



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

COMPETENCY BASED CURRICULUM

LEATHER GOODS MAKER

(Duration: One Year)

CRAFTSMEN TRAINING SCHEME (CTS)

NSQF LEVEL- 3



SECTOR – LEATHER

LEATHER GOODS MAKER

(Non-Engineering Trade)

(Revised in 2018)

Version: 1.1

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

CENTRAL STAFF TRAINING AND RESEARCH INSTITUTE

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

ACKNOWLEDGEMENT

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

List of Expert Members attended to finalize the course curriculum of Leather Goods Maker Trade			
S No.	Name & Designation Sh./Mr./Ms.	Organization	Remarks
1.	Deepankar Mallick, Director of Training	DGE&T, New Delhi	Chairman
2.	Sukhdev Singh, Joint Director	ATI- Kanpur	Member
3.	P.N. Yadav, Dy. Director	ATI- Kanpur	Member
4.	S.K. Singh, Principal	Government. Leather Institute Kanpur	Member
5.	Irsad Mirza, Proprietor	Mirza International, Kanpur	Member
6.	D.N. Swami, Lecturer	Govt. Leather Institute Kanpur	Member
7.	Naresh Kumar, Lecturer	Govt. Leather Institute Kanpur	Member
8.	H.S. Nigam, V.I.	ATI Kanpur	Member
9.	P.K. Bhattacharya, Scientist	Central Leather	Member
10.	Suman Chatterjee, lecturer	H.B.T.I. Kanpur	Member
11.	Col.S.Haque, Principal	Mirza Foundation	Member
12.	Suresh Kumar, Technician	Mirza Foundation	Member
13.	Suhail Ahmad, Supervisor	Mirza Foundation	Member
14.	Satish Kumar, Senior supervisor	International Ltd.	Member
15.	Abhinandan Kumar, Scientist In Charge	CSIR-Central Leather Research Institute, Ahmedabad	Member
List of members attended the Workshop to finalize the syllabi of existing CTS into NSQF compliance			
1.	S.A. Pandav, Regional Dy. Director	DET, Gujarat	Chairman
2.	L.K. Mukherjee, Deputy Director of Training	CSTARI, Kolkata-91	Member
3.	Ashoke Rarhi, Deputy Director of Training	ATI-EPI, Dehradun	Member
4.	N. Nath, Assistant Director of Training	CSTARI, Kolkata-91	Member



5.	S. Srinivasu, Assistant Director of Training	ATI-EPI, Hyderabad-13	Member
6.	Sharanappa, Assistant Director of Training	ATI-EPI, Hyderabad-13	Member
7.	Ramakrishne Gowda, Assistant Director of Training	FTI, Bangalore	Member
8.	Goutam Das Modak, Assistant Director of Trg./Principal	RVTI, Kolkata-91	Member
9.	Venketesh. Ch., Principal	Govt. ITI, Dollygunj, Andaman & Nicobar Island	Member
10.	A.K. Ghate, Training Officer	ATI, Mumbai	Member
11.	V.B. Zumbre, Training Officer	ATI, Mumbai	Member
12.	P.M. Radhakrishna pillai, Training Officer	CTI, Chennai-32	Member
13.	A.Jayaraman, Training officer	CTI Chennai-32,	Member
14.	S. Bandyopadhyay, Training Officer	ATI, Kanpur	Member
15.	Suriya Kumari .K, Training Officer	RVTI, Kolkata-91	Member
16.	R.K. Bhattacharyya, Training Officer	RVTI, Trivandrum	Member
17.	Vijay Kumar, Training Officer	ATI, Ludhiana	Member
18.	Anil Kumar, Training Officer	ATI, Ludhiana	Member
19.	Sunil M.K. Training Officer	ATI, Kolkata	Member
20.	Devender, Training Officer	ATI, Kolkata	Member
21.	R. N. Manna, Training Officer	CSTARI, Kolkata-91	Member
22.	Mrs. S. Das, Training Officer	CSTARI, Kolkata-91	Member
23.	P.K. Bairagi, Training Officer	CSTARI, Kolkata-91	Co-ordinator
24.	Jyoti Balwani, Training Officer	RVTI, Kolkata-91	Member
25.	Pragna H. Ravat, Training Officer	RVTI, Kolkata-91	Member
26.	Sarbojit Neogi, Vocational Instructor	RVTI, Kolkata-91	Member
27.	Nilotpall Saha, Vocational Instructor	I.T.I., Berhampore, Murshidabad, (W.B.)	Member
28.	Vijay Kumar, Data Entry Operator	RVTI, Kolkata-91	Member

CONTENTS

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	12-16
8.	Trade Syllabus	17-32
9.	Core Skill – Employability Skill	33-36
10.	Annexure I	
	List of Trade Tools & Equipment	37-39
	List of Tools & Equipment for Employability Skill	40
11.	Annexure II - Format for Internal Assessment	41

1. COURSE INFORMATION

During the one-year duration of “Leather Goods 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 select the appropriate leather and verify the characteristics of different fancy and finished leather. They will be able to prepare different sketch & design of various leather goods, identify hides & skins. They can prepare pattern, design & cutting. They will also apply sewing operation using appropriate techniques for assembling and manufacturing of cut edged articles coin purse, key case & gents belt. The trainees will acquire the knowledge of various substitute materials of leather and method of applications and their uses.

The candidate will be able to care & maintenance of tools and equipment of the section observing safety precaution. They can identify, operate, troubleshoot & maintenance of different tools, machines & equipment used in leather goods making. They will be able to select appropriate leather & ornamental materials and prepare various leather goods by using electrical and hand operated machines observing quality parameters. The trainee will also acquire knowledge of sequence of operation in leather goods productions. They will be able to identify and use of different electrical equipment and perform various process (hydraulic cutting and clicking, straps cutting, splitting, embossing, cementing, zigzag swing machine and flat bed, post bed stitching machines).

कौशल भारत - कुशल भारत

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.

‘Leather Goods 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.
- Can join as Stitcher (Leather Goods and Garments), Pattern Maker (Fur), Supervisor and Foreman (Leather Goods Making) in the industry.

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)	1320
2.	Professional Knowledge (Trade Theory)	264
3.	Employability Skills	110
4.	Library & Extracurricular activities	66
5.	Project Work	160
6.	Revision & Examination	160
	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 organization and execution and with due regard for safety	<ul style="list-style-type: none"> • High skill levels and accuracy in the field of work/ assignments. • A high level of neatness and consistency to

procedures and practices, has produced work which demonstrates attainment of a high standard of craftsmanship.

accomplish job activities.
Minimal or no support in completing the task/ job.



Skill India

कौशल भारत - कुशल भारत

Brief description of job role:

Stitcher (Leather Goods and Garments); also called a 'sewer' is an important jobrole associated with Leather Goods and Garment sector. The primary responsibility of a stitcher is to sew fabric, fur, leather or synthetic materials to produce garments and other articles.

Pattern Maker, Fur; prepares patterns and full-size canvas models of garments and other articles of fur to guide Cutters and Finishers. Draws pattern on paper in accordance with garment design or customer's measurements. Makes canvas model of garment according to pattern. Checks patterns and model for accuracy and makes necessary alterations. Passes them to garment Cutters or Finishers. Examines completed garment for defects. Cuts patterns for fur trimmings, accessories and other fur articles and for alteration of fur articles. May cut patterns for fancy leather goods.

Supervisor and Foreman, Leather Goods Making; supervises manufacture of fancy and other leather goods such as gloves, suitcases, purses, belts, whips, etc. according to customer's choice or latest designs. Studies designs from catalogue or samples and decides manufacturing process. Arranges for required type and quality of materials and gets working pattern made to suit specifications. Instructs and guides workers as required and ensures correct operations and quality and finish of ultimate product. May specialize in manufacture of any particular items and be designated accordingly.

Reference NCO-2015:

- (i) 8153.0102 – Stitcher (Leather Goods and Garments)
- (ii) 7531.1300 – Pattern Maker, Fur
- (iii) 3122.3300 – Supervisor and Foreman, Leather Goods Making

4. GENERAL INFORMATION

Name of the Trade	Leather Goods Maker
NCO - 2015	8153.0102, 7531.1300, 3122.3300
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) Leather Goods 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>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 of Leather Goods Maker 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



Skill India

कौशल भारत - कुशल भारत

5. NSQF LEVEL COMPLIANCE

NSQF level for '**Leather Goods 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 '**Leather Goods 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. Select the appropriate leather and verify the characteristics of different fancy and finished leather.
8. Sketch & design various leather goods, identify hide & skin and make pattern, preparation of pattern design & cutting.
9. Apply sewing operation using appropriate techniques for assembling and manufacturing of cut edged articles coin purse, key case & gent's belt.
10. Apply proper process of embossing for finishing leather goods.
11. Select and perform various small leather measurement to produce different leather goods like wallet, ladies clutch purse and gents belt.
12. Identify various substitute materials of leather and method of applications and their uses.
13. Apply method for economical cutting & calculation for production cost observing quality control aspect.
14. Care & Maintenance of tools and equipment of the section observing safety precaution.
15. Identify, operate, troubleshoot & maintenance of different tools, machines & equipment used for leather goods making.
16. Select appropriate leather & ornamental materials and prepare various leather goods by using electrical and hand operated machines observing quality parameters.

17. Apply sequence of operation in leather goods productions.
18. Identify and use of different electrical equipments and perform various process (hydraulic cutting and clicking, straps cutting, splitting, embossing, cementing, zigzag swing machine and flat bed, post bed stitching machines.)



Skill India

कौशल भारत - कुशल भारत

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 Productive Equipment (PPE) and use the same as per related working environment.
	1.10 Identify basic first-aid and use them under different circumstances.
	1.11 Identify different fire extinguisher and use the same as per requirement.
2. Comply with environment regulation and housekeeping	2.1 Identify environmental pollution & contribute to the avoidance of instances of environmental pollution.
	2.2 Deploy environmental protection legislation & regulations.
	2.3 Take opportunities to use energy and materials in an environmentally friendly manner.
	2.4 Avoid waste and dispose waste as per procedure.
3. Assist in exigencies and carry out elementary first-aid during emergencies.	3.1 Demonstrate elementary first-aids.
	3.2 Demonstrate safety practices to be observed.
	3.3 Demonstrate use of personal protective dresses.
	3.4 Identify emergency exit route.

	3.5 Demonstrate fire fighting procedure using fire extinguishers.
4. Work in a team, understand and practice soft skills, technical English to communicate with required clarity.	4.1 Obtain sources of information and recognize information.
	4.2 Use documents, regulations and occupationally related provisions.
	4.3 Conduct appropriate and target oriented discussions with higher authority and within the team.
	4.4 Present facts and circumstances, possible solutions & use English terminology.
	4.5 Resolve disputes within the team.
	4.6 Conduct written communication.
5. Explain energy conservation, global warming and pollution and contribute in day-to-day work by optimally using available resources.	5.1 Explain the concept of energy conservation, global warming, pollution and utilize the available recourses optimally & remain sensitive to avoid environment pollution.
	5.2 Dispose waste following standard procedure.
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 i.e. DIC, SIDA, SISI, NSIC, SIDO, Idea for financing/non-financing support agencies to familiarize with the Policies/Programmes & procedure & the available scheme.
	6.3 Prepare Project report to become an entrepreneur for submission to financial institutions.

कौशल भारत - कुशल भारत

SPECIFIC LEARNING OUTCOME	
LEARNING OUTCOME	ASSESSMENT CRITERIA
7. Select the appropriate leather and verify the characteristics of different fancy and finished leather.	7.1 Plan the work in compliance with standard safety procedure.
	7.2 Mark as per specification applying desired mathematical calculation and observing standard procedure.
	7.3 Various raw materials for making leather are identified and pre tanning, tanning, post tanning processes are formulated based on the final characteristics required for the final product.
	7.4 Effect of water, acids, alkalis, friction and heat on leather and substitute materials are compared
	7.5 Different types of finished leather viz. CG, PG, Fur, Suede leather, Oil pull up, Waxy, Nubuck, Nappa etc. are identified.
8. Sketch & design various leather goods, and make pattern, preparation of pattern design & cutting.	8.1 Select raw materials and visually inspect for defects.
	8.2 Different types of patterns are identified and components are cut by hand or using clicking press.
	8.3 Free hand sketching of various basic designs of leather goods is performed.
	8.4 Mark the job as per blueprint.
	8.5 Patterns and templates are prepared for various leather goods.
	8.6 Various methods of construction and edge treatment are performed according to the type of leather goods.
9. Apply sewing operation using appropriate techniques for assembling and manufacturing of cut edged articles coin purse, key case & gent's belt.	9.1 Various grinders, synthetic materials, adhesives used in the leather products are identified.
	9.2 Different types of stitching are performed on leather and synthetic materials in combination with leather.
	9.3 Various types of adhesives and their application in leather goods manufacture are established.
	9.4 Gluing and assembling components.
	9.5 Trimming and finishing.
	9.6 Use of hole punch, reveting punch, press buttons, punch for fixing key hook.
10. Apply proper process of embossing for finishing leather goods.	10.1 Select required material for antique treatment.
	10.2 Prepare required tools, equipment and materials as per applications.
	10.3 Plan and execute different process of embossing for finishing leather goods.
	10.4 Cleaning, polishing and finishing for removal of marks and blemishes from leather are performed.

	10.5 Antique treatment, embossing, spirit colour etc. are applied for artistic leather work.
11. Select and perform various small leather measurement to produce different leather goods like wallet, ladies clutch purse and gents belt.	11.1 Measurement of leather for making medium leather goods viz. travel bags, ladies hand bag etc. are performed. 11.2 Costing of products based on measurements are worked out. 11.3 Prepare Cutting components according to patterns. 11.4 Practice stitching wallet, belt. 11.5 Practice skiving edges for folding components. 11.1 Prepare cutting strips for required leather and width.
12. Identify various substitute materials of leather and method of applications and their uses.	12.1 The substitute materials for making leather goods are identified and their uses are practiced. 12.2 Identify different substitute materials and their uses. 12.3 Apply method of applications for substitute materials. 12.4 Prepare different type edge treatment.
13. Apply method for economical cutting & calculation for production cost observing quality control aspect.	13.1 Methods for economical cutting of leather, lining and substitute materials are practiced to reduce the wastage. 13.2 Cost sheets are prepared for different leather goods based on the materials consumed and wastage thereof. 13.3 Products are inspected and checked against quality parameters. 13.4 Methods of storage, packing and forwarding of finished products are established. 13.5 Quality check for dimensional accuracy as per standard procedure.
14. Care & maintenance of tools and equipment of the section observing safety precaution.	14.1 Tools, equipment and machineries for making leather goods are identified. 14.2 Handling and maintenance of the tools and machineries with knowledge of the functions of various parts of it are performed. 14.3 Safety signs for danger, warning, caution and personal safety messages are identified. 14.4 Safety precautions including fire fighting equipment and first aid practices are introduced
15. Identify, operate, troubleshoot & maintenance of different tools, machines & equipment	15.1 Convert the prepared circuit into layout diagram. 15.2 Identify various input and output socket connectors of the given machines. 15.3 Explore various troubleshooting and faultfinding the resources provided.

used in leather goods making.	15.4 Identify major section and panel board of the equipments.
16. Select appropriate leather & ornamental materials and prepare various leather goods by using electrical and hand operated machines observing quality parameters.	16.1 Suitability of different types of leathers for various leather goods is established and appropriate leather is selected for the type of leather goods.
	16.2 Different types of leather goods are fabricated using manual and machine operations.
	16.3 The leather goods are inspected for their quality parameters.
	16.4 Select ornamental materials like locks, frames, straps fitting, handle fitting and hooks of different size, shape, style and metal.
	16.5 Practice on hinges, clips and fasteners, size and style and rivet buttons use for fixing.
17. Apply sequence of operation in leather goods productions.	17.1 Identify the different hand tools.
	17.2 Selection of proper tools for operation and precautions in operation.
	17.3 Selection of different quality leather, grade, size, color and grain matching.
	17.4 Plan and organize Cleaning stains and spots, cressing by crazing tools.
	17.5 Perform Thread trimming, burning and finishing.
18. Identify and use of different electrical equipments and perform various process (hydraulic cutting and clicking, straps cutting, splitting, embossing, cementing, zigzag swing machine and flat bed, post bed stitching machines.)	18.1 Identify different parts and section of clicking machine.
	18.2 Operate hydraulic cutting and clicking machine to produce leather goods.
	18.3 Identify different parts and operate strap cutting machine with proper sequence.
	18.4 Identify different parts and operate strap cutting machine with proper sequence.
	18.5 Identify different parts, function and operate splitting machine with proper sequence.
	18.6 Identify different parts, function and operate Hydraulic embossing machine with proper sequence.
	18.7 Identify different parts, function and operate cementing press machine with proper sequence.
	18.8 Identify different parts, function and operate Zig Zag with proper sequence.
	18.9 Identify different parts, function and operate bed & post bed stitching machine with proper sequence.

SYLLABUS - LEATHER GOODS 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 and carry out elementary first aid during emergencies.	<ol style="list-style-type: none"> 1. Familiarization with the Institute. (10 hrs.) 2. To make the trainees familiar with the shop discipline, layout of the shop, layout of the machines, equipment, etc. installed in the shop. (05 hrs.) 3. Understand various section designing, cutting, clicking, stitching and assembling system. (10 hrs.) 4. Practice safe methods of handling tools. (05 hrs.) 	Introduction to the trade, Importance of the trade in the development of the industrial economy of the country. Knowledge of General Safety, Occupational health and hygiene.
2	-do-	<ol style="list-style-type: none"> 5. Safety precautions including firefighting equipment, Accidents, First Aid practice and treatment. (10 hrs.) 6. Identification of safety sign for danger, warning, caution and personal safety message. (10 hrs.) 7. Practice and understand precaution to be followed while working in fitting jobs. (05 hrs.) 8. Check specification sign, symbols of fire extinguishers. (05 hrs.) 	Safety precautions. Elementary First Aid and treatment. First Aid Box Identification.
3-4	Select the appropriate leather and verify the characteristics of different fancy and	<ol style="list-style-type: none"> 9. Various types of hides & skins and fancy leather skins. Their qualities. (15 hrs.) 10. Application, limitation and 	Hides and Skins-their structure and quality. Stretch in skins-its extent and direction. Tanning process-Pre tanning and Post tanning. Tanning of hides and

	finished leather.	<p>treatment. Oil dressed and axed leathers and their uses. (15 hrs.)</p> <p>11. Effects of water, acids, alkalis, friction and heat on leather and its substitutes. (15 hrs.)</p> <p>12. Types of finished leather (CG, PG, Fur, Suede leather, Oil pull-up, NUBUCK, NAPPA, WAXY, etc.) (15 hrs.)</p>	<p>skins and their types and their essential characteristics for different uses.</p> <p>Identification & character of various leather materials, other substitutes, types & essential characteristics for different uses. Their identification and selection. Their parts and suitability for various purposes.</p>
5-7	Sketch & design various leather goods, identify hide & skin and make pattern, preparation of pattern design & cutting.	<p>13. Freehand sketching of basic designs of Leather goods. (20 hrs.)</p> <p>14. Designing and the various edge treatment, folded edge, bagged edge, gimped edge & piping etc. (15 hrs.)</p> <p>15. Curing of hides and skins. Preparation of patterns for coin purse, wallets, hand bags, portfolio, etc. (10 hrs.)</p> <p>16. Pattern making and template making for different types products. (15 hrs.)</p> <p>17. Preparation of pattern for upper and lining materials. (10 hrs.)</p> <p>18. Manufacturing of cut edged articles, Turn edged articles, unstaffed articles, built up articles, molded articles. (10 hrs.)</p> <p>19. Cutting, punching, Edges and their kinds. (10 hrs.)</p>	<p>Pattern and styles, their names and description. Drawing of different types of leather goods.</p>
8	Apply sewing operation using appropriate techniques for assembling and manufacturing of cut edged articles coin purse, key case &	<p>20. Selection of required material, accessories. (02 hrs.)</p> <p>21. Prepare required tools equipment and machines. (03 hrs.)</p> <p>22. Prepare pattern components. (02 hrs.)</p>	<p>Measuring tape, cutting knife, steel scale, silver pencil, hammer, folding hammer, scissor, awl, hole punch, press button punch, creaser, sewing machine flat bed and post bed. Work table. Gluing and assembling. Edge coloring and finishing</p>

	gent's belt.	<p>23. Cutting components according to pattern upper inner and gussets. (05 hrs.)</p> <p>24. Make marks for pocket balance mark. (06 hrs.)</p> <p>25. Creasing by creasing tool. (02 hrs.)</p> <p>26. Gluing and assembling components. (02 hrs.)</p> <p>27. Stitching. (02 hrs.)</p> <p>28. Hole punching for fixing press buttons with press button punch. (02 hrs.)</p> <p>29. Edge coloring and finishing. (02 hrs.)</p> <p>30. Trimming and finishing. (02 hrs.)</p>	
9	-do-	<p>31. Selection of required material, accessories. (02 hrs.)</p> <p>32. Prepare required tools equipment and machines. (02 hrs.)</p> <p>33. Cutting components according to pattern upper, inner, reinforcement. (06 hrs.)</p> <p>34. Creasing of components by creasing tools. (04 hrs.)</p> <p>35. Gluing and assembling components. (05 hrs.)</p> <p>36. Stitching. (03 hrs.)</p> <p>37. Use hole punch, riveting punch, press buttons punch for fixing key hook, press buttons. (03 hrs.)</p> <p>38. Edge coloring and finishing. (02 hrs.)</p> <p>39. Trimming and finishing. (03hrs.)</p>	<p>Measuring tape, cutting knife, steel scale, silver pencil, hammer, folding hammer, scissor, awal, hole punch, press button punch, creaser, swing machine flat bed and post bed.</p> <p>Creasing tool. Work table cutting table.</p> <p>Stitching, Trimming and finishing</p>
10	-do-	<p>40. Selection of required material, accessories. (02 hrs.)</p> <p>41. Prepare required tools</p>	<p>Measuring tape, cutting knife, steel scale, silver pencil, hammer, folding hammer, scissor, awal, hole punch, press button punch,</p>

		<p>equipment and machines. (03 hrs.)</p> <p>42. Cut components according to (pattern) length and width. (03 hrs.)</p> <p>43. Gluing and assembling components. (03 hrs.)</p> <p>44. Stitching. (05 hrs.)</p> <p>45. Punching. (05 hrs.)</p> <p>46. Attached buckle, loops. (03 hrs.)</p> <p>47. Edge finishing and creasing. (03 hrs.)</p> <p>48. Trimming and finishing. (03 hrs.)</p>	<p>creaser, swing machine flat bed and post bed.</p> <p>Creasing tool.</p> <p>Crew punch.</p> <p>Work table cutting table.</p> <p>Buckle, loops.</p>
11-12	Apply proper process of embossing for finishing leather goods.	<p>49. Antique treatment. Embossing and finishing of leather products. (12 hrs.)</p> <p>50. Cleaning and glossing of types of leather and their methods. (12 hrs.)</p> <p>51. Marks and blemishes-their character and processes for removal. (12 hrs.)</p> <p>52. Practice on artistic leather work, modeling, application of modeling, embossing, embossed leather goods. (12 hrs.)</p> <p>53. Spirit colour used in leather work. (12 hrs.)</p>	<p>Finishing processes abrasion and their description. Waxes and inks used in finishing, their names and application.</p> <p>Knowledge of artistic leather work, modeling, types of modeling, embossing, embossed leather goods. Spirit colour used in leather work.</p>
13	Select and perform various small leather measurement to produce different leather goods like wallet, ladies clutch purse and gents belt.	<p>54. Select required material and accessories for wallet. (03 hrs.)</p> <p>55. Prepare required tools equipment and machines for wallet making. (03 hrs.)</p> <p>56. Pattern making for required components. (03 hrs.)</p> <p>57. Cut components according to patterns. (04 hrs.)</p> <p>58. Skiving edge for folding components. (04 hrs.)</p> <p>59. Prepare components. (03</p>	<p>Measuring tape, cutting knife, steel scale, silver pencil, hammer, folding hammer, scissor, awl, hole punch, press button punch, creaser, swing machine flat bed and post bed.</p> <p>Rampi, skiving machine</p> <p>Work table cutting table</p>

		<p>hrs.)</p> <p>60. Gluing and assembling components. (04 hrs.)</p> <p>61. Stitching wallet. (03 hrs.)</p> <p>62. Trimming and finishing. (03 hrs.)</p>	
14	-do-	<p>63. Select required material and accessories for ladies clutch purse. (03 hrs.)</p> <p>64. Prepare required tools equipment and machines for ladies clutch purse. (03 hrs.)</p> <p>65. Pattern making to required components. (03 hrs.)</p> <p>66. Cutting components according to pattern. (03 hrs.)</p> <p>67. Skiving edge for folding components. (03 hrs.)</p> <p>68. Prepare components, making pockets, fixing zip. (03 hrs.)</p> <p>69. Gloving and assembling components. (03 hrs.)</p> <p>70. Stitching. (03 hrs.)</p> <p>71. Hole punching and buttons fixing by press button punch. (03 hrs.)</p> <p>72. Trimming and finishing. (03 hrs.)</p>	<p>Measuring tape, cutting knife, steel scale, silver pencil, hammer, folding hammer, scissor, awal, hole punch, press button punch, creaser, swing machine flat bed and post bed.</p> <p>Rampi, skiving machine</p> <p>Work table cutting table</p>
15	-do-	<p>73. Select required material and accessories for gents belt. (03 hrs.)</p> <p>74. Prepare required tools equipment and machines. (03 hrs.)</p> <p>75. Pattern making to required components. (03 hrs.)</p> <p>76. Cutting strips for required length and width (pattern). (03 hrs.)</p> <p>77. Skiving edge for folding components. (03 hrs.)</p> <p>78. Gloving and assembling</p>	<p>Measuring tape, cutting knife, steel scale, silver pencil, hammer, folding hammer, scissor, awal, hole punch, press button punch, creaser, sewing machine flat bed and post bed.</p> <p>Rampi, skiving machine Crew punch. Work table and cutting table</p>

		<p>strips with reinforcement. (05 hrs.)</p> <p>79. Stitching belt. (05 hrs.)</p> <p>80. Punching attach buckle and loops by rewet and rivet punch. (05 hrs.)</p>	
16-18	Identify various substitute materials of leather and method of applications and their uses.	81. Practice on use of various substitute materials of leather and method of application. & their uses. (90 hrs.)	Familiarization of different substitute materials of leather - their identification, type, characteristics, method of application. & their uses.
19-20	Apply method for economical cutting & calculation for production cost observing quality control aspect.	<p>82. Economical adjustment of cutting leather and lining for various products. (20 hrs.)</p> <p>83. Preparation of cost sheet. (20 hrs.)</p> <p>84. Calculation of consumption and wastage materials. (20 hrs.)</p>	Wastages, its proportions and limits. Waste cutting and their utilization. Different types of treatment for storage. Preservation and storing of raw materials.
21-22	-do-	<p>85. Quality control and inspection of leather products. (30 hrs.)</p> <p>86. Practice on costs of finished products and their selling prices, Overhead costs and their distribution. (20 hrs.)</p> <p>87. Require minimum any leather industry of a testing laboratory are specified. (10 hrs.)</p>	Packing and forwarding of finished products of leather goods items.
23-24	<p>Project Work/Industrial Visit</p> <p>Broad Area:</p> <p>a) Making small product–</p> <ul style="list-style-type: none"> • Zipper pouch • key case • coin pouch • gents belt • Gents wallet <p>b) Draw the diagram, pattern making, materials cutting, assembling, stitching & finishing.</p>		
25-26	Revision		
27-28	Care & Maintenance of tools and	88. Familiarization of practical training to be followed,	Knowledge of Machine, Equipment and power operated

	equipment of the section observing safety precaution.	<p>maintenance and handling of tools and equipment of the section. (12 hrs.)</p> <p>89. Familiar with different machines operation, care and use. (12 hrs.)</p> <p>90. Identify of tools and equipment as per desired specification for leather goods. (12 hrs.)</p> <p>91. Identify and carryout maintenance and preventive maintenance of different machines. (12 hrs.)</p> <p>92. Identify different parts, its function and operation of various types of tools and equipment. (12 hrs.)</p>	<p>machine required for the making of various leather goods products. Knowledge of electrically operated tools.</p>
29-30	Identify, operate, troubleshoot & maintenance of different tools, machines & equipment used for leather goods making.	<p>93. Working Practice on different hand tools used in the shop. (15 hrs.)</p> <p>94. Application of indenting process of tools from store. (15 hrs.)</p> <p>95. Familiarization of operating procedure related to different m/cs & equipments. (15 hrs.)</p> <p>96. Rectification of common machine faults. (15 hrs.)</p>	<p>Identification of 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.</p>
31-32	-do-	<p>97. Care and maintenance of hand tools and machines and equipment. (20 hrs.)</p> <p>98. Safety precautions. Its importance, cleanliness of the shops. (20 hrs.)</p> <p>99. Sharpening of tools, knives & other cutting tools, method and process of holding the tools. (20 hrs.)</p>	<p>Special Tools used for leather making, 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.</p>
33-35	Select appropriate leather & ornamental materials and	<p>100. Select tools for leather cutting. (03 hrs.)</p> <p>101. Prepare and sharpening of tools. (03 hrs.)</p>	<p>Description of various types of machines used for different type of leather sewing. Description of various fittings such as locks,</p>

	<p>prepare various leather goods by using electrical and hand operated machines observing quality parameters.</p>	<p>102. Marked leather defects and avoid defects. (03 hrs.) 103. Handling of tools. (03 hrs.) 104. Check cut component quality and bundle neatly. (03 hrs.) 105. Check and prepare straps cutting machine. (03 hrs.) 106. Make Necessary adjustment in the machine for cutting straps to required width. (03 hrs.) 107. Adjust Guide plate to filed the leather strata. (03 hrs.) 108. Switch on The machine and handle machine by foot accelerator. (03 hrs.) 109. Cut straps and check the quality and prepare bundle. (03 hrs.) 110. Put the scraps paces in the scraps box. (03 hrs.) 111. Check and prepare hydroid clicking press machine. (03 hrs.) 112. Mark the leather defects and rectify the defect. (03 hrs.) 113. Check cutting die. (03 hrs.) 114. Check cutting die adjust and pleased properly before clicking. (03 hrs.) 115. Check quality of clicked components and bundle neatly. (03 hrs.) 116. Put in The scraps piece into the scraps box. (03 hrs.) 117. Identify and Select different ornamental material (03 hrs.) Locks:- 118. Size, shapes and style. (03 hrs.) 119. Selection of leather products life language , molded leather goods , shot case looks, document case looks,</p>	<p>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.</p>
--	---	--	--

		<p>camera case looks fancy looks for exclusive leather goods, zip looks, emanative snaps , clip looks. (03 hrs.)</p> <p>Frames:-</p> <p>120. Prepare and practice of different types of frames. (03 hrs.)</p> <p>121. Size shape and style and metal like steel brass, silver, plastic. (03 hrs.)</p> <p>122. Selection of leather products like ladies hand bag, purse, pouch, hand bags. (03 hrs.)</p> <p>Straps fitting:-</p> <p>123. Practice different size, shapes and styles and metal for straps fitting. (03 hrs.)</p> <p>124. Size, shapes and styles and metal like steel brass silver, plastic. (03 hrs.)</p> <p>125. Selection of leather products. (09 hrs.)</p> <p>(a) Ring for fixing handle and shoulder straps.</p> <p>(b) Belt buckles use in Gents belt ladies belt pouch and begs.</p> <p>(c) Roller buckles use in bags school bags and ladies bags.</p> <p>(d) Adjustable buckle use in ladies and gents bags for lengths shout straps adjusted</p> <p>126. Prepare and practice different size, shape and style of handle fitting, key case, ladies bags. (03 hrs.)</p> <p>127. Select and perform different Hings used in briefcase, cosmetics, jewelry box and wallet passport cover. (03</p>	
--	--	---	--

		hrs.) 128. Identify different size and style fasteners rivet, rivet bottoms, eyelets, studs, press bottoms, zip, well crow and cordless. (03 hrs.)	
36-37	Apply sequence of operation in leather goods productions.	<p>129. Identify the different hand tools. (03 hrs.)</p> <p>130. Selection of proper tools for operation and precautions in operation. (03 hrs.)</p> <p>131. Selection of different quality leather, grade, size, color and grain matching. (03 hrs.)</p> <p>132. Draw and design of making product as per job. (03 hrs.)</p> <p>133. Making and cutting pattern components upper, lining reinforcement. (05 hrs.)</p> <p>134. Prepare and practice leather Cutting, lining, reinforcement according pattern. (04hrs.)</p> <p>135. Check various materials using proper measuring instruments cut by hand and machine. (04hrs.)</p> <p>136. Plan and prepare Skiving and splitting necessary component. (04hrs.)</p> <p>137. Quality checked. (03 hrs.)</p> <p><u>Assembling Stitching</u></p> <p>138. Practice Adhesive application and assembling components on work bench, punching, riveting iliting button fixing lining and gusset making, handle making etc. (04hrs.)</p> <p>139. Identify the different types of Stitching components by machine flat bed and post bed. (03 hrs.)</p> <p>140. Plan and organize Clining</p>	Thronging by hand, types of thronging, designing, methods of coloring, etc. Use of leather thongs in leather goods.

		<p>stains and spots, cressing by crazing tools. (08 hrs.)</p> <p>141.Perform Thread trimming, burning and finishing. (08 hrs.)</p> <p>142.Determine the measuring error Check quality and plan working compliance with packing. (05hrs.)</p>	
38	Identify, operate, troubleshoot & maintenance of different tools, machines &equipment used for leather goods making.	<p>143.General operation of various make machine working condition timely clean and lubricate the machine and covered after worked. (05 hrs.)</p> <p>144.Study the construction and operation of various types Swing machine. (05 hrs.)</p> <p>145.Identify and carry out maintenance and preventive maintenance of motor and machines. (05 hrs.)</p> <p>146.Identify different parts its function and operation of tight clutch at the handle wheel and various types of adjust belt. (05 hrs.)</p> <p>147.Practice of use different Niddle trade breaks, bobining trade breaking and thread loops. (05 hrs.)</p> <p>148.Check and fault find of machine and use correct pressure foot. (05 hrs.)</p>	Chrome leather, suitcase leather, embossed leather, betting leather, Leather for industry Leather goods. General maintenance system of machines, equipments and tools.
39-40	-do-	<p>149.General repairs of different types of leather goods. (08 hrs.)</p> <p>150.Identify various type repairing like zip and runner, cut size and shape and overlapping allowance. (05 hrs.)</p> <p>151.Check manufacture defect on the size, shape, patch of</p>	Commercial calculations cost of finished products and their selling prices. Overhead cost and their distribution over production. Marketing of finished products. Selling methods.

		<p>machining suitable material according shape and overlapping allowance. (08 hrs.)</p> <p>152. Plan and prepare the damage in gusset size of leather bag. (10 hrs.)</p> <p>153. Carryout maintenance of damage in bottom of leather bag. (06 hrs.)</p> <p>154. Check shoulder straps, D ring support and prepare according D ring size. (15 hrs.)</p> <p>155. Check damage/manufacturer defect handle of travel beg and prepare handle in suitable material according D ring and strips fitted handle by rivet and rivet punch. (08 hrs.)</p>	
41-44	-do-	<p>156. Cutting out and sewing hold alls, bedding rolls, valises. (05 hrs.)</p> <p>157. Selection different types of material required. (05 hrs.)</p> <p>158. Select and prepare of required tools, equipment and machines and material as per application. (05 hrs.)</p> <p>159. Identify pattern and required pattern component according samples. (05 hrs.)</p> <p>160. Identify different cutting leather, lining, reinforcement pattern. (05 hrs.)</p> <p>161. Practice front side part zip, reinforcement, lining fixing. (05 hrs.)</p> <p>162. Identify different materials</p>	<p>Selection of leather for various leather articles, types of leather used for different articles and their characteristics.</p>

		<p>and bag part lining zip runner fixing. (05 hrs.)</p> <p>163. Plan and prepare fixing tape code on front and back part and marked centre point for balancing. (06hrs.)</p> <p>164. Practice and prepare zip gusset and continuous gusset with lining. (06hrs.)</p> <p>165. Identify and fixing D ring on both side of gusset with D ring support. (06hrs.)</p> <p>166. Plan and prepare fixing gusset on back part and front part of back, machining mark centre balance point. (06hrs.)</p> <p>167. Prepare solder strips and fixing on D ring adjustable buckle. (10 hrs.)</p> <p>168. Make trimming. (05 hrs.)</p> <p>169. Prepare for laptop lining with foam sheet welcrow strips belt and attached on back part. (10 hrs.)</p> <p>170. Selection of required material and size like 3'*6'. (06hrs.)</p> <p>171. Identify different Cutting required material according bedding role width, length, height. (05 hrs.)</p> <p>172. Prepare back part with handle belt loops and belt with rolled buckle and I letting. (10 hrs.)</p> <p>173. Prepare front part, with flap or zip in middle flap. (05 hrs.)</p> <p>174. Attached gusset on Back part on marked centered balance notched. (05 hrs.)</p> <p>175. Attached front on gusset.</p>	
--	--	--	--

		Cotton or Nylon belt will used on four side of edges binding of bedding rolls. (05 hrs.)	
45-46	-do-	<p>176. Supervision and motivation of trainee for quality control. (05 hrs.)</p> <p>177. Carryout inspection during manufacturing. (05 hrs.)</p> <p>178. Analysis for substandard, defect analysis and action about correcting any fault. (05 hrs.)</p> <p>179. Check dimension, shape and quality of work. (05 hrs.)</p> <p>180. Check durability of manufacturing product. (05 hrs.)</p> <p>181. Handling and maintenance of machine properly. The mechanical operation in various stage of leather goods manufacturing also influence the quality these operation include clicking, splitting skewing, straps cutting and variety of machine used to impart certain desirable property. (05 hrs.)</p> <p>182. Cut accurate reduce in correctly cut components and quality wise. (03 hrs.)</p> <p>183. Assembling:- inspection and analysis of quality work and take action. (05 hrs.)</p> <p>184. Used branded quality of fitting, lining and accessory which have long life , smooth working performance, specially fitting must be restart to fading and resting. (05 hrs.)</p> <p>185. Stitching properly, used</p>	Identification of plating and evaluation of their quality and appropriate uses in the manufacture of leather goods.

		<p>matching trades and trades numbers with considerable strength, stitch appearance and stretch length specification. (05 hrs.)</p> <p>186. Preparing trimming and finishing. (05 hrs.)</p> <p>187. Checked quality regular starting process from the first operation to finished product the fault between the processes taken to rectify the defect. (05 hrs.)</p> <p>188. Random checked and checked as per sampling. (02 hrs.)</p>	
47-48	<p>Identify and use of different electrical equipments and perform various process (hydraulic cutting and clicking, straps cutting, splitting, embossing, cementing, zigzag swing machine and flat bed, post bed stitching machines.)</p>	<p>189. Identify different parts and section of clicking machine. (07 hrs.)</p> <p>190. Operate hydraulic cutting and clicking machine to produce leather goods. (08 hrs.)</p> <p>191. Identify different parts and operate strap cutting machine with proper sequence. (07 hrs.)</p> <p>192. Identify different parts, function and operate splitting machine with proper sequence. (07 hrs.)</p> <p>193. Identify different parts, function and operate Hydraulic embossing machine with proper sequence. (07 hrs.)</p> <p>194. Identify different parts, function and operate cementing press machine with proper sequence. (07 hrs.)</p> <p>195. Identify different parts, function and operate Zig Zag with proper sequence. (10</p>	

		hrs.) 196. Identify different parts, function and operate bed & post bed stitching machine with proper sequence. (07 hrs.)	
49-50	Project Work/ Industrial Visit Broad Area: <ol style="list-style-type: none"> Identify different instrument/equipment specification, control panel/ control operation and internal construction. Draw the block diagram of different machine/equipment used in leather goods maker Trade. Plan and carryout work of quality control leather products. Prepare of cost sheet, calculation of consumption and wastage materials. Training on entrepreneur development so that enable the trainees to start his own small scale Industries. 		
51	Revision		
52	Examination		

Note: -

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

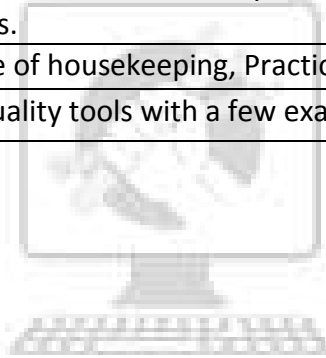
9. SYLLABUS - CORE SKILLS

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, vibroacoustic hazards, mechanical hazards, electrical hazards, thermal hazards. Occupational health, occupational hygiene, occupational diseases/ disorders & its prevention.
Accident & Safety	Basic principles for protective equipment. Accident prevention techniques - control of accidents and safety measures.
First Aid	Care of injured & sick at the workplaces, First-aid & transportation of sick person.
Basic Provisions	Idea of basic provision legislation of India. Safety, health, welfare under legislative of India.
Ecosystem	Introduction to environment. Relationship between society and environment, ecosystem and factors causing imbalance.
Pollution	Pollution and pollutants including liquid, gaseous, solid and hazardous waste.
Energy Conservation	Conservation of energy, re-use and recycle.
Global Warming	Global warming, climate change and ozone layer depletion.
Ground Water	Hydrological cycle, ground and surface water, Conservation and harvesting of water.
Environment	Right attitude towards environment, Maintenance of in-house environment.
7. Labour Welfare Legislation	
Duration : 05 hrs.	

		Marks : 03
Welfare Acts	Benefits guaranteed under various acts- Factories Act, Apprenticeship Act, Employees State Insurance Act (ESI), Payment Wages Act, Employees Provident Fund Act, The Workmen's Compensation Act.	
8. Quality Tools		Duration : 10 hrs. Marks : 05
Quality Consciousness	Meaning of quality, Quality characteristic.	
Quality Circles	Definition, Advantage of small group activity, objectives of quality circle, Roles and function of quality circles in organization, Operation of quality circle. Approaches to starting quality circles, Steps for continuation quality circles.	
Quality Management System	Idea of ISO 9000 and BIS systems and its importance in maintaining qualities.	
House Keeping	Purpose of housekeeping, Practice of good housekeeping.	
Quality Tools	Basic quality tools with a few examples.	



Skill India

कौशल भारत - कुशल भारत

LIST OF TOOLS & EQUIPMENT			
LEATHER GOODS MAKER (for batch of 20 Candidates)			
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	07 nos.*
26.	Revolving punches		02 set
27.	Punch (for punching holes in metal sheet / strip)	2 mm	07 nos.*
28.	File flat rough	90 mm	07 nos.*

29.	Stitching comb - assorted	1, 2 and 3 mm	07 nos.*
30.	Cutting pliers	150 mm	07 nos.*
31.	Set of screw drivers		02 set
32.	Philips screw driver set		02 set
33.	Eye let setter with die		07 nos.*
34.	Measuring tape (Cotton / plastic) -	2 meter long	07 nos.*
35.	Gultarashrampi		07 nos.*
36.	Half moon shape rampi		07 nos.*
37.	Awls		1 nos.
38.	Steel clamp rule	300 mm	07 nos.*
39.	Steel clamp rule	600 mm	07 nos.*
40.	Pincers	25 cm	01 nos.
41.	Strap cutter		07 nos.*
42.	Clicking Knives		07 nos.*
43.	Designer Knives		07 nos.*
44.	Sniper	2" - 3"	07 nos.*
45.	Beading hammer (folding hammer)		07 nos.*
46.	Magnetic Hammer	25 cm.	01 nos.
47.	Divider with scale	20 cm.	07 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		12 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 tradle operated Flat bed (Single needle capacity) Power operated		07 nos.*
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.
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

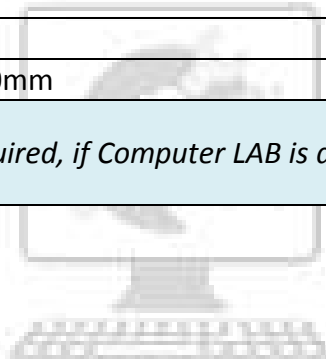
77.	Stools wooden high	450 mm	21 nos.*
78.	Working desk		21 nos.*
79.	Working benches		07 nos.*
80.	Almirahs		02 nos.
81.	Show case		01 no.
82.	Instructors desk and chair		01 set

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.



Skill India
कौशल भारत - कुशल भारत

FORMAT FOR INTERNAL ASSESSMENT

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