

2.1 ENGLISH AND COMMUNICATION SKILLS – II

L T P
3 - 2

RATIONALE

Language is the most commonly used medium of self-expression in all spheres of human life – personal, social and professional. A student must have a fair knowledge of English language and skills to communicate effectively to handle the future jobs in industry. The objective of this course is to enable the diploma holders to acquire proficiency, both in spoken (oral) and written language. At the end of the course, the student will be able to develop comprehension skills, improve vocabulary, use proper grammar, acquire writing skills, correspond with others and enhance skills in spoken English. It is expected that each polytechnic will establish a **communication skill laboratory** for conducting practicals mentioned in the curriculum.

DETAILED CONTENTS

- | | | |
|-------|---|----------|
| 1. | Facets of Literature | (14 hrs) |
| 1.1 | Short stories | |
| 1.1.1 | The Portrait of a Lady - Khushwant Singh | |
| 1.1.2 | The Doll's House – Katherine Mansfield | |
| 1.1.3 | The Refugees – Pearl S. Buck | |
| 1.2 | Prose | |
| 1.2.1 | Walking Tours – R.L. Stevenson | |
| 1.2.2 | A Dialogue on Civilization – C.E.M. Joad | |
| 1.2.3 | The Sign of Red Cross – Horace Shipp | |
| 1.3 | Poems | |
| 1.3.1 | All The World's A Stage – W. Shakespeare | |
| 1.3.2 | Say Not, The Struggle Nought Availeth – A.H. Clough | |
| 1.3.3 | Pipa's Song – Robert Browning | |
| 2. | The Art of Précis Writing | (04 hrs) |
| 3. | Grammar and Usage | (08 hrs) |
| 3.1 | Narration | |
| 3.2 | Voice | |
| 3.3 | Idioms and Phrases | |
| 4. | Correspondence | (04 hrs) |
| 4.1 | Business Letters | |
| 4.2 | Personal letters | |

- | | | |
|----|--|----------|
| 5. | Drafting | (06 hrs) |
| | 5.1 Report Writing | |
| | 5.2 Inspection Notes | |
| | 5.3 Memos, Circulars and Notes | |
| | 5.4 Notices | |
| | 5.5 Press Release | |
| | 5.6 Agenda and Minutes of Meetings | |
| | 5.7 Applying for a Job: Forwarding letter, Resume/C.V., follow up. | |
| 6. | Glossary of Technical & Scientific Terms | (04 hrs) |
| 7. | Communication | (08 hrs) |
| | 7.1 Media and Modes of Communication | |
| | 7.2 Channels of Communication | |
| | 7.3 Barriers to Communication | |
| | 7.4 Listening Skills | |
| | 7.5 Body language | |
| | 7.6 Humour in Communication | |

LIST OF PRACTICALS

1. Practice on browsing information from Internet and e-mail
2. Group Discussions
3. Mock Interviews
4. Telephone Etiquette – demonstration and practice
5. Situational Conversation with feedback through video recording
6. Presentation on a given theme (using PowerPoint)
7. Exercises leading to personality development like mannerism, etiquettes, body language etc.
8. Reading unseen passages
9. Writing (developing) a paragraph
10. Exercises on writing notices and telephonic messages

Note:

1. The Text Book on “English and Communication Skills, Book-II By Kuldip Jaidka et. al. developed by NITTTTR, Chandigarh is recommended to be used for teaching & setting-up the question papers.
2. A communication laboratory may be set up consisting of appropriate audio-video system with facility of playing CDs/DVDS and a video camera for recording the performance of each student with play back facility. A set of CDs from any language training organization e.g. British Council etc. may be procured for use of students.
3. Elements of body language will be incorporated in all practicals
4. The practical exercises involving writing may also be included in Theory Examination.

RECOMMENDED BOOKS

1. English and Communication Skills, Book-I By Kuldip Jaidka, Alwinder Dhillon and Parmod Kumar Singla, Prescribed by NITTTR, Chandigarh Published By Abhishek Publication, 57-59, Sector-17, Chandigarh
2. Rich Vocabulary Made Easy by Kuldip Jaidka , Mohindra Capital Publishers, Chandigarh
3. Spoken English (2nd Edition) by V Sasikumar & PV Dhamija; Published by Tata MC Graw Hills, New Delhi.
4. Spoken English by MC Sreevalsan; Published by M/S Vikas Publishing House Pvt. Ltd; New Delhi.
5. Spoken English –A foundation course (Part-I & Part-II) By Kamlesh Sdanand & Susheela Punitha; Published by Orient BlackSwan, Hyderabad
6. Practical Course in English Pronunciation by J Sethi, Kamlesh Sadanand & DV Jindal; Published by PHI Learning Pvt. Ltd; New Delhi.
7. A Practical Course in Spoken English by JK Gangal; Published by PHI Learning Pvt. Ltd; New Delhi.
8. English Grammar, Composition and Usage by NK Aggarwal and FT Wood; Published by Macmillan Publishers India Ltd; New Delhi.
9. Business Correspondence & Report writing (4th Edition) by RC Sharma and Krishna Mohan; Published by Tata MC Graw Hills, New Delhi.
10. Business Communication by Urmila Rani & SM Rai; Published by Himalaya Publishing House, Mumbai.
11. Business Communication Skills by Varinder Kumar, Bodh Raj & NP Manocha; Published by Kalyani Publisher, New Delhi.
12. Professional Communication by Kavita Tyagi & Padma Misra; Published by PHI Learning Pvt. Ltd; New Delhi.
13. Business Communication and Personality Development by Bsiwajit Das and Ipseeta Satpathy; Published by Excel Books, Delhi
14. Succeeding Through Communication by Subhash Jagota; Published by Excel Books, Delhi
15. Communication Skills for professionals by Nira Konar; Published by PHI Learning Pvt. Ltd; New Delhi.
16. Developing Communication Skills (2nd Edition) by Krishna Mohan & Meera Banerji; Published by Macmillan Publishers India Ltd; New Delhi.
17. Effective Technical Communication By M .Ashraf Rizwi; Published by Tata MC Graw Hills, New Delhi.
18. Basic Communication Skills for Technology by Andrea J Rutherford; Published by Pearson Education, New Delhi
19. English & Communication Skills for students of Science & Engineering by SP Dhanavel; Published by Orient BlackSwan, Hyderabad.
20. Technical Communication- Principles & Practices by Meenakshi Raman & Sangeetha Sharma; Published by Oxford University Press, New Delhi.
21. Technical English by S. Devaki Reddy & Shreesh Chaudhary; Published by Macmillan Publishers India Ltd; New Delhi.
22. Advanced Technical Communication, by Kavita Tyagi & Padma Misra; Published by PHI Learning Pvt. Ltd; New Delhi.

23. Communication Skills for Engineer & Scientist by Sangeeta Sharma & Binod Mishra;
Published by PHI Learning Pvt. Ltd; New Delhi.

SUGGESTED DISTRIBUTION OF MARKS

Topic No.	Time Allotted (Hrs)	Marks Allotted (%)
1	14	30
2	4	10
3	8	10
4	4	10
5	6	10
6	4	10
7	8	20
Total	48	100

GLOSSARY OF TECHNICAL AND SCIENTIFIC TERMS

1. Absolute	परम, अचर, पूर्ण, स्थिर	مکمل - ساکن
2. Acceleration	त्वरण, प्रवेग	حرکت
3. Acid	अम्ल	عمل - تیزاب
4. Alkaline	क्षारीय, खारा	کھارا
5. Air Compressor	वायु-संपीडक	ہوا کے دباؤ - ایرکمپریشر
6. Air Conditioning	वातानुकूलन	ایئر کنڈیشن
7. Alignment	सरेखन	ایک لائن میں - ایک سیدھے میں
8. Alternating Current	प्रत्यावर्ती धारा	تعمیر کرنٹ - اے سی کرنٹ
9. Altimeter	ऊंचाई मापने का यंत्र	اُونچائی ماپنے کا آلہ
10. Alum	फिटकरी	پھسکڑھی
11. Ammeter	अम्मीटर	بجلی کا کرنٹ ماپنے کا آلہ - ای می میٹر
12. Ampere	ऐम्पियर	بجلی کی طاقت کو ماپنے کی اکائی - ایمپیر
13. Amplication	प्रवर्धन	پرو دھن - ایمپلی کیشن
14. Amplitude	आयाम	ایام - ایمپلسٹی جیوڈ
15. Angle	कोण	زاوینہ - کون
16. Angular velocity	कोणीय वेग	کو نیے ویگ
17. Angular Momentum	कोणीय संवेग	کو نیے سٹوئگ
18. Annealing	तापानुशीतन	تاب اوشیتن - ائی ٹنگ
19. Anode	अनोड	انود
20. Apex	शीर्ष, शिखर, शिखाग्र	اُونچائی - سب سے اُونچا
21. Apparent	स्पष्ट	صاف
22. Applied machanics	अनुप्रयुक्त यंत्रिकी	انوپریکٹ آلہ - اپلائیڈ میکینک
23. Applied Science	अनुप्रयुक्त विज्ञान	انوپریکٹ سائنس - اپلائیڈ سائنس
24. Archimedes's Principle	आर्किमिडीज़ का सिद्धांत	آرک میڈیز کا اصول
25. Architecture	वास्तुकला, स्थापत्यकला	تعمیراتی سائنس - تعمیراتی کلا
26. Armature	आर्मेचर	آرمیچر
27. Atom	परमाणु	ایٹم
28. Automatic	स्वचलित	اپنے آپ چلنے والا
29. Axis	अक्ष	اکس
30. Axle	धुरी	ڈھرا - ایکسل

31. Balance (Scale)
32. Ball Bearing
33. Bar magnet
34. Barometer
35. Base
36. Base Plate
37. Battery
38. Beaker
39. Bending Moment
40. Blast Furnace
41. Bleach
42. Boiler
43. Bridge
44. Burette
45. Callipers
46. Calorie
47. Canal
48. Capacitance
49. Carburettor
50. Cast Iron
51. Catalyst
52. Cathode
53. Centre of Gravity
54. Centrifugal
55. Centripetal
56. Centroid
57. C.G.S. System
58. Chemical Action
59. Chain
60. Change of State
61. Characteristics
62. Charge (n)
63. Choke
64. Chord, Major
65. Chord, Minor
66. Circular

- تولنا، ترازو
 بال-بیرنگ
 छड़- चुम्बक
 वायुदाबमापी
 आधार
 आधार पट्टिका
 बैटरी
 बीकर
 वंकन आधूर्ण
 झोंका भट्टी
 विरंजक
 उबालक
 पुल
 ब्यूरेट
 कैलिपर्स
 कैलोरी
 नहर
 धारिता
 कार्बुरेटर
 ढलवा लोहा
 उत्प्रेरक
 कैथोड
 गुरुत्वाकर्षण-केन्द्र
 उपकेन्द्रीय
 अभिकेन्द्रीय
 केन्द्रीय
 सी.जी.एस. पद्धति
 रासायनिक क्रिया
 श्रृंखला, माला
 अवस्था परिवर्तन
 लक्षण
 आवेश
 चोक
 गुरु स्वर-संघात
 लघु स्वर-संघात
 वृत्ताकार, वर्तुल

- ترازو
 بال بیرنگ
 متضائیں کا ٹکڑا
 ہوا کا دباؤ ماپنے کا آلہ - بیرومیٹر
 بنیادی
 بنیادی پلیٹ - آؤ بار پٹکا - بیس پلیٹ
 بیٹری
 بی کور
 بندنگ مومنٹ جھکنے کی شکتی (طاقت) پوک
 بلاسٹ فرنس - بلاسٹ بھٹی
 بلیچ - ورنجک
 بوائیئر - اباٹنے والا - اباٹک
 پل
 بیوریٹ - لیبارٹری میں استعمال ہونے والی شیشے کی ٹالی
 کیلیپرس
 کیلووریٹ - خوراک کی طاقت ماپنے کی یونٹ
 نہر
 کے پے سیٹنس - دھارتا
 کاربوریٹر
 کچی لوہا کارٹ ایرن
 آؤٹ پریٹرک
 کے تصود
 دھرتی کی طاقت کا مرکز
 مرکزت دور کرنے والا - آپکینڈریہ
 مرکز کی طرف لائن والا - ابھی کینڈریہ
 مرکزنی
 سی جی ایس سسٹم
 تیزابی نتیجہ
 سلسلہ - مالا
 تبدیلی حالات
 آثار - خوبیاں
 آولیش - چارج بھرتا
 چوک - بسلی کی یو ب کو چلانے کیلئے لگا یا یا نیوالا پڑزہ
 کارڈ میجر - لورڈ سو - سنگھات
 کردہ مائینٹر - چھوٹا سور سنگھات
 سرکولر - ورتا کار - ورتل - باہر سے چانیوالا

67. Clock-wise	دائیں ہاتھ چلنے والا۔ دکشن ورت کلاک دائیں
68. Coagulation	کوآلیوشن۔ سکند
69. Coefficient of Expansion	کو ایفینٹنٹ آف ایکشن۔ پراسار گونا گبر پیلے نریت نکایا لیر گونا گبر
70. Coil	کوئیل۔ کتہ لی۔
71. Combustion	دہن۔
72. Compass	کمپاس۔ اطراف بنانے والا۔ ڈش ٹوپک۔
73. Compound	کمپاؤنڈ۔ یوگک۔
74. Concave	کن ویر۔ اوٹل
75. Convex	کن ویکس۔ آٹل۔
76. Concentrated (Solution)	گاڑھا مشرب۔ گھول۔ سویوشن
77. Concrete	کنکریٹ۔ پتھر کا۔
78. Conduction	کنڈکشن۔ چالان۔
79. Conductor	کنڈکٹر۔ چلانے والا۔
80. Cone	کون۔ شنگو۔
81. Connection	جوڑ۔ تعلق۔
82. Constant (Adj.)	کھڑا۔ ساکن۔ اچل
83. Convection	کنوئکشن۔ سزا ہونا۔ زور ہونا۔ وزن ہونا بات میں
84. Coulomb	کولوم (বিদ্যুত শক্তি کی इकाई)
85. Couple	کولمب۔ بل ٹیم۔ طاقت یگم
86. Crane	کرین۔ وزن اٹھانے والی مشین
87. Crystalline	روسے دار۔ کرٹالین۔
88. Dehydrate	ہنیر پانی کے ہونا۔
89. Distil	عرق نکالنا۔
90. Effervescence	بدیدہٹ
91. Element	ایلی منٹ۔ بلب میں چلنے والی تار۔ توتو
92. Empirical Formula	بنیادی الوپانی سوتو۔
93. Equivalent Weight	ہم وزن۔ برابر وزن کا۔
94. Flame Test	فلیم ٹیسٹ۔ آگ کے شعلہ کا ٹیسٹ۔
95. Flash Point	فلشس پوائنٹ۔ آگ کی گرمی
96. Flask	فلاسک۔ پانی کو گرم یا ٹھنڈا رکھنے والی بوتل۔
97. Spring Balance	سپرنگ دار ترازو۔
98. Soluble	ولے شیں۔ سلو ایبل
99. Viscosity	گاڑھاپن
100. Volumetric Analysis	آیتھی موازنہ۔ ولیمیک موازنہ / مقابہ

2.2 TEXTILE SCIENCE - II

L T P
5 - 2

RATIONALE

The knowledge and skills related to textile science is essential to provide a comprehensive insight into the basic knowledge about fabric structure, dyeng, printing and finishing affecting the ultimate performance and use of the fabric by the consumer, hence the subject is included in the curriculum

DETAILED CONTENTS

THEORY

PRACTICAL EXERCISE

1. Fabric Structure and properties relevant to consumer requirements such as: (12 hrs)

Knits:

- Classification: warp and weft knits
- Weft knits: Plain, Purl, Rib and interlock
- Warp knits: Tricot and raschel

Identify and analyze different type of knits samples and enlist their characteristics (design)
Visits to a knitting unit to understand different knitting machines and processes

2. Finishes (16 hrs)

- a) Type and classifications of finishes

- Basic Finishes:
Bleaching, Calendaring ,Tentering, Scouring, Weighting
- Functional Finishes:
Shrinkage Control, Mercerization, Crease resistant

Visit of a finishing mill to observe various finishing processes

Measurement and comparison of fabric shrinkage

3. Application of colour (12 hrs)

- Dyeing – Definition, stages of dyeing (fibre, yarn, piece dyeing, garment dyeing)

Dyeing of yarns

4. Printing – definition, methods and type of printing techniques (12 hrs)
- Direct: block, Screen
 - Resist
 - Batik, tie and dye
 - Photographic printing
- Identify the fabric samples on basis of the printing techniques
- Block printing, screen, batik printing
- Making sample by different methods of tie and dye
5. Common faults in fabrics (10 hrs)
- Weaving defects
 - Colour defects
 - Printing defects
 - Knitting defects
 - Misc. defects
- Exercises related to locating and recognition of fabric defects with magnifying glass
6. Study of factors responsible for fading of dyed and printed fabrics. (8 hrs)
- 7 Fabric testing of Knits - (10 hrs)
- Weight per Unit Area (GSM)
 - Bursting strength testing
 - Color fastness towards:
 - Washing and dry cleaning
 - Light
 - Perspiration
 - Rubbing
 - Fabric Shrinkage
 - Causes
 - Prevention
 - Measurement
- Comparative study of different knitted fabric structures for GSM.
- Identifying bursting strength of knits:
- Testing of knits for:
- Colour fastness
 - Washing
 - Dry cleaning
 - Light
 - Perspiration
 - Rubbing
- Measurement of fabric shrinkage of knits.

Note: At the end, students are required to prepare a swatch file, which will have the following details:

- i) Fabric Swatch – 5” x 5” or 10” x 10”
This swatch should be selected on following basis:
- a) Dyeing
 - b) Printing
 - c) Finishing

Note: The teacher may develop master samples to demonstrate various processes. The students may be asked to prepare swatch files. The students should be taken for a visit to textile testing laboratory, dyeing and printing industries to familiarize with the various processes

RECOMMENDED BOOKS

1. Understanding Textiles by Phyllis Tortora, Macmillan Publishing Co. New York
2. Modern Textiles by Rothy Siegert Lyle, Wiley John & Sons, Inc. New York
3. Encyclopedia of Textiles, Fibres and Non-woven Fabrics
4. Textiles Fiber to Fabric – P Corbman, McGraw Hill Book Co, Inc. New York
5. Fabric Science by Joseph Pizzuto, A&C Black Publishers Ltd. New York
6. Fabric Defects (Causes and Remedies) by SS Satsangi , Usha Publishers, New Delhi
7. Managing Quality in the Apparel Industry – PV Mehta and SK Bhardwaj
8. Clothing, Textiles and Their Care by Dr.Rajwinder K.Randhawa, Happer & Row Publishers, New York
9. Clothing, Textiles and Laundry by Sushma Gupta, Neeru Garg and Renu Saini, Kalyani Publishers, New Delhi
10. A Text Book of Home Science by Dr.Neelam Grewal, Wiley Publishers, New York

SUGGESTED DISTRIBUTION OF MARKS

Topic No.	Time Allotted (Hrs)	Marks Allotted (%)
1	12	14
2	16	20
3	12	16
4	12	16
5	10	12
6	08	10
7	10	12
Total	80	100

2.3 BASICS OF INFORMATION TECHNOLOGY

L T P
- - 4

RATIONALE

Information technology has great influence on all aspects of our life. Primary purpose of using computer is to make the life easier. Almost all work places and living environment are being computerized. The subject introduces the fundamentals of computer system for using various hardware and software components. 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/Open 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.

Note:

Explanation of Introductory part should be dovetailed with practical work. Following topics may be explained in the laboratory along with the practical exercises. There will not be any theory examination.

TOPICS TO BE EXPLAINED THROUGH DEMONSTRATION

1. Information Technology – its concept and scope, applications of IT, ethics and future with information technology
2. Impact of computer and IT in society.-- Computer application in office, book publishing, data analysis, accounting, investment, inventory control, graphics, air and railway ticket reservation, robotics, military, banks, Insurance financial transactions and many more
3. Generations of computer, block diagram of a computer, CPU, memory, data – numeric data, alpha numeric data; program, processing of data.
4. Computers for information storage, information seeking, information processing and information transmission, computer organization, computer hardware and software; primary and secondary memory: RAM, ROM, PROM etc. Input devices; keyboard, mouse, scanner, etc ; output devices ; VDU and Printer(Impact and non-Impact printers), Plotter etc. Primary and Secondary Storage (Auxiliary Storage), Secondary storage; magnetic disks – tracks and sectors, optical disk (CD, CD-RW and DVD Memory)
5. Introduction to Operating Systems such as MS-DOS and Windows, difference between DOS and Windows
6. Basics of Networking – LAN, MAN,WAN, Topologies

LIST OF PRACTICALS

1. Identify and list functions of various components and peripherals of given computer.
2. Installation of operating system viz. * Windows XP, *Windows 2007 etc.
3. Installing a computer system by giving connection and loading the system-software and application software and various sources to install software
4. Exercises on entering text and data (Typing Practice)

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
- Introduction to all properties such as changing settings like, date, time, colour (back ground and fore ground)
- Using short cuts

5. Word Processing (MS Office/Open Office)

File Management:

- Opening, creating and saving a document, locating files, copying contents in some different file(s),

Editing a document:

- Entering text, Cut, copy, paste using tool- bars

Formatting a document:

- Using different fonts, changing font size and colour, changing the appearance through bold/ italic/ underlined, highlighting a text, changing case, using subscript and superscript, using different underline methods
- Aligning of text in a document, justification of document ,Inserting bullets and numbering
- Formatting paragraph, inserting page breaks and column breaks, line spacing
- Use of headers, footers: Inserting footnote, end note, use of comments
- Inserting date, time, special symbols, importing graphic images, drawing tools

Tables and Borders:

- Creating a table, formatting cells, use of different border styles, shading in tables, merging of cells, partition of cells, inserting and deleting a row in a table
- Print preview, zoom, page set up, printing options
- Using Find, Replace options

6. Spread Sheet Processing (MS Office/Open Office)

Starting Excel

- open worksheet, enter, edit, data, formulae to calculate values, format data, create chart, printing chart, save worksheet, switching between different spread sheets

Menu commands:

- Create, format charts, organize, manage data, solving problem by analyzing data, creating graphs

Work books:

- Managing workbooks (create, open, close, save), working in work books, Editing a worksheet:
- copying, moving cells, pasting, inserting, deletion cells, rows, columns, find and replace text, numbers of cells, formatting worksheet

Creating a chart:

- Working with chart types, changing data in chart, formatting a chart, use chart to analyze data
- Using a list to organize data, sorting and filtering data in list

Formulas:

Addition, subtraction, division, multiplication, percentage and auto sum

7. PowerPoint Presentation (MS Office/Open Office)

a) Introduction to PowerPoint

- How to start PowerPoint
- Working environment: concept of toolbars, slide layout, templates etc.
- Opening a new/existing presentation
- Different views for viewing slides in a presentation: normal, slide sorter etc.

b) Addition, deletion and saving of slides

c) Insertion of multimedia elements

- Adding text boxes, importing pictures, movies and sound, tables and charts etc.

d) Formatting slides

- Text formatting, changing slide layout, changing slide colour scheme
- Changing background, Applying design template

- e) How to view the slide show?
 - Viewing the presentation using slide navigator, Slide transition
 - Animation effects etc.

- 8. Working with Data Processing (MS Office/Open Office)
 - a) Understanding different data types
 - b) Creation of table, entering data in a table and modify it.
 - c) Retrieve data with query:
 - Create a pivot table, customizing a pivot table, statistical analysis of data
 - Exchange data with other application: embedding objects, linking to other applications, import, export document.

- 9. Internet and its Applications
 - a) Log-in to internet, introduction to search engine
Browsing and down loading of information from internet
 - b) Creating E-Mail Account
 - Log in to e-mail account and Log out from e-mail account
 - c) Managing E mail
 - Creating a message
 - sending, receiving and forwarding a message
 - attaching a file
 - Deleting a message

INSTRUCTIONAL STRATEGY

Since this subject is practice oriented, the teacher should demonstrate the capabilities of computers to students while doing practical exercises. The students should be made familiar with computer parts, peripherals, connectors etc. and proficient in making use of MS Office/Open Office in addition to working on internet. The student should be made capable of working on computers independently. This subject should be taught with the help of LCD projector, while teaching a group.

RECOMMENDED BOOKS

1. Fundamentals of Computer by E Balagurusamy, Tata McGraw Hill Education Pvt Ltd , New Delhi
2. Fundamentals of Computer by V Rajaraman; Prentice Hall of India Pvt. Ltd., New Delhi
3. Computers Fundamentals Architecture and Organisation by B Ram, revised Edition, New Age International Publishers, New Delhi
4. Fundamentals of Computer by Sumita Arora by Dhanpat Rai and Co , New Delhi
5. Computers Today by SK Basandara, Galgotia Publication Pvt Ltd. Daryaganj, New Delhi.
6. Internet for Every One by Alexis Leon and Mathews Leon; Vikas Publishing House Pvt. Ltd., Jungpura, New Delhi
7. A First Course in Computer by Sanjay Saxena; Vikas Publishing House Pvt. Ltd., Jungpura, New Delhi
8. Computer Fundamentals by PK Sinha; BPB Publication, New Delhi
9. Fundamentals of Information Technology by Leon and Leon; Vikas Publishing House Pvt. Ltd., Jungpura, New Delhi
10. Fundamentals of Information Technology by Vipin Arora, Eagle Parkashan, Jalandhar
11. Basics of Information Technology, by Ishan Publications, Ambala
12. Information Technology for Management by Henery Lucas, 7th edition, Tata McGraw Hill Education Pvt Ltd , New Delhi

2.4. BASIC PATTERN MAKING AND STYLE INTERPRETATION - II

L T P
3 - 6

RATIONALE

The students should know various considerations of design in making of garments, scope and importance of drafting and pattern making so that they are able to take measurements, interpret the style of any given design and make the pattern. The subject, therefore deals with basics of pattern making and styling of garments.

DETAILED CONTENTS

THEORY

1. Principle of pattern making – manipulation, addition, contouring (08 hrs)
2. Pattern details – terminology and classification of: (13 hrs)
 - Collar
 - Sleeves
 - Yokes – functional and decorative
 - Empire and princess line
 - Pockets
3. Pattern styles (18 hrs)
 - Skirts
 - categorization of skirts on the basis of length and flare and their variations

 - Pants
 - terminology
 - categorization of pants on the basis of length and fit and their variations
- 4 Study of the basic figure types, figure defects and developing patterns for them (09 hrs)

LIST OF PRACTICALS

1. Style interpretation of any given design
2. Adaptation of child's bodice to :
 - Yokes
 - Bodice lengths
3. Adaptation of basic sleeve to:
 - Puff sleeve
 - Cap sleeve
 - Flared sleeve
 - Magyar sleeve
 - Balloon sleeve
 - Petal sleeve
 - Leg-o-mutton sleeve
4. Drafting and adaptation of various collars
 - Baby collar
 - Peter pan collar – flat and raised
 - Cape collar
 - Sailor's collar
 - Convertible collar

Note: The students may be taken to the nearby garment manufacturing organizations to demonstrate various pattern making and style interpretation processes

RECOMMENDED BOOKS

1. Pattern Making for Fashion design by Helen Joseph Armstrong, Vikas Publishing House Pvt. Ltd. New Delhi
2. The ABC's of Grading by Murray Sachei
3. Basic Pattern Skills for Fashion Design by Bernard Zamko, A& C Black Publishers, New York
4. Design Apparel Through the Flat Pattern by Ernestine Ko
5. Pattern Cutting and Making up by Martin Shoben, CBS Publishers, & Distributors Pvt. Ltd. Chennai

SUGGESTED DISTRIBUTION OF MARKS

Topic No.	Time Allotted (Hrs)	Marks Allotted (%)
1	08	15
2	13	30
3	18	36
4	09	19
Total	48	100

2.5 FASHION ILLUSTRATION -II

L T P
- - 4

RATIONALE

The skill in fashion illustration is essential for the students of garment technology so as to develop in them the creativity. After going through this subject, the student of garment technology will be able to illustrate different types of figures and dresses in different colour media

PRACTICAL EXERCISES

1. Illustration of Kid Figures (Boys and Girls) in front, side and playing pose.
2. Making hands, feet, face shape, hair styles, shoes
3. Creating backdrops behind kid figures
4. Draping figures in Playwear, Uniform, Winter clothing
5. Rendering the dresses in various textures and colours.
6. To study the illustration styles of different designers (any two)

or

Take the inspiration from the illustration work of different designers.

7. Profile head step by step
 - Turning Head
 - Three-dimensional head
8. Motion figures (Male and Female)

Note : The above exercises should be done as pencil/paper exercises and on softwares like Reach Fashion Studio.

RECOMMENDED BOOKS

1. Fashion Drawing Designs from Magazine of Thailand, New Age Publisher, Delhi
2. Fashion Drawing – The Basic Principles by Anne Allen and Julion Seaman, Happer & Row Publishers, New York
3. Fashion Illustration by Bina Abling, Fair child books, New York

2.6 GARMENT CONSTRUCTION - II

L T P
- - 8

RATIONALE

The diploma holders in garment technology are supposed to prepare various components of garments such as plackets, neckline variations, sleeves, pocket, so it is very essential that they should be able to fabricate various components of fashion. Hence this subject has been included in the curriculum to develop such competencies in the students. The subject deals with basics of garment construction.

DETAILED CONTENTS

INSTRUCTIONS FOR PRACTICALS	PRACTICAL EXERCISES
1. Types of plackets (Two piece; continuous and kurta placket)	Preparation of various types of plackets
2. Types of pockets (patch, bello, welt, bound, in-seam)	Preparation of various types of Pockets (patch, bello, welt, bound, in-seam)
3. Types of sleeves (plain, puff, flared, bell, cap, magyar) to be fitted in a bodice	Preparation of various types of sleeves (plain, puff, flared, belt, cap, magyar)
4. Type of fastners – zipper	Practice of attachment of zipper (concealed, open ended, lapped, centered)
5. Types of Collars	Preparation of various types of collars (peter pan-flat and roll, cape collar, Sailor’s collar, convertible collar)
6. Making of child’s bloomer	Construction of bloomer

RECOMMENDED BOOKS

1. Clothing Construction by Doongaji; Raaj Parkashan Ltd., Delhi
2. System of Cutting by Zarapkar
3. Clothing Construction by Evelyn A Mansfield, Hougutan Miffin Co., Boston
4. Creative Sewing by Allynie Bane; McGraw Hill Book Co., Inc., New York
5. Complete Guide to Sewing by Readers Digest

6. Fashion Maker by Betty Foster, UBS Publishers Distributors Ltd, New Delhi
7. Fashion Clothes- She by Debbie Bliss, Sue Penerill, MK Kohli & AL Kohli Publishders, Industrial Area, Chandigarh
8. Basic Processes and Clothing Construction by Sherie Doongaji and Raushini Despande, UBS Publishers and Distributors Ltd. New Delhi
9. Simplicity Revised ABC of Short-Cut Sewing, CBS Publishers and Distributors Ltd. New Delhi
10. The Brides Sewing Book by Anne Ladbury
11. Stitch by Stitch by Tarstar Books, MK Kohli Publisher, Industrial Area, Chandigarh
12. Pattern Cutting and Making up by Martin Shoben, Janet Ward Publishers, London
13. The art of Sewing by Aina Jacob Thomas; UBS Publishers Distributors Ltd., New Delhi