

## **DIPLOMA/ADVANCED DIPLOMA IN COMMUNICATION & PRINTING SKILL**

**Background:** In an endeavor to augment the professional abilities, especially of girl students, the College is running one year Diploma/Advanced Diploma in Communication & Printing Skill Programme (Short Hand & Type Writing) since 2015. The Diploma is approved by University Grants Commission under the scheme of Community College Course.

**Objectives & Aim:** Under this sponsorship of this programme, students are sought to be trained for an Advance Diploma in Communication and Printing Skill of shorthand and typing English/Hindi in which the ceiling on the intake of students is 50, with a normal charge.

**Course duration: 01 year (two semesters)**

**Course Curriculum:** The Course Curriculum got designed by the Expert's Committee constituted by the Board of Studies. The Committee so constituted was having in-house as well as external resource persons. Subject Experts and Academicians from the Committee strongly recommended the framing of Curriculum more practice-learning then to having only the theory sessions. Certain vital and broad aspects of the curriculum mentioned below:

a. Orientation	b. Theory Sessions	c. Practical Sessions
d. Dictation	e. Experts' Sessions	f. Industrial Visits/Educational Tours
g. Seminars	h. Project Work	i. Holiday Assignments

**Students (course):** The Girl students who have completed class 12<sup>th</sup> in any discipline and students of any college of University of Allahabad & constituent/ state college (B.A., B.Sc., B.Com, M.A., M.Sc....B.Ed) has taken admission in this course.

# SADANLAL SANWALDAS KHANNA GIRLS DEGREE COLLEGE

(A Constituent College of the University of Allahabad)

ACCREDITED GRADE ' A ' BY NAAC WITH CGPA 3.46

Diploma/Advanced Diploma in Communication & Printing Skill Programme

(A UGC Approved Programme)

## SYLLABUS

### I YEAR DIPLOMA IN COMMUNICATION & PRINTING SKILL - ENGLISH

#### I SEMESTER (6 Months)

PAPERS – ENGLISH	Credits (30)	Hour
<b>General Education: Chapter: 1 to 12</b>	12 Credits	180 Hrs
1. Introduction and the consonants 2. The Vowels 3. Intervening Vowels and Position Grammalogues, Punctuation 4. Alternative Signs for r and h 5. Diphthongs Abbreviated w 6. Phraseography, Tick the 7. Circle S and Z - Left and Right Motion 8. Stroke S and Z 9. Large Circles sw and ss or sz 10. Loops at and str 11. Initial hooks to straight strokes and curves 12. Alternative Forms for fr, vr, etc. intervening vowels		
<b>Skill Component: PRACTICAL</b> (Based on content of theory paper)	18 Credits	270 Hrs
<b>Grand Total</b>	<b>30 Credits</b>	<b>450 Hrs</b>

#### II Semester (6 Months)

PAPERS – ENGLISH	Credits (30)	Hour
<b>General Education: Chapter: 13 to 24</b>	12 Credits	180 Hrs
13. Circle or loop preceding initial hook 14. n and f Hooks 15. Circles and loops to final hooks 16. The shun hook 17. The Aspirate 18. Upward and Downward r 19. Upward and Downward l and sh 20. Compound Consonants 21. Vowel Indication 22. The Halving Principle (Section 1) 23. The Halving Principle (Section 2) 24. The Doubling Principle		
<b>Skill Component: PRACTICAL</b> (Based on content of theory paper)	18 Credits	270 Hrs
<b>Grand Total</b>	<b>30 Credits</b>	<b>450 Hrs</b>

# SADANLAL SANWALDAS KHANNA GIRLS DEGREE COLLEGE

(A Constituent College of the University of Allahabad)

ACCREDITED GRADE ' A ' BY NAAC WITH CGPA 3.46

Diploma/Advanced Diploma in Communication & Printing Skill Programme

(A UGC Approved Programme)

## SYLLABUS

### 2 YEARS ADVANCED DIPLOMA IN COMMUNICATION & PRINTING SKILL - ENGLISH

#### III Semester (6 Months)

PAPERS – ENGLISH	Credits (30)	Hour
<b>General Education: Chapter: 25 to 36</b>	12 Credits	180 Hrs
25. Di-phonic or two vowel signs		
26. Medial Semicircle		
27. Prefixes Negative words		
28. Suffixes and Terminations		
29. Contractions		
30. Figures, etc. Proper Names		
31. Note-Taking, Transcriptions, etc.		
32. Essential vowels		
33. Special Contractions		
34. Advanced Phraseography		
35. Intersections		
36. Business Phrases		
<b>Skill Component: PRACTICAL</b> (Based on content of theory paper)	18 Credits	270 Hrs
<b>Grand Total</b>	<b>30 Credits</b>	<b>450 Hrs</b>

#### IV Semester (6 Months)

PAPERS – ENGLISH	Credits (30)	Hour
<b>General Education: Chapter: 37 to 48</b>	12 Credits	180 Hrs
37. Political Phrases		
38. Banking and Stock Broking Phrases		
39. Insurance and Shipping Phrases		
40. Technical and Railway Phrases		
41. Legal Phrases		
42. Theological Phrases		
43. Special List of Words		
44. Shorthand in Practice		
45. Outlines for the Names of the Chief Cities and Towns of the Empire		
46. Grammalogues arranged alphabetically		
47. Grammalogues arranged Phonetically		
48. Special List of Contractions		
<b>Skill Component: PRACTICAL</b> (Based on content of theory paper)	18 Credits	270 Hrs
<b>Grand Total</b>	<b>30 Credits</b>	<b>450 Hrs</b>

# SADANLAL SANWALDAS KHANNA GIRLS DEGREE COLLEGE

(A Constituent College of the University of Allahabad)

ACCREDITED GRADE ' A' BY NAAC WITH CGPA 3.46

Diploma/Advanced Diploma in Communication & Printing Skill Programme  
(A UGC Approved Programme)

## SYLLABUS

### I YEAR DIPLOMA IN COMMUNICATION & PRINTING SKILL - HINDI

#### I Semester (6 Months)

PAPERS HINDI	Credits (30)	Hour
<b>General Education: Chapter: 1 to 12</b>	<b>12 Credits</b>	<b>180 Hrs</b>
1. आधार चित्र और वर्णमाला 2. वर्णाक्षरों की पहचान 3. संकेत लिपि/वर्णमाला 4. व्यंजन 5. व्यंजन को मिलाना 6. स्वर (मोटे बिन्दु ओर मोटे डैश के प्रयोग) 7. स्वर (हल्के बिन्दु और हल्के डैश के प्रयोग) 8. दो व्यंजनों के बीच स्वर का स्थान 9. त वर्ग की दायीं-बायीं रेखाओं का प्रयोग 10. स और म - न का प्रयोग 11. शब्द चिन्ह 12. स, श और ज के प्रयोग (1 और 2)		
<b>Skill Component: PRACTICAL</b> (Based on content of theory paper)	<b>18 Credits</b>	<b>270 Hrs</b>
<b>Grand Total</b>	<b>30 Credits</b>	<b>450 Hrs</b>

#### II Semester (6 Months)

PAPERS HINDI	Credits (30)	Hour
<b>General Education: Chapter: 13 to 24</b>	<b>12 Credits</b>	<b>180 Hrs</b>
13. सर्वनाम 14. त आंकड़े का प्रयोग 15. न आंकड़े का प्रयोग 16. र आंकड़े का प्रयोग 17. ल आंकड़े का प्रयोग 18. स्व के वृत्त 19. स्त, स्थ या ष्ट का चाप 20. दार, धार या त्र का चाप 21. म्प या म्ब का प्रयोग 22. लिंग और वचन 23. स, स्व और र ल के कुछ प्रयोग 24. र और ल के उपर और नीचे लिखे जाने के नियम		
<b>Skill Component: PRACTICAL</b> (Based on content of theory paper)	<b>18 Credits</b>	<b>270 Hrs</b>
<b>Grand Total</b>	<b>30 Credits</b>	<b>450 Hrs</b>

# SADANLAL SANWALDAS KHANNA GIRLS DEGREE COLLEGE

(A Constituent College of the University of Allahabad)

ACCREDITED GRADE ' A ' BY NAAC WITH CGPA 3.46

Diploma/Advanced Diploma in Communication & Printing Skill Programme  
(A UGC Approved Programme)

## SYLLABUS

### 2 YEARS ADVANCED DIPLOMA IN COMMUNICATION & PRINTING SKILL - HINDI

#### III Semester (6 Months)

PAPERS HINDI	Credits (30)	Hour
<b>General Education: Chapter: 25 to 36</b>	12 Credits	180 Hrs
25. स्वर (लोप करने के नियम)		
26. कटे हुए व्यंजनों का प्रयोग		
27. प, ब, ज और ह (आंकड़े)		
28. द्विध्वनिक मात्राएं		
29. त्रिध्वनिक मात्राएं		
30. ट, त और क (व्यंजनों को आधा करने का नियम)		
31. तर, दर, टर या डर (रुंजनों को दूना करने का नियम)		
32. व और य के आंकड़े का प्रयोग		
33. षन, छण या शन का प्रयोग		
34. क्व, लर, रर		
35. कुछ प्रत्यय शब्द और उनके संकेत		
36. उपसर्ग		
<b>Skill Component: PRACTICAL</b> (Based on content of theory paper)	18 Credits	270 Hrs
<b>Grand Total</b>	<b>30 Credits</b>	<b>450 Hrs</b>

#### IV Semester (6 months)

PAPERS HINDI	Credits (30)	Hour
<b>General Education: Chapter: 37 to 48</b>	12 Credits	180 Hrs
37. सन्धि		
38. क्रिया		
39. संख्या वाचक संकेत		
40. विराम चिन्ह		
41. कुछ विशेष नियम		
42. वर्णाक्षरों से काटने पर नये शब्द		
43. शब्द चिन्ह		
44. विशिष्ट शब्द चिन्ह-1		
45. विशिष्ट शब्द चिन्ह-2		
46. अति विशिष्ट शब्द चिन्ह-1		
47. अति विशिष्ट शब्द चिन्ह-2		
48. वाक्यांश		
<b>Skill Component: PRACTICAL</b> (Based on content of theory paper)	18 Credits	270 Hrs
<b>Grand Total</b>	<b>30 Credits</b>	<b>450 Hrs</b>