

Kanya Maha Vidyalaya, Jalandhar City

(An Autonomous College)

Session 2021-22



Proceedings of the Board of Studies meeting
Faculty of Vocational Studies
Bachelor of Vocation (Animation)

&

Master of Vocation (Animation & VFX)

Date: 1-May-2021

Time: 11:30 a.m.

Online Zoom Meeting

KANYA MAHA VIDYALAYA, JALANDHAR
(UGC Autonomous College)
Proceedings of the Board of Studies (BoS) meeting
Faculty of Vocational Studies
Bachelor of Vocation (Animation) & Master of Vocation (Animation & VFX)
Meeting by Circulation

The Board of Studies meeting for Bachelor of Vocation (Animation) & Master of Vocation (Animation & VFX) was held on 1 May, 2021 at 11:30 a.m. using online Zoom meeting platform. In the Board of Studies meeting, the members participated are listed as follows:

External Expert members:

1. Dr. Gurvinder Singh (Professor)
Department of Computer science
Guru Nanak Dev University, Amritsar
(University Nominee)
2. Mr. Pankaj Kapoor
Assistant Professor, Animation, Chandigarh University
Gharuan Mohali, 140301
Department –UIFV, Block-8, Level-8
(Outside Parent University Nominee)
3. Mr. Baljit Singh
Assistant Professor, Animation and Multimedia
GNA University
Phagwara, Sri Hargobindgarh, Punjab 144401
(Outside Parent University Nominee)
4. Mr. Jaswinder Pal Chhana
Director, Pritam Film Production Pvt. Ltd., Jalandhar
(Industry Expert)
5. Ms. Sukhmanpreet
Director VIZX Studio, Chandigarh
(Alumni)

Internal Expert members:

6. Dr. Gopi Sharma
Associate Professor
Director, DDU KAUSHAL KENDRA
7. Ms. Suman Khurana
Associate Professor & Head, Department of Computer Science & Applications
Course In-charge, Bachelor of Vocation (Animation) & Master of Vocation (Animation & VFX)
8. Ms. Arti Thakur
Asst. Professor, Faculty of Vocational Studies
9. Mr. Hardeep Singh
Asst. Professor, Faculty of Vocational Studies

Proceedings: -

The Board of Studies meet began by the formal introduction and welcome of the experts by the meeting Chairperson and Course In-charge, Ms. Suman Khurana. The BoS members were apprised them of the various steps taken by the department. Thereafter, the agenda for the meeting was put forward for discussion. The proceeding of the meeting as per agenda items is as follows:

Agenda Item 1:

To discuss the Action taken report and proceeding of the previous Board of Studies meet held for Bachelor of Vocation (Animation) & Master of Vocation (Animation & VFX) in November 27, 2020

The action taken report of previous BoS meeting held on November 27,2020 was put forward and was approved by the experts. **(Annexure – I)**

Agenda Item 2:

To review the syllabi of following classes for session 2021-22 under Credit based Evaluation system

- Bachelor of Vocation (Animation) Sem I-VI.
- Master of Vocation (Animation & VFX) Sem I-IV.

The syllabi for the Bachelor of Vocation (Animation) Sem I-VI and Master of Vocation (Animation & VFX) Sem I-IV were reviewed and approved for the session 2021-22.

(Annexure – II(a) and Annexure – II(b) respectively)

Agenda item 3:

- To discuss job roles to be taken after each exit levels of Bachelor of Vocation (Animation) and Master of Vocation (Animation & VFX)

The job roles approved earlier were kept same for the upcoming session 2021-22 for Bachelor of Vocation (Animation) and Master of Vocation (Animation & VFX)

Agenda Item 4:

To review the syllabi of following classes for session 2021-22 under Credit based Evaluation system for Computer Subjects in other Bachelor of Vocation Courses

- Bachelor of Vocation (Management & Secretarial Practices) Sem I-VI
- Bachelor of Vocation (Textile Design & Apparel Technology) Sem I & II
- Bachelor of Vocation (Nutrition, Exercise & Health) Sem I, V & VI
- Bachelor of Vocation (Photography & Journalism) Sem I

The proposed syllabi for Computer subjects for the above-stated B.Voc. Courses were approved for the session 2021-22. **(Annexure III(a) and III(b))**

Agenda Item 5:

To discuss & approve the syllabi of following classes for session 2020-21 & 2021-22 under Credit based Evaluation system for Computer Subjects in other Bachelor of Vocation Courses

- Bachelor of Vocation (Tourism & Hospitality) Sem II

The proposed syllabus for Computer subject for newly introduced Bachelor of Vocation (Tourism & Hospitality) was approved for the current session 2020-21 & the upcoming session 2021-22. **(Included in Annexure III(b))**

Agenda Item 6:

To discuss the outcomes of above stated courses and programmes

The Programme and Course outcomes were approved as mentioned in the syllabi.

Agenda Item 7:

To discuss the course schemes and detailed syllabus for above stated programmes.

The course scheme and credit distribution were found to be in accordance with the Credit requirements as per UGC guidelines and hence approved by the experts. The syllabi for the subjects were kept same as approved in the previous BoS meeting held in November 27, 2021

Agenda Item 8:

To propose the List of Paper Setters, Evaluators as well as Practical Examiners for all the above stated classes for the Session 2021-22

The proposed list of Paper Setters, Evaluators and Practical examiners were approved for the session 2021-22. **Annexure - IV**

Agenda Item 9:

To invite suggestions from BOS members about the subjects where students need to go to field visits in light of current COVID situation.

The BoS members suggested that students must be exposed to the best possible online training and internship opportunities as possible in the current circumstances.

Annexure - I

**Action taken Report for Previous Board of Studies (BoS) meet held on 27-11-2020
for
Bachelor of Vocation (Animation) & Master of Vocation (Animation & VFX)**

Sr. No.	AGENDA ITEMS	DECISION TAKEN	ACTION TAKEN
1	To discuss the Action taken report and proceeding of the previous Board of Studies meet held for Bachelor of Vocation (Animation) & Master of Vocation (Animation & VFX) in May, 2020	The Action taken report and proceedings of previous Board of Studies meeting for Bachelor of Vocation (Animation) and Master of Vocation (Animation & VFX) held in May, 2020 were put forward. The experts were apprised of decisions taken in previous BoS were implemented and we are further open to the review of syllabi already approved.	--
2	To review the syllabi of following classes for session 2020-21 under Credit based Continuous Evaluation Grading system •Bachelor of Vocation (Animation) Semester I, III & V •Master of Vocation (Animation & VFX) Semester I & III	The syllabi of Bachelor of Vocation (Animation) Semester I & III and Master of Vocation (Animation & VFX) Semester I & III which were approved in the previous BoS meeting earlier were put forward for a review again. The experts were of view that the syllabus is up to the mark and suggested no revisions in the previously approved syllabus.	The approved course curriculum was adopted and students were taught accordingly.
3	To discuss & approve the syllabi of following classes for session 2020-21 under Credit based Continuous Evaluation Grading system •Bachelor of Vocation (Animation) Sem II, IV & VI •Master of Vocation (Animation & VFX) Sem II & IV	The syllabi of Bachelor of Vocation (Animation) Semester II, IV & VI and Master of Vocation (Animation & VFX) Semester II & IV was put forward. The experts largely approved the syllabi proposed and suggested few changes. In the Bachelor of Vocation (Animation) Sem VI and Master of Vocation (Animation & VFX) Semester IV, there must be Industrial training and different observations with respect to the same are as follows: - •Mr. Baljit Singh enquired about the duration of the training in final semester. As we shared our training duration of 4-6 weeks, he noted it may not be enough and must be increased. •Mr. Jaswinder Pal Channa observed that in certain cases where we have project based on Graphics, Video Editing or Rotoscoping, the duration could be enough but not for training in 3D Animation where more time is needed for implementation. There can be categorisation w.r.t the same. •Mr. Gurvinder Singh and Mr. Pankaj Kapoor also shared the similar views on	The suggested changes were applied. The approved course curriculum was adopted and students were taught accordingly.

Sr. No.	AGENDA ITEMS	DECISION TAKEN	ACTION TAKEN
		increased practical exposure through industrial training. •Mr. Baljit again proposed a solution to the problem where first 3 months can be given to the general education component (which is 12 credits) and last 3 months will be entirely dedicated to Industrial training (weighing 18 credits in total for Skill component). •All the options were discussed and the feasible solution provided (of first 3 months in college and last 3 months of training), is taken up with the concerned authorities at College. While giving due consideration to UGC guidelines, it is decided that this point would be further taken up in Academic Council for further approval. Also, there were changes made in the syllabus of Bachelor of Vocation (Animation) Semester-IV, which were approved are as follows: •The content of the Course on Audio Editing (BVAM-4113) was changed and approved. •The Course titled Internship & Minor Project-IV is changed to Minor Project-IV(BVAD-4117) With regard to Personality Development Course in final Semester, Mr. Gurvinder Singh was of view that it is a good decision. Further, he noted that it would be of great help to the students who are good on technical front but lack in presentation.	
4	•To discuss job roles/Qualification packs to be taken after each exit levels of Bachelor of Vocation (Animation) and Master of Vocation (Animation & VFX)	While discussing the syllabi experts were informed about our association with our Sector Skill council, Media and Entertainment Skills Council and how there is assessment for job roles/Qualification packs at each of the exit level. The job roles at exit levels in Bachelor of Vocation are as follows: - •Graphic Designer (MES/Q 0601) •Animator (MES/Q 0701) •Editor (MES/Q 1401)/VFX Editor •Rendering Artist (MES/Q 3503) •Animation Director (MES/Q 1302) The experts were of view that job role assessment be conducted as per job roles available and the directions of the concerned Sector Skill Council.	The students were trained as per the requirements of the job roles and syllabus approved.
5	To review the syllabi of following classes for session 2020-21 under Credit based	The syllabi of computer subjects of above-mentioned Bachelor of Vocational courses	The approved course curriculum was adopted and

Sr. No.	AGENDA ITEMS	DECISION TAKEN	ACTION TAKEN
	Continuous Evaluation Grading system for Computer Subjects in other Bachelor of Vocation Courses •Bachelor of Vocation (Management & Secretarial Practices) Sem I, III, V •Bachelor of Vocation (Textile Design & Apparel Technology) Sem I •Bachelor of Vocation (Nutrition, Exercise & Health) Sem I & V •Bachelor of Vocation (Photography & Journalism) Sem I	were reviewed and approved by the experts.	students were taught accordingly.
6	To discuss & approve the syllabi of following classes for session 2020-21 under Credit based Continuous Evaluation Grading system for Computer Subjects in other Bachelor of Vocation Courses •Bachelor of Vocation (Management & Secretarial Practices) Sem II, IV & VI •Bachelor of Vocation (Textile Design & Apparel Technology) Sem II •Bachelor of Vocation (Nutrition, Exercise & Health) Sem VI	The syllabi of computer subjects of above-mentioned Bachelor of Vocational courses were discussed and approved by the experts	The approved course curriculum was adopted and students were taught accordingly.
7	To discuss the outcomes of above stated courses and programmes	The course outcomes and programme outcomes were discussed and approved for the above stated courses and programmes	Students were taught the subjects keeping the course outcomes in mind.
8	To discuss the course schemes and detailed syllabus for above stated programmes.	The scheme follows the Credit based system and the experts were acquainted that we are following universally accepted credit-based system. There was a good discussion on credit allocation and it was discussed in detail how the credits are distributed among General and Skill component to ensure more focus on practical hands-on training while following the guidelines laid by University Grants Commission (UGC) for the same. The course schemes, credit distribution and detailed syllabi were discussed and approved for all the above-mentioned programmes with a few suggestions with respect to training duration in final semester of both Bachelors and Masters programmes.	Students were taught and evaluated accordingly.

Sr. No.	AGENDA ITEMS	DECISION TAKEN	ACTION TAKEN
9	To propose the List of Paper Setters, Evaluators as well as Practical Examiners for even semesters of the above stated classes for the Session 2020-21	The list of Paper Setters, Evaluators as well as Practical Examiners for all the above stated classes for the Session 2020-21 were approved	The paper setting and evaluation was done as per the instructions by affiliating University (GNDU) /UGC/ Punjab State Govt and Govt of India.
10	To invite suggestions from BOS members about the subjects where students need to go to field visits in light of current COVID situation.	The faculty of Animation shared concerns with experts with respect to the feasibility of field visits/ Industry training in the current COVID-19 situation and requested them to share their views on online alternatives available. Mr. Gurvinder Singh expressed his views on the same sharing the special circumstances demand special measures or arrangement and while the situation gets normal again, we can take whatever online options or arrangements possible as the situation dictates and all the experts coincided with his views.	The faculty and students made use of available learning management system for course work and submission of assignments in effort to make learning outcome oriented as best it could be in current circumstances.

(Annexure – II (a))

FACULTY OF VOCATIONAL STUDIES

SYLLABUS FOR

**Bachelor of Vocation (Animation)
(Semester I-VI)**

(Under Credit Based Continuous Evaluation Grading System)

Session: 2021-22



The Heritage Institution

**KANYA MAHA VIDYALAYA
JALANDHAR
(Autonomous)**

BACHELOR OF VOCATION PROGRAMME

PROGRAMME OUTCOMES: Students opting for Bachelor of Vocation (B.Voc.) Programmes on course completion/exit points will be able to:

PO1: get better job opportunities and can make informed choices due to enhanced skill-set owing to Industrial exposure through internships/ training in the specific work area of choice.

PO2: understand, develop and observe work practices and ethics required to sustain and grow professionally in the industry concerned.

PO3: communicate messages effectively within a team as well as to business clients/customers through written communication such as email, letters, reports, memos etc and verbal communication like a telephonic conversation or PowerPoint presentation to a group.

PO4: adapt to the work environment and are able to work on time-bound assignments/projects individually or within a team, for a company or as a freelancer.

PO5: apply knowledge acquired during the course to update w.r.t changing Industrial requirements and stay relevant to the job-at-hand.

Programme Specific Outcomes: Students opting for Bachelor of Vocation (Animation) programme on course completion/exit points will be able to:

PSO1. Understand the animated or live film making process different stages i.e. pre-production, Production and Post Production.

PSO2. to Implement the use of storyboarding, Screenplay, Foundation Art, in essential pre-production process to develop a film concept.

PSO3. Demonstrate & Implement the knowledge of Principles of animation, graphic design, 2d animation, 3d modelling, texturing & Lighting, rigging & animation in Production process.

PSO4. To implement the use of audio editing, video editing, and VFX in Post –production

PSO5. Produce a portfolio of artwork that is research and development oriented, and that integrates the principles, techniques and skills acquired in the coursework. (Graphic design, 3d modelling, texturing & Lighting, rigging & animation, video editing)

PSO6. Gain real world project experience throughout their learning cycle, & Internships (Industry Exposure) that helps them to better understand the roles and processes in wide range of computer-generated design and animation careers.

PSO7. Enhance career prospects based on skill areas and make them employable in different segments of Media and Entertainment industry.

Scheme and Curriculum of Examination of Three-year Degree Programme
Bachelor of Vocation (Animation)
Semester I
Session 2021-22

Bachelor of Vocation (Animation) Semester - I									
COURSE CODE	COURSE TITLE	COURSE TYPE	L - T – P		Marks				Examination Time (in Hours)
			L-T-P	Total	Total	Ext.		CA	
						L	P		
BVAL-1421/ BVAL-1031/ BVAL-1431	Punjabi (Compulsory) / ¹ Basic Punjabi/ ² Punjab History & Culture	C	2-0-0	2	50	40	-	10	3
BVAL-1102	Communication Skills in English	C	4-0-0	4	50	40	-	10	3
BVAM-1113	Computer Fundamentals for Animation	C	1-0-1	2	50	25	15	10	3+3
BVAM-1114	Foundation Art	S	2-0-2	4	50	25	15	10	3+3
BVAM-1115	Principles of Animation	S	2-0-2	4	50	25	15	10	3+3
BVAP-1116	Creative Design-I	S	0-0-4	4	75	-	60	15	3
BVAD-1117	Field Visit and Report	S	0-0-2	2	50	-	-	50	-
BVAD-1118	Minor Project - I	S	0-0-4	4	100	-	80	20	3
AECD-1161	*Drug Abuse: Problem, Management & Prevention (Compulsory)	AC	2-0-0	2	50	40	-	10	3
SECF-1492	*Foundation Course	AC	2-0-0	2	25	25	-	-	1
	Total			30	475				

Note: C – Compulsory, S – Skill Enhancement, AC-Audit Course

1. Special paper on lieu of Punjabi (Compulsory)

2. Special paper in lieu of Punjabi (Compulsory) for those students who are not domicile of Punjab

* Grade points or grades of these courses will not be included in SGPA/CGPA of the Semester/Programme

Scheme and Curriculum of Examination of Three-year Degree Programme
Bachelor of Vocation (Animation) Semester II
Session 2021-22

Bachelor of Vocation (Animation) Semester - II									
COURSE CODE	COURSE TITLE	COURSE TYPE	L - T – P		Marks				Examination Time (in Hours)
			L-T-P	Total	Total	Ext.		CA	
						L	P		
BVAL-2421/ BVAL-2031/ BVAL-2431	Punjabi Compulsory) / ¹ Basic Punjabi/ ² Punjab History & Culture	C	2-0-0	2	50	40	-	10	3
BVAM-2102	Communication Skills in English	C	3-0-1	4	50	25	15	10	3+3
BVAL-2113	Introduction to 3D Maya	S	2-0-0	2	50	40	-	10	3
BVAM-2114	Scripting and Screenplay	C	1-0-1	2	50	25	15	10	3+3
BVAM-2115	2D Digital Animation: FLASH	S	2-0-2	4	50	25	15	10	3+3
BVAP-2116	Creative Design - II	S	0-0-4	4	75	-	60	15	3
BVAP - 2117	3D Modeling (Set and Props)	S	0-0-4	4	50	-	40	10	3
BVAD-2118	Minor Project- II	S	0-0-4	4	100	-	80	20	3
AECD-2161	*Drug Abuse: Problem, Management & Prevention (Compulsory)	C	2-0-0	2	50	40	-	10	3
SECM-2502	*Moral Education Course	C	2-0-0	2	25	20	-	5	1
	Total			30	475				

Note: C – Compulsory, S – Skill Enhancement, AC-Audit Course

1. Special paper on lieu of Punjabi (Compulsory)

2. Special paper in lieu of Punjabi (Compulsory) for those students who are not domicile of Punjab

* Grade points or grades of these courses will not be included in SGPA/CGPA of the Semester/Programme

Scheme and Curriculum of Examination of Three-year Degree Programme
Bachelor of Vocation (Animation) Semester III
Session 2021-22

Bachelor of Vocation (Animation) Semester - III									
COURSE CODE	COURSE TITLE	COURSE TYPE	L - T – P		Marks				Examination Time (in Hours)
			L-T-P	Total	Total	Ext.		CA	
						L	P		
BVAL-3111	Introduction to Texturing and Lighting in 3D Maya	S	2-0-0	2	50	40	-	10	3
BVAM - 3112	Introduction to Photography	C	2-0-1	3	50	25	15	10	3+3
BVAM – 3113	Storyboarding	C	2-0-1	3	50	25	15	10	3+3
BVAP – 3114	Video Editing	C	0-0-4	4	50	-	40	10	3
BVAP – 3115	3D Character Modeling	S	0-0-4	4	75	-	60	15	3
BVAP – 3116	Texturing Sets & Props	S	0-0-4	4	50	-	40	10	3
BVAP – 3117	Texturing 3D Character	S	0-0-4	4	75	-	60	15	3
BVAD – 3118	Minor Project - III	S	0-0-4	4	100	-	80	20	3
SECG-3532	*Gender Sensitization	AC	2-0-0	2	25	-			1
	Total			30	500				

Note: C – Compulsory

S – Skill Enhancement

AC-Audit Course

* Grade points or grades of these courses will not be included in SGPA/CGPA of the Semester/Programme

Scheme and Curriculum of Examination of Three-year Degree Programme
Bachelor of Vocation (Animation)
Semester IV
Session 2021-22

Bachelor of Vocation (Animation) Semester - IV									
COURSE CODE	COURSE TITLE	COURSE TYPE	L - T – P		Marks				Examination Time (in Hours)
			L-T-P	Total	Total	Ext.		CA	
						L	P		
BVAL - 4111	Maintaining Workplace Health and Safety	C	2-0-0	2	50	40	-	10	3
BVAM - 4112	Camera Techniques	C	1-0-1	2	50	25	15	10	3+3
BVAM - 4113	Audio Editing	C	1-0-1	2	50	25	15	10	3+3
BVAP- 4114	Lighting and Rendering	S	0-0-4	4	75	-	60	15	3
BVAP - 4115	Motion Graphics	S	0-0-4	4	75	-	60	15	3
BVAP - 4116	3D Character Animation using MAYA	S	0-0-4	4	100	-	80	20	3
BVAD - 4117	Minor Project IV	S	0-0-6	6	100	-	80	20	3
AECE- 4221	Environmental Studies (Compulsory)*	AC	3-0-1	4	100	60	20 (Project work)	20	3
SECS- 4522	Social Outreach*	AC	2-0-0	2	25	20	-	05	1
	Total			30	500				

Note: C – Compulsory

S – Skill Enhancement

AC-Audit Course

* Grade points or grades of these courses will not be included in SGPA/CGPA of the Semester/Programme

Scheme and Curriculum of Examination of Three-year Degree Programme
Bachelor of Vocation (Animation)
Semester V
Session 2021-22

Bachelor of Vocation (Animation) Semester - V									
COURSE CODE	COURSE TITLE	COURSE TYPE	L - T – P		Marks				Examination Time (in Hours)
			L-T-P	Total	Total	Ext.		CA	
						L	P		
BVAL-5111	Electronic Media	C	4-0-0	4	50	40	-	10	3
BVAL - 5112	3D Architecture Visualization using 3D MAX (Interior and Exterior Designing)	C	4-0-0	4	50	40	-	10	3
BVAM–5113	Film Direction and Documentary	C	2-0-2	4	100	40	40	20	3+3
BVAP – 5114	Acting for Animation	S	0-0-6	6	100	-	80	20	3
BVAP – 5115	3D Architecture Visualization using 3D MAX (Interior and Exterior Designing) Practical	S	0-0-6	6	100	-	80	20	3
BVAD – 5116	Minor Project - V	S	0-0-6	6	100	-	80	20	3
SECI-5541 OR SECJ-5111	Innovation, Entrepreneurship & Venture Development* OR Job Readiness Course*	S	-	2	25	-	-	-	-
	Total			30	500				

Note: C – Compulsory
S – Skill Enhancement

* Grade points or grades of these courses will not be included in SGPA/CGPA of the Semester/Programme

Scheme and Curriculum of Examination of Three-year Degree Programme
Bachelor of Vocation (Animation)
Semester VI

Bachelor of Vocation (Animation) Semester - VI									
COURSE CODE	COURSE TITLE	COURSE TYPE	L - T – P		Marks				Examination Time (in Hours)
			L-T-P	Total	Total	Ext.		CA	
						L	P		
BVAL - 6111	Publicity Designing and Media Laws	C	4-0-0	4	50	40	-	10	3
BVAL - 6112	Career Management for Animation	C	4-0-0	4	50	40	-	10	3
BVAI- 6113	Industrial Training with Major Project	S	0-0-18	18	250	-	-	-	3
BVAP- 6114	Personality Enhancement	C	0-0-4	4	50	-	50	-	3
	Total			30	400				

Note: C – Compulsory

S – Skill Enhancement

SEMESTER I
COURSE CODE: BVAM-1113
COMPUTER FUNDAMENTALS FOR ANIMATION

Course Outcomes:

On Completion of this course, the student will be able to:

CO1: To understand the basic functionality of various parts of computer and terminologies related to computers, peripherals, graphics and supporting software.

CO2: To work with Word documents and apply various formatting techniques, page setup, creation of tables, tables of contents and other functions required in day-to-day word processing tasks.

CO3: To be able to make presentations, adding graphics, charts, audio, video and applying various themes and transition effects required for making an effective PowerPoint presentation.

CO4: to understand internet terms like URL, browser, search engines, and using an email account.

SEMESTER I
COURSE CODE: BVAM-1113
COMPUTER FUNDAMENTALS FOR ANIMATION

L - T - P	Max. Marks: 50
1 – 0 – 1	Theory: 25 Practical: 15
Time: 3 Hours	CA: 10

Instructions for Paper Setter –

Eight questions of equal marks are to set, two in each of the four sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be divided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section.

UNIT- I

INTRODUCTION TO COMPUTERS: Computer basics, Classification of computers, Hardware and software, Components of computer System, Operating system, Input and output devices, Motherboard, CPU, Memory, Storage devices.

GRAPHICS DEVICES AND SUPPORTING SOFTWARE: Graphic cards, Open GL, Hardware drivers.

UNIT- II

MICROSOFT WORD: Opening & saving files, editing word documents, converting files to different format and printing documents.

FORMATTING DOCUMENTS:

Text Formatting- Font styles, Font selection- style, size, color etc, Type face- Bold, Italic, Underline, Case settings, Highlighting, Special symbols,

Paragraph Formatting: Alignments, Indents, Line Space, Margins, Bullets & Numbers

Page Setup: Setting margins, layout and orientation.

Creation of table: Table settings, Borders, Alignments, Insertion, deletion, Merging, Splitting

Create Table of Contents: With index, page number, author name, date and time etc., Creating Master Documents, Web page.

UNIT- III

MS POWER POINT: Introduction to presentation – Opening new presentation, Different presentation templates, setting backgrounds, selecting presentation layouts.

Different power point views: Normal, Slide sorter, Slide show and Notes view.

Creating a presentation Setting Presentation style, Adding text to the Presentation

Formatting a presentation - Adding style, Color, gradient fills, arranging objects, Adding Header & Footer, Slide Background, Slide layout.

Adding graphics and animation to the presentation- Inserting pictures, movies, tables etc into presentation, Drawing Pictures using drawing tools.

UNIT- IV

Internet: Definition, Uses of Internet-Definition of Web Addressing-URL, web Browsers.

E-mail: Anatomy of E-mail, managing an e-mail account

Note for the Practical Examiner:

- a) Practical Exam is based on the syllabus covered in the subject.
- b) The question paper will be set on the spot by the examiner.

Suggested Readings:

1. Sinha P.K., “Computer Fundamentals”, BPB Publications
2. Norton Peter, “Introduction to Computers”, McGraw Hill Education
3. Rajaraman V (Author), Adabala N, “Fundamentals of Computers”, Prentice Hall India Learning Private Limited
4. Peter Weverka, “Microsoft Office 2016 All-In-One for Dummies”, Wiley
5. Joan Lambert Curtis Frye,”Microsoft Office 2016 Step by Step”, Microsoft Press
6. Office Complete, BPB Publications

SEMESTER I
COURSE CODE: BVAM-1114
FOUNDATION ART

Course Outcomes:

The objective of this course is to develop Visual and creative aspect of an Artist and teach required skills for an artist like proportion, perspective, anatomy study, light & shade, different sketching styles, different art mediums etc.

After passing this course the students will be able to:

CO1: Express their ideas both verbally and through drawings

CO2: Understand the use of proportion, volume, perspective, sketching from memory and 7 visual elements of art.

CO3: Apply light and shade and body proportion (anatomy) in drawings.

CO4: Capable to discuss the role of observation & Importance of composition with the professionals in the field.

CO5: Will able to design cartoon character, or a composition.

SEMESTER I
COURSE CODE: BVAM-1114
FOUNDATION ART

L - T - P	Max. Marks: 50
2 - 0 - 2	Theory:25, Practical:15
Time: 3 Hours	CA: 10

Instructions for Paper Setter -

Eight questions of equal marks are to set, two in each of the four sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be divided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section

UNIT- I

BASICS: Visual and creative development of an Artist, Demonstration and lectures on required skills for an artist, difference between seeing and observing visual elements of Art Form, Shape, Line, Color, Space, Texture.

DRAWING AND SKETCHING: Concept of drawing, free hand drawing exercises from object and nature to study proportion, volume and visual perspective, rapid sketching techniques, rapid sketching from live models, sketching from memory.

UNIT- II

VARIOUS MEDIUMS: Pencil Colors, Charcoal, Pen and Ink, Water Colors, Poster Colors, Oil Pastel Colors, other waste material such as and, stones, grass, hardboard, color papers & clay etc.

STILL LIFE: Study of different forms (basket, artificial fruits books, containers, bottles, round objects, drapery etc.), still life with line as well light and shade.,

UNIT- III

HUMAN DRAWING:

Introduction to human figure drawing –Drawings from Mannequin, quick Sketching of human figure Study of Ideal proportion of male and female figure with different ages, Focus on Head, Hand and Feet. Study of animal and birds with simple proportion.

PERSPECTIVE DRAWING:

Perspective Drawing, one point, two-point & Three Point perspective. Perspective as applied to objects, furniture, interior and exteriors of the buildings.

UNIT- IV

LIGHT & SHADE: The effects of lights on objects, the high light, middle tone and dark tone. Shading of geometrical shapes

COMPOSITION: Importance of composition in design, Basic rules of composition, Role of colors in composition, Rural and urban habitation, Poor and rich habitation.

Practical exercises to be implemented:

- Outdoor and indoor study human in action
- Study light and shade using still life,
- Different poses of human, animal and birds

- Perspective Study (One Point, Two Point & Three Point)
- Create Character Design with personality

Note for the Practical Examiner:

- a) Practical Exam is based on the syllabus covered in the subject.
- b) The question paper will be set on the spot by the examiner.

Suggested Readings:

- a) Bancroft Tom, "Creating Character with Personality", Watson-Guptill
- b) Victor Perard, "Anatomy and Drawing", Dover Publications
- c) Hart Christopher, "Modern Cartooning: Essential Techniques for Drawing Today's Popular Cartoons", Watson-Guptill

SEMESTER I
COURSE CODE: BVAM-1115
PRINCIPLES OF ANIMATION

Course Outcomes:

In this course students get acquainted with the definition, meaning and types of Animation. The prime objective of the course is to help students to understand and apply principles that make animation more captivating by making it more realistic and life-like.

After passing this course the student will be able to:

CO1: Understand the different types of Animation ranging from Cell Animation, to Stop motion and now to present day CGI

CO2: gain and apply various skills a good animator must possess like observation of how things move, how humans express and emote.

CO3: understand the importance and application of various principles that make animation more life-like and realistic.

CO4: demonstrate the application of these principles for beginner level exercises like pendulum, bouncing ball etc.

SEMESTER I
COURSE CODE: BVAM-1115
PRINCIPLES OF ANIMATION

L - T - P	Max. Marks: 50
2 - 0 - 2	Theory:25, Practical: 15
Time: 3 Hours	CA: 10

Instructions for Paper Setter -

Eight questions of equal marks are to set, two in each of the four sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be divided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section

UNIT- I

Animation: Definition, Early examples of Animation, History of Animation: Stop Motion Photo Animation, Zoetrope, Thaumatrope, Cell and Paper Animation, early Disney's Cell Animation Processes

Types of Animation: Cell Animation, Stop Motion Animation, Computer Animation, 2-D Animation, 3-D Animation

UNIT- II

Skills for an Animation Artist: Visual and creative development of an Artist, importance of observation with minute details, efficiency to draw gestures, facial expressions, good listener, hard work and patience, creative and innovative. Introduction to animation production process

UNIT- III

Basic principles in animation: Key framing and in-betweens, Timing and spacing, Squash and Stretch, Anticipation, Straight-ahead and pose to pose, Follow-through and overlapping action,

UNIT- IV

Basic principles in animation: Slow in and slow out, Arcs, Secondary action, Exaggeration, Solid drawing, Staging, Appeal

Practical: Exercises to be implemented:

1. Bouncing Ball Animation
2. Pendulum Animation
3. Flag Animation frame by frame
4. Hammering a Nail

Note for the Practical Examiner:

- a) Practical Exam is based on the syllabus covered in the subject.
- b) The question paper will be set on the spot by the examiner.

Suggested Readings:

Williams E. Richards, "The Animator's Survival Kit", Faber 3rd Edition.

SEMESTER I
COURSE CODE: BVAP-1116
CREATIVE DESIGN- I

Course Outcomes:

The objective of this course is to acquaint students with the design process from idea conception, brainstorming, through to digital artwork for print and digital production process.

The application of design principles, use of colour, typographic principles and the best practices required for effective and appealing visual communication as required professionally are covered during the course.

After passing this course the student will be able to:

CO1: Identify and discuss design principles as they apply to visual communication.

CO2: Use simple graphic design tools and techniques such as typography, color composition, masking and color correction.

CO3: Discuss graphic design processes and concepts with professionals in the field.

CO4: Work on simple projects like designing of banners, brochures, matte paintings, movie posters applying fundamentals of graphic designing

SEMESTER I
COURSE CODE: BVAP-1116
CREATIVE DESIGN- I

L - T - P	Max. Marks: 75
0 - 0 - 4	Practical: 60
Time: 3 Hours	CA: 15

Exercises to be implemented (in Adobe Photoshop)

1. Create Digital Rangoli Design
2. Change the background of images
3. Image Manipulation
4. Transform & Distort images
5. Color adjustment of those images (Photo Retouching), creating / restore old images
6. Convert a B&W image into color (Use variation)
7. Make digital painting (Use brush, pencil, smudge etc.).
8. Matte Painting-Composition.
9. Designing movie posters or music album posters,
10. Create logos
11. Design leaflet, business card, letter head, Magazine cover and banner design.
12. Create Gif Animation

Note for the Practical Examiner:

1. Practical Exam is based on the syllabus covered in the subject.
2. The question paper will be set on the spot by the examiner.

Syllabus to be covered for the practical:

UNIT- I

Graphic designing and its objective, difference between raster and vector graphics, importing art work
Photoshop: Introduction to Photoshop and its interface, navigation and all tools, working with basic selections, advanced selections, Working with Layers.

UNIT- II

Tools:- Rectangular Marquee Tool , Move Tool , Polygon Lasso Tool , Magic Wand Tool , Crop Tool, Spot Healing Brush Tool , Healing Brush Tool , Content aware tool , Patch tool, Brush Tool , Clone Stamp Tool , Eraser Tool , Gradient Tool (, Blur Tool , Smudge tool , Dodge Tool , Burn tool , Path Selection Tool , Text Type Tool , Pen Tool , Rectangle Tool , Notes Tool , Red eye tool,

UNIT- III

Photoshop: Refine edges, Grid and Guides, Adjustment Layers, Color Balance, Hue Saturation, Save Selection & Load selection.

Transformation tools (Distort, skew, perspective, warp), Vanishing point

Color Modes, Color Correction, Advanced color correction techniques (levels, Curves, Hue, Saturation etc.)

UNIT- IV

Masking: Quick Masks, Layer Mask, Layers & Layer Blending Modes.

Photoshop filters – Smart Filters, Filter Gallery,

GIF Animation and Timeline

Create images for the web: Exporting images from Photoshop

Suggested Readings:

1. Caplin Steve, “How to Cheat in Photoshop CC: The art of creating realistic photomontages”, Focal Press
2. Danae Lisa, “Adobe Photoshop CC Bible”, Wiley
3. Faulkner Andrew, “Adobe Photoshop CC Classroom in a Book”, Pearson Education
4. Gary David Bouton, “CorelDRAW X7: The Official Guide”, McGraw Hill Education
5. Kogent Learning Solutions Inc. “CorelDraw X7 in Simple Steps”, Dreamtech Press

SEMESTER I
COURSE CODE: BVAD-1117
FIELD VISIT & REPORT

Course Outcomes:

The objective of the field visit is to help students to know the kind of work environment a studio/Production house has.

After the field visit the students will come to know:

CO1: the real work environment in companies and production houses.

CO2: how projects are done in coordination and cooperation of various teams.

CO3: first-hand knowledge on project workflow and various deliverables.

SEMESTER I
COURSE CODE: BVAD-1117
FIELD VISIT & REPORT

L – T – P	Max. Marks: 50
0 – 0 – 2	
Time: 3 Hours	

Note: The marks will be awarded to the candidate on the basis of report submitted.

SEMESTER I
COURSE CODE: BVAD-1118
Minor Project – I

Course Outcomes:

The primary objective of the course is to encourage students not only learn various tools but to develop a creative instinct.

While working on the Minor Project, the students will be able to:

CO1: apply the tools and techniques learnt in the course.

CO2: work on assigned/self-identified design

CO3: Work on simple projects like designing of banners, brochures, matte paintings, movie posters applying fundamentals of graphic designing

SEMESTER I
COURSE CODE: BVAD-1118
Minor Project – I

L – T – P	Max. Marks: 100
0 – 0 – 4	Practical: 80
Time: 3 Hours	CA: 20

Instructions to the examiner:

The students will be working on a design project based on the subjects studied in the course.

The students need to submit the self-made project at the end of the semester. The marks will be awarded to the student on the basis of quality, theme and creativity showcased in the project delivered.

SEMESTER II
COURSE CODE: BVAL-2113
INTRODUCTION TO 3D MAYA

Course Outcome

This is an introductory course to learn Autodesk Maya 2015. This course is designed for anyone who wants to learn Autodesk Maya for the first time.

After successful completion of this course, the student will be able to:

1. Understand the interface of Autodesk Maya (Viewports, Pivot, Transformation,)
2. Model a simple object like a Chair or a table
3. Understand the process of texturing and applying color to the modelled object
4. Render a final image of simple objects like Chair and the Table.

SEMESTER II
COURSE CODE: BVAL-2113
INTRODUCTION TO 3D MAYA

L - T – P	Max. Marks: 50
2 – 0 – 0	Theory: 40
Time: 3 Hours	CA:10

Instructions for Paper Setter –

Eight questions of equal marks are to set, two in each of the four sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be divided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section

UNIT- I

Introduction to the interface of Maya
 Creating a Project in Maya, about Project Settings
 Saving Files and File Types: about .ma and. mb file types.
 Viewing Geometry (Navigation)
 Introduction to Creating of Simple primitives, poly

UNIT- II

Transformation of 3D coordinates: World space, object space, and local space, Freeze and reset transformations. QWERTY tool box: About Selection Tool (Q), Move Tool (W), Rotate Tool, (E), Scale Tool (R) and Manipulator Tool (T). Maya user interface, Menu bar, Tool bar, hot box Using the shelf, construction history, hot keys, using the spacebar, manipulating a view, Selecting objects, type of selections. Single selection, adding and subtracting selection
 Edit menu selection options.

UNIT- III

Using hyper shade, hyper graph, Relationship editor and outliner
 The channel box, Layer Editor, Attribute Editor, the connection editor
 Duplicating objects duplicate with transform and duplicate special options.
 Pivot points, Grouping and Parenting, Working with Shelves, Using layers

UNIT- IV

Introduction to snapping (to grid, point, curves and view planes)
 Helpline, command line, range slider, playback controls, script editor, MEL, preferences. Introduction to materials, Introduction to different Lights, Introduction to camera types.
 Rendering a still, Rendering an image sequence

Suggested Readings:

1. Darakhshani Dariush, “Introduction to Autodesk Maya 2015”. Autodesk
2. PalamarTodd, “Mastering Autodesk Maya 2016”. Wiley

SEMESTER II
COURSE CODE: BVAM-2114
SCRIPTING AND SCREENPLAY

Course Outcomes:

The objective of this course is to acquaint students with the storyboard & screenplay process from idea conception, brainstorming, through to digital storyboard & traditional storyboard production process.

After passing this course the student will be able to:

CO1: Understand the concept, script and screenplay process.

CO2: Apply three-act structures in screenplay writing

CO3: Produce a series of cohesive storyboards from a script and identify the shots and camera movements.

CO4: Identify and state common preproduction workflow

CO5: Capable to Discuss Scripting and Screenplay process and concepts with professionals in the field.

SEMESTER II
COURSE CODE: BVAM-2114
SCRIPTING AND SCREENPLAY

L - T - P	Max. Marks: 50
1 – 0 – 1	Theory: 25, Practical: 15
Time: 3 Hours	CA:10

Instructions for Paper Setter -

Eight questions of equal marks are to set, two in each of the four sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be divided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section

UNIT- I

Understanding Script Writing, searching for writing, writing for radio and television, Writing for Commercial, Elements of good script writing.

UNIT- II

Structure of Script, Genres of Script, Formats for Script Writing, Script breakdown, Storyboard for shoot, Laws for writing, role of a writer, qualities and responsibilities of a writer

UNIT- III

Screenplay: Introduction, Script, Three Act Structure, Act One, Act Two, Act Three, Writing Synopsis (Treatment), Dialogue.

UNIT- IV

Formatting Script for Animation, Basic Guidelines for Animation Screenplays, Casting, Voice Over

Practical: Exercises to be implemented

1. Write a screenplay using 3-act structure
2. Convert a screenplay into Storyboard (Traditional/Digital)

Note for the Practical Examiner:

1. Practical Exam is based on the syllabus covered in the subject.
2. The question paper will be set on the spot by the examiner.

Suggested Readings:

1. Field Syd “Screenplay: The Foundations of Screenwriting”, RHUS; Revised ed. edition
2. Vinod Chopra Films “3 Idiots: The Original Screenplay”, Om Books

SEMESTER II
COURSE CODE: BVAM-2115
2D DIGITAL ANIMATION: FLASH

Course Outcomes:

The objective of this course is to make students ready for creating 2D Animation applying the knowledge gained about fundamentals of designing, and principles of Animation studied in previous semesters.

After passing this course the student will be able to:

CO1: Identify and use various tools in Flash to create vector art and animate it

CO2: Design backgrounds with animated objects where characteristics like colour/position/shape change with respect to time

CO3: To understand the use of various symbols graphic, button and movie and their importance and usage w.r.t. various scenarios

CO4: Effectively use timeline, frames, and key frames to animate objects as well as characters

CO5: Design a cartoon character/basic human character and animate it

CO6: Create a short-animated clip

SEMESTER II
COURSE CODE: BVAM-2115
2D DIGITAL ANIMATION: FLASH

L - T - P	Max. Marks: 50
2 - 0 - 2	Theory: 25, Practical: 15
Time: 3 Hours	CA:10

Instructions for Paper Setter –

Eight questions of equal marks are to set, two in each of the four sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be divided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section.

UNIT- I

1. WORKING WITH THE DRAWING & SHAPE TOOLS
 - a. Drawing Shapes in Flash
 - b. Drawing with Primitive Tools
 - c. Comparing Merge Drawing Mode vs. Object Drawing Mode
 - d. Modifying Shapes with the Direct Selection Tool & Sub selection Tool
 - e. Using the Deco Tool
 - f. Using Gradients & Mixing Colors
2. WORKING WITH SYMBOLS
 - a. Understanding the Characteristics of Symbols
 - b. Creating & Editing Symbols
 - c. Exploring Button States & the Button Library

UNIT- II

3. IMPORTING & MODIFYING GRAPHICS
 - a. Importing Bitmap Graphics & Basic Shape Modifications
 - b. Importing & Working with Vector Objects
 - c. Importing a Photoshop File into Flash
4. WORKING WITH TEXT
 - a. Selecting Text & Other Basic Techniques
 - b. Modifying Text Properties
 - c. Breaking Text Apart & Converting Text to Shapes

UNIT- III

5. BASICS OF ANIMATION
 - a. Timeline Basics & Using Layers
 - b. Animating Text with Shape Tweens& Creating Frames & Key frames
 - c. Creating a Frame-by-Frame Animation & Onion Skin
 - d. Using Motion Tweens & Creating a Motion Tween along a Path
 - e. Working with the Motion Editor

UNIT- IV

6. Implementation of 12 Principles of Animation in Flash.
7. Produce in-between poses for animation
8. Export the flash document.

Practical: Exercises to be implemented

1. Create Basic Text animation
2. Incorporate Audio with text
3. Create a background for animation
4. Bouncing Ball animation
5. Flag animation
6. Butterfly animation using path
7. Incorporate audio with character facial animation
8. Create a Cartoon character
9. Character walk cycle

Note for the Practical Examiner:

1. Practical Exam is based on the syllabus covered in the subject.
2. The question paper will be set on the spot by the examiner.

Suggested Readings:

1. Adobe Creative Team, “Adobe Flash Professional CS6 Classroom in a Book”, Adobe
2. Georgenes Chris, “How to Cheat in Adobe Flash CC: The Art of Design and Animation”, Focal Press

SEMESTER II
COURSE CODE: BVAP-2116
CREATIVE DESIGN – II

Course Outcomes:

The objective of this course is to acquaint students with the design process from idea conception, brainstorming, through to digital artwork for print and digital production process.

The application of design principles, use of colour, typographic principles and the best practices required for effective and appealing visual communication as required professionally are covered during the course.

After passing this course the student will be able to:

CO1: Identify and discuss design principles as they apply to visual communication.

CO2: Use simple graphic design tools and techniques such as typography, color composition, masking and color correction.

CO3: Discuss graphic design processes and concepts with professionals in the field.

CO4: Work on simple projects like designing of banners, brochures, matte paintings, movie posters applying fundamentals of graphic designing

SEMESTER II
COURSE CODE: BVAP-2116
CREATIVE DESIGN – II

L - T - P	Max. Marks: 75
0 – 0 – 4	Practical: 60
Time: 3 Hours	CA: 15

Practical: CorelDraw (Exercises to be implemented)

1. Rangoli Design
2. Leaflet Design
3. Business card
4. Letter head
5. Magazine cover
6. Banner design
7. Book Cover Design

Note for the Practical Examiner:

1. Practical Exam is based on the syllabus covered in the subject.
2. The question paper will be set on the spot by the examiner.

Syllabus to be covered for the practical:

UNIT- I

Getting Started with Corel Draw, Explore the Corel Draw Interface, Customize the Workspace.

Tools: -Pick tool - Select, position and transform objects.

Freehand pick tool - Select objects by using a freehand selection marquee. Position and transform objects.

Ellipse tool - Draw circles and ellipses by dragging in the drawing window.

Rectangle tool - Draw squares and rectangles by dragging in the drawing window.

Polygon tool - Draw polygons by dragging in the drawing window.

Star tool - Draw uniform, outlined stars.

Arrow Shapes tool - Draw arrows of various shapes and directions.

Banner Shapes tool - Draw ribbon objects and explosion shapes.

Callout Shapes tool - Draw labels and speech bubbles.

UNIT- II

Text tool - Add and edit paragraph and artistic text.

Drop Shadow tool - Apply shadows behind or below objects.

Extrude tool - Apply 3D effect to objects to create the illusion of depth.

Transparency tool - Partially reveal image areas underneath the object.

Uniform Fill - Choose a solid fill color for an object by using color palettes, color viewers, color harmonies, or color blends.

UNIT- III

Blend tool - Blend objects by creating a progression of intermediate objects and colors.

Shape tool - Edit a curve object or text character by manipulating nodes.

Free Transform tool - Rotate, skew, mirror, and scale objects.

Smear tool - Change the edge of an object by dragging along its outline.

Crop tool - Remove the areas outside a selection

Knife tool - Slice an object to split it into two SECP - Iarate objects

Eraser tool - Remove unwanted areas in a drawing.

Pen tool - Draw curves in segments, and preview each segment as you draw

UNIT- IV

Drawing: Set Up a Drawing Page, Draw Shapes, Draw Lines, Bezier, Curves, Shape Tool, Include Objects, Working with Fills, Pattern, differentiate between RGB and CMYK color and color settings.

Working with objects: Group and ungroup object, Masking Objects

Working with Text: Working with text tool, Point Text and Paragraph text, Add Text to Objects, Fit Text on a Path, Work with Paragraph Text, Wrap Paragraph text, Work with a Text Style, Insert Special Characters, Spell Check a Documents.

Create a Table, modify a Table, format a Table, and Apply Artistic Effects to Objects. Convert Bitmap Images to Vector Images, Work with Print Styles,

Interactive effect tool: Transparency, Extrude, Envelop, Blend, and Drop Shadow.

Suggested Readings:

1. Gary David Bouton, "CorelDRAW X7: The Official Guide", McGraw Hill Education
2. Kogent Learning Solutions Inc. "CorelDraw X7 in Simple Steps", Dreamtech Press

SEMESTER II
COURSE CODE: BVAP-2117
3D MODELING (SET AND PROPS)

Course Outcomes:

Students will use computer Maya modeling to explore the principles of 3-dimensional design. Projects involving object, character and architectural modeling will emphasize the aesthetic concepts of spatial proportion (scale, rotation and position).

After successful completion of this course the student will be able to:

CO1: apply knowledge gained about the basic concepts and tools related to 3D production. (Low Poly & High Poly), loops, Polygon count etc.

CO2: comfortably use basic modelling techniques like Polygon modelling, Nurbs Modelling.

CO3: understand the fundamentals of 3D design

CO4: model set & Props ready for Texturing & Rigging.

SEMESTER II
COURSE CODE: BVAP-2117
3D MODELING (SET AND PROPS)

L - T - P	Max. Marks: 50
0 - 0 - 4	Practical: 40
Time: 3 Hours	CA:10

Practical: Exercises to be implemented

1. Creating all types of Polygon like Cube, Sphere, Cylinder
2. Creating all types of NURBS like NURBS Circle, NURBS Square
3. Create Table Chair, Bed, and LED screen Using polygon
4. Create Flower pot and Guitar using NURBS
5. Creating Doors, Windows frame, Panel using Boolean
6. Import 3D Model File
7. Rendering Model View using Default Render
8. Setting the furniture in rooms according to its requirement
9. Creating Blanket with Bed, curtains and Table Cloth using special modifiers

Syllabus to be covered for the practical:

UNIT- I

Introduction to 3D Maya Modeling: Types of Modeling: Nurbs, polygon, subdivision.

Image plane for Modeling: Create, edit, or position an image plane.

UNIT- II

Duplicating objects duplicate with transform and duplicate special options.

Pivot points, Grouping and Parenting

Introduction to snapping (to grid, point, curves and view planes)

Basic Introduction to Creating of Simple primitives, surface normals,

Polygon Modeling: Polygons (edge, vertex, face, vertex face, UVs), Combining, and splitting, Polygon selection (object mode, sub-object mode: edge, vertex, face, vertex face, UV, edge loop, edge ring, border edge), Create polygon primitives (create polygon primitives interactively from shelf & from create menu), Move, rotate, or scale polygon components,

UNIT- III

Polygon Modeling: Modifying polygon meshes (chamfer, split poly, insert edge loop tool, merge vertex, detach component, extrude, multi-cut, bridge, append to poly, combine, extract, triangulate, quadrangulate, create polygon tool, sculpt geometry, smooth, mirror geometry, Converting poly and subdivision.

UNIT- IV

Nurbs Modeling: What are Nurbs, Components of Nurbs curves, degree of Nurbs curves, Bezier curves. insert knot, reverse curve direction.

Loft, Revolve Surface, Extruded Surface, Planar Surface, Beveled Surface, Boundary Surface – Combining Techniques– Modeling with Deformers – Editing NURBS Surfaces – Using NURBS Surfacing to Create Polygons – Converting NURBS to Polygons

Suggested Readings:

1. Darakhshani Dariush, “Introduction to Autodesk Maya 2015”. Autodesk
2. Palamar Todd, “Mastering Autodesk Maya 2016”. Wiley

SEMESTER II
COURSE CODE: BVAD-2118
MINOR PROJECT - II

Course Outcomes:

CO1: The primary objective of this exercise is to help students understand the process of project development.

CO2: While working on projects students learn the importance of delivering time-bound quality work.

CO3: The students also learn to manage projects.

SEMESTER II
COURSE CODE: BVAD-2118
MINOR PROJECT- II

L - T – P	Max. Marks: 100
0– 0 – 4	Practical: 80
Time: 3 Hours	CA: 20

Note: The students will be working on a design project based on the subjects studied in the course.

The students need to submit the self-made project at the end of the semester. The marks will be awarded to the student on the basis of quality, theme and creativity showcased in the project delivered.

SEMESTER III
COURSE CODE: BVAL- 3111
INTRODUCTION TO TEXTURING AND LIGHTING IN 3D MAYA

Course outcomes:

On the successful completion of the course students will be able to:

CO1: understand the application of textures on interior, exteriors and 3D character

CO2: understand different types of lighting

CO3: understand lighting in 3d environment i.e. for interior and exterior

SEMESTER III
COURSE CODE: BVAL- 3111
INTRODUCTION TO TEXTURING AND LIGHTING IN 3D MAYA

L - T – P	Max. Marks: 50
2 – 0 – 0	Theory: 40
Time: 3 Hours	CA: 10

Instructions for Paper Setter -

Eight questions of equal marks are to set, two in each of the four sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be divided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section.

MAYA TEXTURING

Unit I

Introduction to UV mapping

Types of UV Mapping Automatic UV mapping, Planar UV mapping, Cylindrical UV mapping, Spherical UV mapping, User-defined UV mapping, Camera UV mapping, Transfer UVs between meshes, UV Texture editor overview UV sets: Create UV sets, Switch between UV sets, Duplicate, rename, or delete a UV set, assign a texture to a UV set, Copy UVs from one UV set to another.

Editing UV's in Texture editor: Select UVs, Display a subset of UVs, Display a texture behind the UVs, Delete UVs, Update a texture image after UV modification, Use the UV Texture Editor grid, Save an image of the UV layout, Modify UVs using the UV Lattice Tool, Modify UVs using the UV Smudge Tool, Separate & attach UV shells, Relax UV's, Unfold a UV mesh, Flip or rotate UV shells, Copy UVs,.

Unit II

Maya shader Blinn, Lambert Ocean shader

Texture Map: Color maps, Transparency maps, specular maps, Reflection maps, Bump maps, Displacement maps.

Toon Shading: Assign Fill shader, Assign outline.

Mia X Materials and presets and ambient occlusion

MAYA LIGHTING

Unit III

Introduction to Lighting. Working with Maya Lights 1-Point, Direct, Spot.

Working with Maya Lights 2-Ambient, Area and Volume.

Three Point Lighting and Exterior Lighting.

Cast shadows, decay rate, Previewing lighting and shadows

Creating depth map Shadow, creating ray traced shadows

Unit IV

Creating area light shadows, setting area light visibility,
Creating soft shadows with spot lights
Setting illumination for interiors
Tuning global illumination and Global illumination photons
Using final gather for indirect lighting
Tuning final gather

Suggested Readings:

1. Lanier Lee, "Advanced Maya Texturing and Lighting", Wiley
2. Birn Jeremy, "Digital Lighting and Rendering", New Riders; 2 edition

SEMESTER III
COURSE CODE: BVAM - 3112
INTRODUCTION TO PHOTOGRAPHY

Course Outcomes:

On successful completion of this course the student will be able to:

CO1: develop good understanding of different types of photography, various camera angles and shot

CO2: application of different elements of exposure and variation of each w.r.t another as the situation demands

CO3: understand and apply various composition techniques of photography

SEMESTER III
COURSE CODE: BVAM - 3112
INTRODUCTION TO PHOTOGRAPHY

L - T - P	Max. Marks: 50
2 - 0 - 1	Theory: 25, Practical: 15
Time: 3 Hours	CA:10

Instructions for Paper Setter -

Eight questions of equal marks are to set, two in each of the four sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be divided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section

Unit I

Introduction to photography, meaning of Photography and its applications

Types of Photography: Product Photography, Nature Photography, Event Photography, Travel Photography, Sport photography

Unit II

Camera Lens and its Types,

Aperture, Shutter Speed, Depth of Field, Types of Still Camera

Unit III

Different types of camera angles and shots

Camera angles and shots: Low angle, High angle, Dutch tilt, Ariel shot, Close up shot, mid shot, long shot

Unit IV

Composition: Rule of Thirds, Golden Section, Head room, Frame within a frame, Symmetry

Photography golden hours

Suggested readings:

1. Woods Nicole, "Photography: Complete Guide to Taking Stunning, Beautiful Digital Pictures". CreateSpace Independent Publishing Platform
2. Northrup Tony, "Tony Northrup's DSLR Book". Mason Press; 2nd edition

SEMESTER III
COURSE CODE: BVAM-3113
STORYBOARDING

Course Outcomes:

The objective of this course is to acquaint students with the storyboard process from idea conception, brainstorming, through to digital storyboard & traditional storyboard production process.

After passing this course the student will be able to:

CO1: Understand the storyboarding process

CO2: Produce a series of cohesive storyboards from a script and identify the shots and camera movements.

CO3: Identify and state common preproduction workflow

CO4: Capable to discuss Storyboard, its process and concepts with professionals in the field.

SEMESTER III
COURSE CODE: BVAM-3113
STORYBOARDING

L - T - P	Max. Marks: 50
2 – 0 – 1	Theory: 25, Practical: 15
Time: 3 Hours	CA:10

Instructions for Paper Setter -

Eight questions of equal marks are to set, two in each of the four sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be divided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section

UNIT- I**Storyboard:**

Introduction to Storyboard, different styles of storyboard, difference between storyboard and animatic, Advantages of Storyboard in Animation and Anatomy of a Storyboard

UNIT- II

Shot Types: Long Shot or Establishing Shot, Full Shot, Close-up, Medium shot, aerial shot, Extreme Close-up, Sequence, Scene, Shot, Camera Movements, Dialogue, Page Numbering, Flops

UNIT- III

Steps for a Great Storyboard, Medium and target audience, and how this may affect animation processes

Camera movements: -Pan, Tilt, Dolly/Track, Zoom in Zoom out, Whip Pan

UNIT- IV

Preparing Storyboards Using Digital Software: Animatics or Story Reel, Translate the script/story into a series of illustrated frames

Practical: Exercises to be implemented

1. Convert a screenplay into Storyboard (Traditional/Digital)
2. Application of various shots and Camera movements in Storyboard

Note for the Practical Examiner:

1. Practical Exam is based on the syllabus covered in the subject.
2. The question paper will be set on the spot by the examiner.

Suggested Readings:

1. Hart John “The Art of Storyboard”, Focal Press.
2. Simon A Mark “Storyboards: Motion in Art”, Focal Press.

SEMESTER III
COURSE CODE: BVAP - 3114
VIDEO EDITING

Course Outcomes:

On the successful completion of the course students will be able to:

CO1: understand and apply the digital video production process: pre-production, shooting, editing, and post-production.

CO2: apply various video editing tools and techniques

CO3: work on a video editing project

SEMESTER III
COURSE CODE: BVAP-3114
VIDEO EDITING

L - T - P	Max. Marks: 50
0 - 0 - 4	Practical: 40
Time: 3 Hours	CA:10

Exercises to be implemented (Practical)

1. Slideshow of images
2. Synchronize text with audio
3. Create news ticker (lower third)
4. Mash up
5. Create a video includes shots from different angles
6. Create a one-minute short film

Syllabus to be covered for the practical:

Unit I

Introduction: What is Premiere Pro, Why and What for, Concept of Non-linear editing.

Digital video principles: Video formats, frame rates, aspect ratios and Video outputs

Introductory project: Workflow, Adding footage, Time code, Basic, Interface of premiere pro, All panels of premiere (tools, project, monitor, source, Timeline, audio meters, misc.)

Importing and organizing footage: Project, Sequence, Capturing, Importing, Sorting.

Unit II

Basic video editing: Rough editing, Layers, Ripple edit, Slip edit, Razor tool, moving edit, Navigating, understand all Tools on toolbox for editing clips.

Helpful editing techniques: Markers, replacing footage, exporting still, rearranging clips, Targeting, Disconnecting and Offline.

Adjusting clip properties: Rubber band, Position, Anchor, Size.

Playing with time: Speed, Rate, and Backwards

Unit III

Attributes of video: Pixels, Frame rates, HD

Creating moving elements: Layered, Animating and Fading.

Applying video transitions: Applying (various types), Effectively, Default.

Working with audio: Cutting music, Changing and fixing

Applying video effects: Flare, Lightning, Mirror, Making titles, credits and lower thirds

Various effects: adjust, blur, sharpen, channel, Distort, generate, image control, keying, noise, perspective, Stylize, time, transition, transform.

Unit IV

Basic compositing: Compositing, Green (keying)

Color correction: Color balance, color balance (HLS), three-way color corrector, brightness contrast, and Hue saturation **Exporting video:** Sequences, Media encoder, Formats

Introduction to other similar applications: Final cut Pro.

Suggested Readings:

1. Adobe "Adobe Premiere Pro CC Classroom in a Book", Pearson Education India

SEMESTER III
COURSE CODE: BVAP-3115
3D CHARACTER MODELING

Course Outcomes:

On the successful completion of the course students will be able to:

CO1: create character biped or quadruped

CO2: design clothes, props and hair style

CO3: understand different types of character modelling technique used in gaming, movies

SEMESTER III
COURSE CODE: BVAP- 3115
3D CHARACTER MODELING

L - T – P	Max. Marks: 75
0 – 0 – 4	Theory: 60
Time: 3 Hours	CA:15

Practical: Exercises to be implemented

1. Create biped character (Cartoon, realistic and semi realistic)
2. Create quadruped character

Syllabus to be covered for the practical:

UNIT- 1

Introduction to unit setup
 Use of image plane in character modelling
 Importance of blue prints
 Anatomy study

UNIT- II

Character modeling basics
 Instruction for character modeling (Poly count, T pose, Quad faces, loops)

UNIT- III

Understand the Cartoon, realistic and semi realistic character design

UNIT- IV

Model clothes, hair and character assets

Suggested Readings:

Todd Palamar, “Mastering Autodesk Maya 2016”. Wiley

Darakhshani Dariush, “Introduction to Autodesk Maya 2015”. Autodesk

SEMESTER – III
COURSE CODE: BVAP-3116
TEXTURING SETS & PROPS

Course Outcomes:

On the successful completion of the course students will be able to:

CO1: understand different types of UVs.

CO2: texture in Photoshop

CO3: texture all kinds of set and props

SEMESTER – III
COURSE CODE: BVAP-3116
TEXTURING SETS & PROPS

L - T – P	Max. Marks: 50
0 – 0 – 4	Practical: 40
Time: 3 Hours	CA:10

Practical: Exercises to be implemented

1. Texture a wine glass
2. Texture a Note book
3. Texture an interior
4. Texture rusty look exterior

Syllabus to be covered for the practical:

UNIT- 1

UV mapping of the objects.

UV texturing: Preparing the textures from Photoshop for set & props –

Import/Export Texture

UNIT- II

Exporting snapshot (resolution, file format)

UNIT- III

Creating seamless textures

Use of brushes in texturing

UNIT- IV

Understanding of Maps (Normal map, bump map, transparency map, specular map)

Suggested Readings:

Todd Palamar, “Mastering Autodesk Maya 2016”. Wiley

Darakhshani Dariush, “Introduction to Autodesk Maya 2015”. Autodesk

SEMESTER – III
COURSE CODE: BVAP-3117
TEXTURING 3D CHARACTER

Course Outcomes:

On the successful completion of the course students will be able to:

CO1: prepare textures for a 3D character

CO2: apply texture to Cartoon (biped) character

CO3: apply texture to realistic (biped) character

SEMESTER III
COURSE CODE: BVAP-3117
TEXTURING 3D CHARACTER

L - T – P	Max. Marks: 75
0 – 0 – 4	Practical: 60
Time: 3 Hours	CA:15

Practical: Exercises to be implemented

1. Texture a Biped Character (Cartoon or Realistic)

Syllabus to be covered for the practical:

UNIT- 1

UV texturing: Preparing the textures from Photoshop for Biped character –
 UV mapping of the biped character

UNIT- II

Painting & Compositing the Complex Textures, Painting the Face and Body Textures, Painting the Clothing Textures

UNIT- III

Creating seamless textures
 Use of brushes in texturing

UNIT- IV

Exporting snapshot (resolution, file format)

Suggested Readings:

Todd Palamar, “Mastering Autodesk Maya 2016”. Wiley
 Darakhshani Dariush, “Introduction to Autodesk Maya 2015”. Autodesk

SEMESTER III
COURSE CODE: BVAD-3118
MINOR PROJECT - III

Course Outcomes:

CO1: The primary objective of this exercise is to help students understand the process of project development.

CO2: While working on projects students learn the importance of delivering time-bound quality work.

CO3: The students also learn to communicate and work in teams.

SEMESTER III
COURSE CODE: BVAD- 3118
MINOR PROJECT - III

L - T – P	Max. Marks: 100
0– 0 – 4	Practical: 80
Time: 3 Hours	CA: 20

Note:

The students will be working on a design project based on the subjects studied in the course.

The students need to submit the self-made project at the end of the semester. The marks will be awarded to the student on the basis of quality, theme and creativity showcased in the project delivered.

SEMESTER – IV
COURSE CODE: BVAL-4111
MAINTAINING WORKPLACE HEALTH AND SAFETY

Course Outcomes:

On the successful completion of the course students will be able to:

CO1: understand various workplace-related hazards, emergency situations

CO2: understand and observe safety guidelines

CO3: will learn to know the types, symptoms and ways to handle medical conditions

SEMESTER – IV
COURSE CODE: BVAL-4111
MAINTAINING WORKPLACE HEALTH AND SAFETY

L - T – P	Max. Marks: 50
2– 0 – 0	Theory: 40
Time: 3 Hours	CA: 10

Instructions for Paper Setter -

Eight questions of equal marks are to set, two in each of the four sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be divided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section

Unit I

Importance of High Standards of Health and Safety at workplace

Identification of health and Safety hazards

Identification of people responsible for health and safety and mechanisms to reach out to them

Unit II

Ensuring the success of safety and health management system: monitoring, reporting various incidents and revision of plan.

Types of emergencies, Emergency plans, Evacuation and other emergency procedures in case of fire, flood, earthquake etc.

Unit III

Fire safety in the workplace, Different types of fire extinguishers, classification and usage

Medical assistance in case of health, symptoms and first aid for different medical conditions like cardiac failure, choking, unconsciousness etc.

Unit IV

Safety guidelines of System/equipment and machines, various safety symbols: meaning and importance.

Governmental norms and regulations regarding Health and Safety at workplace

A fire drill exercise

Suggested Readings:

1. Schneid D. Thomas, “Workplace Safety and Health: Assessing Current Practices and Promoting Change in the Profession (Occupational Safety & Health Guide Series)”, CRC Press; 1 Edition
2. Gupta A.K, “Industrial Safety and Environment Paperback”, Laxmi Publications; Second edition

SEMESTER – IV
COURSE CODE: BVAM-4112
CAMERA TECHNIQUES

Course Outcomes:

On successful completion of this course the student will be able to:

CO1: utilize various camera techniques, settings to the best as per requirement of the shoot

CO2: understand different type of angle and shots and how to take the same using camera

CO3: differentiate between various types of lighting and requirement of the same as per the shoot

CO4: handle the camera, its equipment and use of monitor during shoot.

SEMESTER – IV
COURSE CODE: BVAM-4112
CAMERA TECHNIQUES

L - T – P	Max. Marks: 50
1– 0 –1	Theory: 25 Practical: 15
Time: 3 Hours	CA: 10

Instructions for Paper Setter -

Eight questions of equal marks are to set, two in each of the four sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be divided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section

Unit I

Digital Photography: Introduction

Camera Techniques and its uses

Different types of Color profiles (Natural, Portrait, Landscape etc.)

Unit II

Creative white balance

Nature Photography with different angles

Using Marcos in an indoor and outdoor setting

Different types of image and video format

Unit III

Time lapse shots

Image editing and standard image formats

Advanced editing techniques in product photography

Lighting: Three point of lighting techniques, Types of lights used according to the shoot.

Unit IV

Travel Photography

Sport Photography

Crew: Handling the camera and its equipment, clapper board, use of monitor during shoot. Picture Composition.

Note for the Practical Examiner:

1. Practical Exam is based on the syllabus covered in the subject.
2. The question paper will be set on the spot by the examiner.

Suggested Readings:

1. Woods Nicole, “Photography: DSLR Photography Secrets and Tips to Taking Beautiful Digital Pictures”, CreateSpace Independent Publishing Platform

SEMESTER – IV
COURSE CODE: BVAM-4113
AUDIO EDITING

Course Outcomes:

On successful completion of this course the student will be able to:

CO1: understand the basic sound editing techniques

CO2: record and manipulate and clean-up audio

CO3: apply various audio effects

CO4: edit a recording and add background music

SEMESTER – IV
COURSE CODE: BVAM-4113
AUDIO EDITING

L - T – P	Max. Marks: 50
1 – 0 – 1	Theory: 25, Practical: 15
Time: 3 Hours	CA:10

Unit I

INTRODUCTION: Role of Sound effects in movies, Role of sound in film, Storytelling through sound, Analog and digital audio, Supported File Types, understanding various digital audio formats like .WAV, .MP3, etc.,

Unit II

FOUNDATIONS OF AUDACITY Introduction to Audacity, Audacity Interface, Audacity Setup & Configuration, Preferences, Toolbars, Audio Tracks, Waveform View, Level Meters Playing and Recording, Importing and Exporting Audio files

Unit III

TOOLS: Selection, Envelope, Draw, Zoom, Time Shift, Multitool

MANIPULATING AUDIO: Selecting audio, Copy and Paste a section of audio, trim/crop, mute, insert silence, Clips - individual sections within an Audio Track, Splitting and Joining Stereo Tracks, Zooming Overview and Vertical Zooming, creating a Crossfade, Mixing Audio Tracks

Unit IV

AUDIO EFFECTS: Amplify, Change Pitch, Delay, Distortion, Echo, Fade in, Fade Out, Invert, Noise Reduction, Normalize, Equalize, Repeat, Reverb, add watermarks, Adding Background music

Practical Submissions: -

1. Record one-minute voiceover using microphone
2. Editing the recording and add background music

Note for the Practical Examiner:

3. Practical Exam is based on the syllabus covered in the subject.
4. The question paper will be set on the spot by the examiner.

Suggested Readings:

1. Schroder Carla, “The book of Audacity”, No Starch Press; 1 edition

SEMESTER – IV
COURSE CODE: BVAP-4114
LIGHTING AND RENDERING

Course Outcomes:

On successful completion of this course the students will be able to:

CO1: understand the different type of lighting

CO2: light an interior or exterior

CO3: render properties and output

SEMESTER – IV
COURSE CODE: BVAP-4114
LIGHTING AND RENDERING

L - T - P	Max. Marks: 75
0 – 0 – 4	Practical: 60
Time: 3 Hours	CA:15

Practical Exercises:

Lighting & rendering for the given scene

1. 3 Point lighting on a character
2. Lighting of an interior or exterior

Syllabus to be covered for the practical:

Unit I

Lighting: Light and Shadow in real world – indirect vs global illumination – default lighting- direct light sources –reflection & refraction of light. Setup light source –spot, area or directional light

Unit II

Create, group & modify light in scene with light editor: create and group lights – snap lights to object. Adjust lighting: turn default light on or off – adjust light source attributes – control area lights – control spot lights – glows, halos, and lens flares – shadow catching – remove shadows.

Unit III

Image based lighting, Physical sun & sky, mia exposure photographic lens

Hardware, software, and mental ray render, Camera setup: create and use camera – camera types – framing objects with camera –locking current camera – focus and blur – panning and zooming. Quality, render speed diagnostics – tessellation and approximation: rendering methods – render outputs: color, Mask (alpha) and depth channels – file formats – output location – aspect ratio - render passes.

Unit IV

Rendering: Working with cameras, Software rendering, Hardware rendering., Mental Ray rendering. Batch rendering

Suggested Readings:

Todd Palamar, “Mastering Autodesk Maya 2016”. Wiley

Darakhshani Dariush, “Introductionto Autodesk Maya 2015”. Autodesk

SEMESTER – IV
COURSE CODE: BVAP-4115
MOTION GRAPHICS

Course Outcomes:

On successful completion of this course the student will be able to:

CO1: understand the interface and workflow of a motion graphic project

CO2: use layers, green screen, color correction, text and tile effects

CO3: apply rendering & different outputs for various platforms

SEMESTER – IV
COURSE CODE: BVAP-4115
MOTION GRAPHICS

L - T - P	Max. Marks: 75
0 – 0 – 4	Practical:60
Time: 3 Hours	CA:15

Practical based on the following syllabus:

1. Create and Animate text
2. Build a Custom Transition
3. Create 2D slide show
4. Create visual effects
5. Create Animated backgrounds

Syllabus to be covered for practical:

Unit I

Introduction to After-effects
 Key-framing and Transform
 Workflow, Exporting and File Formats
 Masks, Layer Modes, Basic Effects

Unit II

Understanding Animation basics in after effects, Introduction to graph editor
 Layer Properties, 3D Layers, adjustment layer & Null
 Nesting, Pre-composing
 Non-destructive Workflow

Unit III

Color Correction in After Effects
 Manipulating Footage
 Green Screening
 Text & Title effect

Unit IV

Rendering: Fundamentals of rendering and exporting, Using Render Queue.
 Exporting still images and sequences, Learning output formats

Suggested Readings:

1. Adobe “Adobe After Effects CC Classroom in a Book”, Pearson Education India
2. Perkins Chad, “How to Cheat in After Effects”, Focal Press.

SEMESTER – IV
COURSE CODE: BVAP-4116
3D CHARACTER ANIMATION USING MAYA

Course Outcomes:

On the successful completion of the course students will be able to:

CO1: effectively use timeline, frame rates and key framing for creating realistic animation

CO2: apply principles of animation to the 3d animation

CO3: animate a character with expressions, dialogues and audio

CO4: animate character walk cycle

SEMESTER – IV
COURSE CODE: BVAP-4116
3D CHARACTER ANIMATION USING MAYA

L - T – P	Max. Marks: 100
0 – 0 – 4	Practical: 80
Time: 3 Hours	CA: 20

Note: The question paper will be set on the spot by the examiner.

1. Maya Timeline, Manual key & Auto Key
2. Animation Graph editor
3. Play blast
4. Principles of Animation in MAYA
5. Create a character and animate it
6. Create a Walk cycle
7. Animating a character using Blocking Techniques
8. Creating an interaction between two characters
9. Creating and Animating grappling hook
10. Creating a Character poses using blend shapes
11. Creating Anatomy of expression for facial Animation
12. Facial expressions' animation
13. Creating and Animating realistic eyes
14. Creating and Animating a dialogue scene
15. Incorporate music / audio assets to a character

Suggested Readings:

1. Williams E. Richards, "The Animator's Survival Kit", Faber 3 edition.
2. Roy Kenny, "How to Cheat in Maya 2014: Tools and Techniques for Character Animation", Focal Press
3. Rodriguez David, "Animation Methods", CreateSpace Independent Publishing Platform

SEMESTER – IV
COURSE CODE: BVAD-4117
MINOR PROJECT - IV

Course Outcomes:

On successful completion of this course the student will be able to:

CO1: apply various tools and techniques studied during the first two years on a practical usage

CO2: will get experience of specific requirements and outcome of different stages of any 2D/3D project

CO3: get to know how to tailor the project as per the target audience and make it more realistic and relevant

SEMESTER – IV
COURSE CODE: BVAD-4117
MINOR PROJECT IV

L - T – P	Max. Marks: 100
0– 0 – 6	Practical: 80
Time: 3 Hours	CA:20

During Semester-IV, the students need to submit an animation project prepared using techniques and tools taught during the course (Adobe Photoshop, Adobe Illustrator, Corel Draw, Adobe Flash, Adobe Premiere, Autodesk Maya and Adobe After effects).

Following points should be taken care of while working on project:

1. Students can choose themselves the subject matter and scenes
2. A project can be done jointly by maximum of two students
3. Minimum of 750 frames
4. Use at least two different software
5. Effective use of cameras, focus on viewers' attention
6. Project report showcasing the stages of the project

SEMESTER V
COURSE CODE: BVAL - 5111
ELECTRONIC MEDIA

Course Outcomes:

On the successful completion of the course students will be able to:

CO1: comprehend different forms of electronic and print media

CO2: how writing/broadcasting works on different types of media

CO3: understand various techniques ranging from editing, production to distribution.

SEMESTER V
COURSE CODE: BVAP- 5111
ELECTRONIC MEDIA

L - T - P	Max. Marks: 50
4- 0 - 0	Theory: 40
Time: 3 Hours	CA: 10

Instruction to the paper setter: Eight questions of equal marks (specified in the syllabus) are to be set, two from each of the four units. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question can be attempted from any of the sections.

Unit - I

1. Evolution and growth of Electronic Media (Radio, TV)
2. Characteristics of various Electronic Media (Radio, TV)
3. Radio vs. TV
4. Print vs. Electronic Media

Unit - II

5. Effect of Electronic Media on Culture and Society
6. Broadcasting Writing Technique and Style
7. Script Formats
8. Editing

Unit - III

9. Principles of Video Production
10. Basic TV Production Techniques
11. Production Team
12. Camera Crew

Unit - IV

13. Types of Cameras
14. Budgeting
15. Channel Analysis, Media Appreciation – Film review
16. Distribution of Films
17. Introduction to Editing Software – Adobe Premiere, After Effects, Sound Forge.

Suggested Readings:

1. Electronic Media: An Introduction, “Lynne S. Gross (Author)”, McGraw-Hill
2. India's communication revolution, “Arvind Singhal, Evertt M. Rogers”, Sage India

SEMESTER V
COURSE CODE: BVAL – 5112
3D ARCHITECTURE VISUALIZATION USING 3D MAX (INTERIOR AND EXTERIOR DESIGNING)

Course Outcomes:

On the successful completion of the course students will be able to:

CO1: model, edit and texture an interior

CO2: model, edit and texture an exterior

CO3: do scene compositing, camera animation and rendering interior/exterior

SEMESTER V
COURSE CODE: BVAL - 5112
3D ARCHITECTURE VISUALIZATION USING 3D MAX (INTERIOR AND EXTERIOR DESIGNING)

L - T - P	Max. Marks: 50
4- 0 - 0	Theory: 40
Time: 3 Hours	CA: 10

Instruction to the paper setter: Eight questions of equal marks (specified in the syllabus) are to be set, two from each of the four units. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question can be attempted from any of the sections.

Unit- I

1. Basic introduction of 3ds Max software
2. Understanding viewports and tool options
3. Modeling Fundamentals
4. Types of modeling (Spline and Polygon modeling)
5. Tools and Techniques in depth

Unit- II

6. Props Modeling
7. Texturing Fundamentals
8. Understanding different types of Materials
9. Advanced Texturing

Unit-III

10. Working on UVW Unwrap
11. Lighting Techniques (different types of lights)
12. 3 Point lighting techniques
13. Indoor & outdoor lighting

Unit-IV

14. Camera Animation
15. Scene Composition
16. Rendering techniques
17. Scan Line, Mental & V-Ray Rendering
18. Create exterior or interior model

Suggested Readings:

1. Architectural Rendering with 3ds Max and V-Ray, “Enrico Eggert”, Markus Kuhlo
2. Autodesk 3ds Max 2017: A Comprehensive Guide, “Sham Tickoo” BPB Publications

SEMESTER V
COURSE CODE: BVAM - 5113
FILM DIRECTION AND DOCUMENTARY

Course Outcomes:

On the successful completion of the course students will be able to:

CO1: understand history, aesthetics, challenges and opportunities in documentary making

CO2: develop a project from story idea, screen crafting, analysis, production & post production

CO3: handle camera and staging while shooting the documentary

SEMESTER V
COURSE CODE: BVAM - 5113
FILM DIRECTION AND DOCUMENTARY

L - T - P	Max. Marks: 100
2- 0 - 2	Theory: 40 Practical: 40
Time: 3 Hours	CA: 20

Instruction to the paper setter: Eight questions of equal marks (specified in the syllabus) are to be set, two from each of the four units. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question can be attempted from any of the sections.

Unit- I

Introduction, history, and future: The Director's Role, A brief And Function History of Documentary; Aesthetics and authorship: Authorship Challenges and Opportunities, Reconstruction, and docudrama, Documentary Theory, Project: Critical writing

Unit - II

Identity and authorship: Project: Recognizing your Creative Identity, Developing Your Story Idea; Screen craft: Screen Grammar, Project: screen craft Analysis, Projects; Basic Production

Unit- III

Production: Camera Equipment and Shooting Procedure, Lighting, Location Sound and Postproduction: Designing a Structure, Editing, Using Music and Working with a Composer, Fine Cut to Sound Mix

Unit-IV

Shots, 180-Degree Rule, 30-Degree Rule, Screen Direction, Film-Time, Compression; Organizing Actions in a Dramatic Scene; Staging: Patterns of Dramatic Movement, Changing the Stage within a Scene, Staging as Part of a Film's Design, Working with a Location Floor Plan; Camera: The Camera as Narrator, Objective Camera, Subjective Camera, Shot Lists, Storyboards and Setups

Suggested Readings:

1. Documentary Storytelling: Creative Nonfiction on Screen, "Sheila Curran Bernard", Focal Press
2. Making Documentary Films and Reality Videos: A Practical Guide to Planning, Filming, and Editing Documentaries of Real Events, "Barry Hampe", Holt Paperbacks
3. Video production, "VasukiBelavadi", Oxford University Press India;
4. Television production handbook, "Herbert Zettl", Cengage Learning

SEMESTER V
COURSE CODE: BVAP - 5114
ACTING FOR ANIMATION

Course Outcomes:

On the successful completion of the course students will be:

CO1: able to understand the importance of observation, emotion and expressions to make any animation project life-like

CO2: able to observe surrounding, how people behave, enact and react

CO3: aware of the body language, facial expressions and voice modulation while animating characters

SEMESTER V
COURSE CODE: BVAP – 5114
ACTING FOR ANIMATION

L - T – P	Max. Marks: 100
0– 0 – 6	Practical: 80
Time: 3 Hours	CA: 20

Note for practical examiner: Paper will be set on the spot by practical examiner.

Practical Submissions: -

Animation with dialogue & expressions (minimum 500 frames) Using Adobe Flash or Maya

Syllabus to be covered for practical:

UNIT - I

Essential of Acting Concepts: ACTING - Basic Performance skills, physical preparation

VOICE, SPEECH & MUSIC - Exercises that focus on breathing, humming, pitch, volume and singing

UNIT- II

IMPROVISATION & ACTING - Through improvisation, both silent and word-oriented, learning to see, hear, believe, react, observe and concentrate.

Facial expressions & Lip synchronization: How to use Character's body, voice and imagination?

UNIT- III

How to be aware of Character's body, facial expressions and to concentrate on its rhythm, enter space and loosen their limbs

Acquiring acting skills through sessions focused on an understanding of the self.

Mimicking & Voice Modulation

UNIT- IV

Directing Animation:

Developing a Story for Animation, Scripting & Storyboarding

Fundamentals of Cinematography – Camera Angles, Lighting & creating mood, Shots, Screenplay

Suggested Readings:

1. Acting for Animators – Ed Hooks Publisher: Heinemann Drama; Revised edition
2. The artist's complete guide to facial expressions – Gary Gaigin Publisher: Watson-Guptill

SEMESTER V
COURSE CODE: BVAP - 5115
**3D ARCHITECTURE VISUALIZATION USING 3D MAX (INTERIOR AND EXTERIOR
DESIGNING) PRACTICAL**

Course Outcomes:

On the successful completion of the course students will be able to:

CO1: model, edit and texture an interior

CO2: model, edit and texture an exterior

CO3: do scene compositing, camera animation and rendering interior/exterior

SEMESTER V
COURSE CODE: BVAP - 5115
3D ARCHITECTURE VISUALIZATION USING 3D MAX (INTERIOR AND EXTERIOR DESIGNING) PRACTICAL

L - T - P	Max. Marks: 100
0- 0 - 6	Practical: 80
Time: 3 Hours	CA: 20

Practical based on Paper BVAL – 5112

Practical submission:

1. Create an interior design (Drawing room, classroom, lab etc.)
2. Create an exterior design (exterior of house/college campus etc.)

Note: The question paper will be set on the spot by the examiner.

SEMESTER V
COURSE CODE: BVAD - 5116
MINOR PROJECT - V

Course Outcomes:

On successful completion of this course the student will be able to:

CO1: apply various tools and techniques studied during the course on a practical usage

CO2: will get experience of specific requirements and outcome of different stages of the project

CO3: get to know how to tailor the project as per the target audience and make it more realistic and relevant

SEMESTER V
COURSE CODE: BVAD - 5116
MINOR PROJECT - V

L - T – P	Max. Marks: 100
0– 0 – 6	Practical: 80
Time: 3 Hours	CA: 20

Project submission:

1. Project Report
2. The student has to submit a: -
 - a) Short film or
 - b) Documentary or
 - c) Promotional filmby applying various tools/techniques learnt during the semester.

SEMESTER VI
COURSE CODE: BVAL - 6111
PUBLICITY DESIGNING AND MEDIA LAWS

Course Outcomes:

On successful completion of this course the student will be able to:

CO1: understand digital media form, media laws concerning digital art.

CO2: understanding plagiarism, laws to enforce digital art protection in India

SEMESTER VI
COURSE CODE: BVAL – 6111
PUBLICITY DESIGNING AND MEDIA LAWS

L - T - P	Max. Marks: 50
4- 0 - 0	Theory: 40
Time: 3 Hours	CA: 10

Instruction to the paper setter: Eight questions of equal marks (specified in the syllabus) are to be set, two from each of the four sections. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question can be attempted from any of the sections.

UNIT- I

Different media used for publicity: Digital media: Internet Websites, Social media, online advertisements etc.

UNIT- II

Print media: Newspapers, Magazines, Hoardings, posters etc.

UNIT- III

Media laws: Media and its uses in legal context, Copyright act: Current Laws for copyright, legal consequences of breaching copyright, Contempt of court – Civil and Criminal contempt, Plagiarism, Defamation.

UNIT- IV

Copy rights in India: Legal definition, Types of copyrights, Infringement and consequences

Suggested Readings:

1. Truth, Lies and Advertising: The Art of Account Planning by John Steel, Publisher - Wiley.
2. Bare Acts of Indian Copyright Act, Contempt of Court Act.

SEMESTER VI
COURSE CODE: BVAL - 6112
CAREER MANAGEMENT FOR ANIMATION

Course Outcomes:

On completion of this course, the students will:

CO1: learn formal/informal ways of communication and presentation

CO2: learn to make creative use of skills like digital resume/ motion graphics to advantage

CO3: learn to use various platforms available to increase visibility and opportunities

Course Outcomes:

SEMESTER VI
COURSE CODE: BVAL– 6112
CAREER MANAGEMENT FOR ANIMATION

L - T - P	Max. Marks: 50
4– 0 – 0	Theory: 40
Time: 3 Hours	CA: 10

Instruction to the paper setter: Eight questions of equal marks (specified in the syllabus) are to be set, two from each of the four sections. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question can be attempted from any of the sections.

UNIT- I

Career opportunities in Animation:

Exploring different opportunities in Animation, A list of local, national, and international studios Existing studios and Industries which require animation

UNIT- II

Formal Communication: Etiquettes of Public speaking, Business meetings, Telephonic communication, Email etiquettes.

Informal Communication: Introduction, expressing gratitude, expressing regret, Apologize, Resolving conflicts.

Presentation Skills: Preparing presentation, making presentation meaningful and engaging, making effective use of the visual aid, interacting with audiences, dealing with queries from the audiences.

UNIT- III

Creative use of Animation: Prepare a Digital resume, prepare a Motion graphic resume

Preparing for Interviews: Key factors for being successful in an interview, body language, confidence, subject expertise

UNIT- IV

Awareness of various platform for enhancing skills and professional growth

Creating Account on websites like animation express, bloggers.com, freelance.com, upwork.com for project work

Lifecycle of the project to be developed as a freelancer

Creating and maintaining account on professional networks like LinkedIn for career growth opportunities

Suggested Readings:

1. Chaturvedi PD, Chaturvedi Mukesh,” Business Communication: Skills, Concepts, and Applications”, Pearson Education India
2. Robin Ryan, “60 Seconds and You're Hired! Revised Edition”, Penguin Books
3. Joan van Emden, Lucinda Becker, “Presentation Skills for Students”, Palgrave
4. David Barron, “Resume: The Definitive Guide on Writing a Professional Resume to Land You Your Dream Job”, CreateSpace Independent Publishing Platform
5. Angela Rose (Author), “Linkedin in 30 Minutes (2nd Edition): How to Create a Rock-Solid LinkedIn Profile and Build Connections That Matter”, I30 Media Corporation; 2nd edition

SEMESTER VI
COURSE CODE: BVAI- 6113
INDUSTRIAL TRAINING WITH MAJOR PROJECT

Course Outcomes:

On successful completion of this course the student will be able to:

CO1: get exposure on how to work in a professional environment

CO2: understand the division of work and workflow followed to meet deadlines

CO3: apply tools learned during the course

SEMESTER VI
COURSE CODE: BVAI– 6113
INDUSTRIAL TRAINING WITH MAJOR PROJECT

L - T – P	Max. Marks: 200
0– 0 – 18	
Time: 3 Hours	

Following points should be taken care of while working on project:

1. The students have to attend industrial training for the duration of minimum 3 months in any of the following fields: -
 - a) Designing
 - b) Video Editing
 - c) VFX
 - d) 2D Animation
 - e) 3D Animation
2. The duration of the project should be minimum 1500 frames.
3. The project evaluation criteria primarily focus on:
 - a) Effective use of camera and various software tools
 - b) The project (i.e. animated movie/sequence) undertaken must convey the message successfully for which it is undertaken.
 - c) Project Report
 - d) Viva Voce
4. The project report must include:
 - a) Title and abstract overview of the work done during project.
 - b) Brief introduction to the company and specific area of project being carried out.
 - c) Requirements:
 - Hardware and environment needed for the project
 - Various Software/Tools used to make the project
 - d) Project plan: The subject matter/script/scenes as required for the project.
 - e) Implementation of the project: Script Writing, Design, Recording, Audio/Video Editing etc.
5. The project submission includes the following: -
 - a) Training Certificate
 - b) Project Report
 - c) Work files and Final Render

SEMESTER VI
COURSE CODE: BVAP– 6114
PERSONALITY ENHANCEMENT

Course Outcomes:

On successful completion of this course the student will:

CO1: learn to communicate in a professional environment

CO2: be well groomed with Social & behavioral etiquettes

CO3: be able to appear in interviews confidently

SEMESTER VI
COURSE CODE: BVAP– 6114
PERSONALITY ENHANCEMENT

L - T – P	Max. Marks: 50
0– 0 – 4	Practical: 40
Time: 3 Hours	CA: 10

Instructions for the Examiner

Evaluation will be done by the external examiner. The examination will be conducted by internal examiner/examiners depending upon options offered. The students shall be required to maintain a file containing various documents related to the subject which will be verified by the external examiner.

Corporate Etiquette

- Making a Great First Impression
- Greetings, Introductions, The Art of Small Talk and Conversations
- Polishing Business Manners: Handshake, gifts, visiting cards, humour, office behaviour etc.
- Mastering Cross Cultural Etiquette to deal with Diversity
- Dining Etiquette
- Understanding the Art of Entertaining: Playing a Gracious Host
- Interview Skills
- Social Behaviour & Etiquette

Personality Development

- Self-Esteem & Confidence Building
- Power Dressing: Wardrobe Etiquette
- Grooming for Success
- Body Language, Poise, and Eye Contact
- Pronunciation, Voice Modulation, and Diction
- Assertive Behaviour
- Leadership Qualities
- Handling difficult situations with grace, style, and professionalism

Note: The course would involve interactive sessions, individual and group exercises, role plays, situation-handling, and experience-sharing. Selected video films will complement these.

(Annexure – II (b))

FACULTY OF VOCATIONAL STUDIES

SYLLABUS FOR

**Master of Vocation (Animation & VFX)
(Semester I-IV)**

(Under Credit Based Continuous Evaluation Grading System)

Session: 2021-22



The Heritage Institution

**KANYA MAHA VIDYALAYA
JALANDHAR
(Autonomous)**

MASTER OF VOCATION (M.VOC.) PROGRAMME

PROGRAMME OUTCOMES: Students opting for Master of Vocation Programmes on course completion/exit points will be able to:

PO1: get better job opportunities and can make informed choices due to enhanced employability and skill-set owing to Industrial exposure through internships/ training in the specific work area of choice.

PO2: understand, develop and observe work practices and ethics required to sustain and grow professionally in the industry concerned.

PO3: adapt to the work environment and are able to work on time-bound assignments/projects individually or within a team, for a company or as a freelancer.

PO4: apply knowledge acquired during the course to update w.r.t changing Industrial requirements and stay relevant to the job-at-hand.

Programme Specific Outcomes

Students opting for Master of Vocation (Animation) Programme on course completion/ exit points will be able to:

PSO1. Understand the animated or live film making process different stages i.e. pre-production, Production and Post Production.

PSO2. Will be able to Implement the use of storyboarding, Screenplay, Foundation Art, in essential pre-production process to develop a film concept.

PSO3. Demonstrate & Implement the knowledge of principles of animation and of graphic design in 2d animation and in various aspects of 3D animation namely 3d modelling, texturing & Lighting, rigging & animation during the production phase.

PSO4. Will be able to implement the use of audio editing, video editing, and VFX in final Post –production.

PSO5. Capable of producing research and development-oriented portfolio of artwork that integrates the principles, techniques and skills acquired in the coursework (primarily Graphic design, 3d modelling, texturing & Lighting, rigging & animation and video editing).

Scheme and Curriculum of Examination of Two-year Degree Programme
Master of Vocation (Animation and VFX)
Semester I
Session 2021-22

Course code	Course Title	Course Type	Credits		Marks				Examination Time in Hours
			L-T-P	Total	Total	Ext.		CA	
						L	P		
MVAL-1111	Fundamentals of Design and Animation	C	4-0-0	4	50	40	-	10	3(Theory)
MVAM-1112	Foundation Course on Animation	C	2-0-2	4	50	25	15	10	3(Practical)
MVAM-1113	Basics of Photography	C	2-0-2	4	50	25	15	10	3(Theory) 3(Practical)
MVAP-1114	Introduction to 2D Animation	S	0-0-4	4	100	-	80	20	3(Practical)
MVAP-1115	Introduction to 3D Animation	S	0-0-4	4	100	-	80	20	3(Practical)
MVAP-1116	Graphic Designing – Advanced	S	0-0-4	4	100	-	80	20	3(Practical)
MVAD-1117	Minor Project – I	S	0-0-6	6	100	-	80	20	3(Practical)
	Total			30	550				

Note: C – Compulsory
S – Skill Enhancement

Scheme and Curriculum of Examination of Two-year Degree Programme
Master of Vocation (Animation and VFX)
Semester II
Session 2021-22

Course code	Course Title	Course Type	Credits		Marks				Examination Time in Hours
			L-T-P	Total	Total	Ext.		CA	
						L	P		
MVAL-2111	Project Management in Animation	C	4-0-0	4	50	40	-	10	3
MVAM-2112	Workplace Health and Safety	C	2-0-2	4	50	25	15	10	3+3
MVAP-2113	Video Editing	C	0-0-4	4	50	-	40	10	3
MVAP-2114	Storyboarding, Animatics and Screenplay	S	0-0-4	4	100	-	80	20	3
MVAP-2115	2D Digital Animation –Advanced	S	0-0-4	4	100	-	80	20	3
MVAP-2116	3D Modeling in Maya – Advanced	S	0-0-4	4	100	-	80	20	3
MVAD-2117	Minor Project – II	S	0-0-6	6	100	-	80	20	3
	Total			30	550				

Note: C – Compulsory
S – Skill Enhancement

Scheme and Curriculum of Examination of Two-year Degree Programme
Master of Vocation (Animation and VFX)
Semester III
Session 2021-22

Course code	Course Title	Course Type	Credits		Marks				Examinati on Time in Hours
			L-T-P	Total	Total	Ext.		C A	
						L	P		
MVAM-3111	Experimenting and Research in Animation	C	3-0-1	4	50	25	15	10	3+3
MVAM-3112	Lighting, Texturing and Rendering	C	3-0-1	4	50	25	15	10	3+3
MVAM-3113	Acting for Animation	C	3-0-1	4	50	25	15	10	3+3
MVAP-3114	Motion Graphics	S	0-0-4	4	100	-	80	20	3
MVAP-3115	3D Character Animation using Maya	S	0-0-4	4	100	-	80	20	3
MVAP-3116	Visual Effects (VFX)	S	0-0-4	4	100	-	80	20	3
MVAD-3117	Minor Project - III	S	0-0-6	6	100	-	80	20	3
	Total			30	550				

Note: C – Compulsory
S – Skill Enhancement

Scheme and Curriculum of Examination of Two-year Degree Programme
Master of Vocation (Animation and VFX)
Semester IV
Session 2021-22

Course code	Course Title	Course Type	Credits		Marks				Examination Time in Hours
			L-T-P	Total	Total	Ext.		CA	
						L	P		
MVAM-4111	Career Management	C	4-0-2	6	75	30	30	15	3+3
MVAM-4112	Digital Art Copyrights	C	4-0-2	6	75	30	30	15	3+3
MVAI-4113	Industrial Training with Major Project	S	0-0-18	18	250	-	250	-	3
				30	400				

Note: C – Compulsory

S – Skill Enhancement

SEMESTER I
COURSE CODE: MVAL-1111
Fundamentals of Design and Animation

Course Outcomes:

After passing this course the student will be able to:

CO1: Develop the fundamental understanding of CGI

CO2: Understand and apply various elements of design

CO3: Get an overview of animation techniques beginning from early Disney animation processes

CO4: Understand and implement the principles of animation in their artwork/animation.

SEMESTER I
COURSE CODE: MVAL-1111
Fundamentals of Design and Animation

L - T - P	Max. Marks: 50
4 - 0 - 0	Theory: 40
Time: 3 Hours	CA: 10

Instructions for Paper Setter -

Eight questions of equal marks are to set, two in each of the four sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be divided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section.

Unit - I

Computer Graphics & its applications, Types of Graphics, Different Formats of Video & Images Its Use, Aspect ratio, Resolution (PPI, DPI), Pixel, Color Wheel

Unit - II

Visual Perception and Design - How do we SEE? [Seeing and observing]

Visual elements - Line and shape, Form, value, texture, color

Principles of Design.

Color and composition

Unit - III

History of Animation

Introduction to Animation movie process.

Different Types of Animation:

Traditional Animation - Cell Animation or hand drawn Animation

Stop Motion Animation – Puppet Animation, Clay Animation, Cut-out Animation, Silhouette Animation, Object Animation etc.

Computer Animation – 2D Animation, 3D Animation

Unit - IV

12 principles of animation (The basic rules of animation including Squash and stretch, Anticipation, Staging, Straight Ahead Action and Pose to Pose, Follow Through and Overlapping Action, Slow in and Slow Out, Arc, Secondary Action, Timing, Exaggeration, Solid drawing, Appeal.)

Suggested Readings:

Colin Ware, “Visual Thinking: for Design”, Morgan Kaufmann

Williams E. Richards, “The Animator's Survival Kit”, Faber 3rd Edition

Stephen Cavalier, “The World History of Animation”, Univ of California Pr

SEMESTER I
COURSE CODE: MVAM-1112
Foundation Course on Animation

The objective of this course is to develop Visual and creative aspect of an Artist and teach required skills for an artist like proportion, perspective, anatomy study, light & shade, different sketching styles, different art mediums etc.

After passing this course the students will be able to:

CO1: Express their ideas both verbally and through drawings

CO2: Understand the use of proportion, volume, perspective, sketching from memory and 7 visual elements of art.

CO3: Apply light and shade and body proportion (anatomy) in drawings.

CO4: Capable to discuss the role of observation & Importance of composition with the professionals in the field.

CO5: Will able to design cartoon character, or a composition.

SEMESTER I
COURSE CODE: MVAM-1112
Foundation Course on Animation

L - T - P	Max. Marks: 50
2 - 0 - 2	Theory:25 Practical: 15
Time: 3 Hours	CA: 10

Instructions for Paper Setter -

Eight questions of equal marks are to set, two in each of the four sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be divided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section

Unit I

Introduction with the tools for drawing

Drawing pencils: - (HB, B, 2B,4B, 6B,8B, 10B, 12B), Charcoal Pencil, Clutch Pencil.

Sheets: - cartridge, Hand Made, Ivory, Art Card, duplex, News Print, Mount board sheet etc.

Colors: - Poster color, Water Color, Pastel color, Pencil Color, waterproof ink.

Unit II

Object Drawing, Light & Shade:

Introduction to object drawing.

Introduction of light and shadow on objects and an assessment and representation of the impact of light on simple forms and objects. (Still Life Study)

Unit III

Perspective Drawing:

Perspective Drawing, one point, two-point & Three Point perspective. Perspective as applied to objects, furniture, interior and exteriors of the buildings.

Nature Study:

Drawing from Nature, Location drawing and learning to represent trees, plants, bushes, shrubs, insects, birds, and animals with attention to, proportion.

Unit IV

Human Drawing:

Introduction to human figure drawing –Drawings from Mannequin, quick Sketching of human figure

Study of Ideal proportion of male and female figure with different ages, Focus on Head, Hand and Feet.

Study of animal and birds with simple proportion.

Practical exercises to be implemented:

- Outdoor and indoor study human in action
- Study light and shade using still life,
- Different poses of human, animal and birds
- Perspective Study (One Point, Two Point & Three Point)
- Create Character Design with personality

Suggested Readings:

Bancroft Tom, “Creating Character with Personality”, Watson-Guptill

Victor Perard, “Anatomy and Drawing”, Dover Publications

Hart Christopher, “Modern Cartooning: Essential Techniques for Drawing Today's Popular Cartoons”, Watson-Guptill

SEMESTER I
COURSE CODE: MVAM-1113
Basics of Photography

Course Outcomes:

CO1: After passing this course the student will be able to:

CO2: understand and differentiate different types of digital photography

CO3: utilize various camera settings to the best as per requirement of the shot

CO4: understand various angles and shot depending on their relevance

SEMESTER I
COURSE CODE: MVAM-1113
Basics of Photography

L - T - P	Max. Marks: 50
2 - 0 - 2	Theory:25 Practical: 15
Time: 3 Hours	CA: 10

Instructions for Paper Setter -

Eight questions of equal marks are to set, two in each of the four sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be divided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section.

Unit - I

Introduction to photography, Meaning of Photography and its applications
Types of Photography: Product Photography, Nature Photography, Event Photography, Travel Photography, Sport photography
Different types of Color profiles (Natural, Portrait, Landscape etc.)

Unit - II

Camera Lens and its Types,
Element of Exposure (Aperture, Shutter Speed, Depth of Field, ISO)
Composition: Rule of Thirds, Head room, Frame within a frame, Symmetry
Photography golden hours

Unit - III

Image editing: Image editing through image editing software like Adobe Photoshop – Adjustment of Brightness, Contrast, Tonal and Colour Values – Experimenting with Level and Curve.
Digital Retouching & Image Enhancement
Image size, Resolution, Selection tools. Retouching tools, Layers & Incorporation of text into picture.

Unit - IV

Photo Manipulation: Applying Different effects and filters
Three Point Lighting

Note for the Practical Examiner:

- a) Practical Exam is based on the syllabus covered in the subject.
- b) The question paper will be set on the spot by the examiner.

Suggested Readings:

How to Create Stunning Digital Photography, “How to Create Stunning Digital Photography”, Mason Press
Al Judge, “Mastering Aperture, Shutter Speed, ISO and Exposure”, Subtle Visions Media
Bryan Peterson, “Understanding Exposure”, Amphoto Books

SEMESTER I
COURSE CODE: MVAP-1114
Introduction to 2D Animation

Course Outcomes:

After passing this course the student will be able to:

CO1: understand the interface, basic tools, navigation and drawing basic shapes in Adobe Flash

CO2: work on a 2D platform using basic techniques.

CO3: understand the production pipeline of 2d better by hands-on and practice

CO4: apply different animation techniques/ animation principles learned so far in the course.

SEMESTER I
COURSE CODE: MVAP-1114
Introduction to 2D Animation

L - T - P	Max. Marks: 100
0 - 0 - 4	Practical: 80
Time: 3 Hours	CA: 20

Practical Exercises to be implemented:

1. Background Design
2. 2d Character Design
3. A Simple Scene of a Sunrise (with background and the environment)
4. A moving car scene on a road (with background)
5. A text animation using Mask
6. Animating a butterfly moving along a guide.
7. Bouncing Ball in place
8. Bouncing ball across the scene
9. Flag Animation
10. Pendulum Animation

Syllabus to be covered for the practical:

Introduction to Adobe Flash, Basics of Animation in Flash, Workspace overview, Using the Stage and Tools Panel, understanding timeline tools and their usage, Property panel- Library panel, colour panel, Understanding layers, Methods of Animation.

Technical Animation creation: Drawing in Flash - choosing colours, choosing line style, designing and alignment of elements, drawing panels - Time-line animation, Frame-by -frame Animation, Tweening, using symbols, adding sounds. Working with projects - Importing artwork into Flash.

Suggested Readings:

Adobe Creative Team, “Adobe Flash Professional CS6 Classroom in a Book”, Adobe
 Georgenes Chris, “How to Cheat in Adobe Flash CC: The Art of Design and Animation”, Focal Press

SEMESTER I
COURSE CODE: MVAP-1115
Introduction to 3D Animation

Course Outcomes:

After passing this course the student will be able to:

CO1: understand the interface, basic tools and navigation

CO2: work in 3D environment

CO3: use the timeline & basic animation tools

SEMESTER I
COURSE CODE: MVAP-1115
Introduction to 3D Animation

L - T - P	Max. Marks: 100
0 – 0 – 4	Practical: 80
Time: 3 Hours	CA: 20

Practical exercises to be implemented:

1. Model a ceiling fan
2. Animating a ceiling fan
3. Animating a door opening
4. Model a toy car
5. A moving toy car with wheel rotation
6. A ball rolling down from a flat surface
7. A ball hits a brick making it fall
8. Bouncing Ball in place
9. Bouncing ball across the scene
10. A Brick falling from a shelf to the ground

Syllabus to be covered for the practical:

Overview of 3D Production Pipeline, understanding a 3D environment.

Creating a Project in Maya, about Project Settings

Saving Files and File Types: about .ma and .mb file types.

Understanding and exploring Maya Interface, creating basic primitive objects, Using Basic Selection & Transformation tools: Select(Q), Move (W), Rotate(E), Scale(R) Viewports, Orthographic and Perspective Views.

Timeline: Framerate, Keyframes, Channel Box, Playblast, Working with Graph Editor.

Suggested Readings:

Darakhshani Dariush, "Introduction to Autodesk Maya 2015". Autodesk

Palamar Todd, "Mastering Autodesk Maya 2016". Wiley

SEMESTER I
COURSE CODE: MVAP-1116
Graphic Designing- Advanced

Course Outcomes:

After passing this course the student will be able to:

CO1: Apply their understanding of design elements and its principles on practical exercises

CO2: Apply various types of image manipulation techniques

CO3: Work on real-time projects like designing of banners, brochures, matte paintings, movie posters applying fundamentals of graphic designing

SEMESTER I
COURSE CODE: MVAP-1116
Graphic Designing- Advanced

L - T - P	Max. Marks: 100
0 - 0 - 4	Practical: 80
Time: 3 Hours	CA: 20

Practical exercises to be implemented:

1. Print Design: Visiting Card, Letter Head,
2. Calendar for an Animation Studio/Office.
3. Magazine Advertisement,
4. Newspaper ad full page and half page and quarter page.
5. Poster Design: Poster for an Animation Movie.
6. A Digital Painting, A background Design or a character design.
7. Web Banners
8. Book Cover Design

Syllabus to be covered for the practical:

Unit I

- **What is Graphic Designing?**
- **What is the role of Graphic Designing?**

Principles of Design: Understanding the most essential aspect of design, Unity, to achieve through different principles like, Balance, alignment, Emphasis, Proportion. Movement, Repetition, Contrast.

Introduction to Photoshop & its Tools

Bitmap and Vector Images and the difference between them, Image Resolution and Size, Understanding different type of Modes like RGB, CMYK, Bitmap etc.

Understanding Adobe Photoshop Interface, Creating, Saving and Opening documents, Using Workspace and Toolbars, Utilizing Grids and Guides, Using basic navigation tools. Adding Annotations and Setting up preferences.

Unit II

Basic Image Manipulation:

Introduction to Camera raw. Basic Image Editing, Using Marquee and selection Tools, Shapes, Using Pen tool, Using Image editing options like Hue Saturation, Levels, Curves, etc. Tools shortcuts, Brush Tool, Using Color Picker, Background Eraser Tool, Art History and using Advance brush parameters, Creating and saving Brush preset and Pattern. Understanding layers and its properties.

Unit III

Effects and Tools: Using filters, Liquefy, vanishing point, Clipping Mask, Clone tool, Spot healing tool, Patch tool, using Crop and gradient tool, content aware tool, refine edges. Layer Styles, Blending modes, Gif animation.

Unit IV

Tools & Palettes: Text Basics, Understanding Type parameters, Editing text, type selection, character palette and paragraph palette, Type on a path. Text Wrap and adding effects to text, Using transformation properties. Using Action palette & Create action set, what is a Smart Object, Non-Destructive Transformations with a Smart object,

Common applications of Graphic design

Identity (logos and branding), Publications (magazines, newspapers and books), Print advertisements, posters, Website graphics and elements, signs and product packaging,

Suggested Readings:

Alex W. White, “The Elements of Graphic Design”, Allworth Press

Adrian Shaughnessy, “How to Be a Graphic Designer without Losing Your Soul”, Princeton Architectural Press

David Sherwin, “Creative Workshop: 80 Challenges to Sharpen Your Design Skills”, HOW Books

Ellen Lupton, “Thinking with Type”, Princeton Architectural Press

Danae Lisa, “Adobe Photoshop CC Bible”, Wiley

Faulkner Andrew, “Adobe Photoshop CC Classroom in a Book”, Pearson Education

<https://www.youtube.com/watch?v=ZK86XQ1iFVs>

SEMESTER I
COURSE CODE: MVAD-1117
Minor Project – I

Course Outcomes:

The students through their project will be able to:

CO1: Apply the various tools and techniques learned in the course.

CO2: Understand the life cycle of the project and the various stages that leads to the final outcome.

CO3: Will learn to interact and communicate and work in a team.

SEMESTER I
COURSE CODE: MVAD-1117
Minor Project – I

L - T - P	Max. Marks: 100
0 – 0 – 6	Practical: 80
Time: 3 Hours	CA: 20

1. The students will work on a Graphic Designing/ a basic Animation project in their own identified area of interest.
2. The students project will be evaluated on the following Criteria:
 - a) Technical Quality
 - b) Creative Quality
 - c) Appeal to the Target Audience
 - d) Success in conveying message right.
3. The marks will be given on the basis of the submission of the project and viva-voce.

SEMESTER II
COURSE CODE: MVAL-2111
Project Management in Animation

Course Outcomes:

On the successful completion of the course students will be able to:

CO1: the various stages of project starting from planning, through production and finally to post production.

CO2: learn managing a project observing timeframe/deadlines of various deliverables.

CO3: know how various project management tools help to manage projects effectively.

SEMESTER II
COURSE CODE: MVAL-2111
Project Management in Animation

L - T - P	Max. Marks: 50
4 - 0 - 0	Theory: 40
Time: 3 Hours	CA: 10

Instructions for Paper Setter -

Eight questions of equal marks are to set, two in each of the four sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be divided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section.

Unit – I

Project Management in Animation: Overview and need, Prerequisites and deliverables.

Introduction to Animation process: The production process from script to screen, popular forms of animation, delivery mechanisms, Designing the process

Unit – II

Scheduling: Understanding project requirements, breaking it down, planning for deadlines, resource management, budget allocation.

Task lists: Creating and using Task lists at various phases of an Animation project

Unit – III

Data management: Recording, Tracking, Transfer, tools, Asset management and Handling.

Communication: Modes

Monitoring projects: using Gantt Charts to monitor the project progress and milestones

Introduction to various Project Management tools

Unit – IV

Delivery Process: The Client Specifications, Delivery checklists, packaging, paperwork and delivery of project

Opinions: Artists viewpoint, Client perspective, Client Relations, Cost Control, Training.

Suggested Readings:

Ranjit Singh, “The Art of Animation Production Management “, Macmillan Publishers
 Catherine Winder, Zahra Dowlatabadi, “Producing Animation”, Routledge; 2 Edition

SEMESTER II
COURSE CODE: MVAM-2112
Workplace Health and Safety

Course Outcomes:

On the successful completion of the course students will be able to:

CO1: understand various workplace-related hazards, emergency situations

CO2: understand and observe safety guidelines

CO3: will learn to know the types, symptoms and ways to handle medical conditions

SEMESTER II
COURSE CODE: MVAM-2112
Workplace Health and Safety

L - T - P	Max. Marks: 50
2 - 0 - 2	Theory: 25 Practical: 15
Time: 3 Hours	CA: 10

Instructions for Paper Setter -

Eight questions of equal marks are to set, two in each of the four sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be divided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section.

Unit I

Importance of High Standards of Health and Safety at workplace

Identification of health and Safety hazards

Identification of people responsible for health and safety and mechanisms to reach out to them

Unit II

Ensuring the success of safety and health management system: monitoring, reporting various incidents and revision of plan.

Types of emergencies, Emergency plans, Evacuation and other emergency procedures in case of fire, flood, earthquake etc.

Unit III

Fire safety in the workplace, Different types of fire extinguishers, classification and usage

Medical assistance in case of health, symptoms and first aid for different medical conditions like cardiac failure, choking, unconsciousness etc.

Unit IV

Safety guidelines of System/equipment and machines, various safety symbols: meaning and importance. Governmental norms and regulations regarding Health and Safety at workplace

Practical Exercises:

1. Identification of the different types of Fire extinguishers
2. A demonstration on using Fire extinguisher in case of any emergency.

Suggested Readings:

Schneid D. Thomas, "Workplace Safety and Health: Assessing Current Practices and Promoting Change in the Profession (Occupational Safety & Health Guide Series)", CRC Press; 1 Edition
 Gupta A.K., "Industrial Safety and Environment Paperback", Laxmi Publications; Second edition

SEMESTER II
COURSE CODE: MVAP-2113
Video Editing

Course Outcomes:

After passing this course the student will be able to:

CO1: Know about editing basics, tools and video production process

CO2: Get Knowledge of working with footages in an editing software.

CO3: Learn different types of editing techniques

CO4: Edit a short film or music videos.

SEMESTER II
COURSE CODE: MVAP-2113
Video Editing

L - T – P	Max. Marks: 50
0 – 0 – 4	Practical: 40
Time: 3 Hours	CA: 10

Exercises to be implemented (Practical)

1. Slideshow of images
2. Synchronize text with audio
3. Create news ticker (lower third)
4. Mash up
5. Create a video includes shots from different angles
6. Create a one-minute short film

Syllabus to be covered:

Unit - I

Introduction to Editing: Introduction to video Editing. Develop an understanding of the digital video production process: pre-production, shooting, editing, and post-production. Understanding importance of editing in the flow of a narrative. Pace and Rhythm in editing. Linear and Non-Linear Film Editing.

Introduction to Editing Tool: Premiere Pro Working with interface. Importing supported files and saving project. Understanding tools and palettes, timeline and project panel. Previewing footages. Managing footages. Use of timeline, source monitor, project monitor, project panel, sequence, Different types of tools effects & transitions in Premiere Pro.

Unit - II

Working with footages

Setting up project, removing frames, naming, finding and deleting footages, learning file size limitations, using markers, In-out points, scaling clips, creating black video, adding transitions. Changing and replacing transitions. Adding Key, Time remapping, video formats and resolutions. Editing mode, Timeline, changing Frame size, Aspect Ratio, Fields, Audio sample rate, File format, Codec, Export, Multi cam Editing, Color Correction and Grading

Unit - III

Understanding uses of different types CUTs (Matched action, after action, before action, foreground wipe, look off, Dialogue referent, reaction, thought referent, visual linkage, Dialogue overlap, Audio linkage, loud sound)

Unit - IV

Different types of video editing techniques (Crane shot, establishing shot, Frantic zoom, Steadicam long take, Mirror shot, zoom-out, point of view, Crane shot spin, Time lapse, Pan, Slow motion, Low angle shot, special effect (VFX), 180-degree rule

Suggested Readings:

1. [Adobe](#) “Adobe Premiere Pro CC Classroom in a Book”, Pearson Education India

SEMESTER II
COURSE CODE: MVAP-2114
Storyboarding, Animatics and Screenplay

Course Outcomes:

After passing this course the student will be able to:

CO1: know about importance of different styles of storyboard

CO2: Know about Story, script and storyboard and its importance in film.

CO3: Get knowledge of all elements of a film

CO4: Write a screenplay.

SEMESTER II
COURSE CODE: MVAP-2114
Storyboarding, Animatics and Screenplay

L - T – P	Max. Marks: 100
0 – 0 – 4	Practical: 80
Time: 3 Hours	CA: 20

Instructions for Paper Setter -

Eight questions of equal marks are to set, two in each of the four sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be divided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section.

Unit - I

Introduction to Storyboarding

Introduction to Storyboard, different styles of storyboard, difference between storyboard and animatic. Advantages of Storyboard in Animation and Anatomy of a Storyboard. Advantages of an Animatic

Unit - II

Introduction to various shots, Camera angles and used in Storyboard panels. Continuity and Timing, Building a sequence of shots. Use of Perspective, Light & Shadow in Storyboarding.

Unit – III

Camera movements: -Pan, Tilt, Dolly/Track, Zoom in Zoom out, Whip Pan

Unit – IV

Screenplay: Introduction, Script, Three Act Structure, Act One, Act Two, Act Three, Writing Synopsis (Treatment), Dialogue.

Basic guidelines for writing a screenplay

Practical Exercises to be implemented:

- Story creation
- Convert story to screenplay using three act structure
- Story-board creation or animatic creation

Suggested Readings:

Hart John “The Art of StoryBoard”, Focal Press.

Simon A [Mark](#) “Storyboards: Motion in Art”, Focal Press.

Field Syd “Screenplay: The Foundations of Screenwriting”, RHUS; Revised ed. edition

[Vinod Chopra Films](#) “3 Idiots: The Original Screenplay”, Om Books

SEMESTER II
COURSE CODE: MVAP-2115
2D Digital Animation - Advanced

Course Outcomes:

On the successful completion of the course students will be able to:

CO1: understand the usage of timeline, setting frame rate, keyframing the concepts fundamental to 2D Animation process

CO2: design a character ready to animate

CO3: animate the character with life like expression and emotions

SEMESTER II
COURSE CODE: MVAP-2115
2D Digital Animation - Advanced

L - T - P	Max. Marks: 100
0 - 0 - 4	Practical: 80
Time: 3 Hours	CA: 20

Practical exercises to be implemented:

1. Demonstrate various expressions on a character/Cartoon
2. Create a Cartoon character using symbols as building blocks
3. Create a Character(realistic/cartoon) with personality
4. Create and Animate armatures
5. Animate a walk cycle
6. Create character using symbols
7. Lip syncing a dialogue

Syllabus to be covered for the practical:

Unit – I

An introduction of the various drawing and painting tools in Adobe Flash and their uses and procedures. Working with the Flash timeline. Differentiating between key frames and regular frames. Frame-by-frame animation. Setting the frame rate.

Shape Tween, Motion Tween and Symbols: "Morphing" objects by means of shape tweening, using shape hints, Shape-tweening text, using shape tweens for mouth movement, Fixing broken tweens. Creating symbols and organizing them in the Library. Modifying symbols. Tweening an instance's appearance and location on the stage. Using motion guides. Putting animation inside symbols.

Unit - II

Bitmaps, Masks, Text and Special Effects: Importing and modifying photos and bitmapped images. Dealing with image compression. Working with transparent backgrounds. Auto-tracing. Creating masks. Animating masks and masked objects. Applying a mask to multiple objects. Formatting and editing text. Using blending modes. Applying filters to movie clip instances. Tweening filters.

Unit - III

Character Design: Designing cartoon characters that are simple, expressive, and easy to animate, Using symbols as building blocks for character construction. Jointing limbs

Using frame-by-frame animation and motion tweens to give lifelike movement to characters. Using the Bone and Bind tools to create realistically joined characters. Creating and animating armatures, Animating a Walk cycle.

Unit - IV

Sound, Layout and Final Production: Importing sound files. Cutting and synchronizing sound with timeline animation. Lip-syncing to dialogue, Scene layout procedures and proper scene set up in preparation of final production.

Suggested Readings:

Adobe Creative Team, "Adobe Flash Professional CS6 Classroom in a Book", Adobe

Georgenes Chris, "How to Cheat in Adobe Flash CC: The Art of Design and Animation", Focal Press

SEMESTER II
COURSE CODE: MVAP-2116
3D Modeling in Maya- Advanced

Course Outcomes:

On the successful completion of the course students will be able to:

CO1: apply various 3D modelling techniques for Surface modelling, Nurbs modelling, polygon modeling

CO2: create a 3D model of an interior or exterior

CO3: model a 3D character with blend shapes

SEMESTER II
COURSE CODE: MVAP-2116
3D Modeling in Maya- Advanced

L - T - P	Max. Marks: 100
0 - 0 - 4	Practical: 80
Time: 3 Hours	CA: 20

Practical exercises to be implemented:

1. A 3d character model with blend shapes
2. Any two-inorganic models
3. Interior or Exterior model

Syllabus to be covered for the practical:

Unit – I

Surface Modeling:

NURBS Primitives, Using Curves, CV Curve tool, EP Curve Tool, Bezier Curve Tool, Arc Tools, Attaching and Detaching Curves, Open/Close Curves, Insert Knot, Extending Curves, Rebuild Curves, Surface objects, Revolve, Loft, Planar, Extrude, Bi rail, Boundary, Bevel and Bevel Plus, Attaching and Detaching Surfaces, Sculpt Geometry Tool, NURBS Modeling - NURBS Product Model.

Unit - II

Polygon Modeling:

Polygon Primitives, Combine, Separate and Extracting functions, Extrude, Bridge, Append Polygon Tool, Inserting Edge loops, merging vertices, Bevel function, Crease tool, Split Polygon Tool, Create Polygon tool.

Unit - III

Creating and understanding topology of inorganic models like Chair, Table, Shelf, PC etc., Creating Complex Objects like Gun, Vehicle etc. Resolving mesh, Manipulating triangular polygon to quad polygon. Smoothing Polygon surface, Combining and Merging Separate Geometries, Grouping and Ungrouping objects

Unit - IV

Cartoon Character Modeling:

Using Image Planes, setting up Images, Maya Display layers, Freezing Reference Images, Modeling Blocking Mesh using Maya Primitives, working with topology, Modeling Torso, Legs, Arm, Hand, Face, Creating Clothing and Props mesh, Using Sculpt Geometry tool, Mirroring Geometry, Creating Blend Shapes.

Suggested Readings:

Kelly Murdoch, “Autodesk Maya 2018 Basics Guide”, SDC Publications
 Prof Sham Tickoo, “Autodesk Maya 2018: A Comprehensive Guide”, Cadcim Technologies
 Chris Legaspi, “Anatomy for 3D Artists: The Essential Guide for CG Professionals”, 3dtotal Publishing
 Kelly Murdoch, “Autodesk Maya 2018 Basics Guide”, SDC Publications

SEMESTER II
COURSE CODE: MVAD-2117
Minor Project - II

Course Outcomes:

On the successful completion of the course students will be able to:

CO1: learn the application of principles of animation while working on a 2D project

CO2: have first-hand experience of the lifecycle of a project and the various stages of production

CO3: develop a short 2D animation clip (minimum 750 frames)

SEMESTER II
COURSE CODE: MVAD-2117
Minor Project - II

L - T - P	Max. Marks: 100
0 - 0 - 6	Practical: 80
Time: 3 Hours	CA: 20

1. The students will work on a 2D Animation project in their own identified area of interest.
2. The students project will be evaluated on the following Criteria:
 - a) Technical Quality
 - b) Creative Quality
 - c) Appeal to the Target Audience
 - d) Success in conveying message right.
3. In the minor project the students need to apply the various principles of animation and techniques learned in the first two semesters to develop a short 2D animation clip (minimum 750 frames) on any topic of choice.
4. The marks will be given on the basis of the submission of the project and viva-voce.

SEMESTER III
COURSE CODE: MVAM-3111
Experimenting and Research in Animation

Course Outcomes:

On completion of this course, the students will:

CO1: know the types and methodologies used in research

CO2: be able to cite and reference using popular methods

CO3: have know-how of copyrights, IPRs and plagiarism and concerned provisions

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SEMESTER III
COURSE CODE: MVAM-3111
Experimenting and Research in Animation

L - T – P	Max. Marks: 50
3 – 0 – 1	Theory: 25 Practical: 15
Time: 3 Hours	CA: 10

Instructions for Paper Setter –

Eight questions of equal marks are to set, two in each of the four sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be divided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section.

Unit - I

Introduction to Research & documentation:

Research in animation: Definition and importance, types of research, characteristics and the process

Unit -II

Data Collection and Analysis:

Collection of data and its methods, Sampling methods, Data analysis and processing, Types of research data: text, graphics, videos etc.

Unit -III

Citation methods and Referencing systems:

Referencing and Citation: Different methods like Harvard, Owl etc., Citation manuals

Bibliography, footnotes

Unit -IV

Copyrights, IPR and patents, Different aspects of IPR, Acknowledgement for references, Plagiarism

Suggested Readings:

Research Methodology: A Step-by-Step Guide for Beginners (Third Edition), Author: Ranjit Kumar, Pub: Sage Publication Ltd.

Research Methodology: Methods and Techniques second edition, Author: C.R Kathori, Pub: New Age International Publishers.

SEMESTER III
COURSE CODE: MVAM-3112
Lighting, Texturing and Rendering

Course Outcomes:

On completion of this course, the students will:

CO1: get to know about the different shading, properties and application.

CO2: be able to apply lighting in interior and exterior scenes.

CO3: be able to learn and apply 3D rendering process.

SEMESTER III
COURSE CODE: MVAM-3112
Lighting, Texturing and Rendering

L - T - P	Max. Marks: 50
3 – 0 – 1	Theory: 25 Practical: 15
Time: 3 Hours	CA: 10

Instructions for Paper Setter –

Eight questions of equal marks are to set, two in each of the four sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be divided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section.

Unit - I

UV Mapping and Texturing

Unfolding Mesh, Cleaning and Adjustment of UV Layout, Exporting UV Map with different file format, Introduction to Hyper shade, Maya Material Lambert, Phong, Blinn, Phong E, Anisotropic Material, Surface Shader, Use Background, understanding 2D textures- Cloth, Applying Ramps, Bitmap, Working with Photoshop for Texture Painting, Difference between Bump map and Normal Map.

Unit - II

Maya lighting:

Lighting, Color and Composition, different Maya lights Point Light, Spotlight, Directional Light, Area Light, Ambient Light and its uses in specific areas. Depth map shadows, Raytraced shadows, creating soft shadows with spotlights, creating glass using refraction.

Unit - III

Mental Ray Lights:

Physical sun and sky, applying physical light shaders, applying image-based lighting, Photometric lens shader.

Unit - IV

Rendering:

Render Setup- Choosing a Filename, Image Format, Frame Range, Camera, Setting Resolution, Selecting a Render Engine, Render Quality, Render View Window- Saving/Loading an Image, Keeping/Removing Image, Interactive Photorealistic Rendering(IPR) Render, Render Engine Introduction- Maya Software, Maya Hardware, Maya Vector and Mental Ray, Mental Ray Settings, Global Illumination, Image Based Lighting, Mental Render Layers, Render Layer, Render Passes- Ambient Occlusion Pass, Creating Reflection, Specular, Depth, and Shadow Passes, Batch Rendering.

Practical Exercises:

Texture a 3D Cartoon character

Create a night scene using Maya and mental ray lights

Render any 3D product using different Render engine

Suggested Readings:

Todd Palamar, “Mastering Autodesk Maya 2016”. Wiley

Darakhshani Dariush, “Introduction to Autodesk Maya 2015”. Autodesk

SEMESTER III
COURSE CODE: MVAM-3113
Acting for Animation

Course Outcomes:

On completion of this course, the students will:

CO1: to understand the various aesthetics of acting to animating characters

CO2: learn to observe human actions and expressions.

CO3: be able to draw parallels in human acting and animation to make it real and impactful.

SEMESTER III
COURSE CODE: MVAM-3113
Acting for Animation

L - T - P	Max. Marks: 50
3 – 0 – 1	Theory: 25 Practical: 15
Time: 3 Hours	CA: 10

Instructions for Paper Setter –

Eight questions of equal marks are to set, two in each of the four sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be divided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section.

Unit I

Essential of Acting Concepts:

ACTING Understanding RASA (aesthetics), Basic Performance skills, physical preparation

Voice, speech & music, timing

Why Observation is important for animation

Unit II

Exercises that focus on breathing, humming, pitch, volume and singing

Improvisation & acting

Through improvisation, both silent and word-oriented, learning to see, hear, believe, react, observe and concentrate.

Unit III

Facial expressions & Lip synchronization:

How to use Character's body, voice and imagination?

How to be aware of Character's body, facial expressions and to concentrate on its rhythm, enter space and loosen their limbs

Unit IV

Acquiring acting skills through sessions focused on an understanding of the self.

Mimicking & Voice Modulation

Fundamentals of Cinematography – Camera Angles, Lighting & creating mood, Shots.

Practical Submission: -

Animation with dialogue & expressions (minimum 500 frames) Using Adobe Flash or Maya

Suggested Readings:

Acting for Animators – Ed Hooks Publisher: Heinemann Drama; Revised edition

The artist's complete guide to facial expressions – Gary Gaigin Publisher: Watson-Guptill

SEMESTER III
COURSE CODE: MVAP-3114
Motion Graphics

Course Outcomes:

On completion of this course, the students will:

CO1: learn the basics (composition, settings etc.) of motion graphics

CO2: be able to create compelling motion graphics using various effects

CO3: be able to use motion graphics depending upon the field of application

SEMESTER III
COURSE CODE: MVAP-3114
Motion Graphics

L - T - P	Max. Marks: 100
0 – 0 – 4	Practical: 80
Time: 3 Hours	CA: 20

Practical Exercises:

Creating an Image Slide show
 Create any commercial Advertisement for social media.
 Cinematic Title Animation with sound
 Creating a text Animation with following the path
 Shatter effect.

Syllabus to be covered for practical:**Unit I**

Introduction to After effects, frame rate, Composition and settings, layers, Key-framing and Transform, Workflow, Exporting and File Formats, Masks, Layer Modes, Basic Effects

Unit II

Understanding Animation basics in after effects, Types of keys, Introduction to graph editor, Layer Properties, 3D Layers, adjustment layer, shy layer & Null, Nesting, Pre-composing, Non-destructive Workflow

Unit III

Color Correction in After Effects, Manipulating Footage, Introduction to tracking (2D and 3D Tracking, Feature Tracking, Four Point Tracking), Text& Title effect, introduction to 3rd party plugins.

Unit IV

Rendering: Fundamentals of rendering and exporting, Using Render Queue. Exporting still images and sequences, Learning output formats.

Suggested Readings:

Adobe “Adobe After Effects CC Classroom in a Book”, Pearson Education India
 Perkins Chad, “How to Cheat in After Effects”, Focal Press

SEMESTER III
COURSE CODE: MVAP-3115
3D Character Animation using Maya

Course Outcomes:

On completion of this course, the students will:

CO1: learn to generate 3D Animation following various principles of animation

CO2: learn to animate characters realistically depicting expressions and emotions

CO3: be able to create and animate a dialogue scene.

SEMESTER III
COURSE CODE: MVAP-3115
3D Character Animation using Maya

L - T - P	Max. Marks: 100
0 - 0 - 4	Practical: 80
Time: 3 Hours	CA: 20

Practical Exercises:

Bouncing ball Animation
 Different posing character
 Blocking Animation
 Walk cycle
 Run cycle
 Facial Expression Animation
 Lips synchronisation with audio

Syllabus to be covered for the practical:**Unit -I**

Maya Timeline, frame rate, Manual key & Auto Key, Animation Graph editor, playblast, Principles of Animation in MAYA, Posing, Create a Walk cycle,

Unit -II

Creating an interaction between two characters, Creating and Animating grappling hook, Creating Anatomy of expression for facial Animation, Facial expressions' animation

Unit -III

Creating and Animating realistic eyes, Basics of Facial Expressions with different Emotions, Understanding the Gestures and Postures. Understanding the importance of acting in animation,

Unit -IV

Body Language, Pulling, pushing and lifting objects. Creating and Animating a dialogue scene, Incorporate music / audio assets to a character

Suggested Readings:

Williams E. Richards, "The Animator's Survival Kit", Faber 3rd edition.
 Roy Kenny, "How to Cheat in Maya 2014: Tools and Techniques for Character Animation", Focal Press
 Rodriguez David, "Animation Methods", CreateSpace Independent Publishing Platform

SEMESTER III
COURSE CODE: MVAP-3116
Visual Effects (VFX)

Course Outcomes:

On completion of this course, the students will:

CO1: learn to use various compositing techniques, effects and tools to generate Visual effects

CO2: learn to apply dynamic simulation i.e. fire, dust, rain etc.

CO3: be able to demonstrate their work confidently with After Effects/3D Maya software

SEMESTER III
COURSE CODE: MVAP-3116
Visual Effects (VFX)

L - T - P	Max. Marks: 100
0 - 0 - 4	Practical: 80
Time: 3 Hours	CA: 20

Practical Exercises:

Green screen effect and compositing

3D Text Animation

Day to Night Conversion

Rain scene

Creating a scene 2D & 3D Tracking

Syllabus to be covered for the practical:**Unit -I**

Working with footages: Setting up project, removing frames, naming, finding and deleting footages, learning file size limitations. Changing and replacing transitions.

Compositing: Alpha Channel, Using Blending modes, Blur and Sharpen, Creating, saving and back up of projects, modes and switches. Mask and transparent layers. Pre-composing. Using color depth and HDR colors. Color correction and color adjustment. Using layer markers, composition. Using 3D layers and understanding co-ordinate system in Adobe After Effects. Light Layer, Null Layer and Adjustment Layer.

Unit -II

Effects and Tools: Text effects, Blur and Sharpen effects. Essentials of Chroma and keying. Concept of Garbage matte. Using hold-out matte. Using plug-in effects like CC Snow, CC Rain, CC Blur effects etc. Learning Tracking fundamentals, using trackers and stabilizing footages. Using four corner pins to track, using pen tool to draw custom shapes and masks. Text tool. Eraser, Puppet Pin and 3D camera

Unit -III

3D for VFX: Dynamics Simulation (fire, dust, smoke, blast, Natural Phenomena like rain, Lightning, Volcano etc.),

Unit -IV

Maya Particles: Different types of Emitters and their working, particle collision, colouring particles, animation using per particle attribute, functioning of instance with examples, goal weights, use of particle fields, creating pyro techniques, sparks, bullet trails, fire using particles & Compositing.

Practical Exercises:

Green screen effect and compositing

3D Text Animation

Day to Night Conversion

Rain scene

Creating a scene 2D & 3D Tracking

Suggested Readings:

Lisa Fridsma, "Adobe After Effects CC Classroom in a Book", Adobe

Eran Dinur, The Filmmaker's Guide to Visual Effects: The Art and Techniques of VFX for Directors, Producers, Editors and Cinematographers

SEMESTER III
COURSE CODE: MVAD-3117
Minor Project - III

Course Outcomes:

On successful completion of this course the student will be able to:

CO1: apply various tools and techniques studied during the course on a practical usage

CO2: will get experience of specific requirements and outcome of different stages of any 2D/3D project

CO3: get to know how to tailor the project as per the target audience and make it more realistic and relevant

SEMESTER III
COURSE CODE: MVAD-3117
Minor Project - III

L - T - P	Max. Marks: 100
0 - 0 - 6	Practical: 80
Time: 3 Hours	CA: 20

During Semester-III, the students need to submit an animation project prepared using techniques and tools taught during the course (Adobe Photoshop, Adobe Flash, Adobe Premiere, Autodesk Maya and Adobe After effects).

Following points should be taken care of while working on project:

1. Students can choose themselves the subject matter and scenes
2. Minimum of 1000 frames
3. Use at least two different software
4. Effective use of cameras, focus on viewers' attention
5. Project report showcasing the stages of the project

SEMESTER IV
COURSE CODE: MVAM-4111
Career Management

Course Outcomes:

On completion of this course, the students will:

CO1: learn formal/informal ways of communication and presentation

CO2: learn to make creative use of skills like digital resume/ motion graphics to advantage

CO3: learn to use various platforms available to increase visibility and opportunities

SEMESTER IV
COURSE CODE: MVAM-4111
Career Management

L - T - P	Max. Marks: 75
4 – 0 – 2	Theory:30 Practical: 30
Time: 3 Hours	CA: 15

Instructions for Paper Setter –

Eight questions of equal marks are to set, two in each of the four sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be divided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section.

Unit I

Career opportunities in Animation:

Exploring different opportunities in Animation, A list of local, national, and international studios Existing studios and Industries which require animation

Formal Communication: Etiquettes of Public speaking, Business meetings, Telephonic communication, Email etiquettes.

Unit II

Informal Communication: Introduction, expressing gratitude, expressing regret, Apologize, Resolving conflicts.

Presentation Skills: Preparing presentation, making presentation meaningful and engaging, making effective use of the visual aid, interacting with audiences, dealing with queries from the audiences.

Unit III

Creative use of Animation: Prepare a Digital resume, prepare a Motion graphic resume

Preparing for Interviews: Key factors for being successful in an interview, body language, confidence, subject expertise

Awareness of various platform for enhancing skills and professional growth

Creating Account on websites like animation express, bloggers.com, freelance.com, upwork.com for project work

Unit IV

Lifecycle of the project to be developed as a freelancer

Creating and maintaining account on professional networks like LinkedIn for career growth opportunities

Practical Submission: -

Students must submit Digital Portfolio/Showreel as practical assignment.

Suggested Readings:

Chaturvedi PD, Chaturvedi Mukesh,” Business Communication: Skills, Concepts, and Applications”, Pearson Education India

Robin Ryan, “60 Seconds and You're Hired! Revised Edition”, Penguin Books

Joan van Emden, Lucinda Becker, “Presentation Skills for Students”, Palgrave

David Barron, “Resume: The Definitive Guide on Writing a Professional Resume to Land You Your Dream Job”, CreateSpace Independent Publishing Platform

Angela Rose (Author), “Linkedin in 30 Minutes (2nd Edition): How to Create a Rock-Solid Linkedin Profile and Build Connections That Matter”, I30 Media Corporation; 2nd edition

SEMESTER IV
COURSE CODE: MVAM-4112
Digital Art Copyrights

Course Outcomes:

On completion of this course, the students will:

CO1: become aware of various copyright laws applicable to digital Art

CO2: get to know how to protect their own creations

SEMESTER IV
COURSE CODE: MVAM-4112
Digital Art Copyrights

L - T - P	Max. Marks: 75
4 – 0 – 2	Theory:30 Practical:30
Time: 3 Hours	CA: 15

Instructions for Paper Setter –

Eight questions of equal marks are to set, two in each of the four sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be divided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section.

Unit I

Copyrights: Introduction, Definition, rationale of copyright protection, classes of Copyrights protection available in India, Different types of work (artistic, music, Cinematography etc),

Unit II

Authorship and Ownership: Whose rights are protected by Copyright, who has rights on artistic, dramatic and musical work, sound recording, rights of adaptation, rights of communication to public, performers rights, broadcaster rights, moral rights

Unit III

Registration of Copyright: Guideline of copyright act, Procedure, Term of Copyright, Administration of Copyright law, Collective administration of copyrights

Unit IV

Copyrights infringements: Common types of copyright infringements, legal remedies

Suggested Readings:

A Handbook of Copyright law, Govt of India, MHRD, Dept of Secondary and Higher Education

SEMESTER VI
COURSE CODE: MVAI– 4113
INDUSTRIAL TRAINING WITH MAJOR PROJECT

Course Outcomes:

On successful completion of this course the student will be able to:

CO1: get exposure on how to work in a professional environment

CO2: understand the division of work and workflow followed to meet deadlines

CO3: apply tools learned during the course

SEMESTER VI
COURSE CODE: MVAI– 4113
INDUSTRIAL TRAINING WITH MAJOR PROJECT

L - T – P	Max. Marks: 250
0– 0 – 18	
Time: 3 Hours	

Following points should be taken care of while working on project:

1. The students have to attend industrial training for the duration of minimum of 3 months in any of the following fields: -
 - f) Designing
 - g) Video Editing
 - h) VFX
 - i) 2D Animation
 - j) 3D Animation
2. The duration of the project should be minimum 1500 frames.
3. The project evaluation criteria primarily focus on:
 - e) Effective use of camera and various software tools
 - f) The project (i.e. animated movie/sequence) undertaken must convey the message successfully for which it is undertaken.
 - g) Project Report
 - h) Viva Voce
4. The project report must include:
 - f) Title and abstract overview of the work done during project.
 - g) Brief introduction to the company and specific area of project being carried out.
 - h) Requirements:
 - Hardware and environment needed for the project
 - Various Software/Tools used to make the project
 - i) Project plan: The subject matter/script/scenes as required for the project.
 - j) Implementation of the project: Script Writing, Design, Recording, Audio/Video Editing etc.
5. The project submission includes the following: -
 - d) Training Certificate
 - e) Project Report
 - f) Work files and Final Render

Annexure - III(a)

FACULTY OF VOCATIONAL STUDIES

Syllabus of Computer Subjects for

BACHELOR OF VOCATION Courses

Bachelor of Vocation
(Management & Secretarial Practices) Semester-I, III & V
Bachelor of Vocation
(Textile Design and Apparel Technology) Semester- I
Bachelor of Vocation
(Photography & Journalism) Semester- I
Bachelor of Vocation
(Nutrition Exercise and Health) Semester-I & V

(Under Credit Based Continuous Evaluation Grading System)

Session: 2021-22



The Heritage Institution

KANYA MAHA VIDYALAYA JALANDHAR (Autonomous)

Bachelor of Vocation (B.Voc.) (Management &Secretarial Practices) (Semester-I)										
COURSE CODE	COURSE NAME	COURSE TYPE	HOURS / WEEK	L - T – P		Marks				Examination Time (in Hours)
				L-T-P	Total	Total	Ext.		CA	
							L	P		
BVML-1123	Computer fundamentals	C	4	4-0-0	4	50	40	-	10	3
BVMM-1127	MS Office-I	C	4	2-0-2	4	100	40	40	20	3+3
Bachelor of Vocation (B.Voc.) (Management &Secretarial Practices) (Semester-III)										
BVML-3122	Management Information System	C	4	4-0-0	4	50	40	-	10	3
BVMP-3126	Lab on Electronic CRM	S	4	0-0-4	4	75	-	60	15	3
Bachelor of Vocation (B.Voc.) (Management &Secretarial Practices) (Semester-V)										
BVML-5121	Introduction to Graphic Designing	C	4	4-0-0	4	50	40	-	10	3
BVML-5124	Designing in Corel Draw	S	4	4-0-0	4	50	40	-	10	3
BVML-5125	Designing in Adobe Photoshop	S	4	4-0-0	4	50	40	-	10	3
BVMP-5126	Lab on Corel Draw	S	4	0-0-4	4	50	-	40	10	3
BVMP-5127	Lab on Adobe Photoshop	S	4	0-0-4	4	50	-	40	10	3

Bachelor of Vocation (B.Voc.) (Photography & Journalism) (Semester-I)										
COURSE CODE	COURSE NAME	COURSE TYPE	HOURS / WEEK	L - T - P		Marks				Examination Time (in Hours)
				L-T-P	Total	Total	Ext.		CA	
							L	P		
BVPM-1125	Basics of Computers - I	C	2	1-0-1	2	50	25	15	10	3+3

Bachelor of Vocation (B.Voc.) (Textile Design and Apparel Technology) (Semester-I)									
COURSE CODE	COURSE NAME	COURSE TYPE	L - T – P		Marks				Examination Time (in Hours)
			L-T-P	Total	Total	Ext.		CA	
						L	P		
BVTM-1125	Fundamentals of Digital Textile - I	C	1-0-1	2	50	25	15	10	3+3

Bachelor of Vocation (B.Voc.) (Nutrition Exercise and Health) (Semester-I)									
COURSE CODE	COURSE NAME	COURSE TYPE	L - T – P		Marks				Examination Time (in Hours)
			L-T-P	Total	Total	Ext.		CA	
						L	P		
BVNM-1125	Basics of Computers -I	C	1-0-1	2	50	25	15	10	3+3

Bachelor of Vocation (B.Voc.) (Nutrition Exercise and Health) (Semester-V)									
BVNM-5125	Internet Applications	C	1-0-1	2	50	25	15	10	3+3

Bachelor of Vocation(B.Voc)
(Management & Secretarial Practices) (Semester-I)
Session 2021-22
Course Code: BVML-1123
COMPUTER FUNDAMENTALS

Course Outcomes:

After successful completion of this course, students will able to:

- CO1: understand the meaning and basic components of a computer system
- CO2: define and distinguish Hardware and Software components of computer system
- CO3: explain and identify different computing machines during the evolution of computer system
- CO4: gain knowledge about five generations of computer system
- CO5: explain the functions of a computer
- CO6: identify and discuss the functional units of a computer system
- CO7: identify the various input and output units and explain their purposes
- CO8: understand the role of CPU and its components
- CO9: understand the concept and need of primary and secondary memory.

Bachelor of Vocation(B.Voc)
(Management & Secretarial Practices) (Semester-I)
Session 2021-22

Course Code: BVML-1123
COMPUTER FUNDAMENTALS

Examination Time: 3 Hours

Max. Marks: 50

Theory: 40

CA: 10

Instructions for the Paper Setter

Eight questions of equal marks (8 marks each) are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section.

Unit I
Introduction to Information Technology: Basic concepts of IT, Data Processing: Data and Information. Introduction to Computers: Classification, History, Types of Computers.
Unit II
Elements of a Computer System: Block Diagram of the Computer System, Introduction to various units. Hardware: CPU, Memory, Input and Output devices, Auxiliary storage devices. Introduction to Emerging Technologies: AI, Big Data, Cloud, IoT
Unit III
Software: System and Application Software, Utility packages, Configuration of Computer System. Applications of Information Technology: Wide range of Applications in: Home, Education and Training, Entertainment, Science, Medicine, Engineering etc.
Unit IV
Introduction to Windows 7/10: Units of Window Screen (Desktop, window, icons), start menu, Taskbar settings, Application & Document Window, Anatomy of a Window (Title bar, minimize, maximize button, control box, scroll bars, scroll buttons, scroll boxes), Window Explorer (expansion, collapsing of directory tree, copying, moving, deleting files, folder, creating folders), About Desktop Icons (recycle bin, my computer, network neighbourhood, brief case), Folder, Shortcut Creation, Setting of Screen Saver, Colour Settings, Wallpaper, Changing Window Appearance.

REFERENCES:

1. Sinha P.K., "Computer Fundamentals", BPB Publications
2. Norton Peter, "Introduction to Computers", McGraw Hill Education

Bachelor of Vocation(B.Voc)
(Management & Secretarial Practices) (Semester-I)
Session 2021-22
Course Code: BVMM-1127
MS Office-I

Course Outcomes:

After successful completion of this course, students will able to:

- CO1: create a new document, open, save and print a document.
- CO2: edit and format text, change the page layout, background and borders.
- CO3: insert headers and footers, insert and edit tables.
- CO4: insert clip art and pictures to documents.
- CO5: perform mail merge.
- CO6: share and review shared document files.
- CO7: identify the names and functions of the PowerPoint interface.
- CO8: create, edit, save, and print presentations.
- CO9: format presentations, add graphics to a presentation.
- CO10: create and manipulate simple slide shows with outlines and notes.

Bachelor of Vocation(B.Voc)
(Management & Secretarial Practices)(Semester-I)
Session 2021-22
Course Code: BVMM-1127
MS Office-I

ExaminationTime: 3 Hours**Max. Marks: 100****Theory: 40****Practical: 40 CA: 20****Instructions for the Paper Setter**

Eight questions of equal marks (8 marks each) are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section.

Unit I
Fundamentals: Starting Word 2016, difference in MS Word 2010 and 2016, Understanding the Word 2016 Program Screen, Understanding the Ribbon, Using the Microsoft Office Button and Quick Access Toolbar, Using Keyboard Commands, Using Help Exiting Word 2016 Basics of Document creation: Creating a New Document, Inserting and Deleting Text, Saving a Document, Opening a Document, Selecting and Replacing Text Using Undo, Redo and Repeat Navigating through a Document, Viewing a Document, Working with the Document, Window Viewing Multiple Document, and Windows Previewing and Printing a Document, Closing a Document Formatting of a Word Document: Drop Caps, Add Shading to Draw Reader's Attention, Steps to Add Borders to a Document, work with Word Styles, Adjust the Horizontal Size of Characters, Insert and Prevent certain types of Page Breaks, Using the Word 2016 Themes To Make a Professional Document look. Steps to Create, Modify or Attach a Template. Add, Edit or Delete Headers and Footers.
Unit II
Creating and Customizing Tables: Methods to Create a Table, Steps to Create a Table that has Specific Column Widths. Deleting Column, Row or Entire Table in Word 2016. Creating Table of Contents in Word 2016 Working with Graphics: Add, Crop, Change Pictures File Size and Wrap Picture with Text, Discover the Proper Steps to Add and Organize Clip Arts, Manipulating WordArt Effects to the Text Mail Merge: Steps To Complete a Mail Merge, steps to create a Mail Merge Letter, Creating an Email Merge, Create Merged Envelopes, Creating Merge Mailing Labels in Word 2016, Guide to Creating Mail Merge Recipients (Data Sources)
Unit III
PowerPoint Basics: Starting to use PowerPoint 2016, Screen Elements, Difference between PowerPoint 2010 & 2016, Saving a PowerPoint Presentation, steps to Add a New Slide, Copy Slides from other Presentation. Slide Layout, Backgrounds and Themes: Using Different Slide's Layout, Applying Theme to the Slide(s), Changing the Color Themes, Backgrounds or Templates, Professional PowerPoint backgrounds. Slide Masters, Header and Footer: Know about PowerPoint Slide Masters, Slide Master Background Objects - How to Insert or Hide it, Apply Header and Footer
Unit IV

Formatting Text and Text Boxes: Format Text according to requirement, PowerPoint Text Boxes, Use PowerPoint Bullets to enhance your Presentation, Use the PowerPoint Numbering Feature,
Creating and Formatting Tables: Adding Table to the PowerPoint Slide, How to resize, add or delete rows or columns, merge and split the table cells. Formatting with different Table Options
Adding Audios and Videos Files: Ways to Insert Sound Files, steps to Play Sound and the Settings Involved, Embedding Movies/Videos into Presentations, Steps to Play Movies and its setting Options
Setting Up and Running a Slide Show: Slide Transitions to the Slides, Creating and Using Animation Effects, Making an Object Fly onto or off of the Slide with Motion Paths, Setting for a slide Show

Note for the Practical Examiner:

- a) Practical Exam is based on the syllabus covered in the subject.
- b) The question paper will be set on the spot by the examiner

REFERENCES:

1. Bucki Lisa A, "Microsoft Office 2016 Bible", Wiley Eastern Pvt Ltd Delhi
2. WeverkaPeter,"Office 2016 All in One for Dummies", Wiley India Pvt.Ltd New Delhi
3. MS Office – BPB Publications

Bachelor of Vocation (B.Voc)
(Management & Secretarial Practices)(Semester-III)
Session 2021-22
Course Code: BVML-3122
MANAGEMENT INFORMATION SYSTEM

Course Outcomes:

After studying this course, students will be able to:

- CO1: understand the leadership role of Management Information Systems in achieving business competitive advantage through informed decision making.
- CO2: analyze and synthesize business information and systems to facilitate evaluation of strategic alternatives.
- CO3: distinguish and analyse ethical problems that occur in business and society
- CO4: effectively communicate strategic alternatives to facilitate decision making.
- CO5: demonstrate an understanding of the major functional areas of Business
- CO6: explain fundamental database concepts and apply these concepts to the design and development of relational databases.

Bachelor of Vocation (B.Voc)
(Management & Secretarial Practices)(Semester-III)
Session 2021-22
Course Code: BVML-3122
MANAGEMENT INFORMATION SYSTEM

Examination Time: 3 Hours

Max. Marks: 50

Theory: 40

CA: 10

Instructions for the Paper Setter

Eight questions of equal marks are to be set (8 marks each), two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section.

Unit I
Fundamental Aspects of Information , Data, Information, Characteristics of Information, Attributes of Information, Types of Information, Differentiate between Data and Information Capturing of Information, Converting Information to Computer – readable form, source of Information, on-line Information access and capture.
Unit II
What are Systems, Components of System, Features of System, System Development Tools, Models of Decision Making, Real Time System, Coupling and Cohesion, Information Systems, Categories of Information Systems, Development Life Cycle of Information System, Models of Decision Making
Unit III
Various types of information systems: Transaction Processing Systems, Office Automation Systems, MIS and Decision Support System. Case Studies Information System: Accounting Information systems, Inventory control systems & Marketing systems.
Unit IV
Concept of Data Warehousing and Data Mining

References:

1. Robert G. Murdick, Joel E. Ross, "Introduction to Management Information Systems", Prentice Hall
2. Muneesh Kumar, "Business Information Systems", Vikas Publishing House
3. Ashok Arora, Akshaya Bhatia, "Management Information Systems", Excel Books

Bachelor of Vocation(B.Voc)
(Management & Secretarial Practices)(Semester-III)
Session 2021-22
Course Code: BVMP-3126
LAB ON ELECTRONIC CRM

Course Outcomes:

After studying this course, students will be able to:

CO1:explain how to build and manage successful E-CRM teams

CO2:explain how to blend E-CRM with a firm's overall business and marketing plans

CO3:demonstrate an understanding of how to build relationships with customers and maintain their loyalty

CO4:develop effective customer communications strategies and tactics

CO5:create campaigns to generate new customers and prospects

CO6:assess, plan, manage and know how to prioritize customer service

Bachelor of Vocation(B.Voc)
(Management & Secretarial Practices)(Semester-III)
Session 2021-22
Course Code: BVMP-3126
LAB ON ELECTRONIC CRM

Examination Time: 3 Hours

Max. Marks: 75

Practical: 60

CA: 15

The students will learn Zoho software in this lab alongwith practical training of its operations. This is practical lab based on the subject **BVML-3123**

Note for the Practical Examiner:

- a) Practical Exam is based on the syllabus covered in the subject.
- b) The question paper will be set on the spot by the examiner

Bachelor of Vocation(B.Voc)
(Management & Secretarial Practices) (Semester-V)
Session 2021-22

Course Code: BVML-5121
INTRODUCTION TO GRAPHIC DESIGNING

Course Outcomes:

After studying this course, students will be able to:

CO1: Demonstrate in typographic practice using text typography, display typography, and grid systems across analog and digital media.

CO2: Display image-making expertise and the development of visual narratives using photography, illustration, and type-as-image across analog and digital media.

CO3: Communicate concepts, design solutions, and arguments clearly and concisely through visual, verbal and written means.

CO4: Understand the relationship of graphic design to other disciplines and to society.

Bachelor of Vocation(B.Voc)
(Management & Secretarial Practices) (Semester-V)
Session 2021-22
Course Code: BVML-5121
INTRODUCTION TO GRAPHIC DESIGNING

Examination Time: 3 Hours

Max. Marks: 50

Theory: 40

CA: 10

Instructions for the Paper Setter

Eight questions of equal marks (8 marks each) are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section.

Unit I
Graphic designing: Meaning and importance of Graphic designing in contemporary times, History and Future of Graphic Design, Various tools used in Graphic designing Techniques of image making: Denotative and Connotative image making
Unit II
Elements of Design: Color, Line, Shape, Space, Texture, Value Color: Color wheel and various color schemes Principles of Design: Balance, Contrast, Emphasis/Dominance, Harmony, Movement/Rhythm, Proportion, Repetition/Pattern, Unity, Variety
Unit III
Typography: Anatomy of a letter, Words and spacing, Typographic Measurement: The point system, Typefaces, fonts and type families, Typeface categories, Typographic Standards, Typographic Guidelines
Unit IV
Fundamentals of Shape and Color: Introduction to Shape and color, Graphic shapes, Visual contrast, working with color, the color wheel, Rhythm and pattern Creating images for print & web: Formats, Resolution, Raster Vs Vector Editing Images: Ethics and Copyright laws

REFERENCES:

1. David Dabner, Sandra Stewart and Eric Zempol , "Graphic design school : A Foundation Course for Graphic Designer Working in Print, Working in Print, Moving Image and Digital Media ", Thames & Hudson Ltd, 5th revised edition
2. David Dabner, " Graphic Design School : The Principle and Practics of Graphic Design ", Thames and Hudson Ltd.
3. AarisSherin," Design Elements, Color Fundamentals: A Graphic Style Manual for Understanding HowColor Affects Design ", Rockport Publishers
4. Kristin Cullen, " Design Elements, Typography Fundamentals: A Graphic Style Manual for Understanding How Typography Affects Design ", Rockport Publishers

Bachelor of Vocation(B.Voc)
(Management & Secretarial Practices)(Semester-V)
Session 2021-22
Course Code: BVML-5124
DESIGNING IN COREL DRAW

Course Outcomes:

After studying this course, students will be able to:

CO1: Understand basic image fundamentals, color models, vector graphics

CO2: Acquire practical proficiency for work with 2D graphics

CO3: Discuss graphic design processes and concepts.

CO4: Learn and identify various tools in Corel Draw

CO5: Understand and establish a workflow for best results using editing tools and techniques.

Bachelor of Vocation(B.Voc)
(Management & Secretarial Practices)(Semester-V)
Session 2021-22

Course Code: BVML-5124
DESIGNING IN COREL DRAW

Examination Time: 3 Hours

Max. Marks: 50

Theory: 40

CA: 10

Instructions for the Paper Setter

Eight questions of equal marks (8 marks each) are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section.

Unit I
Bitmap Vs. Vector: Vector Graphics, Resolution and Quality, Colors and Fills, File Size, Object ordering, Layers & the Object manager, Ordering Objects, The Object Manager, Object on Formats, Bitmap Graphics, Resolution, Size and Quality, The Object Manager, Marking with Objects, Moving Objects: Working with Layers, Aligning Objects, Aligning with the Keyboard, Distributing Objects, Working with Layers, The Startup Screen, The Bar, Menu Bar, Keyboard, Distributing Objects, Working with Layers, Find and Replace, QuickCorrect, Spell Checking, Automatic Spell Checking, Grammatik, Thesaurus, Language, Document Information, Applying special effects to bitmap by Effects: blend, contour, envelope, extrude, bevel, power clip etc. Exporting files, printing of document/Design
Unit II
Drawing predefined shapes: Rectangles, 3-Point Rectangles, Ellipses, Using the Modifier Keys, Creating Arcs and Pie Wedges, Polygons, Drawing a Star, Perfect Shapes, Smart Drawing Tool- Overview, Creating & Manipulating Text, Creating Artistic Text, Paragraph Text, Character Formatting Font, Paragraph Formatting, Spacing: Indents, Tabs, Frames and Columns, Bullets, Wrapping Text Around Graphics, Changing Case, Insert Symbol Character
Unit III
Selecting & Transforming objects Selecting Objects, Marquee Selections, Using the Menus, Manipulating Objects, Positioning Objects, Resizing Objects, Rotating and Skewing Objects, Manipulating Objects with Other Tools, Free Transformation Tools, Free Rotation Tool, Free Scale Tool, Free Skew Tool, The Transform Toolbar, Undoing All Transformations, Applying and editing line ending shapes, splitting and erasing portions of objects

REFERENCES:

1. Gary David Bouton, "CorelDRAW X7: The Official Guide", McGraw Hill Education
2. Kogent Learning Solutions Inc. "CorelDraw X7 in Simple Steps", Dreamtech Press

Bachelor of Vocation(B.Voc)
(Management & Secretarial Practices)(Semester-V)
Session 2021-22
Course Code: BVML-5125
DESIGNING IN ADOBE PHOTOSHOP

Course Outcomes:

After studying this course, students will be able to:

CO1: Understand basic image fundamentals, color models and various file formats

CO2: Gain knowledge about digital image editing, manipulation and adjustments

CO3: Discuss graphic design processes and concepts.

CO4: Learn and identify various tools in Adobe Photoshop

CO5: Understand and establish a workflow for best results using editing tools and techniques.

Bachelor of Vocation(B.Voc)
(Management & Secretarial Practices)(Semester-V)
Session 2021-22

Course Code: BVML-5125
DESIGNING IN ADOBE PHOTOSHOP

Examination Time: 3 Hours

Max. Marks: 50

Theory: 40 CA: 10

Instructions for the Paper Setter

Eight questions of equal marks (8 marks each) are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section.

Unit I
Image Fundamentals: Digital image pixel, Resolution, DPI, raster image/bitmaps, Vector image, Composands: Renaming layers, Rearranging Layers, Lock Layers, Merge down, Merge Visible, File Formats: Working with PSD, PNG, TIFF, GIF, TGA Various File Formats: Working with PSD, PNG, TIFF, GIF, TGA Select Modes and RGB / CMYK / Lab / Grayscale etc. Elite Effects: Various Tools like Marquee, Lasso, Elliptical, Move, Lasso, Polygonal Lasso, Magnetic Lasso, Zoom, Crop, Air, Brush, Paint, Eraser, Stamp, Pattern stamp, Clone Stamp, Dodge, Burn, Smudge, Blur, Sharpen, Desaturate, Direct selection, Path component selection, Pen tool, eye dropper, Hand Zoom.
Unit II
Understanding various Palettes:- Navigator, info, Color, Swatches Style History, Layers. Paths, Character, Paragraph, Foreground Colors Background colors, Default colors, Switch colors Details about Status Bar, Option Bar Edit Image in Standard mode, Quick Mask Mode
Unit III
Image Display Options: Standard Screen mode, Full Screen Mode with Menu Bar, Full Screen mode. Edit Commands:- Transform Preferences, Define Brush etc. Image Commands: Inverse. Adjust, Extract, Liquefy etc. Image adjustments: Adjust Brightness/ Contrast. Hue/Saturations, de-saturate, Replace Colors, invert, Variations, Canvas size, Rotate canvas, crop, Trim

REFERENCES:

1. Caplin Steve, "How to Cheat in Photoshop CC: The art of creating realistic photomontages", Focal Press
2. Danae Lisa, "Adobe Photoshop CC Bible", Wiley
3. Faulkner Andrew, "Adobe Photoshop CC Classroom in a Book", Pearson Education

Bachelor of Vocation(B.Voc)
(Management & Secretarial Practices)(Semester-V)
Session 2021-22
Course Code: BVMP-5126
LAB ON COREL DRAW

Course Outcomes:

After studying this course, students will be able to:

CO1: Understand corel draw interface and work with lines, outlines and shapes

CO2: Work with objects, text, tables, vectors and bitmaps

CO3: Demonstrate proficiency with layers (creating a layer, changing layer properties, moving objects between layers, deleting a layer)

CO4: Apply special effects to bitmap such as blend, contour, envelope, extrude, bevel, power Clip

CO5: Skill to conceptualize and create Logos, various types of print designs, Pamphlets, Posters, Invitation cards, Greeting cards, Wrappers, Advertisements, Banners etc

Bachelor of Vocation(B.Voc)
(Management & Secretarial Practices)(Semester-V)
Session 2021-22
Course Code: BVMP-5126
LAB ON COREL DRAW

Examination Time: 3 Hours

Max. Marks: 50

Practical: 40

CA: 10

Note for the Practical Examiner:

- a) Practical Exam is based on the syllabus covered in the subject.
- b) The question paper will be set on the spot by the examiner

Practical

1. Create a document using versions shapes.
2. Creating spiral shapes.
3. Create two pictures one another based on mirror function.
4. Fill the color existing image, add some text
5. Create a pie model diagram.
6. Create an envelope.
7. Write a text in different paths.
8. Create an outline on existing image.
9. Create an advertisement.
10. Design a business card for a company embed photo in it.
11. Design a banner for a marriage function

Bachelor of Vocation(B.Voc)
(Management & Secretarial Practices)(Semester-V)
Session 2021-22
Course Code: BVMP-5127
LAB ON ADOBE PHOTOSHOP

Course Outcomes:

After studying this course, students will be able to:

- CO1: Identify and specify file formats and image resolution for print and web
- CO2: Gain proficiency using the selection tools (wand, marquee, lasso, quick selection)
- CO3: Demonstrate proficiency with layers (naming, organizing sets, styles, adjustment layers)
- CO4: Edit using retouching tools (healing brush, clone tool, patch tool)
- CO5: Use and control the adjustments and filters to improve images
- CO6: Designing of banners, posters, greeting cards, newsletter applying fundamentals of graphic designing

Bachelor of Vocation(B.Voc)
(Management & Secretarial Practices)(Semester-V)
Session 2021-22
Course Code: BVMP-5127
LAB ON ADOBE PHOTOSHOP

Examination Time: 3 Hours

Max. Marks: 50

Practical: 40

CA: 10

Note for the Practical Examiner:

- a) Practical Exam is based on the syllabus covered in the subject.
- b) The question paper will be set on the spot by the examiner

Practical

1. Drawing Watch using custom shapes
2. Create a poster design
3. Using multichannel mode
4. Using the sponge Tool
5. Create a greeting card
6. Adding an arrowhead.
7. Removing an element from an image
8. Applying Transformations
9. Create a multiple page newsletter

(Bachelor of Vocation (B.Voc.)
(Photography & Journalism) (Semester-I)
BVPM-1125: BASICS OF COMPUTERS- I

Course Outcomes:

After successful completion of this course, students will be able to:

CO1: use various Microsoft Office products like Microsoft Word to prepare documents required for routine office work

CO2: edit, format, spell-check, save and print documents as required on routine basis.

(Bachelor of Vocation (B.Voc.)
(Photography & Journalism) (Semester-I)
BVPM-1125: BASICS OF COMPUTERS- I

Time: 3 Hours
L-T-P: 1-0-1

Maximum Marks: 50
Theory: 25, Practical: 15
CA- 10

Instructions for the Paper Setters

The question paper will have 4 units, namely unit I, II, III and IV. Question paper shall consist of four Units.

Candidates shall attempt 5 questions in all, by at least selecting one question from each unit and the 5th question may be attempted from any of the four units. Each question will carry 5 marks.

Course Contents

UNIT –I

Introduction to Computer and Data Processing.

UNIT-II

Concept of data and information

UNIT-III

Introduction of Computer hardware and software

UNIT-IV

Introduction to MS- Word- General Formatting, Editing, Spell-Grammar check, Printing and saving, Mail Merge.

(Practical)

Instruction to the Practical Examiner: Paper will be set on the spot by the examiner.

Course Contents:

MS-Word: Formatting, Editing, Spell Grammar Check, Printing and Saving, Mail-Merge.

Books Recommended:

1. Windows Based Computer Courses, Rachhpal Singh & Gurminder Singh.
2. Information Technology, Hardeep Singh & Anshuman Sharma.
3. Office Complete, BPB Publications.

Bachelor of Vocation (B.Voc.)
(Textile Design & Apparel Technology) (Semester-I)
BVTM-1125: Fundamentals of Digital Textile - I

Course Outcomes:

After successful completion of this course, students will be able to:

CO1: use various Microsoft Office products like Microsoft Word and PowerPoint to prepare documents/presentation required for routine office work

CO2: apply design concepts and knowledge for creating Computerised Designs

CO3: use Corel Draw and its various tools to create Fashion and Design illustration

Bachelor of Vocation (B.Voc.)
(Textile Design & Apparel Technology) (Semester-I)
BVTM-1125: Fundamentals of Digital Textile - I

Time: 3 Hours

L-T-P: 1-0-1

Maximum Marks: 50

Theory: 25, Practical: 15

CA- 10

Instructions for the Paper Setter

Eight questions of equal marks are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section.

Course Contents:

UNIT I

1. Computer, Introduction to Computer, Data Processing, Concept of data and information
2. Introduction of computer hardware and software

UNIT II

3. Introduction to MS-Word- General-Formatting, Editing, Spell-grammar check, Printing and saving, Mail Merge.

UNIT III

4. Ms PowerPoint: Professional presentation formations, formatting of text/slides views of power point, animations, sound effects.

UNIT IV

Basic concept of Corel draw: Introduction to tools, ruler setting, basic shapes, grouping/ combining, color palettes, effects, curves, opening, closing and saving a file, importing/exporting, printing.

(Practical)

Exercises based on topics covered in Theory.

Instruction for the Paper Setter: Paper will be set on the spot by the examiner.

Books Recommended:

1. Windows Based Computer Courses, Rachhpal Singh & Gurvinder Singh.
2. Information Technology, Hardeep Singh & Anshuman Sharma.
3. Office Complete, BPB Publications.

Bachelor of Vocation (B.Voc.)
(Nutrition Exercise & Health) (Semester-I)

Basics of Computer - I
Course code: BVNM- 1125

Course Outcomes:

After successful completion of this course, students will be able to:

CO1: use Microsoft Word to prepare documents required for routine office work

CO2: edit, format, spell-check save and print documents as required on routine basis.

Bachelor of Vocation (B.Voc.)
(Nutrition Exercise & Health) (Semester-I)

Basics of Computer - I

Course code: BVNM- 1125

Time: 3 Hours

L-T-P: 1-0-1

Maximum Marks: 50

Theory: 25, Practical: 15

CA- 10

Instructions for the Paper Setter

Eight questions of equal marks are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section

Course Contents

UNIT –I

Introduction to Computer, Data Processing.

UNIT-II

Concept of data and information

UNIT-III

Introduction of Computer hardware and software

UNIT-IV

Introduction to MS- Word- General- Formatting, Editing, Spell-Grammar check, Printing and saving, Mail Merge.

(Practical)

Instruction to the Practical Examiner: Paper will be set on the spot by the examiner.

Course Contents:

MS-Word: Formatting, Editing, Spell Grammar Check, Printing and Saving, Mail-Merge.

Books Recommended:

4. Windows Based Computer Courses, Rachhpal Singh & Gurvinder Singh.
5. Information Technology, Hardeep Singh & Anshuman Sharma.
6. Office Complete, BPB Publications.

Bachelor of Vocation (B.Voc.)
(Nutrition Exercise & Health) (Semester-V)

Internet Applications

Course code: BVNM- 5125

Course Outcomes:

After successful completion of this course, students will be able to:

CO1: understand working of internet, services it offers

CO2: communicate via email effectively and manage email accounts efficiently

Bachelor of Vocation (B.Voc.)
(Nutrition Exercise & Health) (Semester-V)

Internet Applications

Course code: BVNM- 5125

Time: 3 Hours

Maximum Marks: 50

L-T-P: 1-0-1

Theory: 25, Practical: 15

CA- 10

Instructions for the Paper Setter

Eight questions of equal marks are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section

Course Contents

UNIT –I

Introduction to Internet & its working, Business use of Internet, Services offered by Internet

UNIT-II

Introduction to email, Advantages and disadvantages, structure of email message, working with email (sending and receiving messages), Managing email (creating new folder, deleting messages, forwarding messages, filtering messages)

UNIT-III

World wide web(www): Introduction, working and web browsing, DNS & IP addressing

UNIT-IV

Search engine: Introduction, Components and working of search engine.

(Practical)

Instruction to the Practical Examiner: Paper will be set on the spot by the examiner based on the content in the syllabus.

Books Recommended:

1. Windows Based Computer Courses, Rachhpal Singh & Gurvinder Singh.
2. Information Technology, Hardeep Singh & Anshuman Sharma.
3. Office Complete, BPB Publications.

Annexure - III(b)

FACULTY OF VOCATIONAL STUDIES

Syllabus of Computer Subjects for

BACHELOR OF VOCATION Courses

Bachelor of Vocation
(Management & Secretarial Practices) (Semester-II, IV & VI)
Bachelor of Vocation
(Textile Design and Apparel Technology) (Semester- II)
Bachelor of Vocation
(Nutrition Exercise and Health) (Semester- VI)
Bachelor of Vocation
(Hospitality & Tourism) Semester-II

(Under Credit Based Continuous Evaluation Grading System)

Session: 2021-22



The Heritage Institution

KANYA MAHA VIDYALAYA JALANDHAR (Autonomous)

Scheme & Curriculum of Computer Subject of Bachelor of Vocation Courses
Session 2021-22

Bachelor of Vocation (Management & Secretarial Practices)								
Semester - II								
COURSE CODE	COURSE TITLE	COURS E TYPE	Credits	Marks				Examination Time (in Hours)
				Total	Ext.		CA	
					L	P		
BVMM-2126	MS OFFICE – II	S	4	100	40	40	20	3+3
BVMP-2127	LAB BASED ON TYPING SKILLS (DATA ENTRY)	S	4	50	-	40	10	3
Bachelor of Vocation (Management & Secretarial Practices)								
Semester - IV								
BVML-4125	Digital Data Management	C	4	50	40	-	10	3
BVMP-4126	Web based Applications for Office Management	C	4	50	-	40	10	3
BVMD-4127	Minor Project (Computer Based)	S	6	100	-	80	20	3
Bachelor of Vocation (Management & Secretarial Practices)								
Semester - VI								
BVML-6123	E-Publishing fundamentals	C	4	50	-	40	10	3
BVMM-6125	Desktop Publishing in Adobe In-design	S	4	100	40	40	20	3
BVMD-6127	ON JOB TRAINING (REPORT & PRESENTATION) / MAJOR PROJECT / DISSERTATION	S	6	100	-	50	50	-
Bachelor of Vocation (Hosptality & Tourism)								
Semester – II								
BVHM-2125	Application of Computers in Hospitality Industry	S	2	50	25	15	10	3+3

Bachelor of Vocation (Textile Design and Apparel Technology) (Semester-II)									
COURSE CODE	COURSE TITLE	COURSE TYPE	L - T – P		Marks				Examination Time (in Hours)
			L-T-P	Total	Total	Ext.		CA	
						L	P		
BVTM-2125	Fundamentals of Digital Textiles- II	C	1-0-1	2	50	25	15	10	3+3

Bachelor of Vocation (Nutrition Exercise and Health) (Semester-V)									
COURSE CODE	COURSE TITLE	COURSE TYPE	L - T – P		Marks				Examination Time (in Hours)
			L-T-P	Total	Total	Ext.		CA	
						L	P		
BVNM-6125	Computer (Database Concepts)	S	1-0-1	2	50	25	15	10	3+3

Bachelor of Vocation
(Management & Secretarial Practices) (Semester-II)
Session 2021-22
Course Code: BVMM-2126
MS OFFICE – II

Course Outcomes:

After successful completion of this course, students will be able to:

- CO1: Indicate the names and functions of the excel interface components.
- CO2: enter and edit data, format data and cells.
- CO3: construct formula, including the use of built-in functions, and relative and absolute references.
- CO4: create and modify charts, preview and print worksheets.
- CO5: use the Excel online Help feature.
- CO6: identify the terminology and functions common to most database management systems.
- CO7: identify the qualities of valuable information.
- CO8: identify the elements of good database design.
- CO9: create and use tables, Create and use queries.
- CO10: create simple reports and forms.
- CO11: use the Access online Help feature.
- CO12: discuss ethical issues connected to the use of databases.

Bachelor of Vocation
(Management & Secretarial Practices) (Semester-II)
Session 2021-22
Course Code: BVMM-2126
MS OFFICE – II

Examination Time: 3 Hours

Max. Marks: 100

Theory: 40

Practical: 40 CA 20

Instructions for the Paper Setter

Eight questions of equal marks (8 marks each) are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section.

Unit I
Fundamentals: Start MS Excel. Excel Screen Elements, about cell, Workbook, Worksheet, Enter Data into the Excel Worksheet, Save an Excel Worksheet, Explore Excel: Move from One Place to Another in a Worksheet, how to Change the Spreadsheet Cells Background or Text Color, Knowing the Excel Paste, What if Analysis.
Unit II
Formatting and Customizing Data: Cell Alignment Options, Number Formatting, Adding Header and Footer, how to Prevent the Cell Editing, Merge and Unmerge Cells (Columns), Create and Download the Excel 2016 Templates. Creating and Formatting Tables: How to insert a Table, Formatting the Table, Pivot Tables Create Drop Down List, Use of Data Validation Rules.
Unit III
Formulas and Functions (with example illustrations): How to Write an Excel Formula, Excel 2016 Functions, Using NOW Function, Example Using the Excel 2016 PRODUCT Function, Using MAX Function, CELL Function, The RADIANS Function: Convert Degrees to Radians, DATE Function: An Easy Way to Insert a Date into a Formula, COUNT Function. Creating and Formatting Charts: Creating Charts, Create and Format the Chart Title, Chart Legend: How to Resize, Move, Changing Legend Font and Color, creating a Pie Chart, Creating a Histogram Printing of an EXCEL Sheet: Print Preview Feature, Preview Worksheets Before Printing, Print Excel Worksheet and Print Multiple Areas of a Workbook, Printing Multiple Worksheets from a Workbook
Unit IV
What is a database and need of a Database? Exploring and designing a database Building the Database: Creating a Table, setting up fields, building table relationships, Entering and editing data in the table Analysing and Reporting Data: Sorting records entered in the table, Filtering records in the table, About queries, Using queries to make data meaningful, creation of reports

Note for the Practical Examiner:

- Practical Exam is based on the syllabus covered in the subject.
- The question paper will be set on the spot by the examiner

REFERENCES:

- Microsoft Word, Excel, and PowerPoint: Just for Beginners Paperback , [Dorothy House](#)
- [Weverka](#) Peter, "Microsoft Office 2016 All-In-One for Dummies", Wiley India Pvt. Ltd, New Delhi.

Bachelor of Vocation
(Management & Secretarial Practices) (Semester-II)
Session 2021-22
Course Code: BVMP-2127
LAB BASED ON TYPING SKILLS (DATA ENTRY)

Course Outcomes:

After successful completion of this course, students will able to:

- CO1: develop correct touch-typing techniques
- CO2: key data quickly and accurately
- CO3: demonstrate operational skills in using the computer
- CO4: key accurately, at a rate of 35 words per minute

Bachelor of Vocation
(Management & Secretarial Practices) (Semester-II)
Session 2021-22
Course Code: BVMP-2127
LAB BASED ON TYPING SKILLS (DATA ENTRY)

Examination Time: 3 Hours
Practical: 40

Max. Marks: 50

CA: 10

Lab based on Typing skills to increase speed of typing in English, Hindi / Punjabi.

Bachelor of Vocation
(Management & Secretarial Practices) (Semester-IV)
Session 2021-22
Course Code: BVML-4125
DIGITAL DATA MANAGEMENT

Course Outcomes:

After studying this course, students will be able to:

CO1: find key components of digital leadership

CO3: create, influence, monitor and control digital reputation

CO4: use digital opportunities to connect with audiences

CO5: understand that data should be managed differently in different phases of the life cycle

CO6: identify the value and relative importance of data management to the success of a research project.

Bachelor of Vocation
(Management & Secretarial Practices) (Semester-IV)
Session 2021-22

Course Code: BVML-4125
DIGITAL DATA MANAGEMENT

Examination Time: 3 Hours

Max. Marks: 50

Theory: 40

CA: 10

Instructions for the Paper Setter

Eight questions of equal marks (8 marks each) are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section.

Unit I
Workflow: Meaning, types, Automated workflow – components, File Preparation, Preflighting, Digital Imposition – preRIP, post RIP, OPI, Trapping, Postscript, PDF, Metadata – JDF, XML. File Formats & Compression Techniques: File format – EPS, DCS, JPEG, GIF, TIFF, PNG, comparison of file formats, Compression techniques, Lossy& lossless compression, RLE, Huffman compression, LZW, DCT, Wavelet, Fractal image encoding, Image quality evaluation, Audio compression, Video Compression.
Unit II
2-D Transformations: translation, rotation, scaling, matrix representations and homogeneous coordinates, composite transformations, general pivot point rotation, general fixed-point scaling, shearing, reflection about X Axis and Y Axis, Reflection about Straight lines, Reflection through an Arbitrary Line.
Unit III
Database Management: Database, Types, Database Management, Database Languages, Query Processing, Data storage, Backup & recovery, Distributed databases, Data Warehousing, Data Mining
Unit IV
Security: Security in Operating Systems, Principles of Network Security, Cryptography, Fire walls, Intrusion Detection Systems, Secure Email, Digital Rights Management, Element of Designing Accessible Web Content and Web Security

REFERENCES

1. Helmut Kipphan, "Handbook of Print Media", Springer Verlag, 2001
2. Phil Green, "Understanding Digital Color", 2nd edition, GATF Press, 1999.
3. Mani Subramanian, "Network Management: Principles & Practice", Addison Wesley, 1999
4. Sanjiv Purba, "Handbook of Data Management", Viva Books Private Ltd., 1999
5. Douglas E. Comer, "Computer Networks & Internets", 2nd Edition, Pearson Publications, 1999
6. Larry L. Pearson, Bruce S. Davie, "Computer Networks: A Systems Approach", Third Edition, Morgan Kaufmann Publishers Inc., 2003
7. Abraham Silberschatz, Henry F. Korth, S. Sudharshan, "Database System Concepts"

Bachelor of Vocation
(Management & Secretarial Practices) (Semester-IV)
Session 2021-22
Course Code: BVML-4126
Web based Applications for Office Management

Course Outcomes:

After studying this course, students will be able to:

CO1: use internet and manage email effectively

CO2: will be able to use various web-based tools for office management

CO3: will be able to hold and manage online virtual meetings

Bachelor of Vocation
(Management & Secretarial Practices) (Semester-IV)
Session 2021-22

Course Code: BVMP-4126

Web based Applications for Office Management

Examination Time: 3 Hours

Max. Marks: 50

Practical: 40

CA: 10

Instructions for the Paper Setter

Eight questions of equal marks (8 marks each) are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section.

Unit I
Introduction: About internet and its working, business use of internet, services offered by internet, evaluation of internet, internet service provider (ISP), internet addressing (DNS) and IP addresses). E-Mail: Basic Introduction; Advantage and disadvantage, structure of an e-mail message, working of e-mail (sending and receiving messages), managing e-mail (creating new folder, deleting messages, forwarding messages, filtering messages) Implementation of outlook express.
Unit II
Internet Protocol: Introduction, file transfer protocol (FTP), Gopher, Telnet, other protocols like HTTP and TCP IP. WWW: Introduction, working of WWW, Web browsing (opening, viewing, saving and printing a web page and bookmark) Search Engine: About search engine, Components of search engine, working of search engine, difference between search engine and web directory
Unit III
Introduction to Web based tools for Office Management: Google Docs: Creating documents, uploading files to Google Drive, managing files and sharing files on Google Drive, Editing Documents, sharing documents, Changing ownership of the document. Google Forms: Creating a Questionnaire/ Quiz using Google Forms Using Google Calendar to organise and Track online meeting, Using Telegram, Whatsapp Web to communicate and share documents online
Unit IV
Online Platforms for Virtual Meeting: Google Meet, Microsoft Teams, Zoom Online meeting, Cisco Webex., Scheduling and conducting Online Meetings Online Payment methods: Internet banking, UPI, Debit and Credit Cards, Mobile Wallets

REFERENCES:

1. Internet & web page designing by V.K.Jainbpb publications.
2. Alexis Leon and Mathews le on,Internet for everyone - Vikas publications.
3. Internet for dummies - Pustakmahal, New Delhi a beginner's guide to html
4. "Understanding the Internet", Kieth Sutherland, Buterworth–Heineman; 1st Edition
5. S. K. Bansal, "Internet Technologies", APH Publishing Corporation.
6. Behrouz A. Forouzan, "Data Communications and Networking", 3rdEditon.

Bachelor of Vocation
(Management & Secretarial Practices) (Semester-IV)
Session 2021-22
Course Code: BVMD-4127
MINOR PROJECT (Computer based)

Examination Time: 3 Hours

Max. Marks :100

Practical:80

CA:20

- Report and Presentation should be submitted monthly
- Internal Assessment is based upon the performance of above said report and presentation made.
- Monthly report is to be evaluated by internal examiner of the concerned college.
- Final report is to be submitted by the end of training period. External assessment is based on final report and viva voce. Final report is to be evaluated by external examiner.

Bachelor of Vocation
(Management & Secretarial Practices) (Semester-VI)
Session 2021-22
Course Code: BVML-6123
E- PUBLISHING FUNDAMENTALS

Course Outcomes:

After studying this course, students will be able to:

CO1: a design methodology in the field of visual communication;

CO2: skills necessary to manage a project from the ideation phase to the realization phase;

CO3: technical tools necessary for the realization of the projects and the necessary interdisciplinary scientific skills;

CO4: a theoretical and socio-cultural education that aims to acquire a solid cultural background where the technical-media skills are combined with a theoretical reflection

CO5: Acquiring a new perspective on E-Publishing

Bachelor of Vocation
(Management & Secretarial Practices) (Semester-VI)
Session 2021-22

Course Code: BVML-6123
E- PUBLISHING FUNDAMENTALS

Examination Time: 3 Hours

Maximum Marks: 50

Theory: 40, CA:10

Instructions for the Paper Setter

Eight questions of equal marks (8 marks each) are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section.

Unit I
Introduction: Internet, WWW, Web2.0, Broadband, Print On demand, eBook, e-Journals, e- Newspaper, internet advertising, Digital libraries, e-Readers, Electronic Publishing Advantages, Issues. Publishing: Areas of publishing – Legal, STM, Book Publishing – Manuscript, Anatomy of a book, Layout & Design, Journal Publishing - Layout & Design, Web Publishing - Layout & Design, Accessibility, usability, standards, Publishing on Handheld devices - Layout & Design.
Unit II
Workflow: Authors, Publishers, e -Publishing Companies; Workflow – Receiving Jobs (FTP), Pre editing, copy editing, Proof reading, Graphics, Pagination, Quality Control, Output – Print, Proof, Web, Handheld devices; Workflow software, File management – File Naming conventions, Storage, Metadata, Searching, Digital Asset Management, Repurposing, PDFX/3 workflow.
Unit III
Software & tools: Conventional workflow, XML workflow, STM Typesetting software, Pagination software's, Image manipulation software's, Markup languages – fundamentals, Presentation technologies - (HTML, CSS, WML, XSL/XSL-FO), Representation technologies (XML, DTD, W3C XML Schema, DSDL), Transformation technologies (SAX, DOM, XSLT) Version control of publications: Importance of version control, how version control works, And different methods of version control: File naming conventions, tracking using version numbers, version control tables and Good practices for version management of publications.
Unit IV
Access control of publications: Introduction to Authentication and authorization, User access, Data integrity, Flexible document storage mechanism: manuals, work processes, checklists, instructions, Revision control, Approval process, Approval tracking, Revision history, Secure access requirements: User access can be set by groups, individuals or documents to allow for the precise access that you require to your data, Print Screen and Print Control, Digital Signatures, Watermarks, Pdf conversion, Access control etc Emerging trends: Future publishing Models, Digital Rights Management, Business models in Internet.

REFERENCES:

1. Handbook of Print Media – Helmut Kipphan, Springer.
2. Digital colour Printing Technology – Bishwanath Chakkaravarthy
3. Printing in a digital world – David Bergsland.
4. On demand Digital Printing Primer – Howard M. Fentan – GATF.
5. Pocket Guide to Digital Printing – Frank Cost.
6. "DHTML AND CSS FOR THE WORLD WIDE WEB" Book, by Jason Cranford
Publisher, 2001 Peachpit Press
7. "HOW TO USE HTML & XHTML" by Gary Rebholz,, Published 2001
8. "XML FOR THE WORLD WIDE WEB" by Elizabeth Castro, Published 2001, Peachpit Press

Bachelor of Vocation
(Management & Secretarial Practices) (Semester-VI)
Session 2021-22
Course Code: BVMM-6125
DESKTOP PUBLISHING IN ADOBE IN-DESIGN

Course Outcomes:

After studying this course, students will be able to:

CO1: Create personal and/or business publications following current professional and/or industry standards.

CO2: Understand desktop publishing technology and design cycle

CO3: Prepare & package documents for professional printing or exporting

CO4: Understand typography, indenting, hyphenation, rulers and guides.

CO5: Apply principles of good page layout and design to create single and multiple page documents containing graphic illustrations.

Bachelor of Vocation
(Management & Secretarial Practices) (Semester-VI)
Session 2021-22

Course Code: BVMM-6125

DESKTOP PUBLISHING IN ADOBE IN-DESIGN

Examination Time: 3 Hours

Max. Marks: 100

Theory: 40

Practical: 40, CA: 20

Instructions for the Paper Setter: Eight questions of equal marks (8 marks each) are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section.

Unit I
Getting to Know the Work Area – The Application window; Navigating Pages; Rulers, Guides & Frames; Panels & Panel Menus; View and Preview settings Quick Start – New Document Set Up; Adding and Editing Text; Adding and Replacing Graphics; Moving Objects; Printing and Creating a PDF; Saving Files
Unit II
Setting up a Document – New Document Settings; Saving and Reverting, Saving to IDML; Margins and Columns; Ruler Guides; Bleeding Color or Images Managing Pages – Adding, deleting and moving pages; Navigation; changing page sizes; creating and applying Master Pages; Overriding Master Page Items, Page Numbering Working with Type – Importing / Placing Text; Text Frames, Selecting and Editing Text; Special Characters; Story Editor; Spell-check; Find / Change
Unit III
Importing & Editing Graphics – Importing / Placing Graphics; Linking Graphics & Links Panel; Fitting Graphics to Frames Working with Color – Strokes & Fills; Color Swatches; Gradient Swatches; Sampling Color Frames & Paths - Editing Frames and Paths; Corner Options; Creating Polygons & Starbursts; Turnings text into Outlines Layers – Creating and controlling layers; grouping and locking layers; aligning and distributing; Text wrap
Unit IV
Paragraph & Character Styles – Setting up character / paragraph styles; formatting a paragraph; Tabs, Bullets & Numbering Practical: Create a Bio- Data, create an Application Form, create a Letter Pad, Create a Greeting card, Create a Wedding card, create a Visiting card, create a Book Wrapper, Create a Brochure, Index Preparation, Working with master Preparation

Note for the Practical Examiner:

- a) Practical Exam is based on the syllabus covered in the subject.
- b) The question paper will be set on the spot by the examiner

REFERENCES:

1. Bear, Jacci Howard. "What's Involved in Desktop Publishing?" Lifewire. Retrieved Ruitter, Maurice M. de Advances in Computer Graphics III. Springer Science & Business Media.
2. Jump up to: a b "The Definitive, Non-Technical Introduction to LaTeX, Professional Typesetting and Scientific Publishing". Math Vault.. Retrieved
3. Amanda Presley (2010-01-28). "What Distinguishes Desktop Publishing From Word Processing?". Bright Hub. Retrieved

Bachelor of Vocation
(Management & Secretarial Practices) (Semester-VI)
Session 2021-22
Course Code: BVMD-6127
ON JOB TRAINING (REPORT & PRESENTATION) /
MAJOR PROJECT / DISSERTATION

Course Outcomes:

After studying this course, students will be able to:

CO1: apply fundamental and disciplinary concepts and methods in ways appropriate to their principal areas of study.

CO2: demonstrate skill and knowledge of current information and technological tools and techniques specific to the professional field of study.

CO3: use effectively oral, written and visual communication.

CO4: identify, analyze, and solve problems creatively through sustained critical investigation.

CO5: integrate information from multiple sources.

CO6: demonstrate an awareness and application of appropriate personal, societal, and professional ethical standards.

CO7: practice the skills, diligence, and commitment to excellence needed to engage in lifelong learning.

Bachelor of Vocation
(Management & Secretarial Practices) (Semester-VI)
Session 2021-22
Course Code: BVMD-6127
ON JOB TRAINING (REPORT & PRESENTATION) /
MAJOR PROJECT / DISSERTATION

Max Marks: 100

(External Assessment = 50;

Internal Assessment = 50)

- Report and Presentation should be submitted monthly
- Internal Assessment is based upon the performance of above said report and presentation made.
- Monthly report is to be evaluated by internal examiner of the concerned college.
- Final report is to be submitted by the end of training period. External assessment is based on final report and viva voce. Final report is to be evaluated by external based on final report and viva voce. Final report is to be evaluated by external examiner appointed by Guru Nanak Dev University

Bachelor of Vocation
(Textile Design & Apparel Technology) Semester II
Session 2021-22

Course Code: BVTM-2125

Fundamentals of Digital Textiles-II (Semester-II)

Time: 3 Hours

Maximum Marks: 50

L-T-P: 1-0-1

Theory: 25

Practical:15 CA- 10

Instructions for the Paper Setter Eight questions of equal marks (5 Each) are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section.

UNIT I

BASICS OF CORELDRAW Introduction-Getting Started-Creating A New File - Title Bar-Menu Bar-Work Area-Printable Page-Property Bar-Page Counter Bar-Colour Palette-Toolbox-Status Bar-Drawing Figures-Lines-Ellipse-Circles-Rectangle-Square-Polygon-Saving-Closing-Opening-Views-Normal View-Preview-Wire Frame View-Draft View-Zoom-View Manager-Creating a View.

UNIT II

DRAWING

Introduction - Toolbox-Selecting an Object-Resizing an Object-Moving an Object-Changing the Shape-Combining Two Objects-Skewing-Welding the Objects-Blending-Curve Lines Straight Lines-Continuing a Line-View Mode-Changing-Media Tool-Rotating an Object Grouping-Fill Tool Fly Out-Filling-Spray Mode.

TEXT

Introduction-Text Tool-Entering Artistic Text-Entering Paragraph Text-Converting Text Formatting Text-Changing the Font Size-Arranging Objects-Ordering the Objects-Changing the Font-Bullets-Decorating the Text-Webdings-Text Editor-Opening-Changing the Alignment Type Style-Spell Checking-Grammar-Searching Synonyms-Find-Replace-Editing-Kerning Formatting Characters

UNIT III

IMAGE

Bitmap Images-Vector Image-Resizing-Rotating-Skewing-Moving-Cropping-Importing Images-Adding Special Effects-Converting to Bitmap-Exporting Images. PAGE LAYOUT Session-2019-20 Changing the Page Size-Changing the Layout-Appling Styles-Appling Bitmaps to the Background - Changing the Background-Adding a Page Frame-Moving Between Pages.

UNIT IV

Adobe Photoshop:

Introduction to Photoshop and its tools. Photoshop Interface. Create different Prints, Textures and compositions with the help of Corel Draw and Adobe Photoshop Session-2019-20

(Practical)

Instructions for the Practical Examiner:

The subject is to acquaint students with knowledge of CAD based application in fashion Designing

Introduction to basic tools of fashion software Corel Draw and use them for the following: -

- Night wear
- Office wear
- Casual wear
- Party wear
- Indian traditional wear

Books Recommended:

1. Danae Lisa, "Adobe Photoshop CC Bible", Wiley
2. Faulkner Andrew, "Adobe Photoshop CC Classroom in a Book", Pearson Education
3. Gary David Bouton, "CorelDRAW X7: The Official Guide", McGraw Hill Education
4. Kogent Learning Solutions Inc. "CorelDraw X7 in Simple Steps", Dreamtech Press

Bachelor of Vocation (Nutrition Exercise & Health)
Semester VI
Session 2021-22

Computer (Database Concepts)

Time: 3 Hours
L-T-P: 1-0-1

Maximum Marks: 50
Theory: 25
Practical: 15 CA- 10

Instructions for the Paper Setters: - Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Unit - I

Database Management System (DBMS): Meaning and need of a database, Advantages, Limitations of databases, Applications of Database, Meaning and need of DBMS, Database Components: Tables, Rows, Columns, Attributes, Queries, Record, Primary Key, Foreign Key, Creation and Relationship between tables.

Unit - II

MS ACCESS Database Basics: Databases, Records · Fields, data types, Introduction into Microsoft Access, Starting Up Microsoft Access, creating New, and Opening Existing Databases, creating a database using a wizard, creating a database without using a wizard.

Unit - III

Tables - What they are and how they work, create a table from scratch in Design view, Primary Keys, Switching Views, Entering Data, Manipulating Data, Linking multiple tables together.

Unit - IV

Forms -What they are and how they work. Reports - What they are and how they work. Creating a Report Using a Wizard.

Instructions for the practical examiner: -

Practical examination is to be based on topics covered in the syllabus.

Practical exam is to be set on the spot by the practical examiner.

Suggested readings: -

Access 2016 Bible, by Michael Alexander and Richard Kusleika, Wiley

MS ACCESS 2013 PLAIN & SIMPLE by Andrew Couch, PHI Learning Pvt. Ltd

Bachelor of Vocation (Hospitality and Tourism)
Semester-II (Session 2020-2021)
Application of Computers in Hospitality Industry
Course Code: BVHM-2125

Course Outcomes (CO):

Upon successful completion of the course, the students should be able to:

CO1: Manage files by using tools such as archiving, storage folders and message rules.

CO2: Create a word document and excel workbook and navigate your way around the basic applications

CO3: Create and present a basic PowerPoint presentation complete with headings, bullet points and pictures

CO4: Recognize basics application of computer in tourism field

Bachelor of Vocation (Hospitality and Tourism)
Semester-II (Session 2020-2021)
Application of Computers in Hospitality Industry
Course Code: BVHM-2125

Time: 3 Hours
L-T-P: 1-0-1

Maximum Marks: 50
Theory Marks: 25
Practical Marks: 15
CA-10

INSTRUCTIONS FOR THE PAPER SETTER:

Eight questions of equal marks are to be set, two in each of the four sections (A-D). Questions of sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four).

Candidates are required to attempt five questions, selecting at least one question from each section.

The fifth question may be attempted from any section.

Excel, MS Power Point, Role of Internet in travel and tourism

Contents:

UNIT – I

Introduction to Computers: Introduction to Computer: Classification, Generations, Organization, Capabilities Characteristics & Limitations, Application of Computer in Hotels, Familiarisation with Components of Computers – Hardware: Hardware elements – input, storage, processing & output devices. Block diagram of computer,

Unit II

Introduction to Computers Software: Types of Software, System Software, Application Software, Utility Software, Use of MS- Office: Basics of MS- Word. MS- Excel and MS-Power Point

Unit III

Internet & Applications: Introduction to Internet: Definition of networks, concepts of web page, website and web searching (browsing). Benefits, Application, Working, Hardware and Software requirements, World Wide Web, Web Browser, URL, Search Engines, Email

Unit IV

Social Media Applications and Hospitality: Introduction to Social Media, Its Role in Hospitality Promotion, Facebook – Creating Pages and Profiles, Merits/Demerits of Social

1. Sinha P.K., "Computer Fundamentals", BPB Publications
2. Norton Peter, "Introduction to Computers", McGraw Hill Education
3. Bucki Lisa A, "Microsoft Office 2016 Bible", Wiley Eastern Pvt Ltd Delhi
4. Weverka Peter, "Office 2016 All in One for Dummies", Wiley India Pvt.Ltd New Delhi
5. Internet for dummies - Pustakmahal, New Delhi a beginner's guide to html
6. "Understanding the Internet", Kieth Sutherland, Buterworth–Heineman; 1st Edition

Annexure – IV

FACULTY OF VOCATIONAL STUDIES

Bachelor of Vocation (Animation)

(Semester – I, III & V)

Paper Setters, Evaluators & Practical Examiners

**(Under Credit Based Continuous Evaluation Grading
System)**

Session: 2021-22



**The Heritage Institution
KANYA MAHA VIDYALAYA
JALANDHAR
(Autonomous)**

Department: Vocational Studies	Programme: B.Voc.(Animation)	Semester: I	
Session: 2021-22	Course Code: BVAM-1113	Course Name: Computer Fundamentals for Animation	
	Paper Setter	Evaluator	Practical Examiner
Name:	Mr. Harish Sharma	Mr. Harish Sharma	Mr. Lalit Goyal
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Name:	Ms. Nidhi Bhardwaj	Ms. Nidhi Bhardwaj	Mr. Nitin Bhatia
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E-mail ID:	vik.pnv@gmail.com	vik.pnv@gmail.com	
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Name:	Mr. Pankaj Kapoor	Mr. Pankaj Kapoor	
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Department: Vocational Studies	Programme: B.Voc. (Animation)		Semester: III
Session: 2021-22	Course Code: BVAM-1115	Course Name: Principles of Animation	
	Paper Setter	Evaluator	Practical Examiner
Name:	Mr. Pankaj Kapoor	Mr. Pankaj Kapoor	Mr. Dharminder Singh
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Name:	Mr. Pardeep	Mr. Pardeep	Mr Puneet Nayyar
Designation:	Assistant Professor	Assistant Professor	Animator & 3D Visualizer (Supreme Animation)
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Designation:	Assistant Professor	Assistant Professor	

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Department: Vocational Studies	Programme: B.Voc.(Animation)	Semester: I
Session: 2021-22	Course Code: BVAP-1116	Course Name: Creative Design - I
Practical Examiner		
Name:	Mr Puneet Nayyar	
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Department: Vocational Studies	Programme: B.Voc.(Animation)	Semester: I
Session: 2021-22	Course Code: BVAP-1118	Course Name: Minor Project - I
Practical Examiner		
Name:	Mr Puneet Nayyar	
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Name:	Mr. Dharminder Singh	
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Department: Vocational Studies		Programme: B.Voc.(Animation)		Semester: III	
Session: 2021-22		Course Code: BVAL-3111		Course Name: Introduction to texturing and lighting in 3D Maya	
	Paper Setter		Evaluator		Practical Examiner
Name:	Daljit Singh		Daljit Singh		Mr Puneet Nayyar
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Department: Vocational Studies	Programme: B.Voc. (Animation)		Semester: III
Session: 2021-22	Course Code: BVAM-3112	Course Name: Introduction to Photography	
	Paper Setter	Evaluator	Practical Examiner
Name:	Dr. Rubal Kanozia	Dr. Rubal Kanozia	Ms. Rama Bhatia
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Contact No.:	9815046673	9815046673	
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E-mail ID:	Nazir_arif@yahoo.com	Nazir_arif@yahoo.com	

Department: Vocational Studies	Programme: B.Voc. (Animation)		Semester: III
Session: 2021-22	Course Code: BVAM-3113	Course Name: Storyboarding	
	Paper Setter	Evaluator	Practical Examiner
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Department: Vocational Studies	Programme: B.Voc. (Animation)	Semester: III
Session: 2021-22	Course Code: BVAP-3114	Course Name: Video Editing
	Practical Examiner	
Name:	Ms. Rama Bhatia	
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Designation:	Asst. Professor	
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E-mail ID:	vermaatul11@gmail.com	
Name:	Harpreet Singh	
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Department: Vocational Studies	Programme: B.Voc. (Animation)	Semester: III
Session: 2021-22	Course Code: BVAP-3115	Course Name: 3D Character Modeling
	Practical Examiner	
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Department: Vocational Studies	Programme: B.Voc. (Animation)	Semester: III
Session: 2021-22	Course Code: BVAP-3116	Course Name: Texturing Sets & Props
	Practical Examiner	
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Name:	Harpreet Singh	
Designation:	Graphic Designer, 2D Animator	
Correspondence Address:	Sham Churasi Road Prem Nagar Haryana, Hoshiarpur	
Contact No.:	8288951030	
E-mail ID:	Harpreet Singh	
Name:	Anmol Saini	
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Department: Vocational Studies	Programme: B.Voc. (Animation)	Semester: III
Session: 2021-22	Course Code: BVAP-3117	Course Name: Texturing 3D Character
Practical Examiner		
Name:	Mr Puneet Nayyar	
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Department: Vocational Studies	Programme: B.Voc. (Animation)	Semester: III
Session: 2021-22	Course Code: BVAD-3118	Course Name: Minor Project- III
Practical Examiner		
Name:	Mr Puneet Nayyar	
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Department:	Programme: B.Voc.(Animation)	Semester : V
Session: 2018-19	Course Code: BVAL-5111	Course Name: Electronic Media
	Paper Setter	Evaluator
Name:	Dr. Rubal Kanozia	Dr. Rubal Kanozia
Designation:	Assistant Professor	Assistant Professor
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Name:	Ms. Priyanka Bassi	Ms. Priyanka Bassi
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Name:	Ms. Anterpreet Kaur	Ms. Anterpreet Kaur
Designation:	Assistant Professor	Assistant Professor

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Name:	Mr. Arif Nazir	Mr. Arif Nazir	
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Department: Vocational Studies		Programme: B.Voc. (Animation)		Semester: V	
Session: 2021-22		Course Code: BVAL-5112		Course Name: 3D Architecture Visualisation using 3Ds MAX(Interior & Exterior Designing)	
		Paper Setter		Evaluator	
Name:		Mr. Pankaj Kapoor		Mr. Pankaj Kapoor	
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Name:		Nimesh Sood		Nimesh Sood	
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Department: Vocational Studies	Programme: B.Voc.(Animation)		Semester: V
Session: 2021- 22	Course Code: BVAM-5113		Course Name: Film Direction & Documentary
	Paper Setter	Evaluator	Practical Examiner
Name:	Dr. Ranbir Singh	Dr. Ranbir Singh	Ms. Rama Bhatia
Designation:	Associate Professor & Head	Associate Professor & Head	Assistant Professor & Head
Correspondenc e Address:	Department of Journalism & Mass Communication IKG Punjab Technical University Kapurthala Punjab	Department of Journalism & Mass Communication IKG Punjab Technical University Kapurthala Punjab	Mass Communication & Video Production Department HMV College, Jalandhar
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Name:	Dr. Navjit Singh Johal	Dr. Navjit Singh Johal	Ms. Navneet Kaur
Designation:	Professor	Professor	Assistant Professor

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Name:	Mr. Arif Nazir	Mr. Arif Nazir	Ms. Simran Sidhu
Designation:	Assistant Professor & Head	Assistant Professor & Head	Assistant Professor
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E-mail ID:	Nazir_arif@yahoo.com	Nazir_arif@yahoo.com	
Name:	Dr. Rubal Kanozia	Dr. Rubal Kanozia	
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Name:	Ms. Anterpreet Kaur	Ms. Anterpreet Kaur	
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Department: Vocational Studies	Programme: B.Voc. (Animation)	Semester: V
Session: 2021-22	Course Code: BVAP-5114	Course Name: Acting & Direction for Animation
	Practical Examiner	
Name:	Ankit Goel	
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Contact No.:	
E-mail ID:	

Department: Vocational Studies	Programme: B.Voc. (Animation)	Semester: V
Session: 2021-22	Course Code: BVAP-5115	Course Name: 3D Architecture Visualization using 3D MAX (Interior and Exterior Designing) Practical
Practical Examiner		
Name:	Mr Puneet Nayyar	
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Name:	Harpreet Singh	
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Department: Vocational Studies	Programme: B.Voc. (Animation)	Semester: V
Session: 2021-22	Course Code: BVAD-5116	Course Name: Minor Project - V
	Practical Examiner	
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Name:	Mr Dharminder Singh	
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FACULTY OF VOCATIONAL STUDIES

Bachelor of Vocation (Animation)

(Semester – II, IV & VI)

**Paper Setters, Evaluators & Practical
Examiners**

**(Under Credit Based Continuous Evaluation
Grading System)**

Session: 2021-22



**The Heritage Institution
KANYA MAHA VIDYALAYA
JALANDHAR
(Autonomous)**

List of Paper Setters and Evaluators

Session 2020-21

Department: Vocational Studies	Programme: Bachelor of Vocation (Animation)	Semester: II
Session: 2021-22	Course Code: BVAL-2113	Course Title: Introduction to 3D Maya
	Paper Setter	Evaluator
Name:	Nimesh Sood	Nimesh Sood
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Department: Vocational Studies	Programme: Bachelor of Vocation (Animation)		Semester: II
Session: 2021-22	Course Code: BVAM-2114		Course Title: Scripting & Screenplay
	Paper Setter	Evaluator	Practical Examiner
Name:	Mr. Pankaj Kapoor	Mr. Pankaj Kapoor	Mr. Dharminder Singh
Designation:	Assistant Professor	Assistant Professor	(2D Expert from Evergreen Publications)
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Name:	Nimesh Sood	Nimesh Sood	Ms Manpreet
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Name:	Daljit Singh	Daljit Singh	
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Department: Vocational Studies	Programme: Bachelor of Vocation (Animation)		Semester: II
Session: 2021-22	Course Code: BVAM-2115	Course Title: 2D Digital Animation: Flash	
	Paper Setter	Evaluator	Practical Examiner
Name:	Mr. Pankaj Kapoor	Mr. Pankaj Kapoor	Mr. Dharminder Singh
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Department: Vocational Studies	Programme: Bachelor of Vocation (Animation)	Semester: II
Session: 2021-22	Course Code: BVAP-2116	Course Title: Creative Design - II
	Practical Examiner	
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Name:	Ms. Gurliine	
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Department: Vocational Studies	Programme: Bachelor of Vocation (Animation)	Semester: II
Session: 2021-22	Course Code: BVAP-2117	Course Title: 3D Modelling (Set & Props)
	Practical Examiner	
Name:	Harpreet Singh	
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Department: Vocational Studies	Programme: Bachelor of Vocation (Animation)	Semester: II
Session: 2021-22	Course Code: BVAD-2118	Course Title: Minor Project - II
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Department: Vocational Studies	Programme: Bachelor of Vocation (Animation)	Semester: IV
Session: 2021-22	Course Code: BVAL-4111	Course Title: Maintaining Workplace Health & Safety
	Paper Setter	Evaluator
Name:	Surinder Pal Jangra	Surinder Pal Jangra
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Department: Vocational Studies	Programme: B.Voc. (Animation)		Semester: IV
Session: 2021-22	Course Code: BVAM-4112	Course Title: Camera Techniques	
	Paper Setter	Evaluator	Practical Examiner
Name:	Dr. Rubal Kanozia	Dr. Rubal Kanozia	Ms. Rama Bhatia
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Department: Vocational Studies	Programme: Bachelor of Vocation (Animation)		Semester: IV
Session: 2021-22	Course Code: BVAM-4113	Course Title: Audio Editing	
	Paper Setter	Evaluator	Practical Examiner
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Name:	Mr. Arif Nazir	Mr. Arif Nazir	
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Department: Vocational Studies	Programme: Bachelor of Vocation (Animation)	Semester: IV
Session: 2021-22	Course Code: BVAP-4114	Course Title: Lighting & Rendering
	Practical Examiner	
Name:	Mr Puneet Nayyar	
Designation:	Animator & 3D Visualizer (Supreme Animation)	
Correspondence Address:	32 A, Ekta Vihar, Basti Guzan	
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E-mail ID:	puneet.nyrr@gmail.com	
Name:	Harpreet Singh	
Designation:	Graphic Designer, 2D Animator	
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Contact No.:	8288951030	
E-mail ID:	Harpreet Singh	
Name:	Anmol Saini	
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Department: Vocational Studies	Programme: Bachelor of Vocation (Animation)	Semester: IV
Session: 2021-22	Course Code: BVAP-4115	Course Title: Motion Graphics
	Practical Examiner	
Name:	Mr Puneet Nayyar	
Designation:	Animator & 3D Visualizer (Supreme Animation)	
Correspondence Address:	32 A, Ekta Vihar, Basti Guzan	
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Department: Vocational Studies	Programme: B.Voc. (Animation)	Semester: IV
Session: 2021-22	Course Code: BVAP-4116	Course Title: 3D Character Animation using Maya
	Practical Examiner	
Name:	Mr Puneet Nayyar	
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Department: Vocational Studies	Programme: B.Voc. (Animation)	Semester: IV
Session: 2021-22	Course Code: BVAD-4117	Course Title: Internship & Minor Project- IV Viva
	Practical Examiner	
Name:	Mr Puneet Nayyar	
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Department:	Programme: Bachelor of Vocation (Animation)	Semester: VI
Session: 2021-22	Course Code: BVAL-6111	Course Title: Publicity designing & Media Laws
	Paper Setter	Evaluator
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Name:	Dr. Ekta Mahajan	Dr. Ekta Mahajan
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E-mail ID:	ekta79@gmail.com	ekta79@gmail.com
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Department: Vocational Studies		Programme: Bachelor of Vocation (Animation)		Semester: VI	
Session: 2021-22		Course Code: BVAL-6112		Course Title: Career Management for Animation	
	Paper Setter			Evaluator	
Name:	Mr. Pankaj Kapoor			Mr. Pankaj Kapoor	
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Name:	Nimesh Sood			Nimesh Sood	
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Department: Vocational Studies	Programme: Bachelor of Vocation (Animation)	Semester: VI
Session: 2021-22	Course Code: BVAP-6113	Course Title: Roto-Paint
	Practical Examiner	
Name:	Ankit Goel	
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Department: Vocational Studies	Programme: Bachelor of Vocation (Animation)	Semester: VI
Session: 2021-22	Course Code: BVAD-6114	Course Title: Major Project (Individual)
	Practical Examiner	
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Department: Vocational Studies	Programme: Bachelor of Vocation (Animation)	Semester: VI
Session: 2021-22	Course Code: BVAD-6115	Course Title: Group Project Development
	Practical Examiner	
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FACULTY OF VOCATIONAL STUDIES

Master of Vocation (Animation & VFX)

(Semester – I & III)

Paper Setters, Evaluators & Practical Examiners

**(Under Credit Based Continuous Evaluation Grading
System)**

Session: 2021-22



**The Heritage Institution
KANYA MAHA VIDYALAYA
JALANDHAR
(Autonomous)**

Department: Vocational Studies	Programme: M.Voc.(Animation & VFX)		Semester: I
Session: 2021-22	Course Code: MVAL-1111	Course Name: Fundamentals of Design & Animation	
	Paper Setter	Evaluator	
Name:	Mr. Pankaj Kapoor	Mr. Pankaj Kapoor	
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Name:	Nimesh Sood	Nimesh Sood	
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Name:	Mr Puneet Nayyar	Mr Puneet Nayyar	
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Department: Vocational Studies	Programme: M.Voc. (Animation & VFX)		Semester: I
Session: 2021-22	Course Code: MVAM-1112	Course Name: Foundation Course on Animation	
	Paper Setter	Evaluator	Practical Examiner
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Department: Vocational Studies	Programme: B.Voc. (Animation)		Semester: III
Session: 2021-22	Course Code: MVAM- 1113	Course Name: Basics of Photography	
	Paper Setter	Evaluator	Practical Examiner
Name:	Dr. Rubal Kanozia	Dr. Rubal Kanozia	Ms. Archana Walia
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Department: Vocational Studies	Programme: M.Voc. (Animation & VFX)	Semester: I
Session: 2021-22	Course Code: MVAP-1114	Course Name: Introduction to 2D Animation
	Practical Examiner	
Name:	Mr Puneet Nayyar	
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Department: Vocational Studies	Programme: M.Voc. (Animation & VFX)	Semester: I
Session: 2021-22	Course Code: MVAP-1115	Course Name: Introduction to 3D Animation
Practical Examiner		
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Department: Vocational Studies	Programme: M.Voc.(Animation & VFX)	Semester: I
Session: 2021-22	Course Code: MVAP-1116	Course Name: Graphic Designing - Advanced

	Practical Examiner
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Department: Vocational Studies	Programme:	Semester: I
Session: 2021-22	M.Voc.(Animation & VFX)	
	Course Code: MVAD-1117	Course Name: Minor Project - I
	Practical Examiner	
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Department: Vocational Studies	Programme: M.Voc.(Animation & VFX)		Semester: III
Session: 2021-22	Course Code: MVAM-3111	Course Name: Experimenting & Research in Animation	
	Paper Setter	Evaluator	Practical Examiner
Name:	Mr. Pankaj Kapoor	Mr. Pankaj Kapoor	Mr Puneet Nayyar
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Name:	Nimesh Sood	Nimesh Sood	Ms. Pooja
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Name:	Mr. Pardeep	Mr. Pardeep	Harpreet Singh
Designation:	Assistant Professor	Assistant Professor	Graphic Designer, 2D Animator
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Name:	Daljit Singh	Daljit Singh	
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Department: Vocational Studies	Programme: M.Voc.(Animation & VFX)		Semester: III
Session: 2021-22	Course Code: MVAM-3112	Course Name: Lighting Texturing & Rendering	
	Paper Setter	Evaluator	Practical Examiner
Name:	Daljit Singh	Daljit Singh	Mr Puneet Nayyar
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Department: Vocational Studies	Programme: M.Voc. (Animation & VFX)	Semester: III
Session: 2021-22	Course Code: MVAP-3114	Course Name: Motion Graphics
Practical Examiner		
Name:	Mr Puneet Nayyar	
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Department: Vocational Studies	Programme: M.Voc. (Animation & VFX)	Semester: III
Session: 2021-22	Course Code: MVAP-3115	Course Name: 3D Character Animation using Maya
Practical Examiner		
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Department: Vocational Studies	Programme: M.Voc. (Animation & VFX)	Semester: III
Session: 2021-22	Course Code: MVAP-3116	Course Name: Visual Effects
Practical Examiner		
Name:	Mr Puneet Nayyar	
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Department: Vocational Studies	Programme: M.Voc. (Animation & VFX)	Semester: III
Session: 2021-22	Course Code: MVAD-3117	Course Name: Minor Project- III
Practical Examiner		
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FACULTY OF VOCATIONAL STUDIES

Master of Vocation (Animation & VFX)

(Semester – II & IV)

**Paper Setters, Evaluators & Practical
Examiners**

**(Under Credit Based Continuous Evaluation Grading
System)**

Session: 2021-22



The Heritage Institution
KANYA MAHA VIDYALAYA
JALANDHAR
(Autonomous)

Department: Vocational Studies	Programme: Master of Vocation (Animation and VFX)	Semester: II
Session: 2021-22	Course Code: MVAL-2111	Course Title: Project Management in Animation
	Paper Setter	Evaluator
Name:	Mr. Pankaj Kapoor	Mr. Pankaj Kapoor
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Name:	Mr Puneet Nayyar	Mr Puneet Nayyar
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Department: Vocational Studies	Programme: Master of Vocation (Animation and VFX)		Semester: II
Session: 2021-22	Course Code: MVAM-2112	Course Title: Workplace Health & Safety	
	Paper Setter	Evaluator	Practical Examiner
Name:	Surinder Pal Jangra	Surinder Pal Jangra	Ms. Pooja
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Department: Vocational Studies		Programme: Master of Vocation (Animation and VFX)		Semester: II	
Session: 2021-22		Course Code: MVAP- 2113		Course Title: Video Editing	
	Practical Examiner				
Name:	Ms. Archana Walia				
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Department: Vocational Studies	Programme: Master of Vocation (Animation and VFX)	Semester: II
Session: 2021-22	Course Code: MVAP-2114	Course Title: Storyboarding, Animatics & Screenplay
	Practical Examiner	
Name:	Mr Surjit Kumar	
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Department: Vocational Studies	Programme: Master of Vocation (Animation and VFX)	Semester: II
Session: 2021-22	Course Code: MVAP-2115	Course Title: 2D Digital Animation –Advanced
	Practical Examiner	
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Department: Vocational Studies	Programme: Master of Vocation (Animation and VFX)	Semester: II
Session: 2021-22	Course Code: MVAP-2116	Course Title: 3D Modeling in Maya – Advanced
	Practical Examiner	
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Department: Vocational Studies	Programme: Master of Vocation (Animation and VFX)	Semester: II
Session: 2021-22	Course Code: MVAD-2117	Course Title: Minor Project - II
	Practical Examiner	
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Department: Vocational Studies	Programme: Master of Vocation (Animation and VFX)		Semester: IV
Session: 2021-22	Course Code: MVAM-4111	Course Title: Career Management	
	Paper Setter	Evaluator	
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Department: Vocational Studies	Programme: Master of Vocation (Animation and VFX)		Semester: IV
Session: 2021-22	Course Code: MVAM-4112	Course Title: Digital Art Copyrights	
	Paper Setter	Evaluator	Practical Examiner
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Department: Vocational Studies	Programme: Master of Vocation (Animation and VFX)	Semester: IV
Session: 2021-22	Course Code: MVAP-4113	Course Title: Portfolio
	Practical Examiner	
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Department: Vocational Studies	Programme: Master of Vocation (Animation and VFX)	Semester: IV
Session: 2021-22	Course Code: MVAD-4114	Course Title: Major Project
	Practical Examiner	
Name:	Mr Puneet Nayyar	
Designation:	Animator & 3D Visualizer (Supreme Animation)	
Correspondence Address:	32 A, Ekta Vihar, Basti Guzan	
Contact No.:	+91 9814484610	
E-mail ID:	puneet.nyrr@gmail.com	
Name:	Harpreet Singh	
Designation:	Graphic Designer, 2D Animator	
Correspondence Address:	Sham Churasi Road Prem Nagar Haryana, Hoshiarpur	
Contact No.:	8288951030	

E-mail ID:	Harpreet Singh
Name:	Anmol Saini
Designation:	Faculty Animation, GNA University
Correspondence Address:	House No 62, Ward No 9 PO Bhogpur, District Jalandhar
Contact No.:	+919803222505
E-mail ID:	anmol@gnauniversity.edu.in

Department: Vocational Studies	Programme: Master of Vocation (Animation and VFX)	Semester: IV
Session: 2021-22	Course Code: MVAI-4115	Course Title: Industrial Training Viva
	Practical Examiner	
Name:	Mr Puneet Nayyar	
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E-mail ID:	puneet.nyrr@gmail.com	
Name:	Harpreet Singh	
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Contact No.:	8288951030	
E-mail ID:	Harpreet Singh	
Name:	Anmol Saini	
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FACULTY OF VOCATIONAL STUDIES

B.Voc. Courses -Computer Subject Paper

setters/Evaluators

(Semester – I, III & V)

**(Under Credit Based Continuous Evaluation Grading
System)**

Session: 2021-22



**The Heritage Institution
KANYA MAHA VIDYALAYA
JALANDHAR
(Autonomous)**

Department: Vocational Studies	Programme: B.Voc. Management and Secretarial Practices	Semester:I
Session: 2021- 22	Course Code: BVML- 1123	Course Name: Computer Fundamentals
	Paper Setter	Evaluator
Name:	Dr. Parminder Kaur	Dr. Parminder Kaur
Designation:	Assistant Professor,	Assistant Professor,
Correspondence Address:	Dept. of Computer Science, GNDU, Amritsar. Contact No.: 9914010452 Email ID:	Dept. of Computer Science, GNDU, Amritsar. Contact No.: 9914010452 Email ID:
Contact No.:	9914010452	9914010452
E-mail ID:	parminder.dcse@gndu.ac.in parminderkaur@yahoo.com	parminder.dcse@gndu.ac.in parminderkaur@yahoo.com
Name:	Mr. Sanjeev Dutta	Mr. Sanjeev Dutta
Designation:	Associate Professor,	Associate Professor,
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Name:	Ms. Jaswinder Kaur	Ms. Jaswinder Kaur
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Name:	Mr. Sanjeev Kaushal	Mr. Sanjeev Kaushal
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Name:	Ms. Rashmi Bhatia	Ms. Rashmi Bhatia
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Department: Vocational Studies	Programme: B.Voc. Management and Secretarial Practices		Semester:I
Session: 2021- 22	Course Code: BVMM-1127		Course Name: MS Office - I
	Paper Setter	Evaluator	Practical Examiner
Name:	Mr. Harish Sharma	Mr. Harish Sharma	Mr. Lalit Goyal
Designation:	Associate Professor	Associate Professor	Associate Professor
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Contact No.:	9463249070	9463249070	9855052233
E-mail ID:	sharmah1975@yahoo.com	sharmah1975@yahoo.com	goyal.aqua@gmail.com
Name:	Ms. Nidhi Bhardwaj	Ms. Nidhi Bhardwaj	Mr. Vishal Sharma
Designation:	Assistant Professor & Head	Assistant Professor & Head	Associate Professor
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Name:	Prof. Vivek Aggarwal	Prof. Vivek Aggarwal	Mr. Nitin Bhatia
Designation:	Associate Professor	Associate Professor	Associate Professor
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Name:	Mr. Vikram Sharma	Mr. Vikram Sharma	
Designation:	Associate Professor and Head	Associate Professor and Head	
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Department: Vocational Studies	Programme: B.Voc. Management and Secretarial Practices		Semester: III
Session: 2021-22	Course Code: BVML-3122	Course Name:Management Information System	
	Paper Setter	Evaluator	
Name:	Dr. Parminder Kaur	Dr. Parminder Kaur	
Designation:	Assistant Professor,	Assistant Professor,	
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E-mail ID:	parminder.dcse@gndu.ac.in parminderkaur@yahoo.com	parminder.dcse@gndu.ac.in parminderkaur@yahoo.com	
Name:	Mr. Alok Tuli	Mr. Alok Tuli	
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Contact No.:	9888296767	9888296767	
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Name:	Ms. Rashmi Bhatia	Ms. Rashmi Bhatia	
Designation:	Assistant Professor	Assistant Professor	
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Contact No.:	9815863842	9815863842	
E-mail ID:	rashmibhatia@outlook.com	rashmibhatia@outlook.com	
Name:	Mr. Vikram Sharma	Mr. Vikram Sharma	
Designation:	Associate Professor and Head	Associate Professor and Head	
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Name:	Ms. Renu Sharma	Ms. Renu Sharma	
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Department: Vocational Studies		Programme: B.Voc. Management and Secretarial Practices		Semester: III	
Session: 2021-22		Course Code: BVML-3123		Course Name: Electronic CRM	
	Paper Setter		Evaluator		
Name:	Mr. Harish Sharma		Mr. Harish Sharma		
Designation:	Associate Professor		Associate Professor		
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E-mail ID:	sharmah1975@yahoo.com		sharmah1975@yahoo.com		
Name:	Ms. Nidhi Bhardwaj		Ms. Nidhi Bhardwaj		
Designation:	Assistant Professor & Head		Assistant Professor & Head		
Correspondence Address:	Dept. of Comp. Sc. Continental College of Higher Education, Jalvehra Fatehgarh Sahib		Dept. of Comp. Sc. Continental College of Higher Education, Jalvehra Fatehgarh Sahib		
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Name:	Prof. Vivek Aggarwal		Prof. Vivek Aggarwal		
Designation:	Associate Professor		Associate Professor		
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E-mail ID:	vivek_aggar@yahoo.com		vivek_aggar@yahoo.com		
Name:	Mr. Vikram Sharma		Mr. Vikram Sharma		
Designation:	Associate Professor and Head		Associate Professor and Head		
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Name:	Mr. Naval Kishore		Mr. Naval Kishore		
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E-mail ID:	meetingnaval@yahoo.co.in		meetingnaval@yahoo.co.in		

Department: Vocational Studies	Programme: B.Voc. Management and Secretarial Practices	Semester: III
Session: 2021-22	Course Code: BVMP-3128	Course Name: Lab on Electronic CRM
	Practical Examiner	
Name:	Mr. Vishal Sharma	
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Name:	Mr. Nitin Bhatia	
Designation:	Associate Professor	
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Name:	Mr Harish Kumar	
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E-mail ID:	nicky9336@gmail.com	

Department: Vocational Studies	Programme: B.Voc. Management and Secretarial Practices		Semester : V
Session: 2021-22	Course Code: BVML-5121	Course Name: Introduction to Graphic Designing	
	Paper Setter	Evaluator	
Name:	Daljit Singh	Daljit Singh	
Designation:	Assistant Professor	Assistant Professor	
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Name:	Mr. Pankaj Kapoor	Mr. Pankaj Kapoor	
Designation:	Assistant Professor	Assistant Professor	
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Name:	Monu Sharma	Monu Sharma	
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Name:	Mr. Mohit Sharma	Mr. Mohit Sharma	
Designation:	Faculty, Animation Lovely Professional University Phagwara	Faculty, Animation Lovely Professional University Phagwara	
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Department: Vocational Studies	Programme: B.Voc. Management and Secretarial Practices		Semester : V
Session: 2021-22	Course Code: BVML-5124	Course Name: Designing in Coreldraw	
	Paper Setter	Evaluator	
Name:	Mr. Pankaj Kapoor	Mr. Pankaj Kapoor	
Designation:	Assistant Professor	Assistant Professor	
Correspondence Address:	Chandigarh University Gharuan Mohali, 140301 Department –UIFV Block-8, Level-8	Chandigarh University Gharuan Mohali, 140301 Department –UIFV Block-8, Level-8	
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E-mail ID:	uiam.ap3@cumail.in	uiam.ap3@cumail.in	
Name:	Daljit Singh	Daljit Singh	
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Name:	Monu Sharma	Monu Sharma	
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Name:	Nikita Walia	Nikita Walia	
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Department: Vocational Studies		Programme: B.Voc. Management and Secretarial Practices		Semester: V
Session: 2021-22		Course Code: BVML-5124		Course Name: Designing in Adobe Photoshop
	Paper Setter		Evaluator	
Name:	Mr. Pankaj Kapoor		Mr. Pankaj Kapoor	
Designation:	Assistant Professor		Assistant Professor	
Correspondence Address:	Chandigarh University Gharuan Mohali, 140301 Department –UIFV Block-8, Level-8		Chandigarh University Gharuan Mohali, 140301 Department –UIFV Block-8, Level-8	
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Name:	Nimesh Sood		Nimesh Sood	
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Name:	Monu Sharma		Monu Sharma	
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Name:				
Designation:				
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Contact No.:				
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Department: Vocational Studies	Programme: B.Voc. Management and Secretarial Practices	Semester: V
Session: 2021-22	Course Code: BVMP-5126	Course Name: Lab on Corel Draw
	Practical Examiner	
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Department: Vocational Studies	Programme: B.Voc. Management and Secretarial Practices	Semester: V
Session: 2021-22	Course Code: BVMP-5127	Course Name: Lab on Adobe Photoshop
	Practical Examiner	
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E-mail ID:	vermaatul11@gmail.com	

Department:	Programme: B.Voc. Photography & Journalism		Semester :I
Session: 2018-19	Course Code: BVTM-1125	Course Name: Basics of Computer - I	
	Paper Setter	Evaluator	Practical Examiner
Name:	Mr. Harish Sharma	Mr. Harish Sharma	Mr. Naval Kishore
Designation:	Associate Professor	Associate Professor	Associate Professor
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E-mail ID:	sharmah1975@yahoo.com	sharmah1975@yahoo.com	Email ID: meetingnaval@yahoo.co.in
	Ms. Nidhi Bhardwaj	Ms. Nidhi Bhardwaj	Lalit Goyal
Designation:	Assistant Professor & HeadDept. of Comp. Sc.	Assistant Professor & HeadDept. of Comp. Sc.	Associate Professor
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	Prof. Vivek Aggarwal	Prof. Vivek Aggarwal	Mr. Nitin Bhatia
Designation:	Associate Professor,	Associate Professor,	Associate Professor
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	Mr. Harish Kumar	Mr. Harish Kumar	
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Department:	Programme: B.Voc. Textile Design & Apparel Technology		Semester :I
Session: 2018-19	Course Code: BVTM-1125	Course Name: Fundamentals of Digital Textiles-I	

	Paper Setter	Evaluator	Practical Examiner
Name:	Mr. Harish Sharma	Mr. Harish Sharma	Mr. Naval Kishore
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Name:	Prof. Vivek Aggarwal	Prof. Vivek Aggarwal	Mr. Nitin Bhatia
Designation:	Associate Professor,	Associate Professor,	Associate Professor
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Name:	Mr. Harish Kumar	Mr. Harish Kumar	
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E-mail ID:	nicky9336@gmail.com	nicky9336@gmail.com	
Name:	Mr. Aman Thakur	Mr. Aman Thakur	
Designation:	Associate Prof., Dept of Computer sc.	Associate Prof., Dept of Computer sc.	
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Department: Vocational Studies	Programme: B.Voc. Nutrition Exercise and Health		Semester: I
Session: 2021-22	Course Code: BVNM- 1125	Course Name: Basics of Computers - I	
	Paper Setter	Evaluator	
Name:	Mr. Harsimran Singh Anand	Mr. Harsimran Singh Anand	Mr. Harish Kumar
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Name:	Mr. Harish Sharma	Mr. Harish Sharma	Mr. Nitin Bhatia
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Name:	Prof. Vivek Aggarwal	Prof. Vivek Aggarwal	Lalit Goyal
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Department: Vocational Studies	Programme: B.Voc. Nutrition Exercise and Health		Semester: V
Session: 2021-22	Course Code: BVNM- 5125		Course Name: Internet Applications
	Paper Setter	Evaluator	Practical Examiner
Name:	Ms. Rashmi Bhatia	Ms. Rashmi Bhatia	Mr. Harish Kumar
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FACULTY OF VOCATIONAL STUDIES

Bachelor of Vocation Courses - Computer

Subject Paper setters/Evaluators

(Semester – II, IV & VI)

(Under Credit Based Continuous Evaluation

Grading System)

Session: 2021-22



The Heritage Institution

KANYA MAHA VIDYALAYA

JALANDHAR

(Autonomous)

Department: Vocational Studies	Programme: Bachelor of Vocation (Management and Secretarial Practices)	Semester: II
Session: 2021- 22	Course Code: BVML- 1123	Course Title: MS OFFICE-II
	Paper Setter	Evaluator
Name:	Dr. Parminder Kaur	Dr. Parminder Kaur
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Department: Vocational Studies	Programme: Bachelor of Vocation (Management and Secretarial Practices)	Semester: II
Session: 2021-22	Course Code: BVMP-2127	Course Title: LAB BASED ON TYPING SKILLS (DATA ENTRY)
	Practical Examiner	
Name:	Mr. Lalit Goyal	
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Department: Vocational Studies	Programme: Bachelor of Vocation (Management and Secretarial Practices)	Semester: IV
Session: 2021-22	Course Code: BVMP-4126	Course Title: Web Based Applications for Office Management
	Practical Examiner	
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Department: Vocational Studies	Programme: Bachelor of Vocation (Management and Secretarial Practices)	Semester: IV
Session: 2021-22	Course Code: BVML-4125	Course Title: Digital Data Management
	Paper Setter	Evaluator
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Department: Vocational Studies	Programme: Bachelor of Vocation (Management and Secretarial Practices)	Semester-IV
Session: 2021-22	Course Code: BVMD-4126	Course Title: Minor Project (Computer Based)
	Practical Examiner	
Name:	Ms. Gurline Kaur	
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Department: Vocational Studies	Programme: Bachelor of Vocation (Management and Secretarial Practices)	Semester: VI
Session: 2021-22	Course Code: BVML-6123	Course Title: E-Publishing fundamentals
	Paper Setter	Evaluator
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Department: Vocational Studies		Programme: Bachelor of Vocation (Management and Secretarial Practices)		Semester: VI	
Session: 2021-22		Course Code: BVMM-6125		Course Title: Desktop Publishing in Adobe In-design	
	Paper Setter		Evaluator		Practical Examiner
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Department: Vocational Studies	Programme: Bachelor of Vocation (Management and Secretarial Practices)	Semester: VI
Session: 2021-22	Course Code: BVMD-6127	Course Title: ON JOB TRAINING - (REPORT & PRESENTATION) /MAJOR PROJECT / DISSERTATION) - Viva
	Practical Examiner	
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Department : Vocational Studies	Programme: Bachelor of Vocation (Textile Design & Apparel Technology)		Semester: II
Session: 2021-22	Course Code: BVTM-2125	Course Title: Fundamentals of Digital Textiles - II	
	Paper Setter	Evaluator	Practical Examiner
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	Prof. Vivek Aggarwal	Prof. Vivek Aggarwal	Mr. Atul
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	Mr. Harish Kumar	Mr. Harish Kumar	
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Department: Vocational Studies		Programme: B.Voc. Nutrition Exercise and Health		Semester: VI	
Session: 2021-22		Course Code: BVNM- 6125		Course Name: Computer (Database Concepts)	
		Paper Setter		Evaluator	
				Practical Examiner	
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Department: Vocational Studies		Programme: B.Voc.(Tourism & Hospitality)		Semester: II	
Session: 2021-22		Course Code: BVHM-2125		Course Name: Application of Computer in Hospitality and Tourism	
		Paper Setter		Evaluator	
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