



GOVERNMENT OF INDIA  
MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP  
DIRECTORATE GENERAL OF TRAINING

**COMPETENCY BASED CURRICULUM**

# **SURFACE ORNAMENTATION TECHNIQUES (EMBROIDERY)**

(Duration: One Year)

**CRAFTSMEN TRAINING SCHEME (CTS)**

**NSQF LEVEL- 4**



**SECTOR – APPAREL**

# **SURFACE ORNAMENTATION TECHNIQUES (EMBROIDERY)**

(Non-Engineering Trade)



**CRAFTSMEN TRAINING SCHEME (CTS)**

**NSQF LEVEL - 4**

**Skill India**  
कौशल भारत - कुशल भारत

Developed By

Ministry of Skill Development and Entrepreneurship

Directorate General of Training

**CENTRAL STAFF TRAINING AND RESEARCH INSTITUTE**

EN-81, Sector-V, Salt Lake City,  
Kolkata – 700 091

## ACKNOWLEDGEMENT

The DGT sincerely acknowledges contributions of the Industries, State Directorates, Trade Experts, Domain Experts and all others who contributed in revising the curriculum. Special acknowledgement is extended by DGT to the following expert members who had contributed immensely in this curriculum.

<b>List of Expert Members participated/ contributed for finalizing the course curriculum of Surface Ornamentation Techniques (Embroidery) trade</b>			
<b>SNo.</b>	<b>Name &amp; Designation Sh./Mr./Ms.</b>	<b>Organization</b>	<b>Remarks</b>
1.	S. Venkatesh, Head HR & Admin	Raymond	Member
2.	Sanjeev Mohanty Managing Director	Bennetton India Pvt. Ltd., Gurgaon	Member
3.	Animesh Saxena	Udyog Vihar Industries Association, Gurgaon B-40, Phase 5, Udyog Vihar Gurgaon-122017	Member
4.	Dr. Darlie Koshy Director General and CEO	IAM & ATDC Apparel Export Promotion Council, Gurgaon	Chairman
5.	Arindam Das	National Institute of Fashion Technology, New Delhi	Member
6.	Dr. Kushal Sen, Professor	D/o Textile Technology IIT Delhi	Member
7.	Bhattacharya. G HOD Textiles Department	Institute for Textile Technology, Choudwar	Member
8.	Poonam Thakur Professor & Academic Head	NIIFT, Mohali	Member
9.	L.N. Meena, Lecturer	Arya Bhatt Polytechnic, Delhi	Member
10.	Prabhas Kashyap, General Manager- Planning & Production Co-ordination	Gokaldas Export Ltd., Bangalore	Member
11.	Bishwanath Ganguly	Madura Fashion & Retail, Aditya Birla Centre for Retail Excellence (A B C R E)	Member
12.	K. N. Chatterjee, HoD Fashion and Apparel Engineering	The technological inst. of textile & Sciences, Bhiwani, Haryana, INDIA-127021	Member
13.	Tapas Kumar Adhikari, Sr. Manager	Reliance Industries Ltd.	Member
14.	Vikas Verma, Asst. Vice President	Welspun India Ltd.	Member

15.	Navjot Walia, Vice President	Maral Overseas Ltd., Noida	Member
<b>Mentor</b>			
16.	R.P. Dhingra, Director (P)	DGT	Mentor



**Skill India**  
कौशल भारत - कुशल भारत

S No.	Topics	Page No.
1.	Course Information	1
2.	Training System	2-5
3.	Job Role	6-7
4.	General Information	8-9
5.	NSQF Level Compliance	10
6.	Learning Outcome	11-12
7.	Learning Outcome with Assessment Criteria	13-19
8.	Trade Syllabus	20-25
9.	Core Skill – Employability Skill	26-30
10.	Annexure I	
	List of Trade Tools & Equipment	31-32
	List of Tools & Equipment for Employability Skill	33
11.	Annexure II - Format for Internal Assessment	34

कौशल भारत - कुशल भारत

## 1. COURSE INFORMATION

---

During the one-year duration of “Surface Ornamentation Techniques (Embroidery)” trade, a candidate is trained on Professional Skill, Professional Knowledge and Employability Skill. In addition to this, a candidate is entrusted to undertake project work, extracurricular activities and on-the-job training to build up confidence. The broad components covered under Professional Skill subject are as below:-

In the beginning the trainee learns to identify and use embroidery tools with safety precautions in order to prepare basic sample hand stitches (Temporary & permanent stitch); learns to describe & use different types of tracing method carbon paper, tissue paper, tracing paper, water soluble pen, tracing box (light box), hot pressing and wooden block method. He/she is able to demonstrate the basic embroidery stitches flat, loop, crossed, knotted and prepare article; draw, create & place free hand designs with Scribble, Geometrical, Cut Paper or Signature method; state & identify the color wheel, describe various types of color, color schemes & use these color schemes in different jobs, demonstrate the Enlarged & Reduced forms of design. The trainee also learns to decorate garment’s part with a suitable Embroidery design; identify, operate the Zig- Zag machine embroidery parts, demonstrate set the machine for embroidery.; make samples with running stitch, running shade, satin, cording, back stitch. Identification and rectification of defects; Decorate a cushion cover with embroidery design using ZigZag Machine.

Later the trainee is able to develop the different design for the garment components: sleeves yokes, neck, cuffs; prepare frame fitting for hand aari; demonstrate locking, starting and finishing of the aari chain stitch, with factual knowledge of different types of materials & stitches; prepare samples or coaster through straight, curved & sequence lines; decorate a sari by Hand aari method with sequence work; prepare the sample of drawn & pulled thread, Assisi, Cut, Swiss, shadow work with quality concepts. The trainee develops the skills to prepare the sample of phulkari of Punjab, kantha of Bengal, kasuti of Karnataka, chikankari of Lucknow, kashida of Kashmir, chamba of Himachal, kutch of Karnataka with quality concepts; prepare the sample of single and double cane weaving, fancy net with lazy daizy, cross stitch, circle and button hole net work with quality concepts; prepare the sample of simple ,cut and felt applique work with quality concepts;lay out of frock, ladies kurta, gents kurta and toper and placement on them arcitale. The trainee learns to estimate the costing of garments; develops various hand aari design with the help of accessories; recalls and prepare combination of zig-zag machine stitches and work style with the applique & satin, cording & stem, stem & satin, running & satin, shade & satin etc.

### 2.1 GENERAL

The Directorate General of Training (DGT) under Ministry of Skill Development & Entrepreneurship offers a range of vocational training courses catering to the need of different sectors of the economy/ labour market. The vocational training programs are delivered under the aegis of National Council of Vocational Training (NCVT). Craftsman Training Scheme (CTS) and Apprenticeship Training Scheme (ATS) are two pioneer programs of NCVT for propagating vocational training.

‘Surface Ornamentation Techniques (Embroidery)’ trade under CTS is one of the popular courses delivered nationwide through a network of ITIs. The course is of one year duration. It mainly consists of Domain area and Core area. The Domain area (Trade Theory & Practical) imparts professional skills and knowledge, while the core area (Employability Skill) imparts requisite core skills, knowledge, and life skills. After passing out the training program, the trainee is awarded National Trade Certificate (NTC) by NCVT which is recognized worldwide.

#### **Candidates broadly need to demonstrate that they are able to:**

- Read and interpret technical parameters/documents, plan and organize work processes, identify necessary materials and tools;
- Perform tasks with due consideration to safety rules, accident prevention regulations and environmental protection stipulations;
- Apply professional skill, knowledge & employability skills while performing jobs.
- Document the technical parameters related to the task undertaken.

### 2.2 CAREER PROGRESSION PATHWAYS

- Can join Apprenticeship programs in different types of industries leading to a National Apprenticeship certificate (NAC).
- Can join Crafts Instructor Training Scheme (CITS) in the trade for becoming an instructor in ITIs.
- Can become an Entrepreneur.

## 2.3 COURSE STRUCTURE

Table below depicts the distribution of training hours across various course elements during a period of one year: -

S No.	Course Element	Notional Training Hours
1.	Professional Skill (Trade Practical)	1260
2.	Professional Knowledge (Trade Theory) & Soft Skills	252
3.	Employability Skills	110
5.	Library & Extracurricular activities	58
6.	Project Work	200
7.	Revision & Examination	200
	<b>Total</b>	<b>2080</b>

## 2.4 ASSESSMENT & CERTIFICATION

The trainee will be tested for his skill, knowledge and attitude during the period of the course and at the end of the training program as notified by the Government of India (GoI) from time to time. The employability skills will be tested in the first year itself.

a) The **Internal Assessment** during the period of training will be done by **Formative Assessment Method** by testing for assessment criteria listed against learning outcomes. The training institute has to maintain an individual trainee portfolio as detailed in assessment guideline. The marks of internal assessment will be as per the template (Annexure – II).

b) The final assessment will be in the form of summative assessment method. The All India Trade Test for awarding NTC will be conducted by NCVT as per the guideline of Government of India. The pattern and marking structure is being notified by Govt. of India from time to time. **The learning outcome and assessment criteria will be the basis for setting question papers for final assessment. The examiner during final examination will also check the individual trainee's profile as detailed in assessment guideline before giving marks for practical examination.**

### 2.4.1 PASS REGULATION

For the purposes of determining the overall result, weightage of 100% is applied for six months and one year duration courses and 50% weightage is applied to each examination for two years courses. The minimum pass percent for Practical is 60% & minimum pass percent for Theory subjects is 33%.

## 2.4.2 ASSESSMENT GUIDELINE

Appropriate arrangements should be made to ensure that there will be no artificial barriers to assessment. The nature of special needs should be taken into account while undertaking the assessment. Due consideration should be given while assessing for teamwork, avoidance/reduction of scrap/wastage and disposal of scrap/waste as per procedure, behavioral attitude, sensitivity to the environment and regularity in training. The sensitivity towards OSHE and self-learning attitude are to be considered while assessing competency.

Assessment will be evidence based comprising the following:

- Job carried out in labs/workshop
- Record book/ daily diary
- Answer sheet of assessment
- Viva-voce
- Progress chart
- Attendance and punctuality
- Assignment
- Project work

Evidences of internal assessments are to be preserved until forthcoming examination for audit and verification by examining body. The following marking pattern to be adopted while assessing:

Performance Level	Evidence
<b>(a) Weightage in the range of 60%-75% to be allotted during assessment</b>	
For performance in this grade, the candidate should produce work which demonstrates attainment of an acceptable standard of craftsmanship with occasional guidance, and due regard for safety procedures and practices	<ul style="list-style-type: none"> <li>• Demonstration of good skills and accuracy in the field of work/ assignments.</li> <li>• A fairly good level of neatness and consistency to accomplish job activities.</li> <li>• Occasional support in completing the task/ job.</li> </ul>
<b>(b) Weightage in the range of 75%-90% to be allotted during assessment</b>	
For this grade, a candidate should produce work which demonstrates attainment of a reasonable standard of craftsmanship, with little guidance, and regard for safety procedures and practices	<ul style="list-style-type: none"> <li>• Good skill levels and accuracy in the field of work/ assignments.</li> <li>• A good level of neatness and consistency to accomplish job activities.</li> <li>• Little support in completing the task/ job.</li> </ul>
<b>(c) Weightage in the range of more than 90% to be allotted during assessment</b>	
For performance in this grade, the candidate,	<ul style="list-style-type: none"> <li>• High skill levels and accuracy in the field of</li> </ul>

with minimal or no support in organization and execution and with due regard for safety procedures and practices, has produced work which demonstrates attainment of a high standard of craftsmanship.

work/ assignments.

- A high level of neatness and consistency to accomplish job activities.
- Minimal or no support in completing the task/ job.



**Skill India**  
कौशल भारत - कुशल भारत

#### **Brief description of Job roles:**

**Hand Embroiderer, General;** sews ornamental designs by hand over printed or stencilled patterns on cloth using needle and colored thread. Fastens embroidery hoop or frame over area of cloth to be worked to keep cloth taut while being embroidered. Threads needle with proper kind and color of thread, embroiders along or over lines of printed or stencilled design on cloth using knowledge of various types of stitches required.

**Framer-Computerized Embroidery Machine;** is responsible for preparation and setup of the embroidery machine for embroidery and carries out hooping and framing operations. The Framer is also responsible for removal of frame and fabric panel once the embroidery has been completed. While the embroidery is done through the computerized embroidery machine, the Framer needs to monitor the progress, and ensure the required quality of embroidery is achieved.

**Hand Embroiderer, Zari/Hand Embroider, Traditional Crafts;** sews ornamental designs by hand over stamped or stencilled patterns on fabric, using special embroidery material (zari) such as kora, kangani, sadi, nakshi, beads, tikli, sitare, etc. Stitches 'baithan' (cloth which forms base) to string loops of 'Karchob' or 'adda' (embroidery frame), adjusts 'Karchob' so that 'baithan' is evenly taut on all sides. Stitches ,cotton, wool or silk fabric to work on 'baithan' in frame. Stencil design to be embroidered on fabric. Cuts zari material into pieces of required size with scissors. Threads needle with yarn and stitches neatly 'zari' pieces and beads etc., of proper size, colour and kind over stencilled design on fabric to make required pattern. Removes embroidered fabric from frame. May trace designs on fabric.

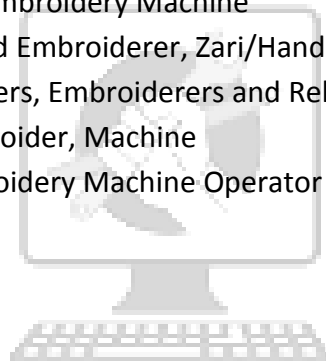
**Sewers, Embroiderers and Related Workers, Other;** Sewers, Embroiderers and Related Workers, Other include all other sewers, embroiderers and related workers engaged in other types of sewing and embroidery work, not elsewhere classified.

**Embroider, Machine;** embroiders various designs on fabric or garments by machines. Selects size and colour of thread and amounts bobbins of thread or machine. Threads needle and passes yarn through carrier of machine. Adjusts machine for thread tension and type of stitch. Presses lever to raise needle and inserts material under it. Guides material or sewing arm of machine in accordance with drawing or outline or guide points of pantograph on enlarged design. Changes thread as required and replaces empty bobbins and broken needles. Removes article when embroidering is complete. Cleans and oils machine. May mark outlines of design on material before embroidery is started. May operate machine which embroiders several articles or designs at one time. May be designated as CROCHETING MACHINE OPERATOR if embroiders designs using crocheting machine.

**Embroidery Machine Operator (Zig Zag Machine);** Embroidery Machine Operator is responsible for operating the embroidery machine to embroider decorative designs on fabric/garments in the apparel industry. The Embroidery Machine Operator is able to perform different kinds of stitches and decorative work such as running shade work, cording and satin stitch, eyelet work, appliqué work, shade work and round, cutwork and open work, pin stitch and pitch stitch, china embroidery and fancy embroidery.

**Reference NCO- 2015:**

- (i) 7533.0201 Hand Embroiderer, General
- (ii) 8153.0701 Framer-Computerised Embroidery Machine Framer of a Computerized Embroidery Machine
- (iii) 7533.0300: Hand Embroiderer, Zari/Hand Embroider, Traditional Crafts
- (iv) 7533.9900: Sewers, Embroiderers and Related Workers, Other.
- (v) 8153.0500 Embroider, Machine
- (vi) 8153.0601 Embroidery Machine Operator (Zig Zag Machine)



**Skill India**  
कौशल भारत - कुशल भारत

## 4. GENERAL INFORMATION

<b>Name of the Trade</b>	<b>Surface Ornamentation Techniques (Embroidery)</b>
<b>NCO – 2015</b>	7533.0201,8153.0701,7533.0300,7533.9900,8153.0500, 8153.0601
<b>NSQF Level</b>	Level-4
<b>Duration of Craftsmen Training</b>	1 Year
<b>Entry Qualification</b>	Passed 10 <sup>th</sup> Class
<b>Unit Strength (No. of Student)</b>	20
<b>Space Norms</b>	64 Sq. m
<b>Power Norms</b>	5 KW
<b>Instructors Qualification for:</b>	
<b>(i) Surface Ornamentation Techniques (Embroidery) Trade</b>	<p>Degree in Fashion &amp; apparel Technology from recognized university/ college with one year experience in relevant field.</p> <p style="text-align: center;">OR</p> <p>Diploma in Dress Making / Garment fabricating technology /costume designing from AICTE with Two years Experience in relevant field.</p> <p style="text-align: center;">OR</p> <p>NTC/NAC passed in Surface Ornamentation Techniques (Embroidery) trade with three years post qualification experience in relevant field.</p> <p><b><u>Essential Qualification:</u></b> Craft Instructor Certificate in relevant trade under NCVT.</p> <p><b><u>Note:</u></b> <b><i>Out of two Instructors required for the unit of 2(1+1), one must have Degree/Diploma and other must have NTC/NAC qualifications.</i></b></p>
<b>(ii) Employability Skill</b>	<p>MBA OR BBA with two-year experience OR Graduate in Sociology/ Social Welfare/ Economics with two-year experience OR Graduate/ Diploma with two-year experience and trained in Employability Skills from DGT institutes.</p> <p style="text-align: center;"><b>AND</b></p> <p>Must have studied English/ Communication Skills and Basic Computer at 12<sup>th</sup>/ Diploma level and above.</p> <p style="text-align: center;"><b>OR</b></p> <p><b>Existing Social Studies Instructors duly trained in Employability Skills from DGT institutes.</b></p>

<b>List of Tools and Equipment</b>		As per Annexure – I		
<b>Distribution of training on hourly basis: (Indicative only)</b>				
<b>Total Hrs/ Week</b>	<b>Trade Practical</b>	<b>Trade Theory &amp; Soft Skills</b>	<b>Employability Skills</b>	<b>Extracurricular Activity</b>
40 Hours	30 Hours	6 Hours	2 Hours	2 Hours



**Skill India**  
 कौशल भारत - कुशल भारत

## 5. NSQF LEVEL COMPLIANCE

NSQF level for **‘Surface Ornamentation Techniques (Embroidery)’** trade under CTS: **Level 4**

As per notification issued by Govt. of India dated- 27.12.2013 on National Skill Qualification Framework total 10 (Ten) Levels are defined.

Each level of the NSQF is associated with a set of descriptors made up of five outcome statements, which describe in general terms, the minimum knowledge, skills and attributes that a learner needs to acquire in order to be certified for that level.

Each level of the NSQF is described by a statement of learning outcomes in five domains, known as level descriptors. These five domains are:

- a. Process
- b. Professional knowledge
- c. Professional skill
- d. Core skill
- e. Responsibility

The Broad Learning outcome of **‘Surface Ornamentation Techniques (Embroidery)’** trade under CTS mostly matches with the Level descriptor at Level- 4.

The NSQF level-4 descriptor is given below:

Level	Process Required	Professional Knowledge	Professional Skill	Core Skill	Responsibility
Level 4	Work in familiar, predictable, routine, situation of clear choice	Factual knowledge of field of knowledge or study	Recall and demonstrate practical skill, routine and repetitive in narrow range of application, using appropriate rule and tool, using quality concepts	Language to communicate written or oral, with required clarity, skill to basic Arithmetic and algebraic principles, basic understanding of social political and natural environment	Responsibility for own work and learning

## 6. LEARNING OUTCOME

---

*Learning outcomes are a reflection of total competencies of a trainee and assessment will be carried out as per the assessment criteria.*

### 6.1 GENERIC LEARNING OUTCOME

1. Recognize & comply safe working practices, environment regulation and housekeeping.
2. Work in a team, understand and practice soft skills, technical English to communicate with required clarity.
3. Understand and explain the concept in quality tools and labour welfare legislation and apply such in day to day work to improve productivity & quality.
4. Explain energy conservation, global warming and pollution and contribute in day to day work by optimally using available resources.
5. Explain entrepreneurship and manage/organize related task in day to day work for personal & societal growth.
6. Understand and apply basic computer working, basic operating system and uses internet services to get accustomed & take benefit of IT developments in the industry.

### 6.2 SPECIFIC LEARNING OUTCOME

7. Identify and use embroidery tools with safety precautions.
8. Prepare sample basic hand stitches (Temporary & permanent stitch).
9. Describe & use different types of tracing method carbon paper, tissue paper, tracing paper, water soluble pen, tracing box (light box), hot pressing and wooden block method.
10. Demonstrate the basic embroidery stitches flat, loop, crossed, knotted and prepare article.
11. Draw, create & place free hand designs with Scribble, Geometrical, Cut Paper or Signature method.
12. State & identify the color wheel, describe various types of color, color schemes & use these color schemes in different jobs.
13. Demonstrate the Enlarged & Reduced forms of design.
14. Decorate a garment part with a suitable Embroidery design.
15. Develop the different design for the garment components: sleeves yokes, neck, cuffs.
16. Identify, operate the Zig- Zag machine embroidery parts, demonstrate set the machine for embroidery.
17. Decorate a cushion cover with embroidery design using ZigZag Machine.

18. Make samples with running stitch, running shade, satin, cording, back stitch. Identification and rectification of defects.
19. Prepare frame fitting for hand aari.
20. Demonstrate locking, starting and finishing of the aari chain stitch, with factual knowledge of different types of materials & stitches.
21. Prepare samples or coaster through straight, curved & sequence lines.
22. Decorate a sari by Hand aari method with sequence work.
23. Prepare the sample of drawn & pulled thread, Assisi, Cut, Swiss, shadow work with quality concepts.
24. Prepare the sample of phulkari of Punjab, kantha of Bengal, kasuti of Karnataka, chikankari of Lucknow, kashida of Kashmir, chamba of Himachal, kutch of Karnataka with quality concepts.
25. Prepare the sample of single and double cane weaving, fancy net with lazy daizy, cross stitch, circle and button hole net work with quality concepts.
26. Prepare the sample of simple ,cut and felt applique work with quality concepts
27. Lay out of frock, ladies kurta, gents kurta and toper and placement on them arcitale.
28. Carry out estimation and costing of garments.
29. Practice of different hand aari stitches.
30. Develop various hand aari design with the help of accessories.
31. Recall and prepare combination of zig-zag machine stitches and work style with the applique & satin, cording & stem, stem & satin, running & satin, shade & satin.

**Skill India**  
कौशल भारत - कुशल भारत

## 7. LEARNING OUTCOME WITH ASSESSMENT CRITERIA

GENERIC LEARNING OUTCOME	
LEARNING OUTCOME	ASSESSMENT CRITERIA
1. Recognize & comply safe working practices, environment regulation and housekeeping.	1.1 Follow and maintain procedures to achieve a safe working environment in line with occupational health and safety regulations and requirements, and according to site policy.
	1.2 Recognize and report all unsafe situations according to site policy.
	1.3 Identify and take necessary precautions on fire and safety hazards and report according to site policy and procedures.
	1.4 Identify, handle and store/ dispose-off dangerous goods and substances according to policy and procedures following safety regulations and requirements.
	1.5 Identify and observe policies and procedures with regard to illness or accident.
	1.6 Identify safety alarms accurately.
	1.7 Report supervisor/ competent of authority in the event of accident or sickness of any staff and record accident details correctly according to accident/injury procedures.
	1.8 Identify and observe evacuation procedures according to site policy.
	1.9 Identify Personal Protective Equipment (PPE) and use the same as per related working environment.
	1.10 Identify basic first-aid and use them under different circumstances.
	1.11 Identify different fire extinguisher and use the same as per requirement
	1.12 Identify environmental pollution & contribute to the avoidance of instances of environmental pollution.
	1.13 Deploy environmental protection legislation & regulations.
	1.14 Take opportunities to use energy and materials in an environmentally friendly manner.
	1.15 Avoid waste and dispose waste as per procedure.
	1.16 Recognize different components of 5S and apply the same in the working environment.
2. Work in a team, understand and practice soft skills, technical English to communicate with	2.1 Obtain sources of information and recognize information.
	2.2 Use & draw technical drawings & documents.
	2.3 Use documents & technical regulations and occupationally related provisions.
	2.4 Conduct appropriate and target oriented discussions with

required clarity.	higher authority and within the team.
	2.5 Present facts and circumstances, possible solutions & use English special terminology.
	2.6 Resolve disputes within the team.
	2.7 Conduct written communication.
3. Understand and explain the concept in productivity, quality tools, and labour welfare legislation and apply such in day to day work to improve productivity & quality	3.1 Demonstrate elementary first-aids..
	3.2 Demonstrate use of personal protective dresses.
	3.3 Identify emergency exit route.
	3.4 Demonstrate fire fighting procedure using fire extinguishers.
4. Explain energy conservation, global warming and pollution and contribute in day to day work by optimally using available resources.	4.1 Explain the concept of energy conservation, global warming, pollution and utilize the available resources optimally & remain sensitive to avoid environment pollution.
	4.2 Explain standard procedure for disposal of waste.
5. Explain entrepreneurship and manage/ organize related task in day to day work for personal & societal growth.	5.1 Explain entrepreneurship.
	5.2 Explain role of various schemes and institutes for self-employment i.e. DIC, SIDA, SISI, NSIC, SIDO, Idea for financing/ non-financing support agencies to familiarize with the policies/ programmes, procedure & the available scheme.
6. Utilize basic computer applications and internet to take benefit of IT developments in the industry.	6.1 Explain the basic hardware of personal computer.
	6.2 Use common application software viz., word, excel, power point etc., in day to day work.
	6.3 Awareness about useful internet websites, search relevant information pertaining to the assigned tasks.

SPECIFIC LEARNING OUTCOME	
LEARNING OUTCOME	ASSESSMENT CRITERIA
7. Identify and use embroidery tools with safety precautions .	7.1 Identify embroidery tools
	7.2 Identify all parts of equipment and their accessories
	7.3 Clean all parts of equipment
	7.4 Plan and operate.
	7.5 Identify basic faults and correct
	7.6 Safety and maintenance
8. Prepare sample basic hand stitches (Temporary & permanent stitch).	8.1 Identify and use the embroidery tools with safely.
	8.2 Select raw material for Temporary & permanent basic hand stitches.
	8.3 Prepare sample of Temporary stitches such as basting even, basting uneven, diagonal, slip basting.
	8.4 Prepare sample of permanent stitches such as running, hemming, slip, run & back, over casting.
	8.5 Explain difference between Temporary & Permanent stitch
	8.6 Sample should be properly finished and pressed.
9. Describe & use different types of tracing method carbon paper, tissue paper, tracing paper, water soluble pen, tracing box (light box), hot pressing and wooden block method	9.1 Identify and use the Pressing and Embroidery tools with safety
	9.2 Select raw material, tools and equipment for tracing method.
	9.3 Explain different types of tracing method such as carbon paper, tissue paper, tracing paper, water soluble pen, tracing box (light box), hot pressing and wooden block method.
	9.4 Demonstrate all method of tracing on different fabric with safety.
10. Demonstrate the basic embroidery stitches flat, loop, crossed, knotted & prepare article.	10.1 Select the thread with suitable color and quality for patching.
	10.2 Finish neatly the darned or patched piece.
	10.3 Identify and use the Drawing, Pressing and Embroidery tools with safety.
	10.4 Select suitable raw materials for the product different stitch flat, loop, crossed and knotted.
	10.5 Prepare napkin of types flat stitch such as running, back, stem, darning, Holbein, ect.
	10.6 Prepare coasters cover of types loop stitch such as chain, lazy-daisy, cable chain, magic chain, whipped ect.
	10.7 Prepare apron used types of crossed stitches.
	10.8 Prepare hand kerchief used types of knotted stitch such as

	French, pistil, coral, bullion ect.
	10.9 Select Design suitable for article.
	10.10 Apply suitable colours to the design by following colour scheme.
	10.11 Decide the placement of the design in the fabric.
	10.12 Transfer the design on the fabric by selecting suitable transferring types.
	10.13 Fix the properly on the embroidery frame
	10.14 Select suitable Machine embroidery stitches for the design.
	10.15 Do the upper and lower threading of the machine.
	10.16 Start embroidery and complete the design step by step by applying suitable stitches at the required portions.
	10.17 Remove the frame and press the cushion cover neatly.
	10.18 Trouble shoot the machine whenever required.
	10.19 Follow the safety instructions throughout the process.
11. Draw, create & place free hand designs with Scribble, Geometrical, Cut Paper or Signature method.	11.1 Make free hand drawing design with Scribble/ Geometrical/Cut Paper/Signature.
	11.2 Draw free hand design on handkerchief with Scribble/ Geometrical/Cut Paper/Signature.
12. State & identify the color wheel, describe various types of color, color schemes & use these color schemes in different jobs.	12.1 Explain color theory/color schemes.
	12.2 Apply various types of color schemes on given designs.
	12.3 Explain color wheel and apply concept of color combination.
13. Demonstrate the Enlarged & Reduced forms of design.	13.1 Enlarge the given design on the fabric.
	13.2 Reduce design forms as per given specifications.
	13.3 Place designs developing Border
14. Decorate a garment part with a suitable	14.1 Identify and use the drawing and Embroidery tools with safety.
	14.2 Select suitable raw materials for the product

Embroidery design.	14.3	Draw a Free Hand Design suitable for a Hand Kerchief in a Paper by following the elements of design.	
	14.4	Apply suitable colours to the design by following colour scheme.	
	14.5	Cut the fabric with the required size Press the fabric.	
	14.6	Decide the placement of the design in the fabric.	
	14.7	Enlarge/reduce the design according to the requirements.	
	14.8	Transfer the design on the fabric by selecting suitable transferring types	
	14.9	Fix the fabric properly on the embroidery frame	
	14.10	Select suitable embroidery stitches for the design.	
	14.11	Start embroidery and complete the design step by step by applying suitable stitches at the required portions.	
	14.12	Remove the frame and trim the excess threads.	
	14.13	Hem all sides of the fabric using permanent hand stitches.	
	14.14	Press the hand kerchief.	
	14.15	Follow the safety instructions throughout the process.	
	15. Develop the different design for the garment components: sleeves yokes, neck, cuffs.	15.1	Identify and use the Drawing, Pressing and Embroidery tools with safety.
		15.2	Decide the features and placement of the design (Border, Spray, Corner, Center, Link, etc) suitable for the part of the garment (Sleeves, Yokes, Cuffs, Neck, etc)
15.3		Draw the design using free hand in a Paper by following the elements of design.	
15.4		Apply suitable colours to the design by following colour scheme.	
15.5		Press the garment part. Transfer the design on the garment part by selecting suitable transferring types.	
15.6		Fix the garment part properly on the embroidery frame	
15.7		Select suitable embroidery stitches for the design.	
15.8		Start embroidery and complete the design step by step by applying suitable stitches at the required portions.	
15.9		Remove the frame and trim the excess threads. Follow the safety instructions throughout the process.	
16. Identify, operate the Zig- Zag machine embroidery parts, demonstrate set the machine for embroidery.	16.1	Identify and select different parts of the zig zag machine.	
	16.2	Prepare and set the machine for embroidery.	
	16.3	Fit the frames and operate the zig zag machine.	
	16.4	Describe functions of zig zag machine embroidery parts.	

	16.5 Trace and correct the defects of the zig zag machine
17. Decorate a cushion cover with embroidery design using Zig Zag Machine	<p>17.1 Identify and use the Drawing, Pressing and Embroidery tools with safety.</p> <p>17.2 Select Design suitable for a Cushion Cover in a Paper by following the elements of design.</p> <p>17.3 Apply suitable colours to the design by following colour scheme.</p> <p>17.4 Decide the placement of the design in the fabric.</p> <p>17.5 Transfer the design on the fabric by selecting suitable transferring types.</p> <p>17.6 Fix the cushion cover properly on the embroidery frame</p> <p>17.7 Select suitable Machine embroidery stitches for the design.</p> <p>17.8 Do the upper and lower threading of the machine.</p> <p>17.9 Start embroidery and complete the design step by step by applying suitable stitches at the required portions.</p> <p>17.10 Remove the frame and press the cushion cover neatly.</p> <p>17.11 Trouble shoot the machine whenever required.</p> <p>17.12 Follow the safety instructions throughout the process.</p>
18. Make samples with running stitch, running shade, satin, cording, back stitch. Identification and rectification of defects.	<p>18.1 Set machines for embroidery of various stitching styles.</p> <p>18.2 Identify the defects and correct the problem traced.</p> <p>18.3 Make embroidery design on handkerchief with running stitch/satin stitch/back stitch/cording stitch.</p> <p>18.4 Apply running shade embroidery style on given garment.</p>
19. Prepare frame fitting for hand aari.	<p>19.1 Fit the frame for hand aari work and check for proper functioning.</p> <p>19.2 Explain the scope of application of hand Aari art.</p> <p>19.3 Select the material and stitches and demonstrate the use of in hand aari work.</p>
20. Demonstrate locking, starting and finishing of the aari chain stitch, with factual knowledge of different types of materials & stitches.	20.1 Straighten the fabric grain and test the stitch formation in the sewing machine.

21. Prepare samples or coaster through straight, curved & sequence lines	21.1 Use proper sewing aids while sewing the garment & carryout the safe measures and needle guard policy while sewing.
	21.2 Use appropriate stitching techniques like single pointed darts/ plain seam/ continuous placket/ casing and decorative hem.
	21.3 Finish the stitching at the tuck end/ Press the tucks.
22. Decorate a sari by Hand aari method with sequence work	22.1 Identify and use the Drawing, Pressing and Hand Aari tools with safety.
	22.2 Draw a Free Hand Design suitable for a Sari aari work in a Paper by following the elements of design.
	22.3 Apply suitable colours to the design by following colour scheme.
	22.4 Decide the placement of the design in the Sari.
	22.5 Enlarge/reduce the design according to the requirements.
	22.6 Transfer the design on the fabric by selecting suitable transferring types.
	22.7 Press the sari and Fix the Sari properly on the Aari frame
	22.8 Start Aari embroidery and do the stitches with sequence maerials.
	22.9 Complete the design step by step at the required portions.
	22.10 Remove the frame and trim the excess threads.
	22.11 Press the Sari.
	22.12 Follow the safety instructions throughout the process.
23. Prepare the sample of drawn & pulled thread, Assisi, Cut, Swiss, shadow work with quality concepts.	23.1 Select correct needles, frame, scissor & tracing method.
	23.2 Select suitable design, thread & fabric.
	23.3 Carryout embroidery work as per the design requirement.
	23.4 Maintain hygiene.
	23.5 Maintain safety expects.
	23.6 Maintain quality as per requirement.
24. Prepare the sample of phulkari of Punjab, kantha of Bengal, kasuti of Karnataka, chikankari of Luckhnow, kashida of Kashmir, chamba of Himachal, kutch of Karnataka with quality concepts.	24.1 Select correct needles, frame, scissor & tracing method.
	24.2 Select suitable design, thread & fabric.
	24.3 Carryout embroidery work as per the design requirement.
	24.4 Maintain hygiene.
	24.5 Maintain safety expects.
	24.6 Maintain quality as per requirement.
25. Prepare the sample of single and double cane	25.1 Select correct needles, frame, scissor & tracing method.
	25.2 Select suitable design, thread & fabric.
	25.3 Carryout embroidery work as per the design requirement.

weaving, fancy net with lazy daizy, cross stitch, circle and button hole net work with quality concepts.	25.4 Maintain hygiene.
	25.5 Maintain safety expects.
	25.6 Maintain quality as per requirement.
26. Prepare the sample of simple ,cut and felt applique work with quality concepts.	26.1 Select correct needles, frame, scissor & tracing method.
	26.2 Select suitable design, thread & fabric.
	26.3 Carryout embroidery work as per the design requirement.
	26.4 Maintain hygiene.
	26.5 Maintain safety expects.
	26.6 Maintain quality as per requirement.
27. Prepare Lay out of frock, ladies kurta, gents kurta and toper and placement on them arcitale.	27.1 Select specific size of frock, kurta, gents kurta & toper.
	27.2 Select suitable design of placement
	27.3 Select appropriate placement of frock, kurta, gents kurta & toper.
	27.4 Maintain hygiene.
	27.5 Maintain safety expects.
	27.6 Maintain quality as per requirement.
28. Carry out estimation and costing of garments.	28.1 Produce a estimate and cost sheet of garments
	28.2 Prepare costing of given embroidered products.
29. Practice of different hand aari stitches.	29.1 Select correct needles, frame, scissor, equipment & tracing method.
	29.2 Select suitable design, thread & fabric.
	29.3 Carryout embroidery work as per the design requirement.
	29.4 Maintain hygiene.
	29.5 Maintain safety expects.
	29.6 Maintain quality as per requirement.
30. Develop various hand aari design with the help of accessories.	30.1 Select correct needles, frame, scissor, equipment & tracing method.
	30.2 Select suitable design, thread, fabric & embellishment.
	30.3 Carryout embroidery work as per the design requirement.
	30.4 Maintain hygiene.
	30.5 Maintain safety expects.
	30.6 Maintain quality as per requirement.
31. Recall and prepare combination of zig-zag	31.1 Select correct needles, frame, scissor, equipment & tracing method.

**Surface Ornamentation Techniques (Embroidery)**

machine stitches and work style with the applique & satin, cording & stem, stem & satin, running & satin, shade & satin.	31.2	Select suitable design, thread, fabric & embellishment.
	31.3	Carryout embroidery work as per the design requirement.
	31.4	Maintain hygiene.
	31.5	Maintain safety expects.
	31.6	Maintain quality as per requirement.



**Skill India**  
कौशल भारत - कुशल भारत

<b>SYLLABUS - SURFACE ORNAMENTATION TECHNIQUES (EMBROIDERY)</b>			
<b>Duration – One Year</b>			
<b>Week No.</b>	<b>Reference Learning Outcome</b>	<b>Professional Skills (Trade Practical) With Indicative Hours</b>	<b>Professional Knowledge (Trade Theory)</b>
1	Recognize & comply safe working practices, environment regulation and housekeeping.	1. Safety Precautions to be followed in the Laboratory. (30 hrs)	Introduction and Familiarization with the institute. Introduction to the trade Job prospects and objectives of the course. Safety precautions to be followed in the lab.
2	Identify and use embroidery tools with safety precautions.	2. Identification & Handling of trade related tools. (30 hrs)	Knowledge of trade related tools.
3	Prepare sample basic hand stitches (Temporary & permanent stitch).	3. Basic Hand Stitches. (30 hrs) a. Temporary Stitches <ul style="list-style-type: none"> <li>• Basting Even</li> <li>• Basting Uneven</li> <li>• Diagonal</li> <li>• Slip Basting</li> </ul> b. Permanent Stitches <ul style="list-style-type: none"> <li>• Running Stitches</li> <li>• Hemming</li> <li>• Slip Stitch</li> <li>• Run and back stitch</li> <li>• Over casting</li> <li>• Whip stitch</li> </ul>	Overview of embroidery and basic hand stitches.
4	Describe & use different types of tracing method carbon paper, tissue paper, tracing paper, water soluble pen, tracing box (light box), hot pressing and wooden block method.	4. Practice of Various Methods of –Transferring and Tracing Design. (20 hrs) 5. Their Safety Precautions. (10 hrs)	Tracing Methods and Precautions used during Tracing Technical Terms Related To <ul style="list-style-type: none"> <li>• Design</li> <li>• Embroidery</li> </ul>

5-6	Demonstrate the basic embroidery stitches flat, loop, crossed, knotted and prepare article.	6. Practice of Starting and Ending off of embroidery stitches –stitches. (15 hrs) 7. Sample Development of Basic embroidery stitches <ul style="list-style-type: none"> <li>• Flat Stitch</li> <li>• Loop Stitch</li> <li>• Crossed Stitches</li> <li>• Knotted Stitches (15 hrs)</li> </ul>	Basic Embroidery stitches(contemporary stiches) <ul style="list-style-type: none"> <li>• Flat Stitch</li> <li>• Loop Stitch</li> <li>• Crossed Stitches</li> <li>• Knotted Stitches</li> </ul>
7-8	Draw, create & place free hand designs with Scribble, Geometrical, Cut Paper or Signature method.	8. Practice Of Free Hand Drawing Design (20 hrs) <ul style="list-style-type: none"> <li>• Scribble</li> <li>• Geometrical</li> <li>• Cut paper</li> <li>• Signature</li> </ul> 9. Make a Hand kerchief with a free hand (Scribble, Geometrical, Cut Paper or Signature) embroidery design. (10hrs)	Elements of Design Sources of Design Inspiration
9-10	State & identify the color wheel, describe various types of color, color schemes & use these color schemes in different jobs.	10. Practical Exercise on <ul style="list-style-type: none"> <li>• Types of Color</li> <li>• Color Wheel</li> <li>• Color Schemes</li> </ul> (30 hrs)	<ul style="list-style-type: none"> <li>• Color Theory</li> <li>• Color wheel</li> <li>• Color schemes</li> <li>• Psychological aspects of color</li> <li>• Combining color</li> </ul>
11	Demonstrate the Enlarged & Reduced forms of design.	11. Practice of Enlargement & Reduction of Designs.(30 hrs)	Enlargement & Reduction of Designs
12	Decorate a garment part with a suitable Embroidery design.	12. Practice of placing designs developing Border, Spray, Corner, Center, Link. (30 hrs)	Placement of Designs , Development of Borders, spray corners etc.
13-14	Develop the different design for the garment components: sleeves yokes, neck, cuffs.	13. Develop designs for the garment components <ul style="list-style-type: none"> <li>• Sleeves</li> <li>• Yokes</li> <li>• Cuffs</li> <li>• Neck</li> </ul> (at least 10 designs using	

		component template) (30 hrs)	
15	Identify, operate the Zig-Zag machine embroidery parts, demonstrate set the machine for embroidery;	14. Frame fitting and its precautions. (30 hrs)	Introduction to various embroidery machines Introduction To Zig-Zag Machine <ul style="list-style-type: none"> <li>• Parts &amp; their functions</li> <li>• Defects and Remedies</li> <li>• Threading a Machine</li> <li>• Winding a Bobbin</li> <li>• Operations</li> </ul>
16	Decorate a cushion cover with embroidery design using Zig-Zag Machine.	15. Practice of running Zig-Zag (30 hrs)	Overview of operations and handling of Zig-Zag Machine. <ul style="list-style-type: none"> <li>• Parts &amp; their functions</li> <li>• Defects and Remedies</li> <li>• Threading a Machine</li> <li>• Winding a Bobbin</li> </ul> How to set the machine for embroidery
17	Make samples with running stitch, running shade, satin, cording, back stitch. Identification and rectification of defects.	16. Machine Sample making of- <ul style="list-style-type: none"> <li>• Running Stitch</li> <li>• Running Shade</li> <li>• Satin Stitch</li> <li>• Cording Stitch</li> <li>• Back Stitch</li> </ul> (30 hrs)	How to set the machine for embroidery with different varieties of stitches.
18-19	Prepare frame fitting for hand aari.	17. Frame Fitting for Hand Aari (30 hrs)	Introduction To Hand Ari <ul style="list-style-type: none"> <li>• Utilities and scope</li> <li>• Material &amp; Stitches used in hand Ari.</li> </ul>
20	Demonstrate locking, starting and finishing of the aari chain stitch, with factual knowledge of different types of materials & stitches.	18. Practicing of locking, starting and finishing of stitch. (30 hrs)	<ul style="list-style-type: none"> <li>• Stitch formation</li> <li>• Process &amp; Techniques</li> <li>• Finishing</li> <li>• Sewing aids</li> </ul>
21	Prepare samples or coaster through straight, curved & sequence lines.	19. Practice of Straight and Curve lines. (30 hrs)	<ul style="list-style-type: none"> <li>• Types and characteristics of sequence lines</li> <li>• Guides</li> </ul>
22	Decorate a sari by Hand aari method	20. Practice of fixing different sequences with aari. (30 hrs)	<ul style="list-style-type: none"> <li>• Utilities and scope</li> <li>• Application of straight &amp;</li> </ul>

	with sequence work.		curved lines.
23	<p><b>Project work:</b> – Develop an article or dress showing your creativity. Items may be the following or of your choice - Cushion Covers, Dining Table Mats, Bags, Table runners, Coasters, Panels for Sarees, Borders, Necklines etc.</p>		
24-25	<b>Industrial Training</b>		
26-27	<b>Revision</b>		
28-31	Prepare the sample of drawn & pulled thread, Assisi, Cut, Swiss, shadow work with quality concepts.	<p>21. Practice &amp; sample making of the following Typical Embroideries –</p> <ul style="list-style-type: none"> <li>• Drawn and pulled thread work</li> <li>• Assisi Work</li> <li>• Cut Work</li> <li>• Swiss Work</li> <li>• Shadow Work (30 hrs)</li> </ul>	<p>Introduction To Typical Embroidery-</p> <ul style="list-style-type: none"> <li>• Drawn and pulled thread work</li> <li>• Assisi Work</li> <li>• Cut Work</li> <li>• Swiss Work</li> <li>• Shadow Work</li> </ul>
32-35	Prepare the sample of phulkari of Punjab, kantha of Bengal, kasuti of Karnataka, chikankari of Luckhnow, kashida of Kashmir, chamba of Himachal, kutch of Karnataka with quality concepts.	<p>22. Practice &amp; Sample making of the following traditional embroidery –</p> <ul style="list-style-type: none"> <li>• Phulkari</li> <li>• Kantha</li> <li>• Kasuti</li> <li>• Chikankari</li> <li>• Kashida</li> <li>• Chamba</li> <li>• Kutch (30 hrs)</li> </ul>	<p>Introduction To Traditional Embroidery –</p> <ul style="list-style-type: none"> <li>• Phulkari</li> <li>• Kantha</li> <li>• Kasuti</li> <li>• Chikankari</li> <li>• Kashida</li> <li>• Chamba</li> <li>• Kutch</li> </ul>
36-37	Prepare the sample of single and double cane weaving, fancy net with lazy daizy, cross stitch, circle and button hole net work with quality concepts.	<p>23. Practice of making samples of Fancy Nets. (15 hrs)</p> <p>24. Cane weaving – Single &amp; Double</p> <ul style="list-style-type: none"> <li>• Fancy net with lazy daisy</li> <li>• Fancy net with cross stitch</li> <li>• Fancy net with circles</li> <li>• Button hole net (15 hrs)</li> </ul>	<p>Fancy Net work</p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Types</li> <li>• Use</li> </ul>
38-39	Prepare the sample of simple, cut and	25. Practice & sample making of the following –	<p>Appliqué work</p> <ul style="list-style-type: none"> <li>• Introduction</li> </ul>



	felt applique work with quality concepts.	<ul style="list-style-type: none"> <li>• Simple Applique</li> <li>• Cut Applique</li> <li>• Felt Applique (30 hrs)</li> </ul>	<ul style="list-style-type: none"> <li>• Type</li> <li>• Difference between Appliqué &amp; patch</li> </ul>
40	Lay out of frock, ladies kurta, gents kurta and toper and placement on them arcitale.	26. Placement of Design on – <ul style="list-style-type: none"> <li>• Frock</li> <li>• Ladies Kurta</li> <li>• Gents Kurta</li> <li>• Topper (30 hrs)</li> </ul>	Marker planning for with the help of available patterns <ul style="list-style-type: none"> <li>• Frock</li> <li>• Ladies Kurta</li> <li>• Gents Kurta</li> <li>• Topper</li> </ul>
41	Carry out estimation and costing of garments.	27. Estimate costing of products. (30 hrs)	Estimation & Costing of Garment
42	Practice of different hand aari stitches.	28. Practice and design variation in Aari for - <ul style="list-style-type: none"> <li>• Basic Stitches</li> <li>• Mirror work (30 hrs)</li> </ul>	Accessories used in Embroidery
43-44	Develop various hand aari design with the help of accessories.	29. Practice and design variation in Aari using accessories for - <ul style="list-style-type: none"> <li>• Stone work</li> <li>• Metallic Thread Embroidery</li> <li>• Beads &amp; Sequins (30 hrs)</li> </ul>	Various types of accessories used in embroidery; Laundry of Embroidery articles stains – Classification & Removal
45-47	Recall and prepare combination of zig-zag machine stitches and work style with the applique & satin, cording & stem, stem & satin, running & satin, shade & satin.	30. Combination of stitches and work styles with following stitches <ul style="list-style-type: none"> <li>• Appliqué and satin</li> <li>• Cording and stem</li> <li>• Stem and satin</li> <li>• Running and satin</li> <li>• Shade and satin (10 hrs)</li> </ul> 31. About 4 samples shall be prepared, covering practice of different combination of stitches and work styles. (20 hrs)	Quality Control <ul style="list-style-type: none"> <li>• Definition, need &amp; Planning</li> <li>• Types of Inspection</li> <li>• Stages of Inspection</li> </ul>
48 - 49	<b>Project work:</b> Preparation of following garments using above said stitches(any two) <ul style="list-style-type: none"> <li>• Frock</li> <li>• Ladies Kurta</li> </ul>		

	<ul style="list-style-type: none"> <li>• Gents Kurta</li> <li>• Toper or</li> </ul> Designer saree with a blouse using surface ornamentation techniques with two traditional embroideries.
50 - 51	<b>Revision</b>
52	<b>Examination</b>

**Note: -**

1. *One hour soft skill classes to be arranged on a weekly basis.*
2. *Some of the sample project works (indicative only) are given at the mid and end of the year.*
3. *The instructor may design their own project and also inputs from local industry may be taken in designing such new project.*
4. *The project should broadly cover maximum skills in the particular trade and must involve some problem solving skill. Emphasis should be on Teamwork: Knowing the power of synergy/ collaboration, work to be assigned to a group (Group of at least 4 trainees). The group should demonstrate Planning, Execution, Contribution and Application of Learning. They need to submit a project report.*
5. *If the instructor feels that for execution of specific project more time is required then he may plan accordingly in appropriate time during the execution of normal trade practical.*


  
**Skill India**
  
 कौशल भारत - कुशल भारत

CORE SKILL – EMPLOYABILITY SKILL	
Duration: 110 hrs.	
<b>1. English Literacy</b>	<b>Duration : 20 hrs</b> <b>Marks : 09</b>
Pronunciation	Accentuation (mode of pronunciation) on simple words, Diction (use of word and speech).
Functional Grammar	Transformation of sentences, Voice change, Change of tense, Spellings.
Reading	Reading and understanding simple sentences about self, work and environment.
Writing	Construction of simple sentences Writing simple English.
Speaking/ Spoken English	Speaking with preparation on self, on family, on friends/ classmates, on known people, picture reading, gain confidence through role- playing and discussions on current happening, job description, asking about someone's job, habitual actions. Cardinal (fundamental) numbers, ordinal numbers. Taking messages, passing on messages and filling in message forms, Greeting and introductions, office hospitality, Resumes or curriculum vita essential parts, letters of application reference to previous communication.
<b>2. IT Literacy</b>	<b>Duration : 20 hrs</b> <b>Marks : 09</b>
Basics of Computer	Introduction, Computer and its applications, Hardware and peripherals, Switching on-Starting and shutting down of the computer.
Computer Operating System	Basics of Operating System, WINDOWS, The user interface of Windows OS, Create, Copy, Move and delete Files and Folders, Use of External memory like pen drive, CD, DVD etc. Use of Common applications.
Word Processing and Worksheet	Basic operating of Word Processing, Creating, Opening and Closing Documents, Use of shortcuts, Creating and Editing of Text, Formatting the Text, Insertion & Creation of Tables. Printing

	document. Basics of Excel worksheet, understanding basic commands, creating simple worksheets, understanding sample worksheets, use of simple formulas and functions, Printing of simple excel sheets.
Computer Networking and Internet	Basic of Computer Networks (using real life examples), Definitions of Local Area Network (LAN), Wide Area Network (WAN), Internet, Concept of Internet (Network of Networks), Meaning of World Wide Web (WWW), Web Browser, Webs Site, Web page and Search Engines. Accessing the Internet using Web Browser, Downloading and Printing Web Pages, Opening an email account and use of email. Social media sites and its implication. Information Security and antivirus tools, Do's and Don'ts in Information Security, Awareness of IT - ACT, types of cyber crimes.
<b>3. Communication Skills</b>	
	<b>Duration : 15 hrs</b> <b>Marks : 07</b>
Introduction to Communication Skills	Communication and its importance Principles of effective communication Types of communication - verbal, non-verbal, written, email, talking on phone. Non-verbal communication - characteristics, components-Para-language Body language Barriers to communication and dealing with barriers. Handling nervousness/ discomfort.
Listening Skills	Listening-hearing and listening, effective listening, barriers to effective listening, guidelines for effective listening. Triple- A Listening - Attitude, Attention & Adjustment. Active listening skills.
Motivational Training	Characteristics essential to achieving success. The power of positive attitude. Self awareness Importance of commitment Ethics and values Ways to motivate oneself Personal goal setting and employability planning.
Facing Interviews	Manners, etiquettes, dress code for an interview Do's & don'ts for an interview

Behavioral Skills	Problem solving Confidence building Attitude.
<b>4. Entrepreneurship Skills</b>	
<b>Duration : 15 hrs Marks : 06</b>	
Concept of Entrepreneurship	Entrepreneur - Entrepreneurship - Enterprises: Conceptual issue Entrepreneurship vs. management, Entrepreneurial motivation. Performance & record, Role & function of entrepreneurs in relation to the enterprise & relation to the economy, Source of business ideas, Entrepreneurial opportunities, The process of setting up a business.
Project Preparation & Marketing Analysis	Qualities of a good entrepreneur, SWOT and risk analysis. Concept & Application of PLC, Sales & Distribution management. Difference between small scale & large scale business, Market survey, Method of marketing, Publicity and advertisement, Marketing mix.
Institution's Support	Preparation of project. Role of various schemes and institutes for self-employment i.e. DIC, SIDA, SISI, NSIC, SIDO, Idea for financing/ non-financing support agencies to familiarize with the policies / programmes, procedure & the available scheme.
Investment Procurement	Project formation, Feasibility, Legal formalities i.e., Shop act, Estimation & costing, Investment procedure - Loan procurement - Banking processes.
<b>5. Productivity</b>	
<b>Duration : 10 hrs Marks : 05</b>	
Benefits	Personal/ Workman - Incentive, Production linked Bonus, Improvement in living standard.
Affecting Factors	Skills, Working aids, Automation, Environment, Motivation - How it improves or slows down productivity.
Comparison with Developed Countries	Comparative productivity in developed countries (viz. Germany, Japan and Australia) in select industries, e.g. Manufacturing, Steel, Mining, Construction etc. Living standards of those countries, wages.
Personal Finance Management	Banking processes, Handling ATM, KYC registration, safe cash handling, Personal risk and insurance.
<b>6. Occupational Safety, Health and Environment Education</b>	
<b>Duration : 15 hrs Marks : 06</b>	
Safety & Health	Introduction to occupational safety and health Importance of safety and health at workplace.

Occupational Hazards	Basic hazards, chemical hazards, vibroacoustichazards, mechanical hazards, electrical hazards, thermal hazards. occupational health, occupational hygiene, occupational diseases/ disorders & its prevention.
Accident & Safety	Basic principles for protective equipment. Accident prevention techniques - control of accidents and safety measures.
First Aid	Care of injured & sick at the workplaces, First-aid & transportation of sick person.
Basic Provisions	Idea of basic provision legislation of India. Safety, health, welfare under legislative of India.
Ecosystem	Introduction to environment. Relationship between society and environment, ecosystem and factors causing imbalance.
Pollution	Pollution and pollutants including liquid, gaseous, solid and hazardous waste.
Energy Conservation	Conservation of energy, re-use and recycle.
Global Warming	Global warming, climate change and ozone layer depletion.
Ground Water	Hydrological cycle, ground and surface water, Conservation and harvesting of water.
Environment	Right attitude towards environment, Maintenance of in-house environment.
<b>7. Labour Welfare Legislation</b>	
<b>Duration : 05 hrs</b> <b>Marks : 03</b>	
Welfare Acts	Benefits guaranteed under various acts- Factories Act, Apprenticeship Act, Employees State Insurance Act (ESI), Payment Wages Act, Employees Provident Fund Act, The Workmen's Compensation Act.
<b>8. Quality Tools</b>	
<b>Duration : 10 hrs</b> <b>Marks : 05</b>	
Quality Consciousness	Meaning of quality, Quality characteristic.
Quality Circles	Definition, Advantage of small group activity, objectives of quality circle, Roles and function of quality circles in organization, Operation of quality circle. Approaches to starting quality circles, Steps for continuation quality circles.

Quality Management System	Idea of ISO 9000 and BIS systems and its importance in maintaining qualities.
House Keeping	Purpose of housekeeping, Practice of good housekeeping.
Quality Tools	Basic quality tools with a few examples.



**Skill India**  
कौशल भारत - कुशल भारत

<b>LIST OF TOOLS &amp; EQUIPMENT</b>			
<b>SURFACE ORNAMENTATION TECHNIQUES (EMBROIDERY) (for Batch of 20 Candidates)</b>			
<b>S No.</b>	<b>Name of the Tools and Equipment</b>	<b>Specification</b>	<b>Quantity</b>
<b>A. TRAINEES TOOL KIT</b>			
1.	Measuring Tape	150 cm	*21 Nos.
2.	Seam Ripper		*21 Nos.
3.	Wooden Circular Frame	4",8" and 12"	*21 Nos. each
4.	Thimble		*21 Nos.
5.	Color Plate		*21 Nos.
6.	Color brush	no. 00,1, 2.	*21 Nos. each
7.	Water color Box	(Set of 12)	*21 Nos.
8.	Scale plastic	12"	*21 Nos.
9.	Compass		*21 Nos.
10.	Hand Aari Needle	(Set of Three)	*21 Nos.
<b>B. MACHINE LABORATORY</b>			
11.	Zig-zag Embroidery machine complete set		*21 Nos.
12.	Stitching Machine (Motorized)		01 No.
13.	Revolving chair		*21 Nos.
14.	Air Conditioner		02 Nos.
15.	Pliers		04 Nos.
16.	Display Board		02 Nos.
17.	Table (for faculty)		01 No.
18.	Chair		02 Nos.
19.	Almirah		01 No.
20.	Vacuum cleaner		01 No.
21.	Automatic press		02 Nos.
22.	Pressing pad		01 No.
23.	Pigeon hole Almirah 10 lockers & separate locking arrangements for trainees		02 Nos.
24.	Locks for above pigeon hole		*20 Nos.

**Surface Ornamentation Techniques (Embroidery)**

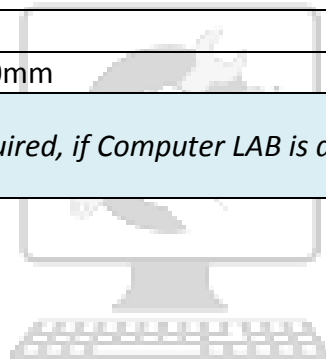
25.	Low seated chair		*20 Nos.
26.	Carpet	(Size as required)	01 No.
27.	Tracing Table		02 Nos.
28.	Cart Chop		02 Nos.
29.	Notice board		01 No.
<b>D. THEORY ROOM</b>			
30.	Single desks for trainees with arrangements of keeping Books etc.		*21 Nos.
31.	Revolving Chairs without arms		*21 Nos.
32.	Faculty Table & Chair set		01 No.
33.	Computer set with UPS & multimedia projector		01 No.
34.	White Magnetic Board with Felt board & accessories		01 No.
35.	Display Board		02 Nos.
36.	Storage Almira		01 No.
37.	Book Shelf		01 No.
38.	A/C unit split type	2 TR capacity with Stabilizer	As required

**Note:**

1. Quantity marked with \* has been increased as per the batch size.
2. Internet facility is desired to be provided in the class room.
3. Trainees Tool kit may be treated as consumables in respect of trainees actually completing the course of one year duration.
4. Due to the rapid changes in the technologies frequent Modernization of equipments and technologies are necessary.
5. Training Programme for Staff should be organized in the new fields added in the curriculum for the proper implementation of the same.
6. Experts from the Industry may be called for special lectures and demo's as and when required.

TOOLS & EQUIPMENT FOR EMPLOYABILITY SKILLS		
S No.	Name of the Equipment	Quantity
1.	Computer (PC) with latest configurations and Internet connection with standard operating system and standard word processor and worksheet software.	10 nos.
2.	UPS - 500VA	10 nos.
3.	Scanner cum Printer	01 no.
4.	Computer Tables	10 nos.
5.	Computer Chairs	20 nos.
6.	LCD Projector	01 no.
7.	White Board 1200mm x 900mm	01 no.

**Note:** Above Tools & Equipment not required, if Computer LAB is available in the institute.



**Skill India**  
 कौशल भारत - कुशल भारत

FORMAT FOR INTERNAL ASSESSMENT

Name & Address of the Assessor:			Year of Enrollment:											
Name & Address of ITI (Govt./Pvt.):			Date of Assessment:											
Name & Address of the Industry:			Assessment location: Industry / ITI											
Trade Name:		Examination:		Duration of the Trade/course:										
Learning Outcome:														
S No.	Maximum Marks (Total 100 Marks)		15	5	10	5	10	10	5	10	15	15	Total Internal Assessment Marks	Result (Y/N)
	Candidate Name	Father's/Mother's Name	Safety Consciousness	Workplace Hygiene & Economical use of materials	Attendance/ Punctuality	Ability to follow Manuals/ Written instructions	Application of Knowledge	Skills to Handle Tools/ Equipment/ Instruments/ Devices	Economical use of Materials	Working Strategy	Quality in Workmanship/ Performance	VIVA		
1														
2														