

Syllabus for Warehouse Packing Assistant

Course Name	Warehouse Packing Assistant
Sector	Logistics
Course Code	LGS/2023/WAPA/169
Level	3
Occupation	Warehouse Packing Assistant
Job Description	The Warehouse Packing Assistant is responsible for efficiently packing and preparing goods for shipment or storage. This role ensures that items are selected according to order specifications, packed securely and all post-packing activities are completed accurately and in a timely manner.
Course Duration	Total Duration Min.-360 Hrs (T-90, P-150, OJT-60 and ES-60) Max.-480 Hrs (T-130, P-230, OJT-60 and ES-60)
Trainees' Entry Qualification	Grade 10 OR Grade 8 with two year of (NTC/ NAC) after 8 th OR Grade 8 pass and pursuing continuous schooling in regular school OR 9th Grade pass 1 year relevant experience OR 8th grade pass with 2 yrs relevant experience OR 5th grade pass 5 year relevant experience OR Previous relevant Qualification of NSQF Level 2 with 3 year relevant experience OR Previous relevant Qualification of NSQF Level 2.5 with 1.5 year relevant experience
Trainers Qualification	Graduate with 5 years experience in relevant fields

Different Combination in which course may be offered

Sl. No.	Course Name	Course code	Dura-tion	Full Marks
1	WAREHOUSE PACKING ASSISTANT	LGS/2023/WAPA/169	360 Hrs.	1000
2	WAREHOUSE PACKING ASSISTANT [with Optional: PICKING ACTIVITIES]	LGS/2023/WAPA/169 [with Optional: LGS/2401/OC7]	420 Hrs.	1100
3	WAREHOUSE PACKING ASSISTANT [with Optional: INVENTORY MANAGEMENT]	LGS/2023/WAPA/169 [with Optional: LGS/2401/OC8]	420 Hrs.	1100
4	WAREHOUSE PACKING ASSISTANT [with Optionals: PICKING ACTIVITIES & INVENTORY MANAGEMENT]	LGS/2023/WAPA/169 [with Optionals: LGS/2401/OC7 & LGS/2401/OC8]	480 Hrs.	1200

Structure of Course:

Module No.	Module name	Outcome	Compulsory/ Optional/ Elective	Theory (Hrs.)	Practical (Hrs)	Total (Hrs.) [Multiple of 30]
1	Introduction to Warehouse Operations	Develop a comprehensive overview of warehouse operations, including warehouse layout, inventory handling and management, safety measures and logistics processes. LGS/2401/OC1	Compulsory	20	10	30
2	Packing readiness	Illustrate the various tasks to be performed for packing readiness LGS/2401/OC2	Compulsory	20	40	60
3	Packing techniques	Apply appropriate packing techniques, utilizing packing equipment and adhering to safety measures to ensure efficient and secure packaging of items for storage and transportation. LGS/2401/OC3	Compulsory	20	40	60
4	Post packing tasks	Execute the task of post packing viz. labeling, documenting inventory, inspecting for damages and organizing packed items, ensuring accurate	Compulsory	20	40	60

Module No.	Module name	Outcome	Compulsory/ Optional/ Elective	Theory (Hrs.)	Practical (Hrs)	Total (Hrs.) [Multiple of 30]
		and streamlined post-packing operations LGS/2401/OC4				
5	Housekeeping operations and practices	Maintain a clean, safe and organized environment through effective cleaning, waste management and adherence to hygiene and safety protocols. LGS/2401/OC5	Compulsory	10	20	30
6	OJT	Work in real job situation with special emphasis on basic safety and hazards in this domain (OJT). LGS/2401/OC6	Compulsory		60	60
7	Employability Skill	As per guided curriculum.	Compulsory	60	--	60
8	Picking Activities	Demonstrate the various tasks to be performed for Picking process	Optional	20	40	60
9	Inventory Management	Illustrate various inventory management activities.	Optional	20	40	60
TOTAL:				Min-150	Max-210	Min-360
				Max-190	Max-290	Max-480

SYLLABUS:**Module No. 1: Introduction to Warehouse Operations****Outcome:**

Develop a comprehensive overview of warehouse operations, including warehouse layout, inventory handling and management, safety measures and logistics processes.

Theory Content:

- Definition and role of warehouse operations in supply chain management
- Functions of a warehouse – storage, inventory management, order fulfillment, material handling, value added services (e.g., labelling, packaging, assembling etc.)
- Warehouse layout and design
 - Factors influencing warehouse layout (e.g., product characteristics, order profile)
 - Different layout configurations (e.g., random, dedicated, cross-docking)
 - Use of technology and automation in warehouse design
- Warehouse processes

- Receiving and inspection, Put away, Order picking , Packing and shipping, Returns management
- Warehouse technologies
 - Automatic identification and data capture (AIDC) technologies (e.g., barcodes, RFID)
 - Material handling equipment: Forklift, conveyor, automated guided vehicles (AGV)
- Safety and security in warehouse operations
 - Importance of workplace safety and OSHA (Operational Safety and Health Administration) regulations
 - Warehouse security measures (e.g., order accuracy, cycle time, inventory turnover)
 - Training programmes and safety protocol for warehouse personnel

Practical Content:

- Identify the various activities of warehouse
- Identify the warehouse processes
- Role and responsibilities as a Warehouse Packing Assistant
- Identify the employment opportunities in this sector
- Explain how effective warehouse operations contribute to customer satisfaction, inventory management, cost control, and overall supply chain performance
- Step by step explanation of typical warehouse processes, from receiving goods to order fulfillment
- Identify essential warehouse equipment such as forklift, pallet racks, conveyors and automated systems
- Discussion of safety protocols, training programmes, and compliance with occupational health and safety regulations.
- Identify the challenges faced by modern warehouses including labour shortage, demand volatility, global supply chain disruptions, and the need for agility and flexibility

Tools & Equipment needed:

Teaching board, Computer, Projector, Video player or TV, Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser

Module No. 2: Packing readiness

Outcome:

Illustrate the various tasks to be performed for packing readiness

Theory Content:

- Introduction to packing
 - Concept of packing
 - Significance of packing in various industries (logistics, manufacturing, shipping, etc.)
 - Importance of efficient packing for cost-saving, space optimization, and product protection
- Packaging materials and types
 - Overview of different packaging materials (cardboard, plastics, metal, etc.)
 - Explanation of various types of packaging (boxes, bags, containers, pallets, etc.)
 - Sustainable and eco-friendly packaging options
- Packing techniques
 - Demonstrate essential packing techniques for different types of items (clothing, electronics, fragile items, etc.)

- Proper use of fillers, cushioning and protective materials
- Strategies for arranging items to optimize space and prevent damage
- Labelling and documentation
 - Emphasizing the importance of labelling packed items for easy identification
 - How to create a packing inventory and document valuable items for insurance purposes
- Technology and innovation in packaging
 - Robotics and automation in packing processes
 - Internet of Things (IoT) applications in warehouse packing

Practical Content:

- Developing a comprehensive packing checklist to ensure nothing is overlooked
- Categorizing items based on their fragility, size, weight, and importance
- Listing the essential packing supplies needed such as boxes, packing tape, bubble wrap, packing papers, markers, labels and protective padding
- Explaining different packing methods such as wrapping, cushioning, and stacking
- Emphasizing the importance of labeling boxes clearly and accurately
- Suggesting colour-coding or numbering systems to streamline the process
- Advising on how to handle important documents and valuables separately from regular packing
- Explaining potential liabilities during packing and transit, and how to mitigate risks

Tools & Equipment needed:

Teaching board, Computer, Projector, Barcode scanner, Corrugated cardboard boxes, Metal drums, Plastic bags, Jute Bags, Dunnage Materials, Thermocol box, Ice Box, All type of Packaging tools and sample materials, Storage Bins, Sample list, Hand held device, Palmtops, Labels & Signages, Printers & Scanners, Packaging symbols & standards

Module No. 3: Packing techniques

Outcome:

Apply appropriate packing techniques, utilizing packing equipment and adhering to safety measures to ensure efficient and secure packaging of items for storage and transportation.

Theory Content:

- Introduction to packing techniques
 - Overview of warehouse packing operations
 - Impact of proper packing on supply chain management
- Safety precautions for packing
 - Occupational health and safety guidelines
 - Personal Protective Equipment (PPE) in packing operations
- Packing procedures and best practices
 - Order picking and packing process flow
 - Organizing items for efficient packing
 - Minimizing errors and reducing damages
- Packing equipments and tools
 - Introduction to packing machinery (Strapping Machines, Shrink Wrappers, etc.)
 - Hand tools for packing (Scissors, Tape dispensers, etc.)
- Specialized packing techniques
 - Handlin and packing perishable goods

- Cold chain packaging and temperature control
- Dangerous goods and regulatory compliance

Practical Content:

- Demonstrate how to receive products / items for packing
- Identify the roles and responsibilities of different persons in the shop flow
- Identify potential hazards and risks during packing
- Identify Personal Protective Equipments (PPEs) and safe handling practices
- Identify specific procedures for handling hazardous, perishable, or high-value products
- Identify proper labeling and marking requirements
- Time management strategies for large scale packing operations.

Tools & Equipment needed:

Teaching board, Computer, Projector, Sample reports & documents like checklist, Reporting forms, Incident reports etc, Caution boards, Do's and Don'ts charts

Module No. 4: Post packing tasks

Outcome:

Execute the task of post packing viz. labeling, documenting inventory, inspecting for damages and organizing packed items, ensuring accurate and streamlined post-packing operations

Theory Content:

- Quality control and inspection
 - Inspection processes to identify damaged or defective items before shipping
 - Implement corrective measures to address any issues found during inspection
- Order verification and accuracy
 - Techniques for verifying the accuracy of packed orders against customer invoices or packing lists
- Packaging disposal and recycling
 - Environmentally responsible packaging for disposing of packing materials
 - Implementing recycling programmes to reduce waste and promote sustainability
- Inventory management post-packing
 - Strategies for updating inventory levels after orders have been packed and shipped
 - Handling scenarios such as order cancellations, back orders, and returns
- Documentation and record keeping
 - Utilizing warehouse management systems (WMS) to maintain comprehensive records
 - Adhering to legal and regulatory requirements for documentation

Practical Content:

- Conduct a thorough quality control check of all packed items to ensure they meet the required standards and are free from damages or defects
- Match the packed items with order detail to confirm that the correct quantity and SKU codes have been packed
- Ensure that each package is accurately labeled with the destination address, tracking numbers, and any other pertinent information
- Establish a process for handling returned items including inspection, restocking, or disposal, depending on the condition of the returned goods

- Regularly inspect and maintain packing equipment to ensure its proper functioning and the safety of the warehouse staff
- Demonstrate the Do's and Don'ts in following instructions

Tools & Equipment needed:

Teaching board, Computer, Projector, Sample reports & documents like checklist, Reporting forms, Incident reports etc, Caution boards, Do's and Don'ts charts

Module No. 5: Housekeeping operations and practices

Outcome:

Maintain a clean, safe and organized environment through effective cleaning, waste management and adherence to hygiene and safety protocols.

Theory Content:

- Discuss importance of house-keeping after packing
- Explain Occupational /Environmental Health and Safety
- Best practices for cleaning different areas of warehouse (e.g., storage zones, aisles, loading docks)
- Complying with relevant waste disposal regulations
- Incentive programmes to encourage employees to maintain good housekeeping
- Fostering a sense of ownership and responsibility among warehouse staff

Practical Content:

- Identify safety measures and procedures while packing
- Maintaining a log of cleaning and maintenance activities
- Techniques for proper inventory control to management to avoid clutter and obsolescence
- Train employees on waste segregation and environmentally friendly practices
- Training warehouse staff on the importance of housekeeping and best practices
- Knowledge of safety protocols and guidelines to prevent accidents and injuries during post-packing tasks including the correct use of personal protective equipment (PPE)

Tools & Equipment needed:

Personal Protection Equipment: Gloves, safety shoes, goggles, ear plugs, boiler suit, Workshop Safety: Fire Extinguishers, First Aid Kits, Safety Signs, SOP charts on safety norms and drills, charts of Do's and Don'ts in work area.

Module No. 6: OJT

Outcome:

Work in real job situation with special emphasis on basic safety and hazards in this domain

Practical Content:

Assessor will check report prepared for this component of Practical training of the course and assess whether competency has been developed to work in the real job situation with special emphasis on basic safety and hazards in this domain. (The trainee is expected to undertake work in actual workplace under any supervisor / contractor for 60 Hours.)

Module No. 7: Employability Skills**Key Learning Outcomes**

Introduction to Employability Skills Duration: 1.5 Hours

After completing this programme, participants will be able to:

1. Discuss the Employability Skills required for jobs in various industries
2. List different learning and employability related GOI and private portals and their usage

Constitutional values - Citizenship Duration: 1.5 Hours

3. Explain the constitutional values, including civic rights and duties, citizenship, responsibility towards society and personal values and ethics such as honesty, integrity, caring and respecting others that are required to become a responsible citizen
4. Show how to practice different environmentally sustainable practices.

Becoming a Professional in the 21st Century Duration: 2.5 Hours

5. Discuss importance of relevant 21st century skills.
6. Exhibit 21st century skills like Self-Awareness, Behavior Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn etc. in personal or professional life.
7. Describe the benefits of continuous learning.

Basic English Skills Duration: 10 Hours

8. Show how to use basic English sentences for everyday conversation in different contexts, in person and over the telephone
9. Read and interpret text written in basic English
10. Write a short note/paragraph / letter/e -mail using basic English

Career Development & Goal Setting Duration: 2 Hours

11. Create a career development plan with well-defined short- and long-term goals

Communication Skills Duration: 5 Hours

12. Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette.
13. Explain the importance of active listening for effective communication
14. Discuss the significance of working collaboratively with others in a team

Diversity & Inclusion Duration: 2.5 Hours

15. Demonstrate how to behave, communicate, and conduct oneself appropriately with all genders and PwD
16. Discuss the significance of escalating sexual harassment issues as per POSH act.

Financial and Legal Literacy Duration: 5 Hours

17. Outline the importance of selecting the right financial institution, product, and service
18. Demonstrate how to carry out offline and online financial transactions, safely and securely

19. List the common components of salary and compute income, expenditure, taxes, investments etc.
20. Discuss the legal rights, laws, and aids

Essential Digital Skills Duration: 10 Hours

21. Describe the role of digital technology in today's life
22. Demonstrate how to operate digital devices and use the associated applications and features, safely and securely
23. Discuss the significance of displaying responsible online behavior while browsing, using various social media platforms, e-mails, etc., safely and securely
24. Create sample word documents, excel sheets and presentations using basic features
25. utilize virtual collaboration tools to work effectively

Entrepreneurship Duration: 7 Hours

26. Explain the types of entrepreneurship and enterprises
27. Discuss how to identify opportunities for potential business, sources of funding and associated financial and legal risks with its mitigation plan
28. Describe the 4Ps of Marketing-Product, Price, Place and Promotion and apply them as per requirement
29. Create a sample business plan, for the selected business opportunity

Customer Service Duration: 5 Hours

30. Describe the significance of analyzing different types and needs of customers
31. Explain the significance of identifying customer needs and responding to them in a professional manner.
32. Discuss the significance of maintaining hygiene and dressing appropriately

Getting Ready for apprenticeship & Jobs Duration: 8 Hours

33. Create a professional Curriculum Vitae (CV)
34. Use various offline and online job search sources such as employment exchanges, recruitment agencies, and job portals respectively
35. Discuss the significance of maintaining hygiene and confidence during an interview
36. Perform a mock interview
37. List the steps for searching and registering for apprenticeship opportunities

Module No. 8: Picking Activities (Optional)

Theory Content:

- Describe the significance of a picklist in the picking process.
- Identify the different types of picklists used in operations.
- Enumerate the various types of PPEs (Personal Protective Equipment) required during the preparation for picking.
- Outline the key components that make up a picklist.
- Detail the picking requirements for various storage systems.
- Describe the role of Material Handling Equipment (MHE) in picking.
- Identify products based on picklists.
- Locate items accurately for picking and match instructions with availability.
- Explain the use of barcodes, RFID, Pick-to-Light, and Voice-picking systems
- Differentiate between Zone picking, batch picking and wave picking methods.
- Verify that picked items match order specifications and are free from damage.

- Accurately record picked items and any discrepancies in the inventory system.
- Repack and label items correctly for their designated shipping or storage locations.
- Explain the procedure of updating inventory records to reflect changes in stock levels

Practical Content:

- Perform the various tasks before picking.
- Demonstrate the various types of picklist.
- Identify the different types of PPEs used while preparing for picking.
- Execute picking using various picklist types.
- Perform picking as per instructions and match it with the availability
- Use barcode scanners and WMS for picking.
- Demonstrate the use of various picking systems such as Pick-to-Light systems and Voice-picking
- Perform post-picking verification and documentation.
- Demonstrate the difference between Zone picking, batch picking and wave picking methods
- Check items against the picklist and inspect for any damages.
- Submit records of the picked items and report any issues.
- Repack items as needed and apply the correct labels.
- Adjust stock levels in the inventory system based on picked items.
- Clean the picking area and dispose of waste properly.

Tools & Equipment needed:

Teaching board, Computer, Projector, Barcode scanner, Corrugated cardboard boxes, Storage Bins, Sample Picklist, Hand held device, palmtops, Labels & Signages, Printers & Scanners, Packaging symbols & standards PPE – Hard hat helmet, Hand Gloves, Eye Goggles, Dust masks, High Visibility Jackets, Safety shoes etc. , WMS, Sample reports & documents like checklist, Reporting forms, Incident reports etc, Caution boards, Do's and Don'ts charts

Module No. 9: Inventory Management (Optional)

Outcome:

Illustrate various inventory management activities.

Theory Content:

- Discuss Supply Chain and Logistics Management concepts.
- Identify different types of inventory.
- Describe warehousing operations and their importance.
- Identify roles and responsibilities of an Inventory Clerk.
- Illustrate inbound and outbound activities in warehouse operations.
- Discuss the importance of Microsoft Excel in inventory control.
- Explain labeling systems and packaging standards.
- Highlight common workplace hazards and safety practices in warehouses.
- Review the escalation matrix for damages and reporting protocols.

Practical Content:

- Count & record inventory.
- Use Microsoft Excel for inventory data entry.
- Inspect warehouse storage locations and inventory organization.
- Label goods using appropriate technologies.
- Handle materials with equipment following safety standards.
- Identify unsafe work practices and report them to management.

- Simulate mock drills and evacuation procedures.
- Apply precautionary measures to prevent workplace hazards.
- Resolve errors and damages with proper documentation and communication.

Tools & Equipment:

Teaching board, Computer, Projector, Sample reports & documents like checklist, Reporting forms, Incident reports etc, Personal Protection Equipment: Gloves, safety shoes, goggles, ear plugs, boiler suit, Workshop Safety: Fire Extinguishers, First Aid Kits, Safety Signs, SOP charts on safety norms and drills, charts of Do's and Don'ts in work area, Storage Bins, Barcode scanner, MHE – Forklift, Stackers, reach trucks, HOPT, BOPT etc.

Learning Outcome – Assessment Criteria

Outcome No.	Outcome	Assessment Criteria
1	Develop a comprehensive overview of warehouse operations, including warehouse layout, inventory handling and management, safety measures and logistics processes.	1.1 Identify the various activities of warehouse 1.2 Identify the employment opportunities in this sector 1.3 Analyze warehouse related challenges, identify solutions, and make informed decisions to improve operational efficiency 1.4 Explain the effectiveness of warehouse operations contribute to customer satisfaction, inventory management, cost control and overall supply chain performance 1.5 Explain step by step typical warehouse processes, from receiving goods to order fulfillment 1.6 Identify essential warehouse equipment such as forklift, pallet racks, conveyors and automated systems 1.8 Explain safety protocols, training programmes, and compliance with occupational health and safety regulations. 1.9 Identify the challenges faced by modern warehouses including labour shortage, demand volatility, global supply chain disruptions, and the need for agility and flexibility
2	Illustrate the various tasks to be performed for packing readiness	2.1 Categorize items based on their fragility, size, weight, and importance 2.2 List the essential packing supplies needed such as boxes, packing tape, bubble wrap, packing papers, markers, labels and protective padding 2.3 Explain different packing methods such as wrapping, cushioning, and stacking 2.4 Emphasize the importance of labeling boxes clearly and accurately 2.5 Suggest colour-coding or numbering systems to streamline the process

Outcome No.	Outcome	Assessment Criteria
		<p>2.6 Describe the procedure to handle important documents and valuables separately from regular packing</p> <p>2.7 Explain potential liabilities during packing and transit and how to mitigate risks</p>
3	<p>Apply appropriate packing techniques, utilizing packing equipment and adhering to safety measures to ensure efficient and secure packaging of items for storage and transportation.</p>	<p>3.1 Demonstrate how to receive products / items for packing</p> <p>3.2 Describe the roles and responsibilities of different persons in the shop floor</p> <p>3.3 Identify potential hazards and risks during packing</p> <p>3.4 Identify Personal Protective Equipments (PPEs) and safe handling practices</p> <p>3.5 Explain specific procedures for handling hazardous, perishable, or high-value products</p> <p>3.6 Identify proper labeling and marking requirements</p> <p>3.7 Explain time management strategies for large scale packing operations.</p>
4	<p>Execute the task of post packing viz. labeling, documenting inventory, inspecting for damages and organizing packed items, ensuring accurate and streamlined post-packing operations</p>	<p>4.1 Conduct a thorough quality control check of all packed items to ensure they meet the required standards and are free from damages or defects</p> <p>4.2 Match the packed items with order detail to confirm that the correct quantity and SKU codes have been packed</p> <p>4.3 Ensure that each package is accurately labeled with the destination address, tracking numbers, and any other pertinent information</p> <p>4.4 Establish a process for handling returned items including inspection, restocking, or disposal, depending on the condition of the returned goods</p> <p>4.5 Inspect and maintain packing equipment to ensure its proper functioning and the safety of the warehouse staff</p> <p>4.6 Demonstrate the Do's and Don'ts in following instructions</p>
5	<p>Maintain a clean, safe and organized environment through effective cleaning, waste management and adherence to hygiene and safety protocols.</p>	<p>5.1 Identify safety measures and procedures while packing</p> <p>5.2 Maintain a log of cleaning and maintenance activities</p> <p>5.3 Identify techniques for proper inventory control to management to avoid clutter and obsolescence</p> <p>5.4 Inspect regularly to ensure organizing tools and equipments are in good working condition</p> <p>5.5 Train employees on waste segregation and environmentally friendly practices</p>

Outcome No.	Outcome	Assessment Criteria
		<p>5.6 Provide training to warehouse staff on the importance of housekeeping and best practices</p> <p>5.7 Review regularly housekeeping policies and updating them as needed</p> <p>5.8 Maintain safety protocols and guidelines to prevent accidents and injuries during post-packing tasks including the correct use of personal protective equipment (PPE)</p>
6	OJT	<p>6.1 Assessor will check report prepared for this component of Practical training of the course and assess whether competency has been developed to work in the real job situation with special emphasis on basic safety and hazards in this domain. (The trainee is expected to undertake work in actual workplace under any supervisor / contractor for 60 Hours.)</p>
7	Employability Skill	<p>7.1 As per guided curriculum</p>
8	Demonstrate the various tasks to be performed for Picking process	<p>8.1 Explain the importance of a picklist in the picking process.</p> <p>8.2 Identify different types of picklists used in warehouse operations.</p> <p>8.3 List the types of PPE required during preparation for picking.</p> <p>8.4 Outline the key components included in a picklist.</p> <p>8.5 Perform pre-picking preparation tasks for various storage systems.</p> <p>8.6 Use barcode scanners and WMS to execute picking tasks.</p> <p>8.7 Demonstrate different picking methods such as Zone picking, Batch picking, and Wave picking.</p> <p>8.8 Verify picked items for accuracy and damage against order specifications.</p> <p>8.9 Repack and label items correctly for shipment or storage.</p> <p>8.10 Maintain work area clean</p>
9	Illustrate various inventory management activities.	<p>9.1 Count and record inventory accurately.</p> <p>9.2 Use Microsoft Excel effectively for inventory management tasks.</p> <p>9.3 Inspect storage locations and ensure proper inventory organization.</p> <p>9.4 Label goods correctly using appropriate methods</p> <p>9.5 Follow safety standards while handling materials and equipment.</p> <p>9.6 Identify and report unsafe practices at workplace.</p> <p>9.7 Resolve inventory-related errors.</p>

List of Tools, Equipment & materials needed for 30 Trainees (Practical)

List of Tools & Equipment			
S No.	Name of the Tools and Equipment	Specification	Quantity
A. THEORY			
1	Instructor's table with glass top	6 feet x 4 feet	1No
2	Revolving Chair for Classroom		1No
3	Instructor's revolving with arm chair		2Nos.
4	Visitor's chair		2Nos.
5.	Class room chairs (armless)		30 Nos.
6.	Class room table single / Dual desk		30 /15 Nos.
7.	Almirah steel (major)	6" / higher	02 Nos.
8.	Steel Cupboard	180 x 90 x 45 cm	02 Nos.
9.	Steel Cupboard	120 x 60 x 45 cm	02 Nos.
10.	Book Shelf with lock		02 Nos.
11	Magnetic White Board	6' x 4'	2Nos.
12	Working table size	1250x950	2nos
13	Students Lockers	with 8 compartments	4Nos.
14.	Wooden Chest of Drawers		5Nos.
15	First Aid Box		01 No.
16	Fire Extinguisher		01 No.
17	Wall Clock		01 No.
B. TRAINEES TOOL KIT			
18	Desktop / laptop/ Notebook/ PC	Latest Configuration	10 Nos.
19	Printer (any basic model) and Printer Table		1 No. each
20	Office Packages (MS Word, MS Power Point, MS Excel, MS Outlook)		10 Nos.
21	Computer Table		10 Nos.
22	LCD Projector along with screen		10 Nos.
23	Flip Chart, Marker		1 No.
24	broadband connectivity	broadband connectivity	1 No.
25	Personal Protection Equipment	Gloves, safety shoes, goggles, ear plugs, boiler suit	30
26	Workshop Safety	Fire Extinguishers, First Aid Kits, Safety Signs, SOP charts on safety norms and drills, charts of Do's and Don'ts in work area	1 No.
27	Sample Reports and Documents	checklist, Reporting forms, Incident reports etc, Caution boards	1 No.
28	All types of packaging tools and materials		1 No.
29	PPE Kit		4 no.
30	WMS (Warehouse Management System)	Warehouse management software	10 no.
31	MHE – Forklift, Stackers, reach trucks, HOPT, BOPT etc		2 nos. each

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

Marks Distribution

Outcome	Outcome Code	Type	Total Th marks	Total Pr marks	Total OJT marks
Develop a comprehensive overview of warehouse operations, including warehouse layout, inventory handling and management, safety measures and logistics processes.	LGS/2401/OC1	Compulsory	30	110	0
Illustrate the various tasks to be performed for packing readiness	LGS/2401/OC2	Compulsory	30	140	0
Apply appropriate packing techniques, utilizing packing equipment and adhering to safety measures to ensure efficient and secure packaging of items for storage and transportation.	LGS/2401/OC3	Compulsory	30	140	0
Execute the task of post packing viz. labeling, documenting inventory, inspecting for damages and organizing packed items, ensuring accurate and streamlined post-packing operations	LGS/2401/OC4	Compulsory	40	140	0
Maintain a clean, safe and organized environment through effective cleaning, waste management and adherence to hygiene and safety protocols.	LGS/2401/OC5	Compulsory	20	120	0
Work in real job situation with special emphasis on basic safety and hazards in this domain (OJT).	LGS/2401/OC6	Compulsory	0	0	150
Employability Skills – 60 Hrs	DGT/VSQ/N0102	Compulsory	50	0	0
Demonstrate the various tasks to be performed for Picking process	LGS/2401/OC7	Optional	20	80	0
Illustrate various inventory management activities.	LGS/2401/OC8	Optional	20	80	0
Full Marks: Minimum 1000 (Th 200, Prac. 800) without Optional Maximum marks 1100 ((Th 220, Prac. 880) with 1 Optional Maximum marks 1200 ((Th 240, Prac. 960) with 2 Optional					