

**Syllabus For SAL LEAF PLATE MAKING**

<b>Course Name</b>	<b>SAL LEAF PLATE MAKING</b>
<b>Sector</b>	<b>HANDICRAFTS &amp; CARPETS</b>
<b>Course Code</b>	<b>HAC/2021/SLPM/129</b>
<b>Level</b>	<b>4 (RPL)</b>
<b>Occupation</b>	<b>SAL LEAF PLATE MAKING</b>
<b>Course Duration</b>	<b>Total Duration 100 Hrs (OJT)</b>
<b>Trainees' Entry Qualification</b>	<b>Class V Pass with 5 years experience in the relevant field</b>
<b>Trainers Qualification</b>	<b>diploma/certificate from an institute of repute and minimum 5 years' experience rminimum 15 years' experience/ One assistant trainer having diploma/certificate from an institute of repute and minimum 3 years'experience or minimum 10 years' experience/</b>

**SYLLABUS:**

<b>Day</b>	<b>Content</b>	<b>Learning</b>	<b>Instructional Hours</b>	<b>Expected Learning Outcome</b>
1	Introduction	Learn & identify the types of leaf, Understanding the quality of the leaf, Collection and preservation of the leaf from tree.	5	Trainees are able to identify the nature of product to be made & types of leaf
2-6	Manufacturing Steps	<b>Learning sewing-</b> Practice of pedaling and hand movement: The session includes the process on how to operate the machines using hands and legs. Setting up bobbin and needle: This step introduces the process of reeling the thread into the bobbin and needle. Installing the bobbin into the bobbin case is also introduced during this training step. Movement of Sal leaf during sewing: Movement of the Sal leaf while stitching is an important part of the training without which the shape of the plate will be distorted. This step involves training on easy hand movement over the Sal leaf is during stitching. Proper stitching and quality check: In this session simultaneous and proper coordination of hands, legs and eyes is taught. This is the final step where the trainees learn to stitch keeping quality in mind.	25	Trainees are able to demonstrate the different pattern, stitching process& punching system.

Day	Content	Learning	Instructional Hours	Expected Learning Outcome
7-11	<p><b>Molding Process</b></p> <p>The student will complete the entire manufacturing work on their own under the guidance the trainers</p>	<p>Molding Process-</p> <ul style="list-style-type: none"> <li>Heat arrangement and control: This session introduces how much to heat the machine as the machine is electrically operated and imparts the knowledge of the proper temperature for molding and temperature control to avoid overheating.</li> <li>Molding of stitched Sal leaf plates: This session introduces the trainees to molding plates (dice).</li> </ul> <p>Finishing &amp; Quality Check: This session includes checking the finishing of the molded plates and cutting off trims and loose thread using a knife.</p>	25	Trainees are able to perform molding plates
12-16	<p><b>Packaging Process</b></p> <p>Process of Packing the final product</p>	<p><b>Packaging Process-</b></p> <ul style="list-style-type: none"> <li>Choice of outer design</li> </ul> <p>In this session the primary step is to cut a plastic roll in a measured length to wrap the bundle of plates.</p> <ul style="list-style-type: none"> <li>Bunches of 30 plates are made and wrapped in the cut-out plastic sheet.</li> <li>10 such bunch of 30 plates each are finally packed in polythene sack.</li> </ul> <p>Finally, these sacks are stitched and stored for transportation.</p>	25	Trainees are able to explain the packaging of finished product.
17-20	<p>Entrepreneurial Instruction</p> <p>Marketing Financial Literacy including online Transaction</p>	<ol style="list-style-type: none"> <li>Brief idea on nature of small business management and Industrial Technical skill.</li> <li>Preparation of schemes and vetting to financial Institutions/ Lead Bank for obtaining loans.</li> <li>Rules for setting up of business / Production Unit</li> <li>Maintenance of Accounts, Labour Capital etc.</li> <li>Man Management, Communication; Motivation</li> <li>Operational Management.</li> <li>Sensitization on E- Commerce / Digital Marketing Assessment of local market demands Quality Control</li> <li>Visit to Industrial units for gathering idea to start the unit.</li> <li>Choice of technology as per demand of local people of the District / State.</li> <li>Knowledge of Sales Tax etc.</li> <li>Brief idea for Registration of SSI, Trade</li> </ol>	20	Students able to prepare a proposal to start a small business unit.

Day	Content	Learning	Instructional Hours	Expected Learning Outcome
		License, Project Report Proposal for loans etc. 12. Formation of Self-help group for income.		
		<b>Total</b>	<b>100 hrs</b>	<b>100 Hrs</b>

### Training Methodology:

The methodology adopted, besides theoretical knowledge, more weight age will be given on practical training with due importance. Field work, exposure visits and development of life skills are the main constituents of the methodology adopted by the institution. It includes:

- Teaching cum demonstration session.
- Sharing of experiences, knowledge.
- Use of print materials or secondary materials.
- Use of audio visuals, chart, poster etc.
- Use of computer aided techniques.
- Field visits/Project work.
- Feedback and evaluation.
- Follow up and networking.

### LISTS OF TOOLS/EQUIPMENTS/ACCESSORIES AND MATERIALS: (For 30 nos. of trainees)

- 1) Sal leaf plate making machine ( auto operation) - 1 piece.
- 2) Big Knife - 30 pieces.
- 3) Small Knife - 30 pieces.
- 4) Scissor - 30 pieces.
- 5) Different kinds of Dice – sufficient nos.
- 6) Electric wire, Changer.
- 7) Sewing machine for stitching of Sal leaf - 2 pieces.
- 8) Needle- sufficient nos.
- 9) Thread sufficient nos.
- 10) Tool for sitting and working of stitching of Sal leaf.
- 11) Polythene – Sufficient amount.

### Course outcome:

1. Trainees are able to identify the nature of product to be made & types of leaf
2. Trainees are able demonstrate the different pattern, stitching process& punching system.
3. Trainees are able to perform molding plates
4. Trainees are able to explain the packaging of finished product.
5. Students able to prepare a proposal to start a small business unit.