

### Syllabus on Vocational Education and Training Course (VTC)

<b>Paper Title</b>	<b>: Beauty Care -I</b>							
<b>CODE</b>	<b>: VTC: 247.1</b>							
<b>Number of Credits</b>	<b>: 4</b>							
<b>Semester</b>	<b>: III</b>							
<b>No. of Theory Hours Per Week</b>	<b>: One (1 hour)</b>							
<b>No. of Practical Hours per Week</b>	<b>: Three (3 Hours)</b>							
<b>Outline of the Paper:</b>								
<b>Type of Course</b>	<b>Units in the VTC</b>	<b>Hours</b>	<b>Credits</b>	<b>Total Marks</b>	<b>Distribution of Marks (as per OC-8)</b>			
<b>Beauty Care -I</b>					<b>In-Semester</b>		<b>End-Semester</b>	
					<b>Theory</b>	<b>Practical</b>	<b>Theory</b>	<b>Practical</b>
	<b>Unit-I Theory (25 Marks)</b>	<b>15</b>	<b>4</b>	<b>100</b>	<b>25</b>			
<b>Unit-II to IV Theory (75 Marks)</b>	<b>90</b>				<b>15</b>		<b>60</b>	
<b>Marks Distribution</b>	<b>: Internal Assessment: 40</b> <b>: External Assessment: 60</b>							
<b>Course Objectives</b>	<ol style="list-style-type: none"> <li>1. To enable students to recognize and adhere to professional ethics and conduct in the workplace, ensuring high standards of professionalism and integrity in all aspects of their work.</li> <li>2. To explain and equip students with various techniques of manicure and pedicure, promoting proper nail care and aesthetic enhancement.</li> <li>3. To enable students to apply skills in threading, bleaching, facials, and waxing, offering a range of beauty treatments to meet client needs effectively.</li> <li>4. To demonstrate the skills required for comprehensive hair care, including various hair treatments, to maintain and improve hair health and appearance.</li> </ol>							
<b>Course Learning Outcome</b>	Students will be able to <ol style="list-style-type: none"> <li>1. recognise professional ethics and professional conduct in the work place</li> <li>2. explain and equip themselves with the various technique of manicure and pedicure</li> <li>3. apply the skill of threading, bleaching, facial and waxing</li> <li>4. demonstrate the skill for hair care including hair treatment</li> </ol>							
<b>Unit I: (Theory) 15 Hours</b>	<b>Personal Development for beautician and Introduction to Beauty care (Theory)</b> <ul style="list-style-type: none"> <li>• Professional Outlook, Personal Grooming, Professional Ethics and Communication Skills</li> <li>• Threading and Bleach - Types, Side effects and Remedial measures</li> <li>• Facial - Types, Types of Skin, Phases of massages, Side effects and Remedial measures. Waxing - Types of wax,</li> </ul>							

	<p>Types of waxing, Preparation of wax and Testing</p> <ul style="list-style-type: none"> <li>• Importance of hair care, Types of hair, Factors affecting hair growth, Hair problems</li> </ul>
<b>UNIT-II: (Practical)</b> <b>30 Hours</b>	<p><b>Introduction to basic Beauty care (Practical):</b></p> <ul style="list-style-type: none"> <li>• Threading - Materials required, Methods</li> <li>• Bleach –Trolley setting, Materials required, Methods</li> <li>• Facial - Materials required, Method,</li> <li>• Waxing - Methods of applying wax- hand, leg and underarm waxing, Methods of Epilation and Depilation.</li> </ul>
<b>UNIT-III: (Practical)</b> <b>30 Hours</b>	<p><b>Manicure and Pedicure (Practical):</b></p> <ul style="list-style-type: none"> <li>• Types of pedicures and manicure</li> <li>• Manicure and pedicure techniques</li> <li>• Nail Art: Different methods of nail art, types of nail polish, application and their methods.</li> <li>• Mehendi: Introduction, preparation of Mehendi paste, Mehendi cone preparation and Technique of application - hands and legs.</li> </ul>
<b>UNIT-IV: (Practical)</b> <b>30 Hours</b>	<p><b>Hair Care (Practical)</b></p> <ul style="list-style-type: none"> <li>• Scalp massage - Materials required and Procedure and Technique</li> <li>• Shampooing and rinsing- Types of shampoo and their uses, Application and Technique, Types of rinses and methods of rinsing</li> <li>• Hair conditioning – Types of Hair conditioner, Application and Technique</li> <li>• Hair Treatment</li> </ul>
<b>Suggested Readings</b>	<ol style="list-style-type: none"> <li>1. Burne, Deborah. The Beauty Geek's Guide to Skin Care: 1,000 Essential Definitions of Common Product Ingredients. Rockridge Press, 2019</li> <li>2. Coetzee, Bronwyn. Manicure &amp; Pedicure: A Complete Guide to Beautiful Hands and Feet. Kindle Editions 2015</li> <li>3. Essential Beauty Guide. Goodwill Publishing House 2001</li> <li>4. Gupta, Renu. Complete Beautician course. New Delhi, Diamond pocket books Pvt Ltd, 2001</li> <li>5. Husain, Shanaz. Shahnaz Husain's Beauty Book, Orient Paperbacks, 2014</li> <li>6. Johnson, Dale H. Hair and Hair Care. New York: Marcel Decker Inc, 1997</li> <li>7. Kochar, Blossom. Hair, Skin and Beauty Care 9 The complete body Book. New Delhi: VBSPD/VBS Publishers Distributors Ltd 2000</li> <li>8. Paudwal, Madhumita. Practical Guide to Beautician Training. New Delhi: Asian Publishers, 2002</li> <li>9. Saikia, Madhumita. Basic Beautician Training Course. Computech Publications Limited, 2019</li> </ol>

	<p>10. Sinha, M, Rajgopal and Banerjee. S. All You Wanted To Know About Hair Care. New Delhi: Sterling Publishers Pvt. Ltd, 2000</p> <p>11.</p>
<p><b>Requirements</b></p>	<p><b>Threading</b></p> <ul style="list-style-type: none"> <li>• Thread (antibacterial and hypoallergenic)</li> <li>• Tweezers</li> <li>• Threading scissors</li> <li>• Disinfectants and sterilization equipment</li> </ul> <p><b>Bleach</b></p> <ul style="list-style-type: none"> <li>• Bleach creams and powders</li> <li>• Mixing bowls and applicators</li> <li>• Trolley for organization</li> <li>• Protective gear (gloves, masks)</li> <li>• Aftercare products (soothing creams, lotions)</li> </ul> <p><b>Facial</b></p> <ul style="list-style-type: none"> <li>• Cleansers, toners, and moisturizers</li> <li>• Facial masks and scrubs</li> <li>• Massage creams and oils</li> <li>• Steamers and facial towels</li> <li>• Sponges and cotton pads</li> <li>• Facial beds/chairs</li> </ul> <p><b>Waxing</b></p> <ul style="list-style-type: none"> <li>• Wax heaters</li> <li>• Different types of wax (soft, hard, strip)</li> <li>• Wax applicators (spatulas)</li> <li>• Waxing strips</li> <li>• Pre-wax and post-wax care products</li> </ul> <p><b>Manicure and Pedicure</b></p> <ul style="list-style-type: none"> <li>• Manicure and pedicure kits (nail files, buffers, clippers, cuticle pushers)</li> <li>• Bowls for soaking</li> <li>• Foot baths and spas</li> <li>• Exfoliating scrubs</li> <li>• Lotions and creams</li> </ul> <p><b>Nail Art</b></p> <ul style="list-style-type: none"> <li>• Nail polishes (various types and colors)</li> </ul>

	<ul style="list-style-type: none"> <li>• Nail art brushes and tools</li> <li>• Stencils and stickers</li> <li>• UV/LED nail lamps for gel polish</li> </ul> <p><b>Mehandi</b></p> <ul style="list-style-type: none"> <li>• Henna powder</li> <li>• Mixing bowls and spoons</li> <li>• Mehandi cones</li> <li>• Design stencils and instructional guides</li> </ul> <p><b>Hair Care</b></p> <p><b>Scalp Massage</b></p> <ul style="list-style-type: none"> <li>• Massage oils and creams</li> <li>• Scalp massagers and brushes</li> <li>• Towels and capes</li> </ul> <p><b>Shampooing and Rinsing</b></p> <ul style="list-style-type: none"> <li>• Various types of shampoos and conditioners</li> <li>• Rinsing bowls or salon sinks</li> <li>• Applicator bottles</li> </ul> <p><b>Hair Conditioning</b></p> <ul style="list-style-type: none"> <li>• Different hair conditioners</li> <li>• Leave-in conditioners and hair masks</li> <li>• Heat caps and steamers</li> </ul> <p><b>Hair Treatment</b></p> <ul style="list-style-type: none"> <li>• Treatment-specific products (anti-dandruff, anti-hair fall)</li> <li>• Applicators and mixing bowls</li> <li>• Towels and capes</li> </ul> <p><b>Any other item as and when required</b></p>
<b>Qualified Instructors</b>	<ul style="list-style-type: none"> <li>• Qualified instructors with experience in beauty care</li> <li>• Guest lecturers or industry professionals for specialized sessions</li> <li>• Ensure instructors have or receive training in effective teaching methods.</li> </ul>

<b>Paper Title</b>	<b>: Beauty Care -II</b>							
<b>CODE</b>	<b>: VTC: 267.1</b>							
<b>Number of Credits</b>	<b>: 4</b>							
<b>Semester</b>	<b>: IV</b>							
<b>No. of Theory Hours Per Week</b>	<b>: One (1 hour)</b>							
<b>No. of Practical Hours per Week</b>	<b>: Three (3 Hours)</b>							
<b>Outline of the Paper:</b>								
<b>Type of Course</b>	<b>Units in the VTC</b>	<b>Hours</b>	<b>Credits</b>	<b>Total Marks</b>	<b>Distribution of Marks (as per OC-8)</b>			
<b>Beauty Care-II</b>	<b>Unit-I Theory (25 Marks)</b>	<b>15</b>	<b>4</b>	<b>100</b>	<b>In-Semester</b>		<b>End-Semester</b>	
					<b>Theory</b>	<b>Practical</b>	<b>Theory</b>	<b>Practical</b>
	<b>Unit-II to IV Theory (75 Marks)</b>	<b>90</b>				<b>15</b>		<b>60</b>
<b>Marks Distribution</b>			<b>: Internal Assessment: 40</b>					
			<b>: External Assessment: 60</b>					
<b>Course Objectives</b>			<ol style="list-style-type: none"> <li>1. To enable students to identify hair anatomy, hair types and conditions</li> <li>2. To enable students to recognize hair and scalp disorders and implement massage techniques</li> <li>3. To enable students to develop proficiency in hair cutting and hair styling techniques</li> <li>4. To choose appropriate hair colour and make use of colouring techniques</li> </ol>					
<b>Course Learning Outcome</b>			<p>At the end of the course students will be able to:</p> <ol style="list-style-type: none"> <li>1. explain the anatomy of hair and to identify hair conditions, and different hair types.</li> <li>2. identify hair and scalp disorder and the influencing factors that may cause damage to the hair and equip oneself with various massage technique</li> <li>3. make use of skills relating to hair cutting and hair styling techniques</li> <li>4. describe the classification of hair colour and as well as colouring techniques</li> </ol>					
<b>Unit I: (Theory) 15 Hours</b>			<p>Introduction to Hair care (Theory)</p> <ul style="list-style-type: none"> <li>• Anatomy and physiology of hair, Hair analysis, Structure of hair and Layers of Hair</li> <li>• Benefits of hair spa and Precautions</li> <li>• Study of profiles, Hair shaping and cutting implements and their uses, Different types of sectioning and patterns making.</li> <li>• Basic law of colour, classification of hair colour, allergy test and precaution, hair dyeing (Herbal &amp; Chemical)</li> </ul>					

<b>UNIT-II: (Practical)</b> <b>30 Hours</b>	<b>Scalp Massage and Hair Spa (Practical)</b> <ul style="list-style-type: none"> <li>• Identifying client’s hair and scalp condition</li> <li>• Procedure of hair spa and Massage manipulation</li> <li>• Hair Spa for - dandruff, oily scalp, coloured hair, hair smoothing and itchy scalp</li> <li>• Massage techniques: Effleurage, petrissage, tapotement, rotary, vibration, friction, champissage</li> </ul>
<b>UNIT-III: (Practical)</b> <b>30 Hours</b>	<b>Hair Cutting and Hair styling (Practical)</b> <ul style="list-style-type: none"> <li>• Types of cutting to suit the texture (fine, curly, straight, wavy and course hair).</li> <li>• Types and technique of haircuts- trimming, blunt-cut, layered, cutting &amp; tapering</li> <li>• Basic hairstyle - Open Hair Styles, Semi-Tied &amp; Up styles, Bridal Hair Dos, Party Hairdos, Sleep-in Looks, Ringlets and Plaits</li> <li>• Types of hairstyling -Thermal styling, Wet styling, Roller Setting and Artificial Aids, Technique of Hair styling: Rolls, twists, braiding, Roller setting, Blow drying, Comb out techniques,</li> </ul>
<b>UNIT-IV: (Practical)</b> <b>30 Hours</b>	<b>Hair colouring and tinting (Practical)</b> <ul style="list-style-type: none"> <li>• Examination of scalp and hair: Skin test, colour or dye selection, Sectioning the hair, application of hair, colour or dye, conditioning and setting.</li> <li>• Colouring techniques – frosting, tipping, slicing, foil technique, comb technique, global colouring.</li> <li>• Types and techniques of crimping</li> <li>• Pre and post treatment</li> </ul>
<b>Suggested Readings</b>	<ol style="list-style-type: none"> <li>1. Claude Bouillon and John Wilkinson. The Science of Hair Care, Taylor &amp; Francis, 2005</li> <li>2. Goldman, D. The Professional's Illustrated Guide to Haircare &amp; Hairstyles, Lorenz Books, 2010</li> <li>3. Johnson, Dale H. Hair and Hair Care. New York: Marcel Decker Inc, 1997</li> <li>4. Kochar, Blossom. Hair, Skin and Beauty Care. New Delhi: VBSPD/VBS Publishers Distributors Ltd 2000</li> <li>5. Meenakshi Sinha, Reena Rajgopal, Suchismita Banerjee. All You Wanted to Know About Hair Care, New Delhi: Sterling Publishers Pvt. Ltd., 2000</li> <li>6. Parott. Hairstyles Coloring Book, Notion Press 2022</li> <li>7. Paudwal, Madhumita. Practical Guide to Beautician Training. New Delhi: Asian Publishers, 2002</li> <li>8. Regan Peter. Hair Colour Book: A Practical Guide To The Theory Of Colouring Hair. Kindle Edition 2018</li> <li>9. Worthington, C. The Complete Book of Hairstyling., Carlton Books Ltd, 2001</li> </ol>
<b>Requirements</b>	<b>Hair Spa</b> <ul style="list-style-type: none"> <li>• Hair spa products (shampoos, conditioners, masks)</li> <li>• Massage oils and creams</li> </ul>

	<ul style="list-style-type: none"> <li>• Towels and capes</li> </ul> <p><b>Hair Cutting and Hair Styling</b></p> <ul style="list-style-type: none"> <li>• High-quality hair cutting scissors</li> <li>• Thinning shears</li> <li>• Razors</li> <li>• Combs and sectioning clips</li> </ul> <p><b>Basic Hairstyle Techniques</b></p> <ul style="list-style-type: none"> <li>• Hair styling products (gels, sprays, mousses)</li> <li>• Hair accessories (pins, bands, clips)</li> <li>• Tools for creating different styles (curling irons, flat irons, rollers)</li> <li>• Instructional materials for various styles (open hairstyles, semi-tied styles, bridal hairdos, party hairdos, sleep-in looks, ringlets, and plaits)</li> </ul> <p><b>Examination of Scalp and Hair</b></p> <ul style="list-style-type: none"> <li>• Skin test kits</li> <li>• Color or dye selection charts</li> <li>• Sectioning clips and combs</li> </ul> <p><b>Colouring Techniques</b></p> <ul style="list-style-type: none"> <li>• Hair coloring products (frosting, tipping, slicing, foil technique, comb technique, global coloring)</li> <li>• Applicators (brushes, bowls)</li> <li>• Protective gear (gloves, capes)</li> <li>• Conditioning and setting products</li> </ul> <p><b>Types and Techniques of Crimping</b></p> <ul style="list-style-type: none"> <li>• Crimping tools and irons</li> <li>• Instructional guides on crimping techniques</li> </ul> <p><b>Pre and Post Treatment</b></p> <ul style="list-style-type: none"> <li>• Pre-treatment products (scalp protectors, primers)</li> <li>• Post-treatment products (conditioners, serums)</li> <li>• Care instructions for colored and treated hair</li> </ul>
<b>Qualified Instructors</b>	<ul style="list-style-type: none"> <li>• Qualified instructors with experience in hair care and styling</li> <li>• Guest lecturers or industry professionals for</li> </ul>

	<p>specialized sessions</p> <ul style="list-style-type: none"><li>• Ensure instructors have or receive training in effective teaching methods.</li></ul> <p><b>Any other item as and when required</b></p>
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<b>Paper Title</b>	<b>: Beauty Care III</b>							
<b>CODE</b>	<b>: VTC: 367.1</b>							
<b>Number of Credits</b>	<b>: 4</b>							
<b>Semester</b>	<b>:VI</b>							
<b>No. of Theory Hours Per Week</b>	<b>: One (1 hour)</b>							
<b>No. of Practical Hours per Week</b>	<b>: Three (3 Hours)</b>							
<b>Outline of the Paper:</b>								
<b>Type of Course</b>	<b>Units in the VTC</b>	<b>Hours</b>	<b>Credits</b>	<b>Total Marks</b>	<b>Distribution of Marks (as per OC-8)</b>			
<b>Basic Beauty Care-III</b>	<b>Unit-I Theory (25 Marks)</b>	<b>15</b>	<b>4</b>	<b>100</b>	<b>In-Semester</b>		<b>End-Semester</b>	
					<b>Theory</b>	<b>Practical</b>	<b>Theory</b>	<b>Practical</b>
	<b>Unit-II to IV Theory (75 Marks)</b>	<b>90</b>				<b>15</b>		<b>60</b>
<b>Marks Distribution</b>	<b>: Internal Assessment: 40</b> <b>: External Assessment: 60</b>							
<b>Course Objectives</b>	<ol style="list-style-type: none"> <li>1. To enable students to identify and explain various skin care problems, such as acne, dryness, and sensitivity, and describe basic skin care methods to address these issues effectively.</li> <li>2. To enable students to develop and equip oneself with techniques for effective facial cleansing and facial massage, promoting healthy skin and relaxation.</li> <li>3. To enable students to gain proficiency in applying different types of facial makeup, including foundation, eyeshadow, and lipstick, to enhance facial features and create desired looks.</li> <li>4. To enable students to discover and describe different types of spa therapies and massage techniques, learning how they contribute to overall wellness and skin health.</li> </ol>							
<b>Course Learning Outcome</b>	<p>At the end of the course students will be able to</p> <ol style="list-style-type: none"> <li>1. identify and explain the various skin care problems and describe the basic skin care methods</li> <li>2. develop and equip themselves with the techniques of facial cleansing and facial massage</li> <li>3. make use of skills relating to facial make-ups</li> <li>4. discover different types of spa therapies and massage techniques</li> </ol>							
<b>Unit I: (Theory) 15 Hours</b>	<b>Introduction</b> <ul style="list-style-type: none"> <li>• Importance of skin care, Factors affecting skin condition, skin analysis, Basic skin care methods Natural and artificial</li> <li>• Classification &amp; identification of common skin problems, Skin type and treatment, Types of Natural cleanser,</li> </ul>							

	<p>importance and types of Toners</p> <ul style="list-style-type: none"> <li>• Types of facial, Facial masks- Benefits and contraindications, Types of Make-up</li> <li>• SPA products and knowledge, Product Testing, Efficacy, Shelf Life, Storage, Contamination and Allergies, Types of massage Therapy, benefits of massage and its precautions</li> </ul>
<b>UNIT-II: (Practical)</b> <b>30 Hours</b>	<p><b>Cleansing and Facial</b></p> <ul style="list-style-type: none"> <li>• Types of Cleanser, Techniques of cleansing for different skin types</li> <li>• Techniques used in Plain facial, Vegetable peel facial, Gauze facial, Paraffin mask treatment, High frequency facial, Ozone facial, Galvanic facial, Thermo herb facial, Aroma facial, Gold and silver facial.</li> <li>• Knowledge and use of machines in facial</li> <li>• Pack and mask- Preparation of pack and mask, Techniques of applying face pack and mask</li> </ul>
<b>UNIT-III: (Practical)</b> <b>30 Hours</b>	<p><b>Make-up</b></p> <ul style="list-style-type: none"> <li>• Color Wheel, Skin tones, Brow shaping</li> <li>• Selection of cosmetics -Foundation Gel, Moisturizer, Face powder, Face compact, Concealer, Blusher, Eye shadow and lipstick</li> <li>• Selection of Tools - Different types of brushes, Make-up products, Selection of Sponges</li> <li>• Techniques of applying Make-up- Day make-up, Evening Make-up, Party Make-up, Bridal Make-up and special effects make-up</li> </ul>
<b>UNIT-IV: (Practical)</b> <b>30 Hours</b>	<p><b>SPA</b></p> <ul style="list-style-type: none"> <li>• SPA therapies - Acupressure, Acupuncture, Colon therapy, Ear Candling</li> <li>• SPA products and its uses - Essential Oils, Aromatic Oils, Body Scrubs, Body Wraps, Active Ingredients, Carrier Oil &amp; Base Creams, Pre blended oils, pre-blended creams, Soaps, lotions.</li> <li>• Seasonal SPA therapy - winter, spring, summer, and autumn</li> <li>• Massage Techniques and procedure</li> </ul>
<b>Suggested Readings</b>	<ol style="list-style-type: none"> <li>1. Baumann, Leslie. The Skin Type Solution, Bantam, 2006</li> <li>2. Baxi, Nishant. Massage Therapy, Notion Press, 2023</li> <li>3. Brown, Bobbi. Makeup Manual, Grand Central Life &amp; Style, 2011</li> <li>4. Goroway, Patricia. Facial Fitness, Ergodebooks, 2006</li> <li>5. Handa, P. Speaking of Skin Care, New Dawn Press, 2007</li> <li>6. Reyna, G.M. How to Be a Professional Makeup Artist, Kindle Edition, 2013</li> </ol>

	<ol style="list-style-type: none"> <li>7. Shapiro, B. Skin Deep: Women on Skin Care, Makeup, and Looking Their Best, Harry N. Abrams, 2017</li> <li>8. Sharma, Rajiv. Skin And Hair Care, Delhi: Manoj Publications, 2017</li> <li>9. Steve Capellini, (2009), The Complete Spa Book for Massage Therapists, Cengage Learning Publishing</li> <li>10. Tezak, Edward. Successful Salon and Spa Management, Milady Publishing Co, 2011</li> </ol>
<p><b>Requirements</b></p>	<p><b>Cleansing and Facial</b></p> <p><b>Facial Techniques</b></p> <ul style="list-style-type: none"> <li>• Facial beds or chairs</li> <li>• Facial steamers</li> <li>• Machines for advanced treatments (galvanic, ozone)</li> <li>• Masks and treatment products (paraffin, high frequency)</li> </ul> <p><b>Pack and Mask - Preparation of Pack and Mask, Techniques of Applying Face Pack and Mask</b></p> <ul style="list-style-type: none"> <li>• Mixing bowls and spatulas</li> <li>• Ingredients for pack and mask preparation (clays, herbs)</li> <li>• Instructional guides on application techniques</li> </ul> <p><b>Make-up</b></p> <ul style="list-style-type: none"> <li>• Color wheels and charts</li> <li>• Makeup palettes (foundations, powders, blushes, eye shadows, lipsticks)</li> <li>• Eyebrow shaping tools (tweezers, eyebrow pencils)</li> </ul> <p><b>Selection of Cosmetics</b></p> <ul style="list-style-type: none"> <li>• Makeup brushes (various types for foundation, eye makeup, blush)</li> <li>• Sponges and applicators</li> <li>• Makeup products for different skin tones and types</li> </ul> <p><b>SPA</b></p> <p><b>SPA Therapies - Acupressure, Acupuncture, Colon Therapy, Ear Candling</b></p> <ul style="list-style-type: none"> <li>• SPA therapy equipment (acupressure mats, acupuncture needles, ear candles)</li> <li>• Safety and hygiene protocols for specialized therapies</li> </ul> <p><b>SPA Products and Their Uses</b></p> <ul style="list-style-type: none"> <li>• Essential oils, aromatic oils, carrier oils</li> </ul>

	<ul style="list-style-type: none"> <li>• Body scrubs, wraps, active ingredients</li> <li>• Pre-blended oils, creams, soaps, and lotions</li> </ul> <p><b>Seasonal SPA Therapy - Winter, Spring, Summer, and Autumn</b></p> <ul style="list-style-type: none"> <li>• Seasonal skincare products (moisturizers, masks)</li> <li>• Instructional materials on seasonal treatments</li> </ul> <p><b>Massage Techniques and Procedure</b></p> <ul style="list-style-type: none"> <li>• Massage tables or chairs</li> <li>• Massage oils and creams</li> <li>• Training on various massage techniques (swedish, deep tissue, aromatherapy)</li> </ul> <p><b>Any other item as and when required</b></p>
<b>Qualified Instructors</b>	<ul style="list-style-type: none"> <li>• Qualified instructors with experience in skincare, makeup, and spa therapies</li> <li>• Guest lecturers or industry professionals for specialized sessions</li> <li>• Ensure instructors have or receive training in effective teaching methods.</li> </ul>

### Syllabus on Vocational Education and Training Course (VTC)

<b>Paper Title</b>	<b>: Desktop Publishing - I</b>							
<b>CODE</b>	<b>: VTC: 243.2</b>							
<b>Number of Credits</b>	<b>: 4</b>							
<b>Semester</b>	<b>: III</b>							
<b>No. of Theory Hours Per Week</b>	<b>: One (1 hour)</b>							
<b>No. of Practical Hours per Week</b>	<b>: Three (3 Hours)</b>							
<b>Outline of the Paper:</b>								
<b>Type of Course</b>	<b>Units in the VTC</b>	<b>Hours</b>	<b>Credits</b>	<b>Total Marks</b>	<b>Distribution of Marks (as per OC-8)</b>			
<b>Desktop Publishing - I</b>	<b>Unit-I Theory (25 Marks)</b>	<b>15</b>	<b>4</b>	<b>100</b>	<b>In-Semester</b>		<b>End-Semester</b>	
					<b>Theory</b>	<b>Practical</b>	<b>Theory</b>	<b>Practical</b>
	<b>Unit-II to IV Theory (75 Marks)</b>	<b>90</b>	<b>4</b>	<b>100</b>	<b>25</b>	<b>15</b>	<b>60</b>	
<b>Marks Distribution</b>	<b>: Internal Assessment: 40</b> <b>: External Assessment: 60</b>							
<b>Course Objectives</b>	<ol style="list-style-type: none"> <li>1. To describe the fundamental concepts of computer hardware and software.</li> <li>2. To explain the proficiency in working with Graphical User Interface (GUI) based operating systems.</li> <li>3. To use word processing, spreadsheets, and presentation efficiently.</li> <li>4. To Recognize the basic functions and features of word processing, spreadsheets, and presentation software.</li> <li>5. To efficiently produce, edit, format, and manage documents, spreadsheets, and presentations.</li> <li>6. Enhance productivity through the use of advanced features and techniques within each Office application.</li> </ol>							
<b>Course Learning Outcome</b>	<p>At the end of the course students are able to:</p> <ol style="list-style-type: none"> <li>1. create, format, and edit documents with proficiency and utilise the advanced formatting tools, incorporate tables, images, and graphics.</li> <li>2. specify master document collaboration, use reviewing features and mail merge.</li> <li>3. develop spreadsheets for data analysis, calculation, and data visualisation using charts and graphs.</li> <li>4. apply formulas and functions to perform calculations efficiently and explore data analysis tools such as pivot tables and filters.</li> <li>5. design engaging and professional presentations using multimedia elements.</li> <li>6. combine content effectively with slides, layouts, and themes and employ animations &amp; transitions to enhance presentation delivery.</li> </ol>							
<b>Unit I: (Theory)</b>	<b>Computer fundamentals:</b>							

<p><b>15 Hours</b></p>	<ul style="list-style-type: none"> <li>• Computer, block diagram of a computer, functions of the Different Units, Input and Output device, Memory hierarchy (Registers, Cache Memory, Primary Memory, Secondary Memories),</li> <li>• Concepts of Hardware and Software, Types of software - system software, application software, utility software, Open source, freeware and proprietary software. Programming language, compiler, interpreter and translator.</li> <li>• Concept of Computing, Units of Memory (Bits, Bytes), Operating System, types of Operating System,</li> <li>• Functions of Operating System. Networking Concept (LAN, MAN, WAN), Internet.</li> </ul>
<p><b>UNIT-II: (Practical)</b> <b>30 Hours</b></p>	<p><b>Operating Systems:</b></p> <ul style="list-style-type: none"> <li>• Graphical User Interface, Basics of (MS-WINDOWS/LINUX), Desk Top, Task Bar, Start Up Menu Working with programs and icons-Adding, removing, starting and quitting programs and icons.</li> <li>• Working with files and folders-creating, deleting, opening, finding, copying, moving and renaming files and folders.</li> <li>• Control Panel, setting, My Computer, Recycle bin, Desktop &amp; its terminology, Set up using Control panel, accessories, File Management.</li> </ul> <p><b>Word Processor:</b></p> <ul style="list-style-type: none"> <li>• Overview of Word Processing, parts, types of menus, opening, creating, saving, cut, copy, paste, paste especial, print and print preview, Find and Replace.</li> <li>• Character and paragraph formatting. Bullets &amp; Numbering, spelling and grammar, Auto Correct, symbols, equations, page number, footnote, end note, Header/Footer, Clip Art, Smart Art. Border and shading, Table handling, Hyperlink, Bookmark, Cross reference, Mail merge, Label &amp; Envelope and important shortcut keys.</li> </ul>
<p><b>UNIT-III: (Practical)</b> <b>30 Hours</b></p>	<ul style="list-style-type: none"> <li>• <b>Spreadsheet</b> – Overview, Opening, creating, saving worksheet and workbook. Copy &amp; paste, insert rows/columns, cell, range, fill series, print and print preview. Formatting Cells; Selecting Cells, Entering Text and Numeric Data into the Cells, Applying Fonts and Background Colour, Aligning Data, Merging Cells, Text Wrapping, Number Formatting – Text, Percentage, Currency, Dates.</li> <li>• <b>Formulas and Functions</b> – Performing Basic Mathematical Operations using Formula, Applying Formulas using Cell Names and Range, Performing Calculation using basic Numerical and Mathematical Functions. If and nested if function, Logical Functions-AND, OR, NOT.</li> <li>• <b>Filters, Grouping and Charts-</b> Sort, filter, advance filter,</li> </ul>

	graphs, charts, conditional formatting rules, data validation, Introduction to Pivot Tables and Pivot Charts.
<b>UNIT-IV: (Practical)</b> <b>30 Hours</b>	<ul style="list-style-type: none"> <li>• <b>Presentation:</b> Overview, slides, designing slides, background design, auto content wizard, themes and styles. Animations, slide transition and build effects, action buttons and rehearse timing and slideshow. Sound effects, charts, graphs, smart art, media clips, objects, tables, slide view, master Slide.</li> </ul>
<b>Assignments</b>	<ol style="list-style-type: none"> <li>1. Customize the desktop background, add/remove icons, and organize the taskbar. Demonstrate the use of the Start Menu to open programs and access settings.</li> <li>2. Create, delete, open, find, copy, move, and rename files and folders using both the graphical interface and command line (where applicable).</li> <li>3. Open a new document, type text, use cut, copy, paste, and paste special functions to paste in a different folder</li> <li>4. Create a text document and save it under different names using save as use character and paragraph formatting, apply bullets and numbering, check spelling and grammar</li> <li>5. In the above created document insert symbols, equations, page numbers, footnotes, and endnotes</li> <li>6. In a document create and format tables, insert hyperlinks, bookmarks, and cross references</li> <li>7. Open, create, and save worksheets and workbooks. Copy and paste data, insert and delete rows/columns, and apply print and print preview settings.</li> <li>8. Format cells by selecting cells, entering text and numeric data, applying fonts and background colors, aligning data, merging cells, and text wrapping. Use number formatting for text, percentage, currency, and dates</li> <li>9. Perform basic mathematical operations using formulas, apply formulas using cell names and ranges, and use basic numerical and mathematical functions. Implement IF and nested IF functions along with logical functions</li> <li>10. Sort and filter data, use advanced filter options, create graphs and charts, and apply conditional formatting rules. Explore data validation techniques and create pivot tables and pivot charts.</li> <li>11. Create a new presentation, design slides, apply background designs, use auto content wizard, and apply themes and styles.</li> <li>12. Add animations to slide elements, use slide transitions, and build effects. Include action buttons and rehearse timing for the slideshow.</li> </ol>

<p><b>Suggested Readings</b></p>	<ol style="list-style-type: none"> <li>1. Curtis, F. L. Joan , Microsoft Office Step by Step (Office 2021 and Microsoft 365), Pearson Education ; 1st edition, 2022.</li> <li>2. Gurdy, L. F. Ellen and L. Mary , OpenOffice.org For Dummies, John Wiley &amp; Sons publication, 2004</li> <li>3. Kevin,W. Essential Office 365 Third Edition: The Illustrated Guide to Using Microsoft Office (Computer Essentials)”, Elluminet Press, 2018.</li> <li>4. Matt ,V. Microsoft Office 365:A Complete Guide to Master Word, Excel and PowerPoint 365 for Beginners and Pro, Kindle Edition, 2021.</li> <li>5. Sinha P. and P. K. Sinha, Computer Fundamentals, (Eight Edition) New Delhi: BPB Publications, 2004.</li> <li>6. Steinberg,J. Open Office Basic: An Introduction, Createspace Independent Publication, 2012.</li> </ol>
<p><b>Requirements</b></p>	<p><b>Name of the Tools and Equipment with Specification</b></p> <ul style="list-style-type: none"> <li>• CPU: 32/64 Bit, 7th Generation or higher, i3 or latest processor, Speed: 3 GHz or Higher.</li> <li>• RAM:- 8 GB or higher, 1TB HDD/SDD, Wi-Fi Enabled.</li> <li>• Network Card: Integrated Gigabit Ethernet, with USB Mouse, USB</li> <li>• Keyboard and Monitor (as available in the market). Or All in one PC (As per above configuration) Licensed Operating System and Antivirus compatible with trade related software</li> <li>• Wi-Fi Router With wireless connectivity</li> <li>• Broadband connection with min.2 mbps speed/Optical Fibre</li> </ul> <p><b>Software Requirement (Latest Version)</b></p> <ul style="list-style-type: none"> <li>• MS Office 2010 or the latest version available at the time of procurement</li> <li>• Antivirus or Total security for – clients/workstations in profile</li> <li>• Adobe Creative Suite</li> <li>• Corel Graphic Suite</li> <li>• Regional Language Software</li> </ul> <p><b>Any other item as required</b></p>
<p><b>Qualified Instructors</b></p>	<ul style="list-style-type: none"> <li>• Instructors with experience in Desktop Publishing and teaching.</li> <li>• Certifications or relevant qualifications in Desktop Publishing</li> </ul>



<b>Paper Title</b>	<b>: Desktop Publishing -II</b>							
<b>CODE</b>	<b>: VTC: 263.2</b>							
<b>Number of Credits</b>	<b>: 4</b>							
<b>Semester</b>	<b>: IV</b>							
<b>No. of Theory Hours Per Week</b>	<b>: One (1 hour)</b>							
<b>No. of Practical Hours per Week</b>	<b>: Three (3 Hours)</b>							
<b>Outline of the Paper:</b>								
<b>Type of Course</b>	<b>Units in the VTC</b>	<b>Hours</b>	<b>Credits</b>	<b>Total Marks</b>	<b>Distribution of Marks (as per OC-8)</b>			
<b>Desktop Publishing-II</b>					<b>In-Semester</b>		<b>End-Semester</b>	
					<b>Theory</b>	<b>Practical</b>	<b>Theory</b>	<b>Practical</b>
	<b>Unit-I Theory (25 Marks)</b>	<b>15</b>	<b>4</b>	<b>100</b>	<b>25</b>			
<b>Unit-II to IV Theory (75 Marks)</b>	<b>90</b>				<b>15</b>		<b>60</b>	
<b>Marks Distribution</b>	<b>: Internal Assessment: 40</b> <b>: External Assessment: 60</b>							
<b>Course Objectives</b>	<ol style="list-style-type: none"> <li>1. To understand the basics of desktop publishing.</li> <li>2. Introduction to computer networks, internet</li> <li>3. Installation and usage of printer and scanner.</li> <li>4. Learn to use photoshop and PageMaker.</li> </ol>							
<b>Course Learning Outcome</b>	<p>At the end of the course students are able to”</p> <ol style="list-style-type: none"> <li>1. perform desktop publishing</li> <li>2. identify networking concepts and applications</li> <li>3. make use of mails, attachments and social networking</li> <li>4. install and use printers and scanners in the network</li> <li>5. describe and work with Photoshop and PageMaker</li> <li>6. apply it to text, images, graphics and animated gifs</li> </ol>							
<b>Unit I: (Theory) 15 Hours</b>	<ul style="list-style-type: none"> <li>• Introduction to DeskTop Publishing,</li> <li>• Merits and Demerits. Typography, Types(Fonts) Type sizes, Different families(Style).</li> <li>• Point system and other systems of measuring, Casting off, Proofreading and its marks, House style, Composing Process</li> <li>• Introduction of various methods of composing Computer to plate, Paper Introduction and preparation. Various paper sizes, Various paper calculations.</li> </ul>							
<b>UNIT-II: (Practical) 30 Hours</b>	<ul style="list-style-type: none"> <li>• Introduction to Computer Networks: Install network printer. Use of file and printer sharing in peer-to-peer connection.</li> <li>• Browse the Internet for information (use at least 3 popular browsers).</li> <li>• Practise to create and use e-mail for communication with attachment, priority setting, address book.</li> </ul>							

	<ul style="list-style-type: none"> <li>• Communicate with text, video chatting and social networking sites.</li> <li>• Use an online dictionary, translation software, storage space, share files with e-mail links. Scanner,</li> <li>• How to scan on a Windows computer, Different settings of scanner. Scan the file and save to the desired destination on the computer.</li> <li>• Load photo paper into the main input tray. Print the photo, Page setup. Different settings of printer.</li> </ul>
<b>UNIT-III: (Practical)</b> <b>30 Hours</b>	<ul style="list-style-type: none"> <li>• Getting Acquainted with Photoshop,</li> <li>• Basic Image Manipulation, Colour Basic Painting Tools, Brush Settings, Making Selections, Filling and stroking, Layers, Advanced Layers,</li> <li>• Text, Drawing, Using Channels and Masking, Manipulating images, Getting to know the work area, Using Adobe Bridge,</li> <li>• Basic Photo Corrections, Retouching and Repairing, Working with selections,</li> <li>• Layer Basics, Masks and channels, Correcting and enhancing digital photographs,</li> <li>• Topographic design, Vector drawing techniques, Advanced Layer techniques,</li> <li>• Vector Composting, Creating Links within an image,</li> <li>• Creating rollover web visuals, Animating GIF images for the web, Producing and printing consistent colour.</li> </ul>
<b>UNIT-IV: (Practical)</b> <b>30 Hours</b>	<ul style="list-style-type: none"> <li>• Getting Started with PageMaker, PageMaker Interface,</li> <li>• Creating a New Document, Managing Document Layer, Creating &amp; Editing Text, Working with Edit Story,</li> <li>• Managing Text as an Object, Working with Text and Graphics, Using Graphics,</li> <li>• Applying Colours to Graphics, Framing Graphics, Cropping and masking Graphics,</li> <li>• Working with Layers, Working with Master pages, Working with Plug-ins, Using Text Wrap, Using Advanced Features, Creating a PDF Document in PageMaker,</li> <li>• Working with Data Merger, Using Scripts, Using Object Linking and Embedding Colour Separation Capabilities, Printing.</li> </ul>
Suggested Practical Assignments:	<ol style="list-style-type: none"> <li><b>1. Network Printer Installation:</b> <ul style="list-style-type: none"> <li>• Install a network printer on a Windows computer.</li> <li>• Configure printer settings and test print a document.</li> </ul> </li> <li><b>2. File and Printer Sharing:</b> <ul style="list-style-type: none"> <li>• Set up file sharing between two computers on a peer-to-peer network.</li> </ul> </li> </ol>

	<ul style="list-style-type: none"><li>• Enable printer sharing on a network.</li></ul> <ol style="list-style-type: none"><li>3. <b>Internet Browsing:</b><ul style="list-style-type: none"><li>• Browse the Internet using three different browsers (e.g., Chrome, Firefox, Edge).</li><li>• Compare the features and performance of each browser.</li></ul></li><li>4. <b>Email Communication:</b><ul style="list-style-type: none"><li>• Create an email account.</li><li>• Send emails with attachments, set email priorities, and manage the address book.</li><li>• Use email to send links for shared files and practice organizing emails into folders</li></ul></li><li>5. <b>Basic Image Manipulation in Photoshop:</b><ul style="list-style-type: none"><li>• Open an image and perform basic manipulations (crop, resize, rotate).</li><li>• Use basic painting tools and brush settings to modify the image.</li></ul></li><li>6. <b>Selections and Layers in Photoshop:</b><ul style="list-style-type: none"><li>• Create and modify selections using different selection tools.</li><li>• Work with layers: create, arrange, and apply basic transformations.</li></ul></li><li>7. <b>Text and Drawing in Photoshop:</b><ul style="list-style-type: none"><li>• Add and format text in an image.</li><li>• Use drawing tools to create shapes and lines.</li></ul></li><li>8. <b>Channels and Masking in Photoshop:</b><ul style="list-style-type: none"><li>• Use channels and masks to isolate parts of an image and apply adjustments.</li></ul></li><li>9. <b>Photo Corrections in Photoshop:</b><ul style="list-style-type: none"><li>• Perform basic photo corrections (brightness, contrast, color balance).</li><li>• Retouch and repair parts of an image using tools like the healing brush and clone stamp.</li></ul></li><li>10. <b>Advanced Techniques in Photoshop:</b><ul style="list-style-type: none"><li>• Use vector drawing techniques and advanced layer techniques (e.g., layer styles, blending modes).</li><li>• Create web visuals, animate GIFs, and produce consistent color prints.</li></ul></li><li>11. <b>Text and Graphics Management in Pagemaker:</b><ul style="list-style-type: none"><li>• Create and edit text blocks using the Edit Story feature.</li><li>• Import and manipulate graphics, apply colors, and use text wrapping.</li></ul></li><li>12. <b>Layers and Master Pages in Pagemaker:</b><ul style="list-style-type: none"><li>• Work with layers and master pages to manage document structure.</li><li>• Use advanced features like plug-ins and scripts.</li></ul></li><li>13. <b>PDF Creation and Data Merger in Pagemaker:</b></li></ol>
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	<ul style="list-style-type: none"> <li>• Create a PDF document from a PageMaker file.</li> <li>• Use the Data Merger feature to merge external data into the document.</li> </ul> <p><b>14. Object Linking and Embedding in Pagemaker:</b></p> <ul style="list-style-type: none"> <li>• Use OLE to embed and link objects between applications.</li> <li>• Practice color separation and printing settings for final output.</li> </ul>
<b>Suggested Readings</b>	<ol style="list-style-type: none"> <li>1. Bangia, R. Learning Desktop Publishing, Khanna Publishers, 2nd Edition, 2016</li> <li>2. Behera, S. R. Smart DTO Course, B. K. Publications Pvt Ltd, 2nd Edition, 2019</li> <li>3. C. M. Connally, The Complete reference PageMaker V.7, Osborne/McGraw-Hill, 2002</li> <li>3. Faulkner, A. C. Chavez, Adobe Photoshop CC Classroom in a Book , First Edition , Pearson Education, 2018</li> <li>4. Jain, S. and M. Geeta, Desktop Publishing Training Guide, BPB Publication, 2015</li> <li>5. Mittal, A. and A. Rana, Mastering Pc Hardware and Networking, 1st Edition, Khanna Publishers, 2023</li> <li>6. Singh, V. P. DTP Course Book, 4th Revised Edition, Asian Books</li> </ol>
<b>Requirements</b>	<p><b>Name of the Tools and Equipment with Specification</b></p> <ul style="list-style-type: none"> <li>• CPU: 32/64 Bit, 7th Generation or higher, i3 or latest processor, Speed: 3 GHz or Higher.</li> <li>• RAM:- 8 GB or higher, 1TB HDD/SDD, Wi-Fi Enabled.</li> <li>• Network Card: Integrated Gigabit Ethernet, with USB Mouse, USB</li> <li>• Keyboard and Monitor (as available in the market). Or All in one PC (As per above configuration) Licensed Operating System and Antivirus compatible with trade related software</li> <li>• Wi-Fi Router With wireless connectivity</li> <li>• Broadband connection with min.2 mbps speed/Optical Fibre</li> </ul> <p><b>Any other item as required</b></p>
<b>Qualified Instructors</b>	<ul style="list-style-type: none"> <li>• Instructors with experience in Desktop Publishing and teaching.</li> <li>• Certifications or relevant qualifications in Desktop Publishing</li> </ul>

<b>Paper Title</b>	<b>: Desktop Publishing -III</b>							
<b>CODE</b>	<b>: VTC: 363.2</b>							
<b>Number of Credits</b>	<b>: 4</b>							
<b>Semester</b>	<b>:VI</b>							
<b>No. of Theory Hours Per Week</b>	<b>: One (1 hour)</b>							
<b>No. of Practical Hours per Week</b>	<b>: Three (3 Hours)</b>							
<b>Outline of the Paper:</b>								
<b>Type of Course</b>	<b>Units in the VTC</b>	<b>Hours</b>	<b>Credits</b>	<b>Total Marks</b>	<b>Distribution of Marks (as per OC-8)</b>			
<b>Desktop Publishing -III</b>	<b>Unit-I Theory (25 Marks)</b>	<b>15</b>	<b>4</b>	<b>100</b>	<b>In-Semester</b>		<b>End-Semester</b>	
					<b>Theory</b>	<b>Practical</b>	<b>Theory</b>	<b>Practical</b>
	<b>Unit-II to IV Theory (75 Marks)</b>	<b>90</b>	<b>4</b>	<b>100</b>	<b>25</b>	<b>15</b>	<b>60</b>	
<b>Marks Distribution</b>	<b>: Internal Assessment: 40</b> <b>: External Assessment: 60</b>							
<b>Course Objectives</b>	<ol style="list-style-type: none"> <li>1. Introduction of Cloud storage and it types</li> <li>2. Understanding and working with Corel Draw</li> <li>3. Understanding different kinds of publishing contents and types of Printing Technology.</li> <li>4. Understanding of Image Editing and Optimization</li> <li>5. Understanding of Creating Effective Layouts.</li> </ol>							
<b>Course Learning Outcome</b>	<p>At the end of the course students are able to:</p> <ol style="list-style-type: none"> <li>1. explain the process of cloud computing concepts and ability to deploy and manage virtual servers and resources on major cloud platforms like AWS, Azure</li> <li>2. create and manage storage resources like bucket or blob storage</li> <li>3. identify the workspace, toolbars, and panels</li> <li>4. make use of skills from Illustrator to CorelDRAW</li> <li>5. utilise internet toolbar, setting up web pages, exporting files, and creating buttons with rollover effects.</li> </ol>							
<b>Unit I: (Theory) 15 Hours</b>	<ul style="list-style-type: none"> <li>• Introduction to cloud computing.What are Cloud servers and types of cloud serve.</li> <li>• Create an instance on cloud on amazon/azure/google. Create bucket/ storage space on cloud (amazon / azure / google).</li> <li>• Install apache server &amp; IIS server, configure apache server and IIS server</li> <li>• Perform Domain registration, c panel management. Perform Domain registration of any domain name</li> <li>• Configure domain name to hosting accounts.</li> </ul>							

	<ul style="list-style-type: none"> <li>• Host your web pages.</li> </ul>
<b>UNIT-II: (Practical) 30 Hours</b>	<ul style="list-style-type: none"> <li>• Getting started with Corel Draw, Introduction to Corel Draw, Features of Corel Draw, CorelDraw Interface, Tool Box, Moving from Adobe Illustrator to Corel Draw, Common Tasks, Drawing and Colouring,</li> <li>• Selecting Objects, Creating Basic Shapes, Reshaping Objects, Organizing objects, Applying colour fills and Outlines Mastering with Text, Text Tool Artistic and paragraph text, Formatting Text, Embedding Objects into text, Wrapping Text around Object, Linking Text to Objects,</li> <li>• Applying Effects, Power of Blends Distortion, Contour Effects, Envelopes, Lens effects, Transparency, Creating Depth Effects, Power Clips,</li> <li>• Working with Bitmap Commands, Working with Bitmaps, Editing Bitmaps, Applying effects on Bitmaps, Printing Corel Draw- Web resources, Internet Toolbar, Setting your webpage, Exporting files, Creating buttons with Rollover effects</li> </ul>
<b>UNIT-III: (Practical) 30 Hours</b>	<ul style="list-style-type: none"> <li>• Requirement of publishing content Solve requirement related issues by contacting key people in Publishing, Pre-production, and Production teams.</li> <li>• Summaries the consequences of publishing incorrect versions of content.</li> <li>• Determine, if you have the correct versions of all content for publications.</li> <li>• Demonstrate methods of establishing publication requirements.</li> <li>• Perform recommended techniques of establishing requirements in Requirement of publishing content Categories content that requires publishing.</li> <li>• Classify all requirements of the publication content. Different kinds of publishing contents, Types of Printing technology. (Letterpress, Offset lithography, Screen printing, Gravure printing, Flexography printing)</li> <li>• Digital printing Technology Discuss issues, if any, concerning requirements.</li> <li>• Summaries the consequences of publishing incorrect versions of content.</li> <li>• Desktop Publishing Operator standard templates and formats</li> </ul>
<b>UNIT-IV: (Practical) 30 Hours</b>	<ul style="list-style-type: none"> <li>• Publishing contents in Bilingual software Use standard templates and tools while converting content into draft publications.</li> <li>• Practice escalating design-related issues to the supervisor.</li> <li>• Solve design-related issues by incorporating the requester's/user's feedback/inputs.</li> <li>• Design and format content as per established requirements. Modify designed and formatted content as per client's review.</li> <li>• Convert designed, formatted, and validated content, into draft</li> </ul>

	<p>publication, after incorporating feedback from the Quality Assurance team (Prepress department)</p> <ul style="list-style-type: none"> <li>• Demonstrate standard methods for publishing content.</li> <li>• Produce publication outputs in specific formats required by production teams.</li> <li>• Combine the latest publications to update the organisation’s database.</li> <li>• Comply with the industrial standards while publishing content.</li> </ul>
<p><b>Suggested Practical Assignments:</b></p>	<ol style="list-style-type: none"> <li>1. Use Coreldraw to create basic shapes (e.g., rectangles, circles), select objects, and apply color fills and outlines.</li> <li>2. Create and reshape objects using tools such as shape, node, and interactive tools. Organize objects by aligning, grouping, and layering.</li> <li>3. Use the Text Tool to create artistic and paragraph text, format the text, and embed objects into text. Wrap text around objects and link text to objects.</li> <li>4. Apply effects such as blends, distortions, contours, envelopes, lens effects, and transparency to objects.</li> <li>5. Import and edit bitmaps, apply effects to bitmaps, and use bitmap editing tools within Corel Draw.</li> <li>6. Use depth effects and power clips to create intricate designs. Practice embedding objects within other objects.</li> <li>7. Set up print settings, prepare documents for printing, and explore different output formats.</li> <li>8. Create a basic LaTeX document using the article class. Include sections, subsections, and different text formatting (bold, italic, lists). Save and compile the document.</li> <li>9. Create a document that includes various mathematical expressions, equations, and align environments. Include examples of fractions, integrals, summations, and matrices.</li> <li>10. Create a LaTeX document that includes multiple figures and tables. Use the graphicx package to insert images and the tabular environment to create tables. Format the tables to include borders, captions, and labels.</li> <li>11. Create a research paper layout with title page, abstract, sections, and references. Customize headers and footers, and format the document according to a specific citation style (e.g., APA or IEEE). Use BibTeX for managing references.</li> <li>12. Design a presentation using the Beamer class. Include title slides, section slides, bullet points, and graphics. Apply different themes and color schemes to the presentation</li> </ol>
<p><b>Suggested Readings</b></p>	<ol style="list-style-type: none"> <li>1. Bangia,R. Learning Desktop Publishing, Khanna Publishing</li> <li>2. Behera,S. R. Smart DTP Course, BK</li> <li>3. Jain, S. and M Geetha, Desktop Publishing, BPB Publications</li> <li>4. Kumar L. S. and M Ilayaraja, Desktop publishing, Notion Press</li> <li>5. Kumar L. S. and M. Ilayaraja, Desktop Publishing, 2019</li> <li>6. Mishra, P. Cloud Computing with AWS: Everything You Need to Know to be an AWS Cloud Practitioner, 2023</li> </ol>

	<p>7. Singh, V. P “Simplified DTP Course Book, Asian Publishers</p> <p>8. Singh, V. P. DTP Course Book, Asian Publishers</p>
<b>Requirements</b>	<p><b>Name of the Tools and Equipment with Specification</b></p> <ul style="list-style-type: none"> <li>• CPU: 32/64 Bit, 7th Generation or higher, i3 or latest processor, Speed: 3 GHz or Higher. RAM:- 8 GB or higher, 1TB HDD/SDD, Wi-Fi Enabled. Network Card: Integrated Gigabit Ethernet, with USB Mouse, USB Keyboard and Monitor (as available in the market). Or All in one PC (As per above configuration) Licensed Operating System and Antivirus compatible with trade related software</li> <li>• Wi-Fi Router With wireless connectivity</li> <li>• Broadband connection with min.2 mbps speed/Optical Fibre</li> </ul> <p><b>Any other item as required</b></p>
<b>Qualified Instructors</b>	<ul style="list-style-type: none"> <li>• Instructors with experience in Desktop Publishing and teaching.</li> <li>• Certifications or relevant qualifications in Desktop Publishing</li> </ul>



### Syllabus on Vocational Education and Training Course (VTC)

<b>Paper Title</b>	<b>: Event Management- I</b>							
<b>CODE</b>	<b>: VTC: 244.2</b>							
<b>Number of Credits</b>	<b>: 4</b>							
<b>Semester</b>	<b>: III</b>							
<b>No. of Theory Hours Per Week</b>	<b>: One (1 hour)</b>							
<b>No. of Practical Hours per Week</b>	<b>: Three (3 Hours)</b>							
<b>Outline of the Paper:</b>								
<b>Type of Course</b>	<b>Units in the VTC</b>	<b>Hours</b>	<b>Credits</b>	<b>Total Marks</b>	<b>Distribution of Marks (as per OC-8)</b>			
<b>Event Management -I</b>	<b>Unit-I Theory (25 Marks)</b>	<b>15</b>	<b>4</b>	<b>100</b>	<b>In-Semester</b>		<b>End-Semester</b>	
					<b>Theory</b>	<b>Practical</b>	<b>Theory</b>	<b>Practical</b>
	<b>Unit-II to IV Theory (75 Marks)</b>	<b>90</b>					<b>15</b>	
<b>Marks Distribution</b>	<b>: Internal Assessment: 40 : External Assessment: 60</b>							
<b>Course Objectives</b>	<b>1. To familiarize the students with the basics and foundations of event management.</b>							
<b>Course Learning Outcome</b>	At the end of the course students are able to: <ol style="list-style-type: none"> <li>1. define an overview on events and concept, nature, typologies and practices of event management, particularly sustainable and green event practices which are most relevant in the field of event management</li> <li>2. classify events and its typologies and understand their importance in destination marketing and branding</li> <li>3. identify different marketing strategies for events, including social media marketing, traditional advertising, public relations, and influencer partnerships.</li> </ol>							
<b>Unit I: (Theory) 15 Hours</b>	<ul style="list-style-type: none"> <li>• Introduction to Events and Event Management, Meaning and Definition of Event Management, Significance, Size &amp; Typologies of Events, Scope and opportunities in the field of Event Management,</li> <li>• Role of the event manager.</li> <li>• Event Planning &amp; Design, Team Building and Leadership.</li> <li>• Team Management &amp; its significance in Event Planning, Event Budgeting, Event SWOT Analysis, Event Marketing and Sponsorship, Event Impacts and Sustainability.</li> </ul>							
<b>UNIT-II: (Practical) 30 Hours</b>	<ul style="list-style-type: none"> <li>• Classify Size and Typologies of events of North East India.</li> <li>• Develop SMART Approach for Events.</li> <li>• Study the impact of organizing Local Events in your area.</li> <li>• Estimate the budget of collage freshers or farewells party</li> </ul>							

	<p>for 60 students.</p> <ul style="list-style-type: none"> <li>• Planning and design a sport event ‘Football Match Tournament’ in your city.</li> </ul>
<b>UNIT-III: (Practical)</b> <b>30 Hours</b>	<ul style="list-style-type: none"> <li>• Study of feasibility of organizing business events in Meghalaya.</li> <li>• Examine the role of the event manager for organising education fair in your university.</li> <li>• Identify the key skills required for successful event management.</li> <li>• Formation of event team for conducting Mega Events.</li> <li>• Estimation of cost for decoration for the big convention hall in your city.</li> </ul>
<b>UNIT-IV: (Practical)</b> <b>30 Hours</b>	<ul style="list-style-type: none"> <li>• Develop marketing and promotional strategies for the local festival of Meghalaya.</li> <li>• Prepare budget high tea and refreshment for 100 visitors in Trade Expo.</li> <li>• Plan sponsorship activities for conducting Annual Day function.</li> <li>• Develop a study of sustainable event practices in Meghalaya.</li> <li>• Study the feasibility of events in rural area of Meghalaya</li> </ul>
<b>Suggested Readings</b>	<ol style="list-style-type: none"> <li>1. Avrich, B. (2003). Event and Entertainment Marketing. Vikas Publishing House.</li> <li>2. Bladen, C., Kennell, J., Abson, E., &amp; Wilde, N. (2022). Event Management: An Introduction. Routledge.</li> <li>3. Sharma, A., &amp; Arora, S. (2018). Event Management and Marketing: Theory, Practical Approaches, and Planning. Bharti Publication. Semester IV</li> <li>4. Shone, A., &amp; Parry, B. (2004). Event Successful Management. Cengage Learning.</li> <li>5. Van Der Wagen, L. (2018). Event Management for Tourism, Cultural, Business and Sporting Events. Pearson Education.</li> </ol>
<b>Requirements</b>	<p><b>Basic Materials Needed:</b></p> <ul style="list-style-type: none"> <li>• Event classification frameworks (examples of different event types, sizes, and their characteristics).</li> <li>• SMART goal setting templates and guidelines.</li> <li>• Case studies or surveys on local event impacts.</li> <li>• Budgeting templates for event planning.</li> <li>• Event planning templates for sport events.</li> <li>• Budget templates, feasibility study frameworks, SMART goal templates, marketing strategy templates, etc.</li> <li>• Software tools for budgeting, project management, and feasibility analysis.</li> </ul>

	<ul style="list-style-type: none"><li>• <b>Any other item as and when required</b></li></ul>
<b>Qualified Instructors</b>	<ul style="list-style-type: none"><li>• Instructors with experience in event management and teaching.</li><li>• Certifications or relevant qualifications in event management</li></ul>

<b>Paper Title</b>	<b>: Event Management -II</b>							
<b>CODE</b>	<b>: VTC: 264.2</b>							
<b>Number of Credits</b>	<b>: 4</b>							
<b>Semester</b>	<b>: IV</b>							
<b>No. of Theory Hours Per Week</b>	<b>: One (1 hour)</b>							
<b>No. of Practical Hours per Week</b>	<b>: Three (3 Hours)</b>							
<b>Outline of the Paper:</b>								
<b>Type of Course</b>	<b>Units in the VTC</b>	<b>Hours</b>	<b>Credits</b>	<b>Total Marks</b>	<b>Distribution of Marks (as per OC-8)</b>			
<b>Event Management-II</b>	<b>Unit-I Theory (25 Marks)</b>	<b>15</b>	<b>4</b>	<b>100</b>	<b>In-Semester</b>		<b>End-Semester</b>	
					<b>Theory</b>	<b>Practical</b>	<b>Theory</b>	<b>Practical</b>
	<b>Unit-II to IV Theory (75 Marks)</b>	<b>90</b>			<b>25</b>	<b>15</b>	<b>60</b>	
<b>Marks Distribution</b>		<b>: Internal Assessment: 40</b>						
		<b>: External Assessment: 60</b>						
<b>Course Objectives</b>		<ol style="list-style-type: none"> <li>To acquaint the students with the concepts and practicalities of events in tourism</li> </ol>						
<b>Course Outcome</b>	<b>Learning</b>	At the end of the course students are able to: <ol style="list-style-type: none"> <li>apply the knowledge of event tourism to manage cultural events, festivals, business events and sports events with travel &amp; tourism, hospitality management</li> <li>apply event technology skills for effective communication and organizing seamless event activities in a cost effective and profitable manner.</li> </ol>						
<b>Unit I: (Theory)</b> <b>15 Hours</b>		<ul style="list-style-type: none"> <li>Emergence of Event Tourism, Nature, Scope,</li> <li>Significance and Typologies of Event Tourism</li> <li>Planned Events in Tourism, Core Propositions of Event Tourism, The destination perspective on event tourism,</li> <li>Event Portfolio Model, Economic, Social, Cultural, Political and Environmental Outcomes and Event Tourism, Career Paths of Event Tourism.</li> </ul>						
<b>UNIT-II: (Practical)</b> <b>30 Hours</b>		<ul style="list-style-type: none"> <li>To study business potentials and business environment of local destinations</li> <li>Prepare essential check lists for pre-conference and post conference</li> <li>To find the key potentials of meetings, incentives, conferences and exhibitions of North east India.</li> <li>To study specific role of a DMO (destination marketing organization) is generally to promote tourism both business and leisure. Analyse the problems, prospects and challenges of physical meeting, online meeting and hybrid events.</li> </ul>						

	<ul style="list-style-type: none"> <li>Survey of business events centres or venues in your local areas and identify four sources of revenue for convention.</li> </ul>
<b>UNIT-III: (Practical)</b> <b>30 Hours</b>	<ul style="list-style-type: none"> <li>Planning and designing of cultural events and festivals.</li> <li>Study the significance host-guest interactions during the tourism festival at local destination.</li> <li>Find the role of Music Festivals or concerts and Regional Development in Meghalaya.</li> <li>Examined importance of festivals in other forms of special-purpose tourism in the context of fashion, food and wine, local handmade handicrafts, black pottery and promote rural economy.</li> <li>Prepare a report after visiting of two indigenous festivals of the Meghalaya.</li> </ul>
<b>UNIT-IV: (Practical)</b> <b>30 Hours</b>	<ul style="list-style-type: none"> <li>Study the about the entertainment events through the light on film, theatre, theme parks, gambling, museums, shopping prospects in Shillong and near about.</li> <li>Measuring the economic impact of visitors to sports tournaments and special events.</li> <li>The economic importance of major sports events of the Meghalaya.</li> <li>Develop profile of Sport Events potential of Meghalaya.</li> <li>Field visit to four major sport stadiums and assess the spectators/visitor's friendly facilities there.</li> </ul>
<b>Suggested Readings</b>	<ol style="list-style-type: none"> <li>Getz, D. (2013). Event Tourism: Concepts, International Case Studies, and Research. Cognizant Communication Corporation.</li> <li>Quinn, B. (2015). Festival and Special Event Management (5th ed.). John Wiley &amp; Sons.</li> <li>Randell, J. (2011). Event Tourism. Discovery Publishing Pvt. Ltd.</li> <li>Sharma, A., Kumar, J., Turaev, B., &amp; Mohanty, P. (2022). Festival and Event Tourism: Building Resilience and Promoting Sustainability. CABI.</li> </ol>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>Event classification frameworks (examples of different event types, sizes, and their characteristics).</li> <li>SMART goal setting templates and guidelines.</li> <li>Case studies or surveys on local event impacts.</li> <li>Budgeting templates for event planning.</li> <li>Event planning templates for sport events.</li> <li>Budget templates, feasibility study frameworks, SMART goal templates, marketing strategy templates, etc.</li> <li>Software tools for budgeting, project management, and feasibility analysis.</li> <li><b>Any other item as and when required</b></li> </ul>

<b>Qualified Instructors</b>	<ul style="list-style-type: none"><li>• Instructors with experience in event management and teaching.</li><li>• Certifications or relevant qualifications in event management</li></ul>
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<b>Paper Title</b>	<b>: Event Management -III</b>							
<b>CODE</b>	<b>: VTC: 364.2</b>							
<b>Number of Credits</b>	<b>: 4</b>							
<b>Semester</b>	<b>:VI</b>							
<b>No. of Theory Hours Per Week</b>	<b>: One (1 hour)</b>							
<b>No. of Practical Hours per Week</b>	<b>: Three (3 Hours)</b>							
<b>Outline of the Paper:</b>								
<b>Type of Course</b>	<b>Units in the VTC</b>	<b>Hours</b>	<b>Credits</b>	<b>Total Marks</b>	<b>Distribution of Marks (as per OC-8)</b>			
<b>Event Management-III</b>	<b>Unit-I Theory (25 Marks)</b>	<b>15</b>	<b>4</b>	<b>100</b>	<b>In-Semester</b>		<b>End-Semester</b>	
					<b>Theory</b>	<b>Practical</b>	<b>Theory</b>	<b>Practical</b>
	<b>Unit-II to IV Theory (75 Marks)</b>	<b>90</b>			<b>25</b>	<b>15</b>	<b>60</b>	
<b>Marks Distribution</b>	<b>: Internal Assessment: 40</b> <b>: External Assessment: 60</b>							
<b>Course Objectives</b>	<b>1.</b> To introduce to the students the basics of entrepreneurship in the context of holding and running an event-oriented business enterprise							
<b>Course Learning Outcome</b>	At the end of the course students are able to: 1. apply good business ethics and management principles and techniques of event management and to assure quality for higher studies/event entrepreneurship 2. design innovative and experiential events, most creative and professional manners that would support their career as event entrepreneurs to establish event start-ups							
<b>Unit I: (Theory) 15 Hours</b>	<ul style="list-style-type: none"> <li>• Event Entrepreneurship: An Emerging Global Business,</li> <li>• The Essential Steps to Starting an Event Management Business, Role of incubators framework, Qualities of an Event Entrepreneur; Women-owned event enterprises, PRIME – Promotion and Incubation of Market Driven Enterprises, Government of Meghalaya,</li> <li>• Case Study of Successful Event Managers, Wedding planners, Decorators, Musicians, Meeting Planners in the Meghalaya,</li> <li>• Legal Provisions for event management business in Meghalaya &amp; India.</li> </ul>							
<b>UNIT-II: (Practical) 30 Hours</b>	<ul style="list-style-type: none"> <li>• Visit and interact with event managers in their offices or establishment nearby your locations /city and develop a report on the base of evaluation.</li> <li>• Invite event’s entrepreneurs as a resource person to share their experiences related with event management and evaluation based on report writing on the same.</li> </ul>							

<b>UNIT-III: (Practical) 30 Hours</b>	<ul style="list-style-type: none"> <li>• Internship at an event business establishment and evaluation based on the assessment by the establishment authorities for two weeks.</li> </ul>
<b>UNIT-IV: (Practical) 30 Hours</b>	<ul style="list-style-type: none"> <li>• Design an Event Business Start-up idea and event business feasibility study, and evaluation based on a potential event business model in Meghalaya.</li> </ul>
<b>Suggested Readings</b>	<ol style="list-style-type: none"> <li>1. Allen, J. (2017). Event Planning: The Ultimate Guide to Successful Meetings, Corporate Events, Fundraising Galas, Conferences, Conventions, Incentives, and Other Special Events. John Wiley &amp; Sons.</li> <li>2. Hougaard, S. (2004). The Business Idea: The Early Stages of Entrepreneurship. Springer.</li> <li>3. Morrison, A. M., O’Gorman, K. D., &amp; O’Reilly, J. (2013). Entrepreneurship in Tourism and Hospitality: A Global Perspective. Goodfellow Publishers Ltd.</li> <li>4. O’Toole, W. J., &amp; Mikolaitis, P. G. (2016). Event Management: A Professional &amp; Developmental Approach. Kendall Hunt Publishing.</li> <li>5. Page, S. J., &amp; Connell, J. (2014). Tourism: A Modern Synthesis (3rd ed.). Cengage Learning.</li> </ol>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Event classification frameworks (examples of different event types, sizes, and their characteristics).</li> <li>• SMART goal setting templates and guidelines.</li> <li>• Case studies or surveys on local event impacts.</li> <li>• Budgeting templates for event planning.</li> <li>• Event planning templates for sport events.</li> <li>• Budget templates, feasibility study frameworks, SMART goal templates, marketing strategy templates, etc.</li> <li>• Software tools for budgeting, project management, and feasibility analysis.</li> <li>• <b>Any other item as and when required</b></li> </ul>
<b>Qualified Instructors</b>	<ul style="list-style-type: none"> <li>• Instructors with experience in event management and teaching.</li> <li>• Certifications or relevant qualifications in event management</li> </ul>