SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE

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PART- TWO

Thursday, the 20th November, 2025

NOTIFICATION

No. 221/2025 Dated : 20/11/2025

Subject: Inclusion of the B.Voc. Courses as Generic Open Elective Courses (GOEC) in Semester III& IV asper NEP-2020 guidelines.

It is notified for general information of all concerned that the authorities of the University have accepted the following B.Voc.Coursesof Semester III & IV shall be included as Generic Open Elective Courses(GOEC) in the Faculties of Humanities, Commerce & Management and Science & Technology as per NEP-2020 guidelines to be implemented from the academic session 2025-2026 onwards which are mentioned as under:

Sd/-
(Dr.A.M.Asanare)
Registrar
Sant Gadge Baba Amravati University

Sr. No.	Semester	Name of the B.Voc. Course	Semester	Name of the B.Voc. Course
1	**Semester III**	Pattern Master	**Semester IV**	Boutique Manager
2	Semester III & IV	AI Essentials: Introduction of Artificial Intelligence	Semester III & IV	AI Essentials: Introduction of Artificial Intelligence
3		Office Automation, Cloud Computing & AI		Office Automation, Cloud Computing & AI
4		Corporate Personality Development		Corporate Personality Development

Syllabus for Generic Open Elective Courses (GOEC) of Semester III & IV
SEMESTER – III
Pattern Master - V

Level	Semester	Code	Course	Credits	Teaching Hours	Exam. Duration	Max. Marks	Total Marks
5	III	805296	Pattern Master	02	2 Hrs.	2 Hrs.	Theory-30 Int.Ass.-20	50

Course Objectives	1. Understanding how pattern are used to construct garments, including knowledge of fabric properties and their impact on pattern design 2. Enhance problem-solving skills by addressing design challenges and offering innovative solutions. 3. Support the senior designer in preparing for fashion shows presentationsand product launches
Course Outcomes: At the end of this course, the students will be able to:	1. A Pattern Master course equips individuals with the skills to translate fashion designs into precise patterns for garment production 2. The course covers the construction of different garment components and understanding the principles of fit and balance 3. Graduates can pursue various roles such as Pattern Maker, Assistant Fashion Designer,Pattern Supervisor, Pattern Drafter of work as freelancers in the fashion and apparel industry, 4. Develop Industry-Relevant Skill
Unit 1	Prepare for process of pattern making as per techpack receive 1. Interpreting information contained in techpack 2. Notations and symbols used in techpack 3. Cutting and marking tools and equipments

Unit II	Methods of pattern making 1. Flat pattern method 2. Draping method 3. Drafting method 4. Measurement techniques and tools used for it
Unit III	1. CAD 2. RICH CAD 3. Photoshope 4. Corel draw
Unit IV	Planning for a boutique manage 1. Market Research 2. Business Plan 3. Brand Management 4. Marketing and Sales

References:-

1.Midi, Alhamidi, "PERANCANGAN SISTEM INFORMASI KEUANGAN BOUTIQUE"JurnalTeknologi dan SistemInformasiBisnis 2, no.1 (2020): 33-45, http:/dx.doi.org/10.47233/jteksis,v2il.86.

2. Krasonikolakis,Ioannis,AdamVrechopoulos,AthanasiaPouloudi,andSergiosDimitradis, "Store layout effects on consumer behavior in 3D online stores. "European Journal of Marketing 52, no.5/6(2018): 1223-56. http://dx.doi.org/10.1108/ejm-03-2015-0183

3. Handayani,Dian Amalia, "FEASIBILITY ANALYSIS OF BUSINESS"AMALIA BOUTIQUE"PTWARNA WARNI AMALIA AS MUSLIMAH FASHION IN SOUTH JAKARTA"JRMSI- JurnalRisetManajemen Sains Indonesia 7, no.1 (2016):41 http://dx.doi.org/10.21009/jrmsi.007.1.03.

4. Ulhas Miah,Md.Md Shahin Alam Khan, Omar Faruk Misto, and Md Rezaul Karim, "Women Entrepreneurship of Sylhet City, Bangladesh; Challenges & Opportunities "Management and Organizational Studies 5,no.3(2018); 17. http:dx.doi.org/10.5430/mos.v5n3p17.

5. Yang,Hsiu-chin and "A Strategy Research on Expansion and Transformation of Children's Clothes Chain store-A Case study on B kids Boutique. "Thesis, 2014, http://ndltd.ncl.edu.tw/handle/m8ct3b.

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Generic Open Elective Course (GOEC)

Boutique Manager-VI

SEMESTER-IV

Level	Semester	Code	Course	Credits	Teaching Hours	Exam. Duration	Max. Marks	Total Marks
5	VI	805297	Boutique Manager	02	30	2 Hrs.	Theory-30 Int.Ass.-20	50

Course Objectives	1. To develop and understand the trends and establish 2. Customer needs,Customer Relationship Management
Course Outcomes: At the end of this course Students will be able to:	1. Develop skills in Boutique Manager 2. Students will be able to construct tailored garmentsin correct sequence of operations 3. Successful assistants can gain recognition for their contribution to major collection
Unit I	Create design as per latest trends and establish customer needs 1. Fabrics, trims and accessoriesand their trade names like chiffon,georgette, poplin,etc. (Fabrics), hook and bar, zippers, etc (Trims), laces brooch, buttons,etc. (Accessories) 2. Garment costing 3. Sewing techniques and technologies like hand sewing,embroidery, industrial sewing machines, etc.
Unit II	Various accessories 1. Managing inventory 2. Various accessories to go with the garment like purse,jewelry etc.
Unit III	Knowledge of computer software Different types of fabric and garments 1. Types of fabrics and textiles and the trade names of basic fabrics 2. The size charts for the garments,made ups 3. Different types of garments (tops,skirts,shirts,etc.) made ups 4. Rule-based decision making process when making patterns as per customer requirements

Unit IV	1. Maintain health,safety and security in the pattern making workplace 2. Entrepreneurship a) Meaning b) Types of Entrepreneurship c) Characteristics d) Importance

References:

1. "Pattern Master" Publishers Weekly. 209(24): 104.June 14, 1976
2. "PatternMaster"Kirkus Reviews. XLIV (10): 612, May 15, 1976
3. Wagner,Thomas M.(2003). "Patternmaster"SF Revies, Retrieved February 28, 2016
4. Card,Orson Scott (January 1992). "Patternmaster and Survivor". Fantasy & Science Fiction: 52-54
5. Pepin Harriet-Modern Pattern Design, MC Graw Hill
6. Litmen Connie (1977): Pattern Making Design,Litton Educational Publishing Inc.
7. Bane, A (1979) Flat Pattern Design New Work.

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The authorities of the University have accepted and approved the syllabus of the following three (3) courses of Inter-disciplinary nature be opted by the students at 3-year Under-graduate degree programs of all the four faculties:

1. **Corporate Personality Development**
2. **Office Automation, Cloud Computing and AI**
3. **AI Essentials: Introduction to Artificial Intelligence**

Level	Semester	Course Code	Course	Credits	Teaching Hours	Exam. Duration	Max. Marks
Can be opted from Level 4.5 to 5.5	I to IV of any TYUG Degree program		Corporate Personality Development (CPD)	02	45 (Th-15 Pr-30)	Th. 2 Hrs Pr. 4Hrs	Th.- 30 Pr.-25

Course Objectives	Upon completion of this course, the students will be able to: . Develop effective communication skills for professional environments . Master public speaking techniques and presentation skills . Enhance interview performance and personal branding . Cultivate leadership qualities and team management skills . Build professional image and corporate etiquette . Apply interpersonal skills in workplace scenarios
Course Outcomes	. COI: Demonstrate effective verbal and non-verbal communication skills in professional settings . CO2: Deliver confident presentations and public speeches using appropriate techniques . CO3: Excel in job interviews through proper preparation and professional conduct . CO4: Exhibit leadership qualities and effective team collaboration skills . CO5: Maintain professional image and follow corporate etiquette standars . CO6: Apply interpersonal skills to build positive workplace relationship

Unit I	Contents	Learning Hours	Weightage of Marks Allotted out of 30	Incorporation of Pedagogies
Unit I: COMMUNICATION FUNDAMENTALS	**Theory:** . Introduction to Communication Process . Types of Communication: Verbal,Non-verbal, Written . Barriers to Effective Communication . Active Listening Techniques . Body Language and Gestures	3 Hrs	6 Marks	
	Practical: . Communication exercises and roleplays . Voice modulation practice . Body language assessment and improvement . Listening skills activities . Group communication scenarios . Individual communication assessment and feedback	4 Hrs	7 Marks	

Unit II: PUBLIC SPEAKING AND PRESENTATION SKILLS	**Theory:** Fundamentals of Public Speaking . Overcoming Stage Fear and Anxiety . Presentation Structure and Content Organization . Visual Aid Design and Usage . Audience Analysis and Engagement	4 Hrs	8 Marks	
	Practical . Individual presentation practice sessions . Impromptu speaking exercises . Visual aid creation using Power Point/Google Slides Peer feedback and critique sessions . Video recording and self-assessment . Group presentation activities .Public speaking competitions and evaluations	8 Hrs	7 Marks	
Unit III INTERVIEW SKILLS AND PERSONAL BRANDING	**Theory:** . Types of Interviews and Selection Process . Resume Writing and Portfolio Development . Interview Preparation Strategies . Common Interview Questions and Responses . Personal Branding and Professional Image	4 Hrs	8 Marks	
	Practical: . Multiple mock interview sessions . Resume building workshop and review . Personal branding exercise and profile creation . Professional photo and video profile development . Interview etiquette practice and roleplay . Group discussion simulations . Linked In profile creation and optimization			
UNIT IV LEADERSHIP AND TEAM DYNAMICS	**Theory:** . Leadership Styles and Theories . Team Building and Collaboration . Conflict Resolution Techniques . Decision Making and Problem Solving . Emotional Intelligence in Leadership			
	Practical: . Leadership role-play exercises and simulations . Team building activities and challenges . Conflict resolution scenario practice . Group problem-solving tasks and case studies	10 Hrs	4 Marks	
	. Emotional intelligence assessment and development . Leadership project planning and execution . Peer leadership evaluation and feedback			
MODEL QUESTIONS	Short answer Type Long answer Type MCQs for Internal Assessment			

Evaluation	**Internal Assessment of ---------- Marks by using various assessment methods**
ASSESSMENT PATTERN	Component Weightage Description Internal Assessment 40% Continuous evaluation,assignments, Presentations End Semester Exam 60% Written + Practical examination
Internal Assessment Breakdown	. Class Participation & attendance: 10% . Assignments & Projects: 15% . Mid-term Presentation: 15%
Practical Assessment	. Individual Presentation: 25% . Mock interview performance: 20% . Group Activity Participation: 15%
References:	LEARNING RESOURCES: **Reference Books:** 1. "The Art of Public Speaking"by Stephen Lucas 2. "How to Win Friends and Influence People"by Dale Carnegie 3. "Emotional Intelligence 2.0"by Travis Bradberry **Prescribed Text Books:** 1. Effective Communication for Professionals"by Meenakshi Raman 2. "Personality Development and Soft Skills"by BarunK.Mitra **Digital Resources:** 1. TED Talks on Communication and Leadership 2. Coursera: Communication Skills courses 3. LinkedIn Learning: Professional Development modules 4. YouTube: Public Speaking channels **Software/Tools Required:** 1. Microsoft PowerPoint/Google Slides (Free) 2. Zoom/Google Meet for virtual presentation 3. Mobile phone camera for video practice 4. Basic recording software (free alternatives available)
COURSE DELIVERY METHODOLOGY	1.Interactive Lectures: Theoretical concepts with real-world examples 2.Practical Sessions: Hands-on activities and skill practice 3.Role-Playing: Workplace simulation exercises 4.Peer Learning: Group discussions and collaborative activities 5.self-Assessment: Reflection exercises and personal development planning 6.Industry Interaction: Guest lectures from corporate professionals
MAPPING WITH PROGRAM OUTCOMES	**Course OutcomeProgramOutcome Mapping** CO1PO1:CommunicationSkills CO2PO2:Critical Thinkingand Presentation CO3PO3:Professional Competence CO4PO4:LeadershipandTeamwork CO5PO5:Professional Ethics CO6 PO6:InterpersonalSkills
SPECIAL FEATURES	1. EnglishSpeakingZone:Dedicatedpracticeareaforimmersivelearning 2. IndustryMentorship:Regularinteractionwithcorporate professionals 3. PortfolioDevelopment:Personalbrandingandprofessionalprofilecreation 4. Certification:JointcertificationfromBBSCandCTMCMumbai 5. CareerCounseling:Integratedcareerguidanceandplacement support

Note: Internal evaluation for Theory of 20 Marks and for Practical of 25 Marks Should be Conducted by using various evaluation & teaching.

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Level	Semester	Course Code	Course	Credits	Teaching Hours	Exam. Duration	Max. Marks
Can be opted from Level 4.5 to 5.5	**I to IV of any TYUG Degree program**		**Computerized Office Automation with CloudAnd AI**	**02**	**45 (Th-15 Pr-30)**	**Th 2 HrsPr 4Hrs**	**Th 30 Pr.-25**

Course Objectives	Upon completion of this course,students will be able to; . Master essential digital tools for modern office productivity . Utilize cloud-based platforms for collaborative work environments . Apply AI-powered tools to enhance workplace efficiency . Develop smart office management and automation skills . Create professionaldocuments, presentations and data analysis . Implement digital workflow solutions for business processes
Course Outcomes	. COI: Demonstrate proficiency in advanced office productivity software and digital . CO2: Effectively utilize cloud platforms for storage,collaborationand remote work . CO3: Apply AI-powered tools to automate routine office tasks and enhance productivity . CO4: Create professional business documents,reportsand presentations . CO5: Implement digital workflow solutions and project management systems . CO6: Ensure data security and privacy in cloud-based work environments

Unit System	Contents	Learning Hours	Weightage of Marks Allotted out of 30	Incorporation of Pedagogies
Unit I DIGITAL OFFICE FUNDAMENTALS	**Theory:** . Evolution of Modern Office Environment . Digital Transformation in workplace . Overview of Office Productivity Suites . File Management and Organization Systems . Digital Communication Protocols	3 Hrs	6 Marks	
	Practical: . Setting up comprehensive digital work-space . Advanced file organization and naming conventions . Professional email management and etiquette . Digital calendar and scheduling systems . Basic troubleshooting and technical support . Digital document security and backup procedures	6 Hrs	5 Marks	
Unit II ADVANCED PRODUCTIVITY APPLICATIONS	**Theory:** . Microsoft Office 365/Google workspace overview . Advanced Document Processing Techniques . Spreadsheet Automation and Data Analysis . Professional Presentation Design Principles . integration between Office Applications			
	Practical: . Advanced Word Processing: TemplatesMail MergeCollaboration features . Excel/Sheets: Complex formulasChartsPivot TablesBasic Macros . PowerPoint/Slides: Professional presentations,animations,multimedia integration . Cross-application integration and automated workflow . Template creation,customization and sharing . Advanced formatting and document design . Data import/export between applications . Collaborative editing and version control			
UNIT III CLOUD COMPUTING AND COLLABORATION	**Theory:** . Cloud Computing Fundamentals . Types of Cloud Services (SaaS,PaaS,IaaS) .Cloud Storage Solutions and Synchronization . Real-time Collaboration Tools . Cloud Security and Data Privacy	4 Hrs	8 Marks	

	Practical: . Google Drive/OneDrive setup and advanced management . Real-time document collaboration and editing . Video conferencing and virtual meeting (Zoom,Teams,Meet) . Cloud-based project management tools setup . File sharing,permission management and access control . Backup and recovery procedures implementation .Team collaboration workspace creation .Mobile and desktop synchronization	8 Hrs	8 Marks	
AI-POWERED OFFICE AUTOMATION	**Theory** • IntroductiontoAIin Workplace • AI-poweredProductivityTools • ChatbotsandVirtualAssistants • AutomatedDataProcessingand Analysis • FutureofAIin OfficeEnvironments	3Hrs	6 Marks	
	Practical • UsingAIwritingassistants (Grammarly, ChatGPT for productivity) • Automateddocumentgenerationand formatting • AI-powereddataanalysisand visualization tools • Voice-to-textandtranscription services • Smartschedulingandtask management systems • AI-enhancedpresentationcreationand design	6Hrs	7 Marks	
PRACTICAL ASSIGNMENTS	1. ProfessionalDocumentCreation:Resume,businessletter,reportwithadvancedformatting 2. DataAnalysisProject:Salesdataanalysisusingspreadsheetswithchartsandpivottables 3. CollaborativePresentation:Team-basedpresentationusingcloudtools 4. CloudWorkflowSetup:Completedigitalworkflowforasmallbusinessscenario 5. AI-EnhancedProductivity:DemonstrateuseofAItoolsforvariousofficetasks			
ModelQuestions	Short answer Type LonganswerType MCQsforInternalAssessment			
Evaluation	Internal Assessment of ---------- Marks by using various assessment methods			
ASSESSMENT PATTERN	Component Weightage Description Internal Assessment 40% Continuous evaluation,assignments,Presentations End Semester Exam 60% Written + Practical examination			
Internal Assessment Breakdown	. Class Participation & attendance: 10% . Assignments & Projects: 15% . Mid-term Presentation: 15%			
Practical Assessment	. Individual Presentation: 25% . Mock interview performance: 20% . Group Activity Participation: 15%			
References:	LEARNING RESOURCES: **Reference Books:** 1. “Microsoft Office 365 in Depth”by Joe Habraken 2. "GoogleWorkspaceforDummies"byRyanT.Williams 3. "AIforPeopleinaHurry"byNeilReddy **Prescribed Text Books:** 1. "DigitalOfficeManagement"byKumar& Sharma 2. "CloudComputingandOfficeAutomation"byPradeepK.Sinha **Digital Resources:** 1. MicrosoftLearn(Freeonlinetraining) 2. GoogleWorkspaceLearningCenter 3. Coursera:DigitalSkillscourses 4. YouTube:Officeproductivitychannels 5. LinkedInLearning:Cloudcomputingcourses **Software/Tools Required:** 1. OfficeSuite:GoogleWorkspace(Free)/MicrosoftOfficeOnline(Free) 2. CloudStorage:GoogleDrive,OneDrive,Dropbox 3. Collaboration:Slack(Freetier),Trello,Asana 4. AITools:ChatGPT(Freetier),Grammarly(Free),GoogleAssistant 5. VideoConferencing:GoogleMeet,Zoom(Freetier),MicrosoftTeams 6. Browsers:Chrome,Edgewithproductivityextensions			

COURSE DELIVERY METHODOLOGY	1.Hands-on Learning:60% practical sessions with real world scenarios 2.Project-Based Learning: industry-relevant projects and case studies 3.Collaborative Learning: Team projects using cloud tools 4.Self-Paced Modules: Online tutorials and self-assessment 5.Industry Integration: Guest sessions with IT professionals 6.Continuous Practice: Daily use of digital tools in course activities
MAPPING WITH PROGRAM OUTCOMES	**Course OutcomeProgramOutcome Mapping** CO1PO1:CommunicationSkills CO2PO2:Critical Thinkingand Presentation CO3PO3:Professional Competence CO4PO4:LeadershipandTeamwork CO5PO5:Professional Ethics CO6 PO6:InterpersonalSkills
SPECIAL FEATURES	1.Zero-Cost Implementation: Uses free/freemium tools accessible to all students 2.Industry-Current Content: Updated curriculum reflecting latest workplace trends 3.Practical Certification: Portfolio of completed digital projects 4.Remote Learning Ready: Course designed for both in-person and online delivery 5.Career Integration: Direct application to internship and job requirements
INDUSTRY RELEVANCE	This course addresses the growing demand for digital literacy in modern workplaces,preparing students for: . Remote and hybrid work environments . Digital-first business processes . AI-augmented productivity workflows . Cloud-based collaboration systems . Data-driven decision making
LAB SETUP REQUIREMENTS	**Hardware (Minimum):** -Computers with 4GB RAM,Internet connectivity -Webcam and microphone for video conferencing practice -Printers for document output (shared) **Software (All Free/Open Source alternatives available):** -Web browsers with cloud access -Free office suites(LibreOffice as backup) -Free cloud storage accounts -Basic AI tools and extensions

Note: Internal evaluation for Theory of 20 Marks and for Practical of 25 Marks Should be conducted by using various evaluation & teaching.

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