

MANUFACTURE OF JUTE PRODUCTS (IPMOA)

Syllabus

(Safety Practices 25 Hrs, Theory 100 Hrs, Practical 450 Hrs, Employability Skill 75 Hrs)

Detail of Theory Syllabus

SL NO	CONTENT	DETAILS
1.	Introduction	<ul style="list-style-type: none">▪ Get an introduction to Jute crafted products▪ Learn about the various Jute crafted product manufacturing operations▪ Know about the Jute handicrafts products in India▪ Get acquainted with the tools and equipment used
2.	Technical Knowledge	<ul style="list-style-type: none">▪ Understanding the importance of types of fibres, types of yarn, yarn count, sliver hank, sewing defects▪ Process flow in a jute mill▪ Material flow in a jute mill▪ Different method of sewing▪ Different type of stitch▪ The minimum quality requirements of the product to permissible/ non-permissible defects▪ Guidelines for operating the sewing machines▪ The safety mechanisms of the machines & should ensure that the same are in order▪ Functions of different parts of sewing machine▪ The functional operations of the machines, where he/ she is working
3.	Knowledge of the organization and its processes	<ul style="list-style-type: none">▪ The Organization's Policies & Standard Operating Procedures▪ Awareness & knowledge of customers▪ Potential hazards associated with the machines and the safety precautions that must be taken▪ Protocol to obtain more information on work-related tasks▪ How to contact the concerned person in case of queries on procedure or products and for resolving issues related to defective machines, tools, materials & equipment.▪ Details of the various job roles & responsibilities▪ Documentation and reporting formats▪ Work Targets & review with Superiors▪ Protocol and format for reporting work-related risks/problems▪ Method of obtaining /giving feedback to performance▪ Importance of Team Work harmonious working relationships▪ Process for offering /obtaining work-related assistance▪ Responsibilities under health, safety and environmental legislation▪ Guidelines for storage & disposal of waste materials
4.	Take charge of the shift from Jute Manufacturing Product Operator	<ul style="list-style-type: none">▪ Come at least 10 - 15 minutes earlier to the work spot▪ Ensure that the necessary tools, gauges etc, are in place▪ Meet the previous shift craft product maker & discuss with him/her the issues faced by him/her concerning the quality, production, spare, safety or any other specific instruction etc.▪ Should check the cleanliness of the machines & other work areas

		<ul style="list-style-type: none"> ▪ Check whether any spare/raw material/tool/yarn/any other material is thrown in the work areas ▪ Question the previous shift operator for any deviation in the quality and bring the same to the knowledge of his/ her shift superior as well as that of the previous shift
5.	Hand over the shift to Jute Manufacturing Product Operator	<ul style="list-style-type: none"> ▪ Hand over the shift to the incoming Jute Craft Product Maker in a proper manner & get clearance from the incoming counterpart before leaving the work spot ▪ Report to his shift superiors as well as that of the incoming shift in case his/her counterpart doesn't come for duty, in that case, the shift has to be properly handed over to the incoming shift superior & clearance got from him ▪ Report to his shift superior about the quality/production/safety issues/ any other issue faced in his/ her shift and should leave the department only after getting concurrence for the same from his/ her superiors
6.	Responsibility of Jute Manufacturing Product Operator	<ul style="list-style-type: none"> ▪ Ensure to know about different jute diversified products, consumer products, fashion product popular in the market ▪ Use of diversified jute products in different field of technical textiles, such as packaging textile, agro textile sector and home textile ▪ Ensure use of the different parts of a sewing machine required for manufacturing diversified jute products ▪ Handle important tools required to manufacture jute diversified products ▪ Ensure to use different measurement tools of jute cloth for its change of unit ▪ Ensure to use a correct measurement of fabric cutting and finished size of the final product as per design ▪ Practice manufacturing of crafted products ▪ Practice first step to make designs of manufacture a crafted product ▪ Practice the second step by selecting the jute based fabric, keeping in mind the proper quality without any defect ▪ Practice third step by pattern making and cutting ▪ Stitch as per standards in the fourth step and If there is appliqué or patchwork in the product, ensure that will be done before stitching ▪ At the fifth step, surface embellishment will be done by fixing wooden beads and making of running stitch. ▪ Carry out embellishment in case of handicraft products such as a lampshade, wall hanging, mirror, ensure after selection of fabric 3D shaping will be done with the help of hardboard and fabric should be pasted on that shape ▪ Carry out pressing (if required), finishing and packaging at the last stage ▪ Ensure that the finished product should have properly finished design and shape ▪ Ensure that shape and size are in a standardized manner ▪ Ensure that trimming is done in the right way ▪ Ensure to tie up the edge tightly with thread in a decent way ▪ Pay attention to colour combination for finished products ▪ Ensure that the exact measurement of jute has been taken into

		<p>consideration to give the proper width and length of the doll</p> <ul style="list-style-type: none"> ▪ Ensure quality ▪ Ensure the proportionate figure of the doll look beautiful ▪ Ensure that colour combination is much attractive considering the children's choice ▪ Ensure detail of eyes and nose to make the doll more gorgeous ▪ Check whether the proper quality is maintained for jute, jute fabric, lining, reinforcement material, chain, button, hook, etc. ▪ Check fastness property of dye in case the product is prepared of coloured or printed jute fabric, also the dye used should not be harmful to the user ▪ Check whether the look, shape, size and colour of the product are as per design or as per specified order
7.	Maintain work area and tools in jute sector	<ul style="list-style-type: none"> ▪ Handle materials and tools safely and correctly ▪ Use correct lifting and handling procedures ▪ Use materials in a manner to minimize waste ▪ Maintain a clean and hazard-free working area ▪ Maintain the tools and equipment used ▪ Carry out running maintenance within agreed schedules one's responsibility ▪ Identify damaged tools and materials and take action according to the standards followed ▪ Ensure that the correct tools and yarn required are in place ▪ Work in the correct posture ▪ Use cleaning equipment and methods appropriate for the work to be carried out ▪ Dispose of waste safely in the designated location ▪ Store cleaning equipment safely after use ▪ Carry out cleaning according to schedule and limits of responsibility
8.	Working in a team in the jute sector	<ul style="list-style-type: none"> ▪ Be accountable to the own role in the whole process ▪ Perform all roles with full responsibility ▪ Be effective and efficient at the workplace ▪ Properly communicate about workplace policies ▪ Talk politely with other team members and colleagues ▪ Submit a daily report of own performance ▪ Adjust in different work situations ▪ Give due importance to others' point of view ▪ Avoid conflicting situations ▪ Improve upon the existing techniques to increase process efficiency

Detail of Practical Syllabus

Sl. No.	Content	Details
1.	Study and handling of common jute product making tools and equipment.	<ul style="list-style-type: none"> ▪ Safety precaution in the workshop of the person and the machine. ▪ Concept of basic measurement in inch and centimetre. ▪ Demonstration of handling of equipment like frames. ▪ Familiarization with tools and equipment. ▪ Preparation of handmade tools and equipment.
2.	Material understanding	<ul style="list-style-type: none"> ▪ Selection of raw material. ▪ Material use of the different size of jute yarns, raw jute.

3.	Preparation of various jute based product	<ul style="list-style-type: none"> ▪ Preparation of jute braids from raw jute. ▪ Preparation of decorative items like door screen, table mat, wall hanging. ▪ Preparation of utility items like marketing bags, ladies bags, jhula, water bottle cover, magazine and newspaper holder. ▪ Use of matching colour on the jute product. ▪ Preparation of spectacles cover, mobile cover, water bottle cover ▪ Preparation of varieties design of marketing bags, shoppers bags with cane handle. ▪ Preparation of travelling bags, blending of travelling bags with leather, ▪ Preparation of school bags, file bags blended with leather, etc. ▪ Preparation of vanity bags, blending of vanity bags with glass, cane embroidery
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Detail of Employability Skills Syllabus

Sl. No.	Content	Details
1.	English Literacy & Communication Skills	<p>Accentuation (mode of pronunciation) on simple words, Diction (use of word and speech)</p> <p>Transformation of sentences, Voice change, Change of tense, Spellings. Reading and understanding simple sentences about self, work and environment. Construction of simple sentences, Writing simple English.</p> <p>Speaking with preparation on self, on family, on friends, classmates, on know, picture reading gain confidence through role-playing. Taking messages, passing messages on and filling in message forms Greeting and introductions office hospitality, Resumes or curriculum vita essential parts, letters of application reference to the previous communication.</p> <p>Communication and its importance, Principles of Effective communication, Types of communication – verbal, non-verbal, written, email, talking on the phone. Non-verbal communication –characteristics, components-Para-language, Body – language,</p> <p>Barriers to communication and dealing with barriers.</p> <p>Handling nervousness/ discomfort.</p> <p>Self-awareness, Importance of Commitment, Ethics and Values, Ways to Motivate Oneself, Personal Goal setting and Employability Planning.</p> <p>Manners, Etiquettes, Dress code for an interview, Do's & Don'ts for an interview, Problem Solving, Confidence Building, Attitude.</p>
2.	I.T. Literacy	<p>Introduction, Computer and its applications, Hardware and peripherals, Switching on-Starting and shutting down of the computer.</p> <p>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</p>

		<p>Common applications.</p> <p>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.</p> <p>Basics of Excel worksheet, understanding basic commands, creating simple worksheets, understanding sample worksheets, use of simple formulas and functions, Printing of simple excel sheets</p> <p>Internet, Concept of the 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.</p> <p>Information Security and antivirus tools, Do's and Don'ts in Information Security, Awareness of IT - ACT, types of cybercrimes.</p>
3.	Entrepreneurship Skills	<p>Entrepreneurship vs. management, Entrepreneurial motivation. Performance & Record, Role & Function of Entrepreneur, Qualities of a Good Entrepreneur, SWOT and risk analysis. Concept & application of PLC, Sales & Distribution Management. Different Between Small Scale & Large Scale Business, Market Survey, Method of marketing, Publicity and advertisement, Marketing Mix.</p> <p>Preparation of Project. Role of Various Schemes and institutes for self-employment i.e. DIC, SIDA, SISI, NSIC, SIDO, Idea for financing/non-financing support agencies to familiarizes with the Policies / Programmes & procedure & the available scheme.</p> <p>Project formation, Feasibility, Legal formalities i.e., Shop Act, Estimation & Costing, Investment procedure - Loan procurement - Banking Processes.</p>
4.	Productivity & Quality Tools	<p>Definition, Necessity, Meaning of GDP.</p> <p>Personal / Workman - Incentive, Production linked Bonus, Improvement in living standard. Industry Nation.</p> <p>Skills, Working Aids, Automation, Environment, Motivation. How improves or slows down.</p> <p>Banking processes, Handling ATM, KYC registration, safe cash handling, Personal risk and Insurance.</p> <p>Meaning of quality, Quality characteristic. 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.</p> <p>The idea of ISO 9000 and BIS systems and their importance in maintaining qualities.</p> <p>Purpose of Housekeeping, Practice of Good Housekeeping. Basic quality tools with a few examples</p>

Outcomes

Outcomes to be assessed	Assessment criteria for the outcome
1. Introduction	1.2. Get an introduction to various jute products 1.3. Learn about various jute product manufacturing operation 1.4. Know about the jute handicrafts products in India 1.5. Get acquainted with the tools and equipment used
2. Technical Knowledge	2.1. Understanding the importance of types of fibres, types of yarn, yarn count, sliver hank, sewing defects 2.2. Process flow in a jute mill 2.3. Material flow in a jute mill 2.4. Different method of sewing 2.5. Different type of stitch 2.6. The minimum quality requirements of the product to permissible/non-permissible defects 2.7. Guidelines for operating the sewing machines 2.8. The safety mechanisms of the machines & should ensure that the same are in order 2.9. Functions of different parts of sewing machine 2.10. The functional operations of allotted machines
3. Knowledge of the organization and its processes	3.1. The Organization's Policies & Standard Operating Procedures 3.2. Awareness & knowledge of customers 3.3. Potential hazards associated with the machines and the safety precautions that must be taken 3.4. Protocol to obtain more information on work-related tasks 3.5. How to contact the concerned person in case of queries on procedure or products and for resolving issues related to defective machines, tools, materials & equipment. 3.6. Details of the various job roles & responsibilities 3.7. Documentation and reporting formats 3.8. Work targets & review with superiors 3.9. Protocol and format for reporting work-related risks/problems 3.10. Method of obtaining/giving feedback to performance 3.11. Importance of harmonious working relationships in a team 3.12. Process for offering/obtaining work-related assistance 3.13. Guidelines for storage & disposal of waste materials
4. Take charge of the shift from Jute Manufacturing Product Operator	4.1. Come at least 10 - 15 minutes earlier to the work spot 4.2. Ensure that the necessary tools, gauges etc, are in place 4.3. Meet the previous shift jute product maker and discuss with him/her the issues faced by him/her concerning the quality, production, spare, safety or any other specific instruction etc. 4.4. Check the machines cleanliness and other work areas 4.5. Check whether any spare/raw material/tool/yarn/any other material is thrown in the work areas 4.6. Question the previous shift operator for any deviation in the quality and bring the same to the knowledge of his/her shift superior as well as that of the previous shift
5. Hand over the shift to	5.1. Hand over the shift to the incoming Jute Product Maker

Outcomes to be assessed	Assessment criteria for the outcome
Jute Manufacturing Product Operator	<p>in a proper manner & get clearance from the incoming counterpart before leaving the work spot</p> <p>5.2. Report to his shift superiors as well as that of the incoming shift in case his/her counterpart doesn't come for duty, in that case, the shift has to be properly handed over to the incoming shift superior and clearance got from him</p> <p>5.3. Report to his shift superior about the quality/production/safety issues/any other issue faced in his/her shift and should leave the department only after getting concurrence for the same from his/her superiors</p>
6. Responsibility of Jute Manufacturing Product Operator	<p>6.1. Ensure to know about different jute diversified products, consumer products, fashion product popular in the market</p> <p>6.2. Use of diversified jute products in different field of technical textiles, such as packaging textile, agro textile sector and home textile</p> <p>6.3. Ensure use of the different parts of a sewing machine required for manufacturing diversified jute products</p> <p>6.4. Handle important tools required to manufacture jute diversified products</p> <p>6.5. Ensure to use different measurement tools of jute cloth for its change of unit</p> <p>6.6. Ensure to use a correct measurement of fabric cutting and finished size of the final product as per design</p> <p>6.7. Practice manufacturing of crafted products</p> <p>6.8. Practice first step to make designs of manufacture a crafted product</p> <p>6.9. Practice the second step by selecting the jute based fabric, keeping in mind the proper quality without any defect</p> <p>6.10. Practice third step by pattern making and cutting</p> <p>6.11. Stitch as per standards in the fourth step and If there is appliqué or patchwork in the product, ensure that will be done before stitching</p> <p>6.12. At the fifth step, surface embellishment will be done by fixing wooden beads and making of running stitch.</p> <p>6.13. Carry out embellishment in case of jute based handicraft products such as a lampshade, wall hanging, mirror, ensure after selection of fabric 3D shaping will be done with the help of hardboard and fabric should be pasted on that shape</p> <p>6.14. Carry out pressing (if required), finishing and packaging at the last stage</p> <p>6.15. Ensure that the finished product should have properly finished design and shape</p> <p>6.16. Ensure that shape and size are in a standardized manner</p> <p>6.17. Ensure that trimming is done in the right way</p> <p>6.18. Ensure tying activities tightly with thread in a decent way</p> <p>6.19. Pay attention to colour combination for finished products</p>

Outcomes to be assessed	Assessment criteria for the outcome
	6.20. Ensure that the exact measurement of jute has been taken into consideration to give the proper width and length of the product 6.21. Ensure quality 6.22. Ensure the proportionate figure of the product look beautiful 6.23. Ensure that colour combination is much attractive considering the children's choice 6.24. Ensure detailing of product to make it more gorgeous 6.25. Check whether the proper quality is maintained for jute fabric, lining, reinforcement material, chain, button, hook, etc. 6.26. Check fastness property of dye in case the product is prepared of coloured or printed jute fabric, also the dye used should not be harmful to the user 6.27. Check whether the look, shape, size and colour of the product are as per design or as per specified order
7. Maintain work area and tools in jute sector	7.1. Handle materials and tools safely and correctly 7.2. Use correct lifting and handling procedures 7.3. Use materials in a manner to minimize waste 7.4. Maintain a clean and hazard-free working area 7.5. Maintain the tools and equipment used 7.6. Carry out running maintenance within agreed schedules one's responsibility 7.7. Identify damaged tools and materials and take action according to the standards followed 7.8. Ensure that the correct tools and yarn are in place 7.9. Work in the correct posture 7.10. Use cleaning equipment and methods appropriate for the work to be carried out 7.11. Dispose of waste safely in the designated location 7.12. Store cleaning equipment safely after use 7.13. Carry out cleaning according to schedule and limits of responsibility
8. Working in a team in the jute sector	8.1. Be accountable to the own role in the whole process 8.2. Perform all roles with full responsibility 8.3. Be effective and efficient at the workplace 8.4. Properly communicate about workplace policies 8.5. Talk politely with other team members and colleagues 8.6. Submit a daily report of own performance 8.7. Adjust in different work situations 8.8. Give due importance to others' point of view 8.9. Avoid conflicting situations 8.10. Improve upon the existing techniques to increase process efficiency
9. Demonstrate knowledge of health, safety and security at workplace in jute sector	9.1. Comply with health and safety-related instructions applicable to the workplace 9.2. Use and maintain personal protective equipment as per protocol 9.3. Carry out own activities in line with approved guidelines and procedures 9.4. Maintain a healthy lifestyle and guard against

Outcomes to be assessed	Assessment criteria for the outcome
	<p>dependency on intoxicants</p> <p>9.5. Follow environment management system related procedures</p> <p>9.6. Store materials and tools in line with manufacturer's and Cooperative Society/NGO/SHG requirements</p> <p>9.7. Safely handle and move waste and debris</p> <p>9.8. Minimize health and safety risks to self and others due to own actions</p> <p>9.9. Monitor the workplace and work processes for potential risks and threats</p> <p>9.10. Carry out periodic walkthrough to keep the work area free from hazards and obstructions, if assigned</p> <p>9.11. Participate in mock drills/evacuation procedures organized at the workplace</p> <p>9.12. Undertake first aid, fire-fighting and emergency response training, if asked to do so</p> <p>9.13. Take action based on instructions in the event of fire, emergencies or accidents</p> <p>9.14. Follow Cooperative Society/NGO/SHG procedures for evacuation when required</p>
10. Understand and practice soft skills	10.1. The assessor will rate the trainee on his ability to practice soft skills, including clear and concise communication, in day to day work with the team and with higher authority
11. Demonstrate knowledge of concept and principles of basic arithmetic and financial calculation. Apply knowledge of the specific area to perform practical operations.	<p>11.1. Apply basic arithmetic calculations for arriving dimensional parameters as per drawing.</p> <p>11.2. Apply basic financial calculation to understand the cost of materials & labour and basic concepts of profit/loss,</p> <p>11.3. Engage in basic banking transactions as a customer</p>
12. Explain time management, entrepreneurship and manage/organize related task in day to day work for personal & social growth.	<p>12.1. Ascertain appropriate time for the assigned task.</p> <p>12.2. Execute the assigned task within the time frame.</p> <p>12.3. Manage own work within the specified time.</p> <p>12.4. Explain the importance & factors that affect the development of entrepreneurship.</p> <p>12.5. Identify service providers for developing entrepreneur/business establishment.</p>