

Vocational Studies

// Self Employed Tailor //

FIRST, SECOND, THIRD, & FOURTH SEMESTERS

Sr. No.	Proposed	Marks		
		Theory	Practical	Total
FIRST SEMESTER: Self Employed Tailor (P-1)				
1	Introduction to Apparel Industry	—	—	—
2	Drafting and cutting the fabric- Basic measurements & tools	10	20	30
3	Sewing for dress materials and common household items of textiles - Machine Setting	5	10	15
4	Carry out inspections and alterations to adjust corrections for fittings- Methods of garment fitting	5	5	10
5	Maintain health, safety and security in tailoring shop- Potential risks & threats	5	5	10
6	Maintain Work Area , Tools and machines- Following the SOP's	4	5	9
7	Industry, regulatory and organizational requirements- Policies & procedures	4	5	9
8	Soft Skills	4	5	9
9	First aid and CPR	3	5	8
Total-		40	60	100
SECOND SEMESTER: Self Employed Tailor (P-2)				
10	Introduction to Apparel Industry- Job responsibilities	—	—	—
11	Drafting and cutting the fabric- Basics of cutting the fabric	10	20	30
12	Sewing for dress materials and common household items of textiles - Operating the machine	5	10	15
13	Carry out inspections and alterations to adjust corrections for fittings- Fitting errors & solutions	5	5	10
14	Maintain health, safety and security in tailoring shop- Handling tools & equipment	5	5	10
15	Maintain Work Area, Tools and machines- Preventive maintenance	4	5	9
16	Industry, regulatory and organizational requirements- Abiding to Policies & procedures	4	5	9
17	Soft Skills - Personal grooming, health & Hygiene	4	5	9
18	First aid and CPR	3	5	8
Total-		40	60	100

THIRD SEMESTER: Self Employed Tailor (P-3)				
19	Introduction to Apparel Industry- Industry & opportunities	—	—	—
20	Drafting and cutting the fabric- Inspecting & placing before cutting	10	20	30
21	Sewing for dress materials and common household items of textiles - core skills in stitching	5	10	15
22	Carry out inspections and alterations to adjust corrections for fittings- Fitting & alterations	5	5	10
23	Maintain health, safety and security in tailoring shop- Safety Signage	5	5	10
24	Maintain Work Area, Tools and machines- Machine placement & Ergonomics	4	5	9
25	Industry, regulatory and organizational requirements- Being an entrepreneur	4	5	9
26	Soft Skills - Group discussion	4	5	9
27	First aid and CPR	3	5	8
Total-		40	60	100
FOURTH SEMESTER: Self Employed Tailor (P-4)				
28	Introduction to Apparel Industry- Role of Production Supervisor	—	—	—
29	Drafting and cutting the fabric- Precision cutting & minimize wastage	10	20	30
30	Sewing for dress materials and common household items of textiles - Hand Sewing	5	10	15
31	Carry out inspections and alterations to adjust corrections for fittings- Making alterations	5	5	10
32	Maintain health, safety and security in tailoring shop- Emergency response	5	5	10
33	Maintain Work Area, Tools and machines- Implementing 5S	4	5	9
34	Industry, regulatory and organizational requirements- Documentation	4	5	9
35	Soft Skills - Interview preparation	4	5	9
36	First aid and CPR	3	5	8
Total-		40	60	100

**Vocational Studies
First Semester**

// Self Employed Tailor (P-1) //

Theory – 40
Practical – 60

Unit I. Introduction to Apparel Industry

1. Understand Apparel Industry
2. Understand the Job Responsibilities of an Production Supervisor.

Unit II. Drafting and cutting the fabric- Basic measurements & tools

3. Take body measurement of the customer or the product
4. Select the appropriate tools & materials for drafting.
5. Mark the measurements of a garment on a piece of paper with the help of the tools and make the standard patterns for reference.

Unit III. Sewing for dress materials and common household items of textiles - Machine Setting

6. Set machines according to manufacturers' instructions and sewing requirements

Unit IV. Carry out inspections and alterations to adjust corrections for fittings- Methods of garment fitting

7. Identify methods of garment fitting

Unit V. Maintain health, safety and security in tailoring shop- Potential risks & threats

8. Keep vigilance for potential risks and threats associated with shop and its equipments like fire, theft, etc.

Unit VI. Maintain Work Area, Tools and machines- Following the SOP's

9. Handle materials, machinery, equipment and tools safely and correctly
10. Use correct lifting and handling procedures
11. Use materials to minimize waste

Unit VII. Industry, regulatory and organizational requirements- Policies & procedures

12. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures

13. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel.

Unit VIII. Soft Skills

14. Understand importance of effective communication

15. Communicate effectively with others.

Unit IX. First aid and CPR

16. Identify methods of first aid.

**Vocational Studies
Second Semester**

// Self Employed Tailor (P-2) //

Theory – 40
Practical – 60

Unit I. Introduction to Apparel Industry- Job responsibilities

1. • Review about Apparel Industry
2. • Review about the Job Responsibilities of a Production Supervisor.

Unit II. Drafting and cutting the fabric- - Basics of cutting the fabric

3. • Cut the paper pattern as per the measurement
4. • Place the cut components of paper for cutting the cloth
5. • Select the appropriate tools & materials for cutting..

Unit III. Sewing for dress materials and common household items of textiles - Operating the machine

6. • Set machine controls for the materials being stitched
7. • Perform a test run to ensure machine is operating correctly

Unit IV. Carry out inspections and alterations to adjust corrections for fittings- Fitting errors & solutions

8. • Recognize common fitting errors and their solutions

Unit V. Maintain health, safety and security in tailoring shop- Handling tools & equipment

9. • Handle tools and equipments like sewing machines, scissors, shears, etc. safely and securely
10. • Keep alert in the shop and during work processes to avoid potential risks and threats.

Unit VI. Maintain Work Area, Tools and machines- Preventive maintenance

11. • Maintain a clean and hazard free working area
12. • Maintain tools and equipment
13. • Carry out running maintenance within agreed schedules

Unit VII. Industry, regulatory and organizational requirements- Abiding to Policies & procedures

- 14. • Apply and follow policies and procedures within your work practices
- 15. • Provide support to your supervisor and team members in enforcing these considerations
- 16. • Identify and report any possible deviation to these requirements.

Unit VIII. Soft Skills - Personal grooming, health & Hygiene

- 17. • Identify and follow personal grooming and hygiene
- 18. • Follow organization procedures and maintain personal health and hygiene and avoid habits like ghutka, tobacco etc.

Unit IX. First aid and CPR

- 19. • Undertake basic first aid.

**Vocational Studies
Third Semester**

// Self Employed Tailor (P-3) //

Theory – 40
Practical – 60

Unit I. Introduction to Apparel Industry - Industry & opportunities

1. • Dynamics of Apparel Industry
2. • KRA's of a Production Supervisor.

Unit II. Drafting and cutting the fabric - Inspecting & placing before cutting

3. • Measure the length and width of the material/fabric before starting to cut
4. • Ensure there are no defects on the material
5. • Lay the fabric on the table in accordance with fabric grain line, designs, checks or plaids, etc.

Unit III. Sewing for dress materials and common household items of textiles - - core skills in stitching

6. • Join cut components by stitching

Unit IV. Carry out inspections and alterations to adjust corrections for fittings- - Fitting & alterations

7. • Check fitting of the dress materials onto the customers
8. • Record required alteration needs and instructions on tags or labels and attach them to garments

Unit V. Maintain health, safety and security in tailoring shop - Safety Signage

9. • Install basic safety signage in the shop for customer knowledge as well.

Unit VI. Maintain Work Area, Tools and machines - Machine placement & Ergonomics

10. • Carry out maintenance and/or cleaning within one's responsibility
11. • Report unsafe equipment and other dangerous occurrences
12. • Ensure that the correct machine guards are in place

- 13. • Work in a comfortable position with the correct posture

Unit VII. Industry, regulatory and organizational requirements - Being an entrepreneur

- 14. • Understand importance of being an entrepreneur
- 15. • Understand concepts of tailor shop economics like book keeping, inventory management.

Unit VIII. Soft Skills - Group discussion

- 16. • Interact effectively in a group
- 17. • Manage time effectively.

Unit IX. First aid and CPR

- 18. • Keeping emergency numbers in hand.

**Vocational Studies
Fourth Semester**

// Self Employed Tailor (P-4) //

Theory – 40
Practical – 60

Unit I. Introduction to Apparel Industry - Role of Production Supervisor

1. • Apparel Industry growth & opportunities
2. • Roles & responsibility of a Production Supervisor.

Unit II. Drafting and cutting the fabric - Precision cutting & minimize wastage

3. • Cut the various garment components with precision
4. • Avoid fabric/material wastage while cutting.
5. • Organize cut components in a suitable bundle tied together.

Unit III. Sewing for dress materials and common household items of textiles - Hand Sewing

6. • Carry out hand sewing (kaj making, button fixing, hemming, or basic embroidery etc.)
7. • Make a final cost sheet

Unit IV. Carry out inspections and alterations to adjust corrections for fittings- Making alterations

8. • Carry out alterations as per records

Unit V. Maintain health, safety and security in tailoring shop - Emergency response

9. • Undertake first-aid, fire-fighting and emergency response training.

Unit VI. Maintain Work Area, Tools and machines- Implementing 5S

10. • Use cleaning equipment and methods appropriate for the work to be carried out
11. • Dispose of waste safely in the designated location
12. • Store cleaning equipment safely after use
13. • Carry out cleaning according to schedules and limits of responsibility

Unit VII. Industry, regulatory and organizational requirements- Documentation

14. • Understand importance of documentation
15. • Identify various registers and documents required
16. • Complete documentation appropriately.

Unit VIII. Soft Skills - Interview preparation

17. • Understand importance of resume and prepare your resume
18. • Prepare for interviews.

Unit IX. First aid and CPR

19. • Undertake basic CPR.