

MATA SUNDRI COLLEGE FOR WOMEN UNIVERSITY OF DELHI



INFORMATION BULLETIN

2023-24

ADD-ON (CAREER ORIENTED) COURSES

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INTRODUCTION

Education, in the true sense, has never been and will never be limited to the mere acquisition of a degree. Apart from facilitating students to enrich their knowledge and skills in a chosen discipline, an educational institution is duty bound to guide its students at every step of the way till the objective is achieved. The objective is to successfully steer their lives in the direction of their chosen career path. Then and only then is an educator's obligation complete.

Mata Sundri College introduced Vocational Centre in the academic year 2004-2005 to strive for the all-round development of the personality of its students who are capable of shouldering diverse responsibilities and executing them with diligence and vigor. This is aptly met by the involvement of students in various extracurricular activities. The college aspires to meet the educational needs of modern society, upholding traditional values at the same time.

We are trying to open up new avenues for a better future for students. We, at Mata Sundri College, are dedicated to proving in action our sincere commitment to the above-affirmed ideology and have thus introduced vocational courses in addition to our highly reputed degree courses.

At present, the following courses are offered by vocational center:

- Tour & Travel Management
- Computer Applications
- Textile Designing
- Foreign Languages (Only for DU students)

DISTINCTIVE FEATURES

- ❖ **UGC Approved** - Our Courses are approved from UGC vide Letter No. 4-270/2004 dated 29.03.2004.
- ❖ **Parallel sub-discipline** - Vocational courses are to be pursued parallelly along with any stream of graduation studies.
- ❖ **Open for all Female Undergraduate/Graduate Candidates** - Courses (except Foreign Language) are open for any female with 10+2 qualification from any stream from any board/university.

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- ❖ **Multiple exit options** - Students may opt for exit from the course after completion of the academic session each year.
 - ❖ **Every Year Certification** - Certificates are awarded on successful completion of each level of the course i.e Certificate level, Diploma level and Advance Diploma level.

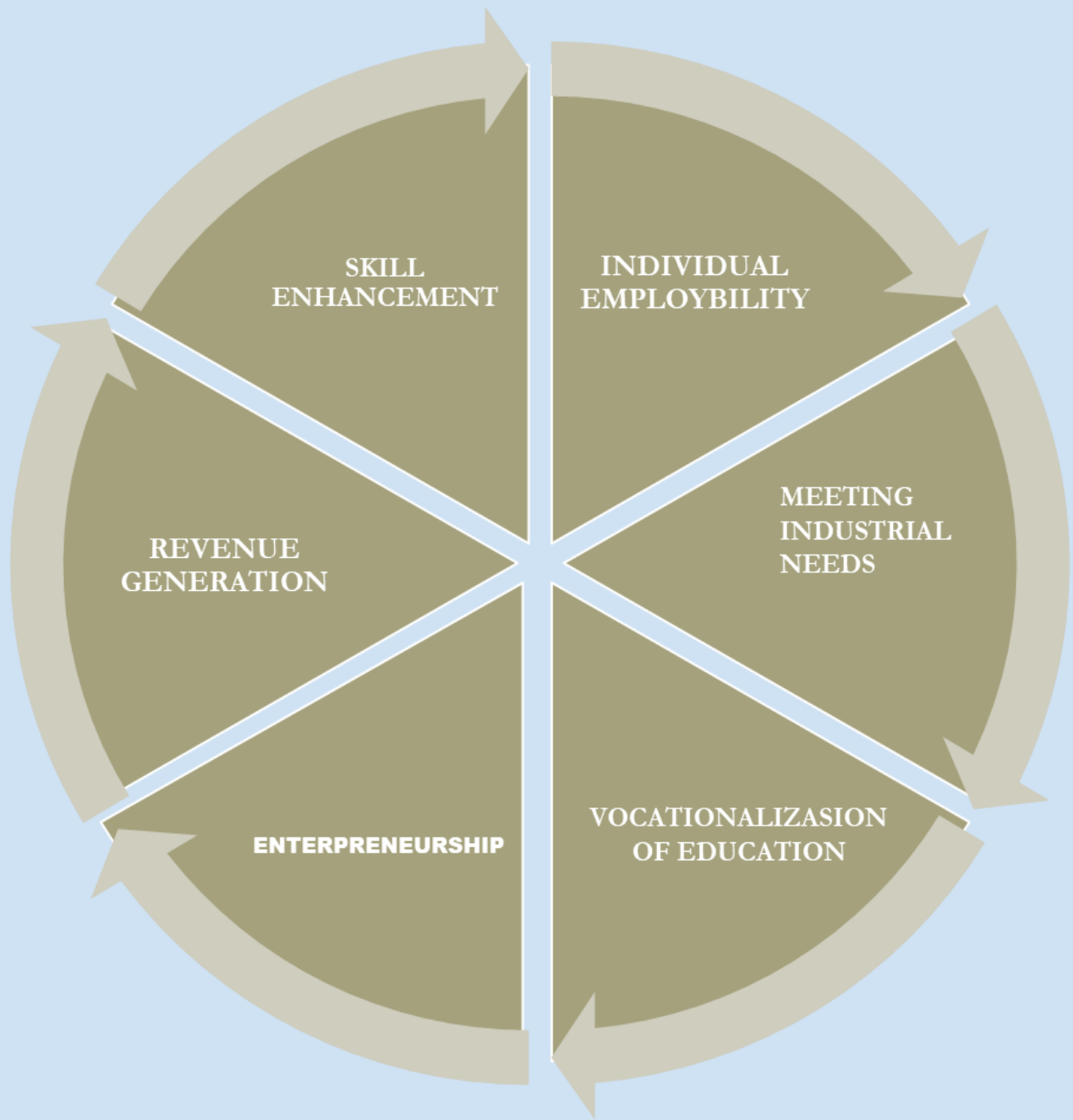
Mata Sundri College is situated in the heart of the city. It is surrounded by famous Delhi landmarks like Bal Bhavan and Maulana Azad Medical College on one side and Gurudwara Mata Sundri Ji and Kotla road on the other, all these being a stone's throw from ITO.

The college possesses modern infrastructure including spacious classrooms, computer laboratory, conference room and canteen.

In order to give due regard to the competence and potential of its budding talents, we also have a placement cell to facilitate on campus recruitments. Our Vocational Centre is very well equipped and we have the best faculty from industry to teach and guide our students

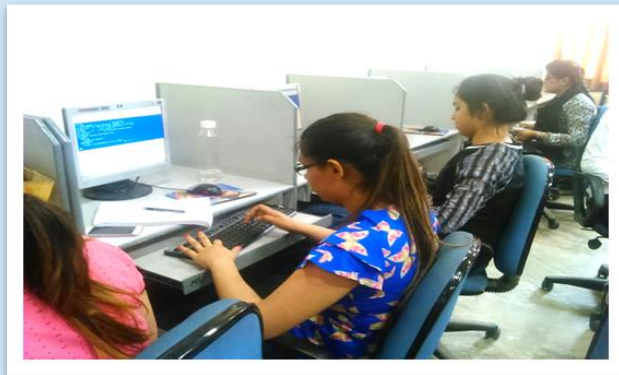
AIMS & OBJECTIVES

- ✓ To introduce market-oriented courses that have utility of jobs, self-employment and empowerment of students.
- ✓ At the end of three years, the students are equipped with a Certificate/Diploma/Advanced Diploma.
- ✓ To develop structural scaffoldings whereby the requisite skills of analytical decision making, leadership, incorporating creative and critical thinking among young women in various spheres of life.



PEDAGOGIC PRACTICES

- ✓ Classroom Based Lectures
- ✓ Computer Assisted Learning
- ✓ Guest Lectures
- ✓ Presentations & Projects
- ✓ Group Discussions
- ✓ Field Visits & Educational Trips



PROGRAMMES OFFERED

UGC Approved Course			
	Course Name	Eligibility	Annual Fee
1	Tour & Travel Management		
	Certificate Course	10+2	16,500/-
	Diploma Course	Certificate in Tour & Travel Management	16,500/-
	Advanced Diploma Course	Diploma in Tour & Travel Management	16,500/-
2.	Computer Application		
	Certificate Course	10+2	10500/-
	Diploma Course	Certificate in Computer Application	13,500/-
	Advanced Diploma Course	Diploma in Computer Application	13,500/-
3.	Textile Designing		
	Certificate Course	10+2	7,000/-
	Diploma Course	Certificate in Textile Designing	7,500/-
	Advanced Diploma Course	Diploma in Textile Designing	7,500/-
Delhi University Foreign Language Course			
1.	French Language		
	Certificate Course	10+2	10,500/-
	Diploma Course	Certificate in French	12,500/-
2.	German Language		
	Certificate Course	10+2	10,500/-
	Diploma Course	Certificate in French	12,500/-
3.	Spanish Language		

	Certificate Course	10+2	10,500/-
	Diploma Course	Certificate in French	12,500/-
Note: Registration Fee 200/- will apply at the time of registration.			

ADMISSION INFORMATION

1. Interested students must register themselves by filling out the Registration form on the vocational center website of the college. Registration fee of 200/- will apply. Registration fee is NON-REFUNDABLE under any circumstances.
2. Admissions for UGC Approved courses are on First come first serve basis due to limited seats available. Foreign Language courses from Delhi University will be as per merit.
3. Candidates can pursue only 1 course at a time as classes of all the vocational courses are conducted parallely in the afternoon shift after regular classes get over.
4. Candidates will be notified through email only.
5. Admission form and payment link will be sent on their registered email id.
6. Admitted students will have to submit an annual fee at the time of admission. The fee is Non-refundable once paid. Mode of payment is online.
7. Enrollment number will be provided to the students after the reconciliation of fee as per details provided by the candidate.

GENERAL RULES

1. Classes will happen offline in college premises.
2. All the courses except foreign language will be taught in English medium.
3. 60% attendance is compulsory for all the courses to appear in Final exams.

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4. Class tests/ Projects/ Assignments should be submitted on the dates announced by the teachers. No late submission will be allowed. Internal assessments will be evaluated on submission.
 5. The marks of all the class tests will be added in the final exams.
 6. No re-exams will be allowed. Failures will be required to take re-admission.
 7. Attendance will not be given to students coming late for the class.
 8. Students will not be permitted to leave the class until the class is over.
 9. Minimum passing percentage will be 50% for the courses.
 10. Students will bear the loss or damage of any item related to the course.
 11. As soon as the student enters the class, mobile phones should be switched off. If anyone is found using the mobile phone, a heavy fine will be charged.
 12. Fee should be submitted on the given dates otherwise, a fine of Rs. 100/- per day will be charged for the late submission of fee.
 13. No misbehavior will be tolerated in the class.

EXAMINATION

There will be a qualifying examination in both theory and practical at the end of the academic session. Minimum pass percentage will be 50% aggregate. The successful student will be awarded :

- Certificate in 1st Year,
- Diploma in 2nd Year and
- Advance Diploma in 3rd Year.

COURSE DETAILS

TOUR & TRAVEL MANAGEMENT COURSE

ABOUT THE COURSE

Tourism & Travel is a booming industry with an ever-increasing requirement for trained & skilled professionals. While being an economically viable industry, it is also one that allows its professionals to experience different cultures and explore beautiful locales of the world.

Mata Sundri College for Women (Vocational Centre) is the only government institute to offer Travel & Tourism Advance Diploma in Delhi NCR at the most competitive fee structure.

3 Year Advance Diploma program in Tour & Travel Management by Mata Sundri College for Women (Delhi University) has a good mix of theory and practical training for the students to excel and make a dynamic career in the field of

- Airline Reservations & Ticketing,
- Tour Operations,
- Domestic & International Destination Management,
- Airport Operations

The journey continues to become a *Successful Entrepreneur* catering to elite customers of the Hospitality, Railway, & upcoming Cruise Industry with specialized packages for unforgettable leisure & business trips.

Apart from all the subjects as per the curriculum, the course emphasizes Personality & Communications Skills through projects and presentations during the session for the overall development of the student to face the challenges of an interview at the time of placement.

On successful completion of Advance Diploma with UGC certification, students can opt for

- Post-graduation Diploma programs
- Master in Tourism,
- MBA in Tourism with prestigious institutions and universities in India & abroad.
- International qualification exams are also available to apply for travel & tourism jobs around the World.

Placement Assistance is offered on successful completion of the program. Past data of placement suggest close to **100% placement** with reputed & large Multinational Travel Companies, Travel Agencies, Event Management Companies, Airport Handling Agents or Tour Operators and with excellent pay scale.

COURSE STRUCTURE

Objective - Acquire essential knowledge and skills to work in the Travel & Tourism Industry and become an effective travel professional. Provide fundamental knowledge of the Tourism Industry, Role of Travel Agent, Services offered by Principal sectors of Tourism and Tour Components. Acquire working skills of International Air Fares Calculation and usage of Global Distribution System to create and manage reservations.

Certificate Course in Tour & Travel Management (1st Year)

Duration: July – March

1. World Geography
 - a. Continents & Oceans
 - b. Countries & Capitals of the World
 - c. IATA Codes
 - d. Itinerary Planning
 - e. World Time Zones

2. Travel Theory
 - a. Introduction to the Tourism Industry
 - b. Major Tourism Organisations
 - c. Travel Agency Business & Role of Travel Agent
 - d. International Travel Documents
 - e. Air Transport Essentials

f. Elements of Tourism

3. Indian Tourism & Domestic Destination Management

Note: Projects and Presentations on Indian Destinations and various elements of tourism will be part of the curriculum.

Diploma Course in Tour & Travel Management (2nd Year)

Duration: July – March

1. Travel Geography
 - a. Areas of the World
 - b. Type of journey
 - c. Global Indicators

2. International Air Fares Calculation
 - a. Air Fares Terminology
 - b. Types of Fares
 - c. Calculation of One Way & Return Journeys
 - d. Introduction of Special Fares

3. Airline Reservations System
 - a. Introduction to reservation system
 - b. Flight availability
 - c. PNR Creation
 - d. Itinerary Pricing
 - e. Issuance of E-tickets
 - f. Timatic

Advanced Diploma Course in Tour & Travel Management (3rd Year)

Duration: July – March

1. International Destination Management
 - a. Major Destinations of the World
 - b. Tour Packaging
 - c. Planning & Costing Tour Itineraries

2. International Tourism
 - a. Types of Travelers
 - b. Major Natural Geographical Features
 - c. Wonders of the World
 - d. Eco & Sustainable Tourism

3. Advance Air Fares Calculation
 - a. Fares calculation of complex journeys

- b. Surface sectors
- c. Pricing units
- d. Manual TST
- e. Taxes

4. Soft Skills & Customer Service

- a. Resume Writing
- b. Interview Skills
- c. Group Discussions
- d. Teamwork Skills


Note: Presentations & Projects on international destinations and tourism will be part of the session curriculum.

LEARNING OUTCOMES:

- By the end of the course, students will be able to
- Interpret standard industry codes to plan and reserve travel itineraries.
- Understand airline products, services, and facilities for passengers during their travel.
- Use the Global Distribution system to calculate fare and issue e-tickets.
- Sell rail travel, car rental, hotel accommodation, cruises, and pre-packaged tour products.
- Advise on travel formalities and essential documents required.
- Build a basic domestic/international tour package according to different types of travelers.

PLACEMENTS:

Our students are successfully working in airlines & major travel companies all over India. To name a few:

Name	Batch	Designation	Organization
Pinaz Tiwari	2014-15	Assistant Professor	 GLA University
Aanchal Arora	2016-17	Proprietor & Vlogger	Destinago Pvt. Ltd. Miss Travel Potter

Chetna Joshi	2016-17	Customer Service Agent	
Mehar Kaur	2017-18	Analyst	
Priyansha	2018-19	Ground Handling	
Mansi Arora	2019-20	Assistant Executive	
Mansi Negi	2020-21	Executive in Reservation	
Kashish Dawar	2020-21	Intern Travel Consultant	
Geetika Bhardwaj	2020-21	Trainee-Process Associate	
Naina Sharma	2020-21	Assistant Executive	
Drishti Jindal	2021-22	Flight Operations	
Sakshi Chauhan	2021-22	Team Member	

COMPUTER APPLICATION COURSE

ABOUT THE COURSE

The application of Computer and IT has revolutionized the way we look at the world today. From personal uses, work, social networking to business it compasses all walks of life in the modern-day society. Smooth working and uninterrupted flow of information through ICT and computing tools is the must for today's first paced lifestyle.

With this Three year Computer Application course our vision aligns to the Digital India Mission of providing skill-based certification i.e. Basic Certificate, Diploma, Advance Diploma that too according to the Industry Needs. Our emphasis is on getting our students ready for the Trendy and Highly Paying Jobs in the area of Computer Fundamentals, Software Development, Web Development.

Inclusion of Programming courses promotes Logical and Analytical thinking as we mainly emphasize more on Practical rather than theory.

Along with the course structure several Short term courses for some extra courses will also be provided. For e.g. We have done a Short Term Course for 33 hours on “WORDPRESS AND SHOPIFY” in the session 2022-23. Industry Experts visits are also there who can help students to identify and learn how to work in the IT industry in an efficient way.

After completion of the course Students may opt for any carrier options very easily. They may apply for any Govt. Jobs where computer knowledge is a must.

COURSE STRUCTURE

Computer Application full course is divided into three years. Main objective is to prepare students so that they can work in any field of the IT industry.

Certificate Course in Computer Application (1st Year)

Duration: July – March

1. Introduction of Computer
 - Introduction to Computer, Applications of computer
 - Generations of Computer
 - Components of Computer System
 - Input/Output Devices
 - Computer Memory
 - Concepts of Hardware and Software
 - Computer Number System
2. INTRODUCTION TO WINDOWS & DOS
 - Introduction of Operating System
 - MS-DOS- Internal and External Commands
 - Introduction to MS-Windows Operating System
 - Desktop, My Computer, Documents, Recycle Bin
 - Folders, Files, Control Panel
3. MS WORD
 - Features of MS-Word

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- Creating, Editing, Formatting and Printing Word Files
 - Headers, Footers, Page Borders
 - Inserting Tables, Auto Format
 - Inserting different objects like Images, Shapes, Files etc.
 - Mail Merge
 - Spelling and Grammar Checking
4. MS-EXCEL
- Overview Of Excel Features
 - Creating, Editing, Formatting worksheets
 - Cell References
 - Applying formulas
 - If-Else conditions in Excel
 - Handling Numbers, Strings and Date datatype in Excel
 - Creating Pivot tables and Charts
 - Creating Tables
 - Filter and advance sorting
 - Advance Excel Functions
 - VLOOKUP, HLOOKUP
 - Data Tools, What-if analysis, Data Table
5. MS-POWERPOINT
- Overview of PowerPoint features
 - Creating slides and Presentation
 - Inserting, Deleting and editing Slides
 - Inserting objects- Images, Audio, Video
 - Slide Transitions
 - Custom Animations
6. MS-ACCESS
- Introduction to Tables, Database
 - Creating Database
 - Creating Tables
 - Applying different constraints
 - Creating Queries on database
 - Generating Reports, Forms
7. BASIC OF NETWORKING
- Concept of Networking
 - LAN, MAN, WAN
 - Network Topologies
 - Connecting to Internet
 - ISP, WWW, Web Browsers, Search Engines
 - Understanding URL, Domain Names, IP address
 - Network Protocols

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- Virus, types of Virus
 - Antivirus and its usage
 - Basic of Internet
 - Creating an Email Account
 - Sending and receiving emails

Diploma Course in Computer Application (2nd Year)

Duration: July - March

1. INTERNET BASICS

- Web Essentials: Clients, Servers, and Communication

2. HTML (HYPER TEXT MARKUP LANGUAGE)

- Web Development Introduction
- : HTML-Introduction
- HTML-Basic Formatting Tags
- HTML-Grouping Using Div Span
- HTML-Lists, Images, Hyperlink
- HTML-Table, Iframe, Form

3. CSS (CASCADING STYLE SHEET)

- Introduction to Cascading Style Sheets
- Types of CSS
- ID Selector
- Tag Selector Class Selector
- CSS Properties
- Type Properties Background Properties Block Properties Box Properties
- List Properties Border Properties

Note- Creating your own Website as a Project and Practical files will be part of this.

4. PROGRAMMING LANGUAGE TERMINOLOGY

- Input, Output
- Need of Programming language
- Algorithm
- Flowchart

5. PROGRAMMING WITH C++

- Introduction of C++,Input/Output in C++
- Structure of a program, Variables,
- Operators, Data Types, Conditional Structure
- Looping Structure

-
- Functions, Library Functions
 - User Defined Functions
 - Array
 - String
 - Object Oriented Programming

6. SQL (STRUCTURED QUERY LANGUAGE)

- Introduction to Database
- SQL Commands- DDL, DML, DCL
- Creating databases, making tables
- Creating Queries

7. COREL DRAW

- Introduction to Corel Draw
- Features and Interface, ToolBox
- Drawing and Coloring
- Text Tools, Embedding objects
- Linking Text To objects
- Applying effects, Power of Blends
- Distortion
- Transparency

8. PHOTOSHOP

- Types of Image graphics
- Intro to Adobe Photoshop
- Color modes
- Resolution and Presets Move Tools
- Lasso Tool
- Brush, Pen tools
- Creating buttons, Backgrounds for Web Page

9. SYSTEM ANALYSIS AND DESIGN

- System and its types
- System Analyst and his roles
- Software Development Life Cycle

Advanced Diploma Course in Computer Application (3rd Year)

Duration: July – March

LEARNING OUTCOMES:

After completion of this course a student will be able to:

- Become proficient in Microsoft Word, Excel, Access & PowerPoint.
- Develop simple programming constructs in a Programming Language (eg. C++)
- Develop static websites using HTML/DHTML, CSS and JavaScript programming codes.
- Develop Dynamic Web Applications using ASP.Net.
- Develop and implement a project based on case studies.

PLACEMENT OPPORTUNITIES:

After having the Computer Course Certificates some of the top job options that have great prospects and yield higher salaries are:

- Accounting
- Web Development
- Technical Writing
- Software design & engineering
- Animation & Graphic design
- Computer Applications
- E-commerce/web development
- Internetworking and Networking
- Database :Handling, Development & Maintenance

TEXTILE DESIGNING

ABOUT THE COURSE

India, besides being a leading manufacturer of fabrics and garments is also one of the oldest countries to be known for its indigenous textile crafts in the world. It has a rich heritage of textiles, including hand embroidered, printed and hand woven textiles. Internationally and domestically there is a huge market for handspun, handwoven, hand embroidered textiles pieces.

Mata Sundri College is the only college in University of Delhi offering certificate, diploma and advanced diploma in the field of textiles and apparel designing to students at a very nominal fee as compared to other government or private institutes. The course is designed for regular, non-collegiate students and passouts with the aim to give self supporting knowledge

in the field of textiles so that they are able to live their life with dignity. This course is specially designed to develop skills of fashion designing, pattern making, embroidery, image styling, overall aesthetic value, along with in depth knowledge of fiber and textiles science, dyeing and printing techniques, latest fashion terminologies and in students. This 3 Year Advance Diploma program in Textile Designing offered by Mata Sundri College for Women (Delhi University) is a holistic composition of theory and practical training required for students to excel and make a dynamic career in the field of fashion design and textiles.

LEARNING OBJECTIVES

The course prepares the students to:

- Imbibe knowledge of the current garment industry,
- Apply the knowledge of elements and principles of design in design interpretations.
- Identify and appreciate the Indian traditional textiles and draw inspiration for the present.
- Apply creative and technical skills for careers and entrepreneurship in the field of apparel and textiles.

COURSE STRUCTURE

Certificate Course in Textile Designing (1st Year)

Duration: July - March

BASIC DESIGN (Theory and Practical)

CLOTHING AND FASHION

- Clothing Theories
- Clothing and fashion terminology
- Fashion cycle
- Fashion adoption theories- trickle down, trickle Up, Trickle across
- Sources of fashion

DESIGN

-
- Elements of Design -Shape, Line, Colour, Texture
 - Principles of Design -Unity, Harmony, Proportion, Rhythm, Emphasis, Balance
 - Structural and Applied Design

TEXTILE SCIENCE

- Fibre Classification -Natural Fibers, Manufactured Fibers and their subtypes.
- Textile Fiber Composition- Morphology of textile fibers: Monomer, Polymer, Degree of Polymerisation, Crystalline and amorphous Regions, Orientation of fibers
- Fibre Properties : Primary (Essential) and Secondary properties
- Production and Properties of Some Important Fibers

DYEING AND PRINTING (Theory)

- Terminology and theory of dyeing
- Stages of Dyeing
- Dope dyeing, Fiber dyeing, Yarn dyeing, Fabric and Product stage.
- Introduction to Direct Dyes with its application

DYEING AND PRINTING (Practical)

- Block printing
- Tie and Dye (Different Tying techniques)

INDIAN TRADITIONAL TEXTILES (Theory and Practical)

- Traditional Motifs and Stitches of following Indian embroideries: - Kashida, Phulkari, Chikankari, Kasuti, Kantha
- Prac: Development of Embroidery samples portfolio

Diploma Course in Textile Designing (2nd Year)

Duration: July – March

TEXTILE SCIENCE (Theory)

-
- Types of yarns -Staple and Filament, Simple yarns, Complex yarns
 - Yarn construction - Mechanical Spinning (Cotton system, Wool system, Worsted system) -
 - Chemical Spinning (Wet, Dry, Melt)
 - Yarn properties - Yarn Numbering System, Yarn Twist
 - Difference between Threads and Yarns
 - Different yarns on basis of appearance
 - Textured yarns: Types and properties

DYEING OF TEXTILES (Theory)

- Introduction to various classes of dyes:
- Styles of printing
- Methods of printing
- Commonly Used Routine Finishes
- DYEING OF TEXTILES- Dyeing on Cellulosic

APPAREL CONSTRUCTION

- Introduction to pattern making-
 - Importance of patterns and pattern Information
 - Rules of pattern making
 - Methods of pattern making
- Preparatory steps for garment construction -
 - Fabric grain
 - Preparatory steps
 - Layouts for patterns- general guidelines, basic layouts- lengthwise, partial lengthwise, crosswise, double fold, open, combination fold.

APPAREL CONSTRUCTION (Practical)

- Dart Manipulation
- Development of bodice, skirt and various sleeves on a small scale.
- Develop style variations bodice using dart manipulation on small scale standard block

FASHION ILLUSTRATION (Theory + Practical)

- Sketching
- Basic Garment components and Shape- Skirts, Trousers, Sleeves, Cuffs, Collars, Accessories
- Color mixing and rendering

Advance Diploma Course in Textile Designing (3rd Year)

Duration: July – March

WEAVING AND KNITTING (Theory)

- Weaving
 - Parts of a loom
 - Operations and motions of the loom
 - Classification of weaves- construction, characteristics, usage
- Knitting
 - Classification of knits
 - Construction and properties of warp and weft knits
- Non-woven
 - Types
 - Construction
 - Properties and usage
- Analysis of Woven and Knits
 - Quality tests
 - Weaving and Knitting Defects

APPAREL CONSTRUCTION (Theory)

- Introduction to measurement
- Measurement on body and dress form
- Seams and Garment Components
- Terminology and Classification- collars, sleeves, yokes, empire line, princess line, pocket
- Steps of fabric construction

FIGURES AND DESIGNS FOR DIFFERENT FIGURE TYPES

- Body shapes
- Image Styling of various figure types

FASHION ILLUSTRATION (PRACTICAL)

- Poses & Basic Anatomy-Female figure poses, fashion figure proportions

8 head and 10 head Croquis

- Mood board
 - Selection of theme,
 - Development of Mood board
 - Concept board/ focus board
- Line development

A. COREL DRAW

- Introduction to the application
- How to use, basic tools
- Development of Croquis
- Dressing Croqui on various themes

B. PHOTOSHOP

- Introduction to the tools
- Image selection, blending for moodboards

Project

- Peer Workshop on Body Styling of various figures.
- Weave Samples portfolio

PLACEMENT OPPORTUNITIES

There are various job opportunities available for students after completion of the 3 year Textile Designing course such as

- Fashion designer
- Merchandisers in export and buying houses,
- image stylist
- Textile lab researcher

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- freelance artist
 - Entrepreneur in boutique work
 - Traditional Indian Craft related positions such as field researcher and designer
 - Content writers for social media pages posting content on sustainability, textile and fashion industry.