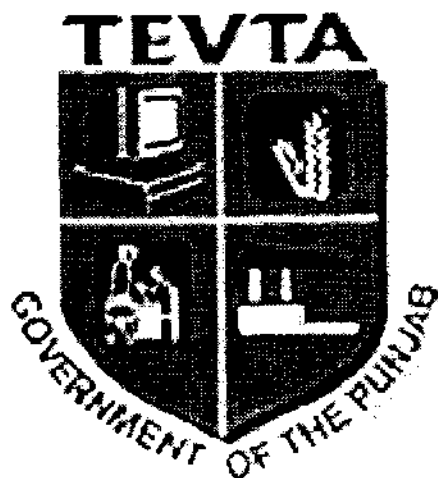


GOVERNMENT OF PUNJAB

TECHNICAL EDUCATION & VOCATIONAL
TRAINING AUTHORITY



CURRICULUM FOR

Diploma for Vocational Teacher Development

(One – Year Course)

Group 1: Clothing & Fashion Design

Group 2: Beautician

Group 3: Hospitality

Revised August, 2016

CURRICULUM SECTION
ACADEMICS DEPARTMENT

96-H, GULBERG-II, LAHORE

Ph # 042-99263055-9, 99263064

gm.acad@tevta.gop.pk, manager.cur@tevta.gop.pk

APPROVED

Date: 31-08-16

[Signature]

TRAINING OBJECTIVES:

The curriculum of Diploma for Vocational Teacher Development “(DVTD)” is designed to equip the students with a comprehensive knowledge of teaching techniques along with the technical knowhow of the relevant stream. This curriculum is more focused on the complete science of teaching methodology including teaching management and latest tools & equipment necessary for the courses to be taught.

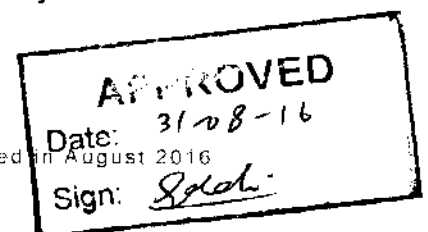
The theoretical and practical knowledge is important for teachers so that they can produce capable and skillful students according to the prevailing market demands. It may also enhance academic qualification along with skill.

The computer portion of this course aims to train the students to work with Ms. Office along with Electronic Mail, Corel Draw, Adobe Photoshop and Illustrator in order to produce trained man-power in the field of computer. This course provides quality education in safety, rescue, safety audits and first aid management intend to work in field.

The training also focuses on conversation skills and application of language to enhance the capability of the trainees to make use of English language correctly and confidently.

Along with above mention this course focally offers three main streams:, 1. Clothing and Fashion design which mainly focus to provide conceptual & practical skills of designing, sewing, draping, recycling and fashion techniques by knowing the norms of society. 2. Beautician sector develops professional attitude and Knowledge of hair & skin care, Make-Up techniques along with personal grooming of individual. 3. Hospitality area aims to impart practical skills and theoretical knowledge for trained cooks with a vision of house keeping expertise to satisfy the manpower requirement of this category in commercial and non-commercial food production units.

The overall objective of this curriculum is to provide basic conceptual & practical training to the future teachers in the aspects of their mission. In short this course will provide the opportunity of vertical mobility, academically as well as professionally.



CURRICULUM SALIENTS:

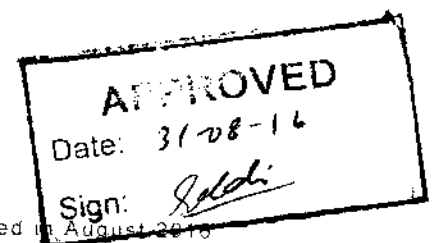
| | | | |
|---|--|---|---|
| Name of the Course: | Diploma for Vocational Teacher Development | | |
| Duration of course: | 1-Year | | |
| Entry Level Qualification: | | | |
| Group 1: (Clothing and Design Development) | Matric / Matric Vocational+ D.D.M 3-Years OR Matric / Matric Vocational+ D.D.M 2-Years + 1-Year experience OR F.A + Fashion Design 1-Year OR F.A + Basic D.D.M 1-Year OR F.A + Advance D.D.M 1-Year OR F.A+ Domestic Tailoring 6-Months + 6-Months experience OR F.A + Domestic Tailoring 3-Months + 1-Year experience | | |
| | Group 2: (Beautician) | F.A + Beautician 1-Year OR F.A + Beautician 6-Months + 6-Months experience OR F.A + Beautician 3-Months + 1-Year experience | |
| | | Group 3: (Hospitality) | Matric / Matric Vocational + Culinary Arts 2- Years + 1-Year experience OR Matric / Matric Vocational + Diploma in Hotel Operations 2- Years + 1-Year experience OR F.A + Professional Cook/Cooking 6-Months + 6-Months experience OR F.A + Cooking & Baking 3-Months + 1-Year experience OR F.A + Basic House Keeping 3-Months + 1-Year experience |
| | | | Total Training Hours: |
| | Training Methodology: | | Theory: 40% |
| | | | Practical: 60% |
| | Medium of Instruction: | | Urdu/English |

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SKILL COMPETENCY DETAILS: -

The student after completion of this course should be able to:-

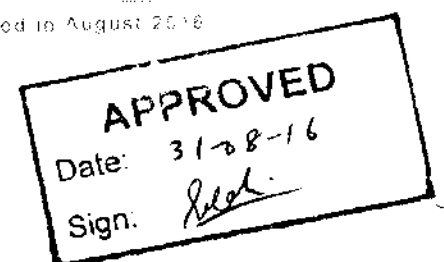
1. Exercise the basic principles of **teaching** & execute lesson plans accordingly.
2. Adopt safety and precautionary measures while working in the industrial environment.
3. Use basics of Microsoft Office including MS Word, MS Excel and MS PowerPoint and Graphics software i.e. Corel Draw and adobe Photoshop.
4. Practice key variables which determine success in setting up a successful small business and understand how to apply the necessary steps for avoiding failure or minimizing the risks.
5. To develop good communication skills to collect, organize & develop the facts and ideas about a given topic in a descriptive and narrative form.
6. Operate and maintain the sewing and embroidery machines manual / electric in labs.
7. Exercise the draping technique to develop Master Patterns of different designs created through dart, Pleats, Tuck, Gathers, Yokes and Gores without using paper pattern.
8. Develop and execute the learnt embellishment Techniques in Textiles & Dress Designing.
9. Perform beauty skills like hair, skin facials, makeup, manicure, pedicure etc. and manage the salon, client data, and daily worksheet environment & demonstrate good grooming principles.
10. Develop cooking techniques by using kitchen tools/equipment & organize the food preparations and services.



KNOWLEDGE PROFICIENCY DETAILS: -

The student after completion of this course should be able to:-

1. Understand the basic knowledge incorporated in the compulsory subjects of teaching methodology, Computer & English.
2. Learn types of sentences according to their meaning & comprehend the accurate concept with reference to present, past, future tenses.
3. Explain the implication of Occupational Health, Safety & Environment (OHSE).
4. Identify and interpret the terms and elements involved in the concept of enterprising, both at personal level and in the context of being enterprising in business.
5. Comprehend the fundamental of design development including application of elements & principles of design.
6. Understand about the selection of mannequin of different sizes and its padding and sewing procedure on standardized measurements.
7. Learn different embellishment techniques used in textiles and dress making.
8. To understand Handling of revenue expense of salon in good manner.
9. To analyze different types of skin & hair, and explain the techniques of Hair styling, makeup cosmetics, hair cuttings, manicure, pedicure
10. To understand the techniques of Handling of tools and equipment used for different procedures
11. Explain Personal Hygiene, safe food handling, food preservation and cooking techniques and presentation.



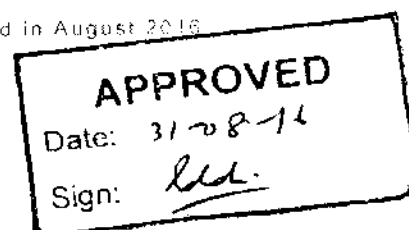
SCHEME OF STUDIES
Diploma for Vocational Teacher Development
(1 – Year Course)

| Sr. No. | Subjects | Theory Hours | Practical Hours | Total Hours |
|---|--|--------------|-----------------|-------------|
| 1. | Teaching Techniques & Teaching Practice | 64 | 120 | 184 |
| 2. | Functional English | 100 | 20 | 120 |
| 3. | Computer Foundation | 50 | 140 | 190 |
| 4. | Entrepreneurship | 70 | 20 | 90 |
| 5. | Occupational Health, Safety & Environment (OHSE) | 50 | 20 | 70 |
| Optional Subjects | | | | |
| Group 1: Clothing and Fashion Design | | | | |
| 1. | Fundamental of Design Development | 40 | 80 | 120 |
| 2. | Fashion Illustration & Sewing Techniques | 50 | 136 | 186 |
| 3. | Embellishment Techniques | 40 | 80 | 120 |
| 4. | Textile Recycling | 40 | 80 | 120 |
| 5. | Draping | 40 | 120 | 160 |
| Group 2: Beautician | | | | |
| 1. | Hair Care | 55 | 140 | 195 |
| 2. | Skin care | 55 | 140 | 195 |
| 3. | Make Up | 30 | 130 | 160 |
| 4. | Fitness & Nutrients | 30 | 56 | 86 |
| 5. | Professional Ethics | 40 | 30 | 70 |
| Group 3: Hospitality | | | | |
| 1. | Cooking & Baking | 90 | 200 | 290 |
| 2. | Food & Beverage Services | 62 | 145 | 207 |
| 3. | Introductory House Keeping | 58 | 151 | 209 |
| Total | | 544 | 816 | 1360 |

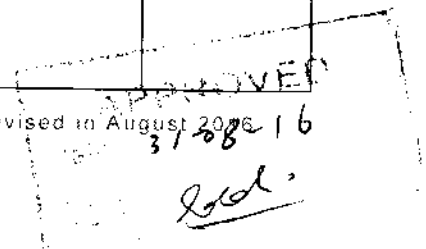
DETAIL OF COURSE CONTENTS
Diploma for Vocational Teacher Development
(1– Year Course)

Teaching Techniques & Teaching Practice

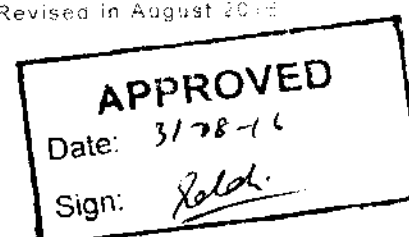
| Sr. No | Detail of Topics | Theory Hours | Practical Hours |
|--------|--|--------------|-----------------|
| 1. | Instructional Media & Teaching Aids | | |
| | 1.1 Learning Domains | 24 | 30 |
| | 1.1.1 Cognitive Domain | | |
| | 1.1.2 Psychomotor Domain | | |
| | 1.1.3 Affective Domain | | |
| | 1.2 Teaching Aids (T.A) | | |
| | 1.2.1 Teaching aids | | |
| | 1.2.2 Senses of human being | | |
| | 1.2.3 Reality is as best teaching aid | | |
| | 1.2.4 Problems | | |
| | 1.3 Importance of Visualization | | |
| | 1.4 The use of Teaching Aids | | |
| | 1.4.1 Familiarization with operations | | |
| | 1.4.2 Selection and effectiveness | | |
| | 1.4.3 Software and hardware teaching aids | | |
| | 1.5 The writing board / chalkboard layout (W.L/C.L) | | |
| | 1.5.1 Importance | | |
| | 1.5.2 Use | | |
| | 1.5.3 Emphasize | | |
| | 1.5.4 Methodical aspects | | |
| | 1.5.5 Prepared writing board layout | | |
| | 1.5.6 Spontaneous writing boards layout | | |
| | 1.6 Developing a writing board / chalkboard layout (According to the trade of the participants) | | |



| | | | |
|----|--|----|----|
| | <p>1.6.1 Trade</p> <p>1.6.2 Topic</p> <p>1.6.3 Contents</p> <p>1.6.4 Planning steps</p> <p>1.7 Wall-chart</p> <p>1.7.1 Preparation of text and / or pictures</p> <p>1.7.2 Kinds of pictures</p> <p>1.7.3 Planning and making of a wall chart</p> <p>1.7.4 For classroom</p> <p>1.7.5 For workshop</p> <p>1.8 Draw a well-chart</p> <p>1.8.1 Topic</p> <p>1.8.2 Selection of pictures</p> <p>1.9 Multimedia and Preparation of Multimedia Presentation</p> <p>1.10 Presentation on Multimedia</p> <p>1.10.1 Planning, Designing, Preparation & Presentation by the participants</p> | | |
| 2. | <p>Teaching Methods</p> <p>2.1 Teaching Techniques</p> <p>2.1.1 Definition of teaching methods</p> <p>2.1.2 Two Basic types of teaching techniques (monologue and dialogue teaching)</p> <p>2.1.3 Social forms of teaching</p> <p>2.2 What is teaching</p> <p>2.2.1 Preparation</p> <p>2.2.2 Motivation</p> <p>2.2.3 Information</p> <p>2.2.4 Application</p> <p>2.2.5 Result</p> | 20 | 10 |



| | | | |
|-------------|---|--|--|
| 2.3 | Analysis of requirements of a Lesson | | |
| | 2.3.1 Essential requirements of a lesson | | |
| | 2.3.2 Industry requirements | | |
| | 2.3.3 Standard requirements | | |
| | 2.3.4 Contents requirements | | |
| | 2.3.5 Analysis of target group | | |
| 2.4 | Elements of a lesson | | |
| | 2.4.1 4-Step method | | |
| 2.5 | Lesson Planning | | |
| | 2.5.1 Design of Lesson Plan | | |
| | 2.5.2 Planning Steps | | |
| | 2.5.3 Preparation of Lesson Plan | | |
| 2.6 | Observable Objectives | | |
| | 2.6.1 Use of verbs | | |
| | 2.6.2 Characteristics of objectives | | |
| | 2.6.3 Purpose of objectives | | |
| 2.7 | Micro teaching | | |
| | 2.7.1 Definition | | |
| | 2.7.2 Features of micro teaching | | |
| | 2.7.3 Procedures | | |
| | 2.7.4 Use | | |
| 2.8 | Various Method of Teaching | | |
| | 2.8.1 Lecture | | |
| | 2.8.2 Presentation | | |
| | 2.8.3 Teaching Conversation | | |
| | 2.8.4 Roundtable Conversation | | |
| | 2.8.5 Brainstorming and Moderation | | |
| | 2.8.6 Guided Self Learning | | |
| 2.9 | Importance of Self Learning | | |
| 2.10 | Step for conducting a lesson | | |



| | | | |
|-----------|---|-----------|-----------|
| | <p>2.10.1 Warming up and motivation</p> <p>2.10.2 Information</p> <p>2.10.3 Knowledge transfer</p> <p>2.10.4 Tasks to settle comprehension</p> <p>2.10.5 Analyses, syntheses</p> <p>2.11 Evaluation measures</p> <p>2.12 Pedagogical Methods at Workshop</p> <p>2.12.1 4 step Method</p> <p>2.12.2 Lei text method</p> <p>2.12.3 Project-method</p> <p>2.13 Selection of appropriate teaching method</p> <p>2.13.1 Factors involve in selecting method</p> <p>2.13.2 Conclusion of the selection criteria</p> | | |
| <p>3.</p> | <p>Assessment of Learning Process</p> <p>3.1 Significance of Assessment</p> <p>3.1.1 Different possibilities for an assessment of the student</p> <p>3.1.2 Significance of the test for the student</p> <p>3.1.3 Significance of the test for the Instructor</p> <p>Designing Evaluation Documents</p> <p>3.2 Kinds of Assessments</p> <p>3.2.1 Formative Assessment</p> <p>3.2.2 Summative Assessment</p> <p>3.2.3 Interim Assessment</p> <p>3.2.4 Timings of Assessment</p> <p>3.3 Questioning Techniques in classroom</p> <p>3.3.1 Purpose of Questioning in classroom</p> <p>3.3.2 Importance of questioning</p> <p>3.3.3 Purpose of questioning in learning</p> <p>3.3.4 Characteristics of good question</p> | <p>20</p> | <p>80</p> |

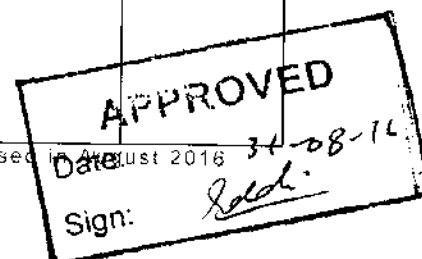
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|------------|--|-----------|------------|
| | 3.3.5 Effectiveness of questions | | |
| | 3.3.6 Addressing questions | | |
| | 3.3.7 Rules of questioning | | |
| 3.4 | Handling of Answers in classroom | | |
| | 3.4.1 Kind of answers | | |
| | 3.4.2 Analysis of answers | | |
| | 3.4.3 Teachers response | | |
| 3.5 | Kinds of Questions | | |
| | 3.5.1 Multiple choice questions | | |
| | 3.5.2 Supply type questions | | |
| | 3.5.3 True – False questions. | | |
| | 3.5.4 Matching type questions | | |
| | 3.5.5 Identification type questions | | |
| | 3.5.6 Essay type questions | | |
| 3.6 | Multiple Choice Questions (written test) | | |
| | 3.6.1 Alternatives in multiple choice question. | | |
| | 3.6.2 Advantages and disadvantages of multiple choice question | | |
| 3.7 | Matching type Questions | | |
| | 3.7.1 Purpose of matching type question | | |
| | 3.7.2 Advantages of matching type question | | |
| | 3.7.3 Construction of matching type question | | |
| 3.8 | Teaching Practices | | |
| | 3.8.1 Lesson Plan, Design, Prepare and present / demonstration the lessons (25 participants) | | |
| | 3.8.2 Trial lesson 1 No (Each Student) | | |
| | 3.8.3 Sessional lesson 1 No (Each Student) | | |
| | Total | 64 | 120 |

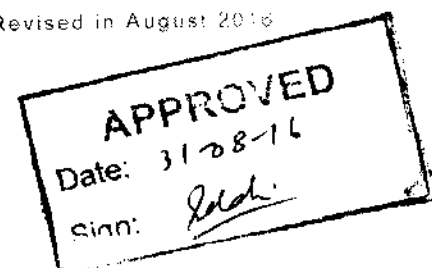


Functional English

| Sr. No | Main Topics | Theory Hours | Practical Hours |
|--------|---|--------------|-----------------|
| 1. | Grammar 1.1 Parts of speech 1.2 Subject – verb agreement present 1.2.1 Present indefinite tense 1.2.2 Present continuous tense 1.2.3 Present perfect tense 1.2.4 Present perfect continuous tense 1.3 Subject – verb agreement past 1.3.1 Past indefinite tense 1.3.2 Past continuous tense 1.3.3 Past perfect tense 1.3.4 Past perfect continuous tense 1.4 Subject – verb agreement future 1.4.1 Future indefinite tense 1.4.2 Future continuous tense 1.4.3 Future perfect tense 1.4.4 Future perfect continuous tense 1.5 Object verb agreement 1.5.1 Subject object verb agreement | 15 | 2 |
| 2. | Paragraph structure 2.1 Types of sentences 2.1.1 Regular / Irregular verbs 2.2 Articles 2.2.1 Indefinite articles 2.2.2 Definite articles 2.2.3 Exercises 2.3 Preposition 2.3.1 Role & structural importance 2.3.2 Preposition exercise 2.3.2.1 Recap verb + articles + preposition 2.4 Capitalization 2.4.1 Rules and fundamentals 2.5 Use of dictionary & thesaurus 2.5.1 Dictionary 2.5.2 Thesaurus 2.6 Numbers and words 2.6.1 Numbers as figures & words 2.6.2 Workbook exercises | 15 | 2 |



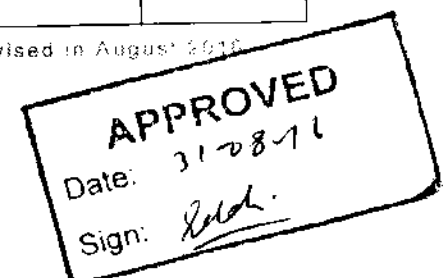
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|----|---|----|---|
| | 2.7 Writing process 2.7.1 Pre writing 2.7.2 Writing process – continued revision 2.7.3 Writing process – exercise 2.7.4 Topics, middle, summary sentences 2.7.5 Exercise 2.7.6 Coherent and unified paragraph 2.7.7 Beginning, middle, summary paragraph 2.7.8 Paragraph construction exercise 2.7.9 Objective drafting | | |
| 3. | Listening 3.1 Analyzing of different listening situations and difficulties 3.1.1 Extensive and intensive listening 3.1.2 Recorded listening 3.1.3 Discussion of Record sound in 3.2 Connected speech rhythm pattern 3.2.1 Stress and intonation 3.2.2 Vowel phoneme 3.2.3 Use of many & much 3.2.4 Consonant phonemes 3.2.5 Assimilation & elision 3.2.6 Individuals speaker monologue 3.2.7 Discussion – Dialogue 3.2.8 Familiarity of subject 3.2.9 Listening exercise | 10 | 4 |
| 4. | Reading 4.1 Concept and importance of reading 4.1.1 Objective reading 4.1.1 Notes taking difficulties 4.1.2 Exercises 4.2 Presupposition in reading 4.2.1 Understanding and involvement 4.2.1 Text and discourse 4.2.2 Coherence & cohesion 4.2.3 Speed , comprehensive focus 4.2.4 Scanning & skimming 4.2.5 Three phases of reading 4.3 Comprehension aims & exercises 4.3.1 Passages 4.3.2 Reading long passages 4.3.3 Reading exercise | 15 | 2 |



| | | | |
|--------------|--|------------|-----------|
| 5. | Speaking 5.1 Oral skill & interaction 5.1.1 Building confidence 5.1.2 Pair work 5.1.3 Presentation 5.1.3.1 Individual Presentation 5.1.4 Negotiation skills 5.1.4.1 Passive discussion 5.1.5 Tone & control 5.1.6 Dialogues 5.1.7 Chorus work 5.1.8 Transformation / conversational drill 5.1.8.1 Language games 5.1.9 Picture & narrative composition 5.1.10 Audio visual aids in speaking 5.1.11 Speaking practice | 15 | 6 |
| 6. | Writing 6.1 Writing process description 6.1.1 Crack paragraph connection 6.1.2 Exemplification 6.1.3 Classification 6.1.4 Comparison & contrast 6.1.5 Cause & effect 6.1.6 Generalization & qualification 6.2 Interpretation of data 6.2.1 Argument 6.2.2 Drawing conclusion 6.2.3 Exercises 6.3 Pictorial writing interfaces 6.3.1 Diagram, table, graph and charts 6.3.2 Building linkages 6.3.3 Punctuation and grammar 6.3.4 Idea generation | 20 | 2 |
| 7. | Recap 7.1 Subjective verb / objective verb agreement 7.2 Parts of speech 7.3 Articles 7.4 Preposition 7.5 Paragraph building 7.6 Reading 7.7 Listening 7.8 Speaking & debriefing 7.9 Class assignments & evaluation (General) | 10 | 2 |
| Total | | 100 | 20 |

Computer Foundation

| Sr. No | Main Topics | Theory Hours | Practical Hours |
|--------|---|--------------|-----------------|
| 1. | Basics of Computer 1.1. Introduction to Computer 1.2. Types of Computer 1.3. Data & Information 1.4. Computer Hardware, Peripherals & Cables 1.4.1. Input Devices 1.4.2. Output Devices 1.4.3. Storage Devices 1.5. Computer Software & its Types 1.6. Operating System 1.7. Windows Operating System 1.7.1. Windows Interface 1.7.2. Creating, Maintaining & Saving Files in an Windows Operating System | 06 | 10 |
| 2. | Microsoft Office Suite 2010 2.1. Microsoft (MS) Word 2.1.1. Interface 2.1.2. Menu Bar 2.1.3. File Menu 2.1.3.1. Creating a document 2.1.3.2. Opening a document 2.1.3.3. Saving a document 2.1.3.4. Editing and Maintaining Documents 2.1.4. Fonts 2.1.4.1. Font style 2.1.4.2. Font sizes 2.1.4.3. Font Effects 2.1.4.4. Font Colors 2.1.5. Bullets & Numberings 2.1.6. Insert Menu 2.1.6.1. Tables 2.1.6.2. Clip Art 2.1.6.3. Shapes 2.1.6.4. Pictures 2.1.6.5. Charts 2.1.6.6. Word Art | 06 | 10 |



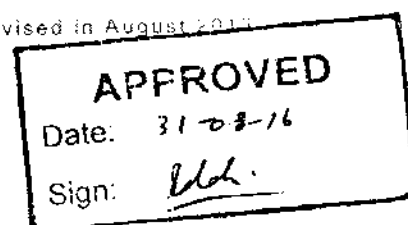
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| <ul style="list-style-type: none"> 2.1.6.7. Text Box 2.1.6.8. Header & Footer 2.1.6.9. Symbols 2.1.7. Formatting of documents <ul style="list-style-type: none"> 2.1.7.1. Paragraph 2.1.7.2. Line Spacing 2.1.7.3. Text Alignment 2.1.7.4. Boarder and shading 2.1.7.5. Auto text 2.1.7.6. Margins 2.1.8. Printing a Document 2.2. Microsoft Excel <ul style="list-style-type: none"> 2.2.1. Interface 2.2.2. File Menu <ul style="list-style-type: none"> 2.2.2.1. Creating a Spreadsheet 2.2.2.2. Opening a spread sheet 2.2.2.3. Saving a spreadsheet 2.2.3. Editing a spreadsheet <ul style="list-style-type: none"> 2.2.3.1. Cut, Copy & Paste 2.2.3.2. Undo , Redo 2.2.3.3. Editing a Cell 2.2.3.4. Fill, Auto Fill 2.2.4. Insert Menu <ul style="list-style-type: none"> 2.2.4.1. Cell, Row & Columns 2.2.4.2. Sheet 2.2.4.3. Tables 2.2.4.4. Charts 2.2.4.5. Illustrations 2.2.4.6. Text 2.2.4.7. Symbols 2.2.5. Page Layout <ul style="list-style-type: none"> 2.2.5.1. Themes 2.2.5.2. Page setup 2.2.5.3. Scale to fit 2.2.5.4. Sheet options 2.2.5.5. Arrange 2.2.6. Working with formulas <ul style="list-style-type: none"> 2.2.6.1. Function Library 2.2.6.2. Calculation 2.2.7. Printing and Printing options | <p>06</p> | <p>10</p> |
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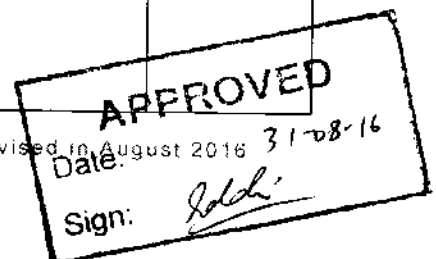
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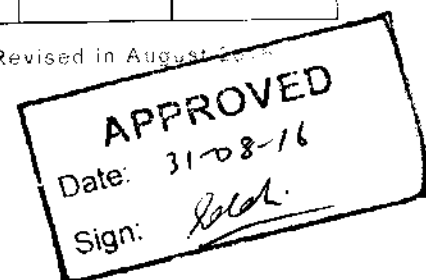
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| <p>2.3. Microsoft PowerPoint</p> <p>2.3.1. Interface</p> <p>2.3.2. File Menu</p> <p> 2.3.2.1. Opening a presentation</p> <p> 2.3.2.2. Saving a Presentation</p> <p>2.3.3. Home tab</p> <p> 2.3.3.1. Adding New slides</p> <p> 2.3.3.2. Slide layouts</p> <p> 2.3.3.3. Drawing & Arranging shapes</p> <p>2.3.4. Insert Menu</p> <p> 2.3.4.1. Tables</p> <p> 2.3.4.2. Images</p> <p> 2.3.4.3. Illustrations</p> <p> 2.3.4.4. Links</p> <p> 2.3.4.5. Text</p> <p> 2.3.4.6. Symbols</p> <p> 2.3.4.7. Media</p> <p>2.3.5. Design Menu</p> <p> 2.3.5.1. Page Setup</p> <p> 2.3.5.2. Themes</p> <p> 2.3.5.3. Background</p> <p>2.3.6. Transition</p> <p>2.3.7. Animations</p> <p>2.3.8. Slide Show</p> <p>2.3.9. Printing & Printing Options</p> | 06 | 10 |
| <p>3. Introduction to the Corel Draw</p> <p>3.1 Introduction to Corel Draw Toolbars</p> <p> 3.1.1 Units of measurement</p> <p> 3.1.2 Drawing tools</p> <p> 3.1.3 Editing tools</p> <p> 3.1.4 Drawing with CorelDraw</p> <p>3.2 Creating objects</p> <p> 3.2.1 Freehand tool</p> <p> 3.2.2 Shape tool</p> <p> 3.2.3 Knife tool</p> <p> 3.2.4 Eraser tool</p> <p> 3.2.5 Basic drawing shapes</p> <p> 3.2.6 Rectangle tool</p> <p>3.3 Basic concepts</p> <p> 3.3.1 Objects and curves</p> <p> 3.3.2 Copying the objects</p> | 08 | 30 |



| | | | |
|--|---|--|--|
| | <ul style="list-style-type: none"> 3.3.3 How to join lines 3.3.4 Grouping and combining | | |
| | <ul style="list-style-type: none"> 3.4 View <ul style="list-style-type: none"> 3.4.1 Normal 3.4.2 Full screen preview 3.4.3 Preview selected only 3.4.4 Page sorter preview 3.4.5 Ruler, grid, gridline 3.4.6 Show 3.4.7 Snap to grid, gridline, objects 3.4.8 Grid, ruler, gridlines and snap to object setup | | |
| | <ul style="list-style-type: none"> 3.5 Layout <ul style="list-style-type: none"> 3.5.1 Insert, delete and rename page 3.5.2 Go to page 3.5.3 Switch page 3.5.4 Page setup and background | | |
| | <ul style="list-style-type: none"> 3.6 Arrange <ul style="list-style-type: none"> 3.6.1 Transformations & clear transformations 3.6.2 Align and distribute 3.6.3 Order, group & ungroup etc. | | |
| | <ul style="list-style-type: none"> 3.7 Effect <ul style="list-style-type: none"> 3.7.1 Adjust 3.7.2 Transform 3.7.3 Correction 3.7.4 Artistic media etc. | | |
| | <ul style="list-style-type: none"> 3.8 Bitmaps <ul style="list-style-type: none"> 3.8.1 Convert to bitmap 3.8.2 Edit, crop, trace, inflate bitmap 3.8.3 Bitmap color mask 3.8.4 Apply different effects | | |
| | <ul style="list-style-type: none"> 3.9 Text <ul style="list-style-type: none"> 3.9.1 Format, edit text 3.9.2 Insert character 3.9.3 Fit text to path & frame 3.9.4 Link, unlink 3.9.5 Tool 3.9.6 Apply different tool menu options | | |
| | <ul style="list-style-type: none"> 3.10 Window <ul style="list-style-type: none"> 3.10.1 New window 3.10.2 Display window in different 3.10.3 Color palettes | | |



| | | | |
|-----------|--|----|----|
| | 3.10.4 Dockers 3.10.5 Toolbars | | |
| 4 | Adobe Photoshop 4.1 Introduction To Adobe Photoshop 4.1.1 interface of the software 4.2 Menu Bar 4.2.1 Creating New Files, Paper Sizes, 4.3 Colors, Swatches & Styles 4.4 Tool Bar 4.4.1 Pick Tool 4.4.2 Marquee Tool 4.4.3 Lasso Tool 4.4.4 Magic Wand 4.4.5 Cropping 4.4.6 Brushes 4.4.7 Clone Stamps 4.4.8 Eraser 4.4.9 Fill & Gradient Tool 4.4.10 Pen Tool 4.4.11 Text Tool 4.4.12 Shapes Tools 4.5 Working with Layers 4.5.1 Creating, copying, editing and deleting layers 4.5.2 Layer Properties 4.5.3 Layer Styles 4.5.4 Layer Masking 4.5.5 Grouping and Merging Layers 4.6 Using Edit Menu 4.6.1 Cut, Copy, Paste 4.6.2 Color Fill 4.6.3 Stroke 4.6.4 Transformation (scale, rotate, skew, distort, warp Flip) 4.6.5 4.7 Using Image Menu for Image Editing Image Modes 4.7.1 Adjustments (Color Balance, Brightness, Contrast, Hue, Saturation) 4.7.2 Photo Filters 4.8 Using Filters | 08 | 30 |
| 5. | Adobe Illustrator 5.1. Introduction to Adobe Illustrator | 06 | 30 |



| | | | |
|---------------|--|-----------|------------|
| | 5.2. Interface of the Software 5.3. Menu Bar 5.4. File Menu 5.5. Edit Menu (Cut, Cop, Paste, Edit Colors, Color Settings) 5.6. Object (Transform, Live Paint, Live Tracing, Envelope Distort, Group, Path, Blend, Pattern) 5.7. Type (font, Size) 5.8. Tool Bar 5.8.1. Pen tool 5.8.2. Shape Tool 5.8.3. Paint Bucket 5.8.4. Paint Bucket 5.8.5. Text Tool 5.8.6. Lasso Tool 5.9. Overview of Panel | | |
| 6. | Internet & Electronic Mail 6.1 Introduction to WWW 6.2 Internet Service Provider 6.3 Internet Explorer 6.4 Address Bar 6.5 Select a Link 6.6 Search a Web 6.7 Introduction to E-mail 6.8 Create a message 6.9 Send and Receive E-Mail | 04 | 10 |
| Total: | | 50 | 140 |

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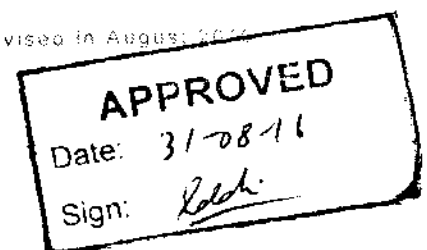
Entrepreneurship

| Sr. No. | Detail of Topics | Theory Hours | Practical Hours |
|---------|--|--------------|-----------------|
| 1. | Introduction; Overview; Basic Definitions & Concepts of Entrepreneurship | 4 | |
| 2. | Starting a New Venture 2.1 New Ideas 2.2 Opportunity Recognition 2.3 Problem Solving 2.4 Product Planning & Development 2.5 Business Start-up Plan | 6 | 2 |
| 3. | Business Skills 3.1 Learning Together 3.2 Entrepreneurial skills 3.3 Ideas for small business 3.4 Market 3.5 Setting prices 3.6 Finding the money to start business 3.7 Banking 3.8 Keeping track of money 3.9 Communicating with customers and business partners 3.10 Making the best use of time 3.11 Observing rules and regulations 3.12 Managing workplace 3.13 Everyday Planning | 18 | 4 |
| 4. | Information and Communication Technology (ICT) 4.1 Contacting clients and partners with ICT 4.2 The internet and E-Business 4.3 Common Channels of E. Business and ICT | 6 | 2 |
| 5. | Marketing Skills 5.1 Marketing Skills 5.2 Introduction to Marketing Strategy 5.3 Marketing Mix 5.4 Concept of 7 Ps | 12 | 2 |

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Occupational Health, Safety & Environment (OHSE)

| Sr. No | Detail of Topics | Theory | Practical |
|--------|---|--------|-----------|
| 1. | Introduction Occupational Health, Safety & Environment (OHSE) 1.1 Importance of OHSE 1.2 Why OHSE is Essential? 1.3 OHSE from legal Perspective 1.4 Risks to health & safety 1.5 Personal Protective Equipment (PPE) 1.6 Basic Hazard Awareness 1.7 Emergency preparedness and response | 10 | 2 |
| 2. | Health & Safety Procedures 2.1 Health & Safety Incidents & Complaints 2.2 Health & Safety Risk Assessment 2.3 Healthy & Safe Workplace Culture 2.4 Hazard prevention measures | 10 | 2 |
| 3. | Effective Communication System for Health & Safety Information 3.1 Biological Safety 3.2 Chemical Safety 3.3 Construction Safety 3.4 Fire Safety | 10 | 2 |
| 4. | EHSM Systems & Legal Requirements | 10 | 2 |
| 5. | OHSE in Technical Training of TVET 5.1 Need of OHSE in Teacher Development Program | 10 | 6 |



| | | | |
|--------------|--|-----------|-----------|
| 6. | Ensuring safe workplace 6.1 Safety Drills 6.2 Handling an emergency situation | | 6 |
| Total | | 50 | 20 |

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List of Practical: Computer Foundation

1. Basics of Computer

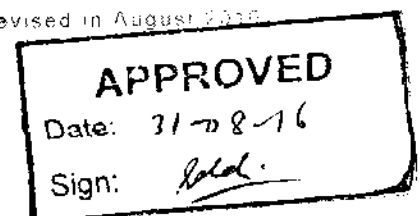
- 1.1 Working on Windows operating System
- 1.2 Creating Folders
- 1.3 Using Cut, Copy and Paste commands for Files and Folders
- 1.4 Finding a file or folder
- 1.5 Deleting a file or folder

2. Microsoft Word

- 2.1 Creating Document Files
- 2.2 Saving of files
- 2.3 Opening a file.
- 2.4 Using Fonts menu
- 2.5 Using Insert Menu (Tables, charts, Clipart, shapes, pictures, WordArt, header & footer and Symbols)
- 2.6 Formatting of Documents (Paragraph, Line spacing, Bullets, Numbering & Borders, Alignment, Margins)
- 2.7 Printing a Document
- 2.8 Creating a Magazine Article in MS Word

3. Microsoft Excel

- 3.1 Creating & Saving a spreadsheet
- 3.2 Opening & Editing a spreadsheet
- 3.3 Using Cut, Copy & Paste Commands
- 3.4 Using Fonts, Borders & Shadings
- 3.5 Creating a Time table in Excel
- 3.6 Using Formulas
- 3.7 Creating Electricity/Water or Gas bill in Excel
- 3.8 Page Setup & Layouts
- 3.9 Printing of a Spreadsheet



4. Microsoft PowerPoint

- 4.1 Using Design, Themes & Layouts
- 4.2 Making a Presentation
- 4.3 Adding Animation To a Presentation

5. Introduction to Corel Draw

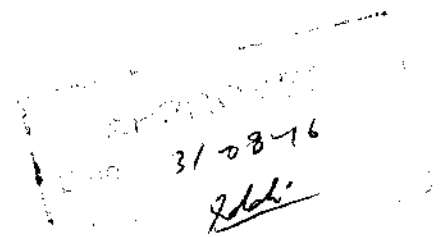
- 5.1 Textile Design using Shapes
- 5.2 Textile Design using Text Tool and Path Tool
- 5.3 Using Transformation tool for design creation
- 5.4 Fashion Illustration Tracing & Rendering
- 5.5 Motif Tracing & Rendering
- 5.6 Motif Creation using different Effects
- 5.7 Textile Repeats creation

6. Adobe Illustrator

- 6.1 Design Creation using basic shapes
- 6.2 Design creation using symbols
- 6.3 Fashion illustration tracing & Rendering
- 6.4 Textile Pattern design
- 6.5 Textile Motifs & Repeats creation

7. Internet & Electronic Email

- 7.1 Using Internet search engines
- 7.2 Creating Email Account
- 7.3 Sending an Email with attachment



List of Practical: Teaching Technique & Teaching Practice

1. Instructional Media & Teaching Aids

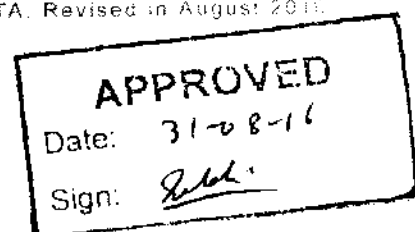
- 1.1 Prepare a layout on Blackboard / Whiteboard.
- 1.2 Prepare a presentation of 4 or 5 slides, any topic from your course and present using multimedia projector.
- 1.3 Prepare a questioner of 5 questions each from all Learning Domains.

2. Teaching Methods

- 2.1 Prepare a Lesson Plan of any topic of your choice by following all the steps discussed in the chapter.
- 2.2 Deliver a lecture by following all the steps discussed in the chapter (Warm UP, Motivation etc.).
- 2.3 Perform a practical in front of audience by using 4 STEP METHOD.

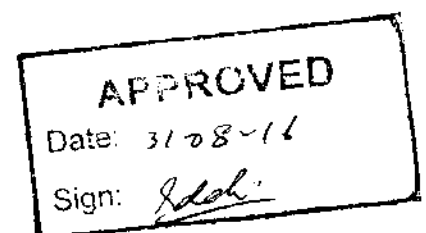
3. Assessment of Learning Process

- 3.1 Prepare assessment sheet of at least 10 questions, on following questioning methods:
 - 3.1.1 Short Questions
 - 3.1.2 Multiple Choice Questions
 - 3.1.3 True / False
 - 3.1.4 Matching Type Questions



GROUP: 1

CLOTHING AND FASHION DESIGN



Fundamental of Design Development

| Sr. No | Topics | Theory | Practical |
|--------|--|--------|-----------|
| 1. | Introduction to Drawing & Designing 1.1 Introduction to syllabus 1.2 Relevancy of Design with other subjects 1.3 Historical concept of Design 1.4 Introduction and importance of Design 1.5 Definition of Drawing and Design | 2 | 2 |
| 2. | Introduction To Elements & Principles of Design 2.1 Definition of Elements of Design 2.2 Definition of Principles of Design 2.3 Difference between Elements of Design & Principles of Design | 2 | 8 |
| 3. | Elements of Design 3.1 Lines 3.1.1 Definition of line 3.1.2 Types of lines 3.1.2.1 Horizontal Lines 3.1.2.2 Vertical Lines 3.1.2.3 Curved lines 3.1.2.4 Diagonal Lines 3.1.2.5 Natural Lines 3.1.2.6 Independent Lines 3.1.2.7 Combined Lines 3.1.2.8 Dot & Pointed Lines 3.2 Shape 3.2.1 Definition of shape 3.2.2 Categories of shapes 3.2.2.1 Cubical 3.2.2.2 Round 3.2.3 Definition of cubical shapes 3.2.4 Types of cubical shapes 3.2.4.1 Square 3.2.4.2 Triangle 3.2.4.3 Rectangle etc. 3.2.5 Types of Round shapes 3.2.5.1 Circle 3.2.5.2 Oval 3.2.5.3 Sphere | 20 | 34 |

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| | <p style="text-align: center;">3.2.6 Basic shapes</p> <p>3.2.6.1 Natural</p> <p>3.2.6.2 Tubular</p> <p>3.2.6.3 Full</p> <p>3.2.6.4 Bell</p> <p>3.3 Form</p> <p>3.3.1 Definition of form</p> <p>3.3.2 Difference between shape & form</p> <p>3.3.3 Difference between two dimensional and three dimensional terms</p> <p>3.3.4 Geometric forms</p> <p>3.3.5 Examples of basic forms</p> <p>3.4 Space</p> <p>3.4.1 Definition of space</p> <p>3.4.2 Importance Of Space In Design</p> <p>3.4.3 Utilization Of The Space</p> <p>3.4.4 Difference between negative and positive area</p> <p>3.5 Pattern</p> <p>3.5.1 Definition of pattern</p> <p>3.5.2 Naturalistic</p> <p>3.5.3 Geometric</p> <p>3.5.4 Stripes</p> <p>3.5.5 Floral</p> <p>3.5.6 Abstract</p> <p>3.6 Texture</p> <p>3.6.1 Definition of texture</p> <p>3.6.2 Types of texture</p> <p>3.6.3 Physical texture</p> <p>3.6.4 Visual Texture</p> <p>3.6.5 Importance of texture in design</p> <p>3.7 Color</p> <p>3.7.1 Importance of color in design</p> <p>3.7.2 Definition of color</p> <p>3.7.3 Color Wheel</p> <p>3.7.4 Understanding of color schemes</p> <p>3.7.4.1 Primary color</p> <p>3.7.4.2 Secondary color</p> | | |
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|--|--|----|----|
| | <ul style="list-style-type: none"> 3.7.4.3 Tertiary color 3.7.4.4 Neutral 3.7.4.5 .Accented Neutral 3.7.4.6 .Monochromatic 3.7.4.7 Analogous 3.7.4.8 Complementary 3.7.4.9 Double complementary 3.7.4.10 split complementary 3.7.4.11 Triad 3.7.5 Temperature of color <ul style="list-style-type: none"> 3.7.5.1 Warm color 3.7.5.2 Cool color 3.7.6 Dimensions of color <ul style="list-style-type: none"> 3.7.6.1 Hue 3.7.6.2 Value 3.7.6.3 Intensity 3.8 Tones <ul style="list-style-type: none"> 3.8.1 Types of tones <ul style="list-style-type: none"> 3.8.1.1 Tints 3.8.1.2 Shades 3.8.2 Tonal gradation 3.9 Specific Color Matching Guidelines <ul style="list-style-type: none"> 3.9.1 Matching Black & white 3.9.2 Matching Reds 3.9.3 Matching Blues 3.9.4 Matching Yellows 3.9.5 Matching Greens 3.9.6 Matching Violets 3.9.7 Matching Oranges 3.9.8 Combining Patterns 3.9.9 Combination of two/ three color schemes | | |
| <p>4. Principles of Designs</p> | <ul style="list-style-type: none"> 4.1 Importance of Principles of Design 4.2 Different types of principles 4.3 Balance 4.4 Types of balance <ul style="list-style-type: none"> 4.4.1 Formal Balance (Symmetrical) 4.4.2 informal Balance (Asymmetrical) 4.5 Proportion <ul style="list-style-type: none"> 4.5.1 Definition of proportion | 10 | 20 |

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| | 4.6 Rhythm/Harmony 4.6.1 Definition of rhythm 4.7 Emphasis 4.7.1 Definition of emphasis 4.8 Composition 4.8.1 Definition of composition 4.9 Application of elements of design with principles of design 4.9.1 Different types of mediums and their application 4.9.2 Water color----- floral design 4.9.3 Dry pastels-----landscape 4.9.4 Charcoal-----still life 4.9.5 Mix media-----Geometrical design | | |
| 5. | Pattern Development 5.1 Theme selection 5.2 Primary research board 5.3 methods of making designs 5.4 Motif to design process 5.5 Difference between motif and design 5.6 Design development 5.7 Design repeats 5.8 Color application on design 5.9 Selection of design for embroidery, embellishment, cut work and patch work | 4 | 10 |
| 6. | Stenciling 6.1 Different methods and techniques of stenciling on paper and fabric | 2 | 6 |
| Total | | 40 | 80 |

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Fashion Illustration & Sewing Techniques

| Sr. No. | Details Of Topic | Theory Hours | Practical Hours |
|---------|--|--------------|-----------------|
| 1. | Introduction to Fashion Illustration 1.1 Drawing of a basic figure 1.2 Materials in Fashion Drawing 1.3 Techniques in Fashion Drawing | 5 | 10 |
| 2. | Fashion Change in consumer Acceptance 2.1 Fashion Cycle 2.2 Fashion Categories of women wear | 5 | 10 |
| 3. | Design Development 3.1 Development of Sample Garment | 6 | 20 |
| 4. | Drafting, cutting and Sewing of Garment 4.1 Garment Details: 4.1.1 Sleeves 4.1.2 Darts 4.1.3 Gathers 4.1.4 Bias Cut 4.1.5 Gores 4.1.6 Necklines 4.1.7 Collars | 12 | 36 |
| 5. | Illustration and Production of Fashion Accessories 5.1 Hats 5.2 Goggles 5.3 Belts 5.4 Hand Bags 5.5. Jewelry | 8 | 20 |
| 6. | Construction of and one Garment from illustrated Fashion Drawing | 2 | 10 |
| 7. | Common Figure Types In Clothing 7.1 Understanding the body structure | 4 | 10 |

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| | 7.1.1 Tall & Thin 7.1.2 Tall & Heavy 7.1.3 Short & Thin 7.1.4 Short & Heavy 7.1.5 Top Heavy 7.1.6 Hip Heavy 7.1.7 Average 7.2 Dressing ,color, fabric, accessories and look according to body structure 7.3 Study of size chart | | |
| 8. | Final project 1- Kids Wear 8.1 Concept to design development 8.2 Research 8.3 Primary Research board(related to theme images) 8.4 Secondary Research board (already done work on the same theme) 8.5 Mood Board 8.6 Fashion Drawing 8.7 Story Board 8.8 Fabric Samples 8.9 Fabric Selection 8.10 Color selection 8.11 Final design on paper 8.12 Portfolio Development & Display of Work 8.13 Evaluation | 4 | 10 |
| 9. | Final project 2 - Ladies and Boys Garments 9.1 Concept to design development 9.2 Research 9.3 Primary Research board(related to theme images) 9.4 Secondary Research board (already done work on the same theme) 9.5 Sources of Research | 4 | 10 |

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| | 9.6 Mood Board | | |
| | 9.7 Fashion Drawing | | |
| | 9.8 Story Board | | |
| | 9.9 Fabric Samples | | |
| | 9.10 Fabric Selection | | |
| | 9.11 Color selection | | |
| | 9.12 Portfolio Development & Display of Work | | |
| | 9.13 Evaluation | | |
| | Total | 50 | 136 |

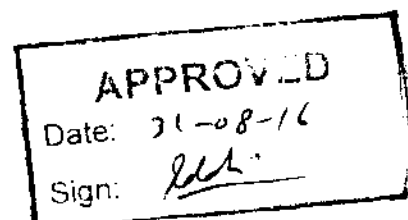
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Embellishment Techniques

| Sr. No | Detail of Topics | Theory Hours | Practical Hours |
|--------|---|--------------|-----------------|
| 1. | Introduction to embellishment 1.1 Definition of embellishment 1.2 Different Types of Embellishment 1.3 Basic techniques of Dabka, Tila ,bead work ,Sequin, Mokaish, Gota Work 1.4 Trim, Buttons, Piping, Buckle, Zippers & Ribbon Work 1.5 Applique 1.6.1 Definition of Applique 1.6.2 Different types of Appliqué 1.6.3 Techniques of Applique Making 1.6 Quilting 1.6.4 Definition of Quilting 1.6.5 Types of Quilting 1.6.6 Techniques of Quilting 1.7 Lace 1.7.1 Definition of lace 1.7.2 Different Types of Laces(Hand & Machine Made) Analysis & Care of Laces | 14 | 20 |
| 2. | Hand embroidery 2.1 Different types of hand embroidery 2.1.1 Stem stitch 2.1.2 Stalin stitch 2.1.3 Long and short stitch & lazy daily stitch 2.1.4 Button Hole stitch 2.1.5 Chain stitch & couching 2.1.6 Cross stitch 2.1.7 French & sly stitch 2.1.8 French knot 2.1.9 Herring bone stitch 2.1.10 Bullions knot 2.1.11 Lazy Daisy Stitch 2.1.12 Mirror Work 2.1.13 Anyone regional stitch 2.2 Selection of Appropriate Material for Embroidery 2.3 Practice for Embroidery stitches | 6 | 10 |

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| 3. Printing Techniques 3.1 Tie & Dye 3.1.1 Definition of Tie & Dye 3.1.2 Different techniques of Tie & Dye 3.1.3 Selection of appropriate Fabric for tie & Dye 3.1.4 Care of Tie & Due Fabric 3.2 Batik 3.2.1 Definition of Batik 3.2.2 Selection of Appropriate Fabric for Batik 3.2.3 Techniques of Batik Making 3.2.4 Care of Batik Fabric 3.3 Block Printing 3.3.1 Definition of Block Printing 3.3.2 Preparation of Block 3.3.3 Selection of Appropriate Fabric for Block Printing 3.3.4 Care of Block Printing Fabric 3.4 Screen Printing 3.4.1 Definition of Screen Printing 3.4.2 Preparation of Screen 3.4.3 Selection of Appropriate Fabric for Screen Printing 3.4.4 Care of Screen Printed Fabric 3.5 Digital Printing 3.5.1 Definition of Digital Printing 3.5.2 Design Preparation for Digital Printing 3.5.3 Selection of Appropriate Material for Digital Printing 3.5.4 Care of Digital Printed Fabric | 10 | 20 |
| 4. Trims 4.1 Button 4.2 Piping 4.3 Zippers 4.4 Ribbon work 4.5 buckles | 4 | 10 |

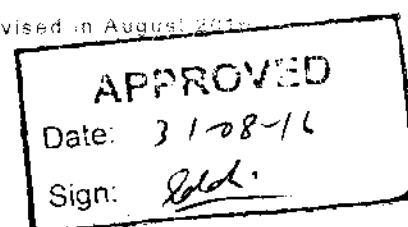


| | | |
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| 5. Final Project One project using any embellishment Technique learnt | 2 | 10 |
| 6. Portfolio based on samples of each embellishment techniques learnt | 2 | 5 |
| 7. A survey report based on embellishment materials available in the local market | 2 | 5 |
| Total | 40 | 80 |

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Textile Recycling

| Sr. No | Detail of Topics | Theory Hours | Practical Hours |
|--------|--|--------------|-----------------|
| 1. | Introduction to recycling textile materials 1.1 Recycling techniques of textile materials 1.2 Importance of recycling textile materials and fabrics 1.3 Economic , social and psychological aspects of recycled products | 3 | - |
| 2. | Physical properties of: 2.1 Cotton 2.2 Silk 2.3 Wool 2.4 Rayon 2.5 Polyester | 5 | 2 |
| 3. | Properties of Fabric 3.1 Basic properties of Knitted fabric 3.2 Basic properties of woven fabrics | 2 | 2 |
| 4. | Recycling techniques of Yarns: 4.1 Knitting 4.2 Crocheting 4.3 Weaving 4.4 Hooking 4.5 Latching | 5 | 10 |
| 5. | Recycling techniques for unstitched fabrics/ stitched textile materials: 5.1 Curtains 5.2 Bed sheets 5.3 Over produced export material 5.4 Rejected material from production material | 5 | 16 |
| 6. | Recycling techniques for fabrics 6.1 Tie and dye 6.2 Block printing 6.3 Patch work 6.4 Quilting (English, Italian and French quilt) 6.5 Origami | 5 | 10 |
| 7. | Analysis of used garments and their attachment. (button, laces, zippers, embroidery patches) | 5 | 10 |



| | | | |
|--------------|--|-----------|-----------|
| 8. | Renovation of out of fashion casual and formal wear from stitching units, whole sale and retail shops | 5 | 10 |
| 9. | Transformation of used garment into commercial products | 5 | 10 |
| 10 | Final project : 10.1 Preparation of commercial projects from used textile yarn 10.2 Preparation of Commercial projects from used stitched/ unstitched textile materials 10.3 Preparation of commercial project from used casual and formal dress 10.4 Preparation of portfolio based on techniques learned in chapter 6,7,8 & 9 | | 10 |
| Total | | 40 | 80 |

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Draping

| Sr. No | Detail of Topics | Theory Hours | Practical Hours |
|--------|--|--------------|-----------------|
| 1. | Introduction To Draping 1.1 Definition of Draping 1.2 Difference between draping and flat pattern method 1.3 Measurements, Preparation and Tools for draping | 4 | 6 |
| 2. | The Dress Form 2.1 Drafting of dress form cover (small, Medium and Large size) 2.2 Silk 2.2 First Fitting Trial 2.3 Second Fitting Trial 2.4 Padding of dress form | 10 | 30 |
| 3. | Basic Blouse/Shirt 3.1 Draping procedure of basic shirt 3.2 General principles of fitting 3.3 Preparation of Master pattern for fitting | 6 | 20 |
| 4. | Basic Dart Manipulation & Bodice Styles 4.1 Shifting of basic dart to various locations within the pattern 4.2 French dart and its variations | 4 | 18 |
| 5. | Yokes (Straight, Round, V-Shaped) 5.1 Yoke with fullness 5.2 Yoke without fullness | 6 | 16 |
| 6. | Collars 6.1 Classification of Collar 6.2 Peter Pan Collar 6.3 Standing Collar 6.4 Shawl Collar 6.5 Collar with Lapel | 6 | 10 |
| 7. | Skirt 7.1 Basic principles of draping skirt 7.2 Straight gathered skirt 7.3 Pleated skirt 7.4 Gore Skirts | 4 | 10 |
| 8. | Final Projects 8.1 Renovation of out of fashion casual and formal wear from stitching units, whole sale and retail shops 8.2 Draped and Stitched the modified designed shirt developed from fitted pattern of shirt 8.3 Designed, Draped and Stitched shirt or Ease pleated blouse with decorative darts | | 10 |

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| | <p>8.4 Designed, Draped and Stitched shirt or ease pleat blouse with any variation of yoke (either with fullness or without fullness) for commercial use</p> <p>8.5 Designed, Draped and Stitched a shirt, jacket or cape with any type of collar for commercial use</p> <p>8.6 Designed, Draped and Stitched any skirt as a commercial project</p> <p>8.7 Portfolio based on practical work</p> | | |
| Total | | 40 | 120 |

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List of Practical Group: 1 Clothing and Fashion Design

List of Practical: Fundamental of design development

1. Elements of design

- 1.1 Exercise of lines
- 1.2 Exercise of space, shape form and pattern
- 1.3 Exercise of primary & secondary colors
- 1.4 Exercise of color wheel
- 1.5 Exercise of 8x8 inches geometric design using tints and shades
- 1.6 Exercise of 8x8 inches Floral design using monochromatic color scheme
- 1.7 Exercise of 8x8 inches lines and butterfly design complementary and analogs color scheme.

2. Principles of design

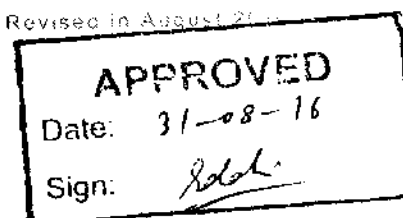
- 2.1 Exercise of formal informal balance and take textures
- 2.2 Exercise of proportion, rhythm & harmony
- 2.3 Exercise of emphasis and create a design of 8x8 inches keeping in mind the focal point.

3. Exercise the following Pattern

- 3.1 Naturalistic
- 3.2 Geometric
- 3.3 Stripes
- 3.4 Floral
- 3.5 Abstract

4. Pattern development

- 4.1 Exercise of nature study and create designs for it and scale a design on 8x8 inches
- 4.2 Exercise of side repeat, mirror repeat, block and diamond repeat and color the designs
- 4.3 Create a design from butterfly and cut its stencil

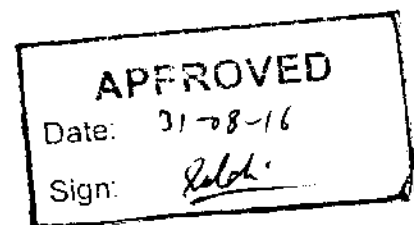


5. **Practice of Color Wheel in different patterns**
6. **Exercise the different color schemes**
7. **Make designs with Temperature of color**
 - Warm color
 - Cool color
8. **Practice the Dimensions of color**
 - Hue, Value, Intensity
9. **Exercise the Types of tones**
 - Tints and Shades
10. **Specific Color Matching Guidelines**
11. **Exercise different methods and techniques of stenciling on paper and fabric**

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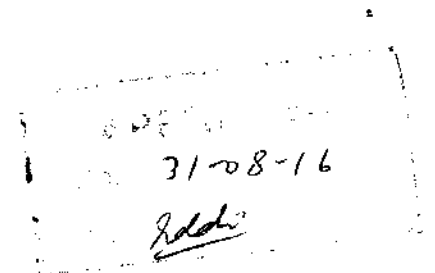
List of Practical: Fashion Illustration and Sewing Techniques

1. Drawing a Working Sketch
2. Application of Elements and Principles in dress designing
3. Drawing Garment Details:
 - 3.1 Illustrate various Sleeve types.
 - 3.2 Illustrate sleeve lengths.
 - 3.3 Draw a garment showing Darts as a point of emphasis.
 - 3.4 Design and illustrate a garment with Gathers.
 - 3.5 Design a dress with a Bias Cut.
 - 3.6 Show Gores in an apparel design.
 - 3.7 Draw different dresses with various Necklines.
 - 3.8 Draw dress with Collars.
4. Drawing Fashion Accessories:
 - 4.1 Accessories the fashion figure with varies styles of Hats
 - 4.2 Illustrate various Fashion Models with Goggles
 - 4.3 Show the usage of Belts in fashion drawings
 - 4.4 Draw various types of Hand Bags
 - 4.5 Accessories the fashion figure with Jewelry
5. Construction of a garment designed through fashion illustration
6. Exercise the Common Figure Types In Clothing



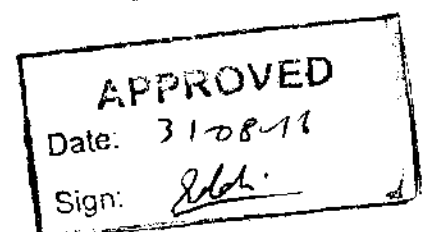
List of Practical: Embellishment Techniques

1. **Practice following Types of Embellishment**
 - Techniques of Applique Making
 - Techniques of Quilting
 - Basic techniques of Dabka, Tila ,bead work ,Sequin, Mokaish, Gota Work
 - Trim, Buttons, Piping, Buckle, Zippers & Ribbon Work
2. **Practice Different Types of Laces(Hand & Machine Made) Analysis & Care of Laces**
3. **Practice following Hand embroidery stitches**
 - Stem stitch
 - Stalin stitch
 - Long and short stitch & lazy daily stitch
 - Button Hole stitch
 - Chain stitch & couching
 - Cross stitch
 - French & sly stitch
 - French knot
 - Herring bone stitch
 - Bullions knot
 - Lazy Daisy Stitch
 - Mirror Work
 - Anyone regional stitch
4. Select the Appropriate Material for Embroidery and Practice for Embroidery stitches
5. Select the Appropriate Fabric for tie & Dye
6. Practice the Techniques of Batik Making
7. Preparation of Block and exercise the block printing technique
8. Selection of Appropriate Fabric for Screen Printing and practice the technique
9. Selection of Appropriate Fabric for Digital Printing and practice the technique
10. **Practice the following techniques**
 - Button
 - Piping
 - Zippers
 - Ribbon work
 - buckles



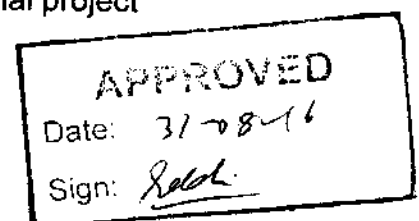
List of Practical: Textile Recycling

1. **practice of Recycling techniques of textile materials**
 - Cotton
 - Silk
 - Wool
 - Rayon
 - Polyester
2. **Exercise the Recycling techniques of following Yarns:**
 - Knitting
 - Crocheting
 - Weaving
 - Hooking
 - Latching
3. **Exercise Recycling techniques for unstitched fabrics/ stitched textile materials:**
 - Curtains
 - Bed sheets
 - Over produced export material
 - Rejected material from production material
4. **Use Recycling techniques for fabrics**
 - Tie and dye
 - Block printing
 - Patch work
 - Quilting (English, Italian and French quilt)
 - Origami
5. **Renovate the out of fashion casual and formal wear from stitching units, whole sale and retail shops**



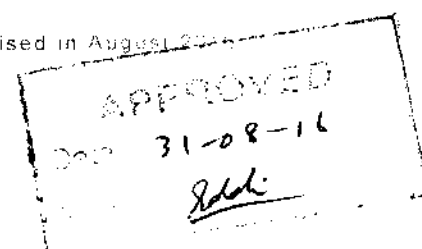
List of Practical: Draping

1. Workout with draping and flat pattern method
2. Drafting of dress form cover (small, Medium and Large size) 2.2 Silk
3. Practice of First Fitting Trial
4. Preparation of Second Fitting Trial with Padding of dress form
5. Apply Draping procedure of basic shirt
6. Preparation of Master pattern for fitting
7. Shifting of basic dart to various locations within the pattern
8. Practice of French dart and its variations
9. **Practice the following Yokes**
 - **(Straight, Round, V-Shaped)**
 - Yoke with fullness
 - Yoke without fullness
10. **Practice the following Collars techniques**
 - Classification of Collar
 - Peter Pan Collar
 - Standing Collar
 - Shawl Collar
 - Collar with Lapel
11. **Practice the following Skirts techniques**
 - Basic principles of draping skirt
 - Straight gathered skirt
 - Pleated skirt
 - Gore Skirts
12. Renovation of out of fashion casual and formal wear from stitching units, whole sale and retail shops
13. Draped and Stitched the modified designed shirt developed from fitted pattern of shirt
14. Designed, Draped and Stitched shirt or Ease pleated blouse with decorative darts
15. Designed, Draped and Stitched shirt or ease pleat blouse with any variation of yoke (either with fullness or without fullness) for commercial use
16. Designed, Draped and Stitched a shirt, jacket or cape with any type of collar for commercial use
17. Designed, Draped and Stitched any skirt as a commercial project
18. Portfolio based on practical work



GROUP: 2

BEAUTICIAN

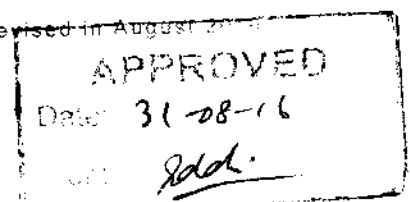


Hair Care

| Sr. No | Main Topics | Theory Hours | Practical Hours |
|--------|---|--------------|-----------------|
| 1. | Manage the work place for Hair Care 1.1 Hygiene and safety (Sterilization , Sanitization and maintenance of work place. 1.2 Maintain the personal hygiene 1.3 Present a professional Image | 10 | 5 |
| 2. | Perform Shampooing and Conditioning 2.1 Prepare the Client. 2.2 Identify texture of Hair. 2.3 Hair anatomy and hair analysis. 2.4 Select appropriate Product. 2.5 Apply Shampoo. 2.6 Apply conditioner. 2.7 Dry & Detangle Hair. | 5 | 10 |
| 3. | Perform Hair Styling Techniques 3.1 Knowledge of Tools and Equipment. 3.2 Blow dry. 3.3 Straightening. 3.4 Roller Styling. 3.5 Hair Plaiting. 3.6 techniques of hair buns. 3.7 Rebounding/Extensio 3.8 Perming | 10 | 40 |
| 4. | Perform hair Cut 4.1 Knowledge of Tools and Equipment.. 4.2 Straight Hair Cut. 4.3 U Shape Hair Cut | 10 | 35 |

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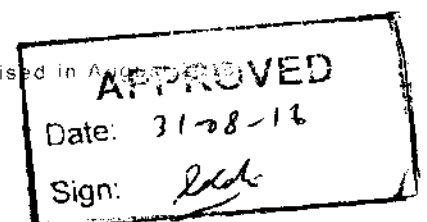
| | | | |
|--------------|--|-----------|------------|
| | 4.4 Layer Cut 4.5 Forward cut 4.6 Puff and Fringe Cut. 4.7 Bob Cut | | |
| 5. | Perform Hair Treatment 5.1 Hair and scalp analysis 5.2 Appropriate Treatments Products knowledge 5.3 Protein Treatment. 5.4 Oily hair Treatment. 5.5 Deep Conditioning Treatment. 5.6 Anti Dandruff Treatment. 5.7 Dry/damage Hair treatment | 10 | 15 |
| 6. | Perform Hair Coloring & Dying 6.1 Appropriate coloring products Knowledge. 6.2 Coloring Techniques. 6.3 Use of Hair Dyes. 6.4 High Lights 6.5 Low Lights | 10 | 35 |
| Total | | 55 | 140 |



Skin Care

| Sr. No | Main Topics | Theory Hours | Practical Hours |
|--------|---|--------------|-----------------|
| 1. | Manage the work place for skin care 1.1 Perform Disinfection / Sanitization & Safety in Salon 1.2 Light in Salon 1.3 Ventilation of Salon. 1.4 Maintain Personal Hygiene. 1.5 Manage Salon dress code. 1.6 Appropriate use of Products 1.7 Dispose Waste Safely. | 20 | 10 |
| 2. | Analyze Skin 2.1 Identify the Skin Structure. 2.2 Analyze the Types and condition of Skin. 2.3 Identify the Problem areas of Skin. 2.4 Prepare the Consultation form after taking the medical history. | 20 | 10 |
| 3. | Perform Facials. 3.1 Prepare the Client 3.2 Select appropriate products according to the skin types / Condition. 3.3 Perform Skin Cleansing. 3.4 Perform Basic Facial 3.5 Perform Acne Facial 3.6 Perform Whitening 3.7 Perform Herbal facial. 3.8 Maintain Health & Safety | 5 | 70 |
| 4. | Perform Manicure and Pedicure. 4.1 Prepare Client for Manicure & Pedicure | 5 | 25 |

| | | | |
|--------------|---|-----------|------------|
| | <p>4.2 Perform Procedure of Manicure</p> <p>4.3 Perform Procedure of Pedicure.</p> <p>4.4 Perform Nail Art</p> <p>4.5 Maintain Health & Safety</p> | | |
| 5. | <p>Perform Hair removal</p> <p>5.1 Prepare client for waxing</p> <p>5.2 Fill Consultation form before waxing</p> <p>5.3 select appropriate products</p> <p>a. Methods of Wax ,</p> <p>b. Apply Warm Wax</p> <p>c. Apply Hot Wax</p> <p>d. Apply Cold Wax</p> <p>5.4 Techniques of Threading</p> <p>a. Perform upper lips Threading</p> <p>b. Perform chin area and forehead threading</p> <p>5.5 Perform plucking</p> <p>5.6 Maintain Health & Safety</p> | 5 | 25 |
| Total | | 55 | 140 |



Make Up

| Sr. No | Main Topics | Theory Hours | Practical Hours |
|--------------|--|--------------|-----------------|
| 1. | 1.1 Manage the work place for Make up 1.2 Perform Disinfection / Sanitization & Safety in Salon 1.3 Appropriate use of Products 1.4 Maintain the personal hygiene 1.5 Present a professional image | 15 | 20 |
| 2. | 2.1 Perform basic Make up procedure 2.2 Face Shape analysis. 2.3 Color Wheel. 2.4 Techniques of Applying makeup <ul style="list-style-type: none"> • Foundation • Contouring Highlight • Eyes, Lips , and blush • Smoky looks , Classic Eyes. 2.5 Perform casual Makeup 2.6 Perform Party Makeup 2.7 Perform Bridal Makeup 2.8 Perform Character Make up | 10 | 90 |
| 3. | Apply Hena <ul style="list-style-type: none"> 3.1 Apply Hena on hands with Cone , Stick and fingers (for different occasion) 3.2 Apply Hena on feet with Cone , Stick and fingers (for different occasion) 3.3 Apply Stickers Tattoos. 3.4 Apply Glitters and Diamantes. | 5 | 20 |
| Total | | 30 | 130 |

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Fitness & Nutrients

| Sr. No | Main Topics | Theory Hours | Practical Hours |
|--------------|---|--------------|-----------------|
| 1. | Fitness and its importance. | 5 | |
| 2. | 2.1 Basic Exercise of different parts of body. 2.2 Procedure for correct standing and sitting position. 2.3 Procedure of relaxation of body muscles. | 5 | 30 |
| 3. | 3.1 Perform Massage 3.2 Techniques of face massage. <ul style="list-style-type: none"> • Hand Massage • Face massage • Body Massage 3.3 Types of Massage <ul style="list-style-type: none"> • Swedish Massage (by having different techniques) • Heat Massage. • Aroma Therapy Massage . 3.4 Selection of suitable oils according to the massage Techniques. | 10 | 26 |
| 4. | 4.1 Importance of food in our diet. 4.2 Balance diet (importance of nutrients and their deficiency. 4.3 Importance of Calories in diet. 4.4 Calories Chart. 4.5 Cholesterol & its importance . 4.6 Diseases of over weight and under weight persons. | 10 | - |
| Total | | 30 | 56 |

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Professional Ethics

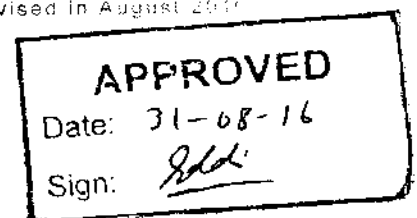
| Sr. No | Main Topics | Theory Hours | Practical Hours |
|--------------|---|--------------|-----------------|
| 1. | Develop Professional skills 1.1 Presentation 1.2 Problem Solving 1.3 Time Management 1.4 Work ethics 1.5 Attitude and behavior | 10 | 5 |
| 2. | Develop communication skills 2.1 Public speaking 2.2 Body language 2.3 Body posture 2.4 Facial expression 2.5 Voice tone 2.6 Fluency 2.7 Communicating powerfully in writing | 10 | 5 |
| 3. | Handling human resource 3.1 Job description 3.2 Distribution of assignments to suitable personnel 3.3 Team work 3.4 Dispute resolution | 5 | 5 |
| 4. | Business development 4.1 Business plan 4.2 Sales improvement skills 4.3 Knowledge of market trends 4.4 Negotiations skills 4.5 Knowledge of services and products | 5 | 5 |
| 5. | Financial knowledge and controls 5.1 Costing of services and products 5.2 Overhead expenses controls 5.3 Cost effective purchases 5.4 Proper stock keeping of consumables | 10 | - |
| 6. | Attend workshop and exhibitions | - | 10 |
| Total | | 40 | 30 |

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**List of Practical
Group:2 Beautician**

List of Practical: Hair Care

- 1 Manage Personal Hygiene
- 2 Prepare the salon
- 3 Procedure of sterilize the Tools & equipment.
- 4 Perform Shampoo & Conditioning.
- 5 Perform Blow dry.
- 6 Perform Straightening.
- 7 Perform Roller Styling.
- 8 Perform Hair Plating.
- 9 Perform techniques of hair buns.
- 10 Perform straightening
- 11 Perform Rebonding
- 12 Perform Extenso
- 13 Perform Perming
- 14 Perform U Shape Hair Cut
- 15 Perform Straight Hair Cut.
- 16 Perform U Shape Hair Cut
- 17 Perform Layer Cut
- 18 Perform Forward cut
- 19 Perform Puff and Fringe Cut.
- 20 Perform Bob Cut
- 21 Procedure of hair analysis.
- 22 Perform Protein Treatment
- 23 Perform Hot Oil Treatment.
- 24 Perform Deep Conditioning Treatment.
- 25 Perform Anti Dandruff Treatment.
- 26 Perform Hair Coloring & Dying.
- 27 Know and Select Appropriate colouring products
- 28 Perform different Coloring Techniques.
- 29 Use of Hair Dyes.
- 30 Perform High Lights



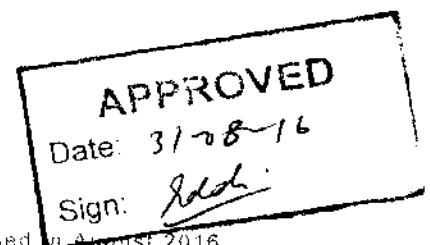
31 Perform Low Lights

List of Practical: Skin Care.

- 1 Process of sterilizing the Tools & equipment.
- 2 Safe use of Equipment.
- 3 Disposing waste products safely.
- 4 Identify different types of skin.
- 5 Preparation of consultation form.
- 6 Procedure of Preparing the Client.
- 7 different products suitable for different types of skin.
- 8 **Perform** Cleansing of Skin
- 9 Perform Skin Cleansing.
- 10 Perform Basic Facial
- 11 Perform Acne Facial
- 12 Perform Whitening
- 13 Perform Herbal facial
- 14 Perform Manicure & Pedicure Procedure.
- 15 Threading Techniques.
- 16 Waxing Techniques.

List of Practical: Make up:

- 1 Identify the Skin disorder & Disease.
- 2 Select Suitable Products for different types of skin.
- 3 Face Shape analysis.
- 4 Preparation and understanding of Color wheel.
- 5 Perform Basic Make up
- 6 Perform Day Makeup
- 7 Perform party Makeup
- 8 Perform bridal makeup
- 9 Perform Character Make up
- 10 Perform make up with Smoky Looks, Classic Eyes
- 11 Apply Hena on hands



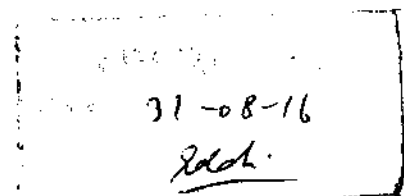
- 12 Apply Hena on feet.
- 13 Apply Glitter and diamantes .

List of Practical: Fitness:

- 1 Do Basic Exercises.
- 2 Procedure for correct standing and sitting positions.
- 3 Perform Hand Massage
- 4 Perform Face massage
- 5 Perform Body Massage
- 6 Procedure of Swedish Massage (by having different techniques)
- 7 Procedure of Heat Massage.
- 8 Procedure of Aroma Therapy Massage .
- 9 Identify different types of oils used for massage.
- 10 Prepare Calories Chart.

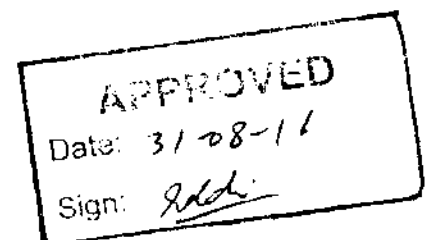
List of Practical: Professional Ethics

1. Dealing with client (Role Play)
2. Communicate with client (Role Play)
3. Visit to different salons
4. Attend different workshops



GROUP: 3

HOSPITALITY



Cooking And Baking

| Sr. No. | Detail of Topics | Theory Hours | Practical Hours |
|----------------|---|---------------------|------------------------|
| 1. | Personal hygiene, appearance and grooming for food handlers 1.1 Importance of personal hygiene & grooming 1.2 Effective hand washing 1.3 Cuts , boils & septic spots 1.4 Recognition of problems caused by personal habits in the kitchen e.g. smoking, jewelry, perfumes etc 1.5 Kitchen uniform, importance of protective clothing, maintaining good standards of personal hygiene 1.6 Reporting illness | 5 | 4 |
| 2. | Food Safety 2.1 Food hygiene 2.2 Potentially hazardous food 2.3 Out breaks of food borne illness (food infection food poisoning) 2.4 Controlling food poisoning 2.5 Food contamination & cross contamination 2.6 Food cooking & holding temperatures 2.7 Temperature danger zone 2.8 Hazards Analysis & Critical control point (HACCP) | 12 | 8 |
| 3. | Introduction to kitchen Tools & Equipment 3.1 Tools /utensils 3.2 Heavy equipment 3.3 Cleaning & maintenance of tools & equipment 3.4 Safety rules handling tools & equipment | 3 | 6 |
| 4. | Kitchen Organization 4.1 Kitchen staff 4.2 Kitchen sections 4.3 Food stations and cooks duties | 3 | - |
| 5. | Knowledge of food 5.1 Spices, herbs, fresh & canned fruits and vegetables. 5.2 Different cuisines e.g Thai, Chinese, Lebanese etc. 5.3 Lentils, poultry, meat and fish. 5.4 Basic English, Urdu, Kitchen terminology. | 8 | 8 |
| 6. | Basic Introductory skills for food 6.1 Use of cutting boards 6.2 Knife Essentials 6.3 How to carve 6.4 De-boning a chicken | 7 | 25 |

Developed by Curriculum Section, Academics Department TEVTA. Revised in August 2012

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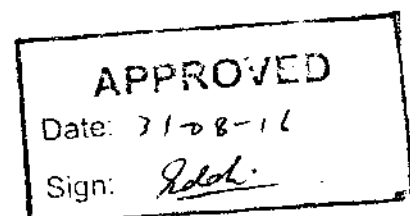
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| | <p>6.5 How to clean & fillet a fish</p> <p>6.6 How to chop, slice, dice & shred</p> <p>6.7 Trimming, peeling, coring, pitting</p> <p>6.8 Basic cuts of vegetables</p> <p>6.9 Portioning cuts</p> <p>6.10 Meat grinding procedure</p> <p>6.11 Grating food</p> <p>6.12 Washing, rinsing & blanching</p> <p>6.13 Measuring & conversions</p> <p>6.14 Mixing food</p> <p> 6.14.1 Stirring</p> <p> 6.14.2 Whisking</p> <p> 6.14.3 Whipping</p> <p> 6.14.4 Beating</p> <p> 6.14.5 Folding</p> <p> 6.14.6 Blending</p> | | |
| 7. | <p>Food preparations</p> <p>7.1 Emulsions</p> <p>7.2 Salad dressings</p> <p>7.3 Salads</p> <p>7.4 Marinades, spiced vinegars, brines & seasoning</p> <p>7.5 Mother sauces</p> <p>7.6 Stocks and Soups</p> | 3 | 23 |
| 8. | <p>Cooking techniques</p> <p>8.1 Handling & storage of eggs</p> <p>8.2 Breakfast cookery</p> <p> 8.2.1 Checking freshness of eggs</p> <p> 8.2.2 Boiled eggs</p> <p> 8.2.3 Poached eggs</p> <p> 8.2.4 Fried eggs</p> <p> 8.2.5 Omelets</p> <p> 8.2.6 Scrambled eggs</p> <p>8.3 Grilling & broiling method</p> <p>8.4 Roasting method</p> <p>8.5 Sautéing method</p> <p>8.6 Stir frying method</p> <p>8.7 Deep frying method</p> <p>8.8 Braising & stewing method</p> <p>8.9 Steaming method</p> <p>8.10 Poaching, simmering & double boiling, par</p> <p>8.11 Boiling</p> <p>8.12 Cooking instruction for various grains</p> <p>8.13 Degree of doneness in meat, poultry & fish</p> | 12 | 95 |

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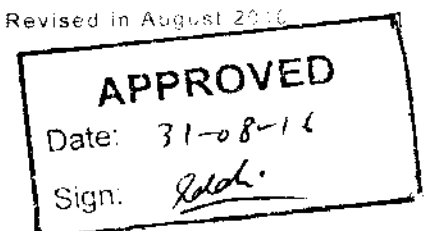
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| | 8.14 Presentation (Food Decoration & Garnishing). | | |
| 9. | Food Preservation & Storage 9.1 Food spoilage 9.2 Food preservation 9.3 Storage principles 9.4 Types of storage 9.5 Chilling, dry storage & freezing 9.6 Sanitary features 9.7 Operating practices 9.8 Handling storage of specific items 9.9 Cooked & partially cooked food 9.10 Meat 9.11 Poultry & eggs 9.12 Seafood 9.13 Dairy products 9.14 Fruits & vegetables 9.15 Stock, label & rotate giddiness | 17 | 20 |
| 10. | First aid and safety 10.1 The cause of accidents (human hazards & environmental hazards) 10.2 Preventing cuts & lacerations 10.3 Preventing burns 10.4 Preventing falls & other common injuries 10.5 Fire safety 10.6 First aid in emergencies (choking & heart attack) 10.7 Procedure for bomb scares 10.8 Safe lifting & carrying techniques | 10 | 5 |
| 11. | Integrated Pest Management 11.1 Kinds of cockroaches 11.2 Detecting & preventing cockroaches & flies infestation 11.3 Methods of killing cockroaches & flies & other insect pests 11.4 Signs of rats & mites infestation 11.5 Preventing & controlling rodents 11.6 Birds 11.7 Pesticides 11.8 Use of pesticides 11.9 Precautions in use of pesticides 11.10 Precautions in storage & disposal of pesticides | 10 | 6 |
| Total | | 90 | 200 |



Food and Beverage Service

| Sr. No | Detail of Topics | Theory | Practical |
|--------|--|--------|-----------|
| 1. | Introduction to Food and Beverage Service 1.1 Type of Food Service Organizations 1.2 Staffing Structure 1.3 Personal Appearance 1.4 Sanitation, Safety And Hygiene 1.5 Equipment and Quality 1.6 Menus Knowledge & Design 1.7 Functions of Catering 1.8 Food Wastes Handling Food-borne Illness | 14 | 4 |
| 2. | Communication & Soft Skills 2.1 General Guest's Care 2.2 Communication with Food Outlet Associates 2.3 Social Skills to deal Guests 2.4 Handle Complaints & Unusual Situations | 10 | 4 |
| 3. | Modern Food Service 3.1 Types of service 3.2 Tray service 3.3 Table service 3.4 French service (cart service) 3.5 Russian service (platter service) 3.6 English service (family service) 3.7 American service (plate service) 3.8 Table setting | 8 | 45 |
| 4. | Preparation of Dining Area 4.1 Food and beverage settings (Formal & Informal) 4.2 Cover layups for different settings and styles 4.3 Serving Equipment and Materials 4.4 Preparation of service areas (waiters' pantry, sideboards/side tables/service station) 4.5 Checking Heating & Cooling Systems 4.6 Checking Damages & Disposing | 10 | 30 |

| | | | |
|--------------|--|-----------|------------|
| 5. | Serve Food and Beverages 5.1 Types of Guests and Provision of Assistance 5.2 Menu & Product Knowledge 5.3 Taking Guest Orders 5.4 Serving Food 5.5 Serving Beverages 5.6 Sequence of Service 5.7 Importance Of Serving Food And Drink Items at the Correct Temperature 5.8 Support Captain of food outlet, Maintain food safety for food outlet | 8 | 34 |
| 6. | Provide a Carvery / buffet service 6.1 Purposes of Carvery or buffet 6.2 Types & Layouts of Carvery or buffet 6.3 Sequence of dishes 6.4 The importance of maintaining food at the correct temperature. | 2 | 16 |
| 7. | Complete food outlet shift effectively 7.1 Securing Payments from Guests 7.2 Clearing and cleaning tables. 7.3 Methods and procedures for safe storage. 7.4 Handling and disposing of waste | 10 | 12 |
| Total | | 62 | 145 |



Introductory Housekeeping

| Sr. No | Topics | Theory | Practical |
|--------------|---|-----------|------------|
| 1. | Introduction to Housekeeping 1.6 Classification of hotels 1.7 The Role of the Housekeeping department 1.8 Housekeeping personnel 1.9 Dress Codes and Uniforms of housekeeping 1.10 Personal Hygiene & Safety 1.11 Communication 1.12 Handling Guest Complaints | 14 | 7 |
| 2. | Cleaning, Principles and Practices 2.4 Definition of cleaning 2.5 Definition of Soiling 2.6 Equipment and Materials 2.7 Cleaning Agents 2.8 Cleaning procedures 2.9 Different cleaning techniques | 12 | 10 |
| 3. | Guest Rooms, Components And Key 3.1 Types of Rooms 3.2 The components of the guest bed room 3.3 Bed types and Linen requirements standards 3.4 Key and Key Control | 12 | 60 |
| 4. | Housekeeping Trolley (Maid Cart) Maintenance, Guest Room Cleaning And Handover Procedure. 4.1 Function of Housekeeping trolley (maid cart) 4.2 Efficient Room Cleaning 4.2.1 Sequence for Cleaning and Servicing a Guest Room 4.3 Cleaning of a Vacant Room 4.4 Closing down and preparing for the next shift | 12 | 35 |
| 5. | Cleaning of Public Area 5.10 Public Areas 5.1.1 Cleaning restaurant and bar areas 5.1.2 Public restrooms 5.1.3 Cleaning lifts | 8 | 39 |
| Total | | 58 | 151 |

31-8-16
Soleh

LIST OF PRACTICAL GROUP: 3 HOSPITALITY

List of Practical: Cooking & Baking

1. Starters

- 1.1 Cheese Balls
- 1.2 Meat balls
- 1.3 Open face sandwiches
- 1.4 Garlic bread
- 1.5 Cheese toast
- 1.6 Chicken Wings
- 1.7 Fried prawns
- 1.8 Fish Crackers
- 1.9 Stuffed eggs

2. Soups

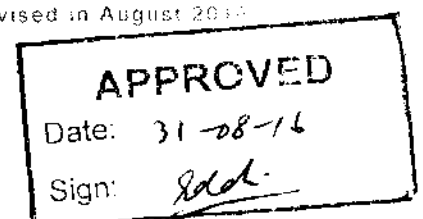
- 2.1 Yukhni
- 2.2 Clear Soup
- 2.3 Cream of Chicken Soup
- 2.4 Cream of tomato Soup
- 2.5 Chicken Corn Soup
- 2.6 Hot and Sour Soup
- 2.7 Thai Soup
- 2.8 Noodle Soup
- 2.9 Lentil Soup
- 2.10 Vegetable Soup
- 2.11 Mulligatawny soup

3. Salads

- 3.1 Fresh Vegetable Salad
- 3.2 Bean Salad
- 3.3 Summer Salad
- 3.4 Fruit Salad
- 3.5 Russian Salad
- 3.6 Mango Thai Salad
- 3.7 Tangy Potato Salad
- 3.8 Chicken apple salad
- 3.9 Crispy Cole slaw

4. Pakistani Cooking

- 4.1 Pullao
- 4.2 Biryani
- 4.3 Zarda
- 4.4 Korma
- 4.5 Gurda & Champ Masala
- 4.6 Mutton & Chicken Seekh Kabab
- 4.7 Handi-Ghosht
- 4.8 Haleem
- 4.9 Nargisi koftas
- 4.10 Mutton Kuna



5. Chinese Cooking

- 5.1 Chinese Cooking Rice
- 5.2 Egg Fried Rice
- 5.3 Chicken Fried Rice
- 5.4 Chicken in hot garlic souce
- 5.5 Chicken with almonds
- 5.6 Chicken with pine apple
- 5.7 Chicken Manchorian
- 5.8 Chicken with lime
- 5.9 Chicken vegetable
- 5.10 Sweet and sour chicken
- 5.11 Beef with vegetable

6. Different cuisines

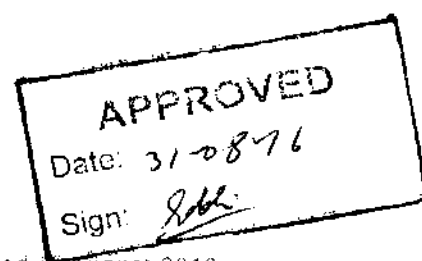
- 6.1 Tahini Skewered laumb
- 6.2 Fajitas
- 6.3 Dolma
- 6.4 Hareesa
- 6.5 Chicken Adaboo
- 6.6 Lasagne
- 6.7 Chicken Shewarma
- 6.8 Paella
- 6.9 Maxican Rice
- 6.10 Yalantan fish

7. Baking

- 7.1 Plain cake
- 7.2 Sponge Cake
- 7.3 Pine apple cake
- 7.4 Pine apple up side down
- 7.5 Fruit cake
- 7.6 Black forest cake
- 7.7 Chocolate cake
- 7.8 Carrot Cake
- 7.9 Biscuits
- 7.10 Plain Biscuit
- 7.11 Saltish Biscuit
- 7.12 Almond cookies
- 7.13 Khatai
- 7.14 Pizza
- 7.15 Chicken pizza, vegetable pizza
- 7.16 Pastries

8. Snacks

- 8.1 Chicken Vegetable rolls
- 8.2 Finger fish
- 8.3 Nuggets
- 8.4 Chicken roast
- 8.5 fried chicken
- 8.6 Chicken cutlets
- 8.7 Chicken Pakoras

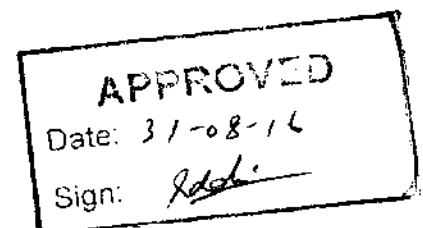


9. Desserts

- 9.1 Egg custard Ceramel custard
- 9.2 Trifle, Rich trifle pudding
- 9.3 Chocolate Soufle, Lemon Soufle.
- 9.4 Walnut Toffee
- 9.5 Tiramisi
- 9.6 White Chocolate Mouse, Mango mouse
- 9.7 Coconut pudding
- 9.8 Rus Malai
- 9.9 Carrot halwa
- 9.10 Kheer, Firni

10. Beverages

- 10.1 Fruit drink
- 10.2 Cold, hot coffee fruit punch, Almond Shake, Ice Cream Shake



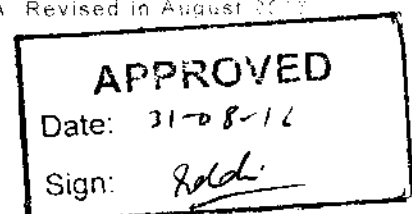
List of Practical: Food & Beverage Service

1. Demonstrate uniform requirement and hygiene
2. Greet guests as they arrive and showing them to their table
3. Give out menus and take orders for food and beverages
4. Prepare of service areas (waiters' pantry, sideboards/side tables/service station)
5. Serve hot & cold food
6. Serve hot & cold beverages
7. Demonstrate different table setting for service types and venues
8. Check and clean serving equipment
9. Demonstrate product knowledge and menu
10. Demonstrate Tray service
11. Demonstrate Table service
12. Demonstrate French service (cart service)
13. Demonstrate Russian service (platter service)
14. Demonstrate English service (family service)
15. Demonstrate American service (plate service)
16. Provide Carvery Service
17. Perform Buffet Service
18. Clean up tables and side stations
19. Determine method of payment and secure payments from guests
20. Handle and dispose waste

31-8-16
Rohit

List of Practical: Introductory Housekeeping

1. Assignment Sheet
2. Cleaning Supply Caddies
3. Carts
4. "DND" Rooms
5. Enter Room
6. Position Cart
7. Room Cleaning Sequence
8. Check-Out Rooms
9. Deep Cleaning Rooms
10. Empty Trash
11. Room Service Trays/Tables
12. Remove Dirty Terry and Bed Linens
13. Fresh Linen
14. Clean Vanity/Sink/Mirror/Hair Dryer
15. Clean Toilet
16. Clean Shower/Tub
17. Clean Shower Curtain/Liner
18. Facial/Toilet Tissue
19. Refresh Towels
20. Replace Bathroom Amenities
21. Clean Bathroom Door
22. Clean Bathroom Floors
23. Making a Bed
24. Clean Under Bed
25. Bathrobes/Slippers
26. Straighten Guest Personal Items with Permission
27. Clean Closet/Door/Safe
28. Clean Furniture
29. Sofa, Chairs and Cushions
30. Clean Artifacts
31. Clean Pictures/Mirrors/Frames

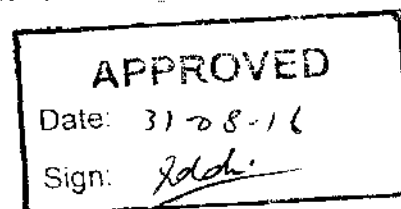


32. Dusting of Television/VCR/Remote/LCD
33. Clean Alarm/Clock Radio
34. Clean Lamps/Light Switches
35. Clean Telephones
36. Clean Ice Bucket/Tray
37. Clean Mini Bar
38. Align Drapes and Clean Shutters/Blinds
39. Replace Bedroom Amenities
40. Clean Balcony/Patio/Plants
41. Clean Windows
42. Clean Entrance Door(s)
43. Clean Air Condition/Heating Unit
44. Clean Baseboards/Ledges

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LIST OF LABS

1. Sewing Lab
2. Textile Lab
3. Beautician Lab
4. Cooking Lab
5. Computer Lab



LIST OF TOOLS / MACHINERY / EQUIPMENT

(For a Class of 25 Students)

| | |
|---------------------------|--|
| Name of Trade | Diploma for Vocational Teacher Development |
| Duration of Course | 1 Year |

1. Teaching Technique and Teaching Practice

| Sr. No. | Name of Tools & Equipment | Quantity |
|------------------|-----------------------------|----------|
| 1. | Whiteboard | 1 |
| 2. | UPS | 1 |
| 3. | Computer | 1 |
| 4. | Air conditioner | 1 |
| 5. | Project multimedia | 1 |
| 6. | Internet connection | - |
| Furniture | | |
| 1. | Hydraulic Chair | 1 No. |
| 2. | Computer Table | 1 No. |
| 3. | Teacher Table | 1 No. |
| 4. | Teacher Chair With Arm | 1 No. |
| 5. | White Board (Writing Board) | 1 No. |

List of Consumables

| Sr. No. | Consumable Items |
|---------|--------------------------------------|
| 1. | Duster |
| 2. | Board markers |
| 3. | Printing paper |
| 4. | Color printing Paper/ Sheet/Art Card |

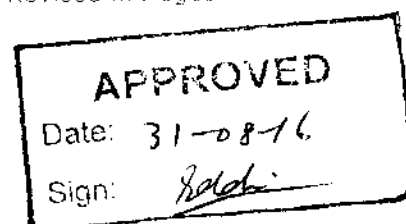
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2. Computer Foundation

| Sr. No. | Name of Tools & Equipment | Quantity |
|------------------|---|----------|
| 1. | Computer system as Server with CD/DVD writers | 1 |
| 2. | Computer system C2D with LCD Screen | 25 |
| 3. | UPS | 1 |
| 4. | Printer | 1 |
| 5. | Scanner | 1 |
| 6. | Air conditioner | 1 |
| 7. | Project multimedia | 1 |
| 8. | Internet connection | - |
| Furniture | | |
| 1. | Hydraulic Chairs | 25 |
| 2. | Computer Tables | 25 |
| 3. | Teacher Table | 1 No. |
| 4. | Teacher Chair With Arm | 1 No. |
| 5. | White Board (Writing Board) | 1 No. |

List of Consumables

| Sr. No. | Consumable Items |
|---------|--------------------------------------|
| 1. | Printer inks/cartridge (CMYK) |
| 2. | Photocopier ink |
| 3. | Board markers |
| 4. | Printing paper |
| 5. | Color printing Paper/ Sheet/Art Card |
| 6. | Printer inks/cartridge (CMYK) |



LIST OF TOOLS / MACHINERY / EQUIPMENT

(For a Class of 25 Students)

| | |
|---------------------------|--|
| Name of Trade | Diploma for Vocational Teacher Development |
| Duration of Course | 1 Year |
| Group: 1 | Clothing and Fashion Design |

Fundamental of Design Development

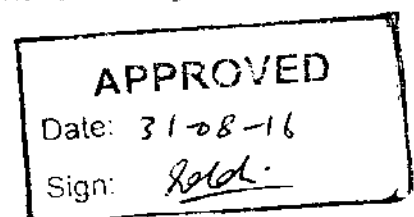
| Sr. No. | Name of Tools & Equipment | Quantity |
|------------------|-----------------------------|----------|
| 1. | set square | 25 No |
| 2. | Scales | 25 No |
| 3. | Water containers | 25 No |
| 4. | Scissors | 25 No |
| Furniture | | |
| 1. | Drawing Boards | 25 Nos. |
| 2. | Stools | 25 Nos. |
| 3. | White Board (Writing Board) | 1 No. |
| 4. | Teacher Table | 1 No. |
| 5. | Teacher Chair With Arm | 1 No. |

List of Consumable Items:

| Sr. No. | Consumable Items | Quantity |
|---------|------------------|----------|
| 1. | Sketch files | 25 No |
| 2. | Pencils | 25 No |
| 3. | Erasers | 25 No |
| 4. | Sharpeners | 25 No |

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|-----|---|--------|
| 5. | Poster colors (Red, Blue, Yellow, white, Black) | 5 sets |
| 6. | Pallets | 25 No |
| 7. | Brushes 03,07 | 25 No |
| 8. | Pointers 0.1, 0.3 | 25 No |
| 9. | Water containers | 25 No |
| 10. | Tracing papers | 25 No |
| 11. | Drawing Sheet/ Scholar Sheet | 25 No |
| 12. | Charcoal | 25 No |
| 13. | Glazing Papers | 25 No |
| 14. | Tracing sheets | 25 No |
| 15. | Glue | 25 No |
| 16. | Scotch tape | 25 No |



Fashion Illustration and Sewing Techniques

| Sr. No. | Name of Tools & Equipment | Quantity |
|------------------|--|----------|
| 5. | Sketch File plain (A3 Size) | 25 |
| 6. | Sketch File Textured (A3 Size) | 25 |
| 7. | Pencils, Eraser, Sharpener, Scale 12 inches | 25 each |
| 8. | Various Water based Brushes | 25 |
| 9. | Pallet | 25 |
| 10. | Pair of scissors | 25 |
| 11. | Common Pins(Packs) | 25 |
| 12. | Display Boards | 12 |
| 13. | Thumb Pins(Packs) | 12 |
| 14. | Sewing Kit | 25 |
| 15. | Straight Pin and Thumb pin | 25 Pkts. |
| 16. | Needles assorted Hand and Machine | 25 Pkts. |
| 17. | Scissors. (6") | 10 Nos. |
| 18. | Sewing Machines (Electric) | 25 Nos. |
| 19. | Disc-matic Machines | 02 Nos. |
| 20. | Electric Iron | 02 Nos. |
| Furniture | | |
| 1. | Teacher Chair | 01 No. |
| 2. | Student Chairs | 25 Nos. |
| 3. | Drafting Tables, size= (6' x 4'), height 36" | 06 Nos. |
| 4. | White Board / Marker Board | 01 No. |
| 5. | Teachers Table | 01 No. |

List of Consumables

| Sr. No. | List of Consumables | Quantity |
|---------|--|----------|
| 1. | Water Based Pencils(24 pcs) | 25 |
| 2. | Pastel pencils (Dry) pack of 24 colours | 25 |
| 3. | Colored Pointers (12 colors) | 25 |
| 4. | Water colors(24 colors) | 25 |
| 5. | Poster Colors (Primary and neutral colors) | 25 each |
| 6. | Fabric and Accessories according to design requirement | |

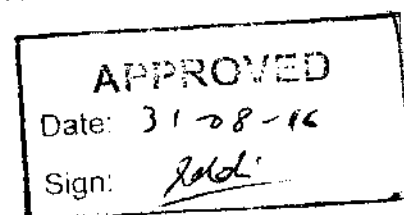
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Embellishment Techniques

| Sr. No. | Name of Tools & Equipment | Quantity |
|------------------|--|----------|
| 1. | Electric Iron | 2 |
| 2. | Iron Stand | 2 |
| 3. | Steam Iron | 1 |
| 4. | Over Head Projector | 1 |
| 5. | Tracing Table | 1 |
| 6. | Display Boards | 5 |
| 7. | Soft Board | 1 |
| 8. | Embroidery sewing machine with electric motor and stand complete | 25 sets |
| 9. | Scissors (Paper) | 25 |
| 10. | Scissors(Fabric) | 25 |
| 11. | Embroidery Frame | 25 |
| 12. | Scale 12" | 25 |
| 13. | L-Squares | 25 |
| 14. | Tracing Wheel | 25 |
| 15. | Inches Tape | 25 |
| Furniture | | |
| | Drafting Tables 6×4 | 12 |
| 1. | White Board | 1 |
| 2. | Student Chair with one arm | 25 |
| 3. | Teacher's table | 1 |
| 4. | Teacher's chair with arm | 1 |



List of Consumable

| Sr. No | Consumable Items: | Quantity |
|--------|---|-------------------------------------|
| 1. | Fabric (Cotton, of different colors) | 5 meters each |
| 2. | Embroidery threads(of Different colours) | 5 loops each |
| 3. | Dabka, Tilla, Beads, Sequin, Bottis, buckles, zippers, mirrors, Mokaish and gotta | According to design and requirement |
| 4. | Ribbon of different width and colors | According to design and requirement |
| 5. | Wax for batik | As per requirement |
| 6. | Batik paints | As per requirement |
| 7. | Tie & Dye colors | As per requirement |
| 8. | Printing Screens | As per requirement |
| 9. | Digital printing colors | As per requirement |
| 10. | Block printing colors | As per requirement |
| 11. | Trims | As per requirement |
| 12. | Buttons | As per requirement |
| 13. | Piping | As per requirement |
| 14. | Buckles | As per requirement |
| 15. | Zipper | As per requirement |

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Textile Recycling

| Sr. No. | Name of Tools & Equipment | Quantity |
|------------------|---------------------------|----------|
| 1. | Electric Iron | 1 |
| 2. | Iron Stand | 1 |
| 3. | Steam Iron | 1 |
| 4. | Over Head Projector | 1 |
| 5. | Tracing Table | 1 |
| 6. | Display Boards | 2 |
| 7. | Tracing table | 1 |
| 8. | Hooking needles | 25 |
| 9. | Scissors (Paper) | 25 |
| 10. | Scissors(Fabric) | 25 |
| 11. | Embroidery Frame | 25 |
| 12. | Scale 12" | 15 |
| 13. | Blocks for printing | 25 |
| 15. | Inches Tape | 25 |
| 16. | Embroidery loops | 25 |
| 17. | Crochet needles | 25 set |
| 18. | Knitting needles | 25 |
| Furniture | | |
| 1. | White Board | 1 |
| 2. | Teacher's table | 1 |
| 3. | Teacher's chair with arm | 1 |

List of Consumable

| Sr. No | Consumable Items: | Quantity |
|--------|---|--------------------|
| 1. | Fabric (Cottonwool, silk, poliyester, wooven) | 5 meters each |
| 2. | Embroidery threads(of Different colours) | 5 loops each |
| 3. | Block printing colors | As per requirement |
| 4. | Ribbon of different width and colors | As per requirement |
| 5. | Foam | As per requirement |
| 6. | Used garments (sweaters, out of fashion dresses) | As per requirement |

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Draping

| Sr. No. | Name of Tool and Equipment | Quantity |
|-------------------|---|----------|
| 1. | Manniquin with Stand(Small:10, Medium:10,, Large:5) | 25 |
| 2. | Electric Iron | 2 |
| 3. | Steam Iron | 2 |
| 4. | Iron Stand | 2 |
| 5. | Sewing Machine(Manual:10, Electric:15) | 25 |
| 6. | Scissors | 12 |
| 7. | Measuring Tape | 25 |
| 8. | Scale | 12 |
| 9. | French Curve | 6 |
| 10. | L-Shaped Ruler | 6 |
| 11. | Tracing Wheel | 25 |
| Furniture: | | |
| 19. | Drafting Tables6×4 | 12 |
| 20. | Stools 2 ft height | 25 |
| 21. | White Board(writing Board) | 1 |
| 22. | Teacher's Table | 1 |
| 22. | Teacher's Chair with arm | 1 |

Sizes of Manniquins:

| Sr. No. | Measurements | Small Size | Medium Size | Large Size |
|---------|--------------------|------------|-------------|------------|
| 1. | Across Back | 13 | 14 | 16 |
| 2. | Bust Measurement | 32 | 36 | 40 |
| 3. | Waist Measurement | 24 | 28 | 32 |
| 4. | Hip Measurement | 36 | 38 | 42 |
| 5. | Centre Back Length | 14 | 15 | 16 |
| 6. | Hip Depth | 20 | 22 | 23 |
| 7. | Neck Measurement | 12 | 13' | 14 |

List of Consumables

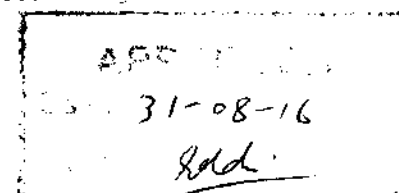
| Sr. No. | List of Consumables | Quantity |
|---------|------------------------------|-----------|
| 1. | Thumb pins and straight Pins | 8 Packs |
| 2. | Cotton Rolls | 6 Packs |
| 3. | White Thread | 6 Polls |
| 4. | Tracing Wheel | 10 |
| 5. | Needles | 3 Pack |
| 6. | Pencils | 25 |
| 7. | Cora Lattah(Consumable Item) | 20 Meters |

LIST OF TOOLS / MACHINERY / EQUIPMENT

(For a Class of 25 Students)

| | |
|---------------------------|--|
| Name of Trade | Diploma for Vocational Teacher Development |
| Duration of Course | 1 Year |
| Group: 2 | Beautician |

| Sr. No. | Name of Tools & Equipment | Quantity |
|----------------|---|-----------------|
| 1. | 10 in 1 unit brush, high frequency, galvanic etc | 1 |
| 2. | Facial streamer with ozone light stand | 1 |
| 3. | Sterilizer UV light | 1 |
| 4. | Skin scanner or Dermascopy | 1 |
| 5. | Computer with internet connection | 1 |
| 6. | Facial bed | 1 |
| 7. | Stool | 1 |
| 8. | Facial trolley or waxing trolley | 2 |
| 9. | Multi chair hydraulic reclinable | 5 |
| 10. | Cutting arm chair | 10 |
| 11. | Head streamer with ozone light | 1 |
| 12. | Face and head massager | 2 |
| 13. | Washing unit and hair wash | 1 |
| 14. | Hair dryer | 6 |
| 15. | Straightener | 6 |
| 16. | Foot massager | 2 |
| 17. | wax heater | 2 |
| 18. | Spa unit for manicure trolley | 1 |
| 19. | Spa unit for pedicure trolley | 1 |
| 20. | Twizer, scissors, black head pin, nail cutter, cuticle cutter | 12 Kits |
| 21. | Buffer, nail filer, orange stick, cutting combs | 1set |



| | | |
|-----|---|------|
| 22. | Foot heeler, blow dryer brushes, cutting sheets | 1set |
| 23. | Bowels set, brush set applicators | 1set |
| 24. | Curling rod of start from 16mm to 38mm | 10 |
| 25. | Climpers | 6 |
| 26. | Paraffin wax heater | 2 |
| 27. | Trimmers | 6 |
| 28. | Towel warmer | 2 |
| 29. | Volume irons | 6 |
| 30. | Rollers(different size set) | 5 |
| 31. | Stone therapy set | 5 |
| 32. | Work station with Mirror's | 25 |
| 33. | Hair Cutting Scissor's | 5 |
| 34. | Magnifying glass | 5 |
| 35. | Exfoliation machine | 2 |
| 36. | High Chair | 5 |
| 37. | Arm chair | 5 |
| 38. | Manicure set | 5 |
| 39. | Pedicure set | 5 |
| 40. | Mani,Padicure table | 3 |
| 41. | White board | 1 |

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LIST OF CONSUMABLES

| Consumable Items | Quantity | Consumable Items | Quantity |
|----------------------------|-----------------|--|-----------------|
| dye caps and aprons | 24 | Paraffin wax strips | 12 |
| Gowns of women | 12 | Styling mousse and spray | 24 |
| Self aprons | 24 | Shampoo + conditioner | 12 |
| Head facial band | 24 | Hair gels and wax | 24 |
| Facial bowl/ brushes | 24 | Foundation puffs | 24 |
| Wooden and plastic spatula | 24 | Liquid makeover sponges | 24 |
| Tissue paper box | 12 | Blow dryer brush set | 5 |
| Cotton pack rolls | 12 | Cutting comb set | 5 |
| Rose water | 6 | Scissors size set | 5 |
| Facial sponges | 36 | Stricking cap and shower cap | 36 |
| Mask brush and bowl | 24 | Manicure and pedicure tool kit | 5 |
| All size towels white | 36 | Face polisher kit | 5 |
| Aluminum foil | 10 foils | Disposable gloves | 25 set |
| Epilators and threads | 12 | Facial kit whitening, acne, aging products | 5 |
| Wax roll and wax | 12 | Manicure and | 5 |

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| ships | | pedicure kit | |
|------------------------------------|----------|--|-----------|
| Consumable Items | Quantity | Consumable Items | Quantity |
| Hot water and soft wax | 12 | Makeup cosmetic set | 5 |
| Dettol and sanitizer | 6 | Massage oils kit | 5 |
| Alcohol pads box | 6 | Hair color and treatment kit | 5 |
| Back mirror | 24 | Rebounding kit | 5 |
| Perming liquid + sticks bones | 12 | Razors + trimmers | 36 |
| Paraffin strips + gloves + booties | 12 | Towels for skin, hair, manicure & pedicure | 12 |
| Colour dye + developer | 12 | Stones + stones oils | 6 |
| Hair spray | 5 | Hair creams | 5 |
| Mouse | 5 | Dettol | 5 Bottles |
| Broom | 5 | Phenyl | 5 Bottles |
| Dusters | 10 | Markers | 2 Pkt |

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LIST OF TOOLS / MACHINERY / EQUIPMENT

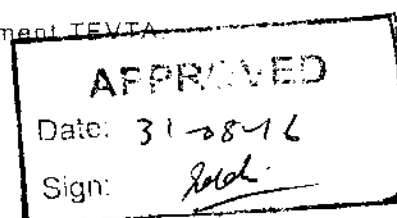
(For a Class of 25 Students)

| | |
|---------------------------|--|
| Name of Trade | Diploma for Vocational Teacher Development |
| Duration of Course | 1 Year |
| Group: 3 | Hospitality |

Cooking and Baking

| Sr. No. | Name of tools / equipment | Quantity |
|----------------|------------------------------------|-----------------|
| 1. | Vegetable peeler | 12 |
| 2. | Corer | 12 |
| 3. | Hand grater | 12 |
| 4. | Slicer SS | 12 |
| 5. | Spatulas Wooden | 12 |
| 6. | Kitchen Forks | 12 |
| 7. | Slotted spoon | 12 |
| 8. | Solid curry spoon | 12 |
| 9. | Measuring spoons sets | 12 |
| 10. | Sauce ladles | 12 |
| 11. | Conical strainer | 6 |
| 12. | Chinois | 3 |
| 13. | Wire whisk | 6 |
| 14. | Tin cutter | 3 |
| 15. | Sieves | 06 |
| 16. | Cutting boards colored size no. 21 | 6 |
| 17. | Grill forks | 04 |
| 18. | Grill brush wire | 04 |
| 19. | Lemon squeezer | 03 |
| 20. | Grill pan | 4 |

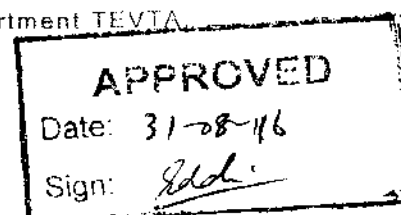
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| | | |
|-----|---|----|
| 21. | Grill spatulas | 4 |
| 22. | Chinese woks | 12 |
| 23. | Butcher knife | 5 |
| 24. | Pallet knife | 5 |
| 25. | Paring knife | 12 |
| 26. | Bread slicer | 12 |
| 27. | French knife | 12 |
| 28. | Serrated knife | 12 |
| 29. | Boning knife | 12 |
| 30. | Slicers | 12 |
| 31. | Fish filleting knife | 12 |
| 32. | Fish scalar | 6 |
| 33. | Caring knife | 6 |
| 34. | Carving fork | 6 |
| 35. | Stock pot | 6 |
| 36. | Sauce pots | 6 |
| 37. | Sauce pans | 6 |
| 38. | Saute pans / fry pan | 6 |
| 39. | Double boiler | 01 |
| 40. | Cooking pots /Casseroles different sizes | 10 |
| 41. | Frying pans | 0 |
| 42. | Operate scales electronic 10 kg capacity | 02 |
| 43. | Waffle iron Imported | 01 |
| 44. | Measuring jugs | 2 |
| 45. | Measuring cups set | 4 |
| 46. | Sauce containers 2 ltrs. | 6 |
| 47. | Sauce containers 1 ltrs. | 6 |
| 48. | Mixing bowls stainless steel various size | 12 |
| 49. | Fryer baskets | 2 |
| 50. | Panini Electric grill Imported | 01 |

| | | |
|-----|---|----|
| 51. | French Fries cutter | 01 |
| 52. | Marinating trays | 6 |
| 53. | Baking trays | 12 |
| 54. | Strainer | 04 |
| 55. | Muffins tin | 48 |
| 56. | Bread loafer pan small | 12 |
| 57. | Round cake tin (2Pounds) | 12 |
| 58. | Round cake tin (1Pound) | 12 |
| 59. | Square cake tin (2pounds) | 12 |
| 60. | Pie tin | 12 |
| 61. | Tart mould | 12 |
| 62. | Flan rings | 12 |
| 63. | Rolling pin with board | 04 |
| 64. | Pizza pan different sizes | 12 |
| 65. | Dough mixer | 01 |
| 66. | Food processor Imported | 06 |
| 67. | Blender | 05 |
| 68. | Egg beater Imported | 04 |
| 69. | Butter mixer Imported | 02 |
| 70. | Meat slicer Imported | 01 |
| 71. | Dish washing machine Hood type Imported | 01 |
| 72. | Ice crusher Imported | 01 |
| 73. | Steam kettle | 01 |
| 74. | Deck oven Imported | 02 |
| 75. | Combi. Oven (steamer plus convection oven) Imported | 01 |
| 76. | Pizza oven Imported | 01 |
| 77. | Stove top with two burners Imported | 01 |
| 78. | Salamander Imported | 01 |
| 79. | Toaster conveyer type Imported | 01 |
| 80. | Prove box | 01 |

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| | | |
|------|---|-----|
| 81. | Bone saw Imported | 01 |
| 82. | Grill lava rock Imported | 02 |
| 83. | Fryer Imported | 02 |
| 84. | Chinese Woks(Different Sizes) | 24 |
| 85. | Steam Table with Food pick up and Soup Bain Marie | 01 |
| 86. | Under Counter Fridge | 02 |
| 87. | Deep Freezer Triplet | 02 |
| 88. | Refrigerator | 02 |
| 89. | Working Counter | 04 |
| 90. | Soup Container | 04 |
| 91. | Seico Pans size 1/6 | 12 |
| 92. | Cold Bain Marie | 01 |
| 93. | Marinating Dishe | 06 |
| 94. | Steel Plate | 24 |
| 95. | Steel Bowl Small | 48 |
| 96. | Spices Jar Air tight | 48 |
| 97. | 3 Pot Wash Sink With Thermometers | 03 |
| 98. | Hand wash sink with hot air dryer | 01 |
| 99. | BBQ pit (Large) (7 ft.) | 01 |
| 100. | BBQ Bars | 100 |
| 101. | Bracket Fan for BBQ | 01 |
| 102. | Daig with Accessories 36" | 01 |
| 103. | Daig Burner | 01 |
| 104. | Tandoor with Accessories | 01 |
| 105. | Sizzler Dishes | 06 |
| 106. | Tongs for Woks | 12 |
| 107. | Steel Tray Large | 12 |
| 108. | Steel tray small | 12 |
| 109. | Perforated steel tray with steel under liner tray | 02 |
| 110. | Vegetable baskets | 06 |

| | | |
|------|--|----|
| 111. | Trash cans | 02 |
| 112. | Dust bins with lids (Imported) | 04 |
| 113. | Glass Racks | 04 |
| 114. | Kitchen Hood, Exhaust Blower and Vents | 01 |
| 115. | Steam Table | 01 |
| 116. | Miscellaneous Expenses | |

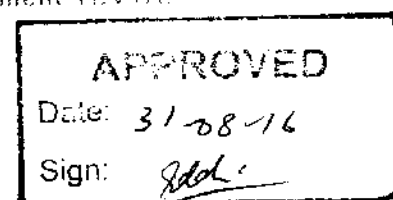
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Food and Beverage Service

| Sr. No. | Name of tools / equipment | quantity |
|---------|-----------------------------|----------|
| 1. | Tea cups with liners | 24 |
| 2. | Express Cups with liners | 18 |
| 3. | High Bowls | 100 |
| 4. | Goblet | 50 |
| 5. | Cocktail Glasses | 50 |
| 6. | White wine glasses | 24 |
| 7. | Red wine glasses | 24 |
| 8. | Pilsner Glass | 24 |
| 9. | Service Trays | 36 |
| 10. | Tea Pots | 25 |
| 11. | Sugar Pots | 25 |
| 12. | Milk Pots | 25 |
| 13. | Dinner Plates | 100 |
| 14. | Curry Plates | 100 |
| 15. | Soup Bowls | 100 |
| 16. | B&B Plates | 60 |
| 17. | Dessert Plates | 60 |
| 18. | Service bowls with spoon | 25 |
| 19. | Sauce bottles | 25 |
| 20. | Service Tray with spoon | 25 |
| 21. | Chaffing dishes with covers | 6 |
| 22. | Service (Bussing) trays | 12 |
| 23. | Water jugs | 6 |
| 24. | Table spoon | 60 |
| 25. | Tea spoon | 60 |
| 26. | Ice tea spoon | 60 |
| 27. | Dessert spoons | 60 |
| 28. | Dessert fork | 60 |

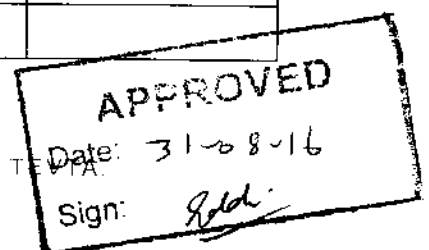
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| 29. | Steak knife | 60 |
| 30. | Steak fork | 60 |
| 31. | Fish fork | 60 |
| 32. | Fish knife | 60 |
| 33. | Butter knife | 60 |
| 34. | Ash tray | 6 |
| 35. | Salt shakers | 6 |
| 36. | Pepper mills | 6 |
| 37. | Tooth pick pots | 6 |
| 38. | Flower vase | 6 |
| 39. | Ramekin | 24 |
| 40. | Soup bowls | 48 |
| 41. | Soup spoons | 48 |
| 42. | Ice bucket | 2 |
| 43. | Ice tongues | 2 |
| 44. | Menu stand | 01 |
| 45. | Service cart Elec. Banquet trolley Imported | 01 |
| 46. | Blenders | 01 |
| 47. | Ice machine | 01 |
| 48. | Espresso /Coffee machine with grinder Imported | 01 |
| 49. | Coffee Urn | 01 |
| 50. | Steamer | 01 |
| 51. | Plate Warmer | 01 |
| 52. | Cream Whipper | 01 |
| 53. | Stain less steel container | 06 |
| 54. | Electronic cash register | 01 |
| 55. | Fire extinguisher dry powder | 01 |
| 56. | Fire extinguisher Liquid | 01 |

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Introductory House Keeping

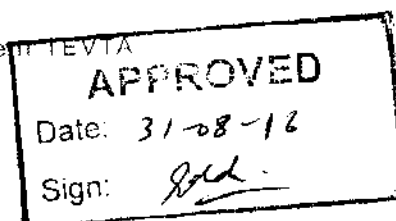
| Sr. No. | Name of tools / equipment | Quantity |
|---------|------------------------------------|----------|
| 1 | House Keeping Cart | 02 |
| 2 | Vaccum Cleaner | 02 |
| 3 | Dusting Broom | 06 |
| 4 | Twin Bed with complete accessories | 02 |
| 5 | Bathing Tub | 01 |
| 6 | Side Table | 02 |
| 7 | Working Table | 02 |
| 8 | Dressing Table | 02 |
| 9 | Dressing Chair | 02 |
| 10 | Sitting Chair | 02 |
| 11 | Sofa | 02 |
| 12 | Mini Bar Fridge | 01 |
| 13 | Table Lamp | 01 |
| 14 | Cupboard | 01 |
| 15 | Hanger | 06 |
| 16 | Bath room Slipper | 01 |
| 17 | Towel | 04 |
| 18 | Bed sheets (white) | 12 |
| 19 | Pillows | 16 |
| 20 | Blankets | 02 |
| 21 | Quilts | 02 |
| 22 | Bed spread | 04 |
| 23 | Iron and Iron stand | 01 |
| 24 | Mop trolley Imported | 01 |
| 25 | Wet mop | 12 |
| 26 | Dry mop | 12 |
| 27 | Miscellaneous Expenses | |



List of Consumables**GROUP:3 HOSPITALITY**

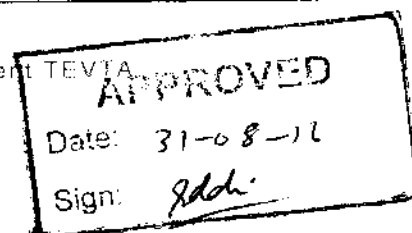
| S. No. | Item | Quantity |
|--------|---|-----------|
| 1 | Ajwain | 0.25Kg |
| 2 | Almond American | 1 Kg |
| 3 | Baby corn | 2 Tins |
| 4 | Baking powder | 1 Kg |
| 5 | Basin | 5 Kg |
| 6 | Beef | 15 Kg |
| 7 | Black mushrooms | 1Kg |
| 8 | Black pepper whole | 1 Kg |
| 9 | Butter | 10 Kg |
| 10 | Caraway | 1 Kg |
| 11 | Cardamom black | 250 Grams |
| 12 | Cardamom green | 250 Grams |
| 13 | Chicken (Boneless, whole, with or without skin) | 50 Kg |
| 14 | Chicken cubes | 2 Dozen |
| 15 | Chicken powder | 1 Kg |
| 16 | Chilli garlic sauce | 4 Kg |
| 17 | Cinnamon | 500 Grams |
| 18 | Cloves | 500 Grams |
| 19 | Coconut powder | 3 Kg |
| 20 | Colors (Red, yellow, green, orange Food grade) | 100 Gram |
| 21 | Cooking Oil | 30 Litre |
| 22 | Coriander powder | 1 Kg |
| 23 | Corn flour | 8 Kg |
| 24 | Cumin | 1 Kg |
| 25 | Custard powder | 12 Packs |

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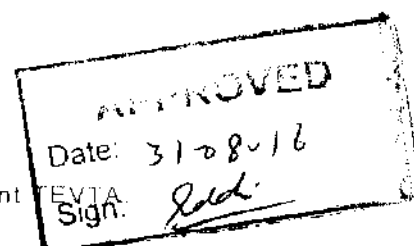


| | | |
|----|------------------------------------|------------------------|
| 26 | Daal chana | 3 Kg |
| 27 | Dal mash | 3 Kg |
| 28 | Dal mong | 3 Kg |
| 29 | Dates (Chohare) | 2 Kg |
| 30 | Detergents | 5Kg |
| 31 | Dusters (Cotton) | 12 Dozen |
| 32 | Eggs | 16 Dozen |
| 33 | Elbow macaroni | 12 Packs |
| 34 | Feenugreek (Qasoori) | 12 Packs |
| 35 | Fennel (Sounf) | 1 Kg |
| 36 | Fish | 15 Kg |
| 37 | Flavors (Mango, orange, pineapple) | 500 mL each |
| 38 | Flour | 20 Kg |
| 39 | Fruit cocktail | 10 Tin |
| 40 | Garlic | 3 Kg |
| 41 | Gloves (Disposable) | 3 Packs (100 per Pack) |
| 42 | Gram (White) | 3 Kg |
| 43 | Grams (Black) | 2 Kg |
| 44 | Green chili sauce | 5 Liter |
| 45 | Green tea | 1 Kg |
| 46 | Imli (Tamarind) | 3 Kg |
| 47 | Jelly | 36 Packs |
| 48 | Kachri powder | 1 Kg |
| 49 | Mace (Javatri) | 500 Grams |
| 50 | Masar salam | 1 Kg |
| 51 | Mayonnaise | 12 Kg |
| 52 | Meat tenderizer | 6 Packs |
| 53 | Milk | 50 Liters |

| | | |
|----|----------------------------------|------------|
| 54 | Milk cream | 24 packets |
| 55 | Mono Sodium Glutamate | 500 Grams |
| 56 | Mushrooms | 6 Tin |
| 57 | Mutton | 10 Kg |
| 58 | Nutmeg (Jafal) | 500 Grams |
| 59 | Onion | 40 Kg |
| 60 | Oyster sauce | 3 Bottle |
| 61 | Paprica powder | 3 Packs |
| 62 | Pineapple tin | 5 Nos |
| 63 | Plum dried | 3 Kg |
| 64 | Poppy seeds (Khaskhas) | 1 Kg |
| 65 | Porridge | 4 Kg |
| 66 | Potatoes | 30 Kg |
| 67 | Prawns | 2 Kg |
| 68 | Preserve (Ashrafi red and green) | 5 Kg |
| 69 | Raisins | 2 Kg |
| 70 | Red chili crushed | 1 Kg |
| 71 | Red chili powder | 3 Kg |
| 72 | Red chili sauce | 5 Liter |
| 73 | Red chili whole | 2 Kg |
| 74 | Rice (Sella super Basmati) | 40 Kg |
| 75 | Rice broken | 8 Kg |
| 76 | Rye | 1 Kg |
| 77 | Salt | 2 Kg |
| 78 | Sanitizers | 5 Litre |
| 79 | Semolina (Suji) | 5 Kg |
| 80 | Sesame seeds | 1 Kg |
| 81 | Soda sweet | 1 Kg |
| 82 | Soy | 500 Grams |



| | | |
|----|--------------------------------|------------|
| 83 | Soya sauce | 5 Liter |
| 84 | Spaghetti | 24 Packs |
| 85 | Sponge and Wire Sponge | 6 Dozen |
| 86 | Star aniseeds (Baadian Khatai) | 500 Grams |
| 87 | Sugar | 5 Kg |
| 88 | Sweet corn | 6 Tin |
| 89 | Tomato ketch up | 8 Kg |
| 90 | Tomatoes | 50 Kg |
| 91 | Turmeric powder | 2 Kg |
| 92 | Vegetables (Seasonal) | 30 Kg |
| 93 | Vermicelli | 12 Packets |
| 94 | Vinegar white | 10 Liter |
| 95 | Yoghurt | 20 Kg |
| 96 | Chocolate Brown | 04 kg |
| 97 | Chocolate White | 02 kg |
| 98 | Flour | 15 kg |
| 99 | Coconut Powder | 1 kg |



MINIMUM QUALIFICATION OF TEACHER / INSTRUCTOR

| Subject | Qualification |
|--|---|
| Teaching Techniques & Teaching Practice | <ul style="list-style-type: none"> • M.T.E (with 1-Year relevant experience) <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • trade related Instructor with 1-Year Pedagogy Training |
| Functional English | <ul style="list-style-type: none"> • M.A English (with 1-Year relevant experience) |
| Computer Foundation | <ul style="list-style-type: none"> • B.C.S / B.S Computer Sciences (with 1-Year relevant experience) |
| Entrepreneurship | <ul style="list-style-type: none"> • M.B.A (with 1-Year relevant experience) |
| Occupational Health, Safety & Environment (OHSE) | <ul style="list-style-type: none"> • Intermediate with Safety courses completed with 3-Years relevant experience. |
| Group:1 Clothing and Fashion Design | <ul style="list-style-type: none"> • M.S. / M.Phil Home Economics (Textile and Clothing) <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • B.S. Home Economics (Textile and Clothing) (with 1 - Year relevant experience) <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • 3 years D.D.M (with 3 - Year relevant experience) <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Fashion Design 1-Year (with 3- Year relevant experience) |
| Group :2 Beautician | <ul style="list-style-type: none"> • BA with 1-Year diploma in Beautician from recognized institute. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • FA Minimum 3-Years relevant teaching / industry experience in beauty salon field, parlor, media work and technically strong in hair, skin and makeup |

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|---------------------------------|---|
| | <p><u>For Fitness :</u></p> <ul style="list-style-type: none"> • Middle/Matric with 3 years relevant experience in related field |
| <p>Group: 3 Hospitality</p> | <p>DAE Food Technology (with 3- Year relevant experience) OR B.F.T. Hons. (with 1- Year relevant experience) OR BS. Food & Nutrition (with 1- Year relevant experience)</p> |

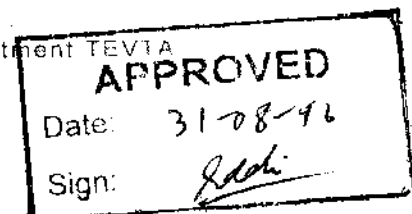
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REFERENCE BOOKS**Core Subjects**

| Sr. No. | Book Title | Author |
|---------|----------------------------|-------------------------------------|
| 1. | Introduction to Computers | Peter Norton |
| 2. | Discovering Computers | Shelly- Vermaat |
| 3. | Basic Computer Course Book | Dr. Paolo Coletti |
| 4. | Entrepreneurship | Robert D. Hisrich & Michael Peters |
| 5. | Entrepreneurship | William Bygrave & Andrew Zacharakis |

Group: 1 Clothing and Fashion Design

| Sr. No. | Book Title | Author |
|---------|-------------------------------|---|
| 1. | Modern Tailoring for Women | Frances F Mawk |
| 2. | Clothing for Children | Henrietta Mary Thompsan |
| 3. | A Tailoring manuals | Gertude Stirkckland |
| 4. | Your Cloths & Personality | Ryan Graves Mildred |
| 5. | Bachon key Malboosat | Nadra Moeen |
| 6. | Libass | Saeeda Ghani |
| 7. | Crewel embroidery | Barbra Snook |
| 8. | This is knitting | Ethal Evans |
| 9. | Thread lines Pakistan | Felicca Yacopius |
| 10. | Complete guide to needle work | Virginia Cotton |
| 11. | Embroidery for beginners | Ondori |
| 12. | Appliqué | Adelia Rabina |
| 13. | The craft of crochet | Pan Dawson |
| 14. | Dress Pattern Designing | The Basic principles of cut & fit writer Natalie Bray |



| | | |
|-----|--|--|
| 15. | The Technology of clothing Manufacture 2nd Edition. | Harold Lara and Barbara Latham |
| 16. | Patter Cutting Made Easy | Gillian Holman & step by step |
| 17. | Knitting for the just | Vanessa – Ann- |
| 18. | Sites machine Knits | Judy Dodson |
| 19. | Step by step sewing Lourse. | Readers Digest |
| 20. | Textile Designing | K Pervades. |
| 21. | Betty Therapy | The foundation Lorraine NordmanaCend 2-3- |
| 22. | Flower Arranging | Jane Newdick |
| 23. | Flower Craft | Jenny Raworth & Susan Berry |
| 24. | The Book of Pot Pourri | Penny Black |

Group: 2 Beautician

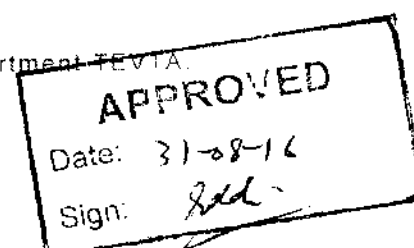
| Sr. No. | Book Title | Author |
|---------|---|--------|
| 1. | ➤ Companies products original guide | |
| 2. | ➤ Giz developed manuals regarding skin, hair and beauty therapy | |
| 3. | ➤ Internet Google | |
| 4. | ➤ YouTube | |

Group: 3 Hospitality

| Sr. No. | Book Title | Author |
|---------|----------------------------|-------------------------|
| 5. | Modern Tailoring for Women | Frances F Mawk |
| 6. | Clothing for Children | Henrietta Mary Thompsan |
| 7. | A Tailoring manuals | Gertude Stirkckland |
| 8. | Your Cloths & Personality | Ryan Graves Mildred |
| 9. | Bachon key Malboosat | Nadra Moeen |

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|-----|--|--|
| 10. | Libass | Saeeda Ghani |
| 11. | Crewel embroidery | Barbra Snook |
| 12. | This is knitting | Ethal Evans |
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| 14. | Complete guide to needle work | Virginia Cotton |
| 15. | Embroidery for beginners | Ondori |
| 16. | Appliqué | Adelia Rabina |
| 17. | The craft of crochet | Pan Dawson |
| 18. | Dress Pattern Designing | The Basic principles of cut & fit writer Natalie Bray |
| 19. | The Technology of clothing Manufacture 2nd Edition. | Harold Lara and Barbara Latham |
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| 26. | Flower Arranging | Jane Newdick |
| 27. | Flower Craft | Jenny Raworth & Susan Berry |
| 28. | The Book of Pot Pourri | Penny Black |



EMPLOYABILITY OF THE PASSOUTS

The pass outs of this course may find job / employment opportunities in the following areas / sectors: -

1. Institutes as an Instructor for Vocational courses.
2. Self Employment
3. Garments Industry
4. Boutique and industrial homes.

31-08-16
Reedh.

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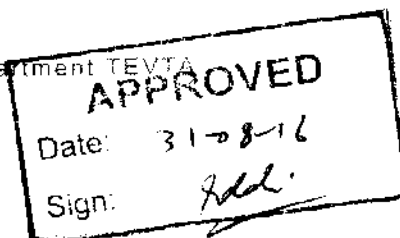
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31-08-16
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