

JAMAL MOHAMED COLLEGE
(Autonomous)

TIRUCHIRAPPALLI – 620 020.

TAMILNADU

CAREER ORIENTED PROGRAMME

Approved By

UNIVERSITY GRANTS COMMISSION

**Regulation, Scheme of examinations and detailed syllabi
for ADVANCE DIPLOMA IN FUNCTIONAL URDU,DTP,PRINTING
TECHNOLOGY**

Bharathidasan University, Tiruchirappalli-620 024

Jamal Mohamed College
(Autonomous)
(Accredited at Five Star Level By NAAC)
Tiruchirappalli-620 020, Tamil Nadu

Career Oriented Programme (UGC Sponsored)
(To Take Effect from the Academic Year 2005-2006)

Regulations

1. Eligibility:

a. Institution:

Jamal Mohamed College (Autonomous), Tiruchirappalli-620 020 is recognized by the U.G.C. under sec 2 (f) and 12 (B) of U.G.C, Act 1956 is eligible to implement the scheme of Career Oriented Programme.

b. Students:

For Admission: A candidate who has passed higher secondary examination and joined in any degree course in this College are eligible to undergo this Programme. There are no water tight compartment and students have the freedom to diversify into various fields apart and students have their related core discipline also.

2. Duration:

This Course is for a period of 3 years. The course subject will be introduced in the existing three year degree programme by way of add on skill oriented subjects during the first, second and third year of educations as Certificate/Diploma / Advanced Diploma along with the Conventional Degree. Programme of B.A., B.B.A., B.C.A., B.Litt., B.Sc., & B.Com., respectively.

3. Course of Study:

The career Oriented Programme is envisaged to provide flexibility in choice of the combination of subject without any limitations identifying local need based, entering job market and with the expertisation of talented experts in the respective disciplines. Detailed syllabi indicating the distribution of time frame between theory/practical/ field work/ on job training / dissertation and pre-requisties for the course, exam pattern. Scheme of valuation are worked out and given in the scheme of the respective Programme.

4. Certificate Course:

The Course will be 30 Credit. Each credit will have 15 hours of workload. Out of which 10 credits should necessarily be assigned to field work/Project work/Training / Practical.

5. Diploma Course:

The Course will be 60 credits (30 credits earned during the certificate course). Each credit will have 15 hours of workload out of this 10 credits are assigned to fieldwork/Project work / Training /Practical.

6. Advanced Diploma Course:

The Course will be of 90 Credits. (60 Credits earned together during Certificate and Diploma Course respectively). Each credit will have 15 hours of workload. Out of this 10 Credits are assigned to fieldwork/ Project work/ dissertation.

Certificate/ Diploma/Advaned Diploma in Career Oriented Programme will be awarded on the basis of examinations results and credits earned. Students may be permitted to complete Certificate/Diploma/ Advanced Diploma in the same subject/course.

7. Issue of Certificate:

As our College is affiliated to the Bharathidasan University and got approval of the Academic Bodies of our College-Boards of Studies and Academic Council, the College will issue the Joint Certificate with the name of the University and the College.

8. Passing Minimum:

Each student has to secure 40%

Internal	External	Total
10/25	30/75	40/100

JAMAL MOHAMED COLLEGE (AUTONOMOUS), TIRUCHIRAPPALLI -20
DEPARTMENT OF URDU
COP COURSE PATTERN FROM 2014-2015

Name of the Course:

1. Certificate Course in Computer Application and Multilingual DTP with Urdu and Hindi (1 Year)
2. Diploma Course in Computer Application and Multilingual DTP with Urdu and Hindi (2 Year)

UGC Approval No: F.NO: 4-148/2005(COP) dated 10 December 2004

CAREER ORIENTED PROGRAMME

SEM.	SUB CODE	COURSE	SUBJECT TITLE	HOURS/ WEEK	CREDITS	MAX MARKS INT/EXT 40/60
I YEAR: CERTIFICATE COURSE (30 CREDIT – 450 HOURS)						
1	17UR1CT1	CORE I	Language Theory	150	10	100
	17UR1CT2	CORE II	Computer Theory	150	10	100
	17UR1CT3P	CORE III	Practical	150	10	100
TOTAL				450	30	300
II YEAR: DIPLOMA COURSE (30 CREDIT – 450 HOURS)						
2	17UR2DM1	CORE I	Language Theory	150	10	100
	17UR2DM2	CORE II	Computer Theory	150	10	100
	17UR2DM3P	CORE III	Practical	150	10	100
TOTAL				450	30	300

CAREER ORIENTATION PROGRAMME (COP)
CERTIFICATE COURSE IN COMPUTER APPLICATION AND
MULTILINGUAL DTP WITH URDU AND HINDI

CORE I
FIRST YEAR: PAPER I – LANGUAGE

Course Code	: 17UR1CT1	Max. Mark	: 100
Hours/Week	: 10	Internal Marks	: 25
Credit	: 10	External Marks	: 75

- I. Course Duration : One Year
II. Eligibility : I year UG students

Objective:

To introduce Urdu and Hindi language to the students.

UNIT 1:	30 Hours
Functional Urdu Language A) Orthography B) Etymology C) Syntax	
UNIT 2:	30 Hours
1. Urdu Communication Skill	
2. Urdu Translation	
UNIT 3:	30 Hours
1. Urdu Prose	
2. Urdu Poetry	
UNIT 4:	30 Hours
Functional Urdu Language A) Orthography B) Etymology C) Syntax	
UNIT 5:	30 Hours
1. Hindi Communication Skill	
2. Hindi Translation	

Prescribed Book:

1. Roop Krishen Bhat, Urdu for All, Published by National Council for Promotion of Urdu Language (NCPUL), New Delhi, Edition 2011.
2. Roob Krishen Bhat, Ibtidai Urdu, Published by NUPUL, New Delhi, Edition 2011.
3. Roob Krishen Bhat, Asan Urdu Shairy, Pubilshed by NCPUL, New Delhi, Edition 2011.
4. Lesson No. 2,9,13,15,19 Roob Krishen Bhat, Intekhab-e-nasr Urdu, Published by NCPUL, New Delhi, Edition 2011.
5. Anuvad Abhyas-Part I & II, DB Hindi Sabhea-Chennai.
6. Dr. Chendra Mohan Hindi Vatayan, Chennai.
7. Vyavaharik Hindi Vyakavan, Rajkamal Prakasham.

CORE II
FIRST YEAR : PAPER II : Computer Applications & DTP

Course Code : 17UR1CT2	Max.Mark :100
Hours/Week : 10	Internal Marls : 25
Credit : 10	External Marls: 75

Objective:

To introduce the basic of computer application and to train the students in Urdu and Hindi DTP.

UNIT 1: Computer Fundamental, DOS, Windows 30 Hours

Characteristics of Computer, Input, Output, Storage Units, CPU, Computer System, Binary Number System, DOS, An overview of different version of Window, File management through window, Disk Cleanup, Disk Defragmentation, Notepad, Paint, WordPad.

UNIT 2: 30 Hours

Introduction to MS-Office, MS-Word: File, Saving opening and existing document, Table and Chart, Mail Merge, Character and paragraph Formatting, Spelling, MS-PowerPoint: working with slides, Formatting paragraphs, Drawing and working with object, Clip Art, Designing slide shows, Running and Controlling slide show presentation.

UNIT 3: 30 Hours

MS-Excel: File creating, saving closing the work sheet, Handling operators in Formulae, Functions: Mathematical, logical, statistical, text, financial function, using function wizard, Filter, Chart, Vlookup. Ms-Access: Database, relational database, query, table, reports, Internet.

UNIT 4: 30 Hours

HTML Tags, HTML page structure, HTML Text, HTML links, Tables, Frames, Images, Multimedia.

UNIT 5: 30 Hours

- a) DTP Inpage software Urdu
- b) DTP Kruti Dev Hindi
- c) DTP in Arabic
- d) DTP in Tamil

Prescribed & Reference Books

1. Urdu Software User Manual, Published by Concept Software, Chandigarh.
2. DOEACC Society. Chandigarh, Introduction to Computer Internet, Published NCPUL, New Delhi, Edition 2013
3. DOEACC Society, Chandigarh, Ms-Office, Published by NCPUL, New Delhi, Edition 2013.

**DIPLOMA COURSE IN FUNCTIONAL URDU & HINDI AND COMPUTER
APPLICATION AND MULTILINGUAL DTP
CORE I
SECOND YEAR: PAPER I: LANGUAGE**

Course Code	: 17UR2DM1	Max.Marks	: 100
Hours/Week	: 10	Internal Marks:	25
Credit	: 10	External Marks:	75

I. Course Duration: One Year

II. Eligibility : II year UG students who have passed certificate course.

Objective:

To introduce the conversation skill in Urdu and to inculcate the Urdu culture among the students.

UNIT 1:

Urdu Language A) Conversation B) Translation

UNIT 2:

Functional Urdu A) Drafting B) Translation

UNIT 3:

Functional Urdu – Letter Writing

UNIT 4:

Hindi Language – A) Conversation B) Translation

UNIT 5:

Hindi – Letter Writing

Prescribed and Reference Books

1. Urdu Software User Manual, Published by Concept Software, Chandigarh
2. Hindi (Rashtra Bhasha), Dakshina Bharat Hindi Prachar Sabha.
3. Anuvvad Ashiya Part – II, Dakshina Bharat Hindi Prachar Sabha.

CORE I
SECOND YEAR: PAPER II: Computer Application and Multilingual DTP

Course Code : 17UR2DM2	Max. Marks : 100
Hourse/Week : 10	Internal Marks: 25
Credit : 10	External Marks: 75

Objective:

To introduce the advanced level of DTP and create interest in Multi-Lingual DTP.
To train the students for the job market in Photo and Printing industry.

UNIT 1: Photoshop	30 Hours
Introduction to Photoshop, Uses, Fundamental Tools, Image Manipulation, Designing Images for Web pages, Scanner & Printer, File, Edit, Image , Layer and Filter.	
UNIT 2: Visual Basic	30 Hours
Integrated Development Environment, Managing Projects, VB programming Elements, Working with Forms, Graphics with VB, Multiple Document Interface, Error Handling, Database Programming with Visual Basic.	
UNIT 3: PageMaker	30 Hours
Introduction to PageMaker, Setting up page layout, Fundamental tools, Polygon setting, Fill and Stroke, Balance Column, Key line, Mask, Story Editor.	
UNIT 4: CorelDraw	30 Hours
Introduction to CorelDraw, Setting up page layout, Fundamental tools, working with shapes, woking with bitmap images , Blend Contours, Perspective, Shadow, extrude and outline of object.	
UNIT 5: Multilingual DTP	30 Hours
a) DTP in Urdu	
b) DTP in Hindi	
c) DTP in Arabic	
d) DTP in Tamil	

Prescribed and Reference Books

1. Photoshop Visual, Jump Start, B.P.B Publication.
2. Visual Basic, B.P.B Publication.
3. DCA & MDTP, Concept Software.
4. Teach Yourself PageMaker 6.5, B.P.B Publication
5. Teach Yourself CorelDraw, B.P.B Publication
6. Photoshop Visual Jump Start, B.P.B Publication

JAMAL MOHAMED COLLEGE

(Autonomous)

Tiruchirappalli – 620 020.

SCHEME OF EXAMINATION PATTERN FOR CAREER ORIENTED PROGRAMMES UNDER CREDIT SYSTEM SPONSORED BY UGC

Department : Urdu

Name of the Course : Functional Urdu, Computer Application and Multilingual DTP
With Printing Technology.

Approved By UGC : UGC Approval No.F.No. 4-148/2005(COP), dt. Dec 2004.

Title	Credit	Teaching hours	Exam Hours	Marks	
				Internal	External
III Year Advance Diploma Course : 30 Credit/ 450 Hours (2007-2008)					
1. Theory Paper I (Semester V) Functional Urdu –IV Computer Application	10	150	3	25	75
2. Theory Paper II (Semester VI) Functional Urdu –V Printing Technology	10	150	3	25	75
3. Printing Technology (Practical)	10	150	3	25	75

**JAMAL MOHAMED COLLEGE
(AUTONOMOUS)
TIRUCHIRAPPALLI – 620 020.**

**ADVANCE DIPLOMA COURSE IN FUNCTIONAL URDU, COMPUTER
APPLICATION AND MULTILINGUAL DTP**

(This Syllabus will come in to effect from the Academic Year 2007-2008)

Objectives:

- To enhance working knowledge in Functional Urdu
- To introduce more skills in Computer Application.
- To increase Urdu DTP professional skills.
- To import skills in printing.

Eligibility for Admission:

1. Under Graduate Students belonging to any discipline with Diploma Course in Functional Urdu, Computer Applications and Multilingual DTP.
2. Those who have passed DCA&MDTP course conducted by National Council for Promotion of Urdu Language, New Delhi.

Scheme and Regulations:

- The course will have 450 contact hours.
- The course will be divided into 2 Semesters.
- Each Semester will have 225 contact hours.
- Each Semester have 150 Theory hours and 75 Practical hours.
- Theory hours for Urdu 70, Theory hours for Computer Application 80 for each Semester.
- 30 Credits will be awarded for this course.

Examination

- The course has been divided into two papers, Theory paper – I at the end of fifth semester, Theory paper – II at the end of sixth semester.
- The Practical Examination will be conducted at the end of sixth semester.
- Maximum Marks for each paper is 100 and passing minimum marks is 40.
- External Marks 75, Internal Marks 25.
- The student has to undergo training at a printing press identified by the college.

Course Structure:

1. Functional Urdu.
2. Computer Applications.
3. Multilingual DTP.
4. Printing Technology.

Detailed Syllabus

Vth Semester

Paper – I

Functional Urdu – IV

1. Idioms and Phrases
2. Official Drafting
3. General Essay
 1. Pollution. .
 2. Rainwater Harvesting.
 3. Child Labour.
 4. My Favorite Poet.
 5. Knowledge of other Languages.

Computer Application

1. Photoshop
2. PageMaker

Multilingual DTP

- Urdu -InPage
- Arabic – InPage

Printing Technology

1. Introduction to Printing Industry.
2. Printing Process – Principles.
3. Letter Press.
 - a. Letterpress – Classifications and functions, ink – transferring methods.
 - b. Letterpress rollers and their specific uses.
 - c. Flexography – Image transferring methods, characteristics.
4. Designing Printed Products
 - a. Book design – format, parts, page layout and jacket.
 - b. Magazine design – format, Parts and Types and classification of Magazines.
 - c. Newspaper design – Newspaper parts, layout design principles, Design elements, Styles of Newspaper headlines.
 - d. Design aspects of other printed products – Leaflet, Pamphlet, Catalogue, Brochure, Booklets, Labels, Cartons, Typeface and colour Selection.
5. Offset Lithographic Presses
 - a. Basic Principles of Offset Printing.
 - b. Construction/Structure of a sheet fed press.
 - c. Various press configuration.
 - a. Single Colour press.
 - b. Multicolour press.

- c. Perfecting press.
- d. Satellite type press.
- e. Common impression cylinder press.
- d. Small offset press.
- e. Proofing press.

Reference Books:

Letterpress Printing – C.S. Misra.

Introduction to Printing Process – Michael Bar Nard.

Screen Printing Primer – Babette Magee.

Screen Printing Process – John Stephens.

Lithographers Manual 5th Edition.

Handbook of Print & Production – Michael Barnard, Johan Peacock Blue Print London.

Graphic Design Solutions – Robin Landa, Delmer Publishers, USA.

The Graphic of communications – Rusell N. Baird.

Book Production – John Peacock Blue Print London.

Magazine Design – Ronald, Walker, Blue Print London.

Typesetting Composition – Geoff Barlow, Blue Print London.

Manual of Book Binding – Thomas & Hudson.

Guarding of Wire Stitching and Book Sewing Machine – British Printing Industries Federation.

Lithographers Manual 5th, 6th, 7th Editions.

VIth Semester

Paper – II

Functional Urdu – V

1. Technical Term – III.
2. Translation from Urdu to English.
3. Conversation – III.

Computer Application

1. PageMaker.

Printing Technology

1. Screen Printing
 - a. The principles of screen printing.
 - b. Screen mesh-Silk, Synthetic mesh materials.
 - c. Mesh classification and mesh materials.
 - d. Screen frames and screen tensioning, wooden, Steel, Aluminum screen frames, self-tensioning frames.
 - e. Screen pretreatment.
 - f. Squeegee classification and Squeegee selection.
 - g. Stencil making methods-Photo mechanical stencil making and direct photo stencil film.
 - h. Printing machinery-Hand-bench printing equipment, screen printing machines.
 - i. Inks and solvents used for screen printing process.
 - j. Screen printing application.
2. Offset Printing
3. Digital Prepress
 - a. Role of Computers in printing industry.
 - b. Input devices-structure of digital printed products.
 - c. Digital input of finished art-Quality requirements.
 - d. Digitizing Originals-Scanning.
 - e. OCR, Photo CD.
 - f. Digital Photography.
 - g. Assembly and imposition.
 - h. Workflows.
 - i. Storage media and data format.
4. Flexo Printing
 - a. Principle of Flexographic Printing Process.
 - b. Surface Preparation.
 - c. Techniques of making molded rubber plate and polymer plates.
 - d. Flexographic printing machines: plate cylinder and impression cylinder.
 - e. Ink and solvents used for Flexographic Printing.
5. Binding Operation

- a. Receiving printed sheets, Checking, Cutting half sheet work.
- b. Folding by hand-folding to paper and folding to print, regular and irregular and zigzag folding.
- c. Gathering-signature, binder's mark, collating, attaching plates, charges and maps.
- d. Securing operations-Thread stitching, wire stitching styles.
- e. Different kinds of sewing-Library sewing, Sawn-in sewing, flexible sewing, two-on sewing, over-cast sewing, French sewing-their job suitabilities.
- f. End papers-single, made-end paper, re-informed, cloth joint, leather joint, zigzag end papers and their uses.

6. Book Publishing

Reference Books

Printing on a digital world-Darid Bergsland, Delmar Publish Inc., New Year 1997.
Gutenberg goes Digital-Michael Limburg, Blueprint publication, London.
A hand book for Printing and Packaging Technology-Bishwanath Chakravarthy, Galgothia Publications, New Delhi.

Book Prescribed

1. Teach yourself PageMaker 6.5, B.P.B Publication.
2. Teach yourself CorelDraw, B.P.B Publication.
3. Photoshop Visual Jump Start, B.P.B Publication.

Note: The students has to undergo a training in any printing press for a period of Minimum 150 Hours.

QUESTION PAPER PATTERN

Time: Three Hours

Max.Marks: 75

Part-A (20 Marks)

I. Answer all the questions.

10 X 2 = 20

3 Questions should be asked from Urdu	3 X 2 = 6
3 Questions should be asked from Printing Technology	3 X 2 = 6
4 Questions should be asked from Computer	4 X 2 = 8

Part-B (25 Marks)

II. Internal Choice

5 X 5 = 25

1. From Urdu	1 out of 2	5 Marks
2. From Urdu	1 out of 2	5 Marks
3. From Printing Technology	1 out of 2	5 Marks
4. From Computer	1 out of 2	5 Marks
5. From Computer	1 out of 2	5 Marks

Part-C (30 Marks)

III. Internal Choice

3 X 10 = 30

1. From Urdu	1 out of 2	10 Marks
2. From Printing Technology	1 out of 2	10 Marks
3. From Computer	1 out of 2	10 Marks