Vocational Diploma in Fashion Design and Garment Making (VDFG)

Programme Project Report (PPR) & Syllabus

(From Academic Year 2020-21 onwards)

Tamil Nadu Open University
No-577, Anna Salai, Saidapet, Chennai - 600015, Tamil Nadu, India
Vocational Diploma in Fashion and Garment Making (VDFG)
(From Academic Year 2020-21 onwards)

Programme Project Report (PPR)
& Syllabus
FOREWORD

My dear Learners, Vanakkam,
I deem it a great privilege to extend a hearty welcome to you to the Vocational Diploma Programme being offered by the Tamil Nadu Open University (TNOU). I also appreciate your keen interest of know about the curriculum of the Programme, in which you shall gain an enthralling experience, and pleasurable and beneficial learning.

With passing a specific act in the Tamil Nadu Legislative Assembly (TNLA) in 2002, the TNOU came into existence as a State Open University (SOU). It has been offering the socially relevant academic Programmes in diverse disciplines with due approval of the University Grants Commission (UGC) and the Distance Education Bureau (DEB), New Delhi since its inception. This Vocational Diploma Programme is one among the approved Programmes.

The Board of Studies, a statutory academic body of the University, consisting of the versatile scholars, eminent teachers including both internal and external, well acclaimed industrialists, outstanding alumni, and prospective learners as members, has designed the robust curriculum of this Programme. The curriculum is overhauled to be more suitable to the socio-economic and scientific needs in the modern era based on the emerging trends in the discipline of State and National as well as International level and accordingly, modified to our local context. Moreover, the whole syllabi of this Programme have special focuses on promoting the learners to the modern learning environment.

With a Credit System, this Programme is offered in non-semester pattern. The Self-Learning Materials that are the mainstay of pedagogy in the Open and Distance Learning (ODL) have been developed incorporating both the traditional and the modern learning tools, like web-resources, multi-media contents, text books and reference books with a view to providing ample opportunities for sharpening your knowledge in the discipline.

At this juncture, I wish to place on record my deepest appreciations and congratulations to the Chairperson and the Members of the Board of Studies concerned for having framed the curriculum of high standard. I would also like to acknowledge the Director, the Programme Coordinator and the members of staff of the respective School of Studies for their irrevocable contributions towards designing the curriculum of this Programme.

Last but not least, I register my profuse appreciation to Prof. S. Balasubramanian, the Director (i/c), Curriculum Development Centre (CDC), TNOU, who have compiled this comprehensive Programme Project Report (PPR) that includes the regulations and syllabi of the Programme, and also facilitated the designing in the form of e-book as well as printed book.

I am immensely hopeful that your learning at TNOU shall be stupendous, gratifying, and prosperous. Wish you all success in your future endeavours!

With regards,

Date: 05.10.2020

(K. PARTHASARATHY)
## Board of Studies [BOS] of School of Continuing Education

### 1. Director of School - Chairman

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Position</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>Dr. P. Thiyagarajan</td>
<td>Professor &amp; Director School of Continuing Education</td>
<td>Tamil Nadu Open University, Chennai</td>
</tr>
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</table>

### 2. Internal Faculty Members

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
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<tbody>
<tr>
<td>(1)</td>
<td>Er. R. Meenambigai</td>
<td>Assistant Professor School of Continuing Education</td>
<td>Tamil Nadu Open University, Chennai</td>
</tr>
<tr>
<td>(2)</td>
<td>Dr. I. Ambeth</td>
<td>Assistant Professor &amp; Regional Director i/c Madurai Regional Centre, Tamil Nadu Open University, Madurai</td>
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</tr>
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</table>

### 3. Outside Experts

<table>
<thead>
<tr>
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<th>Name</th>
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</thead>
<tbody>
<tr>
<td>(1)</td>
<td>Dr. K. Devan</td>
<td>Professor &amp; Centre Head Centre for Adult and Continuing Education, Pondicherry University, R.V. Nagar, Puducherry</td>
<td></td>
</tr>
<tr>
<td>(2)</td>
<td>Dr. V.P. Matheswaran</td>
<td>Professor &amp; Head Department of Adult &amp; Continuing Education, University of Madras, Chepauk, Chennai</td>
<td></td>
</tr>
<tr>
<td>(3)</td>
<td>Dr. S. Jayalakshmi</td>
<td>Assistant Professor, DDU-KAUSHAL Kendra, Bharathidasan University, Tiruchirappalli</td>
<td></td>
</tr>
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</table>

### 4. Industrialist

<table>
<thead>
<tr>
<th>No.</th>
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<tbody>
<tr>
<td>(1)</td>
<td>Mr. S. Vendan</td>
<td>Managing Director, Vendan Visual Effects, Thirvanmiyur, Chennai</td>
<td></td>
</tr>
<tr>
<td>(2)</td>
<td>Mrs. C. Rohini</td>
<td>Consultant, Fair Labour Associations, Tirupur, Tamil Nadu</td>
<td></td>
</tr>
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</table>

### 5. Alumini

<table>
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<tr>
<th>No.</th>
<th>Name</th>
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</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>Mr. R. Thiyagarajan</td>
<td>Junior Instructor, IIDA Community College, No.38,Bharathi Nagar Main Road, Zamin Pallavaram, Chennai</td>
<td></td>
</tr>
<tr>
<td>(2)</td>
<td>Mrs. V. Rubini</td>
<td>Nurse, Health Centre, Tamil Nadu Open University, Chennai</td>
<td></td>
</tr>
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### 6. Students on Roll

<table>
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<th>No.</th>
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<th>Position</th>
<th>Institution</th>
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</thead>
<tbody>
<tr>
<td>(1)</td>
<td>Ms. N. Saranya</td>
<td>Student, Nano Nagle Community College, Chennai</td>
<td></td>
</tr>
<tr>
<td>(2)</td>
<td>Mr. B. Saravanan</td>
<td>Student, Global Progressive Community College, Chennai</td>
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Vocational Diploma in Fashion Design and Garment Making (VDFG)

Programme Project Report (PPR)
(From Academic Year-2020-2021 onwards)

Programme’s Mission & Objectives

The main Objectives of the Vocational Diploma in Fashion Design and Garment Making Programme is to train the learners for the job of tailor, garment constructor, pattern creator, pattern grader, embroider and also building the key competencies amongst the learner.

Relevance of the Programme with HEI’s Mission and Goals

Tamil Nadu Open University one of Mission and Goal is to encourage Skill Development to empower the human resource through Participatory Education System and accordingly the Vocational Diploma Programme has been developed. The Programme is being offered under Flexible Skill Training mode.

Nature of prospective target group of learners

Candidates who wish to seek employment in the Textile industry or become an entrepreneur particularly the young girls, slum dwellers, unskilled workers employed in the textile field, rural dwellers, unemployed youths and minorities.

Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and Competence

Apart from ODL Mode, the Programme also has been designed to offer under Flexible Skill Training mode. Fashion Design and Garment Making persons are to design various garments for men, women and children, create and grade a pattern, create many embroidery designs. To acquire Specific Skill, the Core Skills, Generic Skills and Professional Skills component are also included.

Instructional Design: The Curriculum and the Syllabi are designed by covering all the aspect of garment construction and embroidery. The duration of the Programme is One Year and it will be offered both English and Tamil Medium. Required Faculties working in the Community Colleges will handle classes for the Vocational Diploma Programme in Fashion Design and Garment Making. The Programme will be delivered through Community Colleges of Tamil Nadu Open University which is having required faculties and support staff. The Credits systems suggested as per UGC-ODL Regulations-2020 has been followed. Accordingly 32 Credits have been assigned for the Vocational Diploma in Fashion Design and Garment Making. Print, Audio and Video materials also developed for the Programme.

Procedure for Admissions, Curriculum Transaction and Evaluation

The admission for the Fashion Design and Garment Making Programme will be carried out through on-line by Tamil Nadu Open University and the Counselling and Practical classes will be conducted through Constituent Community College and Community
Colleges of Tamil Nadu Open University. The hands on training will be provided in the Apparel Industries. The evaluation will be carried by Tamil Nadu Open University consists of Continuous Internal Assessment through Assignment and External Assessment through Term End Examination.

(i). Eligibility: Candidates who have passed in the 10th Standard Examinations or its equivalent as per Tamil Nadu Government Order No-163 dated 22-05-2008.

(ii). Fee Structure: Rs.4,200/- and other Charges

(iii). Age: 15 Years and above

(iv). Duration of Programme: 1 Year and Maximum of 3 Years

(v). Examination System: Examination to Vocational Diploma Programme in Fashion Design and Garment Making is designed to maintain quality of standard. Theory will be conducted by the University in the identified Examination Centres. For the Assignment students may be permitted to write with the help of books/materials for each Course, which will be evaluated by the Evaluators appointed by the University.

(vi). Assignment (Internal): Assignment carries 30 marks, consists of descriptive type of questions for each Course (3 X 10 = 30 Marks). Learners are expected to write 10-15 pages for each assignment. Submission of Assignment is compulsory.

(vii). Theory Examination (External): Students shall normally be allowed to appear for Theory Examination by completing Practical and Assignment. The Term-End Examination shall carry Section- A, Section- B and Section- C

<table>
<thead>
<tr>
<th>Section</th>
<th>Questions</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Three out of Five Short Answer Questions [Each 3- Marks]</td>
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<tr>
<td>B</td>
<td>Three out of Five Long Answer Questions [Each 7- Marks]</td>
<td>3 X 7 = 21 Marks</td>
</tr>
<tr>
<td>C</td>
<td>Four out of Seven Essay questions of which one will be Multiple Choice Question [Each 10-marks]</td>
<td>4 X 10 = 40 Marks</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>70 Marks</td>
</tr>
</tbody>
</table>

(viii). Passing Minimum: The passing minimum is 35 percent in the internal and external/theory examination and overall 40 per cent for successful completion of each course.
(ix). **Classification of Successful Candidate**: Candidates who pass all the Courses and who secure 60 per cent and above in the aggregate of marks will be placed in the First Class. Those securing 50 per cent and above but below 60 per cent in the aggregate will be placed in the Second Class. Those securing 40 per cent and above but below 50 per cent in the aggregate will be placed in the Third Class.

**Financial Assistance**

Scholarships for SC/ST category are available as per the norms of the State Government of Tamil Nadu. Complete Admission fee waiver for the Physically Challenged/ Differently abled persons.

**Policy of Programme Delivery**

The Academic Calendar for the Programme will be available for the learners to track down the chronological events/ happenings. The Counselling schedule will be uploaded in the TNOU website and the same will be intimated to the students through SMS.

**Requirement of the laboratory support and Library Resources**

Lab Facilities are made available in Constituent Community Colleges and Community Colleges of Tamil Nadu Open University as per requirement as given in the National Skill Development Corporation(NSDC), Qualification Pack(QP). Practical Manual developed by the Tamil Nadu Open University will be supplied to the Students apart from Self Learning Materials. Library Books are available at the Headquarters, Regional Centres and Constituent Community Colleges and Community Colleges of Tamil Nadu Open University.

**Cost Estimate of the Programme and the Provisions**

The cost estimate for development, delivery and maintenance of the Vocational Diploma in Fashion Design and Garment Making Programme is provided in the following Table.

<table>
<thead>
<tr>
<th>S.No</th>
<th>Details</th>
<th>Amount in (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Programme Development, Delivery and Maintenance (Expenditure)</td>
<td>8,56,618</td>
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<tr>
<td>2</td>
<td>Programme Fee Charged for 1 Year (Income)</td>
<td>4,200</td>
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<tr>
<td>3</td>
<td>Examination Fee Charged for 1 Year (Income)</td>
<td>1125</td>
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<tr>
<td>4</td>
<td>Examination Expenses Per Student for 1 Year (Expenditure)</td>
<td>900</td>
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</table>

**Quality Assurance Mechanism and Expected Programme Outcomes**

Tamil Nadu Open University, Centre for Internal Quality Assurance (CIQA) will monitor the delivering aspect of Community Colleges of TNOU for maintaining quality. Feedback will be collected from the Learners and success story if any will also be shared with learners. After completion of Fashion Design and Garment Making Programme, Learner will acquire the Core Skills, Generic Skills and Professional Skills components and will be employed in the Apparel Industry.
### Programme Structure of Vocational Diploma in Fashion Design and Garment Making

<table>
<thead>
<tr>
<th>S.No</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Marks Distribution</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Internal</td>
</tr>
<tr>
<td>1</td>
<td>VDFG-1</td>
<td>Basic Garment Construction</td>
<td>4</td>
<td>30</td>
</tr>
<tr>
<td>2</td>
<td>VDFG-2</td>
<td>Pattern Making and Grading</td>
<td>4</td>
<td>30</td>
</tr>
<tr>
<td>3</td>
<td>VDFG-3</td>
<td>Fashion Design and Embroidery</td>
<td>4</td>
<td>30</td>
</tr>
<tr>
<td>4</td>
<td>VDFG-P1</td>
<td>Garment Construction (Practical)</td>
<td>4</td>
<td>30</td>
</tr>
<tr>
<td>5</td>
<td>VDFG-P2</td>
<td>Fashion Design and Embroidery (Practical)</td>
<td>4</td>
<td>30</td>
</tr>
<tr>
<td>6</td>
<td>LCS</td>
<td>Life Coping Skills</td>
<td>6</td>
<td>30</td>
</tr>
<tr>
<td>7</td>
<td>CNS</td>
<td>Communication Skills</td>
<td>6</td>
<td>30</td>
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<td></td>
<td></td>
<td><strong>Total</strong></td>
<td><strong>32</strong></td>
<td><strong>210</strong></td>
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</tbody>
</table>
**Course Title** | **Basic Garment Construction**
---|---
**Course Code** | VDFG-1
**Course Credit** | 4

**Course Objectives**
While studying the **Basic Garment Construction**, the student shall be able to:
- Comprehend the history of sewing machine and the parts of machine
- Detail about the garment details like tucks, pleats, darts etc.
- Explain the process of binding and facing
- Describe about closures, fasteners, pockets, collar and its types

**Course Outcomes**
After completion of the **Basic Garment Construction**, the student will be able to:
- Demonstrate the basic stitches used for garment construction
- Work on different neckline finishes
- Comprehend about the various types of fasteners, sleeves, collars
- Create yoke design

**Block-1: Basic Stitches and Garment Details**

**Unit-1: Sewing Machine and Basic Stitches**
History of Garment Construction - Sewing Machine - Basic Stitches - Seams - Seam Finishes - Hems

**Unit-2: Garment Details**
Garment Details - Darts - Tucks - Pleats - Gathers and Shirring - Frills or Ruffles - Flares - Godets

**Block-2: Facing, Binding and Openings in Garment Construction**

**Unit-3: Facing and Binding**
Preparation of uses of true bias strip - Cutting of Bias Strips - Joining bias strips Uses of bias strip - Different methods of Neckline Finishing - Facing - Binding
Unit-4: Plackets and Openings
Plackets - Standards of a good placket - Types of Placket - Inconspicuous Placket - Conspicuous plackets

Block-3: Closures, Fasteners and Sleeves

Unit-5: Closures and Fasteners

Unit-6: Sleeves
Sleeve - Sleeve types - set-in-sleeves - Modified armhole - Sleeve and bodice combined - Two Piece Sleeve

Block-4: Yokes, Collars and Pockets

Unit-7: Yokes
Yoke - Selection of Yoke - Creating Yoke Design - Preparing Patterns for Different types of Yoke - Partial Yoke – Midriff Yoke

Unit-8: Collars and Pockets
Collar - Type of collar – Pocket – Types of Pocket

Tamil Nadu Open University
School of Continuing Education
Chennai-15

Name of the Programme – Vocational Diploma in Fashion Design and Garment Making - Syllabus (Flexible Skill Training Mode)

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Pattern Making and Grading</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Code</td>
<td>VDFG-2</td>
</tr>
<tr>
<td>Course Credit</td>
<td>4</td>
</tr>
</tbody>
</table>

Course Objectives

While studying the **Pattern Making and Grading**, the student shall be able to:
- Comprehend about taking body measurement for men, women and children
- Describe the pattern making principle and create paper pattern
- Manipulate the darts and convert it into seams
- Explain about grading of patterns
Course Outcomes

After completion of the **Pattern Making and Grading**, the student will be able to:

- Design and draft pattern of men, women and children garment
- Create and grade a pattern
- Measure and standardize the body measurement
- Construct patterns, relocate dart and do pattern alterations

### Block-1: Measurement and Pattern Making

**Unit-1: Body Measurement**


**Unit-2: Pattern Making**

Pattern Making - Paper pattern - Principles of Pattern Drafting - Pattern Drafting for Children’s and Adults

### Block-2: Pattern Grading, Layout and Cutting

**Unit-3: Pattern Grading**

Pattern Grading - Grading Technique - Principles of Pattern Drafting - Pattern Drafting for Children’s and Adults

**Unit-4: Pattern Layout, Marking and Cutting**

Preparation of Fabric for sewing - Pattern Layout - Pattern Marking - Pattern cutting

### Block-3: Pattern Alterations and Child Garment Construction

**Unit-5: Relocation of Darts and Pattern Alterations**

Dart Manipulation - Shifting Blouse Dart to new position - Slash and Spread Method - Converting Darts to Seams - Incorporating dart into a seam - Pattern Alteration - Pattern alteration for figure irregularities

**Unit-6: Design and Draft for Children’s Garment**


### Block-4: Designing and Drafting of Women and Men’s Garment

**Unit-7: Design and Draft for Women’s Garment**


**Unit-8: Design and Draft for Men’s Garment**

Men’s garment - Slack shirt - Nehru Kurtha – Pyjama – churidhar – Pleated Trousers - T-Shirt – Bermudas
Name of the Programme– Vocational Diploma in Fashion Design and Garment Making - Syllabus (Flexible Skill Training Mode)

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Fashion Designing and Embroidery</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Code</td>
<td>VDFG-3</td>
</tr>
<tr>
<td>Course Credit</td>
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</tbody>
</table>

Course Objectives

While studying the Fashion Designing and Embroidery, the student shall be able to:

- Comprehend about the terminologies used in Fashion industry
- Describe about the Elements and Principles of Design
- Explain about various types of trimmings and decorations
- Understand about the basic tools used for embroidery
- Brief about the various traditional embroideries of India

Course Outcomes

After completion of the Course Fashion Designing and Embroidery, the student will be able to:

- Explain about the different types of Design
- Demonstrate the various surface ornamentation work
- Competent in use of colours in designing
- Perform the various traditional embroideries of India

Block-1: Fashion Industry and Design

Unit-1: Fashion Industry Terminology
Terms Related to Fashion industry - Basic terms - Industry Terms - Designer Terms

Unit-2: Design and Elements of Design
Design - Types of Design - Elements of design

Block-2: Fashion Decorations and Principles of Design

Unit-3: Trimmings and Decorations
Trimmings and Decoration - Trimmings and Decoration Types - Fastening - Bias Trimming - Fullness - Decorative stitches - Edge finishing &Decoration - Lace, Ric Rac,
**Unit-4: Principles of Design**

**Block-3: Colour and Embroidery**

**Unit-5: Colour**

**Unit-6: Embroidery**

**Block-4: Traditional Embroideries of India**

**Unit-7: Traditional Embroideries of India - I**
Traditional Indian embroidery - Kashida of Kashmir embroidery - Phulkari of Punjab - Embroidery Gujarat

**Unit-8: Traditional Embroideries of India - II**
Embroidery of Rajasthan - Kasuti work of Karnataka - Chicken work of Lucknow - Kantha of Bengal

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**Tamil Nadu Open University**
School of Continuing Education
Chennai-15

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**Name of the Programme– Vocational Diploma in Fashion Design and Garment Making - Syllabus (Flexible Skill Training Mode)**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Garment Construction(Practical)</th>
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<tbody>
<tr>
<td>Course Code</td>
<td>VDFG-P1</td>
</tr>
<tr>
<td>Course Credit</td>
<td>4</td>
</tr>
</tbody>
</table>

Choose the material for your design – prepare the Pattern-laying, marking, cutting & Construct the **Any Five** Of the following children’s garment - Calculate the cost of the garment.
1. Bib, Panty
2. Jabla
3. Babasuit or romper
4. A-line petticoat or Summer Frock
5. Yoke Frock
6. Knicker, Shirt

Choose the material for your design – prepare the Pattern-laying, marking, cutting & Construct the Any Five Of the following Women's garment - Calculate the cost of the garment

1. Saree Petticoat
2. Middi, Middi top
3. Saree blouse
4. Salwar
5. Kameez
6. Nightie
7. Ladies pant

Choose the material for your design – prepare the Pattern-laying, marking, cutting & Construct the Any Five Of the following Men's garment - Calculate the cost of the garment

1. Slack shirt
2. Nehru kurtha
3. churidhar
4. Pyjama
5. Pleated trousers
6. T-Shirt
7. Bermudas
• Principles of design – balance – formal and informal, rhythm – through repetition, radiation and gradation, emphasis, harmony and proportion
• Colour theories – prang colour chart and munsell colour system
• Dimensions of colour – hue, value, and intensity.
• Colour in principles of design – application of the same in dress design.

**Embroidery**

Prepare samples for the following

• Hand Embroidery Stitches – Any 20 samples
• Traditional Embroidery stitches
• Embroidery of Kashmir
• Phulkari of Punjab
• Gujarat – Kutch and Kathiawar
• Embroidery of Rajasthan
• Kasuti of Karnataka
• Chicken work of Lucknow
• Kantha of Bengal

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**Tamil Nadu Open University**

School of Continuing Education

Chennai-15

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**Life Coping Skills (LCS) and Communication Skills (CNS) - Core Course for all Vocational Diploma Programmes**

Life Coping Skills and Communication Skills have been included to help the students to understand the meaning of life and to understand the meaning of relationship and how we communicate in every day life.

**Examination System:** Examination to Life Coping Skills and Communication Skills are designed to maintain quality of standard. Theory will be conducted by the University in the identified Examination Centres. For the Assignment students may be permitted to write with the help of books/materials for each Course, which will be evaluated by the Evaluators appointed by the University.

**Assignment (Internal):** Assignment carries 30 marks, consists of descriptive type of
questions for each Course (3 X 10 = 30 Marks). Learners are expected to write 10-15 pages for each assignment. Submission of Assignment is compulsory.

**Theory Examination (External):** Students shall normally be allowed to appear for Theory Examination by completing Practical and Assignment. The Term-End Examination shall carry Section- A, Section- B and Section- C

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<td>Section-B</td>
<td>Three out of Five Long Answer Questions [Each 7- Marks]</td>
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<tr>
<td>Section-C</td>
<td>Four out of Seven Essay questions of which one will be Multiple Choice Question [Each 10-marks]</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>70 Marks</strong></td>
</tr>
</tbody>
</table>

**Passing Minimum:** The passing minimum is 35 percent in the internal and external/theory examination taken together for successful completion of each course.

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**Tamil Nadu Open University**

**School of Continuing Education**

**Chennai-15**

**Name of the Course – Life Coping Skills - Syllabus**

(Flexible Skill Training Mode)

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Life Coping Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Code</td>
<td>LCS</td>
</tr>
<tr>
<td>Course Credit</td>
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</table>

**(1).Life Coping Skills:** The main objectives of the Life Coping skills is to understand the meaning of life and its challenges, provide skills and knowledge needed to cope with life’s problems and challenges, develop a positive attitude, train to be successful and useful citizens through positive thinking, cope with criticism, failure, anger, loneliness, physical and verbal abuse, improve self-esteem, manage time and stress, develop one’s personality to its full potential, help the students to become team players, develop personal skills and to provide skill problems solving and decision making.
Block- 1-Self Skills

Unit-1: Self Skill – I
Meaning and Process of Coping– Restructuring the Life Story - External and Internal Influences in One’s Life - Messages: Positive and Negative - Life Illustrations - Self Esteem - Self Concept - Self Acceptance - Self Actualisation- Personality Development

Unit-2: Self Skill – II
Positive Thinking - Goal Setting - Problem Solving - Decision Making

Block- 2: Social and Leadership Skills

Unit-3: Social Skills
Social Skills- Motivation- De-motivating Factor- Meaning and Attitude to Success-Time Management -The Management of Time is the Management of Life - How to gain an extra mile every day- Tips for Time Management - Stress Management

Unit-4: Leadership Skills
Emergence of a Leader -Characteristics of Leadership -Various kinds of Leaders -What should Leader do- The Moulding of a Leader - Characteristics of a Successful Leader- Team Work - What is it like work in a Team- What is Team Learning

Block-3: Coping Skills

Unit-5: Coping Skills – I
What is Shyness- How to Overcome Shyness- Tips to Overcome Shyness - Coping with Loneliness-Finding Ways to Change the Feelings of Loneliness-Overcoming Loneliness - Tips to Overcome Loneliness- Coping with Depression - Coping with Fear- Coping with Anger and Verbal Abuse -Verbal Abuse- Coping with Failure - Coping with Criticism

Unit-6: Coping Skills – II
Coping with HIV – AIDS- Coping with Alcoholism - Tobacco and Smoking - Coping with Substance Abuse

Block -4: Managerial and Entrepreneur Skills

Unit-7: Managerial Skills
Coping with Conflict- Conflict can be Constructive or Destructive- Constructive Nature of Conflicts- What are the Strategies for Managing Conflicts- Tactics of Conflict Management- Coping with Change- Twelve Steps to Implement Change

Unit-8: Entrepreneur Skills
Name of the Course – Communication Skills - Syllabus (Flexible Skill Training Mode)

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Communication Skills</th>
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<tbody>
<tr>
<td>Course Code</td>
<td>CNS</td>
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Communication Skills: The main objectives of the Communication Skills is to introduce to the students the process and kinds of communication, train the students to code and decode communication effectively, explain the various interpersonal skills required to interact with others and make the students understand the meaning of relationship and how we communicate in every day life.

Block -1: Communication

Unit-1: Introduction to Communication

Unit-2: Effective Communication

Block- 2: Situational and Behavioural Communication

Unit-3: Situational Language
Greeting and Introducing- Inviting Someone and Making Requests- Offering Help and Seeking Permission- Asking for Advice and Expressing Gratitude-Asking whether Someone Remembers- Persuading, Complimenting and Congratulating- Expressing Sympathy- Complaining and Apologising- Making Suggestions and Warning Someone-
Asking for Excuse and Ending a Conversation- Asking for Information and Someone's Opinion- Asking if someone is sure and to Say Something Again- Checking that you have understood- Asking whether someone knows- Asking About Possibility and Preference- Requesting Someone- Asking if someone Agrees- Asking if someone is Obliged to do something- Some Useful Expressions- Different Models of Situational Conversations

Unit-4: Behavioural Communication
Effective Criticism Made Easy: Basic Rules for Delivering-Negative Feedback to Others- Before Delivering to Negative Feedback- While Delivering Negative Feedback- After Delivering Negative Feedback

Block -3: Types and Modes of Communication

Unit-5: Modes of Communication
Group Discussion- Importance of Group Testing- Factors that Contribute to Group-Worthiness- Guidelines for Group Discussion- Factors that Matter in a Group Discussion- Important Parameters in Group Discussion- Types of Groups- Speech- Speech Distractions- Five ways to make your Audience Sit Up- Successful Public Speaking- Drafting a Speech- Major Pitfalls in Public Speaking- Body Language- The Constituents of Body Language

Unit-6: Leadership and Team Communication
Definition of a Leadership- Types of Leadership- Shared Leadership- Ten Principles for Leadership Communication- Styles of Leadership- Team Communication- Achieving Effectiveness through Team Communication- The Components of Communication- Characteristics of Highly Cohesive Teams

Block- 4: Interview Skills and English Language

Unit-7: Interview Skills
Interview Defined- Kinds of Interviews- Preparation for a Job Interview- Telephonic Interview- Preparation for a Telephonic Interview- Speaking to Foreigners- Success in Interview- Ten Most Frequently Asked Questions- Inter Whew- Inter Phew

Unit-8: English as Spoken and Written Language