

## Syllabus For Tannery Supervisor

<b>Course Name</b>	Tannery Supervisor
<b>Sector</b>	Leather
<b>Course Code</b>	LEA/2024/TASU/345
<b>Level</b>	4
<b>Occupation</b>	Tannery Supervisor
<b>Job Description</b>	<b>Tannery Supervisor</b> responsible for overseeing and coordinating the daily operations of the tannery ensuring the efficient production of high-quality leather products. Responsible for applying safe working practices, the supervisor leads a team by formulating goal-oriented strategies, providing guidance for planning and coordination of procurement processes, maintain supplier relationships and optimizing inventory levels.
<b>Course Duration</b>	<b>Total Duration 420 Hrs (T-90, P-210, OJT-60 and ES-60)</b>
<b>Trainees' Entry Qualification</b>	<ul style="list-style-type: none"> <li>• 12th grade pass OR</li> <li>• Completed 2nd year of 3-year diploma (after 10th) and pursuing regular diploma OR</li> <li>• 10th grade pass plus 2-year NTC OR</li> <li>• 10th grade pass plus 1-year NTC plus 1 year NAC OR</li> <li>• 10th grade pass and pursuing continuous schooling OR</li> <li>• 10th Grade Pass with 2 years relevant experience OR</li> <li>• Previous relevant Qualification of NSQF Level 3.0 with minimum education as 8th Grade pass with 3 years relevant experience OR</li> <li>• Previous relevant Qualification of NSQF Level 3.5 with 1.5 year relevant experience</li> </ul>
<b>Trainers Qualification</b>	Degree in Leather Technology with 1 years' experience in the relevant field OR Diploma Leather Technology with 3 years' experience in the relevant field OR Bachelor Degree in any discipline with 5 years' experience in the relevant field

**Structure of Course:**

Module No.	Module name	Outcome	Compulsory/ Elective	Theory (Hrs)	Practical (Hrs)	OJT (Hrs.)	Total (Hrs) [Multiple of 30]
1	<b>Health and safety in the workplace</b>	Apply safe working practices	Compulsory	10	20		30
2	<b>Managing the staff</b>	Formulate a goal oriented leadership role to manage the staff	Compulsory	10	50		60
3	<b>Manage logistics to purchase raw materials</b>	Plan and coordinate the procurement and supply chain processes for raw materials in a tannery setting.	Compulsory	10	50		60
4	<b>Manage environmental impact of operations</b>	Identify and assess environmental impact of production process	Compulsory	30	--		30
5	<b>Manage quality of leather</b>	Identify the possible defects present on raw hides	Compulsory	10	20		30
6	<b>Monitor operations in the leather industry</b>	Demonstrate the elementary of tannery operation from pre-tanning to finishing	Compulsory	10	20		30
7	<b>Application of computer day to day work</b>	Exhibit the application of computer in day to day work <b>(MEP/2023/ENDP/258)</b>	Compulsory	10	50		60
8	<b>OJT</b>	Work in real job situation with special emphasis on basic safety and hazards in this domain (OJT).	Compulsory	--	--	60	60
9	<b>Employability Skill</b>	As per guided curriculum	Compulsory	60	--	--	60
<b>TOTAL:</b>				<b>150</b>	<b>210</b>	<b>60</b>	<b>420</b>

**SYLLABUS:****Module No. 1: Health and safety in the workplace****Outcome:** Apply safe working practices**Theory Content:**

- The body of rules, procedures and regulations related to safety, health and welfare of

people in their workplace.

- Conduct comprehensive risk assessments
- Implement robust training program for all tannery employees
- Emergency response planning
- Enforce the use of appropriate Personal Protective equipment (PPE)

**Practical Content:**

- Implement proper storage protocols for chemicals used in tanning process
- Conduct regular maintenance checks on tannery machinery
- Maintain effective ventilation systems to control and minimize exposure to harmful fumes and dust
- Maintain proper procedures for disposal of waste generated in tanning process

**Module No. 2: Managing the staff**

**Outcome:** Formulate a goal oriented leadership role to manage the staff

**Theory Content:**

- Embrace a leadership role in the organization and with colleagues as to provide coaching and direction to subordinates aiming at the achievement of specific objectives
- Manage employees and subordinates, working in a team or individually, to maximize their performance and contribution. Schedule their work and activities, give instructions, motivate and direct the workers to meet the company objectives. Monitor and measure how an employee undertakes their responsibilities and how well these activities are executed. Identify areas for improvement and make suggestions to achieve this. Lead a group of people to help them achieve goals and maintain an effective working relationship among staff.

**Practical Content:**

- Monitor and measure how an employee undertakes their responsibilities and how well these activities are executed.
- Identify areas for improvement and make suggestions to achieve this. Lead a group of people to help them achieve goals and maintain an effective working relationship among staff.

**Module No. 3: Manage logistics to purchase raw materials**

**Outcome:** Plan and coordinate the procurement and supply chain processes for raw materials in a tannery setting.

**Theory Content:**

- Manage logistics of purchasing supplies of the raw materials for the tannery to ensure efficient operations of the tannery and meet clients' requirements.

- Some problem are mentioned and check his ability to solve it

**Practical Content:**

- Manage logistics of purchasing supplies of the raw materials for the tannery to ensure efficient operations of the tannery and meet clients' requirements.
- Solve problems which arise in planning, prioritizing, organizing, directing/facilitating action and evaluating performance. Use systematic processes of collecting, analyzing, and synthesizing information to evaluate current practice and generate new understandings about practice

**Module No. 4: Manage environmental impact of operations**

**Outcome:** Identify and assess environmental impact of production process

**Theory Content:**

- Manage the interaction with and impact on the environment by companies. Identify and assess environmental impacts of the production process and related services, and regulate a reduction of the effects on the environment and on people. Organize action plans and monitor any indicators of improvement
- Check overall knowledge about tannery waste, and its impact and techniques to solve problems

**Practical Content:**

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**Module No. 5: Manage quality of leather**

**Outcome:** Identify and evaluate the possible defects present on raw hides

**Theory Content:**

- Analyse, identify and evaluate the possible defects present on raw hides/skins. Defects may be of natural origin (e.g. damage by parasites), caused by bad practices at the farm, in transport, at the abattoir (e.g. incorrect flaying, pre- slaughter defects, improper conservation) or generated during the manufacturing process.
- The classification of Hides/skins and their subdivision into "selections" is based on the nature, magnitude and location of defects. The class of selection determines the type of processing, and consequently the type of article.

**Practical Content:**

- Manage systems for the customer-focused organization of leather production processes.
- It uses strategy, data and effective communications to integrate the quality approach into the culture and activities of the company and also to achieve the organisation's mission and goals

**Module No. 6: Monitor operations in the leather industry**

**Outcome:** Demonstrate the elementary of tannery operation from pre-tanning to finishing

**Theory Content:**

- Operational monitoring refers to collecting key system performance of leather production at periodic intervals or at the end of some specific phases of the leather process.
- This information gives a basis for observing, detecting and recording the operation of the machines and systems.
- The activity provides also the critical data to check the correct performance of the process and to monitor quality and throughput against product and production requirements.

**Practical Content:**

- Check Elementary Knowledge of tannery operation from pre- tanning to finishing, and uses of different tannery machines

**Module No. 7: Application of computer day to day work**

**Outcome:** Exhibit the application of computer in day to day work

**Content:****Computer Awareness: Hardware**

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

**Computer Applications****MS Word:****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

## **MS Excel**

### **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

### **Email:**

Opening an Email id. Send and receive email. Use of Inbox, spam, Trash.

Discuss the significance of displaying responsible online behavior while browsing, using various social media platforms, e-mails, etc. safely and securely.

## **Module 8: 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 9: 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	Apply safe working practices	<p><b>After completion of this module students will be able to:</b></p> <ol style="list-style-type: none"> <li>1.1 Explain the body of rules, procedure and regulations related to the safety, health and welfare of people in a tannery workplace</li> <li>1.2 Implement of proper storage protocols for chemicals used in tanning process</li> <li>1.3 Execute of regular maintenance checks on tannery machinery, including documentation of maintenance activities</li> <li>1.4 Maintain proper ventilation system management</li> <li>1.5 Assess waste management practices for compliance with environmental regulations and sustainability principles</li> </ol>
2	Formulate a goal oriented leadership role to manage the staff	<p><b>After completion of this module students will be able to:</b></p> <ol style="list-style-type: none"> <li>2.1 Demonstrate communication skills in conveying coaching and direction to individuals and teams</li> <li>2.2 Implement methods to monitor and measure to employees undertake their responsibilities and execution of these activities</li> <li>2.3 identify specific areas for improvement in employee performance and overall team effectiveness</li> <li>2.4 Demonstrate leadership skills in leading a group of people toward the achievement of specific goals</li> <li>2.5 Apply communication strategies to contribute to the achievement of company objectives and maintenance of an efficient workplace</li> </ol>
3	Plan and coordinate the procurement and supply chain processes for raw materials in a tannery setting.	<p><b>After completion of this module students will be able to:</b></p> <ol style="list-style-type: none"> <li>3.1 Explain key principles, procedures and strategies involved in efficiently managing the logistics of raw material procurement</li> <li>3.2 Recognize the link between effective logistics</li> </ol>

Module No.	Outcome	Assessment Criteria
		<p>management and the overall efficiency of tannery operations</p> <p>3.3 Utilize systematic process to evaluate current practices in logistics management</p> <p>3.4 evaluate the performance of logistics operations related to law material procurement</p> <p>3.5 Use performance metrics and feedback mechanisms to assess the effectiveness of logistics strategies</p>
4	Identify and assess environmental impact of production process	<p><b>After completion of this module students will be able to:</b></p> <p>4.1 Explain different types of tannery waste, including solid waste, wastewater and hazardous materials</p> <p>4.2 recognize the environmental impact of tannery waste on soil, water and air quality</p> <p>4.3 Describe problem solving techniques tannery waste, waste reduction, recycling and proper disposal methods</p> <p>4.4 Explain the application of sustainable practices in tannery waste management</p>
5	Identify and evaluate the possible defects present on raw hides	<p><b>After completion of this module students will be able to:</b></p> <p>5.1 identify possible defects present on raw hides/skins</p> <p>5.2 Explain the impact of each type of defect on the quality of hides</p> <p>5.3 Explain the link between defect classification and decision making process for processing raw hides</p> <p>5.4 Optimize systems that prioritize customer requirements and expectations throughout the production chain.</p> <p>5.5 Demonstrate communications skills in conveying quality expectations, process and improvements to all levels of the organizations</p>
6	Demonstrate the elementary of tannery operation from pre-tanning to finishing	<p><b>After completion of this module students will be able to:</b></p> <p>6.1 Describe the process of tannery operations from pre-tanning to finishing</p> <p>6.2 Explain the uses and functions of different tannery machines</p> <p>6.3 identify operational monitoring data as a basis for observing, defecting and recording the operation machines and systems</p> <p>6.4 Analyze data trends and make informed decision to ensure that the leather production meets specified quality standards and production targets.</p>

Module No.	Outcome	Assessment Criteria
7	Exhibit the application of computer in day to day work	<b>After completion of this module students will be able to:</b> 7.1 Identify the basic components of computer and their functions 7.2 Explain different operating systems 7.3 Use word processing software for document creation and formatting 7.4 Create and deliver presentations using presentation software 7.5 Navigate and browse the internet effectively 7.6 Use of email for communication and file attachment
8	<b>OJT</b>	Work in real job situation with special emphasis on basic safety and hazards in this domain (OJT).
9	<b>Employability Skill</b>	As per guided curriculum

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

Sl. No.	Item	Quantity
1.	Computer with software	15
2.	Computer table	15
3.	Computer chair	30
4.	Projector	1
6.	Projector screen	1
7.	White board	1
8.	Marker pen & duster	As required
9.	Printer	1
10.	Procurement software for raw materials	15
11.	Inventory management tools	15
12.	PPE kit	30 nos
17.	First aid kit	1
18	Safety signage and hazard identification tools	4

**Marks Distribution**

<b>Outcome</b>	<b>Outcome Code</b>	<b>Total Th marks</b>	<b>Total Pr marks</b>	<b>Total OJT marks</b>
Apply safe working practices	LEA/2204/OC1	10	80	0
Formulate a goal oriented leadership role to manage the staff	LEA/2204/OC2	20	130	0
Plan and coordinate the procurement and supply chain processes for raw materials in a tannery setting.	LEA/2204/OC3	20	130	0
Identify and assess environmental impact of production process	LEA/2204/OC4	40	0	0
Identify the possible defects present on raw hides	LEA/2204/OC5	20	80	0
Demonstrate the elementary of tannery operation from pre-tanning to finishing	LEA/2204/OC6	20	80	0
Exhibit the application of computer in day to day work	(MEP/2023/ENDP/258)	20	150	0
Work in real job situation with special emphasis on basic safety and hazards in this domain (OJT).	LEA/2204/OC7	0	0	150
Employability Skills – 60 Hrs	DGT/VSQ/N0102	50	0	0