zipper Placket
5.4 Tailored Placket or Shirt Sleeve Placket
5.5 Bound Neck Opening
5.6 Centre Front Opening
6. Pockets :

9
6.1 Patch Pockets
6.2 In seam Pockets
6.3 Cut Pockets
7. Fasteners :

|  |  |  |
| :--- | :--- | :--- |
|  | 7.1 $\quad$ Button \& Button holes |  |
|  | $7.2 \quad$ Hooks \& Eyes |  |
| 7.3 | Snaps |  |
| 7.4 | Zip |  |
| 7.5 | Volcro |  |

8. Trimmings : Laces, Braids, Ribbon, Piping.
9. Hem Finishes :
9.1 Stitched and Turned hem
9.2 Seam Binding Hem Finish
9.3 Catch Stitches Hem
9.4 Narrow Machine Stitched Hem
9.5 Rolled or Whipped Hem
9.6 Shell Edged Hem for Circular or Flared Skirts.

Note : Samples file should be prepared as listed above.

## REFERENCE BOOKS :

1. Sew it
2. Sewing of Golden Hands
3. Sewing
4. Singer Sewing Book
5. Sewing
6. Introduction to Dress Making
7. The Art of Sewing

Nancy Bruning
Marshal Carendish
Jean Kimmod
Singing Sewing Company
Ana Ladbury
Marshall Cavendish
Anna Jaqueb

## FASHION ILLUSTRATIONS - I

L T P
-- -- 4

## RATIONALE

The purpose of the subject is to study of how to create a human and fashion figure drawing using different Mediums.

## CONTENTS

1. Line Sketches:

Boys and Girls in Front and Back View. 18
2. Brief idea about Drawing Tools and Materials.
3. Sketches Related to Boys / Girls
3.1 Necklines
3.2 Collars
3.3 Sleeves and Cuffs
3.4 Yokes
3.5 Pockets
3.6 Gathers, Pleats and Tucks
3.7 Ruffles, Cowls
4. Basic Design: Composition Based on Art Elements and

Principals with Detailed Study of Colour Schemes and Preparation of Mood Board.
5. Sketches related to Fashion Accessories:
5.1 Footwear and Bags.
5.2 Bows and Ties Belts,
5.3 Caps and Hats
6. Sketches of Boy / Girl Garments in Pencil, Wax, Crayon, Ink, Water and Poster Colours.
6.1 Casual Wear: Day, Evening, Night wear, Sports wear
6.2 Formal Wear: Party wear, Festival wear, Uniform.

## REFERENCE BOOKS

1. The Art of Costume Design
2. How'to Draw and Paint Fashions
3. Children's Clothes
4. Kiddys Fashion
5. Men's Hi Fashion
6. Women's Hi Fashion
7. Mccall's Vogue and Simplicity

Marilyn Sotto
Walter T. Faster
Conran Actopus
Wongs Wary Press
Poineer Books Co.
Poineer Books Co.
(Monthly Maganizes)
8. Kiddy Vol - 1 to 25
9. Fashion Magazines

