



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

COMPETENCY BASED CURRICULUM

FOOTWEAR MAKER

(Duration: One Year)

CRAFTSMEN TRAINING SCHEME (CTS)

NSQF LEVEL- 3



SECTOR – LEATHER

FOOTWEAR MAKER

(Non-Engineering Trade)



CRAFTSMEN TRAINING SCHEME (CTS)

NSQF LEVEL - 3

Skill India
कौशल भारत - कुशल भारत

Developed By

Ministry of Skill Development and Entrepreneurship

Directorate General of Training

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S No.	Topics	Page No.
1.	Course Information	1
2.	Training System	2-5
3.	Job Role	6
4.	General Information	7-8
5.	NSQF Level Compliance	9
6.	Learning Outcome	10-11
7.	Learning Outcome with Assessment Criteria	12-17
8.	Trade Syllabus	18-34
9.	Core Skill – Employability Skill	35-38
10.	Annexure I	
	List of Trade Tools & Equipment	39-40
	List of Tools & Equipment for Employability Skill	41
11.	Annexure II - Format for Internal Assessment	42

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1. COURSE INFORMATION

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

The trainee will learn about safety and environment, use of fire extinguishers, artificial respiratory resuscitation to begin with. They get the idea of trade tools and its standardization. They can identify different human feet and defects of unfit shoes and practice on size system & last. They will be able to prepare different types of men form and computer aided design. They can also identify source of leathers, their characteristics and practice on various components, direction of cutting and sharpening of tools. They will practice various types of leather measurement and cutting by hand and machine. The trainees will also acquire the knowledge of various grinding and stitching practices. The trainee will also acquire the knowledge of designing, pattern cutting and template making of different types of footwear.

The candidate will be able to perform different types of application like closing, skiving, folding and identify types of adhesives & their applications. They can identify different sorting and matching cut components, bottom components. They will be able to prepare toe and counter stiffer, drafting and lasting. They will also prepare and practice insole, sole attaching, sole stitching, welt stitching, bottom filling, heel fixing and finishing. The trainee will prepare different types of shoes applying latest fashion and will be able to identify defects present in the final product. The trainees will perform leather lining and they can calculate material consumed in making footwear. They will be able to apply suitable methods for reduction of wastage. They can test and assess footwear. They will estimate cost of making product and quality assessment of footwear as per BS, DIN or ISO standard.

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.

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

Candidates broadly need to demonstrate that they are able to:

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

2.2 CAREER PROGRESSION PATHWAYS

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

2.3 COURSE STRUCTURE

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

S No.	Course Element	Notional Training Hours
1.	Professional Skill (Trade Practical)	1380
2.	Professional Knowledge (Trade Theory)	276
3.	Employability Skills	110
4.	Library & Extracurricular activities	74
5.	Project Work	120
6.	Revision & Examination	120
	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 year itself.

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

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

2.4.1 PASS REGULATION

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

2.4.2 ASSESSMENT GUIDELINE

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

Assessment will be evidence based comprising the following:

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

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

Performance Level	Evidence
(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 skills and accuracy in the field of work/ assignments. • A fairly good level of neatness and consistency to accomplish job activities. • Occasional support in completing the task/ 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 procedures and practices	<ul style="list-style-type: none"> • Good skill levels and accuracy in the field of work/ assignments. • A good level of neatness and consistency to accomplish job activities. • Little support in completing the task/ job.
(c) Weightage in the range of more than 90% to be allotted during assessment	
For performance in this grade, the candidate, with minimal or no support in	<ul style="list-style-type: none"> • High skill levels and accuracy in the field of work/ assignments.

organization and execution and with due regard for safety procedures and practices, has produced work which demonstrates attainment of a high standard of craftsmanship.

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



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Brief description of job role:

Shoemaker, Orthopaedic; makes complete footwear, mainly of leather, for customers with foot or leg deformities. Studies drawings and other specifications or takes necessary measurements to make footwear according to customer's need. Selects leather and gets special last made to suit necessity if required. Prepares patterns, chooses materials and cuts out parts by hand as per patterns made. Thins edges of parts of upper by cutting or shaving. Presses and bends parts into shape, glues lining to leather parts and sews them together. Punches eyelet holes and inserts eyelets. Tacks insole to last, pulls upper on to last to give it required shape and checks alignment of toe and heel of upper. Builds up sole where required, folds bottom of upper over edge of insole or built-up middle sole, fixes them together and fixes outer sole to upper. Builds up and fixes heel. Trims and smooths where necessary, applies inked wax stain or paint where required, inserts thin inner sole and gives final finish. May do ornamental nicking. May take plaster casts of deformed leg or foot and prepare drawings. May use prepared uppers with necessary modifications.

Shoemaker, Hand; Shoe Maker, General makes complete shoe or other footwear mainly of leather for each individual customer. Takes measurement of customer's feet and studies design of shoe or footwear to be made. Selects and estimates material required for making different components such as upper, lining, sole, etc. Marks leather components with patterns and cuts them with knife (rapi) ensuring accuracy and minimum wastage. Skives leather edges with skiving knife to reduce thickness of different sections to be joined together. Prepares and carefully applies cementing solution by brush at skived portion for joining, taking care not to splash solution on leather surface while joining. Glues lining to leather parts and sews sole, upper and other components by hand or sewing machine. Punches eyelet holes and inserts eyelets in position, for lacing, by hand or machine. Rolls and pulls upper on last, nails it, keeps perfect alignment of toe and heel and shapes it according to pattern by light hammering and stretching. Sorts out twists and applies wax on thread to make it stronger. Stitches sole and other portions using awl and waxes thread. Cuts and prepares heel and attaches it to sole by nailing. Trims and finishes edges of shoe using knife (rapi) and glass piece. Cuts and fixes thin inner-sole with glue. Applies colour or polish and gives finishing touches to shoes. Checks each pair of completed shoe for uniformity rectifies defects if any and puts them on lasts for retention of shape and form. May repair footwear.

Reference NCO-2015:

- (i) 7536.0200 – Shoemaker, Orthopaedic
- (ii) 7536.0100 – Shoemaker, Hand

4. GENERAL INFORMATION

Name of the Trade	Footwear Maker
NCO - 2015	7536.0200, 7536.0100
NSQF Level	Level-3
Duration of Craftsmen Training	One Year
Entry Qualification	Passed 8 th Class Examination
Unit Strength (No. of Student)	20
Space Norms	72 Sq. m
Power Norms	4 KW
Instructors Qualification for:	
(i) Footwear Maker Trade	<p>Degree in Leather Technology from recognized university with one year post qualification experience in the relevant field.</p> <p style="text-align: center;">OR</p> <p>Three year Diploma in Leather Technology from a recognized board of education with two-year post qualification experience in the relevant field.</p> <p style="text-align: center;">OR</p> <p>NTC/ NAC passed in the trade with three-year post qualification experience in the relevant field.</p> <p>Essential Qualification: Craft Instructor Certificate in relevant trade under NCVT.</p> <p>Note: <i>Out of two Instructors required for the unit of 2(1+1), one must have Degree/Diploma and other must have NTC/NAC qualifications.</i></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

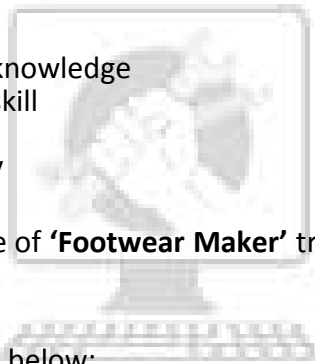
NSQF level for **'Footwear Maker'** trade under CTS: **Level 3**

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 **'Footwear Maker'** 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 out 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 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

7. Assist in exigencies and carryout elementary first aid during emergencies.
8. Identify different human foot and defects of unfit shoes & practice on size system & last.
9. Prepare different types of mean form and computer aided design.
10. Identify and use of different tools and equipments and perform various process. (Soaking, fleshing, draining and sammying, splitting, buffing etc.)
11. Care and maintenance of tools equipments and machines observing safety precautions.
12. Identify source of leathers, their characteristics and practice on various component direction of cutting & sharpening of tools.
13. Perform various types of leather measurement and Cutting by hand & machine.
14. Carryout various grinding & stitching methods.
15. Identify, operate, troubleshoot & maintain different equipment used in footwear making.
16. Designing, pattern cutting and template making of different types of footwear.
17. Apply method of Economical cutting of components and Stitch by hand and machine to produce footwear.
18. Perform different types of application like closing, skiving, folding and identify different types of adhesives & their application.

19. Identify different sorting & matching cut components, bottom components, prepare toe & counter stiffer, drafting & lasting.
20. Identify various types of molding machine their parts and section.
21. Prepare & perform insole making, drafting, lasting, sole attaching, sole stitching, welt stitching, bottom filling, heal fixing & finishing.
22. Prepare different type of boots applying latest fashion and check defects of finished products.
23. Calculate material consumption and reduction of wastage, Testing of footwear and their assessment.
24. Calculate cost of production and quality assessment of footwear products.



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7. LEARNING OUTCOME WITH ASSESSMENT CRITERIA

GENERIC LEARNING OUTCOME	
LEARNING 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 use of personal protective dresses.
	3.2 Identify emergency exit route.
	3.3 Demonstrate fire fighting procedure using fire extinguishers.
4. Work in a team,	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.
	6.3 Prepare a report to become an entrepreneur for submission to financial institutions.

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SPECIFIC LEARNING OUTCOME	
LEARNING OUTCOME	ASSESSMENT CRITERIA
7. Assist in exigencies and carryout elementary first aid during emergencies.	7.1 Identify different types of fire fighting equipments and training of first aid methods.
	7.2 Perform first aid treatment.
	7.3 Identify of safety signs for danger, warning caution and safety measure.
	7.4 Follow precaution measures while a fitting jobs.
8. Identify different human foot and defects of unfit shoes & practice on size system & last.	8.1 Identify functions of bones, arches, joints ligament problems
	8.2 Conduct measurement of foot (infant to adult) according to various sizing systems.
	8.3 Identify Biometry and biomechanics of human foot and leg.
	8.4 Measure Wooden last based on material, design, size and uses
	8.5 Measure body weight distribution over different segments of feet during different phase of walking
9. Prepare different types of mean form and computer aided design.	9.1 Make and understand different types of computers and aided design.
	9.2 Perform area measurement of patterns and leather based on metric system.
	9.3 Prepare different types of mean forms.
	9.4 Perform different types of Pattern cutting.
10. Identify and use of different tools and equipments and perform various process. (soaking, fleshing, draining and sammying, splitting, buffing etc.)	10.1 Identify Tools, equipment and machinery used in leather processing and product making.
	10.2 Differentiate leather and non- leather fabrics used for shoe making.
	10.3 Identify sequence of pertaining operations, the chemicals used and their purposes.
	10.4 Select tanning process based on the final properties needed for upper and sole.
	10.5 Choose post tanning chemicals based on the final performance properties for upper and lining
	10.6 Perform Finishing of leather depending upon the grain quality.
11. Care and maintenance of tools equipments and machines	11.1 Identify different and tools and their maintenance procedure.

observing safety precautions.	11.2 Identify different types of machines and their safety precautions.
	11.3 Study the construction operation and use of machines.
	11.4 Identify different parts, section and its function of machines.
	11.5 Identify and carry out maintenance and preventive maintenance of machines.
12. Identify source of leathers, their characteristics and practice on various component direction of cutting & sharpening of tools.	12.1 Identify sources of different types of upper leathers with their characteristics.
	12.2 Verify properties of different types of coated fabrics.
	12.3 Demonstrate holding of various tools and sharpening of scissors and knives
	12.4 Maintain and perform servicing of precision measuring instruments.
	12.5 Perform component cutting from suitable areas.
13. Perform various types of leather measurement and Cutting by hand & machine.	13.1 Identify different parts of a shoe and cut components by hand or by using clicking press.
	13.2 Sort leather by identifying common defects.
	13.3 Identify different parts of leather cutting machines and perform maintenance/preventive maintenance.
	13.4 Overhaul check, fault find, repair various types of machines.
	13.5 Measure the leather hide and skins by applying different methods.
14. Carryout various grinding & stitching methods.	14.1 Perform different types of stitching to join the upper and bottom part of shoes by using proper size of needles.
	14.2 Identify and select different types of grinding materials used in leather & rubber.
	14.3 Identify different types& size of needle and machines.
15. Identify, operate, troubleshoot & maintain different equipment used in footwear making.	15.1 Operate/ Maintain/Troubleshoot various footwear machines.
	15.2 Identify the tools and equipments to perform the job with due care and safety.
	15.3 Identify various input and output sockets and connectors of the given machines.
	15.4 Identify major section of panel board/ components/ parts of machines.
	15.5 Dismantle the given machines and find major sections.
	15.6 Identify front panel control & indicators of machines.

	15.7 Select and verify characteristic of machines.
	15.8 Check the speed of response machines.
16. Designing, pattern cutting and template making of different types of footwear.	16.1 Draw sketches of different basic styles of footwear.
	16.2 Perform pattern cutting and template making for different types of footwear.
	16.3 Identify of basic design of different types of shoes.
	16.4 Construct and design of different types of boot and safety shoes.
	16.5 Construct and design of different type styles/fashion shoes.
17. Apply method of Economical cutting of components and Stitch by hand and machine to produce footwear.	17.1 Identify different parts of the shoe components viz. upper, lining, insole, stiffener etc. and perform economical cutting of these components.
	17.2 Identify different types of clicking of upper components and linings.
	17.3 Prepare and practice of economical cutting of shoes and top pieces.
	17.4 Identify different parts of components upper lining and isole soleheel, tootles, stiffeners, and sock lining.
18. Perform different types of application like closing, skiving, folding and identify different types of adhesives & their application.	18.1 Perform skiving/ folding/closing etc. for making upper
	18.2 Identify different types of adhesives with their application.
	18.3 Prepare different types edge treatment.
	18.4 Identify color marking the edge of the component and stamping machine using a metal foil.
	18.5 Prepare Surface and demonstrate roughening of the surfaces.
19. Identify different sorting & matching cut components, bottom components, prepare toe & counter stiffer, drafting & lasting.	19.1 Sort and match cut components of footwear.
	19.2 Prepare toe and counter stiffeners.
	19.3 Prepare& perform different types of drafting and lasting.
	19.4 Prepare welted construction and operation for lasting the upper.
20. Identify various types of molding machine their parts and section.	20.1 Identify various moulding machines used in footwear making along with their parts and section.
	20.2 Check the accuracy precession sensitivity of molding machines.
	20.3 Check the speed of response molding machines.

	20.4 Identify and carry out maintenance and preventive maintenance.
21. Prepare & perform Insole making, drafting, lasting, sole attaching, sole stitching, welt stitching, bottom filling, heal fixing & finishing.	<p>21.1 Perform Drafting, lasting, sole attaching, sole stitching, welt stitching, bottom filling, heal fixing and finishing of shoe.</p> <p>21.2 Prepare manufacture of molded shoes and back part molding.</p> <p>21.3 Prepare toe puff attachment and toe puff conditioning.</p> <p>21.4 Identify various part and section of pulling and toe lasting machine.</p> <p>21.5 Identify various parts and section of sole stitching machine.</p> <p>21.6 Select and verify characteristics of universal testing machine.</p>
22. Prepare different type of boots applying latest fashion and check defects of finished products.	<p>22.1 Prepare different types of shoes applying latest fashion.</p> <p>22.2 Identify defects present in the final product and perform suitable finishing.</p> <p>22.3 Identify and repair boots and shoes half soling, healing, residing.</p> <p>22.4 Construct industrial and winter boots and design different sizes with safety features.</p> <p>22.5 Check manufacturing defect on the shoes using test method by machine.</p>
23. Calculate material consumption and reduction of wastage, Testing of footwear and their assessment.	<p>23.1 Calculate leather, lining and other materials consumed in making footwear.</p> <p>23.2 Select suitable methods for reduction of wastes.</p> <p>23.3 Test and assess footwear.</p> <p>23.4 Identify length and thickness of the raw material sheet.</p> <p>23.5 Identify construction of materials and reduction of wastage.</p>
24. Calculate cost of production and quality assessment of footwear products.	<p>24.1 Calculate cost of making product.</p> <p>24.2 Perform Quality assessment of footwear as per BS, DIN or ISO standards</p> <p>24.3 Identify testing equipments and test methods developed for different styles and design of footwear.</p> <p>24.4 Test and assess quality.</p>

SYLLABUS - FOOTWEAR MAKER			
Duration – One Year			
Week No.	Reference Learning Outcome	Professional Skills (Trade Practical) With Indicative Hours	Professional Knowledge (Trade Theory)
1	Apply safe working practices. Comply with environment regulation and housekeeping.	<ol style="list-style-type: none"> 1. Introduction of trade skill and work application. (04hrs.) 2. Familiarization with the institute and safety attitude development of the trainee by the educating them to use personal protective equipments. (04hrs.) 3. Safe disposal of waste materials— like cotton waste, grinding materials and leather cutting by hand machine. (06hrs.) 4. Hazard identification and avoidance. (04hrs.) 5. Preventive measures for electrical accidents & steps to be taken in such accidents. (04hrs.) 6. Importance of trade training, list of tools & machinery used in the trade. (04hrs.) 7. Safe use of tools and equipments used in the trade. (04hrs.) 	<p>Familiarization with the working of Industrial training Institute system.</p> <p>Importance of safety and precautions to be taken in the industry and shop floor.</p> <p>Introduction to First Aid.</p> <p>Importance of housekeeping & good shop floor practices.</p> <p>Occupational Safety and Health: Health, Safety and Environment guidelines, legislations & regulations as applicable.</p>
2	-Do-	<ol style="list-style-type: none"> 8. Familiarization with the Institute. (03hrs.) 9. Make the trainees familiar 	<p>Introduction to the trade.</p> <p>Importance of the trade in the development of the industrial</p>

		<p>with the shop discipline, layout of the shop. (04hrs.)</p> <p>10. Identify different types of hand tools. (04hrs.)</p> <p>11. Selection of proper tools for operation and precautions in operation. (03 hrs.)</p> <p>12. Care and maintenance of trade tools. (04hrs.)</p> <p>13. Identify layout of the machinery, tool & equipment, etc. installed in the shop. (05hrs.)</p> <p>14. Practice different types of tools specification, size and symbol while working in fitting job. (04 hrs.)</p> <p>15. Type of practical training to be followed, maintenance and handling of tools and equipment of the section. (03 hrs.)</p>	<p>economy of the country. Knowledge of General Safety, Occupational health and hygiene.</p> <p>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).</p>
3	Assist in exigencies and carryout elementary first aid during emergencies.	<p>16. Practice on safety precautions including fire fighting equipments, Accidents, First Aid practice and treatment. (10hrs.)</p> <p>17. First aid method and basic training. (05 hrs.)</p> <p>18. Identification of safety signs for danger, warning caution & personal safety message. (06hrs.)</p> <p>19. Use fire extinguishers. (04 hrs.)</p> <p>20. Practice and understand</p>	<p>Knowledge of Safety precautions. Elementary First Aid and treatment. Knowledge of fire fighting appliances.</p>

		precaution to be followed while working in fitting jobs. (05hrs.)	
4	Identify different human foot and defects of unfit shoes & practice on size system & last.	<p>21. Identify function of bones, Arches, Joints ligament problems in human. (05 hrs.)</p> <p>22. Practice Measurement of human foot. (03 hrs.)</p> <p>23. Identify biometry of human foot and leg. (04 hrs.)</p> <p>24. Identify biomechanics of human foot and leg. (04 hrs.)</p> <p>25. Identify different types of systems and fitting system. (04hrs.)</p> <p>26. Identify size system by foot length and foot width system. (05hrs.)</p> <p>27. Identify different types of sizes and inch(infant to adult boys and girls). (05hrs.)</p>	Anatomy of Human foot:- Name of bones, Arches, Joints ligament, problems in human and measurement of human foot.
5	-do-	<p>28. Practice on wooden last and measurement on the basis of material, design, size and uses. (07hrs.)</p> <p>29. Identify human foot and last. (04 hrs.)</p> <p>30. Materials used for last manufacture wooden, metal and plastic. (05 hrs.)</p> <p>31. Identify different types of human foot and last. (07hrs.)</p> <p>32. Measure body weight distribution (o/o) over</p>	Wooden last & its measures:- Classification on basis of material, design, size and uses.

		different segments of feet during different phases of walking. (07hrs.)	
6-7	Prepare different types of mean form and computer aided design.	<p>33. Familiarization on measurement of foot and assessing of size, making of "Mean" form and standards. (10hrs.)</p> <p>34. Perform pattern cutting. (15hrs.)</p> <p>35. Make different types of process — mean — form, bottom shape or insole shape, slotted form, shell form shoe standard for men. (20hrs.)</p> <p>36. Make computer aided design. (15hrs.)</p>	Measurement - its principles and connections as applicable to footwear -Importance of metric system of measurement, Area measurement of leather. Area measurement of patterns, weights and measures.
8-9	Identify and use of different tools and equipments and perform various process.(soaking, fleshing, draining and sammying, splitting, buffing etc.)	<p>37. Identification and application of different hand tools used in the shop indenting of tools from store. (12hrs.)</p> <p>38. Identify different types of footwear raw-materials – leather and synthetic or artificial leather. (06hrs.)</p> <p>39. Process of soaking, fleshing and unhairing, demining, bating, picking and tanning. (14hrs.)</p> <p>40. Processes of draining and sammying, splitting, retanning/ dyeing/ fat liquoring, draining and setting, drying conditioning staking draying and flattening buffing. (14hrs.)</p>	Hand tools used by a trainee in the section, their kinds, uses, names and function, process of holding. Machines employed in general footwear makers' shops, their nomenclature and description, operational principles and use.

		41. Perform leather finishing, aniline finish, semi aniline finish, resin finish, cellulose/ lacquer finishes. (14hrs.)	
10	Care and maintenance of tools equipments and machines observing safety precautions.	<p>42. Care and maintenance of hand tools and machines. Safety precautions. (06hrs.)</p> <p>43. Its importance, cleanliness of the shops. (03hrs.)</p> <p>44. Service and calibrate various types of machines/ instruments. (06 hrs.)</p> <p>45. Identify and carry out maintenance and preventive maintenance of different machines. (06 hrs.)</p> <p>46. Study the construction operation and use of machines/ instruments. (05hrs.)</p> <p>47. Identify different parts/ section its function & operation of machines/ instruments. (04hrs.)</p>	Common hand tools used by a Footwear maker. Their kinds, uses and materials from which they are made. Their names and functions.
11 - 12	Identify source of leathers, their characteristics and practice on various component direction of cutting & sharpening of tools.	<p>48. Practice Sharpening of tools, scissors, knives and other cutting tools. (4hrs.)</p> <p>49. Identify and apply various method and process of holding the tools. (06hrs.)</p> <p>50. Identify Sources of leather and their characteristic – calf leather, hides L, kid L, Goat skins L, Sheep skin. (10hrs.)</p>	Specification of different tools used in footwear manufacture - their nomenclature and description. Sharpening of tools and scissors, knives, awls by hand and machines.

		<p>51. Verify properties of Different types of coated fabrics – PVC coated fabrics, direct coating, transfer coating, Polyurethane coated fabrics. (12hrs.)</p> <p>52. Carry out maintenance, servicing and tolerances precession measuring instruments. (06hrs.)</p> <p>53. Perform quality thickness are obtained in uniform colours in a wide range. (06hrs.)</p> <p>54. Practice on various supplied in rolls, multiplayer cutting using a beam clicking press is feasible. (08hrs.)</p> <p>55. Prepare and practice on various component direction of cutting. (08 hrs.)</p>	
13-14	Perform various types of leather measurement and Cutting by hand & machine.	<p>56. Identify different parts, its function and operation of leather cutting machines. (03hrs.)</p> <p>57. Identify the machine /instrument specifications. (03hrs.)</p> <p>58. Carry out maintenance and preventive maintenance. (08hrs.)</p> <p>59. Overhaul, check, fault find, repair various type manual and auto machines/ instruments used in leather cutting or</p>	Stores such as Leather, rubber soles, substitute materials such as synthetic rubber, polyvinyl cloth, polyurethane, thermoplastic rubber.

		<p>clicking. (08hrs.)</p> <p>60. Identify different parts of shoe, as components viz. uppers, linings, insoles, soles etc. (03hrs.)</p> <p>61. Practice various clicking core cutting methods viz manual, press cutting, hand clicking, machine clicking, cutting knives and press knives. (08hrs.)</p> <p>62. Practice on Leather Cutting by hand and machine. (05hrs.)</p> <p>63. Measure the leather-hides and skins by applying different methods. (06hrs.)</p> <p>64. Check the defect in hide and skins & common defects in hide and skins. (08hrs.)</p> <p>65. Select and verify leather sorting. (03hrs.)</p> <p>66. Draw a sketch of free hand drawing tools and block diagram of machine. (05hrs.)</p>	
15-16	Carryout various Grinding & stitching methods.	<p>67. Practice of using grinding materials. (05hrs.)</p> <p>68. Practice Stitching of different types. (05hrs.)</p> <p>69. Identify & select Different type of grinding material used in leather / rubber. (08hrs.)</p> <p>70. Perform grinding using various grinding materials. (08hrs.)</p>	<p>Various grinding materials and uses. Choice and purchase of raw materials and sources of supply. Fabric and coated fabrics. Types of stitching threads (cotton, nylon, polyester)</p>

		<p>71. Identify different types and size of needle. (02 hrs.)</p> <p>72. Draw the sketch of free hand drawing in different needle size. (07hrs.)</p> <p>73. Practice and identify different types of stitching. (05 hrs.)</p> <p>74. Stitch different part of upper and upper to bottom part using different stitching methods. (10 hrs.)</p> <p>75. Carryout different stitching of hand and machine stitch. (10 hrs.)</p>	
17-19	Identify, operate, troubleshoot & maintain different equipment used in footwear making.	<p>76. General maintenance of machines - Brief idea about minor routine maintenance and safety aspect and study of different leather. (20hrs.)</p> <p>77. Identify various types of instrument/machine contraction. (05 hrs.)</p> <p>78. Identify various parts and section. (05 hrs.)</p> <p>79. Check the accuracy precession, sensitivity of machines. (10hrs.)</p> <p>80. Check the speed of response machines. (06hrs.)</p> <p>81. Select and verify characteristics of machines. (08hrs.)</p> <p>82. Service and maintenance of machines. (14hrs.)</p>	Leather - its different sections, their suitability for different purposes, upper leathers skins and defects of leather.

		<p>83. Study the construction, operation of the machine. (06hrs.)</p> <p>84. Identify and carry out maintenance and preventive maintenance. (16hrs.)</p>	
20 - 22	Designing, pattern cutting and template making of different types of footwear.	<p>85. Practice on designing, pattern cutting and template making for different types of footwear such as sports shoe, walking shoe, running shoe, track shoe, field shoe, and safety shoe. (30hrs.)</p> <p>86. Basic design of different types of chuppal, sandal, oxford, derby, mocca pin, casual, monk ghille, mute court shoe, school shoe. (15hrs.)</p> <p>87. Construct and design of track shoe, winter boot and safety shoe. (15 hrs.)</p> <p>88. Draw a free sketch of all types of styles/ fashion shoes ladies, gents and baby shoe. (10hrs.)</p> <p>89. Construct and design of different types styles/ fashion shoes. (20hrs.)</p>	<p>Lasts and their types and standard dimension their variations for different purposes and adaptation for orthopedic work. Lasts and plates. Lasts for deformed feet.</p>
23- 24	Apply method of Economical cutting of components and Stitch by hand and machine to produce footwear.	<p>90. Clicking - Economical cutting of upper components and linings. (07hrs.)</p> <p>91. Stitching leather by hand and machine. (10hrs.)</p> <p>92. Identify different types of</p>	<p>Types of clicking - its purpose, its advantage, machines for effective clicking.</p>

		<p>clicking or cutting. (07hrs.)</p> <p>93. Prepare and practice of economical cutting of upper components and linings. (10hrs.)</p> <p>94. Draw the free hand sketch with measurement clicking or cutting manual or machine cutting. (10hrs.)</p> <p>95. Identify different parts of components of shoe upper linings. (03 hrs.)</p> <p>96. Identify different parts of components of sole, sole heel, top pieces, tootles, stiffeners and sock lining. (10 hrs.)</p> <p>97. Prepare and practice of different types stitching by hand/ machines. (03 hrs.)</p>	
25	<p>Project work/ Industrial visit</p> <p>Broad Areas:</p> <ul style="list-style-type: none"> a) Construct a simple joints ligament problem in human. b) Prepare different types of fitting and fitting system. c) Identify different human foot and last. d) Measure body weight distribution percentage over different segments of feet during different phases of walking. e) Perform pattern cutting. 		
26	Revision		
27-29	<p>Perform different types of application like closing, skiving, folding and identify types of adhesives & their application.</p>	<p>98. Closing, skiving and application of different adhesives, folding of upper and assembling of upper and lining components. (20hrs.)</p> <p>99. Prepare application such as Natural rubber solution,</p>	<p>Knowledge of edges, seams and their treatment. Seam strength, stitches used in closing upper ornamentation. Adhesives used in footwear, their names and description, different types of adhesives and their application such as Natural rubber solution, Rubber latex, Polyurethane</p>

		<p>Rubber latex, Polyurethane adhesives, Neoprene adhesive, hot melt adhesives, etc. hardener for adhesives, preparation and application, Backing up their leather. (25hrs.)</p> <p>100. Identify of marking essential of colour marking the edge of the component, nicks on the edge of the clicking knife and stamping machine using a metal foil. (15hrs.)</p> <p>101. Prepare different types edge treatment. (08hrs.)</p> <p>102. Prepare different types of adhesives and backing up their leather. (08 hrs.)</p> <p>103. Surface preparation consists of sourcing the surfaces using emery paper/ cloth. (03 hrs.)</p> <p>104. Prepare and practice roughening of the surfaces using size of the wire brush. (02 hrs.)</p> <p>105. Prepare by upper stitching machines – like post bed sewing machine and cylinder bed sewing machine, zigzag sewing machine. (09 hrs.)</p>	<p>adhesives, Neoprene adhesive, hot melt adhesives, etc. hardener for adhesives, preparation and application, Backing up their leather.</p>
30-32	Identify different sorting& matching cut components, bottom components, prepare toe &	<p>106. Cutting bottom components economically, insole attachment and feathering. (20hrs.)</p> <p>107. Preparation of toe and</p>	<p>Sorting and matching cut components according to quality. Economic layout and utilization of different sections for bottom components.</p>

	counter stiffer, drafting & lasting.	<p>counter stiffeners. (08 hrs.)</p> <p>108. Prepare drafting and lasting(08 hrs.)</p> <p>109. Identify sorting and matching – cut components according to quality. (10 hrs.)</p> <p>110. Prepare lasting the upper roughening and attachment of soles to upper. (15hrs.)</p> <p>111. Draw the free hand sketch of casting down and force casting. (06hrs.)</p> <p>112. Prepare flat lasting, string lasting and force lasting the upper. (15hrs.)</p> <p>113. Prepare welted construction and veldtschoen construction operations for lasting the upper. (08 hrs.)</p>	
33-36	Identify various types of molding machine their parts and section.	<p>114. General maintenance of moulding machine and safety. (25hrs.)</p> <p>115. Identify various types of molding machine and their used. (15 hrs.)</p> <p>116. Identify various parts and section of moulding machine. (25hrs.)</p> <p>117. Check the accuracy precession sensitivity of molding machines. (15 hrs.)</p> <p>118. Check the speed of response molding machines. (15hrs.)</p> <p>119. Identify and carry out maintenance and</p>	<p>Direct vulcanizing process and direct injection process. Functions of Moulded machine. Synthetic toe – Puff and Stiffeners, methods of their applications and types of solvent used for the purpose.</p> <p>Feathering – Preparation of stiffeners.</p>

		preventive maintenance. (25hrs.)	
37-39	Prepare & perform insole making, drafting, lasting, sole attaching, sole stitching, welt stitching, bottom filling, heal fixing & finishing.	<p>120. Welt stitching – Bottom filling, sole attaching and stitching, Heel fixing. (15hrs.)</p> <p>121. Finishing, single sole stitching and cemented method of construction. (12hrs.)</p> <p>122. Prepare basic block diagram of about Moulding Machine.(04hrs.)</p> <p>123. Prepare manufacture of molded shoes. (08 hrs.)</p> <p>124. Practice on Insole preparation, drafting, lasting, sole attaching, sole stitching, welt stitching, bottom filling, heal fixing, finishing. (14 hrs.)</p> <p>125. Prepare Backpart moulding. (04 hrs.)</p> <p>126. Practice toe puff attachment (fusing press) and toe puff conditioning. (7hrs.)</p> <p>127. Prepare and practice attach insole to the last bottom and pulling over toe laster. (04 hrs.)</p> <p>128. Identify various parts and section of pulling and toe lasting machine. (04 hrs.)</p> <p>129. Check the accuracy precession of pulling and toe lasting machine. (05hrs.)</p>	Insole preparation, drafting, lasting, sole attaching, sole stitching, welt stitching, bottom filling, heal fixing, finishing.

		<p>130. Identify and carry out maintenance and preventive maintenance. (08 hrs.)</p> <p>131. Identify various parts and section of sole stitching machine. (05 hrs.)</p>	
40-41	-do-	<p>132. Finishing of shoes & other articles. (06 hrs.)</p> <p>133. Practice on Marks and blemishes – their character and process of removal. (06hrs.)</p> <p>134. Prepare bottom finishing (leather soles and heels). (06hrs.)</p> <p>135. Prepare positioned edge set and formations edge inking. (05hrs.)</p> <p>136. Prepare upper finishing, repair and shoe dressing. (07hrs.)</p> <p>137. Check the accuracy of product shoes. (06hrs.)</p> <p>138. Practice test methods using the universal testing machine. (06hrs.)</p> <p>139. Select and verify characteristics of universal testing machine. (08hrs.)</p> <p>140. Identify various parts and section of universal testing machine. (10hrs.)</p>	<p>Waxes and polishes used in finishing –their names and application. Marks and blemishes – their character and process of removal.</p>
42-43	Prepare different type of boots applying latest fashion and check defects of finished products.	<p>141. Construct and making of shoes of latest fashion. (10hrs.)</p> <p>142. Identify and repairing of boots and shoes, half soling, healing, resoling. (06hrs.)</p>	<p>Wastage – its proportions and limits.</p> <p>Waste cutting and their utilization.</p> <p>Commercial calculations &theory of industrial boot.</p>

		<p>143. Construct and design making different sizes safety boots, industrial boots and winter boots. (10 hrs.)</p> <p>144. Construct and design different sizes of styles/ fashion shoes (child & adults) (10hrs.)</p> <p>145. Construct and design different sizes of shoes and sports/ athletic shoes (child & adults) (05 hrs.)</p> <p>146. Check manufacturer defect on the shoes of test method by machine. (06hrs.)</p> <p>147. Identify various scuff damage, adhesive and solvent taints are to be rectified. (05hrs.)</p> <p>148. Identify various damage and defects on the shoe to be rectified. (08hrs.)</p>	
44-45	Calculate material consumption and reduction of wastage, Testing of footwear and their assessment.	<p>149. Exercise on calculation of material consumption, Reduction of wastage. (8 hrs.)</p> <p>150. Preparation of cost sheets for finished footwear. (5 hrs.)</p> <p>151. Identify length and thickness of the raw-materials sheet. (05 hrs.)</p> <p>152. Prepare the graded exercise can do one sheet. (06 hrs.)</p> <p>153. Draw the sketch as per exercise. (05 hrs.)</p> <p>154. Calculate total length and no of pieces requires for</p>	<p>Costing of footwear – Costing method of materials by weight and area.</p> <p>Marketing of finished goods.</p>

		<p>exercise. (8 hrs.)</p> <p>155. Prepare for construction of materials and reduction of wastage. (06 hrs.)</p> <p>156. Prepare and roll of Quality control. (05 hrs.)</p> <p>157. Inspection of footwear. (06 hrs.)</p> <p>158. Testing of footwear and their assessment. (06 hrs.)</p>	
46-48	Calculate cost of production and quality assessment of footwear products.	<p>159. Practice on costs of finished products and their selling prices, Overhead costs and their distribution. (22hrs.)</p> <p>160. Identify testing equipments and test methods (developed for different styles and designs of footwear). (15hrs.)</p> <p>161. Testing and quality assessment. (07hrs.)</p> <p>162. Shoe and allied trades research association. (06 hrs.)</p> <p>163. Specification of British standards (BS), German standard (DIN), and International standard (ISO) are widely used. (20hrs.)</p> <p>164. Require minimum any shoe industry of a testing laboratory are specified. (20hrs.)</p>	<p>Knowledge of costs of finished products and their selling prices. Overhead costs and their distribution.</p>
49-50	<p>Project work/ Industrial visit</p> <p>Broad Areas:</p> <ul style="list-style-type: none"> a) Prepare different types of edge treatment. b) Surface preparation consists of sourcing the surfaces. c) Identify sorting and matching, cut components according to quality. d) Identify various parts and section of molding machine. 		

	<p>e) Construct and making shoes safety boots and industrial boots.</p> <p>f) Training on entrepreneur development so that enable the trainees to start his own small scale Industries.</p>
51	Revision
52	Examination

Note: -

1. *Some of the sample project works (indicative only) are given at the mid and end of year.*
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 then he may plan accordingly in appropriate time during the execution of normal trade practical.*

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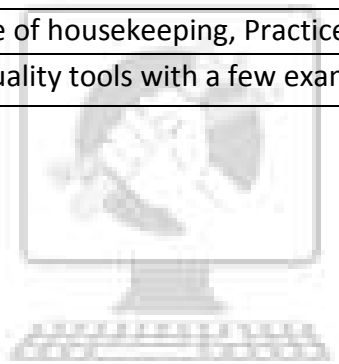
9. SYLLABUS - CORE SKILLS

CORE SKILL – EMPLOYABILITY SKILL	
Duration – 110 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 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 cyber crimes.
3. Communication Skills	
	Duration : 15 hrs. Marks : 07
Introduction to Communication Skills	Communication and its importance Principles of effective communication Types of communication - verbal, non-verbal, written, email, talking on phone. Non-verbal communication - characteristics, components-Para-language Body language Barriers to communication and dealing with barriers. Handling nervousness/ discomfort.
Listening Skills	Listening-hearing and listening, effective listening, barriers to effective listening, guidelines for effective listening. Triple- A Listening - Attitude, Attention & Adjustment. Active listening skills.
Motivational Training	Characteristics essential to achieving success. The power of positive attitude. Self awareness Importance of commitment Ethics and values Ways to motivate oneself Personal goal setting and employability planning.
Facing Interviews	Manners, etiquettes, dress code for an interview Do's & don'ts for an interview
Behavioral Skills	Problem solving Confidence building Attitude
4. Entrepreneurship Skills	
	Duration : 15 hrs. Marks : 06
Concept of Entrepreneurship	Entrepreneur - Entrepreneurship - Enterprises: Conceptual issue Entrepreneurship vs. management, Entrepreneurial motivation. Performance & record, Role & function of entrepreneurs in relation to the enterprise & relation to the economy, Source of business ideas, Entrepreneurial opportunities, The process of setting up a business.
Project Preparation & Marketing Analysis	Qualities of a good entrepreneur, SWOT and risk analysis. Concept & Application of PLC, Sales & Distribution management. Difference between small scale & large scale business, Market survey, Method of marketing, Publicity and advertisement, Marketing mix.
Institution's Support	Preparation of project. Role of various schemes and institutes for

	self-employment i.e. DIC, SIDA, SISI, NSIC, SIDO, Idea for financing/ non-financing support agencies to familiarize with the policies /programmes, procedure & the available scheme.
Investment Procurement	Project formation, Feasibility, Legal formalities i.e., Shop act, Estimation & costing, Investment procedure - Loan procurement - Banking processes.
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, vibroacoustichazards, mechanical hazards, electrical hazards, thermal hazards. Occupational health, occupational hygiene, occupational diseases/ disorders & its prevention.
Accident & Safety	Basic principles for protective equipment. Accident prevention techniques - control of accidents and safety measures.
First Aid	Care of injured & sick at the workplaces, First-aid & transportation of sick person.
Basic Provisions	Idea of basic provision legislation of India. Safety, health, welfare under legislative of India.
Ecosystem	Introduction to environment. Relationship between society and environment, ecosystem and factors causing imbalance.
Pollution	Pollution and pollutants including liquid, gaseous, solid and hazardous waste.
Energy Conservation	Conservation of energy, re-use and recycle.
Global Warming	Global warming, climate change and ozone layer depletion.
Ground Water	Hydrological cycle, ground and surface water, Conservation and harvesting of water.
Environment	Right attitude towards environment, Maintenance of in-house environment.
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.



Skill India
कौशल भारत - कुशल भारत

LIST OF TOOLS & EQUIPMENT			
FOOTWEAR MAKER (for batch of 20 Candidates)			
S No.	Name of the Tools and Equipment	Specification	Quantity
A. TRAINEES TOOL KIT			
1.	Wooden Clamps		21 Nos. *
2.	Awls Welt Stitching		21 Nos. *
3.	Awls Sole Stitching		21 Nos. *
4.	Pricking awls		21 Nos. *
5.	Scissors		21 Nos. *
6.	Knives rampees		21 Nos. *
7.	Pinchers		21 Nos. *
8.	Compasses		21 Nos. *
9.	Measuring tapes		21 Nos. *
10.	Shoe hammers		21 Nos. *
11.	Kit boxes	375 x 250 x 200 mm.	21 Nos. *
12.	Stone slabs. (Marble/cuddappa)		21 Nos. *
13.	Size tape shoe makers		21 Nos. *
14.	Wooden blocks		21 Nos. *
15.	Wooden lags		21 Nos. *
16.	Iron (for part waist)		21 Nos. *
17.	Iron lasts three lags		5 Nos *
18.	Iron (for part waist)		6 Nos. *
19.	Fudge wheels		5 Nos *
20.	Sole decorating wheels		5 Nos *
21.	Edge setters		12 Nos.
22.	Shoe maker's knives		21 Nos. *
23.	Punches of sizes and designs		21 Nos. *
24.	Wooden / PVC lasts	sizes 5 to 10 (Gents)	21 Nos. *
25.	Wooden / PVC lasts boys	sizes 1 to 4	12 Pairs*
26.	Wooden / PVC lasts children	sizes 4 to 13	21 Nos. *
27.	Wooden / PVC lasts	ladies size 2 to 7	15 Pairs
28.	Adhesives containers		21 Nos. *
29.	Stove / Heater	1000 Watts	3 Nos. *

30.	Enamel basin		5 Nos *
31.	Polishing brushes		5 Nos *
32.	Oil stone	25 x 50 x 150 mm	7 Nos. *
33.	Micrometer	0-25	7 Nos. *
34.	Spring Divider		21 Nos. *
35.	Indenting Scissors		21 Nos. *
36.	Wooden Lags		21 Nos. *
37.	Glass Plate	(3mm-5mm thick) 750mm x 500mm	1 No.

B. GENERAL MACHENERY

38.	Sewing machine cylinder bed		4 Nos.
39.	Sewing machine industrial type flat bed		20 Nos. *
40.	Upper leather skiving machine		1 No.
41.	Punching and eyeleting devices		1 No.
42.	Combined finishing machine		1 No.
43.	Sewing Machine Double Needle Flat Bed		1 No.
44.	Sewing Machine Post Bed		1 No.
45.	Hydraulic Clicking Machine		1 No.
46.	Stamping / Stampica Machine		1 No.
47.	Air Stuck : Pneumatic Cementing Press Machine		1 No.
48.	Manual Sole Pressing Machine		1 No.
49.	Clicker Machine		1 No.
50.	Skive Machine		1 No.
51.	Decorating Machine		1 No.

C. SHOP FLOOR FURNITURE

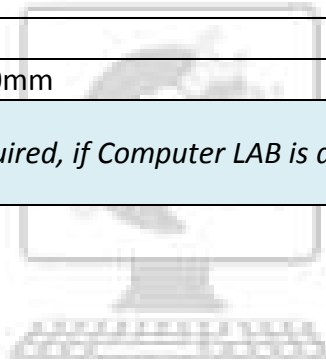
52.	Almirah		2 Nos.
53.	Trainee (Footwear) work bench		20 Nos. *
54.	Show case		1 No.
55.	Work bench for clicking		10 Nos. *
56.	Instructor's desk and chair		1 Set
57.	Durries	200 x 250 mm	2 Nos.
58.	First Aid Box		1 No.
59.	Black Board with Easel		1 No.
60.	Stools and desk for trainee		1 No. each
61.	Work Table with vice guard		1 No. each

Note: -

1. All the tools and equipment are to be procured as per BIS specification.
2. Quantity marked with * has been increased as per the batch size.
3. Internet facility is desired to be provided in the class room.

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.	12 nos. *
2.	UPS - 500VA	12 nos. *
3.	Scanner cum Printer	01 no.
4.	Computer Tables	12 nos. *
5.	Computer Chairs	24 nos. *
6.	LCD Projector	01 no.
7.	White Board 1200mm x 900mm	01 no.

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



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कौशल भारत - कुशल भारत

FORMAT FOR INTERNAL ASSESSMENT

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