

# Curriculum

For

# Tailor Master

[Short term, modular curriculum]



Council for Technical Education and Vocational Education  
**Curriculum Development Division**

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**Introduction:**

This curriculum for “**Tailor master**” has been developed with a purpose of preparing technical workforce in the field of **tailoring who will be** able to get employment in the country. The technical skills incorporated in this curriculum come from the experts who have already worked **in field of tailoring**. Its contents are organized in the form of **modules**. So it is a tailor made curriculum to be implemented in a modular form.

It is a competency based curriculum too. It is also designed to produce lower level technical workforce in the field of **tailoring** equipped with skills, knowledge and attitudes related to **tailoring** technology in order to meet the demand of such workforce in the country so as to contribute in the national streamline of poverty reduction in Nepal.

**Aims**

The main aim of this curricular program is to produce skilled workforce in the field of **tailoring** by providing training to the potential citizen of the country and link them to employment opportunities in the country. The aims of this curriculum are:

- To produce **advance** level technical workforce in the field of **tailoring**
- To produce such technical workforce who will be able to provide serve through the application of the skills and knowledge of **tailoring** technology being as an entrepreneur.

**Objectives:**

After the completion of this training program, the trainees will be able:

- To handle/care for tools, materials, and machines
- To carry out related inspection and designing activities
- To carry out related measurement activities
- To carry out related cutting activities
- To carry out related sewing activities
- To carry out related checking activities
- To carry out related finishing activities
- To prepare **ladies dresses**
- To prepare **gents dresses**
- To carry out job related management activities

**Description:**

This curriculum provides skills and knowledge necessary for “**Tailor master**”. There will be both demonstration by trainers/instructors and opportunity by trainees to carry out the skills/tasks necessary for this level of technical workforce. Trainees will practice and learn skills by using typical tools, materials and equipment necessary for this curricular program.

On successful completion of this training, the trainees will be able to **carry out skills related to inspection, designing, measurement**, cutting, sewing, checking, and finishing various types of items of ladies and gents dresses/clothes.

## Course structure (Tailor master)

Job title: Tailor master			Time (hrs.)			Marks		
SN	Modules	Nature	Th.	Pr.	Tot.	Th.	Pr.	Tot.
<b>1.</b>	<b>Tools, materials, and machines - 21</b>	<b>T+P</b>	<b>2</b>	<b>8</b>	<b>10</b>	<b>3</b>	<b>12</b>	<b>15</b>
<b>2.</b>	<b>Tailoring basics</b>	<b>T+P</b>	<b>38</b>	<b>160</b>	<b>198</b>	<b>20</b>	<b>80</b>	<b>100</b>
	1. Inspection and designs-32	T+P	8	40	48			
	2. Measurement-13	T+P	2	12	14			
	3. Cutting-12	T+P	12	48	60			
	4. Sewing-12	T+P	12	48	60			
	5. Checking and finishing-12	T+P	4	12	16			
<b>3.</b>	<b>Ladies dresses-19</b>	<b>T+P</b>	<b>19</b>	<b>76</b>	<b>95</b>	<b>20</b>	<b>80</b>	<b>100</b>
<b>4.</b>	<b>Gents dresses-16</b>	<b>T+P</b>	<b>16</b>	<b>64</b>	<b>80</b>	<b>15</b>	<b>60</b>	<b>75</b>
<b>5.</b>	<b>Management-7</b>	<b>T+P</b>	<b>3</b>	<b>4</b>	<b>7</b>	<b>2</b>	<b>8</b>	<b>10</b>
	<b>144- Sub total:</b>		<b>78</b>	<b>312</b>	<b>390</b>	<b>60</b>	<b>240</b>	<b>300</b>
<b>6.</b>	<b>Common module</b>	<b>T + P</b>	<b>14</b>	<b>56</b>	<b>70</b>	<b>10</b>	<b>40</b>	<b>50</b>
	1. Applied math	T + P	4	16	20			
	2. Occupational health and safety	T + P	2	8	10			
	3. First aid	T + P	1	4	5			
	4. HIV/AIDS	T + P	1	4	5			
	5. Communication	T + P	2	8	10			
	6. Small enterprise development	T + P	4	16	20			
	<b>All total:</b>		<b>92</b>	<b>368</b>	<b>460</b>	<b>70</b>	<b>280</b>	<b>350</b>

**Duration:**

The total duration of this curricular program will be of **three months [390 hours] plus common module of 70 hours.**

**Target group:**

The target group for this training will be all the interested **literate** individuals of the country **with basic training and experience on tailoring**

**Group size:**

The group size of this training program will be not more than 30

**Target location:**

The target location of this training program will be all over Nepal.

**Medium of Instruction:**

The medium of instruction for this training program will be Nepali or English or both.

**Pattern of attendance:**

The trainees should have 80% attendance in theory classes and 90% in Practical (Performance) to be eligible for internal assessment and final examinations.

**Focus of the program:**

This is a competency based curriculum. This curriculum emphasizes on competent performance of the task specified in it. Not less than 80% time is allotted to the competencies and not more than 20% to the related technical knowledge. So, the main focus will be on the performance of the specified competencies/tasks /skills included in this curriculum.

**Entry criteria:**

Individuals who meet the following criteria will be allowed to enter in this curricular program:

- **Literate with basic training and experience on tailoring**
- Physically and mentally fit
- Age- Minimum of 16 years
- Preference will be given to female, Dalit, Janjati, and Conflict affected people

**Follow up suggestion:**

This is not a training program only for training sake. The ultimate success of this program will rest on the proficiency of the graduates of this training program in providing services in the community either by wage employment or by self-employment.

In other to assess the success of this program and collect feedbacks/inputs for the revision of the program, a schedule of follow up is suggested as follows:-

- First follow up: - Six months after the completion of the training program.
- Second follow up: - Six months after the completion of the first follow up.
- Follow up cycle: - In a cycle of one year after the completion of second follow up for five years.

**Certificate requirement:**

The related training institute will provide the certificate of “Tailor Master” to those individuals who successfully complete all the tasks with their related technical knowledge specified in this curriculum.

**Student Evaluation Details:**

- Continuous evaluation of the trainees’ performance is to be done by the related instructor/trainer to ensure the proficiency over each competency.
- Related technical knowledge learnt by the trainees will be evaluated through written or oral tests as per the nature of the content
- Trainees must secure minimum marks of 60% in an average of both theory and practical evaluations.

**Trainers’ Qualification:**

- Advance diploma in tailoring
- Experienced in the related field as a trainer
- Good communicative & instructional skills.

**Trainer – Trainees Ratio:**

- 1:10 for practical classes
- Depends on the nature of subject matter and class room situation for theory classes.

**Suggestion for instruction****Demonstrate task performance**

- Demonstrate task performance in normal speed
- Demonstrate slowly with verbal description of each and every steps in the sequence of activity flow of the task performance using question and answer techniques
- Repeat the above step for the clarification on trainees demand if necessary.
- Perform fast demonstration of the task performance.

**Provide trainees the opportunity to practice the task performance demonstrated.**

- Provide trainees to have guided practice:- create environment for practicing the demonstrated task performance and guide the trainees in each and every step of task performance
- Provide trainees the opportunity to repeat & re-repeat as per the need to be proficient on the given task performance
- Switch to another task demonstration if and only if the trainees developed proficiency in the given task performance

**Evaluation performance of the trainees/ student**

- Perform task analysis
- Develop a detail task performance check list
- Perform continuous performance evaluation of the trainees / students by applying the performance check list.

## **List of modules and sub modules**

**Module: 1: Tools, materials, and machines**

**Module: 2: Tailoring basics**

Sub module: 1: Inspection and designs

Sub Module: 2: Measurement

Sub Module: 3: Cutting

Sub Module: 4: Sewing

Sub Module: 5: Checking and finishing

**Module: 3: Ladies dresses**

**Module: 4: Gents dresses**

**Module: 5: Management**

**Module: 6: Common module**

## Details of modules and sub modules

<b>Module: 1: Tools, materials, and machines</b>						
	<b>Description:</b> It deals with the knowledge and skills related to the handling and care for tools, materials, and machines necessary for carrying out tailoring activities.					
	<b>Objectives:</b> After its completion the trainees will be able: <ul style="list-style-type: none"> <li>• To handle/ care for tools necessary for carrying out tailoring activities</li> <li>• To handle/ care for materials necessary for carrying out tailoring activities</li> <li>• To handle/ care for machines necessary for carrying out tailoring activities</li> </ul>					
	<b>Tasks:</b> To fulfill the objective the trainees are expected to get proficiency on the following tasks/skills/steps together with their related technical knowledge:					
	Th.(2 hrs) + Pr.(9 hrs) = Tot.(10 hrs)			Time( hrs )		
SN	Tasks or skills/ steps		Related technical knowledge	Th.	Pr.	Tot.
1.	<u>Handle sewing machine(single needle)</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify sewing machine(single needle) with its parts</li> <li>• List functions of each part of sewing machine(single needle)</li> <li>• Set sewing machine(single needle)</li> <li>• Handle sewing machine(single needle)</li> <li>• Operate sewing machine(single needle)</li> <li>• Care for sewing machine(single needle)</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Handling sewing machine(single needle):</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Identifying sewing machine(single needle)</li> <li>❖ Setting sewing machine(single needle)</li> <li>❖ Handling sewing machine(single needle)</li> <li>❖ Operating sewing machine(single needle)</li> <li>❖ Caring for sewing machine(single needle)</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	0.10	0.39	0.49
2.	<u>Handle needle and thread</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify needle and thread</li> <li>• List functions of needle and thread</li> <li>• Apply needle and thread</li> <li>• Handle needle and thread</li> <li>• Care for needle and thread</li> <li>• Take precautions</li> </ul>		<u>Handling needle and thread:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Identifying needle and thread</li> <li>❖ Listing functions of needle and thread</li> <li>❖ Applying needle and thread</li> </ul>	0.10	0.38	0.48



	<ul style="list-style-type: none"> <li>• Keep records</li> </ul>		<ul style="list-style-type: none"> <li>❖ Handling needle and thread</li> <li>❖ Caring for needle and thread</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
3.	<u>Handle inch tape</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify inch tape</li> <li>• List functions of inch tape</li> <li>• Read inch tape</li> <li>• Take measurements</li> <li>• Handle inch tape</li> <li>• Care for inch tape</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Handling inch tape:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Identifying inch tape</li> <li>❖ Listing functions of inch tape</li> <li>❖ Reading inch tape</li> <li>❖ Taking measurements</li> <li>❖ Handling inch tape</li> <li>❖ Caring for inch tape</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	0.05	0.39	0.44
4.	<u>Handle scale</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify scale</li> <li>• List functions of scale</li> <li>• Read scale</li> <li>• Take measurements</li> <li>• Apply scale</li> <li>• Handle scale</li> <li>• Care for scale</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Handling scale:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Identifying scale</li> <li>❖ Listing functions of scale</li> <li>❖ Reading scale</li> <li>❖ Taking measurements</li> <li>❖ Applying scale</li> <li>❖ Handling scale</li> <li>❖ Care for scale</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	0.05	0.38	0.43
5.	<u>Handle tailor chalk</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify tailor chalks</li> <li>• List functions of tailor chalks</li> <li>• Sharpen ( if necessary ) tailor chalks</li> <li>• Write measurements</li> <li>• Apply tailor chalks</li> <li>• Handle tailor chalks</li> <li>• Care for tailor chalks</li> </ul>		<u>Handling tailor chalk:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Identifying tailor chalks</li> <li>❖ Listing functions of tailor chalks</li> <li>❖ Sharpening ( if necessary ) tailor chalks</li> <li>❖ Writing measurements</li> <li>❖ Applying tailor chalks</li> </ul>	0.10	0.38	0.48

	<ul style="list-style-type: none"> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<ul style="list-style-type: none"> <li>❖ Handling tailor chalks</li> <li>❖ Caring for tailor chalks</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
6.	<u>Handle Lakkhu</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify Lakkhu</li> <li>• List functions of Lakkhu</li> <li>• Handle Lakkhu</li> <li>• Care for Lakkhu</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Handling Lakkhu:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Identifying Lakkhu</li> <li>❖ Listing functions of Lakkhu</li> <li>❖ Handling Lakkhu</li> <li>❖ Caring for Lakkhu</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	0.10	0.38	0.48
7.	<u>Handle needle fork</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify needle fork</li> <li>• List functions of needle fork</li> <li>• Apply needle fork</li> <li>• Handle needle fork</li> <li>• Care for needle fork</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Handling needle fork:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Identifying needle fork</li> <li>❖ Listing functions of needle fork</li> <li>❖ Applying needle fork</li> <li>❖ Handling needle fork</li> <li>❖ Caring for needle fork</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	0.10	0.38	0.48
8.	<u>Handle screw driver</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify screw driver</li> <li>• List functions of screw driver</li> <li>• Apply screw driver</li> <li>• Handle screw driver</li> <li>• Care for screw driver</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Handling screw driver:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Identifying screw driver</li> <li>❖ Listing functions of screw driver</li> <li>❖ Applying screw driver</li> <li>❖ Handling screw driver</li> <li>❖ Caring for screw driver</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	0.10	0.38	0.48
9.	<u>Handle opener</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify opener</li> </ul>		<u>Handling opener:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and</li> </ul>	0.10	0.38	0.48

	<ul style="list-style-type: none"> <li>• List functions of opener</li> <li>• Apply opener</li> <li>• Handle opener</li> <li>• Care for opener</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<ul style="list-style-type: none"> <li>• application</li> <li>❖ Identifying opener</li> <li>❖ Listing functions of opener</li> <li>❖ Apply opener</li> <li>❖ Handling opener</li> <li>❖ Caring for opener</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
10.	<u>Handle machine oil</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify machine oil</li> <li>• List functions of machine oil</li> <li>• Apply machine oil</li> <li>• Handle machine oil</li> <li>• Care for machine oil</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Handling machine oil:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Identifying machine oil</li> <li>❖ Listing functions of machine oil</li> <li>❖ Applying machine oil</li> <li>❖ Handling machine oil</li> <li>❖ Caring for machine oil</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	0.10	0.38	0.48
11.	<u>Handle scissors</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify scissors</li> <li>• List functions of scissors</li> <li>• Apply scissors</li> <li>• Handle scissors</li> <li>• Carry out cuttings</li> <li>• Care for scissors</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Handling scissors:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Identifying scissors</li> <li>❖ Listing functions of scissors</li> <li>❖ Applying scissors</li> <li>❖ Handling scissors</li> <li>❖ Carrying out cuttings</li> <li>❖ Caring for scissors</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	0.10	0.38	0.48
12.	<u>Handle irons</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify irons</li> <li>• List functions of irons</li> <li>• Apply irons</li> <li>• Handle irons</li> <li>• Care for irons</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Handling irons:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Identifying irons</li> <li>❖ Listing functions of irons</li> <li>❖ Applying irons</li> <li>❖ Handling irons</li> <li>❖ Caring for irons</li> </ul>	0.10	0.38	0.48

			<ul style="list-style-type: none"> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
13.	<u>Handle cutting table</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify cutting table</li> <li>• List functions of cutting table</li> <li>• Apply cutting table</li> <li>• Handle cutting table</li> <li>• Care for cutting table</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Handling cutting table:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Identifying cutting table</li> <li>❖ Listing functions of cutting table</li> <li>❖ Applying cutting table</li> <li>❖ Handling cutting table</li> <li>❖ Caring for cutting table</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	0.10	0.38	0.48
14.	<u>Handle iron board</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify iron board</li> <li>• List functions of iron board</li> <li>• Apply iron board</li> <li>• Handle iron board</li> <li>• Care for iron board</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Handling iron board:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Identifying iron board</li> <li>❖ Listing functions of iron board</li> <li>❖ Applying iron board</li> <li>❖ Handling iron board</li> <li>❖ Caring for iron board</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	0.10	0.38	0.48
15.	<u>Handle wrench</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify wrench</li> <li>• List functions of wrench</li> <li>• Apply wrench</li> <li>• Handle wrench</li> <li>• Care for wrench</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Handling wrench:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Identifying wrench</li> <li>❖ Listing functions of wrench</li> <li>❖ Applying wrench</li> <li>❖ Handling wrench</li> <li>❖ Caring for wrench</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	0.10	0.38	0.48
16.	<u>Handle over lock / interlock machine</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify over lock /</li> </ul>		<u>Handling over lock / interlock machine:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and</li> </ul>	0.10	0.38	0.48

	<p>interlock machine</p> <ul style="list-style-type: none"> <li>• Identify parts of over lock / interlock machine</li> <li>• List functions of over lock / interlock machine</li> <li>• Operate over lock / interlock machine</li> <li>• Handle over lock / interlock machine</li> <li>• Care for over lock / interlock machine</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<p>application</p> <ul style="list-style-type: none"> <li>❖ Identifying over lock / interlock machine</li> <li>❖ Identifying parts of over lock / interlock machine</li> <li>❖ Listing functions of over lock / interlock machine</li> <li>❖ Operating over lock / interlock machine</li> <li>❖ Handling over lock / interlock machine</li> <li>❖ Caring for over lock / interlock machine</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
17.	<p><u>Handle Pico machine</u></p> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify Pico machine</li> <li>• Identify parts of Pico machine</li> <li>• List functions of Pico machine</li> <li>• Operate Pico machine</li> <li>• Handle Pico machine</li> <li>• Care for Pico machine</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<p><u>Handling Pico machine:</u></p> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Identifying Pico machine</li> <li>❖ Identifying parts of Pico machine</li> <li>❖ Listing functions of Pico machine</li> <li>❖ Operating Pico machine</li> <li>❖ Handling Pico machine</li> <li>❖ Caring for Pico machine</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	0.10	0.38	0.48
18.	<p><u>Handle button machine</u></p> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify button machine</li> <li>• Identify parts of button machine</li> <li>• List functions of button machine</li> <li>• Operate button machine</li> <li>• Handle button machine</li> <li>• Care for button machine</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<p><u>Handling button machine:</u></p> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Identifying button machine</li> <li>❖ Identifying parts of button machine</li> <li>❖ Listing functions of button machine</li> <li>❖ Operating button machine</li> <li>❖ Handling button machine</li> <li>❖ Caring for button machine</li> <li>❖ Precautions to be taken</li> </ul>	0.10	0.38	0.48

			❖ Records keeping			
19.	<u>Handle elastic/ button / hook / zipper / lase</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify elastic/ button / hook / zipper / lase</li> <li>• List functions of elastic/ button / hook / zipper / lase</li> <li>• Apply elastic/ button / hook / zipper / lase</li> <li>• Handle elastic/ button / hook / zipper / lase</li> <li>• Care for elastic/ button / hook / zipper / lase</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Handling elastic/ button / hook / zipper / lase:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Identifying elastic/ button / hook / zipper / lase</li> <li>❖ Listing functions of elastic/ button / hook / zipper / lase</li> <li>❖ Applying elastic/ button / hook / zipper / lase</li> <li>❖ Handling elastic/ button / hook / zipper / lase</li> <li>❖ Caring for elastic/ button / hook / zipper / lase</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	0.10	0.38	0.48
20.	<u>Handle Bakram / pasting</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify Bakram / pasting</li> <li>• List functions of Bakram / pasting</li> <li>• Apply Bakram / pasting</li> <li>• Handle Bakram / pasting</li> <li>• Care for Bakram / pasting</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Handling Bakram / pasting:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Identifying Bakram / pasting</li> <li>❖ Listing functions of Bakram / pasting</li> <li>❖ Applying Bakram / pasting</li> <li>❖ Handling Bakram / pasting</li> <li>❖ Caring for Bakram / pasting</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	0.10	0.38	0.48
21.	<u>Care / maintain machines</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify types of machine used</li> <li>• Identify parts of each type of machine</li> <li>• List functions of each type of machine</li> </ul>		<u>Caring / maintaining machines:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Types of machine</li> <li>❖ Parts of each type of machine</li> </ul>	0.10	0.38	0.48

	<ul style="list-style-type: none"> <li>• Replace needles</li> <li>• Replace Belts</li> <li>• Clean machines</li> <li>• Maintain shuttles</li> <li>• Oil the machines</li> <li>• Tighten nuts/bolts</li> <li>• Adjust thread tension</li> </ul>		<ul style="list-style-type: none"> <li>❖ Functions of each type of machine</li> <li>❖ Replacing needles</li> <li>❖ Replacing Belts</li> <li>❖ Cleaning machines</li> <li>❖ Maintaining shuttles</li> <li>❖ Oiling the machines</li> <li>❖ Tightening nuts/bolts</li> <li>❖ Adjusting thread tension</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
			Total:	2	8	10
<b>Module: 2: Tailoring basics</b>						
	<b>Description:</b> It deals with common basic knowledge and skills related to tailoring activities such as inspecting, designing, measuring, cutting, stitching, checking, and finishing necessary for the preparation of various ladies and gents dresses as per the demands of clients.					
	<b>Objectives:</b> After its completion the trainees will be able: <ul style="list-style-type: none"> <li>• To inspect cloths</li> <li>• To Carry out designing of dresses</li> <li>• To Carry out measurements of various body parts/ cloth</li> <li>• To Carry out cutting of cloths</li> <li>• To carry out stitching of cloths</li> <li>• To carry out checking of clothes</li> <li>• To carry out finishing of clothes</li> </ul>					
	<b>Sub modules:</b> <ol style="list-style-type: none"> <li>1. Inspection and designs</li> <li>2. Measurement</li> <li>3. Cutting</li> <li>4. Sewing</li> <li>5. Checking and finishing</li> </ol>					
<b>Sub module: 1: Inspection and designs</b>						
	<b>Description:</b> It deals with common basic knowledge and skills related to tailoring activities such as inspecting and designing clothes necessary for the preparation of various ladies and gents dresses as per the demands of clients.					
	<b>Objectives:</b> After its completion the trainees will be able: <ul style="list-style-type: none"> <li>• To inspect cloths</li> <li>• To Carry out designing of dresses</li> </ul>					
	<b>Tasks:</b> To fulfill the objective the trainees are expected to get proficiency on the following tasks/skills/steps together with their related technical knowledge:					
	Th.(8 hrs) + Pr.(40 hrs) = Tot.(48 hrs)			Time( hrs )		
SN	Tasks or skills/ steps		Related technical knowledge	Th.	Pr.	Tot.
	<b>Inspection:</b>		<b>Inspection:</b>	0	0	0

1.	<u>Identify types of cloth</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Classify cloths</li> <li>• List features of each class/type of cloth</li> <li>• Enlist uses of each class/type of cloth</li> <li>• Identify each class/type of cloth</li> <li>• Handle each class/type of cloth</li> <li>• Care for each class/type of cloth</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Identifying types of cloth :</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Classifying cloths</li> <li>❖ Listing features of each class/type of cloth</li> <li>❖ Enlisting uses of each class/type of cloth</li> <li>❖ Identifying each class/type of cloth</li> <li>❖ Handling each class/type of cloth</li> <li>❖ Caring for each class/type of cloth</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	0.25	1.25	1.5
2.	<u>Inspect quality of each type of cloth</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• List type of cloths</li> <li>• Identify each type of cloth</li> <li>• List quality of each type of cloth</li> <li>• Inspect quality of each type of cloth</li> <li>• Note inspection results</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Inspecting quality of each type of cloth:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Listing type of cloths</li> <li>❖ Identify each type of cloth</li> <li>❖ Listing quality of each type of cloth</li> <li>❖ Inspecting quality of each type of cloth</li> <li>❖ Noting inspection results</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	0.25	1.25	1.5
3.	<u>Inspect cloth for damages</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Take cloths</li> <li>• Observe / inspect the cloths</li> <li>• Find out damages (if present)</li> <li>• Note inspection results</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Inspecting cloth for damages:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Observing / inspecting the cloths</li> <li>❖ Finding out damages (if present)</li> <li>❖ Noting inspection results</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	0.25	1.25	1.5



4.	<u>Inspect print (Butta) of the cloth</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Take cloths</li> <li>• Observe / inspect print (Butta) of the cloth</li> <li>• Note inspection results</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Inspecting print(Butta) of the cloth:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Observing / inspecting print (Butta) of the cloth</li> <li>❖ Types of print (Butta) of the cloth</li> <li>❖ Noting inspection results</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	0.25	1.25	1.5
5.	<u>Check breadth of the cloth</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Take cloths</li> <li>• Observe / inspect breadth of the cloth</li> <li>• Check breadth of the cloth</li> <li>• Measure breadth of the cloth</li> <li>• Note checking results</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Checking breadth of the cloth:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Observing / inspecting breadth of the cloth</li> <li>❖ Checking breadth of the cloth</li> <li>❖ Measuring breadth of the cloth</li> <li>❖ Noting checking results</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	0.25	1.25	1.5
6.	<u>Inspect color of the cloth</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Take cloths</li> <li>• Observe / inspect color of the cloth</li> <li>• Note inspection results</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Inspecting color of the cloth:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Color types</li> <li>❖ Observing / inspecting color of the cloth</li> <li>❖ Noting inspection results</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	0.25	1.25	1.5
	<b><u>Designing:</u></b>		<b><u>Designing:</u></b>	0	0	0
7.	<u>Perform Panjabi designing</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Obtain Panjabi design</li> <li>• Study Panjabi design</li> <li>• Analyze Panjabi design</li> </ul>		<u>Performing Panjabi designing:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> </ul>	0.25	1.25	1.5

	<ul style="list-style-type: none"> <li>Identify Panjabi design</li> <li>Prepare for Panjabi designing</li> <li>Be prepared for Panjabi designing</li> <li>Carry out Panjabi designing</li> <li>Take precautions</li> <li>Keep records</li> </ul>		<ul style="list-style-type: none"> <li>❖ Procedural steps</li> <li>❖ Identifying Panjabi design</li> <li>❖ Preparing for Panjabi designing</li> <li>❖ Being prepared for Panjabi designing</li> <li>❖ Carrying out Panjabi designing</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
8.	<u>Perform Patiala designing</u> <ul style="list-style-type: none"> <li>Receive instruction</li> <li>Obtain Patiala design</li> <li>Study Patiala design</li> <li>Analyze Patiala design</li> <li>Identify Patiala design</li> <li>Prepare for Patiala designing</li> <li>Be prepared for Patiala designing</li> <li>Carry out Patiala designing</li> <li>Take precautions</li> <li>Keep records</li> </ul>		<u>Performing Patiala designing:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Identifying Patiala design</li> <li>❖ Preparing for Patiala designing</li> <li>❖ Being prepared for Patiala designing</li> <li>❖ Carrying out Patiala designing</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	0.25	1.25	1.5
9.	<u>Perform Chuddidar designing</u> <ul style="list-style-type: none"> <li>Receive instruction</li> <li>Obtain Chuddidar design</li> <li>Study Chuddidar design</li> <li>Analyze Chuddidar design</li> <li>Identify Chuddidar design</li> <li>Prepare for Chuddidar designing</li> <li>Be prepared for Chuddidar designing</li> <li>Carry out Chuddidar designing</li> <li>Take precautions</li> <li>Keep records</li> </ul>		<u>Performing Chuddidar designing:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Identifying Chuddidar design</li> <li>❖ Preparing for Chuddidar designing</li> <li>❖ Being prepared for Chuddidar designing</li> <li>❖ Carrying out Chuddidar designing</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	0.25	1.25	1.5
10.	<u>Perform Belly designing</u>		<u>Performing Belly designing:</u>	0.25	1.25	1.5

	<ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Obtain Belly design</li> <li>• Study Belly design</li> <li>• Analyze Belly design</li> <li>• Identify Belly design</li> <li>• Prepare for Belly designing</li> <li>• Be prepared for Belly designing</li> <li>• Carry out Belly designing</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Identifying Belly design</li> <li>❖ Preparing for Belly designing</li> <li>❖ Being prepared for Belly designing</li> <li>❖ Carrying out Belly designing</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
11.	<u>Perform Umbrella designing</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Obtain Umbrella design</li> <li>• Study Umbrella design</li> <li>• Analyze Umbrella design</li> <li>• Identify Umbrella design</li> <li>• Prepare for Umbrella designing</li> <li>• Be prepared for Umbrella designing</li> <li>• Carry out Umbrella designing</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Performing Umbrella designing:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Identifying Umbrella design</li> <li>❖ Preparing for Umbrella designing</li> <li>❖ Being prepared for Umbrella designing</li> <li>❖ Carrying out Umbrella designing</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	0.25	1.25	1.5
12.	<u>Perform Choli style designing</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Obtain Choli style design</li> <li>• Study Choli style design</li> <li>• Analyze Choli style design</li> <li>• Identify Choli style design</li> <li>• Prepare for Choli style designing</li> <li>• Be prepared for Choli style designing</li> <li>• Carry out Choli style</li> </ul>		<u>Performing Choli style designing:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Identifying Choli style design</li> <li>❖ Preparing for Choli style designing</li> <li>❖ Being prepared for Choli style designing</li> <li>❖ Carrying out Choli style designing</li> </ul>	0.25	1.25	1.5

	designing <ul style="list-style-type: none"> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<ul style="list-style-type: none"> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
13.	<u>Perform Baggy designing</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Obtain Baggy design</li> <li>• Study Baggy design</li> <li>• Analyze Baggy design</li> <li>• Identify Baggy design</li> <li>• Prepare for Baggy designing</li> <li>• Be prepared for Baggy designing</li> <li>• Carry out Baggy designing</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Performing Baggy designing:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Identifying Baggy design</li> <li>❖ Preparing for Baggy designing</li> <li>❖ Being prepared for Baggy designing</li> <li>❖ Carrying out Baggy designing</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	0.25	1.25	1.5
14.	<u>Perform Ridima kurta designing</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Obtain Ridima kurta design</li> <li>• Study Ridima kurta design</li> <li>• Analyze Ridima kurta design</li> <li>• Identify Ridima kurta design</li> <li>• Prepare for Ridima kurta designing</li> <li>• Be prepared for Ridima kurta designing</li> <li>• Carry out Ridima kurta designing</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Performing Ridima kurta designing:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Identifying Ridima kurta design</li> <li>❖ Preparing for Ridima kurta designing</li> <li>❖ Being prepared for Ridima kurta designing</li> <li>❖ Carrying out Ridima kurta designing</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	0.25	1.25	1.5
15.	<u>Perform Hippop designing</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Obtain Hippop design</li> <li>• Study Hippop design</li> <li>• Analyze Hippop design</li> <li>• Identify Hippop design</li> </ul>		<u>Performing Hippop designing:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Identifying Hippop</li> </ul>	0.25	1.25	1.5

	<ul style="list-style-type: none"> <li>• Prepare for Hippop designing</li> <li>• Be prepared for Hippop designing</li> <li>• Carry out Hippop designing</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<p>design</p> <ul style="list-style-type: none"> <li>❖ Preparing for Hippop designing</li> <li>❖ Being prepared for Hippop designing</li> <li>❖ Carrying out Hippop designing</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
16.	<p><u>Perform Lenga designing</u></p> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Obtain Lenga design</li> <li>• Study Lenga design</li> <li>• Analyze Lenga design</li> <li>• Identify Lenga design</li> <li>• Prepare for Lenga designing</li> <li>• Be prepared for Lenga designing</li> <li>• Carry out Lenga designing</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<p><u>Performing Lenga designing:</u></p> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Identifying Lenga design</li> <li>❖ Preparing for Lenga designing</li> <li>❖ Being prepared for Lenga designing</li> <li>❖ Carrying out Lenga designing</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	0.25	1.25	1.5
17.	<p><u>Perform Flair designing</u></p> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Obtain Flair design</li> <li>• Study Flair design</li> <li>• Analyze Flair design</li> <li>• Identify Flair design</li> <li>• Prepare for Flair designing</li> <li>• Be prepared for Flair designing</li> <li>• Carry out Flair designing</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<p><u>Performing Flair designing:</u></p> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Identifying Flair design</li> <li>❖ Preparing for Flair designing</li> <li>❖ Being prepared for Flair designing</li> <li>❖ Carrying out Flair designing</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	0.25	1.25	1.5
18.	<p><u>Perform semi tight middy designing</u></p> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Obtain semi tight middy design</li> <li>• Study semi tight middy</li> </ul>		<p><u>Performing semi tight middy designing:</u></p> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> </ul>	0.25	1.25	1.5

	<p>design</p> <ul style="list-style-type: none"> <li>Analyze semi tight middy design</li> <li>Identify semi tight middy design</li> <li>Prepare for semi tight middy designing</li> <li>Be prepared for semi tight middy designing</li> <li>Carry out semi tight middy designing</li> <li>Take precautions</li> <li>Keep records</li> </ul>		<ul style="list-style-type: none"> <li>❖ Identifying semi tight middy design</li> <li>❖ Preparing for semi tight middy designing</li> <li>❖ Being prepared for semi tight middy designing</li> <li>❖ Carrying out semi tight middy designing</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
19.	<p><u>Perform Mermaid middy designing</u></p> <ul style="list-style-type: none"> <li>Receive instruction</li> <li>Obtain Mermaid middy design</li> <li>Study Mermaid middy design</li> <li>Analyze Mermaid middy design</li> <li>Identify Mermaid middy design</li> <li>Prepare for Mermaid middy designing</li> <li>Be prepared for Mermaid middy designing</li> <li>Carry out Mermaid middy designing</li> <li>Take precautions</li> <li>Keep records</li> </ul>		<p><u>Performing Mermaid middy designing:</u></p> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Identifying Mermaid middy design</li> <li>❖ Preparing for Mermaid middy designing</li> <li>❖ Being prepared for Mermaid middy designing</li> <li>❖ Carrying out Mermaid middy designing</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	0.25	1.25	1.5
20.	<p><u>Perform Box plate middy designing</u></p> <ul style="list-style-type: none"> <li>Receive instruction</li> <li>Obtain Box plate middy design</li> <li>Study Box plate middy design</li> <li>Analyze Box plate middy design</li> <li>Identify Box plate middy design</li> <li>Prepare for Box plate middy designing</li> </ul>		<p><u>Performing Box plate middy designing:</u></p> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Identifying Box plate middy design</li> <li>❖ Preparing for Box plate middy designing</li> <li>❖ Being prepared for Box plate middy designing</li> <li>❖ Carrying out Box plate</li> </ul>	0.25	1.25	1.5

	<ul style="list-style-type: none"> <li>• Be prepared for Box plate midly designing</li> <li>• Carry out Box plate midly designing</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<ul style="list-style-type: none"> <li>• midly designing</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
21.	<u>Perform Gaun designing</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Obtain Gaun design</li> <li>• Study Gaun design</li> <li>• Analyze Gaun design</li> <li>• Identify Gaun design</li> <li>• Prepare for Gaun designing</li> <li>• Be prepared for Gaun designing</li> <li>• Carry out Gaun designing</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Performing Gaun designing:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Identifying Gaun design</li> <li>❖ Preparing for Gaun designing</li> <li>❖ Being prepared for Gaun designing</li> <li>❖ Carrying out Gaun designing</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	0.25	1.25	1.5
22.	<u>Perform Waist coat designing</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Obtain Waist coat design</li> <li>• Study Waist coat design</li> <li>• Analyze Waist coat design</li> <li>• Identify Waist coat design</li> <li>• Prepare for Waist coat designing</li> <li>• Be prepared for Waist coat designing</li> <li>• Carry out Waist coat designing</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Performing Waist coat designing:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Identifying Waist coat design</li> <li>❖ Preparing for Waist coat designing</li> <li>❖ Being prepared for Waist coat designing</li> <li>❖ Carrying out Waist coat designing</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	0.25	1.25	1.5
23.	<u>Perform Baule Bhoto designing</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Obtain Baule Bhoto design</li> <li>• Study Baule Bhoto design</li> <li>• Analyze Baule Bhoto design</li> </ul>		<u>Performing Baule Bhoto designing:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Identifying Baule Bhoto design</li> </ul>	0.25	1.25	1.5

	<ul style="list-style-type: none"> <li>• Identify Baule Bhoto design</li> <li>• Prepare for Baule Bhoto designing</li> <li>• Be prepared for Baule Bhoto designing</li> <li>• Carry out Baule Bhoto designing</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<ul style="list-style-type: none"> <li>❖ Preparing for Baule Bhoto designing</li> <li>❖ Being prepared for Baule Bhoto designing</li> <li>❖ Carrying out Baule Bhoto designing</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
24.	<u>Perform A-one Frock designing</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Obtain A-one Frock design</li> <li>• Study A-one Frock design</li> <li>• Analyze A-one Frock design</li> <li>• Identify A-one Frock design</li> <li>• Prepare for A-one Frock designing</li> <li>• Be prepared for A-one Frock designing</li> <li>• Carry out A-one Frock designing</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Performing A-one Frock designing:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Identifying A-one Frock design</li> <li>❖ Preparing for A-one Frock designing</li> <li>❖ Being prepared for A-one Frock designing</li> <li>❖ Carrying out A-one Frock designing</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	0.25	1.25	1.5
25.	<u>Perform Topi designing</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Obtain Topi design</li> <li>• Study Topi design</li> <li>• Analyze Topi design</li> <li>• Identify Topi design</li> <li>• Prepare for Topi designing</li> <li>• Be prepared for Topi designing</li> <li>• Carry out Topi designing</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Performing Topi designing:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Identifying Topi design</li> <li>❖ Preparing for Topi designing</li> <li>❖ Being prepared for Topi designing</li> <li>❖ Carrying out Topi designing</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	0.25	1.25	1.5
26.	<u>Perform Babby frock</u>		<u>Performing Babby frock</u>	0.25	1.25	1.5



	<u>designing</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Obtain Babby frock design</li> <li>• Study Babby frock design</li> <li>• Analyze Babby frock design</li> <li>• Identify Babby frock design</li> <li>• Prepare for Babby frock designing</li> <li>• Be prepared for Babby frock designing</li> <li>• Carry out Babby frock designing</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>designing:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Identifying Babby frock design</li> <li>❖ Preparing for Babby frock designing</li> <li>❖ Being prepared for Babby frock designing</li> <li>❖ Carrying out Babby frock designing</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
27.	<u>Perform Chinese neck style designing</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Obtain Chinese neck style design</li> <li>• Study Chinese neck style design</li> <li>• Analyze Chinese neck style design</li> <li>• Identify Chinese neck style design</li> <li>• Prepare for Chinese neck style designing</li> <li>• Be prepared for Chinese neck style designing</li> <li>• Carry out Chinese neck style designing</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Performing Chinese neck style designing:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Identifying Chinese neck style design</li> <li>❖ Preparing for Chinese neck style designing</li> <li>❖ Being prepared for Chinese neck style designing</li> <li>❖ Carrying out Chinese neck style designing</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	0.25	1.25	1.5
28.	<u>Perform Kaptan style designing</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Obtain Kaptan style design</li> <li>• Study Kaptan style design</li> <li>• Analyze Kaptan style design</li> <li>• Identify Kaptan style</li> </ul>		<u>Performing Kaptan style designing:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Identifying Kaptan style design</li> <li>❖ Preparing for Kaptan</li> </ul>	0.25	1.25	1.5

	<p>design</p> <ul style="list-style-type: none"> <li>• Prepare for Kaptan style designing</li> <li>• Be prepared for Kaptan style designing</li> <li>• Carry out Kaptan style designing</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<p>style designing</p> <ul style="list-style-type: none"> <li>❖ Being prepared for Kaptan style designing</li> <li>❖ Carrying out Kaptan style designing</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
29.	<p><u>Perform Tunic designing</u></p> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Obtain Tunic design</li> <li>• Study Tunic design</li> <li>• Analyze Tunic design</li> <li>• Identify Tunic design</li> <li>• Prepare for Tunic designing</li> <li>• Be prepared for Tunic designing</li> <li>• Carry out Tunic designing</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<p><u>Performing Tunic designing:</u></p> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Identifying Tunic design</li> <li>❖ Preparing for Tunic designing</li> <li>❖ Being prepared for Tunic designing</li> <li>❖ Carrying out Tunic designing</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	0.25	1.25	1.5
30.	<p><u>Perform Bakkhu designing</u></p> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Obtain Bakkhu design</li> <li>• Study Bakkhu design</li> <li>• Analyze Bakkhu design</li> <li>• Identify Bakkhu design</li> <li>• Prepare for Bakkhu designing</li> <li>• Be prepared for Bakkhu designing</li> <li>• Carry out Bakkhu designing</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<p><u>Performing Bakkhu designing:</u></p> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Identifying Bakkhu design</li> <li>❖ Preparing for Bakkhu designing</li> <li>❖ Being prepared for Bakkhu designing</li> <li>❖ Carrying out Bakkhu designing</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	0.25	1.25	1.5
31.	<p><u>Perform Daura Suruwal designing</u></p> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Obtain Daura Suruwal design</li> </ul>		<p><u>Performing Daura Suruwal designing:</u></p> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> </ul>	0.25	1.25	1.5

	<ul style="list-style-type: none"> <li>• Study Daura Suruwal design</li> <li>• Analyze Daura Suruwal design</li> <li>• Identify Daura Suruwal design</li> <li>• Prepare for Daura Suruwal designing</li> <li>• Be prepared for Daura Suruwal designing</li> <li>• Carry out Daura Suruwal designing</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<ul style="list-style-type: none"> <li>❖ Procedural steps</li> <li>❖ Identifying Daura Suruwal design</li> <li>❖ Preparing for Daura Suruwal designing</li> <li>❖ Being prepared for Daura Suruwal designing</li> <li>❖ Carrying out Daura Suruwal designing</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
32.	<u>Read / interpret design catalogue</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Obtain design catalogue</li> <li>• Study design catalogue</li> <li>• Analyze design catalogue</li> <li>• Identify design catalogue</li> <li>• Read / interpret design catalogues</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Reading / interpreting design catalogue:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Identifying design catalogue</li> <li>❖ Reading / interpreting design catalogues</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	0.25	1.25	1.5
			Total:	8	40	48
<b>Sub module: 2: Measurement</b>						
<b>Description:</b> It deals with common basic knowledge and skills related to measurements of the body parts of clients necessary for the preparation of various ladies and gents dresses as per the demands of the clients.						
<b>Objectives:</b> After its completion the trainees will be able: <ul style="list-style-type: none"> <li>• To identify body parts to be measure</li> <li>• To measure the body parts of the client necessary for the preparation of dresses / clothes as per the need/demand of the client</li> </ul>						
<b>Tasks:</b> To fulfill the objective the trainees are expected to get proficiency on the following tasks/skills/steps together with their related technical knowledge:						
Th.(2 hrs) + Pr.(12 hrs) = Tot.(14 hrs)				Time( hrs )		
SN	Tasks or skills/ steps		Related technical knowledge	Th.	Pr.	Tot.
1.	<u>Perform chest measurement</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Ask client to be prepared for taking chest</li> </ul>		<u>Performing chest measurement:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and</li> </ul>	0.15	1.0	1.15

	<p>measurement</p> <ul style="list-style-type: none"> <li>• Take inch tape</li> <li>• Identify the body part (chest) to be measured</li> <li>• Identify types of measurements to be taken for chest measurement</li> <li>• Keep the client in position for taking the measurement</li> <li>• Take chest measurement(s) of the client</li> <li>• Note the measurements</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<p>application</p> <ul style="list-style-type: none"> <li>❖ How to measure/procedural steps</li> <li>❖ Asking client to be prepared for taking chest measurement</li> <li>❖ Taking inch tape</li> <li>❖ Identifying the body part (chest) to be measured</li> <li>❖ Identifying types of measurements to be taken for chest measurement</li> <li>❖ Keeping the client in position for taking the measurement</li> <li>❖ Taking chest measurement(s) of the client</li> <li>❖ Noting the measurements</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
2.	<p><u>Perform shoulder measurement</u></p> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Ask client to be prepared for taking <b>shoulder</b> measurement</li> <li>• Take inch tape</li> <li>• Identify the body part (<b>shoulder</b>) to be measured</li> <li>• Identify types of measurements to be taken for <b>shoulder</b> measurement</li> <li>• Keep the client in position for taking the measurement</li> <li>• Take <b>shoulder</b> measurement(s) of the client</li> <li>• Note the measurements</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<p><u>Performing shoulder measurement:</u></p> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ How to measure/procedural steps</li> <li>❖ Asking client to be prepared for taking shoulder measurement</li> <li>❖ Taking inch tape</li> <li>❖ Identifying the body part (shoulder) to be measured</li> <li>❖ Identifying types of measurements to be taken for shoulder measurement</li> <li>❖ Keeping the client in position for taking the measurement</li> <li>❖ Taking shoulder measurement(s) of the client</li> <li>❖ Noting the measurements</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	0.16	0.5	0.66

3.	<u>Perform length measurement</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Ask client to be prepared for taking length measurement</li> <li>• Take inch tape</li> <li>• Identify the body part to be measured</li> <li>• Keep the client in position for taking the measurement</li> <li>• Take length measurement(s) of the client</li> <li>• Note the measurements</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>	<u>Performing length waist measurement:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ How to measure/procedural steps</li> <li>❖ Asking client to be prepared for taking length measurement</li> <li>❖ Taking inch tape</li> <li>❖ Identifying the body part to be measured</li> <li>❖ Keeping the client in position for taking the measurement</li> <li>❖ Taking length measurement(s) of the client</li> <li>❖ Noting the measurements</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	0.16	0.5	0.66
4.	<u>Perform waist measurement</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Ask client to be prepared for taking waist measurement</li> <li>• Take inch tape</li> <li>• Identify the body part (waist) to be measured</li> <li>• Identify types of measurements to be taken for waist measurement</li> <li>• Keep the client in position for taking the measurement</li> <li>• Take waist measurement(s) of the client</li> <li>• Note the measurements</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>	<u>Performing waist measurement:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ How to measure/procedural steps</li> <li>❖ Asking client to be prepared for taking waist measurement</li> <li>❖ Taking inch tape</li> <li>❖ Identifying the body part (waist) to be measured</li> <li>❖ Identifying types of measurements to be taken for waist measurement</li> <li>❖ Keeping the client in position for taking the measurement</li> <li>❖ Taking waist measurement(s) of the client</li> <li>❖ Noting the measurements</li> </ul>	0.16	1.0	1.16

			<ul style="list-style-type: none"> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
5.	<u>Measure neck to waist</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Ask client to be prepared for taking <b>neck to waist</b> measurement</li> <li>• Take inch tape</li> <li>• Identify the body part (<b>neck to waist</b>) to be measured</li> <li>• Identify types of measurements to be taken for <b>neck to waist</b> measurement</li> <li>• Keep the client in position for taking the measurement</li> <li>• Take <b>neck to waist</b> measurement(s) of the client</li> <li>• Note the measurements</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Measuring neck to waist:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ How to measure/procedural steps</li> <li>❖ Asking client to be prepared for taking neck to waist measurement</li> <li>❖ Taking inch tape</li> <li>❖ Identifying the body part (neck to waist) to be measured</li> <li>❖ Identifying types of measurements to be taken for neck to waist measurement</li> <li>❖ Keeping the client in position for taking the measurement</li> <li>❖ Taking neck to waist measurement(s) of the client</li> <li>❖ Noting the measurements</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	0.16	1.0	1.16
6.	<u>Perform neck measurement</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Ask client to be prepared for taking <b>neck</b> measurement</li> <li>• Take inch tape</li> <li>• Identify the body part (<b>neck</b>) to be measured</li> <li>• Identify types of measurements to be taken for <b>neck</b> measurement</li> <li>• Keep the client in position for taking the measurement</li> <li>• Take <b>neck</b> measurement(s) of the client</li> </ul>		<u>Performing neck measurement:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ How to measure/procedural steps</li> <li>❖ Asking client to be prepared for taking neck measurement</li> <li>❖ Taking inch tape</li> <li>❖ Identifying the body part (neck) to be measured</li> <li>❖ Identifying types of measurements to be taken for neck measurement</li> <li>❖ Keeping the client in</li> </ul>	0.16	1.0	1.16

	<ul style="list-style-type: none"> <li>• Note the measurements</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<p>position for taking the measurement</p> <ul style="list-style-type: none"> <li>❖ Taking neck measurement(s) of the client</li> <li>❖ Noting the measurements</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
7.	<p><u>Measure neck/waist/cheek lines</u></p> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Ask client to be prepared for taking <b>neck / waist/ cheek lines</b> measurement</li> <li>• Take inch tape</li> <li>• Identify the body part (<b>neck / waist/ cheek</b>) to be measured</li> <li>• Identify types of measurements to be taken for neck / waist/ cheek lines measurement</li> <li>• Keep the client in position for taking the measurement</li> <li>• Take neck / waist/ cheek lines measurement(s) of the client</li> <li>• Note the measurements</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<p><u>Measuring neck/waist/cheek lines:</u></p> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ How to measure/procedural steps</li> <li>❖ Asking client to be prepared for taking neck / waist/ cheek lines measurement</li> <li>❖ Taking inch tape</li> <li>❖ Identifying the body part (neck / waist/ cheek ) to be measured</li> <li>❖ Identifying types of measurements to be taken for neck / waist/ cheek lines measurement</li> <li>❖ Keeping the client in position for taking the measurement</li> <li>❖ Taking neck / waist/ cheek lines measurement(s) of the client</li> <li>❖ Noting the measurements</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	0.15	1.0	1.15
8.	<p><u>Perform measurement of sleeve length</u></p> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Ask client to be prepared for taking sleeve length measurement</li> <li>• Take inch tape</li> <li>• Identify the body part (<b>sleeve length</b>) to be</li> </ul>		<p><u>Performing measurement of sleeve length:</u></p> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Asking client to be prepared for taking sleeve length measurement</li> <li>❖ Taking inch tape</li> </ul>	0.15	1.0	1.15

	<p>measured</p> <ul style="list-style-type: none"> <li>Identify types of measurements to be taken for <b>sleeve length</b> measurement</li> <li>Keep the client in position for taking the measurement</li> <li>Take <b>sleeve length</b> measurement(s) of the client</li> <li>Note the measurements</li> <li>Take precautions</li> <li>Keep records</li> </ul>		<ul style="list-style-type: none"> <li>Identifying the body part (sleeve length) to be measured</li> <li>Identifying types of measurements to be taken for sleeve length measurement</li> <li>Keeping the client in position for taking the measurement</li> <li>Taking sleeve length measurement(s) of the client</li> <li>Noting the measurements</li> <li>Precautions to be taken</li> <li>Records keeping</li> </ul>			
9.	<p><u>Perform head measurement</u></p> <ul style="list-style-type: none"> <li>Receive instruction</li> <li>Ask client to be prepared for taking <b>head</b> measurement</li> <li>Take inch tape</li> <li>Identify the body part (head) to be measured</li> <li>Identify types of measurements to be taken for <b>head</b> measurement</li> <li>Keep the client in position for taking the measurement</li> <li>Take <b>head</b> measurement(s) of the client</li> <li>Note the measurements</li> <li>Take precautions</li> <li>Keep records</li> </ul>		<p><u>Performing head measurement:</u></p> <ul style="list-style-type: none"> <li>Concept, need, importance, and application</li> <li>How to measure/procedural steps</li> <li>Asking client to be prepared for taking head measurement</li> <li>Taking inch tape</li> <li>Identifying the body part (head) to be measured</li> <li>Identifying types of measurements to be taken for head measurement</li> <li>Keeping the client in position for taking the measurement</li> <li>Taking head measurement(s) of the client</li> <li>Noting the measurements</li> <li>Precautions to be taken</li> <li>Records keeping</li> </ul>	0.15	1.0	1.15
10.	<p><u>Perform hip measurement</u></p> <ul style="list-style-type: none"> <li>Receive instruction</li> <li>Ask client to be prepared for taking <b>hip</b></li> </ul>		<p><u>Performing hip measurement:</u></p> <ul style="list-style-type: none"> <li>Concept, need, importance, and application</li> </ul>	0.15	1.0	1.15



	<p>measurement</p> <ul style="list-style-type: none"> <li>• Take inch tape</li> <li>• Identify the body part (hip) to be measured</li> <li>• Identify types of measurements to be taken for hip measurement</li> <li>• Keep the client in position for taking the measurement</li> <li>• Take <b>hip</b> measurement(s) of the client</li> <li>• Note the measurements</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<ul style="list-style-type: none"> <li>❖ How to measure/procedural steps</li> <li>❖ Asking client to be prepared for taking hip measurement</li> <li>❖ Taking inch tape</li> <li>❖ Identifying the body part (hip) to be measured</li> <li>❖ Identifying types of measurements to be taken for hip measurement</li> <li>❖ Keeping the client in position for taking the measurement</li> <li>❖ Taking hip measurement(s) of the client</li> <li>❖ Noting the measurements</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
11.	<p><u>Perform knee measurement</u></p> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Ask client to be prepared for taking <b>knee</b> measurement</li> <li>• Take inch tape</li> <li>• Identify the body part (<b>knee</b>) to be measured</li> <li>• Identify types of measurements to be taken for knee measurement</li> <li>• Keep the client in position for taking the measurement</li> <li>• Take <b>knee</b> measurement(s) of the client</li> <li>• Note the measurements</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<p><u>Performing knee measurement:</u></p> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ How to measure/procedural steps</li> <li>❖ Asking client to be prepared for taking knee measurement</li> <li>❖ Taking inch tape</li> <li>❖ Identifying the body part (knee) to be measured</li> <li>❖ Identifying types of measurements to be taken for knee measurement</li> <li>❖ Keeping the client in position for taking the measurement</li> <li>❖ Taking knee measurement(s) of the client</li> <li>❖ Noting the measurements</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	0.15	1.0	1.15
12.	<p><u>Perform sheet/ high</u></p>		<p><u>Performing sheet/ high</u></p>	0.15	1.0	1.15

	<u>measurement</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Ask client to be prepared for taking <b>sheet/ high</b> measurement</li> <li>• Take inch tape</li> <li>• Identify the body part (sheet/ <b>high</b>) to be measured</li> <li>• Identify types of measurements to be taken for sheet/ high measurement</li> <li>• Keep the client in position for taking the measurement</li> <li>• Take sheet/ high measurement(s) of the client</li> <li>• Note the measurements</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>measurement:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ How to measure/procedural steps</li> <li>❖ Asking client to be prepared for taking sheet/ high measurement</li> <li>❖ Taking inch tape</li> <li>❖ Identifying the body part (sheet/ high) to be measured</li> <li>❖ Identifying types of measurements to be taken for sheet/ high measurement</li> <li>❖ Keeping the client in position for taking the measurement</li> <li>❖ Taking sheet/ high measurement(s) of the client</li> <li>❖ Noting the measurements</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
13.	<u>Perform bottom measurement</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Ask client to be prepared for taking bottom measurement</li> <li>• Take inch tape</li> <li>• Identify the body part (bottom) to be measured</li> <li>• Identify types of measurements to be taken for bottom measurement</li> <li>• Keep the client in position for taking the measurement</li> <li>• Take bottom measurement(s) of the client</li> <li>• Note the measurements</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Performing bottom measurement:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ How to measure/procedural steps</li> <li>❖ Asking client to be prepared for taking bottom measurement</li> <li>❖ Taking inch tape</li> <li>❖ Identify the body part (bottom) to be measured</li> <li>❖ Identifying types of measurements to be taken for bottom measurement</li> <li>❖ Keeping the client in position for taking the measurement</li> <li>❖ Taking bottom</li> </ul>	0.15	1.0	1.15

			measurement(s) of the client ❖ Noting the measurements ❖ Precautions to be taken ❖ Records keeping			
			Total:	2	12	14
<b>Sub module: 3: Cutting</b>						
<b>Description:</b> It deals with common basic knowledge and skills related to cuttings of cloth necessary for the preparation of various ladies and gents dresses as per the demands of the clients.						
<b>Objectives:</b> After its completion the trainees will be able: <ul style="list-style-type: none"> <li>• To identify various types of cuttings</li> <li>• To carry out various types of cuttings necessary for the preparation of dresses / clothes of various designs and styles</li> </ul>						
<b>Tasks:</b> To fulfill the objective the trainees are expected to get proficiency on the following tasks/skills/steps together with their related technical knowledge:						
Th.(12 hrs) + Pr.(48 hrs) = Tot.(60 hrs)				Time( hrs )		
SN	Tasks or skills/ steps		Related technical knowledge	Th.	Pr.	Tot.
1.	<u>Identify types of cuttings</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Enlist types of cuttings</li> <li>• Identify types of cuttings</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Identifying types of cuttings:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Enlisting types of cuttings</li> <li>❖ Identifying types of cuttings</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	1	4	5
2.	<u>Perform straight cutting</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify straight cutting</li> <li>• Take cloths to be straight cut</li> <li>• Prepare for straight cutting</li> <li>• Be prepared for straight cutting</li> <li>• Carry out straight cutting</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Performing straight cutting:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps for this type of cutting</li> <li>❖ Identifying straight cutting</li> <li>❖ Taking cloths to be straight cut</li> <li>❖ Preparing for straight cutting</li> <li>❖ Being prepared for straight cutting</li> <li>❖ Carrying out straight cutting</li> <li>❖ Precautions to be taken</li> </ul>	1	4	5

			❖ Records keeping			
3.	<u>Perform square cutting</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify square cutting</li> <li>• Take cloths to be square cut</li> <li>• Prepare for square cutting</li> <li>• Be prepared for square cutting</li> <li>• Carry out square cutting</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Performing square cutting:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps for this type of cutting</li> <li>❖ Identifying square cutting</li> <li>❖ Taking cloths to be square cut</li> <li>❖ Preparing for square cutting</li> <li>❖ Being prepared for square cutting</li> <li>❖ Carrying out square cutting</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	1	4	5
4.	<u>Perform V- cutting</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify V- cutting</li> <li>• Take cloths to be V- cut</li> <li>• Prepare for V- cutting</li> <li>• Be prepared for V- cutting</li> <li>• Carry out V- cutting</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Performing V- cutting:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps for this type of cutting</li> <li>❖ Identifying V- cutting</li> <li>❖ Taking cloths to be V- cut</li> <li>❖ Preparing for V- cutting</li> <li>❖ Being prepared for V- cutting</li> <li>❖ Carrying out V- cutting</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	1	4	5
5.	<u>Perform U – cutting</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify U –cutting</li> <li>• Take cloths to be U –cut</li> <li>• Prepare for U –cutting</li> <li>• Be prepared for straight cutting</li> <li>• Carry out U –cutting</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Performing U - cutting:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps for this type of cutting</li> <li>❖ Identifying U –cutting</li> <li>❖ Taking cloths to be U – cut</li> <li>❖ Preparing for U –cutting</li> <li>❖ Being prepared for</li> </ul>	1	4	5

			straight cutting ❖ Carrying out U –cutting ❖ Precautions to be taken ❖ Records keeping			
6.	<u>Perform round cutting</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify round cutting</li> <li>• Take cloths to be round cut</li> <li>• Prepare for round cutting</li> <li>• Be prepared for round cutting</li> <li>• Carry out round cutting</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Performing round cutting:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps for this type of cutting</li> <li>❖ Identifying round cutting</li> <li>❖ Taking cloths to be round cut</li> <li>❖ Preparing for round cutting</li> <li>❖ Being prepared for round cutting</li> <li>❖ Carrying out round cutting</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	1	4	5
7.	<u>Perform curbed cutting</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify curbed cutting</li> <li>• Take cloths to be curbed cut</li> <li>• Prepare for curbed cutting</li> <li>• Be prepared for curbed cutting</li> <li>• Carry out curbed cutting</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Performing curbed cutting:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps for this type of cutting</li> <li>❖ Identifying curbed cutting</li> <li>❖ Taking cloths to be curbed cut</li> <li>❖ Preparing for curbed cutting</li> <li>❖ Being prepared for curbed cutting</li> <li>❖ Carrying out curbed cutting</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	1	4	5
8.	<u>Perform circular cutting</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify circular cutting</li> <li>• Take cloths to be circular cut</li> </ul>		<u>Performing circular cutting:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps for this</li> </ul>	1	4	5

	<ul style="list-style-type: none"> <li>• Prepare for circular cutting</li> <li>• Be prepared for circular cutting</li> <li>• Carry out circular cutting</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<p>type of cutting</p> <ul style="list-style-type: none"> <li>❖ Identifying circular cutting</li> <li>❖ Taking cloths to be circular cut</li> <li>❖ Preparing for circular cutting</li> <li>❖ Being prepared for circular cutting</li> <li>❖ Carrying out circular cutting</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
9.	<p><u>Perform asymmetric cutting</u></p> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify asymmetric cutting</li> <li>• Take cloths to be asymmetric cut</li> <li>• Prepare for asymmetric cutting</li> <li>• Be prepared for asymmetric cutting</li> <li>• Carry out asymmetric cutting</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<p><u>Performing asymmetric cutting:</u></p> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps for this type of cutting</li> <li>❖ Identifying asymmetric cutting</li> <li>❖ Taking cloths to be asymmetric cut</li> <li>❖ Preparing for asymmetric cutting</li> <li>❖ Being prepared for asymmetric cutting</li> <li>❖ Carrying out asymmetric cutting</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	1	4	5
10.	<p><u>Perform ladder/step cutting</u></p> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify ladder/step cutting</li> <li>• Take cloths to be ladder/step cut</li> <li>• Prepare for ladder/step cutting</li> <li>• Be prepared for ladder/step cutting</li> <li>• Carry out ladder/step cutting</li> </ul>		<p><u>Performing ladder/step cutting:</u></p> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps for this type of cutting</li> <li>❖ Identifying ladder/step cutting</li> <li>❖ Taking cloths to be ladder/step cut</li> <li>❖ Preparing for ladder/step</li> </ul>	1	4	5

	<ul style="list-style-type: none"> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<ul style="list-style-type: none"> <li>cutting</li> <li>❖ Being prepared for ladder/step cutting</li> <li>❖ Carrying out ladder/step cutting</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
11.	<u>Perform temple cutting</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify temple cutting</li> <li>• Take cloths to be temple cut</li> <li>• Prepare for temple cutting</li> <li>• Be prepared for temple cutting</li> <li>• Carry out temple cutting</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Performing temple cutting:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps for this type of cutting</li> <li>❖ Identifying temple cutting</li> <li>❖ Take cloths to be temple cut</li> <li>❖ Preparing for temple cutting</li> <li>❖ Being prepared for temple cutting</li> <li>❖ Carrying out temple cutting</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	1	4	5
12.	<u>Perform star cutting</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify star cutting</li> <li>• Take cloths to be star cut</li> <li>• Prepare for star cutting</li> <li>• Be prepared for star cutting</li> <li>• Carry out star cutting</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Performing star cutting:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps for this type of cutting</li> <li>❖ Identifying star cutting</li> <li>❖ Taking cloths to be star cut</li> <li>❖ Preparing for star cutting</li> <li>❖ Being prepared for star cutting</li> <li>❖ Carrying out star cutting</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	1	4	5
			Total:	12	48	60
<b>Sub module: 4: Sewing</b>						
	<b>Description:</b> It deals with common basic knowledge and skills related to sewing/stitching necessary for the preparation of various ladies and gents dresses					

	as per the demands of clients.					
	<b>Objectives:</b> After its completion the trainees will be able:					
	<ul style="list-style-type: none"> <li>• To identify various types of stitches</li> <li>• To carry out various types of stitching</li> </ul>					
	<b>Tasks:</b> To fulfill the objective the trainees are expected to get proficiency on the following tasks/skills/steps together with their related technical knowledge:					
	Th.(12 hrs) + Pr.(48 hrs) = Tot.(60 hrs)			Time( hrs )		
SN	Tasks or skills/ steps		Related technical knowledge	Th.	Pr.	Tot.
1.	<u>Perform over lock stitching</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify over lock stitching</li> <li>• Identify when and where over lock stitching needs to be done</li> <li>• Take cloths to be over lock stitched</li> <li>• Prepare for over lock stitching</li> <li>• Be prepared for over lock stitching</li> <li>• Carry out over lock stitching</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Performing over lock stitching:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Identifying over lock stitching</li> <li>❖ Identifying when and where over lock stitching needs to be done</li> <li>❖ Taking cloths to be over lock stitched</li> <li>❖ Preparing for over lock stitching</li> <li>❖ Being prepared for over lock stitching</li> <li>❖ Carrying out over lock stitching</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	1	4	5
2.	<u>Perform inter lock stitching</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify inter lock stitching</li> <li>• Identify when and where inter lock stitching needs to be done</li> <li>• Take cloths to be inter lock stitched</li> <li>• Prepare for inter lock stitching</li> <li>• Be prepared for inter lock stitching</li> <li>• Carry out inter lock stitching</li> <li>• Take precautions</li> </ul>		<u>Performing inter lock stitching:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Identifying inter lock stitching</li> <li>❖ Identifying when and where inter lock stitching needs to be done</li> <li>❖ Taking cloths to be inter lock stitched</li> <li>❖ Preparing for inter lock stitching</li> <li>❖ Being prepared for inter</li> </ul>	1	4	5



	<ul style="list-style-type: none"> <li>• Keep records</li> </ul>		<ul style="list-style-type: none"> <li>lock stitching</li> <li>❖ Carrying out inter lock stitching</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
3.	<u>Perform running stitching</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify running stitching</li> <li>• Identify when and where running stitching needs to be done</li> <li>• Take cloths to be running stitched</li> <li>• Prepare for running stitching</li> <li>• Be prepared for running stitching</li> <li>• Carry out running stitching</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Performing running stitching:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Identifying running stitching</li> <li>❖ Identifying when and where running stitching needs to be done</li> <li>❖ Taking cloths to be running stitched</li> <li>❖ Preparing for running stitching</li> <li>❖ Being prepared for running stitching</li> <li>❖ Carrying out running stitching</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	1	4	5
4.	<u>Perform long stitching</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify long stitching</li> <li>• Identify when and where long stitching needs to be done</li> <li>• Take cloths to be long stitched</li> <li>• Prepare for long stitching</li> <li>• Be prepared for long stitching</li> <li>• Carry out long stitching</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Performing long stitching:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Identifying long stitching</li> <li>❖ Identifying when and where long stitching needs to be done</li> <li>❖ Taking cloths to be long stitched</li> <li>❖ Preparing for long stitching</li> <li>❖ Being prepared for long stitching</li> <li>❖ Carrying out long stitching</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	1	4	5

5.	<u>Perform short stitching</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify short stitching</li> <li>• Identify when and where short stitching needs to be done</li> <li>• Take cloths to be short stitched</li> <li>• Prepare for short stitching</li> <li>• Be prepared for short stitching</li> <li>• Carry out short stitching</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Performing short stitching:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Identifying short stitching</li> <li>❖ Identifying when and where short stitching needs to be done</li> <li>❖ Taking cloths to be short stitched</li> <li>❖ Preparing for short stitching</li> <li>❖ Being prepared for short stitching</li> <li>❖ Carrying out short stitching</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	1	4	5
6.	<u>Perform back stitching</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify back stitching</li> <li>• Identify when and where back stitching needs to be done</li> <li>• Take cloths to be back stitched</li> <li>• Prepare for back stitching</li> <li>• Be prepared for back stitching</li> <li>• Carry out back stitching</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Performing back stitching:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Identifying back stitching</li> <li>❖ Identifying when and where back stitching needs to be done</li> <li>❖ Taking cloths to be back stitched</li> <li>❖ Preparing for back stitching</li> <li>❖ Being prepared for back stitching</li> <li>❖ Carrying out back stitching</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	1	4	5
7.	<u>Perform hamming stitching</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify hamming</li> </ul>		<u>Performing hamming stitching:</u> <ul style="list-style-type: none"> <li>❖ Concept, need,</li> </ul>	1	4	5

	<p>stitching</p> <ul style="list-style-type: none"> <li>• Identify when and where hamming stitching needs to be done</li> <li>• Take cloths to be hamming stitched</li> <li>• Prepare for hamming stitching</li> <li>• Be prepared for hamming stitching</li> <li>• Carry out hamming stitching</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<p>importance, and application</p> <ul style="list-style-type: none"> <li>❖ Procedural steps</li> <li>❖ Identifying hamming stitching</li> <li>❖ Identifying when and where hamming stitching needs to be done</li> <li>❖ Taking cloths to be hamming stitched</li> <li>❖ Preparing for hamming stitching</li> <li>❖ Being prepared for hamming stitching</li> <li>❖ Carrying out hamming stitching</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
8.	<p><u>Perform button hole stitching</u></p> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify button hole stitching</li> <li>• Identify when and where button hole stitching needs to be done</li> <li>• Take cloths to be button hole stitched</li> <li>• Prepare for button hole stitching</li> <li>• Be prepared for button hole stitching</li> <li>• Carry out button hole stitching</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<p><u>Performing button hole stitching:</u></p> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Identifying button hole stitching</li> <li>❖ Identifying when and where button hole stitching needs to be done</li> <li>❖ Taking cloths to be button hole stitched</li> <li>❖ Preparing for button hole stitching</li> <li>❖ Being prepared for button hole stitching</li> <li>❖ Carrying out button hole stitching</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	1	4	5
9.	<p><u>Perform eye hook/ zigzag stitching</u></p> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify eye hook/ zigzag stitching</li> </ul>		<p><u>Performing eye hook /zigzag stitching:</u></p> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> </ul>	1	4	5

	<ul style="list-style-type: none"> <li>• Identify when and where eye hook/ zigzag stitching needs to be done</li> <li>• Take cloths to be eye hook/ zigzag stitched</li> <li>• Prepare for eye hook/ zigzag stitching</li> <li>• Be prepared for eye hook/ zigzag stitching</li> <li>• Carry out eye hook/ zigzag stitching</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<ul style="list-style-type: none"> <li>❖ Procedural steps</li> <li>❖ Identifying eye hook/ zigzag stitching</li> <li>❖ Identifying when and where eye hook/ zigzag stitching needs to be done</li> <li>❖ Taking cloths to be eye hook/ zigzag stitched</li> <li>❖ Preparing for eye hook/ zigzag stitching</li> <li>❖ Being prepared for eye hook/ zigzag stitching</li> <li>❖ Carrying out eye hook/ zigzag stitching</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
10.	<u>Perform show button stitching</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify show button stitching</li> <li>• Identify when and where show button stitching needs to be done</li> <li>• Take cloths to be show button stitched</li> <li>• Prepare for show button stitching</li> <li>• Be prepared for show button stitching</li> <li>• Carry out show button stitching</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Performing show button stitching:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Identifying show button stitching</li> <li>❖ Identifying when and where show button stitching needs to be done</li> <li>❖ Taking cloths to be show button stitched</li> <li>❖ Preparing for show button stitching</li> <li>❖ Being prepared for show button stitching</li> <li>❖ Carrying out show button stitching</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	1	4	5
11.	<u>Perform herring bone stitching</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify herring bone stitching</li> <li>• Identify when and where herring bone stitching</li> </ul>		<u>Performing herring bone stitching:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Identifying herring bone</li> </ul>	1	4	5

	<p>needs to be done</p> <ul style="list-style-type: none"> <li>• Take cloths to be herring bone stitched</li> <li>• Prepare for herring bone stitching</li> <li>• Be prepared for herring bone stitching</li> <li>• Carry out herring bone stitching</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<p>stitching</p> <ul style="list-style-type: none"> <li>❖ Identifying when and where herring bone stitching needs to be done</li> <li>❖ Taking cloths to be herring bone stitched</li> <li>❖ Preparing for herring bone stitching</li> <li>❖ Being prepared for herring bone stitching</li> <li>❖ Carrying out herring bone stitching</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
12.	<p><u>Perform Pico stitching</u></p> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify Pico stitching</li> <li>• Identify when and where Pico stitching needs to be done</li> <li>• Take cloths to be Pico stitched</li> <li>• Prepare for Pico stitching</li> <li>• Be prepared for Pico stitching</li> <li>• Carry out Pico stitching</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<p><u>Performing Pico stitching:</u></p> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Identifying Pico stitching</li> <li>❖ Identifying when and where Pico stitching needs to be done</li> <li>❖ Taking cloths to be Pico stitched</li> <li>❖ Preparing for Pico stitching</li> <li>❖ Being prepared for Pico stitching</li> <li>❖ Carrying out Pico stitching</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	1	4	5
			Total:	12	48	60
<b>Sub module: 5: Checking and finishing</b>						
	<b>Description:</b> It deals with common basic knowledge and skills related to such tailoring activities as checking and finishing of various ladies and gents dresses /clothes that are being prepared.					
	<b>Objectives:</b> After its completion the trainees will be able: <ul style="list-style-type: none"> <li>• To check clothes</li> <li>• To finish clothes</li> </ul>					
	<b>Tasks:</b> To fulfill the objective the trainees are expected to get proficiency on the following tasks/skills/steps together with their related technical knowledge:					
	Th.(4 hrs) + Pr.(12 hrs) = Tot.(16 hrs)				Time( hrs )	

SN	Tasks or skills/ steps		Related technical knowledge	Th.	Pr.	Tot.
	<b>Checking</b>		<b>Checking</b>	0	0	0
1.	<u>Check for damages</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify what to be checked for damages</li> <li>• Identify when and how to check for damages</li> <li>• Check for damages</li> <li>• Note /report the check results</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Checking for damages:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Identifying what to be checked for damages</li> <li>❖ Identifying when and how to check for damages</li> <li>❖ Checking for damages</li> <li>❖ Noting /reporting the check results</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	0.4	1	1.4
2.	<u>Check for measurements</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify what to be checked for measurements</li> <li>• Identify when and how to check for measurements</li> <li>• Check for measurements</li> <li>• Note /report the check results</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Checking for measurements:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Identifying what to be checked for measurements</li> <li>❖ Identifying when and how to check for measurements</li> <li>❖ Checking for measurements</li> <li>❖ Noting /reporting the check results</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	0.4	1	1.4
3.	<u>Check for stitching</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify what to be checked for stitching</li> <li>• Identify when and how to check for stitching</li> <li>• Check for stitching Note /report the check results</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Checking for stitching:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Identifying what to be checked for stitching</li> <li>❖ Identifying when and how to check for stitching</li> <li>❖ Checking for stitching</li> <li>❖ Noting /reporting the check results</li> <li>❖ Precautions to be taken</li> </ul>	0.4	1	1.4

			❖ Records keeping			
4.	<u>Check for unwanted threads</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify what to be checked for unwanted threads</li> <li>• Identify when and how to check for unwanted threads</li> <li>• Check for unwanted threads</li> <li>• Note /report the check results</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Checking for unwanted threads:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Identifying what to be checked for unwanted threads</li> <li>❖ Identifying when and how to check for unwanted threads</li> <li>❖ Checking for unwanted threads</li> <li>❖ Noting /reporting the check results</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	0.4	1	1.4
5.	<u>Check for stains</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify what to be checked for stains</li> <li>• Identify when and how to check for stains</li> <li>• Check for stains</li> <li>• Note /report the check results</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Checking for stains:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Identifying what to be checked for stains</li> <li>❖ Identifying when and how to check for stains</li> <li>❖ Checking for stains</li> <li>❖ Noting /reporting the check results</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	0.3	1	1.3
6.	<u>Check for ironing</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify what to be checked for ironing</li> <li>• Identify when and how to check for ironing</li> <li>• Check for ironing Note /report the check results</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Checking for ironing</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Identifying what to be checked for ironing</li> <li>❖ Identifying when and how to check for ironing</li> <li>❖ Checking for ironing Note /report the check results</li> <li>❖ Precautions to be taken</li> </ul>	0.3	1	1.3

			❖ Records keeping			
	<b>Finishing</b>		<b>Finishing</b>	0	0	0
7.	<u>Remove/cut unnecessary/unwanted threads</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify unnecessary threads to be removed</li> <li>• Identify when and how to remove/cut unnecessary/unwanted threads</li> <li>• Remove/cut unnecessary/unwanted threads</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Removing /cutting unnecessary/unwanted threads:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Identifying unnecessary threads to be removed</li> <li>❖ Identifying when and how to remove/cut unnecessary/unwanted threads</li> <li>❖ Removing/cuting unnecessary/unwanted threads</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	0.3	1	1.3
8.	<u>Perform hamming</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify hamming</li> <li>• Identify what to be hammed</li> <li>• Identify when and how to carry out hamming</li> <li>• Prepare for hamming</li> <li>• Be prepared for hamming</li> <li>• Carry out hamming</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Performing hamming:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Identifying hamming</li> <li>❖ Identifying what to be hammed</li> <li>❖ Identifying when and how to carry out hamming</li> <li>❖ Preparing for hamming</li> <li>❖ Being prepared for hamming</li> <li>❖ Carrying out hamming</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	0.3	1	1.3
9.	<u>Iron the dress</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify iron</li> <li>• Identify clothes to be ironed</li> <li>• Identify when and how to iron dresses</li> <li>• Prepare for ironing</li> <li>• Be prepared for ironing</li> </ul>		<u>Ironing the dress:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Identifying iron</li> <li>❖ Identifying clothes to be ironed</li> <li>❖ Identifying when and</li> </ul>	0.3	1	1.3



	<ul style="list-style-type: none"> <li>• Carry out ironing of the dresses</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<ul style="list-style-type: none"> <li>• how to iron dresses</li> <li>❖ Preparing for ironing</li> <li>❖ Being prepared for ironing</li> <li>❖ Carrying out ironing of the dresses</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
10.	<u>Fold the clothes/dress</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify what cloth to be folded</li> <li>• Identify when and how to fold the clothes/dress</li> <li>• Prepare for folding the clothes/dress</li> <li>• Fold the clothes/dress</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Folding the clothes/dress:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Identifying what cloth to be folded</li> <li>❖ Identifying when and how to fold the clothes/dress</li> <li>❖ Preparing for folding the clothes/dress</li> <li>❖ Folding the clothes/dress</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	0.3	1	1.3
11.	<u>Pack the clothes/dress</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify the clothes/dress to be packed</li> <li>• Identify when and how to pack the clothes/dress</li> <li>• Prepare for packing the clothes/dress</li> <li>• Be prepared for packing the clothes/dress</li> <li>• Pack the clothes/dress</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Packing the clothes/dress:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Identifying the clothes/dress to be packed</li> <li>❖ Identifying when and how to pack the clothes/dress</li> <li>❖ Preparing for packing the clothes/dress</li> <li>❖ Being prepared for packing the clothes/dress</li> <li>❖ Packing the clothes/dress</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	0.3	1	1.3
12.	<u>Show/hang the clothes/dress</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Identify which clothes to be shown/hanged</li> <li>• Identify when and how to show/hang the</li> </ul>		<u>Showing/hanging the clothes/dress:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> </ul>	0.3	1	1.3

	clothes/dress <ul style="list-style-type: none"> <li>• Prepare for showing/hanging the clothes/dress</li> <li>• Be prepared for showing/hanging the clothes/dress</li> <li>• Show/hang the clothes/dress</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<ul style="list-style-type: none"> <li>❖ Identifying which clothes to be shown/hanged</li> <li>❖ Identifying when and how to show/hang the clothes/dress</li> <li>❖ Preparing for showing/hanging the clothes/dress</li> <li>❖ Being prepared for showing/hanging the clothes/dress</li> <li>❖ Showing/hanging the clothes/dress</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
			Total:	4	12	16
<b>Module: 3: Ladies dresses</b>						
	<b>Description:</b> It deals with the knowledge and skills related to the preparation of ladies dress items.					
	<b>Objectives:</b> After its completion the trainees will be able: <ul style="list-style-type: none"> <li>• To identify various ladies dress items</li> <li>• To prepare various ladies dress items as per the need and demand of customers</li> </ul>					
	<b>Tasks:</b> To fulfill the objective the trainees are expected to get proficiency on the following tasks/skills/steps together with their related technical knowledge:					
	Th.(19 hrs) + Pr.(76 hrs) = Tot.(95 hrs)			Time( hrs )		
SN	Tasks or skills/ steps		Related technical knowledge	Th.	Pr.	Tot.
1.	<u>Prepare Petikot</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Receive client</li> <li>• Greet client</li> <li>• Sit client comfortably</li> <li>• Show good mannerism</li> <li>• Ask for design/style of Petikot</li> <li>• Suggest for design/style of Petikot</li> <li>• Get agreements about the design/style of Petikot to be prepared</li> <li>• Inspect cloth for preparing Petikot</li> <li>• Take measurements of the body parts of the client necessary for</li> </ul>		<u>Preparing Petikot:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Receiving client</li> <li>❖ Greeting client</li> <li>❖ Sitting client comfortably</li> <li>❖ Showing good mannerism</li> <li>❖ Asking for design/style of Petikot</li> <li>❖ Suggesting for design/style of Petikot</li> <li>❖ Getting agreements about the design/style of Petikot to be prepared</li> <li>❖ Inspecting cloth for preparing Petikot</li> <li>❖ Taking measurements of</li> </ul>	1	4	5

	<p>preparing Petikot</p> <ul style="list-style-type: none"> <li>• Draft on cloth as per the measurements made and agreed upon design/style of Petikot</li> <li>• Cut cloth for the preparation of Petikot as per the draft made</li> <li>• Paste Bakram / pasting</li> <li>• Prepare machine for sewing Petikot</li> <li>• Carry out overlooking</li> <li>• Sew Petikot by parts</li> <li>• Join the main parts prepared for Petikot</li> <li>• Join the other parts prepared for Petikot</li> <li>• Check measurements to ensure correctness of the size of Petikot to be fit in the body the client</li> <li>• Make corrections(if necessary)</li> <li>• Carry out hand stitching</li> <li>• Remove/cut unwanted/unnecessary threads seen on the Petikot</li> <li>• Iron Petikot</li> <li>• Hang Petikot</li> <li>• Allow client for trail to ensure the fitness of Petikot</li> <li>• Make corrections on the Petikot (if necessary)</li> <li>• Pack Petikot</li> <li>• Hand over Petikot to the client</li> <li>• Follow precautions to be taken while carrying out this task</li> <li>• Keep records of all the activities related to this task in a technically accepted standard form</li> </ul>		<p>the body parts of the client necessary for preparing Petikot</p> <ul style="list-style-type: none"> <li>❖ Drafting on cloth as per the measurements made and agreed upon design/style of Petikot</li> <li>❖ Cutting cloth for the preparation of Petikot as per the draft made</li> <li>❖ Pasting Bakram / pasting</li> <li>❖ Preparing machine for sewing Petikot</li> <li>❖ Carrying out overlooking</li> <li>❖ Sewing Petikot by parts</li> <li>❖ Joining the main parts prepared for Petikot</li> <li>❖ Joining the other parts prepared for Petikot</li> <li>❖ Checking measurements to ensure correctness of the size of Petikot to be fit in the body the client</li> <li>❖ Making corrections(if necessary)</li> <li>❖ Carrying out hand stitching</li> <li>❖ Removing /cutting unwanted/unnecessary threads seen on the Petikot</li> <li>❖ Ironing Petikot</li> <li>❖ Hanging Petikot</li> <li>❖ Allowing client for trail to ensure the fitness of Petikot</li> <li>❖ Making corrections on the Petikot (if necessary)</li> <li>❖ Packing Petikot</li> <li>❖ Handing over Petikot to the client</li> <li>❖ Precautions to be taken while carrying out this task</li> <li>❖ Records keeping of all the activities related to this</li> </ul>			
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			task in a technically accepted standard form			
2.	<p>Prepare Maxi</p> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Receive client</li> <li>• Greet client</li> <li>• Sit client comfortably</li> <li>• Show good mannerism</li> <li>• Ask for design/style of Maxi</li> <li>• Suggest for design/style of Maxi</li> <li>• Get agreements about the design/style of Maxi to be prepared</li> <li>• Inspect cloth for preparing Maxi</li> <li>• Take measurements of the body parts of the client necessary for preparing Maxi</li> <li>• Draft on cloth as per the measurements made and agreed upon design/style of Maxi</li> <li>• Cut cloth for the preparation of Maxi as per the draft made</li> <li>• Paste Bakram / pasting</li> <li>• Prepare machine for sewing Maxi</li> <li>• Carry out overlooking</li> <li>• Sew Maxi by parts</li> <li>• Join the main parts prepared for Maxi</li> <li>• Join the other parts prepared for Maxi</li> <li>• Check measurements to ensure correctness of the size of Maxi to be fit in the body the client</li> <li>• Make corrections(if necessary)</li> <li>• Carry out hand stitching</li> <li>• Remove/cut</li> </ul>		<p>Preparing Maxi:</p> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Receiving client</li> <li>❖ Greeting client</li> <li>❖ Sitting client comfortably</li> <li>❖ Showing good mannerism</li> <li>❖ Asking for design/style of Maxi</li> <li>❖ Suggesting for design/style of Maxi</li> <li>❖ Getting agreements about the design/style of Maxi to be prepared</li> <li>❖ Inspecting cloth for preparing Maxi</li> <li>❖ Taking measurements of the body parts of the client necessary for preparing Maxi</li> <li>❖ Drafting on cloth as per the measurements made and agreed upon design/style of Maxi</li> <li>❖ Cutting cloth for the preparation of Maxi as per the draft made</li> <li>❖ Pasting Bakram / pasting</li> <li>❖ Preparing machine for sewing Maxi</li> <li>❖ Carrying out overlooking</li> <li>❖ Sewing Maxi by parts</li> <li>❖ Joining the main parts prepared for Maxi</li> <li>❖ Joining the other parts prepared for Maxi</li> <li>❖ Checking measurements to ensure correctness of the size of Maxi to be fit in the body the client</li> <li>❖ Making corrections(if necessary)</li> <li>❖ Carrying out hand</li> </ul>	1	4	5

	<p>unwanted/unnecessary threads seen on the Maxi</p> <ul style="list-style-type: none"> <li>• Iron Maxi</li> <li>• Hang Maxi</li> <li>• Allow client for trail to ensure the fitness of Maxi</li> <li>• Make corrections on the Maxi (if necessary)</li> <li>• Pack Maxi</li> <li>• Hand over Maxi to the client</li> <li>• Follow precautions to be taken while carrying out this task</li> <li>• Keep records of all the activities related to this task in a technically accepted standard form</li> </ul>		<p>stitching</p> <ul style="list-style-type: none"> <li>❖ Removing /cutting unwanted/unnecessary threads seen on the Maxi</li> <li>❖ Ironing Maxi</li> <li>❖ Hanging Maxi</li> <li>❖ Allowing client for trail to ensure the fitness of Maxi</li> <li>❖ Making corrections on the Maxi (if necessary)</li> <li>❖ Packing Maxi</li> <li>❖ Handing over Maxi to the client</li> <li>❖ Procedural steps</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
3.	<p><u>Prepare Kurta /Suruwal</u></p> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Receive client</li> <li>• Greet client</li> <li>• Sit client comfortably</li> <li>• Show good mannerism</li> <li>• Ask for design/style of Kurta /Suruwal</li> <li>• Suggest for design/style of Kurta /Suruwal</li> <li>• Get agreements about the design/style of Kurta /Suruwal to be prepared</li> <li>• Inspect cloth for preparing Kurta /Suruwal</li> <li>• Take measurements of the body parts of the client necessary for preparing Kurta /Suruwal</li> <li>• Draft on cloth as per the measurements made and agreed upon design/style of Kurta /Suruwal</li> <li>• Cut cloth for the preparation of Kurta /Suruwal as per the draft made</li> </ul>		<p><u>Preparing Kurta Suruwal:</u></p> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Receiving client</li> <li>❖ Greeting client</li> <li>❖ Sitting client comfortably</li> <li>❖ Showing good mannerism</li> <li>❖ Asking for design/style of Kurta /Suruwal</li> <li>❖ Suggesting for design/style of Kurta /Suruwal</li> <li>❖ Getting agreements about the design/style of Kurta /Suruwal to be prepared</li> <li>❖ Inspecting cloth for preparing Kurta /Suruwal</li> <li>❖ Taking measurements of the body parts of the client necessary for preparing Kurta /Suruwal</li> <li>❖ Drafting on cloth as per the measurements made and agreed upon design/style of Kurta /Suruwal</li> </ul>	1	4	5

	<ul style="list-style-type: none"> <li>• Paste Bakram / pasting</li> <li>• Prepare machine for sewing Kurta /Suruwal</li> <li>• Carry out overlooking</li> <li>• Sew Kurta /Suruwal by parts</li> <li>• Join the main parts prepared for Kurta/ Suruwal</li> <li>• Join the other parts prepared for Kurta/ Suruwal</li> <li>• Check measurements to ensure correctness of the size of Kurta/ Suruwal to be fit in the body the client</li> <li>• Make corrections(if necessary)</li> <li>• Carry out hand stitching</li> <li>• Remove/cut unwanted/unnecessary threads seen on the Kurta /Suruwal</li> <li>• Iron Kurta /Suruwal</li> <li>• Hang Kurta /Suruwal</li> <li>• Allow client for trail to ensure the fitness of Kurta /Suruwal</li> <li>• Make corrections on the Kurta /Suruwal ( if necessary)</li> <li>• Pack Kurta /Suruwal</li> <li>• Hand over Kurta /Suruwal to the client</li> <li>• Follow precautions to be taken while carrying out this task</li> <li>• Keep records of all the activities related to this task in a technically accepted standard form</li> </ul>		<ul style="list-style-type: none"> <li>❖ Cutting cloth for the preparation of Kurta /Suruwal as per the draft made</li> <li>❖ Pasting Bakram / pasting</li> <li>❖ Preparing machine for sewing Kurta /Suruwal</li> <li>❖ Carrying out overlooking</li> <li>❖ Sewing Kurta /Suruwal by parts</li> <li>❖ Joining the main parts prepared for Kurta/ Suruwal</li> <li>❖ Joining the other parts prepared for Kurta/ Suruwal</li> <li>❖ Checking measurements to ensure correctness of the size of Kurta/ Suruwal to be fit in the body the client</li> <li>❖ Making corrections(if necessary)</li> <li>❖ Carrying out hand stitching</li> <li>❖ Removing /cutting unwanted/unnecessary threads seen on the Kurta /Suruwal</li> <li>❖ Ironing Kurta /Suruwal</li> <li>❖ Hanging Kurta /Suruwal</li> <li>❖ Allowing client for trail to ensure the fitness of Kurta /Suruwal</li> <li>❖ Making corrections on the Kurta /Suruwal ( if necessary)</li> <li>❖ Packing Kurta /Suruwal</li> <li>❖ Handing over Kurta /Suruwal to the client</li> <li>❖ Precautions to be taken while carrying out this task</li> <li>❖ Records keeping of all the activities related to this task in a technically</li> </ul>			
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			accepted standard form			
4.	<u>Prepare Gaun</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Receive client</li> <li>• Greet client</li> <li>• Sit client comfortably</li> <li>• Show good mannerism</li> <li>• Ask for design/style of Gaun</li> <li>• Suggest for design/style of Gaun</li> <li>• Get agreements about the design/style of Gaun to be prepared</li> <li>• Inspect cloth for preparing Gaun</li> <li>• Take measurements of the body parts of the client necessary for preparing Gaun</li> <li>• Draft on cloth as per the measurements made and agreed upon design/style of Gaun</li> <li>• Cut cloth for the preparation of Gaun as per the draft made</li> <li>• Paste Bakram / pasting</li> <li>• Prepare machine for sewing Gaun</li> <li>• Carry out overlooking</li> <li>• Sew Gaun by parts</li> <li>• Join the main parts prepared for Gaun</li> <li>• Join the other parts prepared for Gaun</li> <li>• Check measurements to ensure correctness of the size of Gaun to be fit in the body the client</li> <li>• Make corrections(if necessary)</li> <li>• Carry out hand stitching</li> <li>• Remove/cut</li> </ul>		<u>Preparing Gaun:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Receiving client</li> <li>❖ Greeting client</li> <li>❖ Sitting client comfortably</li> <li>❖ Showing good mannerism</li> <li>❖ Asking for design/style of Gaun</li> <li>❖ Suggesting for design/style of Gaun</li> <li>❖ Getting agreements about the design/style of Gaun to be prepared</li> <li>❖ Inspecting cloth for preparing Gaun</li> <li>❖ Taking measurements of the body parts of the client necessary for preparing Gaun</li> <li>❖ Drafting on cloth as per the measurements made and agreed upon design/style of Gaun</li> <li>❖ Cutting cloth for the preparation of Gaun as per the draft made</li> <li>❖ Pasting Bakram / pasting</li> <li>❖ Preparing machine for sewing Gaun</li> <li>❖ Carrying out overlooking</li> <li>❖ Sewing Gaun by parts</li> <li>❖ Joining the main parts prepared for Gaun</li> <li>❖ Joining the other parts prepared for Gaun</li> <li>❖ Checking measurements to ensure correctness of the size of Gaun to be fit in the body the client</li> <li>❖ Making corrections(if necessary)</li> </ul>	1	4	5

	<p>unwanted/unnecessary threads seen on the Gaun</p> <ul style="list-style-type: none"> <li>• Iron Gaun</li> <li>• Hang Gaun</li> <li>• Allow client for trail to ensure the fitness of Gaun</li> <li>• Make corrections on the Gaun (if necessary)</li> <li>• Pack Gaun</li> <li>• Hand over Gaun to the client</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<ul style="list-style-type: none"> <li>❖ Carrying out hand stitching</li> <li>❖ Removing /cutting unwanted/unnecessary threads seen on the Gaun</li> <li>❖ Ironing Gaun</li> <li>❖ Hanging Gaun</li> <li>❖ Allowing client for trail to ensure the fitness of Gaun</li> <li>❖ Making corrections on the Gaun (if necessary)</li> <li>❖ Packing Gaun</li> <li>❖ Handing over Gaun to the client</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
5.	<p><u>Prepare Blouse</u></p> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Receive client</li> <li>• Greet client</li> <li>• Sit client comfortably</li> <li>• Show good mannerism</li> <li>• Ask for design/style of Blouse</li> <li>• Suggest for design/style of Blouse</li> <li>• Get agreements about the design/style of Blouse to be prepared</li> <li>• Inspect cloth for preparing Blouse</li> <li>• Take measurements of the body parts of the client necessary for preparing Blouse</li> <li>• Draft on cloth as per the measurements made and agreed upon design/style of Blouse</li> <li>• Cut cloth for the preparation of Blouse as per the draft made</li> <li>• Paste Bakram / pasting</li> </ul>		<p><u>Preparing Blouse:</u></p> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Receiving client</li> <li>❖ Greeting client</li> <li>❖ Sitting client comfortably</li> <li>❖ Showing good mannerism</li> <li>❖ Asking for design/style of Blouse</li> <li>❖ Suggesting for design/style of Blouse</li> <li>❖ Getting agreements about the design/style of Blouse to be prepared</li> <li>❖ Inspecting cloth for preparing Blouse</li> <li>❖ Taking measurements of the body parts of the client necessary for preparing Blouse</li> <li>❖ Drafting on cloth as per the measurements made and agreed upon design/style of Blouse</li> <li>❖ Cutting cloth for the</li> </ul>	1	4	5



	<ul style="list-style-type: none"> <li>• Prepare machine for sewing Blouse</li> <li>• Carry out overlooking</li> <li>• Sew Blouse by parts</li> <li>• Join the main parts prepared for Blouse</li> <li>• Join the other parts prepared for Blouse</li> <li>• Check measurements to ensure correctness of the size of Blouse to be fit in the body the client</li> <li>• Make corrections(if necessary)</li> <li>• Carry out hand stitching</li> <li>• Remove/cut unwanted/unnecessary threads seen on the Blouse</li> <li>• Iron Blouse</li> <li>• Hang Blouse</li> <li>• Allow client for trail to ensure the fitness of Blouse</li> <li>• Make corrections on the Blouse (if necessary)</li> <li>• Pack Blouse</li> <li>• Hand over Blouse to the client</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<p>preparation of Blouse as per the draft made</p> <ul style="list-style-type: none"> <li>❖ Pasting Bakram / pasting</li> <li>❖ Preparing machine for sewing Blouse</li> <li>❖ Carrying out overlooking</li> <li>❖ Sewing Blouse by parts</li> <li>❖ Joining the main parts prepared for Blouse</li> <li>❖ Joining the other parts prepared for Blouse</li> <li>❖ Checking measurements to ensure correctness of the size of Blouse to be fit in the body the client</li> <li>❖ Making corrections(if necessary)</li> <li>❖ Carrying out hand stitching</li> <li>❖ Removing /cutting unwanted/unnecessary threads seen on the Blouse</li> <li>❖ Ironing Blouse</li> <li>❖ Hanging Blouse</li> <li>❖ Allowing client for trail to ensure the fitness of Blouse</li> <li>❖ Making corrections on the Blouse (if necessary)</li> <li>❖ Packing Blouse</li> <li>❖ Handing over Blouse to the client</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
6.	<p><u>Prepare Skat</u></p> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Receive client</li> <li>• Greet client</li> <li>• Sit client comfortably</li> <li>• Show good mannerism</li> <li>• Ask for design/style of Skat</li> <li>• Suggest for design/style of Skat</li> </ul>		<p><u>Preparing Skat:</u></p> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Receiving client</li> <li>❖ Greeting client</li> <li>❖ Sitting client comfortably</li> <li>❖ Showing good mannerism</li> <li>❖ Asking for design/style of</li> </ul>	1	4	5

<ul style="list-style-type: none"> <li>• Get agreements about the design/style of Skat to be prepared</li> <li>• Inspect cloth for preparing Skat</li> <li>• Take measurements of the body parts of the client necessary for preparing Skat</li> <li>• Draft on cloth as per the measurements made and agreed upon design/style of Skat</li> <li>• Cut cloth for the preparation of Skat as per the draft made</li> <li>• Paste Bakram / pasting</li> <li>• Prepare machine for sewing Skat</li> <li>• Carry out overlooking</li> <li>• Sew Skat by parts</li> <li>• Join the main parts prepared for Skat</li> <li>• Join the other parts prepared for Skat</li> <li>• Check measurements to ensure correctness of the size of Skat to be fit in the body the client</li> <li>• Make corrections(if necessary)</li> <li>• Carry out hand stitching</li> <li>• Remove/cut unwanted/unnecessary threads seen on the Skat</li> <li>• Iron Skat</li> <li>• Hang Skat</li> <li>• Allow client for trail to ensure the fitness of Skat</li> <li>• Make corrections on the Skat (if necessary)</li> <li>• Pack Skat</li> <li>• Hand over Skat to the client</li> <li>• Take precautions</li> </ul>		<p>Skat</p> <ul style="list-style-type: none"> <li>❖ Suggesting for design/style of Skat</li> <li>❖ Getting agreements about the design/style of Skat to be prepared</li> <li>❖ Inspecting cloth for preparing Skat</li> <li>❖ Taking measurements of the body parts of the client necessary for preparing Skat</li> <li>❖ Drafting on cloth as per the measurements made and agreed upon design/style of Skat</li> <li>❖ Cutting cloth for the preparation of Skat as per the draft made</li> <li>❖ Pasting Bakram / pasting</li> <li>❖ Preparing machine for sewing Skat</li> <li>❖ Carry out overlooking</li> <li>❖ Sewing Skat by parts</li> <li>❖ Joining the main parts prepared for Skat</li> <li>❖ Joining the other parts prepared for Skat</li> <li>❖ Checking measurements to ensure correctness of the size of Skat to be fit in the body the client</li> <li>❖ Making corrections(if necessary)</li> <li>❖ Carrying out hand stitching</li> <li>❖ Removing /cutting unwanted/unnecessary threads seen on the Skat</li> <li>❖ Ironing Skat</li> <li>❖ Hang Skat</li> <li>❖ Allowing client for trail to ensure the fitness of Skat</li> <li>❖ Making corrections on the Skat (if necessary)</li> </ul>			
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	<ul style="list-style-type: none"> <li>• Keep records</li> </ul>		<ul style="list-style-type: none"> <li>❖ Packing Skat</li> <li>❖ Handing over Skat to the client</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
7.	<p><u>Prepare one piece</u></p> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Receive client</li> <li>• Greet client</li> <li>• Sit client comfortably</li> <li>• Show good mannerism</li> <li>• Ask for design/style of One Piece</li> <li>• Suggest for design/style of One Piece</li> <li>• Get agreements about the design/style of One Piece to be prepared</li> <li>• Inspect cloth for preparing One Piece</li> <li>• Take measurements of the body parts of the client necessary for preparing One Piece</li> <li>• Draft on cloth as per the measurements made and agreed upon design/style of One Piece</li> <li>• Cut cloth for the preparation of One Piece as per the draft made</li> <li>• Paste Bakram / pasting</li> <li>• Prepare machine for sewing One Piece</li> <li>• Carry out overlooking</li> <li>• Sew One Piece by parts</li> <li>• Join the main parts prepared for One Piece</li> <li>• Join the other parts prepared for One Piece</li> <li>• Check measurements to ensure correctness of the size of One Piece to be fit in the body the client</li> </ul>		<p><u>Preparing one piece:</u></p> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Receiving client</li> <li>❖ Greeting client</li> <li>❖ Sitting client comfortably</li> <li>❖ Showing good mannerism</li> <li>❖ Asking for design/style of One Piece</li> <li>❖ Suggesting for design/style of One Piece</li> <li>❖ Getting agreements about the design/style of One Piece to be prepared</li> <li>❖ Inspect cloth for preparing One Piece</li> <li>❖ Taking measurements of the body parts of the client necessary for preparing One Piece</li> <li>❖ Drafting on cloth as per the measurements made and agreed upon design/style of One Piece</li> <li>❖ Cutting cloth for the preparation of One Piece as per the draft made</li> <li>❖ Pasting Bakram / pasting</li> <li>❖ Preparing machine for sewing One Piece</li> <li>❖ Carrying out overlooking</li> <li>❖ Sewing One Piece by parts</li> <li>❖ Joining the main parts prepared for One Piece</li> <li>❖ Joining the other parts prepared for One Piece</li> <li>❖ Checking measurements</li> </ul>	1	4	5

	<ul style="list-style-type: none"> <li>• Make corrections(if necessary)</li> <li>• Carry out hand stitching</li> <li>• Remove/cut unwanted/unnecessary threads seen on the One Piece</li> <li>• Iron One Piece</li> <li>• Hang One Piece</li> <li>• Allow client for trail to ensure the fitness of One Piece</li> <li>• Make corrections on the One Piece (if necessary)</li> <li>• Pack One Piece</li> <li>• Hand over One Piece to the client</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<p>to ensure correctness of the size of One Piece to be fit in the body the client</p> <ul style="list-style-type: none"> <li>❖ Making corrections(if necessary)</li> <li>❖ Carrying out hand stitching</li> <li>❖ Removing /cutting unwanted/unnecessary threads seen on the One Piece</li> <li>❖ Ironing One Piece</li> <li>❖ Hanging One Piece</li> <li>❖ Allowing client for trail to ensure the fitness of One Piece</li> <li>❖ Making corrections on the One Piece (if necessary)</li> <li>❖ Packing One Piece</li> <li>❖ Handing over One Piece to the client</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
8.	<p><u>Prepare Frok</u></p> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Receive client</li> <li>• Greet client</li> <li>• Sit client comfortably</li> <li>• Show good mannerism</li> <li>• Ask for design/style of Frok</li> <li>• Suggest for design/style of Frok</li> <li>• Get agreements about the design/style of Frok to be prepared</li> <li>• Inspect cloth for preparing Frok</li> <li>• Take measurements of the body parts of the client necessary for preparing Frok</li> <li>• Draft on cloth as per the</li> </ul>		<p><u>Preparing Frok:</u></p> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Receiving client</li> <li>❖ Greeting client</li> <li>❖ Sitting client comfortably</li> <li>❖ Showing good mannerism</li> <li>❖ Asking for design/style of Frok</li> <li>❖ Suggesting for design/style of Frok</li> <li>❖ Getting agreements about the design/style of Frok to be prepared</li> <li>❖ Inspecting cloth for preparing Frok</li> <li>❖ Taking measurements of the body parts of the</li> </ul>	1	4	5

	<p>measurements made and agreed upon design/style of Frok</p> <ul style="list-style-type: none"> <li>• Cut cloth for the preparation of Frok as per the draft made</li> <li>• Paste Bakram / pasting</li> <li>• Prepare machine for sewing Frok</li> <li>• Carry out overlooking</li> <li>• Sew Frok by parts</li> <li>• Join the main parts prepared for Frok</li> <li>• Join the other parts prepared for Frok</li> <li>• Check measurements to ensure correctness of the size of Frok to be fit in the body the client</li> <li>• Make corrections(if necessary)</li> <li>• Carry out hand stitching</li> <li>• Remove/cut unwanted/unnecessary threads seen on the Frok</li> <li>• Iron Frok</li> <li>• Hang Frok</li> <li>• Allow client for trail to ensure the fitness of Frok</li> <li>• Make corrections on the Frok (if necessary)</li> <li>• Pack Frok</li> <li>• Hand over Frok to the client</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<p>client necessary for preparing Frok</p> <ul style="list-style-type: none"> <li>❖ Drafting on cloth as per the measurements made and agreed upon design/style of Frok</li> <li>❖ Cutting cloth for the preparation of Frok as per the draft made</li> <li>❖ Pasting Bakram / pasting</li> <li>❖ Preparing machine for sewing Frok</li> <li>❖ Carrying out overlooking</li> <li>❖ Sewing Frok by parts</li> <li>❖ Joining the main parts prepared for Frok</li> <li>❖ Joining the other parts prepared for Frok</li> <li>❖ Checking measurements to ensure correctness of the size of Frok to be fit in the body the client</li> <li>❖ Making corrections(if necessary)</li> <li>❖ Carrying out hand stitching</li> <li>❖ Remove/cut unwanted/unnecessary threads seen on the Frok</li> <li>❖ Ironing Frok</li> <li>❖ Hanging Frok</li> <li>❖ Allowing client for trail to ensure the fitness of Frok</li> <li>❖ Making corrections on the Frok (if necessary)</li> <li>❖ Packing Frok</li> <li>❖ Handing over Frok to the client</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
9.	<p><u>Prepare Shirt</u></p> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Receive client</li> <li>• Greet client</li> </ul>		<p><u>Preparing Shirt:</u></p> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> </ul>	1	4	5

	<ul style="list-style-type: none"> <li>• Sit client comfortably</li> <li>• Show good mannerism</li> <li>• Ask for design/style of Shirt</li> <li>• Suggest for design/style of Shirt</li> <li>• Get agreements about the design/style of Shirt to be prepared</li> <li>• Inspect cloth for preparing Shirt</li> <li>• Take measurements of the body parts of the client necessary for preparing Shirt</li> <li>• Draft on cloth as per the measurements made and agreed upon design/style of Shirt</li> <li>• Cut cloth for the preparation of Shirt as per the draft made</li> <li>• Paste Bakram / pasting</li> <li>• Prepare machine for sewing Shirt</li> <li>• Carry out overlooking</li> <li>• Sew Shirt by parts</li> <li>• Join the main parts prepared for Shirt</li> <li>• Join the other parts prepared for Shirt</li> <li>• Check measurements to ensure correctness of the size of Shirt to be fit in the body the client</li> <li>• Make corrections(if necessary)</li> <li>• Carry out hand stitching</li> <li>• Remove/cut unwanted/unnecessary threads seen on the Shirt</li> <li>• Iron Shirt</li> <li>• Hang Shirt</li> <li>• Allow client for trail to ensure the fitness of Shirt</li> </ul>		<ul style="list-style-type: none"> <li>❖ Procedural steps</li> <li>❖ Receiving client</li> <li>❖ Greeting client</li> <li>❖ Sitting client comfortably</li> <li>❖ Showing good mannerism</li> <li>❖ Asking for design/style of Shirt</li> <li>❖ Suggesting for design/style of Shirt</li> <li>❖ Getting agreements about the design/style of Shirt to be prepared</li> <li>❖ Inspecting cloth for preparing Shirt</li> <li>❖ Taking measurements of the body parts of the client necessary for preparing Shirt</li> <li>❖ Draft ingon cloth as per the measurements made and agreed upon design/style of Shirt</li> <li>❖ Cutting cloth for the preparation of Shirt as per the draft made</li> <li>❖ Pasting Bakram / pasting</li> <li>❖ Preparing machine for sewing Shirt</li> <li>❖ Carrying out overlooking</li> <li>❖ Sewing Shirt by parts</li> <li>❖ Joining the main parts prepared for Shirt</li> <li>❖ Joining the other parts prepared for Shirt</li> <li>❖ Checking measurements to ensure correctness of the size of Shirt to be fit in the body the client</li> <li>❖ Making corrections(if necessary)</li> <li>❖ Carrying out hand stitching</li> <li>❖ Removing /cutting unwanted/unnecessary threads seen on the Shirt</li> <li>❖ Ironing Shirt</li> </ul>			
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	<ul style="list-style-type: none"> <li>• Make corrections on the Shirt (if necessary)</li> <li>• Pack Shirt</li> <li>• Hand over Shirt to the client</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<ul style="list-style-type: none"> <li>❖ Hanging Shirt</li> <li>❖ Allowing client for trail to ensure the fitness of Shirt</li> <li>❖ Making corrections on the Shirt (if necessary)</li> <li>❖ Packing Shirt</li> <li>❖ Handing over Shirt to the client</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
10.	<p><u>Prepare Ladies Paint</u></p> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Receive client</li> <li>• Greet client</li> <li>• Sit client comfortably</li> <li>• Show good mannerism</li> <li>• Ask for design/style of Ladies Paint</li> <li>• Suggest for design/style of Ladies Paint</li> <li>• Get agreements about the design/style of Ladies Paint to be prepared</li> <li>• Inspect cloth for preparing Ladies Paint</li> <li>• Take measurements of the body parts of the client necessary for preparing Ladies Paint</li> <li>• Draft on cloth as per the measurements made and agreed upon design/style of Ladies Paint</li> <li>• Cut cloth for the preparation of Ladies Paint as per the draft made</li> <li>• Paste Bakram / pasting</li> <li>• Prepare machine for sewing Ladies Paint</li> <li>• Carry out overlooking</li> <li>• Sew Ladies Paint by parts</li> </ul>		<p><u>Preparing Ladies Paint:</u></p> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Receiving client</li> <li>❖ Greeting client</li> <li>❖ Sitting client comfortably</li> <li>❖ Showing good mannerism</li> <li>❖ Asking for design/style of Ladies Paint</li> <li>❖ Suggesting for design/style of Ladies Paint</li> <li>❖ Getting agreements about the design/style of Ladies Paint to be prepared</li> <li>❖ Inspecting cloth for preparing Ladies Paint</li> <li>❖ Taking measurements of the body parts of the client necessary for preparing Ladies Paint</li> <li>❖ Drafting on cloth as per the measurements made and agreed upon design/style of Ladies Paint</li> <li>❖ Cutting cloth for the preparation of Ladies Paint as per the draft made</li> <li>❖ Pasting Bakram / pasting</li> </ul>	1	4	5

	<ul style="list-style-type: none"> <li>• Join the main parts prepared for Ladies Paint</li> <li>• Join the other parts prepared for Ladies Paint</li> <li>• Check measurements to ensure correctness of the size of Ladies Paint to be fit in the body the client</li> <li>• Make corrections(if necessary)</li> <li>• Carry out hand stitching</li> <li>• Remove/cut unwanted/unnecessary threads seen on the Ladies Paint</li> <li>• Iron Ladies Paint</li> <li>• Hang Ladies Paint</li> <li>• Allow client for trail to ensure the fitness of Ladies Paint</li> <li>• Make corrections on the Ladies Paint (if necessary)</li> <li>• Pack Ladies Paint</li> <li>• Hand over Ladies Paint to the client</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<ul style="list-style-type: none"> <li>❖ Preparing machine for sewing Ladies Paint</li> <li>❖ Carrying out overlooking</li> <li>❖ Sewing Ladies Paint by parts</li> <li>❖ Joining the main parts prepared for Ladies Paint</li> <li>❖ Joining the other parts prepared for Ladies Paint</li> <li>❖ Checking measurements to ensure correctness of the size of Ladies Paint to be fit in the body the client</li> <li>❖ Making corrections(if necessary)</li> <li>❖ Carrying out hand stitching</li> <li>❖ Removing/cutting unwanted/unnecessary threads seen on the Ladies Paint</li> <li>❖ Ironing Ladies Paint</li> <li>❖ Hanging Ladies Paint</li> <li>❖ Allowing client for trail to ensure the fitness of Ladies Paint</li> <li>❖ Making corrections on the Ladies Paint (if necessary)</li> <li>❖ Packing Ladies Paint</li> <li>❖ Handing over Ladies Paint to the client</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> <li>❖ Preparing Ladies Paint:</li> </ul>			
11.	<u>Prepare Ladies Shirt</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Receive client</li> <li>• Greet client</li> <li>• Sit client comfortably</li> <li>• Show good mannerism</li> <li>• Ask for design/style of Ladies Shirt</li> <li>• Suggest for design/style</li> </ul>		<u>Preparing Ladies Shirt:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Receiving client</li> <li>❖ Greeting client</li> <li>❖ Sitting client comfortably</li> <li>❖ Showing good mannerism</li> </ul>	1	4	5



	<p>of Ladies Shirt</p> <ul style="list-style-type: none"> <li>• Get agreements about the design/style of Ladies Shirt to be prepared</li> <li>• Inspect cloth for preparing Ladies Shirt</li> <li>• Take measurements of the body parts of the client necessary for preparing Ladies Shirt</li> <li>• Draft on cloth as per the measurements made and agreed upon design/style of Ladies Shirt</li> <li>• Cut cloth for the preparation of Ladies Shirt as per the draft made</li> <li>• Paste Bakram / pasting</li> <li>• Prepare machine for sewing Ladies Shirt</li> <li>• Carry out overlooking</li> <li>• Sew Ladies Shirt by parts</li> <li>• Join the main parts prepared for Ladies Shirt</li> <li>• Join the other parts prepared for Ladies Shirt</li> <li>• Check measurements to ensure correctness of the size of Ladies Shirt to be fit in the body the client</li> <li>• Make corrections(if necessary)</li> <li>• Carry out hand stitching</li> <li>• Remove/cut unwanted/unnecessary threads seen on the Ladies Shirt</li> <li>• Iron Ladies Shirt</li> <li>• Hang Ladies Shirt</li> <li>• Allow client for trail to ensure the fitness of Ladies Shirt</li> <li>• Make corrections on the Ladies Shirt (if</li> </ul>		<ul style="list-style-type: none"> <li>❖ Asking for design/style of Ladies Shirt</li> <li>❖ Suggesting for design/style of Ladies Shirt</li> <li>❖ Getting agreements about the design/style of Ladies Shirt to be prepared</li> <li>❖ Inspecting cloth for preparing Ladies Shirt</li> <li>❖ Taking measurements of the body parts of the client necessary for preparing Ladies Shirt</li> <li>❖ Drafting on cloth as per the measurements made and agreed upon design/style of Ladies Shirt</li> <li>❖ Cutting cloth for the preparation of Ladies Shirt as per the draft made</li> <li>❖ Pasting Bakram / pasting</li> <li>❖ Preparing machine for sewing Ladies Shirt</li> <li>❖ Carrying out overlooking</li> <li>❖ Sewing Ladies Shirt by parts</li> <li>❖ Joining the main parts prepared for Ladies Shirt</li> <li>❖ Joining the other parts prepared for Ladies Shirt</li> <li>❖ Checking measurements to ensure correctness of the size of Ladies Shirt to be fit in the body the client</li> <li>❖ Making corrections(if necessary)</li> <li>❖ Carrying out hand stitching</li> <li>❖ Removing /cutting unwanted/unnecessary threads seen on the Ladies Shirt</li> </ul>			
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	necessary) <ul style="list-style-type: none"> <li>• Pack Ladies Shirt</li> <li>• Hand over Ladies Shirt to the client</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<ul style="list-style-type: none"> <li>❖ Ironing Ladies Shirt</li> <li>❖ Hanging Ladies Shirt</li> <li>❖ Allowing client for trail to ensure the fitness of Ladies Shirt</li> <li>❖ Making corrections on the Ladies Shirt (if necessary)</li> <li>❖ Packing Ladies Shirt</li> <li>❖ Handing over Ladies Shirt to the client</li> <li>❖ Taking precautions</li> <li>❖ Keeping records</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
12.	<u>Prepare Kaptan</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Receive client</li> <li>• Greet client</li> <li>• Sit client comfortably</li> <li>• Show good mannerism</li> <li>• Ask for design/style of Kaptan</li> <li>• Suggest for design/style of Kaptan</li> <li>• Get agreements about the design/style of Kaptan to be prepared</li> <li>• Inspect cloth for preparing Kaptan</li> <li>• Take measurements of the body parts of the client necessary for preparing Kaptan</li> <li>• Draft on cloth as per the measurements made and agreed upon design/style of Kaptan</li> <li>• Cut cloth for the preparation of Kaptan as per the draft made</li> <li>• Paste Bakram / pasting</li> <li>• Prepare machine for sewing Kaptan</li> </ul>		<u>Preparing Kaptan:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Receiving client</li> <li>❖ Greeting client</li> <li>❖ Sitting client comfortably</li> <li>❖ Showing good mannerism</li> <li>❖ Asking for design/style of Kaptan</li> <li>❖ Suggesting for design/style of Kaptan</li> <li>❖ Getting agreements about the design/style of Kaptan to be prepared</li> <li>❖ Inspecting cloth for preparing Kaptan</li> <li>❖ Taking measurements of the body parts of the client necessary for preparing Kaptan</li> <li>❖ Drafting on cloth as per the measurements made and agreed upon design/style of Kaptan</li> <li>❖ Cutting cloth for the preparation of Kaptan as per the draft made</li> <li>❖ Pasting Bakram / pasting</li> </ul>	1	4	5

	<ul style="list-style-type: none"> <li>• Carry out overlooking</li> <li>• Sew Kaptan by parts</li> <li>• Join the main parts prepared for Kaptan</li> <li>• Join the other parts prepared for Kaptan</li> <li>• Check measurements to ensure correctness of the size of Kaptan to be fit in the body the client</li> <li>• Make corrections(if necessary)</li> <li>• Carry out hand stitching</li> <li>• Remove/cut unwanted/unnecessary threads seen on the Kaptan</li> <li>• Iron Kaptan</li> <li>• Hang Kaptan</li> <li>• Allow client for trail to ensure the fitness of Kaptan</li> <li>• Make corrections on the Kaptan (if necessary)</li> <li>• Pack Kaptan</li> <li>• Hand over Kaptan to the client</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<ul style="list-style-type: none"> <li>❖ Preparing machine for sewing Kaptan</li> <li>❖ Carrying out overlooking</li> <li>❖ Sewing Kaptan by parts</li> <li>❖ Joining the main parts prepared for Kaptan</li> <li>❖ Joining the other parts prepared for Kaptan</li> <li>❖ Checking measurements to ensure correctness of the size of Kaptan to be fit in the body the client</li> <li>❖ Making corrections(if necessary)</li> <li>❖ Carrying out hand stitching</li> <li>❖ Removing /cutting unwanted/unnecessary threads seen on the Kaptan</li> <li>❖ Ironing Kaptan</li> <li>❖ Hanging Kaptan</li> <li>❖ Allowing client for trail to ensure the fitness of Kaptan</li> <li>❖ Making corrections on the Kaptan (if necessary)</li> <li>❖ Packing Kaptan</li> <li>❖ Handing over Kaptan to the client</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
13.	<p><u>Prepare Lehenga</u></p> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Receive client</li> <li>• Greet client</li> <li>• Sit client comfortably</li> <li>• Show good mannerism</li> <li>• Ask for design/style of Lehenga</li> <li>• Suggest for design/style of Lehenga</li> <li>• Get agreements about the design/style of Lehenga to be prepared</li> </ul>		<p><u>Preparing Lehenga:</u></p> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Receiving client</li> <li>❖ Greeting client</li> <li>❖ Sitting client comfortably</li> <li>❖ Showing good mannerism</li> <li>❖ Asking for design/style of Lehenga</li> <li>❖ Suggesting for design/style of Lehenga</li> </ul>	1	4	5

<ul style="list-style-type: none"> <li>• Inspect cloth for preparing Lehenga</li> <li>• Take measurements of the body parts of the client necessary for preparing Lehenga</li> <li>• Draft on cloth as per the measurements made and agreed upon design/style of Lehenga</li> <li>• Cut cloth for the preparation of Lehenga as per the draft made</li> <li>• Paste Bakram / pasting</li> <li>• Prepare machine for sewing Lehenga</li> <li>• Carry out overlooking</li> <li>• Sew Lehenga by parts</li> <li>• Join the main parts prepared for Lehenga</li> <li>• Join the other parts prepared for Lehenga</li> <li>• Check measurements to ensure correctness of the size of Lehenga to be fit in the body the client</li> <li>• Make corrections(if necessary)</li> <li>• Carry out hand stitching</li> <li>• Remove/cut unwanted/unnecessary threads seen on the Lehenga</li> <li>• Iron Lehenga</li> <li>• Hang Lehenga</li> <li>• Allow client for trail to ensure the fitness of Lehenga</li> <li>• Make corrections on the Lehenga (if necessary)</li> <li>• Pack Lehenga</li> <li>• Hand over Lehenga to the client</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<ul style="list-style-type: none"> <li>❖ Getting agreements about the design/style of Lehenga to be prepared</li> <li>❖ Inspecting cloth for preparing Lehenga</li> <li>❖ Taking measurements of the body parts of the client necessary for preparing Lehenga</li> <li>❖ Drafting on cloth as per the measurements made and agreed upon design/style of Lehenga</li> <li>❖ Cutting cloth for the preparation of Lehenga as per the draft made</li> <li>❖ Pasting Bakram / pasting</li> <li>❖ Preparing machine for sewing Lehenga</li> <li>❖ Carrying out overlooking</li> <li>❖ Sewing Lehenga by parts</li> <li>❖ Joining the main parts prepared for Lehenga</li> <li>❖ Joining the other parts prepared for Lehenga</li> <li>❖ Checking measurements to ensure correctness of the size of Lehenga to be fit in the body the client</li> <li>❖ Making corrections(if necessary)</li> <li>❖ Carrying out hand stitching</li> <li>❖ Removing /cuting unwanted/unnecessary threads seen on the Lehenga</li> <li>❖ Ironing Lehenga</li> <li>❖ Hanging Lehenga</li> <li>❖ Allowing client for trail to ensure the fitness of Lehenga</li> <li>❖ Making corrections on the Lehenga (if necessary)</li> <li>❖ Packing Lehenga</li> </ul>			
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			<ul style="list-style-type: none"> <li>❖ Handing over Lehenga to the client</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
14.	<u>Prepare Bakhu</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Receive client</li> <li>• Greet client</li> <li>• Sit client comfortably</li> <li>• Show good mannerism</li> <li>• Ask for design/style of Bakhu</li> <li>• Suggest for design/style of Bakhu</li> <li>• Get agreements about the design/style of Bakhu to be prepared</li> <li>• Inspect cloth for preparing Bakhu</li> <li>• Take measurements of the body parts of the client necessary for preparing Bakhu</li> <li>• Draft on cloth as per the measurements made and agreed upon design/style of Bakhu</li> <li>• Cut cloth for the preparation of Bakhu as per the draft made</li> <li>• Paste Bakram / pasting</li> <li>• Prepare machine for sewing Bakhu</li> <li>• Carry out overlooking</li> <li>• Sew Bakhu by parts</li> <li>• Join the main parts prepared for Bakhu</li> <li>• Join the other parts prepared for Bakhu</li> <li>• Check measurements to ensure correctness of the size of Bakhu to be fit in the body the client</li> <li>• Make corrections(if</li> </ul>		<u>Preparing Bakhu:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Receiving client</li> <li>❖ Greeting client</li> <li>❖ Sitting client comfortably</li> <li>❖ Showing good mannerism</li> <li>❖ Asking for design/style of Bakhu</li> <li>❖ Suggesting for design/style of Bakhu</li> <li>❖ Getting agreements about the design/style of Bakhu to be prepared</li> <li>❖ Inspecting cloth for preparing Bakhu</li> <li>❖ Taking measurements of the body parts of the client necessary for preparing Bakhu</li> <li>❖ Drafting on cloth as per the measurements made and agreed upon design/style of Bakhu</li> <li>❖ Cutting cloth for the preparation of Bakhu as per the draft made</li> <li>❖ Pasting Bakram / pasting</li> <li>❖ Preparing machine for sewing Bakhu</li> <li>❖ Carrying out overlooking</li> <li>❖ Sewing Bakhu by parts</li> <li>❖ Joining the main parts prepared for Bakhu</li> <li>❖ Joining the other parts prepared for Bakhu</li> <li>❖ Checking measurements to ensure correctness of the size of Bakhu to be</li> </ul>	1	4	5

	<p>necessary)</p> <ul style="list-style-type: none"> <li>• Carry out hand stitching</li> <li>• Remove/cut unwanted/unnecessary threads seen on the Bakhu</li> <li>• Iron Bakhu</li> <li>• Hang Bakhu</li> <li>• Allow client for trail to ensure the fitness of Bakhu</li> <li>• Make corrections on the Bakhu (if necessary)</li> <li>• Pack Bakhu</li> <li>• Hand over Bakhu to the client</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<p>fit in the body the client</p> <ul style="list-style-type: none"> <li>❖ Making corrections(if necessary)</li> <li>❖ Carrying out hand stitching</li> <li>❖ Removing /cutting unwanted/unnecessary threads seen on the Bakhu</li> <li>❖ Ironing Bakhu</li> <li>❖ Hanging Bakhu</li> <li>❖ Allowing client for trail to ensure the fitness of Bakhu</li> <li>❖ Making corrections on the Bakhu (if necessary)</li> <li>❖ Packing Bakhu</li> <li>❖ Handing over Bakhu to the client</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
15.	<p><u>Prepare Jhabala</u></p> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Receive client</li> <li>• Greet client</li> <li>• Sit client comfortably</li> <li>• Show good mannerism</li> <li>• Ask for design/style of Jhabala</li> <li>• Suggest for design/style of Jhabala</li> <li>• Get agreements about the design/style of Jhabala to be prepared</li> <li>• Inspect cloth for preparing Jhabala</li> <li>• Take measurements of the body parts of the client necessary for preparing Jhabala</li> <li>• Draft on cloth as per the measurements made and agreed upon design/style of Jhabala</li> <li>• Cut cloth for the preparation of Jhabala as</li> </ul>		<p><u>Preparing Jhabala:</u></p> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Receiving client</li> <li>❖ Greeting client</li> <li>❖ Sitting client comfortably</li> <li>❖ Showing good mannerism</li> <li>❖ Ask for design/style of Jhabala</li> <li>❖ Suggesting for design/style of Jhabala</li> <li>❖ Getting agreements about the design/style of Jhabala to be prepared</li> <li>❖ Inspecting cloth for preparing Jhabala</li> <li>❖ Taking measurements of the body parts of the client necessary for preparing Jhabala</li> <li>❖ Drafting on cloth as per the measurements made and agreed upon</li> </ul>	1	4	5

	<p>per the draft made</p> <ul style="list-style-type: none"> <li>• Paste Bakram / pasting</li> <li>• Prepare machine for sewing Jhabala</li> <li>• Carry out overlooking</li> <li>• Sew Jhabala by parts</li> <li>• Join the main parts prepared for Jhabala</li> <li>• Join the other parts prepared for Jhabala</li> <li>• Check measurements to ensure correctness of the size of Jhabala to be fit in the body the client</li> <li>• Make corrections(if necessary)</li> <li>• Carry out hand stitching</li> <li>• Remove/cut unwanted/unnecessary threads seen on the Jhabala</li> <li>• Iron Jhabala</li> <li>• Hang Jhabala</li> <li>• Allow client for trail to ensure the fitness of Jhabala</li> <li>• Make corrections on the Jhabala (if necessary)</li> <li>• Pack Jhabala</li> <li>• Hand over Jhabala to the client</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<p>design/style of Jhabala</p> <ul style="list-style-type: none"> <li>❖ Cutting cloth for the preparation of Jhabala as per the draft made</li> <li>❖ Pasting Bakram / pasting</li> <li>❖ Preparing machine for sewing Jhabala</li> <li>❖ Carrying out overlooking</li> <li>❖ Sewing Jhabala by parts</li> <li>❖ Joining the main parts prepared for Jhabala</li> <li>❖ Joining the other parts prepared for Jhabala</li> <li>❖ Checking measurements to ensure correctness of the size of Jhabala to be fit in the body the client</li> <li>❖ Making corrections(if necessary)</li> <li>❖ Carrying out hand stitching</li> <li>❖ Removing /cutting unwanted/unnecessary threads seen on the Jhabala</li> <li>❖ Ironing Jhabala</li> <li>❖ Hanging Jhabala</li> <li>❖ Allowing client for trail to ensure the fitness of Jhabala</li> <li>❖ Making corrections on the Jhabala (if necessary)</li> <li>❖ Packing Jhabala</li> <li>❖ Handing over Jhabala to the client</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
16.	<p><u>Prepare Waist Coat</u></p> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Receive client</li> <li>• Greet client</li> <li>• Sit client comfortably</li> <li>• Show good mannerism</li> <li>• Ask for design/style of Waist Coat</li> </ul>		<p><u>Preparing Waist Coat:</u></p> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Receiving client</li> <li>❖ Greeting client</li> <li>❖ Sitting client comfortably</li> </ul>	1	4	5

	<ul style="list-style-type: none"> <li>• Suggest for design/style of Waist Coat</li> <li>• Get agreements about the design/style of Waist Coat to be prepared</li> <li>• Inspect cloth for preparing Waist Coat</li> <li>• Take measurements of the body parts of the client necessary for preparing Waist Coat</li> <li>• Draft on cloth as per the measurements made and agreed upon design/style of Waist Coat</li> <li>• Cut cloth for the preparation of Waist Coat as per the draft made</li> <li>• Paste Bakram / pasting</li> <li>• Prepare machine for sewing Waist Coat</li> <li>• Carry out overlooking</li> <li>• Sew Waist Coat by parts</li> <li>• Join the main parts prepared for Waist Coat</li> <li>• Join the other parts prepared for Waist Coat</li> <li>• Check measurements to ensure correctness of the size of Waist Coat to be fit in the body the client</li> <li>• Make corrections(if necessary)</li> <li>• Carry out hand stitching</li> <li>• Remove/cut unwanted/unnecessary threads seen on the Waist Coat</li> <li>• Iron Waist Coat</li> <li>• Hang Waist Coat</li> <li>• Allow client for trail to ensure the fitness of Waist Coat</li> <li>• Make corrections on the Waist Coat (if necessary)</li> </ul>		<ul style="list-style-type: none"> <li>❖ Showing good mannerism</li> <li>❖ Asking for design/style of Waist Coat</li> <li>❖ Suggesting for design/style of Waist Coat</li> <li>❖ Getting agreements about the design/style of Waist Coat to be prepared</li> <li>❖ Inspecting cloth for preparing Waist Coat</li> <li>❖ Taking measurements of the body parts of the client necessary for preparing Waist Coat</li> <li>❖ Drafting on cloth as per the measurements made and agreed upon design/style of Waist Coat</li> <li>❖ Cutting cloth for the preparation of Waist Coat as per the draft made</li> <li>❖ Pasting Bakram / pasting</li> <li>❖ Preparing machine for sewing Waist Coat</li> <li>❖ Carrying out overlooking</li> <li>❖ Sewing Waist Coat by parts</li> <li>❖ Joining the main parts prepared for Waist Coat</li> <li>❖ Joining the other parts prepared for Waist Coat</li> <li>❖ Checking measurements to ensure correctness of the size of Waist Coat to be fit in the body the client</li> <li>❖ Making corrections(if necessary)</li> <li>❖ Carrying out hand stitching</li> <li>❖ Removing /cutting unwanted/unnecessary threads seen on the Waist Coat</li> </ul>			
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	<ul style="list-style-type: none"> <li>• Pack Waist Coat</li> <li>• Hand over Waist Coat to the client</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<ul style="list-style-type: none"> <li>❖ Ironing Waist Coat</li> <li>❖ Hanging Waist Coat</li> <li>❖ Allowing client for trail to ensure the fitness of Waist Coat</li> <li>❖ Making corrections on the Waist Coat (if necessary)</li> <li>❖ Packing Waist Coat</li> <li>❖ Handing over Waist Coat to the client</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
17.	<p><u>Prepare Tunic</u></p> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Receive client</li> <li>• Greet client</li> <li>• Sit client comfortably</li> <li>• Show good mannerism</li> <li>• Ask for design/style of Tunic</li> <li>• Suggest for design/style of Tunic</li> <li>• Get agreements about the design/style of Tunic to be prepared</li> <li>• Inspect cloth for preparing Tunic</li> <li>• Take measurements of the body parts of the client necessary for preparing Tunic</li> <li>• Draft on cloth as per the measurements made and agreed upon design/style of Tunic</li> <li>• Cut cloth for the preparation of Tunic as per the draft made</li> <li>• Paste Bakram / pasting</li> <li>• Prepare machine for sewing Tunic</li> <li>• Carry out overlooking</li> <li>• Sew Tunic by parts</li> </ul>		<p><u>Preparing Tunic:</u></p> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Receiving client</li> <li>❖ Greeting client</li> <li>❖ Sitting client comfortably</li> <li>❖ Showing good mannerism</li> <li>❖ Asking for design/style of Tunic</li> <li>❖ Suggesting for design/style of Tunic</li> <li>❖ Getting agreements about the design/style of Tunic to be prepared</li> <li>❖ Inspecting cloth for preparing Tunic</li> <li>❖ Taking measurements of the body parts of the client necessary for preparing Tunic</li> <li>❖ Drafting on cloth as per the measurements made and agreed upon design/style of Tunic</li> <li>❖ Cutting cloth for the preparation of Tunic as per the draft made</li> <li>❖ Pasting Bakram / pasting</li> <li>❖ Preparing machine for sewing Tunic</li> </ul>	1	4	5

	<ul style="list-style-type: none"> <li>• Join the main parts prepared for Tunic</li> <li>• Join the other parts prepared for Tunic</li> <li>• Check measurements to ensure correctness of the size of Tunic to be fit in the body the client</li> <li>• Make corrections(if necessary)</li> <li>• Carry out hand stitching</li> <li>• Remove/cut unwanted/unnecessary threads seen on the Tunic</li> <li>• Iron Tunic</li> <li>• Hang Tunic</li> <li>• Allow client for trail to ensure the fitness of Tunic</li> <li>• Make corrections on the Tunic (if necessary)</li> <li>• Pack Tunic</li> <li>• Hand over Tunic to the client</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<ul style="list-style-type: none"> <li>❖ Carrying out overlooking</li> <li>❖ Sewing Tunic by parts</li> <li>❖ Joining the main parts prepared for Tunic</li> <li>❖ Joining the other parts prepared for Tunic</li> <li>❖ Checking measurements to ensure correctness of the size of Tunic to be fit in the body the client</li> <li>❖ Making corrections(if necessary)</li> <li>❖ Carrying out hand stitching</li> <li>❖ Removing/cutting unwanted/unnecessary threads seen on the Tunic</li> <li>❖ Ironing Tunic</li> <li>❖ Hanging Tunic</li> <li>❖ Allowing client for trail to ensure the fitness of Tunic</li> <li>❖ Making corrections on the Tunic (if necessary)</li> <li>❖ Packing Tunic</li> <li>❖ Handing over Tunic to the client</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
18.	<u>Prepare Halter</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Receive client</li> <li>• Greet client</li> <li>• Sit client comfortably</li> <li>• Show good mannerism</li> <li>• Ask for design/style of Halter</li> <li>• Suggest for design/style of Halter</li> <li>• Get agreements about the design/style of Halter to be prepared</li> <li>• Inspect cloth for preparing Halter</li> <li>• Take measurements of</li> </ul>		<u>Preparing Halter:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Receiving client</li> <li>❖ Greeting client</li> <li>❖ Sitting client comfortably</li> <li>❖ Showing good mannerism</li> <li>❖ Asking for design/style of Halter</li> <li>❖ Suggesting for design/style of Halter</li> <li>❖ Getting agreements about the design/style of Halter to be prepared</li> </ul>	1	4	5

	<p>the body parts of the client necessary for preparing Halter</p> <ul style="list-style-type: none"> <li>• Draft on cloth as per the measurements made and agreed upon design/style of Halter</li> <li>• Cut cloth for the preparation of Halter as per the draft made</li> <li>• Paste Bakram / pasting</li> <li>• Prepare machine for sewing Halter</li> <li>• Carry out overlooking</li> <li>• Sew Halter by parts</li> <li>• Join the main parts prepared for Halter</li> <li>• Join the other parts prepared for Halter</li> <li>• Check measurements to ensure correctness of the size of Halter to be fit in the body the client</li> <li>• Make corrections(if necessary)</li> <li>• Carry out hand stitching</li> <li>• Remove/cut unwanted/unnecessary threads seen on the Halter</li> <li>• Iron Halter</li> <li>• Hang Halter</li> <li>• Allow client for trail to ensure the fitness of Halter</li> <li>• Make corrections on the Halter (if necessary)</li> <li>• Pack Halter</li> <li>• Hand over Halter to the client</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<ul style="list-style-type: none"> <li>❖ Inspecting cloth for preparing Halter</li> <li>❖ Taking measurements of the body parts of the client necessary for preparing Halter</li> <li>❖ Drafting on cloth as per the measurements made and agreed upon design/style of Halter</li> <li>❖ Cutting cloth for the preparation of Halter as per the draft made</li> <li>❖ Pasting Bakram / pasting</li> <li>❖ Preparing machine for sewing Halter</li> <li>❖ Carrying out overlooking</li> <li>❖ Sewing Halter by parts</li> <li>❖ Joining the main parts prepared for Halter</li> <li>❖ Joining the other parts prepared for Halter</li> <li>❖ Checking measurements to ensure correctness of the size of Halter to be fit in the body the client</li> <li>❖ Making corrections(if necessary)</li> <li>❖ Carrying out hand stitching</li> <li>❖ Removing /cutting unwanted/unnecessary threads seen on the Halter</li> <li>❖ Ironing Halter</li> <li>❖ Hanging Halter</li> <li>❖ Allowing client for trail to ensure the fitness of Halter</li> <li>❖ Making corrections on the Halter (if necessary)</li> <li>❖ Packing Halter</li> <li>❖ Handing over Halter to the client</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
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19.	<p><u>Prepare Chaubandi Cholo</u></p> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Receive client</li> <li>• Greet client</li> <li>• Sit client comfortably</li> <li>• Show good mannerism</li> <li>• Ask for design/style of Chaubandi Cholo</li> <li>• Suggest for design/style of Chaubandi Cholo</li> <li>• Get agreements about the design/style of Chaubandi Cholo to be prepared</li> <li>• Inspect cloth for preparing Chaubandi Cholo</li> <li>• Take measurements of the body parts of the client necessary for preparing Chaubandi Cholo</li> <li>• Draft on cloth as per the measurements made and agreed upon design/style of Chaubandi Cholo</li> <li>• Cut cloth for the preparation of Chaubandi Cholo as per the draft made</li> <li>• Paste Bakram / pasting</li> <li>• Prepare machine for sewing Chaubandi Cholo</li> <li>• Carry out overlooking</li> <li>• Sew Chaubandi Cholo by parts</li> <li>• Join the main parts prepared for Chaubandi Cholo</li> <li>• Join the other parts prepared for Chaubandi Cholo</li> <li>• Check measurements to ensure correctness of the size of Chaubandi Cholo to be fit in the body the</li> </ul>		<p><u>Preparing Chaubandi Cholo:</u></p> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Receiving client</li> <li>❖ Greeting client</li> <li>❖ Sitting client comfortably</li> <li>❖ Showing good mannerism</li> <li>❖ Asking for design/style of Chaubandi Cholo</li> <li>❖ Suggesting for design/style of Chaubandi Cholo</li> <li>❖ Getting agreements about the design/style of Chaubandi Cholo to be prepared</li> <li>❖ Inspecting cloth for preparing Chaubandi Cholo</li> <li>❖ Taking measurements of the body parts of the client necessary for preparing Chaubandi Cholo</li> <li>❖ Drafting on cloth as per the measurements made and agreed upon design/style of Chaubandi Cholo</li> <li>❖ Cutting cloth for the preparation of Chaubandi Cholo as per the draft made</li> <li>❖ Pasting Bakram / pasting</li> <li>❖ Preparing machine for sewing Chaubandi Cholo</li> <li>❖ Carrying out overlooking</li> <li>❖ Sewing Chaubandi Cholo by parts</li> <li>❖ Joining the main parts prepared for Chaubandi Cholo</li> <li>❖ Joining the other parts prepared for Chaubandi</li> </ul>	1	4	5
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	client <ul style="list-style-type: none"> <li>• Make corrections(if necessary)</li> <li>• Carry out hand stitching</li> <li>• Remove/cut unwanted/unnecessary threads seen on the Chaubandi Cholo</li> <li>• Iron Chaubandi Cholo</li> <li>• Hang Chaubandi Cholo</li> <li>• Allow client for trail to ensure the fitness of Chaubandi Cholo</li> <li>• Make corrections on the Chaubandi Cholo (if necessary)</li> <li>• Pack Chaubandi Cholo</li> <li>• Hand over Chaubandi Cholo to the client</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		Cholo <ul style="list-style-type: none"> <li>❖ Checking measurements to ensure correctness of the size of Chaubandi Cholo to be fit in the body the client</li> <li>❖ Making corrections(if necessary)</li> <li>❖ Carrying out hand stitching</li> <li>❖ Removing/cutting unwanted/unnecessary threads seen on the Chaubandi Cholo</li> <li>❖ Ironing Chaubandi Cholo</li> <li>❖ Hanging Chaubandi Cholo</li> <li>❖ Allowing client for trail to ensure the fitness of Chaubandi Cholo</li> <li>❖ Making corrections on the Chaubandi Cholo (if necessary)</li> <li>❖ Packing Chaubandi Cholo</li> <li>❖ Handing over Chaubandi Cholo to the client</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
			Total:	19	76	95
<b>Module: 4: Gents dresses</b>						
<b>Description:</b> It deals with the knowledge and skills related to the preparation of gents dress items.						
<b>Objectives:</b> After its completion the trainees will be able: <ul style="list-style-type: none"> <li>• To identify various gents dress items</li> <li>• To prepare various gents dress items as per the need and demand of customers</li> </ul>						
<b>Tasks:</b> To fulfill the objective the trainees are expected to get proficiency on the following tasks/skills/steps together with their related technical knowledge:						
Th.(16 hrs) + Pr.(64 hrs) = Tot.(80 hrs)				Time( hrs )		
SN	Tasks or skills/ steps		Related technical knowledge	Th.	Pr.	Tot.
1.	<u>Prepare Nepali Topi</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Receive client</li> <li>• Greet client</li> <li>• Sit client comfortably</li> </ul>		<u>Preparing Nepali Topi:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> </ul>	1	4	5

<ul style="list-style-type: none"> <li>• Show good mannerism</li> <li>• Ask for design/style of Topi</li> <li>• Suggest for design/style of Topi</li> <li>• Get agreements about the design/style of Topi to be prepared</li> <li>• Inspect cloth for preparing Topi</li> <li>• Take measurements of the body parts of the client necessary for preparing Topi</li> <li>• Draft on cloth as per the measurements made and agreed upon design/style of Topi</li> <li>• Cut cloth for the preparation of Topi as per the draft made</li> <li>• Paste Bakram / pasting</li> <li>• Prepare machine for sewing Topi</li> <li>• Carry out overlooking</li> <li>• Sew Topi by parts</li> <li>• Join the main parts prepared for Topi</li> <li>• Join the other parts prepared for Topi</li> <li>• Check measurements to ensure correctness of the size of Topi to be fit in the body the client</li> <li>• Make corrections(if necessary)</li> <li>• Carry out hand stitching</li> <li>• Remove/cut unwanted/unnecessary threads seen on the Topi</li> <li>• Iron Topi</li> <li>• Hang Topi</li> <li>• Allow client for trail to ensure the fitness of Topi</li> <li>• Make corrections on the</li> </ul>		<ul style="list-style-type: none"> <li>❖ Receiving client</li> <li>❖ Greeting client</li> <li>❖ Sitting client comfortably</li> <li>❖ Showing good mannerism</li> <li>❖ Asking for design/style of Topi</li> <li>❖ Suggesting for design/style of Topi</li> <li>❖ Getting agreements about the design/style of Topi to be prepared</li> <li>❖ Inspecting cloth for preparing Topi</li> <li>❖ Taking measurements of the body parts of the client necessary for preparing Topi</li> <li>❖ Drafting on cloth as per the measurements made and agreed upon design/style of Topi</li> <li>❖ Cutting cloth for the preparation of Topi as per the draft made</li> <li>❖ Pasting Bakram / pasting</li> <li>❖ Preparing machine for sewing Topi</li> <li>❖ Carrying out overlooking</li> <li>❖ Sewing Topi by parts</li> <li>❖ Joining the main parts prepared for Topi</li> <li>❖ Joining the other parts prepared for Topi</li> <li>❖ Checking measurements to ensure correctness of the size of Topi to be fit in the body the client</li> <li>❖ Making corrections(if necessary)</li> <li>❖ Carrying out hand stitching</li> <li>❖ Removing /cutting unwanted/unnecessary threads seen on the Topi</li> <li>❖ Ironing Topi</li> <li>❖ Hanging Topi</li> </ul>			
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	<p>Topi (if necessary)</p> <ul style="list-style-type: none"> <li>• Pack Topi</li> <li>• Hand over Topi to the client</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<ul style="list-style-type: none"> <li>❖ Allowing client for trail to ensure the fitness of Topi</li> <li>❖ Making corrections on the Topi (if necessary)</li> <li>❖ Packing Topi</li> <li>❖ Handing over Topi to the client</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
2.	<p><u>Prepare gents Kurta Suruwal</u></p> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Receive client</li> <li>• Greet client</li> <li>• Sit client comfortably</li> <li>• Show good mannerism</li> <li>• Ask for design/style of Kurta Suruwal</li> <li>• Suggest for design/style of Kurta Suruwal</li> <li>• Get agreements about the design/style of Kurta Suruwal to be prepared</li> <li>• Inspect cloth for preparing Kurta Suruwal</li> <li>• Take measurements of the body parts of the client necessary for preparing Kurta Suruwal</li> <li>• Draft on cloth as per the measurements made and agreed upon design/style of Kurta Suruwal</li> <li>• Cut cloth for the preparation of Kurta Suruwal as per the draft made</li> <li>• Paste Bakram / pasting</li> <li>• Prepare machine for sewing Kurta Suruwal</li> <li>• Carry out overlooking</li> <li>• Sew Kurta Suruwal by parts</li> <li>• Join the main parts</li> </ul>		<p><u>Preparing gents Kurta Suruwal:</u></p> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Receiving client</li> <li>❖ Greeting client</li> <li>❖ Sitting client comfortably</li> <li>❖ Showing good mannerism</li> <li>❖ Asking for design/style of Kurta Suruwal</li> <li>❖ Suggesting for design/style of Kurta Suruwal</li> <li>❖ Getting agreements about the design/style of Kurta Suruwal to be prepared</li> <li>❖ Inspecting cloth for preparing Kurta Suruwal</li> <li>❖ Taking measurements of the body parts of the client necessary for preparing Kurta Suruwal</li> <li>❖ Drafting on cloth as per the measurements made and agreed upon design/style of Kurta Suruwal</li> <li>❖ Cutting cloth for the preparation of Kurta Suruwal as per the draft made</li> <li>❖ Pasting Bakram / pasting</li> <li>❖ Preparing machine for</li> </ul>	1	4	5

	<p>prepared for Kurta Suruwal</p> <ul style="list-style-type: none"> <li>• Join the other parts prepared for Kurta Suruwal</li> <li>• Check measurements to ensure correctness of the size of Kurta Suruwal to be fit in the body the client</li> <li>• Make corrections(if necessary)</li> <li>• Carry out hand stitching</li> <li>• Remove/cut unwanted/unnecessary threads seen on the Kurta Suruwal</li> <li>• Iron Kurta Suruwal</li> <li>• Hang Kurta Suruwal</li> <li>• Allow client for trail to ensure the fitness of Kurta Suruwal</li> <li>• Make corrections on the Kurta Suruwal (if necessary)</li> <li>• Pack Kurta Suruwal</li> <li>• Hand over Kurta Suruwal to the client</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<p>sewing Kurta Suruwal</p> <ul style="list-style-type: none"> <li>❖ Carrying out overlooking</li> <li>❖ Sewing Kurta Suruwal by parts</li> <li>❖ Joining the main parts prepared for Kurta Suruwal</li> <li>❖ Joining the other parts prepared for Kurta Suruwal</li> <li>❖ Checking measurements to ensure correctness of the size of Kurta Suruwal to be fit in the body the client</li> <li>❖ Making corrections(if necessary)</li> <li>❖ Carrying out hand stitching</li> <li>❖ Removing /cutting unwanted/unnecessary threads seen on the Kurta Suruwal</li> <li>❖ Ironing Kurta Suruwal</li> <li>❖ Hanging Kurta Suruwal</li> <li>❖ Allowing client for trail to ensure the fitness of Kurta Suruwal</li> <li>❖ Making corrections on the Kurta Suruwal (if necessary)</li> <li>❖ Packing Kurta Suruwal</li> <li>❖ Handing over Kurta Suruwal to the client</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
3.	<p><u>Prepare Pathani Suit</u></p> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Receive client</li> <li>• Greet client</li> <li>• Sit client comfortably</li> <li>• Show good mannerism</li> <li>• Ask for design/style of Pathani Suit</li> <li>• Suggest for design/style</li> </ul>		<p><u>Preparing Pathani Suit:</u></p> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Receiving client</li> <li>❖ Greeting client</li> <li>❖ Sitting client comfortably</li> <li>❖ Showing good mannerism</li> </ul>	1	4	5



	<p>of Pathani Suit</p> <ul style="list-style-type: none"> <li>• Get agreements about the design/style of Pathani Suit to be prepared</li> <li>• Inspect cloth for preparing Pathani Suit</li> <li>• Take measurements of the body parts of the client necessary for preparing Pathani Suit</li> <li>• Draft on cloth as per the measurements made and agreed upon design/style of Pathani Suit</li> <li>• Cut cloth for the preparation of Pathani Suit as per the draft made</li> <li>• Paste Bakram / pasting</li> <li>• Prepare machine for sewing Pathani Suit</li> <li>• Carry out overlooking</li> <li>• Sew Pathani Suit by parts</li> <li>• Join the main parts prepared for Pathani Suit</li> <li>• Join the other parts prepared for Pathani Suit</li> <li>• Check measurements to ensure correctness of the size of Pathani Suit to be fit in the body the client</li> <li>• Make corrections(if necessary)</li> <li>• Carry out hand stitching</li> <li>• Remove/cut unwanted/unnecessary threads seen on the Pathani Suit</li> <li>• Iron Pathani Suit</li> <li>• Hang Pathani Suit</li> <li>• Allow client for trail to ensure the fitness of Pathani Suit</li> <li>• Make corrections on the Pathani Suit (if necessary)</li> </ul>		<ul style="list-style-type: none"> <li>❖ Asking for design/style of Pathani Suit</li> <li>❖ Suggesting for design/style of Pathani Suit</li> <li>❖ Getting agreements about the design/style of Pathani Suit to be prepared</li> <li>❖ Inspecting cloth for preparing Pathani Suit</li> <li>❖ Taking measurements of the body parts of the client necessary for preparing Pathani Suit</li> <li>❖ Drafting on cloth as per the measurements made and agreed upon design/style of Pathani Suit</li> <li>❖ Cutting cloth for the preparation of Pathani Suit as per the draft made</li> <li>❖ Pasting Bakram / pasting</li> <li>❖ Preparing machine for sewing Pathani Suit</li> <li>❖ Carrying out overlooking</li> <li>❖ Sewing Pathani Suit by parts</li> <li>❖ Joining the main parts prepared for Pathani Suit</li> <li>❖ Joining the other parts prepared for Pathani Suit</li> <li>❖ Checking measurements to ensure correctness of the size of Pathani Suit to be fit in the body the client</li> <li>❖ Making corrections(if necessary)</li> <li>❖ Carrying out hand stitching</li> <li>❖ Removing /cutting unwanted/unnecessary threads seen on the Pathani Suit</li> </ul>			
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	<ul style="list-style-type: none"> <li>• Pack Pathani Suit</li> <li>• Hand over Pathani Suit to the client</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<ul style="list-style-type: none"> <li>❖ Ironing Pathani Suit</li> <li>❖ Hanging Pathani Suit</li> <li>❖ Allowing client for trail to ensure the fitness of Pathani Suit</li> <li>❖ Making corrections on the Pathani Suit (if necessary)</li> <li>❖ Packing Pathani Suit</li> <li>❖ Handing over Pathani Suit to the client</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
4.	<p><u>Prepare tie</u></p> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Receive client</li> <li>• Greet client</li> <li>• Sit client comfortably</li> <li>• Show good mannerism</li> <li>• Ask for design/style of tie</li> <li>• Suggest for design/style of tie</li> <li>• Get agreements about the design/style of tie to be prepared</li> <li>• Inspect cloth for preparing tie</li> <li>• Take measurements of the body parts of the client necessary for preparing tie</li> <li>• Draft on cloth as per the measurements made and agreed upon design/style of tie</li> <li>• Cut cloth for the preparation of tie as per the draft made</li> <li>• Paste Bakram / pasting</li> <li>• Prepare machine for sewing tie</li> <li>• Carry out overlooking</li> <li>• Sew tie by parts</li> <li>• Join the main parts</li> </ul>		<p><u>Preparing tie:</u></p> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Receiving client</li> <li>❖ Greeting client</li> <li>❖ Sitting client comfortably</li> <li>❖ Showing good mannerism</li> <li>❖ Asking for design/style of tie</li> <li>❖ Suggesting for design/style of tie</li> <li>❖ Getting agreements about the design/style of tie to be prepared</li> <li>❖ Inspecting cloth for preparing tie</li> <li>❖ Taking measurements of the body parts of the client necessary for preparing tie</li> <li>❖ Drafting on cloth as per the measurements made and agreed upon design/style of tie</li> <li>❖ Cutting cloth for the preparation of tie as per the draft made</li> <li>❖ Pasting Bakram / pasting</li> <li>❖ Preparing machine for sewing tie</li> </ul>	1	4	5

	<ul style="list-style-type: none"> <li>prepared for tie</li> <li>• Join the other parts prepared for tie</li> <li>• Check measurements to ensure correctness of the size of tie to be fit in the body the client</li> <li>• Make corrections(if necessary)</li> <li>• Carry out hand stitching</li> <li>• Remove/cut unwanted/unnecessary threads seen on the tie</li> <li>• Iron tie</li> <li>• Hang tie</li> <li>• Allow client for trail to ensure the fitness of tie</li> <li>• Make corrections on the tie (if necessary)</li> <li>• Pack tie</li> <li>• Hand over tie to the client</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<ul style="list-style-type: none"> <li>❖ Carrying out overlooking</li> <li>❖ Sewing tie by parts</li> <li>❖ Joining the main parts prepared for tie</li> <li>❖ Joining the other parts prepared for tie</li> <li>❖ Checking measurements to ensure correctness of the size of tie to be fit in the body the client</li> <li>❖ Making corrections(if necessary)</li> <li>❖ Carrying out hand stitching</li> <li>❖ Removing /cutting unwanted/unnecessary threads seen on the tie</li> <li>❖ Ironing tie</li> <li>❖ Hanging tie</li> <li>❖ Allowing client for trail to ensure the fitness of tie</li> <li>❖ Making corrections on the tie (if necessary)</li> <li>❖ Packing tie</li> <li>❖ Handing over tie to the client</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
5.	<p><u>Prepare Daura Suruwal</u></p> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Receive client</li> <li>• Greet client</li> <li>• Sit client comfortably</li> <li>• Show good mannerism</li> <li>• Ask for design/style of Daura Suruwal</li> <li>• Suggest for design/style of Daura Suruwal</li> <li>• Get agreements about the design/style of Daura Suruwal to be prepared</li> <li>• Inspect cloth for preparing Daura Suruwal</li> <li>• Take measurements of the body parts of the</li> </ul>		<p><u>Preparing Daura Suruwal:</u></p> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Receiving client</li> <li>❖ Greeting client</li> <li>❖ Sitting client comfortably</li> <li>❖ Showing good mannerism</li> <li>❖ Asking for design/style of Daura Suruwal</li> <li>❖ Suggesting for design/style of Daura Suruwal</li> <li>❖ Getting agreements about the design/style of Daura Suruwal to be prepared</li> </ul>	1	4	5

	<p>client necessary for preparing Daura Suruwal</p> <ul style="list-style-type: none"> <li>• Draft on cloth as per the measurements made and agreed upon design/style of Daura Suruwal</li> <li>• Cut cloth for the preparation of Daura Suruwal as per the draft made</li> <li>• Paste Bakram / pasting</li> <li>• Prepare machine for sewing Daura Suruwal</li> <li>• Carry out overlooking</li> <li>• Sew Daura Suruwal by parts</li> <li>• Join the main parts prepared for Daura Suruwal</li> <li>• Join the other parts prepared for Daura Suruwal</li> <li>• Check measurements to ensure correctness of the size of Maxi Daura Suruwal to be fit in the body the client</li> <li>• Make corrections(if necessary)</li> <li>• Carry out hand stitching</li> <li>• Remove/cut unwanted/unnecessary threads seen on the Daura Suruwal</li> <li>• Iron Daura Suruwal</li> <li>• Hang Daura Suruwal</li> <li>• Allow client for trail to ensure the fitness of Daura Suruwal</li> <li>• Make corrections on the Daura Suruwal (if necessary)</li> <li>• Pack Daura Suruwal</li> <li>• Hand over Daura Suruwal to the client</li> </ul>		<ul style="list-style-type: none"> <li>❖ Inspecting cloth for preparing Daura Suruwal</li> <li>❖ Taking measurements of the body parts of the client necessary for preparing Daura Suruwal</li> <li>❖ Drafting on cloth as per the measurements made and agreed upon design/style of Daura Suruwal</li> <li>❖ Cutting cloth for the preparation of Daura Suruwal as per the draft made</li> <li>❖ Pasting Bakram / pasting</li> <li>❖ Preparing machine for sewing Daura Suruwal</li> <li>❖ Carrying out overlooking</li> <li>❖ Sewing Daura Suruwal by parts</li> <li>❖ Joining the main parts prepared for Daura Suruwal</li> <li>❖ Joining the other parts prepared for Daura Suruwal</li> <li>❖ Checking measurements to ensure correctness of the size of Maxi Daura Suruwal to be fit in the body the client</li> <li>❖ Making corrections(if necessary)</li> <li>❖ Carrying out hand stitching</li> <li>❖ Removing /cutting unwanted/unnecessary threads seen on the Daura Suruwal</li> <li>❖ Ironing Daura Suruwal</li> <li>❖ Hanging Daura Suruwal</li> <li>❖ Allowing client for trail to ensure the fitness of Daura Suruwal</li> <li>❖ Making corrections on</li> </ul>			
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	<ul style="list-style-type: none"> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<p>the Daura Suruwal (if necessary)</p> <ul style="list-style-type: none"> <li>❖ Packing Daura Suruwal</li> <li>❖ Handing over Daura Suruwal to the client</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
6.	<p><u>Prepare Night Suits</u></p> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Receive client</li> <li>• Greet client</li> <li>• Sit client comfortably</li> <li>• Show good mannerism</li> <li>• Ask for design/style of Night Suits</li> <li>• Suggest for design/style of Night Suits Maxi</li> <li>• Get agreements about the design/style of Night Suits to be prepared</li> <li>• Inspect cloth for preparing Night Suits</li> <li>• Take measurements of the body parts of the client necessary for preparing Night Suits</li> <li>• Draft on cloth as per the measurements made and agreed upon design/style of Night Suits Maxi</li> <li>• Cut cloth for the preparation of Night Suits as per the draft made</li> <li>• Paste Bakram / pasting</li> <li>• Prepare machine for sewing Night Suits</li> <li>• Carry out overlooking</li> <li>• Sew Night Suits by parts</li> <li>• Join the main parts prepared for Night Suits</li> <li>• Join the other parts prepared for Night Suits</li> <li>• Check measurements to ensure correctness of the</li> </ul>		<p><u>Preparing Night Suits:</u></p> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Receiving client</li> <li>❖ Greeting client</li> <li>❖ Sitting client comfortably</li> <li>❖ Showing good mannerism</li> <li>❖ Asking for design/style of Night Suits</li> <li>❖ Suggesting for design/style of Night Suits Maxi</li> <li>❖ Getting agreements about the design/style of Night Suits to be prepared</li> <li>❖ Inspecting cloth for preparing Night Suits</li> <li>❖ Taking measurements of the body parts of the client necessary for preparing Night Suits</li> <li>❖ Drafting on cloth as per the measurements made and agreed upon design/style of Night Suits Maxi</li> <li>❖ Cutting cloth for the preparation of Night Suits as per the draft made</li> <li>❖ Pasting Bakram / pasting</li> <li>❖ Preparing machine for sewing Night Suits</li> <li>❖ Caring out overlooking</li> <li>❖ Sewing Night Suits by parts</li> <li>❖ Joining the main parts</li> </ul>	1	4	5

	<p>size of Night Suits to be fit in the body the client</p> <ul style="list-style-type: none"> <li>• Make corrections(if necessary)</li> <li>• Carry out hand stitching</li> <li>• Remove/cut unwanted/unnecessary threads seen on the Night Suits</li> <li>• Iron Night Suits</li> <li>• Hang Night Suits</li> <li>• Allow client for trail to ensure the fitness of Night Suits</li> <li>• Make corrections on the Night Suits (if necessary)</li> <li>• Pack Night Suits</li> <li>• Hand over Night Suits to the client</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<p>prepared for Night Suits</p> <ul style="list-style-type: none"> <li>❖ Joining the other parts prepared for Night Suits</li> <li>❖ Checking measurements to ensure correctness of the size of Night Suits to be fit in the body the client</li> <li>❖ Making corrections(if necessary)</li> <li>❖ Carrying out hand stitching</li> <li>❖ Removing /cutting unwanted/unnecessary threads seen on the Night Suits</li> <li>❖ Ironing Night Suits</li> <li>❖ Hanging Night Suits</li> <li>❖ Allowing client for trail to ensure the fitness of Night Suits</li> <li>❖ Making corrections on the Night Suits (if necessary)</li> <li>❖ Packing Night Suits</li> <li>❖ Handing over Night Suits to the client</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
7.	<p><u>Prepare Kamej Suruwal</u></p> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Receive client</li> <li>• Greet client</li> <li>• Sit client comfortably</li> <li>• Show good mannerism</li> <li>• Ask for design/style of Kamej Suruwal</li> <li>• Suggest for design/style of Kamej Suruwal</li> <li>• Get agreements about the design/style of Kamej Suruwal to be prepared</li> <li>• Inspect cloth for preparing Kamej Suruwal</li> <li>• Take measurements of</li> </ul>		<p><u>Preparing Kamej Suruwal:</u></p> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Receiving client</li> <li>❖ Greeting client</li> <li>❖ Sitting client comfortably</li> <li>❖ Showing good mannerism</li> <li>❖ Asking for design/style of Kamej Suruwal</li> <li>❖ Suggesting for design/style of Kamej Suruwal</li> <li>❖ Getting agreements about the design/style of Kamej</li> </ul>	1	4	5

	<p>the body parts of the client necessary for preparing Kamej Suruwal</p> <ul style="list-style-type: none"> <li>• Draft on cloth as per the measurements made and agreed upon design/style of Kamej Suruwal</li> <li>• Cut cloth for the preparation of Kamej Suruwal as per the draft made</li> <li>• Paste Bakram / pasting</li> <li>• Prepare machine for sewing Kamej Suruwal</li> <li>• Carry out overlooking</li> <li>• Sew Kamej Suruwal by parts</li> <li>• Join the main parts prepared for Kamej Suruwal</li> <li>• Join the other parts prepared for Kamej Suruwal</li> <li>• Check measurements to ensure correctness of the size of Kamej Suruwal to be fit in the body the client</li> <li>• Make corrections(if necessary)</li> <li>• Carry out hand stitching</li> <li>• Remove/cut unwanted/unnecessary threads seen on the Kamej Suruwal</li> <li>• Iron Kamej Suruwal</li> <li>• Hang Kamej Suruwal</li> <li>• Allow client for trail to ensure the fitness of Kamej Suruwal</li> <li>• Make corrections on the Kamej Suruwal (if necessary)</li> <li>• Pack Kamej Suruwal</li> <li>• Hand over Kamej</li> </ul>		<p>Suruwal to be prepared</p> <ul style="list-style-type: none"> <li>❖ Inspecting cloth for preparing Kamej Suruwal</li> <li>❖ Taking measurements of the body parts of the client necessary for preparing Kamej Suruwal</li> <li>❖ Drafting on cloth as per the measurements made and agreed upon design/style of Kamej Suruwal</li> <li>❖ Cutting cloth for the preparation of Kamej Suruwal as per the draft made</li> <li>❖ Pasting Bakram / pasting</li> <li>❖ Preparing machine for sewing Kamej Suruwal</li> <li>❖ Carrying out overlooking</li> <li>❖ Sewing Kamej Suruwal by parts</li> <li>❖ Joining the main parts prepared for Kamej Suruwal</li> <li>❖ Joining the other parts prepared for Kamej Suruwal</li> <li>❖ Checking measurements to ensure correctness of the size of Kamej Suruwal to be fit in the body the client</li> <li>❖ Making corrections(if necessary)</li> <li>❖ Carrying out hand stitching</li> <li>❖ Removing /cutting unwanted/unnecessary threads seen on the Kamej Suruwal</li> <li>❖ Ironing Kamej Suruwal</li> <li>❖ Hanging Kamej Suruwal</li> <li>❖ Allowing client for trail to ensure the fitness of Kamej Suruwal</li> </ul>			
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	<p>Suruwal to the client</p> <ul style="list-style-type: none"> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<ul style="list-style-type: none"> <li>❖ Making corrections on the Kamej Suruwal (if necessary)</li> <li>❖ Packing Kamej Suruwal</li> <li>❖ Handing over Kamej Suruwal to the client</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
8.	<p><u>Prepare Jawari coat</u></p> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Receive client</li> <li>• Greet client</li> <li>• Sit client comfortably</li> <li>• Show good mannerism</li> <li>• Ask for design/style of Jawari coat</li> <li>• Suggest for design/style of Jawari coat</li> <li>• Get agreements about the design/style of Jawari coat to be prepared</li> <li>• Inspect cloth for preparing Jawari coat</li> <li>• Take measurements of the body parts of the client necessary for preparing Jawari coat</li> <li>• Draft on cloth as per the measurements made and agreed upon design/style of Jawari coat</li> <li>• Cut cloth for the preparation of Jawari coat as per the draft made</li> <li>• Paste Bakram / pasting</li> <li>• Prepare machine for sewing Jawari coat</li> <li>• Carry out overlooking</li> <li>• Sew Jawari coat by parts</li> <li>• Join the main parts prepared for Jawari coat Maxi</li> <li>• Join the other parts prepared for Jawari coat</li> </ul>		<p><u>Preparing Jawari coat:</u></p> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Receiving client</li> <li>❖ Greeting client</li> <li>❖ Sitting client comfortably</li> <li>❖ Showing good mannerism</li> <li>❖ Asking for design/style of Jawari coat</li> <li>❖ Suggesting for design/style of Jawari coat</li> <li>❖ Getting agreements about the design/style of Jawari coat to be prepared</li> <li>❖ Inspecting cloth for preparing Jawari coat</li> <li>❖ Taking measurements of the body parts of the client necessary for preparing Jawari coat</li> <li>❖ Drafting on cloth as per the measurements made and agreed upon design/style of Jawari coat</li> <li>❖ Cutting cloth for the preparation of Jawari coat as per the draft made</li> <li>❖ Pasting Bakram / pasting</li> <li>❖ Preparing machine for sewing Jawari coat</li> <li>❖ Carrying out overlooking</li> <li>❖ Sewing Jawari coat by parts</li> </ul>	1	4	5



	<p>Maxi</p> <ul style="list-style-type: none"> <li>• Check measurements to ensure correctness of the size of Jawari coat to be fit in the body the client</li> <li>• Make corrections(if necessary)</li> <li>• Carry out hand stitching</li> <li>• Remove/cut unwanted/unnecessary threads seen on the Jawari coat</li> <li>• Iron Jawari coat</li> <li>• Hang Jawari coat</li> <li>• Allow client for trail to ensure the fitness of Jawari coat</li> <li>• Make corrections on the Jawari coat (if necessary)</li> <li>• Pack Jawari coat Maxi</li> <li>• Hand over Jawari coat to the client</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<ul style="list-style-type: none"> <li>❖ Joining the main parts prepared for Jawari coat Maxi</li> <li>❖ Joining the other parts prepared for Jawari coat Maxi</li> <li>❖ Checking measurements to ensure correctness of the size of Jawari coat to be fit in the body the client</li> <li>❖ Making corrections(if necessary)</li> <li>❖ Carrying out hand stitching</li> <li>❖ Removing /cutting unwanted/unnecessary threads seen on the Jawari coat</li> <li>❖ Ironing Jawari coat</li> <li>❖ Hanging Jawari coat</li> <li>❖ Allowing client for trail to ensure the fitness of Jawari coat</li> <li>❖ Making corrections on the Jawari coat (if necessary)</li> <li>❖ Packing Jawari coat Maxi</li> <li>❖ Handing over Jawari coat to the client</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
9.	<p><u>Prepare waist coat</u></p> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Receive client</li> <li>• Greet client</li> <li>• Sit client comfortably</li> <li>• Show good mannerism</li> <li>• Ask for design/style of waist coat</li> <li>• Suggest for design/style of waist coat</li> <li>• Get agreements about the design/style of waist coat to be prepared</li> </ul>		<p><u>Preparing waist coat:</u></p> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Receiving client</li> <li>❖ Greeting client</li> <li>❖ Sitting client comfortably</li> <li>❖ Showing good mannerism</li> <li>❖ Asking for design/style of waist coat</li> <li>❖ Suggesting for design/style of waist coat</li> </ul>	1	4	5

<ul style="list-style-type: none"> <li>• Inspect cloth for preparing waist coat</li> <li>• Take measurements of the body parts of the client necessary for preparing waist coat</li> <li>• Draft on cloth as per the measurements made and agreed upon design/style of waist coat</li> <li>• Cut cloth for the preparation of waist coat as per the draft made</li> <li>• Paste Bakram / pasting</li> <li>• Prepare machine for sewing waist coat</li> <li>• Carry out overlooking</li> <li>• Sew waist coat by parts</li> <li>• Join the main parts prepared for waist coat</li> <li>• Join the other parts prepared for waist coat</li> <li>• Check measurements to ensure correctness of the size of waist coat to be fit in the body the client</li> <li>• Make corrections(if necessary)</li> <li>• Carry out hand stitching</li> <li>• Remove/cut unwanted/unnecessary threads seen on the waist coat</li> <li>• Iron waist coat</li> <li>• Hang waist coat</li> <li>• Allow client for trail to ensure the fitness of waist coat</li> <li>• Make corrections on the waist coat (if necessary)</li> <li>• Pack waist coat</li> <li>• Hand over waist coat to the client</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<ul style="list-style-type: none"> <li>❖ Getting agreements about the design/style of waist coat to be prepared</li> <li>❖ Inspecting cloth for preparing waist coat</li> <li>❖ Taking measurements of the body parts of the client necessary for preparing waist coat</li> <li>❖ Drafting on cloth as per the measurements made and agreed upon design/style of waist coat</li> <li>❖ Cutting cloth for the preparation of waist coat as per the draft made</li> <li>❖ Pasting Bakram / pasting</li> <li>❖ Preparing machine for sewing waist coat</li> <li>❖ Carrying out overlooking</li> <li>❖ Sewing waist coat by parts</li> <li>❖ Joining the main parts prepared for waist coat</li> <li>❖ Joining the other parts prepared for waist coat</li> <li>❖ Checking measurements to ensure correctness of the size of waist coat to be fit in the body the client</li> <li>❖ Making corrections(if necessary)</li> <li>❖ Carrying out hand stitching</li> <li>❖ Removing /cutting unwanted/unnecessary threads seen on the waist coat</li> <li>❖ Ironing waist coat</li> <li>❖ Hanging waist coat</li> <li>❖ Allowing client for trail to ensure the fitness of waist coat</li> <li>❖ Making corrections on the waist coat (if</li> </ul>			
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			necessary) ❖ Packing waist coat ❖ Handing over waist coat to the client ❖ Precautions to be taken ❖ Records keeping			
10.	<u>Prepare Jacket</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Receive client</li> <li>• Greet client</li> <li>• Sit client comfortably</li> <li>• Show good mannerism</li> <li>• Ask for design/style of Jacket</li> <li>• Suggest for design/style of Jacket</li> <li>• Get agreements about the design/style of Jacket to be prepared</li> <li>• Inspect cloth for preparing Jacket</li> <li>• Take measurements of the body parts of the client necessary for preparing Jacket</li> <li>• Draft on cloth as per the measurements made and agreed upon design/style of Jacket</li> <li>• Cut cloth for the preparation of Jacket as per the draft made</li> <li>• Paste Bakram / pasting</li> <li>• Prepare machine for sewing Jacket</li> <li>• Carry out overlooking</li> <li>• Sew Jacket by parts</li> <li>• Join the main parts prepared for Jacket</li> <li>• Join the other parts prepared for Jacket</li> <li>• Check measurements to ensure correctness of the size of Jacket to be fit in the body the client</li> </ul>		<u>Preparing Jacket:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Receiving client</li> <li>❖ Greening client</li> <li>❖ Sitting client comfortably</li> <li>❖ Showing good mannerism</li> <li>❖ Asking for design/style of Jacket</li> <li>❖ Suggesting for design/style of Jacket</li> <li>❖ Getting agreements about the design/style of Jacket to be prepared</li> <li>❖ Inspecting cloth for preparing Jacket</li> <li>❖ Taking measurements of the body parts of the client necessary for preparing Jacket</li> <li>❖ Drafting on cloth as per the measurements made and agreed upon design/style of Jacket</li> <li>❖ Cutting cloth for the preparation of Jacket as per the draft made</li> <li>❖ Pasting Bakram / pasting</li> <li>❖ Preparing machine for sewing Jacket</li> <li>❖ Carrying out overlooking</li> <li>❖ Sewing Jacket by parts</li> <li>❖ Joining the main parts prepared for Jacket</li> <li>❖ Joining the other parts prepared for Jacket</li> <li>❖ Checking measurements to ensure correctness of</li> </ul>	1	4	5

	<ul style="list-style-type: none"> <li>• Make corrections(if necessary)</li> <li>• Carry out hand stitching</li> <li>• Remove/cut unwanted/unnecessary threads seen on the Jacket</li> <li>• Iron Jacket</li> <li>• Hang Jacket</li> <li>• Allow client for trail to ensure the fitness of Jacket</li> <li>• Make corrections on the Jacket (if necessary)</li> <li>• Pack Jacket</li> <li>• Hand over Jacket to the client</li> <li>• Take precautions</li> </ul> <p>Keep records</p>		<p>the size of Jacket to be fit in the body the client</p> <ul style="list-style-type: none"> <li>❖ Making corrections(if necessary)</li> <li>❖ Carrying out hand stitching</li> <li>❖ Removing /cutting unwanted/unnecessary threads seen on the Jacket</li> <li>❖ Ironing Jacket</li> <li>❖ Hanging Jacket</li> <li>❖ Allowing client for trail to ensure the fitness of Jacket</li> <li>❖ Making corrections on the Jacket (if necessary)</li> <li>❖ Packing Jacket</li> <li>❖ Handing over Jacket to the client</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
11.	<p><u>Prepare Coat</u></p> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Receive client</li> <li>• Greet client</li> <li>• Sit client comfortably</li> <li>• Show good mannerism</li> <li>• Ask for design/style of Coat</li> <li>• Suggest for design/style of Coat</li> <li>• Get agreements about the design/style of Coat to be prepared</li> <li>• Inspect cloth for preparing Coat</li> <li>• Take measurements of the body parts of the client necessary for preparing Coat</li> <li>• Draft on cloth as per the measurements made and agreed upon design/style of Coat</li> <li>• Cut cloth for the preparation of Coat as per</li> </ul>		<p><u>Preparing Coat:</u></p> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Receiving client</li> <li>❖ Greeting client</li> <li>❖ Sitting client comfortably</li> <li>❖ Showing good mannerism</li> <li>❖ Asking for design/style of Coat</li> <li>❖ Suggesting for design/style of Coat</li> <li>❖ Getting agreements about the design/style of Coat to be prepared</li> <li>❖ Inspecting cloth for preparing Coat</li> <li>❖ Taking measurements of the body parts of the client necessary for preparing Coat</li> <li>❖ Drafting on cloth as per the measurements made and agreed upon design/style of Coat</li> </ul>	1	4	5

	<p>the draft made</p> <ul style="list-style-type: none"> <li>• Paste Bakram / pasting</li> <li>• Prepare machine for sewing Coat</li> <li>• Carry out overlooking</li> <li>• Sew Coat by parts</li> <li>• Join the main parts prepared for Coat</li> <li>• Join the other parts prepared for Coat</li> <li>• Check measurements to ensure correctness of the size of Coat to be fit in the body the client</li> <li>• Make corrections(if necessary)</li> <li>• Carry out hand stitching</li> <li>• Remove/cut unwanted/unnecessary threads seen on the Coat</li> <li>• Iron Coat</li> <li>• Hang Coat</li> <li>• Allow client for trail to ensure the fitness of Coat</li> <li>• Make corrections on the Coat (if necessary)</li> <li>• Pack Coat</li> <li>• Hand over Coat to the client</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<ul style="list-style-type: none"> <li>❖ Cutting cloth for the preparation of Coat as per the draft made</li> <li>❖ Pasting Bakram / pasting</li> <li>❖ Preparing machine for sewing Coat</li> <li>❖ Carrying out overlooking</li> <li>❖ Sewing Coat by parts</li> <li>❖ Joining the main parts prepared for Coat</li> <li>❖ Joining the other parts prepared for Coat</li> <li>❖ Checking measurements to ensure correctness of the size of Coat to be fit in the body the client</li> <li>❖ Making corrections(if necessary)</li> <li>❖ Carrying out hand stitching</li> <li>❖ Removing /cutting unwanted/unnecessary threads seen on the Coat</li> <li>❖ Ironing Coat</li> <li>❖ Hanging Coat</li> <li>❖ Allowing client for trail to ensure the fitness of Coat</li> <li>❖ Making corrections on the Coat (if necessary)</li> <li>❖ Packing Coat</li> <li>❖ Handing over Coat to the client</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
12.	<p><u>Prepare Serwani</u></p> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Receive client</li> <li>• Greet client</li> <li>• Sit client comfortably</li> <li>• Show good mannerism</li> <li>• Ask for design/style of Serwani</li> <li>• Suggest for design/style of Serwani</li> <li>• Get agreements about the</li> </ul>		<p><u>Preparing Serwani:</u></p> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Receiving client</li> <li>❖ Greeting client</li> <li>❖ Sitting client comfortably</li> <li>❖ Showing good mannerism</li> <li>❖ Asking for design/style of Serwani</li> </ul>	1	4	5

	<p>design/style of Serwani to be prepared</p> <ul style="list-style-type: none"> <li>• Inspect cloth for preparing Serwani</li> <li>• Take measurements of the body parts of the client necessary for preparing Serwani</li> <li>• Draft on cloth as per the measurements made and agreed upon design/style of Serwani</li> <li>• Cut cloth for the preparation of Serwani as per the draft made</li> <li>• Paste Bakram / pasting</li> <li>• Prepare machine for sewing Serwani</li> <li>• Carry out overlooking</li> <li>• Sew Serwani by parts</li> <li>• Join the main parts prepared for Serwani</li> <li>• Join the other parts prepared for Serwani</li> <li>• Check measurements to ensure correctness of the size of Serwani to be fit in the body the client</li> <li>• Make corrections(if necessary)</li> <li>• Carry out hand stitching</li> <li>• Remove/cut unwanted/unnecessary threads seen on the Serwani</li> <li>• Iron Serwani</li> <li>• Hang Serwani</li> <li>• Allow client for trail to ensure the fitness of Serwani</li> <li>• Make corrections on the Serwani (if necessary)</li> <li>• Pack Serwani</li> <li>• Hand over Serwani to the client</li> </ul>		<ul style="list-style-type: none"> <li>❖ Suggesting for design/style of Serwani</li> <li>❖ Getting agreements about the design/style of Serwani to be prepared</li> <li>❖ Inspecting cloth for preparing Serwani</li> <li>❖ Taking measurements of the body parts of the client necessary for preparing Serwani</li> <li>❖ Drafting on cloth as per the measurements made and agreed upon design/style of Serwani</li> <li>❖ Cutting cloth for the preparation of Serwani as per the draft made</li> <li>❖ Pasting Bakram / pasting</li> <li>❖ Preparing machine for sewing Serwani</li> <li>❖ Carrying out overlooking</li> <li>❖ Sew Serwani by parts</li> <li>❖ Joining the main parts prepared for Serwani</li> <li>❖ Joining the other parts prepared for Serwani</li> <li>❖ Checking measurements to ensure correctness of the size of Serwani to be fit in the body the client</li> <li>❖ Making corrections(if necessary)</li> <li>❖ Carrying out hand stitching</li> <li>❖ Removing /cutting unwanted/unnecessary threads seen on the Serwani</li> <li>❖ Ironing Serwani</li> <li>❖ Hanging Serwani</li> <li>❖ Allowing client for trail to ensure the fitness of Serwani</li> <li>❖ Making corrections on the Serwani (if necessary)</li> </ul>			
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	<ul style="list-style-type: none"> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<ul style="list-style-type: none"> <li>❖ Packing Serwani</li> <li>❖ Handing over Serwani to the client</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
13.	<u>Prepare Top Coat</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Receive client</li> <li>• Greet client</li> <li>• Sit client comfortably</li> <li>• Show good mannerism</li> <li>• Ask for design/style of Top Coat</li> <li>• Suggest for design/style of Top Coat</li> <li>• Get agreements about the design/style of Top Coat to be prepared</li> <li>• Inspect cloth for preparing Top Coat</li> <li>• Take measurements of the body parts of the client necessary for preparing Top Coat</li> <li>• Draft on cloth as per the measurements made and agreed upon design/style of Top Coat</li> <li>• Cut cloth for the preparation of Top Coat as per the draft made</li> <li>• Paste Bakram / pasting</li> <li>• Prepare machine for sewing Top Coat Maxi</li> <li>• Carry out overlooking</li> <li>• Sew Top Coat by parts</li> <li>• Join the main parts prepared for Top Coat</li> <li>• Join the other parts prepared for Top Coat</li> <li>• Check measurements to ensure correctness of the size of Top Coat to be fit in the body the client</li> </ul>		<u>Preparing Top Coat:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Receiving client</li> <li>❖ Greeting client</li> <li>❖ Sitting client comfortably</li> <li>❖ Showing good mannerism</li> <li>❖ Asking for design/style of Top Coat</li> <li>❖ Suggesting for design/style of Top Coat</li> <li>❖ Getting agreements about the design/style of Top Coat to be prepared</li> <li>❖ Inspecting cloth for preparing Top Coat</li> <li>❖ Taking measurements of the body parts of the client necessary for preparing Top Coat</li> <li>❖ Drafting on cloth as per the measurements made and agreed upon design/style of Top Coat</li> <li>❖ Cutting cloth for the preparation of Top Coat as per the draft made</li> <li>❖ Pasting Bakram / pasting</li> <li>❖ Preparing machine for sewing Top Coat Maxi</li> <li>❖ Carrying out overlooking</li> <li>❖ Sewing Top Coat by parts</li> <li>❖ Joining the main parts prepared for Top Coat</li> <li>❖ Joining the other parts prepared for Top Coat</li> <li>❖ Checking measurements to ensure correctness of</li> </ul>	1	4	5

	<ul style="list-style-type: none"> <li>• Make corrections(if necessary)</li> <li>• Carry out hand stitching</li> <li>• Remove/cut unwanted/unnecessary threads seen on the Top Coat</li> <li>• Iron Top Coat</li> <li>• Hang Top Coat</li> <li>• Allow client for trail to ensure the fitness of Top Coat</li> <li>• Make corrections on the Top Coat (if necessary)</li> <li>• Pack Top Coat</li> <li>• Hand over Top Coat to the client</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<p>the size of Top Coat to be fit in the body the client</p> <ul style="list-style-type: none"> <li>❖ Making corrections(if necessary)</li> <li>❖ Carrying out hand stitching</li> <li>❖ Removing /cutting unwanted/unnecessary threads seen on the Top Coat</li> <li>❖ Ironing Top Coat</li> <li>❖ Hanging Top Coat</li> <li>❖ Allowing client for trail to ensure the fitness of Top Coat</li> <li>❖ Making corrections on the Top Coat (if necessary)</li> <li>❖ Packing Top Coat</li> <li>❖ Handing over Top Coat to the client</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
14.	<p><u>Prepare Safari</u></p> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Receive client</li> <li>• Greet client</li> <li>• Sit client comfortably</li> <li>• Show good mannerism</li> <li>• Ask for design/style of Safari</li> <li>• Suggest for design/style of Safari</li> <li>• Get agreements about the design/style of Safari to be prepared</li> <li>• Inspect cloth for preparing Safari</li> <li>• Take measurements of the body parts of the client necessary for preparing Safari</li> <li>• Draft on cloth as per the measurements made and agreed upon design/style</li> </ul>		<p><u>Preparing Safari:</u></p> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Receiving client</li> <li>❖ Greeting client</li> <li>❖ Sitting client comfortably</li> <li>❖ Showing good mannerism</li> <li>❖ Asking for design/style of Safari</li> <li>❖ Suggesting for design/style of Safari</li> <li>❖ Getting agreements about the design/style of Safari to be prepared</li> <li>❖ Inspecting cloth for preparing Safari</li> <li>❖ Taking measurements of the body parts of the client necessary for preparing Safari</li> </ul>	1	4	5



	<p>of Safari</p> <ul style="list-style-type: none"> <li>• Cut cloth for the preparation of Safari as per the draft made</li> <li>• Paste Bakram / pasting</li> <li>• Prepare machine for sewing Safari</li> <li>• Carry out overlooking</li> <li>• Sew Safari by parts</li> <li>• Join the main parts prepared for Safari</li> <li>• Join the other parts prepared for Safari</li> <li>• Check measurements to ensure correctness of the size of Safari to be fit in the body the client</li> <li>• Make corrections(if necessary)</li> <li>• Carry out hand stitching</li> <li>• Remove/cut unwanted/unnecessary threads seen on the Safari</li> <li>• Iron Safari</li> <li>• Hang Safari</li> <li>• Allow client for trail to ensure the fitness of Safari</li> <li>• Make corrections on the Safari (if necessary)</li> <li>• Pack Safari</li> <li>• Hand over Safari to the client</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<ul style="list-style-type: none"> <li>❖ Drafting on cloth as per the measurements made and agreed upon design/style of Safari</li> <li>❖ Cutting cloth for the preparation of Safari as per the draft made</li> <li>❖ Pasting Bakram / pasting</li> <li>❖ Preparing machine for sewing Safari</li> <li>❖ Carrying out overlooking</li> <li>❖ Sewing Safari by parts</li> <li>❖ Joining the main parts prepared for Safari</li> <li>❖ Joining the other parts prepared for Safari</li> <li>❖ Checking measurements to ensure correctness of the size of Safari to be fit in the body the client</li> <li>❖ Making corrections(if necessary)</li> <li>❖ Carrying out hand stitching</li> <li>❖ Removing /cutting unwanted/unnecessary threads seen on the Safari</li> <li>❖ Ironing Safari</li> <li>❖ Hanging Safari</li> <li>❖ Allowing client for trail to ensure the fitness of Safari</li> <li>❖ Making corrections on the Safari (if necessary)</li> <li>❖ Packing Safari</li> <li>❖ Handing over Safari to the client</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
15.	<p><u>Prepare Prince Coat</u></p> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Receive client</li> <li>• Greet client</li> <li>• Sit client comfortably</li> <li>• Show good mannerism</li> </ul>		<p><u>Preparing Prince Coat:</u></p> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Receiving client</li> </ul>	1	4	5

<ul style="list-style-type: none"> <li>• Ask for design/style of Prince Coat</li> <li>• Suggest for design/style of Prince Coat</li> <li>• Get agreements about the design/style of Prince Coat to be prepared</li> <li>• Inspect cloth for preparing Prince Coat</li> <li>• Take measurements of the body parts of the client necessary for preparing Prince Coat</li> <li>• Draft on cloth as per the measurements made and agreed upon design/style of Prince Coat</li> <li>• Cut cloth for the preparation of Prince Coat as per the draft made</li> <li>• Paste Bakram / pasting</li> <li>• Prepare machine for sewing Prince Coat</li> <li>• Carry out overlooking</li> <li>• Sew Prince Coat by parts</li> <li>• Join the main parts prepared for Prince Coat</li> <li>• Join the other parts prepared for Prince Coat</li> <li>• Check measurements to ensure correctness of the size of Prince Coat to be fit in the body the client</li> <li>• Make corrections(if necessary)</li> <li>• Carry out hand stitching</li> <li>• Remove/cut unwanted/unnecessary threads seen on the Prince Coat</li> <li>• Iron Prince Coat</li> <li>• Hang Prince Coat</li> <li>• Allow client for trail to ensure the fitness of</li> </ul>	<ul style="list-style-type: none"> <li>❖ Greeting client</li> <li>❖ Sitting client comfortably</li> <li>❖ Showing good mannerism</li> <li>❖ Asking for design/style of Prince Coat</li> <li>❖ Suggesting for design/style of Prince Coat</li> <li>❖ Getting agreements about the design/style of Prince Coat to be prepared</li> <li>❖ Inspecting cloth for preparing Prince Coat</li> <li>❖ Taking measurements of the body parts of the client necessary for preparing Prince Coat</li> <li>❖ Drafting on cloth as per the measurements made and agreed upon design/style of Prince Coat</li> <li>❖ Cutting cloth for the preparation of Prince Coat as per the draft made</li> <li>❖ Pasting Bakram / pasting</li> <li>❖ Preparing machine for sewing Prince Coat</li> <li>❖ Carrying out overlooking</li> <li>❖ Sewing Prince Coat by parts</li> <li>❖ Joining the main parts prepared for Prince Coat</li> <li>❖ Joining the other parts prepared for Prince Coat</li> <li>❖ Checking measurements to ensure correctness of the size of Prince Coat to be fit in the body the client</li> <li>❖ Making corrections(if necessary)</li> <li>❖ Carrying out hand stitching</li> <li>❖ Removing /cutting</li> </ul>			
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	<p>Prince Coat</p> <ul style="list-style-type: none"> <li>• Make corrections on the Prince Coat (if necessary)</li> <li>• Pack Prince Coat</li> <li>• Hand over Prince Coat to the client</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<p>unwanted/unnecessary threads seen on the Prince Coat</p> <ul style="list-style-type: none"> <li>❖ Ironing Prince Coat</li> <li>❖ Hanging Prince Coat</li> <li>❖ Allowing client for trail to ensure the fitness of Prince Coat</li> <li>❖ Making corrections on the Prince Coat (if necessary)</li> <li>❖ Packing Prince Coat</li> <li>❖ Handing over Prince Coat to the client</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
16.	<p><u>Prepare Briches</u></p> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Receive client</li> <li>• Greet client</li> <li>• Sit client comfortably</li> <li>• Show good mannerism</li> <li>• Ask for design/style of Briches</li> <li>• Suggest for design/style of Briches</li> <li>• Get agreements about the design/style of Briches to be prepared</li> <li>• Inspect cloth for preparing Briches</li> <li>• Take measurements of the body parts of the client necessary for preparing Briches</li> <li>• Draft on cloth as per the measurements made and agreed upon design/style of Briches</li> <li>• Cut cloth for the preparation of Briches as per the draft made</li> <li>• Paste Bakram / pasting</li> <li>• Prepare machine for</li> </ul>		<p><u>Preparing Briches:</u></p> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Receiving client</li> <li>❖ Greeting client</li> <li>❖ Sitting client comfortably</li> <li>❖ Showing good mannerism</li> <li>❖ Asking for design/style of Briches</li> <li>❖ Suggesting for design/style of Briches</li> <li>❖ Getting agreements about the design/style of Briches to be prepared</li> <li>❖ Inspecting cloth for preparing Briches</li> <li>❖ Take measurements of the body parts of the client necessary for preparing Briches</li> <li>❖ Drafting on cloth as per the measurements made and agreed upon design/style of Briches</li> <li>❖ Cutting cloth for the preparation of Briches as per the draft made</li> </ul>	1	4	5

	sewing Briches <ul style="list-style-type: none"> <li>• Carry out overlooking</li> <li>• Sew Briches by parts</li> <li>• Join the main parts prepared for Briches</li> <li>• Join the other parts prepared for Briches</li> <li>• Check measurements to ensure correctness of the size of Briches to be fit in the body the client</li> <li>• Make corrections(if necessary)</li> <li>• Carry out hand stitching</li> <li>• Remove/cut unwanted/unnecessary threads seen on the Briches</li> <li>• Iron Briches</li> <li>• Hang Briches</li> <li>• Allow client for trail to ensure the fitness of Briches</li> <li>• Make corrections on the Briches (if necessary)</li> <li>• Pack Briches</li> <li>• Hand over Briches to the client</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<ul style="list-style-type: none"> <li>❖ Pasting Bakram / pasting</li> <li>❖ Preparing machine for sewing Briches</li> <li>❖ Carrying out overlooking</li> <li>❖ Sewing Briches by parts</li> <li>❖ Joining the main parts prepared for Briches</li> <li>❖ Joining the other parts prepared for Briches</li> <li>❖ Checking measurements to ensure correctness of the size of Briches to be fit in the body the client</li> <li>❖ Making corrections(if necessary)</li> <li>❖ Carrying out hand stitching</li> <li>❖ Removing /cuting unwanted/unnecessary threads seen on the Briches</li> <li>❖ Ironing Briches</li> <li>❖ Hanging Briches</li> <li>❖ Allowing client for trail to ensure the fitness of Briches</li> <li>❖ Making corrections on the Briches (if necessary)</li> <li>❖ Packing Briches</li> <li>❖ Handing over Briches to the client</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
			Total:	16	64	80
<b>Module: 5: Management</b>						
	<b>Description:</b> It deals with common basic knowledge and skills related to tailoring activities such as inspecting and designing clothes necessary for the preparation of various ladies and gents dresses as per the demands of clients.					
	<b>Objectives:</b> After its completion the trainees will be able: <ul style="list-style-type: none"> <li>• To inspect cloths</li> <li>• To Carry out designing of dresses</li> </ul>					
	<b>Tasks:</b> To fulfill the objective the trainees are expected to get proficiency on the following tasks/skills/steps together with their related technical knowledge:					
	Th.(3 hrs) + Pr.(4 hrs) = Tot.(7 hrs)			Time( hrs )		
SN	Tasks or skills/ steps		Related technical knowledge	Th.	Pr.	Tot.

1.	<u>Establish tailoring center</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Visit well established tailoring centers</li> <li>• Study the established tailoring centers</li> <li>• Collect necessary information for establishing tailoring center</li> <li>• Analyze the information</li> <li>• Prepare plan for the establishment of a tailoring center</li> <li>• Meet legal requirements</li> <li>• Establish a tailoring center</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Establishing tailoring center:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Visiting well established tailoring centers</li> <li>❖ Studying the established tailoring centers</li> <li>❖ Collecting necessary information for establishing tailoring center</li> <li>❖ Analyzing the information</li> <li>❖ Preparing plan for the establishment of a tailoring center</li> <li>❖ Meeting legal requirements</li> <li>❖ Establishing a tailoring center</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	0.42	0.58	1
2.	<u>Manage tailoring activities</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Plan for tailoring activities</li> <li>• Budget for tailoring activities</li> <li>• Organize for tailoring activities</li> <li>• Direct for tailoring activities</li> <li>• Control for tailoring activities</li> <li>• Deal with customers</li> <li>• Carry out billing</li> <li>• Deliver products</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Managing tailoring activities:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Planning for tailoring activities</li> <li>❖ Budgeting for tailoring activities</li> <li>❖ Organizing for tailoring activities</li> <li>❖ Directing for tailoring activities</li> <li>❖ Controlling for tailoring activities</li> <li>❖ Dealing with customers</li> <li>❖ Carrying out billing</li> <li>❖ Delivering products</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	0.43	0.57	1
3.	<u>Deal with customers</u>		<u>Dealing with customers:</u>	0.43	0.57	1

	<ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Receive customers</li> <li>• Greet customers</li> <li>• Sit customers</li> <li>• Make customers comfortable</li> <li>• Apply culture of serving hot/cold drinks</li> <li>• Show good mannerism</li> <li>• Be polite</li> <li>• Be friendly</li> <li>• Identify customers wants</li> <li>• Make suggestions</li> <li>• Be empathetic</li> <li>• Give first priority to customer service</li> <li>• Provide maximum satisfaction to the customers</li> <li>• Get prior agreement with the customers for service charge</li> <li>• Take reasonable service charge only</li> <li>• Create friendly/attractive environment in the tailoring center</li> <li>• Farewell the customers</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Receiving customers</li> <li>❖ Greeting customers</li> <li>❖ Sitting customers</li> <li>❖ Making customers comfortable</li> <li>❖ Applying culture of serving hot/cold drinks</li> <li>❖ Showing good mannerism</li> <li>❖ Being polite</li> <li>❖ Being friendly</li> <li>❖ Identifying customers wants</li> <li>❖ Making suggestions</li> <li>❖ Being empathetic</li> <li>❖ Giving first priority to customer service</li> <li>❖ Providing maximum satisfaction to the customers</li> <li>❖ Getting prior agreement with the customers for service charge</li> <li>❖ Taking reasonable service charge only</li> <li>❖ Creating friendly/attractive environment in the tailoring center</li> <li>❖ Fare welling the customers</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
4.	<u>Communicate with others</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Communicate with clients</li> <li>• Communicate with staff</li> <li>• Communicate with merchants</li> <li>• Communicate with suppliers</li> </ul>		<u>Communicating with others:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Communicating with clients</li> <li>❖ Communicating with staff</li> <li>❖ Communicating with</li> </ul>	0.43	0.57	1

	<ul style="list-style-type: none"> <li>• Communicate with other tailors</li> <li>• Communicate with related government agencies</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<ul style="list-style-type: none"> <li>❖ merchants</li> <li>❖ Communicating with suppliers</li> <li>❖ Communicating with other tailors</li> <li>❖ Communicating with related government agencies</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
5.	<u>Develop professionally</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Seek for higher education</li> <li>• Attend trainings</li> <li>• Attend meetings</li> <li>• Attend workshops</li> <li>• Attend seminars</li> <li>• Attend job related TV programs</li> <li>• Read professional books</li> <li>• Read professional manuals</li> <li>• Read professional publications</li> <li>• Browse www</li> <li>• Form professional organization</li> <li>• Consult professional experts</li> <li>• Develop/promote tailoring enterprise</li> <li>• Listen job related radio programs</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Developing professionally:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Seeking for higher education</li> <li>❖ Attending trainings</li> <li>❖ Attending meetings</li> <li>❖ Attending workshops</li> <li>❖ Attending seminars</li> <li>❖ Attending job related TV programs</li> <li>❖ Reading professional books</li> <li>❖ Reading professional manuals</li> <li>❖ Reading professional publications</li> <li>❖ Browsing www</li> <li>❖ Forming professional organization</li> <li>❖ Consulting professional experts</li> <li>❖ Developing/promoting tailoring enterprise</li> <li>❖ Listening job related radio programs</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	0.43	0.57	1
6.	<u>Perform marketing</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• Survey market</li> <li>• Identify demand</li> </ul>		<u>Performing marketing:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> </ul>	0.43	0.57	1

	<ul style="list-style-type: none"> <li>• Design marketable products</li> <li>• Fix reasonable price</li> <li>• Market the product</li> <li>• Promote through publicity</li> <li>• Promote through advertisement</li> <li>• Promote through personal selling</li> <li>• Promote through sales promotion</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<ul style="list-style-type: none"> <li>❖ Procedural steps</li> <li>❖ Surveying market</li> <li>❖ Identifying demand</li> <li>❖ Designing marketable products</li> <li>❖ Fixing reasonable price</li> <li>❖ Marketing the product</li> <li>❖ Promoting through publicity</li> <li>❖ Promoting through advertisement</li> <li>❖ Promoting through personal selling</li> <li>❖ Promoting through sales promotion</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>			
7.	<u>Develop tailoring as a business/ enterprise</u> <ul style="list-style-type: none"> <li>• Receive instruction</li> <li>• State concept of “tailoring as a business/ enterprise”</li> <li>• Make plan to develop tailoring as a business/ enterprise</li> <li>• Develop tailoring as a business/ enterprise</li> <li>• Take precautions</li> <li>• Keep records</li> </ul>		<u>Developing tailoring as a business/ enterprise:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, importance, and application</li> <li>❖ Procedural steps</li> <li>❖ Stating concept of “tailoring as a business/ enterprise”</li> <li>❖ Making plan to develop tailoring as a business/ enterprise</li> <li>❖ Developing tailoring as a business/ enterprise</li> <li>❖ Precautions to be taken</li> <li>❖ Records keeping</li> </ul>	0.43	0.57	1
			Total:	3	4	7
			<b>Specialized modules total:</b>	<b>78</b>	<b>312</b>	<b>390</b>



<b>Module : 6 : Common module</b>						
<b>Description:</b> This module consists of skills and knowledge related to applied math, occupational health and safety, HIV/AIDS, first aid, communication, and small business management applicable in the related job performances.						
<b>Objectives:</b> After its completion the trainees will be able: <ul style="list-style-type: none"> <li>• To carry out simple mathematical calculations related to the occupation</li> <li>• To be familiar with hazards related to this occupation</li> <li>• To apply preventive measures for occupational health and safety</li> <li>• To apply first aid measures</li> <li>• To apply preventive measures for HIV/AIDS</li> <li>• To communicate with others</li> <li>• To apply skills of small business management</li> </ul>						
Sub modules: <ol style="list-style-type: none"> <li>1. Applied math</li> <li>2. Occupational health and safety</li> <li>3. First aid</li> <li>4. HIV/AIDS</li> <li>5. Communication</li> <li>6. Small business management</li> </ol>						
<b>Sub module: 1:Applied math</b>						
<b>Description:</b> It consists of skills and knowledge related to mathematical calculations applicable in the related occupational performances.						
<b>Objective:</b> After its completion the trainees will be able: <ul style="list-style-type: none"> <li>• To carry out simple mathematical calculations that must be done for the effective performance in the occupational job.</li> </ul>						
<b>Tasks:</b> To fulfill the objective the trainees are expected to get proficiency on the following tasks/skills/steps together with their related technical knowledge:						
				Th.(4 hrs) + Pr.( 16hrs) = Tot.( 20 hrs)		Time( hrs )
SN	Tasks or skills/ steps		Related technical knowledge	Th.	Pr.	Tot.
1.	Carry out simple addition applicable in job situation		<u>Addition:</u> ❖ Concept ❖ Simple calculations ❖ Application in the occupation	0.2	0.8	1
2.	Carry out simple subtraction applicable in job situation		<u>Subtraction:</u> ❖ Concept ❖ Simple calculations ❖ Application in the occupation	0.2	0.8	1
3.	Carry out simple multiplication applicable in job situation		<u>Multiplication</u> ❖ Concept ❖ Simple calculations ❖ Application in the occupation	0.2	0.8	1

4.	Carry out simple division applicable in job situation	<u>Division:</u> ❖ Concept ❖ Simple calculations ❖ Application in the occupation	0.2	0.8	1
5.	Carry out measurements	<u>Measurement:</u> ❖ Concept ❖ Application in the occupation	0.2	0.8	1
6.	Convert units of measurement	<u>Units of measurement:</u> ❖ Concept ❖ Units of measurement ❖ Unit conversion ❖ application	0.2	0.8	1
7.	Convert units of measuring temperature	<u>Units of measuring temperature:</u> ❖ Concept ❖ Units of temperature measurement ❖ Unit conversion ❖ application	0.2	0.8	1
8.	Calculate area	<u>Area:</u> ❖ Concept ❖ Formula ❖ Calculation ❖ Application	0.2	0.8	1
9.	Calculate volume	<u>Volume:</u> ❖ Concept ❖ Formula ❖ Calculation ❖ Application	0.2	0.8	1
10.	Calculate weight	<u>Weight:</u> ❖ Concept ❖ Formula ❖ Calculation ❖ Application	0.2	0.8	1
11.	Calculate percentage	<u>Percentage:</u> ❖ Concept ❖ Formula ❖ Calculation ❖ Application	0.2	0.8	1
12.	Calculate ratio and proportions	<u>Ratio and proportions:</u> ❖ Concept ❖ Formula ❖ Calculation ❖ Application	0.2	0.8	1

13.	Apply Pythagoras formula	<u>Pythagoras formula:</u> ❖ Concept ❖ Formula ❖ Calculation ❖ Application	0.2	0.8	1
14.	Apply unitary method	<u>Unitary method:</u> ❖ Concept ❖ Calculation ❖ Application	0.2	0.8	1
15.	Calculate simple interest	<u>Simple interest:</u> ❖ Concept ❖ Formula ❖ Calculation ❖ Application	0.2	0.8	1
16.	Calculate unit cost	<u>Unit cost:</u> ❖ Concept ❖ Formula ❖ Calculation ❖ Application	0.2	0.8	1
17.	Calculate per unit income	<u>Per unit income:</u> ❖ Concept ❖ Formula ❖ Calculation ❖ Application	0.2	0.8	1
18.	Calculate profit and loss	<u>Profit and loss:</u> ❖ Concept ❖ Formula ❖ Calculation ❖ Application	0.2	0.8	1
19.	Perform billing	<u>Billing:</u> ❖ Concept ❖ Calculation ❖ Bill format ❖ Procedure ❖ Application	0.2	0.8	1
20.	Prepare simple balance sheet	<u>Balance sheet:</u> ❖ Concept ❖ Format ❖ Procedure ❖ Application	0.2	0.8	1
<b>Total:</b>			<b>4</b>	<b>16</b>	<b>20</b>
<b>Sub module: 2: Occupational health and safety</b>					
<b>Description:</b> It consists of skills and knowledge related to occupational health and safety applicable in the related occupational performances					
<b>Objectives:</b> After its completion the trainees will be able:					
<ul style="list-style-type: none"> <li>• To be familiar with hazards related to this occupation</li> </ul>					

	<ul style="list-style-type: none"> <li>To apply preventive measures for occupational health and safety</li> </ul>					
	<b>Tasks:</b> To fulfill the objective the trainees are expected to get proficiency on the following tasks/skills/steps together with their related technical knowledge:					
	Th.(2 hrs) + Pr.( 8hrs) = Tot.( 10 hrs)			Time( hrs )		
SN	Tasks or skills/ steps	Related technical knowledge	Th.	Pr.	Tot.	
<b>Be familiar with hazards related to this occupation</b>						
<b>1.</b>	Be familiar with accident hazards	<u>Accident hazards:</u> ❖ Concept ❖ Causes ❖ Procedures for managing this hazard	0.2	0.8	1	
<b>2.</b>	Be familiar with physical hazards	<u>Physical hazards:</u> ❖ Concept ❖ Causes ❖ Procedures for managing this hazard	0.2	0.8	1	
<b>3.</b>	Be familiar with chemical hazards	<u>Chemical hazards:</u> ❖ Concept ❖ Causes ❖ Procedures for managing this hazard	0.2	0.8	1	
<b>4.</b>	Be familiar with biological hazards	<u>Biological hazards:</u> ❖ Concept ❖ Causes ❖ Procedures for managing this hazard	0.2	0.8	1	
<b>5.</b>	Be familiar with ergonomic/psychological / organizational factors:	<u>Ergonomic /psychological / organizational factors:</u> ❖ Concept of : <ul style="list-style-type: none"> <li>▪ Ergonomic factors</li> <li>▪ Psychological factors</li> <li>▪ organizational factors</li> </ul> ❖ Procedures for managing hazards caused by these factors	0.2	0.8	1	
	Sub total:		<b>1</b>	<b>4</b>	<b>4</b>	
<b>Apply preventive measures for occupational health and safety</b>						
<b>1.</b>	Wear safety wares	<u>Safety wares:</u> ❖ Identification ❖ Needs ❖ Wearing procedures	0.2	0.5	0.7	
<b>2.</b>	Inspect workplace before working	<u>Workplace inspection:</u> ❖ Concept ❖ Principle and procedures	0.2	0.5	0.7	

		❖ Records keeping			
3.	Inspect tools/materials/equipment before use	<u>Inspection of tools/materials/equipment:</u> ❖ Concept and identification ❖ Principle and procedures ❖ Records keeping	0.1	0.5	0.6
4.	Be prevented from accident hazards	<u>Prevention of accident hazards:</u> ❖ Concept ❖ Being prevented from accident hazards ❖ Records keeping	0.1	0.5	0.6
5.	Be prevented from physical hazards	<u>Prevention of physical hazards:</u> ❖ Concept ❖ Being prevented from physical hazards ❖ Records keeping	0.1	0.5	0.6
6.	Be prevented from chemical hazards	<u>Prevention of chemical hazards:</u> ❖ Concept ❖ Being prevented from chemical hazards ❖ Records keeping	0.1	0.5	0.6
7.	Be prevented from biological hazards	<u>Prevention of biological hazards:</u> ❖ Concept ❖ Being prevented from biological hazards ❖ Records keeping	0.1	0.5	0.6
8.	Be prevented from ergonomic/psychological / organizational factors that create problems/hazards.	<u>Prevention of ergonomic/psychological / organizational factors that create problems/hazards:</u> ❖ Concept ❖ Being prevented from ergonomic/psychological / organizational factors that create problems/hazards ❖ Records keeping	0.1	0.5	0.6
	Sub total:		1	4	5
	<b>Total:</b>		2	8	10
<b>Sub module: 3: First aid</b>					
	<b>Description:</b> It consists of skills and knowledge related to first aid measures applicable in the related occupational performances.				
	<b>Objective:</b> After its completion the trainees will be able: • To apply first aid measures				
	<b>Tasks:</b> To fulfill the objective the trainees are expected to get proficiency on the				

following tasks/skills/steps together with their related technical knowledge:					
		Th.(1 hrs) + Pr.( 4hrs) = Tot.( 5 hrs)	Time( hrs )		
SN	Tasks or skills/ steps	Related technical knowledge	Th.	Pr.	Tot.
1.	Carryout simple dressings	<u>Carryout simple dressings:</u> ❖ Concept ❖ Needs ❖ Procedures ❖ Precautions ❖ Recording	0.10	0.40	0.5
2.	Apply simple bandages	<u>Apply simple bandages:</u> ❖ Concept ❖ Needs ❖ Procedures ❖ Precautions ❖ Recording	0.10	0.40	0.5
3.	Apply first aid for simple wounds	<u>Apply first aid for simple wounds:</u> ❖ Concept ❖ Needs ❖ Procedures ❖ Precautions ❖ Recording	0.10	0.40	0.5
4.	Apply first aid for heat /chemical burns	<u>Apply first aid for heat /chemical burns:</u> ❖ Concept ❖ Needs ❖ Procedures ❖ Precautions ❖ Recording	0.10	0.40	0.5
5.	Apply first aid for injuries/cuts	<u>Apply first aid for injuries/cuts:</u> ❖ Concept ❖ Needs ❖ Procedures ❖ Precautions ❖ Recording	0.10	0.40	0.5
6.	Apply first aid for fracture	<u>Apply first aid for fracture:</u> ❖ Concept ❖ Needs ❖ Procedures ❖ Precautions ❖ Recording	0.10	0.40	0.5
7.	Apply first aid for simple bleeding	<u>Apply first aid for simple bleeding:</u> ❖ Concept ❖ Needs	0.10	0.40	0.5

		<ul style="list-style-type: none"> <li>❖ Procedures</li> <li>❖ Precautions</li> <li>❖ Recording</li> </ul>			
8.	Apply first aid for insect bites	<u>Apply first aid for insect bites:</u> <ul style="list-style-type: none"> <li>❖ Concept</li> <li>❖ Needs</li> <li>❖ Procedures</li> <li>❖ Precautions</li> <li>❖ Recording</li> </ul>	0.05	0.20	0.25
9.	Apply first aid for animal bites	<u>Apply first aid for animal bites:</u> <ul style="list-style-type: none"> <li>❖ Concept</li> <li>❖ Needs</li> <li>❖ Procedures</li> <li>❖ Precautions</li> <li>❖ Recording</li> </ul>	0.05	0.20	0.25
10.	Apply first aid for frost bite	<u>Apply first aid for frost bite :</u> <ul style="list-style-type: none"> <li>❖ Concept</li> <li>❖ Needs</li> <li>❖ Procedures</li> <li>❖ Precautions</li> <li>❖ Recording</li> </ul>	0.05	0.20	0.25
11.	Apply first aid for simple poisoning	<u>Apply first aid for simple poisoning:</u> <ul style="list-style-type: none"> <li>❖ Concept</li> <li>❖ Needs</li> <li>❖ Procedures</li> <li>❖ Precautions</li> <li>❖ Recording</li> </ul>	0.05	0.20	0.25
12.	Apply first aid for electrical shock	<u>Apply first aid for electrical shock:</u> <ul style="list-style-type: none"> <li>❖ Concept</li> <li>❖ Needs</li> <li>❖ Procedures</li> <li>❖ Precautions</li> <li>❖ Recording</li> </ul>	0.05	0.20	0.25
13.	Apply first aid for choking/ drowning	<u>Apply first aid for choking/ drowning:</u> <ul style="list-style-type: none"> <li>❖ Concept</li> <li>❖ Needs</li> <li>❖ Procedures</li> <li>❖ Precautions</li> <li>❖ Recording</li> </ul>	0.05	0.20	0.25
	<b>Total:</b>		<b>1</b>	<b>4</b>	<b>5</b>
<b>Sub module: 4: HIV/AIDS</b>					
<b>Description:</b> It consists of skills and knowledge related to safety					

	measures to be followed for the prevention of HIV/AIDS including its management.				
	<b>Objectives:</b> After its completion the trainees will be able: <ul style="list-style-type: none"> <li>To state the concept of HIV/AIDS</li> <li>To apply safety measures for prevention of HIV/AIDS</li> </ul>				
	<b>Tasks:</b> To fulfill the objective the trainees are expected to get proficiency on the following tasks/skills/steps together with their related technical knowledge:				
	Th.(1 hrs) + Pr.( 4hrs) = Tot.( 5 hrs)		Time( hrs )		
SN	Tasks or skills/ steps	Related technical knowledge	Th.	Pr.	Tot.
1.	<b>State the concept of HIV/AIDS</b> <ol style="list-style-type: none"> <li>Define HIV</li> <li>Enlist modes of transmission of HIV</li> <li>Enlist signs and symptoms of HIV infected person</li> <li>Enlist stages of HIV</li> <li>Define AIDS</li> <li>Enlist signs and symptoms of AIDS</li> <li>Enlist current status of global HIV/AIDS</li> <li>Enlist difference between HIV/AIDS</li> </ol>	<u>State the concept of HIV/AIDS:</u> <u>HIV:</u> <ul style="list-style-type: none"> <li>Definition of HIV:</li> <li>Modes of transmission of HIV</li> <li>Signs and symptoms of HIV infected person</li> <li>Stages of HIV</li> </ul> <u>AIDS:</u> <ul style="list-style-type: none"> <li>Definition of AIDS</li> <li>Signs and symptoms of AIDS</li> <li>Current status of global HIV/AIDS</li> <li>Difference between HIV and AIDS</li> </ul>	0.5	2	2.5
2.	Apply safety measures for prevention of <b>HIV/AIDS:</b> <ol style="list-style-type: none"> <li>Keep touch with single partner for sexual intercourse</li> <li>Ensure safe intercourse</li> <li>Use condom carefully and consistently during each act of sexual intercourse incase of other than single sex partner</li> <li>Keep away from sharing syringes, needles and other skin piercing instrument with HIV infected people</li> <li>Keep away from sharing toothbrushes, blade razors or other instruments that could become contaminated</li> </ol>	<u>Apply safety measures for prevention of HIV/AIDS:</u> <ul style="list-style-type: none"> <li>Keeping touch with single partner for sexual intercourse</li> <li>Ensuring safe intercourse</li> <li>Using condom carefully and consistently during each act of sexual intercourse incase of other than single sex partner</li> <li>Keeping away from sharing syringes, needles and other skin piercing instrument with HIV infected people</li> <li>Keeping away from sharing toothbrushes, blade razors or other instruments</li> </ul>	0.5	2	2.5



	<p>from blood</p> <p>6. Keep away from handling clothes or cloths that are visibly contaminated with blood</p> <p>7. Follow positive health behavior</p> <p>8. Get blood be tested to ensure HIV negative/positive</p>	<p>that could become contaminated from blood</p> <ul style="list-style-type: none"> <li>❖ Keeping away from handling clothes or cloths that are visibly contaminated with blood</li> <li>❖ Positive health behavior</li> <li>❖ Getting blood be tested to ensure HIV negative/positive</li> </ul>			
	<b>Total:</b>		1	4	5
<b>Sub module: 5 : Communication</b>					
<b>Description:</b> It consists of the skills and knowledge related to communication in the related occupation. Each task consists of its steps, related technical knowledge and hour distribution.					
<b>Objectives:</b> After its completion the trainees will be able:					
	<ul style="list-style-type: none"> <li>• To handle telephone calls</li> <li>• To handle fax</li> <li>• To handle mail</li> <li>• To write letters</li> <li>• To write memos / tips / notes / notice</li> <li>• To perform internal communication</li> <li>• To perform external communication</li> <li>• To perform oral communication</li> <li>• To perform written communication</li> </ul>	<ul style="list-style-type: none"> <li>• To communicate with donors To communicate with financial institutes</li> <li>• To link with media</li> <li>• To disseminate information</li> <li>• Write job application</li> <li>• Prepare Resume.</li> <li>• Communicate with senior.</li> <li>• Communicate with juniors.</li> <li>• Deal with customers</li> <li>• Request / purchase tool, supplies, materials and equipment.</li> <li>• Fill up leave requisition form.</li> </ul>			
<b>Tasks:</b> To fulfill the objective the trainees are expected to get proficiency on the following tasks/skills/steps together with their related technical knowledge:					
	Th.(2 hrs) + Pr.( 8hrs) = Tot.( 10 hrs)			Time( hrs )	
SN	Tasks or skills/ steps	Related technical knowledge	Th.	Pr.	Tot.
1.	Handle telephone calls	<u>Handling telephone calls:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, and importance</li> <li>❖ Operating principles and procedures</li> <li>❖ Care and maintenance</li> <li>❖ Safety precautions to be taken</li> <li>❖ Keeping activity records</li> </ul>	0.1	0.4	0.5
2.	Handle fax	<u>Handling fax:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, and</li> </ul>	0.1	0.4	0.5

		<ul style="list-style-type: none"> <li>importance</li> <li>❖ Operating principles and procedures</li> <li>❖ Care and maintenance</li> <li>❖ Safety precautions to be taken</li> <li>❖ Keeping activity records</li> </ul>			
3.	Handle mail	<u>Handling mail:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, and importance</li> <li>❖ Operating principles and procedures</li> <li>❖ Care and maintenance</li> <li>❖ Safety precautions to be taken</li> <li>❖ Keeping activity records</li> </ul>	0.1	0.4	0.5
4.	Write letters	<u>Writing letters:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, and importance</li> <li>❖ Types of letter</li> <li>❖ Component parts of each type of letter</li> <li>❖ Format of each type of letter</li> <li>❖ Writing letters</li> <li>❖ Precautions to be taken</li> <li>❖ Keeping activity records</li> </ul>	0.1	0.4	0.5
5.	Write memos / tips / notes / notice	<u>Writing memos / tips / notes / notice :</u> <ul style="list-style-type: none"> <li>❖ Concept, need, and importance</li> <li>❖ Component parts of memos / tips / notes / notice</li> <li>❖ Format of memos / tips / notes / notice</li> <li>❖ Writing memos / tips / notes / notice</li> <li>❖ Precautions to be taken</li> <li>❖ Keeping activity records</li> </ul>	0.1	0.4	0.5
6.	Prepare simple report	<u>Preparing simple report:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, and importance</li> <li>❖ Component parts of a report</li> <li>❖ Format of a report</li> <li>❖ Writing a report</li> </ul>	0.1	0.4	0.5

		<ul style="list-style-type: none"> <li>❖ Precautions to be taken</li> <li>❖ Keeping activity records</li> </ul>			
<b>7.</b>	Prepare simple proposal	<u>Preparing simple proposal:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, and importance</li> <li>❖ Component parts of a proposal</li> <li>❖ Format of a proposal</li> <li>❖ Writing a proposal</li> <li>❖ Precautions to be taken</li> <li>❖ Keeping activity records</li> </ul>	0.1	0.4	0.5
<b>8.</b>	Perform internal/ external communication	<u>Performing internal/ external communication:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, and importance</li> <li>❖ Principles, procedures, and application</li> <li>❖ Performing internal/ external communication</li> <li>❖ Precautions to be taken</li> <li>❖ Keeping activity records</li> </ul>	0.1	0.4	0.5
<b>9.</b>	Perform horizontal/vertical communication	<u>Performing horizontal/vertical communication:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, and importance</li> <li>❖ Principles, procedures, and application</li> <li>❖ Performing horizontal/vertical communication</li> <li>❖ Precautions to be taken</li> <li>❖ Keeping activity records</li> </ul>	0.1	0.4	0.5
<b>10.</b>	Perform oral/ written communication	<u>Performing oral/ written communication:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, and importance</li> <li>❖ Principles, procedures, and application</li> <li>❖ Performing oral/ written communication</li> <li>❖ Precautions to be taken</li> <li>❖ Keeping activity records</li> </ul>	0.1	0.4	0.5
<b>11.</b>	Communicate with financial institutes	<u>Communicating with financial institutes:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, and importance</li> </ul>	0.1	0.4	0.5

		<ul style="list-style-type: none"> <li>❖ Principles, procedures, and application</li> <li>❖ Communicating with financial institutes</li> <li>❖ Precautions to be taken</li> <li>❖ Keeping activity records</li> </ul>			
<b>12.</b>	Link with media	<u>Linking with media:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, and importance</li> <li>❖ Principles, procedures, and application</li> <li>❖ Linking with media</li> <li>❖ Precautions to be taken</li> <li>❖ Keeping activity records</li> </ul>	0.1	0.4	0.5
<b>13.</b>	Disseminate information	<u>Disseminating information:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, and importance</li> <li>❖ Principles, procedures, and application</li> <li>❖ Disseminating information</li> <li>❖ Precautions to be taken</li> <li>❖ Keeping activity records</li> </ul>	0.1	0.4	0.5
<b>14.</b>	Write job application	<u>Writing job application:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, and importance</li> <li>❖ Component parts of job application</li> <li>❖ Format of job application</li> <li>❖ Writing job applications</li> <li>❖ Precautions to be taken</li> <li>❖ Keeping activity records</li> </ul>	0.1	0.4	0.5
<b>15.</b>	Prepare resume	<u>Preparing resume:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, and importance</li> <li>❖ Component parts of a resume</li> <li>❖ Format of a resume</li> <li>❖ Writing resume</li> <li>❖ Precautions to be taken</li> <li>❖ Keeping activity records</li> </ul>	0.1	0.4	0.5
<b>16.</b>	Communicate with senior.	<u>Communicating with senior:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, and importance</li> <li>❖ Principles, procedures, and application</li> <li>❖ Communicating with</li> </ul>	0.1	0.4	0.5

		<ul style="list-style-type: none"> <li>senior</li> <li>❖ Precautions to be taken</li> <li>❖ Keeping activity records</li> </ul>			
17.	Communicate with juniors.	<u>Communicating with juniors:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, and importance</li> <li>❖ Principles, procedures, and application</li> <li>❖ Precautions to be taken</li> <li>❖ Keeping activity records</li> </ul>	0.1	0.4	0.5
18.	Deal with customers/stake holders	<u>Dealing with customers/stake holders:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, and importance</li> <li>❖ Principles, procedures, and application</li> <li>❖ Communicating with juniors</li> <li>❖ Precautions to be taken</li> <li>❖ Keeping activity records</li> </ul>	0.1	0.4	0.5
19.	Request / purchase tool, supplies, materials and equipment.	<u>Requesting / purchasing tool, supplies, materials and equipment:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, and importance</li> <li>❖ Principles, procedures, and application</li> <li>❖ Requesting / purchasing tool, supplies, materials and equipment</li> <li>❖ Precautions to be taken</li> <li>❖ Keeping activity records</li> </ul>	0.1	0.4	0.5
20.	Fill up leave requisition form	<u>Filling up leave requisition form:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, and importance</li> <li>❖ Principles, procedures, and application</li> <li>❖ Filling up leave requisition form</li> <li>❖ Precautions to be taken</li> <li>❖ Keeping activity records</li> </ul>	0.1	0.4	0.5
		<b>Total:</b>	<b>2</b>	<b>8</b>	<b>10</b>
<b>Sub module: 6 : Small enterprise development</b>					
<b>Description:</b> It consists of the skills and knowledge related to small enterprise development in the related occupation. Each task consists of its steps, related					

	technical knowledge and hour distribution.				
	<b>Objectives:</b> After its completion the trainees will be able:				
	<ul style="list-style-type: none"> <li>• To be familiar with entrepreneurship development</li> <li>• To prepare a business plan</li> </ul>				
	<b>Tasks:</b> To fulfill the objective the trainees are expected to get proficiency on the following tasks/skills/steps together with their related technical knowledge:				
	Th.(4 hrs) + Pr.( 16 hrs) = Tot.( 20 hrs)			Time( hrs )	
SN	Tasks or skills/ steps	Related technical knowledge	Th.	Pr.	Tot.
	<b><u>Entrepreneurship development:</u></b>	<b><u>Entrepreneurship development:</u></b>			
1.	Be familiar with business / entrepreneurship	<u>Business / entrepreneurship:</u> ❖ Concept, definitions, need, and importance ❖ Precautions to be taken ❖ Keeping activity records	0.1	0.4	0.5
2.	Develop qualities of a successful entrepreneur	<u>Qualities of a successful entrepreneur:</u> ❖ Concept and needs ❖ Qualities of a successful entrepreneur ❖ Keeping activity records	0.1	0.4	0.5
3.	Follow professional ethics	<u>Professional ethics:</u> ❖ Concept, need, and importance ❖ Professional ethics ❖ Interpretation ❖ Precautions to be taken ❖ Keeping activity records	0.1	0.4	0.5
4.	Analyze prevailing rules / regulations/ laws /acts related to the profession	<u>Prevailing rules / regulations/ laws /acts related to the profession:</u> ❖ Concept, need, and importance ❖ Prevailing rules / regulations/ laws /acts related to the profession ❖ Interpretation ❖ Precautions to be taken ❖ Keeping activity records	0.1	0.4	0.5
5.	Develop skills of good governance	<u>Good governance:</u> ❖ Concept, need, and importance ❖ Principles and procedures of good governance ❖ Precautions to be taken ❖ Keeping activity re	0.1	0.4	0.5

6.	Be familiar with entrepreneurship development/factors affecting the growth of entrepreneurship	<u>Entrepreneurship development/factors affecting the growth of entrepreneurship:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, and importance</li> <li>❖ Entrepreneurship development</li> <li>❖ Factors affecting the growth of entrepreneurship</li> <li>❖ Precautions to be taken</li> <li>❖ Keeping records</li> </ul>	0.1	0.4	0.5
7.	Develop an entrepreneurship competency development [ECD] program	<u>Entrepreneurship competency development [ECD] program:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, and importance</li> <li>❖ Entrepreneurship competency development [ECD]</li> <li>❖ ECD program development</li> <li>❖ Precautions to be taken</li> <li>❖ Keeping records</li> </ul>	0.1	0.4	0.5
8.	Be familiar with identification / selection/appraising/gaining instructional a support of a project <ul style="list-style-type: none"> <li>• Be familiar with identification of a project</li> <li>• Be familiar with selection of a project</li> <li>• Be familiar with appraising of a project</li> <li>• Be familiar with gaining instructional a support of a project</li> </ul>	<u>Identification / selection/appraising/gaining instructional a support of a project:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, and importance</li> <li>❖ Identification of a project</li> <li>❖ Selection of a project</li> <li>❖ Appraising of a project</li> <li>❖ Gaining instructional a support of a project</li> <li>❖ Precautions to be taken</li> <li>❖ Keeping records</li> </ul>	0.1	0.4	0.5
9.	Be familiar with the preparation of a comprehensive business plan for starting / acquiring /running a business	<u>Be familiar with the preparation of a comprehensive business plan for starting / acquiring /running a business:</u> <ul style="list-style-type: none"> <li>❖ Preparation of a comprehensive business plan for starting a business</li> <li>❖ Preparation of a comprehensive business plan for acquiring a</li> </ul>	0.1	0.4	0.5

		business ❖ Preparation of a comprehensive business plan for running a business ❖ Precautions to be taken ❖ Keeping records			
<b>10.</b>	Be familiar with marketing of products	<u>Be familiar with marketing of products:</u> ❖ concept of product, price, place, promotion ❖ marketing of products ❖ Precautions to be taken ❖ Keeping records	0.1	0.4	0.5
		<b>Sub total:</b>	<b>1</b>	<b>4</b>	<b>5</b>
	<b><u>Business plan:</u></b>	<b><u>Business plan:</u></b>			
<b>11.</b>	Collect related information / data	<u>Collecting related information / data:</u> ❖ Concept, need, and importance of data and information ❖ Difference between data and information ❖ Principles and procedures for collecting related information / data ❖ Collecting related information / data ❖ Precautions to be taken ❖ Keeping records	0.4	1.6	2
<b>12.</b>	Prepare production plan	<u>Preparing production plan:</u> ❖ Concept, need, and importance ❖ Component parts ❖ Format ❖ Principles and procedures ❖ Precautions to be taken ❖ Keeping records	0.4	1.6	2
<b>13.</b>	Prepare cost plan	<u>Preparing cost plan:</u> ❖ Concept, need, and importance ❖ Component parts ❖ Format ❖ Principles and procedures ❖ Precautions to be taken ❖ Keeping records	0.4	1.6	2
<b>14.</b>	Prepare financial plan	<u>Preparing financial plan:</u>	0.4	1.6	2



		<ul style="list-style-type: none"> <li>❖ Concept, need, and importance</li> <li>❖ Component parts</li> <li>❖ Format</li> <li>❖ Principles and procedures</li> <li>❖ Precautions to be taken</li> <li>❖ Keeping records</li> </ul>			
15.	Prepare marketing plan	<u>Preparing marketing plan:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, and importance</li> <li>❖ Component parts</li> <li>❖ Format</li> <li>❖ Principles and procedures</li> <li>❖ Precautions to be taken</li> <li>❖ Keeping records</li> </ul>	0.4	1.6	2
16.	Prepare a business plan	<u>Preparing a business plan:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, and importance</li> <li>❖ Component parts</li> <li>❖ Format</li> <li>❖ Principles and procedures</li> <li>❖ Precautions to be taken</li> <li>❖ Keeping records</li> </ul>	0.6	2.4	3
17.	Appraise business plan	<u>Appraising business plan:</u> <ul style="list-style-type: none"> <li>❖ Concept, need, and importance</li> <li>❖ Principles and procedures</li> <li>❖ Precautions to be taken</li> <li>❖ Keeping records</li> </ul>	0.4	1.6	2
		Sub total:	3	12	15
		Total:	4	16	20
		Common module total:	14	56	70
		<b>All total:</b>	<b>92</b>	<b>368</b>	<b>460</b>
<b>List of tools, materials and equipment</b>					
	<ul style="list-style-type: none"> <li>• Sewing machine ( single needle )</li> <li>• Needle and thread</li> <li>• Inch tape</li> <li>• Scale</li> <li>• Tailor chalk</li> <li>• Lakkhu</li> <li>• Needle fork</li> <li>• Screw driver</li> <li>• Opener</li> <li>• Machine oil</li> </ul>	<ul style="list-style-type: none"> <li>• Irons</li> <li>• Cutting table</li> <li>• Iron board</li> <li>• Wrench</li> <li>• Over lock / interlock machine</li> <li>• Pico machine</li> <li>• Button machine</li> <li>• Elastic/ button / hook / zipper / lase</li> <li>• Bakram / pasting</li> </ul>			

	<ul style="list-style-type: none"> <li>• Scissors</li> </ul>		<ul style="list-style-type: none"> <li>• Cloth</li> </ul>			
<b>Reading materials</b>						
	<ul style="list-style-type: none"> <li>• Instructor selected textbooks/ reference books / manuals/ journals and articles available in the marker</li> </ul>		<ul style="list-style-type: none"> <li>• Instructor prepared books, handouts, notes and manuals</li> </ul>			
<b>Facilities</b>						
	<ul style="list-style-type: none"> <li>• Well equipped enough class/ office rooms</li> <li>• A / V room</li> <li>• Well equipped training workshop for <b>tailor master</b></li> <li>• Transportation facilities/ vehicle /library</li> </ul>		<ul style="list-style-type: none"> <li>• OHP/computers with CD ROM attachment / pictures</li> <li>• Multimedia presentation set /slide presenter</li> <li>• Hostel/canteen /drinking water/ electricity</li> </ul>			

**Task analysis sample:**

**Steps:**

- Receive instruction
- Receive client
- Ask for design/style
- Inspect cloth
- Take measurements
- Draft on cloth as per the measurement
- Cut cloth as per the draft made
- Paste Bakram / pasting
- Prepare machine for sewing
- Carry out overlooking
- Sew the dress by parts
- Join main parts
- Join other parts
- Check measurements
- Make corrections(if necessary)Carry out hand stitching
- Remove/cut unwanted/unnecessary threads
- Iron the dress
- Hang the dress
- Allow client for trail
- Make corrections( if necessary)
- Pack the dress
- Hand over the dress to the client
- Follow precautions
- Keep records