

LEATHER GOODS MAKER

COMPETENCY BASED CURRICULUM

(Duration: 2 Yrs.)

APPRENTICESHIP TRAINING SCHEME (ATS)

NSQF LEVEL- 5



India
कौशल भारत - कुशल भारत
SECTOR – APPAREL



सत्यमेव जयते

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



Directorate General of Training



Skill India
कौशल भारत - कुशल भारत

LEATHER GOODS MAKER

(Revised in 2018)



NSQF LEVEL - 5

Skill India
कौशल भारत - कुशल भारत

Developed By

Ministry of Skill Development and Entrepreneurship
Directorate General of Training
CENTRAL STAFF TRAINING AND RESEARCH INSTITUTE
EN-81, Sector-V, Salt Lake City,
Kolkata – 700 091

ACKNOWLEDGEMENT

The DGT sincerely expresses appreciation for the contribution of the Industry, State Directorate, Trade Experts and all others who contributed in revising the curriculum. Special acknowledgement to the following industries/organizations who have contributed valuable inputs in revising the curricula through their expert members:

Special acknowledgement is extended by DGT to the following expert members who had contributed immensely in this curriculum.

Sl. No.	Name & Designation Sh./Mr./Ms.	Organization	Expert Group Designation
1.	D. N. Biswas	Dy. Director General, DGE &-T	Chairman
2.	D. Chakraborty	Dy. Director , S.I.S.I. Kolkata	Member
3.	Surojit Mondal	Principal, I.T.I., Kalyani.	Member
4.	Alok Kr. Basu	Supintendent., Govt. College of LeatherTechnology, Kolkata-20	Member
5.	Paresh Chandra Mukherjee	Consultant Safety Products & Services.	Member
6.	Nemai Ranjan Saha	Consultant, S. R. Leather.	Member
7.	Mrs. Antara Kumar	Freya Design &Development Training Institute	Member
8.	Mrs. Aditi-Ghose	Bensen Industries., Kolkata	Member
9.	T. Mukhopadhyah	Dy. Director, CSTARI	Member
10.	R. R. Mannewar	Dy. Director, CSTARI	Member
11.	Amalendu Chakraborty	Asstt. Director, C.S.T.A.R.I	Member
12.	R. N. Manna	Training Officer, C.S.T.A.R.I	Member
13.	P. K. Dutta	Training Officer, C.S.T.A.R.I	Member

Sl. No.	Topics	Page No.
1.	Background	1-2
2.	Training System	3-7
3.	Job Role	8
4.	NSQF Level Compliance	9
5.	General Information	10
6.	Learning Outcome	11-12
7.	Learning Outcome with Assessment Criteria	13-15
8.	Syllabus	16-21
9.	Syllabus - Core Skill	22-27
	9.1 Core Skill – Workshop Calculation & Science and Engineering Drawing	22-23
	9.2 Core Skill – Employability Skill	24-27
10.	Details of Competencies (On-Job Training)	28
11.	List of Trade Tools & Equipment Basic Training - Annexure I	29-33
12.	Format for Internal Assessment -Annexure II	34

1. BACKGROUND

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.



Skill India
कौशल भारत - कुशल भारत

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.

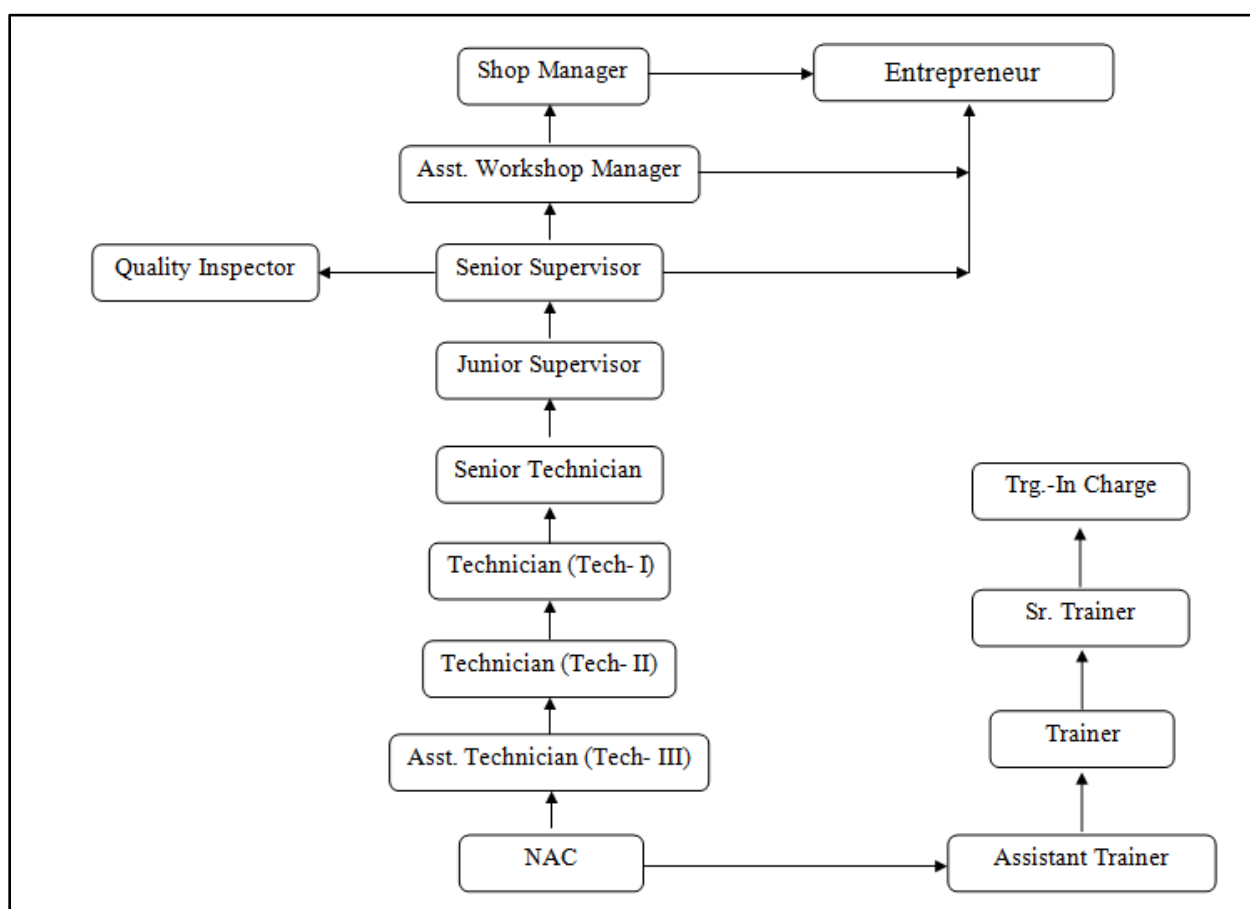
Leather Goods Maker trade under ATS is one of the most popular courses delivered nationwide through different industries. The course is of two years (02 Blocks) duration. It mainly consists of Domain area and Core area. In the Domain area Trade Theory & Practical impart professional - skills and knowledge, while Core area - Workshop Calculation and science, Engineering Drawing and 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:

- 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 two years (*Basic Training and On-Job Training*): -

Total training duration details: -

Time (in months)	1-3	4-12	13-15	16-24
Basic Training	Block– I	-----	Block – II	-----
Practical Training (On - job training)	----	Block – I	-----	Block – II

Leather Goods Maker

A. Basic Training

For 02 yrs. Course (Engg) :-(**Total 06 months:** 03 months in 1st yr. + 03 months in 2nd yr.)

For 01 yr. course (Engg) :-(**Total 03 months:** 03 months in 1st yr.)

S No.	Course Element	Total Notional Training Hours	
		For 02 Yrs. course	For 01 Yr. course
1.	Professional Skill (Trade Practical)	550	275
2.	Professional Knowledge (Trade Theory)	240	120
3.	Workshop Calculation & Science	40	20
4.	Engineering Drawing	60	30
5.	Employability Skills	110	55
	Total (Including internal assessment)	1000	500

B. On-Job Training:-

For 02 yrs. Course (Engg) :-(**Total 18 months:** 09 months in 1st yr. + 09 months in 2nd yr.)

Notional Training Hours for On-Job Training: 3120 Hrs.

For 01 yr. course (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 (Engg)	1000 hrs.	3120 hrs.	4120 hrs.
For 01 yr. course (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 demonstrates attainment of an acceptable standard of craftsmanship.	• Demonstration of good skill in the use of hand tools, machine tools and workshop equipment • Below 70% tolerance dimension/accuracy achieved while undertaking different work with those demanded by the component/job/set standards. • 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.	• 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.	• 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:

Suit Case Maker makes suitcases, attach cases and similar articles from leather or synthetic material. Cuts two sets of component parts, one from leather or other basic material to be used and other from cardboard, using guides or patterns. Glues together corresponding parts of cardboard and basic material. Assembles sections by gluing, machine sewing, riveting and otherwise fastening, affixes attachments such as rings, gussets, buckles, locks and handles. Applies dyes and polishes and buffs. May design or copy patterns. May repair damaged articles. May finish edges of material and apply decorative marking by using heated edging and creasing tools.

Purse Maker; Wallet Maker; Document Case Maker makes purses, hand-bags, wallets, document cases, etc. from leather, rexine, plastic or other synthetic material. Marks measurements of different parts of article to be made on sheet of leather, plastic or other synthetic material and cuts them out with pair of scissors or rapi. Skives parts where necessary using skiving knife. Cuts grooves along edges and folds parts as required. Joins parts together with glue and stitches them along grooves on machine or by hand awl and cord making lock-stitches. Attaches handles, locks, straps, buttons etc and pastes lining cloth from inside. May perform decorative stitching where required. May attach steel frames.

Whip Maker makes leather whips by interlacing leather strips. Cuts leather strip of required length, width and grelity into four strips leaving some portion uncut at end for handle. Trims, smoothens and interlaces strips and adds wax to hold them together. Shapes handle to complete whip. Colours and polishes entire whip.

Belt Maker makes and repairs leather belts, both for personal and industrial use. Follows sample or instructions and marks and cuts off needed leather pieces from roll. Skives (tapers) ends when pieces must be joined. Sews parts together, using waxed thread and awl to punch holes. Uses heated edging and creasing tools to aid in forming and decorating belt and hand tools to attach buckles, metal fixtures, and other parts. Trims belts with knife (rapi) and finishes it, by treating with oil, dyeing; and buffing. May make or repair canvas belts by stitching on leather parts, buckles and metal fixtures. May design new belts for personal use. May polish metal fixtures. May operate leather machines. May be designated as BELT MAN if engaged in repairing belts, installing them on motors and machinery, and fixing fasteners in factory or workshop.

Reference NCO 2015:

- i) 7536.2300 Suitcase Maker
- ii) 7536.2400 Purse Maker
- iii) 7536.2500 Whip Maker
- iv) 7536.2600 Belt Maker

4. NSQF LEVEL COMPLIANCE

NSQF level for Leather Goods Maker trade under ATS: **Level 5**

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 Leather Goods Maker trade under ATS mostly matches with the Level descriptor at Level- 5.

The NSQF level-5 descriptor is given below:

Level	Process Required	Professional Knowledge	Professional Skill	Core Skill	Responsibility
Level 5	Job that requires well developed skill, with clear choice of procedures in familiar context.	Knowledge of facts, principles, processes and general concepts, in a field of work or study	A range of cognitive and practical skills required to accomplish tasks and solve problem by selecting and applying basic methods, tools, materials and information.	Desired mathematical skill, understanding of social, political and some skill of collecting and organizing information, communication.	Responsibility for own work and Learning and some responsibility for other's works and learning.

5. GENERAL INFORMATION

Name of the Trade	LEATHER GOODS MAKER
NCO - 2015	7536.2300 Suitcase Maker 7536.2400 Purse Maker 7536.2500 Whip Maker 7536.2600 Belt Maker
NSQF Level	Level – 5
Duration of Apprenticeship Training (Basic Training + On-Job Training)	Two years (02 Blocks each of one year duration).
Duration of Basic Training	a) Block –I : 3 months b) Block – II : 3 months Total duration of Basic Training: 6 months
Duration of On-Job Training	a) Block– I: 9 months b) Block–II : 9 months Total duration of Practical Training: 18 months
Entry Qualification	Minimum 8th class examination Passed.
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	01year
CTS trades eligible for Leather Goods Maker Apprenticeship	Leather Goods 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. LEARNING OUTCOME

6.1 GENERIC LEARNING OUTCOME

The following are minimum broad Common Occupational Skills/Generic Learning Outcome after completion of the Leather Goods Maker course of 02 years duration under ATS.

Block I & II

1. Recognize & comply safe working practices, environment regulation and housekeeping.
2. Understand and explain different mathematical calculation & science in the field of study including basic electrical and apply in day to day work. *[Different mathematical calculation & science - Basic Mathematics, Material Science, Mass, Weight and Density, Mensuration, Elasticity, etc.]*
3. Interpret specifications, different engineering drawing and apply for different application in the field of work. *[Different engineering drawing- Free hand sketching of anatomical structure of different hides and skins, Drawing sketches of tannery machines, Freehand drawing of hand tools and accessories used in tanning operations etc.]*
4. Select and ascertain measuring instrument and measure dimension of components and record data.
5. Explain the concept in productivity, quality tools, and labour welfare legislation and apply such in day to day work to improve productivity & quality.
6. Explain energy conservation, global warming and pollution and contribute in day to day work by optimally using available resources.
7. Explain personnel finance, entrepreneurship and manage/organize related task in day to day work for personal & societal growth.
8. Plan and organize the work related to the occupation.

6.2 SPECIFIC LEARNING OUTCOME

Block – I

1. Knowledge of hand tools and their care and maintenance.
2. Identify the cutting Kit.
3. Learn to sew leather by hand and with sewing machine.
4. Know about Pattern cutting and template making for different types of articles.
5. Comprehensive training in cutting techniques both for hand cutting as well as with modern cutting machines.
6. Economical adjustment of cutting leathers and lining for various products.
7. Split leather to desired thickness.
8. Learn Skiving — both hand skiving and machine skiving.

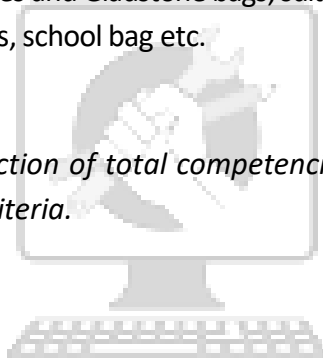
Leather Goods Maker

9. Know about cut out, punching and skiving straps, rug and parcel carrier, fixing buckles, purses, cutting thongs, leashes, dog whips, game carriers, etc.

Block – II

10. Know the various methods of assembling, cementing and closing of finishing.
11. Identify various types of sewing machines and finishing.
12. Knowledge of leather craft work like embossing, thronging, binding tooling, etc. and production of tooled articles like belts, purses, key case, comb, etc.
13. Perform making of small leather goods like money purses, wallets, belts, key cases, school bags, shoulder bags, etc.
14. Perform cutting and sewing holdalls, bedding rolls, valises etc.
15. Make hand bags, despatch cases and Gladstone bags, suitcases, leather tunics, zipper cases, document cases, attaché cases, school bag etc.
16. Perform general repair work.

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



Skill India
कौशल भारत - कुशल भारत

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 and explain different mathematical calculation & science in the field of study including basic electrical and apply in day to	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.
	2.2 Measure dimensions as per drawing

Leather Goods Maker

day work.[Different mathematical calculation & science - Basic Mathematics, Material Science, Mass, Weight and Density, Mensuration, Elasticity, etc.]	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.
3. Interpret specifications, different engineering drawing and apply for different application in the field of work. [Different engineering drawing- Free hand sketching of anatomical structure of different hides and skins, Drawing sketches of tannery machines, Freehand drawing of hand tools and accessories used in tanning operations etc.]	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.
4. Select and ascertain measuring instrument and measure dimension of components and record data.	4.1 Select appropriate measuring instruments as per tool list.
	4.2 Ascertain the functionality & correctness of the instrument.
	4.3 Measure dimension of the components & record data to analyse them with given drawing/measurement.
5. Explain the concept in productivity, quality tools, and labour welfare legislation and apply such in day to day work to improve productivity & quality.	5.1 Explain the concept of productivity and quality tools and apply during execution of job.
	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 recourses optimally & remain sensitive to avoid environment pollution.
	6.2 Dispose waste following standard procedure.
7. Explain personnel finance,	7. 1. Explain personnel finance and entrepreneurship.

entrepreneurship and manage/organize related task in day to day work for personal & societal growth.	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 & II (Section:10 in the competency based curriculum)</u>	
<i>Assessment Criteria i.e. the standard of performance, for each specific learning outcome mentioned under block – I & block – II (section: 10) must ensure that the trainee achieves well developed skill with clear choice of procedure in familiar context. Assessment criteria should broadly cover the aspect of Planning (Identify, ascertain, estimate etc.); Execution (perform, illustration, demonstration etc. by applying 1) a range of cognitive and practical skills required to accomplish tasks and solve problems by selecting and applying basic methods, tools, materials and information 2) Knowledge of facts, principles, processes, and general concepts, in a field of work or study 3)Desired Mathematical Skills and some skill of collecting and organizing information, communication) and Checking / Testing to ensure functionality during the assessment of each outcome. The assessments parameters must also ascertain that the candidate is responsible for own work and learning and some responsibility for other's work and learning.</i>	

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

Week No.	Professional Skills (Trade Practical)	Professional Knowledge (Trade Theory)
1	Familiarise with the Institute. Make the trainees familiar with the shop discipline, layout of the shop, layout of the machines, equipment etc. installed in the shop.	Introduction to the trade. Importance of the trade in the development of the industrial economy of the country.
2	Type of practical training to be followed, maintenance and handling of tools and equipment of the section.	Recreational and medical facilities and extracurricular activities of the Institute (All necessary guidance to be provided to the new comers to become familiar with the working of the Industrial Training Institute system including stores procedures)
3	Safety precautions including firefighting equipment, Accidents, First Aid practice and treatment.	Safety precautions. Elementary First Aid and treatment. Importance of safety – safety precautions-elementary first aid – treatment for electric shock, burns etc., accidents do not happen, they are caused. Importance of the trade in the development of industrial economy. During this period the apprentices should be taken round to various sections to acquaint them with the safety precautions to be observed.
4	Identify different hand tools used in the shop. Indenting of tools from store. Identify different machines & equipment. Awareness regarding common machine faults & its remedies.	Hand tools used by a trainee in the section, their kinds, uses, names and function, process of holding. Machines and needles employed in general leather work, their nomenclature and description, operational principles and use.
5	Care and maintenance of hand tools and machines and equipment. Safety and precautions. Its importance and cleanliness of the shops. Sharpening of tools, scissors, knives, & other cutting tools, method and process of holding the tools.	Related Instruction — Subjects to be taught and achievement to be made. Common hand tools used by a Leather goods maker. Their kinds, uses and materials from which they are made. Their names and functions. Specification of different tools used in leather goods manufacture- their nomenclature and description. Different types of needles and

		part of the needle, type of cutting edges in a needle.
6-7	Demonstrate Leather Cutting by hand and machine Use of ornamental materials. Preparation of specification for ornamental materials.	Leather and other substitutes, types & essential characteristics for different uses. Their identification and selection. Their parts and suitability for various purposes. Various types of hides & skins and fancy leather skins. Their qualities and application, limitation and treatment. Oil dressed and axed leathers and their uses. Effects of water, acids, alkalis, friction and heat on leather and its substitutes. Types of finished leather (CO, PG, Fur, Suede leather, Oil pull-up, NU-BUCK, NAPPA, WAXY, etc)
8-9	Familiarize and Operate different machines- Clicking, Skiving (Hand m/c), splitting, lamination, punching, etc. Sewing practice on paper board by hand and with sewing machine. Stitching practice of different types.	Uses of various types of machines. Uses of different sewing machine. Description of various fittings such as locks, hurdles, caners, rollers, fasteners, hinges, buckles, rivets, etc. Identification of plating and evaluation of their quality and appropriate uses in the manufacture of leather goods. Various ornamental materials and uses. Various types of needles, bobbins & their uses. Needle and thread ratios. Choice and purchase of raw materials and sources of supply. Fabric and coated fabrics. Types of stitching threads (cotton, nylon, polyester and other man made materials) Properties of threads and terminology — Fibres, am, thread no and sizes.
10	Demonstrate cutting out, Punching and skiving straps, rug and parcel carriers, Fixing buckles, Purses, Cutting tongs, leashes, dog belt, game carriers, waste belt, key cases, optical case, vanity bags, Optical case, Camera case, money purse, hand gloves, school bags etc. Find the sections of a finished job.	Classification of leather goods. Brief knowledge about characteristics of leather goods. Their purpose — sizes — shapes for various uses-Industrial & consumer type. Measurements, its principles and direction for applicable to leather work. Weights and measures. Area measurement of skins. Area measurement of patterns.

Leather Goods Maker

11-12	Freehand sketching of basic designs of leather goods. Designing and the various edge treatment, folded edge, bagged edge, gimped edge & piping etc. Pattern making and template making for different types products. Preparation of pattern for upper and lining materials. Preparation of components.	Hides and skins — their structure and quality. Flaws and defects. Parts of hides, their names and uses. Quality and substance in different parts and their variations. Stretch in skins — its extent and direction. Curing of hides and skins. Tanning process — Pre tanning and Post tanning. Tanning of hides and skins and their types and their essential characteristics for different uses. Their identification and selection. Designing — Design and its principle. Fashion and its influence on leather work. Pattern and styles, their names and description, application and economical execution. Preparation of patterns for coin purse, wallets, hand bags, portfolio, etc. Specification and description of the materials used in the manufacture of various standard / tailor made leather goods. Drawing of different types of leather goods. Standard size range for different leather products.
13	Assessment/Examination 03days	

Note: - 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.

कौशल भारत - कुशल भारत

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

Week No.	Professional Skills (Trade Practical)	Professional Knowledge (Trade Theory)
1-2	Manufacture cut edged articles; Turn edged articles, unstiffner articles, Built up articles, Moulded articles. Sequence of operations for manufacturing of various types of leather products. Cutting out and sewing holdalls, bedding rolls, valises. Identify & character of various leather materials	Types of lining materials. Different grinders used for leather products. Use of synthetic materials in combination with leather used for articles. Stores used as reinforcements, their types and utility. Textile fabrics and their applications. Method of constructions and their description. Cutting, punching, Edges and their kinds. Sewing operation. Fixing buckles, sears, their types and treatment. Threads — its types and uses. Seam strengths. Varieties of stitches used in leather goods. Adhesives employed in leather work, their names and description, preparation and application. Technical terms applicable to the trade such as darji, kafai, framing, blocking, etc. Thronging by hand, types of thronging, designing, methods of colouring, etc: Use of leather thongs in leather goods. Selection of leather for various leather articles, types of leather used for different articles and their characteristics. Chrome leather, suitcase leather and embossed leather; betting leather, Leather for industry Leather goods. Different type of leather & their character.
3	Make various types of leather goods. Economical adjustment of cutting, leather and lining for various products. Prepare cost sheet, Calculation of consumption and wastage of materials.	General costing of leather work. Costing methods for materials, by weight and by measurement. Wastages, its proportions and limits. Waste cutting and their utilization. Different types of treatment for storage. Preservation and storing of raw materials.

Leather Goods Maker

4	Demonstrate design and pattern making of leather goods. Identify various types of adhesives and fitting procedures with threads used with minimum wastages.	<u>DESIGN DEVELOPMENT</u> Design and pattern making, introduction to modern tools of production, different types of leather used for making various types of leather goods and their properties, various types of adhesives used, various types of fittings used, various types of foundations used, various types of linings used, various types of threads used, economic layout of patterns for minimizing wastage. Basic knowledge in manufacture of garments.
5	Perform de- lining in pits/vats/drum for different types of leathers for chrome tanning.	<u>FABRICATION</u> Introduction to various methods of production. Use of simple as well as sophisticated machines in order to improve quality of products and increase productivity. Comprehensive training in cutting techniques both for hand cutting as well as with modern cutting machines — various methods of assembling, closing and finishing. — training on sewing machines of various types used in leather goods manufacture.
6	Identify various jigs, machines and their installation. Maintain inventory and control spare parts.	<u>MACHINE SHOP</u> Training in installation and. maintenance of machinery designing of modern jigs, making template fittings and tools for more efficient production. Instruction in preventive maintenance system. Inventory and spare parts control.
7	Use of various substitute materials of leather.	Different substitute materials of leather & their uses.
8-10	Antique treatment. Embossing and finishing of leather products.	Finishing processes abrasion and their description. Waxes and inks used in finishing, their names and application. Cleaning and glossing of types of leather and their methods. Marks and blemishes-identification & their character and processes for removal. Artistic leatherwork, modeling, types of modeling, embossing,

Leather Goods Maker

11-12	Quality control and inspection of leather products. General maintenance of machines, equipment's and Tools General repairs of different types of leather goods.	Packing and forwarding of finished products of leather goods items. General maintenance system of machines, equipment's and Tools. Commercial calculations cost of finished products and their selling prices. Overhead cost and their distribution over production. Marketing of finished products.
13	Assessment/Examination 03 days	

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.



Skill India
कौशल भारत - कुशल भारत

9. SYLLABUS - CORE SKILLS

9.1 WORKSHOP CALCULATION SCIENCE & ENGINEERING DRAWING

Block – I		
Sl. No.	Workshop Calculation and Science (Duration: - 20 hrs.)	Engineering Drawing (Duration: - 30 hrs.)
1.	Unit: Systems of unit- FPS, CGS, MKS/SI unit, unit of length, Mass and time, Conversion of units	Free hand sketching of anatomical structure of different hides and skins
2.	Basic Mathematics - BODMAS rule Fraction-Addition, Subtraction, multiplication and Division-Problem solving, Decimal-Addition. Simple calculation using Scientific Calculator.	Drawing sketches of tannery machines
3.	Conversion of Fraction to Decimal and vice-versa.	Freehand drawing of hand tools and accessories used in tanning operations e. g. Fleshing knives, scudding knives, unhairing knives, Slickers, tanning drums, fat liquoring drums
4.	Percentage: Introduction, Simple calculation. Changing percentage to fraction and decimal & vice-versa.	
5.	Material Science : Definition, properties (physical & mechanical) and uses of Metal, Non-metal, Alloy & Insulator. Types of ferrous and Non-ferrous metals. Difference between Ferrous and Non-Ferrous metals.	

Block – II		
Sl. No.	Workshop Calculation and Science (Duration: - 20 hrs.)	Engineering Drawing (Duration: - 30 hrs.)
1.	Mass, Weight and Density: Mass, Unit of Mass, Weight, difference between mass and weight. Density, unit of density. Relation between mass, weight & density. Simple problems related to mass, weight, and density.	Revision of work done during the previous year
2.	Mensuration : Area and perimeter of square, rectangle, parallelogram, triangle, circle, semi circle, Volume of solids – cube, cuboid, cylinder and Sphere. Surface area of solids –	Drawing sketches of tanning machines
3.	Elasticity: Elastic & Plastic material. Stress & strain and their units. Young's modules. Ultimate stress and breaking stress.	Free-hand drawing of unhairing, scudding and fleshing machines and their various parts
4.	Heat & Temperature: Heat and temperature, their units, difference between heat and temperature, boiling point, melting point, Scale of temperature, relation between different scale of temperature. Thermometer, pyrometer. Transmission of heat, conduction, convection, radiation.	
5.	Basic Electricity: Introduction and use of Electricity. AC, DC & their comparisons. Current, Voltage, Resistance & their units. Power, Energy & their units. Insulator and conductors & their uses.	

9.2 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
Block – II	
Duration – 55 hrs.	
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.

Leather Goods Maker

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.

Leather Goods Maker

	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.

10. DETAILS OF COMPETENCIES (ON-JOB TRAINING)

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

Block – I

1. Knowledge of hand tools and their care and maintenance.
2. Identify the cutting Kit.
3. Learn to sew leather by hand and with sewing machine.
4. Know about Pattern cutting and template making for different types of articles.
5. Comprehensive training in cutting techniques both for hand cutting as well as with modern cutting machines.
6. Economical adjustment of cutting leathers and lining for various products.
7. Split leather to desired thickness.
8. Learn Skiving — both hand skiving and machine skiving.
9. Know about cut out, punching and skiving straps, rug and parcel carrier, fixing buckles, purses, cutting thongs, leashes, dog whips, game carriers, etc.

Block – II

10. Know the various methods of assembling, cementing and closing of finishing.
11. Identify various types of sewing machines and finishing.
12. Knowledge of leather craft work like embossing, thronging, binding tooling, etc. and production of tooled articles like belts, purses, key case, comb, etc.
13. Perform making of small leather goods like money purses, wallets, belts, key cases, school bags, shoulder bags, etc.
14. Perform cutting and sewing holdalls, bedding rolls, valises.
15. Make hand bags, despatch cases and Gladstone bags, suitcases, leather tunics, zipper cases, document cases, attaché cases, school bag etc.
16. Perform general repair work.

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

LEATHER GOODS MAKER			
S No.	Name of the Tools and Equipment	Specification	Quantity
A. TRAINEES TOOL KIT			
1.	Polypropylene board	40 x 40 x 10 cm	21 nos.
2.	Wooden block	30 x 10 x 10 cm	21 nos.
3.	Wooden clamp	standard size	21 nos.
4.	Set square		21 nos.
5.	Compass		21 nos.
6.	Divider	20 mm	21 nos.
7.	Scissor	150 mm	21 nos.
8.	Scissor	300 mm	21 nos.
9.	Scissors for cutting zig - zig	200 mm	21 nos.
10.	Sniper	6"	21 nos.
11.	Hammer Big		21 nos.
12.	Hammer Small		21 nos.
13.	Ladies magnetic hammer	10 cm.	21 nos.
14.	Mallet		21 nos.
15.	Pincers	10 cm	21 nos.
16.	Iron creaser doubles		21 nos.
17.	Wooden creaser single		21 nos.
18.	Wooden creaser doubles		21 nos.
19.	Rampis		21 nos.
20.	Curved rampis		21 nos.
21.	Blunt awls		21 nos.
22.	Stitch marking awls		21 nos.
23.	Scriber		21 nos.
24.	Punches	1, 3, 4	21 nos.
B. SHOP TOOLS & EQUIPMENT			
25.	Punch set	no. 1 to 10	05 nos.
26.	Revolving punches		02 set
27.	Punch (for punching holes in metal sheet / strip)	2 mm	05 nos.
28.	File flat rough	90 mm	05nos.
29.	Stitching comb - assorted	1, 2 and 3 mm	05nos.
30.	Cutting pliers	150 mm	05nos.
31.	Set of screw drivers		02 set
32.	Philips screw driver set		02 set

Leather Goods Maker

33.	Eye let setter with die		05nos.
34.	Measuring tape (Cottom / plastic) -	2 meter long	05nos.
35.	Gultarashrampi		05 nos.
36.	Half moon shape rampi		05 nos.
37.	Awls		1 nos.
38.	Steel clamp rule	300 mm	05 nos.
39.	Steel clamp rule	600 mm	05 nos.
40.	Pincers	25 cm	01 nos.
41.	Strap cutter		05 nos.
42.	Clicking Knives		05 nos.
43.	Designer Knives		05 nos.
44.	Sniper	2" - 3"	05 nos.
45.	Beading hammer (folding hammer)		05 nos.
46.	Magnetic Hammer	25 cm.	01 nos.
47.	Divider with scale	20 cm.	05 nos.
48.	Leather thickness measuring Gauge (Micro)		04nos.
49.	Bench vice	-0 100 mm	04nos.
50.	Flat chisel	20 mm nose width	04nos.
51.	Horns biyongi		04nos.
52.	Heel iron Electric		02 no.
53.	French curve set		02 set
54.	Modelling tool set (Tracer & modeler bewal && tool, porker maker)		02 set
55.	Glue container and glue brushes		10 nos. each
56.	Press (Iron)		02 no.
57.	Maintenance tool		02 set
C. LIST OF GENERAL MACHINERY			
58.	Card board cutting machine capacity	900 mm (Power Operated)	01 no.
59.	Sewing machine trade operated Flat bed (Single needle capacity) Power operated		05nos.
60.	Sewing machine power operated heavy duty		01 no.
61.	Splitting machine upper		01 no.
62.	Stamping die machine		01 no.
63.	Stamping machine table type		01 no.
64.	Cylinder bed sewing machine		01 no.
65.	Post bed sewing machine		01 no.
66.	Zig - Zag stitching machine		01 no.
67.	Skiving machine		01 no.

Leather Goods Maker

68.	Strap cutting machine		01 no.
69.	Edge folding machine		01 no.
70.	Roller		01 no.
71.	Splitting machine bottom		01 no.
72.	Hand eye letting machine		01 no.
73.	Bottom setting machine		01 no.
74.	Inter lock machine		01 no.
75.	Edge colouring machine		01 no.
76.	Clicking machine		01 no.

D. SHOP FLOOR FURNITURE AND MATERIALS

77.	Stools wooden high	450 mm	17nos.
78.	Working desk		17nos.
79.	Working benches		05nos.
80.	Almirahs		02 nos.
81.	Show case		01 no.
82.	Instructors desk and chair		01 set

Note: All the tools and equipment are to be procured as per BIS specification.

Skill India
कौशल भारत - कुशल भारत

**INFRASTRUCTURE FOR WORKSHOP CALCULATION & SCIENCE AND ENGINEERING
DRAWING**

TRADE: LEATHER GOODS MAKER

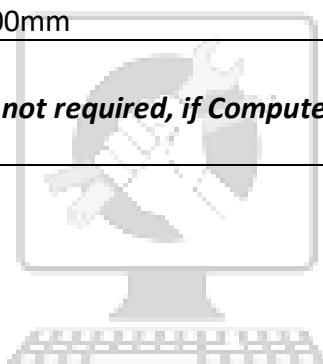
LIST OF TOOLS& EQUIPMENTS FOR -20APPRENTICES

1) **Space Norms** : 45 Sq. m.(For Engineering Drawing)

2) **Infrastructure:**

A : TRAINEES TOOL KIT:-			
Sl. No.	Name of the items	Specification	Quantity
1.	Draughtsman drawing instrument box		20+1 set
2.	Set square celluloid 45°	(250 X 1.5 mm)	20+1 set
3.	Set square celluloid 30°-60°	(250 X 1.5 mm)	20+1 set
4.	Mini drafter		20+1 set
5.	Drawing board IS: 1444	(700mm x500 mm)	20+1 set
B : Furniture Required			
Sl. No.	Name of the items	Specification	Quantity
1	Drawing Board		20
2	Models : Solid & cut section		as required
3	Drawing Table for trainees		as required
4	Stool for trainees		as required
5	Cupboard (big)		01
6	White Board	(size: 8ft. x 4ft.)	01
7	Trainer's Table		01
8	Trainer's Chair		01

TOOLS & EQUIPMENTS FOR EMPLOYABILITY SKILLS		
Sl. 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	1 No.
4.	Computer Tables	10 Nos.
5.	Computer Chairs	20 Nos.
6.	LCD Projector	1 No.
7.	White Board 1200mm x 900mm	1 No.
Note: - Above Tools & Equipments not required, if Computer LAB is available in the institute.		



Skill India
कौशल भारत - कुशल भारत

FORMAT FOR INTERNAL ASSESSMENT

Name & Address of the Assessor :						Year of Enrollment :							
Name & Address of ITI (Govt./Pvt.) :						Date of Assessment :							
Name & Address of the Industry :						Assessment location: Industry / ITI							
Trade Name :			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		
1													
2													