

DRESS MAKER

COMPETENCY BASED CURRICULUM

(Duration: 1 yr. and 03 months)

APPRENTICESHIP TRAINING SCHEME (ATS)

NSQF LEVEL- 4



Skill India
SECTOR – APPAREL
कौशल भारत - कुशल भारत



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

DRESS MAKER

(Revised in 2018)

APPRENTICESHIP TRAINING SCHEME (ATS)



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Developed By

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Directorate General of Training
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1.1 Apprenticeship Training Scheme under Apprentice Act 1961

The Apprentices Act, 1961 was enacted with the objective of regulating the programme of training of apprentices in the industry by utilizing the facilities available therein for imparting on-the-job training. The Act makes it obligatory for employers in specified industries to engage apprentices in designated trades to impart Apprenticeship Training on the job in industry to school leavers and person having National Trade Certificate(ITI pass-outs) issued by National Council for Vocational Training (NCVT) to develop skilled manpower for the industry. There are four categories of apprentices namely; **trade apprentice, graduate, technician and technician (vocational) apprentices.**

Qualifications and period of apprenticeship training of **trade apprentices** vary from trade to trade. The apprenticeship training for trade apprentices consists of basic training followed by practical training. At the end of the training, the apprentices are required to appear in a trade test conducted by NCVT and those successful in the trade tests are awarded the National Apprenticeship Certificate.

The period of apprenticeship training for graduate (engineers), technician (diploma holders and technician (vocational) apprentices is one year. Certificates are awarded on completion of training by the Department of Education, Ministry of Human Resource Development.

1.2 Changes in Industrial Scenario

Recently we have seen huge changes in the Indian industry. The Indian Industry registered an impressive growth during the last decade and half. The number of industries in India have increased manifold in the last fifteen years especially in services and manufacturing sectors. It has been realized that India would become a prosperous and a modern state by raising skill levels, including by engaging a larger proportion of apprentices, will be critical to success; as will stronger collaboration between industry and the trainees to ensure the supply of skilled workforce and drive development through employment. Various initiatives to build up an adequate infrastructure for rapid industrialization and improve the industrial scenario in India have been taken.

1.3 Reformation

The Apprentices Act, 1961 has been amended and brought into effect from 22nd December, 2014 to make it more responsive to industry and youth. Key amendments are as given below:

- Prescription of number of apprentices to be engaged at establishment level instead of trade-wise.
- Establishment can also engage apprentices in optional trades which are not designated, with the discretion of entry level qualification and syllabus.
- Scope has been extended also to non-engineering occupations.
- Establishments have been permitted to outsource basic training in an institute of their choice.
- The burden of compliance on industry has been reduced significantly.



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2.1 GENERAL

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

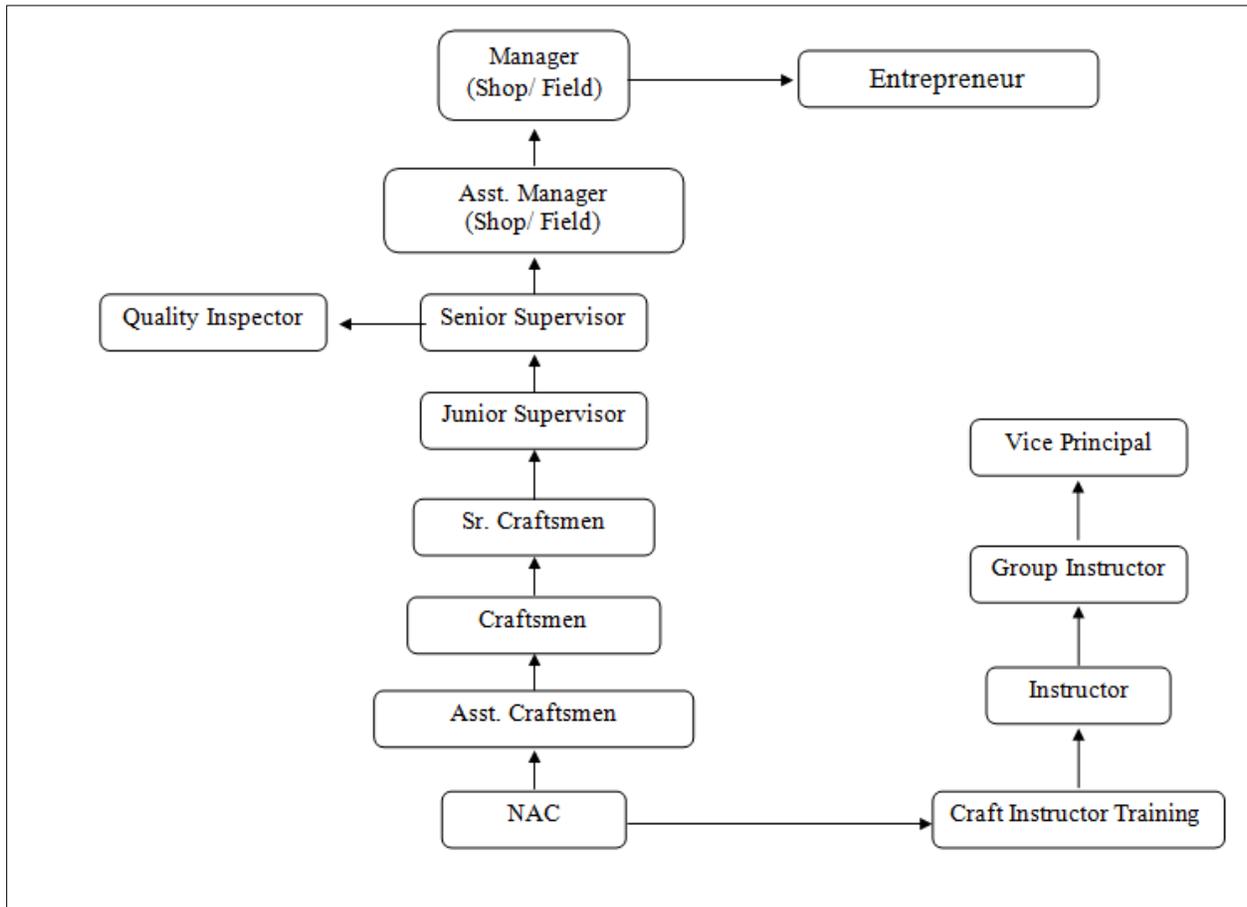
Dress Maker trade under ATS is one of the most popular courses delivered nationwide through different industries. The course is of 01 year and 03 months (01 Block) duration. It mainly consists of Domain area and Core area. In the Domain area Trade Theory & Practical impart professional - skills and knowledge, while Core area Employability Skills imparts requisite core skills & knowledge and life skills. After passing out the training programme, the trainee is being awarded National Apprenticeship Certificate (NAC) by NCVT having worldwide recognition.

Broadly candidates need to demonstrate that they are able to:

- Read & interpret technical parameters/document, plan and organize work processes, identify necessary materials and tools;
- Perform task with due consideration to safety rules, accident prevention regulations and environmental protection stipulations;
- Apply professional skill, knowledge, core skills & employability skills while performing jobs and solve problem during execution.
- Check the job/assembly as per drawing for functioning, identify and rectify errors in job/assembly.
- Document the technical parameters related to the task undertaken.

2.2 CAREER PROGRESSION PATHWAYS:

- Can join Crafts Instructor Training Scheme (CITS) in the trade for becoming instructor in ITIs.
- Indicative pathways for vertical mobility.



2.3 COURSE STRUCTURE:

Table below depicts the distribution of training hours across various course elements during a period of one year (*Basic Training and On-Job Training*): -

Total training duration details: -

Time (in months)	1-3	4 - 15
Basic Training	Block– I	----
Practical Training (On - job training)	----	Block – I

A. Basic Training

For 02 yrs. Course (Non-Engg.):- **Total 03 months:** 03 months in 1styr. only

For 01 yr. Course (Non-Engg.):- **Total 03 months:** 03 months in 1styr.

S No.	Course Element	Total Notional Training Hours For 01 yr. course
1	Professional Skill (Trade Practical)	270
2	Professional Knowledge (Trade Theory)	120
3	Employability Skills	110
	Total (including Internal Assessment)	500

B. On-Job Training:-

For 01 yr. Course (Non-Engg.) :- (**Total 12 months**)

Notional Training Hours for On-Job Training: 2080 Hrs.

C. Total training hours:-

Duration	Basic Training	On-Job Training	Total
For 02 yrs. Course (Non-Engg.)	500 hrs.	3640 hrs.	4140 hrs.
For 01 yr. Course (Non-Engg.)	500 hrs.	2080 hrs.	2580 hrs.

2.4 ASSESSMENT & CERTIFICATION:

The trainee will be tested for his skill, knowledge and attitude during the period of course and at the end of the training programme as notified by Govt of India from time to time. The Employability skills will be tested in first two semesters only.

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 have to maintain 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 NAC will be conducted by NCVT on completion of course as per guideline of Govt 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 basis for setting question papers for final assessment. The examiner during final examination will also check individual trainee's profile as detailed in assessment guideline before giving marks for practical examination.**

2.4.1 PASS REGULATION

The minimum pass percent for Practical is 60% & minimum pass percent for Theory subjects 40%. The candidate pass in each subject conducted under all India trade test.

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 assessment. Due consideration should be given while assessing for team work, avoidance/reduction of scrap/wastage and disposal of scarp/wastage as per procedure, behavioral attitude, sensitivity to 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 semester examination for audit and verification by examination body. The following marking pattern to be adopted while assessing:

Performance Level	Evidence
(a) Weightage in the range of 60 -75% to be allotted during assessment	
For performance in this grade, the candidate with occasional guidance and showing due regard for safety procedures and practices, has produced work which	<ul style="list-style-type: none">• Demonstration of good skill in the use of hand tools, machine tools and workshop equipment• Below 70% tolerance dimension/accuracy

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demonstrates attainment of an acceptable standard of craftsmanship.	achieved while undertaking different work with those demanded by the component/job/set standards. <ul style="list-style-type: none">• A fairly good level of neatness and consistency in the finish• Occasional support in completing the project/job.
(b) Weightage in the range of above 75% - 90% to be allotted during assessment	
For this grade, the candidate, with little guidance and showing due regard for safety procedures and practices, has produced work which demonstrates attainment of a reasonable standard of craftsmanship.	<ul style="list-style-type: none">• Good skill levels in the use of hand tools, machine tools and workshop equipment• 70-80% tolerance dimension/accuracy achieved while undertaking different work with those demanded by the component/job/set standards.• A good level of neatness and consistency in the finish• Little support in completing the project/job
(c) Weightage in the range of above 90% to be allotted during assessment	
For performance in this grade, the candidate, 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.	<ul style="list-style-type: none">• High skill levels in the use of hand tools, machine tools and workshop equipment• Above 80% tolerance dimension/accuracy achieved while undertaking different work with those demanded by the component/job/set standards.• A high level of neatness and consistency in the finish.• Minimal or no support in completing the project.

Brief description of Job roles:

Dress maker or custom tailor makes clothing according to the need and request of their customers. Dress maker works on tailored or shaped garments, such as coats and suits for kids, men and women. Dressmaker usually works on women's garment such as dresses, blouses etc. Many have their own setup. A few work from their home. Dressmaker helps their customers to choose the kind of color and fabric they want to use for styling of the garment to be made. A dressmaker needs to know all about the different kinds of fabrics and the latest styling. Dress maker take a customer's measurements and note any special figure consideration. They may work with a readymade pattern or make one of their own. They construct the garment. Do under pressing & top pressing to shape it properly & finish the garment. Some dress makers specialized in one kind of garment, such as coats or wedding gowns etc. After gaining few year experience, A Dress Maker may work as a Sample Co-coordinator, Line in charge, supervisor, and designer or assist a pattern master or merchandiser.

To create skilled work force for Self Employment / Working in garment manufacturing Industry as –

- **Dress Maker**

Reference NCO:

i) NCO-2015: 7531.0200

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NSQF level for Dress Maker trade under ATS: **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 and
- e. Responsibility.



The Broad Learning outcome of Dress Maker trade under ATS 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.

Name of the Trade	Dress Maker
NCO - 2015	7531.0200
NSQF Level	Level – 4
Duration of Apprenticeship Training (Basic Training + On-Job Training)	3 months+ One year (01 Blocks of 15 month duration).
Duration of Basic Training	a) Block –I : 3 months Total duration of Basic Training: 3 months
Duration of On-Job Training	a) Block–I: 12 months Total duration of Practical Training: 12 months
Entry Qualification	Passed 8th class examination from a recognized school.
Selection of Apprenticeship	The apprentices will be selected as per Apprenticeship Act amended time to time.
Instructors Qualification for Basic Training	As per ITI instructors qualifications as amended time to time for the specific trade.
Infrastructure for basic training	As per related trade of ITI.
Examination	The internal examination/ assessment will be held on completion of each block. Final examination for all subjects will be held at the end of course and same will be conducted by NCVT.
Rebate to Ex-ITI Trainees	03 months
CTS trades eligible Dress Maker Apprenticeship	Dress Maker

Note:

- Industry may impart training as per above time schedule for different block, however this is not fixed. The industry may adjust the duration of training considering the fact that all the components under the syllabus must be covered. However the flexibility should be given keeping in view that no safety aspects is compromised.
- For imparting Basic Training the industry to tie-up with ITIs having such specific trade and affiliated to NCVT.

6.1 GENERIC LEARNING OUTCOME

The following are minimum broad Common Occupational Skills/ Generic Learning Outcome after completion of the Dress Maker course of 01 year and 03 months duration under ATS.

Block I:-

1. Recognize & comply safe working practices, environment regulation and housekeeping.
2. Select and ascertain measuring instrument and measure dimension of components and record data.
3. Explain the concept in productivity, quality tools, and labour welfare legislation and apply such in day to day work to improve productivity & quality.
4. Explain personnel finance, entrepreneurship and manage/organize related task in day to day work for personal & societal growth.
5. Plan and organize the work related to the occupation.

6.2 SPECIFIC LEARNING OUTCOME

Block – I

1. Practice and understand precautions to be followed while working in dress making jobs.
2. Prepare different types of documentation as per industrial need by different methods of recording information.
3. Perform the identification & handling of Tools & Equipment's.
4. Understand & selection of different parts and functions of model lock stitch sewing machine
5. Understand and interpret the type of fabrics, texture, machines stiches, type of elastic, fabric grain line and place of pattern.
6. Understand and interpret the Body measurement and sample making.
7. Draw various types of sketches and Familiarization their function.
8. Draw Flat sketches of one piece dress and women's Indian and Western wear.
9. Understand and interpret the Trimming & fastening, Draping Method on sample file in garment industry.
10. Prepare the different fixing fasteners i.e. , Buttons, Buttonholes, Hooks & Eye etc.
11. Prepare various types of spreading techniques and layout with template.
12. Prepare the designing, Cutting and Stitching of Ladies Salwar suit, Gents trouser shirt and Kids Romper and Jhalba
13. Understand and interpret the method of removing different kind of stains in fabric, different kind of checking and alteration of pattern.

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

7. LEARNING OUTCOME WITH ASSESSMENT CRITERIA

GENERIC LEARNING OUTCOME	
LEARNING OUTCOMES	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.
	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/unsalvageable goods and substances according to site policy and procedures following safety regulations and requirements.
	1. 5. Identify and observe site policies and procedures in 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 site accident/injury procedures.
	1. 8. Identify and observe site 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 avoidance of same.
	1. 13. Take opportunities to use energy and materials in an environmentally friendly manner
	1. 14. Avoid waste and dispose waste as per procedure
	1. 15. Recognize different components of 5S and apply the same in the working environment.
2. Understand, explain different mathematical calculation & science in the field of study including	2.1 Explain concept of basic science related to the field such as Material science, Mass, weight, density, speed, velocity, heat & temperature, force, motion, pressure, heat treatment, centre of gravity, friction.

<p>basic electrical and apply in day to day work. [Different mathematical calculation & science - Work, Power & Energy, Algebra, Geometry & Mensuration, Trigonometry, Heat & Temperature, Levers & Simple machine, graph, Statistics, Centre of gravity, Power transmission, Pressure]</p>	2.2 Measure dimensions as per drawing
	2.3 Use scale/ tapes to measure for fitting to specification.
	2.4 Comply given tolerance.
	2.5 Prepare list of appropriate materials by interpreting detail drawings and determine quantities of such materials.
	2.6 Ensure dimensional accuracy of assembly by using different instruments/gauges.
	2.7 Explain basic electricity, insulation & earthing.
<p>3. Interpret specifications, different engineering drawing and apply for different application in the field of work. [Different engineering drawing- Geometrical construction, Dimensioning, Layout, Method of representation, Symbol, scales, Different Projections, Machined components & different thread forms, Assembly drawing, Sectional views, Estimation of material, Electrical & electronic symbol]</p>	3.1. Read & interpret the information on drawings and apply in executing practical work.
	3.2. Read & analyse the specification to ascertain the material requirement, tools, and machining /assembly /maintenance parameters.
	3.3. Encounter drawings with missing/unspecified key information and make own calculations to fill in missing dimension/parameters to carry out the work.
<p>4. Select and ascertain measuring instrument and measure dimension of components and record data.</p>	4.1 Select appropriate measuring instruments such as micrometers, verniercalipers, dial gauge, bevel protector and height gauge (as per tool list).
	4.2 Ascertain the functionality & correctness of the instrument.
	4.3 Measure dimension of the components & record data to analyse the with given drawing/measurement.
<p>5. Explain the concept in productivity, quality tools,</p>	5.1 Explain the concept of productivity and quality tools and apply during execution of job.

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and labour welfare legislation and apply such in day to day work to improve productivity & quality.	5.2 Understand the basic concept of labour welfare legislation and adhere to responsibilities and remain sensitive towards such laws.
	5.3 Knows benefits guaranteed under various acts
6. Explain energy conservation, global warming and pollution and contribute in day to day work by optimally using available resources.	6.1 Explain the concept of energy conservation, global warming, pollution and utilize the available resources optimally & remain sensitive to avoid environment pollution.
	6.2 Dispose waste following standard procedure.
7. Explain personnel finance, entrepreneurship and manage/organize related task in day to day work for personal & societal growth.	7. 1. Explain personnel finance and entrepreneurship.
	7. 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 familiarizes with the Policies /Programmes & procedure & the available scheme.
	7. 3. Prepare Project report to become an entrepreneur for submission to financial institutions.
8. Plan and organize the work related to the occupation.	8. 1. Use documents, drawings and recognize hazards in the work site.
	8. 2. Plan workplace/ assembly location with due consideration to operational stipulation
	8. 3. Communicate effectively with others and plan project tasks
	8. 4. Assign roles and responsibilities of the co-trainees for execution of the task effectively and monitor the same.
SPECIFIC OUTCOME	
<u>Block-I</u>	
<p><i>Assessment Criteria i.e. the standard of performance, for each specific learning outcome mentioned under Block – I (section: 10) must ensure that the trainee works in familiar, predictable, routine, situation of clear choice. Assessment criteria should broadly cover the aspect of Planning (Identify, ascertain, etc.); Execution apply factual knowledge of field of knowledge, recall and demonstrate practical skill during performing the work in routine and repetitive in narrow range of application, using appropriate rule and tool, complying with basic arithmetic and algebraic principles and language to communicate in written or oral with required clarity; Checking/ Testing to ensure functionality during the assessment of each outcome. The assessments parameters must also ascertain that the candidate is responsible for his/her own work and learning.</i></p>	



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BASIC TRAINING (Block – I)**Duration: (03) Three Months**

Week No.	Professional Skills (Trade Practical)	Professional Knowledge (Trade Theory)
1.	<ul style="list-style-type: none"> ➤ Familiarization with the Institute. ➤ Familiarization and handling of tools ➤ Identification of Tools & Equipment's. <ul style="list-style-type: none"> • Cutting • Pressing • Marking • Finishing • Sewing 	<ul style="list-style-type: none"> ➤ Introduction and familiarization with the institute. ➤ Importance of safety and general precaution ➤ Job prospects ➤ Introduction to work ethics & discipline ➤ Cutting tools ,Techniques& Technical terms ➤ Pressing tools ,Techniques& Technical terms ➤ Marking tools ,Techniques& Technical terms ➤ Finishing tools ,Techniques & technical terms ➤ Sewing tools, Techniques & technical terms ➤ Ergonomics ➤ Basic industrial terminology ➤ Introduction to dummy, such as princess line High Point of Shoulder, Neck line, etc.
2-3	<ul style="list-style-type: none"> ➤ Familiarization of industrial model lock stitch sewing machine. ➤ Selection of appropriate needle and thread ➤ Selection of right type of pressure foot and folders for different kind of zipper constructions and different kind of piping constructions. ➤ Selection of right type of machine for a particular fabric & particular construction. ➤ Selection of right type of 	<ul style="list-style-type: none"> ➤ Familiarization of industrial model lock stitch sewing machine. <ul style="list-style-type: none"> • Machine Needle & Thread. • Parts & Functions • Stitch Formation • Care & Maintenance • Trouble shooting ➤ Identification of type of fabrics and textures ➤ Introduction of machine stitches <ul style="list-style-type: none"> • Seams • Seam Finishes ➤ Introducing Fullness <ul style="list-style-type: none"> • Darts

	<p>elastic.</p> <ul style="list-style-type: none"> ➤ Understanding the fabric grain line, warp & weft. ➤ How to place pattern- on grain, off grain or Bias. ➤ Sample of making Machine Stitches <ul style="list-style-type: none"> • Seams • Seam Finishes ➤ Samples of making <ul style="list-style-type: none"> • Darts • Tucks • Pleats • Gathers & Shirring • Frills /Ruffle • Flare • Smocking. 	<ul style="list-style-type: none"> • Tucks • Pleats • Gathers & Shirring • Frills /Ruffle • Flare • Smocking ➤ Body Measurements Importance <ul style="list-style-type: none"> • Types & Measuring Techniques • Precautions • Measurement Charts
4-5	<ul style="list-style-type: none"> ➤ Sketching of Following: <ul style="list-style-type: none"> • Neckline • Gathers • Pleats • Tucks • Collars • Yokes • Frills • Shirring • Sleeves • Cascade • Pockets ➤ Flat Sketching of one piece dresses ➤ Flat Sketching of women's Indian and western wear 	<ul style="list-style-type: none"> ➤ Human Figures <ul style="list-style-type: none"> • Eight Head Theory • Joints and Muscles • Types of Figures ➤ Principles and elements of design ➤ Draping <ul style="list-style-type: none"> • Introduction • Terminology • Tools
6	<ul style="list-style-type: none"> ➤ Draping Method Sample file of different types of trims and fasteners 	<ul style="list-style-type: none"> ➤ Introduction to computer for garment industry Trimmings
7-8	<ul style="list-style-type: none"> ➤ Practice in construction skills ➤ Practice of fixing fasteners as <ul style="list-style-type: none"> • Buttons • Buttonholes • Hooks & Eye. • Zipper 	<ul style="list-style-type: none"> ➤ Construction skills <ul style="list-style-type: none"> • Types of facing , binding, casing • Zip application • Elastic insertion • Fullness

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	<ul style="list-style-type: none"> • Press Studs • Hot fix studs. 	<ul style="list-style-type: none"> • Necklines • Basic Sleeves • Basic collars ➤ Introduction to different type of fasteners <ul style="list-style-type: none"> • Buttons & Studs. • Buttonholes • Hooks& eye. • Zippers • Press studs
9	<ul style="list-style-type: none"> ➤ Practicing on different types of spreading techniques ➤ Practicing on different types of layout 	<ul style="list-style-type: none"> ➤ Drafting and Paper Patterns <ul style="list-style-type: none"> • Types • Importance • Pattern drafting • Drafting/ pattern terminology • Principles of pattern drafting ➤ Spreading <ul style="list-style-type: none"> • Types of spreading • Methods of spreading • Types of layout
10-11	<ul style="list-style-type: none"> ➤ Designing , Cutting Stitching of : <ul style="list-style-type: none"> • Ladies Salwar suit • Gents trouser shirt • Kids Romper and Jhabla 	<ul style="list-style-type: none"> ➤ Drafting and pattern making of Following <ul style="list-style-type: none"> • Ladies Salwar suit • Gents trouser shirt • Kids Romper and Jhabla
12	<ul style="list-style-type: none"> ➤ Method of removing different kind of stains in fabric ➤ Checking of garments in respect of- <ul style="list-style-type: none"> • Measurements • Stitching • Stains • Defects • Pattern alteration 	<ul style="list-style-type: none"> ➤ Stains <ul style="list-style-type: none"> • Classification • Removing techniques ➤ Factors influencing selection of dress ➤ Quality aspects <ul style="list-style-type: none"> • Definition • Factors affecting the quality
13	Assessment/Examination 03days	

NOTE: -

More emphasis to be given on video/real-life pictures during theoretical classes. Some real-life pictures/videos of related industry operations may be shown to the trainees to give a feel of Industry and their future assignment.

9.1 EMPLOYABILITY SKILLS

(DURATION: - 110 HRS.)

Block – I (Duration – 55 hrs.)	
1. English Literacy Duration: 20 Hrs. Marks : 09	
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 know, 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 messages on and filling in message forms Greeting and introductions office hospitality, Resumes or curriculum vita essential parts, letters of application reference to previous communication.
2. I.T. Literacy Duration: 20 Hrs. Marks : 09	
Basics of Computer	Introduction, Computer and its applications, Hardware and peripherals, Switching on-Starting and shutting down of 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, Web 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.
3. Communication Skills	
Duration: 15 Hrs.	Marks : 07
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
4. Entrepreneurship Skills	
Duration: 15 Hrs.	Marks : 06
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. Different Between Small Scale & Large Scale Business, Market Survey, Method of marketing, Publicity and advertisement, Marketing Mix.
Institutions 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 familiarizes 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.
5. Productivity	

Duration: 10 Hrs.		Marks : 05
Benefits	Personal / Workman - Incentive, Production linked Bonus, Improvement in living standard.	
Affecting Factors	Skills, Working Aids, Automation, Environment, Motivation - How improves or slows down.	
Comparison with developed countries	Comparative productivity in developed countries (viz. Germany, Japan and Australia) in selected 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.	
6. Occupational Safety, Health and Environment Education		
Duration: 15 Hrs.		Marks : 06
Safety & Health	Introduction to Occupational Safety and Health importance of safety and health at workplace.	
Occupational Hazards	Basic Hazards, Chemical Hazards, Vibroacoustic Hazards, Mechanical Hazards, Electrical Hazards, Thermal Hazards. Occupational health, Occupational hygienic, 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.	
7. Labour Welfare Legislation		
Duration: 05 Hrs.		Marks : 03
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.	
8. Quality Tools		
Duration: 10 Hrs.		Marks : 05
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 House-keeping, Practice of good Housekeeping.
Quality Tools	Basic quality tools with a few examples.



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The **competencies/ specific outcomes** on completion of On-Job Training are detailed below: -

Block – I

1. Understand & interpret precautions to be followed while working in fitting jobs.
2. Prepare different types of documentation as per industrial need by different methods of recording information.
3. Understand working procedure of garment industry.
4. Prepare garment specification sheet.
5. Prepare cost sheet of garment.
6. Learn Pattern Manipulation, Layout, Estimation, Cutting, Stitching, Finishing & Packing of Following Garments. **(By using Specialized Machinery)**
 - A Line Skirt
 - Flare Skirt
 - Tier Skirt
 - Ladies Basic Shirt
 - Boys Shorts
 - Designer Ladies Top
 - Tunic with style line
 - Bias One piece Dress
 - Slim fit Gents Shirt
 - Trouser(as per latest trend)



Note:

1. Industry must ensure that above mentioned competencies are achieved by the trainees during their on job training.
2. In addition to above competencies/ outcomes industry may impart additional training relevant to the specific industry.

INFRASTRUCTURE FOR PROFESSIONAL SKILL & PROFESSIONAL KNOWLEDGE

DRESS MAKER			
LIST OF TOOLS AND EQUIPMENT for Basic Training (For 16 Apprentices)			
A. TRAINEES TOOL KIT (For each additional unit trainees tool kit Sl. 1-18 is required additionally)			
Sl. No.	Name of the Tool & Equipments	Specification	Quantity
1.	Measuring Tape 150 cm		17
2.	Seam Ripper		17
3.	Thimble		17
4.	Drafting Card Scale(set of six scales)		17
5.	Tailors Square		17
6.	French Curve Set		17
7.	Thread Cutter		17
8.	Scale Plastic 24''		17
9.	Paper Cutter		04
10.	Loop turner		17
11.	Pencil		17
12.	Pencil Color		17
13.	Eraser		17
14.	Sharpener		17
15.	Bobbin Case		17
16.	Bobbin		17
17.	Note Book		17
18.	Nose Mask		17
19.	Magnetic Tweezers		As per requirement
20.	Machine Needles		As per requirement
21.	Hand Needles		As per requirement
22.	Brown Paper		As per requirement
23.	Drafting Pins		As per requirement
24.	Tailors Chalk		As per

DRESS MAKER

			requirement
25	Water & Air self-dissolving marking pen		As per requirement
Note: After Completion of training trainee's tool kit treated as consumable.			
B : INSTRUMENTS & GENERAL SHOP OUTFIT			
26	Pressing table		2
27	Blanket for padding as pressing table		4
28	Electric automatic iron		2
29	Electric automatic steam press		2
30	Scissor 25 cm		17
31	Scissor 25 cm (right hand)		17
32	Scissor 25 cm (left hand)		05
33	Pinking shear		17
34	Tailors square		17
35	Leg shaper		17
36	Garment hanger (steel/wooden)		As per requirement
37	Drafting table		
38	Table sharpner		01
39	Adjustable height Stool or Chair		16
40	Pattern punch		04
41	Pattern notcher		04
42	Pattern hanging hook		04
43	Dummy Female		04
44	Dummy Male		04
45	Dummy Child		04
46	Stand for hanging dresses		01
47	Instructor table		01
48	Instructor chair		01
49	Steel almirah		02
50	White board with accessories		02
51	Display board covered with glass		04
52	Waste bin		17
53	Screw driver set		05
54	Duplex board		02
55	Pigeon hole almirah 10 lockers for trainees		02
56	Locks for above pigeon hole		20
57	Wall clock		As per

DRESS MAKER

			requirement
58	Calculator desk type		01
59	Machine attachments		As per requirement
60	Rubber mat		As per requirement
61	Air conditioner unit 2 ton capacity with stabilizers		As per requirement

C: GENERAL MACHINERY INSTALLATIONS:-

Sl. No.	Name of the Tool & Equipments	Specification	Quantity
1.	Single needle lock stitch machine I (Computerized)		16
2.	Over lock machine 3 thread		02
3.	Over lock machine 5 thread		01
4.	Button hole machine		01
5.	Button Fixing Machine		01
6.	Zigzag Multi-Purpose Machine		01
7.	Round Knife Cutting Machine		01
8.	Eyelet Machine		01
9.	Fabric covered button machine		01
10.	Flat lock stitch machine		01
11.	Straight knife cutting machine		01

Note: In case of basic training setup by the industry the tools, equipment and machinery available in the industry may also be used for imparting basic training.

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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 :			Semester:			Duration of the Trade/course:								
Learning Outcome:														
Sl. 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	Attendance/Punctuality	Ability to follow Manuals/ Written instructions	Application of Knowledge	Skills to handle tools & equipment	Economical use of materials	Speed in doing work	Quality in workmanship	VIVA		
1														
2														