

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

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

1.2 Drawing and Study of Object

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Theory for Practical Exercise:-

1. Understanding of different shapes of objects, opaque and transparent objects glazed and rough surface.
2. Study of in nature like leaves, flowers fruits, vegetable etc.
3. .study of drapery
4. Object and use of different mediums

Practical Exercise

1. Draw different shaped object like round (pot, kettle) square (match box, duster etc)
And to do them following mediums (stylization of mention object)
(a.) Pencil shading (b) Black pen and ink
2. Different types of leaves, stems and flowers. Composition of flowers and leaves.
(a) pencil shading (b) water colour
3. Different types of fruits and vegetables using different mediums
4. Sketching of fishes, butterflies, jewelry, toys, masks with the medium of pencil colour.

Note :-

1. Understanding of different shades of objects , opaque and transparent object, glazed and rough surface.
2. O and use of different colour medium.
3. Study of objects in nature like leaves, flowers, vegetables, fruits etc.

***There will be only a practical paper in this subject.**

1.3 Concept of Design and Color

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Theory for Practical Exercise:-

1. Introduction to basic element of drawing and design.
2. Understanding of tools and art material.
3. Understanding of construction of design by using basic elements of design i.e. dots, line, and geometrical shapes.
4. Demonstration of color theory.
5. Importance and use of different textures.

Practical Exercise:

1. Formation of motifs by using types of lines, vertical, horizontal, diagonal zig zag, curved spiral etc .in various style i.e. thick and thin lines and dots in following medium
 - (i) Black pencil HB, 2B, 4B, 6B.
 - (ii) Color ink (sketch pen)
 - (iii)Poster color
2. Development of motifs with the help of basic geometrical shapes circle, square, triangle, rectangle etc. Optical illusion design.
3. Color wheel with color
 - (i) Primary color
 - (ii) Secondary color
 - (iii) Sub secondary color
 - (iv) Tertiary color
4. Chart of VIBGYOR (Color of rainbow)
5. Color scheme of the following:
 - (i) Achromatic colors
 - (ii) Monochromatic color
 - (iii) Polychromatic color

6. Texture file with 25 different Texture.

***There will be only a practical paper in this subject.**

1.4 Textile Raw Material

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Theory

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|--|------------|
| 1. Definition of Fibres, Yarn, Thread. Fiber classification. | 13 Periods |
| 2. Physical and Chemical identification of Textile Fibres And its structure. | 13 Periods |
| 3. Nature and end use of cotton, wool, silk, flex, fibres. | 13 Periods |
| 4. Structure, properties and use of lycra, vicsoce, rayon, nylon, polyester, acrylic, glass fiber. | 13 Periods |
| 5. Introduction to grading of cotton and wool fibers. | 12 Periods |

Practical

1. Microscopic test, burning test, chemical test(Laboratory) for analyzing of fibers.
2. Physical and chemical identification of natural fibers, cotton, wool, silk jute.
3. Physical and chemical identification of synthetic fibers nylon, acrylic, polyester.
4. Study of fibers – cross section and longitudinal structure natural and synthetic fibers

SUGGESTED DISTRIBUTION OF MARKS

Topic	Time Allotted (Periods)	Marks Allocation%
1	13	20
2	13	20
3	13	20
4	13	20
5	12	20
Total	64	100

1.5 Woven Fabric Design – I

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Theory:-

1. Introduction of Fabric structure. Classification of fabric 09 Periods
2. Introduction of loom motion, primary and secondary motion. 09 Periods
3. Definition of warp and weft, construction of weave on graph. 09 Periods
4. Types of draft, lifting, denting order. 09 Periods
5. Construction of Plain weave and its derivation in the form of Mat Weave and Rib Weave. 09 Periods
6. Variation of Hopsack and Mat weave design with warp face, weft face and reversible effects. 09 Periods
7. Ornamentation of plain weave with various methods. 10 Periods

Practical Exercises:

Following weaves to be constructed on graph paper with respective weave analysis

1. Construction of plain weave and its variation on point paper.
2. Identification of fabric structure regarding weaving, knitting and other structure.
3. Ornamentation of Plain weave Placement stripe and check
4. Collection of various samples of plain weave.

*Theory and practical subject

SUGGESTED DISTRIBUTION OF MARKS

Topic	Time Allotted (Periods)	Marks Allocation%
1	09	10
2	09	15
3	09	15
4	09	15
5	09	15
6	09	15
7	10	15
Total	64	100

1.6 Indian Traditional Textile Design-I

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Theory :-

Study of Indian woven Introduction, Historical signification, Construction Techniques, Colors, Texture, Motifs & centers of production.

1. Jamdari 06 Periods
2. Gujrati patola 06 Periods
3. Baluchari 06 Periods
4. Ducca Mulmull 06 Periods
5. Paintani saree 06 Periods
6. Maheswari saree 06 Periods
7. Bananrasi saree 06 Periods
8. Pochampali 06 Periods
9. Study of carpet and floor covering. 08 Periods
10. Tribal fabric 08 Periods

Practical :-

1. Replication of design used in Indian woven designs.
2. Assignments to student on designs.
3. Presentation of assignment

***Theory and practical subject**

SUGGESTED DISTRIBUTION OF MARKS

Topic	Time Allotted (Periods)	Marks Allocation%
1	06	10
2	06	10
3	06	10
4	06	10
5	06	10
6	06	10
7	06	10
8	06	10
9	08	10
10	08	10
Total	64	100

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