



## **Skill Programmes under NSQF**

(Sanctioned by UGC New Delhi, under Community College)

*(Enhancing Skill, Transforming Lives)*  
*Diploma & Certificate Courses*

**GOVT. COLLEGE FOR WOMEN NAWAKADAL**  
**NAAC Grade A (CGPA 3.10)**

(Affiliated to University of Kashmir) Srinagar J&K

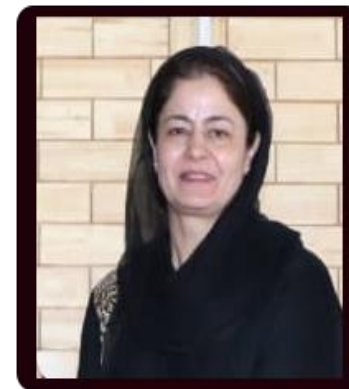
## **Brochure & Application Form**

**Session: 2020-2021**

**DIPLOMA IN DRESS MAKING**  
**DIPLOMA IN FITNESS MANAGEMENT**  
**CERTIFICATE COURSE IN HOSPITALITY AND CATERING**  
**CERTIFICATE COURSE IN WEB DESIGNING**  
**CERTIFICATE COURSE IN BEAUTICIAN**

## From the Principal's Pen.....

Govt. College for Women Nawakadal Srinagar is a premier institution to provide higher education exclusively to girls. Since 1961 it has left no stone unturned to groom the girl students who were deprived of access to higher education. The college authorities worked relentlessly to add more subjects and faculties. Presently there are **many faculties –Faculty of Arts, Science, Commerce, Management and Home Science**. The college stands re-accredited by NAAC in grade 'A'. In 2020 UGC had given nod to five skill courses under National Skill Qualification Framework (NSQF) in – Dress Making, Fitness Management, Hospitality and Catering, Web Designing and Beautician. The college has well functional Skill and Vocational Courses Cell which is running other courses for local girls and students. The respective departments coordinating these courses are trying their best to turn the novice students into employable skilled youth.



It is my pleasure to announce the beginning of the new session for the 1st batch. The brochure and application form (preferably online, available on college website) is in the hands of the aspirants with the hope that applicants (preferably girls) having 10+2 qualification will grab the opportunity. There is no age bar for the applicants. They shall be admitted in any of the five trades and develop their skills to the pinnacle. We consistently try our best to develop the infrastructure of the respective trades and to ensure that latest facilities reach the students.

I wish that they will be transformed into skilled youth and will bring a revolutionary change in the present scenario.

***Prof. Tabasum Rafiq***

## SKILL AND VOCATIONAL PROGRAMMES UNDER NSQF LEVEL 4 & 5 SANCTIONED BY THE UGC UNDER NSQF

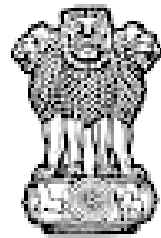
### About Skill Programmes

It has been a long felt necessity to align higher education with the emerging needs of the economy so as to ensure that the graduates of higher education system have adequate knowledge and skills for employment and entrepreneurship. Therefore Govt. of India issued a notification for National Skill Qualification Framework (NSQF). Under the National Skill Development Corporation (NSDC), many Sector Skill Councils representing respective industries are being established to develop Qualification Packs (QPs) National Occupational Standard (NOS) for various job roles in their respective sectors. The University Grants Commission (UGC) had launched a scheme for skill development as a part of higher education, leading to Bachelor of Vocation (B.Voc.) degree with multiple entry and exit points in the form of Certificate (6 months), Diploma (1 year), Advanced Diploma (2 years) and B.Voc. (3 years) for creating employable graduates.

Govt. College for Women Nawakadal since its inception has been striving hard for the skill development of the girl students who belong to the densely populated Down-Town area of Srinagar, under-privileged and to encourage them to be self-reliant. Apart from the conventional courses, the College moved towards the vocational, job-oriented stream to fulfil the long felt desire of the state government for the skill development of women and the blending of tradition with modernity. In UGC's XI plan, three add-on courses- Video Editing, Dyes, Colour and Chemical Constitution and Data Care Management were added and during XII Five Year Plan, several skill courses in local arts and crafts (Paper Machie, Dress Designing, Calligraphy, Catering, etc) were introduced by college Skill Development Cell at the behest of J&K Higher Education Department. The college succeeded to achieve a distinct position as UGC sanctioned five skill programmes in five trades- 1. Dress Making 2. Fitness Management 3. Hospitality and Catering 4. Web Designing 5. Beautician. The College authorities are making relentless efforts to furnish the college with developed Skill Development Cell, Beauty Clinic, Fitness Training Centre and well-equipped Computer Lab to preserve the traditional skills along with modern technological skills. The college is also in the process of introducing one more skill subject - Mass Communication and Media Production alongwith conventional degree programmes. These courses will provide better opportunities for students of these trades to get placement in various organizations or else start their own business. All the selected students will get stipend during the programme on monthly basis at the end of the course.

#### Trades available, Fee and number of seats in each trade/ course

Sl. No.	Name of Trade/Course	NSQF Level	No. of Seats per batch*	**Fee per Semester (Rs.)
1.	Diploma in Dress Making	Level 5	25	5000
2.	Diploma in Fitness Management	Level 5	25	5000
3.	Certificate Course in Hospitality and Catering	Level 4	25	5000
4.	Certificate Course in Web Designing	Level 4	25	5000
5.	Certificate Course in Beautician	Level 4	25	5000
*Selection as per the existing reservation policy of Government. 50% fee waiver for applicants from ST/SC Categories and 30% fee waiver to Physically Handicapped category **(exclusive of examination fees).				



सत्यमेव जयते

GOVERNMENT OF INDIA  
MINISTRY OF SKILL DEVELOPMENT  
& ENTREPRENEURSHIP



N • S • D • C

National  
Skill Development  
Corporation

Transforming the skill landscape

## **About the Courses/Trades and Course Structures**



# Diploma in Dress Making



## Hub Institution:

**Government College for Women Nawakadal, Srinagar, J&K India – 190002**

**Phone: 0194-2503456**

**Website: [www. gcwnk.ac.in](http://www.gcwnk.ac.in)**

**Email: [principal@gcwnk.ac.in](mailto:principal@gcwnk.ac.in)**

**From Session 2020 - 21**

## **Mentor Institution:**

**Government Polytechnic for Women Bemina Srinagar, J&K**

**Nodal Officer: Dr. Nadeem Bashir (Contact No. 9419524512)**

**Course Coordinator: Prof. Rubina Shaheen (To know about the skill course, contact on 9149409644)**

## **Introduction:**

Skills and knowledge are the driving forces of economic growth and social development for any country. Presently, the country faces a demand – supply mismatch, as the economy needs more ‘skilled’ workforce than that is available. In the higher education sphere, knowledge and skills are required for diverse forms of employment in the sector of education, health care manufacturing and other services. Potentially, the target group for skill development comprises all those in the labour force, including those entering the labour market for the first time, those employed in the organized sector and also those working in the unorganized sector. The University Grants Commission (UGC) has launched a scheme on skills development based higher education as part of college/university education, leading to Bachelor of Vocation (B.Voc.) Degree with multiple exits such as Certificate/Diploma/Advanced Diploma under the NSQF (National skill Qualifications framework). The skill programme is focused on universities and colleges providing undergraduate studies which would also incorporate specific job roles along with broad based general education. This would enable the graduates completing skill programme to make a meaningful participation in accelerating India’s economy by gaining appropriate employment, becoming entrepreneurs and creating appropriate knowledge. The proposed “**Diploma Course in Dress Making**” will be a judicious mix of skills, professional education related to Software Development Business and also appropriate content of general education. It is designed with the objective of equipping the students to cope with the emerging trends and challenges in the Software Development business environment

## **Objectives:**

1. To promote and understanding of fashion and textile design in related to the needs of fashion and the business to business textile products
2. To provide hands on experience using a set of complex technologies found in industry today to prototypical solutions to solve current needs
3. To provide flexibility to students by means of pre-defined entry and multiple exit points.
4. To integrate NSQF within the undergraduate level of higher education in order to enhance employability of the graduates and meet industry requirements. Such graduates apart from meeting the needs of local and national

industry are also expected to be equipped to become part of the global workforce.

5. To provide vertical mobility to students coming out of a) 10+2 with vocational subjects; b) Community Colleges.

### **Roadmap for Skill Courses:**

1. Identification of skills / area of activities for which small enterprises can be setup which have potential for employment and livelihood.
2. Identification of 50 trainees per year for five years of the required qualification and aptitude for training / skilling in different identified activities.
3. Identification of trainers having requires skills and proven industrial experience.
4. Identification of curriculum details / end level skill achievements after the completion of the diploma / certificate courses.
5. Identification of future requirements in the different sectors of economy / industry and development of training / trainers interface for skilling the people to industry and economy needs.
6. Startup assistance and help in the form of monitoring, connecting to different institutions trainings and visits and success stories.
7. The physical impact of the project will be 3500 persons will be get diploma and 1500 persons will get certificate courses for five years, will be imparted required skill for which there is demand in the industry and will be connected to the industry and local economy in the areas of manufacturing / Software Development business / service sectors in the field for which there is scope of livelihood and value addition. It will have a measurable impact on the economy of the area and will vein away the youth from un - employment /non – productive activity which attracts them towards violence and will make them productive assets for the society.
8. Quality control / assessments authority to verify the skills imparted and will also give the certificate to the person qualifying the diploma / certificate / advances diploma / b.voc programme
9. Placement of the trainees after completion of training within the identified sectors of the industry / livelihood activity taking the assistance of placement agencies, consultancies and subject matter specialists / experts in the line.

10. Analysis and preparation of end report after 6 Months, 12 Months & 18 Months after the placement of trainees.

### **Governance and Coordination**

An Advisory Committee will be set-up for effective governance and coordination of the courses under the scheme. The Advisory Committee will include the representative(s) of the affiliating university, relevant industries, relevant Sector Skills Council(s), and Nodal Officer of Skill Scheme. The Vice Chancellor of the university or his Nominee or Principal of the college, as the case may be, will be the Chairman of the Advisory Committee and the Nodal Officer will be the Member-Secretary. The Committee will meet periodically to review the functioning of the courses, as and when required, but at least once in six months.

### **GENERAL INFORMATION**

1	Qualification	Dress Making
2	N.C.O./NOS Code No.	****. **
3	NSQF Level	Level 5
4	Duration of the course/qualification	One Year (Two semesters)
5	Entry Qualification	Passed 12 <sup>th</sup> class under 10+2 system of examination
6	Trainees per unit	25 trainees

Distribution of notional training hours of the training per week:

Total hours/week	Trade practical	Trade theory	Employability skills	Extra- curricular activity
40 Hours	30 Hours	6 Hours	2 Hours	2 Hours



## COURSE STRUCTURE

Name of the Qualification: Dress Making

Total duration of the course: 12 months Training duration details:

Course Elements	Hourly Distribution
Professional Skills	1320 hrs
Professional Knowledge	264 hrs
Employability Skills	88 hrs
Extra-Curricular Activities	88 hrs
In-plant Training/Project Work	160 hrs
Admission & Examination	160 hrs
Total	<b>2080 hrs</b>

## JOB ROLES

### Brief description

This course is meant for the candidates who aspire to become Sewing Machine operator, Designer to a Boutique, Stylist in Boutique, Consultant to a Boutique, Be-spoke designer, Design Assistant in Export units, Design service in e-tailing, Assistant Production Merchandiser.

### NSQF LEVEL COMPLIANCE

NSQF level for [Dress Making trade Under NSQF: **Level 5**

LEVEL	Process required	Professional knowledge	Professional skill	Core skill	Responsibility
Level 5	work in familiar, predictable, routine, situation of clear choice	Factual knowledge of field of knowledge or study	recall and demonstrate practical skill, routine and repetitive in narrow range of application, using appropriate rule and tool, using quality concepts	language to communicate written or oral, with required clarity, skill to basic Arithmetic and algebraic principles, basic understanding of social political and natural environment	Responsibility for own work and learning.

## GENERAL TRAINING PLAN, EXAMINATION & PASS REGULATION

### General Training Plan

The knowledge and skill components as stated in the section for 'learning outcomes' are to be imparted in accordance with the instructions in respect of the content and time structure.

### Assessment

The assessment for the semester-based qualification is carried out by conducting formative assessments, and end-of-semester examinations, as per the guidelines given in the Curriculum. The internal assessments for theory subjects and practical are conducted for evaluating the knowledge and skill acquired by trainees and the behavioural transformation of the trainees as per the learning outcomes. Theory examinations are conducted in Trade Theory, Workshop Calculation & Science, Engineering Drawing and Employability Skills. Trade practical examinations are conducted by the respective State Governments. The details of the examination and assessment standard are in a latter section. NCVT prepares the question papers for the Trade practical. Candidates are to demonstrate that they can:

1. Read& interpret technical parameters/documentation, plan and organize work processes, and identify necessary materials and tools,
2. Perform a task/job with due consideration to safety rules, accident prevention regulations and environmental protection stipulations,
3. Apply Professional Knowledge, Core Skills, and Employability Skills while performing the task/job.
4. Check the task/job as per the drawing for proper functioning, and identify and rectify errors in the job, if any.
5. Document the technical parameters related to the task/job.

### Pass regulation

For the purposes of determining the overall result, weightage of 25 percent is applied to each semester examination. The minimum pass percent for Practical is 60% & minimum pass percent for Theory subject is 40%.

## LEARNING OUTCOMES

The following are minimum broad learning outcomes after completion of the Sewing Technology course of One year duration:

### A. GENERIC OUTCOMES

- Recognize & comply safe working practices, environment regulation and housekeeping.
- Work in a team, understand and practice soft skills, technical English to communicate with required clarity.
- Understand and explain the concept in quality tools and labour welfare legislation and apply such in day to day work to improve productivity & quality.
- Explain energy conservation, global warming and pollution and contribute in day to day work by optimally using available resources.
- Explain entrepreneurship and manage/organize related task in day to day work for personal & societal growth.
- Understand and apply basic computer working, basic operating system and uses internet services to get accustomed & take benefit of IT developments in the industry.

### B. SPECIFIC OUTCOMES

#### SEMESTER – I

- Make hand stitches in the given fabric
- Stitch the following using the given fabric
  - o Seams with seam finishes
  - o Darts
  - o Pleats
  - o Tucks
  - o Gathers & Shirrs
  - o Frill
  - o Hem
  - o Casing
  - o Edge Finishing
  - o Neck lines
  - o Placket
  - o Pocket
  - o Collar
  - o Sleeves
  - o Cuff
- Fix the fasteners on the given fabric

- Mend the given fabric
- Draft a pattern for Ladies' Suit
- Sew a Ladies' Suit with the help of the given pattern

## SEMESTER – II

- Sketch the following manually by applying suitable fabric designs
  - o Indian Dresses
  - o Western Dresses
- Design the following with suitable fabric design using Coral draw software
  - o Indian Dresses
  - o Western Dresses
- Make the following Block Pattern set using different sizes taken from a size chart
  - o Children's Block
  - o Block for Teenager
  - o Ladies Block
  - o Gents Block
- Make the Patterns for the following using Draping Techniques
  - o Basic Bodice with Darts
  - o Basic Bodice with Princess line
  - o Basic Straight Skirt
  - o Basic Circular Skirt
- Construct the following garments with fitting and quality according the sketched designs and blocks using adaptation/draping and manipulation techniques.
  - o Dress for Children (Yoke Frock), Dress for Teenager, Ladies Dress, Ladies Suit, Ladies Night wear, Ladies Blouse, Gents Shirt, gents trouser
- Make patterns of the following by Pattern Grading techniques to their next higher or lower sizes using the size charts
- Make markers on different width, texture & designs of the following
  - o Frocks
  - o Blouses
  - o Shirts
  - o Trousers

## ASSESSABLE OUTCOME WITH ASSESSMENT CRITERIA

### ASSESSABLE OUTCOME ALONG WITH ASSESSMENT CRITERIA TO BE ACHIEVED AFTER EACH SEMESTER & COMPLETION OF QUALIFICATION

- i) The training shall be conducted as per syllabus defined in reference no: Section\*\*\*\*\*
- ii) The trainee shall demonstrate the competencies which are defined below in assessable outcome and assessment criteria
- iii) All the assessable outcomes are to be tested during formative assessment, Theory & Practical examinations, various observations and viva voce.
- iv) Assessable outcome of Employability Skills shall be tested separately and also be applied in Theory and Practical Examinations.
- v) These assessable outcomes and assessment criteria will serve as guidelines for Trainers, Paper setters, Moderators and Assessors.

### SPECIFIC ASSESSABLE OUTCOME:

#### Semester-I

ASSESSABLE OUTCOME	ASSESSMENT CRITERIA
Make hand stitches in the given fabric	1 Identify tools for Cutting, Sewing & Finishing and use of these tools with safety.
	2. Select suitable fabric. Select suitable needle size and sewing thread according to fabric
	3. Straighten the fabric grain
	4. Maintain the distance between two stitches. Take care about length and width of the stitches.
	5. Follow the colour combination while doing the decorative stitches.
	6. Finish the edge of the fabric using hemming stitch.
	7. Follow the safe measures and needle guard policy while doing the sewing.
Stitch the following using the given fabric	1 Identify tools for Cutting, Sewing & Finishing and use of these tools with safety.
	2. Select suitable fabric. Select suitable needle size and sewing thread according to fabric
	3. Straighten the fabric grain (13)

	4. Sit in a correct posture and test the stitch formation in the sewing machine.
	5 Use proper sewing aids while sewing the garment.
Seams with seam finishes	<ul style="list-style-type: none"> <li>✓ Use appropriate stitching techniques such as single pointed darts, plain seam, continuous placket, casing and decorative hem</li> <li>✓ Check the direction of darts</li> <li>✓ Finish the garment by applying suitable fasteners</li> </ul>
Dart	<ul style="list-style-type: none"> <li>✓ Mark the dart properly at the start and the end</li> <li>✓ Stitch the dart and knot the dart end</li> <li>✓ Press the dart</li> </ul>
Pleat	<ul style="list-style-type: none"> <li>✓ Mark the pleatlines</li> <li>✓ Stitch the pleat</li> <li>✓ Check distance in between the pleats</li> <li>✓ Press the Pleat</li> </ul>
Tucks	<ul style="list-style-type: none"> <li>✓ Mark the tuck lines</li> <li>✓ Stitch the tucks</li> <li>✓ Finish the stitching at the tuck end</li> <li>✓ Press the tucks</li> </ul>
Gathers and Shirrs	<ul style="list-style-type: none"> <li>✓ Marks the start and end of gathers</li> </ul>



	<ul style="list-style-type: none"> <li>✓ Check the equal distribution of gathers</li> <li>✓ Stitch in straight lines</li> <li>✓ Thread the overlock machine</li> <li>✓ Finish the free edge by overlock machine</li> <li>✓ Press the fabric at the end</li> </ul>
Frills	<ul style="list-style-type: none"> <li>✓ Mark and cut the frill strips</li> <li>✓ Finish the edge of the frill</li> <li>✓ Attach the frill to a fabric</li> </ul>
Hems	<ul style="list-style-type: none"> <li>✓ Mark the hem with proper tools</li> <li>✓ Maintain equal folding throughout the hem</li> <li>✓ Properly finish the corner in case of mitered hem</li> </ul>
Casing	<ul style="list-style-type: none"> <li>✓ Mark the allowance for casing in the fabric</li> <li>✓ Turn the fabric equally while stitching casing</li> <li>✓ Finish the edge of the casing at the opening side</li> <li>✓ Maintain the straight line while stitching</li> </ul>
Edge finishing	<ul style="list-style-type: none"> <li>✓ Make the bias strips</li> <li>✓ Join the bias strips properly</li> <li>✓ Attach the bias strip on the curved lines</li> <li>✓ Cut &amp; clip in the curved lines</li> </ul>
Neckline	<ul style="list-style-type: none"> <li>✓ Maintain the shape of the necklines</li> <li>✓ Select the proper method of finishing the neckline</li> <li>✓ Follow perfection while stitching in curves</li> <li>✓ Maintain neatness and balance throughout the process</li> </ul>
Placket	<ul style="list-style-type: none"> <li>✓ Finish the end point of the placket</li> <li>✓ Mark and cut the finishing strips</li> <li>✓ Follow straight edge stitching</li> </ul>
Pocket	<ul style="list-style-type: none"> <li>✓ Select and mark the placement of the pocket</li> <li>✓ Stitch neatly the corners in case of patch pockets</li> <li>✓ Secure the ends of the pocket mouth</li> <li>✓ Follow neatness while sewing with the base fabric</li> </ul>

Collar	<ul style="list-style-type: none"> <li>✓ Select suitable interlining and its facing for the main fabric</li> <li>✓ Check the balance of the collars</li> <li>✓ Maintain shapes at the both ends of the collars</li> <li>✓ Follow sharp collar points while turning the collar</li> </ul>
Sleeve	<ul style="list-style-type: none"> <li>✓ Check the fabric suits the sleeve style</li> <li>✓ Cut the fabric for sleeve by following proper fabric grain</li> <li>✓ Finish the bottom of the sleeve neatly</li> </ul>
Cuff	<ul style="list-style-type: none"> <li>✓ Select suitable interlining material according to main fabric</li> <li>✓ Fix or Fuse the interlining to the main fabric</li> <li>✓ Maintain neatness while sewing the corners of the cuff</li> </ul>

	✓ Make neat top stitching on the cuff
	7 Solve the sewing machine problems with suitable remedies after finding the causes.
	8 Follow the safe measures and needle guard policy while doing the sewing.
9. Fix the fasteners on the given fabric	1 Select a suitable fastener according to the requirement.
	2 Maintain neatness while starting and ending stage of fixing fasteners.
	3 Match male & female part of fasteners.
	4 Fix the size of the buttonhole according to the button.
	5 Follow equidistance and equalheight with neatness of buttonhole stitches.
10. Mend the given fabric	1 Select the thread with suitable colour and quality for patching.
	2 Finish neatly the darned or patched piece.
11. Draft a pattern for Ladies'/Gents Suit	1. Identify tools for measuring, marking, drafting & cutting and use of these tools with safety.
	2. Explain the measuring units and measuring techniques for required measurements.
	3. Draft the pattern for a Ladies' Suit. Use the paper economically -Check for shapes, front and back shoulder, side seams
	4. Cut the pattern using shears properly along the cutting line – Check cutting edges
	5. Finish the pattern with pattern particulars.
12. Sew a Ladies' Suit with the help of the given pattern	1 Identify tools for Sewing & Finishing and use of these tools with safety.
	2. Select suitable fabric for the garment and select suitable needle size and sewing thread according to fabric
	3. Straighten the fabric grain
	4. Place the patterns on the fabric and mark the pattern outline properly.
	5. Cut the components by selecting suitable tool.
	6 Make upper and lower threading in a Industrial Model single needle lock stitch machine
	7. Sit in a correct posture and test the stitch formation.
	8 Sew the ladies' suit by applying the component making techniques
	9 Use proper sewing aids while sewing the garment.
	10. Finish the garment by applying suitable fasteners.
	11 Solve the sewing machine problems with suitable remedies after finding the causes.
	12. Follow the safe measures and needle guard policy while doing the sewing.

## Semester-II

ASSESSABLE OUTCOME	ASSESSMENT CRITERIA
13. Sketch the following manually by applying suitable fabric designs <ul style="list-style-type: none"> <li>Indian Dresses</li> <li>Western Dresses</li> </ul>	9.1 Select a suitable paper for sketching and plan the layout before starting sketching
	9.2 Identify the suitable sketching items and use them properly
	9.3. Sketch the garment with suitable fabric designs
	9.4. Follow the Designing principles
	9.5. Select the Proper colours and colour combinations
	9.6. Apply colours and shade on the sketch
14. Design the following with suitable fabric design using Coral Draw Software <ul style="list-style-type: none"> <li>Indian Dresses</li> <li>Western Dresses</li> </ul>	10.1 Open the software and do the required page setup for the design
	10.2 Identify and use the suitable tools for designing.
	10.3. Sketch the garment with suitable fabric designs
	10.4 Follow the designing principles
	10.5 Select the colours and colour combinations
	10.6. Apply colours using colour filling tools
	10.7 Save the file in a folder and take the print out of the design using Colour Printer.
15. Make the following Block Pattern set using different sizes taken from a size chart <ul style="list-style-type: none"> <li>Children's Block</li> <li>Block for Teenager</li> <li>Ladies Block</li> <li>Gents Block</li> </ul>	11.1. Identify tools for measuring, marking, drafting & cutting and use of these tools with safety.
	11.2. Select a suitable size from the size chart.
	11.3. Draft the pattern for the block. Use the paper economically. Carry out shapes and curves properly
	11.4. Cut the pattern using shears properly along the cutting line with cutting edges
	11.5. Check the pattern for Front and back shoulder, side seam, leg length.
	11.6. Finish the pattern with pattern particulars.
16. Make the Patterns for the following using Draping Techniques <ul style="list-style-type: none"> <li>Basic Bodice with Darts</li> <li>Basic Bodice with Princess line</li> <li>Basic Straight Skirt</li> <li>Basic Circular Skirt</li> </ul>	12.1 Identify tools for measuring, marking, draping & cutting and use of these tools with safety.
	12.2. Select a suitable size of Dress form and prepare the dress form for draping.
	12.3. Drape the muslin fabric on the dress form according to the required design. Cut and remove the excess fabric
	12.5. Remove the draped fabric from the dummy and transfer the pattern outlines on a paper.
	12.6. Cut the patterns and finish the pattern with particulars.

17. Construct the following garments with fitting and quality according the sketched designs and blocks using adaptation/draping and manipulation techniques.	13.1 Identify tools for Drafting, Cutting, Sewing & Pressing and use of these tools with safety.
	13.2. Decide the design features of the garment according to the sketching.
	13.3. Select the fabric and other raw materials suitable for the garment.

	<p>13.4. Select the necessary block patterns set and make the patterns for the basic garment using adaptation /draping method.</p> <p>13.5. Manipulate the patterns of the basic garment and create the patterns for the required garment design. Use the paper economically.</p> <p>13.6. Cut the pattern using shears properly along the cutting line.</p> <p>13.7. Finish the pattern with pattern particulars.</p> <p>13.8 Straighten the fabric grain and prepare the fabric for cutting</p> <p>13.9 Select and make a suitable economical pattern layout on the fabric and estimate the fabric consumption.</p> <p>13.10 Mark the pattern outline properly and cut the components by selecting suitable shears.</p> <p>13.11. Identify and select the suitable industrial sewing machines for each process of constructing the garment.</p> <p>13.12. Select suitable needle size and sewing thread according to fabric</p> <p>13.13 Make upper and lower threading in the required Industrial Model sewing machines.</p> <p>13.14 Sew the garment using the Industrial model sewing machines with sewing aids by following proper seam and other allowances</p>
Dress for Children (Yoke Frock)	<ul style="list-style-type: none"> <li>✓ Select the correct size of Block</li> <li>✓ Economical consumption of fabric</li> <li>✓ Balance in neckline</li> <li>✓ Neatness in stitching</li> <li>✓ Proper distribution of gathers</li> <li>✓ Finishing</li> <li>✓ Check the shape of adapted pattern</li> <li>✓ Finishing of plackets</li> <li>✓ Selection of fasteners</li> </ul>
Dress for Teenager	<ul style="list-style-type: none"> <li>✓ Select the Skirt design suitable for a teenager</li> <li>✓ Selection of right fabric and colour of design</li> <li>✓ Maintain the equal distribution of pleats</li> <li>✓ Check the alignment of both right and left side of the waist band</li> <li>✓ Circular turning</li> </ul>

Ladies' Dress	<ul style="list-style-type: none"> <li>✓ Stitch the neck in proper shape</li> <li>✓ Use appropriate sleeve pattern</li> <li>✓ Distribute the gathers properly</li> <li>✓ Stitch with no puckering at armhole</li> <li>✓ Finish the neckline properly with clean</li> <li>✓ Finish the Turned up hem neatly</li> <li>✓ Make the bottom flare of the garment with proportion</li> </ul>
Ladies' Suit	<ul style="list-style-type: none"> <li>✓ Check the neckline edge finished with facing of Kameez</li> <li>✓ Stitch neatly the Squared turned up bottom hem &amp; Turned up</li> </ul>

	sleeve bottom of Kameez ✓ Maintain neatness in armhole joints and there should be no puckering at armhole joints in Kameez ✓ Stitch neatly the according to the design of salwar bottom. ✓ Fold down the casing uniformly in salwar ✓ Maintain proper positioning and distribution of cluster pleats in salwar. ✓ Finish the belt finishing of salwar properly.
Ladies' Nightwear	✓ Stitch the yoke and neck in proper shape ✓ Use appropriate sleeve pattern ✓ Distribute the gathers properly ✓ Stitch with no puckering at armhole ✓ Finish the neckline properly with clean ✓ Finish the Turned up hem neatly ✓ Make the flare of nightwear with proportion
Ladies' Blouse	✓ Select suitable fabric ✓ Check the dart positions ✓ Finish the neckline with pipings ✓ Sew Front Placket neatly ✓ Check the position and finishing of fasteners ✓ Finish the hemline neatly ✓ No puckering should be anywhere in the blouse
Gent's Shirts	✓ Check the shape of collar, cuff, pocket, and its finishing ✓ Check the finishing of placket and placement of button and buttonholes ✓ Check the yoke shape and pleat position below the yoke ✓ Make the Sleeve placket and check the position of pleats ✓ Check the overall finishing of shirt
Gent's Trousers	✓ Assure that Side pocket/Back hip pocket and fly placket ends should be secured properly ✓ Sew the side seams without puckering ✓ Make the loops, pleats and darts with proper placement ✓ Check the alignment of both left and right side of Waist band ✓ Check the finishing of side pocket and back hip pocket ✓ Finish and hem the bottom properly
	13.16 Check the fitting of the garment



	13.17 Check the measurements and Quality of the garments and find the defects and stains if any
	13.18 Correct the defects and remove the stains if any.
	13.19 Press and folding the garment using pressing tools and folding accessories
	13.20 Solve the sewing machine problems with suitable remedies after finding the causes.
	13.21 Follow the safe measures and needle guard policy while doing the sewing and other operations.

18. Make patterns of the following by Pattern Grading techniques to their next higher or lower sizes using the size charts	14.1. Identify grading tools and use of these tools with safety.
	14.2 Fix the grading points each pattern and calculate the increments for each grading point.
	14.3. Draw axes for both the patterns and paper used to draft the new size.
	14.4. Grade the patterns to its next Higher/Lower sizes.
	14.5. Trace and separate the pattern sizes. Use the paper economically.
	14.6. Cut the pattern of each size using shears properly along the cutting line.
	14.7. Finish the pattern with pattern particulars.
19. Make markers on different width, texture & designs of the following  <ul style="list-style-type: none"> <li>○ Frocks</li> <li>○ Blouses</li> <li>○ Shirts</li> <li>○ Trousers</li> </ul>	15.1 Identify tools for Marker and use of these tools with safety.
	15.2 Identify the right and wrong side of the fabric and its texture and design features
	15.3 Select and make a suitable economical pattern layout on the fabric and estimate the fabric consumption.
	15.4 Mark the pattern outlines properly.

## SYLLABUS CONTENT WITH TIME STRUCTURE SYLLABUS FOR THE TRADE OF Dress Making

### 9.1 Syllabus Content for Professional Skill & Knowledge

**First Semester** (Semester Code No.\_ **sewing tech. - 01**)

Duration: Six Months

#### Learning Objectives (1<sup>st</sup> Semester)

To create skilled work force for Self Employment/Working in garment manufacturing Industry as –

- Sewing Machine Operator
- Assistant to Designer
- Assistant worker in Boutique

#### Detailed Syllabus:

Week No.	Trade Practical	Trade Theory
1.	Familiarization with the Institute.	Introduction <ul style="list-style-type: none"><li>• Trade</li><li>• Job Prospects</li><li>• Safety precautions</li><li>• First Aid</li></ul>
2.	Familiarization & handling of tools.  Safety Precautions while handling the tools.	Basic Industrial Terminology Trade related Tools, their importance, usage and safety <ul style="list-style-type: none"><li>• Measuring Tools</li><li>• Drafting Tools</li><li>• Marking Tools</li><li>• Cutting Tools</li><li>• Sewing Tools</li><li>• Finishing Tools</li></ul>

3.	<ul style="list-style-type: none"> <li>• Identification of fabrics and texture</li> <li>• Handling of Fabrics</li> <li>• Making weave samples</li> </ul>	<p>Fabric Fundamentals</p> <ul style="list-style-type: none"> <li>• Brief idea about fibers</li> <li>• Types of Fabrics</li> <li>• Selection of Needle and thread according to fabric types</li> <li>• Needle Break Policy Fabric Preparation for cutting</li> <li>• Fabric Grain</li> <li>• Selvedge</li> <li>• Shrinkage</li> <li>• Straightening the fabric Grains Measurements</li> </ul>
----	--	---

		<ul style="list-style-type: none"> <li>• Units</li> <li>• Measuring Techniques</li> </ul>
4.	Practice on Industrial Single needle lock stitch Sewing Machine <ul style="list-style-type: none"> <li>• Sitting posture – Eye, Hand &amp; Foot co- ordination</li> <li>• Speed Control</li> <li>• Practice on paper</li> <li>• Threading of machine</li> <li>• Bobbin winding &amp; loading</li> <li>• Practice on fabric</li> </ul>	Basic Sewing Machine <ul style="list-style-type: none"> <li>• Parts and functions</li> <li>• Machine needle</li> <li>• Stitch formation</li> <li>• Sewing machine practice</li> <li>• Care and maintenance</li> <li>• Trouble Shooting</li> <li>• Types of Industrial Sewing Machine</li> </ul>
5.	Running on <ul style="list-style-type: none"> <li>• Straight lines</li> <li>• Square</li> <li>• Zig zag lines</li> <li>• Circle</li> <li>• Semi circle</li> <li>• Spiral</li> </ul> Practice on Over lock machine <ul style="list-style-type: none"> <li>• Threading</li> <li>• Running</li> <li>• Minor adjustments</li> </ul>	Over lock machine <ul style="list-style-type: none"> <li>• Parts and functions</li> <li>• Machine practice</li> <li>• Care and maintenance</li> <li>• Trouble Shooting</li> </ul> Basic Garment Analysis
6.	Practice of making Seams <ul style="list-style-type: none"> <li>• Plain Seam (Straight &amp; Curved) with seam finishes</li> <li>• Self Enclosed seams</li> <li>• Top stitched seams</li> <li>• Corded Seam</li> <li>• Decorative seams</li> </ul> Practicing with Sewing Aids	Seams <ul style="list-style-type: none"> <li>• Classification</li> <li>• Uses</li> <li>• Properties of Seams</li> <li>• Seam finishes Sewing Aids</li> <li>• Presser foots</li> <li>• Folders</li> <li>• Guides</li> </ul>

7.	Making Samples of <ul style="list-style-type: none"> <li>• Darts</li> <li>• Pleats</li> </ul>	Introducing Fullness <ul style="list-style-type: none"> <li>• Darts – Necessity, type &amp; precautions during stitching</li> <li>• Pleats – Necessity, type &amp; uses</li> </ul>
8.	Making Samples of <ul style="list-style-type: none"> <li>• Tucks</li> <li>• Gathers and Shirrs</li> <li>• Frills</li> </ul>	Introducing Fullness <ul style="list-style-type: none"> <li>• Tucks – Types &amp; use</li> <li>• Gathering and Shirring</li> <li>• Flare</li> <li>• Ruffles/Frills – Types (Straight</li> </ul>

		& Circular) & uses
9. & 10.	Practice of Hand stitches & Making Samples of them	Hand stitches <ul style="list-style-type: none"> <li>• Hand needles – Size &amp; types</li> <li>• Sewing Thread</li> <li>• Types &amp; Applications of hand stitches</li> </ul>
11.	Making samples of <ul style="list-style-type: none"> <li>• Faced Hem</li> <li>• Edge stitched hem</li> <li>• Double stitched hem</li> <li>• Band hem</li> <li>• Ease in a hem</li> <li>• Mitered hem</li> </ul> Practice of the corner makings <ul style="list-style-type: none"> <li>• Self turned</li> <li>• With additional strip</li> </ul>	Hems <ul style="list-style-type: none"> <li>• Types</li> <li>• Uses</li> </ul> Corner Makings <ul style="list-style-type: none"> <li>• Types</li> <li>• Uses</li> </ul>
12. & 13.	Making samples of <ul style="list-style-type: none"> <li>• Casing with Drawstring</li> <li>• Casing with elastic</li> <li>• Casing with heading</li> <li>• Inside applied casing</li> <li>• Outside applied casing</li> </ul> Making samples of edge finishing <ul style="list-style-type: none"> <li>• Bias facing</li> <li>• Combination shaped facing</li> <li>• Outside facing</li> <li>• Self facing</li> <li>• Shaped facing</li> <li>• Binding</li> <li>• Piping</li> </ul>	Casing <ul style="list-style-type: none"> <li>• Introduction</li> <li>• use</li> </ul> Edge Finishing <ul style="list-style-type: none"> <li>• Facings</li> <li>• Bindings</li> <li>• Pipings</li> </ul>
14.	Making samples of different shaped necklines	Necklines <sup>(29)</sup> <ul style="list-style-type: none"> <li>• Different shapes of neckline</li> </ul>

15.	<p>Samples of making samples of Plackets</p> <ul style="list-style-type: none"> <li>• Faced Placket</li> <li>• Continuous Placket</li> <li>• One Piece Placket</li> <li>• Two Piece Placket</li> <li>• Two piece Placket with pleat</li> <li>• Zippered Placket <ul style="list-style-type: none"> <li>o Lapped</li> </ul> </li> </ul>	<p>Plackets</p> <ul style="list-style-type: none"> <li>• Types</li> <li>• Sample makings</li> </ul>
-----	--	---



	<ul style="list-style-type: none"> <li>○ Fly Front</li> <li>○ Open End</li> <li>○ Invisible</li> <li>○ Visible</li> </ul>	
16.	<p>Samples of making different Pockets</p> <ul style="list-style-type: none"> <li>● Patch</li> <li>● Inseam</li> <li>● Cut/slash</li> </ul>	<p>Pockets</p> <ul style="list-style-type: none"> <li>● Types</li> <li>● Design variations</li> </ul>
17.	Samples of making Collars	<p>Collars</p> <ul style="list-style-type: none"> <li>● Classification</li> <li>● Collar terms</li> </ul>
18.	Samples of making Sleeves	<p>Sleeves</p> <ul style="list-style-type: none"> <li>● Classification</li> <li>● Sleeve length variation</li> <li>● Sample making of Sleeves with and without cuff.</li> </ul>
19.	<p>Practice of fixing fasteners as Buttons, Hooks, Eyes, Press Studs</p> <p>Practice of making Button holes by Hand</p> <p>Practicing Darning and Patching</p>	<p>Trimmings</p> <ul style="list-style-type: none"> <li>● Types</li> <li>● Applications</li> <li>● Fixing of Buttons, hooks etc.</li> <li>● Making of Buttonhole Mending</li> <li>● Darning</li> <li>● Patching</li> </ul>
20.	Stitching of Ladies suit	Drafting & developing Pattern for Ladies suit
21. & 22.	Industrial Training (2 weeks).	
23.	<p align="center"><b>Project Work</b></p> <p>Prepare <b>Minimum three</b> Basic Dresses using the skills learned like Apron, Baby set, A- Line Frock etc.</p>	
24& 25.	Employability skill	
26.	Examination	

## Second Semester

Duration: Six Months

### Learning Objectives (2<sup>nd</sup> Semester)

1. Boutique & Domestic brands
2. Designer to a boutique
3. Stylist in a Boutique
4. Consultant to a boutique
5. Be – Spoke designer
6. Design Assistant in e – tailing
7. Assistant production merchandiser

### Detailed Syllabus:

Week No.	Trade Practical	Trade Theory
1.	Familiarization with the Institute.	Introduction <ul style="list-style-type: none"><li>• Trade</li><li>• Job Prospects</li><li>• Safety precautions</li><li>• First Aid</li></ul>
2.	Familiarization & handling of tools.  Safety Precautions while handling the tools.	Basic Industrial Terminology Trade related Tools, their importance, usage and safety <ul style="list-style-type: none"><li>• Measuring Tools</li><li>• Drafting Tools</li><li>• Marking Tools</li><li>• Cutting Tools</li><li>• Sewing Tools</li><li>• Finishing Tools</li></ul>

3.	<ul style="list-style-type: none"> <li>• Identification of fabrics and texture</li> <li>• Handling of Fabrics</li> <li>• Making weave samples</li> </ul>	<p>Fabric Fundamentals</p> <ul style="list-style-type: none"> <li>• Brief idea about fibers</li> <li>• Types of Fabrics</li> <li>• Selection of Needle and thread according to fabric types</li> <li>• Needle Break Policy Fabric Preparation for cutting</li> <li>• Fabric Grain</li> <li>• Selvedge</li> <li>• Shrinkage</li> <li>• Straightening the fabric Grains Measurements</li> <li>• Units</li> <li>• Measuring Techniques</li> </ul>
4.	<p>Practice on Industrial Single needle lock stitch Sewing Machine</p> <ul style="list-style-type: none"> <li>• Sitting posture – Eye, Hand &amp; Foot</li> </ul>	<p>Basic Sewing Machine</p> <ul style="list-style-type: none"> <li>• Parts and functions</li> <li>• Machine needle</li> </ul>

	co- ordination <ul style="list-style-type: none"> <li>• Speed Control</li> <li>• Practice on paper</li> <li>• Threading of machine</li> <li>• Bobbin winding &amp; loading</li> <li>• Practice on fabric</li> </ul>	<ul style="list-style-type: none"> <li>• Stitch formation</li> <li>• Sewing machine practice</li> <li>• Care and maintenance</li> <li>• Trouble Shooting</li> <li>• Types of Industrial Sewing Machine</li> </ul>
5.	Running on <ul style="list-style-type: none"> <li>• Straight lines</li> <li>• Square</li> <li>• Zig zag lines</li> <li>• Circle</li> <li>• Semi circle</li> <li>• Spiral</li> </ul> Practice on Over lock machine <ul style="list-style-type: none"> <li>• Threading</li> <li>• Running</li> <li>• Minor adjustments</li> </ul>	Over lock machine <ul style="list-style-type: none"> <li>• Parts and functions</li> <li>• Machine practice</li> <li>• Care and maintenance</li> <li>• Trouble Shooting Basic GarmentAnalysis</li> </ul>
6.	Practice of making Seams <ul style="list-style-type: none"> <li>• Plain Seam (Straight &amp; Curved) with seam finishes</li> <li>• Self Enclosed seams</li> <li>• Top stitched seams</li> <li>• Corded Seam</li> <li>• Decorative seams</li> </ul> Practicing with Sewing Aids	Seams <ul style="list-style-type: none"> <li>• Classification</li> <li>• Uses</li> <li>• Properties of Seams</li> <li>• Seam finishes Sewing Aids</li> <li>• Presser foots</li> <li>• Folders</li> <li>• Guides</li> </ul>

### INTERNAL ASSESSMENT (FORMATIVE ASSESSMENT)

Comp. No.	ASSESSABLE OUTCOME	INTERNAL ASSESSMENT Marks
GENERIC		
	Recognize & comply safe working practices, environment regulation and housekeeping.	
	Work in a team, understand and practice soft skills, technical English to communicate with required clarity.	
	Understand and explain the concepts of quality tools, and labour welfare legislation and apply such in day to day work to improve productivity & quality.	
	Explain energy conservation, global warming, and pollution and contribute in the day to day work by optimally using available resources.	
	Explain entrepreneurship, and manage/organize related task in the day to day work for personal & societal growth.	
	Understand and apply basic computer working, basic operating system, simulate part program using simulation software and uses internet services to get accustomed & take benefit of IT developments in the industry.	
SPECIFIC		

## Semester I

- ☐ Make hand stitches in the given fabric
- ☐ Stitch the following using the given fabric
  - Seams with seam finishes
  - Darts
  - Pleats
  - Tucks
  - Gathers & Shirrs
  - Frill
  - Hem
  - Casing
  - Edge Finishing
  - Neck lines
  - Placket
  - Pocket
  - Collar
  - Sleeves
  - Cuff
- ☐ Fix the fasteners on the given fabric
- ☐ Mend the given fabric
- ☐ Draft a pattern for Ladies' Suit
- ☐ Sew a Ladies' Suit with the help of the given pattern

	<b>Sub-Total of Internal assessment for Semester- I</b>	<b>20</b>
	<p>SEMESTER – II</p> <ul style="list-style-type: none"> <li>• Sketch the following manually by applying suitable fabric designs <ul style="list-style-type: none"> <li>○ Indian Dresses</li> <li>○ Western Dresses</li> </ul> </li> <li>• Design the following with suitable fabric design using Coral draw software <ul style="list-style-type: none"> <li>○ Indian Dresses</li> <li>○ Western Dresses</li> </ul> </li> <li>• Make the following Block Pattern set using different sizes taken from a size chart <ul style="list-style-type: none"> <li>○ Children’s Block</li> <li>○ Block for Teenager</li> <li>○ Ladies Block</li> <li>○ Gents Block</li> </ul> </li> <li>• Make the Patterns for the following using Draping Techniques <ul style="list-style-type: none"> <li>○ Basic Bodice with Darts</li> <li>○ Basic Bodice with Princess line</li> <li>○ Basic Straight Skirt</li> <li>○ Basic Circular Skirt</li> </ul> </li> <li>• Construct the following garments with fitting and quality according the sketched designs and blocks using adaptation/draping and manipulation techniques. <ul style="list-style-type: none"> <li>○ Dress for Children (Yoke Frock), Dress for Teenager,Ladies Dress, Ladies Suit, Ladies Night wear, Ladies Blouse,Gents Shirt, gents trouser</li> </ul> </li> <li>• Make patterns of the following by Pattern Grading techniques to their next higher or lower sizes using the size charts</li> <li>• Make markers on different width, texture &amp; designs of the following <ul style="list-style-type: none"> <li>○ Frocks</li> <li>○ Blouses</li> <li>○ Shirts</li> <li>○ Trousers</li> </ul> </li> </ul>	
	<b>Sub-Total of Internal assessment for Semester- II</b>	<b>20</b>
	<b>Total of Internal Assessment</b>	<b>40</b>

Note: The generic outcome to be assessed along with the specific outcome.

### 11.3 FINAL ASSESSMENT- All India Trade TEST (SUMMATIVE ASSESSMENT)

- There shall be a single objective type Examination paper for the subjects Engineering Drawing and Workshop Calculation & Science.
- There shall be a single objective type Examination paper for the subjects Trade Theory and Employability Skills.
- The two objective type Examination papers as mentioned above shall be conducted by National Council for Vocational Training (NCVT), whereas examination for the subject Trade Practical shall be conducted by the State Governments. NCVT shall supply the Question Paper for the subject Trade Practical.

<b>MARKING PATTERN</b>		
<b>Sl. No.</b>	<b>Subject for the trade test</b>	<b>Maximum marks for the each subject</b>
	Practical	100
	Trade Theory	80 Objective type Written Test of 80 marks (Trade Theory 30 Marks & Employability Skills 50 marks)
	Employability Skills	
	Engineering Drawing	
	Internal assessment	20
<b>TOTAL:</b>		<b>200</b>





# Diploma Course in Fitness Management



## Hub Institution:

Govt. College for Women Nawakadal, Srinagar, J&K India – 190002

Website: [www.gcwnk.ac.in](http://www.gcwnk.ac.in)

Email: [principal@gcwnk.ac.in](mailto:principal@gcwnk.ac.in)

From Session 2020 - 21

## Mentor Institutions:

1. Govt. College of Physical Education Gadura, Ganderbal.
2. J&K Sports Council Srinagar.
3. JK Weight Lifting Association
4. Directorate of Physical Education & Sports, University of Kashmir.

Nodal Officer: Dr. Nadeem Bashir (Contact No. 9419524512)

Course Coordinator: Ms. Sakeena Bashir (To know about the course contact 9906481177)

## **INTRODUCTION:**

Fitness management is an interdisciplinary field that blends scientific knowledge of exercise physiology and fitness studies with practical business skills. Nowadays, people are living longer than ever before and are increasingly concerned about maintaining their health and physical fitness. This course is especially developed to provide the individual a blend knowledge of fitness education and business principles in order to effectively serve, motivate, and counsel diverse clients.

Altogether the present course consists of Five Papers, each having five chapters. The content of the course is again divided into Three Theory papers and two practical papers systematically covering various areas of fitness management like Concept of Fitness and Wellness and their significance in Modern times, Holistic approach to management of health and fitness including diet and exercise (Aerobic and anaerobic); Scope of Fitness Trainer And Health and Fitness Component, Alternative Systems for Health and Fitness; Effect of anaerobic exercise on musculoskeletal system, Endurance, Strength/Power, Speed, Coordination, Agility and Balance. Physical Screening and General Principles of Training; Health Screening-Health Conditions that affect by the Physical Activity and Medication, Training consideration while selecting nature of exercise and Understanding suitability and forms of exercise for fitness, Client Preferences, Expectations and Life Style information and Code of Ethics; Professional Responsibilities of a fitness trainer towards clients. Introduction of Cardio-respiratory System and Assessment of Cardio-respiratory fitness using Maximum aerobic capacity (VO<sub>2</sub> max), Types of exercise: Calisthenics, Aerobics and Dance, Weight Training, and Other forms of Exercise; Lastly, the chapter six will be highlighted with the topics which is mainly focus on establishment and management of fitness center, legal issues and partnership consisting of the following lectures Procurement of Equipment's and their maintenance in Personal Management and Legal Responsibilities, Facilities, Equipment's, Supervision, Instruction and Safety Guidelines.

Therefore, for the fitness professionals as well as for the person who wants to work for a fitness or recreation facility or start business in the field of fitness management, a thorough knowledge and skill to change and inspire the lives of others through a strong understanding of physical exercise techniques, proper nutrition etc. is required.

## **IMPORTANCE:**

To put it simply, physical activity and exercise is important for everyone. Children, adolescents, and adults of all ages need regular physical activity. Physical activity promotes good health, and you should stay active throughout all stages of your life regardless of your body type or BMI. Understanding the benefits of physical fitness and knowing how active you should be can help you to maintain good health and improve your overall quality of life. Few benefits of regular physical activity that demonstrate the importance of physical fitness are:

### **Increase your life expectancy:**

Numerous studies have shown that regular physical activity increases life expectancy and reduces the risk of premature mortality. There's not a magic formula that translates hours of physical activity into hours of life gained, but research suggests that people who are more active tend to be healthier and tend to live longer.

### **Reduce your risk of injury:**

Regular exercise and physical activity increase muscle strength, bone density, flexibility, and stability. Physical fitness can reduce your risk for and resilience to accidental injuries, especially as you get older. For example, stronger muscles and better balance mean that you're less likely to slip and fall, and stronger bones mean that you're less likely to suffer bone injuries should you take a tumble.

### **Improve your quality of life:**

A sedentary lifestyle and a lack of physical activity can take a toll on a person's body. Physical inactivity is associated with an increased risk for certain types of cancer, numerous chronic diseases, and mental health issues. Exercise, however, has been shown to improve mood and mental health, and provides numerous health benefits. Ofcourse physical fitness also allows you to do things that you may not otherwise be able to do.

### **Stay active:**

Staying active and healthy allows you to do activities that require a certain level of physical fitness. For example, hiking to the top of a mountain is a rewarding experience that instills a sense of accomplishment and provides spectacular scenery, but there are people who cannot experience this due to fitness limitations. But even walking around the zoo with your family or playing on the playground with your children can be challenging for those who neglect physical activity for extended periods of time. Being active means that it's easier to stay active as you get older.

**Improve your health:**

There are numerous health advantages to physical fitness. Regular exercise and physical activity promotes strong muscles and bones. It improves respiratory, cardiovascular health, and overall health. Staying active can also help you maintain a healthy weight, reduce your risk for type 2 diabetes, heart disease, and reduce your risk for some cancers. In other words, staying active is a crucial part of maintaining good health and wellness.

Keeping in view the advantages of being physically active, it is important to encourage your family to be more active, and challenge yourself to meet daily or weekly physical activity goals. Play outdoor sports with the whole family, schedule time each day to go to the gym, or pick up healthy, active hobbies like hiking or cycling. National Physical Fitness and Sports Month is a great time to get more active, but don't stop at the end of the month. Make exercise and physical activity a permanent part of your daily routine!

**OBJECTIVES OF THE COURSE:**

1. To train young girls to be effective fitness trainers.
2. To provide opportunity to the young girls to supplement household income and enter the workforce.
3. To provide judicious mix of skills relating to a profession and appropriate content of general education.
4. To ensure that the students have adequate knowledge and skills, so that they are work ready at each exit point of the programme.
5. To provide flexibility to students by means of pre-defined entry and multiple exit points.
6. To integrate NSQF within the undergraduate level of higher education in order to enhance employability of the graduates and meet industry requirements. Such graduates apart from meeting the needs of local and national industry are also expected to be equipped to become part of the global workforce.
7. To provide vertical mobility to students coming out of a) 10+2 with vocational subjects; b) Community Colleges.

8. To provide quality fitness trainers from the basic level.

**Further, objectives of the Certificate course will be to provide advance knowledge base on all the above and also develop enhanced skills as a professional in personal grooming and delivery of services in more challenging situations.**

**SKILL GAPS IDENTIFIED:**

The Certificate Course in Fitness Management has enormous potential and can generate enough employment opportunities that can absorb major junk of work force available. The Professional Fitness Training/ Management business is booming in India and also in J&K and can absorb major junk of trained human resource. However, the training in terms of handling Equipment, Conducting Tests etc. is required. The persons trained in Fitness training and management can better setup his own business The broad category of fields within this particular industry includes sports tourism, sports journalism, fitness training, gym instructor, health and wellness and such other employment opportunity within the Fitness management industry. Today, fitness management service industry is a major source of income for many countries, and brings impact on the economy of both the source and host countries, in some cases being of vital importance. The Certificate course in Fitness management is a specialized programme which prepares the Student to acquire such skills so that they become trained skilled manpower in the Fitness Management and Wellness Industry.

Skill Gaps Identified: Sports Tourism, Sports Journalism, Fitness Training, Gym Instructor, Health and Wellness Trainer.

**DETAILS OF THE PROPOSED PROGRAMME/ NUMBER OF CREDITS AS PER NORMS LAID DOWN IN NSQF GUIDELINES**

S.No	Name of the Course	NSQF Level	Total Credits for Award	Skill Component Credits	General Education Credits	Normal Duration	No. of seats
1.	Diploma Course in Fitness Management	5	60	36	24	Two Sem.	30

## **COURSE ASSESSMENT:**

### **➤ End Semester examination**

No candidate will be admitted to any Semester examination unless the Designated Authority i.e. the Head of the Department or Principal of the College certifies that:

1. The candidate attended the course of study to the satisfaction of the designated authority.
2. The candidate maintained a good conduct and character during the studies.
3. The candidate maintained minimum 75% attendance in each semester

### **➤ Evaluation**

1. Appropriate mechanism for assessment of the learners' progress towards acquisition of knowledge and skill will be developed by the College.
2. Practical or hands on skills will be given comparatively more weightage in the overall assessment plan.
3. Written examination and Viva-Voce will be conducted towards end of each semester.
4. Continuous and consistent performance through skills like demonstration etc.

### **➤ Rules for grading**

1. To pass a subject in any Semester a candidate must obtain a minimum of 40% of marks in each paper.
2. The performance of each candidate in all the subjects will be evaluated on 7- point scale in term of grades as follow:

<b>Letter Grade</b>	<b>Grade Point</b>
O (Outstanding)	10
A+ (Excellent)	9
A (Very Good)	8
B+ (Good)	7
B (Above Average)	6
C (Average)	5
P (Pass)	4
F(Fail)	0
Ab (Absent)	0

**EXISTING EXPERTISE / CORE COMPETENCE OF THE COLLEGE IN THE PROPOSED TRADE(S):**

	<b>Specialization</b>	<b>Existing expertise</b> (Which can be leveraged by the institution)
1.	<b>Trained Dedicated Staff</b>	The institution has trained dedicated staff and also has industry experience in the said field. The staff has excellence in research work. Whereas to fulfill the requirements of the course module subject expertise of the available staff will be used. However, in the areas where the staff or the skill is unavailable, experts from sports industry will be engaged and expertise of key institutions working in the line will also be roped in.
2.	<b>ICT Equipment</b>	The institution has dedicated computer labs with more than 100 System installed in each lab. Also, the classroom activities have been modernized by using smart class room-based system which is available with the different departments of the institution.

3.	<b>Internet Connectivity</b>	The institution has dedicated internet connectivity through JIO based Broadband & BSNL Based Broad Band Services. Also, the connectivity can be improved if required by purchasing more bandwidth from ISP's to strengthen the internet backbone in the institution.
4.	<b>Available Sports Infrastructure</b>	The college has a well-developed indoor badminton hall and gymnasium. In addition the college has well developed basketball court, volleyball court and cricket practice pitch. Since the college is affiliated to University of Kashmir, which has well developed sports infrastructure, the college is utilizing their services as routine practice.
5.	<b>Library</b>	The institution has modern library available with over 50000 books on different subject taught. The library also has book, journals, reports available on business management, financial Management and also on other professional areas. Also the library can be enriched by purchasing more books relevant to the subject / skill proposed.

**Course Structure**  
**SEMESTER-I**

Certificate Course in Fitness Management (NSQF LEVEL-4)

Paper	Subject	Credit	Hours	Total Mark
GC - 1	Scientific Foundation of fitness and wellness	4	60	100
GC-2	Anatomy and Physiology	4	60	100
GC-3	Fitness Equipment Management.	4	60	100
	<b>TOTAL</b>	<b>12</b>	<b>180</b>	<b>200</b>



### FIRST SEMESTER - SKILL COMPONENT PAPERS

Paper	Subject	Credit	Hours	Total
SC-1: Fitness Assessment	Cardiovascular assessment	9	135	200
	Muscular Endurance			
	Muscular Strength			
	Flexibility			
	Body Composition			
	Agility/Balance			
	Coordination/reaction time			
	Power/speed			
SC – 2: Improvement	Cardiovascular fitness	9	135	200
	Muscular Endurance			
	Muscular Strength			
	Flexibility			
	Body composition			
	Agility/Balance			
	Coordination/reaction time			
	Power/speed			
	Total	18	270	400

**PAPER I**  
**SCIENTIFIC FOUNDATIONS OF FITNESS AND WELLNESS**

**UNIT I**

Fitness – Definition – Health Related Physical fitness: Cardio respiratory Endurance – Muscle Endurance – Muscle Strength – Flexibility – Body Composition – Skill Related Physical Fitness: Agility – Speed – Balance – Co-ordination – Reaction Time – Power. Benefits of Physical Fitness.

**UNIT II**

Warm up - Types of Warm up: General and Specific Warm up – Benefits of warm up – Cool down –Benefits of Cool down. Flexibility – Types of Flexibility: Static Flexibility – Dynamic Flexibility –Types of Stretching: Active Stretch – Passive Stretch – Static Stretch.

**UNIT III**

Obesity- Types, symptoms, prevention. Exercise prescription for obesity. Hypertension- Types, symptoms, prevention. Exercise prescription for hypertension.

**UNIT IV**

Diabetes Mellitus – types, signs and symptoms, prevention. Exercise prescription for DM. Coronary Heart Disease (CHD) types, signs and symptoms, prevention. Exercise prescription for CHD

**UNIT-V**

First aid- principles of first aid- first aid kit- basic life support: air way, breathing, circulation- first Aid for emergency situations in a fitness center- Ethics of fitness trainer-qualities and qualifications of a gym instructor.

**References:**

1. Werner W.K. Hoeger and Sharon A. Hoeger (1990) Fitness and wellness, Morton Publishing Company, Canada.
2. Allsenm, P.E. J.M. Harrison and B. Vance. Fitness for life: An Individualized Approach. Dubuque, IA:Wm.C.Brown, 1989.
3. Hawley. E.T. and Franks B.D. (1977) Health Fitness Instructors handbook. Third Edition. Human Kinetics, Champaign Illinois.

## **PAPER II**

### **ANATOMY & PHYSIOLOGY**

#### **Unit I:**

Musculo-skeletal system: Bone – Types of Bone – Functions. Joints – Types of joints – Functions .Muscle – Types of Muscle – Functions – Fatigue – Muscles of Upper Limb – Muscles of Lower limb– Muscles of trunk.

#### **Unit II:**

Cardiovascular System – Structure and Functions of heart – Types of Circulation – Cardiac cycle –cardiac output – Blood pressure – pulse. Exercise and cardiovascular system- changes in heart rate- stroke volume- cardiac output- changes in blood

#### **Unit III:**

Respiratory System – Respiration – Structure and function of lung – mechanism of breathing – Lung volumes and capacities. Exercise and respiratory system- changes in inspiration and expiration- lung volume and capacities. Changes in ventilation.

#### **Unit IV:**

Women and exercise, exercise and menstruation, changes in body composition, exercise during pregnancy, Effect of weight training and osteoporosis.

#### **Unit V**

Posture – Components of good posture – Poor posture – Types of posture – Posture correction.  
Kyphosis, Lordosis, Scoliosis,

#### **Reference:**

1. Anthony & Kothoff: Text Book of anatomy and Psychology C.V.Mosby & Co.,
2. Astran Pond K. Rodahl.1986. "Text book of work physiology "New York: Mc.Graw– hill.
3. Evelyn C. Pearce (1986) Anatomy to Physiology for Nurses. Sixteenth edition Oxford University Press Calcutta.
4. Edward L. Fox, Donald K. Mathews (1981) the Physiology Basis of physical Education and Athletics. CBS College publishing. Third Edition.
5. W.C.Brown Devries , (1986) Physiology of exercise for physical education and athletics , Dubuque, iowa
6. Rasch P. (1989) Kinesiology and applied anatomy. Philadelphia , Lea & Febiger.

**PAPER III**  
**FITNESS EQUIPMENT MANAGEMENT**

**UNIT I**

Fitness Centre, size, measurement and other facilities, exercise equipment's – usefulness passive exercise machines – vibrating belts, vibrating pads, rollers, electrical stimulators, sauna suits and steam bath.

**UNIT II**

Weight training equipment's: weight plates- barbells-dumbbells-exercise bikes, rowing machines. Skipping ropes, elastic strap. Advantages of free weights - advantages of machine weights- Weight lifting barbells and weights, Power lifting barbells and, abdominal board. Push-up plus- steppers, wall pulley, floor mats, weighted belts.

**UNIT-III**

Multigym: weight machines, bench press, shoulder press, seated bench press. Leg press, leg extension, heel raise, low pulley-peck deck, lateral raise, leg extension, leg curl, hip abductor, roman bench, preacher curl, half squat-smith machine-wrist curl, abdominal conditioner specification and purpose of each machine.

**UNIT-IV**

Treadmill-steppers-stair climbers-wave rowers. Bike: magnetic recumbent, upright and spin elliptical cross trainer- Exercise Cycle.

**UNIT-V**

Criteria of selecting gym equipment's- facts about quacks- facts about passive exercise and passive devices-weight belts- body wrapping- elastic tights-vibrating tables and pillows.

**REFERNCES:**

1. Hawley ET and Franks BD (1977) Health Fitness Instructor's handbook Third Edition, Human Kinetics, Champaign Illinois.
2. Lindale J (1995) Aquatic Fitness Professional Manual, Aquatic Exercise Association, Florida.
3. Pyke FS (1991) Better Coaching – Advanced Coach's Manual, Australian Coaching Council.

## **PRACTICAL - I**

### **UNIT-I**

Cardio vascular endurance assessment- sites of measuring resting heart rate and method of measuring resting heart rate, exercise heart rate and recovery heart rate.

### **UNIT-II**

Muscular strength assessment.

### **UNIT-III**

Muscular endurance assessment.

### **UNIT-IV**

Flexibility assessment.

### **UNIT-V**

Measurement of blood pressure, temperature, respiratory rate.

## **PRACTICAL - II**

### **UNIT-I**

Exercise to improve Cardio vascular Endurance

### **UNIT-II**

Exercise to improve muscular strength.

### **UNIT-III**

Exercise to improve muscular endurance.

### **UNIT-IV**

Exercise to improve flexibility

### **UNIT-V**

Basic first aid procedures.



# Certificate Course in Hospitality and Catering



## Hub Institution:

Government College for Women Nawakadal, Srinagar, J&K India – 190002,

Website: [www.gcwnk.ac.in](http://www.gcwnk.ac.in)

Email: [principal@gcwnk.ac.in](mailto:principal@gcwnk.ac.in)

From Session 2020 - 21

## **Mentor Institution:**

Indian Institute of Hotel Management Rajbagh, Srinagar J&K

Nodal Officer: Dr. Nadeem Bashir (*Contact No. 9419524512*)

Course Coordinator: Dr. Yasmeen Majid (*To know about course contact 9419446749*)

### **Introduction:**

Skills and knowledge are the driving forces of economic growth and social development for any country. Presently, the country faces a demand – supply mismatch, as the economy needs more ‘skilled’ workforce than that is available. In the higher education sphere, knowledge and skills are required for diverse forms of employment in the sector of education, health care manufacturing and other services. Potentially, the target group for skill development comprises all those in the labour force, including those entering the labour market for the first time, those employed in the organized sector and also those working in the unorganized sector. The University Grants Commission (UGC) has launched a scheme on skills development based higher education as part of college/university education, leading to Bachelor of Vocation (B.Voc.) Degree with multiple exits such as Certificate/Diploma/Advanced Diploma under the NSQF (National skill Qualifications framework). The skill programme is focused on universities and colleges providing undergraduate studies which would also incorporate specific job roles along with broad based general education. This would enable the graduates completing skill programme to make a meaningful participation in accelerating India’s economy by gaining appropriate employment, becoming entrepreneurs and creating appropriate knowledge. The **“Certificate Course in Hospitality & Catering”** will be a judicious mix of skills, professional education related to Software Development Business and also appropriate content of general education. It is designed with the objective of equipping the students to cope with the emerging trends and challenges in the Software Development business environment.

### **Governance and Coordination**

An Advisory Committee will be set-up for effective governance and coordination of the courses under the scheme. The Advisory Committee will include the representative(s) of the affiliating university, relevant industries, relevant Sector Skills Council(s), and Nodal Officer of Skill Scheme. The Vice Chancellor of the university or his Nominee or Principal of the college, as the case may be, will be the Chairman of the Advisory Committee and the Nodal Officer will be the Member-Secretary. The Committee will meet periodically to review the functioning of the courses, as and when required, but at least once in six months.

### **Type of Courses and Awards:**

There will be full time credit-based modular programmes, wherein banking of credits for skill and general education components shall be permitted so as to enable multiple exit and entry.

## **Assessment**

- a. The Skill component of the course will be assessed and certified by the respective Sector Skill Councils. In case, there is no Sector Skill Council for a specific trade, the assessment may be done by an allied Sector Council or the Industry partner. The certifying bodies may comply with and obtain accreditation from the National Accreditation Board for Certification Bodies (NABCB) set up under Quality Council of India (QCI). Wherever the university/college may deem fit, it may issue a joint certificate for the course(s) with the respective Sector Skill Council(s).
- b. The credits for the skill component will be awarded in terms of NSQF level certification which will have 60% weightage of total credits of the course in following manner.

<b>Name of the Course</b>	<b>NSQF Level Certificate</b>	<b>Cumulative Credits</b>
Certificate	Level – 4	18 credits
Diploma	Level – 5	36 credits
Advanced Diploma	Level – 6	72 credits
B.Voc Degree	Level – 7	108 credits

- c. The general education component will be assessed by the concerned university as per the prevailing standards and procedures. The following formula may be used for the credit calculation in general education component of the courses:
  - i. General Education credit refers to a unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week. Accordingly, one Credit would mean equivalent of 14-15 periods of 60 minutes each or 28 – 30 hrs of workshops / labs.
  - ii. For internship / field work, the credit weightage for equivalent hours shall be 50% of that for lectures / tutorials.
  - iii. For self-learning, based on e-content or otherwise, the credit weightage for equivalent hours of study shall be 50% of that for lectures / tutorials.



- d. Letter Grades and Grade Points: The UGC recommends a 10-point grading system with the following Letter grades as given below:

Letter Grade	Grade Point
O (Outstanding)	10
A+ (Excellent)	9
A (Very Good)	8
B+ (Good)	7
B (Above Average)	6
C (Average)	5
P (Pass)	4
F(Fail)	0
Ab (Absent)	0

**Skill Gaps Identified:**

	Trade(s)	Skill Gaps Identified (Quantitative, Qualitative, Source)
--	----------	---

1.	<b>Certificate Course in Hospitality &amp; Catering</b>	<p>The Certificate Course in Hospitality &amp; Catering has enormous potential and can generate enough employment opportunities that can absorb major junk of work force available. The Professional Hospitality &amp; Catering business is booming in India and also in J&amp;K and can absorb major junk of trained human resource. However, the training in terms of handling Equipment, Conducting Tests etc. is required. The persons trained in Hospitality &amp; Catering can better setup his own business The broad category of fields within service industry includes lodging, event planning, theme parks, transportation, cruise line, and such other employment opportunity within the hospitality &amp; tourism industry. Today, service industry is a major source of income for many countries, and brings impact on the economy of both the source and host countries, in some cases being of vital importance. The Certificate course. In Tourism &amp; Hospitality is a specialised programme which prepares the Student to acquire such skills so that they become trained skilled manpower in the Tourism &amp; Hospitality Industry.</p> <p>Skill Gaps Identified: Hospitality &amp; Catering, Aviation Services, Hotel Industry Services..</p>
----	---	--

**Existing expertise / core competence of the College in the proposed trade(s):**

	<b>Specialization</b>	<b>Existing expertise</b> (Which can be leveraged by the institution)
1.	<b>Trained Dedicated Staff</b>	The institution has trained dedicated staff and also has industry experience in the said field. The staff has excellence in research work. Whereas to fulfill the requirements of the course module subject expertise of the available staff will be used. However, in the areas where the staff or the skill is unavailable, experts from industry will be engaged and expertise of key institutions working in the line will also be roped in.

2.	<b>ICT Equipment</b>	The institution has dedicated computer labs with more than 100 System installed in each lab. Also, the classroom activities have been modernized by using smart class room-based system which is available with the different departments of the institution.
3.	<b>Internet Connectivity</b>	The institution has dedicated internet connectivity through JIO based Broadband & BSNL Based Broad Band Services. Also, the connectivity can be improved if required by purchasing more bandwidth from ISP's to strengthen the internet backbone in the institution.
4.	<b>Library</b>	The institution has modern library available with over 30000 books on different subject taught. The library also has book, journals, reports available on business management, financial management and also on other professional areas.

### **Proposed Curriculum**

The curriculum in each of the years of the programme would be a suitable mix of general education and skill development components.

### **Proposed Duration**

The duration of the Certificate Course in Hospitality & Catering shall be of one semester. The duration of each semester shall be five months inclusive of the days of examinations. There shall be at least 90 working days in a semester.

### **Eligibility for Higher Studies**

Those who pass Certificate Course in Hospitality & Catering are eligible for admission to higher studies. While applying for higher studies, Certificate Course in Hospitality & Catering is considered equivalent to other certificate courses of University of Kashmir.

## **Programme Structure**

The Certificate Course in Hospitality & Catering shall include:

- General Education Components
- Skill Components
- Project
- Internship
- Industrial Training
- Familiarisation Trips
- Soft Skills and Personality Development Programmes

## **Credit Calculation**

The following formula is used for conversion of time into credit hours.

- ▮ One Credit would mean equivalent of 15 periods of 60 minutes each, for theory, workshops/labs and tutorials;
- ▮ For internship/field work, the credit weightage for equivalent hours shall be 50% of that for lectures/workshops;

## **Certificate Course Structure**

### **SEMESTER-I**

#### **Q.P. - FRONT OFFICE ASSOCIATE (NSQF LEVEL-4)**

<b>Paper</b>	<b>Subject</b>	<b>Credit</b>	<b>Hours</b>	<b>Total Mark</b>
GC - 101	Accommodation Management	4	60	100
GC-102	Fundamentals of Business Communication	4	60	100
GC-103	Advertising & Personal Selling	4	60	100
	<b>TOTAL</b>	<b>12</b>	<b>180</b>	<b>200</b>

### FIRST SEMESTER - SKILL COMPONENT PAPERS

Paper	Module No.	Subject	Credit	Hours	Total
SC – 101: Front Desk Operat ion	THC/N0108	Record guest details for registration	5	75	100
	THC/N0109	Follow check-in procedure and allot room			
	THC/N9902	Maintain customer-centric service orientation			
SC – 102: Basics of Hospit ality Servic e	THC/ N9901	Communicate with customer and colleagues	5	75	100
	THC/N9903	Maintain standard of etiquette and hospitable conduct			
	THC/N9904	Follow gender and age sensitive service practices			
	THC/N9905	Maintain IPR of organization and customer			
SC – 103: Customer Query and Complaint Manage ment	THC/N0107	Attend to guest queries	4	60	100
	THC/N0110	Perform cashiering activities			
	THC/N9906	Maintain health and hygiene			
	THC/N9907	Maintain safety at workplace			
Skill Paper-4 SC - 104	On Job Training	On Job Practical Training and Report	4	60	100
<b>TOTAL</b>			<b>18</b>	<b>270</b>	<b>400</b>

Q.P. - FRONT OFFICE ASSOCIATE (NSQF LEVEL-4)

GENERAL EDUCATION PAPERS

**GC- 101: Accommodation Management**

*Max. Marks: 100*

*Total Credits: 4*

*Min Marks: 40*

*Total Lectures: 60*

Unit – I Accommodation Sector: - Introduction, Concept, and its importance; Types & Classification of Hotels and Guest Houses on different basis ; Star Categorization, Heritage Hotels and others in India, Organization Structure of Hotels; Origin, growth and development of Hotel Sector in India. Foreign Hotel Chains in India

Unit – II The Guest Accommodation: Guest Rooms, Types, Layouts, Salient Features, Description, Guest Room amenities, supplies and services, Floors, Room Name List Patterns, Key cards, Guest Elevators, Floor Pantries, Guest Safety on Floors, Guest Safety Procedures during Fire and emergencies

Unit – III Hotel Front Office : Front Office Introduction, Functions and its importance, Different sections of the front office department and their layout and importance – Reservation, Reception, Concierge, Bell desk, Lobby, Telephones, Cashier, Inter and Intra- department coordination. Organisation structure of Front Office, Key Responsibilities, Job Descriptions, Attributes of Front Office Personnel, Guest History.

Unit – IV Hotel Housekeeping: Introduction, Meaning and definition Importance of Housekeeping, Sections of Housekeeping, Responsibilities of the Housekeeping department, a career in the Housekeeping department. Housekeeping Department: Organizational framework of the Department , All hotel categories and Guest Houses Role' of Key Personnel in Housekeeping, Job Description and Job Specification of staff in the department, Attributes and Qualities of the Housekeeping staff – skills of a good Housekeeper, Inter departmental Coordination . Standard operating procedures for sanitation.

Readings: -

- 1) Hotel Hostel and Hospital Housekeeping – Joan C Branson & Margaret Lennox (ELBS).
- 2) Hotel House Keeping – Sudhir Andrews Publisher: Tata Mc Graw Hill. - Hotel Housekeeping
- 3) Operations & Management – Raghubalan, Oxford University Press.
- 4) Housekeeping and Front Office – Jones - Security Operations By Robert Mc Crie, Publishe: Butterworth– Heinemann - The Professional Housekeeper – Tucker Schneider,; Wiley Publications –

## **GC- 102: Fundamentals of Business Communication**

*Max. Marks: 100*

*Total Credits: 4*

*Min Marks: 40*

*Total Lectures: 60*

### **Unit-1 Basic Communication Skills:**

Presentation Skill & Technique, Business etiquette, Corporate, Social & Telephone etiquette. Motivation and Leadership Skill. Stress Management & Time Management. Effective Communication/ Miscommunication.

### **Unit-2 Speaking Skill:**

Debate, Elocution, Conversation, Persuasive Communication, Telephonic Conversation. Welcome Speech & Vote of thanks. Facing an Interview.

### **Unit-3 Writing Skill:**

Dialogue/Monologue, Describing objects, events & process, Designing pamphlets & Brochure, Writing E-mails, SMS, Short-notes.

### **Unit-4 Presentation Skill:**

Oral Narration, Role play, Presentation with PPT and without Audio- visual Aids, Uses of Internet.

### **Suggested Readings:**

Matila Treece: Successful communication: Allyun and Bacon Pubharkat.

Jon Lisa Interatid skills in Tourist Travel Industry Longman Group Ltd.

Robert T. Reilly – Effective communication in tourist travel Industry Dilnas Publication.

Boves. Thill Business Communication Today Mcycans Hills Publication.

Murphy Hidderandt Thomas Effective Business Communication Mc Graw Hill.

L. Garteside (ELBS) Modern Business Letters

## **GC- 103: Advertising & Personal Selling**

*Max. Marks: 100*

*Total Credits: 4*

*Min Marks: 40*

*Total Lectures: 60*

### **Unit- 1 Introduction to Advertising:**

Definition of Advertising, History of Advertising, Roles of Advertising, Function of Advertising, Key players in Advertising, Types of Advertising, Steps in Development of Advertisement.

### **Unit- 2 Advertising Design:**

Appeals, Message strategies & executorial framework; Advertising Design, Advertising theory, structure of Advertisement, message strategies, cognitive strategies, executional strategies; Advertising effectiveness.

### **Unit- 3 Public Relation and Publicity:**

Meaning of public Relation; Difference between public relation and Advertising, Role of public Relations, Process of public relation, Advantages and disadvantages of Public Relation. Publicity- Concept, Advantages and Disadvantages of Publicity.

### **Unit- 4 Sales Promotion:**

Scope and Role of Sales Promotion; Growth of Sales Promotion, Consumer-Oriented Sales Promotion, Techniques of Sales Promotion. Trade oriented Sales Promotion. Personal Selling: Personal Selling; Scope and Significance; Aims and Objectives of Personal Selling, AIDAS Principles, Personal selling Process; Customer Delight.



## ***Q.P. - FRONT OFFICE ASSOCIATE (NSQF LEVEL-4)***

Skill Component Papers (assessment will be done by the THSC)

THC – 0108: FRONT DESK OPERATION

(Full Mark-100, Credit- 5 & No. of Classes-75)

### ***Unit- 1 Front Office Organization & Hierarchy:***

Different sections & layouts of front office and their importance; coordination of FO with other departments; front office organization and hierarchy; duties and responsibilities of principal staff and their job description

– FO Manager- Duty Manager- Lounge Manager- FO Agent- Cashier- Bell Captain- Bell Boy- GRE-Concierge; introduction to Bell Desk Operations. Attributes- qualities- telephone manners- standard phrases required for office staff.

### ***Unit-2. Record Guest Details for Registration: (THC- N0108)***

- Welcome the Guest
- Check for Room Availability and Reservation Status
- Complete Guest Registration
- Follow Standard Registration Guidelines

### ***Unit-3 Follow Check-in Procedure and Allot Room: (THC- N0109)***

- Check for Guest Room Preference and/or Reservation Details
- Allot the Room as per Guest Preference
- Handle Upgrade, Downgrade and Emergency Situations
- Achieve Productivity Standards.

### ***Unit-4. Maintain Customer-Centric Service Orientation: (THC-N9902)***

- Engage with customers to understand their service quality requirements,
- Achieve customer satisfaction
- Fulfill customer requirem

## ***SC –: BASICS OF HOSPITALITY SERVICE***

(Full Mark-100, Credit- 5 & No. of Classes-75)

### ***Unit-1***

#### **Communicate with Customer and Colleagues: (THC-N9901)**

- Interact with Superior
- Communicate with Colleagues
- Communicate Effectively with Customers.

### ***Unit-2***

#### **Maintain Standard of Etiquette and Hospitable Conduct: (THC-N9903)**

- Follow Behavioural, Personal and Telephone Etiquettes
- Treat Customers with High Degree of Respect and Professionalism
- Achieve Customer Satisfaction.

### ***Unit-3***

#### **Follow Gender and Age Sensitive Service Practices: (THC-N9904)**

- Educate customer on specific facilities and services available for different categories of customers
- Provide gender and age specific services as per their unique and collective requirements
- Follow standard etiquette with women at workplace.

### ***Unit-4***

#### **Maintain IPR of Organization and Customer: (THC-N9905)**

- Secure company's IPR
- Respect customer's copyright.
-

# ***SC- 103: CUSTOMER QUERY AND COMPLAINT MANAGEMENT***

(Full Mark-100, Credit- 4 & No. of Classes-60)

## ***Unit- 1***

### **Attend to Guest Queries: (THC-N0107)**

- Assist the guest on any requirement
- Respond to guest queries
- Deliver message and materials to guest
- Achieve guest satisfaction
- 

## ***Unit-2***

### **Perform Cashiering Activities: (THC-N0110)**

- Receive payment method details from guest
- Prepare the invoice
- Receive the payment
- Document and record the details

## ***Unit-3***

### **Maintain Health and Hygiene: (THC-N9906)**

- Ensure cleanliness around workplace in hospitality and tourist areas
- Follow personal hygiene practices
- Take precautionary health measures

## ***Unit-4***

### **Maintain Safety at Workplace: (THC-N9907)**

- Take precautionary measures to avoid work hazards
- Follow standard safety procedure
- Use safety tools or personal protective equipment
- Achieve safety standards



# Certificate Course in Web Designing



## **Hub Institution:**

**Government College for Women Nawakadal, Srinagar, J&K India – 190002**

**Website: [www. gcwnk.ac.in](http://www.gcwnk.ac.in)**

**Email: [principal@gcwnk.ac.in](mailto:principal@gcwnk.ac.in)**

**From Session 2020 - 21**

## **Mentor Institution:**

**LeLafe IT Solutions Pvt. Limited**

**IT Tower One, Electronic Complex, SIDCO, Rangreth - 190007, J&K**

**Nodal Officer: Dr. Nadeem Bashir (Contact No. 9419524512)**

**Course Coordinator: Prof. Mudassir Wani (For information about the course, contact on 9622510781)**

## **INTRODUCTION:**

The most important aspect of computer science is problem solving, an essential skill for life. Students study the design, development and analysis of software and hardware used to solve problems in a variety of business, scientific and social contexts.

- Expertise in computing enables you to solve complex, challenging problems.
- Computing offers many types of lucrative careers.
- Computing jobs are here to stay, regardless of where you are located.
- Expertise in computing helps even if your primary career is something else.
- Computing offers great opportunities for true creativity and innovativeness.
- Computing is an essential part of well-rounded academic preparation.
- Future opportunities in computing are without boundaries.

## **IMPORTANCE:**

Today the world is dominated by the web. Every business is now conducted globally using the web. In this digital world, the online presence on the web is very important for every organization to advertise, promote and sell their products and services to worldwide user. A candidate will be learning about the basic of web designing which include HTML, CSS, Photoshop.

The Certificate Course in Web Designing aims to groom the students to enable them to work on current web technology scenarios as well as prepare them to keep pace with the changing face of technology and the requirements of the growing IT industry.

After the completion of the course, students can work as Web Developer / Web Designer / IT Support staff.

## **OBJECTIVES OF THE COURSE:**

After completion of the course student will be able to do Client-side programming and scripting such as Web Site maintenance, Front end Developer. Further getting exposure he/she may able to do Server-Side Programming also.

Both theory and analytics skills are acquired from this qualification, so that the student may upgrade them by taking further course on advance web designing.

### **CREDITS AS PER NORMS LAID DOWN IN NSQF GUIDELINES**

<b>S.No</b>	<b>Name of the Course</b>	<b>NSQF Level</b>	<b>Total Credits for Award</b>	<b>Skill Component Credits</b>	<b>General Education Credits</b>	<b>Normal Duration</b>	<b>No. of seats</b>
1.	Certificate Course in Web Designing	3	30	18	12	1 Sem. (6 Months)	25

### **ADMISSION AND FEE:**

- The minimum educational qualification for admission under this scheme will be class 12<sup>th</sup> pass or equivalent from any recognized board or university.
- Equal weightage should be given to vocational subjects at +2 level while considering the students for admission into B.Voc courses for recognition of skills credits.
- Reservation to SC, ST, OBC and PWD categories will be available as per the extant National / State policy.
- There shall be no age bar for admission in the skill-based certificate /diploma/ degree programs under NSQF.
- While deciding criteria for admission into any particular trade, the institutions will consider students having background in relevant stream at 10+2 level i.e. Computer Science/IT/Information Practice.
- Student fee should be decided as per the prevalent practice for fee fixation taking into account for the sustainability of the program. Attempt should be made to recover part of the expenditure under the scheme from the student fee.
-

## **COURSE ASSESSMENT:**

### **➤ End Semester examination**

No candidate will be admitted to any Semester examination unless the Designated Authority i.e. the Head of the Department or Principal of the College certifies that:

1. The candidate attended the course of study to the satisfaction of the designated authority.
2. The candidate maintained a good conduct and character during the studies.
3. The candidate maintained minimum 75% attendance in the semester.

### **➤ Evaluation**

1. Appropriate mechanism for assessment of the learners' progress towards acquisition of knowledge and skill will be developed by the College.
2. Practical or hands on skills will be given comparatively more weightage in the overall assessment plan.
3. Written examination and Viva-Voce will be conducted towards end of semester.
4. Continuous and consistent performance through skills like demonstration etc.

### **➤ Rules for grading**

1. To pass a subject in the semester a candidate must obtain a minimum of 40% of marks in the paper.
2. The performance of each candidate in all the subjects will be evaluated on 7- point scale in term of grades.

**EXISTING EXPERTISE / CORE COMPETENCE OF THE COLLEGE IN THE PROPOSED TRADE(S):**

	<b>Specialization</b>	<b>Existing expertise</b> (Which can be leveraged by the institution)
1.	<b>Trained Dedicated Staff</b>	The institution has trained dedicated staff and also has industry experience in the said field. The staff has excellence in research work. Whereas to fulfill the requirements of the course module subject expertise of the available staff will be used. However, in the areas where the staff or the skill is unavailable, experts from IT industry will be engaged and expertise of key institutions working in the line will also be roped in.
2.	<b>ICT Equipment</b>	The institution has dedicated computer labs with around 50 All-in-one systems installed in different labs. Also, the classroom activities have been modernized by using smart classroom-based system which is available with the different departments of the institution.
3.	<b>Internet Connectivity</b>	The institution has a dedicated Internet connectivity through dedicated wireless leased line of BSNL Broad Band Services. Also, the connectivity can be improved if required by purchasing more bandwidth from ISP's to strengthen the internet backbone in the institution.
4.	<b>Available IT Infrastructure</b>	The College has two state-of-the-art computer labs, spanning over an area of 850 sqft (each). The labs are equipped with 52 All-in-one PCs (Asus Core i3, 4GB, 1 TB, Win 10) and overhead projectors (Sony Short-through). Both labs have a 24x7 uninterrupted power supply, with a 6 KVA online UPS support. The labs are connected over wired Ethernet LAN and CISCO switches.



## Course Structure

**6 Months**

Certificate Course in Web Designing (NSQF LEVEL-3)

Performance Criteria (OUTCOME) No.	Contents	Hrs
OUTCOME-1: Student will understand how does web works really, what makes web sites work over internet.	Introduction to Internet to Web Design	04
OUTCOME-2: To create web page using HTML Tags like frames, buttons, banners etc.	HTML	20
OUTCOME-3: Students will know how to create a web dynamically with the help of DHTML and JavaScript, Later a complete UI designs can be able to develop by the students.	DHTML	10
OUTCOME-4: Students will get knowledge on how to validate web pages.	JavaScript	10
OUTCOME-5: Apply design techniques on web pages by using CSS.	Photoshop, CSS	26
OUTCOME-6: Finally Student will able to develop a project on web site and maintain efficiently.	Project on Website Development	10

### FORMAL STRUCTURE OF THE QUALIFICATION

Title of unit or component	Mandatory/ Optional	Estimated size (learning hours)	Level lower than the whole qualification.
Introduction to Internet to Web Design	Mandatory	04	<b>3</b>
HTML	Mandatory	20	
DHTML	Mandatory	15	

JavaScript	Mandatory	15	
Photoshop	Mandatory	10	
CSS	Mandatory	06	
Project on Website Development	Mandatory	10	
Including Theory/ Lecture Hours/ Practical Hours		<b>80</b>	
Total Hours		<b>80</b>	

<b>Title : Web Designing</b>			<b>Level : 3</b>
<b>NSQF Domain</b>	<b>Outcomes of the Qualification/Component</b>	<b>How the job role relates to the NSQF Level Descriptors</b>	<b>NSQF Level</b>
<b>Process required</b>	Candidate can be more familiar on web development application with the help of HTML, DHTML and CSS. The theory and practical knowledge will provide a brief knowledge on Web site creation and maintenance.	Peron may carry out a job which may require limited range of activities routine and predictable.	3

<b>Professional knowledge</b>	After acquiring professional knowledge, The Candidate will have a good understanding of how HTML works and how to create dynamic web page with the help of JavaScript and CSS, by using Flash and Photoshop software, able to do some basic GUI designing and photo editing.	Knowledge of facts, principles, processes and general concepts, in a field of work or study.	5
<b>Professional skill</b>	<ul style="list-style-type: none"> <li>• Decision making, plan and organize it.</li> <li>• Applied Creative thinking on their work-related activities.</li> <li>• Ability to communicate verbally to the team members</li> <li>• Documenting Web Application</li> <li>• Recommending web site improvements.</li> <li>• Updating or changes in web site content.</li> </ul>	Recall and demonstrate practical skill, routine and repetitive in narrow range of application, using appropriate rule and tool, using quality concepts.	4
<b>Core skill</b>	<ul style="list-style-type: none"> <li>• To identify customer requirements and needs.</li> </ul>	Language to Communicate written or oral, with required	4
	<ul style="list-style-type: none"> <li>• Design UI with above requirements.</li> <li>• To refine preliminary design if necessary.</li> </ul>	clarity, skill to basic arithmetic and algebraic principles, basic understanding of social political and natural environment	

<b>Responsibility</b>	They would able to develop a web page on Client side. They may able to validate the code on client side scripting. They can assist in design and development phase of the client side project and also maintain web site on client side when required.	Under close supervision. Some responsibility for own work within defined limit	3
-----------------------	--	---	---

## Syllabus For Certificate Course in Web Designing

Topic	Sub Topics	Total Mark
<b>1.</b> Explain Internet Concept, Basics of Web Site	Learn use of Internet.	10
	Follow the basics of networking.	
	Learn working principle of internet and WWW.	
	Know the work of Internet Service Providers.	
	Recognize various Servers available.	
	Recognize Various Browsers, also how Client (i.e) browser will communicate with server using internet.	
	<b>Total</b>	<b>10</b>
<b>2.</b> Learn to create a web page using HTML	Follow procedure to create a web page using HTML basic Tags	20
	Execute the Procedure of split of web pages using HTML Tags	
	Create Forms in web pages	
	Manage the Procedure to decorate the web pages	
	<b>Total</b>	<b>20</b>
<b>3.</b> Explain how to create web page	Create a web page using DHTML basic Tags	20

dynamically	Learn to create a User Interface Design (UI) using HTML and DHTML	
	<b>Total</b>	<b>20</b>
4. Practice concepts of Validating web Page	Learn of the basics of JavaScript	20
	Implement Java Script on HTML Web Page	
	<b>Total</b>	<b>20</b>
5. Design web page with the help of W3 Standards, also learn to know how to use graphics tools	Apply style on web pages using CSS	20
	Execute the use of some graphics tools like photoshop and flash	
	<b>Total</b>	<b>20</b>
6. Develop simple project	Able to develop a simple project on web site creation using above learning techniques	10
	<b>Total</b>	<b>20</b>
	<b>Grand Total</b>	<b>100</b>



# Certificate Course in Beautician



## Hub Institution:

Govt. College for Women Nawakadal, Srinagar, J&K India – 190002

Website: [www.gcwnk.ac.in](http://www.gcwnk.ac.in)

Email: [principal@gcwnk.ac.in](mailto:principal@gcwnk.ac.in)

From Session 2020 - 21

## **Mentor Institutions:**

1. VLCC Health Care Rajbagh, Srinagar J&K
2. Sandhyas Make Over Raj Bagh Srinagar J&K

Nodal Officer: Dr. Nadeem Bashir (Contact No. 9419524512)

Course Coordinator: Dr. Tabassum Masood (To know about the course, contact on 7006202562)

## Introduction:

The beauty therapy industry helps people look and feel their best. Beauty therapy **courses** can give the training we need. They can prepare us to work in many different areas. And, they can give us the experience and knowledge necessary to build a career in this growing field.

A successful beautician knows that a fulfilling beauty career entails more than doing make-over, performing extensive **skin** treatments and giving stylish haircuts. Being able to make clients feel good about themselves boosts their **self**-confidence and helps build strong relationships with them

Beautician responsibilities include removing hair, recommending skin care therapies, well-versed in beauty treatments, hairstyling, makeup, facials, hair removal, manicures and pedicures and managing client appointments.

At these beauty academies, one can join world-class beautician courses that will give a better chance of success in the massive beauty industry like

Name of the Programme	Type of Programme	Duration
Beauty and Make-up course	Certificate Programme	6 months
Beauty and Wellness Course	Certificate Programme	6 months

1. Be prepared to never stop learning and growing what you know. ...
  2. Trust in what you can do and you will achieve. ...
  3. Never ignore the basic business skills, you need these to succeed! ...
  4. Be prepared to work hard in the beginning. ...
- Try and enjoy the process as much as you can

### Some of the tasks that beauticians perform are as follows

- Facial or body massage and treatments such as spa and aromatherapy.
- Advising/suggesting clients regarding skin and body care.
- Removing facial or body hair through waxing.
- Manicures and pedicures.
- Offering advice on skin care and cosmetic products.
- Making appointments and maintaining client's records.

*To be a successful beautician, there are certain skills that a beautician should have such as being confident when meeting new people, a passion for beauty, artistic ability and a passion for learning new things/trends.*

### Eligibility to become Beautician

One can get trained to become a beautician after class 12th. There are a number of beauty training schools which offer courses and the duration of such courses is 9-24 months. Hair care, nail care and a lot of other things are taught as a part of the course. People can also choose to get trained on the job, some spas and salons offer training to the employees and a lot of people can also continue to work and get more experience while others may start their own business after getting good experience and exposure.

### Types of Job Roles of Beautician

Beauticians can choose to work in the following roles:

**Make-up artist-** Make-up artist is a professional who specializes in just make-up. They work with clients and enhance their physical features for a flawless appearance. A make-up artist can specialize in various techniques such as prosthetics, high fashion, airbrushing, high definition and light blending.

**Hair Stylist-** Hairstylists are involved in a range of services such as hair colouring, cutting, blow drying, styling etc. They also advise clients regarding their haircare needs.



**Cosmetologist-** Cosmetologists are experts in facial treatments and can recommend various treatments for skin issues on the basis of skin type.

**Nail Care Artists-** Nail care artists offer nail services and treatments to clients. This includes manicures and pedicures and also the process of applying artificial nails.

**Manufacturing Sales Representative-** Sales representatives sell manufacturer's products to retail and wholesale consumers.

**Salon sales consultant-** Salon sales consultants are responsible for selling products to consumers in salons. They need to have strong sales skills and an in-depth knowledge of beauty products.

### **Employment Opportunities for Beautician**

Beauticians can choose to work in various settings such as

- Salons
- TV and film industry
- Fitness clinics
- In hotels and health resorts
- Modeling agencies
- Departmental stores
- Self-employment

### **Top Recruiting Companies for Beauticians**

Some of the top beauty salons for beauticians are as follows

- B Blunt
- Geetanjali
- Monsoon
- Javed Habib Hair and Beauty Salon
- Toni and Guy
- Affinity

- Looks
- Lakme
- L'oreal
- Shahnaz Hussain

### **Pros of becoming a Beautician**

- It is a flexible job as not all salons require you to work from 9-5, clients may want appointments over the weekends at times. That way, one can maintain work-life balance.
- You get to meet so many new people from all walks of life. It is a profession that gives you the opportunity to become sociable and strike friendship with people easily. You'll have some clients you'll get to see on a regular basis and you'll be able to form a relationship with them.
- No matter wherever you are in whichever city, your services will always be in demand. It is a buzzing industry and there is a high demand for both the products and the services.
- It is not a monotonous job that way as you'll get to do a lot of different treatments and that depends on your specialization and the client's needs.

### **Books & Study Material to Become Beautician**

Some of the topmost beauty books are as follows

- An Atlas of Natural Beauty by Victoire De Taillac and Ramdane Touhami
- The Makeup of a Confident Woman by Trish McEvoy
- Makeup Manual by Bobbi Brown
- The Feelgood Plan by Dalton Wang and Kate Faithfull-Williams
- Younger Skin Starts in the Gut by Dr. Nigma Talib
- Face Paint by Lisa Eldridge
- The Make-Up Manual by Lisa Potter-Dixon

## CURRICULLUM FOR BEAUTICIAN COURSE:

**30 Credits**

**100 marks**

**Introduction to Communication Skills:** verbal, nonverbal, written, email, talking on phone, barriers to communication and dealing with barriers, body language.

**Listening Skills:** Handling nervousness/ discomfort Attitude, attention & adjustment and active listening skills

**Motivational Training:** Characteristics Essential to Achieving Success. The power of positive attitude, self-awareness , importance of Commitment, Ethics and Values, Ways to Motivate Oneself , personal goal setting and employability planning.

**Facing Interviews:** manners, etiquettes, dress code for an interview, do's & don'ts for an interview.

**Accident & safety:** Basic principles for protective equipment, accident prevention techniques - control of accidents and safety measures.

**First Aid:** Care of injured & sick at the workplaces, First-Aid & transportation of sick person.

### **Basic Provisions:**

1. Practice and understand precautions to be followed while working during the jobs.
2. Explain trade terminology.
3. Develop good appearance and behavior, practice, tasks as per industry standard and express good communication skill.
4. Prepare and maintain work area and maintain health and safety at the work place.
5. Carry out epilation and depilation services.
6. Carry out manicure and pedicure services.
7. Understand cosmetic color theory and apply appropriate cosmetics to enhance a client's appearance.
8. Carryout basic nail art technique.
9. Create basic haircuts using special cutting techniques.
10. Create traditional hair styles using artificial aids
11. Create hair designs using thermal gadgets and wet styling techniques.

12. Demonstrate hair coloring, straightening, rebounding& smoothing. Explain the knowledge of bonds.
13. Demonstrate day, evening, party & bridal makeup and explain effects of light on makeup.
14. Demonstrate basic corrective makeup & explain basic facial shapes.
15. Create bindi, apply henna, design tattoo and drape sarees in different styles.
16. Demonstrate basic yogic exercises for stamina building and correcting body posture.





## GENERAL RULES

### Continuous Assessment

The course is based on Choice Based Credit system as per UGC Guidelines. The 60% skill component (18 credits in each semesters) of the course will be assessed and certified by the respective Sector Skill Councils and 40% general education component will be assessed by the university on choice based credit system (12 credits in each semester). One credit will be awarded in terms of NSQF level certification which will have 60% weightage of total credits in the course in the following manner.

Name of the course	NSQF Level Certificate	Cumulative Credits
Certificate	Level 3 and 4	30 credits
Diploma	Level- 5	60 credits
Advanced Diploma	Level- 6	120 credits
B.Voc. Degree	Level- 7	180 credits

Assessment of each semester will be based on 40% internal and 60% University / SSC Examinations. There will be two tests / assignments / presentation of 20 marks for each paper. Out of those two tests assignment / presentation, the one with best marks will be added in the mid-sem Assessment.

### Assessment marks distribution in percentage

Internal Assessment marks distribution					University / Assessment	
T-1	T-2	Best of T-1&T-2	Mid.Sem	Total	End Sem	Grant Total
20	20	20	20	40	60	100

### Eligibility for admission

- 1- An applicant who has passed in any stream of the intermediate (10+2) or equivalent examination.
- 2- An applicant who has NSQF level 4 Certificate is eligible for level 5.
- 3- No age limit.

### Mode of admission

- Admission will be based on merit.

### Submission of the Form

- 1- Each column of the ~~One~~ Application Form should be filled neatly and correctly.
- 2- The filled Application Form (print copy) along with photocopies of High School & Intermediate marksheets and Certificates be submitted after the selection list is out in the College Office during office hours from 10:00 a.m. to 3:00 p.m. on all working days.
- 3- At the time of submission it is the responsibility of the candidate to take the receipt from the counter duly signed by the office clerk.

### Fee structure

Course Fee	University Examination Fee	SSC Examination Fee	Total Fee
5000/- per semester	405/-per Semester	800/- per Semester	6205/- per Semester
10000/- per year	910/- per year	1600/- per year	12410/- per year

● Fee should be submitted through DD drawn in favor of Principal, Govt. College for Women Nawakadal Srinagar at the time of submission of application form by the selected candidates.

### Scholarships and Fee Reimbursement

All the students will be provided with stipend of Rs. 1000/- per month at the successful completion of the course



**Documents required at the time of Submission of Application form in College.**

- i. The Candidate must bring the **Fee Demand Draft**.
- ii. High School certificate and marksheet in original .
- iii. (10+2) or equivalent examination mark-sheet in original.
- iv. Original Transfer Certificate for regular candidates at the qualifying examination/ Affidavit duly attested by a Notary/ Public Commissioner for private candidates at the qualifying examination.
- v. Character Certificate issued by the institution last attended.
- vi. Must bring four recent coloured photographs (Stamp size) bearing name.

**Facilities Available in the College apart from departmental facilities.**

- i. Library with latest books and Journals for all trades. It is compulsory to get library card from the librarian just after the admission
- ii. Language lab
- iii. Unlimited powersupply
- iv. Purified water and canteen facility
- v. Uninterrupted powersupply
- vi. high speed internet connectivity.

**Essential disciplinary rules of the college**

- 75% attendance is mandatory
- Students must see the notice board every day as important information will be displayed only on notice board. If the students miss the last date, no application will be entertained.

- Students can bring cell phone to the college but it should remain on silent mode. Taking selfies is strictly prohibited in the college campus
- The student should compulsorily bring his/her I-Card to the college every day. In case of loss of I-Card the student should immediately report to the Librarian and obtain a duplicate copy on payment of requisite fee.

#### **Rules for students driving two wheelers**

- Students coming by two-wheelers need to wear helmets compulsorily.
- Student must always carry the original copy of her/his valid driving license.
- Regular checking will be done by the College Authorities

## **ANTI RAGGING INFORMATION**

### **Ragging is strictly prohibited in the campus**

As per University Grants Commission's notification No.F. 1-15-/2009 (ARC)

Dated 29<sup>th</sup> June, 2016, following is brought to notice :

In exercise of powers conferred under clause (g) of sub-section (1) of section 26 of the University Grants Commission Act, 1956 (3 of 1996), the University Grants Commission hereby makes the following regulations namely:-

- 1- These regulations may be called "Curbing the menace of Ragging in Higher Educational Institutions (third amendment), Regulations, 2016"
- 2- They shall come into force on the date of their publications in the official Gazette.
2. In UGC Regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009 (herein-after referred to as the Principal regulations), in Para 3 the following shall be added after 3(i) under heading what constitutes Ragging.-
- 3(j). Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of color, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.



## ACADEMIC CALENDER FOR SKILL PROGRAMMES

Counselling/Admission	December 2020 onwards
Odd Semester starts	January 2021 (Tentatively)
Allotment of Projects and assignment for Odd semesters	February 2021 onwards
1 <sup>st</sup> Internal assessment of Odd Semester	1 <sup>st</sup> – 7 <sup>th</sup> March 2021
2 <sup>nd</sup> Internal assessment of Odd Semester	15 <sup>th</sup> -22 <sup>nd</sup> April 2021
Mid Semester assessment	1 <sup>st</sup> May – 7 <sup>th</sup> May 2021
Final Semester assessment by SSC	1 <sup>st</sup> week of June 2021
Final Semester assessment GE by SSC/University of Kashmir	3 <sup>rd</sup> week of June 2021
<b>Result will be announced as soon as it is declared by SSC's &amp; University of Kashmir.</b>	
Winter Vacation	Not Applicable
Even semester ( for Diploma Courses) and New Batch (for Certificate courses) starts	1 <sup>st</sup> July 2021
Registration of Even semesters students and Fee submission	2 <sup>nd</sup> to 10 <sup>th</sup> July 2021
Classes begin	2 <sup>nd</sup> July 2021
Allotment of Projects and assignment for Even semesters	August 2021
1 <sup>st</sup> Internal assessment of Even Semester	2 <sup>nd</sup> week September 2021
2 <sup>nd</sup> Internal assessment of II Semester	1 <sup>st</sup> week October 2021
2 <sup>nd</sup> Final Semester assessment by SSC	1 <sup>st</sup> week December 2021
Final Semester assessment GE by SSC/University of Kashmir	3 <sup>rd</sup> week December 2021
<b>Result will be announced as soon as it is declared by SSC's &amp; University of Kashmir.</b>	

## Mission of the College

- To develop ethical, reflective and socially responsible individuals.
- To hone the aspirations of women
- Foster a sense of moral up righteousness.
- To revisit cultural values through positive interaction.
- To make endeavours for facilitating means of livelihood to our students through UGC sponsored Job oriented courses.

**Email:**        **[principal@gcwnk.ac.in](mailto:principal@gcwnk.ac.in)**

**Website:**    **[www.gcwnk.ac.in](http://www.gcwnk.ac.in)**

**Phone:**       **0194-2503456, 9419073979**

**Address:**    **Nawakadal, Srinagar 190 002 Jammu and Kashmir India**



APPLICATION FORM SKILL COURSES. 2020-21  
DRESS MAKING, FITNESS MANAGEMENT,  
HOSPITALITY & CATERING, WEB DESIGNING,  
BEAUTICIAN

**GOVT. COLLEGE FOR WOMEN  
NAWAKADAL SRINAGAR**

(NACC Re-Accredited Grade A)

affiliated to **University of Kashmir**  
Srinagar

AFFIX RECENT  
PASSPORT SIZE  
COLOURED  
PHOTOGRAPH  
WITH NAME

Form No. \_\_\_\_\_

Write in CAPITAL LETTERS only. Column 1 to 4 must be as per High School Certificate)

**Name of trade/Skill selected :** \_\_\_\_\_

1. Applicant's Name : \_\_\_\_\_  
(do not write Km./Smt./Mrs.)

2. Date of Birth : \_\_\_\_\_  
(as per High School Certificate)

3. Father's Name : \_\_\_\_\_  
(do not write Dr./Mr./Shri)

4. Mother's Name : \_\_\_\_\_  
(do not write Dr./Mrs./Smt.)

5. Address : \_\_\_\_\_ Pin Code : \_\_\_\_\_

Mobile No.: \_\_\_\_\_ E-mail : \_\_\_\_\_

6. Aadhar Card No.: \_\_\_\_\_ Ration Card No. \_\_\_\_\_

7. Details of Examinations Passed :

Exams Passed	Board	Year	Roll No.	Name of the Institution	Subjects	Regular/Private
High School or Equivalent						
10+2 or Equivalent						
Any Other (e.g. NSQF Level)						

Note: Attach photocopy of High school certificate

8. a. Tick the Social Category OBC ☐ SC ☐ ST ☐ Minority ☐ Gen ☐

b. Tick the Special Category NCC ☐ Sports person ☐

c. Tick the appropriate box Differently abled, ☐ Yes ☐ No if yes

Physical impairment ☐ Vision impairment ☐ Hearing impairment ☐

9. Annual Income less than 1 lakh ☐ more than 1 lakh ☐ 10. Marital Status .....

11. Presently if any sister is Enrolled (Name & Class) .....

**Declaration :** I hereby declare that all the above entries are correct to the best of my knowledge and belief. I will abide by the rules of the college.

Date

Place

Signature of Parent/Guardian

Signature of Applicant

Received Filled Application form for the trade \_\_\_\_\_

from Ms/Mr \_\_\_\_\_

on \_\_\_\_\_ Signature of Receiver \_\_\_\_\_