

GOVERNMENT OF PUNJAB

**TECHNICAL EDUCATION & VOCATIONAL
TRAINING AUTHORITY**



CURRICULUM FOR

**Certificate for Vocational Girls (CVG) /
(One – Year Course)**

**Diploma for Vocational Girls
(Two – Year Course)**

Revised March, 2017

**CURRICULUM SECTION
ACADEMICS DEPARTMENT**

96-H, GULBERG-II, LAHORE

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TRAINING OBJECTIVES:

The main aim of this curriculum is to provide basic conceptual & practical training in Vocational trades along with computer expertise so that trainees are able to produce creative art and design work according to industry demand. They will be able to provide support to related industry or self-employed.

1. On completion of the course the trainees will be able to do drawing, design, draft pattern, Cutting, Sewing, Art& craft, Textile design and Techniques.
2. This course will also determine the level of proficiency, and ability to use basic computer skills.
3. The course is designed / developed by keeping in view the requirements of modern trends and also incorporating traditional elements.

CURRICULUM SALIENT

Name of Course	Certificate for Vocational Girl
Duration of course	1-Year
Entry Level Qualification	Middle
Total Training Hours	1360
Training Hours per Day	7 hours per day (5 on Friday)
Training Methodology	Practical 80%
	Theory 20%
Medium of Instruction:	Urdu / English

SKILL COMPETENCY DETAILS: -

On successful completion of this course, the trainee should be able to: -

1. Use Elements and Principles of Drawing and Design in their work.
2. Draft patterns for different garments sizes according to standard measurements.
3. Draft different sizes according to body measurements
4. Operate and maintain sewing machines
5. Adopt safety & precautionary measures in handling of machines.
6. Stitch basic garments according to different occasions and seasons
7. Practice different design development techniques.
8. Perform weaving and its types to make different products
9. Apply various types of textile design and printing techniques
10. Transfer / trace pattern from paper to fabric.
11. Practice Embroidery stitches and their applications.
12. Apply various color schemes.
13. Present the work according to latest trends
14. Perform different Art & craft techniques such as candle making, gift packing and wrapping, stain glass etc.
15. Use computer and basics of Microsoft Office software i.e. word, Excel etc.
16. Use Functional English and work Ethics within the institute and work place.

KNOWLEDGE PROFICIENCY DETAILS: -

On successful completion of this course, the trainee should be able to: -

1. Interpret the Principles & elements of designs.
2. Describe the Design development techniques.
3. Interpret various color schemes.
4. Define Drafting, cutting & sewing techniques.
5. Explain the standard sizes of Apparel and Household products.
6. Discuss on Drafts and different body measurements.
7. Identify Embroidery stitches and their application.
8. Comprehend the functions of various sewing & embroidery machines.
9. Learn various art & craft techniques such as candle making, gift wrapping, and stain glass etc.
10. Learn various types of textile design and printing techniques.
11. Acquire knowledge about computer, its functions and different software including Microsoft Office software.
12. Describe the basic computer skills.
13. Understand Functional English and Work Ethics to work in the market.

SCHEME OF STUDIES**Certificate in Vocational Girl (CVG)
(1-Year Course)**

Sr. No	Main Topics	Theory Hours	Practical Hours	Total Hours
1.	Drawing & Design	40	200	240
2.	Pattern Drafting & Sewing	38	300	338
3.	Art & Crafts	22	188	210
4.	Textile Design and Techniques	40	280	320
5.	Basic Computer Skills	30	120	150
6.	Functional English	68	-	68
7.	Work Ethics	34	-	34
Total		272	1088	1360

DETAIL OF COURSE CONTENTS
Certificate in Vocational Girls
(1– Year Course)

1. Drawing and Design

Sr. No.	Detail of Topics	Theory Hours	Practical Hours
1.	Drawing & Design 1.1 Importance of Drawing 1.2 Definition of Drawing 1.3 Importance of Design 1.4 Definition of Design	02	04
2.	Basics of Drawing / Design 2.1 Introduction to Basics of Drawing/Design 2.2 Definition of Elements of Drawing / Design 2.3 Definition of Principles of Drawing/Design 2.4 Difference between Elements & Principles of Drawing / Design	03	04
3.	Elements of Drawing / Design 3.1 Lines 3.1.1 Definition of line 3.1.2 Types of lines i. Horizontal Lines ii. Vertical Lines iii. Diagonal Lines iv. Curvilinear Lines 3.2 Shape 3.2.1 Definition of shape 3.2.2 Categories of shapes	15	80

	<ul style="list-style-type: none"> i. Cubical ii. Round <p>3.2.3 Types of cubical shapes</p> <ul style="list-style-type: none"> i. Square ii. Triangle iii. Rectangle etc. <p>3.2.4 Types of Round shapes</p> <ul style="list-style-type: none"> i. Circle ii. Oval iii. Sphere <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 Geometric forms</p> <p>3.4 Space</p> <p>3.4.1 Definition of space</p> <p>3.4.2 Difference between negative and positive space</p> <p>3.5 Texture</p> <p>3.5.1 Definition of texture</p> <p>3.5.2 Types of texture</p> <ul style="list-style-type: none"> i. Physical texture ii. Visual Texture <p>3.6 Color</p> <p>3.6.1 Definition of color</p> <p>3.6.2 Importance of color in design</p> <p>3.6.3 Color Wheel (Understanding of color schemes)</p> <ul style="list-style-type: none"> i. Primary color ii. Secondary color 		
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	<ul style="list-style-type: none"> iii. Tertiary color iv. Neutral v. .Monochromatic vi. Analogous vii. Complementary viii. Double complementary ix. split complementary x. Triad <p>3.6.4 Temperature of color</p> <ul style="list-style-type: none"> i. Warm color ii. Cool color <p>3.6.5 Dimensions of color</p> <ul style="list-style-type: none"> i. Hue ii. Value iii. Intensity <p>3.7 Tones</p> <p>3.7.1 Types of tones</p> <ul style="list-style-type: none"> i. Tints ii. Shades <p>3.7.2 Tonal gradation</p> <p>3.8 Specific Color Matching Guidelines</p> <p>Matching Black & white</p> <ul style="list-style-type: none"> 3.8.1 Matching Reds 3.8.2 Matching Blues 3.8.3 Matching Yellows 3.8.4 Matching Greens 3.8.5 Matching Violets 3.8.6 Matching Oranges 3.8.7 Combination of two/ three color 		
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	schemes		
4.	<p>Principles of Drawing / Design</p> <p>4.1 Importance of Principles of Drawing/Design</p> <p>4.2 Balance</p> <p>4.2.1 Definition and importance of Balance</p> <p>4.2.2 Types of balance</p> <p>i. Formal Balance (Symmetrical)</p> <p>ii. informal Balance (Asymmetrical)</p> <p>4.3 Proportion</p> <p>4.3.1 Definition and importance of proportion</p> <p>4.4 Rhythm/Harmony</p> <p>4.4.1 Definition and importance of rhythm</p> <p>4.5 Emphasis</p> <p>4.5.1 Definition and importance of emphasis</p> <p>4.6 Composition</p> <p>4.6.1 Definition and importance of composition</p>	10	15
5.	<p>Mediums of Drawing</p> <p>5.1 Different types of mediums and their application</p> <p>5.1.1 Water color----- floral drawing</p> <p>5.1.2 Dry pastels-----landscape</p> <p>5.1.3 Charcoal-----still life</p> <p>5.1.4 Mix media-----Geometrical design</p>	01	35

6.	Development of Design 6.1 Theme selection 6.2 Primary research board 6.3 Secondary Research Board 6.4 Methods of making designs 6.5 Motif to design process 6.6 Difference between motif and design 6.7 Final Design 6.8 Color application on design	02	22
7.	Tracing Techniques 7.1 Methods of Tracing 7.1.1 Punching 7.1.2 Carbon Paper 7.1.3 Light tracing table	03	20
8.	Final Project 8.1 Concept to painting 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 Drawing for painting 8.7 Color application for painting 8.8 Portfolio Development & Display of Work 8.9 Evaluation	04	20
Total		40	200

2. Pattern Drafting and Sewing

Sr. No.	Details Of Topic	Theory Hours	Practical Hours
1.	Pattern Drafting 1.1 Introduction to Pattern Drafting 1.2 Terms used in Pattern Drafting 1.3 Tools used in Pattern Drafting 1.4 Scale reading and writing 1.5 Taking body measurements 1.6 Pattern instructions 1.6.1. Notches 1.6.2. Grain Line 1.6.3. Center Back 1.6.4. Balance Marks 1.6.5. Seam Allowance	05	20
2.	Introduction to Sewing 2.1 Introduction to cutting tools 2.2 Pressing method before Cutting 2.3 Parts of sewing machine 2.4 Lubrication of machine 2.5 Trouble shooting of sewing machine 2.6 Care for sewing machine	05	20
3.	Sewing Exercises 3.1 Different seam lines exercise on paper of simple lock stitch machine 3.2 Threading of machine 3.3 Stitching of Straight, curved and angled lines on fabric 3.4 Exercise of different seams	05	30

	<p>3.4.1 Straight seam</p> <p>3.4.2 French seam</p> <p>3.4.3 Seam with top stitch</p> <p>3.4.4 Edge stitch</p>		
4.	<p>Finishes</p> <p>4.1 Introduction to different finishes and Hems</p> <p>4.1.1 Piping</p> <p>4.1.2 Pleats</p> <p> i. Knife pleats</p> <p> ii. Box pleats</p> <p> iii. Inverted box pleat</p> <p>4.1.3 Neck lines</p> <p> i. Round</p> <p> ii. Square</p> <p> iii. V neck</p> <p>4.1.4 Pockets</p> <p> i. Flap pocket</p> <p> ii. Round pocket</p> <p> iii. Square pocket</p> <p>4.1.5 Cuffs</p> <p>4.1.6 Plackets</p> <p>4.1.7 Button and button holes</p> <p>4.1.8 Zipper</p>	04	20
5.	<p>Basic Sleeve</p> <p>5.1 Pattern and Block of Basic Sleeve (Size =12)</p> <p>5.2 Pressing and cutting of Basic sleeve</p> <p>5.3 Stitching of sleeve</p>	02	20
6.	<p>Collars</p> <p>6.1 Types of collars</p> <p>6.1.1 Ban Collar</p> <p>6.1.2 One Piece Collar</p> <p>6.1.3 Two Piece Collar</p> <p>6.1.4 Peter pan Collar</p>	02	20
7.	<p>Bodice Block</p> <p>7.1 Drafting of Pattern and block of Basic Bodice</p>	04	30

	<p>Block Size 12</p> <p>7.2 Dart Manipulation</p> <p>7.3 Pressing and cutting of Basic Block</p> <p>7.4 Stitching of Basic Block</p>		
8.	<p>Infant Body Frock</p> <p>8.1 Pattern Drafting of Infant Body Frock</p> <p>8.2 Pressing and cutting of infant body frock</p> <p>8.3 Stitching of infant body frock</p>	02	30
9.	<p>Ladies Kameez Shalwar</p> <p>9.1 Pattern and block of Basic Ladies Kameez</p> <p>9.2 Pattern of shalwar</p> <p>9.3 Pressing and cutting of ladies kameez shalwar</p> <p>9.4 Stitching of ladies kameez shalwar</p>	03	40
10.	<p>Trouser</p> <p>10.1 Drafting of Basic trouser block Size 12</p> <p>10.2 Pattern of basic trouser Size 12</p> <p>10.3 Pressing and cutting of trouser with fly, pockets and belt</p> <p>10.4 Stitching of Trouser with fly, pockets and belt</p>	03	20
11.	<p>Gents Kameez Shalwar</p> <p>11.1 Drafting of Basic men blocks for Shalwar Kameez</p> <p>11.2 Pattern of basic men Shalwar Kameez</p> <p>11.3 Pressing and cutting of Gents kameez shalwar</p> <p>11.4 Stitching of Gents kameez shalwar</p>	03	40
12.	<p>Portfolio of work</p> <p>12.1 A4 size file of patterns already produced in 1.4 pattern size</p>		10

	12.2 A4 size file of sewing already stitched in sewing exercises and finishes		
Total		38	300

3. Art and Crafts

Sr. No	Detail of Topics	Theory Hours	Practical Hours
1.	Introduction to Art and Crafts 1.1 Definition of Art 1.2 Definition of Crafts	01	-
2.	Glass Painting 2.1 introduction to glass painting (Definition) 2.2 Type of glass used for stain glass. 2.3 Safety measures of handling different types of glass. 2.4 Cleaning techniques of glass. 2.5 Stain glass techniques 2.5.1 Etching techniques. 2.5.2 Sand blasting 2.6 Application of colors on different types of glass 2.6.1 Mercury/looks glass 2.6.2 Plain glass 2.7 Process of stain glass 2.7.1 Design Development 2.7.2 Application of Outline 2.7.3 Selection of color 2.7.4 Application of Color	03	26
3.	Candle Making		

	<p>3.1 Introduction to candle making</p> <p>3.2 Tools and Thing required for candle making.</p> <p>3.3 Types of Wax</p> <p>3.3.1 Honey Bee Wax</p> <p>3.3.2 Paraffin Wax</p> <p>3.3.3 Gel</p> <p>3.4 Selection of moulds.</p> <p>3.5 Safety measurements.</p> <p>3.6 Process of Candle making</p> <p>3.6.1 Temperature required for melting the wax.</p> <p>3.6.2 Preparation of mould.</p> <p>3.6.3 Wicking technique on the mould.</p> <p>3.6.4 Adding fragrance oil.</p> <p>3.6.5 Measuring and adding dye (using liquid dye).</p> <p>3.6.6 Testing the color.</p> <p>3.6.7 Pouring wax mixture.</p> <p>3.6.8 Time for setting wax.</p> <p>3.6.9 Making relief holes in candle.</p> <p>3.6.10 Adding second pour.</p> <p>3.6.11 Removing the candle for mould.</p>	03	15
4.	<p>Jewelry Making</p> <p>4.1 Introduction to jewelry making(definition)</p> <p>4.2 Safety measurements.</p>	03	26

	<p>4.3 Jewelry making techniques.</p> <p>4.3.1 Handmade jewelry techniques using string.</p> <p>4.3.2 Beading techniques.</p> <p>4.3.3 Molding / shaping techniques.</p> <p>4.3.4 Wire wrapped loop technique.</p> <p>4.3.5 Cone techniques.</p> <p>4.3.6 Dough techniques.</p> <p>4.3.7 Setting gemstones in jewelry</p>		
5.	<p>Gift packing and Card making</p> <p>5.1 Introduction to gift packing and card making (Definition & importance).</p> <p>5.2 Tools, equipment and things required for gift packing and card making.</p> <p>5.3 Selection of material used for gift packing and card making.</p> <p>5.4 Gift packing techniques.</p> <p>5.4.1 Cutting techniques</p> <p>5.4.2 Wrapping techniques</p> <p>5.4.3 Designing techniques</p> <p>5.4.4 Decorating techniques</p> <p>5.5 Card making Techniques</p> <p>5.6 Safety measurements.</p>	03	26
6.	<p>Tassel making</p>	03	26

	<p>6.1 Introduction to Tassel making (Definition).</p> <p>6.2 Tools required for Tassel making.</p> <p>6.3 Care while making Tassel.</p> <p>6.4 Types of Tassels.</p> <p>6.4.1 Using yarn of Embroidery floss.</p> <p>6.4.2 Paper Tassels.</p> <p>6.4.3 Leather/used tassels</p> <p>6.5 Techniques of making different types of tassels.</p> <p>6.5.1 Wrapping</p> <p>6.5.2 Cutting</p> <p>6.5.3 Rolling</p> <p>6.5.4 Tying</p> <p>6.5.5 Twisting</p> <p>6.6 Mixing of colors for making Tassels</p> <p>6.7 Importance of colors in tassel making</p>		
7.	<p>Pot painting and Decoration</p> <p>7.1 Introduction to pot painting (Definition and Importance)</p> <p>7.2 Tools and equipment required for pot painting.</p> <p>7.3 safety measure of handling the tools</p> <p>7.4 Selection of pots for painting</p> <p>7.4.1 Glazed pots</p> <p>7.4.2 Unglazed/raw pots</p> <p>7.5 Process of pot painting</p>	02	26

	<p>7.5.1 Holding the pot (vertically or horizontally)</p> <p>7.5.2 Movement of hands (clockwise or anti clock wise)</p> <p>7.5.3 Rubbing techniques</p> <p>7.5.4 Drawing techniques</p> <p>7.5.5 Spraying techniques</p> <p>7.5.6 Blending techniques</p> <p>7.5.7 Sponging techniques</p> <p>7.5.8 Mixing techniques</p> <p>7.5.9 Decoration and application of material</p>		
8.	<p>FLOWER MAKING</p> <p>8.1 Introduction to flower making.</p> <p>8.2 Tools, Things used for flower making.</p> <p>8.3 Principles of flower making</p> <p>8.3.1 Ikki-bana</p> <p>8.3.2 More-bana</p> <p>8.4 Safety measure.</p> <p>8.5 Selection of material used for flower making.</p> <p>8.5.1 Crepe paper</p> <p>8.5.2 Silk</p> <p>8.5.3 Tissue paper</p> <p>8.5.4 Ribbons</p> <p>8.5.5 Wool</p>	02	26

	<p>8.5.6 Tissue</p> <p>8.6 Techniques of flower making</p> <p>8.6.1 Designing Techniques</p> <p>8.6.2 Cutting techniques</p> <p>8.6.3 Use of coil</p> <p>8.6.4 Folding techniques</p> <p>8.6.5 Making different shapes of flowers</p> <p style="padding-left: 40px;">i. Scalloped</p> <p style="padding-left: 40px;">ii. Fringed flowers</p> <p style="padding-left: 40px;">iii. Spiral flowers</p> <p style="padding-left: 40px;">iv. Rose Flowers</p> <p>8.6.6 Making bouquets of flowers.</p> <p>8.6.7 Application of different colors of flowers in bouquet.</p>		
9.	Projects		
	9.1 A small project for each technique given above should be prepared.	02	17
	9.2 Portfolio of all techniques		
Total		22	188

4. Textile Design & Techniques

Sr. No.	Detail of Topics	Theory Hours	Practical Hours
1.	Textile Design 1.1 Introduction to Textile Design 1.1.1 Definition of Design 1.1.2 Definition of Textile	03	
2.	Repeat design 2.1 Types of Repeats 2.1.1 mirror repeat 2.1.2 side repeat 2.1.3 half drop repeat 2.1.4 brick repeat 2.1.5 Diamond Repeat	08	40
3.	Hand embroidery stitches 3.1 Introduction to embroidery 3.2 Process of making Hand embroidery stitches 3.3 Different types of hand embroidery stitches 3.3.1 Stem stitch 3.3.2 Satin stitch 3.3.3 Long and short stitch 3.3.4 Lazy daisy stitch 3.3.5 Button stitch 3.3.6 Chain stitch 3.3.7 Balochi stitch 3.3.8 Couching 3.3.9 Cross stitch 3.3.10 Double cross stitch	05	50

	3.3.11 Feather stitch 3.3.12 Spider webs 3.3.13 French knot stitch 3.3.14 Herring bone stitch 3.3.15 Knotted stitches		
4.	Smoking 4.1 Introduction to smoking 4.2 Type of smoking 4.3 Technique of smoking 4.4 Process of smoking 4.4.1 Chose fabric and thread 4.4.2 Selection of Design 4.4.3 Drawing a grid onto calico and trying out own patterns 4.4.4 Threading the Needle 4.4.5 Stitching of design	04	30
5.	Crochet 5.1 Introduction to tensions of hooks 5.2 Introduction to thread & rule 5.3 Types of Crochet stitches 5.3.1. Basic chain 5.3.2. Slip stitch 5.3.3. Double crochet 5.3.4. Short treble 5.3.5. Treble 5.3.6. Long treble 5.3.7. Bars & laces 5.3.8. Increase & decrease 5.3.9. Round motif 5.3.10. Square motif	04	25

	5.3.11. Joining of motif		
6.	Patch work 6.1 Introduction to patch work 6.2 Safety Measures 6.3 Process of making Patch work 6.3.1 Fabric selection 6.3.2 Selection of Colors 6.3.3 Basic pattern used for patch work techniques 6.3.4 Cutting of patch 6.3.5 Placement of patch on pattern 6.3.6 Tacking of patch 6.3.7 techniques of patch work	04	40
7.	Ribbon Work 7.1 Introduction to Ribbon work 7.2 Techniques of Ribbon Work 7.3 Type of Ribbon Embroidery 7.4 Safety measures 7.5 Process of Ribbon Work 7.5.1 Select quality ribbon 7.5.2 Use suitable thread 7.5.3 Use the correct needle 7.5.4 Work with short ribbon lengths	04	25
8.	Knitting 8.1 Introduction to needles and wool 8.2 Casting of stitches on needle 8.3 Techniques of Knitting 8.3.1 Simple knitting 8.3.2 Knit	04	20

	8.3.3 Pearl 8.3.4 Increase & Decrease 8.3.5 . Patterns 8.3.6 Cables 8.3.7 Holes 8.3.8 Beads		
9.	Weaving 9.1 Introduction to weaving 9.2 Types of weaving 9.3 Techniques of weaving 9.4 Safety Measures 9.5 Process of off loom weaving 9.5.1 Frame for weave by nails 9.5.2 Pasting of design 9.5.3 warp on frame 9.5.4 Selection of thread for weft 9.5.5 Preparation of shuttle for weft 9.5.6 weaving According to design	04	50
Total		40	280

5. Basic Computer Skills

Sr. No.	Detail of Contents	Theory hours	Practical Hours
1.	Basics of Computer 1.1. Introduction to Computer 1.2. Types of Computer 1.3. Data & Information	02	05
2.	Microsoft (MS) Word 2.1 Interface 2.2 Menu Bar 2.3 File Menu 2.3.1 Creating a document 2.3.2 Opening a document 2.3.3 Saving a document 2.3.4 Editing and Maintaining Documents 2.4 Fonts 2.4.1 Font style 2.4.2 Font sizes 2.4.3 Font Effects 2.4.4 Font Colors 2.5 Bullets & Numberings 2.6 Insert Menu 2.6.1 Tables 2.6.2 Clip Art 2.6.3 Shapes 2.6.4 Pictures 2.6.5 Charts 2.6.6 Word Art 2.6.7 Text Box 2.6.8 Header & Footer	14	45

	<p>2.6.9 Symbols</p> <p>2.7 Formatting of documents</p> <p>2.7.1 Paragraph</p> <p>2.7.2 Line Spacing</p> <p>2.7.3 Text Alignment</p> <p>2.7.4 Boarder and shading</p> <p>2.7.5 Auto text</p> <p>2.7.6 Margins</p> <p>2.8 Printing a Document</p>		
3.	<p>Microsoft Excel</p> <p>3.1 Interface</p> <p>3.2 File Menu</p> <p>3.2.1 Creating a Spreadsheet</p> <p>3.2.2 Opening a spread sheet</p> <p>3.2.3 Saving a spreadsheet</p> <p>3.3 Editing a spreadsheet</p> <p>3.3.1 Cut, Copy & Paste</p> <p>3.3.2. Undo , Redo</p> <p>3.3.3. Editing a Cell</p> <p>3.3.4. Fill, Auto Fill</p> <p>3.4 Insert Menu</p> <p>3.4.1. Cell, Row & Columns</p> <p>3.4.2. Sheet</p> <p>3.4.3. Tables</p> <p>3.4.4. Charts</p> <p>3.4.5. Illustrations</p> <p>3.4.6. Text</p> <p>3.4.7. Symbols</p> <p>3.5 Page Layout</p> <p>3.5.1. Themes</p>	05	25

	<ul style="list-style-type: none"> 3.5.2. Page setup 3.5.3. Scale to fit 3.5.4. Sheet options 3.5.5. Arrange 3.6 Working with formulas <ul style="list-style-type: none"> 3.6.1. Function Library 3.6.2. Calculation 3.6.3. Printing and Printing options 		
4.	<p>Microsoft PowerPoint</p> <ul style="list-style-type: none"> 4.1. Interface 4.2. File Menu <ul style="list-style-type: none"> 4.2.1. Opening a presentation 4.2.2. Saving a Presentation 4.2.3. Home tab 4.2.4. Adding New slides 4.2.5. Slide layouts 4.2.6. Drawing & Arranging shapes 4.3. Insert Menu <ul style="list-style-type: none"> 4.3.1. Tables 4.3.2. Images 4.3.3. Illustrations 4.3.4. Links 4.3.5. Text 4.3.6. Symbols 4.3.7. Media 4.4. Design Menu <ul style="list-style-type: none"> 4.4.1. Page Setup 4.4.2. Themes 4.4.3. Background 4.4.4. Transition 	07	35

	4.4.5. Animations 4.4.6. Slide Show 4.4.7. Printing & Printing Options		
5.	Internet & Electronic Mail 5.1 Introduction to WWW 5.2 Internet Service Provider 5.3 Internet Explorer 5.4 Address Bar 5.5 Select a Link 5.6 Search a Web 5.7 Introduction to E-mail 5.8 Create a message 5.9 Send and Receive E-Mail	02	10
Total		30	120

Functional English

Sr. No.	Detail of Topics	Theory Hours
1	Alphabet 1.1. Capital Letter / Small Letter	04
2	Consonants and vowel with Syllabus 2.1. Consonants and Vowels 2.2. Semi-vowels 2.3. Syllabus	05
3	Sentence Structure 3.1. Alphabets 3.2. Words 3.3. Phrases 3.4. Clauses 3.5. Sentences	08
4	Sentences 4.1. Type of Sentence 4.1.1. Simple 4.1.2. Compound 4.1.3. Complex 4.2. Kinds of Sentence 4.2.1. According to meaning / construction)	06
5	Introduction to common tools. 5.1. Read and write the names of different types of tool used in all trades of each institution	06
6.	Translate technical items into Urdu 6.1. Tools 6.2. Machinery 6.3. Equipment	06

7.	Sentence pattern (exercises) 7.1. Exercises 7.2. Use of is, are, am, was, were, has, have, had.	02
8.	Parts of speech 8.1. Noun and its kinds 8.2. Pronoun and its kinds 8.3. Adjective and its kinds	05
9.	Concept of tenses (Indefinites & Continuous) 9.1. Present continuous 9.2. Past continuous 9.3. Future continuous 9.4. Present Indefinite 9.5. Past Indefinite 9.6. Future Indefinite	04
10.	Application writing 10.1. To principal for 10.2. Leave 10.3. Fee concession	04
11.	Translation	04
12.	Use of tools 12.1. Describe the use of tools in simple / small sentences	08
13.	Name and Description of trade job 13.1. Write the work steps used in each job. 13.2. Write the work steps in job preparation	06
Total		68

Work Ethics

Sr. No.	Detail of Topics	Theory Hours
1	Contents have been attached in Annexure	34
Total		34

LIST OF PRACTICAL

Certificate in Vocational Girls (CVG)

List of Practical: Drawing and design

1. Drawing and design

1.1 Draw any sketch of your choice with the help of horizontal and vertical lines.

1.2 Basics of drawing and design

2. Elements of Drawing/Design

2.1 Exercise of different types of lines

2.2 Exercise of different types of shapes

2.3 Exercise of 2D and 3D form

2.4 Exercise of different types of Textures

2.5 Exercise of color wheel

2.6 Exercise of 4/4 inches design using primary & secondary colors

2.7 Exercise of 4/4 inches design using tertiary colors

2.8 Exercise of 4/4 inches design using tints and shades

2.9 Exercise of 4/4 inches design using complementary colors

2.10 Exercise of 4/4 inches design using neutral colors

2.11 Exercise of 4/4 inches design using monochromatic colors

2.12 Exercise of 4/4 inches design using warm and cool colors

2.13 Exercise of 4/4 inches design using Dimensions of colors

2.14 Exercise of cutting images from different magazines on below mentioned color schemes

- Matching Black & white
- Matching Reds
- Matching Blues
- Matching Yellows
- Matching Greens
- Matching Violets

- Matching Oranges
- Combination of two/ three colors

3. Principles of drawing and design

- 3.1 Exercise of 4/4 inches using formal and informal balance
- 3.2 Exercise of 4/4 inches using rhythm
- 3.3 Exercise of 4/4 inches using proportion
- 3.4 Exercise of 4/4 inches using harmony
- 3.5 Exercise of 4/4 inches using emphasis
- 3.6 Exercise of applying elements of design with principles of design

4. Mediums of Drawing

- 4.1 Make floral drawing and apply water colors on it
- 4.2 Make landscape and apply dry pastels on it
- 4.3 Make still life and apply Charcoal on it
- 4.4 Make Geometrical Design and apply Mix Media on it

5. Development of Design

- 5.1 Make floral motif and develop design from it
- 5.2 Choose a theme of your choice and do primary and secondary research to develop a motif and design

6. Tracing Techniques

- 6.1 Draw any kind of Drawing /design and transfer it on paper using Punching Method
- 6.2 Draw any kind of Drawing /design and transfer it on paper using Carbon Paper
- 6.3 Draw any kind of Drawing /design and transfer it on paper using Light tracing Table

7. Final Project

- 7.1 Make painting in any medium of your choice. Remember to follow all steps of making painting i.e.
 - Primary Research
 - Secondary Research

- Mood Board
- Drawing
- Color Application
- Final Painting
- Compilation of portfolio
- Evaluation of work

List of Practical: Pattern Drafting and Sewing

1. Pattern Drafting

1.1 Exercise On Taking Body Measurement

- Shoulder
- Bust
- Waist
- Hip
- Total Length
- Sleeves
- Neck Line
- Wrist
- Wrist to floor
- Knee
- Ankle

1.2 Exercise on Pattern Instructions

- Notches
- Grain line
- Seam Allowance
- Balance Marks
- Center body

2. Introduction to Sewing

2.1 Practice on machine i.e

2.2 Lubrication and care

2.3 Trouble shutting

- 2.4 Sewing machine parts
- 2.5 Practice on pressing Method
- 3. Practice of Sewing exercises**
 - 3.1 Straight Stitching exercise
 - 3.2 Curved Stitching exercise
 - 3.3 Circle Stitching exercise
- 4. Exercise the Finishing techniques**
 - 4.1 Piping
 - 4.2 Pleats
 - 4.3 Necklines
 - 4.4 Pockets
 - 4.5 Cuff
 - 4.6 placket
 - 4.7 Button and button holes
 - 4.8 Zippers
- 5. Pattern, Cutting and Sewing of Basic Sleeves**
- 6. Drafting, cutting and sewing of following Collars**
 - 6.1 Ban collar
 - 6.2 One piece collar
 - 6.3 Two piece collar
 - 6.4 Peter pan collar
- 7. Pattern, Cutting and Sewing of Basic bodice Block**
- 8. Exercise the Dart Manipulation**
- 9. Pattern, Cutting and Sewing of Infant body frock**
- 10. Pattern, Cutting and sewing of kameez shalwar**

- 11. Pattern, Cutting and Sewing of trouser**
- 12. Cutting and Sewing of Ladies Gents Kameez Shalwar**
- 13. Portfolio of work**
 - 13.1 A4 size files of pattern (1.4 pattern size)
 - 13.2 A4 size files of Sewing (Comprising of above mention sewing exercises)

List of Practical: Art and Crafts

1. Glass painting

- 1.1 Take one A/3 size transparent glass and apply Etching technique.
- 1.2 Take one A/3 size transparent glass and apply Etching technique.
- 1.3 Do research on stain glass designs developed on mercury glass.
- 1.4 Select theme and make a design on paper for stain glass.
- 1.5 Trace the design on A/3 size mercury glass.
- 1.6 Apply crystalline colors in design.
- 1.7 Do research on stain glass designs developed on transparent glass.
- 1.8 Select theme and make a design on paper for stain glass.
- 1.9 Trace the design on A/3 size mercury glass.
- 1.10 Apply transparent stain glass colors in design.

2. Candle making

- 2.1 Make one color candles in bee /honey wax in different moulds of your choice
- 2.2 Make 2 colors candles in gel candle wax in different mould
Temperature required for melting the wax e.g.:-
- 2.3 High Paraffin wax should be heat from 130 to 160 F
- 2.4 Low Paraffin wax should be heat on 130 F.
- 2.5 Different fragrances can be added like Rose, jasmine and lavender, that creates a beautiful ambiance.
- 2.6 Testing the color:-
- 2.7 Create colorful and unique candles with variety of liquid candle dye, candle color blocks, and pigment dyes.

3. Jewelry Making

Make bangle, earrings and pendent with

- 3.1 hand made Gotta jewelry
- 3.2 Dough Jewlery

- 3.3 Metal jewellery
- 3.4 Setting gemstones in metal jewellery
- 3.5 Hand made beads jewellery

4. Gift Packing and Card making

- 4.1 Make cards in different techniques:-
- 4.2 Cut the paper in different sizes like, 2x4 or 4x5 with different shapes like rectangle and square.
- 4.3 Designing techniques would be applied through different mediums and techniques like:-
 - Hand painted.
 - Pop up card.
 - 3D material card.
- 4.4 Wrap gifts using different wrapping techniques to make their presentation ore attractive .Also
- 4.5 Decorate gift with different mediums like:-decorating with pearls or applying glitter paints.

5. Tassel Making

- 5.1 Make tassels with embroidery yarns by using wrapping, cutting and rolling techniques
- 5.2 Make tassels with wool by using twisting and tying technique in 2 colors
- 5.3 Pot painting and decoration
- 5.4 Take one glazed pot , draw sketch and paint on it
- 5.5 Select different shapes of raw pots of your choice and apply paint on them in different techniques .i.e.
 - Rubbing Technique
 - Spraying Technique
 - Blending technique

- Mixing Technique

6. Flower Making

- 6.1 Make leaves and flowers with crepe papers
- 6.2 Make leaves and flowers with Tissue Paper
- 6.3 Make leaves and flowers with Ribbons
- 6.4 Make leaves and flowers with Silk
- 6.5 Do flower arrangement in Ikki Bana style with made flowers
- 6.6 Do flower arrangement in Morey bana with already made flowers
- 6.7 Do flower arrangement of different colors of flowers to make a bouquet
- 6.8 Make portfolio of all techniques used in practical

List of Practical: Textile Design and Techniques

1. Repeat Design

- 1.1 Develop designs from motifs and make following repeats
 - Make mirror repeat of size 12"x12".
 - Make side repeat of size 12"x12".
 - Make half drop repeat of size 12"x12".
 - Make brick repeat of size 12"x12".
 - Select color scheme, fabric and material for the implementation on the surface.
- 1.2 Develop final designs of 12"x12" sizes and transfer them on cushion.
 - select color scheme, fabric and material for the implementation on the surface

2. Hand Embroidery Stitches

- 2.1 Make trace of a design with any appropriate tracing method and produce 5"x5" embroidery samples for each stitch.
- 2.2 Use Hand Embroidery stitches to make necklines

3. Smoking

- 3.1 Make different samples with different techniques of smoking by using different material
- 3.2 Make 1 product after completing samples

4. Crochet

- 4.1 Produce 5"x5" samples of crochet in different techniques and patterns
- 4.2 Make 1 product using those samples

5. Patch Work

- 5.1 Produce 5"x5" samples for each patch work technique.
- 5.2 Produce 3 samples 12"x12" for patch work on the selected design

6. Ribbon Work

- 6.1 Make different samples using different sizes of ribbons
- 6.2 sample size should be (12/12)
- 6.3 Make 1 product using developed samples

7. Knitting

- 7.1 Produce 5"x5" samples of different borders in knitting.
- 7.2 Produce 5"x5" samples of knitting patterns.
- 7.3 Make 1 product using developed samples

8. Weaving

- 8.1 Make different samples of different weaving techniques with different materials
- 8.2 Select best one from your sample and convert it in to product

List of Practical: Basic Computer Skills

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. Internet & Electronic Email

- 5.1 Using Internet search engines
- 5.2 Creating Email Account
- 5.3 Sending an Email with attachment

LIST OF LABS

1. Pattern, Drafting & Sewing Lab.
2. Drawing Design and Art Lab.
3. Textile design Lab / Studio
4. Computer Lab
5. Lecture room for English

LIST OF TOOLS AND EQUIPMENT
FOR CLASS OF 25

1. Drawing and Design

Sr. No.	Name of Tools & Equipment	Quantity
1.	Set square	25 No
2.	Scales	25 No
3.	Scissors	25 No
4.	Drawing Boards	25 Nos.
5.	Tracing table	02 No.
6.	Easels	25 Nos.
Furniture		
1.	Stools	25 Nos.
2.	White Board (Writing Board)	1 No.
3.	Teacher Table	1 No.
4.	Teacher Chair	1 No.

2. Pattern Making and Sewing

Sr. No.	Tools / Equipment	Quantity
1.	French curve	25 No
2.	Japanese scale	25 No
3.	Set square	25 No
4.	Paper Scissors	25 No
5.	Compass	25 No
6.	Tracing wheel	25 No

7.	Paper cutter	25 No
8.	Pattern table	25 (3x4 ft)
9.	Clippers	25 No
10.	Sewing Machines	25 No
11.	Bobbin	25 No
12.	Bobbin case	25 No
13.	Fabric Scissors	2 No
14.	Electric Iron	02 Nos.
15.	Zipper foot	25 No
16.	Notcher	02 No
17.	Hand punch	02 No
18.	Press iron	02 No
Furniture		
19.	Teacher Chair	01 No.
20.	Student Chairs	25 Nos.
21.	Drafting Tables, size= (6' x 4'), height 36"	06 Nos.
22.	White Board / Marker Board	01 No.
23.	Iron stand	02 No.
24.	Teachers Table	01 No.

3. Art and Crafts

Sr. No.	Tools / Equipment	Quantity
1.	Light Box	25 No
2.	Palette knives	25 No
3.	Knives to cut glass	25 No
4.	Moulds for candle making	10 No
5.	Scissors	10 No
6.	Bowls	12 No
7.	Drill machine	1 No
8.	Hammer	1 No
9.	Tool kit	25 No
10.	Internal pliers	12 No
11.	Wire cutters	25 NO
12.	Round nose pliers	12 No
13.	Chain nose pliers	12 No
14.	Jewelry kit	5 No
15.	Metal ruler	25 No
16.	Split ring tool	5 No
17.	Scissors	12 No
18.	Cutter	25 No
19.	Puzzle box	25 No
20.	Stapler	2 No
21.	Roller	5 No
22.	Stencil	25 No

4. Textile Design and Techniques

Sr. No.	Tools / Equipment	Quantity
1.	Compass	25 Nos
2.	Scissors 9"	25 Nos.
3.	Scale 12"	25 Nos.
4.	Tracing Table, size = 6' x 4', height 3'	1 No.
5.	Display Boards 4' x 8'	25 Nos.
6.	Soft Board	25 Nos.
7.	Knitting Needle (11/12)	25 Nos.
8.	Crochet needle	25 Nos.
9.	Wooden Embroidery frames, size 10"	25 Sets.
10.	Small Scissors	25 Nos.
11.	Set Square	25 Sets.
12.	Press iron	2 Nos.
Furniture		
1.	Tables 6x4	12
2.	White Board	1
3.	Student Chair	25
4.	Teacher's table	1
5.	Teacher's chair	1
6.	Iron stand	1

5. Basic Computer Skills

Sr. No.	Tools / Equipment	Quantity
1.	Multimedia Projector	2 Nos.
2.	Desktop Computers each having a separate CPU, Monitor, Key Board and Mouse and with MS Office 2013 installed in	25 No.
3.	Instructor's Desktop computer with CPU, Monitor, Key Board and Mouse	1 No.
4.	Computer system as Server with CD/DVD writers	1 No.
5.	UPS connected to every terminal	1 No.
6.	Printer	1 No.
7.	Scanner	1 No.
8.	Air Conditioner	1 No.
9.	Internet connection	-
Furniture		
10.	Hydraulic Chairs Without Arms for students	25 Nos.
11.	Student long Table for computers installed over it.	2 Nos.
12.	Teacher's Table	1 No.
13.	Teacher Chair	1 No.
14.	White Board	1 No.

LIST OF CONSUMABLE ITEM**FOR CLASS OF 25****1. Drawing and Design**

Sr. No.	Consumable Items	Quantity
1.	Sketch files	25 No
2.	Pencils	25 No
3.	Erasers	25 No
4.	Sharpeners	25 No
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.	Scissors	25 No
12.	Water colors (in cake form)	25 No
13.	Dry Pastels	25 No
14.	Poster colors	5 colors each student
15.	Paint brushes (set)	25 No
16.	Charcoal stick	25 No
17.	Charcoal Pencils	25 No

18.	Dry Pastel Sheets	25 No
19.	Water Color Sheets	25 No
20.	UHU	25 No
21.	Portfolio File	25 No

2. Pattern Drafting and Sewing

No.	consumables	Quantity
1.	Pencil	25 No
2.	Erasers	25 No
3.	Sharpeners	25 No
4.	Pattern sheets	As per requirement
5.	Cardboard sheets	As per requirement
6.	Tracing paper (full sheet)	25
7.	Paper cutter	25 No
8.	Thread spools	25 No
9.	Machine Needles	25 No
10.	Hand sewing needles	25 No
11.	Tailoring chalks	25 No
12.	French pins	25 No
13.	Common Pins(Packs)	Common Pins(Packs)
14.	Zippers	25 No
15.	Inches tape	25 No

3. Art and Crafts

Sr. No	Consumable items	Quantity
1.	Brushes Set	25 set
2.	Beads	10 tolas
3.	Glass different shapes	25 no
4.	Bending Wire	8 Rolls
5.	Hard Board	10 Sheets
6.	Gift packing trays	25 No

7.	Brush kits	2 No
8.	Light boxes and glass plates	12 No
9.	Different pots	25
10.	Needle	25
11.	Crepe paper	100 Sheets
12.	Stained glass paints	100 Botls
13.	Silver stains and enamels	25 No
14.	Needles and sticks	25 No
15.	Outlines pens	25 No
16.	Pins	25 No
17.	Wicks	25 No
18.	needles	25 No
19.	Different color	50 No
20.	Glitters color	25 No
21.	Match box	25 No
22.	Thread	25 No
23.	Honey bee wax. · Paraffin wax. · Gel wax	10 Kg (each)
24.	Disposable syringes.	25 No
25.	Wick pins.	25 No
26.	Wick needles.	25 No
27.	Candle jars and tins.	25 No
28.	Moulds:-square, rectangle, diamond, and hexagon.	10 No
29.	Wire	1 big roll
30.	Thread	25 No

31.	Plastic wire	1 big roll
32.	Beads and pearls	25 packets
33.	Glitters color	25 No
34.	Stones	10 packets
35.	Needles	25 No
36.	Alfi	25 No
37.	Charts	25 No
38.	Gum sticks	25 No
39.	Scotch Tape	25 No
40.	Stapler pins	4 packets
41.	Water color	25 No
42.	Wrapping charts	25 No
43.	China paper	100 sheets
44.	Ribbons	25 packets
45.	Pens	25 No
46.	Aluminum roll	25 No
47.	Gift wrapping	25 No
48.	Packing Box	25 No
49.	Pearls	4 packets
50.	Thread	25 No
51.	Golden thread	25 No
52.	Silver thread	25 No
53.	Stones	4 packets
54.	dori	1 big roll
55.	Painting color	12 No
56.	Spray Bottles	25 No
57.	Silk	5 yards

58.	Tissue paper	5 Boxes
59.	Wool	5 boll
60.	Different types and colors of fabric	5 yards
61.	Mesh flower material	5 yards
62.	Nylon thread	10 No

4. Textile Design and Techniques

Sr. No	Consumable items	Quantity
1.	Sketch Files	25 Nos.
2.	Tracing Paper	25 Nos.
3.	Pencils HB	25 Nos.
4.	Ruler	25 Nos.
5.	Sharpener	25 Nos.
6.	Eraser	25 Nos.
7.	Threads (Anchor) in different colors	25 Nos.Each Color
8.	Embroidery Needles	As required
9.	Needles assorted Hand and Machine	As required
10.	Fabric cotton	1yard each
11.	wool	25 Nos. each color
12.	Thread for crochet	25 Nos.
13.	Ribbon in different colors(.5 Inch size)	25 Nos. each color
14.	Ribbon in different colors(1 Inch size)	25 Nos. each color
15.	Thread reels	
16.	Wool 3/4 Ply (different Colors)	25 Nos. each color
17.	Glaze Paper in different colors	25 Nos.

5. Basic Computer Skills

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

MINIMUM QUALIFICATION OF TEACHER / INSTRUCTOR

Sr.#	Subject Names	Teacher Qualification
1.	Pattern and Sewing	D.D.M 3-Years / F.A with Fine Arts subjects and 2-Years' Experience in relevant field OR Advance DDM(1-Year) certificate holder with 1-Year experience OR Basic DDM(1-Year) certificate holder with 1-Year experience.
2.	Drawing and Arts	BFA OR D.D.M, 3-Years with 1-year relevant experience OR F.A Fine Arts 2-Years' Experience in relevant field.
3.	Textile Techniques	B.F.A (Textile) OR D.D.M (3- Year) with 1-year relevant experience OR F.A (Fine Arts) with 2-Years' Experience in relevant Field OR Textile Design (1-year) certificate with 3-years' experience.
4.	Computer	B.Sc. Computer Sc./ BCS OR DAE-CIT with 2-Years' experience
5.	Functional English	Masters in English

REFERENCE BOOKS

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

EMPLOYABILITY OF THE PASS OUTS

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/Textile Industry (stitching Unit)
4. NGO's
5. Art Teacher
6. Tracers
7. Boutique and industrial homes.
8. Office assistant

DIPLOMA FOR VOCATIONAL GIRL

(DVG)

2-YEAR COURSE

TRAINING OBJECTIVES

The objective of this course is to provide comprehensive training to women i.e. imparting skill proficiency and required knowledge in Vocational trades so that trainees are able to produce innovative art and design work according to industry demand They will be able to provide support to related industry or self-employed.

1. On completion of the course the trainees will be able to ensure advance techniques of pattern, Cutting, Sewing, and Textile design & Techniques.
2. This course will also provide the skills in cooking & preservation and ability to focus on the personal grooming aptitude in the field.
3. This course aims to train the students in CAD skills in order to learn the advance techniques of design software according to industry demand.
4. This course will provide the opportunity of vertical mobility academically as well as professionally.

CURRICULUM SALIENT'S

Name of Course	Diploma for Vocational Girl
Duration of course	1-Year
Entry Level Qualification	Certificate for Vocational Girl
Total Training Hours	1360
Training Hours per Day	7 hours per day (5 on Friday)
Training Methodology	Practical 80%
	Theory 20%
Medium of Instruction:	Urdu/English

SKILL COMPETENCY DETAILS

On successful completion of this course, the trainee should be able to: -

1. Perform advance pattern drafting and sewing techniques.
2. Apply advance textile design and techniques which include fabric printing, block printing, screen printing and batik.
3. Use Advance computer software i.e. Adobe Photoshop, illustrator and coral draw.
4. Present the work according to latest trends.
5. Use of designing software on computer to improve designing skills.
6. Prepare breakfast items, appetizers, snacks & salads.
7. Preserve different fruits & vegetables in the form of jams, pickles, jellies, syrup preserves & squashes etc.
8. Apply service manners in the food & beverage services.
9. Perform hair, skin and make up services according to different personalities.
10. Use different cooking techniques for the preparation of meat & poultry dishes.
11. Personal grooming in accordance with personal presentation requirements.
12. Personal grooming self according to body structure.
13. Wear accessories and jewelry according to personality.

KNOWLEDGE PROFICIENCY DETAILS

On successful completion of this course, the trainee should be able to:

1. Understand advance pattern drafting & sewing techniques.
2. Comprehend knowledge of advance textile design and techniques.
3. Knowledge of preparing designs on computer by using design softwares e.g. (coral draw, adobe illustrator and Photoshop)
4. Knowledge of different types of skin, hair and its products and equipment used in order to groom the personality.
5. Understand the suitable accessories jewelry according to personality.
6. Explain the underlying principles of cooking food, science.
7. Understand the importance of food & safety in food preparation and basics of nutrition.
8. Attain the knowledge of food preservation and food & beverage service manners.
9. Interpret the basic concepts of enterprise according to Personality, Occasions, Season and Age.

SCHEME OF STUDIES
Diploma for Vocational Girl
 (1-Year Course)

Sr. No	Main Topics	Theory Hours	Practical Hours	Total Hours
1.	Advance Pattern Drafting and Sewing	40	300	340
2.	Advance Textile Design and Techniques	30	290	320
3.	Cooking & Preservation	40	178	218
4.	Personal Grooming	30	200	230
5.	Basic Computer Aided Design (CAD)	30	120	150
6.	Functional English	68	-	68
7.	Work Ethics	34	-	34
Total		272	1088	1360

1. Advance Pattern Drafting and Sewing

Sr. No.	Details Of Topic	Theory Hours	Practical Hours
1.	Churidar Pajama 1.1 Measurements for churidar pajama 1.2 Cutting of churidar pajama\ 1.3 Sewing of churidar pajama	04	50
2.	Ladies Frock (6 Panels) 2.1 Drafting of ladies frock 2.2 Cutting of ladies frock 2.3 Sewing of ladies frock	08	70
3.	Ladies Kurta with Panels 3.1 Drafting of ladies Kurta 3.2 Cutting of ladies Kurta 3.3 Sewing of ladies Kurta	08	40
4.	Lehnga (half circular) 4.1 Drafting of Lehnga 4.2 Cutting of Lehnga 4.3 Sewing of Lehnga	08	50
5.	Gharara 5.1 Drafting of Gharara 5.2 Cutting of Gharara 5.3 Sewing of Gharara	08	40
6.	Final Project 6.1 Comment of your choice above mentioned exercise	04	50
Total		40	300

2. Advance Textile Design & Techniques

Sr. No.	Detail of Topics	Theory Hours	Practical Hours
1.	<p>Fabric Painting</p> <p>1.1 Introduction to fabric paint</p> <p>1.2 Material for Fabric paint</p> <p>1.3 Techniques of Fabric Painting</p> <p>1.3.1 Wet on wet</p> <p>1.3.2 Dry on Wet</p> <p>1.3.3 Salting</p> <p>1.3.4 Markers</p> <p>1.3.5 Gutta</p> <p>1.4 Process of Fabric Painting</p> <p>1.4.1 Stretching the fabric</p> <p>1.4.2 Tracing</p> <p>1.4.3 Color Mixing</p> <p>1.4.4 Application of color on Fabric</p>	5	50
2.	<p>Block printing</p> <p>2.1 Introduction to Block Printing</p> <p>2.2 Type of Block Printing</p> <p>2.3 Material for Block Printing</p> <p>2.4 Printing process of block</p> <p>2.4.1 Sketch the design</p> <p>2.4.2 Trace at wood /Rubber</p> <p>2.4.3 Carve the design</p> <p>2.4.4 Select the fabric</p> <p>2.4.5 Select color for block printing</p> <p>2.4.6 Application of color/Testing</p> <p>2.4.7 Printing process</p> <p>2.4.8 Clean the blocks by rinsing them in</p>	5	50

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	warm water		
3.	Screen Printing 3.1 Introduction to Screen Printing 3.2 Types of Screen Printing 3.3 process of open screen Printing 3.3.1 Sketch the design 3.3.2 Make Stenciling 3.3.3 Block undesired parts of design 3.3.4 Preparation of fabric for printing 3.3.5 Application of color on fabric 3.3.6 Cleaning of stenciling after use	5	50
4.	Machine Embroidery 5.1 Introduction to Machine Embroidery 5.2 Types of machine embroidery 5.3 Techniques of machine embroidery 4.3.1 Running Stitch 4.3.2 Scroll stitch 4.3.3 Filling stitch 4.3.4 Satin stitch 4.3.5 Velvet stitch 4.3.6 Emboss With beads and sequences	5	40
5.	Tie-Die 5.1 Introduction to Tie-dye 5.2 Type of dyes color 5.3 Introduction to fabric used for Tie –Dye 5.4 Technique of Tie-dye 5.5 Material for tie-dye 5.6 Process of Tie-dye 5.6.1 Wash fabric	5	50

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	5.6.2 Prepare fixer water 5.6.3 Soak Fabric 5.6.4 Fold, Twist or Tie 5.6.5 Prepare Chemical Water for dyes 5.6.6 Mix dye colors 5.6.7 Apply dye 5.6.8 ash lose dye from fabric 5.6.9 Dry fabric		
6.	Batik 6.1 Introduction to batik 6.2 Type of batik 6.3 Process of batik 6.3.1 Sketch of design 6.3.2 Pre wash fabric 6.3.3 Selection of fabric either in color or white 6.3.4 Transfer of design on fabric 6.3.5 Melting of batik wax 6.3.6 Stretching of fabric on an embroidery hoop. 6.3.7 Apply the wax with your tools 6.3.8 Regulate your wax temperature. 6.3.9 Tub-dye of fabric 6.3.10 Application of wax for more layers of color 6.3.11 Remove the wax.	5	50
Total		30	290

3. Cooking & Preservation

Sr. No.	Detail of Topics	Theory Hours	Practical Hours
1.	Basic Principles of Cooking and Food Science 1.3 Heat and Food 1.4 Cooking Methods 1.5 Building Flavor	4	2
2.	Sanitation and Safety 2.1 Food Hazards 2.2 Personal Hygiene 2.8 Food Storage 2.9 Minimum Cooking Temperatures 2.10 Safety at Workplace	4	6
3.	Tools and Equipment 3.1 Knives and their Uses 3.2 Pots, Pans and Containers 3.3 Hand Tools and small Equipment 3.4 Ovens, Range tops, Grillers, Rotisseries, Fryers, Mixers and Cold Storage Equipment 3.5 Safety Rules handling Tools and Equipment	3	6
4.	Basics of Nutrition 5.4 Calories in food 5.5 Carbohydrates 5.6 Fats 5.7 Proteins 5.8 Vitamins and Minerals 5.9 Water	3	0

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5.	Mise en Place 5.1 Pre-preparation 5.2 Holding food 5.3 Knife skills 5.4 Basic cuts 5.5 Marinating	2	12
6.	Breakfast Preparation 6.1 Identification of eggs 6.1.1 Storage 6.1.2 Nutrition 6.1.3 Safety 6.2 Egg cookery <ul style="list-style-type: none"> • Fried Egg • Poached eggs • Boiled Eggs • Scrambled Eggs • Omelets 	3	18
7.	Appetizers, Hors d'oeuvres, Snacks and Salads 7.1 Oil and vinegar dressings, sandwiches 7.2 Emulsified dressings 7.3 Types of Salads	3	21
8.	Sauces, Stocks and Soup preparations 8.1 Sauces: functions, Structures and Types 8.2 Stocks: Ingredients and procedures 8.3 Clear Soups 8.4 Thick Soups 8.5 Specialty Soups	5	18
9.	Cooking Meat and Poultry 9.1 Composition of Meat and Poultry	3	40

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	<p>9.2 Meat and Poultry Fabrication</p> <p>9.3 Cooking Techniques</p> <p>9.3.1 Dry techniques</p> <ul style="list-style-type: none"> • Frying, sautéing, stir frying, deep frying • Grilling/ broiling • Baking • Barbecuing <p>9.3.2 Wet techniques</p> <ul style="list-style-type: none"> • Poaching • Simmering • Broiling • Steaming • Stewing 		
10.	<p>Cooking Rice, fish and Pasta</p> <p>10.1 Identification of Rice, Fish and Pasta</p> <p>10.2 Storage</p> <p>10.3 Nutrition</p> <p>10.4 Safety</p> <p>10.5 Preparatory Techniques to Cook Rice, Fish and Pasta</p>	3	20
11.	<p>Food Preservation Principles</p> <p>11.1 Using High Temperatures</p> <p>11.1.1 Refrigeration, chilling</p> <p>11.1.2 Freezing and blast freezing</p> <p>11.2 Using Low Temperatures</p> <p>11.2.1 Pasteurization</p> <p>11.2.2 Sterilization</p> <p>11.2.3 Ultra high temperature</p> <p>11.3 Use of Chemicals and additives</p>	5	23

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	11.4 Other Methods of Food Preservation 11.5 Pickling, salting and baking		
12.	Food and Beverage Service Manners 12.1 Food and Beverage Service Sequence 12.2 Types of Service 12.3 Table Setting	2	12
Total		40	178

4. Personal Grooming

Sr. No.	Detail of Topics	Theory Hours	Practical Hours
1.	Selection of equipment for personal use. 1.1 Hygiene and Safety (sterilization , Sanitization of tools) 1.2 Handling of equipment. 1.3 Selection and use of Products used for personal grooming. 1.4 Selection of makeup for different skins and events.	6	20
2.	Hair Styling 2.1 Hair analysis (Texture of hair) 2.2 Hygiene, safety and selection of products. 2.3 Handling of tools and equipment. 2.4 Different hair styling techniques with tools (blow drying , curling , Straight wavy etc.	5	50
3.	Skin Care 3.1 Basic information of different types of skin. 3.2 Hygiene, Safety of different kinds of skin. 3.3 Cleansing techniques of different types of skin.	6	30
4.	Manicure and Pedicure 4.1 Hygiene and Safety 4.2 Selection and handling of tools, equipment, Products. 4.3 Procedure of Manicure / Pedicure. 4.4 Epilation (waxing and threading). 4.4.1 Hot Wax	2	20

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	<p>4.4.2 Cold wax</p> <p>4.4.3 Threading</p>		
5.	<p>Make up</p> <p>5.1 Personal hygiene and safety.</p> <p>5.2 Analysis of different shapes of face.</p> <p>5.3 Selection and handling of tools and equipment.</p> <p>5.4 Used for makeup of different kinds of skin.</p> <p>5.5 Techniques of applying makeup with tools for different events.</p> <p>5.5.1 Foundation</p> <p>5.5.2 contouring and highlight</p> <p>5.5.3 Eyes, lips and brush.</p> <p>5.6 Day Makeup</p> <p>5.7 Evening / Party Make up.</p>	5	50
6.	<p>Grooming according to body structure</p> <p>6.1 Different types of body structure.</p> <p>6.1.1 Tall and Thin</p> <p>6.1.2 Short and plump</p> <p>6.1.3 Triangular</p> <p>6.1.4 Peer shape</p> <p>6.1.5 inverted triangle</p> <p>6.1.6 Square hour glass</p> <p>6.2 Accessories according to personality</p> <p>6.2.1 Shoes</p> <p>6.2.2 Jewelry</p> <p>6.2.3 Bags</p>	6	30
Total		30	200

5. Basic Computer Aided Design

Sr. No.	Detail of Topics	Theory Hours	Practical Hours
1.	<p>Introduction to the Corel Draw</p> <p>1.1 Introduction to Corel Draw Toolbars</p> <p> 1.1.1 Units of measurement</p> <p> 1.1.2 Drawing tools</p> <p> 1.1.3 Editing tools</p> <p> 1.1.4 Drawing with CorelDraw</p> <p>1.2 Creating objects</p> <p> 1.2.1 Freehand tool</p> <p> 1.2.2 Shape tool</p> <p> 1.2.3 Knife tool</p> <p> 1.2.4 Eraser tool</p> <p> 1.2.5 Basic drawing shapes</p> <p> 1.2.6 Rectangle tool</p> <p>1.3 Basic concepts</p> <p> 1.3.1 Objects and curves</p> <p> 1.3.2 Copying the objects</p> <p> 1.3.3 How to join lines</p> <p> 1.3.4 Grouping and combining</p> <p>1.4 View</p> <p> 1.4.1 Normal</p> <p> 1.4.2 Full screen preview</p> <p> 1.4.3 Preview selected only</p> <p> 1.4.4 Page sorter preview</p> <p> 1.4.5 Ruler, grid, gridline</p> <p> 1.4.6 Show</p> <p> 1.4.7 Snap to grid, gridline, objects</p>	14	60

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	<ul style="list-style-type: none"> 1.4.8 Grid, ruler, gridlines and snap to object setup 1.5 Layout <ul style="list-style-type: none"> 1.5.1 Insert, delete and rename page 1.5.2 Go to page 1.5.3 Switch page orientation 1.5.4 Page setup and background 1.6 Arrange <ul style="list-style-type: none"> 1.6.1 Transformations & clear transformations 1.6.2 Align and distribute 1.6.3 Order, group & ungroup etc. 1.7 Effect <ul style="list-style-type: none"> 1.7.1 Adjust 1.7.2 Transform 1.7.3 Correction 1.7.4 Artistic media etc. 1.8 Bitmaps <ul style="list-style-type: none"> 1.8.1 Convert to bitmap 1.8.2 Edit, crop, trace, inflate bitmap 1.8.3 Bitmap color mask 1.8.4 Apply different effects 1.9 Text <ul style="list-style-type: none"> 1.9.1 Format, edit text 		
2.	Adobe Illustrator <ul style="list-style-type: none"> 2.1 Introduction to Adobe Illustrator 2.2 Interface of the Software 2.3 Menu Bar <ul style="list-style-type: none"> 2.7.1 File Menu 2.4 Edit Menu (Cut, Cop, Paste, Edit Colors, Color Settings) 	8	30

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	<p>2.5 Object (Transform, Live Paint, Live Tracing, Envelope Distort, Group, Path, Blend, Pattern)</p> <p>2.6 Type (font, Size)</p> <p>2.7 Tool Bar</p> <p>2.7.1 Pen tool</p> <p>2.7.2 Shape Tool</p> <p>2.7.3 Paint Bucket</p> <p>2.7.4 Paint Bucket</p> <p>2.7.5 Text Tool</p> <p>2.7.6 Lasso Tool</p> <p>2.8 Overview of Panel</p>		
<p>3.</p>	<p>Adobe Photoshop</p> <p>3.1 Introduction To Adobe Photoshop</p> <p>3.1.1 interface of the software</p> <p>3.2 Menu Bar</p> <p>3.2.1 Creating New Files, Paper Sizes,</p> <p>3.3 Colors, Swatches & Styles</p> <p>3.4 Tool Bar</p> <p>3.4.1 Pick Tool</p> <p>3.4.2 Marquee Tool</p> <p>3.4.3 Lasso Tool</p> <p>3.4.4 Magic Wand</p> <p>3.4.5 Cropping</p> <p>3.4.6 Brushes</p> <p>3.4.7 Clone Stamps</p> <p>3.4.8 Eraser</p> <p>3.4.9 Fill & Gradient Tool</p> <p>3.4.10 Pen Tool</p> <p>3.4.11 Text Tool</p>	<p>8</p>	<p>30</p>

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	<p>3.4.12 Shapes Tools</p> <p>3.5 Working with Layers</p> <p>3.5.1 Creating, copying, editing and deleting layers</p> <p>3.5.2 Layer Properties</p> <p>3.5.3 Layer Styles</p> <p>3.5.4 Layer Masking</p> <p>3.5.5 Grouping and Merging Layers</p> <p>3.6 Using Edit Menu</p> <p>3.6.1 Cut, Copy, Paste</p> <p>3.6.2 Color Fill</p> <p>3.6.3 Stroke</p> <p>3.6.4 Transformation (scale, rotate, skew, distort, warp Flip)</p> <p>3.7 Using Image Menu for Image Editing Image Modes</p> <p>3.7.1 Adjustments (Color Balance, Brightness, Contrast, Hue, Saturation)</p> <p>3.7.2 Photo Filters</p> <p>3.7.3 Using Filters</p>		
Total		30	120

6. Functional English

Sr. No.	Detail of Topics	Theory Hours
1.	Verb Adverb Preposition 1.1 Verb and its kinds 1.2 Adverb and its kinds 1.3 Preposition, and its kinds (with samples and exercises)	6
2.	Tenses: Perfect tenses 2.1 Present Perfect 2.2 Past Perfect 2.3 Future Perfect	8
3.	Change of voice 3.1 Indefinite 3.2 Continuous 3.3 Present Perfect 3.4 Past Perfect 3.5 Future Perfect	8
4.	Composition 4.1 Paragraph writing related to their trades 4.2 Description Essays 4.3 Narrative Essays	8
5.	Communication Skills 5.1 Form of sentence as per tenses 5.2 Form of paragraph 5.3 Proper voice with correct pronunciation 5.4 Describe the situation	8
6.	Letter and application Writing 6.1 Formal Letter 6.2 Layout of application 6.3 Job Application	4

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7.	Parts of Speech (Interjection & Conjunction) 7.1 The conjunction and its kinds 7.2 Interjection (examples with exercises)	4
8.	Use of Articles 8.1 The articles and its kinds (examples with exercise)	4
9.	Filling of Performa / Report / request form 9.1 Demand / request form 9.2 Repot regarding faults / demands 9.3 Repair and maintenance recording 9.4 Work order sheet completion etc.	4
10.	Description of Lab / Workshop: 10.1 Equipment installed in workshop 10.2 Machinery installed in workshop	4
11.	Safety Measures: 11.1 Read write safety in lab / workshop 11.2 Read write safety in use of machinery	2
12.	Description / presentation of relevant trade: 12.1 Each trainee will prepare on brief regarding two year training and present it before the class and submit to his teacher in written form. 12.2 Prepare a summary of all brief	8
Total		68

7. Work Ethics

Sr. No.	Detail of Topics	Theory Hours
1.	Contents have been attached in Annexure	34
Total		34

List of Practical Diploma Vocational Girls (DVG) 2-Years

List of Practical: Advance Pattern Drafting & Sewing

1. Drafting cutting and sewing of Churidar Pajama
2. Drafting cutting and sewing of Ladies frock
3. Drafting cutting and sewing of Ladies Kurta
4. Drafting cutting and sewing of Lehnga
5. Drafting cutting and sewing of Gharara
6. Final Project: Make any garment of your choice done in previous exercises.

List of Practical: Advance Textile Design and Techniques

- 1. Fabric Painting**
 - 1.1 Make different samples on fabric by using all fabric painting technique learnt in course
 - 1.2 Make a product of your choice by using any techniques
- 2. Block Printing**
 - 2.1 Make samples for block printing
 - 2.2 Single color/Two or more than two colors
 - 2.3 Size of fabric (16x16)
 - 2.4 Convert your sample in product
- 3. Screen Printing**
 - 3.1 Make different samples of screen printing with different materials
 - 3.2 Size of sample (16x16)
 - 3.3 Convert your sample in product
- 4. Machine Embroidery**
 - 4.1 Make different samples of Machine embroidery with different stitches on 12/12

4.2 Make product of Machine embroidery using those samples

5. Tie-Dye

5.1 Make sample book of Tie-Die techniques

5.2 Make sample with different techniques in size(16x16)

5.3 Convert your sample in product

6. Batik

6.1 Make sample with different technique in size (16x16)

6.2 Convert your sample in product

List of Practical: Cooking & Preservation

1. Practice the basic principles and methods of cooking
2. Workout the Sanitation and safety precautions and demonstration
3. Handling tools and equipment used for cooking and preservation of food
4. Pre-preparation for food and place
5. Assembling ingredients and correct tools and utensils.
6. Adopting basic preparatory procedures.
7. Preparation of Breakfast including following Eggs:
 - Fried Egg
 - Poached eggs
 - Boiled Eggs
 - Scrambled Eggs
 - Omelets
8. Prepare the following snacks and salads
 - Pakoras
 - Samosa
 - Falafel
 - Hummus
 - Baba ghanoush
 - Spring rolls

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- Shami kebabs
 - Chaats
 - Chicken wings
 - Meat balls
 - Tempuras
 - French fries
 - Green salad
 - Beans salad
 - Chickpeas salad
 - Apple cabbage salad
 - Kachumar salad
 - Thai beef salad
 - Russian salad
 - Macaroni salad
 - Fattoush
 - Greek salad
 - Club sandwich
 - Shawarrma
 - Burgers
 - Chicken sandwich
 - Cheese sandwich
9. Preparation of following stocks, sauces and soups
- White stock
 - Brown stock
 - Béchamel sauce
 - Chicken veloute
 - Espasnotee, Demiglace
 - Tomato Sauce
 - Fish stock

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- Yakhni
 - Fish soup
 - Thai soup
 - lentil soup
 - Potato soup
 - Tomato soup
 - cream of chicken soup
 - French onion soup
 - Cream of broccoli soup
 - Mulligatawny
 - chicken corn soup
 - hot and sour soup
- 10.** Make the below mentioned meat and poultry dishes
- chicken qorma
 - chicken karahi
 - aloo gosht
 - palak gosht
 - murgh dopiaza
 - chicken roast
 - murgh tandoori
 - steamed chicken
 - chicken achari
 - mutton boneless handi
 - shahi qorma
 - beef nehari
 - mutton kunna
 - ginger beef
 - roast beef
 - mutton chops

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- mutton payey
 - beef seekh kebabs
 - reshmi kebabs
 - koftas
 - chicka tikka
 - chicken Manchurian
 - chicken shashlik
 - Chicken Szechuan
 - chicken almond
 - Hawaiiin chicken
 - lemon chicken
 - chicken jalfrazi
 - Chicken chowmein
- 11.** Cook the following rice, fish Pasta dishes
- murgh sindhi biryani
 - mutton biryani
 - vegable biryani
 - vegetable pulao
 - egg fried rice
 - chicken fried rice
 - garlic rice
 - masala rice
 - Arabian rice
 - Mexican rice
 - Sewayyan
 - Singapore noodles
 - Pasta alfredo
- 12.** Make the following Pickles, squashes, chutneys and preserves
- Mango Squash

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- Guava Squash.
- Lemon Barley.
- Apple Squash.
- Orange Squash.
- Falsa Squash.
- Mango Juice.
- Almond Syrup.
- Alaichi Syrup.
- Sandal Syrup.
- Falsa Syrup.
- Apple Preserve.
- Carrots Preserve
- Amla Preserve
- Mango Preserve
- Mango Pickle
- Lemon Pickle.
- Mixed Vegetables Pickle.
- Mango Chutnies.
- Dried Plum Chutni.
- Tomato Ketchup
- Rusmalai.
- Fruit Trifle
- Fruit Ice-Cream
- Vanilla Ice Cream
- Simple Biscuits.
- Salty Biscuits.
- Nan-Khatai.
- Simple Cake.
- Chocolate Cake.

- Pastery.
13. Practice the food and beverage service manners: including services types and sequences and table setting

List of Practical: Personal Grooming

1. Hair Styling

- 1.1 Select different products used in Hair styling techniques and make a list of them
- 1.2 Perform blow dry
- 1.3 Make curls on loose hair
- 1.4 Perform straightening on hair

2. Skin Care

- 2.1 Analyze different types of skin and fill up the consultation form
- 2.2 Perform cleansing on skin

3. Mani cure and Pedicure

- 3.1 Perform the proper procedure of Manicure and pedicure
- 3.2 Perform waxing and threading with different materials

4. Make-up

- 4.1 Select different products used in Make up and make a list of them
Perform make up by using these products step by step
- 4.2 Foundation
- 4.3 Contouring and high Light
- 4.4 Eyes, Lips and blush on
- 4.5 Perform day make up
- 4.6 Perform Evening/party make up

5. Self Grooming

- 5.1 Analyze different types of figures in class room.
- 5.2 Make a diagram of each category.
- 5.3 Take photo of all figures paste them in front of related diagram.
- 5.4 Write the suitable guidance for each category

List of Practical: CAD Skills

1. Introduction to Corel Draw

- 1.1 Textile Design using Shapes
- 1.2 Textile Design using Text Tool and Pen Tool
- 1.3 Using Transformation tool for design creation
- 1.4 Motif Tracing & Rendering
- 1.5 Motif Creation using different Effects
- 1.6 Textile Repeats creation

2. Adobe Photoshop

- 2.1 Textile Design Creation using basic shapes
- 2.2 Motif Tracing
- 2.3 Making Mood Board
- 2.4 Making Textile Print with Image manipulation using filters

3. Adobe Illustrator

- 3.1 Design Creation using basic shapes
- 3.2 Design creation using symbols
- 3.3 Textile Pattern design
- 3.4 Textile Motifs & Repeats creation

List of Labs

<ul style="list-style-type: none">• Pattern, Drafting and Sewing Lab• Textile design Lab / Studio• Computer Lab• Lecture room for English	Same as required in CVG
<ul style="list-style-type: none">• Cooking Lab	
<ul style="list-style-type: none">• Beauty Lab	

LIST OF TOOLS AND EQUIPMENT

FOR CLASS OF 25

1. Advance Pattern Drafting and Sewing

Note: Same tools, equipment and furniture of CVG “Pattern drafting and sewing” course will be used in DVG “Advance pattern drafting and sewing”

2. Advance Textile Design and Techniques

Sr. No.	Name of Tools & Equipment	Quantity
1.	Iron Stand	1
2.	Steam Iron	1
3.	Embroidery Machines	25
4.	Scissors(Fabric)	25
5.	Blocks for printing	25

Note: Remaining tools, equipment and furniture are already mentioned in CVG “Textile design and technique List of tools and equipment”

3. Cooking & Preservation

Sr. No.	Tools / Equipment	Quantity
1.	Baking moulds (Various Sizes and Character Shapes)	18
2.	Baking trays	06
3.	Baking Oven	01
4.	Blender Electric (Hand Blender)	02
5.	Cutlery Utensils(Service of Six persons)	01 Set
6.	Cutting Boards (Teflon)	02
7.	Cookie Cutters(Different Shapes and Designs)	30
8.	Charcoal Grill (Domestic)	01
9.	Cooking range	01
10.	Cooking Spoons / slicers	12
11.	Chopper Hard	01
12.	Dinner Set (White) (Service of Six persons)	01 Set
13.	Dough Mixer	01
14.	Deep Trays (Stainless Steel)	
15.	Egg Beater	01
16.	Electric Kettle	01
17.	French Fried Cutter	01
18.	Fryer	01
19.	Fry pan	04
20.	Fry pan (non-stick with non-stick spoons sets)	02
21.	Food Processor	02
22.	Knife Set	04
23.	Kitchen Hood with Exhaust System (Domestic)	02
24.	Karahi	04

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25.	Microwave Oven	01
26.	Muffin Tins (12 Piece Mold)	02
27.	Mortar and Pestle	01
28.	Mixing Bowls	12
29.	Pressure Cooker (7,9,11L)	03
30.	Pots (various sizes)	08
31.	Refrigerator (with freezer)	01
32.	Squeezer	02
33.	Sauce pan	06
34.	Strainers(various types and sizes)	06
35.	Tea Set(Service of Six persons)	01
36.	Tin Opener	02
37.	Vacuum Flask	02
38.	Working Table	04
39.	Works / Karahi (Chinese)	04
40.	Whisks	06

4. Personal Grooming

Sr. No.	Tools / Equipment	Quantity
1.	Brushing Machine 10 in 1 (Cecum, High Frequency, Galvanic, Wood lamp, magnifying glass, steamer)	1
2.	Facial Steamer with Ozone light stand	1
3.	Steriliser UV Light	1
4.	Skin Scanner	1
5.	Facial Trolley	6
6.	Revolving Chair for Parlor	2
7.	Stand for rollers and Pin	6
8.	Head Steamer with Ozone light	1
9.	Face & Head Massager	2
10.	Rebounding Straightener	6
11.	Foot Massager	2
12.	Paraffin Wax Heater	2
13.	Spa Unit for Manicure	1
14.	Spa Unit for Pedicure	1
15.	Washing Unit	1
16.	Professional Hair Dryer	6
17.	Curling rod 16 mm to 38 mm	6
18.	Towel Warmer	1
19.	Volume Iron	6
20.	Electric curler	5
21.	Infrared lamp	1
22.	Vibrating body massage machine	3
23.	UV light	6
24.	A/C 1, ½ Ton	1

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25.	Electric Extension (leads)	6
26.	Magnifying Glass	3
27.	Hair Connector machine	1
28.	Timer	2
29.	Work station along with mirror (Fiber made) 2-4 FT workstation and mirror shelf 6" depth, 2ft width	12
30.	Hydraulic Chair	6
31.	Facial Chair	6
32.	Computer with internet	1
33.	UPS	1
34.	Cutting Comb Set	6 sets
35.	Scissor Set	6
36.	Back Combing pad	25
37.	Polisher Applicator	25

5. Basic Computer Aided Design

Note: Same tools, equipment and furniture of CVG “Basic Computer Skills” course will be used in DVG “Basic Computer Aided Design”

Advance software

Following software will be added

- Coral draw
- Illustrator
- Photoshop

LIST OF CONSUMABLE MATERIAL
FOR CLASS OF 25

1. Advance Pattern Making and Sewing

No.	Consumables	Quantity
1.	Tracing paper	25 Bundles
2.	Paper cutter	25 No
3.	Thread spools	25 No
4.	Machine Needles	25 No
5.	Hand sewing needles	25 No
6.	French pins	25 No
7.	Common Pins(Packs)	Common Pins(Packs)
8.	Tracing Paper	25 Nos.
9.	Pencils HB	25 Nos.
10.	Ruler	25 Nos.
11.	Sharpener	25 Nos.
12.	Eraser	25 Nos.
13.	Wooden Embroidery frames, size 10"	25 Sets.
14.	Glaze Paper in different colors	25 Nos.
15.	Carbon paper	25
16.	Butter paper	50
17.	Powder Dyes (5 colors)	5 tola each
18.	Fabric Paints (5 basic colors)	25 each color
19.	Seta silk (5 colors)	2 each color
20.	Stencil sheets	25
21.	Paraffin Wax	1 kg
22.	Bee Wax	1 kg

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23.	Drawing sheets	50
24.	Machine embroidery threads	20 reels each student
25.	Embellishment material	1 tola each material per student
26.	Fabric (Cotton, wool, silk, polyester)	5 meters each
27.	Block printing colors	As per requirement
28.	Ribbon of different width and colors	As per requirement
29.	Foam	As per requirement

2. Cooking & Preservation

Sr. No.	Consumable Items	Quantity
1	Amla	500Gram
2	Almond American	0.5 Kg
3	Baby corn	2 Tins
4	Baking powder	200 Gram
5	Basin	3 Kg
6	Beef	10 Kg
7	Black mushrooms	500 Gram
8	Black pepper whole	500 Gram
9	Butter	5 Kg
10	Caraway	1 Kg
11	Cardamom black	250 Grams
12	Cardamom green	250 Grams
13	Chicken (Boneless, whole, with or without skin)	30 Kg
14	Chicken cubes	1 Dozen
15	Chicken powder	250Gram
16	Chili garlic sauce	500 Gram
17	Cinnamon Powder	150Grams
18	Cloves	150Grams
19	Coconut powder	250 Gram
20	Colors (Red, yellow, green, orange Food grade)	20 Gram
21	Cooking Oil	25 Liter
22	Coriander powder	250Gram
23	Corn flour	2 Kg
24	Cumin	500Gram
25	Custard powder	4 Packs
26	Daal chana	1Kg
27	Dal mash	1Kg
28	Dal Masoor	2 Kg
29	Dates (Chohare)	1 Kg
30	Detergents	2 Kg
31	Dusters (Cotton)	4 Dozen
32	Eggs	6 Dozen
33	Elbow macaroni	6 Packs

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34	Fat	1 Kg
35	Fennel (Sounf)	250 Gram
36	Fish	10 Kg
37	Flavors (Mango, orange, pineapple)	500 mL each
38	Flour	10 Kg
39	Fruits (Various, Seasonal)	20 Kg
40	Fruits	15 Kg
41	Garlic	3 Kg
42	Gloves (Disposable)	3 Packs (100 per Pack)
43	Gram (White)	2 Kg
44	Grams (Black)	2 Kg
45	Green chili sauce	1 Liter
46	Green tea	250 Gram
47	Imli (Tamarind)	500 Gram
48	Jelly	18 Packs
49	Kachri powder	100 Gram
50	Mace (Javatri)	100 Grams
51	Masar salam	1 Kg
52	Mayonnaise	6 Kg
53	Meat tenderizer	3 Packs
54	Milk	15 Liters
55	Milk cream	24 packets
56	Mop Refills (wet and dry)	6 Nos.
57	Mushrooms	3 Tin
58	Mutton	8 Kg
59	Nutmeg (Jafal)	100 Grams
60	Onion	30 Kg
61	Olives	2 Bottle
62	Paprica powder	3 Packs
63	Pineapple tin	5 Nos.
64	Plum dried	1 Kg
65	Prawns	1 Kg
66	Porriadge	1 Kg
67	Potatoes	20 Kg
68	Prawns	1 Kg
69	Preserve (Ashrafi red and green)	1 Kg
70	Raisins	1 Kg

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71	Red chili crushed	1 Kg
72	Red chili powder	1 Kg
73	Red chili sauce	1 Liter
74	Red chili whole	500 Gram
75	Rice (Sella super Basmati)	15 Kg
76	Red Beans	2 Kg
77	Rye	250 Gram
78	Salt	1 Kg
79	Sanitizers	5 Liter
80	Semolina (Suji)	2 Kg
81	Sesame seeds	250 Gram
82	Soda sweet	250 Gram
83	Soy	100 Grams
84	Soya sauce	5 Liter
85	Spaghetti	12 Packs
86	Sponge and Wire Sponge	1 Dozen
87	Star aniseeds (Baadian Khatai)	100 Grams
88	Sugar	5 Kg
89	Sweet corn	4 Tin
90	Steel Wool	10 Pack
91	Tomato ketch up	3 Kg
92	Tomatoes	30 Kg
93	Turmeric powder	250 Gram
94	Vegetables (Seasonal)	30 Kg
95	Vermicelli	6 Packets
96	Vinegar white	5 Liter
97	Yoghurt	10 Kg

3. Personal Grooming

Sr. No.	Items	Quantity
1.	Gowns of Women	12
2.	Apron	25
3.	Head Facial band	25
4.	Facial Bowels and brushes	25

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5.	Wooden and Plastic Spatula	25
6.	Tissue Paper	25
7.	Cotton Pack Rolls	12
8.	Rose Water	12
9.	Facial Sponges	25 set
10.	All Size Towels White(small , medium , Large)	12 each
11.	Black Towels	12
12.	Paraffin Wax Strips	25 Packet
13.	Styling Mousse and Spray	6,6
14.	Shampoo & Conditioner Parlor Pack	2,2
15.	Hair Gels small bottles	12
16.	Foundation Puff	25
17.	Liquid Make over Sponges	25
18.	Face Polisher Kit	6
19.	Dettol & Sanitizers	12
20.	Alcohol Pad Box	6
21.	Back Mirror	6
22.	Disposable Gloves	25
23.	Blackhead Remover	3
24.	Cuticle Knife, Buffers, (hard skin removal), Nail Scissors, Clippers,	6
25.	Small Scissors	6
26.	Cutting Scissors	6
27.	Mixing bowls set	25
28.	Spray bottle	5
29.	Applicator brush	25
30.	All in one eyelash brush comb	6
31.	Barbey Brush	6
32.	Hair Brush	6
33.	Roller Brush Set (5 in 1)	6
34.	Tinting Brush with comb	6
35.	Shower Cap	25
36.	Hair Clips Set	10
37.	Tail Comb	25
38.	Hair Pin	25
39.	Invisible Pin set	25
40.	Complete make up Brushes Set	10
41.	Eyebrow pencil sharpener	25

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42.	Magazine/Books with rack	10 Magazine I rack
43.	Thread	25
44.	Section Pins	10 Set
45.	Rubber bands	10 Pkt
46.	Different types of shampoo and conditioner	10 shampoo 10 conditioner
47.	Jura Pin	25 Box
48.	Face wash oily Dry / Simple	6
49.	Make up Sponge	25
50.	Hot Wax	6 Bottles
51.	Cold Wax	6 Bottles
52.	Cleaners (350-500 ml)	6
53.	Toner (250-300 ml)	6
54.	Exfoliates (250-300 ml)	6
55.	Massage Creams (250-300ml)	6
56.	Serum (30-60 ml)	10
57.	Sun Block	6
58.	Bleach Powder 20 Volum	6
59.	Skin Shiner	6
60.	Soothing Lotion	6
61.	Nail Pant of different color	6
62.	Talcum Powder	6
63.	Liner	6
64.	Mascara	6
65.	Glitter (different Shad)	6
66.	Lipstick	6
67.	Eye pencil & kajal	6
68.	Eye brow pencil	6
69.	Fixer Makeup	6
70.	Concealer	6
71.	Eye shade kit	6
72.	Sponge	25
73.	Blush on kit	6
74.	Shiner white & skin	6
75.	Face powder	6
76.	Pan cake	6
77.	High lighter	6

4. Basic Computer Aided Design

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)

MINIMUM QUALIFICATION OF TEACHER / INSTRUCTOR

Sr. No.	Subject Names	Teacher Qualification
1.	Advance Pattern and Sewing	Same as required in CVG
2.	Advance Textile Techniques	
3.	Computer Aided Design	
4.	Functional English	
5.	Cooking	Matric + Diploma 1 Year + 1 Year Experience in any relevant field OR Culinary Diploma 2-years + 1 year Industrial Experience OR F.A + 2 Year Industrial Experience OR DAE Food Processing and Preservation
6.	Personal Grooming	Matric + 1 Year diploma in Beautician + 1 Year experience in relevant field

REFERENCE BOOKS

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

EMPLOYABILITY OF THE PASS OUTS

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/Textile Industry (stitching Unit)
4. NGO's
5. Art Teacher
6. Boutique and industrial homes.
7. Graphic Office assistant
8. Design cooking assistant
9. Beauty Therapy Assistant
10. Personal grooming assistant teacher

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