

### OJT Syllabus for Mat Craft Maker

<b>Course Name</b>	Mat Craft Maker
<b>Sector</b>	Handicrafts and Carpets
<b>Course Code</b>	HAC/2024/MACM/386
<b>Level</b>	2.5
<b>Occupation</b>	Mat Craft Maker
<b>Job Description</b>	Mat Craft Maker is responsible for crafting high-quality mats using various materials such as fabric, paper or straw. The candidate will possess expertise in cutting, shaping and assembling materials to create aesthetically pleasing and durable mats for various purposes, including decoration, utility and artistic expression
<b>Course Duration</b>	Total Duration 300 Hrs ( OJT 270, ES- 30 hrs. )
<b>Trainees' Entry Qualification</b>	<ul style="list-style-type: none"> <li>• 8th Grade pass and pursuing continuous schooling OR</li> <li>• Grade 5 with 4 years relevant experience OR</li> <li>• Ability to read and write with 4 years relevant experience OR</li> <li>• Previous relevant Qualification of NSQF Level 2 with 6 months relevant experience OR</li> <li>• Previous relevant Qualification of NSQF Level 1 with 1.5 years relevant experience</li> </ul>
<b>Trainers Qualification</b>	Class 8 <sup>th</sup> pass with 8 years' experience in Mat craft making

#### Structure of Course: (In OJT Module)

Module No.	Module name	Outcome	Compulsory/ Elective	Total (Hrs) (OJT)
1	<b>Role of Mat Craft Maker</b>	Explain role of an Artisan of Mat Craft	Compulsory	30
2	<b>Tools, Equipment &amp; Consumables</b>	Identify tools, equipment and materials used in Mat Craft Work	Compulsory	60
3	<b>Environmental Health, Safety and Security at Work Place</b>	Follow safe working practices.	Compulsory	30
4	<b>Raw materials required for production</b>	Demonstrate processing of major raw materials	Compulsory	30
5	<b>Weaving operations</b>	Carry out basic weaving operations	Compulsory	30
6	<b>Making the products</b>	Make products through cutting, stitching, value adding using tailoring machines, straight stitching and zigzag joining.	Compulsory	60

Module No.	Module name	Outcome	Compulsory/ Elective	Total (Hrs) (OJT)
7	<b>Work effectively at workplace</b>	Carry out work effectively at the workplace	Compulsory	30
8	<b>Employability Skill</b>	As per guided curriculum	Compulsory	30
<b>TOTAL</b>				<b>300</b>

**Course Name : Mat Craft Maker**

**Duration : 270 Hours**

Sr.	Module	Content
1	<b>Role of Mat Craft Maker</b>	<ul style="list-style-type: none"> <li>• The Role of an Artisan of mat craft – Handicraft production and job opportunities and its importance</li> <li>• To Provide Basic reading capabilities to enable him to read signs, notices and/or cautions at site.</li> <li>• Expectations and responsibilities of the job role</li> <li>• Gain Knowledge and understand the importance of the rules, codes, guidance and standards, policies, manuals, rules and regulation of the organization</li> <li>• Contacting the concerned persons in case of queries on procedures/ products/ any problem</li> </ul>
2	<b>Tools, Equipment &amp; Consumables</b>	<ul style="list-style-type: none"> <li>• Identify, maintain and handle the required tools, equipment and consumable safely and correctly</li> <li>• Maintenance of stock from pilfering, theft, damage and deterioration</li> <li>• Dispose waste safely in the designated location</li> <li>• Storing cleaning equipment safely after use</li> <li>• Maintain Storage of records and maintain documents.</li> <li>• Different ways of minimizing wastes</li> </ul>
3	<b>Environmental Health, Safety and Security at Work Place</b>	<ul style="list-style-type: none"> <li>• Follow General safety Rules, common hazards in the work area and procedures for dealing with the same.</li> <li>• Training to Introduction of Personal protective equipment like gloves, nose mask, shoes etc. and their application under different working conditions.</li> <li>• Introduction to various safety procedures and methods like barricading of work place, signage, safety drills, evacuation Procedures etc.</li> <li>• Reporting procedure for violation of safety.</li> <li>• Introduction to waste management and pollution control.</li> <li>• Understand various health hazards relevant to workplace and basic first aid training.</li> <li>• Identify and selection of right equipment such as fire extinguisher &amp; based on type of fire.</li> <li>• Following agreed work location procedures in the event of an emergency and of any injury</li> </ul>
4	<b>Raw materials required for production</b>	<p>Mat roll/ sheet, Mat grass, Cotton yarn, Cloth, Stitching Thread, Application of other raw materials like poplin cloth and other type of cloths, stitching thread, value added items like jori, rubber sheet, sponge, cotton tape, chain, button, Velcro, D-ring locks, adhesive, etc.</p> <p>Mat Grass - Knowledge of its cultivation, harvesting, processing, preservation, marketing, etc.</p> <p>Use of mat grass in craft work - its nature, strength, varieties, quality etc.</p> <p>Knowledge of mat grass treatment process, dyeing procedure both natural dyeing and chemical dyeing of mat grass and cotton yarn.</p>

Sr.	Module	Content
5	<b>Weaving operations</b>	<ul style="list-style-type: none"> <li>• Knowledge to understand the process of using charka for reeling of yarn,</li> <li>• Process of drumming cotton yarn as per specific design-wise: Tana and Jhala (Warping in drum and warping in wooden beam / Naraj)</li> <li>• Weaving in loom in specific design variation: diamond, fish bone, wave, check, honey comb, falls, etc.</li> <li>• Weaving in particular width &amp; length for making different items.</li> <li>• Conducting a visual check for any errors or damages in quality of weaved mat roll / sheet</li> <li>• Verifying the mat roll / sheet weaved as per size and designs specifications</li> <li>• Rectify the errors within one's own responsibility and as per instruction of the supervisors</li> </ul>
6	<b>Making the products</b>	<ul style="list-style-type: none"> <li>• Understand the estimation of the height, width, length and other proportions for making prototypes / craft items.</li> <li>• Operation of tailoring machine and problem solving for minor operational mistakes.</li> <li>• Cutting of mat rolls / sheets as per drawing, as per specifications</li> <li>• Application of adhesives as per requirements,</li> <li>• Pasting of rubber sheet / sponge / lining etc. as per requirement.</li> <li>• Stitching of piping in border through tailoring machine.</li> <li>• Assembling and fitting of attachments as per requirements</li> <li>• Hand stitching and finishing of the item</li> <li>• Proper packaging for storage and display of the craft item.</li> <li>• Checking of overall accuracy in terms of measurements and standard work practices               <ul style="list-style-type: none"> <li>• Checking of quality of the product in terms of perfect stitching, trimming, usefulness, aesthetic beauty, neatness etc.</li> </ul> </li> <li>• Conducting performance test of the finished product as per the supervisor's instructions</li> </ul>
7	<b>Work effectively at workplace</b>	<p>Understand Working effectively with others whenever required</p> <ul style="list-style-type: none"> <li>• Keep work area neat and clean in organized state</li> <li>• Finishing all the allocated tasks within the required time frame and adhering to the standards</li> <li>• Behaving in a courteous manner with colleagues, customers</li> <li>• Following dress code of the work location</li> <li>• Adhering to the norms, policies, procedures of the organization</li> <li>• Seeking clarification, identifying and reporting to the right authority as and when required</li> </ul>

### Module 8 : Employability Skills (30 Hrs)

#### Key Learning Outcomes

#### Introduction to Employability Skills Duration: 1 Hour

After completing this programme, participants will be able to:

1. Discuss the importance of Employability Skills in meeting the job requirements

#### Constitutional values - Citizenship Duration: 1 Hour

2. Explain constitutional values, civic rights, duties, citizenship, responsibility towards society etc. that are required to be followed to become a responsible citizen.
3. Show how to practice different environmentally sustainable practices

**Becoming a Professional in the 21st Century Duration: 1 Hours**

4. Discuss 21st century skills.
5. Display positive attitude, self -motivation, problem solving, time management skills and continuous learning mindset in different situations.

**Basic English Skills Duration: 2 Hours**

6. Use appropriate basic English sentences/phrases while speaking

**Communication Skills Duration: 4 Hour**

7. Demonstrate how to communicate in a well -mannered way with others.
8. Demonstrate working with others in a team

**Diversity & Inclusion Duration: 1 Hour**

9. Show how to conduct oneself appropriately with all genders and PwD
10. Discuss the significance of reporting sexual harassment issues in time

**Financial and Legal Literacy Duration: 4 Hours**

11. Discuss the significance of using financial products and services safely and securely.
12. Explain the importance of managing expenses, income, and savings.
13. Explain the significance of approaching the concerned authorities in time for any exploitation as per legal rights and laws

**Essential Digital Skills Duration: 3 Hours**

14. Show how to operate digital devices and use the associated applications and features, safely and securely
15. Discuss the significance of using internet for browsing, accessing social media platforms, safely and securely

**Entrepreneurship Duration: 7 Hours**

16. Discuss the need for identifying opportunities for potential business, sources for arranging money and potential legal and financial challenges

**List of Tools/Equipment for 30 Trainees Batch**

<b>S.N</b>	<b>Tools &amp;Equipments</b>	<b>Unit</b>
1	Black board	1 no.
2	Chalk	2 packets
3	Duster	1no.
4	Scale	30 nos.
5	Measuring tape	30 nos.
6	V-shaped Knife	5 nos.
7	Pointed knife	5 nos.
8	Scissor	30 nos.
9	Cutter	30 nos.
10	Chopper	10 nos.
11	Weaving loom set	15
12	Drumming Set	2
13	Reeling Charka set	5
14	Tailoring machine	15 nos.
15	Sitting tools	30 nos.
16	Table	5 nos
17	Helmet	5 nos.
18	Nose mask	5 nos.
19	Gloves	5 nos.

S.N	Tools & Equipments	Unit
20	First Aid Kit	1 no.
21	Fire Extinguisher	1 set
22	Tools usages for cutting of mat roll/ sheet	5 set
23	Small tools for making holes for inserting eyelets	5 nos.
24	Mat grass	5 qtls.
25	Cotton yarn	1 qtls
26	Cloth	1000 mtr
27	Stitching Thread	750 pcs.
28	Stainless steel vessel	2
29	Iron Pot	2
30	Oven	5 nos.
31	Treatment Chamber	1 no.
32	Dyeing Shed	1
33	Adhesive	5 nos.
34	Sponge	2
35	Rubber Sheet	2

#### Marks Distribution

Outcome	Outcome Code	Total Th marks	Total Pr marks
Explain role of an Artisan of Mat Craft	HAC/1511/OC1	20	100
Identify tools, equipment and materials used in Mat Craft Work	HAC/1511/OC2	30	140
Follow safe working practices.	HAC/1511/OC3	20	100
Demonstrate processing of major raw materials	HAC/1511/OC4	20	100
Carry out basic weaving operations	HAC/1511/OC5	20	100
Make products through cutting, stitching, value adding using tailoring machines, straight stitching and zigzag joining.	HAC/1511/OC6	40	140
Carry out work effectively at the workplace	HAC/1511/OC7	20	100
Employability Skills – 30 Hrs	DGT/VSQ/N0101	50	0