

**CFDE**

## **PROGRAMME GUIDE**

**Certificate in Fashion Design  
(CFDE)**



**School of Vocational Education and Training  
Indira Gandhi National Open University  
MAIDAN GARHI, NEW DELHI - 110 068**

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*Further information on the Indira Gandhi National Open University courses may be obtained from the University's office at Maidan Garhi, New Delhi-110 068.*

Printed and published by Indira Gandhi National Open University by the Director, School of Vocational Education and Training, Maidan Garhi, New Delhi-110068.

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**Dear Student,**

We welcome you to our ‘Certificate in Fashion Design (CFDE)’ programme. In past, Fashion industry has created large number of employment and entrepreneur opportunities as a designer, boutique and outlets and design Schools. At present, the fashion industry requires human resources with diverse capabilities and specialties. Keeping this important objective in mind, the School of Vocational Education and Training (SOVET), Indira Gandhi National Open University (IGNOU) has taken an initiative in developing the ‘Certificate in Fashion Design’ programme for untrained and under-trained youth.

The present booklet titled ‘Programme Guide’ will serve as a ready reference details about the programme, assignment, counselling sessions, practical’s etc. You are advised to go through this booklet carefully before study the self learning materials. You must preserve this hand book till you complete the programme.

With best wishes  
Programme coordinators

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## **1. General Information**

You may want to ask the following questions:

- (a) CFDE is meant for whom?
- (b) What are the objectives of the programme?
- (c) What is the medium of instruction?
- (d) What is fee structure?
- (e) What employment opportunities does this Certificate provide?

☞ We will try to answer these questions briefly as much as possible.

### **(a) CFDE is meant for whom?**

The Certificate programme in CFDE is meant for 10+2 (Senior Secondary) pass out student. *At present, the programme is on offer in Delhi and NCR only.* However, the programme will be extended to other parts of the Country in due course of time.

### **(b) Aims and objectives of the programme**

This is awareness programme aims at preparing students for employability in the Indian apparel industry. It will develop basic knowledge and skills in pattern making and sewing techniques.

To achieve the comprehensive aim, the programme seeks to:

- develop basic knowledge and understanding of the fundamentals of fashion design;
- develop understanding of the fashion industry in India and across the globe;
- impart fundamental knowledge of textiles;
- impart skills in digital technology in CAD;
- develop knowledge and understanding of pattern making skills and sewing techniques; and
- develop entrepreneurship and communication skills.

### **(c) Medium of instruction**

The medium of instruction is in English. The course material is developed in English medium. However, the programme will also be offered in Hindi medium in due course of time.

### **(d) What is fee structure?**

At present the programme fee for CFDE is Rs. 5000/- As and when it is necessary, the University can revise the programme fee, therefore, please refer to the **Student Handbook and Prospectus of your academic session** for recent information related to fee.

### **(e) What employment opportunity does this Certificate provide?**

This programme is meant for untrained and under-trained students. This will help to develop basic knowledge and skill in pattern making and sewing techniques. The fashion eco-system creates employment opportunities in the form of fashion photography, pattern making, tailoring, garment construction, accessory designing, make-up artists, modelling, textile research and development and manufacturing so

on. In addition, programme creates job opportunities in different segments of the retail sector.

## 2. Basic Information about the CFDE Programme

### Credit system

CFDE is a Certificate level programme and 16 Credits of worth. Student can complete this programme in minimum period of six months or the maximum period of two years. The University follows the 'Credit System' for its programmes. Each credit is of 30 hours of study comprising all learning activities. Thus, a four-credit course involves 120 study hours. This helps the student to understand the academic effort one has to put into successfully complete a course. Completion of the Programme requires successful completion of assignments (Internal assessment of theory and Practical), the Term-end theory Examination and the Term-end Practical Examination of each course in the programme.

### Student support services

In order to provide individualised support to its learners the University has created a number of Study Centres at Delhi and NCR for the CFDE programme. These are administratively coordinated by the respective Regional Centres. The Study Centres are the contact points for the participants on all major aspects of the programme. These include counselling sessions, practicals, library facilities, disseminating information and advice and facilities for audio-visual training aids. The Study Centres are also equipped with some useful books on the subjects of this programme. These will be accessible to the participants during their visits to the Study Centre. **The University may not always be able to communicate to all the students individually. All the important communications are sent to the Regional Directors.** The Coordinators of Study Centers would display a copy of such important circulars/notifications on the notice board of the Study Centre for the benefit of all the students. **You are, therefore, advised to keep in touch with your Study Centre Coordinator on a more or less regular basis so as to get advance information about assignments, submission schedule and practical exams (assignments & examination forms), list of students admitted to a particular examination, declaration of results, etc.** "The candidates are required to opt only such Study Centre as it's activated for the programme. As far as possible, the University will allot the Study Centre opted by the candidate. However, the University may change the Study Centre at its convenience without concurrence of the student at any time".

### Newsletter

IGNOU Newsletter is published twice in a year (April and October) in English and Hindi. This periodical communication is delivered by post to all the students of IGNOU along with course material. Information regarding Examination schedule, new courses to be launched, admissions etc., is also provided through IGNOU newsletter and *ignou website ignou.ac.in*. It covers various activities at IGNOU Headquarters, Regional Centres and Study Centres. It also carries important notifications from time to time.

### **Duration of the programme (Minimum – 6 Months, Maximum - 2 Years)**

To fulfill the requirements for acquiring the CFDE, a student may clear all the courses in six months. If a student fails to clear all the requirements of courses in six months, s/he may be permitted to stretch it over a period of another 1 year six months. In case the student is unable to pass all the courses of CFDE programme in 2 years, the student may be permitted to stretch it for another one year as per IGNOU norms. In such cases, the student has to seek readmission as per 'Re-admission' rules and pay the requisite fee.

☞ You may contact the Regional Centre for further information about the same. But, you are advised to pass all the courses successfully in 2 years.

### **Study plan**

The exact date of commencement of the programme will be notified separately by the respective study centres. On that day, the participants will assemble in their respective study centre. The coordinator will give a thorough briefing on the content, conduct and schedule of the programme and clarifies the queries from the participants. The instructional counselling sessions will commence during the following week.

### **3. Instructional System**

The methodology of instruction in this university is different from that in the conventional universities. The Open University system is more learner-oriented, and the student has to be an active participant in the teaching-learning process. Most of the instructions are imparted through distance rather than face-to-face communication.

**The University follows a multi-channel approach for instruction. It comprises a suitable mix of:**

- self-instructional printed material
- audio and video cassettes
- audio-video programmes transmitted through Radio and Doordarshan/ Gyandarshan
- face-to-face counselling at Study Centres by academic counsellors
- web based academic support
- assignments
- practicals
- Gyan Darshan Channel, EDUSAT
- Gyan Vani

### **Print material**

Printed materials are the primary form of instructional materials. These are supplied to the participants in the form of several booklets. A block, which comes in the form of a booklet, comprises several units. The size of a unit is such that the material given therein may be expected to be studied by a student in a session of about 2 to 6

hours of study. Therefore, you have to concentrate mainly on the self learning materials (SLMs), which are available on [egyankosh.ac.in](http://egyankosh.ac.in). However, the fast pace of computer industry necessitates that students must do some additional readings. Students are advised to study reference books without fail. Studying the SLMs alone may not be sufficient to write assignments and prepare for the term-end Examinations. It may not be sufficient to just study course material. You are hereby advised to study the Reference books also.

### **Audio-Video material/Teleconferencing and Interactive Counselling Sessions**

These are video-cassettes meant for clarification and enhancement of understanding. The audio-video material is supplementary to print material. Hence, we advise you to make use of it as that will help you to understand the subject better. However, audio-video material will normally not be supplied to the students individually but will be made available at the Study Centres. You can view these programmes during teleconferencing and Interactive Radio Counselling sessions. Information about the schedule for these sessions can be obtained from IGNOU's web page i.e. [www.ignou.ac.in](http://www.ignou.ac.in) or [www.ignouonline.ac.in](http://www.ignouonline.ac.in). The programmes of IGNOU are also telecast on DD-1(National Channel) Gyandarshan. The telecast schedule of transmission of programmes is communicated through a monthly booklet called **Gyan Darshan**.

☞ You can view Gyan Darshan T.V Channel on DTH plateform-Airtel-442, Tata sky-755, Sun Direct-596, Den-526, In Digital-297 and Hathway-473.

### **Counselling Sessions**

In distance education, face-to-face contact between the learners and their tutors/counsellors is relatively less and, therefore, is an important activity. The purpose of such a contact is to answer some of your questions and clarify your doubts which may not be possible through any other means of communication. It also intends to provide you an opportunity to meet your fellow students. There are academic counsellors at the Study Centres to provide counselling and guidance to you in the courses that you have chosen for study. Normally, these sessions will be held at the Study Centres during week-ends (**Saturdays and Sundays**). You should note that the counselling sessions will be very different from the classroom teaching or lectures. Counsellors will not be delivering lectures as in conventional teaching. They will try to help you to overcome difficulties which you face while studying for the programme. In these sessions, you must try to resolve your subject-based difficulties and any other related problems.

**Before you go to attend the counselling sessions, please go through your course materials and make a plan of the points to be discussed. Unless you have gone through the Units, there may not be much to discuss.**

☞ The detailed schedule of the counselling sessions will be made known to you by the Coordinator of your Study Centre

## **Practicals**

There is practical component with this programme. The learner may contact coordinator of concerned study centre for the detail of practical sessions as well as schedule for the same.

## **Web Based Support**

As mentioned earlier, the learners can have access to IGNOU's website [www.ignou.ac.in](http://www.ignou.ac.in). This website offers relevant information to the general public and student support facilities to the learners through the Single Window Information and Student Support (SWISS). These include:

- Results of the term End Examinations
- Downloadable prospectus/application forms of various programmes
- Catalogue of audio/video programmes
- Schedule of Gyan Darshan/Gyan Vani/EDUSAT programmes
- Admission announcements
- Addresses of regional and study centres
- Update on the latest happenings at the University
- Checking of student's mailing address
- Online submission of Term-End Examination Form
- Entrance test results
- TEE date-sheet
- Examination Hall Ticket
- Course Completion Status

 Access e-GyanKosh ([egyankosh.ac.in](http://egyankosh.ac.in)): using this web site you can download your course material and view video related to your courses. You can download Assignments from website. Programme Guide and Assignments are also available at the website.

## **4. Course Structure**

### **Programme Details: Total 16 credits**

Courses	Course Code	Credits	Course Title	Block Name
Course-1 (Compulsory)	BFDI-071	4	Fundamentals of Fashion Design	<b>1. Block 1: Fashion Design: Historical Contexts 2. Block 2: Elements and Principle of Design 3. Block 3: Introduction to CAD 4. Practical.(Workbook) (1 credit)</b>
Course-2 (Compulsory)	BFDI-072	4	Basics of Pattern Making and Sewing	<b>1.Block 1: Introduction to Pattern Making 2. Block 2: Sewing</b>

				<b>Techniques</b> <b>3. Practical(Workbook) (2 credits)</b> <b>Pattern Making and Sewing Practice</b>
Course-3 (Compulsory)	BFDI-073	4	Introduction to Fashion Industry	<b>1.Block 1: Understanding of Fashion Industry</b> <b>2.Block 2: Fashion Markets</b> <b>3.Block 3: Fashion Retailing</b> <b>4.Practical(Workbook) (1 credit)</b>
Course-4 (Compulsory)	BFD-074	4	Communication and Entrepreneurship	<b>1.Block 1: Social Skills in Business Communication</b> <b>2.Block 2: Basics of Fashion Communication</b> <b>3. Block 3: Entrepreneurship</b>

## 5. Evaluation

The details of evaluation of each course presented below:

Course*	Strategy for			Weightage		
	Continuous Assessment	Practicals	Term End Examination	Continuous Assessment	Practicals	Term End Examination
1. Fundamentals of Fashion Design <b>BFDI-071</b>	Internal	Internal	External	25	25	50
2. Basics of Pattern Making and Sewing <b>BFDI-072</b>	Internal	Internal	External	10	50	40
3. Introduction to Fashion Industry <b>BFDI-073</b>	Internal	Internal	External	30	0	70
4. Communication and Entrepreneurship <b>BFD-074</b>	Internal	Internal	External	30	0	70

Note: \*All three courses (BFDI 071, BFDI 072 & BFD I073) are integrated in nature covers Theory and Practical component except BFDI 074 course.

## Assignments

The main purpose of assignments is to test students' comprehension of the learning materials and reference books for the courses and also to help them before to comprehend the courses by providing feed-back to them. If the students have easy access to other books, they should make use of them. But the assignments are designed in such a way as to help them concentrate on the printed course material, reference books and exploit their personal experience with some additional readings.

## **Guidelines regarding submission of assignments**

1. It is compulsory for the students to submit all the prescribed assignments. They will not be allowed to appear for the term-end examination of a course if they do not submit the specified number of assignments in time for that course.
2. Whenever the students receive/download [www.ignou.ac.in/studentzone/download](http://www.ignou.ac.in/studentzone/download) a set of assignments, they should check them immediately and ask for missing pages, if any, from the Coordinator of their study centre.
3. The assignment responses should be completed in all respects. Before submission, the students should ensure that they have answered all the questions in all assignments. Incomplete answer sheets bring poor grades.
4. The University/Co-ordinator of the Study Centre has the right to reject the assignments received after the due date. Therefore, the students are advised to submit their assignments before the due date.
5. In case the students have already done some assignments prescribed in a course, they are required to do the **left-over assignments before taking the Term-end Examination**. If they have qualified in a course on the basis of lesser number of assignments and Term-end Examination, they will **not be eligible to re-do the assignments** with a view to improve the overall qualifying score of that course.
6. In case any student fails to submit the assignments or fails to score minimum qualifying marks, s/he has to wait for fresh assignments meant for the current batch of students. The request for the new assignments in the prescribed form is to be addressed to the REGISTRAR (MPDD), Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068 or concerned Regional Centre or Programme Coordinator.
7. For their own record, **students should retain a copy of all the assignment responses**, which they submit to the Co-ordinator of their Study Centre/SED Division at the Headquarters. If they do not get back their duly evaluated assignment within a month after submission, they should try to get it from their Study Centre or respective RC personally. This may help them to improve upon future assignments.
8. Once the students get the pass marks in an assignment, they can not re-submit it for improvement of marks. If the student secured requisite marks in Term-End Examination and Assignments, but did not get requisite overall percentage, then the student can either resubmit the assignment or reappear for the term-end examination for securing the requisite overall percentage.
9. Assignments are not subject to re-evaluation except for factual errors, if any. The discrepancy noticed by the students in the evaluated assignments should be brought to the notice of the Co-ordinator of the Study Centre, so that the correct score is forwarded by him to the SED (Student Evaluation Division) at the Headquarters.

The students should not enclose or express doubts for clarification, if any, along with the assignments. They should send their doubts in a separate cover to the Registrar

(SR&E Division), Indira Gandhi National Open University, Maidan Garhi, New Delhi - 110 068. While doing so they should give their complete enrolment number, name, address, programme code.

### **Instructions for doing assignments**

While answering Assignments, the following guidelines are required to be observed:

1. The student should write their Complete correct Enrolment Number, Name, Full Address, Signature and Date on the top right hand corner of the first page of the response sheet.
2. The students should write the Programme Title, Course Code, Course Title, Assignment Code and Name of the Study Centre on the left hand corner of the first page of their response sheet. Course code and assignment code may be reproduced from the assignment.

The top of the first page of your response sheet for each assignment should look like this:

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.... PROGRAMME TITLE: ..... ENROLMENT No. : .....

..COURSE CODE : ..... NAME : .....

.....COURSE TITLE : ..... ADDRESS:.....

ASSIGNMENT CODE : ..... SIGNATURE : .....

STUDY CENTRE : ..... DATE : .....

3. The students should write the responses in their own hand. They should not print or type the answers. They should not reproduce their answers from the units sent to them by the University. If they reproduce from units, they will get poor marks for the respective question.
4. The students should write each assignment separately. All the assignments should not be written in continuity.
5. The students should write the question number with each answer.
6. The students should use only foolscap size paper for their response and tie all the pages carefully. Avoid using very thin paper. They should allow a 4 cm. margin on the left and at least 4 lines in between each answer. This may facilitate the evaluator to write useful comments on the margins at appropriate places.
7. The students should not copy from the response sheets of other students. If copying is noticed, the assignments of such students will be rejected, and disciplinary action can be taken against the students as per rules of the University.
8. **The completed assignment should be sent to the Coordinator of the Study Centre allotted to the student. Under no circumstances should they be sent to the (SED) Division or the School at Headquarters, for evaluation.** After submitting the assignment at the Study Centre in person, the students should get the acknowledgement from the Co-ordinator on the prescribed assignment-cum-acknowledgement card (**Form No. 1**) otherwise, the assignment should be sent under certificate of posting through post. They

- should get back evaluated assignments from their study centres within one month of its submission for their future guidance.
9. In case the student has requested for a change of Study Centre, s/he should submit her/his Tutor Marked Assignments only to the original Study Centre until the change of Study Centre is effected by the University.

### **General Guidelines Regarding the Term-End Examination**

1. To be eligible to appear the Term-end Examination in any course, the students are required to fulfill the following conditions:
  - (a) they should have opted and pursued the prescribed course
  - (b) **they should have submitted the examination form in time along with the requisite fees.**
  - (c) they should have submitted the required number of assignments within due dates before taking the examination
  - (d) their registration for the programme should be valid.
2. **The University conducts term-end examinations twice a year, in June and December.** The student can take the examination only after the minimum period prescribed for the course of study has elapsed.
3. Examination date schedule indicating the date and time of examination for each course is sent to all the study centres in advance. The same is also notified through IGNOU Newsletter from time to time and also will be displayed on the IGNOU's website ([www.ignou.ac.in](http://www.ignou.ac.in)) also.
4. The student can submit the **on-line examination form** ([www.ignou.ac.in/studentzone/form\\_1](http://www.ignou.ac.in/studentzone/form_1)) or **fill manually Form 2**). The fees and the guidelines are given below:

#### **Guidelines and instructions for submission of online examination form**

- i) Students are required to pay examination fee @Rs.120/- per course (**Theory & Practical**). **Prescribed late fee as mentioned in the exam form (Form 2) also needs to be included if submitted after due date.**
- ii) No Examination Fee is required to be paid for the courses, where results of Term-end examination are awaited on the date of submission of examination form. Results of Term-end examination are available on University website [www.ignou.ac.in/studentzone](http://www.ignou.ac.in/studentzone). Please see result status before filling up the examination form.
- iii) Select and enter Programme code and Examination Centre Code from the options available. If the centre opted by the student is not activated as examination centre or not allotted for any other reason, alternative examination centre will be allotted.
- iv) While submitting on-line form and make payment through Credit Card, Net Banking, please note the auto generated control No. for reference.
- v) University issues hall-ticket to the students two weeks before commencement of Term-end Examination and also uploads the information on the University website. **If you do not receive hall-ticket one week before commencement of examination, please download the hall-ticket from the website and report to the Examination Centre with your Identity Card issued by the University.**

- vi) Students will be allowed to appear in Term-end Examination for those courses only whose registration is valid and have completed the prescribed minimum duration of study.
5. Students should carry their **Identity Card and intimation slip** (received from SED Division indicating Centre & Date of Examination) to the Examination Centre.
  6. In case a student fails to receive the intimation slip 15 days before the commencement of the examination, they should get in touch with the Study Centre/Regional Centre/SR&E at Headquarters indicating their enrolment no., name, address and programme.
  7. The students will be entitled to appear for the examination only at the study centre **OR** at the examination centre allotted to them and **NOT** at any other centre without specific permission from the University. The Examination Centre once opted for in a form shall not be changed.
  8. All the Study Centres/Regional Centres concerned will get a copy of the term-end examination result and also you can download it from our website under the "Student Support" Option ([www.ignou.ac.in/studnetzone](http://www.ignou.ac.in/studnetzone)).
  9. Although all efforts will be made to declare the results in time, there will be no binding on the University to declare the results of the last examination before the commencement of next examination. The students may, therefore, fill up the examination form without necessarily waiting for the result and get it cancelled at a later date, if so desired. In case the student gets result after filling up the exam form, s/he should not re-appear in the course qualified by her/ him with a view to improve the qualified score.
  10. Students who fail to complete the minimum required number of course(s) prescribed for the Programme within the allotted period of study shall cease to be on the rolls of this University for that programme till they re-enroll themselves, if they wish to do so. For completing re-registration and readmission formalities students are advised to get in touch with the Regional Director concerned or the Registrar,(SRD) Division at the Headquarters.
  
  11. **Early Declaration of Results**  
If you are in the final year of your programme and have specific reason for early declaration of result, you can request to the Registrar (SED) with prescribe fee.
  12. **Re-evaluation of Answer-script(s)**  
IGNOU has a provision for re-evaluation. Pl. refer IGNOU's website for the same.

☞ **To whom to contact for examination related queries**

Activity	E-mail ID	Phone No
Certificate programme grievance	<a href="mailto:cpresult@ignou.ac.in">cpresult@ignou.ac.in</a>	29572208
Practicals related grievances	<a href="mailto:practcticalsed@ignou.ac.in">practcticalsed@ignou.ac.in</a>	29572212 29536103
Assignment related grievances	<a href="mailto:assignment@ignou.ac.in">assignment@ignou.ac.in</a>	29571319

## **6. Other Information**

### **Reservation of seats**

The University provides reservation of seats for Scheduled Castes, Scheduled Tribes and Physically Handicapped students as per the Government of India rules.

### **Scholarships and reimbursement of fee**

Reserved Categories, viz., Scheduled Castes, Scheduled Tribes and Physically Handicapped students etc. have to pay the fee as per IGNOU norms.

### **Change/Correction of address**

☞ Pl. Refer IGNOU's website for the same (See enclosed Form)

### **Change of region and study centre**

Counselling facilities are not available for all Programmes at all the centres. As such, students are advised to make sure that counselling facilities are available, for the subject s/he has chosen, at the new centre opted for. Request for change of Study Centre are acceded to subject to availability of seats for the programme at the new centre asked for only on compelling grounds.

When a student wants transfer from one region to another, s/he has to write to that effect to the Regional Centre from where s/he is seeking a transfer marking copies to the Regional Centre where s/he would like to be transferred to and also to Registrar (SR & E), IGNOU, Maidan Garhi, New Delhi-110 068. Further, s/he has to obtain a certificate from the Co-ordinator of the Study Centre from where s/he is seeking transfer from, regarding the number of assignments submitted. The Regional Director from where the student is seeking the transfer will transfer all records including details of fee payment to the Regional Centre where the student is going, under intimation to the Registrar (SR & E) and the student. The transfer will be permitted only if seats are available at the new Study Centre.

### **Disputes on admission and other university matters**

In case of any dispute, the place of jurisdiction for filing of a suit/plaint/petition, if necessary, will be only at New Delhi/Delhi.