

# FACULTY OF SCIENCES

## SYLLABUS

FOR

### DIPLOMA COURSE IN CUTTING & TAILORING (SEMESTER I-II)

Examinations: 2019 - 20



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## GURU NANAK DEV UNIVERSITY AMRITSAR

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**Diploma in cutting and Tailoring (Semester System)****Semester-I**

<b>Paper</b>	<b>Subject</b>	<b>Theory Marks</b>	<b>Duration Practical</b>	<b>Practical</b>	<b>Duration</b>	<b>Total</b>
I.	Communication Skills-I	40	3Hrs	60		100
II.	Computer Fundamentals-I	40	3Hrs	60		100
III.	Clothing Construction-I	100	3Hrs	-		100
IV.	Scale Drawing and Dress Designing-I			100	3Hrs	100
V.	Basics of Sewing and Garment Construction			100	4Hrs	100
					<b>Total</b>	<b>500</b>

**Semester-II**

<b>Paper</b>	<b>Subject</b>	<b>Theory Marks</b>	<b>Duration Practical</b>	<b>Practical</b>	<b>Duration</b>	<b>Total</b>
I.	Communication Skills-II	40	3Hrs	60		100
II.	Computer Fundamentals-II	40	3Hrs	60		100
III.	Clothing Construction-II	100	3Hrs	-		100
IV.	Scale Drawing and Dress Designing-II			100	3Hrs	100
V.	Traditional Textile and Garment Construction			100	4Hrs	100
					<b>Total</b>	<b>500</b>

**Diploma in cutting and Tailoring (Semester – I)**

**PAPER – I: COMMUNICATION SKILLS-I  
(THEORY)**

**Time: 3 Hrs.**

**Max. Marks: 100  
Theory Marks: 40  
Practical Marks: 60**

**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**

**Writing Skills**

Formatting personal and business letters:

1. Standard informal personal letters such as letters to parents, friends, social pillars.
2. Standard formal letters to Govt. Officers, superiors, utility purposes, News Paper Editors etc.
3. Standard Business Letters: Introducing and Promoting business activities, Placing an order, Cancelling an order, Reporting defects in receipt of ordered goods, Reporting delay in receipt of ordered goods, Responding to delay in supply of goods and services, Maintaining good customer relationships, Making customers give feedback to your services, Creating catalogue of your goods and services, Acknowledging services rendered by others,

**SECTION-B**

1. Resume Writing.
2. Writing of memos, notices and customer-friendly information.
3. Basic punctuation.
4. Blog writing

**SECTION-C**

**Speaking Skills**

1. Using courtesy words and expressions
2. Storing standard day to day usages sentences, words and expressions in mind.
3. Creating similar new sentences
4. Using declarative, imperatives, interrogative and exclamatory sentences.

**SECTION-D**

1. Speaking catchy phrases , proverbs and expressions
2. Differentiating confusing words
3. Making PowerPoint presentation
4. Making short speech
5. Group Discussion/ Conversation

**Diploma in cutting and Tailoring (Semester – I)****Suggested Readings/ Books**

1. K.K. Ramchandran, et al Business Communication, Macmillan, New Delhi
2. Swati Samantaray, Business Communication and Communicative English, Sultan Chand, New Delhi.
3. S.P. Dhanavel English and Communication Skills for Students of Science and Engineering (with audio CD)
4. Computer Mediated Communication 1st Edition by Crispin Thurlow (Lara Martin Lengel , Alice Tomic.
5. Collins, Patrick. Speak with Power and Confidence. New York: Sterling, 2009.
6. Fitikides, T. J. Common Mistakes in English. London: Orient Longman.

**Diploma in cutting and Tailoring (Semester – I)**

**COMMUNICATION SKILLS-I  
(PRACTICAL)**

**Marks: 60**

1. Speaking Skills
2. Using courtesy words and expressions
3. Storing standard day to day usages sentences, words and expressions in mind.
4. Speaking catchy phrases , proverbs and expressions
5. Making PowerPoint presentation
6. Making short speech
7. Group Discussion/ Conversation

**Diploma in cutting and Tailoring (Semester – I)****PAPER – II: COMPUTER FUNDAMENTALS-I  
(THEORY)****Time: 3 Hrs.****Max. Marks: 100****Theory Marks: 40****Practical Marks: 60****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****Interacting with the computer:**

**Computer Components/ Input/ Output Devices:** Input devices; keyboard, mouse, scanner, 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).

**Computer Software concept:** System software, application software, operating systems, and advantages of software and application packages. Introduction to operating systems such as MS-DOS and Windows, difference between dos and windows

**Operating system-MS-Windows**

Operating system-Definition & functions, basics of Windows, Basic components of windows, icons, types of icons, taskbar, activating windows, using desktop, title bar, running applications, exploring computer, managing files and folders, copying and moving files and folders, Control panel – display properties, adding and removing software and hardware, setting date and time, screensaver and appearance, Using windows accessories.

**SECTION-B****Word Processor using Microsoft Office**

Introduction to Word, Introduction to Parts of Word Window (Title Bar, Menu Bar, Tool Bar, The Ruler, Status Area), Page Setup, Creating New Documents, Saving Documents, Opening an Existing documents, insert a second document into an open document, Editing and formatting in document, Headers and Footers, Spell Checking, Printing document, Creating a Table Using the Table Menu and table formatting, Borders and Shading, Templates and Wizards, Mail Merge, importing, exporting and inserting files, formatting pages, paragraphs and sections, indents and outdents, creating lists and numbering, Headings, styles, fonts and font size Editing, positioning and viewing texts, Finding and replacing text, inserting page breaks, page numbers , book marks, symbols and dates.

**Diploma in cutting and Tailoring (Semester – I)****SECTION-C****Presentation Software using Microsoft Office**

Introduction to MS Power point, Power point elements, Templates, Wizards, Views, Exploring Power Point Menu, Working with Dialog Boxes, Adding Text, Adding Title, Moving Text Area, Resizing Text Boxes, Adding Art, Starting a New Slide, Starting Slide Show, Saving presentation; Printing Slides, Views (View slide sorter view, notes view, outlines view) Formatting and enhancing text formatting, Creating Graphs (Displaying slide show and adding multi – media)

**SECTION-D****Spreadsheet using Microsoft Office**

Elements of Electronics Spread Sheet and Ms-Excel: Application/usage of Electronic Spread Sheet, Opening of Spread Sheet, and menu bar, Creation of cells and addressing of cells, Cell inputting.

Manipulation of cells: Enter texts numbers and dates, Creation of tables, Cell Height and Widths, Copying of cells.

Functions: Using functions: mathematical, statistical and financial function.

Spread sheets for Small accountings: Maintaining invoices/budgets, Totaling of various transactions, maintaining daily and monthly sales reports.

Charts: drawing different types of charts.

**Reference Books:**

1. Andrew S. Tanenbaum, David J. Wetherall Computer Networks (5th Edition),PHI.
2. P. K.Sinha, P. Sinha, Fundamentals of Computers, BPB Publishers.
3. A. Goel, Computer Fundamentals, Pearson Education.
4. Will Train, Gini Corter, Annette Marquis “Microsoft Office” BPB

**Diploma in cutting and Tailoring (Semester – I)**

**COMPUTER FUNDAMENTALS-I  
(PRACTICAL)**

**Marks: 60**

**Instructions** for Practical Exam: Entire theory paper will be covered for practical.



**Diploma in cutting and Tailoring (Semester – I)****PAPER III. CLOTHING CONSTRUCTION -I  
(THEORY)****Time: 3 Hrs****Max. Marks: 100****Total Credit Periods: (3)****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**

- Study of anthropometry, drafting and its importance.
- Sewing machines- Different types of sewing machines, maintenance of sewing machines, common problems and their remedies.

**SECTION-B**

- Tools and equipments used for clothing construction.
- Application of elements and principles of design in designing garment.

**SECTION-C**

- Defines – Fashion, fad, style, classic, trends, designer, accessories, change, haute-couture, boutique.
- Theories of origin of clothing.

**SECTION-D**

- Importance of clothing.
- Factors effecting the development and choice of clothing.

**Diploma in cutting and Tailoring (Semester – I)****PAPER IV. SCALE DRAWING AND DRESS DESIGNING - I  
(PRACTICAL)****Time: 3 Hrs.****Max. Marks: 100****Total Credit Periods: (6)****Instructions for the Examiners/Paper Setters:**

- Set two questions of 40 marks from scale drawing.
- Set two questions of 40 marks from dress designing.
- File work – 20 marks

**Scale drawing:**

- Introduction of basic sketching techniques.
- Color - Preparation of color wheel, grey scales, color schemes, tints and shades, value and intensity chart.
- Lines – Vertical, horizontal, diagonal, curved, wavy, zigzag, broken.
- Different types of textures.
- Flesh figures, formulation of hands, feet, legs and face.

**Dress designing:**

- Designing garments for kids
  - a. Casual wear
  - b. Party wear
  - c. Sports wear
  - d. Nightwear

Illustrating 3 sheets of each theme along with mood board and story board.

**Diploma in cutting and Tailoring (Semester – I)****PAPER V. BASICS OF SEWING AND GARMENT CONSTRUCTION  
(PRACTICAL)****Time 4 hours****Max Marks: 100****Instruction lines:**

- Sample making – 30 marks
- Construction of garments – 50 marks
- File work – 20 marks

**1. Making sample**

- Basic Hand Stitches- Even Uneven, Diagonal Running, Hemming Visible and invisible.
- Seam- Plain, Counter Seam, Run and Full Seam and French Seams.
- Seam Finishes- Over Casing, Pinking, Turned in and Stitched.
- Fullness- Darts, Tucks, Pleats, Gathers, Neckline Finishes.
- Collar- Peter Pan, Cape, Chines Neckline and Collar Should are attached with bodice block.
- Plackets- Continuous, two Piece Placket, extended bodice Trimming
- Pockets- Patch, Welt, inseam, bound, flap, kurta.
- Sleeves- Plain, cap and puff

**2. Construction of kid Garments**

- a) Romper/ suit.
- b) Frock- Gathered, Circular, A line.
- c) Night Wear.

The Students are required to give pattern, layout and estimation of table for all garments.

**3. Basic embroidery 5 stitches, construction with minimum 2 stitches.**

**Diploma in cutting and Tailoring (Semester – II)**

**PAPER – I: COMMUNICATION SKILLS-II  
(THEORY)**

**Time: 3 Hrs.**

**Max. Marks: 100  
Theory Marks: 40  
Practical Marks: 60**

**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**

**Reading Skills**

1. News Paper reading skills
2. Content reading through internet sources
3. Comprehension Passages

**SECTION-B**

**Listening Skills**

1. Receiving voice calls
2. Attending active phone calls and responding
3. Daily news listening exercises (Audio and Video)
4. Note taking
5. Listening to native speakers conversations.

**SECTION-C**

**Common mistakes**

1. How to avoid common mistakes in: Nouns, Pronouns, Adjectives, Adverbs, Prepositions, word usage, helping verbs, verbs, phrases, clauses and sentences

**Foreign Words**

1. Frequently used foreign words.

**SECTION-D**

**Advertisement Writing**

Classified, Display, Boxed, Billboard, Online

**Suggested Readings/ Books**

1. K.K. Ramchandran, et al Business Communication, Macmillan, New Delhi
2. Swati Samantaray, Business Communication and Communicative English, Sultan Chand, New Delhi.
3. S.P. Dhanavel English and Communication Skills for Students of Science and Engineering (with audio CD)
4. Computer Mediated Communication 1st Edition by Crispin Thurlow (Lara Martin Lengel , Alice Tomic.
5. Collins, Patrick. Speak with Power and Confidence. New York: Sterling, 2009.
6. Fitikides, T. J. Common Mistakes in English. London: Orient Longman.

**Diploma in cutting and Tailoring (Semester – II)**

**COMMUNICATION SKILLS-II  
(PRACTICAL)**

**Time : 3 Hrs.**

**Marks: 60**

1. Receiving voice calls
2. Attending active phone calls and responding
3. Daily news listening exercises (Audio and Video)
4. Note taking
5. Listening to native speakers conversations.
6. Advertisements Writing
7. Frequently used foreign words.

**Diploma in cutting and Tailoring (Semester – II)****PAPER –II: COMPUTER FUNDAMENTALS-II  
(THEORY)****Time: 3 Hrs.****Max. Marks: 100  
Theory Marks: 40  
Practical Marks: 60****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**

**Introduction to networks:** Network Definition, Basic Components of a Network, Network types and topologies, Uses of Computer Networks, Network Architecture.

Transmission Media: Coaxial cable, twisted pair cable, fiber optics & satellites. OSI reference model, TCP/IP reference model, comparison of OSI and TCP reference model.

**Computer Communication**

**Basic of Computer networks:** LAN, WAN, MAN.

Internet: Introduction to internet and its application/services.

Service on Internet: WWW and web-sites, Electronic mails, Communication on Internet.

**SECTION-B**

**Web Browsers:** Internet Explorer, Chrome and Firefox

Surfing the Internet: Giving the URL address, Search, Moving Around in a web-site, Printing or saving portion of web pages, down loading/uploading

Chatting on Internet

**E-mail:** Basic of electronic mail, Creating E-mail id, Mailbox: Inbox and outbox. Using E-mails: Viewing an E-mail, sending an E-mail, Saving mails, sending same mail to various users, Document handling: Sending soft copy as attachment, Enclosures to E-mail, sending a Portion of document as E-mail

**SECTION-C****Tally:**

**Introduction to financial accounting:** accounting concepts.

**Financial accounting basics:** company creation, accounts configuration, accounts classification, accounts master, creations of voucher, types and classes, accounts vouchers.

**Financial accounting advanced:** final accounts, bank reconciliation statement

**SECTION-D**

**Inventory:** introduction to inventory, stock groups, stock categories, stock item, reorder levels, locations / go downs, units of measure, price list, tariff classification, dealer excise, opening stock, pure inventory voucher, entry of pure inventory voucher, bill of material, purchase and sales order, foreign exchange transactions.

**Business management:** New Year books, MIS reports, budget management, scenario management.

**Suggested Readings/ Books**

1. Tanenbaum A. S., "Computer Networks", PHI.
2. TALLY ERP 9 TRAINING GUIDE - 4TH REVISED & UPDATED EDITION – 2018

**Diploma in cutting and Tailoring (Semester – II)****COMPUTER FUNDAMENTALS-II  
(PRACTICAL)****Time : 3 Hrs.****Marks: 60**

1. Network types and topologies.
2. Electronic mails.
3. Communication on Internet.
4. Surfing the Internet: Giving the URL address, Search, Moving Around in a web-site, Printing or saving portion of web pages, down loading/uploading
5. Chatting on Internet
6. Introduction to financial accounting: accounting concepts.
7. Financial accounting basics: company creation, accounts configuration, accounts classification, accounts master, creations of voucher, types and classes, accounts vouchers.
8. Financial accounting advanced: final accounts, bank reconciliation statement
9. Inventory: introduction to inventory, stock groups, stock categories, stock item, reorder levels, locations / go downs, units of measure, price list, tariff classification, dealer excise, opening stock, pure inventory voucher, entry of pure inventory voucher, bill of material, purchase and sales order, foreign exchange transactions.
10. Business management: New Year books, MIS reports, budget management, scenario management.

**Diploma in cutting and Tailoring (Semester – II)****PAPER- III. CLOTHING CONSTRUCTION - II  
(THEORY)****Time 3 hours****Max. Marks: 100****Total credit Periods: 3****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**

- Definitions – Fibre, yarn, elasticity absorbency, resiliency, drapability, twist, blend.
- Introduction to textile fibres, classification, manufacturing process and their general properties in relation to consumer use.

**SECTION-B**

- Selection of fabric for different occasion.
- Care and storage of garment.

**SECTION-C**

- Explain simple methods of household dyeing.
- Tie and dye.

**SECTION-D**

- Traditional method and style of printing (Block).
- Modern method and style of printing (Stencil & Screen).



**Diploma in cutting and Tailoring (Semester – II)**

**Paper IV. SCALE DRAWING AND DRESS DESIGNING - II  
(PRACTICAL)**

**Time : 3 Hrs.**

**Max. Marks : 100**

**Total credit periods : 6**

**Instructions for the examiner/ Paper setter:**

- Set the questions of 40 marks for scale drawing.
- Set the questions of 40 marks for dress designing.
- File work 20 marks.

**Scale Drawings**

- Sketching of various garments details: collars, necklines, sleeves and cuffs.
- Sketching of accessories for different age group- headgears, hats, bags, footwear, jewellery.
- Trimmings – Tucks, Piping, smoking and quilting.
- Frills and gathers.
- Garment draping on fashion figure.

**Dress Designing**

- Collage making on any three themes like culture, environment, historic period, monument, embroidery, traditional fabric.
- Taking inspiration from above themes, design garment for ladies salwar kameej.

**Diploma in cutting and Tailoring (Semester – II)****PAPER V. TRADITIONAL TEXTILE AND GARMENT CONSTRUCTION  
(PRACTICAL)****Time: 4 Hrs.****Max. Marks: 100****Total Credit Periods: (6)****Instructions for the Examiners/Paper Setters:**

- Sample making- 30 marks.
- Construction of garment 50 marks
- File work- 20 marks
- Construction of following garments:
  - a. Formal suit/ Gown/ Sari
  - b. Blouse
  - c. Nightwear

The students are required to give pattern, layout and estimation of fabric for all garments.

- Renovation of any one garment.
- Make an article of tie and dye, block printing, screen printing and stencil printing.
- Make one sample of each embroidery – Kantha, Phulkari and Chickankari