

USHA INTERNATIONAL – GURGAON
(USS Department)

To : The Executive Chairman
From : USHA Social Services
Dated : 15th July' 2019
Subject : Creating Training Arm for Silai School Program

Background / Purpose: Proposal for organizing 1 batch Training of Trainers

1. As Silai School Program is expanding in length and breadth of the country, in-house trainers are required to meet the objectives of program
2. Master Trainers are conducting training of Satellite Silai Schools whereas Classical Silai School training and for production centers are being conducted by sewing school inspectress and sewing school teachers
3. Need is felt to develop location-based trainers that can conduct training as per need of the Department and associated partners

Process:

1. For meeting training need, we will be identifying trainers as per below details:
 - a. Number of location offices: 16
 - b. Number of trainers per location: 5
 - c. Total trainers: 80
2. These trainers will be mobilized as per various training need of the Department
3. Assessment Process:
 - a. Minimum 15 participants will be identified per location
 - b. Technical and Behavioral skills will be assessed on:
 - Measurement, drafting, cutting, pattern making, sewing, machine handling and numeracy skills
 - Communication, classroom management and problem-solving skills
 - c. Questionnaire and competency framework have been created for the same
 - d. Total 80 trainers (5 per location*16 location offices) will be shortlisted as a trainer
4. Training plan:
 - a. Once assessed, trainers will be imparted 15 days residential training by Mr. Virender Vegad
 - b. Training of 1st batch of 11 trainers will be organized at Madhya Pradesh
 - 6 trainers from Madhya Pradesh
 - 5 from Maharashtra
 - c. Training center: Dewas, Madhya Pradesh
 - d. Training content mentioned in Annexure II
 - e. For rest of the participant, training will be organized

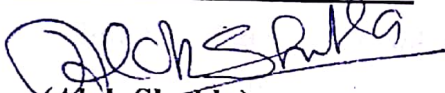
Financials:


1. The expenses of Rs. 1,22,250/- will be out of the Silai School Budget, FY 2019-20
Details in *Annexure I*.
2. Advance of Rs. 20,000 will be given to Madhya Pradesh location Program coordinator for procurement of raw material.
3. Location Program Coordinator will submit bills against Food, Accommodation & Travel Expenses. He will get reimbursement against actual submission of bills.

Impact:

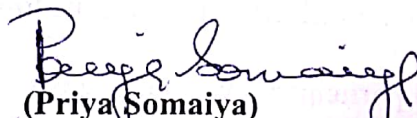
1. Trainers arm will be created at the location level.
2. Creation of an environment where community encourages learning sewing as skill, which will give them hope, confidence and opportunity for future.
3. Skill enhancement of community members so that they may be self-employed and improve their own livelihood.

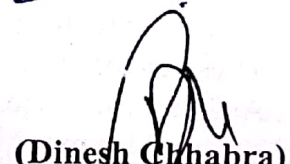
SUBMITTED FOR APPROVAL


(Alok Shukla)


(Mohit Donter)


(Harvinder Singh)
On Tour


(Priya Somaiya)


(Dinesh Chhabra)

The above proposal is hereby approved.

24 JUL 2019
23991
2019.....


(Executive Chairman)

Annexure I

Financials

S. No.	Description	Units	Days	Unit amount	Amount
1	Food and accommodation charges for 13 people for 15 days (11 participants, 2 coordinator).	13	15	350	68250
2	Traveling allowance (for the participants to come to venue and to go back)	13	2	1000	26000
3	Local travel from station to training venue and back	13	-	500	6500
4	Raw Material/Sewing material	11	-	1500	16500
5	Miscellaneous Expense	14	-	5000	5000
Total I					1,22,250

Annexure II

Day wise Training content

Day	Content
1st Day	Machine Exercise Straight line
2nd Day	Triangular spiral
3rd Day	Square spiral
	Circular spiral
4th Day	Plain seam
	Tailor H seam
	French seam
	Mock seam
	Flat n fair seam
	Hongkong bond seam
5th Day	Piping
	Biased bond seam
	Baby hem stitch
	Cord Piping
	Tucks
	Pin tucks
	Inverted pleats

6th Day	Box pleats
	Dart stitch
	Continues pleats
	Pockets
	Cargo pocket
	Patch pocket
7th Day	Neck Finishing
	Biased neck facing
	Shap neck Facing
	Combination Facing
	Piping Neck Finish
8th Day	Plackets
	Diamond placket
	Diamond continuous placket
	Continuous placket
	Zipper
	Invisible Zipper
9th Day	Hand stitches
	Slip hemming
	Blind hemming
	Blanket
10th Day	Sarju stitch
	Kangri
	Fasteners
	Bottom hole
	Bori button and eye
	Hook and eye
11th and 12th Day	Sewing basic women kurta
13th, 14th and 15th Day	Sewing designer garment