



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

COMPETENCY BASED CURRICULUM

CUTTING & SEWING

(FOR VISUALLY IMPAIRED & OTHER DISABLED)

(Duration: One Year)

CRAFTSMEN TRAINING SCHEME (CTS)

NSQF LEVEL- 3



SECTOR – TEXTILE & APPAREL

CUTTING & SEWING

(FOR VISUALLY IMPAIRED & OTHER DISABLED)

(Non-Engineering Trade)



CRAFTSMEN TRAINING SCHEME (CTS)

Skill India

NSQF LEVEL - 3

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Developed By

Ministry of Skill Development and Entrepreneurship

Directorate General of Training

CENTRAL STAFF TRAINING AND RESEARCH INSTITUTE

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1. COURSE INFORMATION

During the one-year duration of “Cutting & Sewing (For Visually Impaired & Other Disabled)” 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 related to the trade are categorized in two semesters each of six months duration. The semester wise course coverage is categorized as below:

1st Semester – In this semester the trainees will comply with environment regulation and housekeeping, apply safe working practices. They will able to Identify, select and Make hand stitches in the given fabric. They can Stitch the following using the given fabric: Seams with seam finishes, Darts, Pleats, Tucks, Gathers & Shirrs, Frill, Hem, Casing, Edge Finishing, Neck lines, Placket, Pocket, Collar, Sleeves, Cuff. They will also able to fix the fasteners on the given fabric and also acquire skill of drafting the pattern and sew a Ladies' Suit.

2nd Semester – During this semester the trainees will Take the appropriate body measurement and record the dimension. They can Identify, select the different types of patterns and apply. They will also able to Draft Paper Pattern Making, Cloth cutting and of ladies wear, kids wear & gents wear.



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2. TRAINING SYSTEM

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.

‘Cutting & Sewing (For Visually Impaired & Other Disabled)’ trade under CTS is one of the popular courses delivered nationwide through a network of ITIs. The course is of one year (02 semester) duration. It mainly consists of Domain area and Core area. In the Domain area, Trade Theory & Practical impart 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 & interpret technical parameters/documentation, identify necessary materials and tools.
- Perform task with due consideration to safety rules, accident prevention regulations and environmental protection stipulations;
- Apply professional knowledge & employability skills while performing the job.

2.2 CAREER PROGRESSION PATHWAYS

After successful completion of the course the trainees will be able to work as Tailor, Master Tailor, Stretcher, entrepreneur, self employed.

2.3 COURSE STRUCTURE

Table below depicts the distribution of training hours across various course elements during a period of one year (02 semesters): -

S No.	Course Element	Notional Training Hours
1.	Professional Skill (Trade Practical)	1260
2.	Professional Knowledge (Trade Theory)	252
3.	Employability Skills	110
4.	Library & Extracurricular activities	58
5.	Project Work	160
6.	Revision & Examination	240
	Total	2080

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 two semesters 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 – I).

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 at the end of each semester 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

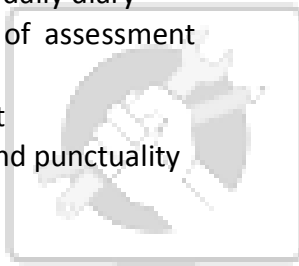
The minimum pass percentage for practical is 60% & minimum pass percentage of theory subjects is 40%. For the purposes of determining the overall result, 50% weightage is applied to the result of each semester examination.

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:

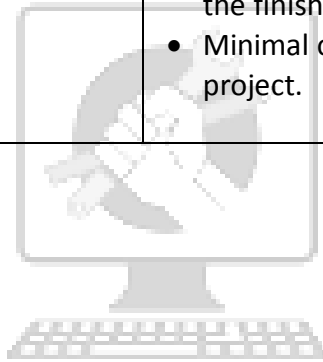
- Job carried out in labs/workshop
- Record book/ daily diary
- Answer sheet of assessment
- Viva-voce
- Progress chart
- Attendance and punctuality
- Assignment
- Project work



Evidences of internal assessments are to be preserved until forthcoming semester examination for audit and verification by examining 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 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"> • Demonstration of good skill in the use of hand tools, machine tools and workshop equipment. • Below 70% tolerance dimension achieved while undertaking different work with those demanded by the component/job. • A fairly good level of neatness and consistency in the finish. • Occasional support in completing the project/job.
(b)Weightage in the range of 75%-90% to be allotted during assessment	
For this grade, a candidate should produce work which demonstrates attainment of a reasonable standard of craftsmanship, with little guidance, and regard for safety	<ul style="list-style-type: none"> • Good skill levels in the use of hand tools, machine tools and workshop equipment. • 70-80% tolerance dimension achieved while undertaking different work with those

procedures and practices	<p>demanded by the component/job.</p> <ul style="list-style-type: none"> • A good level of neatness and consistency in the finish. • Little support in completing the project/job.
(c) Weightage in the range of more than 90% to be allotted during assessment	
<p>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.</p>	<ul style="list-style-type: none"> • High skill levels in the use of hand tools, machine tools and workshop equipment. • Above 80% tolerance dimension achieved while undertaking different work with those demanded by the component/job. • A high level of neatness and consistency in the finish. • Minimal or no support in completing the project.



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Tailor, General; makes ladies and gents' garments and children's clothes by stitching various components together according to pattern, by hand or sewing machine. Measures customers for size with inch-tape and record measurements for making garments. Cuts material according to pattern and size and assembles garment parts by sewing. Fits stitched garment on customer, marks alterations to be made and finishes garments. May prepare new designs and Masden Lays and supervise sewing, stitching, button holing, etc. delegated to other workers. May also repair and renovate garments.

Cutter, Hand (Textile Product); cuts garment parts and other articles to be sewed together from cloth, canvas, etc., using scissors. Spreads single or multiple layers of cloth, fabric or other material to be cut on table or board. Places pattern on material in such position as to have least wastage. Marks outline on material with chalk. Cuts along outline marked in chalk or around edge of pattern using scissors.

Reference NCO-2015:

- a) 7531.0100 - Tailor, General
- b) 7532.0700 - Cutter, Hand (Textile Product)



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4. GENERAL INFORMATION

Name of the Trade	CUTTING & SEWING (FOR VISUALLY IMPAIRED & OTHER DISABLED)
NCO - 2015	7531.0100, 7532.0700
NSQF Level	Level-3
Duration of Craftsmen Training	One Year (2 Semesters)
Entry Qualification	Passed 8 th class examination under 10+2 system of education (Candidate should be of low vision/Orthopedically disabled/Hearing impaired /Other Disabled)
Unit Strength (No. of Student)	10 (Max. Supernumeraries - 3)
Space Norms	35 Sq. m
Power Norms	4 KW
Instructors Qualification for:	
(i) Cutting & Sewing (For Visually Impaired & Other Disabled) Trade	<p>Degree in Fashion/Apparel Technology from a recognized university with One Year Experience in the relevant field.</p> <p style="text-align: center;">OR</p> <p>Diploma in Dress Making/ Garments Fabricating Technology/Costume Designing from recognized board with two years experience in the relevant field</p> <p style="text-align: center;">OR</p> <p>NTC/NAC passed in Cutting & Sewing / Dress Making trade with three years post qualification experience in the relevant field.</p> <p><u>Desirable Qualification</u></p> <p>Preference will be given to a candidate with craft Instructors Training Certificate (CITS) in Dress Making.</p> <p>Note:</p> <p>a) Out of two Instructors required for the unit 1+1 one must have Degree or Diploma and other must have NTC/NAC Qualification.</p> <p>b) For differently abled Students it is Preferable that the Instructor should know the sign language.</p> <p style="text-align: center;">OR</p> <p>He/ She has to learn the sign language within six months of joining.</p>

(ii) Employability Skill	<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;">AND</p> <p>Must have studied English/ Communication Skills and Basic Computer at 12th/ Diploma level and above.</p> <p style="text-align: center;">OR</p> <p>Existing Social Studies Instructors duly trained in Employability Skills from DGT institutes.</p>			
List of Tools and Equipment	As per Annexure – I			
Distribution of training on hourly basis: (Indicative only)				
Total Hrs/ Week	Trade Practical	Trade Theory	Employability Skills	Extracurricular Activity
40 Hours	30 Hours	6 Hours	2 Hours	2 Hours

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5. NSQF LEVEL COMPLIANCE

NSQF level for **‘Cutting & Sewing (For Visually Impaired & Other Disabled)’** trade under CTS: **Level 3**

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 **‘Cutting & Sewing (For Visually Impaired & Other Disabled)’** trade under CTS mostly matches with the Level descriptor at Level-3.

The NSQF level-3 descriptor is given below:

Level	Process Required	Professional Knowledge	Professional Skill	Core Skill	Responsibility
Level 3	Person may carry put a job which may require limited range of activities routine and predictable	Basic facts, process and principle applied in trade of employment	Recall and demonstrate practical skill, routine and repetitive in narrow range of application	Communication written and oral, with minimum required clarity, skill of basic arithmetic and algebraic principles, personal banking, basic understanding of social and natural environment	Under close supervision Some Responsibility for own work within defined limit.

6. LEARNING/ ASSESSABLE 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. Apply safe working practices.
2. Comply with environment regulation and housekeeping.
3. Assist in exigencies and carry out elementary first-aid during emergencies.
4. Work in a team, understand and practice soft skills, technical English to communicate with required clarity.
5. Explain energy conservation, global warming and pollution and contribute in day-to-day work by optimally using available resources.
6. Explain personnel finance, entrepreneurship and manage/organize related task in day-to-day work for personal & societal growth.

6.2 SPECIFIC LEARNING OUTCOME

SEMESTER-I

7. Identify, select and Make hand stitches in the given fabric.
8. Stitch the following using the given fabric: Seams with seam finishes, Darts, Pleats, Tucks, Gathers & Shirrs, Frill, Hem, Casing, Edge Finishing, Neck lines, Placket, Pocket, Collar, Sleeves, Cuff.
9. Fix the fasteners on the given fabric.
10. Draft the pattern and sew a Ladies' Suit.

SEMESTER-II

11. Take the appropriate body measurement and record the dimension.
12. Identify, select the different types of patterns and apply.
13. Draft Paper Pattern Making, Cloth cutting of ladies wear.
14. Draft Paper Pattern Making, Cloth cutting of Kids wear.
15. Draft Paper Pattern Making, Cloth cutting of Gents wear.

Note: -

- *It will be the responsibility of Training Centre to impart training in addition to curriculum like Orientation, Mobility, Activities of Daily Living, total communication, use of assistive devices, adaptations for barrier free environment like staircase, lift sign board, ramp , instruments, psychology, sociology of behaviour and technology.*
- *Visually Impaired and other such Disabilities requiring support should be provided Writer (one standard below Trade Entry Level) during examination and given 30 Minutes more than the prescribed time. Please update trainer knowledge for advance techniques and treatment. All material should be in proper quality and quantity. For practical, chart with process must be required.*



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7. LEARNING OUTCOME WITH ASSESSMENT CRITERIA

GENERIC LEARNING/ ASSESSABLE OUTCOME	
LEARNING/ ASSESSABLE OUTCOME	ASSESSMENT CRITERIA
1. Apply safe working practices	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 policy.
	1.2 Recognize and report all unsafe situations according to policy.
	1.3 Identify and take necessary precautions on fire and safety hazards and report according to work 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.
2. Comply with environment regulation and housekeeping	2.1 Identify environmental pollution & contribute to the avoidance of instances of environmental pollution.
	2.2 Deploy environmental protection legislation & regulations.
	2.3 Take opportunities to use energy and materials in an environmentally friendly manner.
	2.4 Avoid waste and dispose waste as per procedure.
3. Assist in exigencies and carry out elementary first-aid during emergencies.	3.1 Demonstrate elementary first-aids.
	3.2 Demonstrate safety practices to be observed in kitchen.
	3.3 Demonstrate use of personal protective dresses.
	3.4 Identify emergency exit route.
	3.5 Demonstrate fire fighting procedure using fire extinguishers.

4. Work in a team, understand and practice soft skills, technical English to communicate with required clarity.	4.1 Obtain sources of information and recognize information.
	4.2 Use documents, regulations and occupationally related provisions.
	4.3 Conduct appropriate and target oriented discussions with higher authority and within the team.
	4.4 Present facts and circumstances, possible solutions & use English and French terminology.
	4.5 Resolve disputes within the team.
	4.6 Conduct written communication.
5. Explain energy conservation, global warming, pollution, and contribute in day-to-day work by using available resources optimally.	5.1 Explain the concept of energy conservation, global warming, pollution and utilize the available resources optimally & remain sensitive to avoid environment pollution.
	5.2 Explain standard procedure for disposal of waste.
6. Explain personnel finance, entrepreneurship and manage/organize related task in day-to-day work for personal & societal growth.	6.1 Explain personnel finance and entrepreneurship.
	6.2 Explain role of various schemes and institutes for self-employment, financing/ non-financing support agencies to familiarize with the policies/ programmes, procedure & the available scheme.

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SPECIFIC LEARNING/ ASSESSABLE OUTCOME	
LEARNING/ ASSESSABLE OUTCOME	ASSESSMENT CRITERIA
SEMESTER-I	
7. Identify, select and Make hand stitches in the given fabric.	7.1 Identify tools for Cutting, Sewing & Finishing and use of these tools with safety.
	7.2 Select suitable fabric. Select suitable needle size and sewing thread according to fabric.
	7.3 Straighten the fabric grain
	7.4 Maintain the distance between two stitches. Take care about length and width of the stitches.
	7.5 Follow the color combination while doing the decorative stitches.
	7.6 Finish the edge of the fabric using hemming stitch.
	7.7 Follow the safe measures and needle guard policy while doing the sewing.
8. Stitch the following using the given fabric.	8.1 Identify tools for Cutting, Sewing & Finishing and use of these tools with safety.
	8.2 Select suitable fabric. Select suitable needle size and sewing thread according to fabric.
	8.3 Straighten the fabric grain.
	8.4 Sit in a correct posture and test the stitch formation in the sewing machine.
	8.5 Use proper sewing aids while sewing the garment.
	8.6 Use appropriate stitching techniques such as single pointed darts, plain seam, continuous placket, casing and decorative hem
	8.7 Check the direction of darts
	8.8 Finish the garment by applying suitable fasteners
	8.9 Mark the dart properly at the start and the end
	8.10 Stitch the dart and knot the dart end
	8.11 Press the dart
	8.12 Mark the pleat lines
	8.13 Stitch the pleat
	8.14 Check distance in between the pleats
	8.15 Press the Pleat
	8.16 Mark the tuck lines
	8.17 Stitch the tucks
	8.18 Finish the stitching at the tuck end
	8.19 Press the tucks
	8.20 Marks the start and end of gathers

	8.21 Check the equal distribution of gathers
	8.22 Stitch in straight lines
	8.23 Thread the overlock machine
	8.24 Finish the free edge by overlock machine
	8.25 Press the fabric at the end
	8.26 Mark and cut the frill strips
	8.27 Finish the edge of the frill
	8.28 Attach the frill to a fabric
	8.29 Mark the hem with proper tools.
	8.30 Maintain equal folding throughout the hem.
	8.31 Properly finish the corner in case of mitered hem.
	8.32 Mark the allowance for casing in the fabric.
	8.33 Turn the fabric equally while stitching casing.
	8.34 Finish the edge of the casing at the opening side.
	8.35 Maintain the straight line while stitching.
	8.36 Maintain the straight line while stitching.
	8.37 Make the bias strips.
	8.38 Join the bias strips properly.
	8.39 Attach the bias strip on the curved lines.
	8.40 Cut & clip in the curved lines.
	8.41 Maintain the shape of the necklines.
	8.42 Select the proper method of finishing the neckline.
	8.43 Follow perfection while stitching in curves.
	8.44 Maintain neatness and balance throughout the process.
	8.45 Finish the end point of the placket.
	8.46 Mark and cut the finishing strips.
	8.47 Follow straight edge stitching.
	8.48 Select and mark the placement of the pocket.
	8.49 Stitch neatly the corners in case of patch pockets.
	8.50 Secure the ends of the pocket mouth.
	8.51 Follow neatness while sewing with the base fabric.
	8.52 Select suitable interlining and its facing for the main fabric.
	8.53 Check the balance of the collars
	8.54 Maintain shapes at the both ends of the collars
	8.55 Follow sharp collar points while turning the collar
	8.56 Check the fabric suits the sleeve style

	8.57 Cut the fabric for sleeve by following proper fabric grain
	8.58 Finish the bottom of the sleeve neatly
	8.59 Select suitable interlining material according to main fabric.
	8.60 Fix or Fuse the interlining to the main fabric.
	8.61 Maintain neatness while sewing the corners of the cuff.
	8.62 Make neat top stitching on the cuff.
	8.63 Solve the sewing machine problems with suitable remedies after finding the causes.
	8.64 Follow the safe measures and needle guard policy while doing the sewing.
SEMESTER-I	
9. Fix the fasteners on the given fabric.	9.1 Select a suitable fastener according to the requirement.
	9.2 Maintain neatness while starting and ending stage of fixing fasteners.
	9.3 Match male & female part of fasteners.
	9.4 Fix the size of the buttonhole according to the button.
	9.5 Follow equidistance and equal height with neatness buttonhole stitches.
	9.6 Select the thread with suitable color and quality for patching.
	9.7 Finish neatly the darned or patched piece.
SEMESTER-II	
10. Draft a pattern for Ladies' Suit.	10.1 Identify tools for measuring, marking, drafting & cutting and use of these tools with safety.
	10.2 Explain the measuring units and measuring techniques for required measurements.
	10.3 Draft the pattern for a Ladies' Suit. Use the paper economically - Check for shapes, front and back shoulder, side seams.
	10.4 Cut the pattern using shears properly along the cutting line - Check cutting edges.
	10.5 Finish the pattern with pattern particulars.
SEMESTER-II	
11. Take the appropriate body measurement and record the dimension.	11.1 Take measurement of joints and muscles.
	11.2 Identify types of figure body measurement.
	11.3 Identify Types & Measuring Techniques
	11.4 Follow safety precaution.
	11.5 Prepare measurement chart.
	11.6 Record the dimensions.
SEMESTER-II	
12. Identify, select the different types of	12.1 Practice different types of layout using the given patterns.
	12.2 Identify and select pattern types.

patterns and apply.	12.3 Identify Spreading methods/machines
	12.4 Identify Types of layout Pattern Drafting
13. Draft Paper Pattern Making, Cloth cutting of ladies wear.	13.1 Pattern Making, Fabric Estimation, Cutting, Sewing, Pressing & Folding of Saree Petticoat.
	13.2 Checking the Fitting of the garment.
	13.3 Operate Multipurpose Machine (Zigzag)
	13.4 Prepare Ladies Tops/Short Kurtis, Ladies suit, Night wear (one piece/two piece), Sari blouses.
14. Draft Paper Pattern Making, Cloth cutting of Kids wear.	14.1 Pattern Making of Dresses for new born, Dresses for Toddler, Dresses for Kids.
	14.2 Drafting of Dresses for new born, Toddler & Kids.
	14.3 Check the Fitting of the garment.
	14.4 Follow safety precaution.
15. Draft Paper Pattern Making, Cloth cutting of Gents wear.	15.1 Pattern Making, Fabric Estimation, Cutting, Sewing, Pressing & Folding for Kurta & Pyjamas.
	15.2 Pattern Making, Fabric Estimation, Cutting, Sewing, Pressing & Folding for Casual Shirts & Trousers.
	15.3 Methods of removing different kinds of stains in fabrics.
	15.4 Checking of garments in respects of Measurements, Stitching, Stains, Defects, Correcting measures.
	15.5 Checking the Fitting of the garment.

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SYLLABUS - CUTTING & SEWING (For Visually Impaired & Other Disabled)			
FIRST SEMESTER – 06 Months			
Week No.	Reference Learning Outcome	Professional Skills (Trade Practical) With Indicative Hours	Professional Knowledge (Trade Theory)
1	Comply with environment regulation and housekeeping	1. Familiarization with the Institute. (30 hrs)	Introduction <ul style="list-style-type: none"> • Trade • Job Prospects • Safety precautions • First Aid
2	Apply safe working practices	2. Familiarization & handling of tools. (15 hrs) 3. Safety Precautions while handling the tools. (15 hrs)	Basic Industrial Terminology Trade related Tools, their importance, usage and safety <ul style="list-style-type: none"> • Measuring Tools • Drafting Tools • Marking Tools • Cutting Tools • Sewing Tools • Finishing Tools
3	Identify, select and Make hand stitches in the given fabric	4. Identification of fabrics and texture. (05 hrs) 5. Handling of Fabrics. (10 hrs) 6. Making weave samples. (15 hrs)	Fabric Fundamentals <ul style="list-style-type: none"> • Brief idea about fibers • Types of Fabrics • Selection of Needle and thread according to fabric types • Needle Break Policy Fabric Preparation for cutting • Fabric Grain • Selvedge • Shrinkage • Straightening the fabric Grains • Measurements • Units • Measuring Techniques
4	-do-	Practice on Industrial Single needle lock stitch Sewing	Basic Sewing Machine <ul style="list-style-type: none"> • Parts and functions

		<p>Machine</p> <p>7. Sitting posture — Eye, Hand & Foot co- ordination. (05 hrs)</p> <p>8. Speed Control. (05 hrs)</p> <p>9. Practice on paper. (05 hrs)</p> <p>10. Threading of machine. (05 hrs)</p> <p>11. Bobbin winding & loading. (05 hrs)</p> <p>12. Practice on fabric. (05 hrs)</p>	<ul style="list-style-type: none"> • Machine needle • Stitch formation • Sewing machine practice • Care and maintenance • Trouble Shooting • Types of Industrial Sewing Machine
5	-do-	<p>13. Running on</p> <ul style="list-style-type: none"> • Straight lines • Square • Zigzag lines • Circle • Semicircle • Spiral (20 hrs) <p>14. Practice on over lock machine.</p> <ul style="list-style-type: none"> • Threading • Running • Minor adjustments (10 hrs) 	<p>Over lock machine</p> <ul style="list-style-type: none"> • Parts and functions • Machine practice • Care and maintenance • Trouble Shooting <p>Basic Garment Analysis</p>
6	Stitch the following using the given fabric: Seams with seam finishes, Darts, Pleats, Tucks, Gathers & Shirrs, Frill, Hem, Casing, Edge Finishing, Neck lines, Placket, Pocket, Collar, Sleeves, Cuff.	<p>15. Practice of making Seams</p> <ul style="list-style-type: none"> • Plain Seam (Straight & Curved) with seam finishes. • Self-Enclosed seams. • Top stitched seams. • Corded Seam. • Decorative seams • Practicing with Sewing Aids. (30 hrs) 	<p>Seams</p> <ul style="list-style-type: none"> • Classification • Uses • Properties of Seams • Seam finishes Sewing Aids • Presser foots • Folders • Guides
7	-do-	<p>16. Making Samples of (30 hrs)</p> <ul style="list-style-type: none"> • Darts • Pleats 	<p>Introducing Fullness</p> <ul style="list-style-type: none"> • Darts — Necessity, type & precautions during stitching • Pleats — Necessity, type & uses

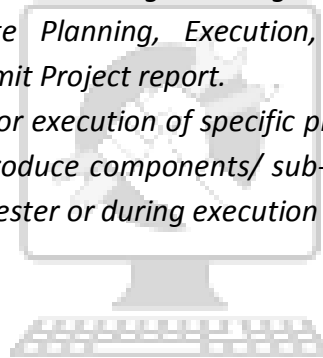
8	-do-	<p>17. Making Samples of (30 hrs)</p> <ul style="list-style-type: none"> • Tucks • Gathers and Shirrs • Frills 	<p>Introducing Fullness</p> <ul style="list-style-type: none"> • Tucks — Types & use • Gathering and Shirring • Flare • Ruffles/Frills — Types (Straight& Circular) & uses
9 - 10	-do-	<p>18. Practice of Hand stitches & Making Samples of them. (60 hrs)</p>	<p>Hand stitches</p> <ul style="list-style-type: none"> • Hand needles — Size & types • Sewing Thread • Types & Applications of hand stitches
11	-do-	<p>19. Making samples of</p> <ul style="list-style-type: none"> • Faced Hem • Edge stitched hem • Double stitched hem • Band hem • Ease in a hem • Mitered hem (15 hrs) <p>20. Practice of the corner makings</p> <ul style="list-style-type: none"> • Self-turned • With additional strip (15 hrs) 	<p>Hems</p> <ul style="list-style-type: none"> • Types • Uses <p>Corner Makings</p> <ul style="list-style-type: none"> • Types • Uses
12 - 13	-do-	<p>21. Making samples of (30 hrs)</p> <ul style="list-style-type: none"> • Casing with Drawstring • Casing with elastic • Casing with heading • Inside applied casing • Outside applied casing <p>22. Making samples of edge finishing (30 hrs)</p> <ul style="list-style-type: none"> • Bias facing • Combination shaped facing • Outside facing • Self-facing • Shaped facing • Binding • Piping 	<p>Casing</p> <ul style="list-style-type: none"> • Introduction • use <p>Edge Finishing</p> <ul style="list-style-type: none"> • Facings • Bindings • Piping
14	-do-	<p>23. Making samples of different shaped necklines. (30 hrs)</p>	<p>Necklines</p> <ul style="list-style-type: none"> • Different shapes of neckline

15	-do-	24. Samples of making samples of Plackets (30 hrs) <ul style="list-style-type: none"> • Faced Placket • Continuous Placket • One Piece Placket • Two Piece Placket • Two piece Placket with pleat • Zippered Placket <ul style="list-style-type: none"> ➤ Lapped ➤ Fly Front ➤ Open End ➤ Invisible ➤ Visible 	Plackets <ul style="list-style-type: none"> • Types • Sample makings
16	-do-	25. Samples of making different Pockets. (30 hrs) <ul style="list-style-type: none"> • Patch • Inseam • Cut/slash 	Pockets <ul style="list-style-type: none"> • Types • Design variations
17	-do-	26. Samples of making Collars. (30 hrs)	Collars <ul style="list-style-type: none"> • Classification • Collar terms
18	-do-	27. Samples of making Sleeves. (30 hrs)	Sleeves <ul style="list-style-type: none"> • Classification • Sleeve length variation • Sample making of Sleeves with and without cuff.
19	Fix the fasteners on the given fabric.	28. Practice of fixing fasteners as Buttons, Hooks, Eyes, and Press Studs. (10 hrs) 29. Practice of making Button holes by Hand. (10 hrs) 30. Practicing Darning and Patching. (10 hrs)	Trimmings <ul style="list-style-type: none"> • Types • Applications • Fixing of Buttons, hooks etc. • Making of Buttonhole Mending • Darning • Patching
20-21	Draft the pattern and sew a Ladies' Suit.	31. Stitching of Ladies suit. (60 hrs)	Drafting & developing Pattern for Ladies suit
22-23	Project Work/Industrial Visit Broad Areas: <ol style="list-style-type: none"> Prepare Minimum three Basic Dresses using the skills learned like Apron, Baby set, A-Line Frock etc. 		

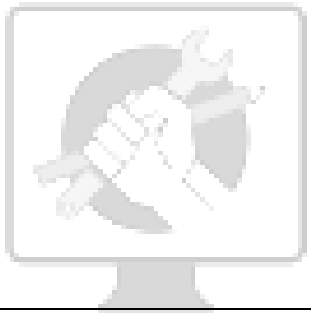
24-25	Revision
26	Examination

Note: -

1. *Some of the sample project works (indicative only) are given against each semester.*
2. *Instructor may design their own project and also inputs from local industry may be taken for designing such new project.*
3. *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 in a group (Group of at least 4 trainees). The group should demonstrate Planning, Execution, Contribution and Application of Learning. They need to submit Project report.*
4. *If the instructor feels that for execution of specific project more time is required than he may plan accordingly to produce components/ sub-assemblies in appropriate time i.e., may be in the previous semester or during execution of normal trade practical.*



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SYLLABUS - CUTTING & SEWING (For Visually Impaired & Other Disabled)			
SECOND SEMESTER – 06 Month			
Week No.	Reference Learning outcome	Professional Skills (Trade Practical) With Indicative Hours	Professional Knowledge (Trade Theory)
27	Take the appropriate body measurement and record the dimension	32. Practice of taking Body Measurements. (30 hrs) 	Human Figures <ul style="list-style-type: none"> • Eight Head Theory • Brief introduction about Joints and Muscles • Types of Figures Body Measurements • Importance • Types & Measuring Techniques • Precautions • Measurement Charts
28	Identify, select the different types of patterns and apply	33. Practicing different types of layout using the given patterns. (30 hrs)	Patterns <ul style="list-style-type: none"> • Importance • Pattern Information • Types • Spreading & Pattern Layout • Importance • Spreading methods/machines • Types of layout Pattern Drafting • Drafting/Pattern Terminology • Principles of Pattern drafting
29-31	Draft Paper Pattern Making, Cloth cutting of ladies wear	34. Pattern Making, Fabric Estimation, Cutting, Sewing, Pressing & Folding of Saree Petticoat. (75 hrs) 35. Checking the Fitting of the garment. (15 hrs)	Pressing <ul style="list-style-type: none"> • Tools • Methods Importance of Pressing • Trial Room • Necessity • Specification Sketching and drafting of Sari

			Petticoat.
32	-do-	36. Practice on special industrial sewing machines - <ul style="list-style-type: none"> • Multipurpose Machine (Zigzag) (30 hrs) 	Mass Production Process - <ul style="list-style-type: none"> • Sequence of operations • Types of cutting machines • Fusing Technology • Types of Industrial Machines Used in sewing section • Finishing
33- 37		Ladies Wear 37. Pattern Making, Fabric Estimation, Cutting, Sewing, Pressing & Folding of the following garments with design variations (130 hrs) <ul style="list-style-type: none"> • Ladies Tops/Short Kurtis • Ladies suit • Night wear (one piece/two piece) • Sari blouses 38. Checking the Fitting of the garment. (20 hrs)	drafting of the following garments - <ul style="list-style-type: none"> • Ladies Tops/Short Kurtis • Ladies suit • Night wear (one piece/two piece) • Sari blouses
38-42	Draft Paper Pattern Making, Cloth cutting of Kids wear	Kids Wear 39. Pattern Making, Fabric Estimation, Cutting, Sewing, Pressing & Folding of the following garments with design variations <ul style="list-style-type: none"> • Dresses for new born • Dresses for Toddler • Dresses for Kids Checking the Fitting of the garment. (150 hrs)	drafting of the following garments - <ul style="list-style-type: none"> • Dresses for new born • Dresses for Toddler • Dresses for Kids
43-46	Draft Paper Pattern Making, Cloth cutting of Gents wear.	Gents Wear 40. Pattern Making, Fabric Estimation, Cutting, Sewing, Pressing & Folding of the following garments with design variations <ul style="list-style-type: none"> • Kurta &Pyjamas 	Pattern Making, Fabric Estimation, Cutting, Sewing, Pressing & Folding of the following garments with design variations <ul style="list-style-type: none"> • Kurta &Pyjamas • Casual Shirts & Trousers

		<ul style="list-style-type: none"> Casual Shirts & Trousers. (60 hrs) <p>41. Checking the Fitting of the garment. (60 hrs)</p>	
47		<p>42. Methods of removing different kinds of stains in fabrics. (15 hrs)</p> <p>43. Checking of garments in respects of -</p> <ul style="list-style-type: none"> Measurements Stitching Stains Defects Correcting measures. (15 hrs) 	<p>Laundry Stains</p> <ul style="list-style-type: none"> Classification Removing techniques <p>Quality Control</p> <ul style="list-style-type: none"> Definition, need & planning Types of Inspection Stages of Inspection Role of Quality Controller
48 - 49	<p>Project work/Industrial Visit</p> <p>Broad Areas:</p> <p>a) Choose any four garments mentioned above with specification sheet, Pattern & neatly finished garments and present the same.</p>		
50 - 51	Revision		
52	Examination		

Note: -

- Some of the sample project works (indicative only) are given against each semester.
- Instructor may design their own project and also inputs from local industry may be taken for designing such new project.
- 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 in a group (Group of at least 4 trainees). The group should demonstrate Planning, Execution, Contribution and Application of Learning. They need to submit Project report.
- If the instructor feels that for execution of specific project more time is required than he may plan accordingly to produce components/ sub-assemblies in appropriate time i.e., may be in the previous semester or during execution of normal trade practical.

9. SYLLABUS - CORE SKILLS

CORE SKILL – EMPLOYABILITY SKILL	
First Semester	
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 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.
2. IT Literacy	Duration : 20 hrs. Marks : 09
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, Website, 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 cybercrimes.
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
Second Semester	
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. 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 /programs, 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 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.
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, Vibro-acoustic hazards, 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.
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 housekeeping, Practice of good housekeeping.
Quality Tools	Basic quality tools with a few examples.



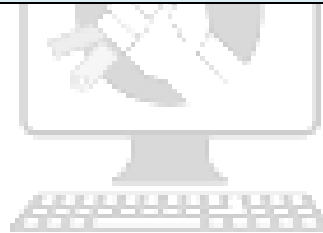
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LIST OF TOOLS & EQUIPMENT (Batch Of 10 Candidates)			
CUTTING & SEWING (For Visually Impaired & Other Disabled)			
S No.	Name of the Tools and Equipment	Specification	Quantity
A. TRAINEES TOOL KIT			
1.	Measuring Tape	150 cm	10 Nos.
2.	Seam Ripper		10 Nos.
3.	Thimble		10 Nos.
4.	Tailor's Card Scale Triangular		10 Nos.
5.	Tailors Square	Plastic	10 Nos.
6.	French Curve Set of three		10 sets
7.	Thread Cutter		10 Nos.
8.	Scale plastic	24"	10 Nos.
B. DRAFTING/CUTTING /SEWING ROOM TOOLS & EQUIPMENT			
9.	Scissors	25 cm	10 Nos.
10.	Pinking Shears		02 Nos.
11.	Leg Shaper	Plastic	10 Nos.
12.	Garment Hangers		10 Nos.
13.	Screw Driver Set		02 Sets
14.	Table Sharpener		02 Nos.
15.	Pressing Table		02 Nos.
16.	Blanket for padding of Pressing Table		02 Nos.
17.	Rubber mat (Size as per requirement)		02 Nos.
18.	Sprayer		02 Nos.
19.	Waste Bin Big / Small		05 Nos.
20.	Pattern Punch		02 Nos.
21.	Pattern Notcher		02 Nos.
22.	Pattern Hanging Stand		02 Nos.
23.	Water Tub	60 cm dia	01 No.
24.	Stand for hanging dresses		02 Nos.
25.	Trial room with 3 side mirrors each with arrangements of hanging	Size 150 cm X 60 cm	01 No.

	Dresses		
26.	Electric Automatic steam press		02 Nos.
27.	Sewing Machine	Single Needle Lock stitch Industrial model	10 Nos.
28.	Over Lock Machine 3 Thread		01 No.
29.	Zig-Zag Multi Purpose Machine		01 No.
30.	Portable Type Multipurpose Brother Machine		03 Nos.
31.	Machine attachments		As per requirement
32.	Chairs with low back rest or stools for the machines		10 Nos.
33.	Drafting Table		04 Nos.
34.	Display Board Covered with glass or Acrylic Sheet	120 X 90 cm	01 No.
35.	Instructor Table		01 No.
36.	Instructor Chair		02 Nos.
37.	Steel Almirah	195 X 90 X 60 cm	02 Nos.
38.	Pigeon hole Almirah 10 lockers & separate locking arrangements for trainees		01 No.
39.	Locks for above pigeon hole		10 Nos.
40.	Wall Clock		02 Nos.
41.	Calculator Desk Type		01 No.
42.	White Board with accessories (size as per requirement)		02 Nos.
43.	Dummy Lady , men ,kid(different size)		02 Nos. each
C. THEORY ROOM			
44.	Single desks for trainees with arrangements of keeping Books etc.		10 Nos.
45.	Revolving Chairs without arms		10 Nos.
46.	Faculty Table & Chair set		01 No.
47.	Computer set with UPS & multimedia projector		01 No.
48.	White Magnetic Board with Felt		01 No.
49.	Board & accessories		As Required
50.	Display Board		01 No.
51.	Storage Almirah		01 No.
52.	Book Shelf		01 No.

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 & Equipments not required, if Computer LAB is available in the institute.



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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:														
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	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														