


MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION, MUMBAI
TEACHING AND EXAMINATION SCHEME
COURSE NAME : DIPLOMA IN FASHION & CLOTHING TECHNOLOGY
COURSE CODE : DC
DURATION OF COURSE : 6 SEMESTERS
WITH EFFECT FROM
SEMESTER : SECOND
DURATION : 16 WEEKS
PATTERN : FULL TIME - SEMESTER
SCHEME : G

SR. NO.	SUBJECT TITLE	Abbreviation	SUB CODE	TEACHING SCHEME			EXAMINATION SCHEME										SW (17200)
				TH	TU	PR	PAPER HRS.	TH (1)		PR (4)		OR (8)		TW (9)			
								Max	Min	Max	Min	Max	Min	Max	Min		
1	Communication Skills \$	CMS	17201	02	--	02	03	100	40	--	--	25#	10	25@	10	50	
2	Mathematics and Statistics Ø	MAS	17217	04	01	--	03	100	40	--	--	--	--	--	--		
3	Basics of Fashion Design & Clothing Technology	BFD	17218	04	--	02	03	100	40	--	--	--	--	25@	10		
4	Pattern Making - I	PMA	17219	02	--	04	03	100	40	50#	20	--	--	25@	10		
5	Fashion Sketching	FSK	17220	03	--	02	03	100	40	25#	10	--	--	25@	10		
6	Computer Fundamentals	CMF	17002	--	--	04	--	--	--	50#*	20	--	--	25@	10		
7	Development of Life Skills \$	DLS	17010	01	--	02	--	--	--	--	--	25@	10	--	--		
TOTAL				16	01	16	--	500	--	125	--	50	--	125	--	50	

 Student Contact Hours Per Week: **33 Hrs.**
THEORY AND PRACTICAL PERIODS OF 60 MINUTES EACH.

 Total Marks : **850**

 @-Internal Assessment, #-External Assessment, \$-Common to All Conventional Diploma, #*- Online Examination, No Theory Examination.

Ø-Common for TX, TC, DC

Abbreviations: TH-Theory, TU-Tutorial, PR-Practical, OR-Oral, TW-Termwork, SW-Sessional Work.

- Conduct two class tests each of 25 marks for each theory subject. Sum of the total test marks of all subject are to be converted out of 100 marks as sessional work. (SW)
- Progressive evaluation is to be done by subject teacher as per the prevailing curriculum implementation and assessment norms.
- Code number for TH, PR, OR and TW are to be given as suffix 1, 4, 8, 9 respectively to the subject code.

Course Name : All Branches of Diploma in Engineering & Technology

**Course Code : AE/CE/CH/CM/CO/CR/CS/CW/DE/EE/EP/IF/EJ/EN/ET/EV/X/IC/IE/IS/
ME/MU/PG/PT/PS/CD/CV/ED/EI/FE/IU/MH/MI/DC/TC/TX**

Semester : Second

Subject Title : Communication Skills

Subject Code : 17201

Teaching and Examination Scheme:

Teaching Scheme			Examination Scheme					
TH	TU	PR	PAPER HRS	TH	PR	OR	TW	TOTAL
02	--	02	03	100	--	25#	25@	150

NOTE:

- **Two tests each of 25 marks to be conducted as per the schedule given by MSBTE.**
- **Total of tests marks for all theory subjects are to be converted out of 50 and to be entered in mark sheet under the head Sessional Work. (SW)**

Rationale:

In this age of globalization, competition is tough. Hence effective communication skills are important. Communication skills play a vital and decisive role in career development. The subject of Communication Skills introduces basic concepts of communication. It also describes the verbal, non-verbal modes and techniques of oral & written communication.

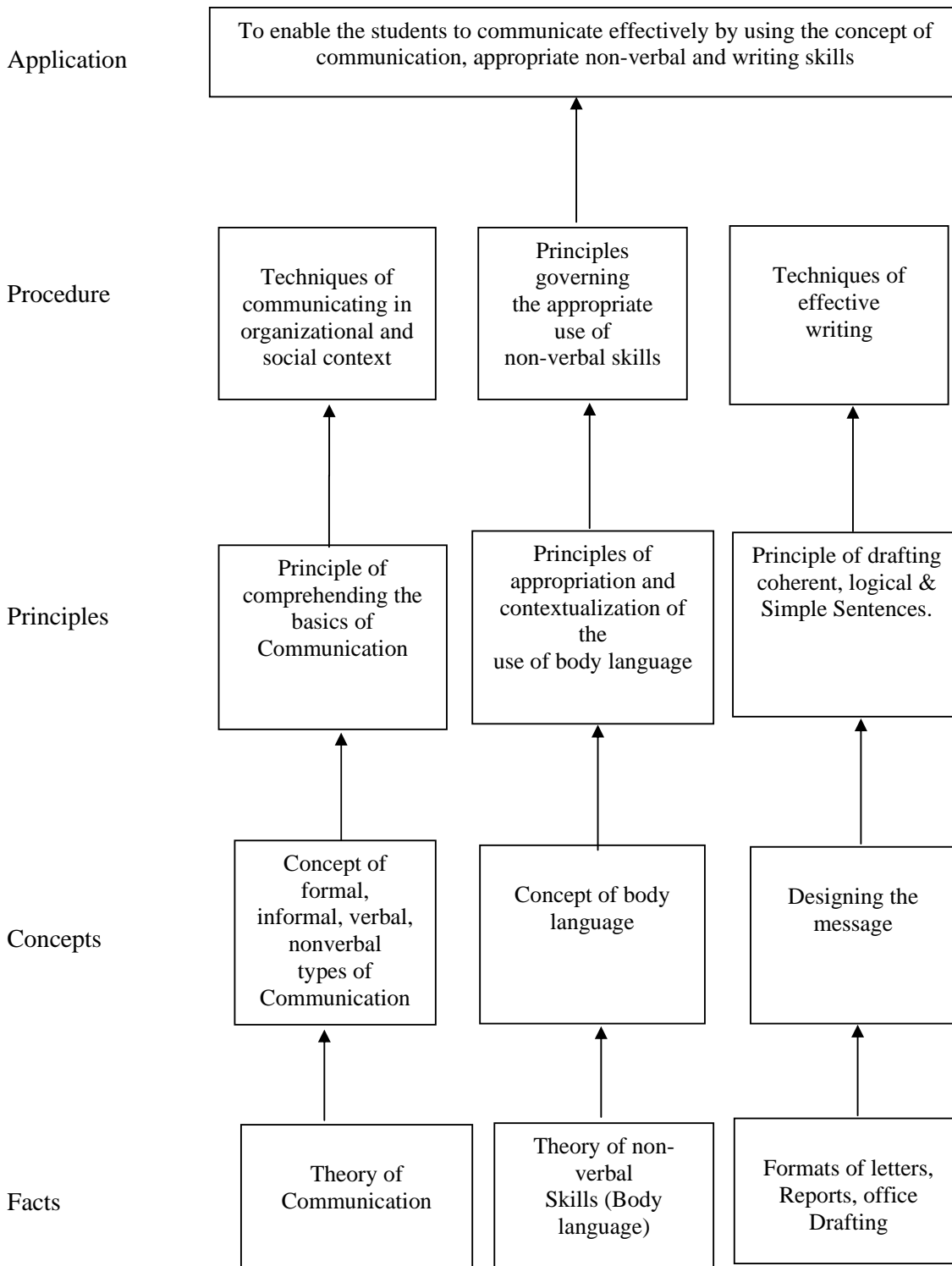
It will guide and direct to develop a good personality and improve communication skills.

General Objectives:

Students will be able to:

1. Utilize the skills necessary to be a competent communicator.
2. Select and apply the appropriate methods of communication in various situations.

Learning Structure:



Theory

Name of the Topic	Hours	Marks
<p>Topic 01 - Introduction to Communication:</p> <p>Specific Objective:</p> <ul style="list-style-type: none"> ➤ Describe the process of communication. <p>Contents:</p> <ul style="list-style-type: none"> • Definition of communication • Process of communication • Types of communication -- Formal, Informal, Verbal, Nonverbal, Vertical, Horizontal, Diagonal 	06	16
<p>Topic 02 - Effective communication</p> <p>Specific Objective:</p> <ul style="list-style-type: none"> ➤ Identify the principles and barriers in the communication process <p>Contents:</p> <ul style="list-style-type: none"> ❖ Principles of communication. ❖ Barriers to communication a. Physical Barrier: <ul style="list-style-type: none"> ❖ Environmental (time, noise, distance & surroundings), ❖ Personal (deafness, stammering, ill-health, spastic, bad handwriting) b. Mechanical : Machine oriented c. Psychological: Day dreaming, prejudice, emotions, blocked mind, generation gap, phobia, status inattentiveness, perception. d. Language : Difference in language, technical jargons, pronunciation & allusions. 	08	20
<p>Topic 03 - Non verbal & Graphical communication:</p> <p>Specific Objectives:</p> <ul style="list-style-type: none"> ➤ Effective use of body language & nonverbal codes ➤ View and interpret graphical information precisely. <p>Contents:</p> <p>3.1 Non- verbal codes: [08 Marks]</p> <ul style="list-style-type: none"> • Proxemics, • Chronemics • Artefacts <p>3.2 Aspects of body language (Kinesics) [10 Marks]</p> <ul style="list-style-type: none"> • Facial expression • Eye contact • Vocalics, paralanguage • Gesture • Posture • Dress & appearance 	08	28

<ul style="list-style-type: none"> • Haptics <p>3.3 Graphical communication [10 Marks]</p> <ul style="list-style-type: none"> • Advantages & disadvantages of graphical communication • Tabulation of data & its depiction in the form of bar graphs & pie charts. 		
<p>Topic 04 - Listening Specific Objective:</p> <p>➤ Effective use of listening</p> <p>Contents:</p> <ul style="list-style-type: none"> • Introduction to listening • Listening versus hearing • Merits of good listening • Types of listening. • Techniques of effective listening. 	02	08
<p>Topic 05 - Formal Written Communication Specific Objectives:</p> <p>➤ Use different formats of formal written skills.</p> <p>Contents:</p> <ul style="list-style-type: none"> • Office Drafting: Notice , memo & e-mail • Job application with resume. • Business correspondence: Enquiry letter, order letter ,complaint letter, adjustment letter. • Report writing: Accident report, fall in production, investigation report. • Describing objects & giving instructions 	08	28
	32	100

Skills to be developed in practical:**Intellectual Skills:**

1. Analyzing given situation.
2. Expressing thoughts in proper language.

Motor Skills:

1. Presentation Skills focusing on body language.
2. Interpersonal skills of communication

Journal will consist of following assignments:

01: Draw the diagram of communication cycle for given situation.

State the type and elements of communication involved in it.

- 02: Graphics:-
- a) Draw suitable bar-graph using the given data.
 - b) Draw suitable pie-chart using the given data.

03: Role play: Teacher should form the group of students based on no. of characters in the situation. Students should develop the conversation and act out their roles.

04: Collect five pictures depicting aspects of body language from different sources such as magazines, newspapers, internet etc. State the type and meaning of the pictures.

NOTE: The following assignments should be performed by using Software provided by MSBTE

05 Practice conversations with the help of software.

06 Describe people/personalities with the help of software and present in front of your batch for three minutes.

07 Prepare and present elocution (three minutes) on any one topic with the help of software.

08 Describe any two objects with the help of software.

Learning Resources:

Sr. No.	Author	Title	Publisher
01	MSBTE, Mumbai.	Text book of Communication Skills.	MSBTE, Mumbai.
02	MSBTE, Mumbai.	CD On Communication Skills	MSBTE
03	Joyeeta Bhattacharya	Communication Skills	Reliable Series
04	Communication Skills	Sanjay Kumar, Pushpa Lata	Oxford University Press

Web Sites for Reference:

Sr. No	Website Address
01	Website: www.mindtools.com/page8.html -99k
02	Website: www.khake.com/page66htm/ -72k
03	Website: www.BMConsultant India.Com
04	Website: www.letstak.co.in
05	Website: www.inc.com/guides/growth/23032.html -45k

Course Name : Diploma in Textile Manufactures / Diploma in Textile Technology / Diploma in Fashion & Clothing Technology

Course Code : TX/TC/DC

Semester : Second

Subject Title : Mathematics and Statistics

Subject Code : 17217

Teaching and Examination Scheme:

Teaching scheme			Examination scheme					
TH	TU	PR	PAPER HRS	TH	PR	OR	TW	TOTAL
04	01	--	03	100	--	--	--	100

Note:

- **Two tests each of 25 marks to be conducted as per the schedule given by the MSBTE.**
- **Total of test marks for all the theory subjects are to be converted out of 50 and to be entered in mark sheet under the head Sessional Work (SW).**

Rationale:

Mathematics is the foundation of science and technology. The study of **Applied Mathematics** is helpful to understand concepts of Engineering. This subject enhances logical thinking capability and also improves the systematic approach in solving engineering problem.

Derivative is helpful for finding slope, tangent line, and normal line of the curve.

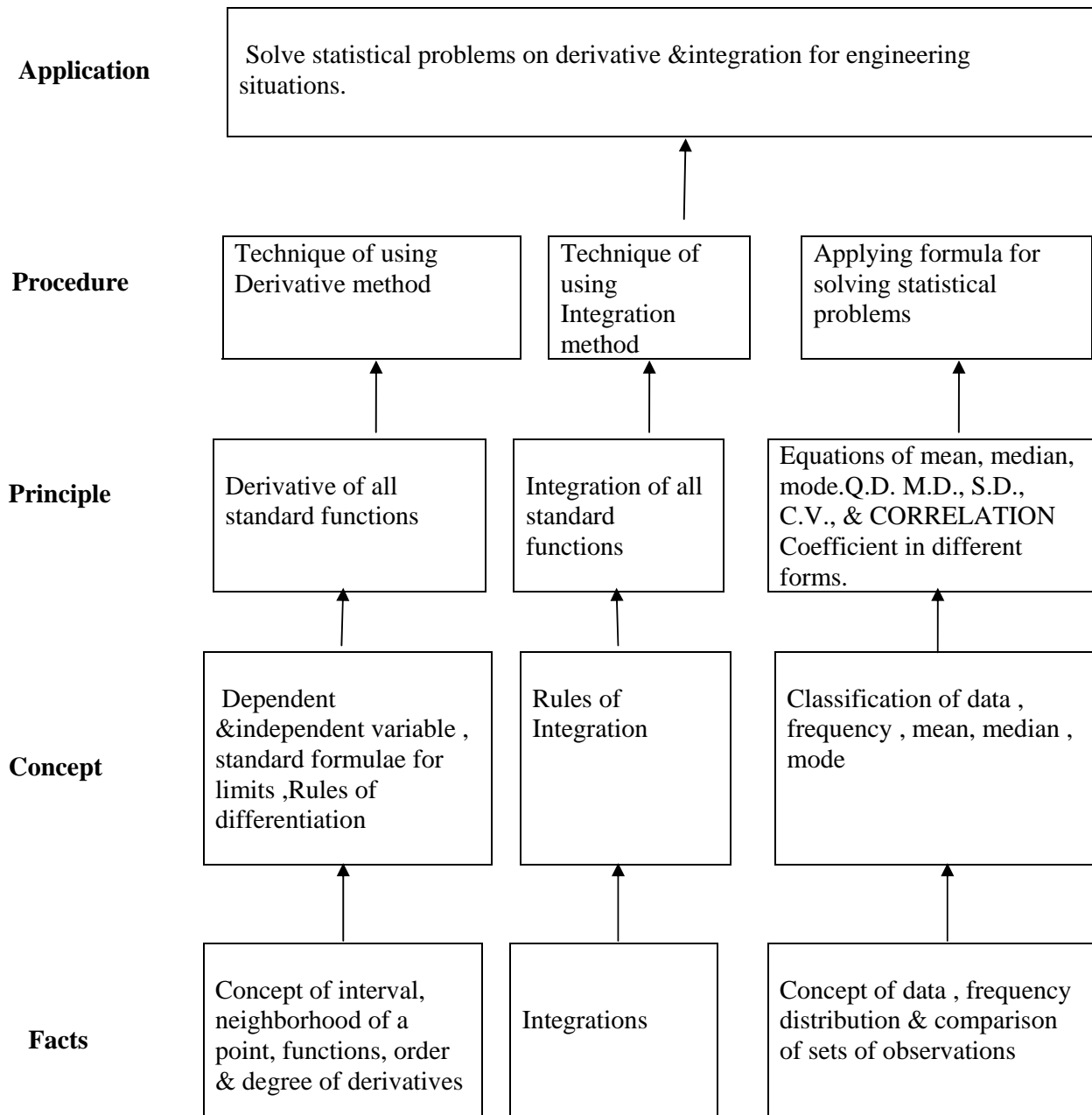
Integration provides area & volume of the curve.

Measures of central tendency, Measures of dispersion, Correlation & Lines of Regression plays an important role in Textile subjects. Contents of this subject will form foundation for further study in mathematics.

General Objectives: Student will be able to

1. Acquire knowledge of mathematical terms, concepts, principles & different methods for studying engineering & technological problems.
2. Understand the relationship between two variables.
3. Apply derivative & integration to solve engineering & technological problems
4. Locate the exceptional & critical points in an engineering system & come to a valid conclusion.

Learning Structure:



Theory

Topic and Contents	Hours	Marks
Topic 1: Function and Limit Specific objectives: 1.1 Function Specific objectives: <ul style="list-style-type: none"> ➤ Identify types of functions. • Definitions of variable, constant, intervals such as open, closed, semi – open etc. • Definition of function, value of a function and types of functions with simple examples. 	02	04
1.2 Limit Specific objectives: <ul style="list-style-type: none"> ➤ Find limits for all different functions • Definition of neighborhood, concept and definition of Limits & its standard properties. • Definition & properties of continuities only (problems not expected) • Limits of algebraic, exponential and logarithmic functions with simple examples. 	06	06
Topic 2: Derivatives Specific objectives: <ul style="list-style-type: none"> ➤ Perform all algebraic operations on derivatives ➤ Find slope, tangent line, & normal line of the given curve. • Definition of derivatives & notations. • Derivatives of all standard functions. • Rules of Differentiation (without proof) such as sum, difference, scalar multiplication, product & quotient. • Derivatives of Composite Functions (chain rule) • Derivatives of Implicit functions. • Derivatives of inverse trigonometric functions. • Logarithmic differentiation • Derivatives of parametric functions. • Applications of derivative:- slope, tangent line, normal line, & maxima & minima of a curve 	14	20
Topic 3: Integration Specific Objectives: <ul style="list-style-type: none"> ➤ Find indefinite & definite integration of different functions. • Definition of integration. • Integration of all standard functions. • Rules of Integration such as sum, difference, scalar multiplication, & product. • Methods of integration:- <ul style="list-style-type: none"> a) Integration by substitution b) Integration by rational functions c) Integration by partial fractions 	12	20

d) Integration by trigonometric transformations e) Integration by parts rule <ul style="list-style-type: none"> • Definition & properties of definite integration • Simple problems on definite integration 		
Topic 4: Basic concepts & Measures of Central Tendency Specific objectives: <ul style="list-style-type: none"> ➤ Prepare a frequency distribution table. ➤ Find mean, median & mode by analytical & graphical method. <ul style="list-style-type: none"> • Definition of class boundaries, class limits, class marks, preparation of frequency distribution table, less than cumulative frequency & greater than cumulative frequency table. • Arithmetic mean & combined mean • Median by analytical & graphical method (OGIVE method) • Mode by analytical & graphical method (Histogram method) 	10	16
Topic 5: Measures of Dispersions Specific objectives: <ul style="list-style-type: none"> ➤ Find Q.D., M.D., S.D., & Coefficient of Variation. ➤ Compare variation between the two sets. <ul style="list-style-type: none"> • Partition values like quartiles, deciles & percentiles • Definition & types of measures of dispersions • Absolute & Relative measures of range, inter-quartile range, quartile deviation, mean deviation, standard deviation, combined standard deviation • Variance & coefficient of variation • Comparison of two sets of observations. 	10	18
Topic 6 : Correlation & Lines of Regression 6.1 Correlation Specific objectives: <ul style="list-style-type: none"> ➤ Find correlation between two variables using various methods. <ul style="list-style-type: none"> • Introduction and Types of correlation • Method of studying correlation <ol style="list-style-type: none"> a) Scatter Diagram b) Karl Pearson's co-efficient of correlation. c) Spearman's Rank correlation co-efficient. 6.2 Lines of Regression Specific objectives: <ul style="list-style-type: none"> ➤ Find equations of lines of regression using correlation coefficient. <ul style="list-style-type: none"> • Introduction of linear regression • Lines of Regression a) X on Y b) Y on X • Relation between coefficient of correlation & regression coefficient. 	10	16
Total	64	100

Tutorials:

Note: 1) Tutorials are to be used to get enough practice.

2) Make group of 20 students and for each group minimum 10 problems are to be given.

List of Tutorials

Sr. No.	Topic for Tutorial
1	Function and Limit
2	Derivatives
3	Derivatives
4	Integrations
5	Integrations
6	Basic concepts & Measures of central Tendency
7	Measures of Dispersions
8	Measures of Dispersions
9	Correlation
10	Lines of Regression

Learning Resources:**1) Books:**

Sr. No.	Title	Authors	Publication
1	Higher engineering mathematics	B. S. Grewal	Khanna Publication
2	Advanced Engg. Mathematics	H.K.Dass	S. Chand
3	Fundamentals of Statistics	S.C.Gupta	S. Chand
4	Calculus: single variable	Robert T. Smith	Tata McGraw Hill
5	Applied Mathematics	P. N. Wartikar	Pune Vidyarthi Griha Prakashan,

2) Websites :

- i) [www.khan Academy](http://www.khanacademy.com)**
- ii) www.wikipedia.com**

Course Name : Diploma in Fashion & Clothing Technology

Course Code : DC

Semester : Second

Subject Title : Basics of Fashion Design & Clothing Technology

Subject Code : 17218

Teaching and Examination Scheme:

Teaching Scheme			Examination Scheme					
TH	TU	PR	PAPER HRS.	TH	PR	OR	TW	TOTAL
04	--	02	03	100	--	--	25@	125

NOTE:

- **Two tests each of 25 marks to be conducted as per the schedule given by MSBTE.**
- **Total of tests marks for all theory subjects are to be converted out of 100 and to be entered in mark sheet under the head Sessional Work. (SW)**

Rationale:

Fashion is a natural instinct in people. Men & women are fond of adorning themselves to look more attractive. The subject deals with origin of fashion, basic terminologies in fashion, elements of art & fashion design, psychology of clothing. Study of human proportion is also included to understand basic fashion figure.

General Objectives: students will be able to:

1. Understand different concepts of fashion & design.
2. Understand elements of arts, principles of fashion design & different divisions in clothing industry.
3. Know about fashion & clothing industry.
4. Exposed to different concepts & terminologies used in fashion & clothing industry.

Theory:

Topic and Contents	Hours	Marks
<p>Topic 1: Introduction to fashion & design</p> <p>Specific Objectives:</p> <ul style="list-style-type: none"> Know basic concepts of fashion, design, designers, & various theories. <p>Contents:</p> <ul style="list-style-type: none"> Fashion & design concepts & definitions, fashion design theories- trickle up, trickle down, trickle across. Origin of fashion, fashion spreading- style, fad, & trend. The design professionals- Industrial, Graphic, Textile & Fashion designers. 	08	12
<p>Topics 2: Elements & Principles</p> <p>Specific Objectives: Students should understand elements of arts, fashion design & principles of design & how they develop in fashion design.</p> <p>2.1 Elements of arts-</p> <ul style="list-style-type: none"> Line, form, shape, value, colour, texture. Colour schemes. Colour co-ordination <p>2.2 Principles of design-</p> <ul style="list-style-type: none"> Balance, emphasis, harmony, proportions & repetition <p>2.3 Elements of fashion design-</p> <ul style="list-style-type: none"> Structural designs- darts, tucks, pleats. Decorative designs- prints, trims, embellishments. 	08	12
<p>Topic 3: Psychology of Clothing</p> <p>Specific Objectives: Students should know factors affecting on purchase of clothing & importance of first impression.</p> <ul style="list-style-type: none"> First impression Effect of social, psychological & economical factors on clothing 	04	06
<p>Topic 4: Anatomy for Designer</p> <p>Specific Objectives: Students will understand basic human proportions & drawing of fashion figures.</p> <ul style="list-style-type: none"> Human proportion & figure construction Basic drawing of fashion figure 	06	10
<p>Topic 5: Fashion & Clothing Terminologies</p> <p>Specific Objectives: Students will understand basic terminologies used in fashion & clothing technology.</p> <p>5.1 Clothing concept-</p> <ul style="list-style-type: none"> Definition & principles Objectives of clothing technology 	10	16

<p>5.2 Clothing terminologies- baggies, bell- bottom, blazer, blouse, bow ties, circle skirt, drapes, innerwear, jeans, lingerie's, polo shirt, seamless garment, wrap around skirt.</p> <p>5.3 Fashion terminologies- fashion cycle, contemporary, conservative & continental costumes, surfer look, masculine, mod looks, formal wear, casual wear, classic, ethic, city wears, boutique, haute-o-couture, prêt-a –porter, mass production.</p>		
<p>Topic 6: History of Indian & foreign garments</p> <p>Specific Objectives: Students should know various Indian & foreign costumes to be able to mix the fashions in future fashion designing.</p> <p>6.1 Indian:-</p> <ul style="list-style-type: none"> • Harrappa and Mohenjodaro • Vedic Age <p>6.2 Foreign:-</p> <ul style="list-style-type: none"> • Ancient Egyptian dress • Ancient Greek dress • Ancient Roman dress • Traditional Chinese dress. 	12	20
<p>Topic 7: Study of Apparel Industry</p> <p>Specific Objectives: Students will understand the various stages & processes in apparel industry.</p> <p>7.1 History of apparel industry</p> <p>7.2 Organizational charts</p> <p>7.3 Major steps in garment production:</p> <ol style="list-style-type: none"> 1. Pre-adoption steps <ul style="list-style-type: none"> • Line planning & consumer research • Concept development • Quick costing • Patten development • Preparing samples various purposes • Line reviews- check on check 2. Post adoption steps <ul style="list-style-type: none"> • Styling and fit perfection • Creation of production pattern • Gradation • Production marker development • Final costing • Ware housing • Merchandising – role of Merchandisers 	16	24
Total	64	100

Practical:**Skills to be developed:****Intellectual Skills:**

- Identify different Costumes and Fashions
- Visualize costumes designs of various periods and occasions
- Perspective of human figure and anatomy.
- Differentiate between textile and fashion designer

Motor Skills:

- Proportional Sketch different types of costumes
- Prepare appropriate flow charts
- Proportionate drawing of human figure and anatomy

List of Assignments:

- 1 History of costumes & fashion
 - Sketch & write-up of ancient Egyptian dress
 - Sketch & write-up of ancient Greek dress
 - Sketch & write-up of ancient Roman dress
 - Sketch & write-up of ancient Chinese dress
- 2 Flow chart for pre-adoption & post adoption steps in producing garment
- 3 Pictographic assignment on : decade study of fashion – 20th Century
- 4 Assignment on Industrial ,Graphic ,Textile & Fashion designer- concept role & responsibility
- 5 Development of Line, form, Shape, texture & colour
- 6 Development of fashion design- structural & decorative
- 7 Assignment on psychology of clothing & first impression
- 8 Development of concept “Anatomy” for fashion designer- human proportion & figure construction
- 9 Basic drawing of the fashion figure – male
- 10 Basic drawing of the fashion figure – female

Learning Resources:**Books:**

Sr. No.	Author	Title	Publisher
1	Kitty G. Dickerson	Inside the Fashion Business	Pearson Education Pvt. Ltd.Singapore.
2	Lehnert Gertrud	Elements of Fashion and Design	West Duxbury Manchesters
3	Winifred Aldrich	Metric Pattern Cutting	Blackwell Science Ltd. Oxford.

Course Name : Diploma in Fashion & Clothing Technology

Course Code : DC

Semester : Second

Subject Title : Pattern Making-I

Subject Code : 17219

Teaching and Examination Scheme:

Teaching Scheme			Examination Scheme					
TH	TU	PR	PAPER HRS.	TH	PR	OR	TW	TOTAL
02	--	04	03	100	50#	--	25@	175

NOTE:

- **Two tests each of 25 marks to be conducted as per the schedule given by MSBTE.**
- **Total of tests marks for all theory subjects are to be converted out of 100 and to be entered in mark sheet under the head Sessional Work. (SW)**

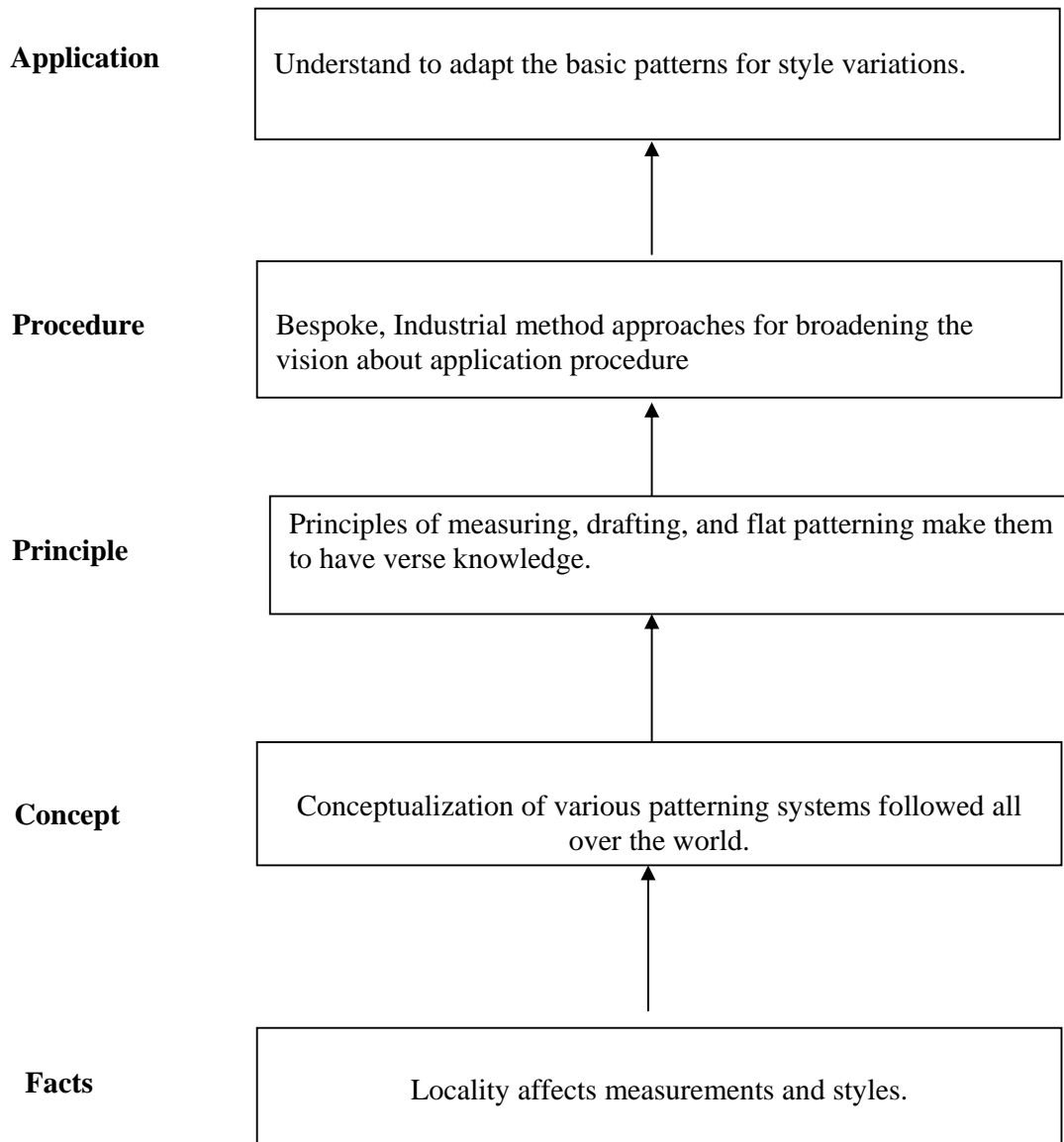
Rationale:

To get explored to the patterning field, how industrially patterns are prepared, the problems associated with patterning, the different method followed in patterning.

General Objectives:

- To impart knowledge on human body measurements and standard measurement chart.
- To impart knowledge about patterning procedure in depth.
- To impart knowledge of various garment parts and styles and develop the patterns.
- To develop commercial patterns for kids wear, women's wear and men's wear.

Learning Structure:



Theory:

Topic and Contents	Hours	Marks
<p>Topic 1: MEASUREMENTS</p> <p>Specific Objectives:</p> <ul style="list-style-type: none"> • Students will be able to measurements taking correctly • To understand the measurement types • To understand various size charts and tools <p>Contents:</p> <p>1.1 Methods of measurements (03 Marks)</p> <ul style="list-style-type: none"> • Measuring from body • Measuring over Dummy • Measuring from Garments <p>1.2 Measurement Types (03 Marks)</p> <ul style="list-style-type: none"> • Vertical Measurements • Horizontal Measurements • Circumferal Measurements <p>1.3 Standard measurement Charts and its Types (03 Marks)</p> <ul style="list-style-type: none"> • USA • UK <p>1.4 Measuring Tools (03 Marks) Measuring Tape, Ruler, L-Scale, 1/4th Scale, Flexi Tape</p>	04	12
<p>Topic 2: BASICS OF PATTERN MAKING</p> <p>Specific Objectives:</p> <ul style="list-style-type: none"> • To understand principles of pattern making and techniques • To understand methods of patterning • To understand types of patterns <p>Contents:</p> <p>2.1 Introduction to pattern making (10 Marks)</p> <ul style="list-style-type: none"> • Definition, principles involved in patterning • Techniques involved in pattern making- Drafting, Draping and Flat pattern techniques • Patterning tools <p>2.2 Methods of Patterning (05 Marks)</p> <ul style="list-style-type: none"> • Bespoke method • Industrial Method <p>2.3 Types of patterns (05 Marks)</p> <ul style="list-style-type: none"> • Block Pattern 	06	20

<ul style="list-style-type: none"> • Adaptation pattern • Final Pattern • Commercial/Trade Pattern- Coding and Decoding 		
<p>Topic 3: DRAFTING OF BASIC PATTERNS</p> <p>Specific Objectives:</p> <ul style="list-style-type: none"> • To understand drafting for kids wear • To understand drafting for women's wear • To understand drafting for men's wear <p>Contents:</p> <p>3.1 Understanding and drafting patterns for Kids: (06 Marks)</p> <ul style="list-style-type: none"> • Romper • A-line Frock <p>3.2 Understanding and drafting complete basic set of patterns for Women: (12 Marks)</p> <ul style="list-style-type: none"> • Bodice Front • Bodice Back • Sleeve • Skirt Front • Skirt Back <p>3.3 Understanding and drafting complete basic set of patterns for Men: (10 Marks)</p> <ul style="list-style-type: none"> • Shirt Front • Shirt Back • Sleeve • Trouser Front • Trouser Back 	09	28
<p>Topic 4: GARMENT PARTS AND STYLES</p> <p>Specific Objectives:</p> <ul style="list-style-type: none"> • To impart knowledge about various garment parts • To impart knowledge about various garment styles <p>Contents:</p> <p>4.1 Introduction to various garment Parts: (06 Marks)</p> <ul style="list-style-type: none"> • Sleeve, Collar, Cuff, Placket, Flap, Fly, Yokes, Lining and Interlining <p>4.2 Introduction to various garment Styles: (08 Marks)</p> <ul style="list-style-type: none"> • Frock, Skirt, Trouser, Culoettes, Shirts, Blouses, Jackets, Suits(2-piece and 3-Piece), Dress (1- Piece), Chudidar, Salwar, Kameez, Kurta 	04	14

Topic 5: DRAFTING GARMENT COMPONENTS		
Specific Objectives:		
<ul style="list-style-type: none"> To understand drafting for types of collars To understand drafting for types of sleeves 		
Contents:		
5.1 Drafting of various types of Collars: (12 Marks)	09	26
<ul style="list-style-type: none"> Shirt Collar, Roll Collar, Peter- Pan Collar, Sailor Collar, Stand Collar, Shawl Collar 		
5.2 Drafting of various types of Sleeves: (14 Marks)		
<ul style="list-style-type: none"> Set in Sleeve, Cap Sleeve, Puff Sleeve, Leg-o mutton, Bishop sleeve, Bell Sleeve, Raglan Sleeve, Kimono, Tulip Relationship of sleeve crown height with the fit of garment 		
Total	32	100

Practical:**Skills to be developed:**

- Taking body measurements
- Knowledge of proper body land marks
- Patterning coding and decoding
- Idea of adaptation

Intellectual Skills:

- Breathing eases
- Logical adaptation
- Patterning sense

Motor Skills:

- Measuring appropriately
- Draft the pattern
- Adapt the patterns

List of Practical:

1. Measurement taking
2. Drafting Children's Basic Bodice- 7years (1/4th Scale)
3. Drafting for A-line frock (1/4th Scale)
4. Drafting for Romper (1/4th Scale)
5. Drafting for Waist Line Frock (1/4th Scale)
6. Drafting for Sunsuit (1/4th Scale)
7. Drafting for Female Basic Bodice (1/4th Scale)
8. Drafting for Female Basic Skirt (1/4th Scale)
9. Drafting for Women's Nighty Block- Bespoke Method (1/4th Scale)

10. Drafting for Women's Plain Saree Blouse (1/4th Scale)
11. Drafting for Men's Basic Shirt and Sleeve (1/4th Scale)
12. Drafting for Men's Flat Front Trouser Block (1/4th Scale)
13. Adapting for Men's Culoette- from Flat front trouser (1/4th Scale)

List of Assignments:

1. Survey on given set of measurements locally for: Men, Women and Children
2. Numerical assignment on measurements required for various garment component construction (Ex: Collar, Cuff, Placket, Fly)
3. Pictorial assignment on styles of garments (Ex: Skirt, Frock, Chudidhar, Salwar, Kurta, Kameez)
4. Adapting Female basic bodice into kurta (1/4th Scale)
5. Conversion of International standard (cm Scale) measurements into inch Scale for men's shirt and drafting the same for 1/6th scale.

Learning Resources:**1. Books:**

Sr. No.	Author	Title	Publisher
1	Zarapkar K.R.	Zarapkar System of Cutting	Sale Publishers, Bombay
2	Helen Joseph Armstrong	Pattern Making for fashion Design	Harper Collins, LA
3	Winifred Aldrich	Metric Pattern Cutting	Balckwell Science Ltd.,London
4	Gillian Holman	Pattern Cutting Made Easy	Balckwell Science Ltd.,London
5	Natalie Bray	More Dress Pattern Designing	Balckwell Science Ltd.,London
6	Mary Mathews	Practical Clothing Construction	--
7	Gayatri Verma &Kapil Dev	Cutting & Tailoring Practical (Drafting)	--

2. CD's and PPT's Models Charts:

- Drafting demonstration by Don McCunn
- Standard Measurement Chart- USA
- Standard Measurement Chart- UK
- Pattern Making Demo

3. IS, BIS and International Codes:**4. Websites:**

- www.biép.co.in
- www.fiber2fashion.com

Course Name : Diploma in Fashion & Clothing Technology

Course Code : DC

Semester : Second

Subject Title : Fashion Sketching

Subject Code : 17220

Teaching and Examination Scheme:

Teaching Scheme			Examination Scheme					
TH	TU	PR	PAPER HRS.	TH	PR	OR	TW	TOTAL
03	--	02	03	100	50#	--	25@	175

NOTE:

- **Two tests each of 25 marks to be conducted as per the schedule given by MSBTE.**
- **Total of tests marks for all theory subjects are to be converted out of 100 and to be entered in mark sheet under the head Sessional Work. (SW)**

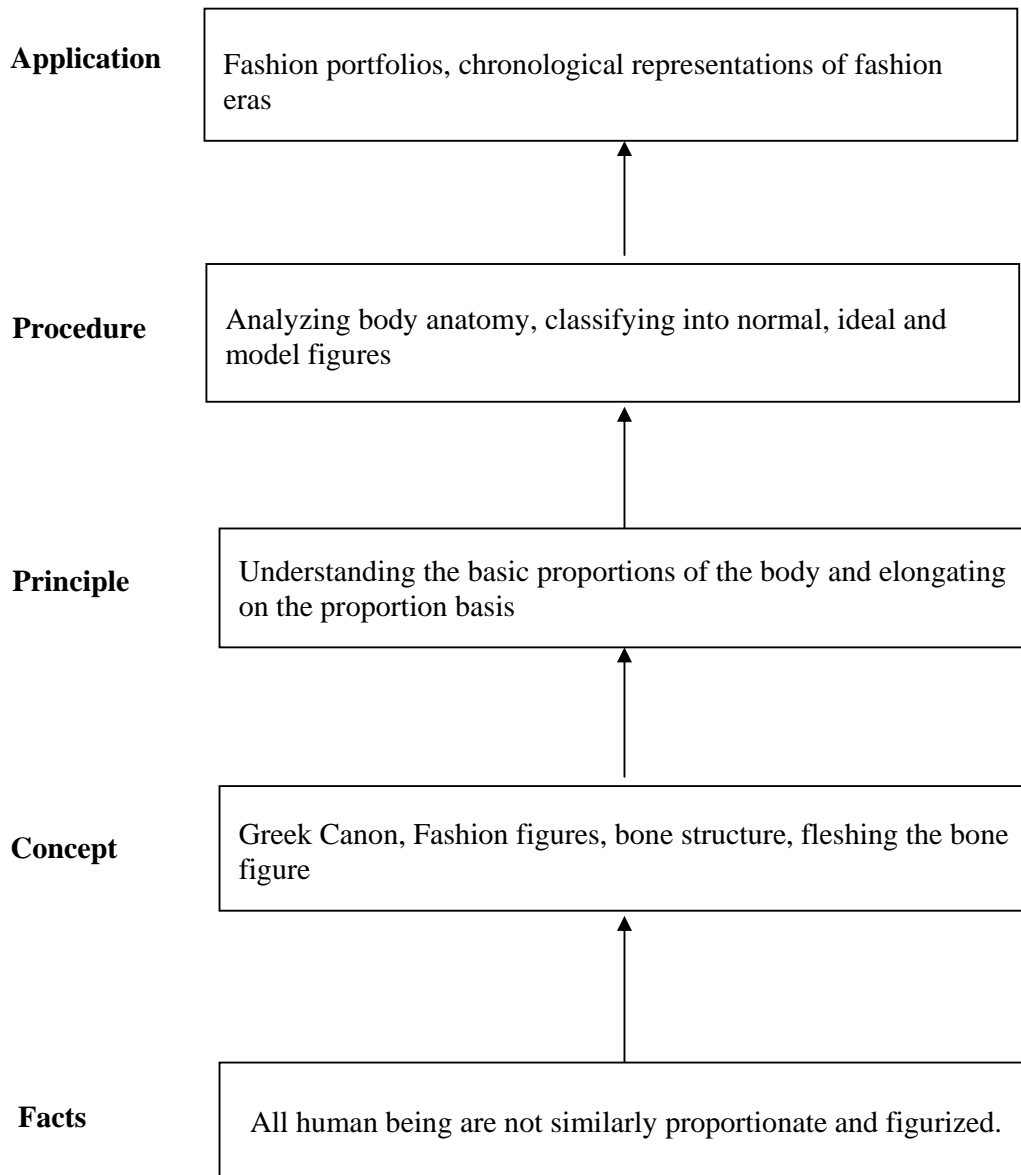
Rationale:

To get explored to the fashion industry, to introduce basic principles of designing to students; in designing course, fashion sketching is key tool for the students which are required from developing design sketches up to translating them in sample work rooms

General Objectives:

- To develop ability in students to prepare in ligneous designs
- To impart knowledge on human anatomy.
- To impart knowledge about model figure, fashion figure
- To impart knowledge of various figure types.
- To develop rendering knowledge and tools used for fashion drawing

Learning Structure:



Theory:

Topic and Contents	Hours	Marks
<p>Topic 1: Female Figure Proportions And Body Features</p> <p>Specific Objectives:</p> <ul style="list-style-type: none"> • To understand basic human proportion • To understand the relation between real figure and fashion figure • To understand proportionate drawing of face features and body parts to the given figure <p>Contents:</p> <p>1.1 Figure Proportions (18 Marks)</p> <ul style="list-style-type: none"> • Real Figure versus fashion figure- Understanding basic proportions of 8 head theory and 10 Head Theory • Figure mapping with geometrical shapes • Fleshing out from geometric and bone structure • Freehand quick sketching • Profile figure, Three-quarter turned figure, lay figure. <p>1.2 Basic Figure Features (14 Marks)</p> <ul style="list-style-type: none"> • Full front head, profile head, three-quarter turned head, • Hairstyles • Facial features: Eyes, Nose, Mouth and Ears • Drawing legs, Rotating legs, Legs in motion, Foreshortening legs, Drawing feet • Drawing Arms, Rotating arms, Arms in motion, Foreshortening arms, Drawing hands. 	14	32
<p>Topic 2: Drawing of Male and Children Figures</p> <p>Specific Objectives:</p> <ul style="list-style-type: none"> • To understand basic male proportion • To understand the difference between Male and Female • To understand proportionate drawing Kids real and Fashion figures • Gesture differentiation <p>Contents:</p> <p>2.1 Drawing Men: (10 Marks)</p> <ul style="list-style-type: none"> • Proportions of male figure • Male versus female figure • Quick Sketch of male figures • Drawing head, legs, arms and Palms, hairstyle • Comparing male and female gestures, Gesture sketching. <p>2.2 Drawing Children: (06 Marks)</p> <ul style="list-style-type: none"> • Children's age groups: Infants, Toddlers, Child, Teen • Drawing Head and Hairstyles suitable for individual age group, • Arms and Hands, Legs and Feet • Styling kids. 	10	16

<p>Topic 3: Drawing of Garments and Accessories</p> <p>Specific Objectives:</p> <ul style="list-style-type: none"> • To study the trends in garments, accessories of men and women • To understand the costume needs of various age group • To study style differentiations for various wardrobes <p>Contents:</p> <p>3.1 Drawing of Women’s wear: (08 Marks)</p> <ul style="list-style-type: none"> • Drawing of style variations of garment details: Collars, Sleeves, Necklines, Pockets, Corsets • Drawing of style variations in garments: Skirts, Trouser, Top and Blouses, Lingerie • Drawing of Accessories: Hand Bags, Jewelry, Footwear, Head gear, Coiffures, Belts <p>3.2 Drawing of Men’s wear: (06 Marks)</p> <ul style="list-style-type: none"> • Drawing of style variations of garment details: Collars, Sleeves, Necklines, Pockets, Cuffs, Bows • Drawing of style variations in garments: Shirts, Trousers, Suits, Vests • Drawing of Accessories: Wallets, Brief Cases, Footwear, Head gear, Belts <p>3.3 Drawing of Children wear: (06 Marks)</p> <ul style="list-style-type: none"> • Drawing of various styles of garments for Newborns & Infants (1-12 Months): Bonnet, Bib, Hood, Socks • Drawing of various styles of garments for Toddler (1-4 Years): Rompers, Sunsuit, Dungarees, Jumpsuit, Knickers, Frocks • Drawing of various styles of garments for Kids (4- 8 Years): Shirts, Knickers, Frocks, Play suits, Capri’s, Skirts • Drawing of various styles of garments for Children (8-12 Years): Any Suitable style • Drawing of garment details: Collars, Sleeves, Necklines, Pockets, Bows (for Applicable Age group) • Drawing of Accessories: Hand Purses, Footwear, Head gear 	10	20
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<p>Topic 4: Art Materials and Rendering</p> <p>Specific Objectives:</p> <ul style="list-style-type: none"> To impart knowledge about Art material and their suitable usage To impart knowledge about rendering techniques and selecting the appropriate technique <p>Contents:</p> <p>Study of Art Materials: (06 Marks)</p> <ul style="list-style-type: none"> Carbon pencils (H-6H, HB, B-12B), Charcoal, China graph Pencil, Micro tip pencil Water color pencil Poster and Pastel Colors Oil Paints Pen and Ink Art Papers: Cartridge, Watercolor paper, Layout Paper, Tracing Paper, News Print, Multimedia paper, Marker Paper <p>Study of Rendering: (12 Marks)</p> <ul style="list-style-type: none"> Shading by using drawing pencils Rendering techniques: Wet brush, Dry brush, Stumping etc. Combination of techniques(W&W, D&D, W&D) Rendering skin flesh tone Rendering fabrics like: Cotton, Denim, Chiffon, Satin, Taffeta, Gouache, Gauze, Net, Velvet, Knits, Fur, Silk, Wool, etc. Rendering: Patterns, Print, Rendering Hair styles and Coiffures Rendering accessories like hats, shoes, scarves, bags, belts, gloves, sunglasses, etc. 	09	18
<p>Topic 5: Background and Layout</p> <p>Specific Objectives:</p> <ul style="list-style-type: none"> To understand Importance of background development in Fashion Illustration To understand composition of layouts in style boards or presentation boards <p>Contents:</p> <p>5.1 Development of Background: (06 Marks)</p> <ul style="list-style-type: none"> Developing suitable back ground for various wardrobes: Casual, Sports, Party, Ramp, Formal Etc. Selection of techniques for background: Wet brush, Dry brush, Stumping etc. Combination of techniques(W&W, D&D, W&D), Texture creation for background <p>5.2 Layout (08 Marks)</p> <ul style="list-style-type: none"> Composition for layout Figures and accessories Space and Shapes in layout <p>Grouping figures, Layout choices</p>	05	14
Total	48	100

Practical:**Skills to be developed:**

- Drawing of lines without deadline effect
- Drawing of Ovals and concentric circles
- Analyzing body and figure proportion
- Sense of differentiating wardrobes

Intellectual Skills:

- Differentiating men and women figure
- Trend watch of currently running garments and accessories
- Chronological differentiation of fashion figures by their appearance and gestures

Motor Skills:

- Easy movement of hands
- Uni-Directional Strokes
- Eccentric circular motion of hands without lifting

List of Practical:

1. Study of human body proportions and drawing of 8 head figure.
2. Drawing of 10 head fashion figure.
3. Drawing of Side view and 3/4th turned view of fashion figure.
4. Drawing of Front view, Side view and 3/4th turned view Face.
5. Drawing of face features such as Eyes, Ears, Nose, Mouth
6. Drawing of Male figure.
7. Drawing of Children figure.
8. Enlargement and reduction of basic figures.
9. Dressing fashion figures for various wardrobes
10. Study of fabric and garment rendering.
11. Study of rendering accessories.
12. Study of composition for layout.

Learning Resources:**1. Books:**

Sr. No.	Author	Title	Publisher
1	Bina Abling	Fashion Sketch Book	Om books International (2004)
2	Kathryn Mc Kelvey & Jamine Munslow	Illustrating Fashion	Black well Publishing House (2004)
3	Patrick John Ireland	Encyclopedia of Fashion Details	B.T Batsford & Om Publishers (2005)
4	Patrick John Ireland	Fashion Design Illustration-Children	Om books International (1995)
5	Ritu Bhargav	Fashion Illustration & Rendering	Jain Publishers (2005)

6	Victor Perard	Anatomy & Drawing	Grace Prakashan (2006)
7	M.Kathleen Colussy & Steeve Green Berg	Rendering Fashion, Fabrics And Prints	Dorling Kindersley (India) (2007)
8	John Hopkins	Fashion Drawing	Ava Publishers
9	Elisabetta Kuky Drudi & Tiziana Paci	Figure Drawing for Fashion Design	Pepin Press

2. CD's and PPT's Models Charts:

- Videos by Vidoemo.com on Figure Construction

3. Websites: www.vidoemo.com

Course Name : All Branches of Diploma in Engineering and Technology.

**Course Code : AE/CE/CH/CM/CO/CR/CS/CW/DE/EE/EP/IF/EJ/EN/ET/EV/EX/IC/IE/IS/
ME/MU/PG/PT/PS/CD/CV/ED/EI/FE/IU/MH/MI/DC/TC/TX**

Semester : First

Subject Title : Computer Fundamentals

Subject Code : 17002

Teaching and Examination Scheme:

Teaching Scheme			Examination Scheme					
TH	TU	PR	PAPER HRS	TH	PR	OR	TW	TOTAL
01	--	04	--	--	50#*	--	25@	75

*** On Line Examination**

Rationale:

Since early 21st Century the use of Computer has been so rapidly that it is difficult to think of an area where computers are not being used. It is very desirable that everyone should have good knowledge of computer.

Main purpose of this subject is how to use a computer for basic needs. This subject covers application softwares like MS-Word, MS-Excel, MS- PowerPoint.

It is a gateway to wonderful world of information and part of various applications like business, academic, hospitals, construction, designing, chemical fields and many more.

Intellectual Skills:

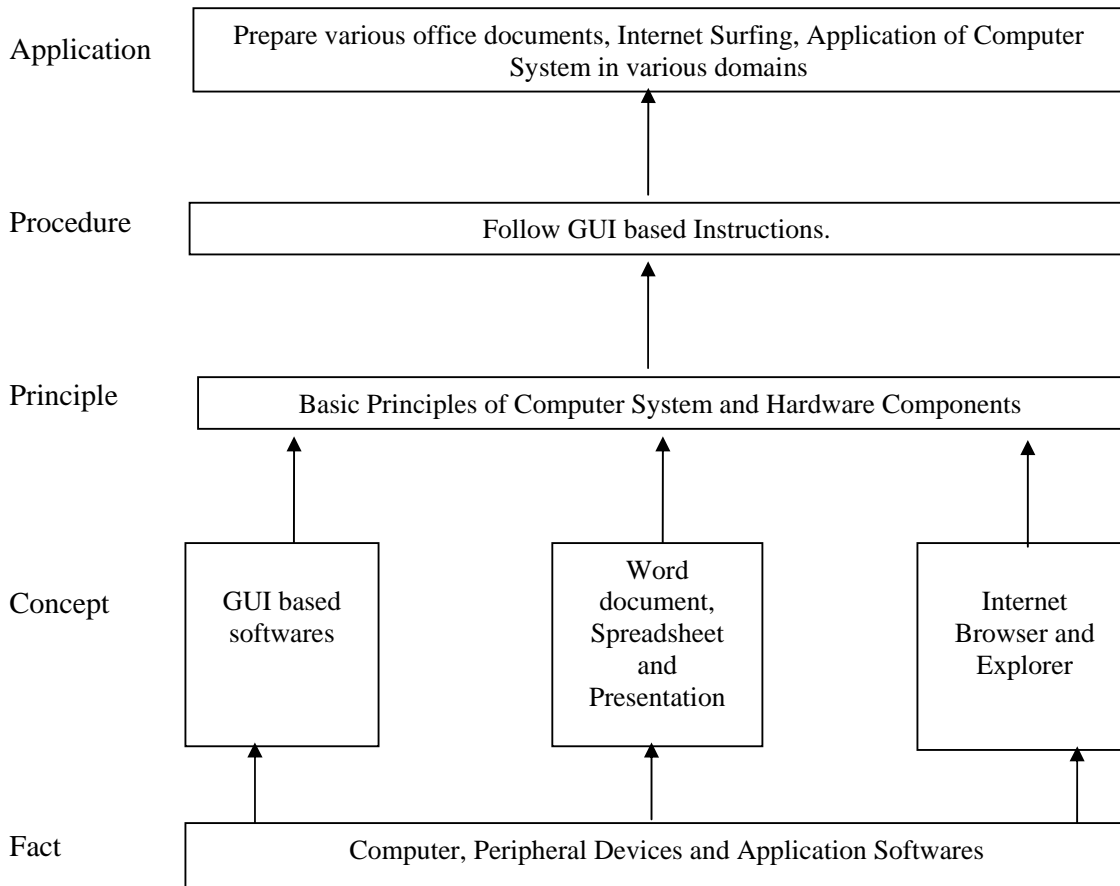
Students should be able to:

1. Use of Operating System.
2. Use MS- Word, MS-Excel, MS- PowerPoint, efficiently for documentation.
3. Use browser for accessing Internet.

Motor Skills:

Handle Personal Computer System.

Learning Structure:



Contents:**Note:**

1. It is suggested that the separate batch should be formed for students having less computer background.
2. Contents of theory are to be taught in practical period with the help of LCD projector.

Sr. No	Activity/Topics	Hours
1	<ul style="list-style-type: none"> • Algorithms-Introduction, Three Basic Operations, Procedures and Programs 	1
2	<ul style="list-style-type: none"> • Data Representation- Representing different symbols, minimizing errors, Representing more Symbols, Generic Formula, the ASCII code, the EBCDIC code, Rules of Decimal number System and its conversion to binary • Multimedia- Digital images, analog to digital conversions, digital audio and digital video 	2
3	<ul style="list-style-type: none"> • Binary Arithmetic- binary addition, binary subtraction, multiplication and division • Logic Gates- The need for derived gates, Half adder, Full adder, Logical operations 	2
4	<ul style="list-style-type: none"> • Data Storage- memory-Main Memory, Memory data transfer, MBR, Memory decoders -1x2,2x4...10x1024, MAR, Address, Data and Control Buses, Load and Store Instructions, Word and Word Length, RAM and ROM, Cache Memory • Data Storage- Disk- Memory Hierarchy, Disk basics – Cylinders, Tracks, Surfaces, Sectors, Relationship between logical and physical records, Disk Controller Architecture, Sector format, Formatting Process, Seek Time, Rotational Delay and Transmission time, The relationship between Application program, Operating System, Disk Controller and the actual disk, CDs, DVD • VDU and Printers-Human-computer interface, Keyboard, Raster Scanning, Frame Buffer, Basics of Graphics, Black and White/ Color Terminals, Text based terminals, LEDs/LCDs, Inkjet Printers, Laser Printer 	3
5	<ul style="list-style-type: none"> • Computer Architecture-CPU Registers, Multiplexers, ALU, Instruction Format, Instruction Decoding, Instruction Execution Cycles • Operating System-Concepts of system calls, Multiprogramming, Concepts of Context Switch, Different Services of Operating System, Information Management , Process Management (Process states, Process State Transition, Process Scheduling), Memory Management (Fixed Partition, Variable Partition, Paging, Demand Paging) 	2
6	<ul style="list-style-type: none"> • Classification of Computers and applications- Characteristics of Computers, What Computers can do, What computers can't do, Classification of Digital Computer Systems, Anatomy of a Digital Computer 	1
7	<ul style="list-style-type: none"> • Introduction to Computer Usage of computer system in different domains like office, book publication, ticket reservation, banks etc. Components of PC – Mouse, keyboard, CPU, monitor, printers, scanners, modem, memory, sound cards, pen drives. 	1

8	<ul style="list-style-type: none"> Introduction to Operating System(Windows 7) Working with Windows desktop, icons, taskbar, menu bar options, My Documents, My Computer, Control Panel, Recycle bin Concept of drives, folders, files Windows accessories – Notepad, WordPad, paint, clock, calendar, calculator 	1
9	<ul style="list-style-type: none"> GUI Based Software – MS – Office 2010 MS-Word – Opening menus, toolbars, opening and closing documents, clipboard concept MS – Excel – Working and manipulating data with excel, formulas, functions, chart and its types MS – PowerPoint – Working with PowerPoint and presentation ,Changing layout, Graphs , Auto content wizard ,Slide show, Animation effects, Normal, outline, Slide sorter, Reading view. 	2
10	<ul style="list-style-type: none"> Internet History of Internet, equipments required for Internet connection, browser (Internet Explorer, Mozilla and Firefox, Google Chrome) 	1
Total		16

List of Practicals / Activities

Sr. No	Practicals / Activities
1	<ul style="list-style-type: none"> Demonstration of above peripheral devices to students
2	<ul style="list-style-type: none"> Moving from one window to another window Opening task bar buttons into a window. Arranging icons on the desktop and create shortcuts.
3	<ul style="list-style-type: none"> Creating folders and files. Copy, rename, delete files and folders. Moving folders and files from one drive to another drive.
4	<ul style="list-style-type: none"> Create and edit notepad document. Create and edit WordPad document. Create paint file by using different drawing tools.
5	<ul style="list-style-type: none"> Creating, editing, saving word document. Entering and formatting text. Paragraph formatting, use bullets and numbering. Page formatting – page margins, page size, orientation, page break, headers and footers. Create tables, insert, and delete rows and columns. Printer installation and printing document. Create and print mail merging address for envelop and letters.
6	<ul style="list-style-type: none"> Create, open and print worksheet with page setup and print options. Enter data and format cells. Select, insert, delete cells, rows and columns. Insert formulas, functions and named ranges in worksheet. Create chart of different types.
7	<ul style="list-style-type: none"> Create a simple text slide using formatting, Selecting a slide layout. And insert pictures & backgrounds. Insert auto shapes, clip-arts and form group/un group objects from slides. Apply slide transitions and slide timings and animation effect for slide show
8	<ul style="list-style-type: none"> Perform Internet connection.

	<ul style="list-style-type: none"> • Create own e-mail id, send and receive mail with attachment. • Searching information using search engine (Google, MSN, bing etc.) • Do Internet chatting and understand the chat toolbar. • Organize favorite websites in different browsers.
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Learning Resources:**1. Books:**

Sr. No	Author	Title	Publisher
1	Achyut Godbole	Demystifying Computer	TMH
2	Alexis Leon	Introduction to Computers	Vikas Publishing House
3	Vikas Gupta	Comdex Computer Course Kit (Windows 7 with Office 2010)	Dreamtech Press
4	Steve Schwartz	Microsoft Office 2010	Pearson
5	Elaine Marmel	Microsoft Project 2010 (Bible)	Wiley India
6	Preppernau Cox	Windows 7 Step by Step	PHI

2. Links:

1. <http://www.psexam.com>
2. <http://www.gcflernfree.org/office>
3. <http://www.softwaretrainingtutorials.com/ms-project-2010.php>
4. <http://www.7tutorials.com>

List of Equipments/Tool:**Hardware Tools-**

1. Computer System (Pentium –IV or higher version)
2. Printer
3. Modem
4. Pen Drive

Software Tools-

1. Windows- 7 (Operating System)
2. MS-Office 2010
3. MS- Project 2010
4. Internet Explorer/Mozilla/Chrome/Firefox

Guidelines for Online Exam:

1. Total duration for online examination is an hour.
2. There will be theoretical multiple choice questions.
3. There will be certain practical performance based questions.

Course Name : All Branches of Diploma in Engineering and Technology

**Course Code : AE/CE/CH/CM/CO/CR/CS/CW/DE/EE/EP/IF/EJ/EN/ET/EV/EX/IC/IE/IS/
ME/MU/PG/PT/PS/CD/CV/ED/EI/FE/IU/MH/MI/DC/TC/TX/AU**

Semester : Second

Subject Title : Development of Life Skills

Subject Code : 17010

Teaching and Examination Scheme:

Teaching Scheme			Examination Scheme					
TH	TU	PR	PAPER HRS	TH	PR	OR	TW	TOTAL
01	--	02	--	--	--	25@	--	25

Rationale:

Globalization has emphasized the need for overall development of technician to survive in modern era. Soft skills development in addition to technical knowledge; plays a key role in enhancing his/her employability.

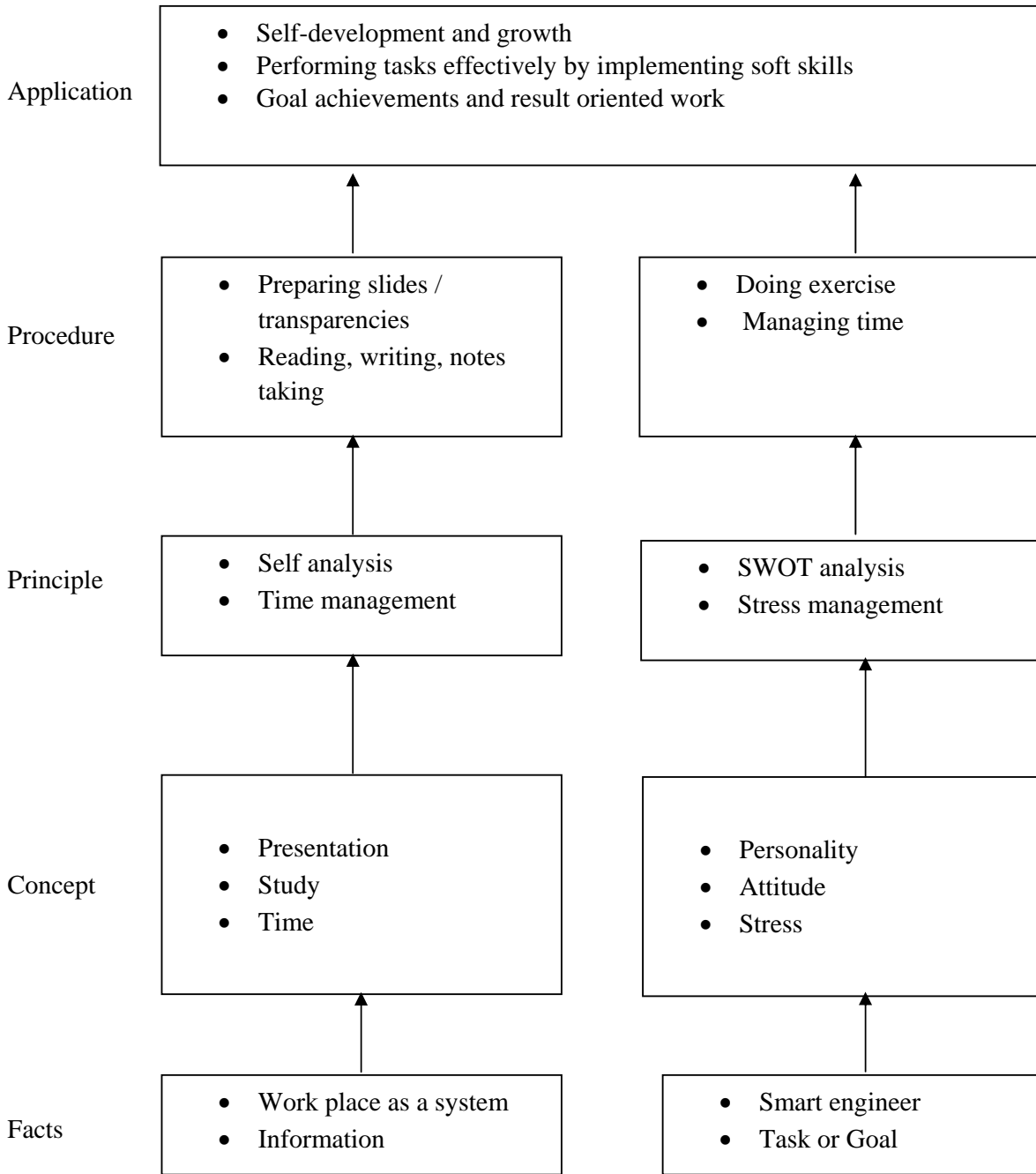
This subject aims to provide insights into various facets of developing ones personality in terms of capabilities, strengths, weakness, etc. as well as to improve reading, listening and presentation skills. Also in this age fierce competition, the time and stress management techniques will immensely help the technician to live happy and purposeful life.

General Objectives:

After studying this subject, the students will be able to:

1. Understand and appreciate importance of life skills.
2. Use self-analysis and apply techniques to develop personality.
3. Use different search techniques for gathering information and working effectively.
4. Improve the presentation skills.

Learning Structure:



Theory:

Topic and Contents	Hours
<p>TOPIC 1: SELF ANALYSIS</p> <p>Specific Objectives:</p> <ul style="list-style-type: none"> ➤ To introduce oneself. <p>Contents:</p> <p>1.1 Need of Self Analysis</p> <p>1.2 Attitude and types (positive, negative, optimistic and pessimistic)</p> <p>Guidelines for developing positive attitude.</p>	02
<p>TOPIC 2: STUDY TECHNIQUES</p> <p>Specific Objectives:</p> <ul style="list-style-type: none"> ➤ To identify different process and strategies. ➤ To improve reading, listening and notes taking skills. <p>Contents:</p> <p>2.1 Learning strategies</p> <p>2.2 Learning process</p> <p>2.3 Organization of knowledge</p> <p>2.4 Reading skills</p> <p>2.5 Listening skills</p> <p>2.6 Notes taking</p> <p>2.7 Enhancing memory</p>	03
<p>TOPIC 3: INFORMATION SEARCH</p> <p>Specific Objectives:</p> <ul style="list-style-type: none"> ➤ To search information as per the need. <p>Contents:</p> <p>3.1 Sources of information</p> <p>3.2 Techniques of information search (library, internet, etc)</p>	02
<p>TOPIC 4: SELF DEVELOPMENT</p> <p>Specific Objectives:</p> <ul style="list-style-type: none"> ➤ To set primary goals using SMART parameters. ➤ To Priorities the work effectively. ➤ To cope up with stress effectively. <p>Contents:</p> <p>4.1 Goal setting and its importance.</p> <p>4.2 Characteristics of Goal setting (SMART- Specific, Measurable, Attainable, Realistic, Time bound)</p> <p>4.3 Time Management - Importance, prioritization of work, time matrix, time savers, and time wasters.</p> <p>4.4 Stress Management - Definition, types of stress, causes of stress, managing stress, and stress busters.</p>	06
<p>TOPIC 5: PRESENTATION TECHNIQUES</p> <p>Specific Objectives:</p> <ul style="list-style-type: none"> ➤ To plan for presentation. ➤ To prepare contents for presentation. 	03

Contents:	
5.1 Importance of presentation.	
5.2 Components of effective presentation (Body language, voice culture , rehearsal, etc)	
5.3 Preparing for presentation.	
5.4 Use of audio/video aids. (audio, video, transparency's, PowerPoint presentations, etc)	
5.5 Performing presentation (Seminars, paper presentations, compering, etc)	
Total	16

Practical:**Skills to be developed:****Intellectual Skills:****Student will be able to**

- Develop ability to find his capabilities.
- Select proper source of information.
- Follow the technique of time and stress management.
- Set the goal.

Motor Skills:**Student will be able to**

- Follow the presentation of body language.
- Work on internet and search for information.
- Prepare slides / transparencies for presentation.

List of Practicals/activities:

1. Giving self introduction. Observe the demonstration of self introduction given by the teacher and prepare a write up on the following points and introduce yourself in front of your batch in 5 minutes
 - Name
 - Native place
 - Background of school from where he / she passed
 - Family background
 - Hobbies / salient achievements / idols if any for self development
 - Aims of life as an Engineer
2. Provide responses to the questions based on the moral story given in the assignment.

3. Judge your attitude by responding to the tests given in the assignment and write comments on your score.
4. Read any chapter from the subject of Engineering Physics / Engineering Chemistry and identify facts, concepts, principles, procedures, and application from that chapter
5. Participate in the panel discussion on techniques of effective learning and provide the responses to the questions.
6. Access the book on Biography of Scientists/Industrialist/Social leader/Sports Person from library. Read the book and note the name of author, publication, year of publication, and summarize the highlights of the book.
7. Prepare notes on given topic by referring to books / journals / websites.
8. Prepare 8 to 10 power point slides based on the notes prepared on the above topic. Present the contents for 10 minutes Group wise(Group will be of 4 students)

Note – Subject teacher shall guide the students in completing the assignments based on above practical.

Learning Resources:

Books:

Sr. No.	Author	Name of Book	Publication
1	Richard Hale and Peter Whitlam	Target setting and goal achievement	Kogan Page
2	Andrew Bradbury	Successful Presentation Skills	The Sunday Times – Kogan
3	Ros Jay and Antony Jay	Effective Presentation	Pearson – Prentice Hall
4	Subject Experts - MSBTE	Handbook on Development of Life Skills	MSBTE
5	Nitin Bhatnagar and Mamta Bhatnagar	Effective Communication and Soft Skills	Pearson
6	D. Sudha Rani	Business Communication and Soft Skills	Pearson
7	Barak K Mitra	Personality Development and Soft Skills	Oxford University Press
8	Dr. T. Kalayani Chakravarti and Dr. Latha Chakravarti	Soft Skills for Managers	Biztantra