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AN INTRODUCTION

Education, in the true sense, has never been and will never be limited to the mere acquisition of a degree. Apart from facilitating students to enrich their knowledge and skills in a chosen discipline, an educational institution is duty bound to guide its students at every step of the way till the objective is achieved. The objective being to successfully steer their lives in the direction of their chosen career path. Then and only then is an educators' obligation complete.

Mata Sundri College strives for all round development of personality of its students who are capable of shouldering diverse responsibilities and executing them with diligence and vigor. This is aptly met by the involvement of students in various extracurricular activities. We aspire to meet the educational needs of the modern society, upholding the traditional values at the same time.

We are trying to open up new avenues for the better future of students. We, at Mata Sundri College, are dedicated to prove in action our sincere commitment to the above affirmed ideology and have thus introduced vocational courses in addition to our highly reputed degree courses.

At present, three short term UGC sponsored vocational courses have been introduced namely:

- Tour and Travel Management
- Computer Applications
- Textile Designing

Mata Sundri College also offers short term (basic level) courses in various foreign languages. All the courses are conducted as per the International Standards to equip our students with proficiency in the following major foreign languages – French, German and Spanish. They are conducted in collaboration with the Department of Germanic and Romance Studies, University of Delhi.

What is exceptional about the introduction of the short term vocational courses at Mata Sundri College is that they are being offered as add - on courses i.e. students can enroll themselves in the short term vocational course along with degree courses . To facilitate this, the timings for vocational courses have been kept from 2.30 p.m. to 4.30 p.m.

The college possesses modern infrastructure including spacious classrooms, computer laboratory, well equipped library, conference room and a Central Plaza.

Mata Sundri College is situated in the heart of the city. It is surrounded by famous Delhi land marks like Bal Bhavan and Maulana Azad Medical College on one side and Gurudwara Mata Sundri Ji and Kotla road on the other, all these being a stone's throw from ITO.

Our Vocational Centre is very well equipped and we have the best faculty to teach and guide our students .

In order to give due regard to the competence and potential of its budding talents, we also have a placement cell to facilitate on campus recruitments. Our aim is to provide our students not only with best guidance but also with excellent job opportunities in their chosen career path.



AIMS

- To strive towards regenerating and upgrading the educational system making it more meaningful and relevant to the newly emerging scenario in the country and to create a highly skilled manpower resource base in the country.
- To impart basic and advance level training to young undergraduate aspirants in the fields of Information Technology, Textile Designing and Travel and Tour Management.
- To establish an academy of international repute and to enable its students to excel in their endeavors worldwide.

ADMISSION

- The interested students are to register themselves by filling admission form available in the college office from **27th July, 2017**.
- The admitted students will have to submit 1st installment of fee at the time of admission.
- The classes will commence from **1st August, 2017**. Late admission is only permitted on getting the permission of the Principal.

Eligibility for Certificate Courses

Minimum Qualification	10+2
Duration of Course	July – March
Selection criteria	Merit in various categories



FEE STRUCTURE

The Annual Fee to be charged from Ist Year students for various courses given below:

For Certificate Course (Ist year)

Course	Registration Fee	Course Fee	Total Fee	Mode of Payment **
Computer Applications	100	6000	6100	To be paid at the time of admission
Tour & Travel Management	100	15000 (6000+ 5000+4000)	15100	Altogether or to be paid in 3 installments.
Textile Designing	100	6500 (2500+ 2000+2000)	6600	Altogether or to be paid in 3 installments.
Foreign Languages	100	8000*	8100	To be paid at the time of admission

The Annual Fee to be charged from IInd & IIIrd Year students for various courses given below:

For Diploma and Advance Diploma Course (IInd and IIIrd year)

Course	Registration Fee	Course Fee To be paid in 3 installments	Total Fee	Mode of Payment**
Computer Applications	Nil	12000 (5000+4000 +3000)	12000	Altogether or to be paid in 3 installments.
Tour & Travel Management	Nil	15000 (6000+5000 +4000)	15000	Altogether or to be paid in 3 installments.
Textile Designing	Nil	7000 (3000+2000 +2000)	7000	Altogether or to be paid in 3 installments.
Foreign Languages	Nil	10000*	10000	To be paid at the time of admission

* including Examination fee.



****Mode of payment:** The fee is to be paid in the college Bank in cash from 9:00 a.m. to 1:00 p.m. through College Booklet only in accordance with the admission schedule.

Cancellation of Admission and Refund of Fee: Fee is not refundable.

IMPORTANT NOTE

- 1st Installment to be paid at the time of admission + Registration fees.
- 2nd Installment from 1st November – 15 November.
- 3rd Installment from 1st Feb- 15 Feb.
- A fine of Rs. 100/- per day will be charged for late submission of fees.



COURSES OFFERED

The Centre offers the following Part Time Courses:-

COURSE NAME	DURATION	ELIGIBILITY
1. Certificate Course in Tour & Travel Management	July – March	10 + 2 Pass
2. Certificate Course in Textile Designing	July– March	10 + 2 Pass
3. Certificate Course in Computer Applications	July – March	10 + 2 Pass
4. Certificate Course Foreign Languages	July – March	10 + 2 Pass
5. a) Diploma in Tour & Travel Management	July – March	Pass in Certificate Course
b) Advance Diploma in Tour & Travel Management	July – March	Pass in Diploma Course
6. a) Diploma in Textile Designing	July – March	Pass in Certificate Course
b) Advance Diploma in Textile Designing	July – March	Pass in Diploma Course
7. a) Diploma in Computer Application	July-March	Pass in Certificate Course
b) Advance Diploma in Computer Application	July-March	Pass in Diploma Course
8. (a) Diploma in Foreign Languages	July-March	Pass in Certificate Course



COURSE DETAILS

Each course is designed to be of 30 credits, each credit will be of 15 hours duration. The syllabus for each course is as listed below:

Tour & Travel Management

Tourism is a booming industry, with an ever increasing requirement for trained & skilled professionals. The course imparts an understanding of different aspects of tourism industry and provides career oriented training and skills. It also lays stress on personality development and communication skills which are vital for a career in travel Industry.

Tour & Travel Management Certificate Course – 1st year

General Knowledge

- Introduction
- The Business Environment of the Tourism & Travel
- Industry
- Geography in Travel Planning
- Air Transport Essentials
- Ground Transport
- 3 Letter IATA codes for
- Cities / airports / airlines / currencies
- Calculation of Travel Times
- Technology in the Travel Industry
- Consequences of negligence

Air Fares & Ticketing

- Introduction
- Passenger Air Tariff
- IATA Geography
- Global Indicators
- International Sales Indicators
- Currency Rules
- Specified Routings
- Extra Mileage Allowance
- One Way Fares



- Backhaul Calculations
- Round Trip Fares
- Circle Trip Fares
- Circle Trip Minimum Calculations
- Add-ons
- Children & Infant Fares
- Domestic Fares
- Special fares
- Taxes
- Ticketing

Tourism

- Introduction
- Basic Knowledge of Tourism & Travel Operations
- Various travel organizations, associations and government departments, their role in the development of tourism in India
- Understanding various categories of hotel options available for tourists (practical visits undertaken)
- Various tours circuits of India specially North India for
 - a) Domestic market
 - b) Inbound tours Market(Field visits to different destinations to understand its importance in the itinerary)
- Major out bound tour circuits operating from India.
- Marketing strategies of the above categories or tour products with-in depth study of tour model
 - a) Out bound model
 - b) In bound model
- Tour operators roles of various agencies
- Study of Tour brochures
- Educational Tour for 1st Year students. This is part of the project work is mandatory.

In addition to above major area, we lay stress on personality development and communication skills, so vital for any aspiring candidates to get a job in the travel industry.



Tour & Travel Management Diploma Course – 2nd year

General Knowledge

- Introduction
- Detailed Travel Formalities (TIM)
- Land Transport Rail
- Land Transport Car and Camper
- Water Transport Ferries and Cruises
- Hotels
- Flight Reservations (OAG)
- Customer Services

Air Fares & Ticketing

- Journey concept VS Pricing Unit Concept
- Fare Selection Criteria
- Currency Regulations
- One Way Journeys and backhaul Calculations
- Round Trip Journeys
- Circle Trip Journeys
- Calculation of Circle Trip Minimum Fare
- Mixed Class Fare
- Credit Cards and Change Forms
- Special fares
- Issuance Of MCO / MPD
- Bank Settlement Plan
- Issuance of Tickets
- Consequence of negligence

Tourism

- Introduction
- Selling strategies of the above categories of tour products with in-depth study model.
 - a) Out bound model
 - b) In bound model
- Visiting a tour operator.
- Planning, conceiving and costing to tour itineraries with numerous exercises in each segment.



- New thrust areas / future of Indian tourism
 - a) Adventure tourism
 - b) Beach tourism
 - c) Special Interest tourism (Health , Golf , Religion, etc)
 - d) MICE
 - e) Cruise
- Echo tourism and importance of heritage conservation
- IT /Automation / E-Tourism
- Business tourism
- Educational Tourism

In addition to above major areas, we lay stress on personality development and communication skills, so vital for any aspiring candidates to get a job in the travel industry.

Tour & Travel Management Advance Diploma Course – 3rd year

General Knowledge

- Introduction
- Advance Geography in Marketing and selling Tourism
- The world's continents and Human Diversity
- Major Natural Geographical Features
- The effect on climate on Travel
- Major World Tourist Destinations and Attractions
- Advance Rail Transportation and Reservations
- Bus and Coach Services
- Accommodations other than hotels
- Water Transport Cruises and private Transportation
- Detailed Tour Package

Air Fares and Ticketing

- Review of Fare selection Criteria One way fare checks (HIP, BHC and DMC)
- Special Mileage Provisions
- Round Trip / Circle Trip Checks (Secondary Fares , Carrier fares ,COP , etc)
- Round the World Fares
- Exceptions HIP, BHC , DMC , CTM and COP



- Open Jaws
- Lowest combination Principal
- Limitations on Indirect travel
- “C” / construction for BHC , HIP , DMC , CTM and COP
- Taxes and Security of BSP Documents
- Law and Regulations
- Selling Skills

Tourism

- Preparing Detailed Outbound tour itineraries with costing
- Preparing Detailed Inbounds tour itineraries with costing
- Visit to different tourist spots to interview tourists
- Prepare a Travel Brochure
- Prepare a Cruise brochure
- Prepare a detailed tour for Adventure Tourism in India
- Educational fare



TEXTILE DESIGNING

India, besides being a leading manufacturer of the oldest known textile in the world, has a rich heritage of textiles with each state having its treasure of distinct styles of prints, senses of colour, designs, embroideries and handloom textiles. This course is specially designed to develop the senses of colour, designing skills, textiles science, embroidery skills, fashion terminologies and aesthetics in students.

Fashion design is the art of application of design and aesthetics or natural beauty to clothing and accessories. Fashion design is influenced by cultural and social latitudes, and has varied over time and place. **Textile design** is essentially the process of creating designs for woven, knitted or printed fabrics or surface ornamented fabrics. Textile designers are involved with the production of these designs.

Course Details

1st Year	2nd Year	3rd Year
Basic Design (Theory + Practical)	Textile Science (Theory)	Weaving and Knitting (Theory)
Textile Science (Theory)	Dyeing of textiles (Theory + Practical)	Fashion Illustration (Theory + Practical)
Dyeing and Printing (Theory + Practical)	Fashion Illustration (Theory + Practical)	Apparel construction (Theory + Practical)
Indian Traditional Textiles (Theory + Practical)	Apparel Construction (Theory + Practical)	Indian Traditional Textiles (Theory + Practical)
		CAD Photoshop and Corel Draw

NOTE : Project and article to be made for the exhibition & sale.

JOB OPPORTUNITIES: Assistant Designer, Entrepreneur, Fabric Manager Etc.



COMPUTER APPLICATION

The Computer Application Programme has been designed with a year wise approach in mind. By offering such a range of courses after completion of 1st year certification course one is eligible to join 2nd year diploma course. The programming course provides knowledge of programming languages, databases and software application development methodology and the web-designing programme provides knowledge of website designing through a variety of applications. Upon successful completion of the second year, the students would be in the third year course, which deals with some of the advances and emerging aspects in information system. It is felt that at this stage the students would be well equipped to take part in large projects in IT companies and get a flavor for the current challenges in software development and implementation.

Each course is designed to be of 30 credits, each credit will be of 15 hours duration.

Course Details

Ist Year	IInd Year	IIIrd Year
Certificate Course	Diploma Course	Advance Diploma Course
<ul style="list-style-type: none"> ▪ DOS ▪ Introduction to Windows ▪ MS Office <ul style="list-style-type: none"> MS Word MS Excel MS PowerPoint MS Access ▪ Internet 	<p>Programming</p> <ul style="list-style-type: none"> ▪ Programming Techniques ▪ System Analysis & Design ▪ C++ ▪ SQL ▪ Project <p>Web-Designing</p> <ul style="list-style-type: none"> ▪ Concepts of Internet ▪ HTML ▪ Corel Draw ▪ Photoshop ▪ Project 	<ul style="list-style-type: none"> ▪ ASP.Net ▪ SQL Server ▪ Software Engineering ▪ C# ▪ Project
JOB OPPORTUNITIES: Web Designer, Programmer, Graphic Designer etc.		



FOREIGN LANGUAGES

With the globalization of Indian economy, multinationals coming to India and more and more companies going for joint ventures abroad, the job scenario for those proficient in foreign languages have opened up. The ever increasing amount of scientific, technological and cultural information promises a growing need for those who are able to facilitate international communications. Academic qualifications in foreign languages helps in pursuing careers in the areas of tourism, entertainment, public relations and mass communication, international organizations, embassies, diplomatic service, publishing houses, BPO's etc. More and more avenues are opening up in tourism and call centers. The College offers One Year Certificate Courses in French, German and Spanish in collaboration with the Department of Germanic and Romance Studies, University of Delhi.

Certificate in French

Paper I Communicative French

(Functional Grammar based on the text book), Prescribed text book:
le Noyveau Sans Frontiers, Volume I, P. Dominique,
J.Girardet et al., Cle International Paris, 1989.

Paper II Text Comprehension and Written Expression

Comprehension of simple texts and precise- writing
Essay on simple topics, question on civilization
Translation of simple passage into English and simple sentences into the language of study

Recommended books :

Conjugaison, (ouvrage collectif), Le Robert and Nathan, Editions Nathan,
1996 Grammaire, (ouvrage collectif),
Le Robert et Nathan, Editions Nathan, 1996

Paper III Oral Expression

(Reading of Texts, general questions on the country and civilization).

Certificate in German

Paper I Communicative German

(Functional grammar based on the text book)

Prescribed text book:

Sprachkurs Detutsch 1 and 2, Verlag Moritz, Diesterweg Frankfurt
amMain1989 / GOYL Saab]

Publishers and Distributors, New Delhi 1997

Paper II Text Comprehension and Written Expression

Comprehension of simple texts and precise- writing, Essay on simple topics, question on civilization



Translation of simple passage into English and simple, Sentences into the language of Study

Recommended books :

Langenscheidts verb-Tabellen Deutsch, Berlin Munchen / GOYLSaab, Delhi 1994

Lernziel Deutsch, 1 and 2, (Wolfgang Hieber), Max Hueber Verlag 1991

Langenscheidt Taschenwörterbuch, German-English, English- German, GOYLSaab, Delhi, 1994.

Paper III Oral Expression

(Reading of Texts, general questions on the country and civilization).

Certificate in Spanish

Paper I Communicative Spanish

(Functional grammar based on the text book)

Prescribed text book: Expanol en Directo I B, SGEL Ven I, Edelsa 1992

Paper II Text Comprehension and Written Expression

- Comprehension of simple texts and precise – writing
- Essay on simple topics, question on civilization
- Translation of simple passage into English and Simple sentences into the Spanish Ven I, Edelsa.

Paper III Oral Expression

(Reading of Texts, general questions on the country and civilization).

Diploma in Foreign Languages

Candidates who have passed the Certificate Examination of the University of Delhi in a language or an examination recognised as equivalent thereto are eligible to apply for admission to the Diploma Course in that language. Admissions will be made strictly in order of merit of the respective certificate course examination.

Syllabi of Diploma in Foreign Languages

Paper I Communicative Grammar-II

Functional grammar based on the text book.

Paper II Text Comprehension and Written Expression

- Comprehension of texts on general topics
- Essay writing and letter writing
- Translation of passages into the foreign language and vice-versa

Paper III Oral Expression

Reading and answering questions on the text Expressing opinion and discussing issues of general interests.



Prescribed books

Diploma in French: Le Nouveau Sans Frontieres, Vol. 2, P.Dominique, J. Girardet et al, Cle International, Paris, 1989. Ecrire a tout le monde, R. Lichet, coll. Outils, Hachette, 1979.

Diploma in German: Tangram, Kursbuch und Arbeitsbuch, 2B, 3A & 3B, Max Hueber Verlag

Diploma in Spanish: Español sin fronteras II, SGEL, 1997, Nuevo Ven 2, Edelsa 2004

EXAMINATION

There will be qualifying examination in both theory and practical at the end of the academic session. Minimum pass percentage will be 60% aggregate. The successful student will be awarded :

- Certificate in 1st Year,
- Diploma in 2nd Year and
- Advance Diploma in 3rd Year.

GENERAL RULES

- I. All the three courses will be taught in English medium.
- II. 70% attendance is compulsory for all the courses.
- III. Class tests/ Projects/ Assignments should be submitted on the dates announced by the teachers. No late submission will be allowed. Internal assessments will be evaluated on submission.
- IV. The marks of all the class tests will be added in the final exams.
- V. No re-exams will be allowed. Failures will be required to take re-admission.
- VI. Attendance will not be given to students coming late for the class.
- VII. Students will not be permitted to leave the class until the class is over.
- VIII. Minimum passing percentage will be 60% for the courses.
- IX. Class timings will be 2:30-4:30 p.m.
- X. Students will bear the loss or damage of any item related to the course.
- XI. As soon as the student enters the class, mobile phones should be switched off. If anyone is found using the mobile phone, a heavy fine will be charged.
- XII. Fee should be submitted on the given dates otherwise, a fine of Rs. 100/- per day will be charged for the late submission of fee.
- XIII. *No misbehavior will be tolerated in the class.
- XIV. It is compulsory for all the students of Tour and Travel Management course to go to Educational trips organized by the college, since it carries 100 marks. (Extra money will be charged for the trips).