



## Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore

### Shri Vaishnav Institute of Textile Technology Choice Based Credit System (CBCS) in Light of NEP-2020 B. Des. in Fashion Design w.e.f. 2023-24

COURSE CODE	CATEGORY	COURSE NAME	TEACHING & EVALUATION SCHEME									
			THEORY			PRACTICAL		L	T	P	S	CREDITS
			END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*					
BDFD101	BS	TEXTILE SCIENCE - I	60	20	20	30	20	3	0	2	0	4

**Legends:** L - Lecture; T - Tutorial/Teacher Guided Student Activity; P - Practical; C - Credit; S - Studio.

\*Teacher Assessment shall be based following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

#### Course Educational Objectives (CEOs):

1. Develop comprehensive understanding of Textile industry and its products.
2. Develop comprehensive understanding in the area of textile fiber, yarn, and fabric.
3. Develop the knowledge of different textile processes and their significance.

#### Course Outcomes (COs):

After completion of this course the students will be able


Students will be able:

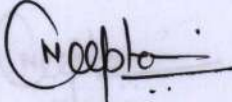
1. Understand the influence of textile industry on India and global economy
2. Demonstrate the fundamentals of textile fibre identification and classifications.
3. Have better understanding of textile spinning processes and weaving and knitting processes of the industries.

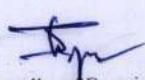
#### Pre-requisite:


CO-POs & PSOs Mapping																
COs	Programme Outcomes (POs) & Programme Specific Outcomes															
	PO1	PO2	PO3	PO4	PO6	PO6	PO7	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2
CO1	■	■													■	
CO2	■	■													■	
CO3	■	■	■												■	

#### Syllabus

  
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#### Unit-I Textile fibres:

<10>

Overview of Textile industries in India, Structure of Indian Textile Industry, Textile terminology, Classification of textile fibres – Plant fibre, Animal fibres and synthetic fibres, Physical and chemical identification of textile fibers like cotton, wool, silk, jute, nylon, polyester etc. Essential and desirable properties of textile fibres (length, strength, flexibility, spin-ability etc.

#### Unit-II Textile yarn:

<9>

Definition - Staple fibre, Staple length, Different types of yarns - spun yarn and filament yarn, their properties, Different fancy or novelty yarns, Classification of fancy yarn and their uses.

#### Unit-III Yarn manufacturing Process:

<8>

Introduction to the process of conversion of fibre to yarn – functions of spinning line like blowroom, carding, draw frame, speed frame and ring frame, yarn count and yarn twist, yarn numbering system.

#### Unit-IV Fabric manufacturing process:


<9>

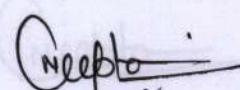
Introductions to weaving preparatory process, Introduction to process of Conversion of yarn into fabric, grey fabric inspection, basic weaves and designs.

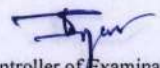
#### Unit-V Knitting and Nonwovens:


<9>

Weft knitted fabrics – jersey, purl, rib and interlock and warp knitted fabrics – tricot and rasher and their characteristics and end uses. Different Non-woven fabrics, raw material used in manufacturing of nonwoven fabric and their key characteristics and end uses.

  
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#### Course Educational Objectives (CEOs):

#### Textbooks:

1. Yarn preparation by R. Sengupta, Popular Prakashan, 1963.
2. Plain Weaving Motions by K. T. Aswani, Publisher, Textile Trade Press, 1986.
3. A Practical Guide to Ring Spinning by Klein W, Textile Institute, 2000.
4. Knitting Technology by Ajgaonkar D. B., Universal Publication, 1998.

#### References:

1. Cotton Ring Spinning by Gilbert R. Merrill, Universal Publication, UK, 1959.
2. Fancy Yarns-Their Mfg. and Application by Gong R.H.& Wright R.M., Elsevier, 2002.
3. Textile Yarns Technology, Structure & Applications by Goswami B. C., Wiley India, 2010.
4. Woven Fabric Production II, NCUTE, 1st Ed Dobby, Jacquard; NCUTE Publication, 2002.
5. Knitting Technology by Spencer, Woodhead Publishing, Abington Hall, Abington, 2001.

#### List of Experiments (Expand it if needed):

1. Demonstration of burning and solubility test of cotton fibre.
2. Demonstration of burning and solubility test of wool fibre.
3. Demonstration of burning and solubility test of silk fibre.
4. Demonstration of spinning lab machines
5. Demonstration of weaving preparatory lab machines
6. To study different types of knitted fabrics

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			END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*					
BDFD102	PC	INTRODUCTION TO FASHION	60	20	20	30	20	3	0	2	2	6

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#### Course Educational Objectives (CEOs):

1. To know basics about origin of fashion terminologies.
2. To develop an understanding of the evolution of fashion.
3. To develop a knowledge of fashion and garment components.

#### Course Outcomes (COs):


After completion of this course the students will be able:


1. To explain various fashion terminologies.
2. To apply the principles of design and elements of design in the fashion field.
3. To analyze the effective use of principle of design in garment designing.
4. To demonstrate the knowledge of components in fashion/garment design.

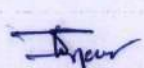
#### Pre-requisite: Nil


CO-POs & PSOs Mapping																
COs	Programme Outcomes (POs) & Programme Specific Outcomes															
	PO1	PO2	PO3	PO4	PO6	PO6	PO7	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2
CO1	■															
CO2	■															
CO3		■														■
CO4		■	■													■

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#### Unit-I Introduction to Fashion

09 h

Fashion definition, Origin of fashion terminology, Fashion designer, International Fashion designer, Indian Fashion designer, World famous fashion designer details.

09 h

#### Unit-II Fashion Style

Evolution of Fashion, Classification of Fashion Style, Fashion theory, Fashion Cycle and reason for fashion in change, Factor influencing fashion, Environmental factors affecting Fashion.

#### Unit-III Principle of Fashion and Elements of Design

09 h

Principle of Design- Balance, Types of Balance, Emphasis, Unity, Repetition, Rhythm, Pattern, Harmony, Proportion, Contrast, Functionality. Gestalt and his Concepts- Closures, Continuance, Similarity, Proximity, Alignment.

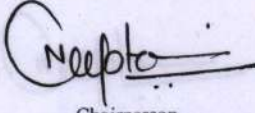
Elements of Design- Point, Line, Characteristic of Line, Types of Line, Shapes, Categories of Shape, Space, Categories, Types of Textures, Types of silhouette.

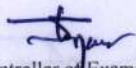
#### Unit-IV Color


09 h

Introduction to Color, Color Theory, Color Harmonies, Color Schemes, Monochromatic, Achromatic, Complimentary, Split Complimentary, Double-Split Complimentary Polychromatic Color Wheel, Tint, Tone, Shades, Color Interaction. Primary colors, Secondary colors, Tertiary colors, Different Mediums in Art.

  
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### Unit-V Basic Components of Fashion

09 h

Introduction basic drawing of Neck lines, Waistlines, Collars, Sleeves, cuffs, Plackets and Pockets. Fullness applied in apparel tucks, Pleats, Gathers, Shirring, Frills or Ruffles, Flounces.


#### Textbooks:

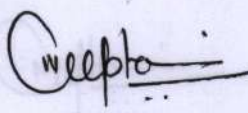
1. Broome, Gerald F., (1974), Elements of Design: Space, Davis Publications Inc. Worcester, Massachusetts.
2. Bruce D. Kurty, (1987), Visual imagination- An introduction of Art, Prentice Hall, New Jersey.

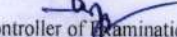
#### References:


1. Fashion: Form concepts to Consumer. Gini Stephens Frings, 9th edition, 2017.
2. Calasibetta, C.M., Fairchild's, Dictionary of Fashion. New York, 1988.
3. Stecker, P., Fashion Design Manual, Melbourne, Macmillan Education, 1996.
4. Manfred Maier, Basic Principles of Design (Vol. 1-4) 1981, Van Nostrand Reinhold Inc., U.S.
5. Maurice De Saumarez, Basic Design: The Dynamics of visual form, 1990, TAB Books Inc.
6. Birren and Fabersvan, Principles of Color, 1969.

#### List of Experiments (Expand if needed):

  
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BDFD102	PC	INTRODUCTION TO FASHION	60	20	20	30	20	3	0	2	2	6


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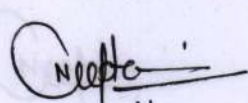
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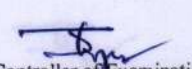
1. Draw different types of Principle of design. [Balance, types of balance emphasis, unity, repetition (rhythm, pattern), harmony, proportion (scale), variety (alteration), contrast, functionality]
2. Prepare elements of design- Types of Lines, Line Compositions.
3. Draw different types of Shapes- Geometric, Organic, Free-form, Natural, and Shape, composition, Positive and Negative.
4. Prepare types of color scheme [Primary colors- Color Wheel, Color Composition, Secondary colors Color Wheel, Color Composition, Tertiary colors, Color Composition].
5. Draw different types of neck lines and prepare any one with fabric.
6. Draw different types of Silhouette on sheet.
7. Draw different types of collars and prepare any one with fabric.
8. Draw different types of sleeves and prepare any one with fabric.
9. Draw different types of cuffs and prepare any one with fabric.
10. Draw different types of plackets and pockets tucks, Pleats, Gathers, Shirring, Frills or Ruffles, Flounces and prepare one with fabric.


C/C	Programme Outcomes (POs) & Programme Specific Outcomes														
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	
CO1	*														
CO2	*														
CO3		*													*
CO4		*	*												*

Syllabus

  
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**Choice Based Credit System (CBCS) in Light of NEP-2020**  
**B. Design (Fashion Design)**  
**(2023-2027)**

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BDFD103	SEC	COMPUTER BASICS	0	0	0	30	20	0	1	2	2	

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**Course Educational Objective (CEOs):**

1. The course will provide to know basics about computer system and various software.
2. The Course will provide hand on practice for various application software.

**Course Outcomes (Cos):**

Students will be able to:

1. Understand the about computer and its operating systems.
2. Use of application software M S office, MS Paint and Adobe Photoshop.
3. Utilize available tools for making design.

**Pre-requisite: Nil**


CO-POs & PSOs Mapping														
COs	Programme Outcomes (POs) & Programme Specific Outcomes													
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2
CO1					■									
CO2					■									
CO3					■									

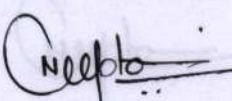
**SYLLABUS**

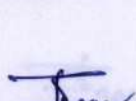
Introduction to computers, operating system, input/output devices, Hardware, Software, Types of memory, various storage devices and data carrying devices such as CD, pen drive, portable hard disk, basic application software – MS Office, MS Paint, Adobe Reader, Adobe Photoshop.


**List of Practical (Expand it if needed)**

1. Introduction of M S Paint, use of Tabs, Title bar, Quick Access Toolbar, Ribbon.
2. Use of color palette, formation of new color in palette.

  
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**(2023-2027)**

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BDFD103	SEC	COMPUTER BASICS	0	0	0	30	20	0	1	2	2

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3. To draw, color and edit pictures in M S Paint.
4. Making Presentation using power point - slide layouts, slide view, slide sorter view and slide show buttons - Setup show
5. Applying design templates and backgrounds - Transitions & custom animation effects - Recording voice in presentation - Electronic presentations
6. Working with Microsoft word to create and edit new documents
7. Working with Excel interface formatting and printing document.
8. Creating and editing a document in adobe photoshop and use of various tools.
9. Working with multiple images and use of various photo editing tools in adobe photoshop.
10. Using rulers, guides & grids, adjusting color with the new adjustments panel
11. Getting started with layers and painting commands, understanding the background layer, creating, selecting, linking & deleting layers.

**CU-PON & PSO Mapping**

Programme Outcomes (POs) & Programme Specific Outcomes

Text Books:	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2
1. Adobe Photoshop Classroom in a Book, Conrad Chavez, Andrew Faulkner, Pearson Education, Limited, Dec 2021.														
2. Step by Step Computer Learning, Dr. Dheeraj Malhotra, S. Chand Publishers. 2015.														

**References:**

1. Mastering PowerPoint 2000, by Katherine Murray, John Wiley & Sons publication, July 1999.
2. Mastering M S Office –2000 by Tech Media.
3. Step by Step Microsoft Excel 2010, Curtis Frye, PUBLISHED BY Microsoft Press A Division of Microsoft Corporation One Microsoft Way Redmond, Washington 98052-6399, 2010

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BDFD104	PC	SEWING TECHNIQUES	60	20	20	30	20	2	0	2	2	5

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#### Course Educational Objectives (CEOs):

1. To know the parts and functions of the sewing machine.
2. To develop the knowledge of sewing techniques with uses.
3. To evaluate and analyze the types of stitch and seam in dress making.

#### Course Outcomes (COs):


After completion of this course the students will be able

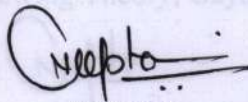
1. Apply knowledge on Sewing machine.
2. Operate the sewing machine.
3. Understand stitches and seams with their uses.
4. Prepare the dress with different stitches.

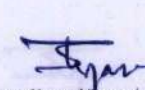
Pre-requisite: Nil


CO-POs & PSOs Mapping														
COs	Programme Outcomes (POs) & Programme Specific Outcomes													
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2
CO1	■													
CO2	■													
CO3	■													
CO4		■	■											■

#### Syllabus

  
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# Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore

## Shri Vaishnav Institute of Textile Technology

### Choice Based Credit System (CBCS) in Light of NEP-2020

#### B. Des. in Fashion Design w.e.f. 2023-24

COURSE CODE	CATEGORY	COURSE NAME	TEACHING & EVALUATION SCHEME										
			THEORY			PRACTICAL			L	T	P	S	CREDITS
			END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*						
BDFD104	PC	SEWING TECHNIQUES	60	20	20	30	20	2	0	2	2	5	

**Legends:** L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C – Credit: S - Studio.

\***Teacher Assessment** shall be based following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

#### Unit-I Introduction of Sewing Machine

8 h

History of sewing Machine, Types of sewing machine, parts of Sewing Machine, Needles types, Techniques used in garment making, Care and Maintenance of the sewing machine.

#### Unit-II Introduction of Stitches

6 h

Intra loop, inter loop and interlace, Stitch types and their uses, Chain stitches, Hand stitches, Lockstitches, Multithread chain stitches, over edge chain stitches, covering chain stitches, Decorative stitches.

#### Unit-III Introduction of Seams

6 h

Seam, applications of seam, types and their uses, superimposed seam, lapped seam, bound seam, flat and fell seam, French seam, decorative seam.

#### Unit-IV Different Attachments on Garment

5 h

Buttonhole, Button sewing, Plackets, Pockets, Sleeves, Collar, Cuff, laces braids, elastic hook and loop fastening, shoulder pads, eyelets, zip fasteners, snap fasteners, Rivets.

#### Unit-V Quality of Sewing

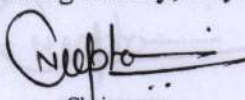
5 h

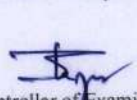
Seam properties and performance, sewing threads, types, and properties, Sew ability and Tailor ability, Seam defects -Causes and remedies.

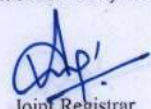
#### Textbooks:

1. Garment Technology for Fashion Designers, Gerry Cooklin, Blackwell Science, 1997.
2. Technology of Clothing Manufacture, Harold Carr and Barbara Latham, Wiley Publisher, 2008.
3. Cutting and Sewing Theory, Gayatri Verma and Kapil Dev, Asian Publishers, 2015.

  
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### Shri Vaishnav Institute of Textile Technology Choice Based Credit System (CBCS) in Light of NEP-2020 B. Des. in Fashion Design w.e.f. 2023-24

COURSE CODE	CATEGORY	COURSE NAME	TEACHING & EVALUATION SCHEME									
			THEORY			PRACTICAL		L	T	P	S	CREDITS
			END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*					
BDFD104	PC	SEWING TECHNIQUES	60	20	20	30	20	2	0	2	2	5

**Legends:** L - Lecture; T - Tutorial/Teacher Guided Student Activity; P - Practical; C - Credit; S - Studio.

\***Teacher Assessment** shall be based following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

#### Course Educational Objectives (CEOs):


#### References:

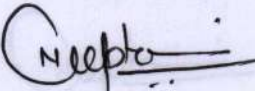
1. Handbook of Garments Manufacturing Technology by Eiri Staff, Educa Books, 2007.
2. Garment Manufacturing: Processes, Practices and Technology, Prasanta Sarkar, Online Clothing Study; First Edition, 2015.
3. Dress making Step by Step, Alison Smith, DK Publisher, 2015.
4. Pattern making for fashion design - H.G. Armstrong, Longman, 2015.
5. The Sewing Book: Over 300 Step-by-Step Techniques, Alison Smith, Dorling Kindersley, 2018.

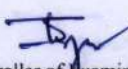
#### List of Experiments (Expand it if needed):

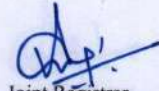
1. To demonstrate sewing process.
2. To study different types of sewing machine.
3. To study different parts and functions of Lockstitch.
4. To study different parts and functions of Interlock stitch machine.
5. To study different parts and functions of Bartack sewing machine.
6. To study different types of stitch.
7. To study different types of Seam.
8. To study attachment of components on garment.
9. To study seam defects.
10. To study finishing of garment.

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## Shri Vaishnav Institute of Textile Technology

### Choice Based Credit System (CBCS) in Light of NEP-2020

#### B. Des. in Fashion Design w.e.f. 2023-24

COURSE CODE	CATEGORY	COURSE NAME	TEACHING & EVALUATION SCHEME									
			THEORY			PRACTICAL		L	T	P	S	CREDITS
			END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*					
BDFD105	PC	PATTERN MAKING TECHNIQUES	60	20	20	30	20	2	0	2	2	5

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C – Credit; S - Studio.

\*Teacher Assessment shall be based following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

#### Course Educational Objectives (CEOs):

1. To understand measurement skills.
2. To know about the basics of the Pattern making techniques.
3. To develop the basic bodies' blocks.
4. To understand the uses of draping techniques.


#### Course Outcomes (COs):

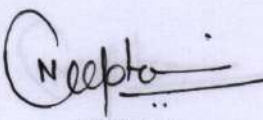
After completion of this course the students will be able

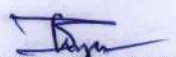
1. To create and use a set of basic blocks.
2. To create and apply skills in dart and seam manipulation.
3. To produce a full-scale pattern from creative designs and working drawings through pattern making.
4. To understand pattern making with sewing techniques.


Pre-requisite: Nil

CO-POs & PSOs Mapping														
COs	Programme Outcomes (POs) & Programme Specific Outcomes													
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2
CO1	■													
CO2	■		■											
CO3			■											■
CO4	■													■

  
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## Shri Vaishnav Institute of Textile Technology Choice Based Credit System (CBCS) in Light of NEP-2020 B. Des. in Fashion Design w.e.f. 2023-24

COURSE CODE	CATEGORY	COURSE NAME	TEACHING & EVALUATION SCHEME									
			THEORY			PRACTICAL		L	T	P	S	CREDITS
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BDFD105	PC	PATTERN MAKING TECHNIQUES	60	20	20	30	20	2	0	2	2	5

**Legends:** L - Lecture; T - Tutorial/Teacher Guided Student Activity; P - Practical; C - Credit; S - Studio.  
\*Teacher Assessment shall be based following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

### Syllabus

#### Unit-I Introduction of Pattern Making 5 h

Introduction to flat pattern making a methods and concept, Pattern Terminology-Land marks, pattern terms, Balance terms and fabric terms.

#### Unit-II Measurement details 7 h

Method of measuring body and dress form, Tools of pattern making, Common terms used in pattern development, Method for drafting the basic pattern set (women/Kids), Torso Pattern, Test fitting of patterns.

#### Unit-III Basic Bodies block 8 h

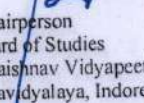
Making the pattern of Basic Bodies, Basic Sleeves, and Basic Skirt Block, Industrial Pattern Making of Basic Bodies Block front-back, Basic sleeves, Basic Skirt block.

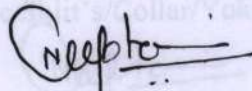
#### Unit-IV Draping 6 h

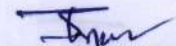
Introduction to Basics of draping, Grain line, preparation of muslin for draping, Dress form, Key to abbreviations used in draping, Basic Bodice Block - Front & Back, Basic Skirt Block - Front & Back, Skirt Variation, Collar variation, Yokes.


#### Unit-V Practice - worksheet and Construction of pattern 4 h

Paper worksheets on different shapes, Introduction to Industry pattern department, types of cutters-Round Knife, Band Knife, Straight Knife, Construction of full size basic bodies block, assigning block fit, alteration to correct fit.

  
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## Shri Vaishnav Institute of Textile Technology Choice Based Credit System (CBCS) in Light of NEP-2020 B. Des. in Fashion Design w.e.f. 2023-24

COURSE CODE	CATEGORY	COURSE NAME	TEACHING & EVALUATION SCHEME									
			THEORY			PRACTICAL		L	T	P	S	CREDITS
			END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*					
BDFD105	PC	PATTERN MAKING TECHNIQUES	60	20	20	30	20	2	0	2	2	5

**Legends:** L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C – Credit; S - Studio.  
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### Textbooks

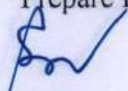
1. H. G. Armstrong (2009) Pattern Making for Fashion Design, Prentice Hall, New York.
2. Claire Shaeffer, (2001) High Fashion Sewing Secrets from the World's Best Designers. A Step-by-Step Guide to Sewing Stylish Seams Buttonholes, Pockets, collars, Hems and more, Rodale Books Publishers.

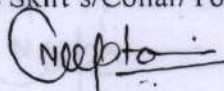
### References

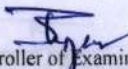
1. P. Counc, (2011) Illustrated Guide to Sewing: Garment Construction: A Complete Course on Making Clothing for Fit and Fashion, Fox Chapel Publishing.
2. Jaffe Hilde and Reils Nurie, (2011) Draping for Fashion Design, Paperback – Illustrated.
3. Injoo Kim, Mykyung Uh. (2008) Apparel Making in Fashion Design, Breg Publications.
4. W. Aldrich, (2008), Metric Pattern Cutting for women's wear, Willey Blackwell Publication.
5. W. Aldrich, (2008), Metric Pattern Cutting for Menswear, Willey Blackwell Publication.
6. D. McCunn, R. Lew, (1977) How to make sewing patterns, blue feathers.


### List of Experiments (Expand if needed):

1. Pattern making and drafting basic bodies front.
2. Pattern making and drafting basic bodies back.
3. Pattern making and drafting basic bodies Sleeve.
4. Study the types of measurement techniques.
5. Pattern making and Drafting basic Skirt.
6. Industrial Pattern Making of Basic Bodies Block front and back.
7. Prepare Industrial Pattern Making of Basic Bodies Sleeves and skirts.
8. Prepare Industrial Basic Bodies Block – Front & Back with the help of draping.
9. Prepare Basic Skirt's/Collar/Yoke with the help of draping.

  
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**Shri Vaishnav Institute of Social Sciences, Humanities and Arts**  
**Choice Based Credit System (CBCS) in Light of NEP-2020**  
**HUMANITIES**

Semester I / Semester II

COURSE CODE	CATEGORY	COURSE NAME	TEACHING & EVALUATION SCHEME								
			THEORY			PRACTICAL		L	T	P	CREDITS
			END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*				
HUCS101	AECC	Communication Skills	60	20	20	-	20	1	0	2	2

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P - Practical; C - Credit;

\*Teacher Assessment shall be based following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

**Course educational Objectives (CEOs): The students will be**

- **CEO1** Provided an overview of Business Communication and an outline to effective Organizational Communication.
- **CEO2** Familiarized with the usage pattern of English language to help them to learn and identify language structures for correct English usage.
- **CEO3** Explained ways to put in use the basic mechanics of Grammar.
- **CEO4** Imparted the nuances of Business correspondence and different types of letter writing required in an official setup.
- **CEO5** Imparted the different types of Reports used in an organizational setup.

**Course Outcomes (Cos): The students will be able to**

- **CO1** Demonstrate strong conceptual knowledge of organizational communication and its different barriers and at the same time develop an understanding of verbal and non verbal communication in a business set up.
- **CO2** Demonstrate his/her ability to write error free sentences and speak in the required Communicative competence.
- **CO3** apply knowledge of spotting common errors and rectify them and develop coherence, cohesion and competence in oral and written discourse.
- **CO4** Draft effective business correspondence (letters) with brevity and clarity depending on the various prescribed formats.
- **CO5** Delineate effective business reports with brevity and clarity depending on the various prescribed Formats.

**COURSE CONTENTS:**

**UNIT I**

Communication: Nature, Meaning, Definition, Verbal and Non Verbal Communication Barriers to Communication.

  
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Choice Based Credit System (CBCS) in Light of NEP-2020

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Semester I / Semester II

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Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P - Practical; C - Credit;

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**UNIT II**

Basic Language Skills: Grammar and usage- Parts of Speech, Tenses, S-V Agreement, Preposition, Article.

**UNIT III**

Basic Language Skills: Types of Sentence, Direct - Indirect, Active - Passive voice, Phrases & Clauses.

**UNIT IV**

Business Correspondence: Business Letter, Parts & Layouts of Business Resume and Job application, E-mail writing.

**UNIT V**

Report Writing: Importance of Report, Types of Report, Structure of a Report.

**Practical:**

- Self Introduction
- Reading Skills and Listening Skills
- Oral Presentation
- Linguistics and Phonetics
- JAM (Just a Minute)
- Group Discussion

**Suggested Readings**

- Ashraf Rizvi.(2005). *Effective Technical Communication*. New Delhi:Tata Mc Graw Hill
- Adair, John (2003). *Effective Communication*. London: Pan Macmillan Ltd.

  
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HUMANITIES

Semester I / Semester II


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HUCS101	AECC	Communication Skills	60	20	20	-	20	1	0	2	2

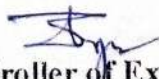
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\*Teacher Assessment shall be based following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

- A.J. Thomson and A.V. Martinet(1991). *A Practical English Grammar* (4<sup>th</sup> ed). Newyork: Oxford IBH Pub.
- Kratz, Abby Robinson (1995). *Effective Listening Skills*. Toronto: ON: Irwin Professional Publishing.
- Prasad, H. M.(2001) *How to Prepare for Group Discussion and Interview*. New Delhi: Tata McGraw-Hill.
- Pease, Allan. (1998). *Body Language*. Delhi: Sudha Publications.

  
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