

## 1.1 ENGLISH COMMUNICATION

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### RATIONALE

Interpersonal communication is a natural and necessary part of organizational life. Yet, communicating effectively can be challenging because of our inherent nature to assume, overreact to and misperceive what actually is happening. Poor communication or lack of communication is often cited as the cause of conflict and poor teamwork. In today's team oriented workplace, managing communication and developing strategies for creating shared meaning are crucial to achieve results and create successful organizations. The goal of the Communicating Skills course is to produce civic-minded, competent communicators. To that end, students must demonstrate oral as well as written communication proficiency. These include organizational and interpersonal communication, public address and performance. The objectives of this subject are understanding how communication works, gaining active listening and responding skills, understanding the importance of body language, acquiring different strategies of reading texts and increasing confidence by providing opportunities for oral and written expressions

### DETAILED CONTENTS

- 1. COMMUNICATION SKILLS** 16 Periods
  - 1.1 Introduction and Process of Communication
  - 1.2 Objectives of Communication
  - 1.3 Verbal and Non-verbal Communication
  - 1.4 Process of Communication
  - 1.5 Listening and Speaking Skills and Sub-Skills  
(All topics should be in detail)
  
- 2. GRAMMAR AND USAGE** 12 Periods
  - 2.1 Syntax (Parts of speech)
  - 2.2 One word substitution
  - 2.3 correct the incorrect sentences
  - 2.4 Pair of words
  - 2.5 Tenses
  
- 3. WRITING SKILLS** 12 Periods
  - 3.1 Writing Paragraphs
  - 3.2 Picture Composition
  - 3.3 Developing writing skills based on some audio-visual stimulus
  
- 4. READING COM PREHENSION SKILLS** 12 Periods  
Unseen comprehension passages (at least 3 passages of literary, scientific, data Interpretation).
  
- 5. Translation** 12 Periods
  1. Translation from Hindi to English.
  2. Glossary of administrative terms.

### LIST OF PRACTICALS

**(Note: The following contents are only for practice. They should not be included in the final theory examination)**

#### DEVELOPING ORAL COMMUNICATION SKILLS

- Greeting, Starting a Conversation
- Introducing Oneself
- Introducing Others
- Leave Taking

- Thanking, Wishing Well
- Talking about Oneself
- Talking about Likes and Dislikes
- Mock Interview

### **LIST OF REFERENCE BOOKS**

1. Communicating Effectively in English, Book-I by Revathi Srinivas; Abhishek Publications, Chandigarh.
2. High School English Grammar and Composition by Wren and Martin; S. Chand & Company Ltd., Delhi.
3. Communication Techniques and Skills by R. K. Chadha; Dhanpat Rai Publications, NewDelhi.

### **SUGGESTED DISTRIBUTION OF MARKS**

<b>Topic</b>	<b>Time Allotted (Periods)</b>	<b>Marks Allocation%</b>
1	16	30
2	12	20
3	12	20
4	12	20
5	12	10
<b>Total</b>	<b>64</b>	<b>100</b>

## 1.2 Textile science – I

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### DETAILED CONTENTS

#### Theory

1. Introduction to textile fiber, yarn and fabric **24 Periods**
  - a) classification of important textile fibers based on their origin and constituents
  - b) Important properties of fibers:  
Cotton, jute, linen, wool silk, polyester, nylon, acrylic, spandex, viscose rayon.
    - relating to performance (strengths/Tenacity), absorbency
    - Relating to maintenance (Effect of biological organisms chemicals, thermal conductivity).

#### PRACTICAL EXERCISE

- Physical analysis of fabrics composed of different fibers like cotton, jute linen, wool, silk, polyester, nylon, acrylic, spandex, viscose, rayon etc.
- Visual examination of fibers and yarns
- Identification of fibers in a fabric sample through:
  - Burning test
  - Microscopic test
  - Chemical test

#### 2. Yarn Processing **24Periods**

- a) Manufacturing of cotton, wool and silk
- b) Type of yarns and their properties relevant to fabric behaviour
  - simple yarns: single,ply, cord
  - Novelty yarns: slub, boucle, chenille, nubs, corkscrew, grindelle
  - Textured yarns: stretch yarns, bulk yarns, core-spun yarns
  - Blended yarns
  - Yarn twist, yarn count/size
  - Theory of direct and indirect method of yarn numbering systems.

#### Practical Exercise

- Visit to spinning Mill or show relevant video films to understand the various systems of yarn spinning-staple, filament and spun filament yarns
- To analyze and understand fabric texture (appearance and hand) on the basis of the yarns used:
  - Fabrics using simple yarns
  - Fabrics using novelty yarns
  - Fabrics using filaments: textured, non textured, spun filament

#### 3. woven and Non woven textiles **16Period**

- Brocade, Chanderi, Paithani, Maheshwari, Kanchiwaram, Patolas, Pochampalli, Ikat, Namdas and shawls of Kashmir.

#### Practical Exercise

Different types of fabrics and its origin .

### SUGGESTED DISTRIBUTION OF MARKS

Topic	Time Allotted (Periods)	Marks Allocation%
1	24	40
2	24	40
3	16	20
Total	<b>64</b>	<b>100</b>

### **1.3 FASHION ILLUSTRATION-I**

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#### **DETAILED CONTENTS**

##### **PART – I**

1. To understand the difference between human figure and fashion figure.
2. Basic ten head croqui with appropriate terminologies.
3. Front view, Back view, 3/4<sup>th</sup> View
4. Different color media: Wet and dry mediums.
5. Projects / sheet work for the above study  
(Action figures in different views and poses).

##### **PART – II**

1. Shaping of different parts of human figures: arms, hands, legs, and feet.
2. Studying the face in different angles: front, 3/4<sup>th</sup>, profile, back.
3. To draw different fashion accessories:Hats, Gloves, Handbags, Shoes, Belts, Jewellery etc.
4. Project/sheet work for the above study.

##### **PART – III**

1. Illustrating design details : necklines, collars, sleeves, Yokes skirts and dress-styles, pant styles and other style details like gathers, flaxes, drapes etc
2. Collecting pictures of above mentioned design details and filing them.

## **1.4 BASIC DESIGN**

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### **DETAILED CONTENTS**

#### **1. INTRODUCTION**

- a) Medium of expression : Pencils, Inks, Crayons, Types of other colours
- b) Tools and materials: Compass, Rulers, Liners, Equipments for Creating textures etc.....

#### **2. ELEMENTS AND PRINCIPLES OF BASIC DESIGN**

- a) Dots, lines : thick & thin, straight and curved: their variations.
- b) Physiological and psychological effects of lines in garments.
- c) Shapes : geometrical- circle, square, triangle, rectangle  
(developing patterns and compositions )
- d) Tone : Colour – Spectrum, Primary, Secondary, Tertiary Colours, Warm & Cool Colours, Opaque & Trnsparent Colours , Tints & Shades, Colour Mixing (mosaic), Colour Schemes- Complementary, Analogous, Acromatic, Polychromatic, Monochromatic , Colour Combination ,etc....
- e) Proportion, harmony, balance, unity & rhythm in design.

#### **3. PRACTICE OF FOLLOWING ART FORMS IN COLOUR**

- a. Traditional & Modern(abstract)
- b. Folk & Geometrical

#### **4. CONCEPT OF ILLUSION IN ART EXPRESSION**

Optical Illusion- Exercises through prints (stripes, checks, polkas, floral, etc.), and silhouettes.

#### **5. RENDERING OF DIFFERENT TEXTURES –**

Spray, Dry Brush, Thread – Rolling, whipping, pulling, dabbing, butterfly, ink drop, blow, marble, etc.

#### **6. REPLICA AND ENLARGEMENT**

7. **COLLAGE** – paper collage, waste material collage, fabric collage.

## **1.5 GARMENT CONSTRUCTION –I**

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### **DETAILED CONTENTS**

1. Tools and equipment used in measuring marking, cutting, sewing, and finishing of garments.
  - Types of needles & their working.
2. Introduction to sewing machine & its parts:
  - Types of sewing machine- treadle operated , machine operated (Motor), Computer operated
  - Defects & Remedies of sewing machine – machine control, exercises on speed control, paper & fabric exercises.
3. Standard **Measurement Charts** – kids, teenage, & Adults.
4. Straight Line, Square, concentric square, curved, circle.
5. **Classification of Seams & Stitches** – flat, raised, decorative, & hand stitches
  - Seams- plain, run and fell, French, lapped, top, slot, beading, flat, crossed, curved, angles.
  - Stitches- hemming, blind hemming, back stitch, casting, running, button hole, back stitch , half back stitch, cross stitch, padding, types of tacking their uses construction and faults.
6. **Variation of pleats & gathers**
7. **Shirring, honey comb & smocking**
8. **Variation of Darts & tucks.**
9. **Finishing different necklines** – using bias binding or piping and bias & shaped facings.
10. **Use of different fasteners**
  - Variation of hooks
  - Variation of buttons
  - Variation of zippers
  - Any other fasteners.
11. **Different types of pockets.**
12. **Different types plackets**
13. **Basic embroidery stitches** – running, chain, lazy – daisy, satin, darning, chevron, sheaf, fly, feather, etc.

## **1.6 BASIC PATTERN MAKING AND STYLE INTERPRETATION-I**

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### **DETAILED CONTENTS**

#### **1. INTRODUCTION TO MEASUREMENTS-**

**05 Periods**

- a. Measurement charts
- b. Methods of taking measurements (direct, anthropometric and from garments).

#### **2. PATTERN MAKING TOOLS AND THEIR USAGE.**

**05 Periods**

#### **3. Scope and importance of drafting terminology, drafting equipments, and its uses, types of layout.**

#### **4. Human anatomy:**

**05 Periods**

- Study of human body with reference to skeleton muscles, joints, growth of body, various considerations in making of garment.
- Different figure types and figure defects

#### **5. PATTERN MAKING TERMS:**

**05 Periods**

pattern, drafting, flat pattern making, basic pattern set, templates, working pattern, production pattern, design specification sheet, pattern chart, cost sheet, grain, warp, weft, selvedge, bias, true bias, apex, dart, dart legs, dart intake, tracing and blending, plumb line, pattern size, pivotal point, etc.

#### **6. DRAFTING OF:**

**05 Periods**

- a. Child's bodice block
- b Child's panty/ Bloomer
- c. sleeve block
- d. Child's collar

#### **7. CONCEPT OF STYLE INTERPRETATION :**

**02 Periods**

General Introduction about style interpretation

### **SUGGESTED DISTRIBUTION OF MARKS**

<b>Topic</b>	<b>Time Allotted (Periods)</b>	<b>Marks Allocation%</b>
1	05	15
2	05	15
3	05	15
4	05	15
5	05	15

6	05	15
7	02	10
Total	<b>32</b>	<b>100</b>

## **1.7 FUNDAMENTAL OF INFORMATION TECHNOLOGY**

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### **RATIONALE**

Information technology has great influence on all aspects of life. Almost all work places and living environment are being computerized. In order to prepare diploma holders to work in these environments, it is essential that they are exposed to various aspects of information technology such as understanding the concept of information technology and its scope; operating a computer; use of various tools of MS office; using internet etc. form the broad competency profile of diploma holders. This exposure will enable the students to enter their professions with confidence, live in a harmonious way and contribute to the productivity.

### **DETAILED CONTENTS**

1. Information Technology – its concept and scope (32 Periods)
2. Elements of a computer system, its usefulness and applications, block diagram of a computer, CPU, memory, data – numeric data, alpha numeric data; contents of a program, processing of data
3. Computer organization, computer hardware and software; primary and secondary memory: RAM, ROM, PROM etc.
4. Input devices; keyboard, scanner, mouse etc; output devices; VDU and Printer, Plotter
5. Primary and Secondary Storage (Auxiliary Storage), Secondary storage; magnetic disks – tracks and sectors, optical disk (CD, CD-RW and DVD Memory)
6. Introduction to internet, browsing using search engine (like google etc.)
7. Basics of Networking – LAN, WAN, Topologies

### **LIST OF PRACTICALS**

1. Given a PC, name its various components and list their functions
2. Identification of various parts of a computer and peripherals
3. Practice in installing a computer system by giving connection 18
4. Exercises on entering text and data (Typing Practice using any tutor)
5. Features of Windows as an operating system
  - Start
  - Shutdown and restore
  - Creating and operating on the icons
  - Opening closing and sizing the windows
  - Using elementary job commands like – creating, saving, modifying, renaming, finding and deleting a file
  - Creating and operating on a folder
  - Changing setting like, date, time color (back ground and fore ground)
  - Using short cuts
  - Using on line help