

BOUTIQUE ASSISTANT (BOASA)

Syllabus

(Safety Practices 25 Hrs, Theory 100 Hrs, Practical 450 Hrs, Employability Skill 75 Hrs)

Details of Safety syllabus

Sl. No.	CONTENT	DETAILS	Hours
1.	Trade related hazards and precautions - Part of Employability Skills	1.1 Personal protection in work place 1.2. Basic first aid 1.3. Safety signs for Dangers and Stop Caution and Personal Safety measures 1.4. Safety related to health 1.5. Prevention of accident 1.6 Identification of Sickness	25

Detail of Theory Syllabus

SL NO	CONTENT	DETAILS
1	Introduction	<ul style="list-style-type: none">▪ Introduction on Boutique▪ Utility of Boutique.▪ Classification of boutique work (Fabric print, Batik print, Acid paint, Patchwork, Block print, Appliqué and Zardozi .)▪ An idea about the different type of Boutique.▪ An idea about showpiece and interior decoration.
2	Manufacturing Steps	<ul style="list-style-type: none">▪ Basic Steps.▪ Pattern of design.▪ Colouring.▪ Shape by machine or by hand.▪ Final structure.▪ Show item punching.▪ Finishing.▪ Quality checking and packing handwork.
3	On the Job Training (The said products must be submitted)	<ul style="list-style-type: none">▪ Visit local Boutique units and popular centres,▪ Preparation of Boutique.▪ Fabric Print (at least three different types)▪ Batik Print (at least three different types)▪ Acid Print (at least three different types)▪ Patchwork (at least three different types)▪ Block Print work (at least three different types)▪ Appliqué work (at least three different types)▪ Zardozi work (at least three different types) <p><u>Proforma for the preparation of product making.</u></p> <ul style="list-style-type: none">• Introduction• Name of the product• Tools required• Materials used for product• Procedure• Cost of product• selling price• Profit

4	Marketing	<ul style="list-style-type: none"> ▪ Meaning, Definition, Nature, Scope ▪ Contribution of Marketing ▪ Importance and Functions of Marketing ▪ Factor associated with Marketing
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Detail of Practical Syllabus

The students will complete the entire manufacturing work on their own under the guidance of the trainers for the following items.

Sl. No.	Content	Details
1	Fabric Print	<ul style="list-style-type: none"> ▪ Pattern selection ▪ Drawing ▪ Colouring ▪ Finishing and quality checking
	Batik print	<ul style="list-style-type: none"> ▪ Pattern selection ▪ Construction of structure ▪ Colouring ▪ Finishing and quality checking ▪ Packing
	Acid Paint	<ul style="list-style-type: none"> ▪ Pattern selection ▪ Dice Making ▪ Colouring ▪ Finishing and quality checking. ▪ Packing
	Patchwork	<ul style="list-style-type: none"> ▪ Pattern selection ▪ Dice Making ▪ Colouring ▪ Finishing and quality checking. ▪ Packing
	Block Paint	<ul style="list-style-type: none"> ▪ Pattern selection ▪ Dice Making ▪ Colouring ▪ Finishing and quality checking. ▪ Packing
	Appliqué Work	<ul style="list-style-type: none"> ▪ Pattern selection ▪ Structure of item selection. ▪ Colouring ▪ Finishing and quality checking.
	Zardozi	<ul style="list-style-type: none"> ▪ Design selection. ▪ Colour selection. ▪ Finishing and quality checking
2	Manufacturing Showpiece	Pen stand, Pencil Box, Flower Vase <ul style="list-style-type: none"> ▪ Pattern setting. ▪ Construction of a final structure ▪ Colouring (if necessary) ▪ Eyes and nose punching (if necessary). ▪ Finishing and quality checking. ▪ Packing.
3	Interior Decoration	Wall Hanging, Table Mat <ul style="list-style-type: none"> ▪ Structure selection. ▪ Colouring ▪ Interior decoration material finishing and quality checking

4	Ornaments	<p>Bangles (Bala), Ear top, Locket</p> <ul style="list-style-type: none"> ▪ Structure selection. ▪ Colouring ▪ Ornament finishing and quality checking
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Detail of Employability Skills Syllabus

Sl. No.	Content	Details
1.	English Literacy & Communication Skills	<p>Accentuation (mode of pronunciation) on simple words, Diction (use of word and speech)</p> <p>Transformation of sentences, Voice change, Change of tense, Spellings. Reading and understanding simple sentences about self, work and environment. Construction of simple sentences, Writing simple English.</p> <p>Speaking with preparation on self, on family, on friends, classmates, on know, picture reading gain confidence through role-playing. Taking messages, passing messages on and filling in message forms Greeting and introductions office hospitality, Resumes or curriculum vita essential parts, letters of application reference to the previous communication.</p> <p>Communication and its importance, Principles of Effective communication, Types of communication – verbal, non-verbal, written, email, talking on the phone. Non-verbal communication –characteristics, components-Para-language, Body – language,</p> <p>Barriers to communication and dealing with barriers.</p> <p>Handling nervousness/ discomfort.</p> <p>Self-awareness, Importance of Commitment, Ethics and Values, Ways to Motivate Oneself, Personal Goal setting and Employability Planning.</p> <p>Manners, Etiquettes, Dress code for an interview, Do's & Don'ts for an interview, Problem Solving, Confidence Building, Attitude.</p>
2.	I.T. Literacy	<p>Introduction, Computer and its applications, Hardware and peripherals, Switching on-Starting and shutting down of the computer.</p> <p>Basics of Operating System, WINDOWS, The user interface of Windows OS, Create, Copy, Move and delete Files and Folders, Use of External memory like pen drive, CD, DVD etc, Use of Common applications.</p> <p>Basic operating of Word Processing, Creating, opening and closing documents, use of shortcuts, Creating and Editing of text, Formatting the Text, Insertion & creation of Tables. Printing document.</p> <p>Basics of Excel worksheet, understanding basic commands, creating simple worksheets, understanding sample worksheets, use of simple formulas and functions, Printing of simple excel sheets</p> <p>Internet, Concept of the Internet (Network of Networks), Meaning of World Wide Web (WWW), Web Browser, Website, Web page and Search Engines. Accessing the Internet using Web Browser, Downloading and Printing Web</p>

		<p>Pages, Opening an email account and use of email. Social media sites and its implication.</p> <p>Information Security and antivirus tools, Do's and Don'ts in Information Security, Awareness of IT – ACT, types of cybercrimes.</p>
3.	Entrepreneurship Skills	<p>Entrepreneurship vs. management, Entrepreneurial motivation. Performance & Record, Role & Function of Entrepreneur, Qualities of a Good Entrepreneur, SWOT and risk analysis. Concept & application of PLC, Sales & Distribution Management. Different Between Small Scale & Large Scale Business, Market Survey, Method of marketing, Publicity and advertisement, Marketing Mix.</p> <p>Preparation of Project. Role of Various Schemes and institutes for self-employment i.e. DIC, SIDA, SISI, NSIC, SIDO, Idea for financing/non-financing support agencies to familiarizes with the Policies /Programmes & procedure & the available scheme.</p> <p>Project formation, Feasibility, Legal formalities i.e., Shop Act, Estimation & Costing, Investment procedure – Loan procurement – Banking Processes.</p>
4.	Productivity & Quality Tools	<p>Definition, Necessity, Meaning of GDP.</p> <p>Personal / Workman – Incentive, Production linked Bonus, Improvement in living standard. Industry Nation.</p> <p>Skills, Working Aids, Automation, Environment, Motivation. How improves or slows down.</p> <p>Banking processes, Handling ATM, KYC registration, safe cash handling, Personal risk and Insurance.</p> <p>Meaning of quality, Quality characteristic. Definition, Advantage of small group activity, objectives of quality Circle, Roles and function of Quality Circles in Organization, Operation of Quality circle. Approaches to starting Quality Circles, Steps for continuation Quality Circles.</p> <p>The idea of ISO 9000 and BIS systems and their importance in maintaining qualities.</p> <p>Purpose of Housekeeping, Practice of Good Housekeeping. Basic quality tools with a few examples</p>

Outcomes:

Outcomes to be assessed/NOS's to be assessed	Assessment criteria for the outcome
1. Explain Boutique, its utility, type and classification	<p>1.1 Trainees will be able to explain the utility of Boutique.</p> <p>1.2. Trainees will be able to illustrate classification of boutique work (Fabric print, Batik print, Acid paint, Patchwork, Block print, Appliqué and Zardozi)</p> <p>1.3. Trainees will be able to illustrate classification of boutique</p> <p>1.4. Trainees will be able to explain about showpieces and interior decoration.</p>
2. Outline the various steps in Boutique work	<p>Trainees will be able to outline</p> <p>2.1. various steps in Boutique work.</p> <p>2.2. The pattern of design.</p> <p>2.3. Colouring.</p>

	2.4. Shape by machine or by hand. 2.5. Final structure. 2.6. Show item punching. 2.7. Finishing. 2.8. Quality checking and packing handwork.
3. Create the following boutique works such as Fabric print, batik print, acid print, patch work etc	Trainees will be able to do the following: 3.1. Preparation of Boutique. 3.2. Fabric Print (at least three different types) 3.3. Batik Print (at least three different types) 3.4. Acid Print (at least three different types) 3.5. Patchwork (at least three different types) 3.6. Block Print work (at least three different types) 3.7. Appliqué work (at least three different types) 3.8. Zardozi work (at least three different types)
4. Explain the importance and functions of marketing, its nature, scope & factors associated with marketing	4.1. Trainees will be able to explain meaning, Definition, Nature, Scope of Marketing 4.2. Trainees will be able to provide Importance and Functions of Marketing 4.3. Trainees will be able to explain Factor associated with Marketing
5. Demonstrate knowledge of health, safety and security at the workplace (Boutique)	5.1. Trainees will be able to keep vigilance for potential risks and threats associated with the boutique and types of equipment used like proper initiation and shutdown of the machine(s) at the beginning and closure of the day 5.2. Trainees will be able to ensure the tools and equipment like sewing machines, shear needles, etc. are handled safely 5.3. Trainee will be able to Comply with health and safety-related instructions applicable to the workplace 5.4. Trainees will be able to Use and maintain personal protective equipment as per protocol 5.5. Trainees will be able to Carry out own activities in line with approved guidelines and procedures 5.6. Trainees will be able to Maintain a healthy lifestyle and guard against dependency on intoxicants 5.7. Trainees will be able to Follow environment management system related procedures 5.8. Trainees will be able to Store materials and tools in line with manufacturer s and Cooperative Society/NGO/SHG requirements 5.9. Trainees will be able to use safely handle and move waste and debris 5.10. Trainees will be able to Minimize health and safety risks to self and others due to own actions 5.11. Trainees will be able to Monitor the workplace and work processes for potential risks and threats 5.12. Trainees will be able to Carry out periodic walkthrough to keep the work area free from hazards and obstructions, if assigned 5.13. Trainees will be able to Participate in mock drills/evacuation procedures organized at the workplace 5.14. Trainees will be able to Undertake first aid, fire-fighting and emergency response training, if asked to do so

	<p>5.15. Trainees will be able to Take action based on instructions in the event of fire, emergencies or accidents</p> <p>5.16. Trainees will be able to Follow Cooperative Society/NGO/SHG procedures for evacuation when required</p>
6. Understand and practice soft skills	6.1. The assessor will rate the trainee on his ability to practice soft skills, including clear and concise communication, in day to day work with the team and with higher authority
7. Demonstrate knowledge of concept and principles of basic arithmetic and financial calculation. Apply knowledge of the specific area to perform practical operations.	<p>7.1. Trainees will be able to Apply basic arithmetic calculations for arriving dimensional parameters as per drawing.</p> <p>7.2. Trainees will be able to Apply basic financial calculation to understand the cost of materials & labour and basic concepts of profit/loss,</p> <p>7.3. Engage in basic banking transactions as a customer</p>
8. Explain time management, entrepreneurship and manage/organize related task in day to day work for personal & social growth.	<p>8.1. Ascertain appropriate time for the assigned task.</p> <p>8.2. Execute the assigned task within the time frame.</p> <p>8.3. Manage own work within the specified time.</p> <p>8.4. Explain the importance & factors that affect the development of entrepreneurship.</p> <p>8.5. Identify service providers for developing entrepreneur/business establishment.</p>