

**Syllabus For Jute Products Stitcher**

<b>Course Name</b>	<b>Jute Products Stitcher</b>
<b>Course Code</b>	<b>HCS/2024/JUPS/427</b>
<b>Sector</b>	<b>Handicrafts &amp; Carpets</b>
<b>Level</b>	<b>3</b>
<b>Occupation</b>	<b>Jute Products Stitcher</b>
<b>Job Description</b>	A Jute product stitcher has to produce a jute product of particular shape and size by sewing two open ends of cut jute fabric pieces as per standard specification. He/She should also know how to stitch diversified fancy jute bags, suitcase, shopping bag, folio bag, etc.
<b>Course Duration</b>	<b>Total Duration 390 Hours (T- 90, P- 180, OJT-60 and ES-60)</b>
<b>Trainees' Entry Qualification</b>	1. Grade 10 OR 2. Grade 8 pass and pursuing continuous schooling in regular school with vocational subject OR 3. 8th grade pass with 2 yrs relevant experience OR 4. Previous relevant Qualification of NSQF Level 2 with three year relevant experience OR 5. Previous relevant Qualification of NSQF Level 2.5 with 1.5 year relevant experience
<b>Trainers Qualification</b>	B. Tech in Textile Technology/Textile Engineering from AICTE/UGC recognized Engineering College/ university with one-year experience in the relevant field. OR 03 years Diploma in Jute Technology/Textile Technology/ Textile Engineering from AICTE recognized College / Institute with two years experience in the relevant field.

**Structure of Course:**

<b>Module No.</b>	<b>Module name</b>	<b>Outcome</b>	<b>Theory (Hrs)</b>	<b>Practical (Hrs)</b>	<b>OJT (Hrs.)</b>	<b>Total (Hrs) [Multiple of 30]</b>
1	<b>Roles &amp; Responsibilities</b>	Demonstrate objectives of jute fabric stitching and identify the roles & responsibilities.	20	40		60
2	<b>Stitching operation</b>	Stitch the popular various kind of jute products as per market demand or buyer's specifications	30	60		90

3	<b>Work areamaintenance</b>	Maintain the work area, tools, and machines in the jute-handloom sector	20	40		60
4	<b>Maintain occupational safety hazards at work place</b>	Apply safe working practices at work place. <b>TXT/3723/OC4</b>	10	20		30
5	<b>Workplace communication strategies</b>	Demonstrate a comprehensive effective workplace communication strategies. <b>TXT/3723/OC5</b>	10	20		30
6	<b>OJT</b>	Work in real job situation with special emphasis on basic safety and hazards in this domain (OJT).	-	-	60	60
7	<b>Employability Skills</b>	As per guided curriculum	60	-		60
<b>TOTAL</b>			<b>150</b>	<b>180</b>	<b>60</b>	<b>390</b>

**SYLLABUS:****Module No. 1: Roles & Responsibilities**

**Outcome:** Demonstrate objectives of jute fabric stitching and identify the roles & responsibilities.

**Theory Content:**

- Definition & objectives of Stitching.
- Basics of juteStitching machine.
- Role and responsibility of the Stitchingoperator.
- Material flow in a jute mill.
- Introduction to different knittedjute fabric structures: **Hessian fabric, Jute bags, Sacking, Decorative Fabrics, Floor coverings, Burlap Fabric, Carpet, backing Cloth, Jute Tassels, Jute Canvas** etc.
- Sequences of work in JuteStitching Machine.
- Regular check-points in Stitching machines, taking machine status.
- Documentation procedure for machine performance.

**Practical Content:**

- Demonstrate procedures of stitching in juteStitchingmachines.
- ExecutejuteStitchingoperation.
- Identifypath of fabric inside JuteStitching Machine.
- Identify and inspect the tools and equipment in Stitchingtable.
- check the cleanliness of the machines & other work areas.
- Ensure proper functioning ofStitchingmachine.
- Handing over/taking over documentation preparation.
- Become familiar in faults identification.

**Classroom Aids:**

Computer, Projection Equipment, PowerPoint Presentation and software, Facilitator's Guide, Participant's Handbook, Pen pencil.

**Tools & Equipment needed :** A JuteStitching Machine, fabric roll,Stitching needle, Apron, head cap, shoe, Work method posters, pictures, videos. Pen, pencil, Marker, Drawing hook, Magnifying glass, Scissors etc.

**Module No. 2: Stitching operation**

**Outcome:** Stitch the popular various kind of jute products as per marketdemand or buyer's specifications

**Theory Content:**

- Importance of types of fibres, types of yarn, yarn count, sliverhank, sewing defects
- Objectives of JuteStitchingprocess.
- Description of different components of a JuteStitching Machine.
- Functions of the parts of JuteStitching Machine.
- Different method of sewing.
- Process and material flow in a Stitching machine.
- Different type of stitch.
- Importance of yarn, yarn count, types offabric, loop length, GSMand fabric quality.
- The safety mechanisms of the machines & should ensure that the same are in order
- Safety guidelines to be followed.

**Practical Content:**

- Identify different components of a JuteStitching Machineand demonstration of their functions.
- Ensure continuous supply of sewing twine and use proper quality ofsewing twine.
- Check alignment between needle and looper, guide plate, andpressure plate etc before starting of the machine.
- Cleaning of the sewing machine at regular intervals and also before starting of themachine.
- Check and adjust the correct pressure of the pressure plate.
- Check and adjust proper tension of the sewing twine with the help of a tensioning device.
- Carry out test sews of the different types of stitches specified in the specification chart of the design.
- Demonstrate the procedure of handling important tools required to stitchmanufacture jute products.
- Ensure to know how to insert a handle, net, metal corner, lining, Foam cloth, and theirmeasurement according to design.
- Identify different seams used to join the two pieces of cloth forproducing diversified jute product.
- Check whether the proper quality is maintained for jute, jute fabric, lining, reinforcementmaterial, chain, button, hook, etc
- Check whether the look, shape, size, and colour of the bag are as per design or as per order.
- Check the weight carrying capacity of the bag as per utility.

- Check the quality of sewing yarn and proper stitching method during bag preparation.
- Check the durability of the bag.

**Classroom Aids:**

Computer, Projection Equipment, PowerPoint Presentation and software, Facilitator's Guide, Participant's Handbook, Pen pencil.

**Tools & Equipment needed**A Jute Stitching Machine, fabric roll, Stitching needle, Apron, head cap, shoe, Work method posters, pictures, videos. Pen, pencil, Marker, Drawing hook, Magnifying glass, Scissors etc.

**Module No. 3: Work areamaintenance**

**Outcome :** Maintain the work area, tools, and machines in the jute-handloom sector

**Theory Content:**

- Work instructions and specifications and interpret them accurately
- Method to make use of the information detailed in specifications and instructions
- Relation between work role and the overall manufacturing process
- Importance of taking action when problems are identified
- Different ways of minimising waste
- Effects of contamination on products
- Tools maintenance procedures
- Hazards likely to be encountered when conducting routine maintenance
- Different types of cleaning substances and their use.

**Practical Content:**

- Ensure the handling of tools and material is safe and correct.
- Use correct lifting and handling procedures.
- Use materials in a manner to minimize waste.
- Maintain the tools and equipment used.
- Carry out running maintenance within agreed schedules one's responsibility
- Identify damaged tools and materials and take action according to the standards followed.  
Ensure that the correct tools and yarn required are in place.
- Work in the correct posture.
- Use cleaning equipment and methods appropriate for the work to be carried out
- Dispose of waste safely in the designated location

**Classroom Aids:**

Computer, Projection Equipment, PowerPoint Presentation and software, Facilitator's Guide, Participant's Handbook, Pen pencil.

**Tools & Equipment needed:**A Jute Stitching Machine, fabric roll, Stitching needle, Apron, head cap, shoe, Work method posters, pictures, videos. Pen, pencil, Marker, Drawing hook, Magnifying glass, Scissors etc.

**Module No. 4: Maintain occupational safety hazards at work place**

**Outcome :** Apply safe working practices at work place

**Theory Content:**

- Significance of routine cleaning activities of machine maintenance
- Identifying potential hazards associated with a lack of regular cleaning on tools, machines and work areas.
- Types of cleaning agents and tools
- Introduction of Occupational safety
- Overview of relevant occupational safety regulations and standards
- The responsibility of technician in compliance with safety guidelines
- Identification of Occupational safety hazards
- Identification of common hazards in in the machine
- Describe types of hazards
- Application of PPE (Personal protective equipment)
- Selection and use of PPE
- Safe work practices with electrical systems
- Applications of electrical tools
- Describe the importance of immediate response during emergencies
- Fire prevention measures and firefighting equipment's

**Practical Content:**

- Demonstration of cleaning techniques
- Create a check list for routine cleaning tasks and their frequency
- Demonstrate the use protective clothing/equipment for specific tasks and work conditions
- Identify PPE application and its maintenance procedure
- Demonstrate the correct use of safety glasses, gloves and hearing protection
- Simulate an emergency scenario require the use of PPE
- Identify electrical hazards (power supply and points, loose and naked cables and wires, equipment malfunctions, etc.)
- Apply electrical precautions like insulated clothing, adequate equipment insulation, use dry workarea etc.
- Identify safety features and emergency stop locations
- Present proper method of rescue techniques applied during fire hazard and other accidental situation.

**Classroom Aids:**

Computer, Projection Equipment, PowerPoint Presentation and software, Facilitator's Guide, Participant's Handbook

**Tools, Equipment and Other Requirements:**

Protective Gloves, Head Caps, Safety Goggles, Safety Boots, Mouth Masks, coats and aprons; ear plugs or muffs; eye and facial protection; head-wear; lifting assistance;

**Module No. 5: Workplace communication strategies**

**Outcome :** Demonstrate a comprehensive effective workplace communication strategies

**Theory Content:**

- Explain purpose or common goals of each member in a group of willing to work toward. Members feel that they played a role in determining these goals and the methods used to achieve them.
- Describe the task between each members in group, but also with its own processes and operating procedures.
- Maintain Communication is clear and direct manner.
- Interpret machine performance data and metrics
- Explain key indicators of machine health and efficiency
- Establish clear reporting procedures for machine running and performance
- Generate machine performance reports and sharing them with the team
- Discuss supervision policy as a leader who can bring the group together and build an environment in which the team can work together effectively

**Practical Content:**

- Demonstrate the purpose or common goals of each member in a group of willing to work toward. Members feel that they played a role in determining these goals and the methods used to achieve them.
- Identify the task between each members in group, but also with its own processes and operating procedures. The group periodically evaluates its performance.
- Exhibit the accurately receive information and instructions from the supervisor and fellow workers, getting clarification where required.
- Apply Communication is clear and direct manner.
- Apply good communication environmental practices in workplace.
- Simulate/role play of ethical dilemmas in the workplace
- Illustrate organizational policies and procedures

**Classroom Aids:**

Computer, Projection Equipment, PowerPoint Presentation and software, Facilitator's Guide, Participant's Handbook

**Tools, Equipment and Other Requirements:**

Protective Gloves, Head Caps, Aprons, Safety Goggles, Safety Boots, Mouth Masks, Sanitizer, Food Safety Manual, communication tools, communication manual, On-task Communication, Instant Chats , Video Conferencing, Voice Calls, Audio Recording, Discussion Forums, Instant File Sharing, External Communication

**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 (60 Hrs)****Introduction to Employability Skills**

Duration: 2 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: 2 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: 3 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 Hour

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: 6 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: 4 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: 9 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	Demonstrate objectives of jute fabric stitching and identify the roles & responsibilities.	<p><b>After completion of this module students will be able to:</b></p> <ol style="list-style-type: none"> <li>1.1. Explain sequences of work in Jute Stitching Machine.</li> <li>1.2. Demonstrate procedures of stitching in jute Stitching machines.</li> <li>1.3. Execute jute Stitching operation.</li> <li>1.4. Identify path of fabric inside Jute Stitching Machine.</li> <li>1.5. Identify and inspect the tools and equipment in Stitching table.</li> <li>1.6. check the cleanliness of the machines &amp; other work areas.</li> <li>1.7. Ensure proper functioning of Stitching machine.</li> <li>1.8. Hand over/take over documentation preparation.</li> <li>1.9. Become familiar in faults identification.</li> </ol>
2	Stitch the popular various kind of jute products as per market demand or buyer's specifications	<p><b>After completion of this module students will be able to:</b></p> <ol style="list-style-type: none"> <li>2.1. Identify different components of a Jute Stitching Machine.</li> <li>2.2. Ensure continuous supply of sewing twine and use proper quality of sewing twine.</li> <li>2.3. Check alignment between needle and looper, guide plate, and pressure plate etc before starting of the machine.</li> <li>2.4. Perform Cleaning of the sewing machine at regular intervals and also before starting of the machine.</li> <li>2.5. Check and adjust the correct pressure of the pressure plate.</li> <li>2.6. Check and adjust proper tension of the sewing twine with the help of a tensioning device.</li> <li>2.7. Carry out test sews of the different types of stitches specified in the specification chart of the design.</li> <li>2.8. Demonstrate handling important tools required to stitch manufacture jute products.</li> <li>2.9. Insert a handle, net, metal corner, lining, Foam cloth, and their measurement according to design.</li> <li>2.10. Different seams used to join the two pieces of cloth for producing diversified jute product.</li> <li>2.11. Check whether the proper quality is maintained for jute, jute fabric, lining, reinforcement material, chain, button, hook, etc</li> <li>2.11. Check whether the look, shape, size, and colour</li> </ol>

Module No.	Outcome	AssessmentCriteria
		<p>of the bag are as per design or as per order.</p> <p>2.11 Check the weight carrying capacity of the bag as per utility.</p> <p>2.14 Check the quality of sewing yarn and proper stitching method during bag preparation.</p>
3	Maintain the work area, tools, and machines in the jute-handloom sector	<p><b>After completion of this module students will be able to:</b></p> <p>3.1 Ensure the handling of tools and material is safe and correct.</p> <p>3.2 Use correct lifting and handling procedures.</p> <p>3.3 Use materials in a manner to minimize waste.</p> <p>3.4 Maintain the tools and equipment used. Carry out running maintenance with</p> <p>3.5 Identify damaged tools and materials and take action according to the standards followed.</p> <p>3.6 Ensure that the correct tools and Fabric required are in place.</p> <p>3.7 Work in the correct posture.</p> <p>3.8 Use cleaning equipment and methods appropriate for the work to be carried out</p> <p>3.9 Dispose of waste safely in the designated location</p>
4	Apply safe working practices at work place	<p><b>After completion of this module students will be able to:</b></p> <p>4.1 Demonstrate of effective cleaning techniques</p> <p>4.2 Execute machine specific cleaning procedures</p> <p>4.3 Create a checklist for routine cleaning tasks</p> <p>4.4 Demonstrate the use of protective clothing/equipment for the specific tasks and work conditions</p> <p>4.5 Describe the importance of PPE kit</p> <p>4.6 Demonstrate the correct use of safety gear.</p> <p>4.7 Identify electrical hazards, including power supply issues, loose cables and equipment malfunctioning</p> <p>4.8 Detect health hazards (such as untreated injuries and contagious illness/ zoonotic diseases).</p> <p>4.9 Maintain Fire safety and prevention of fire hazards in workplace [fire extinguishers, fire Alarm, fire exits]</p> <p>4.10 Ensure use of general health and safety equipment and materials in the workplace first aid equipment</p>
5	Demonstrate a comprehensive effective workplace communication strategies	<p><b>After completion of this module students will be able to:</b></p> <p>5.1 Demonstrate the purpose of each team member and their involvement in determining goals</p> <p>5.2 Identify tasks between team members and their own</p>

Module No.	Outcome	AssessmentCriteria
		<p>processes</p> <p>5.3 Apply effective communication strategies in a practical context</p> <p>5.4 Exhibit enterprise ethical standards in workplace interactions</p> <p>5.5 Apply good communication environmental practices in practical workplace</p> <p>5.6 Simulate/Role play ethical dilemmas in the work place</p> <p>5.7 Illustrate familiarity with relevant industry standards and regulations.</p> <p>5.8 Explain the organizational policies and procedures</p>
6	<b>OJT</b>	Work in real job situation with special emphasis on basic safety and hazards in this domain (OJT).
7	<b>Employability Skill</b>	As per guided curriculum

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

Items Name	Specification	Qty
Jute Stitching Machine		1
Stitching needle		2
Fabric roller		2
Drawing hook		30
Apron		30
Head cap		30
Shoe		30
Hand gloves		30
Yarn Drawing hook		30
Magnifying glass		5
Scissors		5
Meterage devices		5
Measuring scales, Inch Tape		5
Nosemask		30
Fabric markers		5
Fire extinguishers		2
Fire Alarm		2
First aid equipment		5

## Marks Distribution

Outcome	Outcome Code	Total Th marks	Total Pr marks	Total OJT marks
Demonstrate objectives of jute fabric stitching and identify the roles & responsibilities.	HAC/1518/OC1	30	130	0
Stitch the popular various kind of jute products as per market demand or buyer's specifications	HAC/1518/OC2	50	170	0
Maintain the work area, tools, and machines in the jute-handloom sector	HAC/1518/OC3	30	130	0
Apply safe working practices at work place.	TXT/3723/OC4	20	110	0
Demonstrate a comprehensive effective workplace communication strategies	TXT/3723/OC5	20	110	0
Work in real job situation with special emphasis on basic safety and hazards in this domain (OJT).	HAC/1518/OC4	0	0	150
Employability Skills – 60 Hrs	DGT/VSQ/N0102	50	0	0