

CURRICULUM

FOR THE TRADE OF

COMPUTERIZED EMBROIDERY MACHINE OPERATOR

AND DIGITIZER

UNDER

APPRENTICESHIP TRAINING SCHEME



GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP
DIRECTORATE GENERAL OF TRAINING

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1. Monsoon Accessorize India
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Co-ordinator for the course:Ms.Babita

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2. BACKGROUND

1.1 Apprenticeship Training Scheme under Apprentice Act 1961

The Apprentices Act, 1961 was enacted with the objective of regulating the programme of training of apprentices in the industry by utilizing the facilities available therein for imparting on-the-job training. The Act makes it obligatory for employers in specified industries to engage apprentices in designated trades to impart Apprenticeship Training on the job in industry to school leavers and person having National Trade Certificate (ITI pass-outs) issued by National Council for Vocational Training (NCVT) to develop skilled manpower for the industry. There are four categories of apprentices namely; **trade apprentice, graduate, technician and technician (vocational) apprentices.**

Qualifications and period of apprenticeship training of **trade apprentices** vary from trade to trade. The apprenticeship training for trade apprentices consists of basic training followed by practical training. At the end of the training, the apprentices are required to appear in a trade test conducted by NCVT and those successful in the trade tests are awarded the National Apprenticeship Certificate.

The period of apprenticeship training for graduate (engineers), technician (diploma holders and technician (vocational) apprentices is one year. Certificates are awarded on completion of training by the Department of Education, Ministry of Human Resource Development.

1.2 Changes in Industrial Scenario

Recently we have seen huge changes in the Indian industry. The Indian Industry registered an impressive growth during the last decade and half. The number of industries in India have increased manifold in the last fifteen years especially in services and manufacturing sectors. It has been realized that India would become a prosperous and a modern state by raising skill levels, including by engaging a larger proportion of apprentices, will be critical to success; as will stronger collaboration between industry and the trainees to ensure the supply of skilled workforce and drive development through employment. Various initiatives to build up an adequate infrastructure for rapid industrialization and improve the industrial scenario in India have been taken.

1.3 Reformation

The Apprentices Act, 1961 has been amended and brought into effect from 22nd December, 2014 to make it more responsive to industry and youth. Key amendments are as given below:

- Prescription of number of apprentices to be engaged at establishment level instead of trade-wise.
- Establishment can also engage apprentices in optional trades which are not designated, with the discretion of entry level qualification and syllabus.
- Scope has been extended also to non-engineering occupations.
- Establishments have been permitted to outsource basic training in an institute of their choice.
- The burden of compliance on industry has been reduced significantly.

3. RATIONALE

1) (Need for Apprenticeship in Computerized Embroidery Machine Operator

And Digitizer trade)

Generally embroidery done by three types-by hand, machine & computer in which embroidery done by computer is very popular in public as it costs very low and looks more beautiful. Since it is low priced and in fashion now a days, garment industry also gives more importance and attention to this type of embroidery. In fact, computerized embroidery is making very strong position in garment industry.

When we compare computerized embroidery from hand and machine embroidery, we found that production cost of computerized embroidery is low and production quality and quantity is greater than hand and machine embroidery and it stands first on priority basis. Therefore it is required to keep this course under Apprenticeship Training Programme.

Industry is a place where trainees can get opportunities to become more creative and can give their best which is very important in today's competitive market. If trainees take training in leading industry during their course, the industry can approach the institutes for placement of good and skilled candidates as they know the qualities of trainees during industry training and graph of placement can move up very fast.

It is important to mention here that industrial training not only provide good opportunities of placement but help the students also to become a good entrepreneur.

4. JOB ROLES: REFERENCE NCO

Brief description of Job roles:

Computerized Embroidery Machine Operator And Digitizer Course is designed to provide the Garment Industry – Computerized Machine Operator, Free Lance Designer (Digitizer), Computerized Embroidery Production Supervisor, Merchandiser, Embroidery Incharge, Punching / Digitizer.

Reference NCO:

5. GENERAL INFORMATION

1. **Name of the Trade** : **Computerized Embroidery Machine Operator
and Digitizer**

2. **N.C.O. Code No.** : 8263.45

3. **Duration of Apprenticeship Training**

(Basic Training + Practical Training): 15 Months

4. **Duration of Basic Training:** -

Block –I: 3 months

Total duration of Basic Training: 3 months

5. **Duration of Practical Training (On -job Training):** -

Block–I: 12 months

Total duration of Practical Training: 12 months

6. **Entry Qualification** : Pass 10th class under 10+2 System of examination

7. **Selection of Apprentices:** The apprentices will be selected as per Apprenticeship Act amended time to time.

8. **Rebate for ITI passed trainees** : i) 03 Months in the trade of Computer Aided Embroidery & Designing.

Note: Industry may impart training as per above time schedule, however this is not fixed. The industry may adjust the duration of training considering the fact that all the components under the syllabus must be covered. However the flexibility should be given keeping in view that no safety aspect is compromised and duration of industry training to be remain as 1 year.

6. COURSE STRUCTURE

Training duration details: -

Time (in months)	1-3	4-15
Basic Training	Block- I	-----
Practical Training (On - job training)	----	Block - I

Components of Training	Duration of Training in Months														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Basic Training Block- I															
Practical Training Block - I															

7. SYLLABUS
7.1 BASIC TRAINING
(BLOCK – I)
DURATION: 03MONTHS

GENERAL INFORMATION

- 2) **Name of the Trade** : Computerized Embroidery Machine Operator
And Digitizer
- 3) **Hours of Instruction** : 500Hrs.
- 4) **Batch size** : 16 trainees
- 5) **Power Norms** : 5 KW for Workshop
- 6) **Space Norms** : 64 Sq.m.(4 Sq.m/trainee)
- 7) **Examination** : The internal assessment will be held on
completion of the Block.
- 8) **Instructor Qualification** :

i) Degree/Diploma in **Fashion Technology /Costume design** from recognized university/Board with one/two year post qualification experience respectively in the relevant field.

OR

ii) NTC/NAC in the trade of **Embroidery & Needle work /Surface Ornamentation Techniques (Embroidery)** with three year post qualification experience in the relevant field.

Preference will be given to a candidate with Craft Instructor Training Certificate in(CITS)
Embroidery & Needle work /Surface Ornamentation Techniques (Embroidery)

- 9) **Tools, Equipments & Machinery required** : - As per Annexure – I

7.1 DETAILSYLLABUS OF BASIC TRAINING

7.1.1DETAIL SYLLABUS OF PROFESSIONAL SKILLS & PROFESSIONAL KNOWLEDGE

Block –I

Basic Training

Week No.	Professional Skills	Professional Knowledge
01-03	<ul style="list-style-type: none"> ● Familiarization with the present trend of computerized embroidery by showing samples. ● Familiarization with machine & software safety principles <p>Machine Operating</p> <ul style="list-style-type: none"> ● Start and Shutdown process of machine ● Load thread on machine ● Winding/installing the bobbin ● Design input and output method from software to machine and machine to software. ● Designing files ● Editing designs ● Loading the design ● Practice of hooping with different fabric ● Stabilizing the fabric ● Embroidering the installed design ● Identify & Rectify the machine errors 	<ul style="list-style-type: none"> ● Familiarization with the institute ● Introduction to the trade ● History and invention ● Today's requirement ● Job prospects and objective of the course ● Knowledge of trade related tools & their importance ● Types of computerized embroidery machine & its importance ● Different types of hoops & sizes available in the market ● Parts of computerized embroidery machine ● Types of backing available in the market ● Care, maintenance & safe operating principles
04-07	<p>Practice on Corel draw</p> <ul style="list-style-type: none"> ● Mouse Practice ● Practice on corel draw tools ● Prepare some (nursery, logo, natural) designs with coloring 	<ul style="list-style-type: none"> ● Types of colours ● Colour Scheme ● Introduction of corel draw & commands (short cut keys) ● Uses of tools ● Importance & uses of scanner ● Types of needles ● Types of threads
08-13	<p>Practice on Digitizing</p> <ul style="list-style-type: none"> ● Use of scanner with digitizing software ● Digitizing Process and all commands in software ● Stitch control and smooth running of machine as per digitizing ● Placement of self made design on different articles 	<ul style="list-style-type: none"> ● Types of computerized embroidery machine stitches & its application ● Introduction & types of digitizing software available in the market ● Digitizing process & all commands of software ● Placement of design in different articles

	<ul style="list-style-type: none"> • Operating machine on self made design • Digitizing functions and tools (resize, design with machine) • Flip, rotate, zoom out, zoom in etc • Move to particular point • Placement information and origin making • Digitizing on monogramming, logo, applique 	<ul style="list-style-type: none"> • Estimate & costing of ready articles
	Internal Assessment 03days	

7.1.2EMPLOYABILITY SKILLS

GENERAL INFORMATION

- 1) **Name of the subject** : **EMPLOYABILITY SKILLS**
- 2) **Applicability** : ATS- Mandatory for fresher only
- 3) **Hours of Instruction** : **110Hrs.**
- 4) **Examination** : The examination will be held at the end of two years Training by NCVT.
- 5) **Instructor Qualification** :

i)MBA/BBA with two years experience or graduate in sociology/social welfare/Economics with two years experience and trained in Employability skill from DGET Institute.

And

Must have studied in English/Communication Skill and Basic Computer at 12th /diploma level

OR

ii) Existing Social Study Instructor duly trained in Employability Skill from DGET Institute.

7.1.2.1 SYLLABUS OF EMPLOYABILITY SKILLS

A. Block – I

Basic Training

Topic No.	Topic	Duration (in hours)
	English Literacy	15
1	Pronunciation : Accentuation (mode of pronunciation) on simple words, Diction (use of word and speech)	
2	Functional Grammar Transformation of sentences, Voice change, Change of tense, Spellings.	
3	Reading Reading and understanding simple sentences about self, work and environment	
4	Writing Construction of simple sentences Writing simple English	
5	Speaking / Spoken English Speaking with preparation on self, on family, on friends/ classmates, on know, picture reading gain confidence through role-playing and discussions on current happening job description, asking about someone's job habitual actions. Cardinal (fundamental) numbers ordinal numbers. 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 previous communication.	
	I.T. Literacy	15
1	Basics of Computer Introduction, Computer and its applications, Hardware and peripherals, Switching on-Starting and shutting down of computer.	
2	Computer Operating System 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.	
3	Word processing and Worksheet 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. Basics of Excel worksheet, understanding basic commands, creating simple worksheets, understanding sample worksheets, use of simple formulas and functions, Printing of simple excel sheets	
4.	Computer Networking and INTERNET Basic of computer Networks (using real life examples), Definitions of Local Area Network (LAN), Wide Area Network (WAN), Internet, Concept of Internet (Network of Networks), Meaning of World Wide Web (WWW), Web Browser, Web Site, Web page and Search Engines. Accessing the Internet using Web Browser, Downloading	

	and Printing Web Pages, Opening an email account and use of email. Social media sites and its implication. Information Security and antivirus tools, Do's and Don'ts in Information Security, Awareness of IT - ACT, types of cyber crimes.	
	Communication Skill	25
1	Introduction to Communication Skills Communication and its importance Principles of Effective communication Types of communication - verbal, non verbal, written, email, talking on phone. Non verbal communication -characteristics, components-Para-language Body - language Barriers to communication and dealing with barriers. Handling nervousness/ discomfort. Case study/Exercise	
2	Listening Skills Listening-hearing and listening, effective listening, barriers to effective listening guidelines for effective listening. Triple- A Listening - Attitude, Attention & Adjustment. Active Listening Skills.	
3	Motivational Training Characteristics Essential to Achieving Success The Power of Positive Attitude Self awareness Importance of Commitment Ethics and Values Ways to Motivate Oneself Personal Goal setting and Employability Planning. Case study/Exercise	
4	Facing Interviews Manners, Etiquettes, Dress code for an interview Do's & Don'ts for an interview	
5	Behavioral Skills Organizational Behavior Problem Solving Confidence Building Attitude Decision making Case study/Exercise	
	Entrepreneurship skill	15
1	Concept of Entrepreneurship Entrepreneurship- Entrepreneurship - Enterprises:-Conceptual issue Entrepreneurship vs. Management, Entrepreneurial motivation. Performance & Record, Role & Function of entrepreneurs in relation to the enterprise & relation to the economy, Source of business ideas,	

	Entrepreneurial opportunities, The process of setting up a business.	
2	Project Preparation & Marketing analysis Qualities of a good Entrepreneur, SWOT and Risk Analysis. Concept & application of Product Life Cycle (PLC), Sales & distribution Management. Different Between Small Scale & Large Scale Business, Market Survey, Method of marketing, Publicity and advertisement, Marketing Mix.	
3	Institutions Support 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.	
4	Investment Procurement Project formation, Feasibility, Legal formalities i.e., Shop Act, Estimation & Costing, Investment procedure - Loan procurement - Banking Processes.	
	Productivity	10
1	Productivity Definition, Necessity, Meaning of GDP.	
2	Affecting Factors Skills, Working Aids, Automation, Environment, Motivation How improves or slows down.	
3	Comparison with developed countries Comparative productivity in developed countries (viz. Germany, Japan and Australia) in selected industries e.g. Manufacturing, Steel, Mining, Construction etc. Living standards of those countries, wages.	
4	Personal Finance Management Banking processes, Handling ATM, KYC registration, safe cash handling, Personal risk and Insurance.	
	Occupational Safety, Health & Environment Education	15
1	Safety & Health Introduction to Occupational Safety and Health importance of safety and health at workplace.	
2	Occupational Hazards Basic Hazards, Chemical Hazards, Vibro-acoustic Hazards, Mechanical Hazards, Electrical Hazards, Thermal Hazards. Occupational health, Occupational hygienic, Occupational Diseases/ Disorders & its prevention.	
3	Accident & safety Basic principles for protective equipment. Accident Prevention techniques - control of accidents and safety measures.	
4	First Aid Care of injured & Sick at the workplaces, First-Aid & Transportation of sick person	
5	Basic Provisions Idea of basic provision of safety, health, welfare under legislation of India.	

6	Ecosystem Introduction to Environment. Relationship between Society and Environment, Ecosystem and Factors causing imbalance.	
7	Pollution Pollution and pollutants including liquid, gaseous, solid and hazardous waste.	
8	Energy Conservation Conservation of Energy, re-use and recycle.	
9	Global warming Global warming, climate change and Ozone layer depletion.	
10	Ground Water Hydrological cycle, ground and surface water, Conservation and Harvesting of water	
11	Environment Right attitude towards environment, Maintenance of in -house environment	
	Labour Welfare Legislation	5
1	Welfare Acts Benefits guaranteed under various acts- Factories Act, Apprenticeship Act, Employees State Insurance Act (ESI), Payment Wages Act, Employees Provident Fund Act, The Workmen's compensation Act.	
	Quality Tools	10
1	Quality Consciousness : Meaning of quality, Quality Characteristic	
2	Quality Circles : 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.	
3	Quality Management System : Idea of ISO 9000 and BIS systems and its importance in maintaining qualities.	
4	House Keeping : Purpose of Housekeeping, Practice of good Housekeeping.	
5	Quality Tools Basic quality tools with a few examples	

7.2 PRACTICAL TRAINING (ON-JOB TRAINING)
(BLOCK – I)

DURATION: 12MONTHS

GENERAL INFORMATION

- 1) **Name of the Trade** : Computerized Embroidery Machine Operator and Digitizer
- 2) **Duration of On-Job Training** : As per Apprenticeship Act amended time to time.
- 3) **Batch size** : 16 trainee
- 4) **Examination** : i) The internal assessment will be held on completion of the block
ii) NCVT exam will be conducted at the end of Apprenticeship Training
- 5) **Instructor Qualification** :

i) Degree/Diploma in **Fashion Technology /Costume design** from recognized university/Board with one/two year post qualification experience respectively in the relevant field.

OR

ii) NTC/NAC in the trade of **Embroidery & Needle work /Surface Ornamentation Techniques (Embroidery)** with three year post qualification experience in the relevant field.

Preference will be given to a candidate with Craft Instructor Training Certificate in(CITS) **Embroidery & Needle work /Surface Ornamentation Techniques (Embroidery)**

- 6) **Infrastructure for On-Job Training** : - As per Annexure – II

7.2.1 BROAD SKILL COMPONENT TO BE COVERED DURING ON- JOB TRAINING

- 1) Understanding the production process in garment industry.
- 2) Maintaining health safety & security equipment concerns related to the embroidery workplace.
- 3) Carryout cleaning at the work station as per organization norms.
- 4) Collecting the tools & equipments required for computerized machine embroidery.
- 5) Understand hooping & stabilizing operations of garment industry.
- 6) Carryout the computerized machine embroidery process techniques for using different types of stitches.
- 7) Carryout appropriate corel draw software.
- 8) Carryout appropriate digitizing software.
- 9) Digitize monograms, logo, & natural designs.

8. ASSESSMENT STANDARD

8.1 Assessment Guideline:

Appropriate arrangements should be made to ensure that there will be no artificial barriers to assessment. The nature of special needs should be taken into account while undertaking assessment. Due consideration to be given while assessing for team work, avoidance/reduction of scrape/wastage and disposal of scarp/wastage as per procedure, behavioral attitude and regularity in training.

The following marking pattern to be adopted while assessing:

a)Weightage in the range of 60-75% to be allotted during assessment under following performance level:

For this grade, the candidate with occasional guidance and showing due regard for safety procedures and practices, has produced work which demonstrates attainment of an acceptable standard of craftsmanship.

In this work there is evidence of:

- good skill levels in the use of hand tools, machine tools and workshop equipment
- many tolerances while undertaking different work are in line with those demanded by the component/job.
- a fairly good level of neatness and consistency in the finish
- occasional support in completing the project/job.

b)Weightage in the range of above75%- 90% to be allotted during assessment under following performance level:

For this grade, the candidate, with little guidance and showing due regard for safety procedures and practices, has produced work which demonstrates attainment of a reasonable standard of craftsmanship.

In this work there is evidence of:

- good skill levels in the use of hand tools, machine tools and workshop equipment
- the majority of tolerances while undertaking different work are in line with those demanded by the component/job.
- a good level of neatness and consistency in the finish
- little support in completing the project/job

c)Weightage in the range of above 90% to be allotted during assessment under following performance level:

For performance in this grade, the candidate, with minimal or no support in organization and execution and with due regard for safety procedures and practices, has produced work which demonstrates attainment of a high standard of craftsmanship.

In this work there is evidence of:

- high skill levels in the use of hand tools, machine tools and workshop equipment
- tolerances while undertaking different work being substantially in line with those demanded by the component/job.
- a high level of neatness and consistency in the finish.
- minimal or no support in completing the project

8.2 FINAL ASSESSMENT- ALL INDIA TRADE TEST(SUMMATIVE ASSESSMENT)

SUBJECTS	Marks	Sessional Marks	Full Marks	Pass Marks	Duration of Exam.
Practical	300	100	400	240	8 hrs.
Trade Theory	100	20	120	48	3 hrs.
Employability Skill	50		50	17	2 hrs.
Grand Total	450	120	570	-	

Note: - The candidate pass in each subject conducted under all India trade test.

9. FURTHER LEARNING PATHWAYS

On successful completion of the course trainee can opt for

- 1) CITS course in surface ornamentation techniques (Embroidery)

Employment opportunities:

On successful completion of this course, the candidates shall be gainfully employed in the following industries:

1.
2.
3.
4.

TOOLS & EQUIPMENT FOR BASIC TRAINING

INFRASTRUCTURE FOR PROFESSIONAL SKILL & PROFESSIONAL KNOWLEDGE

TRADE: COMPUTERIZED EMBROIDERY MACHINE OPERATOR AND DIGITIZER

LIST OF TOOLS & EQUIPMENTS FOR 16 APPRENTICES

A : TRAINEES TOOL KIT:-

Sl. No.	Name of the items	Quantity (indicative)
1.	Measuring Tape 150 cm	17
2.	Seam Ripper	17
3.	Thread cutter	17
4.	Bobbin Case with bobbin	17
5.	Machine needle	17
6.	Embroidery thread	17
7.	Tailor chalk	17
8.	Pen drive	17
9.	Scale 12"	17

B : TOOLS INSTRUMENTS AND GENERAL SHOP OUTFITS

Sl. No.	Name of the items	Quantity (indicative)
10.	Pinking shear	04
11.	Table for drafting	02
12.	Dummy Female	02
13.	Dummy Male	01
14.	Dummy Child	02
15.	Instructor table with chair	01
16.	Steel almirah	02
17.	White board with accessories	02
18.	Display board covered with glass	04
19.	Waste bin	As per Requirement
20.	Pigeon hole almirah 10 lockers for trainees	02
21.	Locks for above pigeon hole	20
22.	Wall clock	As per

		Requirement
23.	Calculator desk type	01
24.	Rubber mat	02
25.	Sprayer	02
26.	Air conditioner unit 2 ton capacity with stabilizers	As per Requirement
27.	Book Shelf	01
28.	Embroidery Scissor/ Applique Scissor	02
29.	Hangers	As per Requirement
30.	Scissor 25cm (right hand)	01
31.	Hoops	As per Requirement
32.	Computer table (for scanner and computer)	17
33.	Revolving chair(for computer system & automatic sewing machine)	17

C :GENERAL MACHINERY INSTALLATIONS:-

Sl. No.	Name & Description of Machines	Quantity (indicative)
1.	Computerized embroidery machine (multi needle) with necessary attachments/accessories	01
2	Trade related software	04
3	Corel draw software	16
4	Latest Computer system with UPS(Completed set)	16
5	Scanner	01
7	Automatic Sewing machine	01

Note: In case of basic training setup by the industry the tools, equipment and machinery available in the industry may also be used for imparting basic training.

[Please keep optimum no. of tools and equipments with minimum specification which are essential for imparting basic training]

INFRASTRUCTURE FOR ON-JOB TRAINING

TRADE: COMPUTERIZED EMBROIDERY MACHINE OPERATOR AND DIGITIZER

For Batch of 16 APPRENTICES

Actual training will depend on the existing facilities available in the establishments. However, the industry should ensure that the broad skills defined against On-Job Training part (i.e. 9 months) are imparted. In case of any short fall the concern industry may impart the training in cluster mode/ any other industry/ at ITI.

GUIDELINES FOR INSTRUCTORS AND PAPER SETTERS

1. Due care to be taken for proper & inclusive delivery among the batch. Some of the following some method of delivery may be adopted:

- A) LECTURE
- B) LESSON
- C) DEMONSTRATION
- D) PRACTICE
- E) GROUP DISCUSSION
- F) DISCUSSION WITH PEER GROUP
- G) PROJECT WORK
- H) INDUSTRIAL VISIT

2. Maximum utilization of latest form of training viz., audio visual aids, integration of IT, etc. may be adopted.

3. The total hours to be devoted against each topic may be decided with due diligence to safety & with prioritizing transfer of required skills.

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