

GUJARAT TECHNOLOGICAL UNIVERSITY, AHMEDABAD

DIPLOMA IN COMPUTER AIDED COSTUME DESIGN & DRESS MAKING

CLOTHING CONSTRUCTION – I

1. RATIONALE :

This course will provides good foundation for garment manufacturing techniques. It is essential to learn about each tool used for garment manufacturing. Student will be able to learn through this course about techniques of body measurements, sewing by non-automatic machine, varieties of constructional stitches, understanding and preparing fabric for clothing construction.

2. SCHEME OF STUDIES:

	NAME OF COURSE	L	P
	Clothing Construction – I	1	6

3. SCHEME OF TEACHING :

Topic No.	Name of Topic	Lecture Hour	Practical Hour	Total Hour	% Weightage
1.	Body Measurement	2	8	10	
2.	Tools	2	16	18	
3.	Sewing machine	2	10	12	
4.	Fabrics	1	2	3	
5.	Construction data	7	48	55	
Total		14	84	98	

4. OBJECTIVES :

1. To enable the students to learn measurements techniques useful for clothing construction.
2. To enable student to learn use of tools, equipment and simple machine used for clothing construction.
3. To enable the students for different basic hand and machine stitches required for clothing construction.
4. To make the students aware of different varieties of fabrics for the clothing construction.

5. CONTENT OUTLINE :

1. BODY MEASUREMENT.

- 1.1 Knowledge of various landmarks on the body, required for making garments.
- 1.2 Techniques of taking body measurements.
 - 1.2.1 Directly form the body.(Vertical & Horizontal)
 - 1.2.2 Indirectly form the readymade garments.
 - 1.2.3 From standard size charts.
 - 1.2.4 Technique of calculating all the measurements from chest measurement.

2. TOOLS.

Explain function, use and care of the following.

- 2.1 Measuring tools.
- 2.2 Marking tools.
- 2.3 Cutting tools.
- 2.4 Sewing tools.
- 2.5 Miscellaneous tools.

2.1 MEASURING TOOLS

Explain function, use and care of the following.

- 2.1.1 Measuring tape
- 2.1.2 Tailor's square
- 2.1.3 Right angled triangle
- 2.1.4 Calculator
- 2.1.5 French curve Set
- 2.1.6 Set square
- 2.1.7 Curve Rules

2.2 MARKING TOOLS

Explain function, use and care of the following.

- 2.2.1 Paper
- 2.2.2 Pencil
- 2.2.3 Fibre pens
- 2.2.4 Rubber
- 2.2.5 Compass
- 2.2.6 Tracing wheel
- 2.2.7 Pins
- 2.2.8 Tailor's chalk
- 2.2.9 Pattern notcher
- 2.2.10 Pattern punch
- 2.2.11 Pattern books
- 2.2.12 Pattern weights
- 2.2.13 Model stands

2.3 CUTTING TOOLS

Explain function, use and care of the following.

- 2.3.1 Small shears
- 2.3.2 Big shears
- 2.3.3 Cutters
- 2.3.4 Pinking shears
- 2.3.5 Stitch opener

2.4 SEWING TOOLS

Explain function, use and care of the following.

- 2.4.1 Bobbin & Bobbin case
- 2.4.2 Machine sewing needles
- 2.4.3 Hand sewing needles

2.5 MISCELLANEOUS

Explain function, use and care of the following.

- 2.5.1 Thimble
- 2.5.2 Pin cushions

- 2.5.3 Thread
- 2.5.4 Ironing board
- 2.5.5 Iron
- 2.5.6 Bobbin winder

3 SEWING MACHINE.

- 3.1 History of sewing machine
- 3.2 Types of sewing machine
- 3.3 Parts and functions of sewing machine
- 3.4 Operation of sewing machine
- 3.5 Care & maintenance of sewing machine
- 3.6 Causes and remedies of faulty sewing & adjustments of sewing machine
- 3.7 Sewing area

4 FABRIC.

- 4.1 Fabric widths
- 4.2 Grain lines
- 4.3 Preparation of fabric for clothing construction
 - 4.3.1 Straightening
 - 4.3.2 Tearing
 - 4.3.3 Shrinking
- 4.4 Different types of fabrics and its application in clothing.

5 CLOTHING CONSTRUCTION.

5.1 Hand stitches

- 5.1.1 Basting
 - 5.1.1.1 Even basting
 - 5.1.1.2 Uneven basting
- 5.1.2 Running stitch
- 5.1.3 Different types of hemming stitches
 - 5.1.3.1 Blind hemming stitch
 - 5.1.3.2 Simple hemming stitch

5.2 Machine stitches

- 5.2.1 Forming a seam
 - 5.2.1.1 Plain
 - 5.2.1.2 Curved
 - 5.2.1.3 Cornered
 - 5.2.1.4 To join an inward corner
 - 5.2.1.5 Trimming
 - 5.2.1.6 To trim corner
 - 5.2.1.7 Clipping
 - 5.2.1.8 Hand overcast
 - 5.2.1.9 Zigzagged
 - 5.2.1.10 Bias bound
 - 5.2.1.11 Net bound
 - 5.2.1.12 French seam
 - 5.2.1.13 Hat felled seam
 - 5.2.1.14 Self bound seam
 - 5.2.1.15 Corded seams
 - 5.2.1.16 Lapped seams
 - 5.2.1.17 Fagotted seam
 - 5.2.1.18 Double top stitched seam
 - 5.2.1.19 Welt seam
 - 5.2.1.20 Tuck seam

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- 5.2.1.21 Slot seam
- 5.2.1.22 Seaming special fabrics

5.2.2 Fullness techniques

- 5.2.2.1 Darts
- 5.2.2.2 Tucks
- 5.2.2.3 Pleats
- 5.2.2.4 Gathering
- 5.2.2.5 Shirring
- 5.2.2.6 Smocking
- 5.2.2.7 Ruffles

5.2.3 Finishing

- 5.2.3.1 Neck – line finishing(U, Round, V and Fancy neck - line)
- 5.2.3.2 Pockets
 - Patch pocket
 - Side pocket
 - Cut pocket

6 LABORATORY EXPERIENCES :

- 1 Diagram of sewing machine and it's parts.
- 2 To take measurement of another person and note it in the file.
- 3 To calculate average measurements by taking 10 subjects(individual).
- 4 To make all the samples of given hand stitches.
- 5 To make all the samples of given machine stitches.

7 TERM WORK :

Prepare a Journal for submission as a part of Curriculum.

8 REFERENCES :

1. Macall's sewing in colour - Hamlyn
2. Singer sewing Book - Glady Cunning ham.
3. Reader digest - Complete guide to sewing
4. Clothing construction - Evelyn A. Mansfield
5. Clothing construction and wardrobe planning - The Macmillan Book
6. Home dress making - Pan Craft Book
7. The Art of Sewing
8. Simplicity

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DIPLOMA IN COMPUTER AIDED COSTUME DESIGN & DRESS MAKING

COMPUTER APPLICATION - I

1. RATIONALE :

Computer has become essential component of Engineering and Technology. It makes the things easy, aster and perfect. Thus Computer is very useful along with many subject of this course. This course provides basic knowledge for computer application.

2. SCHEME OF STUDIES:

	NAME OF COURSE	L	P
	Computer Application-1	1	6

3. SCHEME OF TEACHING :

Topic No.	Name of Topic	Lecture Hour	Practical hour	Total Hrs.	% weightage
1.	Introduction to computer	5	2	7	
2.	Operating systems	2	2	4	
3.	Hardware & Software of Computer	1	2	3	
4.	Introduction to AutoCAD, Word, Paintbrush	6	78	84	
	9 Total	14	84	98	

4. OBJECTIVES :

- 1 To make student aware of computer and it operating system.
- 2 To develop ability of using printer among students.
- 3 To make students aware of AutoCAD, Word, Paintbrush.

5. TOPICS AND SUB-TOPICS :

1 INTRODUCTION TO COMPUTER

- 1.1 Definition of computer
- 1.2 Block diagram of Computer
- 1.3 Input devices, its function & use.
- 1.4 Output devices, its function & use.
- 1.5 Central Processing unit, its function & use.

2 OPERATING SYSTEM OF COMPUTER.

- 2.1 Dos - its command, such as DIR, MD, RD, CD, CLS, Copy, Delete, Date, Time etc.

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2.2 Window – its icon, start button, Window explorer, recycle bin, shut – down.

3 HARDWARE AND SOFTWARE OF COMPUTER.

4 INTRODUCTION TO AUTOCAD.

- 4.1 Meaning and its use.
- 4.2 General introduction to drawing editor.
- 4.3 AutoCAD Menu
- 4.4 AutoCAD Icons.
- 4.5 AutoCAD commands such as line Pline, Circle, Ellipse, Offset, hatch, Hatch Arc, Scale, Zoom Pan, Measure, Brake, Trim, Erase, Oops, Redraw, Copy, Fillet, Donut, Mirror, Move, Rotate Colour, Block, Insert, Array, Solid, Text, Dtext, Limit, Distance, Paste clip, Extend, Explode, Print, Plot, Wblock, Minsert etc.

5 INTRODUCTION TO WORD.

- 5.1 Meaning and its use.
- 5.2 General introduction to screen layout display.
- 5.3 Word menu bar.
- 5.4 Word standard tool bar.
- 5.5 Word formatting tool bar.
- 5.6 Word drawing tool bar.

6 INTRODUCTION TO PAINTBRUSH.

- 6.1 General introduction to drawing editor & its use.
- 6.2 Paintbrush menubar.
- 6.3 Paintbrush toolbox.

6. LABORATORY EXPERIENCES :

- 1 Introduction to computer system, its various parts and their function.
- 2 Introduction to operating system.
- 3 Understand & use basic commands of Autocad.
- 4 To understand & use menubar & toolbar of word.
- 5 To understand & use menubar & toolbox of Paintbrush.

7. TERM WORK :

- 1 Preparation of following design.(Use all Acad commands in one or another design)
 - 1.1 Natural design (Minimum Any - 5)
 - 1.2 Geometric design (Minimum Any - 5)
 - 1.3 Dotted design (Minimum Any - 5)
 - 1.4 Conventional design (Minimum Any - 5)
 - 1.5 Textual design (Minimum Any - 5)
- 2 Preparation of all above design in paintbrush software. (Minimum 2)
- 3 Preparation of time table by using word software.

8. REFERENCE :

- 1 Computer application – (By Atul Prakashan. English & Gujarati version).
- 2 Autocad 200 – Reference Manuel
- 3 Paintbrush - Venus publication
- 4 Word - By Atul prakashan & Microsoft company.

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DIPLOMA IN COMPUTER AIDED COSTUME DESIGN AND DRESS MAKING

ART & DESIGN

1. RATIONALE:

This course is designed to create artistic aptitude in the field of garment/fashion design. It is very essential to be successful in the field of fashion design/garment manufacturing in this age. This course will provide base to make garment design artistic.

2. SCHEME OF STUDIES:

	NAME OF COURSE	L	P
	Art and Design	2	6

3. SCHEME OF TEACHING:

Topic No.	Name of Topic	Lecturer Hour	Practical Hour	Total Hour	% weightage
1	Tools & Materials for drawing & sketching.	2	10	12	
2	Elements of design.	12	32	44	
3	Principles of design.	12	32	44	
4	Design, its importance & types.	2	10	12	
	10 Total	28	84	112	

Note:- Computer period allotted for practical are 14 per term.

4. OBJECTIVES:

1. To enable students to appreciate art & learn elements & principles of design.
2. To enable students to develop skills in developing design manually & through computer.

5. CONTENT OUTLINE:

1. TOOLS AND MATERIALS FOR DRAWING AND SKETCHING.

2. ELEMENTS OF DESIGN.

- 2.1 Line and its physical and psychological effect.
(Horizontal, Vertical, Diagonal, Curve, Zigzag)
- 2.2 Space

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- 2.3 Shape
- 2.4 Form
- 2.5 Texture
- 2.6 Colour – Definition & psychological effects of colour. Primary, secondary, tertiary, grayed & neutral colour. Dimension of colour – Hue, Value & Intensity. Tints and Shade. Warm and Cool colour. Colour scheme – Neutral, Analogous, Monochromatic, Complementary, Triad, Split complementary

3. PRINCIPLES OF DESIGN.

- 3.1 Harmony.
- 3.2 Proportion.
- 3.3 Emphasis.
- 3.4 Balance- Formal and Informal.
- 3.5 Rhythm – Repetition, Gradation, Radiation, Opposition, Transition.

4. DESIGN.

Explain importance and types of.

- 4.1 Structural design.
- 4.2 Applied design.
- 4.3 Reducing and enlargement of design.

6. LABORATORY EXPERIENCE:

- 1. Application of tools & materials for drawing.
- 2. Prepare given types of drawing by hand and on computer using Paint Brush software.
 - 2.1 Nature drawing.
 - 2.2 Object drawing.
 - 2.3 Free hand drawing.
 - 2.4 Memory drawing.
- 3. Calligraphy writing by hand (All alphabet).
 - 3.1 Gothic letters.
 - 3.2 Roman letters.
- 4. Effect of different types of line.
(Types as per the theory portion.)
- 5. Shape.
 - 5.1 Prepare the sheet showing following equal sided flat shapes by hand as well as by using computer.
 - 5.1.1 Square
 - 5.1.2 Circle
 - 5.1.3 Equilateral Triangle
 - 5.1.4 Pentagon
 - 5.1.5 Hexagon
 - 5.1.6 Octagon
 - 5.2 Prepare the sheet showing following Unequal sided flat shapes manually as well as by using computer.
 - 5.2.1 Rectangle
 - 5.2.2 Parallelogram
 - 5.2.3 Heart
 - 5.2.4 Diamond
 - 5.2.5 Teardrop

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- 5.2.6 Marquis
 - 5.2.7 Ogive
 - 5.2.8 Star
 - 5.2.9 Paisley
 - 5.2.10 Club
 - 5.2.11 Spade
 - 5.2.12 Pear
 - 5.2.13 Kidney
6. Preparation of the sheets showing shapes that fit snugly together (6.1 to 6.6) and the shapes that don't fit together but create other shapes between them (6.7 to 6.10)
(Do it by hand and by computer in AutoCAD software)
- Squares
 - Hexagon
 - Ogives
 - Diamonds
 - Triangles
 - Paisleys in to the circle
 - Octagon
 - Star
 - Circle
 - Square & Rectangle
7. Form.
(Do it by hand and by computer in AutoCAD software)
- 7.1 Preparation of sheet sowing Equal sided three dimensional form
 - 7.1.1 Sphere
 - 7.1.2 Cube
 - 7.2 Preparation of the sheet showing Unequal sided three dimensional forms.
 - 7.1.1 Cylinder
 - 7.1.2 Cone
 - 7.1.3 Pyramid
 - 7.1.4 Box
 - 7.1.5 Bell
 - 7.1.6 Dome
 - 7.1.7 Ovoid
 - 7.1.8 Barrel
 - 7.1.9 Hourglass
 - 7.1.10 Trumpet
- 8 Preparation of sheet sowing following Texture. (any medium)
- 8.1 Rough texture
 - 8.2 Smooth texture
 - 8.3 Transparent effect
- 9 Principles of design
- 9.1 Preparation of sheet showing the effect of Balance in following areas manually.
 - 9.1.1 Balance in line path
 - 9.1.2 Balance in space
 - 9.1.3 Balance in space & shape
 - 9.1.4 Balance in value
 - 9.1.5 Balance in texture
 - 9.1.6 Balance in pattern
 - 9.2 Preparation of the sheet showing Emphasis in relation to the elements of design manually.

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- 9.2.1 Emphasis of line thickness
 - 9.2.2 Emphasis of shape
 - 9.2.3 Emphasis of form
 - 9.2.4 Emphasis of space
 - 9.2.5 Emphasis of light
 - 9.2.6 Emphasis of texture
 - 9.2.7 Emphasis of pattern
- 9.3 Preparation of sheets showing Rhythm and its relationship with elements of design manually.
- 9.3.1 Rhythm in line – Wavy, Zigzag, Single, Swirled, Jagged.
 - 9.3.2 Rhythm in shape – Saw tooth, Diamond, Undulating.
 - 9.3.3 Rhythm in pattern
 - 9.3.3.1 Preparation of sheets showing the effect of Radiation in relation to elements of design manually.
 - 9.3.3.1.1 Radiation in line & space
 - 9.3.3.1.2 Radiation in shape & space
 - 9.3.3.1.3 Radiation in Pattern
 - 9.3.3.1.4 Radiation from an axis
 - 9.3.3.2 Preparation of sheets showing the effect of Transition in relation to elements of design manually.
 - 9.3.3.2.1 Transition in line
 - 9.3.3.2.2 Transition in space
 - 9.3.3.2.3 Transition in space & shape
 - 9.3.3.2.4 Transition in texture
 - 9.3.3.2.5 Transition in shape & texture
 - 9.3.3.3 Preparation of sheets showing effect of Gradation manually.
 - 9.3.3.3.1 Gradation in line
 - 9.3.3.3.2 Gradation in space
 - 9.3.3.3.3 Gradation in shape
 - 9.3.3.3.4 Gradation in space & shape
 - 9.3.3.3.5 Gradation in texture
 - 9.3.3.3.6 Gradation in pattern
 - 9.3.3.4 Preparation of sheets showing the effect of Repetition manually.
 - 9.3.3.4.1 Repetition in line
 - 9.3.3.4.2 Repetition in space
 - 9.3.3.4.3 Repetition in shape
 - 9.3.3.4.4 Repetition in pattern
 - 9.3.3.4.5 Repetition in texture
- 10 Reducing and Enlargement of design.
- 11 To prepare Structural and Applied design on sheet by hand.
- 12 Colour.
- 12.1 Preparation of sheet showing colour wheel.
 - 12.2 Preparation of sheet showing tints and shades.
 - 12.3 Preparation of sheet showing colour schemes with reference to theory.

6 7. TERM WORK:

Prepare a Journal/file as a part of Curriculum.

8. REFERENCES:

Sr. No.	Name of book	Author	Publication
1.	Visual design in dress	Marian L. Devis	
2.	Individuality in clothing selection and personal appearance	Mary Kefgan	M/c Milan
3.	Colour and line in dress	Hemstead	Lawrance Prantice Hall
4.	Fashion design illustration-Men	Patrick John Ireland	B.T.Batsford Ltd. London
5.	M/c calls' Sewing in colour	Hamlyn	Hamlyn
6.	How you look and dress?	Byrta Carson	
7.	Corel Draw-10	Shashank Jain Satish Jain	BPB Publication New Delhi

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DIPLOMA IN COMPUTER AIDED COSTUME DESIGN AND DRESS MAKING

TEXTILE SCIENCE

1 RATIONALE:

Rapid changes and progress in textile industry has led to the advancement in the fabrics selected for manufacturing garments. Manufacture of fibers and textiles for apparel, household and industrial use in the greatest business. There are many approaches to the study of textiles. This curriculum has been developed to know the different fibers available in the market, its mechanical production or engineering of fibers, the chemistry and physics involved in producing and testing fibers. This course will provide useful knowledge to the students basically required for garment manufacturing.

2. SCHEME OF STUDIES :

	NAME OF COURSE	L	P
	Textile science	2	2

3 SCHEME OF TEACHING:

Topic No.	Name of Topic	Lecture Hour	Practical Hour	Total Hour	% weightage
1	Classification of Textile fibers	2	04	06	
2	General fiber properties.	3	--	03	
3	Textile fibers & its manufacturing process and properties.	7	--	07	
4	Yarns.	7	08	15	
5	Conversion of yarn into fabric.	9	16	25	
	11 Total	28	28	56	

4. OBJECTIVES:

- 1 To enable students to acquire knowledge regarding different textile fibers available in the market.
- 2 To help the students to know the various properties of the textile fibers so that they can judge which fibers are suitable for what type of garments.
- 3 To make the students aware of different types of dyes available in the market and its use for different types of fibers.
- 4 To acquaint the students with the knowledge of weaves.
- 5 To acquaint the students with the knowledge of different types of fabric.

5. CONTENT OUTLINE:

1. CLASSIFICATION OF TEXTILE FIBERS .

1. GENERAL FIBER PROPERTIES.

- 2.7 Fiber length
- 2.8 Fiber strength
- 2.9 Flexibility
- 2.10 Spinability
- 2.11 Uniformity
- 2.12 Density
- 2.13 Lustre
- 2.14 Moisture & Moisture regain
- 2.15 Elasticity, elastic recovery, elongation.
- 2.16 Water-repellant fibers.
- 2.17 Resiliency & compressibility.
- 2.18 Chemical, Environmental & other properties.

3. TEXTILE FIBERS AND ITS MANUFACTURING PROCESS AND PROPERTIES.(PHYSICAL AND CHEMICAL)

- 3.1 Cotton.
- 3.2 Silk.
- 3.3 Wool.
- 3.4 Polyester.
- 3.5 Acrylic.
- 3.6 Nylon.

4. YARNS.

- 4.1 Definition of yarn.
- 4.2 Types of yarn.
- 4.3 Yarn twist.
- 4.4 Yarn count (definition, unit of yarn count)

5. CONVERSION OF YARN INTO FABRIC

- 5.1 Woven fabric
 - 5.1.1 Basic loom & its structure
 - 5.1.2 Warp & weft yarns, grain line
 - 5.1.3 Basic weaves.(Plain weave, Rib weave, Variation of plain weave, Basket variation of plain weave, Twill weave, Satin weave, Sateen weave)
 - 5.1.4 Decorative weaves.(Dobby weaves, Jacquard weave, Leno weaves, Surface figure weave, Pile, Double weave)
 - 5.1.5 Draft and peg-plan of weave.
 - 5.1.6 Fabric count.
- 5.2 Knitted fabric.
- 5.3 Non-Woven fabric.

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5.4 Other fabric construction process.

5.4.1 Braided fabric

5.4.2 Nets

5.4.3 Laces

5.4.4 Film fabric

5.4.5 Tufted fabric

6. LABORATORY EXPERIENCE:

1. Identification of fibers.
2. Preparation different types of yarns.
 - 5.1 Simple yarn
 - 5.2 Complex or Novelty yarn
3. Collection of different types of fabric sample and identify each.
4. Preparation of all basic weaves by hand with reference to theory.
5. Draft and Peg-plan of weave.
6. Industrial visits should be arranged and write report of the visits.

7. TERM WORK:

Prepare Journal/file for submission as a part of Curriculum.

8. REFERENCES:

- | | | |
|---|--|---------------------|
| 1 | Fundamentals of textiles and their care. | - Sushila Dantyagi. |
| 2 | Textile science | - Marjery Joseph. |
| 3 | Modern textile | - Dorothy S. Lyle. |
| 4 | Household textile and their care | - Durga Deuokar. |
| 5 | From fiber to fabric | - Elizabeth. |

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DIPLOMA IN COMPUTER AIDED COSTUME DESIGN AND DRESS MAKING PERSONALITY DEVELOPMENT & COMMUNICATION SKILLS.

2. RATIONALE:

This course will provide good knowledge for developing personality & communication skill in an important aspect of an individual. Now a day it is necessary to develop personality & communication skills. Effective communication always leads towards achievement of desired results. Effective communication is essential for the success of any business. Communication of any type should be effective.

2. SCHEME OF STUDIES:

	NAME OF COURSE	L	P
	Personality Development and Communication skill.	2	2

4. SCHEME OF TEACHING:

Topic No.	NAME OF TOPIC	Lecture Hour	Practical Hour	Total Hour	% weightage
1	Understanding Personality	2	--	02	
2	Developing Personality by enhancing beauty, poise, charm & Health.	18	--	18	
3	Clothes as an expression of personality.	2	--	02	
4	Conformity vs. Individuality.	1	--	01	
5	Characteristic of good letter.	2	--	02	
6	Types of letter.	3	28	31	
	Total	28	28	56	

4. OBJECTIVES:

1. The students will be able to gain knowledge for personality development.
2. To develop skills in communication skill.
3. To understand characteristics of good letter.
4. To classify different types of letter.

5. CONTENT OUTLINE:

1. UNDERSTANDING PERSONALITY:

2 DEVELOPING PERSONALITY BY ENHANCING BEAUTY, POISE, CHARM AND HEALTH.:

2.1 CLEANLINESS.

- 2.1.1 Body cleanliness.
- 2.1.2 Cleaning the face.
- 2.1.3 Preventing sun-burn and chapping.
- 2.1.4 Preventing body order
- 2.1.5 Care of the hands
- 2.1.6 Care of the feet
- 2.1.7 Care of the hair & scalp
- 2.1.8 Washing the hair, styling the hair
- 2.1.9 Make-up (Powder, rough, lipstick and the final check)

2.2 POISE AND CHARM

- 2.2.1 Correct posture
- 2.2.2 Hand control
- 2.2.3 Graceful walk
- 2.2.4 Pausing and standing
- 2.2.5 Graceful turn
- 2.2.6 Sitting down and rising
- 2.2.7 Carrying handbag and handling gloves
- 2.2.8 Handling the coat
- 2.2.9 Highlighting interest points of a garment

2.3 HEALTH

- 2.3.1 Diet
- 2.3.2 Exercises
- 2.3.3 Posture
- 2.3.4 Rest
- 2.3.5 Dental health
- 2.3.6 Medical examination
- 2.3.7 Clothing

3 CLOTHES AS AN EXPRESSION OF PERSONALITY:

- 3.1 Reading clothing message.
- 3.2 Psychological interpretation of dress.

4 CONFIRMITY VS. INDIVIDUALITY:

5 CHARACTERISTICS OF GOOD LETTER AND ITS LAYOUT:

- 5.1 Heading
- 5.2 Inside address
- 5.3 Salutation
- 5.4 Subject heading
- 5.5 Complimentary close
- 5.6 Signature

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- 5.6.1 Telephone number, telegraphic address, references
- 5.6.2 Enclosures
- 5.6.3 Copies

6 TYPES OF LETTER

6.1 FORMAL LETTER (ANY FIVE) FOR EXAMPLE:

- 6.1.1 Leave application letter.
- 6.1.2 Permission letter for visit to institute and libraries.
- 6.1.3 Forwading letter for different types of letter.
- 6.1.4 Forwading letter for admission to hostel.
- 6.1.5 Application letter for inquiry regarding job opportunities.
- 6.1.6 Application for job along with bio-data.

6.2 INFORMAL LETTER (ANY FIVE) LIKE :

- 6.2.1 You are residing in a hostel. Write a letter to your father giving details of your monthly expenditure.
- 6.2.2 You are residing in a hostel. Write a letter to your parents asking them to give permission for industrial visit.

6. LABORATORY EXPERIENCE:

- 1. Letter writing by hand and in computer.
 - 1.1 Write all letters from topic-6 by hand.
 - 1.2 Write minimum three each formal and informal letters in computer by using Word software.
- 2. Preparation of index and certificate for journal by using Word software.

7. TERM WORK:

All Laboratory experiences should be compiled in the file & submit as a term work.

8. REFERENCES:

- | | | |
|---|---|--|
| 1 | Individuality | - Mary Kefgan & Phyllis-Touchie-Specht |
| 2 | How you look and dress | - Byrta Carson |
| 3 | Clothing construction & Wardrobe planning | - Dora S. Lewis.
- Mabel Goode Bowers
- Marietta Kettuner. |