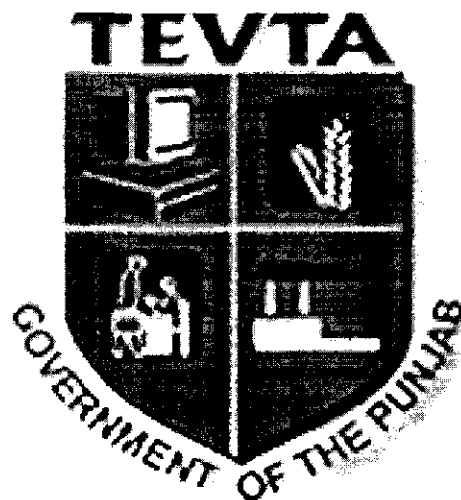


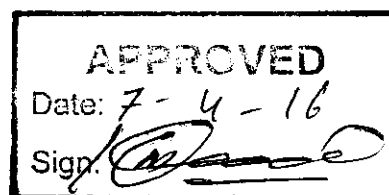
GOVERNMENT OF THE PUNJAB
TECHNICAL EDUCATION & VOCATIONAL
TRAINING AUTHORITY



CURRICULUM FOR
ADDA WORK

(3 – Months Course)

Revised April 2016



CURRICULUM SECTION
ACADEMICS DEPARTMENT

96-H, GULBERG-II, LAHORE

Ph # 042-99263055-9, 99263064

gm.acad@tevta.gop.pk, manager.cur@tevta.gop.pk

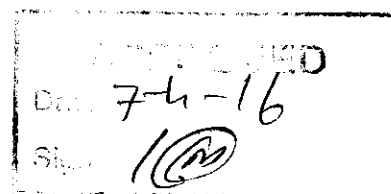
TRAINING OBJECTIVES

This course aims at imparting practical skills and theoretical knowledge of different techniques of Adda work to the trainees & introduces the principles of designing. This course will enable the trainees to make creative designs in embroidery & prepare a project by using the Adda Work techniques.

This course will also enhance the vision of market to the trainees and develop direct approach to the related industry

CURRICULUM SALIENTS

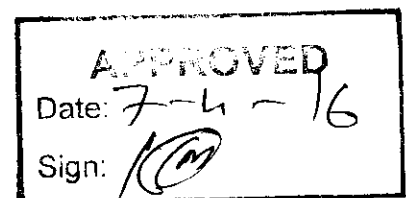
Entry Level	:	Primary and above
Total Duration of Course	:	3 Months
Total Training Hours	:	400 Contact Hours
Training Methodology	:	Practical 80 % Theory 20 %
Medium of Instruction	:	Urdu / English



SKILL PROFICIENCY DETAILS

On successfully completion of this course, the trainee should be able to :-

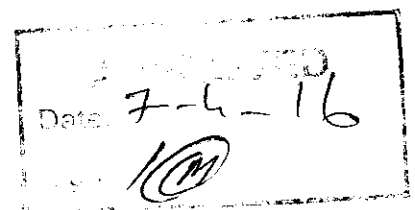
- Develop the design
- Confirm the suitability of design according to current/ contemporary needs
- Create the color combination of different types of project
- Apply different techniques for the development of design



KNOWLEDGE PROFICIENCY DETAILS

On successful completion of this course, the trainee should be able to: -

- Explain the design suitability
- Explain color selection and color combination
- Explain the use of tools according to need of technique
- Explain about application of design according to size of project



SCHEME OF STUDIES**Adda Work
(3 – Months Course)**

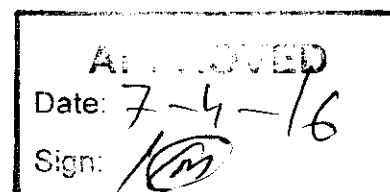
S.No	Subjects	Theory Hours	Practical Hours	Total Hours
1.	Introduction and importance	5	0	5
2.	Designing	15	22	37
3.	Hand embroidery	10	22	32
4.	Techniques of Adda work	25	215	240
5.	Market Visit	6	20	26
6.	I.T Fundamentals	4	16	20
7.	Functional English	15	25	40
Total		80	320	400

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DETAIL OF COURSE CONTENTS**Adda Work**

(3 – Months Course)

Sr. No.	Detail of Topics	Theory Period	Practical Period
1.	Introduction & Importance 1.1. Brief on course contents	05	
2.	Designing 2.1 Definition of design 2.2 Types of design (basic) 2.3 Principal and elements of design 2.4 Types of colors 2.5 Color combination 2.6 Selection of design 2.7 Selection of colors 2.8 Suitability/selection of design according to the project	15	22
3.	Hand Embroidery 3.1 How to make a trace 3.2 Adjustment of design according to different garments 3.3 Adjust the fabric on Adda frames 3.4 Adjusting & Transforming different pattern of trace on fabric	10	22



4.	Techniques of Adda Work 4.1 Tilla Work 4.2 Moqaish Work 4.3 Needle Work 4.4 Sitara/ Moti Work 4.5 Dabka Work 4.6 Nakashi Work 4.7 Cut Work 4.8 Patch Work 4.9 Aari Work 4.10 Make a file of samples including all above mention techniques	25	215
5.	Market Visit 5.1 Selection of two or more techniques, customarily used according to fashion 5.2 Make a project by the combination of different techniques 5.3 Know how the finishing techniques	6	20
Total		61	279

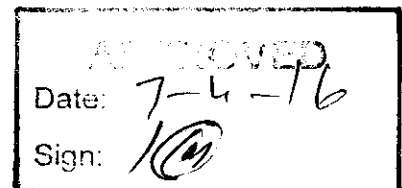
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LIST OF PRACTICALS

Techniques of Adda Work


1. Tiller Work
2. Moquash Work
3. Needle Work
4. Sitara / Moti Work
5. Dabka Work
6. Nakshi Work
7. Cut Work
8. Patch Work
9. Aari Work
10. Make a file of Samples

Make any Project by the combination of different techniques



SCHEME OF STUDIES
I.T Fundamentals

S.No	Main Topics	Theory Hours	Practical Hours	Total Hours
1.	Introduction to Computers	1	4	5
2.	Typing - Microsoft Word	2	6	8
3.	Internet & Electronic Mail	1	6	7
Total		04	16	20

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DETAIL OF COURSE CONTENTS
I.T Fundamentals

S. No	Detail of Topics	Theory Hours	Practical Hours
1	<p>Introduction to Computers</p> <p>1.1 What is a computer- Definition, functions and general features?</p> <p>1.2 What is Hardware – 1.2.1 Computer parts and units 1.2.1.1 Input Unit - Keyboard, Mouse etc. 1.2.1.2 Central Processing Unit 1.2.1.3 Output Unit</p> <p>1.3 What is Software – 1.3.1 Electronic Parts of a Pc it is 1.3.1.1 Software and Its types 1.3.1.2 System Software, Application Software</p> <p>1.4 Working with windows Operating System 1.4.1 How does windows desktops work?</p> <p>1.5 What are the Icons, Shortcuts and other graphic, 1.5.1 How to see computer contents on different drives etc</p>	1	4
2	<p>Typing and Word processing (MS Word)</p> <p>2.1 Proper way of typing correct and speedy - getting familiar with the keys</p> <p>2.2 Where to type in computer? How to save a file? How to get it back? Where to find your saved work?</p> <p>2.3 How to get it printed?</p>	2	6
3	<p>Emailing and Internet Surfing</p> <p>3.1 How to go to Internet, what is required for an internet connection etc.</p> <p>3.2 How to use email? How to search on web?</p>	1	6

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	Etc		
3.3	How to make new email account, login and logout an email account etc.?		
Total		04	16

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LIST OF PRACTICALS
I.T Fundamentals

S. No.	Name of Practical
1.	Turn On/Off and setting of power supply
2.	Accessing The Desktop
3.	Using of Icons and Shortcuts
4.	Setting / customizing the desktop
5.	Viewing the contents of computer – Directory
6.	Copying, Deleting and Moving Files in a folder
7.	Working with different Applications
8.	Opening MS Word for typing
9.	First lesson of Typing A S D F
10.	Second Lesson of typing J K L ;
11.	Third Lesson U I O P
12.	Fourth Lesson R E W Q
13.	Fifth Lesson N M , .
14.	Sixth Lesson V C X Z
15.	Seventh Lesson All letter using R index Finger
16.	Eighth Lesson All letter using L index Finger
17.	Formatting in MS Word Bold, Italic etc.
18.	Using Internet
19.	Opening Email, making new account
20.	Sending Receiving Emails

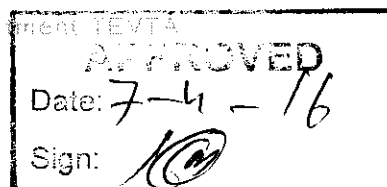
SCHEME OF STUDIES
Functional English

S.No	Main Topics	Theory Hours	Practical Hours	Total Hours
1.	Introduction of English Sentence Structure	2	3	5
2.	Use of present indefinite tense	2	3	5
3.	Use of 'is' 'are' 'am' questions and negatives	2	3	5
4.	Ask questions	2	3	5
5.	Express daily routines	2	3	5
6.	Know how to address people	1	2	3
7.	Provide written feedback	1	2	3
8.	Dialogues	1	2	3
9.	Understand vocabulary	1	2	3
10.	Application/C.V.	1	2	3
Total		15	25	40

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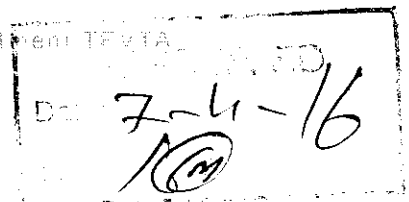
DETAIL OF COURSE CONTENTS
Functional English

S. No	Detail of Topics	Theory Hours	Practical Hours
1	Introduction of English sentence structure	2	3
2	Use of present indefinite tense with exercises	2	3
3	Use of 'is' 'are' 'am' questions and negatives	2	3
4	4.1 Ask questions 4.1.1 At work place 4.1.2 In the market 4.1.3 In classroom	2	3
5	5.1 Express daily routines 5.1.1 Before going to college 5.1.2 Dealing with colleagues 5.1.3 Going to market	2	3
6	6.1 Know how to address people 6.1.1 In Meetings 6.1.2 In class	1	2
7	7.1 Provide written feedback 7.1.1 After visiting the market 7.1.2 On some official task	1	2
8	8.1 Dialogues 8.1.1 With colleague 8.1.2 Teacher/student 8.1.3 Employer/employee 8.1.4 Booking on railway station	1	2
9	Understand vocabulary	1	2
10	Application / C.V.	1	2
Total		15	25



LIST OF PRACTICALS
Functional English

S. No.	Practical
1.	Group discussion
2.	Interviews
3.	Role play



LIST OF LABS

Adda Work

- Lab for Adda Work

I.T Fundamentals

- Computer Lab

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LIST OF MACHINERY / EQUIPMENT / TOOLS

(For a class of 25 students)

Name of Trade	Adda Work
Duration of Course	3-Months

S. No.	Name of Tools & Equipment	Quantity
1.	Special needles	25
2.	Full room carpet	01
3.	Iron	01
4.	Tracer	01
5.	Sewing Machine (simple electric)	10
6.	Embroidery Scissors 4"	25
7.	Cutting Scissors 10"	05
8.	Tracing Roll/Butter Paper	01
Furniture		
1.	Stools	25
2.	Adda frame (wooden)	13
3.	Display table	02
4.	Teacher chair	01
5.	Teacher table	01
6.	Iron Table	01

COMPUTER LAB

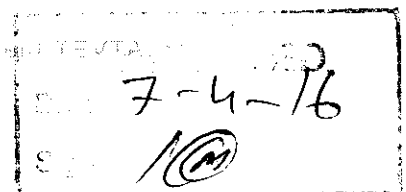
S. No.	Tools / Equipment	Quantity
1.	Desktop computer (Specifications as per notification issued by MIS Section, TEVTA)	26 (1 for each student & 1 for the teacher)
2.	Printer (Laser)	01
3.	Scanner	01
4.	Internet Connection (At least 1 MB speed)	01
5.	UPS 10 KVA	01
6.	Air Conditioner 1 ½ Ton	02
7.	Multimedia Projector	01

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EMPLOYABILITY OF PASS OUTS

The pass out of this course may find job / employment opportunities in the following areas / sectors:

- They can join garments industry.
- They can join Boutique and industrial homes.
- They can work at home.
- They can work in private sector.



MINIMUM QUALIFICATION OF INSTRUCTOR

- Two Year Certificate Course (DVG) plus 3-5 Years experience

OR

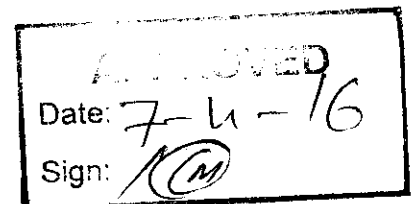
- Three Year Diploma Course (DDM) plus 2 Years experience

Functional English

- M.A. (English)

I.T Fundamentals

- DAE CIT/ BCS from HEC recognized university



REFERENCE BOOKS

Adda Work

1. Libaas by Saeeda Ghani
2. Crewel embroidery by Bushra Smook
3. Embroidery for beginners by ordori
4. Jaded kasheeda kari by Farzana Bokhari
5. Magazine related to fashion and dress designing.
6. Research through internet and magazines etc.

Functional English

1. High School English Grammar By Wren & Martin
2. Oxford English Grammar

I.T Fundamentals


1. Introduction to Computer by Peter Norton
2. 2007 Microsoft® Office System Step by Step by Joyce Cox, Steve Lambert and Curtis Frye
3. Internet and E-mail with Windows 7 by Studio Visual Steps

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LIST OF TRADE RELATED JARGON

Words	Meaning
An Work	آری کا کام
Wooden Frame	لکڑی کا فریم
Chain Stitch	زنجیری تانکہ
Beads	موتی
Sequence	ستارے
Tilla	تلہ
Nakshi	نقش
Dabki	ڈبکی
Standard	معیاری
Silk Thread	ریشمی دھاگہ
Shirt Design	شرٹ ڈیزائن
Doppatta Design	دوپٹہ ڈیزائن
Twisting Dorri	مزوزی ڈوری
Bridal Dress	عروسی لباس
Party Dress	پارٹی ڈریس
Formal Dress	فارمل لباس
Informal Dress	ان فارمل لباس
Different types Dorries	مختلف قسم کی ڈوریاں
Mirror work	شیشہ ورک

Border Design	بارڈر ڈیزائن
Back view	بیک ڈیزائن
Twisting Piece	تھکڑے کو موڑنا
Aesthetic Sense	جمال الاتی حس
Interesting work	دلچسپ کام
Finishing	فائنشنگ
Favourite	پسنیدیدہ
Patch Work	پچ ورک
Cut work	کٹ ورک

7-6-16


Curriculum Revision Committee

1. **Ms. Qureshia Sultana,** **Convener**
Instructor (Fashion Designing),
GCT (W) Lytton Road, Lahore

2. **Ms. Abida Khalid,** **Member**
Instructor DDM,
GCT (W) Lytton Road, Lahore

APPROVED
Date: 7-4-16
Sign: 