Syallbus

Personatity Development

Unit No	Topic Of the Unit	Theory Period	Practical Period	Total period
1.	**Personality Personal grooming & Body Language** Definition, Elements, Determinants, Personal Hygiene, social Effectiveness, business Etiquettes(power dressing), Non- verbal communication, type of Body language, Function of body language, Role of body language	5	5	10
2.	**Art of Good communication** Verbal and Non verbal Communication, difference Between oral and written communication, importance of effective communication	5	5	10
3.	**Team Behaviour , Group Discussion & Interview Preparation** Types of Team , Team Role and Behaviour, Do's and don't, Introduction, resume writing, dress Code, mock interview, how to be successful in an interview	5	5	10
		15	15	30 Hours

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Syallbus

Communication Skill

Unit No	Topic Of the Unit	Theory Period	Practical Period	Total period
1.	Weekly Structure :¬ 1. Introduction to the Soft Skill 2. Introduction to Communicative English (Speaking Skills) 3. Group discussion skill and Interview skills 4. Body language and etiquettes Week	5	5	10
2.	2. 5.Portfolio making Week 04:¬ 1. Reading Skills 2. Writing Skills 3. Public Speaking Skills 4. Presentation by the students	5	5	10
3.	3:¬ 1.Goal setting and Getting ready for a job 2.Emotional Intelligence skills 3.Life skills 4.Negotiation Skills. Evaluation 6. Feedback Day Wise Time Line Schedul	5	5	10
		15	15	30 Hours

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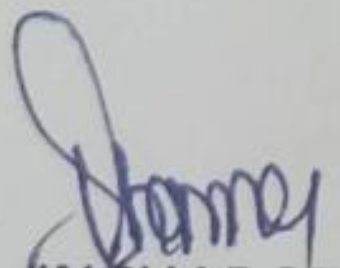# DEV SANSKRITI COLLEGE OF EDUCATION & TECHNOLOGY

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Syallbus

MICROSOFT OFFICE

Unit No	Topic Of the Unit	Theory Period	Practical Period	Total period
1	**MS- WORD -** Creating, Editing, Saving and printing text document, font and paragraph formatting ,simple character formatting, insert tables ,smart Art ,page breaks using list and styles, working with images ,using spelling and grammar check understanding document properties, mail merge	3	10	13
2	**MS- Excle -** creating ,Editing, saving and printing spreadsheet working with function and formulas, modifying worksheets with color and auto formats graphically representing data: charts and graphs spreading data entry: using data forms, analyzing data: data menu sub Total, filtering data formatting Work Sheets	4	10	14
3	**MS POWER POINT –** Opening ,viewing, creating and printing slide applying Auto Layout Adding custom animation Using slide Transition graphically representing data: Charts and graphs Creating professional slides for presention	3	10	13
Total		10	30	40 Hours

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Syallbus
Tally ERP.9

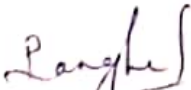| Unit No	Topic Of the Unit	Theory Period	Practical Period	Total period
1.	**BASIC OF ACCOUNTING** Fundamental Of Tally.ERP9, Getting Functional with Tally, Creating/Setting up Of Company In Tally	2	3	5
2.	**ACCOUNTING MASTERS IN TALLY** F11: Features,F12: Features, setting up account Heads	2	3	5
3.	**INVENTORY IN TALLY** Stock Group, stock, category, godown / location, units of measures, stock Items, creating inventory masters for national traders.	2	3	5
4.	**VOUCHER ENTRY IN TALLY** Accountig, vouchers, Inventory Vouchers, Invoicing	2	3	5
5.	**ADVANCE ACOUNTING IN TALLY** Bill wise details, Cost centers and cost categories, voucher class, and cost center, multiple currencies,interest calculation, budget and cost center	2	3	5
6.	**ADVANCE INVENTORY IN TALLY** Order Processing, Batch Wise Details, bill of material, price Level and price list, Stock valuation	2	3	5
7.	**GOODS AND SERVICE TAX** Introduction of Tax, Payment of tax, interest, penalty, tax deduction at source, collection of tax, tax invice, credit invoice	2	3	5
8.	**PAYROLLACCOUNTING AND COMPLIANC** Configuring Payroll in tally, creating Payroll Masters, Processing payroll in tally, Accounting for employer PF contribution ,Accounting for Employer ESI contribution ,General Payroll reports	2	3	5
TOTAL		16	24	40

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GOODS AND SERVICE TAX

Unit No	Topic Of the Unit	Theory Period	Practical Period	Total period
1	**INTRODUCTION TO GOOD AND SERVICE TAX** Introduction Direct Tax and indirect Tax, stage of evolution of good & service tax, Subasuming of tax, constitutional background, structure of GST-CGST, SGST,benefits of implementing GST, GSTN-Structure ,Features and functions, HSN code –SAC code, GST council and its structre, power and function of GST council	4	6	10
2	**LEVY AND COLLECTION OF TAX TIME AND PLACE OF SUPPLY** Levy and collection tax, rates of GST,scope of supply composite and mixed supplies,E-Commerce Under GST Regine, liabilities to pay tax ,Place of supply, cascading effect of taxation , input Tax credit, benefits of input tax credit, manner of claiming input Tax credit,input service distribution – recovery of credit, Reversal of credit	4	6	10
3	**REGISTRATION AND PAYMENT OF TAX** Compulsary Registration ,deemed registration, GSTN and Its structure,payment of tax, interest,penalty, Tax deduction at source,collection of Tax	4	6	10
4	**ASSESSMENT AND AUDIT** Assessment Meaning ,types of Assessment,self assessment,provisional assessment, Audit,inspection of goods in movement liabilities, provisional attachment	4	6	10
Total		16 Hours	24 Hours	40 Hours

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CFD (CERTIFICATE in Fashion Designing)

▼ COURSE INTRODUCTION
▼ HISTORY & TYPES OF FASHION
▼ UNDERSTANDING THE FASHION CYCLE
▼ TOOLS OF GARMENT MAKING
▼ TAKING MEASUREMENTS
▼ SEWING MACHINE
▼ PRINCIPLES OF ART IN FASHION DESIGNING
▼ DISTRIBUTION OF FULLNESS
▼ NECKLINE, SLEEVES
▼ DRAFTING, CUTTING & STITCHING OF LADIES KAMEEZ
▼ DRAFTING, CUTTING & STITCHING OF LADIES SALWAR
▼ DRAFTING, CUTTING & STITCHING OF LADIES PALAZZO
▼ DRAFTING, CUTTING & STITCHING OF LADIES PAJAMI
▼ DRAFTING, CUTTING & STITCHING OF BABY FROCK
▼ COMPLETION OF FILES

Duration : 6 months

DFD (Diploma in Fashion Designing)

▼ COURSE INTRODUCTION
▼ HISTORY & TYPES OF FASHION
▼ UNDERSTANDING THE FASHION CYCLE
▼ TOOLS OF GARMENT MAKING
▼ TAKING MEASUREMENTS
▼ SEWING MACHINE
▼ PRINCIPLES OF ART IN FASHION DESIGNING
▼ SKETCHING OF GARMENTS
▼ TYPES OF STITCHING
▼ DISTRIBUTION OF FULLNESS
▼ NECKLINE, SLEEVES
▼ DRAFTING, CUTTING & STITCHING OF LADIES KAMEEZ
▼ DRAFTING, CUTTING & STITCHING OF LADIES SALWAR
▼ DRAFTING, CUTTING & STITCHING OF LADIES PALAZZO
▼ DRAFTING, CUTTING & STITCHING OF LADIES PAJAMI
▼ DRAFTING, CUTTING & STITCHING OF LADIES BLOUSE
▼ DRAFTING, CUTTING & STITCHING OF LADIES INDO-WESTERN
▼ DRAFTING, CUTTING & STITCHING OF BABY FROCK

Duration : 12 months