

## 1.1 ENGLISH AND COMMUNICATION SKILLS – I

Periods/Week      L   T   P  
                                 3   1   2

### RATIONALE

Interpersonal communication is a natural and necessary part of organizational life. Yet, communicating effectively can be challenging because of our inherent nature to assume, overreact to and misperceive what actually is happening. Poor communication or lack of communication is often cited as the cause of conflict and poor teamwork. In today's team-oriented workplace, managing communication and developing strategies for creating shared meaning are crucial to achieve results and create successful organizations. The goal of the Communicating Skills course is to produce civic-minded, competent communicators. To that end, students must demonstrate oral as well as written communication proficiency. These include organizational and interpersonal communication, public address and performance. The objectives of this subject are understanding how communication works, gaining active listening and responding skills, understanding the importance of body language, acquiring different strategies of reading texts and increasing confidence by providing opportunities for oral and written expressions.

### DETAILED CONTENTS

1. COMMUNICATION SKILLS (12 Periods)
  - 1.1 Introduction and Process of Communication
  - 1.2 Objectives of Communication
  - 1.3 Verbal and Non-verbal Communication
  - 1.4 Process of Communication
  - 1.5 Barriers to Communication; Overcoming Strategies
  - 1.6 Listening and Speaking Skills and Sub-Skills (All topics should be in detail)
2. GRAMMAR AND USAGE (08 Periods)
  - 2.1 Syntax (Parts of speech)
3. WRITING SKILLS (10 Periods)
  - 3.1 Writing Paragraphs
  - 3.2 Picture Composition
  - 3.3 Developing writing skills based on some audio-visual stimulus
4. READING COMPREHENSION SKILLS (10 Periods)

Unseen comprehension passages (at least 3 passages of literary, scientific, data interpretation).
5. FACETS OF LITERATURE (24 Periods)

## 5.1 Fiction

5.1.1 Homecoming – R.N. Tagore

5.1.2 The Selfish Giant - Oscar Wilde

5.1.3 The Missing Mail – R K Laxman

## 5.2 Prose

5.2.1 Of Studies – Francis Bacon

5.2.2 Art of Conversation – Richard Steel

5.2.3 Democracy – Dr. Radhakrishnan

## 5.3 Poems

5.3.1 Ozymandias – P.B. Shelley

5.3.2 Daffodils – William Wordsworth

5.3.3 Stopping by Woods on a Snowy Evening – Robert Frost

## LIST OF PRACTICALS

**(Note: The following contents are only for practice. They should not be included in the final theory examination)**

### DEVELOPING ORAL COMMUNICATION SKILLS

- Greeting, Starting a Conversation
- Introducing Oneself
- Introducing Others
- Leave Taking
- Thanking, Wishing Well
- Talking about Oneself
- Talking about Likes and Dislikes
- Mock Interview

## LIST OF REFERENCE BOOKS

1. Communicating Effectively in English, Book-I by Revathi Srinivas; Abhishek Publications, Chandigarh.
2. High School English Grammar and Composition by Wren and Martin; S. Chand & Company Ltd., Delhi.
3. Communication Techniques and Skills by R. K. Chadha; Dhanpat Rai Publications, New Delhi

## SUGGESTED DISTRIBUTION OF MARKS

Topic No.	Time Allotted for Lectures and Tutorials (Periods)	Marks Allotted (%)
1	12	20
2	08	12
3	10	16
4	10	16
5	24	36
<b>Total</b>	<b>64</b>	<b>100</b>

## 1.2 BASICS OF INFORMATION TECHNOLOGY

L T P  
Periods/Weeks 2 - 3

### RATIONALE

Information technology has great influence on all aspects of life. Almost all work places and living environment are being computerized. In order to prepare diploma holders to work in these environments, it is essential that they are exposed to various aspects of information technology such as understanding the concept of information technology and its scope; operating a computer; use of various tools of MS office; using internet etc. form the broad competency profile of diploma holders. This exposure will enable the students to enter their professions with confidence, live in a harmonious way and contribute to the productivity.

### DETAILED CONTENTS

- 1.Information Technology – its concept and scope ( 2 Periods)
- 2.Elements of a computer system, its usefulness and applications, block diagram of a computer, CPU, memory, data – numeric data, alpha numeric data; contents of a program, processing of data ( 4 Periods)
- 3.Computer organization, computer hardware and software; primary and secondary memory: RAM, ROM, PROM etc. ( 4 Periods)
- 4.Input devices; keyboard, scanner, mouse etc ; output devices ; VDU and Printer, Plotter ( 4 Periods)
- 5.Primary and Secondary Storage (Auxiliary Storage), Secondary storage; magnetic disks – tracks and sectors, optical disk (CD, CD-RW and DVD Memory) (4 Periods)
6. Introduction to Operating Systems such as MS-DOS and Windows (4 Periods)
7. Introduction to internet, browsing using search engine (like google etc.) ( 5 Periods) (5 Periods)
8. Basics of Networking – LAN, WAN, Topologies (5 Periods)

### LIST OF PRACTICALS

- 1.Given a PC, name its various components and list their functions
- 2.Identification of various parts of a computer and peripherals
- 3.Practice in installing a computer system by giving connection
- 4.DOS Commands (internal / external) e.g. TYPE, REN, DEL, CD, MD, COPY, TREE, BACKUP
- 5.Exercises on entering text and data (Typing Practice using any tutor)

## 6.Features of Windows as an operating system

- Start
- Shutdown and restore
- Creating and operating on the icons
- Opening closing and sizing the windows
  - Using elementary job commands like – creating, saving, modifying, renaming, finding and deleting a file
- Creating and operating on a folder
- Changing setting like, date, time color (back ground and fore ground)
- Using short cuts
- Using on line help

## 7.MS-Word

### -File Management:

Opening, creating and saving a document, locating files, copying contents in some different file(s), protecting files, Giving password protection for a file

### -Page Set up:

Setting margins, tab setting, ruler, indenting

### -Editing a document:

Entering text, Cut, copy, paste using tool- bars

### -Formatting a document:

Using different fonts, changing font size and colour, changing the appearance through bold/ italic/ underlined, highlighting a text, changing case, using subscript and superscript, using different underline methods

-Aligning of text in a document, justification of document, Inserting bullets and numbering

-Formatting paragraph, inserting page breaks and column breaks, line spacing

-Use of headers, footers: Inserting footnote, end note, use of comments

-Inserting date, time, special symbols, importing graphic images, drawing tools

### -Tables and Borders:

Creating a table, formatting cells, use of different border styles, shading in tables, merging of cells, partition of cells, inserting and deleting a row in a table

-Print preview, zoom, page set up, printing options

-Using Find, Replace options

-Using Tools like:

Spell checker, help, use of macros, mail merge, thesaurus word content and statistics, printing envelops and labels

-Using shapes and drawing toolbar,

-Working with more than one window in MS Word,

-How to change the version of the document from one window OS to another

-Conversion between different text editors, software and MS word

## 8. MS-Excel

-Starting excel, open worksheet, enter, edit, data, formulae to calculate values, format data, create chart, printing chart, save worksheet, switching between different spread sheets

-Menu commands:

Create, format charts, organize, manage data, solving problem by analyzing data, exchange with other applications. Programming with MS- Excel, getting information while working

-Work books:

Managing workbooks (create, open, close, save), working in work books, selecting the cells, choosing commands, data entry techniques, formula creation and links, controlling calculations, working with arrays

-Editing a worksheet, copying, moving cells, pasting, inserting, deletion cells, rows, columns, find and replace text, numbers of cells, formatting worksheet

-Creating a chart:

Working with chart types, changing data in chart, formatting a chart, use chart to analyze data

-Using a list to organize data, sorting and filtering data in list

## 9. MS PowerPoint

a) Introduction to PowerPoint

-How to start PowerPoint

-Working environment: concept of toolbars, slide layout, templates etc.

-Opening a new/existing presentation

-Different views for viewing slides in a presentation: normal, slide sorter etc.

b) Addition, deletion and saving of slides

c) How to view the slide show?

-Viewing the presentation using slide navigator

-Slide transition

-Animation effects etc.

## 10. Internet and its Applications

a) Log-in to internet

b) Navigation for information seeking on internet

c) Browsing and down loading of information from internet

d) Sending and receiving e-mail

-Creating a message

-Creating an address book

-Attaching a file with e-mail message

-Receiving a message

-Deleting a message

## **INSTRUCTIONAL STRATEGY**

Since this is an introductory computer related subject, the teacher should demonstrate and explain computer and its peripherals in the laboratory. The theory may be dovetailed with practical exercises

for better understanding. The students may be encouraged to work independently on computer to gain confidence.

### RECOMMENDED BOOKS

- 1.Fundamentals of Computer by V . Rajaraman; Prentice Hall of India Pvt. Ltd., New Delhi
- 2.Computers Today by SK Basandara, Galgotia Publication Pvt ltd. Daryaganj, New Delhi.
- 3.MS-Office 2000 for Everyone by Sanjay Saxena; Vikas Publishing House Pvt. Ltd., New Delhi
- 4.Internet for Every One by Alexis Leon and Mathews Leon; Vikas Publishing House Pvt. Ltd., Jungpura, New Delhi
- 5.A First Course in Computer by Sanjay Saxena; Vikas Publishing House Pvt. Ltd., Jungpura,New Delhi
- 6.Mastering Windows 95, BPB Publication, New Delhi
- 7.Computer Fundamentals by PK Sinha; BPB Publication, New Delhi
- 8.Fundamentals of Information Technology by Leon and Leon;Vikas Publishing House Pvt. Ltd., Jungpura, New Delhi
- 9.On Your Marks - Net...Set...Go... Surviving in an e-world by Anushka Wirasinha, Prentice Hall of India Pvt. Ltd., New Delhi
- 10.Learning MS Office XP by Ramesh Bangia, Khanna Book Publishing Co. (P) Ltd., New Delhi.
- 11.Fundamentals of Information Technology by Vipin Arora, Eagle Parkashan, Jalandhar

### SUGGESTED DISTRIBUTION OF MARKS

S. No	Time Allotted for Lectures (Periods)	Marks Allotted (%)
1	02	10
2	04	15
3	04	10
4	04	15
5	04	10
6	04	10
7	05	15
8	05	15
<b>Total</b>	<b>32</b>	<b>100</b>

## 1.3 BASIC DESIGN AND MODELLING

L T P  
Period/Week 2 – 10

### **PART-A BASIC DESIGN**

#### **RATIONALE**

This course aims at creating appreciation of colour, texture, pattern, sense of shape, form proportion, balance, rhythm and harmony for aesthetic finishing and furnishing for executing interior design projects.

#### **DETAILED CONTENTS**

##### **1.Basic Design- Elements and Principles**

- 1.1 Introduction of basic design.
- 1.2 Elements of design: Line, shapes, form, color, value, and textures.
- 1.3 Principles of design: Repetition, unity, harmony, contrast, balance, rhythm, emphasis, dominance, scale, proportion.
- 1.4 Importance of murals, paintings and wall hangings in interiors.
- 1.5 Making of composition using elements and principles of basic design.
- 1.6 Making of compositions using geometrical, abstract or realistic shapes.

**(Minimum 7 sheets are to be made)**

**2. Anthropometric Study:** Study of human dimensions, space circulation and space requirement for various activities.

**(Minimum 4 sheets are to be made)**

##### **3. Colours**

- 2.1 Terminology: Hue, tints and shades, value, intensity chroma.
- 2.2 Theory of colours and colour wheel showing primary, secondary, intermediate, tertiary and quarternery colours
- 2.3 Colour schemes : Preparing colour schemes for different rooms using material samples or showing pattern and textures in details.
- 2.4 Colour harmony and colour contrast in relation to interior designing. (One interior in various colour schemes using one basic hue with different colour combination)
- 2.5 Psychological study of colours.
- 2.6 Psychological effect of colours.
  4. Effect of light on colour
  5. Effect of pattern on colour
  6. Effect of texture on colour
  7. Effect of colour on another colours.



8. Psychological effect of colours in interior spaces viz. schools, hospitals offices, residential spaces, commercial buildings.

**(Minimum 20 sheets are to be made)**

**4. Textures And Tones:** Preparation of chart showing different textures and tonal value scale.

**(Minimum 3 sheets are to be made)**

**5. Posters and Murals:** Preparation of posters and murals using monotonous and color full medium showing 3D effect.

**(Minimum 2 sheets are to be made)**

NOTE:

- 1.Theory related to Basic Design and modelling should be taught along with practical work. There will not be any theory paper in this subject.
- 2.Visits to art galleries and museum should be organised to create appreciation of art and its application to Interior Design

### **RECOMMENDED BOOKS**

- 1.Rendering in Pen and ink by RW Gill
- 2.Interior Design Illustrated by DK Ching
- 3.Colour Harmony - I
- 4.Colour Harmony – II

## **PART-B**

### **MODEL MAKING**

#### **RATIONALE**

Students of interior design at diploma level are required to present their design ideas in 3D in addition to drawings. Model making and presentation aims at imparting the Knowledge and techniques for preparing detailed interior models and their presentation.

#### **DETAILED CONTENTS**

1. Introduction and demonstration of model making materials and techniques.
2. Preparation of block models using basic shapes such as cube, cuboid, cylinder, cone, prism, pyramid etc. using hand made, ivory sheet, thermocole and mount board (3exercises)
3. Making a composition by using block models as made above. (1 exercises)
4. Basic Joinery: Definition, importance, division, types ( but, mitre, lap, rabbet, tongue and groove, dovetail and motice tenon) with model.
5. demonstration of various methods of painting wooden items.
  - 5.1 preparation of wooden surface before painting including primer coating.
  - 5.2 painting practice by brush/spray.
  - 5.3 preparation of surface, before painting such as cleaning sanding, putty. Procedure and application of primer code and painting steel items.

## 1.4 ARTS AND GRAPHICS

L T P

Period/Week - - 12

### RATIONALE

This subject is aimed at developing skills in drafting and rendering which will be utilized for interpreting/reading drawings pertaining to interior design.

### DETAILED CONTENTS

#### PRACTICAL

1. Knowledge of instruments: Drafting table, setsquares, parallel bar, T- square, different type of papers and pencils, rotering pens/ points, templates, colors and markers etc.
2. Free Hand sketching of symbolic presentation of human figures, trees, vehicles. Buildings .natural environment like leaves, flowers etc. (5 sheets)
3. Sketching of human figures in proper structure and proportion with respect to the environment. (2 sheets)
4. Sciography: Sketching of a composition from different angles & lights (mode-pencil & pastel color) (1 sheets)
5. Geometry (4 sheets)
  - a) Horizontal, vertical, diagonal, curvilinear lines.
  - b) Making composition using geometrical shapes.
6. Lettering: Measured lettering in Roman, Gothic and Italic style using pen, pencil and brush. (3 sheets)
7. Use of graphic symbols in interior design. (3 sheets)
8. Introduction of scaled drawings.
  - a) Use of engineering scales - metric, foot and inches.
  - b) Reduction and enlargement. (1 sheets)
9. Measure drawing (3 sheets)
  - a) Measurement and drafting of simple solid geometrical objects showing plan and elevation.
  - b) Measurement and drafting of any furniture and a car showing plan, elevation and section to the scale.
  - c) Orthographic projection of irregular objects.
10. Views (3 sheets)
  - a) Isometric and axonometric views of simple three dimensional objects.
  - b) Perspective views: Terminology of perspective views (vanishing points, one point and two point).

**(Minimum 25 sheets are to be made)**

**Note :** There will be no theory questions in the paper.

#### RECOMMENDED BOOKS +

- 1.Graphic Communication by WJ Bowman
- 2.Universal Design – Handbook

## 1.5 MATERIALS FOR INTERIOR DESIGN

L T P

Period/Week 7 2

### RATIONALE

This course in materials for interior design includes imparting basic knowledge in properties and use of the basic materials and types of finishing and fittings used in interior design.

### DETAILED CONTENTS

1. **Bricks** : Definition, types, properties and uses.
2. **Tiles**: Definition, types, properties and uses.
3. **Cement and Concrete**: Definition, properties and applications.
4. **Stones**: Definition, types, properties and uses.
5. **Wood and Timber**: Definition, types, properties, uses, availability, cost and defects.
6. **Steel and Metal**: Definition, types, properties and uses.
7. **Glass**: Definition, types, properties and uses.
8. **Plaster**: Definition, uses, defects, curing, repairing and finishing.
9. **Paints and Distempers**: Definition, types, properties and uses.
10. **Varnishes and Polishes**: Definition, types, properties and uses.
11. **Waterproofing Materials**: Definition, types, properties and uses.
12. **Floor Coverings**
  - a) Carpet and Rugs: Definition, types (handmade, machine made and handcuffed carpets), properties, uses and sizes.
  - b) Importance of carpets and rugs in interior décor: Functional and decorative values.
  - c) Resilient floor coverings: Importance, uses and selection criteria for decoration.
13. **Walls Treatment**: Wall coverings with different materials viz; plaster, boards, painting, tiles, and wallpapers.
14. **Draperies, Curtains & Window Coverings**: Definition, importance, styles (café, sheer, lace, gathered, bishop sleeve), top treatments ( tabbed top, shirred, pinch pleat, pencil pleat, goblet pleat, box pleat and grommet), decorative treatments ( swag, cascade, jabot. Scarf and valance), shades and blinds, types of shades (balloon, cellular, festoon, roller, roman and blinds), pelmets and cornices.
15. **Innovative Materials**- survey and sample board of any 10 materials as per the industry demand.

### NOTE

1. Samples for each of the above may be collected and demonstrated/exhibited to the students during the course of the lectures
2. Students should be instructed to collect these samples and maintain their own record through a scrap book containing brochures samples/sample board etc.
3. Survey and collection of samples of various types of woods such as deodar, kail, partial. Teak, mango, shesham etc.

## **RECOMMENDED BOOKS**

1. Engineering Materials by Rangawala
2. Engineering Materials by Surrender Singh

Note: The study should be supported by market survey of materials with brands, sizes, rates and availability. An exercise should be conducted to take the students to exhibitions and make them aware of new materials being launched in market and let them prepare a brief report on the application of new materials and understand how to chose a material for a specific purpose after evaluating its availability, cost, performance and elegance etc.

SUGGESTION