

**SHIVAJI UNIVERSITY, KOLHAPUR**  
**STRUCTURE AND SYLLABUS OF**  
**Diploma in Computer Based Textile Design**  
(Under the Community College Scheme of UGC)

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**TITLE** : **Diploma in Computer Based Textile Design**  
Syllabus (Semester Pattern)

**YEAR OF IMPLEMENTATION** : Syllabus will be implemented from June, 2015

**DURATION** : Diploma (One Year)

**INTAKE** : 50

**PATTERN OF EXAMINATION:** Semester Pattern

- **Theory Examination** - At the end of semester as per Shivaji University Rules
- **Practical Examination** - i) In the 1<sup>st</sup> & 2<sup>nd</sup> semester of Diploma there will be internal assessment of practical record, related report submission and project reports at the end of semester.

**MEDIUM OF INSTRUCTION** : English / Marathi

**STRUCTURE OF THE COURSE** : Diploma  
Two Semesters per Year  
Two General Papers per year / semester  
Three Vocational Papers per Year / Semester  
One Industry Visit/ Study Tour and on job raining

**SCHEME OF EXAMINATION**

**A) THEORY**

- The theory examination shall be at the end of the each semester.
- All the general theory papers & vocational theory papers shall carry 50 marks.
- All practicals shall carry 50 marks each.
- Evaluation of the performance of the students in theory and practical shall be on the basis of semester examination as mentioned above.
- Question paper will be set in the view of entire syllabus preferably covering each unit of the syllabus.

❖ **Nature of question paper for Theory Examination** (Excluding Business Communication Paper) -

- i. There will be seven questions carrying equal marks.
- ii. Students will have to solve any five questions.
  - Q. No. 1 : MCQ type question
  - Q. No. 2 to Q. No. 6 : Long answer type questions
  - Q. No. 7 : Short Notes with internal choice ( Two out of Three )

**B ) PRACTICAL**

Evaluation of the performance of the students in practical shall be on the basis of semester examination (Internal assessment at the end of Semester - I and Semester - II).

❖ **Nature of question paper for Practical Examination -**

- i. **Duration of Practical Examination :** 3 Hrs.( 1 hr. for paper work and oral, 2 hrs for live implementation of practical work)
- ii. **Nature of Practical Question Paper :**  
There will be three or four questions of 15 Marks each, Out of which student have to attempt any two questions.
- iii. **Distribution of marks :**
  - Total Marks : 50 Marks
  - Journal : 10 Marks
  - Oral Examination : 10 Marks
  - Practical Examination : 30 Marks

**STANDARD OF PASSING :**

As per the guidelines and rules for Diploma under Community College.

**STRUCTURE OF THE COURSE :**

Semester - I							
Sr. No	Paper No.	Title	Theory	Practical /Project	Marks (Total)	Distribution of Marks	
						Theory	Practical
1	I	Business Communication - I	Theory	Practical	50	50	--
2	II	Basics of Textile Designing	Theory	Practical	100	50	50
3	III	Fabric Calculations	Theory	Practical	100	50	50
4	IV	Fabric Structure	Theory	Practical	50	50	--
5	V	Basics of Computer	Theory	Practical	100	50	50
6	VI	Industrial Visit		Practical	50	--	50

Semester - II							
Sr. No	Paper No.	Title	Theory	Practical /Project	Marks (Total)	Distribution of Marks	
						Theory	Practical
1	VII	Business Communication - II	Theory	Practical	50	50	--
2	VIII	Fabric Structure & Analysis	Theory	Practical	100	50	50
3	IX	Textile Designing Softwares	Theory	Practical	100	50	50
4	X	Production Planning & Control in Weaving	Theory	Practical	50	50	--
5	XI	Microsoft Excel	Theory	Practical	50	50	--
6	XII	Lab Course Based on Paper No. X & XI	--	Practical	50	--	50
7	XIII	On Job Training	--	--	50	--	50

**SCHEME OF TEACHING :**

Semester - I					
Sr.No	Paper No.	Title	Distribution of Workload (Per Week)		
			Theory	Practical	(Total)
1	I	Business Communication - I	2	--	2
2	II	Basics of Textile Designing	3	2	5
3	III	Fabric Calculations	3	2	5
4	IV	Fabric Structure	3	--	3
5	V	Basics of Computer	3	2	5
6	VI	Industrial Visit	--	--	--
		<b>Total</b>	<b>14</b>	<b>06</b>	<b>20</b>

Semester - II					
Sr.No	Paper No.	Title	Distribution of Workload (Per Week)		
			Theory	Practical	(Total)
1	VII	Business Communication - II	2	--	2
2	VII	Fabric Structure & Analysis	3	2	5
3	IX	Textile Designing Softwares	3	2	5
4	X	Production Planning & Control in Weaving	3	--	3
5	XI	Microsoft Excel	3	--	3
6	XII	Lab Course Based on Paper No. X & XI	--	2	2
7	XIII	On Job Training	--	--	--
		<b>Total</b>	<b>14</b>	<b>06</b>	<b>20</b>

**ELIGIBILITY FOR ADMISSION:**

10 + 2 from any faculty or equivalent qualification in any related stream.

**ELIGIBILITY FOR FACULTY**

**B.Text.,M.Sc.(Computer Science),MCA,M.A.(English)**

**REQUIREMENTS :**

**1) Faculty Requirement –**

**Teaching** – 1 full time & 1 CHB Lecturer for textile design  
1 CHB Lecturer for Business Communication

**Non – Teaching** – 1 Lab Assistant, 1 Jr. Clerk, 1 Lab Attendent / Peon

**2) Computer Lab -** Twenty computers with electricity backup facility, Internet Broadband connectivity.

**CREDIT SYSTEM**  
**Diploma in Computer Based Textile Design**  
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**Subject wise credit assignment for Diploma in Computer Based Textile Design**

<b>Semester - I</b>								
Sr. No	Paper No.	Title	Theory/ Practical/ Project	Marks (Total)	Distribution of Marks		Credits	
					T	P	Theory	Practical
1	I	Business Communication - I	Theory	50	50	--	3	--
2	II	Basics of Textile Designing	Theory & Practical	100	50	50	4	3
3	III	Fabric Calculations	Theory & Practical	100	50	50	4	3
4	IV	Fabric Structure	Theory	50	50	--	4	--
5	V	Basics of Computer	Theory & Practical	100	50	50	4	3
6	VI	Industrial Visit	Practical	50	--	50	--	2
<b>Total</b>				<b>450</b>	<b>250</b>	<b>200</b>	<b>19</b>	<b>11</b>

<b>Semester - II</b>								
Sr. No	Paper No.	Title	Theory/ Practical/ Project	Marks (Total)	Distribution of Marks		Credits	
					T	P	Theory	Practical
1	VII	Business Communication - II	Theory	50	50	--	3	--
2	VIII	Fabric Structure & Analysis	Theory & Practical	100	50	50	4	3
3	IX	Textile Designing Softwares	Theory & Practical	100	50	50	4	3
4	X	Production Planning & Control	Theory	50	50	--	4	--
5	XI	Microsoft Excel	Theory	50	50	--	4	--
6	XII	Lab Course Based on Paper No. X & XI	Practical	50	--	50	--	3
7	XIII	On Job Training	Practical	50	--	50	--	2
<b>Total</b>				<b>450</b>	<b>250</b>	<b>200</b>	<b>19</b>	<b>11</b>

## EVALUATION SYSTEM :

### 1. Standard of Passing –

The maximum credits for Diploma in Food Processing semester course (of two semesters) will be 30 X 2 = 60 credits. To pass in each paper students are required to obtain 4 grade points in each paper, it means 20 Marks for 50 Marks Theory / Practical papers.

### 2. Assessment of Project / Industrial visit /study tour /Internship Report

- i. The Industrial visit/study tour/on-job training report must be submitted by the prescribed date usually two weeks before the end of academic session of the semester.
- ii. It is desirable that the topics for Industrial visit/study tour/ on-job training report shall be assigned by the end of previous semester.
- iii. The Industrial visit/study tour/ on-job training report and its presentation shall be evaluated by the coordinator of the course and concerned faculty.

### 3. Grade point for Theory/Practical/ Industrial visit /study tour / on-job training Report

**Table –I: for 50 Marks Theory or Practical**

Grade Point	Marks out of	Marks obtained	Letter Grade	Description of performance
0	50	AB	Ab	Absent
0	50	0.0 to 2.5	F	Fail
1	50	2.6 to 5.0		
1.5	50	5.1 to 7.5		
2	50	7.6 to 10.0		
2.5	50	10.1 to 12.5		
3	50	12.6 to 15.0		
3.5	50	15.1 to 19.9	P	Pass
4	50	20.0 to 22.5		
4.5	50	22.6 to 24.9	C	Average
5	50	25.0 to 27.5		
5.5	50	27.6 to 29.9		
6	50	30.0 to 32.5	B	Above Average
6.5	50	32.6 to 34.9		
7	50	35.0 to 37.5	B+	Good
7.5	50	37.6 to 39.9		
8	50	40.0 to 42.5	A	Very Good
8.5	50	42.6 to 44.9		
9	50	45.0	A+	Excellent
9.5	50	45.1 to 47.5		
10	50	47.6 to 50.0	O	Outstanding

### 4. Computation of SGPA and CGPA:

Following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) may be adopted:

- The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the course components taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.

$$\text{SGPA (Si)} = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

where 'C<sub>i</sub>' is the number of credits of the i<sup>th</sup> course component and 'G<sub>i</sub>' is the grade point scored by the student in the i<sup>th</sup> course component.

- The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$\text{CGPA} = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

where 'S<sub>i</sub>' is the SGPA of the i<sup>th</sup> semester and C<sub>i</sub> is the total number of credits in that semester.

- The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.
- At the end of each year of Diploma Program, student will be placed in any one of the divisions as detailed below:

#### **SGPA and CGPA Table**

<b>Grade Point</b>	<b>Letter Grade</b>	<b>Description of performance</b>
0.00 to 3.99	F	Fail
4.00 to 4.49	P	Pass
4.49 to 4.99	C	Average
5.00 to 5.49	B	Above Average
5.50 to 5.99	B+	Good
6.00 to 6.99	A	Very Good
7.00 to 8.49	A+	Excellent
8.5 to 10.00	O	Outstanding

- Ist Class with distinction: CGPA >= 7.0 and above
- Ist Class: CGPA >= 6.00 and < 7.00
- Higher IInd Class: CGPA >=5.50 and < 6.00
- IInd Class: CGPA >=5.00 and < 5.50
- Pass Class: CGPA >=4.00 and < 5.00
- Fail: CGPA < 4.00

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**Semester - I**  
**Paper – I : Business Communication - I**

Work Load - 2  
 Theory – 2 Lectures / Week  
 Practical – ---

Total Marks – 50  
 Theory - 50 Marks  
 Practical – ---

**Section - I: Communication Skills**

- Unit 1** Describing Objects/ People/ Places  
**Unit 2** Describing Daily Routine  
**Unit 3** Narration (what is happening now/ what happened before)

**Section - II: Reading Comprehension**

- Unit 4** Runner, by Romen Basu  
**Unit 5** In Sahyadri Hills, A Lesson in Humility, by Sudha Murthy

**Pattern of Question Paper**  
**SEMESTER - I**

**Total Marks: 50**

		<b>Reading Comprehension</b>	<b>Marks</b>
Q.1	A	Five multiple choice objective type questions on Reading Skill. ( Four choices should be given, out of which one should be the most correct choice)	05
	B	Five objective type questions on textual vocabulary on i) Synonyms ii) Antonyms iii) Change the grammatical classes iv) Use of phrases	05
Q.2	A	Answer the following questions in two to three sentences each (3 out of 5)	09
	B	Write short note on the following in about 50 to 60 words (2 out of 3)	06

		<b>Communication Skills</b>	
Q.3	A	Unit No.1 Describing Objects/ People	06
	B	Unit No. 1 Describing Places	06
Q.4	A	Unit No.2 Describing Daily Routine	07
	B	Unit No.3 Narration	06



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**Semester - I**  
**Paper – II : Basics of Textile Designing**

Work Load - 5  
Theory – 3 Lectures / Week  
Practical – 2 Lectures/Week/Batch

Total Marks – 100  
Theory - 50 Marks  
Practical – 50 Marks

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**Unit – I      Introduction**

- Fibre to fabric process
- Types of yarn
- Terms & definitions used in textiles

**Unit – II      Fabric Forming Methods**

- Weaving
- Knitting
- Nonweaving
- Weaving preparatory machines & their objects

**Unit – III      Types of Weaving Machines (Looms)**

- Passage of warp through weaving machine
- Primary, Secondary & Auxiliary motion of looms

**Unit – IV      Basic Concepts of Design**

- Interlacement diagram & its representation on graph paper
- Concept of design
- Draft peg plan and denting order
- Different types of drafts used in weaving

**Practical –**

- 1) Study of process flow chart in spinning.
- 2) Study of process flow chart in weaving.
- 3) Study of process flow chart in processing.
- 4) General study of loom.
- 5) Loom running.
- 6) Study of dobby & dobby pegging

**References –**

- 1) Woven cloth construction by A. T. C. Robinson, R. Marks, Textile Institute (Manchester, England)
- 2) Textile terms and definitions Book by The Textile Institute
- 3) Principles of Weaving by R. Marks and A.T.C. Robinson

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**Semester - I**  
**Paper – III : Fabric Calculations**

Work Load - 5  
Theory – 3 Lectures / Week  
Practical – 2 Lectures/Week/Batch

Total Marks – 100  
Theory - 50 Marks  
Practical – 50 Marks

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- Unit – I      Yarn Numbering System**  
➤ Direct & indirect yarn numbering system & their calculations
- Unit – II      Fabric Weight Calculations**  
➤ Calculations of fabric weight in  
    a. gm/sq m  
    b. gm/m
- Unit – III     Fabric Engineering Calculations**  
➤ Crimp of warp, weft  
➤ Cover factor  
➤ Estimated reed count calculations
- Unit – IV     Costing Calculations**  
  
➤ Estimation of yarn required at different processes  
➤ Cost of yarn  
➤ Sizing cost  
➤ Weaving cost  
➤ Production cost

**Practical –**

- 1) Count EPI & PPI with pick glass.
- 2) Yarn count testing with wrap reel method.
- 3) Fabric GSM testing with GSM Cutter.
- 4) Estimation of reed count.
- 5) Estimation of yarn count by direct count balance.
- 6) Fabric shrinkage estimation.

**References –**

- 1) Textile Design and Colour: Elementary Weaves and Figured Fabrics by William Watson
- 2) Fabric Structure And Design by N. Gokarneshan

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**Semester - I**  
**Paper – IV : Fabric Structure**

Work Load - 3  
Theory – 3 Lectures / Week  
Practical – ---

Total Marks – 50  
Theory - 50 Marks  
Practical – ---

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- Unit – I      Plain Weave**
- Design, Draft & peg plan
  - Ornaments of plain weave
  - Different types of fabrics produced with plain weave (e.g. poplin, shirting, suiting, tusser, saree, dhoti etc.)
- Unit – II      twill weave**
- Design, Draft & peg plan
  - Right handed and left handed twill
  - Warp faced and weft faced twill weaves
- Unit – III      Satin weave**
- Design, Draft & peg plan
  - Satin and sateen weaves
  - Selection of move number for different satin weaves
- Unit – IV      Derivation of plain Weave**
- Warp rib
  - Weft rib
  - Matt (regular & irregular)

**References –**

- 1) Textile Design and Colour: Elementary Weaves and Figured Fabrics by William Watson
- 2) Fabric Structure And Design by N. Gokarneshan

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**Semester - I**  
**Paper – V : Basics of Computer**

Work Load - 5  
Theory – 3 Lectures / Week  
Practical – 2 Lectures/Week/Batch

Total Marks – 100  
Theory - 50 Marks  
Practical – 50 Marks

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**Unit – I      Fundamentals**

- Introduction, Characteristics, History & Evolution, Organization of Computers, Concept of Hardware & Software, Applications of Computers in Various Fields, Computer Hardware and Software

**Unit – II      Peripheral Devices**

- Input Devices – Keying: Keyboard, Touch screen, Pointing: Mouse, digitizer, Joystick and scanning devices: Scanner, OMR, OCR, and MICR.
- Output Devices –Monitors , Screen Image Projector, Printers & its types, Plotters.
- Memory Devices - Primary Memory & Secondary memory

**Unit – III      Operating System**

- Meaning and Definition, Structure of O.S., Types of O.S., Functions of O.S., Windows Operating system: Components of window- Desktop, windows explorer, control panel, Managing the files and folders, Accessories: Paint, calculator and notepad.

**Unit – IV      Computer Networking**

- Concept of network: advantages and limitations, Communication modes, Network Types & Topology.

**Practical –**

- 1) Creating folder, cut, copy, paste, managing file and folder in windows.
- 2) Arrange icons, set display properties.
- 3) Adding and removing software and hardware.
- 4) Setting date and time, screen saver and appearance.
- 5) Using windows accessories.(Notepad, WordPad, Paint).
- 6) Settings of all control panel items.
- 7) Search file.

**References –**

- 1) Computer Fundamentals by P.K.Sinha and Priti Sinha
- 2) Computer fundamentals by Rajaraman
- 3) Computer Today – Basandara
- 4) Computer Fundamentals, Architecture & Organisation By B. Ram
- 5) Information technology by D. S. Yadhav.

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**Semester - II**  
**Paper – VII : Business Communication - II**

Work Load - 2  
 Theory – 2 Lectures / Week  
 Practical – ---

Total Marks – 50  
 Theory - 50 Marks  
 Practical – ---

**Section - I: Communication Skills**

- Unit 1** Preparing a C.V. and Writing a Letter of Application
- Unit 2** Writing News Reports
- Unit 3** Making Enquiries and Giving Instructions

**Section - II: Reading Comprehension**

- Unit 4** The Final Decision, by Anasuya Shankar
- Unit 5** My Education, by Rabindranath Tagore
- Unit 6** Telephonic Conversation, by Wole Soyinka

**Pattern of Question Paper**  
**SEMESTER - II**

**Total Marks: 50**

<b>Reading Comprehension</b>			<b>Marks</b>
Q.1	A	Five multiple choice objective type questions on Reading Skill. ( Four choices should be given, out of which one should be the most correct choice)	05
	B	Five objective type questions on textual vocabulary on i) Synonyms ii) Antonyms iii) Change the grammatical classes iv) Use of phrases	05
Q.2	A	Answer the following questions in two to three sentences each (3 out of 5)	09
	B	Write short note on the following in about 50 to 60 words (2 out of 3)	06

<b>Communication Skills</b>			
Q.3	A	Unit No.1 Write a Letter of Application with C.V.	10
Q.4	A	Unit No.2 Write News Reports	07
	B	Unit No.3 Make Enquiries and Give Instructions	08

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**Semester - II**  
**Paper – VIII : Fabric Structure & Analysis**

Work Load - 5  
Theory – 3 Lectures / Week  
Practical – 2 Lectures/Week/Batch

Total Marks – 100  
Theory - 50 Marks  
Practical – 50 Marks

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**Unit – I      Twill Weave Derivatives**

- Broken Twill
- Herring Bone Twill
- Waved Twill / Zigzag Twill
- Elongated Twill
- Rearranged Twill
- Diamond Twill
- Diaper Twill
- Fancy Twill

**Unit – II      Satin Weave Derivatives & Towel Weaves**

- Irregular Satin
- Sponge
- Mock Leno
- Huck - a - Back
- Honey Comb
- Brighten Honey Comb
- Crepe Weave

**Unit – III      Analysis of fabric of plain, twill, drill and satin weave**

**Unit – IV      Fabric Analysis**

- Analysis of fabrics of yarn dyed, dobby weave, extra warp and extra weft

**Practical –**

- 1) Analysis of plain weave fabrics.
- 2) Analysis of warp rib, weft rib fabrics.
- 3) Analysis of twill weave fabrics.
- 4) Analysis of satin weave fabrics.
- 5) Analysis of twill weave derivatives fabrics.
- 6) Analysis of towel weave fabrics.

**References –**

- 1) Textile Design and Colour: Elementary Weaves and Figured Fabrics by William Watson
- 2) Fabric Structure And Design by N. Gokarneshan

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**Semester - II**  
**Paper – IX : Textile Designing Softwares**

Work Load - 5  
Theory – 3 Lectures / Week  
Practical – 2 Lectures/Week/Batch

Total Marks – 100  
Theory - 50 Marks  
Practical – 50 Marks

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**Unit – I**

- File Menu - New, Open, Save, Save as Page Set up, Print, Preview, Close, Exit.
- Edit Menu – Graph Setting, Design, Paper Setting
- Show Menu – Design window, Pattern window, Back view, Finished fabric, Wallpaper

**Unit – II**

- Yarn Menu – Yarn developments, Grindle yarns, Fancy yarns, Slub yarns, Multi-Colored yarns
- Generate Menu – Patterns – Regular Patterns, Irregular Patterns, Stripes / Checks
- Pattern Menu – Warp, Weft, Draft, Peg plan

**Unit – III**

- Miscellaneous Menu – Wallpapers, Modify Design Attributes, Fabric weight, Fabric Cover factor
- Help Menu

**Unit – IV**

- Feeding basic designs to softwares
- Creating simple plain stripes / checks
- Dobby stripes / doobby checks
- Yarn dyed patterns
- Designs & calculations in software
- Reading & technical sheet (Data sheet)

**Practical –**

- 1) Study of basic menus in designing software.
- 2) Feeding of basic fabric information to designing software.
- 3) Creating various designs available from library menu.
- 4) Feeding of basic designs in software.
- 5) Formation of doobby stripes designs.
- 6) Formation of doobby checks design.

**References –**

- 1) Manuals of textile designing softwares.

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**Semester - II**  
**Paper – X : Production Planning & Control in Weaving**

Work Load - 3  
Theory – 3 Lectures / Week  
Practical – ---

Total Marks – 50  
Theory - 50 Marks  
Practical – ---

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- Unit – I      Warping & Sizing Sheet**
- Yarn inward to sizing
  - Yarn consumption at sizing
  - Sizing count / warping count calculation
  - Wastage at sizing
- Unit – II      Yarn / Beam Inward sheet**
- Weft yarn inward
  - Beam inward
- Yarn consumption sheet**
- Weft yarn requirement
- Unit – III      Yarn stock sheet**
- Sizing stock
  - Warping stock
  - Weaving stock
- Count wise stock report**
- Unit – IV      Fabric Inspection Tools & Study of Fabric Defects**
- 4 point system
  - 10 point system
- Study of Fabric Defects**
- Starting marks
  - Thick, Thin places
  - Warp / weft patta
  - Wrong drawing
  - Wrong denting
  - Miss end
  - Design cut
  - Dobby line
  - Floats
  - Loose pick
  - Short pick
  - Brocken pick
  - Double pick
  - Lacing
  - Rupture
  - Chappa
  - Tight end / loose end
  - Let of / Take up patta



### **Practicals –**

- 1) Preparation of warping and sizing sheet by using MS - Excel.
- 2) Preparation of yarn/beam inward by using MS - Excel.
- 3) Preparation of weaving yarn consumption by using MS - Excel.
- 4) Fabric inspection.
- 5) Observation of fabric faults under microscope.
- 6) Preparation of stock sheets by using MS – Excel.

### **References –**

- 1) Weaving material, machines and methods by M. K. Talukdar
- 2) Process Control in Weaving by M. C. Paliwal & P. D. Kimothi

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**Semester - II**  
**Paper – XI : Microsoft Excel**

Work Load - 3  
Theory – 3 Lectures / Week  
Practical – ---

Total Marks – 50  
Theory - 50 Marks  
Practical – ---

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**Unit – I      Introduction**

- Spread sheet application, Menus, Tool bars and icons
- Spreadsheet - Opening, saving, closing, printing file, setting margins, spread sheet addressing

**Unit – II      Entering And Editing Data**

- Copy, cut, paste, undo, redo, find, search, replace, filling continuous rows and columns, inserting data, cells, columns, rows and sheet
- Tools- Error checking, spell check, formula auditing, tracking changes, customization .

**Unit – III      Data Computation & Function Types**

- Data Computation – Setting formula, finding total in rows and columns
- Functions Types - Mathematical, Group, string, date and time

**Unit – IV      Formatting & Working with spreadsheet**

- Formatting Spread Sheet - Alignment, font, border, hiding, locking, cells, highlighting values, background color, bordering and shading,
- Working With Sheet - Sorting, filtering, validation, consolidation, subtotals
- Charts - Selecting, formatting, labeling, scaling,

**Practicals –**

- 1) Creating & Editing Worksheet, Fill Handle.
- 2) Use Formulas and Functions.
- 3) Perform different calculations.
- 4) Preparing Charts.
- 5) Error checking, spell check, formula auditing.

**References –**

- 1) Microsoft Office-Excel 2007 inside out Microsoft Press Publication
- 2) Microsoft Office 2010 Bible- WILEY
- 3) Step by step 2007 Microsoft Office system by Curtis Frye, Joyce Cox, Steve Lambert.

**SHIVAJI UNIVERSITY, KOLHAPUR**  
**Diploma in Computer Based Textile Designing**  
(Under the Community College Scheme of UGC)

**Semester - II**  
**Paper – XII : Lab Course Based on Paper No. X & XI**

Work Load - 2  
Theory – ---  
Practical – 2 Lectures/Week/Batch

Total Marks – 50  
Theory - ---  
Practical – 50 Marks

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***Practical List is given under Paper No. X & XI***