

Syllabus for Course : Paper Bag Manufacturing Entrepreneur

Course Name	PAPER BAG MANUFACTURING ENTREPRENEUR
Sector	GREEN JOBS
Course Code	SGJ/2024/PBME/339
Level	4
Occupation	Paper Bag Manufacturer
Job Description	<p>Paper Bag Manufacturer makers perform tasks for ensuring smoothly how to make Paper Bags as per standard practices. She/he provides support to Customers for uses of Paper Bags of various types.</p> <p>In addition, the individual ensures effective maintenance and application of Paper Bags in several industries, shops, retail counters as per standard practice by replacing Plastic Bags</p>
Course Duration	Total Duration 510 Hrs (T- 150 Hrs, P- 180 Hrs , OJT-120 Hrs and ES-60 Hrs)
Trainees' Entry Qualification	<ul style="list-style-type: none"> • 12th grade pass • Completed 2nd year of 3-year diploma (after 10th) • Pursuing 2nd year of 3-year regular Diploma (after 10th) • 10th grade pass with two years of any combination of NTC/NAC/CITS or equivalent. <ul style="list-style-type: none"> • 8th pass plus 2-year NTC plus 1-Year NAC plus 1-Year CITS • 10th grade pass and pursuing continuous schooling (for 2-year program) • 11th Grade Pass and pursuing continuous schooling • Previous relevant Qualification of NSQF Level 3.0 with minimum education as 8th Grade pass with 3-year relevant experience • Previous relevant Qualification of NSQF Level 3.5 with 1.5-year relevant experience
Trainers Qualification	B.TECH OR DIPLOMA IN PACKAGING TECHNOLOGY / MECHANICAL ENGINEERING / CHEMICAL ENGINEER WITH 2 YRS RELEVANT EXPERIENCE.

Structure of Course:

Module No.	Module name	Outcome	Compulsory/ Optional	Theory (Hrs)	Practical (Hrs)	Total (Hrs)
1	Introduction : Bridge Module	Identify different paper bag making materials and assess their quality.	Compulsory	20	40	60
2	Paper Cutting & Printing	Optimize Paper Cutting and Printing Workflow for Paper bag manufacturing	Compulsory	20	40	60
3	Paper Bag making	Create various types of paper bags using relevant machineries	Compulsory	20	40	60
4	Production Process for Printed Paper Bags	Demonstrate Pasting, printing and dispatching paper bag from production workflow	Compulsory	20	40	60

Module No.	Module name	Outcome	Compulsory/ Optional	Theory (Hrs)	Practical (Hrs)	Total (Hrs)
5	Safety	Maintain basic health and workplace safety.	Compulsory	10	20	30
6	Entrepreneurship Development Programme (MEP/2023/ENDP/258)	Develop essential concepts in entrepreneurship and business development with the knowledge and skills to start or grow own businesses.	Compulsory	60		60
7	OJT	Work in real job situation with special emphasis on basic safety and hazards in this domain (OJT).	Compulsory		120	120
8	Employability Skill	As per guided curriculum	Compulsory	60	--	60
TOTAL:				210	300	510

SYLLABUS:**Module 1: Introduction: Bridge Module**

Outcome: Identify different paper bag making materials and assess their quality.

Theory Content:

- Explain the common paper types used in bag making such as Kraft paper, art paper, recycled paper etc.
- Explain types and origin of paper, newsprint, magazine
- Explain waste types and methods of handling.
- Describe waste origin and disposal methods.
- Explore the use of repurposed /processed paper in bag manufacturing.
- Detail the reach and objectives of using paper bags.
- Outline the phases of paper bag production.

Practical Content:

- Identify pollutant chemicals in the printing industry.
- Detail the waste management pyramid.
- Demonstrate reutilization of wastewater for sustainability.
- Enumerate the various categories of computational-based printing available in the market.
- Identify the demand for paper bag in various shops/retail outlets/wholesale outlets/high-end brands
- Identify sources of different types of papers
- Identify sources of procuring different raw materials like ink, printing chemicals, eyelets, laces, tags, etc.

Tools & Equipment needed:

Demo model of paper bag manufacturing plant, Geographical map of India,

Chemicals used in printing, Computational design of paper bag, ink, printing chemicals, eyelets, laces, tags.

Module 2: Paper Cutting & Printing

Outcome: Optimize Paper Cutting and Printing Workflow for Paper bag manufacturing

Theory Content:

- Identify different parts of paper bag manufacturing machines
- Explain dos and don'ts while assembling components of machines
- Explain the step-by-step process of operation and maintenance requirement for machine components which required replacements.

Practical Content:

- Assess rating of the machines and electrical requirements specified
 - Assess required dimension of paper to be cut
 - Check sharpness of the blade
 - Explain how to place paper reel on the reel stand
 - Adjust the specification of the cutting machine as required
 - Insert the paper through feeding table · Place the stands in vertically upward position
 - Explain how to connect both stands using a cross bar
 - Explain how to place the machine unit over the top of the stand
 - Fix feeding table as required on unit
 - Connect accelerator unit to the machine
 - Connect the creasing machine to external power
 - Check functioning of creasing machine
 - Fix base of screen printing apparatus
 - Fix template
 - Check required ink for screen printing
 - Fit the frame with screen printing apparatus
 - Check punching hole dimension as per requirement
 - Explain how to change the measurements between the two holes
 - Explain how to change dye according to requirement
 - Demonstrate troubleshooting mechanism for repair of cutting and creasing machine

Tools & Equipment needed: Activity material, demo model of paper cutting machine, creasing machine dye.

Module 3: Paper Bag making

Outcome: Create various types of paper bags using relevant machineries

Theory Content: Explain product specification of paper bags to be produced as per production line-up

- Evaluate measurements
- Explain different templates used for standard bag measurements
- Adjust male and female creasing wheels horizontal based on measurements
- Align vertical shaft based on GSM of paper
- Explain load bearing capacity of paper

Practical Content: List out different types of paper

- Identify Grams per Square Meter (GSM) of various papers from the list
- Identify Burst Factor (BF) of various papers from the list
- Explain how to select the appropriate paper based on BF, GSM and reel width

- Select dimensions of the paper bag
- Select appropriate cutting measurements
- Cut the paper as per selected dimensions
- Align the creasing wheels as per the dimensions of the paper bag
- Mark the paper as per the required dimensions
- Crease the paper
- Fold paper based on the creasing
- Explain how to press the folding

Tools & Equipment needed: Demo model of paper bag manufacturing plant, Activity chart, and different types of papers

Module 4: Production Process for Printed Paper Bags

Outcome: Demonstrate Pasting, printing and dispatching paper bag from production workflow

Theory Content:

- Explain packing system adopted for easy supply chain
 - Explain about dispatch procedures
- Explain to use inks for product marking for dispatching right product to the right customer
 - Explain technique of impression exposing match with customer requirements.
 - Identify various parts of screen printing apparatus

Practical Content:

- Prepare the screen as per the required impression
 - Explain how to fit the frame with the exposed sheet
 - Apply ink and print the required image on paper bag
 - Explain how to paste side of the paper on folding
 - Explain how to paste bottom of the paper on folding
 - Make eyelets
 - Explain how to fix handle either with thread or paper
 - Make bundle of paper bag
 - Identify the demand of sales department
 - Explain how to dispatch the bundle of paper bag as per demand

Tools & Equipment needed: Frame, ink, activity material, Demo model of screen printer, Eyelets, handles

Module 5: Safety

Outcome: Maintain basic health and workplace safety Apply safety practices.

Theory Content:

- Maintain proper hygiene and protection from dust and other infections
- Demonstrate transportation safety like use of indicators, avoid bulging of material, etc.

Practical Content:

- Administer first aid and use of different ways and means to handle emergency situations like fire, natural disasters, riots, etc.
 - Select methods to dispose of waste in accordance with environmental safety
 - Demonstrate use of Personal Protective Equipment (PPE) and its availability at work place

Tools & Equipment needed: Safety tool kits (including gloves, mask, boots etc.),
First aid kit

Module 6:

Part	Module Name	Occupation Standard	Topics	Duration
A	Entrepreneurial Business Development and Challenges	Develop business plan covering practical entrepreneurship aspects and real challenges.	• Business plan development	4 hrs
			• Practical aspect of Entrepreneurship	4 hrs
			• Case studies on real challenges	4 hrs
B	Product Innovation and Strategic Management	Identify, develop and manage Product	• Product Identification Development and Management.	4 hrs
			• Management and Marketing strategic	4 hrs
C	Entrepreneurial Financial Management and Risk Mitigation Strategies	Demonstrate financial management with credit linkage strategies, risk mitigation techniques and government schemes	• Credit Linkage and Government's Schemes and DPR Templates.	4 hrs
			• Risk Management	4 hrs
D	Legal Compliance, Business Policies	Explore legal compliance, business policies, and essential small business management skills	• Statutory compliances and legal polices.	4 hrs
			• Business Management.	4 hrs
E	Computer Awareness	Develop Computer Skill with hardware and Application	• Computer Awareness: Hardware	3 hrs
			• Computer Applications	5 hrs
F	E-Commerce	Perform online business with digital marketing, logistics, and legal considerations	• E-Commerce	4 hrs
		Practice		12 hrs

Part A***A.1 BUSINESS PLAN DEVELOPMENT -- MEANING OF BUSINESS PLAN, CONTENT & FORMULATION, BUSINESS EXECUTIVE SUMMARY***

4 hrs

CONTENT & FORMULATION:-

2 hrs

- General Information (Biodata of Promoter, Industry Profile, Constitution & Organization, Product Details)
- Project Description (Site, Physical Infrastructure, Utilities, Pollution Control, Communication System, Transport Facilities, Production Process, Machinery & Equipment, Capacity of the Plant, Technology Selected & Research & Development)
- Marketing Potential (Demand & Supply Position, Expected Price, Marketing Strategy, After-Sales-Service, Transportation)
- Capital Cost & Sources of Finance
- Assessment of Working Capital Requirements
- Other Financial Aspects (Profit & Loss Account, Balance Sheet, Cash Flow Statement)
- Economic & Social Variables
- Project Implementation

(15 minutes for each of the 8 no of sub-sections)**BUSINESS EXECUTIVE SUMMARY**

2 hrs

Structure includes

- ❖ Name, Address, Logo

10 minutes

❖ Product Specification	15 minutes
❖ Choice of Field – justification, USP of Product	25 minutes
❖ Why the Team?	15 minutes
❖ SWOT Analysis of Product	20 minutes
❖ Financial Analysis and Source of Funds	20 minutes
❖ Team Specification	15 minutes

NOTE: - For a 4 hr session the components of Business Plan may be discussed in brief with a focus on Business Executive Summary

A.2 PRACTICAL ASPECTS OF ENTREPRENEURSHIP -- 4 hrs

Assess your idea - think of Customer Validation -Building Prototype & Testing its Marketability, Know your Competitors	75 minutes
Register the business	45 minutes
Apply for Incubator Programme	20 minutes
Nail your brand	15 minutes
Evaluate risk - Do basic Cash Flow	30 minutes
Take modest calculated risk	45 minutes
Plan ahead & keep it lean	15 minutes
If you want money ask for advice	15 minutes
➤ Get financed	
➤ Think about co-founders	
➤ Get started	
➤ Once started never look back	

A.3 REAL CHALLENGES & CASE STUDIES ON REAL CHALLENGES 4 Hrs

Real Challenges(especially for small entrepreneurs) :	2 hrs
Problem of funds for necessary capital requirements	20 minutes
Developing Product Line through Innovation & Technological Upgradation	20 minutes
Time management	20 minutes
Lack of Managerial Skills	20 minutes
Cash Flow Management	20 minutes
Case Studies On Real Challenges :	2 hrs
CASE 1: Proprietor : Ms Tumpa Das . Name of the Company : Printoid	30 minutes
CASE 2 : Proprietor : Ms Setu Mondal (N. 24 Pgs) Masala, Pickle Mfg Unit (Credit Linked under MSME)	30 minutes
CASE 3 : Proprietor : Ms Barnali Biswas (Nadia) Beauty Parlour	30 minutes
CASE 4 : Mrs Laboni Mondal (South 24 Pgs) Flower Bouquet	30 minutes

Part B

B.1: Product Identification, Development and Management

Duration 4 hrs

Session Outcome:

- Participants will be able to Identify viable product ideas
- Conduct comprehensive market research, including data collection and applying that data in product development
- Apply techniques for idea generation and validation
- Develop products (from ideation to launch of the product)
- Apply ideas of product management

- **Product Identification – (1 hour 15 minutes)**
 - *Introduction to the concept of Product Identification (10 minutes)
 - *Importance of Product Identification (10 minutes)
 - *Generation of Business Ideas (25 minutes)
 - Concept of Business ideas
 - Sources of Business ideas
 - Techniques of generating business ideas
 - Evaluating the feasibility and viability of business ideas/ the concept of feasibility analysis
 - SWOT analysis for idea screening
 - * Market Needs (15 minutes)
 - Identifying the target audience
 - Conducting market research
 - Analyzing competitors
 - Identifying gaps and opportunities in the market
 - ***Validation of Business Idea** (15 minutes)
 - Market validation techniques
 - Minimum Viable Product (MVP) concept
 - Feedback collection and iteration
- **Product Development – (1 Hour 30 minutes)**
 - *Concept of product development (10 minutes)
 - *Types of product (20 minutes)
 - New to the company
 - Improvement of existing product
 - Extension of product line,
 - New to the market.
 - *Stages of Product Development (30 minutes)
 - Ideation
 - Validation
 - Prototyping
 - Marketing
 - Development
 - Launch
 - Improvement
 - *Role of Prototyping (15 minutes)
 - *Importance of Branding (15 minutes)

- **Product Management (30 minutes)**
 - *Concept of Product Management (10 Minutes)
 - *5P's of Product Management (10 minutes)
 - Perspective
 - Prioritization
 - Persistence
 - Presentation
 - Passion
 - *Product life cycle stages (10 minutes)
 - Introduction
 - Growth
 - Maturity
 - Decline
- **Practical Content: (45 minutes)**

Participants may

 - *Identify a current business idea, describe it, and perform its SWOT analysis
 - *Conduct a feasibility analysis
 - *Choose a product and conduct a competitive analysis, including identifying competitors, their strengths, weaknesses, and market positioning
 - *Outline the stages of product development process for a specific product
 - *Propose a testing plan for a product prototype-

B.2: Management and Marketing Strategies

Total Time – 4 Hours

Session Outcome:

Participants will be able to

- Segment the market using various bases of segmentation
- Compare and contrast various pricing strategies to determine their application in different market scenario.
- Select the right distribution channels for their products based on business objectives and target audience
- Effectively use different promotion mix elements to reach their target audience.
- Explore branding, digital marketing and customer acquisition.

Introduction to Management and Marketing Strategies (15 minutes)

- Significance of Marketing Strategies
- Link between Product Management and Marketing

Importance of Effective Communication in Marketing (15 minutes)

- Types of communication
- 7Cs of communication (clear, correct, complete, concrete, concise, coherent, courteous)
- Barriers to effective communication

Creating a Value Proposition (15 minutes)

- Concept of a unique value proposition
- Product Differentiation
- Benefits, features and emotional appeal

STP Analysis (Segmenting, Targeting and Positioning) (20 minutes)

- Importance of segmentation
- Segmenting the market (bases of segmentation)

- Targeting the market (targeting strategies)
- Positioning the product (bases of positioning)

Pricing Strategies (25 minutes)

- Pricing strategies (cost-based, demand based, competition based)
- Psychological pricing
- Pricing for market penetration, skimming and other market entry strategies
- Discounts and allowances

Building a Brand Identity (15 Minutes)

- The elements of a strong brand
- Creating a memorable brand identity
- Consistency in branding across channels

Distribution Channel Management (20 minutes)

- Identifying distribution channels
- Direct vs. Indirect channels
- Selecting right distribution channels for the product
- Channel management and partnership

Digital Marketing for Startups (15 minutes)

- The role of digital marketing in the modern business landscape
- Key digital marketing channels: social media, email marketing, content marketing and SEO
- Creating a digital marketing plan

Promotion and Marketing Communication (20 minutes)

- Marketing communication mix (advertising, personal selling, sales promotion, publicity, public relation, and direct marketing)
- Sales techniques and strategies
- Building and maintaining long term customer relationships

Customer Acquisition and Retention (15 minutes)

- Strategies for acquiring new customers
- Customer relationship management
- Customer retention and loyalty programs

Marketing on a Budget (20 minutes)

- Cost-effective marketing strategies for startups
- Leveraging free or low-cost marketing tools and resources
- The power of word-of-mouth marketing

Practical Content: (45 minutes)

Participants may

- * Create a STP strategy for a hypothetical startup
- * Suggest a repositioning strategy for a product that is facing market challenges
- *Discuss the pricing strategy of a chosen product
- * Recommend a distribution strategy for a product to be launched locally
- * Develop a promotion plan for a product of their choice

Suggested Materials and Resources (to be chosen by the Trainer):

- Presentation slides
- Case studies and success stories
- Handouts and worksheets
- Whiteboard or flip charts
- Internet access for live demonstrations

Suggested Training Methodology (to be chosen to ensure active participation of the trainees)

- *Interaction
- *Group work
- *Role Play
- *Game

Part C

C.1 Credit Linkage

Duration: (3 hours)

- | | | |
|-----|---|---------------------|
| 1. | What is credit linkage? | (20 minutes) |
| 2. | What is the meaning of bankable? | (20 minutes) |
| 3. | Concept of feasibility and viability | (20 minutes) |
| 4. | How to make a project bankable? | (20 minutes) |
| 5. | Necessary input to make a project | (20 minutes) |
| 5.1 | Educational qualification | |
| 5.2 | Existing liability if any | |
| 5.3 | Family size (sustenance required per month) | |
| 5.4 | Type of activity to be undertaken | |
| 5.5 | Place available for the project | |
| 5.6 | Work force required | |
| 5.7 | How activity is financed so far (for existing unit) | |
| 5.8 | Own fund involved (for existing) / fund available for new project | |
| 6. | Interview cum appraisal | (20 minutes) |
| 7. | Definition of working capital | (20 minutes) |
| 7.1 | Operating Cycle or Working Capital Cycle | |
| 7.2 | Current Assets | |
| 7.3 | Current Liabilities | |
| 7.4 | Working Capital Gap (WCG) | |
| 7.5 | Net Working Capital (NWC) | |
| 7.6 | Current Ratio | |
| 8 | Methodology for Assessment of Working Capital Requirement | (20 minutes) |
| 8.1 | Simplified Assessment | |
| 8.2 | Turnover Method | |
| 8.3 | Eligible Working Capital Limit Method (EWCL) | |
| 8.4 | Cash Budget Method | |
| 9 | Basic Financial Parameters | (20 minutes) |
| 9.1 | Liquidity | |
| 9.2 | Indebtedness | |

9.3 Security

9.4 Profitability

C.2 Risk Management

Duration: (2 hours)

This session will introduce one to different types of business and financial risk. One will learn how these risks are measured and also gain an understanding of the goals and benefits of risk management. The skills that one will gain by the end of this course will enable one to manage risk in one's organization.

1. Risk Management
 - 1.1 Concept of risk
 - 1.2 Concept of risk management **(10 minutes)**
2. Understanding risk management
 - 2.1 Methodically identifying the risks surrounding ones business activities.
 - 2.2 Assessing the likelihood of an event occurring
 - 2.3 Understanding how to respond to these events
 - 2.4 Putting systems in place to deal with the consequences
 - 2.5 Monitoring the effectiveness of one's risk management approaches and controls. **(10 minutes)**
3. Objectives of risk management **(10 minutes)**
4. How to develop a risk management plan **(35 minutes)**
5. Different types of risk: **(35 minutes)**
 - 5.1 Liquidity risk
 - 5.2 Market risk
 - 5.3 Operational risk
 - 5.4 Business risk
 - 5.5 Credit risk
 - 5.6 Legal risk
 - 5.7 Cyber security risk
 - 5.8 Inflation risk
6. Importance of risk management: **(20 minutes)**
 - 6.1 Improves decision-making, planning and prioritisation
 - 6.2 Helps to allocate capital and resources more efficiently
 - 6.3 Allows to anticipate what may go wrong and take steps accordingly
 - 6.4 Significantly improves the probability that one will deliver the business plan on time and on budget

C.3 DPR Templates

Duration: (2.5 hours)

- | | | |
|---|------------------------------|------------|
| 1 | Meaning and Contents of DPR. | 10 minutes |
|---|------------------------------|------------|

2	Format of DPR	15 minutes
3	DPR- Purpose	10 minutes
4	Uses of DPR	10 minutes
5	7 Steps for Preparation of Effective Project Report Format of DPR Templates.	15 minutes
6	Format of DPR Templates	10 minutes
7	Preparation of Project Report Templates-Preparation of Own Project Report.	10 minutes
8	Role of Credit Linkage and Some Examples.	10 minutes
9	Credit Risk and its present scenario- sharing the risk of nano-entrepreneurs faced in their real life.	10 minutes
10	Benefits of Linkages	10 minutes
11	Importance Of Credit Linkage In Entrepreneurship Development	10 minutes
12	Challenges in Developing Credit Linkage for Economic Activities (Real Life Experiences of Startups).	30 minutes

C.4 Government Schemes

Duration: 30 minutes

Different Sources of Fund for Start-up

Topic	Sub-topic
1. State Govt. Schemes	<ul style="list-style-type: none"> ➤ Smami Vivekanda Swanibhar Karmasanthan Prakalpa (SVSKP) ➤ West Bengal Swanirbhar Sahayak Prakalpa (WBSSP) ➤ Bhavisyat Credit Card ➤ WBMDFC Schemes
2. Central Govt. Schemes	<ul style="list-style-type: none"> ➤ Prime Minister's Employment Generation Program (PMEGP) ➤ Start-up Bengal (Start-up India) ➤ Swarajgar Credit Card ➤ Swarna Jayanti Shahari Rozgar Yojana (SJSRY) ➤ Swarna Jayanti Gram Swarajgar Yojana ➤ National Handcapped Finance and Development Corporation ➤ Pradhan Mantri Mudra Yojana
3. Other Schemes (Schemes for specific categories)	<ul style="list-style-type: none"> ➤ NSFDC Term Loan ➤ NSFDC Laghu Vyasay Yojana ➤ NSFDC Mahila Samriddhi Yojana ➤ NSFDC Micro Credit Finance

Part D

D.1 Statutory Compliances And Legal Policies

NOC from Local body	(10 Minutes)
Registration of business in DIC	(10 Minutes)
Statutory license or clearance	(10 Minutes)
Tax compliances	(60 Minutes)
Intellectual Property Rights (IPR):	(60 Minutes)

Trade Mark
 Copyright
 Geographical Indication
 Design
 Patent
 Trade secret

Legal Policies: (90 Minutes)
 Partnership act, 1932
 LLP act, 2008
 Companies act, 2013
 Contract act, 1872
 Employee welfare legislation - provident fund & gratuity
 Kolkata municipal corporation act, 1980
 Transfer of property act, 1908
 Information technology act, 2000

D.2 Business Management

UNIT-1 INTRODUCTION: (30 Minutes)

- Small business meaning.
- What is small business management?
- Why is small business management important?
- Functions of business management.

UNIT-2 ESSENTIAL SKILLS FOR RUNNING SMALL BUSINESS: (45 Minutes)

- Transparency and clear Communication.
- Attention to detail
- Time Management skill.
- Problem solving skill.
- Decision making skill.

UNIT-3 PEOPLE IN ORGANIZATION: (45 Minutes)

- Management and Leadership.
- Motivation in management.
- Human Resource Management.

UNIT-4 MARKETING MANAGEMENT: (60 Minutes)

- What is marketing?
- Marketing Research
- Marketing Mix - Product and Price
- Marketing Mix - Promotion and Place

UNIT-5 FINANCIAL MANAGEMENT: (60 Minutes)

- Importance of financial management.
- Two basic concepts of financial management – obtaining funds and utilization of funds.
- Basic concept on financial statement – Balance Sheet, Cash Flow, Profit & Loss account.

Part E

E.1 Computer Awareness: Hardware

Duration 3 hrs

Overview of computer components and their roles: CPU, RAM, hard drives, motherboards, etc. Understanding input and output devices: keyboards, mice, monitors, printers, etc. Exploring storage technologies: hard disk drives (HDD), solid-state drives (SSD), etc.

Starting and Shutting down Windows (MS Windows 2007 or higher)
Understanding device drivers and their role in hardware communication.

Installation and configuration of output devices like monitors, printers, scanner.

E.2 Computer Applications

E.2.1 MS Word

Duration 2 hrs

Introduction to Microsoft Word

- Overview of Microsoft Word's Purpose and Features
- Navigating the User Interface: Ribbons, Tabs, and Menus
- Creating and Saving a New Document, Printing a document
- Using Keyboard Shortcuts for Efficiency

Basic Text Formatting

- Text Selection Techniques: Click, Drag, and Shift
- Font Formatting: Typeface, Size, Bold, Italics, Underline
- Paragraph Formatting: Alignment, Line Spacing, Indentation
- Applying Bullets and Numbering

Document Formatting and Styles

- Page Setup: Margins, Page Orientation, Page Size
- Adding Headers and Footers
- Introduction to Styles: Applying and Modifying
- Creating a Table of Contents using Styles

Tables and Columns

- Creating and Formatting Tables
- Adding and Deleting Rows and Columns
- Merging and Splitting Cells

Page Layout and Section Breaks

- Inserting Page Breaks and Section Breaks
- Customizing Headers and Footers for Different Sections

E.2.2 MS Excel

Duration 2 hrs

Introduction to Microsoft Excel

- Overview of Excel's Role in Data Management
- Understanding Workbooks, Worksheets, and Cells
- Navigating the Excel Interface: Ribbons, Tabs, and Menus
- Creating and Saving a New Workbook, Printing a worksheet/selection of it.

Data Entry and Basic Formatting

- Inputting Data: Text, Numbers, Dates
- Introduction to Basic Formatting: Font, Alignment
- Applying Cell Borders and Background Colors
- Using AutoFill and Flash Fill Techniques

Basic Formulas and Functions

- Understanding Formulas and Functions
- Basic Arithmetic Operators (+, -, *, /)
- Introduction to SUM, AVERAGE, COUNT Functions
- Using AutoSum for Quick Totals

Sorting and Filtering Data

- Sorting Data in Ascending and Descending Order
- Applying Custom Sort Orders

E.2.3 Email**Duration 1 hr**

1. Opening an Email id. Send and receive email. Use of Inbox, spam, Trash.
2. Discuss the significance of displaying responsible online behavior while browsing, using various social media platforms, e-mails, etc. safely and securely.

Part F***F.1 E-Commerce*****Duration – 4 hrs**

1. **Introduction to E-Commerce (20 Min)**
 - a. Understanding the concept of e-commerce
 - b. Historical background and evolution of online businesses
 - c. Types of e-commerce models (B2B/B2C)
2. **E-Commerce Infrastructure (40 Min)**
 - a. Setting up an online store
 - b. Payment gateways and security
 - c. E-commerce platforms and tools
3. **Digital Marketing for E-Commerce (60 Min)**
 - a. Search Engine Optimization (SEO) for e-commerce
 - b. Social media marketing and advertising
 - c. Content marketing strategies
4. **E-Commerce Strategies (20 Min)**
 - a. Customer relationship management (CRM)
 - b. Creating compelling product listings
 - c. Understanding consumer behaviour online
5. **Logistics and Fulfilment (15 Min)**
 - a. Order processing and fulfilment
 - b. Inventory management
 - c. Shipping and delivery options
6. **Legal and Ethical Aspects of E-Commerce (30 Min)**
 - a. E-commerce regulations and compliance
 - b. Privacy and security considerations

- c. Ethical issues in e-commerce

7. Case Studies and Best Practices (30 Min)

- a. Analysing successful e-commerce businesses
- b. Learning from real-world case studies
- c. Best practices for sustainable e-commerce

Module 7. OJT

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

Practical Content:

Assessor will check the 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 120 Hours.)

Module 8: Employability Skills (60 Hrs)

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

Learning Outcome – Assessment Criteria

Module No.	Outcome	Assessment Criteria
1	Identify different paper bag making materials and assess their quality.	<p>After completion of this module students will be able to:</p> <p>1.1 Identify the different materials for making the Paper bag.</p> <p>1.2 Check the quality of Paper Bag</p> <p>1.3 Create various types of recycled paper bags</p> <p>1.4 Explain various application area of paper bag</p> <p>1.5 Design the Paper Bag by computer based Printing Method.</p>
2	Identify different types of Machines, Tools and Equipments required for Paper bag manufacturing along with their application	<p>After completion of this module students will be able to:</p> <p>2.1 Identify different types of Machines, Tools and Equipments in this field.</p> <p>2.2 Explain the process of assembling different component of different Machines.</p> <p>2.3 Demonstrate the importance of maintenance of Machines, tools and Equipments used for this manufacturing process.</p> <p>2.4 Describe the application of each machines tools and equipments used .</p> <p>2.5 explain the troubleshooting techniques while facing any difficulties during the Manufacturing Process.</p>
3	Illustrate the process of creating various types of paper bags using machinery along with their applications	<p>After completion of this module students will be able to:</p> <p>3.1 Explain the Measurement and Cutting process and its importance.</p> <p>3.2 Identify the appropriate Paper based on their GSM and BF from various paper sample.</p> <p>3.3 Explain different templates used for standard bag measurements</p> <p>3.4 Describe the different load caring capacity of Paper bags that are manufactured..</p> <p>3.5 Explain different steps e.g cutting, creasing, drawing properly.</p>
4	Demonstrate the necessary quantities of materials needed to produce a good quality of a paper bag e.g. pulp and other materials, print ink etc along with their associated cost.	<p>After completion of this module students will be able to:</p> <p>4.1 Explain different systems adopted for easy supply chain and dispatch system</p> <p>4.2 Describe the use inks for product marking for dispatching right product to the right customer.</p> <p>4.3 Identify the demand of sales department</p>

Module No.	Outcome	Assessment Criteria
		4.4 Identify various parts of screen printing apparatus
5	Apply safety practices.	5.1 Identify methods to dispose of waste in accordance with environmental safety · 5.2 Illustrate the importance of maintaining proper hygiene. 5.3 demonstrate protection against dust and other infections. 5.4 Demonstrate use of Personal Protective Equipment (PPE) and its availability at work place.
6	OJT	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 120 Hours.)
7	Employability Skill	As per guided curriculum

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

Sl No	Items Name and Specification	Qty
1	Demo model of paper bag manufacturing plant	2
2	geographical map of India, chemicals used in printing,	5
3	Demo model of paper cutting machine,	2
4	creasing machine dye.	4 sets
5	Activity chart, different types of papers	5
6	Frame, ink, activity material,	5
7	Demo model of screen printer,	2
8	Eyelets, Handles	5
9	Safety tool kits (including gloves, mask, boots etc.),	30
10	First aid kit	5 sets

Marks Distribution

Outcome	Outcome Code	Total Th marks	Total Pr marks	Total OJT marks
Identify different paper bag making materials and assess their quality.	SGJ/1408/OC1	20	100	0
Optimize Paper Cutting and Printing Workflow for Paper bag manufacturing	SGJ/1408/OC2	20	100	0
Create various types of paper bags using relevant machineries	SGJ/1408/OC3	20	100	0
Demonstrate Pasting, printing and dispatching paper bag from production workflow	SGJ/1408/OC4	20	110	0
Maintain basic health and workplace safety.	SGJ/1408/OC5	10	90	0
Develop essential concepts in entrepreneurship and business development with the knowledge and skills to start or grow own businesses.	MEP/2023/ENDP/258	60	0	0
Work in real job situation with special emphasis on basic safety and hazards in this domain (OJT).	SGJ/1408/OC6	0	0	300
Employability Skills – 60 Hrs	DGT/VSQ/N0102	50	0	0