

## Rajasthan Skill & Livelihoods Development Corporation

<b>1. Module Name</b>	<b>Hand Embroider</b>
<b>2. Sector</b>	Garment Making
<b>3. Entry Qualification</b>	Minimum 5 <sup>th</sup> Pass
<b>4. Minimum Age (in years)</b>	15
<b>5. Duration</b>	<b>44 days/ 264 hrs.</b>
<b>6. Provision of Tool kit</b>	Yes
<b>7. Terminal Competency</b>	After completion of the course the trainee will be able to: <ul style="list-style-type: none"> <li>➤ select and use tools;</li> <li>➤ undertake basic stitches;</li> <li>➤ undertake decorative stitches;</li> <li>➤ undertake motifs, floral designs, geometrical designs with various decorative stitches; and</li> <li>➤ undertake different types of embroidery works like zardozi, ribbon, beads, mirror work etc.</li> </ul>

	<b>Approx. hrs.</b>
<b>8. Registration, Inauguration, introduction and objectives of the course</b>	2

<b>9. Course content</b>			
<b>Practical Competencies</b>	<b>Approx. hrs.</b>	<b>Underpinning Knowledge (Theory)</b>	<b>Approx. hrs.</b>
➤ Practice Health & Safety- Select, use, Maintain & Store – tools, equipments & clothing safely	12	<ul style="list-style-type: none"> <li>➤ Importance of hand embroidery.</li> <li>➤ Safety precaution to be taken while using embroidery tools.</li> </ul>	4
<ul style="list-style-type: none"> <li>➤ Practice of basic stitches</li> <li>➤ Application of decorative stitches</li> </ul>	48	<ul style="list-style-type: none"> <li>➤ Using stitches as a decorative feature for taking up any type of embroidery work.</li> <li>➤ Uses of different Basic &amp; Decorative stitches.</li> </ul>	24
➤ To design & practice motifs, floral designs, geometrical design and to finish with various decorative stitches	40	➤ Method of transferring a design.	24
➤ Practice on different types of embroidery works like zardozi, ribbon, beads, mirror work etc.	60	<b>Entrepreneurship &amp; Soft Skills and Computer Literacy Module:</b>	0
		• Entrepreneurship – its necessity and charms of being an entrepreneur.	1
		• Who is an entrepreneur and characteristics of a successful Entrepreneur?	2
		• How to identify Business opportunities?	2
		• Steps for setting up a small scale venture.	1
		• Institutional support for entrepreneurship (whom to contact for what)	2
		<ul style="list-style-type: none"> <li>• Government (Central/ State) Schemes and assistance from Banks/ other financial institutions</li> <li>- Procedures and formalities for getting loan.</li> </ul>	2

		• How to prepare Business plan?	2
		• Financial literacy-Costing, Pricing, Profitability and Break Even Analysis.	2
		• Cash management in small enterprises.	2
		• Accounting and Book Keeping	2
		• Introduction to Taxation	1
		• Shop and Establishment Act and its provisions.	1
		• Creativity, Problem solving & decision making.	1
		• Common mistakes generally made by entrepreneurs.	1
		• Interaction with successful entrepreneur and success stories.	2
		• Communication and Negotiation skills.	1
		• Interpersonal skills	1
		• How to Deal with customer attitude – Effective selling.	1
		• Marketing – Basic concepts/ Skills and effective mode of advertising.	1
		• Introduction to e-commerce.	2
<b>Computer Fundamentals</b> <b>Customize the Desktop Environment e.g.</b> Desktop, Start Menu, and Taskbar etc. Configuring & Migrating Files, Folders & Settings - Folder Views, Accessibility Settings	2	<b>Computer Fundamentals, MS-Office &amp; Internet</b> introduction to Computers History of Computers Components of Hardware Peripherals	1
<b>MS Word</b> Creating, Organizing & Formatting Content Collaborating – Merge, Insert, View, Edit, Track Mode etc. Formatting & Managing Documents	4	<b>Concept of Operating System –</b> Windows XP, Exploring & Configuring the Windows XP Desktop Environment-Customize the Desktop, Start Menu, and Taskbar etc. Configuring & Migrating Files, Folders	1
<b>MS Excel</b> Creating, Analyzing & Formatting Data & Content Collaborating - Insert, View, Edit etc. Managing Workbooks	3	<b>Settings - Folder Views, Accessibility Settings</b> Features of Windows XP Understanding concepts of Word processing using MS-Word Understanding concepts of Electronic spreadsheet and various types of entries in it	1
<b>MS PowerPoint</b> Creating & Formatting Content Collaborating - Track, Edit, Add, Delete Comments, Merge Managing & Delivering Presentations	3		

<b>Internet Concepts</b> Opening websites and downloading data Writing, reading and sending emails	4	<b>Understanding concepts of URL</b> Creating and Opening an E-mail account. Receiving and sending emails Searching information on Internet.	1
<b>Approx. Total Practical hours</b>	<b>176</b>	<b>Approx. Total Theory hours</b>	<b>86</b>
<b>Grand Total (2+176+86)</b>			<b>264</b>

**10. Tools, Equipments and Material for a batch of 30 trainees**

S.No.	Description	Quantity
1	Embroidery Needle	30 Nos.
2	Tracing Paper	30 Nos.
3	Embroidery Frame	30 Nos.
4	Big & Small trimming scissors	30 Nos.
5	Trimmers	30 Nos.

S.No.	Item	Quantity	S.No.	Item	Quantity
	<b>Hardware</b>			<b>Software:</b>	
1	Computers/Laptops	10 (one for three trainee)	6	Microsoft Windows 7/8/10 or UNIX/ LINUX or latest software	For all Systems
2	Power backup	For all Systems	7	Microsoft Office 2007/ 2010/ 2013 or latest software	For all Systems
3	Inkjet/Laser Printer (Network/USB Printer)	1	8	Antivirus Software (TVD/ Norton/ Quick Heal Total Security/ Kaspersky/ Any Popular brand)	For all Systems
4	Speaker	1	9	Internet Connection	For all Systems
5	Spare H/W components	As per requirement			