

# **SYLLABUS**

**For the trade of**

## **CUTTING & SEWING**

**(Semester Pattern)**

**(Specially for Visually Impaired and Other Disabled)**

**UNDER**

**CRAFTSMAN TRAINING SCHEME (CTS)**

**Designed in  
2013**

Government of India  
Ministry of Labour & Employment  
Directorate General of Employment & Training  
CENTRAL STAFF TRAINING AND RESEARCH INSTITUTE  
BLOCK EN –81, SECTOR – V, SALT LAKE CITY  
KOLKATA – 700 091

List of the members attended the Trade Committee Meeting for designing Syllabus for the trade of “**Cutting and Sewing**” under craftsman Training Scheme (CTS) (for Visually Impaired and other Disabled) held on 11<sup>th</sup> March’2013 at Blind People’s Association, Vastrapur, Ahmedabad, Gujarat.

**Shri R.N. Bandyopadhyaya, Director, CSTARI, Kolkata.**

<b>Sl. No.</b>	<b>Name &amp; Designation, S/Shri/Smt.</b>	<b>Organisation</b>	<b>Remarks</b>
1	Mr. S .A. Pandav, Joint Director (Training)	Directorate Employment & Training, Gandhinagar	Chairman
2	Mr. L. K. Mukherjee, Dy. Director of Training	Central Staff Training & Research Institute, Kolkata	Member
3	Mr. Nirmalya Nath, Asst. Director of Training	Central Staff Training & Research Institute, Kolkata	Member
4	Dr. Bhushan Punani, Executive Director	Blind People Association, Ahmedabad	Member
5	Mr. G .N. Parekh, RDD (Training)	Directorate Employment & Training, Gandhinagar	Member
6	Mr. K. K. Bhatt, Deputy Director	Vocational Rehabilitation Centre, Ahmedabad	Member
7	Mr. P. B Vyas, Principal	I.T.I. Kurnagar	Member
8	Tejal Lakhia, Hon. Superintendent	I.T.C; Blind People Association, Ahmedabad	Member
9	Mr. Ketan Shah, Vice President	All Gujarat Council for the deaf, Ahmedabad	Member
10	Hemal Purohit, S.I. Dress Making	I.T.I.(Women) Thaltej, Ahmedabad	Member
11	Mr.Kantibhai Jethwa, In-charge	Multi Category Training center for the Handicapped, Vastrapur, Ahmedabad	Member
12	Jagruiti Chaudhry, Craft Instructor	I.T.C; Blind People Association, Ahmedabad	Member
13	Mrs. Neerja Arun Atrey, I/C. H.O.D. CACD, DM Dept. GPG,	Gujarat Technological University	Member
14	Ms. Farjana Kagasiya, Lect. CACD, DM	Govt. Polytechnic For Girls, Ahmedabad	Member
15	Mrs. Bhavana K.Patel, Lect. CACD DM	Govt. Polytechnic For Girls, Ahmedabad	Member
16	Mrs. Dharti B. Thakkar, Lecturer	Govt. Polytechnic For Girls, Ahmedabad	Member
17	Ms. Malinee Y. Varma, Lect. CACD DM	Govt. Polytechnic For Girls, Ahmedabad	Member
18	Ms. Kusum D. Joshi, Lecturer	Govt. Polytechnic For Girls, Ahmedabad	Member
19	Mrs. Shivangi M. Khandwala, Lect. CACD DM	Govt. Polytechnic For Girls, Ahmedabad	Member
20	Rupal P Mehta, Fashion Designer	Blind People’s Association Ahmedabad	Member
21	Minaxiben R. Parekh, Instructor	Deaf Mute School, Navarangpura	Member
22	Smt. Kokila M. Shukla, H.O.D. CACD DM	Govt. Polytechnic For Girls, Ahmedabad	Member
23	Purvi K. Trivedi, Fashion Co-Ordinator In Television	Working with ZEE Gujarati & New Big Productions	Member
24	Prof. Roopa G Mehta, Ass. Professor	B.D. Arts College	Member

**List of members attended the Trade Committee Meeting for Restructuring of Syllabus under CTS (specially for Visually Impaired and other Disabled) on 01 October 2013 at Blind People's Association, Vastrapur, Ahmedabad, (Gujrat)**

<b>SL. NO.</b>	<b>NAME &amp; DESIGNATION S/SHRI</b>	<b>REPRESENTING ORGANIZATION</b>	<b>REMARKS</b>
1.	S. A. Pandav, Joint Director	CET, Gandhinagar, Gujarat	Chairman
2.	L.K Mukherjee, Dy Director	CSTARI Kolkatta	Member
3.	Dr. Bhushan Punani, Executive Director	Blind People's Association, Ahmedabad	Member
4.	Harish Panchal, Director (Trg.)	Blind People's Association, Ahmedabad	Member
5.	Nandini Rawal, Director (Project)	Blind People's Association, Ahmedabad	Member
6.	Tejal S. Lakhia, Hon. Superintendent	Blind People's Association, Ahmedabad	Member
7.	Mr. Ranchhod Soni	Higher Secondary School for The Blind Vastrapur, Ahmedabad	Member
8.	Mr. Mihir Das	JBS Academy, Ahmedabad	Member
9.	Mrudangi Trivedi	ABS Academy Pvt. Ltd., Ahmedabad	Member
10.	Jagruti V. Chaudhary	Blind People's Association, Ahmedabad	Member
11.	Hetal S. Ram Raliya	Blind People's Association, Ahmedabad	Member
12.	Dhingani Nalin H	Technical Institute, Ahmedabad	Member
13.	Kalyanee D. Dani	I.T.I., Ahmedabad	Member
14.	Hemal D. Punlit	I.T.I. Women, Thaltej, Ahmedabad	Member
15.	Vina Chawla	Emp. And Training H.O. Gandhinagar	Member
16.	Chanda Chawhan	I.T.I. Vijapur, Dist.-Meshana	Member
17.	Trivedi Jatin	Mahila ITI, Theltej	Member
18.	Smt. Harsha J. Shet	Mahila ITI, Theltej	Member
19.	Hansh G. Dave	Jasmine Beauty Care, Ahmedabad	Member
20.	Sipai Jakir J.	Blind People's Association, Ahmedabad	Member
21.	Jagdish jenabhai Parnar, Craft Instructor	Blind People's Association, Ahmedabad	Member
22.	Beenal Bharat Kumar Modi, Instructor	Blind People's Association, Ahmedabad	Member
23.	Vasant Kamdar, VI	ITI, Palana	Member
24.	Satish S. Charan, Asst. App. Advisor	CET, Gandhinagar, Gujarat	Member

### GENERAL INFORMATION:

1. Name of the Trade : **Cutting and Sewing  
(for visually impaired and other disabled)**
2. N.C.O. CODE NO : 076.10
3. Duration of Craftsman Training : 1 Year (Two Semester)
4. Entry Qualification : Passed Class-8<sup>th</sup>  
  
Candidate should be of low vision/Orthopedically Disabled/Hearing impaired /Other Disabled.
5. unit Strength : 10 Trainees
6. Space Norms : 35 Sq. Mtr.
7. Power Norms : 4 K.W.
8. Qualification of Instructor : (i) NTC/NAC in Cutting & Sewing/Dress Making with three years experience.  
OR  
(ii) Diploma in Dress Making/Fashion Technology from recognized institute with 2 years experience.  
OR  
(iii) Degree in Fashion Technology from recognized University with 1 year experience.
9. Desirable Qualification :- Preference will be given to a candidate with Craft Instructor Certificate (CIC) in Cutting & Sewing / Dress Making trade.

**Note:** At least one Instructor must have Degree/Diploma in Relevant Field.

It will be responsibility of the Training Centre to impart training in plus curriculum (like Braille, Orientation & Mobility, Activities of Daily Living), total communication, use of assistive devices, adaptations for barrier free environment and technology.

Visually Impaired and other such Disabilities requiring support should be provided Writer (one standard below Trade Entry Level) during examination and given 30 Minutes more than the prescribed time.

**SYLLABUS FOR THE TRADE OF CUTTING & SEWING ( FOR VISUALLY  
IMPAIRED AND OTHER DISABLED) UNDER CRAFTSMAN TRAINING SCHEME  
Duration : Six Months**

**First Semester  
Semester Code: CUS : SEM I**

<b>Week No.</b>	<b>Trade Practical</b>	<b>Trade Theory</b>
1.	Familiarization with the Institute. Knowledge of General Safety, Occupational health and hygiene.	Introduction to the Trade <ul style="list-style-type: none"> <li>• Importance</li> <li>• Job prospects</li> <li>• Safety Precautions during Working</li> <li>• First Aid</li> </ul>
2.	Familiarization & handling the tools  Practice of Hand Stitches & Making samples of them	Trade related Aids & Tools <ul style="list-style-type: none"> <li>• Measuring Tools</li> <li>• Drafting Tools</li> <li>• Marking Tools</li> <li>• Cutting Tools</li> <li>• Sewing Tools</li> <li>• Finishing Tools</li> </ul> Hand Stitches <ul style="list-style-type: none"> <li>• Types</li> <li>• Application</li> </ul>
3.	-Do-	Eight Head Theory Joints & Muscles Types of Figure Technical Terms related to subject
4.	Practice on Industrial single Needle lock Stitch Sewing Machine <ul style="list-style-type: none"> <li>• Sitting Posture - Eye, Hand &amp; Foot coordination.</li> <li>• Speed Control</li> <li>• Practice on paper</li> <li>• Threading of machine</li> </ul>	Lock Stitch Sewing Machine <ul style="list-style-type: none"> <li>• History</li> <li>• Types</li> <li>• Parts</li> <li>• Maintenance</li> </ul>
5.	<ul style="list-style-type: none"> <li>• Running on <ul style="list-style-type: none"> <li>• Straight lines</li> <li>• Square</li> <li>• Zig Zag lines o</li> <li>• Circle</li> <li>• Semi Circle</li> <li>• Spiral</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Stitch Formation</li> <li>• Trouble Shooting</li> </ul>
6.	Practice of taking individual measurements	Measurement <ul style="list-style-type: none"> <li>• Importance</li> </ul>

	Practice of taking measurements from garment	<ul style="list-style-type: none"> <li>Measuring Techniques</li> <li>Precautions</li> <li>Measurement Charts</li> <li>Hand Needles</li> <li>Types &amp; Their Use</li> </ul>
7.	<b>Practice of making Seams</b> <ul style="list-style-type: none"> <li>Plain Seam</li> <li>Self- enclosed seams</li> <li>Top stitched seams</li> <li>Corded seam</li> <li>Princess seam</li> </ul>	<b>Sewing Machine Needles</b> <ul style="list-style-type: none"> <li>Parts of the Needle</li> <li>Point Types</li> <li>Machine Needle size Chart</li> <li>Threads</li> <li>Types</li> <li>Count</li> <li>Thread Fabric selection</li> <li>Seams</li> <li>Classification</li> <li>Use</li> <li>Precautions</li> </ul>
8.	- Do -	<b>Fabric Fundamentals</b> <b>Fibers</b> <ul style="list-style-type: none"> <li>Classification</li> <li>Characteristics</li> <li>Identification</li> </ul>
9.	<b>Practice of making Button holes by Hand</b> <b>Practice of fixing fasteners as Buttons, Hooks, Eyes, Press Studs</b>	<b>Yarn</b> <ul style="list-style-type: none"> <li>Types</li> <li>Twist</li> <li>Count Button Holes</li> <li>Types</li> <li>Size</li> <li>Placement of Button &amp; Button holes</li> </ul>
10.	<b>Making samples of Smocking with</b> <ul style="list-style-type: none"> <li>Honey comb stitch</li> <li>Cable Stitch</li> <li>Wave Stitch</li> <li>China Smocking</li> </ul>	<b>Smocking</b> <ul style="list-style-type: none"> <li>Types</li> <li>Use</li> </ul>
11.	<b>Practice of making weave samples Prepare samples of Darts</b>	<b>Fabric Structure Woven Fabric</b> <ul style="list-style-type: none"> <li>Weave Knitted Fabric</li> <li>Knit construction</li> </ul>



	<p>Making Samples of Frills Making Samples of Necklines</p>	<p>Tucks</p> <ul style="list-style-type: none"> <li>• Type</li> <li>• Use</li> </ul> <p>Ruffles/Frills</p> <ul style="list-style-type: none"> <li>• Type</li> </ul> <p>Straight Circular</p> <ul style="list-style-type: none"> <li>• Uses Necklines</li> </ul>
15.	<p>Casing with Drawstring Casing with elastic Casing with Heading Inside Applied Casing Outside Applied Casing Making samples with Facings</p>	<p>Casing</p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Use</li> </ul> <p>Facings</p> <ul style="list-style-type: none"> <li>• Bias Facing</li> <li>• Combination Shaped Facing</li> <li>• Outside Facings</li> <li>• Self Facing</li> <li>• Shaped Facing</li> </ul>
16.	<p>Threading &amp; practice of running Over lock machine Making samples of</p> <ul style="list-style-type: none"> <li>• Faced Hem</li> <li>• Edge Stitched Hem</li> <li>• Double Stitched Hem</li> <li>• Band Hem</li> <li>• Ease in a Hem</li> <li>• Mitered Hem</li> </ul>	<p>Over Lock Machine</p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Parts <ul style="list-style-type: none"> <li>• Safety during working</li> </ul> </li> </ul> <p>Hems</p> <ul style="list-style-type: none"> <li>• Type</li> <li>• Use</li> </ul>
17.	<p>Samples of making samples of Plackets</p> <ul style="list-style-type: none"> <li>• Faced Placket</li> <li>• Continuous Placket</li> <li>• One Piece Placket</li> <li>• Two Piece Placket</li> <li>• Two piece Placket with pleat</li> <li>• Zippered Placket</li> <li>■ Lapped</li> <li>■ Fly Front</li> <li>■ Open End</li> <li>■ Invisible</li> <li>■ Visible</li> </ul>	<p>Zippers</p> <ul style="list-style-type: none"> <li>• Parts of the Zipper</li> <li>• Types</li> <li>• Uses</li> </ul> <p>Plackets</p> <ul style="list-style-type: none"> <li>• Type</li> <li>• Use</li> </ul>

18.	Samples of making different Pockets	<b>Pockets</b> <ul style="list-style-type: none"> <li>• Patch</li> <li>• Inseam</li> <li>• Cut/slash</li> <li>• Design variation in pockets</li> </ul>
19.	Samples of making Collars	<b>Collars</b> <ul style="list-style-type: none"> <li>• Classification</li> <li>• Collar terms</li> </ul>
20.	Samples of Sleeves with & without cuff	<b>Sleeves</b> <ul style="list-style-type: none"> <li>• Classification of sleeve</li> <li>• Sleeve length variation</li> <li>• Sleeve Terminology</li> <li>• Bottom finishing by Cuff</li> </ul>
21-24.	<b>Project -1</b> Prepare any Four utility article using the skills learned above as Hand kerchiefs, Pillow Covers, Baby Set, Cushion Covers, Wall Hangings, Apron, Jewelry case etc.	
25.	Project work / Industrial visit (optional)	
26.	Examination	

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**Second Semester  
Semester Code:CUS : SEM II**

<b>Week No.</b>	<b>Trade Practical</b>	<b>Trade Theory</b>
<b>1.</b>	<b>Revision of work done in Semester 1</b>	<b>Introduction to the Trade Job Opportunities</b>
<b>2.</b>	<b>Pattern Making &amp; Stitching of Jhabla Pattern Making &amp; Stitching of Petticoats</b>	<b>Human Figures</b> <ul style="list-style-type: none"> <li>• Joints &amp; Muscles and their effect on garment</li> <li>• Male &amp; Female Figures</li> <li>• Normal &amp; Abnormal Figures</li> <li>• Identify your Figure (Personal height related to total height of human figure)</li> </ul> <b>Drafting of Jhabla Drafting of Petticoat</b> <ul style="list-style-type: none"> <li>• Four Panel</li> <li>• Six Panel</li> <li>• Smart Fitting</li> </ul>
<b>3.</b>	<b>Pattern Making &amp; Stitching of Simple Pajama and Pant Cut Pajama</b>	<b>Trial Room</b> <ul style="list-style-type: none"> <li>• Necessity</li> <li>• Specification</li> </ul> <b>Sketching &amp; Drafting</b> <ul style="list-style-type: none"> <li>• Simple Pajama</li> <li>• Pant Cut Pajama</li> </ul>
<b>4.</b>	<b>Pattern Making &amp; Stitching of Aligarh Pajama and Churidar Pajama</b>	<b>Pressing</b> <ul style="list-style-type: none"> <li>• Tools</li> <li>• Methods</li> <li>• Importance</li> </ul> <b>Sketching , Drafting, Layout &amp; Estimate -</b> <ul style="list-style-type: none"> <li>• Aligarh Pajama</li> <li>• Churidar Pajama</li> </ul>
<b>5.</b>	<b>Pattern Making, Cutting , Stitching &amp; Finishing of Sun suit and Yoke Frock</b>	<b>Laundry</b> <b>Sketching &amp; Drafting of Children Garments</b> <ul style="list-style-type: none"> <li>• Romper</li> <li>• Sun Suit</li> <li>• Jump Suit</li> <li>• Yoke Frock</li> </ul>
<b>6.</b>	<b>Pattern Making &amp; Stitching of Frock</b>	<b>Sketching &amp; Drafting of Frock Methods of handling different fabrics</b>
<b>7.</b>	<b>Pattern Making &amp; Stitching of Night Suit</b>	<b>Sketching &amp; Drafting of Boys Night Suit</b>

8.	Pattern Making, Cutting & Stitching of Top	Methods of removing stains from different fabrics, Sketching & Drafting of Girls Top
9.	Pattern Making, Cutting & Stitching of Skirt	Technical Terms related to subject Sketching & Drafting of Skirt
10.	Pattern Making, Cutting & Stitching of Kurta	Sketching & Drafting of Gents Kurta
11.	Pattern Making, Cutting & Stitching of Kali dar Kurta	Sketching & Drafting of Kalidar Kurta
12.	Pattern Making, Cutting & Stitching of Blouse	Sketching & Drafting of Plain Blouse
13.	Pattern Making, Cutting & Stitching of Choli cut Blouse	Sketching & Drafting of Choli cut Blouse
14.	Pattern Making, Cutting & Stitching of Nighty	Shrinkage of Fabric Sketching & Drafting of Nighty
15.	Pattern Making, Cutting & Stitching of Ladies Shirt	Sketching & Drafting of Ladies Shirt
16.	Pattern Making, Cutting & Stitching of Salwar	Sketching & Drafting of Salwar <ul style="list-style-type: none"> <li>• Plain Salwar</li> <li>• Belted Salwar</li> <li>• Patiala Salwar</li> </ul>
17. 18.	Pattern Making, Cutting & Stitching of Gents Shirt	Sketching & Drafting of Gents Shirt Balance of garments according to structure of Human body & its importance
19.	Pattern Making, Cutting & Stitching of Knicker	Sketching & Drafting of Knicker
20. 21.	Pattern Making, Cutting & Stitching of Trousers	Sketching & Drafting of Trousers Defects & remedies in the Trousers
22.	Checking of garments in respects of - <ul style="list-style-type: none"> <li>• Measurements</li> <li>• Stitching</li> <li>• Stains</li> <li>• Defects</li> </ul>	Inspection <ul style="list-style-type: none"> <li>• Definition, need &amp; planning</li> <li>• Types of Inspection</li> <li>• Stages of Inspection</li> <li>• Role of Inspector</li> </ul>
23-24.	Check & Correct Pattern  Practice of making plans for different garments.	Common Defects in the Garments Estimation of fabric for different widths for different garments
25.		<b>Revision</b>
26.		<b>Examination</b>

**List of Tools and Equipment for the Trade of Cutting & Sewing under Craftsman Training Scheme for a batch of 10 trainees.**

<b>Sl. No.</b>	<b>Name of the Article</b>	<b>Quantity (Number)</b>
1.	Scissors 25 cm	11 Nos.
2.	Pinking Shears	05 Nos.
3.	Tailors Square - Plastic	11 Nos.
4.	Leg Shaper - Plastic	11 Nos.
5.	Measuring Tape 150 cm	11 Nos.
6.	Seam Ripper	11 Nos.
7.	Thimble	11 Nos.
8.	Tailor's Card Scale Triangular	11 Nos.
9.	French Curve Set of three	11 Nos.
10.	Garment Hangers	11 Nos.
11.	Screw Driver Set	04 set
12.	Table Sharpener	04 Nos.
13.	Pressing Table	05 Nos.
14.	Blanket for padding of Pressing Table	05 Nos.
15.	Rubber mat (Size as per requirement)	05 Nos.
16.	Sprayer	05 Nos.
17.	Waste Bin Big / Small	10 Nos.
18.	Pattern Punch	04 Nos.
19.	Pattern Notcher	04 Nos.
20.	Pattern Hanging Stand	04 Nos.
21.	Water Tub 60 cm dia	01 No.
22.	Stand for hanging dresses	05 Nos.
23.	Trial room with 3 side mirrors of size 150 cm X 60 cm each with arrangements of hanging Dresses	01 No.
24.	Computer System (latest Configuration) with Software & UPS	05 set
25.	Electric Automatic steam press	05 Nos.
26.	Sewing Machine - Single Needle Lock stitch Industrial model	5 Nos.
27.	Over Lock Machine 3 Thread	01 No.
28.	Zig Zag Multi Purpose Machine	01 No.
29.	Machine attachments	As per requirement
30.	Chairs with low back rest or stools for the machines	10 Nos.
31.	Drafting Table	5 Nos.
32.	Display Board Covered with glass or Acrylic Sheet 120 X 90 cm	02 Nos.
33.	Instructor Table	01 No.
34.	Instructor Chair	02 Nos.
35.	Steel Almirah 195 X 90 X 60 cm	02 Nos.
36.	Pigeon hole Almirah 10 lockers & separate locking arrangements for trainees	02 Nos.
37.	Locks for above pigeon hole	16 Nos.
38.	Wall Clock	02 Nos.
39.	Calculator Desk Type	01 No.
40.	White Board with accessories (size as per requirement)	01 No.
41.	Dummy Lady (different size)	02 Nos.

**B. Theory Room**

<b>Sl. No.</b>	<b>Name of the Tools/Equipment</b>	<b>Quantity</b>
01	Single desks for trainees with arrangements of keeping Books etc.	10 Nos.
02	Revolving Chairs without arms	10 Nos.

03	Faculty Table & Chair set	01 No.
04	Computer set with UPS & multimedia projector	01 No.
05	Audio address system	01 No.
06	White Magnetic Board with Felt board & accessories	01 No.
07	Display Board	02 Nos.
08	Storage Almirah	01 No.
09	Book Shelf	01 No.
10	A/C unit split type 2 TR capacity with Stabilizer	As per requirement